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.

<table>
<thead>
<tr>
<th>Request</th>
<th>Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>• OIHS (foreign countries, high risk)</td>
<td>• Fiscal Officer</td>
</tr>
<tr>
<td>• Default Travel Org Approver</td>
<td>• Accounting Office</td>
</tr>
<tr>
<td>• Fiscal Officer (if MSU account selected)</td>
<td></td>
</tr>
<tr>
<td>• Cash Advance Reviewer</td>
<td></td>
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</tbody>
</table>

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?
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.

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
Expenses

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