This job aid details the steps to view the past Expense Reports that you submitted as a Payee and, if you have a Concur Approver role, the past Expense Reports that you have approved.

**Viewing Past Expense Reports that You Submitted**

When you navigate to the Expense module in Concur, the default View is for Active Reports, Expense Reports that are not yet submitted or those you submitted but are awaiting approval. However, if you need to access older reports, you can select Views for various date periods, including a date range that you can specify.

1. Log into Concur.
2. Click the Expense tab. The initial Report Library View displays Active Expense Reports.

3. Click the View dropdown and select the desired view,

You can toggle between Sent for Payment (90 Days), those reports which have been fully approved and on its way to being paid, or one of the listed date periods.

**Viewing All Reports within a Date Range**

1. Click the View dropdown and select Date Range.

2. Enter your desired From and To dates.
3. Click Search.
Viewing Search Results

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Status</th>
<th>Report Date</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Travel Expenses ID: B06627D3444D2D1A1</td>
<td>Submitted &amp; Pending Approval</td>
<td>02/03/2020</td>
<td>$1,354.00</td>
<td>$1,354.00</td>
</tr>
<tr>
<td>Training Conference ID: 124656A5D74FC8C2D</td>
<td>Pending Cost Object Approval</td>
<td>02/12/2020</td>
<td>$1,669.00</td>
<td>$1,669.00</td>
</tr>
<tr>
<td>Business Lunch ID: A9149645174B89E3AE</td>
<td>Submitted &amp; Pending Approval</td>
<td>04/14/2020</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Business Lunch ID: 664DD9B8888159A5C</td>
<td>Not Submitted</td>
<td>04/14/2020</td>
<td>$110.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Business Lunch ID: 1A69F1AFBF7A419B3F7</td>
<td>Submitted &amp; Pending Approval</td>
<td>04/15/2020</td>
<td>$37.00</td>
<td>$37.00</td>
</tr>
</tbody>
</table>

You can click a column heading to sort the list in order of that column. Click a Report row to view that specific Expense Report.

**Concur Approvers: Viewing Past Expense Reports You Approved**

As a Concur Approver, the default view shows the Expense Reports pending your approval. To view the Expense Reports that you have approved in the past:

1. Log into [Concur](#).
2. Click the Approvals tab. Your Approvals queue appears.
3. Click the Reports link. The initial view of Reports Awaiting Your Approval appears in the Expense Report List.
3. Click the **View** dropdown and select the desired view.

![View dropdown]

The results for the selected View appear. You can filter the list by various Report attributes.

![Expense Report List]

**Getting Help**

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com