

## Concur – Expense Report Information Available in SAP

**Process:** After expense reports post, certain Concur information can be seen on SAP transactions. The following are examples of common information found in the SAP fields on the expense document that may be used by campus units in reconciling cost object transactions and in researching Concur documents.

### Fields with Associated Concur Transaction Information

#### Reference Document (Ref. Doc)

- The reference document is the unique report key assigned by Concur to the expense report

#### Transaction FB03 in SAP

Doc.Type : XC ( Concur Documents ) Normal document					
Doc. Number	5300000040	Company Code	UK00	Fiscal Year	2021
Doc. Date	07/22/2020	Posting Date	07/22/2020	Period	01
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	45				
Doc. Currency	USD				
Doc. Hdr Text	20200720Hershey				

#### Printed Report in Concur

University of Kentucky Expense Report  
Report Name : 20200720Hershey

#### Cash Advance

Cash Advance Utilized Amount : \$0.00  
Cash Advance Returns Amount : \$0.00

User Name : Test, Traveler2  
User ID : 39003310  
\*Dept Number : 7H500  
Email Address : concurexpense@uky.edu  
Default Approver : Test, Default Approver

#### Report Header

Policy : \*UK-TEST USERS-General Travel Policy  
Report Date : 07/20/2020  
Report Id : 62D23C7111F34D13ABB7  
Report Key : 45  
Trip Start Date : 03/02/2020  
Trip End Date : 03/06/2020  
Approval Status : Approved  
\*Does this trip include personal travel?: Yes  
\*Personal Dates of Travel : 3/2/2020 - 3/2/2020  
\*Business Destination : Hershey, PA

**Document Header Text (Doc. Hdr Text)**

- The document header is the expense report name assigned by the user on the Report Header screen in Concur (limited to 25 characters)

**Transaction FB03 in SAP**


Doc.Type : XC ( Concur Documents ) Normal document					
Doc. Number	5300000040	Company Code	UK00	Fiscal Year	2021
Doc. Date	07/22/2020	Posting Date	07/22/2020	Period	01
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	45				
Doc. Currency	USD				
Doc. Hdr Text	20200720Hershey				

**Printed Report in Concur**

University of Kentucky Expense Report  
Report Name : 20200720Hershey  
Cash Advance  
Cash Advance Utilized Amount : \$0.00  
Cash Advance Returns Amount : \$0.00

**Report Header on Expense Report in Concur**

Report Header  
20200720Hershey | \$840.38

 Alerts: 1

Policy  
\*UK-TEST USERS-General Travel Policy

Trip Name  
20200720Hershey

Quick Reference Card – Expense Report Information Available in SAP

**Text field**

The information in the text field will depend on the type of entry. See below for examples of expense report posting scenarios:

- **Procard Payable and Associated Expenses** = Vendor Name

**Transaction FB03 in SAP**

Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text
1	139040	AR- PAYROLL CARDHOL	210.09			0211305900	39003310 Test,Traveler2
2	219100	Procard Payables	1,050.47			0211371800	AIRWAYS RENT-A-CAR
3	530019	Domestic Travel	420.19		3200000383	0011890200	AIRWAYS RENT-A-CAR
4	530019	Domestic Travel	420.19		4207451200	0417451200	AIRWAYS RENT-A-CAR
*			0.00				

**Printed Report in Concur**

Expenses						
Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Tran ID
06/17/2020	Car Rental		03. Conference/Workshop - Participant		AIRWAYS RENT-A-CAR	
• 06/17/2020	Car Rental	530019	03. Conference/Workshop - Participant		AIRWAYS RENT-A-CAR	
<b>Allocations :</b> 50% (\$420.19) HEQAS300-UK00-WBS-3200000383-0011890200 50% (\$420.19) HEQAS300-UK00-WBS-4207451200						
• 06/17/2020	Personal Cardholder Expense				AIRWAYS RENT-A-CAR	

**Manage Expenses on Expense Report in Concur**

20200720Hershey \$840.38 Copy Report

Sent for Payment

Report Details ▼ Print/Share ▼ Manage Receipts ▼

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Amount	Approved
	<input type="checkbox"/>	TEST-University Procard	Car Rental	AIRWAYS RENT-A-CAR Hershey, Pennsylvania	06/17/2020	\$1,050.47	\$840.38 Allocated Itemized

Quick Reference Card – Expense Report Information Available in SAP

- **Employee travel expense reimbursement**
  - Employee vendor = report name
  - Expense = Business Destination and end date of trip

**Transaction FB03 in SAP**

Account	Account short text	Amount	Cost Center	WBS element	Fund	Text
815026	Test Traveler2	103.16-				*20200718Covington
530019	Domestic Travel	103.16			0111271300	Covington, KY 06-23-2020
		0.00				

**Printed Report in Concur**

University of Kentucky Expense Report  
Report Name : 20200718Covington

Cash Advance  
Cash Advance Utilized Amount : \$0.00  
Cash Advance Returns Amount : \$0.00

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User Name : Test, Traveler2  
User ID : 39003310  
\*Dept Number : 7H500  
Email Address : concurexpense@uky.edu  
Default Approver : Test, Default Approver

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Report Header  
Policy : \*UK-TEST USERS-General Travel Policy  
Report Date : 07/18/2020  
Report Id : B0B9F3BBDDA4623AE96  
Report Key : 36  
Trip Start Date : 06/22/2020  
Trip End Date : 06/23/2020  
Approval Status : Approved  
\*Does this trip include personal travel? : No  
\*Business Destination : Covington, KY

- **Personal Cardholder Expenses** = Employee ID, Employee Name

**Transaction FB03 in SAP**

Itm	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text
1	139040	AR- PAYROLL CARDHOL	210.09			0211305900	39003310 Test,Traveler2
2	219100	Procard Payables	1,050.47-			0211371800	AIRWAYS RENT-A-CAR
3	530019	Domestic Travel	420.19		3200000383	0011890200	AIRWAYS RENT-A-CAR
4	530019	Domestic Travel	420.19		4207451200	0417451200	AIRWAYS RENT-A-CAR
*			0.00				

**Printed Report in Concur**

University of Kentucky Expense Report  
 Report Name : 20200720Hershey

**Cash Advance**

Cash Advance Utilized Amount : \$0.00  
 Cash Advance Returns Amount : \$0.00

User Name : Test, Traveler2

User ID : 39003310

\*Dept Number : 7H500

Email Address : concurexpense@uky.edu

Default Approver : Test, Default Approver

Quick Reference Card – Expense Report Information Available in SAP

- **Personal Non-Cardholder Expense** = Non-Cardholder Employee ID, Non-Cardholder name, Vendor

**Transaction FB03 in SAP**

Doc.Type : XC ( Concur Documents ) Normal document					
Doc. Number	5300000004	Company Code	UK00	Fiscal Year	2020
Doc. Date	06/16/2020	Posting Date	06/16/2020	Period	12
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	5505				
Doc. Currency	USD				
Doc. Hdr Text	20200612JuneExpenses				

Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text
1	139040	AR- PAYROLL CARDHOL	20.00			0211305900	00011003 Test,Traveler2CRAIGSLIST.ORG
2	219100	Procard Payables	177.50-			0211371800	GREER LABS
3	219100	Procard Payables	20.00-			0211371800	CRAIGSLIST.ORG
4	219100	Procard Payables	137.68-			0211371800	FEDEX 485548158
5	530110	Analyl/Lab Services	177.50	1012013100		0011002000	GREER LABS
6	530402	Post & Exp Mail Svc	115.00	1012013100		0011002000	FEDEX 485548158
7	540363	Personal non-reimb	22.68	1012013100		0011002000	98887777 Miller, Gertrude FEDEX 485548158
*			0.00				

**Details Tab of Expense Type in Concur**

← → Personal Non-cardholder Expense \$22.68

06/22/2020 | FEDEX 485548158

Details
Itemizations

⊙ Allocate
\* Required field

Expense Type \*

Personal Non-cardholder Expense
▼

Transaction Date \*

06/22/2020
📅

Enter Vendor Name

FEDEX 485548158
▼

Additional Information

Miller, Gertrude
▼

Payment Type \*

University Procard
▼

Amount \*

22.68
▼

Currency \*

US, Dollar
▼

Employee ID 🗑️

98887777
▼

Transaction ID

▼

**Printed Report in Concur**

Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Approved Amount	Additional Information	Related Request/Expense Report
06/22/2020	Personal Non-cardholder Expense	540363			FEDEX 485548158	25610239		University Procard	\$22.68	\$22.68	Miller, Gertrude	
<p><b>Allocations : 100% (\$22.68) HEQAS300-UK00-CC-1012013100</b></p>												

Quick Reference Card – Expense Report Information Available in SAP

- **Cash Advance Request**

- Employee vendor = Cash Advance name
- Advance Receivable = Employee last name and end date of trip

**Transaction FB03 in SAP**

Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Funds center	Text
1		Boyd	5.00-					*20200626CashAdv-USD
2	139000	AR-Employee Advance	5.00			0021700800		Boyd-062620
*			0.00					

**Printed Report in Concur**

**University of Kentucky Expense Report**

Report Name : 20200626CashAdv

**Authorization Request**

Request/Trip Name : 20200626CashAdv

Request ID : 3336

**Cash Advance**

Cash Advance Name : 20200626CashAdv-USD

Cash Advance Utilized Amount : \$1.99

Cash Advance Returns Amount : \$3.01

User Name : Boyd

User ID :

\*Dept Number : 3A250

Email Address : @uky.edu

Default Approver :

**Report Header**

Policy : \*UK-General Travel Policy

Report Date : 07/01/2020

Report Id : 5D013652887148C39ABD

Report Key : 12

Trip Start Date : 06/26/2020

Trip End Date : 06/26/2020

Approval Status : Approved

\*Does this trip include personal travel? : No

\*Business Destination : Lexington, KY

Quick Reference Card – Expense Report Information Available in SAP

- **Cash Advance Expense Report**

- Expense = Business destination and end date of trip
- Advance Receivable = Employee last name and end date of trip

**Transaction FB03 in SAP**

Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Funds center	Text
1	540334	Office Supplies	1.99	1012013140		0011002000	1012013140	Lexington, KY 06-26-2020
2	139000	AR-Employee Advance	1.99-			0021700800		Boyd 06-26-2020
*			0.00					

**Printed Report in Concur**

User Name : Boyd

User ID :

\*Dept Number : 3A250

Email Address : J@uky.edu

Default Approver :

**Report Header**

Policy : \*UK-General Travel Policy

Report Date : 07/01/2020

Report Id : 5D013652887148C39ABD

Report Key : 12

Trip Start Date : 06/26/2020

Trip End Date : 06/26/2020

Approval Status : Approved

\*Does this trip include personal travel? : No

\*Business Destination : Lexington, KY

**Assignment field**

The information in the assignment field will depend on the type of entry. See below for examples of expense report posting scenarios:

- **Procard Payable and Associated Expenses** = unique procurement card transaction number created by Concur

**Transaction FB03 in SAP**

Item	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds ctr	Fund	Text	Assignment
1	219100	Procard Payables	470.53-				0211371800	ICELANDAIR	T4d6ee2f3
2	530019	Domestic Travel	235.26	1012013100		1012013100	0011002000	ICELANDAIR	T4d6ee2f3
3	530019	Domestic Travel	235.27	1012013010		1012013010	0011002000	ICELANDAIR	T4d6ee2f3

**Printed Report in Concur**

Expenses												
Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Approved Amount	Additional Information	Related Request/Expense Report
06/22/2020	Airfare	530019	06. Meeting/Collaboration		ICELANDAIR	T4d6ee2f3	Boston	TEST- University Procard	\$470.53	\$470.53		
Allocations : 50% (\$235.27) HEQAS300-UK00-CC-1012013100 50% (\$235.27) HEQAS300-UK00-CC-1012013010												



Quick Reference Card – Expense Report Information Available in SAP

- **COVID-19 Expenses** – If an expense is COVID-19 related, the user will add “COVID-19” to the Additional Information Field on the Expense Type form. This information will now be available for reporting.

**Transaction FB03 in SAP**

Item	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds ctr	Fund	Text	Assignment
1	219100	Procard Payables	18.55				0211371800	Freight Carriers	Tdala2a71 COVID-19
2	530401	FreightsOth Transpor	18.55	1012013070		1012013070	0011002000	Freight Carriers	Tdala2a71 COVID-19
			0.00						

**Details Tab on Expense Type in Concur**

Expense Type

Transaction Date

Is this expense travel related?

NonTravel Business Purpose

Additional Information

Vendor Name

City of Purchase

Payment Type

**Printed Report in Concur**

Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Approved Amount	Additional Information	Related Request/Expense Report
06/22/2020	Freight and other transportation	530401			Freight Carriers	Tdala2a71		TEST-University Procard	\$18.55	\$18.55	COVID-19	
Allocations : 100% (\$18.55) HEQAS300-UK00-CC-1012013070												

- **Personal Cardholder Expense** = Unique procurement card transaction ID

**Transaction FB03 in SAP**

Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Approved Amount	Additional Information	Related Request/Expense Report
06/12/2020	Personal Cardholder Expense				KROGER #768	5132e13		University Procard	\$13.42	\$0.00		

**Printed Report in Concur**

Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text	Busk	FA	Order	Assignment
1	139040	AR- PATROLL CARDROL	13.42				02113059000011003 Test,TravelerzKROGER #768				5132e13

- **Personal Non-Cardholder Expense** - Unique procurement card transaction ID

**Transaction FB03 in SAP**

Doc. Type : XC ( Concur Documents ) Normal document			
Doc. Number	530000004	Company Code	UK00
Doc. Date	06/16/2020	Posting Date	06/16/2020
Calculate Tax	<input type="checkbox"/>	Fiscal Year	2020
Ref.Doc.	5505	Period	12
Doc. Currency	USD		
Doc. Hdr Text	20200612JuneExpenses		

Ita	Account	Account short text	Amount	Cost Center	WBS element	Fund	Text	BusA	FA	Order	Assignment
1	139040	AR- PAYROLL CARDHOL	20.00			0211305900	00011003 Test,Traveler2CRAIGSLIST.ORG	0101			8f63a19d
2	219100	Procard Payables	177.50-			0211371800	GREER LABS	0101			fe79c2d0
3	219100	Procard Payables	20.00-			0211371800	CRAIGSLIST.ORG	0101			8f63a19d
4	219100	Procard Payables	137.66-			0211371800	FEDEX 485548158	0101			25610239
5	530110	Analy/Lab Services	177.50	1012013100		0011002000	GREER LABS	0101	0620		fe79c2d0
6	530402	Post & Exp Mail Svc	115.00	1012013100		0011002000	FEDEX 485548158	0101	0620		25610239
7	540363	Personal non-reimb	22.68	1012013100		0011002000	98887777 Miller, Gertrude FEDEX 485548158	0101	0620		25610239
			0.00								

**Printed Report in Concur**

Expenses												
Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Approved Amount	Additional Information	Related Request/Expense Report
06/22/2020	Personal Non-cardholder Expense	540363			FEDEX 485548158	25610239	University	Procard	\$22.68	\$22.68	Miller, Gertrude	
Allocations : 100% (\$22.68) HEQAS300-UK00-CC-1012013100												

- **Reimbursed Travel Expenses** = Employee ID of cardholder for whom the travel expense report has been submitted

**Transaction FB03 in SAP**

Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds ctr	Fund	Text	Assignment
530019	Domestic Travel	50.00	1012013100		1012013100	0011002000	Boston 06-02-2020	39003309
530019	Domestic Travel	50.00	1012013010		1012013010	0011002000	Boston 06-02-2020	39003309

**Printed Report in Concur**

**University of Kentucky Expense Report**  
**Report Name : Cash Advance 1**  
**Authorization Request**  
**Request/Trip Name : Cash Advance 1**  
**Request ID : 333N**  
**Cash Advance**  
**Cash Advance Name : Cash Advance 1-USD**  
**Cash Advance Utilized Amount : \$100.00**  
**Cash Advance Returns Amount : \$0.00**

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**User Name : Test, Traveler1**  
**User ID : 39003309**  
**Email Address : concurexpense@uky.edu**  
**Default Approver : Test, Default Approver**

Quick Reference Card – Expense Report Information Available in SAP

- **Cash Advance Request** = Employee ID of cardholder for whom the cash advance was requested

**Transaction FB03 in SAP**

Item	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds ctr	Fund	Text	Assignment
1	615025	Traveler1 Test	100.00-					*Cash Advance 1-USD	20200723
2	139000	AR-Employee Advance	100.00				0021700800	Test-060220	39003309
*			0.00						

**Printed Report in Concur**

**University of Kentucky Expense Report**  
**Report Name : Cash Advance 1**  
**Authorization Request**  
**Request/Trip Name : Cash Advance 1**  
**Request ID : 333N**  
**Cash Advance**  
**Cash Advance Name : Cash Advance 1-USD**  
**Cash Advance Utilized Amount : \$100.00**  
**Cash Advance Returns Amount : \$0.00**

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**User Name :** Test, Traveler1  
**User ID :** 39003309  
**Email Address :** concurexpense@uky.edu  
**Default Approver :** Test, Default Approver

- **Cash Advance Expense Report** = Employee ID of cardholder for whom the travel expense report has been submitted

**Transaction FB03 in SAP**

Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds ctr	Fund	Text	Assignment
139000	AR-Employee Advance	100.00-				0021700800	Test 06-02-2020	39003309

**Printed Report in Concur**

**University of Kentucky Expense Report**  
**Report Name : Cash Advance 1**  
**Authorization Request**  
**Request/Trip Name : Cash Advance 1**  
**Request ID : 333N**  
**Cash Advance**  
**Cash Advance Name : Cash Advance 1-USD**  
**Cash Advance Utilized Amount : \$100.00**  
**Cash Advance Returns Amount : \$0.00**

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**User Name :** Test, Traveler1  
**User ID :** 39003309  
**Email Address :** concurexpense@uky.edu  
**Default Approver :** Test, Default Approver

Quick Reference Card – Expense Report Information Available in SAP

**Questions**

- Questions Contact Customer Service:
  - Email – [concurexpense@uky.edu](mailto:concurexpense@uky.edu)