

## How to Find Reports Sent for Payment

This Quick Reference Guide demonstrates how to find a report in Concur that has been sent for payment.

Reports post in SAP the day after they have a status of “Sent for Payment” in Concur. **To find a report in Concur that has already been sent for payment, log in to your Concur profile, and click on the Expense Tab.**

From the **Expense Tab**:

The screenshot shows the SAP Concur interface for 'Manage Expenses'. The 'Report Library' section is currently empty, displaying 'No Reports' with a calendar icon. A dropdown menu is open, showing options for 'View: Active Reports'. The 'Last 90 Days' option is highlighted with a red box and a red circle containing the number 2. A red circle containing the number 1 points to the 'View: Active Reports' text in the dropdown.

1	Click on the link on the dropdown tab that reads <b>View: Active Reports</b>
2	Click the dropdown button and search the appropriate range for the report you are trying to find.

The screenshot shows the SAP Concur interface for 'Manage Expenses'. The 'Report Library' section now displays a list of reports. The 'View' dropdown is set to 'Last 90 Days'. The table below shows the following data:

Report Name	Status	Report Date	Amount	Requested	Due Employee
IOFM P2P Certification Course No: I4CDZ8 / ID: 7557E4E529A84827B4A5	Sent for Payment	01/11/2024	\$760.75	\$760.75	\$0.00
Ivy Plus at Northwestern Univ No: XXSB35 / ID: 14217455CA8F440D8A28	Sent for Payment	10/18/2023	\$1,975.24	\$1,975.24	\$218.84

3	Open the desired report and click on the <b>Report Details</b> button
4	Select <b>Audit Trail</b>

SAP Concur Expense

Manage Expenses Card Transactions

Home / Expense / Manage Expenses / IOFM P2P Certification Course

### IOFM P2P Certification Course \$760.75

Sent for Payment | Report Number: 14CDZ8

Report Details 3 Manage Receipts 4

Report	Report Type	Expense Type	Vendor Details	Date	Approved
Report Header	CBCP	Conference Registrations (513900)	IOFM Boston, Massachusetts	01/06/2024	\$760.75
Report Totals					
Report Timeliness					
Audit Trail					\$760.75
Allocation Summary					

The top entry will be the most recent date that the report was approved. Once approved by Accounting Review, reports are sent for payment. This is the last step in the Audit Trail.

Audit Trail IOFM P2P Certification Course | \$760.75

Date/Time	Updated By	Action	Description
01/17/2024 10:20 AM	[Redacted]	Approval Status Change	Status changed from Approved & In Accounting Review to Approved
01/14/2024 1:28 PM	System, Concur	Approval Status Change	Status changed from Pending Cost Object Approval to Approved
01/14/2024 1:28 PM	[Redacted]	Approval Status Change	Status changed from Pending Cost Object Approval to Auto Approved Comment: Skipping cost object approval step since the cost object approver has already approved the report. [Redacted] SOURCING & PROCUREMENT (1020400000)
01/14/2024 1:28 PM	[Redacted]	Approval Status Change	Status changed from Submitted & Pending Approval to Approved

After posting in SAP the payment timeline is as follows:

**Payment for Guest Profiles and Individuals who have not enrolled in direct deposit for Business and Travel Reimbursements:**

Check is issued and mailed from JP Morgan check processing facility located outside of the northeast the following Tuesday or Thursday

**Payment for Individuals who have signed up for direct deposit for Business and Travel Reimbursements (this is a separate system and process from Direct Deposit from Payroll):**

Payment initiated two business days after SAP posting.

If you would like to determine the status of your reimbursement, you can open a new case with Travel through the Financial Affairs help portal here: <https://bu.service-now.com/fa>