

Job Aid: Unassigned Travel Card Transactions

Approved Request with Concur Encumbrance

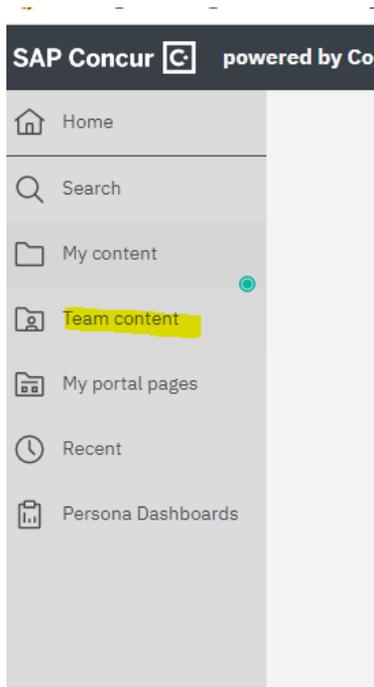
This report will show all approved requests that still have open Concur encumbrances.

To run this report, sign in to Concur:

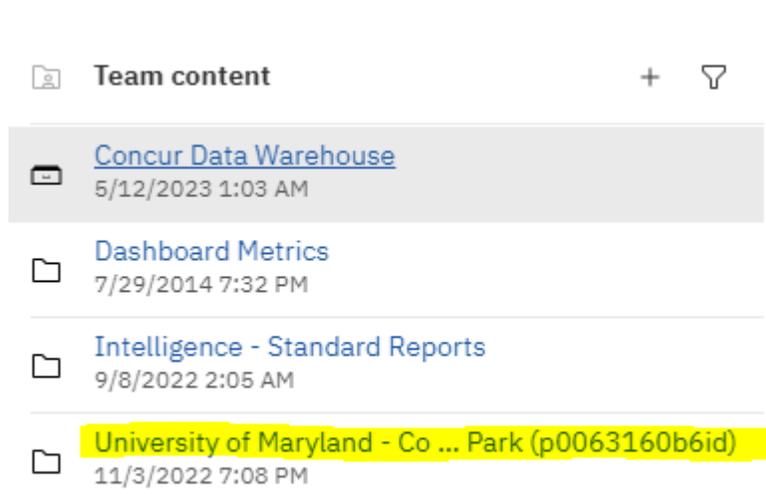
1 - On the top ribbon, select Reporting. Click the down arrow and select Intelligence.



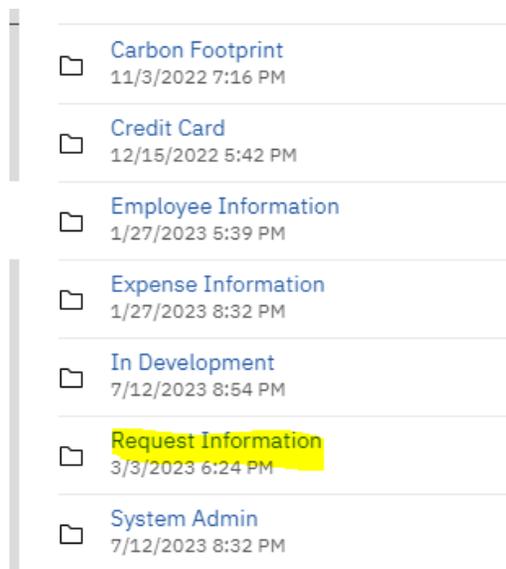
2 - Select Team Content



3 – Select University of Maryland – College Park



4 - Select "Request Information"



5 - Select "Approved Requests with Concur Encumbrance"

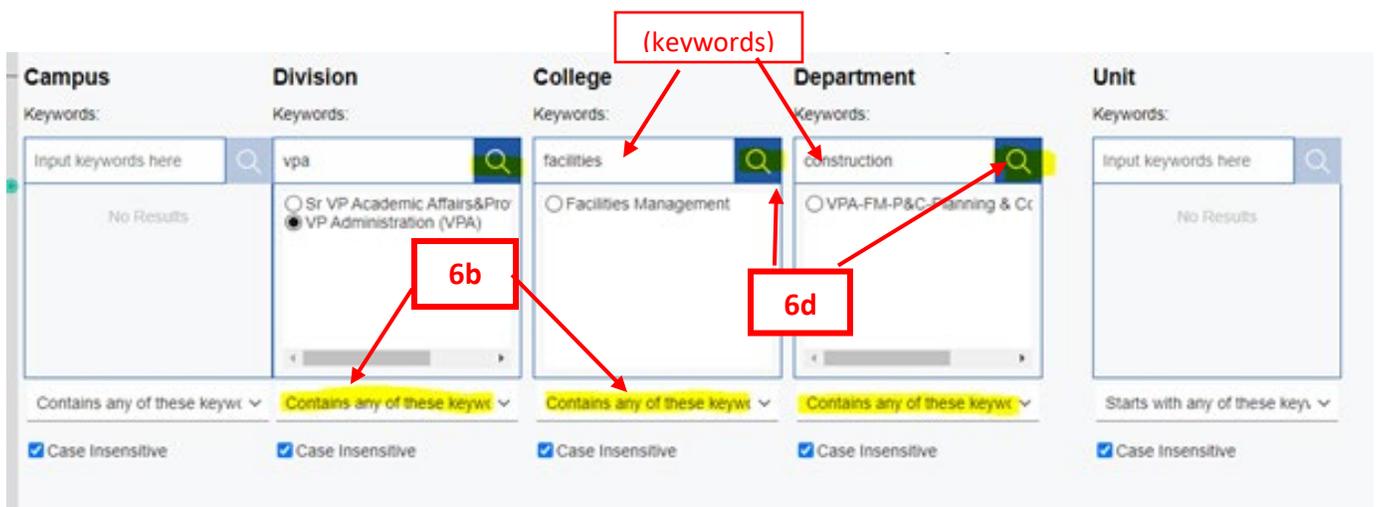


6a – Supervisors can just hit the Finish button (see #7 screenshot) at the bottom and pull up their unit. Those with divisional access can filter data for a particular unit by taking the following steps:

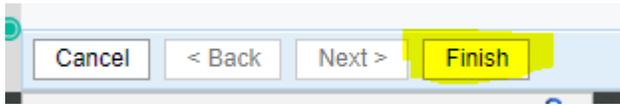
6b-Select "Contains any of these keywords" under each category. This will ensure that you pull all the data.

6c-Select the units under the category you choose

6d-Once you enter a name, click the magnifying glass.



7 – Once you have made your selection, you must click **Finish** at the bottom of the screen.



You will then see a list of results.

8 – To download a copy of the report, click the down arrow to the right of the Play button, and select from the choices of format that are displayed.

