



PEOPLESOFT FINANCE FLUID

Accessing Concur

Quick Guide

Improve your working style with
PeopleSoft Fluid Upgrade



Accessing Concur in Fluid

The Concur tile is located on the Employee Self Service homepage.

Select Employee Self Service on the banner. Then select the Concur tile

The screenshot displays the Fluid user interface. At the top, the 'EIS ENTERPRISE FSOAF INFORMATION SYSTEM' logo is visible. Below it, a dark banner contains the text 'Employee Self Service' with a dropdown arrow, which is circled in red. To the right of the banner are icons for home, search, notifications, and user profile. The main content area features a grid of tiles: 'Procurement', 'Approvals' (with a '0' indicator), 'Budget & Finance Reports', 'Concur' (circled in red), 'Asset Management Self Service', 'Cypress Reports', 'Login to LS', 'Login to HR', 'UNTS Utilities', and 'Transfers(Budget, IDT, & CT)'.



Accessing Concur in Fluid

Selecting the Concur tile on the Employee Self Service page will automatically launch the login page to Concur.

Concur is used to enter and manage employee travel expense reports as well as Department Pcard transactions.

