

Concur – Review Concur Expense Documents in SAP

Process: After the Concur expense report posts to SAP, the documents can be seen on several SAP transactions. The following transactions are the most commonly used by university units.

Procedures

FB03 - Display Document

Use this transaction if the Concur document number is known.

- Open the transaction.
- Enter the 53* document number and make sure the Fiscal Year is correct.
- Press Enter.

Display Document: Initial Screen

Document List | First Item | Editing Options

Keys for Entry View

Document Number: 5300000009
 Company Code: UK00
 Fiscal Year: 2021

- The XC document will appear.

Doc.Type : XC (Concur Documents) Normal document.											
Doc. Number	5300000009	Company Code	UK00	Fiscal Year	2021						
Doc. Date	07/17/2020	Posting Date	07/17/2020	Period	01						
Calculate Tax	<input type="checkbox"/>										
Ref.Doc.	30										
Doc. Currency	USD										
Doc. Hdr Text	ProcCard Report 07/13/2020										
Its	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text	BusA	FA	Order	Assignment
1	219100	ProcCard Payables	19.48-			0211371800	UPS*000000XSA183280				10637215
2	530401	Freights&oth Transpor	19.48	1012013010		0011002000	UPS*000000XSA183280	0101	0610		10637215
*			0.00								

KSB1 - Cost Centers: Actual Line Items

Use this transaction if the document number is not known for a cost center.

- Open the transaction.
- On the Initial Screen
 - Enter the Cost Center
 - Enter the Posting Date
 - Execute the transaction

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Controlling Area: UK00

Cost Center: 1012013010 to []

or

Cost Center Group: []

Cost Element: [] to []

or

Cost Element Group: []

Posting Data

Posting Date: 07/01/2020 to 08/31/2020

Settings

Layout: /SOA-LEDGER ledger reconciliation (update for SOA)

More Settings

- Click on the transaction to be reviewed.

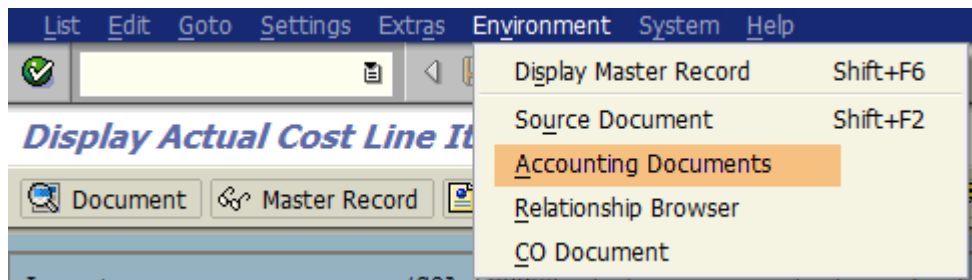
Layout: /SOA-LEDGER ledger reconciliation (update for SOA) Active

Cost Center: 1012013010 UFS OPERATING

Report currency: USD US Dollar

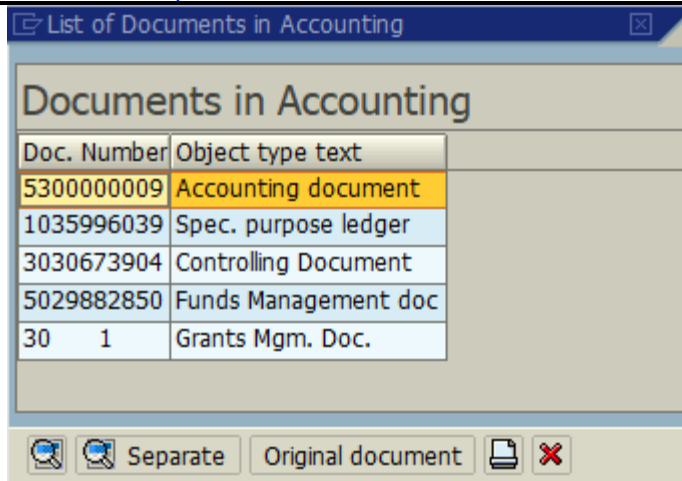
DocumentNo	Cost Center	Doc. Date	Name	Cost element name	Posting Date	Document Header Text	RefDocNo	Cost Elem.	Val.In RC
3030673904	1012013010	07/17/2020	UPS*000000X5A183280	Freight&Oth Transpor	07/17/2020	Procard Report 07/13/2020	30 1	530401	19.48
Freight&Oth Transpor									19.48

- Click on the Environment menu option at the top of the transaction and choose Accounting Documents.



- A list of Documents in Accounting will appear. Double click on the Accounting Document that begins with 53*.

Quick Reference Card – Review Concur Expense Documents in SAP



- The XC document will appear.

Doc. Type	XC (Concur Documents) Normal document				
Doc. Number	5300000009	Company Code	UR00	Fiscal Year	2021
Doc. Date	07/17/2020	Posting Date	07/17/2020	Period	01
Calculate Tax	<input type="checkbox"/>				
Ref. Doc.	30				
Doc. Currency	USD				
Doc. Hdr Text	Proc card Report 07/13/2020				

Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text	Busk	FA	Order	Assignment
1	219100	Proc card Payables	19.48-			0211371800	UPS*000000XSA183280	0101			10637215
2	530401	Freights&Oth Transpor	19.48	1012013010		0011002000	UPS*000000XSA183280	0101	0610		10637215
*			0.00								

FMRP_RFFMEP1AX
- All Postings

Use this transaction if the document number is not known for a WBS element, fund or cost center.

- Open the transaction.
- On the Document Journal Screen, enter one of the following cost objects:
 - Grant = WBS element
 - Fund
 - 022* for Sponsored project external fund
 - 001189* for sponsored project cost share fund
 - Inventory fund
 - Funds Center = cost center
- Enter the Fiscal Year/Period.
- Execute the transaction.

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Document Journal

Classification Data Sources

Financial Management Area
FM Area UK00

FM Account Assignment
Grant to
Fund to

Funds Center to

Key Date 08/08/2020

Commitment Item to
Variant 000

Functional Area to
Funded Program to

Superior FMAAs
 Subord. acct assgmts

Commitments/Actuals
Fiscal Year/Period 2021 1 to 2021 2

- The Concur documents will post as an XC document type with a reference document that begins with 53*.

Document Journal

FM Area UK00
Year Commitment Item
Commitment item
Funds Center 1012013010
Fund /BSM-CBME
Layout
User KEBOYD00
Date/Time 08/08/2020 09:21:07

WBS ele.	Cost Center	G/L Acc.	Commitment item name	Text	z Payment budget	Val type text	FM posting date	RefDocNo	Year
	1012013010	530401	Freight&Oth Transpor	UPS*000000XSA183280	19.48	Invoices	07/17/2020	5300000009	2021
		5304			19.48				
					19.48				

- Double click on the reference document number.
- The XC document will appear.

Doc.Type : XC (Concur Documents) Normal document

Doc. Number 530000009 Company Code UK00 Fiscal Year 2021
Doc. Date 07/17/2020 Posting Date 07/17/2020 Period 01
Calculate Tax
Ref.Doc. 30
Doc. Currency USD
Doc. Hdr Text Procard Report 07/13/2020


Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text	Busk	FA	Order	Assignment
1	219100	Procard Payables	19.48-			0211371800	UPS*000000XSA183280	0101			10637215
2	530401	Freights&Oth Transpor	19.48	1012013010		0011002000	UPS*000000XSA183280	0102	0610		10637215
			0.00								

S_PLN_16000269 - Grants Management: Line Item Display


Use this transaction if the document number is not known for a sponsored project WBS element.

- Open the transaction.
- Enter the following:
 - Grant = WBS element
 - Fund
 - 022* for Sponsored project external fund
 - 001189* for sponsored project cost share fund
 - Posting Dates can be entered if only a specific period for the grant is being reviewed.
- Execute the transaction.





Grants Management: Line Item Display




Organizational


Company Code to 

Grant Objects

Grant	<input type="text" value="3200000383"/>	to	<input type="text"/>	
Fund	<input type="text" value="001189*"/>	to	<input type="text"/>	
Sponsored Program	<input type="text"/>	to	<input type="text"/>	
Sponsored Class	<input type="text"/>	to	<input type="text"/>	

Others

Posting Date to 

Reference Document Number to 

Passthrough Consolidation

- An expense layout will need to be applied to the transaction to find the Concur document.
 - Click on the Select Layout menu option.

Grants Management: Line Item Display



- Choose the EXPONLY layout.

Quick Reference Card – Review Concur Expense Documents in SAP

Choose Layout

Layout setting: **A All**

Layout	Layout description	Default Setting
/EXPCAPEQUIP	Expenses Capital Equipment Less Sof..	
/EXPCAPSOFT	Expenses for Capital Software	
/EXPMTDCBA..	Expenses MTDC base per fund, per q..	
/EXPNCAPSOFT	Expenses for Non-capital Software	
/EXPONLY	Expenses per fund, per grant	
/EXPONLY T..	Expenses per fund, per grant TDC ba..	
/EXPOTHERDIR	Expenses Other Direct Costs	
/EXPSALBENEF	Expenses Salaries and Benefits only	
/EXPSUBAWA..	Expenses Subawards	
/FARIDA MAST	Balance g/l account review for Farida ..	
/FEDINTEREST	Cash Balance for federal interest calc	
/FSRSPRIME	Fin Statement bal sheet for prime	

- Find the expense to be reviewed.

Grants Management: Line Item Display

Fund	WBS element	Sp. Class	G/L Acc	Year	Period	Posting Date	Entered on	DT	DocumentNo	DocumentNo	Ln/itm	Tran. Crcy	Status	VT	Text
0011890200	3200000383	E530011	530019	2021	1	07/22/2020	07/22/2020	XC	5300000040	1034203141	000003	420.19	99		AIRWAYS RENT-A-CAR

- The entry cannot be drilled into on this transaction. Instead, copy the 53* document number and go to Transaction FB03 to look up the document (see the directions at the beginning of this QRC).

Doc. Type : XC (Concur Documents) Normal document

Doc. Number: 5300000040 Company Code: US00 Fiscal Year: 2021

Doc. Date: 07/22/2020 Posting Date: 07/22/2020 Period: 01

Calculate Tax:

Ref. Doc.: 45

Doc. Currency: USD

Doc. Mdr Text: 20200720Hershey

Itm	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text	BusA	FA	Order	Assignment
1	119040	AP- PAYROLL CASHOL	210.09			0211905900	39003310 Test,Traveler2	0101			45 20200720Hershey
2	219100	Prepaid Payables	1,050.47			0211371800	AIRWAYS RENT-A-CAR	0101			39003310
3	530019	Domestic Travel	420.19		3200000383	0011890200	AIRWAYS RENT-A-CAR	0201	0220		39003310
4	530019	Domestic Travel	420.19		4207451200	0417451200	AIRWAYS RENT-A-CAR	0101	1060		39003310
			0.00								

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Information in SAP that uploaded from Concur	<ul style="list-style-type: none">• See the QRC-Document Information Available in SAP for more information related to the information found on the Concur document.
Questions	<ul style="list-style-type: none">• Questions Contact Customer Service:<ul style="list-style-type: none">○ Email – concurexpense@uky.edu