Standard Reports by Folder

for Analysis / Intelligence

Last Revised: March 13, 2024

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☒ Standard edition
- ☒ Travel
  - ☒ Professional/Premium edition
  - ☒ Standard edition
- ☒ Invoice Management
  - ☒ Professional/Premium edition
  - ☒ Standard edition
- ☒ Request
  - ☒ Professional/Premium edition
  - ☒ Standard edition

Revision History

Date	Revision Notes/Comments
NOTE: No entry indicates no changes for that calendar month and year	
March 13, 2024	This chapter changed: ♦ Audit
October 14, 2023	These chapters changed: ♦ Invoice ♦ Market Specific Reports
August 19, 2023	These chapters changed: ♦ Invoice ♦ Market Specific Reports
June 17, 2023	This chapter changed: ♦ Market Specific Reports
May 20, 2023	This chapter changed: ♦ Travel Request
April 22, 2023	This chapter changed: ♦ Carbon Footprint
March 18, 2023	This chapter changed: ♦ Carbon Footprint
February 18, 2023	These chapters changed: ♦ Mobile Usage ♦ Travel Request
February 1, 2023	This chapter changed: ♦ Carbon Footprint
January 21, 2023	This chapter changed: ♦ Carbon Footprint
November 12, 2022	This chapter changed: ♦ Market Specific Reports
August 8, 2022	This chapter changed: ♦ Market Specific Reports
June 20, 2022	This chapter changed: ♦ Market Specific Reports

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Date	Revision Notes/Comments
June 18, 2022	This chapter changed: ♦ Market Specific Reports
May 20, 2022	This chapter changed: ♦ Standard Reports – Overview
October 16, 2021	This chapter changed: ♦ Audit
September 22, 2021	This chapter changed: ♦ Audit
September 18, 2021	These chapters changed: ♦ Audit ♦ Market Specific Reports
August 27, 2021	This chapter changed: ♦ Mobile Usage
August 9, 2021	This chapter changed: ♦ Administration
July 17, 2021	This chapter changed: ♦ Audit
June 19, 2021	These chapters changed: ♦ Carbon Footprint ♦ Mobile Usage
April 7, 2021	This chapter changed: ♦ Market Specific Reports
March 23, 2021	These chapters changed: ♦ Mobile Usage ♦ Spending
March 20, 2021	This chapter changed: ♦ Mobile Usage
February 20, 2021	This chapter changed: ♦ Market Specific Reports

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Date	Revision Notes/Comments
November 14, 2020	These chapters changed: ♦ Carbon Footprint ♦ Mobile Usage ♦ Vendor
October 17, 2020	This chapter changed: ♦ Premium Dashboards
September 24, 2020	These chapters changed: ♦ Invoice ♦ Market Specific Reports ♦ Trips
September 19, 2020	These chapters changed: ♦ Accrual ♦ Administration ♦ Compliance ♦ Invoice ♦ Travel Request ♦ TripLink
June 24, 2020	This chapter changed: ♦ Mobile Usage
June 20, 2020	This chapter changed: ♦ Mobile Usage
June 3, 2020	This chapter changed: ♦ Mobile Usage Also updated the information on the cover to match cover format used on other guide covers.
June 2, 2020	This chapter changed: ♦ Mobile Usage
May 16, 2020	These chapters changed: ♦ Market Specific Reports ♦ Mobile Usage
March 14, 2020	These chapters changed: ♦ Expense Processing ♦ Mobile Usage

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Date	Revision Notes/Comments
February 20, 2020	This chapter changed: ♦ Compliance
February 15, 2020	This chapter changed: ♦ Compliance
January 24, 2020	This chapter changed: ♦ Trips
January 18, 2020	These chapters changed: ♦ E-Receipt ♦ Trips
January 8, 2020	These chapters changed: ♦ Spending ♦ Vendor
September 21, 2019	This chapter changed: ♦ Travel Request
August 19, 2019	This chapter changed: ♦ Invoice
August 17, 2019	These chapters changed: ♦ Audit ♦ Expense Processing ♦ Invoice ♦ Market Specific Reports ♦ Persona Dashboards
July 22, 2019	This chapter changed: ♦ TripLink
June 10, 2019	These chapters changed: ♦ Market Specific Reports ♦ TripLink
May 11, 2019	These chapters changed: ♦ Market Specific Reports ♦ Trips ♦ Vendor

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Date	Revision Notes/Comments
April 13, 2019	These chapters changed: ♦ Invoice ♦ Market Specific Reports ♦ Persona Dashboards ♦ Travel Request ♦ TripLink
March 15, 2019	These chapters changed: ♦ Invoice ♦ Mobile Usage ♦ TripLink ♦ Trips ♦ Vendor
February 28, 2019	These chapters changed: ♦ Market Specific Reports ♦ Spending ♦ Trips
February 9, 2019	These chapters changed: ♦ Invoice ♦ Persona Dashboards ♦ TripLink Also removed references to Insight Premium from each chapter
January 12, 2019	These chapters changed: ♦ Accrual ♦ Fraud ♦ Vendor
December 14, 2018	These chapters changed: ♦ Finance ♦ Fraud ♦ Meetings ♦ Vendor

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Date	Revision Notes/Comments
December 8, 2018	These chapters changed: ♦ Accrual ♦ Administration ♦ Audit ♦ Carbon Footprint ♦ E-Receipt ♦ Expense Processing
November 17, 2018	These chapters changed: ♦ Compliance ♦ Invoice ♦ Tax
October 15, 2018	The October release has moved to October 20, 2018.
October 13, 2018	This chapter changed: ♦ Persona Dashboards
October 5, 2018	This chapter changed: ♦ TripLink
September 17, 2018	The September release has moved to September 22, 2018.
September 15, 2018	These chapters changed: ♦ Compliance ♦ Persona Dashboards
August 18, 2018	These chapters changed: ♦ Invoice ♦ TripLink
July 21, 2018	These chapters changed: ♦ Administration ♦ Invoice ♦ Spending
June 12, 2018	This chapter changed: ♦ Spending
May 17, 2018	These chapters changed: ♦ Compliance ♦ Market Specific Reports

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Date	Revision Notes/Comments
May 14, 2018	This chapter changed: ♦ Market Specific Reports
April 23, 2018	This chapter changed: ♦ Compliance
April 14, 2018	These chapters changed: ♦ Finance ♦ Market Specific Reports ♦ Vendor
March 20, 2018	This chapter changed: ♦ Invoice
March 17, 2018	These chapters changed: ♦ Invoice ♦ Market Specific Reports ♦ Trips ♦ Vendor
February 10, 2018	These chapters changed: ♦ Market Specific Reports ♦ Tax
January 17, 2018	This chapter changed: ♦ Tax
January 13, 2018	These chapters changed: ♦ Invoice ♦ Tax
December 9, 2017	This chapter changed: ♦ TripLink
November 3, 2017	These chapters changed: ♦ Administration ♦ Audit
October 17, 2017	This chapter changed: ♦ Persona Dashboards

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Date	Revision Notes/Comments
September 18, 2017	These chapters changed: ♦ Administration ♦ Invoice ♦ Spending
August 4, 2017	This chapter changed: ♦ Invoice
July 29, 2017	These chapters changed: ♦ Company Billed Cards ♦ Compliance
July 8, 2017	These chapters changed: ♦ Compliance ♦ Invoice
June 5, 2017	This chapter changed: ♦ Persona Dashboards
June 3, 2017	These chapters changed: ♦ E-Receipt ♦ Invoice ♦ Persona Dashboards
April 22, 2017	These chapters changed: ♦ Company Billed Cards ♦ Invoice ♦ Persona Dashboards
March 18, 2017	These chapters changed: ♦ Administration ♦ Persona Dashboards ♦ TripLink
February 17, 2017	These chapters changed: ♦ Overview ♦ Persona Dashboards
February 8, 2017	This chapter changed: ♦ Persona Dashboards

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Date	Revision Notes/Comments
January 25, 2017	This chapter changed: ♦ Persona Dashboards
December 15, 2016	Changed copyright. This chapter changed: ♦ Persona Dashboards
December 9, 2016	This chapter changed: ♦ Persona Dashboards
November 7, 2016	Updated Proprietary Statement.
October 14, 2016	This chapter changed: ♦ Invoice
October 10, 2016	Updated Prompts images for copied reports.
September 9, 2016	This chapter changed: ♦ Expense Processing
August 15, 2016	These chapters changed: ♦ Expense Processing ♦ Invoice ♦ Travel Request
July 8, 2016	This chapter changed: ♦ Administration
June 21, 2016	This chapter changed: ♦ Administration
May 19, 2016	These chapters changed: ♦ Premium Dashboards ♦ TripLink
April 21, 2016	This chapter changed: ♦ TripLink
March 23, 2016	This chapter changed: ♦ TripLink In all guides, changed the text under the heading from "Travel Data" to "Travel / TripLink Data"
February 22, 2016	These chapters changed: ♦ Compliance ♦ Premium Dashboards

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Date	Revision Notes/Comments
January 15, 2016	This chapter changed: ♦ Market Specific Reports
December 3, 2015	These chapters changed: ♦ Carbon Footprint ♦ TripLink
October 20, 2015	These chapters changed: ♦ Overview ♦ TripLink
September 18, 2015	These chapters changed: ♦ Persona Dashboards ♦ Tax ♦ Open Booking was changed from Chapter 16 to 22 and renamed TripLink ♦ Chapters 17 through 21 were renumbered as a result
September 4, 2015	These chapters changed: ♦ Overview ♦ Persona Dashboards
August 14, 2015	***Split the guide into individual chapters*** These chapters were revised this month: ♦ Overview ♦ Persona Dashboards **NEW** ♦ Tax
June 18, 2015	Added a note about "secondary" roles in the Employee Roles report
May 18, 2015	Incorporated the changes for the May 2015 release; refer to the release notes for that month Removed the Premium dashboards; those dashboards are available in the Intelligence folders Added several missing reports
May 5, 2015	Added information about: ♦ Travel Points Summary ♦ Travel Points Detail
April 9, 2015	Incorporated the changes for the April 2015 release; refer to the release notes for that month

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Date	Revision Notes/Comments
March 13, 2015	Incorporated the changes for the March 2015 release; refer to the release notes for that month
February 6, 2015	Incorporated the changes for the February 2015 release; refer to the release notes for that month
January 19, 2015	Incorporated the changes for the January 2015 release; refer to the release notes for that month,

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