Concur Expense: Creating a New Expense Report [1]

To create a new expense report, navigate the Concur home page as per your preference to reach the Expense page. Once in the **Manage Expenses** page, click the **+Create New Report** box.

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In the NextGen UI, a new window pops up for the user to select and complete the appropriate report along with all necessary information relevant to the **Type of Report**. Once all the information has been completed, click the blue **Create Report** button to continue with the report.

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Alerts

In the NextGen UI, *Exceptions* are new called **Alerts**. **Alerts** will no longer immediately appear. Instead, the user will be taken to another page. It is at the top of that page where the **Alerts** will be. **Alerts** are by default minimized in the NextGen UI. **Alert** ribbons can be red or yellow. To view the **Alerts** and associated messages, users will need to click the drop-down carrot to expand the window exposing the **Alerts** for acknowledgement or to take corrective action.

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Deleting a Report

In the NextGen UI, to delete a report, click on the trash can icon, next to the *Report Name*. A pop-up will appear asking the user to *Confirm Delete* by clicking *Delete* or *Do Not Delete*

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