

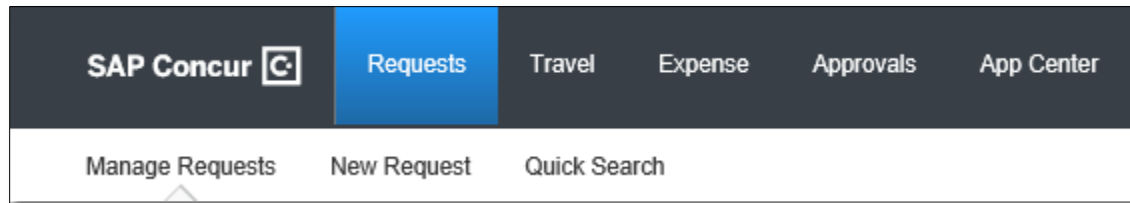
**SAP Concur** 

# EMAILING APPROVED REQUEST





Select the **Request tab** on the menu bar.



Select **Manage Requests**. This will give you a list of all active requests. Find the Request that you need and click within the line to open it.

Active Requests (5)

Request Name: [dropdown] Begins With: [dropdown] [input] [Go]

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
<input type="checkbox"/>	Aurora, CO - 3/1-3/5/19 conference	33Y7	Approved	03/01/2019 03/05/2019	02/06/2019	\$1,742.00	\$1,742.00	\$974.75	Expense
<input type="checkbox"/>	London, UK - 2/15-2/19/19 International Conference	344W	Approved	02/15/2019 02/19/2019	02/20/2019	\$2,842.00	\$2,842.00	\$2,842.00	Expense
<input type="checkbox"/>	London - 2/11-2/13/19 infl test	343P	Approved	02/11/2019 02/13/2019	02/14/2019	\$1,058.01	\$1,058.01	\$1,058.01	Expense
<input type="checkbox"/>	Atlanta, GA - 2/1/19 meeting	33Y8	Approved	02/01/2019 02/01/2019	02/14/2019	\$49.50	\$49.50	\$49.50	Expense
<input type="checkbox"/>	Seattle, WA - 8/28-7/2/18 Conference	347G	Approved	08/28/2018 07/02/2018	03/04/2019	\$3,004.80	\$3,004.80	\$2,080.97	Expense

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Once the Request is open, the Request Header should be visible. Click the **Print/Email** button at the top right of the screen.

SAP Concur | Requests | Expense | Approvals | App Center | Administration | Help | Profile

Manage Requests | New Request | Process Requests | Quick Search

### Request 33Y7

Create Expense Report | Attachments | **Print / Email** | Cancel Request | Close/Inactivate Request

Request Name (Destination, Travel Dates): Aurora, CO - 3/1-3/5/19  
Status: Approved  
Amount: \$1,742.00

Purpose: conference

Request Header | Segments | Expense Summary | Approval Flow | Audit Trail

Request Policy	Request Name (Destination, Travel Dates)	Start Date	End Date	Will this include days of Personal Travel?
*AL-Out of State	Aurora, CO - 3/1-3/5/19	03/01/2019	03/05/2019	No

Dates of Personal Travel

Department	Accounting Group	Accounting Template	Purpose	Comment
(010) FINANCE	(1242.917) Comptroller.Fiscal Mgmt	(UNCP01) COMPTROLLER	conference	

Request Related Report OOS

Out of State

Create Expense Report | Attachments | **Print / Email** | Cancel Request | Close/Inactivate Request

Status: Approved  
Amount: \$1,742.00

Once that button is clicked, the **\*AL-Request Printed Report** selection should be available to click.

Print / Email | Cancel Request

**\*AL-Request Printed Report**



The Request Report will open in a new screen. The report will indicate the Approval Status, Total Approved Amounts for each Expense Type, Approval Flow and Audit Trail notes for the Request. The report can be saved as a PDF, emailed or printed. To email, select the **Email** button. A window will open, allowing you to enter the email address and any comments you wish to add. Once you have entered the necessary information, click the **Send** button.

The screenshot shows a web browser window with the URL [https://implementation.concursolutions.com/Expense/Client/print\\_cpr.asp?type=1038&opt=PAR\\_REG&dtl=ALW\\_EXP\\_NEV\\_ITM&ptCoc](https://implementation.concursolutions.com/Expense/Client/print_cpr.asp?type=1038&opt=PAR_REG&dtl=ALW_EXP_NEV_ITM&ptCoc). The page displays a request report for "Booking Business" with the following details:

- Request ID : **33Y7**
- Minimum Departure Date : **03/01/2019**
- Approval Status : **Approved**

The report also lists employee information and organizational details:

- Employee Name : **BRYANT, LINDSAY S.**
- Email Address : **lindsay.bryant@comptroller.alabama.gov**
- Country of Residence : **UNITED STATES**
- \*Org Unit 1 - Department : **FINANCE**
- \*Org Unit 2 - Accounting Group : **Comptroller.Fiscal Mgmt**
- \*Org Unit 3 - Accounting Template : **COMPTROLLER**

Sender information is also provided:

- Sender Name : **BRYANT, LINDSAY S.**
- Email Address : **lindsay.bryant@comptroller.alabama.gov**
- Country of Residence : **UNITED STATES**
- \*Org Unit 1 - Department : **FINANCE**
- \*Org Unit 2 - Accounting Group : **Comptroller.Fiscal Mgmt**
- \*Org Unit 3 - Accounting Template : **COMPTROLLER**

Additional details include:

- Start Date : **03/01/2019**
- End Date : **03/05/2019**
- Request Policy : **\*AL-Out of State**
- Purpose : **conference**
- Total Posted Amount : **\$1,742.00**

The "Segments" section shows:

- Air Ticket**
- Foreign Amount : **\$800.00**

An "E-Mail Options" dialog box is open, allowing the user to specify the email recipient and add a comment. The "Send" button in the dialog is highlighted with a red box. The "Email" button in the top right of the report is also highlighted with a red box.