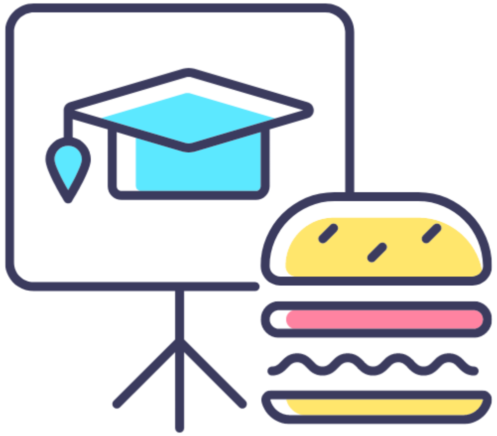
ADVANCED CONCUR TOPICS



Monthly Lunch & Learn Series presented by the **FAST Team**

February 2026

UNIVERSITY OF TORONTO | Financial Services

PRESENTER

RAMES PARAMSOTHY
SENIOR BUSINESS ANALYST (TRAINING)
Financial Advisory Services & Training (FAST)

AGENDA

- Continuation of Reconciling T&H cards postings
- Time savers and troubleshooting tips in Concur
  - Making bulk changes to accounts (as a claimant and approver)
- Setting up Visitor Profiles
- Best practices when dealing with atypical expense claims (i.e. cross-appointments, budget owner in another unit, AAA)
- Cash Advances
- Q&A

LEARNING OBJECTIVE

This session will continue in our series of Lunch & Learns that explore topics of interest related to the SAP Concur system and processes.

RECONCILIATION OF TRAVEL & HOSPITALITY CARD (T&H) CARD CHARGES IN CONCUR

Travel & Hospitality (T&H) card holders are required to reconcile their card charges, at the latest monthly.

WHAT DOES RECONCILING A T&H CARD LOOK LIKE?

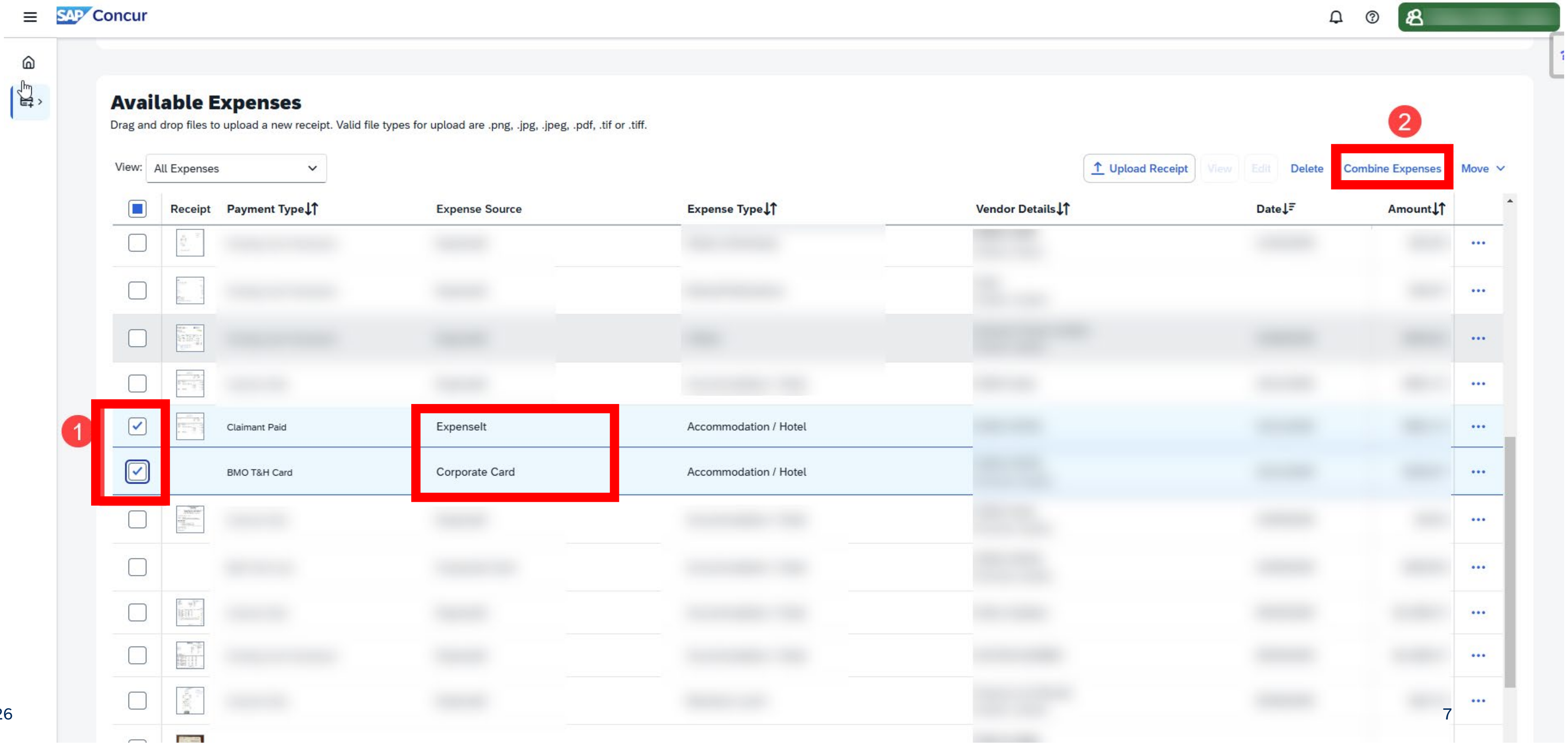
Reconciling T&H card charges involves claimants/delegates:

1. Locating their T&H card charges on the mobile app or website.
2. Selecting and adding all the T&H card charges to an expense report.
3. Uploading back-up documentation for all non-personal charges.

NOTE: Ensure claimants identify any personal charges on the T&H card as “Personal Expense on Corp Card” and include them in the expense report.

T&H CARD CHARGES – USING EXPENSEIT WHEN LOADING RECEIPTS

With a recent update to SAP Concur, claimants (and their delegates) with T&H cards can now take a picture of the associated receipts and **combine both the expense item created and the charge** that came in from the credit card feed.



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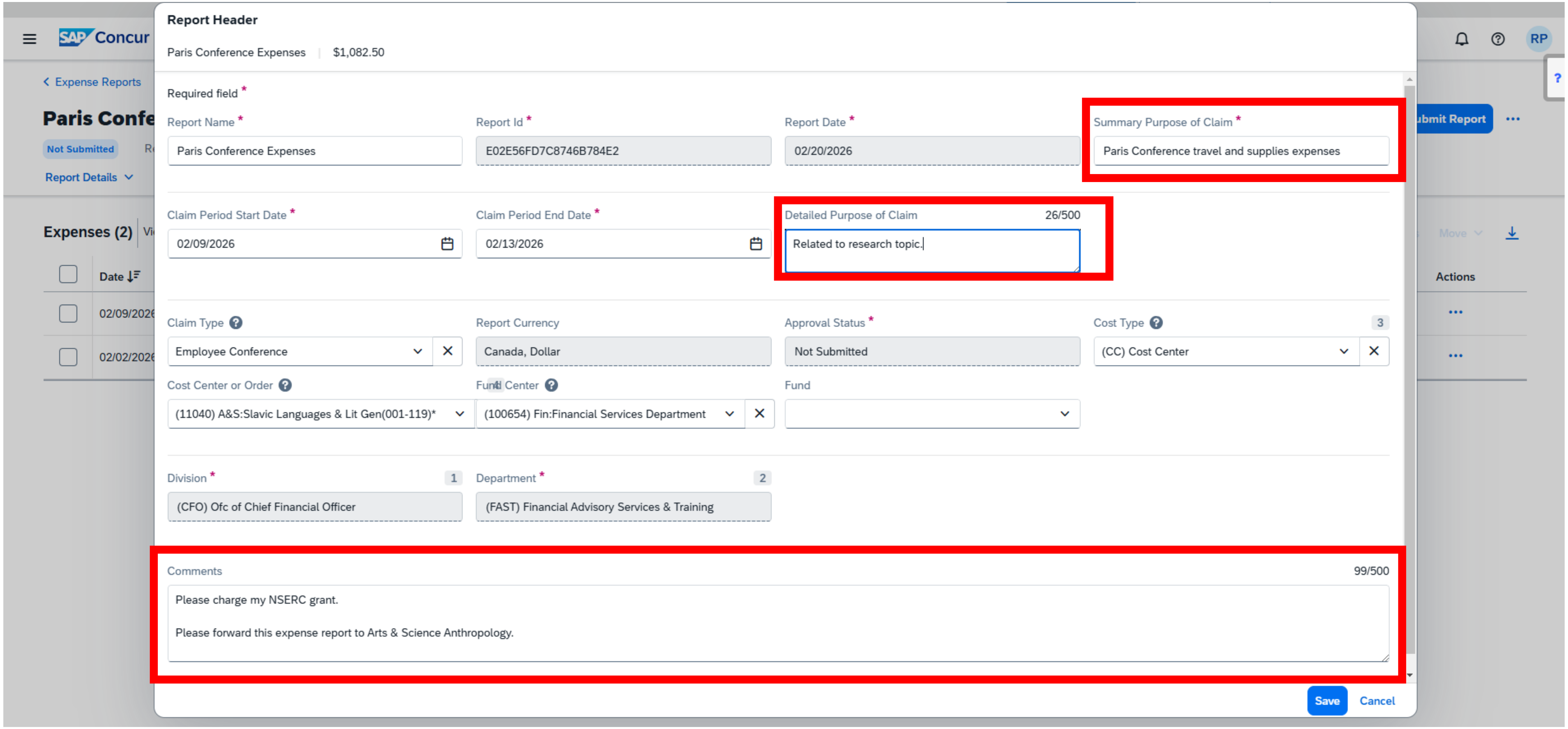
USING THE REPORT HEADER TO RECORD INFORMATION

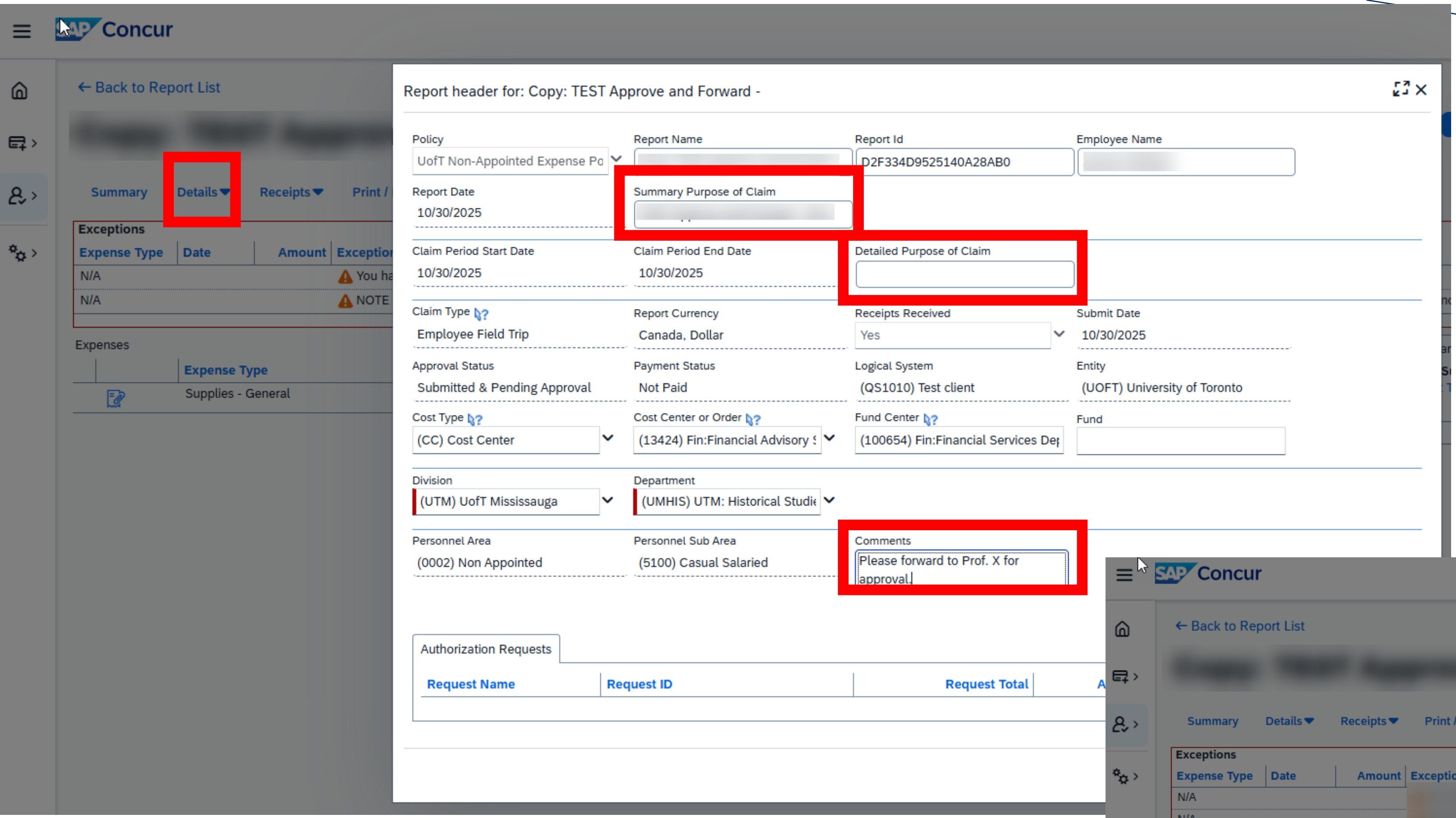
The following fields in the Report Header should be used to record important information and context related to the claim, approver(s) and FIS accounts (i.e. if UNKNOWN) is used.

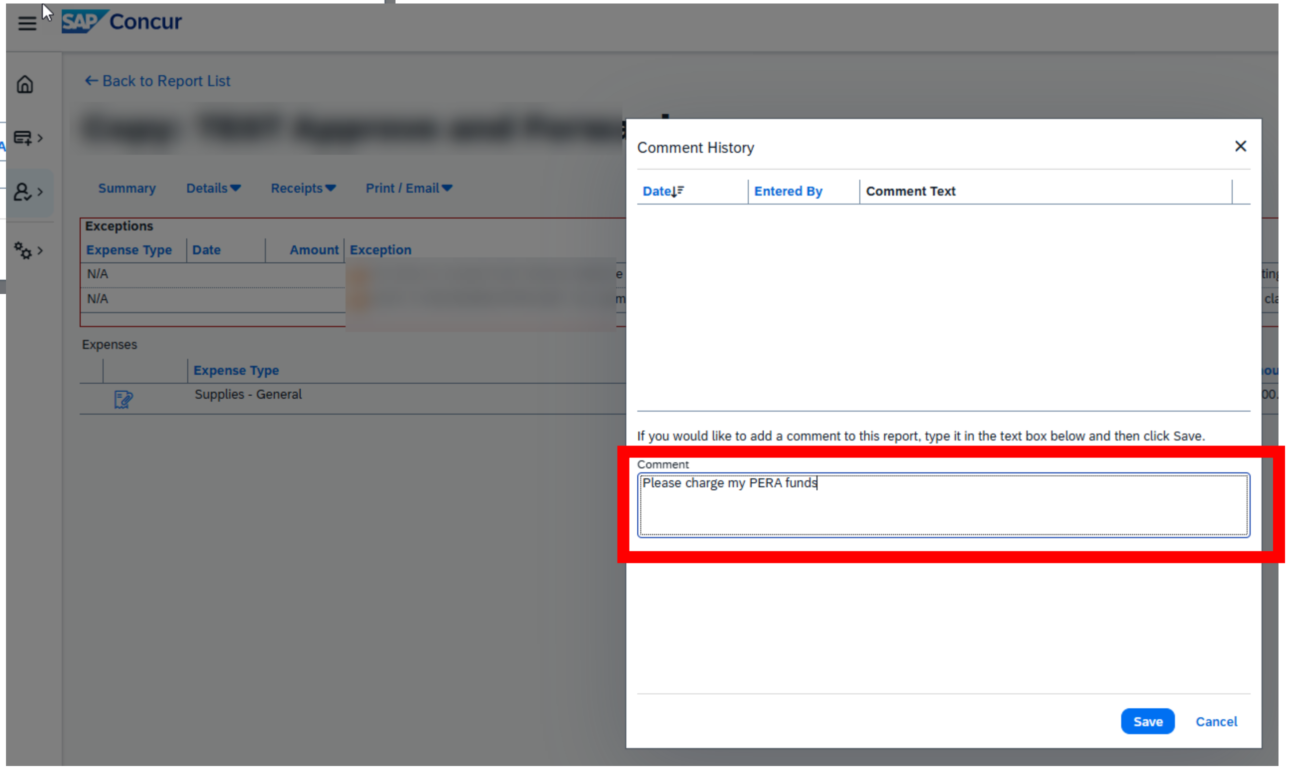
- **Detailed Purpose of Claim** (500-character limit)
  - For research related claims that are charging grants, explain how the claim relates to the research initiative/grant.
  - When combining claims (I.e. multiple small dollar purchases, multiple trips)
- **Comments** (500-character limit)
  - Additional information that could not fit within the **Detailed Purpose of Claim** field.
  - If the expense report requires a non-standard/atypical approval flow (e.g., non-appointed, cross-appointments, AAA, budget owner in another unit), claimant should indicate who the approvers are.
  - If the claimant does not know the FIS accounts (i.e., used UNKNOWN), indicate which accounts they want to be charged (e.g., charge my PERA funds).

REVIEWING THE REPORT HEADER AND COMMENTS AS AN APPROVER



As a Business Officer/Approver, to access the Report Header and Comments, go to the **Details** dropdown when reviewing a report.





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CASH ADVANCES

A cash advance (previously referred to as Accountable Advance) is a cash payment to an individual to cover future expenditures after all other University payment options (e.g., University Travel & Hospitality card) have been examined.

Cash advances will only be issued when expenses will be incurred in cash (i.e. where payment by credit card is not accepted by the merchant/vendor).

NOTE: For expenses that can be paid by credit card, consider using the University Travel & Hospitality (T&H) card, which is available to all University employees.

Link to **GTFM – Cash Advances.**

CASH ADVANCES AND CONCUR

If the Cash Advance requests are deemed appropriate, claimants MUST first contact their Business Officer to complete the Cash Advance Request form.

Once the form is completed and signed, in Concur, claimants can:

- **Submit the Cash Advance request**, which is reviewed/approved **by the claimant's 1-up manager** AND **Accounts Payable** (i.e. Cash Advance Administrator). Once approved, the funds will be deposited into the claimants bank account.

- Upon return/completion of activity, **settle the Cash Advance** but creating an expense report outlining all the expenses paid for with the Cash Advance.

CASH ADVANCE REQUEST FORM

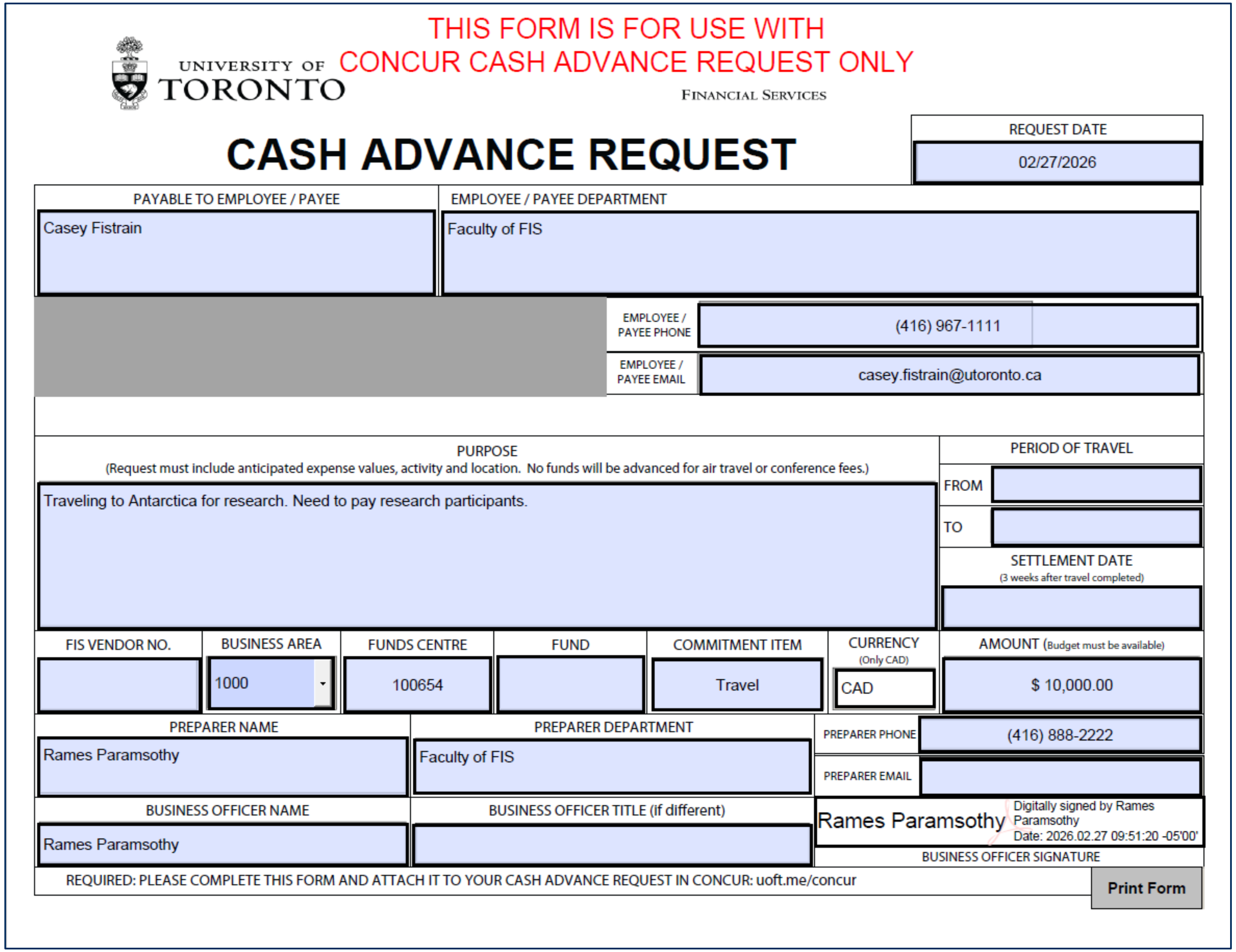
It is mandatory that any Cash Advance requestor upload a completed/signed Cash Advance Request form to their request.

This form ensures that Business Officer is aware of the request so they can:

- advise whether the scenario is appropriate for a Cash Advance (see policy)
- indicate the FIS accounts for Accounts Payable
- sign the form

If the form is not attached to the Cash Advance request in Concur, the request will be returned by Accounts Payable to the claimant.

Click here to view the entire workflow for Cash Advance requests.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THIS FORM IS FOR USE WITH CONCUR CASH ADVANCE REQUEST ONLY

FINANCIAL SERVICES

CASH ADVANCE REQUEST

REQUEST DATE: 02/27/2026

PAYABLE TO EMPLOYEE / PAYEE	EMPLOYEE / PAYEE DEPARTMENT
Casey Fistrain	Faculty of FIS

EMPLOYEE / PAYEE PHONE: (416) 967-1111

EMPLOYEE / PAYEE EMAIL: casey.fistrain@utoronto.ca

PURPOSE
(Request must include anticipated expense values, activity and location. No funds will be advanced for air travel or conference fees.)

Traveling to Antarctica for research. Need to pay research participants.

PERIOD OF TRAVEL
FROM
TO

SETTLEMENT DATE
(3 weeks after travel completed)

FIS VENDOR NO.	BUSINESS AREA	FUNDS CENTRE	FUND	COMMITMENT ITEM	CURRENCY (Only CAD)	AMOUNT (Budget must be available)
	1000	100654		Travel	CAD	$ 10,000.00

PREPARER NAME	PREPARER DEPARTMENT
Rames Paramsothy	Faculty of FIS

PREPARER PHONE: (416) 888-2222

PREPARER EMAIL:

BUSINESS OFFICER NAME	BUSINESS OFFICER TITLE (if different)
Rames Paramsothy	

Rames Paramsothy Digitally signed by Rames Paramsothy Date: 2026.02.27 09:51:20 -05'00'

BUSINESS OFFICER SIGNATURE

REQUIRED: PLEASE COMPLETE THIS FORM AND ATTACH IT TO YOUR CASH ADVANCE REQUEST IN CONCUR: uoft.me/concur

Print Form

Create or Modify the Visitor Profile in FIORI

IMPORTANT! Only people with Business Officer access in AMS will have the "Concur Manage Visitor" tile in FIORI and the ability to create temporary Visitor profiles.

However, all employees with Concur access can be delegates for Visitors.

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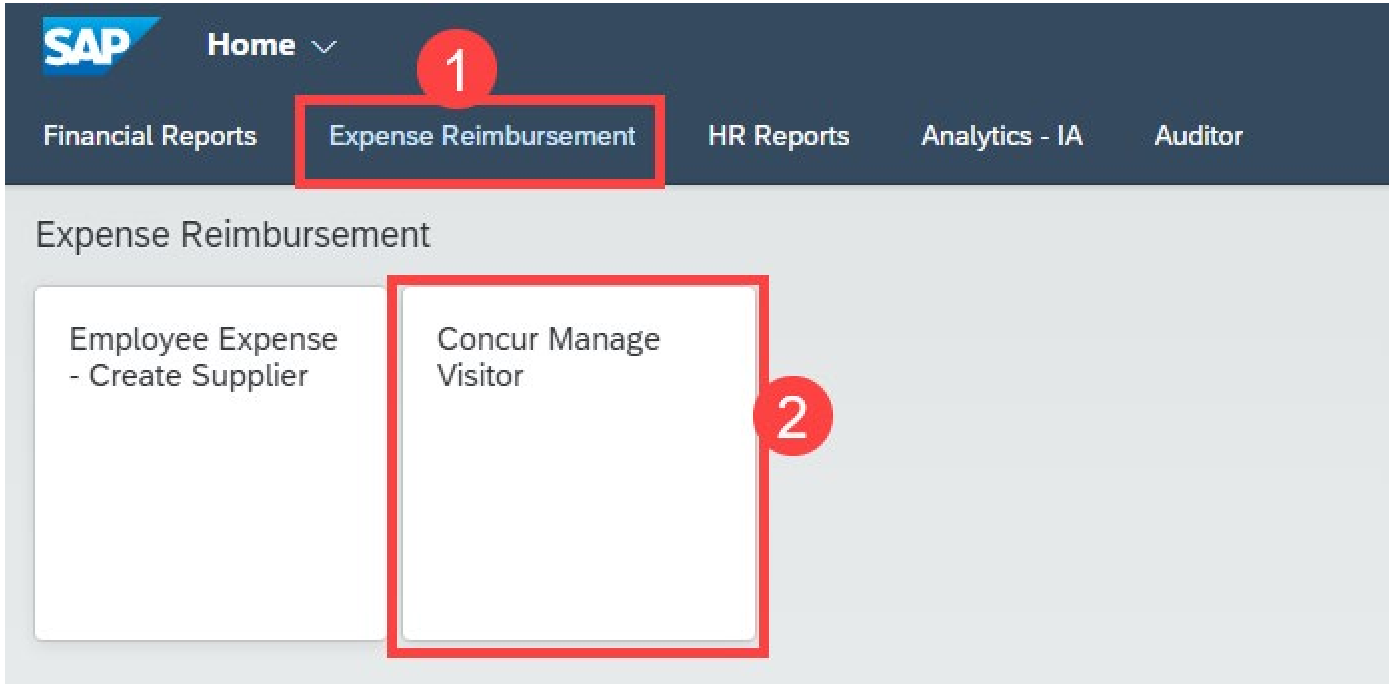
Concur Manage Visitor App in Fiori

Similar to the current process, non-employees will be paid via cheque.

However, since visitors, students and other visitor don't have any address information or a Concur profile, a delegate (e.g., Business Officer) will need to create a profile for them in FIORI.



NOTE: ONLY the Business Officer, and their delegates (who have AMS access) can access the Concur Manage Visitor app.

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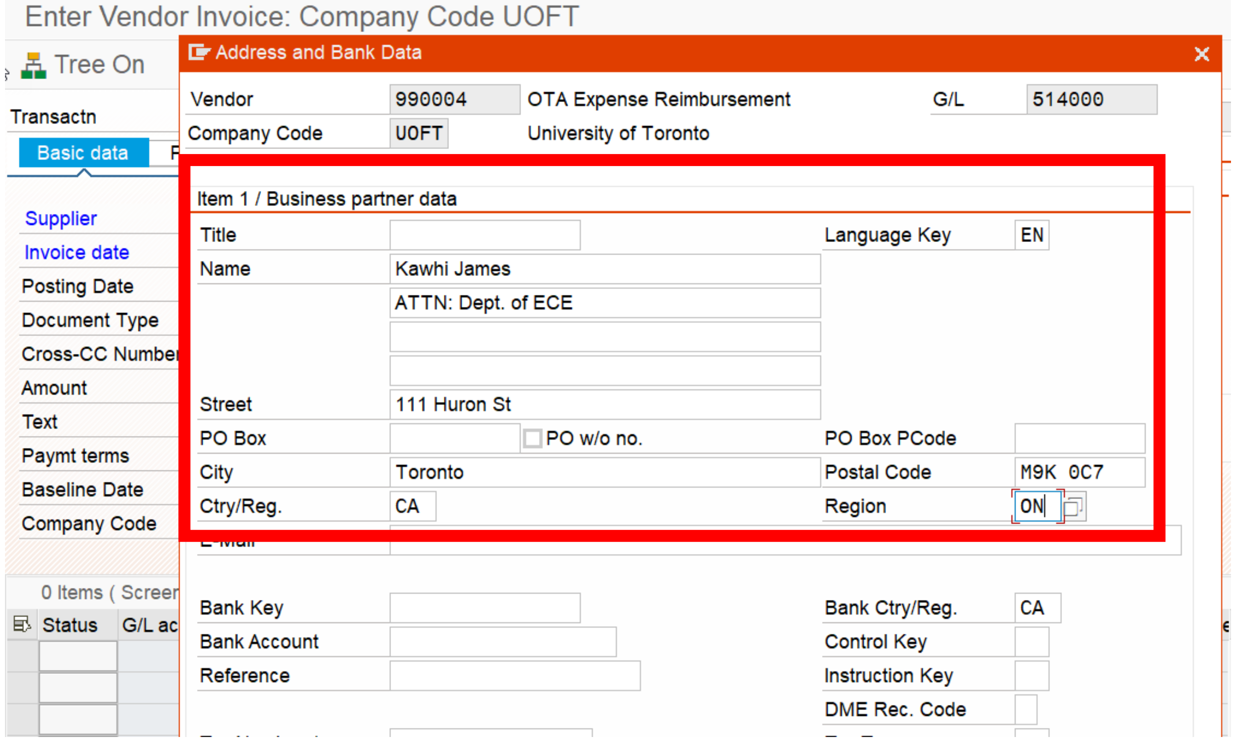
Click here for a video on how to create a profile for a visitor in FIORI.

Key Information Required

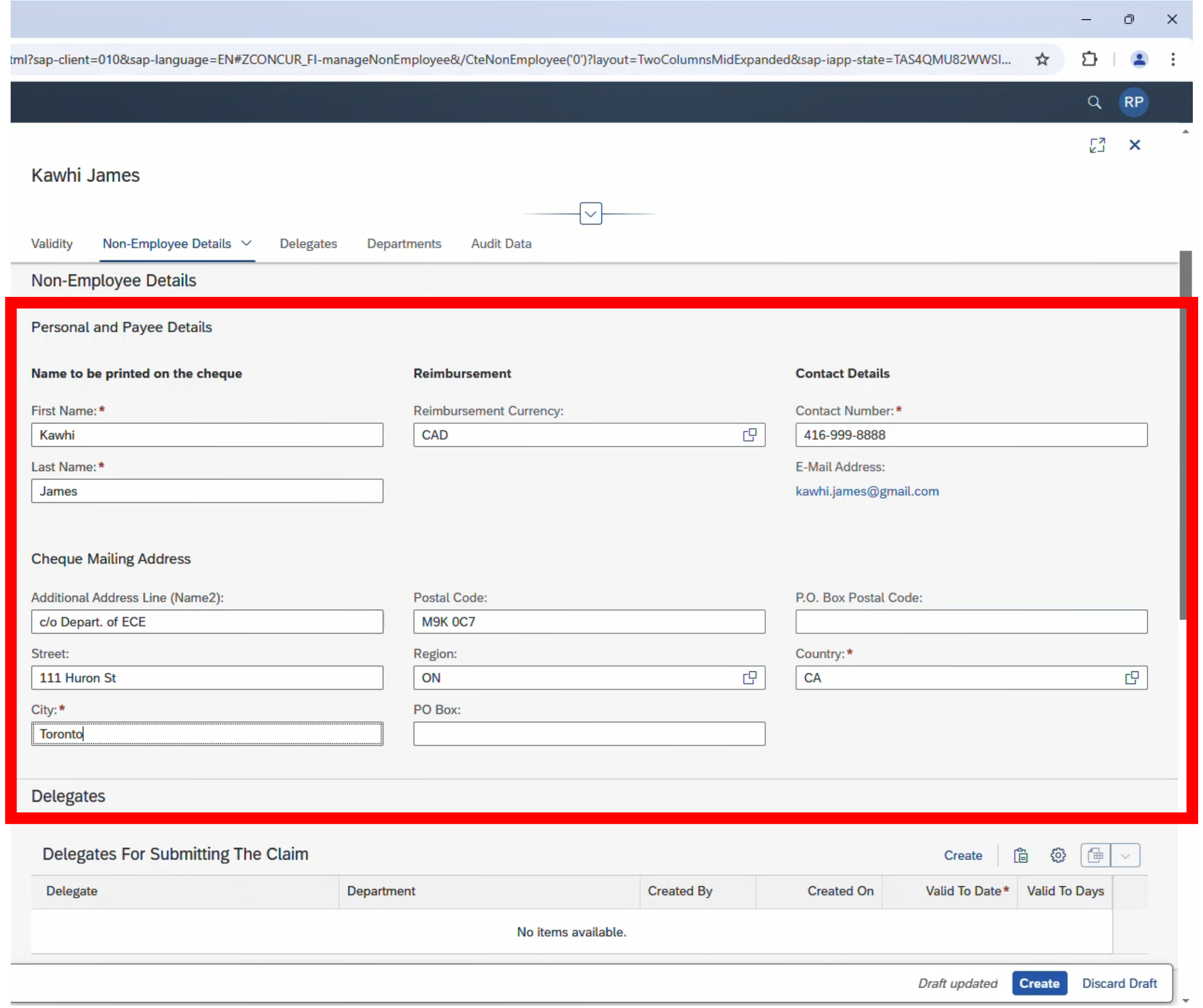
- **Email Address**
- **First Name and Last Name**: Please use their legal name as this will appear on cheques.
- **Reimbursement Currency**: This defaults to CAD – you can change the currency to the non-employee's home currency.
- **Contact Number**
- **Cheque Mailing Address**: Refer to the mailing address article for help with entering PO Box, international or campus addresses.
- **Delegate(s):** Must add at least one to access Concur.
- **Faculty/Division and Department**: Must include at least one U of T Department, Faculty/Division to generate a Concur profile.

FIS vs. FIORI

FIS – FB60 (Enter Vendor Invoice)



FIORI – Visitor Profile



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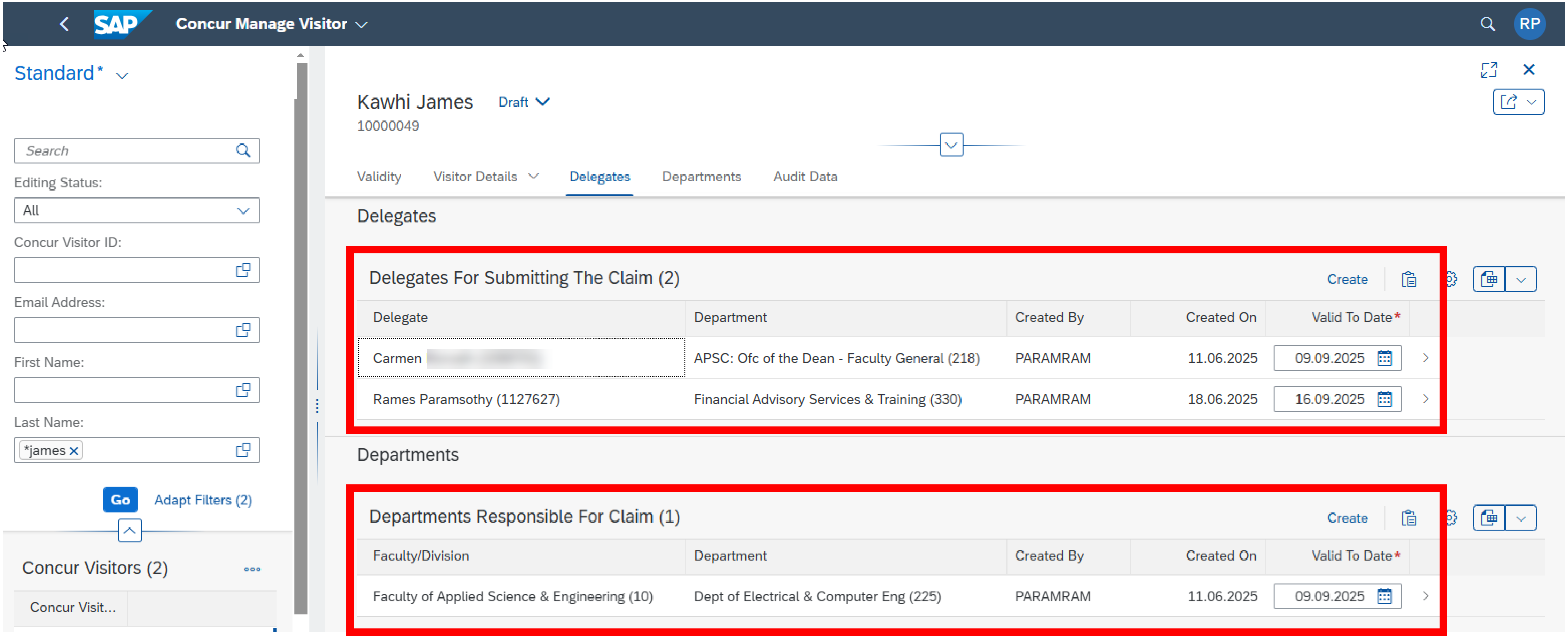
Delegates for Visitor

FIORI – Visitor Profile

The delegate for the visitor is a staff member in the department (e.g. Business Officer), who will have the permissions to prepare and submit the expense report on behalf of the visitor.



WHO DO I CONTACT?

FAST Team

For question regarding Concur email concur.travel@utoronto.ca or **your FAST Team representative.**

Procurement Services

For questions about:

- PCard
- Travel & Hospitality Card

email purchasing.help@utoronto.ca.

THANK YOU!