

TeamWorks Travel and Expense

With Concur Technologies



**TTE System
Reporting
Overview**



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Section 1: Who can Access Reporting

This document presents an overview of reports customized by the State of Georgia Accounting Office.

The primary TTE Local Travel Administrator is granted permission to access TTE System Reports. If the TTE Local Travel Administrator does not have the proper permissions, he/she should contact the GA Travel Global Administrator through the Customer Service Center [404-657-3956 Option 9, or 1-888-896-7771 (Option 9) or email sao_travel@sao.ga.gov].

Access is restricted to data for your agency. Agencies cannot create new reports or modify existing reports. Questions, issues or requests for reporting changes should be referred to the Customer Service Center [404-657-3956 Option 9, or 1-888-896-7771 (Option 9) or email sao_travel@sao.ga.gov].

Section 2: Reporting

Accessing the Reporting Tool

The Reporting tool is accessed from My Concur.

1. Log in to Concur. Click on the **Reporting** tab.



2. The Public Folders tab opens. Click on **State Accounting Office**.



Accessing SAO Custom Reports

1. Select **State Accounting Office** in the **Public Folders** tab.

Concur You are now running Cognos 10! Please see 'Help - Concur Model' for What's New. p0013879cq9f_00982196@sog.ga.gov_2633 Log Off

Public Folders My Folders Concur Dashboard

Public Folders

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Concur Data Warehouse	February 8, 2012 9:02:03 PM	More...
<input type="checkbox"/>	Dashboard Metrics	August 28, 2009 5:18:05 PM	More...
<input type="checkbox"/>	Intelligence - Standard Reports	February 18, 2012 2:20:30 AM	More...
<input type="checkbox"/>	State Accounting Office	March 16, 2012 11:21:44 AM	More...
<input type="checkbox"/>	State Accounting Office (p0013879cq9f)	March 16, 2012 11:18:11 AM	More...

2. A list of reports customized for State of Georgia appears.

Public Folders My Folders Concur Dashboard

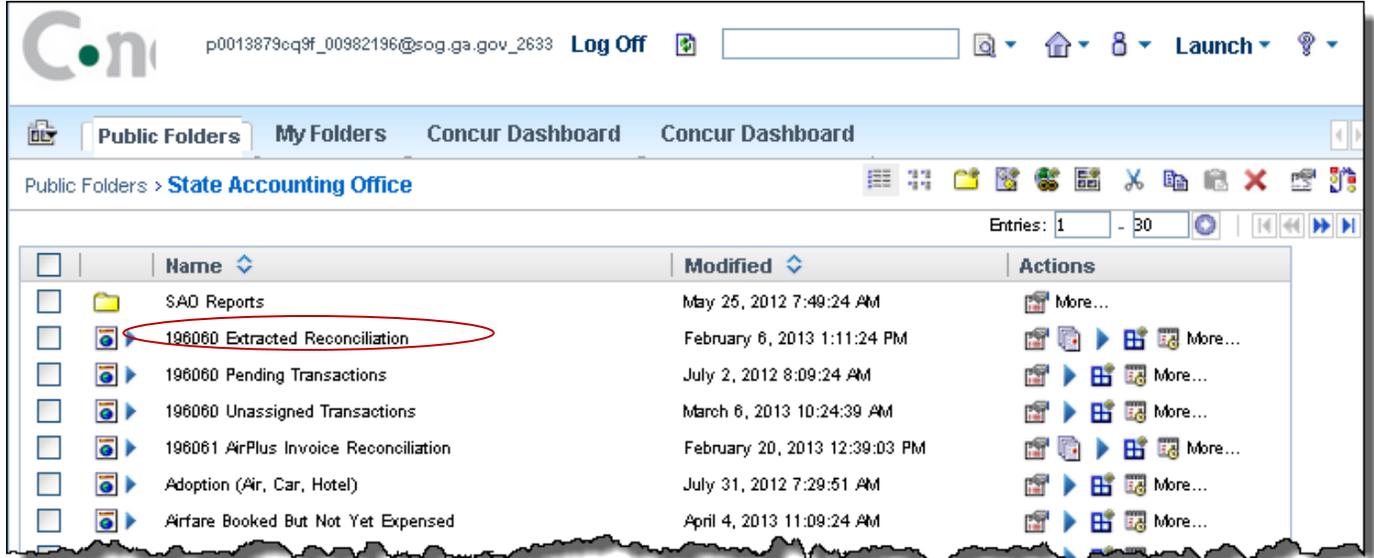
Public Folders > **State Accounting Office**

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	196060 Reconciliation	February 4, 2012 9:50:08 AM	More...
<input type="checkbox"/>	Adoption (Air, Car, Hotel)	February 4, 2012 9:46:03 AM	More...
<input type="checkbox"/>	Airfare Booked But Not Yet Expensed	February 4, 2012 9:46:03 AM	More...
<input type="checkbox"/>	AirPlus Invoice Reconciliation	February 4, 2012 9:46:03 AM	More...
<input type="checkbox"/>	Attendee Details	February 4, 2012 9:46:03 AM	More...



Running SAO Custom Reports

1. Click on the report name listed in the State Accounting Office customized report listing.



2. Prompts for criteria selection may appear depending on the report selected. Enter the appropriate requested information for the prompts and click **OK** or **Finish**.

The screenshot shows a form titled 'Employee Exceptions - Details'. It has a 'Prompts' section with a 'Date Range' field containing 'From: Apr 10, 2013' and 'To: Apr 10, 2013'. Below this is an 'Options' section with a 'Keywords' field, a 'Search' button, and a 'Results' list. A red arrow points to the 'Finish' button at the bottom of the form.



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- The report displays according to the default output selection.



Employee	Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
Anadu, Uzoma Jane	00897384	Apr 8, 2013	Week of April 1, 2013	Site Visits	Report Submit	1	UNUSEDCC	You have unassigned AirPlus or Wright Express transactions that exceed 30 days.
Artese, Brian P	0202821	Mar 27, 2013	Louisville, KY 2/21-2/23/2013	Louisville Conf. on Lit & Cult	Report Submit	1	TRIP45	Expense reports should be submitted within 45 days after the trip is complete. Please be more timely in completing your expense reports.
Battles, Greco R	00301036	Apr 1, 2013	March Travel	Daily Work Travel	Report Submit	51	MILEFUEL	Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement.
Gardner, Alice O	00763838	Apr 2, 2013	February & March 2013	Client intakes,	Report Submit	51	MILEFUEL	Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement.

- Click the  icon to return to the Report Listing.



Employee	Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
Anadu, Uzoma Jane	00897384	Apr 8, 2013	Week of April 1, 2013	Site Visits	Report Submit	1	UNUSEDCC	You have unassigned AirPlus or Wright Express transactions that exceed 30 days.

Changing the output format of an open report

- With the report open click on the current format icon

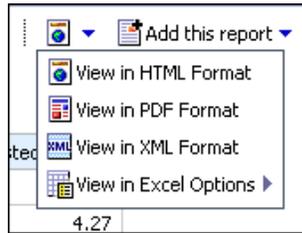


Employee	Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
Anadu, Uzoma Jane	00897384	Apr 8, 2013	Week of April 1, 2013	Site Visits	Report Submit	1	UNUSEDCC	You have unassigned AirPlus or Wright Express transactions that exceed 30 days.



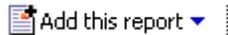
TTE Travel & Expense System: Reporting Overview

2. Select the new format desired from the drop down list. **Note:** You may have to hold down the **Ctrl** key when opening a report in Excel.



Create a Shortcut to a Report in My Folders

1. With the report open click on the drop down arrow next to the Add this report icon



A screenshot of the Concur web interface. The page title is "Employee Exceptions - Details" and it is dated "Sent for Payment Date Between Apr 10, 2013 and Apr 10, 2013". A table with columns for Employee, Employee ID, Report Date, Report Name, Purpose, Exception Event, Exception Level, Exception Code, and Exception Text is displayed. A red arrow points to the "Add this report" dropdown menu in the top right corner.

Employee	Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
Anadu,	00897384	Apr 8, 2013	Week of April 8, 2013	Site Visits	Report	1	UNUSEDCC	You have unassigned AirPlus or Wright Express transactions that

2. Select the Add to My Folders option.



A screenshot of the Concur web interface, similar to the previous one, but with the "Add to My Folders" option selected in the dropdown menu. A red arrow points to this option.



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3. Specify a name and description for the shortcut. You can also add information about the report in the Description field as well as add a screen tip for this report.

Specify a name and description - New Shortcut wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:
Shortcut to Employee Exceptions - Details

Description:
Details the employee exceptions on expense reports.

Screen tip:
Expense report exceptions

Location:
My Folders
[Select another location...](#)

Cancel < Back Next > Finish

4. Click **Finish**.

Save Report View or Email Copy of A Report

1. With the report open click on the drop down arrow next to the **Keep this version** icon  Keep this version ▾
2. Select **Email Report** or **Save as Report View**

Concur

p0013879cq9f_0... 2196@sog.ga.gov_2633 Log Off Home About

Keep this version ▾

- Email Report
- Save Report
- Save as Report View

Employee Exception

Sent for Payment Date Between Apr 1, 2013

Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
-------------	-------------	-------------	---------	-----------------	-----------------	----------------	----------------



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3. If you selected Email Report the **Email Options** dialogue box opens:

To:

Subject:
Report: Employee Exceptions - Details

Body:

Attach the report

OK Cancel

- Enter the email address of the recipients
- The subject defaults to the report name.
- Use the **Body:** section to add a note to the email.
- Click **OK**.

If you selected **Save this report as a view** the **Save as a report view** dialog box opens.

Name:
Report View of Employee Exceptions - Details

Location:
None

[Select another location... Select My Folders](#)

OK Cancel

- Enter a name for the Report View
- Select a location for the report
 - Select My Folders to save the Report View to My Folders



TTE Travel & Expense System: Reporting Overview

Select a location (Navigate) Help

Navigate the folders or search to find where you want to place the entry. Search

Cognos > My Folders

Entries: -  |    

Name 

No entries.

New folder...

OK Cancel

- ii. Click on **New folder** to create a new folder in My Folders.
 - a. If locations already exist they will display in the Name box.
- iii. The **New Folder Wizard** opens

Specify a name and description - New Folder wizard Help

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:

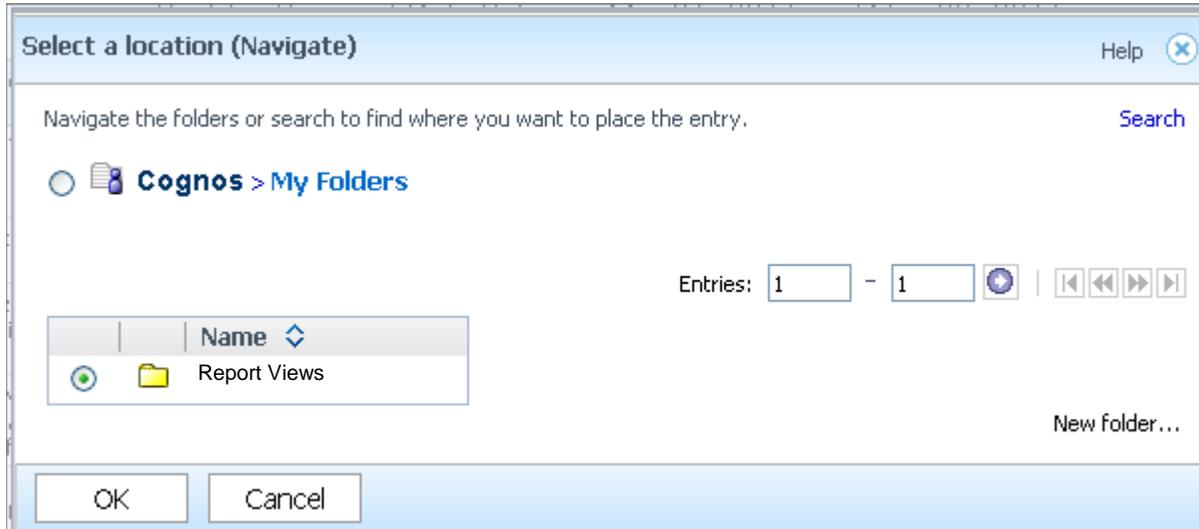
My Folders

Cancel < Back Next > Finish

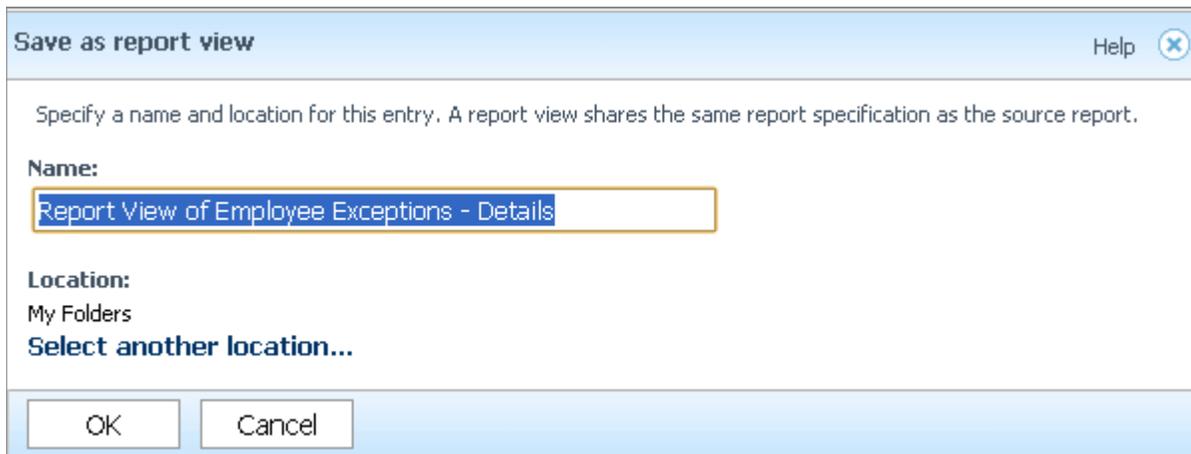


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- iv. Enter a Name, Description (optional) and/or Screen tip for this folder.
- v. Click **Finish**.
- vi. Now select the location to save the report to.



- vii. Click **OK**.



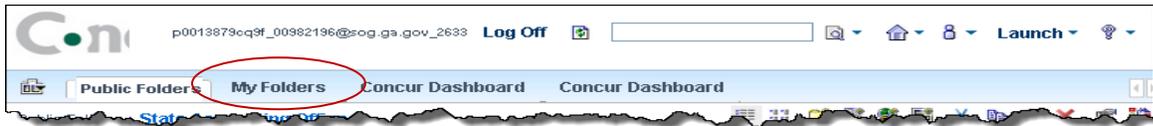
- viii. Enter a name for the Report View
- ix. To store the Report View in My Folders click on **OK** or to store in a sub-folder click on **Select another location** and click on an existing sub-folder name to save in the Report View there and then click **OK**.
- x. Select the Return icon  to return to the list of reports.

To View Saved Report Views

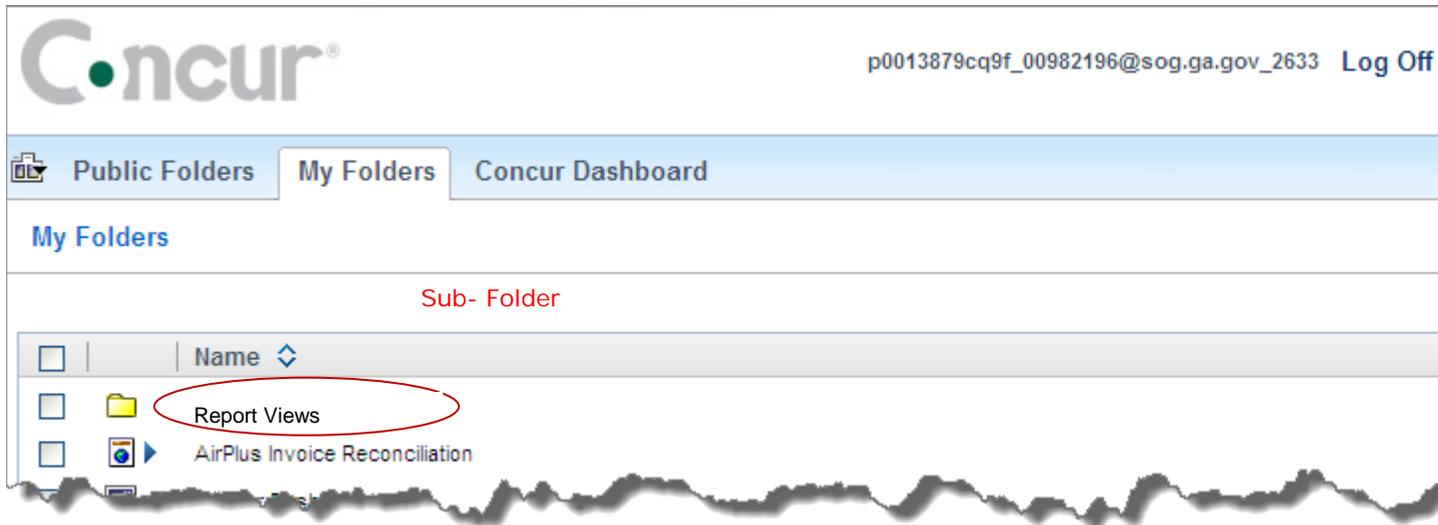
1. Click on the **My Folders** tab.



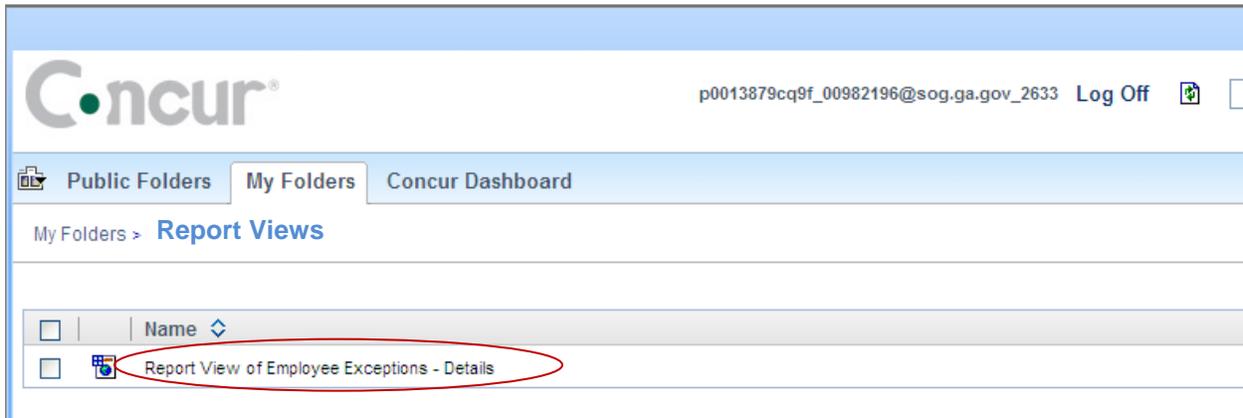
TTE Travel & Expense System: Reporting Overview



2. Select the Report View or Sub-Folder that contains the Report View you wish to review. In our example we are selecting the sub-folder.



3. Click on the Report View



4. The report will display in the format you have defaulted.

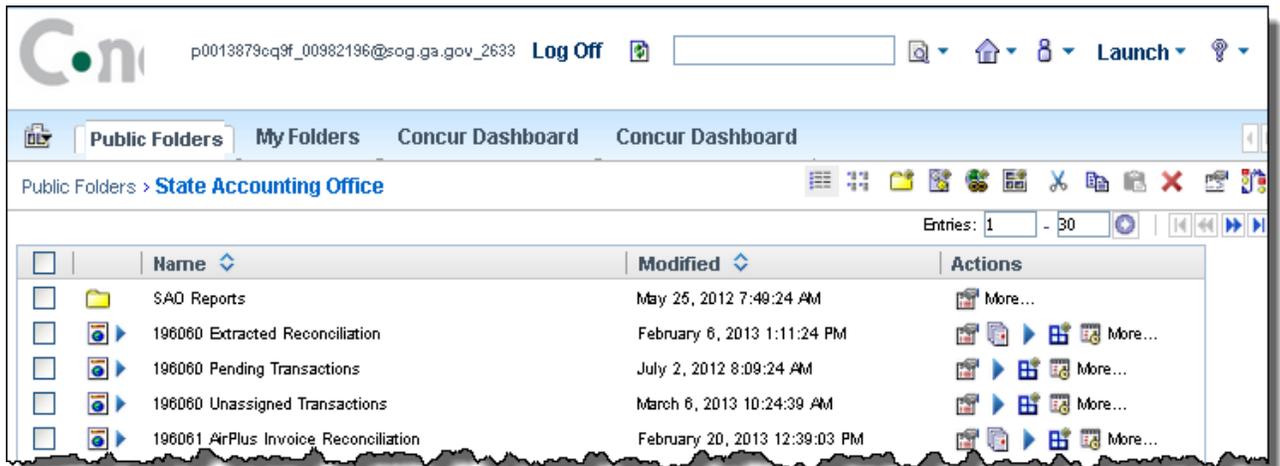


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Employee	Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
Anderson, Geri B	00279839	Nov 1, 2011	Macon Interview	Interview for Agent Position	Report Submit	51	CROSSCH	This report and/or entry allocation has been charged to another department. If applicable, prior to approving add an additional approval step for the charged Approver by using the "Approve & Forward" option.
Autry, Marlene L	00289924	Dec 8, 2011	Monthly Expenses	General	Report Submit	51	MILEFUEL	Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement.
Barnes, Antonia Teresa	00363422	Dec 1, 2011	Caps Training	Training/Court/Shadowing	Report Submit	51	CROSSCH	This report and/or entry allocation has been charged to another department. If applicable, prior to approving add an additional approval step for the charged Approver by using the "Approve & Forward" option.

Creating Excel output from a Concur Report

1. Click on the **Run With Options** icon next to the report you want to run.



2. The **Run with options menu** appears.

Select how you want to run and receive your report.

Format:
HTML

Accessibility:
 Enable accessibility support

Language:
English

Delivery:
 View the report now

Prompt values:
No values saved
 Prompt for values

Run Cancel



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3. Click on the dropdown arrow in the **Format** field and select the **Delimited text (CSV)** report format type and click **Run**.

Run with options - Employee Exceptions - Details

Select how you want to run and receive your report.

Format:

- HTML
- HTML
- PDF
- Delimited text (CSV)
- XML

Language:

English

Delivery:

View the report now

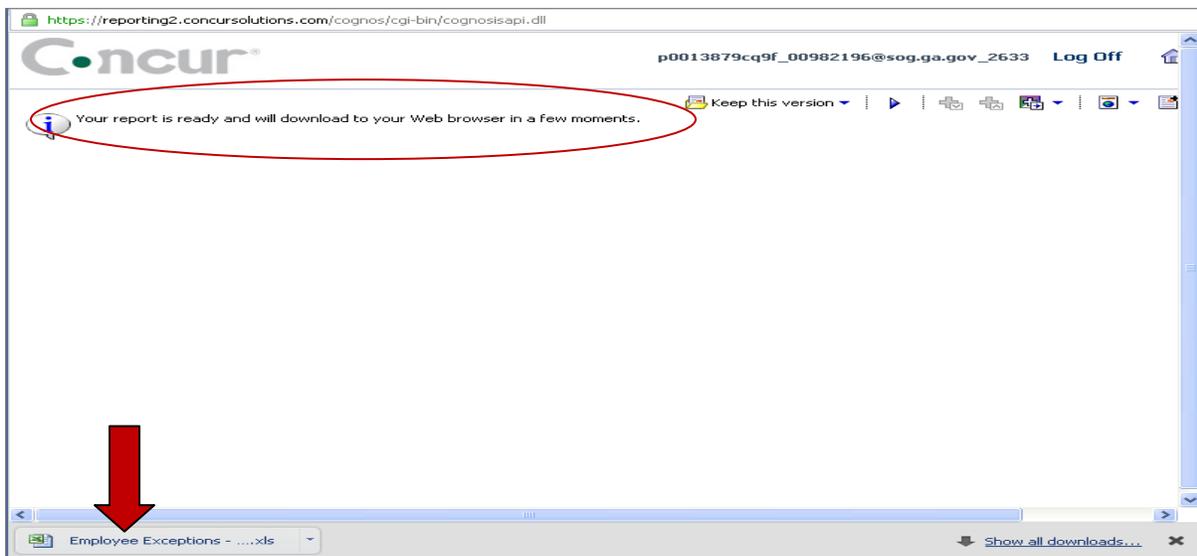
Prompt values:

No values saved

Prompt for values

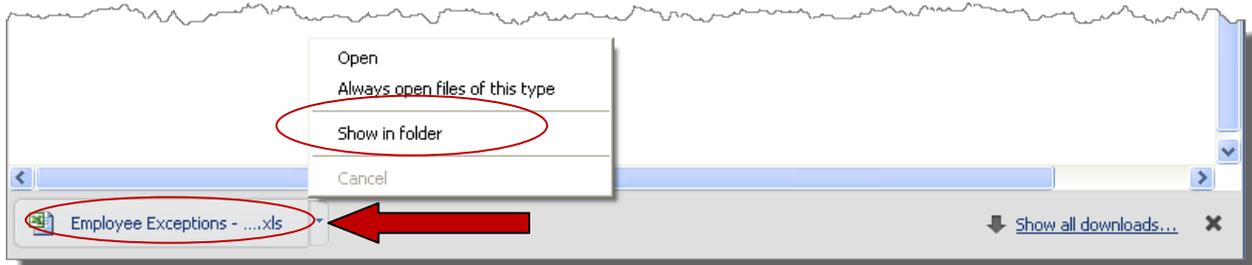
Run Cancel

4. Enter any prompts required for the report you have chosen and click on **Enter** or **Finish**.
5. The system will provide information on retrieving your report and your browser will give you access to the report.
 - a. Click on the Excel report name that displays to open the report in Excel. We used Google Chrome so the report name appears at the bottom; the location of the report on your screen is browser dependent.

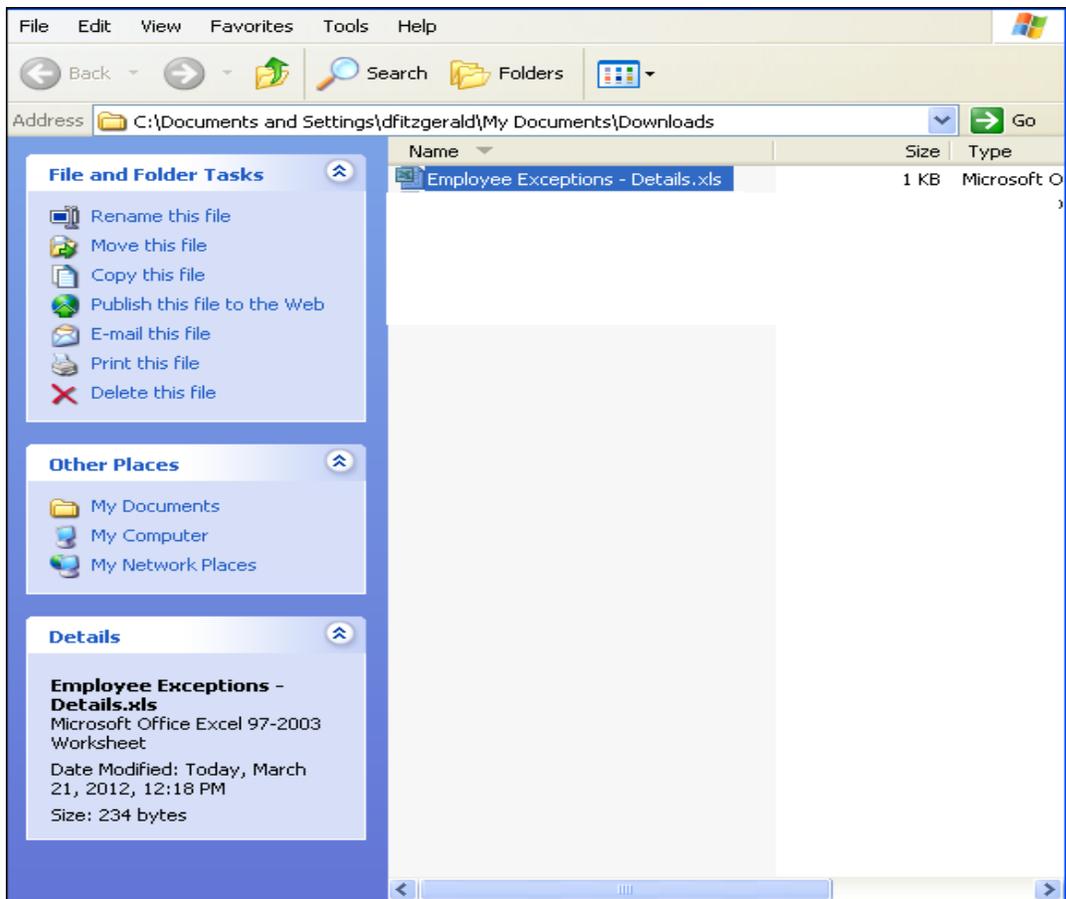


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- b. Click on the drop down arrow to access additional options



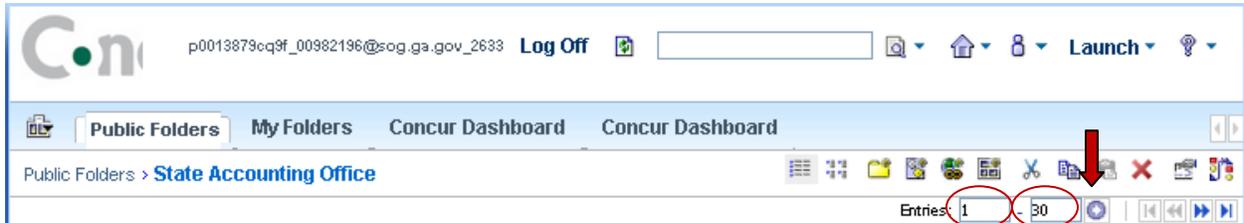
- i. Select **Show in folder** to use Windows Explorer to save the report in a location of your choice (outside of TTE-Concur) without opening the file.



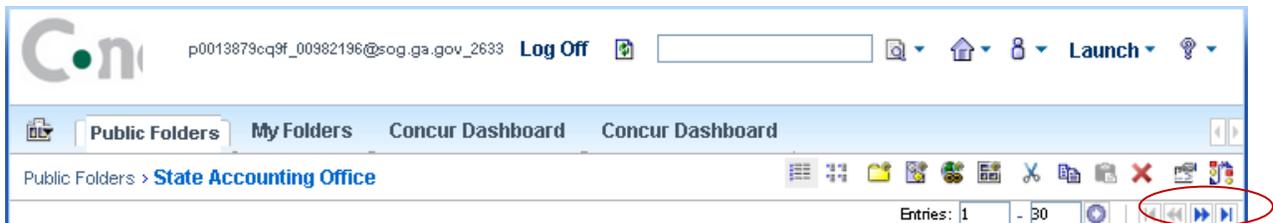
Section 3: Setting Preferences

Override Default Number of Reports in a list View:

1. Log into Concur and select the **Reporting** tab.
2. Select **State Accounting Office**.
3. Scroll to the far right of the window.



4. In the Entries boxes you can override the default number range of reports you want to display on a single page in list view.
 - a. Enter 1 in the first box
 - b. Enter a number (i.e., 20) in the second box
 - c. Click  to make the change.
 - i. **NOTE:** If you want to list to always display a specific range of reports such as 3 through 9, enter 3 and then 9 in the second box. Viewing in display mode does not use this field.
 - d. To set the default number, see **Set Personal Preferences**.
5. To access any reports in excess of the preferred number use the double arrows to move forward or backward a single page or the arrow and line to go to the first or last page of the list.

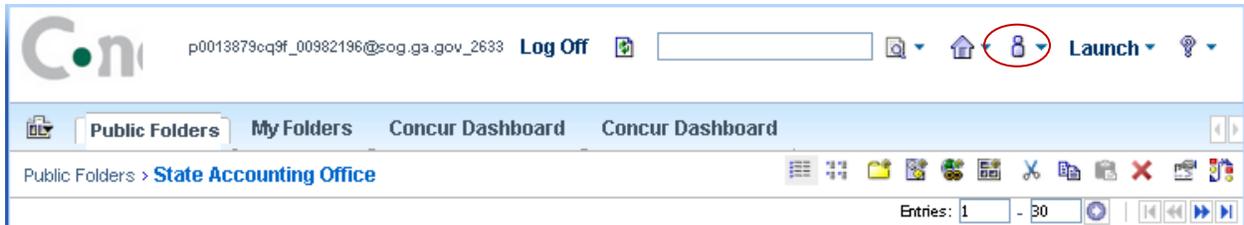


Set Personal Preferences

1. Log into Concur and select the **Reporting** tab.
2. Select **State Accounting Office**.
3. Scroll to the far right of the window and click on the down arrow next to the  icon.



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4. Click on **My Preferences**.



a. The **General** tab opens to display your default options for the State Accounting Office folder.

Set preferences

General | Personal | Portal Tabs

Specify your settings.

Number of entries in list view:
20

Separators in list view:
No separator

Style:
Corporate | **Preview**

Portal

Default view:
 List
 Details

Number of columns in details view:
3 columns

Regional options

Product language:
 Use the default language
 Use the following language:
English

Content language:
 Use the default language
 Use the following language:
English

Time zone:
 Use the default time zone

OK **Cancel**

- i. **Number of entries in List View:** Set the default number of reports you want to display on a screen when viewing reports in the list view.
- ii. **Report Format:** Click on the down arrow and select your default report output preference
 1. **HTML** – display on screen
 2. **PDF** – PDF formatted output
 3. **Excel 2007** – Excel 2007 formatted output



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4. **Excel 2002** – Excel 2002 formatted output
 5. **Delimited text** – CSV format output
 6. **XML** – XML formatted output
- iii. **Portal:**
1. **Default view:** Select the view your prefer – list or details
 2. **Number of columns in Detail view:** Click on the down arrow and choose the number of columns you prefer to display the information in.
- iv. Click **OK**.
- b. Click on the **Personal** tab.

Set preferences

General **Personal** Portal Tabs

View the summary of your authentication information and manage your credentials. You can also view the groups and roles whose access permissions you have in this session and the capabilities available to you.

Primary logon

The primary logon represents the namespace that you first logged on to in this session and the credentials that you used.

Namespace:
Concur

User ID:
p0013879cq9f_00982196@sog.ga.gov_2633

Given name:

Surname:

Email:

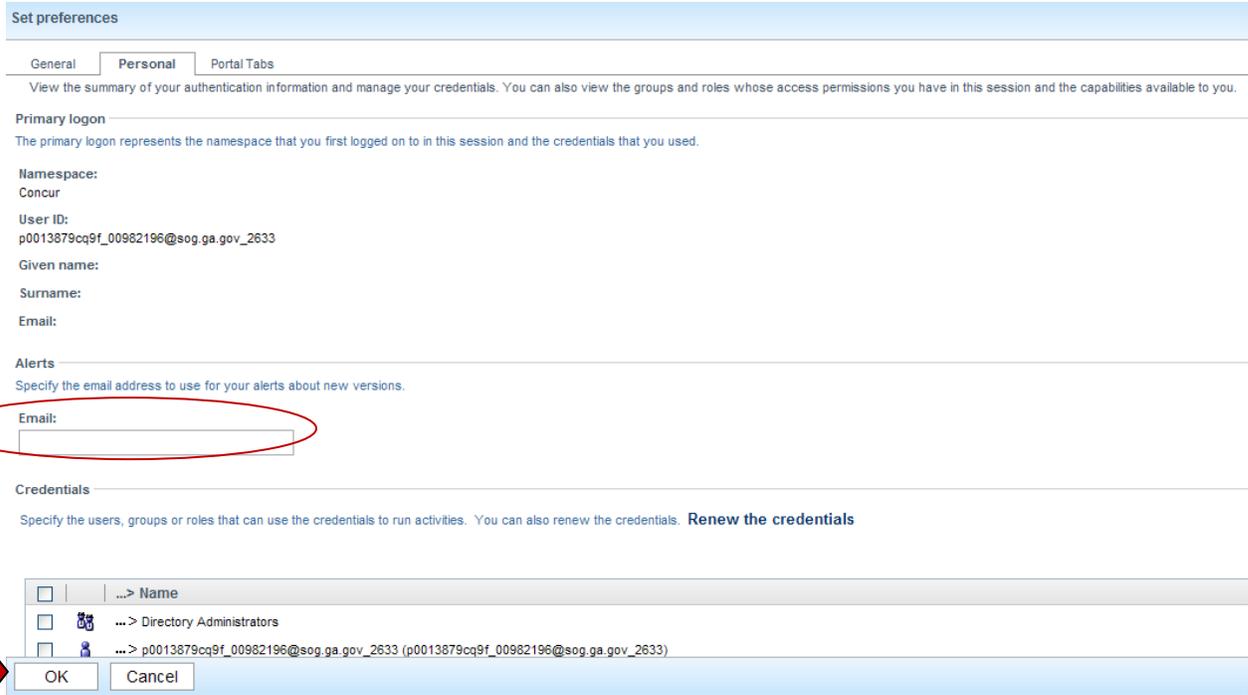
Alerts

Specify the email address to use for your alerts about new versions.

Email:

Credentials

Specify the users, groups or roles that can use the credentials to run activities. You can also renew the credentials. [Renew the credentials](#)



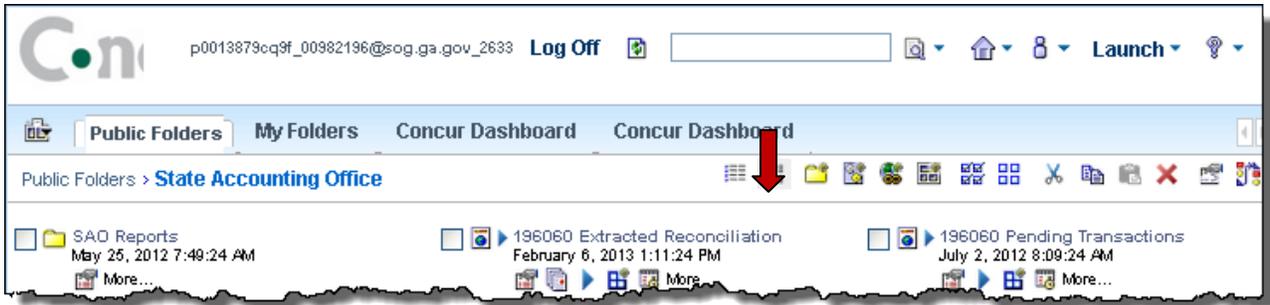
- i. **Email:** enter the email address you want the system to use for notification of new versions.
- ii. Click **OK**.

Switch from List to Details view

1. Click on the Details view icon .



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Section 4: Custom Reports Catalog

Report	Short Description
196060 Pending Transactions	Shows all AirPlus (196060) detail NOT extracted to PeopleSoft.
196060 Reconciliation	Shows all AirPlus (196060 account) detail extracted to PeopleSoft by date range.
Adoption (Air, Car, Hotel)	Tracks number of Concur booked trips vs. number of trips booked through the agent at a higher fee.
Airfare Booked But Not Yet Expensed	Shows users what airline tickets have not yet been expensed. This will allow finance departments to identify liabilities and plan appropriately.
AirPlus Invoice Reconciliation	Gives details on Airfare and Travel Agent fees which are included in the AirPlus bill. For invoice reconciliation.
Attendee Details	Shows the spending by employees and attendee information for expenses that have associated attendees, typically for meal or entertainment expense types. This report can be run to provide the total picture or for a selected set of expense reports that represent money being spent by an employee to cover expenses for fellow employees or non-employee clients or prospective clients.
Authorized Approver List	Shows designated authorized approvers with their agency group.
Cash Advance Analysis	Shows the amount and status of cash advances by employee and issue data, including any returned amount.
Concur Dashboard	Available but in development.
Detail Report - Extracted	For a specified date range, this report includes chart-field details for expense reports extracted to PeopleSoft.



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Detail Report- Non-Extracted	This report includes ALL chart-field details for expense reports NOT extracted to PeopleSoft.
Detail Report-Submitted (for Concur Bill)	Chartfield details by date range for submitted Expense Reports for Concur Invoice Reconciliation. Concur billings cut off is 5 days prior to the last day of the month.
Employee Distribution Lines (for Concur Bill)	Provides Chartfield details for employee defaults for deleted Expense Reports. (Relates to the Detail Report-Submitted)
Employee Exceptions - Details	Id all report level exceptions by employee for date range specified.
Employee Emails (Active Users)	List of active employee travelers with Employee ID, names, email and date last expense report was submitted.
Expense Entry Analysis	Lists report entry detail grouped by Individual or Expense Type over specified dates.
Expense Reports by Business Unit (Concur Invoice Recon)	Includes a listing of reports submitted by individual by day along with the related transaction fee. Developed to be used in Concur invoice reconciliation. This report does not include deleted reports and may not reconcile 100% with Concur bill.
Expense Summary by Employee and Year	This report shows summary of expenses by employee and year.
Expense Summary by Expense Type and Year	This report shows summary of expenses by type and year.
Extracted Reports	Includes a list of reports extracted to PeopleSoft by employee, with total amount and extracted date.
Extracted Reports (Employee vs. Company Paid)	Reports extracted to PeopleSoft by employee, with total amount and extracted date, grouped and sub-totaled by payment type: AirPlus, Company Paid, and Out of Pocket
Mileage over 100 Per Day	Shows reports with average mileage expense reimbursements over 100 miles per day.
Reports to Approver	List of approved expense reports sorted by approver.
Reports by Approver – Delegated	List of approved expense reports processed by a delegate sorted by approver.
Top Spend by Vendor	Ranks vendors with the highest amount of submitted expenses during a



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	specified timeframe.
Top Spend by Employee	This report lists of employees with the highest amount of posted entries.
Top Spenders by Expense Type	This report lists employees with the highest amount of submitted expenses within expense types during a specified timeframe.
Unsubmitted Expense Entry Analysis Details (Grouped by Employee)	This report shows a list of expenses grouped by employee that have been entered on expense reports but not submitted during a specified timeframe.
Unsubmitted Expense Reports	Sorts the list of un-submitted expense reports from oldest to newest, with amount.
User Concur Travel History	Includes a list of travel reservations booked in Concur travel during specified dates.



Section 5: PeopleSoft Reports

GL Reports:

GLS9001 Report: The Local Administrators will need to review the GLS9001 report daily to ensure all transactions have posted into PeopleSoft. This report will include any off line GL transactions posted in PeopleSoft. If there are any transactions missing, or not posted, the agency Local Administrator will need to contact the SAO Customer Service Center, specifically the "PeopleSoft Financial" group to resolve the issue.

AP Reports

APXXX0402	Daily Input Report	This report lists vouchers that were processed through AP including regular vouchers, PO vouchers, Labor, Payroll and regular offlines.
APXXX0408	Payment Activity Report	This report lists detailed payment information sorted by Voucher ID for system checks, manual checks, express checks, EFT payments, and wire transfers.
APXXX0404	Payables Due Proof Report	This report lists payables selected for payment based on the vouchers scheduled due date.
APXXX0850	Offline Interface Report	This report lists fatal errors that prevent vouchers from loading to PeopleSoft.
APXXX0401	Budget Exceptions	This report lists vouchers and provides an error description of each voucher line that did not pass budget checking.
APXXX0419	Travel Expense Report	This report lists vouchers for Travels Payments. Monthly report will be produced automatically at each month-end close.



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