Concur – Printed Expense Reports

Process: In Concur, expense reports can be reviewed or printed to ensure the accuracy of the report data, to review workflow, or to provide expense reports for departmental or audit purposes.

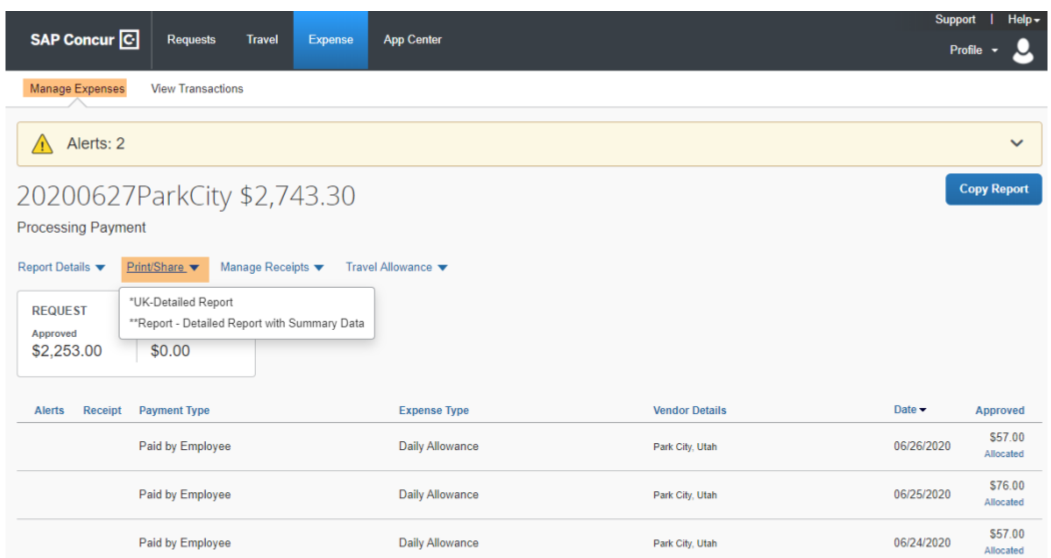
Procedures

Types of Reports

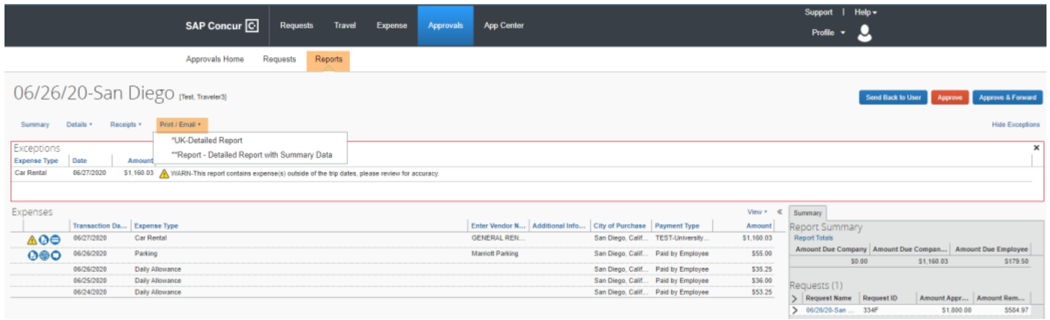
- **Report – Detailed Report with Summary Data** – shows information such as an expense summary with allocations, itemizations and payment types. Use this report if the Approval Flow or Audit Trail are not needed.
- **UK-Detailed Report** – shows the same type of information that is on the Report - Detailed Report with Summary Data but also includes the Approval Flow and an Audit Trail. Note: This report prints smaller because of the additional audit information located at the bottom of the report.

Locations where the expense report can be viewed

- As a user: From the Manage Expenses Page of an open expense report, click on Print/share and choose one of the reports in the drop down box.



- As an approver: From the Reports page of an open expense report, click on Print/Email and choose one of the reports in the drop down box.



Information on the Reports

- **Main Header**
  - Report Name = name given to the report. This name will tie to the document header text on the report in SAP.
  - Authorization Request (if applicable)
    - Request/Trip name
    - Request ID
  - Cash Advance (if applicable)
    - Utilization amount
    - Returns amount
  - User Name
  - User ID
  - Dept Number
  - Email Address of the user
  - Default Approver = user's supervisor

University of Kentucky Expense Report

Report Name : 20200714Cleveland

Authorization Request

Request/Trip Name : 20200714Cleveland

Request ID : 333E

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 used on the expense report
    - Report Date = date the report was created
    - Report ID = unique ID assigned to the expense report by Concur
    - Report Key = unique report number. The report key will tie to the SAP reference document
    - Trip Start Date
    - Trip End Date
    - Approval Status = will tell the user if the report is not submitted, sent back to the user, or approved.
    - Does this trip include personal travel
    - Business Destination

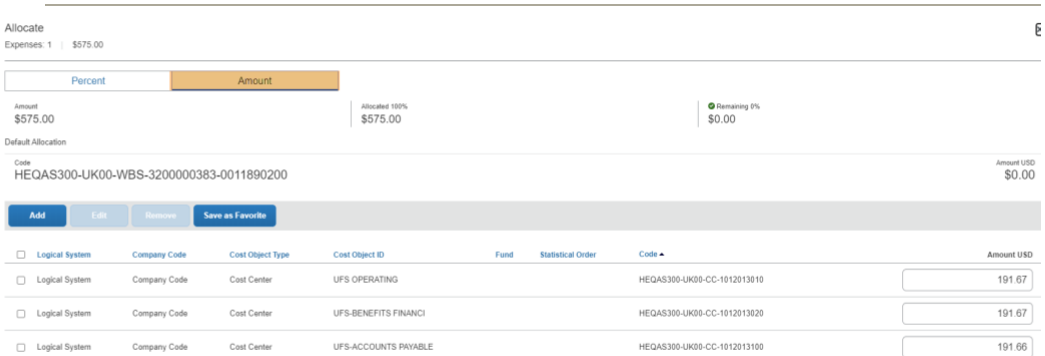
Report Header

Policy : *UK-TEST USERS-General Travel Policy
Report Date : 07/14/2020
Report Id : D126EFC3985349BF9894
Report Key : 22
Trip Start Date : 07/09/2020
Trip End Date : 07/13/2020
Approval Status : Approved
***Does this trip include personal travel? :** No
***Business Destination :** Cleveland, OH

- **Expenses Section**
    - Allocations – the allocation will be at the bottom of each expense line. See allocations in the Notes section below for additional information.

07/06/2020	Chemicals and Laboratory Supplies	540311	Research/Teaching	Fayette Lab Supplies	Lexington	Paid by Employee	$575.00	$575.00

Allocations : 33% ($191.66) HEQAS300-UK00-CC-1012013100
33% ($191.67) HEQAS300-UK00-CC-1012013010
33% ($191.67) HEQAS300-UK00-CC-1012013020



- Itemizations – the user will see a bullet to the left of any line that has been itemized.

	Date	Expense Type	Account Code	Purpose	Vendor	City	Payment Type	Amount	Approved
	05/27/2020	Hotel		06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$1,021.64	$0.00
•	07/12/2020	Hotel	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$230.00	$230.00
		Allocations : 33% ($76.67) HEQAS300-UK00-CC-1012013010 33% ($76.67) HEQAS300-UK00-CC-1012066630 33% ($76.67) HEQAS300-UK00-WBS-3048110525							
•	07/11/2020	Hotel	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$230.00	$230.00
		Allocations : 33% ($76.67) HEQAS300-UK00-CC-1012013010 33% ($76.67) HEQAS300-UK00-CC-1012066630 33% ($76.67) HEQAS300-UK00-WBS-3048110525							
•	07/10/2020	Hotel	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$230.00	$230.00
		Allocations : 33% ($76.67) HEQAS300-UK00-CC-1012013010 33% ($76.67) HEQAS300-UK00-CC-1012066630 33% ($76.67) HEQAS300-UK00-WBS-3048110525							
•	07/09/2020	Hotel	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$230.00	$230.00
		Allocations : 33% ($76.67) HEQAS300-UK00-CC-1012013010 33% ($76.67) HEQAS300-UK00-CC-1012066630 33% ($76.67) HEQAS300-UK00-WBS-3048110525							
•	07/12/2020	Hotel Tax	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$25.41	$25.41
		Allocations : 33% ($8.47) HEQAS300-UK00-CC-1012013010 33% ($8.47) HEQAS300-UK00-CC-1012066630 33% ($8.47) HEQAS300-UK00-WBS-3048110525							
•	07/11/2020	Hotel Tax	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$25.41	$25.41
		Allocations : 33% ($8.47) HEQAS300-UK00-CC-1012013010 33% ($8.47) HEQAS300-UK00-CC-1012066630 33% ($8.47) HEQAS300-UK00-WBS-3048110525							
•	07/10/2020	Hotel Tax	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$25.41	$25.41
		Allocations : 33% ($8.47) HEQAS300-UK00-CC-1012013010 33% ($8.47) HEQAS300-UK00-CC-1012066630 33% ($8.47) HEQAS300-UK00-WBS-3048110525							
•	07/09/2020	Hotel Tax	530019	06. Meeting/Collaboration	DELTA HOTEL	Cleveland	TEST-University Procard	$25.41	$25.41
		Allocations : 33% ($8.47) HEQAS300-UK00-CC-1012013010 33% ($8.47) HEQAS300-UK00-CC-1012066630 33% ($8.47) HEQAS300-UK00-WBS-3048110525							

- Other information found in the Expenses section include the following:
  - Transaction Date
  - Expense Type
  - Account Code = General Ledger (GL) account
  - Report/Trip Purpose – Business purpose for Travel Policy or travel-related expenses on the Expenditure Policy

- NonTravel Business Purpose-- business purpose for non-travel related expenses on the Expenditure Policy
- Vendor
- Transaction ID = unique Procurement Card ID assigned by Concur. This ID will be available on the expense when it posts to SAP.
- City of Purchase
- Payment Type
- Amount
- Approved amount – see the note section below for more information
- Additional Information
- Related Request/Expense Report – custom field that can be used on the expense report by the user when the unit wishes to tie several expense reports together for reporting purposes.

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

- **Expense Type Summary**
  - Expense Type
  - Account Code = General Ledger (GL) account
  - Amount
    - Approved Amount – see the note section below for more information

Expense Type Summary

Expense Type	Account Code	Amount	Approved Amount
Car Rental	560300	$1,039.49	$1,039.49
Chemicals and Laboratory Supplies	540311	$575.00	$575.00
Personal Non-cardholder Expense	540363	$102.88	$102.88

- **Allocation Summary**
    - Cost Object Type – indicates whether the cost object is a cost center, WBS element, Inventory, or Internal Order.
    - Cost Object ID
    - Fund – will show if expenses will post to a WBS element that has an external or cost share fund assigned
    - Statistical Order – only used if a statistical internal order has been assigned (not Internal Orders)
    - Amount
    - Approved Amount - see the note section below for more information

Allocation Summary

*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order	Amount	Approved Amount
Cost Center	STATE-DEAN'S OFFICE (1012000860)			$102.88	$102.88
Cost Center	UFS OPERATING (1012013010)			$191.67	$191.67
Cost Center	UFS-ACCOUNTS PAYABLE (1012013100)			$191.66	$191.66
Cost Center	UFS-BENEFITS FINANCI (1012013020)			$191.67	$191.67
WBS	LATEXIN FUNCTION IN THE MAINTENANCE AND REGENERATI (3200000383)	0011890200 (0011890200)		$1,039.49	$1,039.49

- **Payment Methods**
    - Payment Type
    - Amount
    - Approved Amount - see the note section below for more information

Payment Methods

Payment Type	Amount	Approved Amount
Paid by Employee	$575.00	$575.00
TEST-University Procard	$1,142.37	$1,142.37

- **Report Totals**
    - Report Total
    - Personal Expenses – only shows totals for Personal Cardholder Expenses that will be reimbursed through Payroll
    - Total Amount Claimed
    - Total Amount Approved - see the note section below for more information
    - Company Disbursements
        - Amount Due User – for expenses by out-of-pocket by the employee
        - Amount Due University Card
        - Total Paid by University
    - Employee Disbursements
        - Amount Due University
        - Amount Due University Card From User
        - Total Paid By User

Report Totals

Report Total :	$1,717.37
Personal Expenses :	$0.00
Total Amount Claimed :	$1,717.37
Amount Approved :	$1,717.37
Company Disbursements	
Amount Due User :	$575.00
Amount Due University Card :	$1,142.37
Total Paid By University :	$1,717.37
Employee Disbursements	
Amount Due University :	$0.00
Amount Due University Card From User :	$0.00
Total Paid By User :	$0.00

- **Approval Flow** (only on UK-Detailed Report) – shows the levels of approval that have been completed on the expense report.

Approval Flow

	Report.print.approval.action	Report.print.approval.approver
1	Supervisor Approval	Test, Default Approver
2	Business Officer Approval	Test, COA1
3	Healthcare Approval	Test, Authorized Appr1
4	Accounts Payable Approval	Test, Processor

- **Audit Trail** (only on UK-Detailed Report) – gives a detailed audit report of dates, individuals, actions, and descriptions of the actions. Notes may show in the description section if the report was returned or other activity occurred after the expense report was initially submitted.

Audit Trail

Date/Time	UpdatedBy	Action	Description
08/07/2020	Test, Traveler2	report.status.approval.action	report.status.approval.format Not Submitted Submitted
08/07/2020	Test, Traveler2	report.status.approval.action	report.status.approval.format Submitted Submitted & Pending Supervisor Approval
08/07/2020	Test, Default Approver	report.status.approval.action	report.status.approval.format Submitted & Pending Supervisor Approval Approved
08/07/2020	Test, COA1	report.status.approval.action	report.status.approval.format Pending Cost Object Approval Approved
08/07/2020	Test, Authorized Appr1	report.status.approval.action	report.status.approval.format Submitted & Pending Approval Approved
08/07/2020	Test, Processor	report.status.approval.action	report.status.approval.format Submitted & Pending Accounts Payable Approval Approved
08/07/2020		report.status.posting.feedback.success.action	report.status.posting.feedback.success.format UK00 5300000094 2020-08-07

- **Attachments and Receipts –** to review the attachments and receipts associated with the report, the printed report must be opened under the Save as PDF version – see below under Viewing Options for Reports.

Viewing Options for Reports

Several options are available for viewing the printed expense reports after one of the reports is chosen:

- View in pop-up viewing box – use this option to quickly scroll through the report to view expenses, cost objects, payments, or workflow information.

**Report - Detailed Report with Summary Data ×

Expense Speaker ines Procard

Allocations : 100% ($36.19) HEQAS300-UK00-CC-1012013010

06/22/2020	Taxi	530190	04. Conference/ Workshop - Speaker	Taxicabs and Limousines	T150ce57e	Lexington	TEST-Universi y Procard

Allocations : 100% ($52.00) HEQAS300-UK00-CC-1012013010

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

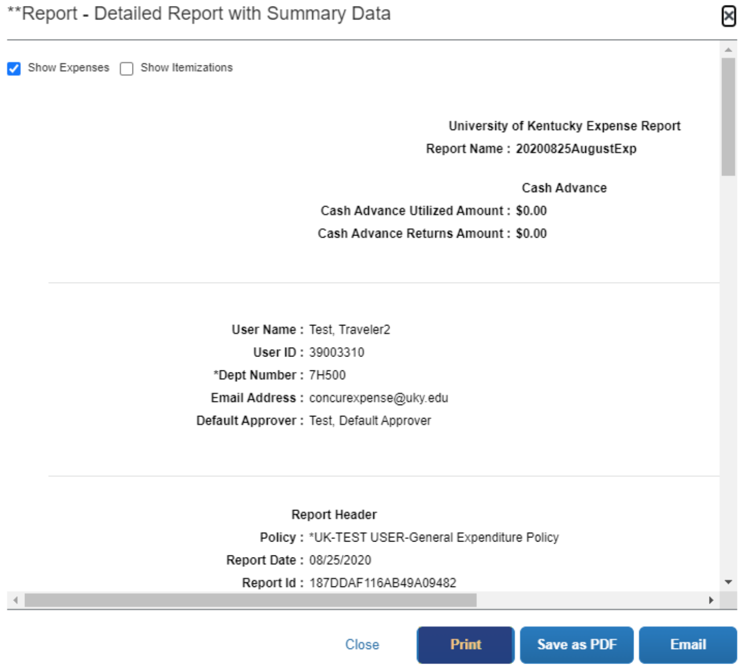
Expense Type Summary

Expense Type	Account Code	Amount	Approved Amount
Airfare	530502	$1,400.00	$1,400.00
Baggage Fees	530502	$26.32	$26.32
Miscellaneous Travel Expense	530190	$36.19	$36.19
Taxi	530190	$52.00	$52.00

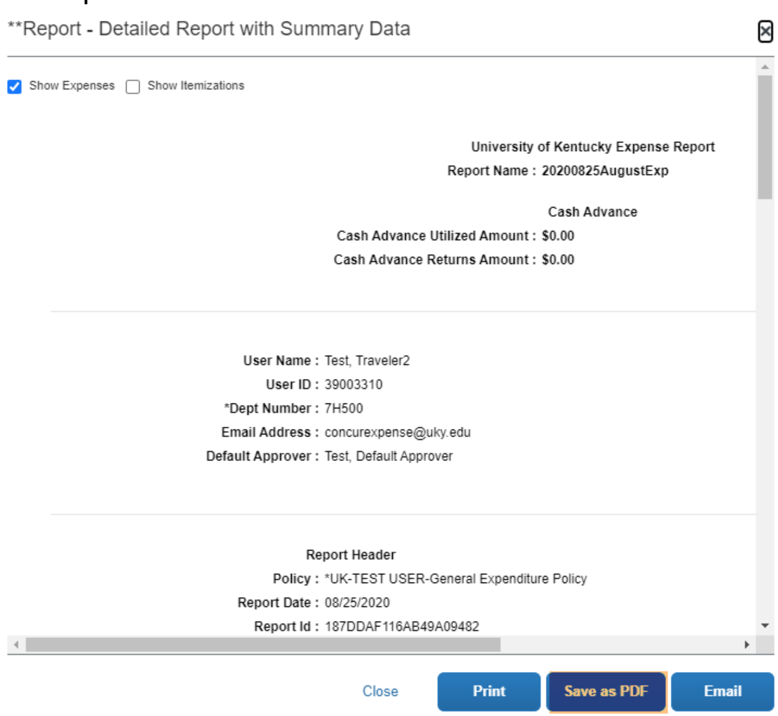
Allocation Summary

*Cost Object	*Cost Object ID	*Fund	*Statistical Order	Amount	Approved Amount

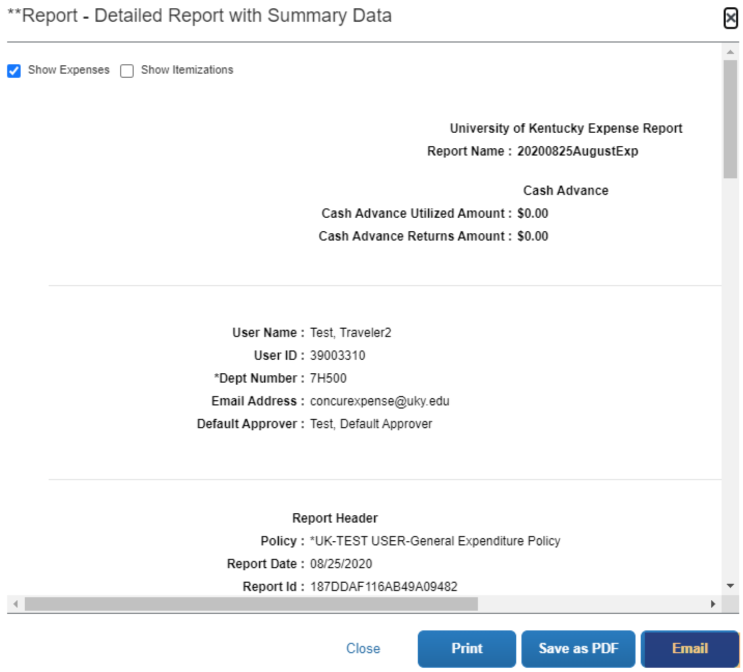
- Print – print a hard copy of the expense report.



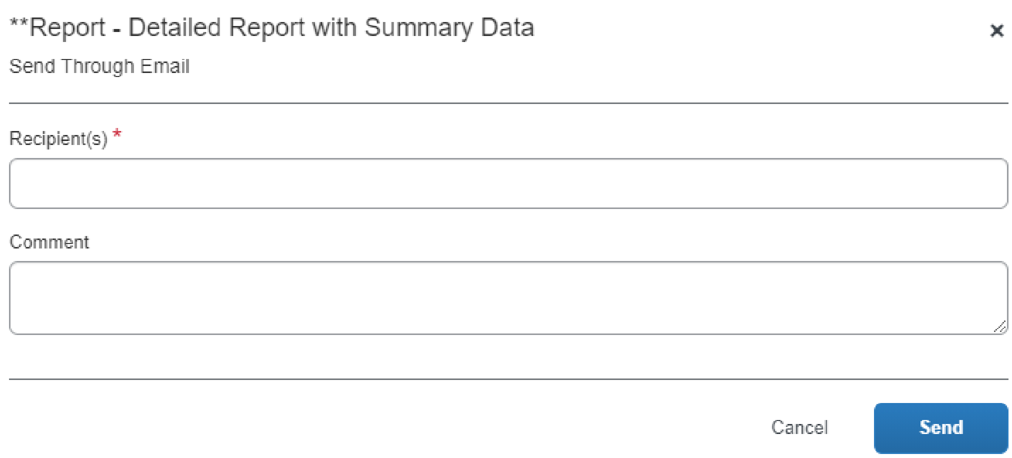
- Save as PDF – open the expense report as a PDF file that can be reviewed, saved electronically, or printed. Note: This option will enable the viewer to see the attachments and receipts associated with the expense report.



- Email
  - Use this option to send a copy of the report to yourself or someone for review. Click on Email.



  - Add the recipient(s) email address and an optional comment. Click Send.



Special Notes for the Reports	• Approved Amount – may be different from the Amount if an approver approves only a portion of a user's expense reimbursement that was paid out-of-pocket. Note: The approver cannot "pay only" on a procard expense. If part of the procard expense is disallowed by the approver, the expense report should be returned to the user and the expense should be itemized between the business expense and a Personal Cardholder Expense. • Allocations – On the reports allocations round to the nearest whole percentage, regardless of the decimal used when creating the expense report. However, the full amount will be allocated and will post accurately in SAP. To be sure each allocation has the correct amount on the report, allocate the expense by "amount" rather than "percentage" so the report shows the actual amounts on each cost object.
Questions	• Questions Contact Customer Service: o Email – concurexpense@uky.edu