PROCESSOR (COMPLIANCE OFFICER) QUICK GUIDE

Processing the expense report is the final step before a Completed invoice is pushed to Banner. To process a report:

Login to Concur

Go to Expense –> Process Reports:

Click Run Query – Reports Ready for Processing
Review the report following the Compliance Officer Checklist:

Ensure you view all receipts and ensure they are valid:
If there was a cash advance to be returned, ensure to mark it as “Returned”. You should have received a cheque with the amount to be returned with the summary and receipts.

As you will only start this activity once we have received the report summary with attached paper receipts, mark the receipts as received:
If you are satisfied that all criteria of your checklist has been met, you may now approve the report:

The next morning, write the CE# on the report.

Bring the hard copy to your Banner Approver for approval and filing.