

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.

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**:

_					i ,			Administration - I Help -	
	Requests	Travel	Expense	Approvals	Reporting -	App Center		Profile 👻 💄	
Manage Expenses	Process Reports								
Active R	eports	5						$1 \qquad \qquad Report Library \rightarrow \checkmark$	
+ Create New Report		NOT SUBMI	TED		NOT SUBMITTED	NOT SUBMITTED			
		8.21.15 Report 08/21/2015			Test 08/10/2015	How to Ac 06/23/2015	Id Card Transactions		
		\$20.45			\$1,135.13	\$42.41			
			Exceptions			Exceptions	Exceptions		
Available	e Expe	enses	5						
								Match Unmatch Delete	
Expense Detail			Expense			Source	Date 🔺	Amount	
No Transactions Availa	able								

1	Click on the link on the top right of the tab that reads Report Library
2	click on the "View" button and select Approved Reports

		Requests	Travel	Expense	Approvals	Reporting -	App Center			
	Manage Expenses	View Tran	sactions	Process Repo	orts					
<pre> Expense Home Reports for last 90 Days View Create & Edit Import Expenses </pre>										
Unsubmitted Reports					Comments					
Active Reports Not Submitted										
Recent Reports more entry level exceptions.										
Approved Reports Processed Reports	more entry level exc	eptions.					Not Submitted			



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

		Requests	Travel	Exper	nse Ap	oprovals	Reporting 🗸	App Center
	Manage Expenses	View Tran	sactions P	roces	s Reports			
Med Campus		April-M	larch	15)			
Expenses Report			View •	«	Summary			
Date - Report Header		Amount	Approved	- I	Report Su			
04/24/2015 Audit Trail	× 4	\$9.05	\$9.05	^	Report Totals	3	Amo	unt Due Company
04/18/2015 Approval Flow	S INC, Boston,	\$17.98	\$17.98					\$0.00

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.

arci						
	Audit Trail				×	
Vie Appro	Report Level				1	i
s \$1	Date/Time v 06/17/2015 03:22 PM	Updated By	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					

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 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 submit a Reimbursement Status Request through the Travel Website using the Report Key (found in the Report Header under the Details drop down).