

EXPENSE PROCESSOR ROLE





EXPENSE PROCESSOR ROLE

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

	SAP Concur 🖸	Requests	Travel	Expense	Approvals
	Manage Expenses	Process Report	ts		
Group: Global	eady for Prod				
Run Query • Grou	p List Settings Create/Ma	anage Queries 🔹			
Find every report where Report Name	Segins With		Go		AND

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

There are two ways to access the documents:

- Run Query
- Create Query

RUN QUERY

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*.

	Man	age Expenses Pr	Process Reports		
Group: Global -> HUMAN RESOUR					
Run Query • List Settings Create/Manage Queries •					
Reports Review In Progress By Me	▼ Go		AND		
Report Name Submit Date	Employee Name Approval Stat	IS Report Total	Receipt Status Cash Ad	vance Payment Status	
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This is an example of what the query will produce.

						Manage Expenses	Process Repor	ts			
	epori		Ready fo	or Proc	essing						
R	lun Query 🔹	List	t Settings Creat	e/Manage Queries	•						
	Reports	Reviev	for Processing v In Progress v In Progress By I	Me Vith		Go	AND				
			Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance	Payment Status	
	C) 🕑	Nashville, TN	11/02/2018	BICE BRANDIT	Approved & In Accounting Review	\$2,303.28	Received / Not		Not Paid	
	4	Code	SKIPCOA, Level: 5	1; Note: This is for	workflow routing.						
		2	Chicago, IL - 4/	11/01/2018	DICE DRANDU	Approved & In Accounting Review	\$2,839.65	Received / Not		Not Paid	
	4	Code	: SKIPCOA, Level: 5	1; Note: This is for	workflow routing.						
		2	WILLIAMSBUR	11/01/2018	ERANOISCO	Awaiting Comptroller Approval	\$2,441.49	Received / Not		Not Paid	
	4	Code	SKIPCOA, Level: 5	1; Note: This is for	workflow routing.						
		2	Oklahoma City,	10/31/2018	ED ANOICOO	Awaiting Comptroller Approval	\$851.40	Received / Not		Not Paid	
	4	Code	: SKIPCOA, Level: 5	1; Note: This is for	workflow routing.						_
1											

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

				Manage E	xpenses \	/iew Transactions	Process Re	ports
Reports Rea	dv	for Proce	essing					
iroup: Global -> CORRECTION	100 million (* 1990)	1011100	000110					
			-					
Run Query • List Setting	2ª C	reate/Manage Queries						
Find every report where								
Approval Status	4	Equals	~		~	AND		
Report Name			inen 18	-				
Report Key			*	Go				
Employee First Name			Division and south	The second s				
Employee Last Name	e	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance	Payment Status
Employee ID Report Id								
Submit Date								
Processor Start 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**.

				Manage Expenses	View Transactions	Process Re	ports
Poports Po	ody f	or Droc	accing				
Reports Re	auy r	UI FIUCE	essing				
Group: Global -> CORRECTI	ONS						
Run Query • List Set	tings Cre	ate/Manage Queries	•				
Find every report where	A 11						
Approval Status	~	Equals	~	1	AND		
		r	1000	Disputed	Ī		
	~		~	Pending Exception Review			
		I a a second	1-	Submitted and Pending Concur Aud Awaiting Comptroller Approval		1	1-
Re	port Name	Submit Date	Employee Name	Anomaly & Fraud Check	tal Receipt Status	Cash Advance	Paym
No Expense Reports Found				Approved & In Accounting Review			
				Approved			
				Pending External Validation			
				Pending Budget Approval			
				Presubmit Validation			
				Recalled to Processor			
				Pending Validation Hold for Receipt Image			
				Recalled by Traveler			
				< >			

Then select **Go**.

Reports Ready for Processing Group: Global
Run Query • Group List Settings Create/Manage Queries •
Approval Status Equals ADD ADD ADD ADD ADD ADD ADD A
▼ Go

NOTE: 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.



CREATE QUERY

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

	Manage Expenses	View Transactions	Process Reports
Group: Global -> CORRECTIONS			
Run Query * List Settings Create/Manage Queries *			
Find every report where			
Report Name Begins With Go		AND	
✓ Go			
Report Name Submit Date Employee Name Approv.	al Status Report Tota	al Receipt Status Ca	ish Advance 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** <u>Equal</u> to the value **Approved & In Accounting Review**. *Use the prompts on the right of the screen to assist in your selections.*

	Query Name:	Save Cane
		Select Field
Field/Value	Operation	Select a field from the list. The fields that appear pertain to the Data Object you selected.
Approval Status		*Custom 18 - Request Related Report OOS
		*Custom 19 - Request Related Report IS
		*Org Unit 1 - Department
		*Org Unit 2 - Accounting Group
		*Org Unit 3 - Trip Type
		*Org Unit 4 - Accounting Template
		Amount Approved
		Amount Company Paid
		Amount Due Company
		Amount Due Company Card
		Amount Due Employee
		Amount Not Approved
		Approval Status
		Approved by Delegate
		Audit start
		Business Purpose

The query details should be as follows:

Add a Query	
Insert	
Data Object/Operator	Field/Value
Report V Equal	Approval Status
Value	Approved & In Accounting Review



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
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 AND
READY FOR APPROVAL Go Report Name Submit Date Employee Name Approval Status Report Total Receipt Statu
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 V Begins With V	AND 60
Report Name Submit Date Employee Name Image: Construction of the state of the sta	
Code: SKIPCOA, Level: 51; Note: This is 1	L Approved & In \$2,303.28 Received / Not Not Peid
Chicago, IL - 4/ 11/01/2018 RICE, BRANDI L.	L. Approved & In \$2,839.65 Received / Not Not Paid
A Code: SKIPCOA, Level: 51; Note: This it	

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