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 take action on a report before it is returned to the user.
- 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:

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

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* 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 1).

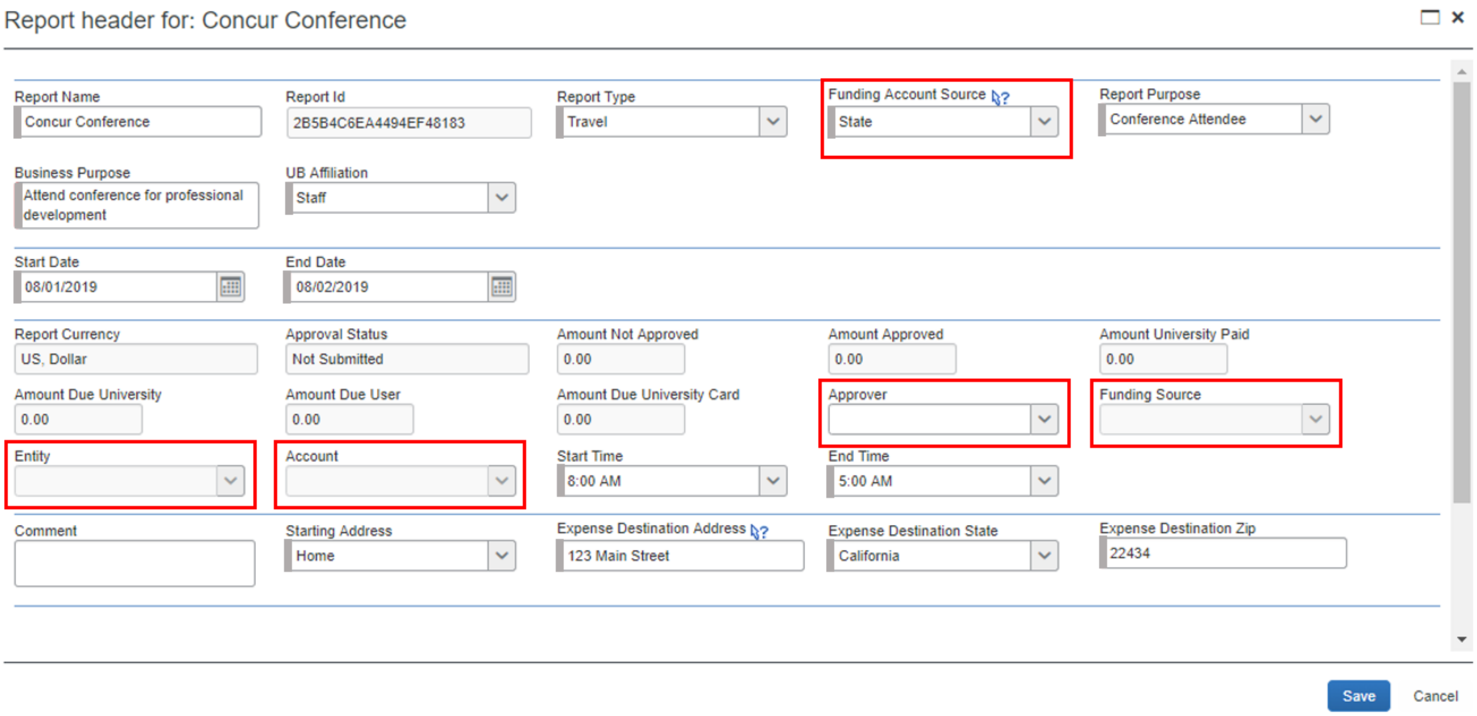

Figure 1

- 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*.
  - 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 2).

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

Figure 2

4. Allocate All Expenses

- At the top of the report click *Details*, then 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).

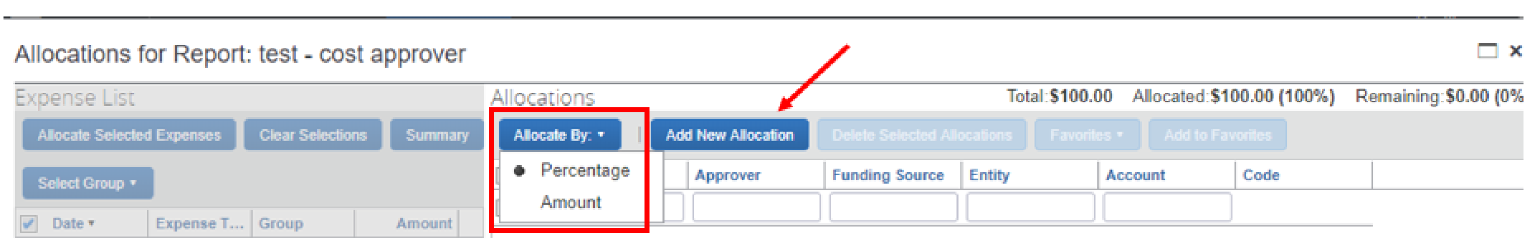

Figure 3

- In the *Percentage or Amount* field, 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're 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 4).

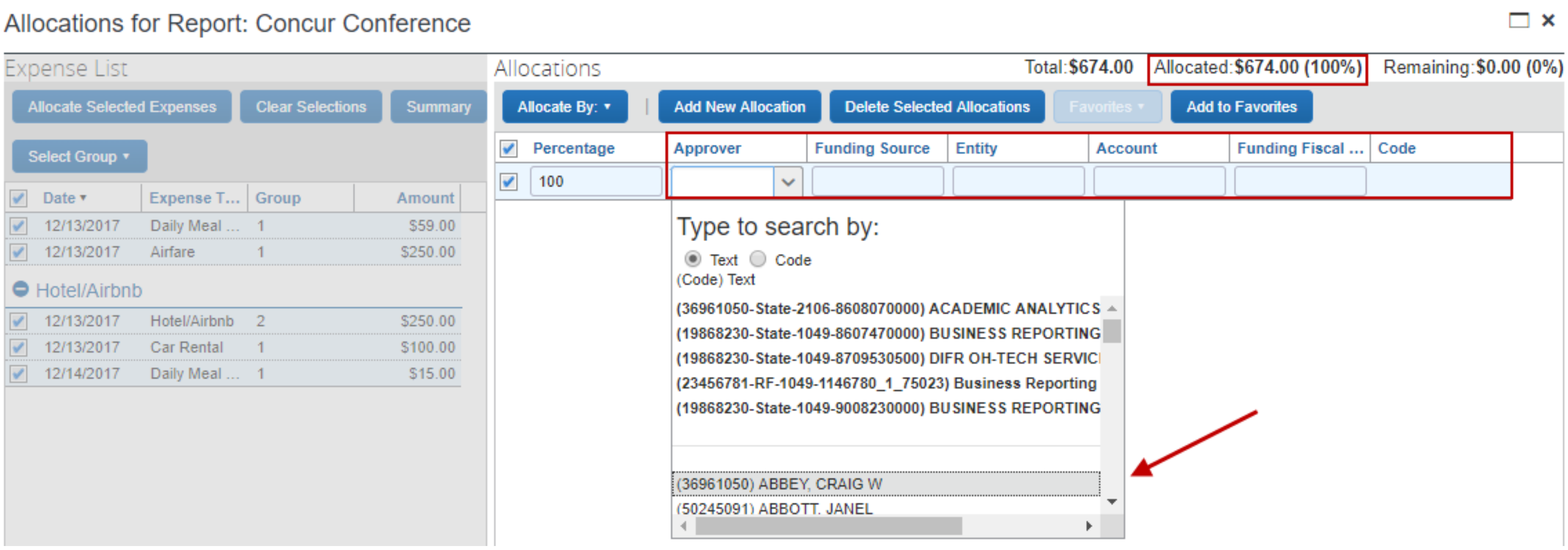

Figure 4

- Click *Save*.
- You may receive a *Success* message stating, "Allocations have been saved but there is at least one exception that may require your attention." Click *OK*.
- Repeat for each expense until all expenses are fully allocated.
- 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 5).

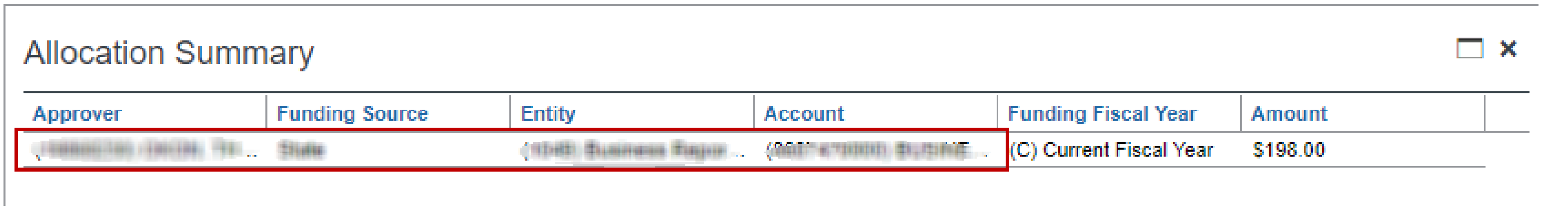

Figure 5

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*.