

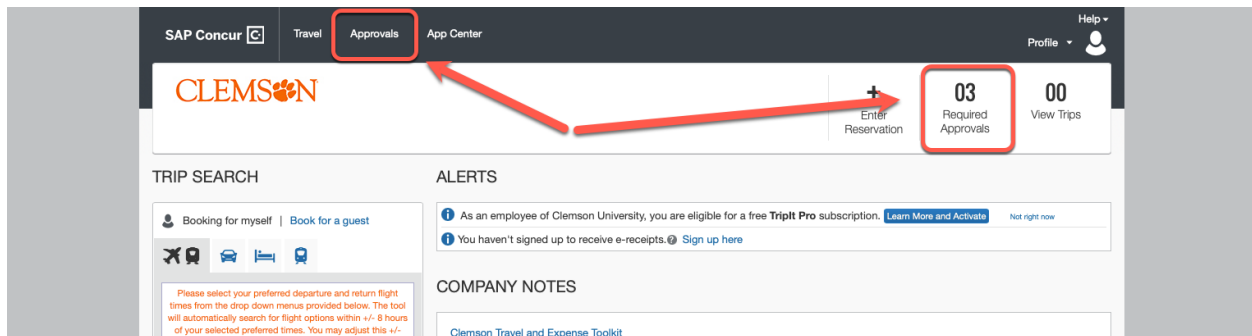
Approver's Guide to Concur

What is an Approver's role?

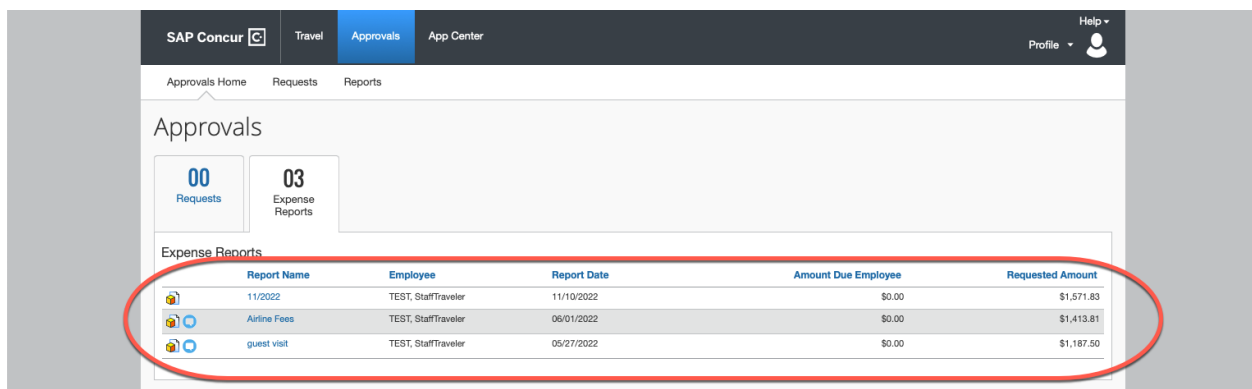
The role of an Approver is to look at the expense lines that belong to them and approve only those lines. You are no longer responsible for checking if each line is an allowable charge, Concur is designed to read charges for compliance.

Step One: Log into [Concur](#) using the SSO login.

Step Two: On the home screen, navigate to the **Approvals** tab on the top menu bar or click **Required Approvals** from the Quick Task section.



Step Three: Reports that require your approval will show here. To view a report, click the **Report Name**.



Step Four: Notice the totals at the bottom of the report and the three different categories. **Cost Object Approved Amount** indicates to the Approver the amount that they are approving. The line items that correspond to this amount are marked by the icon next to the total; look for this icon to see the specific charges that need to be approved. If an expense was itemized, click the arrow next to the line item to expand the expense and view the icons.

Note: This amount may or may not match the Total Amount of the entire report. If you are not seeing any of the cost object approver icons, click the divider between date and expense type and drag to the right. This will allow all icons to be shown.

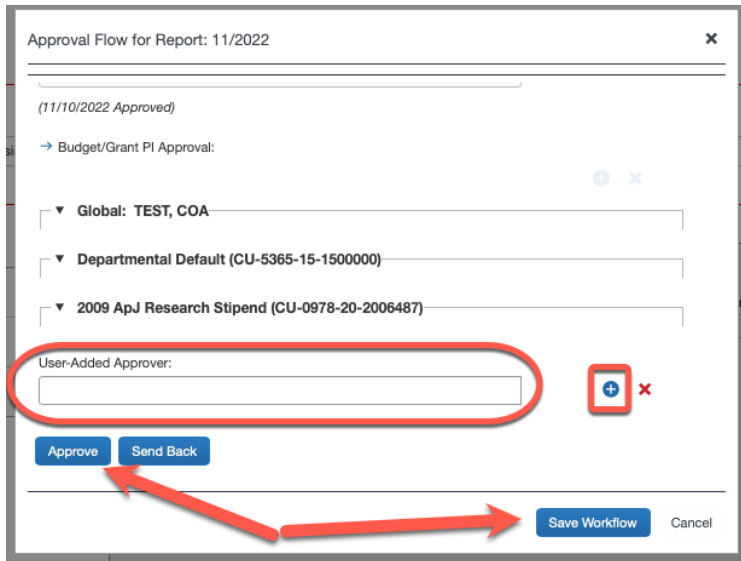
At this point you can click on any line item to open more details about the report or hover over any of the icons to see more details. If you want to see details about the Report Header, click the title of the report to open that screen.

Step Five: If you approve the charges that belong to your budget you can click **Approve** to finish. You also have the option to add an extra approver to the workflow if needed. **Note:** This extra approver will be the final approver in the workflow.

Optional Workflow Addition (adds an extra approver to the workflow):

1. Click **Details** under the Report Header and then **Approval Flow**

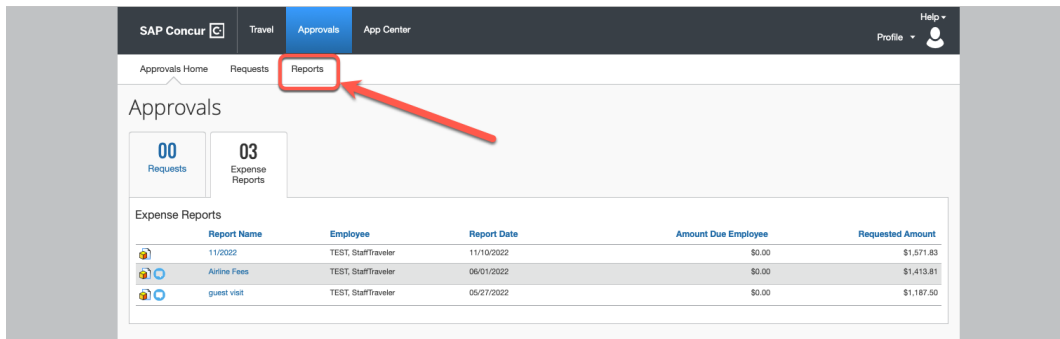
2. The approval flow box will pop up with a list of the current workflow approvers. To add an extra approver, click the **blue plus sign** and begin typing either the user's name, email address, or employee ID. Once your desired choice pops up, click the name to apply that selection.



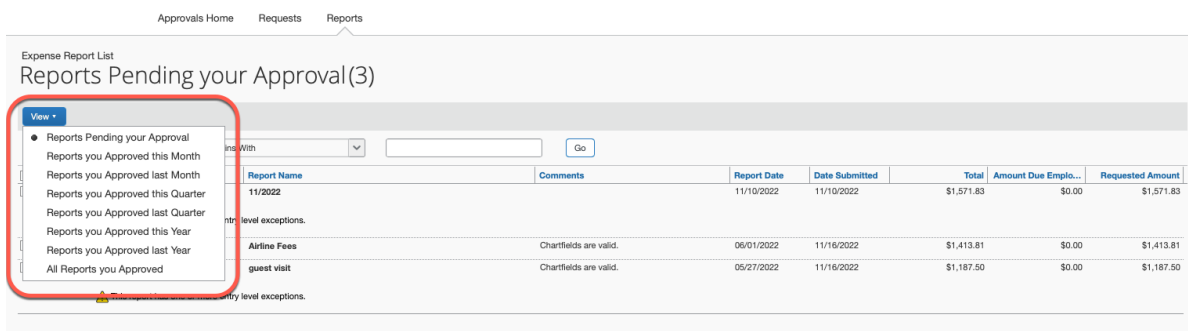
- Once you've selected the name of the approver you want to add click **Approve**. An electronic agreement will pop up, click **Accept**.

How Do I Access Reports I've Approved in the Past?

- From the **Approvals** tab, click **Reports**.



- Click **View** and select the timeframe of past approvals you would like to see.



For questions regarding your role as Approver, reach out to your Business Office for more information. Questions regarding Concur can be directed to clemsontravel@clemson.edu and helpful resources are located on our [Travel & Expense Website](#).