

Concur - Printing a Detailed Expense Report

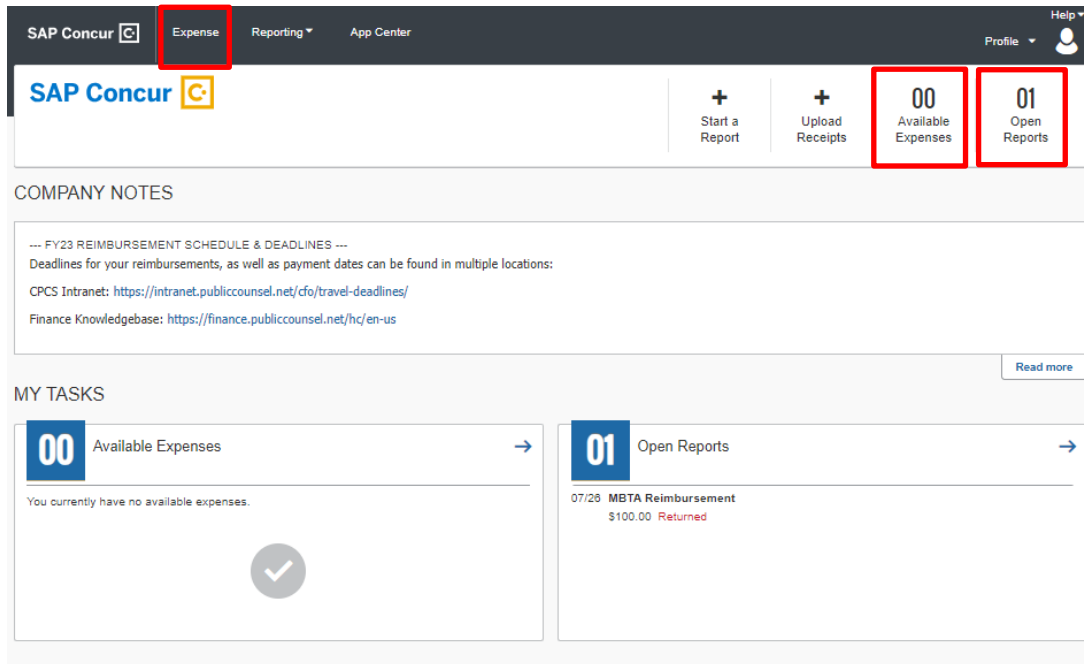
Committee for Public Counsel Services

Finance

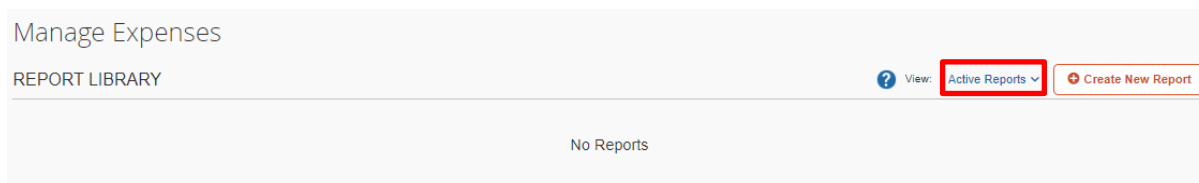


Printing a Detailed Expense Report

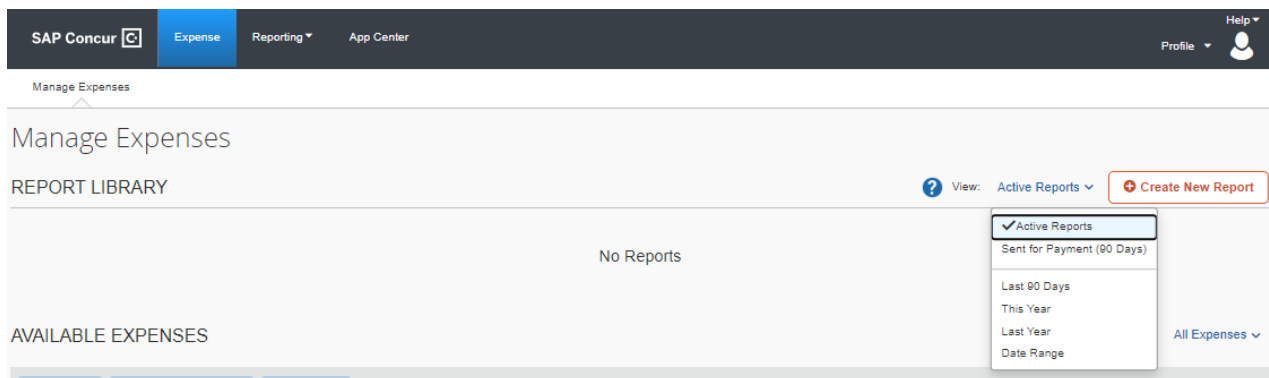
1. Click on “Expense”, “Available Expense” or “Open Reports” from your profile welcome screen.



2. Click on “Active Reports”.



3. Select the appropriate time frame for the report that you are seeking to view/print.



- Click on the Report name that you would like to view/print.

Manage Expenses

REPORT LIBRARY View: Last 90 Days [Create New Report](#)

[Create New Report](#)

Report Name ↑↓	Status ↑↓	Report Date ▾	Amount ↑↓	Requested ↑↓	Due Employee ↑↓
July 2023 Cell Stipend No: UBV0LD / ID: 4I	Paid	07/03/2023	\$20.00	\$20.00	\$20.00

- Click on the Print/Share dropdown.

Manage Expenses

July 2023 Cell Stipend \$20.00 [Copy Report](#)

Paid | Report Number:

Report Details ▾ [Print/Share ▾](#) Manage Receipts ▾

Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Approved ↑↓
	Cash / Personal Card	Mobile/Cellular Phone - Stipend	T-Mobile	07/03/2023	\$20.00
					\$20.00

- Select "Detailed Report" in the list.

July 2023 Cell Stipend \$20.00

Paid | Report Number: UBV0LD

Report Details ▾ [Print/Share ▾](#) Manage Receipts ▾

Receipt ↑↓ Payment ▾

Receipt Report
Detailed Report

Cash / Personal Card

7. A separate window will open, showing the Detailed Report. You can choose to show additional details by checking the “Show Expenses” and/or “Show Itemizations” box at the top of the screen. You can Print, Save as PDF or Email the report by selecting the corresponding button at the top of the report.

Detailed Report

☒ Show Expenses ☐ Show Itemizations

CONCUR

Expense Report
Report Name : July 2023 Cell Stipend

Employee Name
Employee ID

Report Header

Close Print Save as PDF Email

Date	Approved
07/03/2023	\$20.00
	\$20.00