

SAP CONCUR How-To Sheets for Contract Instructors

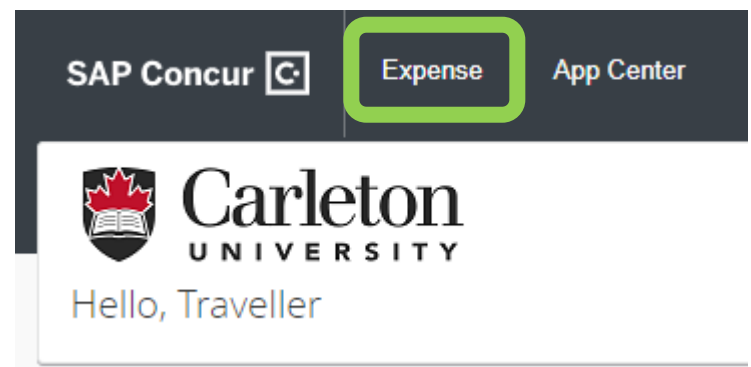
Checking the Status of your Expense Report

This how-to sheet outlines the steps required to:

- Determine where your expense report or request is sitting in the approval flow.

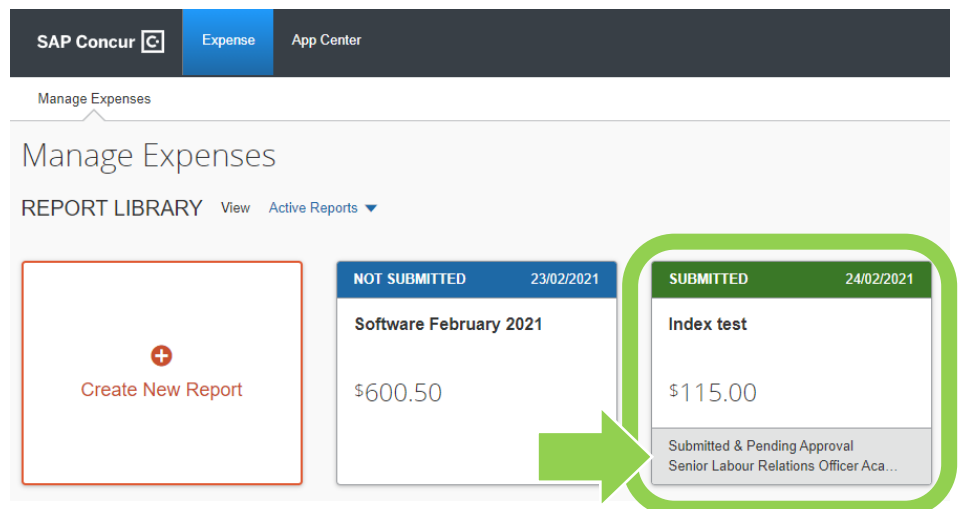
THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

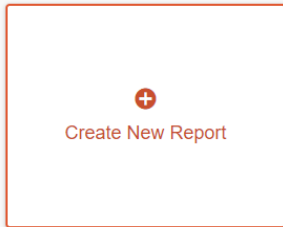
- From the landing page, click on 'Expense'.



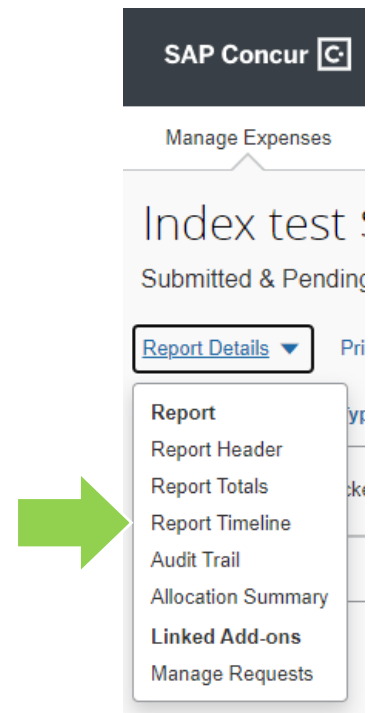
- The bottom of the tile (see green arrow) will tell you where the report is sitting in the approval flow.

For additional detail, click on any **submitted** expense report.



REPORT LIBRARY	View	Active Reports
		
NOT SUBMITTED 23/02/2021		
Software February 2021		
\$600.50		
SUBMITTED 24/02/2021		
Index test		
\$115.00		
Submitted & Pending Approval Senior Labour Relations Officer Aca...		

3. In the screen that opens, click on the blue 'Report Details' text. Choose 'Report Timeline' from the drop-down menu.



4. The 'Approval Flow' will tell you:
- which steps have already been approved (i.e. circle with a green check mark)
 - where the report is currently sitting for approval (i.e. a grey circle)
 - what the future approval steps are, if any

The steps in the approval flow:

- **'Authorized Approver' Step:** The approver will always be the 'Officer Academic, Senior Labour Relations'.
- **'Approval for Processing' Step:** This step will be Accounts Payable.

A screenshot of the 'Report Timeline' page in SAP Concur. The page title is 'Report Timeline' with a subtitle 'Books and software for teaching | \$200.00'. The main content is divided into two sections: 'Approval Flow' and 'Report Summary'. The 'Approval Flow' section is highlighted with a green rounded rectangle and shows a vertical flow of two steps. The first step is 'Authorized Approver' with the role 'Officer Academic, Senior Labour Relations' and a green checkmark in a circle. The second step is 'Approval for Processing' with a grey circle. The 'Report Summary' section on the right shows two entries: 'SUBMITTED' with the date 'Twelve, Traveller 22/06/2021' and 'SUBMITTED & PENDING APPROVAL' with the date 'Twelve, Traveller 22/06/2021'.

What next?

- Visit carleton.ca/facts/travel/contract-instructors to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.