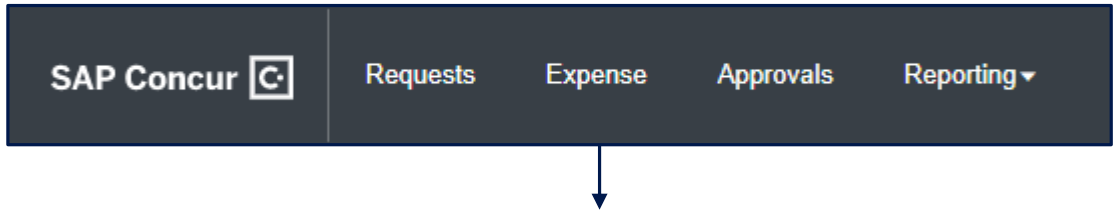
Using Reporting in Concur

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

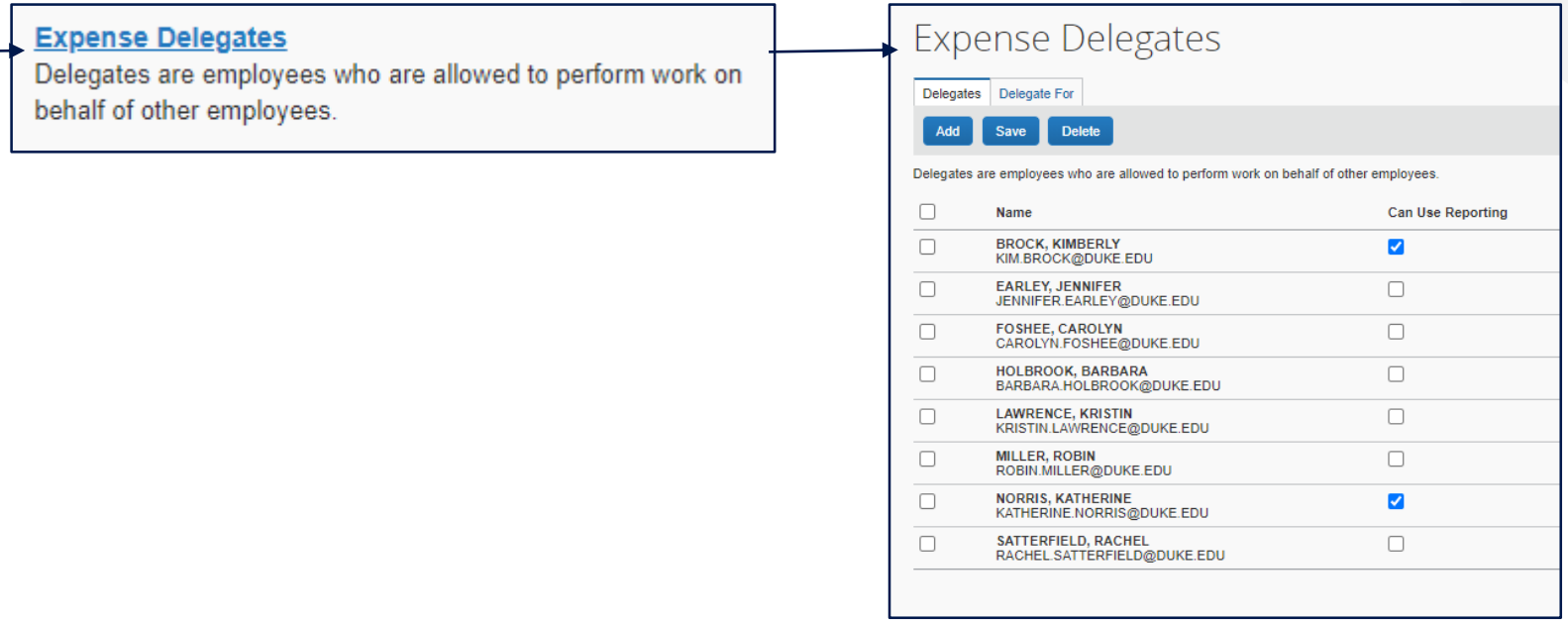
- At go live - assigned to Business Manager 1
- This person can assign two report delegates – must act as the BI Manager (BM1) to access Reporting
- Given access to a parent org units and have access to all lower org units

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

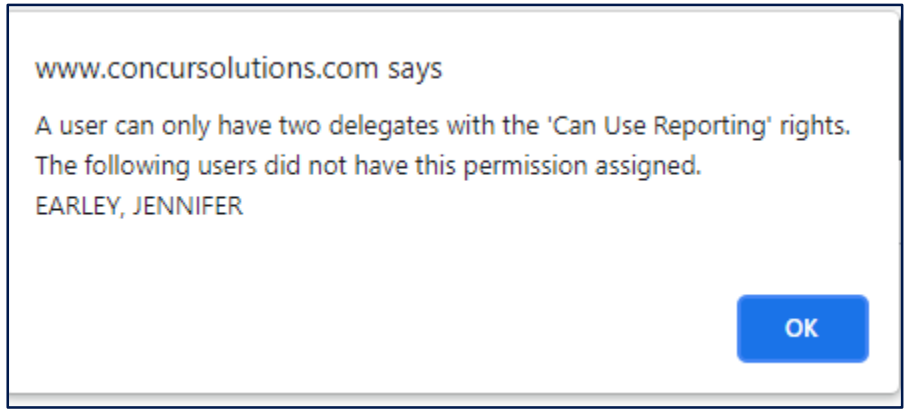
Only one BI Manager can be assigned to an org unit regardless of whether it is the Business Manager 1 or the ZCONCURBI role.

Accessing Reports
Establishing Delegates

- Profile Settings

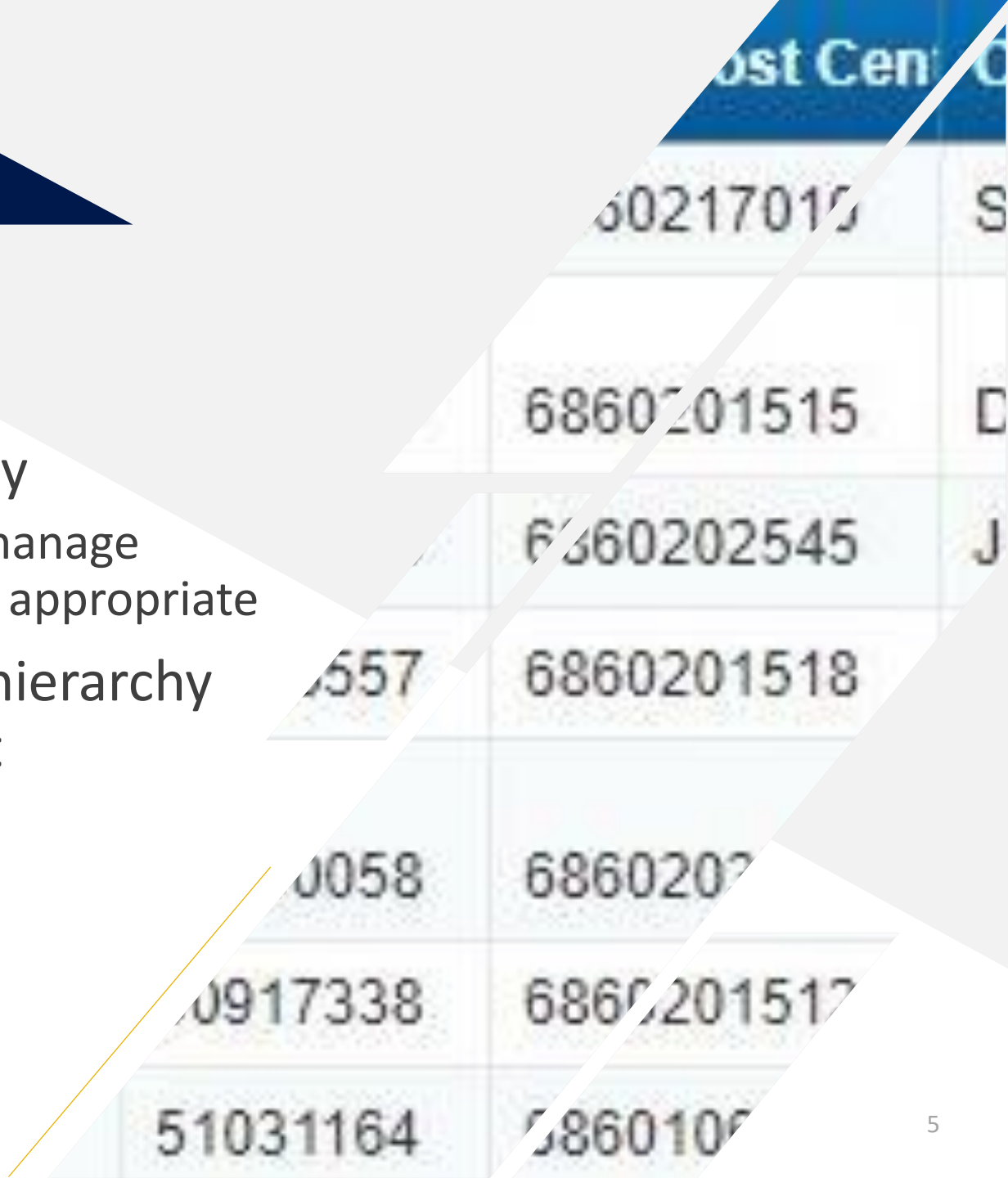


- Can only design two delegates.

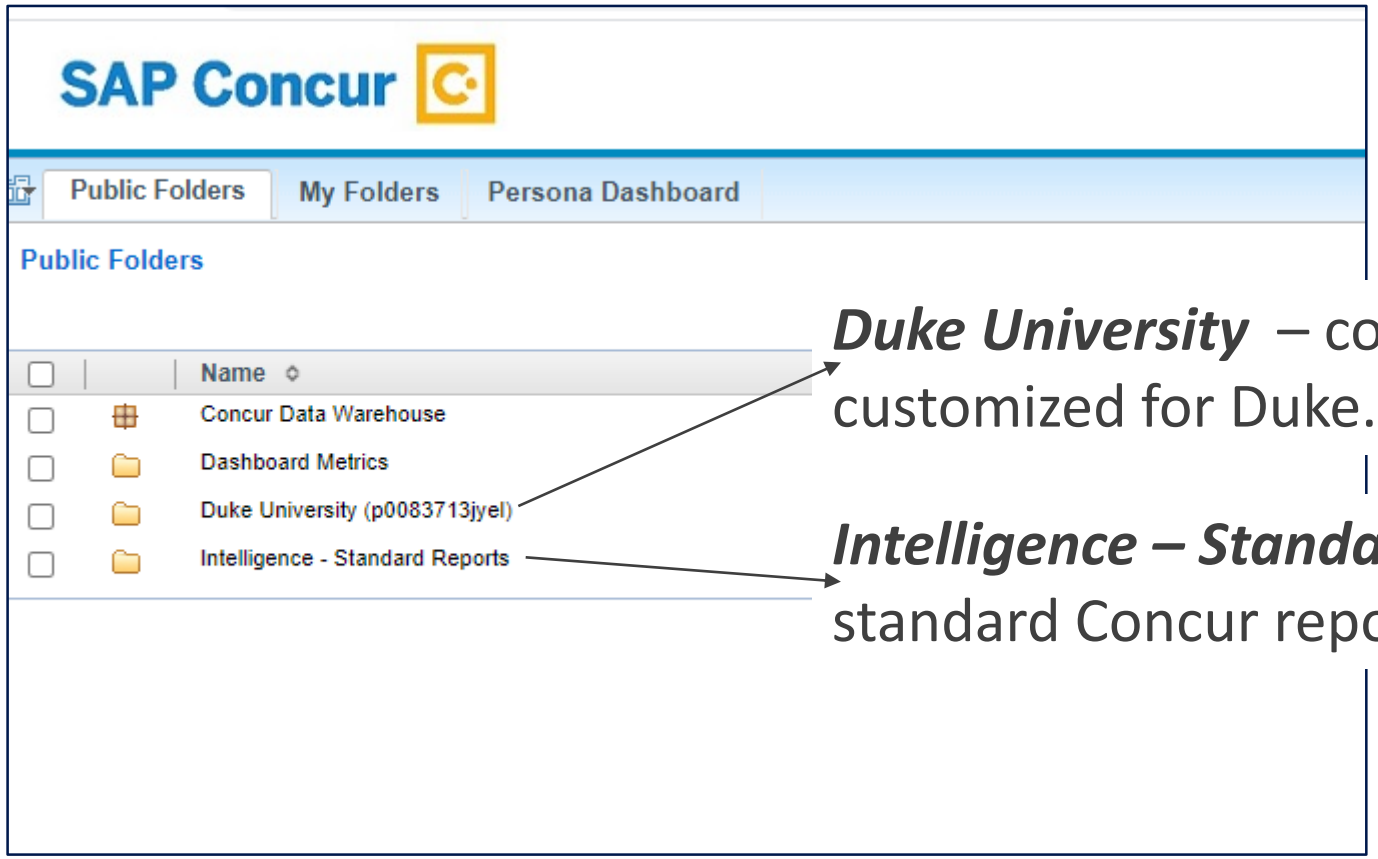


Accessing Reports
Returned Data

- 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



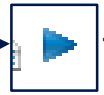
Available Reports

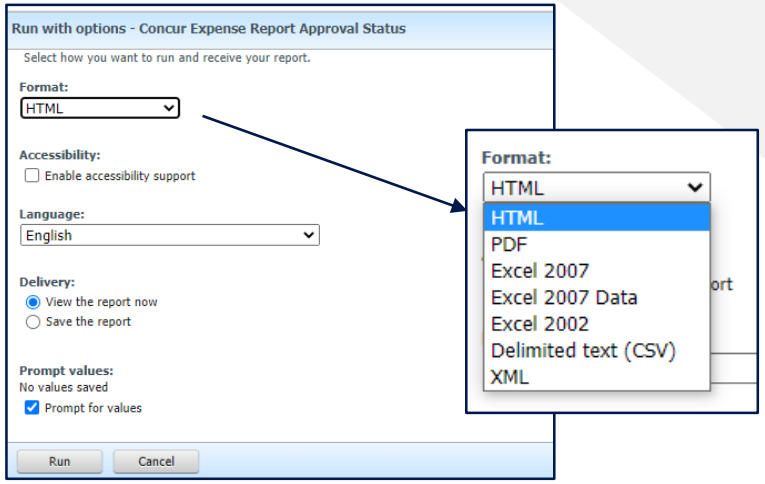


Duke University – contains reports developed and/or customized for Duke. Go to Consultative Intelligence folder.

Intelligence – Standard Reports – contains a variety of standard Concur reports.

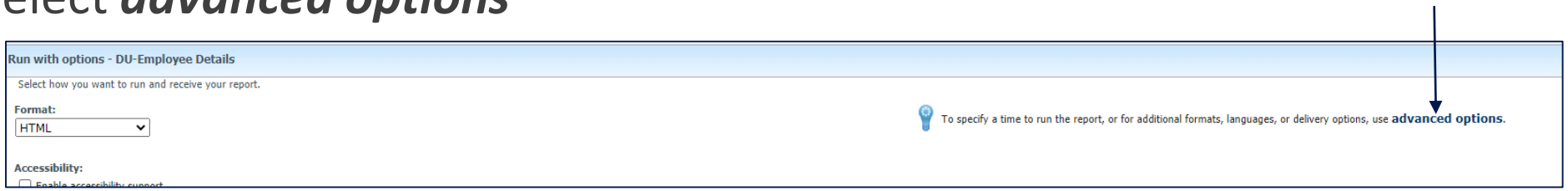
General Report Navigation
Report Format

- Note default format →
  - Can change the view →  far right side of screen →

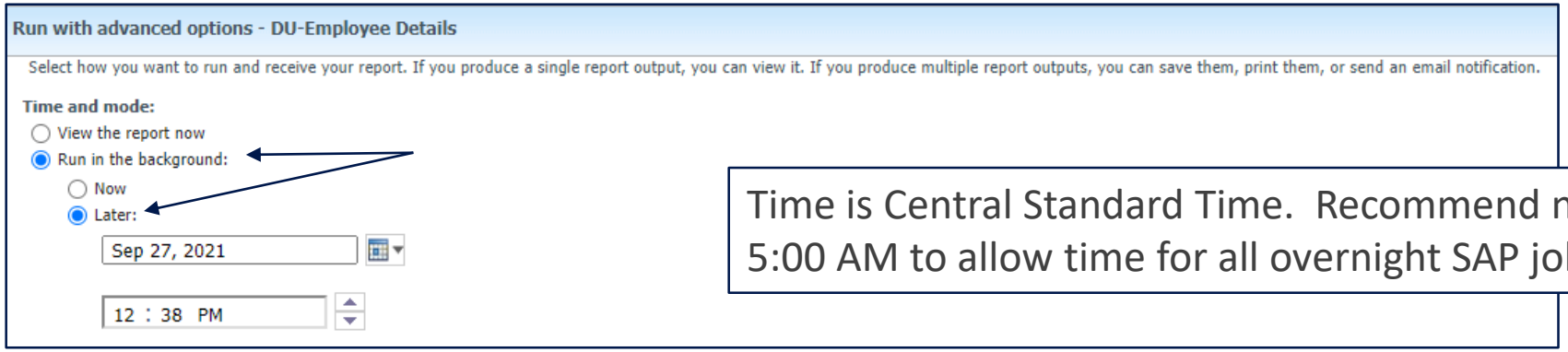


General Report Navigation
Running in Background

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



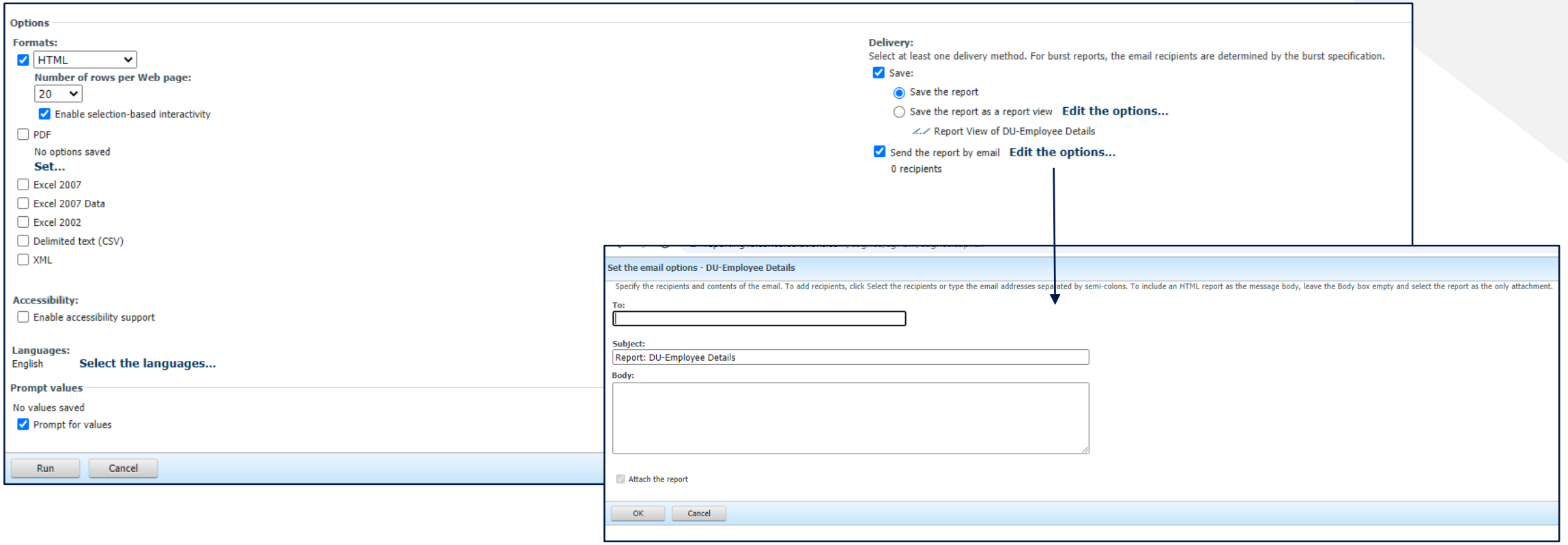
- Select ***Run Report in Background*** indicating if you want to run it now or later.



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

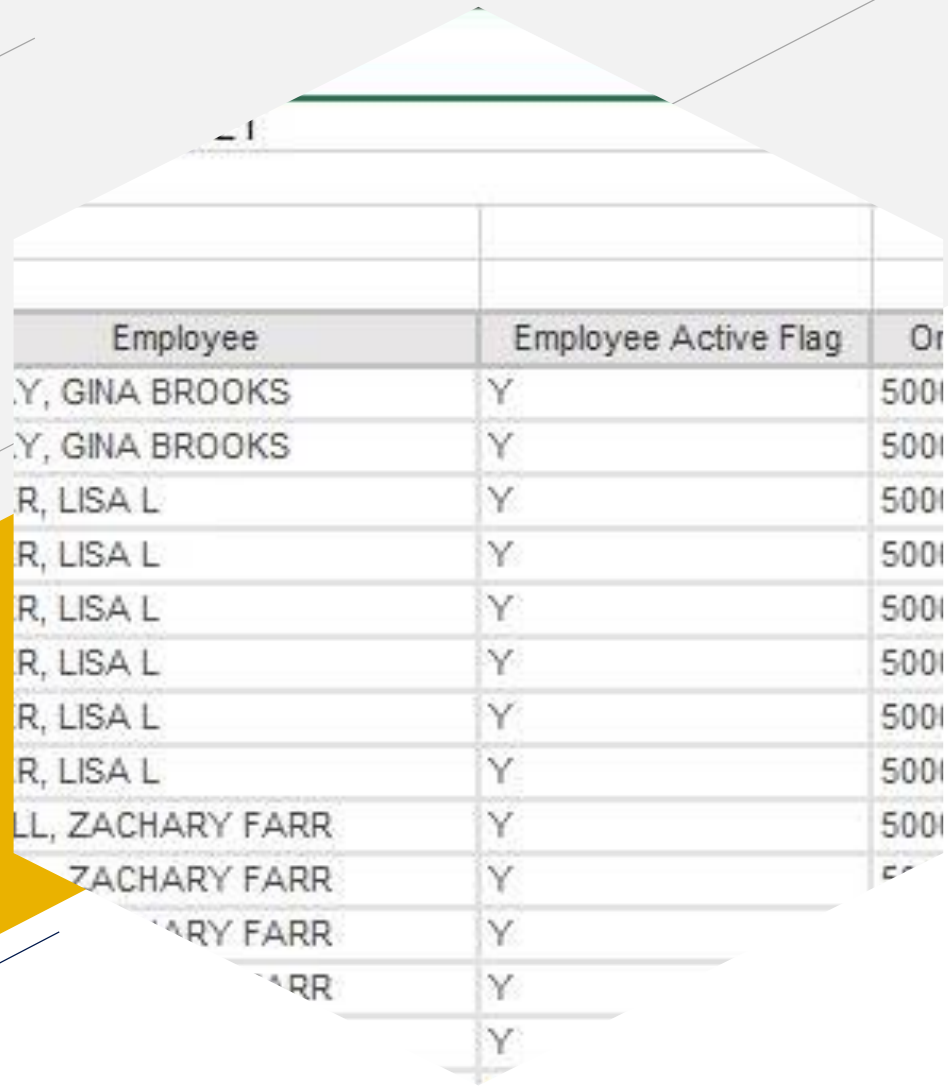
General Report Navigation
Running in Background

- Can save the report or can run for email distribution delivery .



Let’s explore the reports …

Report #1 – Assigned/Unassigned Report



Employee	Employee Active Flag	Or
.Y, GINA BROOKS	Y	500
.Y, GINA BROOKS	Y	500
R, LISA L	Y	500
R, LISA L	Y	500
R, LISA L	Y	500
R, LISA L	Y	500
R, LISA L	Y	500
R, LISA L	Y	500
LL, ZACHARY FARR	Y	500
ZACHARY FARR	Y	
ARY FARR	Y	
ARR	Y	
	Y	

- 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

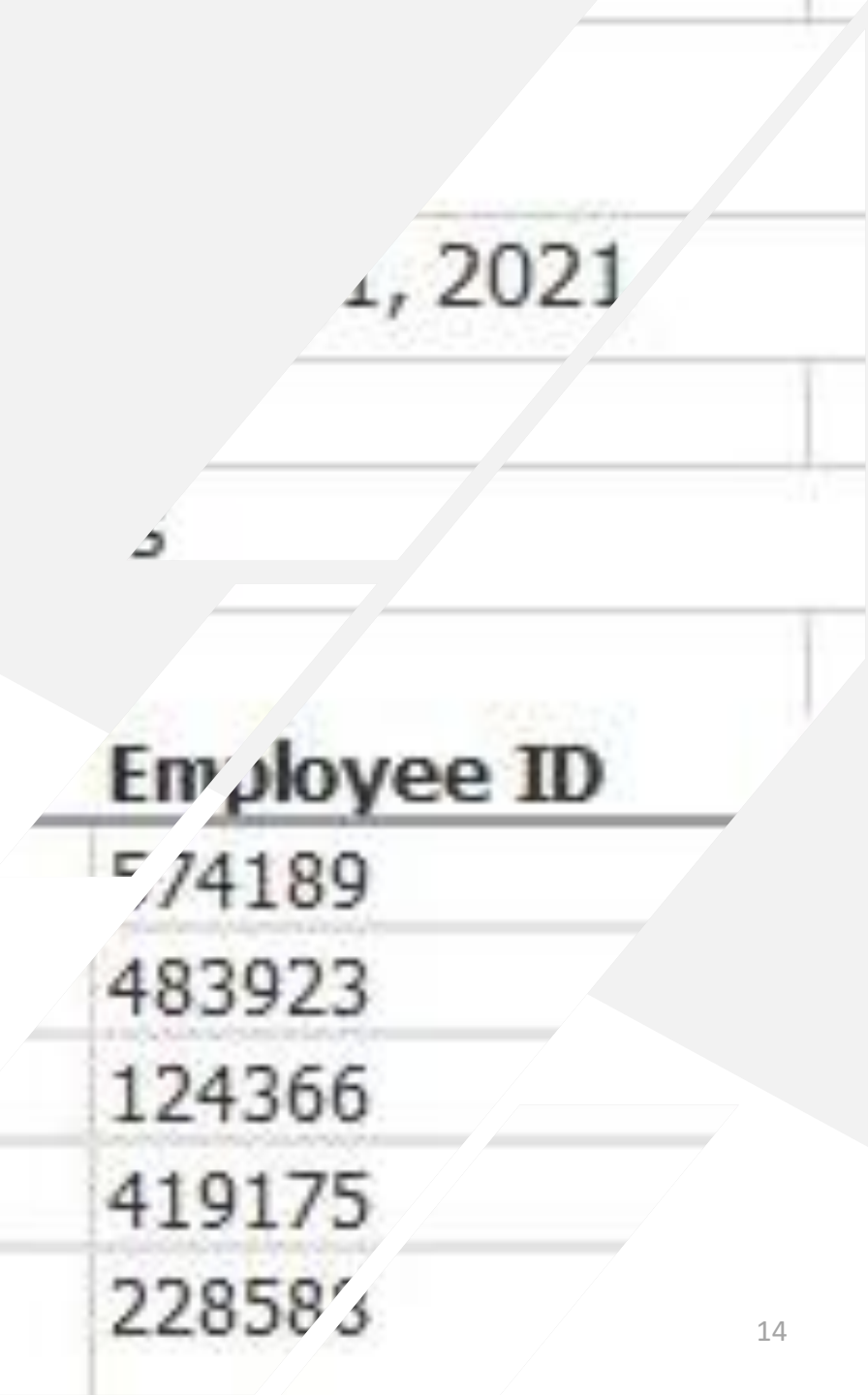
- Provides information on funding source approver
- Updates via an overnight job requiring data transmission between SAP and Concur
- Allow 24 – 48 hours for update
- Information is available in SAP; however, this report shows current approvers
- Once report enters workflow, approvers will not change

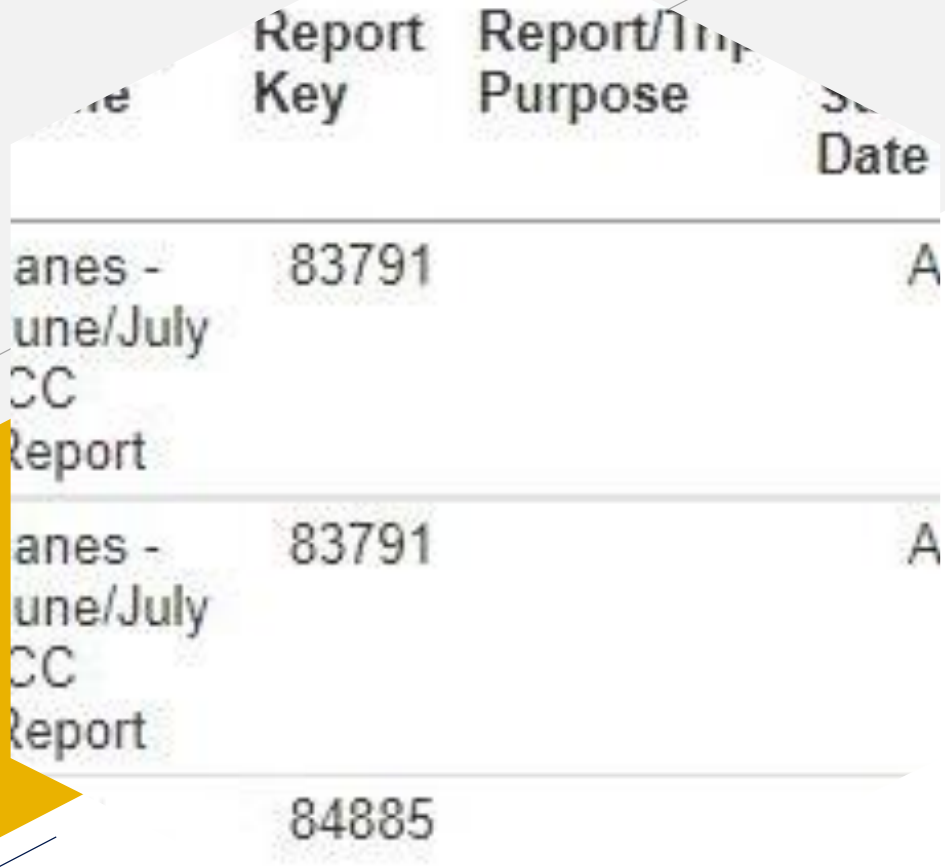
Report #3 – DU-Employee Details

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

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

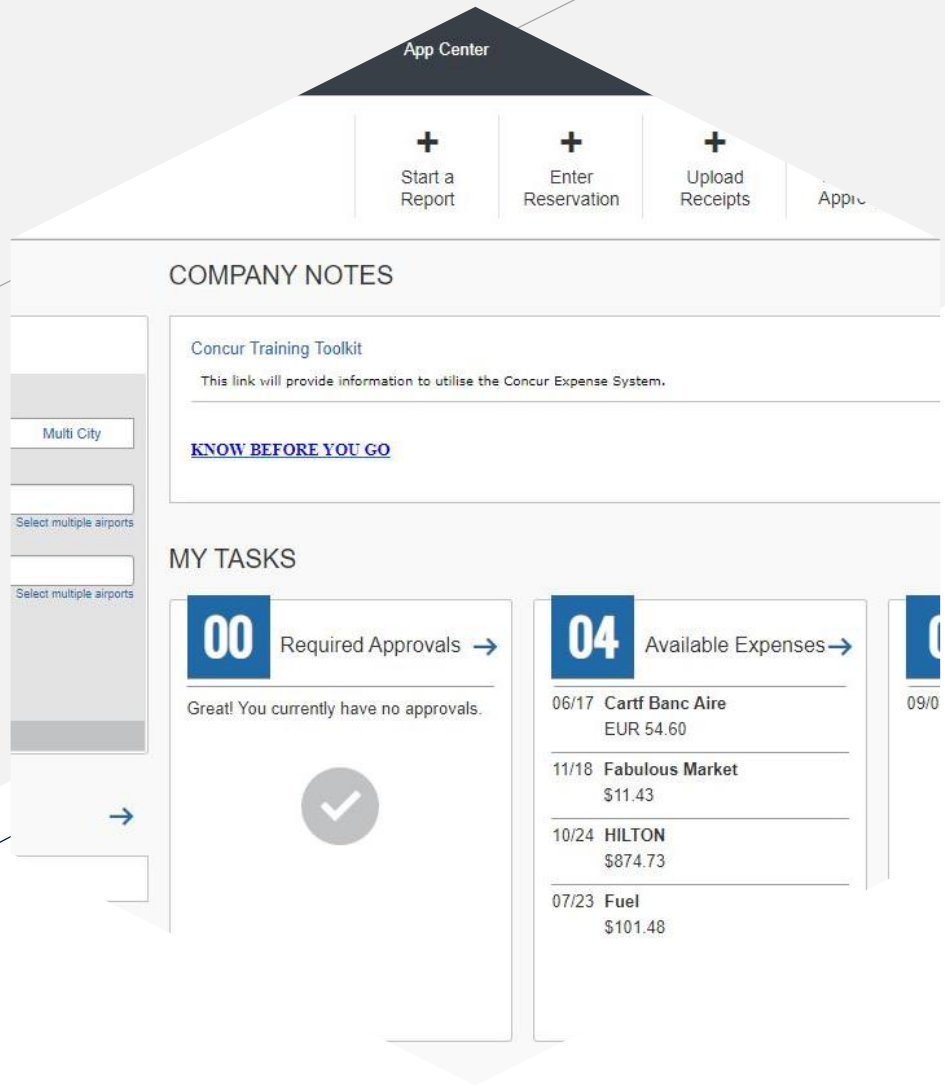
Additional Reports

- 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


App Center
Start a Report
Enter Reservation
Upload Receipts
COMPANY NOTES
Concur Training Toolkit
This link will provide information to utilise the Concur Expense System.
KNOW BEFORE YOU GO
Multi City
Select multiple airports
Select multiple airports
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

Thank you!