SAP Concur C
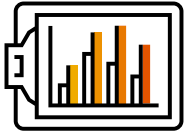
Analytics

Analytics is the buy-up reporting platform for SAP Concur located directly within your Concur T&E solution. The increased functionality in Analytics allows you to get a more customizable view of your data by editing, filtering, and personalizing your reports/dashboards, and provides the ability to schedule reports for distribution.
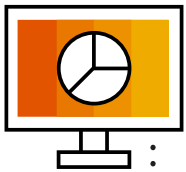
THE BEST RUN **SAP**

Why use it?

- See a consolidated view of your data in near real-time

- Personalize data views with interactive dashboards and reports

- Empower yourself and key stakeholders with the information needed to understand and impact the bottom line

- Manage spend proactively with alerts and reports delivered directly to inboxes

Best practices

- Reference the tile catalog to customize your dashboard view with the KPIs most useful for your organization.

- Schedule reports to be delivered on the cadence you choose to key stakeholders.

- Customize reports to meet your unique data needs.

- Add cost object tracking fields into reports to track spend by cost center.

- Collaborate with other users by sharing reports and dashboards.

Top reports

- **Expense Entry Analysis:** Allows for detailed investigation into processed spend. This report lists expenses including expense type, payment type, and amount. It can be filtered, grouped, or sorted to meet a wide variety of analytical needs.

- **Billed Transaction Reconciliation Details**: Provides a summary of company billed statement transactions to assist with reconciling credit card transactions.

- **Credit Card Transactions:** Lists all credit card transaction details imported into Concur Expense.

- **Invoice Accrual:** Allows for a detailed investigation into invoiced spend data.

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