

# ADVANCED CONCUR TOPICS

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

February 2026



UNIVERSITY OF  
**TORONTO**

Financial Services

# PRESENTER

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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.**

The screenshot displays the SAP Concur interface for 'Available Expenses'. The page includes a header with the SAP Concur logo, navigation icons, and a user profile. Below the header, there is a section for 'Available Expenses' with instructions to drag and drop files for upload. A 'View' dropdown is set to 'All Expenses'. Action buttons include 'Upload Receipt', 'View', 'Edit', 'Delete', 'Combine Expenses', and 'Move'. A table lists expense items with columns for Receipt, Payment Type, Expense Source, Expense Type, Vendor Details, Date, and Amount. Two rows are highlighted with red boxes: the first row has a checked checkbox, 'Claimant Paid' as the Payment Type, 'Expenseit' as the Expense Source, and 'Accommodation / Hotel' as the Expense Type; the second row has a checked checkbox, 'BMO T&H Card' as the Payment Type, 'Corporate Card' as the Expense Source, and 'Accommodation / Hotel' as the Expense Type. A red box also highlights the 'Combine Expenses' button in the top right of the table area.

<input type="checkbox"/>	Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount	
<input type="checkbox"/>								...
<input type="checkbox"/>								...
<input type="checkbox"/>								...
<input checked="" type="checkbox"/>		Claimant Paid	Expenseit	Accommodation / Hotel				...
<input checked="" type="checkbox"/>		BMO T&H Card	Corporate Card	Accommodation / Hotel				...
<input type="checkbox"/>								...
<input type="checkbox"/>								...
<input type="checkbox"/>								...
<input type="checkbox"/>								...
<input type="checkbox"/>								...
<input type="checkbox"/>								...



**DEMO**

# 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

**Report Header**  
Paris Conference Expenses | \$1,082.50

Required field \*

Report Name *	Report Id *	Report Date *	Summary Purpose of Claim *
Paris Conference Expenses	E02E56FD7C8746B784E2	02/20/2026	Paris Conference travel and supplies expenses

Claim Period Start Date *	Claim Period End Date *	Detailed Purpose of Claim	26/500
02/09/2026	02/13/2026	Related to research topic.	

Claim Type ?	Report Currency	Approval Status *	Cost Type ?
Employee Conference	Canada, Dollar	Not Submitted	(CC) Cost Center

Cost Center or Order ?	Fund Center ?	Fund
(11040) A&S:Slavic Languages & Lit Gen(001-119)*	(100654) Fin:Financial Services Department	

Division *	1	Department *	2
(CFO) Ofc of Chief Financial Officer		(FAST) Financial Advisory Services & Training	

Comments 99/500

Please charge my NSERC grant.

Please forward this expense report to Arts & Science Anthropology.

Save Cancel

SAP Concur

← Back to Report List

Summary **Details** Receipts Print /

Exceptions

Expense Type	Date	Amount	Exception
N/A			You ha
N/A			NOTE

Expenses

Expense Type

Supplies - General

Report header for: Copy: TEST Approve and Forward -

Policy: UofT Non-Appointed Expense Po

Report Name: [Redacted]

Report Id: D2F334D9525140A28AB0

Employee Name: [Redacted]

Report Date: 10/30/2025

Summary Purpose of Claim: [Redacted]

Claim Period Start Date: 10/30/2025

Claim Period End Date: 10/30/2025

Detailed Purpose of Claim: [Redacted]

Claim Type: [Redacted]

Employee Field Trip: Yes

Report Currency: Canada, Dollar

Receipts Received: [Redacted]

Submit Date: 10/30/2025

Approval Status: Submitted & Pending Approval

Payment Status: Not Paid

Logical System: (QS1010) Test client

Entity: (UOFT) University of Toronto

Cost Type: (CC) Cost Center

Cost Center or Order: (13424) Fin:Financial Advisory

Fund Center: (100654) Fin:Financial Services Dej

Fund: [Redacted]

Division: (UTM) UofT Mississauga

Department: (UMHIS) UTM: Historical Studie

Personnel Area: (0002) Non Appointed

Personnel Sub Area: (5100) Casual Salaried

Comments: Please forward to Prof. X for approval

Authorization Requests

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

SAP Concur

← Back to Report List

Summary **Details** Receipts Print / Email

Exceptions

Expense Type	Date	Amount	Exception
N/A			
N/A			

Expenses

Expense Type

Supplies - General

Comment History

Date	Entered By	Comment Text
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If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment: Please charge my PERA funds

Save Cancel



**DEMO**

# 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.](#)



UNIVERSITY OF TORONTO

FINANCIAL SERVICES

**THIS FORM IS FOR USE WITH CONCUR CASH ADVANCE REQUEST ONLY**

## 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 <small>(Request must include anticipated expense values, activity and location. No funds will be advanced for air travel or conference fees.)</small>						PERIOD OF TRAVEL
Traveling to Antarctica for research. Need to pay research participants.						FROM
						TO
						SETTLEMENT DATE <small>(3 weeks after travel completed)</small>
FIS VENDOR NO.	BUSINESS AREA	FUNDS CENTRE	FUND	COMMITMENT ITEM	CURRENCY <small>(Only CAD)</small>	AMOUNT <small>(Budget must be available)</small>
	1000	100654		Travel	CAD	\$ 10,000.00
PREPARER NAME			PREPARER DEPARTMENT		PREPARER PHONE	
Rames Paramsothy			Faculty of FIS		(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 -0500	
						BUSINESS OFFICER SIGNATURE
REQUIRED: PLEASE COMPLETE THIS FORM AND ATTACH IT TO YOUR CASH ADVANCE REQUEST IN CONCUR: <a href="http://uoft.me/concur">uoft.me/concur</a>						<b>Print Form</b>

# 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.

# 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.



# 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)

Enter Vendor Invoice: Company Code UOFT

Tree On

Transactn

Basic data

Supplier

Invoice date

Posting Date

Document Type

Cross-CC Number

Amount

Text

Paymt terms

Baseline Date

Company Code

0 Items (Screen)

Status G/L ac

**Address and Bank Data**

Vendor 990004 OTA Expense Reimbursement G/L 514000

Company Code UOFT University of Toronto

Item 1 / Business partner data

Title Language Key EN

Name Kawhi James

ATTN: Dept. of ECE

Street 111 Huron St

PO Box  PO w/o no. PO Box PCode

City Toronto Postal Code M9K 0C7

Ctry/Reg. CA Region ON

Bank Key Bank Ctry/Reg. CA

Bank Account Control Key

Reference Instruction Key

DME Rec. Code

## FIORI – Visitor Profile

tm?sap-client=010&sap-language=EN#ZCONCUR\_FI-manageNonEmployee&/CteNonEmployee(0)?layout=TwoColumnsMidExpanded&sap-iapp-state=TAS4QMU82WWSI...

Kawhi James

Validity Non-Employee Details Delegates Departments Audit Data

Non-Employee Details

Personal and Payee Details

Name to be printed on the cheque

Reimbursement

Contact Details

First Name: \* Kawhi

Last Name: \* James

Reimbursement Currency: CAD

Contact Number: \* 416-999-8888

E-Mail Address: kawhi.james@gmail.com

Cheque Mailing Address

Additional Address Line (Name2): c/o Depart. of ECE

Street: 111 Huron St

City: \* Toronto

Postal Code: M9K 0C7

Region: ON

Country: \* CA

P.O. Box Postal Code:

Delegates

Delegates For Submitting The Claim

Delegate	Department	Created By	Created On	Valid To Date*	Valid To Days
No items available.					

Draft updated Create Discard Draft

# 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.

The screenshot displays the SAP Concur Manage Visitor interface. The top navigation bar includes the SAP logo, 'Concur Manage Visitor', and a search icon. The main content area shows the visitor profile for 'Kawhi James' (ID: 10000049) in 'Draft' status. The 'Delegates' tab is active, showing a table of delegates for submitting the claim. The table has columns for Delegate, Department, Created By, Created On, and Valid To Date\*. Two delegates are listed: Carmen (APSC: Ofc of the Dean - Faculty General (218)) and Rames Paramsothy (1127627) (Financial Advisory Services & Training (330)). Below the delegates table, the 'Departments' tab is active, showing a table of departments responsible for the claim. The table has columns for Faculty/Division, Department, Created By, Created On, and Valid To Date\*. One department is listed: Faculty of Applied Science & Engineering (10) (Dept of Electrical & Computer Eng (225)).

Standard\*   Adapt Filters (2)

Editing Status:

Concur Visitor ID:

Email Address:

First Name:

Last Name:

Concur Visitors (2)

Concur Visit...

Kawhi James Draft

10000049

Validity Visitor Details **Delegates** Departments Audit Data

Delegates For Submitting The Claim (2)

Delegate	Department	Created By	Created On	Valid To Date*
Carmen	APSC: Ofc of the Dean - Faculty General (218)	PARAMRAM	11.06.2025	09.09.2025 <input type="button" value="Calendar"/>
Rames Paramsothy (1127627)	Financial Advisory Services & Training (330)	PARAMRAM	18.06.2025	16.09.2025 <input type="button" value="Calendar"/>

Departments Responsible For Claim (1)

Faculty/Division	Department	Created By	Created On	Valid To Date*
Faculty of Applied Science & Engineering (10)	Dept of Electrical & Computer Eng (225)	PARAMRAM	11.06.2025	09.09.2025 <input type="button" value="Calendar"/>

# WHO DO I CONTACT?



## **FAST Team**

For question regarding Concur email [concur.travel@utoronto.ca](mailto:concur.travel@utoronto.ca) or your [\*\*FAST Team representative\*\*](#).

## **Procurement Services**

For questions about:

- PCard
- Travel & Hospitality Card

email [purchasing.help@utoronto.ca](mailto:purchasing.help@utoronto.ca).





THANK YOU!