Overview

Concur enables you to edit multiple fields. This functionality will simplify data entry for users with many transactions.

1. Edit Multiple fields

Select the expense transactions that you want to update. You need to select more than one.

Click on the Edit link.

2. Enter data

After selecting Edit the Edit Multiple Fields window will display.

Update/enter data in the available fields and click Save.

3. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management