

Hello everyone,

This Concur update addresses four areas.

1) Log-in page

The main log-in page now has a different background picture. Expect Concur to rotate pictures periodically.

2) Browser support ending for Microsoft IE versions 8 & 9

Concur's support for use of its software with these browsers ends on February 12, 2016. Users on campus need to update to a later version of IE browser or use a different browser. Please contact the IT help desk for assistance with browsers.

3) Concur information on webapps financial transaction download is available

The Webapps download now shows Concur report information and is available at the Finance/Downloads tab. At the download's text column, you will see information regarding the Concur user, the Concur expense report and the payment type (out of pocket or pcard – including additional information if the expense is charged to a pcard). Additional columns include the business purpose, traveler/user and reallocation text. The reallocation text provides information if the "Business Purpose" field at the expense line item has data. Since the maximum field length for information downloaded into Webapps is 32 characters, the business purpose fields on the Concur report header and expense line items have also been limited and provides a warning to the user. If additional business purpose information is desired to be maintained on the Concur report, please use the "Comment" fields.

4) Delegate assignments

If you are a user (who is a delegate for other users) and have moved to a different position on campus, you may now delete the delegate role that related to your old position from your profile. Follow these steps:

- a) Access expense delegates at the profile
- b) Select "Delegate For" just below the caption "Expense Delegates"
- c) Depending on the # of users for whom the user is a delegate, check the box next to the user's name to be deleted and then click the "Delete" button or choose the select all box then click on "Delete All".

Happy Thanksgiving!