

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 PROOEG.

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Project	Award	Fund Source	Organization	Period	Object	Transaction Date	Period Name	Transaction Number	Transaction Type
NMCOOPERAT		2080	05040	MAR-2024	E2572	06-MAR-2024	2024 09 (MAR-2024)	PROOEG	TRAVEL - EPV
NMCOOPERAT		2080	05040	MAR-2024	E2582	06-MAR-2024	2024 09 (MAR-2024)	PROOEG	TRAVEL - EPV

- 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 PROOEG. Fill out the rest of the transfer document as you normally would.

er. Header **Funding** **Explanation** **Trustees** **Form** **Check In**

Header Information

Document Org: 05040 Division of Financial Services

Original Transaction Date: 03/14/2024
(MM/DD/YYYY)

Department Name:

Requested By:

Original Voucher No:

Original EForms Doc No: PROOEG

Out of balance transfer:

Warrant Cancellation:

Purpose (for non-grant only)

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