

Disbursements Office

What is a Cost Object Approver (COA)?

The COA is the authorized Banner approver for the index. In some instances, we will accommodate situations where the COA is not the authorized approver but has an understanding of the budget and is delegated the responsibility to approve charges to the index.

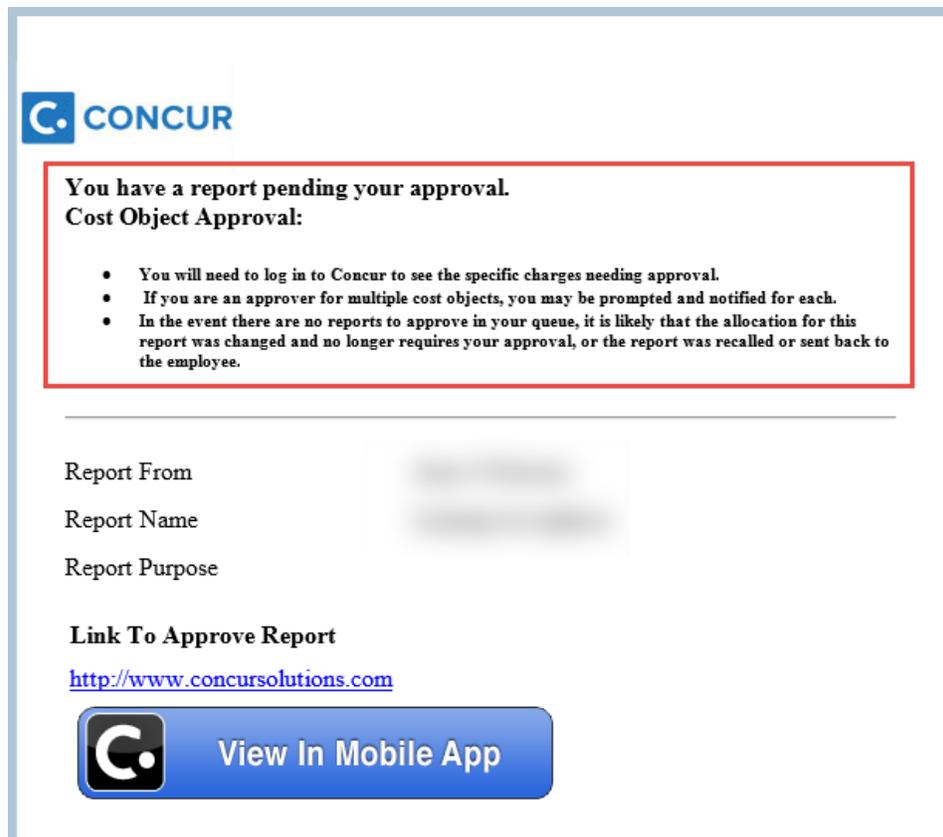
Why do we have COA's?

To ensure that proper approvals are received for expenses and that organizations are aware of charges to their budgets.

Understanding the email notifications as a COA:

Email notifications do not show the total report or request amount; approvers must log in to Concur to see the amount needing their approval. Owners of multiple indexes charged on the same report or request will get an email for each index charge that needs their approval. In the event there are no reports or requests to approve in your queue after receiving the email notification, it is likely that the allocation for the report/request was changed and no longer requires your approval, or the report/request was recalled or sent back to the employee.

(Note: If you are in the habit of checking Concur regularly, notifications can be turned off in your profile)



The screenshot shows an email notification from Concur. At the top left is the Concur logo. The main message is enclosed in a red-bordered box and reads: "You have a report pending your approval. Cost Object Approval:". Below this, there is a bulleted list of three points: "You will need to log in to Concur to see the specific charges needing approval.", "If you are an approver for multiple cost objects, you may be prompted and notified for each.", and "In the event there are no reports to approve in your queue, it is likely that the allocation for this report was changed and no longer requires your approval, or the report was recalled or sent back to the employee." Below the red box, there are fields for "Report From", "Report Name", and "Report Purpose", which are currently blurred. Underneath these fields is a "Link To Approve Report" section with a blue hyperlink: <http://www.concursolutions.com>. At the bottom of the notification is a blue button with the Concur logo and the text "View In Mobile App".

Understanding report details as a COA:

Once in your Approval queue, there is an icon that indicates Cost Object Approval is required next to the report or request that requires your Cost Object Approval.

The screenshot shows the Concur 'Approvals' page. At the top, there are navigation tabs for 'Requests' and 'Expense'. Below this, there are two summary cards: '03 Requests' and '04 Expense Reports'. The main section is titled 'Expense Reports' and contains a table with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
test_infl step 2		01/21/2015	\$1.00	\$1.00
test	Zoet, Emily	01/20/2015	\$700.00	\$700.00

The 'test' report row has a red box around its icon, which is a yellow lightning bolt, indicating that Cost Object Approval is required for this report.

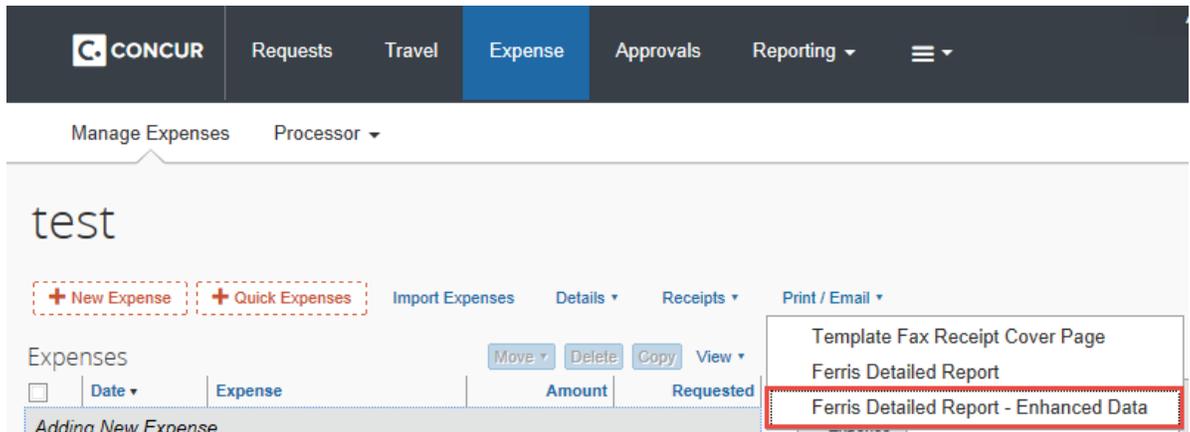
Once in the report or request, the charge you are approving appears as the Cost Object Approved Amount.

The screenshot shows the 'test' report details page for employee 'Zoet, Emily'. The page includes a 'Summary' tab and a 'Report Summary' section. The 'Expenses' table is visible, showing a transaction for American Airlines. At the bottom of the page, the 'COST OBJECT APPROVED AMOUNT' is highlighted with a red box and shows a value of \$125.00.

Transaction D...	Expense Type	Vendor Name	Business Purp...	City	Payment Type	Amount
01/22/2015	Airfare	American Airlines	test	Tucson, Arizona	Cash	\$500.00

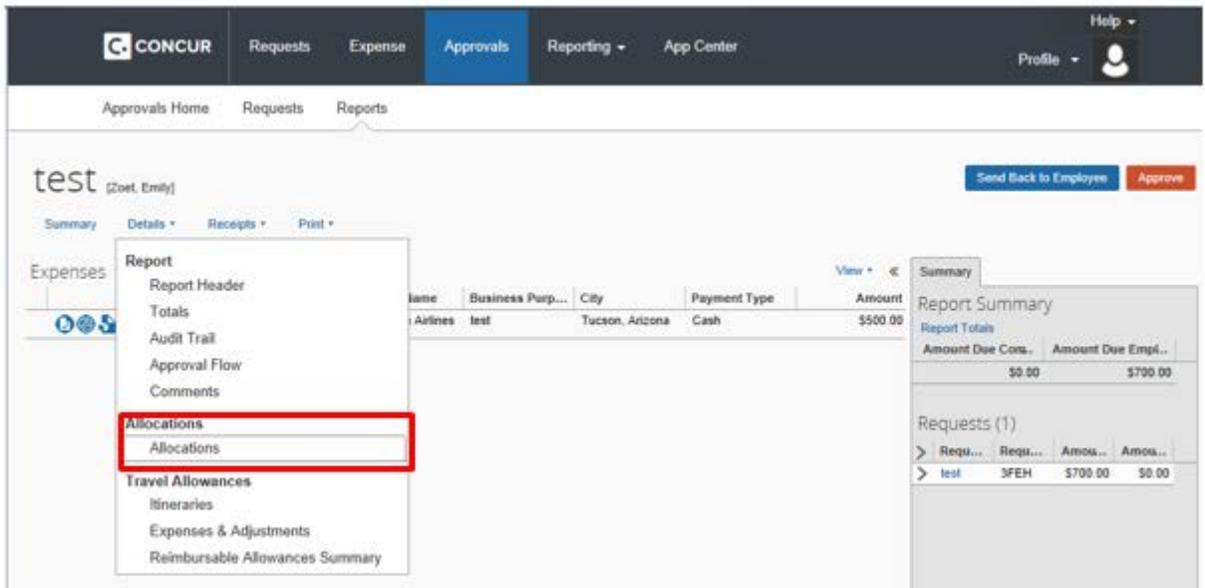
COST OBJECT APPROVED AMOUNT
\$125.00

To view allocation details, you have two options. Option 1 is to go into Print / Email then Ferris Detailed Report – Enhanced Data and view the Allocation Summary.



Allocation Summary							Amount
*FSU - Custom 02 - Division	*FSU - Custom 03 - College/Department	*FSU - Custom 04 - Unit	*FSU - Custom 05 - Index	*FSU - Custom 06 - Fund	*FSU - Custom 07 - Organization	*FSU - Custom 08 - Program	
D	56	560	G56000	10000	56000	662	\$130.00

Option 2 is to go into Details then Allocations. COA's should only see expense lines where all or part of the charge is allocated to an index you are the approver for.



Approvals Home Requests Reports

Allocations for Report: test

Expense List

Allocate Selected Expenses Clear Selection

Select Group

Date	Expense	Group	Amount
01/22/...	Airfare	1	\$500.00

Allocations

Total \$500.00 Allocated: \$500.00 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Type of Expense	Area of Travel	Location	Chart	Division	College/Depa...
50	(2) Staff	(3) International		(1) Ferris Stat...	(D) Admin and...	(56) Finance...
25	(2) Staff	(3) International		(1) Ferris Stat...	(B) Executive	(21) President...
25	(2) Staff	(3) International		(1) Ferris Stat...	(D) Admin and...	(56) Finance...

Available options at COA step:

If you agree with the charge(s) to your index, you can approve the report/request. If you disagree or don't understand the charge(s) to your index, you have a few different options at the Cost Object Approval step.

- **View expense details** including receipts and comments to gain a better understanding of the charge(s).
- **Communicate** – get in touch with the report/request owner if you still don't understand or disagree with the allocations. Or contact the individual in your area that may have knowledge of the charge(s).
- **Reallocate** – COA's can reallocate all or just a portion of their charge(s) to a different index. The approval workflow will reroute to the owner of the index being reallocated to. Reallocations remain with the report even if it is sent back to employee at a subsequent step.
- **Change expense types** – most expense types can be modified at the approval step.
- **Return report/request** – as a last resort, the report/request can be sent back to the employee. *Please be aware that this action starts the approval workflow from the beginning.*
- **Add approvers** – COA's also have the option of adding approvers to the workflow by going into Details then Approval Flow.

CONCUR Requests Expense Approvals Reporting App Center Help Profile

Approvals Home Requests Reports

test [Zoet, Emily]

Summary Details Receipts Print

Expenses

Name	Business Purp...	City	Payment Type	Amount
Airlines	test	Tucson, Arizona	Cash	\$500.00

Expense Receipt Image Summary

Expense Type: Airfare

Transaction Date: 01/22/2015

Business Purpose: test

Ticket Number:

Vendor: American Airlines

Airline Travel Service Code: Select one

Approval Flow

- When the COA adds an approver after them (within the COA section of approval workflow), it sends just that cost object entry to the added approver. If an approver is added at step other than COA or before next step (outside of the COA section), it sends like a regular approver. User-added approvers do not remain with report if it is sent back to employee at a subsequent step.

Miscellaneous Information:

- COA's are maintained in a database by the Disbursements Office – first at the unit level but can go down to the index level if needed. Any changes to COA's must be done through the Disbursements Office.
- Expense reports with multiple indexes charged will flow to each budget manager (COA) with a charge. This can result in a longer approval time. If you are an approver, please check your queue regularly.
- System configured skip steps and time-outs:
 - If the person assigned to the Out of State step or COA step was also the approver for the Manager or Completeness Check step, then it would auto-approve. However, if the Out of State approver was only in the COA step, then they would be prompted to approve again.
 - Skip steps do not apply to user-added approvers, even if they have already approved or are already in the approval flow.
 - The feature that allows a workflow to skip approval steps when an approver is listed more than once only applies to when the approver is actually approving, not the delegate.
 - Approvals time out after 10 days and either go to the approver's default manager or directly to the back office (COA only).