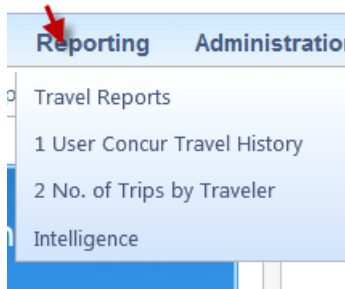


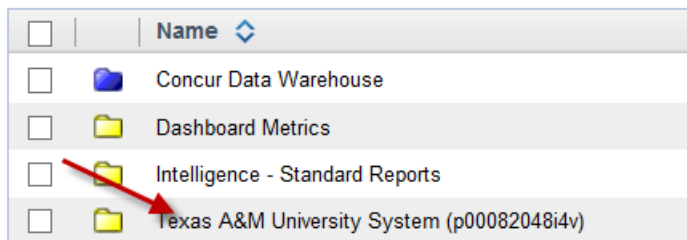
Authorization Request Pending Approval Report

This report is intended to help departments identify Authorization Requests that have not been submitted or approved. All Authorization Request must be submitted and then approved prior to 5pm on January 17, 2014.

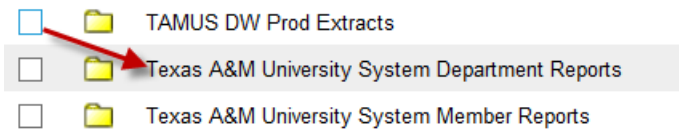
Log in to Concur through SSO using Internet Explorer. Remember to delegate in as the department head so the report will run for the entire department. There are only two available report delegations, so this is limited to just two people in each department (not including the department head). After you have delegated in as the department head, select the "Reporting" tab.



Then select Texas A&M University System.



Then select Texas A&M University System Department Reports.



Select Employees Traveling

<input type="checkbox"/>	Name
<input type="checkbox"/>	Cash Advances
<input type="checkbox"/>	Credit Card Transactions
<input type="checkbox"/>	Employees Traveling
<input type="checkbox"/>	Expense Reports

Select the double arrow to move to the next page.

Entries: -

This is the Travel Authorization Requests pending approval report. Select the blue run button.

Entries: -

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Travel Authorization Requests Pending approval	October 24, 2012 3:54:26 PM	More...

Once the run button is selected it will ask how you want to run the report. Select Excel 2007 and then Run.

Select how you want to run and receive your report.

Format:

HTML
PDF
Excel 2007
Excel 2002
Delimited text (CSV) report
XML

Language:

English

Delivery:

- View the report now
- Save the report

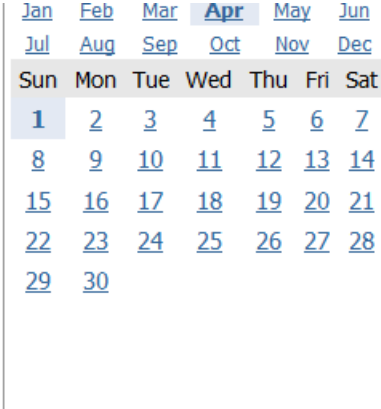
Prompt values:

No values saved

- Prompt for values

Run Cancel

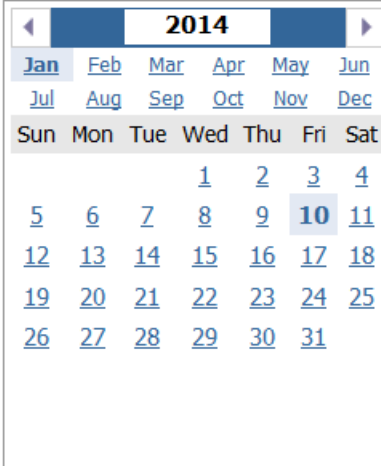
The prompts will appear. It is recommended to go back and select April 1st of 2012 to be sure to pull all possible pending Authorization Requests. Select the appropriate system member and then "Finish".



A calendar for the month of April 2012. The months are listed at the top: Jan, Feb, Mar, Apr (highlighted), May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. The days of the week are listed below: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are listed in a grid. A red arrow points to the date '1' (Sunday, April 1st).

Earliest date

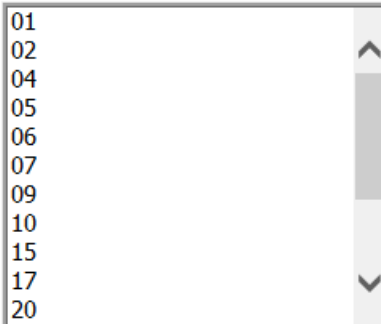
To:



A calendar for the year 2014. The year is displayed at the top. The months are listed below: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. The days of the week are listed below: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are listed in a grid. A red arrow points to the date '10' (Friday, October 10th).

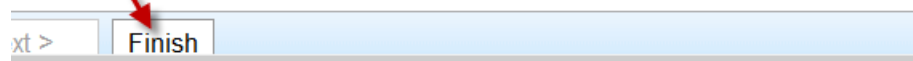
Latest date

System Member
Provide a value:



A list of system members. The list contains the following items: 01, 02, 04, 05, 06, 07, 09, 10, 15, 17, 20. A red arrow points to the item '05'. There are up and down arrow icons on the right side of the list.

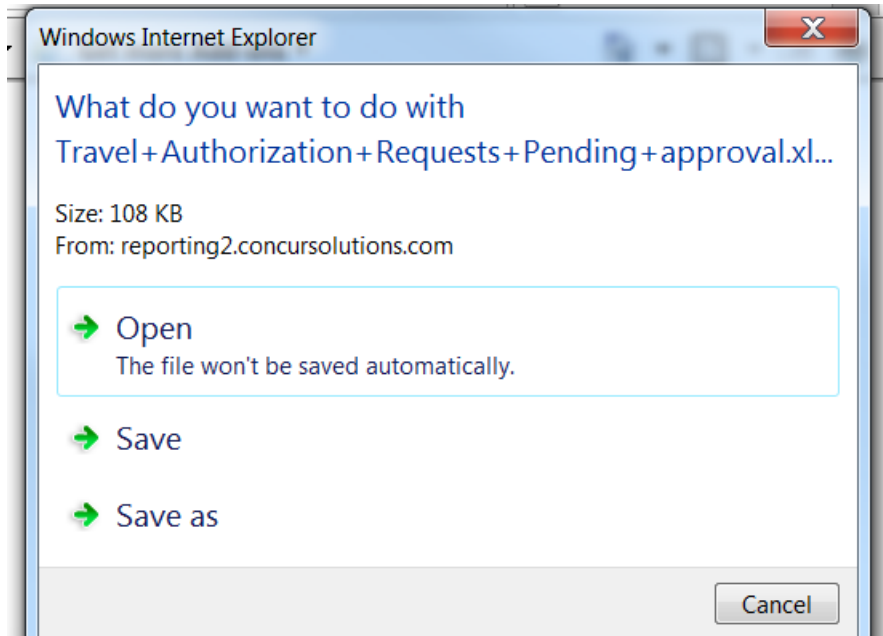
Select all Deselect all



A button labeled "Finish". A red arrow points to the button. To the left of the button is a small text field containing "xt >".

The below pop up will appear. Select Open to view the Travel Authorization Requests Pending Approval report.

If it does not appear, turn off you pop up blocker or add the "reporting2.concursolutions.com" to the "Allowed sites" in your pop up blocker settings. Then rerun the report.



All authorization requests must be approved prior to 5pm on January 17th. If the request has not been submitted (not filed) and is not needed then just delete the request. The report will show the approval status (i.e. pending approval, not filed, resubmit).

If there are any questions please email travel@tamu.edu or call 458-5731.