

Recommended Custom Concur Reports

After clicking on the reporting tab it will bring the end user to the reporting home page. Select “Texas A&M University System”

The screenshot shows the Concur interface with the 'Public Folders' tab selected. The breadcrumb path is 'Public Folders > Texas A&M University System (p00082048i4v)'. The table below lists the folders:

Name	Modified	Actions
Concur Data Warehouse	September 12, 2012 3:11:58 PM	More...
Dashboard Metrics	August 28, 2009 7:18:05 PM	More...
Intelligence - Standard Reports	September 15, 2012 3:07:40 AM	More...
Texas A&M University System (p00082048i4v)	September 20, 2012 4:01:24 PM	More...

Then click on the Texas A&M University System Department Reports.

The screenshot shows the Concur interface with the 'Public Folders' tab selected. The breadcrumb path is 'Public Folders > Texas A&M University System (p00082048i4v) > Texas A&M University System Department Reports'. The table below lists the folders:

Name	Modified	Actions
CITI Validation	April 6, 2012 5:06:40 PM	More...
Concur Support	October 9, 2012 10:13:06 AM	More...
Configuration	March 30, 2012 7:44:23 AM	More...
Extract - DGG	March 12, 2012 1:46:29 PM	More...
FAMIS Prod	June 1, 2012 1:24:49 PM	More...
Managed Reporting (Promo Reports)	July 9, 2012 1:55:08 PM	More...
Marks Folder	July 9, 2012 2:55:04 PM	More...
TAMUS DW Prod Extracts	September 14, 2012 2:44:43 PM	More...
Texas A&M University System Department Reports	July 27, 2012 8:40:54 PM	More...
Texas A&M University System Member Reports	October 9, 2012 9:18:32 AM	More...

All departmental Concur reports will be available under the 4 folders shown below. The three main folders are Credit Card Transactions, Employees Traveling and Expense Reports.

The screenshot shows the Concur interface with the 'Public Folders' tab selected. The breadcrumb path is 'Public Folders > Texas A&M University System (p00082048i4v) > Texas A&M University System Department Reports'. The table below lists the folders:

Name	Modified	Actions
Cash Advances	July 27, 2012 8:40:24 PM	More...
Credit Card Transactions	October 15, 2012 3:22:33 PM	More...
Employees Traveling	October 15, 2012 3:37:42 PM	More...
Expense Reports	October 15, 2012 5:23:48 PM	More...

Below are the folder and the reports available within those folders. Notice that each report type will have a raw data file that can be downloaded and sorted in any manner by the department. Also note that there are different groupings/sorts of the report i.e. Employee, Department and Account. Some of the reports will have prompts that allow you to search all the way down to a specific employee, or a specific account. As stated in the “How to Run Reports” document, be sure to delegate in as your department’s SSO/HR primary manager and be sure they assign you as a reporting delegate. Usually this would be the department head. If you do not delegate in as that individual, then in most cases you will see nothing, or see only the individuals who report directly to you.

Credit Card Transactions

- 1. Unassigned Credit Card Transactions** – Very important report and highly recommended to review at least monthly. These reports will provide all credit card transactions that have not been reviewed and assigned to an expense report. It is very important to review and assign transactions to an expense report (does not have to be submitted, just assigned to an expense report) within 30 days, but no later than 60 days. The reason it is so important to review and assign timely is because Texas A&M only has 60 days to dispute a transaction with the bank. After the 60th day, if it is fraudulent, duplicate, or overbilling by the vendor the department will be responsible for the transaction and will have no dispute rights. This step takes the place of the review and reconcile step of the prior process. Note: email notifications are sent directly to the traveler and delegates daily until transactions greater than 30 days are assigned to an expense report, please take immediate action upon receiving those notification emails.
 - a. Unassigned Credit Card Transactions (Raw Data)
 - b. Unassigned Credit Card Transactions Grouped by Employee > 30 days
 - c. Unassigned Credit Card Transactions Grouped by Employee > 60 days
- 2. Outstanding Credit Card Transactions** – This report contains all transactions assigned to an expense report but not submitted or has not completed the approval process within Concur to export/post to FAMIS. It is important to review this report monthly to be sure travelers are submitting their expense reports and obtaining approvals timely in regards to the posting date of the transactions. We have reports below that will provide transactions older than 30 and 60 days to help the departments focus on the older transactions if preferred. Also there are groupings/sorts by department and employee to provide different viewing options. These reports provide FAMIS account allocations.
 - a. Outstanding Credit Card Transactions (Raw Data)
 - b. Outstanding Credit Card Transactions Grouped by Dept
 - c. Outstanding Credit Card Transactions Grouped by Dept > 30days
 - d. Outstanding Credit Card Transactions Grouped by Dept > 60days
 - e. Outstanding Credit Card Transactions Grouped by Employee
 - f. Outstanding Credit Card Transactions Grouped by Employee Older than 30 days
 - g. Outstanding Credit Card Transactions Grouped by Employee Older than 60 days

Employees Traveling

- 1. Authorized Travel Authorization Requests** – Authorization Requests approved and posted to FAMIS as an encumbrance. There is a date range prompt that can be used to match the FAMIS accounting month for the encumbrances posted. However remember that there is a day delay in posting to FAMIS for the Concur transactions due to the batch process. So if FAMIS closes on the 1st of the month for the previous month the ending date will need to be the last day of the previous month. If the opening day of the month is the 2nd of the month then we would need to use the 1st as the beginning date for the month to match FAMIS. These reports provide FAMIS account allocations with the exception of object code.
 - a. Travel Authorization Request Authorized-Raw Data
 - b. Travel Authorization Request Authorized by Account
 - c. Travel Authorization Request Authorized by Dept
 - d. Travel Authorization Request Authorized by Employee
- 2. Outstanding Travel Authorization Requests** – Authorization Requests not applied/assigned to an expense report or assigned to an expense report but with a balance remaining. Those with a remaining balance that will not be used completely will need to be manually “completed/closed” in Concur. The traveler or delegate can do this by going to the authorization request list in the traveler’s profile and closing the request. If there is a remaining encumbrance in FAMIS, this will release it. This report is available in different sort/grouping formats and can search directly for an individual or a group of employees. Reports contain FAMIS account allocations with the exception of object codes. Note: when running the report the user can select travel end date range to run. So leave the earliest date as is, but then select a “latest” date as a date prior to today’s date to allow you to view only travel authorization requests with a “Travel End Date” prior to today. Would recommend using 15-30 days prior to today’s date to see old Authorization Request that should have been assigned to an expense report by that point.
 - a. Travel Authorization Request Outstanding Raw Data
 - b. Travel Authorization Request Outstanding - Grouped by Acct
 - c. Travel Authorization Request Outstanding - Grouped by Employee
 - d. Travel Authorization Request Outstanding - Search by Employee
 - e. Travel Authorization Request Outstanding - Header Level – simple report that does not include expense categories, so the report focuses only on the header amount and not the category levels.
- 3. Foreign Trip Report** – Authorization Request submitted to a foreign destination. This report allows an end user to select a particular travel start date range to find a traveler traveling during that time period. This is a useful report to help know where our employees are traveling internationally in the event we need to make contact with the employees or students traveling abroad.
 - a. Foreign Trip Report

4. **Travel Authorization Request (including pending approval and not filed/submitted)** – This report allows the end user to review all Authorization Request to be able to view all possible travel (approved or not at that particular time). This is useful to get an idea of where people are traveling and when.
 - a. Travel Authorization Request Report with Member and Date Prompt with accts (Raw Data)
5. **Travel Authorization Request Pending Department Approval** – Authorization Request awaiting approval. This report is good to run to view monthly to be sure all authorization requests are getting approved and approved timely.
 - a. Travel Authorization Requests Pending approval

Expense Reports

1. **Expense Reports Posted to FAMIS** – Expense reports that have been approved in Concur and posted to FAMIS. Again, remember that there is a day delay in the posting to FAMIS. So one must adjust the date prompts to match a particular processing month in FAMIS. See the explanation under Authorized Travel Authorization Requests. The end user can prompt down to the account level on most of the reports below and on the “Employee Search” report can select one traveler or multiple travelers to view. This report is at the expense type level and will show any splits at the account level. The reports in Concur do not have object codes.
 - a. Expense Report Posted to FAMIS - Raw Data
 - b. Expense Report Posted to FAMIS with posted date range prompt
 - c. Expense Report Posted to FAMIS Employee Adloc Member and Dept
 - d. Expense Report Posted to FAMIS Employee Adloc Member and Dept Grouped by Emp
 - e. Expense Report Posted to FAMIS with Employee Search
2. **Pending Expense Reports** – Reports provide a list of outstanding expense reports. The first one is pending department approval only and is at the expense report header level only. The other three reports provide all outstanding expense reports un-submitted, pending department approval or pending back office approval. The first one is meant to allow the department to determine if all expense reports are being approved in the department and if it is timely. The other three reports provide similar information, but pull expense reports not submitted for those travelers that need reminding and provides those in FMO for approval to be sure there are not any old ones pending that may be awaiting additional documentation. At a minimum review the pending expense reports by employee older than 30 days monthly.
 - a. Expense Reports Pending Department Approval – Header Level
 - b. Pending Expense Reports by Acct – Expense Category Level
 - c. Pending Expense Reports by Employee– Expense Category Level
 - d. Pending Expense Reports by Employee Older than 30 days
3. **Expense and Travel Overview** - Expense and Travel Overview – Provides a good overview of the department’s expense report spend, by classification and vendor along with timeliness of expense report processing/reimbursement.