

## Reconciling Pre-payments On Concur Expense Reports

For any type of pre-payment (cash or check), using the expense type Miscellaneous, please enter the prepayment on a SEPARATE line as a NEGATIVE amount.

Expense Report  
**Aprepayment**

New Expense Details View Import

**Exceptions**

Expense Type	Date	Amount	Exception
Miscellaneous (...)	05/01/2010	\$-200.00	⚠ You have chosen the expense type "Miscellaneous (other)". Specific details describing expense must be entered.

**Expense List**

System deducts prepayment and refunds amount due → Total: \$300.00

Hotel entered "normally" directly from folio.

Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>			
05/04/2010	Hotel Hilton Hotels, San Francisco, California	\$500.00	\$500.00
05/03/2010	Hotel	\$125.00	\$125.00
05/03/2010	Hotel Tax	\$25.00	\$25.00
05/03/2010	Meals (self)	\$15.26	\$15.26
05/03/2010	Meals (self)	\$9.74	\$9.74
05/02/2010	Hotel	\$125.00	\$125.00
05/02/2010	Hotel Tax	\$25.00	\$25.00
05/02/2010	Meals (self)	\$25.00	\$25.00
05/01/2010	Hotel	\$125.00	\$125.00
05/01/2010	Hotel Tax	\$25.00	\$25.00
05/01/2010	Miscellaneous (Other) To Lori Myers, St. Louis, Missouri	\$-200.00	\$-200.00

Prepayment entered as Miscellaneous and negative amount - comment that it was a prepayment to employee.

\*\*Please note that even if pre-payment is included on hotel folio, it still needs to be entered on a separate line (not a part of the itemization) as a negative amount.