
CU Concur Tip: How do I choose an Initial Reviewer when submitting an Expense Report?

1 message

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CU Concur Tip: How do I choose an Initial Reviewer when submitting an Expense Report?

What is it?

When you submit an Expense Report in Concur, the report will be routed to your Supervisor for approval. If you do not have a Supervisor in Concur, you may need to choose an Initial Reviewer from your Department for initial approval routing.

Who's it for?

Those submitting Expense Reports who do not have a Supervisor in Concur and need to choose an Initial Reviewer for initial approval routing.

How do I do it?

1. After you complete your Expense Report, click the **Submit** button, then click **Accept & Continue** and **Submit Report** on the proceeding windows. If you require an Initial Reviewer, the Edit Approval Flow window appears.

2. Enter an asterisk "*" in the Initial Reviewer field. The names of all the available Initial Reviewers for your Department appear.

3. Select an Initial Reviewer from the list.
4. Click **Submit Report**.

Where do I get help?

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>