

Department Recommended Concur Reports

1. Unassigned Credit Card Transactions

- a. Location - Intelligence - Standard Reports/Accrual/Unassigned Credit Card Transactions or Public Folders/Texas A&M University System/Texas A&M University System Department Reports/Credit Card Transactions
- b. Review – Excellent report to review transactions that have yet to be assigned to an expense report on the Corporate Card Agency Liability and Corporate Card CBCP cards. Can include the Corporate Card Individual Liability as well, but since that is not the system members liability the others are more pressing to the department. It is recommended departments run monthly and review transactions older than 30 days. We only have 60 days from the posting date to dispute with the credit card provider in the case that it may be a fraudulent transaction. The general rule is that these transactions should be at least assigned to an expense report within 30 days. That will show the transaction has been reviewed and is a valid expense, although it may not be submitted for many months.
- c. In this same folder is Top Employees with Unassigned or Unsubmitted Credit Card transactions. That can be run but only gives the top ten depending on outstanding dollar amount. That may be helpful for some departments.

2. Employees Traveling

- a. Location- Public Folders/Texas A&M University System/Texas A&M University System Department Reports/Employees Traveling
- b. Review – This report is needed to determine where our employees are in the case of an emergency or to generally find where an employee is at any point. This report can be run for a specific employee or for the entire department.
- c. Limitations of Report – note that this report is only pulling travel data that has been booked within Concur or with Shorts.

3. Foreign Trip Report

- a. Location - Public Folders/Texas A&M University System/Texas A&M University System Department Reports/Employees Traveling
- b. Review – This report uses the Authorization Requests data to identify foreign travel. This is not a standard report, so this report is the only report that will help identify who is traveling abroad. Since employees are not required to book directly in Concur or with Shorts, then this report should be used to identify employees traveling abroad.
- c. Limitation of Report – Will only provide the data if the employee submitted an authorization request. So if there could be an employee abroad that did not submit an authorization request and did not book in Concur/Shorts.

4. Expense and Travel Overview

- a. Location – Intelligence - Standard Reports/Administration/Expense and Travel Overview or Public Folders/Texas A&M University System/Texas A&M University System Department Reports/Expense Reports
- b. Review – Excellent Year to Date report to see how the overall department is progressing for expense report spend, travel card use and travel bookings.

5. Outstanding Cash Advances

- a. Location- Public Folders/Texas A&M University System/Texas A&M University System Department Reports/Cash Advances
- b. Review – Provides departments a quick view of any outstanding cash advances for employees in their department.

6. Expense Entry Analysis Details Grouped by Employee

- a. Location - Intelligence - Standard Reports/Expense Processing/ Expense Entry Analysis Details (Grouped by Employee) or Public Folders/Texas A&M University System/Texas A&M University System Department Reports/Expense Reports
- b. Review – Excellent report that will provide expense report spend by expense type grouped by employee. Can select time frame, employee or list of employees or entire system, select expense types or all expense types, or even approval amount value.
- c. Also in this folder is Unsubmitted Expense Reports grouped by employee, which would be a good report to review to determine expense reports are submitted timely once travel has occurred.