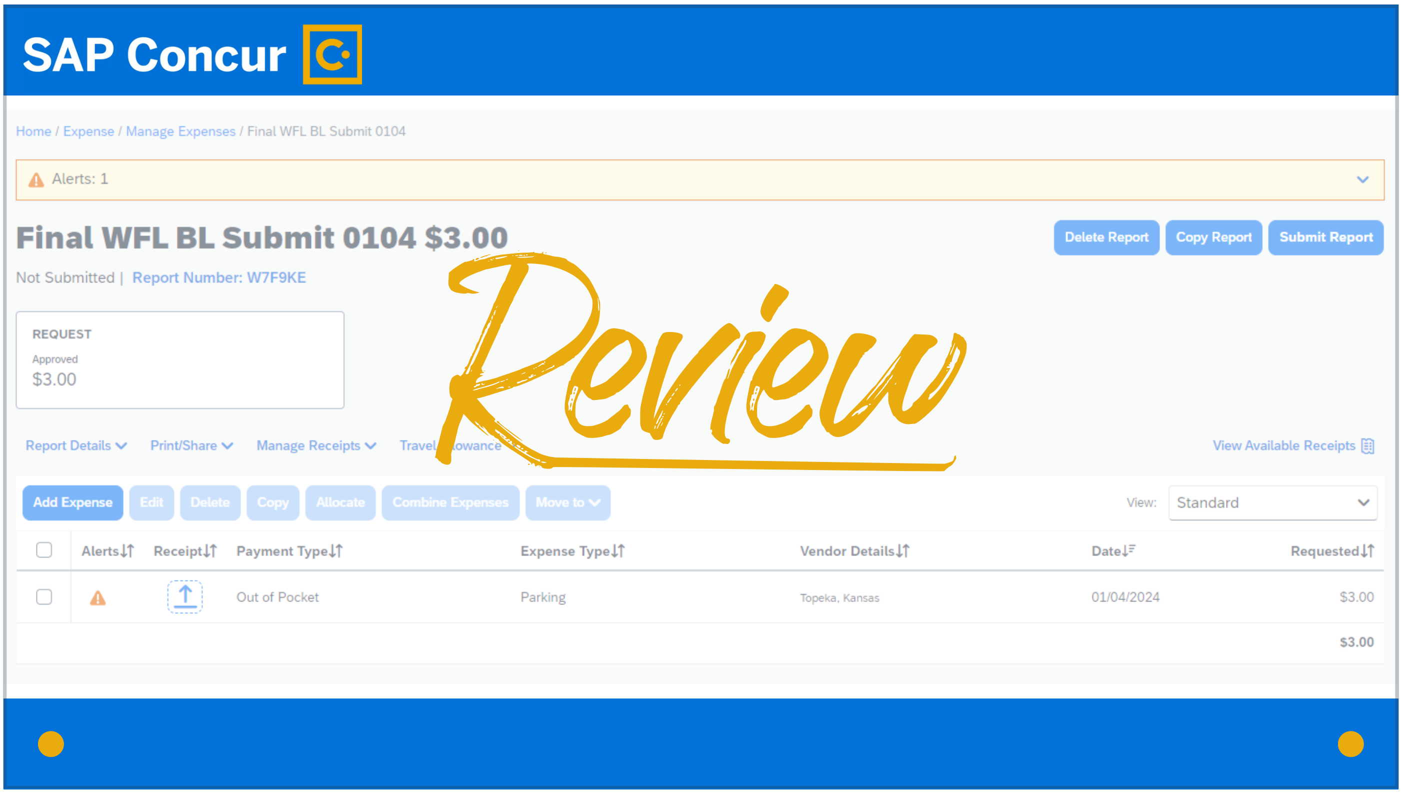
SAP Concur

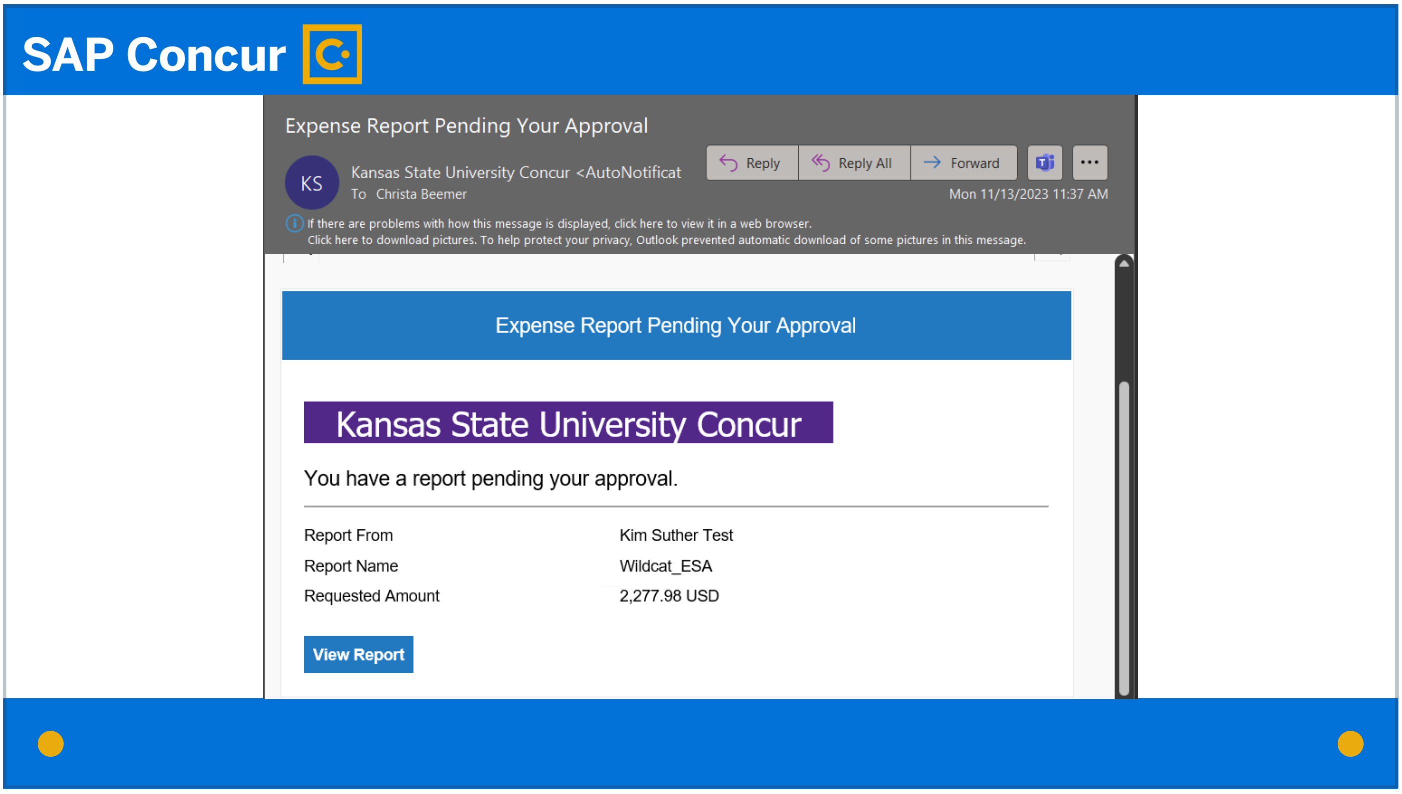
Concur Expense Management:

Funding & Reviewing Expense Reports

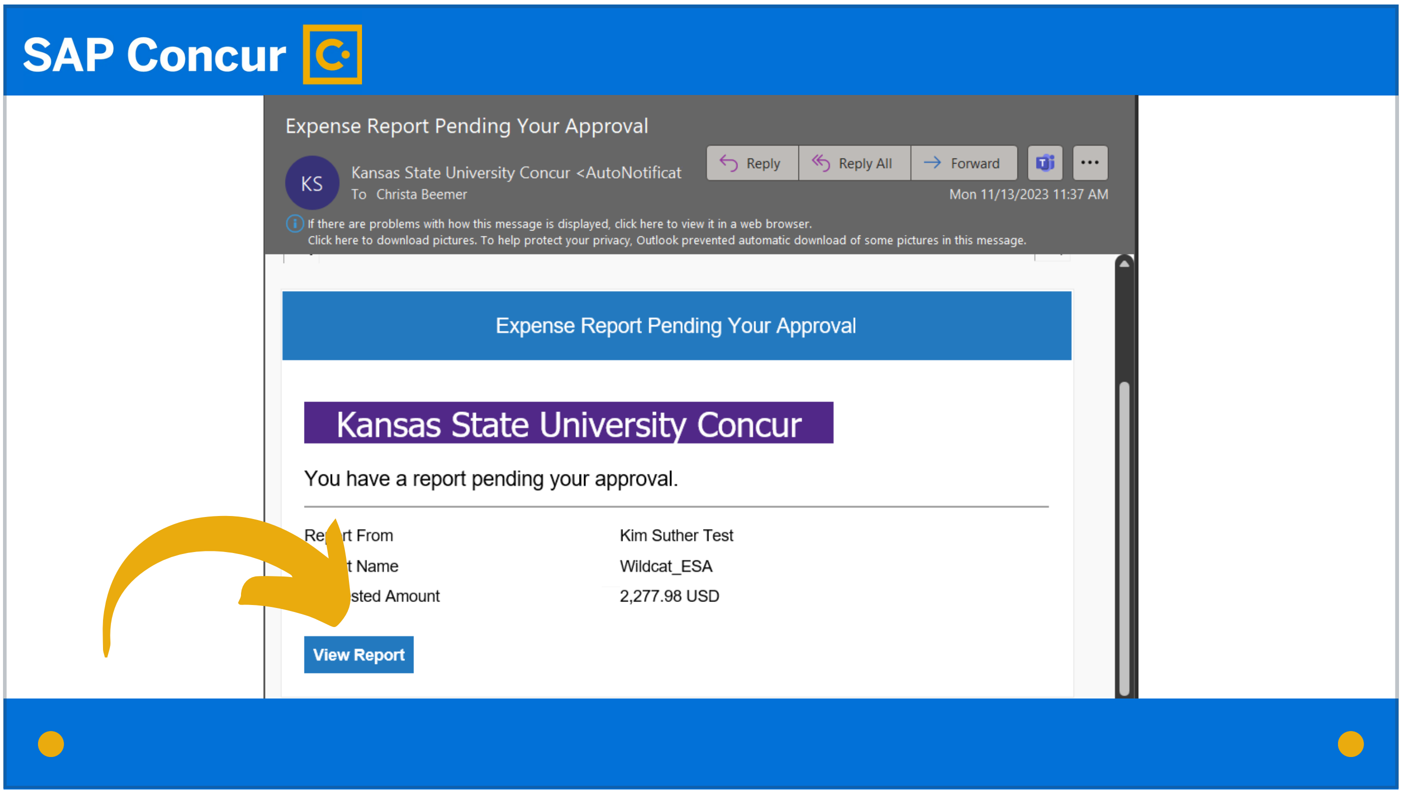
Welcome to our training on funding and reviewing expense reports in Concur.



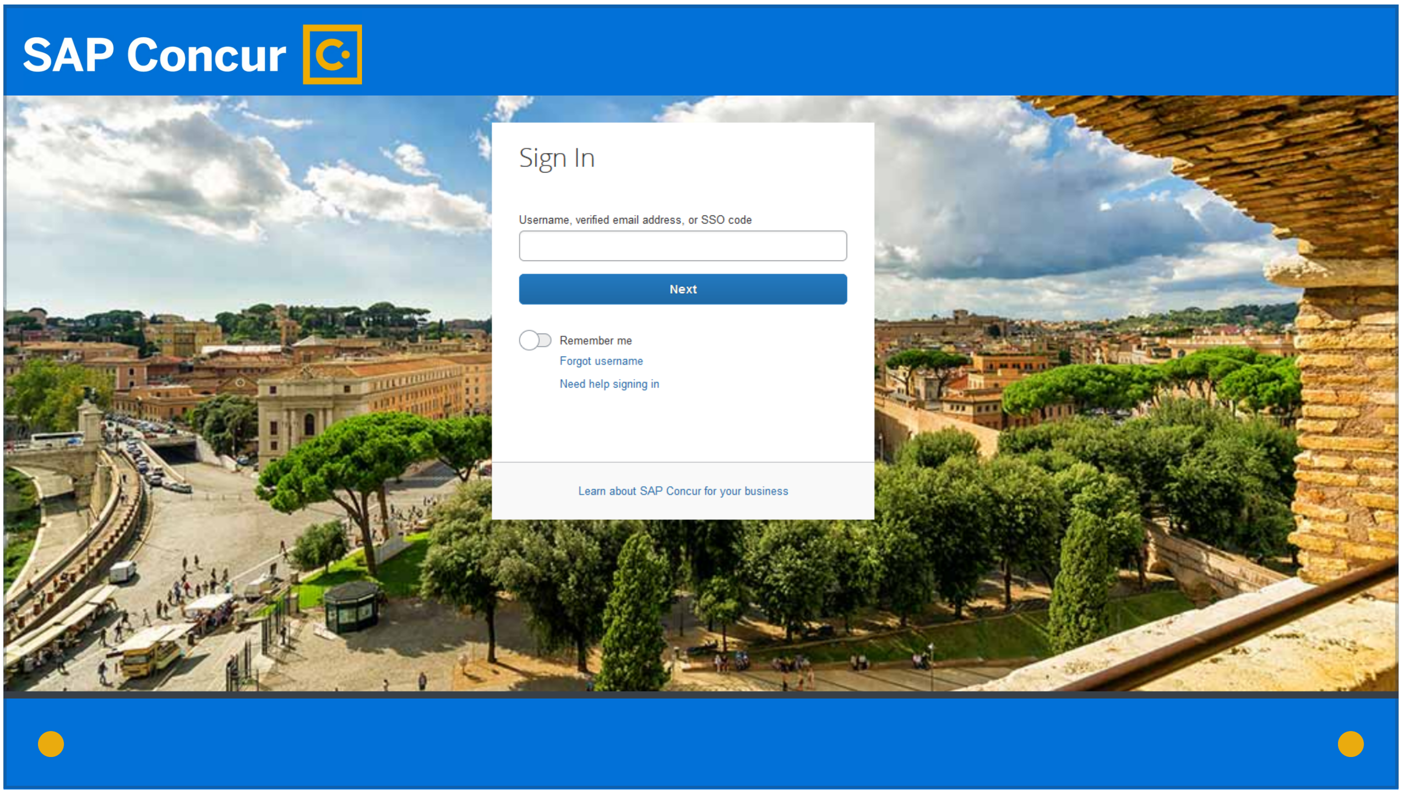
This training is specific to business liaisons who will review expense reports. For details on creating or approving expense reports, please refer to the video trainings on those topics.



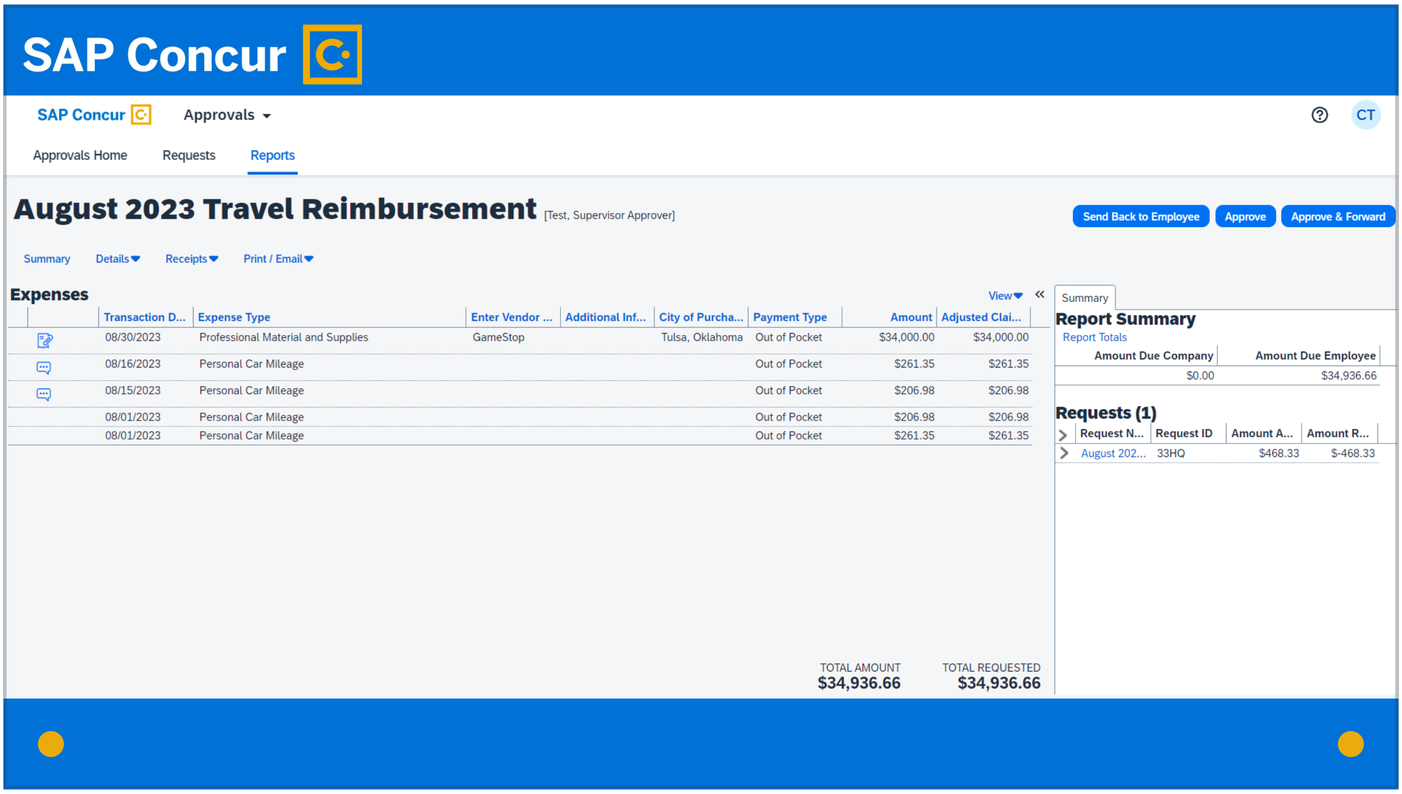
Once an employee submits an expense report, you as the business liaison will receive an email that the report is ready for your review.



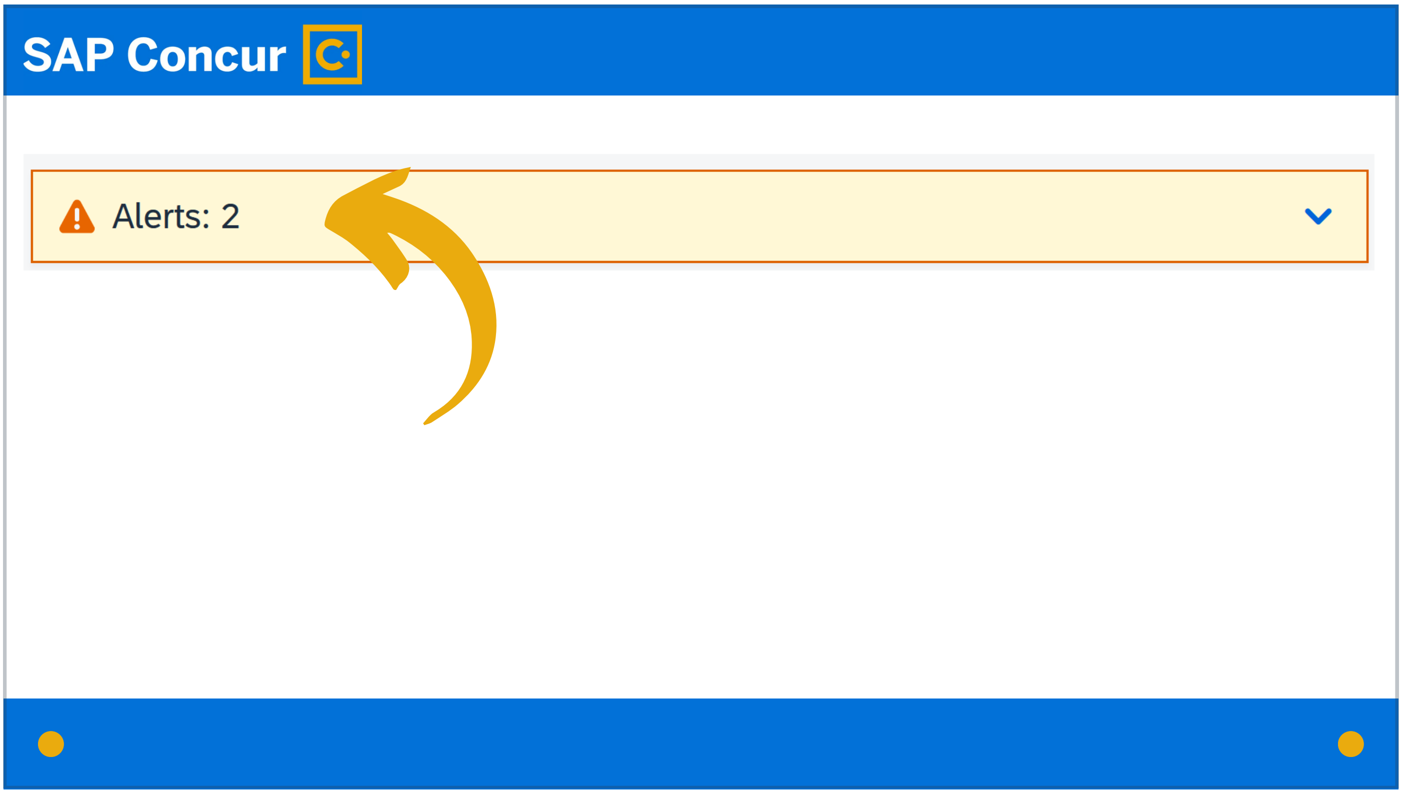
That email will contain a link to access the report in question. Click on this link.



The first step in accessing the report is to log in to Concur.

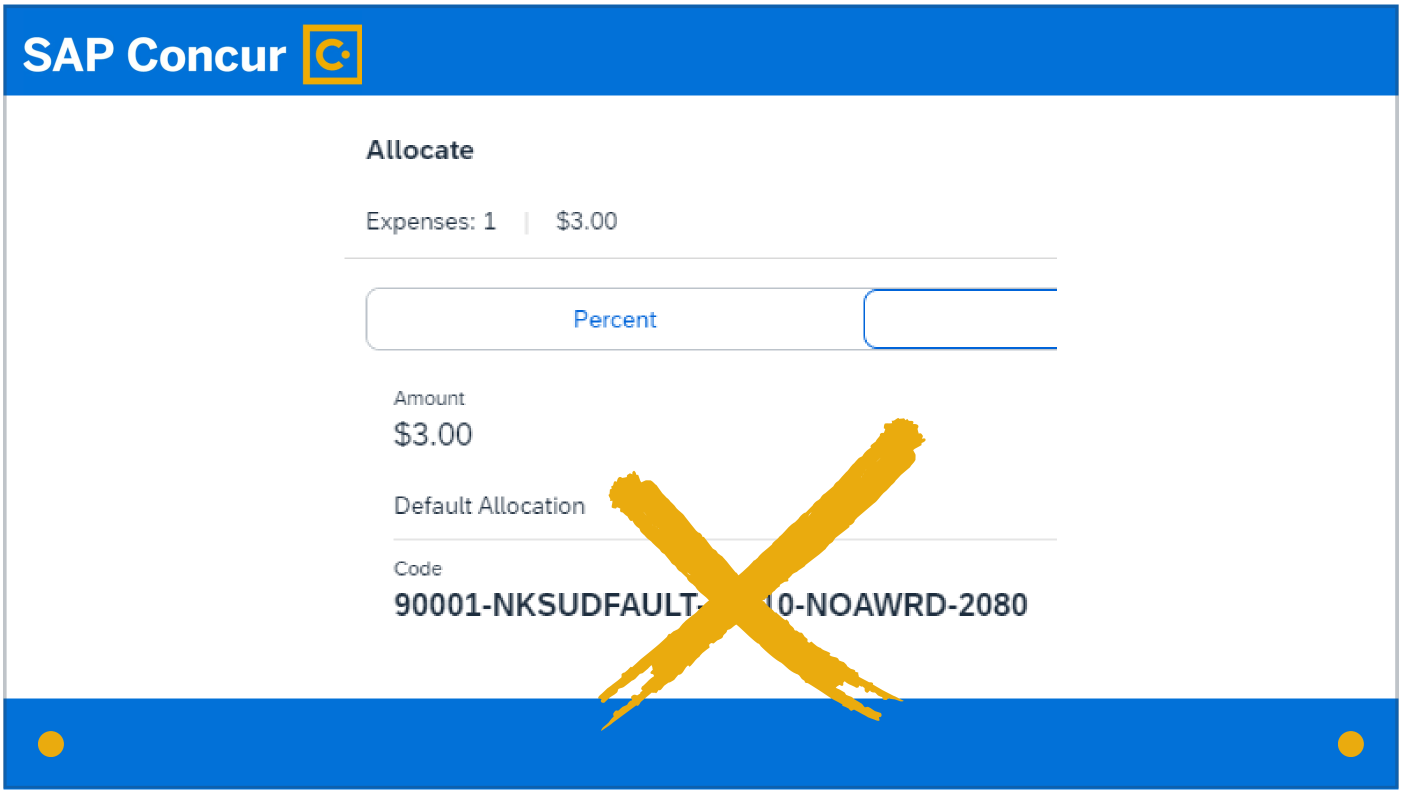


The applicable report will then open to a screen that allows you to view details of the report.



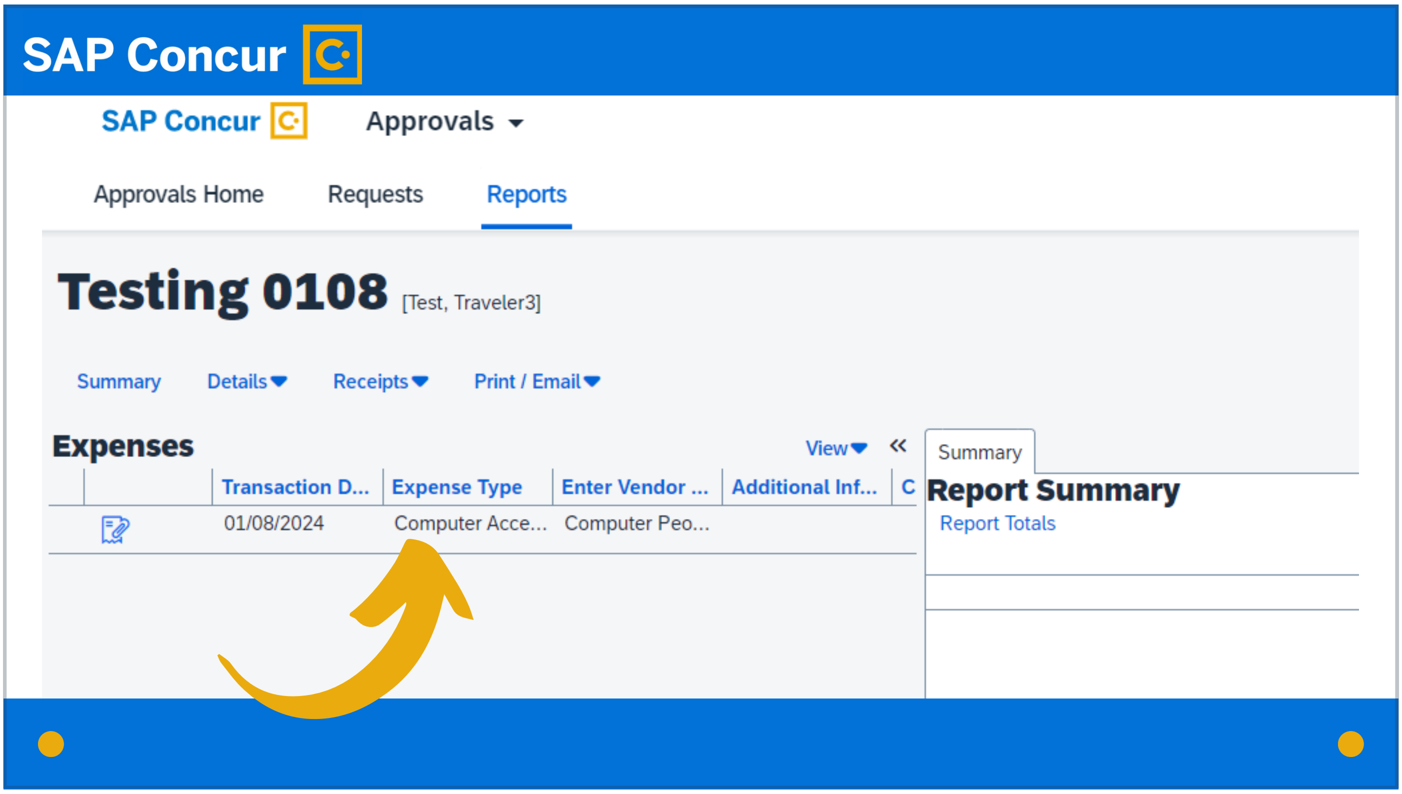
At the top of this screen, look for any alerts or warnings. These need to be addressed as part of your review process.

Important!

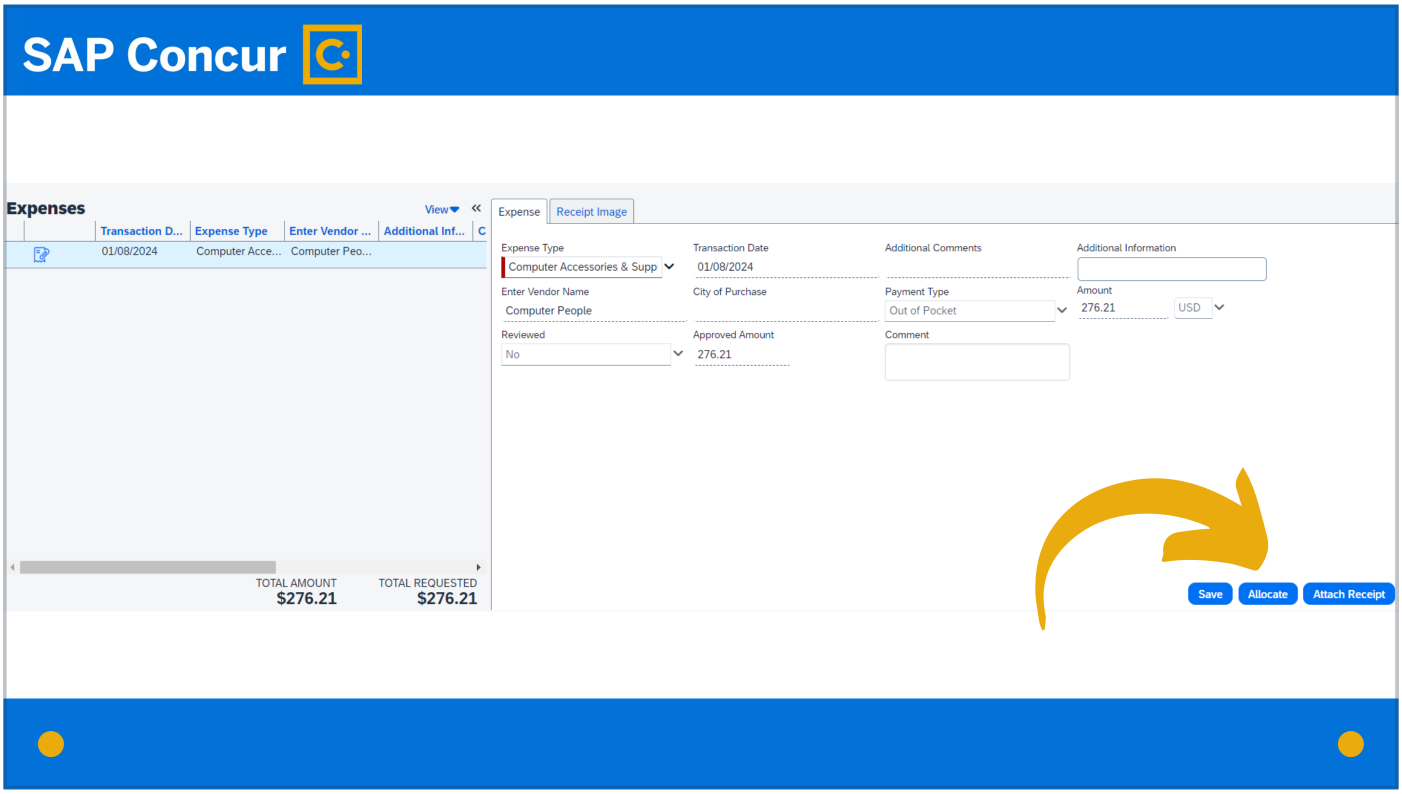


Make sure the allocation is not set to default funding. All reports start out with a default funding string. If this default funding string is still set at the point of your business liaison review, change the allocation to the funding string appropriate to the department and expense.

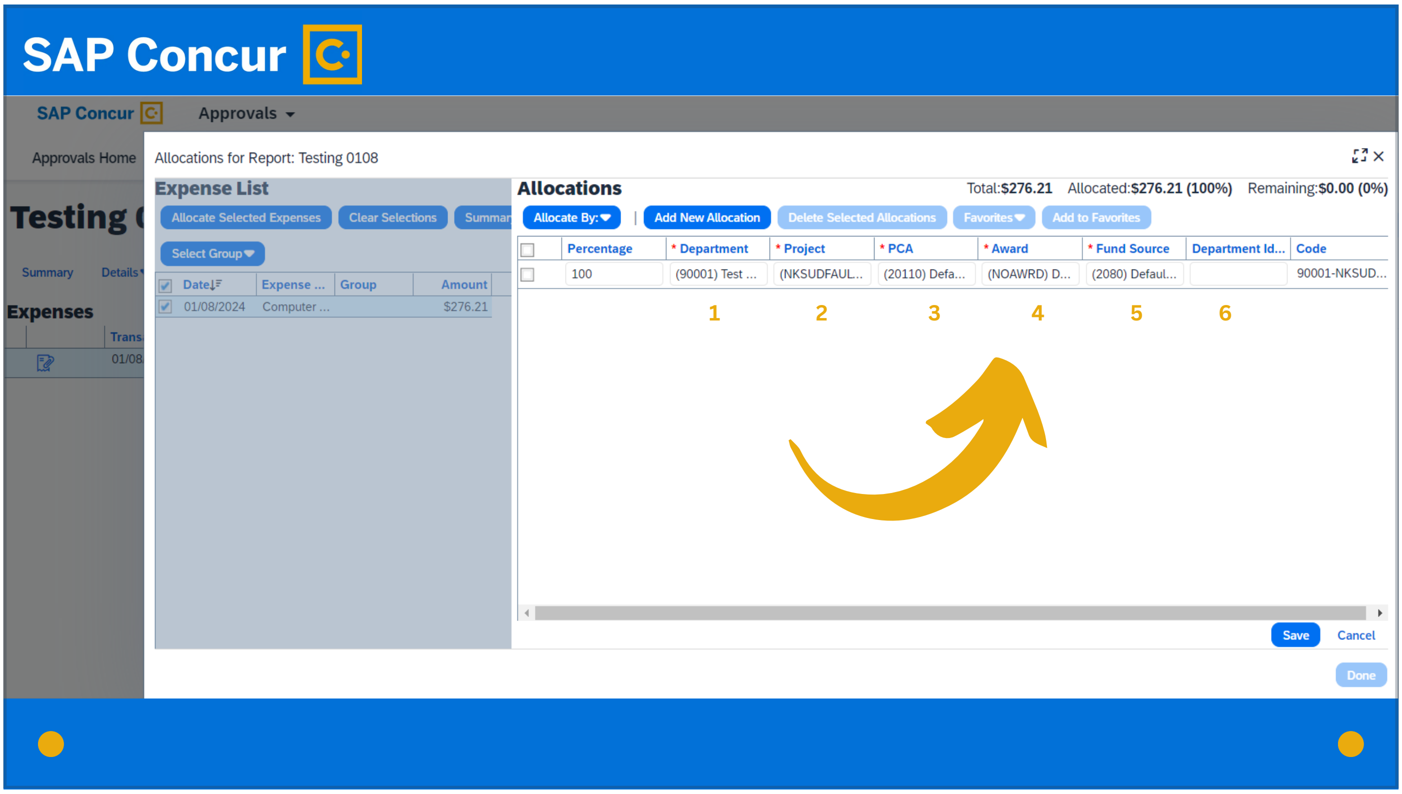
This is important because, if this funding string is not set appropriately and the report gets sent back to the employee later in the workflow as a result, the return of the report to the employee requires the entire workflow process to start over.



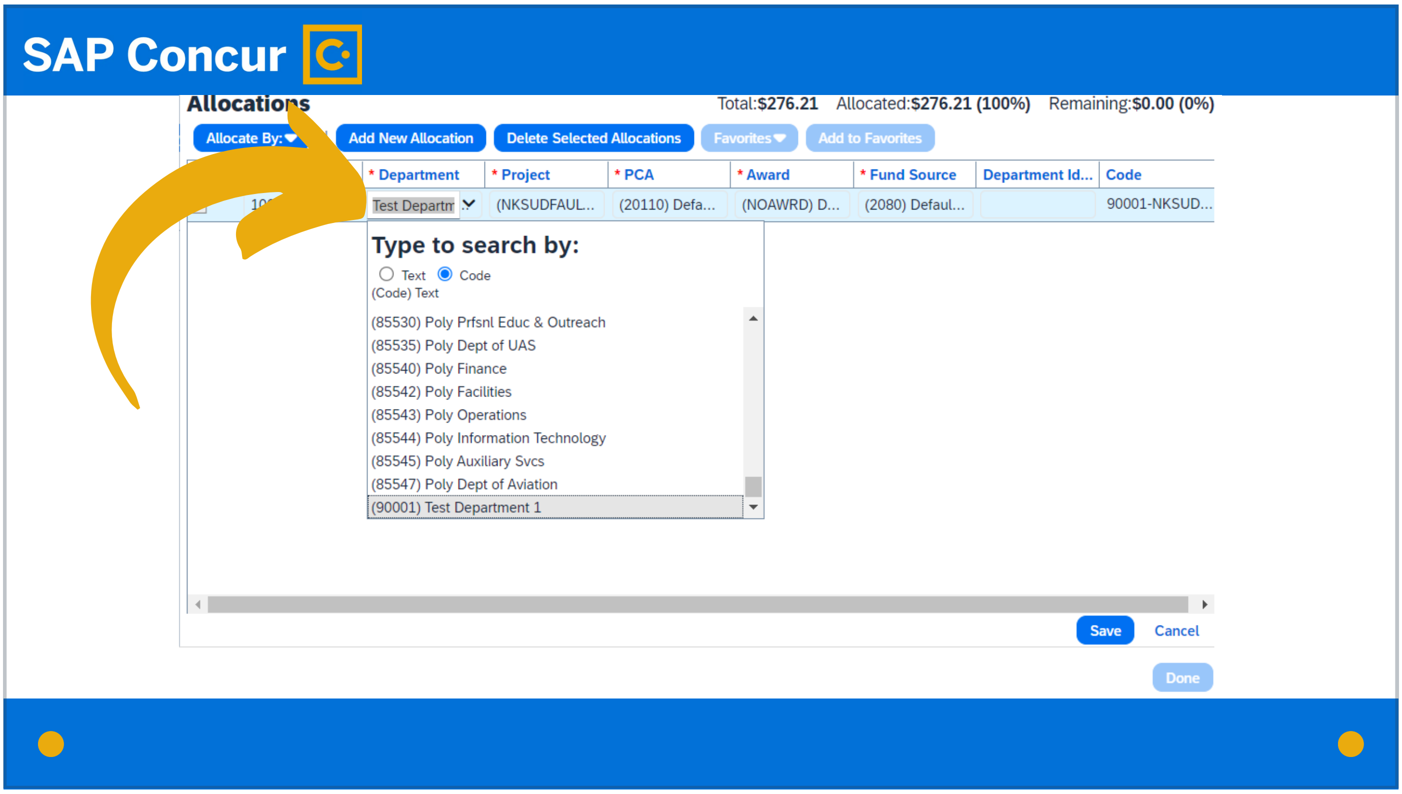
To allocate an expense—assigning a funding string to it—click on the expense on the Expenses screen



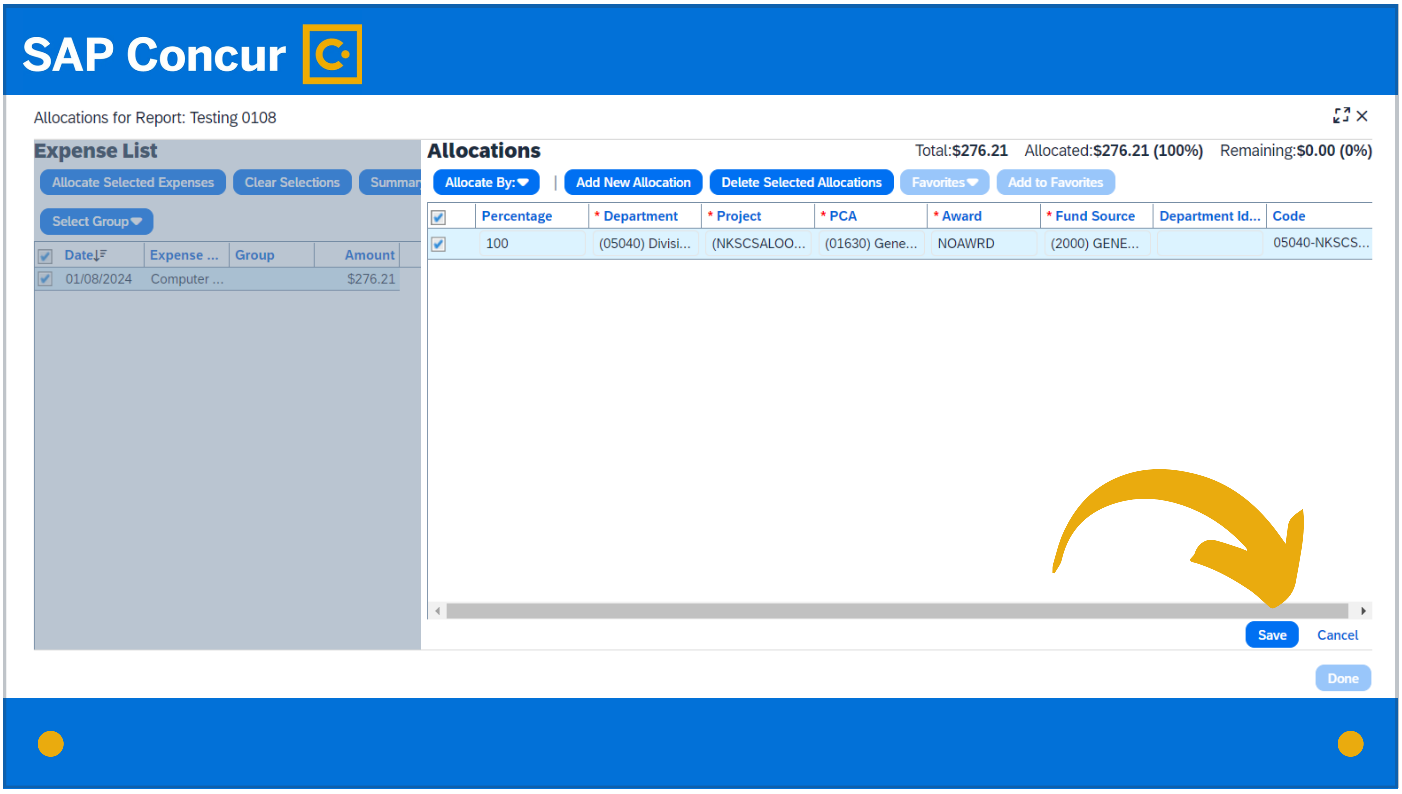
and then click on the Allocate button that appears at the bottom right of the screen.



The Allocations window will populate. Fill in each of the 6 funding string fields with the applicable funding information

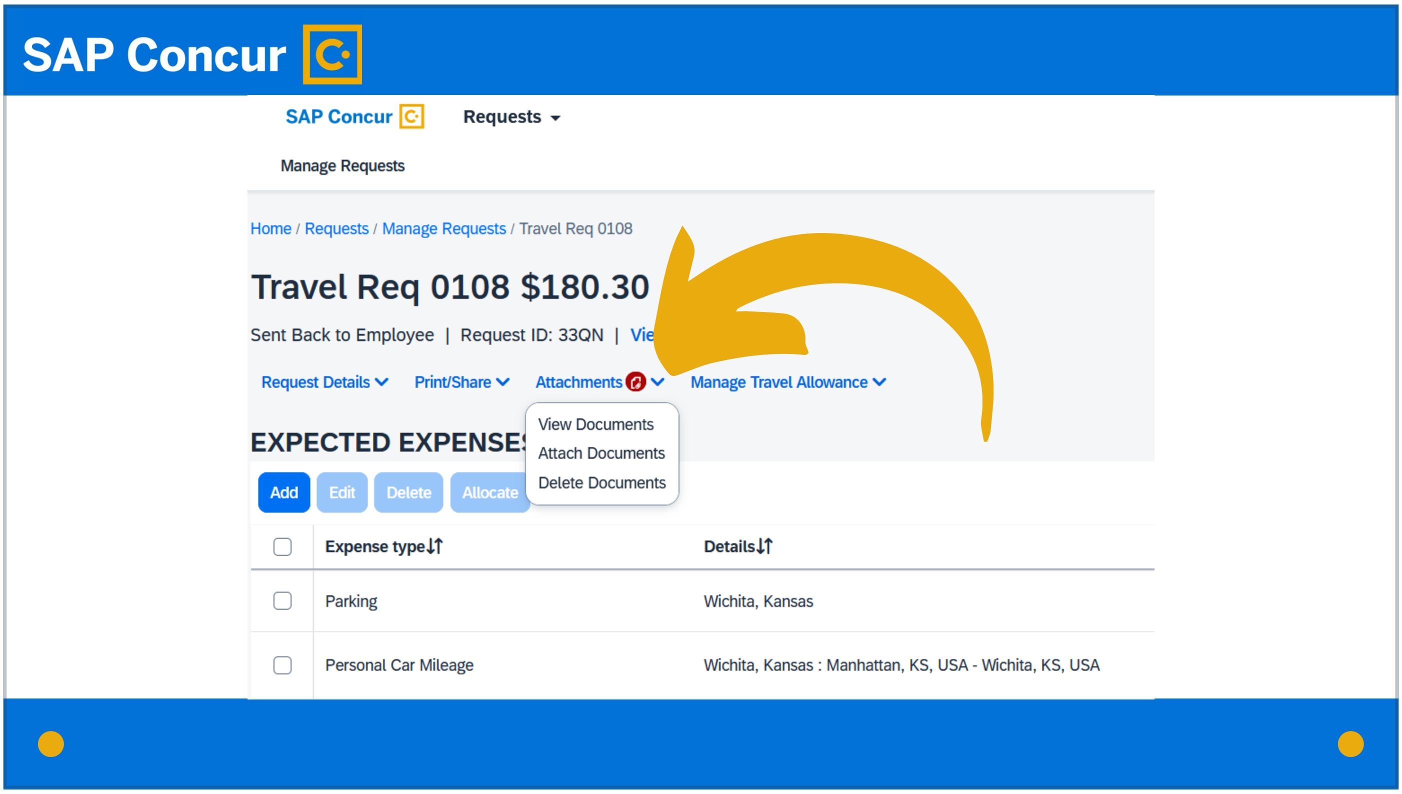


by clicking on the name of the funding string field and then searching for and selecting the appropriate option.



Once the fund string is complete, click the Save button at the bottom right of the screen.

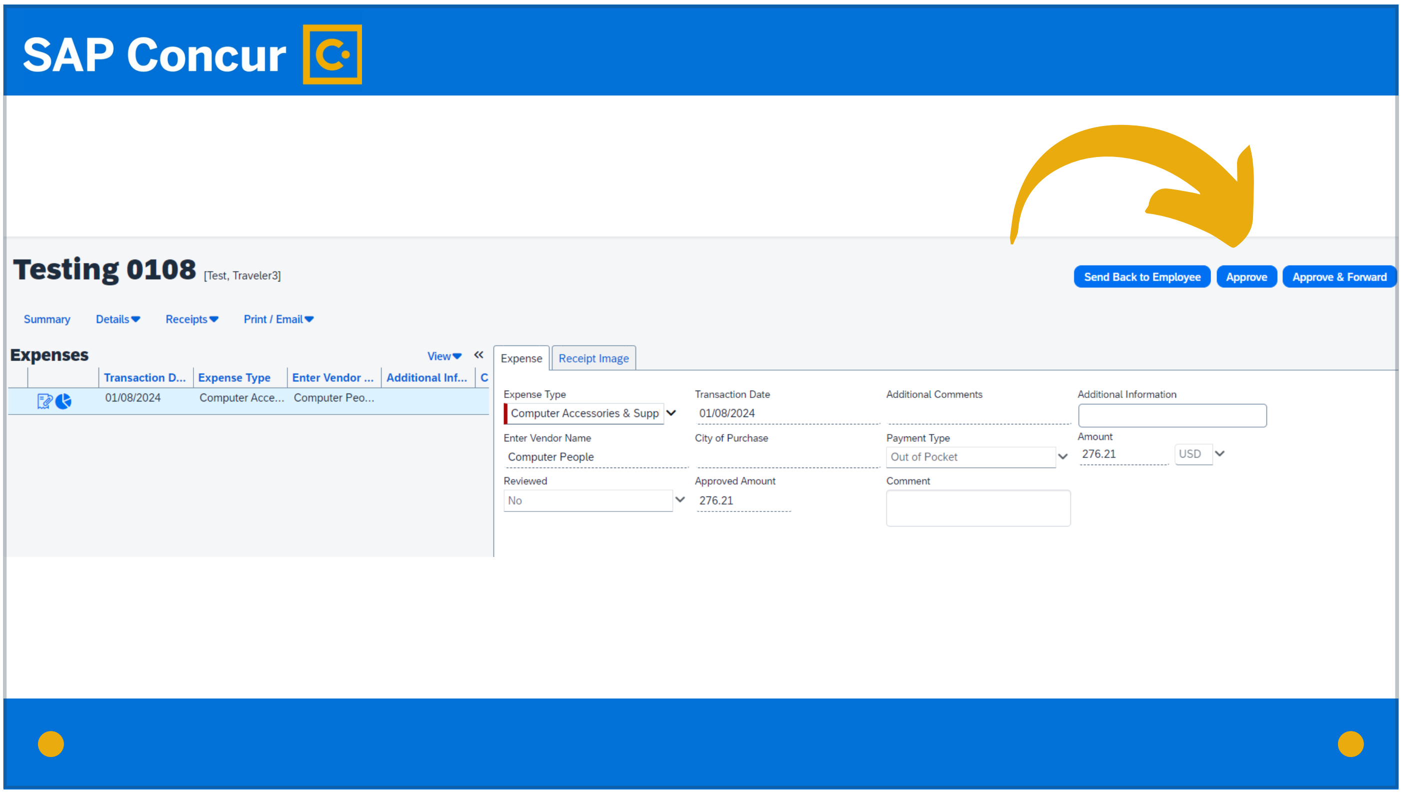
You should also ensure that any documentation associated with the report/expenses is attached. This includes receipts for expenses and may include such documents as the International Travel Registration, conference agendas or itineraries, or any other documents the department may find helpful in showing the business purpose of the travel or expense.



If documentation is missing, either the business liaison or the employee can attach it. Documentation can be attached to a report at any time.

It is not necessary to send back the expense report to the employee for the attachment to be added.

In fact, it is better if the report is not sent back, as—again—this will cause the entire workflow to start over.



Once you have confirmed that all expenses are allocated appropriately and all financial data and documentation are accurate and complete, click Approve at the top right of the screen to move the report forward to the next step in the workflow.