

MOREHOUSE SCHOOL OF MEDICINE

EXECUTIVE MANUAL

Release 1.0 November- 2015



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REQUEST

Defined

In Concur, all Employees and Students must submit a formal request to their Default Approver before they are allowed to travel. The Request includes estimated amounts of travel.

Role

The **Default Approver (DA)** is required to approve all Requests in their approval queue. The Default Approver is the Supervisor that is configured based on the Human Resources data listed in Banner.

The **(IA) International Approver (President's Office)** is responsible for approving all Requests for **International Travel** after the Default Approver approves it. The International Travel Form must be attached before the user can submit the Request.

Events

You will receive a Request in your approval queue if the following events take place:

- Your direct report is requesting to travel domestically **(DA)**
- Your direct report is requesting to travel internationally **(IA)**
- Your direct report is requesting a cash advance only **(DA)**
- Your direct report is requesting travel for an MSM Guest **(DA)**
- Approval Timed Out (If your direct report does not approve their direct report's Request within 5 days, the Request will be re-routed to you) **(DA)**

How to Approve Requests

1. Log in to Concur (www.concursolutions.com)
2. Click the **Approvals** tab



3. Click the **Requests** tab, then click the Request that requires approval.

Approvals Home Requests Reports

Approvals

00 Trips 01 Requests 00 Expense Reports

Requests

Approve

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Executive Manual	33VU	Concur, Test	12/04/2015 12/11/2015	11/30/2015	\$480.00

4. The Request information will be displayed.

Request 33VU [Concur, Test]

Attachments Print / Email Send Back Request Approve Approve & Forward

Status: Pending Supervisor Approval Amount: \$480.00

Request/Trip Name: Executive Manual

Additional Information:

Request Header Segments Expense Summary Approval Flow Audit Trail

Date	Expense Type	Amount	Requested
12/04/2015	Per Diem	\$480.00	\$480.00

TOTAL AMOUNT \$480.00 TOTAL REQUESTED \$480.00

Expense Type: Per Diem Trip Start Date: 12/04/2015 Trip End Date: 12/11/2015

Report/Trip Purpose: Development Destination City: Dallas, Texas Trip Type: Out-of-State

Description: Transaction Amount: 480.00 USD Comment:

Approved Amount: 480.00

Save Cancel

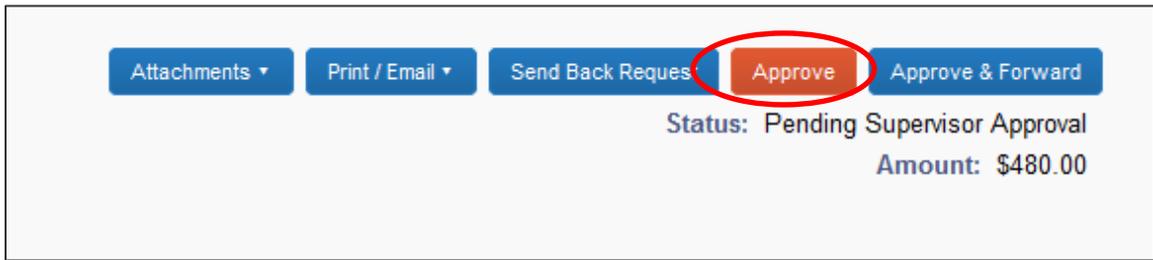
5. View the Attachments by clicking **Attachments** and **Check Documents**.

Attachments Print / Email Send Back Request Approve Approve & Forward

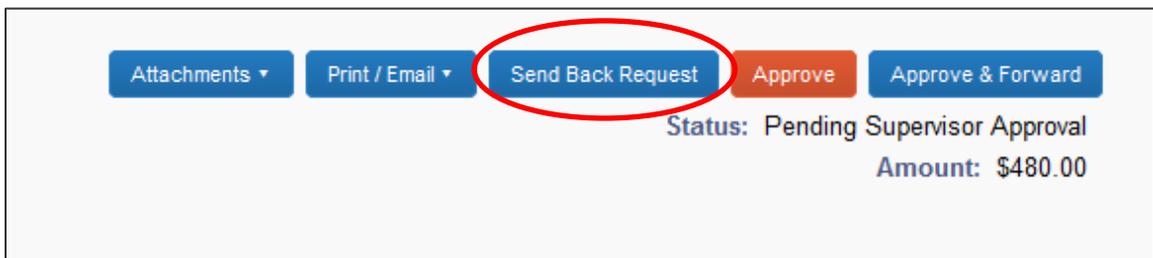
Check Documents Attach Documents

Status: Pending Supervisor Approval Amount: \$480.00

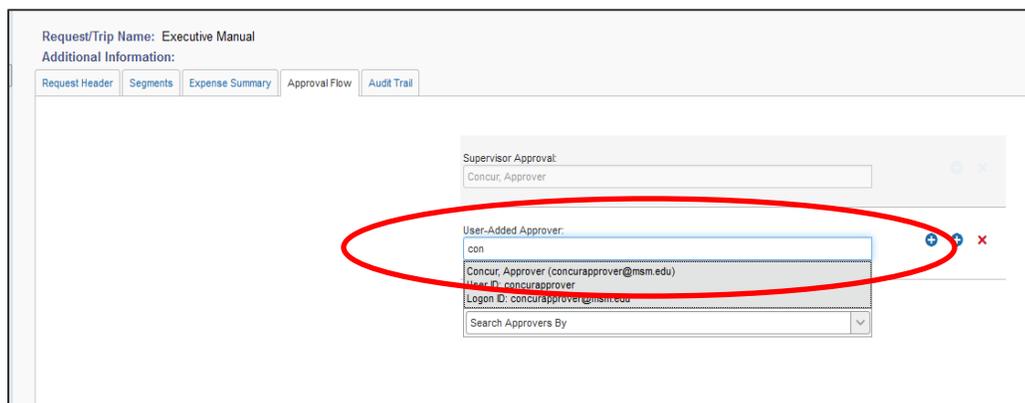
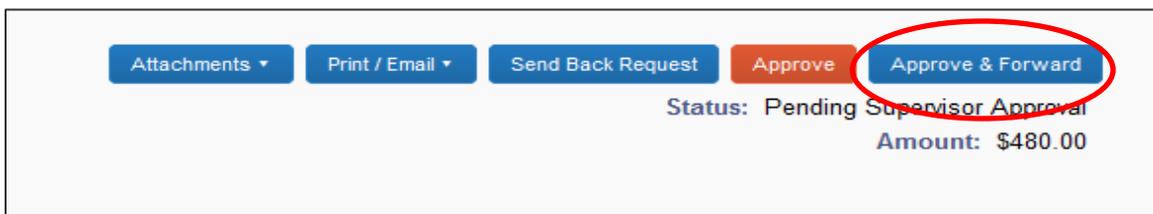
6. Verify the information that has been submitted then hit **Approve**.



7. If the proper documentation is not attached or you want to deny the Employee's or Student's Request to travel, hit **Send Back Request**.



8. If you want another person to view the Request after you approve it, hit **Approve & Forward**. Type the last name of the person you want to send the Request to then click **Approve**.



EXPENSE

Defined

The Expense tab is used to reconcile all Concur expenses. The Expense Report includes amounts of actual transactions.

Role

The **Default Approver (DA)** is required to approve all expense reimbursements and P-Card transactions in their approval queue. The Default Approver is the Supervisor that is configured based on the Human Resources data listed in Banner.

The **Cost Object Approver (COA)** is required to approve all Expense Reports that have been allocated to their department's Organization code that is defined in the FOAP.

Events

You will receive an Expense Report in your approval queue if the following events take place:

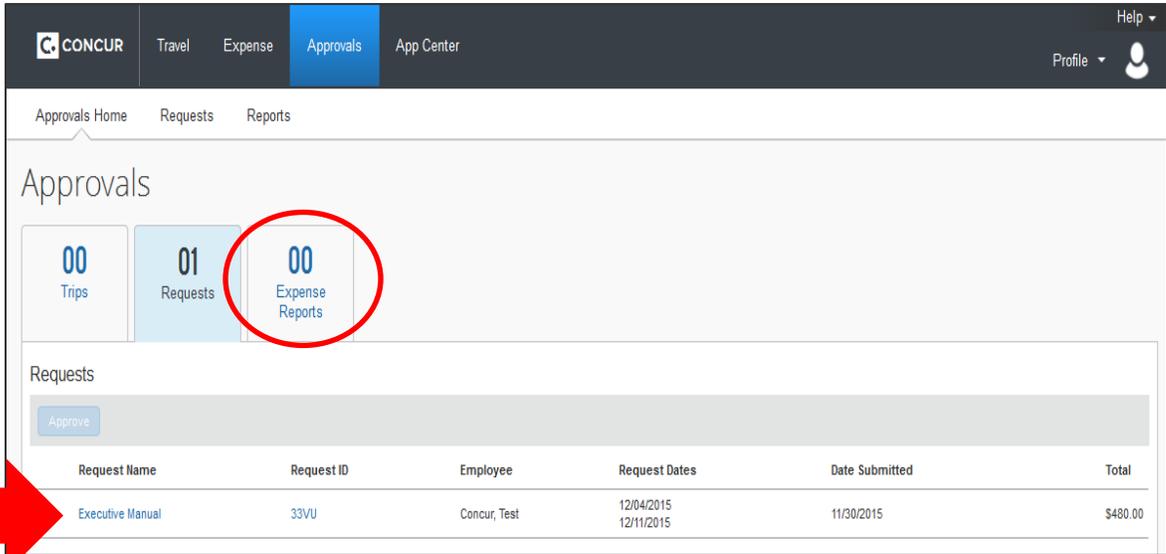
- The actual amount of your direct report's Expense Report is more 10% more than the travel Request they submitted to you **(DA)**
- Your direct report is requesting an expense reimbursement for non-travel related items they have purchased on behalf of MSM**(DA)**
- Your direct report has reconciled their P-Card expenses **(DA)**
- The Expense Report has expenses that have been allocated to your Department's Organization code **(COA)**
- Approval Timed Out (If your direct report does not approve their direct report's Expense Report within 5 days, the Request will be re-routed to you) **(DA)**

How to Approve Requests

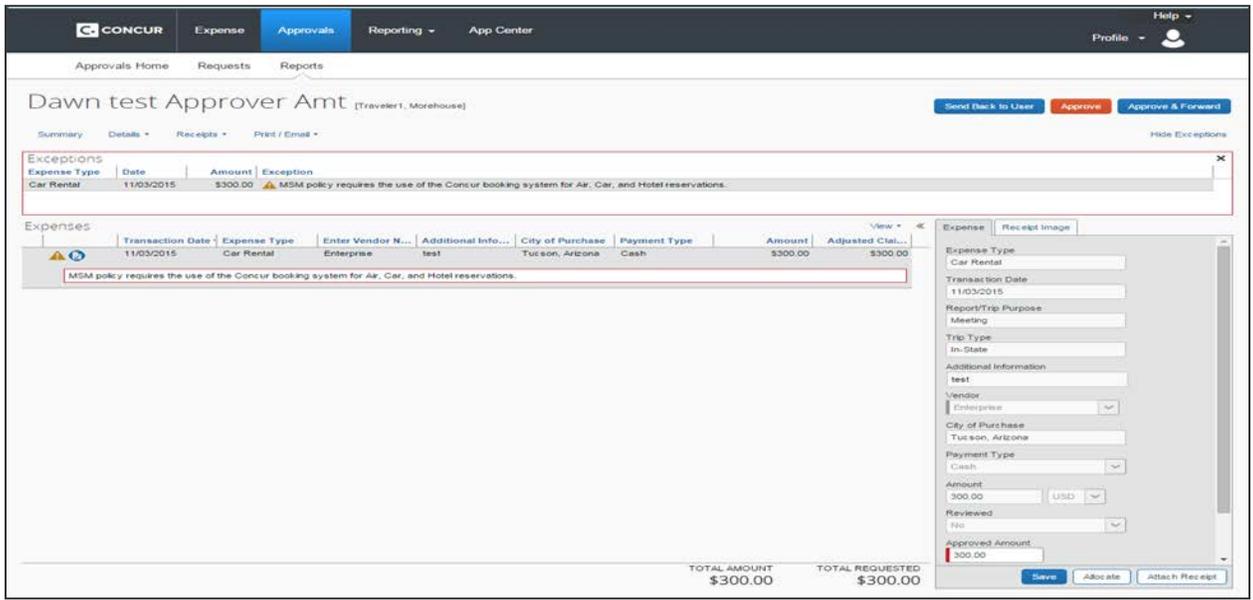
1. Log in to www.concursolutions.com
2. Click the **Approvals** tab



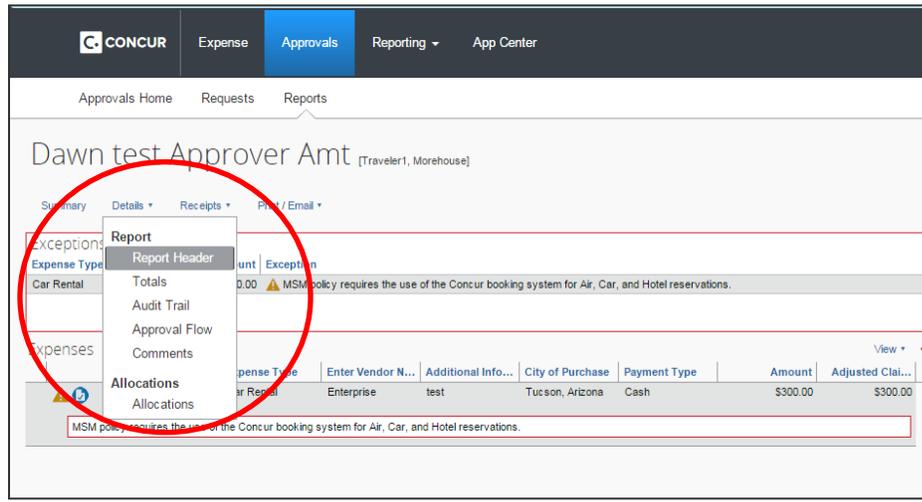
3. Click the **Expense Reports** tab, then click the Expense that requires approval.



4. When you click on an expense, additional information will be shown on the right hand side.



5. Review the **Details** of the **Report Header**



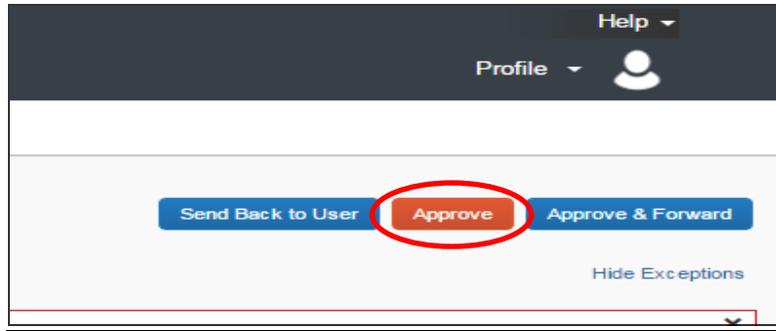
- All of the general information from the **Report Header** will appear.

The screenshot shows a detailed 'Report header for: Dawn test Approver Amt' form. The form is organized into several sections:

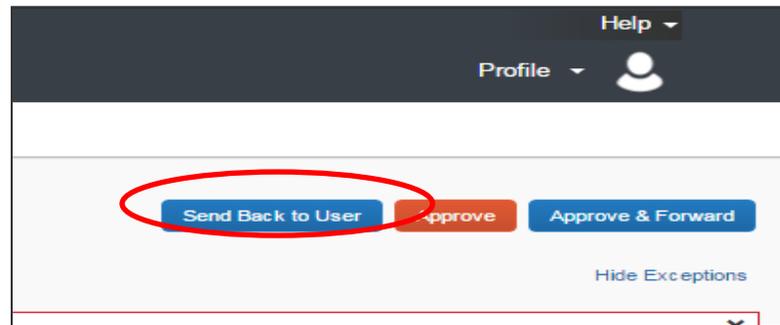
- Policy & Trip Information:** Policy (*Travel & Expense Policy), Report/Trip Name (Dawn test Approver Amt), Trip Start Date (11/03/2015), Trip End Date (11/05/2015).
- Report/Trip Purpose:** Meeting, Trip Type (In-State), Traveler Type (Faculty/Staff), Vendor ID.
- Chart & Fund:** Chart (1) Morehouse School of Medicine, Fund (123011) Fam Prac Res Graduation, Org (230001) Family Medicine, Program (10) Instruction Programs.
- Activity & Additional Information:** Activity, Additional Information (test), Report ID (5D50B96E870F4DA44F9F), Report Key (534).
- Comment & User Information:** Comment, User Name (Traveler1, Morehouse), Report Date (10/30/2015), Report Currency (US, Dollar).
- Receipts & Submission:** Receipts Received (Yes), Submit Date (10/30/2015), Approval Status (Pending Supervisor Approval), Payment Status (Not Paid).
- Financial Summary:** Report Total (300.00), Personal Expenses (0.00), Amount Not Approved (0.00), Amount Approved (300.00), Amount School Paid (0.00), Amount Due School (0.00), Amount Due User (300.00), Amount Due School Card (0.00), Total Amount Claimed (300.00).

At the bottom, there is an 'Authorization Requests' table with columns: Request Name, Request ID, Request Total, Amount Approved, and Amount Remaining. A 'Save' button and a 'Cancel' button are located at the bottom right of the form.

6. If all of the information submitted is for valid business expenses, click **Approve**.



7. If the report does not include valid business expenses or there is not enough money in the FOAP chosen, click **Send Back to User**. Provide a comment to explain why you are returning the report then click **OK**.



Send Back Report

Comment History

Date	Entered By	Comment Text
------	------------	--------------

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK Cancel

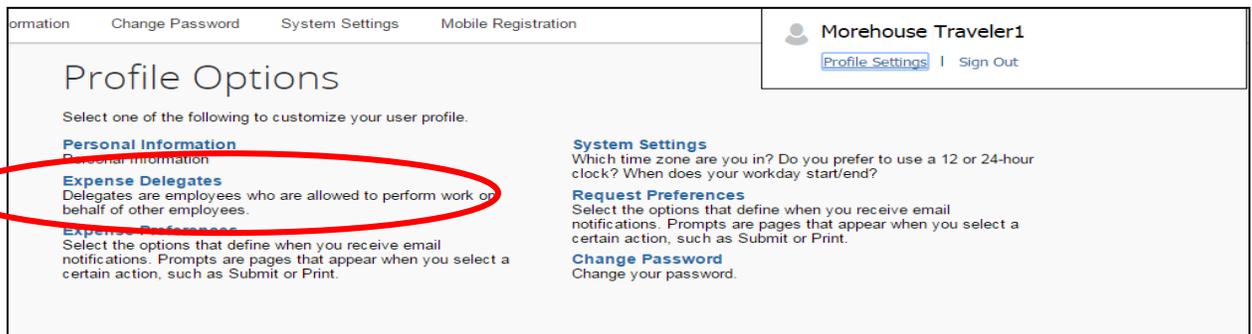
DECISIONS

Delegates

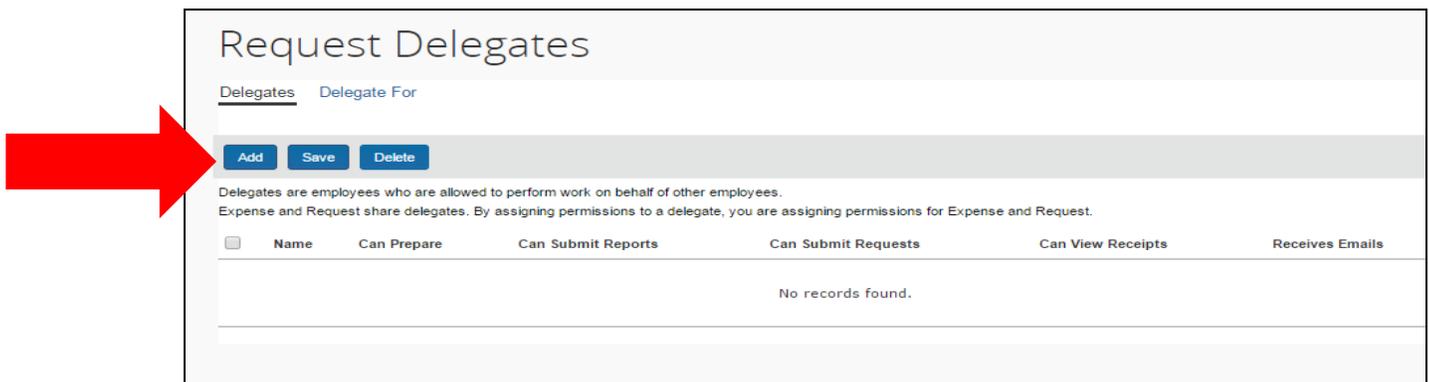
All Default Approvers, International Approvers and Cost Object Approvers have the authority to delegate their roles to another full time MSM employee. Approvers can allow another employee to Submit Requests, Book Travel, Submit Expense Reports and/or Approve on their behalf. You can set up your own delegates by following the steps listed below or you can contact the concurhelpdesk@msm.edu and a Concur Representative can set up the delegates on your behalf.

How to assign Delegates

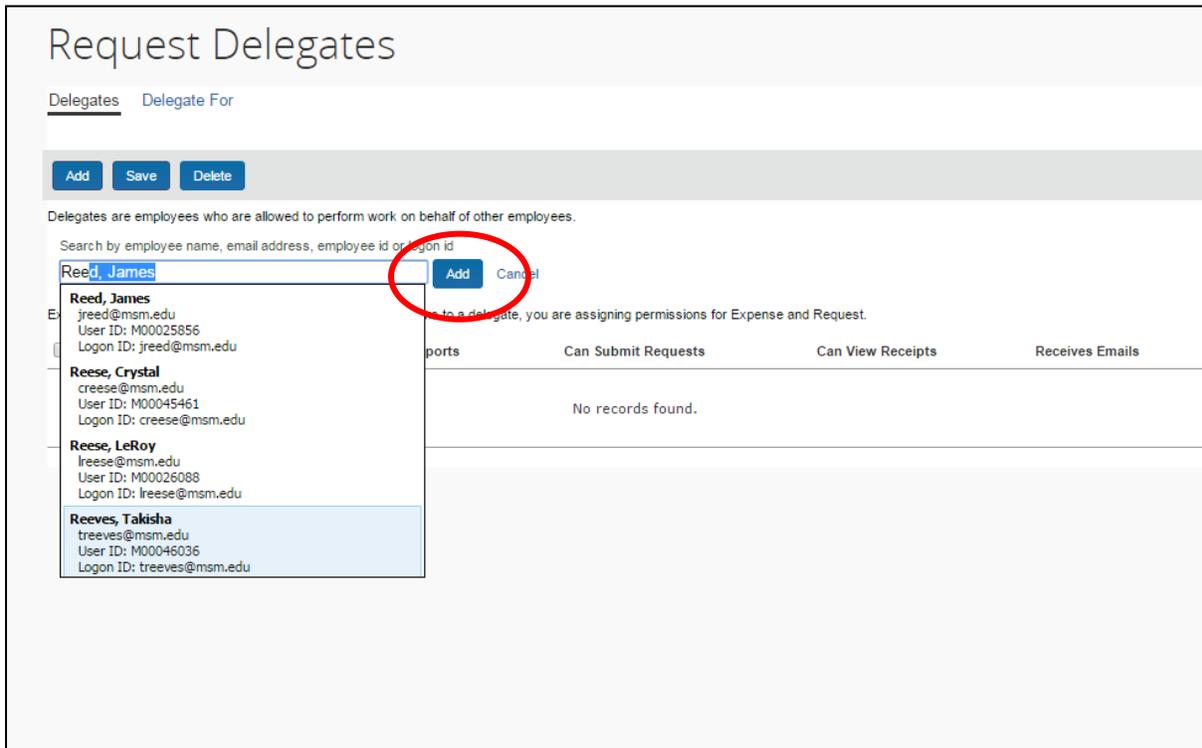
1. Log in to www.concursolutions.com
2. Click **Profile**
3. Click **Profile Settings**
4. Click **Expense Delegates**



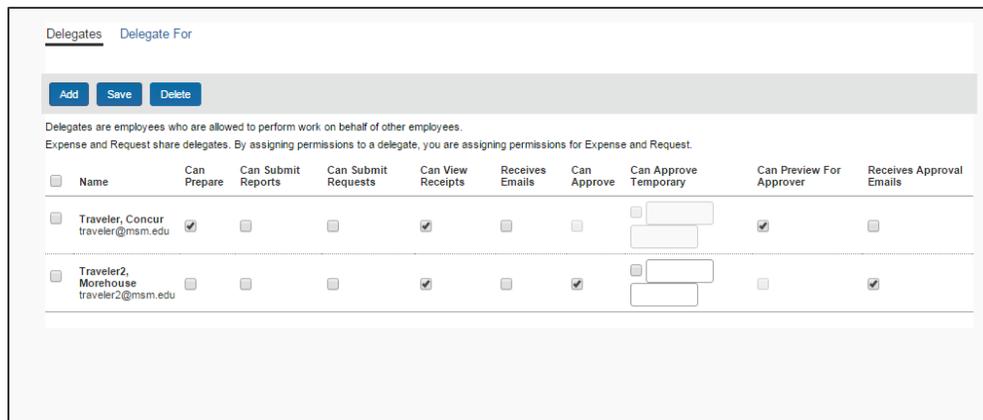
5. Click **Add**.



- Begin typing the name of the person you would like to delegate for you. When their name pops up, click the person's name. Then click **Add**.



- Checkmark which functions should be permitted by the delegate and then click **Save**. By clicking the appropriate check mark, you can allow an MSM employee to request and/or approve travel on your behalf.



DECISIONS

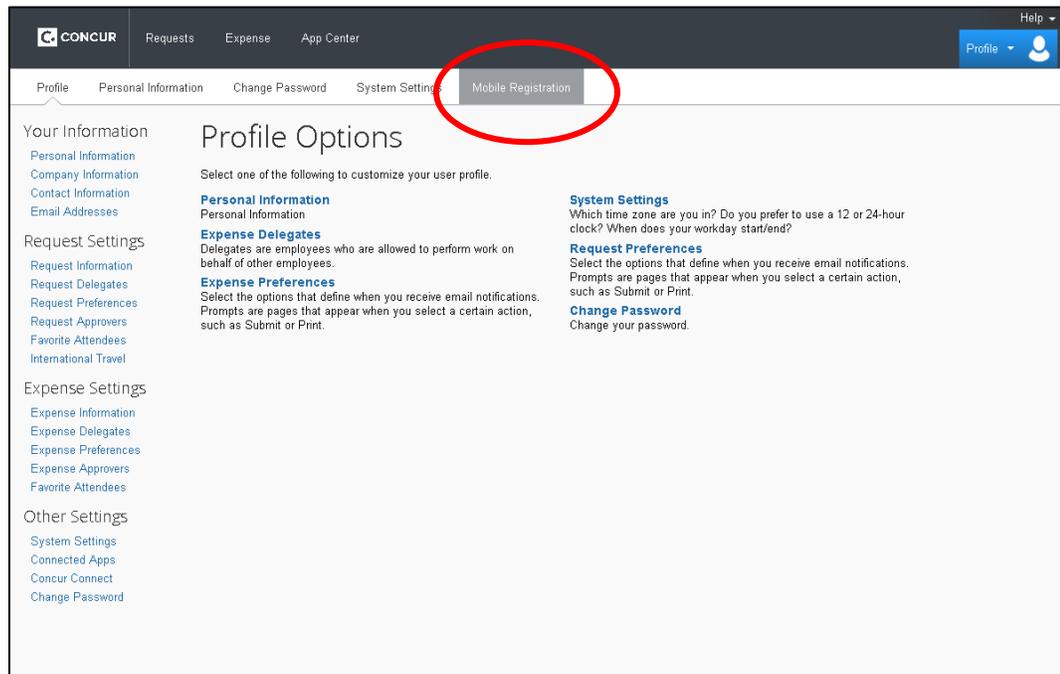
Concur Mobile

You can decide to perform all of your approval functions using your mobile device. Please visit

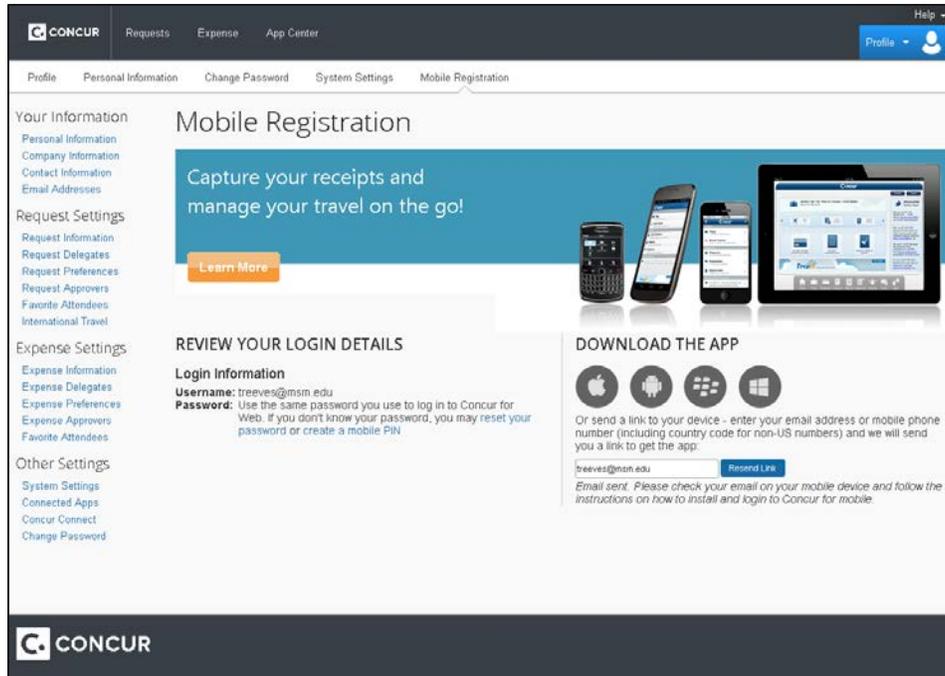
https://implementation.concursolutions.com/expense/client/view_training.asp for video demonstration of the Concur Mobile app using iPhone, Blackberry and/or Android.

Mobile Registration

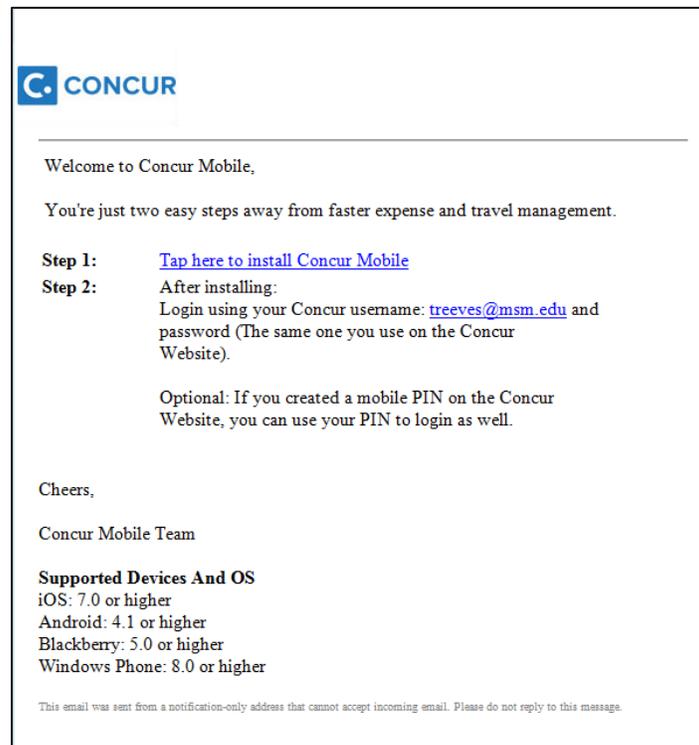
1. Click **Profile**
2. Click **Profile Settings**
3. Click **Mobile Registration**



4. Review your log in credentials (Hint: The same Log in information that you use when you log onto www.concursolutions.com will be the same info you use for the mobile app)

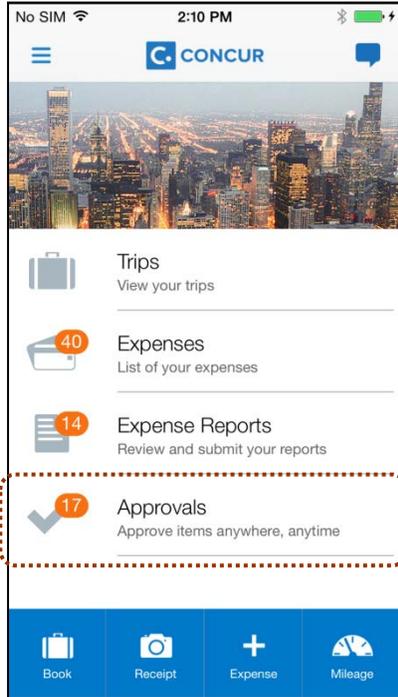


5. An email will be sent to you with instruction on how to download the Concur App. Instructions on how to use Concur Mobile will be further explained in the Concur Travel and Concur Expense sections.

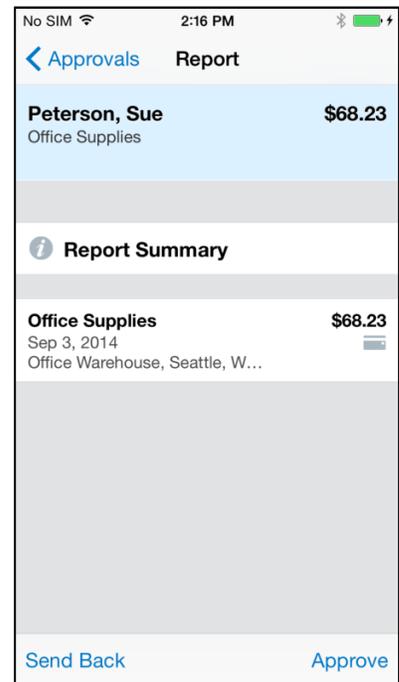
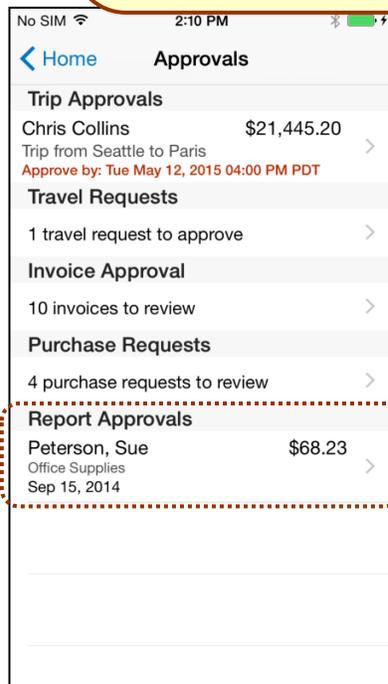


How to approve Expense Reports using your mobile device

Use **Approvals** on the home screen to view and approve expense reports (if you are a report approver).



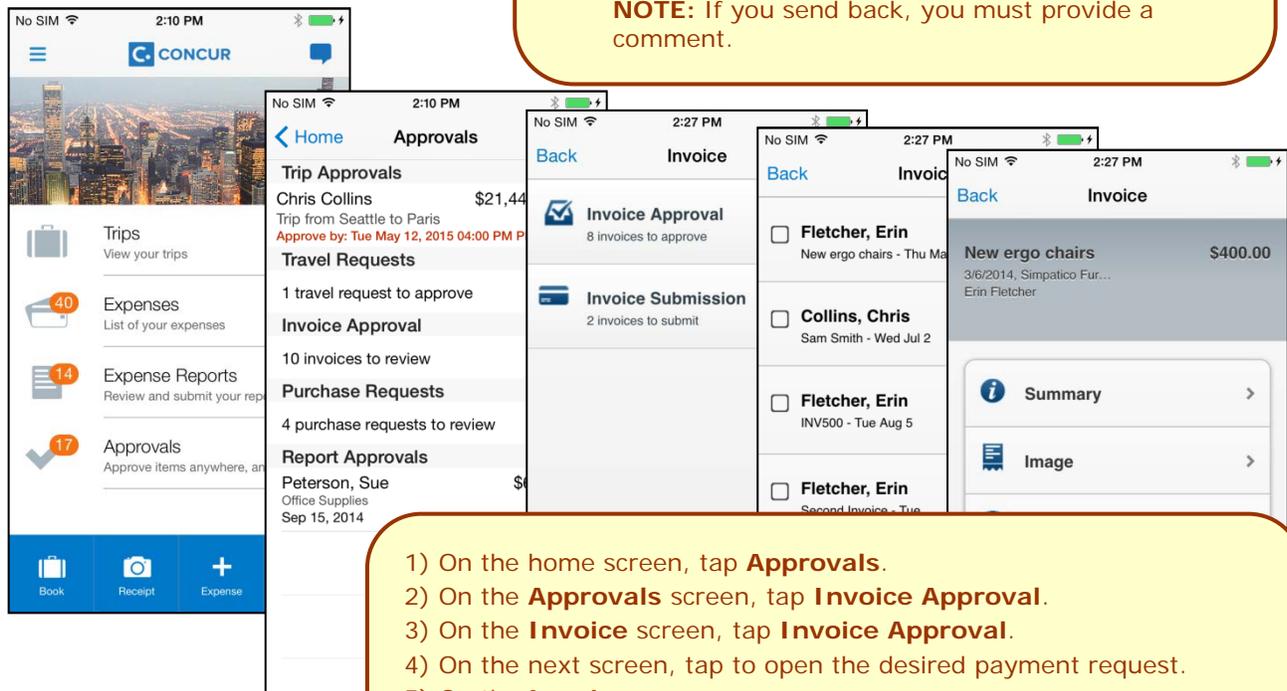
- 1) On the home screen, tap **Approvals**.
- 2) On the **Approvals** screen, tap to open the desired expense report.
- 3) On the **Report** screen:
 - View the report details (receipts, expenses, etc.).
 - Tap **Approve** or **Send Back**.
NOTE: If you tap **Send Back**, you must provide a comment.



How to approve Requests using your mobile device

Use **Approvals** on the home screen to view and approve requests (if you are a request approver).

- 1) On the home screen, tap **Approvals**.
- 2) On the **Approvals** screen, tap **Travel Requests**.
- 3) Tap to open the desired request.
- 4) On the **Requests** screen:
 - View the request details (segments, expected expenses, etc.).
 - Tap **Approve** or **Send Back**.
NOTE: If you send back, you must provide a comment.



- 1) On the home screen, tap **Approvals**.
- 2) On the **Approvals** screen, tap **Invoice Approval**.
- 3) On the **Invoice** screen, tap **Invoice Approval**.
- 4) On the next screen, tap to open the desired payment request.
- 5) On the **Invoice** screen:
 - View the request details (summary, images, vendor info, etc.).
 - Tap **Approve** or **Send Back**.
NOTE: If you send back, you must provide a comment.