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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
August 9, 2021	Removed the *Report: User Rating Summary – Expense* section. The User Rating Summary – Expense report was removed from the **Analysis - Standard Reports > Administration** and **Intelligence - Standard Reports > Administration** folders on August 1, 2021.
July 17, 2021	Added "SAP" before some references to "Concur" for accurate branding.
February 20, 2021	Updated the copyright year; no other changes
September 19, 2020	Updated the report image for the Employee Details report. The **Country** label was renamed to **Country/Region**.
January 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
December 8, 2018	Added additional information about report prompts and reports to the following reports: • Employee Roles • Expense Reports by Country • System Activity Report • Travel Rule Class • TripIt Expense Authorizations by Employee • TripIt Travel Authorizations by Employee • User Rating Summary – Expense • User Rating Summary – Travel
July 21, 2018	Updated image of the **Prompts** page for the Employee Details report
January 13 2018	Changed copyright; no other content changes
November 4 2017	Added the System Activity Report
September 18 2017	Updated two of the Expense and Travel Overview report images to show the new bar graphs that replaced the former pie charts
March 18 2017	Updated the prompt information for the Authorized Approver Details report
December 15 2016	Changed copyright; no other content changes
November 18 2016	Updated report images to match the current application
July 8 2016	Updated the Authorized Approver Details report
June 21 2016	Added: • Report: Authorized Approver Details Removed: • Report: Travel Points Detail • Report: Travel Points Summary

Date	Notes / Comments / Changes
March 23 2016	Changed the text under the heading from **Travel Data** to **Travel / TripLink Data**; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 3: Folder – Administration

Report: Accounting Reconciliation

Available to: ☑ Analysis   ☑ Intelligence
Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report provides administrators visibility into report payees, which Concur Pay created payment demands, that have been extracted to their accounting system in a given accounting extract job, but have not been paid yet.

Report Prompts

Report Output

Accounting Reconcilliation Report
Extract Date Between Jan 1, 2010 and May 10, 2010

Payment Demand Status	Type	Payee Name	Report Name	Report ID	Currency	Pending Amount
Payment Funded	Cash			CD110004E1CB4F5F8AB4	USD	898.91
				65DFA1C8FA59460FAA93	CAD	631.53
				DBB7706060424CA185D5	USD	102.43
				8746887EBE914E069FC4	USD	584.80
				DEA658BE40EB45339299	USD	68.37
				D11E3852F6A14123AD52	USD	1,122.04
				0F757506FDA742F69536	USD	378.85
				E90F7BCED47F4300BEF1	USD	28.00
				DAA11C3E5E8A4864B8A7	USD	48.10
				7F8E0BCB7D424F258955	USD	10.00
				10A4B7EC7CE248378A64	USD	43.50
				27677D2A888C42F1A8C6	USD	119.00
				0B8C31B4A5154E2FA116	USD	130.20
				3BD2091F3BA14801910A	USD	45.85
				8824D251B27C4D8893AD	CAD	12.94
				2775B8D8457D47948A2A	USD	110.99
				12E71344B23241079F89	USD	117.31
	Corporate Card			8824D251B27C4D8893AD	CAD	2,626.12
				0B8C31B4A5154E2FA116	USD	223.50
				3BD2091F3BA14801910A	USD	2,255.42

Report: Authorized Approver Details

Available to: ☐ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☐ Travel / TripLink Data

This report provides administrators a list of all Authorized Approvers and Cost Object Approvers, as well as their associated groups, limits, etc.

Report Prompts

The report user selects the approver type and hierarchy 1. Also required to generate the report, the report user must enter the cost center or select either the hierarchy 2 level or the hierarchy 3 level.

NOTE: If the **Hierarchy 1** prompt is empty, the **Prompts** page for the Authorized Approver Details report only requires users to select an approver type from the **Approver Type** prompt to generate the report.

ABOUT THE APPROVER TYPE PROMPT

For Authorized Approvers, the report user selects one of the following approver types:

- Expense Report
- Payment Request
- Purchase Request
- Request

For Cost Object Approvers, the report user selects one of the following approver types:

- Report Cost Object
- Payment Request Cost Object
- Purchase Request Cost Object
- Request Cost Object

AUTHORIZED APPROVER DETAILS

Prompts

Select the approver type. The Hierarchy 1 field then lists the options in the first level of the associated Approver hierarchy. Select the desired option.

To narrow your search:
• In the Cost Center search field, specify the desired cost center.
• The Hierarchy 2 field shows the options available in the second level, based on the option selected in Hierarchy 1. Select the desired option.
• Hierarchy 3 shows the options for the third level (if any). Select the desired option.

Approver Type:	Report Cost Object
Hierarchy 1:	Anybiz - 10 Anybiz - Default Australia - Australia Canada - Canada Canada Manufacturing - CanadaManufacturing Canada Sales - CanadaSales Client 1 - 1231 Client 2 - 1501 Client 3 - 1366 Client 4 - 1477 Client 5 - 1671
Cost Center:	

Report Output

Report: Bank Statement Reconciliation

Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report provides administrators visibility into the report payees paid for a given funding account withdrawal.

Report Prompts

Bank Statement Reconciliation Report

Prompts

Date Range

Funding Date:

From:
Jan 1, 2010

To:
May 11, 2010

Options

Funding Account (Last six digits):

157787
161267

Select all Deselect all

Report Output

Bank Statement Reconciliation Report

Funding Date Between Jan 1, 2010 and May 11, 2010

Funding Account	Type	Payee Name	Report Name	Report ID	Currency	Amount
Account Ending in 157787	Cash			C9D8B399E4FA4A01B81D	USD	59.44
				1690581E5BA240D4A75A	USD	23.39
				1A004BA77DB741259E8B	USD	49.50
				9F3B2F60DCBA4FF4A074	USD	135.33
				CBEE12697158401288E8	USD	213.99
				B804EA45ACA444F2881E	USD	11.00
				B1F54D53C5C849A18BE1	USD	120.00
				92CFD749C4A54F5AA5EF	USD	14.04
				ADB7712EED5441E3A532	USD	110.09
				308592C93AA948E2AD9C	USD	40.00
				F72B5680806D469D95D2	USD	229.04
				F318A423F3134F868D2B	USD	37.72
				CEA904BFAEE5459BA546	USD	46.84
				8AE6782B39B3416D9AC9	USD	118.09
				175E8438114A4A43AC25	USD	858.89
				E64D1CD014B94285AA5F	USD	471.90
				065B6B387B6C49C2A827	USD	568.75
				B9DAF3B1D37745D9918A	USD	25.00
				AA81AD25E5B94C858152	USD	154.00
				5A162FD7CA0B49E1BEA7	USD	94.50

Report: Billed Transaction Reconciliation - Detail (Calendar Month)

Available to: ☑ Analysis   ☑ Intelligence
   Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report allows clients to reconcile their invoices using Analysis/Intelligence. Note the following:

- The billing cycle follows the calendar month.

- We calculate the total number of transactions off the Billing query subject.

- This report includes all submitted reports (including deleted reports).

- This report can be executed in two ways. It is a drill through from *Billed Transaction Reconciliation (Calendar Month).* It can also be run as a stand-alone report.

- This report **does not** include centrally billed statement transactions.

Report Prompts

Report Output

Billed Transaction Reconciliation - Detail (Calendar Month)
January 2015 - November 2016

Year	Quarter	Month	First Submitted Date	Employee	Employee ID	Report Name	Report ID	Report Type	Deleted Flag	Deleted Date/Time	Total Report Amount (rpt)
2015	2nd Quarter	April	Apr 15, 2015	Soares, Linda Scott	usshameeka	Trip from Dallas to Washington	1CF8BCE3729D4F4F97DA		Yes	Apr 15, 2015 4:36:57 PM	
			Apr 15, 2015	Soares, Linda Scott	TRA000001	Dallas Training	5AF58886CD484DB284E5		No		1,519.85USD
			Apr 15, 2015	Soares, Linda Scott	TRA000001	Dallas Trip	1734A56A567E42D298F0		No		1,557.38USD
			Apr 15, 2015	Soares, Linda Scott	TRA000001	Trip from Miami to Philadelphia	36EDDCE2841F49B48AF1		No		1,521.83USD
			Apr 15, 2015	Timpanaro, John Victor	SAL000002	Expense Claim	B51AFB41E1F342B6BF25		Yes	Apr 20, 2015 1:38:26 PM	
			Apr 15, 2015	Timpanaro, Mike Joseph	SAL000001	Trip to Virginia (DEMO2E)	A2C1FB8F87CF4BE08B1E		Yes	Apr 15, 2015 8:51:36 PM	
			Apr 16, 2015	Smith, Jack Antonio	IT0000003	4.16.15 Report	D835EB22446447B88F62		No		556.67USD
			Apr 17, 2015	Gillis, Joe	RD0000002	April Report	D9DB853D76CE49EF8E78		Yes	Apr 17, 2015 4:17:00 PM	
			Apr 17, 2015	Soares, Linda Scott	TRA000001	Puerto Rico Trip	DA54CA82ADE046DBB74B		Yes	Apr 17, 2015 2:18:19 PM	
			Apr 17, 2015	Soares, Linda Scott	TRA000001	Puerto Rico, Isla del Encanto Trip	9D7D71EB0B354D1E969A		Yes	Apr 17, 2015 7:14:24 PM	
			Apr 19, 2015	Krillenberger, Jeff	DIS000101	Denver sales trip	3CB539C1983C40FF896C		Yes	Aug 3, 2015 12:45:24 PM	
			Apr 19, 2015	Krillenberger, Jeff	DIS000101	Receipt processing	3A4072FA7D3A4CF483C3		Yes	Apr 28, 2015 10:27:26 PM	
			Apr 20, 2015	Bell, Simon Charles	PRO000013	Sales Trip	53518F76C4CF4F57B394		No		2,744.13USD
			Apr 20, 2015	Bell, Simon Charles	PRO000013	Trip from Atlanta to San Francisco 2	ABE088E29B184972B5F8		No		2,434.43USD
			Apr 20, 2015	Bear, Claire	Claire3871	Trip from London to Paris	512A5CED1AB24801A3E4		Yes	Apr 20, 2015 11:52:42 AM	
			Apr 20, 2015	Bear, Claire	Claire3871	Trip from London to Paris	5E9BFFEDDFB34A65AC4A		Yes	Apr 21, 2015 1:51:12 PM	
			Apr 20, 2015	Bell, Simon Charles	UK000001	Geneva 2	695F4F5F4F444510B62B		Yes	Apr 20, 2015 9:49:20 PM	
			Apr 20, 2015	Bell, Simon Charles	UK000001	Geneva Trip	33FC708A1B9C4B6CA057		Yes	Apr 20, 2015 9:44:51 PM	
			Apr 20, 2015	Bell, Simon Charles	UK000001	PMI Geneva Trip	86516C91E6BE4FC98AF3		Yes	Apr 20, 2015 9:49:02 PM	
			Apr 20, 2015	Bell, Simon Charles	UK000001	PMI Geneva Trip	B105436515164F1CB443		No		0.00USD

Report: Billed Transaction Reconciliation - (Calendar Month)

Available to: ☑ Analysis   ☑ Intelligence
Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report allows clients to reconcile their invoices using Analysis/Intelligence. Note the following:

- The billing cycle follows the calendar month.

- We calculate the total number of transactions off the Billing query subject.

- This report includes all submitted reports (including deleted reports).

- This report **does not** include centrally billed statement transactions.

Report Prompts

Billed Transaction Reconciliation (Calendar Month)

Prompts

Date Range

From: January ▼ 2013 ▼

To: January ▼ 2013 ▼

Billing Details

Baseline: 0

Report Output

Billed Transaction Reconciliation (Calendar Month)

January 2012 - January 2013

Billed Transaction Trend

Summary

Year	Quarter	Month	Transactions
2012	1st Quarter	March	1
	1st Quarter		**1**
	2nd Quarter	April	1
		May	2
		June	3
	2nd Quarter		**6**
	3rd Quarter	July	4
		August	903
		September	2310
	3rd Quarter		**3217**
	4th Quarter	October	2369
	4th Quarter		**2369**
2012			**5593**
Overall			**5593**
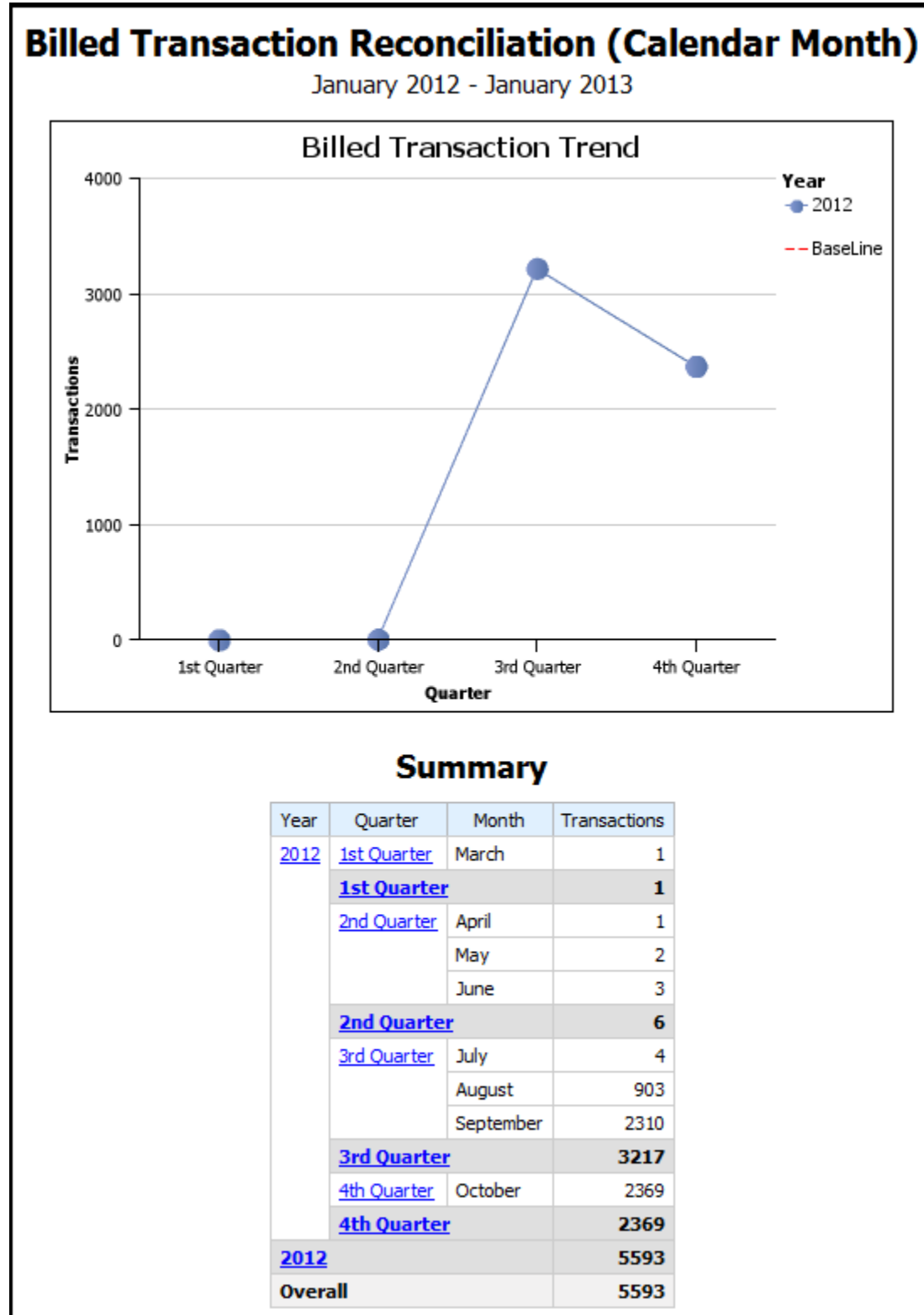
Report: Employee Bank Account Status

Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report provides administrators visibility into employees for a given Employee Group with bank accounts with errant data or who do not have active bank accounts.

Report Prompts

Report Output

Report: Employee Details

Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report provides basic information about employees, their approvers, organizational units, and custom fields that may be populated. It is useful as a reference to look up values populated in some of the configurable fields that are managed by other SAP Concur solutions. It is also useful to modify the column heading literals to indicate how the custom field was configured (for example, org unit 3 contains department).

Report Prompts

EMPLOYEE DETAILS

Prompts

Options

Include Inactive Employees:	○ No ● Yes

Employees:

Keywords:
Type one or more keywords separated by spaces.

[   ] Search 🔍

Options ⌄

Results: **Choice:**

Insert ➡
⬅ Remove

Select all Deselect all   Select all Deselect all

Cancel   Finish

Report Output

EMPLOYEE DETAILS

Employees: Villar, Claudia, Jeffrey, Brianna

Include Inactive employees: Yes

Employee Name	Logon ID	Employee ID	Email Address	Country/Region	Default Expense Report Approver	Default Expense Report Approver ID	Default Cash Advance Approver	Default Cash Advance Approver ID
Villar, Claudia	davidm@anybizent.com	09817234	@att.net	UNITED STATES	Approver2, Jeff	PRF000003		
Jeffrey, Brianna	BriannaJ@anybizent.com	098172341	@att.net	UNITED STATES				

Default Cash Advance Approver ID	Default Authorization Request Approver	Default Authorization Request Approver ID	Default Travel Request Approver	Default Travel Request Approver ID	BI Manager	BI Manager ID	Travel Employee Manager	Travel Employee Manager ID
			Approver2, Jeff	PRF000003			Approver2, Jeff	PRF000003
			Fix, Jeffrey Daniel	PRF000001				

Travel Employee Manager ID	Travel Rule Class	Employee Division	Employee Division - Code	Employee Department	Employee Department - Code	Employee Business Unit
PRF000003	Germany			Professional Services	1253	
	Request International			Professional Services	1253	

Report: Employee Roles

Available to: ☑ Analysis   ☑ Intelligence
     Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report lists **all** employees and **all** roles. You can search for specific employees (to list the associated roles) or roles (to list the associated employees). You can group by employee or role.

⚠ **IMPORTANT:** You may also see "secondary" roles. Those roles are not yet in use.

Report Prompts

Grouping Prompt

- **Group On:** Used to select whether to group the report by role or employee

Options Prompts

- **Roles:** Used to filter the report by the role(s) assigned to the employees

- **Employees:** Used to filter the report by the employee name

Report Output

Employee Roles

Role	Employee
Cliqbook User	
Cognos Business Author	
Cognos Consumer	
Cognos Professional Author	
Employee Admin Permission on Expense Hierarchy	
Employee Admin Permission on Invoice Hierarchy	
Employee Admin Permission on Reporting Hierarchy	
Employee Administrator	
Expense Approver	
Expense Cash Advance Administrator	
Expense Configuration Administrator	
Expense User	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Roles	' '+ParamDisplayValue('Role Name')	Displays the employee role(s) from the **Roles** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Role/Employee	<Primary Grouping>	if (?Grouping? = 'Employee') then ([Expense].[Employee Information].[Employee Name]) else ([Expense].[Employee Roles].[Role])	Employee last name, first name, and middle initial if grouped by employee Roles assigned to the employees if grouped by role
Role/Employee	<Secondary Grouping>	if (?Grouping? <> 'Employee') then ([Expense].[Employee Information].[Employee Name]) else ([Expense].[Employee Roles].[Role])	Employee last name, first name, and middle initial if grouped by employee Roles assigned to the employees if grouped by role

Report: Expense and Travel Overview

Available to: ☑ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☑ Travel / TripLink Data

This report is a combination of multiple individual metrics that all executive level users to quickly view travel and expense metrics in a single view.

Report Prompts

Expense and Travel Overview

Prompts

| Range Type: | ⦿ Year to Date |
| | ○ Month Range |

Report Output

Expense and Travel Overview
Year to Date
Reporting Currency: USD
Note: Red lines indicate the overall average

Expense

Expensed by Car Rental Company
Top 5 Companies (balance grouped as 'Other')

Expensed by Cell Phone Provider
Top 5 Companies (balance grouped as 'Other')

Top 10 Spenders by Employee

Rank	Employee	Approved Amount
1	Employee	1,276,787.16
2	Employee	361,840.01
3	Employee	299,149.88
4	Employee	265,461.22
5	Employee	225,755.86
6	Employee	179,417.36
7	Employee	149,674.63
8	Employee	148,969.87
9	Employee	124,822.57
10	Employee	113,695.98
Summary		3,145,574.54

Top 10 Exception Violators

Rank	Employee	Employee ID	Number of Exceptions	Total Exception Amount
1	Employee	785	496	299,149.88
2	Employee	2115	271	1,277,278.12
3	Employee	1419	268	152,727.87
4	Employee	1992	264	180,521.11
5	Employee	1444	254	45,701.51
6	Employee	102	234	132,220.19
6	Employee	492	234	225,834.70
8	Employee	1249	224	54,434.10
9	Employee	2339	223	58,898.10
9	Employee	390	223	55,767.61
Summary			2,691	2,482,533.19

Expense and Travel Overview
Year to Date
Reporting Currency: USD
Note: Red lines indicate the overall average

Travel

Tickets Booked by Airline — Top 5 Airlines (balance grouped as 'Other')

Average Booked Air Ticket Cost

Booked by Airline — Top 5 Airlines (balance grouped as 'Other')

Booked by Hotel — Top 5 Hotels (balance grouped as 'Other')

Expense and Travel Overview
Year to Date
Reporting Currency: USD
Note: Red lines indicate the overall average

Travel

Air Carbon Footprint - Summary

Total CO2 Emission (kg)	Average Emission per Traveler (kg)	Route Count	Segment Count
2,905,110.95	2,410.88	2079	13043

Expense and Travel Overview

January 2012 To December 2013
Reporting Currency: USD
Note: Red lines indicate the overall average

Expense

Expense Report Approval Aging
Submit to Last Approval in Calendar Days

Air, Hotel & Car Expensed
Year Over Year

Corporate Card Compliance

Approval Time	Expense Amount	Percentge of Total
Corporate Card IBCP (Offsets)	380,878.37	55%
Purchasing Card CBCP	231,027.09	33%
Cash	80,304.68	12%
Cash Advance Return	300.00	0%
Personal Credit Card	275.76	0%
Corporate Card CBCP	72.58	0%

Expense and Travel Overview
January 2012 To December 2013
Reporting Currency: USD
Note: Red lines indicate the overall average

Travel

Booked by Car Rental Company
Top 5 Car Rental Companies (balance grouped as 'Other')

Total Airline Ancillary Fees

Represents 0.15% of total airline spend

Concur Travel vs. Agent Booking Percentage

Average Difference Expensed Vs. Negotiated

Report: Expense Reports By Country

Available to: ☑ Analysis   ☑ Intelligence
      Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report displays the total number of expense reports filed on a country-by-country basis.

Report Prompts

Date Range Prompt

- **Submitted Date:** Used to filter the report by the date range that the expense report was submitted for approval

Options Prompt

- **Countries:** Used to filter the report by the employee country(ies)

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Country	<Country (of Employee)>	[Expense].[Report Header Information].[Country (of Employee)]	Employee country **NOTE:** Typically, this information copies down from the employee record; however, depending on a client's configuration of the report header form, it is possible that the Country could be different from the employee's assigned country.
Total Number of Submitted Expense Reports	<Report Count>	[Expense].[Report Header Information].[Report Key]	Unique system-assigned key that identifies the expense report

Report: Invoice Billed Transaction Reconciliation - Detail (Calendar Month)

Available to: ☑ Analysis   ☑ Intelligence
       Uses: ☑ Invoice Data   ☐ Travel / TripLink Data

This report will allow users to match the Invoice transactions with the billing invoice from SAP Concur, similar to the Billed Transaction Reconciliation - Details reports in Expense. This report can be executed in two ways. It is a drill through from *Invoice Billed Transaction Reconciliation (Calendar Month).* It can also be run as a stand-alone report.

Report Prompts

Invoice Billed Transaction Reconciliation - Detail (Calendar Month)

Prompts

Date Range

From:	January ▼	2013 ▼
To:	January ▼	2013 ▼

Report Output

Invoice Billed Transaction Reconciliation - Detail (Calendar Month)

January 2015 - November 2016

Year	Quarter	Month	First Submit Date	Requesting Employee	Employee ID	Request Name	Request ID	Is Deleted	Deleted Date	Request Total (rpt)
2015	1st Quarter	February	Feb 2, 2015	Loper, john	MKT000160	ACME(1004)-89345	48A1C56E8A6640F593C5	No		1,250.00USD
			Feb 2, 2015	Smith, Kathy	FAC000006	ACME(1004)-900915	3E7A36F6E8B6427DADDA	No		459.25USD
			Feb 2, 2015	Smith, Kathy	FAC000006	ACME(1004)-900916	45A78F2785D14EF88642	No		459.25USD
			Feb 2, 2015	Smith, Kathy	FAC000006	Moore's Electrical & Mechanical Construction Inc(1024)-890994	177743D05CDE4FD28FD8	No		231.35USD
			Feb 2, 2015	Smith, Kathy	FAC000006	NewEgg.com(1044)-4560574	C90C9AFBD28E4D21B12B	No		1,730.74USD
			Feb 2, 2015	Wolfe, Tom	FAF000001	Electrical Work	2A281340953540AA90A9	No		100.00USD
			Feb 3, 2015	Loper, john	MKT000160	ACME(1004)-89345	2EDF32F276EB47049F0F	No		1,250.00USD
			Feb 3, 2015	Loper, john	MKT000160	ACME(1004)-89345	5E24AD44FD0B422A8D17	No		1,250.00USD
			Feb 3, 2015	Loper, john	MKT000160	NewEgg.com(1044)-4560575	F1A7AB58AB7F47898141	No		1,730.74USD
			Feb 4, 2015	Smith, Kathy	FAC000006	NewEgg.com(1044)-4560575	C88154D47E7444A98771	No		1,730.74USD
			Feb 4, 2015	Smith, Kathy	FAC000006	NewEgg.com(1044)-4560901	F6B307990BB94DD197A6	No		0.00USD
			Feb 13, 2015	Loper, John D.	MKT000161	ACME(1004)-11	559E08F15B3644C79AC4	No		1,250.00USD
			Feb 17, 2015	Noles, Jeffrey David	16001	Ciphaus LLC(1145)-10779	B7DDE15D6F5140CAB398	No		277.50USD
			Feb 17, 2015	Noles, Jeffrey David	16001	One Time Vendor (1002)-2224	33E53F99322340DEA2B5	No		140.00USD
			Feb 18, 2015	Noles, Jeffrey David	16001	VaultLogic Dec Invoice	F3078D88B1BE45F6BEC4	No		5,600.00USD
			Feb 20, 2015	Smith, Kathy	FAC000006	sponsorship	FE6318EDCB7A4F98A5F0	No		150.00USD
			Feb 22, 2015	Wolfe, Tom	FAF000001	Moores010614.tif	1CBD1590DD9C4FE7A93C	No		231.35USD
			Feb 23, 2015	Smith, John d	MKt000164	John Loper	D38F1E1BBEC745DFB51B	Yes	Nov 3, 2015	250.00USD
			Feb 23, 2015	Loper, John D.	MKT000161	.orgSource(1076)-1032	1CD13464E8E24B0F9625	No		6,050.15USD
			Feb 23, 2015	Loper, John D.	MKT000161	.orgSource(1076)-1032	7BB3E077303C4E29B08D	No		97.50USD

Report: Invoice Billed Transaction Reconciliation - (Calendar Month)

Available to: ☑ Analysis   ☑ Intelligence
Uses: ☑ Invoice Data   ☐ Travel / TripLink Data

This report will allow the user to match the Invoice transactions with the billing invoice from SAP Concur, similar to the Billed Transaction Reconciliation reports for Expense.

Report Prompts

Invoice Billed Transaction Reconciliation (Calendar Month)

Prompts

Date Range

From:	January	2013
To:	January	2013

Billing Details

Baseline: 0

Report Output

Invoice Billed Transaction Reconciliation (Calendar Month)
January 2012 - September 2012

Summary

Year	Quarter	Month	Request Key
2015	1st Quarter	January	16
		February	21
		March	20
	1st Quarter		**57**
	2nd Quarter	April	8
		May	20
		June	20
	2nd Quarter		**48**
	3rd Quarter	July	14
		August	11
		September	12
	3rd Quarter		**37**
	4th Quarter	October	18
		November	20
		December	5
	4th Quarter		**43**
2015			**185**
2016	1st Quarter	January	7
	1st Quarter		**7**
2016			**7**
Overall			**192**
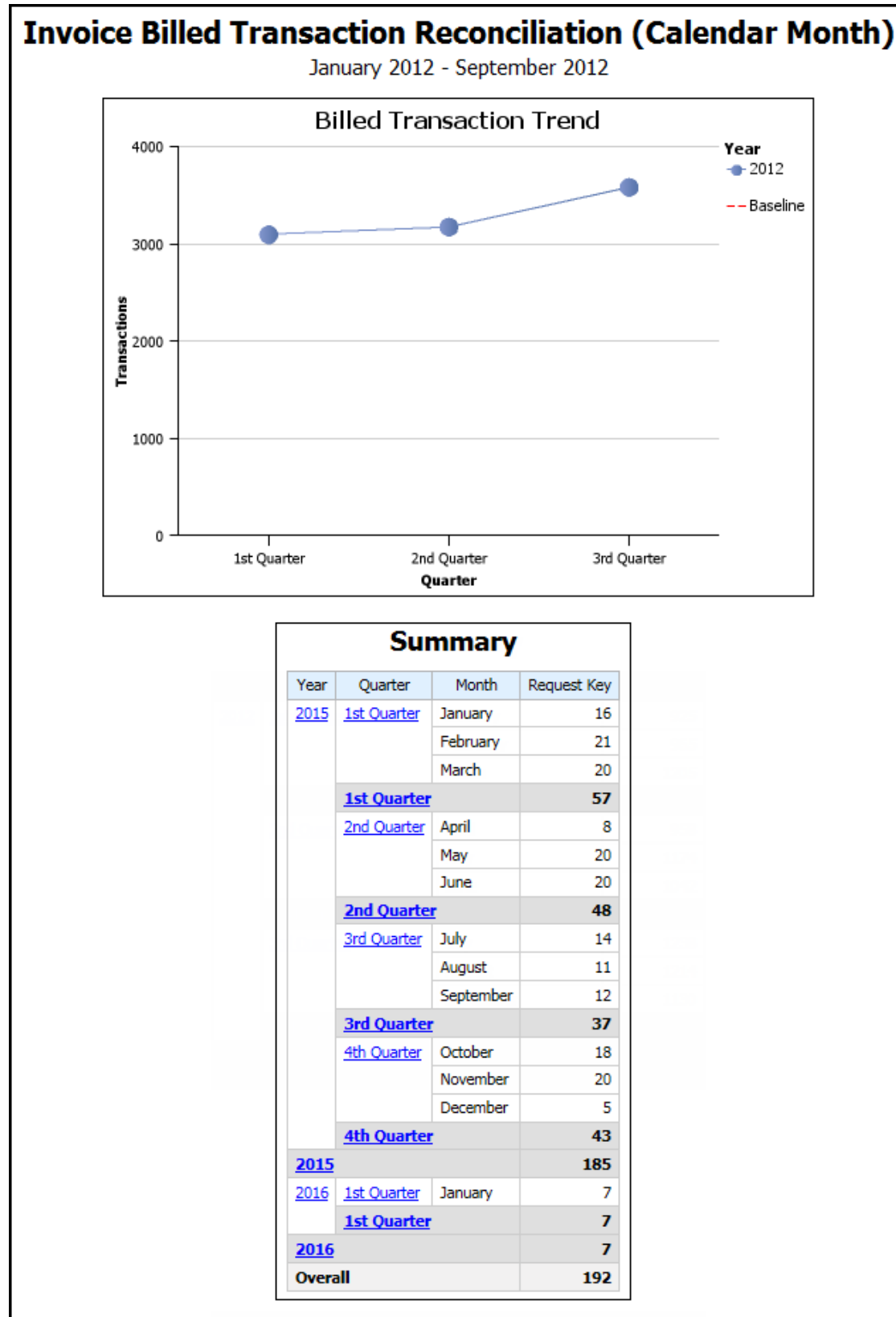
Report: System Activity Report

Available to: ☑ Analysis   ☑ Intelligence
   Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report displays the system activity for Expense Reports during a specific time period.

Activity Count on the report is based on the number of activities, such as Report Created, Report First Submitted, Report Last Submitted, Report First Approved, Report Sent for Payment, or Report Paid, that occurred during the selected date and time range. Activity Count is not based on the number of expense reports that were touched during the selected time period.

Report Prompts

Date Range Prompt

- **Activity Date/Time:** Used to filter the report by the date range that expense reports were created, first submitted for approval, last submitted for approval, first approved, sent for payment, or paid

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	ParamDisplayValue('p_submittedDate')	Displays the date range from the **Activity Date/Time** prompt on the **Prompts** page

Report Data Items

System Activity

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Activity Count by Hour	<Activity Count by Hour>	Count ([Report ID] for [Activity Date], [Hour])	Count of reports by hour that were created, first submitted for approval, last submitted for approval, first approved, sent for payment, or paid
Activity Date, Hour Range	<#Activity Date#> <#Hour Range#>	cast([Activity Date TS] as date) Case when [Hour] ='0' then '12:00 AM - 12:59 AM' when [Hour] ='1' then '1:00 AM - 1:59 AM' when [Hour] ='2' then '2:00 AM - 2:59 AM' when [Hour] ='3' then '3:00 AM - 3:59 AM' when [Hour] ='4' then '4:00 AM - 4:59 AM' when [Hour] ='5' then '5:00 AM - 5:59 AM' when [Hour] ='6' then '6:00 AM - 6:59 AM' when [Hour] ='7' then '7:00 AM - 7:59 AM' when [Hour] ='8' then '8:00 AM - 8:59 AM' when [Hour] ='9' then '9:00 AM - 9:59 AM' when [Hour] ='10' then '10:00 AM - 10:59 AM' when [Hour] ='11' then '11:00 AM - 11:59 AM' when [Hour] ='12' then '12:00 PM - 12:59 PM' when [Hour] ='13' then '1:00 PM - 1:59 PM' when [Hour] ='14' then '2:00 PM - 2:59 PM' when [Hour] ='15' then '3:00 PM - 3:59 PM' when [Hour] ='16' then '4:00 PM - 4:59 PM' when [Hour] ='17' then '5:00 PM -	Every one-hour range for a 24-hour period

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		5:59 PM'	
		when [Hour] ='18' then '6:00 PM - 6:59 PM'	
		when [Hour] ='19' then '7:00 PM - 7:59 PM'	
		when [Hour] ='20' then '8:00 PM - 8:59 PM'	
		when [Hour] ='21' then '9:00 PM - 9:59 PM'	
		when [Hour] ='22' then '10:00 PM - 10:59 PM'	
		when [Hour] ='23' then '11:00 PM - 11:59 PM'	
		else null	
		end	
Activity Date	<Activity Date>	cast([Activity Date TS] as date)	Date that a report was created, first submitted for approval, last submitted for approval, first approved, sent for payment, or paid
Activity Count by Day	<Activity Count by Day>	count ([Report ID] for [Activity Date])	Count of reports by day that were created, first submitted for approval, last submitted for approval, first approved, sent for payment, or paid
Hour Range	<Hour Range>	Case when [Hour] ='0' then '12:00 AM - 12:59 AM'	Every one-hour range for a 24-hour period
		when [Hour] ='1' then '1:00 AM - 1:59 AM'	
		when [Hour] ='2' then '2:00 AM - 2:59 AM'	
		when [Hour] ='3' then '3:00 AM - 3:59 AM'	
		when [Hour] ='4' then '4:00 AM - 4:59 AM'	
		when [Hour] ='5' then '5:00 AM - 5:59 AM'	
		when [Hour] ='6' then '6:00 AM - 6:59 AM'	
		when [Hour] ='7' then '7:00 AM - 7:59 AM'	
		when [Hour] ='8' then '8:00 AM - 8:59 AM'	
		when [Hour] ='9' then '9:00 AM -	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		9:59 AM'	
		when [Hour] ='10' then '10:00 AM - 10:59 AM'	
		when [Hour] ='11' then '11:00 AM - 11:59 AM'	
		when [Hour] ='12' then '12:00 PM - 12:59 PM'	
		when [Hour] ='13' then '1:00 PM - 1:59 PM'	
		when [Hour] ='14' then '2:00 PM - 2:59 PM'	
		when [Hour] ='15' then '3:00 PM - 3:59 PM'	
		when [Hour] ='16' then '4:00 PM - 4:59 PM'	
		when [Hour] ='17' then '5:00 PM - 5:59 PM'	
		when [Hour] ='18' then '6:00 PM - 6:59 PM'	
		when [Hour] ='19' then '7:00 PM - 7:59 PM'	
		when [Hour] ='20' then '8:00 PM - 8:59 PM'	
		when [Hour] ='21' then '9:00 PM - 9:59 PM'	
		when [Hour] ='22' then '10:00 PM - 10:59 PM'	
		when [Hour] ='23' then '11:00 PM - 11:59 PM'	
		else null	
		end	
Activity Count by Hour	<Activity Count by Hour>	Count ([Report ID] for [Activity Date], [Hour])	Count of reports by hour that were created, first submitted for approval, last submitted for approval, first approved, sent for payment, or paid

System Activity – Detail

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Activity Date	<Activity Date TS>	[Union1].[Activity Date TS]	Date that a report was created, first submitted for approval, last submitted for approval, first approved, sent for payment, or paid
Activity Type	<Activity Type>	[Union1].[Activity Type]	Type of report activity; i.e. created, first submitted for approval, last submitted for approval, first approved, sent for payment, or paid
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report

Report: Travel Rule Class

Available to: ☑ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☑ Travel / TripLink Data

This report lists all employees associated with travel configurations and travel rule classes. It can be used to validate that employees are associated with the correct configuration choices while implementing the system or while implementing new configuration options. This helps the travel manager determine which travelers must adhere to the rules of a given travel class.

Report Prompts

- **Department (optional):** Used to filter the report by the department(s) of the employees booking the trips

- **Travel Configuration (optional):** Used to filter the report by the travel configuration(s) used by the employees booking the trips

- **Populate Rule Class List:** Used to populate a list of rule classes used by the employees booking the trips

- **Rule Class (optional):** Used to filter the report by the rule class(es) used by the employees booking the trips

Report Output

Travel Rule Class

Rule Class	Employee	Employee ID	Org Unit/Department
Lendev Executive	Landry, Kristen B	1840	Executive
Lendev Executive	McColley, Trace	310003	Executive
Lendev Executive	Prince, Hanna	785	Executive
Lendev Executive	Rassmussen, Henry	1875	Executive
Lendev Executive	Sanchez, Adolpho	158	Executive
Lendev Executive	Tanner, Aleecia	851	Executive
Lendev France-Employee	Chandon, Gerard	40003	Development
Lendev France-Employee	Depaul, Martin	10001	Implementation Services
Lendev France-Employee	Fournier, Sylvianne	40001	Client Services
Lendev France-Employee	Milleret, Raphael	12345	Implementation Services
Lendev Germany-Employee	Bachmeier, Hans	100560	Client Services
Lendev Germany-Employee	Franken, Abigail	20003	Client Services
Lendev Germany-Employee	Mueller, Marc	100479	Client Services
Lendev Germany-Employee	Probst, Axel	20006	Development
Lendev Implementation	Lundstrom, Kellee	184	Implementation Services
Lendev Implementation	Richards, Ellory	1854	Implementation Services
Lendev Implementation	Stephensen, RachelAnn	000721	Implementation Services
Lendev Implementation	Walston, Wendy Lee	0000097	Implementation Services
Lendev UK Employees	Andrews, Terry	0000100	Development
Lendev UK Employees	Ruis, Connie	0000114	Implementation Services

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Standard Reports by Folder

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rule Class	<Rule Class>	[Travel].[Trips].[Rule Class]	Rule class used by the employee booking the trip
Employee	<Employee>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Legal last name and first name for the traveling employee (for example, Smith, John)
Employee ID	<Employee ID>	[Travel].[Trips].[Employee ID]	Employee ID of the employee who booked the trip
Org Unit/Department	<Organizational Unit>	[Travel].[Trips].[Organizational Unit]	Organizational unit associated to the employee taking the trip

Report: TripIt Expense Authorizations by Employee

This report allows integrated Expense only clients to view which employees at their company have enabled TripIt integration.

Report Prompts

None.

Report Output

TripIt Expense Authorizations by Employee

User Last Name	User First Name	User ID	User Email	Authorized Trip Integration with TripIt
10216	10216		User-10216@p0003595c8pi.com	Y
10217	10217		User-10217@p0003595c8pi.com	Y
10218	10218		User-10218@p0003595c8pi.com	Y
10219	10219		User-10219@p0003595c8pi.com	Y
10220	10220		User-10220@p0003595c8pi.com	Y
10221	10221		User-10221@p0003595c8pi.com	Y
10222	10222		User-10222@p0003595c8pi.com	Y
10223	10223		User-10223@p0003595c8pi.com	Y
10224	10224		User-10224@p0003595c8pi.com	Y
10225	10225		User-10225@p0003595c8pi.com	Y
10226	10226		User-10226@p0003595c8pi.com	Y
10639	10639		User-10639@p0003595c8pi.com	Y
10640	10640		User-10640@p0003595c8pi.com	Y
10641	10641		User-10641@p0003595c8pi.com	Y
10642	10642		User-10642@p0003595c8pi.com	Y
10643	10643		User-10643@p0003595c8pi.com	Y
11062	11062		User-11062@p0003595c8pi.com	Y
11063	11063		User-11063@p0003595c8pi.com	Y
11064	11064		User-11064@p0003595c8pi.com	Y
11065	11065		User-11065@p0003595c8pi.com	Y

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
User Last Name	<Last Name>	[Expense].[Employee Information].[Last Name]	Employee last name
User First Name	<First Name>	[Expense].[Employee Information].[First Name]	Employee first name
User ID	<Travel Logon ID>	[Expense].[Employee Information].[Travel Logon ID]	Employee Expense user ID
User Email	<Email Address>	[Expense].[Employee Information].[Email Address]	Employee email address
Authorized Trip Integration with Tripit	<Link Expense to TripIt>	[Expense].[Employee Information].[Link Expense to TripIt]	*Y* or *N* to indicate if the user has enabled TripIt integration

Report: TripIt Travel Authorizations by Employee

Available to: ☑ Analysis   ☑ Intelligence
Uses: ☑ Expense Data   ☑ Travel / TripLink Data

This report allows integrated Travel and Expense clients to view which employees at their company have enabled TripIt integration for Travel.

Report Prompts

None.

Report Output

TripIt Travel Authorizations by Employee

User Last Name	User First Name	User ID	User Email	Authorized Trip Sharing with TripIt
10216	10216		User-10216@p0003595c8pi.com	Y
10217	10217		User-10217@p0003595c8pi.com	Y
10218	10218		User-10218@p0003595c8pi.com	Y
10219	10219		User-10219@p0003595c8pi.com	Y
10220	10220		User-10220@p0003595c8pi.com	Y
10221	10221		User-10221@p0003595c8pi.com	Y
10222	10222		User-10222@p0003595c8pi.com	Y
10223	10223		User-10223@p0003595c8pi.com	Y
10224	10224		User-10224@p0003595c8pi.com	Y
10225	10225		User-10225@p0003595c8pi.com	Y
10226	10226		User-10226@p0003595c8pi.com	Y
10639	10639		User-10639@p0003595c8pi.com	Y
10640	10640		User-10640@p0003595c8pi.com	Y
10641	10641		User-10641@p0003595c8pi.com	Y
10642	10642		User-10642@p0003595c8pi.com	Y
10643	10643		User-10643@p0003595c8pi.com	Y
11062	11062		User-11062@p0003595c8pi.com	Y
11063	11063		User-11063@p0003595c8pi.com	Y
11064	11064		User-11064@p0003595c8pi.com	Y
11065	11065		User-11065@p0003595c8pi.com	Y

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
User Last Name	<Last Name>	[Expense].[Employee Information].[Last Name]	Employee last name
User First Name	<First Name>	[Expense].[Employee Information].[First Name]	Employee first name
User ID	<Travel Logon ID>	[Expense].[Employee Information].[Travel Logon ID]	Employee Travel and Expense user ID
User Email	<Email Address>	[Expense].[Employee Information].[Email Address]	Employee email address
Authorized Trip Sharing with TripIt	<Link Travel to TripIt>	[Expense].[Employee Information].[Link Travel to TripIt]	*Y* or *N* to indicate if the user has enabled TripIt integration for Travel

Report: User Rating Summary - Travel

Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☑ Expense Data   ☑ Travel / TripLink Data

This report allows clients to see how satisfied their users are with Concur Travel. Armed with direct feedback, Travel Managers can identify consistent pain points and make policy changes to provide a better user experience.

Report Prompts

The report user can select the date range and elect to see all feedback or only the feedback with comments.

- **Start Date:** Used to filter the report by a defined start date that the survey was taken by the user

- **End Date:** Used to filter the report by a defined end date that the survey was taken by the user

- **Feedback Type:** Used to select whether to show all feedback or show only feedback with comments"

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Survey Date between	ParamDisplayValue('p_StartDate')+' ' and ' '+ParamDisplayValue('p_EndDate')	Displays the date range from the **Start Date** and **End Date** prompts on the **Prompts** page
Overall Rating Average	average([All].[Overall Rating] for report)	Displays the average of the **Overall Rating** total of the report

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Survey Date	<Survey Date>	[Travel].[User Rating Information].[Survey Date]	Date the survey was taken by the user
Overall Rating	<Overall Rating>	[Travel].[User Rating Information].[Overall Rating]	Overall rating provided by end users after booking
Comments	<Comments>	([Travel].[User Rating Information].[Comments])	User added comments