



SAP Concur User Interface Icons

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User Interface Icons

The following list provides icons from the Concur Travel, Expense, Request, and Invoice products. The icons are listed by individual product. These icons apply to both Professional and Standard Editions.

General

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

Icon	Name	Description
	Success	Indicates that all required approvals have been processed.
	Add	Indicates that the user can add a new item.
	Delete	Indicates the ability to delete an object.
	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.

Concur Travel

The following icons can be found in Concur 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.
	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.

Icon	Name	Description
	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.

Concur Expense

The following icons can be found in Concur Expense:

Icon	Name	Description
	Attendees	Indicates that an expense entry has associated attendees.
	Attendee Groups	Indicates a group of attendees.
	Recent Attendees	Indicates attendees recently added to the report.
	Import Attendees	Indicates that the user can import attendees using the import feature.
	Comments	Indicated that the expense or report contains a comment.
	Calendar	Indicates that the user can click the icon to access the calendar popup.
	City	Indicates the city associated with the report.
	Question	Indicates a question that does not prevent submission.
	Credit Card Charge	Indicates that an expense entry originated from a credit card charge.
	Exception	Indicates that an expense entry has an exception that does not prevent submission..

Icon	Name	Description
	Alert	Indicates an exception that does not prevent submission.
	Ground Transportation	Indicates that the expense entry originated from a ground transportation itinerary.
	Information	Indicates an exception that does not prevent submission.
	Success	Indicates that all alerts have been cleared from a report.
	Partial Allocation	Indicates a particular set of previously used allocations saved as favorites.
	Favorite Allocations	Indicates previously favored allocations available to add to a report.
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Attach Receipt Image	Indicates that the user can attach a receipt image.
	Upload Receipt Image	Indicates that the user can upload a receipt image.
	Receipt Attached	Like other expense report entries, this entry has a receipt image attached to it.
	E-Receipt Attached	Indicates an e-receipt is attached to the expense entry.
	Missing Receipt Declaration Attached	Indicates the user can click on this icon to open and close the receipt.
	Open/Close Receipt	Indicates that the user can add a mobile device to their Expense Profile.
	e-Bunsho Timestamp Processing	Indicates that the receipt is processing.
	Document Compliance	Indicates that the receipt has been certified according to one of our supported document compliance solutions which includes: • GRDC – France and Spain • Fapiao – China • e-Bunsho - Japan
	e-Bunsho Timestamp Failed	Indicates that the receipt failed to be timestamped.
	Report Sent Back	Indicates that the approver sent a report back to the submitter with comments.

Concur Invoice

The following icons can be found in Concur Invoice:

Icon	Name	Description
	Match	Indicates that an invoice and a purchase order match submission.
	Exception	Indicates that an invoice exception must be resolved before submission.
	Full Allocation	Indicates that an invoice has been fully allocated.
	Partial Allocation	Indicates that an invoice 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 an invoice type and select a vendor from the vendor list, or find and select the purchase order for their invoice.
	Delete	Indicates that the user can click the icon to delete pending invoices.
	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 invoices.
	Pending Purchasing Review	Indicates that the invoice has been assigned to purchasing.
	Supplier Portal Invitation	Indicates an invitation has been sent to a vendor to join the Supplier Portal.

Concur Request

The following icons can be found in Concur Request:

Icon	Name	Description
	Attachments	Indicates that an invoice and a purchase order match submission.
	Filter	Indicates that an invoice exception must be resolved before submission.
	Attendees	Indicates that an request has associated attendees.
	Attendee Groups	Indicates a group of attendees.
	Recent Attendees	Indicates that the user can click the icon to view the invoice image.
	Import Attendees	Indicates that the user must choose an invoice type and select a vendor from the vendor list, or find and select the purchase order for their invoice.

Icon	Name	Description
	Location	Indicates that the user can click the icon to delete pending invoices.
	Time	Indicates that the user can click the icon to add a new item.
	Calendar	Indicates that the user can click the icon to copy pending invoices.
	Exception	Indicates that the invoice has been assigned to purchasing.
	Alert	Indicates an invitation has been sent to a vendor to join the Supplier Portal.
	Information	Indicates an exception that does not prevent submission.
	Success	Indicates when the attend import completes successfully, appears in the Request Timeline dialog, and on the Agency Proposal page.
	Partial Allocation	Indicates that request has been partially allocated.
	New Allocation	Indicates that the user can add a new allocation.
	Favorite Allocations	Indicates previously favored allocations available to add to a report.
	Budget Item	Indicates that the item is allocated to a budget you manage and requires your budget approval.
	Request Sent Back	Indicates that the approver sent a request back to the submitter with comments.
	Question	Indicates a question that does not prevent submission.