

# The Manager's Guide to Approving a Planar Expense Report



Note: Most of the following steps may be completed using the Concur Mobile App on your Smart Phone. See Planar's Concur Mobile Quick-start Guide at [PlanarSystems.com/Concur](http://PlanarSystems.com/Concur) for information about installing Concur Mobile.

## Step 1: Receive Email Notification that one of your Direct Reports has submitted an Expense Report

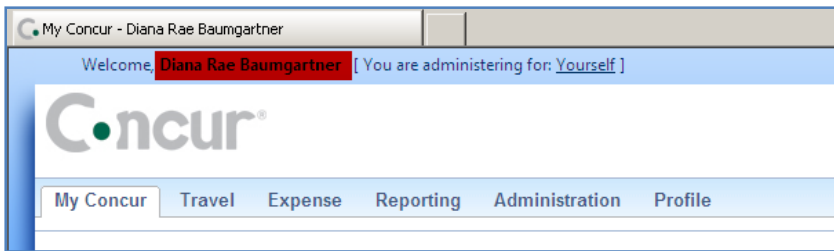
When your direct report submits an expense report, you will receive an email notification that you have an expense report waiting for your approval.

## Step 2: Log into Concur

Cliqbook and Concur are now 'connected' and so you can access them from one URL: [ConcurSolutions.com](http://ConcurSolutions.com). The previous Cliqbook log in URL ([www.MyOuttask.com](http://www.MyOuttask.com)) will also continue to work and provide access to the combined Concur/Cliqbook website. Your log in information is the same for both websites.

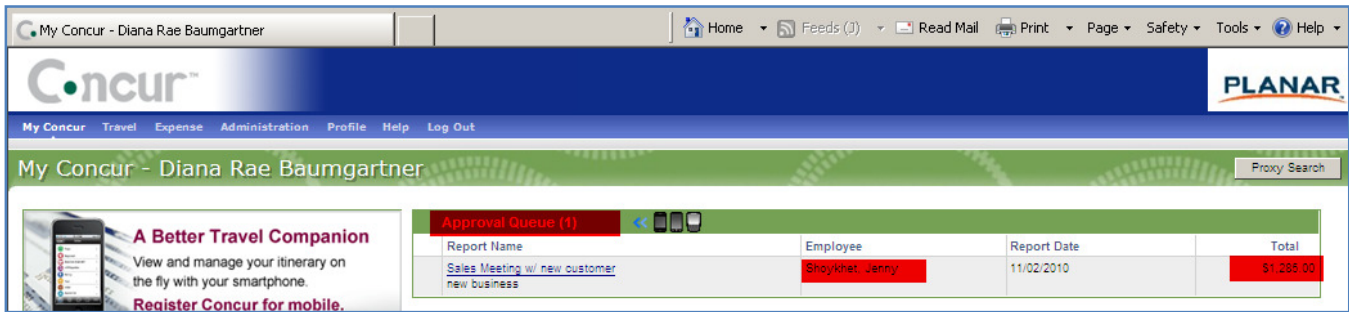
Go to [ConcurSolutions.com](http://ConcurSolutions.com) to log in to the system. Your user name is your Planar email address. The password for all users is **Welcome1** (case sensitive). Even if you have previously used the Cliqbook website, your password has been reset to **Welcome1**. When you log in the first time, you will be prompted to change your password.

After you have logged in for the first time, confirm that your name appears correctly in the upper left hand corner.

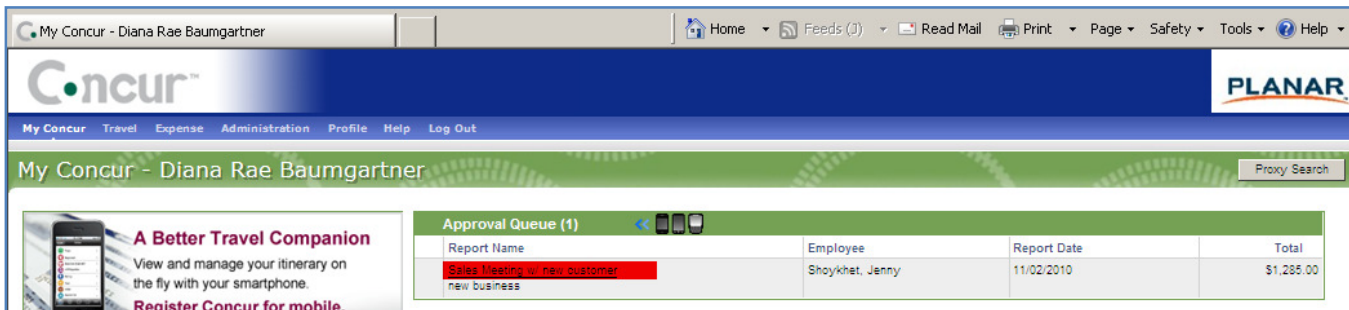


## Step 3: Select Expense Report to Review

All reports waiting for your review appear in your **Approval Queue** on the **My Concur** page. The Approval Queue summarizes the data by expense report-including the submitting employee and the total amount claimed for reimbursement.



Select the report you wish to review by clicking on the **Report Name** within the Approval Queue.



### Questions?

Contact Jenny Shoykhet or Tina Dennis with Concur questions.


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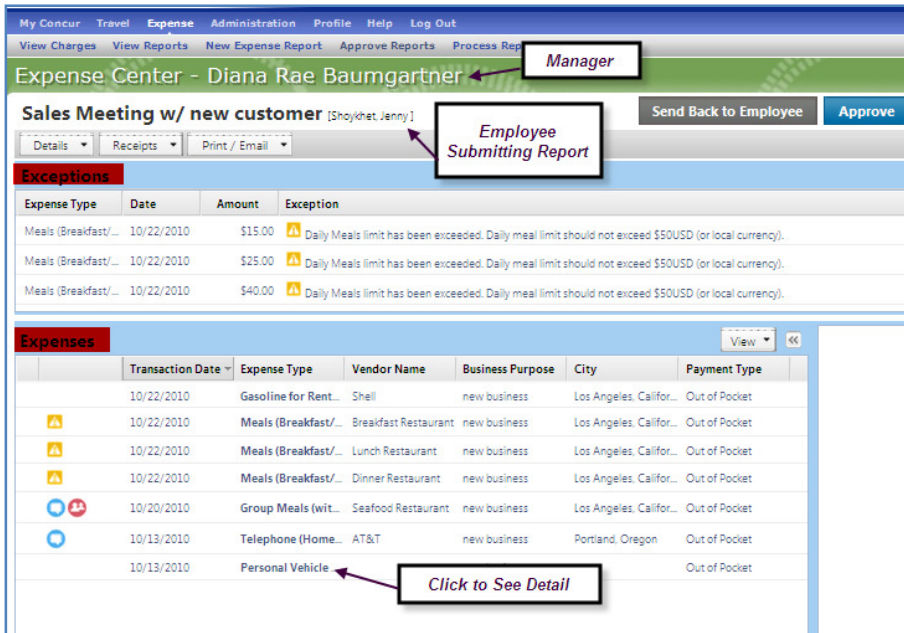
## Step 4: Review Expense Report

Concur uses colored icons to assist Managers in the review process. Hover your cursor over any icon for more information about the expense.

 Expenses with a yellow 'flag icon' indicate the expenses are out of Planar's expense policy. Managers have the ability to approve charges that are highlighted with a yellow flag. However, **Managers remain responsible for ensuring that all charges reimbursed are for appropriate and bona fide business purposes. Exceptions to the policy should not be a normal occurrence and Managers should discuss repeat policy exceptions with the employee to ensure their understanding of, and compliance with, the Policy.**

 Expenses with a blue 'thought bubble' indicate expenses with a comment entered by the employee submitting the expense report.

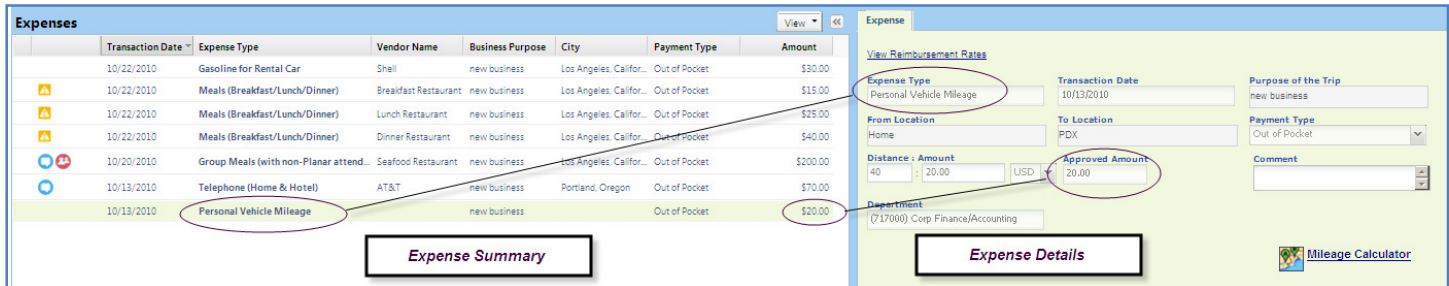
 Expenses with a pink 'people icon' indicate meals or expenses for multiple individuals. Hover over the button to view attendees.



Expense Type	Date	Amount	Exception
Meals (Breakfast/...	10/22/2010	\$15.00	Daily Meals limit has been exceeded. Daily meal limit should not exceed \$50USD (or local currency).
Meals (Breakfast/...	10/22/2010	\$25.00	Daily Meals limit has been exceeded. Daily meal limit should not exceed \$50USD (or local currency).
Meals (Breakfast/...	10/22/2010	\$40.00	Daily Meals limit has been exceeded. Daily meal limit should not exceed \$50USD (or local currency).

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type
10/22/2010	Gasoline for Rent...	Shell	new business	Los Angeles, Califor...	Out of Pocket
10/22/2010	Meals (Breakfast/...	Breakfast Restaurant	new business	Los Angeles, Califor...	Out of Pocket
10/22/2010	Meals (Breakfast/...	Lunch Restaurant	new business	Los Angeles, Califor...	Out of Pocket
10/22/2010	Meals (Breakfast/...	Dinner Restaurant	new business	Los Angeles, Califor...	Out of Pocket
10/20/2010	Group Meals (wit...	Seafood Restaurant	new business	Los Angeles, Califor...	Out of Pocket
10/13/2010	Telephone (Home...	AT&T	new business	Portland, Oregon	Out of Pocket
10/13/2010	Personal Vehicle				Out of Pocket

To review the details of an expense, select the expense type and the details of the expense are displayed in the expense tab pane on the right side of the screen



Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount
10/22/2010	Gasoline for Rental Car	Shell	new business	Los Angeles, Califor...	Out of Pocket	\$30.00
10/22/2010	Meals (Breakfast/Lunch/Dinner)	Breakfast Restaurant	new business	Los Angeles, Califor...	Out of Pocket	\$15.00
10/22/2010	Meals (Breakfast/Lunch/Dinner)	Lunch Restaurant	new business	Los Angeles, Califor...	Out of Pocket	\$25.00
10/22/2010	Meals (Breakfast/Lunch/Dinner)	Dinner Restaurant	new business	Los Angeles, Califor...	Out of Pocket	\$40.00
10/20/2010	Group Meals (with non-Planar attend...	Seafood Restaurant	new business	Los Angeles, Califor...	Out of Pocket	\$200.00
10/13/2010	Telephone (Home & Hotel)	AT&T	new business	Portland, Oregon	Out of Pocket	\$70.00
10/13/2010	Personal Vehicle Mileage		new business		Out of Pocket	\$20.00

Out of policy expenses are summarized in the **Exceptions** section, with a description of the exception.

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Expense Center - Diana Rae Baumgartner

Sales Meeting w/ new customer [Shoykhet, Jenny]

Details | Receipts | Print / Email

**Exceptions**

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**Expenses**

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10/22/2010	Meals (Breakfast/Lunch/Dinner)	Breakfast Restaurant	new business	Los Angeles, Califor...	Out of Pocket	\$15.00
10/22/2010	Meals (Breakfast/Lunch/Dinner)	Lunch Restaurant	new business	Los Angeles, Califor...	Out of Pocket	\$25.00
10/22/2010	Meals (Breakfast/Lunch/Dinner)	Dinner Restaurant	new business	Los Angeles, Califor...	Out of Pocket	\$40.00

Total meals for 10/22 = \$80

Planar expense policy limits meal expenses to \$50 per day

### Step 5: Review Receipts

To view the receipts attached to the expense report select **Receipts** and select **View receipts in new window** or **View receipts in current window**. Receipts will then be displayed in PDF format.

Expense Center - Diana Rae Baumgartner

Sales Meeting w/ new customer [Shoykhet, Jenny]

Details | Receipts | Print / Email

**Exception** Receipts Required

**Expense Type** View Receipts in new window

Meals (Breakfa... mit has been exceeded. Daily me

Meals (Breakfa... mit has been exceeded. Daily me

**Receipts**

5 / 5 40%

Sample Receipt

Gas Company \$30.00

Los Angeles 10-2010

Lunch Restaurant \$25.00

Oct 2010

Dinner Restaurant

Oct 2010 L.A., CA

\$40.-

### Step 6: Send Report back to Employee (if applicable)

If you require more explanation or if you do not approve all expenses on the expense report, send the report back to the employee for modification

Expense Center - Diana Rae Baumgartner

Sales Meeting w/ new customer [Shoykhet, Jenny]

Details | Receipts | Print / Email

Send Back to Employee | Approve | Approve & Forward

Hide Exceptions

In the pop-up window, add a comment indicating why you are sending the report back to the employee and select **OK**.

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

Comment

Meal expenses for 10-22-2010 were \$80, significantly above the daily limit of \$50. Please explain why meal expenses were so high.

Add your comment here

OK Cancel

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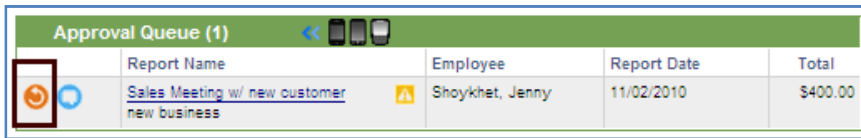
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The report is then sent back to the employee, he or she modifies the report or responds to your comment and resubmits the report. You are notified via email that the report has been resubmitted.

In your **Approval Queue** the arrow icon indicates that a report has been resubmitted.




The screenshot shows an 'Approval Queue (1)' window with a table of reports. A red box highlights a circular arrow icon in the first column of the table, indicating a resubmitted report.

	Report Name	Employee	Report Date	Total
	<a href="#">Sales Meeting w/ new customer new business</a>	 Shoykhet, Jenny	11/02/2010	\$400.00

## Step 7: Approve Expense Report

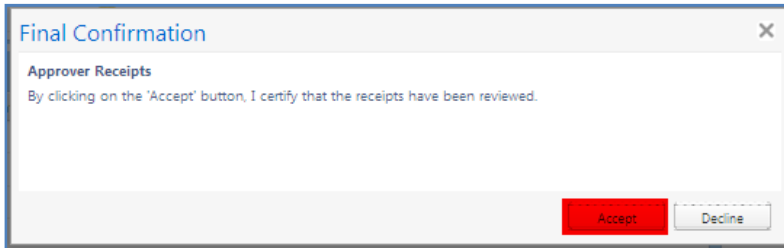
When you are satisfied that all claimed expenses are appropriate, approve the report by selecting **Approve**



The screenshot shows the 'Expense Center - Diana Rae Baumgartner' interface. The report title is 'Sales Meeting w/ new customer [Shoykhet, Jenny]'. The 'Approve' button is highlighted with a red box.

My Concur | Travel | Expense | Administration | Profile | Help | Log Out  
View Charges | View Reports | New Expense Report | Approve Reports | Process Reports  
Expense Center - Diana Rae Baumgartner | Proxy Search  
Sales Meeting w/ new customer [Shoykhet, Jenny] | Send Back to Employee | **Approve** | Approve & Forward  
Details | Receipts | Print / Email | Hide Exceptions

Select **Accept** on the **Final Confirmation** window to complete the approval process.



The screenshot shows a 'Final Confirmation' dialog box with the following text:

**Final Confirmation** [X]

**Approver Receipts**  
By clicking on the 'Accept' button, I certify that the receipts have been reviewed.

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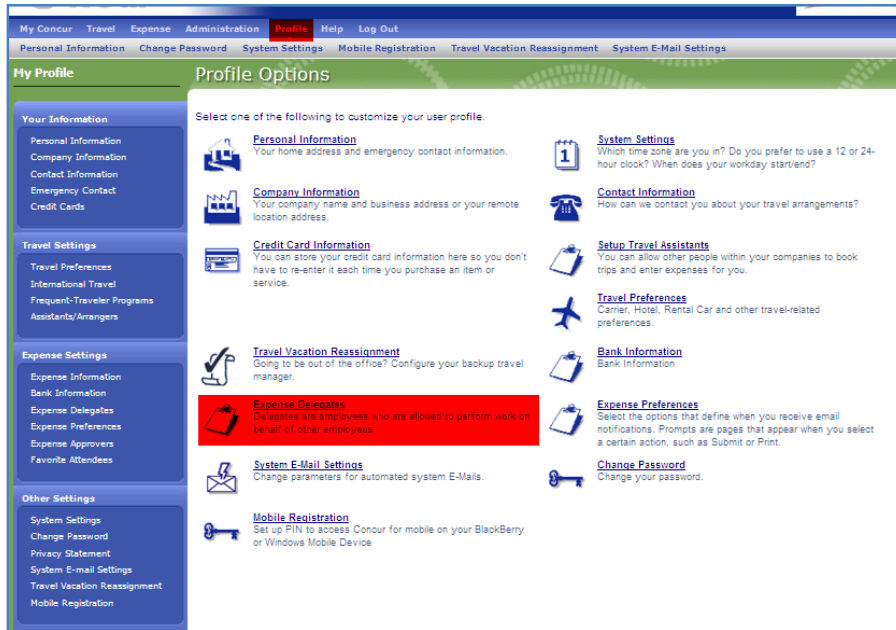
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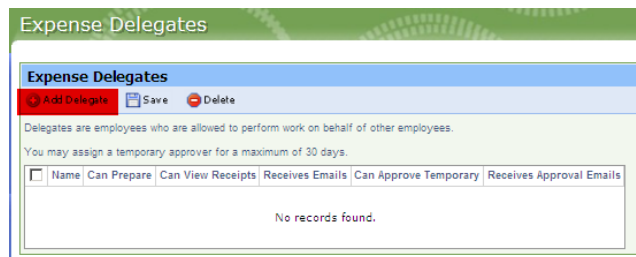
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## Other Considerations: Delegating Approval Authority

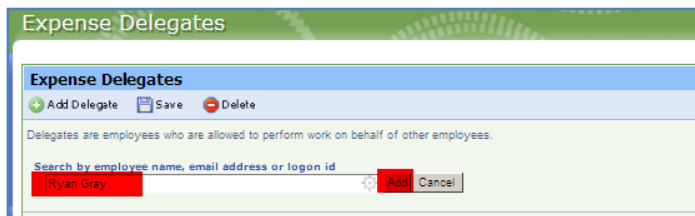
Before leaving on PTO, you can delegate your approval authority to another employee of your choice for a limited period of time. To delegate your approval authority select **Profile** and then select **Expense Delegates**



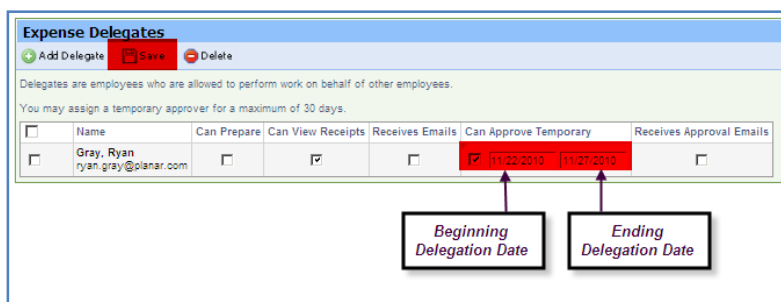
In the **Expense Delegates** window select **+Add Delegate**



Type the name of the Planar employee to whom you are delegating authority and then select add. All Planar employees that are authorized to approve expense reports are available in the system.



Once the delegate is added, check the **Can Approve Temporary** Box and enter the dates for which you delegate your authority. **Authority can be delegated for a maximum of 30 days.** When the dates are entered, select **Save**



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