

TRAVEL & EXPENSE MANAGEMENT COLLECTION

Quick Reference Guide

WHO SHOULD USE THIS DATA COLLECTION?

Anyone who wants to use Travel & Expense (TEM) detailed data for operational support or historical analysis, for things such as:

- tracking travel/expense reports by date, traveler, expense type or account segments
- reporting on faculty, staff or student travel expense information over time
- monitoring cash advances
- reviewing use of travel credit card for expenses
- reporting on exceptions to Penn's travel policies
- workflow review

WHAT TYPES OF BUSINESS QUESTIONS CAN I ANSWER USING THE TEM DATA COLLECTION?

There are a great many business questions that can be addressed using the TEM data collection, from the simple to the complex. For example:

- What reports have travelers in my ORG submitted and what is their status?
- Which countries are international travelers visiting?
- Are there travel credit card charges that have yet to be applied to expense reports?
- Have approval steps been followed according to travel policy?
- What cash advances have not yet been applied to expense reports?

COLLECTION DESCRIPTION

The **Travel & Expense Management (TEM) Data Collection** is a subset of the University Data Warehouse containing data from Concur Expense, Penn's automated expense management system. The TEM collection contains current and historic information about faculty, staff and students' expense reports and related details.

- **Data source:** Concur Expense, in use at Penn since Spring 2013. On a nightly basis, Concur exports detailed data about expense reports in all statuses of processing, as well as advances, travel card charges and report processing workflow. In addition, the collection includes the Standard Accounting Extract (SAE) detail used to create accounting batches in BEN Financials.
- **Refreshed nightly:** Concur Expense detail and Standard Accounting Extract (SAE) data are refreshed nightly every day, following the completion of Concur Expense batch processing. Due to the timing of the file transfer from Concur and subsequent processing, the data in the Warehouse is likely to be a full day behind the information available in the Concur Expense transactional system.
- **Data tables/elements:** See *Table* to obtain the explanation, common uses, primary keys, indexed data elements, and related tables for a table. See *Elements* to obtain the definition, list of values, formats, and not null values for each data element in the table. For more information <http://www.upenn.edu/computing/da/dw/travelexp/tables.html>.
- **Universe Diagram:** The Travel and Expense Management BusinessObjects universe provides access to the Concur Expense detailed data, as well as Standard Account Extract (SAE) information. Note that the Concur detail and SAE data are not joined together and should not be

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used together in the same query. Concur Expense detail relationships are described in the diagram - <http://www.upenn.edu/computing/da/dw/travelexp/TravelExp.html> .

TEM DATA COLLECTION TIPS & TRICKS

- **Expense report data are stored in different tables** reflecting different levels of detail or status:
 - **CT_REPORT** contains expense report header information
 - For line-level detail, refer to **CT_REPORT_ENTRY**
 - To view summary report information as it was loaded to BEN Financials, refer to **TEM_SAE_DETAIL**
- **ORG security** applies to the expense detail data in CT_REPORT, CT_REPORT_ENTRY, CT_ALLOCATION and other tables various ways:
 - **Cost Object ORG** and **Resp ORG**: Refers to the Organization segment of the account mapped to the Cost Object (or funding source). The Resp ORG is responsible for managing the Fund used in the Cost Object.
 - **Person Home ORG** is the organization responsible for managing the employee traveler's PennWorks record. Keep in mind that Concur also processes student travel expenses, and the Home ORG may be null for those records (unless the students are also employees).
- **Processing status**: The *TEM expense detail tables* contain information about expense reports at all levels of processing, including reports that have not yet been submitted or approved for payment. The SAE table only includes records for reports that have been fed to BEN Financials for accounting. **To pull matching data** from the TEM detail, SAE and GL Detail data you'll need to take into account the processing payment date from Concur, the SAE batch date, as well as the BEN transaction date.

FOR ADDITIONAL HELP WITH TEM DATA COLLECTION

- For **corporate reports** involving Travel and Expense Management data, see http://www.upenn.edu/computing/da/dw/travelexp/corporate_reports.html.
- Write to da-staff@isc.upenn.edu.