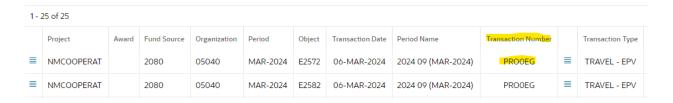
Completing a Transfer of Payment on a Concur transaction

- 1) Expense Report Numbers from Concur are listed as the Transaction Number in the Transaction Detail FIS report. The format from Concur is a six-digit alpha-numeric code.
- 2) In this example, the value is PRO0EG.



3) On the Transfer of Payments header in eForms, use the six-digit Report Number from the Concur Expense Report (Transaction Number) as the Original EForms Doc No. For our example, the value is PRO0EG. Fill out the rest of the transfer document as you normally would.

