Duke@Work Security Tab – Concur Approvers

Adding a New Concur Backup Approver

1. Select the employee to which you are adding a backup approver.

2. Select the DUID hyperlink of the employee.

3. Go to the Concur Tab. If the Concur Tab does not display, select “Unhide” to show all available tabs.
Duke@Work Security Tab – Concur Approvers

Adding a New Concur Backup Approver – continued

4. The Concur tab displays a summary of all the approvals, the employee is assigned to approve for in SAP. Detailed approvals can be viewed on the “Workflow Approvals” tab.

5. On the Concur tab, SAP approvals have been grouped into one of three categories; Department Approver, Funding Approver, and Management Center Approver.

6. When a Concur backup is assigned, approved, and exported to Concur, the backup approver will have approver rights for all the approvals that the primary approver has within Concur.

7. To add a Concur backup approver, select “Edit”.

8. Two additional tabs could appear under the Concur main tab;
   a. “In Concur Who I Back Up” – Displays the employees for which the currently selected employee is the backup approver.
   b. “My Concur Back Up Approvers’ – Displays the employees who are backup approvers for the currently selected employee.

![Concur Approver Table]

<table>
<thead>
<tr>
<th>Approval</th>
<th>Approval Description</th>
<th>Org Unit For Approval</th>
<th>BFR(abbreviation)</th>
<th>Description</th>
<th>Department Approver</th>
<th>Funding Approver</th>
<th>Mgmt Center Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER DATA</td>
<td>Cost Center</td>
<td>50000103</td>
<td>3224000001</td>
<td>SAP-Administrative Systems Management</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>MASTER DATA</td>
<td>Cost Center</td>
<td>50679501</td>
<td>3224000003</td>
<td>Integration Initiative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV_DESIGNEE</td>
<td>Travel Designee approved for 50000006</td>
<td>50000096</td>
<td>3224000002</td>
<td>Systems Support</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV_DESIGNEE</td>
<td>Travel Designee approved for 50000103</td>
<td>500000103</td>
<td>3224000001</td>
<td>SAP-Administrative Systems Management</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV_FUNDING</td>
<td>Travel Funding Approver for 50000006</td>
<td>50000096</td>
<td>3224000002</td>
<td>Systems Support</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV_FUNDING</td>
<td>Travel Funding Approver for 50000103</td>
<td>500000103</td>
<td>3224000001</td>
<td>SAP-Administrative Systems Management</td>
<td>✓</td>
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<td></td>
</tr>
</tbody>
</table>
Duke@Work Security Tab – Concur Approvers

Adding a New Concur Backup Approver – continued

10. In the “Pers No” box under the tab “My Concur Back Up Approvers”, enter the DUID of the employee who will be the backup approver in Concur.

![Image](image1)

11. Once the DUID of the Concur backup approver has been added to the “Pers No” box, press the enter key on the key board.

![Image](image2)

12. Additional information related to the assigned backup approver, will auto populate. The new line will be highlighted and will also have a check mark at the front of it. Select “Submit”.

![Image](image3)
Duke@Work Security Tab – Concur Approvers

Adding a New Concur Backup Approver – continued

13. Once the Submit button is selected, a pop up box will appear, showing the information that will be submitted for approval. A couple of important points:
   - The end date on the approval object will always default to 12/31/9999.
     - If the end date needs to be delimited, select the end date and change it to the date that the approval rights should end. Press “Enter” on your keyboard to save the change. For example: approval rights could be setup to be active for only six months.

   Once the information is reviewed and changes made, select “Ok”.

14. On the next screen, the approval object can be reviewed once more by clicking the Blue “Objects” hyperlink.
Duke@Work Security Tab – Concur Approvers

Adding a New Concur Backup Approver – continued

15. The approvers, for the security change object, and be reviewed by clicking the Blue “Approvers” hyperlink. Select “Ok”.

16. Notification of the security workflow object is displayed.

17. The security workflow request can be viewed again by selecting “Display Work Flow”.
18. After the security workflow request has been approved, the details can be viewed by selecting “Change History”.

![Change History]

**Change History**

Creation Date 03/23/2020, Created by: WITTE003, Work Flow ID - 37696

Task - 1

1. Department Approver DONALD W WITTEN JR., ANALYST, IT. SENIOR in SAP-Administrative Systems Management, Approved on 03/23/2020
   - Back Up Approver - Added: ANALYST, IT. SENIOR, 110566, DONALD W WITTEN JR. From 03/23/2020 To 12/31/9999
   - 03/23/20, WITTE003@15:27:56Department Step Approved by DONALD W WITTEN JR For JOSEPH N. NEELEY
Duke@Work Security Tab – Concur Approvers

Delimiting an Existing Concur Backup Approver

1. Select the employee to which you are adding a backup approver.

2. Select the DUID hyperlink of the employee.

3. Select “Edit”.

4. The line for the Concur backup approver is activated and now has a blue check in front of it. Click the blue check in front of the line to remove it.
Duke@Work Security Tab – Concur Approvers

Delimiting an Existing Concur Backup Approver - continued

5. Once the blue check is removed, select “Submit” to review the selection and send it for approval.

6. The end date will be the date the action is taken. Select “Ok”.

7. Review the action before submission. View Objects and Approvers by selecting the blue hyperlink.
Duke@Work Security Tab – Concur Approvers

Delimiting an Existing Concur Backup Approver - continued

8. Once the security workflow has been submitted, the objects can be reviewed again by selecting “Display Work Flow”.

9. Once the security workflow has been approved, the Concur backup will no longer appear in the security tool.

10. After the security workflow request has been approved, the details can be viewed by selecting “Change History”.

Created: 5/5/2020