

DISPLAY AN EXPENSE REPORT (AUDIT VIEW)

Updated May 24, 2019

TRAVEL APPLICATION

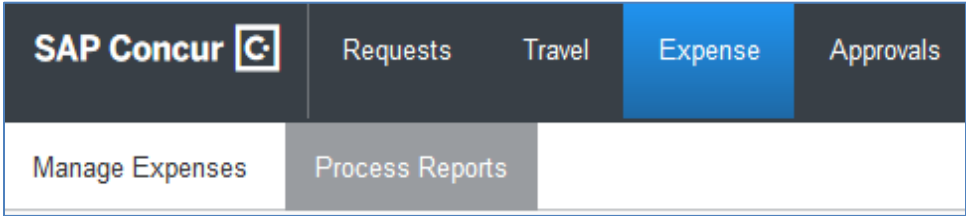
Expense

HELPFUL HINTS

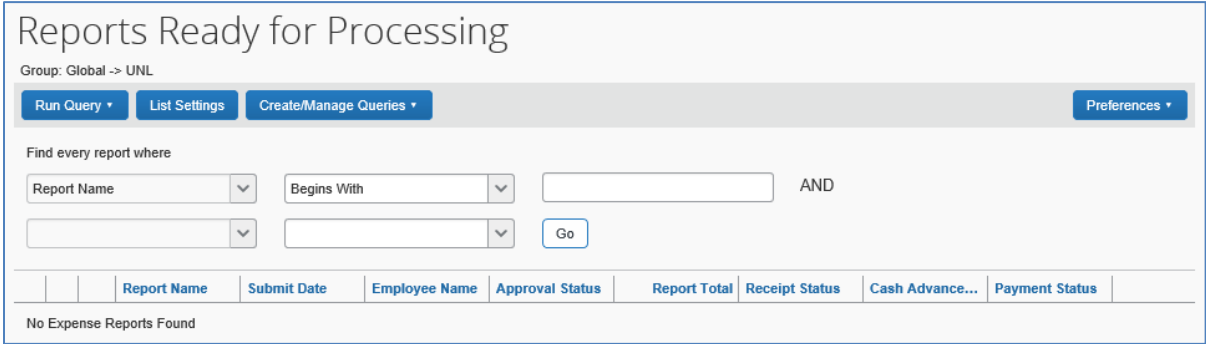
- A report queue provides access to expense reports that have been submitted.
- You must have the expense processor (audit) role in order to display expense reports for others and this is a read-only role.
- Refer to the travel tip sheet [Print/Email Expense Report or Audit Trail](#) to view a detail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

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The screenshot shows a web interface with a 'Starting Group' dropdown menu highlighted in red. The dropdown list contains the following options: 'All Groups I Can Access', 'Global > IANR', 'Global > UNCA', 'Global > UNK', 'Global > UNL', 'Global > UNMC', and 'Global > UNO'. To the left of the dropdown, there are input fields for 'Find every request' and a 'Request' button. Below the dropdown, the text 'No Requests Found' is visible.

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

The screenshot shows the 'All Groups I Can Access' interface. At the top, there are four buttons: 'Run Query', 'Starting Group', 'List Settings', and 'Create/Manage Queries'. The 'Run Query' button is highlighted with a red box. Below the buttons, there are three status options: 'Reports Ready for Processing', 'Reports Review In Progress', and 'Reports Financial Posting Failed'. To the right, there are search criteria fields, including a dropdown menu labeled 's With', a text input field, and an 'AND' operator. At the bottom, there are two more dropdown menus and a 'Go' button.

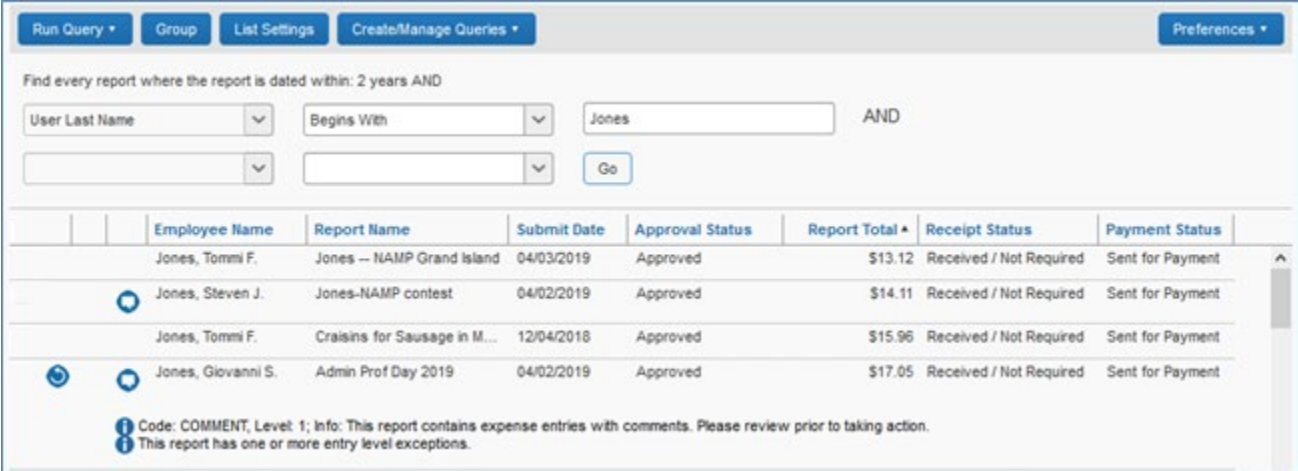
- b. Use filters individually (or in conjunction with one another), enter search criteria and click go. For example, find every report where user last name begins with 'Jones'.

The screenshot shows the search interface with the following text: 'Find every report where the report is dated within: 2 years AND'. Below this, there are two search criteria highlighted with a red box: 'User Last Name' (dropdown) and 'Begins With' (dropdown), with the value 'Jones' entered in the text field. To the right of the text field is an 'AND' operator. At the bottom, there are two more dropdown menus and a 'Go' button.

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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.

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**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.

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

Field/Value	Operation
<input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>	<input type="button" value="v"/>

**Select Field**

Select a field from the list. The fields that appear pertain to the Data Object you selected.

- \*Arrival Time
- \*Company
- \*Cost Object
- \*Cost Object Type
- \*Department
- \*Departure Time
- \*Does this trip include personal travel?



3. Select the operator 'equal'.

Field/Value	Operation
<input style="width: 100%; height: 20px;" type="text" value="Approval Status"/>	<input type="button" value="v"/>

**Select Operator**

Select an appropriate operator for this condition.

- Equal**
- Not Equal

4. Select the value 'approved'.

**Add a Query** Query Name:

Data Object/Operator	Field/Value	Operation
<input type="checkbox"/> <input type="button" value="v"/>	<input style="width: 100%; height: 20px;" type="text" value="Approval Status"/>	<input type="button" value="v"/>
<input type="button" value="Report"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
<input type="button" value="Value"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input type="button" value="v"/>

**Approval Status Helper**

Click the appropriate status. Statuses identify where in the workflow an item is.

- Anomaly & Fraud Check
- Approval Time Expired
- Approved**
- Approved & Pending A/P Audit Review
- Disputed
- Hold for Receipt Image
- Pending Budget Approval
- Pending Exception Review

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

Query Name:

The new query is now listed under run query.

All Groups I Can Access

- Reports Ready for Processing
- Reports Review In Progress
- Reports Financial Posting Failed
- Approved Reports

s With  AND

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).

Query Name:

**SETTING PREFERENCES AND DEFAULT VIEW**

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

Default Query:

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Limit queries to reports dated within:

---

Rows in List:

---

Time Zone:

---

Automatically show receipts when report is opened

## DISPLAY AN EXPENSE REPORT (AUDIT VIEW)

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

The screenshot shows the 'List Settings' dialog box. The dialog has a title bar with a close button (X). Below the title bar is a list of columns with checkboxes:
 

- Columns
- Report Name
- Submit Date
- Employee Name
- Approval Status
- Report Total
- Receipt Status
- Payment Status
- \*Arrival Time
- \*Company
- \*Cost Object
- \*Cost Object Type
- \*Department
- \*Departure Time

 At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background interface shows a search area with 'Find every report where' and 'Report Name' dropdowns, and a table with the header 'Report Name' and 'Sul'. The text 'No Expense Reports Found' is displayed below the table. The 'List Settings' button in the top navigation bar is highlighted with a red box.

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.

The screenshot shows a table header with the following columns: Report Name, Submit Date, Employee Name, Approval Status, Report Total, Receipt Status, and Payment Status. A red arrow points from the 'Payment Status' column header to a 'Payment Status' box below it, and another red arrow points from that box to the 'Payment Status' column header, indicating a drag-and-drop action.