

## CU Concur Tip: How do I view the approval status of my Expense Report?

1 message

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### CU Concur Tip: How do I view the Approval Status of my Expense Report?

What is it?

You can use the Report Timeline feature to view the approval status of an Expense Report.

### Who's it for?

Anyone who has submitted an Expense Report.

### How do I do it?

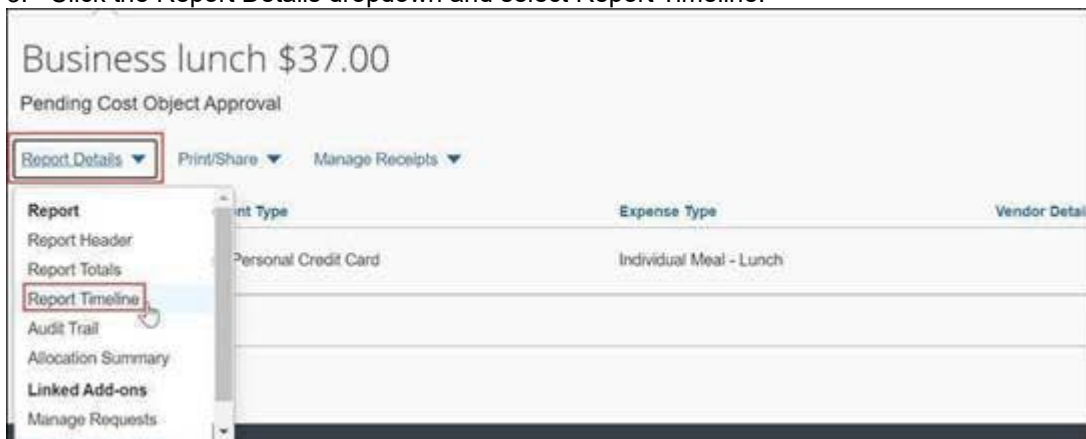
1. Log into Concur and click the Expense tab. Your Active Reports (currently being worked on or submitted into workflow) appear.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there are navigation tabs for 'Requests', 'Expense', 'Approvals', and 'App Center'. Below the navigation, there are links for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main heading is 'Manage Expenses'. Underneath, there is a 'REPORT LIBRARY' section with a 'View' dropdown menu set to 'Active Reports'. The report library contains three reports:

Report Status	Report Title	Amount	Approval Status
NOT SUBMITTED	Business Lunch	\$110.00	Not Submitted
SUBMITTED	Business lunch	\$37.00	Submitted & Pending Approval
SUBMITTED	Business Lunch	\$60.00	Submitted & Pending Approval

2. Click the Expense Report you want to view.

3. Click the Report Details dropdown and select Report Timeline.



The Report Timeline screen displays the Approval Flow and the Report Summary showing the Approval status and the actions taken on your Expense 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>

