

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).

Report header for: Concur Conference

Report Name Concur Conference	Report Id 2B5B4C6EA4494EF48183	Report Type Travel	Funding Account Source State	Report Purpose Conference Attendee
Business Purpose Attend conference for professional development	UB Affiliation Staff			
Start Date 08/01/2019	End Date 08/02/2019			
Report Currency US, Dollar	Approval Status Not Submitted	Amount Not Approved 0.00	Amount Approved 0.00	Amount University Paid 0.00
Amount Due University 0.00	Amount Due User 0.00	Amount Due University Card 0.00	Approver	Funding Source
Entity	Account	Start Time 8:00 AM	End Time 5:00 AM	
Comment	Starting Address Home	Expense Destination Address 123 Main Street	Expense Destination State California	Expense Destination Zip 22434

Save Cancel

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).

Allocations for Report: test - cost approver

Expense List		Allocations		Total: \$100.00 Allocated: \$100.00 (100%) Remaining: \$0.00 (0%)	
Allocate Selected Expenses	Clear Selections	Summary	Allocate By: ● Percentage Amount	Add New Allocation	Delete Selected Allocations
Select Group				Favorites	Add to Favorites
Date	Expense T...	Group	Amount	Approver	Funding Source

Figure 3

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu

- 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).

Allocations for Report: Concur Conference

The screenshot displays the 'Allocations' section of the system. On the left, the 'Expense List' shows several items, including 'Hotel/Airbnb' and 'Daily Meal'. The 'Allocations' table on the right has a 'Percentage' column set to 100%. The 'Approver' column is highlighted, and a dropdown menu is open, showing a search list of approvers. A red arrow points to the dropdown menu. The 'Total' is \$674.00, 'Allocated' is \$674.00 (100%), and 'Remaining' is \$0.00 (0%).

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).

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Allocation Summary □ ×

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

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*.