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

1 message

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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](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](https://columbia.service-now.com)