How to Resolve Concur Alerts

**An introduction to the concept of alerts in Concur.**

In order to resolve alerts, it is important to know the common reasons for alerts and how to address them. Here are some common examples:

- **Policy Violation**: If an expense is marked as a violation of company policy, it may be necessary to consult with your manager or HR to understand the specific policy and how to correct it.
- **Missing Information**: If an expense is marked as missing information, it may be necessary to gather any additional documentation or approvals required to complete the expense.
- **Expense Limits Exceeded**: If an expense exceeds the allowed limits, it may be necessary to adjust the expense or provide additional documentation to support the expense.

**Tips for resolution**

- **Consult with your manager or HR**: If you are unsure about how to address an alert, it is important to consult with your manager or HR to understand the specific policy and how to correct it.
- **Gather additional documentation**: If an expense is marked as missing information, it may be necessary to gather any additional documentation or approvals required to complete the expense.
- **Adjust the expense limits**: If an expense exceeds the allowed limits, it may be necessary to adjust the expense or provide additional documentation to support the expense.

**Common mistakes to avoid**

- **Ignoring alerts**: Ignoring alerts can lead to additional costs and delays in processing expenses.
- **Failing to gather necessary information**: Failing to gather necessary information can result in delayed processing or rejected expenses.
- **Exceeding expense limits**: Exceeding expense limits can result in additional costs and delays in processing expenses.

**Conclusion**

Resolving alerts in Concur is an important step in ensuring the accuracy and efficiency of expense processing. By following these tips and avoiding common mistakes, you can effectively address alerts and ensure that your expenses are processed accurately and efficiently.