Concur Accounting: Travel, Corporate Card, and Out-of-Pocket Expense for Employees & Student Employees (YS)

Concur Accounting documents (YS) post to financial reports from the Concur Travel & Expense Management system, which is Duke’s current expense reporting. While Concur has a variety of capabilities, Duke uses the system to process and post travel and non-travel expense reports to the ledger for corporate card and out-of-pocket expense for employees, including student employees. The Employee and Travel Reimbursement (ETR) department is responsible for processing these payments in SAP via Concur.

Concur expense report processing is linked to the SAP Payroll module. Therefore, employees or student employees who have “direct deposit” (known as ACH, Automated Clearing House) of their paycheck into a bank account will also receive any reimbursements via direct deposit. Those who have not opted for direct deposit with a bank will receive reimbursements via a check.

YS documents are original accounting documents which are created from the travel and non-travel expense reports created in Concur. Concur is accessible to all employees through Duke@Work. The drill-down from a report into these documents is slightly different than all other document types in SAP and requires that you select the “Accounting Document” option as outlined in this chapter of the guide. These accounting documents contain debit and credit postings and are similar to the accounting documents such as Document types KN and RN created from invoice payments.
View details about the Concur posting from a Line Item Report

From a line item report (Cost Center: Display Actual Line Items or the Project / WBS: Display Actual Line Items):

1. On the line item report, **double click anywhere on a line item for a Document Type YS** to select and drill-down on that row.

2. In the resulting **List of Documents in Accounting** box, double-click on the row labeled as **Accounting document** (first row in the list of options).
3. In the resulting *Display Document: Data Entry View*, to see the document in the Duke customized look, use the menu path: **Goto > Display as List** (click on the top title of the screen to see menu paths as needed, not shown here).

4. Regardless of the view (original Data Entry View or Document Overview - Display shown above), review the information provided in the accounting document per the next steps.
Reconciliation and Documents Guide
Concur Accounting (cont.)

Key Pieces of Information Available in the Document Drill-down

Note: To adjust the width of all columns, follow the menu path: **Settings → Columns → Optimize Width.**

Document Type YS Examples

The following **Display Overview – Document** screens show two examples of Document Type YS – Out of Pocket (OOP) Reimbursement and Corporate Card Clearing (CC). These documents are similar to YT, KN, and Accounting view for RN.

### Document Type YS

**OOP = Out of Pocket Reimbursement**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doc #:</strong> 0000263719</td>
<td><strong>Company Code:</strong> 0010</td>
<td><strong>Posting Date:</strong> 12/01/2021</td>
<td><strong>Period:</strong> 96</td>
<td><strong>Document Type:</strong> YS</td>
<td><strong>Out of Pocket Reimbursement</strong></td>
<td><strong>Currency:</strong> USD</td>
<td><strong>Ref:</strong> 120970</td>
</tr>
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### Document Type YS

**CC = Corporate Card Clearing**

<table>
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</tr>
</tbody>
</table>
1. **Document Type** = a two-digit value that identifies the type of document such as **YS** for Concur Accounting Documents in this example.

2. **Document number, Company code, and Fiscal Year** = assigned SAP document number for the company code’s set of books. All three fields help to identify the document in the system.

3. **Document date** = date the original document.

4. **Posting date and Period** fields = the date and fiscal period that the expense was posted to the ledger (and appears on financial statements).

5. **Overall no.** = a number that links all the document numbers created from a cross company code journal entry:
   - The **first 10 digits** = a leading zero + the 9-digit SAP document number created for the company code entered on the header.
   - The **next 4 digits** = the company code that was entered on the header screen.
   - The **last 2 digits** = the fiscal year posted (for all the documents).

   *Note:* The line items vary for OOP documents versus Corporate Card Expense Clearing documents and are outlined in the next two steps.

6. **Ref. doc.** = **Report Key** assigned by Concur when the expense report is generated. Employee Travel and Reimbursement references this number to identify a specific trip.

7. **Doc. Hdr Text** = **Document Header Text** reflects the “Trip Name” created on the Report Header in Concur. This data is entered by the individual creating the report; therefore, specific information included will vary by document.
8. The **First line item (Itm 1)** for **Out-Of-Pocket Reimbursements to Employees or Students on the Payroll** contains information as follows:

- **PK (posting key)** = 31 (payment/credit), 21 (credit memo/debit), **NOT** a 40 (debit) or 50 (credit).

- **Account** = the **SAP vendor account number assigned** to the payee. Employees and student employees are assigned a unique 10-digit vendor account number, which begins with the number 8. This number is their vendor account number for YT payment purposes.

- **Account short text** = the **payee’s name**.

- **Fund** displays **1001000** which represents Assets, Liabilities, and Fund Equity.

- **Text** = **system generated text that varies** for the line items. The text for line items posting expense to departments includes brief details, such as the name of the employee or student employee being reimbursed as well as receipt date and vendor name (for more specifics, see Text description for **Display Document: Line Item 001** screen which is covered in next pages).

- Other line items in the document contain the expense debits (**PK 40**) that post to the department’s cost objects per the types of expenses cleared in the expense reports.
9. **Line Items (Itm 1 and 2)** for documents that clear **Corporate Card Expenses** contain information as follows:

- **PK (posting key)** = 40 (debit) or 50 (credit) - In general, the debit line items are posting the Corporate Card expense to the department’s cost object and the credit line item posts the payable to Fund **1001000** – Liabilities, and Fund Equity.

- **Account and Account short text** = the G/L account and G/L Account description for the debit posting of expense to the department and based on the type of expense charged on the Corporate Card (the credit line posts to the G/L Account 201202 Corporate Card Payable).

- **Fund** = the department’s cost object for posting of expense or Fund **1001000** – Liabilities, and Fund Equity for posting of the payable.

- **Text** = system generated text that provides details about the Corporate Card expense being cleared – the text begins with **CC:** to indicate the expense was incurred via the Corporate Card and includes the employee/student employee’s name, the corporate card transactions date, and the vendor.

10. To **vertically scroll** through the invoice, click on the

- **First Page (Ctrl+Page up)** to scroll to the top cover page.
- **Next Page (Page down)** to scroll to the next page.
- **Previous Page (Page up)** to scroll to the previous page.
- **Last Page (Ctrl+Page down)** to scroll to the last page.
Display the Payment Information for Out-of-Pocket Expense Reimbursements (Most Are Direct Deposits)

From the YS accounting document (Document Overview - Display) screen:

1. Drill down (double click) on the first line item (Posting Key = 31) to view the Display Document: Line Item 001 screen and review details as outlined in the next steps.

2. Payee name and address defaulted from the Payroll work address.

3. Payee name and address defaulted from Payroll.

4. Payee name and address defaulted from Payroll (usually the address associated with the payroll clerk were paychecks are distributed).

Note: For employees and student employees, payments are made either via direct deposit or check. Checks are mailed to the address provided.
3. **Information like “Line item 1/ Invoice/ 31” =** link to the previous screen for the line item drilled down upon from previous screen.

4. **Amount =** the amount reimbursed to the employee or student employee.
   
   *Note:* The *Payt terms* and *Bline date* fields are not relevant for reimbursements processed by Employee Travel and Reimbursements department.

5. **Clearing =** two fields outlined per below:
   
   - If the clearing field boxes do not exist or do not appear on the screen, then the payment (check/direct deposit) has not been issued. Transactions are posted to G/L Accounts in SAP on a daily basis as entered into the system. Payments are processed (via direct deposit or check) on either on Monday, Wednesday or Friday of each week.
   
   - If the fields are displayed, the *first field* indicates the date the payment was issued via check or sent to the bank via direct deposit (the actual day of deposit will be 1-2 workdays later).
   
   - If the fields are displayed, the *second field* is the clearing document number.

6. **Text =** system generated text providing the name of the employee or student employee being reimbursed and other useful details.
To see check information if applicable (not available if the payment was made by direct deposit to an employee or student employee and most payments are direct deposit):

7. To confirm whether a check was issued or a direct deposit was made, and see check information if applicable, follow the menu path Environment → Check Information and review the results:
   • If the payment was made via ACH / Direct Deposit (most payments are made this way), then a message will display at the bottom of the Display Document Overview screen and state that “No check information was found”.
   • If a check was issued as payment, the Display Check Information screen will be displayed – see next step.

8. If the Display Check Information screen is displayed (not shown here), see the Check number and amount fields for the details of the check, as well as a date the check cleared Duke’s bank account if applicable in the Check Encashment field.

   Note: Click on Back button ONCE to return to Display Document Overview screen.
Concur Accounting (cont.)

View Header Information for the Entire Document from Any Screen:

- Click on the Document header button.
- Review the fields of information.
  
  Note: For questions, please contact the Employee & Travel Reimbursement department at 668-3877 or via email at EmployeeTravel@duke.edu.

- Click on the Continue button to return to the Document Overview - Display screen when ready.