

Workflow - All Approvers:
**Accessing Requests or
Reports for Approval**

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.



+
Start a
Request

+
Start a
Report

02
Required
Approvals

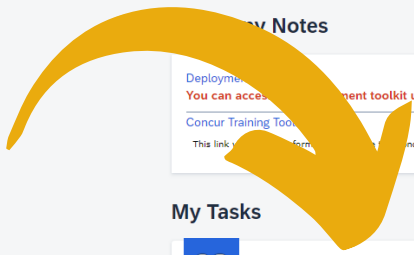
00
Authorization
Requests

00
Available
Expenses

00
Open
Reports

My Notes

Deployment
You can access the deployment toolkit using this link.
Concur Training Tool
This link will take you from the SAP Concur Expense System.



My Tasks


02 Required Approvals →

Nick T. | Europe Travel Request
\$3,000.00 — Travel

Stacy T. | Red Stapler
\$15.00 — Expense


00 Available Expenses →

You currently have no available expenses.



00 Open Reports →

You currently have no open reports.



You can access all requests or expense reports in your approval queue on your Concur dashboard under the Required Approvals task section.



+
Start a
Request

+
Start a
Report

02
Required
Approvals

00
Authorization
Requests

00
Available
Expenses

00
Open
Reports

Company Notes

Deployment Toolkit

You can access the deployment toolkit using this link .

Concur Training Toolkit

This link will provide information to utilize the Concur system.

My Tasks

02 Required Approvals →

Nick T. | Europe Travel Request
\$3,000.00 — Travel

Stacy T. | Red Stapler
\$15.00 — Expense

00 Available Expenses →

You currently have no available expenses.

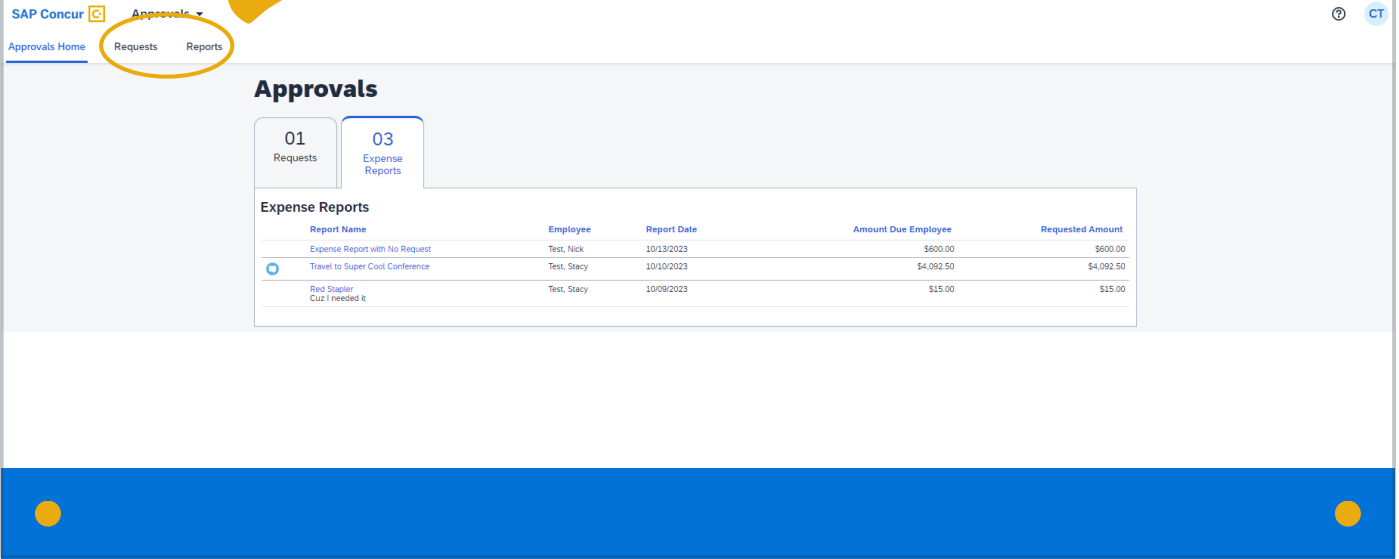


00 Open Reports →

You currently have no open reports.



Click on the arrow to go to the Approvals screen.



Approvals

01 Requests | 03 Expense Reports

Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Expense Report with No Request	Test, Nick	10/13/2023	\$600.00	\$600.00
Travel to Super Cool Conference	Test, Stacy	10/10/2023	\$4,092.50	\$4,092.50
Red Stapler Cuz I needed it	Test, Stacy	10/09/2023	\$15.00	\$15.00

And then click on the Requests or Reports link in the quick links menu near the top of the page.

Expense Report List

Reports Pending your Approval (4)

View ▾

Report Name ▾ Begins With ▾ **Go**

<input type="checkbox"/>	Employee Name	Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Empl...	Requested Amount
<input type="checkbox"/>	Test, Nick	Delegate Report Training registration fees		10/16/2023	10/16/2023	\$175.00	\$175.00	\$175.00
		⚠ INFO: This expense report was created by a delegate/proxy.						
<input type="checkbox"/>	Test, Nick	Expense Report with No Request		10/13/2023	10/13/2023	\$600.00	\$600.00	\$600.00
		⚠ This report has one or more entry level exceptions.						
<input type="checkbox"/>	Test, Stacy	Travel to Super Cool Conference	Gonna learn cool stuff	10/10/2023	10/17/2023	\$4,092.50	\$4,092.50	\$4,092.50
<input type="checkbox"/>	Test, Stacy	Red Stapler Cuz I needed it		10/09/2023	10/09/2023	\$15.00	\$15.00	\$15.00
		⚠ This report has one or more entry level exceptions.						

The Requests/Reports Pending Approval page will appear showing all the requests or expense reports in your approval queue.

Expense Report List

Reports Pending your Approval (4)

View ▾

Report Name	Begins With	Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Empl...	Requested Amount
<input type="checkbox"/> Report Name		Delegate Report Training		10/16/2023	10/16/2023	\$175.00	\$175.00	\$175.00
<input type="checkbox"/> Employee First Name		registration fees						
<input type="checkbox"/> Employee Last Name		e report was created by a delegate/proxy.						
<input type="checkbox"/> Employee ID		Expense Report with No Request		10/13/2023	10/13/2023	\$600.00	\$600.00	\$600.00
<input type="checkbox"/> Report ID		e or more entry level exceptions.						
<input type="checkbox"/> Submit Date		Travel to Super Cool Conference	Gonna learn cool stuff	10/10/2023	10/17/2023	\$4,092.50	\$4,092.50	\$4,092.50
<input type="checkbox"/> Approval Status		Red Stapler		10/09/2023	10/09/2023	\$15.00	\$15.00	\$15.00
<input type="checkbox"/> Payment Status		Cuz I needed it						
<input type="checkbox"/> Receipts Received		e or more entry level exceptions.						
<input type="checkbox"/> Receipt Image Available								
<input type="checkbox"/> Report Total								
<input type="checkbox"/> Amount Approved								
<input type="checkbox"/> Amount Due Employee								

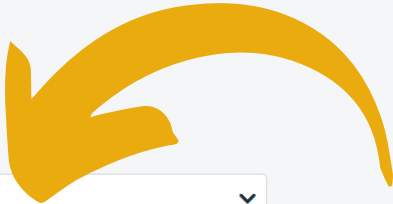
For reports, if you are searching for a specific report, you can click on the Report Name dropdown menu and choose a field to search by.

Requests

Limit results to

Requests Pending your Approval ▼

- Requests Pending your Approval
- Requests you Approved this Month
- Requests you Approved last Month
- Requests you Approved this Quarter
- Requests you Approved last Quarter



ID↓↑

Employee↓↑

ID: 33TG

Test, Traveler2

ID: 33TF

Test, Traveler2

[Supvsr Blank Submtr Not BL](#)

ID: 33NH

Test, Traveler3

To find a request or report you have previously approved, click on Limit results to box, for requests,

SAP Concur Approvals

Expense Reports Pending your Approval (4)

View

- Reports Pending your Approval
- Reports you Approved this Month
- Reports you Approved last Month
- Reports you Approved this Quarter
- Reports you Approved last Quarter
- Reports you Approved this Year
- Reports you Approved last Year
- All Reports you Approved

Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Empl...	Requested Amount
Delegate Report Training registration fees		10/16/2023	10/16/2023	\$175.00	\$175.00	\$175.00
Expense Report with No Request		10/13/2023	10/13/2023	\$600.00	\$600.00	\$600.00
Travel to Super Cool Conference	Gonna learn cool stuff	10/10/2023	10/17/2023	\$4,092.50	\$4,092.50	\$4,092.50
Red Stapler	Cuz I needed it	10/09/2023	10/09/2023	\$15.00	\$15.00	\$15.00

⚠ This report has one or more entry level exceptions.


or on the View dropdown menu, for reports, to search items approved within a certain time period.

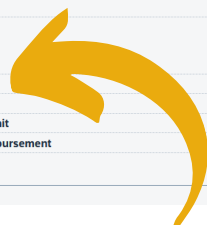
Expense Report List

Reports Pending your Approval (7)

View ▾

Report Name Begins With

<input type="checkbox"/>	Employee Name	Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Empl...	Requested Amount
<input type="checkbox"/>	Test, Nick	January Reimbursements		01/18/2024	01/19/2024	\$180.00	\$180.00	\$180.00
<input type="checkbox"/>	Test, Traveler3	Find the Funding 0111		01/11/2024	01/11/2024	\$687.31	\$687.31	\$687.31
	 This report has one or more entry level exceptions.							
<input type="checkbox"/>	Test, Nick	1.10.24 Report		01/10/2024	01/12/2024	\$65.30	\$65.30	\$65.30
<input type="checkbox"/>	Test, Traveler3	Testing 0108		01/08/2024	01/09/2024	\$276.21	\$276.21	\$276.21
<input type="checkbox"/>	Test, Nick	WFL Limit Test - DH Submit		12/04/2023	12/05/2023	\$600.00	\$600.00	\$600.00
<input type="checkbox"/>	Test, Supervisor Approver	August 2023 Travel Reimbursement		11/09/2023	11/09/2023	\$34,936.66	\$34,936.66	\$34,936.66
<input type="checkbox"/>	Test, Supervisor Approver	August 2023 Conference Christa Beemer		11/09/2023	11/09/2023	\$663.50	\$663.50	\$663.50



To open a request or report from these screens, click on the line for the request or report in question.

Expense Report Pending Your Approval



Kansas State University Concur <AutoNotificat
To: Christa Beemer

[Reply](#) [Reply All](#) [Forward](#) [T](#) [...](#)
Mon 11/13/2023 11:37 AM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Expense Report Pending Your Approval

Kansas State University Concur


You have a report pending your approval.






Report From	Kim Suther Test
Report Name	Wildcat_ESA
Requested Amount	2,277.98 USD


[View Report](#)

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.

Expense Report Pending Your Approval

 Kansas State University Concur <AutoNotificat
To: Christa Beemer

 Reply  Reply All  Forward   Mon 11/13/2023 11:37 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Expense Report Pending Your Approval

Kansas State University Concur

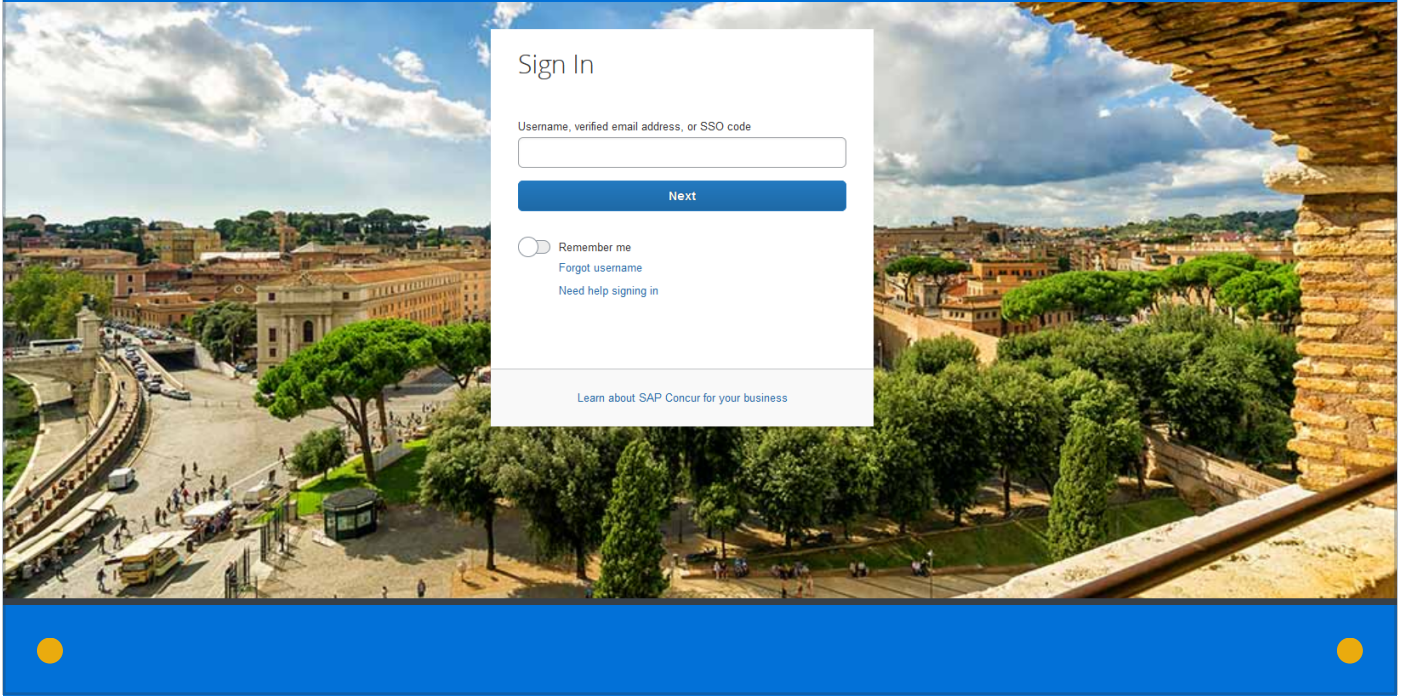
You have a report pending your approval.

Report From	Kim Suther Test
Report Name	Wildcat_ESA
Reported Amount	2,277.98 USD

[View Report](#)



That email will contain a link to open the item in question. Click on this link,



and log in to Concur.

Travel to Super Cool Conference [Text: Stacy]

[Send Back to Employee](#) [Approve](#) [Approve & Forward](#)

Summary Details Receipts Print / Email

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Additional Int...	City of Purcha...	Payment Type
10/04/2023	Meal Per Diem			Atlanta, Georgia	Out of Pocket
10/04/2023	Incidentals Per...			Atlanta, Georgia	Out of Pocket
10/03/2023	Meal Per Diem			Atlanta, Georgia	Out of Pocket
10/03/2023	Incidentals Per...			Atlanta, Georgia	Out of Pocket
10/02/2023	Hotel	Holiday Inn		Atlanta, Georgia	Out of Pocket
10/02/2023	Airfare	1Time Airline		Manhattan, Ka...	Out of Pocket
10/02/2023	Travel-Related ...	Cool Conferen...		Atlanta, Georgia	Out of Pocket
10/02/2023	Car Rental	Enterprise		Atlanta, Georgia	Out of Pocket
10/02/2023	Incidentals Per...			Atlanta, Georgia	Out of Pocket
10/02/2023	Meal Per Diem			Atlanta, Georgia	Out of Pocket

Summary

Report Summary

Report Totals	Amount Due Company	\$0.00
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Requests (1)

Request Name	Request ID	Amount Approved
Travel to Super Cool Conference	3369	\$4,092.50

TOTAL AMOUNT \$4,092.50 TOTAL REQUESTED \$4,092.50

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.