CONCUR HELP DOCUMENT
ANALYSIS/FB03 OVERVIEW

1. EXPENSE REIMBURSEMENT
   a. Analysis

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 pernrs) 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/FBO3

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)

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Reference Doc Number</th>
<th>Posting Date</th>
<th>Item Text</th>
<th>CO Header Text</th>
<th>FI Doc/Doc Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>652301: DOMESTIC TRAVEL</td>
<td>1623353</td>
<td>03/06/2020</td>
<td>*TRIP FROM 02/05/20 TO 02/08/20 TO GREENSBORO</td>
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<td>15070748</td>
<td>03/07/2020</td>
<td>*TRIP FROM 02/05/20 TO 02/08/20 TO GREENSBORO</td>
<td>#</td>
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</tr>
<tr>
<td>14765 1</td>
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<td>00247540/14766/LODGING</td>
<td>00555555 /14766/1</td>
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<td>00247540/14766/TRAVEL MEALS - BUSINESS</td>
<td>00555555 /14766/1</td>
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<td>00577777 /15862/1</td>
<td>19 2</td>
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</tr>
</tbody>
</table>

- 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
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.