

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 \rightarrow Reporting \rightarrow Finance (FI) \rightarrow Funds Management (Distributed) \rightarrow Transaction Detail

Tips and Tricks

- Data appearing in the Transaction Detail Vendor column may be any of the following:
 - o 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 reports¹ 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.



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 \rightarrow default/supervisor approver \rightarrow cost object based approval \rightarrow 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:

										Administration -	I Help -
		Requests	Travel	Expense Approva	ls Reporting	J - App Center				Profile	- 🧕
	Manage Expenses	s View Transa	actions Pr	rocess Reports							
Creat Report Hea	e a New	e Expen	ise Re	eport							
Report Name	1	Report Key		Trip Purpose	~	Travel Classification	~	Start Date	End D	ate	
Spousal Tr	avel Included?	Cost Object (1060150000) Ad	ccounts Payable	Does this report ch grant/sponsored p No	arge a ogram?	Traveler Type	~	Comment	Destin	ation	~
Does this tr destinations?	rip involve multiple										

Concur expense detail:

Exp	Date •	Expense Type	Move Delete	Copy View • «	Expense Receipt Image		Available Receipts
3	12/28/2015	Miscellaneous Travel (513500, 51 VENETIAN/PALAZZO ROOM RSV. I	\$235.20	\$235.20	Expense Type Conference Registrations (51	Transaction Date	Business Purpose Fusion2016 Registration
]	12/17/2015	Conference Registrations (51390 EVENTCORE, Las Vegas, Nevada	\$895.00	\$895.00	Enter Vendor Name EVENTCORE	City of Purchase Las Vegas, Nevada	Payment Type US Bank CBCP
					Amount 895.00 USD 🗸	Personal Expense (do not reimburse)	Comment
		тота \$1.1	AMOUNT	TOTAL REQUESTED \$1.130.20		Save	Remize Allocate Attach Receipt Can

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 a	s they appear in BW	1
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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:
	anna smith/global key conference	_
		Concur report name Delimiter Name of person being reimbursed
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 <u>Tips and Tricks</u> section for other possible values for Vendor .

Procedure

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

wa	lable Variants:	Save Save	L	Save As	Delete	Show Variable Personalization
G	eneral Variables					
	Variable **	Current Selection		Description		
۴.	Posting Date	01/01/2018 - 04/13/2018	7	01/01/2018	- 04/13/2	018
	Funds Center	C	3			
	Revenue (2) / Expense (3)	c	3			
	GL / Commitment item	• • •	7			
	Actual (1) / Commitment (2)	1 B) d	3	Actuals		
	Business area	- c	7			
	Unit Number	6	2			
	Funded Program Type	6	3			
	Funded Program	c	7			
	Grant	c	3			
	Fund	0	7			
	FM Statistical Indicator	* 0	9	Real (Budg	et Releva	nt)

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.



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.

Document typ	e ≟ FI doc.number ≟ FSR/IS	BR	Number ≞	Vendor 🚊	I
Invoice - Gro	Back	۲		Office Dep	c
	Filter	۲	Select Filt	er V alue	l
V endor Invol	Change Drilldow n	۲	Remove F	ilter Value	E
V endor Invoi	Distribute and Export	۲	V ariable S	creen	١
V endor Invoi	Save View				
V endor Invoi	Personalize Web Application	۲			
V endor Invoi	Properties	•			
V endor Invoi	Calculations and Translations	۲			
V endor Invoi	Documents	۲			
V endor Invoi	Sort Document type	۲			

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).

Vendor Invoice ±	Funds Center≞∛	Funded Program 🛓	GL/Com	mitment item ≞	Posting date ±				
000000000000075		FUNDED_PROGRAM_NR	510030	CONS SUPPL-OFFICE	11/04/2014				
		Result							
	Result								
0000000000000077		and the second second	513500	TRAVEL - DOMESTIC	01/14/2015				
			513900	CONF FEES PAID	01/14/2015				
		Result	Result						
	Result								

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.

					Actuals≜≂
GL/Com	mitment item ≞	Posting date ≞	Document type≜=	FI doc.number ≞	S
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 <u>BW How to - Add a Result/Subtotal Line</u> 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

						Act	tuals≜≂	Comr
GL/Commitment item ±		Posting date ±	Document type≜=	FI doc.numbe	er Doc Control No		\$	
513940	DUES & MEMBERSHIP	01/11/2018	Concur Invoice	2100065153	Not assigned		372.00	
513060	PUBLICATNS OF ARTICL	01/11/2018	Concur Invoice	2100065153	Not assigned		135.00	
513500	TRAVEL - DOMESTIC	01/11/2018	Concur Invoice	2100065153	Not assigned	1	467.75	
513900	CONF FEES PAID	01/11/2018	Concur Invoice	2100065153	Back			02
			Filter	<u> </u>	004.7J	03		
513500	TRAVEL - DOMESTIC	01/10/2018	Concur Invoice	2100064796	Change Drilldown		99.00	
513940	DUES & MEMBERSHIP	01/10/2018	Concur Invoice	2100064796	Distribute and Export		79.00	
					Save View		179.00	

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: <u>01 Display AP</u> <u>Document with Check and Payment Information (FB03)</u>.

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 <u>How to Save and Use a View</u> describes the necessary steps.

³ The process is described in detail in the Help Guide <u>BW How to – View Increased Detail via FB03</u>.