

In MSU's Concur system, there are various searches that can be completed. Searching can include locating **Requests**, locating **Expense Reports** for others, and/or KFS vendor ID lookup. To complete these searches, it will depend on status within Concur as some may not have the authorization to complete all of the searches.

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Locating Requests

1. Start at the <u>Concur</u> <u>Homepage</u>, select **Requests** from the header.

SAP Concur C Requests Travel	Expense Reporting - App Center				Help Profile 👻 🌙			
MICHIGAN ST		+ New	00 Authorization Requests	00 Available Expenses	00 Open Reports			
TRIP SEARCH	ALERTS							
Booking for myself Book for a guest	As an employee of Michigan State University, you are eligible for a free Triplt Pro subscription. Learn Moro and Activate Not right now							
X0 2 1 0	You haven't signed up to receive e-receipts @ Sign up here							
MSU-sponsored domestic travel authorization has returned to pro-pandemic processes. International MSU-sponsored	COMPANY NOTES							
travelers must submit a request at least 3 weeks prior to departure in both Concur and Global Travel Registry.	MSU Travel Card							
Mixed Flight/Train Search	The MSU Travel Card is the university sponsor	ed card to use fo	r authorized expense	s when traveling c	n MSU business.			
Round Trip One Way Multi City	Learn more about the MSU Travel Card by going to: Travel	Card						
From 🕜	Motor Vehicle Record (MVR) review							
Departure city, airport or train station	Click on the link to reach the Motor Vehicle Record Search.							



Manage Requests	
Manage Requests	
REQUEST LIBRARY View	Active Requests V
	✓Active Requests
+ Create New Request	Not Submitted Pending Approval Approved Cancelled Closed All Requests

2. Select the **Active Requests** pull-down list and then select the appropriate option.

NOTE: Requests that have been approved will move to **Approved Requests** after 90 days. They will no longer be visible as **Active Requests**.

THERE ARE NO ACTIVE REQUESTS Click **Create New Request** to create a new request

Exhibit 2



Locating Expense Reports

Locating for Yourself:

header.



- 2. Select Manage Expenses >Active Reports pull-down list
- >Choose the appropriate option.



Exhibit 4



Locating For Others:

1. Starting at the **Concur Homepage**, select **Expense** from the header.

SAP Concur C Requests Travel	Expense Reporting - App Center				Profile 🔻			
	1	+ New	DO Authorization Requests	DO Available Expenses	DD Open Reports			
RIP SEARCH	ALERTS							
Booking for myself Book for a guest	As an employee of Michigan State University, you are eligible for a free Triplt Pro subscription. Learn More and Activate Nor right now							
X 9 😝 🛏 9	You haven't signed up to receive e-receipts. Sign up here							
MSU-sponsored domestic travel authorization has returned to pre-pandemic processes. International MSU-sponsored	COMPANY NOTES							
travelers must submit a request at least 3 weeks prior to departure in both Concur and Global Travel Registry.	MSU Travel Card							
Mixed Flight/Train Search	The_MSU Travel_Card is the university sponso	ored card to use for	r authorized expense	s when traveling c	n MSU business			
Round Trip One Way Multi City	Learn more about the MSU Travel Card by going to: Travel Card							
From (2)	Motor Vehicle Record (MVR) review							
Departure city, airport or train station	Click on the link to reach the Motor Vehicle Record Search	1.						

2. Select **Process Reports** and fill out the necessary fields.

	_	_							Administration -		Help 🕶
SA	P Concur C	Requests	Travel	Expense Aj	oprovals Rep	porting -			Profil	e 🔻	2
Man	age Expenses	View Transaction	ns Cash A	dvances Pro	ocess Reports						
Group: All Groups I Can A	ccess					Delete Rep	ort		Clear Exception	3	
Run Query • Start	ing Group 🔹	Group List Settings	Create/Mana	ge Queries 🔹							Preferences
Find every report where Report Id	~	Equals	~	Go		AND					
	Report/Trip Na	me Submit Date	Employee Name	e Approval State	us Report T	Total Receipt Sta	atus	Cash Advance	Payment Status		

Exhibit 6



Vendor Lookup

Concur has the ability to view Vendor IDs as well as the Vendor Name on Expense Reports after submission. The KFS Vendor is accessible in Concur and Vendor ID is required to reimburse travel expenses to Guest Travelers and Non-Employee Students (Non-Profiled Traveler policy). The actual Vendor list displays Vendor Name as both the number and the name combined. To search for just the Vendor Name, use an asterisk * before typing the name (the same as in KFS). The reimbursement will be sent to the default remit address indicated on the Vendor ID chosen on the Expense Report.

	Does this trip include personal travel? *							
1. When searching in Concur,	None Selected	~						
individual surrounded by								
asterisks, such as *sabon* and	Traveler Type *		Are there shared expenses with another tra	aveler?*	Special Payment Needs			
select the correct vendor from	None Selected		None Selected	Selected ~		None Selected		
	Wire Payment Needed?		Is the traveler being reimbursed?*		KFS Vend	lor ID *		
	No	~	Yes	~	▼ ~	* <u>sabon</u> *		
						(10000-0) (10000-0) SABON, LESLIE		
As shown in <i>Exhibit 7</i> , the	Account *		Subaccount	3	Object Code *			
Vendor ID is 10000-0 and the	Y Search by Code				None S	Selected		
Sabon, Leslie.					SubObjec	ct		
					T •	Search by Code		
	Exhibit 7							

NOTE: Best practice when reimbursing a Non-Profiled Traveler (Guest or Non-Employee Student) is to use the full KFS Vendor ID, instead of searching by name, to ensure correct payee is added to the Expense Report.