

**NEW CONCUR USER INTERFACE**

**OVERVIEW**

Harvard will be transitioning to a new Concur User Interface (NextGen UI) with new features and enhancements including an accessible design for all users. This new User Interface will replace the existing, Legacy User Interface currently used.

**Why:** The existing User Interface will be decommissioned by Concur in the fall of 2022.

**Who:** All Faculty and Staff who use Concur to process reimbursements.

**What:** NextGen UI is the continued evolution of Concur Expense end user experience. A more intuitive experience that guides users where to go, reducing errors

*The Mobile App and Approver view and functionality have not changed!***When:** March 28,2022

**CHANGES**

# Expense Details and Receipt available in One View (Side by Side)

* Hotel Itemization
* Adding Meal Attendees
* Allocations
* Adding Documents at the Report Header
* “Approval Flow” is now called “Report Timeline”
* “Missing Receipt Affidavit” is now referred to as “Missing Receipt Declaration”
* Delegates can “pull back” a report by selecting “Not Ready For Review” if the report has not been “Submitted” but the employee

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**Expense** **Details and receipt available in One View**

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**Easier Hotel Itemization Screen**

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**Clean design focused on guiding users to Next Step**



**Reimbursees can review reports ready for submission by selecting Print Share for report summary.**

**Receipts can be reviewed by selecting *Manage Receipts > Manage Attachments***

**RESOURCES**

Updated training materials can be found on the Concur Website -[Concur Training](https://travel.harvard.edu/concur-training)

Concur office Hours: Monday & Wednesday’s 11AM-12PM beginning 3/28/22 – see [Concur Website](https://travel.harvard.edu/concur-training) for Zoom link