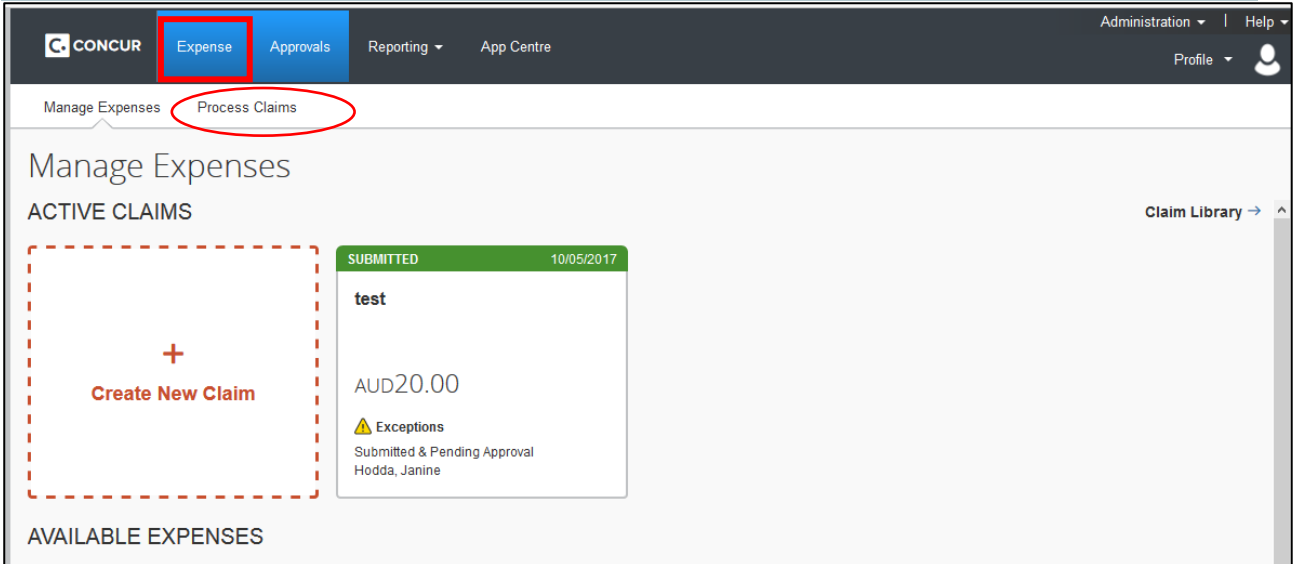


1. Overview

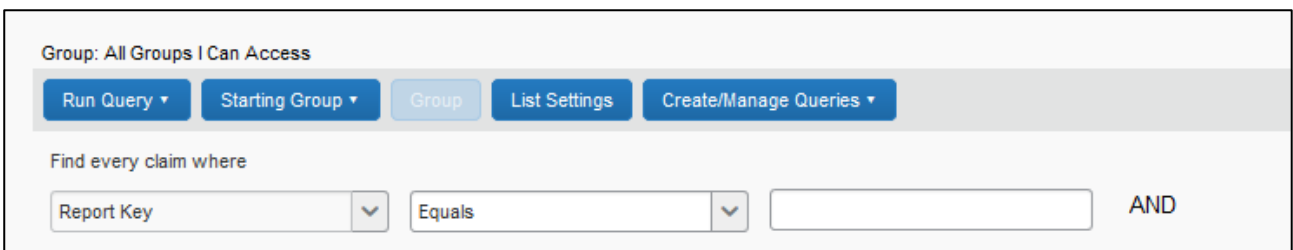
The purpose of this document is to provide information on how to enquire on Expense Claims. Please refer to [Enquire on Your Expense Claims](#) if you would like to view your own Expense Claims.

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



The screenshot shows the Concur Expense Management System interface. The 'Expense' tab is highlighted with a red box. The 'Process Claims' link is circled in red. A 'Create New Claim' button is highlighted with a dashed red box. A submitted claim card for 'test' (AUD20.00) is visible.

3. Search by **Report Key**

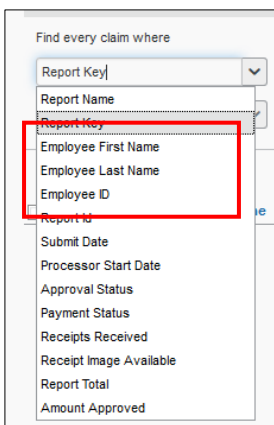


The screenshot shows the search interface in the Concur Expense Management System. The search criteria are set to 'Report Key' and 'Equals'.

Enter the **Journal Line Reference**, from ES Financials, and click

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)



The screenshot shows the search dropdown menu in the Concur Expense Management System. The 'Report Key' option is highlighted with a red box.

There are 2 ways to get the **Expense Report Key** (Journal Line Reference) in ES Financials:

Navigation

General Ledger > Review Financial Information > Ledger & Budget

Journal Details

Ledger Criteria

Inquiry	Unit	Ledger	From Year/Per	To Year/Per
INQUIRY	ANUGL	ACTUALS	2017 1	2017 6
Account 5400	Fund R	Dept 24102	Project 09	
Total Journals		172.71		

Journal ID	Journal Date	Line #	Journal Line Reference	Journal Line Description	Monetary Amount
1 CC00621283	07/04/2017	1	276	select approver	39.64
2 CC00621297	07/04/2017	1	276	select approver	39.64
3 CC00621301	08/04/2017	1	276	select approver	39.64
4 CC00621303	08/04/2017	1	276	select approver	39.64
5 CC00621305	03/04/2017	2	267	Test	14.15

Navigation

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

Create/Update Journal Entries

Unit ANUGL Journal ID CC00621283 Date 07/04/2017

Template List Search Criteria

*Process Edit Journal Process Line 10

Select	Line	Account	Fund	Dept	Bud Ref	Project	Base Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1	5400	R	24102		09	39.64		276	select approver
<input type="checkbox"/>	2	2209P					3.96		276	select approver

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
ANUGL	2	43.60	0.00	P	V

Save Return to Search Notify Refresh

4. Click on List Settings

OK

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

List Settings

- Columns
- Report Name
- Submit Date
- Employee Name
- Approval Status
- Report Total
- Receipt Status
- Cash Advance Return Received
- Payment Status
- Report Id
- Report Key
- Amount Approved
- Amount Company Paid

OK Cancel

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

Search Results

Group: All Groups I Can Access

Find every claim where

Report Key = 605 AND

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance...	Payment Status	Report ID	Report Key	Amount Appr...	Amount Com...	Amount Due C...	Amount Due E...	Amount Not A...	Approved by ...	Authorization
bish	15/05/2017	Bayley, Neil	Submitted & Pen...	AUD 100,000.00	Not Required		Not Paid	13381F98FAAC	605	AUD 100,000.00	AUD 0.00	AUD 0.00	AUD 0.00	AUD 100,000.00		N

5. Details

Detailed information and attached receipts can be viewed by navigating the Claim menu

1023123

Summary Details Receipts Print

Expenses	Date	Amount	Approved
	01/02/2017	AUD 12.50	AUD 12.50

Claim

- Claim Header
- Totals
- Audit Trail
- Approval Flow
- Claim Payments
- Comments
- Allocations
- Allocations

Claim Summary

Claim Totals

Amount Due Company

AUD 0.00

6. Useful menu items

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

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>