



### QUICK REFERENCE GUIDE

#### I. General Information

1. Per the UK BPM, departments are required to have access to proper purchasing documentation. One way of ensuring this documentation is available, and that all charges are appropriate and allocable, is performing monthly reconciliations. This guide will provide you with instructions on how to locate documentation uploaded to the Concur Expense Management system in SAP, which is helpful when performing reconciliations.

#### II. Process

1. Run the "KSB1" transaction code on the cost center/period you want to view
  - Use of the below layout ("/CAFEREC") will provide the correct variables for this purpose

**Display Actual Cost Line Items for Cost Centers : Initial Screen**

Further Selection Criteria...

Controlling Area: UK00

Cost Center: [ ] to [ ]

or

Cost Center Group: [ ]

Cost Element: [ ] to [ ]

or

Cost Element Group: [ ]

Posting Data

Posting Date: 11/01/2022 to 12/31/2022

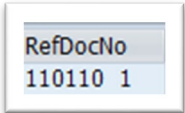
Settings

Layout: /CAFEREC CAFE Reconciliation

More Settings



2. Filter view to "XC" documents

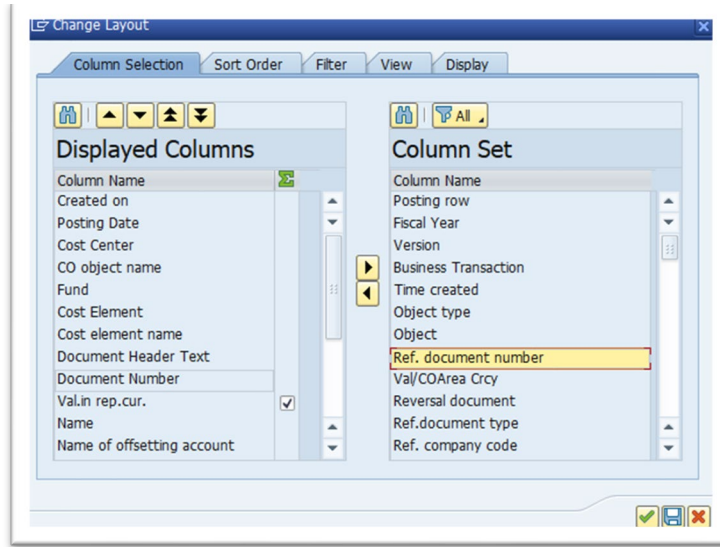


3. Locate the "RefDocNo" on the concur expense in question
  - You may either use our pre-created layout ("/CAFEREC") to ensure the "RefDocNo" column appears on the report, or edit your own layout
    - To edit your user-specific layout, select the "change layout" (rubix cube) icon at

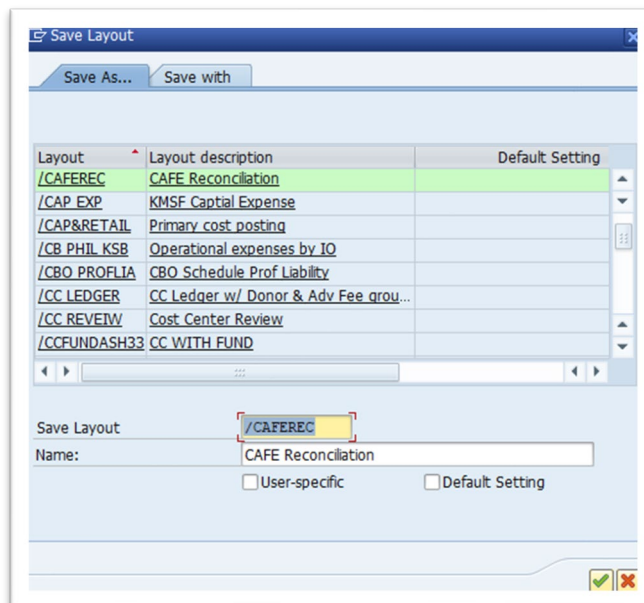


the top

- Then, select the columns you would like to add to your layout, and move to the "displayed columns" section



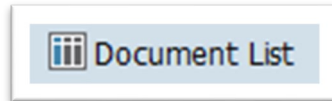
- Click the "save layout" icon  and name your layout



4. Open a second SAP window and enter t-code "FB03"

Keys for Entry View	Document display using...
Document Number	Reference no.
Company Code	
Fiscal Year	

5. Click "document list" icon



6. Input appropriate fiscal year and "RefDocNo" from KSB1 (excluding "1" at the end), then click execute icon

Data Sources			
Company Code	UK00	to	
Document Number		to	
Fiscal Year	2023	to	

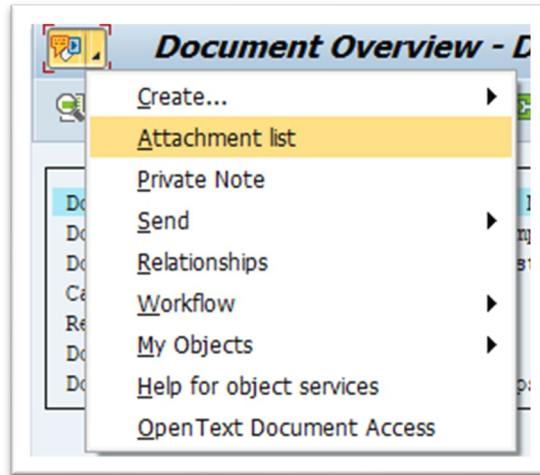
  

General Selections			
Document Type		to	
Posting Date		to	
Entry Date		to	
Reference Number	110110	to	
Reference Transaction		to	
Reference Key		to	
Logical System		to	

7. Double click on document to view details

DocumentNo	Document Header Text	Doc. Date	Posting Date
5300082853	09/22 ProCard Maynard	11/09/2022	11/09/2022

- Click the dropdown list on the “services for object” icon to view the attachment list



Service: Attachment list

AttachmentForUK0053000828532023

Icon	Title	CreatrName	Created On	Created...
	33.98AMZN MKTP...		11/09/2022	12:05:55
	1488.75FEDRESU...			
	246.15CLUB COL...			
	18.00SQ *SOUTH...			
	18.00SQ *SOUTH...			
	138.25CLUB COL...			
	67.38FEDEX 5485...			

- Click on the specific expense to view concur documents

