

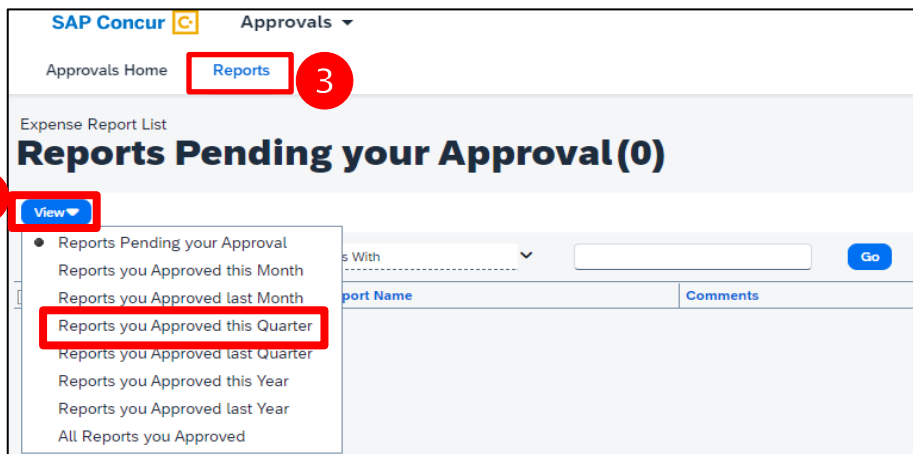
HOW TO FIND AND TRACK AN APPROVED REPORT - GUIDE FOR APPROVERS

All approved Expense Reports are stored within Concur. You can view any Expense Report you have approved, even if you approved the expense while acting as a delegate. This guide demonstrates how to find a report you have already approved in Concur and find the financial posting document number in SAP.

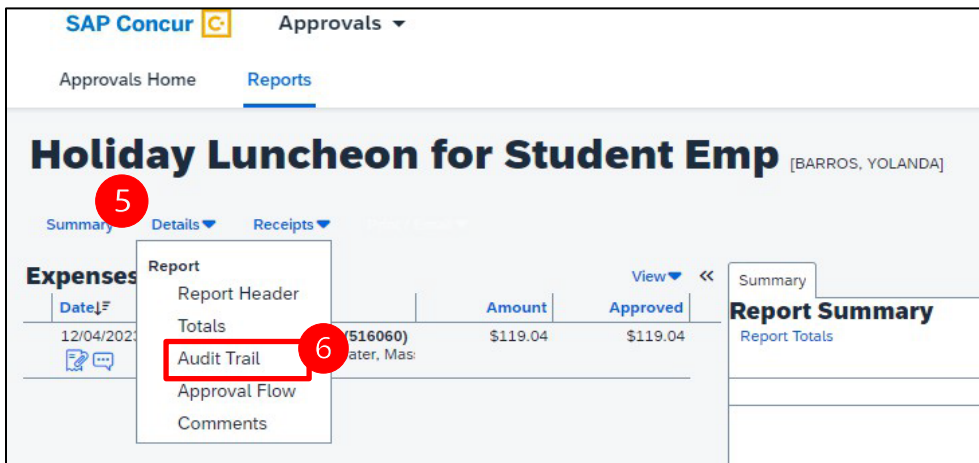
Note: Reports post in SAP the day after they have a status of “Sent for Payment” in Concur.

PART I: Locate a report you have already approved in Concur

1. Log into your Concur profile
2. Click on the “**Approvals**” tab
3. Click on the Home dropdown and select **Reports**.
4. Click “**View**” and select the option to display a list of all reports within your desired time frame.



5. Open the desired report and click on “**Details.**”
6. Select **Audit Trail**



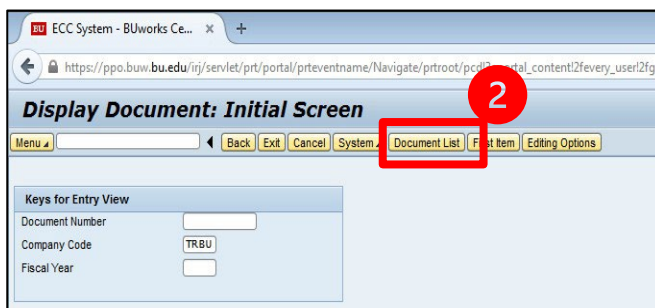
The top entry (shown below) will be the date the report was last approved. Once approved by Accounting Review, reports are sent for payment. This is the last step in the Audit Trail.

Report Level			
Date/Time	Updated By	Action	Description
01/17/2024 07:12 PM	System, Concur	Payment Status Change	Status changed from Processing Payment to Sent for Payment
01/17/2024 01:57 PM	System, Concur	Payment Status Change	Status changed from Not Paid to Processing Payment
01/17/2024 01:57 PM	MILANESE, CHASE	Approval Status Change	Status changed from Approved & In Accounting Review to Approved Comment:
01/17/2024 01:57 PM	MILANESE, CHASE	Exception	One or more Cost objects could not

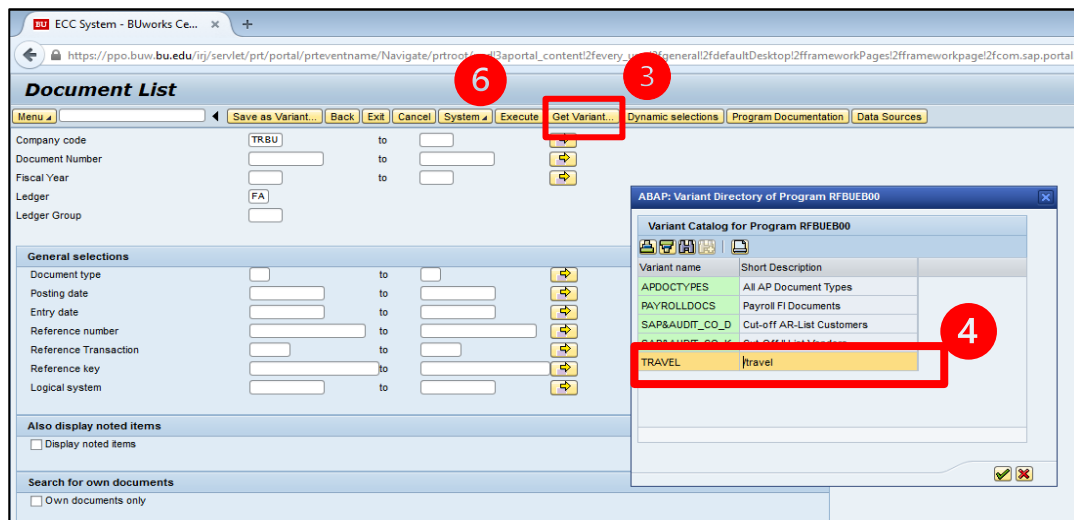
PART II: USE FB03 IN SAP (WEBGUI) TO FIND THE FINANCIAL POSTING DOCUMENT NUMBER

Once you have checked the report's status in Concur, use the FB03 function in SAP (WEBGUI) to find the financial posting document number.

1. Open SAP and enter FB03 in the command field. This will open the "Display Document" screen.
2. Click on **"Document List"**



3. Click the **"Get Variant"** button to open the Variant Directory.
4. In the Variant Directory chart, select the **TRAVEL** row and double-click to populate the Reference Number with 12 zeroes.
5. Delete two zeroes from the Reference Number and then enter the **Report Key** in the remaining space. Refer to the [How to Find the Report Key](#) guide for assistance on locating the Report Key.





- Click the **“Execute”** button (top menu in screenshot above) to display the **Document Number**.

General Selections	
Document Type	to
Posting Date	to
Entry Date	to
Reference Number	to
Reference Transaction	to
Reference Key	to
Logical System	to

After posting in SAP, the payment timeline is as follows:

- **Payment for guest profiles and individuals who have not signed up for direct deposit for Business and Travel Reimbursements:** Check is issued and mailed on Tuesdays or Thursdays from a check processing facility located outside of the northeast.
- **Payment for individuals who have signed up for direct deposit for Business and Travel Reimbursements (a separate bank from Direct Deposit for Payroll):** Payment initiated two business days after SAP posting.

PART III: DETERMINE IF A CHECK HAS BEEN MAILED OR CASHED

- Double-click the document number in the Document List to open the **“Display Document: Data Entry View”** window

DocumentNo.	Type	Doc. Date	Posting Date	Entered on	Document Header Text	Reference Key	DT Reference	User
2100295209	YT	12/05/2023	01/18/2024	01/18/2024	Other/Holiday Luncheon fo	2100295209TRBU2024	0000000000424085	AP-POST



2. Double-click the employee/guest's name in the Description column to **open Display Document: Line Item 001**.

Display Document: Data Entry View

Document Number: 2100295209, Company Code: TRBU, Fiscal Year: 2024
Document Date: 12/05/2023, Posting Date: 01/18/2024, Period: 7
Reference: 00, Cross-Comp.No.: , Currency: USD, Texts exist: ☐, Ledger Group:

Key Account	Description	Text	Amount	Assignment	BusA	Fund	Cost Center
31 60006277	Holiday Luncheon fo		119.04				
40 516060	GIFTS- UNALLOWA	Holiday Luncheon for Student Emp	119.04		1CR	1000000000	1045080000
			0.00				

3. Click on the **Environment** heading and select **"Check Information"** from the drop-down list to open **Display Check Information**.
4. Select **Check Recipient** to view the address the check was mailed to.

Display Document

Vendor: , Company Code: TRBU, Trustees of Boston Univ: Bnk
Line Item 1 / Invoice / 31
Amount: 119.04, Tax Code:

Environment menu options: Document Changes, Check Information, Payment Usage, Invoice Status, Document Environment, Additional Assignments, Valuation, Correspondence, Balance Sheet Adjustment, Additional Component, Reference Object.

Display Check Information

Check recipient (selected)

Paying Company Code: TRBU, Payment document no.: 2003010998

Bank details
House Bank: JPMN2, Bank Key: , Account ID: JPDIS, Bank Account: , Bank Name: , City: TAMPA 33610-0000

Check information
Check number: , Currency: USD, Payment date: 01/18/2024, Amount paid: 119.04, Check encashment: 01/29/2024, Cash discount amount: 0.00

Check recipient
Name: , City: Bridgewater, Payee's country: US, Regional code: MA

Check Recipient
Supplier: , Address: , Title: , Payee name: , Street: , PO Box: , City: Bridgewater, PostalCode: 02424, PO box city: , PO box post cde: , Country: US, Regional code: MA