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## CU Concur Tip: How do I choose an Initial Reviewer when submitting an Expense Report?

1 message

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CU Concur Tip: How do I choose an Initial Reviewer when submitting an Expense Report?

#### What is it?

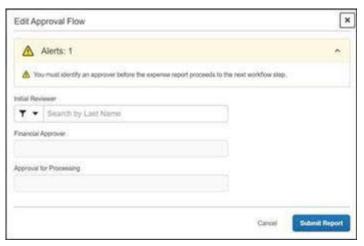
When you submit an Expense Report in Concur, the report will be routed to your Supervisor for approval. If you do not have a Supervisor in Concur, you may need to choose an Initial Reviewer from your Department for initial approval routing.

### Who's it for?

Those submitting Expense Reports who do not have a Supervisor in Concur and need to choose an Initial Reviewer for initial approval routing.

### How do I do it?

1. After you complete your Expense Report, click the Submit button, then click **Accept & Continue** and **Submit Report** on the proceeding windows. If you require an Initial Reviewer, the Edit Approval Flow window appears.



2. Enter an asterisk "\*" in the Initial Reviewer field. The names of all the available Initial Reviewers for your Department appear.



- 3. Select an Initial Reviewer from the list.
- 4. Click Submit Report.

# Where do I get 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