Concur-Banner Reconciliation

FWRCONR

Use this form to view all transactions charged to your ORG number **EXCEPT** EBTA transactions (airfare + fee).

Process: FWRCONR	ss: FWRCONR Travel Concur Extract Report Parameter Set:							
PRINTER CONTROL								
Printer								
Special Print		MIME Type	Plain Text 💌					
Lines		PDF Font	COURIER					
PARAMETER VALUES								
Number *	Parameters	Values						
01	Submission Start Date							
02	Submission End Date							
03	Orgn	%						
K ◀ 1 of 1 ▶ N 10 ∨ Per Page								
LENGTH: 10 TYPE:	Character O/R: Required M/S: Single							
Enter submission St	art Date in MM/DD/YYYY							
SUBMISSION								
	Save Parameter Set as		Hold	/ Submit 🔵 Hold 💿 Submit				
Name	Description							

- 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

Results:

All transactions pulled from this form (everything except EBTA) post in Banner the business day after the Concur expense report has been approved through Travel Services processing queue.

TRAVELER	MSU ID	SUBMITTED	DOCUMENT	INV DATE	KEY	ТҮРЕ	FUND	ORG	ACCT	PROG	ACTV	AMOUNT	DUE EMPLOYEE	DUE UNIV
Brazil, Amber	9XX-XXX-XXX	14-Sep-20	TR016256	15-Sep-20	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 appropriate expense report header.

Report/Trip Name 8?	Travelers 9-Digit MSU ID #	Report Key	Report Id		
test	902042540	31448	DFF8AC0AA2964545B474		
Report/Trip Start Date	Report/Trip End Date	Traveler Type	Trip Type		

FWRTRTA & FWRTRTC

Use these forms to view EBTA (FWRTRTA) and Travel Card (FWRTRTC) transactions charged to your ORG number **ONLY**.

Process: FWRTRTA Travel Concur EBTA Trans List Parameter Set:							
PRINTER CONTROL							
Printer							
Special Print		MIME Type	None				
Lines	55						
PARAMETER VALUES							
Number *	Parameters	Values					
01	Start Date						
02	End Date						
03	Orgn Code	%					
	10 V Per Page						
LENGTH: 10 TYPE:	Character O/R: Required M/S: Single						
Please Enter Starting Date (MM/DD/YYYY)							
* SUBMISSION							
	Save Parameter Set as	/ Submit 🔵 Hold 💿 Submit					
Name	Description						

- 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

Results:

EBTA and Travel Card transactions are posted via an upload process performed in Travel Services once a month (around the 15th of each month). 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 appropriate expense report header.

Report/Trip Name §?	Travelers 9-Digit MSU ID #	Report Key	Report Id		
test	902042540	31448	DFF8AC0AA2964545B474		
Report/Trip Start Date	Report/Trip End Date	Traveler Type	Trip Type		