

Get the most from SAP Concur solutions with **analytics reporting**

Our free Analytics Essentials and paid Analytics platforms give your business the in-depth look at spending it needs to reduce costs, increase compliance, and control expenses.



THE BEST RUN



The right reports and dashboards for your business

Not every piece of financial data is useful to every business. To make sure you get exactly what you need, we'll work with you to determine which reporting package is right for you. The level of report customization depends on which package you choose.



Analytics Essentials

This reporting platform comes free when you buy any SAP Concur solution. Analytics Essentials users can:

- View, filter, group, export, and sort all standard reports
- View all standard dashboards
- Export as either a PDF or as an Excel document
- Review quickly and easily through notifications managers receive via email (versus an email attachment)



Analytics

This paid reporting platform provides everything you get with Analytics Essentials, as well as the ability to personalize reporting and dashboards to meet your specific needs.

Analytics users can:

- Create customized standard reports
- Schedule report distribution emails for specific users
- View and share custom dashboards across your business
- Add, move, remove, and resize dashboard tiles

Top Reports

Take advantage of these valuable reports and dashboards and get the most from your SAP Concur solutions.

Concur Expense

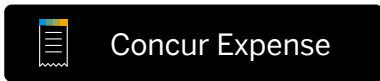
- Expense Overview
- Spend Analysis
- Billed Transaction Reconciliation Details
- Expense Accrual
- Credit Card Transactions
- Allocation Details
- Attendee Details

Concur Invoice

- Invoice Overview
- Invoice Accrual
- Invoice Aging

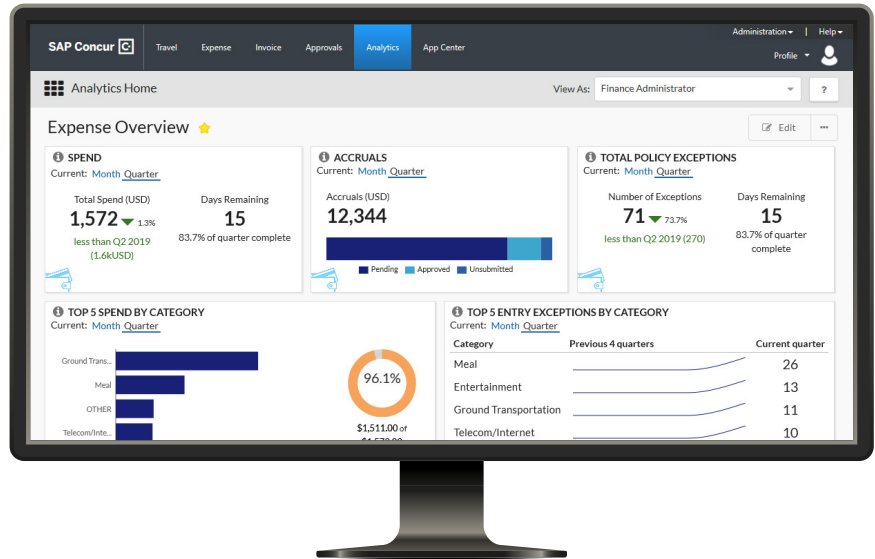


Expense Overview



What it is and why it matters

This dashboard provides a clear, easy-to-interpret view of spending, expense accruals, and more. With this, users can quickly evaluate metrics and compare against previous periods.



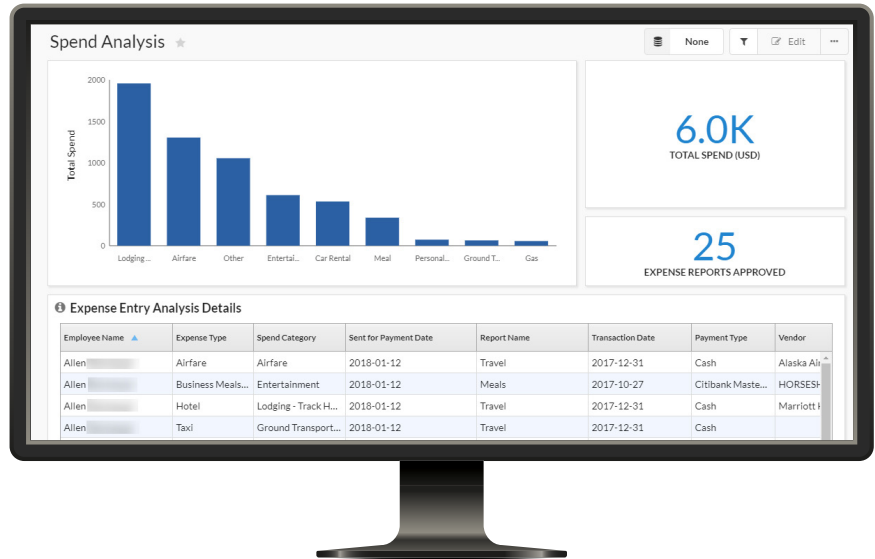
Spend Analysis



Concur Expense

What it is and why it matters

This dashboard provides a quick view of expenses and expense types that account for the most spending. It also includes a report tile that, when modified, automatically updates associated graphic tiles.



Billed Transaction Reconciliation Details



Concur Expense

What it is and why it matters

This report lists submitted expense reports. With this information, users can match submitted reports to invoices and monitor which employees submit reports more frequently than others.

First Submit Date	Employee Name	Employee ID	Report Name	Report ID	Is Deleted	Deleted Date	Sum Total Posted Amount (USD)
2018-04-03	Jason	1006	new quarter	FD64FBA20...	No		60
2018-04-03	Jasor	1006	pipeline20	6957E9239...	No		20
2018-04-03	Jason	1006	pipeline20a	73EC6F31F...	No		5
2018-04-09	Jason	1006	201804	D73823B1E...	No		15
2018-04-09	Jason	1006	April 2018	B2377C574...	No		100
2018-06-21	Jason	1006	devina's test	260C63E89...	Yes	2018-06-21	0

rows: (6 of 6)
Analytics - v1.2.1147 - 2018.07.09

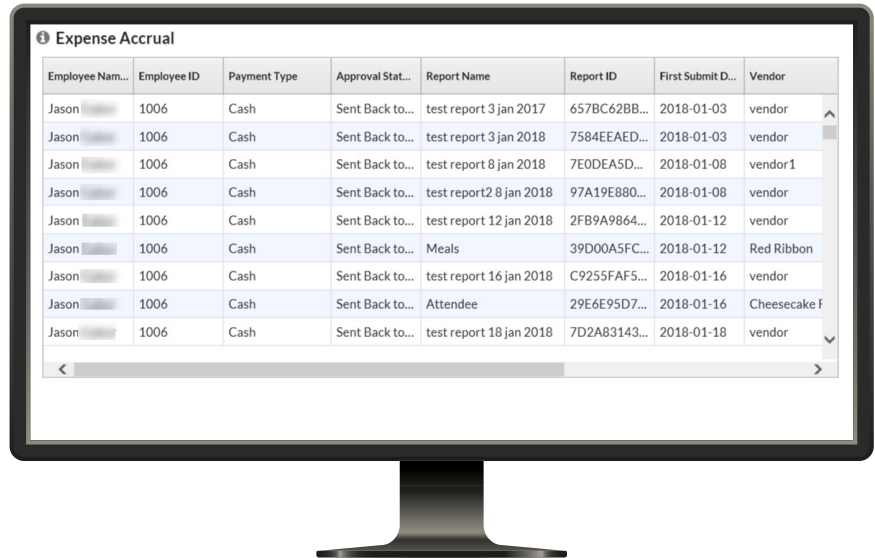
Expense Accrual



Concur Expense

What it is and why it matters

This report lists submitted expense reports and reports that have not yet been paid. With this, you can track approval status, determine outstanding liabilities, and predict future cash requirements.



Employee Nam...	Employee ID	Payment Type	Approval Stat...	Report Name	Report ID	First Submit D...	Vendor
Jason	1006	Cash	Sent Back to...	test report 3 jan 2017	657BC62BB...	2018-01-03	vendor
Jason	1006	Cash	Sent Back to...	test report 3 jan 2018	7584EEAED...	2018-01-03	vendor
Jason	1006	Cash	Sent Back to...	test report 8 jan 2018	7E0DEA5D...	2018-01-08	vendor 1
Jason	1006	Cash	Sent Back to...	test report 2 8 jan 2018	97A19E880...	2018-01-08	vendor
Jason	1006	Cash	Sent Back to...	test report 12 jan 2018	2FB9A9864...	2018-01-12	vendor
Jason	1006	Cash	Sent Back to...	Meals	39D00A5FC...	2018-01-12	Red Ribbon
Jason	1006	Cash	Sent Back to...	test report 16 jan 2018	C9255FAF5...	2018-01-16	vendor
Jason	1006	Cash	Sent Back to...	Attendee	29E6E95D7...	2018-01-16	Cheesecake F
Jason	1006	Cash	Sent Back to...	test report 18 jan 2018	7D2A83143...	2018-01-18	vendor

Credit Card Transactions



Concur Expense

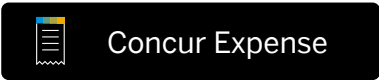
What it is and why it matters

For those who have a credit card feed, this report provides a comprehensive list of credit card transactions that are imported into Concur Expense. Using this, users can track unassigned cards with card users, look at transaction subsets, and more.

Payment Type	Credit Card C...	Employee Name	Employee ID	Transaction ID	Transaction Status	Merchant Name	Transaction Date	Posted Date	Sum Posted Amount (Credit C...
Bank of the We...	CAD	both	both	1424bbbf	Unassigned to R...	RADISSON WI...	2019-03-12	2017-10-21	528.46
Bank of the We...	CAD	both	both	1424bbbf:1	Unassigned to R...	RADISSON WI...	2019-03-12	2017-10-21	528.46
Bank of the We...	EUR	both	both	3ea68dea	Unassigned to R...	UNA HOTEL M...	2019-03-12	2017-10-21	259.1
Bank of the We...	EUR	both	both	3ea68dea:1	Unassigned to R...	UNA HOTEL M...	2019-03-12	2017-10-21	259.1
Bank of the We...	USD	both	both	154f13e4	Unassigned to R...	GALLOWAY LI...	2019-03-12	2017-10-21	125.37
Bank of the We...	USD	both	both	154f13e4:1	Unassigned to R...	GALLOWAY LI...	2019-03-12	2017-10-21	125.37
Bank of the We...	USD	both	both	2d44d6b3	Unassigned to R...	MAX AND ERM...	2019-03-12	2017-10-21	25.23
Bank of the We...	USD	both	both	2d44d6b3:1	Unassigned to R...	MAX AND ERM...	2019-03-12	2017-10-21	25.23
Bank of the We...	USD	both	both	3289e220	Unassigned to R...	SOUTHWEST A...	2019-03-12	2017-10-21	294.5
Bank of the We...	USD	both	both	3289e220:1	Unassigned to R...	SOUTHWEST A...	2019-03-12	2017-10-21	294.5
Bank of the We...	USD	both	both	3be33a09	Unassigned to R...	INTERNATION...	2019-03-12	2017-10-21	4.95

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Allocation Details



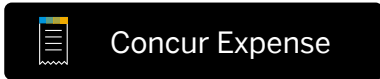
What it is and why it matters

When your business has access to a detailed view of expense allocations, you can see and add cost-tracking fields such as department, cost center, and project to a report.

The screenshot shows a computer monitor displaying a web application interface for "Allocation Details". The interface includes a table with columns for Employee Name, Report Name, Report Allocation ID, Expense Type, Approval Status, Payment Status, Transaction Date, and Sum Allocation Percentage. The table contains 10 rows of data. At the bottom right of the table, it indicates "rows: (623 of 623)".

Employee Name	Report Name	Report Allocation ID	Expense Type	Approval Status	Payment Status	Transaction Date	Sum Allocation Percentage
Adam	Airfare test april	F1BCC3781521452D86...	Airfare	Hold for Receipt Im...	Not Paid	2018-04-03	
Adam	Equipment Expense Ki...	0E2FC58F7CCF42D69E...	Office Supplie...	Hold for Receipt Im...	Not Paid	2018-04-09	
Adam	Expense Kiran	5DD10AFC1B94CACB...	Parking	Hold for Receipt Im...	Not Paid	2018-04-04	
Adam	TEST	6F11A0FF4AC542539E...	Car Rental	Hold for Receipt Im...	Not Paid	2018-04-06	
Annette	CustomTest1-Annette	7668B4B2058A417483...	Airfare	Submitted & Pendi...	Not Paid	2018-06-01	
Annette	CustomTest2-Annette	F980D40AD4584EE9B4...	Car Rental	Submitted & Pendi...	Not Paid	2018-05-08	
Annette	CustomTest3-Annette	50F71C00369141C7A80...	Hotel	Submitted & Pendi...	Not Paid	2018-04-01	
Annette	CustomTest3-Annette	50F71C00369141C7A80...	Hotel	Submitted & Pendi...	Not Paid	2018-04-02	
Annette	CustomTest3-Annette	50F71C00369141C7A80...	Hotel	Submitted & Pendi...	Not Paid	2018-03-31	
Annette	CustomTest4-Annette	32F12145C5B04B83935...	Internet/Onlin...	Submitted & Pendi...	Not Paid	2018-02-08	
Annette	CustomTest5-Annette	DOB3EFC8DD5644ED94...	Business Meals...	Submitted & Pendi...	Not Paid	2018-06-04	

Attendee Details



What it is and why it matters

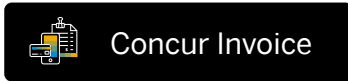
This report shows expenses that are typically tied to event attendees (such as meals or entertainment). With this detailed information, users can track attendees, attendee spending, total cost over designated time periods, and monitor compliance with The Sunshine Act.

The screenshot shows a web application interface for "Attendee Details". The table below represents the data displayed in the report.

Employee Name	Employee ID	Report Name	Sent for Payment Date	Vendor	Transaction Date	Attendee Name	Attendee Count
BIII	bill.guest	Client Demo		Ponderosa	2019-01-15	Bill	5
BIII	bill.guest	Client Demo		Ponderosa	2019-01-15	Brock	5
BIII	bill.guest	Client Demo		Ponderosa	2019-01-15	David	5
BIII	bill.guest	Client Demo		Ponderosa	2019-01-15	Frederick	5
BIII	bill.guest	Client Demo		Ponderosa	2019-01-15	Sally	5
BIII	bill.guest	Client Demo		Scalini's Italian	2019-01-14	Bill	2
BIII	bill.guest	Client Demo		Scalini's Italian	2019-01-14	David	2
BIII	bill.guest	Quarterly Business Re...			2019-03-04	Bill	1
BIII	bill.guest	Quarterly Business Re...			2019-03-05	Bill	1
BIII	bill.guest	Sales Demo		Ponderosa	2019-02-19	Bill	5
BIII	bill.guest	Sales Demo		Ponderosa	2019-02-19	Brock	5

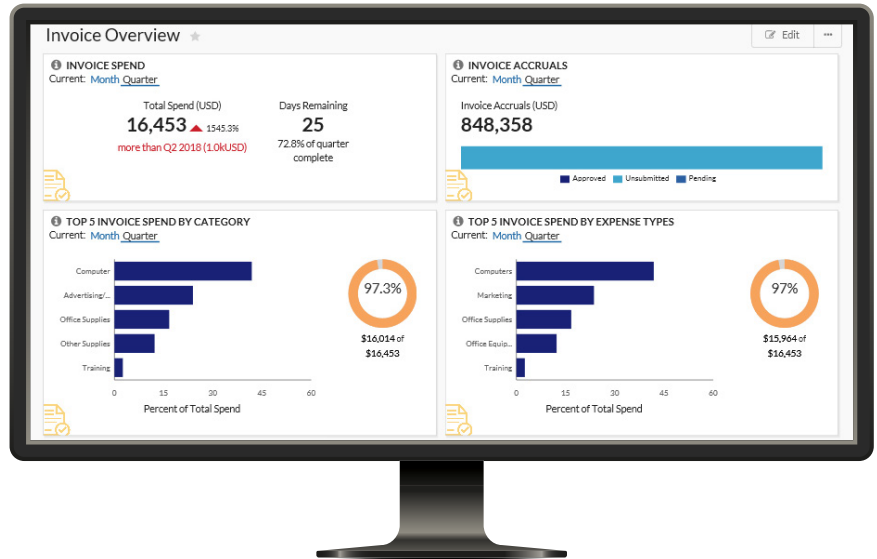
The interface includes a title bar with "Attendee Details", a filter dropdown set to "None", and an "Edit" button. A status bar at the bottom right indicates "rows:142 of 142".

Invoice Overview



What it is and why it matters

This dashboard gives department managers the ability to track invoices, quickly evaluate key metrics, and compare invoices against similar time periods.



Invoice Accrual



Concur Invoice

What it is and why it matters

This lists unsubmitted and unpaid invoices so you can stay on top of outstanding invoices and ensure payments are made on time.

The screenshot shows a web application interface for 'Invoice Accrual'. The table lists various invoices with their approval status, employee names, invoice names, creation dates, vendor names, and invoice numbers. The interface includes a search bar, a filter dropdown set to 'None', and an 'Edit' button. The table has 8 columns and 6 rows of data.

Approval Status Grouping ▲	Approval Status	Employee Name	Invoice Name	Creation Date	Vendor Name	Invoice Number	Invoice Date
Pending	Accounting Review	Jason [blacked out]	devina test	2018-06-18	Test Vendor I	12345	2018-06-18
Pending	Accounting Review	Jason [blacked out]	youtube	2018-04-04	Test Vendor I	1234	2018-04-04
Unsubmitted	Not Submitted	Jason [blacked out]	invoicetest	2018-04-03	mega	1234	2018-04-03
Unsubmitted	Not Submitted	Jason [blacked out]	regulate vendors	2018-04-03	sears	12345	2018-04-03
Unsubmitted	Not Submitted	Jason [blacked out]	searsupdate	2018-04-03	sears	1234	2018-04-03
Unsubmitted	Not Submitted	Jason [blacked out]	tester	2018-06-21	Test Vendor I	1234	2018-06-21

rows: (6 of 6)

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Invoice Aging



Concur Invoice

What it is and why it matters

This report allows users to stay on top of spending and ensure invoices are paid on time. It also provides a detailed view of unpaid invoices, which allows you to see how long it's been since they were issued.

Vendor Name ▲	Invoice Name	Invoice Number	Invoice Date	Aging Category	Sum Invoice Total (USD)
mega	invoicetest	1234	2018-03-31	>= 90 Days	2
sears	regulate vendors	12345	2018-03-31	>= 90 Days	0
sears	searsupdate	1234	2018-03-31	>= 90 Days	0
Test Vendor I	devina test	12345	2018-06-17	< 30 Days	1
Test Vendor I	tester	1234	2018-06-21	< 30 Days	10
Test Vendor I	youtube	1234	2018-03-31	>= 90 Days	10

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Learn More

For more information on Analytics Essentials and Analytics, please contact your Client Success Manager or Client Sales Executive.

Additional information can be found in our [User Guide](#) and [Release Notes](#).



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