# 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.
Quick Reference Card – Printed Expense Reports

- 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

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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: concurexpende@sky.edu
Default Approver: Test, Default Approver
Quick Reference Card – Printed Expense Reports

- **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: D126EFC39853418BF6984
  - 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.
- Itemizations – the user will see a bullet to the left of any line that has been itemized.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Location</th>
<th>TEST-U</th>
<th>University</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/27/2020</td>
<td>Hotel</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$1,021.64</td>
<td>$0.00</td>
</tr>
<tr>
<td>07/12/2020</td>
<td>Hotel</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>07/11/2020</td>
<td>Hotel</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>07/10/2020</td>
<td>Hotel</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>07/09/2020</td>
<td>Hotel Tax</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$25.41</td>
<td>$25.41</td>
</tr>
<tr>
<td>07/12/2020</td>
<td>Hotel Tax</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$25.41</td>
<td>$25.41</td>
</tr>
<tr>
<td>07/11/2020</td>
<td>Hotel Tax</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$25.41</td>
<td>$25.41</td>
</tr>
<tr>
<td>07/10/2020</td>
<td>Hotel Tax</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$25.41</td>
<td>$25.41</td>
</tr>
<tr>
<td>07/09/2020</td>
<td>Hotel Tax</td>
<td>DRY</td>
<td>CLEVEL</td>
<td></td>
<td>$25.41</td>
<td>$25.41</td>
</tr>
</tbody>
</table>

- 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
Quick Reference Card – Printed Expense Reports

- 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.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Expense Type</th>
<th>Account Code</th>
<th>Report/Exp Business Purpose</th>
<th>Vendor</th>
<th>Transaction ID</th>
<th>City of Purchase</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Approved Amount</th>
<th>Additional Information</th>
<th>Related Request/Expense Report</th>
</tr>
</thead>
</table>

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

```
<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Account Code</th>
<th>Amount</th>
<th>Approved Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Rental</td>
<td>560300</td>
<td>$1,039.49</td>
<td>$1,039.49</td>
</tr>
<tr>
<td>Chemicals and Laboratory Supplies</td>
<td>540511</td>
<td>$675.00</td>
<td>$675.00</td>
</tr>
<tr>
<td>Personal Non-cardholder Expense</td>
<td>540363</td>
<td>$102.88</td>
<td>$102.88</td>
</tr>
</tbody>
</table>
```
• **Allocation Summary**
  o Cost Object Type – indicates whether the cost object is a cost center, WBS element, Inventory, or Internal Order.
  o Cost Object ID
  o Fund – will show if expenses will post to a WBS element that has an external or cost share fund assigned
  o Statistical Order – only used if a statistical internal order has been assigned (not Internal Orders)
  o Amount
  o Approved Amount - see the note section below for more information

```
<table>
<thead>
<tr>
<th>Cost Object Type</th>
<th>Cost Object ID</th>
<th>Fund</th>
<th>Statistical Order</th>
<th>Amount</th>
<th>Approved Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>STATE-DEAN’S OFFICE (1012000860)</td>
<td></td>
<td></td>
<td>$102.88</td>
<td>$102.88</td>
</tr>
<tr>
<td>Cost</td>
<td>UFS OPERATING</td>
<td></td>
<td></td>
<td>$191.67</td>
<td>$191.67</td>
</tr>
</tbody>
</table>
```

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

```
<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Amount</th>
<th>Approved Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid by Employee</td>
<td>$575.00</td>
<td>$575.00</td>
</tr>
<tr>
<td>TEST-University Proc</td>
<td>$1,142.37</td>
<td>$1,142.37</td>
</tr>
</tbody>
</table>
```
• **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](image)

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

  ![Approval Flow](image)
Quick Reference Card – Printed Expense Reports

- **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.

- **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.

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**Report - Detailed Report with Summary Data**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Expense</th>
<th>Amount</th>
<th>Account Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/22/20</td>
<td>04:00</td>
<td>Conference/Workshop - Speaker</td>
<td>$1,400.00</td>
<td>530602</td>
<td>100% (536.19) HEGAS3539-UK00-CC-1012013010</td>
</tr>
<tr>
<td>04/22/20</td>
<td>04:00</td>
<td>Taxi</td>
<td>$36.19</td>
<td>530190</td>
<td>100% (52.00) HEGAS3539-UK00-CC-1012013010</td>
</tr>
</tbody>
</table>

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

**Expense Type Summary**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Account Code</th>
<th>Amount</th>
<th>Approved Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>530602</td>
<td>$1,400.00</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Disappears Fees</td>
<td>530602</td>
<td>$25.32</td>
<td>$25.32</td>
</tr>
<tr>
<td>Miscellaneous Travel Expense</td>
<td>530190</td>
<td>$36.19</td>
<td>$36.19</td>
</tr>
<tr>
<td>Taxi</td>
<td>530190</td>
<td>$52.00</td>
<td>$52.00</td>
</tr>
</tbody>
</table>

**Allocation Summary**

<table>
<thead>
<tr>
<th>*Cost Object</th>
<th>*Cost Object ID</th>
<th>*Fund</th>
<th>*Statistical Amount</th>
<th>Approved Amount</th>
</tr>
</thead>
</table>
• Print – print a hard copy of the expense report.

**Report - Detailed Report with Summary Data**

Show Expenses  Show Itemizations

University of Kentucky Expense Report
Report Name: 20200825AugustExp
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: concurex@ulay.edu
Default Approver: Test, Default Approver

Report Header
Policy: *UK-TEST USER-General Expenditure Policy
Report Date: 08/29/2020
Report Id: 137D4A115A90A9692

• 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.

**Report - Detailed Report with Summary Data**

Show Expenses  Show Itemizations

University of Kentucky Expense Report
Report Name: 20200825AugustExp
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: concurex@ulay.edu
Default Approver: Test, Default Approver

Report Header
Policy: *UK-TEST USER-General Expenditure Policy
Report Date: 08/29/2020
Report Id: 137D4A115A90A9692
• Email
  ○ Use this option to send a copy of the report to yourself or someone for review. Click on Email.

**Report - Detailed Report with Summary Data

- Show Expenses  - Show Itemizations

University of Kentucky Expense Report
Report Name: 20200825AugustExp
Cash Advance
Cash Advance Utilized Amount: $0.00
Cash Advance Returns Amount: $0.00

User Name: Test.Traveler2
User ID: 36003310
Dept Number: TH50
Email Address: conturespenses@uky.edu
Default Approver: Test.Default Approver

Report Header
Policy: *UK-TEST USER General Expenditure Policy
Report Date: 09/25/2020
Report Id: 1B70DAF1954848A98482

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

**Report - Detailed Report with Summary Data
Send Through Email

Recipient(s) *

Comment

Cancel  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