UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

# Concur
# How to Approve Reports

**Procurement Card and Travel Services**
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Ready. South. Go.

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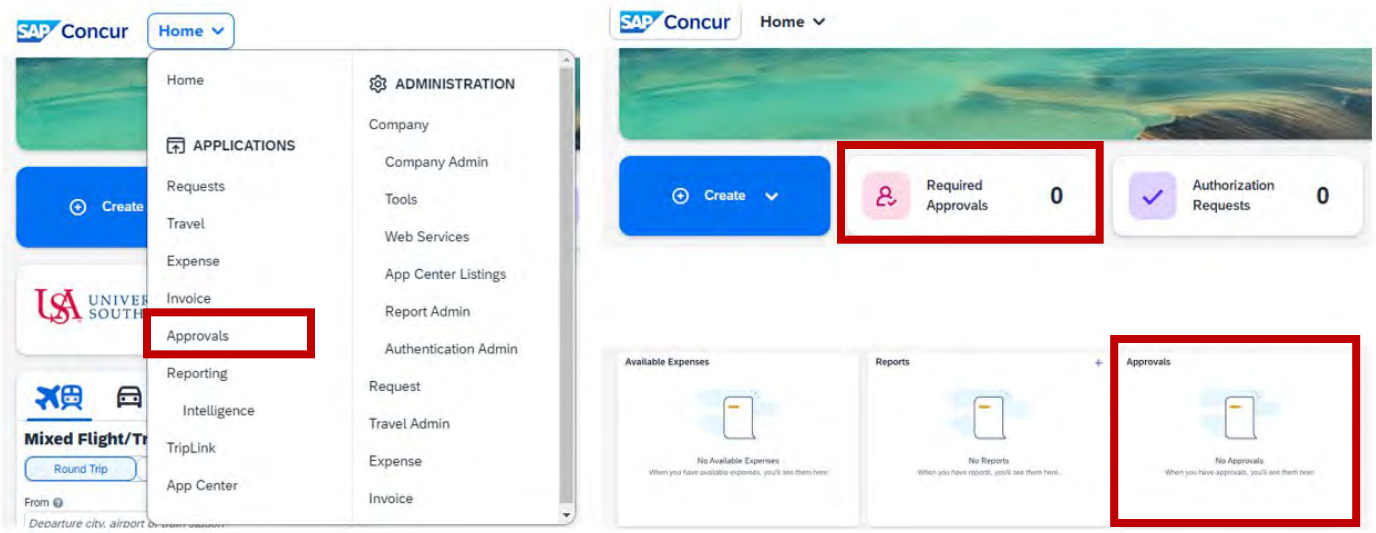
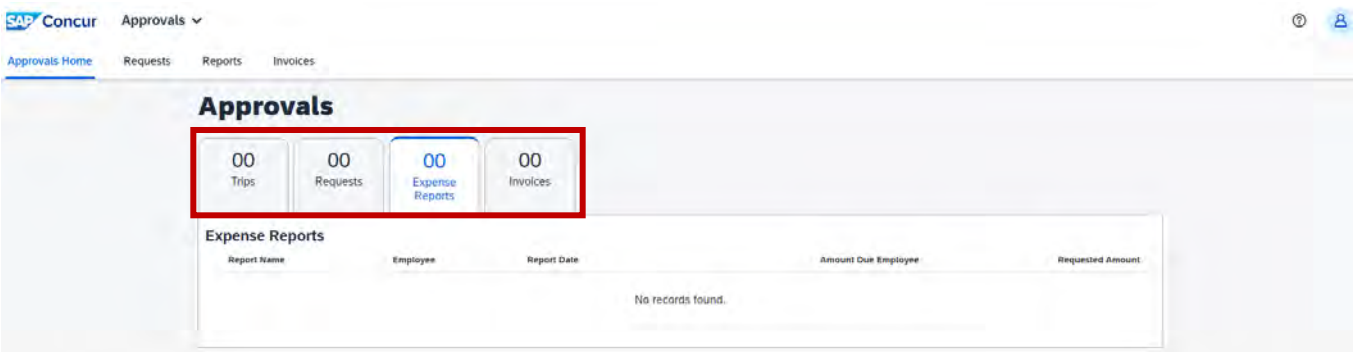
**1.** Log into Concur via desktop or mobile app. The following steps are for the desktop while the steps for the mobile app are listed under “How to approve reports using the Concur mobile app”.

**2.** After you log in you will have three options to access the reports you need to approve. **Approvals** under the Home drop down menu, **Required Approvals** along the task bar, and **Approvals** option in the body of the landing page. Click either of these options to access the reports needing your approval.



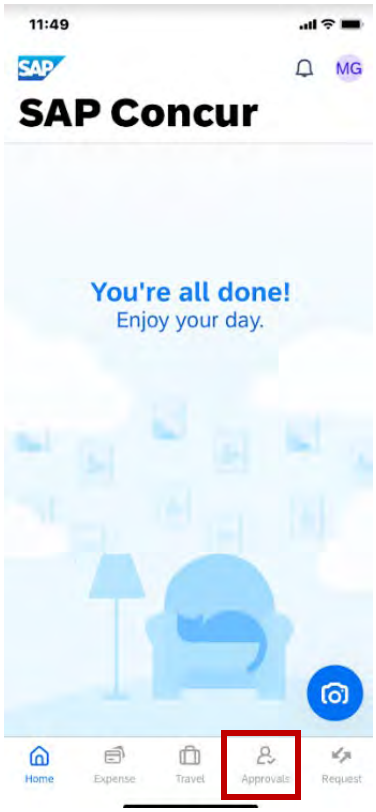

**3.** Items needing your approval will be listed under the appropriate tab depending on type of item, **Trips**, **Requests**, **Expense Reports, or Invoices**.



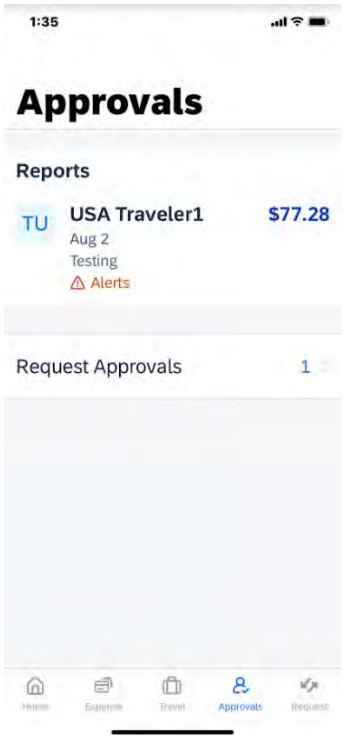

**4.** Click the tab with the request(s), report(s), or invoice(s) you wish to review then select the request(s), report(s), or invoice(s) one at a time. Review and if you approve click **Approve**, the button in the upper right-hand side of the screen. If you do not approve click **Send Back to User**. If you click Send Back to User you will need to enter a comment.

## How to appove reports using the Concur mobile app

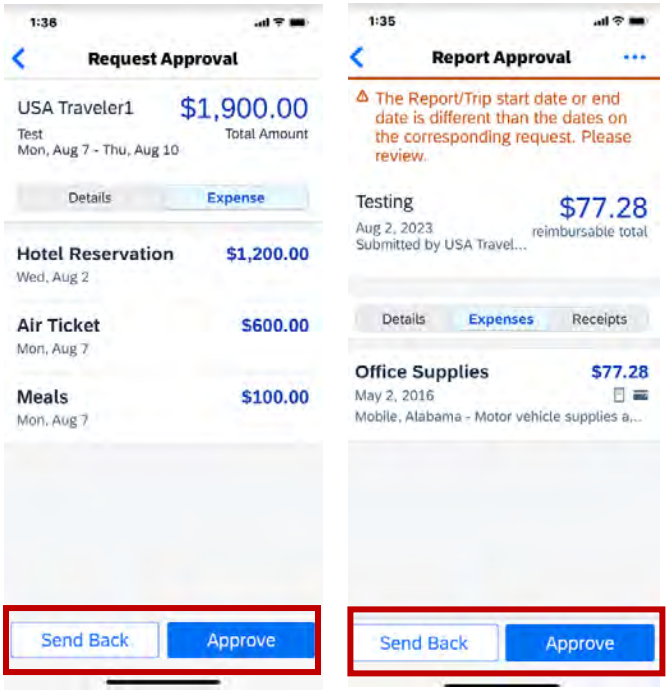
**1.** Log into the Concur app and click **Approvals** at the bottom of the screen.



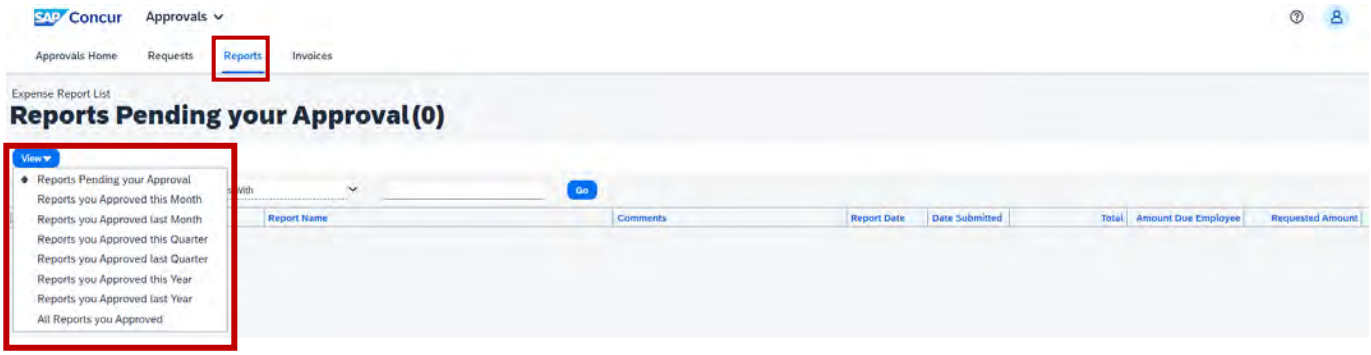

**2.** You will see what is awaiting your approval listed as Report Approvals (Expense), Request Approvals, or Invoice Approvals.



**3.** Select the request(s), report(s), or invoice(s) one at a time. Review and if you approve click **Approve**, the button in the bottom right-hand side of the screen. If you do not approve click **Send Back**. If you click Send Back you will need to enter a comment.




## TIP

### HOW TO VIEW A HISTORY OF REPORTS YOU HAVE APPROVED

If you wish to view a history of reports you have approved log into Concur and click **Required Approvals** then click **Reports**. On screen will be any reports pending your approval however, you can click the **View** button and select which reports you wish to see. Follow the same steps to see any requests or invoices you have previously approved.