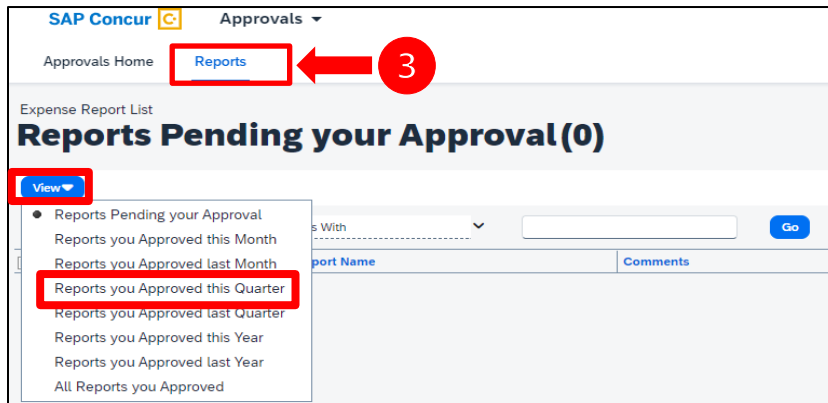


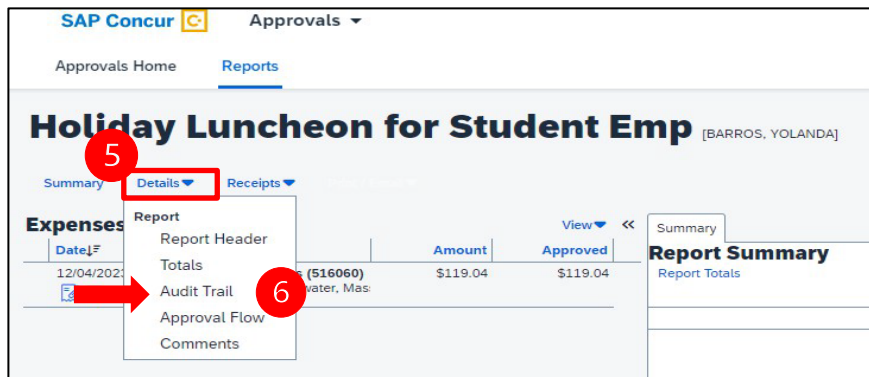
HOW TO FIND AND TRACK AN APPROVED REPORT

PART I: Locate a report you have already approved

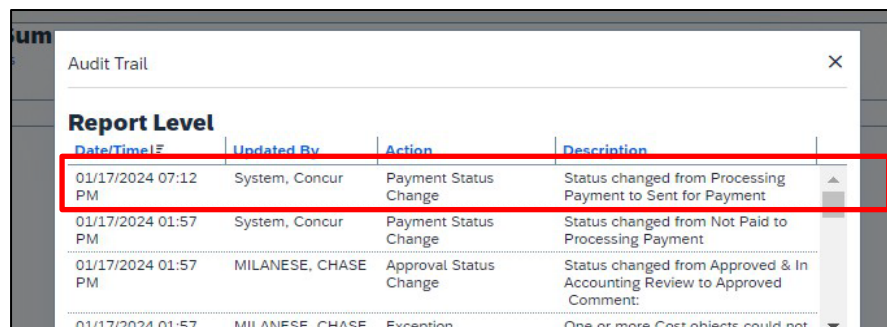
1. Log in to Concur.
2. Click on the **Approvals** tab.
3. Click on the Home drop-down and select **Reports**.
4. Click **View** and select the option to display a list of reports within your desired time frame.



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



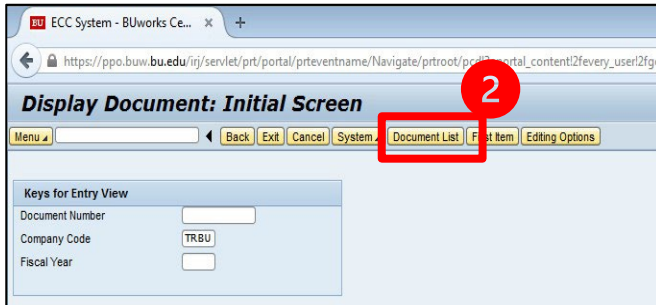
7. The top entry will be the date the report was last approved, as shown below. Once approved by Accounting Review, reports are sent for payment. This is the last step in the Audit Trail. Reports post in SAP the day after they have a status of "Sent for Payment" in Concur.



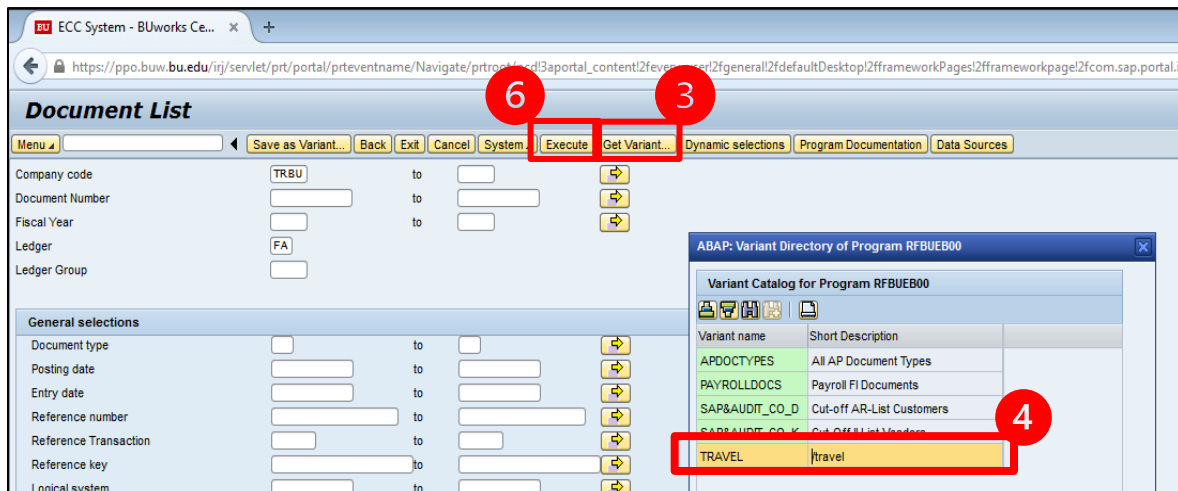
PART II: USE FB03 IN SAP (WEBGUI) TO FIND THE FINANCIAL POSTING DOCUMENT NUMBER

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

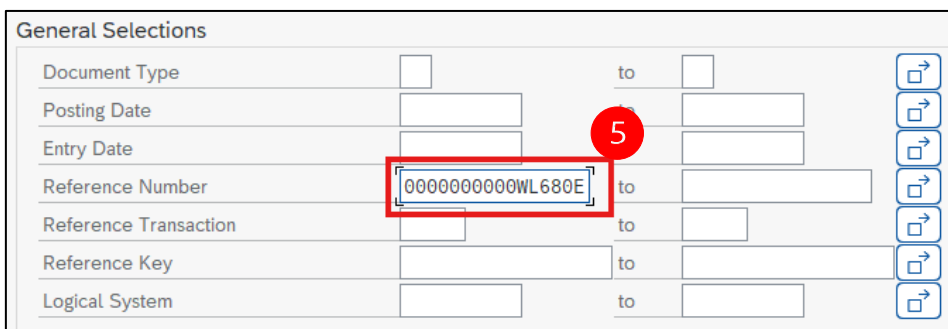
1. Open SAP and enter FB03 in the command field. This will open the "Display Document" screen.
2. Click on **Document List**



3. Click the **Get Variant** button to open the Variant Directory.
4. In the Variant Directory, double-click the **TRAVEL** row to populate the Reference Number with 12 zeroes.
5. Delete two zeroes from the Reference Number and then enter the **Report Number** in the remaining space. If you need to identify the report number, please see the [How to Find the Report Number](#) guide.



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



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

- 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.
- 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

The screenshot shows the SAP Document List interface. The document number 2100369378 is circled in red. The table below represents the data visible in the screenshot.

DocumentNo	Type	Doc. Date	Posting Date	Entered on	Document Header Text	Reference Key	DT Reference	User Name	Parked by
2100369378	YT	07/16/2025	07/17/2025	07/21/2025	Research				

2. Double-click the line to open **Display Document: Line Item 001**.

The screenshot shows the SAP Display Document: Data Entry View interface. The line item 40 is highlighted in red. The table below represents the data visible in the screenshot.

K...	Account	Description	Text	Amount	Assignment	BusA	Fund	Cost Center
40	513500	TRAVEL - DOMESTIC				3E	1CRC 2550000015	
40	513500	TRAVEL - DOMESTIC				3E	1CRC 2550000015	

- Click on the **Environment** heading and select **Check Information** from the drop-down menu.

The screenshot shows the 'Display Document' window. The 'Environment' menu is open, and 'Check Information' is highlighted. The menu options include: Document Changes, Check Information, Payment Usage, Invoice Status (Ctrl+F10), Document Environment, Additional Assignments, Valuation, Correspondence, Balance Sheet Adjustment, Additional Component, and Reference Object (F2). The background shows fields for Vendor, Company Code, Line Item 1 / Invoice / 31, Amount, Tax Code, and Additional Data.

- Select **Check Recipient** to view the address the check was mailed to.

The screenshot shows the 'Display Check Information' window. The 'Check Recipient' tab is selected. The window is divided into several sections: Bank details (House Bank, Account ID, Bank Name, City), Check information (Check number, Payment date, Check encashment, Currency, Amount paid, Cash discount amount), Check recipient (Name, City, Payee's country, Regional code), and Address (Title, Payee name, Street, City, PO box city, Country, PO Box, PostalCode, PO box post cde, Regional code). The 'Check Recipient' tab is highlighted with a red circle and the number 4.