


From the Expense tab, click the down arrow at Active Reports.


The screenshot displays the SAP Concur interface. At the top, there is a navigation bar with the SAP Concur logo and three tabs: 'Requests', 'Travel', and 'Expense'. The 'Expense' tab is currently selected. Below the navigation bar, there are three sub-tabs: 'Manage Expenses', 'Cash Advances', and 'Process Reports'. The 'Manage Expenses' sub-tab is active, showing the title 'Manage Expenses' and a red arrow pointing to the 'Active Reports' dropdown menu. The dropdown menu is open, showing a list of options: 'Active Reports' (selected with a checkmark), 'Sent for Payment (90 Days)', 'Last 90 Days', 'This Year', 'Last Year', and 'Date Range'. Below the dropdown menu, there is a red plus sign and the text 'Create New Report'.

SAP Concur 

Requests Travel Expense

Manage Expenses Cash Advances Process Reports

Manage Expenses

REPORT LIBRARY View: Active Reports 

- ✓ Active Reports
- Sent for Payment (90 Days)
- Last 90 Days
- This Year
- Last Year
- Date Range

+  
Create New Report