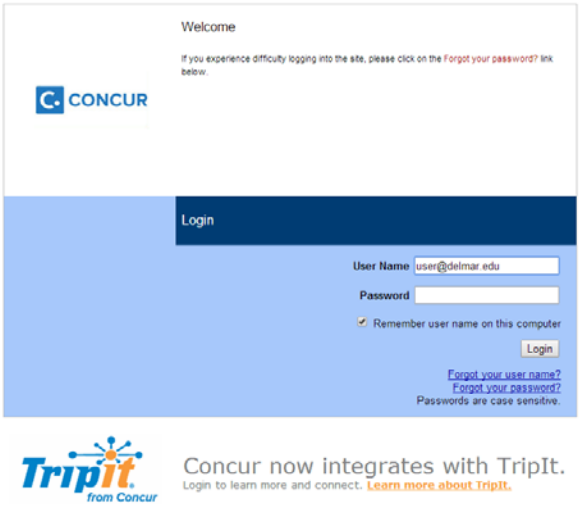
INSTRUCTIONS FOR APPROVERS

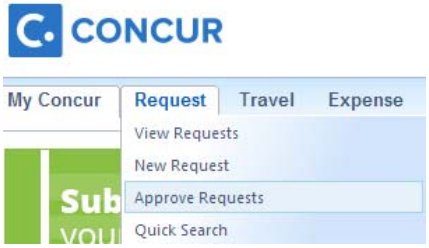
1. Log in to www.concursolutions.com
2. Enter User Name (Email address) and Password



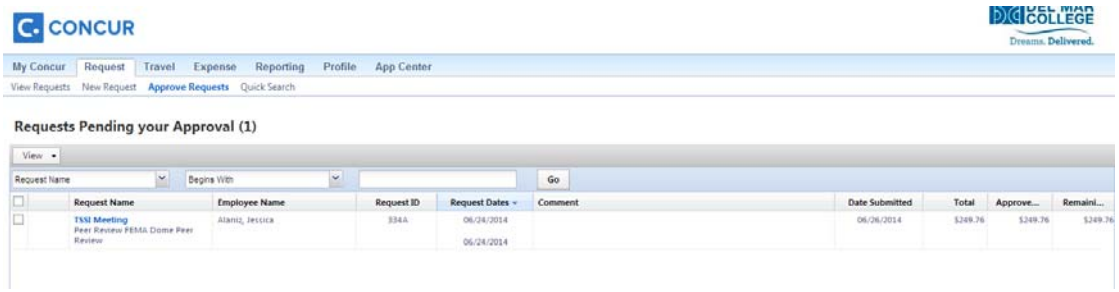
3. On the home page of the Concur site, you will see several options for Request, Travel, Expense, etc.

4. Move mouse over “Request”. A drop down menu will appear with additional options.

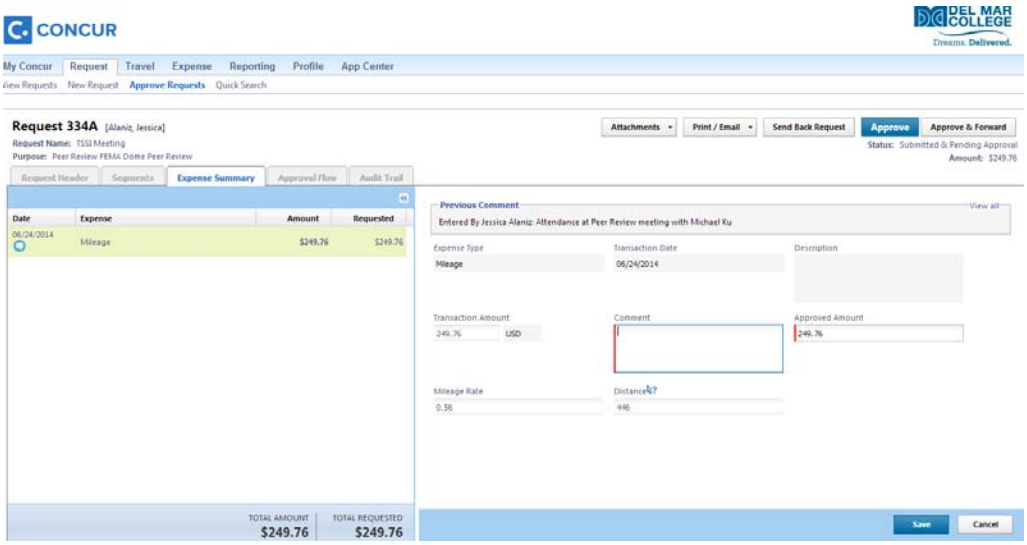
5. Click on “Approve Requests”



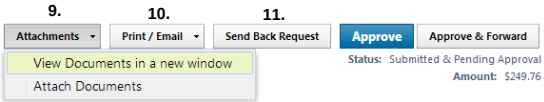
6. When you click on “Approve Requests”, the system will direct you to a dashboard that shows all the requests awaiting your approval.



7. You can review a summary of the request through the dashboard but you will need to click on the request you are reviewing and it will open the actual request for you to review.



8. The details of the request will show. Please review all details that the employee has entered. As the authorized approver, you have the ability to make any changes to the document or add additional comments to the expense types.
9. You can view any attachments, such as conference information or additional information related to the trip, by selecting the “View Documents in a new window” under the “Attachments” button.
10. You can also print or email the report, if needed. Select “Print/Email” and complete appropriate information.
11. If additional information is needed from the employee, the authorized approver has the option to “Send Back Request”. This will go back to the employee for revision or additional attachments.



12. For approvals, you can select “Approve & Forward” and send to the next person in your approval line. For instance, the Divisional Dean sends request or expense report to Provost. If you are the last approver in the line, i.e. Vice President, then you will hit “Approve” and the request or expense report will go to the Back Office for final processing.

***** These instructions also apply when approve an Expense report for employees in your division *****