

How to Find and Track an Approved Report: for Approvers

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.

Part One: To find a report in Concur that you have already approved, log in to your Concur profile, and click on the Approvals Tab.

From the **Approvals Tab**:

_							Administration 🕶 丨 Help 🕶
	Requests	Travel Expense	Approvals	Reporting -	App Center		Profile 👻 💄
Approvals Home	1	Reports					
Approva	ls						
00	00	00					
Trips	Requests	Expense Reports					
Expense Repo	orts						
Report Name		Employee	Report Date			Amount Due Employee	Requested Amount
				No re	cords found.		

1	Click on the third tab that reads Reports
2	Click on the "View" button and select your desired time frame- a list of all reports approved within
	that timeframe will populate.

		Requests	Travel	Expense	Approvals	Reporting -	App Center
	Approvals Home	Requests	Reports				
Expense Report List Reports Pending your	Approval(0)						
Vew Reports Pending your Approval Reports you Approved this Month	h 🗸			Go			
Reports you Approved this Quarter	2 Report Name					Comments	
Reports you Approved this real Reports you Approved last Year All Reports you Approved							



3	Open the desired report and click on the Details button
4	Select Audit Trail
	CCONCUR Requests Travel Expense Approvals Reporting - App Center
	Manage Expenses View Transactions Process Reports
	Med Campus Trans April-March 15
	Details - Receipts - Print / Email -
	Expenses Report View * « Summary
	Date + Report Header Amount Approved Report Summary
	04/24/2015 ICAIS \$9.05 \$9.05 Report Totals
	Autor Train 4 Amount Due Company
	Approval Flow S17.99 \$17.99 \$17.99

The top entry will be the date that the report was last approved- once approved by Accounting Review, reports are sent for payment. This is the last step in the Audit Trail.

	Audit Trail				×	I
	Report Level	Under d De	La - et	Development		Ì
\$1	06/17/2015 03:22 PM		Action Approval Status Change	Status changed from Approved & In Accounting Review to Approved	^	t D
\$1	06/14/2015 03:31 PM		Approval Status Change	Status changed from Pending Cost Object Approval to Approved Comment:		I
s	06/12/2015 12:12 PM		Approval Status Change	Status changed from Submitted & Pending Approval to Approved Comment:	~	I
S	Entry Level					Į

Part Two: Once you have checked the status of the report in Concur, you can use the FB03 function in SAP (WebGUI) to find the financial posting Document Number.

To do this, first open SAP and enter FB03 in the command field- this will open Display Document.

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+ https://ppo.buw	.bu.edu/irj/servlet/prt/portal/prtevent	name/Navigate/prtroot/pcdl3aportal_contentl2fevery_userl2f
Display Doci	ument: Initial Scre	en
Menu 🖌	Back Exit Cancel	System Document List rst item Editing Options
Keys for Entry View		
Company Code Fiscal Year	TRBU	



1	Click on Document List		
2	Hit the Get Variant icon- this will open the Va	ariant Directory	
3a	In the Variant Directory table select the TRA	AVEL /travel row	v and double click

ECC System - BUworks Ce.	× +			
A https://ppo.buw.bu.edu	/irj/servlet/prt/portal/prteventna	me/Navigate/prtroot/	pcd!3aportal_content!2f	t!2feveryfgenerall2fdefaultDesktop!2fframeworkPages!2fframeworkpagel2fcom.sap.port
Document List		4		2
Menu 🖌	Save as Variant Back	Exit Cancel System	Execute Get Varia	ariant] Dynamic selections Program Documentation Data Sources
Company code	TRBU	to 📃		
Document Number		to		
Fiscal Year		to 📃		
Ledger	FA			ABAP: Variant Directory of Program RFBUEB00
Ledger Group				Variant Catalog for Program RFBUEB00
General selections				Variant name Short Description
Document type		to 🔄		APDOCTYPES All AP Document Types
Posting date		to		PAYROLLDOCS Payroll FI Documents
Entry date		to		SAP&AUDIT_CO_D Cut-off AR-List Customers 3a
Reference number		to		
Reference key				TRAVEL (travel
Logical system		to		
Also display noted items				
Display noted items				
Search for own documents				
Own documents only				

3b	This will populate the Reference Number field with 12 zeros. <u>Delete one zero</u> and then enter				
	the <mark>Report Key</mark> in the remaining space				
4	Click the Execute button				

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

Document type		3b	
Posting date		LU I	
Entry date		to	
Reference number	000000000000000000000000000000000000000	67 to	
Reference Transaction		to	
Reference key		to	
Logical system		to	



This will display the Document number.

🖙 List Edit. Goto Settings System Help	
☞ 4 🗒 4 🚱 🗅 🏙 🔛 4 12 4 🕱 🖉 9 5	
Document List	
🖹 Type Period Pone Period Pon	
K 2 12 06/10 0/ 18/2015 1900461118 Local Meeting Expense 1900461118TRBUZ015 000000000013267 AP-POST 05:44:38	

After posting in SAP the payment timeline is as follows:

Payment for Guest Profiles and Individuals who have <u>not</u> 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 bank from Direct Deposit for Payroll): Payment initiated two business days after SAP posting.

Part Three: To determine if a check has been mailed or cashed

1	Double click on the document number- this will open Display Document: Data Entry View
2	Double click the employee or guest's name in the Description column
3	This will open Display Document: Line Item 001

ECC System - BUworks Ce × +										
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Display Document: Data Entry View										
Menu J Back Exit Cancel System J Change Display/Change Mode Display Another Document Select										
Data Entry View										
Document Number	1900459290 Comp	any Code TRE	U Fi	iscal Ye	ear	2015				
Document Date	06/03/2015 Postin	g Date 06/	13/2015 Pe	eriod	(12				
Reference	00000000012345 Cross	-Comp.No.								
Currency	USD Texts	exist	Le	edger (Group					
tte F Acc	Description	ž Amount	Grant	в*	Fund	Cost Center 🎽	Order	· •		
1 31 60039053	TIMOTHY	112.87-								
2 50 140400	PPD EXP - TRAVEL	11.87-	GRANTNR	1CRC	1000000001					
3 140400		14.95-	GRANTNR		100000001					
4 140400		17.00-	GRANTNR		100000001					
5 140400		32.83-	GRANTNR		100000001					
6 140400		2.25-	GRANTNR		100000001					





4	Click the Menu drop down.
5	Select Environment, then Check Information.
6	This will open Display Check Information . Select Check Recipient to view the address the check was mailed to.

Display Check Information										
Menu 🖌	Back Exit	Cancel System A Check r	ecipient Che	6 Accomp	anying docs Payment document					
Paying company code	TRBU	Payment document no.	2001070579							
Bank details										
House Bank	J PMN2	Bank Key	044115443							
Account ID	JPDIS	Bank Account	600710227							
Bank name	JPMORGAN CHAS	E BANK, NA								
City	TAMPA 33610-000	10		Check Recipient						
				спеск кеспрісти						
Check information				Vendor	60039053					
Check number		Currency	USD							
Payment date	06/19/2015	Amount paid	92.45	Address						
Check encashment	07/17/2015	Cash discount amount	0.00	Title						
				Payee name						
Check recipient)				
Name	(
City	Charlestown									
Payee's country	US			Street		PO Box				
Regional code	MA			City	Charlestown	Post.code	02129			
				PO box city		PO box post cde				
				Country	US	Regional code	MA			

The Payment date is the day the check was generated- check encashment date is the day the check was cashed. If the recipient address is incorrect a check reissue must be requested through http://www.bu.edu/ap/services/check-reissue/