

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 FY26 expenses submitted in Concur, reports must be through *all approvals* by 5:00pm CST, 6/5/26.

Required approvals include:

- Special approvals (IT, Project)
- Human Resources Supervisor (Default)
- 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. On the homepage, select the credit card icon, then select Manage Expenses.

The screenshot displays the SAP Concur user interface. At the top left, there is a hamburger menu icon and the 'SAP Concur' logo. The main header area is blue and contains a greeting: 'Hello, Ali' and the date 'March 19, 2026'. Below the header, there is a navigation menu on the left side with a yellow box highlighting the 'Expense' icon. A dropdown menu is open from this icon, showing three options: 'Expense', 'Manage Expenses' (which is highlighted with a yellow box), and 'Card Transactions'. The main content area features a 'TCU' logo and a 'Company Notes' section. The 'TCU Notes' section includes a 'Helpful Links' subsection with a link to 'General Travel & Expense Guidelines'.

Active reports will be displayed. You can view non-active reports by selecting the drop-down caret. For year end purposes, review all Active Reports to understand where they are in workflow.

Manage Expenses

Expense Reports View: Active Reports ▼

Example Report

03/19/2026

\$908.40

Due Employee:

\$908.40

Submitted

Approved & In Accounting Review
Not Paid



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 Report Timeline to identify who needs to approve:

≡ **SAP** Concur

< Expense Reports

Example \$908.40

Submitted & Pending Approval

Report number: IEVT47



Requests: 1

\$2,905.00 Approved \$2,375.10 Remaining

Report Details ▼

Print/Share ▼

Manage Receipts ▼

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Linked Add-ons

Date ↓

Comment ↓

Receipt ↓

02/26/2026



01/09/2026



11/17/2025



Report Timeline

Example \$908.40

