# How to Execute Searches in Concur

In MSU's Concur system, there are various searches that can be completed. Searching can include locating **Requests**, locating **Expense Reports** <u>for yourself</u>, locating **Expense Reports** <u>for others</u>, and/or KFS vendor ID lookup. To complete these searches, it will depend on status within Concur as some may not have the authorization to complete all the searches.

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# How to Execute Searches in Concur

## Locating Requests



*Exhibit 1*

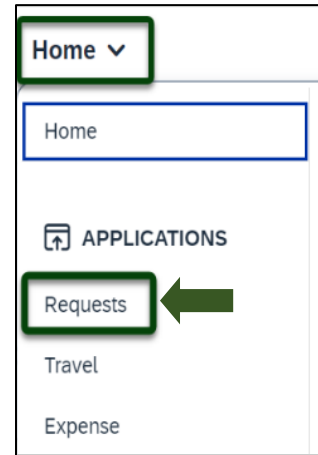1. Starting at the **Concur Homepage**, select the **Home** dropdown menu
 > **Requests.**

2. Select the **Active Requests** pull-down list and then select the appropriate option.



*Exhibit 2*

4.  On the Manage Requests screen you will see the **Name** of the Request you are looking for, the **Date** it was created, the **4 Digit ID**, and the **Status** of the Request.
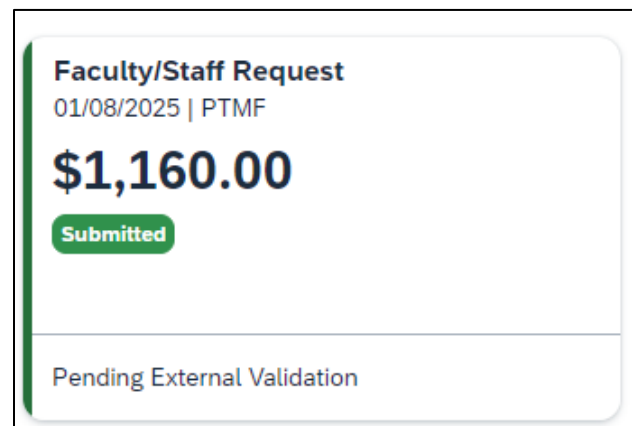


*Exhibit 3*

NOTE: Requests that have been approved will move to **Approved Requests** after 90 days. They will no longer be visible as **Active Requests**.

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## Locating Expense Reports

**Locating for Yourself**:

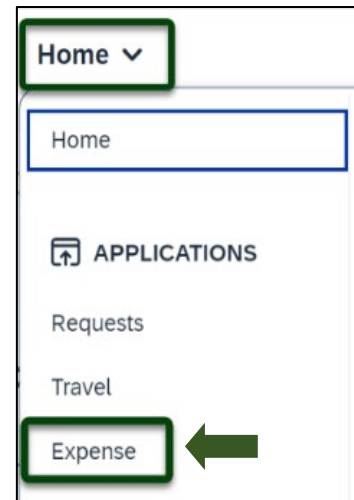1. Starting at the **Concur Homepage**, select the **Home** dropdown menu
 > **Expense.**



*Exhibit 4*

2. Select the **Active Reports** pull-down list and then select the appropriate option.
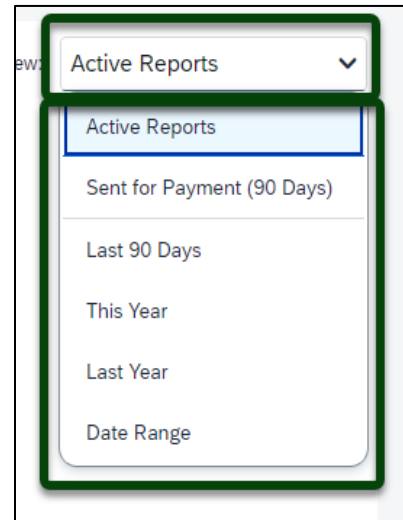


*Exhibit 5*

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**Locating For Others:**

1.Starting at the **Concur Homepage**, select the **Home** dropdown menu
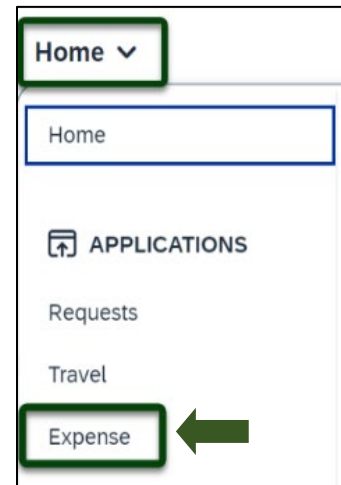 > **Expense.**



*Exhibit 6*

2. Select
**Process
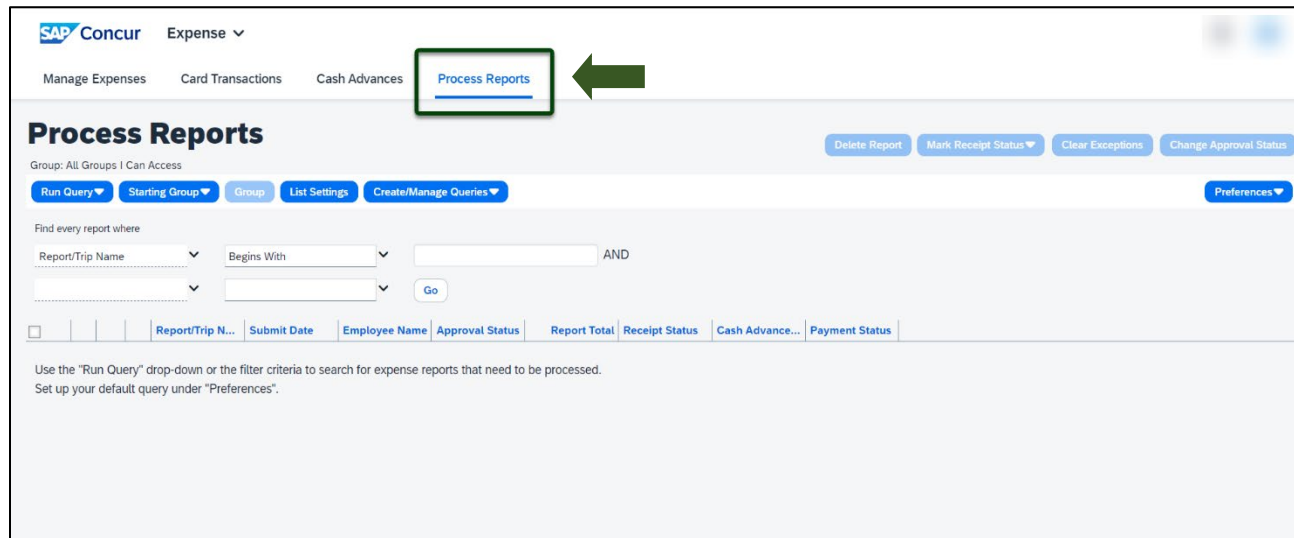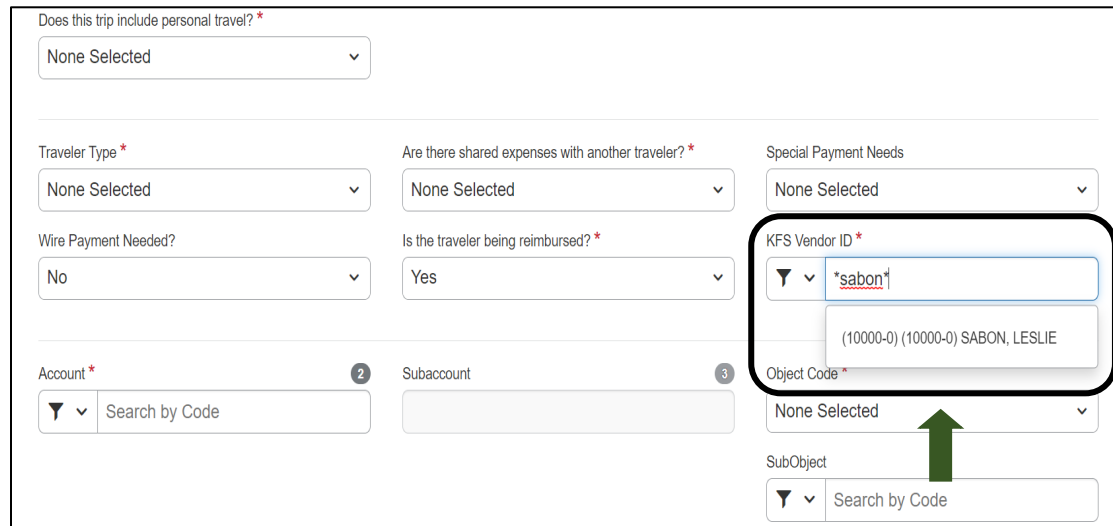Reports** and fill
out the necessary
fields.



*Exhibit 7*

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## Vendor Lookup

Concur has the ability to view Vendor IDs as well as the Vendor Name on Expense Reports after submission. The KFS Vendor is accessible in Concur and Vendor ID is required to reimburse travel expenses to Guest Travelers and Non-Employee Students (Non-Profiled Traveler policy). The actual Vendor list displays Vendor Name as both the number and the name combined. To search for just the Vendor Name, use an asterisk * before typing the name (the same as in KFS). The reimbursement will be sent to the default remit address indicated on the Vendor ID chosen on the Expense Report.

1. When searching in Concur, enter the name of the individual surrounded by asterisks, such as *sabon* and select the correct vendor from the pull-down list.

As shown in *Exhibit 7*, the Vendor ID is 10000-0 and the Vendor Name is (10000-0) Sabon, Leslie.



*Exhibit 8*

NOTE: Best practice when reimbursing a Non-Profiled Traveler (Guest or Non-Employee Student) is to use the full KFS Vendor ID, instead of searching by name, to ensure correct payee is added to the Expense Report.