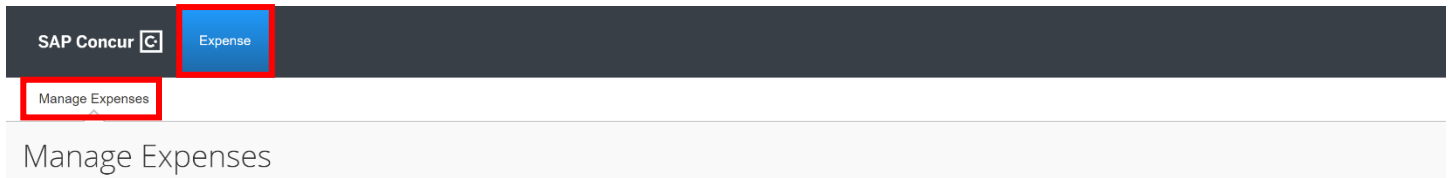




How to Verify Payment for Concur Expense Reports

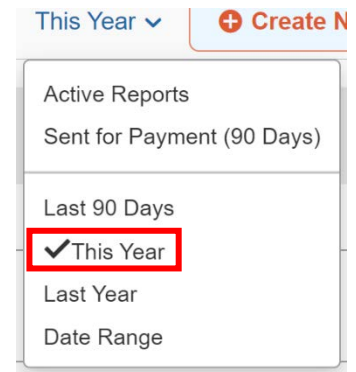
Once your payment has been processed, the report status for processed reports will change from **Processing Payment** to **Payment Confirmed**.

1. Navigate to **Concur -> Expense**.



The screenshot shows the SAP Concur interface. At the top, there are two tabs: 'SAP Concur' and 'Expense'. The 'Expense' tab is selected and highlighted with a red box. Below the tabs, there is a 'Manage Expenses' link, also highlighted with a red box. The main heading of the page is 'Manage Expenses'.

2. Change the selection from **Active Reports** to **This Year** using the dropdown to view reports that you submitted this year.

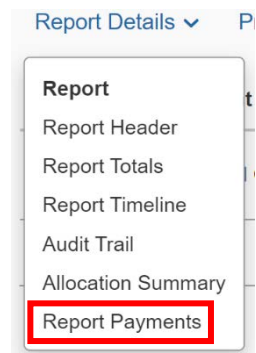


The screenshot shows a dropdown menu for selecting a time period. The current selection is 'This Year', which is highlighted with a red box. Other options in the menu include 'Active Reports', 'Sent for Payment (90 Days)', 'Last 90 Days', 'Last Year', and 'Date Range'.

3. Verify that the **Status** column reads **Payment Confirmed**, and the **Amount** matches the **Due Employee** Column.

Status ↑↓	Report Date ≡	Amount ↑↓	Requested ↑↓	Due Employee ↑↓
Payment Confirmed	06/19/2023	\$180.79	\$180.79	\$180.79

4. Open the report and select **Report Details -> Report Payments**.



The screenshot shows a dropdown menu for selecting a report view. The current selection is 'Report Payments', which is highlighted with a red box. Other options in the menu include 'Report', 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', and 'Allocation Summary'.

5. Here you can see the **Invoice/Cheque** number (ex. IXXXXXXX-!XXXXXXX) of the payment and **Amount** that was paid.

Report Payments

Payment Date ▾	Import Run Number	Check/EFT	Payment To	Amount
07/19/2023	44820	I1234567-!1234567	User, Test	CAD 73.85