

REQUEST: APPROVING & FORWARDING REQUEST (ADDING ADDITIONAL APPROVERS)



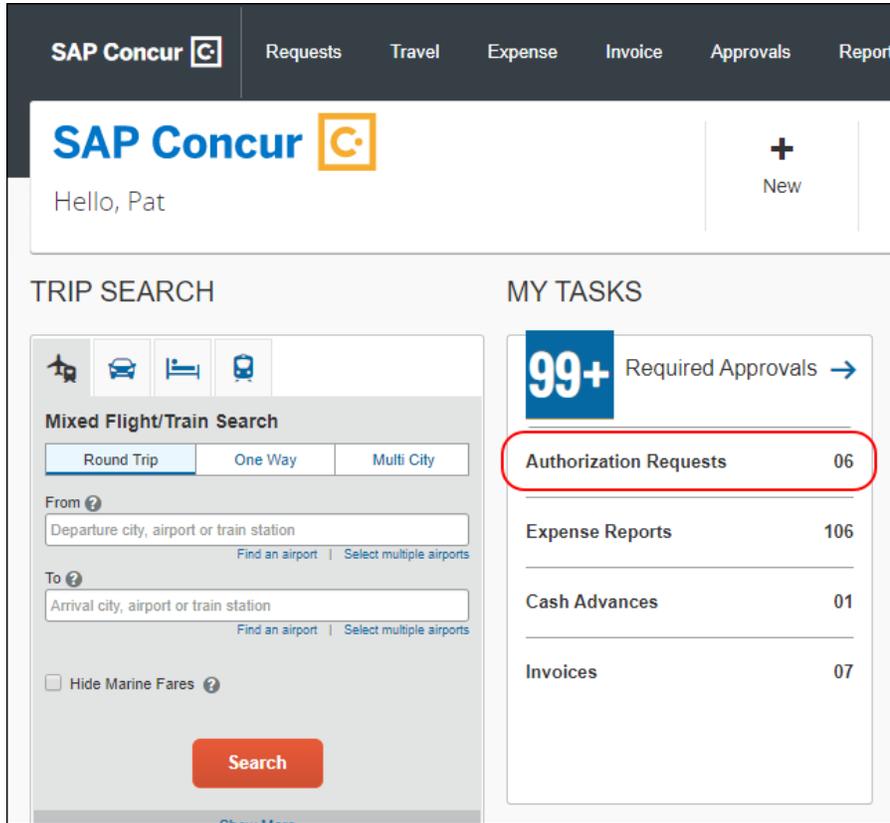
CAL POLY

Strategic Business Services

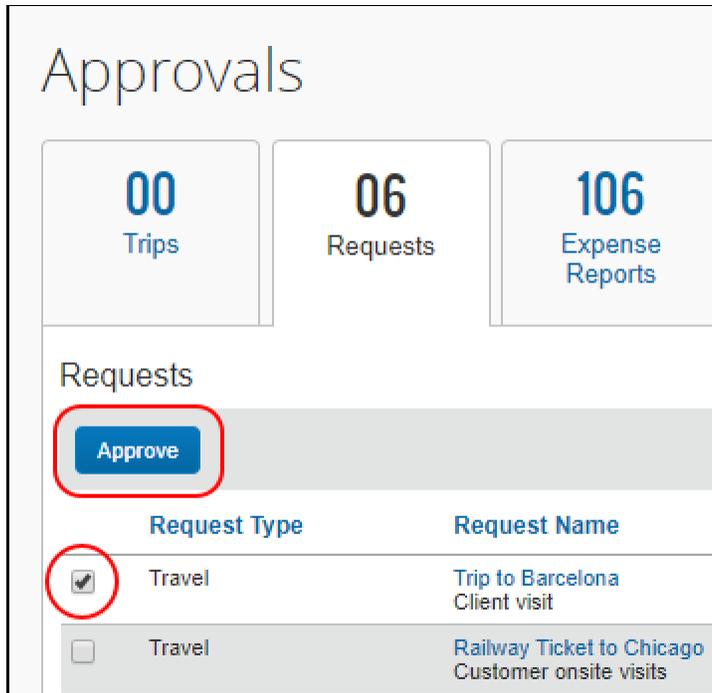
ADMINISTRATION & FINANCE

Approving a Request

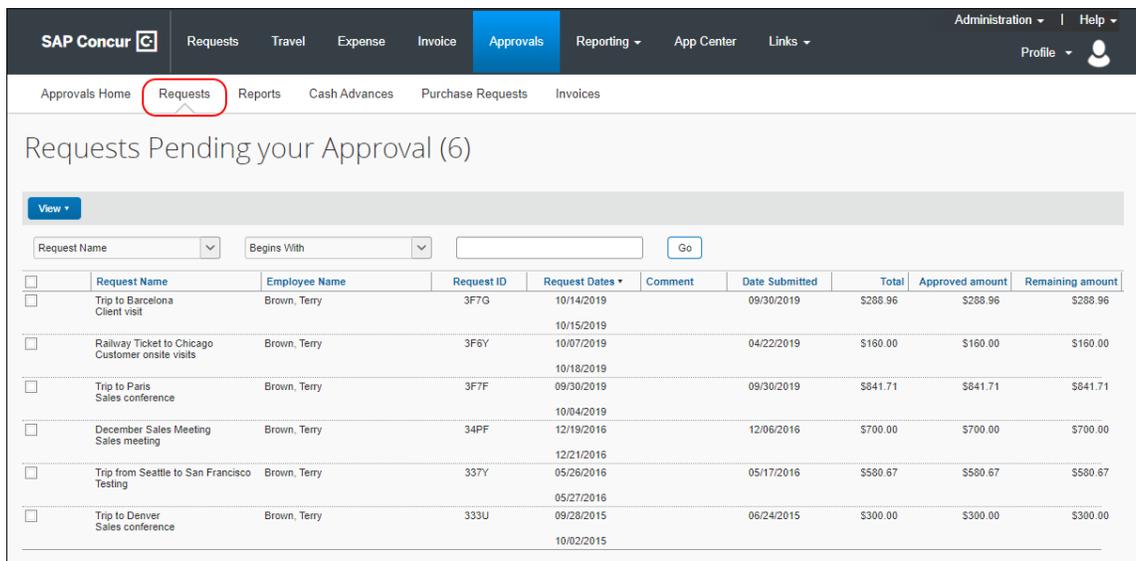
1. Approvers can access the **Approvals** page by clicking the **Approvals** tab or clicking the **Authorizations Requests** link under **Required Approvals** in the **My Tasks** section of the SAP Concur home page.



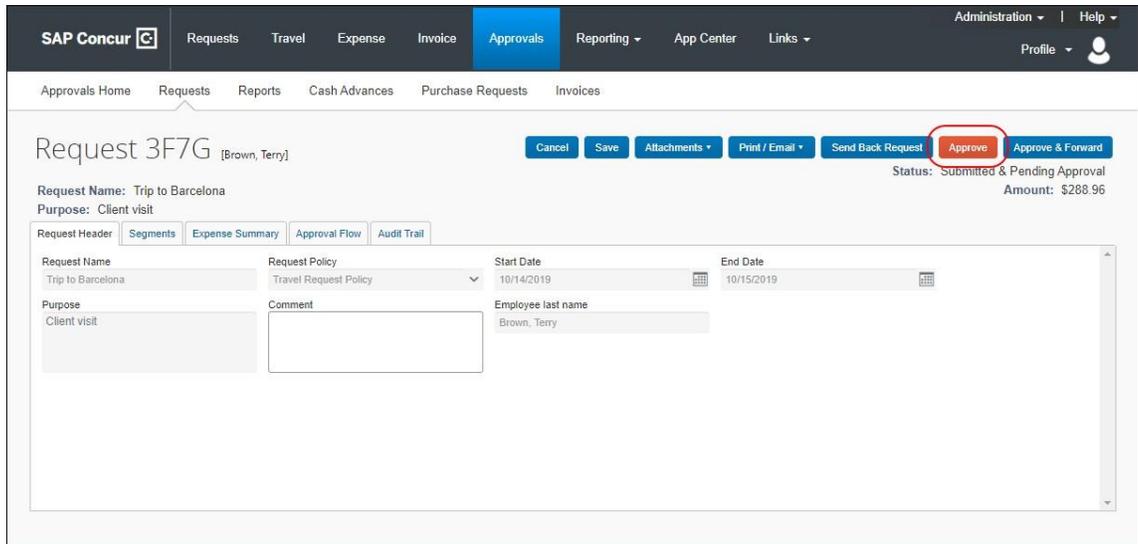
2. You can select the check box for a request and click **Approve** to approve the request or open the request and approve the request from within the request.



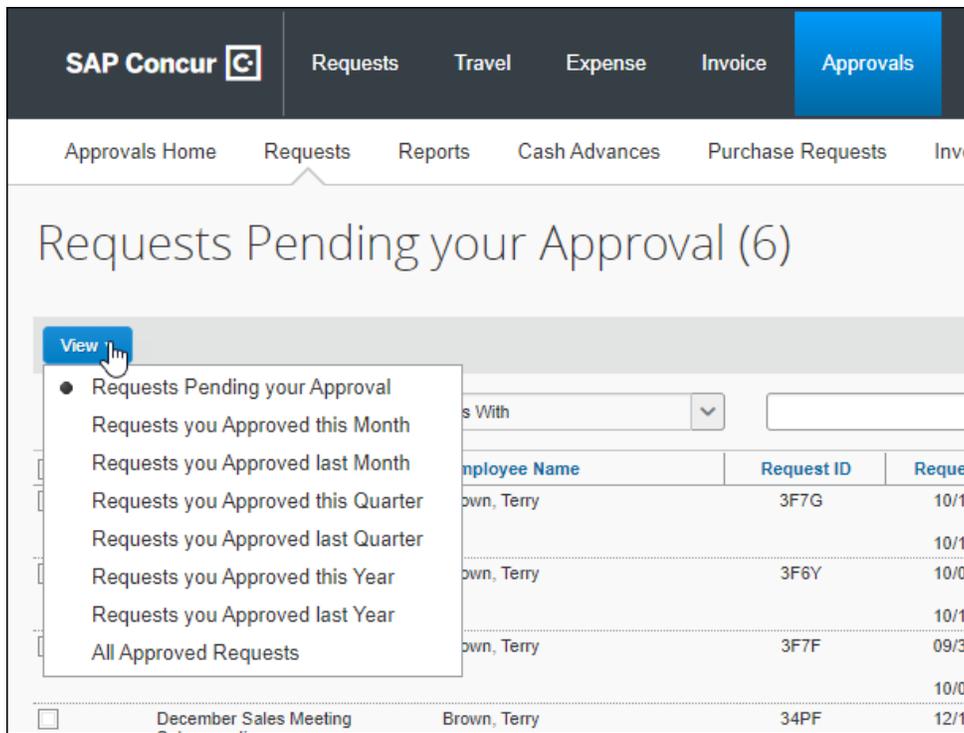
3. Clicking **Requests** at the top of the **Approvals** page opens the **Requests Pending your Approval** page.



4. Clicking the row for a request opens the **Request Header** tab for the request. You can click **Approve** or **Approve & Forward** to approve the request from within the request.



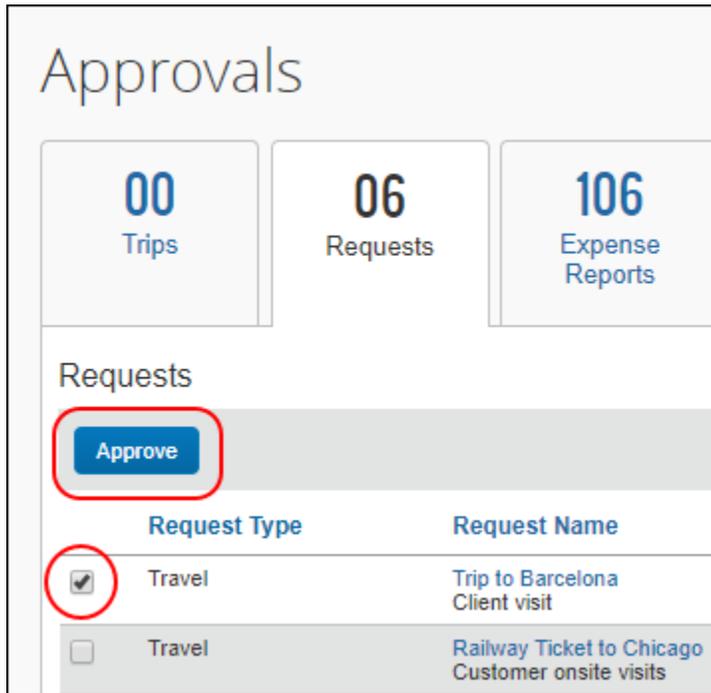
5. On the **Requests Pending your Approval** page, you can open the view list to view the approved requests or navigate back to the **Requests Pending your Approval** page.



Approving a Request

You can approve a request from the **Approvals** page or from within a request.

- To approve a request from the **Approvals** page, select the check box for the request and then click **Approve**.



- To approve a request from within a request, open the **Expected Expenses** page, and then click **Approve**.

Opening the Expected Expenses page

- *It is the Approvers responsibility to review all expenses and funding for each travel request prior to approving.*
- To open the **Expected Expenses** page for a request from the **Approvals** page, click the request link in the **Request Name** or **Request ID** column.
- To open the **Expected Expenses** page for a request from the **Requests Pending your Approval** page, click the request link in the **Request Name** column.

SAP Concur Administration | Help

Requests Travel Expense Invoice Approvals Reporting App Center Links

Profile

Approvals Home Requests Reports Cash Advances Purchase Requests Invoices

Trip to Barcelona \$288.96
Submitted & Pending Approval | Request ID: 3F7G

More Actions **Approve**

Request Details View Budget Print/Share

EXPECTED EXPENSES

Add Edit Allocate Delete

Expense type	Details	Date	Amount	Requested
Breakfast	Breakfast 10/15/19	10/15/2019	EUR 11.00	\$12.04
Train	Train to Barcelona	10/14/2019	EUR 162.00	\$177.32
Fixed Lodging	Hotel	10/14/2019	EUR 78.00	\$85.37
Dinner	Dinner 10/14/19	10/14/2019	EUR 13.00	\$14.23

Estimated Total: \$288.96
Foreign currency converted

Approving and Forwarding a Request

Use the **More Actions > Edit Approval Flow** selection.

To approve and forward a request to another approver

1. Open the request from the **Approvals** or **Requests Pending your Approval** page.
2. *Click More Actions > Edit Approval Flow.*

Trip to Barcelona \$288.96
Submitted & Pending Approval | Request ID: 3F7G

More Actions **Approve**

Edit Approval Flow
Send Back to Employee

Request Details View Budget Print/Share

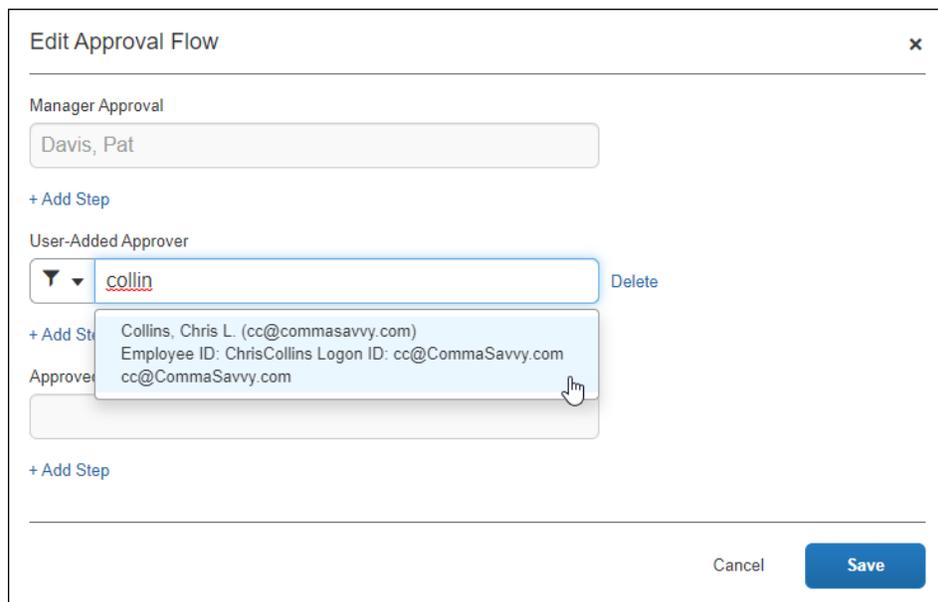
EXPECTED EXPENSES

Add Edit Allocate Delete

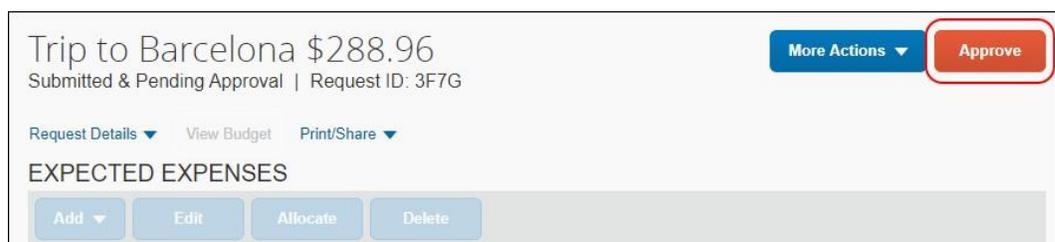
3. In the **Edit Approval Flow** dialog, click **Add Step**.



4. In the **User-Added Approver** field, start typing the approver's name to search for the additional approver, and then click their name to populate the field.



5. Click **Save**
6. Click **Approve**.



The request is approved and forwarded to the next approver.

Questions? Please contact Stephanie Albright at polytravel@calpoly.edu