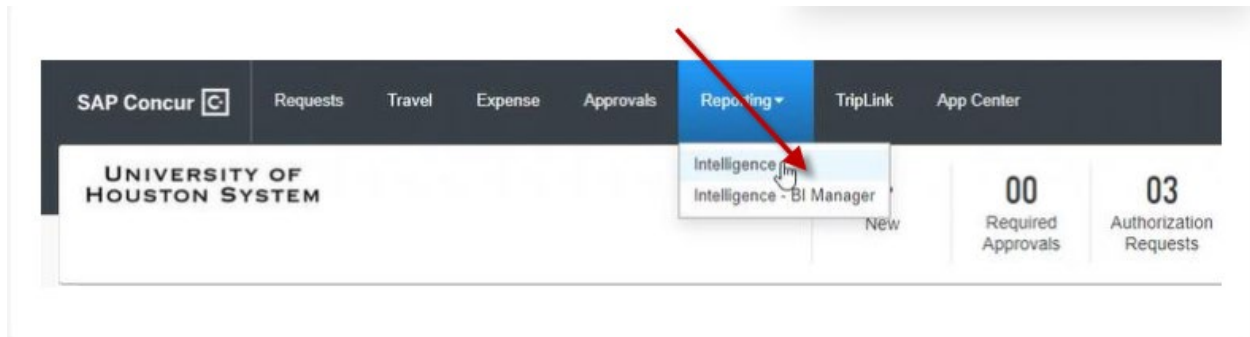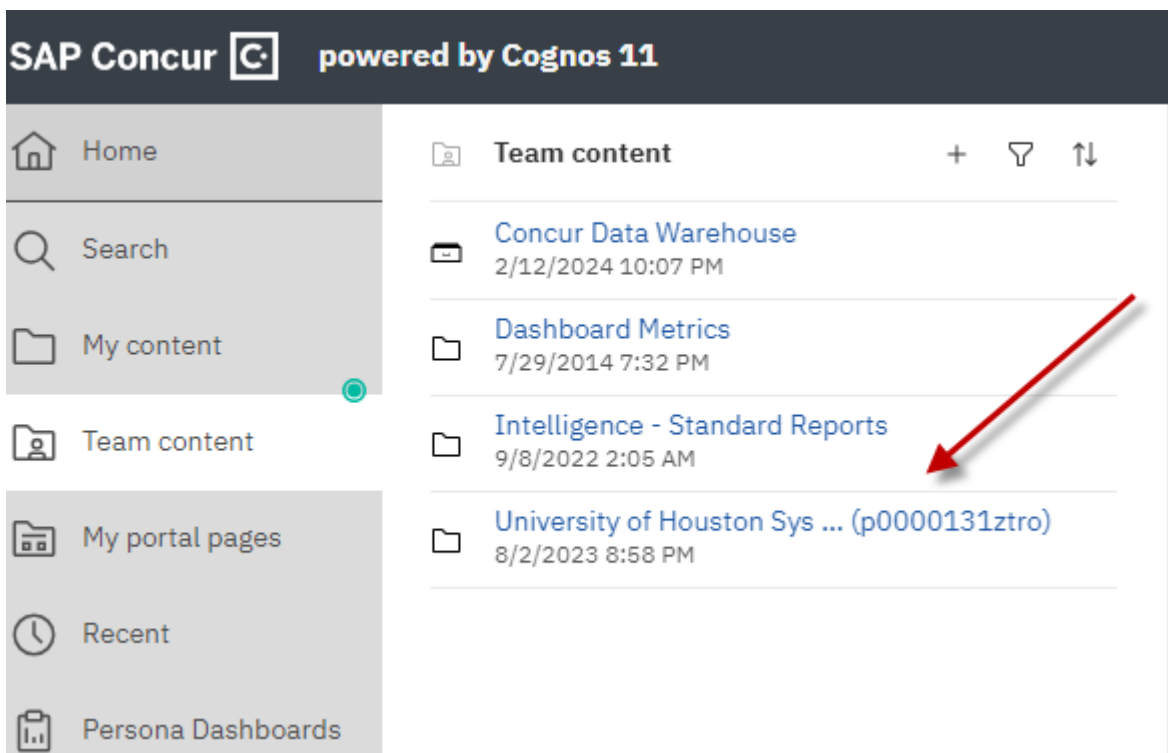# How to Run Expense Report Processing Metrics Report

1. Go to Reporting – Intelligence

2. Go to Team Content – University of Houston System

3. Go to Consultative Intelligence (Managed Reporting)

4. Click "Expense Report Processing Metrics"

⌂	Home	← ⌷ > ...⌷ > **Consul ... porting)** + ▽ ↕	
🔍	Search	🗀 Drafts 11/21/2023 4:42 AM	
🗀	My content	🗀 Previous Versions 7/7/2016 6:36 PM	
	●		
👤🗀	Team content	🗀 UH Clear Lake 6/27/2023 3:21 PM	
🖿	My portal pages	📋 A/P Processor Performance 2/26/2024 1:32 PM	
🕐	Recent	📊 Cash Advance Report v1.4 3/28/2023 9:31 PM	
📊	Persona Dashboards	📋 College/Division Bursting list 8/16/2023 2:21 PM	
		📋 Credit Card Program - U ... & Unapproved 10/27/2023 2:47 PM	
		📊 Custom Burst 1000 Record 1/27/2023 1:41 PM	
		📊 Custom Concur Users Report 2.0 6/14/2023 10:00 PM	
		📋 Employee Activity Report 3/14/2024 2:07 PM	
		📊 Employee Details (w/campus prompt) 3/8/2024 10:03 PM	
		📋 Employee Roles w/Active Status 10/10/2023 5:49 PM	
		📋 Expense Email Preferences 1/19/2024 7:58 PM	
		📊 Expense Report Processing Metrics 2/26/2024 2:39 AM	

5. Select the time frame, check Dept Travel Card and UH and then click "Finish:

Expense Report Metrics - Prompts

Prompt Selection -	
First Submit Date(s):	**From:** * Jan 1, 2024 📅⌄ **To:** * Mar 31, 2024 📅⌄

Optional Prompt Selection -	
Emp Group/Campus:	☑ **Dept Travel Card** ☑ **UH** ☐ **UHCL** ☐ **UHD** Select all Deselect all
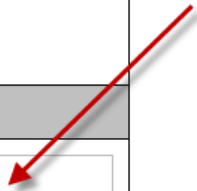
Cancel	Finish

6. Run report as Excel format or PDF format
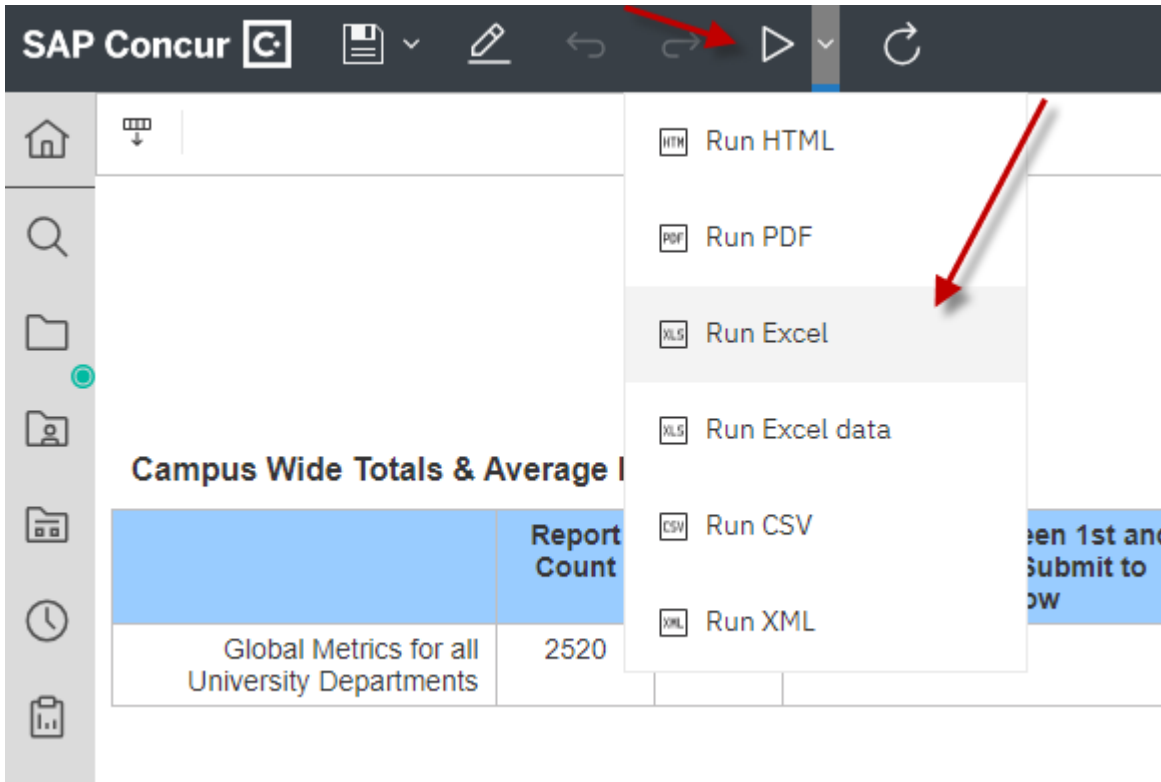
7. From the "Summary" worksheet of this report you will be able to see how many reports processed/Sent back by AP Travel and the turnaround time in AP queue, the report is generated by departments.

Report Processing Metrics

Report Status = Approved or Sent Back to Employee

First Submit Date(s): Between Jan 1, 2024 and Mar 31, 2024

Employee Group/Campus(s): Dept Travel Card, UH

Campus Wide Totals & Average Day Counts

	Report Count	Sent Back	Avg Days between 1st and Final Report Submit to Workflow	Average Days between Final Submit to Workflow and Sent for Payment	Average Days between End Date and Processor Start Date	Avg Days between 1st Submit to Workflow and Sent for Payment	Average Days between End Date and 1st Submit to Workflow	Average Days between Final Submit to Workflow and Processor Start	Average Days in Processor Queue
for all University Departments	2520	1326	5.25	3.93	30.55	9.12	30.08	1.95	2.00

Department Level Metrics

Department	Report Count by Dept	Total Sent Back by Dept	Avg Days between 1st and Final Report Submit to Workflow	Average Days between Final Submit to Workflow and Sent for Payment	Average Days between End Date and Processor Start Date	Avg Days between 1st Submit to Workflow and Sent for Payment	Average Days between End Date and 1st Submit to Workflow	Average Days between Final Submit to Workflow and Processor Start	Average Days in Processor Queue

8. Expense report details can be found at second worksheet "Detail_2"

Department	Employee	Employee ID	Report Name	Report ID	Created Date	Travel Start Date (Custom 3)	Travel End Date (Custom 4)	Approval Status	Total Report Amount (rpt)	Ever Sent Back	Sent Back @ Process	First Submitted Date	Last Submitted Date	Day Count (1st - Last Submit)	Process
H0001 PRESIDENT	Johnson, Michael Michael	8003294	Johnson, M WashingtonDC 01172	B5055E1DBE0247138DF5	Jan 24, 2024	Jan 17, 2024	Jan 20, 2024	Approved	1,283.25	Yes	2	Feb 8, 2024	Mar 6, 2024	27	Feb 2
H0001 PRESIDENT	Nguyen, Mary Dung	0086723	Johnson.M.WashingtonDC.01172	619604CD74604CA494A0	Feb 2, 2024	Jan 17, 2024	Jan 20, 2024	Approved	866.14	No	0	Feb 2, 2024	Feb 2, 2024	0	Feb 6
H0001 PRESIDENT	Nguyen, Mary Dung	0086723	Johnson.WashingtonDC.011724	AB6EBCC67CE54B4A9BBC	Jan 29, 2024	Jan 17, 2024	Jan 20, 2024	Approved	646.19	No	0	Jan 29, 2024	Jan 29, 2024	0	Jan 3
H0002 INTERCOLLEGIATE ATHLET	Bauman, Jason D	8020686	Bauman, J Houston 032123	7E1B0C18A6CA4F3883D7	Jan 26, 2024	Mar 21, 2023	Mar 22, 2023	Approved	244.40	No	0	Jan 26, 2024	Jan 26, 2024	0	Jan 2
H0002 INTERCOLLEGIATE ATHLET	Blocker, Haleigh M	8020347	Blocker, H Waco, TX 022324	00569E9772474938AF4F	Feb 27, 2024	Feb 23, 2024	Feb 24, 2024	Sent Back to Emplo	105.25	Yes	0	Feb 27, 2024	Mar 6, 2024	8	Mar
H0002 INTERCOLLEGIATE ATHLET	Chizer, DeJuena Marie	0085367	Chizer, D Dallas, TX 012524	B262F948929542BC8E61	Jan 29, 2024	Jan 25, 2024	Jan 26, 2024	Approved	504.34	No	0	Jan 29, 2024	Jan 29, 2024	0	Feb
H0002 INTERCOLLEGIATE ATHLET	Chizer, DeJuena Marie	0085367	Chizer, D Las Vegas 120423	315D2966BEC54D38B4B9	Jan 16, 2024	Dec 4, 2023	Dec 5, 2023	Approved	1,115.35	Yes	0	Jan 16, 2024	Jan 31, 2024	15	Feb 1
H0002 INTERCOLLEGIATE ATHLET	Economon, Anna	aeconom2	EconomonA Arlington 113023	AF7F386B873243908FF5	Feb 2, 2024	Nov 30, 2023	Dec 3, 2023	Approved	314.70	No	0	Feb 2, 2024	Feb 2, 2024	0	Feb
H0002 INTERCOLLEGIATE ATHLET	Finn, Bradley	8015396	Finn, B Frisco 121123	B7F4E72C02C74E6CA94A	Jan 12, 2024	Dec 11, 2023	Dec 13, 2023	Approved	976.25	Yes	2	Feb 2, 2024	Feb 29, 2024	27	Feb 5
H0002 INTERCOLLEGIATE ATHLET	Finn, Bradley	8015396	Finn,B DaytonaBeach 012124	C2D42B0C62EC47CF9A2C	Feb 1, 2024	Jan 21, 2024	Jan 26, 2024	Approved	2,161.90	No	0	Feb 2, 2024	Feb 2, 2024	0	Feb
H0002 INTERCOLLEGIATE ATHLET	Franklin, Alvin R	8022002	Franklin, A Fort Worth 011224	1C2A53AF3F4641CEB521	Mar 1, 2024	Jan 12, 2024	Jan 13, 2024	Approved	1,617.08	Yes	1	Mar 4, 2024	Mar 8, 2024	4	Mar
H0002 INTERCOLLEGIATE ATHLET	Franklin, Alvin R	8022002	Franklin, A Manhattan 102723	48A7136F29034128B73D	Dec 19, 2023	Oct 27, 2023	Oct 28, 2023	Approved	842.12	Yes	2	Jan 9, 2024	Jan 24, 2024	15	Jan 1
H0002 INTERCOLLEGIATE ATHLET	Franklin, Alvin R	8022002	Franklin, A Orlando 112423	DCE52BBD17054CD58E4C	Dec 22, 2023	Nov 24, 2023	Nov 25, 2023	Approved	320.39	No	0	Jan 9, 2024	Jan 9, 2024	0	Jan
H0002 INTERCOLLEGIATE ATHLET	Franklin, Alvin R	8022002	Franklin, A, Dallas, 012424	09263C6B1F8F470589F2	Feb 1, 2024	Jan 24, 2024	Jan 25, 2024	Approved	369.92	Yes	0	Feb 5, 2024	Mar 15, 2024	39	Mar 1
H0002 INTERCOLLEGIATE ATHLET	Franklin, Alvin R	8022002	Franklin,A Provo 012224	184BB17A8DCD426E840A	Feb 13, 2024	Jan 22, 2024	Jan 23, 2024	Approved	5,062.76	Yes	0	Feb 26, 2024	Mar 12, 2024	15	Mar 1