

How to Identify Status of Concur Submissions

During fiscal year end, it will be very important for users to know where reports (expenses and pcard statements) submitted for payment are in the approval workflow in Concur.

- For FY25 expenses submitted in Concur, reports must be through *all approvals* by 5:00pm CST, 6/6/25.

Required approvals include:

- Special approvals (IT, Project)
- Human Resources Supervisor
- Financial Approver (Cost Object)

It is the department's responsibility to ensure all approvals are obtained to meet the above deadline.

In order to help identify where reports are in the approval workflow, Concur users can review their submitted Expenses from the Manage Expenses page in Expense.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs for 'Requests' and 'Expense', with 'Expense' selected. Below this is the 'Manage Expenses' section. A 'REPORT LIBRARY' is shown with a 'View: Active Reports' dropdown. A 'Create New Report' button is visible on the left. A report card is displayed with the following details: 'SUBMITTED' on 04/12/2023, a value of \$931.30, and 'Due Employee: \$931.30'. The status at the bottom of the report card is 'Approved & In Accounting Review Not Paid', which is highlighted with a yellow box. A red arrow points from this status to a text box on the right.

Status	Submission Date
Approved & In Accounting Review Not Paid	04/12/2023

Note the submission indicates Approved & In Accounting Review. Any other status indicates not fully approved.

Reach out to approvers and request their approval. Review the Audit Trail to identify **who** needs to approve:

Example **\$402.67**

Processing Payment | [Report Number: 4UPV9J](#)

[Report Details](#) ▾

[Print/Share](#) ▾

[Manage Receipts](#) ▾

Report	Payment Type	Expense Type
Report Header		
Report Totals	Employee Paid	Other Expense
Report Timeline		
Audit Trail	Employee Paid	Other Expense
Allocation Summary		
Report Payments		
Linked Add-ons	Employee Paid	Office / General Supplies
Manage Requests		