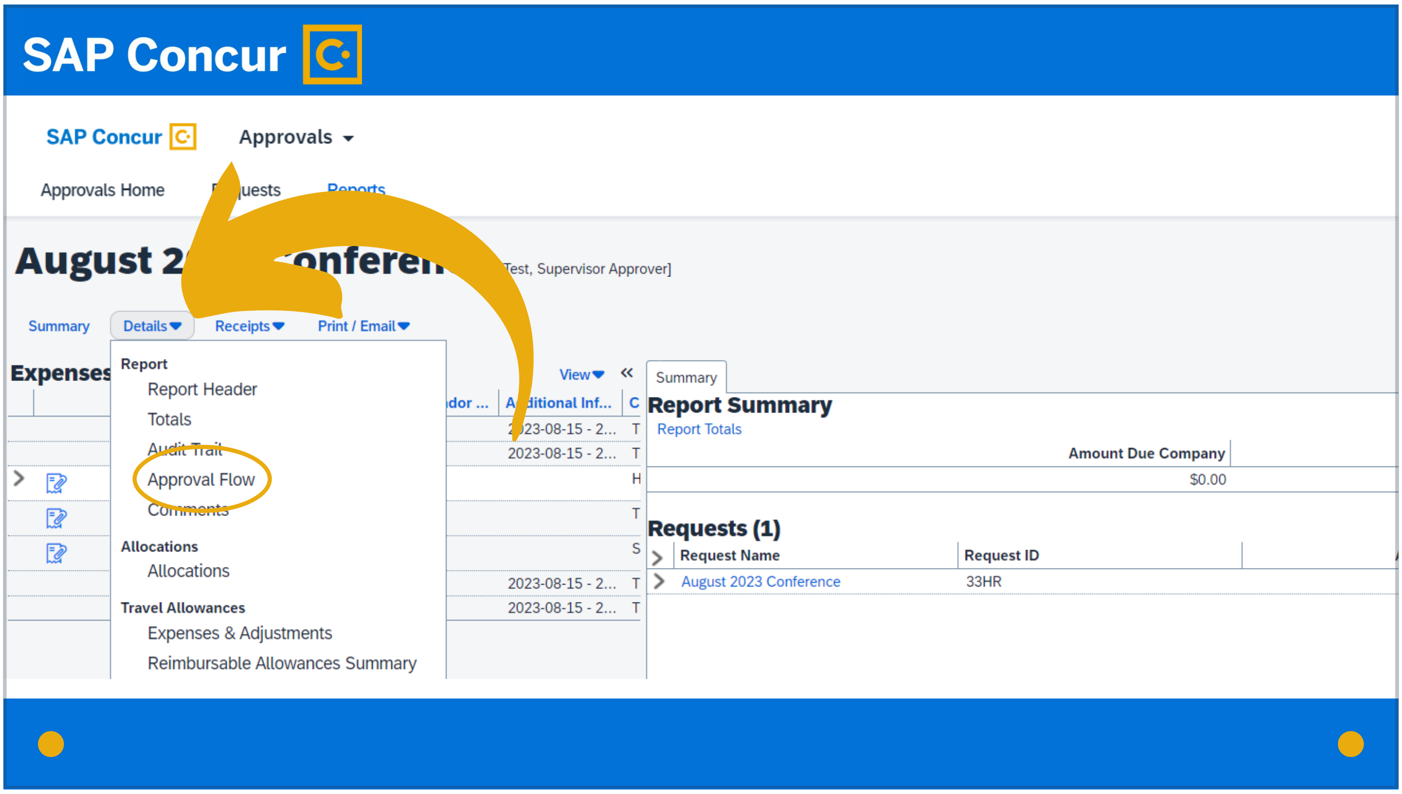
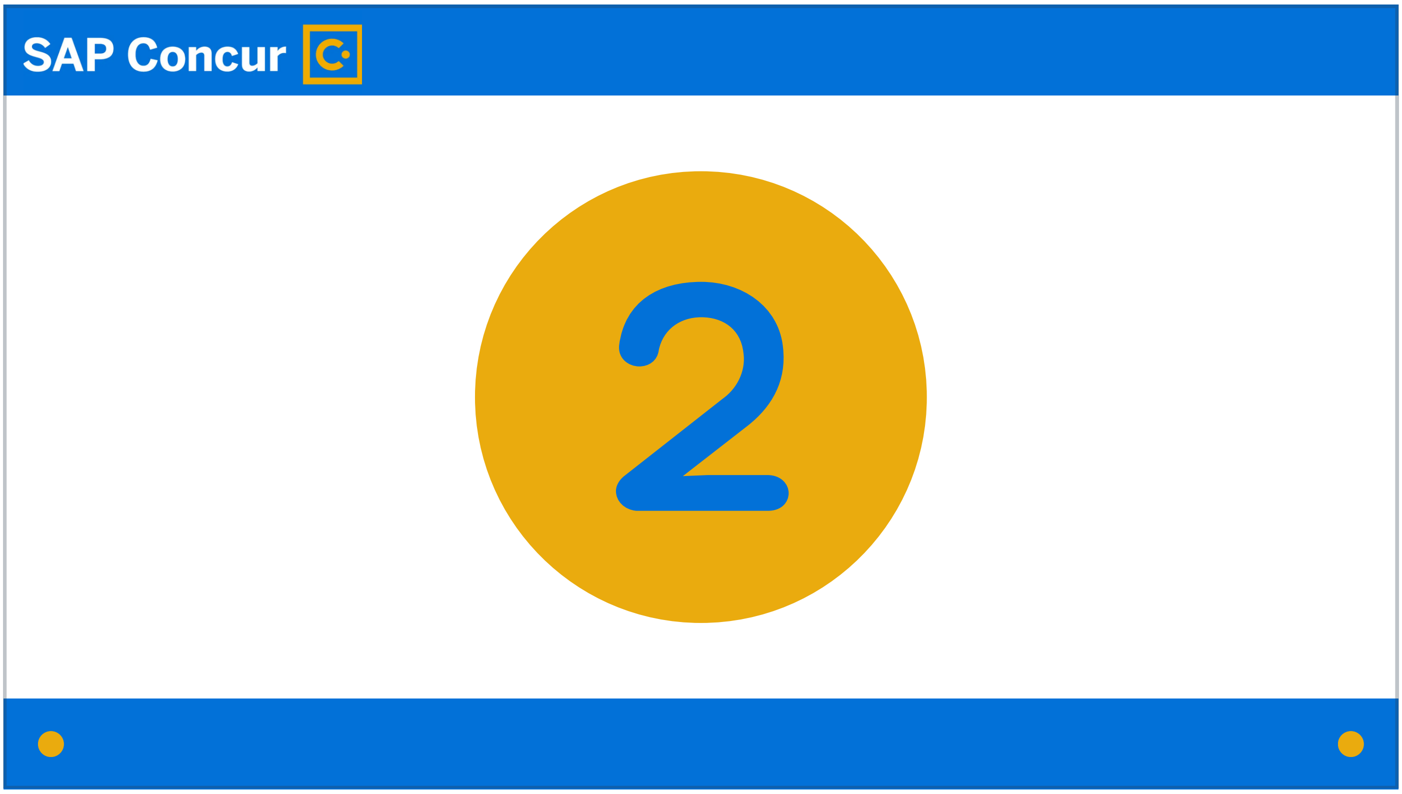
Welcome to our training on the report workflow processes in Concur.

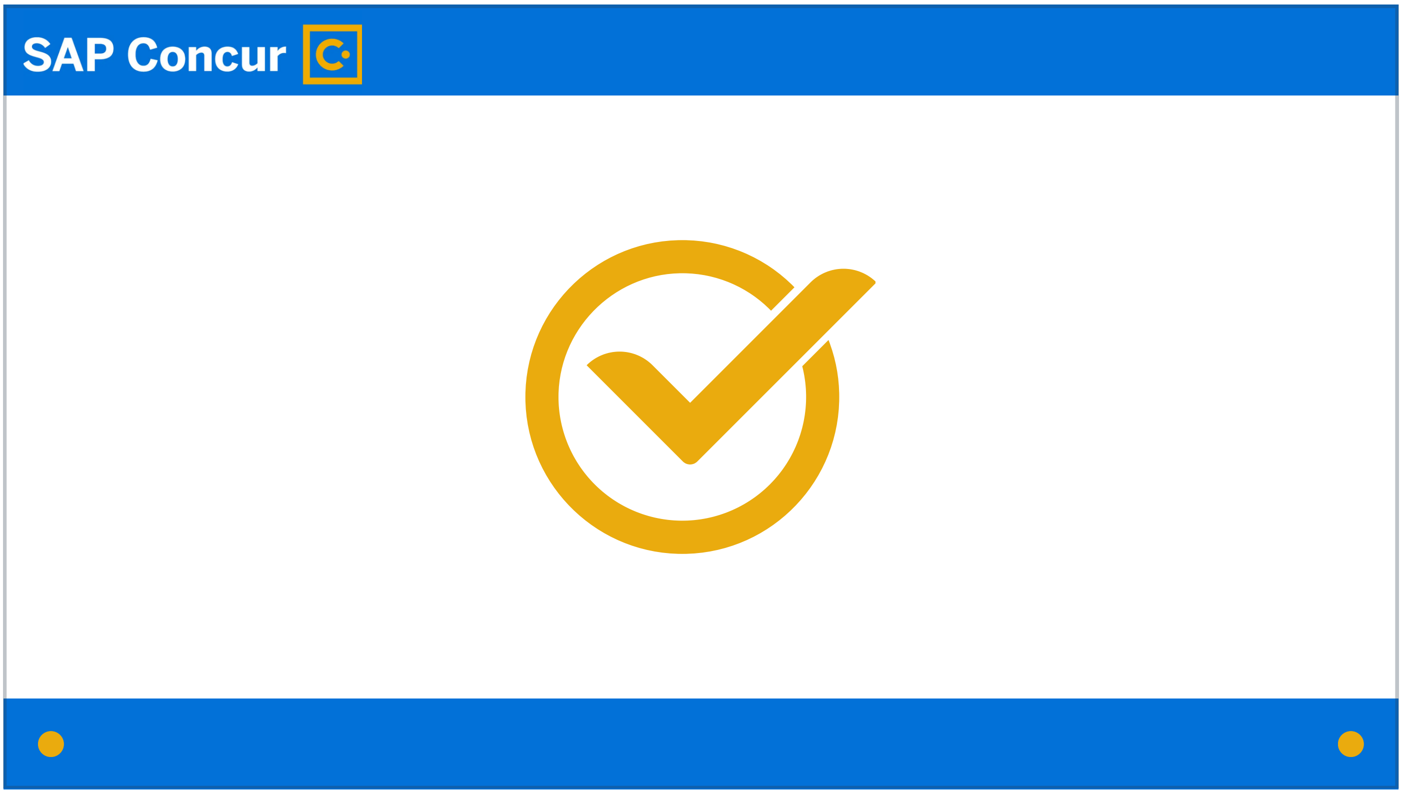


In Concur, a report's specific workflow can be viewed by selecting Approval Flow under the Details dropdown menu.

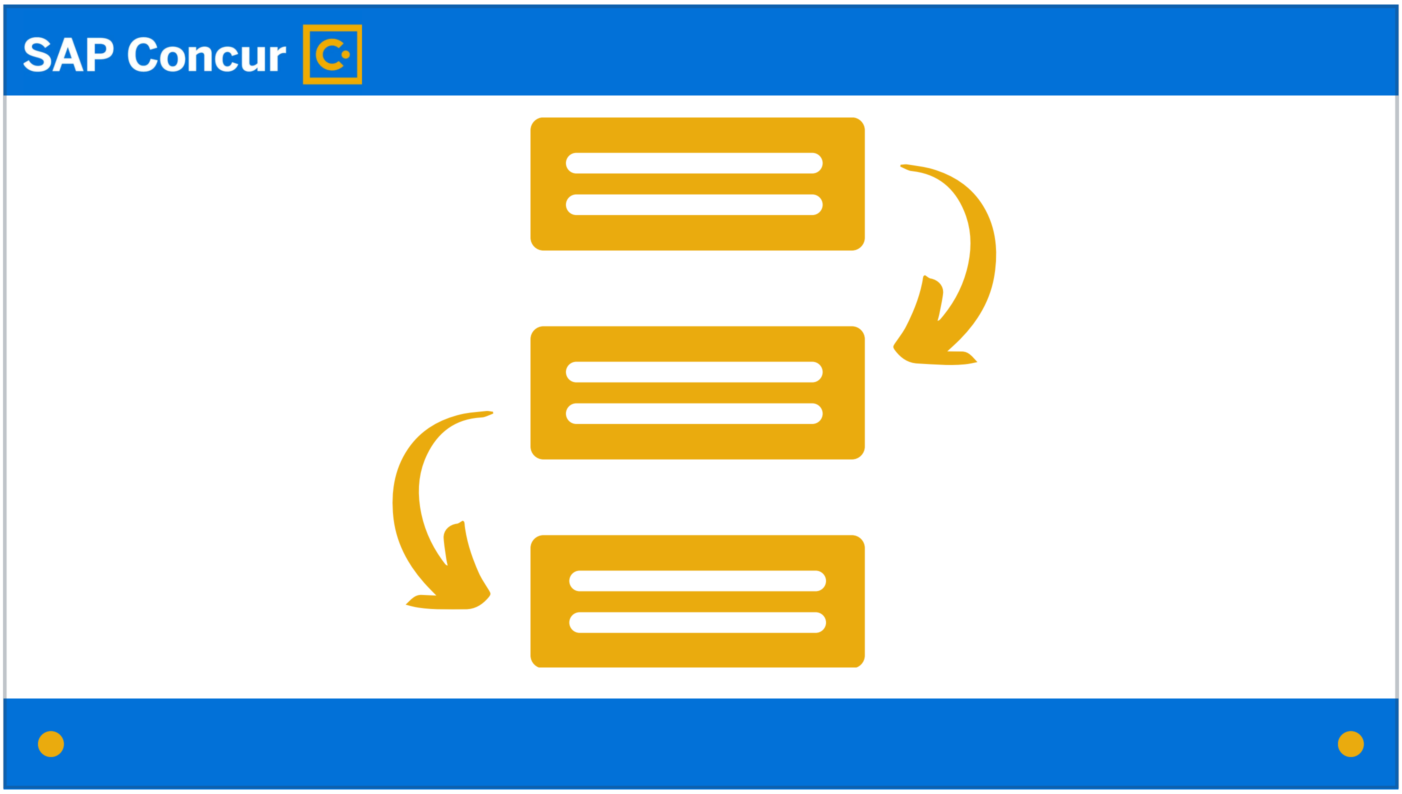


The workflow involves two things:

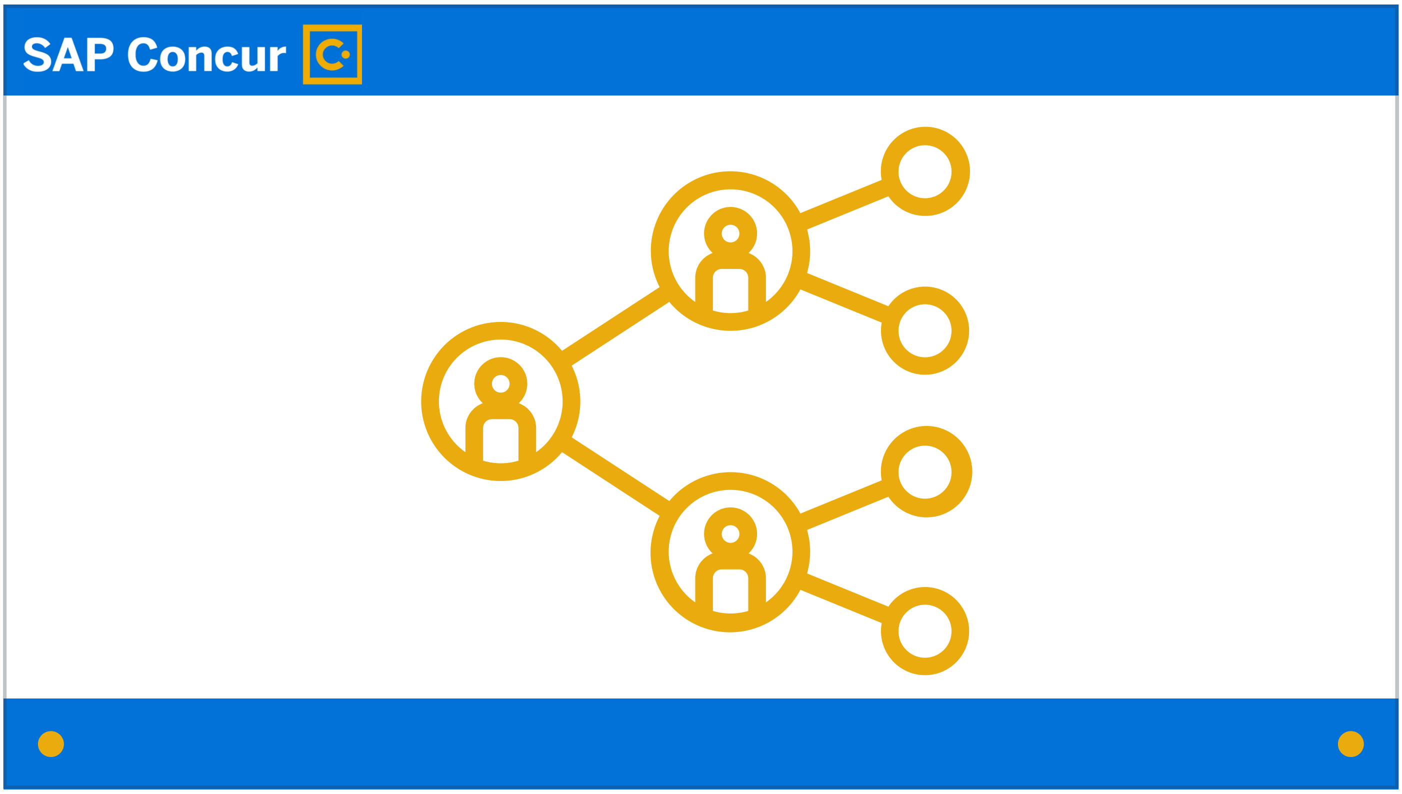
the review of data within submitted reports



the approval of those reports.

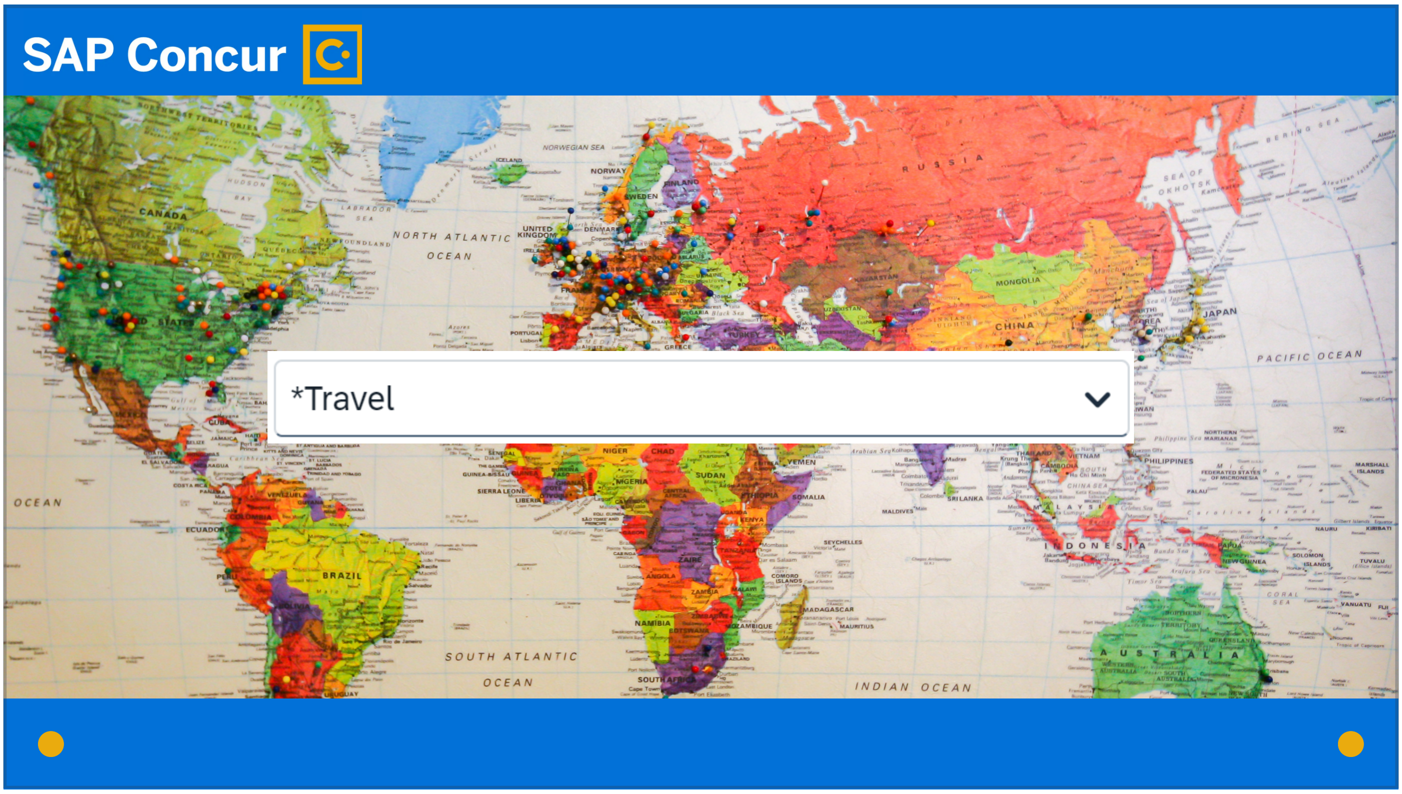


We will look first at the general workflow processes

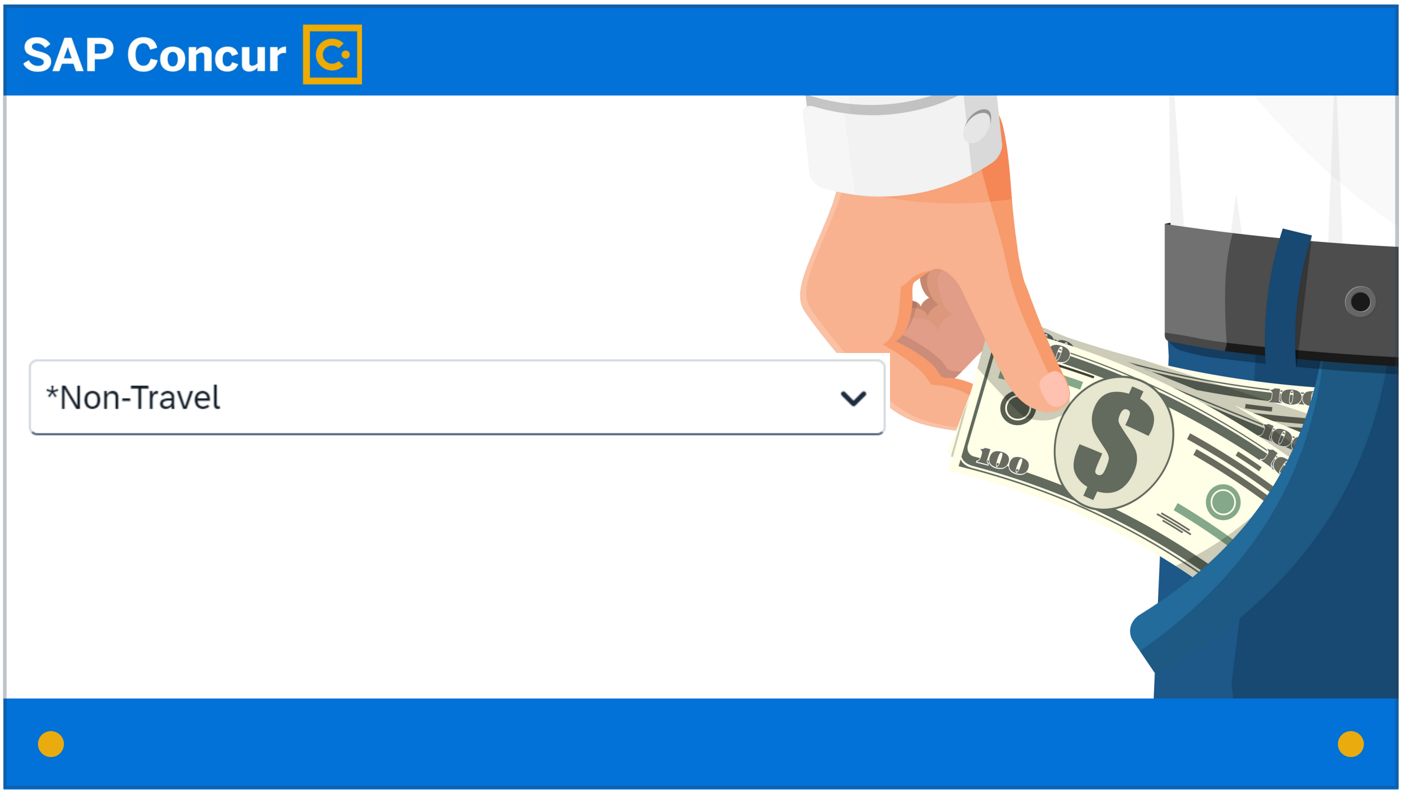


and then break down the responsibilities of each person in those processes.

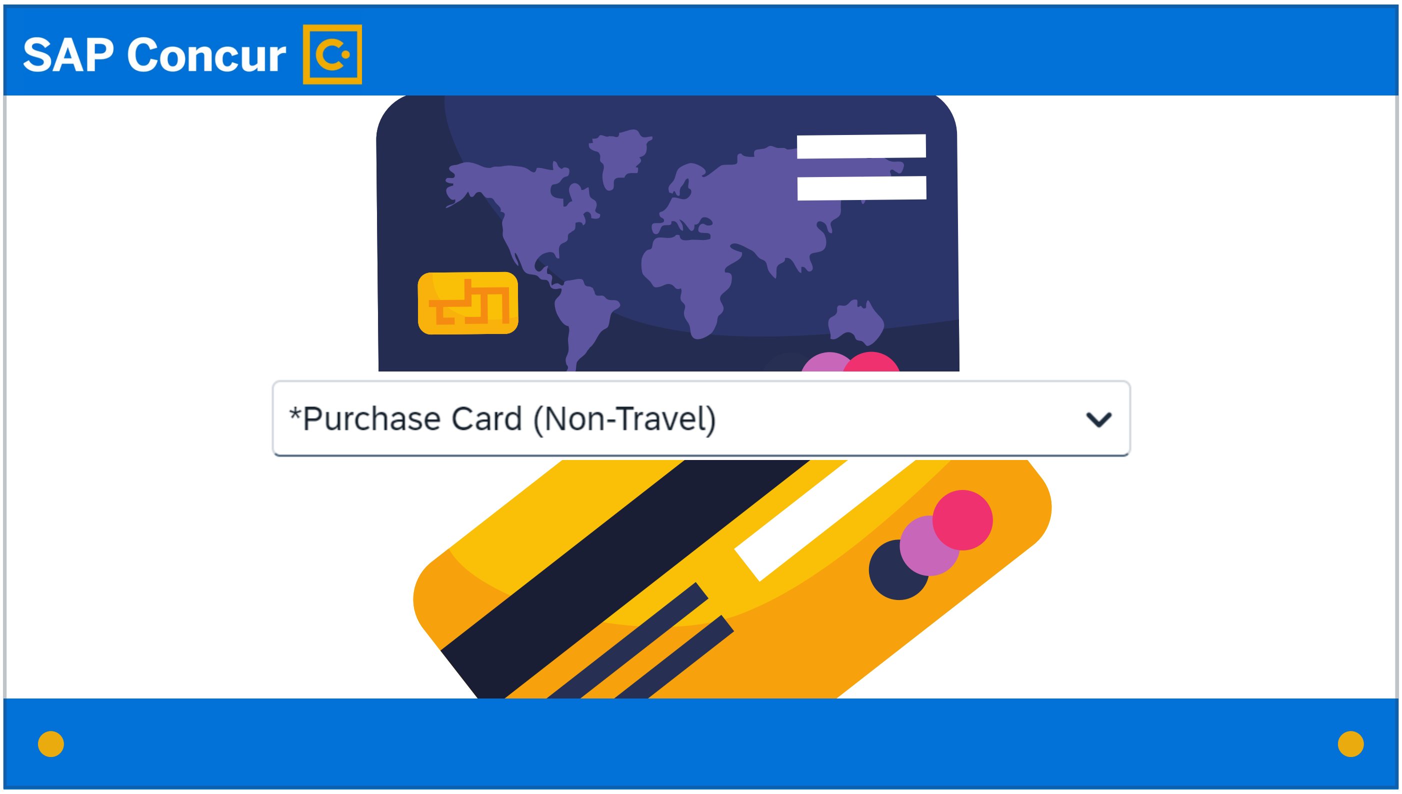
There are three expense report types:



Travel expense reports

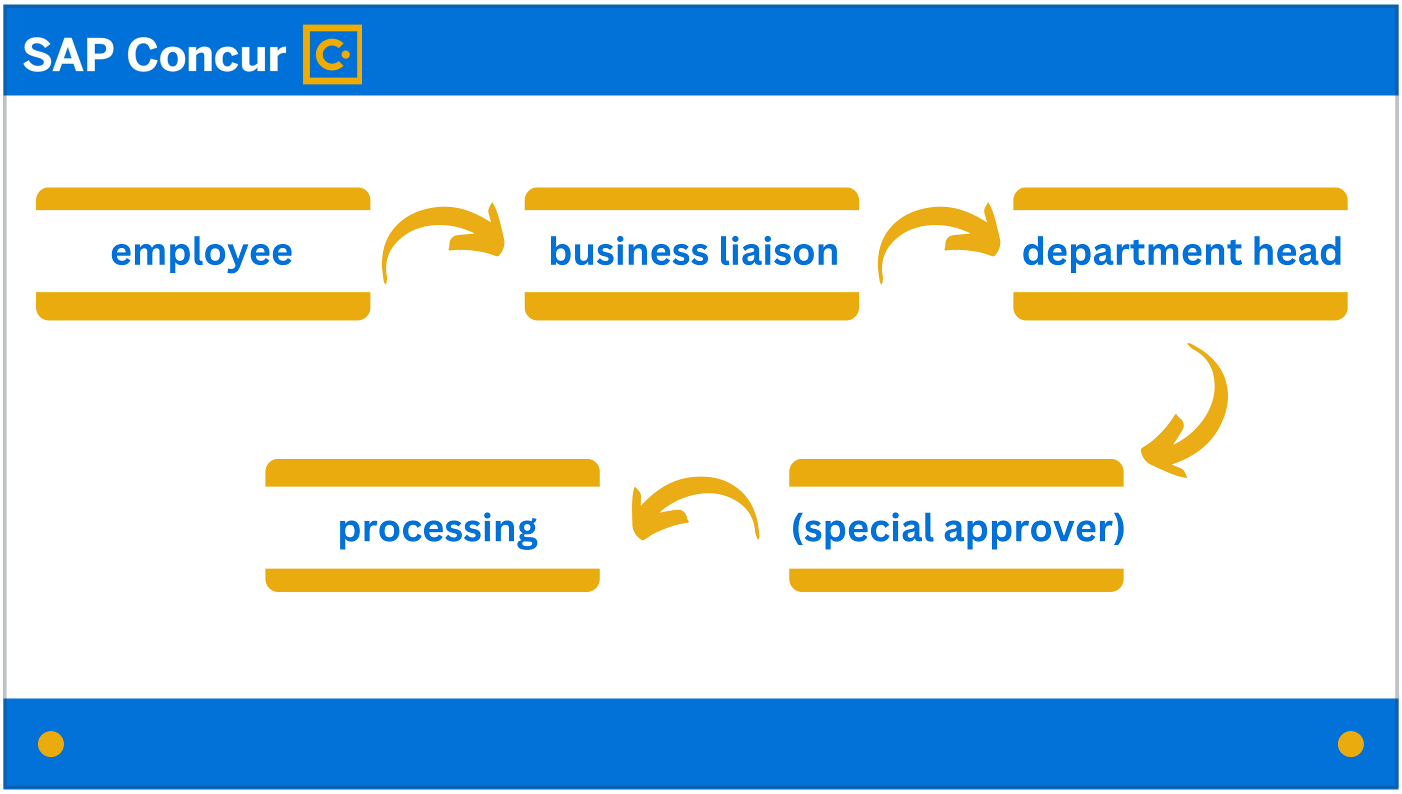


Non-travel (out-of-pocket reimbursement) expense reports,

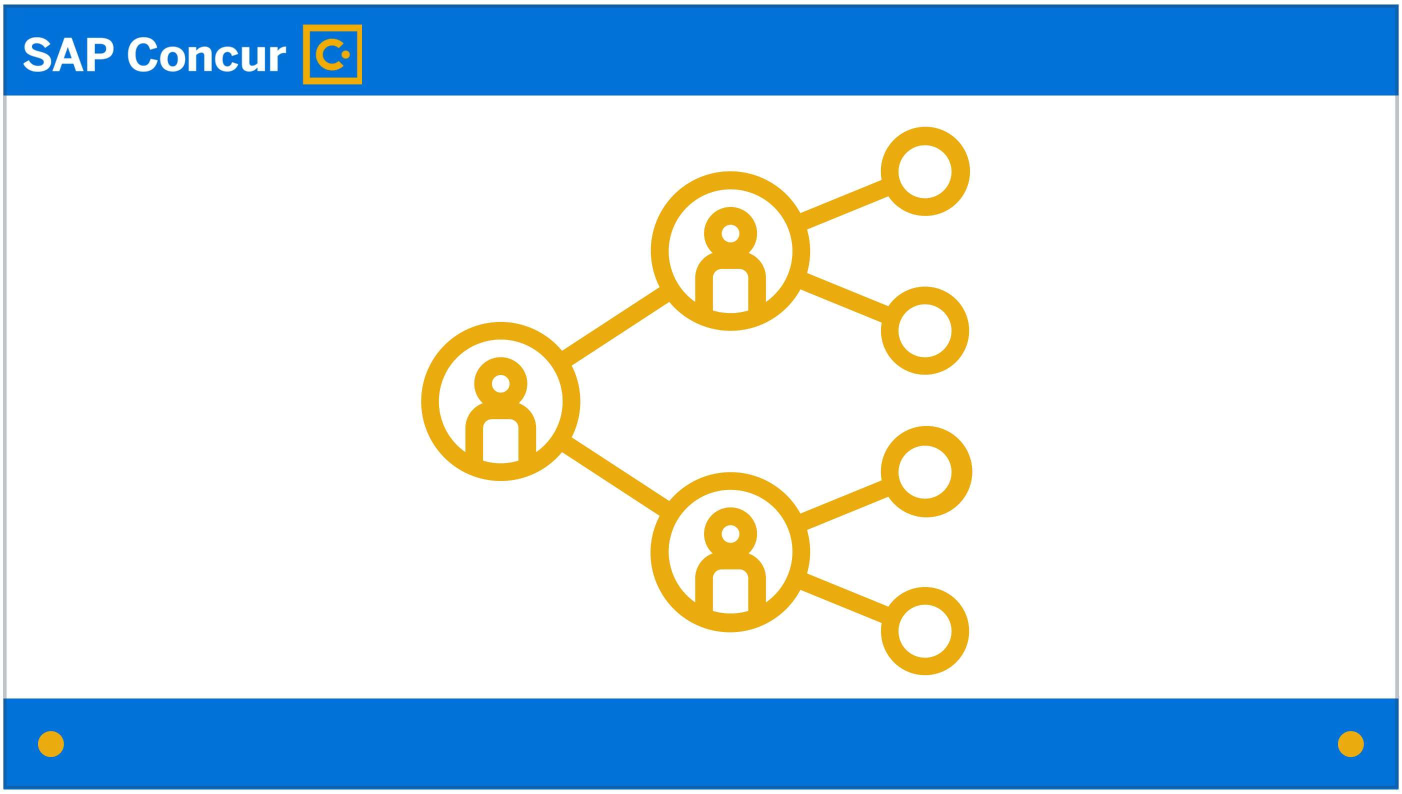


And non-travel purchasing card expense reports.

The report workflow is similar for all three expense report types:

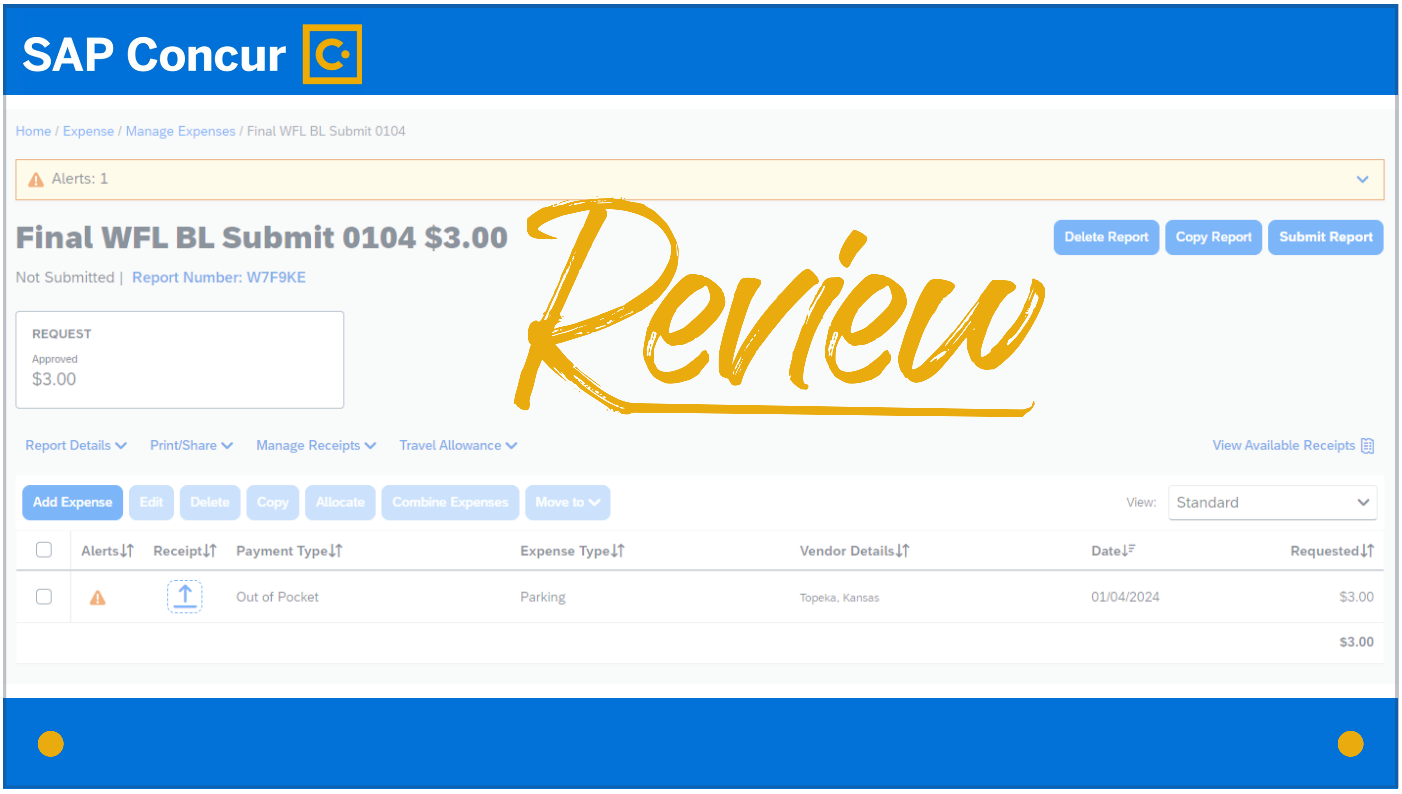


The employee submits the report; it goes to the business liaison, then to the department head, then—if applicable—to any special approvers (such as the AES or SPA approvers), and finally to processing.

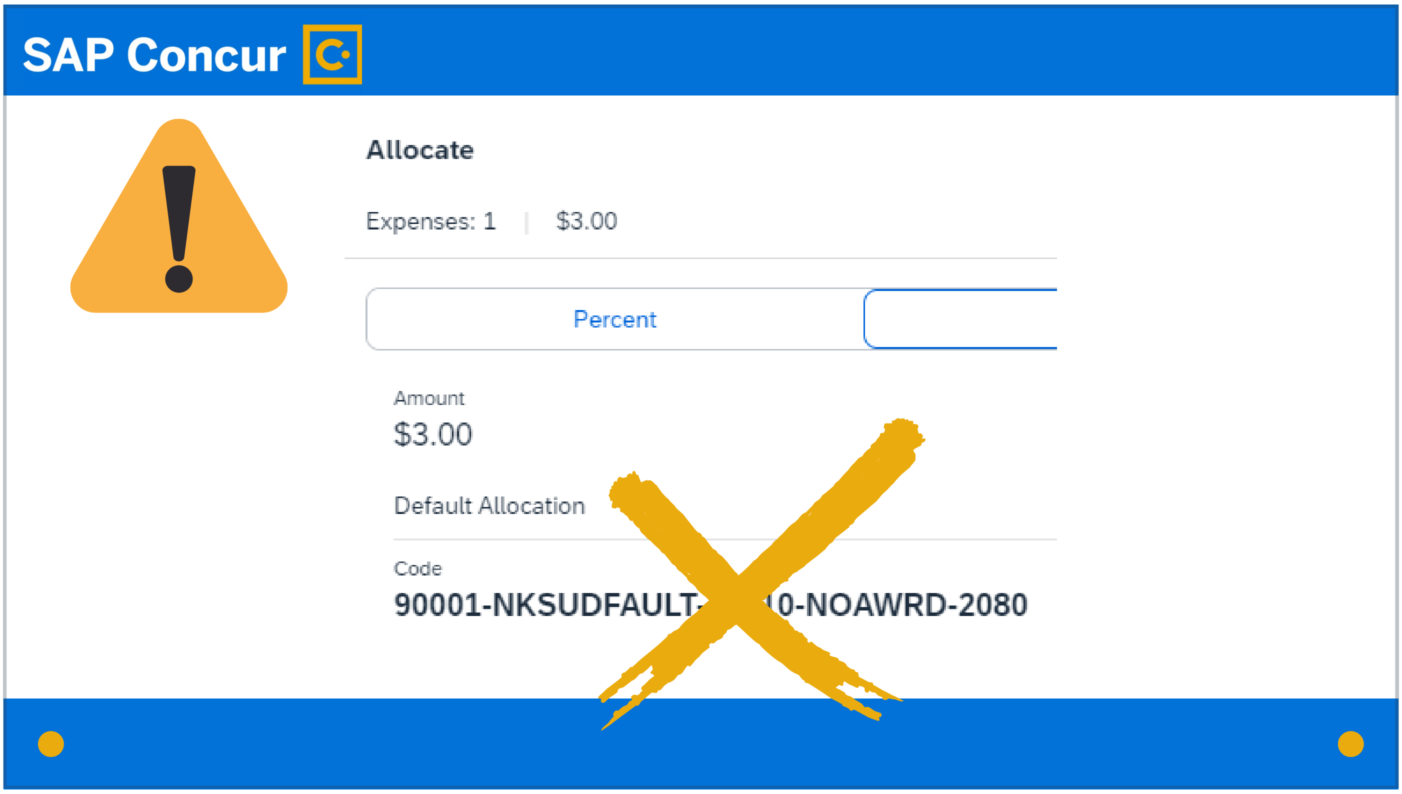


It’s important to understand next the role of each person in the workflow process.

The report workflow starts with the business liaison.

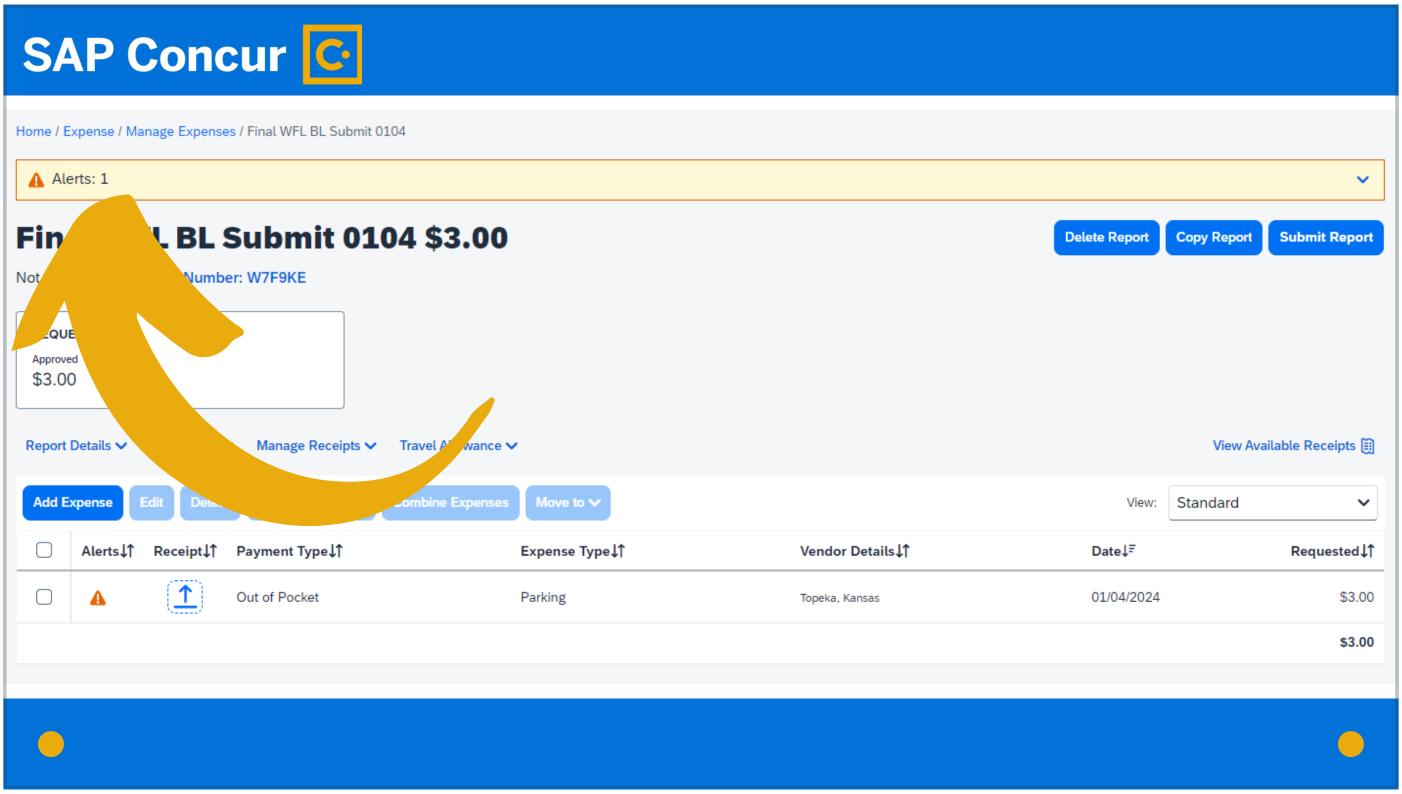


The business liaison workflow step is purposed for review. It is critical at this step for the business liaison to ensure that all financial data and documentation are correct.

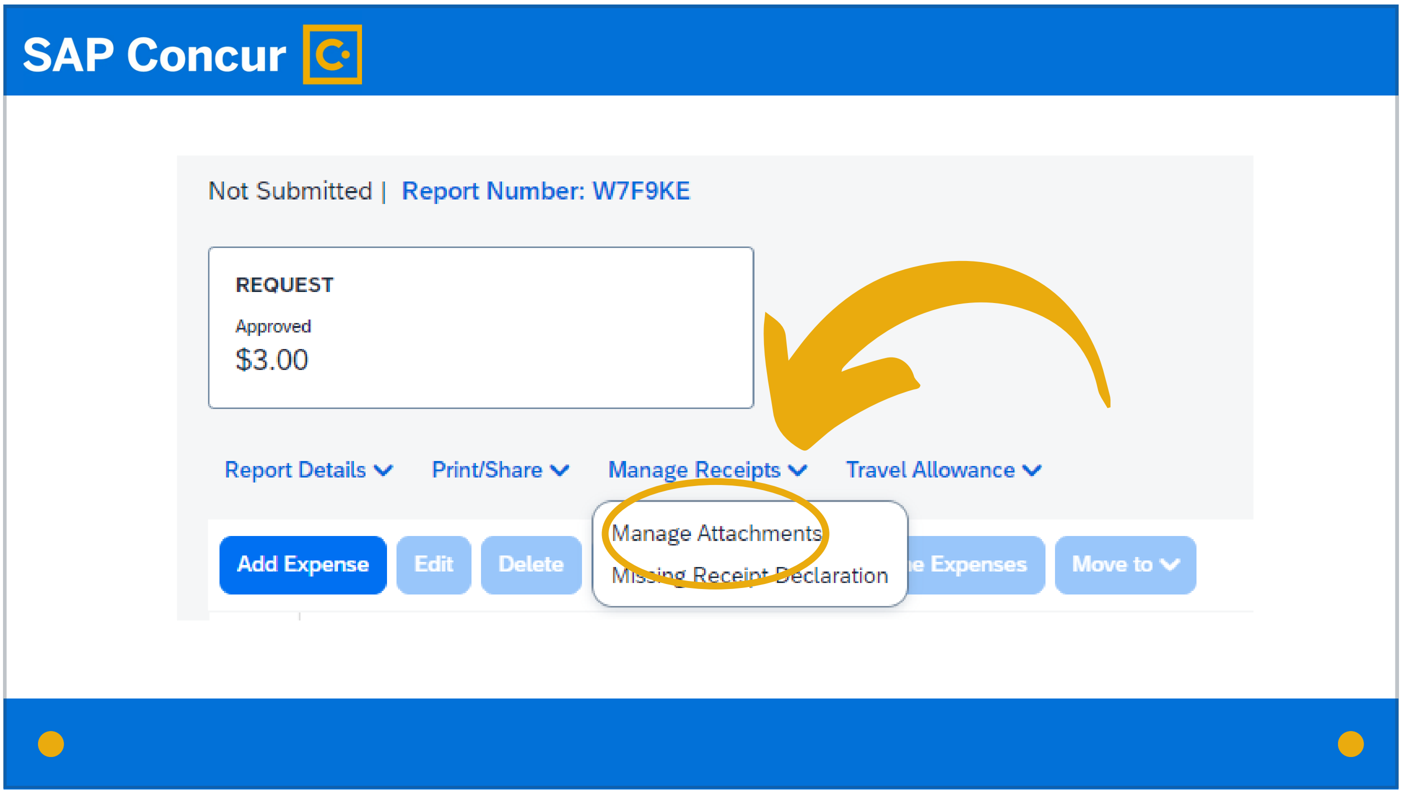


One of the most essential parts of this review is checking the funding string allocation. All reports start out with default funding. If this default funding string is still set at the point of the business liaison's review, it should be changed to the funding string appropriate to the department and expense. This is important because, if this funding string is not correct 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.



The business liaison should also ensure that any alerts or warnings on the request/report are resolved

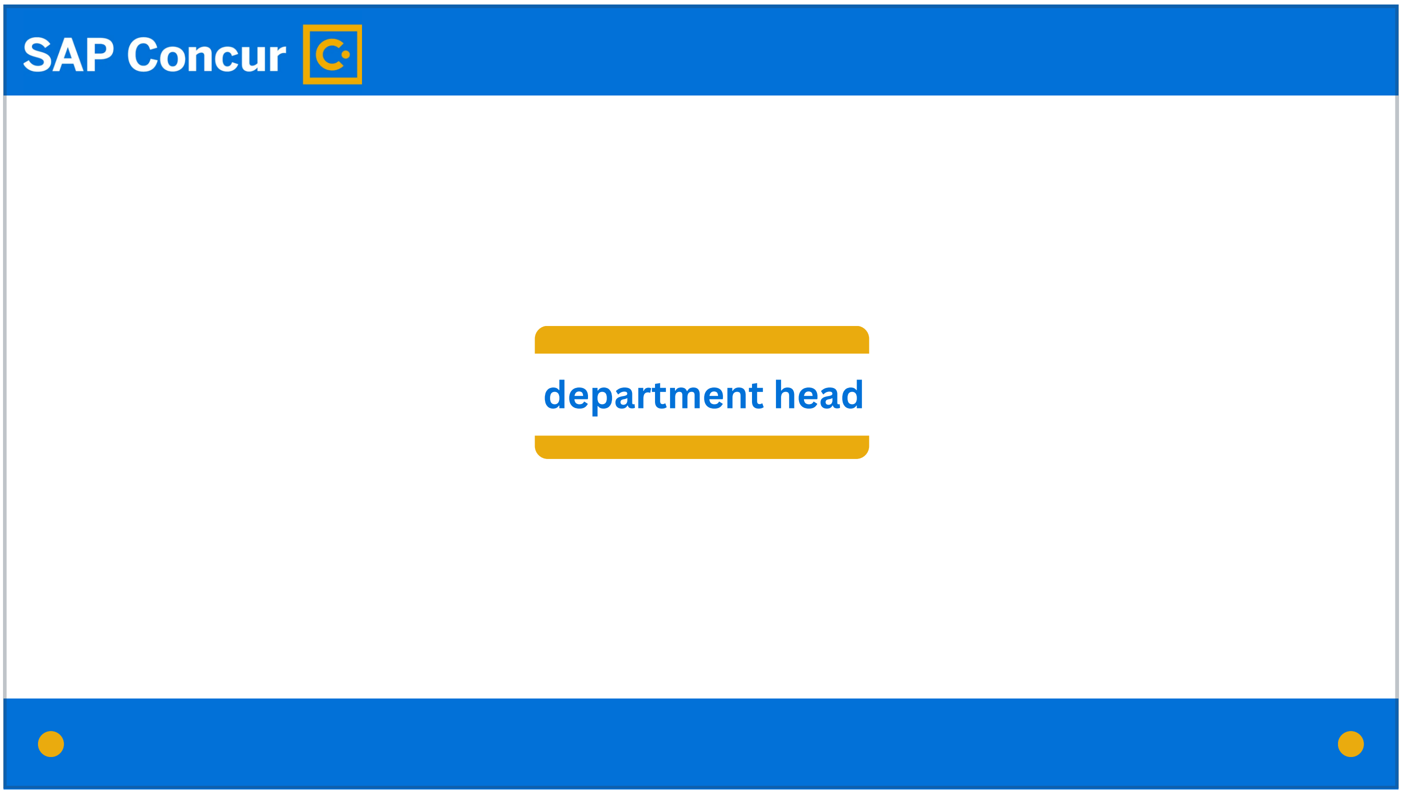


and that all documentation associated with the report is attached. If documentation is missing, either the business liaison or the employee can attach it. Documentation can be attached to a report at any time.

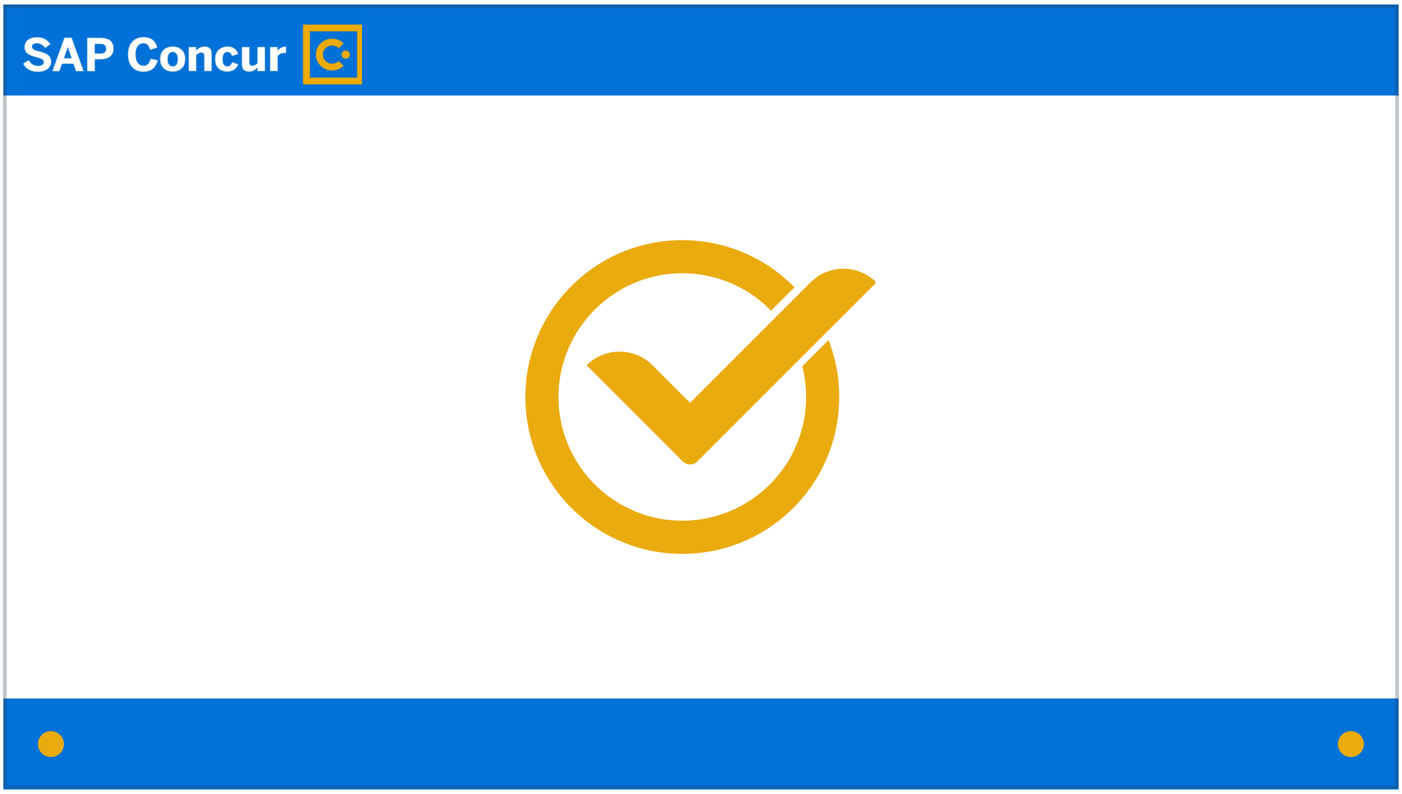
It is not necessary to send back the report to the employee for the attachment to be added. In fact, it is better if the report is not sent back, as—again—

this will cause the entire workflow to start over.

When the business liaison review is complete, the business liaison's approval of the report confirms that all financial data and documentation are accurate.



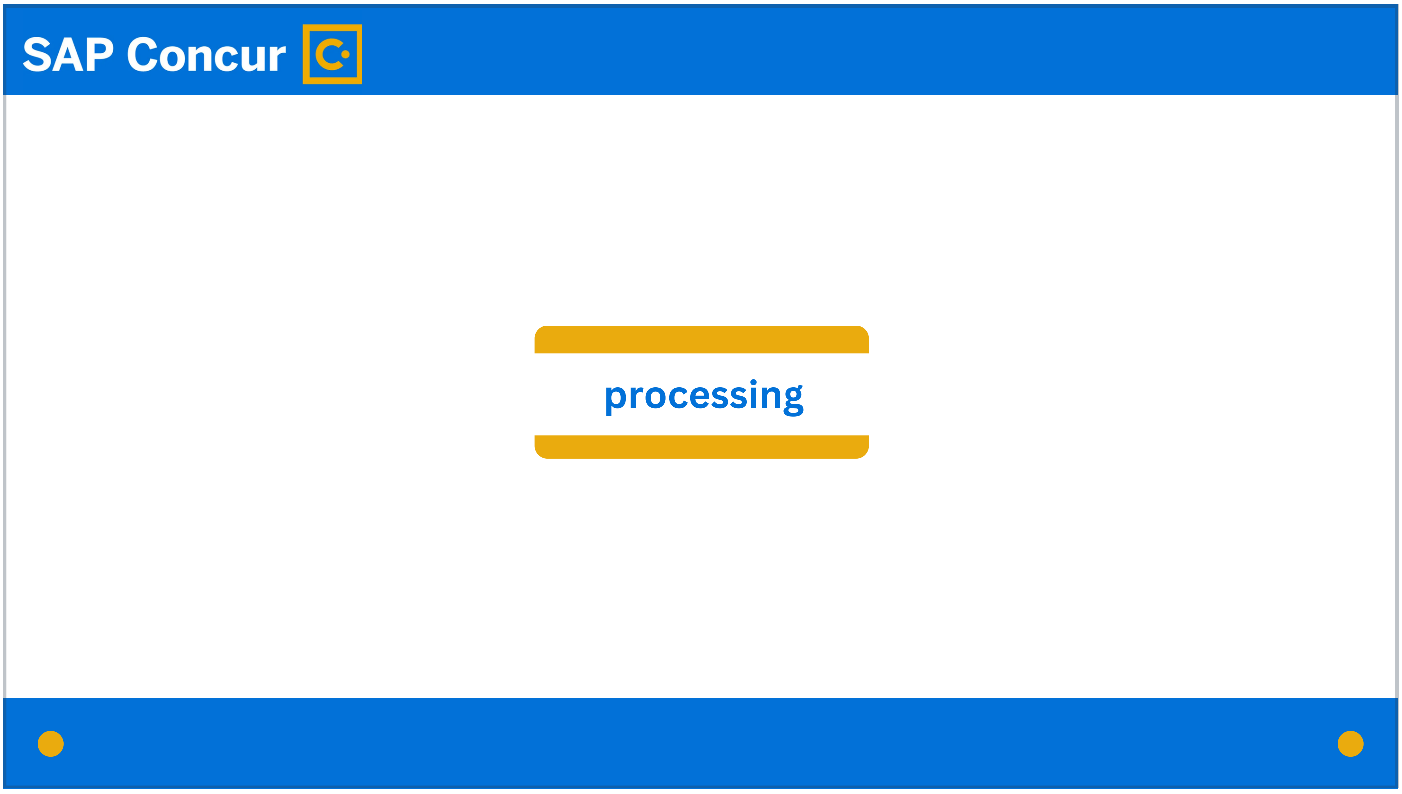
Looking next at the department head workflow step,



the department head is responsible for reviewing the report to make sure the expenses are allowable within and appropriate to the department. The department head’s approval at this point in the workflow indicates that the report is correct and sanctioned at the department level.

Following the department head approval, depending on the report in question, there may be special approvers.

These approvers include AES and SPA approvers who review the AES or SPA expenses to make sure they align with funding requirements.



Processing is the final step in the workflow, and it is at this point Division of Financial Services staff audit the reports to ensure they meet all policy and procedure standards and are good for payment to be issued.

Again, it is essential that, by the time a report reaches processing, all data is correct. If it is not and the processors have to return the report, the entire workflow process must start over.