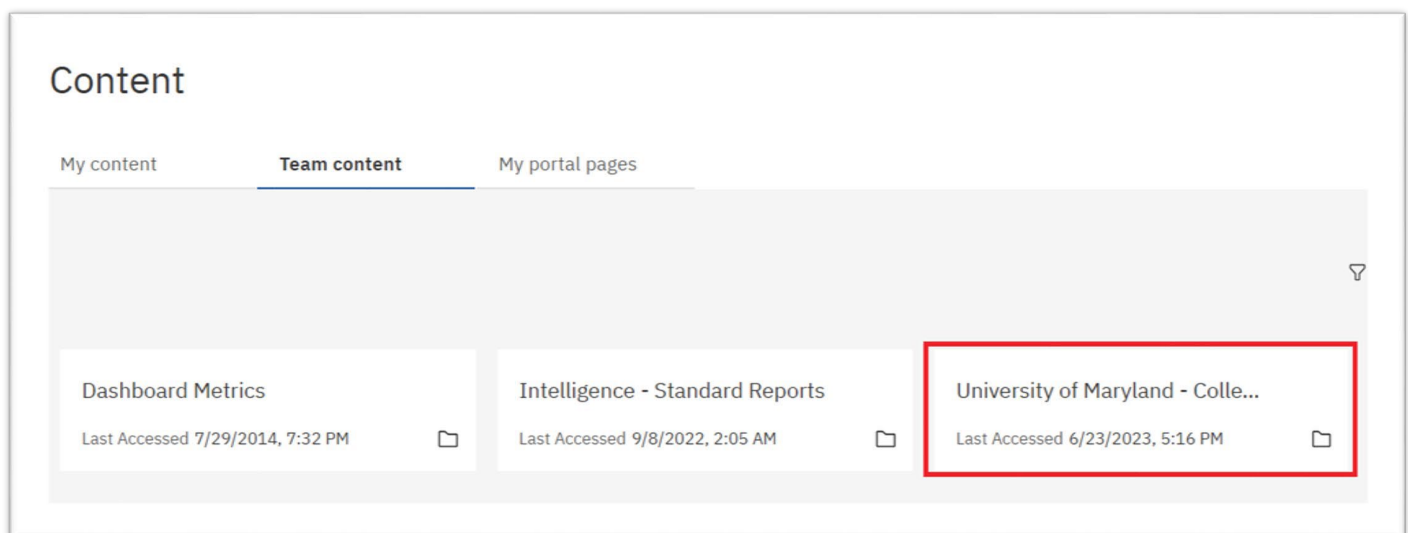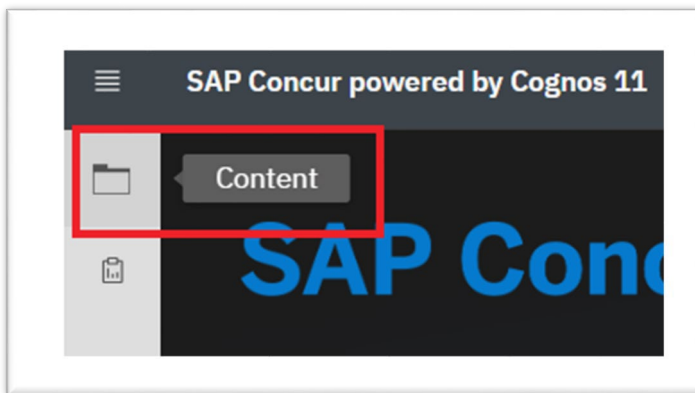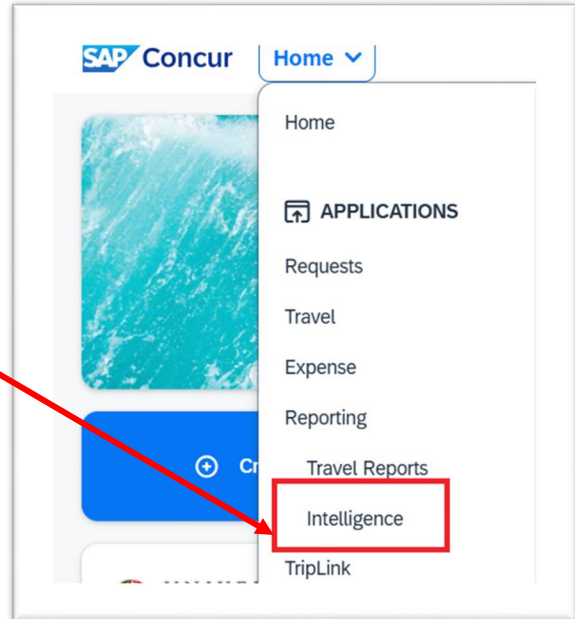# Approved Request with Concur Encumbrance

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**

5. Select **Approved Requests with Concur Encumbrance**

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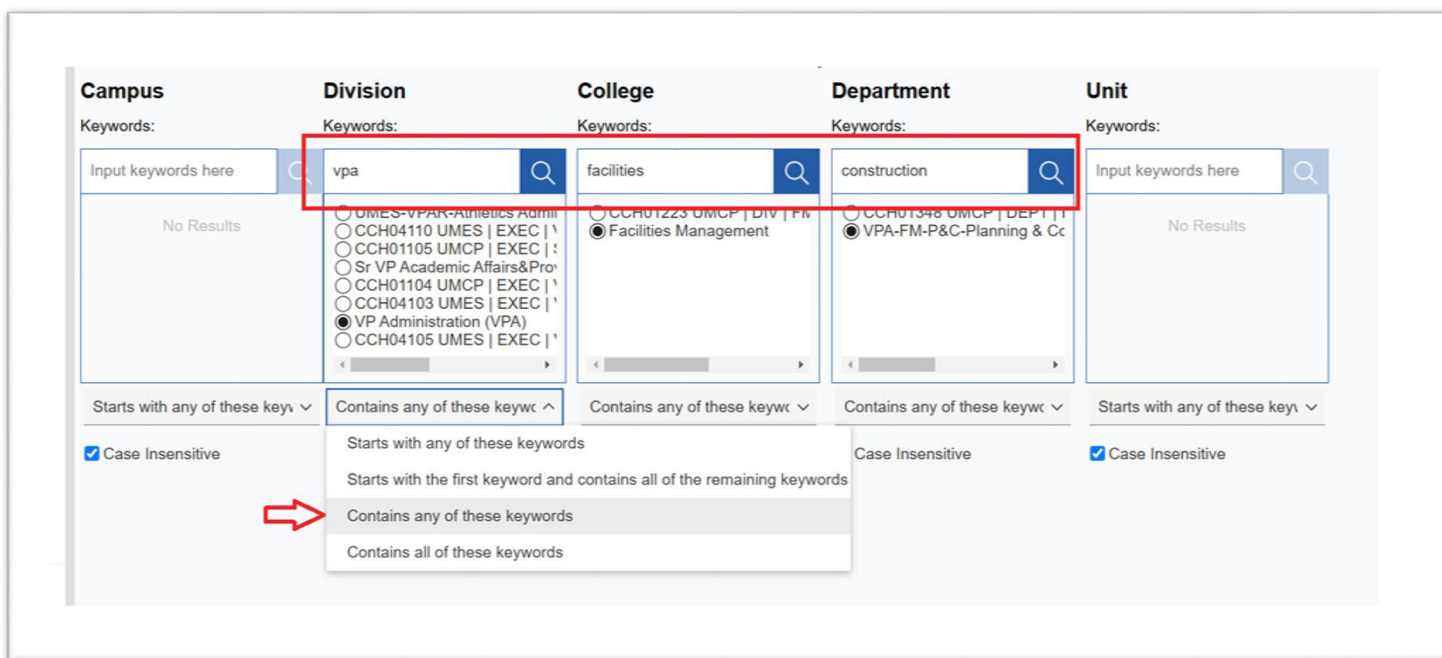
7. To download a copy of the report, click on the **HTML** button and choose a file type from the drop-down menu.