

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.

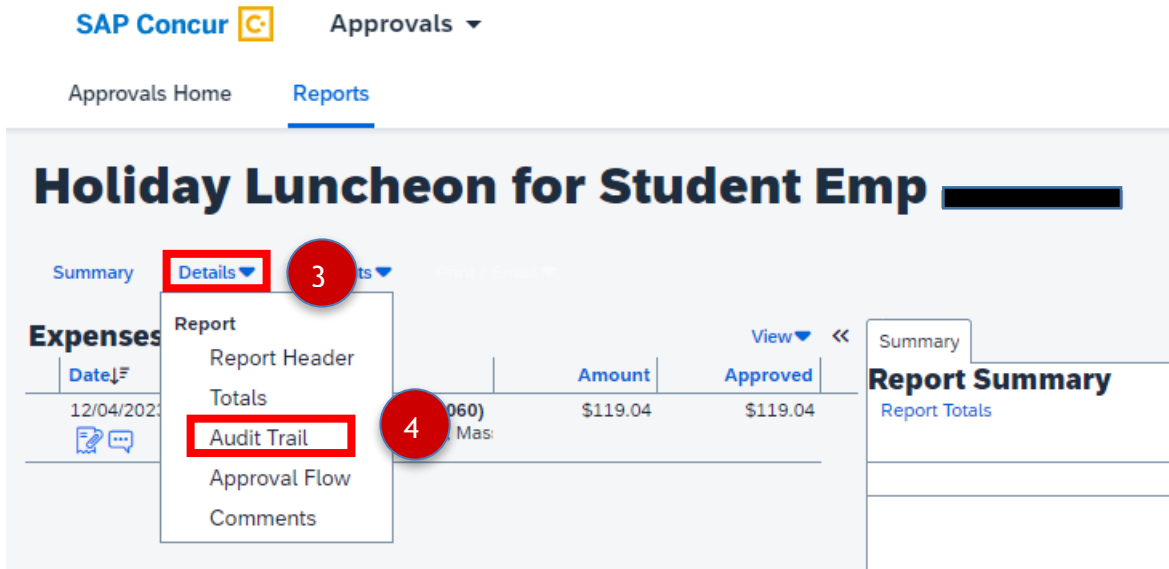
From the **Approvals Tab**:

The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with 'SAP Concur' and a dropdown menu for 'Approvals'. The 'Approvals' dropdown is open, and the 'Reports' option is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, the page title is 'Expense Report List' and the main heading is 'Reports Pending your Approval (0)'. There is a 'View' button with a dropdown arrow. Below the 'View' button, there are search filters for 'Report Name' and 'Begins With', and a 'Go' button. A table header is visible with columns: 'Employee Name', 'Report Name', 'Comments', and 'Report Date'. Below the table, it says 'No Expense Reports Found'.

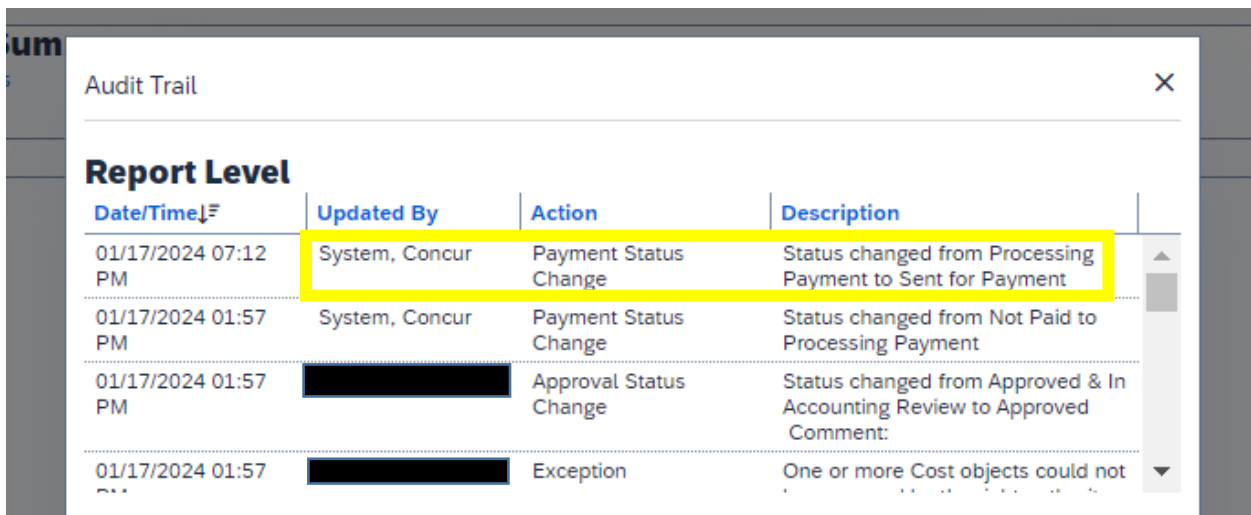
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|---|---|
| 1 | Click on the Home dropdown and select Reports . |
| 2 | Click on the "View" button and select your desired time frame- a list of all reports approved within that timeframe will populate. |

The screenshot shows the same SAP Concur interface as above. The 'View' button is highlighted with a red box and a red circle containing the number '2'. A dropdown menu is open from the 'View' button, showing a list of time frames. The option 'Reports you Approved this Quarter' is highlighted with a red box. The list of options includes: 'Reports Pending your Approval', 'Reports you Approved this Month', 'Reports you Approved last Month', 'Reports you Approved this Quarter', 'Reports you Approved last Quarter', 'Reports you Approved this Year', 'Reports you Approved last Year', and 'All Reports you Approved'. The background shows the same search filters and table header as in the previous screenshot.

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

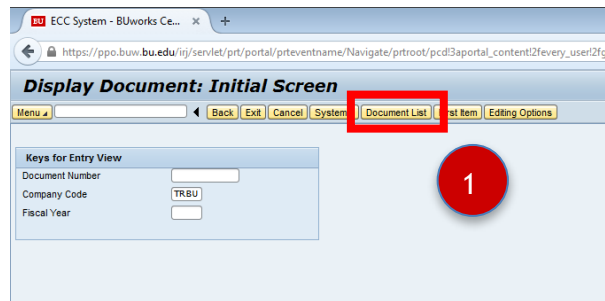


The top entry will be the date that the report was last approved- once approved by Accounting Review, reports are sent for payment. This is the last step in the Audit Trail.

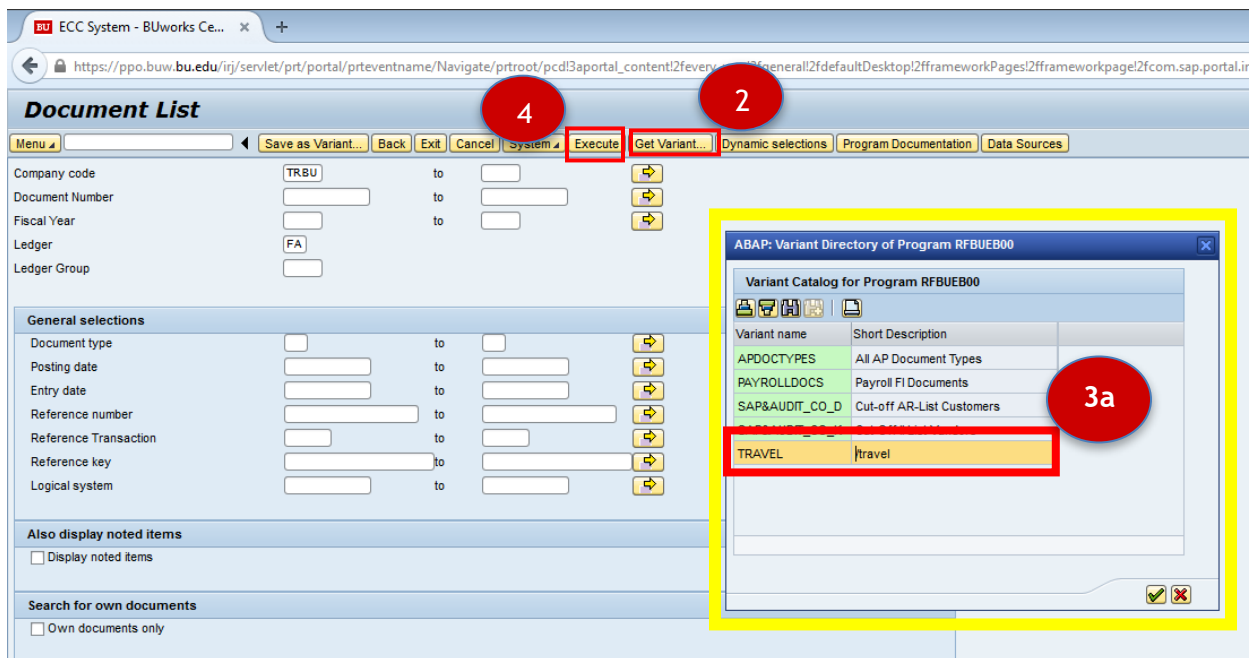


Part Two: Once you have checked the status of the report in Concur, you can use the FB03 function in SAP (WebGUI) to find the financial posting Document Number.

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 |



| | |
|-----------|---|
| 3b | This will populate the Reference Number field with 12 zeros. Delete two zeroes 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.”](#)

General Selections

Document Type to

Posting Date to

Entry Date to

Reference Number to

Reference Transaction to

Reference Key to

Logical System to

This will display the Document number.

Document List

Document List

| DocumentNo. | Type | Posting Date | Entered on | Document Header Text | Reference Key | DT | Reference | User |
|-------------|------|--------------|------------|---------------------------|--------------------|----|-----------------|---------|
| 2100295209 | YT | 01/18/2024 | 01/18/2024 | Other/Holiday Luncheon fo | 2100295209TRBU2024 | | 000000000424085 | AP-POST |

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 a check processing facility located outside of the Northeast on Tuesdays or Thursdays.

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

| | |
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| 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 |

Display Document: Data Entry View

Document Number: 2100295209 Company Code: TRBU Fiscal Year: 2024
 Document Date: 12/05/2023 Posting Date: 01/18/2024 Period: 7
 Reference: 0000000000424085 Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:

| Key Account | Text | Amount | Assignment | BusA | Fund | Cost Center |
|-------------|-----------------------------------|-------------|------------|------|-----------|-------------|
| 40 516060 | Other/Holiday Luncheon fo | 119.04 | | | | |
| | /Holiday Luncheon for Student Emp | 119.04 | | 1CRC | 100000000 | |
| | | 0.00 | | | | |

Environment dropdown menu options:
 - Check Information
 - Invoice Status (Ctrl+F10)
 - Document Environment
 - Additional Assignments
 - Valuation
 - Correspondence
 - Balance Sheet Adjustment
 - Additional Component
 - Reference Object (F2)

Additional Data
 Bus. Area:
 Disc. base: 0.00 USD Disc. Amount: 0.00 USD
 Pmnt Terms: 2001 Days/percent: 0 0.000 % 0 0.000 % 0
 Blne Date: 12/05/2023 Fixed:
 Pmnt Block:
 Invoice Ref.: / / 0
 Pt Cray Amt: 0.00
 Pmnt Meth. Sup.:
 Payment Ref.:
 Clearing: 01/18/2024 / 2003010998
 Assignment:
 Text: Other/Holiday Luncheon fo Long text

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

Display Check Information

Check recipient
 Accompanying docs
 Payment document

Paying Company Code: TRBU Payment document no.: 2003010998

| Bank details | |
|--------------|------------------|
| House Bank | JPMN2 |
| Account ID | JPDIS |
| Bank Name | JPMORGAN CHASE |
| City | TAMPA 33610-0000 |

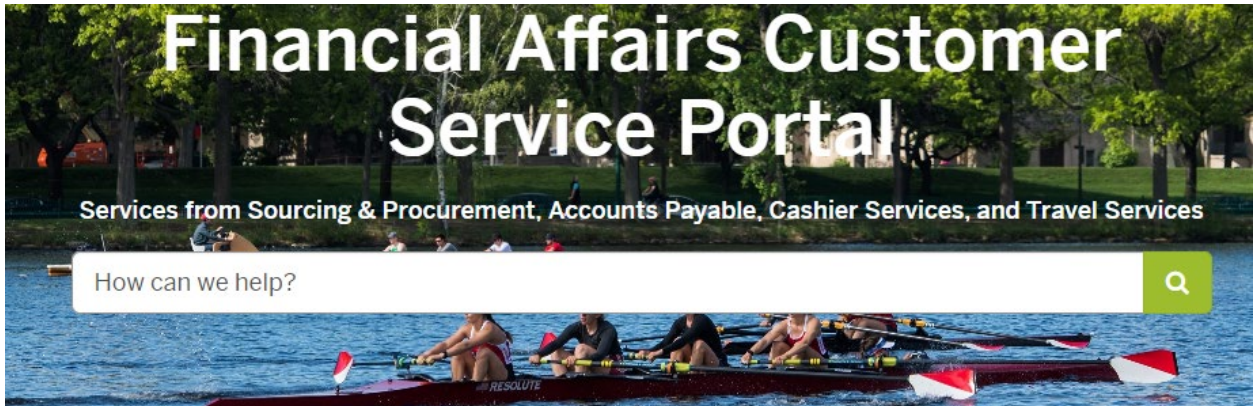
| Check information | |
|-------------------|------------|
| Check number | ██████████ |
| Payment date | 01/18/2024 |
| Check encashment | 01/29/2024 |

| Check recipient | |
|-----------------|-------------|
| Name | ██████████ |
| City | Bridgewater |
| Payee's country | US |
| Regional code | MA |

| Check Recipient | |
|-----------------|-------------|
| Supplier | ██████████ |
| Address | |
| Title | ██████████ |
| Payee name | ██████████ |
| Street | ██████████ |
| City | Bridgewater |
| PO box city | ██████████ |
| Country | US |

| | |
|----------------------|------------|
| Amount paid | 119.04 |
| Cash discount amount | 0.00 |
| PO Box | ██████████ |
| PostalCode | 02424 |
| PO box post cde | ██████████ |
| 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 the Financial Affairs help portal by opening a new case with Accounts Payable and selecting the check reissue option here: <https://bu.service-now.com/fa> (see below on how to)



Knowledge
Browse and search for Financial Affairs articles

Open New Case
Contact Financial Affairs to make a request or report a problem.

Categories

- Travel
- Accounts Payable**
- Sourcing & Procurement
- Cashier Services
- Administration

Accounts Payable

Supplier Invoice St...

What is the status of my supplier's invoice? E.g., has it been paid?

View Details

Check Reissue Req...

I want to stop payment on a supplier check and credit funds back to my department or reissue a new check.

View Details

Disbursement Inqu...

What is the status of my disbursement request?

View Details