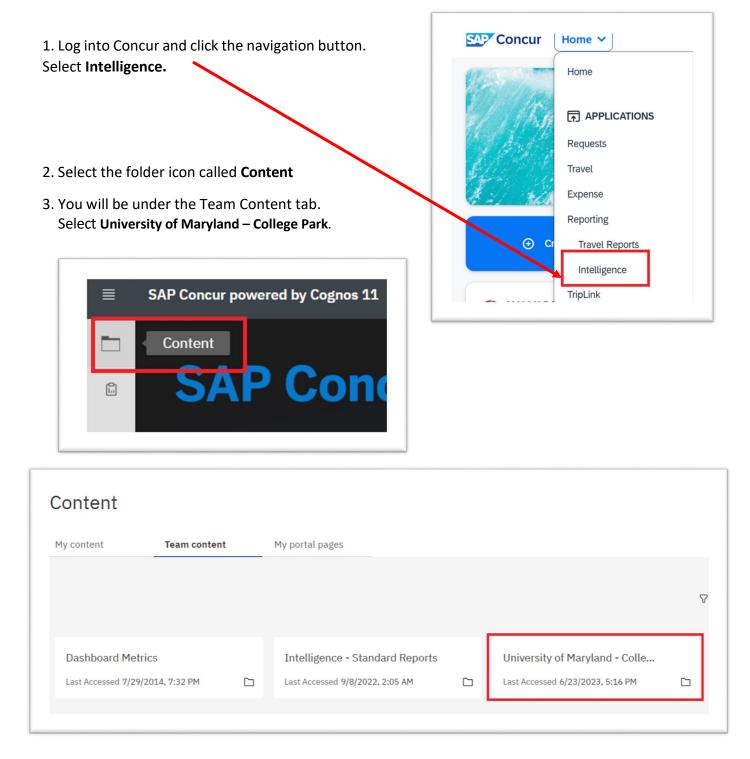
Job Aid: Report of Approved Requests with Concur Encumbrance

Approved Request with Concur Encumbrance

This report will show all approved requests that still have open Concur encumbrances.



4. Select Request Information

My content	Team content	My	portal pages							
eam content / Uni	iversity of Maryland - Coll	ege Park (p0063160b6id)		V	*1	2	0	5	00
					V	ţ↑	L	Ø	3	00
Carbon Footpri	nt		Credit Card	Employee Information	Expense Information					
Last Accessed 11/3	3/2022, 7:16 PM		Last Accessed 3/13/2024, 2:18 PM	Last Accessed 1/27/2023, 5:39 PM	Last A	ccessed	11/18/20	024, 3:07	PM	
In Developmen	it		Request Information	System Admin						
	5/2024, 5:26 PM		Last Accessed 12/21/2023, 7:01 PM	Last Accessed 11/7/2024, 1:43 PM						

5. Select Approved Requests with Concur Encumbrance

🗀 Reque	st Informatio	n			
My content	Team content	My portal pages			
Team content / Ur	niversity of Maryland - Col	ege Park (p0063160b6id) /	/ Request Information		, 7
Approved Req Concur Encum		Clery Report		International Event Reports	
Last Accessed 1/23/2025, 6:19	PM L	Last Accessed 1/19/2025, 6:35 AM	C.	Last Accessed 1/19/2025, 6:23 AM	E.
Travel Segmer	nts				

6. Supervisors can just hit the **Finish** button at the bottom and pull up their unit. Those with divisional access can filter data for a particular unit by taking the following steps

- a. Enter a keyword to narrow your search
- b. Select Contains any of these keywords underneath the category
- c. Click the magnifying glass to search, and make your selections from the results
- d. At the bottom of the page, click Finish

Campus	Division	College	Department	Unit
Keywords:	Keywords:	Keywords:	Keywords:	Keywords:
Input keywords here	vpa Q	facilities Q	construction Q	Input keywords here
No Results	CCH04110 UMES EXEC \ CCH04110 UMES EXEC \ CCH01105 UMCP EXEC \ Sr VP Academic Affairs&Prov CCH01104 UMCP EXEC \ CCH04103 UMES EXEC \ VP Administration (VPA) CCH04105 UMES EXEC \	Facilities Management	VPA-FM-P&C-Planning & Cc	No Results
Starts with any of these keyv v	Contains any of these keywc ^	Contains any of these keywc ~	Contains any of these keywc ~	Starts with any of these keyv ~
Case Insensitive	Starts with any of these keywor Starts with the first keyword and	ds d contains all of the remaining keywo	Case Insensitive ords	Case Insensitive
	Contains any of these keyword	S		
	Contains all of these keywords			

7. To download a copy of the report, click on the **HTML** button and choose a file type from the drop-down menu.

				·		
Edit		5 ¢	\triangleright	Ç	HTML	
₽					HTML	
Requesting Employee	Employee ID	Request ID	Travel Re Nam	equest	PDF	Ap Ar
Linployee	10	10	TVCITI		Excel	
					Excel Data	a :
					CSV	:
					XML	:
					and hosting	
					*I IMD Travel	4