

Approve Sponsored Projects Services (SPS) Reports

If the expenses on a report are being charged to a sponsored Research Foundation (RF) grant, a Sponsored Projects Services (SPS) approver will review and approve it.

1. Receive Email Notification

- SPS approvers will receive email notifications when expense reports are submitted for their approval.
- Click the link in the email to log in to Concur to review 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

- Select a report pending approval. Click on the *Report Name* to open it.
- Review exceptions for errors on the report:
 - If an issue 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 1).

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

Figure 1

- Verify 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 account information is complete.
- Review the report header:
 - Click *Details*, then click *Report Header*.
 - In the *Federally Funded Account* field, select *Yes* or *No* to indicate if the account is federally funded (Figure 2).
 - When finished, click *Save*.

Report header for: ISN Conference

Report Name ISN Conference	Report Id 4589DDF7A6404F1B8A6F	Report Key 39607	User Name [User Name]
Employee Group *UB_General	Report Type Travel	Funding Account Source Research Foundation	Report Purpose Conference Participant
Business Purpose Educational	UB Affiliation Student		
Start Date 07/31/2019	End Date 08/09/2019		
Report Currency US, Dollar	Receipts Received Yes	Submit Date 08/19/2019	Approval Status Pending Cost Object Approval
Payment Status Not Paid	Amount Not Approved 0.00	Amount Approved 440.28	Amount University Paid 0.00
Amount Due University 0.00	Amount Due User 440.28	Amount Due University Card 0.00	Supplier ID [Supplier ID]
Approver [Approver]	Funding Source [Funding Source]	Entity [Entity]	Account [Account]
Start Time 8:00 AM	End Time 3:00 PM	Federally Funded Account? [Federally Funded Account?]	
Comment [Comment]	Starting Address Home	Expense Destination Address 1001 Jean-Francois Boulevard	Expense Destination State Foreign/Other
Expense Destination Zip [Expense Destination Zip]			

Save Cancel

Figure 2

4. Approve or Return Report

- When you are finished reviewing 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. In the comment field, provide a clear explanation of the problem.
 - *Approve* — approve the report if the expenses are allowable and fully allocated. Read the *Final Confirmation* statement and click to *Accept* or *Decline*.