

4/12/2022

Assigning Budget and Project Expense Approvers (Web Application)

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Within Concur, all expense approvals will automatically route to the business officer assigned to each budget center. If certain projects need to be approved by someone else (ex: a grant project expense needs a grant coordinator to approve), that person must be assigned to the correct, specific budget center or grant project number within the web application provided. Those updates will then be loaded into Concur overnight.

The web application can be found here: <https://concur-support.app.clemson.edu/manage/roles.php>. The standard Clemson Single Sign On (SSO) screen will be how you log in.

1. Once you are logged into the web app, the home screen will show you as being assigned to all of the applicable budget centers.

Deborah Newsom

Add User

Name	Role	Business Unit	Fund	Dept/Project	Action
Newsom, Deborah C (dcnewso)	Business Officer	CU		5619 - Development Athletics	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		A+A - Administration and Advancement	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5698 - LICAM-LICAR	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5696 - Clemson Univ Fdn Endowments	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5695 - Clemson Univ Endowments	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5694 - Clemson Architectural Foundati	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5690 - Advancement General	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5679 - Clemson Data Administrator LLC	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5670 - Elderhostel	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5655 - "Copy Cats"	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5651 - Administrative Leases	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5630 - Image Redesign	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5625 - Development Special Project	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5621 - Prospect Research	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5620 - Corporate Foundation Relations	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5600 - Budget Holding Closing - A+A	Remove

- To add a different approver, click within the **Username or XID** field and enter either the needed approver's username or XID number. The app will search for the person – click on the correct approver's name once it appears in order to select it.

Deborah Newsom

- Use the dropdown within the **Select a role** field to choose either Budget Owner (if assigning a budget to the approver) or Grants Coordinator (if assigning a grants project to the approver).

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Name	Role	Business Unit	Fund	Dept/Project	Action
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- In the **Select a business unit** field, select the correct Business Unit (either CU for Clemson University or CUF for Clemson University Foundation).

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Name	Role	Business Unit	Fund	Dept/Project	Action
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- The fourth field will change depending on which type of approver you are adding.

- a. If you are assigning a Budget Owner, enter the department code or name into the **Department code or label** field. The app will search for the correct budget. Once you see it in the dropdown, click on it.

Deborah Newsom

Gene Berendsen (EBJR)

Budget Owner

CU

ccit

- [2800] - Budget Holding Closing - CCIT
- [2801] - CCIT Planning
- [2802] - CCIT Internal Operations
- [2804] - CCIT Customer Support Services
- [2805] - CCIT ESA
- [2810] - CCIT Software Development
- [2811] - CCIT CITI
- [2814] - CCIT HPC

Name	Role	Business Unit	Action
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove

- b. If you are assigning a Grants Coordinator, enter the project number or name of the project into the Project code or name field. The app will search for the correct project. Once you see it in the dropdown, click on it.

Note: if a Grants Coordinator should be approving expenses from multiple project numbers, you can use this step to add all appropriate projects at once (the app will allow you to add multiple projects before step 6).

Deborah Newsom

Gene Berendsen (EBJR)

Grants Coordinator

CU

Selected Projects (click to remove)

Fund	Project
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1401

- [1221401] - Aiken Cnty Funds
- [1401000] - PRTM Webinar Program
- [1401001] - CCW - 2nd Generation
- [1401007] - SWIFT 2011
- [1401009] - REAL Revenues & Recoveries
- [1401011] - Vehicle Use and Maintenance
- [1401015] - Applied Health Research Lab
- [1401016] - Summit on Value of Play
- [1401017] - Tindall Connections
- [1401018] - AVID Summer Camp Program
- [1401019] - COES L&C Departmental Requests
- [1401024] - Stockroom Nitrogen
- [1401026] - Wilderness First Responder
- [1401027] - Campus Rec - Academic Liaison
- [1401028] - Campus Rec Facility Maintenance
- [1401030] - CAAH Off Campus-Summer
- [1401033] - Clemson Memorial Carillon
- [1401037] - AAH Procurement Rebates
- [1401041] - Eco Informatics Initiatives
- [1401042] - CCIT NOC Mainframe

Name	Role	Business Unit	Action
Berendsen, Gene (EBJR)	Budget Owner	CU	
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU	Remove

- Once all information is completed, click **Add User**. You will now see the new approver added to your main screen list and a green banner at the top will confirm that the approver has been added.



Deborah Newsom

Gene Berendsen (EBJR) Select a role

Select a business unit [2805] - CCIT ESA

Add User

Name	Role	Business Unit	Fund	Dept/Project	Action
Berendsen, Gene (EBJR)	Grants Coordinator	CU	14 E&G Non-State Deptl Generated	1402204 - Architecting Resiliency	Remove
Berendsen, Gene (EBJR)	Grants Coordinator	CU	14 E&G Non-State Deptl Generated	1401024 - Stockroom Nitrogen	Remove
Berendsen, Gene (EBJR)	Budget Owner	CU		2805 - CCIT ESA	Remove
Newsom, Deborah C (dcnewso)	Business Officer	CU		5621 - Prospect Research	Remove

- The new approver assignment will update overnight and will be applied within Concur the next day.