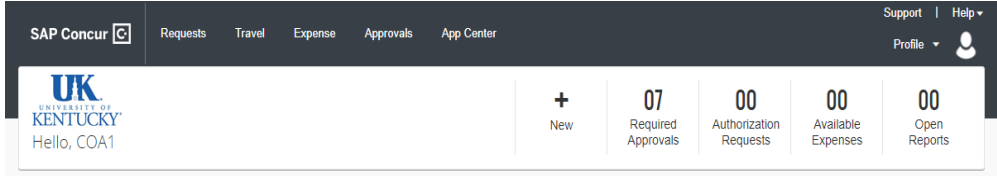
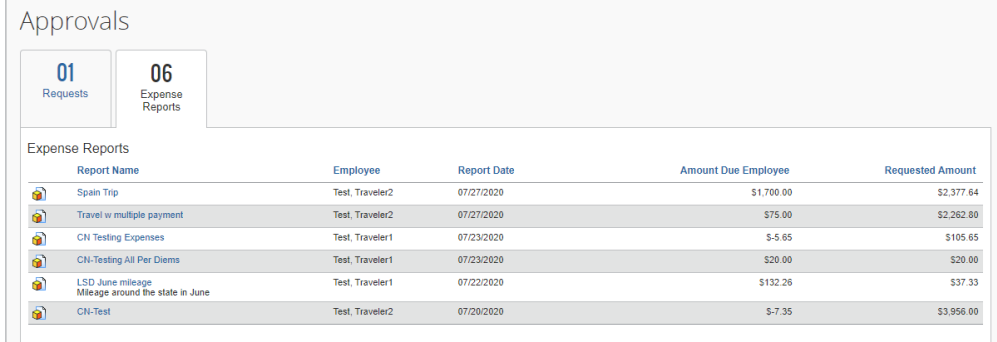


## Concur – Approval

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

<b>Procedures</b>																																				
<p>Concur documents awaiting approval can be reviewed and approved in the Concur approval queue.</p> <p>Once you have logged on to Concur, click on the Required Approvals tab.</p>																																				
<p>In the approval queue, there will be tabs for Requests and Expense Reports.</p> <p>Concur will default to the Expense Reports tab. Click in the correct tab to review the desired report.</p> <p>Click on the Report Name to open the report for review and approval.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Report Name</th> <th style="text-align: left;">Employee</th> <th style="text-align: left;">Report Date</th> <th style="text-align: right;">Amount Due Employee</th> <th style="text-align: right;">Requested Amount</th> </tr> </thead> <tbody> <tr> <td>Spain Trip</td> <td>Test, Traveler2</td> <td>07/27/2020</td> <td style="text-align: right;">\$1,700.00</td> <td style="text-align: right;">\$2,377.64</td> </tr> <tr> <td>Travel w multiple payment</td> <td>Test, Traveler2</td> <td>07/27/2020</td> <td style="text-align: right;">\$75.00</td> <td style="text-align: right;">\$2,262.80</td> </tr> <tr> <td>CN Testing Expenses</td> <td>Test, Traveler1</td> <td>07/23/2020</td> <td style="text-align: right;">\$-5.65</td> <td style="text-align: right;">\$105.65</td> </tr> <tr> <td>CN-Testing All Per Diems</td> <td>Test, Traveler1</td> <td>07/23/2020</td> <td style="text-align: right;">\$20.00</td> <td style="text-align: right;">\$20.00</td> </tr> <tr> <td>LSD June mileage Mileage around the state in June</td> <td>Test, Traveler1</td> <td>07/22/2020</td> <td style="text-align: right;">\$132.26</td> <td style="text-align: right;">\$37.33</td> </tr> <tr> <td>CN-Test</td> <td>Test, Traveler2</td> <td>07/20/2020</td> <td style="text-align: right;">\$-7.35</td> <td style="text-align: right;">\$3,956.00</td> </tr> </tbody> </table>	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
Report Name	Employee	Report Date	Amount Due Employee	Requested Amount																																
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## Quick Reference Card

# Concur – Approval

The report will open to the report Summary screen.

Expense Type	Date	Amount	Exception
Travel Registra...	06/01/2020	\$600.00	This expense entry may be a duplicate of the following expense object: Travel in mobile app/mgmt. Expense: 06/01/2020: Travel Registration Fees, \$600.00
Hotel	06/01/2020	\$1,200.00	This itemized entry has sub-entries with one or more exceptions.

Transaction D...	Expense Type	Enter Vendor	Additional Info	City of Purchase	Payment Type	Amount	Adjusted Clai...
06/05/2020	Hotel	Alghin Hotels		Madrid, Spain	Paid by Employee	\$1,200.00	
06/03/2020	Parking	Local/Suburban		TEST University		\$76.17	\$76.17
06/01/2020	Airfare	TACA INTERNAT...		Madrid, Spain	TEST University	\$599.47	\$599.47
06/01/2020	Travel Registration Fees				Paid by Employee	\$600.00	\$600.00

Report Summary			
Report Title			
Amount Due Company	Amount Due Company ...	Amount Due Employee	
	\$0.00	\$677.64	\$1,700.00

Requests (1)

Request Name	Request ID	Amount Appro...	Amount Remat...
Spain Trip	3208	\$2,394.00	\$966.33

COST OBJECT APPROVED AMOUNT  
\$2,377.64

To review the Report Header, click on Details and then click on Report Header.

Spain Trip [Test, Traveler2]

Summary Details Receipts Print / Email

Report

Report Header

Totals

## Concur – Approval

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.

Report header for: Spain Trip

Policy: \*UK-TEST USERS-General Tra

Trip Name: Spain Trip | Trip Start Date: 06/01/2020 | Trip End Date: 06/05/2020 | Business Destination: Madrid, Spain

Trip Purpose: 03. Conference/Workshop - F | Trip Type: Domestic | Traveler Type: 01. Employee | Related Request/Expense Report:

Does this trip include personal travel? No | Personal Dates of Travel:

Additional Information: | Comments To/From Approver/Processor:

Logical System: (HEQAS300) Logical System | Company Code: (UK00) Company Code | Cost Object Type: (CC) Cost Center | Cost Object ID: (1013195050) CLN - DEPT

Fund: | Statistical Order:

Report Id: 4512125886584A6DA628 | Report Key: 1123 | User Name: Test, Traveler2 | \*Dept Number: 7H500

Report Currency: US, Dollar | Receipts Received: Yes | Submit Date: 07/27/2020 | Approval Status: Pending Cost Object Approval

Payment Status: Not Paid | Report Total: 2,377.64 | Personal Expenses: 0.00 | Amount Not Approved: 0.00

Amount Approved: 2,377.64 | Amount University Paid: 0.00 | Amount Due University: 0.00 | Amount Due User: 1,700.00

Amount Due University Card: 677.64 | Total Amount Claimed: 2,377.64

Save Cancel

Open the UK-Detailed Report to review all header and expense allocation information on the same form.

Spain Trip [Test, Traveler2]

Summary Details Receipts Print / Email

Exceptions

Expense Type	Date	Amount
*UK-Detailed Report		
**Report - Detailed Report with Summary Data		

# 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 : 3903310  
 Email Address : concurexpense@july.edu  
 Default Approver : Test, Default Approver

---

**Report Header**  
 Policy : \*UC-TEST USERS-General Travel Policy  
 Report ID : 4121258855448GAG28  
 Report Key : 123  
 Report Start Date : 06/01/2020  
 Report End Date : 06/05/2020

\*Does this trip include personal travel? : No  
 \*Logical System : Logical System (HEGAS300)  
 \*Company Code : Company Code (UK00)  
 \*Cost Object Type : Cost Center (CC)  
 \*Cost Object ID : CLN - DEPT (1013195050)

---

Transaction Date	Expense Type	Account Code	Report/Trip Purpose	Hotel/Travel 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	Th006ba	Madrid	TEST-University Proceed	\$590.47		
Allocations : 100.00% (\$590.47) HEGAS300-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) HEGAS300-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) HEGAS300-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) HEGAS300-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) HEGAS300-UK00-CC-1013195050											
06/03/2020	Parking	530019	03 Conference/Workshop - Participant		Local/Suburban Commuter Passenger	T36786326		TEST-University Proceed	\$78.17		
Allocations : 100.00% (\$78.17) HEGAS300-UK00-CC-1013195050											
06/01/2020	Travel Registration Fees	530019	03 Conference/Workshop - Participant					Paid by Employee	\$500.00		
Allocations : 100.00% (\$500.00) HEGAS300-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	\$590.47
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	
Payment Type	Amount
Paid by Employee	\$1,700.00
TEST-University Proceed	\$677.64

# Concur – Approval

Additional sections of the UK-Detailed Report that may assist an approver are the Approval Flow and Audit Trail.

**Report Totals**

Report Total:	\$2,377.84
Personal Expenses:	\$0.00
Total Amount Claimed:	\$2,377.84
Amount Approved:	\$2,377.84

Amount Due User:	\$1,700.00
Amount Due University Card:	\$677.84
Total Paid By University:	\$2,377.84

Amount Due University:	\$0.00
Amount Due University Card From User:	\$0.00
Total Paid By User:	\$0.00

**Approval Flow**

Action	Approver
1 Supervisor Approval	Test, Default Approver
2 Business Officer Approval	
3 Healthcare Approval <i>(This step may be skipped)</i>	
4 Accounts Payable Approval	

**Audit Trail**

Date/Time	Updated By	Action	Description
07/27/2020 11:29 AM	Test, Traveler2	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
07/27/2020 11:29 AM	Test, Traveler2	Approval Status Change	Status changed from Submitted to Submitted & Pending Supervisor Approval Comment:
07/27/2020 11:51 AM	Test, Default Approver	Approval Status Change	Status changed from Submitted & Pending Supervisor Approval to Approved Comment:

Review each individual expense on the report by clicking on the Expense Type

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Clai...
06/05/2020	Hotel	Allegro Resorts		Madrid, SPAIN	Paid by Employee	\$1,200.00	
06/03/2020	Parking	Local/Suburban ...			TEST-University ...	\$78.17	\$78.17
06/01/2020	Airfare	TACA INTERNAT...		Madrid, SPAIN	TEST-University ...	\$599.47	\$599.47
06/01/2020	Travel Registration Fees				Paid by Employee	\$500.00	\$500.00

The Expense tab will show on the right with details specific to the expense.

Spain Trip (next, Traveler2)

Summary Details Receipts Print Email

Hide Exceptions

Expenses

Expense Type	Date	Amount	Exception
Travel Registra...	06/01/2020	\$500.00	This expense entry may be a duplicate of the following expense. Start: Travel in mobile payment. Expense: 06/01/2020: Travel Registration Fees, \$500.00
Hotel	06/05/2020	\$1,200.00	This itemized entry has sub-entries with one or more exceptions.

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Clai...
06/05/2020	Hotel	Allegro Resorts		Madrid, SPAIN	Paid by Employee	\$1,200.00	
06/03/2020	Parking	Local/Suburban ...			TEST-University ...	\$78.17	\$78.17
06/01/2020	Airfare	TACA INTERNAT...		Madrid, SPAIN	TEST-University ...	\$599.47	\$599.47
06/01/2020	Travel Registration Fees				Paid by Employee	\$500.00	\$500.00

Expense Receipts Summary

Expense Type: Airfare  
 Transaction Date: 06/01/2020  
 Trip Type: Domestic  
 Trip Purpose: (D) Conference/Workshop - Partner  
 Vendor: TACA INTERNATIONAL  
 Destination City: Madrid, SPAIN  
 Payment Type: TEST-University, Proceed  
 Amount: \$99.47 USD  
 Approved Amount: \$99.47  
 Comment: [Empty]  
 Transaction ID: T8056ea  
 Requested Date: 06/01/2020, \$1,500.00 - Spain  
 2020-06-01

COST OBJECT APPROVED AMOUNT: \$2,377.84

Save Allocate Attach Receipt

## Concur – Approval

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.

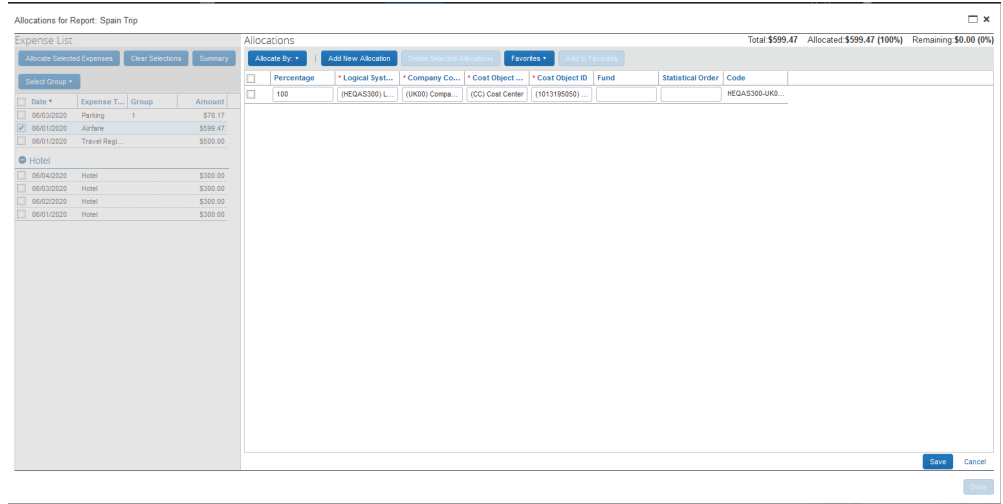
The screenshot shows the 'Expense Summary' tab of a Concur expense form. The form is organized into two columns of fields. The left column includes: Expense Type (Airfare), Trip Type (Domestic), Traveler Type (01. Employee), Vendor (dropdown), Vendor Name (TACA INTERNATIONAL), Payment Type (TEST-University Procard), Approved Amount (599.47), Transaction ID (T8c05eba), and \*Posted Date (2020-06-01). The right column includes: Transaction Date (06/01/2020), Trip Purpose (03. Conference/Workshop - Participate), Additional Information (empty), Ticket Number (empty), Destination City (Madrid, SPAIN), Amount (599.47 USD), Comment (text area), Related Request/Expense Report (dropdown), and Request (06/01/2020, \$1,500.00 - Spain). At the bottom right, there are three buttons: Save, Allocate, and Attach Receipt.

Expense Type	Airfare	Transaction Date	06/01/2020
Trip Type	Domestic	Trip Purpose	03. Conference/Workshop - Participate
Traveler Type	01. Employee	Additional Information	
Vendor		Ticket Number	
Vendor Name	TACA INTERNATIONAL	Destination City	Madrid, SPAIN
Payment Type	TEST-University Procard	Amount	599.47 USD
Approved Amount	599.47	Comment	
Transaction ID	T8c05eba	Related Request/Expense Report	
*Posted Date	2020-06-01	Request	06/01/2020, \$1,500.00 - Spain

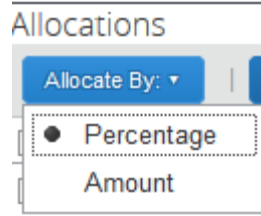
Buttons: Save, Allocate, Attach Receipt

# Concur – Approval

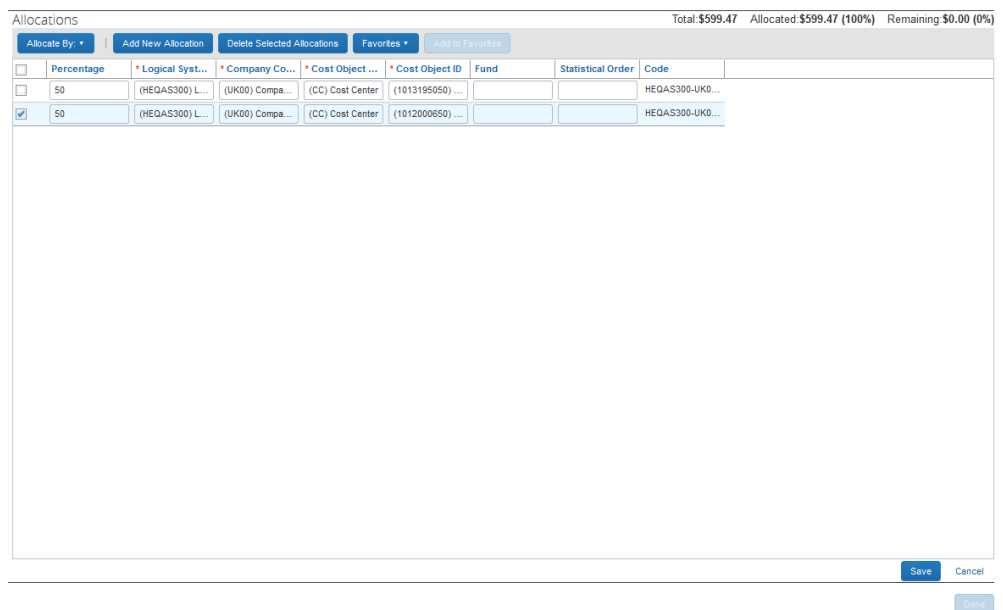
The Allocations for Report screen will open with the specific expense checked. The screen will only show the allocation specific to the checked expense.



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.

A Success confirmation will appear when the allocation is saved. Click OK.

You will be returned to the Allocation for Report screen. Click Done.

### 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?

No

### Success

Allocations have been saved.

Allocations for Report: Spain Trip

Expense List

Date	Expense T...	Group	Amount
05/03/2020	Parking	1	\$70.17
05/01/2020	Airfare	2	\$599.47
05/01/2020	Travel Regi...		\$500.00

Hotel

05/04/2020	Hotel		\$300.00
05/03/2020	Hotel		\$300.00
05/02/2020	Hotel		\$300.00
05/01/2020	Hotel		\$300.00

Allocations

Allocate By: \*  
Add New Allocation | Save Selected Allocations | Favorites \* | Saved Expense

Percentage	Logical Syst...	Company Co...	Cost Object ...	Cost Object ID	Fund	Statistical Order	Code
------------	-----------------	---------------	-----------------	----------------	------	-------------------	------

Save Cancel Done



## Concur – Approval

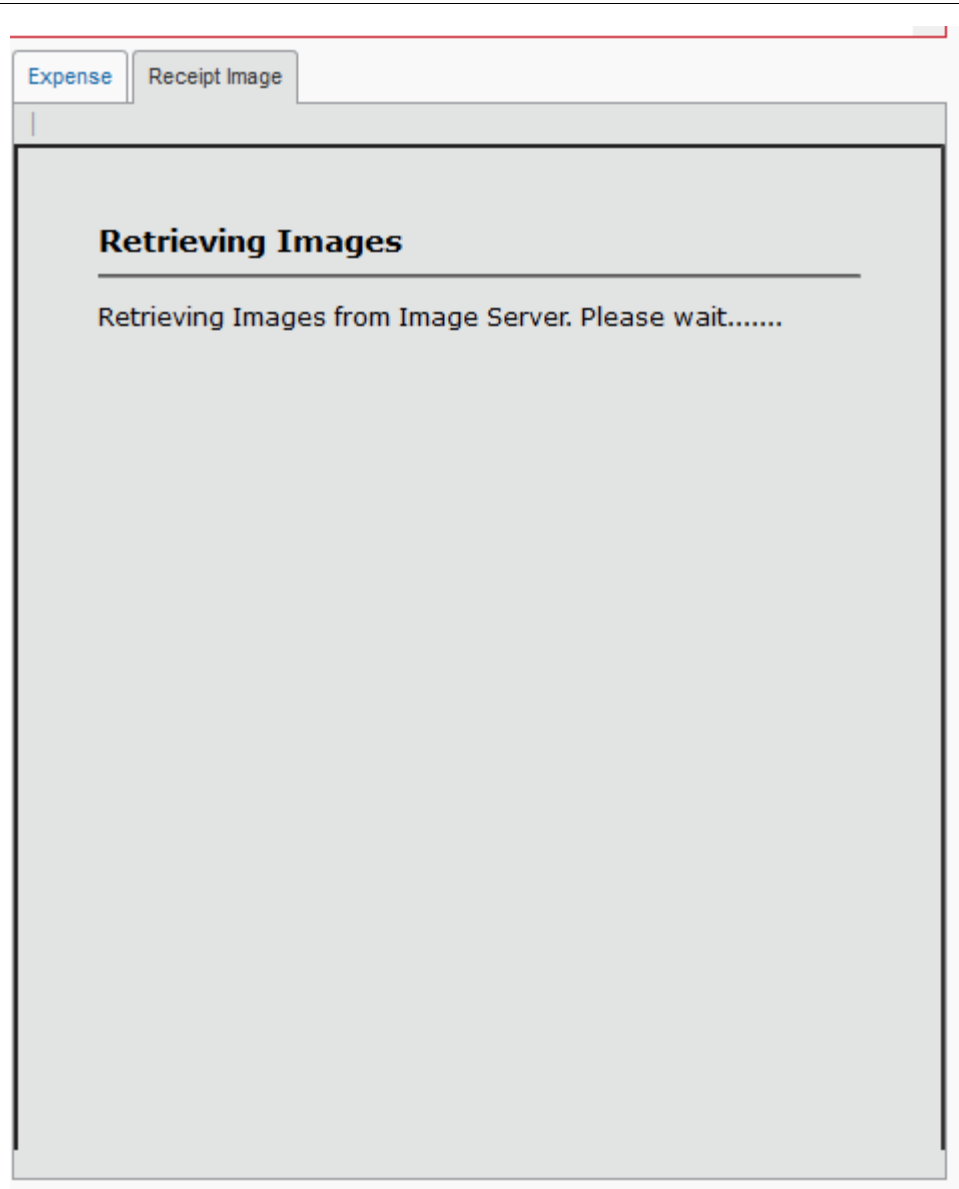
Review the attached documentation for the expense by clicking on the Receipt Image tab.

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 complete supporting documentation.

Close the attachment and continue reviewing all other expenses on the report.

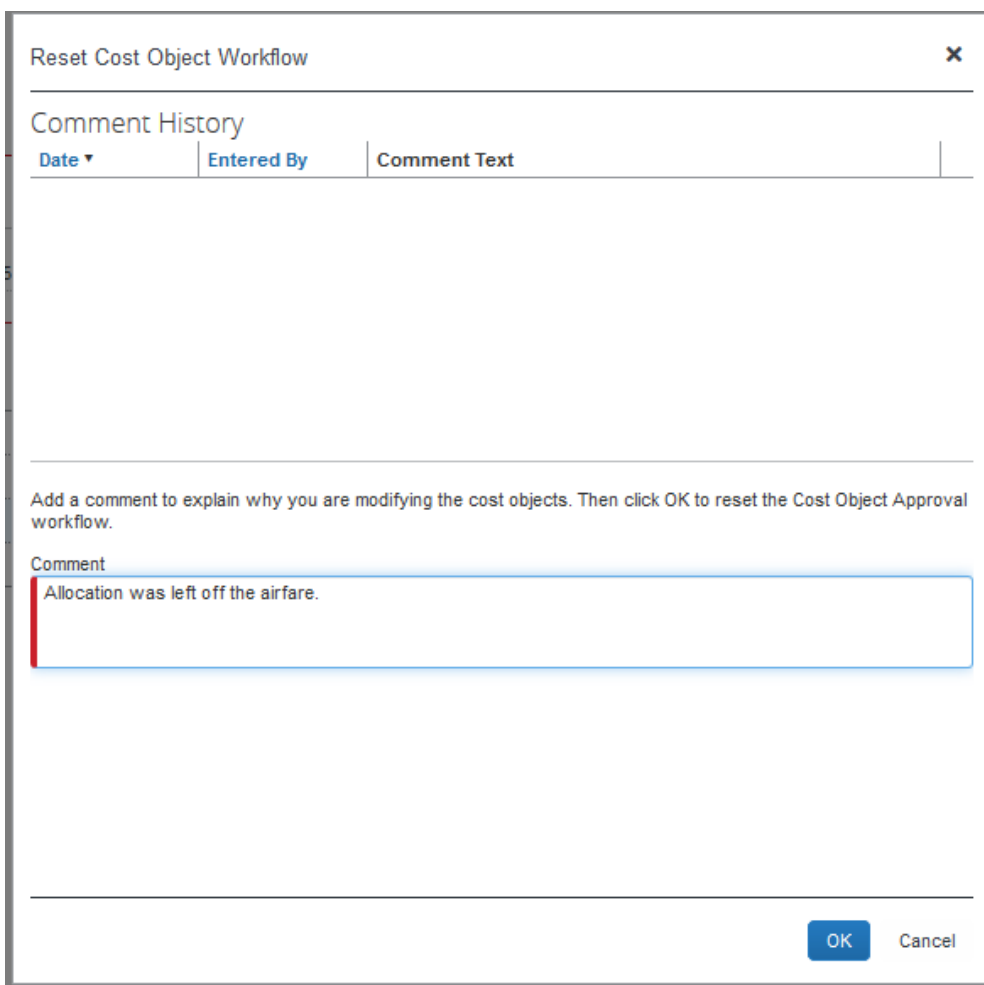
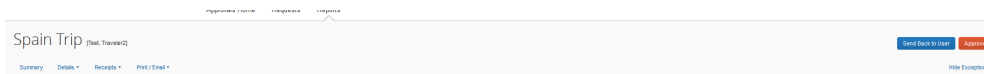


## Concur – Approval

Once the entire report has been reviewed, the approver can Approve or Send Back to User.

To approve the report, click Approve.

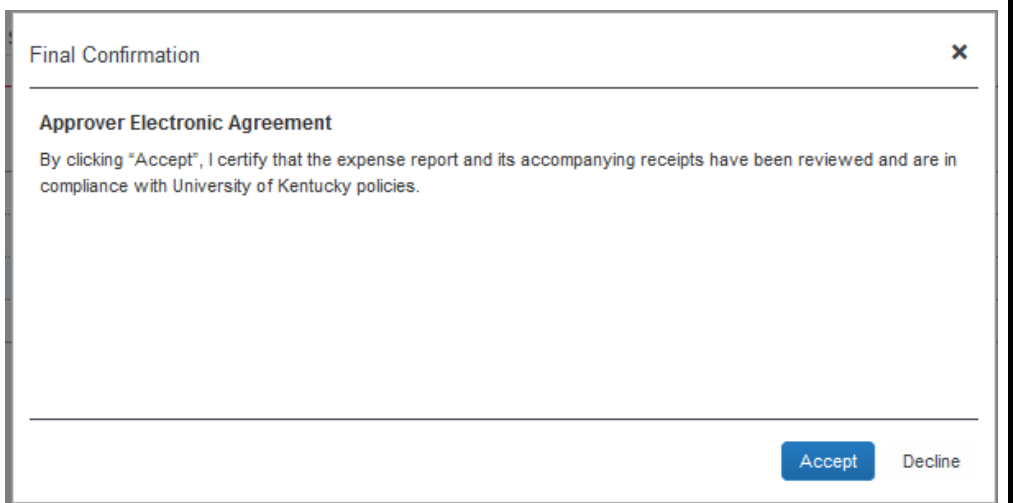
Since an allocation on the report was changed, the approver will need to add a comment and click OK.



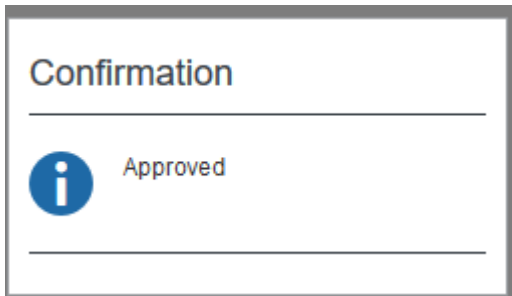
## Concur – Approval

The Final Confirmation box will appear and ask that the approver to review the Approver Electronic Agreement and click Accept.

An Approved Confirmation will then appear.



The screenshot shows a dialog box titled "Final Confirmation" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath, the text reads "Approver Electronic Agreement" followed by a paragraph: "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." At the bottom right of the dialog, there are two buttons: "Accept" (highlighted in blue) and "Decline".

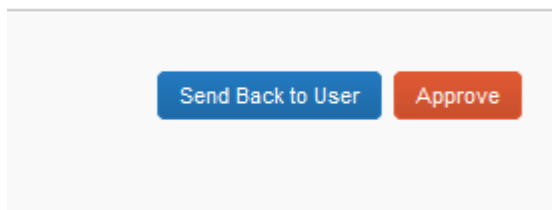


The screenshot shows a dialog box titled "Confirmation" with a horizontal line below the title. Below the line is a blue circular icon containing a white lowercase letter 'i', followed by the word "Approved". Another horizontal line is located below the "Approved" text.

## 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.



Send Back Report ✕

Comment History

Date ▾	Entered By	Comment Text
--------	------------	--------------

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK Cancel

The Sent Back to User confirmation box will appear.

### Confirmation



Sent Back to User

## 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  Begin With

Employee Name	Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Employee	Requested Amount
No Expense Reports Found							