DISPLAY AN EXPENSE REPORT (AUDIT VIEW)

TRAVEL APPLICATION

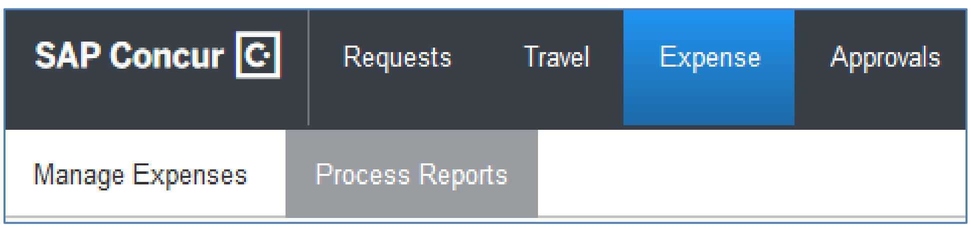
Expense

HELPFUL HINTS

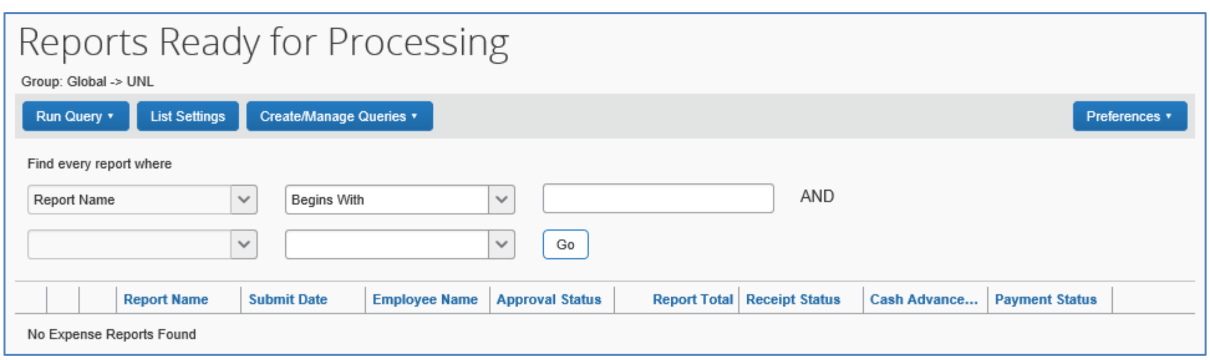
- A report queue provides access to expense reports that have been submitted.
- You must have the expense processor (audit) role in order to display expense reports for others and this is a read-only role.
- Refer to the travel tip sheet Print/Email Expense Report or Audit Trail to view a detail report or audit trail report.

PROCEDURE

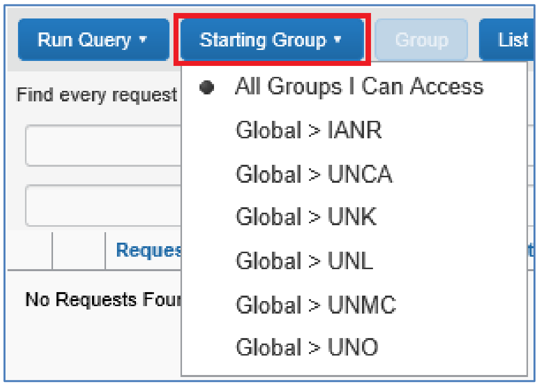
1. From the expense tab in Concur, click on process reports (on the sub menu).



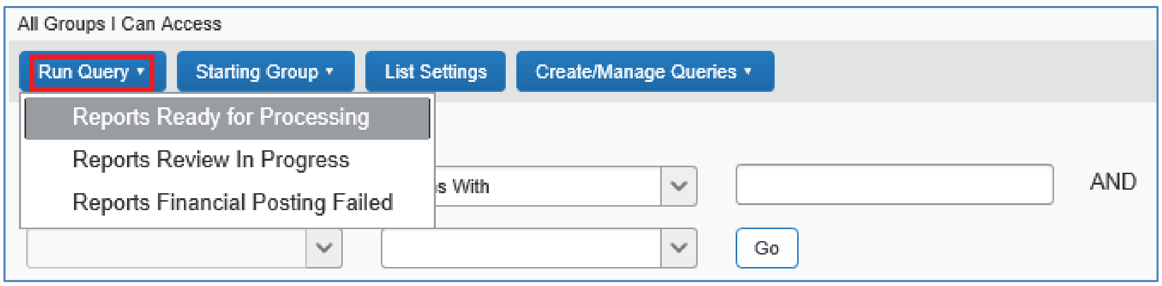
2. From the process reports page, a standard query can be run <u>or</u> search criteria can be entered to locate a specific expense report.



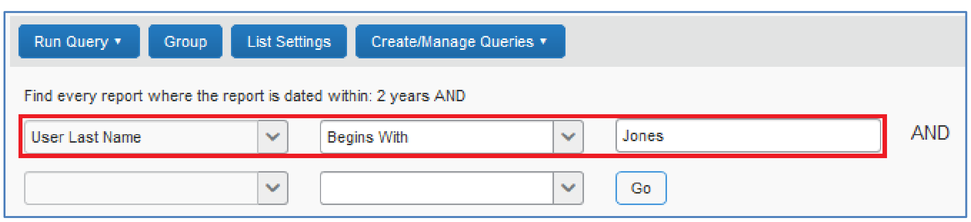
   a. To run a standard query, click starting group and choose an option. If you only have access to a single group, this button will not be displayed.



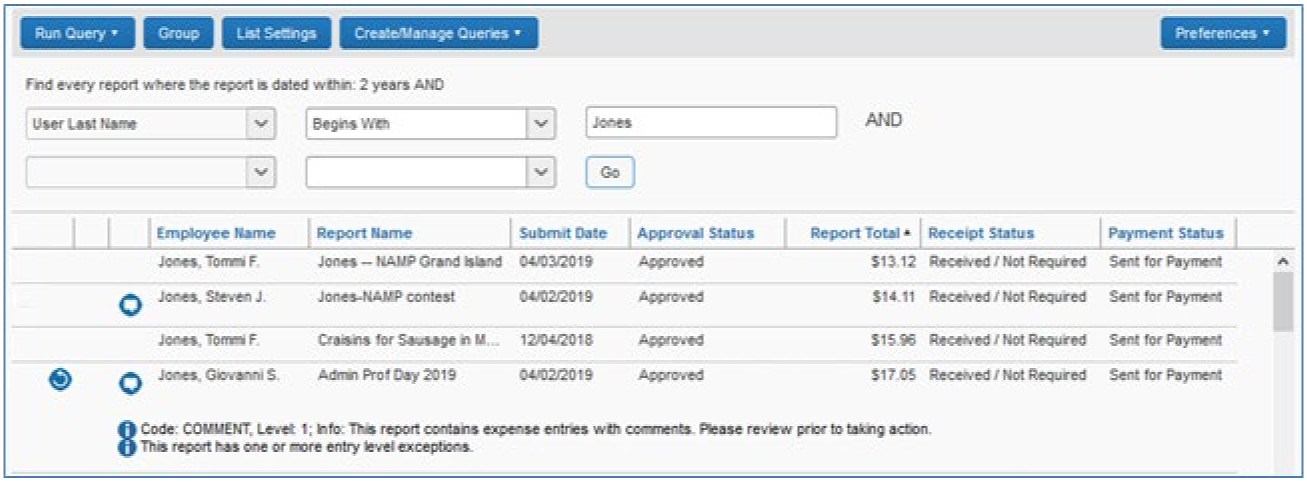
Select run query and choose an option from the drop-down list.



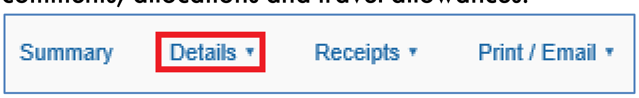
b. Use filters individually (or in conjunction with one another), enter search criteria and click go. For example, find every report where user last name begins with 'Jones'.



3. The results are displayed as a list, click anywhere in the row to open the report.



4. After opening a report, details can be viewed in a variety of ways:
   a. Hover the mouse over an icon on the expense report to bring up a window containing report details. Some examples of icons that provide detail widows include:
      - Allocations
      - Lodging
      - Comments
   b. Use the details menu to move between screens, such as the report header, totals, audit trail, approval flow, comments, allocations and travel allowances.

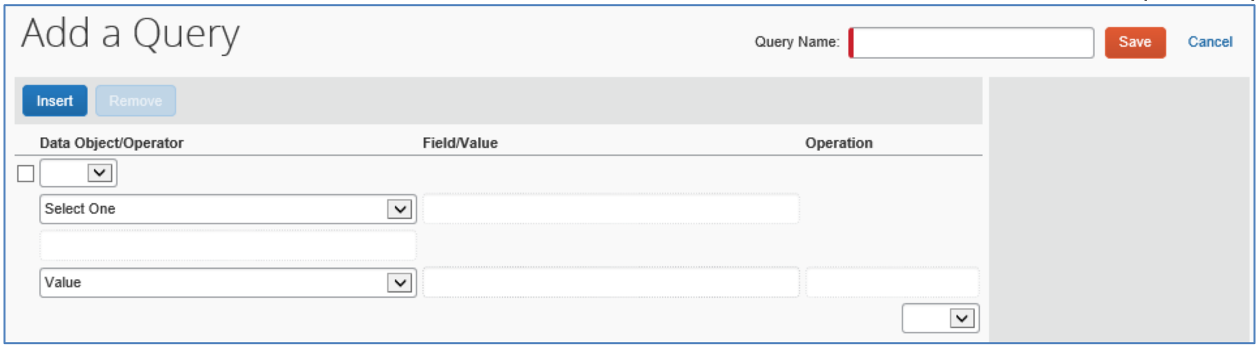


   c. Receipts can be viewed in a new window or the current window.
   d. Select print/email to view a detail report or audit trail report.

CREATE/MANAGE QUERIES

New queries can be created for your own use and once saved, these will be listed under Run Query for easy access. Queries contain if/then conditional statements and if the defined conditions are met, then the expense report is displayed in the resulting list.

After selecting create/manage queries, the screen below is displayed.

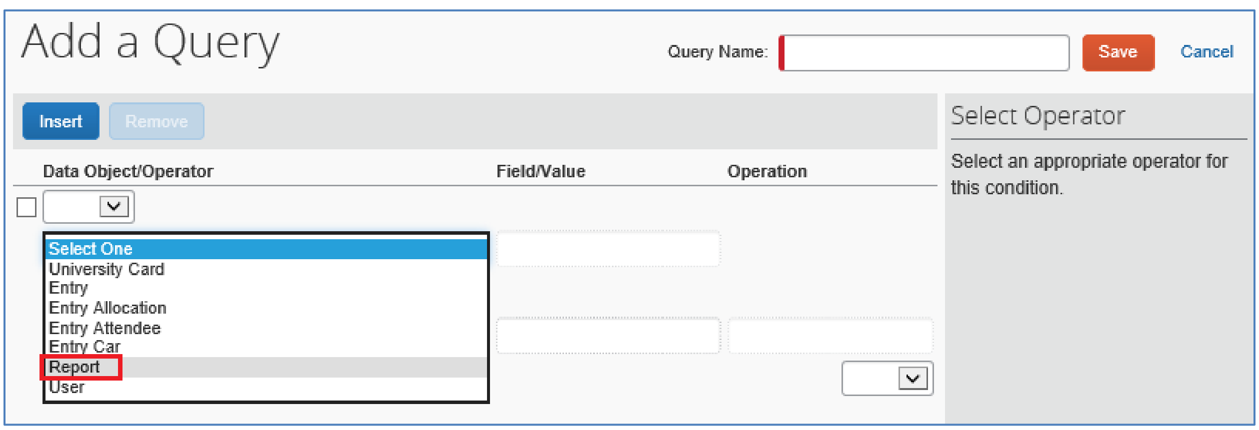


Tips:

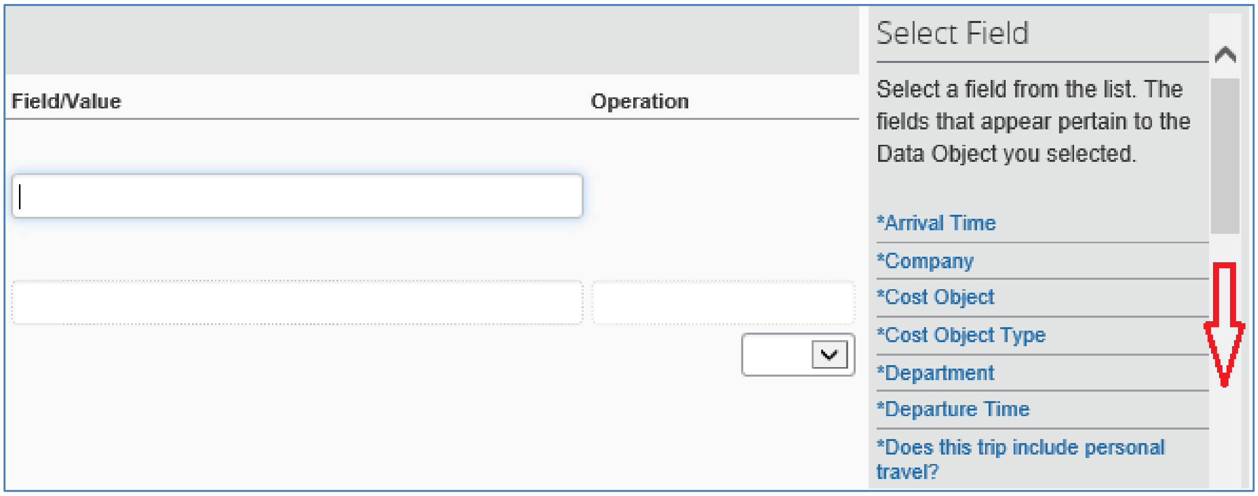
- A conditional expression is composed of multiple conditions, with each condition separated by either *And* or *Or*.
- A field consists of a data object and a field located within the data object. The field that is selected defines the data type (number, text, date, etc).
- An operator is one of several pre-defined comparison operators (equals, not equals, is greater than, etc). The list of operators changes depending on the type of data being compared.
- A value is a constant, can be of any data type, and must match the data type of the field.

To create a query containing only approved expense reports, follow the steps below.

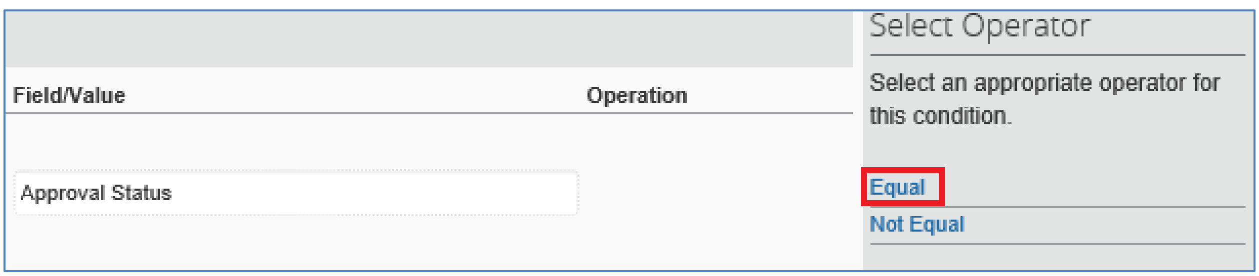
1. In the first field, select the drop-down arrow and choose report.



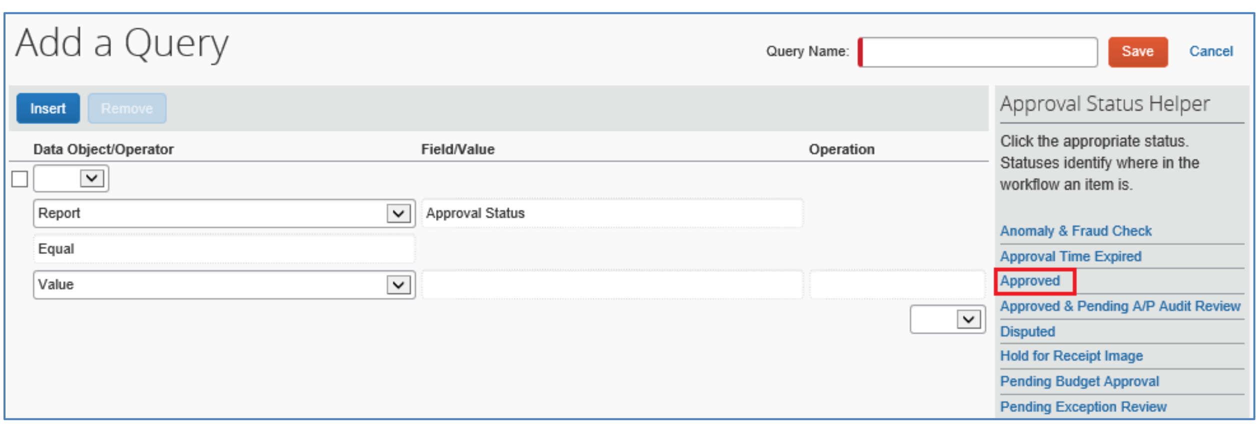
2. A list of choices will be displayed on the right. Use the vertical scroll bar to locate 'approval status' and select it.



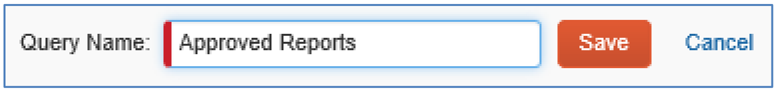
3. Select the operator 'equal'.



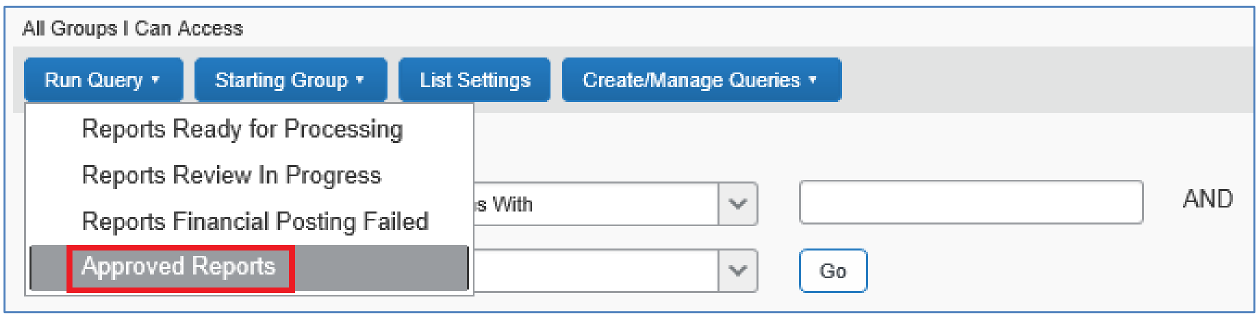
4. Select the value 'approved'.



5. Give the query a name and select save, then watch for confirmation it was successfully saved.



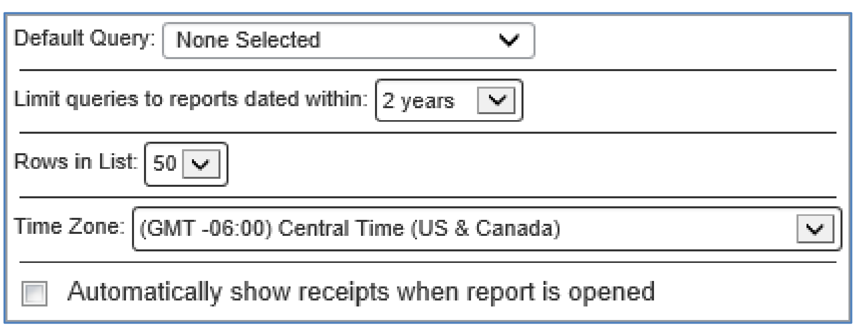
The new query is now listed under run query.



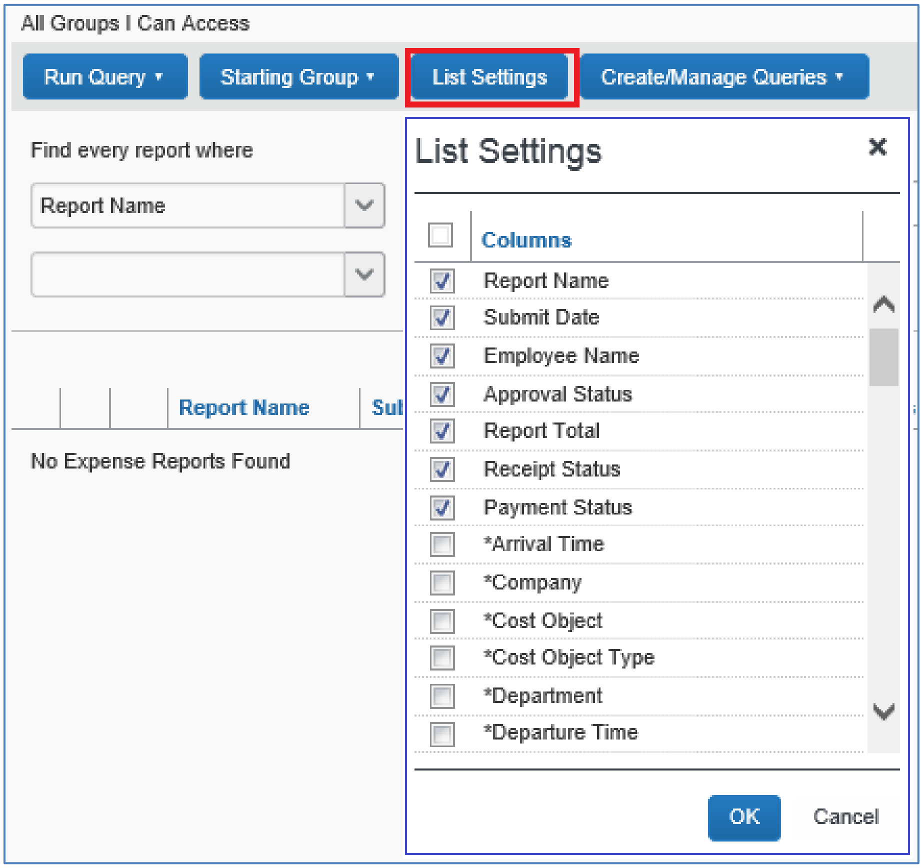
To edit or delete a query, select create/manage queries and choose a query from the drop-down list. Proceed to edit an existing query or select delete query (and confirm you want to delete the query).

Setting Preferences and Default View

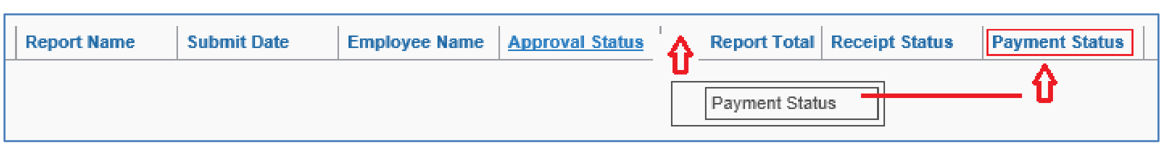
Several aspects of the process reports page can be changed and a default view can be set. Click on Preferences to set page behavior. After making choices, click any other area of the screen to close the preferences window.



Click on list settings to add or remove columns (checkbox), and click ok.



Columns can be re-arranged when on the process reports page. Simply click and hold on the name of a column, then drag and drop the column to a new location.



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