UNIVERSITY OF MICHIGAN
FINANCE

Management Reference Guide to Reporting

Concur and Business Objects reports are available to assist U-M employees in their reconciliation duties and utilization of the Concur Travel and Expense System.

Procurement Services Delivered Concur Reports:

Department Managers may receive up to four monthly reports from Procurement Services that include data detailed in Concur. These reports assist in managing your business processes for PCard reconciliation, provide timely travel and business expense reporting and will supplement data warehouse reports. Department Managers will only receive these reports if there is activity matching the report criteria in their unit(s).

Report Detail	***Instructions For Use***
Outstanding PCard Transaction Report *● Report is a list of PCard transactions, including those marked as personal, incurred by unit PCard holders that have not been submitted in a Concur expense report, approved by your expense approver(s), and built into an M-Pathways voucher.*	*● Use this report to ensure departmental expenses are submitted within 45 calendar days of the date of purchase.*
Expense Exception Analysis Report *● Report displays a list of expense line exceptions that generated a yellow flag alert. No action is necessarily required, except as a unit management tool.*	*● Use this report to review exception alerts in Concur such as meal overages (UMSPGBL, UMSPGD and UMALCHL), prizes, gifts and awards (UMGIFT2), cash advance not applied (UMCSHBAL), etc.*
Unsubmitted Expense Report *● Report displays a list of employees who have outstanding expenditures.*	*● Use this report to monitor and address employees who have created and built expense reports, but have not submitted their expenses for approval.*
Cash Advance Activity Report *● Report displays cash advance activity.*	*● Use this report to monitor the departmental cash advance requests, amounts, and their status.*

Concur Data Warehouse Reporting:

Report Detail	***Instructions For Use***
FN06 Procurement Travel and Expense Workflow Audit *● Report displays steps in the review and approval of expense reports.*	*● Use this report to verify expense reports processed in the travel and expense system have received the appropriate approval.*

FN06 Procurement Travel and Expense Employee Profile ● *Report displays employee's profile settings.*	● *Use this report to verify users' profiles are set up correctly (i.e. there is a default approver set up).*
FN06 Procurement Travel and Expense Employee Roles ● *Report displays employee's roles within the system.*	● *Use this report to verify which tasks (by role) are being performed by employee and that they are correct.*
FN06 Procurement Travel and Expense Approved Expense Reports ● *Report displays all approved expense reports.*	● *Use this report to monitor for proper level of approval.*
FN06 Procurement Travel and Expense PCard Transaction Personal Expense Adjustments ● *Report provides detail on employee PCards transaction when all or part of the transaction is marked personal.*	● *Use this report to identify PCard transactions that were marked personal, either for meals while traveling or improper use of the PCard. Improper use of the PCard should be addressed.*

Report Available Upon Request:*

Report Detail	***Instructions For Use***
Cash Advance Trends ● *Report includes late reconciliation; cash advance monies returned and expense types to show how cash advance was used.*	● *Use this report to monitor for late submission, excessive cash advance requested and proper use of cash advance (ex: not intended for per diem advances).*

*Please send requests for this report to SSC Travel & Expense General Inquiry e-form

Business Objects Access Point:*

Report Detail	***Instructions For Use***
Missing Default Approver ● *This report displays a list of employees who have submitted expense reports but lack a default approver in the employee's profile.*	● *Use this report to identify employees that should have a default approver assigned in the employee profile. Per University Audit, it is highly recommended that employees who submit expense reports via the travel and expense system assign a default expense approver.*
Department Reference Report ● *This report displays a list of expense lines with the same department reference.*	● *Use this report to aggregate expense information (between multiple employees or expense reports) pertaining to the same project.*

*****Found in Unit Maintained under Procurement Services. The Access Point allows the user to enter the department id once for multiple reports.