

Expense: Reporting

User Guide for Standard Edition

Last Revised: July 11 2014

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition

- Travel
 - Professional/Premium edition
 - Standard edition

- Invoice
 - Professional/Premium edition
 - Standard edition

- Authorization Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes / Comments / Changes
January 15, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 15 2018	Updated the copyright; no other changes; cover date not updated
December 15 2016	Changed copyright and cover; no other content changes.
May 15 2015	Removed information about two user interfaces; no other content changes
April 17 2015	Changed the name of Concur Insight to Analysis/Intelligence; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	New document. (This content originated in the Concur Administration User Guide for Concur Standard and is now a separate guide.)

Reporting

Section 1: Overview

The **Reporting** page allows the administrator to use Cognos to run reports to reveal employees' spending habits.

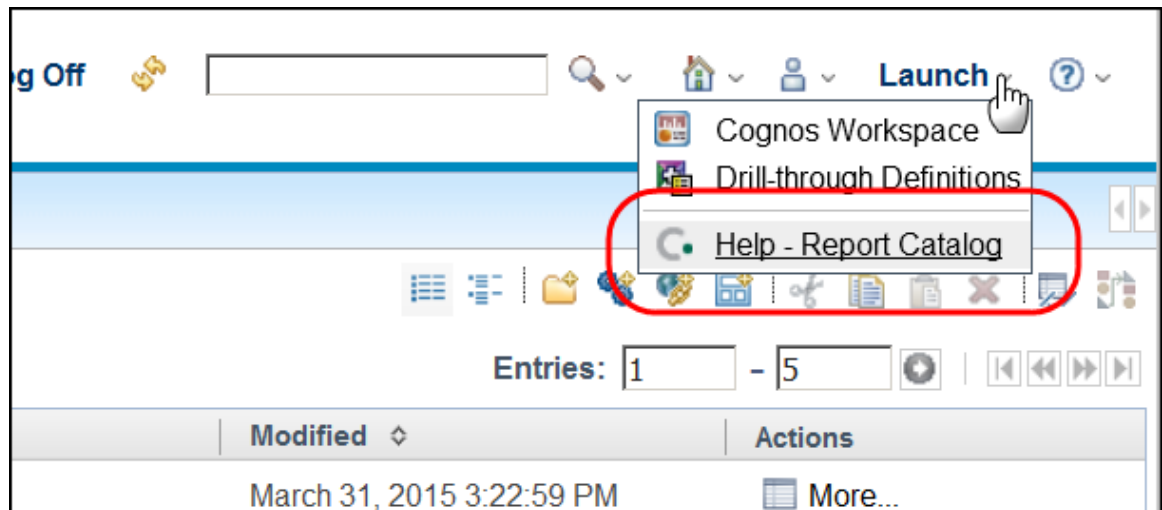
Concur has partnered with Cognos to deliver a strong reporting platform. The **Reporting** tab appears for users who have been granted a Reporting role on the **Users** page of Setup.

Section 2: Concur Report Catalog

Concur provides a set of reports containing frequently used information. These reports are available in the **Help – Report Catalog**.

▶ **To access the Concur Help – Report Catalog:**

Click **Reporting > Analysis**. Then, **Launch > Help – Report Catalog**.



Additional Resources

For more information, refer to the Cognos (online) Help.