



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 tabs, there are links for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main area is titled 'Manage Expenses' and features a 'REPORT LIBRARY' section with a 'View Active Reports' dropdown. Three report cards are displayed:

Report Status	Report Title	Amount	Submission Date
NOT SUBMITTED	Business Lunch	\$110.00	04/14/2020
SUBMITTED	Business lunch	\$37.00	04/15/2020
SUBMITTED	Business Lunch	\$60.00	04/14/2020

Each 'SUBMITTED' report card includes a status bar that reads 'Submitted & Pending Approval' and 'AA Approver Initial Reviewer'.

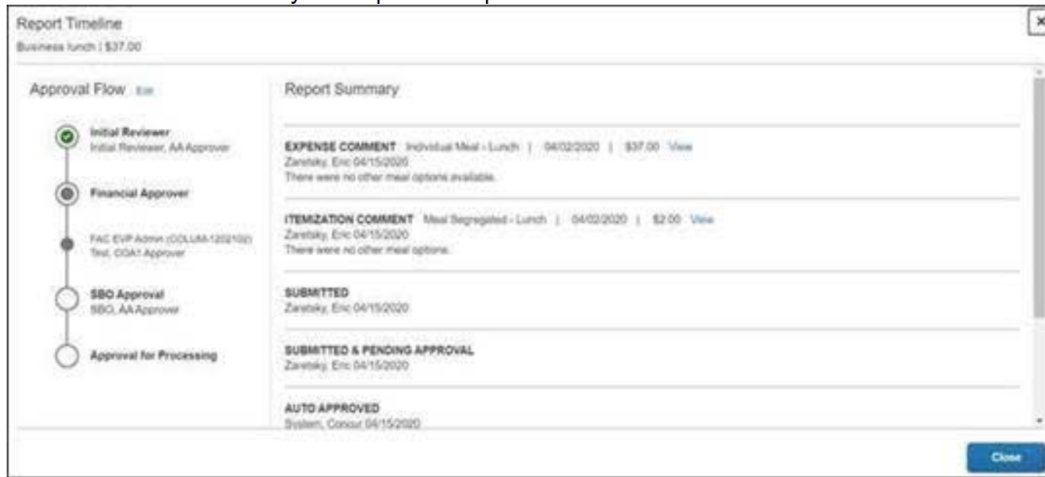
2. Click the Expense Report you want to view.

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

The screenshot shows the 'Business lunch \$37.00' report details page. The status is 'Pending Cost Object Approval'. At the top, there are buttons for 'Report Details', 'Print/Share', and 'Manage Receipts'. The 'Report Details' dropdown menu is open, showing options: 'Report', 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', and 'Allocation Summary'. The 'Report Timeline' option is highlighted. Below the dropdown, a table shows the report details:

Report	Report Type	Expense Type	Vendor Detail
Personal Credit Card	Individual Meal - Lunch		

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>

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