



RECONCILING CONCUR TRANSACTIONS

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

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TORONTO

Financial Services

PRESENTER

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AGENDA

- Broad definition of reconciliation
- Reconciling non-T&H card related expenses from Concur
- FIS reports used in reconciling Concur transactions
- Reconciling Travel & Hospitality (T&H) card charges
- Best practice in Concur to ease reconciliation
- Q&A



LEARNING OBJECTIVE



Concur was launched throughout 2025, and all units at the University have access. This session will explore how departments can reconcile Concur expense reports.

RECONCILIATION



The essence of reconciliation is a process of **comparing what has been posted to your accounts (e.g., Funds Centers, FC/Fund) to the source documentation**. This is typically done monthly, around the first week of each month.

The purpose is to **ensure the accuracy, completeness and consistency of what is posted to your accounts**, and to promptly correct incorrect postings.

WHAT DO YOU COMPARE?



Concur has a fully embedded workflow and approval process which allows for expense items and account coding to be fully reviewed prior to posting in FIS.

With Concur, departments should compare what is posted against their Funds Centers or Funds Center/Fund using the following FIS reports to the Concur postings:

- [ZFIR079 – FI Postings Line Items by Document Number](#)
- [ZFIR079A – All Postings Line Items by Document Number](#)
- [ZFTR106 – Statement of Accounts Report – Funds Centers and Non-Research](#)

NOTE: We are also working on adding similar information to the **ZFTR091 – Monthly PI report** in the report download area.

KEY POINTS TO ADHERE TO WHEN RECONCILING CONCUR FIS POSTINGS

- Expense claims *should not be uploaded* and attached to SAP documents
- Review FIS postings to ensure claims belong to your area. Key indicators to identify claims include:
 - claimant (supplier) names,
 - Report Name (Doc. Header Reference)
 - Summary Business Purpose of claim (Doc. Header Text).
- If an expense report posting does not look familiar, investigate further by clicking on the report id (see below for details). Note: access is available to those who were part of the Concur workflow.
- Spot check claims for posting accuracy and compliance review



MAPPING CONCUR TRANSACTIONS TO FIS

FIS Report Field	Concur Report Field
Doc. Hdr Reference	Report Name
Document Header Text	Summary Purpose of Claim
Ref.key (header) 1	Concur Report ID
Payment Budget	Expense Type/GL Line Item Amount (net of tax rebates)
Vendor Name	Employee Name

Concur expense reports when posted in FIS have a **236XXXXXX** document number with a **KH** document type.

FI Postings: Line Items by Document Number (w/ addnal flds)

03.06.2025 12:34:48

FI doc.no.	G/L Acct L...	Pymt Bdg	Cost ...	OrrFunds Ctr F...	C...Line Item Text	Document Header Text	Ref.key (header) 1	Document hdr Reference	Vendor Name	S... Postin
23600000	337800 C...	773.62			S...	registration fees CAUBO...	BBC1EEF7CE6C4C1F9BFE	JAN/FEB CAUBO AN		8... 07.03.
23600000	341010 En...	432.39			T...	registration fees CAUBO...	BBC1EEF7CE6C4C1F9BFE	JAN/FEB CAUBO AN		8... 07.03.
23600000	325800 Of...	3.10			SU	smoke test	92F7E98084DB43F18596	OFFICE EXPENSE (8... 07.03.
23600000	325800 Of...	1.23			SU	smoke test	92F7E98084DB43F18596	OFFICE EXPENSE (8... 07.03.
23600000	336410 En...	211.82			S...	Pizza lunch on last day b	4EBFB08B9C5E48D481B9	CFO OFFICE PIZZA		8... 11.03.
23600000	336410 En...	280.66			S...	dsfdas	67CBBD37D0B04570B770	CASH ADVANCE TES		8... 11.03.
23600000	335080 Ce...	68.08			T...	cell phone bills	1B719A628E7F4B55A937	CLEAR CASH ADVAN		8... 17.03.
23600000	335080 Ce...	68.08			T...	cell phone bills	1B719A628E7F4B55A937	CLEAR CASH ADVAN		8... 17.03.

MONTHLY STATEMENT OF ACCOUNTS

Month-end Statement of Account



Month-end Statement of Account



University of Toronto

Statement of Account

Date: 05.06.2025

FCenter	Fund	Doc no	Document hdr Referen	Document Header Text	Ref.key(header)1	GL Acct	GL Acct Name	CCenter	Order	Post Date
		2360000002	JAN/FEB CAUBO AN	registration fees CAUBO a	BBC1EEF7CE6C4C1F9BFE	837800	Conference fees	0000011481		07.03.202
		2360000002	JAN/FEB CAUBO AN	registration fees CAUBO a	BBC1EEF7CE6C4C1F9BFE	825800	Office supplies	0000011481		07.03.202
		2360000002	JAN/FEB CAUBO AN	registration fees CAUBO a	BBC1EEF7CE6C4C1F9BFE	841010	Empl conf/meet airfa	0000011481		07.03.202
		2360000003	OFFICE EXPENSE (smoke test	92F7E98084DB43F18596	825800	Office supplies	0000011481		07.03.202
		2360000006	CASH ADVANCE TES	dsfdas	67CBBBD37D0B04570B770	836410	Entertainment	0000013424		11.03.202
		2360000005	CFO OFFICE PIZZA	Pizza lunch on last day b	4EBFB08B9C5E48D481B9	836410	Entertainment	0000011481		11.03.202
		2360000021	CLEAR CASH ADVAN	cell phone bills	1B719A628E7E4B55A937	835080	Cellular tele charge	0000011481		17.03.202

ACCESSING CONCUR TRANSACTIONS FROM FIS

From the [ZFIR079 – FI Postings Line Items report](#) or [ZFIR079A – All Postings Line Items reports](#) in FIS, departments can click on the **Report ID** hyperlink in the **Ref.key(header)1** field to open the report in Concur.

The **Ref.key(header)1** field has been added to the default “/UOFT” layout, but for other layouts it can be brought into the report output using the **Change Layout** (📄) icon.

The screenshot shows a report window titled "FI Postings: Line Items by Document Number (w/ addnal flds)". The report content includes the title, a timestamp "03.06.2025 12:34:48", and a table. A red box highlights the "Ref.key (header) 1" column, which contains the following values:

Ref.key (header) 1
BBC1EEF7CE6C4C1F9BFE
BBC1EEF7CE6C4C1F9BFE
92F7E98084DB43F18596
92F7E98084DB43F18596
4EBFB08B9C5E48D481B9
67CBBD37D0B04570B770
1B719A628E7F4B55A937
1B719A628E7F4B55A937

A red arrow points from the text above to the highlighted column header. The footer of the report window contains the text "RECONCILING CONCUR TRANSACTIONS" and the page number "10".

LIMITATIONS ON WHO CAN VIEW THE CONCUR DOCUMENT FROM THE LINK IN FIS LINE-ITEM REPORTS

Concur limits access to display expense reports from the links in FIS to **ONLY those who were part of the Concur workflow**. This includes:

- the Claimant
- the approving Concur Business Officer (not the BO delegate)
- the approvers (including 1-up approver)

Any delegates, including the claimant's, Business Officer's and approver's delegates **will not be able to click on the FIS link and view the report**.

If these delegates or others performing month end reconciliation require the back-up documentation, please ask the unit's Concur Business Officer to forward/share it with you.



[Click here to read the guide on reconciling Concur expense reports.](#)

RECONCILING TRAVEL & HOSPITALITY CARD CHARGES



The BMO Mastercard Travel and Hospitality (T&H) Card is a cost-efficient and quick to pay for travel and hospitality related expenses.

All T&H card charges are billed directly to-and paid by-the University.

Cardholders **MUST** submit expense reports in Concur, with all required receipts, **within 30 days** of incurring a charge.



[Click here to learn more](#) about how to reconcile Travel & Hospitality Card charges.

RECONCILING TRAVEL & HOSPITALITY CARD CHARGES

Concur sends automatic reconciliation reminders to Claimants who have outstanding T&H card charges at the 15-, 30-, 45- and 60-day mark.

T&H card holder (or their delegate) must:

1. add the expenses to an expense report. Ensure to identify and categorize any “Personal Expenses on Corp Card”
2. upload relevant back-up documentation to each expense
3. submit the expense report

[Click here to learn](#) more about the notifications.



VIEWING REPORTS YOU HAVE APPROVED IN CONCUR

In Concur, designated Business Officers, and their delegates, can view all reports they have approved in a list. From there they can go into the specific reports and review them or obtain back up documentation.

[Click here to learn more.](#)

NOTE: If the expense report was approved, but later failed funds check or sent back to the claimant for another reason, it will not appear in this report.

The image shows two screenshots of the SAP Concur interface. The left screenshot is the home page for a user named Rames, dated January 28, 2026. It features a navigation menu on the left with icons for Home, Messages, Profile, and Settings. A red circle with the number '1' is around the Profile icon. A dropdown menu is open, showing 'Approvals' and 'Reports' with a red circle and the number '2' around the 'Reports' option. A red arrow points from the 'Reports' option to the right screenshot. The right screenshot shows the 'Report List' page titled 'Reports Pending your Approval (0)'. A dropdown menu is open, showing various report filters. A red circle with the number '3' is around the 'View' dropdown, and a red circle with the number '4' is around the 'All Reports you Approved' option. Below the dropdown is a table with columns for 'Employee Name' and 'Report Name'.

WHO DO I CONTACT?



FAST Team

For question regarding **processing Purchase Orders and invoices in AMS, please contact your [FAST Team representative](#).**

Procurement Services

For questions about:

- PCard
- Travel & Hospitality Card
- uSOURCE
- Approved Suppliers

email purchasing.help@utoronto.ca or uSOURCE@utoronto.ca.





THANK YOU!