

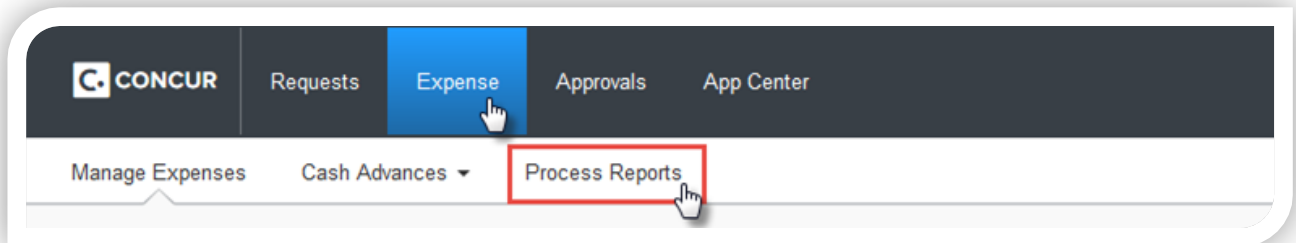


PROCESSOR AUDIT GUIDE

A user must be granted the role of Processor Audit by the Concur system administrator.

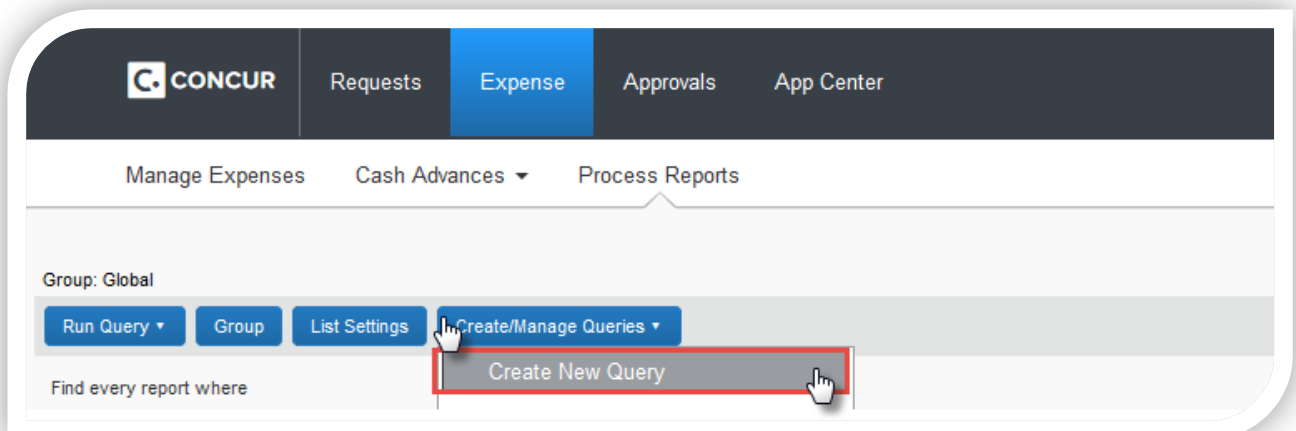
This role allows you to view the documents that have been processed by the Compliance Officer. *Note* that this role does not allow you to process reports yourself.

To access, click **Expense**, then select **Process Reports**.



Once at the **Process Reports** screen, you will need to create a new query that will allow you to view reports that have already been approved by Compliance Officers in your sector. **(This step is required only once).**

How to Create a New Query:



1. Name your query
2. Add the following parameters: **Report: Approval Status, Equal, Value: Approved.**
3. **Save** your new query.

Once your query is created and saved, it will be available going forward by clicking directly on **Run Query** and then selecting your query name.

Anytime you would like to view a **Report** that has been processed, you simply run this saved query.

Upon running the query, the list of reports processed by your Compliance Officer appears. Simply click on the one you want to review. The report will be displayed and you may review the supporting documents or any other elements. When finished with this report, you can return to the list of all reports submitted by clicking **Process Reports**.

