

In MSU’s Concur system, there are various searches that can be completed. Searching can include locating **Requests**, locating **Expense Reports** for yourself, locating **Expense Reports** for others, and/or KFS vendor ID lookup. To complete these searches, it will depend on status within Concur as some may not have the authorization to complete all of the searches.

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Locating Requests

1. Start at the **Concur Homepage**, select **Requests** from the header.

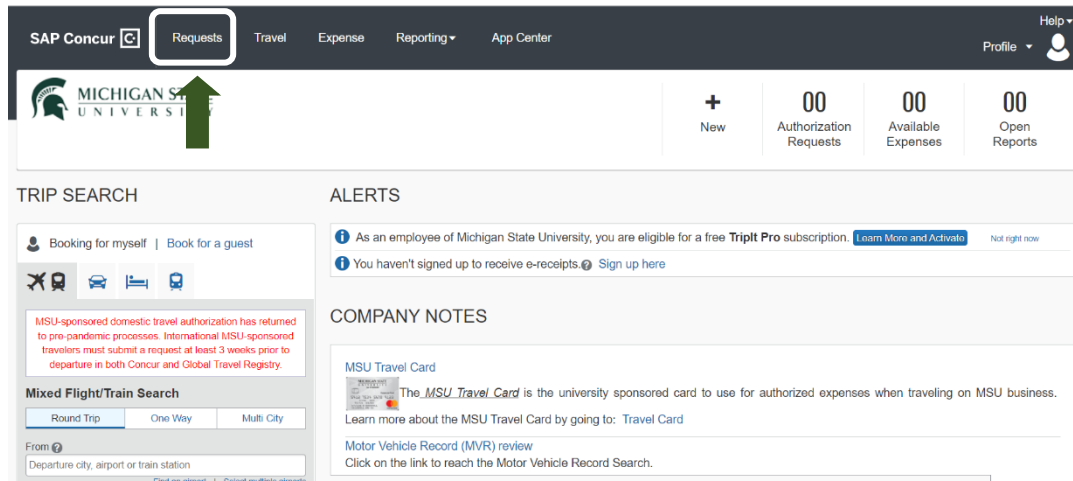


Exhibit 1

2. Select the **Active Requests** pull-down list and then select the appropriate option.

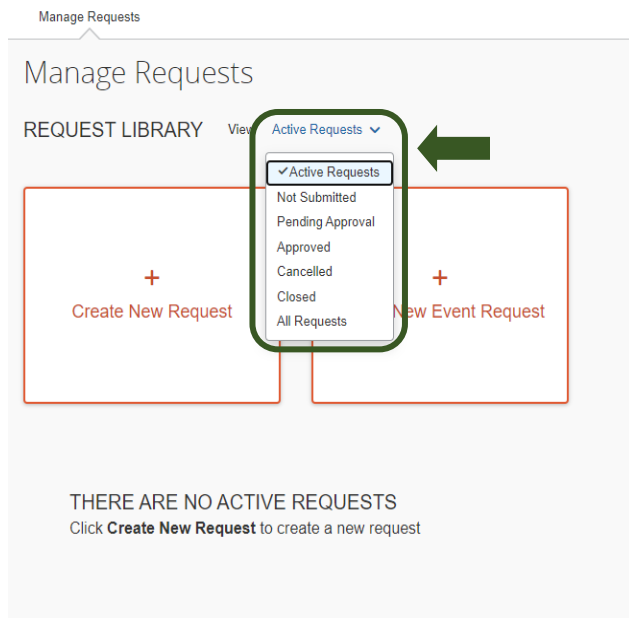


Exhibit 2

NOTE: Requests that have been approved will move to **Approved Requests** after 90 days. They will no longer be visible as **Active Requests**.

Locating Expense Reports

Locating for Yourself:

1. Start at the **Concur Homepage**, select **Expense** from the header.

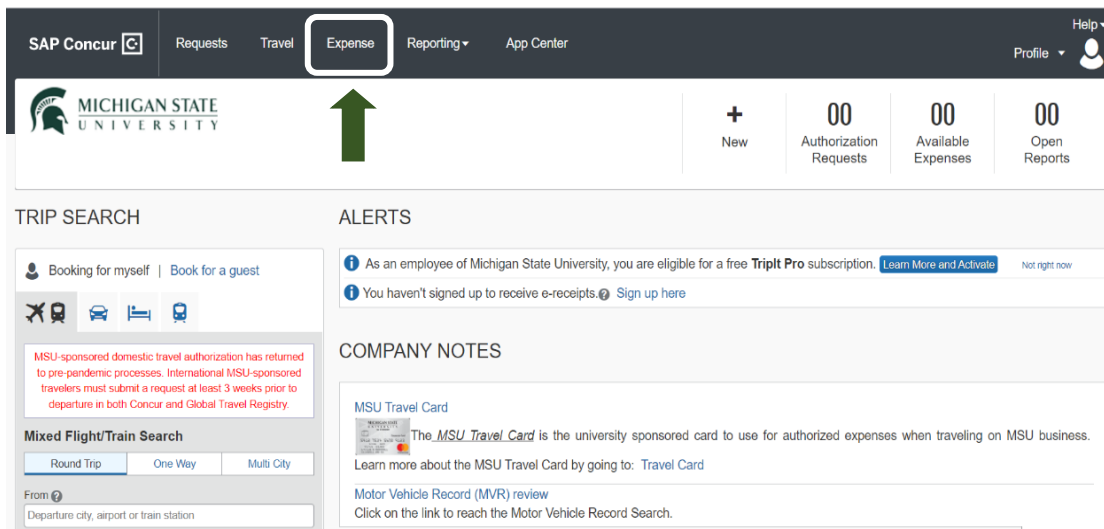


Exhibit 3

2. Select **Manage Expenses**
>**Active Reports** pull-down list
>Choose the appropriate option.

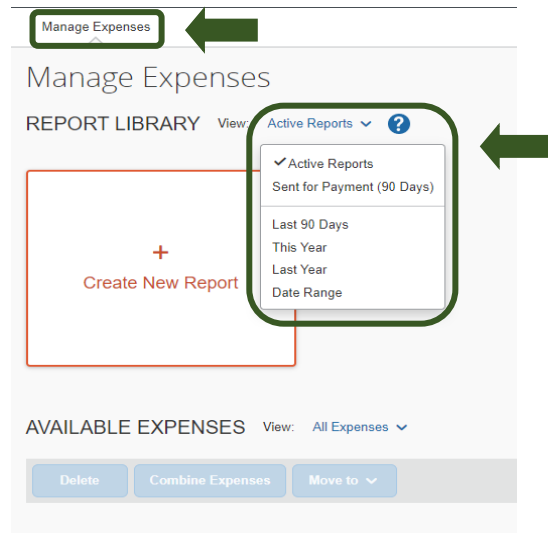


Exhibit 4

Locating For Others:

1. Starting at the **Concur Homepage**, select **Expense** from the header.

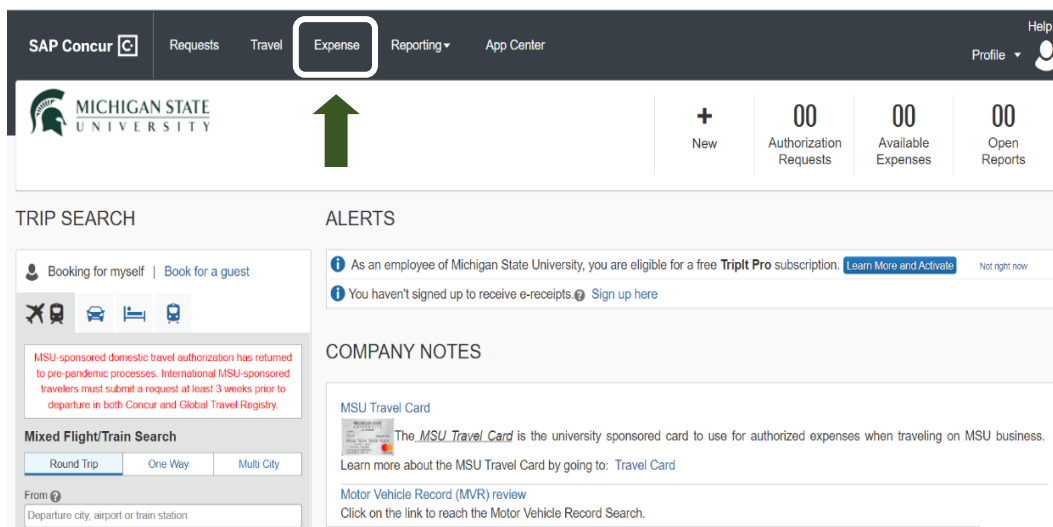


Exhibit 5

2. Select **Process Reports** and fill out the necessary fields.

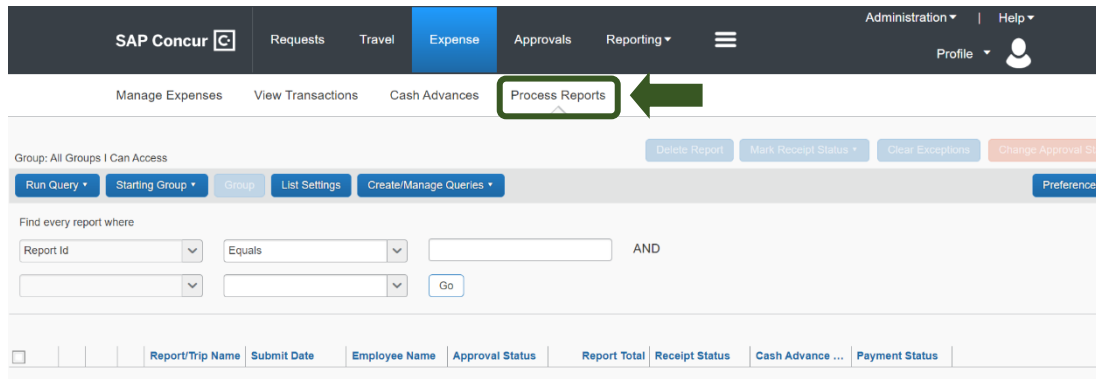


Exhibit 6

Vendor Lookup

Concur has the ability to view Vendor IDs as well as the Vendor Name on Expense Reports after submission. The KFS Vendor is accessible in Concur and Vendor ID is required to reimburse travel expenses to Guest Travelers and Non-Employee Students (Non-Profiled Traveler policy). The actual Vendor list displays Vendor Name as both the number and the name combined. To search for just the Vendor Name, use an asterisk * before typing the name (the same as in KFS). The reimbursement will be sent to the default remit address indicated on the Vendor ID chosen on the Expense Report.

1. When searching in Concur, enter the name of the individual surrounded by asterisks, such as *sabon* and select the correct vendor from the pull-down list.

As shown in *Exhibit 7*, the Vendor ID is 10000-0 and the Vendor Name is (10000-0) Sabon, Leslie.

Does this trip include personal travel? *

None Selected

Traveler Type *

None Selected

Are there shared expenses with another traveler? *

None Selected

Special Payment Needs

None Selected

Wire Payment Needed?

No

Is the traveler being reimbursed? *

Yes

KFS Vendor ID *

sabon

(10000-0) (10000-0) SABON, LESLIE

Object Code *

None Selected

SubObject

Search by Code

Account *

Search by Code

Subaccount

Search by Code

Exhibit 7

NOTE: Best practice when reimbursing a Non-Profiled Traveler (Guest or Non-Employee Student) is to use the full KFS Vendor ID, instead of searching by name, to ensure correct payee is added to the Expense Report.