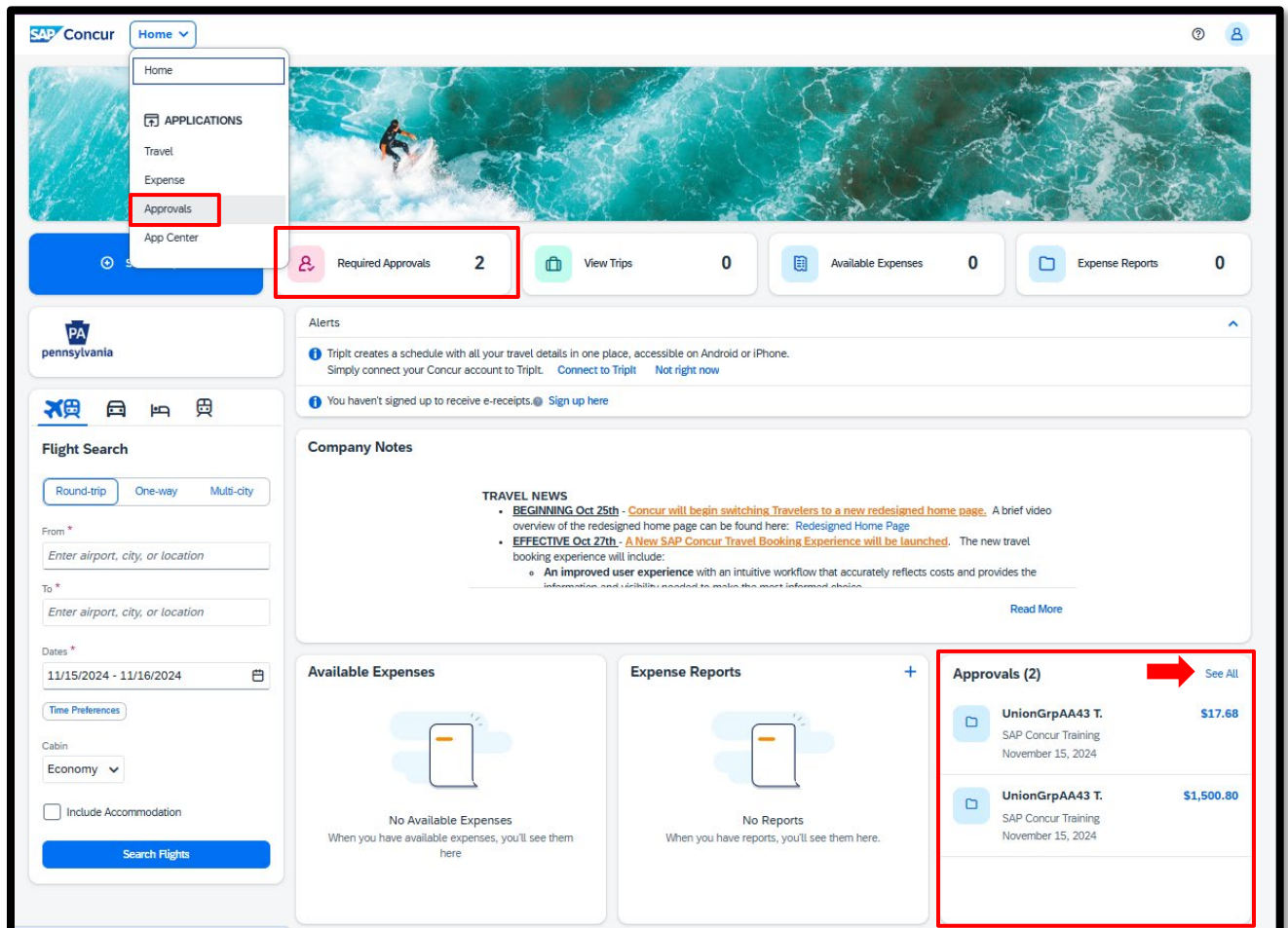


User Guide – Expense Approver

An expense approver is a supervisor, manager, or a delegate who has permission in SAP Concur to approve travel expense workflow. This user guide is intended to show how to perform tasks as an expense approver.

Home Page

1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]
2. On the home page, there are several options to access expense reports pending your approval:
 - a) Click the **Home** dropdown in the top menu bar and select **Approvals** under the **Applications** sub-menu.
 - b) In the quick task bar, click **Required Approvals**.
 - c) In the **Approvals** section, click the **See All** link.

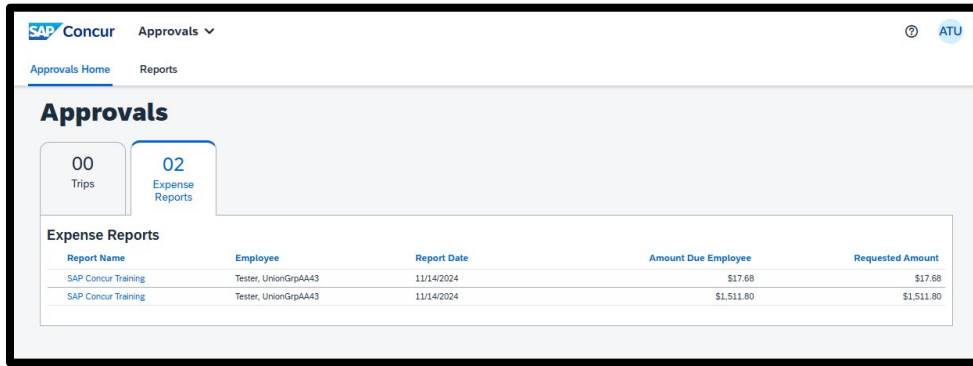


The screenshot displays the SAP Concur Home Page interface. Key elements include:

- Top Navigation:** A 'Home' dropdown menu is open, showing 'Home', 'APPLICATIONS', 'Travel', 'Expense', 'Approvals' (highlighted with a red box), and 'App Center'.
- Quick Task Bar:** A row of four cards: 'Required Approvals 2' (highlighted with a red box), 'View Trips 0', 'Available Expenses 0', and 'Expense Reports 0'.
- Alerts:** A section with two alerts: 'Triptip creates a schedule with all your travel details in one place...' and 'You haven't signed up to receive e-receipts... Sign up here'.
- Company Notes:** A section titled 'TRAVEL NEWS' with two bullet points about a redesigned home page and a new travel booking experience.
- Available Expenses:** A card showing 'No Available Expenses' with the text 'When you have available expenses, you'll see them here'.
- Expense Reports:** A card showing 'No Reports' with the text 'When you have reports, you'll see them here'.
- Approvals (2):** A table listing two pending approvals, both for 'UnionGrpAA43 T. SAP Concur Training' on 'November 15, 2024'. The first is for \$17.68 and the second for \$1,500.80. A red box highlights this section, and a red arrow points to the 'See All' link in the top right corner.

Approvals Page

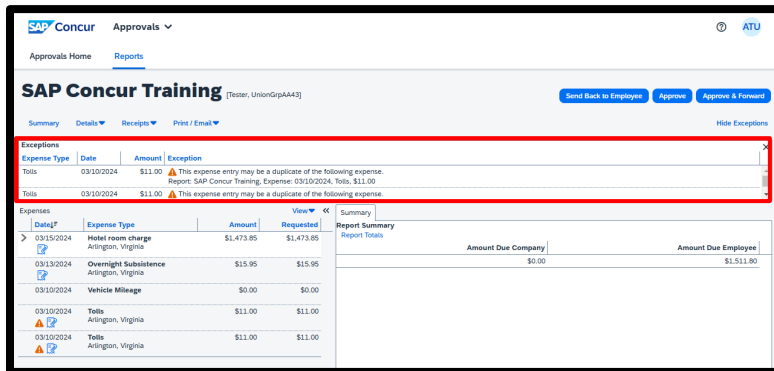
1. On the approvals page, there is a tab for each type of work item and each tab will show a count of items that need approval. Work the count to zero to complete your approval tasks.



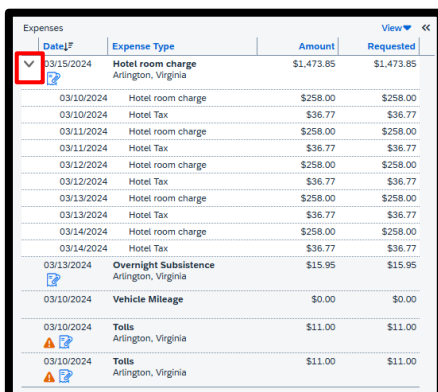
2. Select the **Report Name** link for the report that you wish to review.

Expense Report Page

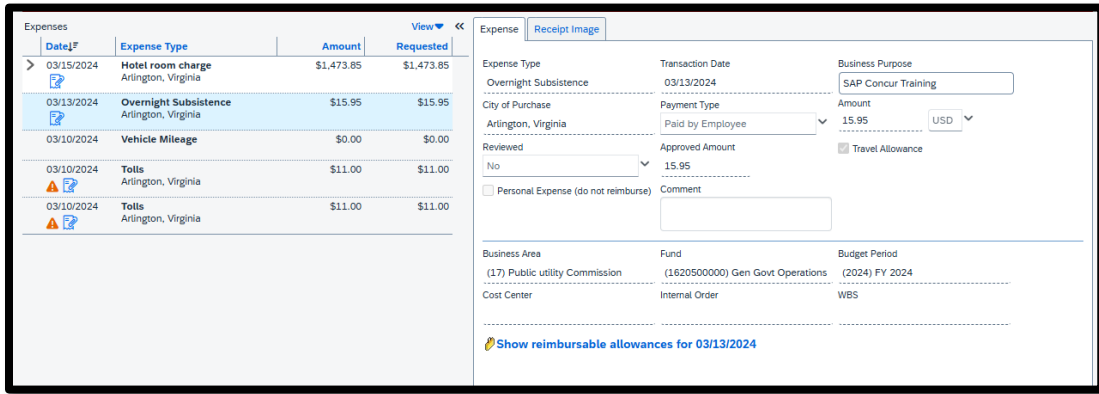
1. On the expense report page, the **Exceptions** area will alert the approver to items that may need attention or action. Review these carefully and complete any Action items.



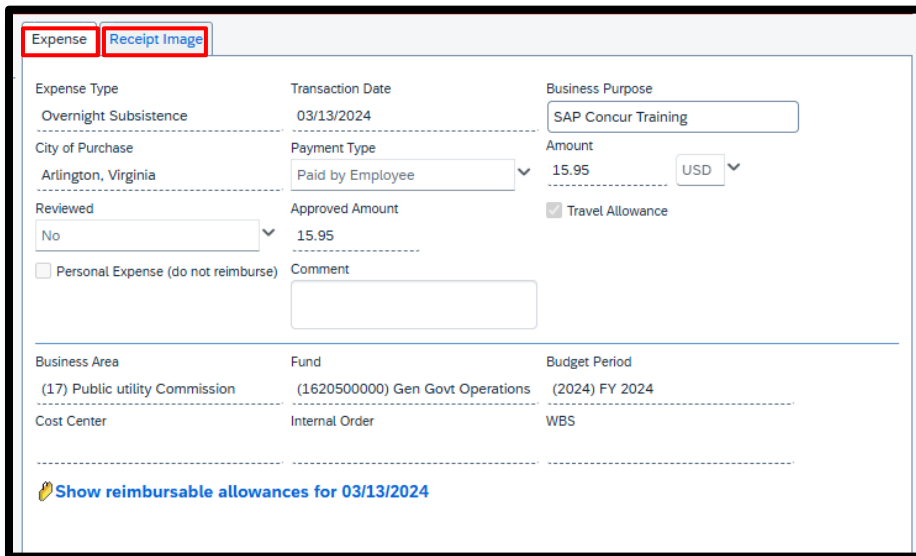
2. The **Expenses** area will display detailed information on the expense types claimed. Review all claims thoroughly to ensure the necessity, propriety, and accuracy of the travel expenses.
 - a. Hover over or click on the icons to display alerts, receipt images, and/or comments for each expense.
 - b. Click the dropdown arrow to the left of the date to display itemizations for an expense (i.e. Hotel room charge).



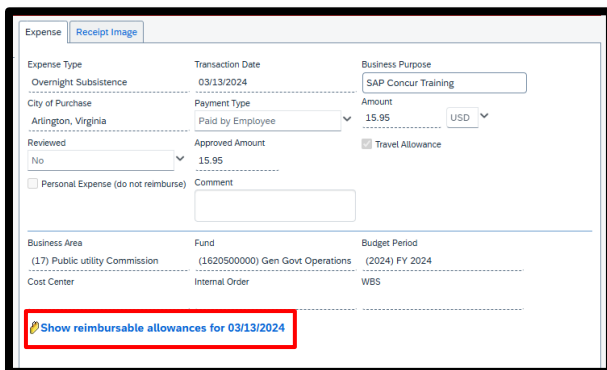
c. Click on any expense line to see the details displayed in the right section of the Expense Report page.



d. In the details area, the Expense tab displays detailed expense information. The Receipt Image tab will display the image of an attached receipt.



e. In the expense details area, click on the **Show reimbursable allowances** link to display a comparison of the amounts claimed compared to GSA maximum allowances for any Overnight Subsistence and Hotel Expenses.



Travel Allowances For Report: SAP Concur Training

Assigned Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from 03/13/2024 to 03/13/2024 Go

	Expense Type	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
03/13/2024 (Arlington, Virginia)					
+	Lodging	\$258.00	\$258.00	\$0.00	\$258.00
-	Meal	\$79.00	\$15.95	\$0.00	\$15.95

3. The **Report Summary** area displays the following information:

- Amount Due Company – this does not apply to the Commonwealth and should always read as \$0.00.
- Amount Due Employee – this is the amount that will be reimbursed to the employee.

You can always return to the display the Report Summary by clicking on the **Summary** link under the Report Name.

SAP Concur Training [Tester, UnionGrpAA43] Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

Expense Type	Date	Amount	Exception
Tolls	03/10/2024	\$11.00	This expense entry may be a duplicate of the following expense. Report: SAP Concur Training, Expense: 03/10/2024, Tolls, \$11.00
Tolls	03/10/2024	\$11.00	This expense entry may be a duplicate of the following expense.

Expenses	Date	Expense Type	Amount	Requested
>	03/15/2024	Hotel room charge Arlington, Virginia	\$1,473.85	\$1,473.85
	03/13/2024	Overnight Subsistence Arlington, Virginia	\$15.95	\$15.95
	03/10/2024	Vehicle Mileage	\$0.00	\$0.00

Report Summary	Amount Due Company	Amount Due Employee
Report Totals	\$0.00	\$1,511.80

4. The Details dropdown menu provides a list of options under headings for Report, Allocations, and Travel Allowances.

SAP Concur Training [Tester, UnionGrpAA43]

Summary Details Receipts Print / Email

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations

Travel Allowances

- Itineraries
- Expenses & Adjustments
- Reimbursable Allowances Summary

Expense Type	Date	Amount	Requested
Tolls	03/10/2024	\$11.00	\$11.00
Tolls	03/10/2024	\$11.00	\$11.00

Expenses	Date	Amount	Requested
>	03/15/2024	\$1,473.85	\$1,473.85
	03/13/2024	\$15.95	\$15.95
	03/10/2024	\$0.00	\$0.00
	03/10/2024	\$11.00	\$11.00
	03/10/2024	\$11.00	\$11.00

Report Summary	Report Totals
Report Summary	Report Totals

- a. Report
 - i. **Report Header** link – general information either entered by the employee or defaulted from the employee’s profile.
 - ii. **Totals** link – amounts to be reimbursed to the employee or that were paid directly by COPA based on what the employee entered on the expense report.
 - iii. **Audit Trail** link – detailed record of the steps of the report and changes made to it.
 - iv. **Approval Flow** link – display of the workflow of the expense report. Approvers can add an additional agency approver in the workflow in this section.
 - v. **Comments** link – Comments added to the expense report are visible. Approvers can add comments in this section.
 - b. Allocations
 - i. **Allocations** link – this section displays all allocations for the expense report.
 - c. Travel Allowances
 - i. **Itineraries** link– this section displays any itineraries that were added to the expense report.
 - ii. **Expenses & Adjustments** link – this section will display any instances where the traveler reported that a meal was provided.
 - iii. **Reimbursable Allowances Summary** link – this section will display a comparison of the amounts claimed compared to GSA maximum allowances for any Overnight Subsistence and Hotel Expenses
5. The Receipts dropdown menu provides a list of options that include:
- a. **Receipts Required** link– opens window with options to view expense report, attach receipt images, or view receipts.
 - b. **View Receipts in new window** link – opens all receipts associated with the report in a new window.
 - c. **View Receipts in current window** link – opens all receipts associated with the report in the current window. This gives the approver the ability to view each receipt as each expense type is reviewed.
 - d. **Attach Receipt Images** link – opens window with option to attach additional receipt images.



6. The Print/Email dropdown menu provides a list with the only option listed as the report name **COPA – Detailed Report with Summary Data** link.

a. Click on the report name to open it in a new window.

SAP Concur Training [Tester, UnionGrpAA43]

Summary Details Receipts Print / Email

*COPA - Detailed Report with Summary Data

Expense Type	Date	Amount	Exception
Tolls	03/10/2024	\$11.00	⚠ This expense entry may be a duplicate of the following expense. Report: SAP Concur Training, Expense: 03/10/2024, Tolls, \$11.00
Tolls	03/10/2024	\$11.00	⚠ This expense entry may be a duplicate of the following expense.

Expenses

Date	Expense Type	Amount	Requested	View
> 03/15/2024	Hotel room charge Arlington, Virginia	\$1,473.85	\$1,473.85	<<

Summary
Report Summary
Report Totals

b. With the report displayed, click the Show Itemizations checkbox to re-open the report with itemizations displayed. There are also buttons for:

- i. **PDF** - save the report as PDF
- ii. **Email** - email the report to one or more email recipients. Email addresses can be added to the Email Recipient(s) field. Multiple email addresses should be separated by commas. Enter any Comments to the email in the Comment field.
- iii. **Print** – opens a window to preview and print the report.
- iv. **Close** – close the report window.

Show Itemizations

PDF Email Print Close

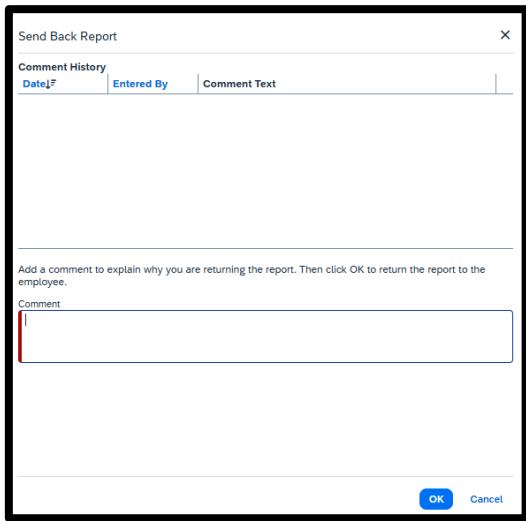
Expense Report
 Report Name : SAP Concur Training
 Report Key : 691120
 Report Date : 11/14/2024
 Report Start Date : 03/10/2024
 *Report End Date : 03/15/2024

Employee Name : UnionGrpAA43 Tester
 Employee ID : UnionGrpAA43
 *Business Area Description : Public Utility Commission
 *HR Org Unit : 171701
 *HR Org Unit Description : PU Fxt Util
 *Employee Subgroup : F7
 *Personnel Subarea : AA43
 *Employee Expense Grouping : 3

Report Header
 Policy : *TEST-COPA-US Expense Policy
 Report Name : SAP Concur Training
 Report Key : 691120

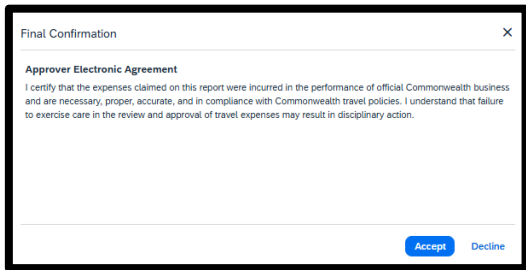
Report Processing Options

1. When the approver is completed with the review, they can click on one of the following buttons:
 - a. **Send Back to the Employee** – sends the report back to the employee. Enter comments to explain why you are returning the report. Click the **OK** button when finished or click the **Cancel** button to go back.



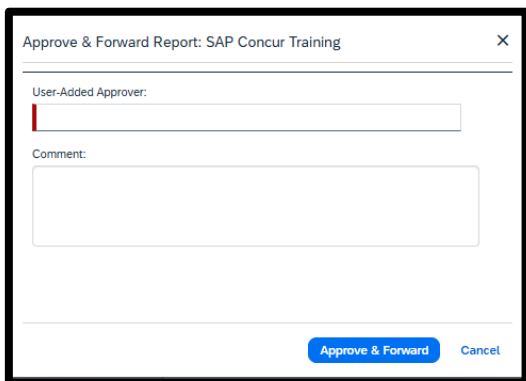
The screenshot shows a dialog box titled "Send Back Report" with a close button (X) in the top right corner. Below the title is a "Comment History" section with a table containing three columns: "Date", "Entered By", and "Comment Text". The table is currently empty. Below the table is a text area with the instruction: "Add a comment to explain why you are returning the report. Then click OK to return the report to the employee." Below this text area is a "Comment" input field. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

- b. **Approve** – sends the report to BCPO Travel Audits for processing. Clicking approve opens a window with a Final Confirmation agreement. Click the **Accept** button to continue or the **Decline** button to go back.



The screenshot shows a dialog box titled "Final Confirmation" with a close button (X) in the top right corner. Below the title is a section titled "Approver Electronic Agreement" with the following text: "I certify that the expenses claimed on this report were incurred in the performance of official Commonwealth business and are necessary, proper, accurate, and in compliance with Commonwealth travel policies. I understand that failure to exercise care in the review and approval of travel expenses may result in disciplinary action." At the bottom right of the dialog box are two buttons: "Accept" and "Decline".

- c. **Approve & Forward** – approves the report and allows the approver to add a User to forward the expense report to within the agency. Comments may be added to go along with the report. Click the **Approve & Forward** button to continue or click the **Cancel** button to go back.



The screenshot shows a dialog box titled "Approve & Forward Report: SAP Concur Training" with a close button (X) in the top right corner. Below the title is a "User-Added Approver:" section with a text input field. Below this is a "Comment:" section with a text area. At the bottom right of the dialog box are two buttons: "Approve & Forward" and "Cancel".