VPF QUICK CARD

Cognos Travel Reports

INTRODUCTION

This suite of Travel reports allows financial administrators in DLCs to better predict what data in Concur will post in SAP. The reports also help to identify the parties responsible for ensuring unexpensed activity in Concur is posted in a timely manner.

ACCESSING THE REPORTS

To access travel reporting use the following link:
https://wikis.mit.edu/confluence/display/DATAADMIN/Travel+Reporting

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NAVIGATION MAP

The landing page displays a navigation map outlining the suite of available travel reports. All reports are linked, though each can be run separately as well.
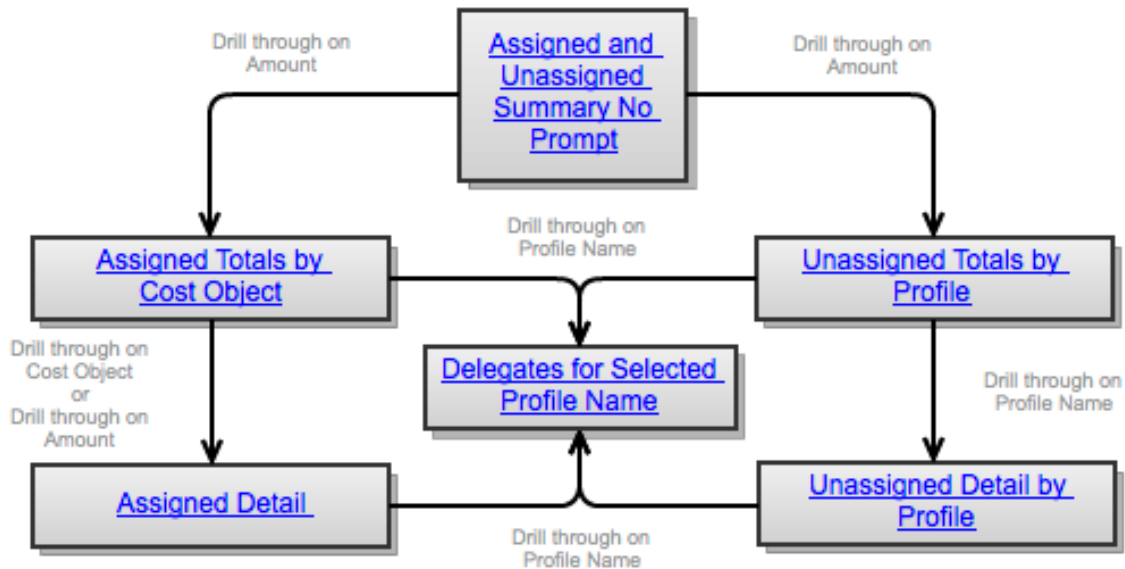
<mark>**Please note:** There is a link to the above Navigation Map in the upper right corner of every report.</mark>

ASSIGNED AND UNASSIGNED SUMMARY REPORT

The Assigned and Unassigned Summary report is useful when an administrator wants to see the total travel expenses in Concur that have not yet posted to SAP.

This summary includes charges assigned charges that have been added to an expense report and unassigned charges that are card charges and have not yet been imported into a Concur Expense Report.

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This report runs automatically according to your Roles authorizations to show all data. To limit your data set, select the Department/Departments you want to see (this is based on profit center) and click **Refresh Report.** (This is an optional step which may not need to be taken if you do not have access to multiple areas.)

Please note: the Assigned summary will include out-of-pocket expenses as well as unexpensed card transactions since created reports can have both payment types.

ASSIGNED TOTALS BY COST OBJECT REPORT

Assigned Totals by Cost Object is a drilldown from the Assigned and Unassigned Summary. This report allows you to search for unexpensed activity allocated to specific accounts. This is also useful for administrators who may want to ensure that no travel reports are stuck in workflow awaiting an administrator's attention.

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Return to Selection Criteria

Parameter(s):
Department(s):   Admissions
Cost Object Selector: No Cost Object Selected

Optional Filter(s)
Cost Object Selector:

Cost Object   ▼

Refresh Report

Assigned - Sent Back to Employee

Admissions

Cost Object Id	Profit Center of Cost Object	Profile Name	Trip Number	Travel Payment Type	Amount (USD)
1747300	Admissions Office	Quinton McArthur	TR110040	Bank of America - CBCP	413.45
1747300 - Total					413.45
2721175	Operating Accounts	Ana Vazquez	TR87378	Out of Pocket	50.00
2721175 - Total					50.00

Assigned - Not Submitted

Admissions

Cost Object Id	Profit Center of Cost Object	Profile Name	Trip Number	Travel Payment Type	Amount (USD)
1747300	Admissions Office	Quinton McArthur	TR116817	Bank of America - CBCP	101.00

The Profile Name column contains a live link that when clicked on will display the Expense Delegates responsible for the profile in question.

ASSIGNED DETAIL REPORT

Assigned Detail is a drilldown report from Assigned Totals by Cost Object, and is a comprehensive view of the information found in Assigned Totals by Cost Object. This is useful to those who would like more information to determine whether something requires immediate attention.

The report allows you to filter Unexpensed Activity (assigned to a Concur Expense Report) by Report Status, Transaction Type (Credit Card vs. Out of Pocket), Department, Profile, and Cost Object. You can opt to use all or none of these optional filters/search parameters.

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Assigned Details Prompt Page

Report Prompts:	
Approval Status:	☐ Approved ☐ Approved & In Accounting Review ☐ Not Submitted ☐ Pending Cost Object Approval ☐ Sent Back to Employee ☐ Submitted & Pending Approval ☐ Unassigned
	Select all Deselect all
Payment Type:	○ Bank of America - CBCP ○ Cash ○ Corporate Card IBCP (offsets not used) ○ N/A ○ Out of Pocket
	Deselect
Department:	Department ▾
Profile Name:	Profile Name ▾
Cost Object:	Cost Object ▾

Run Report

Unexpensed activity **Assigned** to a Concur Expense Report has been organized by **Report Status.**

These statuses are: Sent back to Employee, Not Submitted, Pending Cost Object Approval, Submitted & Pending Approval, and Approved & In Accounting Review. The statuses are all defined in the Data Cookbook that can be found within the **Travel Glossary** located at the very top right of each report page.

Assigned Details

Return to Selection Criteria

Travel Glossary
Travel Navigation Map

Parameter(s)
Approval Status: No Approval Status Selected
Department: No Department Selected
Cost Object: 1747300
Profile Name: No Profile Name Selected
Payment Type: No Payment Type Selected

Sent Back to Employee

Admissions

Trip Number	Profile Name	Traveler Name	Trip Purpose	Trip Classification	Trip Start Date	Trip End Date	Travel Report Expense Type	Cost Object Id	Payment Type	Credit Card TX Posted Date	Credit Card TX Billing Date	Amount (USD)
TR110040	Quinton McArthur	Quinton McArthur	Recruiting	Domestic	5/22/2013	5/24/2013	Hotel/Motel/B&B	1747300	Bank of America - CBCP	5/13/2013	5/10/2013	758.02
										5/24/2013	5/23/2013	-758.02
							Meals (Breakfast/Lunch/Dinner)	1747300	Bank of America - CBCP	5/27/2013	5/23/2013	46.14
										5/24/2013	5/22/2013	10.78
										5/27/2013	5/24/2013	41.16
							Taxi	1747300	Bank of America - CBCP	5/24/2013	5/22/2013	9.10
										5/27/2013	5/23/2013	16.10
										5/27/2013	5/25/2013	22.87
										5/27/2013	5/24/2013	8.30
							Train	1747300	Bank of America - CBCP	5/27/2013	5/24/2013	-30.00
										5/10/2013	5/8/2013	320.00
										5/27/2013	5/25/2013	-31.00
TR110040 - Total												413.45
Admissions - Total												413.45
Sent Back to Employee - Total												413.45

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UNASSIGNED TOTALS BY PROFILE

Unassigned Totals By Profile is a drilldown from the Unassigned Total in the Assigned and Unassigned Summary report and displays the total dollar amount of Available Card Charges (charges not imported into a Concur Expense Report) sitting unexpensed in Individual/Department Profiles within your DLC. This is helpful to administrators who want to have these charges moved into travel expense reports, which reduces the number of dunning notices for the department, and because assigned charges include cost object information, gives administrators the ability to more accurately project travel charges which have not yet posted.

UNASSIGNED DETAIL BY PROFILE REPORT

Unassigned Detail by Profile is a drilldown from Unassigned Totals by Profile and gives a comprehensive view of charges that have not yet been assigned to a report.

The report outlines the specific Available Card Transactions within an Individual/Department Profile that comprise the profile's total unexpensed MIT Travel Card activity.

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Unassigned Detail by Profile

Parameter(s)
Approval Status: No Approval Status Selected
Department: No Department Selected
Profile Name: No Profile Name Selected

Optional Filters	
Department:	Department ▾
Profile Name:	Profile Name ▾

Refresh Report

Not Assigned to a Report

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DELEGATE REPORT

All reports that include travel profile information link to a **Delegate Report**. This report shows the delegates – with contact information – for each traveler, or, for department cards, the card administrator – again with contact information. This report is helpful to administrators who want to identify the appropriate individual to create, modify, or submit an expense report.

Delegate Report Prompt Page

FULL_NAME	▾

Finish

Delegate Report

Profile Name	Delegate Name	Delegate Email
AERO ASTRO VISITOR	Burliss, Melanie	mburliss@mit.edu

Delegate Report

Profile Name	Delegate Name	Delegate Email
Amy Glasmeier	Crawford, Harriette	hcrawfor@mit.edu
	Marchese, Janine M	neen610@mit.edu
	O'Brien, Janice	jobrien@mit.edu
	Urcuioli, Bettina	bma@mit.edu

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