UCSF
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.

Navigation Drop-Down

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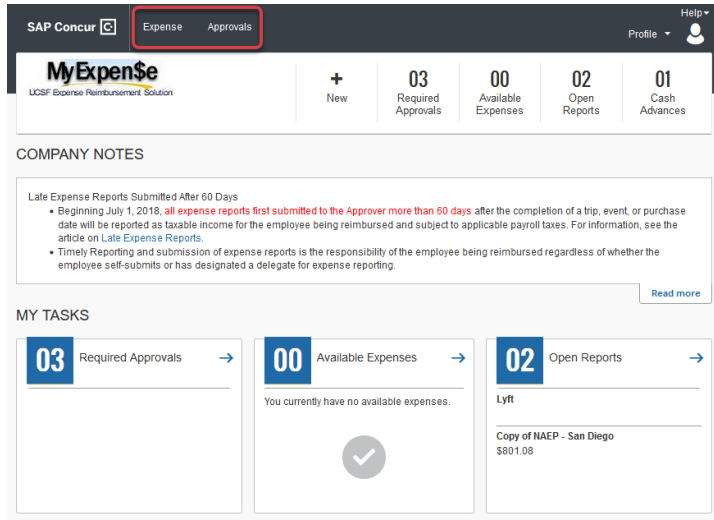
With New UI
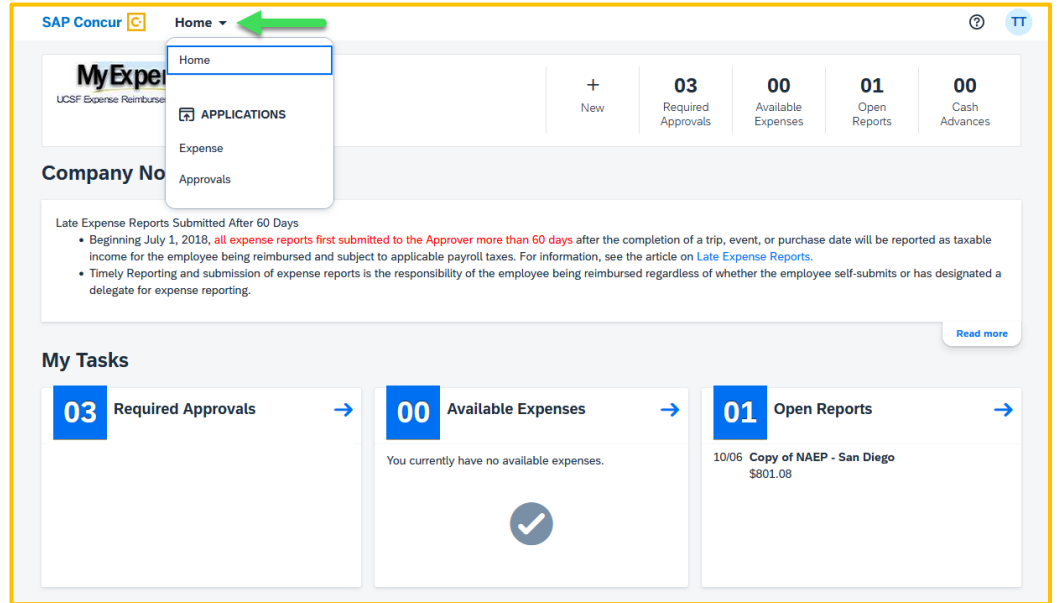
Expense

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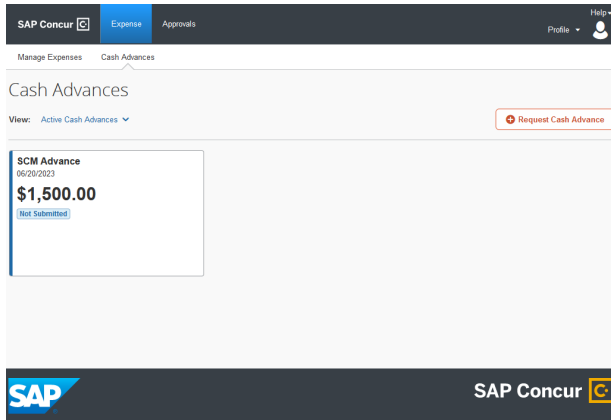
With New UI

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
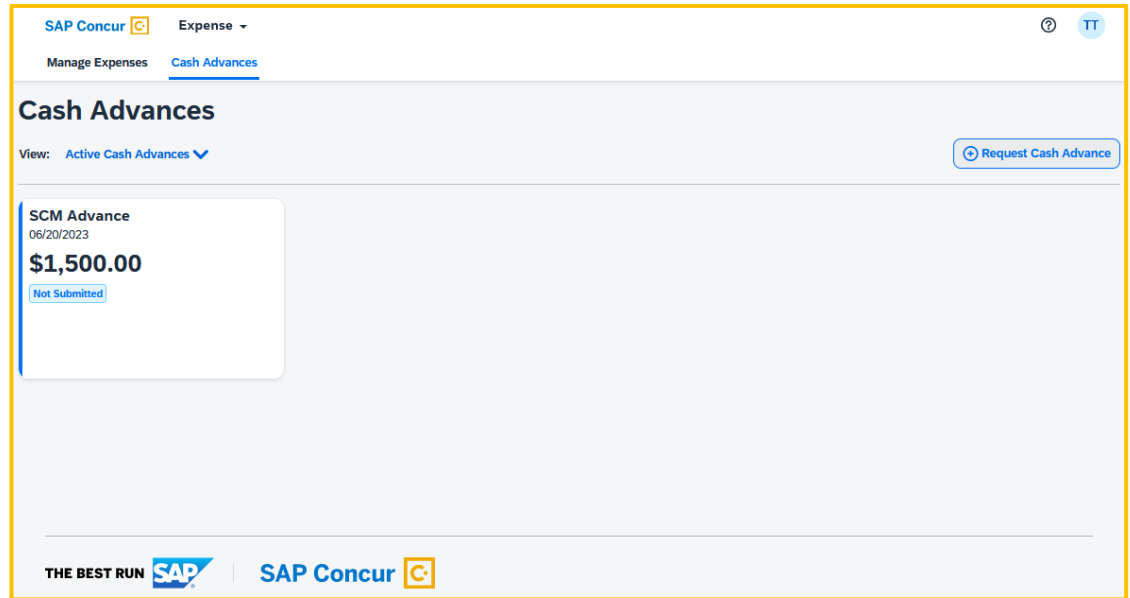
Approvals

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

With New UI

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.
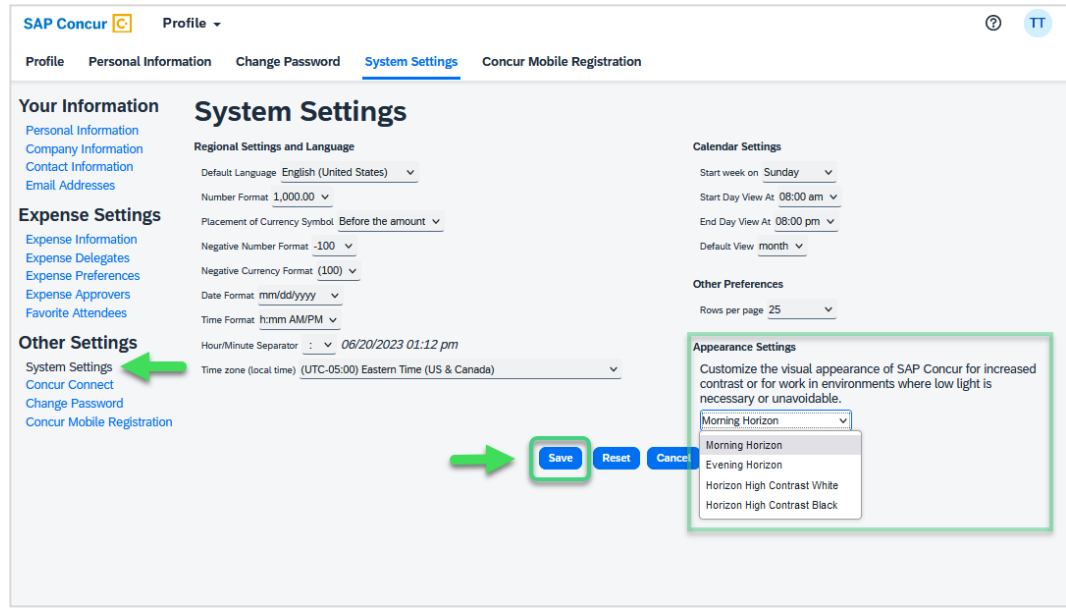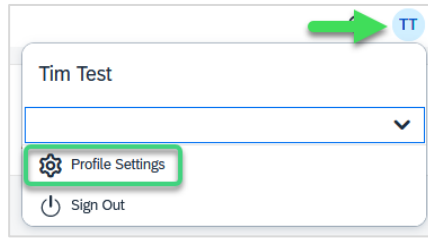
Appearance Settings – New UI Themes

Morning Horizon (Light Mode)

Evening Horizon (Dark Mode)

Appearance Settings - New UI Themes

Horizon High Contrast White

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

Need Help?

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

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