Welcome to our training on accessing requests or reports for approval in Concur.
There are two ways to access requests or expense reports requiring approval.
You can access all requests or expense reports in your approval queue on your Concur dashboard under the Required Approvals task section.
Click on the arrow to go to the Approvals screen.
And then click on the Requests or Reports link in the quick links menu near the top of the page.
The Requests/Reports Pending Approval page will appear showing all the requests or expense reports in your approval queue.
For reports, if you are searching for a specific report, you can click on the Report Name dropdown menu and choose a field to search by.
To find a request or report you have previously approved, click on Limit results to box, for requests,
or on the View dropdown menu, for reports, to search items approved within a certain time period.
To open a request or report from these screens, click on the line for the request or report in question.
The second way to access a request or report requiring approval is through the email you will receive once a request or expense report enters your approval queue.
That email will contain a link to open the item in question. Click on this link,
and log in to Concur.
The applicable request or report will then open to a screen that allows you to view details of the request or report. From here, you can begin the approval process.