Concur
How to View Approval History

Ready. South. Go.

1. Log into Concur click **Home** and select **Approvals** from the dropdown.

2. Select the tab at the <u>top left</u> for which you wish to see your approval history. **Requests, Reports, or Invoices**. DO NOT SELECT THE TABS IN THE MIDDLE OF YOUR SCREEN. These display only the items you have not approved.

3. Select your date parameters under the **aur a 1. 6d**