1. Overview

The purpose of this document is to provide information on how to enquire on Expense Claims. Please refer to Enquire on Your Expense Claims if you would like to view your own Expense Claims.

2. Select Process Claims on upper left of the Expense page

3. Search by Report Key

Enter the Journal Line Reference, from ES Financials, and click Go.

The Journal Line Reference in ES Financials is the Expense Report Key.

Other Search Options which may be useful include Employee First Name, Employee Last Name, Employee ID (Note Employee ID does not contain a U, e.g. 4018711)
There are 2 ways to get the Expense Report Key (Journal Line Reference) in ES Financials:

**Navigation**

General Ledger > Review Financial Information > Ledger & Budget

[Image showing journal details]

**Navigation**

General Ledger > Journals > Journal Entry > Create/Update Journal Entries

[Image showing journal entry creation]

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4. Click on **List Settings**

To add or remove fields (such as Report ID and Report Key) from the results page then click **OK**.

The **Search Results** will be displayed. Click on the claim name to display the details.

5. **Details**

Detailed information and attached receipts can be viewed by navigating the Claim menu.
6. Useful menu items

<table>
<thead>
<tr>
<th>Menu</th>
<th>Sub-menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>N/A</td>
<td>Summary of expense claim</td>
</tr>
<tr>
<td>Details</td>
<td>Claim, Audit Trail</td>
<td>Lists all audited actions, including approvals, exceptions and send-backs, for this expense claim</td>
</tr>
<tr>
<td>Details</td>
<td>Claim, Approval Flow</td>
<td>Lists users that have approved the expense claim</td>
</tr>
<tr>
<td>Details</td>
<td>Claim, Comments</td>
<td>Lists all comments added by users for the expense claim</td>
</tr>
<tr>
<td>Receipts</td>
<td>View Receipts Declaration</td>
<td>Displays all attached receipts/ invoices</td>
</tr>
</tbody>
</table>

7. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management