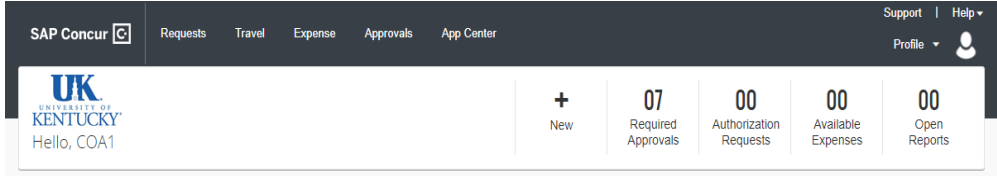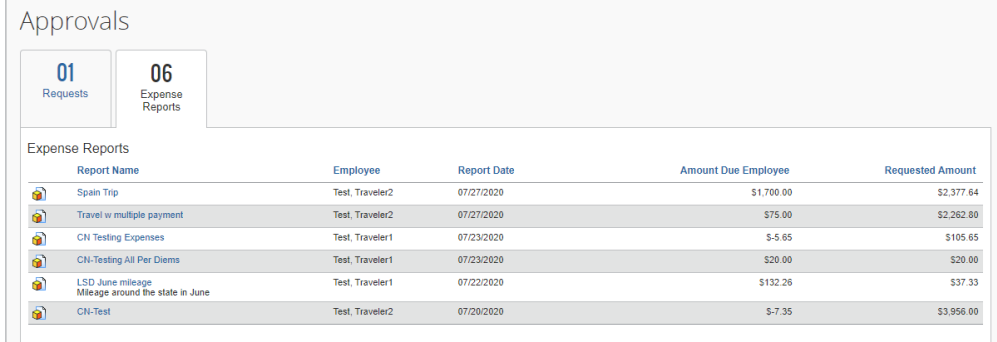# Concur – Approval

Approval of Concur documents will be handled through the approval queue in Concur.

Procedures

Concur documents awaiting approval can be reviewed and approved in the Concur approval queue.

Once you have logged on to Concur, click on the Required Approvals tab.

In the approval queue, there will be tabs for Requests and Expense Reports.

Concur will default to the Expense Reports tab. Click in the correct tab to review the desired report.

Click on the Report Name to open the report for review and approval.

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Spain Trip	Test, Traveler2	07/27/2020	$1,700.00	$2,377.64
Travel w multiple payment	Test, Traveler2	07/27/2020	$75.00	$2,262.80
CN Testing Expenses	Test, Traveler1	07/23/2020	$-5.65	$105.65
CN-Testing All Per Diems	Test, Traveler1	07/23/2020	$20.00	$20.00
LSD June mileage Mileage around the state in June	Test, Traveler1	07/22/2020	$132.26	$37.33
CN-Test	Test, Traveler2	07/20/2020	$-7.35	$3,956.00

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The report will open to the report Summary screen.	
To review the Report Header, click on Details and then click on Report Header.	

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Review the data entered on the report header for completeness and accuracy. Click Save if you made any changes or Cancel to return to the report Summary screen. NOTE: Although an approver can adjust the Cost Object Type and Cost Object ID at the header level, it is not recommended. Changes at the header level will affect all expenses on the report and the expense may already contain allocations.	
Open the UK-Detailed Report to review all header and expense allocation information on the same form.	

Concur – Approval

Here is an example of a UK-Detailed Report.

Employee details, report header information, expenses including GLs and cost objects, and report summaries should be reviewed carefully.

Report Name : Spain Trip

Authorization Request

Request/Trip Name : Spain Trip
Request ID : 333X

User Name : Test, Traveler2
User ID : 39003310
Email Address : concurexpense@uky.edu
Default Approver : Test, Default Approver

Report Header
Policy : *UK-TEST USERS-General Travel Policy
Report Id : 4512125886584A6OA628
Report Key : 1123
Report Start Date : 06/01/2020
Report End Date : 06/05/2020
*Does this trip include personal travel? : No
*Logical System : Logical System (HEQAS300)
*Company Code : Company Code (UK00)
*Cost Object Type : Cost Center (CC)
*Cost Object ID : CLN - DEPT (1013195050)

Expenses

Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Related Request/Expense Report	Additional Information
06/01/2020	Airfare	530019	03. Conference/Workshop - Participant		TACA INTERNATIONAL	T8c05ebe	Madrid	TEST-University Procard	$599.47		
Allocations : 100.00% ($599.47) HEQAS300-UK00-CC-1013195050											
06/05/2020	Hotel	530019	03. Conference/Workshop - Participant		Allegro Resorts		Madrid	Paid by Employee	$1,200.00		
06/04/2020	Hotel	530019	03. Conference/Workshop - Participant		Allegro Resorts		Madrid	Paid by Employee	$300.00		
Allocations : 100.00% ($300.00) HEQAS300-UK00-CC-1013195050											
06/03/2020	Hotel	530019	03. Conference/Workshop - Participant		Allegro Resorts		Madrid	Paid by Employee	$300.00		
Allocations : 100.00% ($300.00) HEQAS300-UK00-CC-1013195050											
06/02/2020	Hotel	530019	03. Conference/Workshop - Participant		Allegro Resorts		Madrid	Paid by Employee	$300.00		
Allocations : 100.00% ($300.00) HEQAS300-UK00-CC-1013195050											
06/01/2020	Hotel	530019	03. Conference/Workshop - Participant		Allegro Resorts		Madrid	Paid by Employee	$300.00		
Allocations : 100.00% ($300.00) HEQAS300-UK00-CC-1013195050											
06/03/2020	Parking	530019	03. Conference/Workshop - Participant		Local/Suburban Commuter Passenger	T35765326		TEST-University Procard	$78.17		
Allocations : 100.00% ($78.17) HEQAS300-UK00-CC-1013195050											
06/01/2020	Travel Registration Fees	530019	03. Conference/Workshop - Participant					Paid by Employee	$500.00		
Allocations : 100.00% ($500.00) HEQAS300-UK00-CC-1013195050											

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Expense Type Summary

Expense Type	Account Code	Amount
Airfare	530019	$599.47
Hotel	530019	$1,200.00
Parking	530019	$78.17
Travel Registration Fees	530019	$500.00

Allocation Summary

*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order	Amount
Cost Center	CLN - DEPT (1013195050)			$2,377.64

Payment Type	Amount
Paid by Employee	$1,700.00
TEST-University Procard	$677.64

Concur – Approval

Additional sections of the UK-Detailed Report that may assist an approver are the Approval Flow and Audit Trail.	
Review each individual expense on the report by clicking on the Expense Type	
The Expense tab will show on the right with details specific to the expense.	

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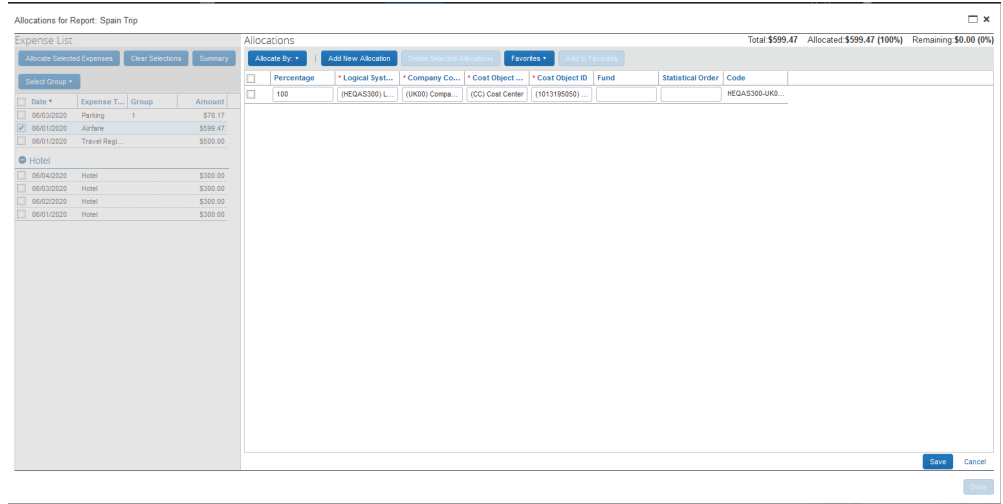|	
Review the details and modify the information if necessary. NOTE: For Paid by Employee Expenses, the approver will be able to adjust down the reimbursable amount by changing the Approved Amount field. Click Save if any changes are made. The approver can review, add or change the allocation by clicking the Allocate button.	

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The Allocations for Report screen will open with the specific expense checked. The screen will only show the allocation specific to the checked expense.	
The expense can be allocated by Percentage or Amount. If a change in the allocation is necessary, choose the correct allocation method for this expense and click on Add New Allocation.	
The second allocation row will be added. Complete the Percentage or Amount, Cost Object Type, and Cost Object ID for the allocation. Be sure to add any statistical orders if needed. Click Save.	
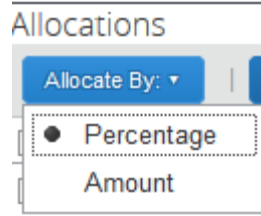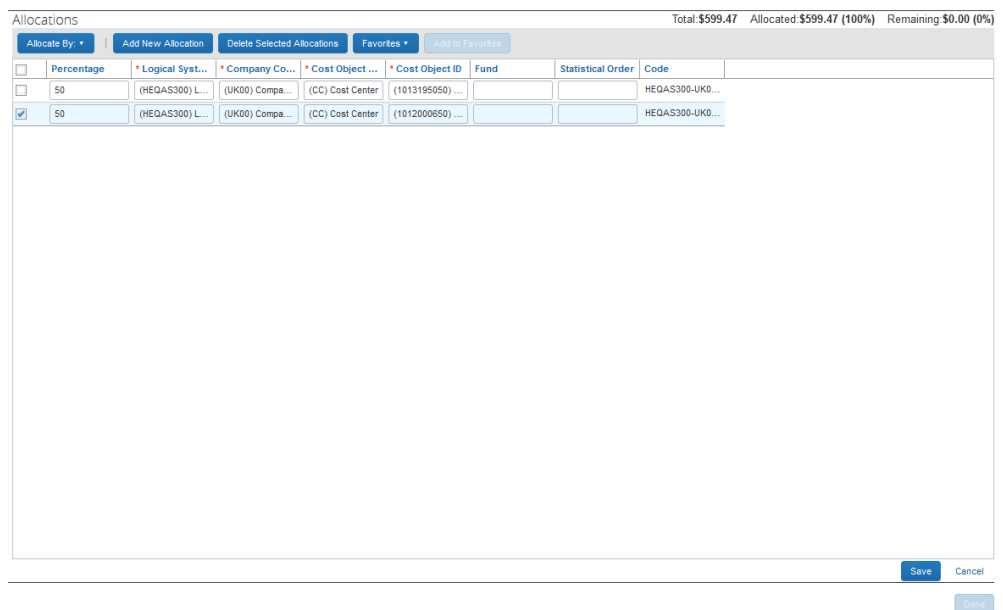
Concur – Approval

A confirmation message will appear reminding the approver that a change in the allocation can affect the report's workflow. Click Yes to continue.	**Please Confirm** Some fields (Percentage, Cost Object ID, Percentage) for the Cost Objects have changed. This would result in resetting the cost object workflows. Do you want to continue? Yes No
A Success confirmation will appear when the allocation is saved. Click OK.	**Success** Allocations have been saved. OK
You will be returned to the Allocation for Report screen. Click Done.	

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Review the attached documentation for the expense by clicking on the Receipt Image tab. The tab will show the Retrieving Images message, but the actual attachments will open in a new window. NOTE: Be certain your internet browser is not blocking pop-up messages or boxes. Review the attachments for correct and compete supporting documentation. Close the attachment and continue reviewing all other expenses on the report.	Expense Receipt Image **Retrieving Images** Retrieving Images from Image Server. Please wait…….
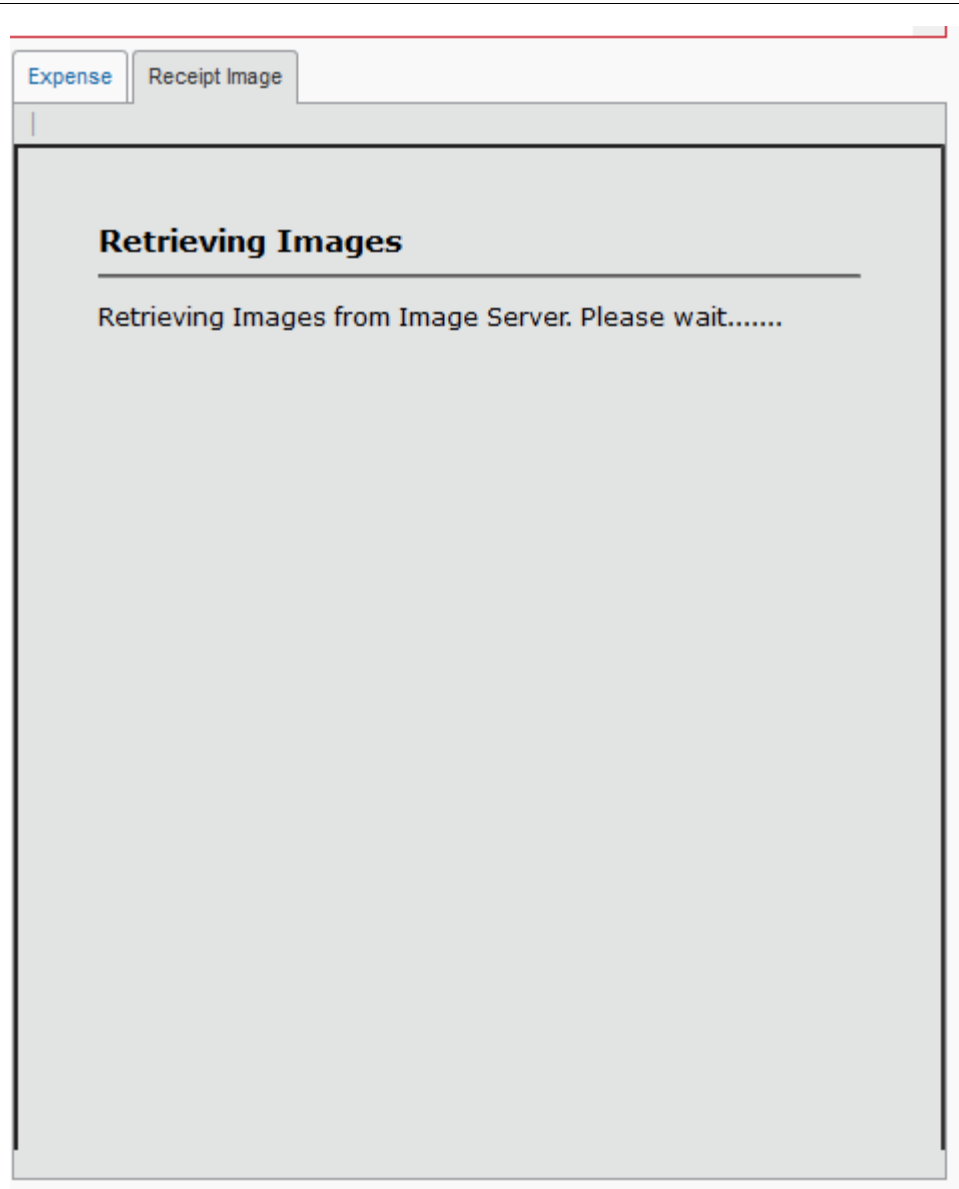
Concur – Approval

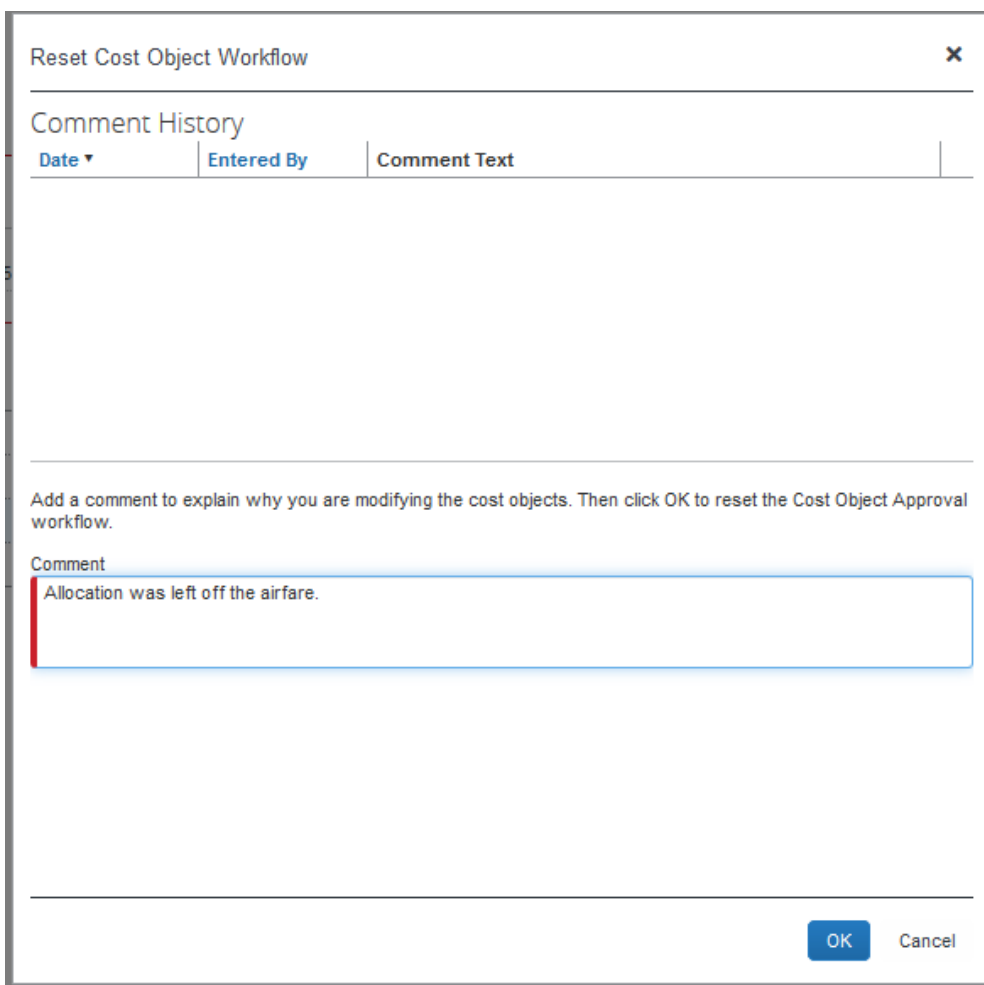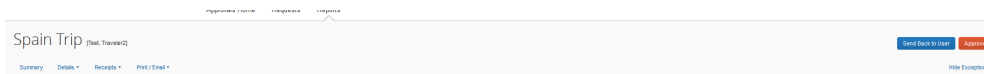|	
Once the entire report has been reviewed, the approver can Approve or Send Back to User. To approve the report, click Approve. Since an allocation on the report was changed, the approver will need to add a comment and click OK.	Spain Trip [Test, Traveler2] Send Back to User Approve Summary Details ▾ Receipts ▾ Print / Email ▾ Hide Exceptions **Reset Cost Object Workflow** ✕ Comment History | Date ▾	Entered By	Comment Text
---	---	---	 Add a comment to explain why you are modifying the cost objects. Then click OK to reset the Cost Object Approval workflow. Comment Allocation was left off the airfare. OK Cancel
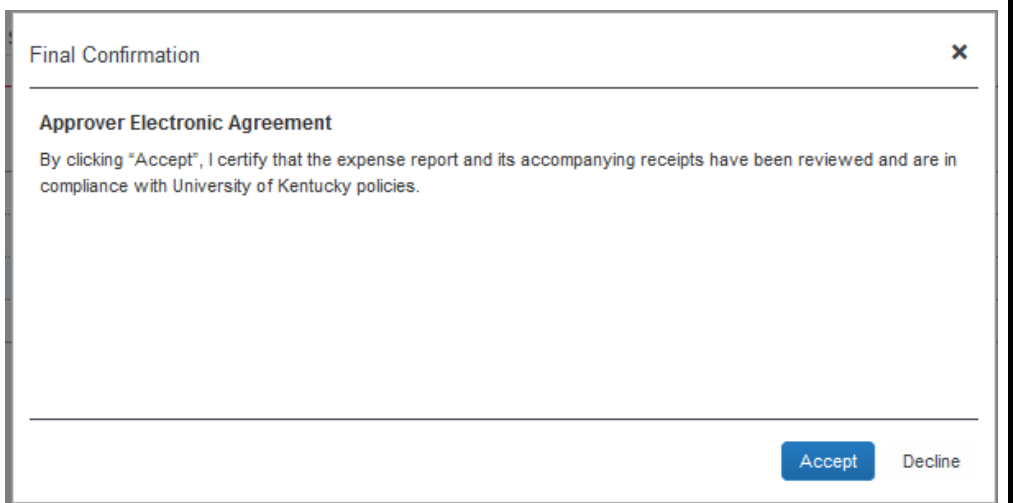
Concur – Approval

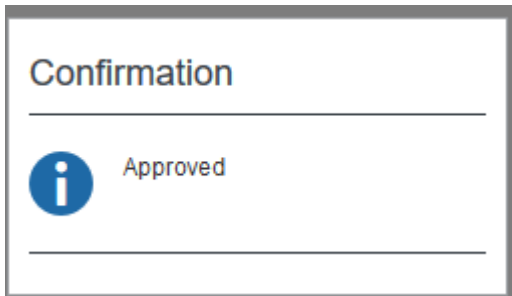|	
The Final Confirmation box will appear and ask that the approver to review the Approver Electronic Agreement and click Accept.	**Final Confirmation** ✕ **Approver Electronic Agreement** By clicking "Accept", I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with University of Kentucky policies. [Accept] Decline
An Approved Conformation will then appear.	**Confirmation** ⓘ Approved

Concur – Approval

If the report needs to be returned for any reason, click Send Back to User.	
Clearly describe to the user in the Comment box why the report is being returned and Click OK.	
The Sent Back to User confirmation box will appear.	

Concur – Approval

You will then be back at the Reports Pending your Approval screen. Continue reviewing and approving reports if more are pending your approval.	Expense Report List Reports Pending your Approval(0) View ▾ Report Name ⌄ Begins With ⌄ [ ] [Go] ☐ Employee Name Report Name Comments Report Date Date Submitted Total Amount Due Employee Requested Amount No Expense Reports Found