# Table of Contents

# Revision History

| Date | Notes / Comments / Changes |
| --- | --- |
| January 21, 2023 | Added *Dashboard:* to the title of the following sections:<br>• *Dashboard: Combined Spend Overview*<br>• *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 |

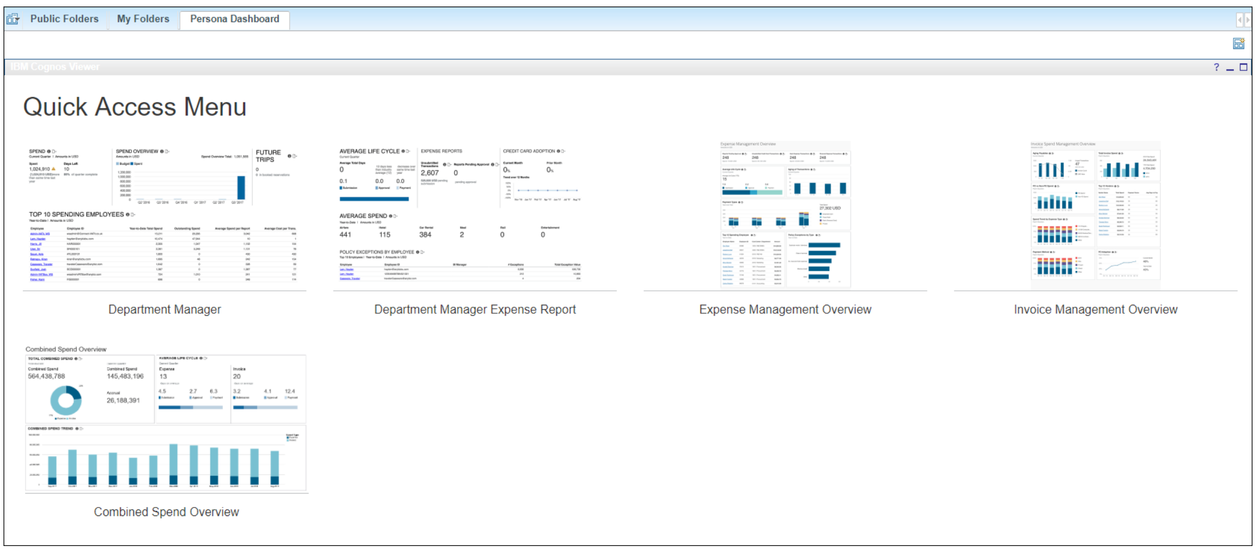
| Date | Notes / Comments / Changes |
|---|---|
| December 9 2016 | Added information about the Expense Spend Management Overview dashboard |
| December 7 2016 | Removed obsolete note |
| November 16 2016 | Updated report images to match the current application |
| October 25 2016 | Updated the guide 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<br>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




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.

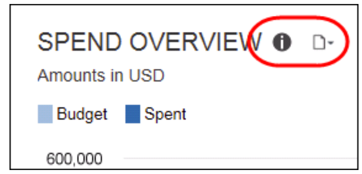
If a user is a BI Manager and a licensed user, when the user logs in via the Reporting menu there will be two options. Choosing the BI Manager option limits the information displayed in the reports to just the information of the BI Manager's direct and indirect reports (for all dashboards and reports).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

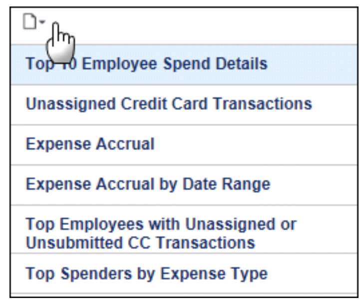
Each section of the dashboards has three parts:

- The visual representation of the related data, like a chart, graph, or a table
- The information 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.

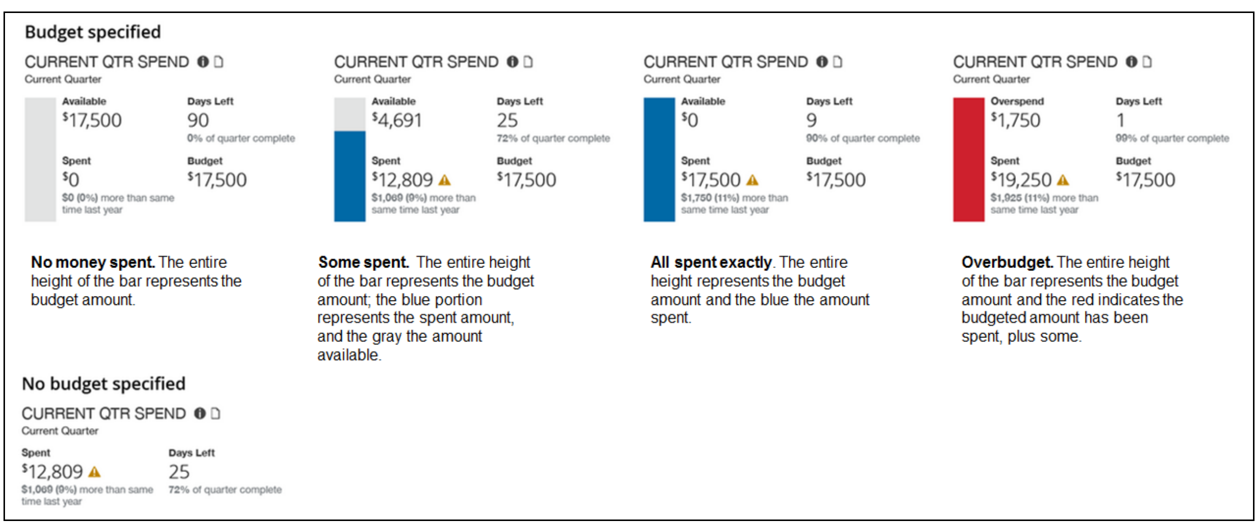
  The first report in the list (blue background) is the drill-through report. It has the same name as the dashboard section *plus* "Details." When the user clicks the "details" name, the drill-through report opens in a new window.




  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

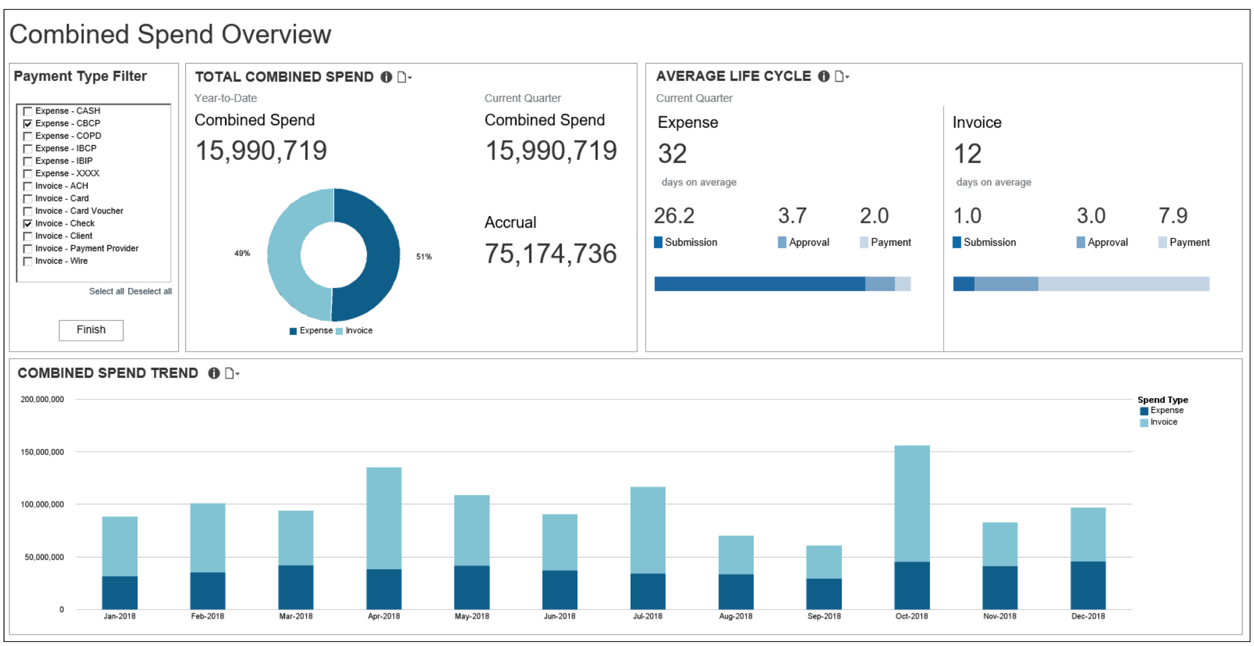
The Combined Spend Overview dashboard provides key metrics for your company's combined spend associated with your company's expense reports and invoices. The dashboard can help you track how the metrics are trending, the impact on cash flow and budgets, and help evaluate the need for changes in the expense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

**NOTE:** If the fiscal calendar is enabled and set up for a company, the current quarter-to-date 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.

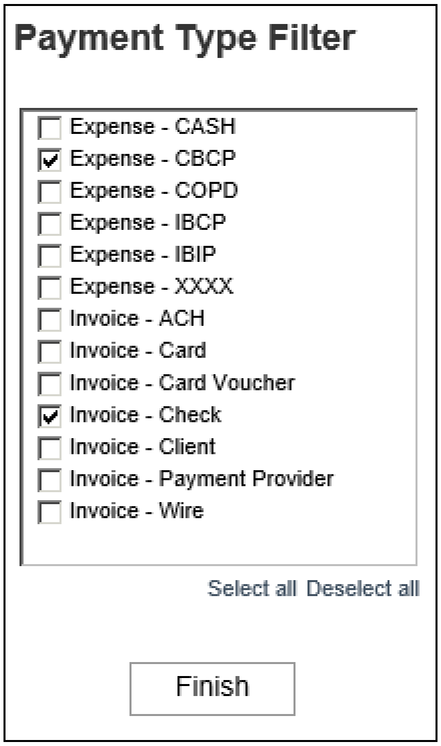
## Dashboard

Sample of the full dashboard:



## Section: Payment Type Filter

Sample of the filter:



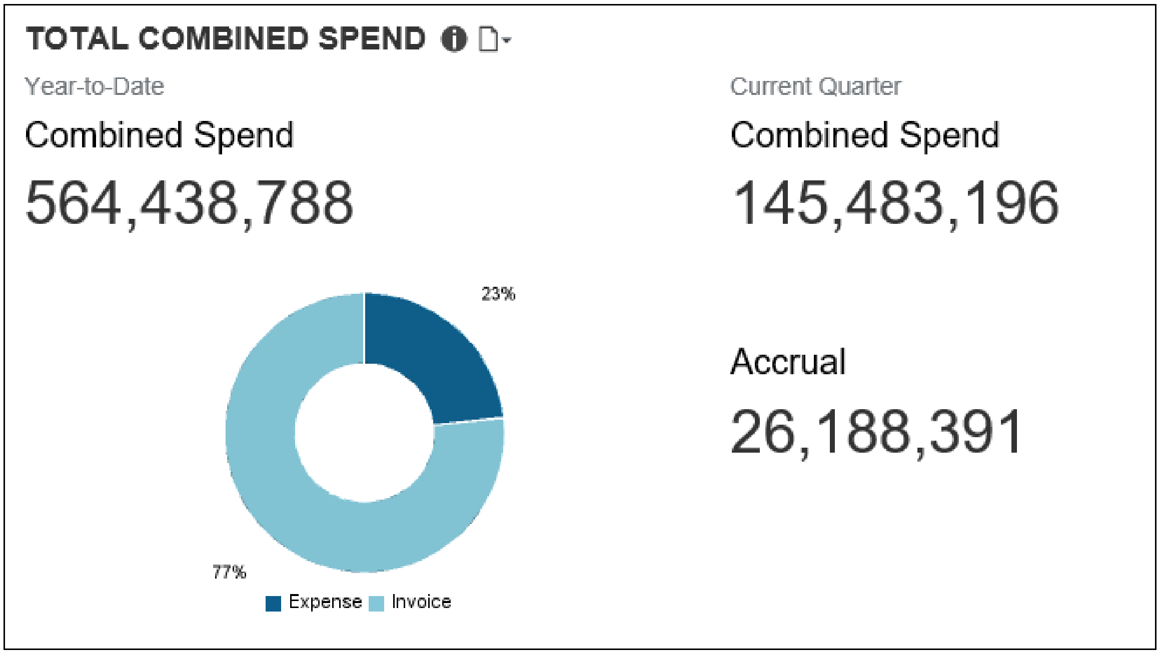

The **Payment Type Filter** provides a way to filter and view combined expense and invoice spend by payment type on the Combined Spend Overview dashboard. The available payment types are listed in alphabetical order with "Expense" or "Invoice" next to the payment type to indicate whether the payment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

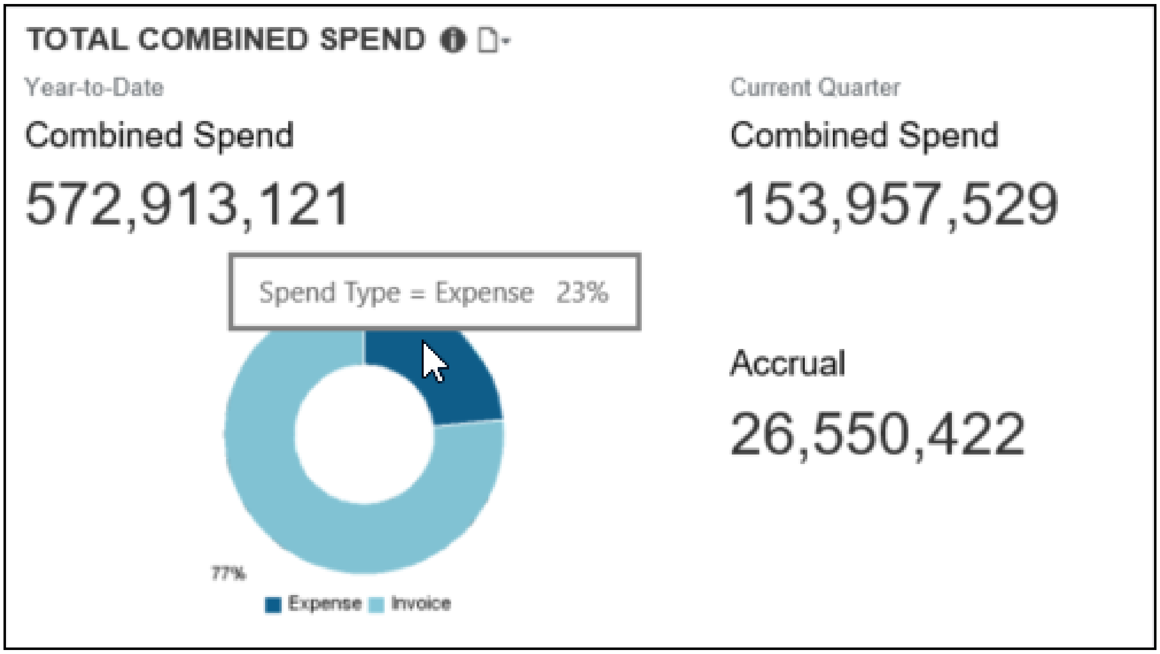



The **Total Combined Spend** section provides the combined spend for both Expense and Invoice for the year-to-date and current quarter-to-date, and the combined total accrual for the current quarter-to-date.

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.

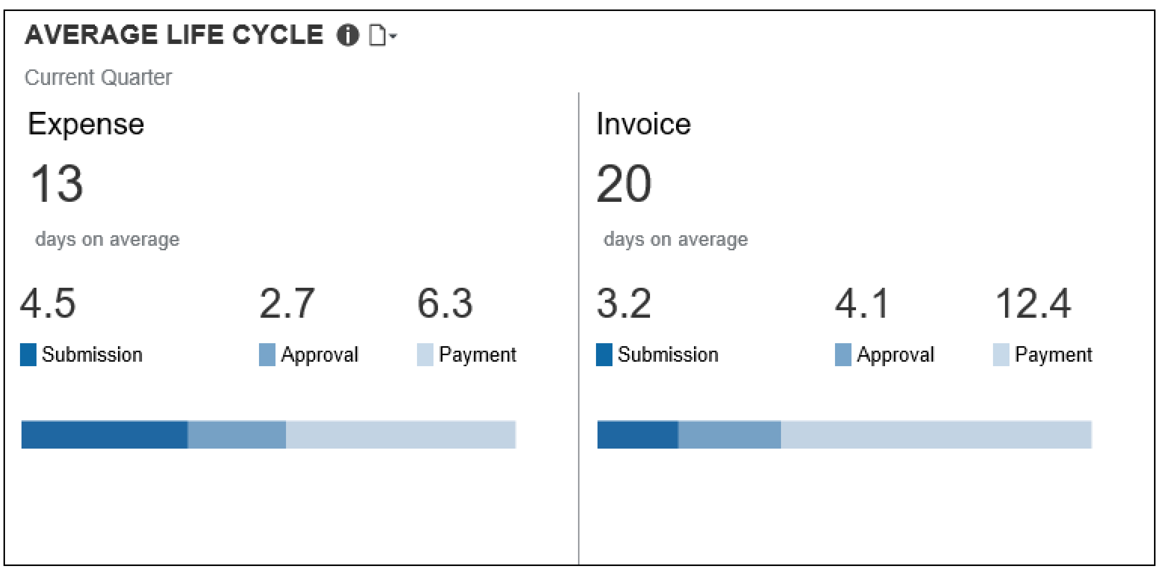
The graph in the **Total Combined Spend** section is a visualization of the percentages of the combined spend that are attributed to Expense and Invoice for the year-to-date.

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:

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**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.

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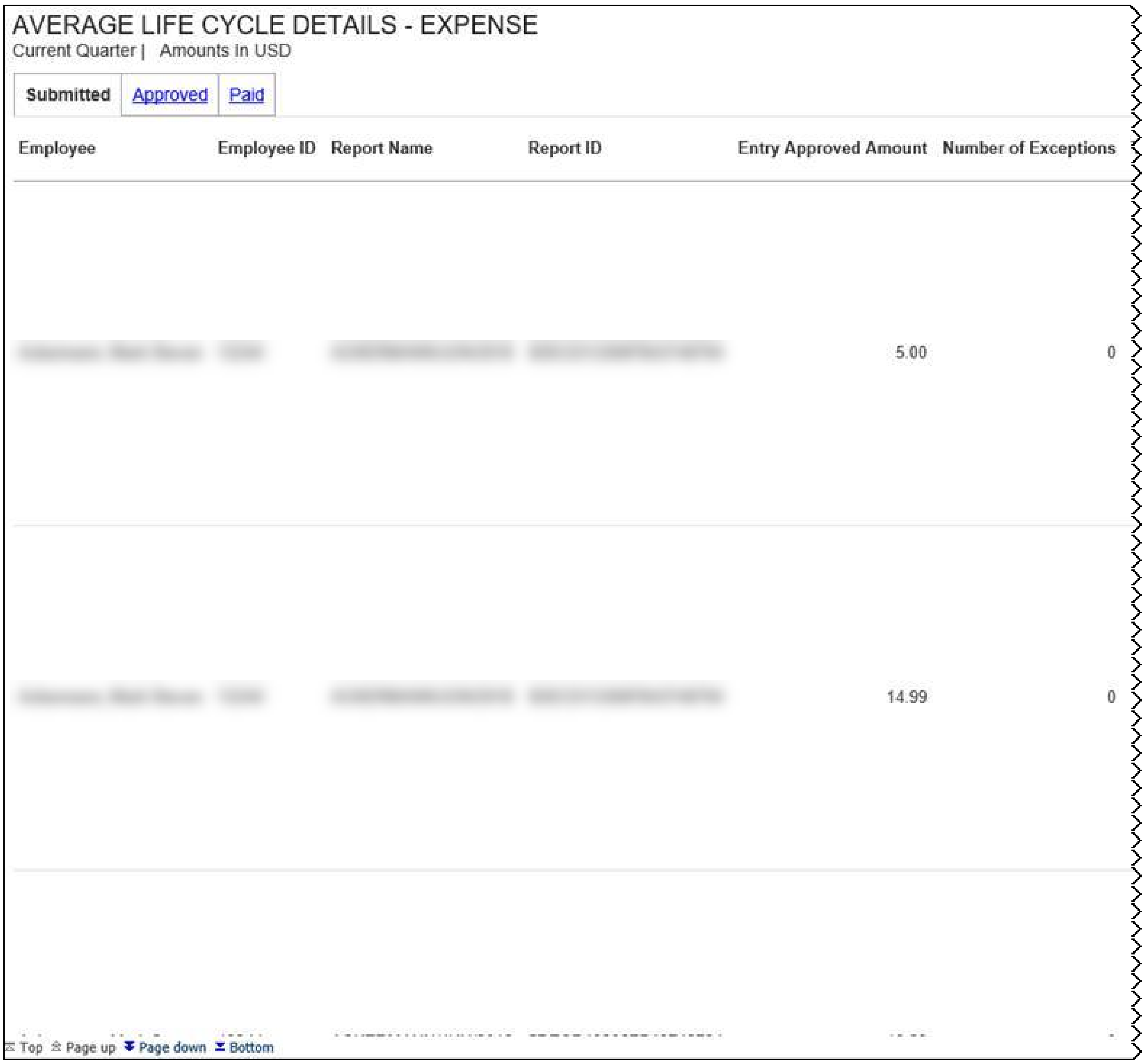
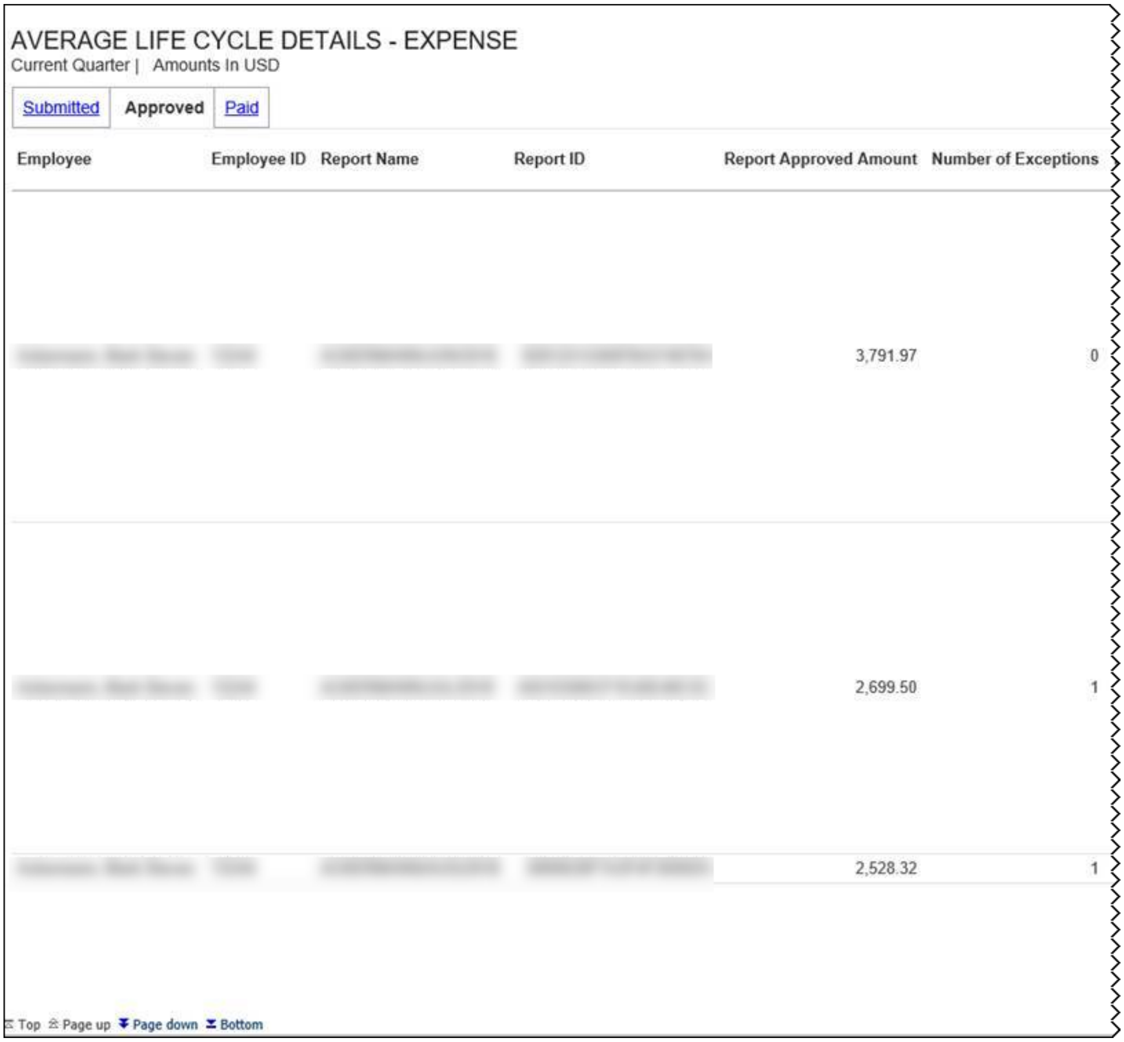
**Submitted** tab:



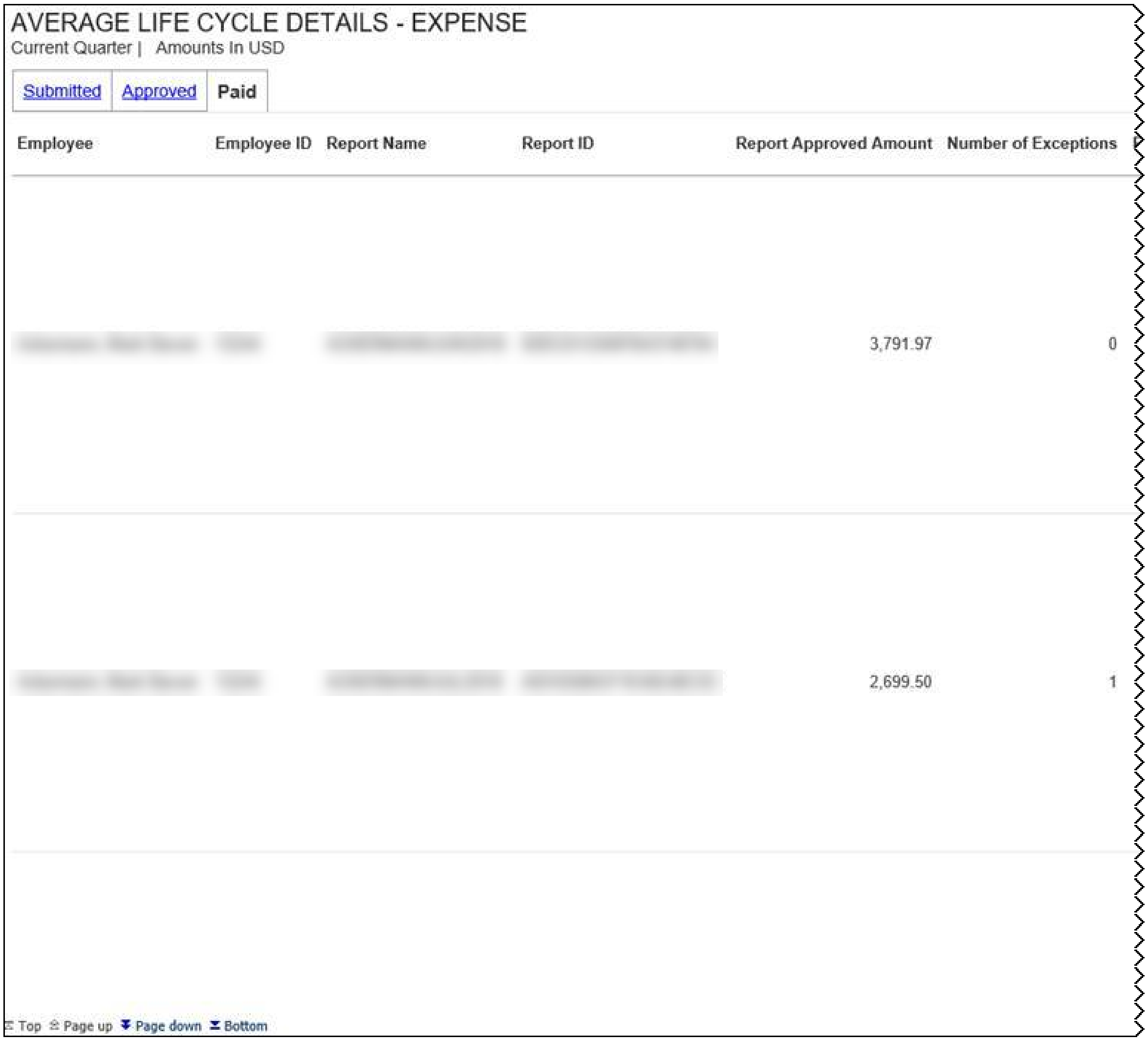
| Number of Exceptions | Transaction Date | First Submitted Date | Time to Submit | Approvals | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | Date | Approver | Cost Center | Step | Days |
| 0 | May 31, 2018 | Jul 2, 2018 | 32 | Jul 6, 2018 | [redacted] | | Adhoc Manager Approval | 4 |
| | | | | Jul 9, 2018 | [redacted] | | Adhoc Manager Approval | 3 |
| | | | | Jul 17, 2018 | [redacted] | | Adhoc Manager Approval | 8 |
| | | | | Jul 18, 2018 | [redacted] | | Adhoc Manager Approval | 1 |
| | | | | Jul 23, 2018 | [redacted] | | Approval for Processing | 5 |
| 0 | Jun 10, 2018 | Jul 2, 2018 | 22 | Jul 6, 2018 | [redacted] | | Adhoc Manager Approval | 4 |
| | | | | Jul 9, 2018 | [redacted] | | Adhoc Manager Approval | 3 |
| | | | | Jul 17, 2018 | [redacted] | | Adhoc Manager Approval | 8 |
| | | | | Jul 18, 2018 | [redacted] | | Adhoc Manager Approval | 1 |
| | | | | Jul 23, 2018 | [redacted] | | Approval for Processing | 5 |
| | | | | Jul 6, 2018 | [redacted] | | Adhoc Manager Approval | 4 |
| | | | | Jul 9, 2018 | [redacted] | | Adhoc Manager Approval | 3 |
| [illegible] | [illegible] | [illegible] | [illegible] | Jul 17 | [redacted] | | Adhoc | [illegible] |

**Approved** tab:



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

**Paid** tab:


AVERAGE LIFE CYCLE DETAILS - EXPENSE
Current Quarter | Amounts In USD
Submitted
Approved
Paid
Employee
Employee ID
Report Name
Report ID
Report Approved Amount
Number of Exceptions
3,791.97
0
2,699.50
1
Top
Page up
Page down
Bottom

| Number of Exceptions | First Approved Date | Sent for Payment Date | Time to Pay | Approvals Date | Approver | Cost Center | Step | Days |
|---|---|---|---|---|---|---|---|---|
| 0 | Jul 6, 2018 | Jul 23, 2018 | 17 | Jul 6, 2018 | [illegible] | | Adhoc Manager Approval | 4 |
| | | | | Jul 9, 2018 | [illegible] | | Adhoc Manager Approval | 3 |
| | | | | Jul 17, 2018 | [illegible] | | Adhoc Manager Approval | 8 |
| | | | | Jul 18, 2018 | [illegible] | | Adhoc Manager Approval | 1 |
| | | | | Jul 23, 2018 | [illegible] | | Approval for Processing | 5 |
| 1 | Aug 7, 2018 | Aug 14, 2018 | 7 | Aug 7, 2018 | [illegible] | | Adhoc Manager Approval | 5 |
| | | | | Aug 7, 2018 | [illegible] | | Adhoc Manager Approval | 0 |
| | | | | Aug 13, 2018 | [illegible] | | Adhoc Manager Approval | 6 |
| | | | | Aug 13, 2018 | [illegible] | | Adhoc Manager Approval | 0 |
| | | | | Aug 14, 2018 | [illegible] | | Approval for Processing | 1 |
| | | | | Aug 6, 2018 | [illegible] | [illegible] | Cost Object Approval | 5 |
| | | | | Aug 12, 2018 | [illegible] | [illegible] | Cost Object Approval | 6 |
| | | | | Aug 14 | [illegible] | | Cost | |

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

**Submitted** tab:


AVERAGE LIFE CYCLE DETAILS - INVOICE
Current Quarter | Amounts In USD

Submitted | Approved | Paid

| Employee | Employee ID | Request Name | Request ID | Invoice Number | Entry Approved Amount |
|---|---|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] | 32420-MS | 40.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 31975-MS | 40.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 26061 | 20.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 26168 | 20.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 19599 | 73.14 |
| [illegible] | [illegible] | [illegible] | [illegible] | 19473 | 73.14 |
| [illegible] | [illegible] | [illegible] | [illegible] | 19536 | 73.14 |
| [illegible] | [illegible] | [illegible] | [illegible] | 25972 | 20.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 1010-7593 | 40.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 302884 | 85.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 3007712 | 50.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 2998924 | 50.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | 1010-7774 | 75.00 |

Top  Page up  Page down  Bottom

| Entry Approved Amount | Number of Exceptions | Created Date | Submitted Date | Time to Submit | Approvals 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 | [illegible] | Back Office Approval | 0 |
| 20.00 | 0 | Aug 13, 2018 | Aug 13, 2018 | 0 | Aug 24, 2018 | [illegible] | 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 | [illegible] | Back Office Approval | 3 |
| 73.14 | 0 | Aug 13, 2018 | Aug 13, 2018 | 0 | Aug 24, 2018 | [illegible] | Back Office Approval | 0 |
| 20.00 | 0 | Jul 2, 2018 | Jul 2, 2018 | 0 | Jul 3, 2018 | [illegible] | Back Office Approval | 0 |
| 40.00 | 0 | Jul 23, 2018 | Jul 23, 2018 | 0 | Jul 31, 2018 | [illegible] | 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 | [illegible] | Back Office Approval | 1 |
| 50.00 | 0 | Jul 30, 2018 | Jul 30, 2018 | 0 | Aug 2, 2018 | [illegible] | Back Office Approval | 1 |
| 75.00 | 0 | Aug 23, 2018 | Aug 23, 2018 | 0 | Aug 29, 2018 | [illegible] | Back Office Approval | 0 |
| | | | | | | [illegible] | Back | |

**Approved** tab:

AVERAGE LIFE CYCLE DETAILS - INVOICE

Current Quarter | Amounts In USD

Submitted | Approved | Paid

| Employee | Employee ID | Request Name | Request ID | Invoice Number | Approved Amount | E |
|---|---|---|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] | 31975-MS | 40.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 19473 | 73.14 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 19536 | 73.14 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 26061 | 20.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 25972 | 20.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 1010-7593 | 40.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 3007712 | 50.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 2998924 | 50.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 1010-7774 | 75.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 2378146 | 25.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 2370291 | 25.00 | |

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| r | Approved Amount | Exception Count | Submitted Date | Approval Date | Time To Approve | Approvals Date | Approver | Step | Days |
|---|---|---|---|---|---|---|---|---|---|
| 5 | 40.00 | 0 | Jul 16, 2018 | Jul 18, 2018 | 2 | Jul 18, 2018 | [illegible] | Back Office Approval | 0 |
| 3 | 73.14 | 0 | Jul 5, 2018 | Jul 6, 2018 | 1 | Jul 9, 2018 | [illegible] | Back Office Approval | 3 |
| 6 | 73.14 | 0 | Aug 13, 2018 | Aug 24, 2018 | 11 | Aug 24, 2018 | [illegible] | Back Office Approval | 0 |
| 1 | 20.00 | 0 | Aug 13, 2018 | Aug 24, 2018 | 11 | Aug 24, 2018 | [illegible] | Back Office Approval | 0 |
| 2 | 20.00 | 0 | Jul 2, 2018 | Jul 3, 2018 | 1 | Jul 3, 2018 | [illegible] | Back Office Approval | 0 |
| 3 | 40.00 | 0 | Jul 23, 2018 | Jul 31, 2018 | 8 | Jul 31, 2018 | [illegible] | Back Office Approval | 0 |
| 2 | 50.00 | 0 | Jul 31, 2018 | Aug 1, 2018 | 1 | Aug 2, 2018 | [illegible] | Back Office Approval | 1 |
| 4 | 50.00 | 0 | Jul 30, 2018 | Jul 31, 2018 | 1 | Aug 2, 2018 | [illegible] | Back Office Approval | 1 |
| 4 | 75.00 | 0 | Aug 23, 2018 | Aug 29, 2018 | 6 | Aug 29, 2018 | [illegible] | Back Office Approval | 0 |
| 6 | 25.00 | 0 | Aug 13, 2018 | Aug 24, 2018 | 11 | Aug 24, 2018 | [illegible] | Back Office Approval | 0 |
| 1 | 25.00 | 0 | Jul 5, 2018 | Jul 6, 2018 | 1 | Jul 9, 2018 | [illegible] | Back Office Approval | 3 |

**Paid** tab:

AVERAGE LIFE CYCLE DETAILS - INVOICE
Current Quarter | Amounts In USD

Submitted | Approved | Paid

| Employee | Employee ID | Request Name | Request ID | Invoice Number | Report Approved Amount | E |
|---|---|---|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] | 31975-MS | 40.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 19473 | 73.14 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 19536 | 73.14 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 26061 | 20.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 25972 | 20.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 1010-7593 | 40.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 3007712 | 50.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 2998924 | 50.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 1010-7774 | 75.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 2378146 | 25.00 | |
| [illegible] | [illegible] | [illegible] | [illegible] | 2370291 | 25.00 | |

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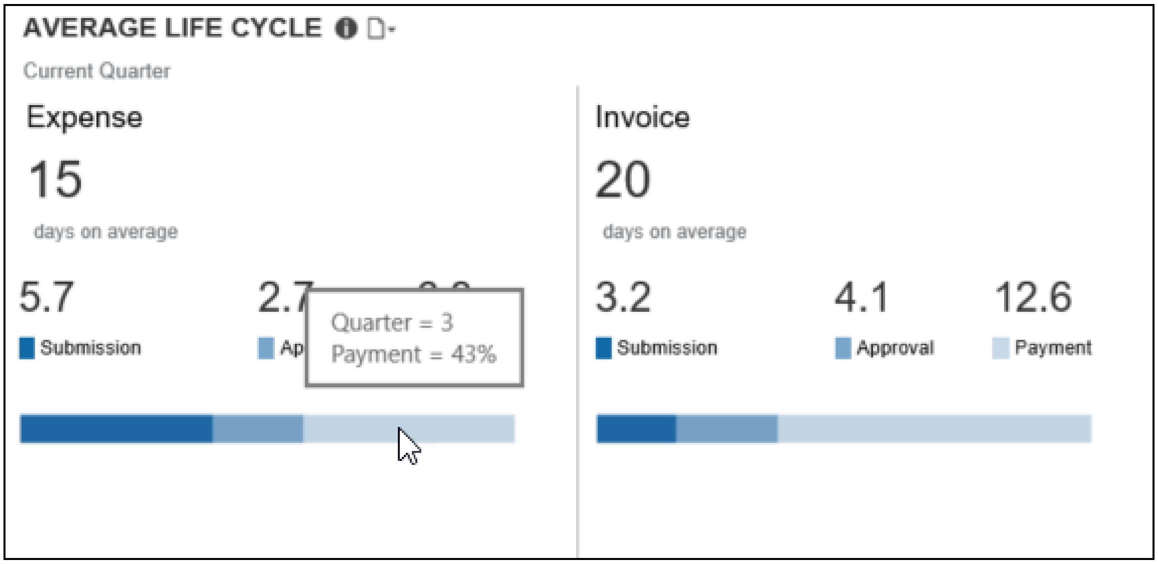
| er | Report Approved Amount | Exception Count | Approved Date | Process Payment Date | Time to Pay | Approvals | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Date | Approver | Step | Days |
| | 40.00 | 0 | Jul 18, 2018 | Jul 18, 2018 | 1 | Jul 18, 2018 | [illegible] | Back Office Approval | 0 |
| | 73.14 | 0 | Jul 6, 2018 | Jul 9, 2018 | 4 | Jul 9, 2018 | [illegible] | Back Office Approval | 3 |
| | 73.14 | 0 | Aug 24, 2018 | Aug 24, 2018 | 3 | Aug 24, 2018 | [illegible] | Back Office Approval | 0 |
| | 20.00 | 0 | Aug 24, 2018 | Aug 24, 2018 | 3 | Aug 24, 2018 | [illegible] | Back Office Approval | 0 |
| | 20.00 | 0 | Jul 3, 2018 | Jul 3, 2018 | 2 | Jul 3, 2018 | [illegible] | Back Office Approval | 0 |
| | 40.00 | 0 | Jul 31, 2018 | Jul 31, 2018 | 1 | Jul 31, 2018 | [illegible] | Back Office Approval | 0 |
| | 50.00 | 0 | Aug 1, 2018 | Aug 2, 2018 | 2 | Aug 2, 2018 | [illegible] | Back Office Approval | 1 |
| | 50.00 | 0 | Jul 31, 2018 | Aug 2, 2018 | 3 | Aug 2, 2018 | [illegible] | Back Office Approval | 1 |
| | 75.00 | 0 | Aug 29, 2018 | Aug 29, 2018 | 1 | Aug 29, 2018 | [illegible] | Back Office Approval | 0 |
| | 25.00 | 0 | Aug 24, 2018 | Aug 24, 2018 | 3 | Aug 24, 2018 | [illegible] | Back Office Approval | 0 |
| | 25.00 | 0 | Jul 6, 2018 | Jul 9, 2018 | 4 | Jul 9, 2018 | [illegible] | 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.

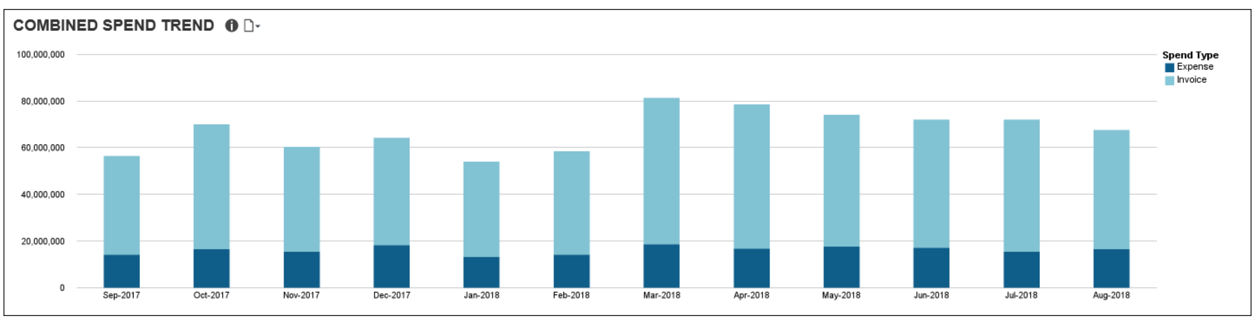
- The **days on average** number is the average of the submission, approval, and payment days for expense reports or invoices for the current quarter-to-date.
- The **Submission** number is the average of the days from the expense transaction date until the expense report submission or the average of 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

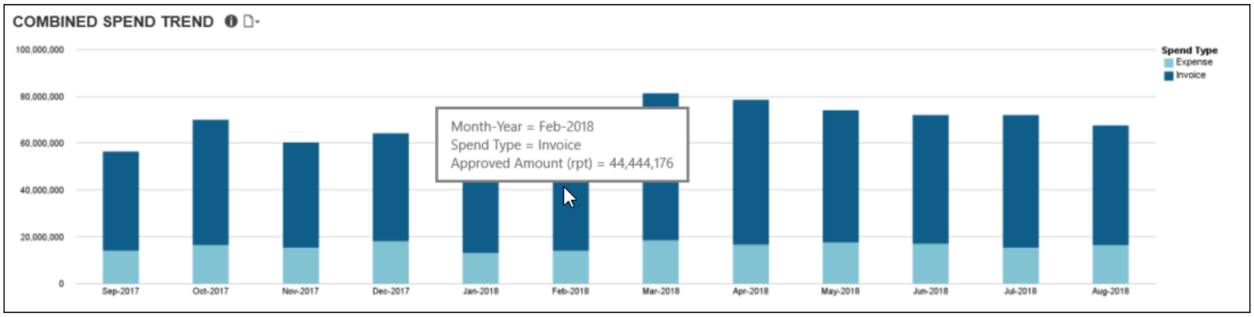
Sample of the dashboard:



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.

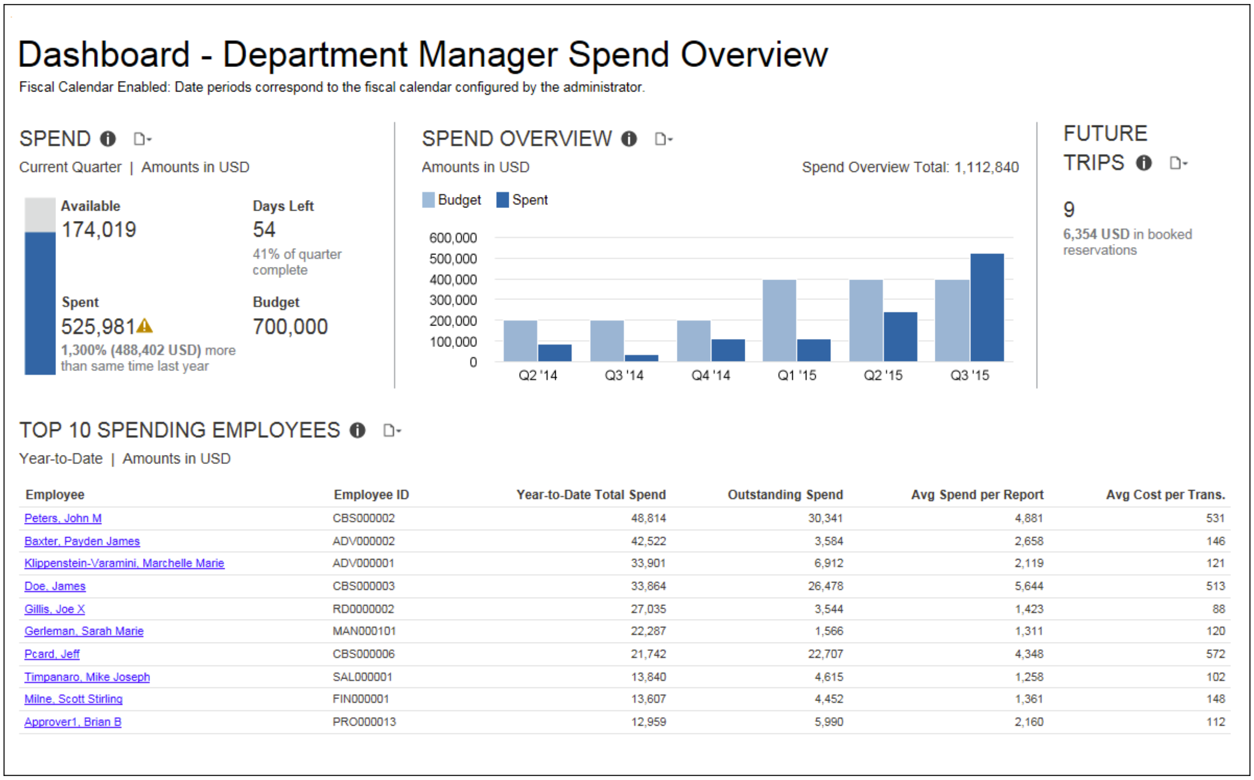


# Dashboard: Department Manager Spend Overview

Available to: ☐ Analysis ☑ Intelligence

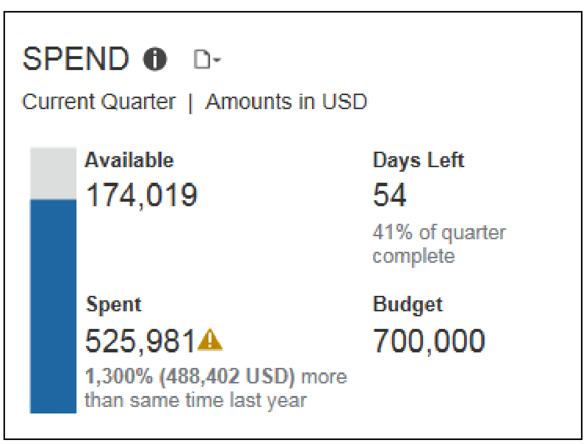
## Dashboard

Sample of the full dashboard:




## Section: Spend – Current Quarter Spend

Sample of the dashboard:



Sample of the drill-through report:

**Current Quarter Spend Details**

Current Quarter | Amounts in USD

| Spend Type | Spend Category | Expense Type | Transactions | Amount |
|---|---|---|---|---|
| Accruals | 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 |
| | | Taxi | 25 | 1,310.92 |
| | | Tolls | 2 | 8.07 |
| | Shipping | Postage | 3 | 178.98 |
| | Telecom | Internet | 25 | 10,752.99 |
| | | Local Phone | 29 | 100.82 |
| **Actuals - Total** | | | **314** | **50,078.71** |
| **Overall - Total** | | | **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.

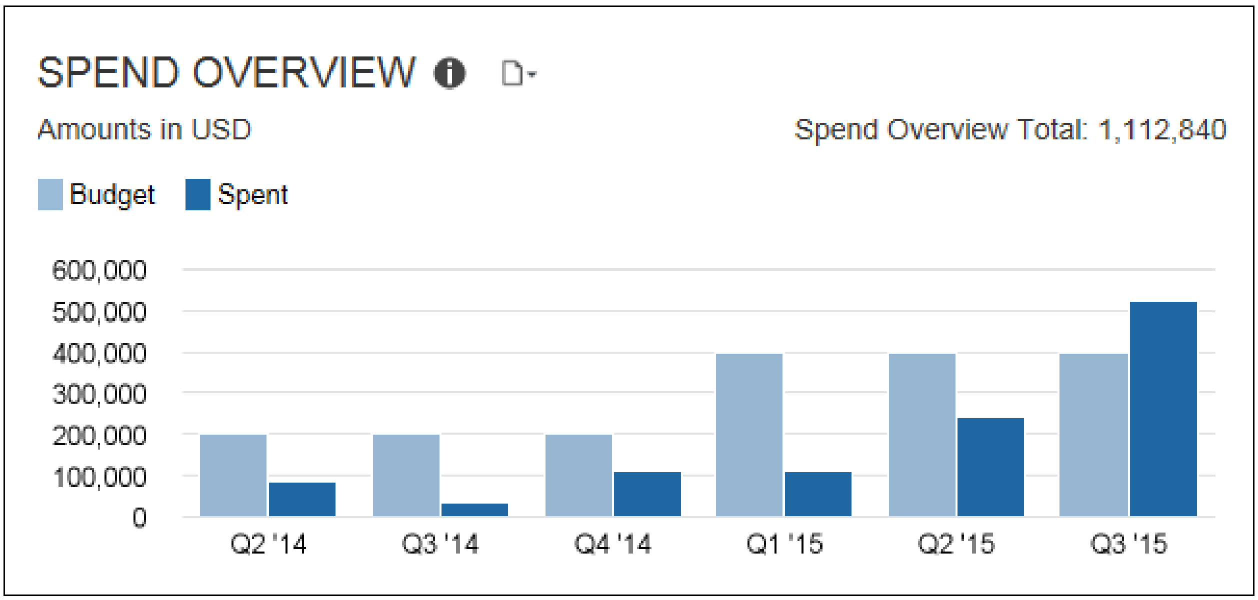
### *How Can I Use This Information?*

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.

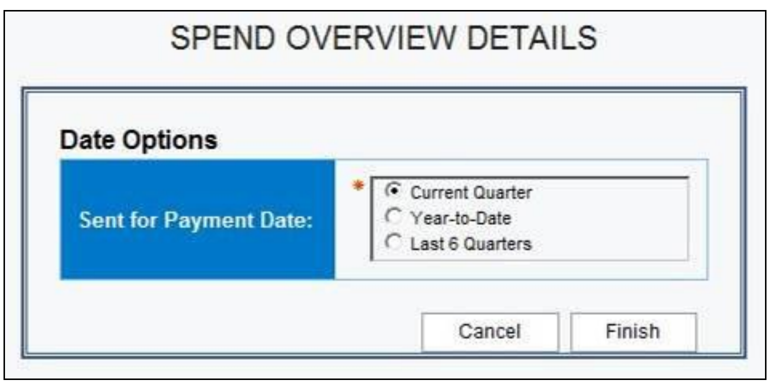
- Are there multiple people scheduled to attend the same conference? Consider having only one attend.
- Can a business meeting be conducted via conference call rather than face-to-face?

## Section: Spend Overview

Sample of the dashboard:




Sample of the new drill-through report – prompt:



Sample of the new drill-through report:

**SPEND OVERVIEW DETAILS**
Current Quarter | Amounts in USD

| | | | Q3 '15 | |
|---|---|---|---|---|
| | | | Transactions | Amount |
| Actuals | Airfare | Airfare | 35 | 16,863.35 |
| | | Airline Fees | 2 | 388.20 |
| | | **Summary** | **37** | **17,251.55** |
| | Car Rental | Car Rental | 29 | 10,234.66 |
| | | **Summary** | **29** | **10,234.66** |
| | Ground Transportation | 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** | **76** | **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?*

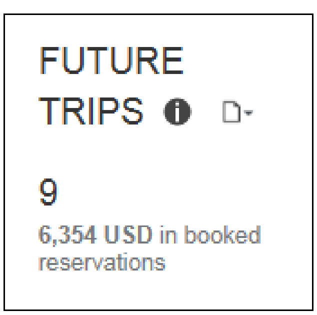
Understanding the trend of your T&E spend provides a quick glance of how you are performing against planned spend over the last six months. If spend is under budget, this might represent an opportunity for spend that could help you in attaining your department goals. If, however, spend is exceeding your 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:

## FUTURE TRIPS DETAILS

Amounts in USD

| Traveler/ Employee | Departure Date | Trip Length | Destination | Purpose of Trip | Record Locator | Trip Cost (Booked Portion) | Est. Trip Cost | Air/ Rail | | Hotel | | | | Car | | | Est. Meals & Misc |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Total Fare | Advance Purchase days | Hotel | Room Nights | Rate | Est. Hotel & Ancillary | Vendor | Days | Rate | |
| Mckee, Curt | Sep 7, 2015 | 2 | Washington Dulles Intl | | EGHEAB2B55 | 1,028 | 1,319 | 369 | 23 | Westin | 2 | 239 | 564 | Avis | 2 | 73 | 240 |
| Approver1, Sarah | Aug 24, 2015 | 2 | | | DEMO01 | 809 | 1,076 | 539 | 10 | Marriott | 2 | 75 | 177 | Hertz | 2 | 60 | 240 |
| Approver1, Lorena | Sep 1, 2015 | 3 | | | DEMO03 | 944 | 1,344 | 539 | 10 | Westin | 3 | 75 | 266 | Hertz | 3 | 60 | 360 |
| Anderson, Cameron | Sep 14, 2015 | 3 | Seattle | | NXCFFJ | 1,016 | 1,361 | 505 | 61 | Crowne Plaza Seattle-Downtown | 2 | 156 | 368 | Hertz | 2 | 64 | 360 |
| Krillenberger, Peggy | Oct 13, 2015 | 2 | | | DEMO01 | 809 | 1,076 | 539 | 10 | Dorchester Htls | 2 | 75 | 177 | Hertz | 2 | 60 | 240 |
| Bowman, Isaac | Aug 17, 2015 | 2 | La Guardia | | 4ICOGS | 575 | 918 | No Air/Rail Booking | | Four Points by Sheraton Midtown/Times Sq | 2 | 288 | 678 | No Car Booking | | | 240 |
| Krillenberger, Jeff | Aug 12, 2015 | 1 | | | Manual_0 | 132 | 276 | No Air/Rail Booking | | Holiday Inn Norfolk Airport | 1 | 132 | 156 | No Car Booking | | | 120 |
| Krillenberger, Jeff | Oct 20, 2015 | 3 | Philadelphia | | OL7VEV | 804 | 1,276 | 186 | 89 | Four Points by Sheraton City Center | 3 | 206 | 730 | No Car Booking | | | 360 |
| Soares, Theresa | Oct 21, 2015 | 2 | Denver | | NQHIGS | 236 | 995 | 236 | 84 | 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-to-face?

The following tables provide additional information about the Future Trips Details drill-through report:

### *Report Header and Footer*

| 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 Data Items*

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Traveler/Employee | <Traveler/Employee> | [Trip].[Traveler/ Employee] | Displays Traveler/Employee |
| Departure Date | <Departure Date> | [Trip].[Start Date] | Displays Departure Date |
| Trip Length | <Trip Length> | [Trip].[Trip Length] | Displays Trip Length |
| Destination | <Destination> | [Trip].[Destination] | Displays Destination |
| Purpose of Trip | <Purpose of Trip> | [Trip].[Purpose of Trip] | Displays Purpose of Trip |
| Record Locator | <Record Locator> | [Trip].[Record Locator] | Displays Record Locator |

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

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 | ADV000001 | 33,901 | 6,912 | 2,119 | 121 |
| Doe, James | CBS000003 | 33,864 | 26,478 | 5,644 | 513 |
| Gillis, Joe X | RD0000002 | 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:

**EMPLOYEE SPEND DETAILS**

Year-to-Date | Amounts in USD

| 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 |
| | | | | | | | May 1, 2015 | 151.96 |
| | | | | | | | Jun 1, 2015 | 151.96 |
| | | | | | | | Jul 1, 2015 | 151.96 |
| | | | | | | Computer accessories | 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 drill-through report:

### *Report Header and Footer*

| 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 Data Items*

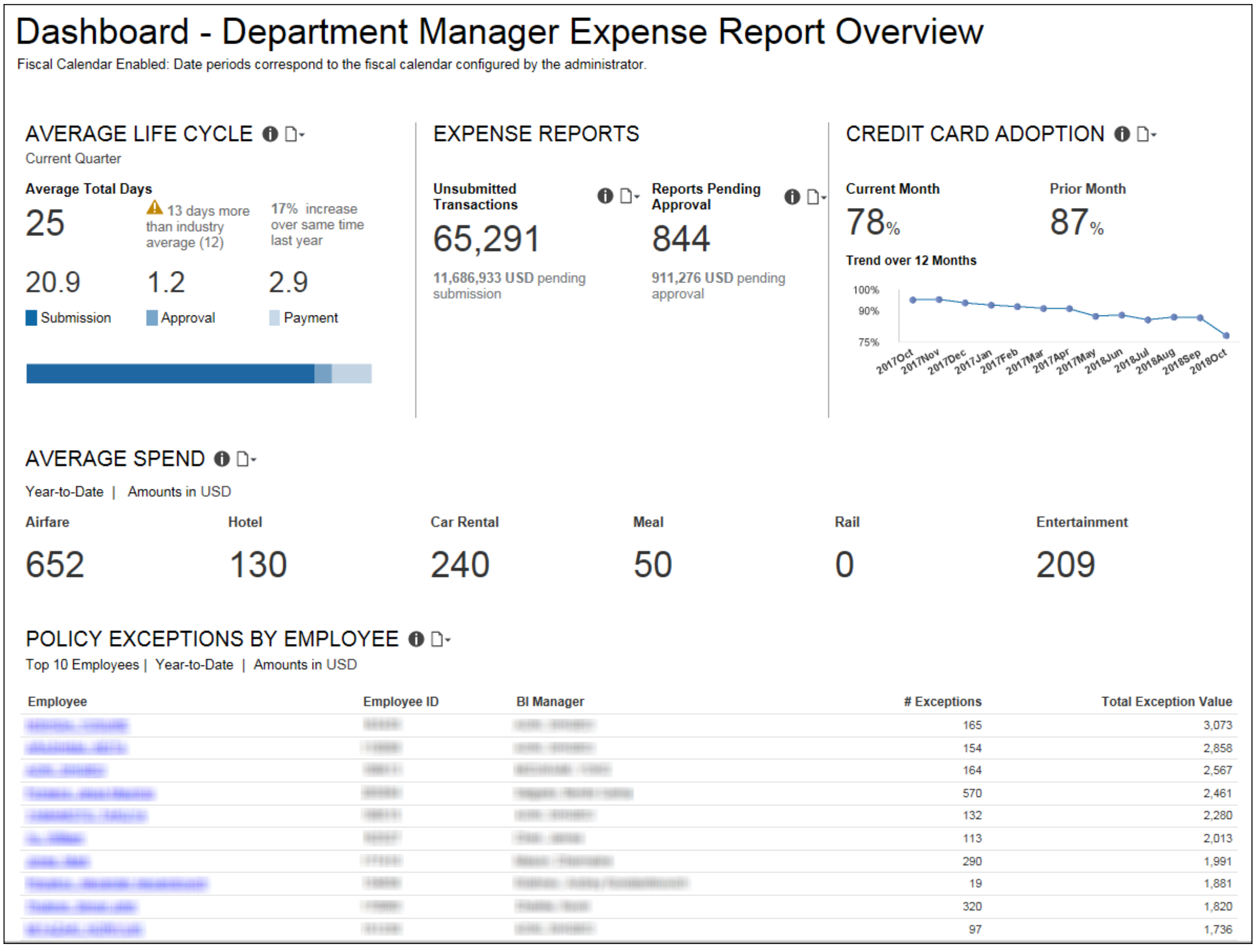
| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Employee | <Employee> | [Top 10 Spenders].[Employee] | Displays the employee |
| Cost Center | <Cost Center> | [Top 10 Spenders].[Employee Cost Center] | Displays the cost center |
| Region | <Region>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

# Dashboard: Department Manager Expense Report Overview

Available to: ☐ Analysis ☑ Intelligence

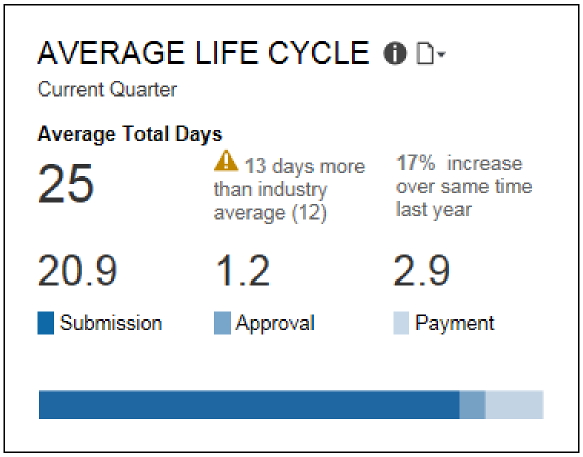
## Dashboard

Sample of the full dashboard:

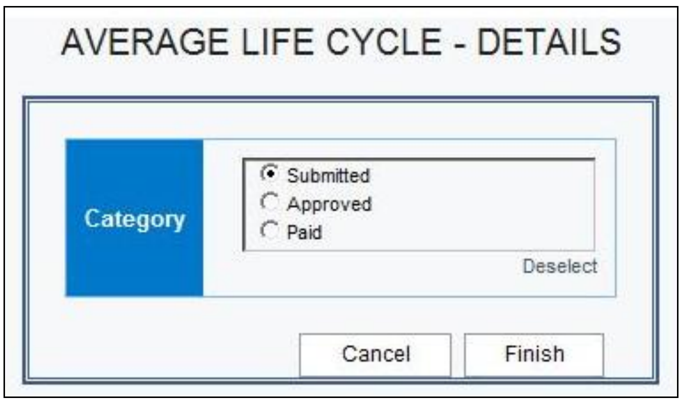


## Section: Average Life Cycle

Sample of the dashboard:




Sample of the new drill-through report – prompt:




Sample of the new drill-through report:

**Submitted** *tab*

AVERAGE LIFE CYCLE DETAILS

Current Quarter | Amounts in USD

**Submitted** | Approved | Paid

| 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 Date | First Submitted Date | Time to Submit | Approvals Date | Approvals Approver | Approvals Step | Days |
|---|---|---|---|---|---|---|
| Feb 4, 2015 | Aug 20, 2015 | 197 | Aug 20, 2015 | Timpanaro, Mike Joseph | Manager Approval | 0 |
| Feb 6, 2015 | Aug 20, 2015 | 195 | Aug 20, 2015 | Timpanaro, Mike Joseph | Manager Approval | 0 |
| Jan 29, 2015 | Aug 20, 2015 | 203 | Aug 20, 2015 | Timpanaro, Mike Joseph | Manager Approval | 0 |

**Approved** *tab:*

AVERAGE LIFE CYCLE DETAILS

Current Quarter | Amounts in USD

Submitted | Approved | Paid

| Employee | Employee ID | Report Name | Report ID | Report Approved Amount | N |
|---|---|---|---|---|---|
| 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 | Approvals Date | Approvals Approver | Approvals 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 CYCLE DETAILS

Current Quarter | Amounts in USD

Submitted | Approved | **Paid**

| 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 | Approvals | | | |
|---|---|---|---|---|---|---|---|
| | | | | Date | Approver | Step | Days |
| 1 | Aug 12, 2015 | Aug 13, 2015 | 1 | Aug 12, 2015 | Approver, UK | Manager Approval | 264 |
| | | | | Aug 13, 2015 | Admin, Jeremy James | Back Office Approval | 1 |
| 3 | Aug 12, 2015 | Aug 13, 2015 | 1 | Aug 12, 2015 | Approver, UK | Manager Approval | 0 |
| | | | | 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?*

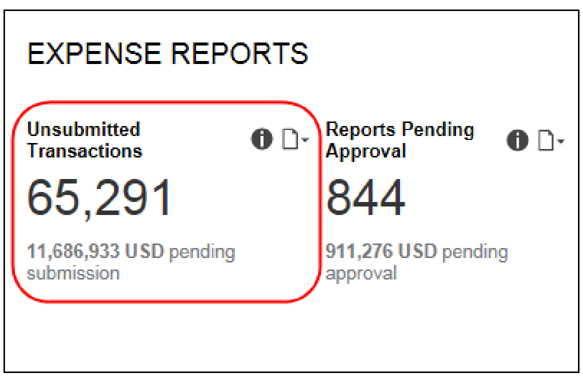
Understanding the length of time it takes for expense reports to process through each stage gives you an idea of where you can make improvements in the efficiency of processing.

This ultimately affects employee satisfaction and productivity.

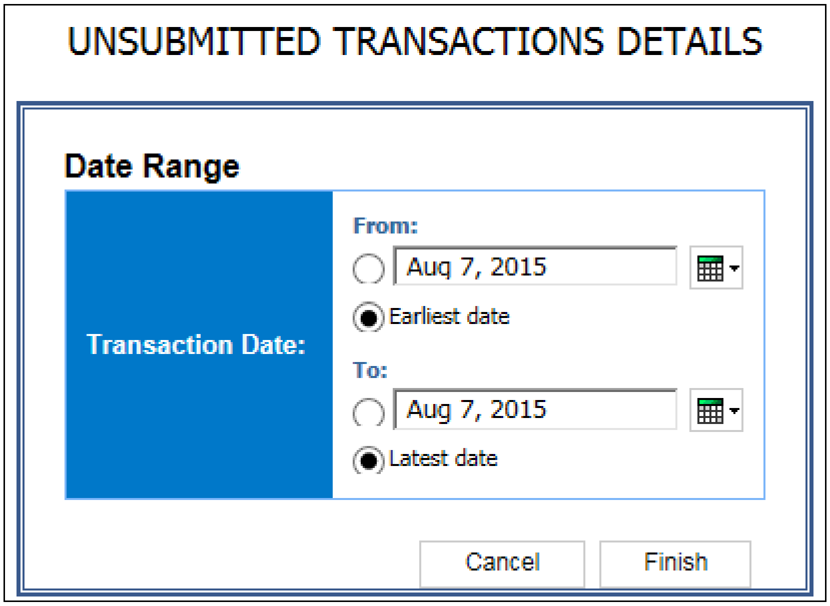
- The longer it takes an employee to submit a report might suggest a need to introduce some policy or guideline regarding expense report submission.
- If there is a lag in the time to approve reports, speak to your approvers to discuss what is the appropriate time for review before approval or sending 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:



Sample of the drill-through report prompts:




Sample of the drill-through report:

UNSUBMITTED TRANSACTIONS DETAILS

On or after Aug 1, 2015 | Amounts in USD

| Employee | Expense Type | Payment Type | Transaction Date | Merchant | Merchant City/Location | Amount |
|---|---|---|---|---|---|---|
| Doe, John | Postage | Purchasing Card CBCP | Aug 1, 2015 | 1800GOFEDEX 10010007 | MEMPHIS | 77.95 |
| | **Postage - Total** | | | | | **77.95** |
| | Services | Purchasing Card CBCP | Aug 1, 2015 | ORKIN #560 | COLUMBUS | 854.00 |
| | **Services - Total** | | | | | **854.00** |
| **Doe, John - Total** | | | | | | **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 - 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 | 77.95 |
| | **Postage - Total** | | | | | **77.95** |
| | Services | Purchasing Card CBCP | Aug 1, 2015 | ORKIN #560 | COLUMBUS | 854.00 |
| | **Services - Total** | | | | | **854.00** |
| **Jones, Dave - Total** | | | | | | **5,643.94** |

### 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

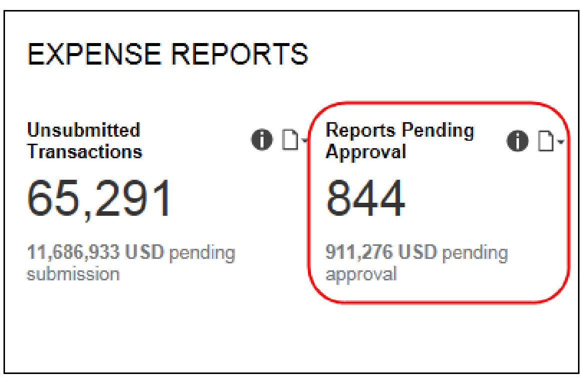
### How Can I Use This Information?

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:

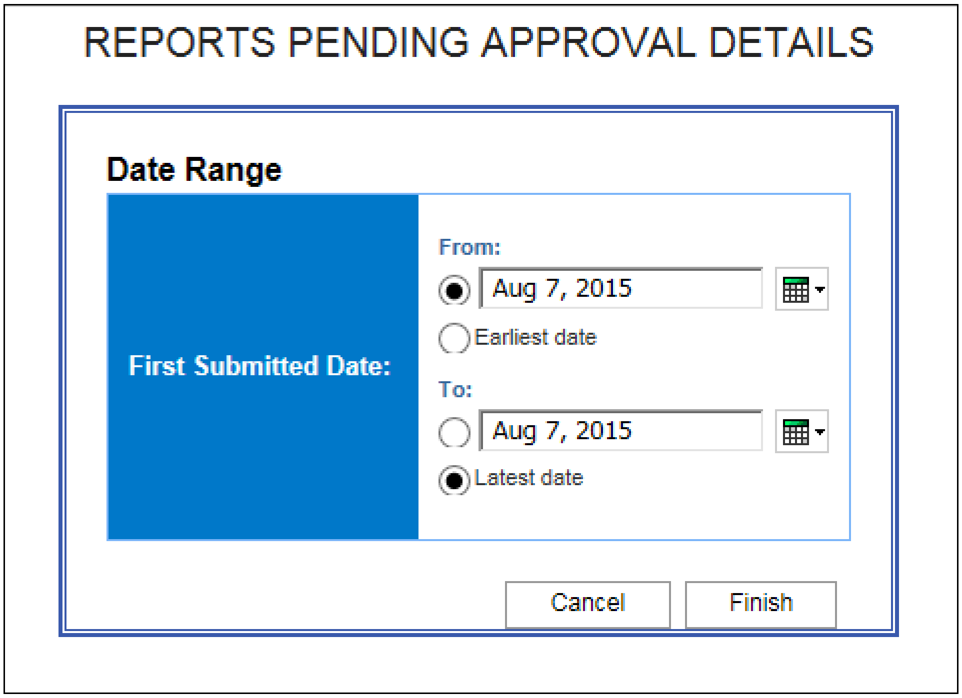
- Talk with the employee to understand the reason for the delay.
- Review your company's policy regarding expense report submission.
- Remind all employees of the company policy regarding expense report submission.
- Utilize automatic email reminders to employees reminding employees of transactions not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

## Section: Expense Reports – Reports Pending Approval

Sample of the dashboard:



Sample of the drill-through report prompts:




Sample of the drill-through report:

REPORTS PENDING APPROVAL DETAILS

On or after Aug 1, 2015 | Amounts in USD

| 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 - Total** | | | | | **150.00** |
| O'Neill, Paul Andrew | SAL000003 | Expense Report | 5543C778BA584AD7B4CB | Aug 5, 2015 | 2,562.34 |
| **O'Neill, Paul Andrew - Total** | | | | | **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 - Total** | | | | | **1,733.92** |
| **Outstanding Reports Total** | | | | | **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*

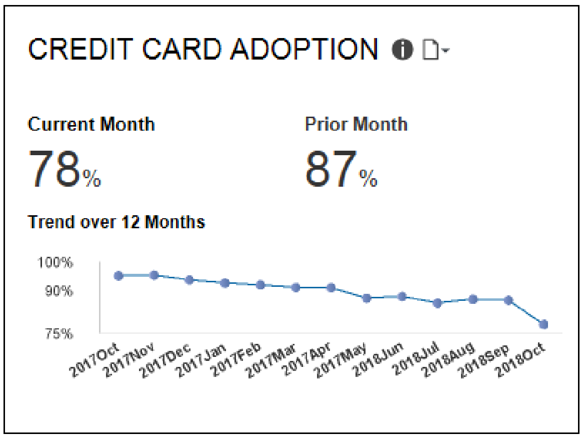
Expense reports with a status of submitted and with a status of "Pending Approval"

### *How Can I Use This Information?*

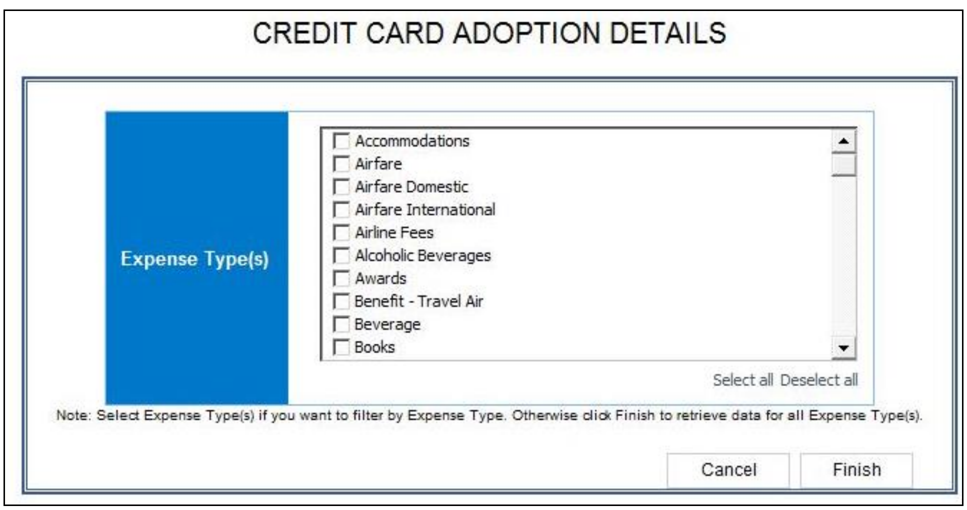
Just as it is important for your employees to submit their expense reports in a timely fashion, it's just as important that you review each report and either submit it for payment or return it to the employee for change in a timely fashion. For the employee using a personal credit card or paying cash 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:




Sample of the new drill-through report – prompt:



Sample of the new drill-through report:

**CREDIT CARD ADOPTION DETAILS**

Rolling 12 months | Amounts in USD

Expense Type(s): Accommodations, Airfare, Airfare Domestic, Airfare International, Airline Fees, Benefit - Travel Air, Books, Cash Advance Return, Cellular Phone, Certain Mexican Foods & Medicines, Daily Meals and Incidentals, Dinner, Dinner Total, Fixed Meals, Fuel

| | 2014 | | | 2015 | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | October | November | December | January | February | March | April | May | June | July | August | September | Total Card Spend | Total Spend | % Card Spend | Credit Card Transactions | Total Transactions | % of Card Transactions |
| | Spend | 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 | 0 | 0.00 | 2,455.50 | 0% | 0.00 | 12 | 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 | 218.20 | 0.00 | 101,270.63 | 0% | 0.00 | 166 | 0% |
| Airline Fees | 39.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 438.20 | 0 | 0.00 | 477.20 | 0% | 0.00 | 4 | 0% |
| Books | 0 | 8.49 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8.49 | 8.49 | 100% | 1.00 | 1 | 100% |
| Cash Advance Return | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | /0 | 0.00 | 9 | 0% |
| Cellular Phone | 256.46 | 145.00 | 256.48 | 125.00 | 128.39 | 0 | 0 | 312.88 | 0 | 213.43 | 275.00 | 0 | 0.00 | 1,712.64 | 0% | 0.00 | 16 | 0% |
| 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 | 1,883.12 | 0.00 | 22,635.04 | 0% | 0.00 | 288 | 0% |
| Dinner Total | 0 | 53.46 | 0 | 63.04 | 89.93 | 0 | 76.52 | 122.62 | 429.68 | 220.72 | 186.39 | 0 | 0.00 | 1,242.36 | 0% | 0.00 | 9 | 0% |
| Fixed Meals | 302.75 | 251.50 | 0 | 0 | 0 | 0 | 0 | 0 | 159.50 | 0 | 0 | 502.50 | 0.00 | 1,216.25 | 0% | 0.00 | 27 | 0% |
| Fuel | 77.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 77.00 | 0% | 0.00 | 1 | 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** | **2,603.82** | **8.49** | **131,095.11** | **0%** | **1.00** | **533** | **0%** |

## *Questions Answered*

- 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:

### Report Header and Footer

| 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 **Expense Type(s)** prompt on the **Prompts** page. |

### Report Data Items

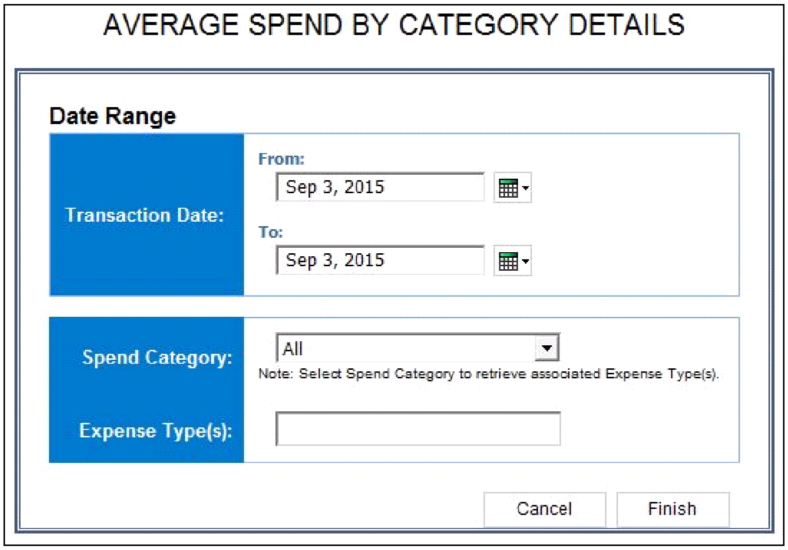
| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| N/A | Expense Type | [Expense].[Entry Information].[Expense Type] | Display Expense Type |
| N/A | Transaction Year Name | "CASE<br>WHEN ([Fiscal Flag]='Y') THEN CAST([Expense].[Entry Information].[Transaction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

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| N/A | Transaction Month | "CASE<br>WHEN ([Fiscal Flag]='Y') THEN CAST([Expense].[Entry Information].[Transaction Fiscal Month], Varchar(50))<br>else [Expense].[Entry Information].[Transaction Month]<br>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]/[qCardTransactions - 12 Month Trend].[Total Transactions] | Displays the % Total Card Transactions |
| Summary | | | Displays the summary of the spend |

## Section: Average Spend

Sample of the dashboard:

Sample of the new drill-through report – prompt:



Sample of the new drill-through report:

AVERAGE SPEND BY CATEGORY DETAILS
Between Aug 1, 2015 and Sep 3, 2015 | Amounts in USD
Spend Category: Airfare, Meal, Hotel, Car Rental, Entertainment, Rail, Telecom

| 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 |
| | | | Aug 10, 2015 | 721.70 |
| | | Golden, Bandit Ralf | Aug 10, 2015 | 433.20 |
| | | British, Simon Charles | Aug 12, 2015 | 542.66 |
| | | | Aug 18, 2015 | 169.32 |
| | | Soares, Theresa Tee | Aug 13, 2015 | 846.20 |
| | | Klippenstein-Varamini, Marchelle Marie | Aug 15, 2015 | 351.20 |
| | | Approver1, Brian B | Aug 19, 2015 | 582.20 |
| | | | Sep 2, 2015 | 3,783.10 |
| | **Airfare - Total** | | | **11,266.98** |
| | **Airfare - Average** | | | **536.52** |
| | Airline Fees | Smith, Amy | Aug 5, 2015 | 363.20 |
| | | Timpanaro, Mike Joseph | Aug 17, 2015 | 50.00 |

### *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:

### Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Transaction Date | ParamDisplayValue('pTransaction_Date') +' \| ' | Displays the date range from the **Transaction Date** prompt on the **Prompts** 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 **Spend Category** prompt on the **Prompts** page |
| Expense Types | ParamDisplayValue('pExpenseType') | Displays the expense type(s) entered in the **Expense Type(s)** prompt on the **Prompts** page |

### Report Data Items

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

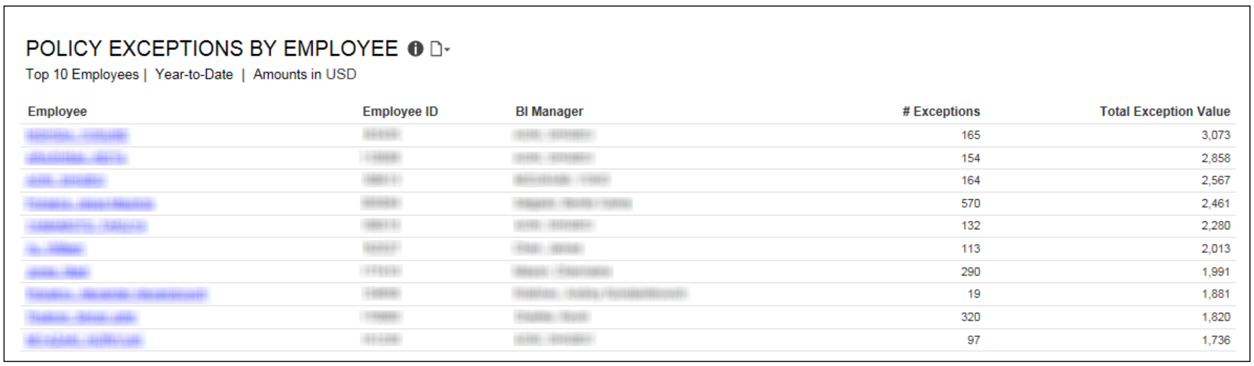
| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Information].[Spend Category Code] in ('LODGA','LODGN') and # sq($runLocale )# ='cs' then 'Hotel'<br>when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq($runLocale )# ='pt-BR' then 'Hotel'<br>when [Expense].[Entry Information].[Spend Category Code] in ('LODGA','LODGN') and # sq($runLocale )# ='es' then 'Hotel'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'en' THEN 'Meal'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'zh-cn' THEN '餐费'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'zh-tw' THEN '餐飲'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'en-gb' THEN 'Meal'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'fr' THEN 'Repas'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'de' THEN 'Verpflegung'<br>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($runLocale )# = 'ja' THEN '食事'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'it' THEN 'Pasto'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'ko' THEN '식사'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'sv' THEN 'Måltid'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# = 'nl' THEN 'Maaltijd'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# ='cs' then 'Jídlo'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# ='pt-BR' then 'Refeição'<br>when [Expense].[Entry Information].[Spend Category Code] in ('MEALS','MEALA','MEALN') and # sq($runLocale )# ='es' then 'Comida'<br><br>else [Expense].[Entry Information].[Spend Category]<br>end " | |

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

## Section: Policy Exceptions by Employee

Sample of the dashboard:




Sample of the new drill-through report:

| 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 |
| | | | | 1 | 25 | |
| Jun 9, 2015 | OFFCSUP | Please consider using a Pcard for Office supply purchases | Entry Save | 1 | 25 | 68.23 |
| | | | | 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 |
| | | | | 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.

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**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.

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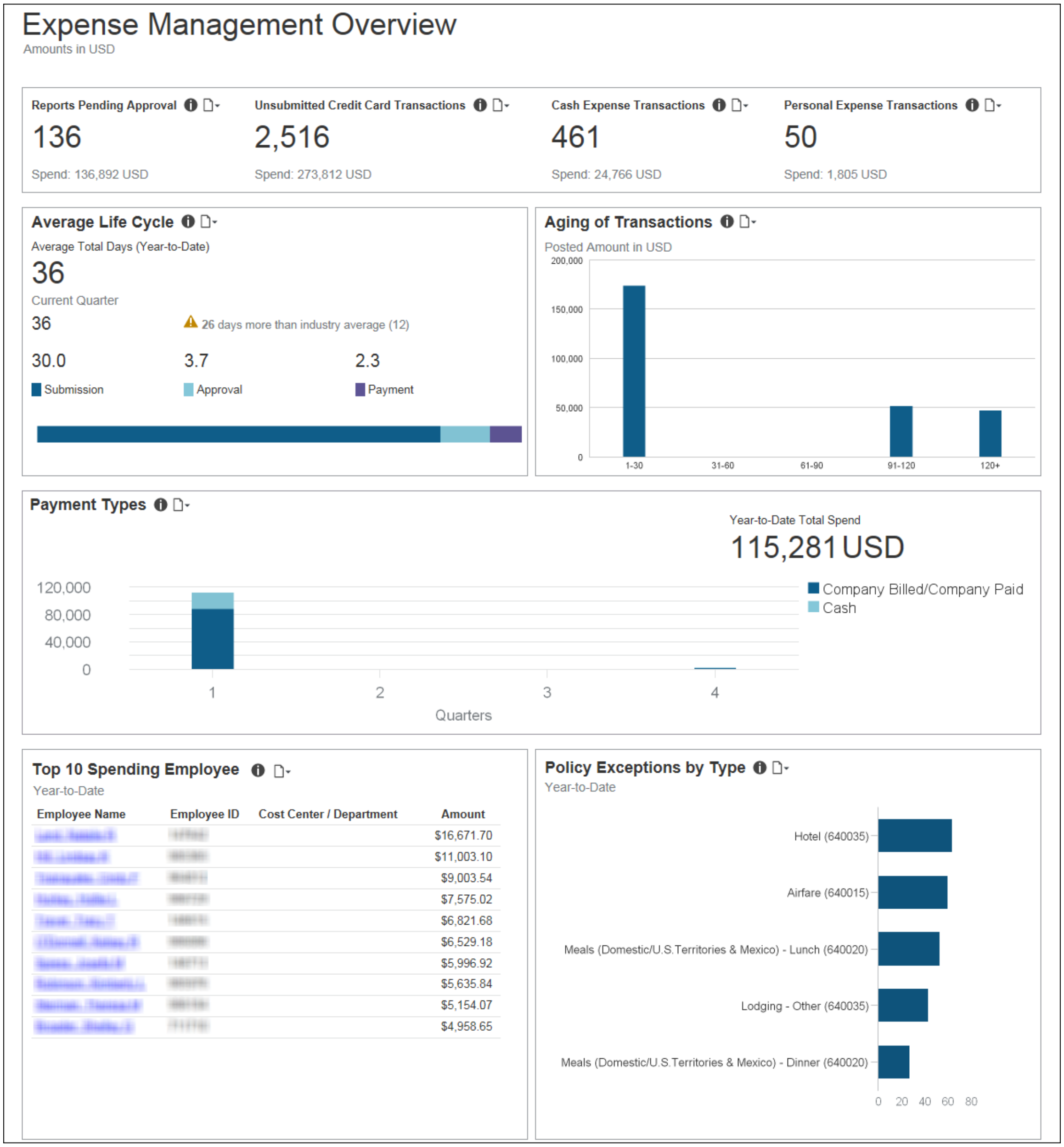
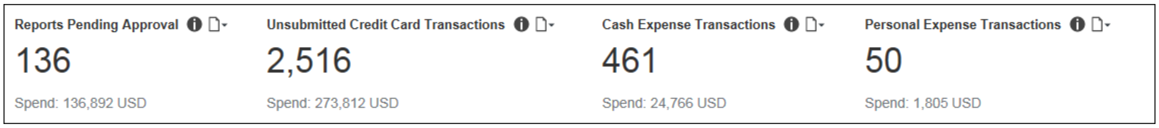
While the Department Manager Overview, Expense Management Overview, and Invoice Management Overview dashboards display data based on the user's access rights, the Combined Spend Overview, Expense Management Overview, and Invoice Management Overview dashboards were designed for users that typically have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

## Dashboard

Sample of the full dashboard:



## Summary Bar




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:

**Reports Pending Approval**

136

Spend: 136,892 USD

Sample of the drill-through report:

REPORTS PENDING APPROVAL

Amounts in USD

NOTE: Calculation of a grand total is not provided or recommended with this report because there are multiple instances of the same amount associated with a report in a COA workflow. Any calculation of a grand total will be overstated.

| Approver | Employee | Employee ID | Report Name | Report ID | Age | Total Approved Amount (rpt) |
|---|---|---|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] | 6A86189A9B204975A989 | 1231 | 952.32 |
| [illegible] - Total | | | | | | **2,849.24** |
| [illegible] | [illegible] | [illegible] | [illegible] | 3C0D7EDBF6664813BFF2 | 553 | 952.15 |
| [illegible] - Total | | | | | | **952.15** |
| [illegible] | [illegible] | [illegible] | [illegible] | 700DD69A2C054CE792F8 | 456 | 1,612.67 |
| [illegible] - Total | | | | | | **1,612.67** |
| [illegible] | [illegible] | [illegible] | [illegible] | 3C280EF55ADD49D793C6 | 450 | 39.50 |
| | [illegible] | [illegible] | [illegible] | 24D3C2ABAC644986BD8B | 450 | 1,584.14 |
| [illegible] - Total | | | | | | **1,623.64** |
| [illegible] | [illegible] | [illegible] | [illegible] | 0EF17AD7E6E646FDAF6B | 576 | 2,698.17 |
| [illegible] - Total | | | | | | **2,698.17** |
| [illegible] | [illegible] | [illegible] | [illegible] | 503466EFAA2C45C6B399 | 742 | 2,170.41 |
| | [illegible] | [illegible] | [illegible] | 56760D5B4D5E42BD96FD | 406 | 8,788.12 |
| | [illegible] | [illegible] | [illegible] | 19DDD1602C5F42ADB6D0 | 638 | 755.83 |
| | [illegible] | [illegible] | [illegible] | C0EDEC0407DE454681FF | 638 | 585.89 |

## Section: Unsubmitted Credit Card Transactions

Sample of the dashboard:

**Unsubmitted Credit Card Transactions**

2,516

Spend: 273,812 USD

Sample of the drill-through report:

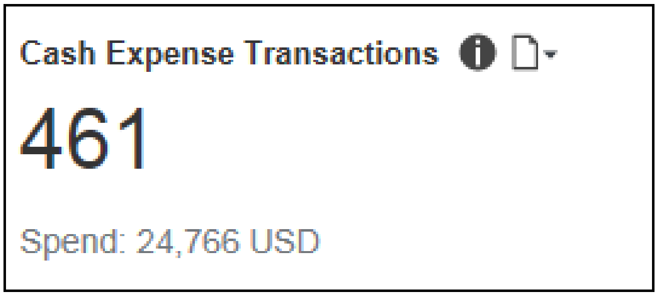
UNSUBMITTED TRANSACTIONS DETAILS

Amounts in USD

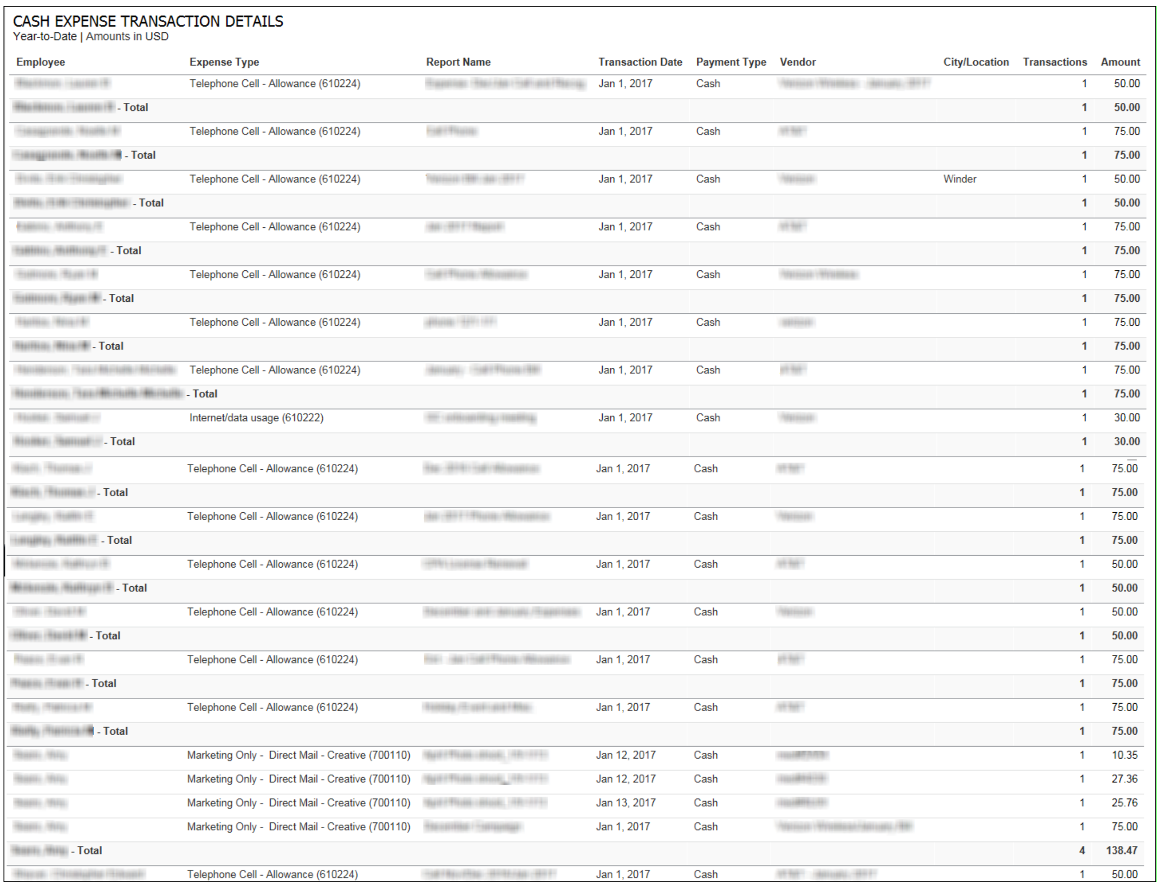
| Employee | Expense Type | Payment Type | Transaction Date | Merchant City/Location | Merchant | Amount |
|---|---|---|---|---|---|---|
| [illegible] | Services | Purchasing Card CBCP | 1 Dec 2015 | COLUMBUS | [illegible] | 849.78 |
| | | Purchasing Card CBCP | 1 Jan 2016 | COLUMBUS | [illegible] | 847.47 |
| | **Services - Total** | | | | | **3,412.13** |
| **[illegible] - Total** | | | | | | **22,550.18** |
| [illegible] | Dinner | Meeting Card | 1 Nov 2014 | Paris | [illegible] | 314.18 |
| | | Meeting Card | 5 Nov 2014 | Paris | [illegible] | 209.07 |
| | **Dinner - Total** | | | | | **523.25** |
| | Hotel | Meeting Card | 1 Nov 2014 | Paris | [illegible] | 1,256.70 |
| | | Meeting Card | 5 Nov 2014 | Paris | [illegible] | 150.23 |
| | | Meeting Card | 5 Nov 2014 | Paris | [illegible] | 625.95 |
| | **Hotel - Total** | | | | | **2,032.88** |
| | Undefined | Purchasing Card CBCP | 13 Nov 2014 | Orlando | [illegible] | 225.46 |
| | | Purchasing Card CBCP | 13 Nov 2014 | Orlando | [illegible] | 163.95 |
| | | Purchasing Card CBCP | 15 Nov 2014 | Orlando | [illegible] | 29.45 |
| | | Purchasing Card CBCP | 18 Nov 2014 | Orlando | [illegible] | 213.13 |
| | | Purchasing Card CBCP | 19 Nov 2014 | Orlando | [illegible] | 193.23 |
| | **Undefined - Total** | | | | | **825.22** |
| **[illegible] - Total** | | | | | | **3,381.35** |
| [illegible] | Airfare | Corporate Card CBCP | 24 Jul 2012 | San Francisco | [illegible] | 70.00 |
| | **Airfare - Total** | | | | | **70.00** |
| **[illegible] - Total** | | | | | | **70.00** |
| **Overall - Total** | | | | | | **311,991.89** |

## Section: Cash Expense Transactions

Sample of the dashboard:




Sample of the drill-through report:



CASH EXPENSE TRANSACTION DETAILS
Year-to-Date | Amounts in USD

| Employee | Expense Type | Report Name | Transaction Date | Payment Type | Vendor | City/Location | Transactions | Amount |
|---|---|---|---|---|---|---|---|---|
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 50.00 |
| **[illegible] - Total** | | | | | | | **1** | **50.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | Winder | 1 | 50.00 |
| **[illegible] - Total** | | | | | | | **1** | **50.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Internet/data usage (610222) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 30.00 |
| **[illegible] - Total** | | | | | | | **1** | **30.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 50.00 |
| **[illegible] - Total** | | | | | | | **1** | **50.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 50.00 |
| **[illegible] - Total** | | | | | | | **1** | **50.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **1** | **75.00** |
| [illegible] | Marketing Only - Direct Mail - Creative (700110) | [illegible] | Jan 12, 2017 | Cash | [illegible] | | 1 | 10.35 |
| [illegible] | Marketing Only - Direct Mail - Creative (700110) | [illegible] | Jan 12, 2017 | Cash | [illegible] | | 1 | 27.36 |
| [illegible] | Marketing Only - Direct Mail - Creative (700110) | [illegible] | Jan 13, 2017 | Cash | [illegible] | | 1 | 25.76 |
| [illegible] | Marketing Only - Direct Mail - Creative (700110) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 75.00 |
| **[illegible] - Total** | | | | | | | **4** | **138.47** |
| [illegible] | Telephone Cell - Allowance (610224) | [illegible] | Jan 1, 2017 | Cash | [illegible] | | 1 | 50.00 |

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

## *Report Header and Footer*

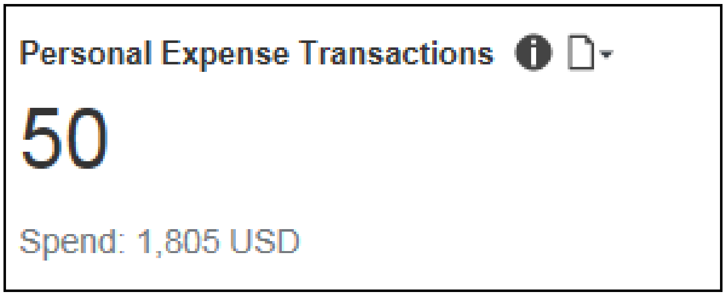
| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Amounts in | [Expense].[Entry Information].[Reporting Currency] | Displays the currency code for the reporting currency (for example, USD, CAD, GBP) |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## *Report Data Items*

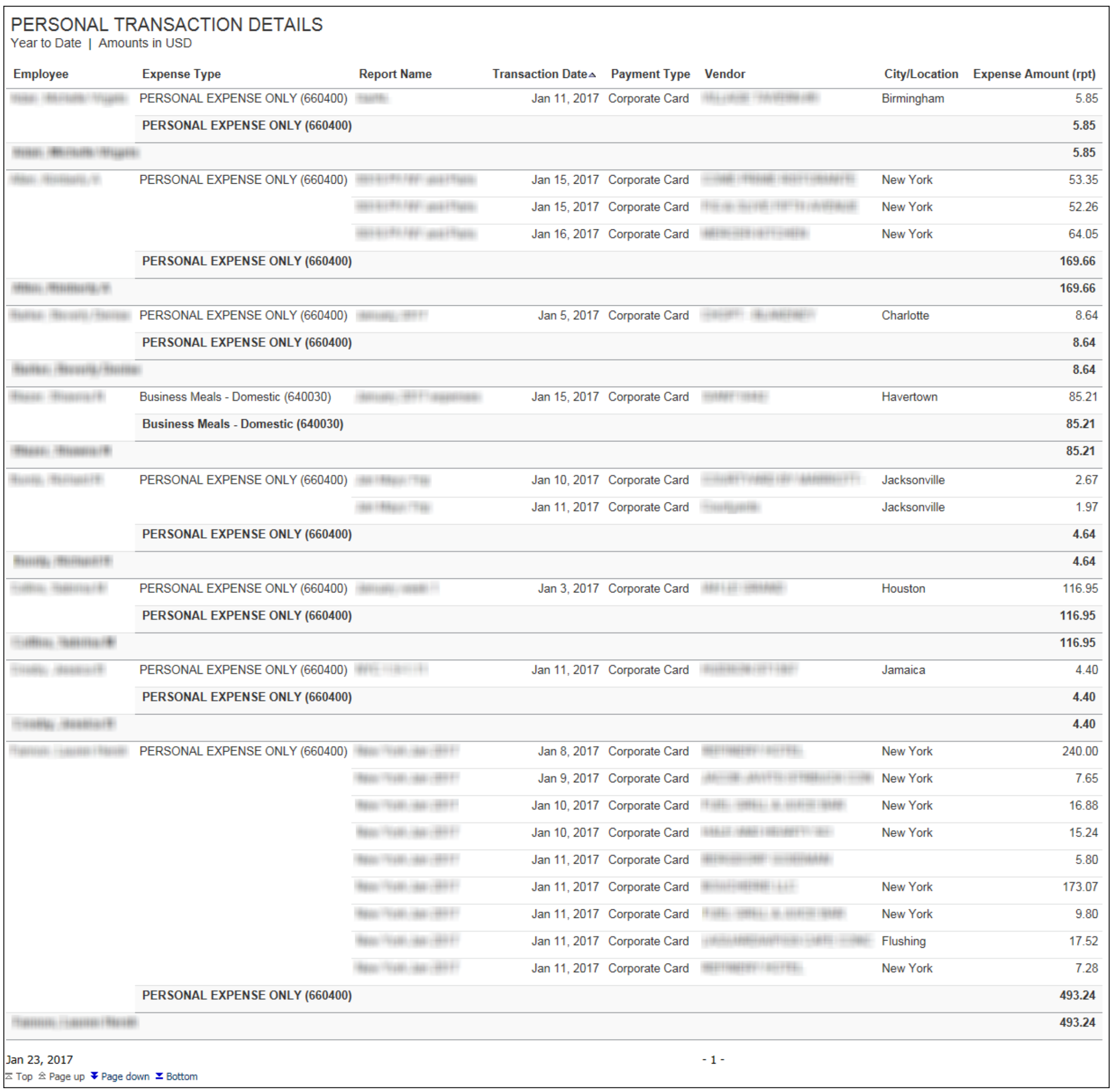
| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Employee | <Employee> | [Expense].[Report Header Information].[Employee] | Displays the employee |
| Expense Type | <Expense Type> | [Expense].[Entry Information].[Expense Type] | Displays the expense type |
| Report Name | <Report Name> | [Expense].[Report Header Information].[Report Name] | Displays the expense report name |
| Transaction Date | <Transaction Date> | [Expense].[Entry Information].[Transaction Date] | Displays the transaction date |
| Payment Type | <Payment Type> | [Expense].[Entry Information].[Payment Type] | Displays the payment type |
| Vendor | <Vendor> | [Expense].[Entry Information].[Vendor] | Displays the vendor |
| City/Location | <City/Location> | [Expense].[Entry Information].[City/Location] | Displays the city/location |
| Transactions | <Transaction Count> | [Expense].[Entry Information].[Entry Key] | Displays the transactions |
| Amount | <Approved Amount (rpt)> | [Expense].[Entry Information].[Approved Amount (rpt)] | Displays the approved amount |

## Section: Personal Expense Transactions

Sample of the dashboard:




Sample of the drill-through report:



PERSONAL TRANSACTION DETAILS
Year to Date | Amounts in USD

| Employee | Expense Type | Report Name | Transaction Date | Payment Type | Vendor | City/Location | Expense Amount (rpt) |
|---|---|---|---|---|---|---|---|
| [illegible] | PERSONAL EXPENSE ONLY (660400) | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | Birmingham | 5.85 |
| | **PERSONAL EXPENSE ONLY (660400)** | | | | | | **5.85** |
| **[illegible]** | | | | | | | **5.85** |
| [illegible] | PERSONAL EXPENSE ONLY (660400) | [illegible] | Jan 15, 2017 | Corporate Card | [illegible] | New York | 53.35 |
| | | [illegible] | Jan 15, 2017 | Corporate Card | [illegible] | New York | 52.26 |
| | | [illegible] | Jan 16, 2017 | Corporate Card | [illegible] | New York | 64.05 |
| | **PERSONAL EXPENSE ONLY (660400)** | | | | | | **169.66** |
| **[illegible]** | | | | | | | **169.66** |
| [illegible] | PERSONAL EXPENSE ONLY (660400) | [illegible] | Jan 5, 2017 | Corporate Card | [illegible] | Charlotte | 8.64 |
| | **PERSONAL EXPENSE ONLY (660400)** | | | | | | **8.64** |
| **[illegible]** | | | | | | | **8.64** |
| [illegible] | Business Meals - Domestic (640030) | [illegible] | Jan 15, 2017 | Corporate Card | [illegible] | Havertown | 85.21 |
| | **Business Meals - Domestic (640030)** | | | | | | **85.21** |
| **[illegible]** | | | | | | | **85.21** |
| [illegible] | PERSONAL EXPENSE ONLY (660400) | [illegible] | Jan 10, 2017 | Corporate Card | [illegible] | Jacksonville | 2.67 |
| | | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | Jacksonville | 1.97 |
| | **PERSONAL EXPENSE ONLY (660400)** | | | | | | **4.64** |
| **[illegible]** | | | | | | | **4.64** |
| [illegible] | PERSONAL EXPENSE ONLY (660400) | [illegible] | Jan 3, 2017 | Corporate Card | [illegible] | Houston | 116.95 |
| | **PERSONAL EXPENSE ONLY (660400)** | | | | | | **116.95** |
| **[illegible]** | | | | | | | **116.95** |
| [illegible] | PERSONAL EXPENSE ONLY (660400) | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | Jamaica | 4.40 |
| | **PERSONAL EXPENSE ONLY (660400)** | | | | | | **4.40** |
| **[illegible]** | | | | | | | **4.40** |
| [illegible] | PERSONAL EXPENSE ONLY (660400) | [illegible] | Jan 8, 2017 | Corporate Card | [illegible] | New York | 240.00 |
| | | [illegible] | Jan 9, 2017 | Corporate Card | [illegible] | New York | 7.65 |
| | | [illegible] | Jan 10, 2017 | Corporate Card | [illegible] | New York | 16.88 |
| | | [illegible] | Jan 10, 2017 | Corporate Card | [illegible] | New York | 15.24 |
| | | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | | 5.80 |
| | | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | New York | 173.07 |
| | | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | New York | 9.80 |
| | | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | Flushing | 17.52 |
| | | [illegible] | Jan 11, 2017 | Corporate Card | [illegible] | New York | 7.28 |
| | **PERSONAL EXPENSE ONLY (660400)** | | | | | | **493.24** |
| **[illegible]** | | | | | | | **493.24** |

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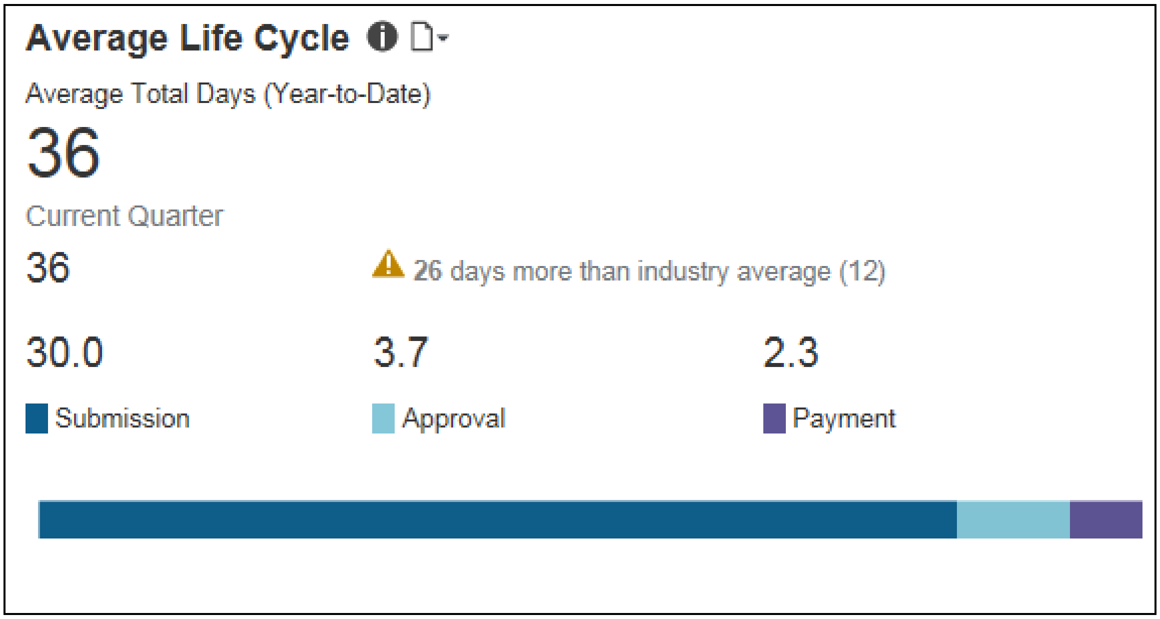
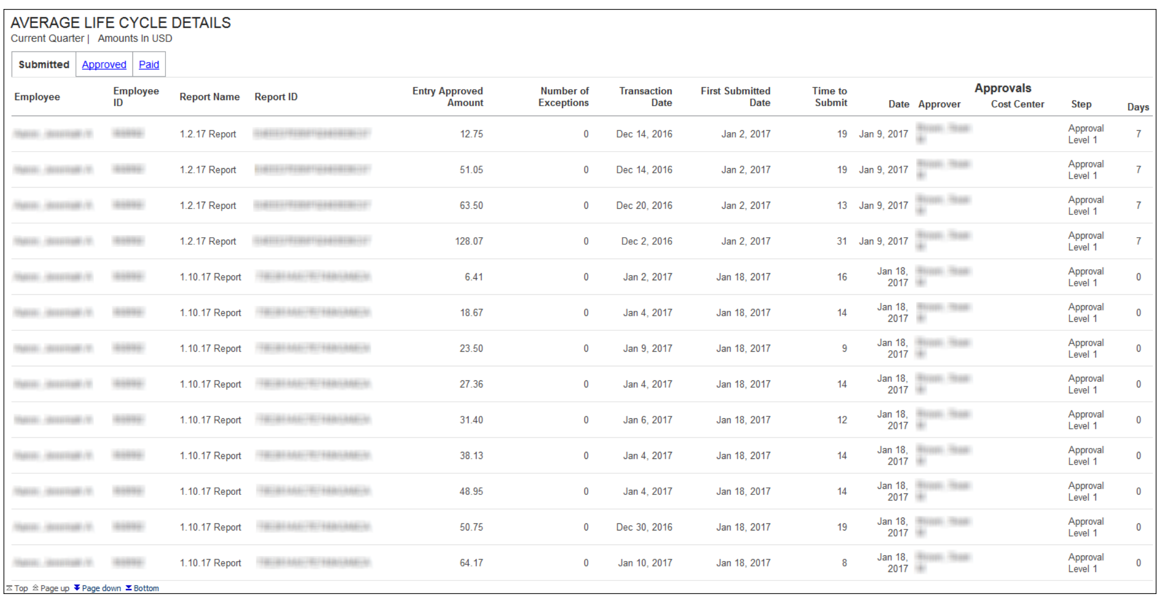
## Section: Average Life Cycle

Sample of the dashboard:




Sample of the drill-through report:



AVERAGE LIFE CYCLE DETAILS
Current Quarter | Amounts In USD

Submitted | Approved | Paid

| Employee | Employee ID | Report Name | Report ID | Entry Approved Amount | Number of Exceptions | Transaction Date | First Submitted Date | Time to Submit | Approvals Date | Approver | Cost Center | Step | Days |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| [illegible] | [illegible] | 1.2.17 Report | [illegible] | 12.75 | 0 | Dec 14, 2016 | Jan 2, 2017 | 19 | Jan 9, 2017 | [illegible] | | Approval Level 1 | 7 |
| [illegible] | [illegible] | 1.2.17 Report | [illegible] | 51.05 | 0 | Dec 14, 2016 | Jan 2, 2017 | 19 | Jan 9, 2017 | [illegible] | | Approval Level 1 | 7 |
| [illegible] | [illegible] | 1.2.17 Report | [illegible] | 63.50 | 0 | Dec 20, 2016 | Jan 2, 2017 | 13 | Jan 9, 2017 | [illegible] | | Approval Level 1 | 7 |
| [illegible] | [illegible] | 1.2.17 Report | [illegible] | 128.07 | 0 | Dec 2, 2016 | Jan 2, 2017 | 31 | Jan 9, 2017 | [illegible] | | Approval Level 1 | 7 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 6.41 | 0 | Jan 2, 2017 | Jan 18, 2017 | 16 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 18.67 | 0 | Jan 4, 2017 | Jan 18, 2017 | 14 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 23.50 | 0 | Jan 9, 2017 | Jan 18, 2017 | 9 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 27.36 | 0 | Jan 4, 2017 | Jan 18, 2017 | 14 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 31.40 | 0 | Jan 6, 2017 | Jan 18, 2017 | 12 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 38.13 | 0 | Jan 4, 2017 | Jan 18, 2017 | 14 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 48.95 | 0 | Jan 4, 2017 | Jan 18, 2017 | 14 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 50.75 | 0 | Dec 30, 2016 | Jan 18, 2017 | 19 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |
| [illegible] | [illegible] | 1.10.17 Report | [illegible] | 64.17 | 0 | Jan 10, 2017 | Jan 18, 2017 | 8 | Jan 18, 2017 | [illegible] | | Approval Level 1 | 0 |

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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-to-date. All numbers displayed in the **Average Life Cycle** section are averages.

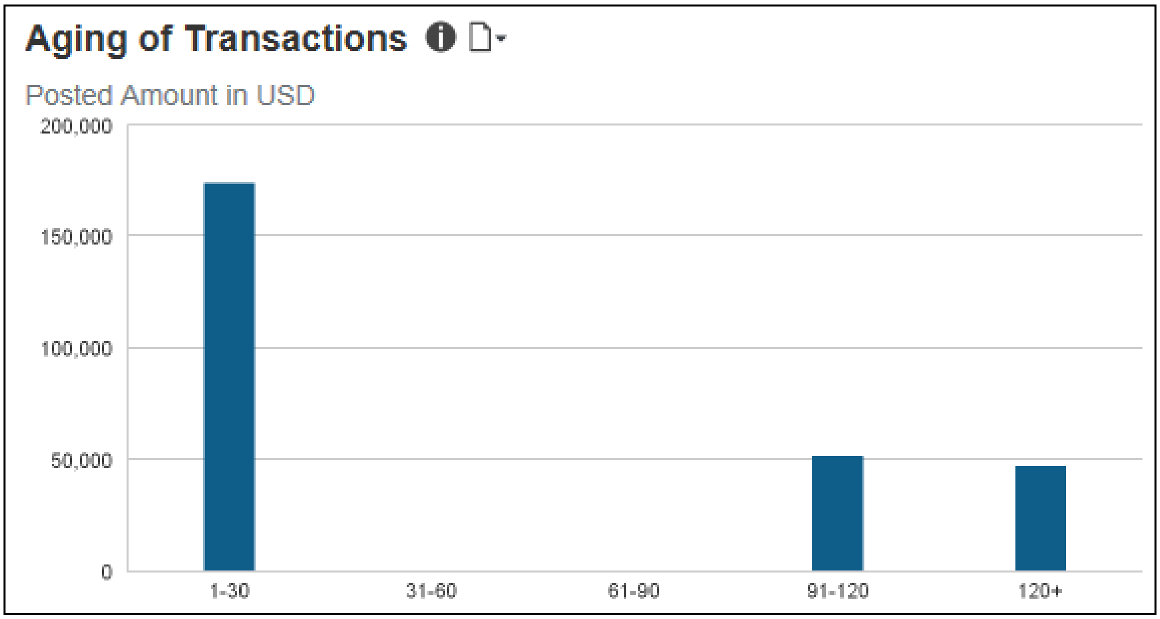
- The **Average Total Days** number is the average of the submission, approval, and payments days for the year-to-date.
- The **Current Quarter** number is the average of the submission, approval, and payments days for the current quarter.

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, ⚠, 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:

AGING OF TRANSACTION DETAILS

Amounts in USD

| Aging | Employee | Expense Type | Payment Type | Transaction Date | Merchant City/Location | Merchant | Amount |
|---|---|---|---|---|---|---|---|
| 120+ | | Car Rental | CBCP | Sep 17, 2014 | LAS VEGAS | [illegible] | 39.32 |
| | | | CBCP | Nov 3, 2014 | LAS VEGAS | [illegible] | 398.48 |
| | | **Car Rental** | | | | | **437.80** |
| | | Dinner | CBCP | Sep 17, 2014 | LAS VEGAS | [illegible] | 12.97 |
| | | | CBCP | Sep 19, 2014 | LAS VEGAS | [illegible] | 14.15 |
| | | | CBCP | Sep 16, 2014 | YUCCA VALLEY | [illegible] | 16.18 |
| | | | CBCP | Oct 30, 2014 | PALO VERDE | [illegible] | 60.04 |
| | | | CBCP | Oct 19, 2014 | PRINCETON | [illegible] | 77.58 |
| | | | CBCP | Oct 19, 2014 | SEATTLE | [illegible] | 8.67 |
| | | | CBCP | Oct 19, 2014 | SEATTLE | [illegible] | 49.62 |
| | | | CBCP | Oct 20, 2014 | SEATTLE | [illegible] | 159.69 |
| | | | CBCP | Sep 17, 2014 | YUCCA VALLEY | [illegible] | 4.45 |
| | | | CBCP | Sep 20, 2014 | LAS VEGAS | [illegible] | 22.60 |
| | | | CBCP | Oct 27, 2014 | MELVILLE | [illegible] | 25.34 |
| | | **Dinner** | | | | | **451.29** |
| | | Gasoline- Direct | CBCP | Oct 25, 2014 | SAN RAMON | [illegible] | 46.84 |
| | | | CBCP | Oct 26, 2014 | KANSAS CITY | [illegible] | 12.44 |
| | | | CBCP | Nov 3, 2014 | KANSAS CITY | [illegible] | 41.93 |
| | | | CBCP | Sep 16, 2014 | YUCCA VALLEY | [illegible] | 29.97 |
| | | | CBCP | Nov 3, 2014 | LAS VEGAS | [illegible] | 49.81 |
| | | **Gasoline- Direct** | | | | | **180.99** |
| | | Hotel - Direct | CBCP | Oct 22, 2014 | SEATTLE | [illegible] | 1,804.84 |
| | | | CBCP | Nov 3, 2014 | PALO VERDE | [illegible] | 1,456.76 |

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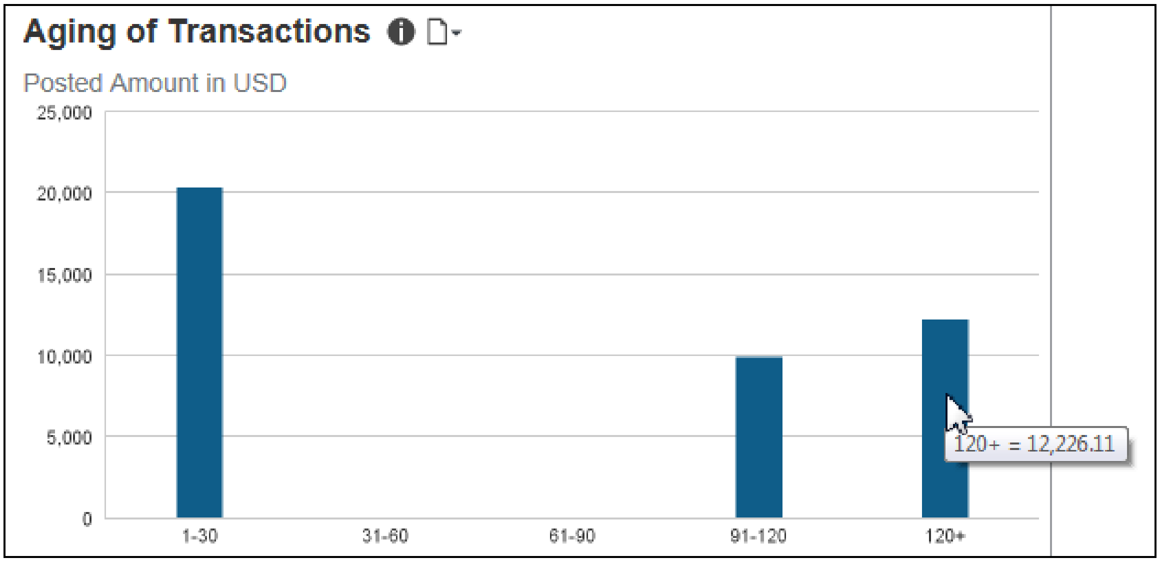
The **Aging of Transactions** section provides a visualization of the transaction aging for unsubmitted credit card transactions.

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*

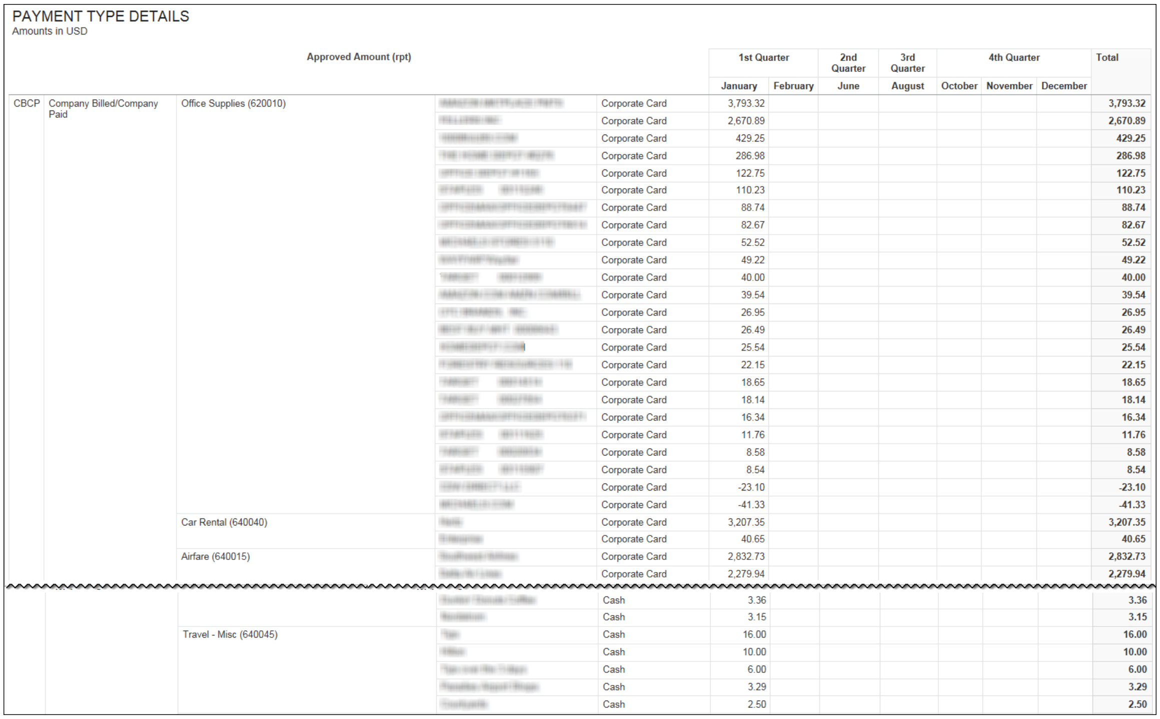
| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Aging | <Aging> | [Union3].[Aging] | Displays the aging (case<br>when [Expense].[Credit Card Accounts].[Age]< 31 then '1-30'<br>when [Age] between 31 and 60 then '31-60'<br>when [Age] between 61 and 90 then '61-90'<br>when [Age] between 91 and 120 then '91-120'<br>when [Age] >120 then '120+'<br>end,case<br>when [Expense].[Report Header Information].[Age]< 31 then '1-30'<br>when [Age] between 31 and 60 then '31-60'<br>when [Age] between 61 and 90 then '61-90'<br>when [Age] between 91 and 120 then '91-120'<br>when [Age] >120 then '120+'<br>end) |
| Employee | <Employee> | [Union3].[Employee] | Displays the employee ([Expense].[Credit Card Accounts].[Employee],[Expense].[Report Header Information].[Employee]) |
| Expense Type | <Default Expense Type> | [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> | [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> | [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> | [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> | [Union3].[Merchant] | Displays the merchant ([Expense].[Credit Card Accounts].[Merchant],[Expense].[Report Header Information].[Merchant]) |
| Amount | <Posted Amount> | [Union3].[Posted Amount] | Displays the amount ([Expense].[Credit Card Accounts].[Posted Amount],[Expense].[Report Header Information].[Posted Amount]) |
| Total(Posted Amount) | <Total(Posted Amount)> | [Posted Amount] | Displays the total(Posted Amount) |

## Section: Payment Types

Sample of the dashboard:

Sample of the drill-through report:

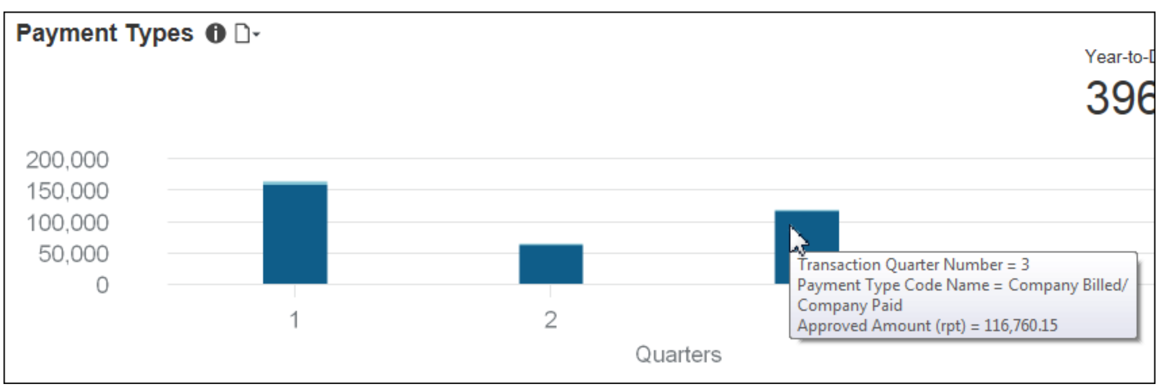


PAYMENT TYPE DETAILS
Amounts in USD

| Approved Amount (rpt) | | | | | 1st Quarter | | 2nd Quarter | 3rd Quarter | 4th Quarter | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | January | February | June | August | October | November | December | |
| CBCP | Company Billed/Company Paid | Office Supplies (620010) | [illegible] | Corporate Card | 3,793.32 | | | | | | | 3,793.32 |
| | | | [illegible] | Corporate Card | 2,670.89 | | | | | | | 2,670.89 |
| | | | [illegible] | Corporate Card | 429.25 | | | | | | | 429.25 |
| | | | [illegible] | Corporate Card | 286.98 | | | | | | | 286.98 |
| | | | [illegible] | Corporate Card | 122.75 | | | | | | | 122.75 |
| | | | [illegible] | Corporate Card | 110.23 | | | | | | | 110.23 |
| | | | [illegible] | Corporate Card | 88.74 | | | | | | | 88.74 |
| | | | [illegible] | Corporate Card | 82.67 | | | | | | | 82.67 |
| | | | [illegible] | Corporate Card | 52.52 | | | | | | | 52.52 |
| | | | [illegible] | Corporate Card | 49.22 | | | | | | | 49.22 |
| | | | [illegible] | Corporate Card | 40.00 | | | | | | | 40.00 |
| | | | [illegible] | Corporate Card | 39.54 | | | | | | | 39.54 |
| | | | [illegible] | Corporate Card | 26.95 | | | | | | | 26.95 |
| | | | [illegible] | Corporate Card | 26.49 | | | | | | | 26.49 |
| | | | [illegible] | Corporate Card | 25.54 | | | | | | | 25.54 |
| | | | [illegible] | Corporate Card | 22.15 | | | | | | | 22.15 |
| | | | [illegible] | Corporate Card | 18.65 | | | | | | | 18.65 |
| | | | [illegible] | Corporate Card | 18.14 | | | | | | | 18.14 |
| | | | [illegible] | Corporate Card | 16.34 | | | | | | | 16.34 |
| | | | [illegible] | Corporate Card | 11.76 | | | | | | | 11.76 |
| | | | [illegible] | Corporate Card | 8.58 | | | | | | | 8.58 |
| | | | [illegible] | Corporate Card | 8.54 | | | | | | | 8.54 |
| | | | [illegible] | Corporate Card | -23.10 | | | | | | | -23.10 |
| | | | [illegible] | Corporate Card | -41.33 | | | | | | | -41.33 |
| | | Car Rental (640040) | [illegible] | Corporate Card | 3,207.35 | | | | | | | 3,207.35 |
| | | | [illegible] | Corporate Card | 40.65 | | | | | | | 40.65 |
| | | Airfare (640015) | [illegible] | Corporate Card | 2,832.73 | | | | | | | 2,832.73 |
| | | | [illegible] | Corporate Card | 2,279.94 | | | | | | | 2,279.94 |
| | | | [illegible] | Cash | 3.36 | | | | | | | 3.36 |
| | | | [illegible] | Cash | 3.15 | | | | | | | 3.15 |
| | | Travel - Misc (640045) | [illegible] | Cash | 16.00 | | | | | | | 16.00 |
| | | | [illegible] | Cash | 10.00 | | | | | | | 10.00 |
| | | | [illegible] | Cash | 6.00 | | | | | | | 6.00 |
| | | | [illegible] | Cash | 3.29 | | | | | | | 3.29 |
| | | | [illegible] | 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:

### *Report Header and Footer*

| 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 Data Items*

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

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

## Section: Top 10 Spending Employee

Sample of the dashboard:

Sample of the drill-through report:

**EMPLOYEE SPEND DETAILS**

Year-to-Date | Amounts in USD

| Employee | Cost Center | Region | Department | Spend Category | Expense Type | Transaction Date | Amount |
|---|---|---|---|---|---|---|---|
| [redacted] | | | | 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 1

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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.

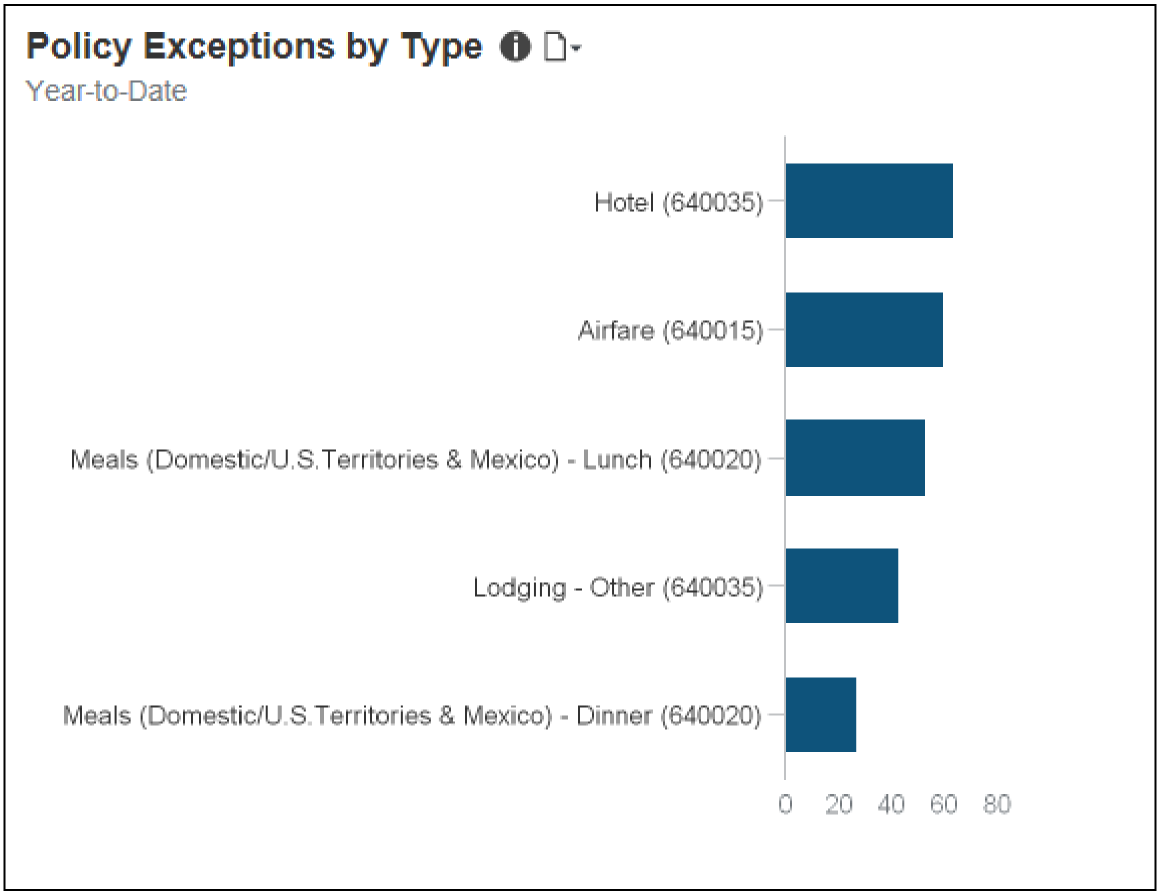
Details about the types of spend are available in the **Employee Spend Details** drill-through report. The **Employee Spend Details** report lets your company know who are the top spenders and the total spend for those employees.

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.

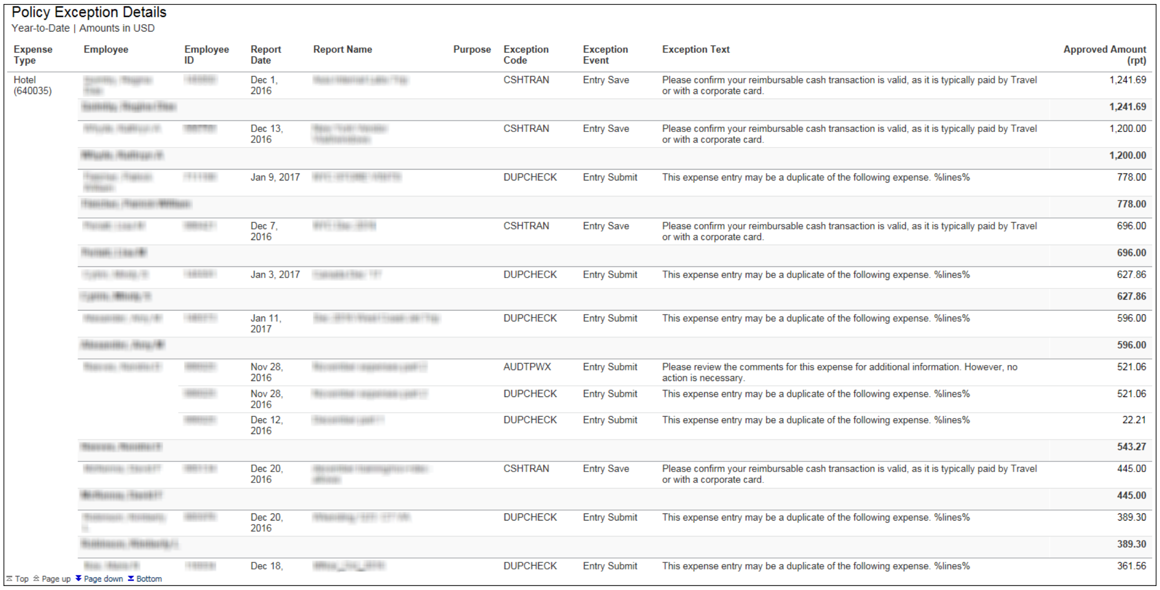
Clicking the name of an employee in the list opens a detailed spend report for the employee in a separate window.

## Section: Policy Exceptions by Type

Sample of the dashboard:



Sample of the drill-through report:



Policy Exception 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) | [illegible] | [illegible] | Dec 1, 2016 | [illegible] | | 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 |
| | **[illegible]** | | | | | | | | **1,241.69** |
| | [illegible] | [illegible] | Dec 13, 2016 | [illegible] | | 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 |
| | **[illegible]** | | | | | | | | **1,200.00** |
| | [illegible] | [illegible] | Jan 9, 2017 | [illegible] | | DUPCHECK | Entry Submit | This expense entry may be a duplicate of the following expense. %lines% | 778.00 |
| | **[illegible]** | | | | | | | | **778.00** |
| | [illegible] | [illegible] | Dec 7, 2016 | [illegible] | | 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 |
| | **[illegible]** | | | | | | | | **696.00** |
| | [illegible] | [illegible] | Jan 3, 2017 | [illegible] | | DUPCHECK | Entry Submit | This expense entry may be a duplicate of the following expense. %lines% | 627.86 |
| | **[illegible]** | | | | | | | | **627.86** |
| | [illegible] | [illegible] | Jan 11, 2017 | [illegible] | | DUPCHECK | Entry Submit | This expense entry may be a duplicate of the following expense. %lines% | 596.00 |
| | **[illegible]** | | | | | | | | **596.00** |
| | [illegible] | [illegible] | Nov 28, 2016 | [illegible] | | AUDTPWX | Entry Submit | Please review the comments for this expense for additional information. However, no action is necessary. | 521.06 |
| | | [illegible] | Nov 28, 2016 | [illegible] | | DUPCHECK | Entry Submit | This expense entry may be a duplicate of the following expense. %lines% | 521.06 |
| | | [illegible] | Dec 12, 2016 | [illegible] | | DUPCHECK | Entry Submit | This expense entry may be a duplicate of the following expense. %lines% | 22.21 |
| | **[illegible]** | | | | | | | | **543.27** |
| | [illegible] | [illegible] | Dec 20, 2016 | [illegible] | | 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 |
| | **[illegible]** | | | | | | | | **445.00** |
| | [illegible] | [illegible] | Dec 20, 2016 | [illegible] | | DUPCHECK | Entry Submit | This expense entry may be a duplicate of the following expense. %lines% | 389.30 |
| | **[illegible]** | | | | | | | | **389.30** |
| | [illegible] | [illegible] | Dec 18, | [illegible] | | DUPCHECK | Entry Submit | This expense entry may be a duplicate of the following expense. %lines% | 361.56 |

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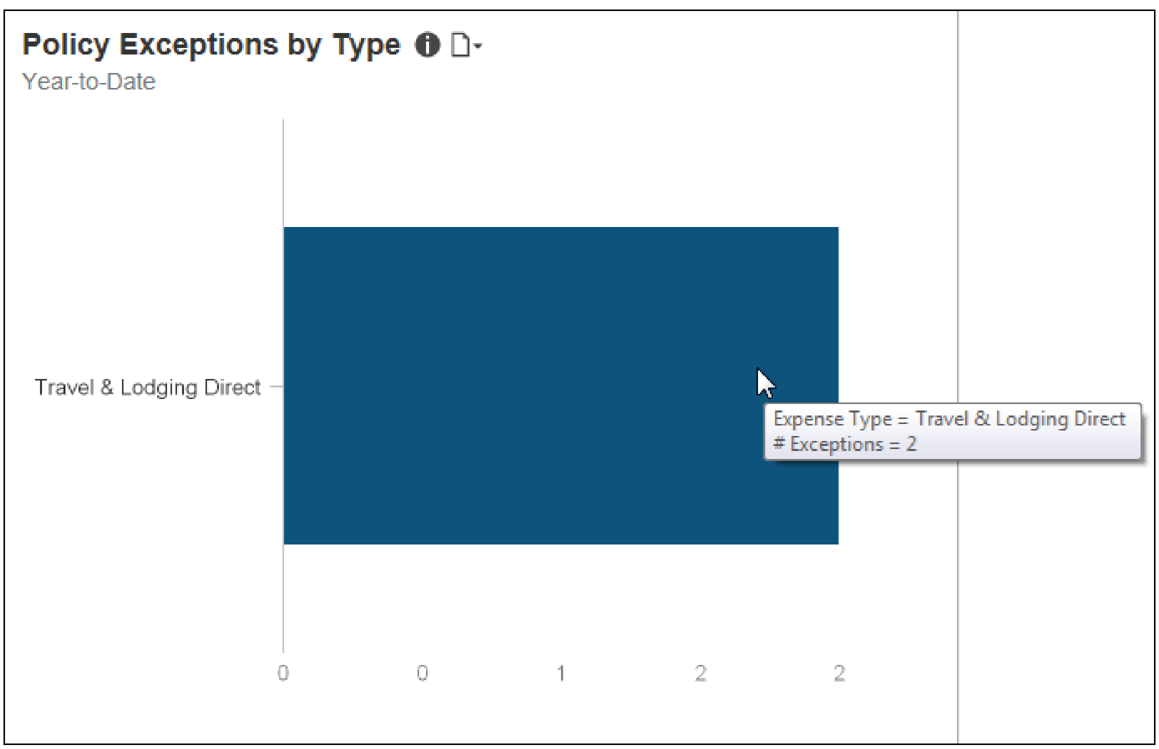
The **Policy Exceptions by Type** section provides a visualization of your company's top 5 policy exceptions identified on the submitted expense line items for year-to-date. The purpose of this visualization is to help identify the most common policy exceptions for expenses. Each bar represents the total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

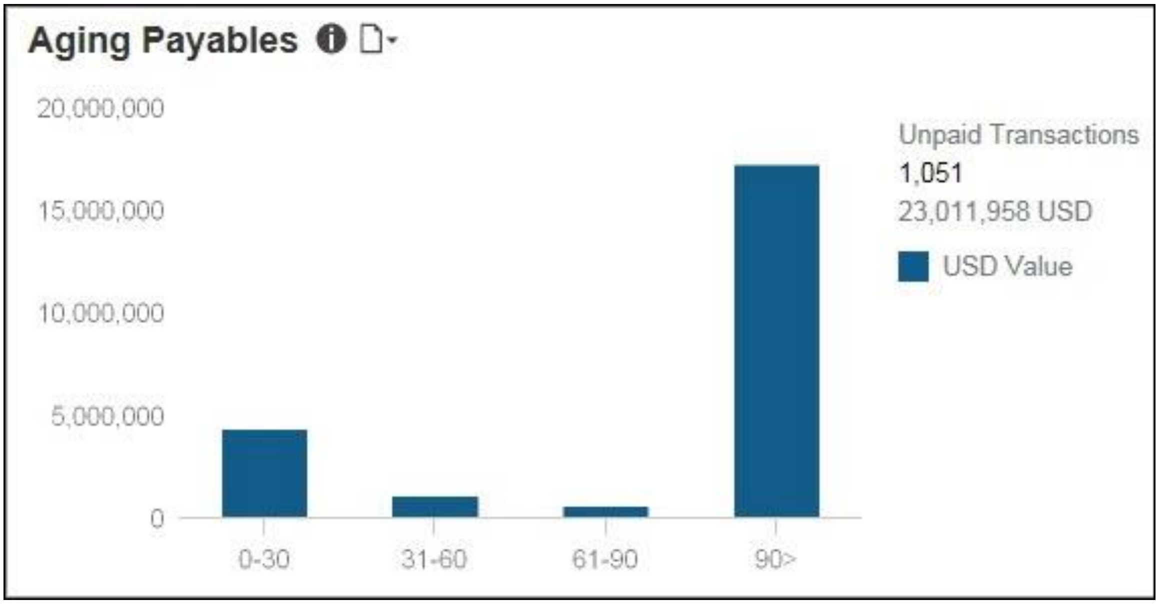
While the Department Manager Overview, Expense Management Overview, and Invoice Management Overview dashboards display data based on the user's access rights, the Combined Spend Overview, Expense Management Overview, and Invoice Management dashboards were designed for users that typically have global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

## Dashboard

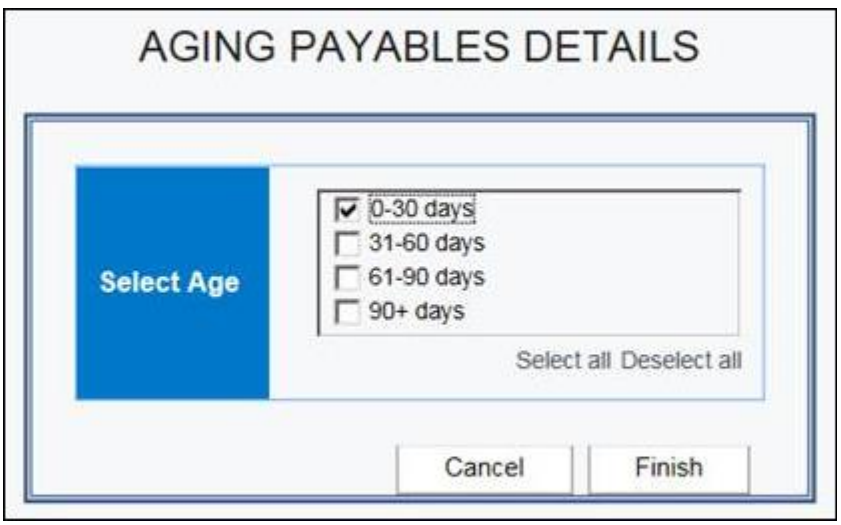
Sample of the full dashboard:

## Section: Aging Payables

Sample of the dashboard:




Sample of the drill-through report:



**AGING PAYABLES DETAILS**
Amounts in USD | Age Selected : 0-30 days

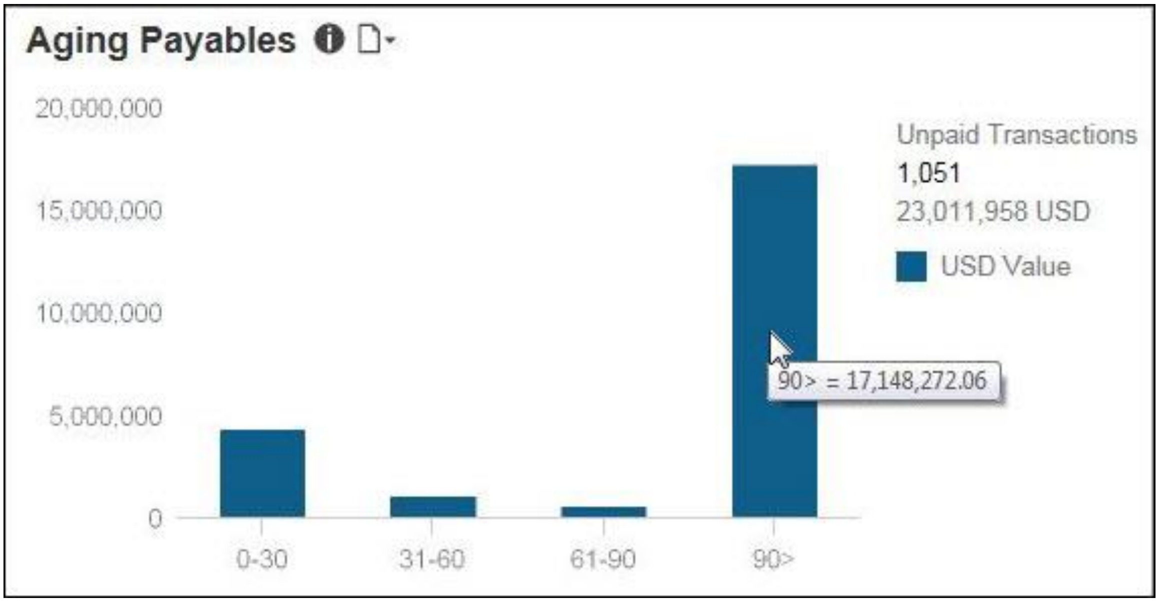
| Age | Expense Type Name | Invoice Date | Vendor Name | Total Requested |
|---|---|---|---|---|
| 0-30 | [illegible] | Mar 27, 2017 | [illegible] | 15,000.00 |
| | [illegible] | Mar 27, 2017 | [illegible] | 3,477.63 |
| | [illegible] | Mar 27, 2017 | [illegible] | 2,187.03 |
| | [illegible] | Mar 27, 2017 | [illegible] | -6.32 |
| | [illegible] | Mar 27, 2017 | [illegible] | 540.10 |
| | [illegible] | Mar 27, 2017 | [illegible] | 383.34 |
| | [illegible] | Mar 27, 2017 | [illegible] | 163.20 |
| | [illegible] | Mar 27, 2017 | [illegible] | 1,164.94 |
| | [illegible] | Mar 27, 2017 | [illegible] | 7,183.57 |
| | [illegible] | Mar 27, 2017 | [illegible] | 92.86 |
| | [illegible] | Mar 27, 2017 | [illegible] | 10,000.00 |
| | [illegible] | Mar 27, 2017 | [illegible] | 1,081.71 |
| | [illegible] | Mar 27, 2017 | [illegible] | 36.19 |
| | [illegible] | Mar 27, 2017 | [illegible] | 19.90 |
| | [illegible] | Mar 27, 2017 | [illegible] | 87.52 |
| | [illegible] | Mar 27, 2017 | [illegible] | 243.05 |
| | [illegible] | Mar 27, 2017 | [illegible] | 5,658.24 |
| | [illegible] | Mar 27, 2017 | [illegible] | 134.75 |
| | [illegible] | Mar 27, 2017 | [illegible] | 500.00 |
| | [illegible] | Mar 27, 2017 | [illegible] | 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 drill-through report:

### *Report Header and Footer*

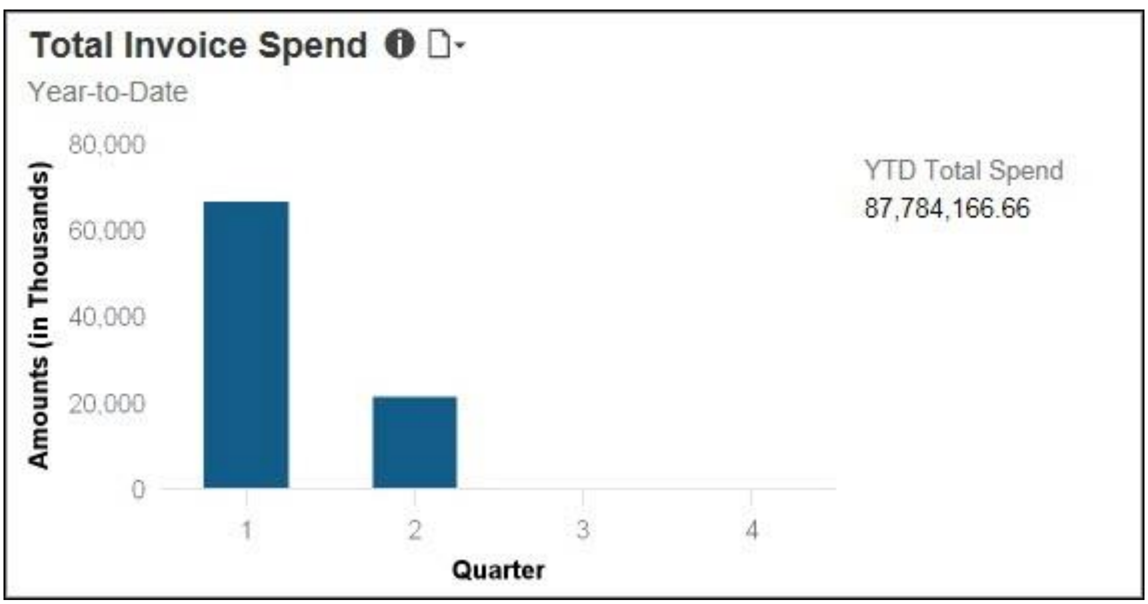
| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Amounts in | [Invoice].[Payment Request Line Items].[Reporting Currency] | Displays the currency code for the reporting currency (for example, USD, CAD, GBP) |
| Age Selected | ' ' + ParamDisplayValue('p_Age') + '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

### *Report Data Items*

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Age Range | <Age Range> | "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].[Payment Request Dates and Statuses].[Invoice Date] | Displays the invoice date |
| Expense Type Name | <Expense Type Name> | [Invoice].[Payment Request Line Items].[Expense Type Name] | Displays the expense type name |
| Vendor Name | <Supplier Name> | [Invoice].[Payment Request Header Information].[Supplier Name] | Displays the vendor name |
| Total Requested | <Total Requested (rpt)> | [Invoice].[Payment Request Line Items].[Total Requested (rpt)] | Displays the total requested |

## 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

| | 2017 | | | | |
|---|---|---|---|---|---|
| | 1st Quarter | | | | |
| | Jan | Feb | Mar | Total | Apr |
| [illegible] | | 9,000.00 | | **9,000.00** | 6,750.00 |
| [illegible] | | | | | 6,928.06 |
| [illegible] | | 3,712.50 | | **3,712.50** | |
| [illegible] | | 8,540.63 | 8,540.63 | **17,081.26** | |
| [illegible] | | | | | 1,125.09 |
| [illegible] | | 10,732.95 | 14,279.10 | **25,012.05** | |
| [illegible] | | 8,223.46 | | **8,223.46** | |
| [illegible] | | | | | 8,625.00 |
| [illegible] | | | 16,341.75 | **16,341.75** | |
| [illegible] | | 67,500.00 | | **67,500.00** | 67,500.00 |
| [illegible] | | | 5,745.00 | **5,745.00** | |
| [illegible] | | 7,500.00 | | **7,500.00** | |
| [illegible] | | 3,750.00 | | **3,750.00** | |
| [illegible] | | | | | 9,562.50 |
| [illegible] | | 2,977.50 | | **2,977.50** | |
| [illegible] | | | | | 7,500.00 |
| [illegible] | | 470.00 | | **470.00** | |
| [illegible] | | | 11,500.00 | **11,500.00** | |
| [illegible] | | 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** |

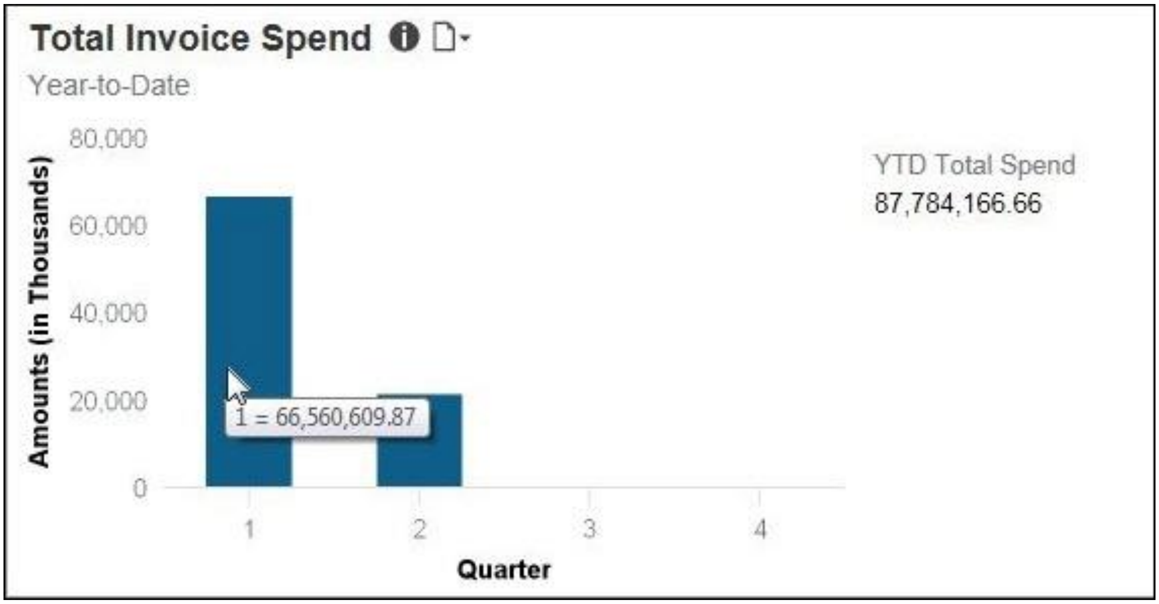
end
May 4, 2017

| 2017 | | | | | Total |
|---|---|---|---|---|---|
| | 2nd Quarter | | | Total | |
| | Apr | May | Total | | |
| 0 | 6,750.00 | | 6,750.00 | 15,750.00 | 15,750.00 |
| | 6,928.06 | 12,187.50 | 19,115.56 | 19,115.56 | 19,115.56 |
| 0 | | | | 3,712.50 | 3,712.50 |
| 6 | | | | 17,081.26 | 17,081.26 |
| | 1,125.09 | | 1,125.09 | 1,125.09 | 1,125.09 |
| 5 | | | | 25,012.05 | 25,012.05 |
| 6 | | | | 8,223.46 | 8,223.46 |
| | 8,625.00 | | 8,625.00 | 8,625.00 | 8,625.00 |
| 5 | | | | 16,341.75 | 16,341.75 |
| 0 | 67,500.00 | | 67,500.00 | 135,000.00 | 135,000.00 |
| 0 | | | | 5,745.00 | 5,745.00 |
| 0 | | | | 7,500.00 | 7,500.00 |
| 0 | | | | 3,750.00 | 3,750.00 |
| | 9,562.50 | | 9,562.50 | 9,562.50 | 9,562.50 |
| 0 | | | | 2,977.50 | 2,977.50 |
| | 7,500.00 | | 7,500.00 | 7,500.00 | 7,500.00 |
| 0 | | | | 470.00 | 470.00 |
| 0 | | | | 11,500.00 | 11,500.00 |
| 2 | | | | 63,392.62 | 63,392.62 |
| 7 | 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.

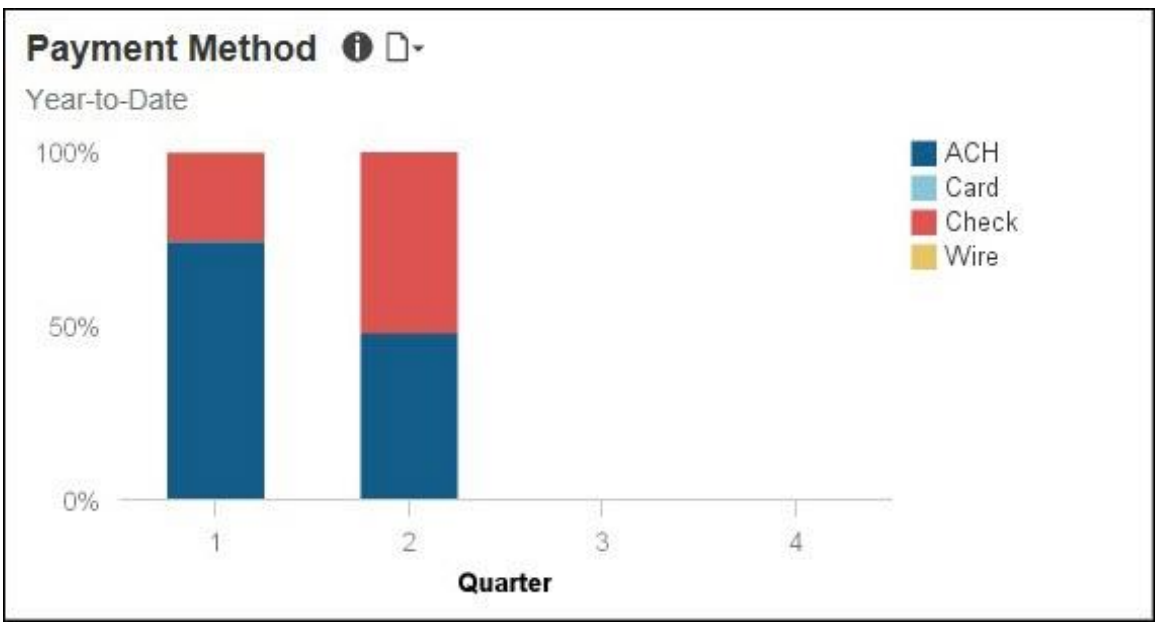
The information in this section can be used to help forecast budgets and spend.

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-to-date.




## Section: Payment Method

Sample of the dashboard:



Sample of the drill-through report:

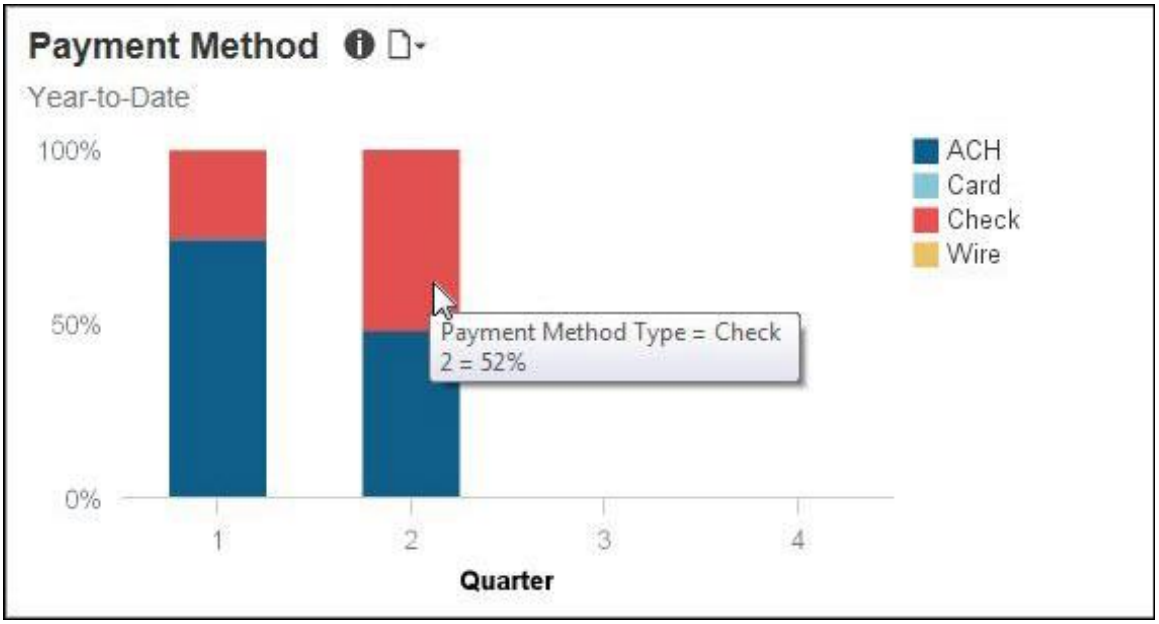
**Invoice Spend by Payment Method and Vendor - Details**
Year-to-Date | Amounts in USD

| | | 2017 | | | | Total |
|---|---|---|---|---|---|---|
| | | 1st Quarter | | | 2nd Quarter | |
| | | January | February | March | April | |
| Check | [illegible] | | | 47,268.00 | | **47,268.00** |
| | [illegible] | | | 20,000.00 | | **20,000.00** |
| | [illegible] | 11,076.39 | | 66.93 | 36,019.37 | **47,162.69** |
| | [illegible] | 39,184.55 | 8,634.66 | | | **47,819.21** |
| | [illegible] | | | 154.80 | | **154.80** |
| | [illegible] | 9,082.26 | | 1,299.42 | | **10,381.68** |
| | [illegible] | 12,778.36 | 16,293.65 | 15,521.99 | 16,971.84 | **61,565.84** |
| | [illegible] | 1,566.00 | | | | **1,566.00** |
| | [illegible] | | | | 567.24 | **567.24** |
| | [illegible] | | | 5,000.00 | | **5,000.00** |
| | [illegible] | | | 167,400.00 | | **167,400.00** |
| | [illegible] | 422.52 | | | | **422.52** |
| | [illegible] | 284,835.40 | 267,592.25 | 221,171.66 | 298,583.14 | **1,072,182.45** |
| | [illegible] | 84.37 | 27.90 | | | **112.27** |
| | [illegible] | 19,334.89 | 19,550.99 | 22,576.39 | 21,696.31 | **83,158.58** |
| | [illegible] | | | | 25,000.00 | **25,000.00** |
| | [illegible] | 7,858.35 | 138.81 | 150.33 | | **8,147.49** |
| | [illegible] | 293.72 | | | | **293.72** |
| Wire | [illegible] | 105,000.00 | | | | **105,000.00** |
| **Overall - 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:

### *Report Header and Footer*

| 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 Data Items*

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

## Section: Top 10 Vendors

Sample of the dashboard:

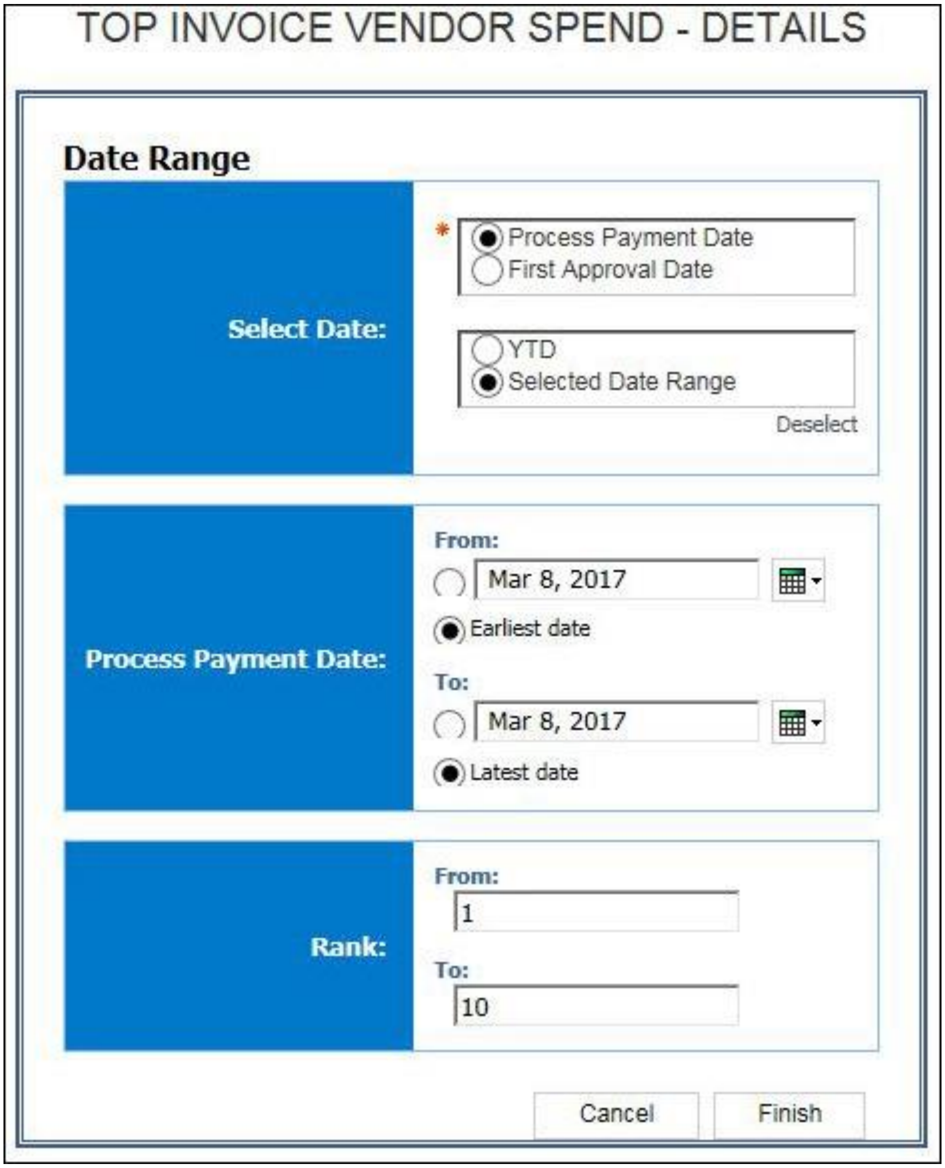
**Top 10 Vendors**

Year-to-Date

| Vendor Name | Total Spend | Payment Terms | Avg Days to Pay |
|---|---|---|---|
| [illegible] | 6,597,753.76 | 1 | 70 |
| [illegible] | 5,597,166.26 | 1 | 50 |
| [illegible] | 4,564,900.00 | 30 | 30 |
| [illegible] | 2,487,317.85 | 30 | 30 |
| [illegible] | 2,200,000.00 | 1 | 20 |
| [illegible] | 2,168,419.10 | 1 | 20 |
| [illegible] | 1,979,774.74 | 1 | 10 |
| [illegible] | 1,632,353.91 | 35 | 50 |
| [illegible] | 1,617,311.71 | 1 | 10 |
| [illegible] | 1,588,240.19 | 1 | 30 |

Sample of the drill-through report:

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.



TOP INVOICE VENDOR SPEND - DETAILS
Process Payment Date YTD
Rank: Between 1 and 10
Reporting Currency: USD

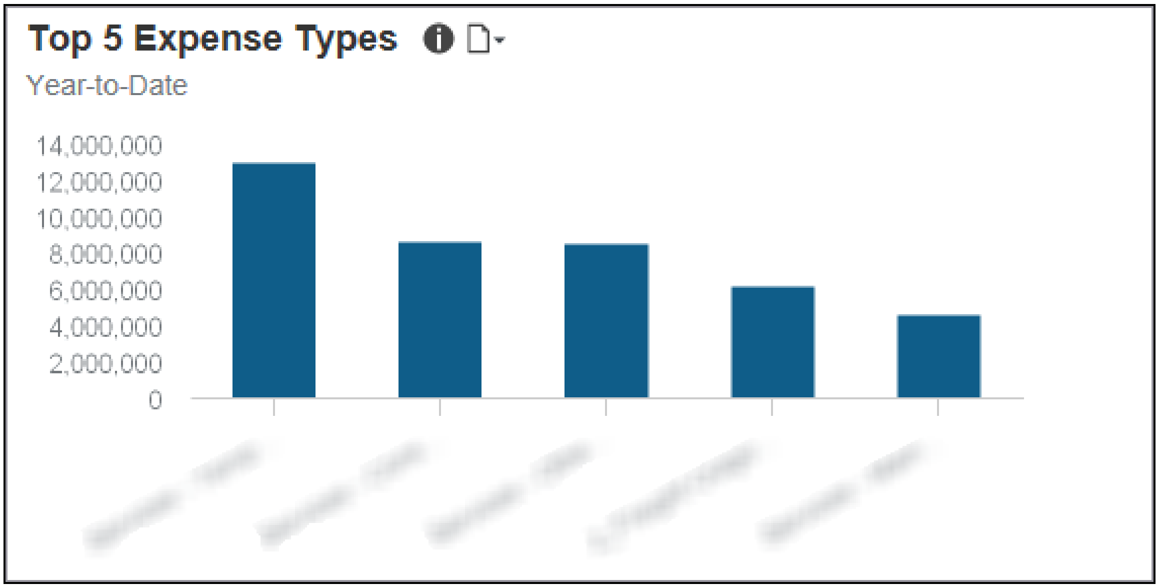
| Rank | Supplier Name | Request Name | Request ID | Total Approved Amount |
|---|---|---|---|---|
| 1 | New Egg | New Egg(1044)-4560616 | 8AA93773032E443D9180 | 5,925.00 |
| | | New Egg(1044)-4560617 | 145A7A0682E343C69664 | 5,925.00 |
| | | Printers for Norfolk Office | 19AF2C998B5F4B30877E | 4,999.90 |
| | | 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** | **New Egg** | | | **52,778.33** |
| 2 | Arthur J. Gallagher & Co. | 21CF - Invoice Example | 53485594CBD34BABB0B5 | 37,500.00 |
| **2** | **Arthur J. Gallagher & Co.** | | | **37,500.00** |
| 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** |
| **Summary** | | | | **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.

## Invoice Expense Type Spend Trend

All Requests Processed Between Jan 1, 2017 and May 4, 2017

| | 2017 | | | | |
|---|---|---|---|---|---|
| | 1st Quarter | | | | |
| | Jan | Feb | Mar | Total | Apr |
| [illegible] | | 9,000.00 | | **9,000.00** | 6,750.00 |
| [illegible] | | | | | 6,928.06 |
| [illegible] | | 3,712.50 | | **3,712.50** | |
| [illegible] | | 8,540.63 | 8,540.63 | **17,081.26** | |
| [illegible] | | | | | 1,125.09 |
| [illegible] | | 10,732.95 | 14,279.10 | **25,012.05** | |
| [illegible] | | 8,223.46 | | **8,223.46** | |
| [illegible] | | | | | 8,625.00 |
| [illegible] | | | 16,341.75 | **16,341.75** | |
| [illegible] | | 67,500.00 | | **67,500.00** | 67,500.00 |
| [illegible] | | | 5,745.00 | **5,745.00** | |
| [illegible] | | 7,500.00 | | **7,500.00** | |
| [illegible] | | 3,750.00 | | **3,750.00** | |
| [illegible] | | | | | 9,562.50 |
| [illegible] | | 2,977.50 | | **2,977.50** | |
| [illegible] | | | | | 7,500.00 |
| [illegible] | | 470.00 | | **470.00** | |
| [illegible] | | | 11,500.00 | **11,500.00** | |
| [illegible] | | 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** |

end

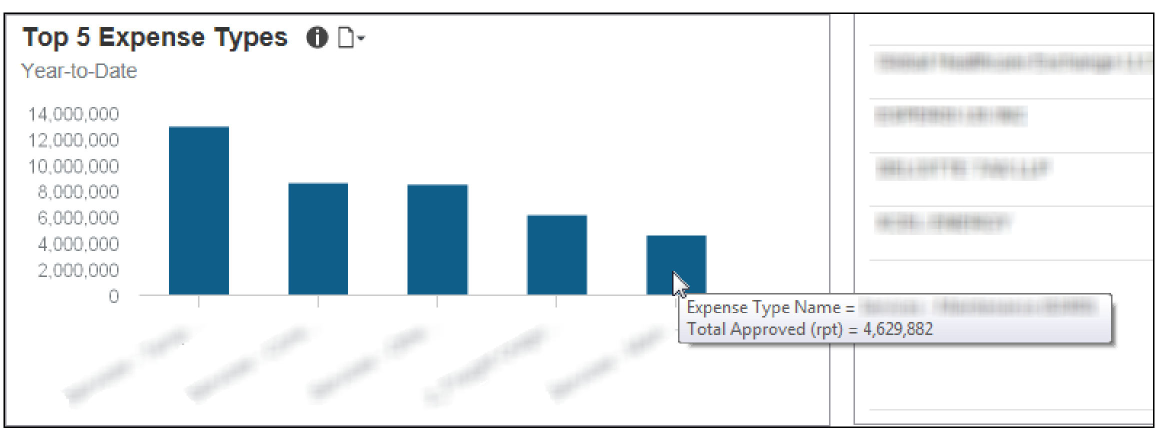
May 4, 2017

| | 2017 | | | | Total |
|---|---|---|---|---|---|
| | 2nd Quarter | | | Total | |
| | Apr | May | Total | | |
| 0 | 6,750.00 | | 6,750.00 | 15,750.00 | 15,750.00 |
| | 6,928.06 | 12,187.50 | 19,115.56 | 19,115.56 | 19,115.56 |
| 0 | | | | 3,712.50 | 3,712.50 |
| 6 | | | | 17,081.26 | 17,081.26 |
| | 1,125.09 | | 1,125.09 | 1,125.09 | 1,125.09 |
| 5 | | | | 25,012.05 | 25,012.05 |
| 6 | | | | 8,223.46 | 8,223.46 |
| | 8,625.00 | | 8,625.00 | 8,625.00 | 8,625.00 |
| 5 | | | | 16,341.75 | 16,341.75 |
| 0 | 67,500.00 | | 67,500.00 | 135,000.00 | 135,000.00 |
| 0 | | | | 5,745.00 | 5,745.00 |
| 0 | | | | 7,500.00 | 7,500.00 |
| 0 | | | | 3,750.00 | 3,750.00 |
| | 9,562.50 | | 9,562.50 | 9,562.50 | 9,562.50 |
| 0 | | | | 2,977.50 | 2,977.50 |
| | 7,500.00 | | 7,500.00 | 7,500.00 | 7,500.00 |
| 0 | | | | 470.00 | 470.00 |
| 0 | | | | 11,500.00 | 11,500.00 |
| 2 | | | | 63,392.62 | 63,392.62 |
| 7 | 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.

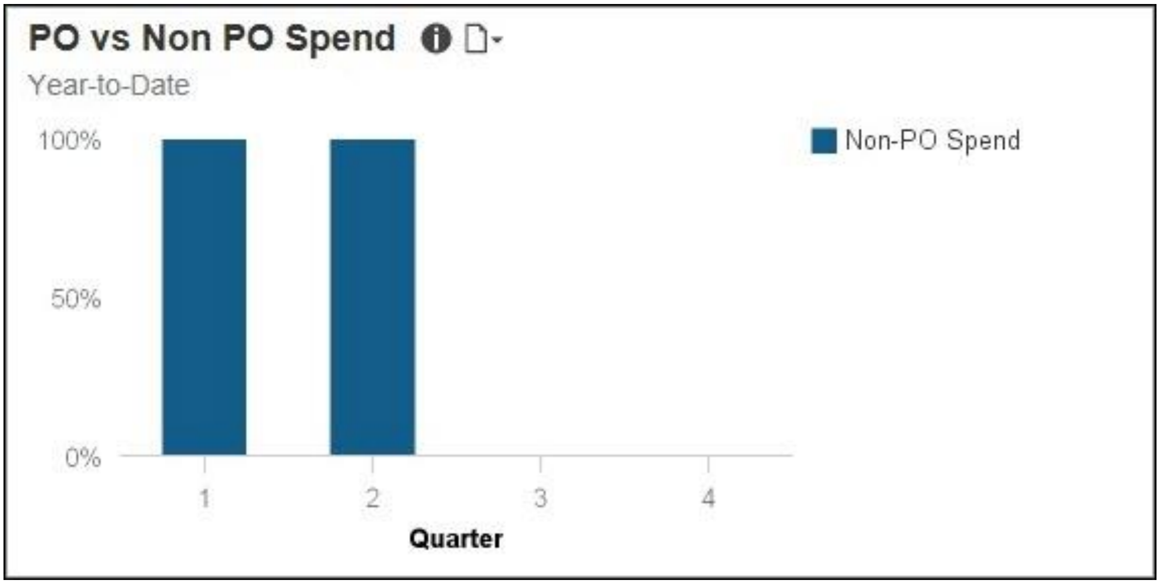
The information in this section can be used to help forecast and budget for spend.

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.



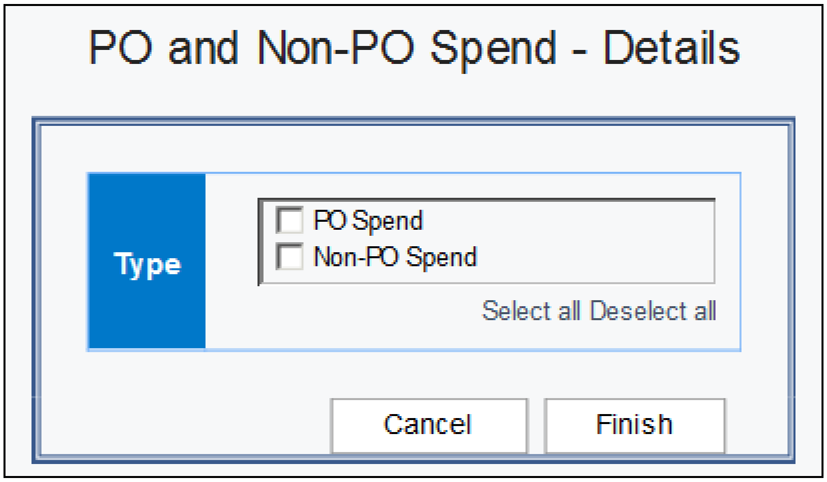
## Section: PO vs Non PO Spend

Sample of the dashboard:



Sample of the drill-through report:

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



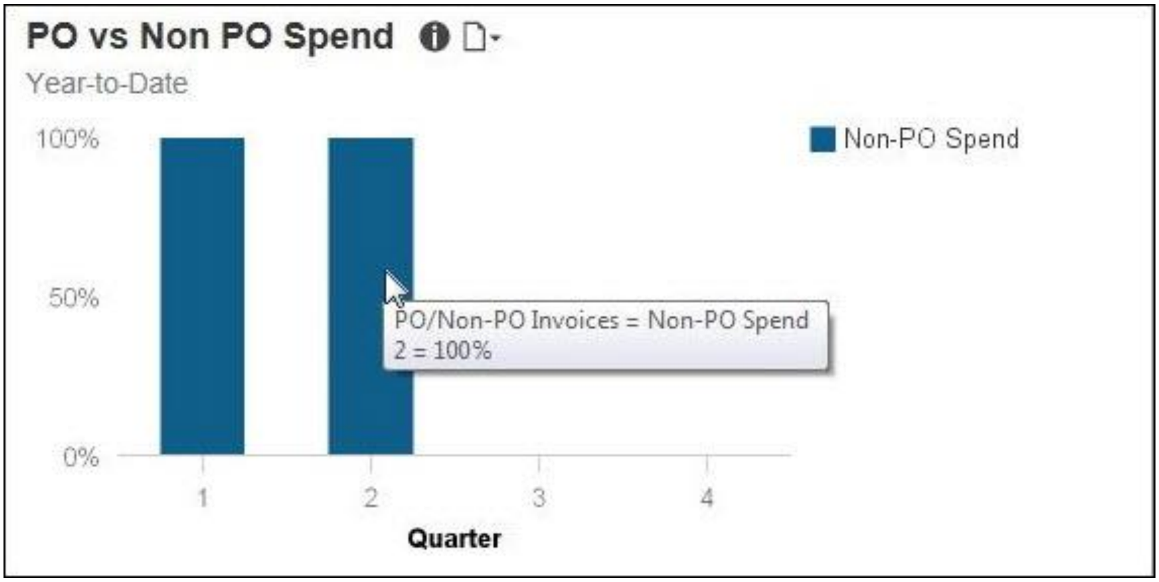

PO and Non-PO Spend - Details
Amounts in : USD | Type : PO Spend, Non-PO Spend

| Type | Quarter | Request ID | Invoice Date | Expense Type Name | Vendor Name | Total Approved |
|---|---|---|---|---|---|---|
| Non-PO Spend | 1st Quarter | [illegible] | Oct 21, 2013 | [illegible] | [illegible] | 138.18 |
| | | [illegible] | Nov 12, 2014 | [illegible] | [illegible] | 13,801.49 |
| | | [illegible] | May 27, 2015 | [illegible] | [illegible] | 30.57 |
| | | [illegible] | Jun 2, 2015 | [illegible] | [illegible] | 1,067.05 |
| | | [illegible] | Jun 19, 2015 | [illegible] | [illegible] | 614.26 |
| | | [illegible] | Aug 21, 2015 | [illegible] | [illegible] | 1,305.00 |
| | | [illegible] | Sep 22, 2015 | [illegible] | [illegible] | 963.50 |
| | | [illegible] | Nov 2, 2015 | [illegible] | [illegible] | 365.00 |
| | | [illegible] | Nov 18, 2015 | [illegible] | [illegible] | 18,661.13 |
| | | [illegible] | Nov 18, 2015 | [illegible] | [illegible] | 18,661.13 |
| | | [illegible] | Nov 30, 2015 | [illegible] | [illegible] | 500.00 |
| | | [illegible] | Jan 10, 2016 | [illegible] | [illegible] | 12,152.82 |
| | | [illegible] | Jan 14, 2016 | [illegible] | [illegible] | 907.01 |
| | | [illegible] | Jan 18, 2016 | [illegible] | [illegible] | 345.00 |
| | | [illegible] | Jan 20, 2016 | [illegible] | [illegible] | 1,780.00 |
| | | [illegible] | Jan 31, 2016 | [illegible] | [illegible] | 3,000.00 |
| | | [illegible] | Feb 5, 2016 | [illegible] | [illegible] | 20,066.56 |
| | | [illegible] | Feb 10, 2016 | [illegible] | [illegible] | 8,171.40 |
| | | [illegible] | Feb 11, 2016 | [illegible] | [illegible] | 4,308.00 |
| | | [illegible] | Feb 12, 2016 | [illegible] | [illegible] | 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.

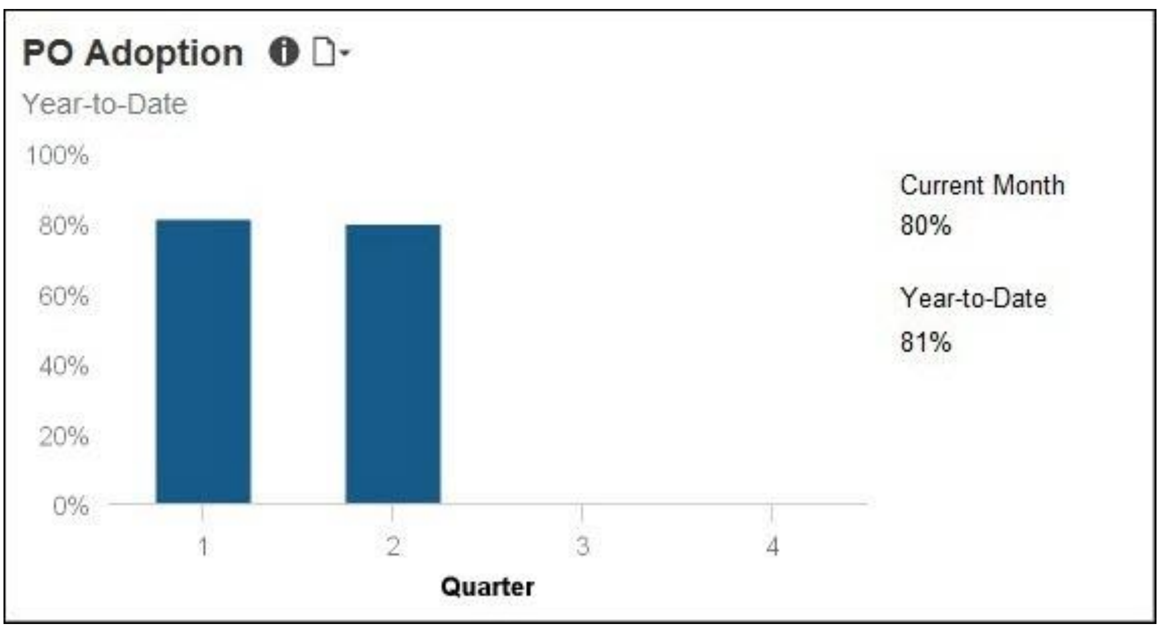
The information in this section can be used to help evaluate purchase order spend and determine the best approaches for driving more spend through the purchase order system.

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.



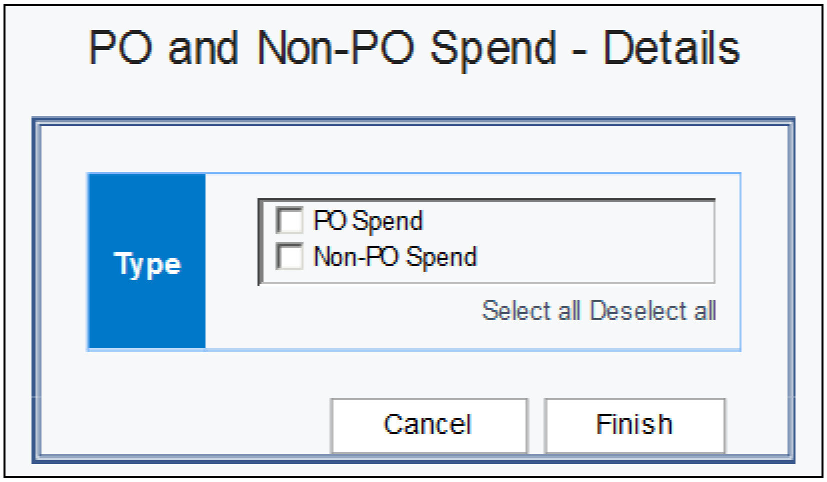

## Section: PO Adoption

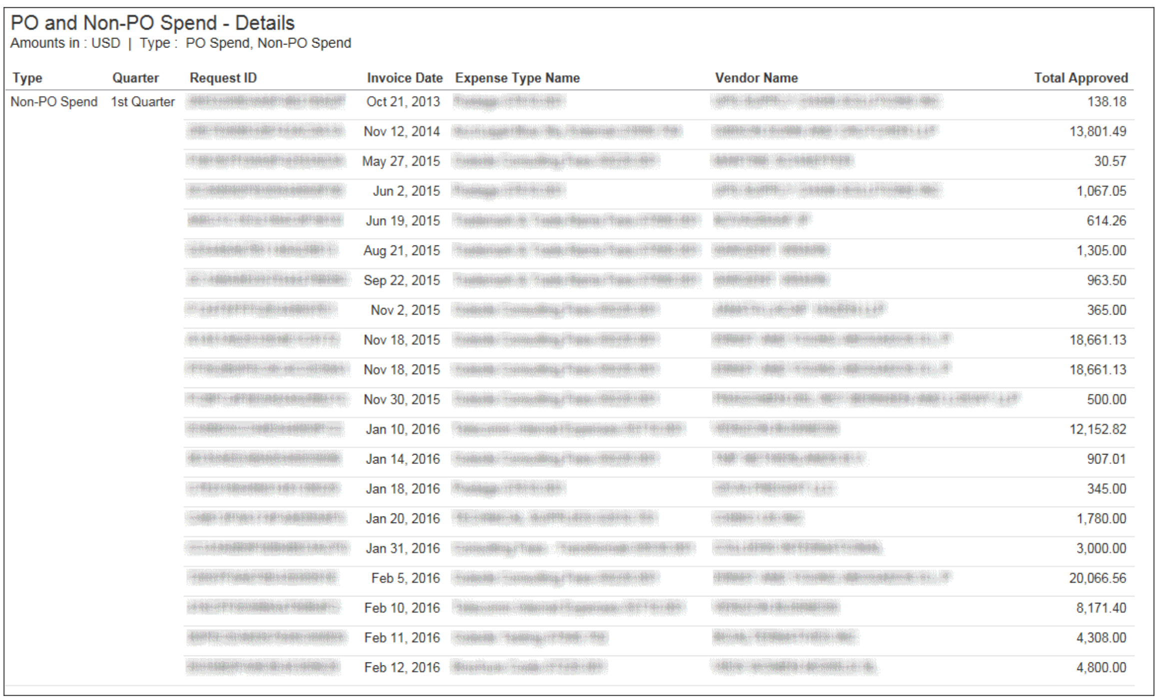
Sample of the dashboard:



Sample of the drill-through report:

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



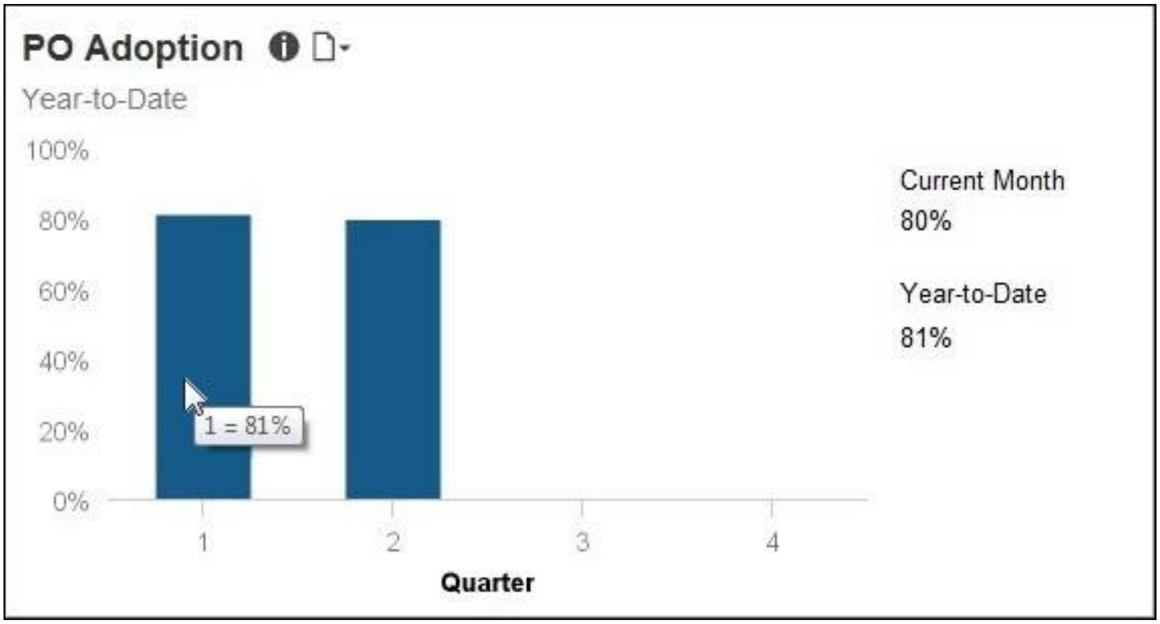
PO and Non-PO Spend - Details
Amounts in : USD | Type : PO Spend, Non-PO Spend

| Type | Quarter | Request ID | Invoice Date | Expense Type Name | Vendor Name | Total Approved |
|---|---|---|---|---|---|---|
| Non-PO Spend | 1st Quarter | [illegible] | Oct 21, 2013 | [illegible] | [illegible] | 138.18 |
| | | [illegible] | Nov 12, 2014 | [illegible] | [illegible] | 13,801.49 |
| | | [illegible] | May 27, 2015 | [illegible] | [illegible] | 30.57 |
| | | [illegible] | Jun 2, 2015 | [illegible] | [illegible] | 1,067.05 |
| | | [illegible] | Jun 19, 2015 | [illegible] | [illegible] | 614.26 |
| | | [illegible] | Aug 21, 2015 | [illegible] | [illegible] | 1,305.00 |
| | | [illegible] | Sep 22, 2015 | [illegible] | [illegible] | 963.50 |
| | | [illegible] | Nov 2, 2015 | [illegible] | [illegible] | 365.00 |
| | | [illegible] | Nov 18, 2015 | [illegible] | [illegible] | 18,661.13 |
| | | [illegible] | Nov 18, 2015 | [illegible] | [illegible] | 18,661.13 |
| | | [illegible] | Nov 30, 2015 | [illegible] | [illegible] | 500.00 |
| | | [illegible] | Jan 10, 2016 | [illegible] | [illegible] | 12,152.82 |
| | | [illegible] | Jan 14, 2016 | [illegible] | [illegible] | 907.01 |
| | | [illegible] | Jan 18, 2016 | [illegible] | [illegible] | 345.00 |
| | | [illegible] | Jan 20, 2016 | [illegible] | [illegible] | 1,780.00 |
| | | [illegible] | Jan 31, 2016 | [illegible] | [illegible] | 3,000.00 |
| | | [illegible] | Feb 5, 2016 | [illegible] | [illegible] | 20,066.56 |
| | | [illegible] | Feb 10, 2016 | [illegible] | [illegible] | 8,171.40 |
| | | [illegible] | Feb 11, 2016 | [illegible] | [illegible] | 4,308.00 |
| | | [illegible] | Feb 12, 2016 | [illegible] | [illegible] | 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.

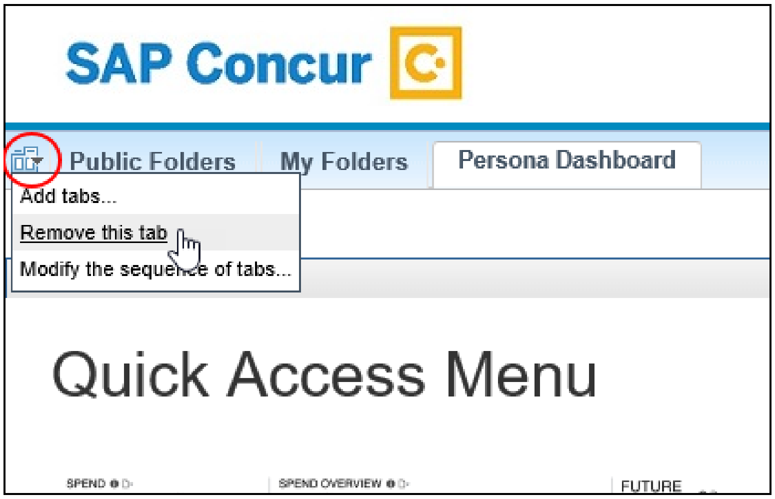
Placing your pointer over a segment on a bar displays the quarter and its purchase order adoption rate percentage for the quarter-to-date.



## 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.




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.