# How to Find Reports Sent for Payment

This Quick Reference Guide demonstrates how to find a report in Concur that has been sent for payment.

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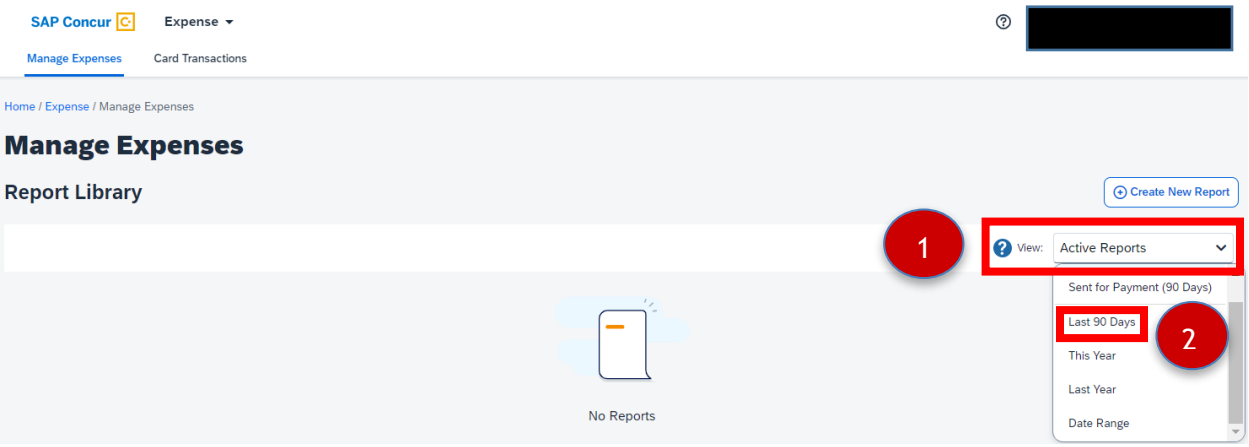
Reports post in SAP the day after they have a status of "Sent for Payment" in Concur. **To find a report in Concur that has already been sent for payment, log in to your Concur profile, and click on the Expense Tab.**

From the **Expense Tab**:

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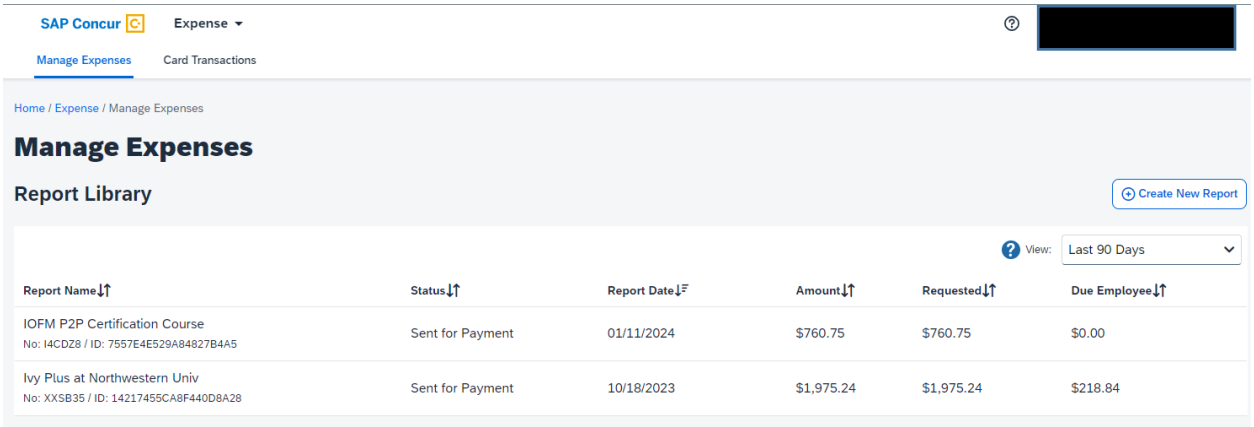
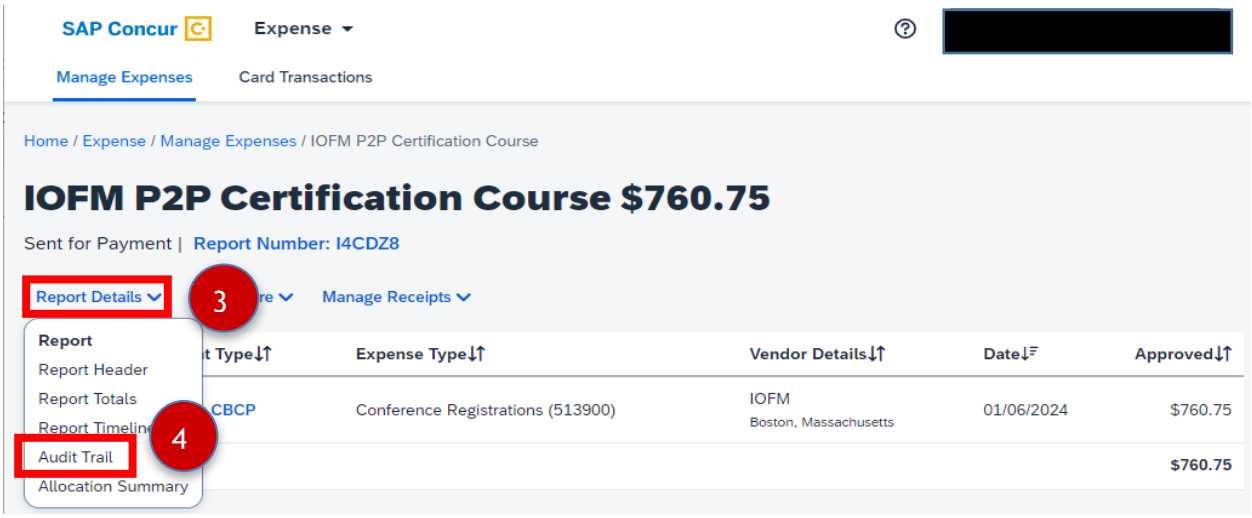
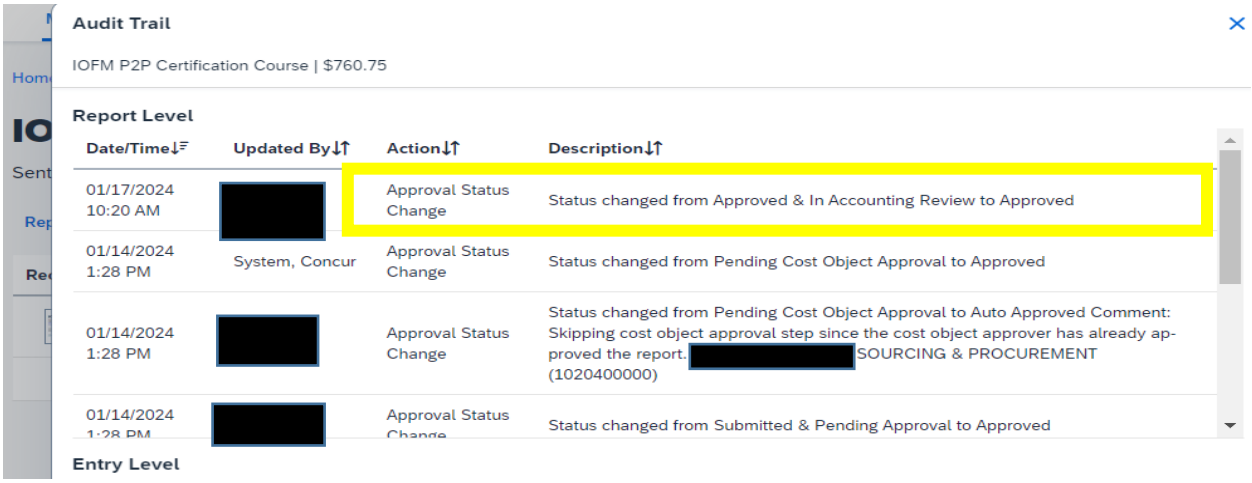
|---|---|
| **1** | Click on the link on the dropdown tab that reads **View: Active Reports** |
| **2** | Click the dropdown button and search the appropriate range for the report you are trying to find. |




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




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




<u>After posting in SAP the payment timeline is as follows:</u>

**Payment for Guest Profiles and Individuals who have <u>not</u> enrolled in direct deposit for Business and Travel Reimbursements:**

Check is issued and mailed from JP Morgan check processing facility located outside of the northeast the following Tuesday or Thursday

**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.

**If you would like to determine the status of your reimbursement, you can open a new case with Travel through the Financial Affairs help portal here: https://bu.service-now.com/fa**