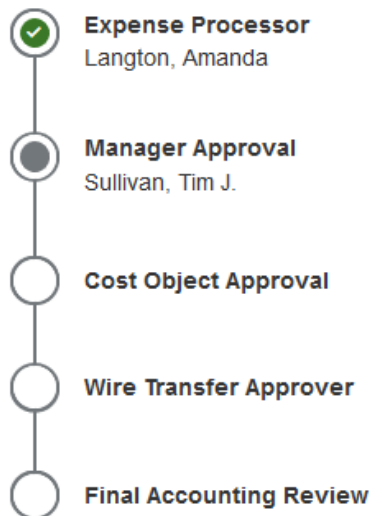


SAP CONCUR How-To Sheets

Approving an EXPENSE Report

Approval Flow



This how-to sheet outlines the steps required:

For managers or cost object approvers to approve **expense reports**.

Who is the manager?

The manager (i.e. Manager Approval in the approval flow) must be an individual in a one-up role or higher from the claimant.

Who is the cost object approver?

The financial approval authority/ies (i.e. Cost Object Approval in the approval flow) for the index/es that a given report has been charged to.

What if the approver is both?

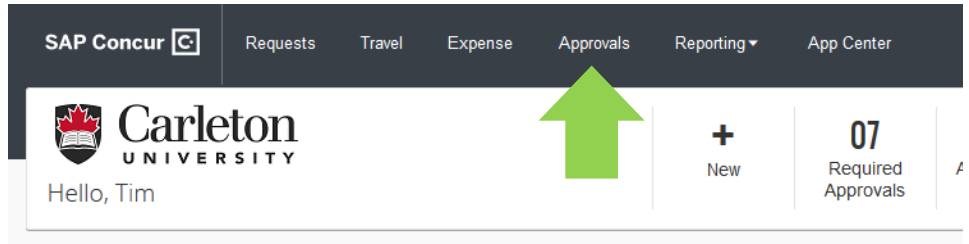
If the approver is both the manager and cost object approver, they will be **approving BOTH STEPS in the 'Manager Approval' step**.

Governing Policies can be found on the University Secretariat's site:

- Approval and Delegation of Authority
- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

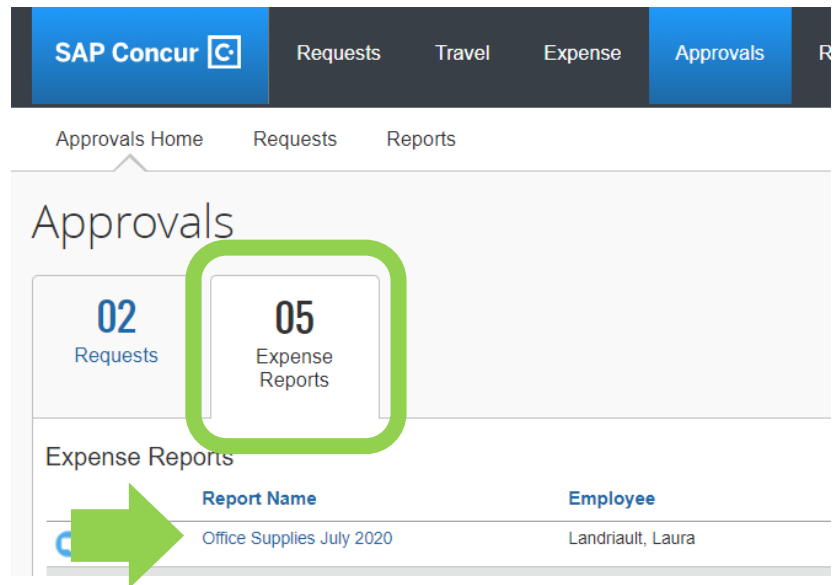
THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

- 1. From the landing page, click on the dark grey 'Approvals' button at the top of the screen.

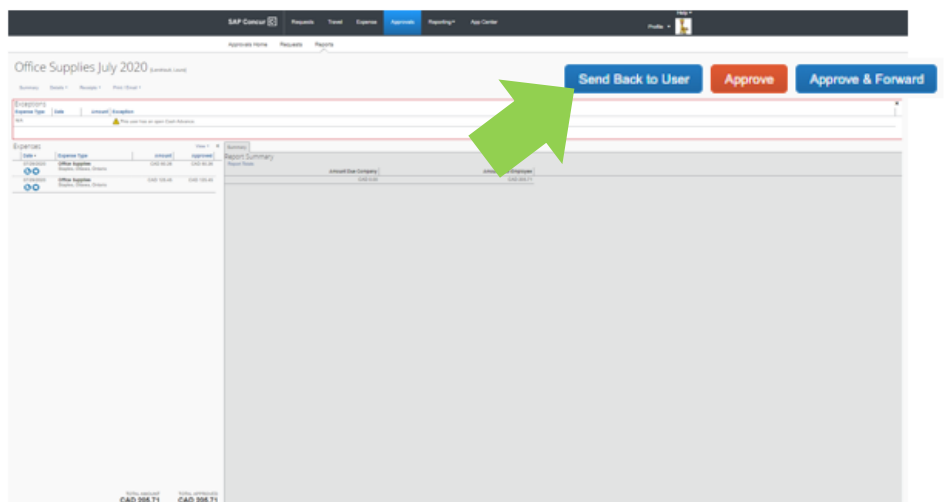


- 2. If there is a number on the 'Expense Reports' tab, an expense report is waiting for your approval.

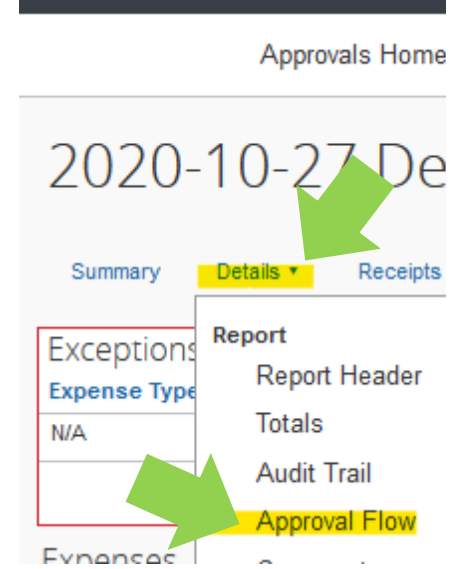
Click on the blue 'Report Name' you want to approve.



- 3. If you need to **send the report back to the claimant**, click on the blue 'Send Back to User' button.



- 4a. You may be responsible for more than one approval step. As an approver, you can check your current approval step.



- 4b. Checking your current approval step can't ...

The arrow will always point to the current step. In this case it is the 'Manager Approval' step.

Tip: If you are both the manager and cost object approver, you will be approving BOTH STEPS in the 'Manager Approval' step. If you need to double check if you are both, then you can check the index (see Step 5).

Approval Flow for Report: 2020-10-27 Demo

Expense Processor:

Processor, Processor

(02/2021 Approved)

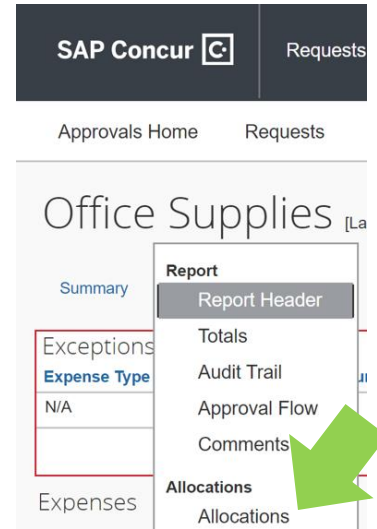
→ Manager Approval:

One, Traveller

Cost Object Approval:

5a. Approvers **can change** the **index** (also called FOAPAL or funding source) the expense report has been charged to.

To change the index, click on the blue 'details' text (hidden behind the drop down menu in this screen capture) and choose 'Allocations' from the drop down menu.



5b. change the index can't ...

In the window that opens, click on the box beside the expense line that requires a different index.

Tip: To choose **all** expense lines, click on the box beside the blue 'Date' text.

Allocations for Report: Office Supplies July 2020

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input type="checkbox"/>	07/29/2020	Office Sup...		CAD 80.26
<input type="checkbox"/>	07/29/2020	Office Sup...		CAD 125.45

5c. change the index can't ...

Click on the blue 'Allocate Selected Expenses' button.

Allocations for Report: Office Supplies July 2020

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾


<input type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input type="checkbox"/>	07/29/2020	Office Sup...		CAD 80.26
<input checked="" type="checkbox"/>	07/29/2020	Office Sup...		CAD 125.45

5d. change the index can't ...

Click on the blue 'Add New Allocation' button.

Allocations for Report: Office Supplies July 2020

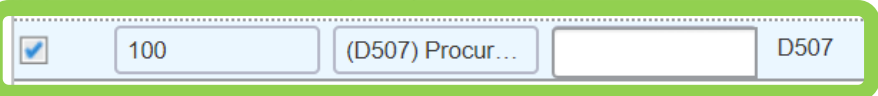
Expense List				Allocations			
Allocate Selected Expenses Clear Selections Summary				Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾			
Select Group ▾							
Date ▾	Expense T...	Group	Amount	Percentage	* Index	Activity Code	Code
<input type="checkbox"/>	07/29/2020	Office Sup...	CAD 80.26				
<input checked="" type="checkbox"/>	07/29/2020	Office Sup...	CAD 125.45	100	(D498) Financ...		D498



In the new line, click on the box at the beginning of the line. Adjust the percentage accordingly and choose an index.

Allocations Total: CAD 125.45 Allocated: CAD 188.18 (150%)



Allocations			
Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾			
Percentage	* Index	Activity Code	Code
<input type="checkbox"/>	50	(D498) Financ...	D498
<input checked="" type="checkbox"/>	100	(D507) Procur...	D507



To delete the original index, click on the box at the beginning of the expense line. Click on the blue 'Delete Selected Allocations' button.

Allocations Total: CAD 125.45 Allocated: CAD 188.18 (150%)

Allocations			
Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾			
Percentage	* Index	Activity Code	Code
<input checked="" type="checkbox"/>	50	(D498) Financ...	D498
<input type="checkbox"/>	100	(D507) Procur...	D507




Click the blue 'Save' button when you are finished.


Allocations for Report: Office Supplies July 2020

Expense List				Allocations			
Allocate Selected Expenses Clear Selections Summary				Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites			
Select Group ▾							
Date ▾	Expense T...	Group	Amount	Percentage	* Index	Activity Code	Code
<input type="checkbox"/>	07/29/2020	Office Sup...	CAD 80.26				
<input checked="" type="checkbox"/>	07/29/2020	Office Sup...	CAD 125.45	100	(D507) Procur...		D507

Total: CAD 125.45 Allocated: CAD 125.45 (100%) Remaining: CAD



6. The box outlined in red indicates whether the claimant has any open cash advance requests.

Exceptions			
Expense Type	Date	Amount	Exception
N/A			 This user has an open Cash Advance.

IMPORTANT! A processor has **already** ensured that relevant cash advance requests are attached.

7. The columns will tell you ...

- **Date:** date of purchase
- **Expense Type:** broad category and city of purchase
- **Amount:** amount claimed for the expense
- **Approved:** shows any changes made by approver

Expenses				View ▾	⏪
Date ▾	Expense Type	Amount	Approved		
07/26/2020  	Office Supplies Office Supplies, Ottawa, Ontario	CAD 25.63	CAD 25.63		
07/26/2020  	Office Supplies Staples, Ottawa, Ontario	CAD 9.99	CAD 9.99		
07/26/2020  	Office Supplies Staples, Ottawa, Ontario	CAD 3.99	CAD 3.99		
07/26/2020  	Office Supplies staples, Ottawa, Ontario	CAD 20.56	CAD 20.56		

IMPORTANT! A processor has **already** verified that the details provided here match the receipts.

8. Click on any row to view additional detail or modify fields.

Tips:

- The 'Amount' field can only be adjusted down.
- The comments appear at the top of the grey box.
- Hover over the blue arrow and question mark icon for an explanation about a given field.

Expense Receipt Image

Previous Comment
Entered By Laura Landriault: highlighters

Expense Type Office Supplies	Account Code 710000 - Office Supplies	Transaction Date 07/26/2020	Enter Vendor Name Staples	City of Purchase Ottawa, Ontario
Payment Type Out of Pocket	Amount 3.99 CAD	Reviewed No	HSTON Amount in CAD 0.46	Approved Amount 3.99
Receipt Status Receipt	Comment			

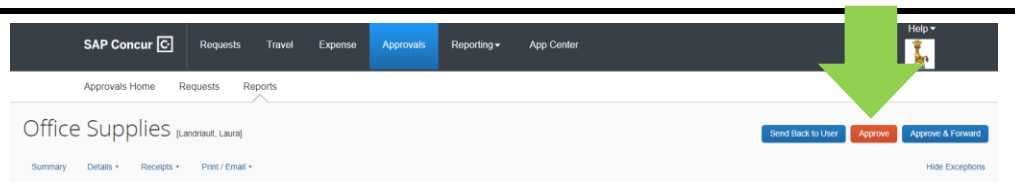
9. Click on the 'Receipt Image' tab to view related documentation.

Expense Receipt Image

Previous Comment
Entered By Laura Landriault: highlighters

Expense Type Office Supplies	Account Code 710000 - Office Supplies	Transaction Date 07/26/2020	Enter Vendor Name Staples	City of Purchase Ottawa, Ontario
Payment Type Out of Pocket	Amount 3.99 CAD	Reviewed No	HSTON Amount in CAD 0.46	Approved Amount 3.99
Receipt Status Receipt	Comment			

10. When you are ready, click the orange 'Approve' button.

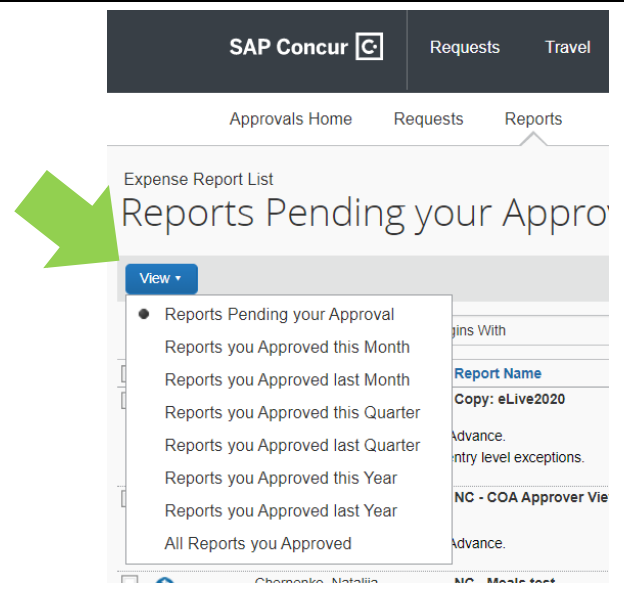


11. Read the 'User Electronic Agreement'.
Click the blue 'Accept' button to **certify** that the text in the 'User Electronic Agreement' window is true.



12. After you've finished approving a report, the system will return to the remaining reports pending your approval.

Tip: To view reports that you have already approved, click on blue 'View' button.



What next?

- Visit the carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.