

Report Printing

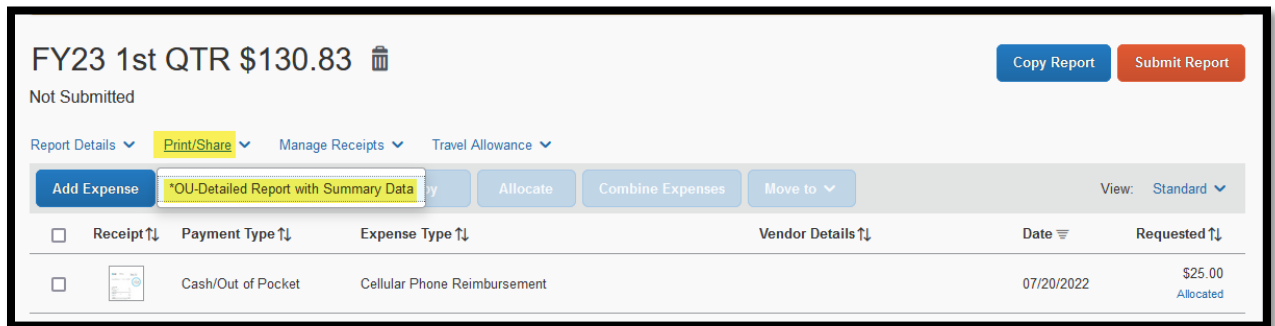
This guide will take you through the steps for **Report Printing** in Concur.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu.

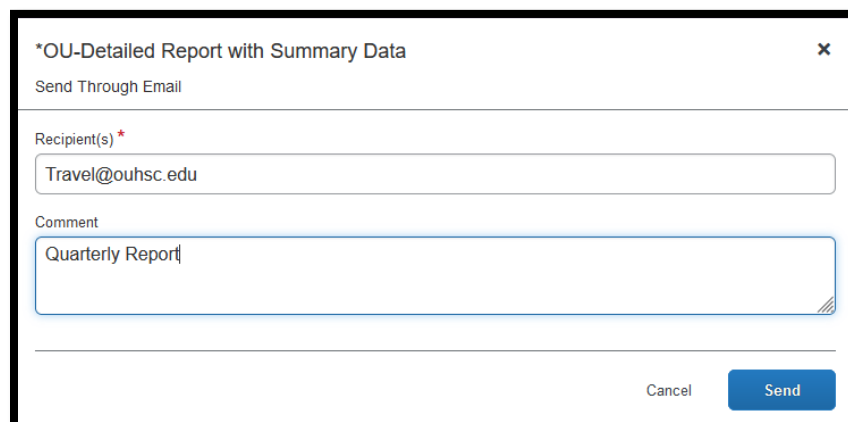
Active Reports

3. Your active reports will display. To print a summary of an active report, click on the **report name**.
4. At the top of the Expense Report menu, click on **Print/Share** and select ***OU-Detailed Report Summary Data**.



The screenshot shows the Concur Expense Report interface. At the top, it displays 'FY23 1st QTR \$130.83' and 'Not Submitted'. There are buttons for 'Copy Report' and 'Submit Report'. Below this, there are dropdown menus for 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. The 'Print/Share' dropdown is open, showing options: 'Add Expense', '*OU-Detailed Report with Summary Data' (highlighted), 'Allocate', 'Combine Expenses', and 'Move to'. A 'View: Standard' dropdown is also visible. Below the menu is a table with columns: 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. One row is visible with 'Cash/Out of Pocket', 'Cellular Phone Reimbursement', '07/20/2022', and '\$25.00 Allocated'.

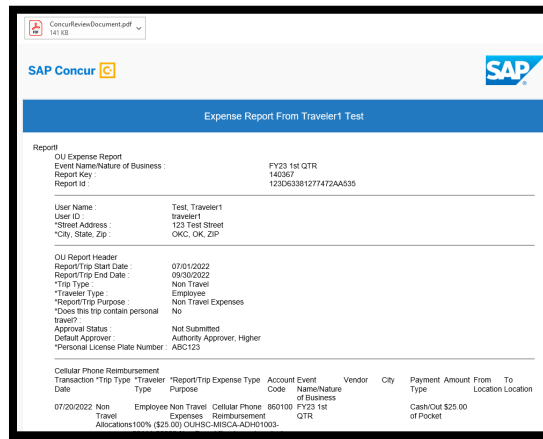
5. The summary report will display. To print the summary only, click **Print** and then choose the appropriate printer.
6. To print the summary report with any attached receipts, click **Save as PDF** and then choose the appropriate printer.
7. To email the report summary, click **Email**.
8. Enter in the **recipient's name** and any **comments**.
9. Click **Send**.



The screenshot shows a dialog box titled '*OU-Detailed Report with Summary Data'. It has a close button (X) in the top right corner. The dialog is for sending the report via email. It contains a 'Recipient(s)*' field with the email address 'Travel@ouhsc.edu' entered. Below that is a 'Comment' field with the text 'Quarterly Report' entered. At the bottom right, there are 'Cancel' and 'Send' buttons.

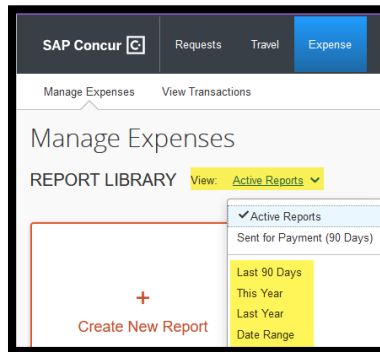
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10. The report, with the receipts attached as PDF documents, will be emailed to the recipient.



Inactive Reports

11. To print a report that is inactive, or no longer being processed, click **Expense** from the main menu.
12. Select the **Active Reports** drop-down and choose the appropriate timeframe.



13. Previous reports will appear. Click on the **report name** to review the details.

