

VIEWING ATTACHMENTS FOR CONCUR TRAVEL REQUESTS AND EXPENSE REPORTS

This job aid to provide step-by-step instructions for Travel Approvers to view attachments for Concur Travel Requests and Expense Reports.





My Paystubs

View my paystubs



My Time Statement

Display time records...



My W2



My Benefits

Display benefit plans



My Profile

Update or change yo...



My Tax Withholdings

Display and change ...



My TB Compliance



My Vacation Balance

Display my vacation ...



Travel Management



Job aid to navigate updated My Paystubs

1

Travel Approvals

Travel Approvals

24

Log into ESS with your SSO and click on the Travel Approvals tile to view travel requests or expense reports pending your approval.

Approval Inbox

All Tasks (8)

Search

Approve/Reject Travel Request:34RJ for [redacted] Medium

Approve/Reject Travel Request:34RC for Natalie... Medium

Approve/Reject Travel Request:34QQ for Violet... Medium

Approve/Reject Travel Request:34QN for Violet... Medium

Approve/Reiect Travel

Approve/Reject

Approve/Reject Travel Request:34RJ for [redacted] 4500000053

Workflow System

Created on Aug 3, 2023, 11:24 AM

Status: Ready
Priority: Medium
[Approval Preview](#)
[Review Attachments](#)

2 To view attachments for a travel request, select a travel request from your list pending work items.

Travel Details

This is to inform you that the following Travel Request has been submitted for your review and approval.

Trip Number	34RJ
Employee Name	
Employee Number	
Cost Center	0001870101INTERNATIO
Trip Name	Out-of-state seminar
Trip Purpose	staff training
Trip Start Date	08/03/2023
Trip End Date	08/04/2023
Travel Destination	Out of State

Approve Reject

Approve/Reject

Approve/Reject Travel Request: **34RJ** for C z 4500000053

Workflow System

Created on Aug 3, 2023, 11:24 AM

Status: Ready

Priority: Medium

[Approval Preview](#)

[Review Attachments](#)

3

To view supporting documents for the travel request, highlight the Travel Request ID # and hold Ctrl + C on your keyboard to copy the ID# (you can also right-click on your mouse and select "Copy"). Then click on "Review Attachments."



Travel Details

This is to inform you that the following Travel Request has been submitted for your review and approval.

Trip Number	34RJ
Employee Name	C
Employee Number	0001870101
Cost Center	0001870101INTERNATIO
Trip Name	Out-of-state seminar
Trip Purpose	staff training
Trip Start Date	08/03/2023
Trip End Date	08/04/2023
Travel Destination	Out of State
Trip Amount	6000.00

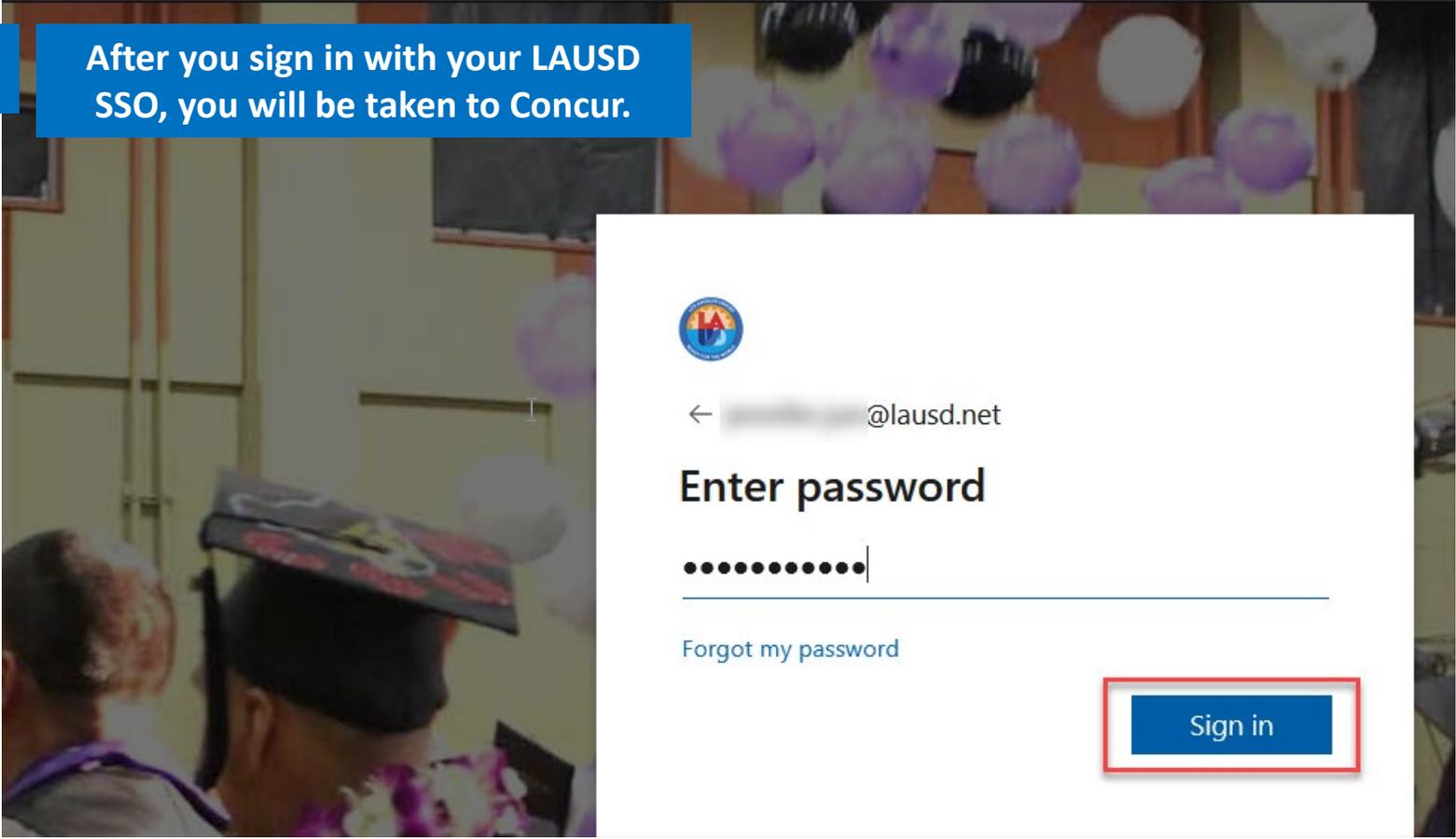
Approve

Reject



4

After you sign in with your LAUSD SSO, you will be taken to Concur.



SAP Concur Requests Expense Approvals App Center Help

Profile

+ New 00 Required Approvals 00 Authorization Requests 100 Available Expenses 00 Open Reports

5 Click on the "Requests" tab.

COMPANY NOTES

Concur Training Toolkit
This link will provide information to utilise the Concur Expense System.

SAP Concur Requests Expense Approvals App Center

Manage Requests Process Requests

6 Click on "Process Requests."

Manage Requests

REQUEST LIBRARY View

View more
Displayed Requests: 0, Total: 0

Requests Ready for Processing

Group: All Groups I Can Access

Run Query ▾

Starting Group ▾

Group

List Settings

Create/Manage Queries ▾

Find every request where

AND

Name Go

Request ID

Request ID	Submit Date	Employee Name	Approval Status	Total Approved ...	Start Date	Purpose
336T	03/06/2023	Kompalli, Sankar	Pending Extern...	\$100.00	03/06/2023	Test

7

Under "Find every request where" select "Request ID for the 1st search criteria.

Requests Ready for Processing

Group: All Groups I Can Access

Run Query Starting Group Group List Settings Create/Manage Queries

Find every request where

Request ID Begins With AND

Contains Go

Request	Request ID	Request Ends With	Employee Name	Approval Status	Total Approved ...	Start Date	Purpose
	Sankar	33	Kimpalli, Sankar	Pending Extern...	\$100.00	03/06/2023	Test

Equals Is Blank Is Not Blank

8

For the 2nd search criteria, select "Equals."

Run Query Starting Group Group List Settings Create/Manage Queries

Find every request where

Request ID Equals 34RJ AND

Go

Request	Request ID	Submit Date	Employee Name	Approval Status	Total Approved ...	Start Date	Purpose	
	Out-of-state se...	34RJ	08/03/2023	Pi	Pending Extern...	\$690.10	08/03/2023	staff training

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For the 3rd search criteria, hold Ctrl +V on your keyboard (or right-click on your mouse and select "Paste") to paste the Request ID# that you copied earlier. Then click on Go and select the request.

Manage Requests | Process Requests

Out-of-state seminar \$690.10

Cynthia Perez | Pending External Validation | Request ID: 34RJ

Request Details | Print

Attachments 
 View Documents

EXPECTED EXPENSE

Expense type

Sub Teacher Costs

Seminar/Course fees

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Click on the arrow next to "Attachments" then select "View Documents."

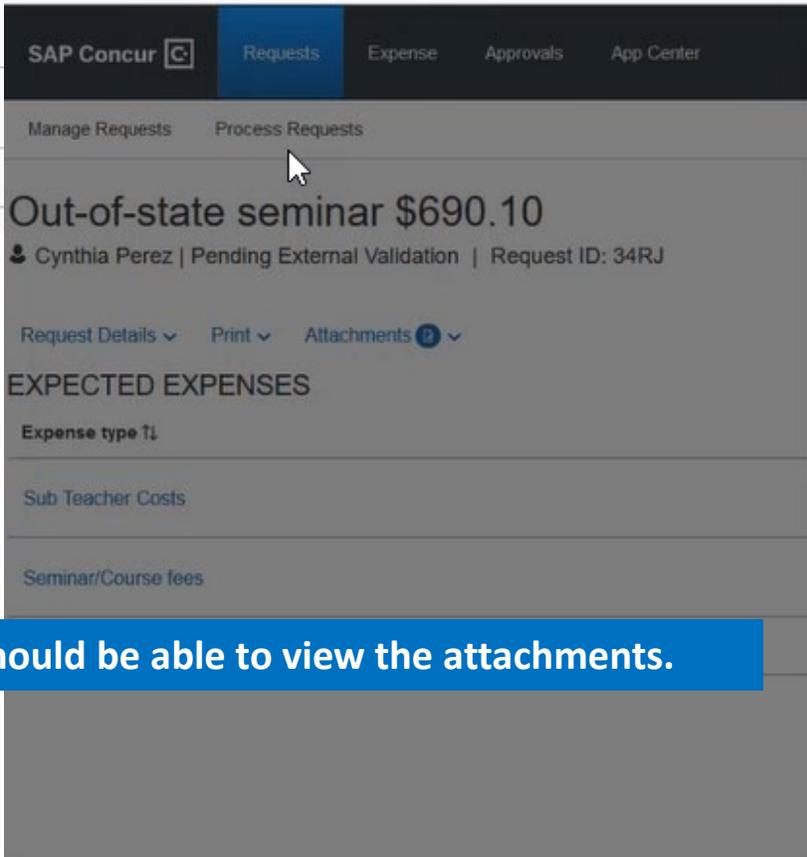
Details

Date

Amount

Requested

Date	Amount	Requested
08/03/2023	\$390.10	\$390.10 Allocated
08/03/2023	\$300.00	\$300.00 Allocated
		\$690.10



SAP Concur | Requests | Expense | Approvals | App Center

Manage Requests | Process Requests

Out-of-state seminar \$690.10

Cynthia Perez | Pending External Validation | Request ID: 34RJ

Request Details | Print | Attachments 

EXPECTED EXPENSES

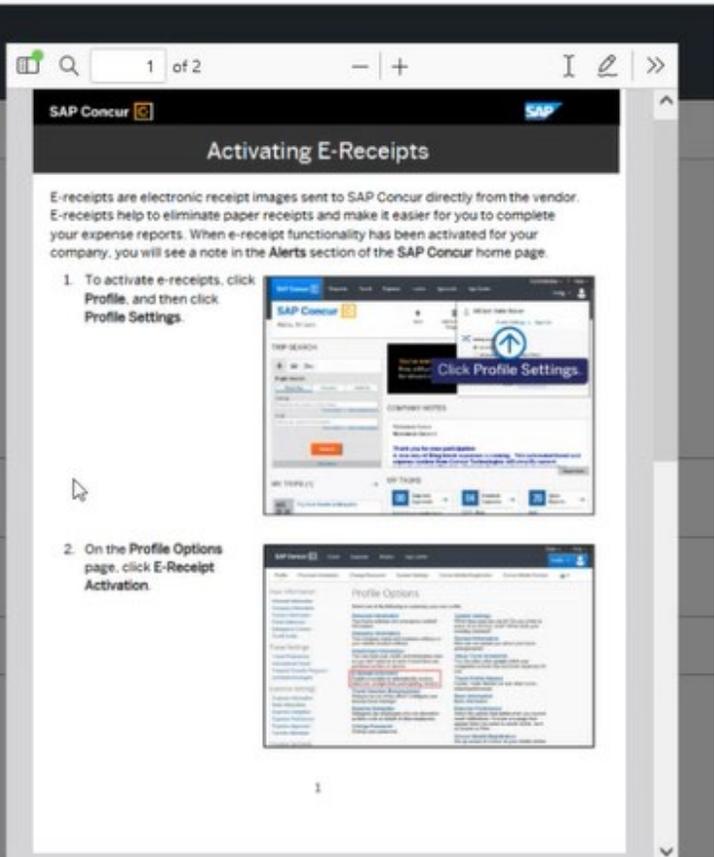
Expense type

Sub Teacher Costs

Seminar/Course fees

11

You should be able to view the attachments.



Activating E-Receipts

E-receipts are electronic receipt images sent to SAP Concur directly from the vendor. E-receipts help to eliminate paper receipts and make it easier for you to complete your expense reports. When e-receipt functionality has been activated for your company, you will see a note in the Alerts section of the SAP Concur home page.

- To activate e-receipts, click **Profile**, and then click **Profile Settings**.
- On the **Profile Options** page, click **E-Receipt Activation**.

Approve/Reject Travel Expense: **3ENBZQ** for C[redacted] 4500000053

[Workflow System](#)

Created on Aug 3, 2023, 11:44 AM

Status: Ready

Priority: Medium

[Approval Preview](#)

[Review Attachments](#)

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To view attachments for a travel expense report, first select an expense report from your list pending work items.



Travel Details

This is to inform you that the following Travel Expense has been submitted for your review and approval.

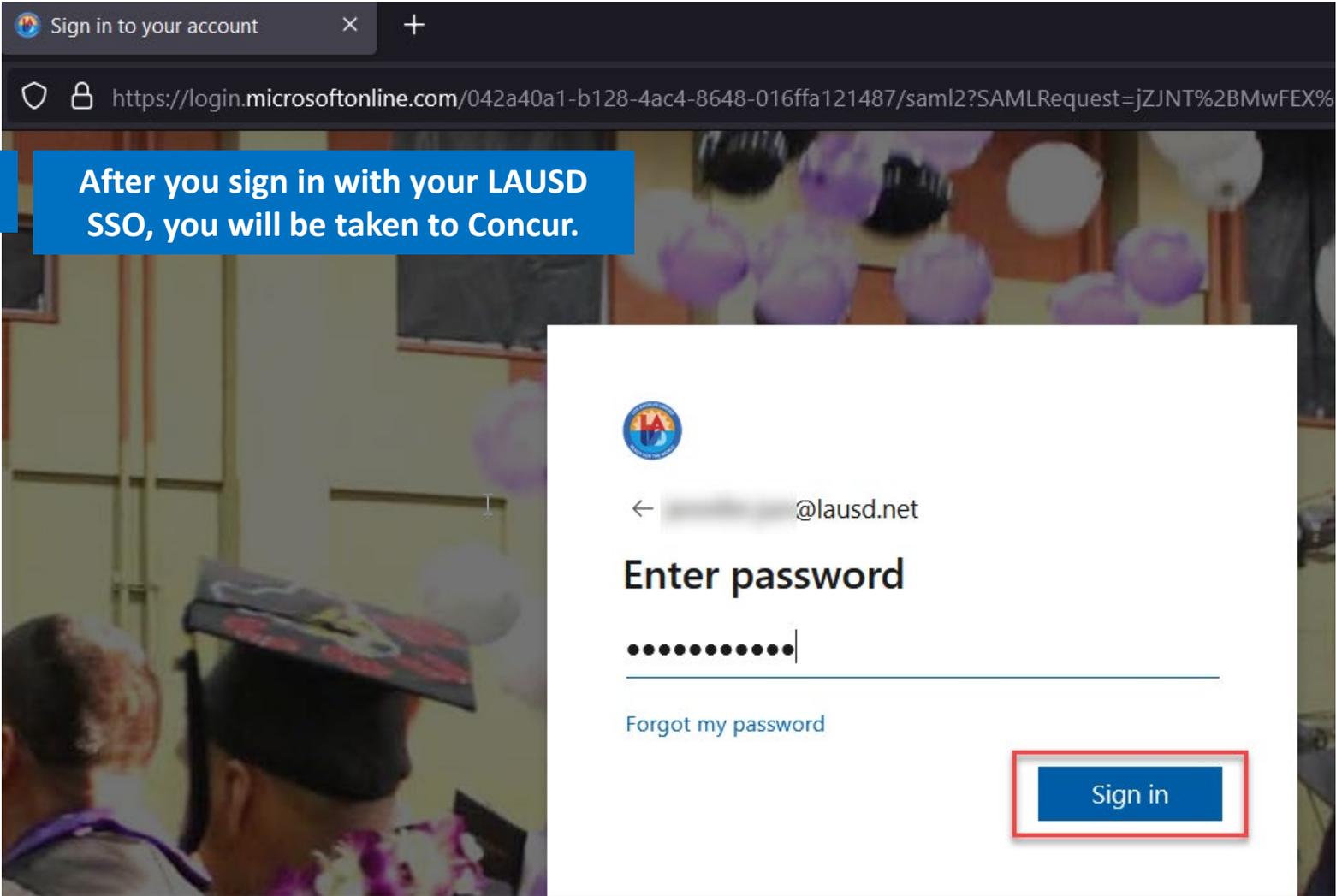
Trip Number	3ENBZQ
Employee Name	C[redacted]
Employee Number	00[redacted]
Cost Center	0001870101INTERNATIO
Trip Name	Out-of-state seminar
Trip Purpose	staff training
Trip Start Date	08/03/2023
Trip End Date	08/04/2023
Travel Destination	Out of State
Trip Amount	\$740.10

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To view supporting documents for the travel request, highlight the Travel Expense # and hold Ctrl + C on your keyboard to copy the ID# (you can also right-click on your mouse and select "Copy"). Then click on "Review Attachments."

14

After you sign in with your LAUSD SSO, you will be taken to Concur.



SAP Concur Requests **Expense** Approvals App Center Help Profile

LAUSD UNIFIED

+ New 00 Required Approvals 00 Authorization Requests 100 Available Expenses 00 Open Reports

COMPANY NOTES **15** Click on the "Expense" tab.

SAP Concur Requests Expense Approvals App Center

Manage Expenses View Transactions **Process Reports**

Manage Expense **16** Click on "Process Reports."

REPORT LIBRARY

Group: All Groups I Can Access

Run Query ▾

Starting Group ▾

List Settings

Create/Manage Queries ▾

Find every report where

Report Name ▾

Begins With ▾

AND

Report Name

Report Key

Employee First Name

Employee Last Name

Employee ID

Report Id

Submit Date

Processor Start Date

Approval Status

Payment Status

Receipts Received

Receipt Image Available

Report Total

Amount Approved

Report Type

Report Number ▾

AND

Go

Submit Date

Employee Name

Approval Status

Report Total

Receipt Status

Report Type

Cash Advance ...

Payment Status

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Under "Find every report where" select "Report Number" for the 1st search criteria.

Manage Expenses

View Transactions

Process Reports

Group: All Groups I Can Access

Run Query ▾

Starting Group ▾

List Settings

Create/Manage Queries ▾

Find every report where

Report Number ▾

Equals ▾

AND

▾

▾

Go

Report Name

Submit Date

Employee Name

Approval Status

Report Total

Receipt Status

Report Type

Cash Advance ...

Payment Status

18

For the 2nd search criteria, select "Equals."

Search Results

Group: All Groups I Can Access

Run Query ▾

Starting Group ▾

List Settings

Create/Manage Queries ▾

Find every report where

Report Number ▾

Equals ▾

AND

3ENBZQ

▾

▾

Go

Report Name

Submit Date

Employee Name

Approval Status

Report Total

Receipt Status

Report Type

Cash Advance ...

Payment Status



Out-of-state se...

08/03/2023

Pending Extern...

\$740.10

Not Required

Expense Type

Not Paid

19

For the 3rd search criteria, hold Ctrl +V on your keyboard (or right-click on your mouse and select "Paste") to paste the Report # that you copied earlier. Then click on Go and select the request.

Out-of-state seminar (Perez, Cynthia)

Summary Details Receipts Print

Expenses

Date	Expense Type	Reviewed	Amount	Approved
08/03/2023	Sub Teacher Costs LAUSD	N	\$390.10	\$390.10
08/03/2023	Seminar/Course fees ABC	N	\$350.00	\$350.00

TOTAL AMOUNT
\$740.10TOTAL APPROVED
\$740.10

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Click on the receipt icon or Receipt Image tab to view attachments.

The screenshot shows a window titled "Activating E-Receipts" with the SAP Concur logo. The window content includes a heading "Activating E-Receipts" and a paragraph: "E-receipts are electronic receipt images sent to SAP Concur directly from the vendor. E-receipts help to eliminate paper receipts and make it easier for you to complete your expense reports. When e-receipt functionality has been activated for your company, you will see a note in the Alerts section of the SAP Concur home page." Below the paragraph is a numbered list: "1. To activate e-receipts, click Profile, and then click Profile Settings." At the bottom right of the window is a small inset screenshot of the SAP Concur interface showing the "Profile" dropdown menu with "Profile Settings" and "Sign Out" options.