

Approving Expense Reports in Concur



Once an expense report is submitted by a user, the report must be reviewed and approved by one or more approvers before reimbursement for the expenses can be processed. Approvers must confirm that the report is accurate, complete, consistent with University and FAS policies and guidelines, and includes appropriate documentation.

For additional job aides, references and FAQs, please visit: travel.harvard.edu/concur.

Harvard User Support: concurhelp@harvard.edu or 617-495-7760, option 1

24 Hour Concur User Support: 866-793-4040

Approver Basics

APPROVER NOTIFICATION EMAILS

1. Approvers will receive an email when it is time to approve an expense report, the email will contain:
 - **Report From:** Traveler name
 - **Report Name:** Expense report name
 - **Report Purpose:** Business purpose specified on the report header
 - **Requested Amount:** Total report amount
 - **Expense Line Details:** Expense type, transaction date, object code, line-level business purpose, city of purchase, payment type and amount

Note: To modify email notifications click on **Profile, Profile Settings**, then **Expense Preferences**

APPROVAL PROCESS

Approvers have **10 calendar days** to review and approve an expense report. To review an expense report:

1. Users will need to log into Concur on their desktop to review the expense report
2. Access pending approvals through one of the following:
 - On the Concur dashboard, click **Required Approvals**
 - At the top of the Concur page, click **Approvals**
 - Under **My Tasks**, click **Required Approvals**

Note: If an approver does not take action in 10 calendar days, the report will be sent back to the traveler for resubmission


Reviewing an Expense Report

REVIEWING THE REPORT HEADER

Click on the **Expense Report** title to view the report header. The report header contains the basic data about the expense report including: report name, business purpose (which may be different than the line-level), default coding, comments and the additional pay indicator.



REVIEWING ACCOUNT CODING

There are multiple ways to view the coding on an expense report:

- Click the **Expense Report** title to view the default coding for the report
- If a line has coding other than the default, you will see a **blue pie chart icon**,  hover over this icon to show coding
- Click the **Print/Email** dropdown at the top of the page, then select **HU-Detailed Report with Summary Data**. Once the report opens, click **Show Itemizations** at the top of the report. This report will also show the Object Code to which an expense type is mapped

Note: To modify coding for multiple expenses, click the checkbox next to each expense entry and click **Allocate** to the right. Alternatively, for each expense click the **Allocate** button at the bottom of the expense entry

REVIEWING RECEIPTS

1. If there is a **blue receipt icon**  a receipt is attached directly to an expense
2. There are multiple ways to view receipts:
 - Hover over the **blue receipt icon** 
 - Click the **Receipt Image** tab of an expense
 - Click the **Receipts** dropdown and select **View Receipts in a New Window** or **View Receipts in the Current Window** (this will show all receipts, including receipts attached to the report header)

REVIEW EXCEPTIONS

An exception is a warning or message related to a specific entry. Often, there is a message associated with an exception indicating a recommended action. Exceptions appear directly under the expense report title. There is a **Hide Exceptions/ Show Exceptions** button on the far right of the exceptions box.

WHAT CAN AN APPROVER DO?

1. Edit line-level business purpose
2. Adjust dollar amount to be approved
3. Change, delete or add coding (Does not include Expense Types/Object Codes)
4. Attach additional receipts/images
5. Flag expense reports containing Add Pay

Processing an Expense Report

SENDING A REPORT BACK TO A USER

1. Click the **Send Back to User** button
2. In the popup box, enter a **Comment** that gives a description of why the report is being returned
3. Click **OK**

APPROVING A REPORT

1. Click the **Approve** button
2. Read the agreement and click **Accept**
3. Click **Approve** to send the report to the next step in the workflow

APPROVING AND FORWARDING A REPORT

1. Click the **Approve & Forward** button
2. In the **User-Added Approver** field, enter the name of the approver to whom you want to forward the report to. Select approver from the list

3. Enter a **Comment** specifying why the report was forwarded
4. Click **Approve & Forward**
5. Read the agreement and click **Accept** to route the report to the approver you added to the workflow

ADDING AN APPROVAL WORKFLOW STEP

1. Click on the **Details** dropdown, then **Approval Flow**
2. Click on the **black triangle icon(s) ▲** to view the complete approval workflow
3. Click the **blue plus icon +** to add a step into the approval workflow
4. In the **User-Added Approver** field, enter the name of the approver you want to add into the approval workflow
5. Click **Save Workflow**

Approval Delegation

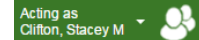
An approval delegate is a user with approver access who can review and approve expense reports for another approver. Approval delegates can be set up to approve reports at all times or temporarily (vacations).

ASSIGNING AN APPROVER DELEGATE

1. Click the **Profile** button at the top right of the window and click **Profile Settings**
2. On the left side of the Profile Options page, under **Expense Settings**, click **Expense Delegates**
3. Click **Add** and a search bar will appear. Enter the name or HUID of the person you want to assign as your delegate (you will only be able to select a user that has the approver role in Concur)
4. Click the **Add** button to the right of the search field
5. Next to the delegate's name, select **Can View Receipts**, **Can Approve** and **Receives Approval Emails**
6. If temporary, select the **to** and **from** dates
7. Click **Save**













APPROVING AN EXPENSE REPORT AS AN APPROVER DELEGATE

1. Log into Concur under your account
2. Click the **Profile** button at the top right
3. Click the **Acting as Other User** drop-down menu and select the **name** of the person for whom you are acting as an approval delegate for
4. Click **Start Session**. When the screen refreshes, the Profile drop-down will change to 'Acting as' followed by the individual's name
5. Complete the appropriate review and approval steps



Note: Actions of approver delegates are tracked in the audit log of each expense report

Approver Icon Quick Reference Guide

-  **Attendees:** An expense entry has associated attendees
-  **Comments:** An expense entry has comments
-  **Credit Card:** An expense entry was a corporate credit card transaction
-  **Credit Card:** A corporate credit card transaction includes additional data
-  **Exception:** An expense entry exception that must be resolved before submission/approval
-  **Warning:** An expense entry warning that may require additional action
-  **Allocation:** An expense entry has been allocated to coding that is different than the expense report header
-  **Receipt Attached:** An expense entry has a receipt attached
-  **Missing Receipt Affidavit:** An expense entry has an electronic missing receipt affidavit attached
-  **Personal Expense:** An expense entry was marked as a personal expense
-  **Chart of Accounts:** An expense entry that requires Chart of Accounts approval
-  **Partial Approval:** An expense entry was partially approved