

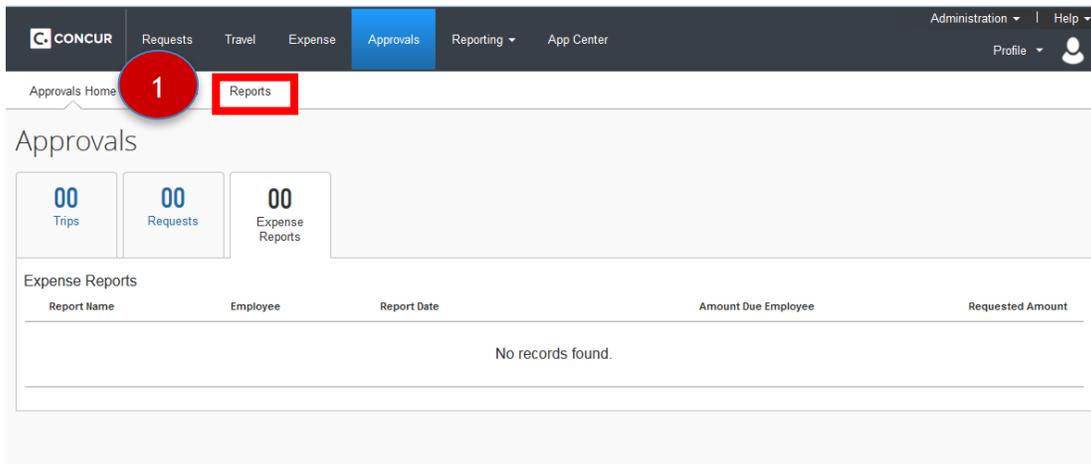
How to Find and Track an Approved Report: for Approvers

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.

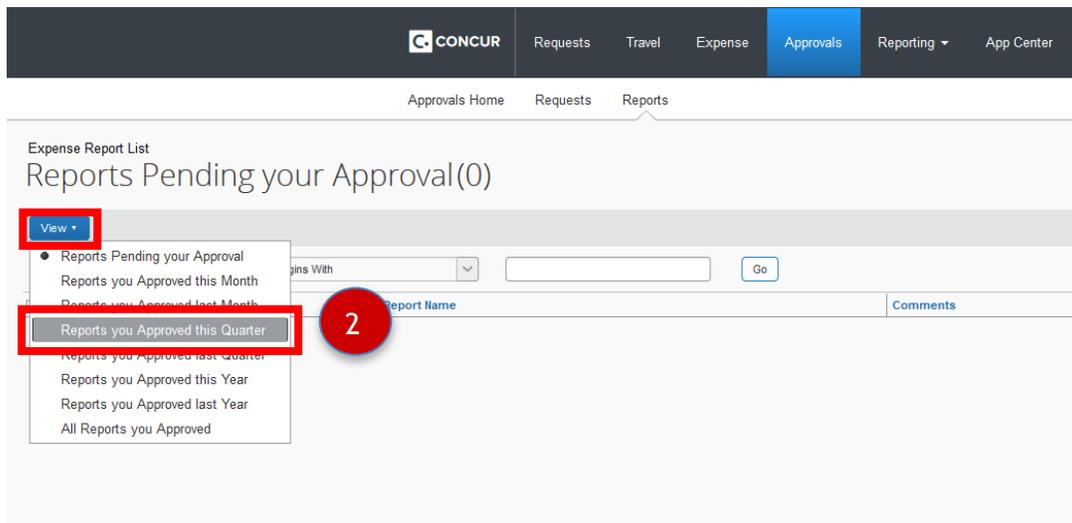
Reports post in SAP the day after they have a status of "Sent for Payment" in Concur.

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.

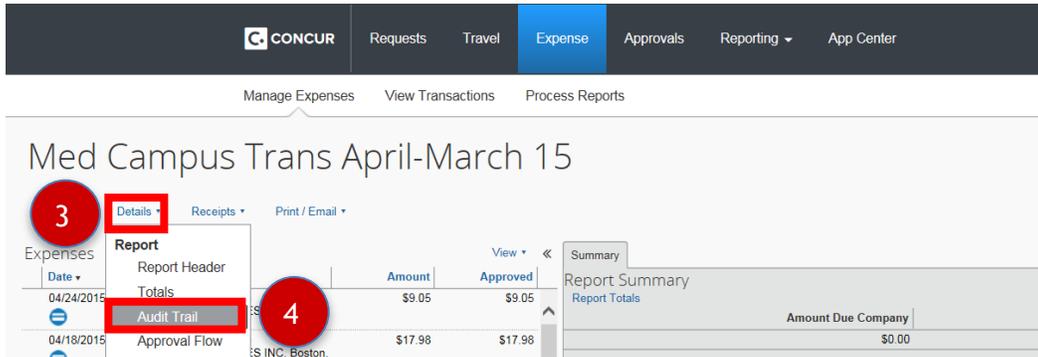
From the **Approvals Tab**:



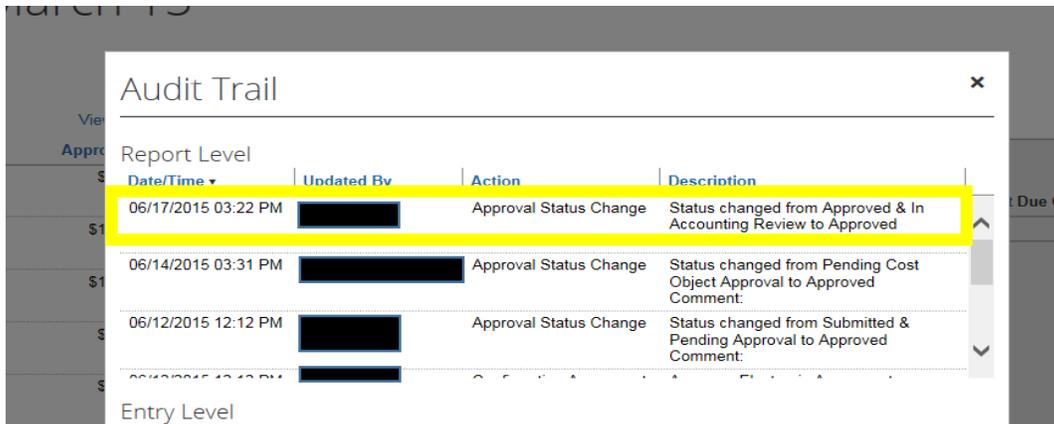
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| 1 | Click on the third tab that reads Reports |
| 2 | Click on the "View" button and select your desired time frame- a list of all reports approved within that timeframe will populate. |



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 last approved- once approved by Accounting Review, reports are sent for payment. This is the last step in the Audit Trail.

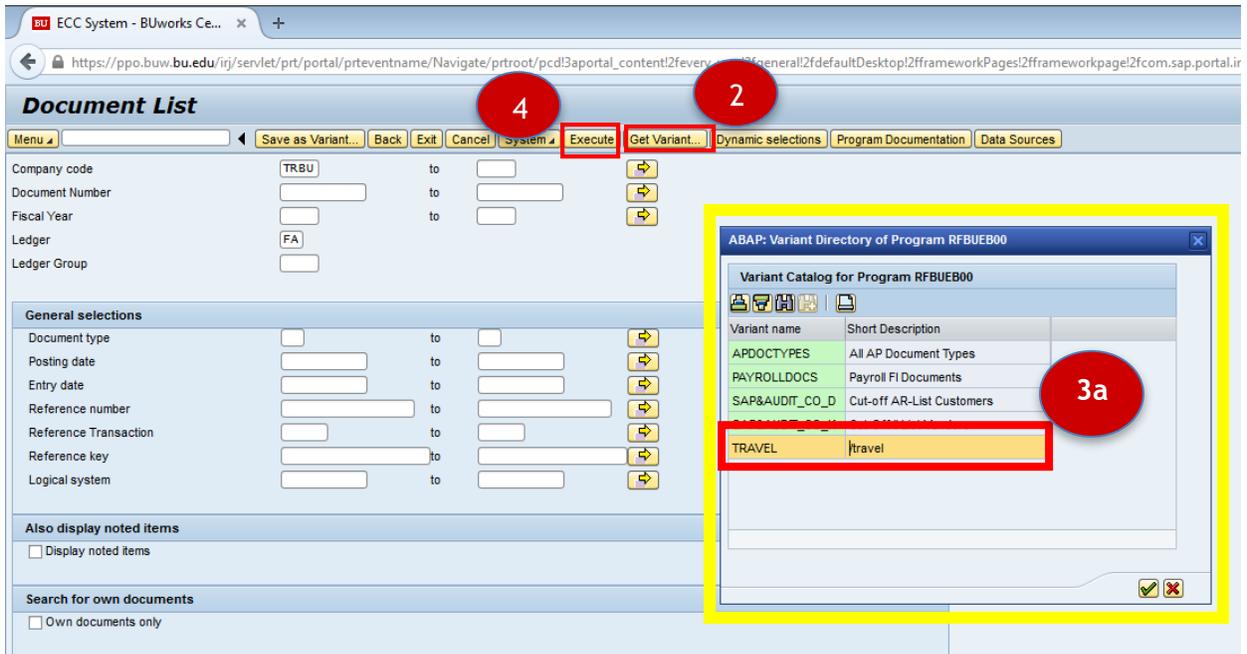


Part Two: Once you have checked the status of the report in Concur, you can use the FB03 function in SAP (WebGUI) to find the financial posting Document Number.

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

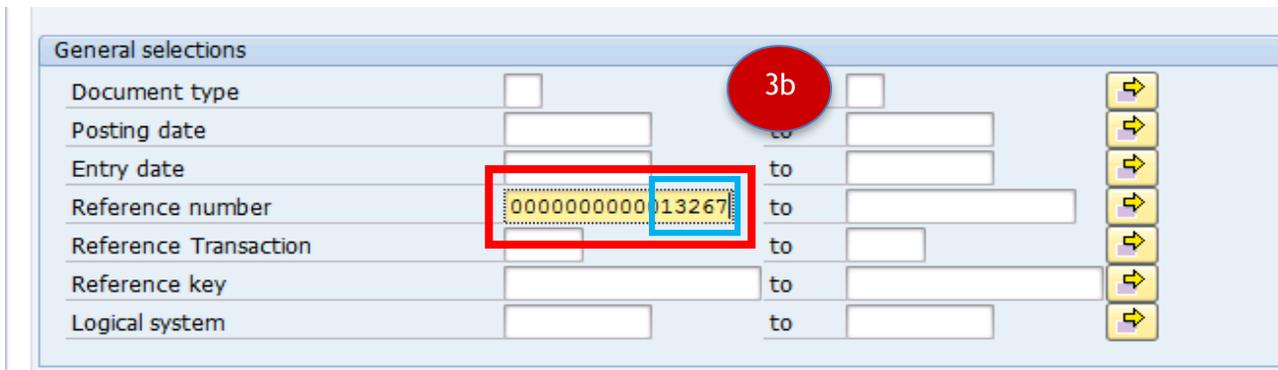


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| 1 | Click on Document List |
| 2 | Hit the Get Variant icon- this will open the Variant Directory |
| 3a | In the Variant Directory table select the TRAVEL /travel row and double click |

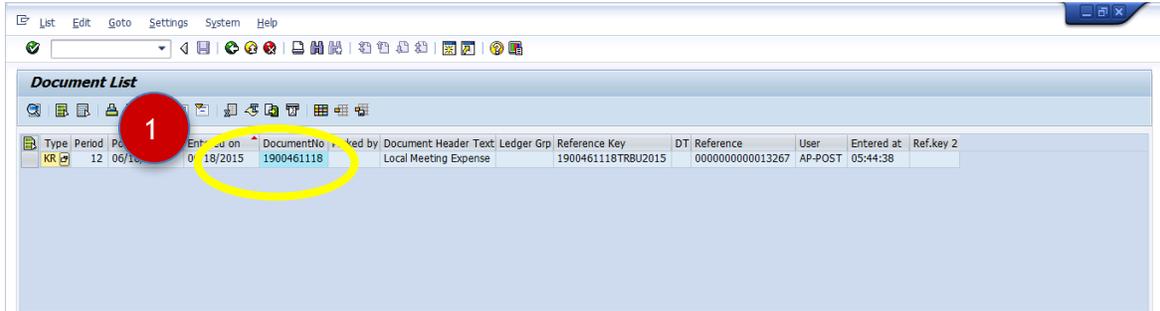


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| 3b | This will populate the Reference Number field with 12 zeros. Delete one zero and then enter the Report Key in the remaining space |
| 4 | Click the Execute button |

*For help finding the **Report Key**, please refer to [“How to Find the Report Key.”](#)



This will display the Document number.



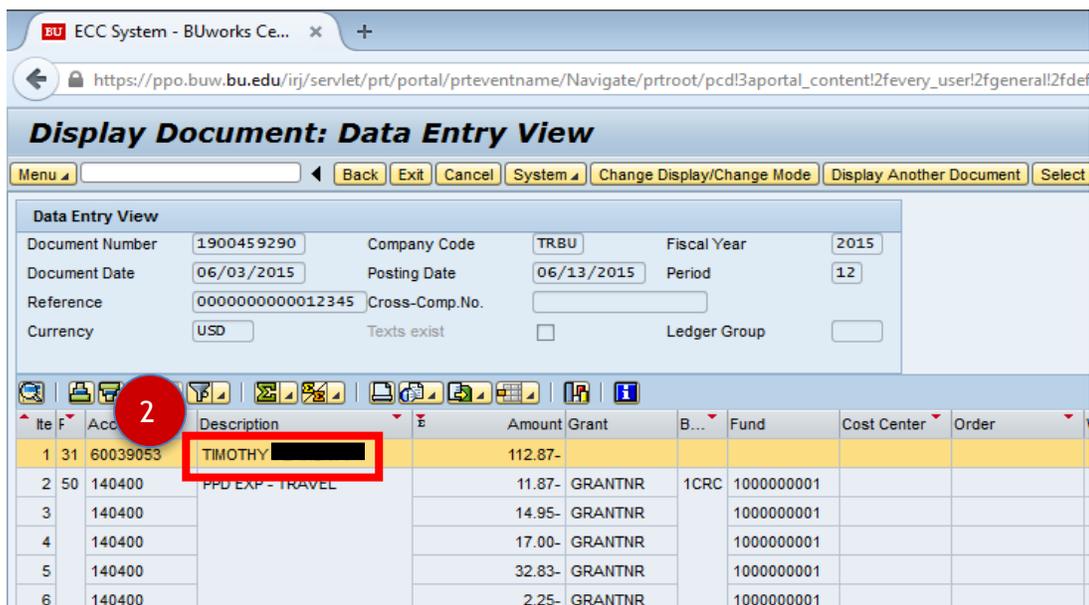
After posting in SAP the payment timeline is as follows:

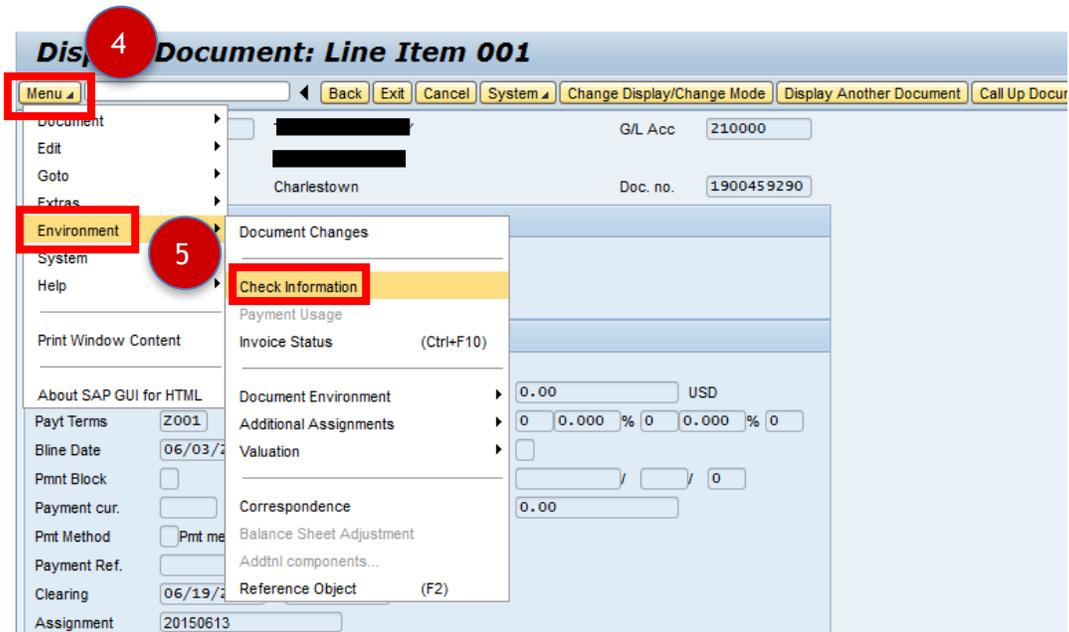
Payment for Guest Profiles and Individuals who have not signed up for direct deposit for Business and Travel Reimbursements: Check is issued and mailed from the mid-west the following Friday after posting in SAP

Payment for Individuals who have signed up for direct deposit for Business and Travel Reimbursements (this is a separate bank from Direct Deposit for Payroll): Payment initiated two business days after SAP posting.

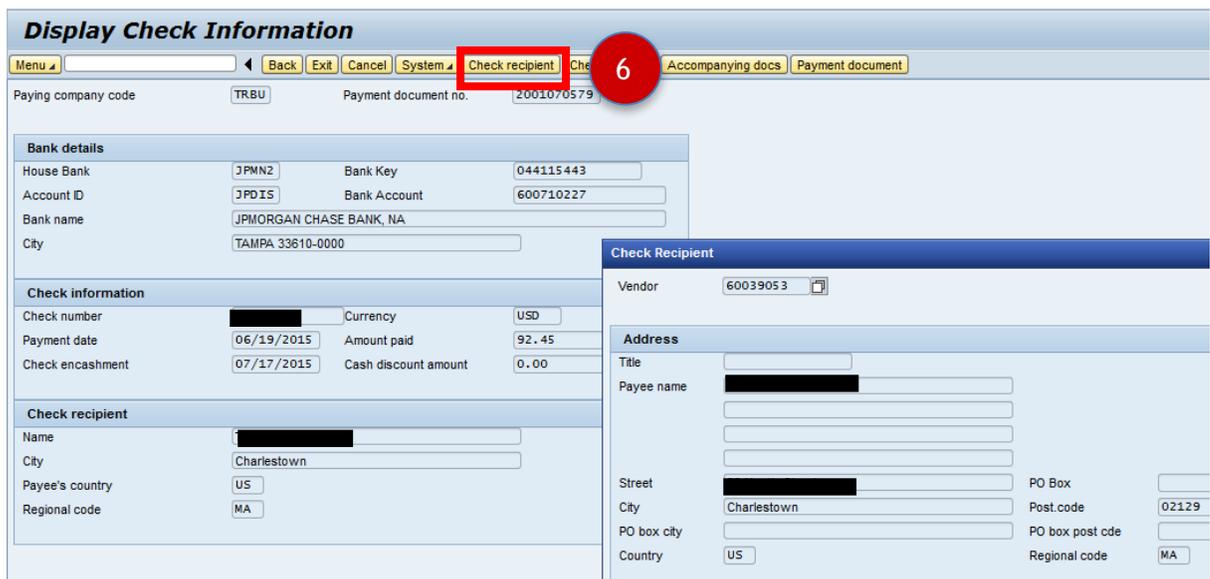
Part Three: To determine if a check has been mailed or cashed

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





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.



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/>