

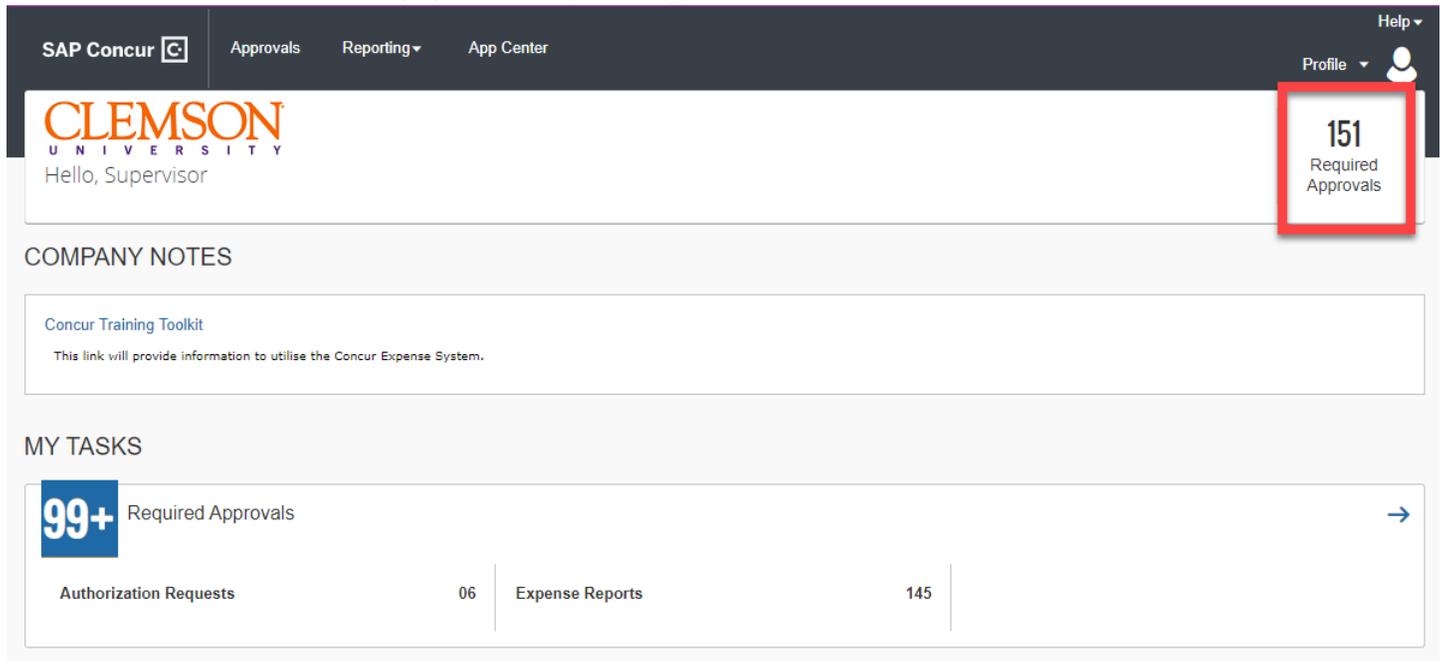
5/10/2022

Reviewing & Rejecting An Expense Report

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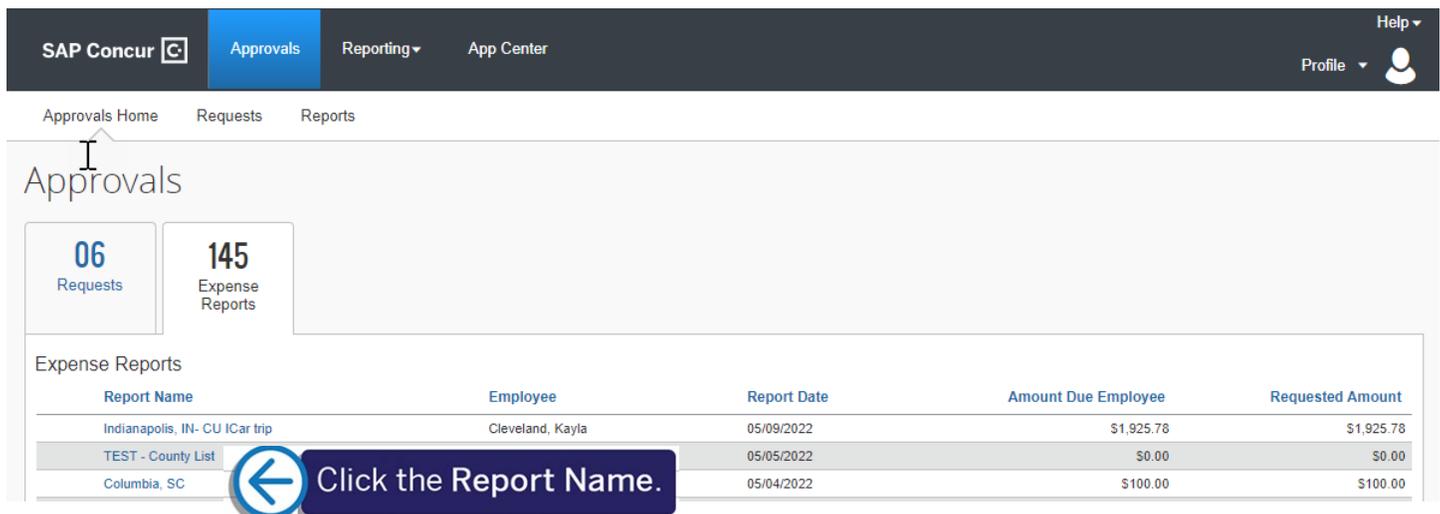
As an approver, you will review submitted expense reports and approve them for reimbursement or send them back for corrections. All the report's expenses appear in the Expenses list. If the report contains any exceptions, they will display in the Exceptions section of the report.

1. On the SAP Concur homepage, click Required Approvals



The screenshot shows the SAP Concur homepage for a supervisor at Clemson University. The top navigation bar includes 'SAP Concur', 'Approvals', 'Reporting', and 'App Center'. The user's profile is shown as '151 Required Approvals'. Below the navigation bar, there is a 'COMPANY NOTES' section with a link to 'Concur Training Toolkit'. The 'MY TASKS' section shows '99+ Required Approvals' with a breakdown of '06 Authorization Requests' and '145 Expense Reports'.

2. From the Approvals pane you can approve expense reports. However, we recommend that you open the report to view the expense details before approving them. To open an expense report for review, click the Report Name.



The screenshot shows the SAP Concur 'Approvals' page. The top navigation bar includes 'SAP Concur', 'Approvals', 'Reporting', and 'App Center'. The user's profile is shown as 'Profile'. Below the navigation bar, there are tabs for 'Approvals Home', 'Requests', and 'Reports'. The 'Approvals' section shows '06 Requests' and '145 Expense Reports'. Below this, there is an 'Expense Reports' table with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Indianapolis, IN- CU ICar trip	Cleveland, Kayla	05/09/2022	\$1,925.78	\$1,925.78
TEST - County List		05/05/2022	\$0.00	\$0.00
Columbia, SC		05/04/2022	\$100.00	\$100.00

A callout box with a blue arrow points to the 'TEST - County List' row, with the text 'Click the Report Name.'

- All your report expenses appear in the Expenses list. If the report contains any exceptions, they will be displayed on the Exceptions section.

The screenshot shows the SAP Concur interface for an expense report. At the top, there are navigation tabs for 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right. The main header indicates the location 'Columbia, SC [Cleveland, Kayla]'. Below this, there are buttons for 'Send Back to User', 'Approve', and 'Approve & Forward'. A 'Summary' tab is selected, showing a table of expenses. An 'Exceptions' section is highlighted with a red border, containing a warning message: 'Your Expense Report exceeds the variance allowed based on your Request and will route for review and approval.' Below the exceptions, the 'Expenses' table is visible, showing one entry for 'Lodging/Hotel' with an amount of \$100.00. A 'Report Summary' section shows 'Amount Due Company' as \$0.00 and 'Amount Due Employee' as \$100.00. At the bottom, there are totals for 'TOTAL AMOUNT' and 'TOTAL REQUESTED', both at \$100.00.

- After reviewing expenses, to send back to an employee for corrections, click Send Back to User/Employee.

This screenshot is a close-up of the SAP Concur interface, focusing on the 'Send Back to User' button. A blue callout box with a white arrow points to the button, with the text 'Click Send Back to Employee.' The button is blue and labeled 'Send Back to User'. Other buttons for 'Approve' (orange) and 'Approve & Forward' (blue) are also visible. The user's profile is shown in the top right. Below the buttons, there is a 'Hide Exceptions' link and a table with a red border. The table has a header 'Amount Due Employee' and a value of '\$100.00'.

5. Enter a comment to explain why you are returning the expense report, and then click OK. After you return a report an employee for correction, it will no longer appear in your list of reports to approve

The screenshot shows a 'Send Back Report' dialog box in the foreground. The dialog has a title bar with 'Send Back Report' and a close button (X). Below the title bar is a 'Comment History' table with columns for 'Date', 'Entered By', and 'Comment Text'. Below the table is a text area for entering a comment, with the instruction: 'Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.' The 'OK' button is highlighted with a red square. In the background, a report approval interface is visible, featuring buttons for 'Send Back to User', 'Approve', and 'Approve & Forward'. A table in the background shows 'Amount Due Employee' with a value of '\$100.00'.