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.

<table>
<thead>
<tr>
<th>PRISM Process Month</th>
<th>Allocation Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL-2019</td>
<td>1,884,400.22</td>
</tr>
<tr>
<td></td>
<td>836,185.13</td>
</tr>
<tr>
<td></td>
<td>1,193,503.40</td>
</tr>
<tr>
<td>AUG-2019</td>
<td>1,795,726.74</td>
</tr>
<tr>
<td></td>
<td>795,375.35</td>
</tr>
<tr>
<td></td>
<td>1,004,428.38</td>
</tr>
<tr>
<td>SEP-2019</td>
<td>1,398,831.08</td>
</tr>
<tr>
<td></td>
<td>570,704.84</td>
</tr>
<tr>
<td></td>
<td>1,107,258.07</td>
</tr>
<tr>
<td>Grand Total</td>
<td>5,078,958.04</td>
</tr>
<tr>
<td></td>
<td>2,211,355.32</td>
</tr>
<tr>
<td></td>
<td>3,365,190.39</td>
</tr>
<tr>
<td></td>
<td>10,595,503.75</td>
</tr>
</tbody>
</table>

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.

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.

Breadcrumb navigation: [Concur Expense Reporting: Summary] > [Concur Detail Report]
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 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.
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 expensed through Concur per the selected time period.

<table>
<thead>
<tr>
<th>Date</th>
<th>Report Count</th>
<th>Unique Employee Count</th>
<th>Allocation Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL-2017</td>
<td>4,507</td>
<td>2,498</td>
<td>3,079,241</td>
</tr>
<tr>
<td>AUG-2017</td>
<td>4,794</td>
<td>2,563</td>
<td>2,948,655</td>
</tr>
<tr>
<td>SEP-2017</td>
<td>4,755</td>
<td>2,473</td>
<td>2,798,751</td>
</tr>
<tr>
<td>OCT-2017</td>
<td>6,057</td>
<td>2,959</td>
<td>3,372,648</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>19,793</strong></td>
<td><strong>5,995</strong></td>
<td><strong>12,166,699</strong></td>
</tr>
</tbody>
</table>
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.
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.

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.

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.
TCard Qualified Spend

The TCard Qualified Spend tab is used for analysis or 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.
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 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.