Introduction

Description
Expense data from the Concur Travel System has been loaded into the BUworks Business Warehouse (BW) on a daily basis since October, 2014. While there is no BW report designed specifically to display data pulled from the Concur System, this document describes how to view Concur data by modifying an existing BW report – the Funds Management Transaction Detail report.

Prerequisites
The user is assumed to have sufficient access to run the Funds Management Transaction Detail report and is familiar with how to run and understand the report.

Menu Path
BUworks Central portal → Reporting → Finance (FI) → Funds Management (Distributed) → Transaction Detail

Tips and Tricks
- Data appearing in the Transaction Detail Vendor column may be any of the following:
  - Name of BU employee to be reimbursed
  - “Reimburse Vendor” indicates that the person being reimbursed is not a BU employee, i.e., this text indicates a report was submitted from a Concur guest profile.
  - “-” or “Vendor not assigned” indicates the Concur expense report was generated by using a US Bank card and no payment to the employee was issued.
  - Because no name will be available in the BW Vendor field in either of the previous two cases, we strongly recommend that you use the Concur Report Name field to record the name of person being reimbursed and any other identifying information, like event description, you may need to reconcile report activity. This Concur field is concatenated with the name of the person for whom the report is being filed and is available in the BW Text field.
- The Concur Expense Type field typically maps to SAP G/L account numbers. In some cases, however, a value entered in Trip Purpose may result in a user-specified G/L being overridden by the Concur system.
- Once data has been filtered per the instructions in Steps 1 and 2 below, only sparse information may be available to determine what or whom was involved with a given expense. Additional information might be available via the FB03 transaction (executed in WebGUI). Use the BW report Fi Doc Number as input to the transaction to view additional notes, etc. Refer to Appendix A for more details
- With sufficient permission, an employee running the report will be able to see all Concur reports\(^1\) charged against a Funds Center or Funded Program (Internal Order)
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the CTRL key while clicking.

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\(^1\) A report, as used in the context of the Concur system, refers to a single event – travel to a conference, for example - that contains one or more transactions. In the conference travel example, transactions might include travel to the airport, plane ticket, hotel stay while at the conference, conference fees, etc.
In order to find and understand data appearing in a BW report, you must first understand where in the Concur Travel system that data originates. When Concur workflow completes for a given report (submission ➔ default/supervisor approver ➔ cost object based approval ➔ processor (travel office) approval), all the invoices/expenses for that report are added to a file which is loaded, on a nightly basis, into the SAP transactional system. Data is later extracted from the transactional system and loaded into the Business Warehouse (again, on a nightly basis).

**Concur ➔ SAP ➔ Business Warehouse Reporting Environment**

Consider the sample report header and expense detail below and their relationship to BW data fields, as described in *Table 1* on page 3.

**Concur report header:**

**Concur expense detail:**
This is how the three Concur fields highlighted in the previous screen shoots map to the BW **Transaction Detail** report:

Table 1: Field Map – User-modifiable fields in Concur as they appear in BW

<table>
<thead>
<tr>
<th>Concur Field Name</th>
<th>Corresponding field (Characteristic) in Transaction Detail report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report Name</td>
<td>Text</td>
<td>The BW <strong>Text</strong> field will contain the name of the person for whom the report is filed concatenated with the Concur Report name. For example:</td>
</tr>
<tr>
<td></td>
<td><strong>anna smith/global key conference</strong></td>
<td></td>
</tr>
<tr>
<td>2. Cost Object</td>
<td><strong>Funds Center or Funded Program</strong></td>
<td>Account to be charged (funds center or funded program)</td>
</tr>
<tr>
<td>3. Expense Type</td>
<td><strong>GL/Commitment Item</strong></td>
<td>Expense category (refer to note in Tips above)</td>
</tr>
</tbody>
</table>

In addition to the data extracted from Concur fields a user can edit to suit their needs, two other Business Warehouse Characteristics are populated with Concur data. However, these data are system-generated and are not modifiable by the user:

<table>
<thead>
<tr>
<th>Transaction Detail Characteristic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Invoice</td>
<td>A unique number that ties together all transactions related to a single Concur report. This corresponds to the Concur <strong>report key</strong>.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Name of BU employee to be reimbursed. Refer to <strong>Tips and Tricks</strong> section for other possible values for <strong>Vendor</strong>.</td>
</tr>
</tbody>
</table>

**Procedure**

At present, a bit of work is required to view all Concur transactions for a Funds Center. The techniques described in this document will cast a net wide enough to capture these transactions, but some further manual reconciliation may still be necessary to eliminate transactions that are not tied to Concur.

**Step 1: Run the Transaction Detail report by specifying values for these three variables:**

**A. Posting Date:** Specify a date range to view activity for a period under examination

Note that Concur data has been imported into BUworks only since October, 2014. Specifying a period prior to this date will likely result in the inclusion of non-Concur data in report results. When running the report, therefore, understand that no Concur data will be displayed for dates prior to 10/1/14.
B. GL/Commitment Item: the Concur system records expenses against these General Ledger accounts:

<table>
<thead>
<tr>
<th>Description</th>
<th>GL #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>510010</td>
</tr>
<tr>
<td>Consumable Supplies - Office</td>
<td>510030</td>
</tr>
<tr>
<td>Research Supplies</td>
<td>510040</td>
</tr>
<tr>
<td>Departmental Event Food</td>
<td>511200</td>
</tr>
<tr>
<td>Article Publication Fee</td>
<td>513060</td>
</tr>
<tr>
<td>Books &amp; Periodicals</td>
<td>513400</td>
</tr>
<tr>
<td>Travel - Domestic</td>
<td>513500</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>513510</td>
</tr>
<tr>
<td>Travel - Foreign</td>
<td>513700</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>513710</td>
</tr>
<tr>
<td>Conference Fees Paid</td>
<td>513900</td>
</tr>
<tr>
<td>Meetings</td>
<td>513910</td>
</tr>
<tr>
<td>Professional Subscriptions/Dues</td>
<td>513940</td>
</tr>
<tr>
<td>Unallowable Gifts</td>
<td>516060</td>
</tr>
</tbody>
</table>

When running the report, specify these GL Account numbers using the SAP syntax wherein each number is separated from the others via a semicolon and a space, like this:

516060; 513940; 513910; 513900; 513700; 513510; 513500; 513400; 513060; 511200; 510040; 510030; 510010

The Help guide **BW How to - Convert a Series of Numbers to SAP Syntax** describes how to edit a list of numbers in column form, like those above, and convert them to a text string in SAP syntax.

**Tip:** once you enter these numbers in the **GL/Commitment Item** field, consider saving them as a variant. Detailed information about variants is available in the help guide **BW How to - Save and Use a Variant**.

C. Actual / Commitment: as mentioned previously, only transactions that have completed the workflow approval process are transported from Concur to the SAP transactional system. These transactions represent only expenses, so filter the report to show only expenses.
Step 2: Once the report has run: modify the results

2.1 Filter Document Type

Concur transactions loaded into the Business Warehouse have a single feature common to them all: the Document Type Characteristic has a value of “vendor invoice.” Thus, the first step in selecting Concur data is to filter this field.

Right-click on the column header, slide the cursor down to Filter, and then move right and click on Select Filter Value

1. Click to select Vendor Invoice
2. Click the Add button
3. Click OK to activate the filter

2.2 Move and filter Vendor Invoice

As the field map on page 3 shows, the Vendor Invoice Characteristic contains a unique identification number associated with a Concur report (the Concur report key).

Move Vendor Invoice to the left-most column of the report. This will group transactions according to this field (Characteristic)
With **Vendor Invoice** in the left column, filter this field to show only Concur reports.

Right-click on the column header, slide the cursor down to **Filter**, and then move right and click on **Select Filter Value**.

Concur report numbers are 16-digits long and begin with a long string of zeros. You can use this fact to filter **Vendor Invoice**. Click in the highlighted search field and enter 6 (or more) zeros followed by a "*". This notation indicates that you want to select only invoice numbers that contain a series of leading zeros (6, in this example) and the wildcard indicates that you are not sure what numbers follow the zeros.

Then press the **Refresh** button to initiate the search.

When results are displayed:

1. Click the **Select All** checkbox to select all of the numbers returned.
2. Click the **Add** button.
3. Click the **OK** button to activate the filter.
The resulting display should contain only Concur reports. Here is a sample result:

![Sample Concur Expense Report]

### Step 3: Examine data to focus on Concur expenses

As mentioned in the **field map** and as shown in the screen shot above, the **Text (A)** and **Vendor (B)** Characteristics contain Concur data. You may want to reorganize your report by moving these columns to the left, closer to **Vendor Invoice**. You may also want to remove Characteristics like **FSR/ISR Number**, **PO Number** and **SC Number** since none of these fields are relevant to Concur expenses.

Here is one way you might organize your report. Note that subtotals have been rearranged so only a subtotal by **Vendor Invoice** is displayed.²

As of the date this Help guide is being written (May, 2016), not all Concur data has a **Vendor Invoice** number of the form 000000000000XXXX. Once you have followed the instructions in the preceding steps to examine the transactions that have this form, use the Filter command to exclude all of these same items³. You may find that some of the remaining items also contain Concur transactions.

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² The Help guide [BW How to - Add a Result/Subtotal Line](#) provides step-by-step instructions for adding or removing subtotals in a BW report.

³ Refer to the Help guide [BW How to – Filter Report Data](#) to review how to exclude data from a BW report.
Appendix A: Use WebGUI to provide additional information

The FB03 WebGUI transaction allows you to display a document, check information, baseline date, clearing date and payment terms. In a situation like that shown in the example below, wherein no information is available to help identify the reason behind a particular expense, the FB03 transaction may prove useful.

![Table showing document numbers and vendor invoices](image)

Document numbers from the **FI doc.number** report field can be used as input to **FB03**. Depending upon data entered by the employee logging the expense in Concur, information including the name of the person being reimbursed, an address, and a clearing number and date *may* be available.

Instructions detailing the use of **FB03** are available in several Help guides, including this one: [01 Display AP Document with Check and Payment Information (FB03)](#).

### Results and Next Steps

Once you have modified the report to display your Concur data in a way that makes sense to you, consider saving the layout - which includes filters, column positions, subtotals, etc. - as a View. Saving your work as a View will allow you to avoid having to go through each of the steps outlined above when you next want to view your Concur activity. The Help guide [How to Save and Use a View](#) describes the necessary steps.

*Important*: if you elect to save the modified report as a view, keep in mind that the filter applied to **Vendor Invoice** will restrict future data to the invoice numbers active at the time you saved your view. To see recent data, it will be necessary to reapply the filter, as described in Step 2.