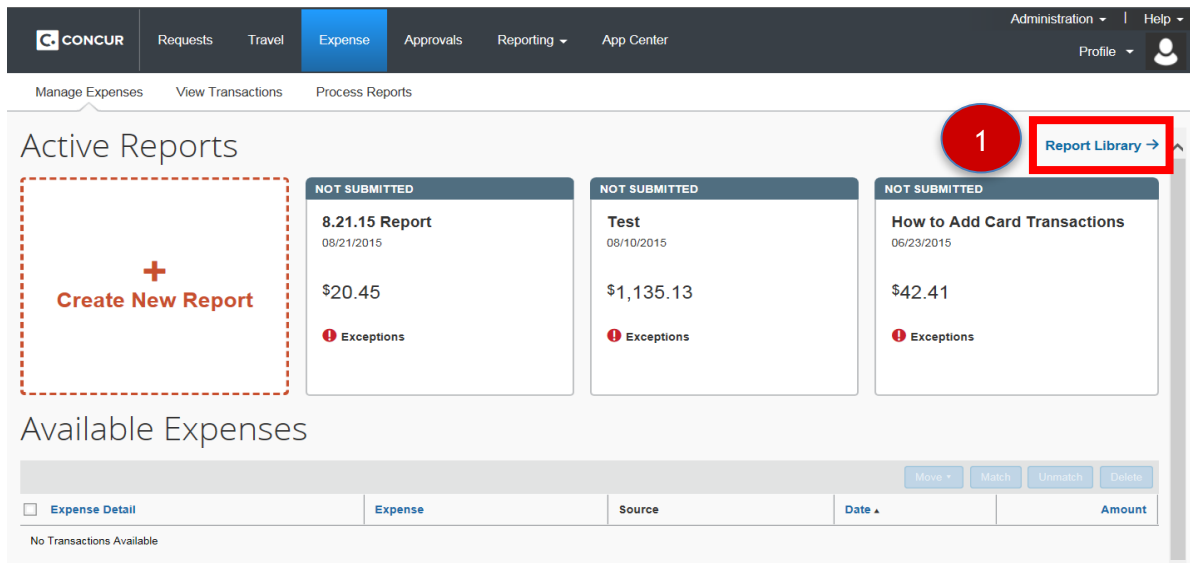


How to Find and Track an Approved Report

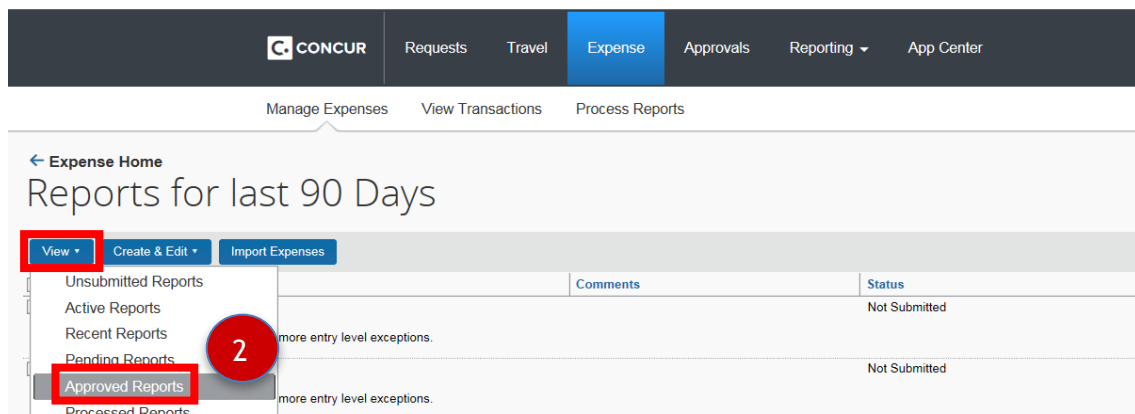
This Quick Reference Guide demonstrates how to find a report in Concur that you have already approved, and how to find the financial posting document number in SAP.

Reports post in SAP the day after they have a status of “Sent for Payment” in Concur. **To find a report in Concur that you have already approved, log in to your Concur profile, and click on the Expense Tab.**

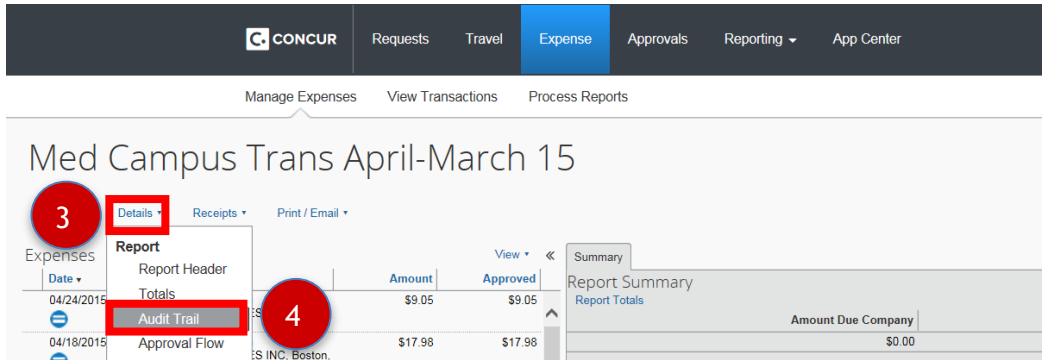
From the **Expense Tab**:



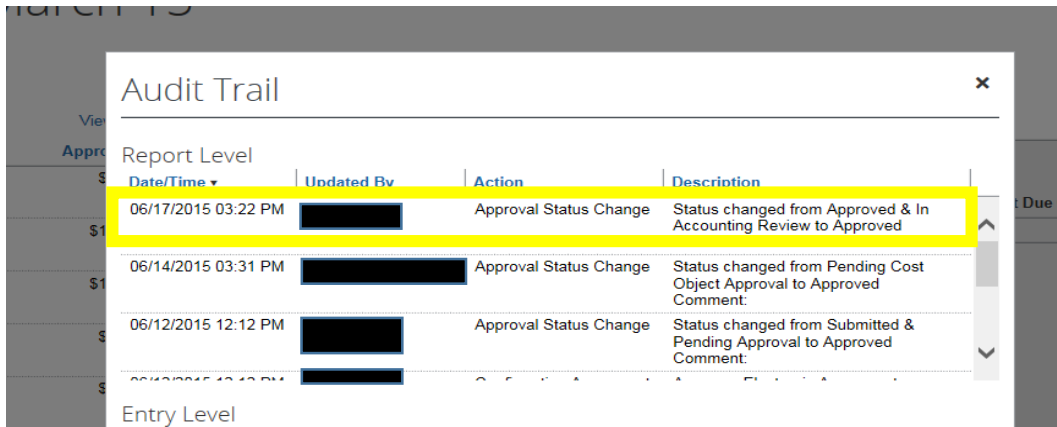
- | | |
|----------|--|
| 1 | Click on the link on the top right of the tab that reads Report Library |
| 2 | click on the “ View ” button and select Approved Reports |



- | | |
|----------|--|
| 3 | Open the desired report and click on the Details button |
| 4 | Select Audit Trail |

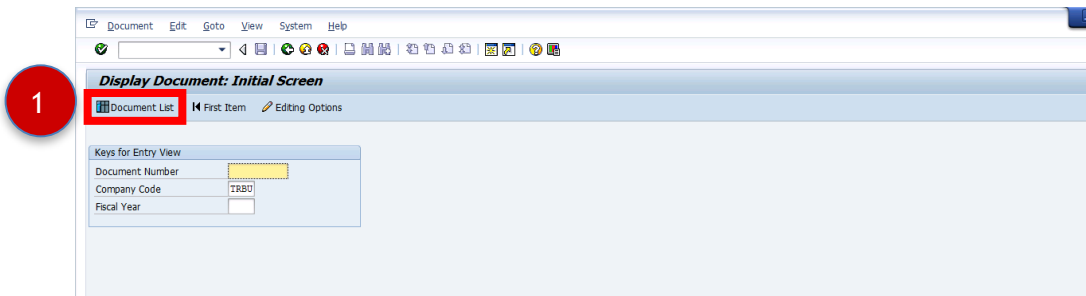


The top entry will be the date that the report was approved and sent for payment. This is the last step in the Audit Trail.

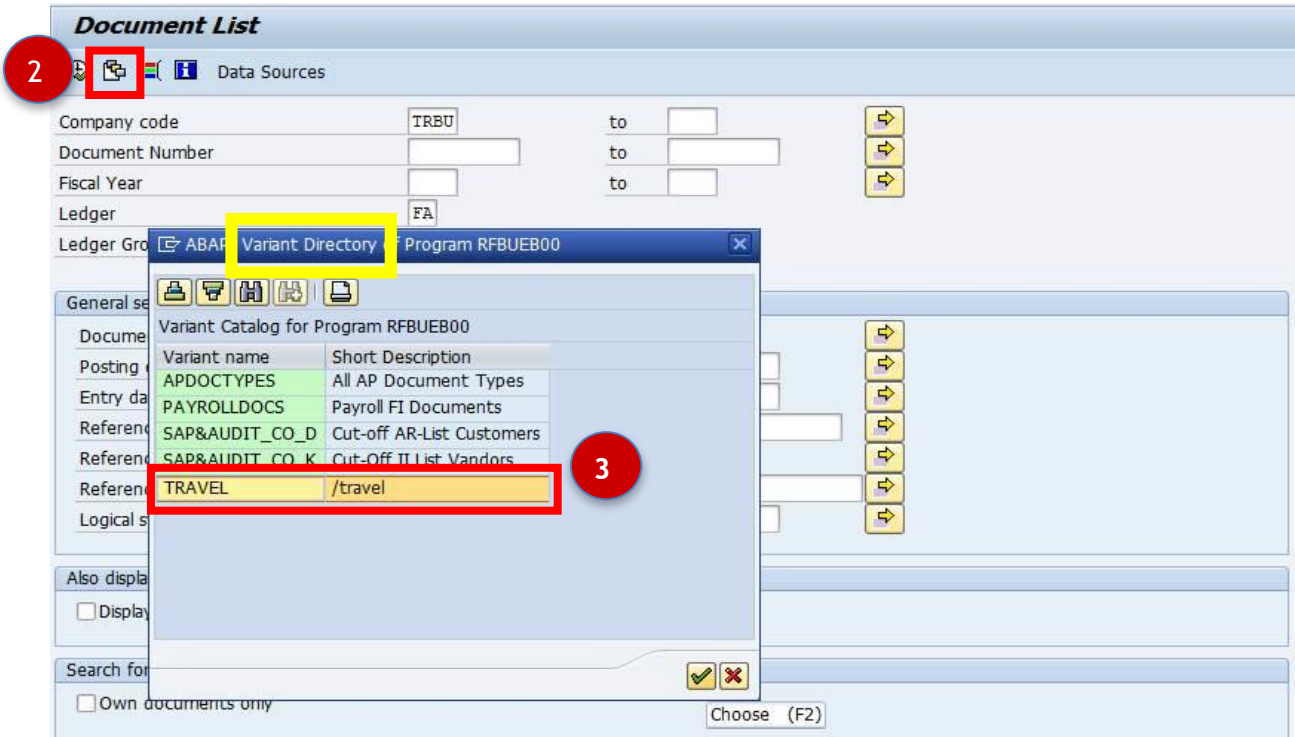


Once you have checked the status of the report in Concur, if you have access to SAP you can use theFB03 function to find the financial posting Document Number.

To do this, first open SAP and enter **FB03** in the command field.

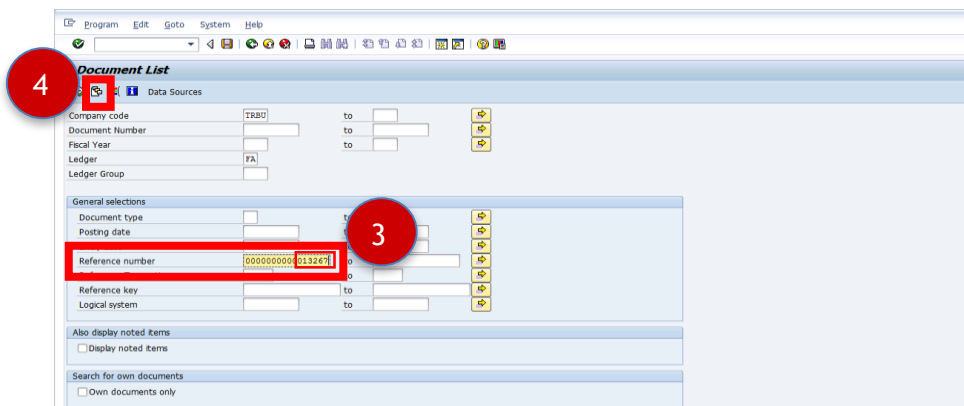


| | |
|---|--|
| 1 | Click on Document List |
| 2 | Hit the Get Variant icon- this will open the Variant Directory |
| 3 | In the Variant Directory table select the TRAVEL /travel row and double click |

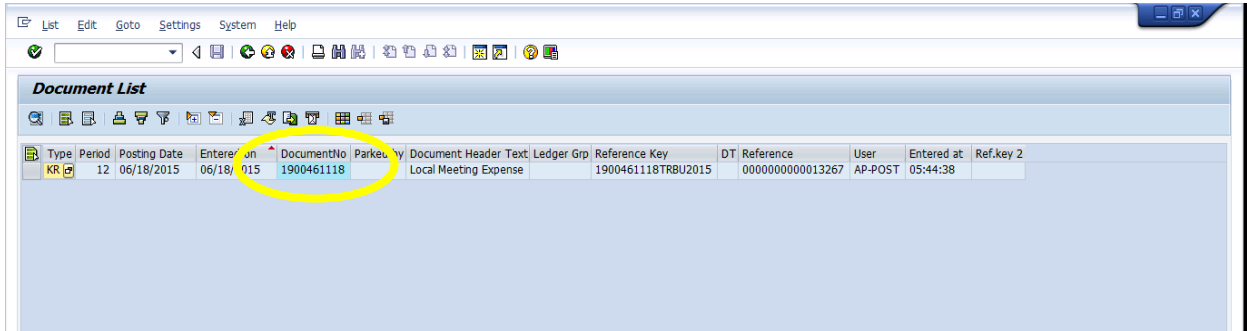


| | |
|---|---|
| 3 | This will populate the Reference Number field with 12 zeros. Delete one zero and then enter the Report Key in the remaining space |
| 4 | Click the Execute button |

*For help finding the **Report Key**, please refer to **"How to Find the Report Key."**



This will display the Document number



After posting in SAP the payment timeline is as follows:

Payment for Guest Profiles and Individuals who have not signed up for direct deposit for Business and Travel Reimbursements:

Check is issued and mailed from the mid-west the following Friday after posting in SAP

Payment for Individuals who have signed up for direct deposit for Business and Travel Reimbursements (this is a separate system and process from Direct Deposit from Payroll):

Payment initiated two business days after SAP posting.