Ad Hoc Approvers are manually inserted into workflow by Approvers for specific Expense Reports and Requests where additional review is necessary. This job aid details how Concur Approvers can insert Ad-Hoc Approvers into the approval workflow for Expense Reports.

Adding an Ad-Hoc Approver into the Concur Approval Workflow

1. When reviewing an Expense Report, click the **Details** dropdown and select **Approval Flow**.
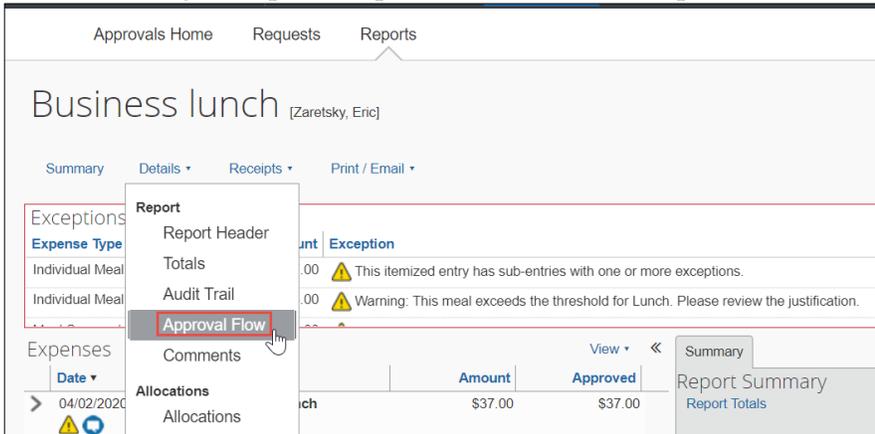
The Approval Flow window appears.
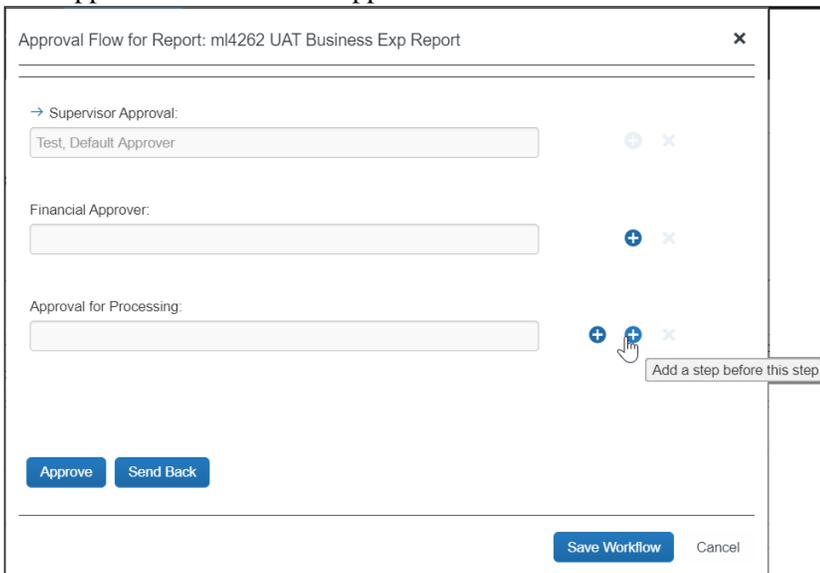
2. Expand your Departmental approval level which displays your name. Click the desired blue **Plus** ⊕ icon.
   The one on left is to insert the approver after the next step and the one on the right is to add before the next step. If you are a Financial Approver, you may want to add before the next step, otherwise you could be inserting after the Accounts Payable review.
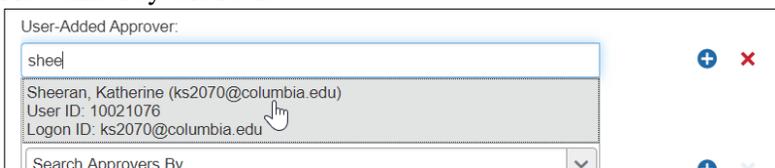
3. Search and select the name of the ad-hoc approver you want to add in the **User-Added Approver** field. The name must already be setup in Concur with an Approval role in order for it to appear as the search result.

4. Click **Save Workflow**.

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com