Business Officer Approval Process

Approval of Concur documents will be handled through the approval queue in Concur. https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/approval.pdf

Procedures											
Concur documents awaiting approval can be reviewed and approved in the Concur approval queue.	SAP Concur C	Requests Tr	avel Expense	Approvais	App Center	+ New	07 Required Approvals	00 Authorization Requests	00 Available Expenses	Support Help • Profile • S OO Open Reports	
logged on to Concur, click on the Required Approvals tab.											
In the approval queue, there will be tabs for Requests and Expense Reports.	Approvals 01 Requests	06 Expanse Reports									
Concur will default to the Expense Reports tab. Click in the correct tab to review the desired report.	Expense Reports Report Nar Spain Trip Travel w mult CN-Testing E CN-Test	ipin payment kxpenses II Per Diems eage Id he state in June	1	enployee est, Traveler2 est, Traveler2 est, Traveler1 est, Traveler1 est, Traveler1 est, Traveler2	Report Date 07/27/2020 07/27/2020 07/23/2020 07/23/2020 07/22/2020 07/20/2020			Amount Due Employ \$1,700 \$-7 \$-2 \$20 \$133 \$-7 \$-7	ee .00 .00 .65 .00 .26 .35	Requested Amor \$2.37 \$2.26 \$10! \$22 \$3 \$3 \$3.95	JINT 7.64 2.80 3.65 0.00 7.33 8.00
Click on the Report Name to open the report for review and approval.	Requests -	a request	to travel	in the fi	<mark>uture. No</mark>	<mark>t requi</mark>	ired for c	ounty ex	tension	<mark>employee</mark>	s.

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The report will open to the report Summary screen.	propried and the second
To review the Report	Spain Trip [Test, Traveler2]
Header, click on	Summary Details Receipts Print / Email •
Details and then	Exceptions
click on Report	Expense Type Report Header
Header.	Totals

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Review the data entered on the report header for completeness and accuracy.

Click Save if you made any changes or Cancel to return to the report Summary screen.

NOTE: Although an approver can adjust the Cost Object Type and Cost Object ID at the header level, it is not recommended. Changes at the header level will affect all expenses on the report and the expense may already contain allocations.

Open the UK-Detailed Report to review all header and expense allocation information on the same form.

003020			
UK-TEST USERS-General Tra	MM TMW		
ip Name	Trip Start Date	Trip End Date	Business Destination
ip Purpose	Trip Type	Traveler Type	Related Request/Expense Report
3. Conference/Workshop - F 🗸	Domestic 🗸	01. Employee	
ues this trip include personal travel?	Personal Dates of Travel §?		
Jditional Information	Comments To/From Approver/Processo	Dr	
		Read comme	nts or infomation
gical System	Company Code	Cost Object Type	Cost Object ID
HEQAS300) Logical System 🗸	(UK00) Company Code 🗸	(CC) Cost Center 🗸	(1013195050) CLN - DEPT 🗸
ind b?	Statistical Order		1
×			
port Id	Report Key	User Name	*Dept Number
512125886584A6DA626	1125	Test, traveler2	7H500
port Currency IS. Dollar	Yes	07/27/2020	Approval Status Pending Cost Object Approval
aument Status	Peport Total	Dereonal Expenses	Amount Not Approved
lot Paid	2,377.64	0.00	0.00
mount Approved	Amount University Paid	Amount Due University	Amount Due User
,377.64	0.00	0.00	1,700.00
mount Due University Card	Total Amount Claimed		
77.64	2,377.64		
Budget Officer - Trip Purpose (1 - Cost Object ID - Review other in	10- county travel b should have count nformation as need	udget or 11- Prof I ty name (101325X) Jed.	mprov Budget) XXX)
Spain T	TID [Test, Traveler2]		

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Here is an example of a UK-Detailed Report.

Employee details, report header information, expenses including GLs and cost objects, and report summaries should be reviewed carefully.



Additional sections of the UK-Detailed Report that may assist an approver are the Approval Flow and Audit Trail.	Image: Constrained in the second of the s
Review each individual expense on the report by clicking on the Expense Type	Expenses Verv Kerner 7 Transaction Du Denser Type Amount Additional Info City of Purchase Payment Type Amount Additional Info City of Purchase Payment Type Amount Additional Info Fill Strategies 0 0 0605/2020 Perling City of Purchase Payment Type Amount Additional Info Fill Strategies 500.00 0 0 0605/2020 Perling City of Purchase Payment Type 5599.47 5599.47 0 0 0601/2020 Travel Registration Fees Field Wenday Field Wenday 5500.00 5500.00
The Expense tab will show on the right with details specific to the expense.	

Review the details				
and modify the	Expense Receipt Image Summary			
information if				
necessary.	Expense Type	Transaction Date		
,	Airfare	06/01/2020		
NOTE: For Paid by	Тгір Туре	Trip Purpose		
Employee Expenses,	Domestic	03. Conference/Workshop - Participa		
the approver will be	Traveler Type	Additional Information		
able to adjust down	01. Employee			
amount by changing	Vendor	Ticket Number		
the Approved	×			
Amount field.	Vendor Name	Destination City		
	TACA INTERNATIONAL	Madrid, SPAIN		
Click Save if any	Payment Type	Amount		
changes are made.	TEST-University Procard	599.47 USD 🗸		
	Approved Amount	Comment		
	599.47			
	Transaction ID	Palatad Paguast/Expanse Papart No		
The approver can		Related Request control Report By		
review, add or	18c05eba			
change the allocation	*Posted Date	Request		
	2020-06-01	06/01/2020, \$1,500.00 - Spain 🗸		
		Save Allocate Attach Pecaint		
		Anotate Anatin Receipt		

The Allocations for Report screen will open with the specific expense checked. The screen will only show the allocation specific to the checked expense.	Alcadon for Report: Sgan Trp Total Stop Art. Allocated Stop Art. (Non). Non-and Stop Art. Allocated Stop Art. (Non). Non-and Stop Art. (Non-Art. (Non). Non-and Stop Art. (Non-Art. (Non-Art. (Non). Non-and Stop Art. (Non-Art. (Non-Art. (Non). Non-Art. (Non-Art. (Non-Art. (Non-Art. (Non). Non-Art. (Non-Art. (No
The expense can be allocated by Percentage or Amount. If a change in the allocation is necessary, choose the correct allocation method for this expense and click on Add New Allocation.	Allocations Allocate By: • • Percentage Amount
The second allocation row will be added. Complete the Percentage or Amount, Cost Object Type, and Cost Object ID for the allocation. Be sure to add any statistical orders if needed. Click Save.	Allocations Total \$599.47 Allocated \$599.47 (100%) Remaining \$0.00 (0%) Allocate by, \$ Add New Alocator Fevrentsg *Company Co * Cost Object D Fund Statistical Order Code 9 (reE0A5300) L. (VK00) Compa (CC) Cost Center (101316050)
	Laide Laide

A confirmation message will appear reminding the approver that a change in the allocation can affect the report's workflow. Click Yes to continue.	Please Confirm Some fields (Percentage, Cost Object ID, Percentage) for the Cost Objects have changed. This would result in resetting the cost object workflows. Do you want to continue? Yes No
A Success confirmation will appear when the allocation is saved. Click OK.	Success Allocations have been saved.
You will be returned to the Allocation for Report screen. Click Done.	Akanana ke Repart Sgan Tag International Andrea International Andrea

Review the attached documentation for the expense by clicking on the Receipt Image tab.	Expense Receipt Image
The tab will show the Retrieving Images message, but the actual attachments will open in a new window.	Retrieving Images Retrieving Images from Image Server. Please wait
NOTE: Be certain your internet browser is <u>not</u> blocking pop-up messages or boxes.	
Review the attachments for correct and complete supporting documentation.	
Close the attachment and continue reviewing all other expenses on the report.	

<u></u>			
Once the <u>entire</u> report has been reviewed, the approver can <u>Approve</u> or <u>Send</u> <u>Back to User</u> .	Spain Trip part toward Berry Dealt - Rouge - Perf Per	луранна гони парала тарин	Reference (Constant) Reference
To approve the report, click Approve.			
Since an allocation on the report was changed, the	Reset Cost O Comment H Date V	bject Workflow History Entered By	Comment Text
add a comment and click OK.	5		
Comments can be made as needed even if changes aren't made.	Add a comment f workflow. Comment Allocation was	to explain why you are i	modifying the cost objects. Then click OK to reset the Cost Object Approval
			OK Cancel

appear and ask the approver to review the Approver Electronic Agreement and click Accept.	Final Confirmation Approver Electronic Agreement By clicking "Accept", I certify that the expense report and its accompanying receipts have been reviewed ar compliance with University of Kentucky policies.		
An Approved Conformation will then appear.	Accept Decli Confirmation Approved	ne	

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If the report needs to be returned for any reason, click Send Back to User.	Send Back to User Approve
Clearly describe to	Send Back Report ×
the user in the	Comment History
Comment box why	Date T Entered By Comment Text
returned and Click	Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.
The Sent Back to User confirmation box will appear.	Confirmation Sent Back to User
1	

CES Concur – Approval You will then be back at the Reports Pending your Approval screen. Continue reviewing and approving reports if more are pending your approval.

Budget Officer Approval Checklist

Budget Officer is responsible for the timely review and processing of all travel documents and to ensure compliance with University policies and procedures.

Business Officer should review the following:

General Travel Report Review:

- 1. All expenses related to the travel report are included and are accurate.
- 2. All expenses were incurred in the performance of the traveler's official duties and support the mission of the department.
- 3. All expenses are in compliance with the University's policy on travel expenses, <u>BPM E-5-1</u>.
- 4. None of the expenses are personal or unallowable.
- 5. No expenses are claimed that have been or will be reimbursed from another source, were provided free of charge or were covered by conference registration fees.
- 6. Ensure comments explain any unusual circumstances or any missing documentation (i.e. carpooling, missing receipt, or other additional information).
- 7. Ensure documentation supports the Trip Purpose (i.e. county travel vs professional improvement).
- 8. Ensure documentation is clearly labeled as "Paid by Employee" or "Paid by County" along with initials and date
- 9. Ensure required receipts are listed in Concur as well as attached.
- 10. Verify correct fund source is used
 - a. County Funds (101325XXXX)
 - b. State Funds (10125XXXXX)
 - c. Other use comments to describe other fund sources
- 11. Verify travel report is submitted within 30 days of travel. If not, ensure traveler uses the comments to explain.
- 12. If report is submitted 60 days or later last date of travel, ensure 60-day tax form is submitted and attached.

Monthly Travel Report Review:

- 1. Verify KERS monthly mileage log is attached and contains required signatures.
- 2. Ensure appropriate trip purpose is selected in Concur as per KERS mileage log.
- 3. Make sure the trip has been submitted the day after the last date of travel.
- 4. Ensure required receipts are included for all non-personal mileage expenses.
- 5. Ensure appropriate payment type is selected for each expense.
- 6. Ensure any local travel per diem allowances included are documented with comments on the expense details screen (starting location, ending location and distance).
- 7. Verify comments explain any unusual circumstances for the month.

Overnight Travel Report Review:

- 1. Ensure detailed locations are listed for personal mileage reimbursements.
- 2. Verify daily per diem allowances are appropriate for the dates of travel and according to documentation (i.e. included meals are checked).
- 3. Make sure the trip has been submitted the day after the last date of travel.
- 4. Ensure single room rate is listed for hotel expenses.
- 5. Ensure required receipts are included for all non-personal mileage expenses.
- 6. Ensure hotel receipt is an itemized, zero-balance receipt with appropriate business travel dates.
- 7. Ensure employee traveled 50 miles or more for allowable hotel expenses.
- 8. Ensure cost comparisons are included as documentation for airfare expenses as required.
- 9. Ensure appropriate payment type is selected for each expense.
- 10. Verify comments explain any unusual circumstances for the month (i.e. carpool, shared hotel room, etc).