

SAP Concur 

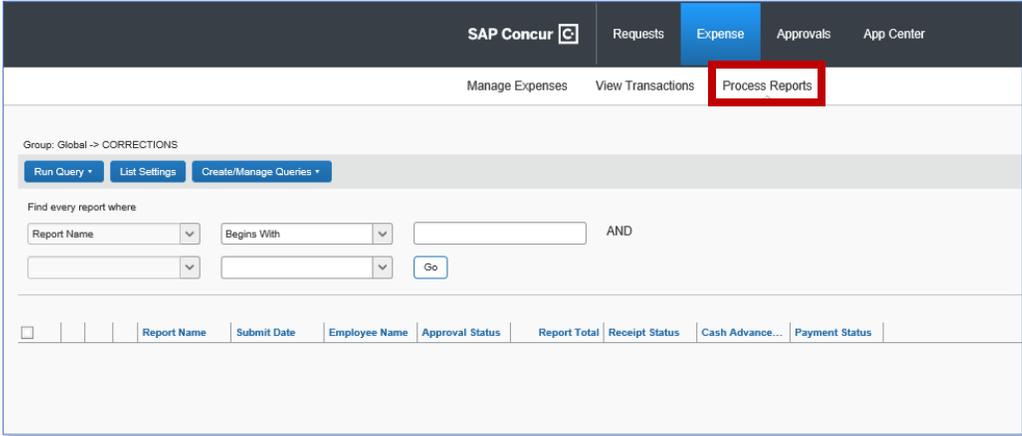
EXPENSE PROCESSOR ROLE





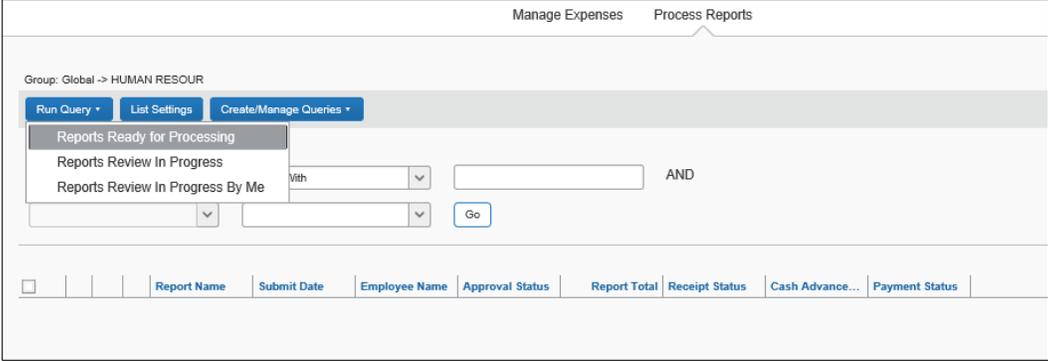
If your agency has workflow set up with an Expense Processor role, those in that role will be assigned this capability.

To access the reports needing approval, select **Expense** from the menu bar, then **Process Reports**.



There are two ways to access the documents:

1. Select **Run Query**, then **Reports Ready for Processing**. This will display all pending reports, either at the agency level or Comptroller level. *Note: You will only have access to approve documents pending at the agency level.*





This is an example of what the query will produce.

Manage Expenses Process Reports

Reports Ready for Processing

Group: Global -> HUMAN RESOUR

Run Query List Settings Create/Manage Queries

Reports Ready for Processing

Reports Review In Progress With [] AND

Reports Review In Progress By Me [] [] Go

<input type="checkbox"/>	Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance...	Payment Status
<input type="checkbox"/>	Nashville, TN - ...	11/02/2018	[]	Approved & In Accounting Review	\$2,303.28	Received / Not...		Not Paid
	Code: SKIPCOA, Level: 51; Note: This is for workflow routing.							
<input type="checkbox"/>	Chicago, IL - 4/...	11/01/2018	[]	Approved & In Accounting Review	\$2,839.65	Received / Not...		Not Paid
	Code: SKIPCOA, Level: 51; Note: This is for workflow routing.							
<input type="checkbox"/>	WILLIAMSBUR...	11/01/2018	[]	Awaiting Comptroller Approval	\$2,441.49	Received / Not...		Not Paid
	Code: SKIPCOA, Level: 51; Note: This is for workflow routing.							
<input type="checkbox"/>	Oklahoma City...	10/31/2018	[]	Awaiting Comptroller Approval	\$851.40	Received / Not...		Not Paid
	Code: SKIPCOA, Level: 51; Note: This is for workflow routing.							

To narrow down your search to only show documents ready for agency approval, select **Approval Status** in the first field.

Manage Expenses View Transactions Process Reports

Reports Ready for Processing

Group: Global -> CORRECTIONS

Run Query List Settings Create/Manage Queries

Find every report where

Approval Status [] Equals [] AND

[] [] Go

<input type="checkbox"/>	Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance...	Payment Status
--------------------------	-------------	-------------	---------------	-----------------	--------------	----------------	-----------------	----------------

Report Name
Report Key
Employee First Name
Employee Last Name
Employee ID
Report Id
Submit Date
Approval Status
Payment Status
Receipts Received
Receipt Image Available
Report Total
Amount Approved



Next, select the report to be equal to **Approved & In Accounting Review**.

Then select **Go**.

This process will need to be done each time you need to approve expense reports or you can create and save a query to run each time.



2. To create a query, select **Create/Manage Queries**, then select **Create New Query**.

The screenshot shows the 'Process Reports' interface. At the top, there are tabs for 'Manage Expenses', 'View Transactions', and 'Process Reports'. Below the tabs, the group is identified as 'Global -> CORRECTIONS'. A navigation bar contains buttons for 'Run Query', 'List Settings', and 'Create/Manage Queries'. The 'Create/Manage Queries' button is highlighted, and a 'Create New Query' button is visible below it. The search criteria section includes a 'Find every report where' section with two dropdown menus for 'Report Name' and 'Begins With', followed by an 'AND' operator and another two dropdown menus. A 'Go' button is located below the search criteria. At the bottom, there is a table with columns: 'Report Name', 'Submit Date', 'Employee Name', 'Approval Status', 'Report Total', 'Receipt Status', 'Cash Advance...', and 'Payment Status'.

You will need to enter the specifications to build the query. Select **Report** from the drop down in the first field with **Approval Status** Equal to the value **Approved & In Accounting Review**. Use the prompts on the right of the screen to assist in your selections.

The screenshot shows the 'Process Reports' interface with the 'Select Field' dropdown menu open. The 'Field/Value' section has 'Approval Status' entered in the first field. The 'Operation' section is empty. The 'Select Field' dropdown menu is open, showing a list of fields. The 'Approval Status' field is highlighted with a red box. The 'Query Name' field is empty, and there are 'Save' and 'Cancel' buttons next to it.

The query details should be as follows:

The screenshot shows the 'Add a Query' interface. The title is 'Add a Query'. There are 'Insert' and 'Remove' buttons. The 'Data Object/Operator' section has a dropdown menu with 'Report' selected and highlighted with a red box. The 'Field/Value' section has a dropdown menu with 'Approval Status' selected and highlighted with a red box. Below this, the operator is set to 'Equal'. The 'Value' section has a dropdown menu with 'Approved & In Accounting Review' selected and highlighted with a red box.



Once this information has been keyed, you have the option to name and save this query at the top right of the screen.

Query Name: Save Cancel

Field/Value	Operation
Approval Status	
Approved & In Accounting Review	

Once the query has been saved, to access you will select **Run Query** then the query name that you created. In this example, the query that was created is named "READY FOR APPROVAL".

Reports Ready for Processing

Group: Global -> CORRECTIONS

Run Query * List Settings Create/Manage Queries *

- Reports Ready for Processing
- Reports Review In Progress
- Reports Review In Progress By Me
- READY FOR APPROVAL

Approved & In Accounting Review AND

Go

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status
No Expense Reports Found					

Once the query is selected, the report will generate if information is available. The header of the page will display the name of the query run.

Manage Expenses Process Reports

READY FOR APPROVAL

Group: Global -> HUMAN RESOUR

Run Query * List Settings Create/Manage Queries *

Find every report where

Report Name Begins With AND

Go

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance...	Payment Status
Nashville, TN ...	11/02/2018		Approved & In...	\$2,303.28	Received / Not...		Not Paid
Code: SKIPCOA, Level: 51; Note: This is for workflow routing.							
Chicago, IL - 4/...	11/01/2018		Approved & In...	\$2,839.05	Received / Not...		Not Paid
Code: SKIPCOA, Level: 51; Note: This is for workflow routing.							

For guidance on auditing expense reports, please see the Expense Approver job aid.