Michigan Technological University 1885

Financial Services and Operations

# 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.

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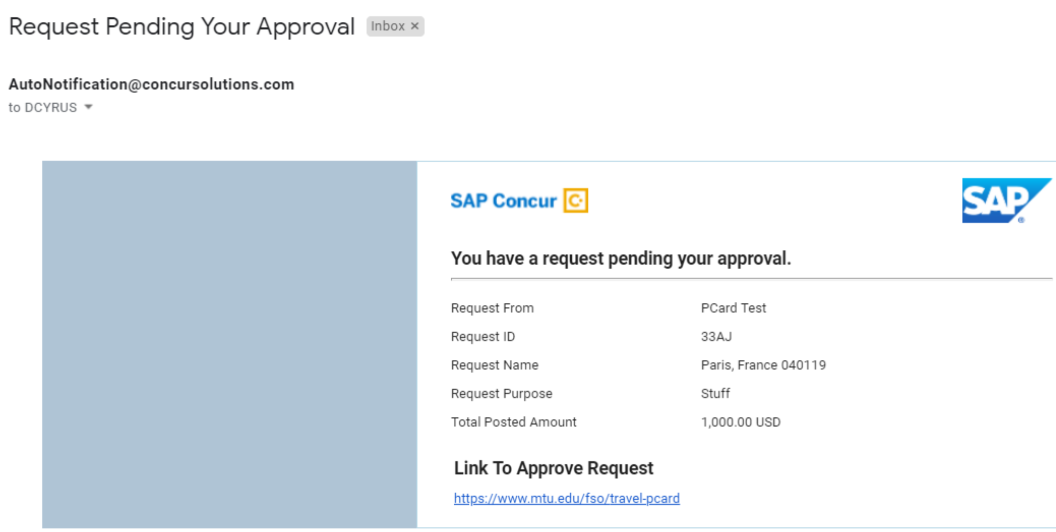
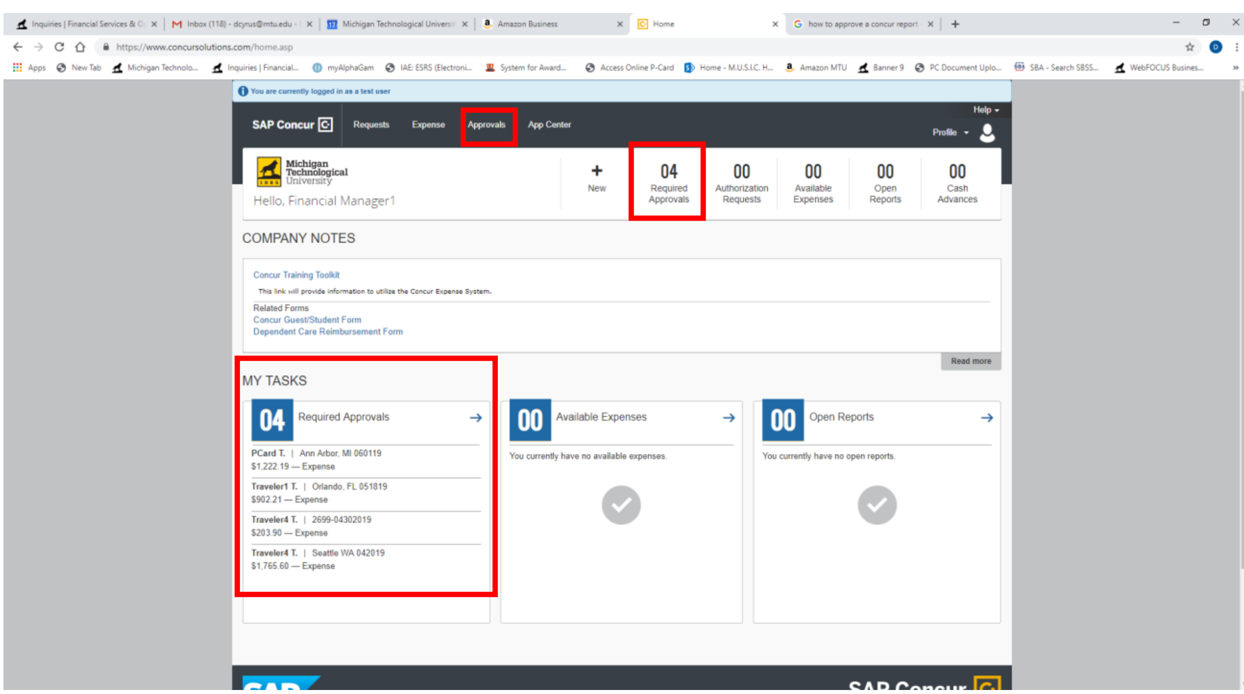
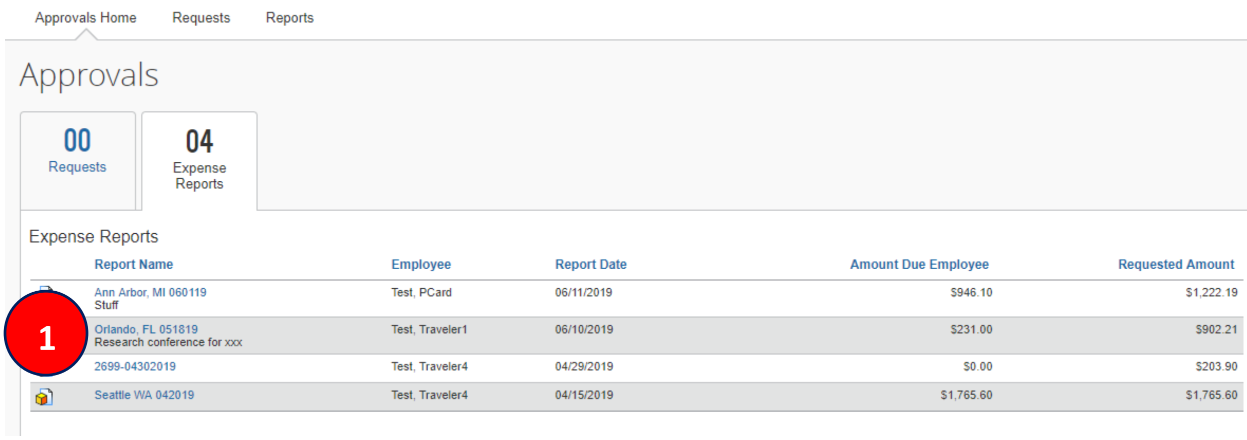
**An email will be sent to the Approver from [AutoNotification@concursolutions.com](mailto:AutoNotification@concursolutions.com) when an Expense Report requires approval**




**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.**




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

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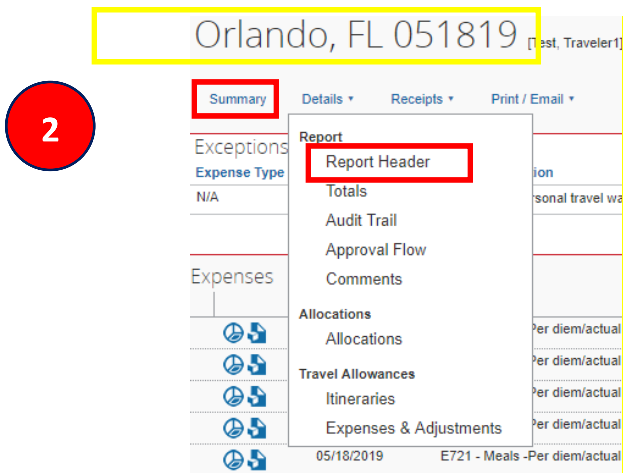
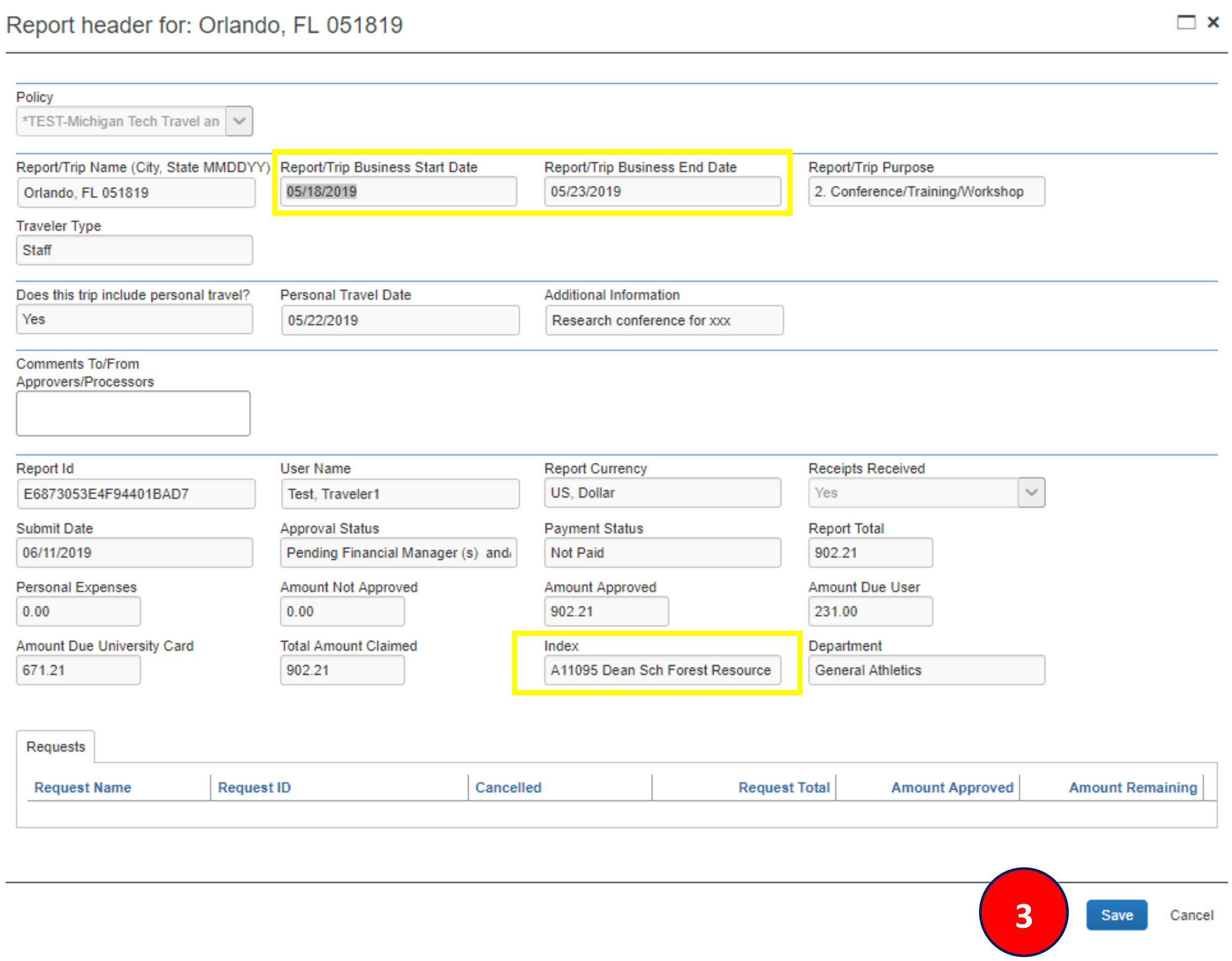
|---|---|
| 1 | Select and click the Report Name to begin review |
| 2 | Click on the Details drop down menu and Select Report Header to review the trip details |
| 3 | Click Save or Cancel to **exit** Report Header screen |




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.

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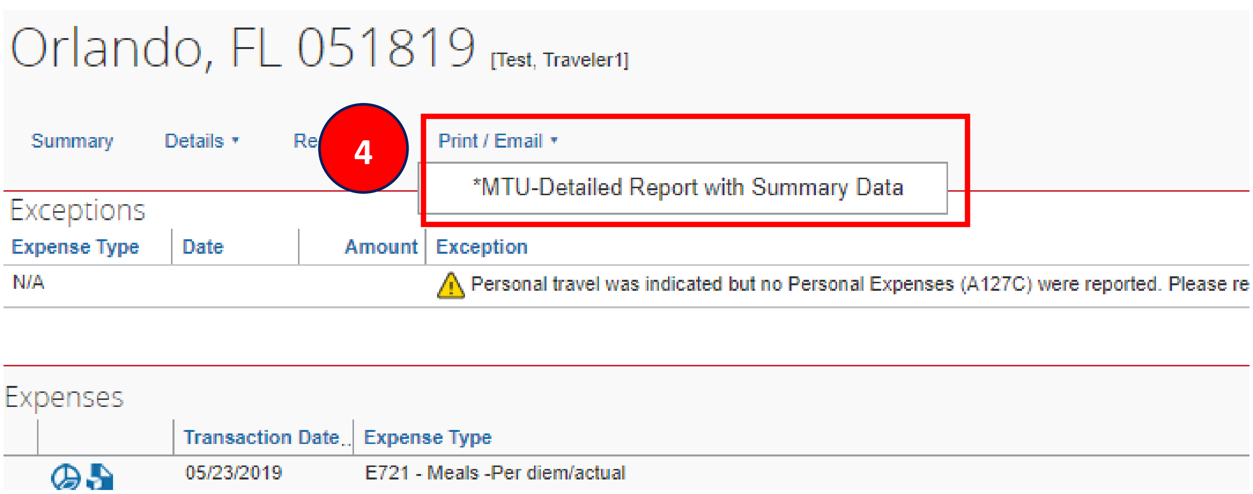
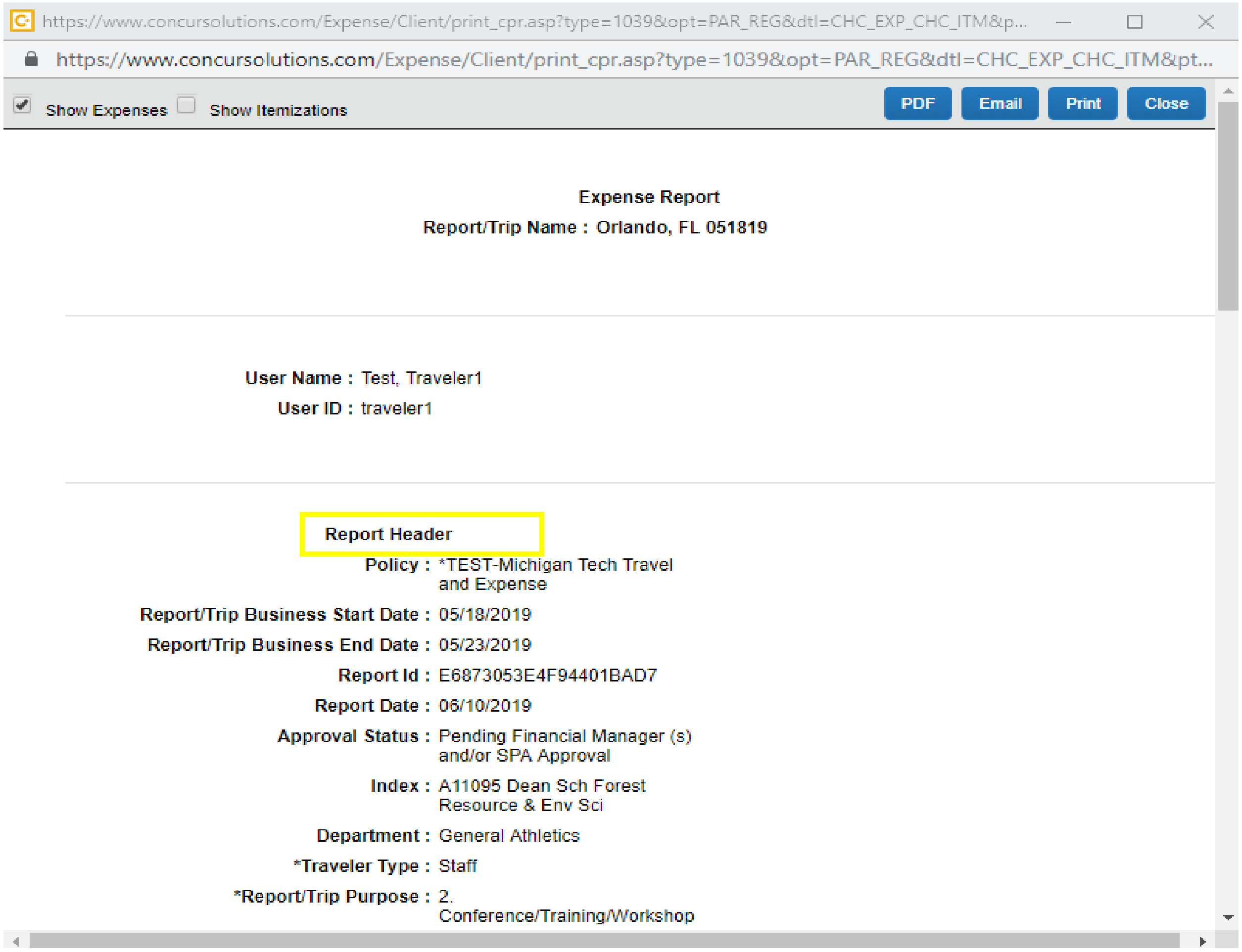
| 4 | Click on the **Print/Email** drop down menu and select **MTU-Detailed Report with Summary Data**. Review detail and then exit the window. |




**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.**



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https://www.concursolutions.com/Expense/Client/print_cpr.asp?type=1039&opt=PAR_REG&dtl=CHC_EXP_CHC_ITM&pt...

Show Expenses Show Itemizations PDF Email Print Close

**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

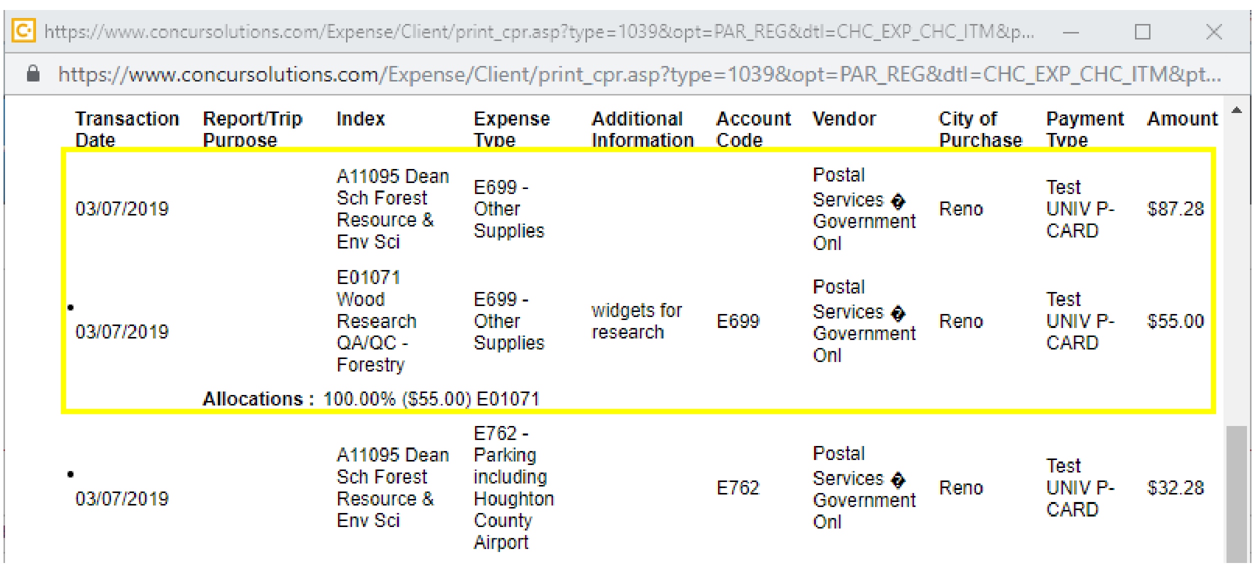
**Approval Status :** Pending Financial Manager (s) and/or SPA Approval

**Index :** A11095 Dean Sch Forest Resource & Env Sci

**Department :** General Athletics

***Traveler Type :** Staff

***Report/Trip Purpose :** 2. Conference/Training/Workshop



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https://www.concursolutions.com/Expense/Client/print_cpr.asp?type=1039&opt=PAR_REG&dtl=CHC_EXP_CHC_ITM&pt...

| 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 |

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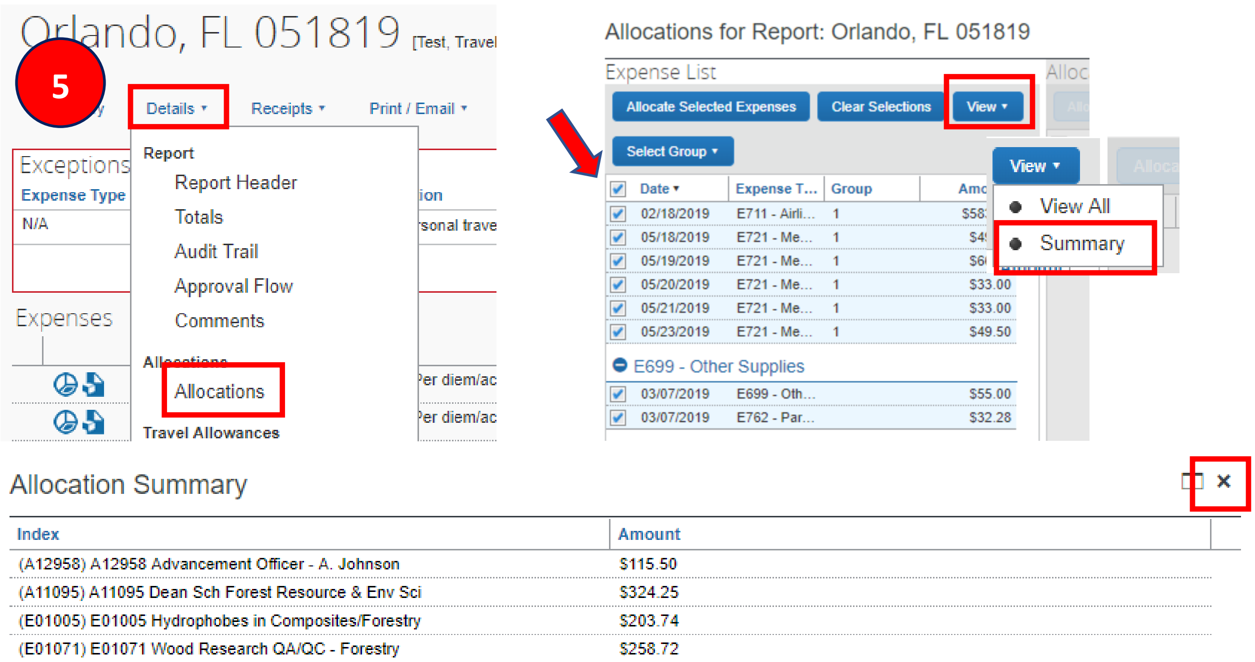
| **5** | Click on **Details** and then **Allocations**. Select the expenses to view by checking the box(s). Click **View** and then **Summary**. Review the Allocation Summary and then exit the window |




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

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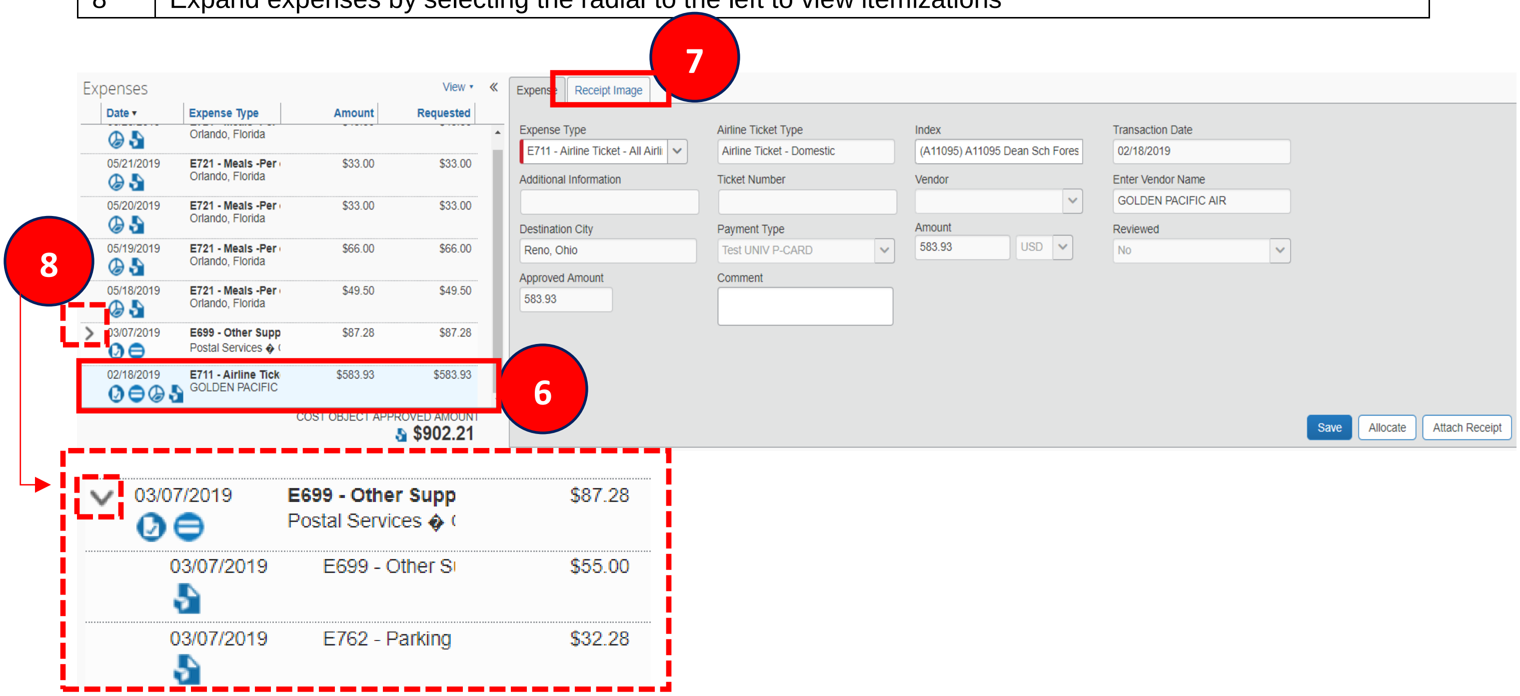
| 6 | On the left-hand side, click on each **Expenses** line item you would like to review. The Expense detail is shown in the gray box to the left. Note: If there are multiple line items in the **Expenses** list you can sort by clicking on the corresponding column header. |
| 7 | After reviewing the 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 |




*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.**

| | |
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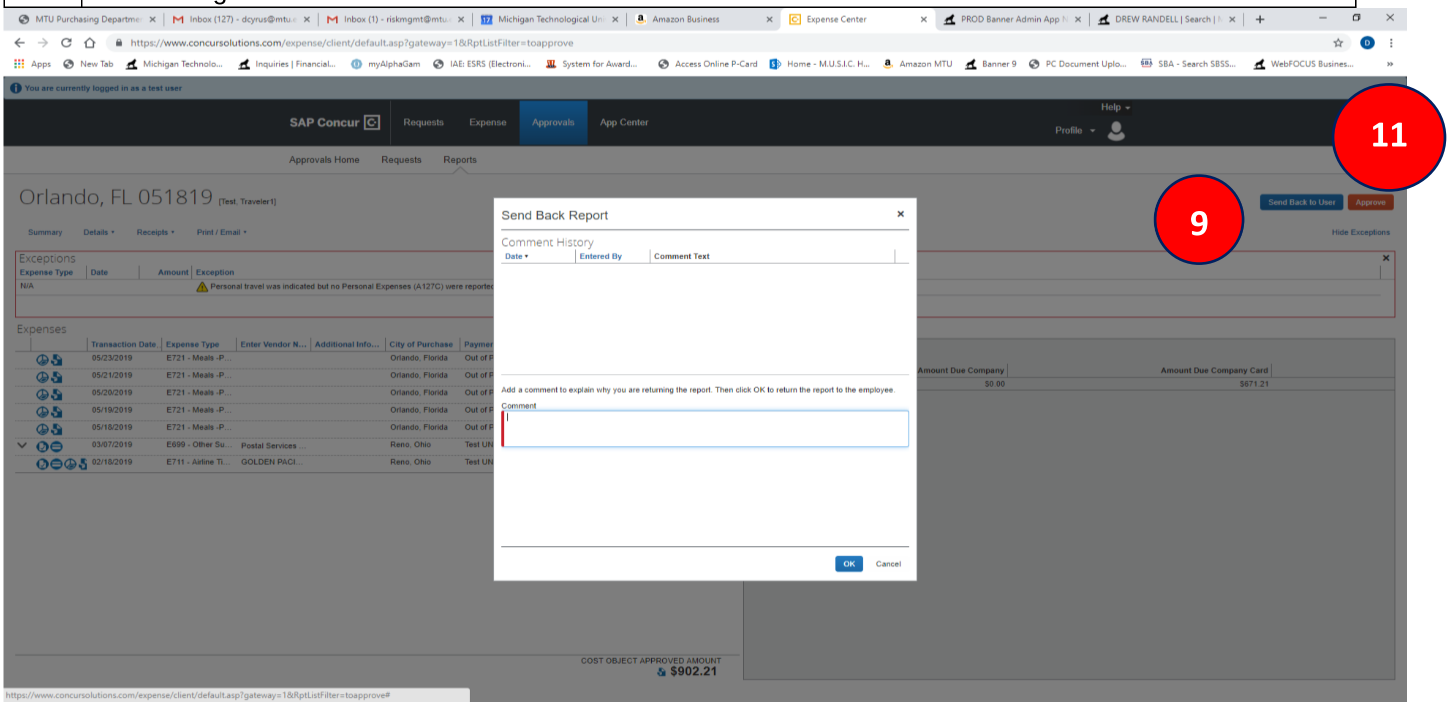
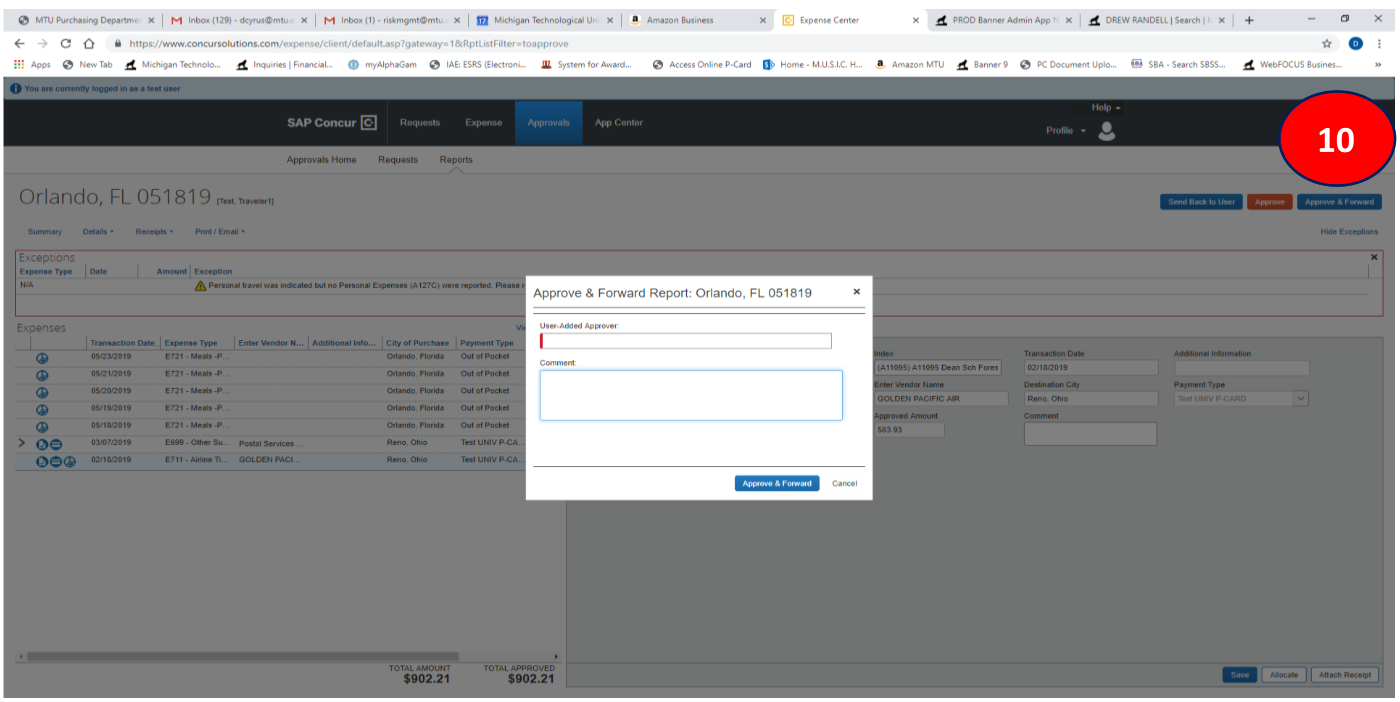
| 9 | If Changes need to be made click **Send Back to User** button. Enter a detailed **Send Back Comment** and click **OK** button at bottom of screen. You have sent the report back to the creation profile for the **Submitter** to make changes and resubmit. |
| 10 | If the Expense Report passes audit 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. |

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| **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 <u>may</u>:

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

As an Approver, you may <u>not</u>:

- Create a new itemization

## Change Expense Type

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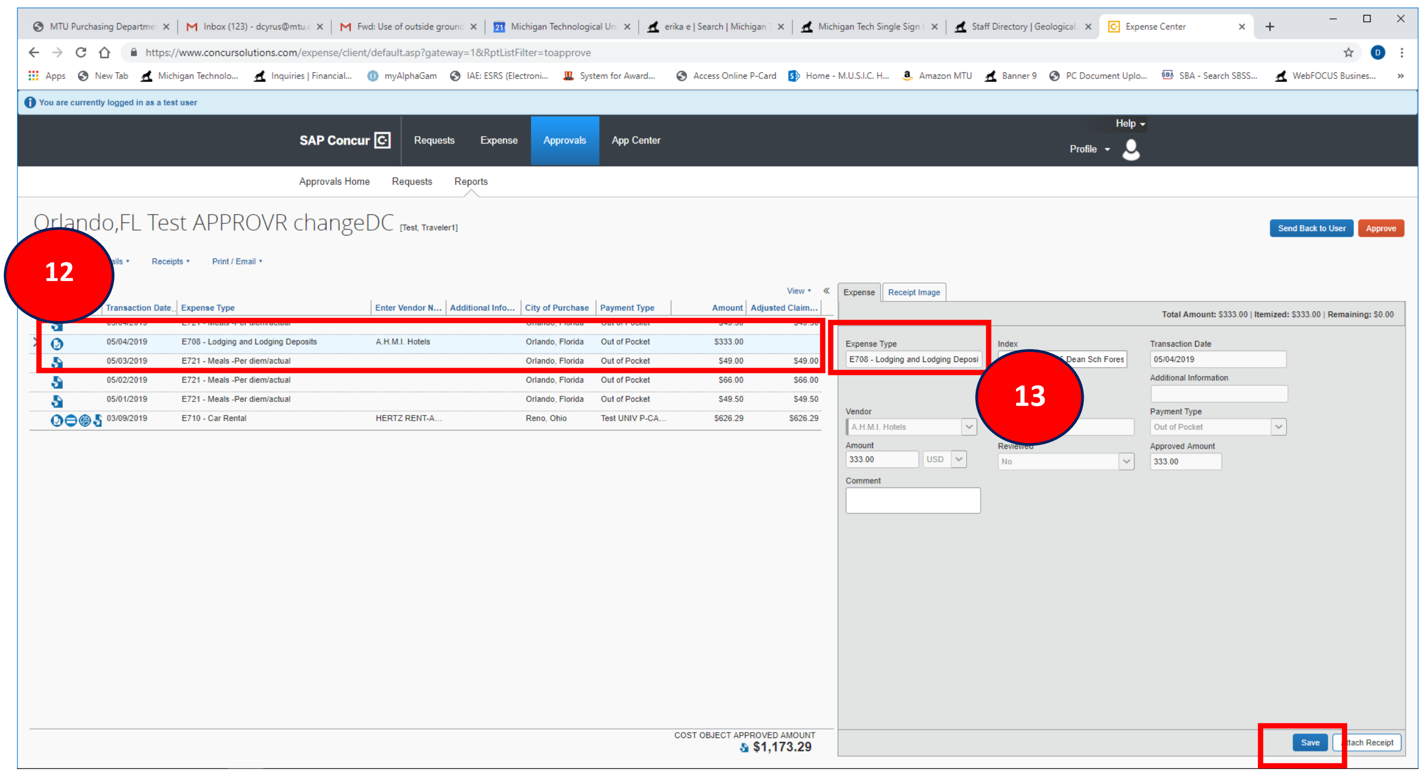
|---|---|
| 12 | On the left-hand side, click on each **Expenses** line you would like to review. The Expense detail is shown in the gray box to the left. |
| 13 | To change the **Expense Type**, select the drop-down and click on the correct expense. Click **Save**. |



## Change Allocation on expense line

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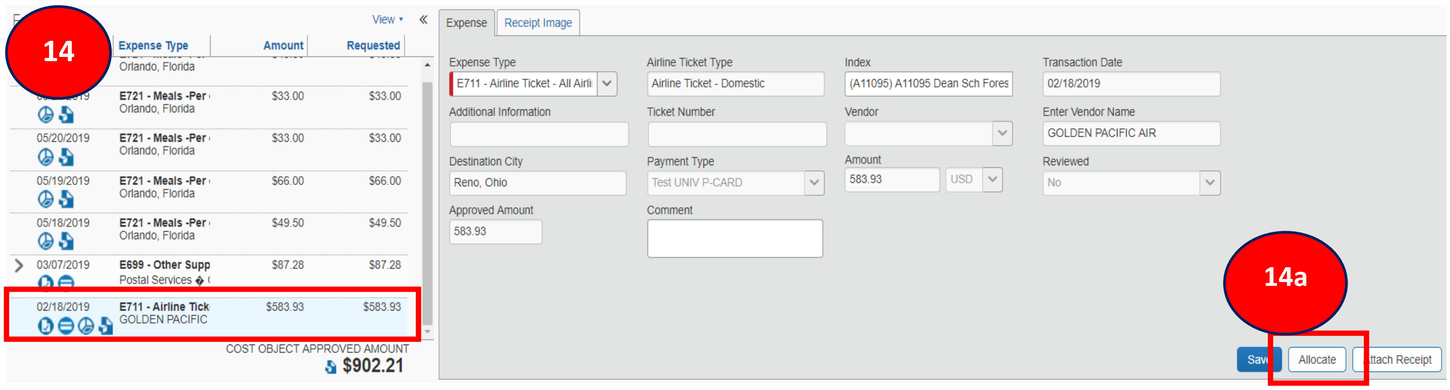
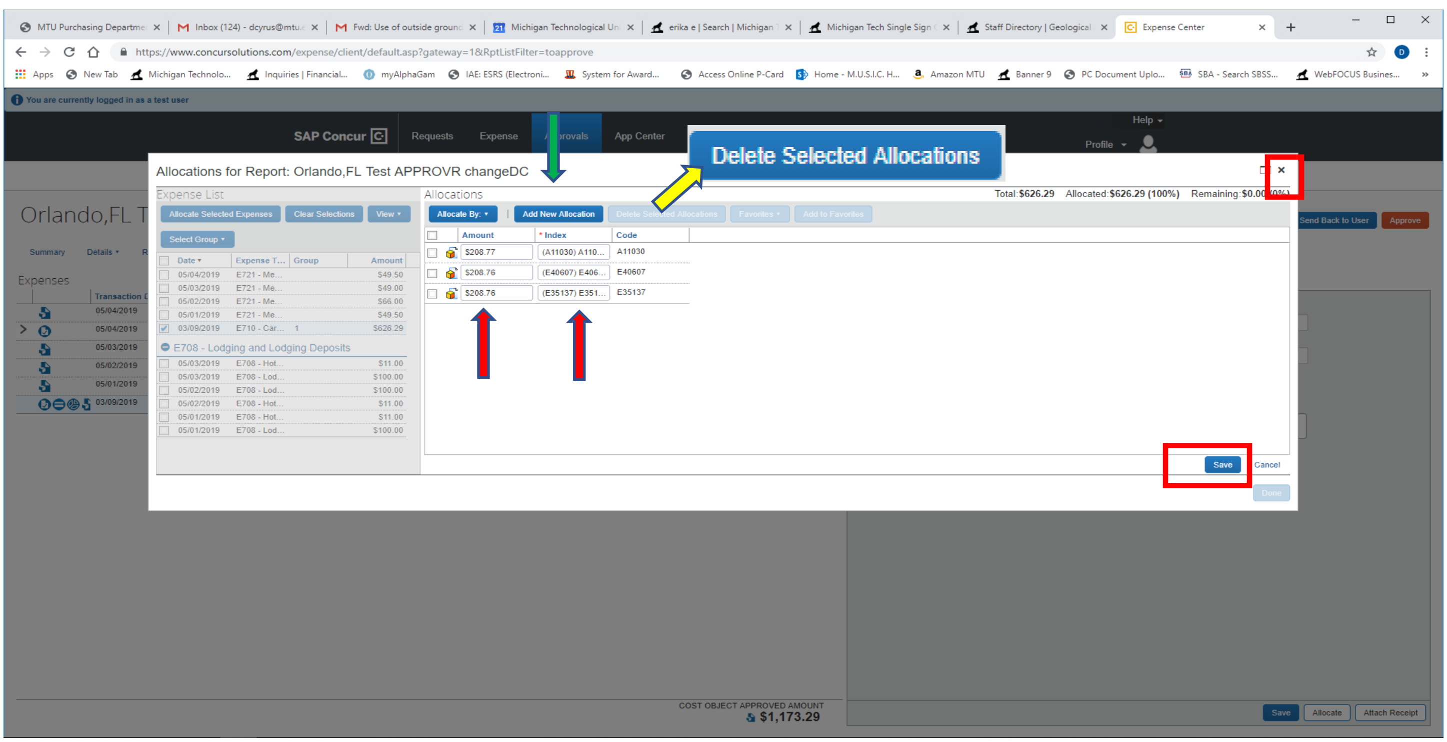
| 14 | View the **Allocations** by **Percentage** or **Amount**. |
| | Click in the field to change, make change(s), and **Save**. |
| | To **Delete** an **Allocation**, select the line by checking the box, click **Delete Selected Allocations.** |
| | To add an Index, click **Add New Allocation**, make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




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**.