

**FIND THE REPORT NUMBER**

If you need assistance with an Active Report, the fastest way to receive a response is to create a ticket in the [Financial Affairs Customer Service Portal](#) that includes the expense’s 6-digit **Report Number**. See below for step-by-step instructions on locating the Report Number.

1. Log in to Concur, click on the Home drop-down and select **Expense**.
2. Click on the desired Expense Report in the Report Library to open it. Note: The Report Number (e.g., US2YP3) will be visible below the report name.

Home / Expense / Manage Expenses

### Manage Expenses

**Report Library** View: Last 90 Days

| Report Name  | Status        | Report Date | Report Date Range       |
|--|---------------|-------------|-------------------------|
| test non travel report<br>No: US2YP3   D: D29AACAC5B7E40208B26 | Not Submitted | 07/14/2025  | 07/15/2025 - 07/22/2025 |

The Report Number is also visible in the Report Header when you click on the report to open it.

**Report Header**

test non travel report | \$0.00

Alerts: 1

Report Number  
US2YP3

Report Type \*  
\*Employee Non-Travel

3. Click on **Print/Share** and select **BU Detailed Report** from the drop-down menu.

Not Submitted | Report Number: US2YP3

Report Details | **Print/Share** | Manage Receipts

**Expenses**  
\*BU Non-Travel Detailed Report (NEW)



4. Identify and notate the Report Number, displayed in the screenshot below. Include the 6-digit number in a ticket submitted through the [Financial Affairs Customer Service Portal](#) if you need assistance with an expense report.

**\*BU Non-Travel Detailed Report (NEW)**

Show Expenses     Show Itemizations

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**Expense Report**  
Report Id : D29AACAC5B7E40208B26  
**Report Number : US2YP3**  
Policy : \*Employee Non-Travel  
Approval Status : Not Submitted

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**Employee Information**  
User Name : ██████████  
Default Approver : ██████████

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**Report Header Detail**  
Report Name : test non travel report  
\*Trip/Report Start Date : 07/15/2025  
\*Trip/Report End Date : 07/22/2025  
\*Cost Object : 1 ██████████ Pay (P2P)  
\*Cost Object Approver : H ██████████

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**Expense Entry Details**

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