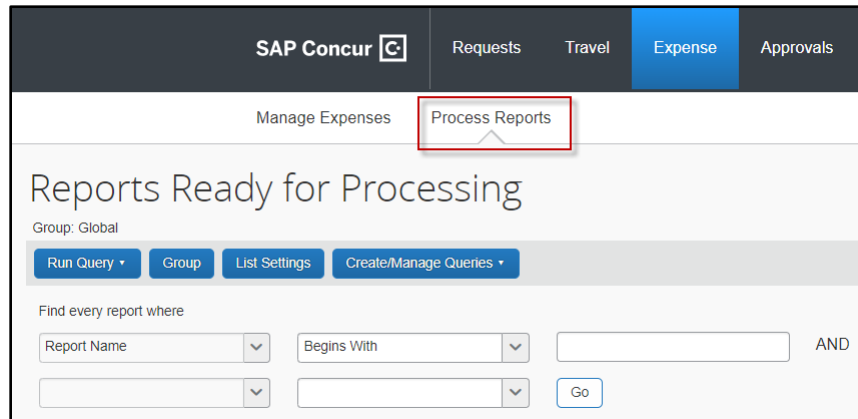# SAP Concur

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.

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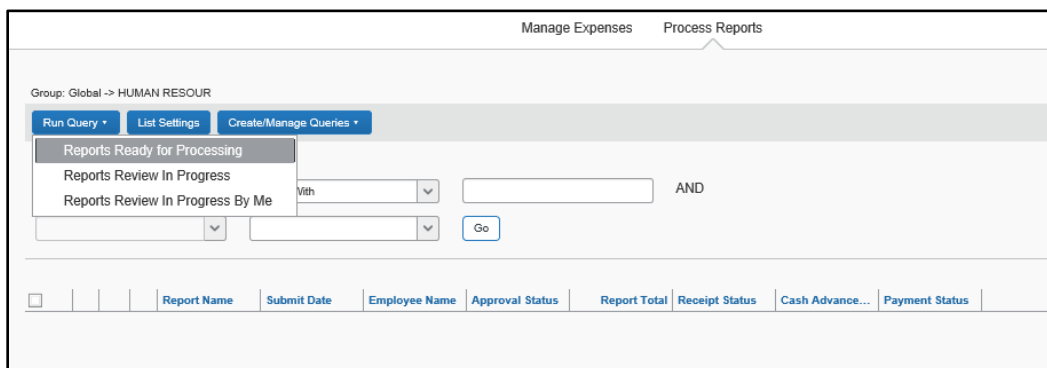

There are two ways to access the documents:

- 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.*

This is an example of what the query will produce.

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

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

Then select **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**.

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.*

The query details should be as follows:

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

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".

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.

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