



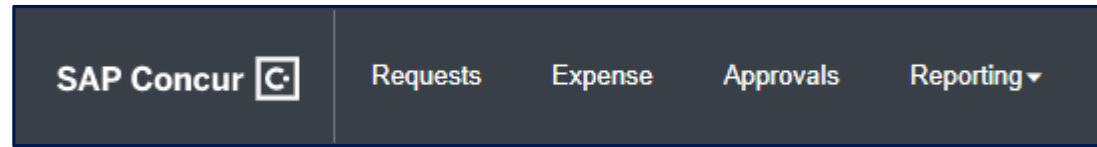
Using Reporting in Concur

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



BI Manager Role

- 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.

Expense Delegates

Delegates Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

<input type="checkbox"/>	Name	Can Use Reporting
<input type="checkbox"/>	BROCK, KIMBERLY KIM.BROCK@DUKE.EDU	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EARLEY, JENNIFER JENNIFER.EARLEY@DUKE.EDU	<input type="checkbox"/>
<input type="checkbox"/>	FOSHEE, CAROLYN CAROLYN.FOSHEE@DUKE.EDU	<input type="checkbox"/>
<input type="checkbox"/>	HOLBROOK, BARBARA BARBARA.HOLBROOK@DUKE.EDU	<input type="checkbox"/>
<input type="checkbox"/>	LAWRENCE, KRISTIN KRISTIN.LAWRENCE@DUKE.EDU	<input type="checkbox"/>
<input type="checkbox"/>	MILLER, ROBIN ROBIN.MILLER@DUKE.EDU	<input type="checkbox"/>
<input type="checkbox"/>	NORRIS, KATHERINE KATHERINE.NORRIS@DUKE.EDU	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SATTERFIELD, RACHEL RACHEL.SATTERFIELD@DUKE.EDU	<input type="checkbox"/>

- 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

OK

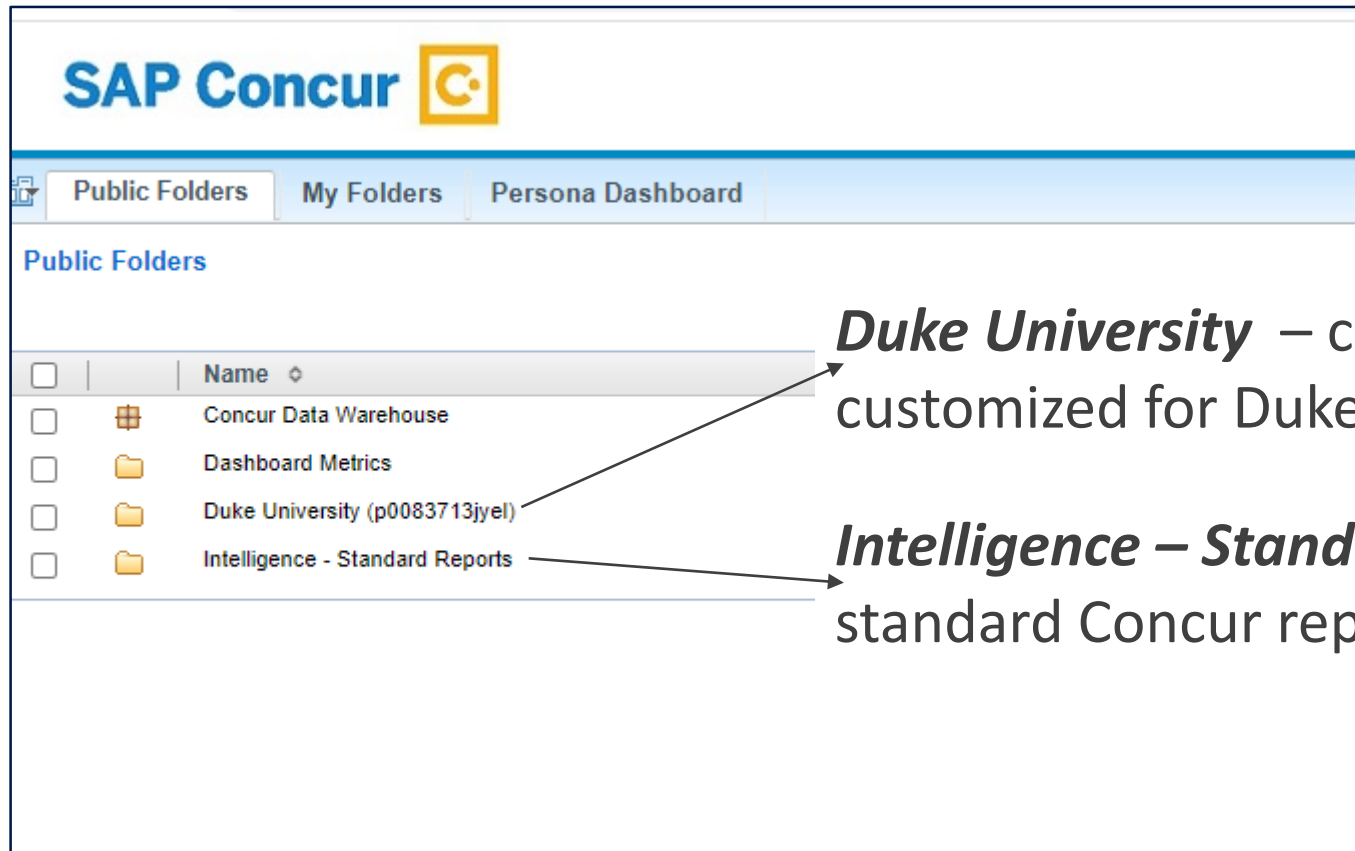
Accessing Reports

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

	Cost Cen	
	60217010	S
	6860201515	D
	6860202545	J
557	6860201518	
0058	6860202	
0917338	6860201517	
51031164	6860100	

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

Run with options - Concur Expense Report Approval Status

Select how you want to run and receive your report.

Format:

Accessibility:
 Enable accessibility support

Language:

Delivery:
 View the report now
 Save the report

Prompt values:
No values saved
 Prompt for values

Run Cancel

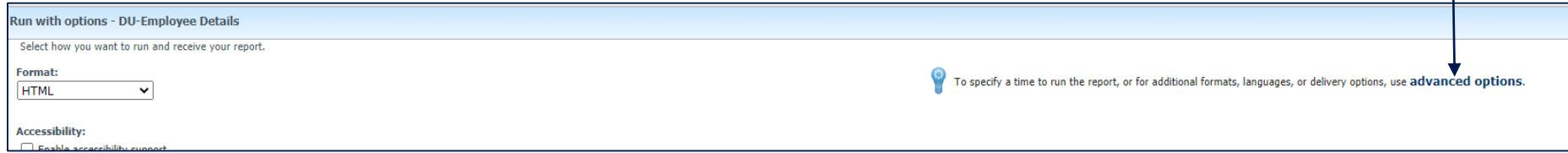
Format:

- HTML
- PDF
- Excel 2007
- Excel 2007 Data
- Excel 2002
- Delimited text (CSV)
- XML

General Report Navigation

Running in Background

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



Run with options - DU-Employee Details

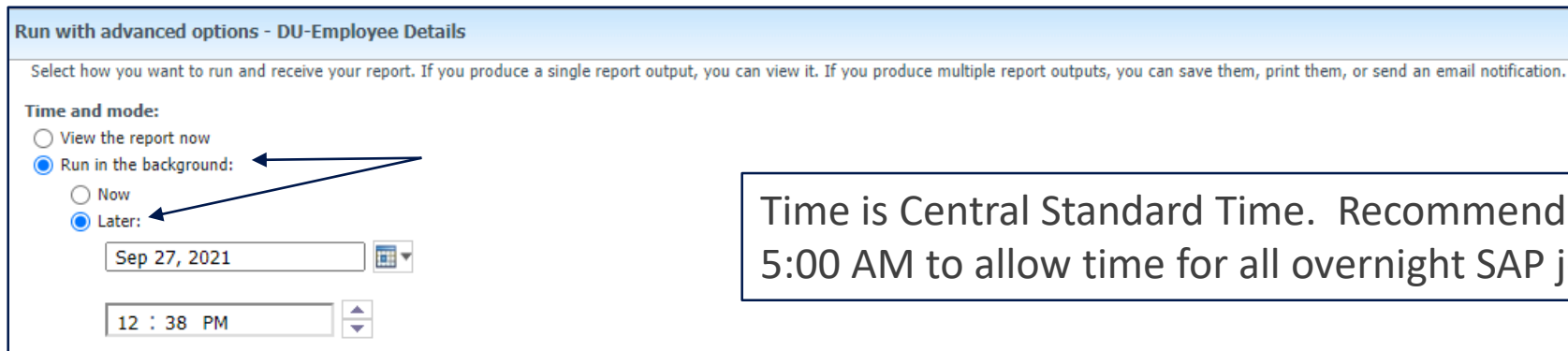
Select how you want to run and receive your report.

Format:
HTML

Accessibility:
 Enable accessibility support

To specify a time to run the report, or for additional formats, languages, or delivery options, use **advanced options**.

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



Run with advanced options - DU-Employee Details

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

Time and mode:
 View the report now
 Run in the background:
 Now
 Later:
Sep 27, 2021
12 : 38 PM

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 .

The image shows two overlapping dialog boxes from a report generation application. The top dialog, titled "Options", is used for configuring report output. It includes sections for "Formats" (with HTML selected), "Accessibility" (with "Enable selection-based interactivity" checked), "Languages" (with English selected), and "Prompt values" (with "Prompt for values" checked). The "Delivery" section on the right allows users to choose between saving the report or sending it by email. The bottom dialog, titled "Set the email options - DU-Employee Details", is used to specify email recipients and content. It includes fields for "To:", "Subject:" (pre-filled with "Report: DU-Employee Details"), and "Body:". A blue arrow points from the "Send the report by email" option in the top dialog to the "Set the email options" dialog.

Options

Formats:

- HTML
- PDF
- Excel 2007
- Excel 2007 Data
- Excel 2002
- Delimited text (CSV)
- XML

Number of rows per Web page: 20

Enable selection-based interactivity

Accessibility:

- Enable accessibility support

Languages: English [Select the languages...](#)

Prompt values

- Prompt for values

Delivery:
Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.

Save:

- Save the report
- Save the report as a report view [Edit the options...](#)
Report View of DU-Employee Details

Send the report by email [Edit the options...](#)
0 recipients

Set the email options - DU-Employee Details

Specify the recipients and contents of the email. To add recipients, click Select the recipients or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

To:

Subject:
Report: DU-Employee Details

Body:

Attach the report

Let's explore the reports ...



Report #1 – Assigned/Unassigned Report

Employee	Employee Active Flag	Or
Y, GINA BROOKS	Y	5000
Y, GINA BROOKS	Y	5000
R, LISA L	Y	5000
R, LISA L	Y	5000
R, LISA L	Y	5000
R, LISA L	Y	5000
R, LISA L	Y	5000
R, LISA L	Y	5000
LL, ZACHARY FARR	Y	5000
ZACHARY FARR	Y	5000
ZACHARY FARR	Y	5000
ZACHARY FARR	Y	5000
ZACHARY FARR	Y	5000
ZACHARY FARR	Y	5000

- 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

The image shows a blurred screenshot of a report table. The table has a header row with the text 'Cost Center D'. Below the header, there are several rows of data. The text in the rows is mostly illegible due to blurring, but some words are visible: 'EXEC ED PROGRAM', 'GLOBAL - RUSSIA', 'GLOBAL - LONDON', 'GLOBAL - LONDON', 'GLOBAL - INDIA', and 'GLOBAL - INDIA'. Several rows are highlighted in yellow.

Cost Center D
EXEC ED PROGRAM
LP EXEC ED PROGRAM
GLOBAL - RUSSIA
GLOBAL - RUSSIA
GLOBAL - LONDON
GLOBAL - LONDON
GLOBAL - INDIA
GLOBAL - INDIA

Report #3 – DU- Employee Details

RODIO, HOLBROOKS, DAVID, F

Employee ID	Email Address
-------------	---------------

7799

BARBARA

- 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

1, 2021

Employee ID

574189

483923

124366

419175

228583

Report #5 – DU Expense Entry Analysis with Cost Object & Trip/Report Type

Report Key	Report/Trip Purpose	Date
83791	anes - une/July CC Report	A
83791	anes - une/July CC Report	A
84885		

- 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

DETAIL FLAT F
21 to Aug 31, 2021

Name	Trip Start Date	Trip End
3	Misc. Expenses	Jun 1, Jun

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

App Center

+
Start a Report
+
Enter Reservation
+
Upload Receipts
Appro

COMPANY NOTES


Concur Training Toolkit
 This link will provide information to utilise the Concur Expense System.

[KNOW BEFORE YOU GO](#)

MY TASKS

00 Required Approvals →

Great! You currently have no approvals.



04 Available Expenses →

06/17	Cartf Banc Aire	EUR 54.60
11/18	Fabulous Market	\$11.43
10/24	HILTON	\$874.73
07/23	Fuel	\$101.48

09/0

Thank you!