

# *Spendtelligence*

## 10 data points hiding in plain sight within Concur

Spendtelligence means using your business data to gain key insights and then putting those insights to work. See what you can discover in your Concur data.



# You are collecting valuable business data within Concur. But are you putting it to work?

Every instance of Concur comes with reporting capabilities to give you better insight into how your company spends. And with Concur advanced reporting capabilities, we can even give you access to a reporting expert to help you build reports that uncover key metrics that can lead to big savings.

Take a look at insightful data points you might not have uncovered yet within Concur.



## DATA POINT 1

# Quickly uncover outstanding liabilities

**Report** | Expense Accrual

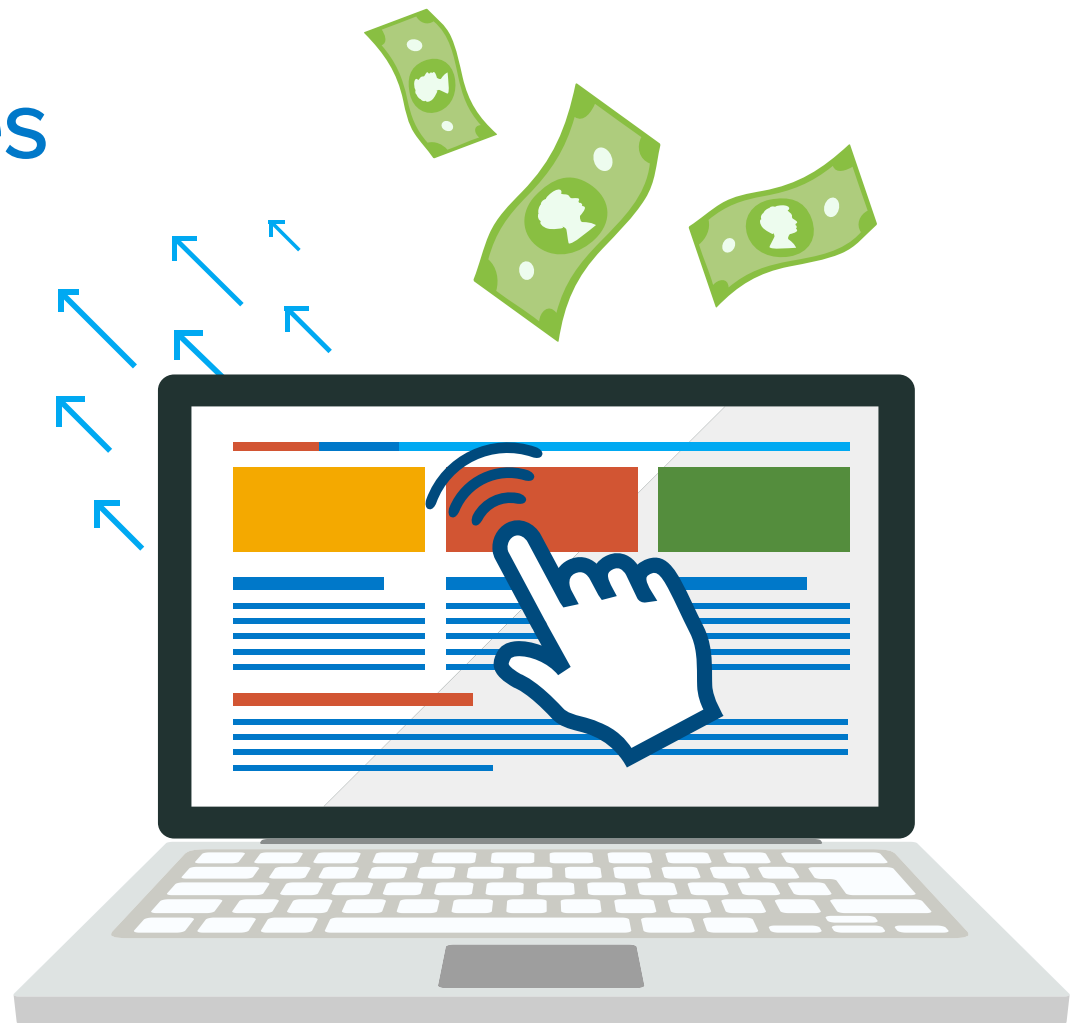
### What is it?

This report shows all transactions that have not been assigned to an expense report or have been assigned to an expense report that has not yet been paid.

### Why use it?

This report provides visibility to financial professionals within the organization regarding outstanding liabilities and potential future cash requirements.

**Availability:** This report is available to all clients with Concur Expense



## DATA POINT 2

# Analyze top exceptions

**Report** | Report Entry Exceptions

### What is it?

This report provides statistics around the exceptions that are captured at the expense entry level for selected years and exception types. The report output includes data only on submitted reports.

### Why use it?

Identify long-term trends around the types of exceptions that are being detected in submitted expenses. Use this information to help you confirm your Travel and Expense Policy is up to date. If you notice trends that don't qualify as exceptions, use this information to update your policy.

**Availability:** This report is available to all clients with Concur Expense



## DATA POINT 3

# Take advantage of negotiated hotel rates

**Report** | Hotel Expense Exceeds Negotiated Rate

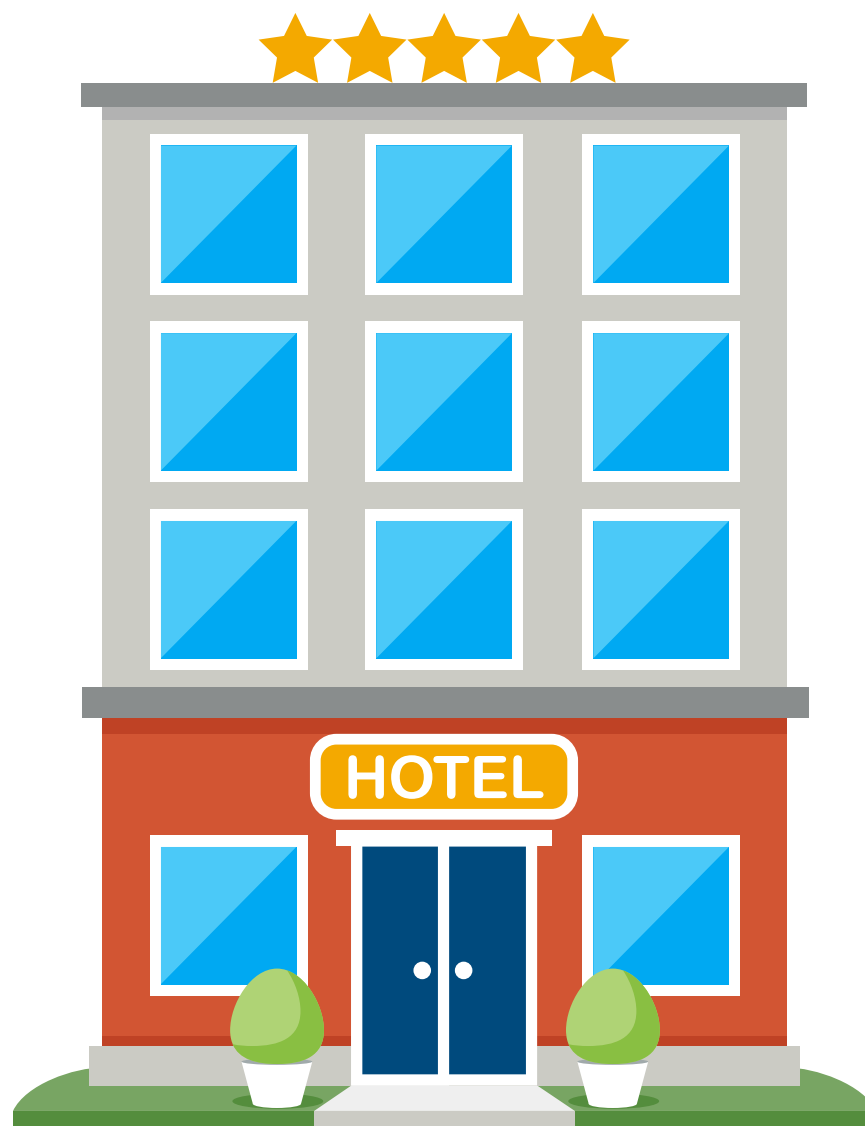
### What is it?

This report lists all hotel expenses sent for payment within a selected timeframe, for which the expense amount is greater than a negotiated rate in Concur Travel.

### Why use it?

Using this information an administrator can alert the company's travelers to be more aware of negotiated rates and contact the properties to ensure future savings and potentially to get credits.

**Availability:** This report is available within our Intelligence reporting package for Concur Travel and Expense clients.



## DATA POINT 4

# Negotiate payment terms with top vendors

**Report** | Top Invoice Vendor Spend – Detail

### What is it?

This report shows the vendors that have the highest total invoice spend with your organization.

### Why use it?

Use this information to negotiate terms and rates with vendors, and when possible, consolidated spending to certain vendors for even greater savings and negotiation power.

**Availability:** This report is available to all clients with Concur Invoice



## DATA POINT 5

# See who is approving reports without confirming validity

**Report** | Reports approved but receipts not viewed

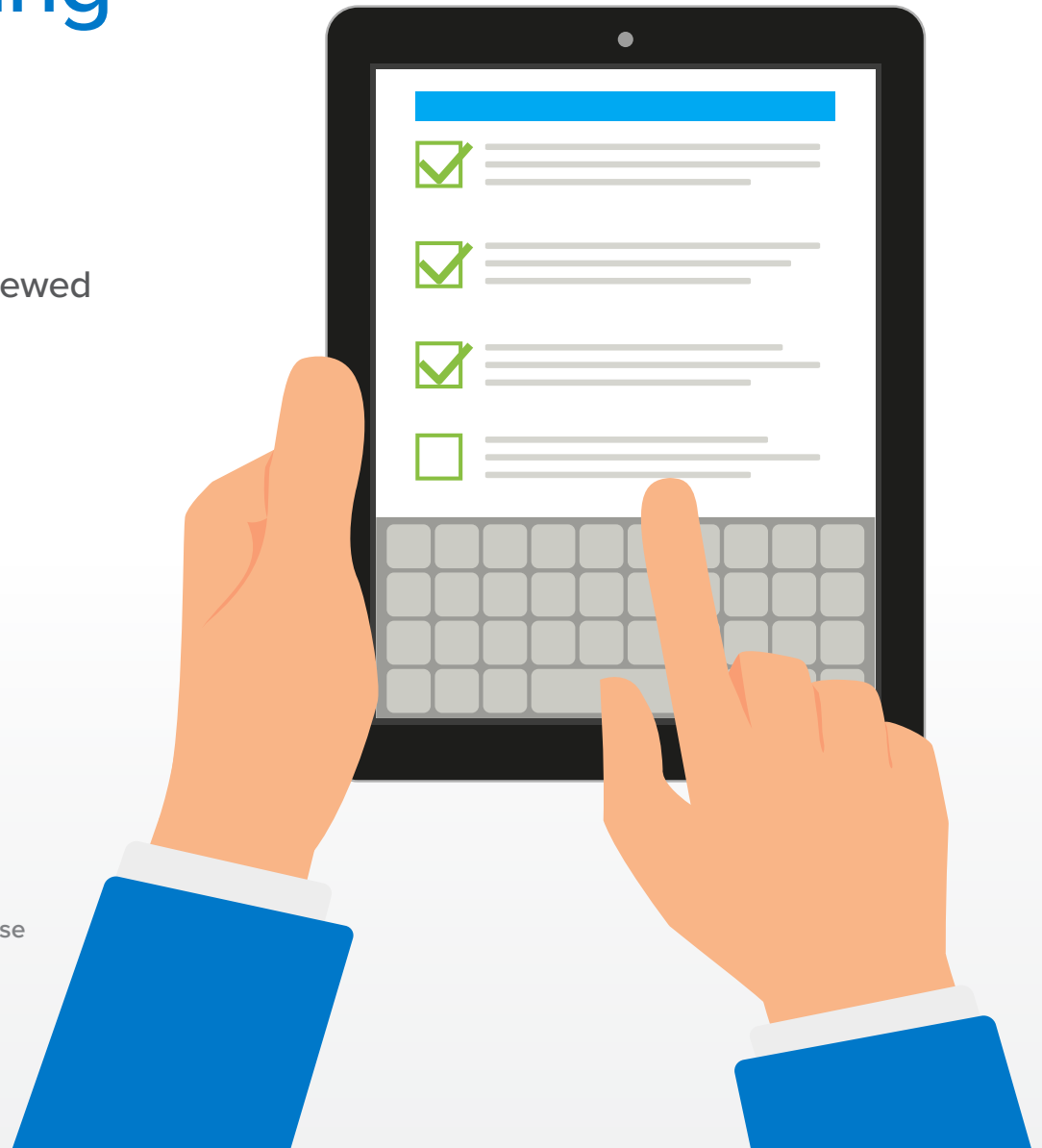
### What is it?

Provide a list of approvers who are not looking at the receipts, both at the report and entry level as part of the approval process.

### Why use it?

Drive compliance if your approval policy requires receipts be reviewed prior to approval. This report can also help you determine employee expenses that should be audited for compliance.

**Availability:** This report is available to all clients with Concur Expense



## DATA POINT 6

# Speed up the expense process

**Report** | Workflow Cycle Times

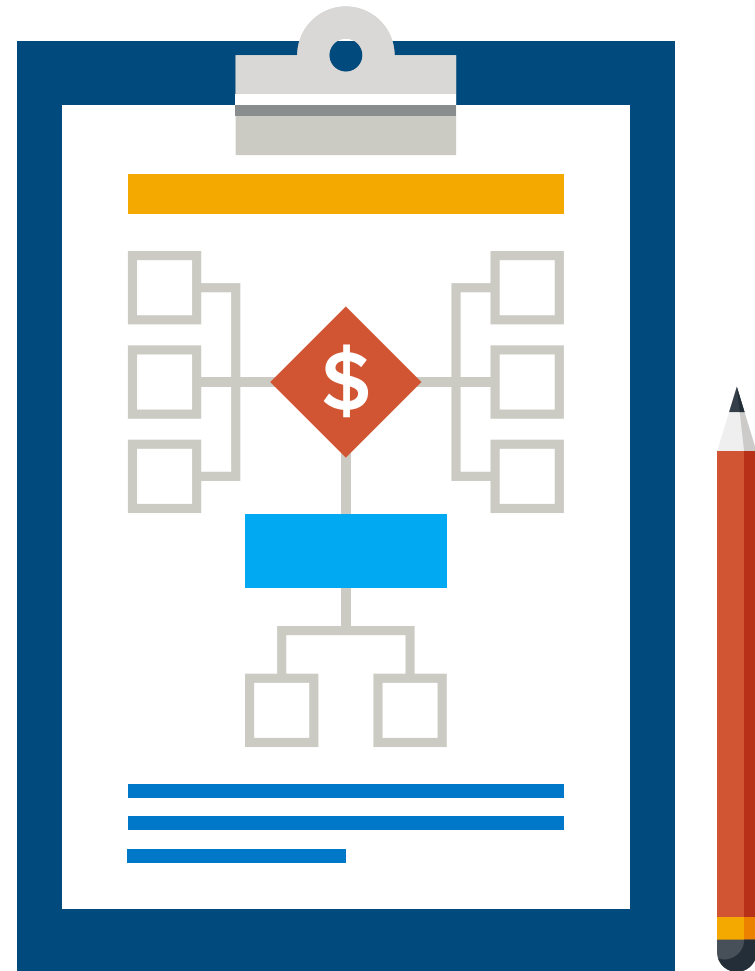
### What is it?

Monitor how long it takes an expense report to move through the major workflow steps in your organization.

### Why use it?

This report will help you identify bottlenecks in the expense process to ensure reports are processed in a timely manner.

**Availability:** This report is available within our Intelligence reporting package for Concur Expense clients.





## DATA POINT 7

# Find the most common expense types

**Report** | Expense Entry Analysis Details  
(grouped by Expense type)

### What is it?

This report provides spending information group by expense type and by employee.

### Why use it?

Quickly determine where a majority of your employees are spending.

**Availability:** This report is available to all clients with Concur Expense



## DATA POINT 8

# Find exceptions in your vendor invoices

**Report** | Request Exception Analysis

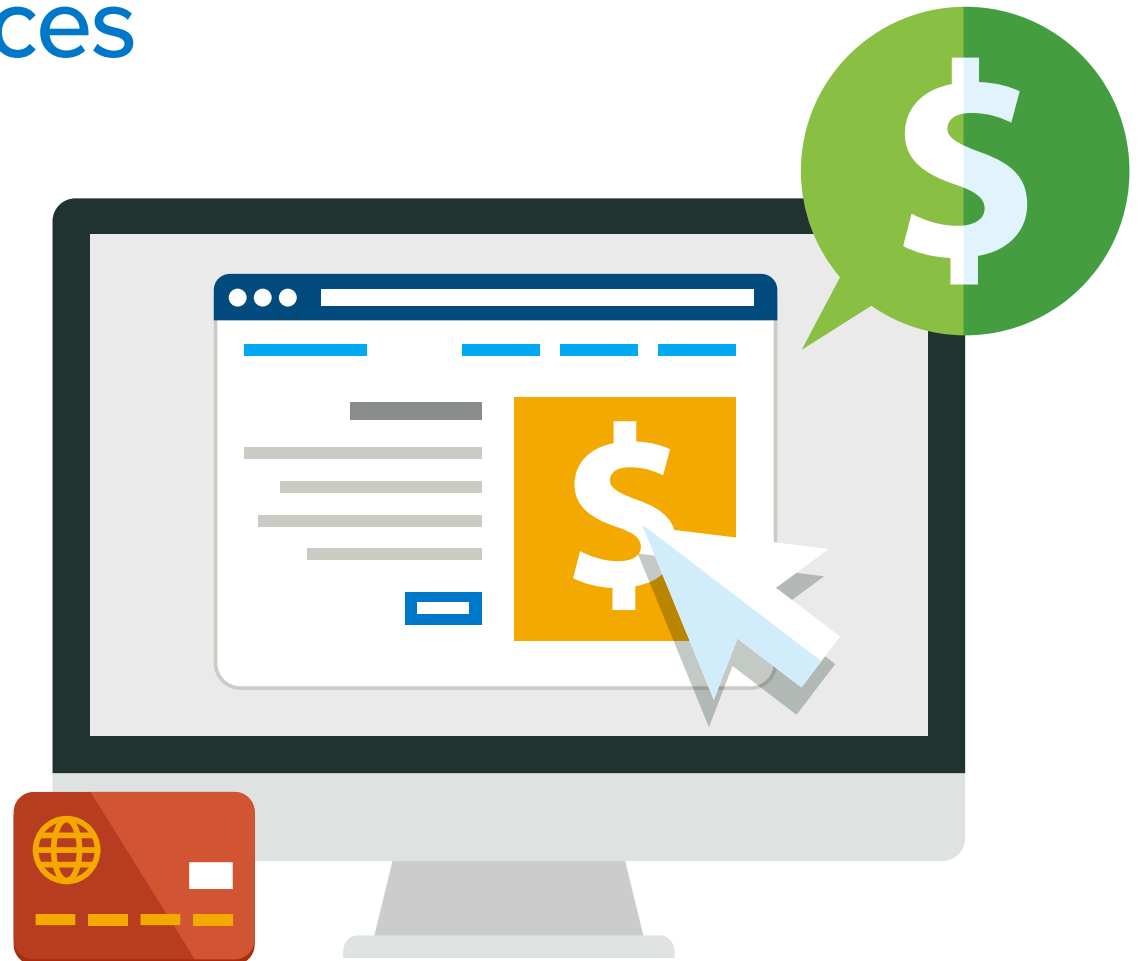
### What is it?

This report provides a list of exceptions for requests based on a date range.

### Why use it?

Discover and correct exceptions early in the accounts payable process with vendors.

**Availability:** This report is available to all clients with Concur Invoice



## DATA POINT 9

# Find travel policy violators

**Report** | Travel Policy Compliance

### What is it?

See a list of users that violated company travel policy based on “Violation Code” and “Violation Reason”.

### Why use it?

Use this information to reinforce travel policies or determine where to adjust your policy if deemed necessary.

**Availability:** This report is available to all clients with Concur Travel



## DATA POINT 10

# One place for key business metrics

## Dashboard | Executive Overview

### What is it?

This dashboard focuses on five key areas of interest for finance managers, including: operations, spend management, commodity management, administration and departmental review.

### Why use it?

Go here to report on key business metrics all in one easy view.

**Availability:** This report is available within our Intelligence reporting package for Concur Expense clients



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Concur gives you

*Spendtelligence*

You don't need to be a reporting expert to find insights and uncover additional savings from your data. Talk to your Client Sales Executive about our Consultative Intelligence service, a dedicated resource to help you build custom reports, understand your data and enjoy the benefits of working smarter.

For more than two decades, Concur, an SAP company, has taken companies of all sizes and stages beyond automation to a completely connected spend management solution encompassing travel, expense, invoice, compliance and risk. Our global expertise and industry-leading innovation keep our customers a step ahead with time-saving tools, leading-edge technology and connected data, in a dynamic ecosystem of diverse partners and applications. User-friendly and business-ready, Concur unlocks powerful insights that help businesses reduce complexity and see spending clearly, so they can manage it proactively. Learn more at [concur.com](https://concur.com) or the Concur blog.



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