Business Matters @ Sac State

TOPIC: SAP Concur Home Page Redesign

DATE:	August 23, 2024
TO:	Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers
FROM:	Sarah Hansen, Accounts Payable & Travel Manager

We want to inform you that SAP Concur will be launching a refreshed home page experience on the web that features an intuitive design and user-friendly navigation. Starting in late August, you will have the option to enable the new SAP Concur home page.

By enabling this option, you will benefit from the following:

• A refreshed, modern design

• Simplified navigation

• Streamlined user workflows to facilitate faster completion of tasks

• Improved scalability, performance, and responsiveness

• An aligned user experience across SAP products

The SAP Concur home page redesign will not change any features or functionality of SAP Concur products; it is only a visual user interface (UI) update.

How do I enable the new SAP Concur home page experience?

- Starting **later this week**, you will have the option to enable the new SAP Concur home page experience via a banner at the top of the home page. You will be able to revert back to the legacy home page through the banner.

- Starting in **late October 2024**, the new home page will become the default home page users see. Users will be able to revert back to the legacy home page through a banner at the top of the home page.

- Beginning in **January 2025**, the legacy home page will be retired, and the new home page will be the only option.

Specific questions about this travel guidance and restrictions should be addressed to your immediate supervisor and/or college dean or divisional vice president. General questions about employee travel can be directed to Accounts Payable & Travel, sacstatetravel@csus.edu, ext. 86476.