

New Request User Interface (UI)

Active Requests:

The screenshot shows the SAP Concur 'Manage Requests' interface. The top navigation bar includes 'SAP Concur', 'Requests' (highlighted), 'Travel', 'Expense', and 'App Center'. The main header is 'Manage Requests'. Below it, a 'REQUEST LIBRARY' section has a 'View' dropdown set to 'Active Requests'. A grid of request cards is displayed, each with a status, date, and details. A 'Create New Request' button is visible on the left. A dropdown menu is open over the 'Active Requests' filter, showing options: 'Active Requests', 'Not Submitted', 'Pending Approval', 'Approved', 'Cancelled', 'Closed', and 'All Requests'.

Status	Date	Details
+		Create New Request
Not Submitted	11/25/2020	testing aa
RETURNED	11/25/2020	again2, \$21.15
NOT SUBMITTED	11/24/2020	Dept Head Test
SUBMITTED	11/25/2020	don't select AA, \$31.15
SUBMITTED	11/25/2020	does AA default?, \$21.15
SUBMITTED	11/23/2020	AGAIN - does this prompt?, \$21.15

Request Header:

The screenshot shows the 'Edit Request Header' form in SAP Concur. The form is titled 'Full Service Test | Request ID: 7DUR'. It contains several required fields marked with an asterisk (*). The fields are organized into three rows. The first row contains 'Request Type' (Event Request), 'Event Name' (Full Service Test), and 'Event Date' (09/16/2022). The second row contains 'Event Location' (Campus), 'Type of Event' (On Campus (Campus-Owned Property)), and 'Type of Service' (Catering - Full Service). The third row contains 'Fund' ((13991) University Core Funds-(SD)), 'Financial Unit' ((5000051) Disbursement and Trave...), and 'Approver' ((mlay@ucsd.edu) Lay, Michael-(SD)). There are also 'Cancel' and 'Save' buttons at the bottom right. The footer includes 'Service Status (North America)', 'Cookie Preferences', '© Copyright', and 'Concur Help and Resources'.

Field	Value
Request Type	Event Request
Event Name	Full Service Test
Event Date	09/16/2022
Event Location	Campus
Type of Event	On Campus (Campus-Owned Property)
Type of Service	Catering - Full Service
Fund	(13991) University Core Funds-(SD)
Financial Unit	(5000051) Disbursement and Trave...
Approver	(mlay@ucsd.edu) Lay, Michael-(SD)

Request Open View Screen:

SAP Concur

Requests

Travel

Expense

Reporting

App Center

New Theme

Off

Administration

Help

Profile

Manage Requests

Process Requests

Alerts: 3

Full Service Test \$595.00

Not Submitted | Request ID: 7DUR

Copy Request

Submit Request

Request Details

Print/Share

Attachments

EXPECTED EXPENSES

Add

Edit

Delete

Allocate

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Supplier Info		09/16/2022		
<input type="checkbox"/>		Prepared Food/Catering Srvc On-Campus		09/16/2022	\$595.00	\$595.00

Concur

Help and Resources