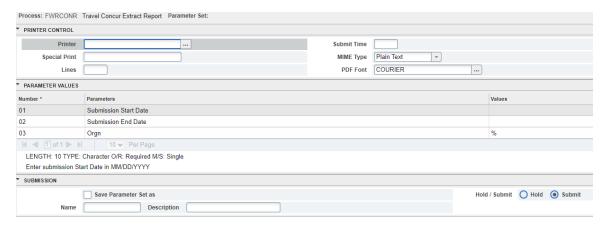# Concur-Banner Reconciliation

FWRCONR

Use this form to view all transactions charged to your ORG number **ONLY**. This form pulls reimbursable (TR #), EBTA (TA #), and Travel Card (TB #) transactions.
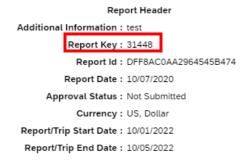

- Printer: enter a printer name or the word "email"
- Special print: leave blank if printer name entered above; enter email address if "email" entered above
- Submission Start Date: enter begin date of transaction range you are wanting to view in the Values column in MM/DD/YYYY format
- Submission End Date: enter end date of transaction range you are wanting to view in the Values column in MM/DD/YYYY format
- Orgn: enter org number you are wanting to view in the Values column
- Submit form

Reimbursable transactions pulled from this form post in Banner the business day after the Concur expense report has been approved through Travel Services processing queue. EBTA and Travel Card transactions are posted via an upload process performed in Travel Services once a month (around the 15th). Due to this timing, it is possible an EBTA or Travel Card transactions for a trip may post in the month after the other expenses.

TRAVELER	MSU ID	SUBMITTED	DOCUMENT	INV DATE	KEY	TYPE	FUND	ORG	ACCT	PROG	ACTV	AMOUNT	DUE EMPLOYEE	DUE UNIV
Brazil, Amber	9XX-XXX-XXX	14-Sep-20	TR016256	15-Sep-2	31448	TRAVEL EXPENSE	100000	470400	404120	064000		1278.42	518.76	0.00

Point of reference is KEY column – can be found in Concur within printed version of expense report.

Report Header

Additional Information : test

Report Key : 31448

Report Id : DFF8AC0AA2964545B474

Report Date : 10/07/2020

Approval Status : Not Submitted

Currency : US, Dollar

Report/Trip Start Date : 10/01/2022

Report/Trip End Date : 10/05/2022

FWRTRTA & FWRTRTC

Use this form to view EBTA (FWRTRTA – TA #) and Travel Card (FWRTRTC – TB #) transactions charged to your ORG number **ONLY**.

- Printer: enter a printer name or the word "email"
- Special print: leave blank if printer name entered above; enter email address if "email" entered above
- Start Date: enter begin date of transaction range you are wanting to view in the Values column in MM/DD/YYYY format
- End Date: enter end date of transaction range you are wanting to view in the Values column in MM/DD/YYYY format
- Orgn Code: enter org number you are wanting to view in the Values column
- Submit form

EBTA and Travel Card transactions are posted via an upload process performed in Travel Services once a month (around the 15th). Due to this timing, it is possible an EBTA or Travel Card transaction for a trip may post in the month after the other expenses.
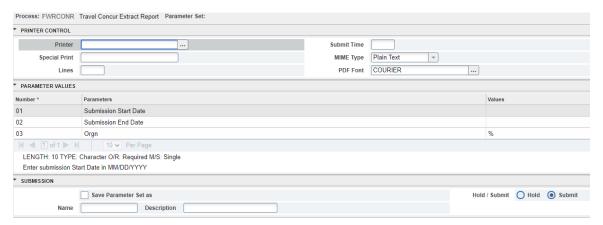
MSU ID	NAME	DOCUMENT	DOCUMENT SEQ #	DOCUMENT DATE	FISCAL YEAR	POSTING PERIOD	REPORT KEY - REPORT ID	PROCESSED DATE	FUND CODE	ORGN CODE	PROGRAM CODE	ACTIVITY CODE	ACCOUNT CODE	AMOUNT
9XX-XXX-XXX	Brazil, Amber	TA211003	1	9/30/2020	21	3	31448 - DFF8AC0AA2964545B474	9/15/2020	100000	470400	064000	0	404140	752.66
9XX-XXX-XXX	Brazil, Amber	TA211003	1	9/30/2020	21	3	31448 - DFF8AC0AA2964545B474	9/15/2020	100000	470400	064000	0	404140	7

Point of reference is REPORT KEY – REPORT ID column – can be found in Concur within printed version of expense report.

Report Header

Additional Information : test

Report Key : 31448

Report Id : DFF8AC0AA2964545B474

Report Date : 10/07/2020

Approval Status : Not Submitted

Currency : US, Dollar

Report/Trip Start Date : 10/01/2022

Report/Trip End Date : 10/05/2022