



CONCUR DASHBOARD

Oracle Analytics Cloud

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Concur Dashboard in Oracle Analytics Cloud (OAC)

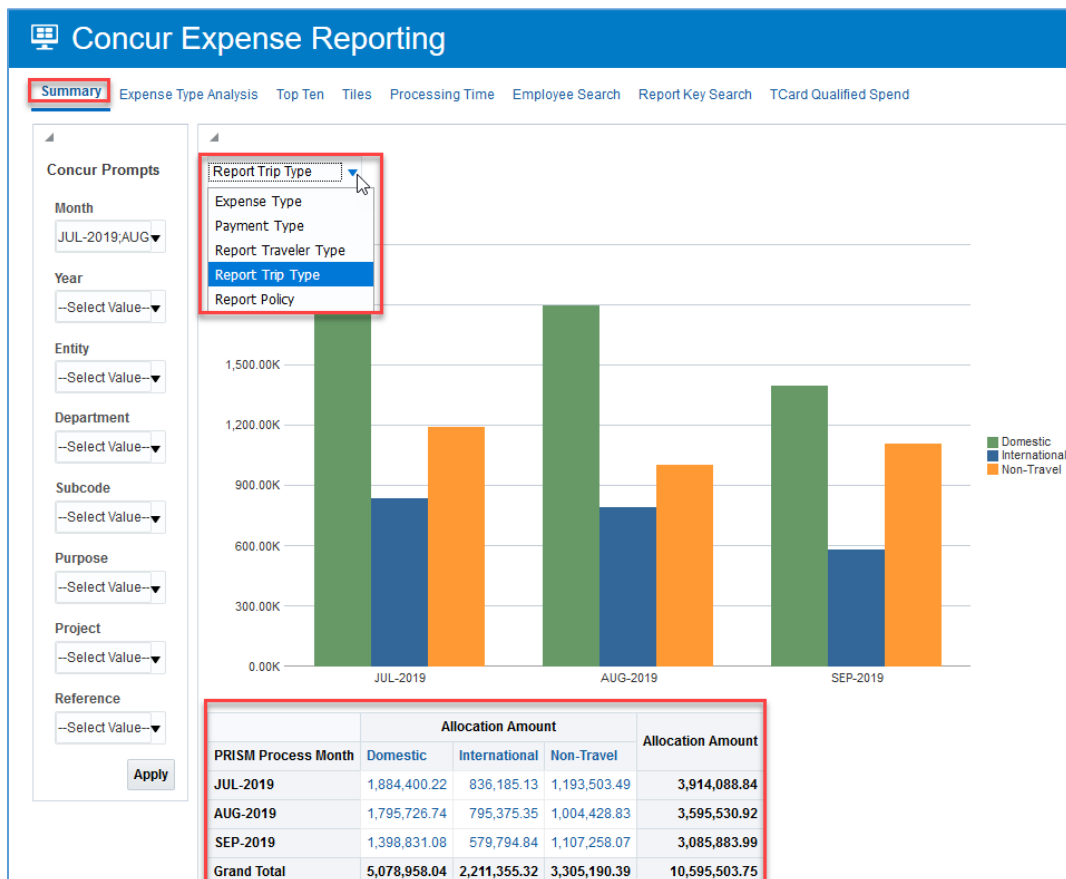
Concur expense report data has been implemented in OAC based on PRISM Process Date which is the equivalent of the General Ledger (GL) Date in PRISM. Data is received and imported to PRISM from Concur on a daily basis, typically early in the morning. When the import completes successfully, the data is automatically available in OBIEE. The assumption is that the data will be posted to the GL Date assigned. Thus based on timing, there may be data available in OBIEE that is not yet viewable in PRISM GL.

The data in OBIEE is from Concur expense reports that have been fully approved and reconciled within the Concur system. Any outstanding expense reports or unreconciled travel card charges would not be reflected in OBIEE.

This guide will review the various Tabs and Prompts that can be used in the OBIEE Concur Expense Reporting Dashboard. There are seven tabs: *Summary*, *Expense Type Analysis*, *Top Ten*, *Tiles*, *Processing Time*, *Employee Search* and *Report Key Search*. The Concur Prompts section allows addition of data filters. Those filters carry through each tab. Users can also save and apply prompts and output customizations for future sessions.

Summary

The Summary tab includes four bar graphs accessible via a drop down list: *Expense Type*, *Payment Type*, *Report Traveler Type*, *Report Trip Type* and *Report Policy*. Below each graph is a table of the corresponding values for each list by month (GL Period).



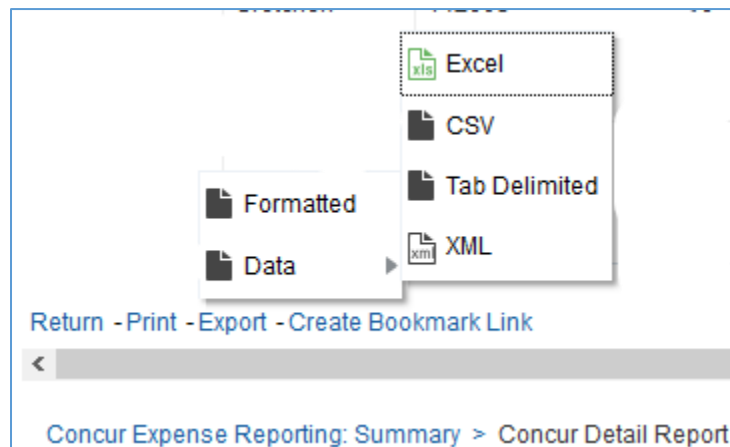
The values in the table are dynamic. To get additional details for the totals, click on the amount, then click the *Drill to Detail* link.

PRISM Process Month	Allocation Amount			Allocation Amount
	Domestic	International	Non-Travel	
JUL-2019	1,884,400.22	836,185.13	1,193,503.40	3,914,088.75
AUG-2019	1,795,726.74	795,375.35	1,004,428.80	3,595,530.89
SEP-2019	1,398,831.08	579,794.84	1,107,258.07	3,085,883.99
Grand Total	5,078,958.04	2,211,355.32	3,305,190.39	10,595,503.75

This will open the *Concur Detail Report* for the specific total from the drill down. This report provides detailed account line information (63 columns) on expenses for that total.

Concur Detail Report												
Employee/User Last Name	Employee/User First Name	Employee/Peoplesoft Number	Employee/User Responsibility Center	Report Traveler Type	Report Policy	Report Business Purpose	Report Name	Report Trip Type	Report Key	Expense Type	Expense Business Purpose	Payment Type

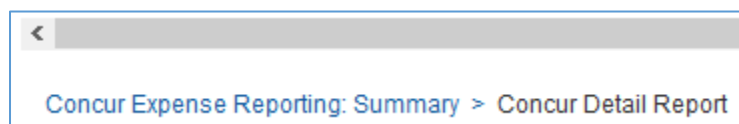
Menu options are found at the bottom of this report. The options are *Return*, *Print* and *Export*. The *Export* option allows for export to PDF, Excel, PowerPoint and various Data delimited formats.



When the report has multiple pages, arrows, as depicted below, will appear in the bottom middle to scroll through the various pages on-line.



Breadcrumbs are displayed in the bottom left corner to allow return to the previous forms.



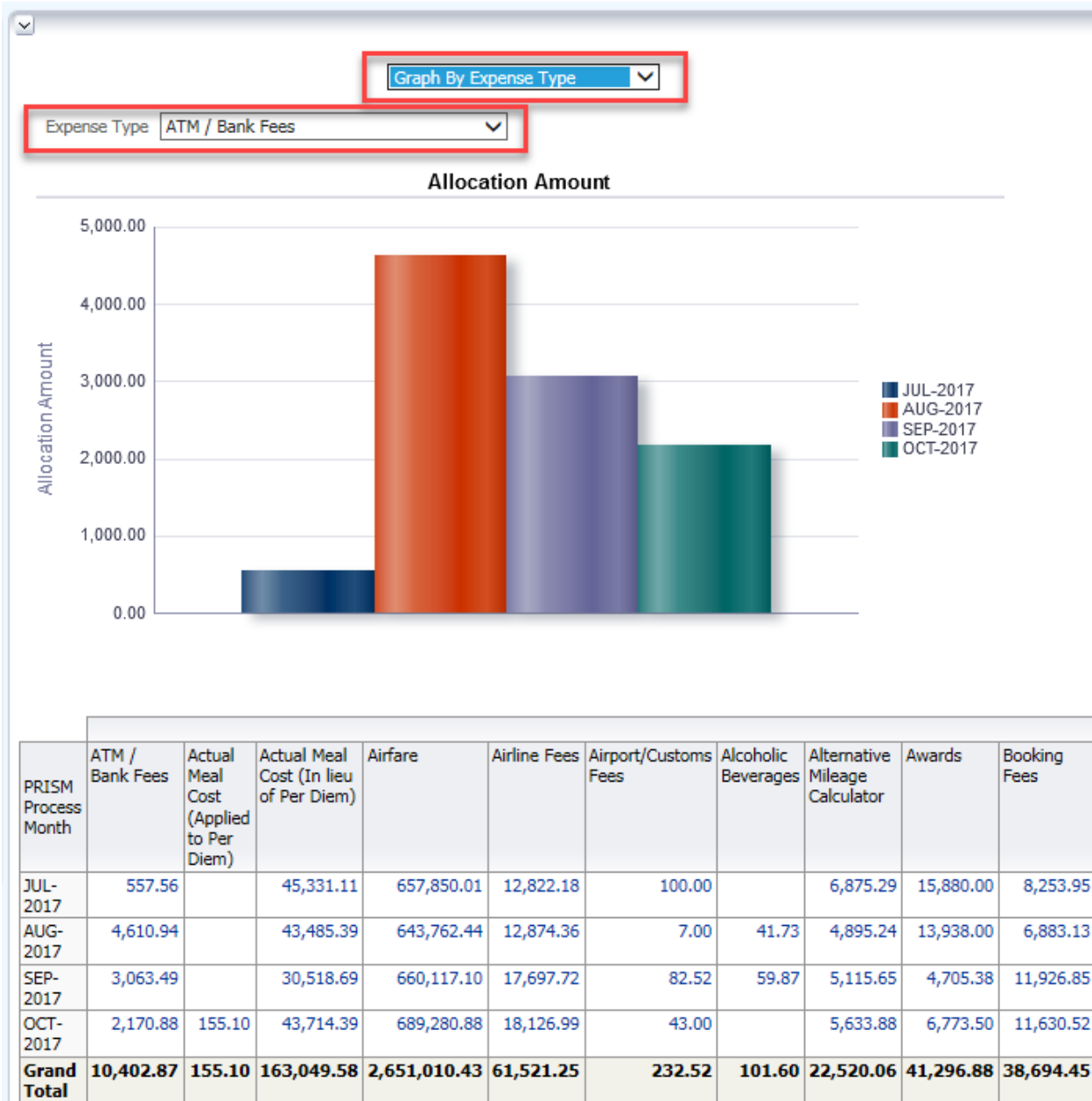
Expense Type Analysis

The Expense Type Analysis tab has two drop down menus and a dynamic table of values.

The *Expense Type* drop down allows you to select individual expense types and review the monthly totals over the selected months.

The top center drop down menu has two options *Graph by Expense Type* and *Graph Total All Expense Types*. The default is *Graph by Expense Type* which shows the individual types/groups. When selecting *Graph Total All Expense Types* the bar graph will combine the totals for all expense types selected.

This tab also features an additional Prompt for *Expense Type*. This will allow selection of multiple expense types to view consolidated totals within the *Graph Total All Expense Types* view.



Top Ten

The Top Ten tab displays the top ten most spend in several categories. These categories are *Employees*, *Employees Excluding Guest Reimbursement Policy*, *Employee Travel Card Spend*, *Expense Types*, *Departments* and *Receipt Date to Process Date Duration*.

The *Employee #* fields within the Employee Top Tens are dynamic and allow drilldown to the expense details.

With the exception of *Employee Travel Card Spend*, each Top Ten shows the top ten values and a last row for All Others.

The screenshot shows a software interface with a 'Top Ten' tab. It contains six data tables:

- Top 10 Employees:** Lists top employees by spend, with Employee #s 134612, 173411, 169243, 56383, 145053, 173110, 111802, 156164, 113720, and 157323 highlighted in red.
- Top 10 Employees Excluding Guest Reimbursement Policy:** Lists top employees excluding that policy, with Employee #s 173411, 56383, 145053, 149945, 169243, 103319, 166793, 145886, 142099, and 260 highlighted in red.
- Top 10 Employees Travel Card Spend:** Lists top employees for travel card spend, with Employee #s 173411, 56383, 145053, 149945, 169243, 103319, 166793, 145886, 142099, and 260 highlighted in red.
- Top 10 Expense Types:** Lists top expense categories like Airfare, Lodging, and Conference/Seminar/Course Registration.
- Top 10 Departments:** Lists top departments by spend.
- Top 10 Depts By Receipt Date to Process Date Duration (Min 10 Reports):** Lists departments based on processing time.

The *Top 10 Employees Travel Card Spend* contains values for all reconciled University travel card spend. The next 10 values can be found by clicking the arrow icons at the bottom of the list.

Top 10 Employees Travel Card Spend

Rank	Employee #	Last Name	Allocation Amount	% of Total
1	173411		64,385	1.4%
2	149945		41,188	0.9%
3	145053		39,613	0.9%
4	145886		36,256	0.8%
5	169243		31,592	0.7%
6	260		31,523	0.7%
7	103319		29,330	0.6%
8	111802		28,816	0.6%
9	113720		28,755	0.6%
10	142099		28,242	0.6%

Navigation: Rows 1 - 10

Tiles

The Tiles tab provides a bar graph and table of values for *Report Count*, *Unique Employee Count* and *Allocation Amount* by month (GL period).

Report Count is the total number of expense reports that have been submitted and reconciled in Concur for the designated time period.

Unique Employee Count gives the total number of unique University employees/profile students for those associated expense reports.

NOTE: Reimbursements for non-employees/guests are processed by an employee and the resulting expense report is in that employee's name. Our custom processes take the supplier information entered in the report to create the payment to the guest and not the employee. Thus this number does not reflect all guest reimbursements.

Allocation Amount is the total dollar amount expended through Concur per the selected time period.



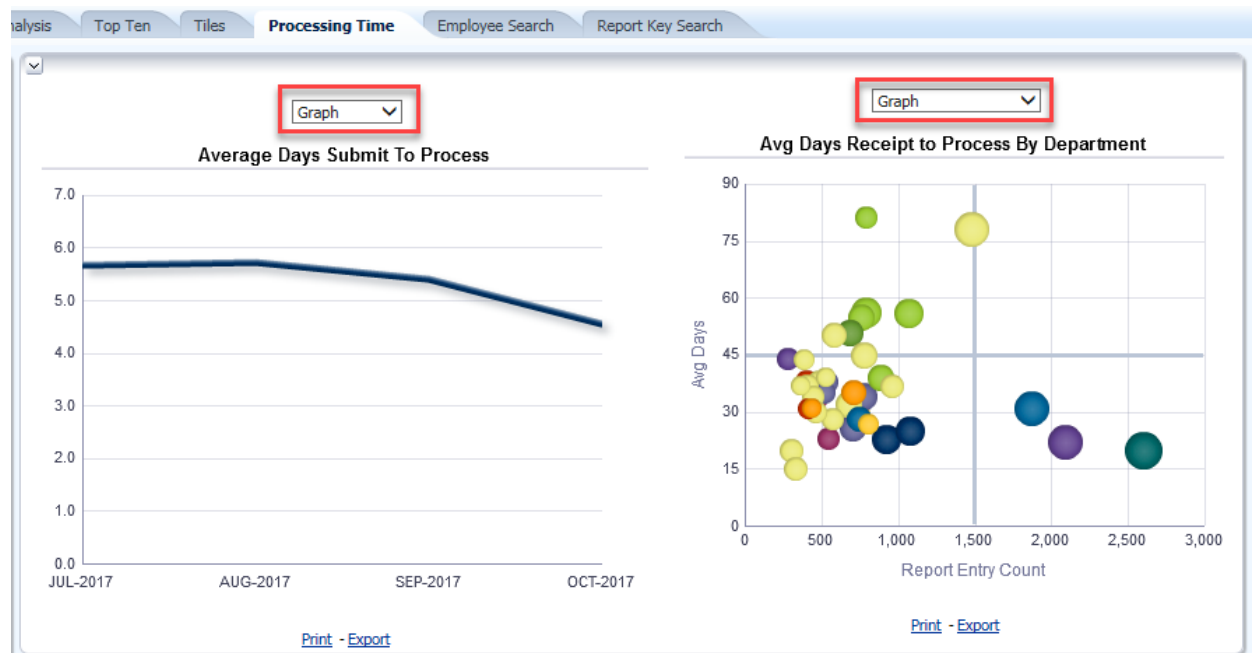
Processing Time

The Processing Time tab contains two average days based graphs.

- The first is *Average Days Submit to Process*. This calculates the average number of days from the time an employee submits an expense report to the day Payment Processing approves the expense report for payment.
- The second is *Avg Days Receipt to Process By Department*. This calculates the average number of days between the actual receipt date entered in Concur and the Payment Processing approved date. The purpose of this graph is to identify areas with long delays in processing receipts as University Policy is 30 days from return and/or receipt.

Both graphs have drop down options to shown data as a pivot table.

- The Average Days Submit to Process table contains PRISM Process Month and Average Days.
- The Avg Days Receipt to Process By Department has two choices, *Pivot Table By RC* and *Pivot Table by Dept*. The table contains RC/Department, Average Days, Report Count and Report Entry Count (number of report lines).



The Avg Days Receipt to Process By Department also has an additional Prompt: *# Report Minimum*. The default value is 100. For smaller selections, change the minimum to a low number such as 1 or 10 and click Apply. If there are less than 100 reports total, an error will appear in the graph.

A small dialog box with a title bar and a close button. It contains the text '# Report Minimum' followed by a text input field containing the number '100'. Below the input field is an 'Apply' button.

Employee Search

The Employee Search tab by default displays the Concur Detail Report for all data that is within the user's security access and any Concur Prompts that have been applied on another tab.

Use the *Employee Last Name*, *First Name* or *Employee #* fields to search for specific Employee expense report data. The search fields are drop down enabled and allow data entry of name information.

Concur Expense Reporting

Summary Expense Type Analysis Top Ten Tiles Processing Time **Employee Search** Report Key Search

Employee Last Name --Select Value-- First Name --Select Value-- Employee # --Select Value-- Apply

Concur Detail Report

Employee/User Last Name	Employee/User First Name	Employee/Peoplesoft Number	Employee/User Responsibility Center	Report Traveler Type	Report Policy	Report Business Purpose	Report Name	Report Trip Type	Report Key
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When typing criteria in the search field, verify the data is valid in the list before clicking Apply. The list of values will appear with a check box as shown below.

Employee Last Name Lego First Name --Select Value-- Employee # --Select Value-- Apply

Concur Detail Rep

- ✓ Lego

Report Key Search

The Report Key Search tab by default displays the Concur Detail Report for all data that is within the user's security access and any Concur Prompts that have been applied on another tab.

Use the *Report Key* field to search for specific report key expense report data. The search field is drop down enabled and allows data entry of information.

ORACLE Business Intelligence

Concur Expense Reporting

Summary Expense Type Analysis Top Ten Tiles Processing Time Employee Search **Report Key Search**

* Report Key --Select Value-- Apply

Concur Detail Report

Employee/User Last Name	Employee/User First Name	Employee/Peoplesoft Number	Employee/User Responsibility Center	Report Traveler Type	Report Policy	Report Business Purpose	Report Name	Report Trip Type	Report Key	Expense Type
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TCard Qualified Spend

The TCard Qualified Spend tab is used for analysis of cash/personal card and University Travel Card spend on those expense types deemed eligible for Travel Card spend. The report will display both the dollar amount and percentage amount for the corresponding spend.

The report has two drop down menus to allow for analysis, *Total Options* and *Report Trip Type*. The Total Options drop down as the following four selections.

- *Total by Trip Type and Month* – This will filter the results for each trip type and by month.
 - There is an additional drop down to filter by *Report Trip Type* (Domestic, International, Non-Travel) for this prompt.
- *Total by Month* – This will consolidate all trip types into a total by month.
- *Total by Trip Type and Year* – This will filter the results for each trip type and by year.
 - There is an additional drop down to filter by *Report Trip Type* (Domestic, International, Non-Travel) for this prompt.
- *Total by Year* – This will consolidate all trip types into a total by year.

The values displayed are dynamic, click on the value and then click *Drill to Detail* to retrieve detailed information on the expenses.

NOTE: Please note the list of excluded expense types in the right hand column. Those expense types are excluded as they are not eligible for University Travel Card use.

ORACLE Business Intelligence

Concur Expense Reporting

Summary | Expense Type Analysis | Top Ten | Tiles | Processing Time | Employee Search | Report Key Search | **TCard Qualified Spend**

Concur Prompts

Month: --Select Value--
 Year: --Select Value--
 Entity: --Select Value--
 Department: --Select Value--
 Subcode: --Select Value--
 Purpose: --Select Value--
 Project: --Select Value--
 Reference: --Select Value--
 Apply

TCard Qualified Spend Analysis
 Analysis of Expense Types Eligible for Travel Card Use

Total Options: Total by Trip Type & Month
 Report Trip Type: Domestic

The following Expense Types have been excluded from this Analysis.

- Alternative Mileage Calculator
- Awards
- Foreign Health Insurance
- Fraudulent or Disputed Charges
- Honorarium
- Meal Per Diem
- Mileage - Personal Car
- Mileage - University Provided Car
- Personal Expense (Non-Reimbursable)
- Prizes
- Refunds
- Research Training Stipends
- Student Government Payments
- Student Payments (Taxable)
- Summer Research Training Stipends
- Temporary Living Expense
- Trainee Health Insurance

Payment Type	Expense Allocation Amount	Expense Allocation %
FEB-2018		
Cash/Personal Card	337,221	43.1%
University Travel Card	446,081	56.9%
Grand Total	783,302	100.0%
JAN-2018		
Cash/Personal Card	534,785	47.6%
University Travel Card	588,769	52.4%
Grand Total	1,123,554	100.0%
DEC-2017		
Cash/Personal Card	793,405	52.4%
University Travel Card	719,749	47.6%
Grand Total	1,513,154	100.0%
NOV-2017		

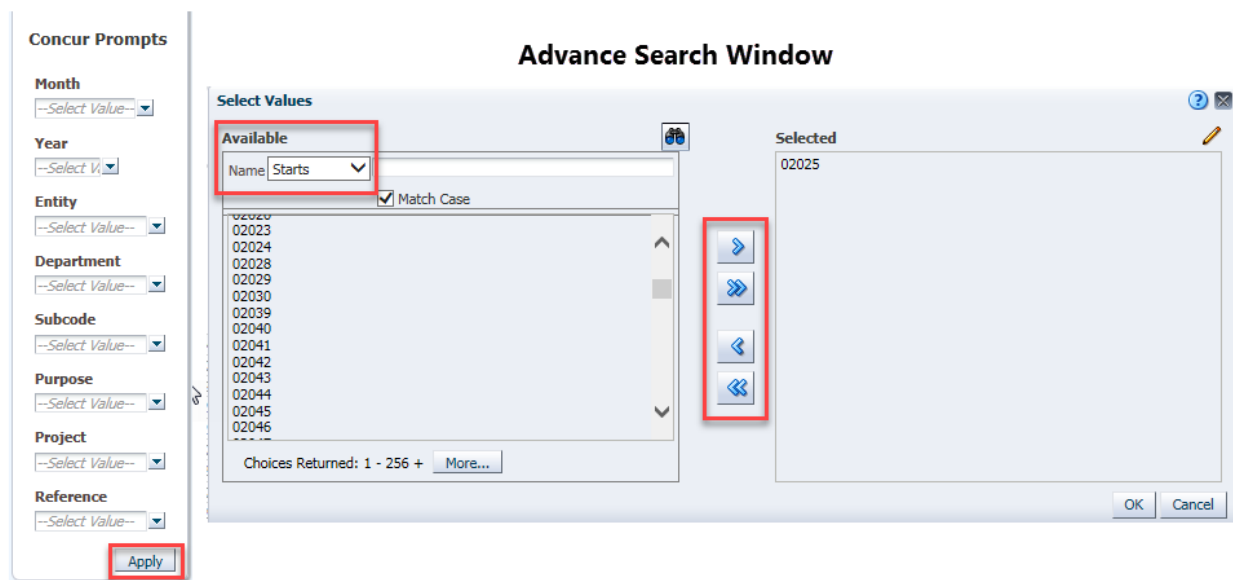
Concur Prompts

The Concur Prompts section provides data filters that can be applied and will carry through to each tab. The prompts include *Month*, *Year* (calendar year), *Entity*, *Department*, *Subcode*, *Purpose*, *Project* and *Reference*.

Each prompt has a drop down box associated and values can be entered in the field to narrow the selections. Multiple selections can be applied for each individual prompt. For example, in the Month field, multiple months can be selected.

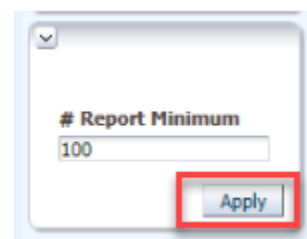
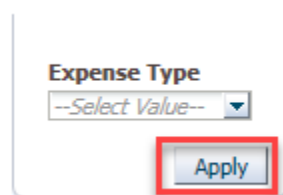
When clicking the prompt drop down box, select the Search option to open the advanced search window. Use the buttons in the middle to move the selected fields. The double arrows will move the entire list of choices. Click the OK button when finished.

Click Apply once all prompts have been selected to update the data accordingly.



The Expense Type Analysis and Processing Time tabs each have a unique prompt that is only applicable to the respective tabs and does not carry over to other tabs.

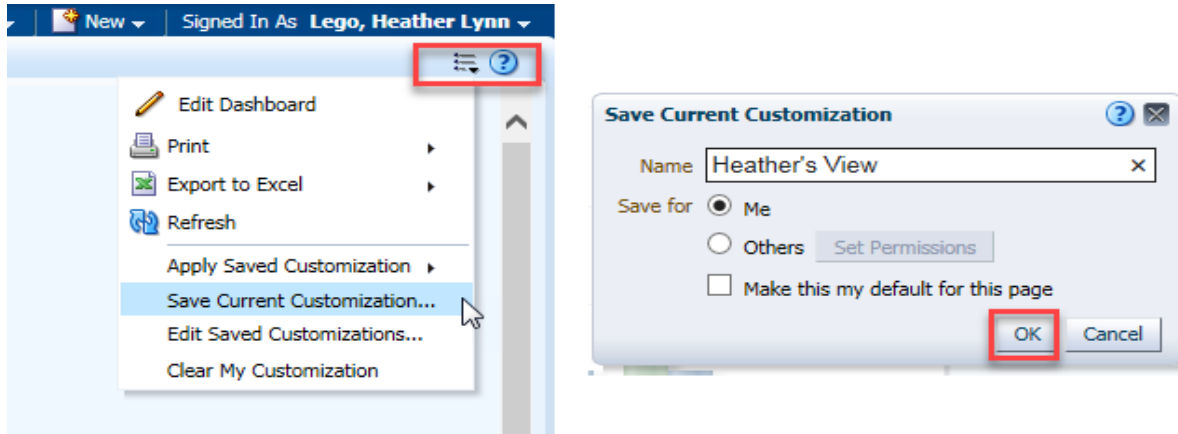
- The Expense Type Analysis prompt is for one or more *Expense Types* as multiple types can be selected.
- The Processing Time prompt is *# Report Minimum*. This prompt is for the bubble graph only in the *Avg Days Receipt to Process By Department* section. This is intended to simplify the bubble graph for large areas with hundreds of reports, thus the default of 100. It should be changed to 1 or 10 for smaller areas.



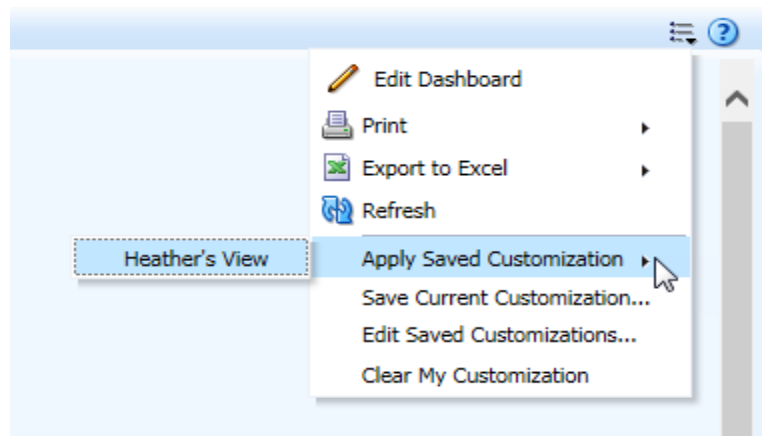
Customizations

Applied prompts and report customizations can be saved for future use. To create a custom view once prompts have been applied, use the menu icon in the upper right-hand corner of the window.

Select *Save Current Customization*. Enter the *Name* of your view and click *OK*.



To open a saved customization, use the menu icon in the upper right-hand corner of the window and select *Apply Saved Customization*. A list of available views will appear for the selection. Advanced options are also available to edit and clear customizations.



In the Concur Detail Report, right-click on any column or row to view and select various custom options that can also be applied and saved as shown below.

