



## RECOMMENDED REPORTS TO GET STARTED

For more information on these and other useful reports visit:

<http://www.concurtraining.com/pr/reporting/resources>, "Pre-Built Standard Reports Catalog"

If you are looking for data pertaining to....	Report	Location	How to use it
Policy Review	Employee Exceptions – Details	Compliance	Use this data to analyze which exceptions are frequently hit and determine whether to relax the rule or educate the travelers.
Policy Review	Expense Entry Analysis Details	Expense Processing	Use this data to see what the data would look like if the policy were changed to "this"
Policy Review	Internet Usage	Spending	Use this report to analyze ALL internet usage expense types to determine if you could benefit from a change in policy to allow for air cards to frequent travelers to reduce the cost of internet.
Policy Review	Airline Ancillary Fees Summary and Detail	Spending	In conjunction with the Airline Ancillary Fees Summary report, a travel manager can have a complete breakdown of the amount employees are spending on Ancillary Airline fees.
Policy Review	Excessive Personal Car Mileage	Spending	Use this report to analyze whether it might be more cost effective to rent a car rather than use personal vehicles.
Save time with Manual Audit  Uncover training needs  *see doc on concurtraining.com	Reports approved receipts not viewed	Expense Processing	If an approver is not viewing receipts then it might be a good idea to audit these reports closely and to provide the approver training on the importance of everyone doing their part for a successful travel program
Save time with Manual Audit	Duplicate Reports	Fraud	Run these reports to see a list of expense reports that should likely be audited. The report runs off the transaction date so if this is monitored frequently duplicate charges can potentially be caught before they are paid.

Save time with Manual Audit	Expenses Nearing Receipt Limit	Fraud	Although expenses near the limit might not be fraud this report will help identify if there are travelers quite commonly with expenses that do not need a receipt. If there are travelers appearing frequently on the report over time this may be a good employee to audit regularly and perhaps lower the receipt limit for
Reconcile with Expense Pay	Accounting Recon	Admin	Use this to understand outstanding payments
Ledger Recon	Expense Accounting Analysis	Expense Processing	Use this to understand the expenses by account code
Ledger Recon	Financial Summary	Finance	This report should match the ledger and it shows the allocation custom fields for further analysis
Cost Object Approver Analysis	Authorized Approver Details	Admin	We've been asked for a list of all auth approvers and their limits and groups so many times we thought we'd build a standard report...
Reconcile your Concur Invoice	Billed Transactions Report	Admin	This report should match your Concur bill
Credit Card Transactions	Credit Card Transactions	Finance	Use this report to reconcile with your CC statement
Training opportunities	Missing Receipt Audit	Expense Processing	Use this data monthly, quarterly to see who has the highest totals without receipts; perhaps this can warrant a specific receipt policy training.
Outstanding Liabilities	Accrual OR Unassigned CC Trans	Accrual	These reports identify outstanding spend to have a better idea of what is going to hit the books.