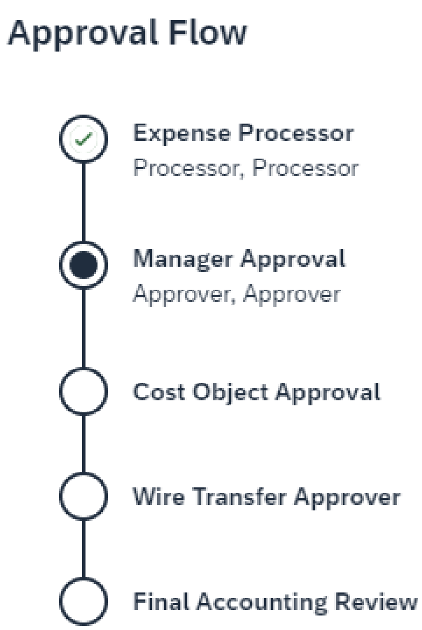
SAP CONCUR How-To Sheets

Approving an EXPENSE Report



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

Last updated February 14, 2024

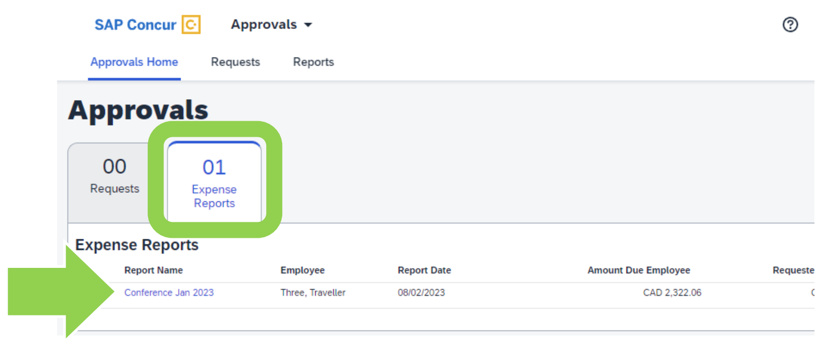
THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. From the landing page, click on the **'Required Approvals'** button.

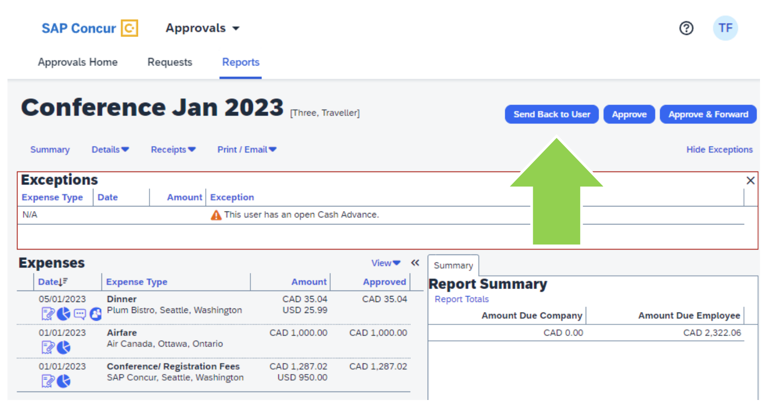
   In this example, there is 1 required approval.

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.



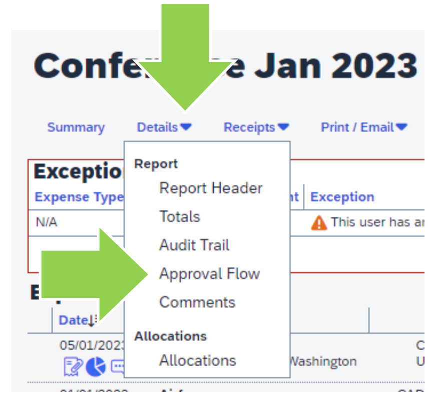
3. **OPTIONAL:** If you need to **send the report back to the claimant**, click on the blue 'Send Back to User' button.



4a. **Checking your current approval step**

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

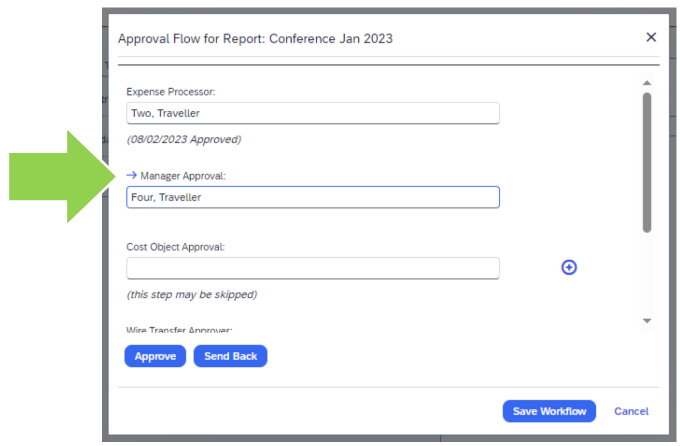
Click on the blue **'Details'** text. From the drop-down menu click on the **'Approval Flow'** option.



4b. **Checking your current approval step**

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

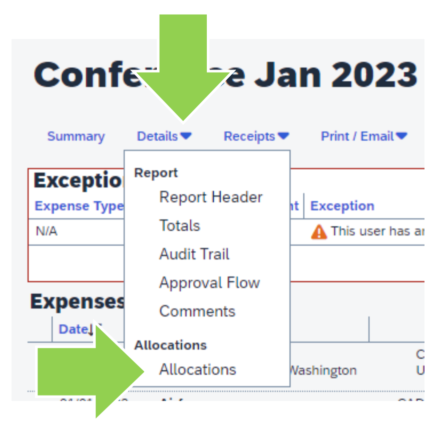
TIP: If you are both the manager and cost object approver, you will be approving BOTH STEPS in the 'Manager Approval' step. If you need to double check if you are both, then you can check the index (see Step 5).



5a. **Changing the index**

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 and choose **'Allocations'** from the drop-down menu.



5b. **Changing the index**

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

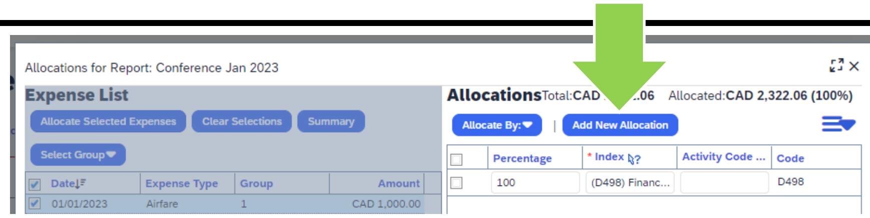
Tip: To choose **all** expense lines, click on the box beside the blue 'Date' text.

5c. **Changing the index**

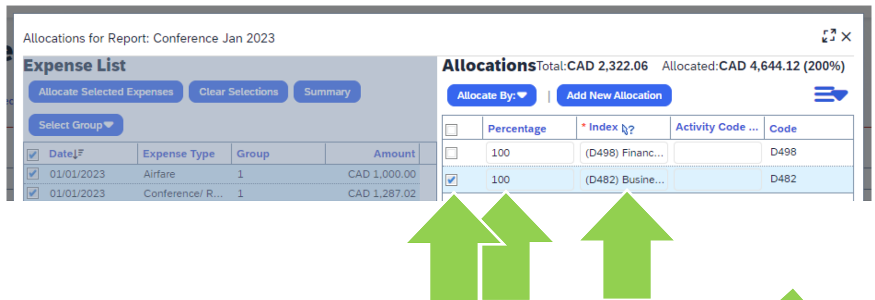
Click on the blue **'Allocate Selected Expenses'** button.

5d. Changing the index

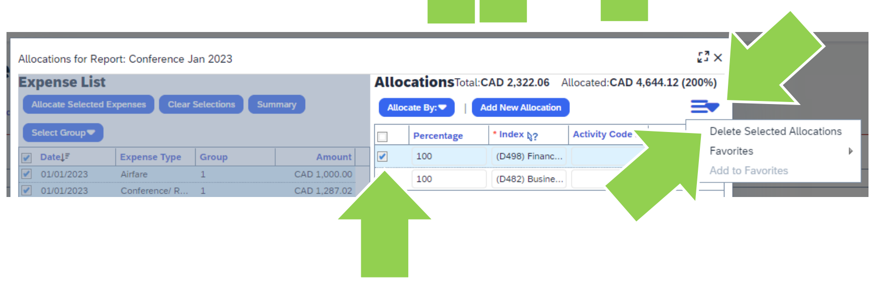
Click on the blue **'Add New Allocation'** button.



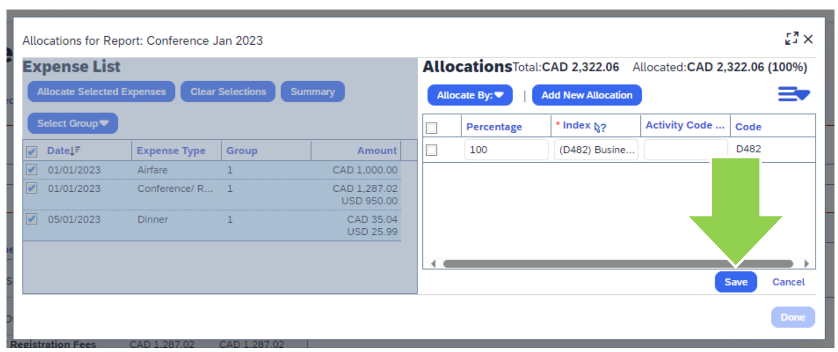
In the new line, click on the box at the beginning of the line. Adjust the percentage in the **'Percentage'** field accordingly and choose an index in the **'Index'** field.



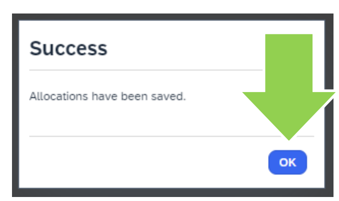
To delete the original index, click on the box at the beginning of that line. In the window that opens, click on the **'Delete Selected Allocations'** option. Click the 'OK' in the box that opens (not shown).



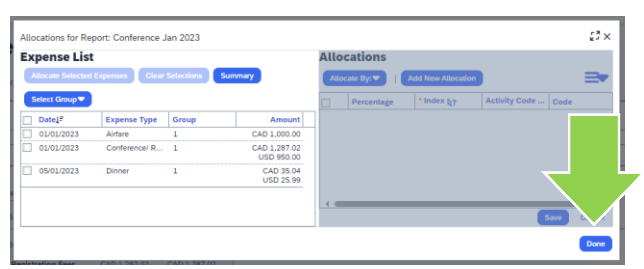
When you are finished, click the blue **'Save'** button.



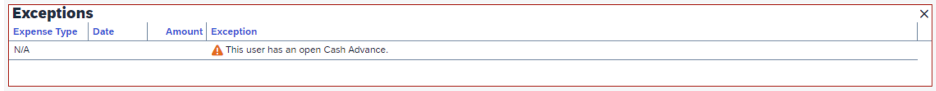
In the window that opens, click the blue **'OK'** button.



Click on the blue **'Done'** button.



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

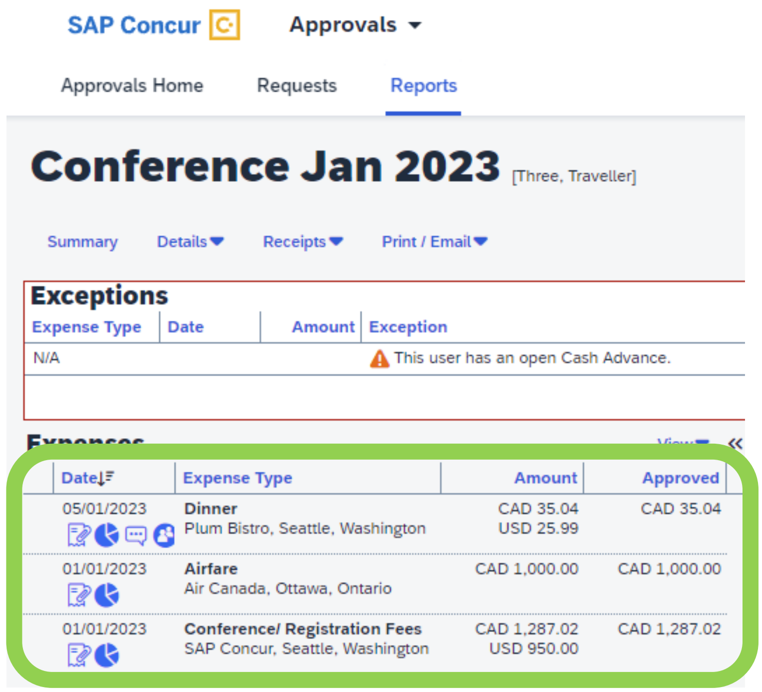


IMPORTANT! A processor has **already** ensured that relevant cash advance requests are attached.

6. The columns will tell you …
   - **Date:** date of purchase
   - **Expense Type:** broad category and city of purchase
   - **Amount:** amount claimed for the expense
   - **Approved:** the amount you will approve

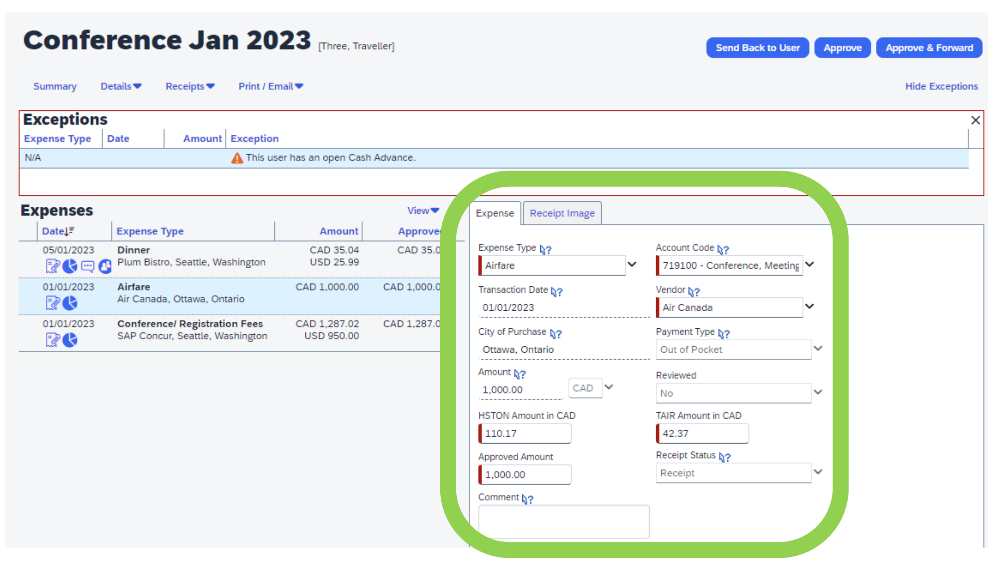
   IMPORTANT! A processor has **already** verified that the details provided here match the receipts.

   Click on any row to view additional detail (e.g. comments) or modify fields.

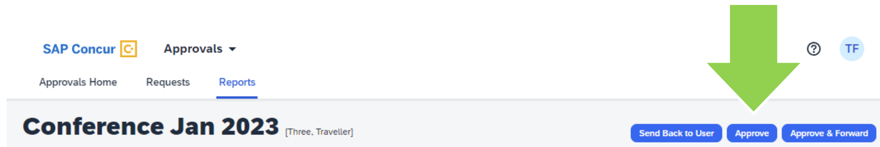


7. **TIPS:**
   - The 'Amount' field can only be adjusted down.
   - Hover over the question mark icon for an explanation about a given field.
   - Click on the 'Receipt Image' tab to view related documentation.

   If you make changes, click the blue **'Save'** button.

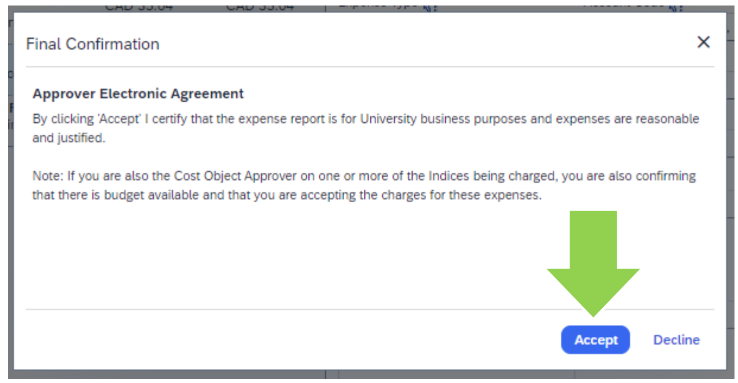


8. When you are ready, click the blue **'Approve'** button.



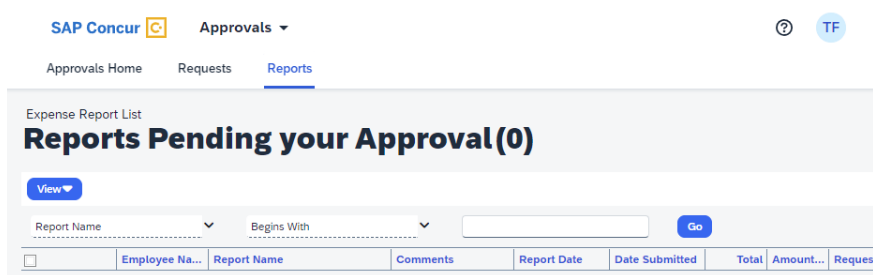
9. Read the 'User Electronic Agreement.

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



10. After you've finished approving a report, the system will return to the remaining reports pending your approval. In this example, there are no remaining reports to approve.

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.