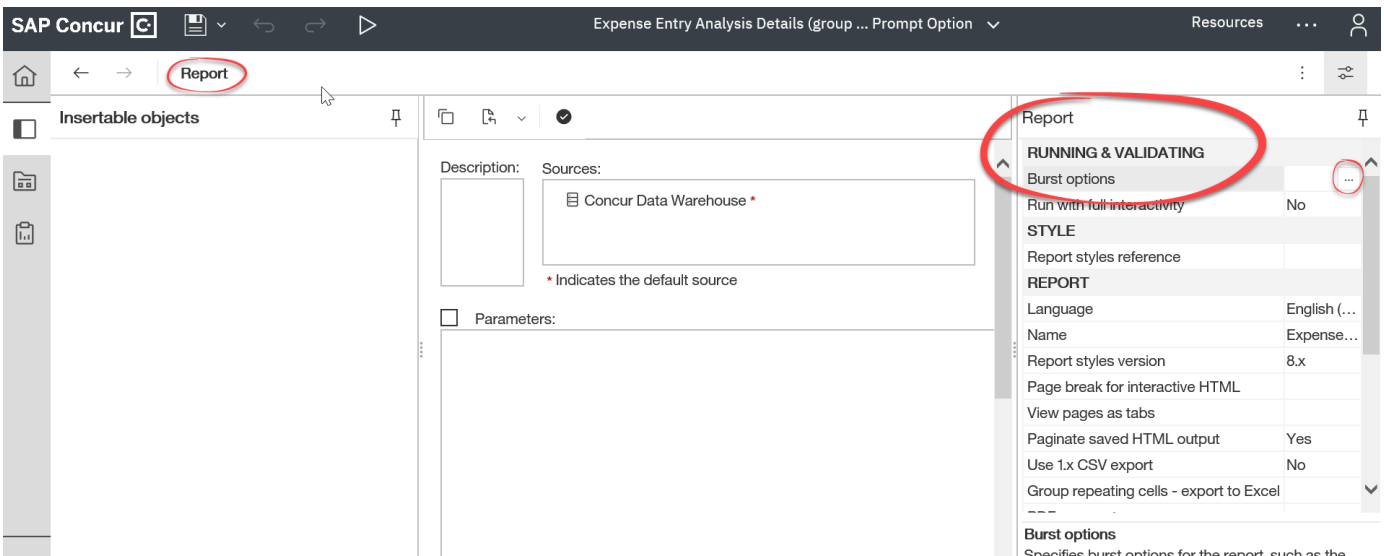


How to set up and run burst reports

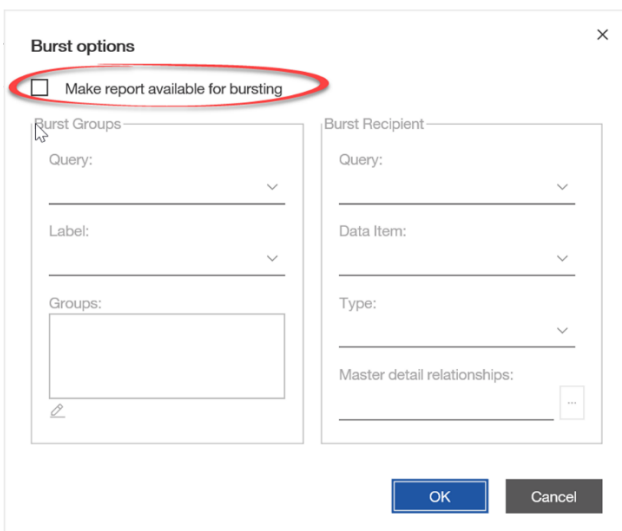
The first step to setting up your burst is to enable it for bursting. When creating your report, be sure to include a unique identifier for the burst recipient, their email address, and a label for the output.

How to setup your report for bursting:

1. On the main Report page, under the **Report** menu, select the ellipsis (...) next to **Burst Options** under the **Running & Validating** section.



2. Select **Make report available for bursting**.



Burst groups settings:

The Burst Groups side of the Burst Options determines how the report will be broken.

1. In the **Burst Groups** section, in the **Query** drop down menu, select the query containing the burst information.
2. From the **Label** drop down menu, select the field associated to how you want your burst output to appear. For example, if bursting to Employee, you would want to select Employee.

Burst options

- Make report available for bursting

Burst Groups

Query: ▼


Query

Label: ▼

Employee

Groups:



3. Under the **Groups** box, click **Edit** button 
4. Drag the Unique identifying data item from the left, drop it onto the **Groups** folder on the right, For example, if bursting on Employee, you would want to use the Employee ID.

Grouping & sorting - Query ✕

Data items:

- Employee
- Employee ID
- Expense Type
- Report Name
- Transaction Date
- Payment Type
- Vendor
- City/Location
- Sent for Payment Date

Groups:

- ▼ Groups
 - Employee ID
 - Sort list

↕ ⊖ ⬆ ⬇

OK
Cancel

5. Click **OK**.

Burst recipient settings:

The Burst Recipient side of the Burst Options determines who will receive the report.

1. In the **Burst Recipient** section, in the **Query** dropdown menu, select the **Query** that contains the Recipient details.
2. From the **Data Item** dropdown menu, select **Appropriate Email Address**.
3. From the **Type** dropdown menu, select **Email Addresses**, and then click **OK**.
4. Click **Ok**. **Save** the report.

Burst Recipient

Query: ▼

Query

Data Item: ▼

Employee E-mail Address

Type: ▼

Email addresses

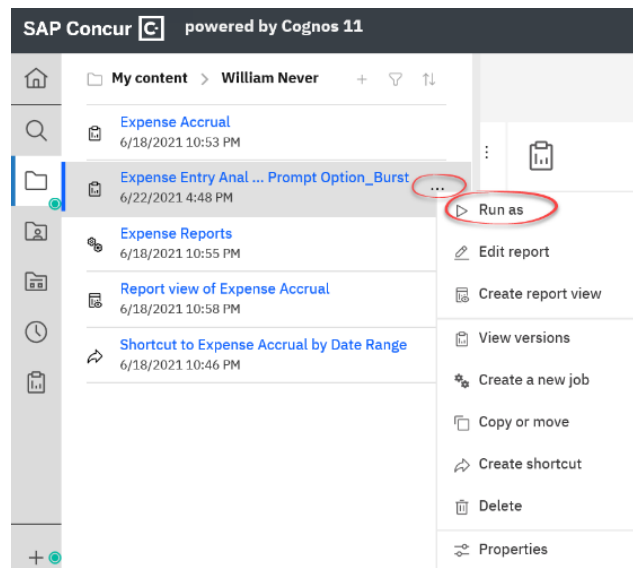
Master detail relationships: ⋮

OK
Cancel

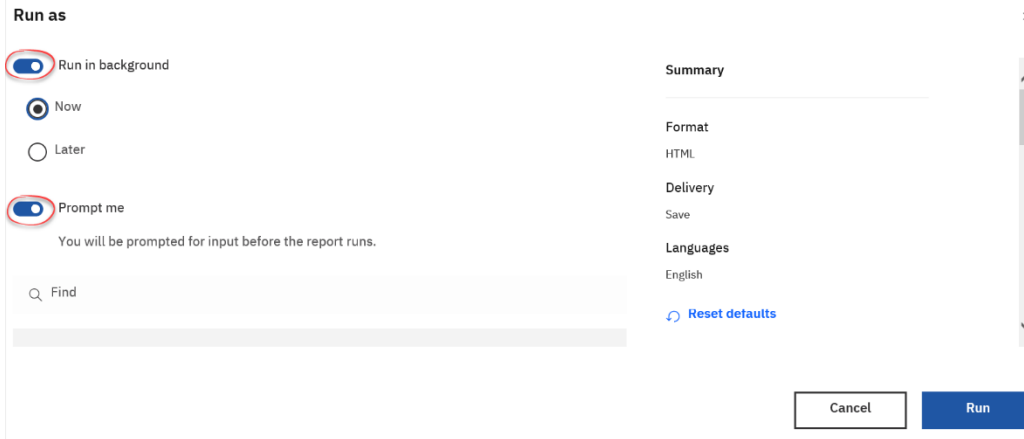
How to run your bursted report:

Once you have set the report up to burst, follow the below instructions to run the report on an as needed basis.

1. In Cognos Connection, find the previously created report, and then click the **ellipsis (...)** and click on **Run As**.



2. Select Run in background and Prompt me.



Run as

Run in background

Now

Later

Prompt me
You will be prompted for input before the report runs.

Find

Summary

Format
HTML

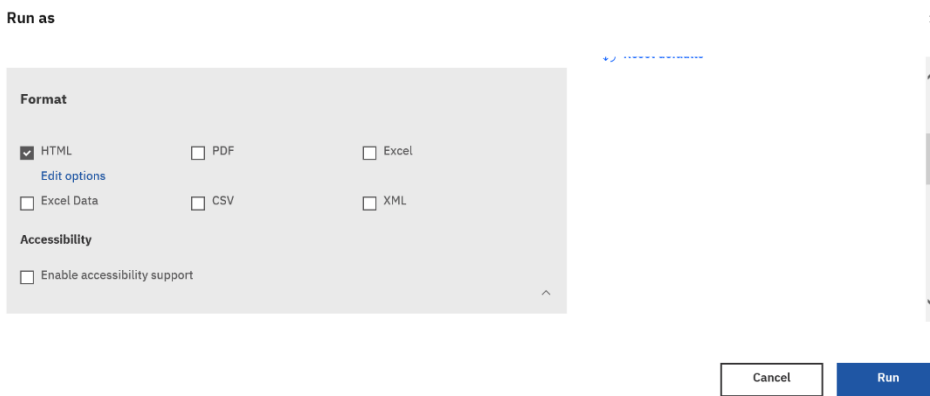
Delivery
Save

Languages
English

[Reset defaults](#)

Cancel Run

3. In the Format section, select the desired report output format.



Run as

Format

HTML PDF Excel

[Edit options](#)

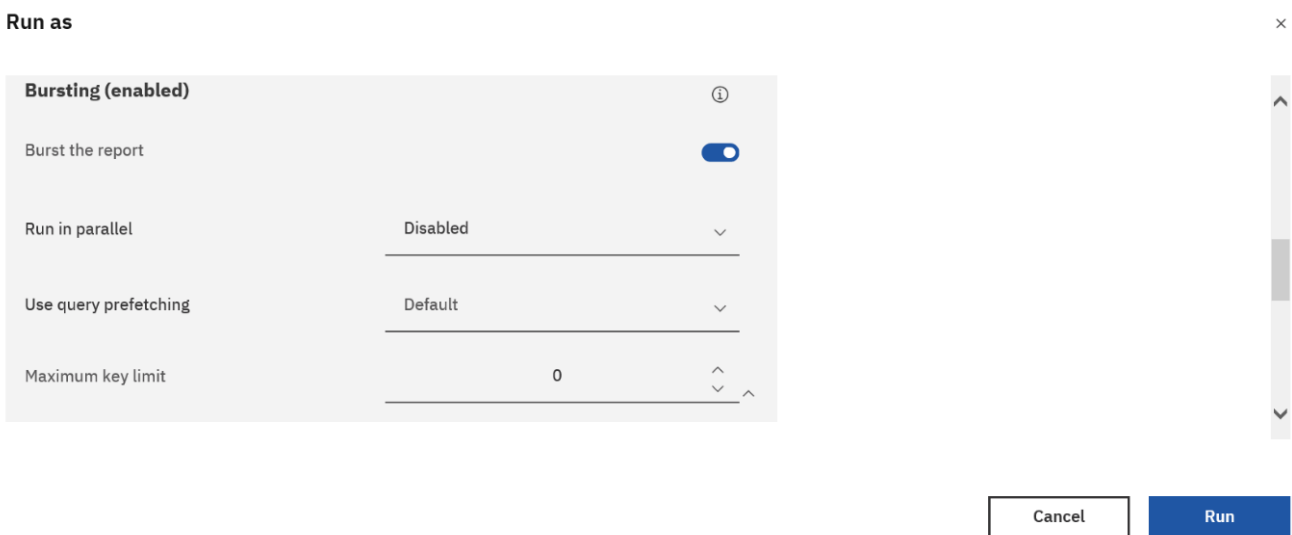
Excel Data CSV XML

Accessibility

Enable accessibility support

Cancel Run

4. In the **Bursting** section, select **Burst the report**. Set the values for **Run in parallel**, **Use query prefetching**, and **Maximum key limit**. *Note: The default value for **Run in parallel** is **disabled**, so burst reports will run sequentially in one process, which takes more time. The **Use query prefetching** functionality is applicable to dynamic query mode relational models only. When enabled, the burst report outputs are produced much faster because the queries run in parallel with the report rendering. A **Maximum key limit** value of 0 sets no limit on this parameter.*



Run as

Bursting (enabled)

Burst the report

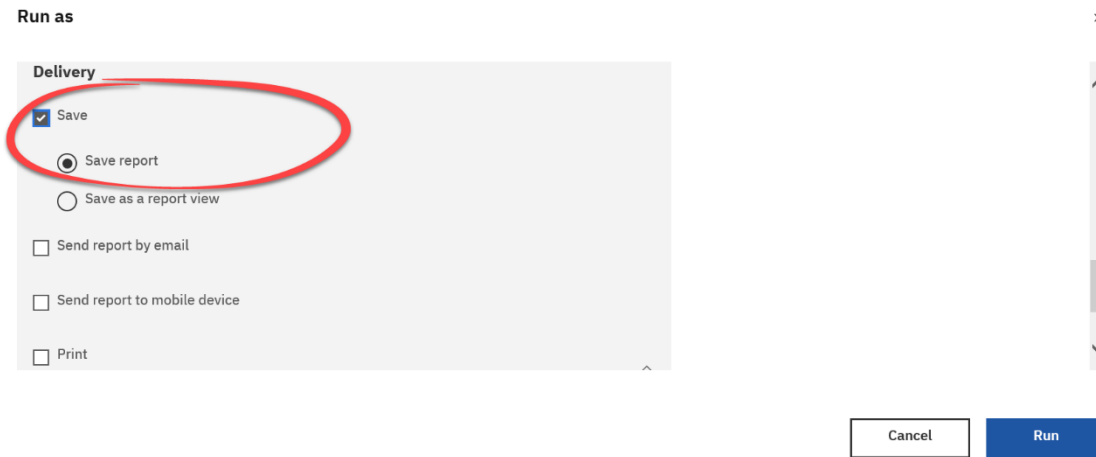
Run in parallel Disabled

Use query prefetching Default

Maximum key limit 0

Cancel Run

5. In the **Delivery** section, verify that **Save** is selected.



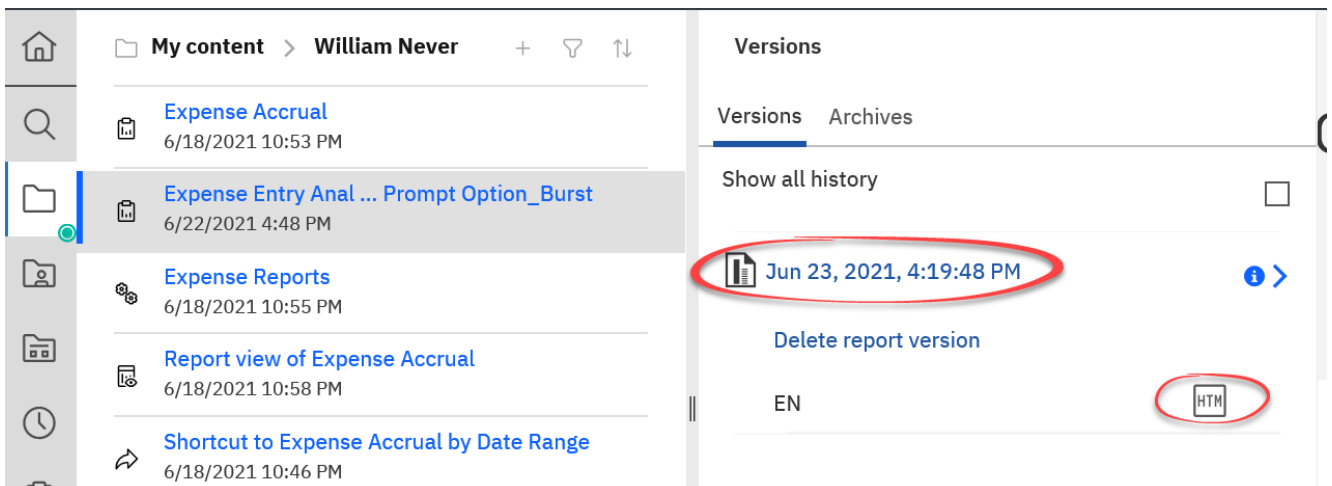
6. Click **Run**.

7. If the **Prompt Page** appears, select the desired prompts.

8. On the Cognos Connection main screen, click **Refresh**.

9. Navigate back to the report, and then click the **ellipsis (...)** and click on **View versions**.

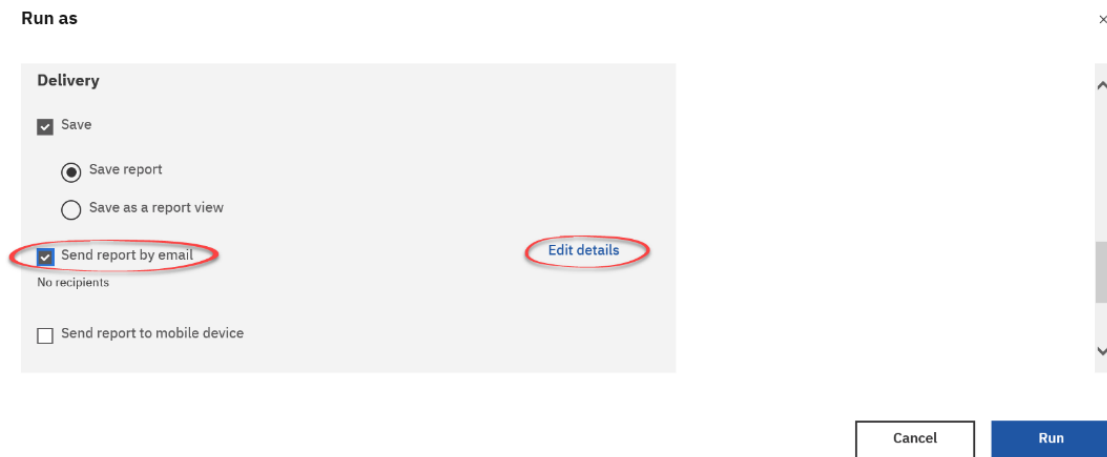
10. Click on the **version** you want to view, then click on the **output icon** in the lower right-hand corner.



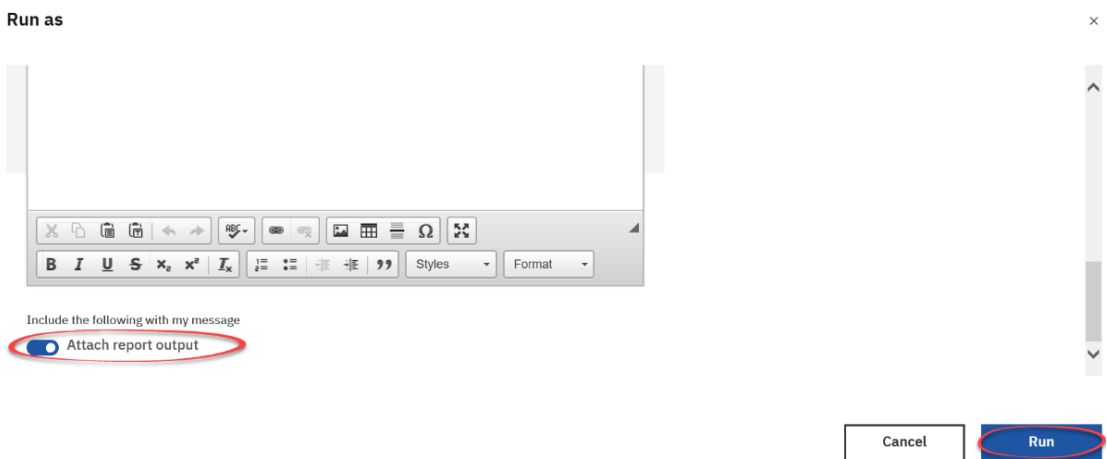
To email the report outputs:

If you would like to email the report, before clicking on **Run (step 6 above)** follow the below steps. If testing the output, it is recommended to *not* email the report.

1. In the **Delivery** section, click on the check box next to **Send report by email**. Click on **Edit Details**.



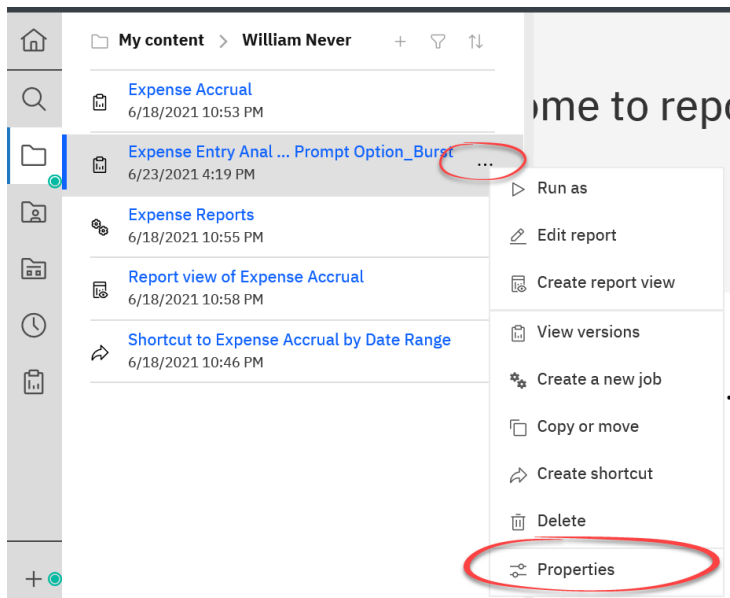
2. From here you can customize the subject and email message.
3. Enable **Attach report output**.
4. Click **Run**.



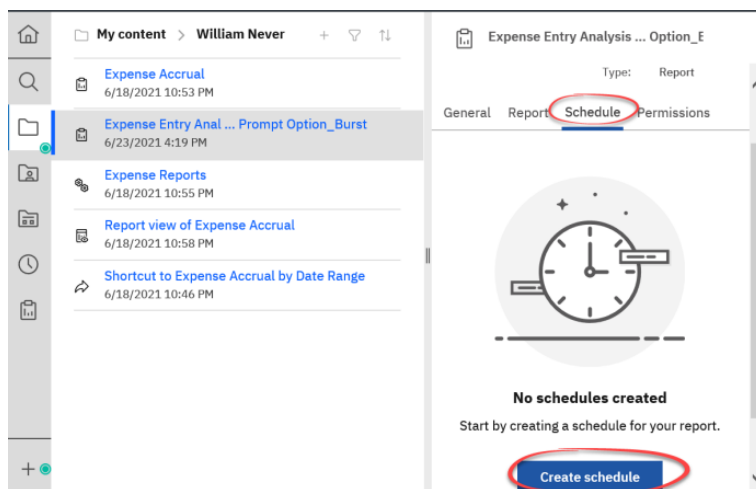
How to schedule your bursted report:

If your burst enabled report does not require you to change the prompt options each time you run it, you can follow the below steps to schedule the report.

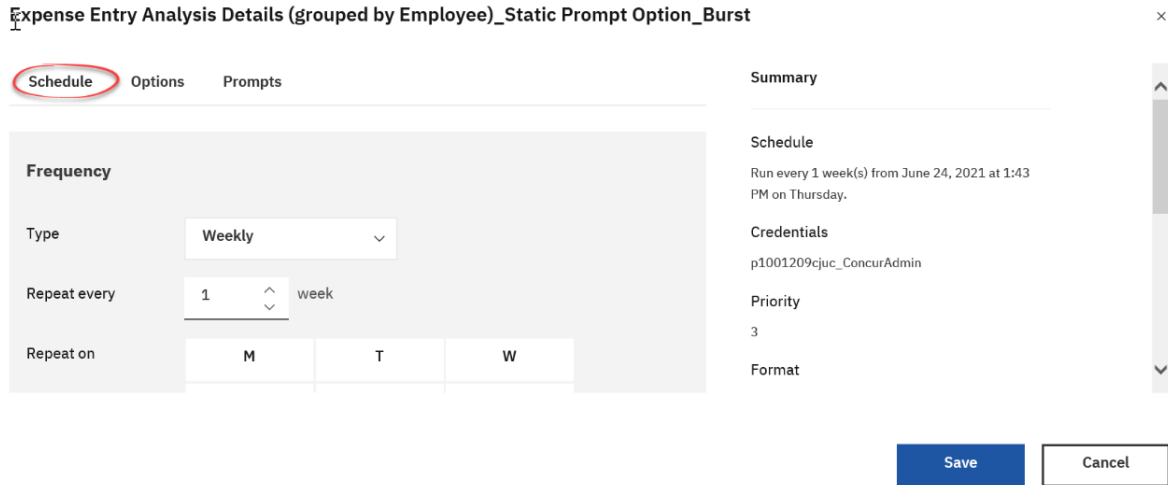
1. In Cognos Connection, find the previously created report, and then click the ellipsis (...) and click on **Properties**.



2. Click on **Schedule**. Click on **Create schedule**.



3. Under the **Schedule** tab, complete the **Frequency** section to set-up how often you would like the report to run.



Expense Entry Analysis Details (grouped by Employee)_Static Prompt Option_Burst

Schedule Options Prompts

Frequency

Type: Weekly

Repeat every: 1 week

Repeat on: M T W

Summary

Schedule
Run every 1 week(s) from June 24, 2021 at 1:43 PM on Thursday.

Credentials
p1001209cjucc_ConcurAdmin

Priority
3

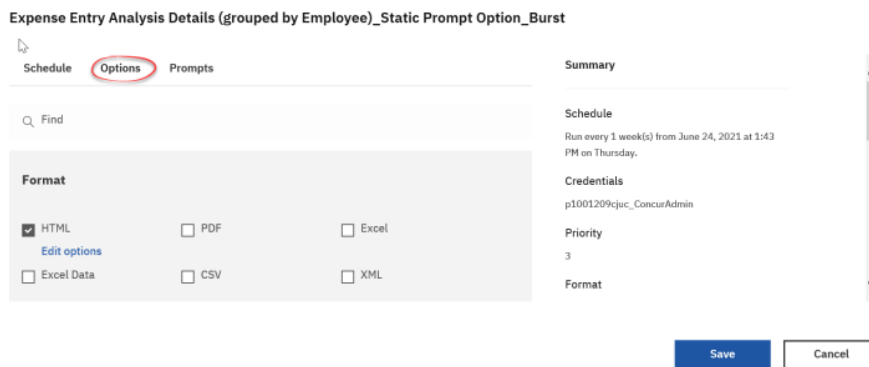
Format

Save Cancel

4. Under the **Options** tab, complete the **Format, Bursting, and Delivery** sections. In the **Format** section, select the desired report output format. In the **Bursting** section, select **Burst the report**. Set the values for **Run in parallel**, **Use query prefetching**, and **Maximum key limit**.

*Note: The default value for **Run in parallel** is **disabled**, so burst reports will run sequentially in one process, which takes more time.*

The **Use query prefetching** functionality is applicable to dynamic query mode relational models only. When enabled, the burst report outputs are produced much faster because the queries run in parallel with the report rendering. A **Maximum key limit** value of 0 sets no limit on this parameter. In the **Delivery** section, check the appropriate box under and set up accordingly. If sending the report by email, click **Send report by email**. Click on **Edit Details**. From here you can customize the subject and email message. Be sure to enable **Attach report output**, then click **Save**.



Expense Entry Analysis Details (grouped by Employee)_Static Prompt Option_Burst

Schedule **Options** Prompts

Find

Format

HTML PDF Excel

[Edit options](#)

Excel Data CSV XML

Summary

Schedule
Run every 1 week(s) from June 24, 2021 at 1:43 PM on Thursday.

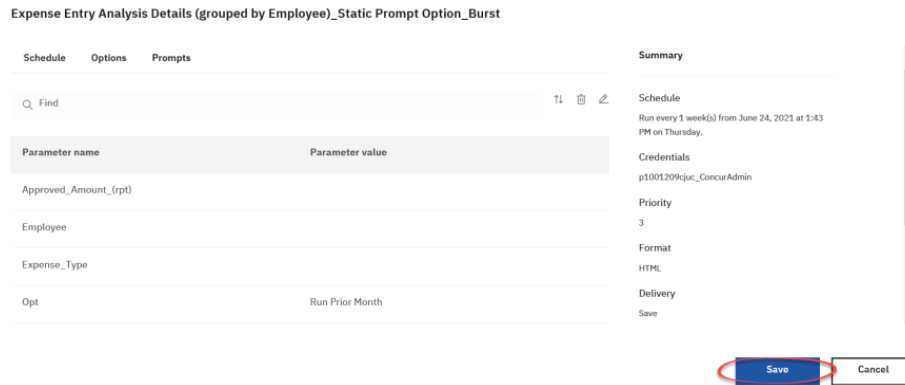
Credentials
p1001209cjucc_ConcurAdmin

Priority
3

Format

Save Cancel

5. Under **Prompts** tab, click on **Set Values**. Select values. Click **Finish**.
6. Click **Save**.



Expense Entry Analysis Details (grouped by Employee)_Static Prompt Option_Burst

Schedule Options Prompts

Q Find Tl [] []

Parameter name	Parameter value
Approved_Amount_(rpt)	
Employee	
Expense_Type	
Opt	Run Prior Month

Summary

Schedule
Run every 1 week(s) from June 24, 2021 at 1:43 PM on Thursday.

Credentials
p1001209cjuu_ConcurAdmin

Priority
3

Format
HTML

Delivery
Save

Save Cancel

For additional reporting resources, visit the [Reporting Hub](#) on SAP Concur Community.

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