

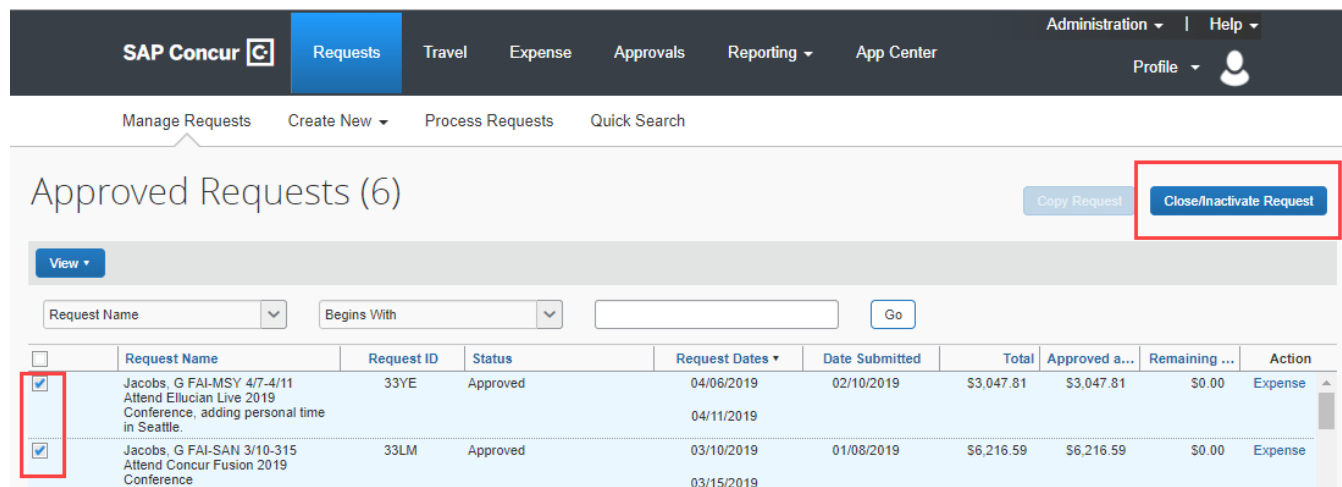
How to Close/Inactivate a Request

After the Expense Report has been approved the Request needs to be closed out. The reasons Request need to be closed out are:

- To keep additional Expense Reports from being generated from that Request.
 - If a Request was closed out by accident or if another Expense Report needs to be created for this trip, the Request can be reopened by your Travel Office.
- To keep the Active Request list reduced to Requests where the trip hasn't taken place yet or an Expense Report hasn't been completed.
- To keep the Concur Report "Request Encumbrance" limited to trips that still need a completed Expense Report.

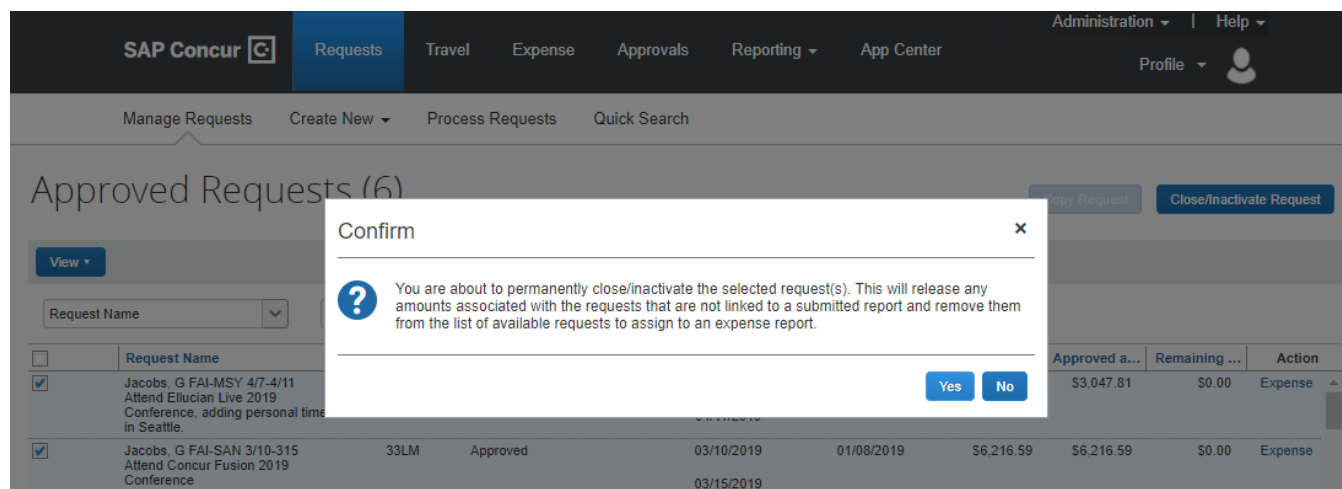
There are two ways to accomplish this.

- 1.) Close/Inactivate from the Request menu (this is helpful when closing multiple Requests):



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, there are options for 'Manage Requests', 'Create New', 'Process Requests', and 'Quick Search'. The main content area displays 'Approved Requests (6)'. A 'Copy Request' button and a 'Close/Inactivate Request' button are visible. The 'Close/Inactivate Request' button is highlighted with a red box. Below the buttons, there is a search bar with 'Request Name' and 'Begins With' dropdowns, and a 'Go' button. A table of requests is shown below, with two rows selected (checked).

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input checked="" type="checkbox"/>	Jacobs, G FAI-MSY 4/7-4/11 Attend Ellucian Live 2019 Conference, adding personal time in Seattle.	33YE	Approved	04/06/2019	02/10/2019	\$3,047.81	\$3,047.81	\$0.00	Expense
<input checked="" type="checkbox"/>	Jacobs, G FAI-SAN 3/10-315 Attend Concur Fusion 2019 Conference	33LM	Approved	03/10/2019	01/08/2019	\$6,216.59	\$6,216.59	\$0.00	Expense



The screenshot shows the same SAP Concur interface as above, but with a confirmation dialog box open. The dialog box is titled 'Confirm' and contains the following text: 'You are about to permanently close/inactivate the selected request(s). This will release any amounts associated with the requests that are not linked to a submitted report and remove them from the list of available requests to assign to an expense report.' There are 'Yes' and 'No' buttons at the bottom of the dialog box. The background interface is dimmed.



How to Close/Inactivate a Request

2.) Close/Inactivate the Request after opening the Request:

The screenshot shows the SAP Concur interface for a travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Requests' tab is active. Below the navigation bar, there are links for 'Manage Requests', 'Create New', 'Process Requests', and 'Quick Search'. The main content area displays 'Request 33YE' with a status of 'Approved' and an amount of '\$3,047.81'. A red box highlights the 'Close/Inactivate Request' button, with a red arrow pointing to it. The request details include:

- Trip Name:** Jacobs, G FAI-MSY 4/7-4/11
- Trip Description:** Attend Ellucian Live 2019 Confer...
- Request Header:** Segments, Expense Summary, Approval Flow, Audit Trail
- Previous Comment:** Entered By Geoffrey Jacobs: Booking through AK Air to use the \$200 credit from previous travel that was provided to my personal AK Air account. The flight is leaving at 12:30am on 4/7 travel status will start on 4/6/19. The return flight will arrive back in FAI on 4/11 at 2:30am.
- Trip Name:** Jacobs, G FAI-MSY 4/7-4/11
- Trip Purpose:** Professional Development/Training
- Trip Description:** Attend Ellucian Live 2019 Conference, adding personal time in Seattle.
- Trip Type:** US States & Territories
- Traveler Type:** Staff
- *How will you book your travel?:** 04. Outside Concur/CTM (comment requ)
- Final Destination:** New Orleans, Louisiana
- Business Travel Start Date:** 04/06/2019
- Business Travel End Date:** 04/11/2019
- Will this trip include personal travel?:** Yes
- Personal Travel Dates:** 4/11-4/15/19
- Are any expenses being paid by an external source?:** No
- Fund:** (101010) SW General Funds
- Org:** (80042) Financial Systems Operations
- Department:** (D8FNSY) Financial Systems 7
- Campus:** (SW) University of Alaska Statewide