VIEWING CONCUR APPROVERS IN UCFLEX

To verify the Default Approvers (Supervisors) who will approve Travel Requests and in some cases expense reports:

NOTE: USER MUST HAVE THE DECENTRAL HR BW VIEWER ROLE IN UCFLEX

- In BW, under the Human Resources folder, go to HR331: Current Supervisors With Their Direct Reports
- Enter the highest org unit for your department or unit in the Org Unit of Supervisor Hierarchy field
- After clicking OK, the report will show, by supervisor who their direct reports are
- This will indicate to you who can approve Travel Requests (and in some cases expense reports) in Concur and for whom they can approve

To verify the Cost Object Approvers who will approve expense reports in most cases:

NOTE: USER MUST HAVE THE DECENTRAL FI R/3 VIEWER ROLE IN UCFLEX

- In R/3, go to transaction KS13 – Cost Centers: Master Data Report
  - Type the transaction code (KS13) directly into the field at the top left of the screen and hit enter – OR –
  - Use the folders shown below

Once in the transaction, enter the range of cost centers you’d like to see the Responsible Person (Cost Object Approver) for and click the execute button

- This will produce a report showing all cost centers in the range who can approve expenses for each in Concur
To verify the Grant Approver (on a specific grant) who can approve expenses in Concur charged to that grant:

NOTE: USER MUST HAVE THE DECENTRAL FI R/3 VIEWER ROLE IN UCFLEX

- In R/3, go to transaction GMGRANTD – Grant Master – Display Only
  - Type the transaction code (GMGRANTD) directly into the field at the top left of the screen and hit enter – OR –
  - Use the folders shown below

- Once in the transaction, type the grant # and hit enter
- Go to the Contacts tab
  - Under Responsible Department, look in the Dept. Admin field to identify the grant approver for Concur expenses charged to that grant