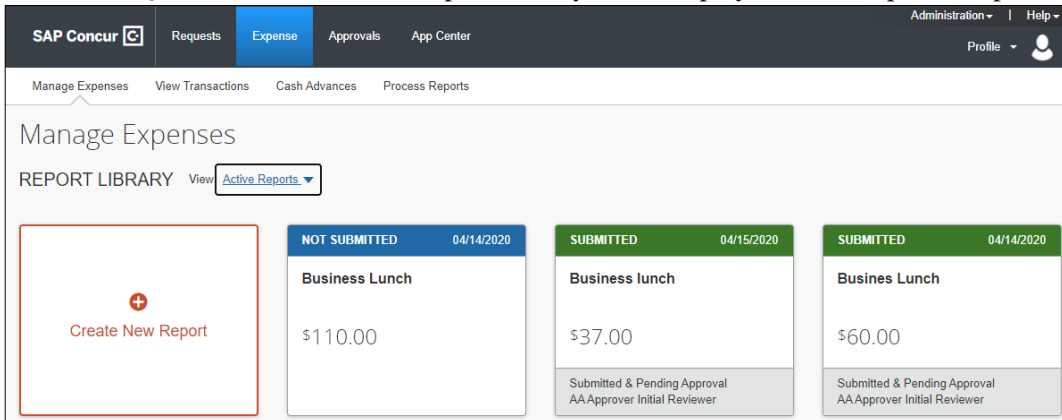


This job aid details the steps to view the past Expense Reports that you submitted as a Payee and, if you have a Concur Approver role, the past Expense Reports that you have approved.

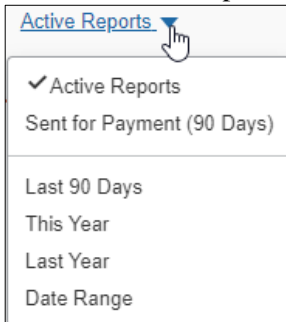
Viewing Past Expense Reports that You Submitted

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.



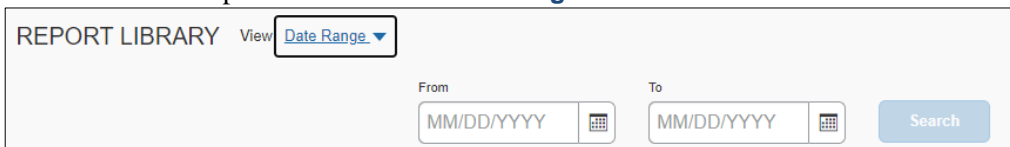
3. Click the **View** dropdown and select the desired view,



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

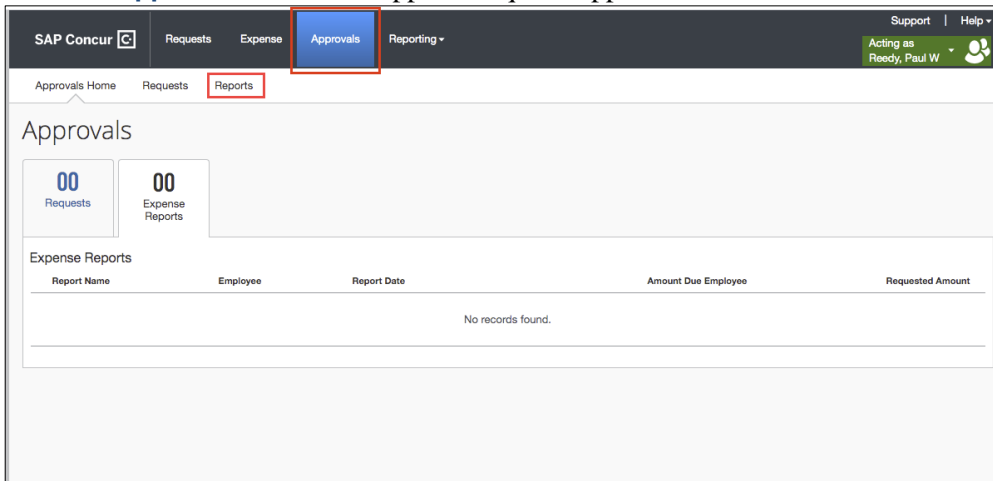
Report Name	Status	Report Date	Amount	Requested
Eric Travel Expenses ID: B09627DA8D3A44D2A1A1	Submitted & Pending Approval	02/03/2020	\$1,354.00	\$1,354.00
Training Conference ID: 124656A55D704FCC8C2D	Pending Cost Object Approval	02/12/2020	\$1,669.00	\$1,669.00
Busines Lunch ID: A9134954517B489E93AE	Submitted & Pending Approval	04/14/2020	\$60.00	\$60.00
Business Lunch ID: 064DD09BCB8B4159AE5C	Not Submitted	04/14/2020	\$110.00	\$110.00
Business lunch ID: 1A09F1AFBF7A4D19B3F7	Submitted & Pending Approval	04/15/2020	\$37.00	\$37.00

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.

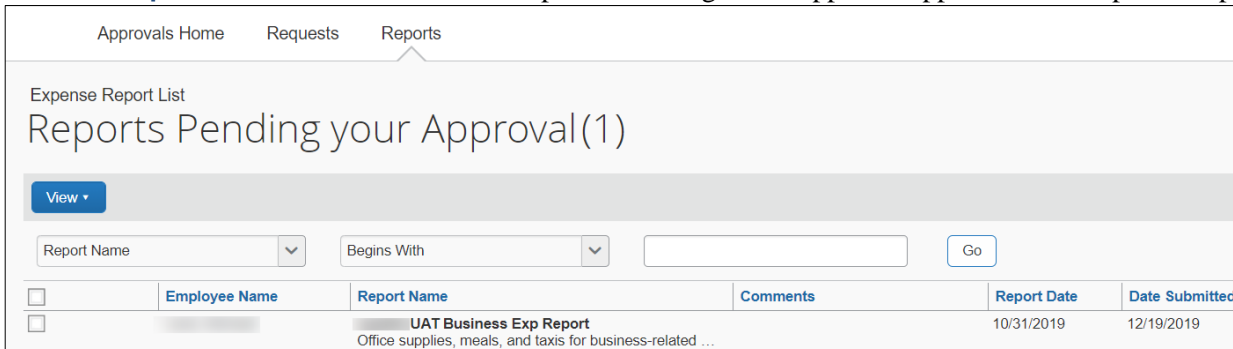
Concur Approvers: Viewing Past Expense Reports You Approved

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:

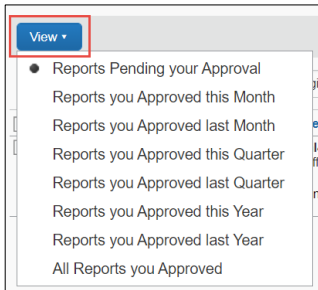
1. Log into **Concur**.
2. Click the **Approvals** tab. Your Approvals queue appears.



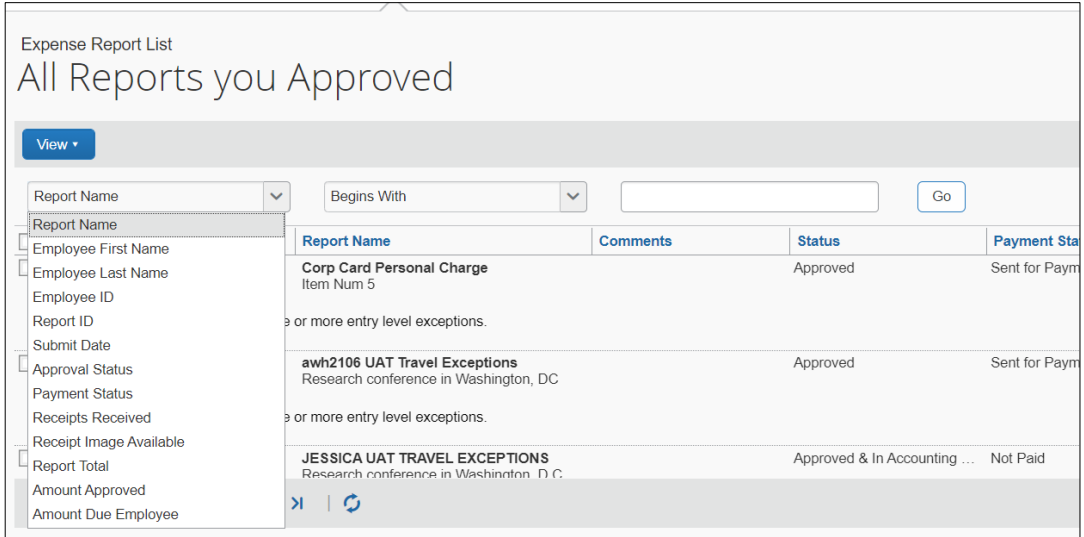
3. Click the **Reports** link. The initial view of Reports Awaiting Your Approval appears in the Expense Report List.



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



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



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>