

6 reports for Concur Expense

you won't want to live without



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It's your data—demand more from it!

When you made the move from manual spreadsheets or partial automation to Concur, you started collecting valuable data on the way your business spends. Now take the next step and use the data you're capturing to analyze your spending so you can take full advantage of opportunities and avoid business risks. Concur reporting, available to all clients, can help you:

- ✓ Reduce overspending on trips
- ✓ Understand liabilities
- ✓ Negotiate better vendor rates
- ✓ Perform internal audits
- ✓ Ensure employee policy compliance

Reports outlined in this eBook fall into two categories:

Analysis – free with Concur

Consultative Intelligence – an optional extra



Analysis Reporting

Your data working hard for you

Nothing could be more important than understanding your business data, which is why each instance of Concur comes with our Analysis reporting package. Analysis gives you access to more than 100 pre-built reports to help you start putting your data to work.

3 most popular reports

Expense Entry
Analysis

Expense Accrual
by Date Range

Top Exception
Violators



1

Why use this report

Take a closer look at where money has been spent by digging into detailed spend by employee or expense type

What to look for

Employees or expense types with unusually high spend

What to do with the insight

Use report to drill into line entry details on employee's spend



How to get there

Folder: Expense Processing

Expense Entry Analysis

| Concur Expense | | | | | | |
|---|-----------------------------|------------------|---------------------|---------------------------|---------------|-----------------------|
| Expense Entry Analysis | | | | | | |
| Sent for Payment Date Between Jan 1, 2010 and May 5, 2010 | | | | | | |
| Reporting Currency: USD | | | | | | |
| Expense Type | Report Name | Transaction Date | Payment Type | Vendor | City/Location | Approved Amount (rpt) |
| Abele, Clint | | | | | | |
| Business Meals - Meetings | Matt Goss - Dec 09 Expenses | Nov 11, 2009 | American Express AU | BEZZINI KING STREET WHARF | Sydney | 12.63 |
| | Matt Goss - Dec 09 Expenses | Nov 11, 2009 | American Express AU | GG ESPRESSO - RYDE | Sydney | 23.21 |
| | Matt Goss - Dec 09 Expenses | Nov 16, 2009 | American Express AU | THE RANCH TAVERN | Sydney | 302.15 |
| | Matt Goss - Dec 09 Expenses | Dec 18, 2009 | American Express AU | SUMAC RESTAURANT & BAR | Sydney | 1,807.11 |
| Total for Business Meals - Meetings | | | | | | 2,145.10 |
| Internet Access | Matt Goss - Dec 09 Expenses | Nov 9, 2009 | Cash | IINET | Sydney | 64.34 |
| | Matt Goss - Dec 09 Expenses | Dec 9, 2009 | Cash | IINET | Sydney | 63.73 |
| Total for Internet Access | | | | | | 128.07 |
| Miscellaneous Expense | Matt Goss - Dec 09 Expenses | Nov 2, 2009 | American Express AU | FEE FOR OVERDUE PAYMENT | Sydney | 0.00 |
| Total for Miscellaneous Expense | | | | | | 0.00 |
| Parking - Tolls | Matt Goss - Dec 09 Expenses | Oct 31, 2009 | American Express AU | PROMONTORY CAR PARK | Sydney | 18.22 |
| | Matt Goss - Dec 09 Expenses | Oct 31, 2009 | Cash | tollway companies | Sydney | 9.47 |
| | Matt Goss - Dec 09 Expenses | Nov 12, 2009 | Cash | Tollway companies | Sydney | 9.68 |
| | Matt Goss - Dec 09 Expenses | Nov 12, 2009 | American Express AU | WILSON PARKING SYD021 | Sydney | 36.29 |
| | Matt Goss - Dec 09 Expenses | Dec 9, 2009 | Cash | Toll way companies | Sydney | 9.48 |
| | Matt Goss - Dec 09 Expenses | Dec 17, 2009 | American Express AU | SECURE PARKING - KENT ST | Sydney | 40.54 |
| | Matt Goss - Dec 09 Expenses | Dec 19, 2009 | American Express AU | WILSON PARKING SYD047 | Sydney | 10.66 |
| Total for Parking - Tolls | | | | | | 134.34 |
| Postage | Matt Goss - Dec 09 Expenses | Nov 4, 2009 | American Express AU | UPS P/L - ARICOD | Sydney | 227.42 |
| Total for Postage | | | | | | 227.42 |
| Taxi-Shuttle-Train | Matt Goss - Dec 09 Expenses | Nov 6, 2009 | American Express AU | CABCHARGE AUSTRALIA P/L | Sydney | 0.00 |
| Total for Taxi-Shuttle-Train | | | | | | 0.00 |

2

Why use this report

Gain visibility into outstanding liabilities by finding ALL transactions unassigned to an expense report as well as those assigned to an expense report but not yet paid

What to look for

Run at end of month to see outstanding liability and future cash requirements

What to do with the insight

- Accrue entries
- Be ahead of the game!



How to get there
Folder: Accrual

Expense Accrual By Date Range

Concur Expense

Expense Accrual by Date Range
Transaction Date Between Jan 1, 2010 and Dec 31, 2010

| Payment Type | Approval Status | Report Name | Date First Submitted | Vendor | Posted Date | Transaction Date | Country | Reimbursement Currency | Posted Amount |
|------------------------------|-----------------|-------------|----------------------|----------------------|--------------|------------------|--------------------------|------------------------|---------------|
| | | | | | | | | | () |
| P-Card | Unassigned | | | POTTERY BARN | Jan 6, 2010 | Jan 6, 2010 | United States of America | | 212.50 |
| P-Card | Unassigned | | | POLAND SPRINGS WATER | Jan 11, 2010 | Jan 11, 2010 | United States of America | | 130.59 |
| P-Card | Unassigned | | | Just Deserts | Jan 15, 2010 | Jan 15, 2010 | | | 50.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Seattle taxi | Jan 25, 2010 | Jan 25, 2010 | United States of America | | 30.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | OFFICE SUPPLIES | Jan 26, 2010 | Jan 26, 2010 | | | 75.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Sushiyama | Jan 28, 2010 | Jan 28, 2010 | United States of America | | 35.50 |
| Corporate Travel Card (IBCP) | Unassigned | | | BP | Jan 28, 2010 | Jan 28, 2010 | United States of America | | 50.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Delta | Feb 3, 2010 | Feb 1, 2010 | United States of America | | 337.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Hertz | Feb 1, 2010 | Feb 1, 2010 | United States of America | | 127.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Delta | Feb 3, 2010 | Feb 1, 2010 | United States of America | | 337.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Hertz | Feb 1, 2010 | Feb 1, 2010 | United States of America | | 127.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Marriott | Feb 1, 2010 | Feb 1, 2010 | United States of America | | 366.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | Marriott | Feb 1, 2010 | Feb 1, 2010 | United States of America | | 366.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | HERTZ | Feb 28, 2010 | Feb 22, 2010 | United States of America | | 210.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | HILTON | Feb 28, 2010 | Feb 22, 2010 | United States of America | | 489.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | STARBUCKS | Feb 24, 2010 | Feb 24, 2010 | United States of America | | 12.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | TGI FRIDAYS | Feb 25, 2010 | Feb 25, 2010 | United States of America | | 22.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | JACK'S SEAFOOD | Feb 26, 2010 | Feb 26, 2010 | United States of America | | 39.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | AMERICAN AIRLINES | Feb 28, 2010 | Feb 28, 2010 | United States of America | | 385.00 |
| Corporate Travel Card (IBCP) | Unassigned | | | AIR FRANCE | Mar 1, 2010 | Mar 1, 2010 | United States of America | | 945.00 |

3

Why use this report

Identify employees with the highest number of exceptions on expense reports and drill through to see exception details

What to look for

Large number and amount of exceptions

What to do with the insight

- Employee training
- Reviewing exceptions and policies



How to get there

Folder: Compliance

Top Exception Violators

Concur Expense

REPORT PROMPTS

Top Exception Violators

Prompts

Date Range

Process Payment Date:

From:

To:

Options

Total Number of Exceptions:

Total Exception Amount:

Minimum:

Minimum:

REPORT OUTPUT

Top Exception Violators

Process Payment Date Between Aug 1, 2014 and Oct 15, 2014
Reporting Currency: USD

| Requesting Employee | Employee ID | Number of Exceptions | Total Exception Amount |
|----------------------------|------------------------|----------------------|------------------------|
| one1, User | user11 | 1 | 0.00 |

Consultative Intelligence

Your data like you've never seen it before

take a look at Consultative Intelligence. This add-on reporting package not only unlocks additional reports, customizable features and report scheduling, but it also offers 60 hours of consulting time each year to help configure reports and dig into the data to get more actionable insights.

3 most popular reports

Hotel Exceeds
Negotiated Rate

Unassigned Credit
Card Transactions

Workflow
Cycle Times



1

Why use this report

See when hotel is not honoring negotiated rate

What to look for

Compare expense amount versus negotiated rate in Concur Travel

What to do with the insight

- Contact the properties to ensure future savings and potential credit
- Alert travelers to be more aware of negotiated rates being honored



How to get there
Folder: Compliance

Hotel Expense Exceeds Negotiated Rate

Hotel Expense Exceeds Negotiated Rate
Sent for Payment Date: Between Jan 1, 2010 and May 18, 2010
Average Tax Rate: 20%
Reporting Currency: USD

| Employee | Report Name | Report ID | Transaction Date | Vendor | City/Location | Expense Type | Payment Type | Amount Difference | Expense Amount | Hotel Negotiated Rate | Reservation Rate |
|---|-------------|----------------------|------------------|------------------------|----------------|-----------------|-------------------|-------------------|-----------------|-----------------------|------------------|
| <name> | <name> | FED4611C47FF47EF8AB8 | Feb 17, 2010 | HOTEL MONACO SALT LAKE | Salt Lake City | Hotel & Lodging | Credit Card (USD) | 8.43 | 157.42 | 149.00 | 149.00 |
| Employee ID: <employee id> | | | | | | | | 8.43 | 157.42 | 149.00 | 149.00 |
| <name> | <name> | B80EFACE131B4DAC8436 | Feb 21, 2010 | Marriott Hotels | San Mateo | Hotel & Lodging | Credit Card (USD) | 7.70 | 181.70 | 174.00 | 174.00 |
| <name> | <name> | B80EFACE131B4DAC8436 | Feb 22, 2010 | Marriott Hotels | San Mateo | Hotel & Lodging | Credit Card (USD) | 7.70 | 181.70 | 174.00 | 174.00 |
| <name> | <name> | B80EFACE131B4DAC8436 | Feb 23, 2010 | Marriott Hotels | San Mateo | Hotel & Lodging | Credit Card (USD) | 8.29 | 182.29 | 174.00 | 174.00 |
| <name> | <name> | B80EFACE131B4DAC8436 | Feb 24, 2010 | Marriott Hotels | San Mateo | Hotel & Lodging | Credit Card (USD) | 7.11 | 181.11 | 174.00 | 174.00 |
| <name> | <name> | B80EFACE131B4DAC8436 | Feb 25, 2010 | Marriott Hotels | San Mateo | Hotel & Lodging | Credit Card (USD) | 6.55 | 180.55 | 174.00 | 174.00 |
| <name> | <name> | B80EFACE131B4DAC8436 | Feb 26, 2010 | Marriott Hotels | San Mateo | Hotel & Lodging | Credit Card (USD) | 4.34 | 178.34 | 174.00 | 174.00 |
| Employee ID: <employee id> | | | | | | | | 41.69 | 1,085.69 | 1,044.00 | 1,044.00 |
| <name> | <name> | 2E532AF233C34824A3E5 | Feb 18, 2010 | THE IRON HORSE HOTEL | Milwaukee | Hotel & Lodging | Credit Card (USD) | 22.84 | 151.84 | 129.00 | 159.00 |
| Employee ID: <employee id> | | | | | | | | 22.84 | 151.84 | 129.00 | 159.00 |

NOTE: Actual employee names, employee IDs and expense report names appear in the report output

2

Why use this report

Provides visibility to outstanding liabilities by viewing all credit card transactions NOT assigned to an expense report

What to look for

Transactions with dates greater than policy reimbursement allows

What to do with the insight

- Schedule or burst report to employees
- Training opportunity
- Add Aging column to report



How to get there
Folder: Accrual

Unassigned Credit Card Transactions

| Unassigned Credit Card Transactions | | | | | | | | | | | |
|-------------------------------------|-------------|------------------|-------------------------|-----------------------------|---------------------------|---------------|----------------------------------|-------------------|---------------|------------------------|-----------------|
| Employee | Employee ID | Payment Type | Name on Card | Transaction Type Name | Merchant | Merchant Code | Description | Transaction Date | Download Date | Reimbursement Currency | Posted Amount |
| Zhao, Stephen | 558 | American Express | Stephen Zhao | Other Bank Charges and Fees | No Vendor Supplied | 0000 | DELINQUENCY CHARGE ON | 203. Mar 12, 2007 | Mar 15, 2007 | USD | 29 |
| | | | Stephen Zhao | Other Bank Charges and Fees | No Vendor Supplied | 0000 | DELINQUENCY CHARGE ON | 203. Apr 11, 2007 | Apr 14, 2007 | USD | 29 |
| | | | American Express | | | | | | | | |
| 558 | | | | | | | | | | | 58 |
| Zhong, Russell | 66 | American Express | Russell Zhong | Credit Card Transaction | AIR CELL INC | 0000 | AIRCELL GOGO INFLIGH 677-350-003 | Jan 31, 2010 | Feb 3, 2010 | USD | 12.95 |
| | | | Russell Zhong | Credit Card Transaction | ALASKA AIRLINES | A0027 | ALASKA AIRLINES TAMPA | Jan 27, 2010 | Jan 31, 2010 | USD | 350.8 |
| | | | Russell Zhong | Credit Card Transaction | B & L SERVICE INC | 0000 | YELLOW CAB 275258465 FORT LAUDER | Jan 31, 2010 | Feb 3, 2010 | USD | 84.1 |
| | | | Russell Zhong | Credit Card Transaction | BOCA RATON HTLCLB LTD PT | 7011 | Boca Raton Resort & Boca Raton | Feb 5, 2010 | Feb 7, 2010 | USD | 955.63 |
| | | | Russell Zhong | Credit Card Transaction | DELTA ONBOARD | A0006 | DELTA ONBOARD ATLANT ATLANTA | Feb 5, 2010 | Feb 8, 2010 | USD | 5 |
| | | | Russell Zhong | Credit Card Transaction | GREATER CINCINNATI INVSTM | 5812 | MCDONALD'S F12892 00 HEBRON | Jan 31, 2010 | Feb 3, 2010 | USD | 5.67 |
| | | | Russell Zhong | Credit Card Transaction | HMSHOST-SEA-AIRPT | 5812 | CASCADES LOUNGS90061 SEATTLE | Jan 31, 2010 | Feb 3, 2010 | USD | 15.46 |
| | | | Russell Zhong | Credit Card Transaction | HUDSON EURO CAFE/CINCINAT | 0000 | HUDSON NEWS 225 CN 3 HEBRON | Jan 31, 2010 | Feb 3, 2010 | USD | 7.03 |
| | | | Russell Zhong | Credit Card Transaction | RIDERWAY INC | 0000 | SEATTLE-TAXI*PRIDECHA 7035796913 | Jan 31, 2010 | Feb 3, 2010 | USD | 78.99 |
| | | | Russell Zhong | Credit Card Transaction | TRAVEL INC | 0000 | TVL INC 7464275865 S DULUTH | Jan 27, 2010 | Jan 29, 2010 | USD | 5 |
| American Express | | | | | | | | | | | 1,520.63 |
| 66 | | | | | | | | | | | 1,520.63 |
| Zick, Erik | 1241 | American Express | Erik Zick | Credit Card Transaction | No Vendor Supplied | 0000 | CREDIT BALANCE REFUND-CHECK ISSU | Nov 8, 2008 | Nov 11, 2008 | USD | 82 |
| American Express | | | | | | | | | | | 82 |
| 1241 | | | | | | | | | | | 82 |
| Zigler, Geoffrey | 52 | American Express | Geoffrey Zigler | Credit Card Transaction | BLOCKBUSTER VIDEO 91964 | 0000 | BLOCKBUSTER VIDEO #9 SCOTTSDALE | Jul 30, 2009 | Aug 4, 2009 | USD | 43.14 |
| | | | Geoffrey Zigler | Credit Card Transaction | THE PIZZA CORPORATION | 5812 | STREETS OF NY ANTHEM ANTHEM | Apr 30, 2009 | May 5, 2009 | USD | 15.71 |
| | | | Geoffrey Zigler | Credit Card Transaction | VANGUARD CAR RNTL USA INC | C0010 | ALAMO RENT A CAR SEA SEATTLE | Oct 19, 2009 | Oct 23, 2009 | USD | 83.44 |
| | | | Geoffrey Zigler | Late Fees | | 6012 | LATE FEE FOR 45-DAY PAST DUE BAL | May 11, 2009 | May 14, 2009 | USD | 39 |
| | | | Geoffrey Zigler | Late Fees | No Vendor Supplied | 6012 | DELINQUENCY CHARGE ON | 946. Jan 10, 2010 | Jan 12, 2010 | USD | 39 |
| | | | Geoffrey Zigler | Late Fees | No Vendor Supplied | 6012 | LATE FEE FOR 45-DAY PAST DUE BAL | Sep 10, 2009 | Sep 13, 2009 | USD | 39 |
| | | | Geoffrey Zigler | Late Fees | No Vendor Supplied | 6012 | LATE FEE FOR 45-DAY PAST DUE BAL | Jan 10, 2010 | Jan 12, 2010 | USD | 39 |
| American Express | | | | | | | | | | | 298.29 |
| 52 | | | | | | | | | | | 298.29 |

3

Why use this report

Understand the time it takes to move through major workflow steps by approver

What to look for

- Approval hold-ups
- High number of exceptions

What to do with the insight

- Training opportunity
- Identifying managers with long approval times



How to get there
Folder: Expense Processing

Workflow Cycle Times

Concur Expense

Workflow Cycle Times - Detail
Sent for Payment Date Between Jan 1, 2010 and M
Reporting Currency: USD

| Manager | Employee | Employee ID | Report Name | Report ID | Created Date | Submitted Date | Sent for Payment Date | Approved Amount |
|---------------------|------------------|-------------|----------------------------------|----------------------|--------------|----------------|-----------------------|-----------------|
| Abele, Clint | Castor, Andrew | 121 | Jan 2010 - Fusion and Misc expen | F0697A4A7D7C47DE8370 | Jan 14, 2010 | Jan 19, 2010 | Jan 25, 2010 | 1,792.26 |
| | Prunier, Charles | 1853 | Florida Jan 2010 | C8BE080113964AC79412 | Jan 15, 2010 | Jan 15, 2010 | Jan 25, 2010 | 1,823.56 |
| | Padgett, Gareth | 776 | Late Jan 10 | E5208D8F5EAF45CA9C01 | Jan 28, 2010 | Jan 28, 2010 | Feb 8, 2010 | 2,114.00 |
| | Achilles, Simon | 777 | Nov/Dec/Jan Expenses | 083448505E2745D883AA | Dec 7, 2009 | Jan 18, 2010 | Jan 25, 2010 | 3,788.17 |
| Abele, Clint | | | | 4 | | | | 9,517.99 |

by 6, 2010

| Entries | Exceptions | Submission (Days) | Approval (Days) | Approvals | | |
|-----------|------------|-------------------|-----------------|--------------|------------------------------------|-------------------------|
| | | | | Date | Approver | Step |
| 6 | 3 | 5 | 6 | Jan 20, 2010 | Abele, Clint | Manager Approval |
| | | | | Jan 25, 2010 | Landers, Gabriella | Approval for Processing |
| 4 | 3 | 0 | 10 | Jan 18, 2010 | Abele, Clint | Manager Approval |
| | | | | Jan 25, 2010 | Landers, Gabriella | Approval for Processing |
| 10 | 6 | 0 | 11 | Feb 5, 2010 | Abele, Clint | Manager Approval |
| | | | | Feb 8, 2010 | Stocker, Rakesh | Approval for Processing |
| 24 | 10 | 42 | 7 | Jan 18, 2010 | Abele, Clint | Manager Approval |
| | | | | Jan 25, 2010 | Landers, Gabriella | Approval for Processing |
| 44 | 22 | 11.75 | 8.50 | | | |



Looking for more information on Concur reporting?

Register for the Concur Admin Training Series webinar
to get tips and tricks on Concur reporting.

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 or the Concur blog. Learn more at www.concur.com or the Concur blog.

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