## Manager Approvers

Concur Approvers have additional access to review and approve Expense Reports. Approvers can view each detail of the report, review attached receipts then accept or reject the Expense Items.

Initial Setup

There is no setup on your part! The data from Lawson determines the manager structure for Concur.

Your Account

On your account, you will notice an option under your Expense tab that gives you quick access to reports that are waiting for your approval.
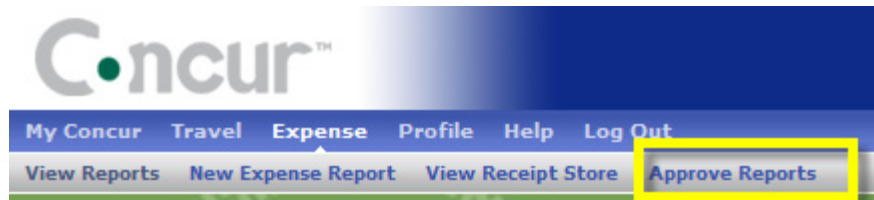
The My Concur page has a separate Queue section for Expense Report waiting for your approval. This is in addition to your own Expense Reports.

Reviewing an Expense Report

Notifications

You will receive notification of an Expense Report in your queue via email. The message provides a link to the Concur website.

Concur for Manager Approvers

Approval Process

After selecting a report to review, the screen will let you access the details of the report.

1. The top of the report identifies the report name and the employee who submitted the report
2. The list of expense items
3. Select an item to see the details to the right
4. If an item has this arrow, it indicates an itemization
5. The Comment box allows you to add explanation or commentary to the line item.
6. The choices for the Approval process
   a. **Send Back to Employee** – requires a Comment
   b. **Approve** – finished the process
   c. **Approve** & **Forward** – Allows you to send on to another approver that you choose from a drop down menu.

TIP: To view all receipts at one time, select the Receipts button and choose View Receipts in New Window

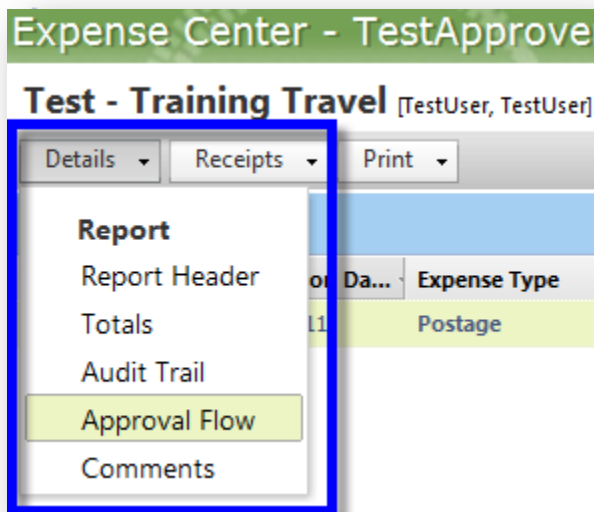When you accept the Expense Report, you will receive one final confirmation. Once you Accept on the confirmation, you cannot "undo" the report Approval.
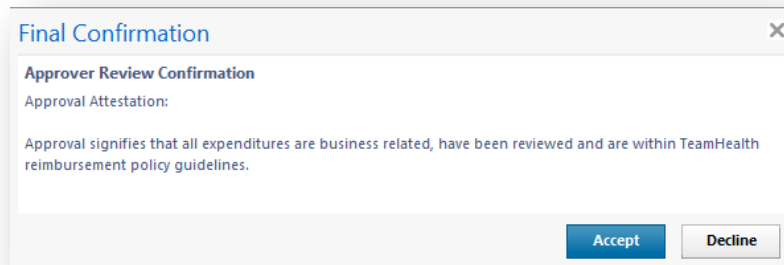
Report Details

To view more information about a pending or approved report, open a report and select the Details button.

Report Header – shows the main dates and purpose of the report as entered by the Employee

Totals – shows a summary of the reimbursable amounts

Audit Trail – Shows the actions and change of status over the life of the report

Approval Flow – shows the trail of approvers (if there was more than one)
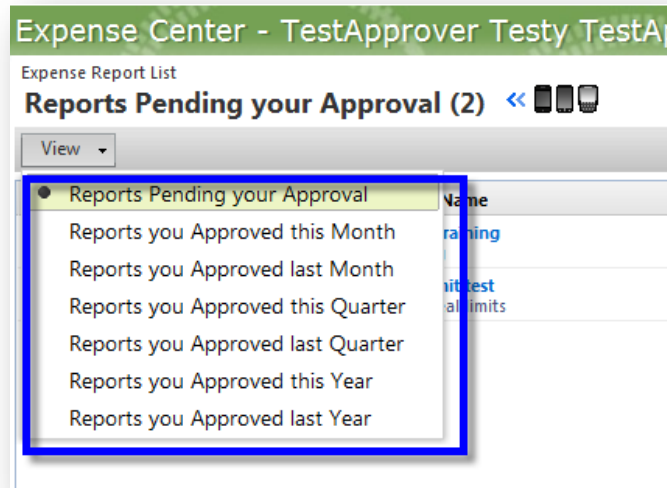
Comments – shows all comments from the Employee and Approver

Your Reports

By default, the Approval Reports screen only shows reports Pending your Approval.

To see reports that you have already approved, go to the Approver Reports tab, then select the option from the View button:

Approval Reassignment

When you go on PTO, you will need to temporarily assign another Approver in your place.

1. Go to your Profile page
2. Select Expense Delegate
3. Choose a manager from the Employee search

4. Enter the appropriate dates and permission levels for that Approver