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## Revision History

Date	Notes / Comments / Changes
May 20, 2022	In the <i>Recommended Browser for Viewing Reports</i> section, updated the supported browser information.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 20, 2021	Updated the copyright year; no other changes
January 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
January 13 2018	Changed copyright; no other content changes
February 17 2016	Added the Recommended Browser for Viewing Reports section
December 15 2016	Changed copyright; no other content changes
October 25 2015	Updated the guide content to new corporate style; no content changes
October 20 2015	Added information about the <b>Intelligence – BI Manager</b> link
September 4 2015	Added clarification about other documentation
August 14 2015	Moved from single book to individual "chapters"

# Chapter 1: Standard Reports – Overview

This book contains the following information about the standard reports:

- Short description of the report
- Screen shot of the report prompts
- Screen shot of the report output

## Additional Documentation – Actionable Analytics, Dashboards



In addition to this guide, refer to these chapters in the Analysis/Intelligence guide:

- ◆ Overview – information about login, roles, permissions, hierarchies, etc.
- ◆ Actionable Analytics
- ◆ Dashboard Metrics

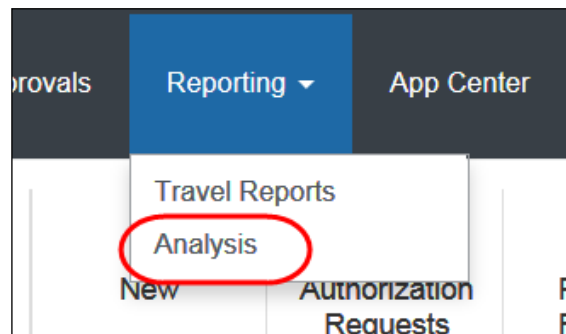
## Concur Products

Analysis/Intelligence is available for all of the main Concur products except stand-alone Travel. Travel must be integrated with Expense in order to use Analysis/Intelligence.

## Access the Reports

### Access Analysis

If your company has Analysis, click **Reporting** > **Analysis** to access your standard reports.



### Access Intelligence

#### **Background – Roles and Data**

A user can have a Cognos role (Cognos Consumer, Cognos Business Author, or Cognos Professional Author) and can also be a BI Manager. One of the major differences between the two:

- Cognos Consumer, Cognos Business Author, or Cognos Professional Author are assigned roles and are associated with the Reporting hierarchy. The data that the Consumer/Business Author/Professional Author sees is determined by the associated section of the hierarchy.
- The BI Manager is not an assigned role and is not associated with the Reporting hierarchy. The BI Manager sees the data of their direct and indirect reports.

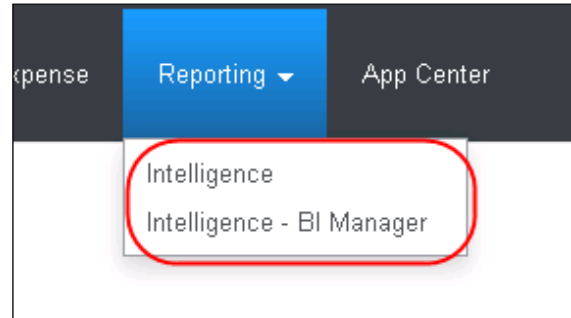


For more information about the Reporting hierarchy and BI Manager, refer to the *Overview* chapter in the *Analysis/Intelligence* guide.

### Access the Intelligence Reports

If your company uses Intelligence **and** if you have a Cognos role (Cognos Consumer, Cognos Business Author, or Cognos Professional Author) **and** you are a BI Manager:

- When you want to work as a Cognos user (and see the data related to the associated section of the Reporting hierarchy), then click **Intelligence**.
- When you want to work as a BI Manager (and see the data of your direct and indirect reports), then click **Intelligence – BI Manager**.



If you have a Cognos role **or** if you are a BI Manager – but not both – you will see only the **Intelligence** menu option.

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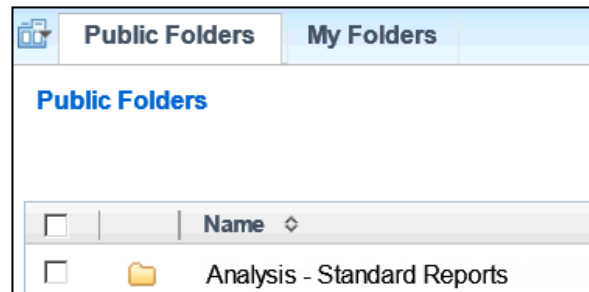
**NOTE:** The Actionable Analytics reports and the Persona Dashboards are both available to BI Managers.

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## Access the Folders

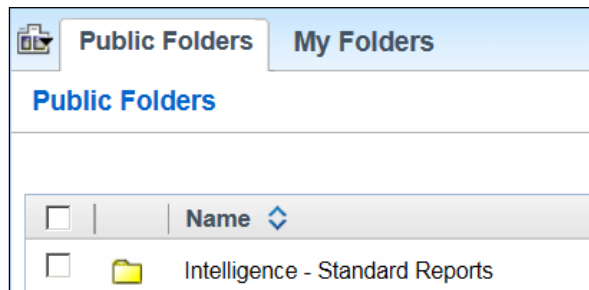
### Analysis

If your company has Analysis, you will use the **Analysis - Standard Reports** link to access your standard reports.

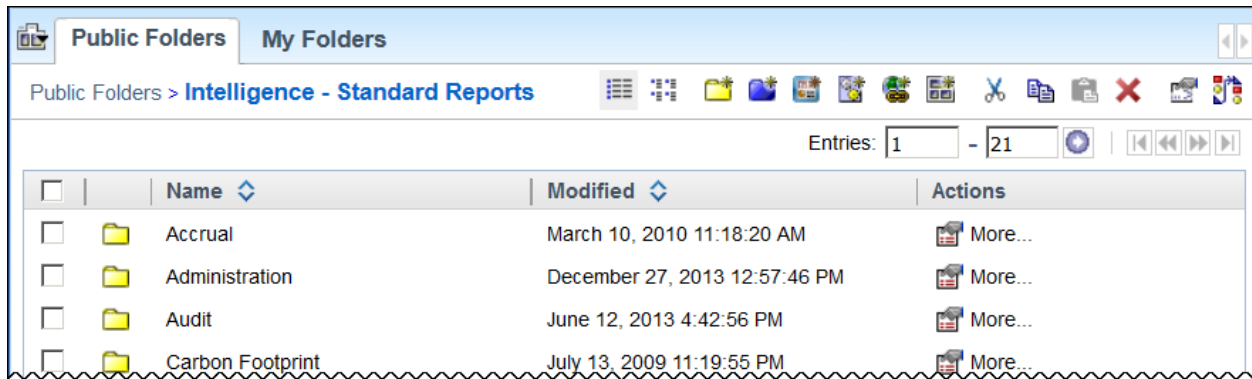


### Intelligence

If your company uses Intelligence, you will use the **Intelligence - Standard Reports** link to access your standard reports.



When you click the appropriate link, the list of folders appears.



## Recommended Browser for Viewing Reports

The Query Studio feature within Cognos version 10 is only compatible with Microsoft Explorer or Mozilla Firefox ESR.

In Cognos version 11, Query Studio is only compatible with Mozilla Firefox ESR.

Complete browser compatibility information is available for both Cognos 10 and Cognos 11 on the IBM support site. Select the **Supported Software** tab, and then click the **Web Browsers** link.



For more information about supported browsers, refer to *Concur Travel & Expense Supported Configurations*.