# 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<br>• Report should have all required receipts and complete details on the university business purpose | Prepared monthly |
| Departmental approver approves expense report | Within 3 business days of receipt from preparer |
| Additional approval routing could occur for:<br>• Reports over $5,000 requiring VP approval<br>• Reports with grant funding requiring Grant Accountant approval | 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:<br>• Reports with out of pocket reimbursements<br>• Reports with no reimbursement<br><br>**Out of pocket reimbursements receive priority processing** | Within 5 business days<br>Approx. 10 business days |
| *Please note:* Reports can be returned to the preparer by **any approver** along the approval chain causing additional delays in completing the above | |
| After Disbursement Services approval, status in Concur changes to show "Extracted for payment":<br>• Expense report transactions show in Banner<br>• Disbursement Services processes payment | Next business day<br>Next business day |

**Top 5 reasons for delays:**
Missing receipts
Imaged receipt is not itemized
Incomplete business purpose for expense
Non-itemized hotel bills by expense type
Missing address information for mileage claims