

– Concur Products – Icons in the User Interface May 13, 2020

(applies to Professional and Standard Editions)

This document provides a listing of icons in the Concur Travel, Expense, Request, and Invoice products. The icons are listed by individual product.







NOTE: These icons do not apply to NextGen Expense.

Contents

| | |
|----------------------|----------|
| General | 1 |
| Travel | 1 |
| Expense | 2 |
| Invoice | 4 |
| Request | 5 |



General













The following icons can be found in Expense, Invoice, and Request and have the same meaning in each product:

| Icon | Name | Description |
|---|-------------|--|
|  | Exception | Indicates an exception must be resolved before submission. |
|  | Question | Indicates a question that does not prevent submission. |
|  | Information | Indicates an exception that does not prevent submission. |
|  | Alert | Indicates an exception that does not prevent submission. |
|  | Calendar | Indicates that the user can click the icon to access the calendar popup. |
|  | View Image | Indicates that the user can click the icon to view an image. |

Travel








The following icons can be found in Travel:















| Icon | Name | Description |
|---|---------------------------|---|
|  | Fly America Act Compliant | Indicates the flight is compliant with the Fly America Act. |
|  | Gogo Wi-Fi | Indicates Gogo Wi-Fi is available. |














| Icon | Name | Description |
|---|---------------------------|--|
|  | Mixed Flight/Train Search | Indicates that the user can click the icon to access the mixed flight/train search window. |
|  | Hotel Search | Indicates that the user can click the icon to access the hotel search window. |
|  | Car Search | Indicates that the user can click the icon to access the car search window. |
|  | Train Search | Indicates that the user can click the icon to access the train search window. |
|  | Flight Status | Indicates that the user can click the icon to view the status of your flights. |
|  | Finalize Trip | Indicates finalization of trip. |
|  | Flight Itinerary | Indicates flight itinerary information |
|  | Hotel Itinerary | Indicates hotel itinerary information |
|  | Car Itinerary | Indicates car itinerary information |
|  | Add Itinerary | Indicates a user can add itinerary to their trip. |
|  | Warning Exception | Indicates that travel policy will be applied after the user selects the flight. |
|  | Quiet Car | Indicates that the rail car has noise restrictions. |

Expense

The following icons can be found in Expense:



| Icon | Name | Description |
|---|-------------------------|---|
|  | Attendees | Indicates that an expense entry has associated attendees. |
|  | Comments | Indicated that the expense or report contains a comment. |
|  | Trip Data | Indicates trip information from an itinerary. |
|  | Ground Transportation | Indicates that the expense entry originated from a ground transportation itinerary. |
|  | Personal Expense | Indicates that an expense entry was marked as personal. |
|  | Credit Card Transaction | Indicates that an expense entry originated from a credit card transaction. |
|  | Credit Card Transaction | Indicates that a credit card transaction includes additional data. |










| Icon | Name | Description |
|---|---------------------------------|---|
|  | Warning Exception | Indicates that an expense entry has an exception that does not prevent submission. |
|  | Exception | Indicates that an expense entry exception must be resolved before submission. |
|  | Full Allocation | Indicates that the expense entry has been fully allocated. |
|  | Partial Allocation | Indicates that the expense entry has only been partially allocated. |
|  | OCR Receipt | Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, ExpenseIt). |
|  | Receipt Image Required | Indicates that an imaged receipt is required for this expense. |
|  | Paper Receipt Required | Indicates that an expense requires a paper receipt. |
|  | E-Receipt Available | Indicates that an e-receipt is available in Available Expenses. |
|  | Missing Receipt Affidavit | Indicates that a missing receipt affidavit has been attached to the expense. |
|  | XML Receipt Attached | Indicates that an XML receipt is attached to the expense. |
|  | Report Ready for Review | Indicates that the expense report has been reviewed by a delegate and is ready for delegator review and submission. |
|  | Budget Item | Indicates that the item is allocated to a budget you manage and requires your budget approval. |
|  | Success | Indicates that all required approvals have been processed. |
|  | Acting as others | Indicates that the user is acting as a delegate for another user. |
|  | Acting as other user | Indicates that the user is acting as a delegate for another user. |
|  | Mobile Phone | Indicates that the user can add a mobile device to their Expense Profile. |
|  | Profile Picture | Indicates that a user can add a profile picture to their Expense Profile. |
|  | Personal Profile | Indicates that the user can click the icon to access their personal profile. |
|  | Personal Car Mileage Calculator | Indicates that the user can click the icon to access the personal car mileage calculator. |

| Icon | Name | Description |
|---|----------------------------|--|
|  | Drive | This icon indicates that this is a Drive expense. |
|  | Mileage (Calculated) | This icon indicates when there is no location and only distance is provided. |
|  | Mileage (Manual) | This icon indicates when there is no location and only distance is provided. |
|  | Report Sent Back | Indicates that the approver sent a report back to the submitter with comments. |
|  | View Image | Indicates that the user can click the icon to view an image. |
|  | Mobile Expense | Indicates that the expense entry was created in Mobile. |
|  | Commuter Pass | A commuter pass was used for this (portion of) travel. |
|  | Created Manually | The route was added using the manual route search function, and all aspects, including the route itself, may be edited by the user. |
|  | Created Using Route Search | This route was created using the Route Search feature, and the route information cannot be edited, only selected items such as the Business Purpose. TIP: Hover over this icon to note attributes of the selected route. |
|  | IC Card Fare | In Available Expenses, or within the route search results window, the route was returned with an IC card fare. |
|  | Round Trip | This route included round-trip travel. |
|  | Receipt Attached | Like other expense report entries, this entry has a receipt image attached to it. |
|  | e-Bunsho Timestamp | Indicates that the receipt has an e-Bunsho timestamp. Only users who belong to a group that has the e-Bunsho Timestamp feature enabled will see this icon. |

Invoice






The following icons can be found in Invoice:

| Icon | Name | Description |
|---|-----------|--|
|  | Match | Indicates that a payment request and a purchase order match. |
|  | Exception | Indicates that a payment request exception must be resolved before submission. |

| Icon | Name | Description |
|---|----------------------------|---|
|  | Full Allocation | Indicates that a payment request has been fully allocated. |
|  | Partial Allocation | Indicates that a payment request has been partially allocated. |
|  | View Invoice | Indicates that the user can click the icon to view the invoice image. |
|  | Warning | Indicates that the user must choose a payment request type and select a vendor from the vendor list, or find and select the purchase order for their payment request. |
|  | Delete | Indicates that the user can click the icon to delete pending requests. |
|  | Add | Indicates that the user can click the icon to add a new item. |
|  | Copy | Indicates that the user can click the icon to copy pending requests. |
|  | Pending Purchasing Review | Indicates that the request has been assigned to purchasing. |
|  | Supplier Portal Invitation | Indicates an invitation has been sent to a vendor to join the Supplier Portal. |

Request

The following icons can be found in Request:

| Icon | Name | Description |
|---|------------------|--|
|  | Exception | Indicates that a request exception must be resolved before submission. |
|  | Warning | Indicates that the request has an exception that does not prevent submission. |
|  | Budget Item | Indicates that the item is allocated to a budget you manage and requires your budget approval. |
|  | Segments | Indicates the flight, train, car and hotel trip segments that the user can add to a request. |
|  | Report Sent Back | Indicates that the approver sent a report back to the submitter with comments. |