

# CONCUR HELP DOCUMENT

## ANALYSIS/FB03 OVERVIEW

### 1. EXPENSE REIMBURSEMENT

#### a. Analysis

G/L Account	Commt/Actual Detail	Doc Nbr	Posting Date	CO Header Text	Vendor	Long Description	Predecessor Doc	Funds Center	Ke
JHEN/631003	Invoice	1912345678	03/24/2020	00058477 /16772/1	3123456: Jane Doe	00058477 /16772/ ACCESSORIES PURCHASE	#	MAR 2020 Revenues Expenditures	\$ 1,785.42

**CO Header Text:** Employee PERNR/Concur Report Key, which is a unique identifier in Concur Expense. The CO Header Text field contains the SAP Person ID (the user’s original pernr in cases where they may have multiple pernr’s) and the Concur Report Key. The Report Key will eventually be used to look up the reimbursement in Concur Expense.

The **Long Description** field contains the Employee Person ID/Concur Report Key/Concur Report Description field.

The Analysis and ECC reports will only show expenses, not commitments. Grant administrators should make sure all concur reimbursements have been submitted, approved, and processed by referring to Concur reports.

#### b. ECC/FB03

**Document Overview - Display**

Doc. Type : Z5 ( Concur Travel Reimb ) Normal document      Archiv:     

Doc. Number 1912345678      Company Code JHEN      Fiscal Year 2020

Doc. Date 03/24/2020      Posting Date 03/24/2020      Period 09

Calculate Tax     

Ref.Doc. 16772 1

Doc. Currency USD

Doc. Hdr Text 00058477 /16772/1

Item	PK	BusA	Account	Amount	Account short text	Fund	Funds ctr	Text
1	31		3123456	1,785.42	JANE DOE			*iPad for Remote Teaching
2	40	120	631003	189.99	NONCAPITAL PC PURCHA	1012000000	120	00058477 /16772/Computer Accessories Purchase
3	40	120	631003	119.49	NONCAPITAL PC PURCHA	1012000000	120	00058477 /16772/Computer Accessories Purchase
4	40	120	631003	1,475.94	NONCAPITAL PC PURCHA	1012000000	120	00058477 /16772/Computer Accessories Purchase

Note:

- **Document type** is Z5 (Concur Travel Reimbursement).
- No documents are available in the “Attachment List.” Receipts and documentation are stored in Concur Expense.
- The **Text** field on the Vendor line shows the Report Name from the Concur Report Header. For employee reimbursements, the employee has a seven-digit vendor account number that starts with a 3xxxxx.

## 2. TRAVEL REIMBURSEMENT

### a. Analysis (TRIP Versus Concur Travel Expense)

Commitment Item	Reference Doc Number	Posting Date	Item Text	CO Header Text	FI Doc:Doc Number
652001 : DOMESTIC TRAVEL	1623353	03/06/2020	*TRIP FROM 02/05/20 TO 02/08/20 TO GREENSBORO	TR0000015187	19 9
	15070748	03/07/2020	*TRIP FROM 02/05/20 TO 02/08/20 TO GREENSBORO	#	#
	14766 1	03/05/2020	00247540/14766/AIRFARE / RAIL	00555555 /14766/1	19 7
			00247540/14766/CAR RENTAL	00555555 /14766/1	19 7
			00247540/14766/GASOLINE	00555555 /14766/1	19 7
			00247540/14766/LODGING	00555555 /14766/1	19 7
			00247540/14766/LODGING TAX	00555555 /14766/1	19 7
			00247540/14766/PARKING	00555555 /14766/1	19 7
			00247540/14766/TIPS / INCIDENTALS	00555555 /14766/1	19 7
			00247540/14766/TOLLS	00555555 /14766/1	19 7
		00247540/14766/TRAVEL MEALS - BUSINESS	00555555 /14766/1	19 7	
	14875 1	03/05/2020	00167098/14875/MILEAGE	00577777 /14875/1	19 8
	15862 1	03/12/2020	00167098/15862/MILEAGE	00577777 /15862/1	19 2

- The **Reference Doc Number** is the Report Key. The Report Key is a unique identifier that will eventually be used to look up the reimbursement in Concur Expense.
- Note that the **Item Text** field shows travel expenses broken down by the expense type used in Concur.

### b. ECC/FB03 Using the 19xx Document Number

**Document Overview - Display**

Doc. Type: 25 ( Concur Travel Reimb ) Normal document Archiv: Fiscal Year 2020  
 Doc. Number: Company Code JHEN  
 Doc. Date: 03/05/2020 Posting Date 03/05/2020 Period 09  
 Calculate Tax:  
 Ref.Doc.: 14766 1  
 Doc. Currency: USD  
 Doc. Hdr Text: 000555555 /14766/1

Item	PK	BusA	Account	Amount	Account short text	Fund	Funds ctr	Text	Order	Grant
1	31			751.47				*On-Site Project Planning		
2	40	120	652001	355.46	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Airfare / Rail	900	
3	40	120	652001	15.09	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Lodging Tax	900	
4	40	120	652001	91.08	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Lodging	900	
5	40	120	652001	14.61	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Travel Meals - Business	900	
6	40	120	652001	3.40	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Tips / Incidentals	900	
7	40	120	652001	6.00	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Tolls	900	
8	40	120	652001	15.09	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Lodging Tax	900	
9	40	120	652001	91.08	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Lodging	900	
10	40	120	652001	11.31	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Travel Meals - Business	900	
11	40	120	652001	3.69	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Tips / Incidentals	900	
12	40	120	652001	14.61	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Travel Meals - Business	900	
13	40	120	652001	1.39	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Tips / Incidentals	900	
14	40	120	652001	2.00	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Travel Meals - Business	900	
15	40	120	652001	80.89	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Car Rental	900	
16	40	120	652001	6.76	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Gasoline	900	
17	40	120	652001	22.00	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Parking	900	
18	40	120	652001	14.02	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Travel Meals - Business	900	
19	40	120	652001	2.99	DOMESTIC TRAVEL	9000000000	1207800000	00555555 /14766/Tips / Incidentals	900	

## FAQ

### **Where does the Report/Trip Name show up in Analysis and ECC?**

The Trip Name appears in ECC as the line item text on the “vendor” line (see blue arrow above).

### **Will the Analysis Travel Expenses report (restricted access) include the same details as in Concur?**

No. The Concur documents that post to SAP are essentially only the payment portion of the process (i.e., invoice posting to facilitate payment). Details of trip will reside in FB03 and in Concur reports, but not in Analysis at this time. This might be a future report.