

Job Aid: Report of Approved Requests with Concur Encumbrance

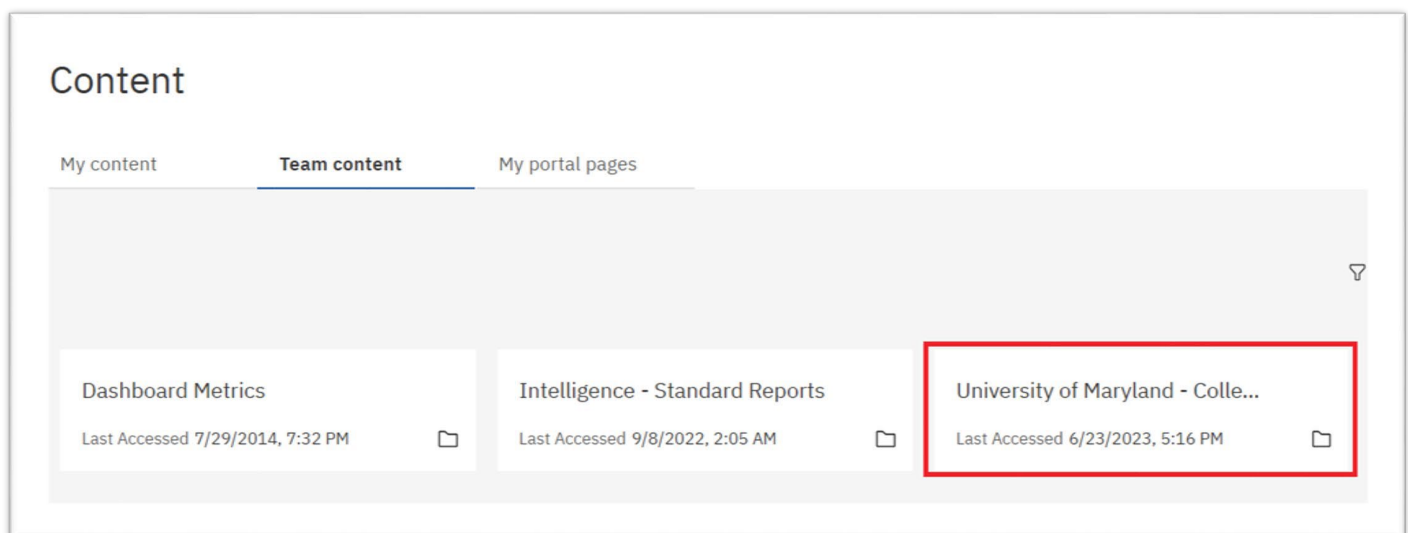
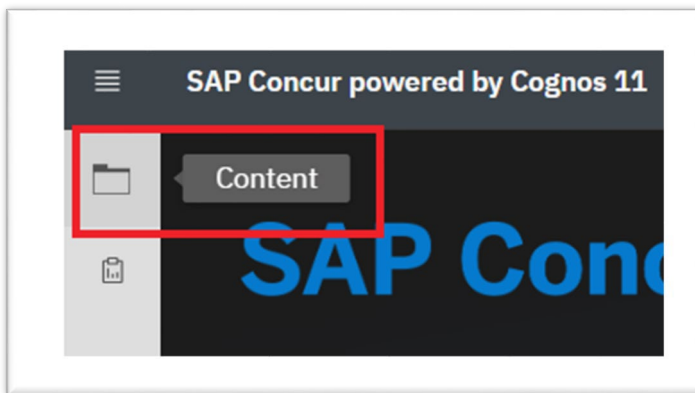
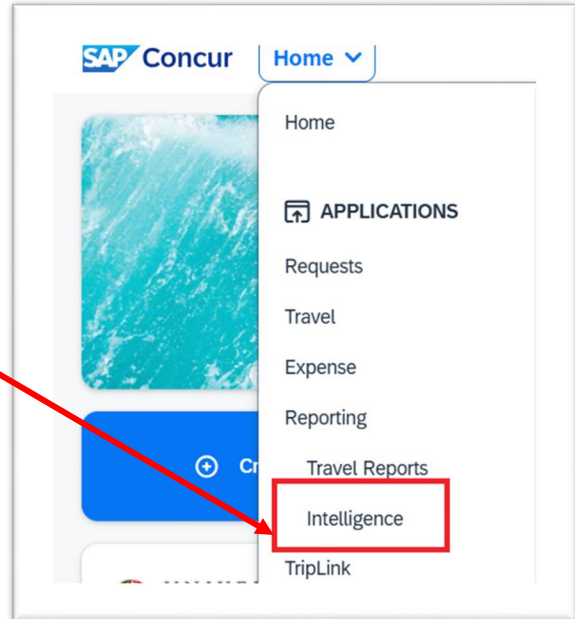
Approved Request with Concur Encumbrance

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

1. Log into Concur and click the navigation button.
Select **Intelligence**.

2. Select the folder icon called **Content**

3. You will be under the Team Content tab.
Select **University of Maryland – College Park**.



4. Select Request Information

University of Maryland - College Park (p0063160b6id)

My content | **Team content** | My portal pages

Team content / University of Maryland - College Park (p0063160b6id)

Carbon Footprint Last Accessed 11/3/2022, 7:16 PM	Credit Card Last Accessed 3/13/2024, 2:18 PM	Employee Information Last Accessed 1/27/2023, 5:39 PM	Expense Information Last Accessed 11/18/2024, 3:07 PM
In Development Last Accessed 11/5/2024, 5:26 PM	Request Information Last Accessed 12/21/2023, 7:01 PM	System Admin Last Accessed 11/7/2024, 1:43 PM	

5. Select Approved Requests with Concur Encumbrance

Request Information

My content | **Team content** | My portal pages

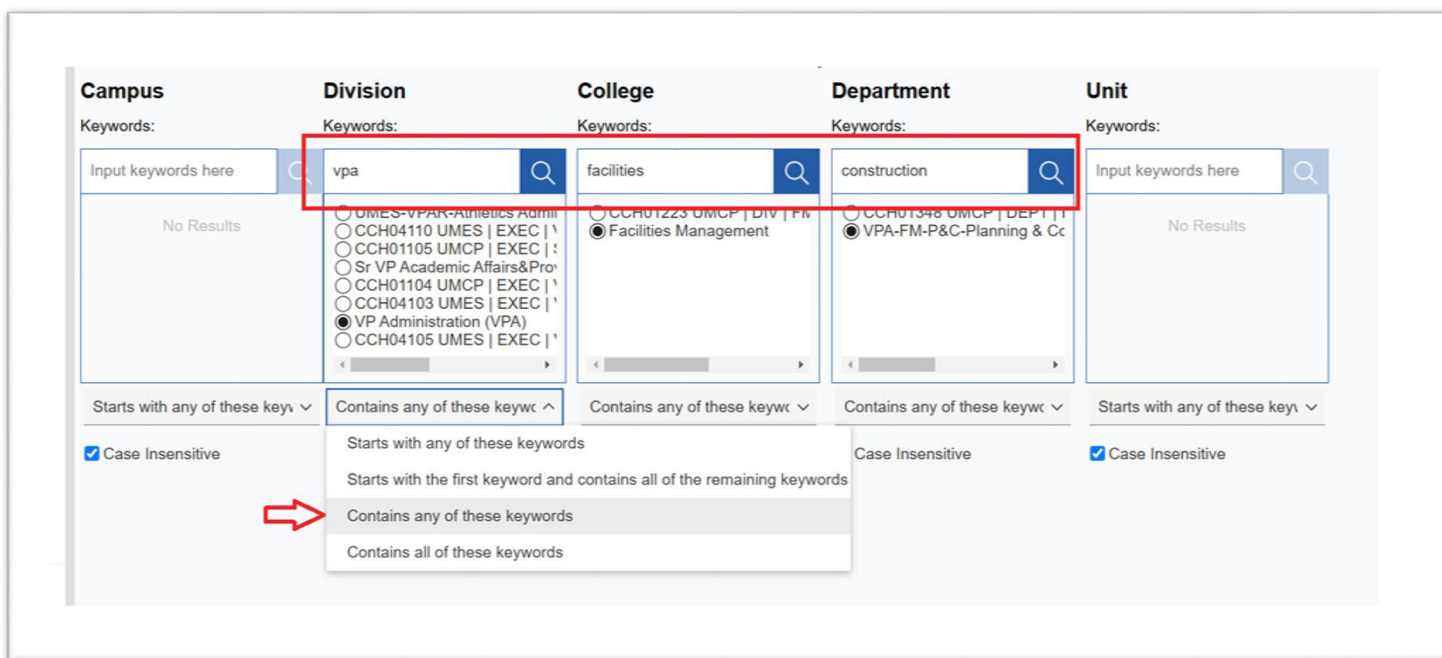
Team content / University of Maryland - College Park (p0063160b6id) / Request Information

Approved Requests with Concur Encumbrance Last Accessed 1/23/2025, 6:19 PM	Clery Report Last Accessed 1/19/2025, 6:35 AM	International Event Reports Last Accessed 1/19/2025, 6:23 AM
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Travel Segments

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**



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

