



University of California  
San Francisco

Supply Chain Management

# MyExpense: User Interface Update to Fiori with Horizon Visual Theme

November 2023

# About the Project

- MyExpense will be updated to a new user interface known as SAP Fiori with Horizon
- Go-live for the new UI: **November 17, 2023**

## Why is the user interface being updated?

- To improve design consistency across Concur solutions
- For a more inclusive and accessible design for everyone
- New visual themes provide more options to suit our needs and preferences



# Key Changes in the New MyExpense UI

## Changing

- **New visual look and feel:**
  - Fonts, font sizes, icons colors, rounded corners
- Options for **appearance themes:**
  - Horizon Morning (Light mode)
  - Horizon Evening (Dark mode)
  - High contrast modes (visual accessibility)
- Updated **Navigation Drop-Down** for easier access to top features

## Not Changing

- **Features or Functionality**

# Landing Page

The updated look and feel includes updated fonts, colors, and a navigation drop-down from the home page.

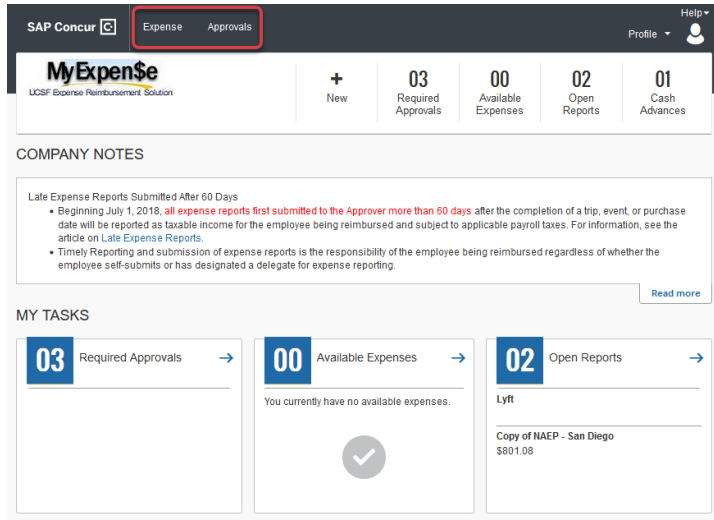
With New UI

This screenshot shows the old version of the SAP Concur MyExpense\$ landing page. The header includes the SAP Concur logo, navigation links for Expense and Approvals, and a Help icon. The main content area features the MyExpense\$ logo and a navigation bar with five items: '+ New', '03 Required Approvals', '00 Available Expenses', '02 Open Reports', and '01 Cash Advances'. Below this is a 'COMPANY NOTES' section with a red heading and a paragraph of text, followed by a 'Read more' link. The 'MY TASKS' section contains three cards: '03 Required Approvals' with a right arrow, '00 Available Expenses' with a right arrow and a checkmark, and '02 Open Reports' with a right arrow and a list item 'Lyft' with a sub-item 'Copy of NAEP - San Diego \$801.08'.

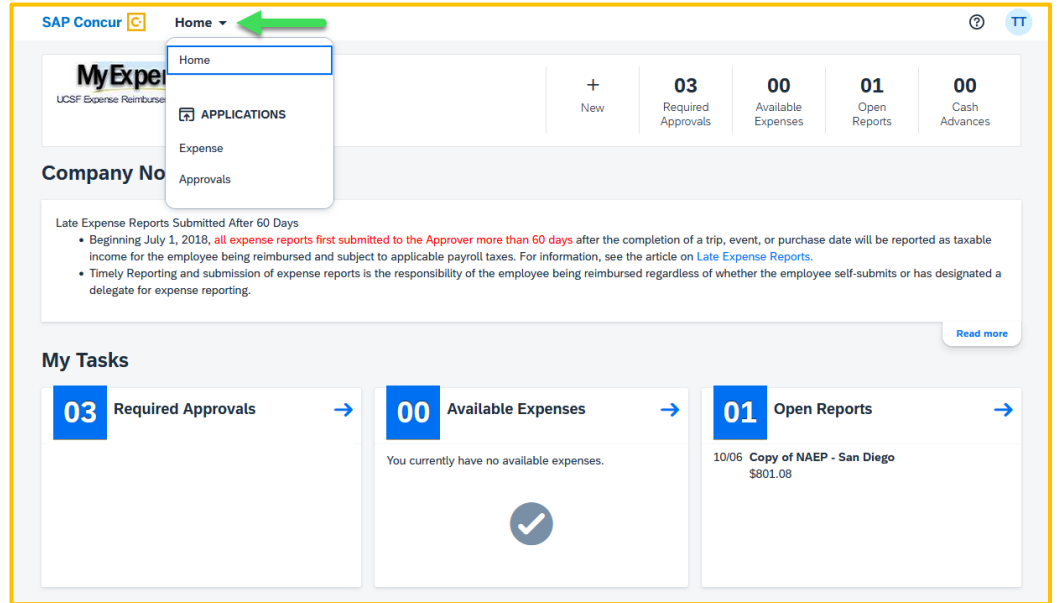
This screenshot shows the new version of the SAP Concur MyExpense\$ landing page. The header includes the SAP Concur logo, a Home dropdown menu, and a user profile icon. The main content area features the MyExpense\$ logo and a navigation bar with five items: '+ New', '03 Required Approvals', '00 Available Expenses', '02 Open Reports', and '01 Cash Advances'. Below this is a 'Company Notes' section with a red heading and a paragraph of text, followed by a 'Read more' link. The 'My Tasks' section contains three cards: '03 Required Approvals' with a right arrow, '00 Available Expenses' with a right arrow and a checkmark, and '02 Open Reports' with a right arrow and a list item '06/20 Lyft' with a sub-item '10/06 Copy of NAEP - San Diego \$801.08'.

# Navigation Drop-Down

The top navigation bar has been replaced with a menu navigation drop down for quick access to other applications.



With New UI



# Expense

Manage Expenses page has been updated with the new look and feel but the button locations and functionality remain the same.

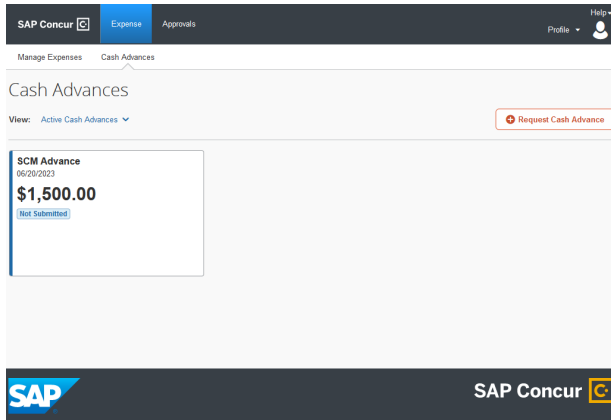
With New UI

This screenshot shows the old version of the SAP Concur Manage Expenses page. The top navigation bar includes 'SAP Concur', 'Expense', and 'Approvals'. Below this, there are tabs for 'Manage Expenses' and 'Cash Advances'. The main content area is titled 'Manage Expenses' and contains three sections: 'REPORT LIBRARY', 'AVAILABLE EXPENSES', and 'AVAILABLE RECEIPTS'. The 'REPORT LIBRARY' section shows two expense reports: 'Lyft' for \$0.00 and 'Copy of NAEP - San Di...' for \$801.08. The 'AVAILABLE EXPENSES' section shows 'No Expenses' with a message: 'When expenses come in, they will be added to this list.' The 'AVAILABLE RECEIPTS' section shows 'You have no available receipts' and an 'Upload New Receipt' button.

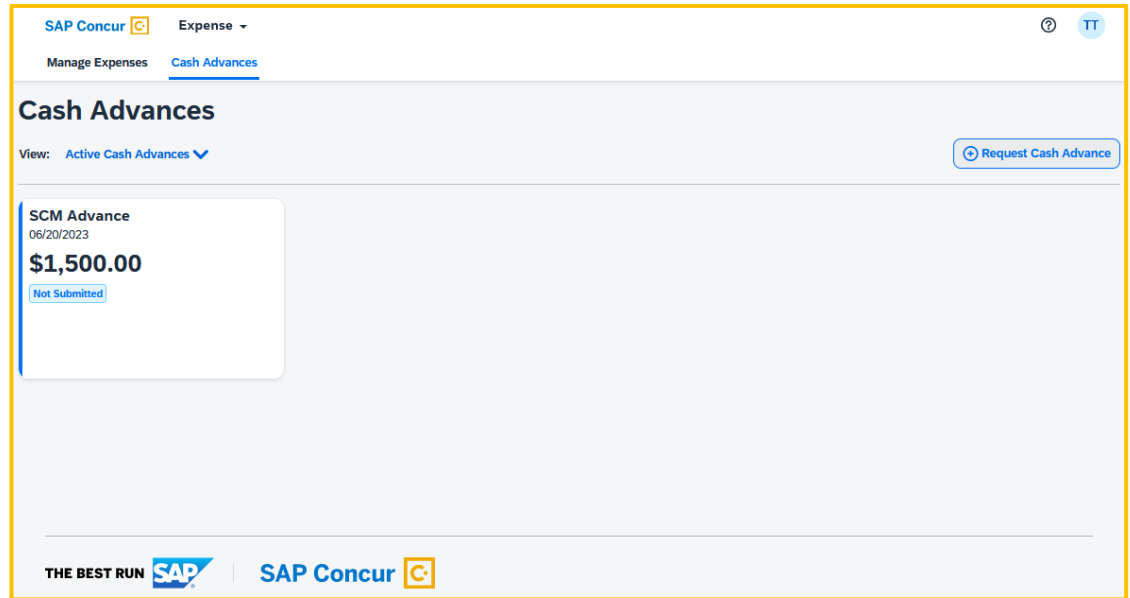
This screenshot shows the new version of the SAP Concur Manage Expenses page. The top navigation bar includes 'SAP Concur', 'Expense', and 'Help'. Below this, there are tabs for 'Manage Expenses' and 'Cash Advances'. The main content area is titled 'Manage Expenses' and contains three sections: 'Report Library', 'Available Expenses', and 'Available Receipts'. The 'Report Library' section shows two expense reports: 'Lyft' for \$0.00 and 'Copy of NAEP - San Diego' for \$801.08. The 'Available Expenses' section shows 'No Expenses' with a message: 'When expenses come in, they will be added to this list.' The 'Available Receipts' section shows 'No Expenses' with a message: 'When expenses come in, they will be added to this list.' and an 'Upload New Receipt' button.

# Cash Advances

The Cash Advances page has been enhanced with the new look and feel but menu locations and functionality remains the same.



With New UI



# Approvals

The Approvals Home page has been updated visually but the menu locations and functionality remain the same.

With New UI

| Report Name  | Employee | Report Date | Amount Due Employee | Requested Amount |
|--|----------|-------------|---------------------|------------------|
| ISBER Conference<br>Conference Poster Presentation |          | 11/12/2019  | \$1,569.78          | \$1,569.78       |
| PACS Scoring Meeting<br>PACS RFP Scoring Meeting   |          | 11/04/2019  | \$31.53             | \$31.53          |
| Bay Area Drupal Camp<br>Training                   |          | 10/31/2019  | \$25.00             | \$25.00          |

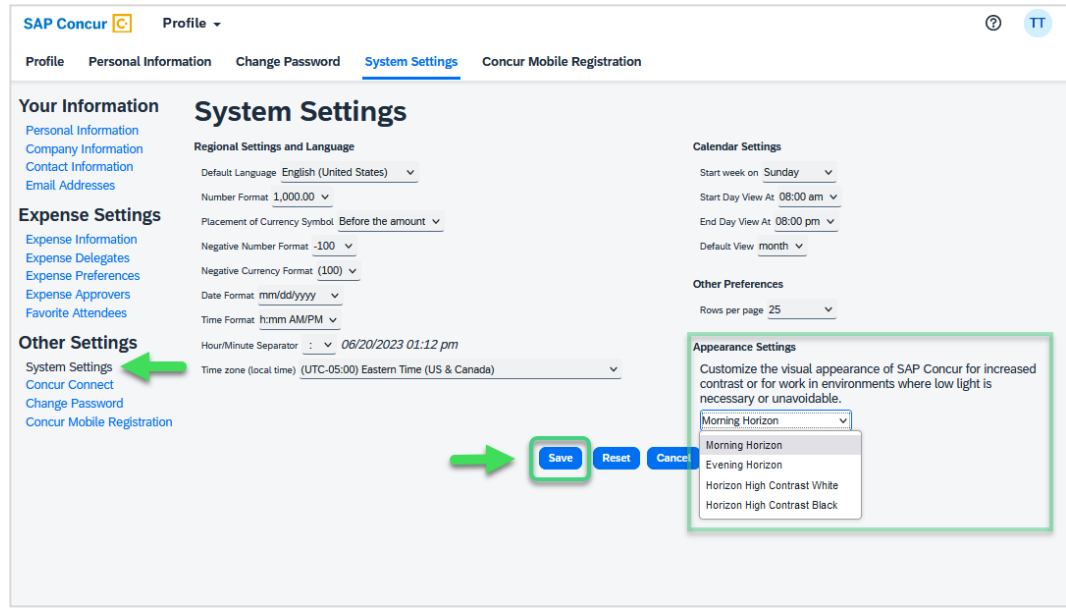
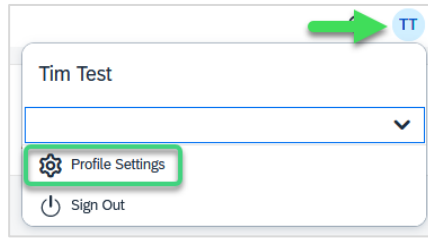
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# Appearance Settings – New UI Themes

The Fiori with Horizon visual update includes 4 theme options available under the System Settings of the User Profile.

1. After authenticating in to MyExpense, go to Profile > Profile Settings.
2. Under Profile Options, click System Settings.
3. Under Appearance Settings, use the drop-down to select your preferred theme and click Save.



# Appearance Settings – New UI Themes

The screenshot shows the SAP Concur MyExpense interface in the Morning Horizon (Light Mode) theme. The header includes the SAP Concur logo, a home button, and user initials 'TT'. The main content area features a 'MyExpense' header with the UCSF Expense Reimbursement Solution logo and a navigation bar with five items: '+ New', '03 Required Approvals', '00 Available Expenses', '02 Open Reports', and '01 Cash Advances'. Below this is a 'Company Notes' section with a heading and a paragraph of text, followed by a 'Read more' link. The 'My Tasks' section contains three task cards: '03 Required Approvals' with a right arrow, '00 Available Expenses' with a right arrow and a checkmark icon, and '02 Open Reports' with a right arrow and a list item 'Lyft' with a sub-item 'Copy of NAEP - San Diego \$801.08'.

**Morning Horizon  
(Light Mode)**

The screenshot shows the SAP Concur MyExpense interface in the Evening Horizon (Dark Mode) theme. The layout is identical to the light mode version, but with a dark background. The header includes the SAP Concur logo, a home button, and user initials 'TT'. The main content area features a 'MyExpense' header with the UCSF Expense Reimbursement Solution logo and a navigation bar with five items: '+ New', '03 Required Approvals', '00 Available Expenses', '02 Open Reports', and '01 Cash Advances'. Below this is a 'Company Notes' section with a heading and a paragraph of text, followed by a 'Read more' link. The 'My Tasks' section contains three task cards: '03 Required Approvals' with a right arrow, '00 Available Expenses' with a right arrow and a checkmark icon, and '02 Open Reports' with a right arrow and a list item 'Lyft' with a sub-item 'Copy of NAEP - San Diego \$801.08'.

**Evening Horizon  
(Dark Mode)**

# Appearance Settings - New UI Themes

SAP Concur Home

**MyExpense\$**  
UCSF Expense Reimbursement Solution

± New   03 Required Approvals   00 Available Expenses   02 Open Reports   01 Cash Advances

Company Notes

Late Expense Reports Submitted After 60 Days

- Beginning July 1, 2018, all expense reports first submitted to the Approver more than 60 days after the completion of a trip, event, or purchase date will be reported as taxable income for the employee being reimbursed and subject to applicable payroll taxes. For information, see the article on [Late Expense Reports](#).
- Timely Reporting and submission of expense reports is the responsibility of the employee being reimbursed regardless of whether the employee self-submits or has designated a delegate for expense reporting.

Read more

My Tasks

|                         |  |   |
|-------------------------|--|---|
| 03 Required Approvals → | 00 Available Expenses →<br>You currently have no available expenses. | 02 Open Reports →<br>Lyft<br>Copy of NAEP - San Diego<br>\$801.08 |
|-------------------------|--|---|

Horizon High Contrast White

SAP Concur Home

**MyExpense\$**  
UCSF Expense Reimbursement Solution

± New   03 Required Approvals   00 Available Expenses   02 Open Reports   01 Cash Advances

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Read more

My Tasks

|                         |  |   |
|-------------------------|--|---|
| 03 Required Approvals → | 00 Available Expenses →<br>You currently have no available expenses. | 02 Open Reports →<br>Lyft<br>Copy of NAEP - San Diego<br>\$801.08 |
|-------------------------|--|---|

Horizon High Contrast Black

# Resources

## Supply Chain Management Training Materials

- [MyExpense Training](#) – Job aids, online course
- [Expense Reimbursement webinar](#)

## Support

UCSF employees and suppliers can connect with the **SCM Response Team** using the buttons on the **Need Help?** section of Supply Chain Management's website: [supplychain.ucsf.edu](https://supplychain.ucsf.edu)

### Need Help?

Connect with the SCM Response Team. Submit a service ticket by choosing the appropriate option.

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STUDENTS)

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CUSTOMERS