

# Concur Expense Management: **Funding & Reviewing Expense Reports**

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

Alerts: 1

### Final WFL BL Submit 0104 \$3.00

[Delete Report](#) [Copy Report](#) [Submit Report](#)

Not Submitted | Report Number: W7F9KE

*Review*

REQUEST  
Approved  
\$3.00

Report Details | Print/Share | Manage Receipts | Travel Allowance

[View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

View: Standard



<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Parking	Topeka, Kansas	01/04/2024	\$3.00
							\$3.00

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.

Expense Report Pending Your Approval



Kansas State University Concur <AutoNotificat  
To: Christa Beemer

[Reply](#) [Reply All](#) [Forward](#)  

Mon 11/13/2023 11:37 AM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Expense Report Pending Your Approval

**Kansas State University Concur**

You have a report pending your approval.

Report From	Kim Suther Test
Report Name	Wildcat_ESA
Requested Amount	2,277.98 USD

[View Report](#)

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

Expense Report Pending Your Approval



Kansas State University Concur <AutoNotificat  
To: Christa Beemer

[Reply](#) [Reply All](#) [Forward](#) [T](#) [...](#)  
Mon 11/13/2023 11:37 AM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Expense Report Pending Your Approval

**Kansas State University Concur**

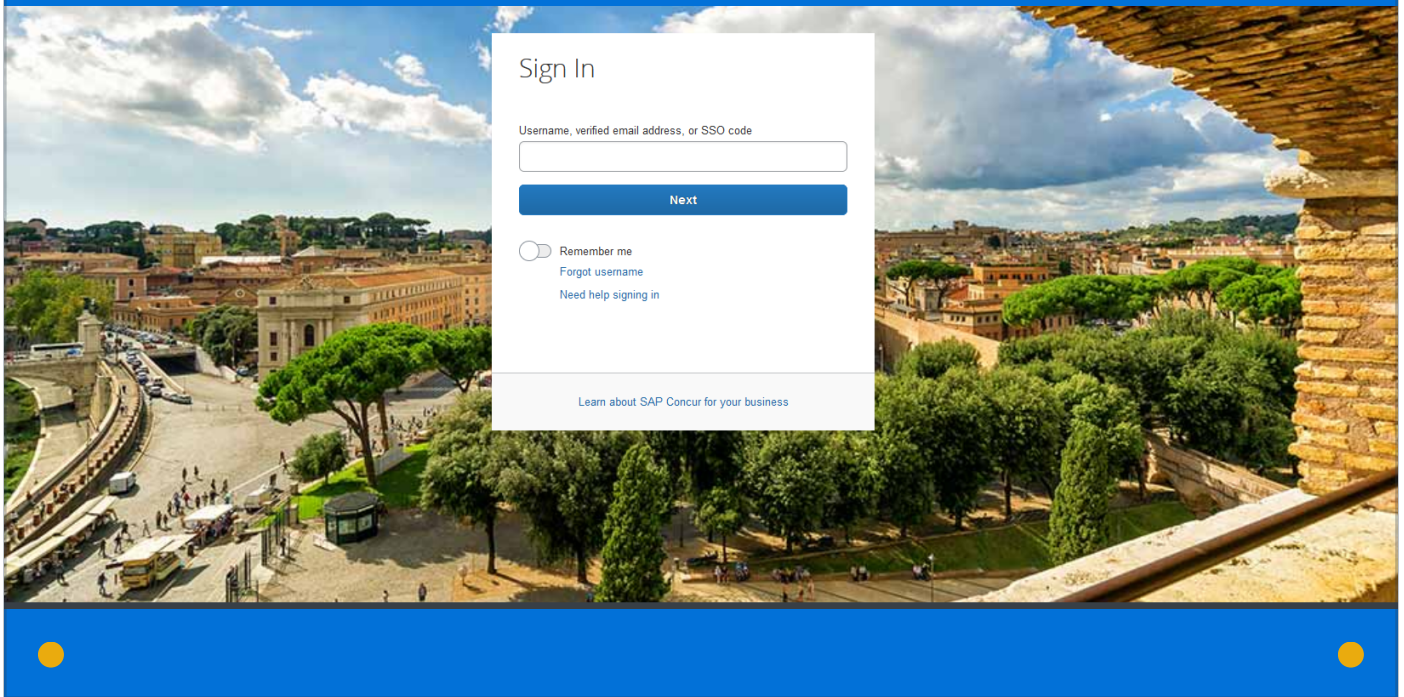
You have a report pending your approval.

Report From	Kim Suther Test
Report Name	Wildcat_ESA
Reported Amount	2,277.98 USD

[View Report](#)



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.

## August 2023 Travel Reimbursement [Test, Supervisor Approver]

[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...
	08/30/2023	Professional Material and Supplies	GameStop		Tulsa, Oklahoma	Out of Pocket	\$34,000.00	\$34,000.00
	08/16/2023	Personal Car Mileage				Out of Pocket	\$261.35	\$261.35
	08/15/2023	Personal Car Mileage				Out of Pocket	\$206.98	\$206.98
	08/01/2023	Personal Car Mileage				Out of Pocket	\$206.98	\$206.98
	08/01/2023	Personal Car Mileage				Out of Pocket	\$261.35	\$261.35
<b>TOTAL AMOUNT</b>							<b>\$34,936.66</b>	<b>\$34,936.66</b>
<b>TOTAL REQUESTED</b>							<b>\$34,936.66</b>	<b>\$34,936.66</b>

View ▾ <<

Summary


### Report Summary

Report Totals	
Amount Due Company	Amount Due Employee
\$0.00	\$34,936.66

### Requests (1)

>	Request N...	Request ID	Amount A...	Amount R...
>	August 202...	33HQ	\$468.33	\$-468.33

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

 Alerts: 2



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



Important!



**Allocate**

Expenses: 1 | \$3.00

Percent

Amount  
\$3.00

Default Allocation

Code  
**90001-NKSUDFAULT-10-NOAWRD-2080**



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.


# Testing 0108 [Test, Traveler3]

Summary   Details ▾   Receipts ▾   Print / Email ▾

## Expenses

View ▾ <<

Summary

	Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	C
	01/08/2024	Computer Acce...	Computer Peo...		

## Report Summary

Report Totals



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

**Expenses** View << Expense Receipt Image

Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	C
01/08/2024	Computer Acce...	Computer Peo...		

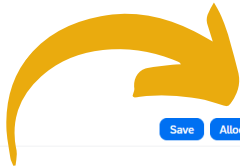
Expense Type: Computer Accessories & Supp  
Transaction Date: 01/08/2024  
Additional Comments:   
Additional Information:

Enter Vendor Name: Computer People  
City of Purchase:   
Payment Type: Out of Pocket  
Amount: 276.21 USD  
Comment:

Reviewed: No  
Approved Amount: 276.21

TOTAL AMOUNT: \$276.21  
TOTAL REQUESTED: \$276.21

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



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

**SAP Concur** Approvals

Allocations for Report: Testing 0108

Total:\$276.21 Allocated:\$276.21 (100%) Remaining:\$0.00 (0%)

**Expense List**

Date	Expense ...	Group	Amount
01/08/2024	Computer ...		\$276.21

**Allocations**

Percentage	* Department	* Project	* PCA	* Award	* Fund Source	Department Id...	Code
100	(90001) Test ...	(NKSUDFAUL...	(20110) Defa...	(NOAWRD) D...	(2080) Defaul...		90001-NKSUD...

1 2 3 4 5 6

Save Cancel Done

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

**Allocations** Total:\$276.21 Allocated:\$276.21 (100%) Remaining:\$0.00 (0%)

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

* Department	* Project	* PCA	* Award	* Fund Source	Department Id...	Code
Test Departm	(NKSUDFAUL...	(20110) Defa...	(NOAWRD) D...	(2080) Defaul...		90001-NKSUD...

Type to search by:  
 Text  Code  
(Code) Text

- (85530) Poly Prfsl Educ & Outreach
- (85535) Poly Dept of UAS
- (85540) Poly Finance
- (85542) Poly Facilities
- (85543) Poly Operations
- (85544) Poly Information Technology
- (85545) Poly Auxiliary Svcs
- (85547) Poly Dept of Aviation
- (90001) Test Department 1

Save Cancel

Done

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

## Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

<input checked="" type="checkbox"/>	Date	Expense ...	Group	Amount
<input checked="" type="checkbox"/>	01/08/2024	Computer ...		\$276.21

## Allocations

Total:\$276.21 Allocated:\$276.21 (100%) Remaining:\$0.00 (0%)

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

<input checked="" type="checkbox"/>	Percentage	* Department	* Project	* PCA	* Award	* Fund Source	Department Id...	Code
<input checked="" type="checkbox"/>	100	(05040) Divisi...	(NKSCSALOO...	(01630) Gene...	NOAWRD	(2000) GENE...		05040-NKSCS...



Save Cancel

Done

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.



## Manage Requests

[Home](#) / [Requests](#) / [Manage Requests](#) / [Travel Req 0108](#)

# Travel Req 0108 \$180.30

Sent Back to Employee | Request ID: 33QN | [View](#)

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#)  ▾ [Manage Travel Allowance](#) ▾

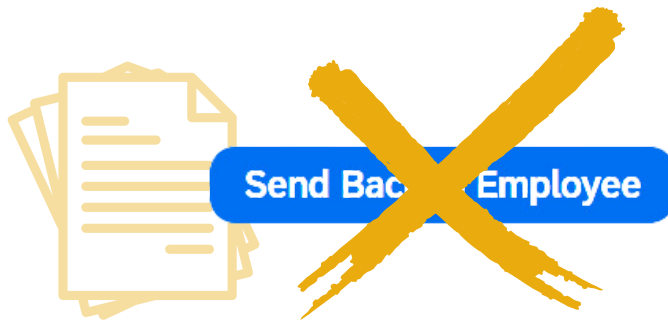
## EXPECTED EXPENSES

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

[View Documents](#)  
[Attach Documents](#)  
[Delete Documents](#)

<input type="checkbox"/>	Expense type↓↑	Details↓↑
<input type="checkbox"/>	Parking	Wichita, Kansas
<input type="checkbox"/>	Personal Car Mileage	Wichita, Kansas : Manhattan, KS, USA - Wichita, KS, USA

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.

Send Back to Employee



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



**Testing 0108** [Test, Traveler3]

Summary Details Receipts Print / Email

**Expenses** View <<

Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...
01/08/2024	Computer Acce...	Computer Peo...	

Expense Receipt Image

Expense Type: Computer Accessories & Supp

Transaction Date: 01/08/2024

Additional Comments:

Additional Information:

Enter Vendor Name: Computer People

City of Purchase:

Payment Type: Out of Pocket

Amount: 276.21 USD

Reviewed: No

Approved Amount: 276.21

Comment:

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.