**Concur – Review Concur Expense Documents in SAP**

**Process:** After the Concur expense report posts to SAP, the documents can be seen on several SAP transactions. The following transactions are the most commonly used by university units.

**Procedures**

**FB03 - Display Document**

Use this transaction if the Concur document number is known.

- Open the transaction.
- Enter the 53* document number and make sure the Fiscal Year is correct.
- Press Enter.

![Display Document: Initial Screen]

- The XC document will appear.

**KSB1 - Cost Centers: Actual Line Items**

Use this transaction if the document number is not known for a cost center.

- Open the transaction.
- On the Initial Screen
  - Enter the Cost Center
  - Enter the Posting Date
  - Execute the transaction
• Click on the transaction to be reviewed.

• Click on the Environment menu option at the top of the transaction and choose Accounting Documents.

• A list of Documents in Accounting will appear. Double click on the Accounting Document that begins with 53*. 
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- **The XC document will appear.**

**FMRP_RFFMEP1AX - All Postings**

Use this transaction if the document number is not known for a WBS element, fund or cost center.

- Open the transaction.
- On the Document Journal Screen, enter one of the following cost objects:
  - Grant = WBS element
  - Fund
    - 022* for Sponsored project external fund
    - 001189* for sponsored project cost share fund
    - Inventory fund
  - Funds Center = cost center
- Enter the Fiscal Year/Period.
- Execute the transaction.
• The Concur documents will post as an XC document type with a reference document that begins with 53*.

• Double click on the reference document number.
• The XC document will appear.
**S_PLN_16000269 - Grants Management: Line Item Display**

Use this transaction if the document number is not known for a sponsored project WBS element.

- Open the transaction.
- Enter the following:
  - Grant = WBS element
  - Fund
    - 022* for Sponsored project external fund
    - 001189* for sponsored project cost share fund
  - Posting Dates can be entered if only a specific period for the grant is being reviewed.
- Execute the transaction.

**Grants Management: Line Item Display**

- Organizational
  - Company Code

- Grant Objects
  - Grant:
  - Fund:
    - 001189
  - Sponsored Program
  - Sponsored Class

- Others
  - Posting Date
  - Reference Document Number
  - Pass through Consolidation

- An expense layout will need to be applied to the transaction to find the Concur document.
  - Click on the Select Layout menu option.

**Grants Management: Line Item Display**

- Choose the EXPONLY layout.
• Find the expense to be reviewed.

• The entry cannot be drilled into on this transaction. Instead, copy the 53* document number and go to Transaction FB03 to look up the document (see the directions at the beginning of this QRC).
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| Information in SAP that uploaded from Concur | • See the QRC-Document Information Available in SAP for more information related to the information found on the Concur document. |
| Questions | • Questions Contact Customer Service:  
  o Email – concurexpense@uky.edu |