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.*

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
**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.
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

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee</th>
<th>Employee Active Flag</th>
<th>Org Unit</th>
<th>BFR</th>
<th>Org Key</th>
<th>Transaction Date</th>
<th>Posted Date</th>
<th>Posted Amount (Reporting Currency)</th>
<th>Last 4 Digits of the Card #</th>
</tr>
</thead>
<tbody>
<tr>
<td>24129</td>
<td>HALL-DIFABIO, GWENDOLYN KAE</td>
<td>Y</td>
<td>60655075</td>
<td>3224000213</td>
<td>DDGV</td>
<td>Apr 29, 2020</td>
<td>Apr 30, 2020</td>
<td>192.60/6364</td>
<td></td>
</tr>
<tr>
<td>24129</td>
<td>HALL-DIFABIO, GWENDOLYN KAE</td>
<td>Y</td>
<td>60655075</td>
<td>3224000213</td>
<td>DDGV</td>
<td>May 20, 2020</td>
<td>May 21, 2020</td>
<td>38.60/6364</td>
<td></td>
</tr>
<tr>
<td>24129</td>
<td>HALL-DIFABIO, GWENDOLYN KAE</td>
<td>Y</td>
<td>50655075</td>
<td>3224000213</td>
<td>DDGV</td>
<td>May 28, 2020</td>
<td>May 28, 2020</td>
<td>38.42/6364</td>
<td></td>
</tr>
</tbody>
</table>

### Columns 11-14

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Transaction Reference Number</th>
<th>Cost Center/WBSE/OI</th>
<th>Cost Center/WBSE/OI Description</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12964a3b</td>
<td>24906410120903034668913</td>
<td>1573205</td>
<td>OFC OF EDUC FOR RESEARCH ADMIN &amp; FINANCE</td>
<td>FS *TechSmith</td>
</tr>
<tr>
<td>7aa35ac</td>
<td>24692160141100501138443</td>
<td>1573205</td>
<td>OFC OF EDUC FOR RESEARCH ADMIN &amp; FINANCE</td>
<td>AMZN Mtgp US*M73024202</td>
</tr>
<tr>
<td>56dc64ae</td>
<td>24692160141910164277357</td>
<td>1573206</td>
<td>OFC OF EDUC FOR RESEARCH ADMIN &amp; FINANCE</td>
<td>AMZN Mtgp US*M7856740</td>
</tr>
</tbody>
</table>

**Questions?** Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
The second tab is Assign*ed 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_UNASSIGNED REPORTS

#### Step 3 - Continued

### Columns 1-10

<table>
<thead>
<tr>
<th>Report Key</th>
<th>Report Name</th>
<th>Employee ID</th>
<th>Employee</th>
<th>Employee Active Flag</th>
<th>Org Unit</th>
<th>BFR</th>
<th>Org Key</th>
<th>Approval Status</th>
<th>Current Approvers Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>8423</td>
<td>February - March Expense</td>
<td>24129</td>
<td>HALL-OFABIO, GWENDOLYN KAEG 1</td>
<td>Y</td>
<td>5050575</td>
<td>3224000213</td>
<td>DDGY</td>
<td>Submitted &amp; Pending Departmental Approval</td>
<td>MILLER, ROBIN PICKARD</td>
</tr>
<tr>
<td>8423</td>
<td>February - March Expense</td>
<td>24129</td>
<td>HALL-OFABIO, GWENDOLYN KAEG 1</td>
<td>Y</td>
<td>5050575</td>
<td>3224000213</td>
<td>DDGY</td>
<td>Submitted &amp; Pending Departmental Approval</td>
<td>MILLER, ROBIN PICKARD</td>
</tr>
<tr>
<td>8423</td>
<td>February - March Expense</td>
<td>24129</td>
<td>HALL-OFABIO, GWENDOLYN KAEG 1</td>
<td>Y</td>
<td>5050575</td>
<td>3224000213</td>
<td>DDGY</td>
<td>Submitted &amp; Pending Departmental Approval</td>
<td>MILLER, ROBIN PICKARD</td>
</tr>
</tbody>
</table>

### Columns 11-20

- Department / Delegate Approval: May 29, 2020
- Date of Current Workflow Step: May 29, 2020
- Current Cost Object Approvers Name: May 29, 2020
- Date of Current Cost Object Workflow Step: May 29, 2020
- First Submitted Date: Mar 31, 2020
- Transaction Date: Feb 18, 2020
- Printed Date: Feb 20, 2020
- Expense Amount (prt): 177.45
- Last 4 Digits of the Card #: 3711
- Transaction ID: 82081856

### Columns 21-24

<table>
<thead>
<tr>
<th>Transaction Reference Number</th>
<th>Cost Center/WBSE/OI</th>
<th>Cost Center/WBSE/OI Description</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2416407009595394507064</td>
<td>1573205</td>
<td>OFC OF EDUC FOR RESEARCH ADMIN &amp; FINANCE</td>
<td>#FEDEXOFFIC3000030049</td>
</tr>
<tr>
<td>244921500956637036039156</td>
<td>1573205</td>
<td>OFC OF EDUC FOR RESEARCH ADMIN &amp; FINANCE</td>
<td>ARTICULATE GLODAL INC</td>
</tr>
<tr>
<td>244921500666637036039156</td>
<td>1573205</td>
<td>OFC OF EDUC FOR RESEARCH ADMIN &amp; FINANCE</td>
<td>ARTICULATE GLODAL INC</td>
</tr>
<tr>
<td>24493980860207921800315</td>
<td>1573205</td>
<td>OFC OF EDUC FOR RESEARCH ADMIN &amp; FINANCE</td>
<td>NCURA</td>
</tr>
</tbody>
</table>