Using Reporting in Concur

Presented by: Employee Travel and Reimbursement and the Office of Education for Research Administration & Finance
Session Learning Objectives

• Explore options for accessing Concur Reporting in Concur
• Review general reporting Navigation
• Examine Duke specific Concur reports
Accessing Reports

Roles

- At go live - assigned to Business Manager 1
- This person can assign two report delegates – must act as the BI Manager (BM1) to access Reporting
- Given access to a parent org units and have access to all lower org units

- Assigned via ZCONCURBI
- This role can assign two report delegates – must act as ZCONCURBI to access Reporting
- Must provide all org units for access

Only one BI Manager can be assigned to an org unit regardless of whether it is the Business Manager 1 or the ZCONCURBI role.
Accessing Reports

Establishing Delegates

- Profile Settings
  - Expense Delegates
    - Delegates are employees who are allowed to perform work on behalf of other employees.

- Can only design two delegates.

www.concursolutions.com says

A user can only have two delegates with the 'Can Use Reporting' rights. The following users did not have this permission assigned. EARLEY, JENNIFER
Accessing Reports

Returned Data

- Report data is based upon SAP hierarchy
  - Coordinate with owning departments to manage unassigned corporate card transactions as appropriate
- To review report status outside of SAP hierarchy access, use the Workflow Status Report
  - Report status is updated nightly
Available Reports

**Duke University** – contains reports developed and/or customized for Duke. Go to Consultative Intelligence folder.

**Intelligence – Standard Reports** – contains a variety of standard Concur reports.
General Report Navigation

**Report Format**

- Note default format
- Can change the view far right side of screen
General Report Navigation

Running in Background

• On the far right side of the screen, select
• Select *advanced options*

• Select *Run Report in Background* indicating if you want to run it now or later.

Time is Central Standard Time. Recommend not running before 5:00 AM to allow time for all overnight SAP jobs to run.
General Report Navigation

Running in Background

- Can save the report or can run for email distribution delivery.
Let’s explore the reports ...
Report #1 – Assigned/Unassigned Report

- Mirrors data included in the Assigned/Unassigned Burst Reports
- Execute to monitor transaction status between burst report distribution
Report # 2 – DU Cost Object Approver List

- Provides information on funding source approver
- Updates via an overnight job requiring data transmission between SAP and Concur
- Allow 24 – 48 hours for update
- Information is available in SAP; however, this report shows current approvers
- Once report enters workflow, approvers will not change
Report #3 – DU-Employee Details

- Provides detailed Concur information pertaining to employees
- Includes default cost object and department approver
Report # 4 – DU Expense Entry Analysis

• Provides information on employee spending patterns
• Can run for...
  ▪ Range of Time
  ▪ Specific employees
  ▪ Specific expense types
Report #5 – DU Expense Entry Analysis with Cost Object & Trip/Report Type

- Provides information on employee spending patterns. Includes cost object information and expense report type.
- Can run for...
  - Range of Time
  - Specific employees
  - Specific expense types
  - Trip/Report types
Report # 6 – DU-Expense Report Detail Flat File Dump

• Provides detailed information included in expense report
• Can run for...
  ▪ Range of Time
  ▪ Specific employees
  ▪ Specific expense types
Additional Reports

• E-Receipt Enabled Employees
  ▪ Provides information for e-receipt activation which is an indicator of profile set-up
  ▪ Can run for “Yes – enabled”, “No – not enabled”, or both

• Expense Accrual Report
  ▪ Run for a specific date to see all transactions that aren’t included in a report or are included in a report which hasn’t posted to the ledger as of the report date

• SAP – ZR233 – List of Back-up Approvers

• Coming Soon! - Expense Delegate Report
  ▪ Run to review expense delegates and assigned employees
• Spend time exploring reports
  ▪ Best way to learn is to practice!

• Remember – report data is **NOT** real-time
  ▪ Updates occur via jobs that load data from SAP overnight
Resources

- Concur – Concur.duke.edu
  - Report Reference
  - Quick Reference Guides

- ET&R Customer Service
  - Concur-ExpenseSupport@duke.edu
  - 919-668-3877
Thank you!