

## Concur Approver Guide

There are five sections to this guide.

1. Who are approvers (brief overview)?
2. What should an approver be reviewing?
3. How do I approve or disapprove a Request or Expense Report?
4. How do I search for documents that I have approved?
5. How do I search in KFS (financial system) for encumbrances or general ledger entries?

### 1. Who are approvers (brief overview)?

A detailed guide for workflow can be found on the Travel@State website under Education – Reference Library. Look for a guide titled – Standard Routing and Ad Hoc Routing.

Request	Expense Report
<ul style="list-style-type: none"> <li>• OIHS (foreign countries, high risk)</li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal Officer</li> </ul>
<ul style="list-style-type: none"> <li>• Default Travel Org Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Office</li> </ul>
<ul style="list-style-type: none"> <li>• Fiscal Officer (if MSU account selected)</li> </ul>	
<ul style="list-style-type: none"> <li>• Cash Advance Reviewer</li> </ul>	

### 2. What should an approver be reviewing?

Below are suggestions that may be beneficial to review but each unit or approver may determine the important areas for their review. Once your review is complete, the approver may select the Approve button, which approves and moves to next approver or finalizes; or the Send Back button, which returns to the initiator/traveler and should include specific comments for what you need to either approve or that the trip was not authorized to be taken.

#### Request

- Review the Request Header
  - a. Did the employee submit or a delegate?
  - b. Is this a guest traveler (Non Profiled Traveler Policy)?
  - c. Are the appropriate fields complete? Is this an appropriate MSU business trip?
  - d. Attachments (blue button near top). Are there any? Should there be?
  - e. Exceptions (yellow and red) – read through. Just warnings? Do they impact your approval decision?
- Financial Review
  - a. If this is MSU travel, is an MSU account identified? Is it correct? Are allocations needed?

- b. Review expenses. Look at Allocations – these accounts will be encumbered. Remember, this is an estimate for an encumbrance.
- Health, Safety and Security Review
  - a. Are there locations in the Segments tab?
  - b. The Segments tab information is fed into Concur Locate to help our travelers in case of health, safety or security issues and should be as comprehensive as possible, if applicable.
- Approval Flow Review
  - a. Where are you approving (Dept Approver, FO)? Who has already approved?
  - b. Should you add any approvers after you?

Stones Development Trip [Damer, Kirk] Send Back to User Approve

Summary Details Receipts Print / Email Hide Exceptions

Expense Type	Date	Amount	Exception
N/A			⚠ If you are claiming meal per diem allowances or seeking lodging reimbursement on this expense report, please navigate to Report Details -> Manage Travel Allowance to import or create an itinerary before adding any expenses.
Personal Car...	08/19/2019	\$139.20	⚠ This report contains expense(s) outside of the trip dates, please review for accuracy.

Transaction D...	Expense Type	Enter Vendor...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Clai...
08/19/2019	Personal Car Mileage				Out of Pocket	\$139.20	\$139.20

Summary

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$139.20

Requests (1)

Request Name	Request ID	Amount Approv...	Amount Remal...
Stones Develop...	39MJ	\$360.34	\$81.02

COST OBJECT APPROVED AMOUNT	TOTAL AMOUNT	TOTAL APPROVED
\$139.20	\$139.20	\$139.20

Stones Development Trip [Damer, Kirk] Send Back to User Approve

Summary Details Receipts Print / Email Hide Exceptions

Expense Type	Date	Amount	Exception
N/A			⚠ If you are claiming meal per diem allowances or seeking lodging reimbursement on this expense report, please navigate to Report Details -> Manage Travel Allowance to import or create an itinerary before adding any expenses.
Personal Car...	08/19/2019	\$139.20	⚠ This report contains expense(s) outside of the trip dates, please review for accuracy.

Transaction D...	Expense Type	Enter Vendor...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Clai...
08/19/2019	Personal Car Mileage				Out of Pocket	\$139.20	\$139.20

Expense Summary

08/19/2019

Additional Information

From Location  
115 Hutchenson Ave, Columbus, OH  
43235, USA

To Location  
Auditorium, 542 Auditorium Rd RM  
117, East Lansing, MI 48824, USA

Payment Type  
Out of Pocket

Distance Amount  
240 139.20 USD

Approved Amount  
139.20

Reviewed  
No

Personal/Non Reimbursable

Comment

Save Allocate Attach Receipt

COST OBJECT APPROVED AMOUNT	TOTAL AMOUNT	TOTAL APPROVED
\$139.20	\$139.20	\$139.20

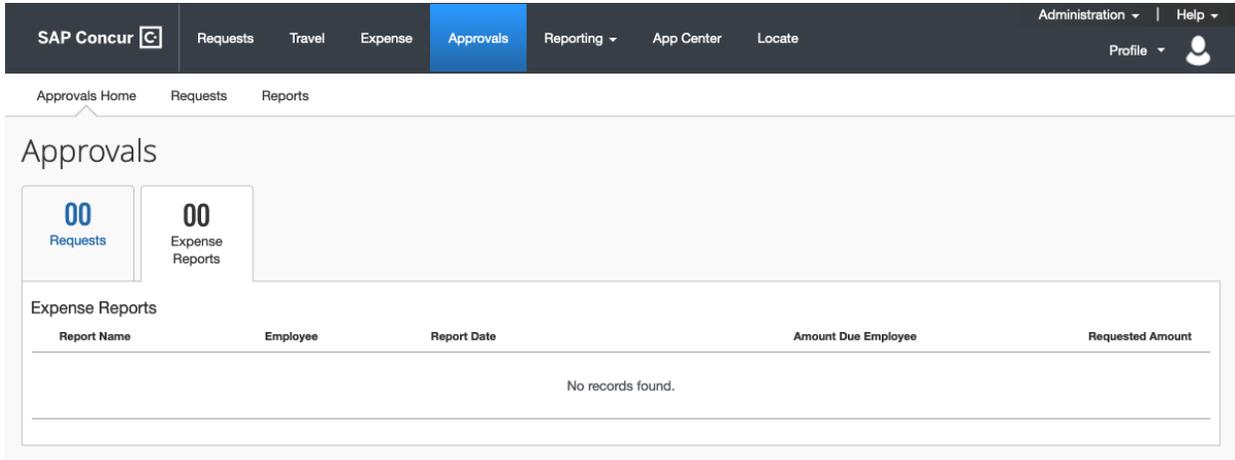
### Expense

- Review any comments entered.
- Review the Expense Report Header
  - a. Is this a guest traveler (Non Profiled Traveler Policy)? Is the Vendor ID correct?
  - b. Are the appropriate fields complete?
  - c. Is there an accurate description and dates for the travel?
  - d. Exceptions (yellow and red) – read through. Just warnings? Do they impact your approval decision?
- Financial Review - expenses
  - a. Look at Allocations – these accounts get charged. Hover over  to see allocations that differ from the Header.
  - b. Click on items to view additional data (comes up on right in gray section). View receipts, and additional Information. Was policy followed? Hover over icons for additional information. Click > on expense items to see itemizations.
  - c. How did the traveler get to their destination? Did MSU pay for airfare or rail? Is the MSU Agency Card transaction(s) expense attached?
  - d. Do expenses make sense? Anything missing?

### 3. How do I approve or disapprove a Request or Expense Report?

Approvers (and delegates who have been granted access to receive Approval emails) will receive an email notification when a Request or Expense Report is sent for approval. This will not show up in your EBS portal with a number of outstanding approvals like HR or KFS approvals. You will need to login to Concur in order to see how many approvals are awaiting your action.

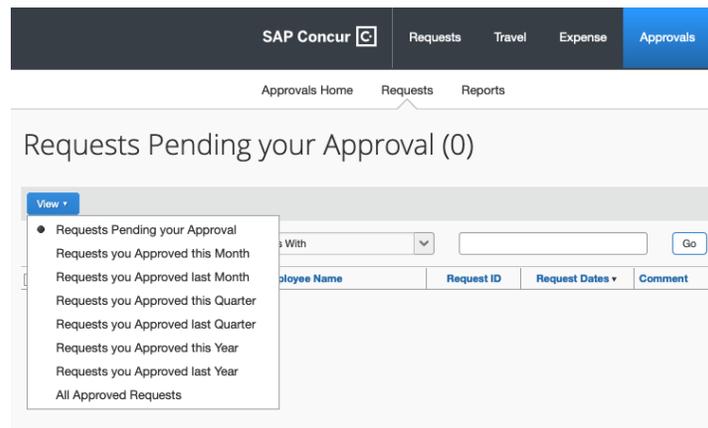
- Login to EBS at ebs.msu.edu.
- Click the Travel and Expense tile.
- Click the Approvals tab along the main black toolbar.
- You will then see how many Requests and/or Expense Reports are awaiting your review.



A detailed guide for adding delegates who may approve on your behalf can be found on the Travel@State website under Education – Reference Library. Look for a guide titled – Assistants vs Delegates. For instructions on how to approve as a delegate, look for a guide titled – Acting as a Delegate or Travel Arranger.

#### 4. How do I search for documents that I have approved?

As an approver, you may want to review Requests or Expense Reports that you have previously approved (or that delegates have approved on your behalf). To do this, click on the Approvals button, then in the white sub menu select Requests or Reports, depending on the item you wish to review. You will then see a blue View button to select a timeframe. All Requests/Expense Reports that were approved by you (or a delegate on your behalf) will appear in the results.



You may also search for any Expense Report in Concur, whether you approved it or not, if you have Financial Document Preparer role in the financial system. To search for all Expense Reports (your own will not display in this search), click the Expense tab along the black toolbar.

In the white sub menu, click Process Reports. You are able to search for the Reports you are looking for using the dropdown options available. Note – there is no way to search by department or account number.

**SAP Concur** | Requests | Travel | **Expense**

Manage Expenses | View Transactions | **Process Reports**

### Search Results

Group: All Groups I Can Access

Run Query | Starting Group | Group | List Settings | Create/Manage Queries

Find every report where

Report/Trip Name: [Dropdown] Begins With: [Dropdown] CHELF [Text] ANC [Text]

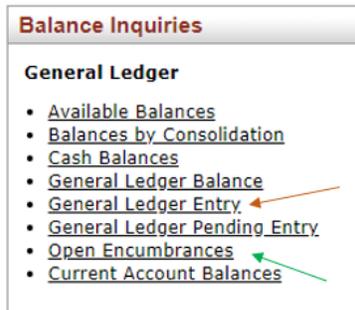
Report/Trip Name: [Dropdown] [Go]

Name	Submit Date	Employee Name
	12/30/2019	Gulliver, Deborah A.
<small>2147483647; Fiscal Officer approval was bypassed since the traveler is the Fiscal Officer for (U to another member in your department (Chair/Director, account Fiscal Officer delegate) when Level: 1; When selecting a Trip Purpose that includes Conference or Meeting Attendance, an e vel: 51; If you are claiming meal per diem allowances or seeking lodging reimbursement on th hat this alert will remain visible even if the tasks noted have been performed.</small>		
	11/22/2019	Mason, Ethel J.
<small>2147483647; Fiscal Officer approval was bypassed since the traveler is the Fiscal Officer for (C ports to another member in your department (Chair/Director, account Fiscal Officer delegate) )</small>		

⚠ Code: CONFAGEN, Level: 1; When selecting a Trip Purpose that includes Conference or Meeting Attendance, an  
 ⚠ Code: DATES, Level: 51; Either the Request Start Date and Expense Start Date do not match and/or the Request I  
 ⚠ Code: ITINERAR, Level: 51; If you are claiming meal per diem allowances or seeking lodging reimbursement on th  
 expenses. Please note that this alert will remain visible even if the tasks noted have been performed.  
 ⚠ This report has one or more entry level exceptions.

### 5. How do I search in KFS for encumbrances or general ledger entries?

- Use General Ledger Entry in KFS to view expenses.
- Use Open Encumbrances in KFS to view encumbrances.



### Encumbrances

- Account Number (Sub-Account optional)
- Document Type: TVEN
- Document Number = Request ID

**Open Encumbrance Lookup**

Fiscal Year:	2020
Chart Code:	MS
Account Number:	GA100542
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type:	EX
Document Type:	TVEN
Origin Code:	
Document Number:	
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
Include Zeroed Out Encumbrances:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude

search clear cancel

1 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type	Document Type	Origin Code	Document Number	Description	Open Amount	Closed Amount	Outstanding Amount	Transaction Date
2020	MS	GA100542		6901		EX	TVEN	24	36VH	GUNNINGS-M,S-BLANKET MICHIGAN TRAVEL	0.00	(4,846.00)	4,846.00	07/09/2019
2020	MS	GA100542		6901		EX	TVEN	24	36VQ	LEE M-BLANKET MICHIGAN TRAVEL	0.00	(529.29)	529.29	07/09/2019

**Expenses**

- Account Number (Sub-Account optional)
- Reference Origin Code: 24
- Fill in Fiscal Period
- Reference Document Number = Expense Report ID

**General Ledger Entry Lookup**

Fiscal Year:	2020	Document Type:	
Chart Code:	MS	Origin Code:	
Account Number:	GA100542	Document Number:	
Sub-Account Number:		Organization Document Number:	
Object Code:		Project Code:	
Sub-Object Code:		Organization Reference Id:	
Balance Type Code:	AC	Reference Document Type Code:	
Object Type Code:		Reference Origin Code:	24
Fiscal Period:	08	Reference Document Number:	
Pending Entry Approved Indicator:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	Debit/Credit View:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude
Transaction Date From:		Transaction Date To:	

search clear cancel

3 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number
2020	MS	GA100542	ADMIN	6901		AC	EX	08	TVCA	24	1000051531	Gunnings M,S-Blanket Michigan Travel	83.22	02/07/2020				TVCA	24	F166FD0FF0114034A375
2020	MS	GA100542	USF	6901		AC	EX	08	TVCA	24	1000051531	Gunnings M,S-Blanket Michigan Travel	103.17	02/07/2020				TVCA	24	F166FD0FF0114034A375
2020	MS	GA100542	UESSE	6902		AC	EX	08	TVCA	24	1000051522	Moore,D-S. Shange Urban Ed Speaker Serie	555.99	02/06/2020				TVCA	24	9639FCF57D0248B58468