Boston University Payroll and Payment Services

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Memorandum

To: Boston University Faculty and Staff

From: Boston University Travel Services Department

Date: May 15, 2019

Subject: New Security Role for Concur Travel Approvals/ Cost Object Based
Workflow System Enhancement

Hello,

You are receiving this email as you have been identified as an individual who has been, or
currently is, a financial approver in the Concur Travel & Expense system.

Recently BU Works & Travel Services completed a system enhancement effort to make it easier
for Department's to control who approves expense reports for their areas and accounts.
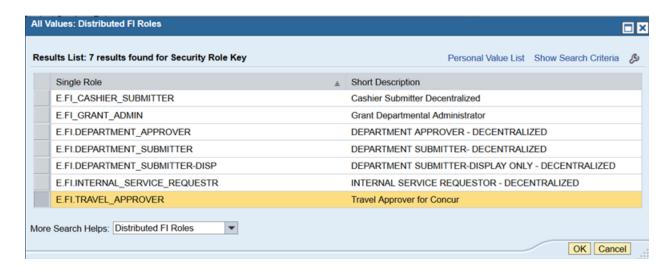
The creation of the E.FI.TRAVEL_APPROVER Security Role, partnered with Concur daily
employee file updates, has allowed for a 1 to 1 relationship between financial approvers in
Concur and cost object approval.

The above updates have eliminated the former logic where ALL approvers on a fund center were
sent into the system and Concur would route reports to the approver with the lowest UID.

When we went live with the system updates the E.FI.TRAVEL_APPROVER role was
automatically assigned based on current Concur workflow. If you would like to update the
workflow for your area your DSA will need to do the following:

In the Security role request form on the DSA tab, where you search for roles, in the drop down
selection '**Distributed FI Roles**' you should now see '**E.FI.TRAVEL_APPROVER**'. If a
travel approver is missing this role, you can request this.

Please note that the approver will also need the 6 digit change fund center role (Example:
E.FIDA_CHG_FUND_CENTER_120202) along with the travel approver role

All Values: Distributed FI Roles

Results List: 7 results found for Security Role Key   Personal Value List   Show Search Criteria

Single Role	Short Description
E.FI_CASHIER_SUBMITTER	Cashier Submitter Decentralized
E.FI_GRANT_ADMIN	Grant Departmental Administrator
E.FI.DEPARTMENT_APPROVER	DEPARTMENT APPROVER - DECENTRALIZED
E.FI.DEPARTMENT_SUBMITTER	DEPARTMENT SUBMITTER- DECENTRALIZED
E.FI.DEPARTMENT_SUBMITTER-DISP	DEPARTMENT SUBMITTER-DISPLAY ONLY - DECENTRALIZED
E.FI.INTERNAL_SERVICE_REQUESTR	INTERNAL SERVICE REQUESTOR - DECENTRALIZED
E.FI.TRAVEL_APPROVER	Travel Approver for Concur

More Search Helps: Distributed FI Roles

OK   Cancel

This is also where the DSA would go to remove the role from someone who should not have it

This is an excellent opportunity to update the fund center/ cost object approvers for Travel in your areas if you had been having issues with the former system logic.

Please Remember If you are updating who has this role your DSA must first remove the E.FI.TRAVEL_APPROVER from who currently has it and the new individual being assigned the role must already have the E.FIDA_CHG_FUND_CENTER to the 6 digit level of the accounts you want them to approve travel on.

Best,

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