

# 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:

CONCUR | Requests | Expense | Approvals | App Center | Administration | Help | Profile

Manage Expenses | Cash Advances | Process Reports

Group: Global | Mark Receipt Status | Clear Exceptions | Change Approval Status

Run Query | Group | List Settings | Create/Manage Queries | Preferences

Find every report where

Report Name | Begins With | AND

Go

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance...	Payment Status
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Click Run Query – Reports Ready for Processing

CONCUR | Requests | Expense | Approvals | App Center | Profile

Manage Expenses | Cash Advances | Process Reports

Reports Ready for Processing | Mark Receipt Status | Clear Exceptions | Change Approval Status

Run Query | Group | List Settings | Create/Manage Queries | Preferences

Reports Ready for Processing

Reports Review In Progress

Reports Review In Progress By Me

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance...	Payment Status
test for George le celeri	06/10/2015	Dion, Celine	Approved & Pen...	CAD 1,000.00	Not Received	No	Not Paid

Review the report following the Compliance Officer Checklist:

test for George le celeri [Dion, Celine]

Requires Review Send Back to User Send to Approver Approve

Summary Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Cash Advance...	01/10/2015	CAD 950.00	Code: CASHBAL_Level 1; ACTION: The Expense Report total is less than the cash advance. The traveller must attach a cheque or a copy of the deposit for re-payment to the Summary Report. The compliance officer will not review the report until the re-payment of the cash advance is received.

**Expenses**

Expense	Date	Reviewed	Amount	Approved
<input checked="" type="checkbox"/> Parking Ottawa, Ontario	01/10/2015	N	CAD 50.00	CAD 50.00
<input type="checkbox"/> Cash Advance Return	01/10/2015	N	CAD 950.00	CAD 0.00

TOTAL AMOUNT: CAD 1,000.00  
TOTAL APPROVED: CAD 50.00

**Report Summary**

Report Totals

Amount Due Company	Amount Due Employee
CAD 950.00	CAD 0.00

**Requests (1)**

Request Name	Request ID	Amount Approved	Amount Remaining
test for George le celeri	333E	CAD 1,050.00	CAD 1,050.00

**Cash Advances (1)**

Cash Advance Name	Request Date	Amount Requested	Starting Balance	Available Balance
test for George le cele...	06/10/2015	CAD 1,000.00	CAD 1,000.00	CAD 0.00

Ensure you view all receipts and ensure they are valid:

test for George le celeri [Dion, Celine]

Requires Review Send Back to User Send to Approver Approve

Summary Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
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**Expenses**

Expense	Date	Reviewed	Amount	Approved
<input checked="" type="checkbox"/> Parking Ottawa, Ontario	01/10/2015	N	CAD 50.00	CAD 50.00
<input type="checkbox"/> Cash Advance Return	01/10/2015	N	CAD 950.00	CAD 0.00

TOTAL AMOUNT: CAD 1,000.00  
TOTAL APPROVED: CAD 50.00

**Receipt Viewer**

Reçu Frais d'enregistrement de conférence

16 - 20 février  
Centre de conférence  
MTL  
250.005 + HST

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

The screenshot shows the 'Reports Ready for Processing' page in the CONCUR system. The 'Cash Advance Return Received' column for the report 'test for George le celeri' is set to 'No'. An orange arrow points from this cell to the second screenshot.

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance Return Received	Payment Status
test for George le celeri	06/10/2015	Dion, Celine	Approved & Pen...	CAD 1,000.00	Not Received	No	Not Paid
test pour georgette la carotte	06/10/2015	St-Pierre, Georges	Approved & Pen...	CAD 1,340.30	Not Received		Not Paid

The screenshot shows the 'Reports Ready for Processing' page in the CONCUR system. The 'Cash Advance Return Received' column for the report 'test for George le celeri' is now set to 'Yes'. An orange arrow points from the 'No' in the first screenshot to this 'Yes'.

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance Return Received	Payment Status
test for George le celeri	06/10/2015	Dion, Celine	Approved & Pen...	CAD 1,000.00	Not Received	Yes	Not Paid
test pour georgette la carotte	06/10/2015	St-Pierre, Georges	Approved & Pen...	CAD 1,340.30	Not Received		Not Paid

As you will only start this activity once we have received the report summary with attached paper receipts, mark the receipts as received:

The screenshot shows the 'Reports Ready for Processing' page in the CONCUR system. A dropdown menu is open over the 'Cash Advance Return Received' column, with 'Receipts Received' selected. The 'Cash Advance Return Received' column for the report 'test for George le celeri' is now set to 'Yes'.

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance Return Received	Payment Status
test for George le celeri	06/10/2015	Dion, Celine	Approved & Pen...	CAD 1,000.00	Not Received	Yes	Not Paid

If you are satisfied that all criteria of your checklist has been met, you may now approve the report:

test for George le celeri [Dion, Celine]

Requires Review Send Back to User Send to Approver Approve

Summary Details Receipts Print / Email Hide Exceptions

**Exceptions**

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Cash Advance...	01/10/2015	CAD 950.00	⚠ Code: CASHBAL, Level: 1; ACTION: The Expense Report total is less than the cash advance. The traveller must attach a cheque or a copy of the deposit for re-payment to the Summary Report. The compliance officer will not review the report until the re-payment of the cash advance is received.

**Expenses**

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01/10/2015	Parking Ottawa, Ontario	N	CAD 50.00	CAD 50.00
01/10/2015	Cash Advance Return	N	CAD 950.00	CAD 0.00

**Report Summary**

Amount Due Company	Amount Due Employee
CAD 950.00	CAD 0.00

**Requests (1)**

Request Name	Request ID	Amount Approved	Amount Remaining
test for George le celeri	333E	CAD 1,050.00	CAD 1,050.00

**Cash Advances (1)**

Cash Advance Name	Request Date	Amount Requested	Starting Balance	Available Balance
test for George le cele...	06/10/2015	CAD 1,000.00	CAD 1,000.00	CAD 0.00

TOTAL AMOUNT: CAD 1,000.00  
TOTAL APPROVED: CAD 50.00

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

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