



SAP Concur: Budget Dashboards

Review Funding Balance - Participants

Access Concur Using Your Zintellect Account

The image shows two versions of the Zintellect application interface. The top version is a desktop view with a dark blue header containing the Zintellect logo (with the tagline 'climb higher') on the left and 'powered by ORAU' on the right. Below the header is a navigation bar with links for 'Opportunity Catalog', 'About', 'Help', 'Login', and 'Register'. The bottom version is a mobile view where the navigation bar is condensed into a hamburger menu icon on the right side of the header.

zintellect
climb higher

powered by
ORAU

Opportunity Catalog About Help Login Register

Opportunity

Open the Zintellect application and select Login to enter your User ID and password.

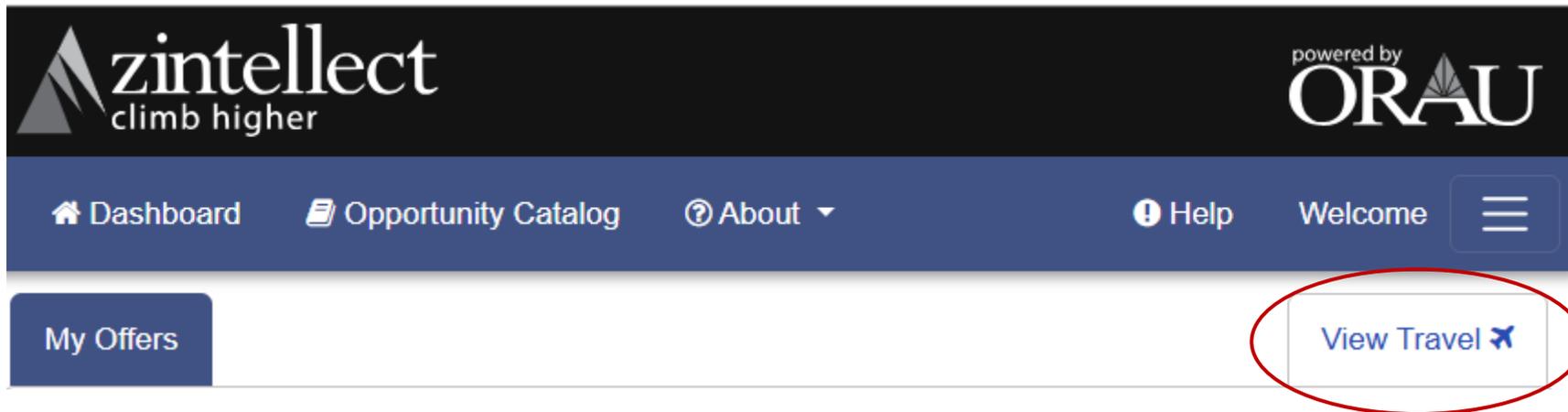
The Help, Login and Register options are condensed to a menu when the viewing screen is narrowed.

Contact ORAU if assistance is needed.

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Access Concur Using Your Zintellect Account

On the Zintellect Dashboard, click the *View Travel* button to review active requests and to access Concur.



Review Active Travel Requests / Access Concur

Participant Travel

Concur Login ID: 000 [redacted] z@orau.travel
[Go to Concur](#)

Request Report | Expense Report

Enter Keyword

Click here for more information about this trip

Previous 1 Next

Report Name	Start Date	End Date	Approved Expense	Approved Status	Actions
Dallas, TX 1/25-28/21	1/25/2021 12:00:00 AM	1/28/2021 12:00:00 AM	\$1509.00	Approved	
Testing for [redacted]	11/7/2021 12:00:00 AM	11/13/2021 12:00:00 AM	\$1972.00	Not Submitted	
Washington DC 1/17/21-1/21/21	1/17/2021 12:00:00 AM	1/21/2021 12:00:00 AM	\$2885.40	Approved	

10 1 to 3 of 3

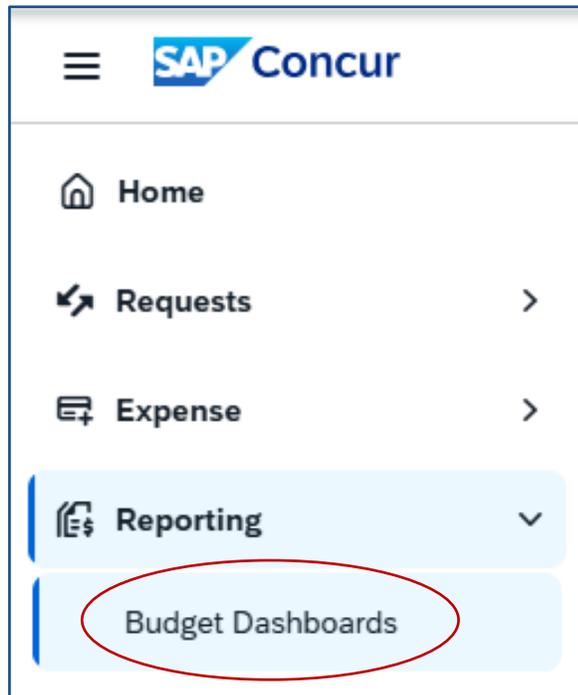
Previous 1 Next

[Concur Travel Dashboard](#)

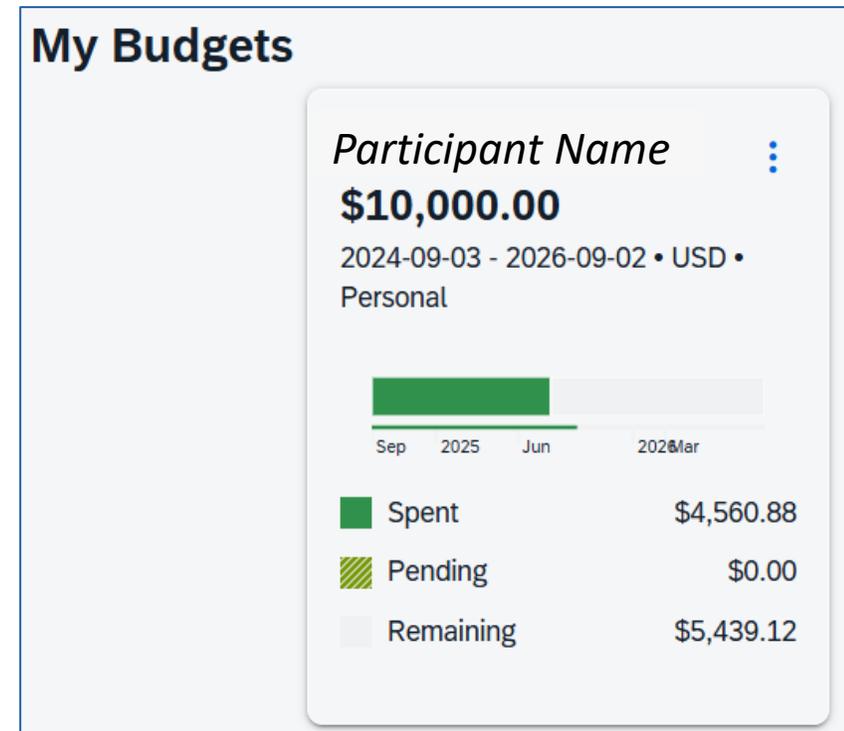
Click to access the Concur Travel module.

Open the Budget Dashboard

Select *Budget Dashboard* from the home screen menu.



A summary of budget activity will open.



Budget Summary Components

- Participant name

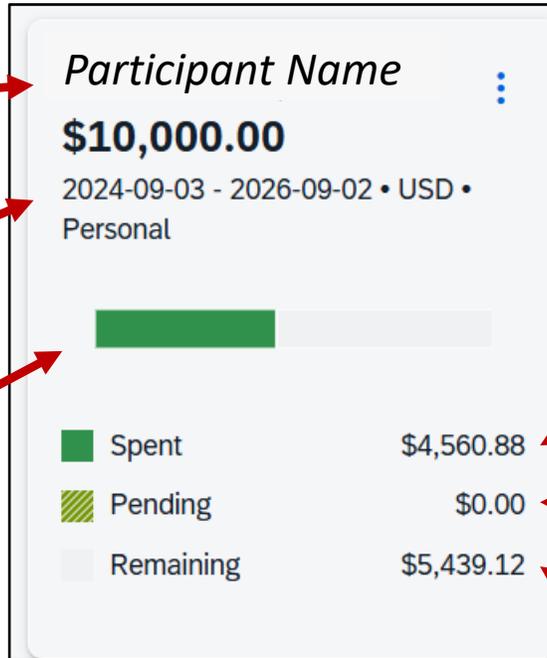
Confirm that you are reviewing the correct budget

- Budget dates

The budget start date is the original appointment date. Renewals are reflected by the end date.

- Timeline

Hover over the timeline to view the completion status of the appointment date range.



Budget amounts are cumulative. They reflect activity from the original appointment start date.

- Spent

Approved expense report totals

- Pending

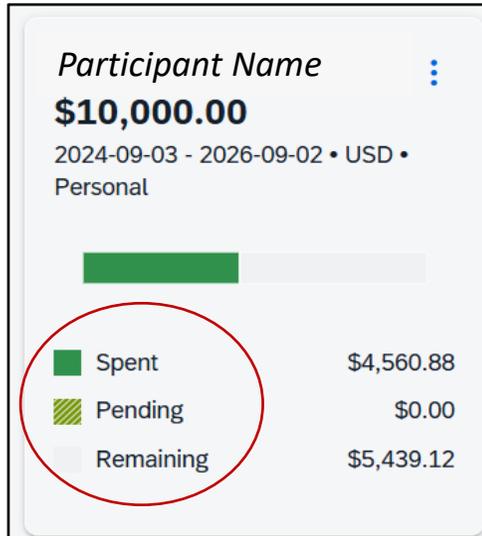
Total amount for approved requests and active expense reports. (Amounts are released after the expense report is approved and the request is closed.)

- Remaining

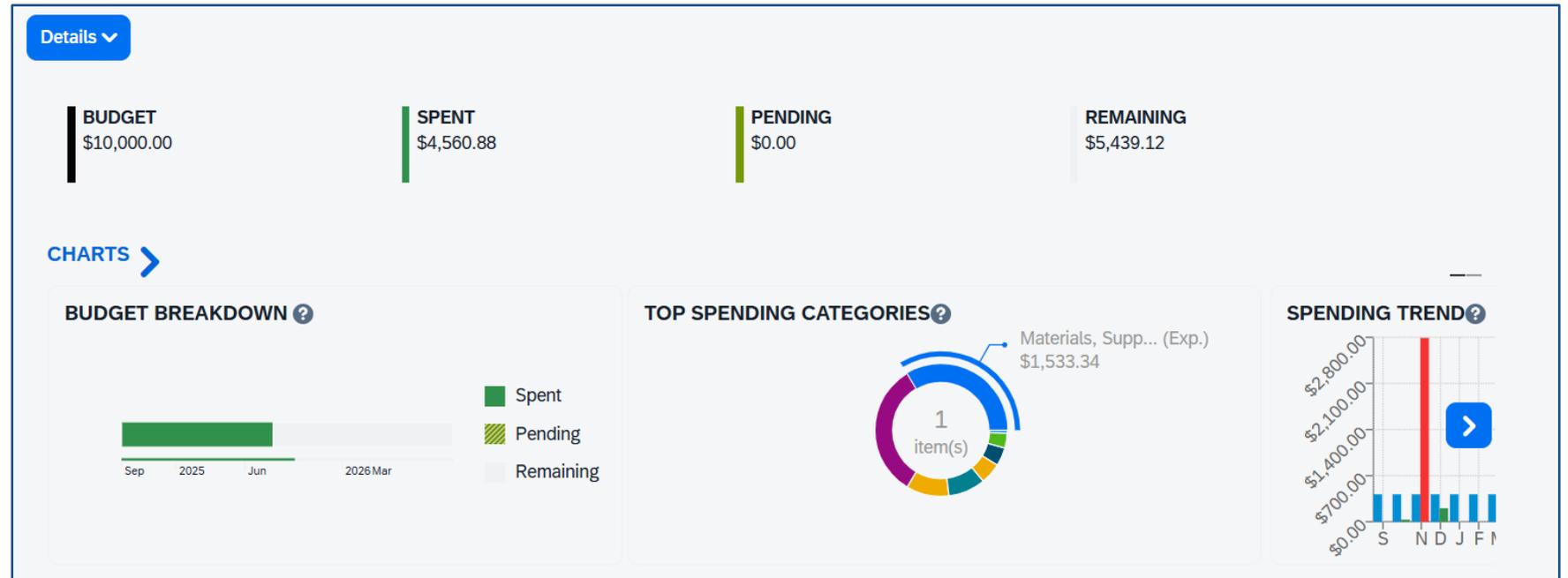
Amount available for upcoming requests



Charts, Graphs and Spreadsheets



Several options are available to review how funds are being utilized. Select a budget status to open the charts and graphs page. Details can also be downloaded to a MS Excel spreadsheet using the Export feature.





Questions?

Contact your ORAU program team if you have questions.

- ARL-RAP: ARLFellowship@orau.org
- NPP: NPPTravel@orau.org

For general questions regarding travel policies, visit the ORAU Travel Center website and review the travel policy guide. (orau.org/travel-central)

- [ORAU Travel Center - For ORAU Research Participants](#)