



Concur Defaults Dashboard Page

The Concur Defaults dashboard page allows the user to view default cost center information established for employees with three display options:

- Errors Only - identifies problems that must be corrected before any of the employee's HR data is updated to Concur.
• Missing Cost Centers - shows employees that do not have a Concur default cost center established.
• All Values - shows all employees along with their default cost center (either GL or Grants), as well as any errors or missing cost centers.

The Concur default cost center can be either a GL cost center or a Grants PTA (Project-Task-Award) and is maintained in eBiz under the OUHR: BUMS Planning Unit responsibility. For details on maintaining the cost center refer to eBiz - Set up Concur Default Cost Center QRG.

NOTE: Concur employee data is fed from HR to Concur every evening. Any employees with errors in their data, will not have information updated to Concur.

It is important that planning units regularly review the Errors Only report to identify any employees with errors that will prevent their HR info from updating to Concur nightly (see more info below).

Prompts

Finance interface showing Concur Defaults Prompts and Concur Employee Exceptions table. The Prompts section includes dropdowns for Planning Unit, Organization, and various default fields. The table below lists employee exceptions with columns for Full Name, Employee Number, OHIO ID, Planning Unit, Organization, Organization CFAO, Default GL, Default PTA, Exception Message, Supervisor Full Name, Supervisor Email Address, Last Update Datetime, and Last Updated By.

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Term	Definition
Planning Unit	The planning unit on the employee's primary HR assignment record.
Organization	The organization on the employee's primary HR assignment record.
Last Name/First Name/ Employee Number	Enter the employee's last and first name or their six-digit employee number, if you would like to search for a specific employee.
GL Default Cost Center segments	Enter any of the GL segments to display employees who have those segments as part of their default cost center. <i>This is useful when you end date segments in the GL and need to know whose default cost center needs to be updated.</i>
Grants Default (PTA)	Enter any of the Grants PTA to display employees who use the PTA as part of their default cost center. <i>This is useful when a project, task or award are end-dated or closed and you need to know whose default cost center needs to be updated.</i>
*Error Type	Errors Only – shows only employees with errors that prevent the employee information from updating in Concur Missing Cost Center – shows employees who do not have a default cost center All Values – shows all employees with default cost centers, as well as any error messages or missing cost centers. <i>This is a required field that defaults to "Errors Only" and executes when you select the dashboard tab.</i>

Dashboard Results

The report displays the basic employee information that meet the prompt criteria. Only displays information for active employees. Data columns include:

Full Name, Employee Number, OHIO ID, Planning Unit (from HR Assignment), Organization (from HR Assignment), Organization CFAO, Default GL Cost Center, Default PTA, Exception Message (see below), Supervisor's name and email, last update date and user

Exception Message

Exception messages include a short description, along with a longer explanation. Below we include messages you may see on your report and what they mean.

INVALID GL ACCT Error:

- Value ##### has expired. You have end-dated a segment used in the employee's default cost center.
- Values ##### has been disabled. You have disabled a segment used in the employee's default cost center.
- Expense transactions should not post directly to this Source (#####) in the General Ledger. The charges should be posted to a Grants (Project-Task-Award) string. Some sources in the GL are identified as Grants only source, which means these cost centers are only used to summarize Grants PTA activity. The sources are shown on Segment Lookups dashboard for Source or in GL Funds Available.

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INVALID PTA ACCT Errors:

- Expenditure item date is not within task start and end dates (PA). Invalid expenditure item date or status to process transaction (CEID). Invalid expenditure item date or status to process transaction (COCA). The PTA cannot be charged because it is outside the chargeable dates for the project, task, or award. The valid dates are visible on the Grants Funds Available dashboard.
- Award Status must be ACTIVE or AT RISK to process transactions (CAA). The award does not fund the selected project/task (CAF). The award in the PTA is either CLOSED or ON HOLD.

EMPLOYEE ORG NOT VALID

- The HR organization on the employee's primary HR assignment is not active. The planning unit needs to work with HR's Employee Service Center to have organization changed.

APPROVER ##### NOT IN EMPLOYEE LIST

- The individual shown as employee's supervisor is not an active employee. The planning unit needs to work with HR's Employee Service Center to have the employee's supervisor updated.

It is important that any of the above errors are corrected immediately, as none of the employee's info will update to Concur while these errors exist. Since Concur is used to book employee travel, it's imperative that the employee data in Concur be up to date.

EMPLOYEE MISSING DEFAULT COSTING

- No default costing has been entered for the employee. Without a default cost center, the employee must enter cost center information for every transaction processed in Concur.
- This is an informational message and does not stop the employee's information from being updated to Concur.