
CU Concur Tip: How do I view the approval status of an Expense Report I approved?

1 message

Finance Training <financetraining@columbia.edu>
Reply-To: Finance Training <financetraining@columbia.edu>
To: CONCUR-APPROVERS@lists.columbia.edu

Tue, Nov 17, 2020 at 1:53 PM

**CU Concur Tip: How do I view the approval status of an Expense Report I approved?**

What is it?

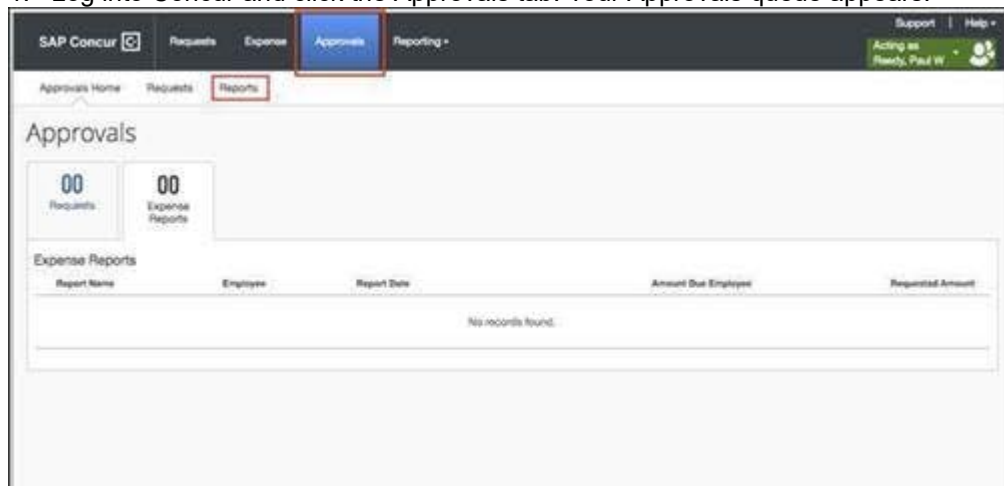
As a Concur Approver, the default view shows the Expense Reports pending your approval. You can change the View to display the Expense Reports that you have approved in the past and then view the Approval Flow of a selected Expense Report.

Who's it for?

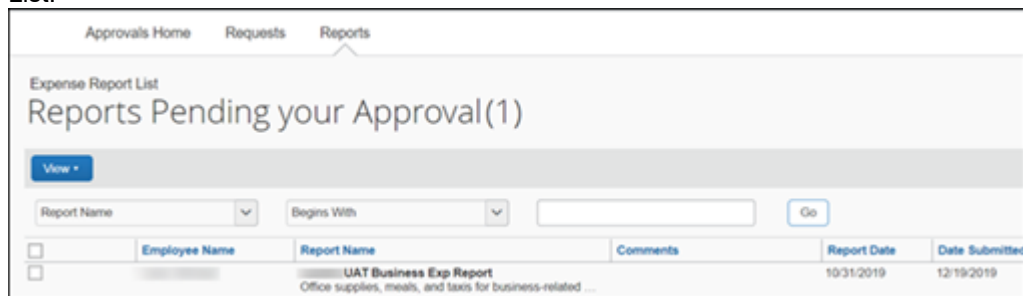
Anyone who has an Approval role in Concur.

How do I do it?

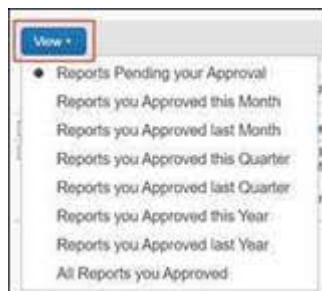
1. Log into Concur and click the Approvals tab. Your Approvals queue appears.



2. Click the Reports link. The initial view of Reports Awaiting Your Approval appears in the Expense Report List.



3. Click the View dropdown and select the desired View for the Reports you Approved.



The results for the selected View appear.

Expense Report List

All Reports you Approved

View

Report Name	Report Name	Comments	Status	Payment Status	Report Date	Date Submitted	Total	Request
<input type="checkbox"/>	Conover, Dave Corp Card Personal Charge Sam Sam S.		Approved	Sent for Payment	02/02/2019	02/02/2019	\$371.91	\$40.24
<input type="checkbox"/>	Hess, Andrew amt210K UAT Travel Exceptions Research conference at Washington, DC		Approved	Sent for Payment	11/21/2019	11/21/2019	\$1,264.00	\$1,264.00
<input type="checkbox"/>	Horton, Jessica JESSICA UAT TRAVEL EXCEPTIONS Research conference at Washington, DC		Approved & In-Accounting	Not Paid	11/21/2019	11/21/2019	\$1,264.00	\$1,264.00

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4. Click the desired Expense Report row to open.

UAT Travel

Summary Details | History | Print | Email

Hide Exceptions

Report

Report Header

Totals

Audit Trail

Approval Flow

Comments

Allocations

Travel Allowances

Reimbursable Allowances Summary

My first sub-entries with one or more exceptions.
See change in user SSO/impl please review the justification.

Amount	Approved	Report Summary
\$371.91	\$371.91	Report Totals
\$1,264.00	\$1,264.00	Amount Due Company
UAT 00	TOTAL APPROVED \$1,354.00	Amount Due Employee \$1,264.00

Previous Report | Next Report

5. Click the Details menu and select Approval Flow. The Approval Flow window appears displaying the approval workflow and status.

Approval Flow for Report: UAT Travel

Supervisor Approval:

Test, Default Approver
(11/21/2019 Approved)

Financial Approver:

(11/21/2019 Approved)

FIN Finance Info Systems (COLUM-1404202)

SBO Approval:

SBO, AA Approver
(11/21/2019 Approved)

Approval for Processing:

Done

Where do I get help?

Please contact the Finance Service Center

11/18/2020

LionMail Mail - CU Concur Tip: How do I view the approval status of an Expense Report I approved?

<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>