

HOW TO FIND THE REPORT KEY

This guide demonstrates how to find the Report Key in your Concur Expense Report.

If you need assistance with an Active Report, the fastest way to receive a response, no matter the report’s status, is to create a ticket in the [Financial Affairs Customer Service Portal](#) that includes the expense “Report Key.”

Note: The expense Report Key is a 6-digit number, and it is different from the report number and the report ID.

1. To access the Report Key, first open the Expense Report in question. The Report Key will be available in the BU Detailed Report.
2. To access the BU Detailed Report, click on “Print Share” once you have opened the report.
3. Select “BU Detailed Report” form the drop-down menu. This will open the BU Detailed Report in a new window.



Identify the Report Key, displayed in the screenshot below. Notate the Report Key and reference as needed.

