

# TERMINOLOGY HANDBOOK

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KSU DFS 2024

**SAP Concur** 

CLICK ON A TERM TO LEARN ITS MEANING

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# approval flow

the details of where a submitted request/report is in the approval workflow, showing which approval steps are complete and which remain; part of the request/report timeline

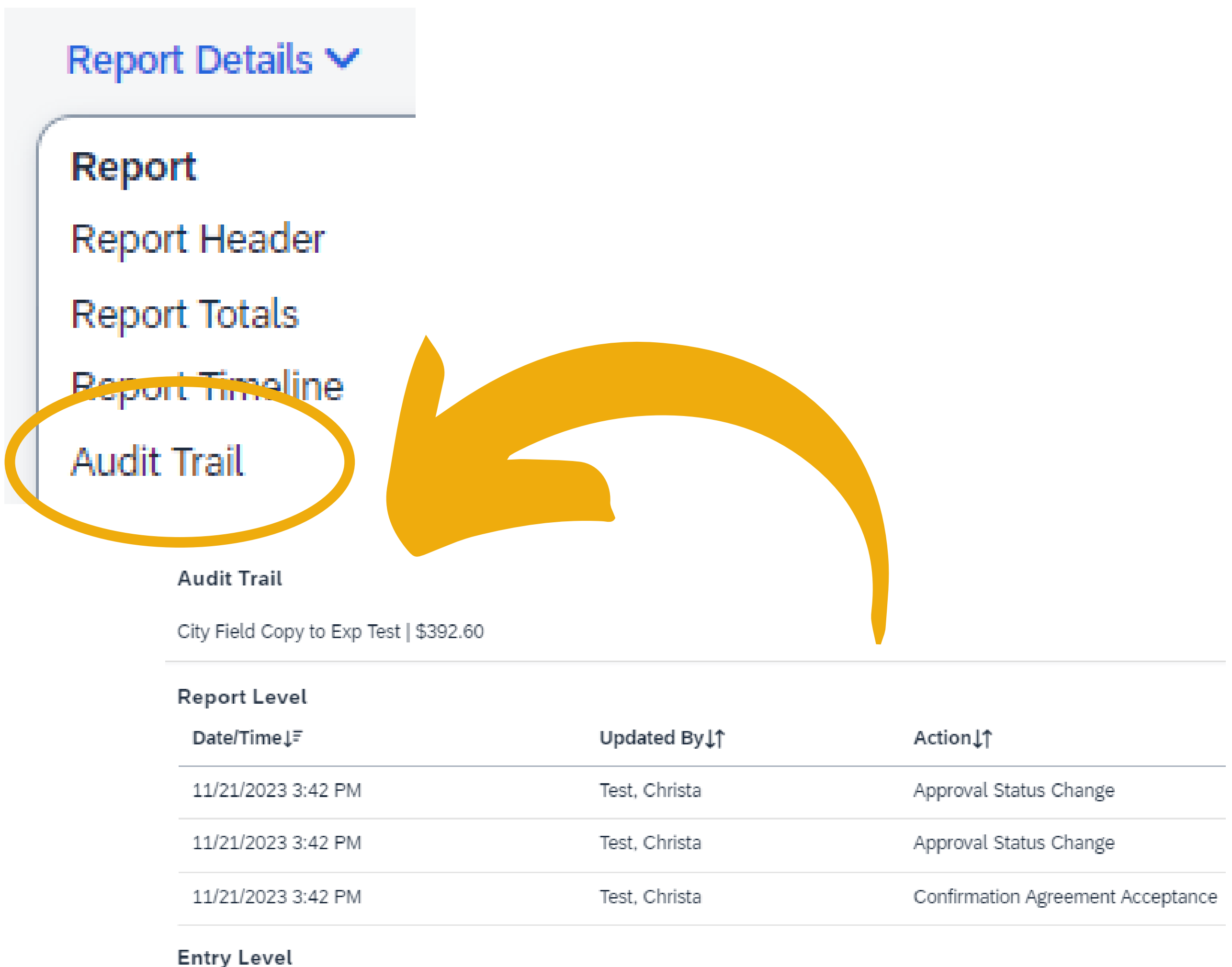
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The image shows a screenshot of a software interface. On the left, a sidebar menu is visible under the heading "Report Details" with a dropdown arrow. The menu items are: "Report", "Report Header", "Report Totals", "Report Timeline", and "Audit Trail". The "Report Timeline" item is circled in yellow. To the right of the menu, the text "Report Timeline" and "City Field Copy to Exp Test" is visible. Below this, a section titled "Approval Flow" contains a vertical flow diagram with three steps: "Business Liaison Approval" (with a filled circle icon and subtext "Test Approver 1, Business Liason"), "Cost Object Approval", and "Accounts Payable Approval" (with empty circle icons).

# audit trail

the details of all actions taken on a request/report from submission to approval

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**Report Details** ▾

- Report
- Report Header
- Report Totals
- Report Timeline
- Audit Trail**

**Audit Trail**

City Field Copy to Exp Test | \$392.60

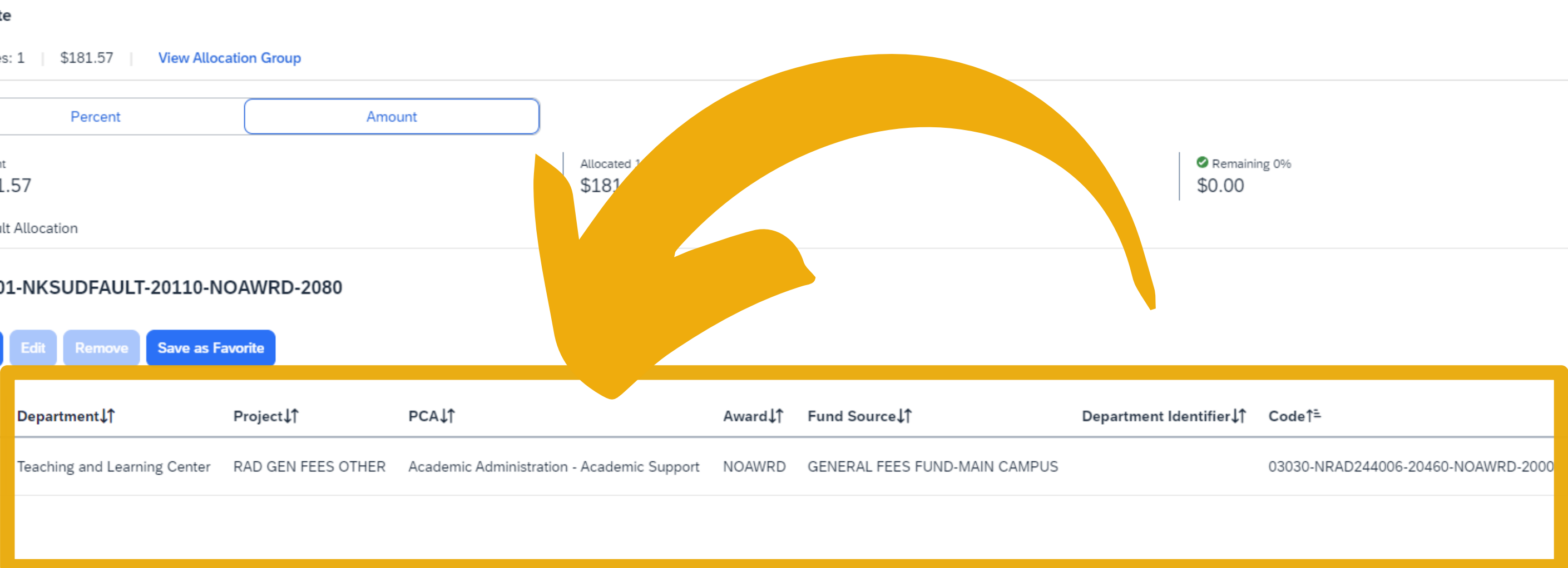
Report Level		
Date/Time↓↑	Updated By↓↑	Action↓↑
11/21/2023 3:42 PM	Test, Christa	Approval Status Change
11/21/2023 3:42 PM	Test, Christa	Approval Status Change
11/21/2023 3:42 PM	Test, Christa	Confirmation Agreement Acceptance

**Entry Level**

# business liaison

the staff member responsible for department accounting who assists in the expense management process, serving as a delegate for staff members to create requests and expense reports as well as a reviewer in the request and expense report workflow process to ensure accurate expense allocation and financial reporting

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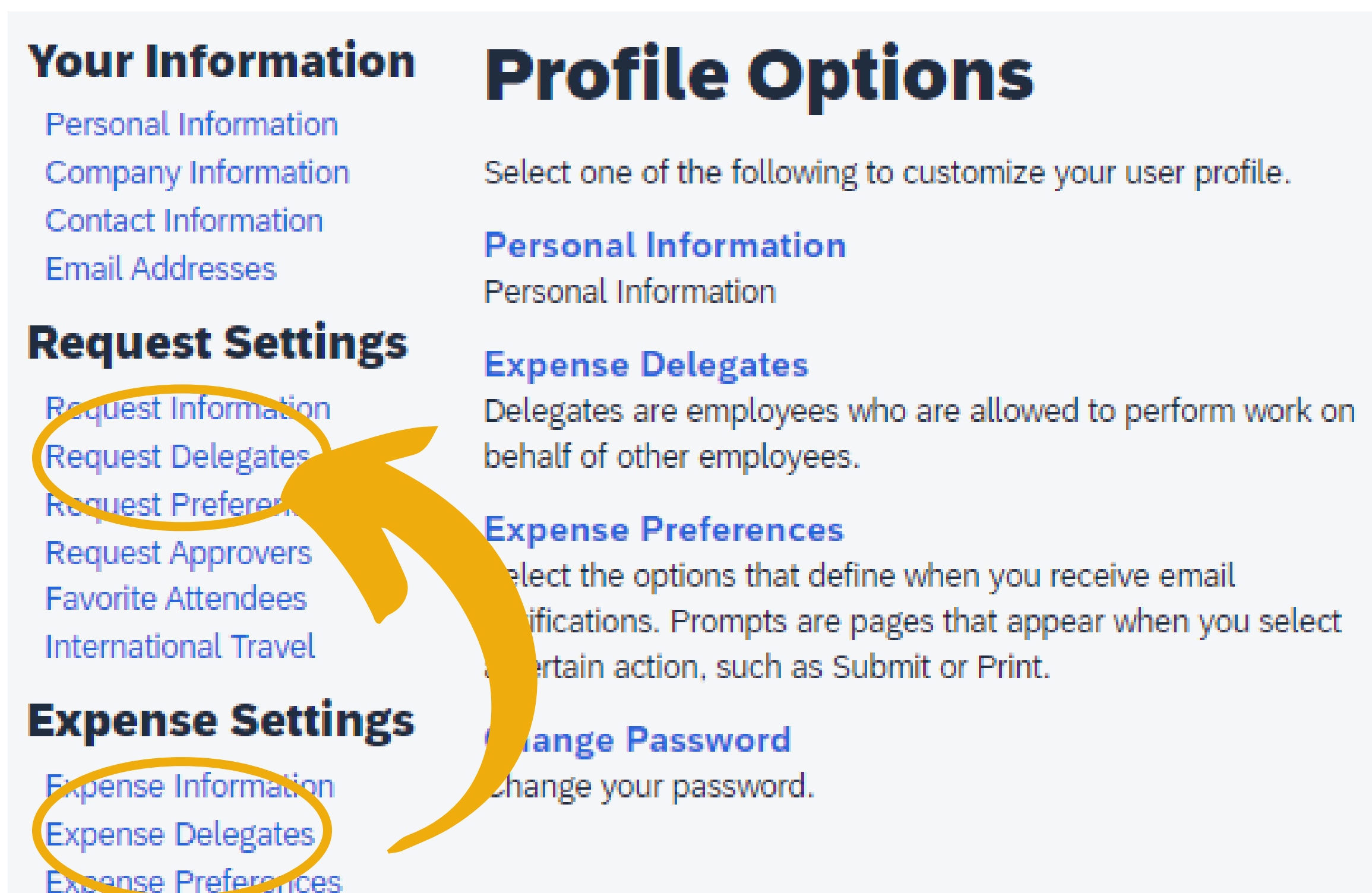
The screenshot shows a financial system interface. At the top, there are filters for 'Items: 1', '\$181.57', and a 'View Allocation Group' link. Below this is a summary bar with 'Percent' and 'Amount' tabs, 'Allocated \$181.57', and 'Remaining 0% \$0.00'. A large yellow arrow points from the 'Remaining' area down to a table row. The table has columns for Department, Project, PCA, Award, Fund Source, Department Identifier, and Code. The first row contains: Teaching and Learning Center, RAD GEN FEES OTHER, Academic Administration - Academic Support, NOAWRD, GENERAL FEES FUND-MAIN CAMPUS, and 03030-NRAD244006-20460-NOAWRD-2000. Below the table are buttons for 'Edit', 'Remove', and 'Save as Favorite'.

Department↓↑	Project↓↑	PCA↓↑	Award↓↑	Fund Source↓↑	Department Identifier↓↑	Code↑≡
Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWRD	GENERAL FEES FUND-MAIN CAMPUS		03030-NRAD244006-20460-NOAWRD-2000

# delegate

a person with permission to create or approve a request/report for someone else; a person may be a delegate for others and have delegates for themselves

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The screenshot shows a user profile settings page with two main sections: 'Your Information' and 'Profile Options'. The 'Your Information' section includes links for Personal Information, Company Information, Contact Information, and Email Addresses. The 'Profile Options' section includes links for Personal Information, Expense Delegates, Expense Preferences, and Change Password. A yellow arrow points from the 'Request Delegates' link in the 'Request Settings' section to the 'Expense Delegates' link in the 'Expense Settings' section.

**Your Information**

- Personal Information
- Company Information
- Contact Information
- Email Addresses

**Request Settings**

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

**Expense Settings**

- Expense Information
- Expense Delegates
- Expense Preferences

**Profile Options**

Select one of the following to customize your user profile.

**Personal Information**

Personal Information

**Expense Delegates**

Delegates are employees who are allowed to perform work on behalf of other employees.

**Expense Preferences**

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

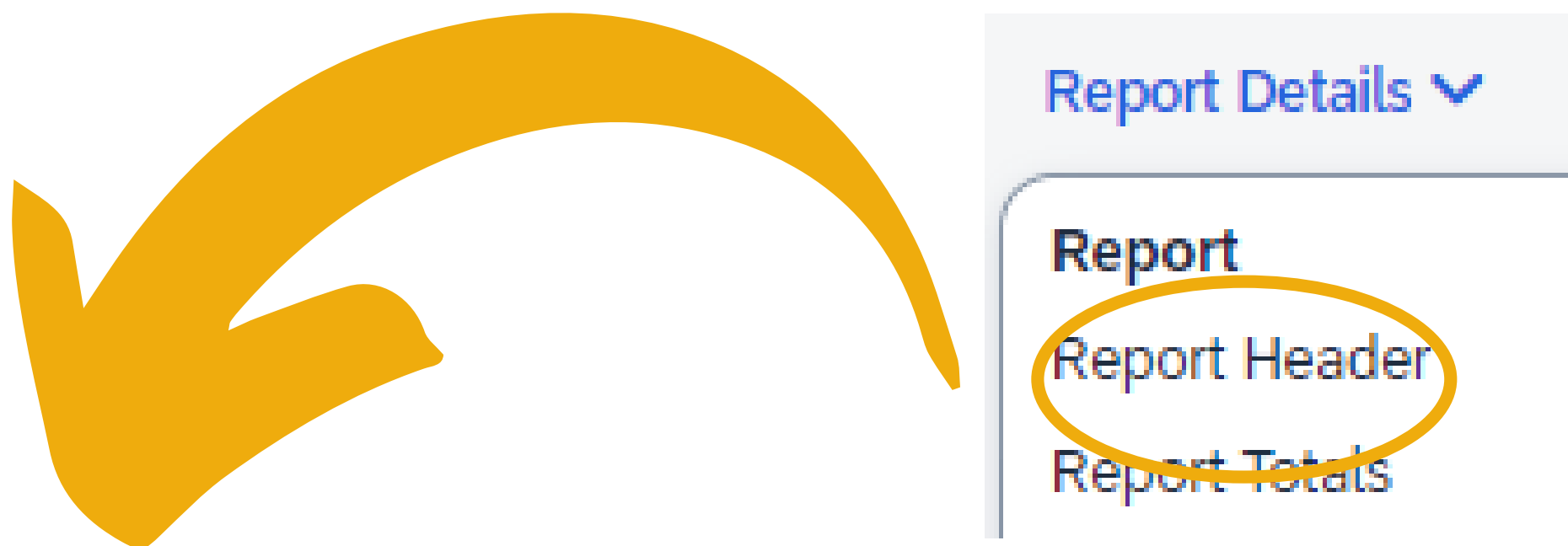
**Change Password**

Change your password.

# header

the summary details of the request/report that define it, including the request/report name, policy, & date(s)

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## Report Header

City of Purchase Cap Exp Req | \$0.00

Policy \* ?

\*Purchase Card (Non-Travel)

Report Name \*

City of Purchase Cap Exp Req

# itinerary

the portion of a travel request/report associated with the travel allowance that details the adjustments to reimbursable expenses due to meals and incidental expenses

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Travel A  
Itinerary

Travel Allowance ▾

- Add Travel Allowance
- Edit Travel Allowance
- Edit Adjustments
- Delete Travel Allowance
- Reimbursable Allowances Summary

Itinerary Name \*  
travel allowance test

Detailed Itinerary ?

Start Location \*  
Manhattan, UNITED STATES ▾

Start Date \*  
11/08/2023



# over limit tracking

an element of a travel request/report associated with the travel allowance that monitors if a hotel's nightly rate exceeds the limit allowed by university policy

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Travel Allowance ▾

- Add Travel Allowance
- Edit Travel Allowance
- Edit Adjustments**
- Delete Travel Allowance
- Reimbursable Allowance

View: Adjustments ▾ Show Filters

Date ▾ Adjustments

- Reimbursement Details**
- Tax-Exempt Amounts

Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowance for people.

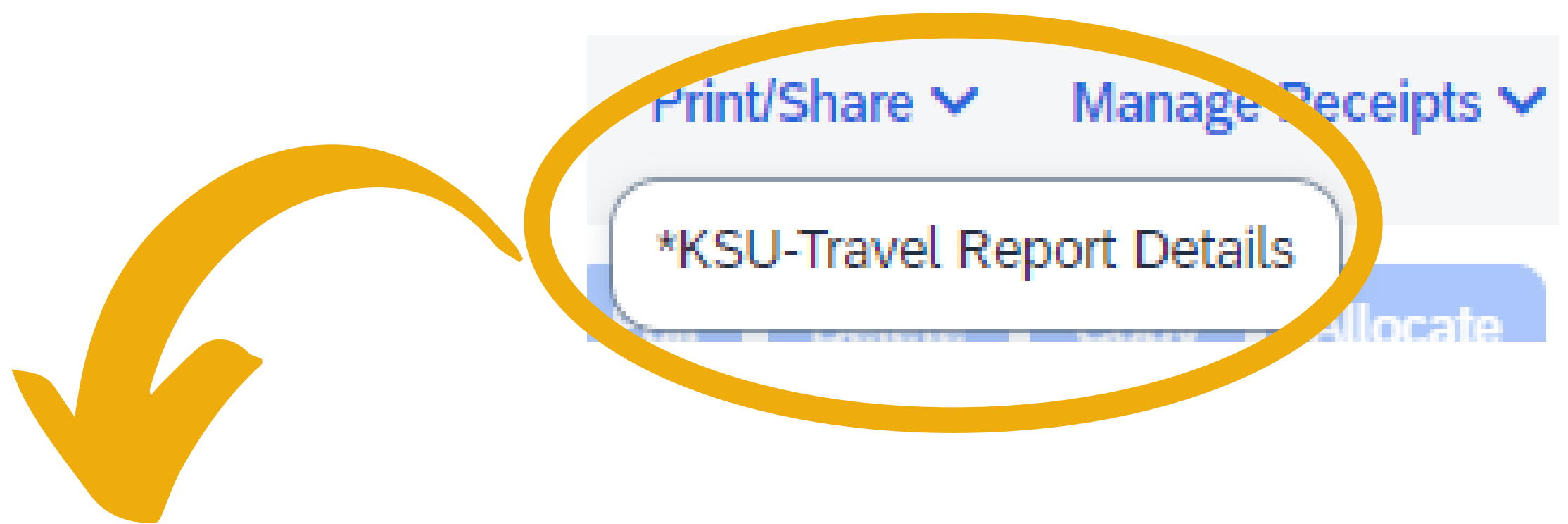
View: Reimbursement Details ▾

Date	Location	Rate Type	Information
Wed, 11/08/2023	Omaha, UNITED STATES	Meals	
	Omaha, UNITED STATES	Lodging	Over Limit Tracking
	Omaha, UNITED STATES	Incidentals	

# print report

a printable record of the details of a request/report and its expenses

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## \*KSU-Travel Report Details

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### Report Header

Policy :	*Travel
Report/Trip Name :	travel allowance test
Report/Trip Start Date :	11/08/2023
Report/Trip End Date :	11/10/2023
*Report/Trip Purpose :	1) Conference Attendee
*Trip Type :	1) Out of State
*Traveler Type :	2) Staff
*Does this trip include personal travel? :	No
Report Id :	7F49D84792F94E938B20

# request

1. the estimate of expected travel expenses submitted prior to travel to gain approval for the trip (travel request)
2. the application to obtain a university purchasing card (card request)

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## Manage Requests

### Request Library

<p>Workshop in Emporia 10/17/2023   336P</p> <p><b>\$150.00</b></p> <p>Not Submitted</p>	<p>Training in Topeka 10/12/2023   336M</p> <p><b>\$79.26</b></p> <p>Submitted</p> <p>Pending Travel Supervisor Approval Test, Nick</p>	<p>September Conference 09/25/2023   336K</p> <p><b>\$391.48</b></p> <p>Submitted</p> <p>Pending Business Liaison Approval Test Approver, International</p>
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# report (expense report)

the list of exact expenses/expense details associated with travel, non-travel, or purchase card spending

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Expense ▾

Cash Advances

[Home](#) / [Expense](#) / [Manage Expenses](#)

## Manage Expenses

### Report Library

Online Seminar  
11/13/2023

**\$435.00**

Returned

Sent Back to Employee  
Tracy McIntyre Test

City of Purchase Cap Exp Req  
12/07/2023

**\$0.00**

Not Submitted



# status

the current state of a request/report (see next page for status descriptions)

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**City Field Copy to Exp Test**  
11/21/2023

**\$392.60**

Due Employee:  
\$392.60

**Submitted**

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Pending Business Liaison Approval  
Business Liaison Test Approver 1



# status

City Field Copy to Exp Test  
11/21/2023

**\$392.60**

Due Employee:  
\$392.60

**Submitted**

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Pending Business Liaison Approval  
Business Liaison Test Approver 1

the current state of a request/report

<b>Approved</b>	approved by all approvers in the approval workflow
<b>Cancelled</b>	withdrawn by user because travel/expense is no longer necessary
<b>Closed</b>	set to inactive by user because request/report is completely processed
<b>Pending Approval</b>	approval(s) still required
<b>Pending Accounts Payable</b>	approved and in process of payment
<b>Not Submitted</b>	created but not submitted for approval
<b>Recalled</b>	submitted but then pulled out of approval process by user
<b>Sent Back to Employee</b>	unable to be approved as is, returned to user by approver with requests for change(s)

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# timeline

the details of where a submitted request/report is in the approval workflow, showing which approval steps are complete and which remain; also called *approval flow*

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SAP Concur Expense

### Report Timeline

September 2023 Mileage | \$237.49

#### Approval Flow

- Business Liaison Approval  
Test Approver 2, Business Liason
- Cost Object Approval  
Institutional Aid (03545)  
Test Approver 2, Department Head
- Accounts Payable Approval  
Test, KSU Processor
- Accounts Payable Manager Approval

#### Report Summary

**REPORT COMMENT**  
Test, Traveler3 10/10/2023  
Monthly travel request

**EXPENSE COMMENT** Personal Car Mileage | 09/01/2023 | \$79.26 [View](#)  
Test, Traveler3 10/10/2023  
went to GB to visit whatsits

**SUBMITTED**  
Test, Traveler3 10/10/2023

**PENDING BUSINESS LIAISON APPROVAL**  
Test, Traveler3 10/10/2023

**APPROVED**  
Test Approver 2, Business Liason 10/12/2023

**APPROVED**  
Test Approver 2, Department Head 10/12/2023

Close

# travel allowance

the funds allowed in travel for meals and incidental expenses

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SAP Concur Requests

### Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: Adjustments Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit	Reimbursement Amount
All Days Dates: 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Sun, 10/22/2023</b> Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$391.50	\$91.50
<b>Mon, 10/23/2023</b> Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
<b>Tue, 10/24/2023</b> Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
<b>Wed, 10/25/2023</b> Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
<b>Thu, 10/26/2023</b> Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
						<b>Total: \$1,944.00</b>	<b>Total: \$829.50</b>