

## Recommended Concur Reports

### 1. Employees Traveling

- a. Location-Texas A&M University System/Texas A&M University System Member Reports/Employees Traveling/Employees Travelling With System Member Prompt
- 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 system member to include all employees.
- c. Limitations of Report – note that this report is only pulling travel data that has been booked within Concur or with Shorts.

### 2. Foreign Trip Report with Member and Date Prompt

- a. Location - Texas A&M University System/Texas A&M University System Member Reports/Employees Traveling/ Foreign Trip Report with Member and Date Prompt
- 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.

### 3. Expense and Travel Overview

- a. Location – Intelligence - Standard Reports/Administration/Expense and Travel Overview
- b. Review – Excellent Year to Date report to see how the overall program is progressing for expense report spend, travel card use and travel bookings. Highly recommend running this report monthly or at least quarterly.

### 4. Workflow Cycle Times – Summary by Processor

- a. Location - Intelligence - Standard Reports/Expense Processing/ Workflow Cycle Times – Summary by Processor
- b. Review – This is the perfect report to see volume and turnaround time by processor for your back office approvers. This report should be run monthly to compare to your volume and turnaround goals/metrics.

### 5. Workflow Cycle Times – Details

- a. Location - Intelligence - Standard Reports/Expense Processing/ Workflow Cycle Times – Details
- b. Review – This report supports the summary by processor report. It will allow an administrator to determine what expense reports fall outside of the goals/metrics for turnaround time and then research that expense report to find out what may have caused it to fall outside of those goals/metrics.

### 6. Expense Report Totals

- a. Location-Texas A&M University System/Texas A&M University System Member Reports/Expense Report/Expense Report Totals with Member and Department Prompt

- b. Review – This report provides an excellent spend summary by employee. It can be run for a specific department or for the entire system for any date range. It has the option of running just for a specific employee or a listing of certain employees.

#### **7. Unassigned Credit Card Transactions**

- a. Location - Intelligence - Standard Reports/Accrual/Unassigned 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 system member. Departments can also run this right now and should be instructed to 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.

#### **8. Outstanding Cash Advances**

- a. Location-Texas A&M University System/Texas A&M University System Member Reports/Cash Advances/Outstanding Cash Advances with System Member Code Prompt
- b. Review – This report will provide a listing of all outstanding cash advances for your system member. Should be run monthly to review older advances. May have to contact departments to remind them of the advance and apply to the next travel for older advances. This is not a standard report.
- c. Limitation of Report – must have recorded the advance in Concur.

#### **9. Billed Transaction Report**

- a. Location - Intelligence - Standard Reports/Administration/Billed Transaction Reconciliation.
- b. Review – Report will provide the amount of submitted expense reports for a particular time frame. Best to be run year to date and be sure to select September as the start of the fiscal year. This will provide the system member the number of expense reports that Concur will be billing for that time period.
- c. This report can be seen in detail as well using the Billed Transaction Reconciliation Detail report. This will provide a review of each expense report submitted.
- d. For those of you with multiple system members that you administer, please use the Billed Transaction Report folder under the Texas A&M University System Member Reports.

#### **10. Expense Entry Analysis Details Grouped by Employee**

- a. Location - Intelligence - Standard Reports/Expense Processing/ Expense Entry Analysis Details (Grouped by Employee)
- 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.