SAP® Concur® **eExpenses**
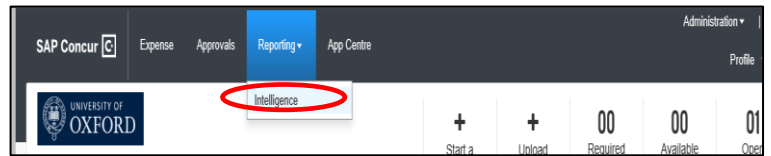# Reporting **Quick Reference Guide**


Running a Report-BI Managers

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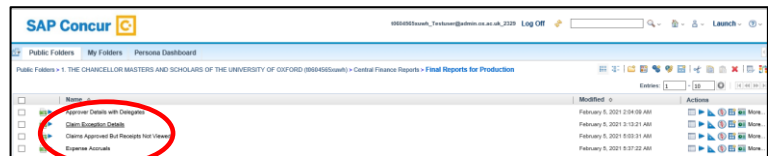

2. Click on the Public Folders tab at the top right of the screen, then click on **The Chancellor Masters and Scholars of the University of Oxford** from the folder menu


3. Click on the **BI Managers/Departmental Reports** folder to navigate to the reports
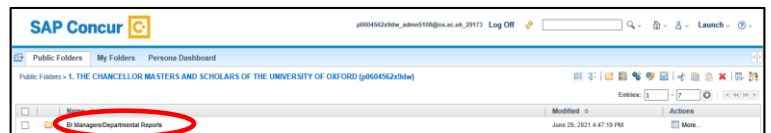

4. Click on the report you require from the folder's selection

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**
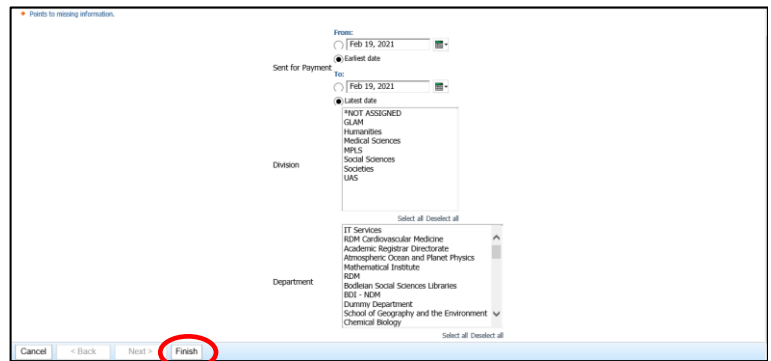
6. At the top left of the screen click on the down arrow on the HTML icon, then click on **View in Excel Options** from the menu, then select **View in 2007 Format** from the next menu**;**
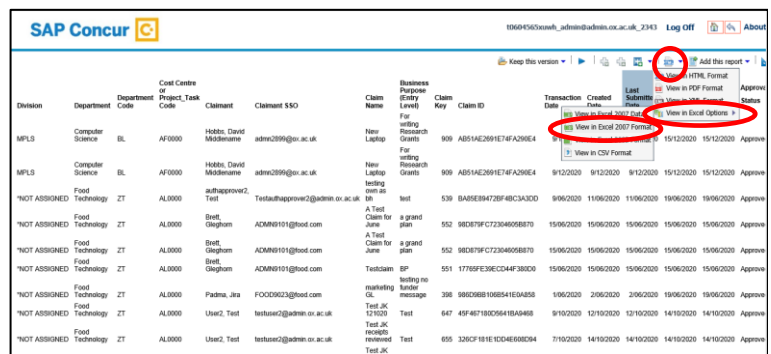
7. The browser will now prompt you to download the data output which you can save and view in Excel. Please note that other browsers like Chrome and Edge will have a different download prompt.

Top tips

- BI Managers can access reporting via Intelligence and any data that you export will only relate to the BI manager's assigned employees. Only staff with Professional Author, Business Author and Consumer will have access to all claimant data.
- 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**