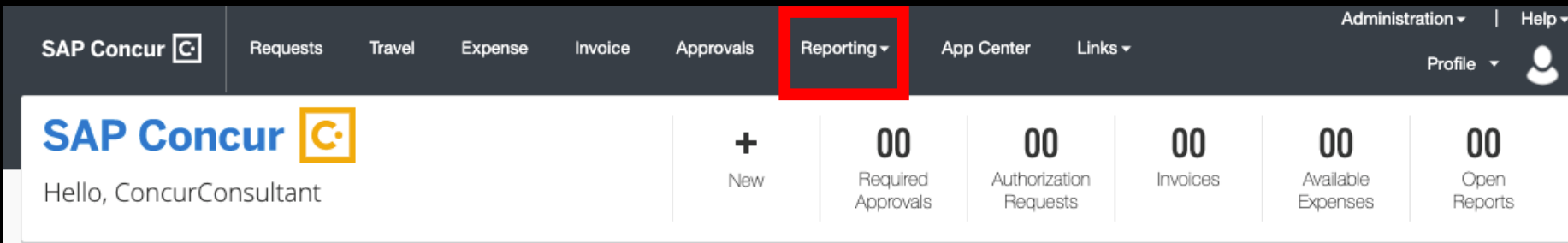


## Identify Your **Reporting** Platform: Analytics or Cognos

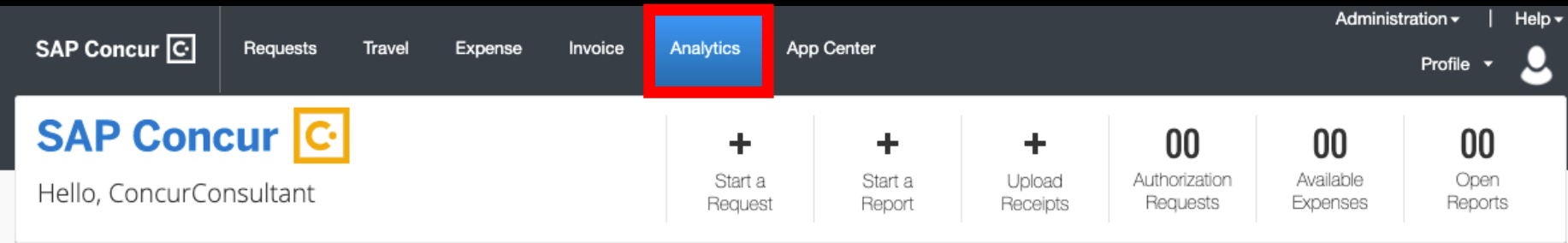
- Log into your site and you can view the navigation bar
- On the navigation bar you will see your reporting platform as “Reporting” or “Analytics”

**Cognos Reporting** – if you see “Reporting” then you have the Cognos reporting platform



The screenshot shows the SAP Concur navigation bar. The 'Reporting' menu item is highlighted with a red box. The navigation bar includes the SAP Concur logo, the text 'Hello, ConcurConsultant', and several dashboard widgets: '+ New', '00 Required Approvals', '00 Authorization Requests', '00 Invoices', '00 Available Expenses', and '00 Open Reports'. The top right corner contains 'Administration', 'Help', and 'Profile' options.

**Analytics Reporting** – if you see “Analytics” then you have the Analytics reporting platform



The screenshot shows the SAP Concur navigation bar. The 'Analytics' menu item is highlighted with a red box. The navigation bar includes the SAP Concur logo, the text 'Hello, ConcurConsultant', and several dashboard widgets: '+ Start a Request', '+ Start a Report', '+ Upload Receipts', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. The top right corner contains 'Administration', 'Help', and 'Profile' options.