Introduction

Description

Expense data from the Concur Travel System has been loaded into the BUworks Business Warehouse (BW) on a daily basis since October, 2014. While there is no BW report designed specifically to display data pulled from the Concur System, this document describes how to view Concur data by modifying an existing BW report – the Funds Management *Transaction Detail* report.

Prerequisites

The user is assumed to have sufficient access to run the Funds Management **Transaction Detail** report and is familiar with how to run and understand the report.

Menu Path

BUworks Central portal → Reporting → Finance (FI) → Funds Management (Distributed) → Transaction Detail

Tips and Tricks

- Data appearing in the Transaction Detail **Vendor** column may be any of the following:
  - Name of BU employee to be reimbursed
  - "Reimburse Vendor" indicates that the person being reimbursed is not a BU employee, i.e., this text indicates a report was submitted from a Concur *guest profile*.
  - "-" or "Vendor not assigned" indicates the Concur expense report was generated by using a US Bank card and no payment to the employee was issued.
  - Because no name will be available in the BW **Vendor** field in either of the previous two cases, we strongly recommend that you use the Concur **Report Name** field to record the name of person being reimbursed and any other identifying information, like event description, you may need to reconcile report activity. This Concur field is concatenated with the name of the person for whom the report is being filed and is available in the BW **Text** field.
- The Concur **Expense Type** field typically maps to SAP G/L account numbers. In some cases, however, a value entered in **Trip Purpose** may result in a user-specified G/L being overridden by the Concur system.
- Once data has been filtered per the instructions in Steps 1 and 2 below, only sparse information may be available to determine what or whom was involved with a given expense. Additional information *might* be available via the FB03 transaction (executed in WebGUI). Use the BW report **Fi Doc Number** Characteristic as input to the transaction to view additional notes, etc. Refer to Appendix A for more details
- With sufficient permission, an employee running the report will be able to see all Concur reports[1] charged against a Funds Center or Funded Program/Internal Order
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the CTRL key while clicking.

[1] A *report*, as used in the context of the Concur system, refers to a single event – travel to a conference, for example - that contains one or more transactions. In the conference travel example, transactions might include travel to the airport, plane ticket, hotel stay while at the conference, conference fees, etc.

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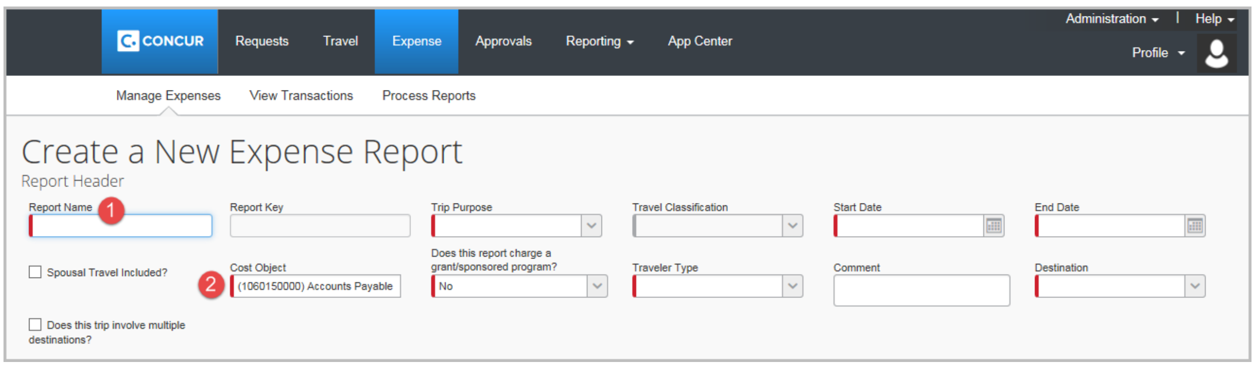
Concur/BW Field Map

In order to find and understand data appearing in a BW report, you must first understand where in the Concur Travel system that data originates. When Concur workflow completes for a given report (submission ➔ default/supervisor approver ➔ cost object based approval ➔ processor (travel office) approval), all the invoices/expenses for that report are added to a file which is loaded, on a nightly basis, into the SAP transactional system. Data is later extracted from the transactional system and loaded into the Business Warehouse (again, on a nightly basis).

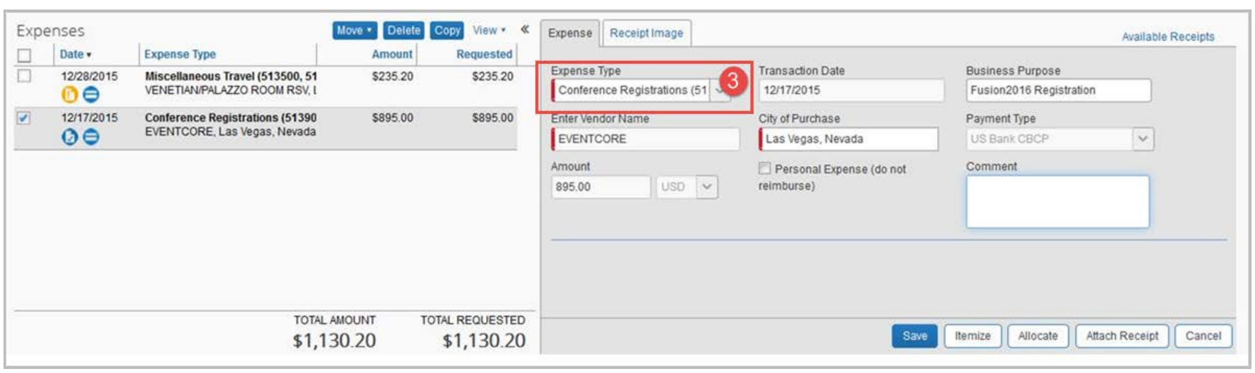
Concur → SAP → Business Warehouse Reporting Environment

Consider the sample report header and expense detail below and their relationship to BW data fields, as described in Table *1* on page 3.

Concur report header:



Concur expense detail:



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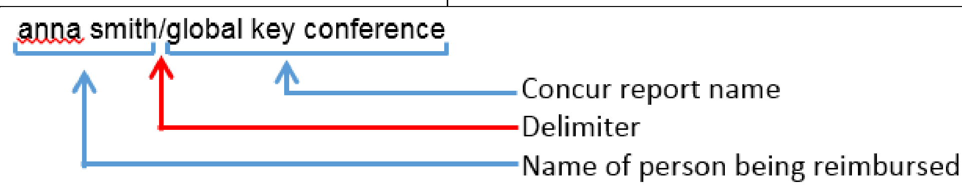
This is how the three Concur fields highlighted in the previous screen shots map to the Characteristics in the BW **Transaction Detail** report:

Table 1: Field Map – User-modifiable fields in Concur as they appear in BW

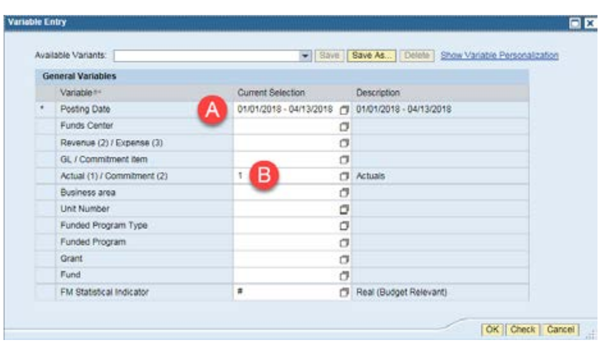
Concur Field Name	Corresponding field (Characteristic) in Transaction Detail report	Description
1. Report Name	**Text**	The BW **Text** field will contain the name of the person for whom the report is filed concatenated with the Concur Report name. For example:
		
2. Cost Object	**Funds Center** or **Funded Program**	Account to be charged (funds center or funded program)
3. Expense Type	**GL/Commitment Item**	Expense category (refer to note in Tips above)

In addition to the data extracted from Concur fields a user can edit within the Concur system to suit their needs, two other Business Warehouse Characteristics are populated with Concur data. However, these data are system-generated and are not modifiable by the user within Concur:

Transaction Detail Characteristic	Description
Vendor Invoice	A unique number that ties together all transactions related to a single Concur report. This corresponds to the Concur **report key**.
Vendor	Name of BU employee to be reimbursed. Refer to Tips and Tricks section for other possible values for **Vendor**.

Procedure

Step 1: Run the Transaction Detail report by specifying values for these three variables:



A. Posting Date: Specify a date range to view activity for a period under examination

Note that Concur data has been imported into BUworks only since October, 2014. Specifying a period prior to this date will likely result in the inclusion of non-Concur data in report results. When running the report, therefore, understand that no Concur data will be displayed for dates prior to 10/1/14.

B. Actual / Commitment: as mentioned previously, only transactions that have completed the workflow approval process are transported from Concur to the SAP transactional system. These transactions represent only expenses, so filter the report to show only expenses.

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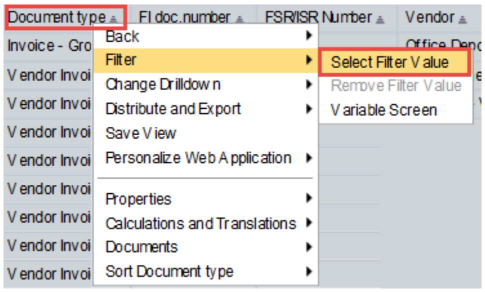
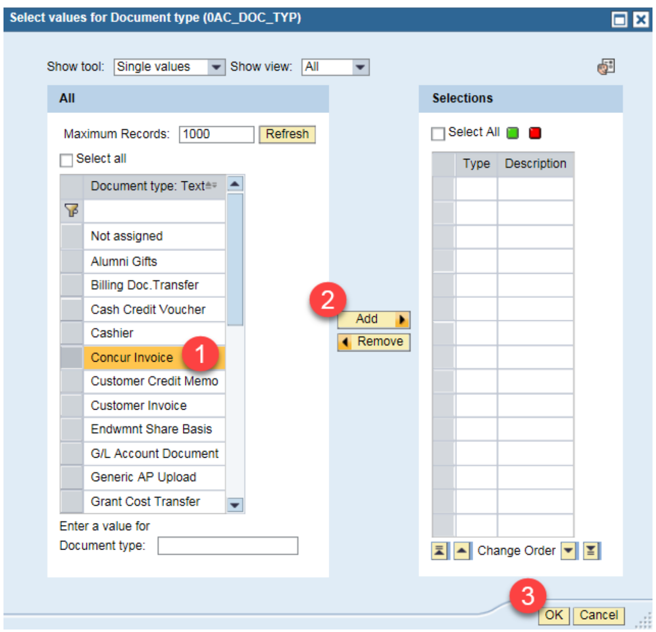
Step 2: Once the report has run: modify the results

2.1 Filter Document Type

Concur transactions loaded into the Business Warehouse have a single feature common to them all: the **Document Type** Characteristic has a value of “Concur invoice.” Thus, the first step in selecting Concur data is to filter this field.



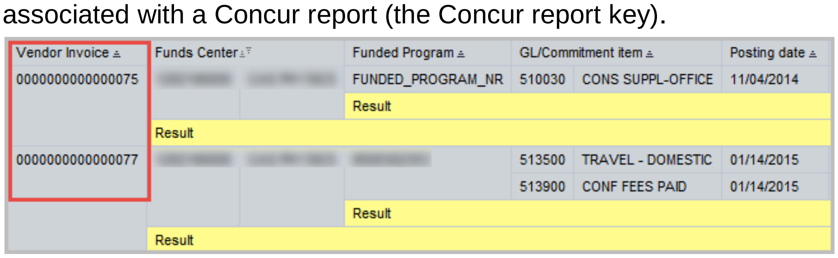
Right-click on the column header, slide the cursor down to *Filter*, and then move right and click on *Select Filter Value*



1. Click to select *Concur Invoice*
2. Click the **Add** button
3. Click **OK** to activate the filter

2.2 Move Vendor Invoice

As the field map on page 2 shows, the **Vendor Invoice** Characteristic contains a unique identification number associated with a Concur report (the Concur report key).



Move **Vendor Invoice** to the left-most column of the report. This will group transactions according to the values in this Characteristic

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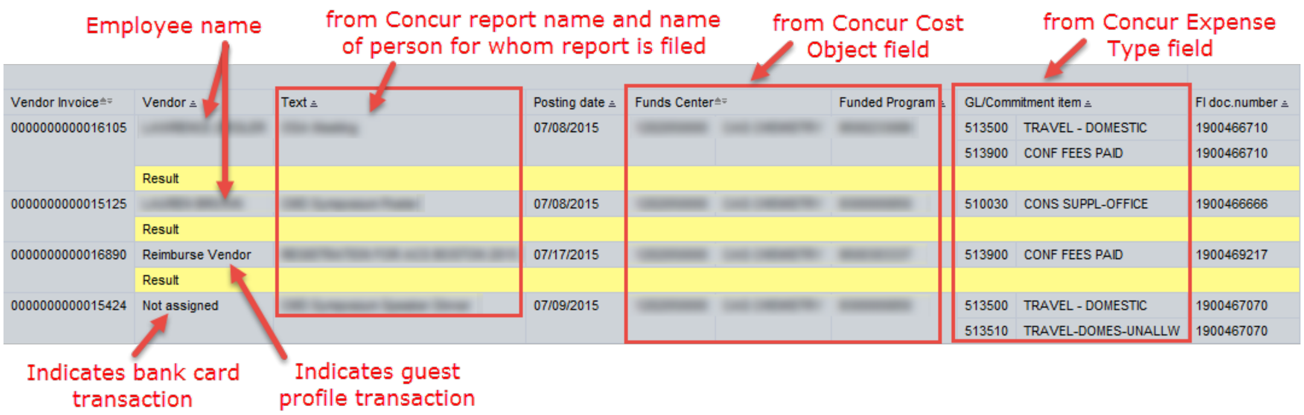
2.3 Rearrange Additional Report Data to focus on Concur expenses

As mentioned previously, the **Text** (A) and **Vendor** (B) Characteristics also contain Concur data. You may want to reorganize your report by moving these columns to the left, closer to **Vendor Invoice**. You may also want to remove Characteristics like **FSR/ISR Number**, **PO Number** and **SC Number** since none of these fields are relevant to Concur expenses.

Here is one way you might organize your report. Note that subtotals have been rearranged so that only a subtotal by **Vendor Invoice** is displayed.[2]



Appendix A: Use WebGUI to provide additional information

The **FB03** WebGUI transaction allows you to display a document, check information, invoice date, clearing date and payment terms. In a situation like that shown in the example below, wherein no information is available to help identify the reason behind a particular expense, the FB03 transaction may prove useful.

The *Transaction Detail* report (the one you are using in this work instruction) provides functionality that allows drilling directly to the WebGUI FB03 transaction. In the example below, suppose you want to know more about the highlighted transaction.

GL/Commitment item		Posting date	Document type	FI doc.number	Actuals $
513940	DUES & MEMBERSHIP	01/11/2018	Concur Invoice	2100065153	372.00
513060	PUBLICATNS OF ARTICL	01/11/2018	Concur Invoice	2100065153	135.00
513500	TRAVEL - DOMESTIC	01/11/2018	Concur Invoice	2100065153	1,467.75
513900	CONF FEES PAID	01/11/2018	Concur Invoice	2100065153	890.00
					2,864.75
513500	TRAVEL - DOMESTIC	01/10/2018	Concur Invoice	2100064796	99.00
513940	DUES & MEMBERSHIP	01/10/2018	Concur Invoice	2100064796	79.00
					178.00

[2] The Help guide BW How to - Add a Result/Subtotal Line provides step-by-step instructions for adding or removing subtotals in a BW report.

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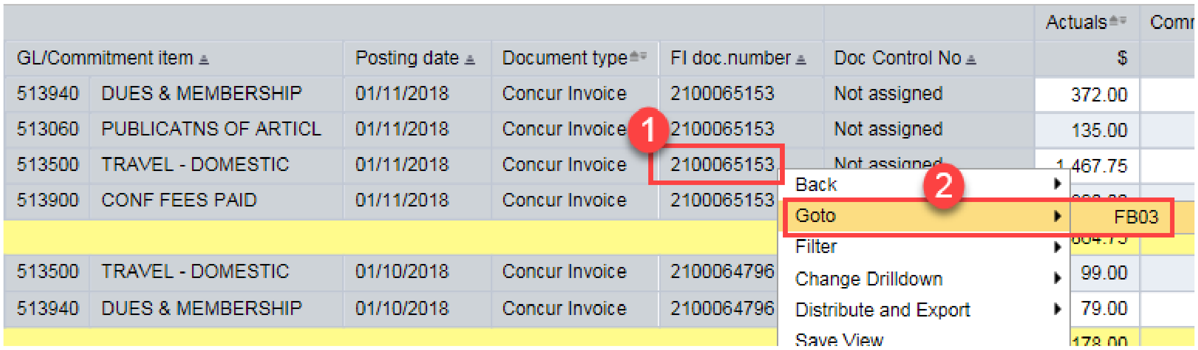
The procedure for drilling from this report to FB03 is as follows:[3]

1. Right-click directly on the **FI doc.number** about which you want more detail.
2. Slide your cursor down to *Goto*, and then move right and click on *FB03*



Depending upon what data was input when the expense was entered in Concur, information including the name of the person being reimbursed, an address, and a clearing number and date *may* be available.

Instructions detailing the use of **FB03** are available in several Help guides, including this one: 01 Display AP Document with Check and Payment Information (FB03).

Results and Next Steps

Once you have modified the report to display your Concur data in a way that makes sense to you, consider saving the layout - which includes filters, column positions, subtotals, etc. - as a View. Saving your work as a View will allow you to avoid having to go through each of the steps outlined above when you next want to view your Concur activity. The Help guide How to Save and Use a View describes the necessary steps.

[3] The process is described in detail in the Help Guide BW How to – View Increased Detail via FB03.

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