

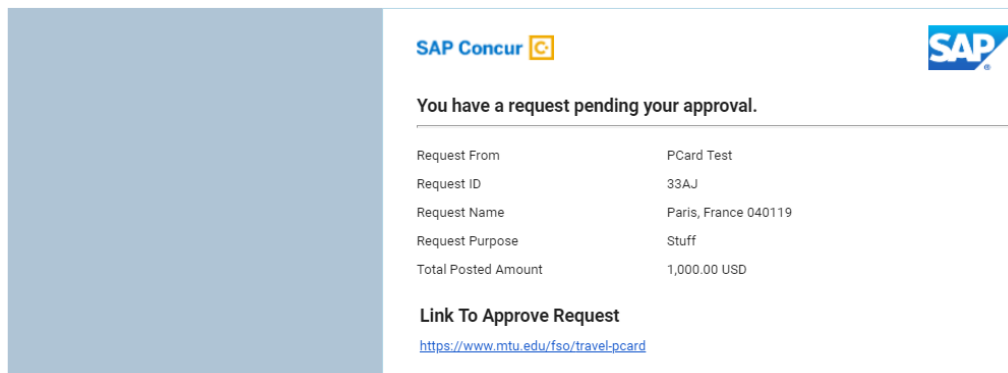
How to Approve Expense Reports in Concur



This Quick Reference Guide demonstrates how Expense Approvers access, review, and approve expense reports in the Concur system.

An email will be sent to the Approver from AutoNotification@concur.com when an Expense Report requires approval

Request Pending Your Approval Inbox x

AutoNotification@concur.com
to DCYRUS ▾



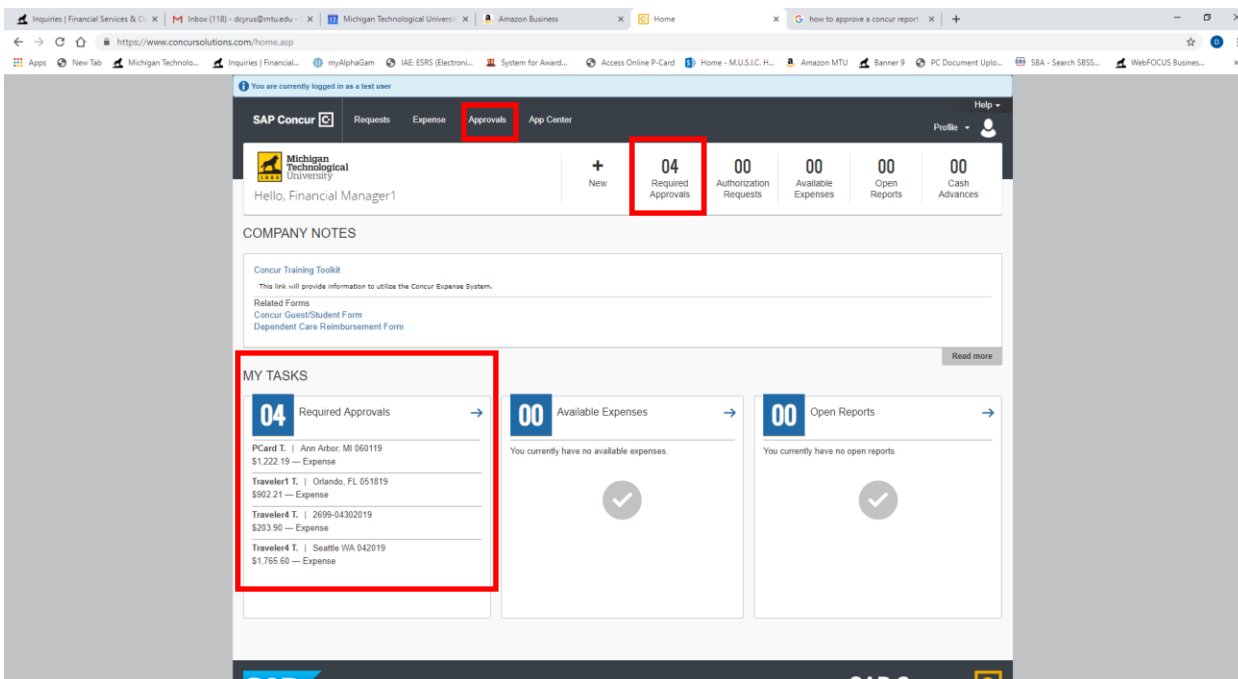
SAP Concur  


You have a request pending your approval.

Request From	PCard Test
Request ID	33AJ
Request Name	Paris, France 040119
Request Purpose	Stuff
Total Posted Amount	1,000.00 USD

Link To Approve Request
<https://www.mtu.edu/fso/travel-pcard>

From the Concur home screen, Reports pending approval can be found in three places: the upper left and right sides of the page, and under My Tasks at the bottom left of the page.



SAP Concur  Requests Expense **Approvals** App Center Help

Hello, Financial Manager1

04 Required Approvals **00** Authorization Requests **00** Available Expenses **00** Open Reports **00** Cash Advances

COMPANY NOTES

Concur Training Toolkit
This link will provide information to utilize the Concur Expense System.

Related Forms
Concur Guest/Student Form
Dependent Care Reimbursement Form

MY TASKS

04 Required Approvals → **00** Available Expenses → **00** Open Reports →

PCard T. | Ann Arbor, MI 060119
\$1,222.19 — Expense

Traveler1 T. | Orlando, FL 051819
\$922.21 — Expense

Traveler4 T. | 2699-04302019
\$203.90 — Expense

Traveler4 T. | Seattle WA 042019
\$1,765.60 — Expense

Select one of options- this will display the available reports to approve.

Approvals

00
Requests

04
Expense Reports

Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Ann Arbor, MI 060119 Stuff	Test, PCard	06/11/2019	\$946.10	\$1,222.19
Orlando, FL 051819 Research conference for xxx	Test, Traveler1	06/10/2019	\$231.00	\$902.21
2699-04302019	Test, Traveler4	04/29/2019	\$0.00	\$203.90
Seattle WA 042019	Test, Traveler4	04/15/2019	\$1,765.60	\$1,765.60

1

- | | |
|---|---|
| 1 | Select and click the Report Name to begin review |
| 2 | Click on the Details drop down menu and Select Report Header to review the trip details |
| 3 | Click Save or Cancel to exit Report Header screen |

Orlando, FL 051819

2

Summary Details ▾ Receipts ▾ Print / Email ▾

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations
- Travel Allowances
- Itineraries
- Expenses & Adjustments

In the **Report Header**, you can review the details of the report such as the **purpose** for the travel, the **start date** and **end date** of the trip, and any comments.

Policy
*TEST-Michigan Tech Travel an

Report/Trip Name (City, State MMDDYY) Orlando, FL 051819
 Report/Trip Business Start Date 05/18/2019
 Report/Trip Business End Date 05/23/2019
 Report/Trip Purpose 2. Conference/Training/Workshop

Traveler Type
Staff

Does this trip include personal travel? Yes
 Personal Travel Date 05/22/2019
 Additional Information Research conference for xxx

Comments To/From Approvers/Processors

Report Id E6873053E4F94401BAD7
 User Name Test, Traveler 1
 Report Currency US, Dollar
 Receipts Received Yes

Submit Date 06/11/2019
 Approval Status Pending Financial Manager (s) and
 Payment Status Not Paid
 Report Total 902.21

Personal Expenses 0.00
 Amount Not Approved 0.00
 Amount Approved 902.21
 Amount Due User 231.00

Amount Due University Card 671.21
 Total Amount Claimed 902.21
 Index A11095 Dean Sch Forest Resource
 Department General Athletics

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining



Save Cancel

4 Click on the **Print/Email** drop down menu and select **MTU-Detailed Report with Summary Data**. Review detail and then exit the window.

Orlando, FL 051819 [Test, Traveler1]

Summary Details Re **4** Print / Email ▾
 *MTU-Detailed Report with Summary Data

Exceptions

Expense Type	Date	Amount	Exception
N/A			⚠ Personal travel was indicated but no Personal Expenses (A127C) were reported. Please re

Expenses

Transaction Date..	Expense Type
05/23/2019	E721 - Meals -Per diem/actual

The first section in the **MTU-Detailed Report with Summary Data** will be the information contained in the report header; scroll past this to the **Expense detail**. This is the fastest way to view each of the allocations contained in the report.

Expense Report
 Report/Trip Name : Orlando, FL 051819

User Name : Test, Traveler1
 User ID : traveler1

Report Header

Policy : *TEST-Michigan Tech Travel and Expense
 Report/Trip Business Start Date : 05/18/2019
 Report/Trip Business End Date : 05/23/2019
 Report Id : E6873053E4F94401BAD7
 Report Date : 06/10/2019
 Approval Status : Pending Financial Manager (s) and/or SPA Approval
 Index : A11095 Dean Sch Forest Resource & Env Sci
 Department : General Athletics
 *Traveler Type : Staff
 *Report/Trip Purpose : 2. Conference/Training/Workshop

Transaction Date	Report/Trip Purpose	Index	Expense Type	Additional Information	Account Code	Vendor	City of Purchase	Payment Type	Amount
03/07/2019		A11095 Dean Sch Forest Resource & Env Sci	E699 - Other Supplies			Postal Services Government Onl	Reno	Test UNIV P-CARD	\$87.28
03/07/2019		E01071 Wood Research QA/QC - Forestry	E699 - Other Supplies	widgets for research	E699	Postal Services Government Onl	Reno	Test UNIV P-CARD	\$55.00
Allocations : 100.00% (\$55.00) E01071									
03/07/2019		A11095 Dean Sch Forest Resource & Env Sci	E762 - Parking including Houghton County Airport		E762	Postal Services Government Onl	Reno	Test UNIV P-CARD	\$32.28

5 Click on **Details** and then **Allocations**. Select the expenses to view by checking the box(s). Click **View** and then **Summary**. Review the Allocation Summary and then exit the window

Orlando, FL 051819 [Test, Travel]

Allocations for Report: Orlando, FL 051819

Expense List

Allocate Selected Expenses Clear Selections View

Select Group

Date	Expense T...	Group	Amc
02/18/2019	E711 - Airli...	1	\$58...
05/18/2019	E721 - Me...	1	\$4...
05/19/2019	E721 - Me...	1	\$6...
05/20/2019	E721 - Me...	1	\$33.00
05/21/2019	E721 - Me...	1	\$33.00
05/23/2019	E721 - Me...	1	\$49.50
E699 - Other Supplies			
03/07/2019	E699 - Oth...		\$55.00
03/07/2019	E762 - Par...		\$32.28

View All Summary

Allocation Summary

Index	Amount
(A12958) A12958 Advancement Officer - A. Johnson	\$115.50
(A11095) A11095 Dean Sch Forest Resource & Env Sci	\$324.25
(E01005) E01005 Hydrophobes in Composites/Forestry	\$203.74
(E01071) E01071 Wood Research QA/QC - Forestry	\$258.72

*Allocations can also be reviewed by hovering over the Allocate icon to the left of the expense

- 6 On the left-hand side, click on each **Expenses** line item you would like to review. The Expense detail is shown in the gray box to the left. Note: If there are multiple line items in the **Expenses** list you can sort by clicking on the corresponding column header.
- 7 After reviewing the Expense entry level information, review the **Receipt** image*
- 7b Review attached image and repeat process for all **receipts**.
- 8 Expand expenses by selecting the radial to the left to view itemizations

Expenses

Date	Expense Type	Amount	Requested
05/21/2019	Orlando, Florida		
05/21/2019	E721 - Meals -Per Orlando, Florida	\$33.00	\$33.00
05/20/2019	E721 - Meals -Per Orlando, Florida	\$33.00	\$33.00
05/19/2019	E721 - Meals -Per Orlando, Florida	\$66.00	\$66.00
05/18/2019	E721 - Meals -Per Orlando, Florida	\$49.50	\$49.50
03/07/2019	E699 - Other Supp Postal Services	\$87.28	\$87.28
02/18/2019	E711 - Airline Tick GOLDEN PACIFIC	\$583.93	\$583.93

COST OBJECT APPROVED AMOUNT \$902.21

Expense Detail: E711 - Airline Ticket - All Airli

Receipt Image

Expense Type: E711 - Airline Ticket - All Airli

Airline Ticket Type: Airline Ticket - Domestic

Index: (A11095) A11095 Dean Sch Fores

Transaction Date: 02/18/2019

Additional Information: Ticket Number

Vendor: GOLDEN PACIFIC AIR

Destination City: Reno, Ohio

Payment Type: Test UNIV P-CARD

Amount: 583.93 USD

Reviewed: No

Approved Amount: 583.93

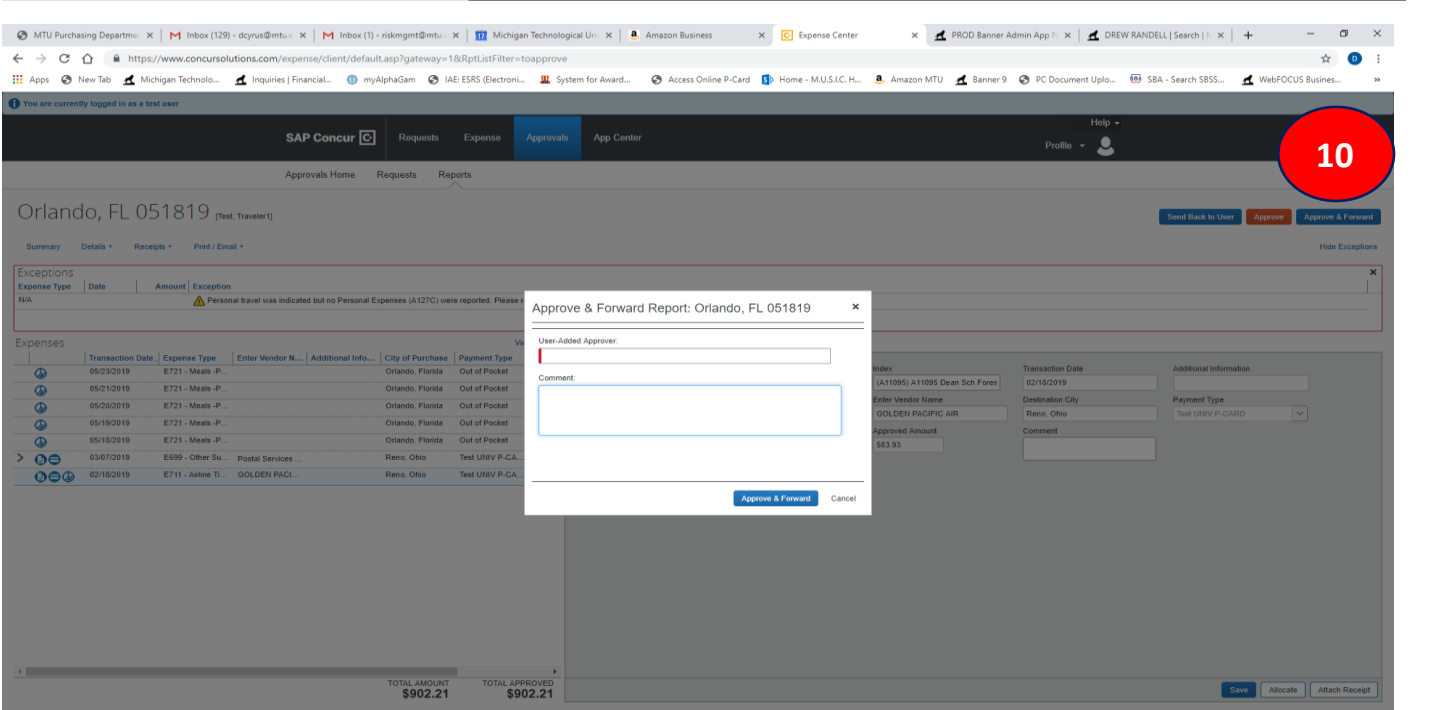
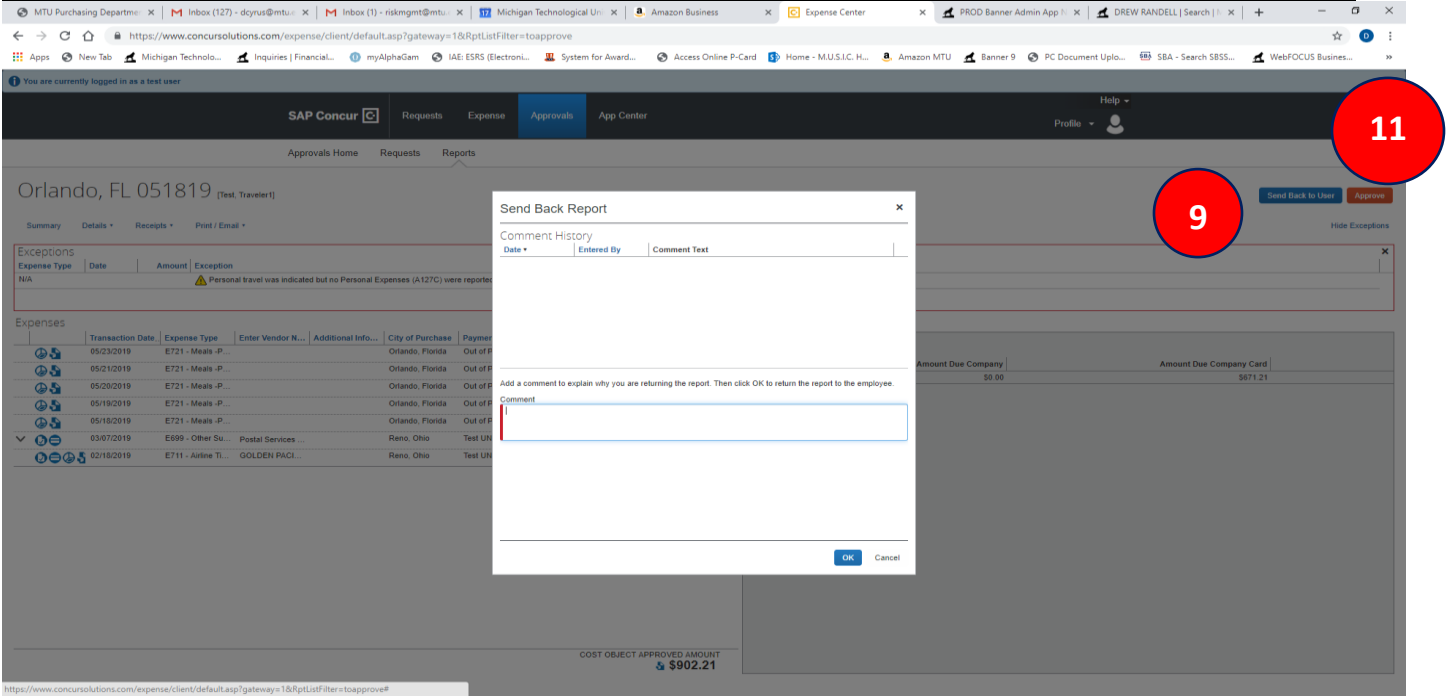
Comment:

Save Allocate Attach Receipt

*Receipts can be reviewed by hovering over the receipt icon to the left of the expense

As an Approver you are also able to make changes to a report's Expense Type (account code) or allocate individual expense items. See Appendix A.

- | | |
|----|--|
| 9 | If Changes need to be made click Send Back to User button. Enter a detailed Send Back Comment and click OK button at bottom of screen. You have sent the report back to the creation profile for the Submitter to make changes and resubmit. |
| 10 | If the Expense Report passes audit but you would like to add another Approver to the workflow, hit Approve and Forward . The expense report will move on to another approver prior to reaching Accounting Review. |



- | | |
|----|--|
| 11 | If the Expense Report passes audit click the Approve button. You have now moved the report on to Accounting Review, the final step before it is sent for payment. |
|----|--|

Appendix A

As an Approver you are able to make changes to a report's Expense Type (account code) or Allocations (indexes). If you choose to make changes, instead of clicking **Send Back to User**, below will demonstrate where to navigate to make changes.

As an Approver, you may:

- Change an **Expense Type**
- Change an **Index**
- Change an **Allocation**

As an Approver, you may not:

- Create a new itemization




Change Expense Type

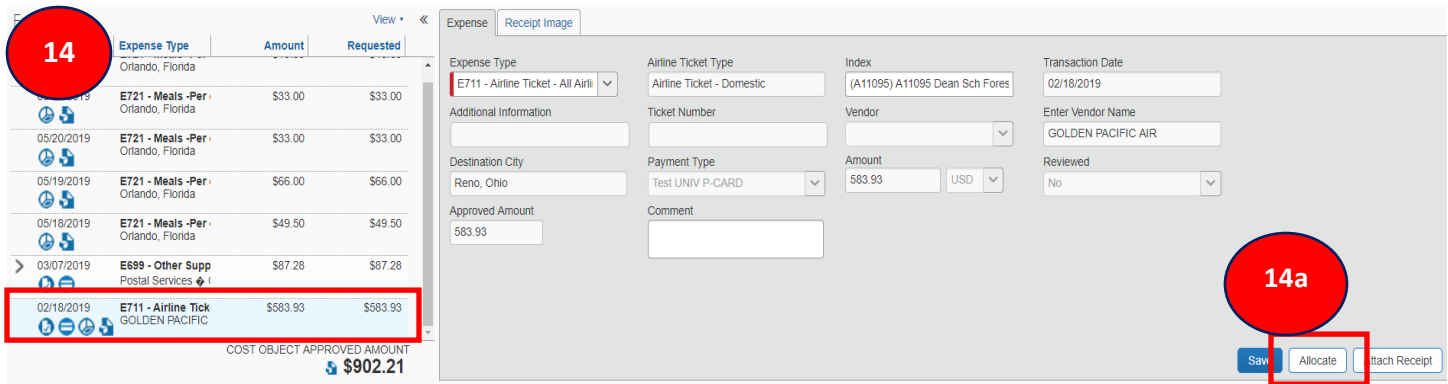
12	On the left-hand side, click on each Expenses line you would like to review. The Expense detail is shown in the gray box to the left.
13	To change the Expense Type , select the drop-down and click on the correct expense. Click Save .

The screenshot shows the SAP Concur Expense Center interface. The main area displays a list of expenses with columns for Transaction Date, Expense Type, Enter Vendor Name, Additional Info., City of Purchase, Payment Type, Amount, and Adjusted Claim. A red circle labeled '12' highlights the first two rows of the list. To the right, a detail view for the selected expense is shown, with a red circle labeled '13' highlighting the 'Expense Type' dropdown menu. At the bottom right, a red box highlights the 'Save' button. The interface also shows navigation tabs for Requests, Expense, Approvals, and App Center, and a 'Send Back to User' button.

Transaction Date	Expense Type	Enter Vendor N...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Claim...
05/04/2019	E706 - Lodging and Lodging Deposits	A.H.M.I. Hotels		Orlando, Florida	Out of Pocket	\$333.00	\$333.00
05/03/2019	E721 - Meals -Per diem/actual			Orlando, Florida	Out of Pocket	\$49.00	\$49.00
05/02/2019	E721 - Meals -Per diem/actual			Orlando, Florida	Out of Pocket	\$66.00	\$66.00
05/01/2019	E721 - Meals -Per diem/actual			Orlando, Florida	Out of Pocket	\$49.50	\$49.50
03/09/2019	E710 - Car Rental	HERTZ RENT-A-CAR		Reno, Ohio	Test UNIV P-CA...	\$626.29	\$626.29

Change Allocation on expense line

14	View the Allocations by Percentage or Amount .
	Click in the field to change, make change(s), and Save .
	To Delete an Allocation , select the line by checking the box, click Delete Selected Allocations .
	To add an Index, click Add New Allocation , make change(s), and Save .
	Click on the upper right X to close.

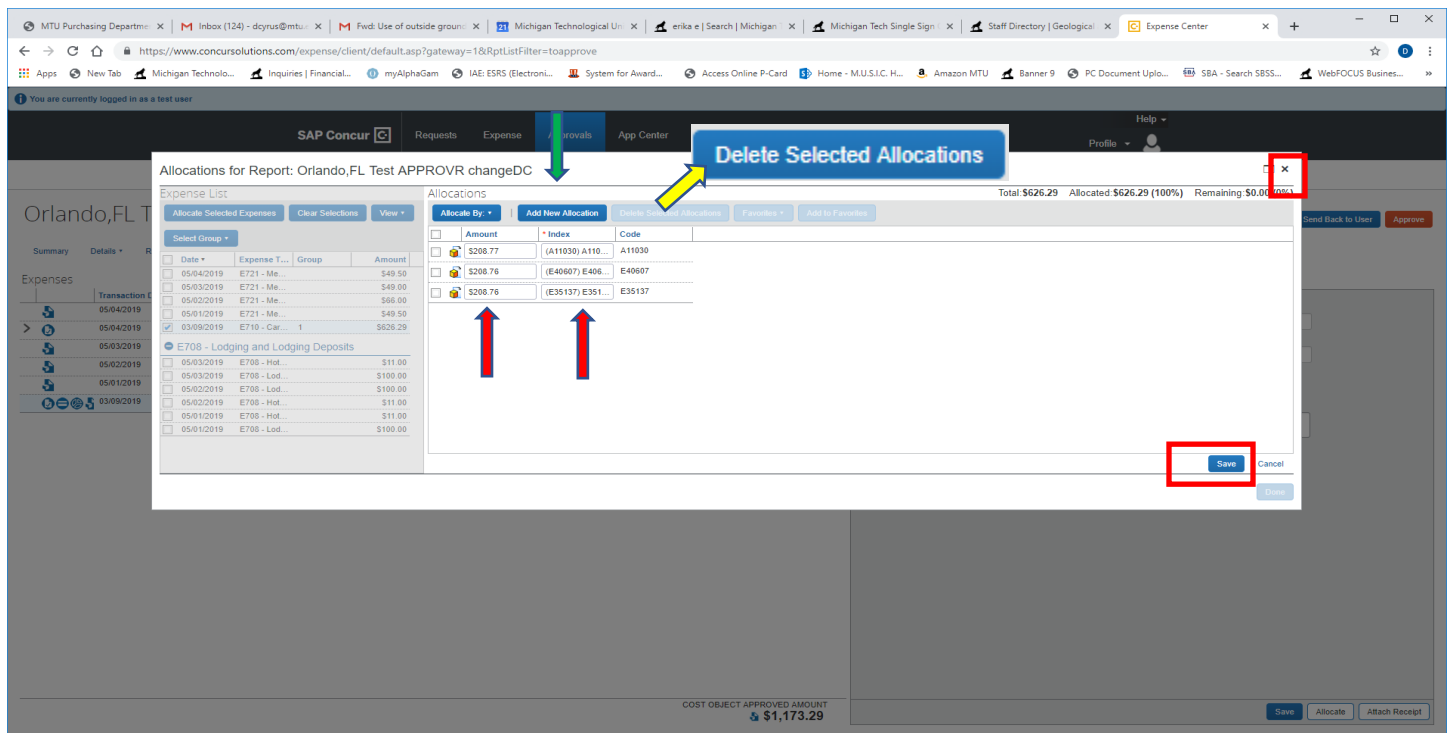


14

Expense Type	Amount	Requested
02/18/2019 E711 - Airline Tick GOLDEN PACIFIC	\$583.93	\$583.93

COST OBJECT APPROVED AMOUNT \$902.21

14a



Delete Selected Allocations

X

Save

Amount	Index	Code
\$208.77	(A11030) A110...	A11030
\$208.76	(E40607) E406...	E40607
\$208.76	(E35137) E351...	E35137

COST OBJECT APPROVED AMOUNT \$1,173.29

To view an Allocation Summary of the report, go to Step 5.

Click **Approve**. When you make changes on a report, you may have changed the Cost Object workflow (otherwise known as the Approval workflow). A **Comment** is required which will let the Submitter and other Approvers know why a change was made. Click **OK**.

The screenshot shows the SAP Concur Expense Center interface. A modal dialog titled "Reset Cost Object Workflow" is open, requiring a comment. The background report is for "Orlando, FL Test APPROVR changeDC" with a total approved amount of \$1,173.29.

Expenses Table:

Transaction Date	Expense Type
05/04/2019	E721 - Meals -Per diem/actual
05/04/2019	E708 - Lodging and Lodging Deposits
05/03/2019	E721 - Meals -Per diem/actual
05/02/2019	E721 - Meals -Per diem/actual
05/01/2019	E721 - Meals -Per diem/actual
03/09/2019	E710 - Car Rental

Report Summary Table:

Amount	Adjusted Claim...	Amount Due Company	Amount Due Company ...	Amount Due Employee
\$49.50	\$49.50	\$0.00	\$626.29	\$547.00
\$333.00				
\$49.00	\$49.00			
\$66.00	\$66.00			
\$49.50	\$49.50			
\$626.29	\$626.29			

Reset Cost Object Workflow Dialog:

Comment History

Date	Entered By	Comment Text

Add a comment to explain why you are modifying the cost objects. Then click OK to reset the Cost Object Approval workflow.

Comment

OK Cancel

COST OBJECT APPROVED AMOUNT
\$1,173.29