



Business Liaison Weekly Q&A

April 18, 2024

SAP Concur 



Critical Role of Business Liaison

- Primary quality control point
 - Validate funding/expense types
 - Verify expenses claimed are allowable under department/university policy
 - Provide comments/details needed for understanding and processing of expense
 - Ensure all receipts and required documentation are attached
 - Communicate important information to travelers and cardholders in your unit(s)



Topics Covered

- Modifying Expense Type
- Adding/modifying allocation
- Additional Approver to Workflow
- Reviewing previous requests and reports
- Large Group Attendee List
- Other Employee Travel Expense Charged in Error
- Closed Requests
- Questions

Modifying Expense Type

- Expense Type + Report Header controls the object code

Nick Zoomermann Purchases [Test-Zimmermann, Clone]

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email

Expenses

	Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purcha...	Payment Type	Amount	Adjusted Clai...
	04/10/2024	Livestock (Non-capital)	Staples			Out of Pocket	\$30.47	\$30.47
	04/10/2024	Computer Accessories & Supplies	Best Buy			Out of Pocket	\$24.83	\$24.83

View Expense Receipt Image

Expense Type
Livestock (Non-capital)

Transaction Date
04/10/2024

Additional Comments

Additional Information

Enter Vendor Name
Staples

City of Purchase

Payment Type
Out of Pocket

Amount
30.47 USD

TOTAL AMOUNT \$55.30 TOTAL REQUESTED \$55.30

Save Allocate Attach Receipt

Modifying Expense Type

Nick Zoomermann Purchases [Test-Zimmermann, Clone]

[Send Back to Employee](#) [Approve](#) [Approve & Forward](#)

[Summary](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses

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TOTAL AMOUNT **\$55.30** TOTAL REQUESTED **\$55.30**

Expense [Receipt Image](#)

Expense Type

- Livestock (Non-capital)**
- newspapers/magazines/books... subscription
- Postage
- Printing/Photocopying/Stationery
- Recruitment Expenses
- 06. Materials & Supplies**
- Ag Supplies, Materials & Parts
- Books / Library Materials (Non-capital)
- Clothing / Protective Clothing
- Feed & Forage
- Food for Human Consumption
- Fuel, Oil, Diesel, Kero (Non-Motor Vehicle)
- Household Supplies
- Livestock (Non-capital)
- Office Supplies
- Power Plant Supplies

30.47 USD

[Save](#) [Allocate](#) [Attach Receipt](#)

Modifying Expense Type on Itemized Transaction

- If you are having trouble modifying an expense type, it may be itemized
- Reminder: Changing Expense Type may also change the data fields available to capture information



Expenses View ▾ <<

<input type="checkbox"/>		Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purcha...	Payment Type	Amount	Adjuste
<input type="checkbox"/>		08/20/2023	Other Professi...	Sewing, Needl...		Manhattan, Ka...	KSU Credit Card	\$62.19	
<input checked="" type="checkbox"/>		08/20/2023	Other Professi	Sewing, Needl...		Manhattan, Ka...	KSU Credit Card	\$60.00	
<input type="checkbox"/>		08/20/2023	Professional Iv	Sewing, Needl...		Manhattan, Ka...	KSU Credit Card	\$2.19	
<input type="checkbox"/>		08/20/2023	Office Supplies	Stationery Stor...	Staples	Manhattan, Ka...	KSU Credit Card	\$320.77	
<input type="checkbox"/>		08/18/2023	Rent - IT Softw...	Orthopedic Go...	MedHub Softw...	Chicago, Illinois	KSU Credit Card	\$530.41	
<input type="checkbox"/>		08/14/2023	Office Supplies	No Vendor Sup...	Staples	Chicago, Illinois	KSU Credit Card	\$409.02	

TOTAL AMOUNT TOTAL APPROVED

Itemization

Total Amount: \$62.19 | Itemized: \$62.19 | Remaini

Expense Type
Other Professional Services ▾

Contract Number

Invoice Number

Additional Comments

Save Allocate Cancel

Adding an Allocation

Delegate View: Acting for the Traveler/Cardholder

SAP Concur Expense

Manage Expenses Card Transactions Cash Advances

Alerts: 3

Seminar \$614.59

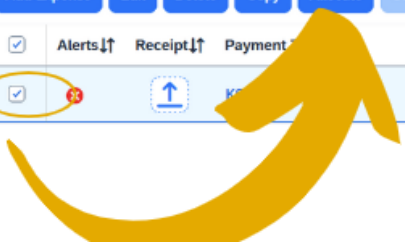
Not Submitted | Report Number: 0TFH3P

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Copy **Allocate** Combine Expenses Move to

View: Standard

<input type="checkbox"/>	Alerts↑	Receipt↑	Payment	Expense Type↑	Vendor Details↑	Date↓	Requested↑
<input checked="" type="checkbox"/>	3			Undefined	AERO COACH AVAIATION	08/20/2023	\$614.59
							\$614.59



Adding an Allocation

Delegate View: Acting for the Traveler/Cardholder

Allocate ✕

Expenses: 2 | \$196.57


Percent Amount


Amount \$196.57	Allocated 100% \$196.57	Remaining 0% \$0.00
--------------------	----------------------------	------------------------

Default Allocation

Code
Default Amount USD
\$196.57

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)





No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.



Adding an Allocation

Delegate View:

SAP Concur Expense

Allocate

Expenses: 2 | \$196.57

Percent | Amount

Amount
\$196.57

Default Allocation

Code
Default

Add Edit Remove Save as Favorite

Add Allocation

+ New Allocation

★ Favorite Allocations

* Required field

Department * (90001) Test Department 1

Project * (NKSUDFAULT) Default Project

PCA * (20110) Default PCA

Award * (NOAWRD) Default Award

Cancel Save

Adjustments to Allocations

Approver View: Business Liaison

The screenshot displays the SAP Concur interface for an Approver. At the top, the SAP Concur logo and 'Approvals' dropdown are visible. Below are navigation tabs for 'Approvals Home', 'Requests', and 'Reports'. The main heading is 'August 2023 Travel Reimbursement [Test, Supervisor Approver]'. A yellow arrow points from the 'Reports' tab to the main heading. Below the heading are tabs for 'Summary', 'Details', 'Receipts', and 'Print / Email'. A dropdown menu is open under 'Details', listing options: 'Report', 'Report Header', 'Totals', 'Audit Trail', 'Approval Flow', 'Comments', 'Allocations', and 'Allocations'. The 'Allocations' option at the bottom of the menu is circled in yellow. The background shows a table with columns for 'Expense Type', 'Enter Vendor ...', and 'Additional Inf...'. On the right, there is a 'Report Summary' section with 'Report Totals' and a 'Requests (1)' section with a link for 'August 2023 Travel Reimbursement'.

Adjustments to Allocations

Approver View:

Allocations for Report: August 2023 Travel Reimbursement

Expense List

Allocate Selected Expenses

Clear Selections

Summary

Select Group

<input checked="" type="checkbox"/>	Date	Expense Type	Group	Amount
<input checked="" type="checkbox"/>	08/01/2023	Personal Car ...		\$206.98
<input checked="" type="checkbox"/>	08/01/2023	Personal Car ...	1	\$261.35
<input checked="" type="checkbox"/>	08/15/2023	Personal Car ...		\$206.98
<input checked="" type="checkbox"/>	08/16/2023	Personal Car ...		\$261.35
<input checked="" type="checkbox"/>	08/30/2023	Professional ...		\$34,000.00

Allocations

Allocate By: ▼

Add New Allocation



Percentage

* Department

Adjustments to Allocations

Approver View:

Allocations for Report: August 2023 Conference



Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

<input type="checkbox"/>	Date	Expense ...	Group	Amount
<input type="checkbox"/>	08/16/2023	Meal Per ...		\$40.50
<input type="checkbox"/>	08/16/2023	Incidental...		\$3.75
<input type="checkbox"/>	08/15/2023	Travel-ReL...		\$250.00
<input type="checkbox"/>	08/15/2023	Rental Car...		\$25.00
<input type="checkbox"/>	08/15/2023	Meal Per ...		\$40.50
<input type="checkbox"/>	08/15/2023	Incidental...		\$3.75

Hotel

<input type="checkbox"/>	08/15/2023	Hotel		\$300.00
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Allocations

Total:\$40.50 Allocated:\$40.50 (100%) Remaining:\$0.00 (0%)

Allocate By: | Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Project	* PCA	* Award	* Fund Source	Department Id...	Code
<input type="checkbox"/>	100	(25020) Acco...	(NBAACOLFE...	(20110) Gene...	NOAWRD	(2000) GENE...		25020-NBAAC...

Save Cancel

Adjustments to Allocations

Approver View:

Allocations for Report: Travel to Super Cool Conference

Total: \$250.00 Allocated: \$250.00 (100%) Remaining: \$0.00 (0%)

Percentage	Department	* Project	* PCA	* Award	* Fund Source	Department Id...	Code
10	03010 Provo...	(GRP00388...	(21220) Indivi...	(BG5022) RP...	(3145) UNIV ...	They are payi...	03010-GRP0...
45	90002	(NKSUDFAUL...	(20110) Defa...	(NOAWRD) D...	(2080) Defaul...		90002-NKSUD...
45	(30005) Divisi...	NCASDRARA...	(20460) Acad...	NOAWRD	(2080) RESTR...		30005-NCASD...

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

10-02-2023 | 10-02-2023 | 10-02-2023 | 10-02-2023 | 10-02-2023 | 10-02-2023 | 10-02-2023 | 10-02-2023

Adjustments to Allocations


Approver View:

Allocations Total:\$250.00 Allocated:\$250.00 (100%) Remaining:\$0.00 (0%)

Allocate By: **Percentage** | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Project	* PCA	* Award	* Fund Source	Department Id...	Code
<input type="checkbox"/>	10	(03010) Provo...	(GRP00388...	(21220) Indivi...	(BG5022) RP...	(3145) UNIV ...	They are payi...	03010-GRP0...
<input type="checkbox"/>	45	(90002) Testin...	(NKSUDFAUL...	(20110) Defa...	(NOAWRD) D...	(2080) Defaul...		90002-NKSUD...
<input checked="" type="checkbox"/>	45	Division of Ir...	(NCASDRARA...	(20460) Acad...	NOAWRD	(2080) RESTR...		30005-NCASD...

Adding Additional Approvers to Workflow Requests:

SAP Concur  Approvals ? CT

Approvals Home [Requests](#) Reports

Home / Approvals / Requests / Britt McLaughlin PCARD

Alerts: 1

Britt McLaughlin PCARD

 Britt Test | Pending Business Liaison Approval | Request ID: 33MY

[Request Details](#) [Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts $\uparrow\downarrow$	Expense type $\uparrow\downarrow$	Details \uparrow	Date $\downarrow\uparrow$	Amount $\uparrow\downarrow$	Requested $\uparrow\downarrow$
<input type="checkbox"/>	✖	1) New Card		12/07/2023		


[More Actions](#) [Approve](#)

- Edit Approval Flow
- Approve & Forward
- Send Back to Employee

Adding Additional Approvers to Workflow Requests:

The screenshot displays the SAP Concur 'Approvals' interface. The main content area shows a workflow request for 'Britt McLaughlin PCARD' with a status of 'Pending Business Liaison Approval'. A red error banner at the top indicates a 'Missing required fields: Department Name (displayed on card)'. Below this, a list of approvers is shown, including 'Test, Christa', 'Department Head Approval', and 'Credit Card Admin Review'. A yellow arrow points to the 'Test, Christa' entry. The interface includes navigation tabs for 'Approvals Home', 'Requests', and 'Reports', and a sidebar with 'Alerts: 1'. At the bottom, there are 'Cancel' and 'Save' buttons.

Adding Additional Approvers to Workflow Reports:

SAP Concur  Approvals ▾

Approvals Home Requests Reports

Travel to Denver Cool Conference [Test, Stacy]

Summary Details ▾ Receipts ▾ Print / Email ▾

Expenses Report

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

Allocations

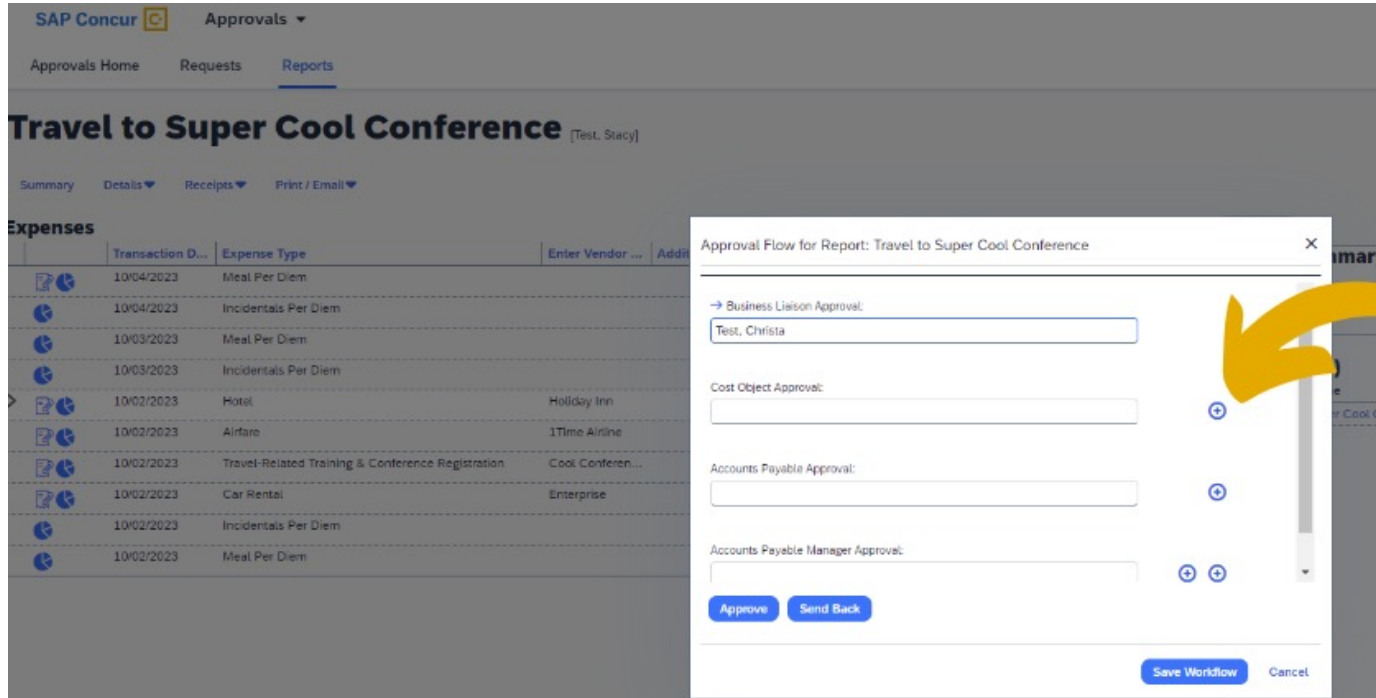
- Allocations

Travel Allowances

- Expenses & Adjustments
- Reimbursable Allowances Summary

Enter Vendor ...	Additional Inf...	City of Purcha...	Payment Type	Amount	Adjusted Clai...
		Atlanta, Georgia	Out of Pocket	\$34.50	\$34.50
		Atlanta, Georgia	Out of Pocket	\$2.50	\$2.50
		Atlanta, Georgia	Out of Pocket	\$34.50	\$34.50
		Atlanta, Georgia	Out of Pocket	\$2.50	\$2.50
Holiday Inn		Atlanta, Georgia	Out of Pocket	\$500.00	
1Time Airline		Manhattan, Ka...	Out of Pocket	\$750.00	\$750.00
Conference Registration	Cool Conferen...	Atlanta, Georgia	Out of Pocket	\$2,500.00	\$2,500.00
Enterprise		Atlanta, Georgia	Out of Pocket	\$250.00	\$250.00

Adding Additional Approvers to Workflow Reports:



SAP Concur Approvals

Approvals Home Requests Reports

Travel to Super Cool Conference [Test, Stacy]

Summary Details Receipts Print / Email

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Add
10/04/2023	Meal Per Diem		
10/04/2023	Incidentals Per Diem		
10/03/2023	Meal Per Diem		
10/03/2023	Incidentals Per Diem		
10/02/2023	Hotel	Holiday Inn	
10/02/2023	Airfare	1Time Airline	
10/02/2023	Travel-Related Training & Conference Registration	Cool Conferen...	
10/02/2023	Car Rental	Enterprise	
10/02/2023	Incidentals Per Diem		
10/02/2023	Meal Per Diem		

Approval Flow for Report: Travel to Super Cool Conference

→ Business Liaison Approval:

Cost Object Approval:
 +

Accounts Payable Approval:
 +

Accounts Payable Manager Approval:
 + +

Approve Send Back

Save Workflow Cancel

Reviewing Previous Requests

SAP Concur Approvals ▾



Acting as Testerson,
Business L

[Approvals Home](#) [Requests](#) [Reports](#)

[Home](#) / [Approvals](#) / Requests

Requests

Limit results to

- Requests you Approved this Month ▾
- Requests Pending your Approval
- Requests you Approved this Month
- Requests you Approved last Month
- Requests you Approved this Quarter
- Requests you Approved last Quarter
- Requests you Approved this Year

Employee

Status

Total

immermann, Clone

Pending Department Head Approval

\$244.40

Reviewing Previous Reports

SAP Concur Approvals ▾

Acting as Testerson,
Business L

Approvals Home Requests Reports

Expense Report List

Reports Pending your Approval (2)

View ▾

- Reports Pending your Approval
- Reports you Approved this Month
- Reports you Approved last Month
- Reports you Approved this Quarter
- Reports you Approved last Quarter
- Reports you Approved this Year
- Reports you Approved last Year
- All Reports you Approved

With

Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Em...	Requested Amount
Nick Zoomermann Purchases	I did not have access to a purchase card because I was in Zoom.	04/10/2024	04/10/2024	\$55.30	\$55.30	\$55.30
Test-Buffington FEB 2024 NT		04/02/2024	04/02/2024	\$432.95	\$0.00	\$432.95

Reviewing Previous Reports

- There is the ability to search Reports

Expense Report List

All Reports you Approved

[View](#)

Report Name Contains [Go](#)

<input type="checkbox"/>	Report Name	Comments	Status
<input type="checkbox"/>	Employee First Name		
<input type="checkbox"/>	Employee Last Name	Concur Approval Mobile	Pending SPA A
<input type="checkbox"/>	Employee ID		
<input type="checkbox"/>	Report ID	found for cost object Division of Financial Services (05040).	
<input type="checkbox"/>	Submit Date	Copy: SAE2 Out-of-Pocket Test	Approved
<input type="checkbox"/>	Approval Status	or more entry level exceptions.	
<input type="checkbox"/>	Payment Status		
<input type="checkbox"/>	Receipts Received	Fuel Card Expense Net Zero	Approved
<input type="checkbox"/>	Receipt Image Available	or more entry level exceptions.	
<input type="checkbox"/>	Report Total		
<input type="checkbox"/>	Amount Approved	Fuel Card Expense w/Negative	Approved
<input type="checkbox"/>	Amount Due Employee	Ind Credit Card Exp/Personal	Approved
<input type="checkbox"/>	Test-Zimmermann, Clo...	SAE1(10) Request w/ Cash Advance	Approved
<input type="checkbox"/>	Test-Zimmermann, Clo...	SAE2 Out-of-Pocket Test	Approved
<input type="checkbox"/>	Test-Zimmermann, Clo...	SAE3 Individual Credit Card Item	Approved
<input type="checkbox"/>	Test-Zimmermann, Clo...	SAE4 Individual Negative Card	Approved
<input type="checkbox"/>	Test-Bufferington, Clone ...	TEST Expense Types	Approved

- Contains
- Begins With
- Contains
- Ends With
- Equals

Large Group Attendee List

Add Attendees



Attendees



Recent Attendees



Attendee Groups

Search Criteria:

Attendee Type *

Group Event



Event Name

25 people Attached List

Large Group Attendee List

- No search results > select create & add attendee

Search Results



No Results

Ensure the spelling is correct.

[Create Attendee](#)

Large Group Attendee List

- Modify the attendee count and save
- Reminder: Attach the list of attendees with the receipt
 - May need to save Excel Files as a PDF

Attendees

Official Hospitality | \$5,000.00

Attendees: 25

Add

Remove

Create Group

Copy from Request

<input type="checkbox"/>	Attendee Name↑≡	Attendee Title↓↑	Company↓↑	Attendee Type↓↑	Attendee Count↓↑	Amount↓↑	
<input type="checkbox"/>	25 people Attached List			Group Event	<input type="text" value="25"/>	\$5,000.00	...

Cancel

Save

Other Employee Travel Expense Charged in Error

- Charged to a University Credit Card that is not the employee
- Available in Procurement Card and Travel Expense Reports through transition

Manage Expenses Card Transactions

Expense Type *
Other Employee Travel Expense Charged in Error

Invoice Number
Additional Comments
None Selected

Additional Information

Transaction Date
02/18/2024
City of Purchase

Posted Date
02/19/2024
MC Code
3196

Enter Vendor Name
HAWAIIAN AIR
Request ID for other employee traveler *

Payment Type
Test KSU Credit Card
Amount
985.78

Currency
US, Dollar (USD)

Comment 0/500

TEST RECEIPT FOR CONCUR

TEST RECEIPT CONCUR.pdf

Remove Add Open

Other Employee Travel Expense Charged in Error

- Add Employee Travel Request and add the employee attendee
 - Tip: Search by Last Name (too much information can hinder the search)

Attendees

Other Employee Travel Expense Charged in Error | \$985.78

Attendees: 0

[Add](#) [Remove](#) [Create Group](#) [Copy from Request](#)

Add Attendees

[Attendees](#) [Recent Attendees](#) [Attendee Groups](#)

Search Criteria:

Attendee Type * Last Name First Name * Required field

Attendee Title Company Email Address

Country/Region

Include inactive employees

[Reset](#) [Search](#)

Search Results (22) [Add](#) [Remove](#)

<input type="checkbox"/>	Attendee Name [≡]	Email Address [↓]	Country/Region [↓]	Attendee Title [↓]	Company [↓]	Attendee Type [↓]	
<input checked="" type="checkbox"/>	Test-Buffington, Memory A	mbuffing@k-state.edu	UNITED STATES			Employee	Add

Other Employee Travel Expense Charged in Error

- Reminder: If the traveler pays for themselves and another employee, the expense will be itemized.

← → **Airfare \$500.00**

04/16/2024 American Airlines

Details **Itemizations**

Amount \$500.00	Itemized \$500.00	Remaining \$0.00
--------------------	----------------------	---------------------

Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Date↑⇅	Expense Type↑↓	Requested↓↑	
<input type="checkbox"/>	04/16/2024	Airfare	\$250.00	...
<input type="checkbox"/>	04/16/2024	Other Employee Travel Expense Charged in Error	\$250.00	...

Closed Requests

- Travel Requests will automatically close after 6 months from travel date
 - Requests in a closed status cannot be attached to Travel Expense Reports
- If that Travel Request is still needed, please email CONCUR@K-STATE.EDU

Questions?

