

Workflow:

Report Workflow Processes

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

The screenshot displays the SAP Concur interface. At the top, the SAP Concur logo is visible. Below it, the navigation bar includes 'Approvals' and 'Approvals Home'. The main content area shows a report titled 'August 2023 Conference' with a 'Details' dropdown menu open. The 'Approval Flow' option is circled in orange. A yellow arrow points from the 'Approval Flow' option to the 'Details' dropdown menu. The report summary shows a total amount due to the company of \$0.00. Below the summary, there is a table of requests, with one request listed: 'August 2023 Conference' with a request ID of '33HR'.

Request Name	Request ID
August 2023 Conference	33HR

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



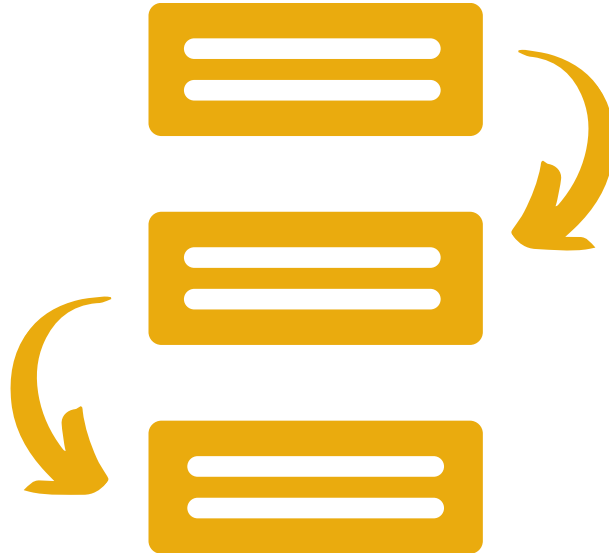
The workflow involves two things:

Review

the review of data within submitted reports



the approval of those reports.



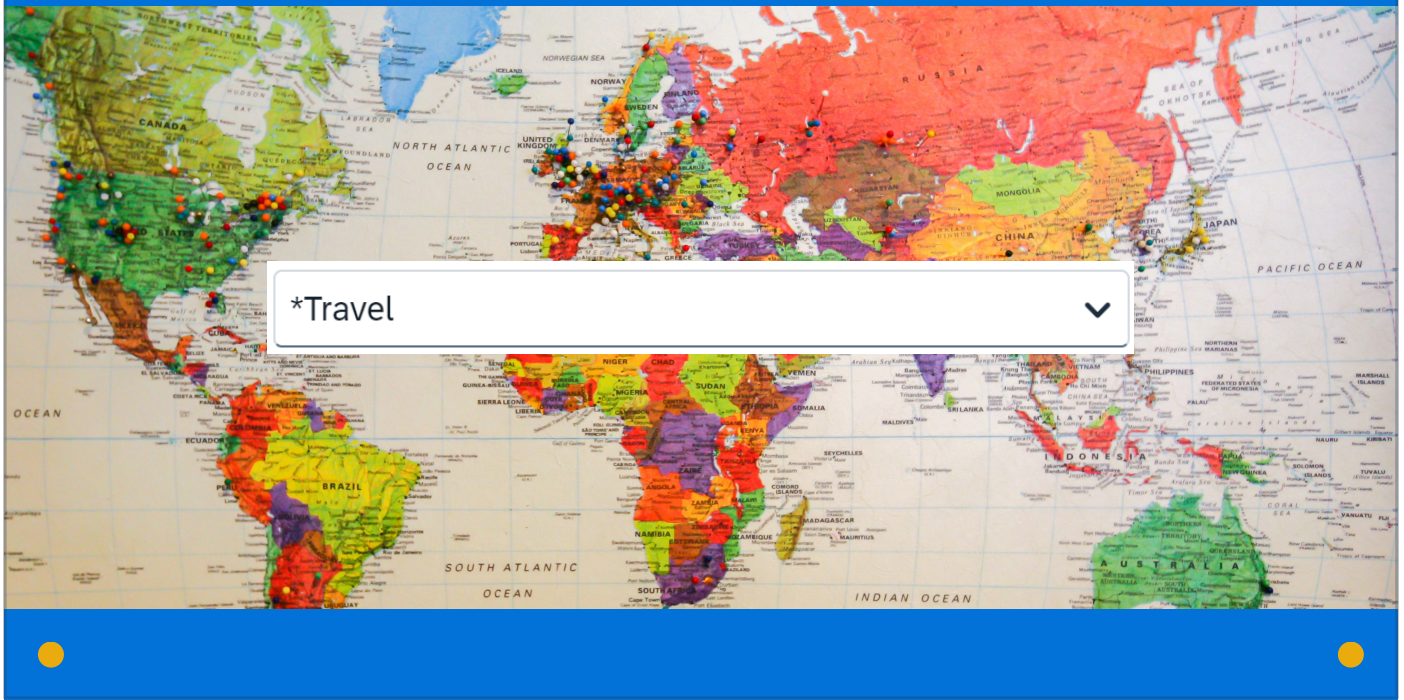
We will look first at the general workflow processes



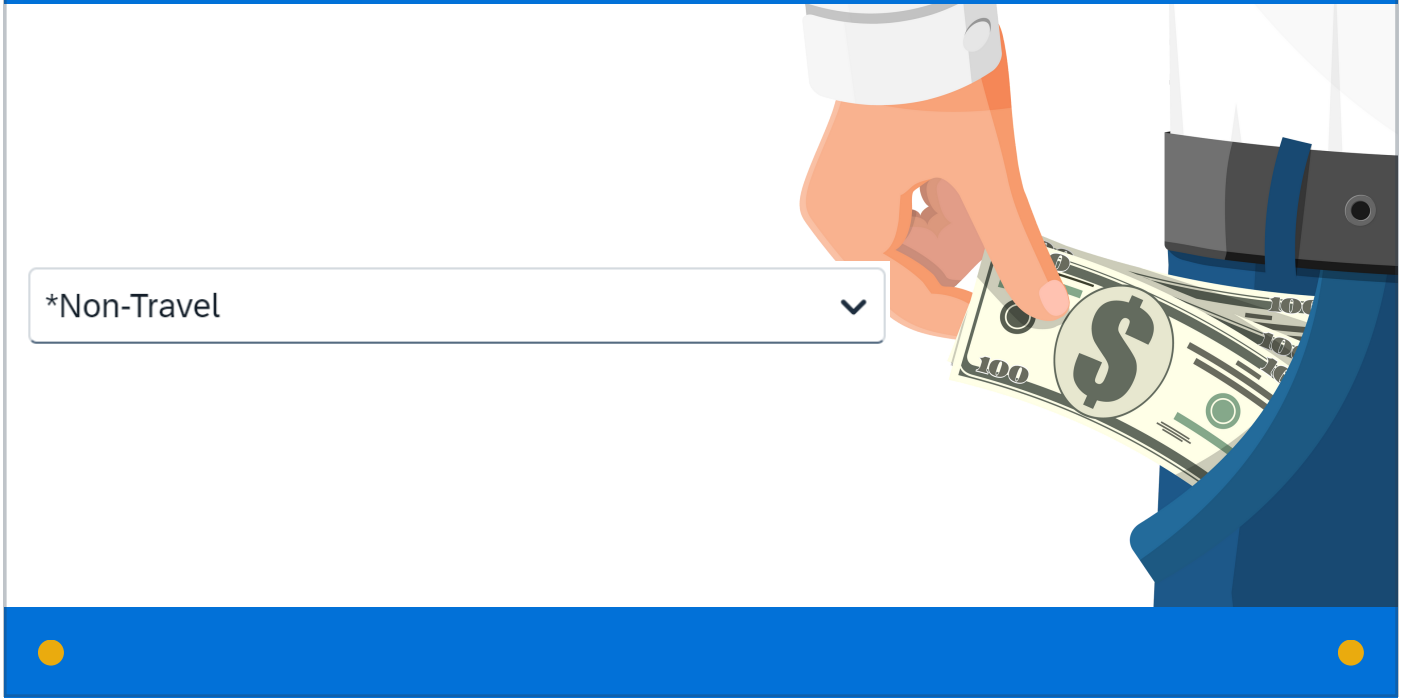
and then break down the responsibilities of each person in those processes.



There are three expense report types:



Travel expense reports



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



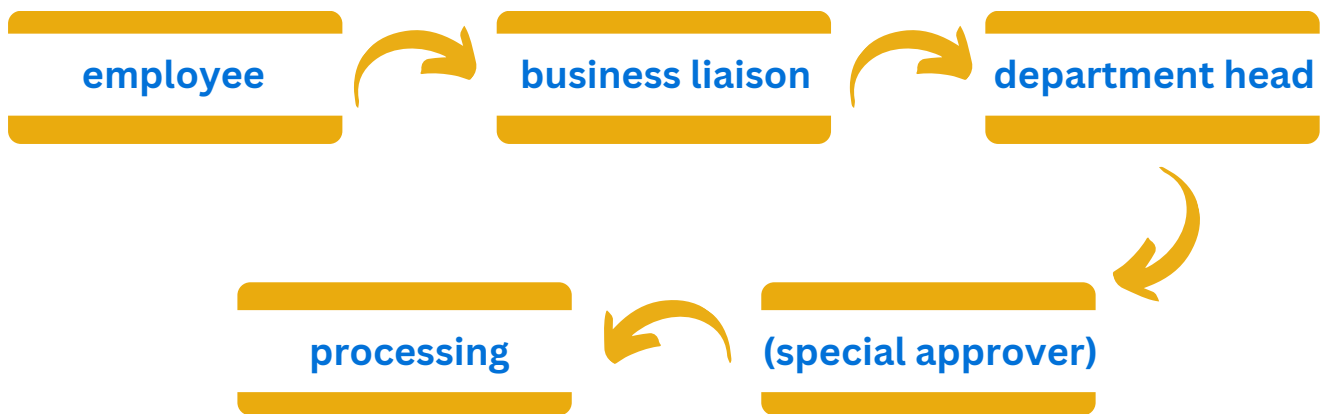
*Purchase Card (Non-Travel)



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.

business liaison

The report workflow starts with the business liaison.

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

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.



Allocate

Expenses: 1 | \$3.00

Percent

Amount
\$3.00

Default Allocation

Code
90001-NKSUDFAULT-10-NOAWRD-2080



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,

Send Back to Employee



the return of the report to the employee requires the entire workflow process to start over.

Alerts: 1

Final WFL BL Submit 0104 \$3.00

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

Not for Payment Number: W7F9KE

Request Approved
\$3.00

[Report Details](#) [Manage Receipts](#) [Travel Allowance](#)

[View Available Receipts](#)

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

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

Not Submitted | Report Number: W7F9KE

REQUEST

Approved
\$3.00



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

Add Expense

Edit

Delete

Manage Attachments

Missing Receipt Declaration

Re Expenses

Move to ▾

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.



Send Back to Employee

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—

Send Back to Employee



this will cause the entire workflow to start over.

business liaison

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

department head

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.

(special approver)

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

(special approver)

AES/SPA Approvers

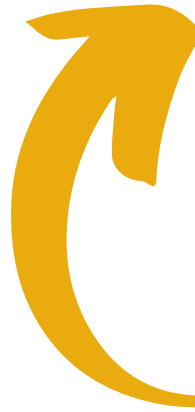
These approvers include AES and SPA approvers who review the AES or SPA expenses to make sure they align with funding requirements.



processing

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.

Send Back to Employee



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.