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Revision History

Date	Notes / Comments / Changes
January 21, 2023	 Added Dashboard: to the title of the following sections: Dashboard: Combined Spend Overview Dashboard: Invoice Management Overview
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
August 17, 2019	Added additional information about the reports in the Persona Dashboards folder
April 13, 2019	Updated the overview of the Combined Spend Overview dashboard
February 9, 2019	Added information about the new Payment Type Filter for the Combined Spend Overview dashboard, removed references to Insight Premium from the guide, and updated copyright
October 15, 2018	The October release has moved to October 20, 2018
October 13, 2018	Updated image of the Quick Access Menu to include the new Combined Spend Overview dashboard
September 17, 2018	The September release has moved to September 22, 2018
September 15, 2018	Added information about the Combined Spend Overview dashboard
January 13 2018	Changed copyright; no other content changes
November 4 2017	Updated the image of the Quick Access Menu to display the updated label for the Department Manager Expense Report Overview dashboard
October 17 2017	Updated for Department Manager Dashboard changing two separate dashboards – Department Manager Spend Overview and Department Manager Expense Report Overview
June 5 2017	Updated the tooltip information for the PO Adoption section under the Invoice Management Overview dashboard
June 3 2017	Added additional information about the Invoice Management Overview dashboard
April 22 2017	Added information about the Invoice Management Overview dashboard
March 18 2017	Updated the first Questions Answered bullet for the Policy Exceptions by Employee section
February 17 2017	Updated Average Life Cycle dashboard images to show new industry average of 12 days; no other content changes
February 8 2017	Updated Aging of Transactions detail report image
January 25 2017	Updated the Overview section and added additional information about the Expense Management Overview dashboard
December 15 2016	Changed copyright and updated the Overview section; no other content changes

Chapter 16: Folder – Persona Dashboards

Date	Notes / Comments / Changes
December 9 2016	Added information about the Expense Spend Management Overview dashboard
December 7 2016	Removed obsolete note
November 16 2016	Updated report images to match the current application
October 25 2016	Updated the guide content to new corporate style; no content changes
May 19 2016	Added information about the Persona Dashboard tab
September 18 2015	Added more drill-through reports to the Department Manager Dashboard Changed the chapter number because Open Booking Changed to TripLink
September 4 2015	Clarified the calculation information for the Policy Exceptions by Employee section
August 14 2015	Initial publication

Chapter 16: Folder – Persona Dashboards

Overview

The Persona Dashboard provides you all the relevant data you need to manage your business in one location. In addition, the dashboard provides visual indicators identifying the existence of potential problems.

Access the Dashboard

Public Folders My Folders Persona Dashboard			
			E
IBM Cognos Viewer			? _ 🗆
Quick Access Menu			
PICE 0 *) The second s	AVENUE LIFE CYCLE +> CPUSAL REPORT OUT OF CONTRACTOR OUT OF CONTRA		
TOP 10 SPENDING EMPLOYEES e :- text-share / security 100 (regime forgers) Security (security forgers) Security (security forger security forger)	AVERAGE SPEND => ferender / www.clim. ander new Gerhens Mar Rat Bergeneret		
Model Matrix Ope Parameter Parameter </td <td>441 15 384 2 0 0 Contraction Director Contraction Contraction Director Contregradue Contracti</td> <td></td> <td></td>	441 15 384 2 0 0 Contraction Director Contraction Contraction Director Contregradue Contracti		
Department Manager	Department Manager Expense Report	Expense Management Overview	Invoice Management Overview
Contract Sport Overview Contract Sport Overvi			
Combined Spend Overview			

The **Persona Dashboard** tab appears by default for all BI Managers. To access the dashboard, click either the image of the dashboard or the dashboard label for the image.

Refer to the appendix in this chapter for information about removing or restoring the **Persona Dashboard** tab.

Required – BI Manager

Any user who is also a BI Manager can access the Department Manager Overview dashboard. Users are not required to be a BI Manager to access the Expense Management Overview or Invoice Management Overview dashboards.

If a user is a BI Manager and a licensed user, when the user logs in via the Reporting menu there will be two options. Choosing the BI Manager option limits the information displayed in the reports to just the information of the BI Manager's direct and indirect reports (for all dashboards and reports). If the user logs in as the licensed user, then the user will see data based on their security access.

For more information about BI Manager, refer to the *Overview* chapter in the Analysis/Intelligence documentation that is available in Cognos (**Launch** menu).

Drill-Through and Related Reports

Each section of the dashboards has three parts:

- The visual representation of the related data, like a chart, graph, or a table
- The information ① icon The user clicks this icon to access a tooltip and link to a PDF that contains helpful information like how the metric is calculated, why the metric is important, and how the insights derived from the data can help the user better manage they T&E spend.
- The reports icon The user clicks this icon to access a drill-through report and other related reports.

The first report in the list (blue background) is the drillthrough report. It has the same name as the dashboard section *plus* "Details." When the user clicks the "details" name, the drill-through report opens in a new window.



D-Jm
Top-ro Employee Spend Details
Unassigned Credit Card Transactions
Expense Accrual
Expense Accrual by Date Range
Top Employees with Unassigned or Unsubmitted CC Transactions
Top Spenders by Expense Type

The other reports in the list are existing standard reports that contain data determined to be relevant to the associated metric.

When the user clicks a report name, the standard "prompt" window appears in a new window. The report user completes the prompt window as usual and runs the report.

Budget Information



The sample above shows the various options involving the budget – between *No money spent* and *Overbudget*. The sample at the bottom – *No budget specified* – indicates that the user did not enter the budget information in Profile.

Dashboard: Combined Spend Overview

Available to: 🗆 Analysis 🛛 🗹 Intelligence

Overview

The Combined Spend Overview dashboard provides key metrics for your company's combined spend associated with your company's expense reports and invoices. The dashboard can help you track how the metrics are trending, the impact on cash flow and budgets, and help evaluate the need for changes in the expense report and procurement processes to optimize them.

NOTE: If the fiscal calendar is enabled and set up for a company, the current quarter-todate will be based on the fiscal calendar. If the company is not using a fiscal calendar, the current quarter-to-date will be based on the Gregorian calendar year.

While the Department Manager Overview, Expense Management Overview and Invoice Management Overview were designed for individuals with specific responsibilities within their department or the expense and invoice management teams, the Combined Spend Overview dashboard is designed for individuals who need to see spend data on a global level. However, regardless of who accesses each of these dashboards, the data viewed on the dashboards is still based on the access level assigned to the individual user viewing the dashboard.

Dashboard

Sample of the full dashboard:



Section: Payment Type Filter

Sample of the filter:

Payment Type Filter
Expense - CASH Expense - CBCP Expense - COPD Expense - IBCP Expense - IBIP Expense - XXXX Invoice - ACH Invoice - Card Invoice - Card Voucher Invoice - Check Invoice - Client Invoice - Payment Provider Invoice - Wire
Select all Deselect all
Finish

The **Payment Type Filter** provides a way to filter and view combined expense and invoice spend by payment type on the Combined Spend Overview dashboard. The available payment types are listed in alphabetical order with "Expense" or "Invoice" next to the payment type to indicate whether the payment type is associated with Expense spend or Invoice spend.

The first time the Combined Spend Overview dashboard runs, the dashboard displays the data for all payment types.

To filter the Combined Spend Overview dashboard by one or more payment types, select the check box next to the payment type(s) you want to view, and then click the **Finish** button. The dashboard can be filtered by multiple payment types at one time.

Section: Total Combined Spend

Sample of the dashboard:



The **Total Combined Spend** section provides the combined spend for both Expense and Invoice for the year-to-date and current quarter-to-date, and the combined total accrual for the current quarter-to-date.

The combined spend includes all expense reports that have been sent for payment and all invoices that have been sent for payment processing. Combined spend does not include accruals. The **Accrual** number displayed in this section is the combined total of unpaid expense entries, unassigned credit card transactions, and unpaid invoices for the current quarter-to-date.

The graph in the **Total Combined Spend** section is a visualization of the percentages of the combined spend that are attributed to Expense and Invoice for the year-to-date.

Placing your pointer over a section of the graph displays the spend type (Expense or Invoice) associated with the section and the percentage of the total combined spend associated with that spend type for the year-to-date. In the example below, 23 percent of the total combined spend is from all the expense reports that have been sent for payment for the year-to-date.



Section: Average Life Cycle

Sample of the dashboard:



Sample of the Average Life Cycle Details – Expense drill-through report:

NOTE: The Average Life Cycle Details – Expense report is a copy of the Average Life Cycle Details report associated with the Department Manager Expense Report Overview dashboard. The only difference between the reports is the name of the report.

For the Department Manager Expense Report Overview dashboard, the detail report is named Average Life Cycle – Details. For the Combined Spend Overview dashboard, the detail report for Expense is named Average Life Cycle Details – Expense.

Submitted tab:

Submitted Approve	ed Paid				
Employee	Employee ID	Report Name	Report ID	Entry Approved Amount	Number of Exceptions
				5.00	0
				14.99	č

Number of Exceptions	Transaction Date	First Submitted Date	Time to Submit	Date	Approver	Approvals Cost Center	Step	Davs
) 				Jul 6, 2018	-		Adhoc Manager Approval	4
2 2 2 2				Jul 9, 2018			Adhoc Manager Approval	3
0	May 31, 2018	Jul 2, 2018	32	Jul 17, 2018			Adhoc Manager Approval	8
				Jul 18, 2018			Adhoc Manager Approval	1
				Jul 23, 2018			Approval for Processing	5
				Jul 6, 2018			Adhoc Manager Approval	4
				Jul 9, 2018			Adhoc Manager Approval	3
0	Jun 10, 2018	Jul 2, 2018	22	Jul 17, 2018			Adhoc Manager Approval	8
				Jul 18, 2018			Adhoc Manager Approval	1
				Jul 23, 2018			Approval for Processing	5
				Jul 6, 2018			Adhoc Manager Approval	4
				Jul 9, 2018			Adhoc Manager Approval	3
14			÷.	.lul 17			Adhoc	

Chapter 16: Folder – Persona Dashboards

Approved tab:

Submitted	Approved	Paid				
mployee		Employee ID	Report Name	Report ID	Report Approved Amount	Number of Exceptions
					3,791.97	0
					2,699.50	1
					2,528.32	1

Number of Exceptions	First Submitted Date	First Approved Date	Time To Approve	Date	Approver	Approvals Cost Center	Step	Days
				Jul 6, 2018		100000000000000000000000000000000000000	Adhoc Manager Approval	4
				Jul 9, 2018			Adhoc Manager Approval	3
0	Jul 2, 2018	Jul 6, 2018	4	Jul 17, 2018			Adhoc Manager Approval	8
				Jul 18, 2018			Adhoc Manager Approval	1
				Jul 23, 2018			Approval for Processing	5
				Aug 7, 2018	-		Adhoc Manager Approval	5
				Aug 7, 2018	-		Adhoc Manager Approval	0
1	Jul 31, 2018	Aug 7, 2018	7	Aug 13, 2018			Adhoc Manager Approval	6
				Aug 13, 2018			Adhoc Manager Approval	0
				Aug 14, 2018			Approval for Processing	1
1	Aug 29, 2018	Sep 4, 2018	6					
				Aug 6, 2018			Cost Object Approval	5
				Aug 12, 2018			Cost Object Approval	6

Paid tab:

ubmitted	Approved	Paid				
nployee		Employee ID	Report Name	Report ID	Report Approved Amount	Number of Exception
					2 704 07	
					3,791.97	
					2,699.50	

>								
Number of Exceptions	First Approved Date	Sent for Payment Date	Time to Pay	Date	Approver	Approvals	Sten	Days
> > > >				Jul 6, 2018			Adhoc Manager Approval	4
>				Jul 9, 2018			Adhoc Manager Approval	3
0	Jul 6, 2018	Jul 23, 2018	17	Jul 17, 2018			Adhoc Manager Approval	8
				Jul 18, 2018			Adhoc Manager Approval	1
> > >				Jul 23, 2018			Approval for Processing	5
> > >				Aug 7, 2018			Adhoc Manager Approval	5
				Aug 7, 2018			Adhoc Manager Approval	0
1	Aug 7, 2018	Aug 14, 2018	7	Aug 13. 2018			Adhoc Manager Approval	6
> > >				Aug 13, 2018			Adhoc Manager Approval	0
> > >				Aug 14, 2018			Approval for Processing	1
				Aug 6, 2018			Cost Object Approval	5
				Aug 12, 2018			Cost Object Approval	6
\$ }				Aun 14			Cost	

Sample of the Average Life Cycle Details – Invoice drill-through report:

Submitted tab:

Submitted App	roved Paid				
Employee	Employee ID	Request Name	Request ID	Invoice Number	Entry Approved Amount
Rep. Temp?	-	April 1 1018 Spectrum		32420-MS	40.00
				31975-MS	40.00
		Taxan M.		26061	20.00
	-	CONTRACTOR OF STREET	11-10-10-10-10-10-10-10-10-10-10-10-10-1	26168	20.00
			100 C	19599	73.14
				19473	73.14
				19536	73.14
		100000000000000000000000000000000000000		25972	20.00
				1010-7593	40.00
				302884	85.00
				3007712	50.00
				2998924	50.00
				1010-7774	75.00

Chapter 16: Folder – Persona Dashboards

		C	6 L 10 / D /	T		Approva	ls	
Entry Approved Amount	Number of Exceptions	Created Date	Submitted Date	Time to Submit	Date	Approver	Step	Days
40.00	0	Sep 10, 2018	Sep 10, 2018	0				
40.00	0	Jul 16, 2018	Jul 16, 2018	0	Jul 18, 2018		Back Office Approval	0
20.00	0	Aug 13, 2018	Aug 13, 2018	0	Aug 24, 2018		Back Office Approval	0
20.00	0	Sep 10, 2018	Sep 10, 2018	0				
73.14	0	Sep 10, 2018	Sep 10, 2018	0				
73.14	0	Jul 5, 2018	Jul 5, 2018	0	Jul 9, 2018		Back Office Approval	3
73.14	0	Aug 13, 2018	Aug 13, 2018	0	Aug 24, 2018		Back Office Approval	0
20.00	0	Jul 2, 2018	Jul 2, 2018	0	Jul 3, 2018		Back Office Approval	0
40.00	0	Jul 23, 2018	Jul 23, 2018	0	Jul 31, 2018		Back Office Approval	0
85.00	0	Sep 10, 2018	Sep 10, 2018	0				
50.00	0	Jul 31, 2018	Jul 31, 2018	0	Aug 2, 2018		Back Office Approval	1
50.00	0	Jul 30, 2018	Jul 30, 2018	0	Aug 2, 2018		Back Office Approval	1
75.00	0	Aug 23, 2018	Aug 23, 2018	0	Aug 29, 2018		Back Office Approval	0
							Back	

Approved tab:

AVERAGE LI Current Quarter /	FE CYCLE	DETAILS - INVOICE			
Submitted App	roved Paid				
Employee	Employee ID	Request Name	Request ID	Invoice Number	Approved Amount
100.000				31975-MS	40.00
				19473	73.14
				19536	73.14
				26061	20.00
				25972	20.00
				1010-7593	40.00
				3007712	50.00
				2998924	50.00
				1010-7774	75.00
				2378146	25.00
				2370291	25.00

è	Approved Amount	Exception Count	Submitted Date	Approval Date	Time To Approve	Data	Approvals	Stop	Dave
Ę						Date	Approver	Step	Days
Sec.	40.00	0	Jul 16, 2018	Jul 18, 2018	2	Jul 18, 2018		Office Approval	0
2622	73.14	0	Jul 5, 2018	Jul 6, 2018	1	Jul 9, 2018		Back Office Approval	3
(Cer	73.14	0	Aug 13, 2018	Aug 24, 2018	11	Aug 24, 2018		Back Office Approval	0
2422	20.00	0	Aug 13, 2018	Aug 24, 2018	11	Aug 24, 2018		Back Office Approval	0
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	20.00	0	Jul 2, 2018	Jul 3, 2018	1	Jul 3, 2018		Back Office Approval	0
20022	40.00	0	Jul 23, 2018	Jul 31, 2018	8	Jul 31, 2018		Back Office Approval	0
くくくく	50.00	0	Jul 31, 2018	Aug 1, 2018	1	Aug 2, 2018		Back Office Approval	1
244	50.00	0	Jul 30, 2018	Jul 31, 2018	1	Aug 2, 2018		Back Office Approval	1
くくくく	75.00	0	Aug 23, 2018	Aug 29, 2018	6	Aug 29, 2018		Back Office Approval	0
Sec.	25.00	0	Aug 13, 2018	Aug 24, 2018	11	Aug 24, 2018		Back Office Approval	0
2422	25.00	0	Jul 5, 2018	Jul 6, 2018	1	Jul 9, 2018	225.	Back Office Approval	3

#### Paid tab:

Submitted Appro	oved Paid				
Employee	Employee ID	Request Name	Request ID	Invoice Number	Report Approved Amount
				31975-MS	40.00
				19473	73.14
				19536	73.14
				26061	20.00
				25972	20.00
				1010-7593	40.00
				3007712	50.00
				2998924	50.00
				1010-7774	75.00
				2378146	25.00
				2370291	25.00

Peport Approved Amount	Exception Count	Approved Date	Process Payment Date	Time to Pay		Approvals	•	
	Exception count	Approved Date	Tiocess Fayment Date	Time to Fuj	Date	Approver	Step	Days
40.00	0	Jul 18, 2018	Jul 18, 2018	1	Jul 18, 2018		Back Office Approval	0
73.14	0	Jul 6, 2018	Jul 9, 2018	4	Jul 9, 2018		Back Office Approval	3
73.14	0	Aug 24, 2018	Aug 24, 2018	3	Aug 24, 2018		Back Office Approval	0
20.00	0	Aug 24, 2018	Aug 24, 2018	3	Aug 24, 2018		Back Office Approval	0
20.00	0	Jul 3, 2018	Jul 3, 2018	2	Jul 3, 2018		Back Office Approval	0
40.00	0	Jul 31, 2018	Jul 31, 2018	1	Jul 31, 2018		Back Office Approval	0
50.00	0	Aug 1, 2018	Aug 2, 2018	2	Aug 2, 2018		Back Office Approval	1
50.00	0	Jul 31, 2018	Aug 2, 2018	3	Aug 2, 2018		Back Office Approval	1
75.00	0	Aug 29, 2018	Aug 29, 2018	1	Aug 29, 2018		Back Office Approval	0
25.00	0	Aug 24, 2018	Aug 24, 2018	3	Aug 24, 2018		Back Office Approval	0
25.00	0	Jul 6, 2018	Jul 9, 2018	4	Jul 9, 2018		Back Office Approval	3

The **Average Life Cycle** section provides a visualization of the current quarter's life cycle averages for your company's expense reports and invoices, including the average total days for the expense report and invoice life cycle for the current quarter-to-date. All numbers displayed in the **Average Life Cycle** section are averages.

- The **days on average** number is the average of the submission, approval, and payment days for expense reports or invoices for the current quarter-to-date.
- The **Submission** number is the average of the days from the expense transaction date until the expense report submission or the average of the days from the invoice creation date in Invoice until the time the invoice is submitted for the current quarter.
- The **Approval** number is the average of the days from the first-time submission date of the expense report or invoice until the expense report or invoice is approved for the current quarter.
- The **Payment** number is the average of the number of days from expense report approval date until the date the expense report is submitted for payment or the average of the number of days from the invoice approval date until the invoice is submitted for payment processing for the current quarter.

Placing your pointer over a section of the life cycle bar displays the current quarter, the life cycle stage, and the average percentage of expense reports or invoices currently in that life cycle stage.



## **Section: Combined Spend Trend**

Sample of the dashboard:



The **Combined Spend Trend** section provides a visualization of the combined year-to-date spend by month for both Expense and Invoice.

The combined spend includes all expense reports that have been sent for payment and all invoices that have been sent for payment processing. Combined spend does not include accruals.

Placing your pointer over a spend segment on a bar displays the month, year, spend type (Expense or Invoice), and the approved amount associated with the segment for the expenses that have been sent for payment or invoices that have been sent for payment processing for the month.



# **Dashboard: Department Manager Spend Overview** Available to: Analysis Intelligence

## Dashboard

Sample of the full dashboard:

Dashboard - D Fiscal Calendar Enabled: Date period	epartment Man	ager Spend	Overview		
SPEND  Current Quarter   Amounts in USI	D Amounts	O OVERVIEW	Spend O	verview Total: 1,112,840	FUTURE TRIPS 🕕 🕞
Available 174,019 Spent 525,981 1,300% (488,402 USD) more than same time last year TOP 10 SPENDING EM Year-to-Date   Amounts in USD	Days Left         Budget           54         600,000           41% of quarter complete         500,000           Budget         300,000           700,000         200,000           100,000         0	Q2'14 Q3'14	Q4 '14 Q1 '15	Q2'15 Q3'15	9 6,354 USD in booked reservations
Employee	Employee ID	Year-to-Date Total Spend	Outstanding Spend	Avg Spend per Report	Avg Cost per Trans.
Peters, John M	CBS000002	48,814	30,341	4,881	531
Baxter, Payden James	AD\/000002	42,522	3,584	2,658	146
Klippenstein-Varamini, Marchelle Marie	AD\/000001	33,901	6,912	2,119	121
Doe, James	CBS000003	33,864	26,478	5,644	513
<u>Gillis, Joe X</u>	RD000002	27,035	3,544	1,423	88
Geneman, Sarah Mane	MANUUU1U1	22,287	1,566	1,311	120
Timpapara Mika Jaseph	SAL000004	21,742	22,707	4,348	5/2
Milne Scott Stirling	FIN00001	13,040	4,015	1,250	148
Approver1, Brian B	PR0000013	12,959	5,990	2.160	112
		·_,		_,	

## Section: Spend – Current Quarter Spend

Sample of the dashboard:



Sample of the drill-through report:

rent G ent Quar	Quarter Spend Details ter   Amounts in USD			
nd Type	Spend Category	Expense Type	Transactions	Amount
uals	Airfare	Airfare	80	42,521.11
		Airfare_MEX	1	339.47
	Car Rental	Car Rental	58	18,705.84
	Cash Advance - Not Partially Approvable	Cash Advance Return	2	345.86
	Entertainment	Business Meal (attendees)	29	13,188.49
		Entertainment-Other	1	5.93
		In Office HCP Meal	2	605.00
		Out Office HCP Meal	1	100.00
	Goodwill	Gifts	3	2,185.19
	Ground Transportation	Parking /Tolls	83	1,409.48
		Тахі	25	1,310.92
		Tolls	2	8.07
	Shipping	Postage	3	178.98
	Telecom	Internet	25	10,752.99
		Local Phone	29	100.82
Actu	uals - Total		314	50,078.71
Ove	rall - Total	Hotel Lotel	1,981	525,912.76

## **Questions Answered**

- How much have I spent this quarter?
- Do I have enough budget to cover all the travel scheduled for the remainder of the quarter?

**NOTE:** If you have not entered your quarterly budget in the budget settings in your Cognos profile, you will only see data for spend and not any comparative data to your budget.

#### Calculation

Budget comes from entries made by the BI Manager in the Profile settings. Spend is a combination of spend reported on expense reports and incurred expense reflected on credit card transactions.

#### How Can I Use This Information?

If you think your spend will exceed your budget this quarter take a look at Future Trips – trips that have been booked, but not taken. Absorbing the cost of airfare only, instead of all other expenses associated with travel, is one way to bring spending back under control. In addition, look at the Spend Details report to get a better understanding of spend. Maybe you can identify areas you can cut back on.

- Are there multiple people scheduled to attend the same conference? Consider having only one attend.
- Can a business meeting be conducted via conference call rather than face-toface?

## **Section: Spend Overview**

Sample of the dashboard:



Sample of the new drill-through report – prompt:

ate Options	
Sent for Payment Date:	<ul> <li>Current Quarter</li> <li>Year-to-Date</li> <li>Last 6 Quarters</li> </ul>

Sample of the new drill-through report:

			Q3 '1	5
			Transactions Amou	
Actuals	Airfare	Airfare	35	16,863.35
		Airline Fees	2	388.20
	Car Rental	Summary	37	17,251.55
	Car Rental	Car Rental	29	10,234.66
	Ground Transportation	Summary	29	10,234.66
		Parking /Tolls	42	722.93
		Taxi	14	769.10
		Tolls	1	4.00
		Summary	57	1,496.03
	Lodging - Do Not Track Room Rate Spending	Hotel Tax	86	2,305.51
		Minibar/Movie	1	9.95
		Summary	87	2,315.46
	Lodging - Track Room Rate Spending	Hotel	76	18,758.06
		Summary		18,758,06

#### **Questions Answered**

- What is the trend in my quarterly spend compared to budget for the past six quarters?
- Does my spend represent an increased level of T&E spend?

**NOTE:** If you have not entered your quarterly budget in the budget settings in your Cognos profile, you will only see data for spend and not any comparative data to your budget.

#### Calculation

Spend is a combination of spend reported on expense reports and incurred expense reflected on credit card transactions

#### How Can I Use This Information?

Understanding the trend of your T&E spend provides a quick glance of how you are performing against planned spend over the last six months. If spend is under budget, this might represent an opportunity for spend that could help you in attaining your department goals. If, however, spend is exceeding your budget, exploring the details around spend can provide insight on where you might need to curtail spend or if you need to talk to someone about their level of spend. Listed below are some areas you might consider exploring. There are several standard reports you can review for better understanding on your spending trend.

- advance airfare purchase
- class of service
- ancillary fees
- online booking
- failure to use unused tickets
- excessive baggage fees
- hotel or car rental cancellation fees
- upgrades
- extensive meal or room service charges
- rates higher than negotiated rates
- charges for breakfast or internet included in the negotiated rate
- additional insurance on car rentals
- duplicate meal expenses
- attendees
- using non-preferred vendors

Another path of action to consider is pre-approval on booking trips that exceed a certain dollar threshold or to certain destinations.

## **Section: Future Trips**

Sample of the dashboard:



## Sample of the drill-through report:

Traveler/ Employee	Departure Date	Trip Length	Destination	Purpose of Trip	Record Locator	Trip Cost (Booked	Est. Trip	Air/ Rail	
						Portion)	Cost	Total Fare	Advance Purchase days
Mckee, Curt	Sep 7, 2015	2	Washington Dulles Intl		EGHEAB2B55	1,028	1,319	369	23
Approver1, Sarah	Aug 24, 2015	2			DEMO01	809	1,076	539	10
Approver1, Lorena	Sep 1, 2015	3			DEMO03	944	1,344	539	10
Anderson, Cameron	Sep 14, 2015	3	Seattle		NXCFFJ	1,016	1,361	505	61
Krillenberger, Peggy	Oct 13, 2015	2			DEMO01	809	1,076	539	10
Bowman, Isaac	Aug 17, 2015	2	La Guardia		4ICOGS	575	918	No Air/Rail Booking	
Krillenberger, Jeff	Aug 12, 2015	1			Manual_0	132	276	No Air/Rail Booking	
Krillenberger, Jeff	Oct 20, 2015	3	Philadelphia		OL7VEV	804	1,276	186	89
Soares, Theresa	Oct 21, 2015	2	Denver		NQHIGS	236	995	236	84

Hotel				Car				Est. Meals &
Hotel	Room Nights	Rate	Est. Hotel & Ancillary	Vendor Days		R	Rate	
Westin	2	239	564	Avis		2	73	240
Marriott	2	75	177	Hertz		2	60	240
Westin	3	75	266	Hertz		3	60	360
Crowne Plaza Seattle-Downtown	2	156	368	Hertz		2	64	360
Dorchester Htls	2	75	177	Hertz		2	60	24
Four Points by Sheraton Midtown/Times Sq	2	288	678	No Car Booking				24(
Holiday Inn Norfolk Airport	1	132	156	No Car Booking				12(
Four Points by Sheraton City Center	3	206	730	No Car Booking				36(
No Hotel Booking				No Car Booking				240

#### **Questions Answered**

How many future trips have been booked but not taken?

#### Calculation

Trip data pulled from all itinerary sources

### How Can I Use This Information?

If you think your spend will exceed your budget this quarter, knowing what Future Trips are booked is helpful in finding ways to cut back on spend. Absorbing the cost of airfare only, instead of all other expenses associated with travel, is one way to bring spending back under control. The Future Trips Details report provides you additional information needed to make these decisions.

- Are there multiple people scheduled to attend the same conference? Consider having only one attend.
- Can a business meeting be conducted via conference call rather than face-toface?

The following tables provide additional information about the Future Trips Details drillthrough report:

Data Item Label/Name	Data Item Expression	Data Item Description		
Amounts in	[Travel].[Reservations and Tickets].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)		

#### **Report Header and Footer**

## Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Traveler/Employ ee	<traveler emplo<br="">yee&gt;</traveler>	[Trip].[Traveler/ Employee]	Displays Traveler/Employee
Departure Date	<departure Date&gt;</departure 	[Trip].[Start Date]	Displays Departure Date
Trip Length	<trip length=""></trip>	[Trip].[Trip Length]	Displays Trip Length
Destination	<destination></destination>	[Trip].[Destination]	Displays Destination
Purpose of Trip	<purpose of<br="">Trip&gt;</purpose>	[Trip].[Purpose of Trip]	Displays Purpose of Trip
Record Locator	<record Locator&gt;</record 	[Trip].[Record Locator]	Displays Record Locator

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Trip Cost (Booked Portion)	<trip cost<br="">(Booked Portion)&gt;</trip>	[Trip].[Trip Cost (Booked Portion)]	Displays the trip cost (booked portion)
Est. Trip Cost	<est. cost="" trip=""></est.>	[Est. Meals & Misc]+[Estimated Hotel & Anc]+[Car Fare]+[Total Fare]	Displays the estimated trip cost
Hotel	<property></property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Displays the hotel
Room Nights	<room nights=""></room>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Displays the number of room nights
Rate	<rate></rate>	[Travel].[Reservations and Tickets].[Booking Rate (reporting currency)]	Displays the rate
Est. Meals & Misc	<est. &<br="" meals="">Misc&gt;</est.>	[Trip].[Estimated Meals & Misc]	Displays estimated meals and miscellaneous
Est. Hotel & Ancillary	<est. &<br="" hotel="">Ancillary&gt;</est.>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]*1.18	Displays the estimated hotel and ancillary
Vendor	<vendor></vendor>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Displays the vendor
Days	<number of<br="">Days&gt;</number>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Displays the number of days
Rate	<rate></rate>	[Travel].[Reservations and Tickets].[Booking Rate (reporting currency)]	Displays the rate
Total Fare	<total charges=""></total>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Displays the total fare
Number of Days in Advance	<number of<br="">Days in Advance&gt;</number>	[Travel].[Reservations and Tickets].[Number of Days in Advance]	Displays the number of days in advance

## Section: Top 10 Spending Employees

Sample of the dashboard:

TOP 10 SPENDING EMPLOYEES  C- Year-to-Date   Amounts in USD								
Employee	Employee ID	Year-to-Date Total Spend	Outstanding Spend	Avg Spend per Report	Avg Cost per Trans.			
Peters, John M	CBS000002	48,814	30,341	4,881	531			
Baxter, Payden James	ADV000002	42,522	3,584	2,658	146			
Klippenstein-Varamini, Marchelle Marie	AD\/000001	33,901	6,912	2,119	121			
Doe, James	CBS000003	33,864	26,478	5,644	513			
Gillis, Joe X	RD000002	27,035	3,544	1,423	88			
Gerleman, Sarah Marie	MAN000101	22,287	1,566	1,311	120			
Pcard, Jeff	CBS000006	21,742	22,707	4,348	572			
Timpanaro, Mike Joseph	SAL000001	13,840	4,615	1,258	102			
Milne, Scott Stirling	FIN000001	13,607	4,452	1,361	148			
Approver1, Brian B	PRO000013	12,959	5,990	2,160	112			

Sample of the drill-through report:

EMPLOYE Year-to-Date	E SPEND Amounts in US		LS					
Employee	Cost Center	Region	Department	Spend Type	Spend Category	Expense Type	Transaction Date	Amount
Peters, John M			Professional Services	Accruals	Office	Office Supplies	Jun 2, 2012	374.64
							Jun 11, 2012	472.98
							May 1, 2015	847.62
							Jun 1, 2015	847.62
							Jul 1, 2015	847.62
					Office - Total			3,390.48
					Other	Catering	Jun 11, 2012	151.96
						Computer accessories	May 1, 2015	151.96
							Jun 1, 2015	151.96
							Jul 1, 2015	151.96
							Jun 11, 2012	200.07
							May 1, 2015	200.07
							Jun 1, 2015	200.07
							Jul 1, 2015	200.07
						Services	Jun 11, 2012	854.00
							May 1, 2015	854.00
							Jun 1, 2015	854.00
							Jul 1, 2015	854.00
					Other - Total			4,824.12
					Shipping	Postage	Jun 2, 2012	77.95
							May 1, 2015	77.95
							Jun 1, 2015	77.95

#### **Questions Answered**

This metric answers the following questions:

- Which employees expense more than others?
- How much are they expensing?
- What are they expensing?
- How much are they expensing per expense type (line item)?

#### Calculation

The query for this metric pulls the top 10 spenders for the manager and captures the total actual spent expense for each employee from expense reports. Accruals, bookings, parent entries, and personal entries are excluded from this calculation.

## How Can I Use This Information?

If your spend is above the average, or projected to exceed your available cash to cover expenses, consider talking with travelers regarding any inappropriate past spends or the necessity of any future planned trips. Understanding costs per trip by traveler also helps you make better business decisions about the ROI of a trip.

The following tables provide additional information about the Employee Spend Details drillthrough report:

Data Item Label/Name	Data Item Expression	Data Item Description
Amounts in	[Spend Overview].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
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 Header and Footer**

## **Report Data Items**

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<employee></employee>	[Top 10 Spenders].[Employee]	Displays the employee
Cost Center	<cost center=""></cost>	[Top 10 Spenders].[Employee Cost Center]	Displays the cost center
Region	<region></region>	[Top 10 Spenders].[State/Province/Regi on (of Employee)]	Displays the region
Department	<department></department>	[Top 10 Spenders].[Employee Department]	Displays the department
Spend Type	<spend type=""></spend>	[Spend Overview].[Spend Type]	Displays the spend type
Spend Category	<spend Category&gt;</spend 	[Spend Overview].[Spend Category]	Displays the spend category
Expense Type	<expense type=""></expense>	[Spend Overview].[Expense Type]	Displays the expense type
Transaction Date	<transaction Date&gt;</transaction 	[Spend Overview].[Transaction Date]	Displays the transaction date
Amount	<amount></amount>	[Spend Overview].[Amount]	Displays the amount

## **Dashboard: Department Manager Expense Report Overview**

☑ Intelligence

## Dashboard

Sample of the full dashboard:

Dashbo Fiscal Calendar En	ard - De	epartment	Mana lendar configure	ger Exp ed by the administr	pense Rep ator.	oort	Overview	
AVERAGE LIFE CYCLE       D-         Current Quarter       Average Total Days         25       A 13 days more than industry average (12)       17% increase over same time last year         20.9       1.2       2.9         Submission       Approval       Payment			EXPENSE REPORTS			CREDIT CARD AL Current Month 78% Trend over 12 Months	Prior Month 87%	
AVERAGE	SPEND 🛛 🗅 -							
Year-to-Date   A	mounts in USD							
Airfare	Hotel	I	Car Rental		Meal		Rail	Entertainment
652	13	30	240		50		0	209
POLICY EXCEPTIONS BY EMPLOYEE  Control December 2019								
Employee		Employe	e ID	BI Manager			# Exceptions	Total Exception Value
Annuality and the		11111		State - Street			165	3,073
PROPERTY AND INCOME.				Contract of Contractor			154	2,858
The second second		100000		And the second second			164	2,567
Contraction of the local division of the loc		10000		Contraction of the second second			5/0	2,461
		100000		- Harrison			132	2,200
and the second second		17110		March - Trippenser			290	1,991
Table - Manual -	data and interest of	10000		Tables			19	1,881
Tanker Barris and		1.00000		CARDING STOLEN			320	1,820
al relation with the	+	11110		610, 310867			97	1,736
# Section: Average Life Cycle

Sample of the dashboard:

AVERAGE LIFE CYCLE				
Average Total Da	ays			
25	13 days more than industry average (12)	17% increase over same time last year		
20.9	1.2	2.9		
Submission	Approval	Payment		

Sample of the new drill-through report – prompt:

Category	C Submitted C Approved C Paid		
	Deselec		

Sample of the new drill-through report:

### Submitted tab

AVERAGE LIF Current Quarter   A Submitted App	TE CYCLE Amounts in USE roved Paid	DETAILS			
Employee	Employee ID	Report Name	Report ID	Entry Approved Amount	Number of Exceptions
Admin, Mike Clarke	SAL000005	Expenses for May	3D54633EA67B4B75B9EA	20.13	0
Admin, Mike Clarke	SAL000005	Expenses for May	3D54633EA67B4B75B9EA	32.20	0
Admin, Mike Clarke	SAL000005	Expenses for May	3D54633EA67B4B75B9EA	37.95	0

Transaction Da	ate	First Submitted Date	Time to Submit	Data	Appro	vals	Dava
\$				Date	Approver	Step	Days
Feb 4, 20	)15	Aug 20, 2015	197	Aug 20, 2015	Timpanaro, Mike Joseph	Manager Approval	0
Feb 6, 20	)15	Aug 20, 2015	195	Aug 20, 2015	Timpanaro, Mike Joseph	Manager Approval	0
Jan 29, 20	)15	Aug 20, 2015	203	Aug 20, 2015	Timpanaro, Mike Joseph	Manager Approval	0

## Approved tab:

AVERAGE LIFE Current Quarter   Amount Submitted Approve	CYCLE DE unts in USD ed Paid	TAILS		
Employee	Employee ID	Report Name	Report ID	Report Approved Amount
Admin, Mike Clarke	SAL000005	Office visit	0DC339D25D194C1FB085	129.86
Admin, Mike Clarke	SAL000005	Expenses for May	3D54633EA67B4B75B9EA	490.28
Anderson, Cameron Lee	DOD1	Trip from Orlando to New Orleans	A435871640DB4265BB4E	1,349.90

Number of Exceptions	First Submitted Date	First Approved Date	Time to Approve		Appro	ovals	
Aumber of Exceptions	First Sublinited Date	First Approved Date	Time to Approve	Date	Approver	Step	Days
0	Apr 3, 2013	Aug 20, 2015	869	Aug 20, 2015	Timpanaro, Mike Joseph	Manager Approval	869
1	Aug 20, 2015	Aug 20, 2015	0	Aug 20, 2015	Timpanaro, Mike Joseph	Manager Approval	0
14	May 20, 2015	Jul 7, 2015	48	Jul 7, 2015	Lucier, Jim Lee	Manager Approval	48

Paid tab:

AVERAGE LIFE Current Quarter   Amo	CYCLE D ounts in USD	ETAILS		
Employee	Employee ID	Report Name	Report ID	Report Approved Amount
British, Simon Charles	UK000001	Washington DC Trip	C1E10830AF0D405D8F71	3,836.25
British, Simon Charles	UK000001	Expense Entry Clean Up	3E73DDB9D75B42FE9ED4	8,715.38

Number of Exceptions	First Approved Date	Sent for Payment Date	Time to Pay	Date	Approver	Step	Days		
\ \ \				Aug 12, 2015	Approver, UK	Manager Approval	264		
1	Aug 12, 2015	Aug 13, 2015	2, 2015 Aug 13, 2015	Aug 12, 2015 Aug 13, 2015	1	Aug 13, 2015	Admin, Jeremy James	Back Office Approval	1
				Aug 12, 2015	Approver, UK	Manager Approval	0		
3 Aug 12, 2	Aug 12, 2015	Aug 13, 2015	1	Aug 13, 2015	Admin, Jeremy James	Back Office Approval	1		

## **Questions Answered**

- How long does it take an expense report to move through each phase of the cycle?
- How efficient is my team with this process?

## Calculation

All these numbers are averages. Submission is an average of the days from the date of a transaction until the time it is submitted in an expense report. Approval is an average of the days from the time an expense report is submitted until it is approved. Payment is an average of the number of days from the time of expense report approval until submitted for payment. The Average Life Cycle number is an average of the submission, approval, and payments days.

### How Can I Use This Information?

Understanding the length of time it takes for expense reports to process through each stage gives you an idea of where you can make improvements in the efficiency of processing.

This ultimately affects employee satisfaction and productivity.

- The longer it takes an employee to submit a report might suggest a need to introduce some policy or guideline regarding expense report submission.
- If there is a lag in the time to approve reports, speak to your approvers to discuss what is the appropriate time for review before approval or sending back for additional information.
- Delayed reimbursement to employees for expenses incurred on a personal card creates stress for that employee. And, there is always concern about the possibility of late fees.
- Fast turnaround on reimbursements is not only better for the employee but also for the accuracy in your cash flow projections. If possible, consider automating notifications to employees regarding expense report submission and to approvers regarding the need to approve an expense report.
- Another option is to have prompts to employees and managers regarding action required when they log into your travel portal.

## **Section: Expense Reports – Unsubmitted Transactions**

Sample of the dashboard:

EXPENSE REPORTS						
Unsubmitted Transactions 65,291	<b>0</b> D-	Reports Pending Approval ● □- 844				
11,686,933 USD pending submission		911,276 USD pending approval				

Sample of the drill-through report prompts:

UNSUBMITTED	TRANSACTIONS DETAILS
Date Range	
Transaction Date:	From:         Auq 7, 2015         Earliest date         To:         Aug 7, 2015         Latest date
	Cancel Finish

Sample of the drill-through report:

Employee	Expense Type	Payment Type	Transaction Date	Merchant	Merchant City/Location	Amoun
Doe, John	Postage	Purchasing Card CBCP	Aug 1, 2015	1800GOFEDEX 10010007	MEMPHIS	77.98
	Postage - Total					77.9
	Services	Purchasing Card CBCP	Aug 1, 2015	ORKIN #560	COLUMBUS	854.00
	Services - Total					854.00
Doe, John - Tot	tal					5,643.94
Jones, Dave	Catering	Purchasing Card CBCP	Aug 1, 2015	AD CATERING	COLUMBUS	151.96
	Catering - Total					151.96
	Computer accessories	Purchasing Card CBCP	Aug 1, 2015	CDW	CARROLLTON	200.07
	Computer accessories	s - Total				200.07
	Internet	Purchasing Card CBCP	Aug 1, 2015	CORPORATE TELCOM	LENEXA	3,512.34
	Internet - Total					3,512.34
	Office Supplies	Purchasing Card CBCP	Aug 1, 2015	SAMS CLUB #6265	IRVING	472.98
		Purchasing Card CBCP	Aug 1, 2015	STAPLES	BROOMFIELD	374.64
	Office Supplies - Total					847.62
	Postage	Purchasing Card CBCP	Aug 1, 2015	1800GOFEDEX 10010007	MEMPHIS	77.98
	Postage - Total					77.9
	Services	Purchasing Card CBCP	Aug 1, 2015	ORKIN #560	COLUMBUS	854.00
	Services - Total					854.00

### **Questions Answered**

- Which employees have expenses not yet submitted via an expense report?
- What is the value of the unsubmitted transactions?

#### Calculation

Transactions reflected on the corporate card statement without a matching expense report entry

#### How Can I Use This Information?

Getting your employees to submit reports that account for all their expenses in a timely fashion is critical to the company managing cash flow successfully. Once you identify an employee with unsubmitted transactions consider the following:

- Talk with the employee to understand the reason for the delay.
- Review your company's policy regarding expense report submission.
- Remind all employees of the company policy regarding expense report submission.
- Utilize automatic email reminders to employees reminding employees of transactions not yet submitted.

## Section: Expense Reports – Reports Pending Approval

Sample of the dashboard:

EXPENSE REPORTS					
Unsubmitted Transactions 65,291	<b>0</b> D-	Reports Pending Approval 844			
11,686,933 USD pending submission		911,276 USD pending approval			

Sample of the drill-through report prompts:

Date Range	
First Submitted Date:	From: Aug 7, 2015 Earliest date To: Aug 7, 2015 Latest date
	Cancel Finish

### Sample of the drill-through report:

Employee	Employee ID	Report Name	Report ID	Date Submited for Approval	Total Report Amount
Gerleman, Sarah Marie	MAN000101	Demo Trip	2001729AD9DB4178AF60	Aug 3, 2015	1,566.09
Gerleman, Sarah Marie -	Total				1,566.09
Helfeld, AmyH Irene	OUT000001	Home office expenses	4744DCA4E72848489723	Aug 5, 2015	150.00
Helfeld, AmyH Irene - To	tal				150.00
O'Neill, Paul Andrew	SAL000003	Expense Report	5543C778BA584AD7B4CB	Aug 5, 2015	2,562.34
O'Neill, Paul Andrew - To	otal				2,562.34
Peters, John M	CBS000002	July Home Office Expenses	6A5AE9A92E71497BAF58	Aug 4, 2015	170.00
Peters, John M - Total					170.00
Smith, Amy	CBS000008	Trip to Minneapolis	AF7C924CDF254201BF58	Aug 5, 2015	1,550.42
Smith, Amy - Total					1,550.42
Timpanaro, Mike Joseph	SAL000001	Business Trip	6FFB32D6277B4ED494FE	Aug 4, 2015	1,733.92
Timpanaro, Mike Joseph	ı - Total				1,733.92
Outstanding Reports To	tal				7.732.77

### **Questions Answered**

- How many expense reports need my review and approval?
- What is the value of the expenses in the reports not yet reviewed?

## Calculation

Expense reports with a status of submitted and with a status of "Pending Approval"

### How Can I Use This Information?

Just as it is important for your employees to submit their expense reports in a timely fashion, it's just as important that you review each report and either submit it for payment or return it to the employee for change in a timely fashion. For the employee using a personal credit card or paying cash for the expense, reimbursement in a timely fashion is important so they can maintain their credit rating and avoid payment of late fees. If you are not receiving notification when an employee submits an expense report for approval, contact your expense administrator to get this corrected.

## Section: Credit Card Adoption

Sample of the dashboard:

CREDIT CARD AD	OPTION 1 D-
Current Month $78\%$	Prior Month 87%
Trend over 12 Months	
100% 90% 75% 20172017100470ec 13017Feb 2017201710047020172017Feb	14424 7Apr 1469 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 201 8 20

Sample of the new drill-through report – prompt:

Expense Type(s)	Accommodations     Airfare     Airfare Domestic     Airfare International     Airline Fees     Alcoholic Beverages     Awards     Benefit - Travel Air     Beverage     Books		•
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	---

	2014			2015							2
	October November December		January February		March April May		May	June July	August		
	Spend	Spend	Spend	Spend	Spend	Spend	Spend	Spend	Spend	Spend	Spend
Accommodations	0	0	0	0	0	2,455.50	0	0	0	0	0
Airfare	13,412.74	8,840.80	8,741.90	4,828.50	11,664.84	16,028.26	8,640.51	7,185.02	7,031.78	10,129.70	4,548.38
Airline Fees	39.00	0	0	0	0	0	0	0	0	0	438.20
Books	0	8.49	0	0	0	0	0	0	0	0	0
Cash Advance Return	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0	0
Cellular Phone	256.46	145.00	256.48	125.00	128.39	0	0	312.88	0	213.43	275.00
Dinner	2,538.25	1,867.47	1,407.83	1,383.61	1,217.84	3,233.71	1,016.34	1,630.97	2,438.50	2,476.65	1,540.75
Dinner Total	0	53.46	0	63.04	89.93	0	76.52	122.62	429.68	220.72	186.39
Fixed Meals	302.75	251.50	0	0	0	0	0	0	159.50	0	0
Fuel	77.00	0	0	0	0	0	0	0	0	0	0
Summary	16,626.20	11,166.72	10,406.21	6,400,15	13,101.00	21.717.47	9,733,37	9,251,49	10.059.46	13.040.50	6.988.72

### Sample of the new drill-through report:

	Total Card Spend	<b>Total Spend</b>	Spend % Card Spend Credit Card Transact	Credit Card Transactions	Total Transactions	% of Card Transactions
September						
Spend						
0	0.00	2,455.50	0%	0.00	12	0%
218.20	0.00	101,270.63	0%	0.00	166	0%
0	0.00	477.20	0%	0.00	4	0%
0	8.49	8.49	100%	1.00	1	100%
0	0.00	0.00	/0	0.00	9	0%
0	0.00	1,712.64	0%	0.00	16	0%
1,883.12	0.00	22,635.04	0%	0.00	288	0%
0	0 00	1,242.36	0%	0.00	9	0%
502.50	0.00	1,216.25	0%	0.00	27	0%
0	0.00	77.00	0%	0.00	1	0%
2,603.82	8.49	131,095.11	0%	1.00	533	0%

### **Questions Answered**

Ş

- How is the use of credit cards for expenses trending?
- Do I need to take action to increase the level of card adoption?

### Calculation

Credit Card Adoption is a percentage of payments in expense reports paid by credit card versus other forms of payment

## How Can I Use This Information?

Use of a corporate card helps you control your T&E spend, improves employee satisfaction and creates efficiencies in the payment and reconciliation process. Low credit card utilization suggests a compliance issue. To drive compliance:

- If your company requires use of the corporate card, reemphasize the policy making sure your employees understand that only expenses made in compliance with the travel policy and on the corporate card are typically reimbursable.
- Make sure that employees are aware of any benefits available to them through use of the card such as a rewards program or emergency assistance when en route.

The following tables provide additional information about the Credit Card Adoption Details drill-through report:

Data Item Label/Name	Data Item Expression	Data Item Description
Amount In	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
Expense Type(s)	ParamDisplayValue('pExpenseType')	Displays the expense type(s) selected in the <b>Expense</b> <b>Type(s)</b> prompt on the <b>Prompts</b> page.

## **Report Header and Footer**

## Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	Expense Type	[Expense].[Entry Information].[Expense Type]	Display Expense Type
N/A	Transaction Year Name	"CASE WHEN ([Fiscal Flag]='Y') THEN CAST([Expense].[Entry Information].[Transaction Fiscal Year Name],varchar(50)) ELSE CAST([Expense].[Entry Information].[Transaction Year],varchar(50)) END"	Display Transaction Year

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	Transaction Month	"CASE WHEN ([Fiscal Flag]='Y') THEN CAST([Expense].[Entry Information].[Transaction Fiscal Month], Varchar(50)) else [Expense].[Entry Information].[Transaction Month] END"	Displays the transaction month
Total Card Spend			
Total Spend			
% Card Spend		[qCardTransactions - 12 Month Trend].[Total Card Spend]/[qCardTransactions - 12 Month Trend].[Total Spend]	Displays the % Total Card Spend
% Of Card Transactions		[qCardTransactions - 12 Month Trend].[Credit Card Transactions]/[qCardTransactio ns - 12 Month Trend].[Total Transactions]	Displays the % Total Card Transactions
Summary			Displays the summary of the spend

# Section: Average Spend

Sample of the dashboard:

AVERAGE SF	AVERAGE SPEND O D-						
Year-to-Date   Amo	unts in USD						
Airfare	Hotel	Car Rental	Meal	Rail	Entertainment		
652	130	240	50	0	209		

Sample of the new drill-through report – prompt:

AVERAGE	SPEND BY CATEGORY DETAILS
Date Range	
Transaction Date:	From: Sep 3, 2015
Spend Category: Expense Type(s):	All  Vote: Select Spend Category to retrieve associated Expense Type(s).
	Cancel Finish

AVERAGE S Between Aug 1, 20 Spend Category: A	PEND BY C. 15 and Sep 3, 2 Virfare, Meal, Hot	ATEGORY DETAILS 015   Amounts in USD el, Car Rental, Entertainment. Rail. Tel	ecom	
Spend Category	Expense Type	Employee	Transaction Date	Amount
Airfare	Airfare	O'Neill, Paul Andrew	Aug 5, 2015	547.70
			Aug 7, 2015	766.70
			Sep 2, 2015	381.40
		Smith, Amy	Aug 5, 2015	541.40
		Helfeld, AmyH Irene	Aug 7, 2015	364.00
			Aug 12, 2015	404.00
			Aug 20, 2015	293.20
		Timpanaro, Mike Joseph	Aug 7, 2015	539.00
		Golden, Bandit Ralf	Aug 10, 2015	721.70
			Aug 10, 2015	433.20
		British, Simon Charles	Aug 12, 2015	542.66
			Aug 18, 2015	169.32
		Soares, Theresa Tee	Aug 13, 2015	845.20
		Klippenstein-Varamini, Marchelle Marie	Aug 15, 2015	351.20
		Approver1, Brian B	Aug 19, 2015	582.20
Airfare - Tot			Sep 2, 2015	3,783.10
	Airfare - Total			11,266.98
	Airfare - Averag	e		536.52
	Airline Fees	Smith, Amy	Aug 5, 2015	363.20
		Timpanaro, Mike Joseph	Aug 17, 2015	50.00

### Sample of the new drill-through report:

## **Questions Answered**

 What is the average spend of your employees over six categories of spend – air, hotel (spend category: Lodging – Track Room Rate Spending), car rental, meals, rail and entertainment?

## Calculation

The average spend for your department is calculated using spend submitted on expense reports of all of your direct reports on a year-to-date basis.

## How Can I Use This Information?

If your department's average spend is above or below normal, use the "Average Spend by Spend Category Details" report to find out the level and type of spend by each employee. By examining spend at this level, you should be able to spot any patterns that require additional research. There are several related reports that can provide this insight so you can determine the appropriate action to take. For example:

- If one employee shows a higher level of spend for airfare, is it because that employee waits to the last minute to purchase his ticket?
- Is the employee purchasing an upgraded class of service?
- Does the distance of trips justify the higher expense?

The following tables provide additional information about the Average Spend by Category Details drill-through report:

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('pTransaction_Date') +'   '	Displays the date range from the <b>Transaction Date</b> prompt on the <b>Prompts</b> page
Amounts In	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
Spend Category	case when ParamDisplayValue('pSpendCategory') is missing then ('Airfare, Meal, Hotel, Car Rental, Entertainment, Rail, Telecom') else ParamDisplayValue('pSpendCategory') end	Displays the spend category selected from the <b>Spend</b> <b>Category</b> prompt on the <b>Prompts</b> page
Expense Types	ParamDisplayValue('pExpenseType')	Displays the expense type(s) entered in the <b>Expense</b> <b>Type(s)</b> prompt on the <b>Prompts</b> page

## **Report Header and Footer**

## Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Spend Category	<spend Category&gt;</spend 	"case when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'en' THEN 'Hotel'	Displays the spend category

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'zh- cn' THEN '宾馆'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'zh- tw' THEN '飯店'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'en- gb' THEN 'Hotel'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'fr' THEN 'Hôtel'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'de' THEN 'Hotel'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'ja' THEN 'ホテル'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'it' THEN 'Albergo'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'ko' THEN '호텔'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'sv' THEN 'Hotell'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# = 'nl' THEN 'Hotel'	
		when [Expense].[Entry	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# ='cs' then 'Hotel'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# ='pt- BR' then 'Hotel'	
		when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq(\$runLocale )# ='es' then 'Hotel'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'en' THEN 'Meal'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'zh-cn' THEN '餐费'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'zh-tw' THEN '餐飲'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'en-gb' THEN 'Meal'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'fr' THEN 'Repas'	
		<pre>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'de' THEN 'Verpflegung'</pre>	
		when [Expense].[Entry Information].[Spend Category	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'ja' THEN '食事'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'it' THEN 'Pasto'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale)# = 'ko' THEN '식사'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'sv' THEN 'Måltid'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# = 'nl' THEN 'Maaltijd'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# ='cs' then 'Jídlo'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# ='pt-BR' then 'Refeição'	
		when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq(\$runLocale )# ='es' then 'Comida'	
		else [Expense].[Entry Information].[Spend Category] end "	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Expense Type	<expense type=""></expense>	[Expense].[Entry Information].[Expense Type]	Displays the expense type
Employee	<employee></employee>	[Expense].[Report Header Information].[Employee]	Displays the employee
Transaction Date	<transaction Date&gt;</transaction 	[Expense].[Entry Information].[Transaction Date]	Displays the transaction date
Amount	<amount></amount>	[Expense].[Entry Information].[Approved Amount (rpt)]	Displays the amount

# Section: Policy Exceptions by Employee

Sample of the dashboard:

POLICY EXCEPTIONS BY				
Top 10 Employees   Year-to-Date   Amou	ints in USD			
Employee	Employee ID	BI Manager	# Exceptions	Total Exception Value
Addition - Statistic	11111	120120 - 022200000	165	3,073
ALCONTRACT DESCRIPTION	1.000	1201000 0000000000	154	2,858
2010.0010000	1000111	discontration ( ) with a	164	2,567
Transmiss of the Advertise	00000	- 105442001 ( - 1001001 510000	570	2,461
COMMANDER - ADDARD RE	1000111	20120-00100000	132	2,280
	16767	- Hann - Hannah	113	2,013
dist. And	177824	Heatin - Heatington	290	1,991
The second second second second second		Hadding Subling / Systematility and	19	1,881
Tables - Break ( diff.	1.00000	Haddan (Bara	320	1,820
an agente and can	101100	10-000	97	1,736

## Sample of the new drill-through report:

Employee	Employee ID	BI Manager	Report Name	Purpose	Expense Type	Transaction Date	Sent fo
Approver1, Brian B	PRO000013	Approver2, Brian	Demo Trip		Office Supplies	Jun 19, 2015	
			Demo Trip - Total				
			Manufacturing Site Visit		Office Supplies	May 21, 2015	
			Manufacturing Site Vis	t - Total			
			Sales Trip		Car Rental	May 7, 2015	
					Office Supplies	May 7, 2015	
					Office Supplies	May 7, 2015	
			Sales Trip - Total				
			Site Visit		Office Supplies	Jun 11, 2015	

{						
Sent for Payment Date	Exception Code	Exception Text	Exception Event	# Exceptions	Exception Level	Amount
Jun 9, 2015	OFFCSUP	Please consider using a Pcard for Office supply purchases	Entry Save	1	25	68.23
Σ				1	25	
Jun 9, 2015	OFFCSUP	Please consider using a Pcard for Office supply purchases	Entry Save	1	25	68.23
Ş				1	25	
Jun 9, 2015	FUELCHK	Car Rental includes Fuel Service fee, please review.	Entry Save	1	51	579.67
Jun 9, 2015	DUPCHECK	Warning: This expense entry may be a duplicate. %lines%	Entry Submit	1	51	68.23
Jun 9, 2015	DUPCHECK	Warning: This expense entry may be a duplicate. %lines%	Entry Submit	1	51	68.23
ζ				3	153	
Jun 9, 2015	OFFCSUP	Please consider using a Pcard for Office supply purchases	Entry Save	1	25	68.23

#### **Questions Answered**

- Who are the top 10 employees with policy violations (based on exception value)?
- How many policy exceptions does each employee have?
- What is the dollar value associated with those exceptions?

#### Calculation

This metric calculates the number of policy exceptions identified on submitted expense reports. The table shows the employee with the highest total exception value descending to the employee with the lowest total exception value.

### How Can I Use This Information?

It may be difficult for there never to be any policy exceptions. However, when the number of exceptions for an employee is much higher than the average for other employees, or is increasing over time, it may be a flag for spending that is out of control or potential fraud.

Since spend policies are implemented to help control costs in your organization, exceptions might suggest one of the following.

- Employees do not understand the policy.
- They do not consider it fair so do not want to follow it.
- Employees do not feel it necessary to follow the policy.

Once you talk with the employees that have policy exceptions and understand why, next steps can be determined.

# **Dashboard: Expense Management Overview**

Available to: 🗆 Analysis 🛛 Intelligence

## **Overview**

The Expense Management Overview dashboard provides key metrics for your company's expense reports and expense report life cycle at a glance. The dashboard can help you track how the metrics are trending, the impact on cash flow, and help evaluate the need for changes in the expense report process to optimize it.

**NOTE:** The Expense Management Overview dashboard is the first in a series of Spend Management dashboards. These dashboards bring visibility into all spend in the Concur connected solution wherever it occurs. With visibility into spend, users are able to make better and more informed decisions regarding spend at their company.

While the Department Manager Overview, Expense Management Overview, and Invoice Management Overview dashboards display data based on the user's access rights, the Combined Spend Overview, Expense Management Overview, and Invoice Management Overview dashboards were designed for users that typically have global access to company spend data.

# Dashboard

### Sample of the full dashboard:



## **Summary Bar**

Reports Pending Approval  🛈 🗸	Unsubmitted Credit Card Transactions  🕕 🗋 🖌	Cash Expense Transactions   🗋	Personal Expense Transactions  🗋 🗸
136	2,516	461	50
Spend: 136,892 USD	Spend: 273,812 USD	Spend: 24,766 USD	Spend: 1,805 USD

The **Summary** bar consists of four parts:

#### • Reports Pending Approval

The total number of expense reports submitted for approval but not yet approved; and the amount of money associated with these expense reports.

#### • Unsubmitted Credit Card Transactions

Corporate credit card transactions associated with expense report entries that are unsubmitted, and transactions on the corporate credit card statement that do not have a matching expense report entry. Also displays the amount of money associated with these unsubmitted transactions. Credits are excluded from this calculation.

#### • Cash Expense Transactions

The total number of expenses submitted for approval for year-to-date that have *Cash* as the payment type; and the amount of money associated with these expenses.

#### • Personal Expense Transactions

The percentage of all expense entries submitted for year-to-date that are marked *Personal Expense (do not reimburse)*, and the amount of money associated with these expenses.

# **Section: Reports Pending Approval**

Sample of the dashboard:



### Sample of the drill-through report:

REPORTS PEN Amounts in USD NOTE: Calculation of a gr	NDING APPROVA rand total is not provided or re d total will be overstated.	L ecommended with	this report because there are multiple in	istances of the same amount asso	ciated with	a report in a COA workflow.
Approver	Employee	Employee ID	Report Name	Report ID	Age	Total Approved Amount (rpt)
ALC: YARR PROPERTY.	Rouge Hereitert	111003000000	The Free Test Test (Test (19)	6A86189A9B204975A989	1231	952.32
- Total						2,849.24
1.0100 /001100	Weiterson - services	10000	The Heat (Weathington 14) Theathing	3C0D7EDBF6664813BFF2	553	952.15
- Tota	al					952.15
Photo Phate Palitices	Transmissi, Melan	104.00001	The Humit Franklin in Human	700DD69A2C054CE792F8	456	1,612.67
THEFT PLEASED	- Total					1,612.67
Tollar (Table)	Sugar Survey	AAAAAAAAAAA	or del Magneti	3C280EF55ADD49D793C6	450	39.50
	THE CHARTER	AAMINING	85.75g	24D3C2ABAC644986BD8B	450	1,584.14
- Total						1,623.64
Treeses inge	thereon legal areas	11	Television (Manual & Television)	0EF17AD7E6E646FDAF6B	576	2,698.17
Tunnen - Ind - To	tal					2,698.17
AURI (WE) AMOUNT	Haray Holiscon	11000000	Recentline / Taggerli	503466EFAA2C45C6B399	742	2,170.41
	Res man Tis	10001001	10/Hot Lodio 11/16002	56760D5B4D5E42BD96FD	406	8,788.12
	That Justice Law	100710	Said ( State 1)	19DDD1602C5F42ADB6D0	638	755.83
	The delteration	18715	Anni il Tanccii	C0EDEC0407DE454681FF	638	585.89

# Section: Unsubmitted Credit Card Transactions

Sample of the dashboard:



### Sample of the drill-through report:

UNSUBMITTED T	RANSACTIONS	DETAILS				
Employee	Expense Type	Payment Type	Transaction Date	Merchant City/Location	Merchant	Amount
Handler, Marga	Services	Purchasing Card CBCP	1 Dec 2015	COLUMBUS		849.78
		Purchasing Card CBCP	1 Jan 2016	COLUMBUS		847.47
	Services - Total					3,412.13
- Total						22,550.18
Hamp, Humphie Hump	Dinner	Meeting Card	1 Nov 2014	Paris		314.18
		Meeting Card	5 Nov 2014	Paris	Haddadd / Haddada	209.07
	Dinner - Total					523.25
	Hotel	Meeting Card	1 Nov 2014	Paris	Real Address Real Contractions	1,256.70
		Meeting Card	5 Nov 2014	Paris	Humps Hyana Tarites a Bereis	150.23
		Meeting Card	5 Nov 2014	Paris	Frank - Marcolin Frank ( House House	625.95
	Hotel - Total					2,032.88
	Undefined	Purchasing Card CBCP	13 Nov 2014	Orlando	Transfer (Healthcire)	225.46
		Purchasing Card CBCP	13 Nov 2014	Orlando	Ristor Property	163.95
		Purchasing Card CBCP	15 Nov 2014	Orlando	The second se	29.45
		Purchasing Card CBCP	18 Nov 2014	Orlando	Residence of the selection.	213.13
		Purchasing Card CBCP	19 Nov 2014	Orlando	Provide concerns	193.23
	Undefined - Total					825.22
	- Total					3,381.35
Wrote Hulls/Hull	Airfare	Corporate Card CBCP	24 Jul 2012	San Francisco	Andrew ( Mallong)	70.00
	Airfare - Total					70.00
- Total						70.00
Overall - Total						311,991.89

# Section: Cash Expense Transactions

Sample of the dashboard:



## Sample of the drill-through report:

CASH EXPENSE TRANSA Year-to-Date   Amounts in USD	CTION DETAILS							
Employee	Expense Type	Report Name	Transaction Date	Payment Type	Vendor	City/Location	Transactions	Amount
Teacher - Laure (T	Telephone Cell - Allowance (610224)	Reporter The Line Traffic of Phone	Jan 1, 2017	Cash	Metter Wester Brune Bill		1	50.00
- Total							1	50.00
Congrants, Nulls/A	Telephone Cell - Allowance (610224)	Edit Plana	Jan 1, 2017	Cash	10.00		1	75.00
- Total							1	75.00
Tom. The Printplus	Telephone Cell - Allowance (610224)	NUMBER OF STREET	Jan 1, 2017	Cash	-Martinetti	Winder	1	50.00
- Total							1	50.00
Essence / Autory / E	Telephone Cell - Allowance (610224)	1001-00111000000	Jan 1, 2017	Cash	10.00		1	75.00
- Total							1	75.00
mailman, march	Telephone Cell - Allowance (610224)	-str Purg. Weening	Jan 1, 2017	Cash	Street, Street,		1	75.00
- Total							1	75.00
Farmer, Weards	Telephone Cell - Allowance (610224)	APRIL 1997-1997	Jan 1, 2017	Cash	100000		1	75.00
- Total							1	75.00
TROBUGE TRACKROWN	Telephone Cell - Allowance (610224)	second rate from the	Jan 1, 2017	Cash	10.000		1	75.00
Notifician Transmission (Benue	- Total						1	75.00
TANKS THREAT !!	Internet/data usage (610222)	- antioantera, mattera	Jan 1, 2017	Cash	"Waterson		1	30.00
- Total							1	30.00
Walth Westage //	Telephone Cell - Allowance (610224)	Tap. 2014: Sal Minister	Jan 1, 2017	Cash	11.52		1	75.00
- Total							1	75.00
Longing, Humble II	Telephone Cell - Allowance (610224)	an (8) Fifthan, Weaman	Jan 1, 2017	Cash	American		1	75.00
- Total							1	75.00
Minkerine, Suffrance	Telephone Cell - Allowance (610224)	CONTRACTOR PROTOCOL	Jan 1, 2017	Cash	10.00		1	50.00
- Total							1	50.00
Hose Herself	Telephone Cell - Allowance (610224)	Scottike are among /Septime	Jan 1, 2017	Cash	American .		1	50.00
- Total							1	50.00
Report Hope P.	Telephone Cell - Allowance (610224)	Second Contract Name	Jan 1, 2017	Cash	1130		1	75.00
- Total							1	75.00
There, manual th	Telephone Cell - Allowance (610224)	Transaction and the	Jan 1, 2017	Cash	10.00		1	75.00
- Total							1	75.00
Hann, Mrs.	Marketing Only - Direct Mail - Creative (700110)	Mart Plan allock, 191-111	Jan 12, 2017	Cash	1000000000		1	10.35
Ream, Mara	Marketing Only - Direct Mail - Creative (700110)	Approfiliation and process	Jan 12, 2017	Cash	10081010		1	27.36
Manageria (Marija)	Marketing Only - Direct Mail - Creative (700110)	180177148-8106, 170-1731	Jan 13, 2017	Cash	100000000000000000000000000000000000000		1	25.76
Steam, Mrs.	Marketing Only - Direct Mail - Creative (700110)	Executive (Exercises)	Jan 1, 2017	Cash	Annian Weilles/Annury/We		1	75.00
- Total							4	138.47
Bierry, Ferningitz (Trisoni)	Telephone Cell - Allowance (610224)	THE REPORT OF A CARD	Jan 1, 2017	Cash	APROX ADDRESS OF T		1	50.00

The following tables provide additional information about the Cash Expense Transactions Details drill-through report:

# Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Amounts in	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
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
Employee	<employee></employee>	[Expense].[Report Header Information].[Employee]	Displays the employee
Expense Type	<expense type=""></expense>	[Expense].[Entry Information].[Expense Type]	Displays the expense type
Report Name	<report name=""></report>	[Expense].[Report Header Information].[Report Name]	Displays the expense report name
Transaction Date	<transaction Date&gt;</transaction 	[Expense].[Entry Information].[Transaction Date]	Displays the transaction date
Payment Type	<payment Type&gt;</payment 	[Expense].[Entry Information].[Payment Type]	Displays the payment type
Vendor	<vendor></vendor>	[Expense].[Entry Information].[Vendor]	Displays the vendor
City/Location	<city location=""></city>	[Expense].[Entry Information].[City/Location]	Displays the city/location
Transactions	<transaction Count&gt;</transaction 	[Expense].[Entry Information].[Entry Key]	Displays the transactions
Amount	<approved Amount (rpt)&gt;</approved 	[Expense].[Entry Information].[Approved Amount (rpt)]	Displays the approved amount

# **Section: Personal Expense Transactions**

Sample of the dashboard:



## Sample of the drill-through report:

Employee	Expense Type	Report Name	Transaction Date A	Payment Type	Vendor	City/Location	Expense Amount (rpt
nar Annals Auges	PERSONAL EXPENSE ONLY (660400)	1000	Jan 11, 2017	Corporate Card	1611000 1000000000	Birmingham	5.8
	PERSONAL EXPENSE ONLY (660400)						5.8
Mana Marana Maga							5.8
disc. Berlinds, P.	PERSONAL EXPENSE ONLY (660400)	101010-0010-001-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010-0010	Jan 15, 2017	Corporate Card		New York	53.3
		10111170/00/ gal/Think	Jan 15, 2017	Corporate Card	THE REPORT OF THE PARTY AND ADDRESS.	New York	52.2
		1011177.18F (pair)760	Jan 16, 2017	Corporate Card	48105-11010-10110-0020	New York	64.0
	PERSONAL EXPENSE ONLY (660400)						169.60
Million, Millionary, M.							169.60
Ballan (Bearly/Series	PERSONAL EXPENSE ONLY (660400)	denously, don't	Jan 5, 2017	Corporate Card	CONTRACTOR -	Charlotte	8.6
	PERSONAL EXPENSE ONLY (660400)						8.64
Beller, Berrik/Bell							8.64
Base Bisen/B	Business Meals - Domestic (640030)	denote, dell'aspense	Jan 15, 2017	Corporate Card	1014071010	Havertown	85.2
	Business Meals - Domestic (640030)						85.2
These / Honey / B							85.2
Roots (Robust R	PERSONAL EXPENSE ONLY (660400)	10011000011100	Jan 10, 2017	Corporate Card	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Jacksonville	2.6
		0010000100	Jan 11, 2017	Corporate Card	- sullimite	Jacksonville	1.9
	PERSONAL EXPENSE ONLY (660400)						4.64
Buildy (Bootsoare)							4.64
Setting Teleforg ( Mr.	PERSONAL EXPENSE ONLY (660400)	Amore and	Jan 3, 2017	Corporate Card	100102 100000	Houston	116.9
	PERSONAL EXPENSE ONLY (660400)						116.95
Silling Shilling (Br							116.95
Trolly Jeans P	PERSONAL EXPENSE ONLY (660400)	WW	Jan 11, 2017	Corporate Card	Sec. 10.00.00.001.000	Jamaica	4.4
	PERSONAL EXPENSE ONLY (660400)						4.40
Front , Heating T							4.40
Tenno Leven Herit	PERSONAL EXPENSE ONLY (660400)	New York, doi: 10.911	Jan 8, 2017	Corporate Card	MARCH 1988 MIC 1 201 1 201	New York	240.0
		Base (1948), day (1977)	Jan 9, 2017	Corporate Card	Action Acceleration with	New York	7.6
		New 7940, doi:10.01	Jan 10, 2017	Corporate Card	11100. (1996). N. COTT 1946	New York	16.8
		New York, doi:10.11	Jan 10, 2017	Corporate Card	NALL MARTINESS	New York	15.2
		New 7040, doi:10.01	Jan 11, 2017	Corporate Card	ALL DOUGHT - DEGRAM		5.8
		New York, doi:10.11	Jan 11, 2017	Corporate Card	101111111111111111111111111111111111111	New York	173.0
		Base (1948), day (2017)	Jan 11, 2017	Corporate Card	F 1881, 199961, 10, 1011 (1119)	New York	9.8
		New York, doi:1011	Jan 11, 2017	Corporate Card	(Anital Apple Apple 1997) - Apple 1998	Flushing	17.5
		New 7046, doi:10.011	Jan 11, 2017	Corporate Card	10121100010111011101	New York	7.2
	PERSONAL EXPENSE ONLY (660400)						493.24
Tenno: General New							493.2

# Section: Average Life Cycle

Sample of the dashboard:

Average Life Cycle 0 D-							
Average Total Days (Year-to-Date)							
36							
Current Quarter							
36	A 26 days more than industry a	average (12)					
30.0	3.7	2.3					
Submission	Approval	Payment					

## Sample of the drill-through report:

AVERAGE LIF	E CYCLE	DETAILS											
Submitted App	roved Paid												
Employee	Employee ID	Report Name	Report ID	Entry Approved Amount	Number of Exceptions	Transaction Date	First Submitted Date	Time to Submit	Date	Approver	Approvals Cost Center	Step	Days
784000 (100000000 / V.	10.000	1.2.17 Report	0.410770.0010.00000.001	12.75	0	Dec 14, 2016	Jan 2, 2017	19	Jan 9, 2017	Brown, Theat		Approval Level 1	7
194000 (000000000 / V.		1.2.17 Report		51.05	0	Dec 14, 2016	Jan 2, 2017	19	Jan 9, 2017	80000, 7548 81		Approval Level 1	7
Marco, Jacobiak/H.	100000	1.2.17 Report	14110710010440800001	63.50	0	Dec 20, 2016	Jan 2, 2017	13	Jan 9, 2017	Wester, State		Approval Level 1	7
Marcel, Jonardall / P.		1.2.17 Report	040070870408007	128.07	0	Dec 2, 2016	Jan 2, 2017	31	Jan 9, 2017	Reserv, Sone W		Approval Level 1	7
Marco, Josephill / F.	100000	1.10.17 Report	TRUBULARTIC HEROMET	6.41	0	Jan 2, 2017	Jan 18, 2017	16	Jan 18, 2017	Brown, Tana Br		Approval Level 1	0
Marrie, Jacobiak V.	100000	1.10.17 Report	TRUBULAR TO HEROMETER	18.67	0	Jan 4, 2017	Jan 18, 2017	14	Jan 18, 2017	810000, 7500 81		Approval Level 1	0
194103-0001048-0	1000007	1.10.17 Report	TRUBUALITE HARMAN	23.50	0	Jan 9, 2017	Jan 18, 2017	9	Jan 18, 2017	Mener, San M		Approval Level 1	0
Name Januariak/H	1000002	1.10.17 Report	TRUBULARTIC HEROMET	27.36	0	Jan 4, 2017	Jan 18, 2017	14	Jan 18, 2017	Brown, Tana Br		Approval Level 1	0
194000 - 2010 Field / F.	100000	1.10.17 Report	TRUBULARTIC HEADINGS	31.40	0	Jan 6, 2017	Jan 18, 2017	12	Jan 18, 2017	Rever, Sum Bi		Approval Level 1	0
Harry, Jersenial IV.	100000	1.10.17 Report	TRUBULAR TO BRUMEN	38.13	0	Jan 4, 2017	Jan 18, 2017	14	Jan 18, 2017	Reserv, Saar Bi		Approval Level 1	0
194000 (000000000 / V.	100000	1.10.17 Report	TRUBULGOTO HANDAGO	48.95	0	Jan 4, 2017	Jan 18, 2017	14	Jan 18, 2017	Brown, Tana M		Approval Level 1	0
Marcon Jacobridd (M.	100000	1.10.17 Report	TREBLACTERIMMEN	50.75	0	Dec 30, 2016	Jan 18, 2017	19	Jan 18, 2017	80000, 2008 81		Approval Level 1	0
784000	10.0000	1.10.17 Report	TRUBULAR TO HER MARKE	64.17	0	Jan 10, 2017	Jan 18, 2017	8	Jan 18, 2017	Meson, Sant M		Approval Level 1	0
Top	down 🗷 Bottom												

The **Average Life Cycle** section provides a visualization of the current quarter's life cycle averages for your company's expense reports, as well as the average total days for year-todate. All numbers displayed in the **Average Life Cycle** section are averages.

- The **Average Total Days** number is the average of the submission, approval, and payments days for the year-to-date.
- The **Current Quarter** number is the average of the submission, approval, and payments days for the current quarter.

To the right of the **Current Quarter** value is the comparison to the industry average for an expense report life cycle. The comparison shows the difference between your company's expense report life cycle days and the industry average for expense report life cycle days. If the **Current Quarter** average exceeds the industry average, a warning icon,  $\triangle$ , is displayed.

- The **Submission** number is the average of the days from the date of a transaction until the time it is submitted in an expense report for the current quarter.
- The **Approval** number is the average of the days from the first time submission date of the expense report until it is approved for the current quarter.
- The **Payment** number is the average of the number of days from approval of the expense report until date it is submitted for payment for the current quarter.

# Section: Aging of Transactions



Sample of the dashboard:

Sample of the drill-through report:

AGIN Amounts		ANSACTIO	N DETAILS				
Aging	Employee	Expense Type	Payment Type	Transaction Date	Merchant City/Location	Merchant	Amount
120+		Car Rental	CBCP	Sep 17, 2014	LAS VEGAS	And a submitted of the	39.32
			CBCP	Nov 3, 2014	LAS VEGAS	Service Contraction (Service)	398.48
		Car Rental					437.80
		Dinner	CBCP	Sep 17, 2014	LAS VEGAS	WARAND BUILDING A STREET	12.97
			CBCP	Sep 19, 2014	LAS VEGAS	WAAND BOOT & WINDOW	14.15
			CBCP	Sep 16, 2014	YUCCA VALLEY	1990 11980 1111 1211 1211 1211	16.18
			CBCP	Oct 30, 2014	PALO VERDE		60.04
			CBCP	Oct 19, 2014	PRINCETON	00100011200001000000000000000000000000	77.58
			CBCP	Oct 19, 2014	SEATTLE	NUT ADDRESS OF TAXABLE	8.67
			CBCP	Oct 19, 2014	SEATTLE	188207 / 193828 (1886-	49.62
			CBCP	Oct 20, 2014	SEATTLE	Harden - Harden (Hard-	159.69
			CBCP	Sep 17, 2014	YUCCA VALLEY	12 1 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	4.45
			CBCP	Sep 20, 2014	LAS VEGAS	11110000000000000000000000000000000000	22.60
			CBCP	Oct 27, 2014	MELVILLE	AND LOT PROPERTY AND A STREET,	25.34
		Dinner					451.29
		Gasoline- Direct	СВСР	Oct 25, 2014	SAN RAMON		46.84
			CBCP	Oct 26, 2014	KANSAS CITY	CONTRACTOR AND A DEC	12.44
			CBCP	Nov 3, 2014	KANSAS CITY		41.93
			CBCP	Sep 16, 2014	YUCCA VALLEY	10 - 00000 - 00000000 / L.C.	29.97
			CBCP	Nov 3, 2014	LAS VEGAS	AND TO PERSON AND CONTRACT AND	49.81
		Gasoline- Direct	t				180.99
		Hotel - Direct	CBCP	Oct 22, 2014	SEATTLE	(3000-107740) (80775) (801-107	1,804.84
STon 念P;	age up 🔻 Page (	down 🛎 Bottom	CBCP	Nov 3, 2014	PALO VERDE	AAAAAATTI MUTERAATTIANA, AAAAAATTIAATTAA	1,456.76

The **Aging of Transactions** section provides a visualization of the transaction aging for unsubmitted credit card transactions.

Unsubmitted credit card transactions are defined as transactions reflected on the corporate credit card statement that do not have a submitted matching expense report entry. The aging of a transaction is calculated from the difference between the date of the transaction and the current date. Credits are excluded from these calculations.

Unsubmitted credit card transactions are grouped in 30-day increments up to 120 days. All unsubmitted credit card transactions older than 120 days are grouped together under the **120+** bar. The graph also shows the total amount of money for the unsubmitted credit card transactions within each time period.

Placing your pointer over a bar displays the aging time period for the bar and the total amount of money associated with unsubmitted credit card transactions for the time period.



The following tables provide additional information about the Aging of Transactions Details drill-through report:

## **Report Header and Footer**

Data Item Label/Name	Data Item Expression	Data Item Description
Amounts in	[Union3].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
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
Aging	<aging></aging>	[Union3].[Aging]	Displays the aging (case when [Expense].[Credit Card Accounts].[Age]< 31 then '1-30'
			when [Age] between 31 and 60 then '31-60'
			when [Age] between 61 and 90 then '61-90'
			when [Age] between 91 and 120 then '91-120'
			when [Age] >120 then '120+'
			end,case
			when [Expense].[Report Header Information].[Age]< 31 then '1-30'
			when [Age] between 31 and 60 then '31-60'
			when [Age] between 61 and 90 then '61-90'
			when [Age] between 91 and 120 then '91-120'
			when [Age] >120 then '120+'
			end)
Employee	<employee></employee>	[Union3].[Employee]	Displays the employee ([Expense].[Credit Card Accounts].[Employee],[Exp ense].[Report Header Information].[Employee])
Expense Type	<default Expense Type&gt;</default 	[Union3].[Default Expense Type]	Displays the expense type ([Expense].[Credit Card Accounts].[Default Expense Type],[Expense].[Report Header Information].[Default Expense Type])
Payment Type	<payment Type&gt;</payment 	[Union3].[Payment Type]	Displays the payment type ([Expense].[Credit Card Accounts].[Payment Type],[Expense].[Report Header Information].[Payment Type])

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Transaction Date	<transaction Date&gt;</transaction 	[Union3].[Transaction Date]	Displays the transaction date ([Expense].[Credit Card Accounts].[Transaction Date],[Expense].[Report Header Information].[Transaction Date])
Merchant City/Location	<merchant City/Location&gt;</merchant 	[Union3].[Merchant City/Location]	Displays the merchant city/location ([Expense].[Credit Card Accounts].[Merchant City/Location],[Expense].[ Report Header Information].[Merchant City/Location])
Merchant	<merchant></merchant>	[Union3].[Merchant]	Displays the merchant ([Expense].[Credit Card Accounts].[Merchant],[Exp ense].[Report Header Information].[Merchant])
Amount	<posted Amount&gt;</posted 	[Union3].[Posted Amount]	Displays the amount ([Expense].[Credit Card Accounts].[Posted Amount],[Expense].[Repor t Header Information].[Posted Amount])
Total(Posted Amount)	<total(posted Amount)&gt;</total(posted 	[Posted Amount]	Displays the total(Posted Amount)

# **Section: Payment Types**

#### Sample of the dashboard:



Sample of the drill-through report:

PAYMENT TYPE DETA Amounts in USD	AILS										
	Approved Amount (rpt)			1st Qu	1st Quarter		3rd Quarter	4th Quarter			Total
				January	February	June	August	October	November	December	
CBCP Company Billed/Company	Office Supplies (620010)	104403-018-0480-01-01-02-01-01-01-01-01-01-01-01-01-01-01-01-01-	Corporate Card	3,793.32							3,793.32
Paid		1212-4-412000-0000-	Corporate Card	2,670.89							2,670.89
		100000000000000000000000000000000000000	Corporate Card	429.25							429.25
		1948 100308 1002101 000700	Corporate Card	286.98							286.98
		100110100110001010110010000	Corporate Card	122.75							122.75
		001404000 000100000	Corporate Card	110.23							110.23
		APPLICATION OF THE ADDRESS PROVIDENT	Corporate Card	88.74							88.74
		OPPOSIDATION OPPOSIDE TO SEARCH CORE AS	Corporate Card	82.67							82.67
		10010-001002-0010-0000220-00-000	Corporate Card	52.52							52.52
		AND FOR THE PARTY AND A	Corporate Card	49.22							49.22
		1400.007 (00011000)	Corporate Card	40.00							40.00
		AND CONTRACTORS - AND TRACTORS	Corporate Card	39.54							39.54
		CONTRACTOR DESCRIPTION	Corporate Card	26.95							26.95
		BOT 807 BOT 807	Corporate Card	26.49							26.49
		100 March 100 March 100 March 100	Corporate Card	25.54							25.54
		PERMIT AND A DESCRIPTION OF A DESCRIPTIO	Corporate Card	22.15							22.15
		10000000 00000000	Corporate Card	18.65							18.65
		10400-007 (BBRO758-6)	Corporate Card	18.14							18.14
		OPPOSIDATE OPPOSIDE TO DESCRIPTION OF	Corporate Card	16.34							16.34
		077AFLESS (89011012)	Corporate Card	11.76							11.76
		TANKST BROOMSE	Corporate Card	8.58							8.58
		0774914100 (80110087	Corporate Card	8.54							8.54
		100000100000000000000000000000000000000	Corporate Card	-23.10							-23.10
		4481-1424-021-121-11-1248-1	Corporate Card	-41.33							-41.33
	Car Rental (640040)	ingene .	Corporate Card	3,207.35							3,207.35
		10 - FRANK AND TONS	Corporate Card	40.65							40.65
	Airfare (640015)	Western Contraction	Corporate Card	2,832.73							2,832.73
		Handbler Weit Litterer	Corporate Card	2,279.94							2,279.94
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~	~~~~~	~~~~~	~~~~~	~~~~~	~~~~~	~~~~~	~~~~~
		SURPLY SURPLY SURPLY	Cash	3.36							3.36
		The second se	Cash	3.15							3.15
	Travel - Misc (640045)	1999	Cash	16.00							16.00
		10.004	Cash	10.00							10.00
		The cost was contracted	Cash	6.00							6.00
		Processing Property - Theorem	Cash	3.29							3.29
		111111111111111111111111111111111111111	Cash	2.50							2.50

Payment types are the way an employee pays for an expense during a transaction. The **Payment Types** section provides a visualization of the active payment types associated with all approved expense entries by quarter; and the amount of money associated with the approved expenses for each payment type. The **Payment Types** section also displays the total amount of money associated with these approved expenses for the year-to-date.

Placing your pointer over a payment type segment on a bar displays the quarter, payment type, and total amount of money associated with the approved expenses for the payment type.



The following tables provide additional information about the Invoice Spend by Payment Method and Vendor - Details drill-through report:

Data Item Label/Name	Data Item Expression	Data Item Description
Date	ParamDisplayValue('pDateOptions') +' '	Displays the current date
Amounts in	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
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 Header and Footer

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<payment type<br="">Code></payment>	[Expense].[Entry Information].[Payment Type Code]	Displays the payment type code
N/A	<payment type<br="">Code Name></payment>	[Expense].[Entry Information].[Payment Type Code Name]	Displays the payment type code name
N/A	<expense type=""></expense>	[Expense].[Entry Information].[Expense Type]	Displays the expense type
N/A	<vendor></vendor>	[Expense].[Entry Information].[Vendor]	Displays the vendor
N/A	<payment Type></payment 	[Expense].[Entry Information].[Payment Type]	Displays the payment type
N/A	<transaction Quarter></transaction 	"case when ([Fiscal Flag]='Y') then [Expense].[Entry Information].[Transaction Fiscal Quarter] else [Expense].[Entry Information].[Transaction Quarter] end"	Displays the transaction quarter

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<transaction Month></transaction 	"case when ([Fiscal Flag]='Y') then [Expense].[Entry Information].[Transaction Fiscal Month] else [Expense].[Entry Information].[Transaction Month] end"	Displays the transaction month

Section: Top 10 Spending Employee

Sample of the dashboard:

Employee Name	Employee ID	Cost Center / Department	Amount				
AREA BARRIER T	11000		\$16,671.70				
The Lotting / F	1001001		\$11,003.10				
THEORY MAL TONIG /	101001-		\$9,003.54				
Saine, Saint.	100011-1-00		\$7,575.02				
Taxas, Taxas	10011		\$6,821.68				
Ellionali Autor/F	-00100		\$6,529.18				
Beneral Josefficht	18171		\$5,996.92				
Talance Similar	185375		\$5,635.84				
Berner, Terres/A	100110		\$5,154.07				
Bradde, Bladde, E	1712760		\$4,958.65				
EMPLOYE	E SPEND Amounts in US		LS				
-----------------------------------	--------------------------	--------	------------	----------------	------------------------------	------------------	----------
Employee	Cost Center	Region	Department	Spend Category	Expense Type	Transaction Date	Amount
Los Among T				Other	Samples/Inspiration (620053)	May 19, 2016	355.48
						Aug 13, 2016	1,361.50
						Aug 14, 2016	403.33
						Aug 15, 2016	375.46
						Aug 16, 2016	360.31
						Aug 18, 2016	143.10
						Aug 19, 2016	109.53
						Aug 23, 2016	288.12
						Aug 26, 2016	101.69
						Aug 27, 2016	44.46
						Aug 31, 2016	411.00
						Sep 4, 2016	1,651.01
						Oct 8, 2016	842.12
						Oct 9, 2016	2,281.81
						Oct 10, 2016	519.14
						Nov 3, 2016	549.04
						Nov 4, 2016	544.68
						Nov 5, 2016	932.80
						Nov 7, 2016	196.05
						Nov 11, 2016	73.44
Jan 23, 2017 ≂ Top ☆ Page up ₹	Page down ≚ Bo	ttom					1

The **Top 10 Spending Employee** section provides a visualization of your company's top 10 spending employees, to help identify the types of spend your employees have.

Details about the types of spend are available in the **Employee Spend Details** drillthrough report. The **Employee Spend Details** report lets your company know who are the top spenders and the total spend for those employees.

The **Amount** column displays an employee's total spend for year-to-date. For each employee in the list, the **Amount** column pulls the employee's spend from their expense reports, but excludes accruals, bookings, parent entries, and personal entries.

Clicking the name of an employee in the list opens a detailed spend report for the employee in a separate window.

Section: Policy Exceptions by Type

Sample of the dashboard:



Policy Exe	ception Details								
Year-to-Date	Amounts in USD								
Expense Type	Employee	Employee ID	Report Date	Report Name	Purpose	Exception Code	Exception Event	Exception Text	Approved Amount (rpt)
Hotel (640035)	names (magne)	10100	Dec 1, 2016	No. 11001001-001-000-1100		CSHTRAN	Entry Save	Please confirm your reimbursable cash transaction is valid, as it is typically paid by Travel or with a corporate card.	1,241.69
	TAMING (BADALTAR								1,241.69
	MANA ANALYSIS	1007701	Dec 13, 2016	April 1648 - April 164		CSHTRAN	Entry Save	Please confirm your reimbursable cash transaction is valid, as it is typically paid by Travel or with a corporate card.	1,200.00
	MARLENCE / MERITALITY / M.								1,200.00
	President (President) Antenneti	111100	Jan 9, 2017	WAY CONTINUES AND TO		DUPCHECK	Entry Submit	This expense entry may be a duplicate of the following expense. %lines%	778.00
	Taniha (Tanini Milli	100							778.00
	70108-10278	100127	Dec 7, 2016	WY111302-2010		CSHTRAN	Entry Save	Please confirm your reimbursable cash transaction is valid, as it is typically paid by Travel or with a corporate card.	696.00
	Photosofi i Lingu (B)								696.00
	5,981, 88149,75	10100	Jan 3, 2017	Canadia (Stor 171		DUPCHECK	Entry Submit	This expense entry may be a duplicate of the following expense. %lines%	627.86
	Carrier Minage III								627.86
	10000100-/011/#	18177	Jan 11, 2017	10. 0110 (1000 (1000) 00 (10)		DUPCHECK	Entry Submit	This expense entry may be a duplicate of the following expense. %lines%	596.00
	(disastilis; /disa/#)								596.00
	Nerves, Norsecci	000113	Nov 28, 2016	Normality approached that is		AUDTPWX	Entry Submit	Please review the comments for this expense for additional information. However, no action is necessary.	521.06
		1000112	Nov 28, 2016	November againes your c		DUPCHECK	Entry Submit	This expense entry may be a duplicate of the following expense. %lines%	521.06
		(000112)	Dec 12, 2016	Theorem (and its		DUPCHECK	Entry Submit	This expense entry may be a duplicate of the following expense. %lines%	22.21
	Berner, Berner, B								543.27
	NOTION (SIGN)	00118	Dec 20, 2016	Meaning framework file		CSHTRAN	Entry Save	Please confirm your reimbursable cash transaction is valid, as it is typically paid by Travel or with a corporate card.	445.00
	Marthanna (Reality)								445.00
	Buttonin (Brittan)	-	Dec 20, 2016	APPENDED' 111 11.10		DUPCHECK	Entry Submit	This expense entry may be a duplicate of the following expense. %lines%	389.30
	Billinon; /Billing/-								389.30
≍ Top ☆ Page up	▼ Page down I Bottom	10020	Dec 18,	Million - Free - Million		DUPCHECK	Entry Submit	This expense entry may be a duplicate of the following expense. %lines%	361.56

The **Policy Exceptions by Type** section provides a visualization of your company's top 5 policy exceptions identified on the submitted expense line items for year-to-date. The purpose of this visualization is to help identify the most common policy exceptions for expenses. Each bar represents the total number of exceptions for year-to-date.

Placing your pointer over a bar displays the expense type and the total number of policy exceptions associated with the expense type for year-to-date.



Dashboard: Invoice Management Overview

Available to: 🗆 Analysis 🛛 Intelligence

Overview

The Invoice Management Overview dashboard provides key metrics for your company's payment requests (invoices) and purchase requests, and the payment request and purchase request life cycles, at a glance. The dashboard can help you track how the metrics are trending, the impact on cash flow, and help evaluate the need for changes in the procurement process to optimize it and optimize cash flow.

While the Department Manager Overview, Expense Management Overview, and Invoice Management Overview dashboards display data based on the user's access rights, the Combined Spend Overview, Expense Management Overview, and Invoice Management dashboards were designed for users that typically have global access to company spend data.

Dashboard

Sample of the full dashboard:



Section: Aging Payables

Sample of the dashboard:



Sample of the drill-through report:

	☑ 0-30 davs			
	☐ 31-60 days			
Select Age	□ 61-90 days □ 90+ days			
	Select all Deselect all			

anou	and in OSD Age Selected : 0-30 days	1.000		1200020000000
Age	Expense Type Name	Invoice Date	Vendor Name	Total Requested
-30		Mar 27, 2017		15,000.00
	determined in the second second	Mar 27, 2017		3,477 63
		Mar 27, 2017	and the second sec	2,187.03
	The state of the second s	Mar 27, 2017		-6.32
	to Charles Contractor	Mar 27, 2017		540.10
		Mar 27, 2017		383.34
		Mar 27, 2017		163.20
	A CONTRACT OF A DESCRIPTION OF A DESCRIP	Mar 27, 2017	Magence ("Name of the OWNER.	1,164.94
		Mar 27, 2017		7,183.57
		Mar 27, 2017		92.86
		Mar 27, 2017		10,000.00
		Mar 27, 2017		1,081.71
	Equipage 1	Mar 27, 2017	AND DESCRIPTION OF TAXABLE PARTY.	36.19
		Mar 27, 2017		19.90
	REAL PROPERTY AND A CONTRACTOR	Mar 27, 2017		87.52
	No Manual Frank, Charles	Mar 27, 2017		243.05
		Mar 27, 2017		5,658.24
	Real Property Concerns	Mar 27, 2017		134.75
		Mar 27, 2017		500.00
		Mar 27, 2017		1 350 00

The **Aging Payables** section provides a visualization of the outstanding (not paid) invoice payables grouped by the age of the invoices in days. Unpaid invoices are grouped in 30-day increments up to 90 days. Unpaid invoices older than 90 days are grouped together under the **90>** bar. To the right of the bar graph is the total number of unpaid invoices and the total amount due for these unpaid invoices currently in Invoice. The bar graph only includes unpaid invoices that are past due.

The data in the **Aging Payables** section matches the data in the existing Invoice report: Request Aging Report. The calculation for aging is the difference between the Date of Invoice and the Current Date field values. The dollar amounts are based on the Approved Amount field.

The information in this section can be used to help manage cash flow and determine whether there are outstanding accounts payables that are past due and require attention.

Placing your pointer over a bar displays the invoice aging time period for the bar and the total amount of money associated with unpaid invoices for the time period.



The following tables provide additional information about the Aging Payables Details drillthrough report:

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Amounts in	[Invoice].[Payment Request Line Items].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
Age Selected	' ' + ParamDisplayValue('p_Age') + ' '	Displays the age(s) selected from the Select Age prompts 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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Age Range	<age range=""></age>	"case when [Age in Days] < 31then '0-30' when [Age in Days] between 31 and 60 then '31-60' when [Age in Days] between 61 and 90 then '61-90' when [Age in Days] > 90 then '90+' else null end"	Displays the age range
Invoice Date	<invoice date=""></invoice>	[Invoice].[Payment Request Dates and Statuses].[Invoice Date]	Displays the invoice date
Expense Type Name	<expense type<br="">Name></expense>	[Invoice].[Payment Request Line Items].[Expense Type Name]	Displays the expense type name
Vendor Name	<supplier Name></supplier 	[Invoice].[Payment Request Header Information].[Supplier Name]	Displays the vendor name
Total Requested	<total Requested (rpt)></total 	[Invoice].[Payment Request Line Items].[Total Requested (rpt)]	Displays the total requested

Report Data Items

Section: Total Invoice Spend

Sample of the dashboard:



Sample of the drill-through report:

The **Total Invoice Spend** and **Top 5 Expense Types** sections have the same detail report. They both use the Invoice Expense Type Spend Trend report located in the **Standard Reports > Invoice** folder.

	Invoice Expense Type Spend Trend All Requests Processed Between Jan 1, 2017 and May 4, 2017				
	201				17
		1st Quarter			
	Jan	Feb	Mar	Total	Apr
104002201 -Westphi = (24659)		9,000.00		9,000.00	6,750.00
11100000000000000000000000000000000000					6,928.06
1146403770; //04400; /104700300000; = (346520)		3,712.50		3,712.50	
114003300 - 304r (1007) - 124634		8,540.63	8,540.63	17,081.26	
116003000 (99900-120050)					1,125.09
NAMES OF COMPACT AND A DESCRIPTION OF COMPACT		10,732.95	14,279.10	25,012.05	
INTERNET CLEARING CONTRACTOR		8,223.46		8,223.46	
116001061 /0.01000000000100000000000000000000000					8,625.00
NAMES OF THE ARE CLAREN.			16,341.75	16,341.75	1
NUMBER OF STREET, STRE		67,500.00		67,500.00	67,500.00
116003790 - Cantolina (Balling, Ch., 116) - CANCAR			5,745.00	5,745.00	
116003001 (Bassing / Bassing (So. 114) - 114634		7,500.00		7,500.00	
HARMAN PARTER ALL ALL ALL ALL ALL ALL ALL ALL ALL AL		3,750.00		3,750.00	
Internation - Company (Inc 1246-20					9,562.50
116411600 / MURRENO (*14) 1160 - 1166 M		2,977.50		2,977.50	
CONTRACTOR CONTRACTOR CONTRACTOR					7,500.00
Testing (Strange)		470.00		470.00	
TORONO W SAME IN TANK			11,500.00	11,500.00	
Income State Same Manadate		63,392.62		63,392.62	
Overall - Total	22,007,689.63	17,705,057.98	26,847,862.26	66,560,609.87	32,655,391.29

€ €	e nd ay 4, 2017					
20	17				Total	
È		2nd Quarter		Total		
ξ	Apr	Мау	Total			
ò	6,750.00		6,750.00	15,750.00	15,750.00	
ξ	6,928.06	12,187.50	19,115.56	19,115.56	19,115.56	
è				3,712.50	3,712.50	
è				17,081.26	17,081.26	
Ş	1,125.09		1,125.09	1,125.09	1,125.09	
è				25,012.05	25,012.05	
è				8,223.46	8,223.46	
ξ	8,625.00		8,625.00	8,625.00	8,625.00	
è				16,341.75	16,341.75	
þ	67,500.00		67,500.00	135,000.00	135,000.00	
ò				5,745.00	5,745.00	
ò				7,500.00	7,500.00	
þ				3,750.00	3,750.00	
Ş	9,562.50		9,562.50	9,562.50	9,562.50	
è				2,977.50	2,977.50	
Ş	7,500.00		7,500.00	7,500.00	7,500.00	
ò				470.00	470.00	
þ				11,500.00	11,500.00	
2				63,392.62	63,392.62	
2	32,655,391.29	4,380,584.93	37,035,976.22	103,596,586.09	103,596,586.09	

The **Total Invoice Spend** section provides a visualization of the total invoice spend for the year-to-date by quarter. The spend is derived from invoices that have a status of Paid.

The information in this section can be used to help forecast budgets and spend.

Placing your pointer over a bar displays the quarter and the total year-to-date invoice spend for the selected quarter. To the right of the bar graph is the total invoice spend for year-todate.



Section: Payment Method

Sample of the dashboard:



			20	17		Total	
		1st Quarter 2nd Q		2nd Quarter	er		
		January	February	March	April	47 268 00	
Check	Wischer Treeses in comparison and			47,268.00		47,268.00	
	NUMBER OF THE COMMUNIC			20,000.00		20,000.00	
	Statistics of the classic states and the second	11,076.39		66.93	36,019.37	47,162.69	
	THE CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR	39,184.55	8,634.66			47,819.21	
	(MATCH)			154.80		154.80	
	NATURE - Reader Rendmin - Content Order Scille	9,082.26		1,299.42		10,381.68	
	TARGET - REALIZED CONTRACTOR - REPORT OF THE REAL PROPERTY OF THE OWNER	12,778.36	16,293.65	15,521.99	16,971.84	61,565.84	
	INTEL CARE (D) INTERED	1,566.00				1,566.00	
	THE REPORT OF LODGER STORE AND A DESCRIPTION				567.24	567.24	
	THE COMPTREE PROPERTY AND ADDRESS OF TAXABLE COMPLEXING ADDRESS OF TAXABLE ADDRES			5,000.00		5,000.00	
	THE OWNER ADDRESS OF CAMPAGEMENT TO THE R			167,400.00		167,400.00	
	195 March Restaura - Cardina Ranage - March Science	422.52				422.52	
	WHEN PERSON AND A LOCAL AND ADDRESS OF	284,835.40	267,592.25	221,171.66	298,583.14	1,072,182.45	
	WY COMPANY CONTRACTORS OF A COMPANY OF A COM	84.37	27.90			112.27	
	(0.1 (0.0)) (0.00) (0.0)	19,334.89	19,550.99	22,576.39	21,696.31	83,158.58	
	Characteristic services was capable to capable				25,000.00	25,000.00	
	To come checked - density of contact systematic	7,858.35	138.81	150.33		8,147.49	
	COMPAREMENTS AND CONTRACTORS IN AND	293.72				293.72	
Wire	1000101-0001000-00010-00010-000	105,000.00				105,000.00	
Overa	II - Total	21,844,085.84	17,674,497.72	26,222,347.88	22,037,809.07	87,778,740.51	

The **Payment Method** section provides a visualization of the year-to-date spend by quarter for each payment method used to pay for invoices. The spend by payment method is derived from invoices that have a status of Paid.

The information in this section can be used to help optimize spend on your credit card programs.

Placing your pointer over a payment method segment on a bar displays the payment method, quarter, and percentage of invoices paid by the payment method.



The following tables provide additional information about the Invoice Spend by Payment Method and Vendor - Details drill-through report:

Data Item Label/Name	Data Item Expression	Data Item Description
Payment Method	ParamDisplayValue('p_paymentmethod')+' '	
Quarter	ParamDisplayValue('p_quarterno')+' '	Displays the yearly quarter
Amounts In	'+[Invoice].[Payment Request Header Information].[Reporting Currency]	Displays the currency type
Payment Method	ParamDisplayValue('p_paymentmethod')+' '	Displays the method of payment
Quarter	ParamDisplayValue('p_quarterno')+' '	Displays the yearly quarter
Amounts in	'+[Invoice].[Payment Request Header Information].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
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 Header and Footer

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<payment Method Type></payment 	[Invoice].[Payment Request Header Information].[Payment Method Type]	Displays Method of Payment
N/A	<supplier Name></supplier 	[Invoice].[Payment Request Header Information].[Supplier Name]	Displays Supplier of Name
N/A	<process Payment Year Name></process 	"CASE WHEN [Invoice].[Payment Request Dates and Statuses].[Fiscal Flag] = 'Y' THEN [Invoice].[Payment Request Dates and Statuses].[Processing Payment Fiscal Year Name] ELSE cast([Invoice].[Payment Request Dates and Statuses].[Process Payment Year], varchar(50)) END"	Displays the Year of the Processed Payment
N/A	<process Payment Quarter></process 	"CASE WHEN [Invoice].[Payment Request Dates and Statuses].[Fiscal Flag] = 'Y' THEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Fiscal Quarter] ELSE [Invoice].[Payment Request Dates and Statuses].[Process Payment Quarter] END"	Displays the Quarter of the Processed Payment

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<process Payment Quarter></process 	"CASE WHEN [Invoice].[Payment Request Dates and Statuses].[Fiscal Flag] = 'Y' THEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Fiscal Quarter] ELSE [Invoice].[Payment Request Dates and Statuses].[Process Payment Quarter] END"	Displays the Quarter of the Processed Payment
N/A	<process Payment Month></process 	"CASE WHEN [Invoice].[Payment Request Dates and Statuses].[Fiscal Flag] = 'Y' THEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Fiscal Month] ELSE [Invoice].[Payment Request Dates and Statuses].[Process Payment Month] END"	Displays the Month of the Processed Payment
N/A	<process Payment Month></process 	"CASE WHEN [Invoice].[Payment Request Dates and Statuses].[Fiscal Flag] = 'Y' THEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Fiscal Month] ELSE [Invoice].[Payment Request Dates and Statuses].[Process Payment Month] END"	Displays the Month of the Processed Payment

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<process Payment Month></process 	"CASE WHEN [Invoice].[Payment Request Dates and Statuses].[Fiscal Flag] = 'Y' THEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Fiscal Month] ELSE [Invoice].[Payment Request Dates and Statuses].[Process Payment Month] END"	Displays the Month of the Processed Payment
N/A	<process Payment Month></process 	"CASE WHEN [Invoice].[Payment Request Dates and Statuses].[Fiscal Flag] = 'Y' THEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Fiscal Month] ELSE [Invoice].[Payment Request Dates and Statuses].[Process Payment Month] END"	Displays the Month of the Processed Payment

Section: Top 10 Vendors

Sample of the dashboard:

E

Vendor Name	Total Spend	Payment Terms	Avg Days to Pay
THE CONTRACTOR OF THE PARTY OF	6,597,753.76	1	70
NUMBER OF COMPANY OF A DESCRIPTION OF A DESCRIPANTA DESCRIPTION OF A DESCRIPTION OF A DESCRIPTION OF A DESCR	5,597,166.26	1	50
ffin skratt kanten die ensembliken 197	4,564,900.00	30	30
The second s	2,487,317.85	30	30
THE OWNER AND COMPANY AND	2,200,000.00	1	20
ANT 2215 (272) 1 (CR 1986)	2,168,419.10	1	20
A STRUCTURE ATTRUCTURE TO	1,979,774.74	1	10
Removal and the	1,632,353.91	35	50
91913929(1));;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	1,617,311.71	1	10
THE REPORT OF A	1,588,240.19	1	30

The selections you make for the **Select Date** prompt determine which prompts are displayed on the page. For example, if you select the *Process Payment Date* and *YTD* options, only the **Select Date** and **Rank** prompts are displayed.

Select Date:	Process Payment Date First Approval Date YTD Selected Date Range Desele
Process Payment Date:	From: Mar 8, 2017 Earliest date To: Mar 8, 2017 Latest date
Rank:	From: 1 To: 10

	Currency: USD			
Rank Sup	pplier Name	Request Name	Request ID	Total Approved Amount
1	New Egg	New Egg(1044)-4560616	8AA93773032E443D9180	5,925.00
		New Egg(1044)-4560617	145A7A0682E343C69664	5,925.00
		Printers for Norfolk Office	19AF2C998B5F4B30877E	4,999.90
		New Egg(1044)-4560933	CB0E4C5CE74846FA8900	4,649.75
		New Egg(1044)-4560608	9F2EB35A21A944E98C14	3,950.00
		New Egg(1044)-4560609	7AC280DB75CC4A76B794	3,950.00
		New Egg(1044)-4560610	2819BB0AF82F4456B4AC	3,950.00
		New Egg(1044)-4560611	6CF32017AE3B4080B247	3,950.00
		New Egg(1044)-4560932	AD451318030C49089D55	3,555.34
		New Egg(1044)-4560934	7FD74C211C1D4DAB9452	3,521.82
		New Egg(1044)-4560930	8ACD7B2E7D714AB48ADD	3,461.92
		New Egg(1044)-4560607	5A1BF4DEA9D741658B04	2,959.90
		New Egg(1044)-4560929	7952DFDE27254EC28E0A	1,979.70
1 Ne	w Egg			52,778.33
2	Arthur J. Gallagher & Co.	21CF - Invoice Example	53485594CBD34BABB0B5	37,500.00
2 2 Art	Arthur J. Gallagher & Co. thur J. Gallagher & Co.	21CF - Invoice Example	53485594CBD34BABB0B8	5

5	American Business Solutions	American Business Solutions(1300)-14ABS11570	7197E453AE124DF3BF1C	1,150.00
		American Business Solutions(1300)-14ABS11575	7ABFDA1FABE243D49ED5	1,150.00
		piano player westminsters	6BD1FAC6E3684710A45E	100.00
5	American Business Solutions			2,400.00
6	Lazboy	Lazboy (LAZ123)-110-54555	6F1050CF270E4911B06D	2,229.93
6	Lazboy			2,229.93
7	Ryder Transportations SVCS	Carrier - Ryder	8622CFCC44244D8CB741	979.94
7	Ryder Transportations SVCS			979.94
8	Charleston Civic Club	team sponsor	CCC3D37032D047D5900B	375.03
8	Charleston Civic Club			375.03
9	Home Depot Credit Services	Carrier - Home Depot	612324E113074CBF9AFC	329.00
9	Home Depot Credit Services			329.00
10	ABC Lawn Care	Property maintenance	FA6E9E94A2CE41FE8EDC	200.00
10	ABC Lawn Care			200.00
Sum	mary			102,471.88
-				

The **Top 10 Vendors** section provides a visualization of the company's top 10 vendors with the highest total invoice spend for the year-to-date. The **Top 10 Vendors** section also displays the payment terms and average days to pay for the top 10 vendors. The **Total Spend** value is the year-to-date spend based on the invoices with a status of Paid. The **Avg Days to Pay** value is calculated using the Invoice Date and the Paid Date.

The information in this section can be used to help negotiate the best rates and terms with your vendors, and determine if cash flow is maximized by not paying invoices too soon, based on the invoice payment terms.

Section: Top 5 Expense Types

Sample of the dashboard:



Sample of the drill-through report:

The **Total Invoice Spend** and **Top 5 Expense Types** sections have the same detail report. They both use the Invoice Expense Type Spend Trend report located in the **Standard Reports > Invoice** folder.

	 All Requ	nvoice Exp	ense Type d Between Jan	Spend Tre 1, 2017 and M	ay 4, 2017
				20	17
		1st Quarter			Ş
	Jan	Feb	Mar	Total	Apr
010001708 (VV000000) = (200520)		9,000.00		9,000.00	6,750.00
THE REPORT OF A CONTRACT OF A					6,928.06
014003700 / Mullio Pas Planingg/ = 144536		3,712.50		3,712.50	Ś
01400504E - 1044 (1044) - 124659		8,540.63	8,540.63	17,081.26	Ì
104605106E - (19970E) - (104650)					1,125.09
114003100 (Lans Taxing) - Lans, 0		10,732.95	14,279.10	25,012.05	Ì
NUMBER OF STREET, STRE		8,223.46		8,223.46	Ś
1140031401 / M.G.) MARTINGUNAN TANGKARK = (34659)					8,625.00
10400308-11770-086-134650			16,341.75	16,341.75	Š
THEORY - WARRANGE THE FAMILY - LANSA		67,500.00		67,500.00	67,500.00
0x003701 (Samana (Sama), St. 146 - 14659)			5,745.00	5,745.00	Š
0400000 (Basing Station St. 146 - 1465)		7,500.00		7,500.00	\$
NAMES AND ADDRESS AND ADDRESS ADDRE		3,750.00		3,750.00	Ì
NAMES AND A DESCRIPTION OF COMPANY					9,562.50
1046014660 - /00000000 (700) 1340 - 1346530		2,977.50		2,977.50	Ş
NUMBER OF STREET AND A DESCRIPTION OF STREET,					7,500.00
CONTRACTOR CONTRACTOR		470.00		470.00	Ś
PERSONAL WARPENDER SINGLARY - SOMETHIE PRODUCTS: 144			11,500.00	11,500.00	Ž
INCOMES, MARY TAKES, TRANSPORT		63,392.62		63,392.62	Ś
Overall - Total	22,007,689.63	17,705,057.98	26,847,862.26	66,560,609.87	32,655,391.29

€e	⊧ nd ay 4, 2017					
<u>ک</u> و	17				Total	
Ś		2nd Quarter		Total		
ξ	Apr	Мау	Total			
Ś	6,750.00		6,750.00	15,750.00	15,750.00	
ξ	6,928.06	12,187.50	19,115.56	19,115.56	19,115.56	
è				3,712.50	3,712.50	
è				17,081.26	17,081.26	
Ş	1,125.09		1,125.09	1,125.09	1,125.09	
Ş				25,012.05	25,012.05	
è				8,223.46	8,223.46	
ξ	8,625.00		8,625.00	8,625.00	8,625.00	
è				16,341.75	16,341.75	
Ş	67,500.00		67,500.00	135,000.00	135,000.00	
þ				5,745.00	5,745.00	
è				7,500.00	7,500.00	
è				3,750.00	3,750.00	
Ş	9,562.50		9,562.50	9,562.50	9,562.50	
8				2,977.50	2,977.50	
Ş	7,500.00		7,500.00	7,500.00	7,500.00	
Ş				470.00	470.00	
þ				11,500.00	11,500.00	
Z				63,392.62	63,392.62	
×	32,655,391.29	4,380,584.93	37,035,976.22	103,596,586.09	103,596,586.09	

The **Top 5 Expense Types** section provides a visualization of the year-to-date spend for the top five Invoice expense types. The spend by expense type is derived from invoices that have a status of Paid.

The information in this section can be used to help forecast and budget for spend.

Placing your pointer over a bar displays the Invoice expense type name and the total spend from paid invoices that are associated with the expense type for the year-to-date.



Section: PO vs Non PO Spend

Sample of the dashboard:



The PO vs Non PO Spend and PO Adoption sections have the same detail report.



уре	Quarter	Request ID	Invoice Date	Expense Type Name	Vendor Name	Total Approved
lon-PO Spend	1st Quarter	addition of the state of the st	Oct 21, 2013	Providence of the description	office development and the second second second	138.18
			Nov 12, 2014			13,801.49
		4. Bride of a land of a land of a	May 27, 2015	Tradicity - Transmitting of the - Antonio day	danas van destant van	30.57
			Jun 2, 2015			1,067.05
			Jun 19, 2015	- Sentencer of Senterland Senter Senter Set	dennes dennes an official	614.26
		- and a subscription of the statement of	Aug 21, 2015	Tealbracht in State States States - State	didmolofies contains	1,305.00
			Sep 22, 2015		ANALYSIA PART - ANALYSIA	963.50
		10.44440101-01-401400000000	Nov 2, 2015	endered - magnification and a state of the	ABART TO LOGISTIC ARRING TO LET	365.00
			Nov 18, 2015	And the second second second second	difficient de la constant de la constante de la d	18,661.13
		Frederica - de - de - de la compañía	Nov 18, 2015	and an and the second second	Addition and evention of the events of A	18,661.13
			Nov 30, 2015	treasure - treasurements of a second state of the	Participant and the state of th	500.00
			Jan 10, 2016	The constant of the second sec	and dependent of the classification	12,152.82
			Jan 14, 2016	meaning - managementing a tagain white allowable	$\Phi(dd) = dd = \Phi(dd) (dd_{1}) (dd_{2}) (dd_{3}) $	907.01
			Jan 18, 2016	An and a set which to deal	-67-66) 2560(22-66) (34-5	345.00
			Jan 20, 2016	the state of the state and on the	+44880-1148-1000-	1,780.00
			Jan 31, 2016	-condition (1998) Approximation (48) 441		3,000.00
			Feb 5, 2016	Training - Training of pairs and the	definition while complete shifts and see a - a	20,066.56
			Feb 10, 2016	The second state of the generative state (4 - 444)	address of the design of the	8,171.40
		ANNESS - COMPANY - COMPANY- COMPANY	Feb 11, 2016	Training Thermal Products	decomes - encoder el collection de la	4,308.00
		den alland maile dine maille à	Feb 12, 2016	Margantanako wanaka et wata e Mar	ANIA - Anna Ania - Anna Ania - An	4.800.00

The **PO vs Non PO Spend** section provides a visualization of the purchase order spend versus non-purchase order spend for the year-to-date by quarter. The purchase order spend is derived from invoices that have a status of Paid and have an associated purchase order number. Non-purchase order spend is derived from invoices that have a status of Paid and do not have an associated purchase order number.

The information in this section can be used to help evaluate purchase order spend and determine the best approaches for driving more spend through the purchase order system.

Placing your pointer over a segment on a bar displays whether the segment spend is purchase order spend (PO Spend) or non-purchase order spend (Non-PO Spend), the quarter, and the percentage of PO Spend or Non-PO spend for the quarter-to-date.



Section: PO Adoption

Sample of the dashboard:



The PO vs Non PO Spend and PO Adoption sections have the same detail report.



Гуре	Quarter	Request ID	Invoice Date	Expense Type Name	Vendor Name	Total Approved
Ion-PO Spend	1st Quarter	antheorem and the states	Oct 21, 2013	Provide and the Party of the Pa	office development and the second second second	138.18
		and an exception of the second second	Nov 12, 2014			13,801.49
		A Bride Francis - polaspite	May 27, 2015	The second s	AND REAL AND REPORT	30.57
			Jun 2, 2015	And the second sec	with a dealers a second strength of the	1,067.05
			Jun 19, 2015	- Sentencer of Senterland Senter Senter Set	dennes dennes an official	614.26
		-instanting the commutation	Aug 21, 2015	Tealbracht in State States States - State	didmolofies contains	1,305.00
			Sep 22, 2015	and the second second states and the second se	control Para - application	963.50
		······································	Nov 2, 2015	endered - magnification and a state of the	ABART TO LOGISTIC ARRING TO LET	365.00
		51.381.0 5 .001.0001#1.0-489.04	Nov 18, 2015	And the second second second second	difficient de la constant de la constante de la d	18,661.13
		Friedlichts - de ce einiger	Nov 18, 2015	Control - Antipolity - Sale	distants data traditional and an and at	18,661.13
			Nov 30, 2015	-maintain -managementing of a generalized with which	There are also also deleterate a serie o series a se	500.00
			Jan 10, 2016	The construction of the second states of the second	and dependent of the effective states and	12,152.82
			Jan 14, 2016	- managed - managementing - Tagain - while addressed in	$\Phi_{i} d_{i} d_{i} = d_{i} d_{i} = \Phi_{i} d_{i} $	907.01
			Jan 18, 2016	An and a set which to deal	-67-66) 256222-67-24-	345.00
			Jan 20, 2016	the state of the state and on the		1,780.00
			Jan 31, 2016	-condition that is an absolute with the state	workers and the set of the state of the state of the	3,000.00
			Feb 5, 2016	Training - Training of parts and the	definition while complete shifts and see a - a	20,066.56
			Feb 10, 2016	The second state of the generative state (4 - 444)	address of the design of the	8,171.40
			Feb 11, 2016	Training Thermal Products	decomes - encoder el collection de la	4,308.00
		41100000-0110-0110-0	Feb 12, 2016	Margantanako wanaka et wata e Mar	ANIA - Anna Ania - Anna Ania - An	4.800.00

The **PO Adoption** section provides a visualization of the adoption rate, represented as a percentage, for your purchase order system for the year-to-date by quarter. The purchase order adoption rate is defined as the percent of invoices that have an associated purchase order number compared to the total number of invoices.

The information in this section can be used to help evaluate purchase order adoption rate for your organization and determine the best approaches for driving more spend through the purchase order system.

Placing your pointer over a segment on a bar displays the quarter and its purchase order adoption rate percentage for the quarter-to-date.



Appendix: Remove or Restore the Persona Dashboard Tab

To remove the tab from the menu bar, BI Managers must:

1. With the **Persona Dashboard** tab displayed, click the icon on the left side of the menu bar.

Public Folders My Folders Persona Dashboard Add tabs Remove this tab Modify the sequence of tabs Modify the sequence of tabs Outlock Accoss Monule	SAP Concur C						
Modify the sequence of tabs	Public Folders My Folde Add tabs	Persona Dashboard					
	Remove this tab						
Quick Access Menu	Modify the sequence of tabs						
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2. Click **Remove this tab**.

If the tab does not appear (was previously turned off), to add the **Persona Dashboard** tab back to the menu bar, BI Managers must:

- 1. Navigate to Public Folders > Intelligence Standard Reports > Persona Dashboards.
- 2. On the right side of the Persona Dashboard row, click the "add" icon.

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Public	Folders >	Intelligence - Standard Reports > Persona Dashboards	🎟 🐺 🖆 📽 📑 🥞	🂖 🗟 😽 🗎 💼 🗙 🔜 👬
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		Name \$	Modified \diamond	Actions
		Department Manager Overview	February 9, 2016 1:10:00 PM	More
		Persona Dashboard	April 29, 2016 4:24:45 PM	More
		Quick Access Menu Report	April 28, 2016 2:04:34 F Add to r	my portal tabs - Persona Dashboa