

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**:

SAP Concur 🖸	Travel	Expense	Approvals	Reporting-	App Center
Manage Expenses	View Trans	actions			
Manage Exp REPORT LIBRAR		S Active Repor	ts 🗸		
Create New Report		✓Active Reports Sent for Payment (90 Days) Last 90 Days This Year Last Year Date Range		G2	19/2019
AVAILABLE EXPE	ENSES	View: All Ex	penses 🔻		

1	Click on the link that reads Active Reports
2	In the dropdown menu, select the desired viewing range



US Bank CBCP

03/23/2017 \$231.40

\$1,233.63

open th	e desir	ed report and click on th	ne Report Details butto	on	
Select A	udit Tr	ail			
Manage Expenses	View Transa	ctions			
PhD Stude	ent cano	lidate visits \$1,233.63			
Report Details Report	Print/Share 🔻	Manage Receipts 👻 Expense Type	Vendor Details	Date 🗸	Approved
Report Details Report Report Header Report Totals	Print/Share	Manage Receipts - Expense Type Accommodations (513500, 513700)	Vendor Details HOTEL COMMONWEALTH Boston Messenuers	Date → 04/11/2017	Approved \$307.87
Report Details Report Report Header Report Totals Report Timeline Audit Trail	Print/Share CP CP CP	Manage Receipts - Expense Type Accommodations (513500, 513700) Accommodations (513500, 513700)	Vendor Details HOTEL COMMONWEALTH Boston Islasschusetts HOTEL COMMONWEALTH Boston, Islasschusetts	Date - 04/11/2017 04/11/2017	Approved \$307.87 \$250.64

Delta Air Lines

ew York, New Yo

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.

Airfare (513500, 513700)

Audit Trail PhD Student candidate visits \$1,233.63									
Report Level									
Date/Time 🕶	Updated By	Action	Description						
04/28/2017 4:42 PM	MILANESE, CHASE	Approval Status Change	Status changed from Approved & In Accounting Review to Approved						
04/28/2017 1:58 PM		Approval Status Change	Status changed from Pending Cost Object Approval to Approved						
04/28/2017 9:59 AM		Approval Status Change	Status changed from Submitted & Pending Approval to Approved						
04/26/2017 9:59 AM		Confirmation Agreement Acceptance	Approver Electronic Agreement						

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).