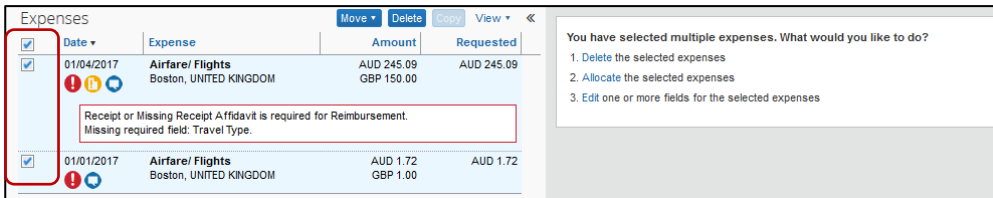


## Overview

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.

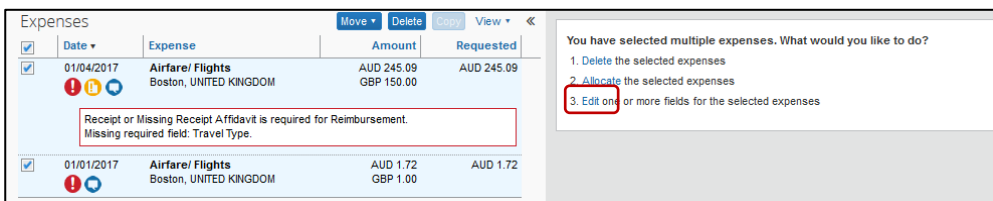


Date	Expense	Amount	Requested
01/04/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 245.09 GBP 150.00	AUD 245.09
01/01/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 1.72 GBP 1.00	AUD 1.72

You have selected multiple expenses. What would you like to do?

- Delete the selected expenses
- Allocate the selected expenses
- Edit one or more fields for the selected expenses

Click on the **Edit** link.



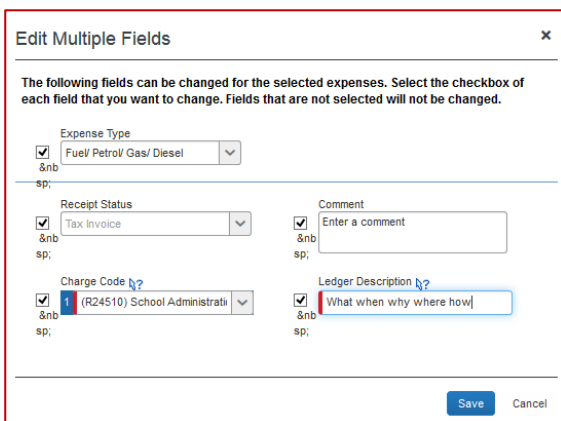
Date	Expense	Amount	Requested
01/04/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 245.09 GBP 150.00	AUD 245.09
01/01/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 1.72 GBP 1.00	AUD 1.72

You have selected multiple expenses. What would you like to do?

- Delete the selected expenses
- Allocate the selected expenses
- Edit one or more fields for the selected expenses

## 2. Enter data

After selecting Edit the **Edit Multiple Fields** window will display



**Edit Multiple Fields**

The following fields can be changed for the selected expenses. Select the checkbox of each field that you want to change. Fields that are not selected will not be changed.

Expense Type  
 Fuel/ Petro/ Gas/ Diesel

Receipt Status  
 Tax Invoice

Charge Code  
 (R24510) School Administrati

Ledger Description  
 What when why where how

**Save** Cancel

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>