

HOW TO FIND THE REPORT NUMBER

If you need assistance with an Active Report, the fastest way to receive a response is to create a ticket in the [Financial Affairs Customer Service Portal](#) that includes the expense's 6-digit **Report Number**. See below for step-by-step instructions on locating the Report Number.

1. Log in to Concur, click on the Home drop-down and select **Expense**.
2. Click on the desired Expense Report in the Report Library to open it. Note: The Report Number (e.g., US2YP3) will be visible below the report name.

Home / Expense / Manage Expenses

Manage Expenses

Report Library View: Last 90 Days ?

Report Name↓↑	Status↓↑	Report Date↓↑	Report Date Range↓↑
test non travel report No: US2YP3 / ID: D29AACAC5B7E40208B26	Not Submitted	07/14/2025	07/15/2025 - 07/22/2025

The Report Number is also visible in the Report Header when you click on the report to open it.

Report Header

test non travel report | \$0.00

Alerts: 1

Report Number
US2YP3

Report Type *
*Employee Non-Travel

3. Click on **Print/Share** and select **BU Detailed Report** from the drop-down menu.

Not Submitted | Report Number: US2YP3

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Expenses

*BU Non-Travel Detailed Report (NEW)



4. Identify and notate the Report Number, displayed in the screenshot below. Include the 6-digit number in a ticket submitted through the [Financial Affairs Customer Service Portal](#) if you need assistance with an expense report.

***BU Non-Travel Detailed Report (NEW)**

☒ Show Expenses ☐ Show Itemizations

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Expense Report
Report Id : D29AACAC5B7E40208B26
Report Number : US2YP3
Policy : *Employee Non-Travel
Approval Status : Not Submitted

Employee Information

User Name : ██████████
Default Approver : ██████████

Report Header Detail

Report Name : test non travel report
*Trip/Report Start Date : 07/15/2025
*Trip/Report End Date : 07/22/2025
*Cost Object : 1 ██████████ Pay (P2P))
*Cost Object Approver : H ██████████

Expense Entry Details

Email

Save as PDF

Print

Close