



# SAP CONCUR Approvals (Workflows)

# Concur Approval Workflow

- **The workflow is automatic within SAP Concur.**
- **The employee needs to only submit the Request or Report and the system automatically routes it to the appropriate approvers.**



# Concur Approval Workflow

- **The Request and Report modules within SAP Concur have different levels of approvers.**
  - **1<sup>st</sup> approver is always the traveler or p-card holder's supervisor as it is recorded in Banner HR.**
    - **Think of this as the individual who approves the traveler or p-card holder's timesheet or request for leave.**



# Concur Approval Workflow

- **2<sup>nd</sup> approver(s) is the designated employee who has authorization to approve expenditures from the FOAPAL(s) listed on the document.**
  - **Within Concur this is called the Cost Object Approver.**
  - **The org within the FOAPAL determines where the document will route.**



# Concur Approval Workflow

- **3<sup>rd</sup> approval is when there is a Cash Advance requested, then the employee designated to approve Cash Advances in the Finance area will receive the Request.**



# Concur Approval Workflow

- **4<sup>th</sup> approver is if the document contains a grant fund. Concur will route to the Grant Accountant**
- **At any point during the approval workflow, an approver can “Approve and Forward” the document to another approver.**



# Concur Approvals

- **Requests do not transmit to the Accounting area.**
- **Once all FOAPAL approvers have approved the request, the request status is changed to Approved.**
- **Once the Request is in approved status, the traveler may begin making their travel arrangements.**



# Concur Approval Workflow

- **After Expense documents route through these approvals, the document is reviewed in Accounts Payable for processing the payment.**





# Questions

- Contact designated staff in your unit or contact the Accounting/Finance.
  - Call extension 2044 OR 1859 OR
  - Send email questions to: [accounts-payable@washburn.edu](mailto:accounts-payable@washburn.edu)

