

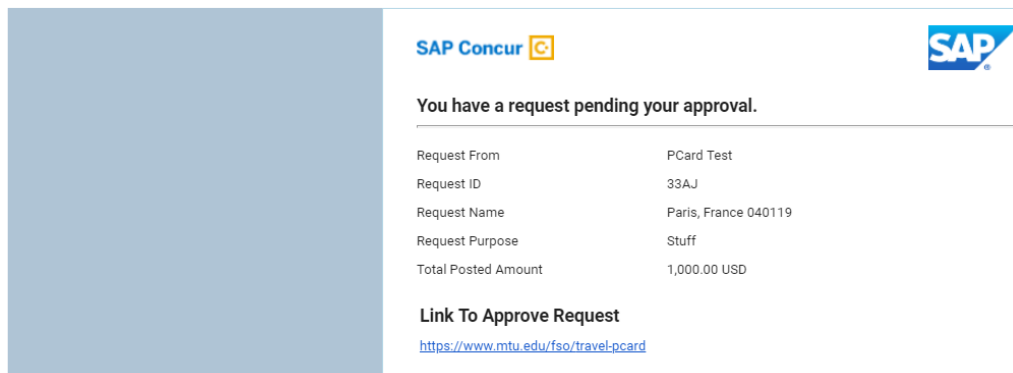
## How to Approve Expense Reports in Concur

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](mailto:AutoNotification@concur.com) when an Expense Report requires approval

Request Pending Your Approval Inbox x

AutoNotification@concur.com  
to DCYRUS ▾



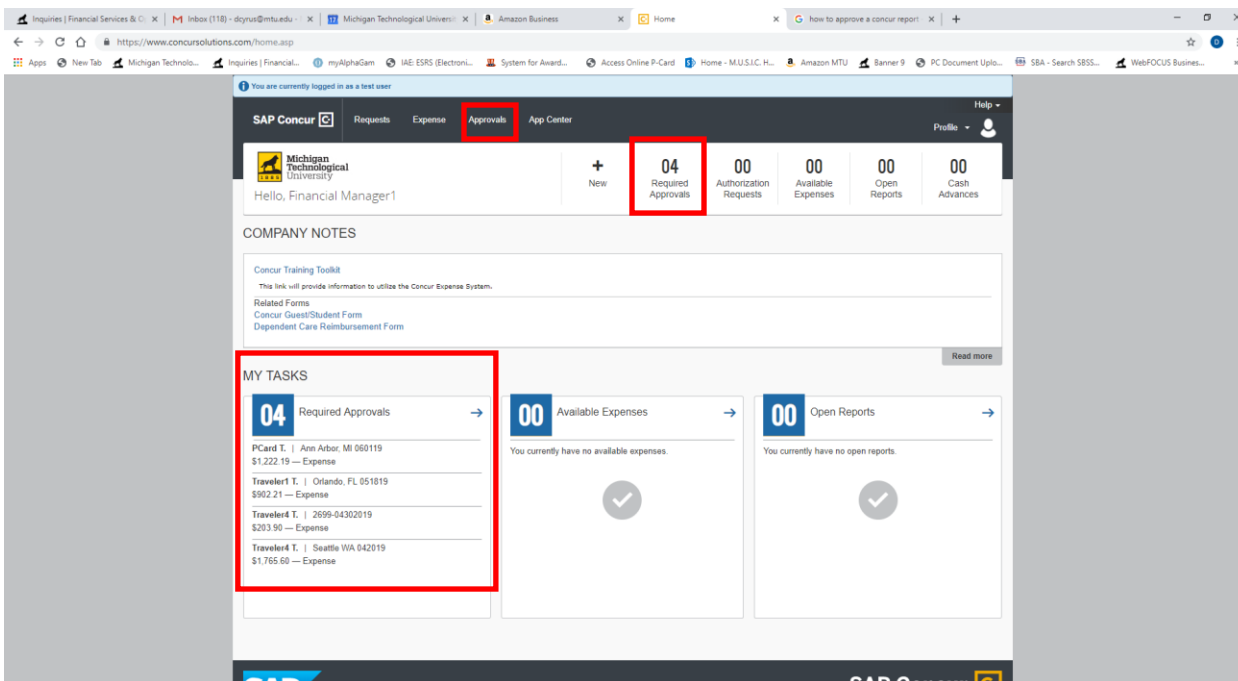
**SAP Concur**

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.



The screenshot shows the SAP Concur home screen with several key elements highlighted in red:

- Approvals Tab:** Located in the top navigation bar, it is highlighted with a red box.
- Required Approvals Card:** A card in the top right section showing "04 Required Approvals", highlighted with a red box.
- MY TASKS Section:** A section at the bottom left containing three task cards:
  - Required Approvals:** Shows "04" and a list of pending 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
  - Available Expenses:** Shows "00" and the message "You currently have no available expenses."
  - Open Reports:** Shows "00" and the message "You currently have no open reports."

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 <b>exit</b> 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, Traveler1  
 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]

5

Details ▾ Receipts ▾ Print / Email ▾

Report

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

Allocations

Travel Allowances

Allocations for Report: Orlando, FL 051819

Expense List

Allocate Selected Expenses Clear Selections View ▾

Select Group ▾

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

View ▾

- 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 <b>Expenses</b> 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 <b>Expenses</b> list you can sort by clicking on the corresponding column header. |
| 7  | After reviewing the Expense entry level information, review the <b>Receipt</b> image*   |
| 7b | Review attached image and repeat process for all <b>receipts</b> .  |
| 8  | Expand expenses by selecting the radial to the left to view itemizations  |

Expenses

Date	Expense Type	Amount	Requested
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

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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

Enter Vendor Name: GOLDEN PACIFIC AIR

Destination City: Reno, Ohio

Payment Type: Test UNIV P-CARD

Amount: 583.93 USD

Reviewed: No

Approved Amount: 583.93

Comment:

8

6

03/07/2019 E699 - Other Supp Postal Services \$87.28

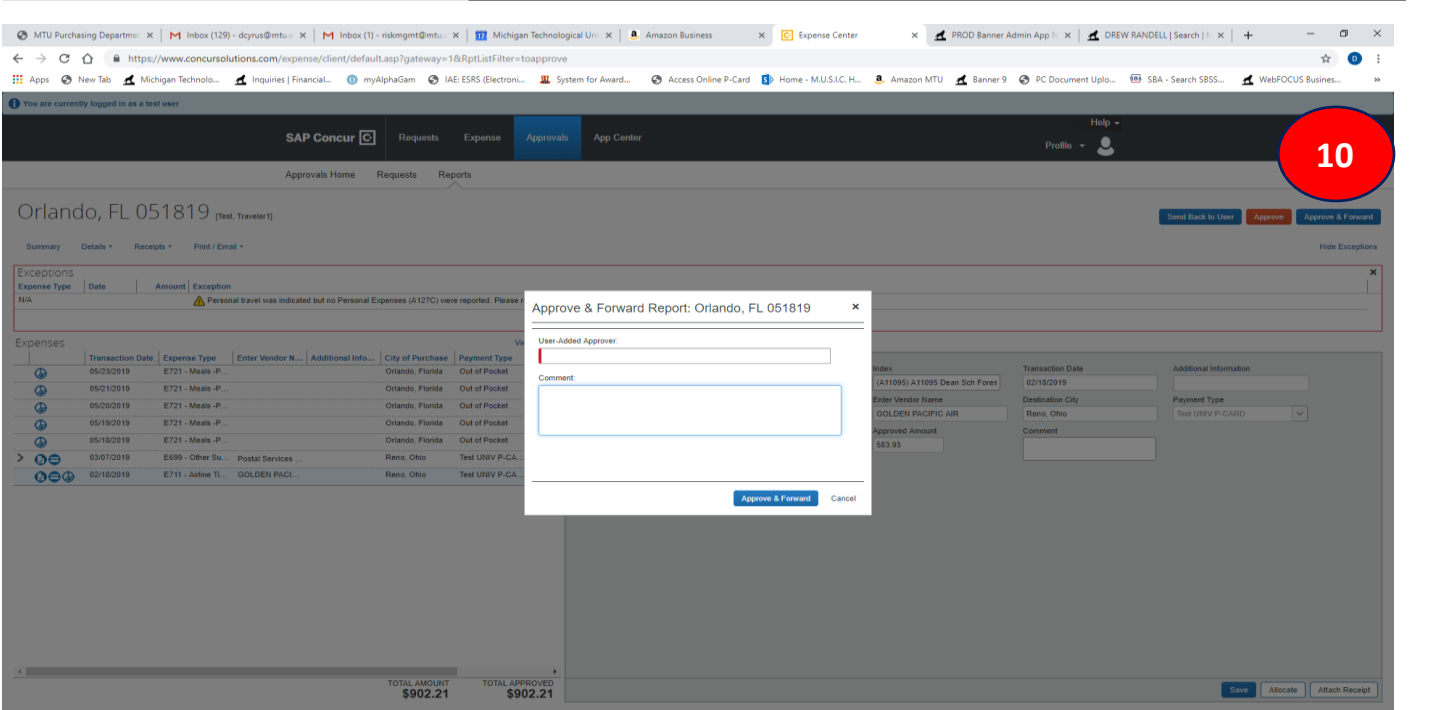
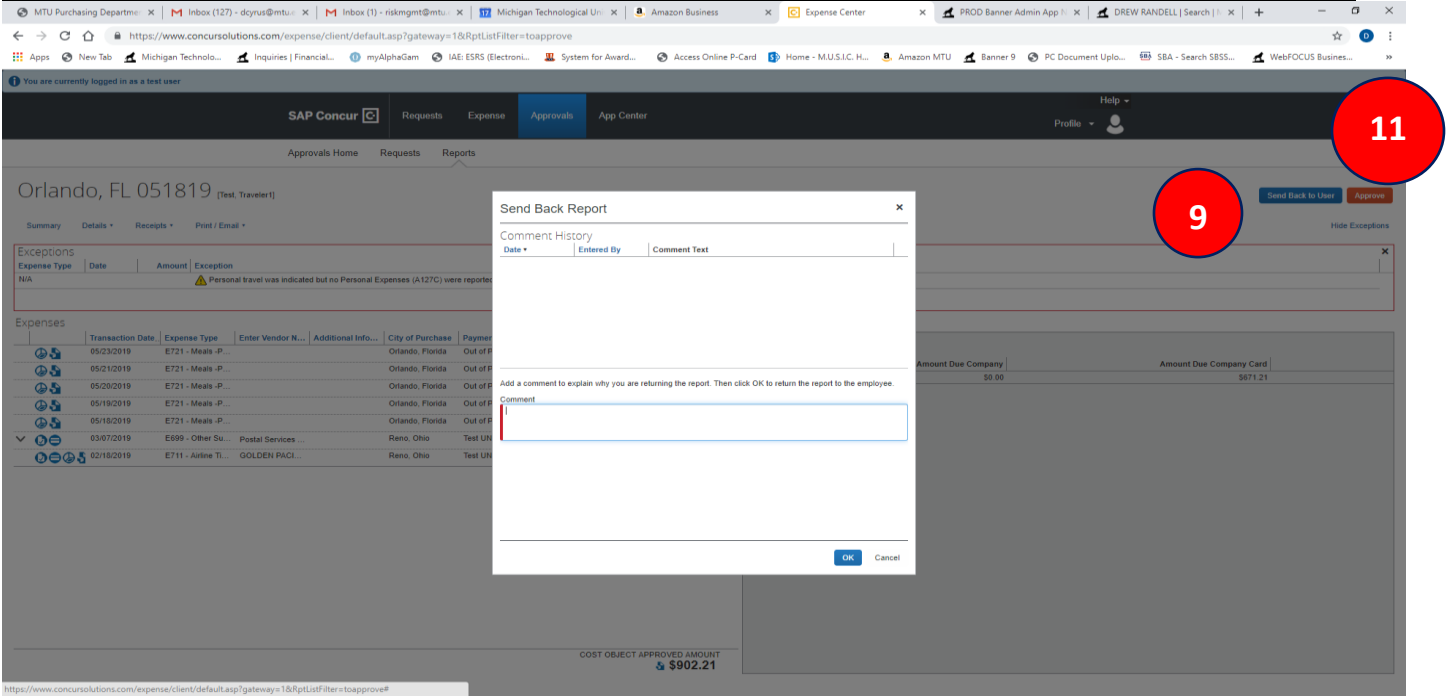
03/07/2019 E699 - Other Si \$55.00

03/07/2019 E762 - Parking \$32.28

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



- |    |  |
|----|--|
| 11 | If the Expense Report passes audit click the <b>Approve</b> 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 <b>Expenses</b> line you would like to review. The Expense detail is shown in the gray box to the left.
13	To change the <b>Expense Type</b> , select the drop-down and click on the correct expense. Click <b>Save</b> .





The screenshot shows the SAP Concur Expense Center interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. The main content area displays a list of expenses for 'Orlando, FL Test APPROVR changeDC (Test Traveler1)'. A table lists expenses with columns for Transaction Date, Expense Type, Enter Vendor N., Additional Info., City of Purchase, Payment Type, Amount, and Adjusted Claim. The first two rows are highlighted with a red box and labeled '12'. The detail view on the right shows the selected expense (05/04/2019, E706 - Lodging and Lodging Deposits) with a red box around the 'Expense Type' dropdown menu, labeled '13'. The 'Save' button is also highlighted with a red box at the bottom right.

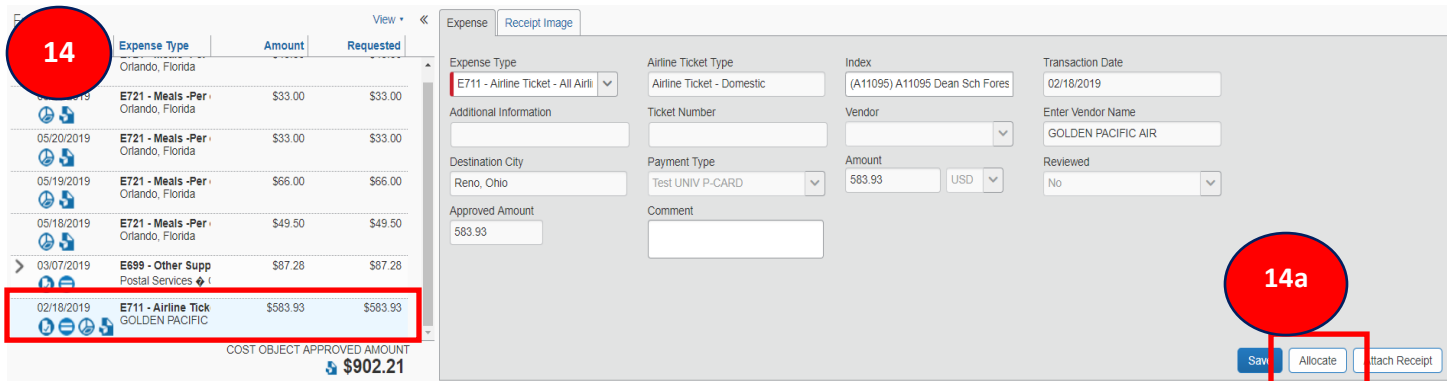
Transaction Date	Expense Type	Enter Vendor N.	Additional Info.	City of Purchase	Payment Type	Amount	Adjusted Claim
05/04/2019	E706 - Lodging and Lodging Deposits	A.H.M.I. Hotels		Orlando, Florida	Out of Pocket	\$333.00	\$333.00
05/03/2019	E721 - Meals -Per diem/actual			Orlando, Florida	Out of Pocket	\$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-CAR	\$626.29	\$626.29

Total Amount: 5333.00 | Itemized: 3333.00 | Remaining: 50.00

COST OBJECT APPROVED AMOUNT: \$1,173.29

## Change Allocation on expense line

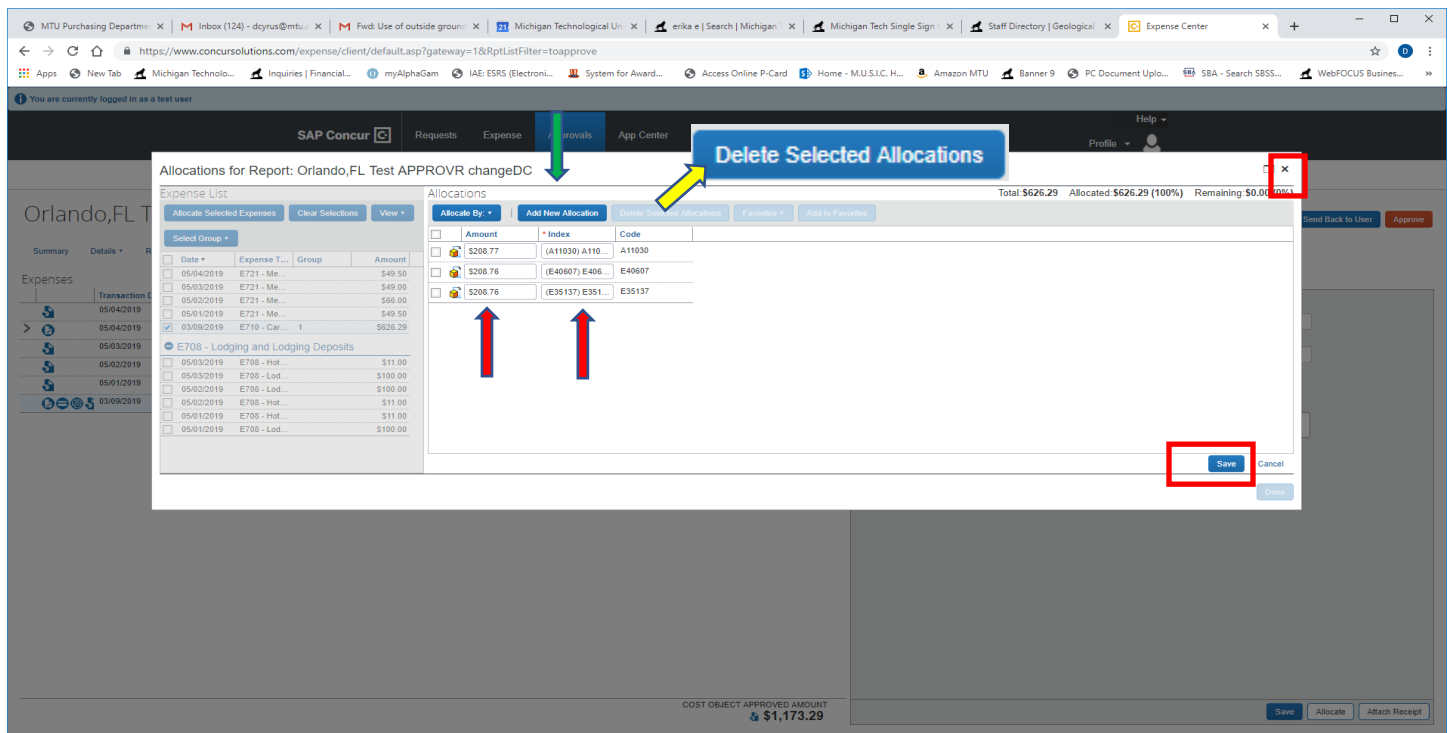
14	View the <b>Allocations by Percentage or Amount</b> .
	Click in the field to change, make change(s), and <b>Save</b> .
	To <b>Delete</b> an <b>Allocation</b> , select the line by checking the box, click <b>Delete Selected Allocations</b> .
	To add an Index, click <b>Add New Allocation</b> , make change(s),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



The screenshot shows the SAP Expense Center interface. On the left, a table lists expense lines. The line for 'E711 - Airline Tick GOLDEN PACIFIC' on 02/18/2019 is highlighted with a red box. A red circle with the number '14' is placed over the table. On the right, the 'Expense' details form is visible, showing fields for Expense Type, Airline Ticket Type, Index, Transaction Date, and Amount. A red circle with '14a' is placed over the 'Allocate' button at the bottom right of the form.

Expense Type	Amount	Requested
E721 - Meals - Per Orlando, Florida	\$33.00	\$33.00
E721 - Meals - Per Orlando, Florida	\$33.00	\$33.00
E721 - Meals - Per Orlando, Florida	\$66.00	\$66.00
E721 - Meals - Per Orlando, Florida	\$49.50	\$49.50
E699 - Other Supp Postal Services	\$87.28	\$87.28
<b>E711 - Airline Tick GOLDEN PACIFIC</b>	<b>\$583.93</b>	<b>\$583.93</b>

COST OBJECT APPROVED AMOUNT: \$902.21



The screenshot shows the SAP Concur interface with the 'Delete Selected Allocations' dialog box open. The dialog box has a title bar with 'Delete Selected Allocations' and a close button (X) on the right. The main area of the dialog shows a table of allocations with columns for Amount, Index, and Code. Three rows are visible, each with a checkbox and a yellow arrow pointing to it. A red box highlights the 'Save' button at the bottom right of the dialog. A red circle with '14' is placed over the 'Delete Selected Allocations' button in the background.

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

Total: \$626.29 Allocated \$626.29 (100%) Remaining \$0.00

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" and shows a list of expenses and a summary table.

**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

**Summary Table:**

Amount	Adjusted Claim...
\$49.50	\$49.50
\$333.00	
\$49.00	\$49.00
\$66.00	\$66.00
\$49.50	\$49.50
\$626.29	\$626.29

**Report Summary Table:**

Amount Due Company	Amount Due Company ...	Amount Due Employee
\$0.00	\$626.29	\$547.00

**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