# **Concur - Expense Report Information Available in SAP**

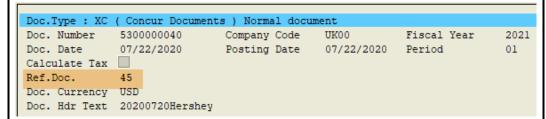
**Process:** After expense reports post, certain Concur information can be seen on SAP transactions. The following are examples of common information found in the SAP fields on the expense document that may be used by campus units in reconciling cost object transactions and in researching Concur documents.

# 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**



# **Printed Report in Concur**



Report Date: 07/20/2020
Report Id: 62D23C7111F34D13ABB7
Report Key: 45
Trip Start Date: 03/02/2020
Trip End Date: 03/08/2020
Approval Status: Approved
\*Does this trip include personal travel?: Yes

\*Personal Dates of Travel: 3/2/2020 - 3/2/2020

\*Business Destination: Hershey, PA

#### Quick Reference Card - Expense Report Information Available in SAP

# 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



### **Printed Report in Concur**

University of Kentucky Expense Report Report Name: 20200720Hershey

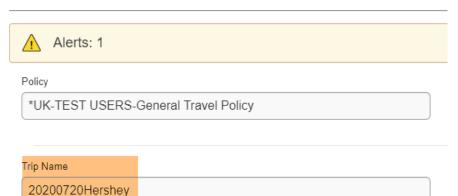
Cash Advance

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

# **Report Header on Expense Report in Concur**

Report Header

20200720Hershey | \$840.38



### Quick Reference Card - Expense Report Information Available in SAP

#### **Text field**

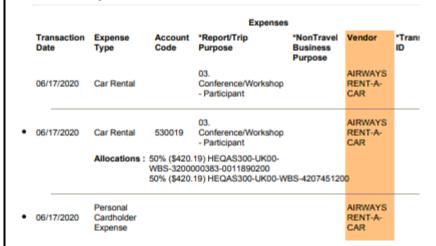
The information in the text field will depend on the type of entry. See below for examples of expense report posting scenarios:

Procard Payable and Associated Expenses = Vendor Name

#### **Transaction FB03 in SAP**

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**



### **Manage Expenses on Expense Report in Concur**



# 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
	Test Traveler2 Domestic Travel	103.16- 103.16				*20200718Covington 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

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: 07/18/2020

Report Id: B0B9F3BBDDDA4623AE96

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
		AR- PAYROLL CARDHOL Procard Payables	210.09 1,050,47-				39003310 Test,Traveler2
3	530019	Domestic Travel	420.19 420.19		3200000383	0011890200	AIRWAYS RENT-A-CAR 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. Number Doc. Date Company Code Posting Date 06/16/2020 06/16/2020 Period Ref.Doc. Doc. Currency USD
Doc. Hdr Text 20200612JuneExpenses 1 139040 2 219100 0211305900 00011003 Test,Traveler2CRAIGSLIST.ORG 0211371800 GREER LABS AR- PAYROLL CARDHOL Procard Payables Procard Payables Procard Payables 3 219100 0211371800 CRAIGSLIST.ORG 0011002000 GREER LABS 0011002000 FEDEX 485548158 0011002000 98887777 Miller, Gertrude FEDEX 485548158 5 530110 Analy/Lab Services 177.50 1012013100 6 530402 7 540363 Post & Exp Mail Svc 1012013100 1012013100 Personal non-reimb **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 Enter Vendor Name FEDEX 485548158 06/22/2020 ... Additional Information Payment Type \* Miller, Gertrude University Procard Amount \* Currency \* 22.68 US, Dollar Employee ID 🕢 Transaction ID 98887777 **Printed Report in Concur** University \$22.68 \$22.68 Procard 25610239 Allocations: 100% (\$22.68) HEQAS300-UK00-CC-1012013100

### Cash Advance Request

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

#### **Transaction FB03 in SAP**

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

1	tm	Account	Account short text	Amount	Cost Center	WBS element	Fund	Funds center	Text
			Office Supplies AR-Employee Advance	1.99 1.99-	1012013140		0011002000 0021700800		Lexington, RY 06-26-2020 Boyd 04-26-2020
				0.00					

### **Printed Report in Concur**



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**

Itm	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**

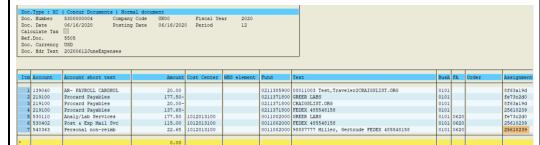


Quick Reference Card - Expense Report Information Available in SAP **COVID-19 Expenses –** If an expense is COVID-19 related, the user will add "COVID-19" to the Additional Information Field on the Expense Type form. This information will now be available for reporting. **Transaction FB03 in SAP** 1 219100 Procard Payables 2 530401 FreightsOth Transp 0211371800 Freight Carriers 0011002000 Freight Carriers Tdala2a71 COVID-19 Tdala2a71 COVID-19 101201307 1012013070 **Details Tab on Expense Type in Concur** Expense Type Freight and other transportation Transaction Date Is this expense travel related? 06/22/2020 NonTravel Business Purpose Additional Information COVID-19 City of Purchase Vendor Name Freight Carriers Payment Type **TEST-University Procard Printed Report in Concur** TEST-University \$18.55 \$18.55 Procard Freight and other Freight 06/22/2020 530401 Tda1a2a71 COVID-19 transportation Allocations: 100% (\$18.55) HEQAS300-UK00-CC-1012013070 **Personal Cardholder Expense** = Unique procurement card transaction ID **Transaction FB03 in SAP** 

University Procard \$13.42 \$0.00 KROGER **Printed Report in Concur** 

 Personal Non-Cardholder Expense - Unique procurement card transaction ID

#### **Transaction FB03 in SAP**



### **Printed Report in Concur**



 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
Cash Advance Name: Cash Advance 1-USD
Cash Advance Utilized Amount: \$100.00

Cash Advance Returns Amount: \$0.00

Email Address: concurexpense@uky.edu

Default Approver: Test, Default Approver

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

### **Transaction FB03 in SAP**

	Itm	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds ctr	Fund	Text	Assignment
			Travelerl Test AR-Employee Advance	100.00- 100.00					*Cash Advance 1-USD Test-060220	20200723 39003309
Ī	k			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

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

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:      Their consumptions of the contact Customer Service:				
	<ul> <li>Email – <u>concurexpense@uky.edu</u></li> </ul>				