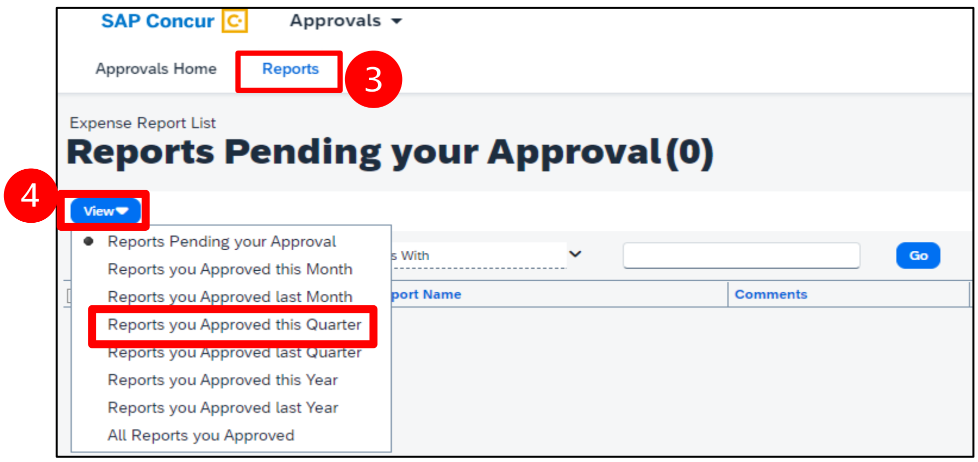
HOW TO FIND AND TRACK AN APPROVED REPORT - GUIDE FOR APPROVERS

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.

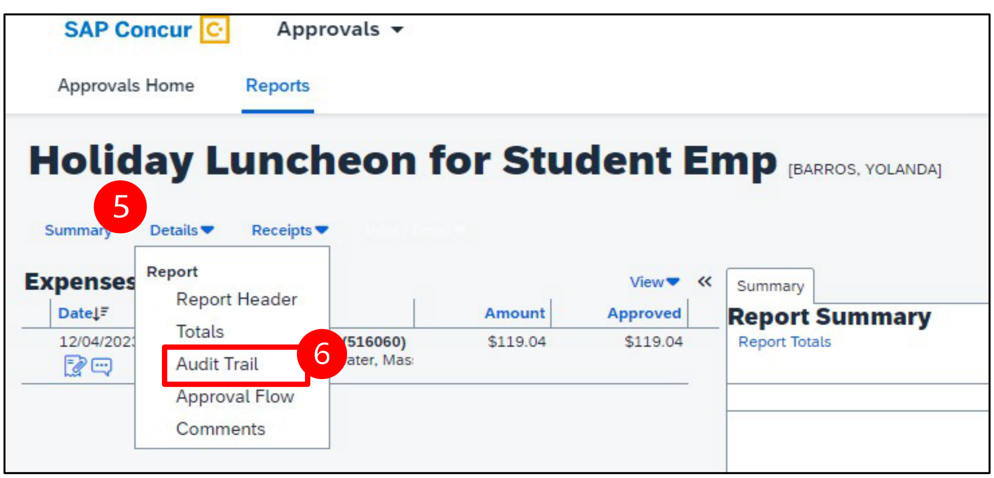
Note: Reports post in SAP the day after they have a status of “Sent for Payment” in Concur.

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

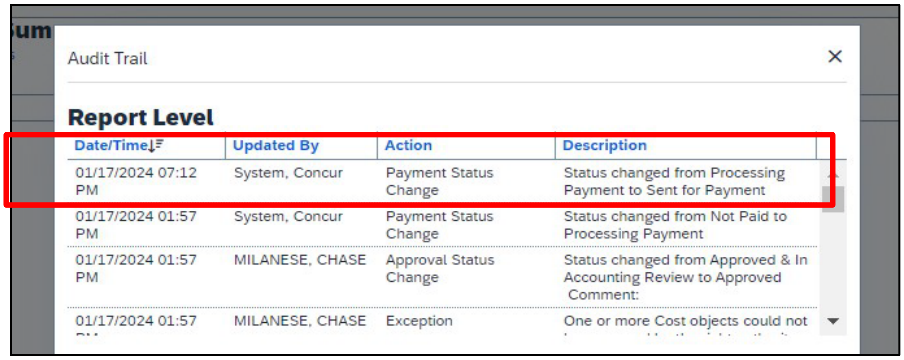
1. Log into your Concur profile
2. Click on the “**Approvals**” tab
3. Click on the Home dropdown and select **Reports**.
4. Click “**View**” and select the option to display a list of all reports within your desired time frame.



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



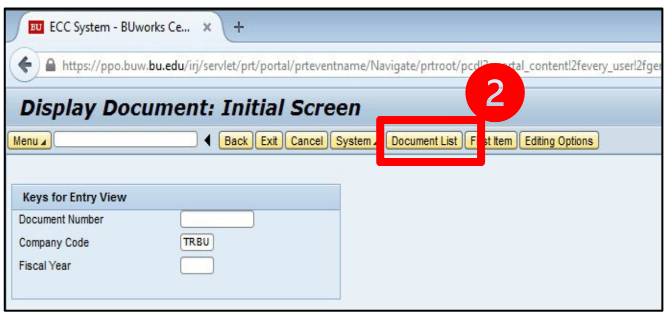
The top entry (shown below) will be the date the report was last approved. Once approved by Accounting Review, reports are sent for payment. This is the last step in the Audit Trail.



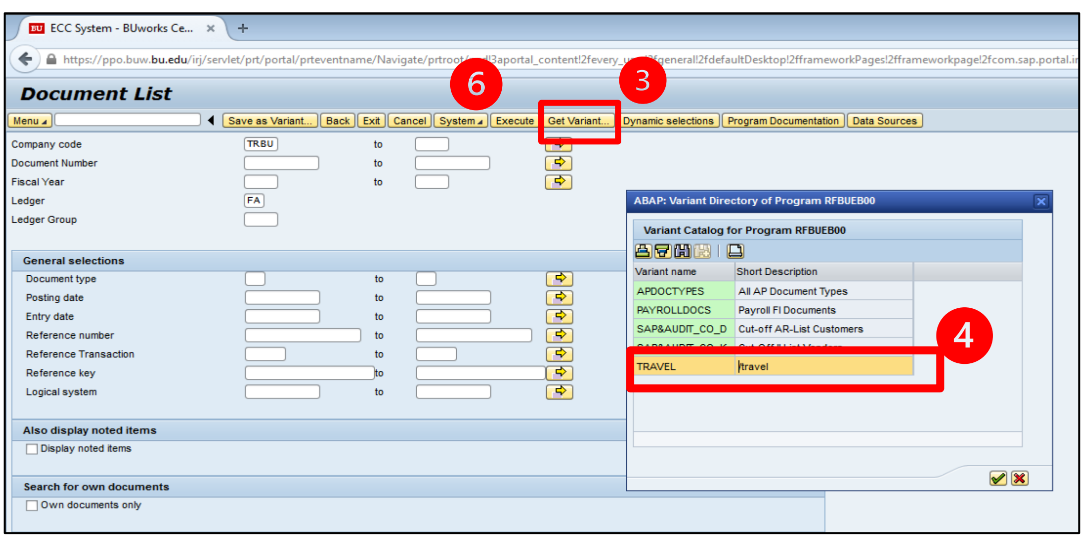
PART II: USE FB03 IN SAP (WEBGUI) TO FIND THE FINANCIAL POSTING DOCUMENT NUMBER

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

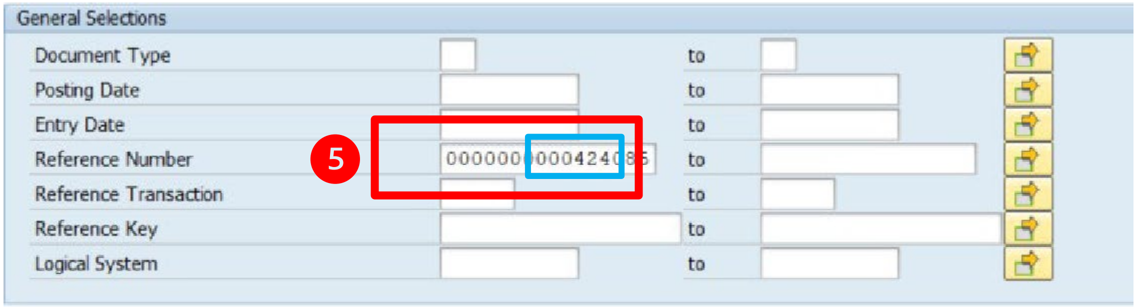
1. Open SAP and enter FB03 in the command field. This will open the "Display Document" screen.
2. Click on "**Document List**"



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.



6. Click the **"Execute"** button (top menu in screenshot above) to display the **Document Number.**



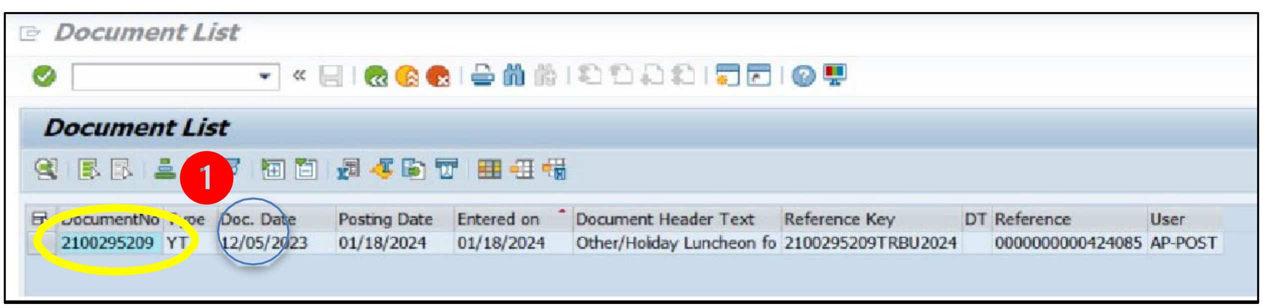
After posting in SAP, the payment timeline is as follows:

- **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 on Tuesdays or Thursdays from a check processing facility located outside of the northeast.

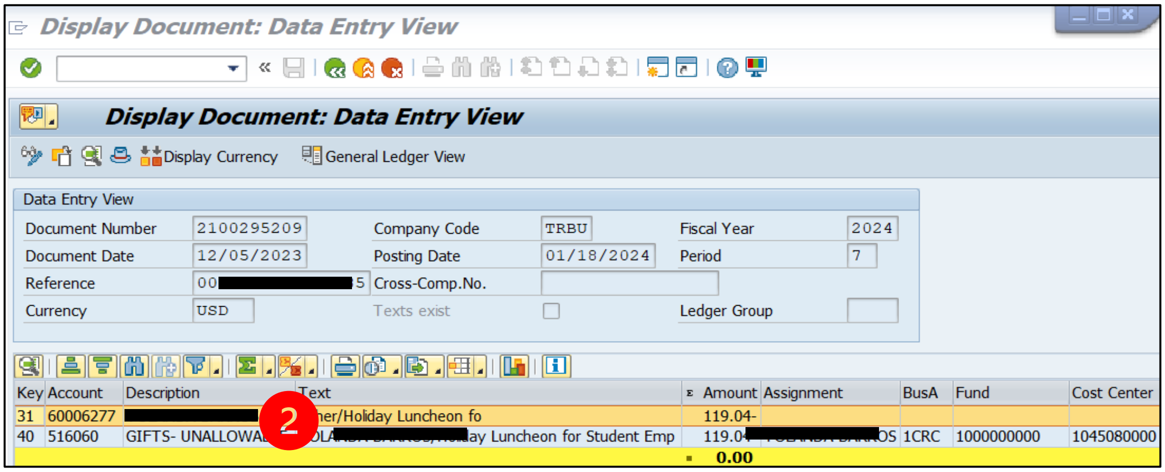
- **Payment for individuals who have signed up for direct deposit for Business and Travel Reimbursements (a separate bank from Direct Deposit for Payroll):** Payment initiated two business days after SAP posting.

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

1. Double-click the document number in the Document List to open the "**Display Document: Data Entry View" window**



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



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.