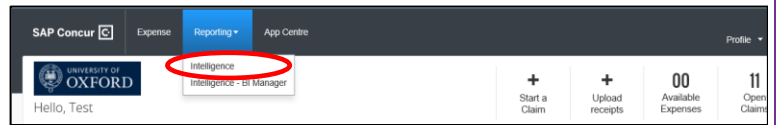


SAP® Concur® eExpenses Reporting Quick Reference Guide



Running a Report

1. At the top of the home screen click on **Reporting** then select **Intelligence** from the drop down menu



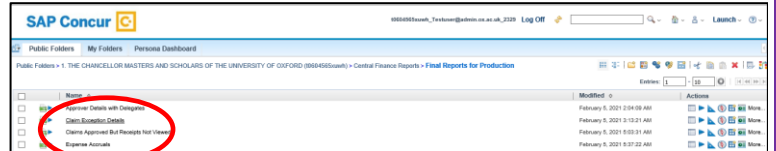
2. Click on the Public Folders tab at the top right of the screen, then click on **The Chancellor Masters and Scholars of the University of Oxford** from the folder menu



3. Click on the **Central Finance Reports** folder to navigate to the reports



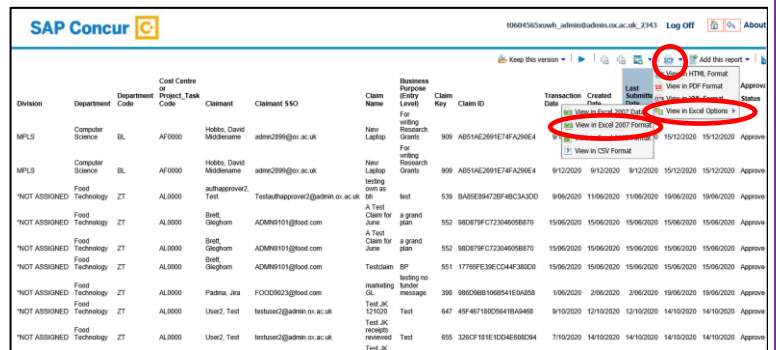
4. Click on the report you require from the folder's selection



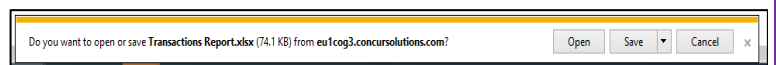
5. Depending on the report you have selected to run, you will need to choose your desired parameters. Make sure that the Sent for Payment date is customised so that you only get data for the required date range. Once you have completed your selection click on **Finish**



6. At the top left of the screen click on the down arrow on the HTML icon, then click on **View in Excel Options** from the menu, then select **View in 2007 Format** from the next menu;



7. The browser will now prompt you to download the data output which you can save and view in Excel. Please note that other browsers like Chrome and Edge will have a different download prompt.



Top tips

- Professional Author role gives access to these features in Business Intelligence, Report Studio and Query Studio. This access is reserved for report developers only.
- Business Author role gives access to Query Studio which has limited features for report editing.
- Business Consumer role gives access to run saved reports, which were created by a Professional Author.
- To avoid losing any features in SAP Concur (Cognos) please use Internet Explorer when running your reports. Reports will still run on any other browser but Internet Explorer is the most compatible.

Getting help

[Access eExpenses](#)



[Expenses policy](#)



[Training and support](#)



24/7 SAP Concur support

0800 389 8758