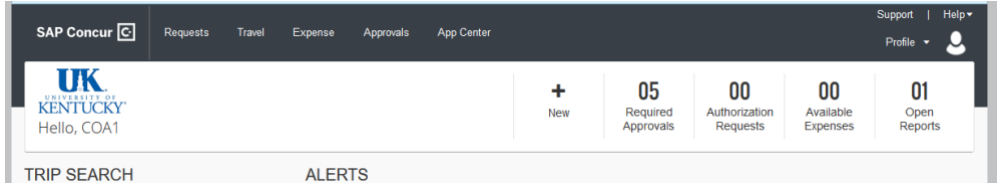
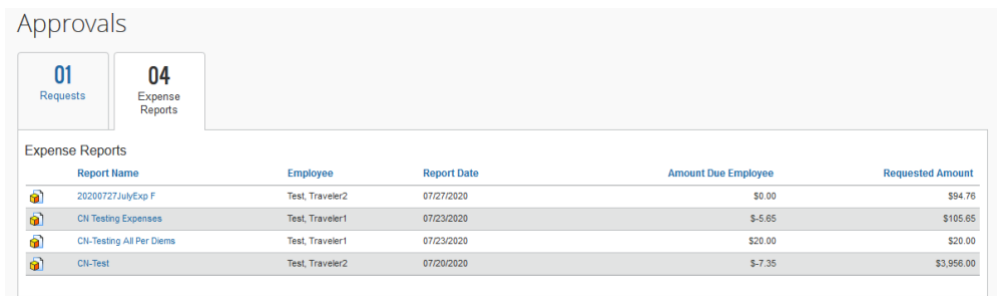
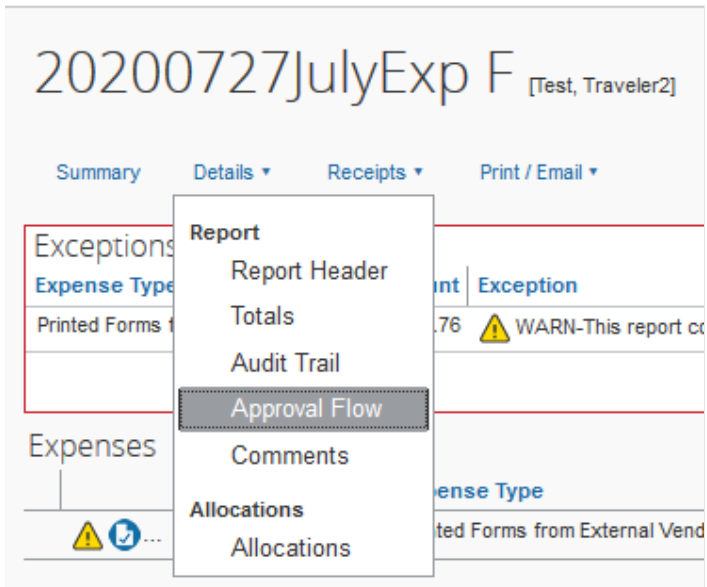


Concur – Adding an Additional Review Step

In Concur, approvers will have the ability to add an additional approver to the existing Concur workflow if an additional approval is needed.

Procedures																										
<p>Click on the Required Approvals tab.</p>																										
<p>Click on the Report Name and review all expenses on the report as instructed in the Concur Approval Quick Reference Guide.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <caption>Expense Reports</caption> <thead> <tr> <th>Report Name</th> <th>Employee</th> <th>Report Date</th> <th>Amount Due Employee</th> <th>Requested Amount</th> </tr> </thead> <tbody> <tr> <td>20200727JulyExp F</td> <td>Test, Traveler2</td> <td>07/27/2020</td> <td>\$0.00</td> <td>\$94.76</td> </tr> <tr> <td>CN-Testing Expenses</td> <td>Test, Traveler1</td> <td>07/23/2020</td> <td>\$-5.65</td> <td>\$105.65</td> </tr> <tr> <td>CN-Testing All Per Diem</td> <td>Test, Traveler1</td> <td>07/23/2020</td> <td>\$20.00</td> <td>\$20.00</td> </tr> <tr> <td>CN-Test</td> <td>Test, Traveler2</td> <td>07/20/2020</td> <td>\$-7.35</td> <td>\$3,956.00</td> </tr> </tbody> </table>	Report Name	Employee	Report Date	Amount Due Employee	Requested Amount	20200727JulyExp F	Test, Traveler2	07/27/2020	\$0.00	\$94.76	CN-Testing Expenses	Test, Traveler1	07/23/2020	\$-5.65	\$105.65	CN-Testing All Per Diem	Test, Traveler1	07/23/2020	\$20.00	\$20.00	CN-Test	Test, Traveler2	07/20/2020	\$-7.35	\$3,956.00
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CN-Test	Test, Traveler2	07/20/2020	\$-7.35	\$3,956.00																						
<p>Once the report is ready for approval, an additional approver can be added to the workflow.</p> <p>Click on Details and click on Approval Flow.</p>																										

Concur – Adding an Additional Review Step

This example is currently being reviewed at the Budget Officer approval level.

Click on the Add symbol to add an additional approver before the next workflow step.

NOTE: As the current approver, you are still responsible for approval of the report. Adding an additional approver does not replace your approval responsibilities.

Approval Flow for Report: 20200727JulyExp F

Supervisor Approval:
Test, Default Approver
(07/27/2020 Approved)

→ Business Officer Approval:

CLN - DEPT (HEQAS300-UK00-CC-1013195050)

Healthcare Approval:
(this step may be skipped)

Approve Send Back

Save Workflow Cancel

The User-Added Approver fields will appear. Click in the box and start searching for the additional approver required by name. (Search by Last Name, First Name.)

Approval Flow for Report: 20200727JulyExp F

Supervisor Approval:
Test, Default Approver
(07/27/2020 Approved)

→ Business Officer Approval:

CLN - DEPT (HEQAS300-UK00-CC-1013195050)

User-Added Approver:

Approve Send Back

Save Workflow Cancel

Concur – Adding an Additional Review Step

Once the approver is located, click on the approver's information to populate the approver in the field.

Click Approve.

User-Added Approver:

Test, COA4 Approver H. (concurexpense@uky.edu)

Test, COA4 Approver H. (concurexpense@uky.edu)
User ID: 12001884
Logon ID: coa4@uky.edu

Search Approvers By

(this step may be skipped)

Approve Send Back

Save Workflow Cancel

The Final Confirmation will appear. Read 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

The Confirmation box will appear.

Confirmation

i Approved

Concur – Adding an Additional Review Step

The Concur report will now show the trip is waiting on the additional approver.

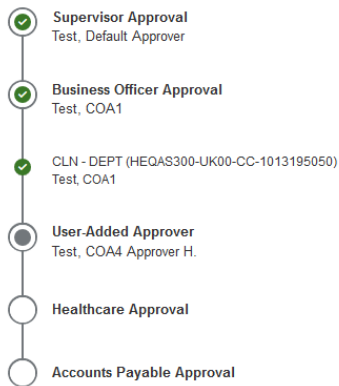
A Concur report card with a green header bar containing the text "SUBMITTED" and "07/27/2020". Below the header, the report ID "20200727JulyExp F" is displayed in bold. The amount "\$94.76" is shown in a large font. At the bottom, a grey box contains the text "Submitted & Pending Approval" and "COA4 Approver Test".

The Report Timeline will show the additional approver in the Approval Flow.

Report Timeline

20200727JulyExp F | \$94.76

Approval Flow [Edit](#)



Report Summary

SUBMITTED Test, Traveler2 07/27/2020
SUBMITTED & PENDING SUPERVISOR APPROVAL Test, Traveler2 07/27/2020
APPROVED Test, Default Approver 07/27/2020
APPROVED Test, COA1 07/29/2020