

Quick Reference Guide How to Find Reports Sent for Payment Concur Travel and Non-Travel

## HOW TO FIND REPORTS SENT FOR PAYMENT

This guide demonstrates how to find a report in Concur that has been sent for payment. Reports post in SAP the day after they obtain a status of "Sent for Payment" in Concur.

## To find a report in Concur that has been sent for payment, log in to Concur and click on the Expense Tab.

From the **Expense** tab, complete the following steps:

1. Click on View **Active Reports** within the Report Library and select the desired date range from the dropdown list.

SAP Concur Expense ~		0 8
Manage Expenses		
Home / Expense / Manage Expenses		
Manage Expen	ses	
Report Library Ve	Active Reports	

SAP Concur C Expense - Manage Expense - Card Transactions				0	8 Acting as s
Home / Expense / Manage Expenses					
Manage Expenses					
Report Library					Create New Report
				? View:	Last 90 Days 🗸
Report Name <b>↓</b> ↑	Status↓↑	Report Date↓ <del>『</del>	Amount↓↑	Requested <b>↓</b> ↑	Due Employee↓↑
IOFM P2P Certification Course No: I4CD28 / ID: 7557E4E529A84827B4A5	Sent for Payment	01/11/2024	\$760.75	\$760.75	\$0.00
Ivy Plus at Northwestern Univ No: XXSB35 / ID: 14217455CA8F440D8A28	Sent for Payment	10/18/2023	\$1,975.24	\$1,975.24	\$218.84



2. Open the desired report from the Report Library, click on **Report Details**, and select **Audit Trail** from the drop-down list.

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Home / Expense / M	lanage Expenses /	IOFM P2P Certification Course			
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Sent for Payment	Report Numb	er: I4CDZ8			
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Report	t Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Approved↓1
Report Header Report Totals Report Timeline	CBCP	Conference Registrations (513900)	IOFM Boston, Massachusetts	01/06/2024	\$760.75
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Allocation Summa	iry				
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Date/Time	↓ <b>=</b> Updated	By↓↑ Action↓↑ Description↓↑			

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	01/14/2024 1-28 PM		Approval Status	Status changed from Submitted & Pending Approval to Approved	-
	Entry Level				

Status changed from Approved & In Accounting Review to Approved

Status changed from Pending Cost Object Approval to Approved

3. 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.

After posting in SAP the payment timeline is as follows:

Approval Status

Approval Status

Change

Change

System, Concur

Payment for Guest Profiles and Individuals who have <u>not</u> enrolled in direct deposit for Business and Travel Reimbursements: Check is issued and mailed from JP Morgan check processing facility located outside of the northeast the following Tuesday or Thursday.

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 open a new case with Travel and Card Services through the <u>Financial Affairs Customer Service</u> portal.

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