

## Allocate Expenses as a Cost Approver

Cost approvers are individuals officially designated as authorized signatories on accounts. They are responsible for allocating expenses to the correct accounts and approving reports in the system.

### 1. Receive Email Notification

- Cost approvers receive email notifications when expense reports are submitted for their approval and have 13 days to act on a report.
- Click the link in the email to log in to Concur to allocate and approve the report.

### 2. Go to Required Approvals

There are several ways to go to your required approvals from the home page (Figure 1):

- Click *Required Approvals* in the *Quick Task* bar
- Click *Required Approvals* in *My Tasks*.
- Click *Approvals* in the top menu bar.

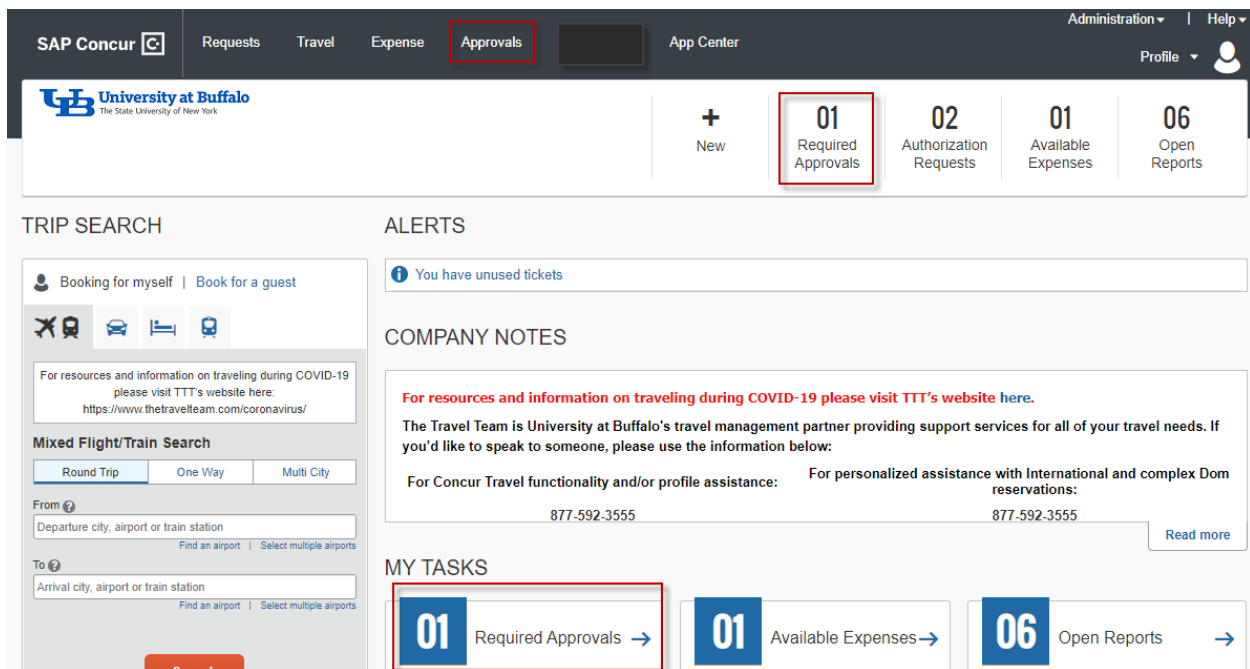


Figure 1

### 3. Review Reports Pending Approval

Verify Expenses Are Fully Allocated  
Before you click *Approve* on a report, verify that all expenses are fully allocated.

- Select a report pending approval and click on the *Report Name* to open it.
- Review the report header and confirm the funding source and account information:
  - At the top of the report, click *Details*, then click *Report Header*.
  - Verify that the *Funding Account Source*, in red, is correct.
  - If applicable, verify the *Approver*, *Funding Source*, *Entity* and *Account* fields are correct.
  - If the information is incorrect, make changes and click *Save* (Figure 2).

Report header for: Concur Conference □ ×

Report Name Concur Conference	Report Id F6E17999A5C74F3BA146	Report Type Travel	Funding Account Source Research Foundation	Report Purpose Conference Participant
Business Purpose Attend conference for professional development	UB Affiliation Staff			
Start Date 12/13/2017	End Date 12/14/2017			
Restricted Travel Did not travel to warning area	Report Currency US, Dollar	Approval Status Sent Back to User	Amount Not Approved 0.00	Amount Approved 674.00
Amount Due University 0.00	Amount Due User 674.00	Amount Due University Card 0.00	Approver 1	Funding Source 2
Entity 3	Account 4			
Comment				
Starting Address/State/Zip 310 Crofts Hall, Buffalo, NY 14260	Destination Address/State/Zip 123 Main Street, Seattle, WA 12345	Start Time 7:00AM	End Time 6:00PM	

Save Cancel

Figure 2

- Review exceptions for errors on the report:
  - If an error needs to be corrected by the user, at the top click *Send Back to User*.

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- Yellow exceptions appear as informational warnings on the report and may have no action that is required. These will not prevent you from approving the report (Figure 3).


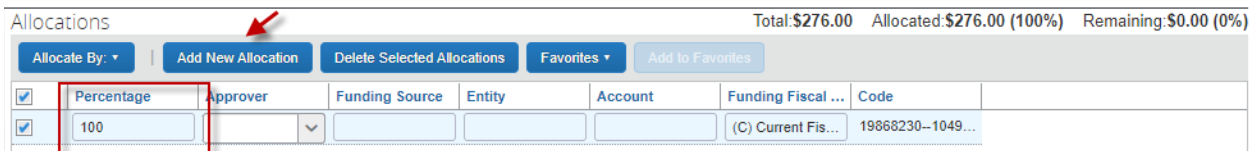
 Please enter Funding Source, Entity & Account in the allocation.

Figure 3

#### 4. Allocate All Expenses

- At the top of the report click *Details*, click *Allocations*.
  - Select the checkboxes for the desired expenses, then click *Allocate Selected Expenses*.
- Click the *Allocate By* dropdown and choose to allocate by *Percentage* or *Amount* (Figure 3).



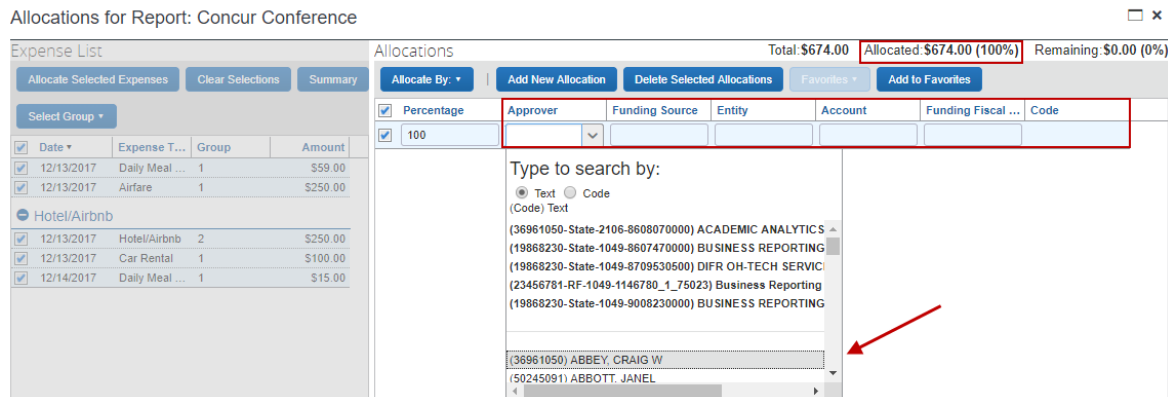
Allocations Total:\$276.00 Allocated:\$276.00 (100%) Remaining:\$0.00 (0%)

Allocate By:

<input checked="" type="checkbox"/>	Percentage	Approver	Funding Source	Entity	Account	Funding Fiscal ...	Code
<input checked="" type="checkbox"/>	100					(C) Current Fis...	19868230--1049...

Figure 4

- *Percentage*, you can split the expense by typing in a value, or by clicking *Add New Allocation*. This allows you to allocate the expense to multiple accounts.
- In the *Approver* field, type the last name of the account approver and select it from the dropdown menu.
- In the *Funding Source* field, select it from the dropdown menu.
- In the *Entity* field, select it from the dropdown menu.
- In the *Account* field, select it from the dropdown menu.
- In the *Funding Fiscal Year* field, select it from the dropdown menu.
- If you cannot find the information you are searching for, the cost approver you entered may not have signatory authority on the account. Try entering the name of another cost approver to find the account.
- When finished, verify that the expense is *100% allocated* (Figure 5).



Allocations for Report: Concur Conference Total:\$674.00 Allocated:\$674.00 (100%) Remaining:\$0.00 (0%)

Expense List

Allocations

<input checked="" type="checkbox"/>	Percentage	Approver	Funding Source	Entity	Account	Funding Fiscal ...	Code
<input checked="" type="checkbox"/>	100						

Type to search by:

- Text  Code
- (Code) Text
- (36961050-State-2106-8608070000) ACADEMIC ANALYTICS
- (19868230-State-1049-8607470000) BUSINESS REPORTING
- (19868230-State-1049-8709530500) DIFR OH-TECH SERVICE
- (23456781-RF-1049-1146780\_1\_75023) Business Reporting
- (19868230-State-1049-9008230000) BUSINESS REPORTING
- (36961050) ABBEY, CRAIG W
- (50245091) ABBOTT, JANEL

Figure 5

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- Click *Save*.
- You may receive a *Success* message stating, “Allocations have been save but there is at least one exception that may require your attention.” Click *OK*.
- Repeat for each expense until all expenses are fully allocated, “Allocations have been saved”.
- When finished, click *Done*.

## 5. Verify Expenses Are Fully Allocated

- When finished, verify that all expenses are fully allocated:
  - At the top of the report, click *Details*, then click *Allocations*.
  - Click the *Summary* button.
  - On the *Allocation Summary*, verify that the *Approver*, *Funding Source*, *Entity* and *Account* fields are complete for all expenses (Figure 6).
  - When finished, click *Done*.

Approver	Funding Source	Entity	Account	Funding Fiscal Year	Amount
...	State	Business Report	Business	(C) Current Fiscal Year	\$198.00

Figure 6

## 6. Return, Forward or Approve Report

When you are finished reviewing and allocating the report, at the top choose one of the following options:

- *Send Back to User* — send the report back to the user if it requires correction.
  - Cost approvers cannot modify expense reports.
  - In the *Comment* field, provide a clear explanation of the problem, then click *OK*.
- *Approve and Forward* — approve and forward the report to another cost approver if it requires additional allocation.
  - In the search bar, enter the cost approver’s *Last Name* or *Email Address*. Select their name and enter a comment.
  - Click *Approve and Forward*. Read the *Final Confirmation* statement and click to *Accept* or *Decline*.
- *Approve* — approve the report for reimbursement if it has been completed correctly and if all expenses are fully allocated.
  - Read the *Final Confirmation* statement and click to *Accept* or *Decline*.