

Guidelines for Expense Updates by Expense Approver

Description

This document will describe how and where an Expense Approver can update allowable Concur fields. For step by step instructions for approving an expense report, please see the MyLinc job aid *Approve a Concur Expense Report - Step-by-Step Procedure*. This document will explain the business process related to updating expense reports as an approver

Allowable Field Updates:

| | |
|-----------------------------|--|
| Department Reference | |
| Transaction Date | For out of pocket expenses only |
| Ticket Number | Used for airfare only |
| Allocations | |
| Domestic/Foreign | Travel Only |
| ICRX check box | Used to indicate ICRX yes/no |

Purpose for Updates:

Currently, if the approver finds an error when reviewing an expense report, the approver must return the report to the employee for adjustment. In an effort to increase efficiencies and speed up processing, there is a new enhancement that will allow the approver to make many changes to the expense report.

It has been determined that the most common corrections are related to allocations (shortcode, ICRX, domestic/foreign and expense type) or transaction date. As an approver, the option is yours to either update the information or return. You can use this functionality to reduce the number of returns while communicating with the employee to reduce future errors.

Note: updates to expense reports are recorded and viewable in the audit trail associated with each report.

Allocations:

In addition to updating the shortcode, allocations will be modified if the approver changes an expense type, updates the ICRX box or switches the foreign/domestic selection. When making these modifications, the approver should also check the ICRX box to update Yes/No as appropriate.

Transaction date:

Transaction date is very important to help ensure duplicate reimbursements are not processed. In addition, the ticket number is also used in our process to check for duplicate expenses. The approver will now have the option to update these fields rather than return to the employee for correction.