

Faster, Smarter Expenses: Everything You Need to Know About The New SAP Concur NextGen



The new and improved Concur® Expense and Concur Request Experience offers a clean design focused on intuitively guiding users to the next step. It **empowers your business** to drive more value from your investments, boost efficiency, and focus on what's important.

We Listened! Your Upgrade is Available!

The updated UI is the direct result of user research, data analytics, rigorous testing, and offers a significantly improved, guided user experience with added functionality.

More mobile-centric customers wanted a singular experience across all devices, so we've included mobile parity in the new UI. We know that more employees want to travel by car, so we've included a new Mileage Service which provides users with automatic, government-directed mileage rates and taxability support.



A Snapshot of the New SAP Concur Experience

The new SAP Concur Experience offers improved usability, efficiency, and accessibility within a concise, new dashboard design based on modern design best practices. We know you're going to get more out of your SAP Concur solution as soon as you start using it.

Users will no longer have to toggle between receipt view and expense details or add attendees on a separate page. Multiple screens for hotel itemisation are also a thing of the past, and allocations has a cleaner look and feel. There are new fields and tabs for more intuitive usage.

With Request-based expense reports, users benefit from automatically generated expense report when they make a request. Check out this [video](#) for how it works.

Your Change Action Plan

You are offering users a more modern, efficient, usable, and accessible solution for creating and submitting expense reports, but change is not always initially welcomed. We've identified seven questions to ask to ensure users are seamlessly moved to the updated UI. Delve deeper into each step by reading the full guide [here](#).

WHAT DOES THIS MEAN FOR YOUR BUSINESS?

- Optimised task flows mean users learn more quickly, leading to fewer escalations to admin/support.

- Better visibility and room to work on screen, leading to greater efficiency and ease of submitting expenses and planning trips.

- A clearer view and smarter planning allow for more sustainable choices.

- Visual cues and alerts prompt users to take the next best action, improving employee experiences and compliancy.

- A more approachable experience for our users with visual, auditory, motor, cognitive, or speech disabilities makes expense reporting easier for everyone.



The New SAP Concur Experience: For Users and Admins

The transition to the new user interface affects Concur Expense and Concur Request. Take advantage of our materials designed to make the transition easier.

Feel free to check out our tips, FAQs and other resources for users and administrators.

User

- SAP Concur NextGen UI Training Guide [Expense](#) | [Request](#)
- SAP Concur Transition Guide [Expense](#) | [Request](#)
- Watch a [Webinar](#)

Admin

- SAP Concur Admin [Toolkit](#)
- SAP Concur Admin [Resource Centre](#)
- SAP Concur Transition Guide [Expense](#) | [Request](#)

FAQs and Demos

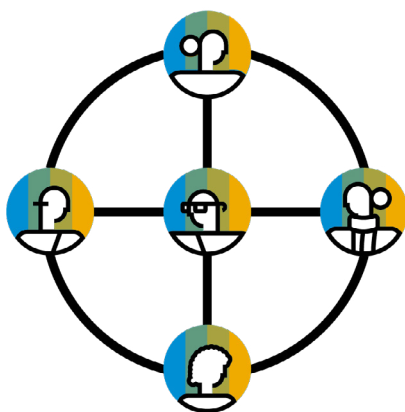
- FAQ [Expense](#) | [Request](#)
- Demos [Expense](#) | [Request](#)
- Admin to User Email Template ([English](#)) ([Other languages](#))

Technical Documentation

- Technical documentation (professional) [Expense](#) | [Request](#)
- Technical documentation (standard) [Expense](#) | [Request](#)
- Features not yet available (professional) [Expense](#) | [Request](#)
- Features not yet available (standard) [Expense](#) | n/a

Communication

- Admin to User Email Template (English) [Expense](#)



Switched On – Together

Any change is made easier by learning tips and tricks from others who are on the same path, or even further along. Explore the [SAP Concur Community](#) to discover what other clients think about the new SAP Concur user interface and learn new ways to get the most from your SAP Concur solutions.

For more support on where to get started with the change, download our [SAP Concur Change Management Strategy Template](#) or [talk to us](#) to find out more.

Start the change today so you don't miss the October 1, 2022 deadline.

Learn more at concur.co.uk

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