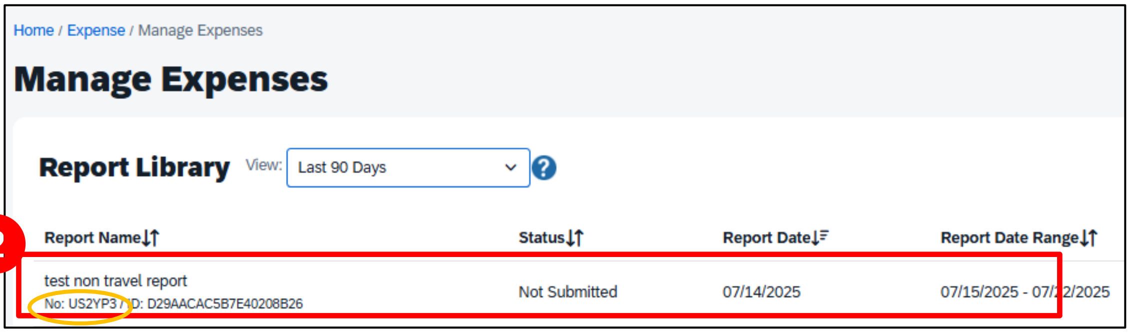
HOW TO FIND THE REPORT NUMBER

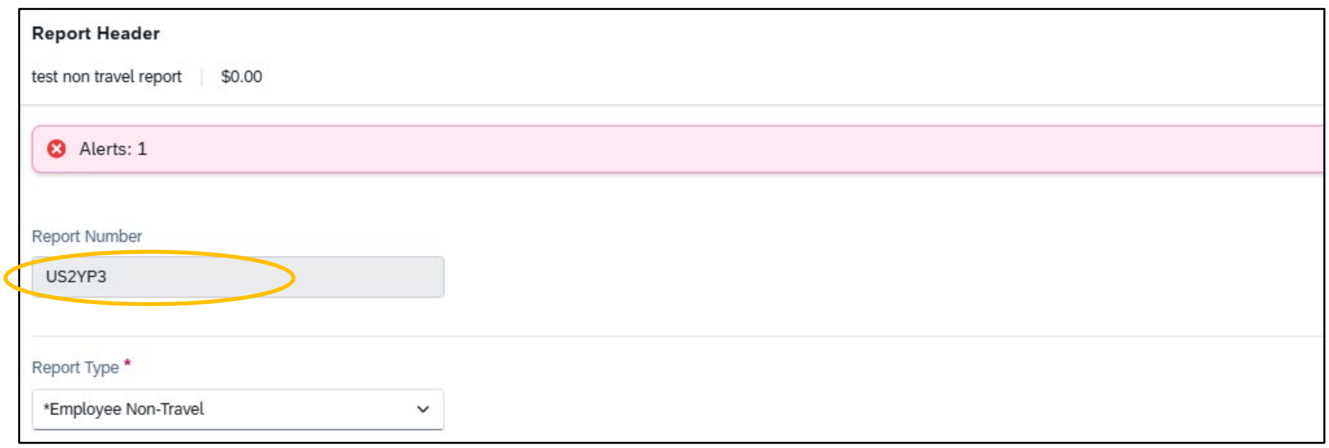
If you need assistance with an Active Report, the fastest way to receive a response is to create a ticket in the Financial Affairs Customer Service Portal that includes the expense's 6-digit **Report Number**. See below for step-by-step instructions on locating the Report Number.

1. Log in to Concur, click on the Home drop-down and select **Expense**.

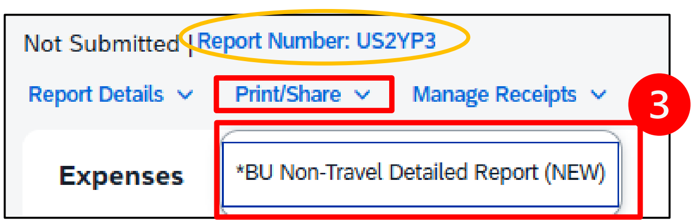
2. Click on the desired Expense Report in the Report Library to open it. Note: The Report Number (e.g., US2YP3) will be visible below the report name.



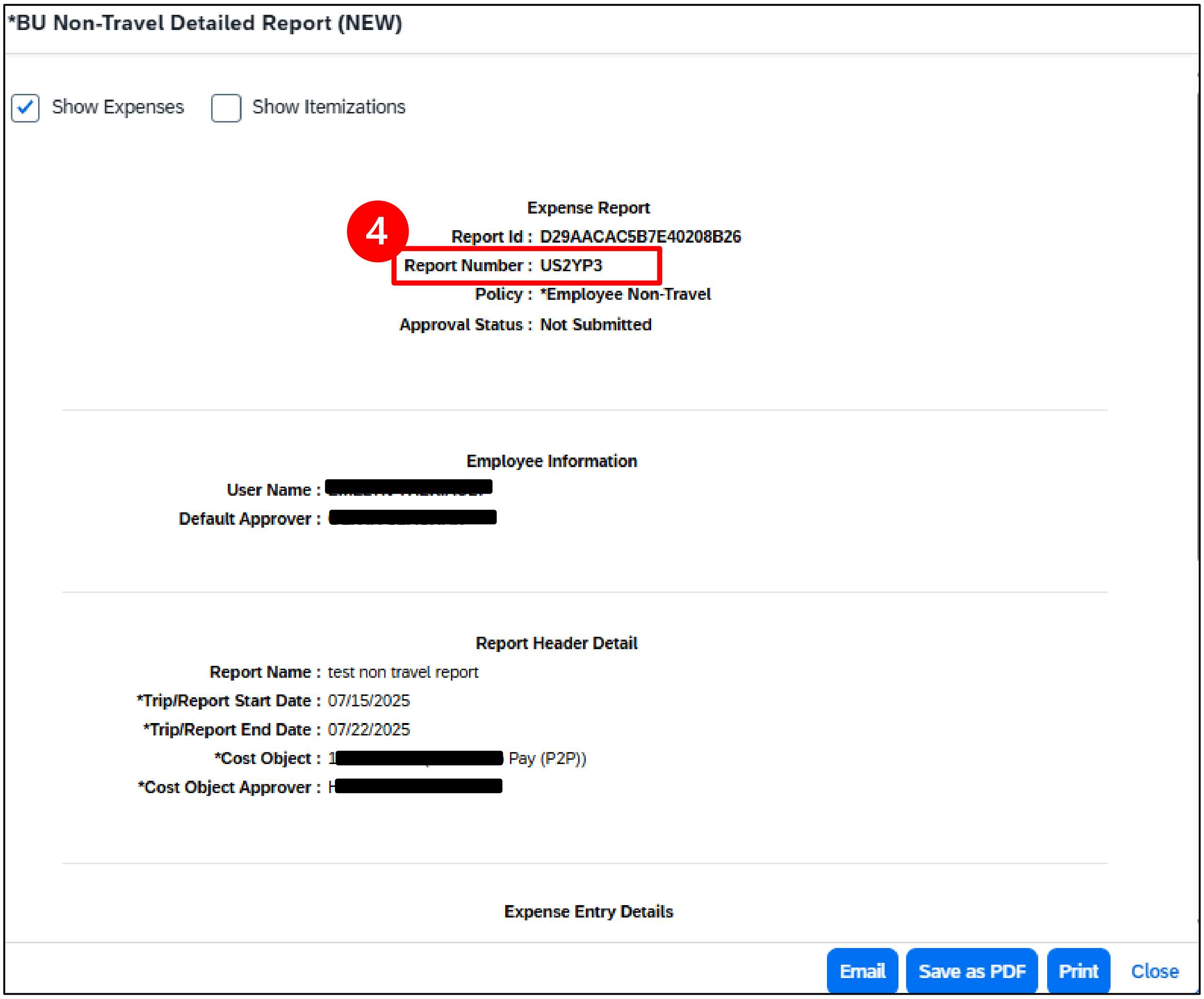
The Report Number is also visible in the Report Header when you click on the report to open it.



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



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

4

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

Employee Information
User Name : [redacted]
Default Approver : [redacted]

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[redacted] Pay (P2P))
*Cost Object Approver : H[redacted]

Expense Entry Details

Email Save as PDF Print Close