1. Step 1: Click on "Expense" on the top left of the Concur page

					S	Support Help -
SAP Concur C Expense Approvals App C	enter					Profile 🗕 💄
Advancing Technology for Humanity Hello, Lesley		∔ Start a Report	↓ Upload Receipts	DO Required Approvals	00 Available Expenses	00 Open Reports
COMPANY NOTES						
Western Union Enrollment Required If you are able to view this message, you must enter your bankin Western Union profile is established. This is a one-time enrollme Western Union Enrollment Link Concur Training Toolkit	ig information using the Western Union ent, however, you are responsible for u	Enrollment link bel pdating your bankir	low. Reimbursemen ng information with '	nt of your expense Western Union wh	report will not be se en needed.	nt until your
This Jink will provide information to utilise the Concur Expanse System						Read more
OO Required Approvals → Greatl You currently have no approvals →	Available Expense	9S	→ C	Open Re	eports	<i>→</i>
SAP					SAP Co	ncur 🖸

2. Step 2: Click on "Report Library" on the top right hand side of the page to list all your expense reports and the view the status of each expense report.

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SAP Concur [C]	Expense	Approvals	App Center			Profile 👻 💄			
Manage Expenses									
Manage Exp	oenses								
ACTIVE REPOR	TS					Report Library \rightarrow \uparrow			
Create New Report		THERE ARE NO ACTIVE Click Create New Report to crea	EXPENSE REPORTS. ate a new report.						
						ve • Match Unmatch			
Expense Detail			Expense Type	Source	Date -	Amount			
All Clear									
Enable Expense Assistant and these expenses will be placed on a report for you. Learn More									
AVAILABLE REC	EIPTS								

3. Step 3: View the full list of expense reports submitted by you. The status of each expense report will be indicated under the "payment status" column. Payment confirmed indicates that the payment has been made to your bank account.

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		SAP Concur 🖸	Expense Approvals	App Center					
		Manage Expenses							
← Manage Ex Report	^{kpenses} is for last 90 Days							Dele	le Report Copy Report
View • Cr	eate New Report Import Expenses				7	$\overline{}$			
	Report Name		Report ID	Comments	Status	Payment Status	Report Date	Total	Requested Amount
	CMD Courier		07046EA89EFC4A328EEA	Your report has been audited, if you have any questions please contact audit support@sap.com.	Approved	Payment Confirmed	12/24/2019	ZAR 340.00	ZAR 340.00
	IAS Annual Meeting CMD Expenses		3A88B19704314680A48A	Your report has been audited, if you have any questions please contact audit.support@sap.com.	Approved	Payment Confirmed	12/23/2019	ZAR 7,727.51	ZAR 7,727.51