

Assigned and Unassigned Burst Reports



The Assigned and Unassigned Burst Reports are distributed weekly to designated business unit TRaC Reps and Business Managers/Finance Leadership to manage the timely posting of corporate card transactions to the general ledger. Every month, designated management center representatives receive these reports to help business units manage the timely posting of transactions.

Use this quick reference guide to understand the report, the report distribution process, and best practices for using this burst report.

Report Overview

*This report is distributed automatically from Concur via an overnight job. Those on the distribution list receive the report via email as outlined in this guide's **Burst Report Distribution** section.*

The report contains two tabs.

*The **Unassigned Tab** contains corporate card transactions not included in an expense report as of the Bank of America Posting Date included in the report.*

*The **Assigned Tab** contains expense reports with corporate card transactions not routed for all levels of approval.*

*Reports distributed on Monday include **ALL outstanding corporate card transactions** as of the Bank of America posting date of the report. Reports distributed on Wednesday include **UNTIMELY** corporate card transactions based on the [Untimely Posting Schedule](#).*

Failure to act on these transactions in a timely fashion will result in the transactions being posted to the ledger using a losses and damages untimely general ledger account and may result in corporate card suspension for the cardholder. Users may review [GAP 200.129, Corporate Cards – Untimely Posting of Transactions](#) for detailed information.

Assigned and Unassigned Burst Reports

Interpreting the Report – Unassigned Tab

The following data elements display for unassigned transactions:

- The **Employee and Employee DUID**;
- **Employee Active Flag** indicating if the employee is currently active (Y) or if they have been Terminated (N);
- **Org Unit, BFR, and Org Key** of the employee;
- **Transaction Date** of the unassigned transaction;
- **Posted Date** is the date Bank of America posted the transaction;
- **Posted Amount** is the dollar amount of the transaction;
- **Last 4 digits of the Card #, Transaction ID, Transaction Reference Number** are all related to banking specifics of the transaction;
- **Cost Center/WBSE/OI and Description** is the default travel cost object associated with the person, found in the header record and pulled from the travel default set in SAP or from the default on the person’s position;
- **Vendor Name** is the vendor associated with the transaction.

Columns 1-10

Unassigned										
Posted Dates as of Jun 30, 2021										
Employee ID	Employee	Employee Active Flag	Org Unit	BFR	Org Key	Transaction Date	Posted Date	Posted Amount (reporting currency)	Last 4 Digits of the Card #	
100201	Donald Duck	Y	50002128	304020008	DHW6	Jun 23, 2021	Jun 24, 2021	37.88	0409	
1008580	Mickey Mouse	Y	50000632	6064401000	DDAU	Jun 12, 2021	Jun 14, 2021	23.60	4953	
103787	Elmer Fud	Y	50999320	9400500029	DDXB	Jun 11, 2021	Jun 14, 2021	64.90	7208	
103787	Elmer Fud	Y	50999320	9400500029	DDXB	Jun 22, 2021	Jun 24, 2021	9.28	7208	
1050948	Bugs Bunny	Y	50001651	211090040	DHXJ	Jun 21, 2021	Jun 22, 2021	8.63	4580	
1050948	Bugs Bunny	Y	50001651	211090040	DHXJ	Jun 22, 2021	Jun 23, 2021	-8.63	4580	
106442	Wiley Coyote	Y	50001003	6860207720	DDSQ	Jun 16, 2021	Jun 17, 2021	1,000.00	7812	
106442	Wiley Coyote	Y	50001003	6860207720	DDSQ	Jun 3, 2021	Jun 4, 2021	383.00	9501	
106442	Wiley Coyote	Y	50001003	6860207720	DDSQ	Jun 7, 2021	Jun 8, 2021	170.25	7812	

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Transaction ID	Transaction Reference Number	Cost Center/WBSE/OI	Cost Center/WBSE/OI Description	Vendor Name
e363c784	24445001175000850822040	304020008	N-78 INTERMEDIATE CARE -	HARRIS TEETER #492
b1bddc5d	24431061163083737285429	1511015	DEAN UG EDUC OFFICE	AMAZON.COM*215IL7ZQ1 AMZN
78e3e7c1	24137461163001428780572	8308757	BRIER CREEK PEDS-PRIMARY CARE	USPS PO 3621970709
b1eb14ea	24412951174897196626001	8308757	BRIER CREEK PEDS-PRIMARY CARE	DEBBYS HALLMARK 2
ea0943b2	24943001173838000071326	211090040	CARE COORDINATION	DUNKIN #347603
e44e3516	74943001174838000074225	211090040	CARE COORDINATION	DUNKIN #347603
9969d305	24492151167740180416147	4017685	NEURO ONCOLOGY	SQ *TRIANGLE APHASI
b7d3805b	24692161154100111951039	4017685	NEURO ONCOLOGY	PUBLIC STORAGE 28067
21ecff3c	24003411158900015900191	4017685	NEURO ONCOLOGY	ISLAND CHILD
52799ef3	24164071155091007939684	8308640	DERMATOLOGY - MOHS	TARGET 00020693
908f6f58	24431061156083733962939	8308640	DERMATOLOGY - MOHS	AMZN MKTP US*2X08S7CS2 AM

Assigned and Unassigned Burst Reports

Interpreting Results – Assigned Tab

The second tab is **Assigned** corporate card transactions.

The following data elements display for assigned transactions:

- **Report key** is the unique system generated number associated with the report;
- **Report name** is the name given to the report during the creation of the header record;
- The **Employee** and **Employee DUID**;
- **Employee Active Flag** indicating if the employee is currently active (Y) or if they have been Terminated (N);
- **Org Unit, BFR, and Org Key** of the employee;
- **Approval Status** displays the status of the report;
- **Current Approvers Name** is the person who currently has the report and who should take action on the report;
- **Current Workflow Step** displays where the report is in workflow.
- **Date of the Workflow Step** is the date the current approver received the workflow;
- **Current Cost Object Approver Name** displays if the report has reached cost object approval;
- **Date of Cost Object Approver Workflow Step** is the date the cost object approver received the workflow if it has reached that step;
- **First Submitted Date** is the date the report was first submitted into workflow;
- **Transaction Date** of the transaction;
- **Posted Date** is the date Bank of America posted the transaction;
- **Expense Amount** is the dollar amount of the transaction;
- **Last 4 digits of the Card #, Transaction ID, Transaction Reference Number** are all related to banking specifics of the transaction;
- **Cost Center/WBSE/OI and Description** is the default travel cost object associated with the person, found in the headers record and pulled from the travel default set in SAP or from the default on the person's position;
- **Vendor Name** is the vendor associated with the transaction.

Assigned and Unassigned Burst Reports

Interpreting Results – Assigned Tab

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Report Key	Report Name	Employee ID	Employee	Employee Active Flag	Org Unit	BFR	Org Key	Approval Status	Current Approvers Name
70936	June Receipts	602038	Han Solo	Y	50000046	1620003000	DDKT	Submitted & Pending Departmental Approval	LEHMAN, KEVIN CHARLES
70936	June Receipts	602038	Han Solo	Y	50000046	1620003000	DDKT	Submitted & Pending Departmental Approval	LEHMAN, KEVIN CHARLES
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
75045	CC Clearing	108296	Luke Skywalker	Y	50001003	6860207720	DDSQ	Pending Funding Approval	
75045	CC Clearing	108296	Luke Skywalker	Y	50001003	6860207720	DDSQ	Pending Funding Approval	

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Current Workflow Step	Date of Current Workflow Step	Current Cost Object Approvers Name	Date of Current Cost Object Workflow Step	First Submitted Date	Transaction Date	Posted Date	Expense Amount (rpt)	Last 4 Digits of the Card #	Transaction ID
Department / Delegate Approval	Aug 16, 2021			Jul 27, 2021	Jun 18, 2021	Jun 21, 2021	12.41	5288	bff695db
Department / Delegate Approval	Aug 16, 2021			Jul 27, 2021	Jun 18, 2021	Jun 22, 2021	844.54	5288	155078e2
					Jun 10, 2021	Jun 11, 2021	261.80	2441	b4d70e32
					Jun 10, 2021	Jun 11, 2021	381.42	2441	7990bcf
					Jun 21, 2021	Jun 22, 2021	81.46	2441	d5582f24
					Jun 23, 2021	Jun 24, 2021	2,690.00	2441	87c9bd4f
		ASHLEY, DAVID MICHAEL		Aug 6, 2021	Jun 18, 2021	Jun 1, 2021	25.25	6540	79c28a3f
		ASHLEY, DAVID MICHAEL		Aug 6, 2021	Jun 18, 2021	Jun 4, 2021	1,300.00	6540	b9fa74a4

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Transaction Reference Number	Cost Center/WBSE/OI	Cost Center/WBSE/OI Description	Vendor
24137461169501055134567	1800300	FOOTBALL - GENERAL ADMINISTRATION	TST* TOBACCO ROAD SPORTS
24207851172179800024375	1800300	FOOTBALL - GENERAL ADMINISTRATION	WASHINGTON DUKE INN FA
24943001162634001139466	8597721	ERIC THOMPSON PDC	American Airlines
24915071162200344700161	8597721	ERIC THOMPSON PDC	Marriott Hotels
24692161172100045196121	8597721	ERIC THOMPSON PDC	VZWRLSS*APOCC VISB
24013391174003663099002	8597721	ERIC THOMPSON PDC	SELLECK BIO
24492151152894843659192	4017685	NEURO ONCOLOGY	PAYPAL *FORBESMEDIA FOR
24692161155100973980489	4017685	NEURO ONCOLOGY	COPYRIGHT CLEARANCE

Assigned and Unassigned Burst Reports

Interpreting Results – Assigned Tab

Columns 1-10

Report Key	Report Name	Employee ID	Employee	Employee Active Flag	Org Unit	BFR	Org Key	Approval Status	Current Approvers Name
70936	June Receipts	602038	Han Solo	Y	50000046	1620003000	DDKT	Submitted & Pending Departmental Approval	LEHMAN, KEVIN CHARLES
70936	June Receipts	602038	Han Solo	Y	50000046	1620003000	DDKT	Submitted & Pending Departmental Approval	LEHMAN, KEVIN CHARLES
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
63863	SNS Annual Reg	207450	Princess Leia	Y	50000990	6860207710	DDSP	Not Submitted	
75045	CC Clearing	108296	Luke Skywalker	Y	50001003	6860207720	DDSQ	Pending Funding Approval	
75045	CC Clearing	108296	Luke Skywalker	Y	50001003	6860207720	DDSQ	Pending Funding Approval	

Columns 11-20

Current Workflow Step	Date of Current Workflow Step	Current Cost Object Approvers Name	Date of Current Cost Object Workflow Step	First Submitted Date	Transaction Date	Posted Date	Expense Amount (rpt)	Last 4 Digits of the Card #	Transaction ID
Department / Delegate Approval	Aug 16, 2021			Jul 27, 2021	Jun 18, 2021	Jun 21, 2021	12.41	5288	bff695db
Department / Delegate Approval	Aug 16, 2021			Jul 27, 2021	Jun 18, 2021	Jun 22, 2021	844.54	5288	155078e2
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					Jun 21, 2021	Jun 22, 2021	81.46	2441	d5582f24
					Jun 23, 2021	Jun 24, 2021	2,690.00	2441	87c9bd4f
		ASHLEY, DAVID MICHAEL	Aug 6, 2021	Jun 18, 2021	Jun 1, 2021	Jun 2, 2021	25.25	6540	79c28a3f
		ASHLEY, DAVID MICHAEL	Aug 6, 2021	Jun 18, 2021	Jun 4, 2021	Jun 7, 2021	1,300.00	6540	b9fa74a4

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24207851172179800024375	1800300	FOOTBALL - GENERAL ADMINISTRATION	WASHINGTON DUKE INN FA
24943001162634001139466	8597721	ERIC THOMPSON PDC	American Airlines
24915071162200344700161	8597721	ERIC THOMPSON PDC	Marriott Hotels
24692161172100045196121	8597721	ERIC THOMPSON PDC	VZWRLSS*APOCC VISB
24013391174003663099002	8597721	ERIC THOMPSON PDC	SELLECK BIO
24492151152894843659192	4017685	NEURO ONCOLOGY	PAYPAL *FORBESMEDIA FOR
24692161155100973980489	4017685	NEURO ONCOLOGY	COPYRIGHT CLEARANCE

Assigned and Unassigned Burst Reports

Burst Report Distribution

This report is distributed automatically from Concur via an overnight job for Monday and Wednesday deliveries. The chart below outlines the corporate card transactions included in the report and the audience who receives the report.

TRaC Rep	Business Manager	Mgmt Center	Cardholder
<p><i>Outstanding Transactions</i></p> <p>Assigned and unassigned transaction reports sent every Monday</p>		<p><i>Outstanding Transactions</i></p> <p>Assigned and unassigned transaction reports sent first Monday of the month</p>	
<p><i>Untimely Transactions</i></p> <p>Assigned and unassigned transaction reports sent every Wednesday</p>		<p><i>Untimely Transactions</i></p> <p>Assigned and unassigned transaction reports sent first Wednesday of the month</p>	<p><i>Untimely Transactions</i></p> <p>Unassigned transaction reports sent first Wednesday of the month</p>

Assigned and Unassigned Burst Reports



Helpful Hints

- *Have a defined process in your business units*
 - *Who distributes report information to employees and expense delegates?*
 - *Business Units often copy and paste lines of the report for distribution*
- *Understand the difference between the Monday and Wednesday reports*
 - *Monday contains **ALL** corporate card transactions*
 - *Wednesday contains **POTENTIALLY UNTIMELY** corporate card transactions*
 - *Pay attention to transaction dates and untimely posting deadlines*
 - *Make sure you are communicating about the most pressing transactions. Communication around every transaction or expense report is not necessary. Focus on transactions close to being untimely.*
- *Unassigned transactions may or may not have receipts*
 - *Remind employees to leverage electronic receipt options*