

Concur Expense Report Key Fields and Use of the Details Menu

Six key fields in Concur assist employees and approvers in defining whether an expense is a **reasonable** and **appropriate** business expense. The chart below details what data is required, and where departments may desire to incorporate additional data for reporting and reconciliation needs.

Note: The | (pipe), ; (semi-colon), or “ (quote) symbols should not be utilized in any Concur free-form fields, as they may cause upload errors when Concur data is imported into M-Pathways.

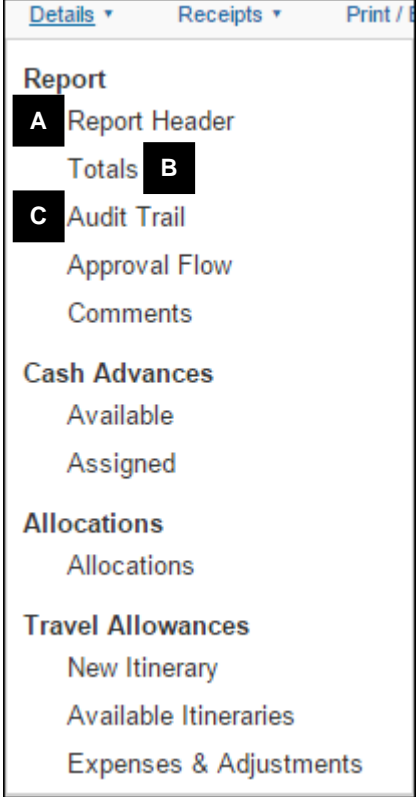
Field Name	Field Length (Char.)	Imported into M-Pathways	Notes/Recommendations
A (Header) Report Name	30	No	<p>The Report Name should include a keyword/description that identifies the primary reason for the expense. Examples:</p> <ul style="list-style-type: none"> Travel Hosting Recruitment Conference P-Card Expenses Reimbursement <p>Note: Trips booked in Concur Travel will populate Report Names such as <i>Trip Detroit to St. Louis</i>, and this is acceptable. If desired, you can modify the populated Report Name.</p>
B (Header) Business Purpose Category and Business Purpose Details	64	No	<p>Business Purpose Category and Business Purpose Details can be used to complement the Report Name entered. Examples: <i>Business Purpose Category: CONFERENCE</i> <i>Business Purpose Details: Concur Conference 07/13/15-07/17/15</i></p> <p>See the Business Purpose for Concur Expense Reporting document for guidance on creating an appropriate business purpose.</p> <p>Notes: The Trip Purpose from a reservation booked in Concur Travel defaults to the Business Purpose Details field.</p> <p>The (Header) Business Purpose Category and Business Purpose Details defaults to the (Line) Business Purpose Category and Business Purpose Details in the report.</p>

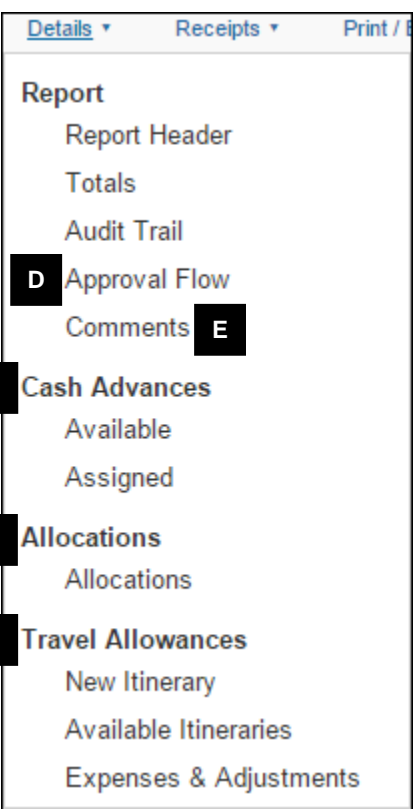
C	(Header) Comment	500	No	(Header) Comment is an optional field that you can populate to provide additional information about the expense report for approvers.
----------	------------------	-----	----	--

	Field Name	Field Length (Char.)	Imported into M-Pathways	Notes/Recommendations
D	(Line) Department Reference	48	Populates the Department Ref # field on the M-Pathways voucher Dept Ref # field appears on the <i>Voucher Detail Expense Report</i>	Department Reference is designed for you to further identify the expense. It can be used in any way departments see fit. (Optional) Departments may use this field to enter a departmentally-generated description that can be used to tie expense reports from multiple employees together for reporting purposes or to track expenses related to an event that occur over time for an employee.
E	(Line) Business Purpose Category and Business Purpose Details	64	First 30 characters from the (Line) Business Purpose Details field populates the M-Pathways Voucher Line Description field. If no value is entered in the Business Purpose Details field, the selection made at the Business Purpose Category populates the M-Pathways Voucher Line Description . Voucher Line Description field appears on the <i>Voucher Detail Expense Report</i>	The (Line) Business Purpose Category and Business Purpose Details should explain why the specific expense is necessary to the U-M. Please follow the guidance provided in Business Purpose Category regarding required information needed for the Business Purpose Details . If an expense is incurred on behalf of another employee or U-M guest, indicate that individual's name (e.g. <i>Dr. Smith - Medical License Renewal</i>). Note: The (Line) Business Purpose Category and Business Purpose Details default from the report header. Often this is appropriate (e.g. all expenses apply to the same trip), but you may need to modify the line value to provide a more specific explanation.
F	(Line) Comment	500	No	(Line) Comment allows employees to include additional information about the expense. A Comment is required for any "yellow flag exception" employees receive indicating they have exceeded U-M spending thresholds for this expense type. The comment provides justification for approver(s).

Details Menu

Another resource for expense report data is the Details menu. Below is a description of each option in the Details Menu and how each can aid in creating or approving expense reports.

	Letter	Menu Item	Description
	A	Report Header	<p>The Report Header pane provides:</p> <ul style="list-style-type: none"> • Report Name • (Header) Business Purpose Category and Business Purpose Details • (Header) Comments – You may enter comments about the report in this field. • Report Key – which together with the report name becomes the Invoice ID on the Non-PO Voucher • ShortCode <p>You may wish to use the Report Header pane to modify existing or provide additional header information.</p>
	B	Totals	<p>The Report Totals pane provides financial totals for the expense report including:</p> <ul style="list-style-type: none"> • Report Total – total amount of all expenses • Amount Due Employee – total amount owed to employee • Amount Owed Employee – total amount owed by the employee <p>You may wish to use Report Totals pane to review all report totals prior to report submission.</p>
	C	Audit Trail	<p>The Audit Trail pane is divided into two parts: Report Level and Entry Level. Each section has columns for Date/Time, Updated By, Action, and Description.</p> <p>You may wish to use the Audit Trail pane to review:</p> <ul style="list-style-type: none"> • Approval Status Change (Including Sent Back) • Workflow Steps Added • Comments • Delegate Report Creation • Email reminder has been sent • Exceptions • Payment Status Change • Receipts Image Reviewed • Receipts Received • Report Recall

	Letter	Menu Item	Description
 <p>Report Report Header Totals Audit Trail D Approval Flow Comments E</p>	D	Approval Flow	<p>The Approval Flow pane permits you to add additional department workflow to the expense report or review the approval steps afterwards. Note: Approval workflow can also be applied during the report submission process.</p> <p>You may wish to use the Approval Flow pane to apply expense report workflow if you are a delegate creating an expense report for another employee.</p>
<p>F Cash Advances Available Assigned</p>	E	Comments	<p>The Comment History pane provides any report header comments entered by the employee (or their delegate) as well as Approver or Auditor comments. Note: You can add expense report comments here, on expense lines, or on the expense report header pop-up box.</p> <p>You may wish to use the Comment History pane to track changes you've made to an expense report that was returned for correction.</p>
<p>G Allocations Allocations</p>	F	Cash Advances	<p>The Cash Advances pane permits you to view available cash advance balances and to assign a cash advance to an expense report. The Cash Advances Assigned to Report pane provides information about Cash Advances assigned to your expense report and how much of the Cash Advance is used.</p>
<p>H Travel Allowances New Itinerary Available Itineraries Expenses & Adjustments</p>	G	Allocations	<p>The Allocations pane allows you to allocate multiple expenses simultaneously for your expense report. Hint: You can also do this by selecting multiple expenses in the Expense List on the expense report, and selecting Allocate from the list of tasks you would like to do to the expenses.</p>
	H	Travel Allowances	<p>The Travel Allowance panes allow you to use the:</p> <ul style="list-style-type: none"> • Create New Itinerary tab to create an itinerary for an expense report. • Available Itineraries tab to edit, un-assign, or assign an itinerary previously created to your expense report. • Expenses & Adjustments tab to adjust the meals on your expense report. <p>You may wish to use the Travel Allowance panes to apply an itinerary if you forgot to create one initially for an expense report or readjust meals claimed for reimbursement.</p>