

Step-by-Step Guide

Accessing Reports from the Concur Travel & Expense System

Where can I access reports from Concur?

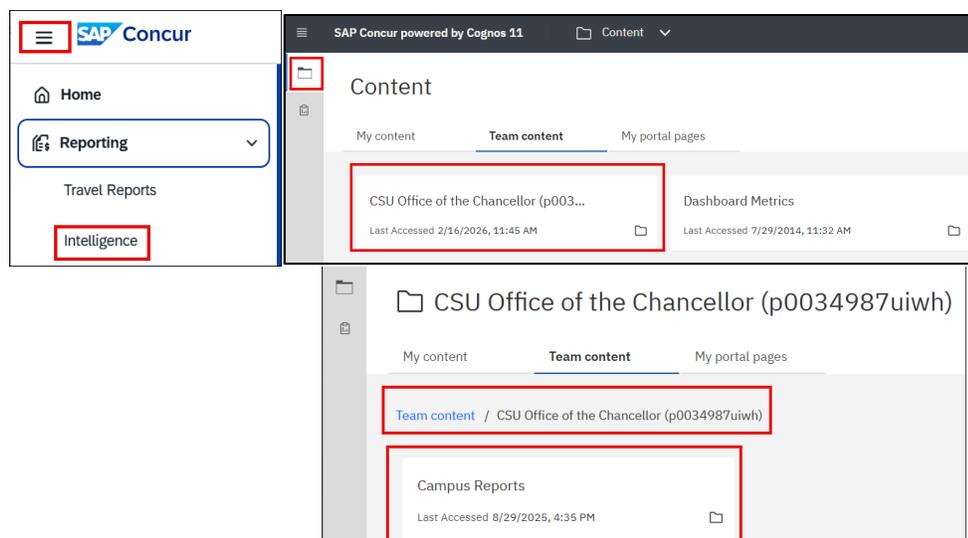
Reports from the Concur Travel & Expense System are accessed through the Reporting function within Concur, which is known as Concur Intelligence or BI-Intelligence. Concur Intelligence is used to obtain information from Concur by either running reports on-demand or accessing reports that have already been run. Some reports contain transaction information that has already been posted to the PeopleSoft Finance System (CFS), while other reports focus on transactions that are still only in Concur (have not yet been posted to CFS).

Who has access to Concur Intelligence?

Employees who are classified as supervisors within the HR Management System (CMS) have access to Concur Intelligence. Managers are able to delegate up to 2 people to have Reporting access under **Profile > Profile Settings > Request Delegates**. However, most reports accessed by CMS supervisors are limited to information regarding the supervisor's HR chain of command. In special cases, a Campus Reporting or University Reporting license may be available through your campus Concur Administrator for a campus/University view of Concur Travel & Expense System transactions.

Accessing Reports from Concur

1. Begin by accessing Concur via [your campus portal](#). Under the Faculty/Staff Related Links, click on **Concur Travel** to select **Concur Travel & Expense System**.
2. From your Concur home page, click **Reporting** (within the upper black bar on top of screen). From the drop-down box click on **Bi-Intelligence or Intelligence**.
3. A separate window will appear. Click the **Team content > CSU Office of the Chancellor (p0034987uiwh) > Campus Reports**.



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Available Reports from Concur

The following are some of available reports from the Concur Travel & Expense System: ***All reports are limited to your HR reporting hierarchy. Report default format is Microsoft Excel 2007.***

Request – Travel Request with CF information

Contains Travel Request including chartfield information that can be run on-demand and limited to your HR reporting hierarchy. Report can grab all requests that have been approved and/or in an approval workflow.

Required Prompts:

- Submission Date (prior week, prior calendar month, or custom date range (must indicate from/to dates),
- Includes Closed Requests (Yes, recommended)
- Campus (can leave blank or choose your campus)

Optional Prompts: if left blank, report will pull all information based on indicated required prompts. Can make more than 1 selection within each prompt.

- Approval Status –Approved, Cancelled, Pending “Reports to” Approval1(2), Pending Cost Object Approval (budget approval), Pending Exception Approval (international/banned state travel), and Sent Back to User (not submitted).
- Chartfield information – option to select department ID, Fund, Program, Class, Project to limit your query. Can select more than one if needed within each prompt.
- Cost Object Approval – Keyword: Enter COA (budget approver name)

Report Details: 2 page report including Travel Request Details

- The first page of the spreadsheet contains information such as Employee Name, Travel Request Name, Travel Request ID, Trip Type, Trip Purpose, Travel Start and End Date, City and State, Country, and chartfield information, Amount, and Approval Status, COA name if applicable.
- The second page of the spreadsheet has more detailed information of the Travel Request if you click on the Employee Name (subtotaled by the Request ID) such as a breakdown of Expense Types, Transaction Dates, Requested Amount, and allocated chartfield information.

Expense – Expense Reports with CF information

Contains Expense Report including chartfield information that can be run on-demand and limited to your HR reporting hierarchy. If Approved Approval Status is selected, the report results would have posted to the PeopleSoft Finance System (CFS).

Required Prompts:

- Submission Date (Prior calendar month or custom date range (must indicate from/to dates),
- Campus (can leave blank or choose your campus)

Optional Prompts: if left blank, report will pull all information based on indicated required prompts. Can make more than 1 selection within each prompt.

- Chartfield information – option to select department ID, Fund, Program, Class, Project to limit your query.
- Approval Status – option to select Approved, Approved and In Accounting Review (with Travel), Pending “Reports to” Approval1(2), Sent Back to User (not submitted), Pending Cost Object Approval (budget approval).

Report Details: 2 page report including Expense Report Details

- The first page of the spreadsheet contains information such as Name, Employee/Trip Name, Travel Start/End Date, chartfield information, Amount, Approval Status and submission date. By clicking on the Name,
- The second page of the spreadsheet has more detailed information of the Expense Report if you click on the Employee Name such as a breakdown of Expense Types, Transaction Dates, Payment Types, and allocated chartfield information.

Request – Open Encumbrance

Contains approved active Travel Requests that have not been expensed. This report can be used to gage travel that has not hit CFS and may need to be encumbered. If you leave all prompts as is (default Request start date is earliest to latest) then your results will display all requests that have no Expense Reports within your hierarchy.

Optional Prompts: If you leave all prompts as is (default Request start date is earliest to latest) then your results will display all requests that have no Expense Reports within your hierarchy. Can make more than 1 selection within each prompt.

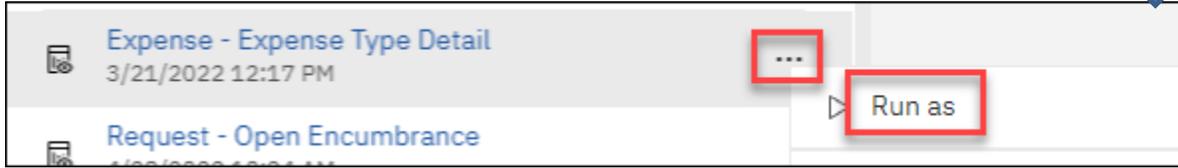
- Request Start Date (earliest/latest date to capture all, as of date (must indicate from date) or custom date range (must indicate from/to dates),
- Campus (can leave blank or choose your campus)
- Chartfield information – option to select Fund, Dept. ID, Program, Class, Project to limit your query. Can select more than one if needed within each prompt.

Report Details:

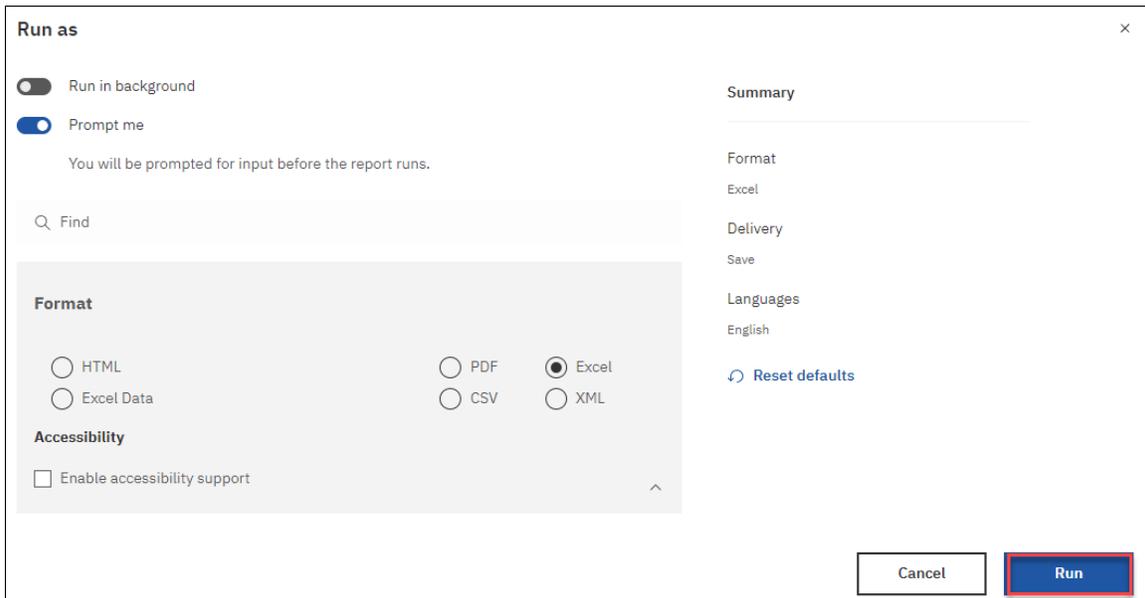
- The spreadsheet will contain Department ID (subtotaled), Employee Name, Travel Request Name, Travel Request ID, Trip Type, Travel Start and End Date and chartfield information, and Approved Amount.

Running a Report:

Step 1: Click the Run with Options icon  next to the report you want to run.



Step 2: Format will default to Excel. You can change this to a different format or leave it as is. Then click **Run**.



Step 3: Enter your prompts. Required prompts will say required or have an orange asterisk. *

Step 4: Click **Finish**.

Additional Reports Available:

<input type="checkbox"/>	 Expense - Accrual of Unassigned and Unpaid Credit Card Charges
<input type="checkbox"/>	 Expense - Expense Type Detail
<input type="checkbox"/>	 Expense - Outstanding Expense Dashboard
<input type="checkbox"/>	 Request - Approved and Open with No Expense Report
<input type="checkbox"/>	 Request - Open Encumbrance
<input type="checkbox"/>	 Workflow - Cost Object Approver