















UAF Travel

Friday's Tips, Tricks, & FAQ's

16 August, 2019

Today's Concur Tips & Tricks: Concur Icons

Concur uses symbols/icons on both the Request and the Expense Report to indicate certain things. Knowing what each symbol/icon means can provide insight into expense types, audit flags, etc.

-  **Attendees:** An expense entry has associated attendees.
-  **Comments:** An expense entry has comments.
-  **Credit Card:** An expense entry was a corporate credit card transaction.
-  **Credit Card:** A corporate credit card transaction includes additional data.
-  **Exception:** An expense entry exception that must be resolved before submission.
-  **Fly America Compliance:** This flight is compliant with all Fly America laws.
-  **Warning:** An expense entry warning that may require additional action.
-  **Allocation:** An expense entry has been split between two or more funding sources (will appear whenever the allocation window is opened for an expense). So, don't allocate unless you want to split an expense or change it from the Header.
-  **Receipt Required:** An expense entry requires a receipt.
-  **Receipt Attached:** An expense entry has a receipt attached.
-  **E-Receipt Attached:** Indicates that an e-receipt is associated with the transaction.
-  **Personal Expense:** An expense entry was marked as a personal expense.
-  **Trip Data:** Indicates trip information from an itinerary.
-  **Report Sent Back:** Indicates that an approver sent the Report back to the User with comments.

Hot Tip #1: Concur will provide explanation of and suggested resolutions for Warnings and Exceptions.

Hot Tip #2: Red Exception icons are triggered when the "Submit" button is clicked. After the item is corrected, these icons are cleared by clicking "Submit" again.

Please feel free to disseminate these tips and tricks to your travelers! And, as always, reach out to us with any questions or concerns (uaf-concur-travel@alaska.edu).

Thank you for all that you do!