












Concur Icons Reference Guide


















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






General

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 Expense










Icon	Name	Description
	Attendees	Indicates that an expense entry has associated attendees.
	Attendee Groups	Indicates a group of attendees.

Icon	Name	Description
	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.
	Flight Itinerary	Indicates flight itinerary information
	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 prevents submission.
	Alert	Indicates an exception that does not prevent submission.
	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.
	Upload Receipt Image	Indicates that the user can upload a receipt image.
	Attach Receipt Image	Indicates that the user can attach a receipt image.

Icon	Name	Description
	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 that a missing receipt declaration is attached to the expense entry.
	Open/Close Receipt	Indicates the user can click on this icon to open and close the receipt.
	Report Sent Back	Indicates that the approver sent a report back to the submitter with comments.

Concur Request

Icon	Name	Description
	Attachments	Indicates that the user has attached a document to the request.
	Filter	Indicates that the user can filter items in a list.
	Attendees	Indicates that a request 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.
	Location	Indicates the to and from location for the leg of a trip.
	Time	Indicates the start time and end time of a trip. Also, indicates the creation of segments for requests.
	Calendar	Indicates that the user can click the icon to access the calendar popup.
	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. Also appears when the user is deleting an expected expense from a request.
	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 a particular set of previously used allocations saved as favorites.
	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.