How to Grant Access to Cognos Travel Reporting

INTRODUCTION
Reporting on unexpensed travel data has two authorization paths. The first type of authorization is by the Cost Object that the Concur transaction is associated with. If a user has Roles authorization to see expenses for that Cost Object, then they will automatically have the same access to expenses in Cognos Travel Reporting.

The second type of authorization is by the Travel Card. DLC Financial Primary Authorizers would need to grant this new Roles authorization to any user who has a business need to see all Unexpensed transactions on a travel card, regardless of cost object association (e.g. across DLCs, Schools or administrative units). This authorization applies unexpensed travel data available in the Data Warehouse.

More details on the data access policies for Unexpensed Travel can be found here.

Standard reporting on travel data contains additional filtering, which limits report result to only those transactions on which the user may need to take action.

Example
The standard Travel reports in Cognos will display:

- Unassigned transactions where the user has Financial Authorization on the default Cost Object, and Unassigned transactions where the user has Travel Card Authorization on the MIT Travel Card that incurred the charge
- Assigned transactions where the user has Financial Authorization on the Cost Object to which the transaction has been assigned

This Quick Card walks a DLC Financial Primary Authorizer through how to grant individuals View By Travel Card access to Cognos Travel Reporting data.

For questions about the process outlined below or to find out who the Primary Authorizer is associated with a particular card, DLC administrators should contact travelsupport@mit.edu
STEP 1

Go to: [https://rolesapp.mit.edu/](https://rolesapp.mit.edu/) and Click *Create Authorization* button

STEP 2

Type in the *Kerberos Name of the user you would like to give Authorization to*

Select *Category “SAP – SAP Financial”* and *Function Name “VIEW TRAVEL BY CARD”*
STEP 3

Click **Lookup Qualifiers** link to the right of the “Qualifier Code” form field

From this window you can select the group of Travel Cards/Users you would like the individual to have reporting access to.

*Please note your drill down will be limited to what reporting access you as the Financial Authorizer have. You will not have a complete list as shown below.*
**STEP 4**

Select DLC/area you would like to grant reporting access for (in this example we have selected **VP for Finance** area).

Please note that **VIEW TRAVEL BY CARD** access can be granted at the Profit Center level or by individual cardholder.

Click **Create** button to finalize users new Role/Authorization.