Quick Reference Card – Concur

Concur – Acting as a Delegate

In order to act as a delegate, an employee will need to select the Procard holder, traveler, or approver they will be acting on behalf of in Concur.

Procedures	
Sign into Concur with your ID and password. Click on Profile	SAP Concur C Requests Travel Expense Approvals App Center Profile • Image: Support if Help• VICK Profile • Image: Support if Help• Image: Support if Help• Profile • Image: Support if Help• VICK Image: Support if Help• Image: Support if Help• Image: Support if Help• Image: Support if Help• VICK Image: Support if Help• Image: Support if Help• Image: Support if Help• Image: Support if Help• VICK Image: Support if Image: Support if Help• Image: Support if Help• Image: Support if Image: Support if Help• Image: Support if Image:
If you have been added as a delegate, you will see the Acting as other user section.	COA2 Test
Search for the person for which you wish to act by name	Profile Settings Sign Out
or SAP User ID.	🔀 Acting as other user 🚱
Click on the person's information to make your selection.	Bearch by name or ID Q Test, COA1 Concurexpense@uky.edu (Email) User ID: coa1 Coa1
NOTE: If you do not see the person you are looking for, that individual may not have added you as a delegate.	Logon ID: coa1@uky.edu

Concur – Acting as a Delegate

Click Start Session after you verify the correct name is in the Acting as other user field.	Sign Out	
	Acting as other user @ Test, COA1	
	Cancel Start Session	
Instead of Profile, you will now see Acting as highlighted.		
Now you can create, review, or approve reports for the selected individual depending on your delegated permission.	SAP Concur C Requests Expense Approvals Acting as Test, COA1 Acting as Test, COA1 VICK H 05 00 00 01 VICK New Required Authorization Available Open Test, COA1 O Open Reports	
Once you are finished acting as a delegate, be such to go back Acting as And click the dropdown arrow. Click on Done Acting	Acting as Test, COA1 Currently acting as Test, COA1 Profile Settings Sign Out	
for Others button.	Acting as other user () Search by name or ID Cancel Start Session	
	Done acting for others	

Concur – Acting as a Delegate

You will be returned to your own Concur profile. You can now continue processing your own documents or choose to act as another user.

SAP Concur 🖸	Requests	Travel	Expense	Approvals	App Center					Profile 👻
UK KENTUCKY Hello, COA2						+ New	DO Required Approvals	00 Authorization Requests	DO Available Expenses	00 Open Reports