

CONCUR SOLUTIONS

How To Utilize the Online Expense Reporting Portal

- ▶ App Store
- ▶ Download SAP Concur

PLEASE NOTE:

This step is after you validating your email on your DESK TOP



SAP Concur

Concur

Business

INSTALL

4.4 ★

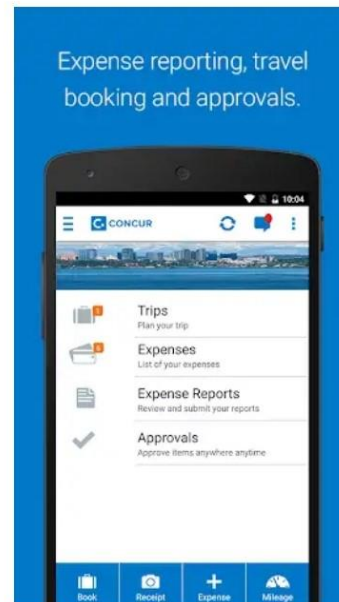
51K reviews

1M+


Downloads

E

Everyone ⓘ



Be productive on the go. Easily manage your travel and expenses with SAP Concur.

SAP Concur 


Sign in to Concur

NEXT

[Forgot Password?](#)

OR

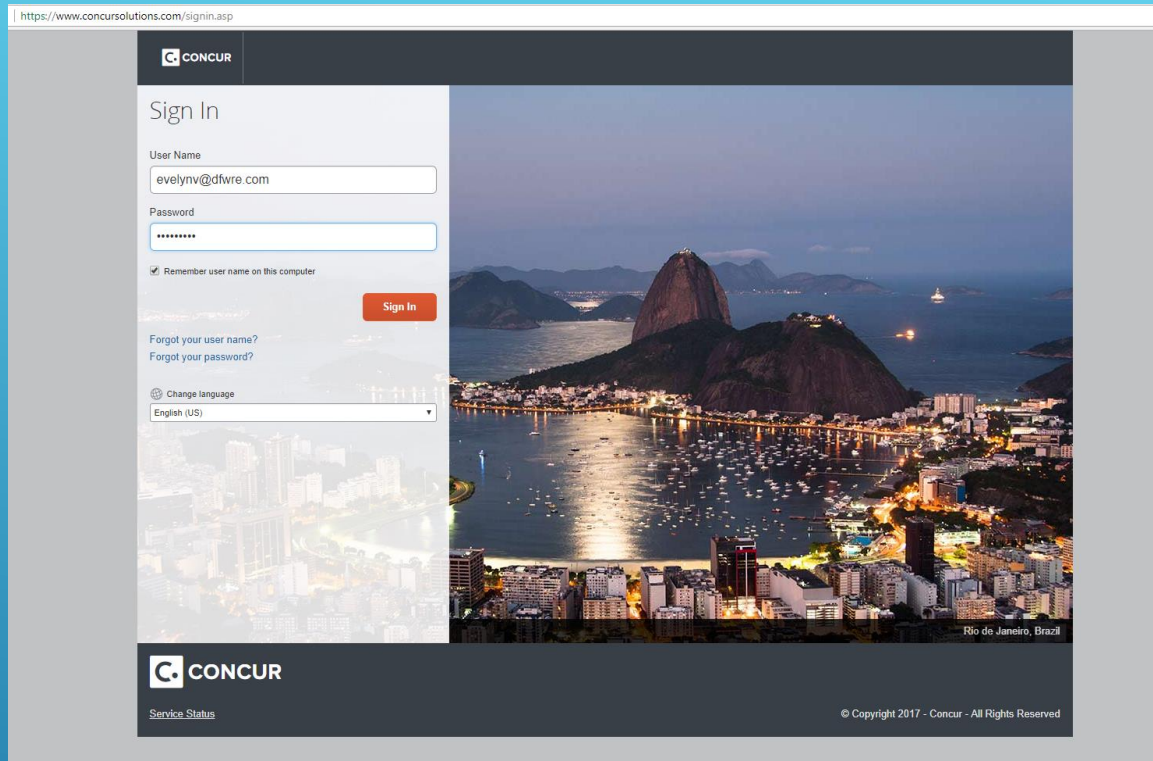
[SSO Company Code Sign In](#)

SAP Concur 

SIGN IN TO CONCUR

[Forgot Password?](#)

LOGIN UTILIZING YOUR CONCUR CREDENTIALS
DO NOT LOGIN UNTIL YOU HAVE VALIDATED YOUR LOGIN
CREDENTIALS ON YOUR DESKTOP (SEE NEXT SLIDE)



ONCE ALL RECEIPTS ARE UPLOADED. LOG INTO CONCUR SOLUTIONS WWW.CONCURSOLUTIONS.COM UTILIZING THE EMAIL ADDRESS **METROTEX HAS ON FILE** FOR YOU. ENTER PASSWORD METROTEX "LOWER CASE"

Change Password



Your password has expired. Please change your password.

A password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^

Note: Passwords are case sensitive.

Old Password

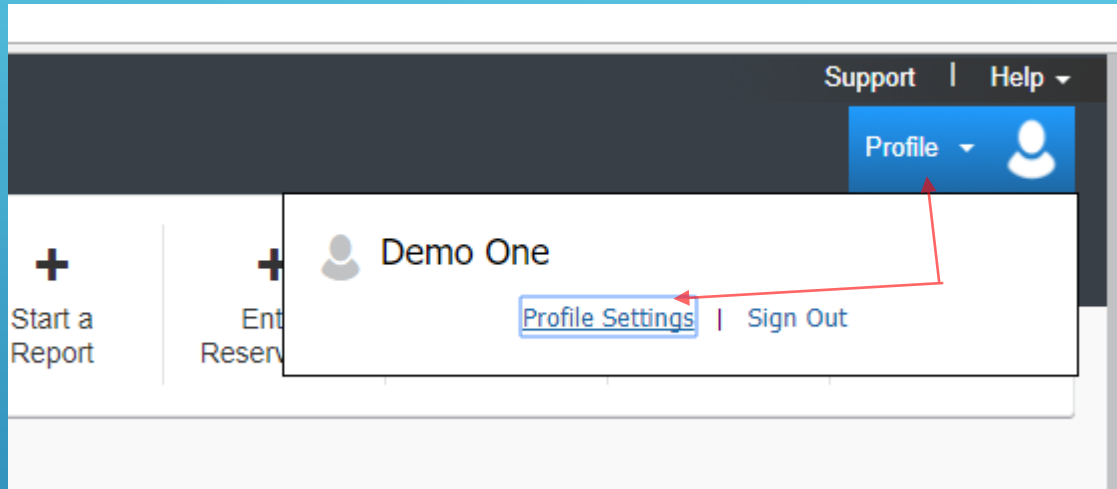
New Password

Re-enter New Password

Password Hint (we will email this to you if you forget your password)

Submit

ONCE LOGGED IN YOU WILL
CREATE YOUR OWN PASSWORD



RIGHT HAND CORNER CLICK PROFILE
THEN PROFILE SETTINGS

CONCUR Travel Expense App Center

Profile Personal Information Change Password System Settings Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees
- Personal Credit Cards

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Mobile Registration

Profile Options

Select one of the following to customize your user profile.

- Personal Information** ←
- Personal Information
- E-Receipt Activation**
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Expense Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**
Change your password.

CONCUR Travel Expense App Center Support Help

Profile Personal Information Change Password System Settings Mobile Registration

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked [Required] and [Required*] (validated and required) must be completed to save your profile.

Change Picture

Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title [Required]	First Name [Required]	Middle Name	Nickname	Last Name [Required]	Suffix
<input type="text"/>	<input type="text" value="Demo"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="One"/>	<input type="text"/>
<input type="checkbox"/> No Middle Name					

Company Information [Go to top](#)

Employee ID [Required]

Work Address [Go to top](#)

Company Name

Street

City State/Province/Region

Postal Code Country

Home Address [Go to top](#)

Street

CLICK PERSONAL INFORMATION AND THE NEXT SCREEN WILL APPEAR. AT THIS POINT YOU WILL HAVE THE OPTION TO INPUT YOUR PERSONAL INFORMATION.

Email Addresses

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

+ Add an e

Email Address	Verification Status	Verify	Contact?	Actions
Email 1	efavella0720@gmail.com	Not Verified	Yes	

Midway down to "Email Addresses you will be asked to Verify your email. Therefore, click Verify.

ONCE YOU HAVE CLICKED VERIFY, A DIALOG BOX WILL APPEAR STATING AN EMAIL WAS SENT TO YOUR DEDICATED EMAIL ADDRESS. CLICK OK. GO TO YOUR DEDICATED EMAILS AND RETRIEVE THE "VERIFICATION EMAIL FROM CONCUR". COPY THE VERIFICATION CODE.

Verification Email Sent

An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

Welcome Demo One to Concur Email Verification!

You have requested that an email address in your Concur profile be verified. The next step is to log in to Concur and navigate to your Profile - Email Addresses section. Copy the verification code listed below and paste it into the adjoining field, as shown here:
Verification Code: 66SQKVKC5HP5GT8E5433

Example

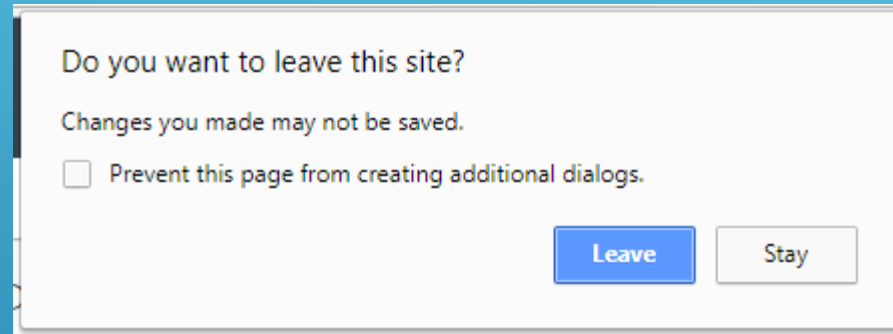
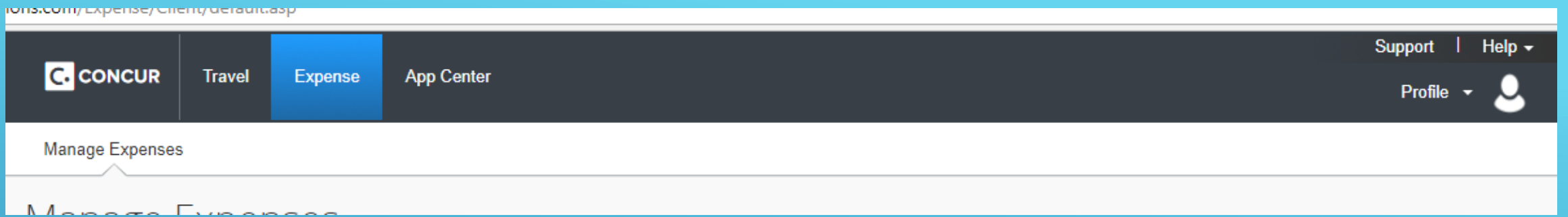
myemail2@company.com Check E-Mail for Code [Resend](#) | [Cancel](#)

Enter Code

You are now ready to start sending emails to Concur.

If successful, then you are ready to start forwarding trip E-Mails to Concur.

For additional support, contact your Travel Administrator or Helpdesk.
Cordially,
Your Concur Team.





ONCE YOU HAVE COMPLETED YOUR PROFILE; YOU MAY CLICK EXPENSE AND/OR PROFILE IN THE BLACK RIBBON TO EXIT. DIALOG BOX WILL APPEAR. CLICK "LEAVE

Email Addresses Go to top


Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)


+ Add an email address

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 efavella0720@gmail.com	 Check email for code	Resend Cancel	Yes	

Enter Code

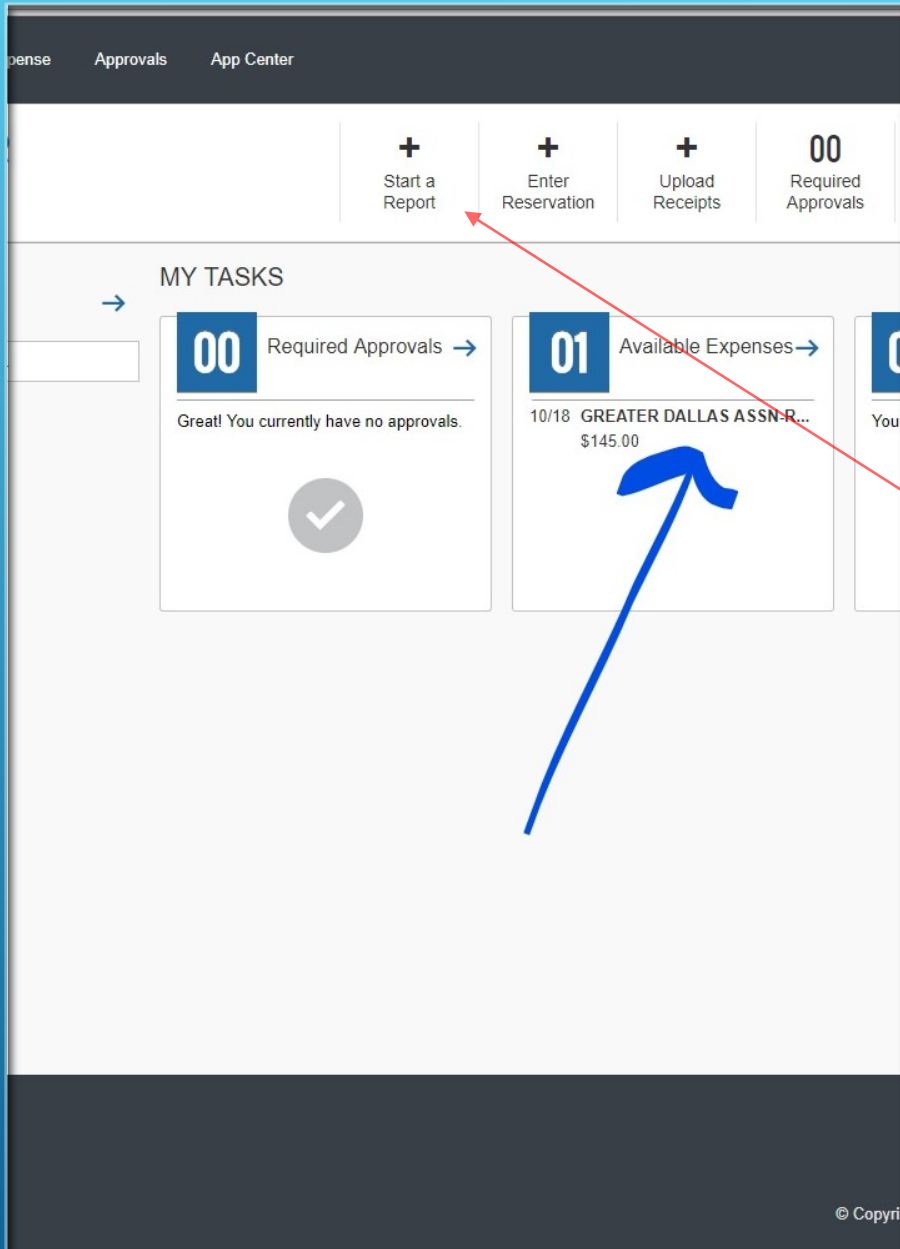
 OK

Email Verification Status

 Your email address has been verified.
You may now send receipts to Concur by emailing receipts@concur.com
You may now send trips to Concur by emailing plans@concur.com

OK

PASTE THE VERIFICATION CODE “ENTER CODE” BOX AND CLICK “OK”. DIALOG WILL VERIFY YOUR STATUS. CLICK OK. YOU MAY CONTINUE TO ENTER PERSONAL INFORMATION. CLICK “SAVE” FOR EACH SECTION.



START A REPORT

Once logged in you will see this screen and right of way notice your available expenses **which are your uploaded receipts**. Click on "Start a Report".

Expense Center

CONCUR | Travel | Expense | Approvals | App Center

Administration | Help

Profile

Manage Expenses | Process Reports

Create a New Expense Report

Report Header

Report Name NTRIES Meeting	Report Date 10/19/2017	Business Purpose MLS	Comment
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Next >> Cancel

Click
Next

CREATE A NEW EXPENSE REPORT
FILL IN REPORT NAME
REPORT DATE
BUSINESS PURPOSE (OPTIONAL)

The screenshot shows a software interface for managing expenses. At the top left, there are buttons for '+ New Expense' and '+ Quick Expenses'. Below these is a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'Move' dropdown menu is open, showing options 'To Current Report' and 'To New Report'. A table of 'Available Expenses' is visible, with one entry: 'GREATER DALLAS ASSN-REALTORS Dallas, Texas' with an amount of '\$145.00'. Blue arrows point to the '+ New Expense' button, the 'Move' dropdown, and the 'To Current Report' option.

You may add a new expense by clicking the “New Expense” upper left hand corner.

You may also Import your uploaded receipt by clicking on the receipt and moving it to your “Current Report”

ADDING A NEW EXPENSE

NTRIES Meeting Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Dinner - Staff	10/19/2017	\$59.40	⚠ This expense is above the reasonable amount set by your company. You may want to provide a comment to your manager with more information about this expense.
Dinner - Staff	10/19/2017	\$59.40	❗ Missing required field: Business Purpose, Department.

Expense Type	Date	Amount	Requested
! Dinner - Staff	10/19/2017	\$59.40	\$59.40

This expense is above the reasonable amount set by your company. You may want to provide a comment to your manager with more information about this expense. Missing required field: Business Purpose, Department.

Expense Receipt Image Available Receipts

Expense Type Dinner - Staff	Transaction Date 10/19/2017	Business Purpose 	Vendor Description Walmart	Payment Type Out of Pocket	Amount \$59.40	USD
Department 	Comment 	<input type="checkbox"/> Personal Expense (do not reimburse)				

Save Itemize Allocate Attach Receipt Cancel

TOTAL AMOUNT	TOTAL REQUESTED
\$59.40	\$59.40

EXAMPLE: MOVING AN EXISTING RECEIPT TO YOUR CURRENT REPORT YOU WILL RECEIVE "EXCEPTIONS"

1. THE EXPENSE IS ABOVE THE REASONABLE AMOUNT – ADD A COMMENT
2. MISSING FIELDS WILL ALWAYS BE MISSING SO YOU ARE REQUIRED TO FILL ALL FILLED IN RED SLOTS

Enter all necessary fields; drop down boxes are available in some instances.

All exceptions have been cleared. In addition, you will receive the icon to view your receipt. Click icon.

The screenshot shows the 'NTRIES Meeting' expense entry interface. At the top, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is a 'Hide Exceptions' button. The 'Exceptions' section contains a table with one entry: 'Dinner - Staff' on '10/19/2017' for '\$59.40'. A red warning icon and text state: 'This expense is above the reasonable amount set by your company. You may want to provide a comment to your manager with more information about this expense. Missing required field: Business Purpose, Department.' Below the exception table is the 'Expenses' section with a table showing the same entry. A red box highlights the warning message. A dropdown menu for 'Accounting' is open, showing various categories like Administration, Communication, Government Affairs, etc. At the bottom, there are buttons for 'Save', 'Reimburse', 'Allocate', 'Attach Receipt', and 'Cancel'. Summary statistics show 'TOTAL AMOUNT \$59.40' and 'TOTAL REQUESTED \$59.40'.

The screenshot shows the 'NTRIES Meeting' expense entry interface with a receipt view open. The 'Exceptions' section is empty. The 'Expenses' table shows the entry 'Dinner - Staff' on '10/19/2017' for '\$15.26'. A red arrow points from the text above to a receipt icon in the 'Receipts' column. The 'Receipt' window is open, displaying a Walmart receipt image. The receipt details include: 'Walmart', '10/19/2017', 'Dinner - Staff', 'MLS Meeting Red Lobster', 'Walmart - Snacks', 'Out of Pocket', and '15.26 USD'. The 'Department' is set to 'Accounting'. At the bottom, there are buttons for 'Save', 'Reimburse', 'Allocate', 'Attach Receipt', and 'Cancel'. A URL is visible at the bottom: 'https://www.concuronline.com/Expense/Client/default.aspx'.

CLEARING ALL EXCEPTIONS

Click + Add New Expense

Here are your choices of expenses;
lets choose Mileage - Staff

The screenshot displays the Concur Expense Center interface. On the left, a table lists existing expenses for an 'NTRIES Meeting'. The main form is titled 'New Expense' and includes fields for Expense Type, Transaction Date, Business Purpose, Vendor Description, Payment Type, Amount, and Department. A large blue arrow points to the '+ Add New Expense' button. On the right, a grid of 'All Expense Types' is shown, with 'Personal Car Mileage - Staff' highlighted.

Expense Type	Transaction Date	Business Purpose	Vendor Description	Payment Type	Amount	Requested
Dinner - Staff	10/19/2017	NLS Meeting Red Lobster	Walmart - Snacks	Out of Pocket	15.26	USD

Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Dinner - Staff	Business Meals (Attendees) - Staff	Personal Car Mileage - Staff	Hotel - Staff	Air Fare - Staff
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All Expense Types

01. Travel Air Fare - Officer Air Fare - Staff Car Rental - Officer Car Rental - Staff Hotel - Officer Hotel - Staff Train - Staff	...02. Transportation Fuel - Staff Parking - Officer Parking - Staff Personal Car Mileage - Officer Personal Car Mileage - Staff Taxi - Officer Taxi - Staff Tolls/Road Charges - Officer	...02. Transportation Tolls/Road Charges - Staff Train	...03. Meals and Entertainment Breakfast - Officer Breakfast - Staff Business Meals (Attendees) - Officer Business Meals (Attendees) - Staff Dinner - Officer	...03. Meals and Entertainment Dinner - Staff Lunch - Officer Lunch - Staff Snacks/Beverages - Officer Snacks/Beverages - Staff Tips - Officer Tips - Staff	...04. Office Expenses Office Supplies/Software - Staff
			04. Office Expenses Office Supplies/Software - Officer	05. Communications Internet/Online Fees - Officer Internet/Online Fees - Staff Mobile/Cellular Phone - Officer Mobile/Cellular Phone - Staff	
				07. Other Miscellaneous - Officer Miscellaneous - Staff	

TOTAL AMOUNT \$15.26 TOTAL REQUESTED \$15.26

Save Remove Allocate Attach Receipt Cancel

ADDING NEW EXPENSES VS
UPLOADING RECEIPTS.



Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

608 W Interstate 30 #413, Garland, TX

Stemmons Fwy, Dallas, TX 75247, USA

Calculate Route

Map

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	0.0 MI

Google

Map data ©2017 Terms of Use

Add Mileage to Expense Cancel

REVIEW YOUR MILEAGE CALCULATOR AS YOU HAVE OPTIONS ABOVE THE "WAYPOINTS". ENTER YOUR ADDRESSES ONCE YOU'VE CHECKED THE APPROPRIATE BOX IF NEEDED.
CLICK CALCULATE ROUTE

Options are available at this point. You can select which route best suits you. You are able to make this a round trip and you are able to utilize the Personal option.

Round Trip

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- 608 W Interstate 30 #413, Garland, TX
- 8201 N Stemmons Fwy, Dallas, TX 752
- 608 I-30 Frontage Rd, Garland, TX 75043, USA

20.3 MI
Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

- I-30 W and I-35E 20.3 mi. About 24 mins
- I-635 N 27.6 mi. About 29 mins
- I-30 W 22.3 mi. About 29 mins

608 I-30 Frontage Rd, Garland, TX 75043, USA

20.3 mi. About 24 mins

- Head north toward E Interstate 30 236 ft
- Turn right onto E Interstate 30 0.2 mi
- Continue straight to stay on E Interstate 30 187 ft
- Slight left toward W Interstate 30 407 ft
- Turn left onto W Interstate 30 351 ft
- Take the Interstate 30 W ramp on the left 0.1 mi
- Merge onto I-30 W 12.0 mi
- Keep right to stay on I-30 W 0.5 mi
- Take exit 46A toward I-35E/US-77 0.6 mi
- Keep left at the fork to continue toward I-35E/US-77 164 ft
- Keep left at the fork to continue toward I-35E/US-77 62 ft

Deduct Commute

TOTAL PERSONAL	0.0 MI	TOTAL BUSINESS	20.3 MI
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Map data ©2017 Google

Add Mileage to Expense Cancel

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- 608 W Interstate 30 #413, Garland, TX
- 8201 N Stemmons Fwy, Dallas, TX 752
- 608 I-30 Frontage Rd, Garland, TX 75043, USA

20.3 MI
Personal

Calculate Route

Directions

608 I-30 Frontage Rd, Garland, TX 75043, USA

20.3 mi. About 24 mins

- Head north toward E Interstate 30 236 ft
- Turn right onto E Interstate 30 0.2 mi
- Continue straight to stay on E Interstate 30 187 ft
- Slight left toward W Interstate 30 407 ft
- Turn left onto W Interstate 30 351 ft
- Take the Interstate 30 W ramp on the left 0.1 mi
- Merge onto I-30 W 12.0 mi
- Keep right to stay on I-30 W 0.5 mi
- Take exit 46A toward I-35E/US-77 0.6 mi
- Keep left at the fork to continue toward I-35E/US-77 164 ft
- Keep right at the fork, follow signs for U.S. 77 381 ft
- Keep right at the fork, follow signs for U.S. 77 381 ft

Deduct Commute

TOTAL PERSONAL	0.0 MI	TOTAL BUSINESS	40.2 MI
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Map data ©2017 Google

Add Mileage to Expense Cancel

UTILIZING THE MILEAGE CALCULATOR

Personal Mileage from home to Garland Service Center then to Main Office

Adding multiple trips to several locations such as Service Centers and Round Trips

Mileage Calculator

Waypoints

- 10019 Oakwood Dr, Dallas, TX 75217, TX (Personal) 13.8 MI
- 808 W Interstate 30 #413, Garland, TX (Personal) 20.3 MI
- 8201 N Stemmons Fwy, Dallas, TX 75247, TX (Personal)

Calculate Route Make Round Trip

Directions

10015 Oakwood Dr, Dallas, TX 75217, USA

13.8 mi. About 16 mins

1. Head west on Oakwood Dr toward Fountaindale 0.4 mi
2. Turn right onto S St Augustine Dr 351 ft
3. Turn right to merge onto I-20 E 2.0 mi
4. Keep right at the fork to continue on I-635 N, follow signs for Mesquite/Garland 8.9 mi
5. Take exit 8B to merge onto I-30 E toward Texarkana 2.1 mi
6. Take exit 59 toward Belt Line Rd/Broadway Blvd 0.2 mi
7. Merge onto E Interstate 30 108 ft
8. Turn right 56 ft
9. Turn right 394 ft
10. Turn left 190 ft

Destination will be on the left

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
20.3 MI	13.8 MI

Add Mileage to Expense Cancel

Mileage Calculator

Waypoints

- 1681 W Northwest Hwy, Grapevine, TX (Personal) 36.0 MI
- 808 W Interstate 30 #413, Garland, TX (Personal) 18.3 MI
- 1701 N Collins Blvd, Richardson, TX 75081, TX (Personal) 27.0 MI
- 1681 W Northwest Hwy, Grapevine, TX (Personal)

Calculate Route

Directions

1681 W Northwest Hwy, Grapevine, TX 76051, USA

56.1 mi. About 38 mins

1. Head north 92 ft
2. Turn left toward TX-114 Business W 82 ft
3. Turn right toward TX-114 Business W 95 ft
4. Turn left onto TX-114 Business W 0.4 mi
5. Turn left onto E State Hwy 114 1.1 mi
6. Take the ramp on the left onto TX-114 E 2.5 mi
7. Keep left at the fork to continue on TX-121 0.6 mi
8. Take the Interstate 635 E exit 1.5 mi
9. Continue onto I-635 E 8.3 mi
10. Keep right at the fork to continue on I-635 E 2.1 mi
11. Keep left to stay on I-635 E 16.9 mi
12. Take exit 8B to merge onto I-30 E toward Dallas 2.4 mi

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	81.3 MI

Add Mileage to Expense Cancel

MILEAGE CALCULATOR

ONCE YOU HAVE DETERMINED YOUR ROUTE SIMPLY CLICK THE ADD MILEAGE TO EXPENSE (LOWER RIGHT HAND CORNER)

Next screen you are required to select your department before clicking SAVE

Expenses

Date	Expense Type	Amount	Requested
10/19/2017	Dinner - Staff Walmart - Snacks, Irving, Texas	\$15.26	\$15.26

Transaction Date: 10/19/2017
Business Purpose: MLS Meeting Real Laborer
From Location: 1621 W Northwest Hwy, Grapevine
To Location: 1701 N Collins Blvd, Richardson, TX
Payment Type: Out of Pocket

Distance: 61
Amount: \$3.34
USD

Department: **Accounting**

Mileage Calculator (Required)

TOTAL AMOUNT: \$15.26
TOTAL REQUESTED: \$15.26

Buttons: Save, Allocate, Attach Receipt, Cancel

Continue and repeat to complete your report

Expenses

Date	Expense Type	Amount	Requested
10/19/2017	Dinner - Staff Walmart - Snacks, Irving, Texas	\$15.26	\$15.26
10/19/2017	Personal Car Mileage - Staff	\$19.26	\$19.26

Recently Used Expense Types

Personal Car Mileage - Staff	Dinner - Staff	Business Meals (Attendees) - Staff	Hotel - Staff	Air Fare - Staff
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All Expense Types

01. Travel	02. Transportation	03. Transportation	03. Meals and Entertainment	04. Office Expenses
Air Fare - Officer	Fuel - Staff	Tolls/Road Charges - Staff	Dinner - Staff	Office Supplies/Software - Staff
Air Fare - Staff	Parking - Officer	Train	Lunch - Officer	05. Communications
Car Rental - Officer	Parking - Staff	03. Meals and Entertainment	Lunch - Staff	Internet/Online Fees - Officer
Car Rental - Staff	Personal Car Mileage - Officer	Breakfast - Officer	Snacks/Beverages - Officer	Internet/Online Fees - Staff
Hotel - Officer	Personal Car Mileage - Staff	Breakfast - Staff	Snacks/Beverages - Staff	Mobile/Cellular Phone - Officer
Hotel - Staff	Taxi - Officer	Business Meals (Attendees) - Officer	Tips - Officer	Mobile/Cellular Phone - Staff
Train - Staff	Taxi - Staff	Business Meals (Attendees) - Staff	Tips - Staff	07. Other
02. Transportation	Tolls/Road Charges - Officer	Dinner - Officer	04. Office Expenses	Miscellaneous - Officer
Fuel - Officer			Office Supplies/Software - Officer	07. Other
				Miscellaneous - Staff

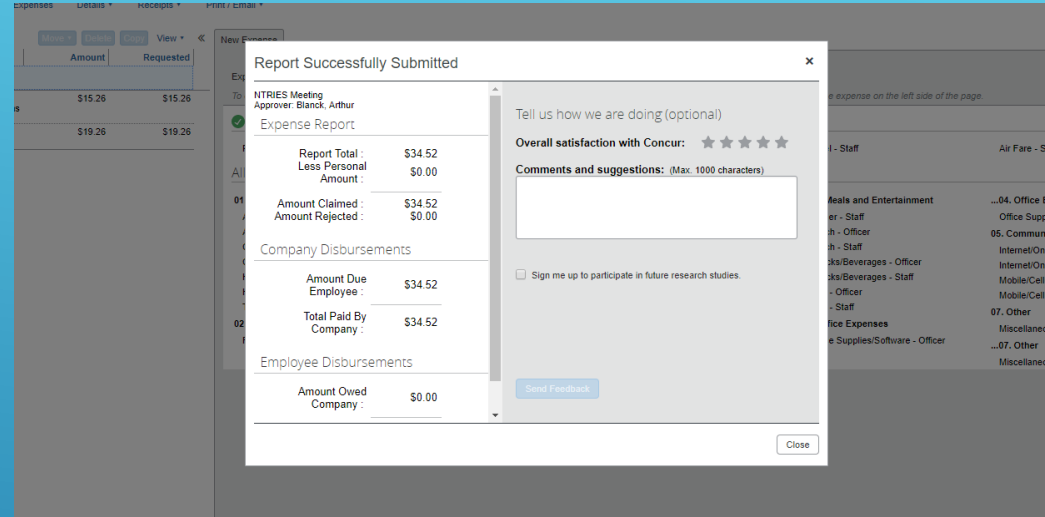
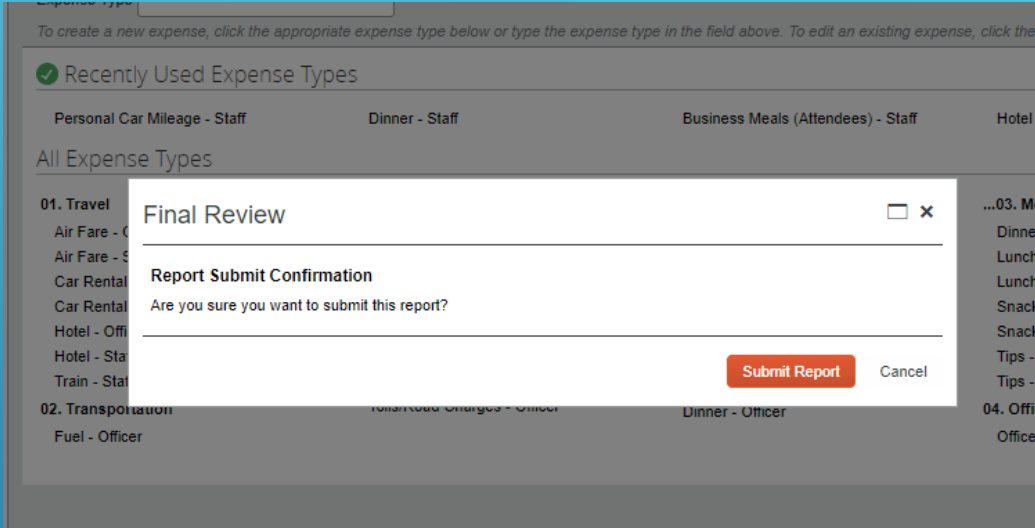
TOTAL AMOUNT: \$34.52
TOTAL REQUESTED: \$34.52

Buttons: Save, Allocate, Attach Receipt, Cancel

COMPLETING YOUR EXPENSE REPORT
ONCE YOU BELIEVE YOU HAVE FINISHED YOUR REPORT CLICK "SUBMIT"

Submit Report

Report Successfully Submitted



FINALIZING YOUR REPORT

Where's my report? Click Details, Scroll and click Audit Trail

The screenshot shows the Concur Expense Center interface for a report titled "NTRIES Meeting". The "Details" dropdown menu is open, highlighting the "Audit Trail" option. The main table displays expenses with columns for Date, Amount, and Approved. At the bottom, it shows a total amount of \$34.52 and a total approved amount of \$34.52.

Date	Amount	Approved
10/19/2017	\$15.26	\$15.26
10/19/2017	\$19.26	\$19.26

TOTAL AMOUNT: \$34.52
TOTAL APPROVED: \$34.52

Review and Close

In addition, emails are also utilized as Audit Trails. You will receive an email for submission, approved, and paid.

The "Audit Trail" modal window displays a table with columns for Date/Time, Updated By, Action, and Description. It shows three entries related to approval status changes.

Date/Time	Updated By	Action	Description
10/19/2017 01:59 PM	Blanck, Arthur	Approval Status Change	Status changed from Submitted & Pending Approval to Approved Comment:
10/19/2017 01:49 PM	Villalon, Evelyn	Approval Status Change	Status changed from Hold for Receipt Image to Submitted & Pending Approval Comment:
10/19/2017 01:49 PM	Villalon, Evelyn	Approval Status Change	Status changed from Submitted to Hold for Receipt Image Comment:

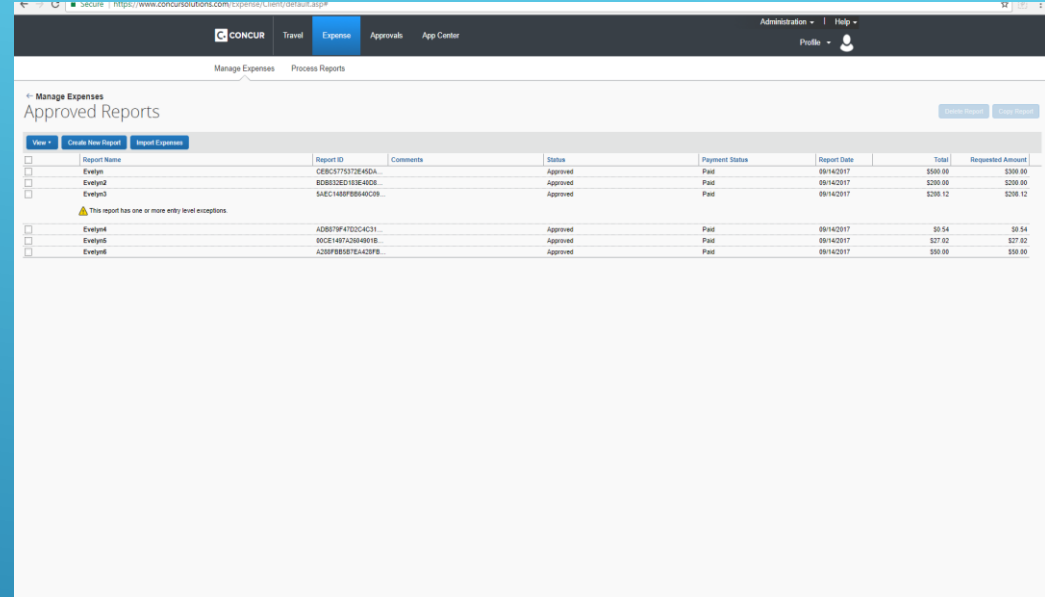
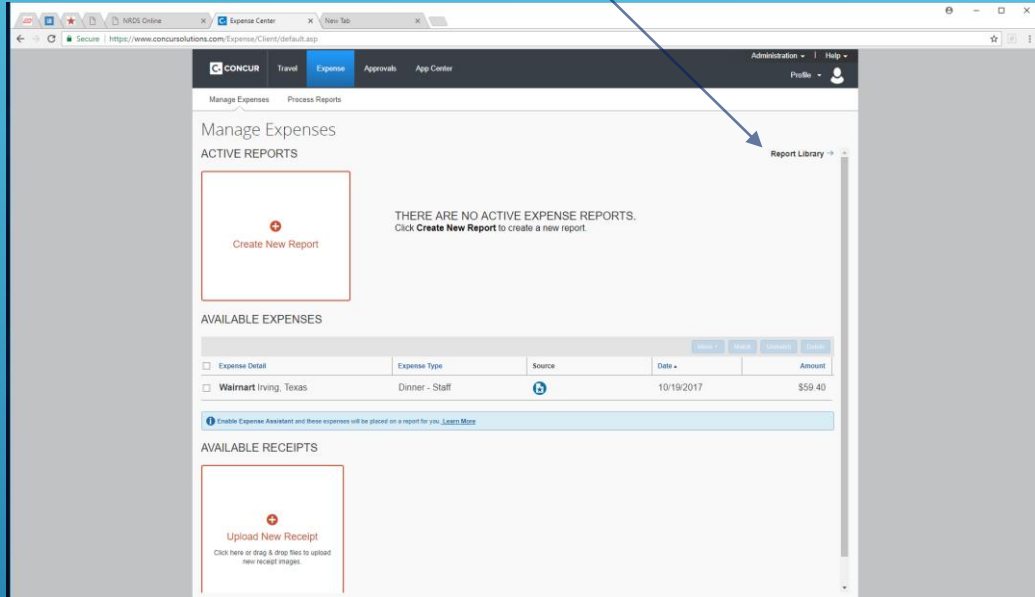
Entry Level table is currently empty.

Close

AUDIT TRAIL

Where are my previous submitted reports? Click Report Library

All paid reports are listed



REPORT LIBRARY