ASSIGNED_UNASSIGNED REPORTS
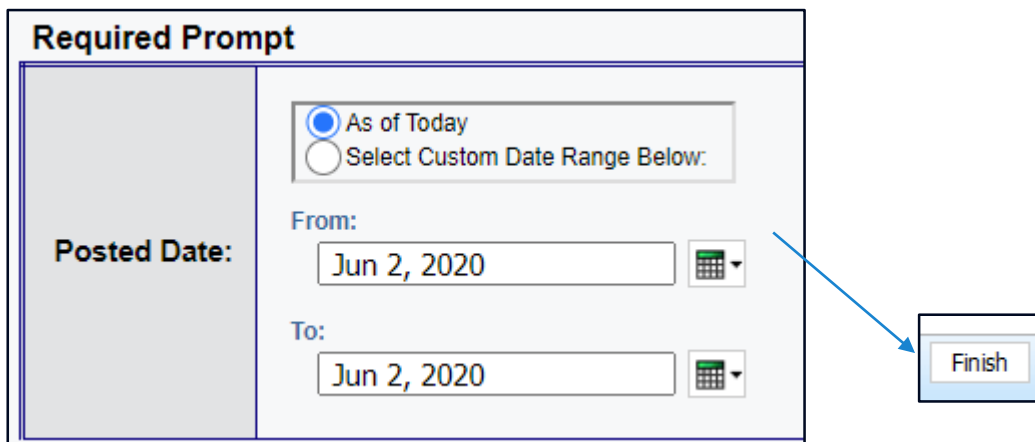
Overview: The Assigned_Unassigned Reports display credits card transactions that are assigned to an expenses report on one tab and those that are unassigned and not included in an expense report on another tab. The assigned report does not include reports that are with Employee Travel and Reimbursement for approval. Transactions displayed are based on organizational hierarchy access of the individual running the report. Displayed transactions are grouped by employee. The report provides the ability for the BI Manager and his/her delegates to monitor assigned and unassigned corporate card transactions in real-time. The report runs as an Excel file and can be manipulated and distributed as necessary within a business unit.

Step 1

To access this report, from the **Public Folders** main page, select **Duke University.** Select **Consultative Intelligence**. Select **Assigned_Unassigned Reports.**

Step 2-A

On the **Assigned and Unassigned Reports Screen**, there are **Required** and **Optional** data select fields. The **Posted Date** is required and defaults to the current date. A custom date range can also be created by choosing **Select Custom Date Range Below** (radio button must be selected) and providing the date range. If running just by posted date, select **Finish** located at the bottom of the page.

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or email Concur-ExpenseSupport@duke.edu.
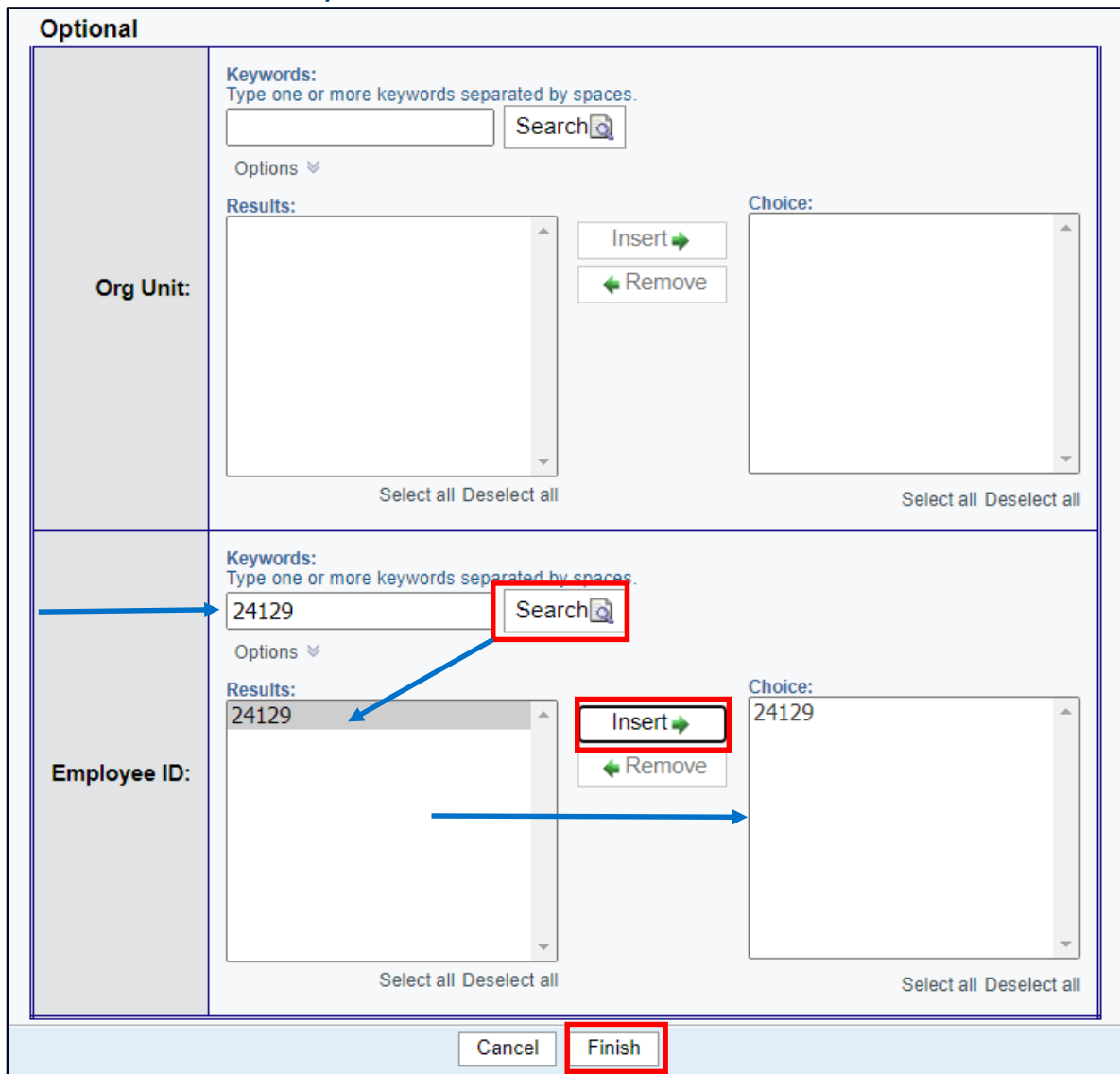
1

ASSIGNED_UNASSIGNED REPORTS

Step 2-B

*Use **Optional** selection criteria as appropriate. Data can be filtered by Organizational Unit or by the Employee's DUID. Enter the desired Organizational Unit or DUID in the **Keyword** search and select **Search**. When **Results** display, highlight the result and select **Insert** to move the desired results into **Choice**. When the report runs, it will be running based on information in the **Choice** field. Select **Finish** to run the report.*

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ASSIGNED_UNASSIGNED REPORTS

Step 3

The report returns as an Excel file. Open the file to display the report.

*The first tab is **Unassigned** corporate card transactions.*

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 2, 2020

Employee ID: 24129

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 #
24129	HALL-DIFABIO, GWENDOLYN KAE	Y	50650575	3224000213	DDGV	Apr 29, 2020	Apr 30, 2020	192.60	6364
24129	HALL-DIFABIO, GWENDOLYN KAE	Y	50650575	3224000213	DDGV	May 20, 2020	May 21, 2020	38.60	6364
24129	HALL-DIFABIO, GWENDOLYN KAE	Y	50650575	3224000213	DDGV	May 28, 2020	May 28, 2020	38.42	6364

Columns 11-14

Transaction ID	Transaction Reference Number	Cost Center/WBSE/OI	Cost Center/WBSE/OI Description	Vendor Name
12964e3b	24906410120093034666913	1573205	OFC OF EDUC FOR RESEARCH ADMIN & FINANCE	FS *TechSmith
7a4c6cac	24692160141100501138443	1573205	OFC OF EDUC FOR RESEARCH ADMIN & FINANCE	AMZN Mktp US*M73O24Z02
5dc64ae	24692160149100164277357	1573205	OFC OF EDUC FOR RESEARCH ADMIN & FINANCE	AMZN Mktp US*M785J6740

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ASSIGNED_UNASSIGNED REPORTS

Step 3 - Continued

*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.*

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ASSIGNED_UNASSIGNED REPORTS

Step 3 - Continued

Columns 1-10

Report Key	Report Name	Employee ID	Employee	Employee Active Flag	Org Unit	BFR	Org Key	Approval Status	Current Approvers Name
Assigned									
Posted Dates as of Jun 2, 2020									
Employee ID: 24129									
8423	February - March Expense Report	24129	HALL-DIFABIO, GWENDOLYN KAE	Y	50650575	3224000213	DDGV	Submitted & Pending Departmental Approval	MILLER, ROBIN PICKARD
8423	February - March Expense Report	24129	HALL-DIFABIO, GWENDOLYN KAE	Y	50650575	3224000213	DDGV	Submitted & Pending Departmental Approval	MILLER, ROBIN PICKARD
8423	February - March Expense Report	24129	HALL-DIFABIO, GWENDOLYN KAE	Y	50650575	3224000213	DDGV	Submitted & Pending Departmental Approval	MILLER, ROBIN PICKARD
8423	February - March Expense Report	24129	HALL-DIFABIO, GWENDOLYN KAE	Y	50650575	3224000213	DDGV	Submitted & Pending Departmental Approval	MILLER, ROBIN PICKARD

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	May 29, 2020			Mar 31, 2020	Feb 19, 2020	Feb 20, 2020	177.40	3711	adf0df40
Department / Delegate Approval	May 29, 2020			Mar 31, 2020	Feb 24, 2020	Feb 25, 2020	5.00	3711	807400d8
Department / Delegate Approval	May 29, 2020			Mar 31, 2020	Feb 24, 2020	Feb 25, 2020	1,942.00	3711	807400d8
Department / Delegate Approval	May 29, 2020			Mar 31, 2020	Mar 3, 2020	Mar 4, 2020	199.00	3711	1c7d3222

Columns 21-24

Transaction Reference Number	Cost Center/WBSE/OI	Cost Center/WBSE/OI Description	Vendor
24164070050069394507064	1573205	OFC OF EDUC FOR RESEARCH ADMIN & FINANCE	#FEDEX OFFIC30000030049
24492150055637036039155	1573205	OFC OF EDUC FOR RESEARCH ADMIN & FINANCE	ARTICULATE GLOBAL INC
24492150055637036039155	1573205	OFC OF EDUC FOR RESEARCH ADMIN & FINANCE	ARTICULATE GLOBAL INC
24493980064207921800315	1573205	OFC OF EDUC FOR RESEARCH ADMIN & FINANCE	NCURA

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