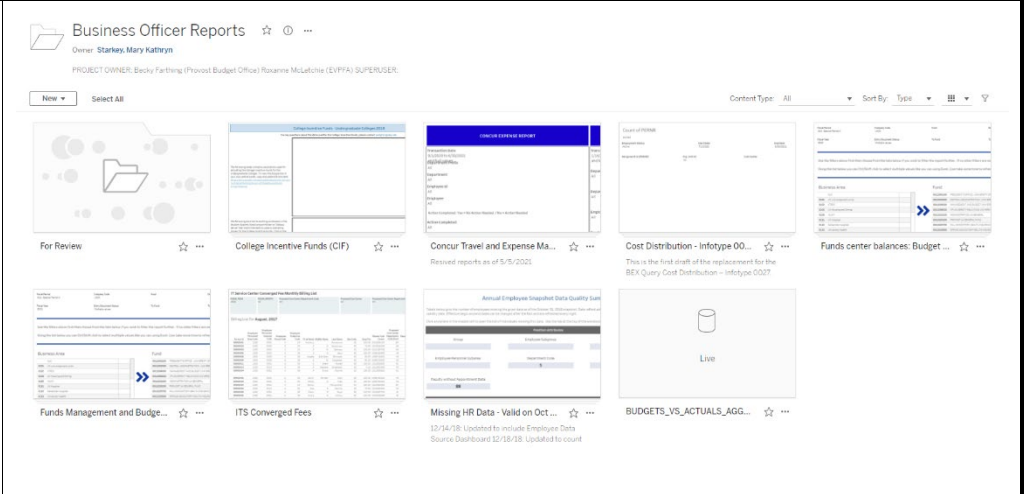
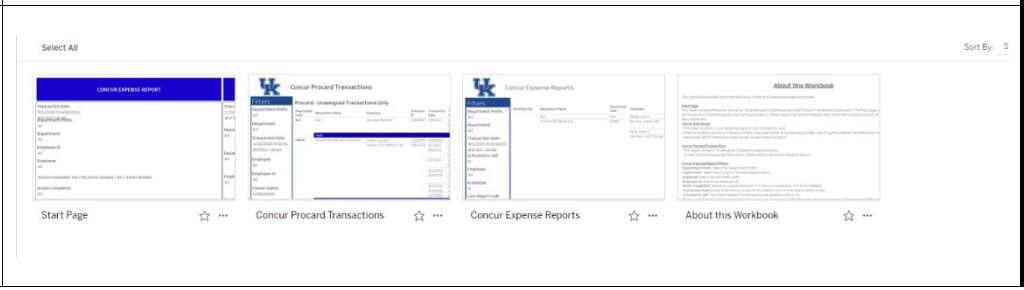


## Concur – Tableau Travel and Expense Management Report

**Process:** To review the current workflow status of unapproved Concur reports and to review transactions that are still unassigned to a Concur report by the cardholders.

PROCEDURES	
<p>Sign into Tableau at <a href="https://www.uky.edu/irads/">https://www.uky.edu/irads/</a></p> <p>Locate the Business Officer Reports folder.</p> <p>Click on the Concur Travel and Expense Management report</p>	 <p>The screenshot shows the Tableau interface for 'Business Officer Reports'. The folder is owned by Starkey, Mary Kathryn. The project owner is Becky Farthing. The dashboard contains several reports, including 'For Review', 'College Incentive Funds (CIF)', 'Concur Travel and Expense Ma...', 'Cost Distribution - Infotype 00...', 'Funds center balances: Budget...', 'Funds Management and Budge...', 'ITS Converged Fees', 'Missing HR Data - Valid on Oct...', and 'BUDGETS_VS_ACTUALS_AGG...'. The 'Concur Travel and Expense Ma...' report is highlighted.</p>
<p>Four views of the report will appear. Click on either the Concur Expense Reports view or the Concur Procard Transactions view.</p>	 <p>The screenshot shows four views of the 'Concur Expense Reports' report: 'Start Page', 'Concur Procard Transactions', 'Concur Expense Reports', and 'About this Workbook'. The 'Concur Expense Reports' view is selected, showing a table with columns for 'Expense Report Number', 'Expense Report Date', 'Expense Report Type', 'Expense Report Status', 'Expense Report Amount', and 'Expense Report Currency'.</p>

## Concur – Tableau Travel and Expense Management Report

### Concur Expense Report View:

The Concur Expense Report view can provide business officers with a listing of unapproved reports and identify the current approver(s) that needs to submit/review/approve the report in Concur workflow.



Cot

### Filters

Department Prefix

(All) ▼

Department

(All) ▼

Transaction Date

9/1/2020 6/30/2021



Is Posted to SAP

N ▼

Employee

(All) ▼

Is Deleted

N ▼

Cost Object Code

Cost Center Filter

Yes ▼

Workflow

Current Workflow ▼

Approval\_Status ▼

(All) ▼

Action Completed

No ▼

Report Id

(All) ▼

## Concur – Tableau Travel and Expense Management Report

To obtain a list of reports pending approval, your filters should be as follows:

**Department Prefix:** Select the applicable prefix(es) if you need to review all of the departments with the same prefix or multiple prefixes. If not, leave as ALL and select the individual department(s) in the Department filter.

**Department:** If you did not choose a prefix above, select the department number(s) for review.

**Transaction Date:** Make certain the date range is appropriate to capture all transactions pending approval on the unapproved Concur reports.

**Is Posted to SAP:** Leave this filter as N for No to review the reports that are still pending in the workflow.

**Employee:** If you need to review all unapproved reports for the departments selected above, leave this filter set to ALL. If you need to find the current approver for a specific employee's report, unselect ALL, type in the person's name (Last Name, First Name), select the check box next to the name, and click APPLY.

**Is Deleted:** Leave this filter set as N for No. Reports pending in the Concur workflow will not be deleted.

**Cost Object Code:** Leave this filter blank

**Cost Center Filter:** Leave this filter as Yes to review unapproved reports in the Concur workflow.

**Workflow:** Leave this filter set to Current Workflow to review who needs to submit/review/approve the report in order for it to move forward.

**Approval\_Status:** There are several possible approval statuses, make certain ALL is selected for the filter to see all reports pending approval in the Concur workflow.

## Concur – Tableau Travel and Expense Management Report

Action Completed: Leave this filter set to No to review unapproved reports and view the current person that needs to review/approve the report in order for the report to move forward.

Report ID: Leave filter set to ALL.

As the filters are changed and applied, the report results will adjust.

Concur Expense Reports

Department Code	Employee	Employee Id	Report Name	Report Id	Approval_Status	Employee_Assigned_To_Step	Cost Center Assigned to Step
3A700	Duty, Leslie Ann	12014783	Test WBS element	0366C057809443A2A476	Not Submitted	Duty, Leslie Ann	
3A000	Nelson, Cara Jane	00001211	Testing Expense Types	67489664444440FE8A06	Not Submitted	Nelson, Cara Jane	
3A050	Bugay, Alexis Hofius	10637215	May 21 Procard Report	F341AF03A3E94F458A92	Not Submitted	Bugay, Alexis Hofius	
3A050	Taylor, Nancy D	00008486	May ProCard	F110860968624E969443	Not Submitted	Taylor, Nancy D	
3A700	Nelson, Cara Jane	00001211	CN-Trip to PNC Bank	E703833F3E45420A81EF	Sent Back to User	Nelson, Cara Jane	
3A700	Nelson, Cara Jane	00001211	CN-Trip to PNC Bank	E703833F3E45420A81EF	Sent Back to User	Nelson, Cara Jane	
3A700	Nelson, Cara Jane	00001211	Testing 10 Days	B2558AE87F01492EB041	Sent Back to User	Nelson, Cara Jane	
3A700	Nelson, Cara Jane	00001211	Testing 10 Days	B2558AE87F01492EB041	Sent Back to User	Nelson, Cara Jane	
3A000	Bugay, Alexis Hofius	10637215	April 21 Procard Report	A735A460305748A4496A8	Submitted & Pending Supervisor Approval	Wang, Shannong	
service	Strunk, Steven W	00010974	05/21 Procard Strunk	4CE6EC7B7D941A8B79D	Submitted & Pending Supervisor	Coleman, William E	

This report was created to display unapproved reports for department prefix 3A.

## Concur – Tableau Travel and Expense Management Report

The Approval Status and Employee Assigned to Step columns should be reviewed for each report to determine the status of the report and the employee that needs to submit/review/approve the report.

The Business Officer can now see where each report is pending in the workflow and can follow-up with the Employee Assigned to Step to ensure reports are being reviewed and approved timely.

### Reports

Department Code	Employee	Employee Id	Report Name	Report Id	Approval_Status	Employee_Assigned_To_Step
3A700	Duty, Leslie Ann	12014783	Test WBS element	D3E6C057809443A2A470	Not Submitted	Duty, Leslie Ann
	Nelson, Cara Jane	00001211	Testing Expense Types	674EB66444AA4DFE8AD6	Not Submitted	Nelson, Cara Jane
3A000	Bugay, Alexis Hofius	10637215	May 21 Procard Report	F341AFC3A3E94F458A92	Not Submitted	Bugay, Alexis Hofius
3A050	Taylor, Nancy D	00008486	May ProCard	F11DB8D98B624E969A43	Not Submitted	Taylor, Nancy D
3A700	Nelson, Cara Jane	00001211	CN-Trip to PNC Bank	E703B33F3E5A5420A81EF	Sent Back to User	Nelson, Cara Jane
3A700	Nelson, Cara Jane	00001211	CN-Trip to PNC Bank	E703B33F3E5A5420A81EF	Sent Back to User	Nelson, Cara Jane
3A700	Nelson, Cara Jane	00001211	Testing 10 Days	B2558AE87F01492E8041	Sent Back to User	Nelson, Cara Jane
3A700	Nelson, Cara Jane	00001211	Testing 10 Days	B2558AE87F01492E8041	Sent Back to User	Nelson, Cara Jane
3A000	Bugay, Alexis Hofius	10637215	April 21 Procard Report	A735A46D30574BA496A8	Submitted & Pending Supervisor Approval	Wang, Shanhong
3A300	Strunk, Steven W	00010974	05/21 Procard Strunk	4CE5ECC7B70941A8879D	Submitted & Pending Supervis...	Coleman, William E

### Report Approval Statuses:

**Not Submitted:** The report has been created by the cardholder/traveler/delegate but not yet submitted by the cardholder/traveler.

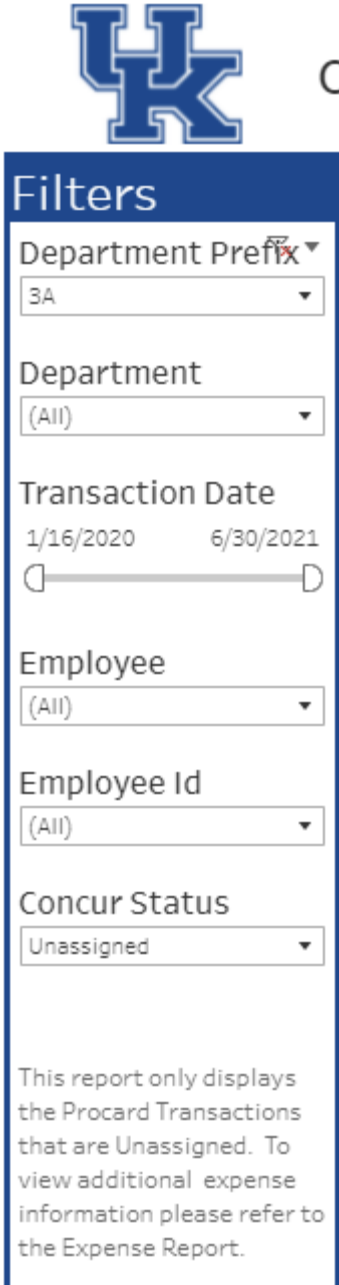
**Sent Back to User:** The report was returned to the cardholder/traveler for corrections. The corrections to the report have not yet been completed and/or the report has not been resubmitted for approval.

**Submitted & Pending Supervisor Approval:** The report is waiting for the cardholder/traveler's supervisor to review and approve the report.

**Pending Cost Object Approval:** The report is pending approval from the Business Officer listed in the Employee Assigned to Step. NOTE: There may be more than one business officer that needs to review/approve a report.

**Submitted and Pending Approval:** The report is pending approval from an additional workflow step. NOTE: Cardholders/travelers with department numbers beginning with 7H, H, or M also require approval from Healthcare Accounting. These reports will show in this status while pending Healthcare Accounting approval.

## Concur – Tableau Travel and Expense Management Report

	<p>Submitted and Pending Accounts Payable Approval: The report is currently pending review/approval from Accounts Payable.</p>
<p><b>Concur Procard Transactions View:</b></p> <p>The Procard Transactions view will show all of the Unassigned procard transactions.</p>	 <p>The screenshot shows the 'Concur Procard Transactions View' filters panel. At the top is the UK logo. Below it is a 'Filters' section with the following controls:</p> <ul style="list-style-type: none"><li><b>Department Prefix:</b> A dropdown menu with '3A' selected.</li><li><b>Department:</b> A dropdown menu with '(All)' selected.</li><li><b>Transaction Date:</b> A date range selector showing '1/16/2020' to '6/30/2021' with a slider below.</li><li><b>Employee:</b> A dropdown menu with '(All)' selected.</li><li><b>Employee Id:</b> A dropdown menu with '(All)' selected.</li><li><b>Concur Status:</b> A dropdown menu with 'Unassigned' selected.</li></ul> <p>At the bottom of the panel, a note reads: 'This report only displays the Procard Transactions that are Unassigned. To view additional expense information please refer to the Expense Report.'</p>

## Concur – Tableau Travel and Expense Management Report

To obtain a list of the procard transactions that have not been assigned to a Concur expense report, your filters should be as follows:

**Department Prefix:** Select the applicable prefix(es) if you need to review all of the departments with the same prefix or multiple prefixes. If not, leave as ALL and select the individual department(s) in the Department filter.

**Department:** If you did not choose a prefix above, select the department number(s) for review.

**Transaction Date:** Make certain the date range is appropriate to capture all transactions that have not been assigned to a Concur report.

**Employee:** If you need to review all unapproved reports for the departments selected above, leave this filter set to ALL. If you need to review unassigned transactions for a specific employee, unselect ALL, type in the person's name (Last Name, First Name), select the check box next to the name, and click APPLY.

**Employee ID:** If you need to review unassigned transactions for a specific employee and you did not select an employee by name in the filter above, you can select an employee by the Employee ID. Uncheck ALL, click in the check box next to the Employee ID, and click APPLY.

**Concur Status:** Leave the filter set to Unassigned to review transactions that have not been added to a Concur report.

## Concur – Tableau Travel and Expense Management Report

As the filters are changed, the report data results will update.

**Concur Procard Transactions**

Filters

- Department Prefix: 34
- Department: (All)
- Transaction Date: 1/16/2020 - 6/30/2021
- Employee: (All)
- Employee Id: (All)
- Concur Status: Unassigned

Procard - Unassigned Transactions Only

Department Code	Department Name	Employee	Employee Id	Transaction Date	Transaction Id	Concur Status	Merchant	Merchant City Location	Merchant Code	Custom 1
34000	Financial Services Administration	Bugey, Alexis Hofius	10637215	5/5/2021	96430c07	Unassigned	AMZN MKTP US*PL3D0V61V1	AMZN.COM/BILL	9342	3642QKH0LN
34400	Payroll Services	Dyer, Charles R	00001629	3/30/2021	ed921ed0	Unassigned	USPS PO 2046080204	LEXINGTON	9400	
<b>Total</b>										

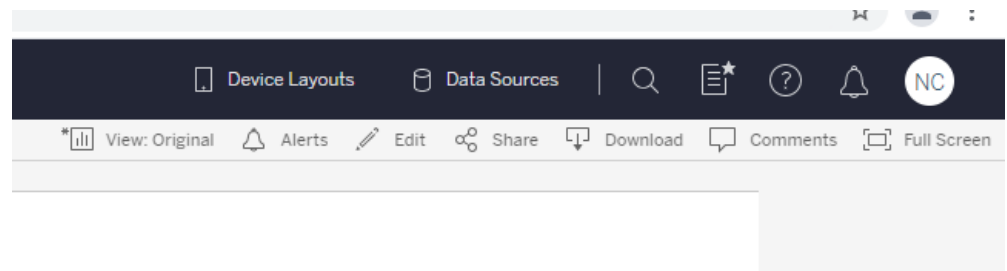
This report only displays the Procard Transactions that are Unassigned. To view additional expense information please refer to the Expense Report.

The Transaction Date column needs to be reviewed to ensure all procard transactions are being assigned to Concur reports timely.

### Download Tableau Reports:

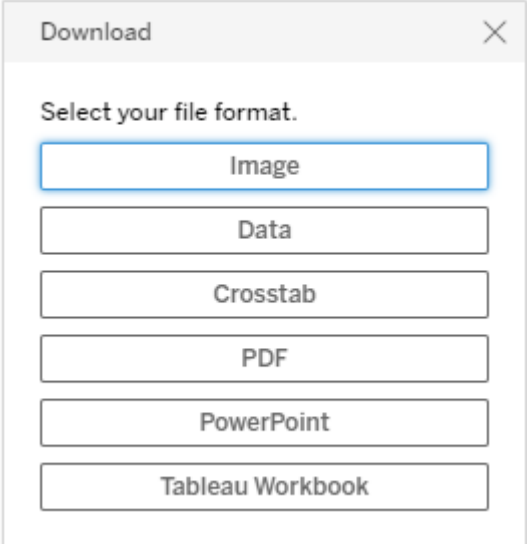
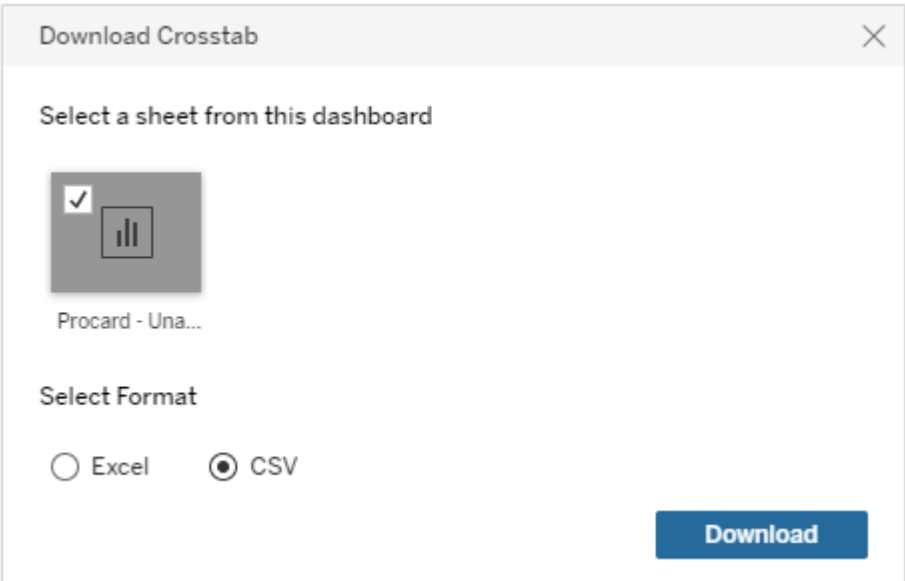
If either of the views above needs to be downloaded into Excel, first click on the report. For example, click on the scroll bar and scroll to activate all download options.

Click on Download.






## Concur – Tableau Travel and Expense Management Report

<p>Click on Crosstab to download to Excel.</p>	
<p>Choose CSV and click Download.</p>	

## Concur – Tableau Travel and Expense Management Report

<p>Depending on your internet browser, the file may download differently. On Chrome, the download appears in the bottom, left corner of the window.</p> <p>Click on the file to open it.</p> <p>You can then save and sort the data as needed.</p>	
<p><b>Procard Deadline Reminder:</b></p>	<p>Procurement card transactions should be submitted to Accounts Payable Services by the 15th calendar day of the following month. Transactions more than 60 days past due will result in temporary suspension of the procurement card.</p>
<p><b>Questions:</b></p>	<p>If you have questions regarding the data produced in this report, please email <a href="mailto:concurexpense@uky.edu">concurexpense@uky.edu</a></p> <p>If you need access to Tableau, complete this form to request access: <a href="https://goo.gl/forms/EN08eM9mr4hVQc222">https://goo.gl/forms/EN08eM9mr4hVQc222</a></p> <p>If you have general questions about Tableau and how to run reports, see the Open Labs offered: <a href="https://www.uky.edu/irads/open-labs">https://www.uky.edu/irads/open-labs</a></p>