

# University of San Francisco

## Concur to Banner

The purpose of this schedule is to provide general guidelines for the timing of transactions processed through Concur into the Banner system

Event	Timing
Credit card charge is imported into the Concur system	24-72 hours after purchase is made
Expense report, including out of pocket expenses, is created and electronically routes to designated departmental approver within Concur <ul style="list-style-type: none"> <li>Report should have all required receipts and complete details on the university business purpose</li> </ul>	Prepared monthly
Departmental approver approves expense report	Within 3 business days of receipt from preparer
Additional approval routing could occur for: <ul style="list-style-type: none"> <li>Reports over \$5,000 requiring VP approval</li> <li>Reports with grant funding requiring Grant Accountant approval</li> </ul>	Timing will vary for these additional approvals
Once fully approved by department approver or additional approver, the expense report routes to Disbursement Services	Routing is done in real time
Review and approval by Disbursement Services: <ul style="list-style-type: none"> <li>Reports with out of pocket reimbursements</li> <li>Reports with no reimbursement</li> </ul>	Within 5 business days Approx. 10 business days
<b>Out of pocket reimbursements receive priority processing</b>	
<b>Please note:</b> Reports can be returned to the preparer by <b>any approver</b> along the approval chain causing additional delays in completing the above	
After Disbursement Services approval, status in Concur changes to show "Extracted for payment": <ul style="list-style-type: none"> <li>Expense report transactions show in Banner</li> <li>Disbursement Services processes payment</li> </ul>	Next business day Next business day
<p><b>Top 5 reasons for delays:</b></p> <ul style="list-style-type: none"> <li>Missing receipts</li> <li>Imaged receipt is not itemized</li> <li>Incomplete business purpose for expense</li> <li>Non-itemized hotel bills by expense type</li> <li>Missing address information for mileage claims</li> </ul>	