**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**

1. Sign into Tableau at [https://www.uky.edu/irads/](https://www.uky.edu/irads/)

2. Locate the Business Officer Reports folder.

3. Click on the Concur Travel and Expense Management report

Four views of the report will appear. Click on either the Concur Expense Reports view or the Concur Procard Transactions view.
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.
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.
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.

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

### 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.
Submitted and Pending Accounts Payable Approval: The report is currently pending review/approval from Accounts Payable.

Concur Procard Transactions View:

The Procard Transactions view will show all of the Unassigned procard transactions.

Filters

- Department Prefix
- Department
- Transaction Date: 1/16/2020 to 6/30/2021
- Employee
- Employee Id
- Concur Status: Unassigned

This report only displays the Procard Transactions that are Unassigned. To view additional expense information please refer to the Expense 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.
As the filters are changed, the report data results will update.

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.
Click on Crosstab to download to Excel.

Choose CSV and click Download.

Select your file format.
- Image
- Data
- Crosstab
- PDF
- PowerPoint
- Tableau Workbook

Select a sheet from this dashboard

Select Format
- Excel
- CSV

Download
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<thead>
<tr>
<th><strong>Quick Reference Card – Concur</strong></th>
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<tr>
<td><strong>Concur – Tableau Travel and Expense Management Report</strong></td>
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<td>Depending on your internet browser, the file may download differently. On Chrome, the download appears in the bottom, left corner of the window.</td>
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<td>Click on the file to open it.</td>
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<td>You can then save and sort the data as needed.</td>
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<td><strong>Procard Deadline Reminder:</strong></td>
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<td>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.</td>
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<td><strong>Questions:</strong></td>
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<td>If you have questions regarding the data produced in this report, please email <a href="mailto:concurexpense@uky.edu">concurexpense@uky.edu</a></td>
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<td>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></td>
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<td>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></td>
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