Concur Recommended Reports

Standard Report Name:	Report Location:	Report Purpose:	Selection Criteria	Data Elements Returned
Assigned_Unassigned Reports	Public Folders > Duke University > Consultative Intelligence	Run these reports to see all outstanding corporate card transactions for the specified date range	Posted Date, Org Unit, Employee ID (DUID)	Same as weekly reports sent by ET&R every Monday and Wednesday
Concur Expense Report Approval Status	Public Folders > Duke University > Consultative Intelligence	Run this report to see where an expense report is in the approval process.	Cost Center/WBS, Org Unit, BFR. Employee ID (DUID)	Report Key, Report Name, Employee ID, Employee Name, Org Unit, BFR, Org Key, Approval Status, Payment Status, Workflow Role, Current Approver's Name, Date of the Current Workflow Step, Cost Center/WBS Text, Cost Center/WBS
DU-Cost Object Approver List	Public Folders > Duke University > Consultative Intelligence	Run this report to review funding source approvers	Cost Object, Approver	Approver Type, Cost Center, Cost Center Description, Approval Limit, Approver Name, Approver ID
DU-Employee Details	Public Folders > Duke University > Consultative Intelligence	Run this report to see detailed employee information	Inactive/Active Employees/Employees	Employee Name, DUID, Email Address, Status, Country, Default Expense Approver, BI Manager, Travel Class, Company Code, Default Travel Cost Object
DU-Expense Accrual	Public Folders > Duke University > Consultative Intelligence	Run this report to see all transactions that are not assigned to an expense report or have been assigned to an expense report but not posted to the ledger.	Posted Date, Payment Types, Employess	Employee, Employee ID, Name on Card, Org Unit, BFR, Sub Area, Pers Area, Payment Type, Approval Status, Report Key, Report Name, Expense Type, Cost Object, Cost Object Name, Default Cost Object, Default Cost Object Name, Date First
DU-Expense Accrual (Date Range)	Public Folders > Duke University > Consultative Intelligence	Run this report to see all transactions that are not assigned to an expense report or have been assigned to an expense report that has not been paid within a user-defined date range.	Posted Date, Payment Types, Employess	Name/Employee ID, Payment Type, Approval Status, Report Name, GL Account, Cost Object, Default Cost Object, Date First Submitted, Vendor, Posted Date, Transaction Date, Posted Amount
DU-Expense Entry Analysis	Public Folders > Duke University > Consultative Intelligence	Run this report to see detailed spend grouped by employee and then by expense type.	Date Sent for Payment, Dollar Threshold, Group by (Employee, Expense Type), Dollar Threshold, Secondary Grouping (Subtotals), Expense Type, Employee	Employee/Employee ID, Org Unit, BFR, Personnel Area, Expense Type, Report Name, Transaction Date, Payment Type, Vendor, City/Location, Approved Amount(rpt)
DU-Expense Entry Analysis with Cost Object & Trip/Report Type	Public Folders > Duke University > Consultative Intelligence	Run this report to see detailed spend grouped by employee and then by expense type. Provides additional information on cost objects and report types	Date Sent for Payment, Dollar Threshold, Group by (Employee, Expense Type), Dollar Threshold, Secondary Grouping (Subtotals), Expense Type, Employee, Report/Trip Type	Employee/Employee ID, Org Unit, BFR, Personnel Sub-Area, Personnel Area, Expense Type, Report/Trip Type, Report Name, Report Key, Submission Details, Transaction Date, Payment Type, Vendor, City/Location, Approved Amount(rpt), Allocated Cost Object, Business Purpose, Additiona Information,
DU-Expense Report Totals	Public Folders > Duke University > Consultative Intelligence	Run this report to see report totals by organizational unit, employee, and policy for all reports that have been submitted.	Date, Employee	Employee/Employee ID, Org Unit, BFR, Personnel Area, Total Report Amount, Total Approved Amount, Total Due Employee, Total Due Credit Cards, Total Expense Report Count, Total Transaction Count

DU-Expense Report Detail - Flat File Dump	Public Folders > Duke University > Consultative Intelligence	Run this report to review details included in the expense report. Include the Report Reference.	Payment Date, BFR, Org Unit, Company Code, Cost Object Type, Cost Object, Employee ID	Report Key, User Name/DUID, Trip Name, Trip Start/End Date, Expense Type, Transaction Date, Trip Type, Vendor Name, City, Payment Type, Amount, Currency, Entry Comment, Additional Information, Business Purpose, Report Reference, Expense Specific Details, G/L Account, Allocation Percentage, Allocation
DU-Employee Details	Public Folders > Duke University > Consultative Intelligence	Run this report to see basic information about employees, their approvers, organizational units.	Active/Inactive Employee Designation, Employee	Employee Name, Logon ID, Employee ID, Country, Default Expense Report Approver, Default Approver ID, BI Manager. BI Manager ID, Travel Manager, Travel Manager ID, Travel Rule Class, Org Unit, Org Unit Name, Cost Object Text, Cost Object
Expense Report Summary	Public Folders > Duke University > Consultative Intelligence	Run this report to see all data elements inlcuded in an expense report.	Report Key, Employee, Date Range	Report Header Record, Transacton Details, Cost Allocation Details and Summary
E-Receipt Enabled Employees	Public Folders > Duke University > Consultative Intelligence	Run this report to see whether employees have enabled e-receipts on their Concur profile.	E-Receipt Status (Yes, No, All), Employee	E-Receipt Status, Employee Name, Employee ID, Travel Rule Class, Travel Configuration, Employee E-mail, Status Count