Shared: Reporting Configuration

Setup Guide

Last Revised: March 26, 2018

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
February 11, 2019	Updated the copyright; no other changes; cover date not updated
February 9, 2019	Replaced references to "Concur Insight" with "Analysis/Intelligence".
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 26, 2018	Made the following updates: • Added note about the fiscal calendar being shared between Analysis / Intelligence and the new Budget feature • Added reference to the new Budget feature in the notes regarding activating and deactivating fiscal calendars and fiscal periods
January 29, 2018	Updated the copyright; no other changes; cover date not updated
August 19 2017	Updated for new enhanced fiscal calendar functionality
July 26 2017	Updated note referencing the **Reporting Preferences** section
July 8 2017	The **Business Intelligence (BI) Manager Set Up** tab was renamed to the **Preferences** tab. Updated references and images of the tab.
December 14 2016	Changed copyright and cover; no other content changes.
October 27 2016	Updated the guide content to new corporate style; no content changes.
January 25 2016	Changed references to the import/extract guides; no other changes
April 16 2015	Added information about Actionable Analytics
October 30 2014	Moved information from *Expense: Match Category Setup Guide* to this guide; deleted the Match Category guide
October 3 2014	Added information about the two user interfaces; no other content changes
March 5 2014	Noted that the name of Analysis/Intelligence is now Concur Insight; no other content changes
January 23 2014	Cover and copyright changes; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
February 2012	Changed copyright; no content change
January 24 2011	Added information about the **Fiscal Calendar Set Up** tab
December 31 2010	Updated the copyright and made rebranding changes; no content changes
October 24 2010	• Moved from the *classic* user interface to the *current* user interface • Changed the name from **Cognos Settings** to **Reporting Configuration**
December 2009	Changed to stand-alone setup guide; no content change
October 17 2008	Initial publication

Reporting Configuration

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (view but not create or edit).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by Concur. In this case, the client must initiate a service request with Concur Client Support.

Section 2: Overview

This page contains these tabs:

- Preferences
- Fiscal Calendar
- Match Category – *Available only in Expense, not Invoice*
- Actionable Analytics Set Up

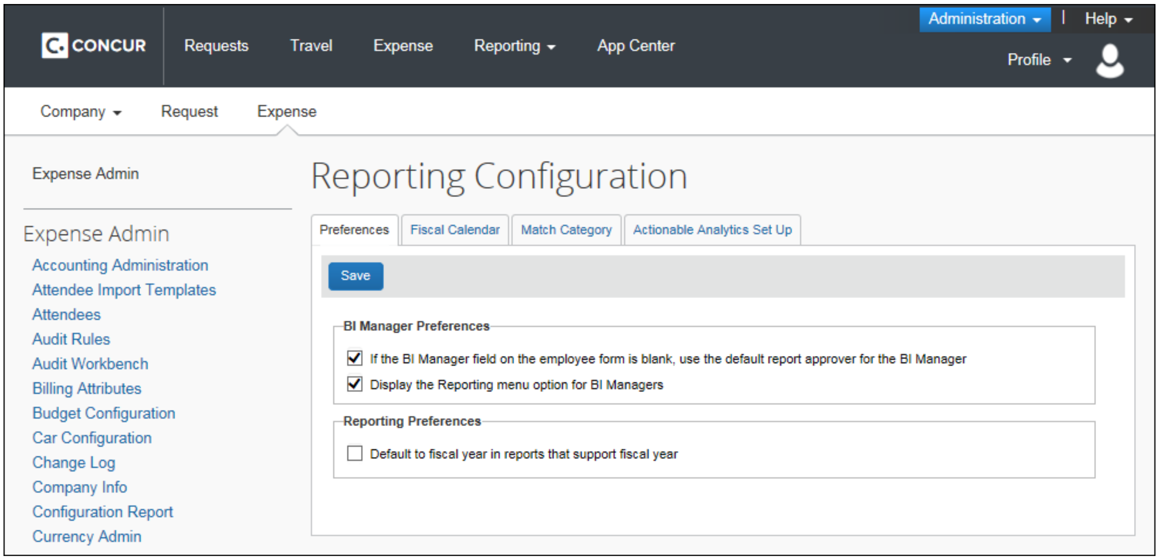
For information about how these features work, refer to the *Analysis/ Intelligence: Overview* guide that is available on Client Support Portal or via the **Launch** link in Cognos.

Section 3: Access the Reporting Configuration Page

If your company uses Analysis / Intelligence, the **Reporting Configuration** page will be available to you.

To access the page:

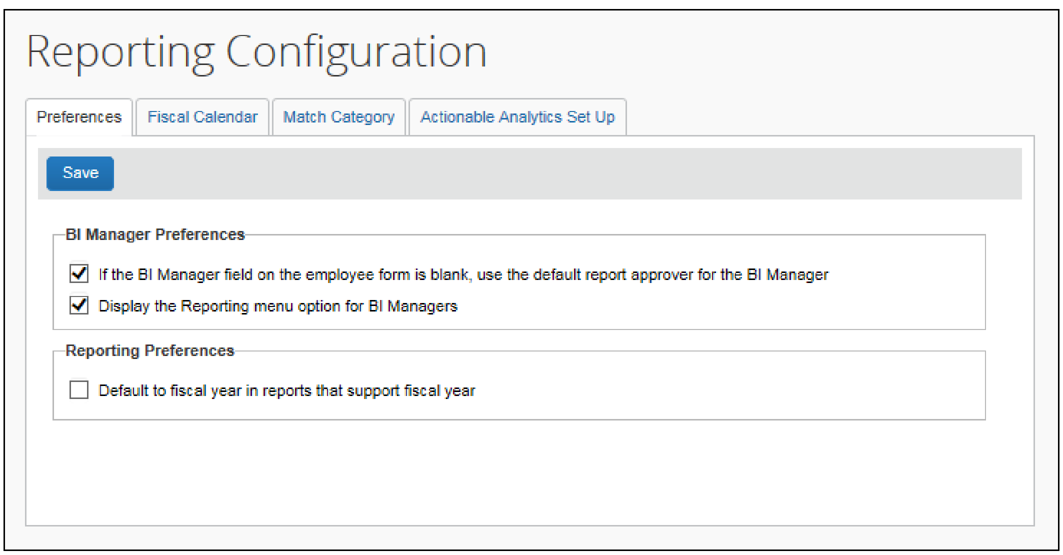
1. Click **Administration** > **Expense** (or **Invoice**).
2. Click **Reporting Configuration** (left menu). The **Reporting Configuration** page appears.



Section 4: Preferences Tab

- ***To define the BI Manager and Reporting preferences:***

1. On the **Reporting Configuration** page, click the **Preferences** tab (if it is not already selected).



2. Make the appropriate changes:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>If the BI Manager field on the employee form is blank, use the default report approver for the BI Manager</td><td>If you select (enable) this check box and:
If the BI Manager field in the employee import is populated with an employee ID, then that employee is designated as the BI Manager for the user.
If the BI Manager field in the employee import is blank, then the employee ID of that user's expense report approver is automatically copied to the BI Manager field. (So the user's expense report approver becomes the user's BI Manager.)
If you do not select (enable) this check box and the BI Manager field in the employee import is blank, then there is no BI Manager designated for this user; the import does not affect the BI Manager that may be designated in User Administration.
This check box is selected (enabled) (option ON) by default.
NOTE: This option lets you work with the employee import. Remember, a BI Manager will not be able to access Cognos data until the Display the Reporting menu option for BI Managers check box is selected (enabled).</td></tr>
<tr><td>Display the Reporting menu option for BI Managers</td><td>Select (enable) this check box to activate the BI Manager feature.
If you select (enable) this check box, then:
Any employee whose employee ID appears in a BI Manager field (either in the employee import or in User Administration) can access Cognos via the appropriate link in Travel & Expense.
The employee whose employee ID appears in a user's BI Manager field will receive data in Cognos as if they are that user's manager.
If an employee that is designated as a BI Manager also has a defined role and position within the Reporting Hierarchy, the role in the Reporting Hierarchy will supersede their role as a BI Manager.
This check box is cleared (disabled) (option OFF) by default.</td></tr>
<tr><td>Default to fiscal year in reports that support fiscal year</td><td>Select (enable) this check box to align reports and dashboards that support fiscal calendars with the fiscal year.</td></tr>
</table>

3. Click **Save**.

Section 5: Fiscal Calendar Tab

⚠ **IMPORTANT:** Fiscal calendar additions and updates will ***not*** be immediately available in the Reporting database. An archive must be successfully completed before this information can be utilized. Reporting archives run every night.

Fiscal calendars defined on the **Fiscal Calendar** tab are used by Analysis / Intelligence for its reports and dashboards. The fiscal calendars are also used by BI Managers to define their budgets on the **Reporting Budget** page (**Profile > Profile Settings > Reporting Settings > Reporting Budget**).

A fiscal calendar allows organizations to define their accounting periods independent of the standard calendar year. Many organizations define their own calendars to model their financial reporting to reflect seasons in their business, to compare results with direct competitors, and to avoid the busy year-end season in January.

A fiscal calendar has one or more fiscal years, and fiscal years have one or more fiscal periods.

Fiscal years have a start date and an end date. Each year may have a different length to accommodate leap years and short years or long years. (Organizations use short years and long years when they change the start date of their fiscal year.) Fiscal years cannot overlap with prior fiscal years and no gaps can exist between fiscal years.

Fiscal periods can vary in length within a fiscal year; however, they typically represent months. In the background, for every three fiscal periods a fiscal quarter is generated and for the year, a fiscal year period is generated.

NOTE: An Expense Administrator must define a fiscal calendar before BI Managers can add and maintain their budgets on the **Reporting Budget** page.

NOTE: The fiscal calendar used for reporting is shared with the fiscal calendar used for the new Budget feature. Fiscal calendars are created and maintained on the **Fiscal Calendar** tab on the **Reporting Configuration** page and on the **Fiscal Calendar** tab on the **Budget Configuration** page.

If your organization is using Analysis / Intelligence and the new Budget feature, any fiscal calendar changes made on one **Fiscal Calendar** tab are automatically updated on the other **Fiscal Calendar** tab.

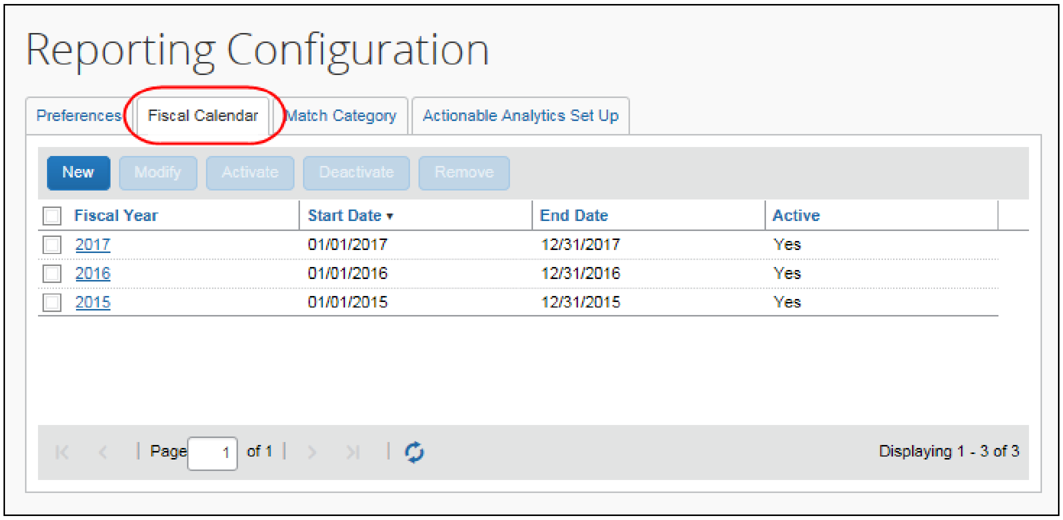
Add a Fiscal Calendar

You can add a fiscal calendar to define your company's accounting periods. A fiscal year can have one or more periods.

NOTE: Fiscal years cannot overlap with prior fiscal years and there cannot be any gaps between fiscal years.

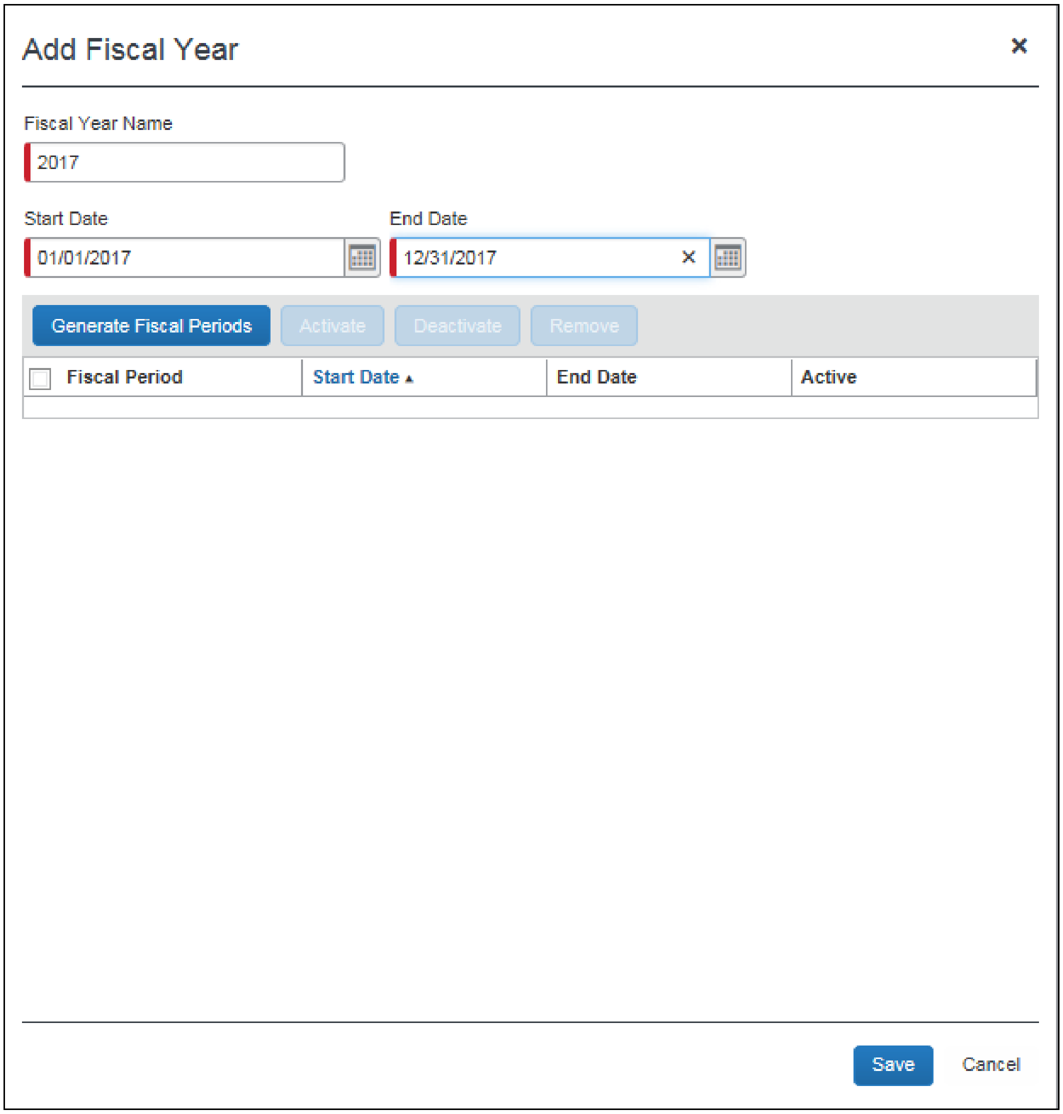
▶ *To add a fiscal calendar:*

1. On the **Reporting Configuration** page, click the **Fiscal Calendar** tab.



2. Click **New.**

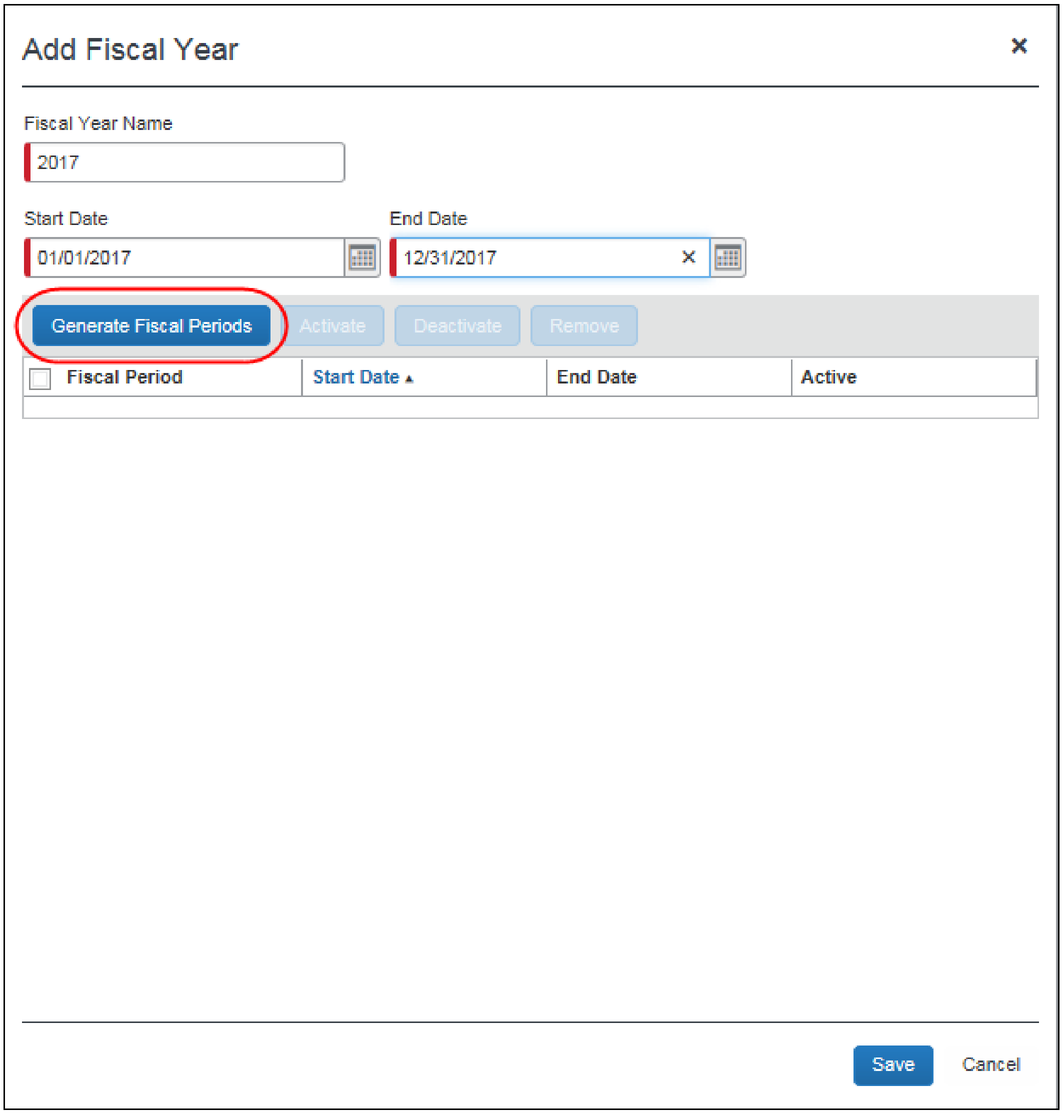
The **Add Fiscal Year** window appears.



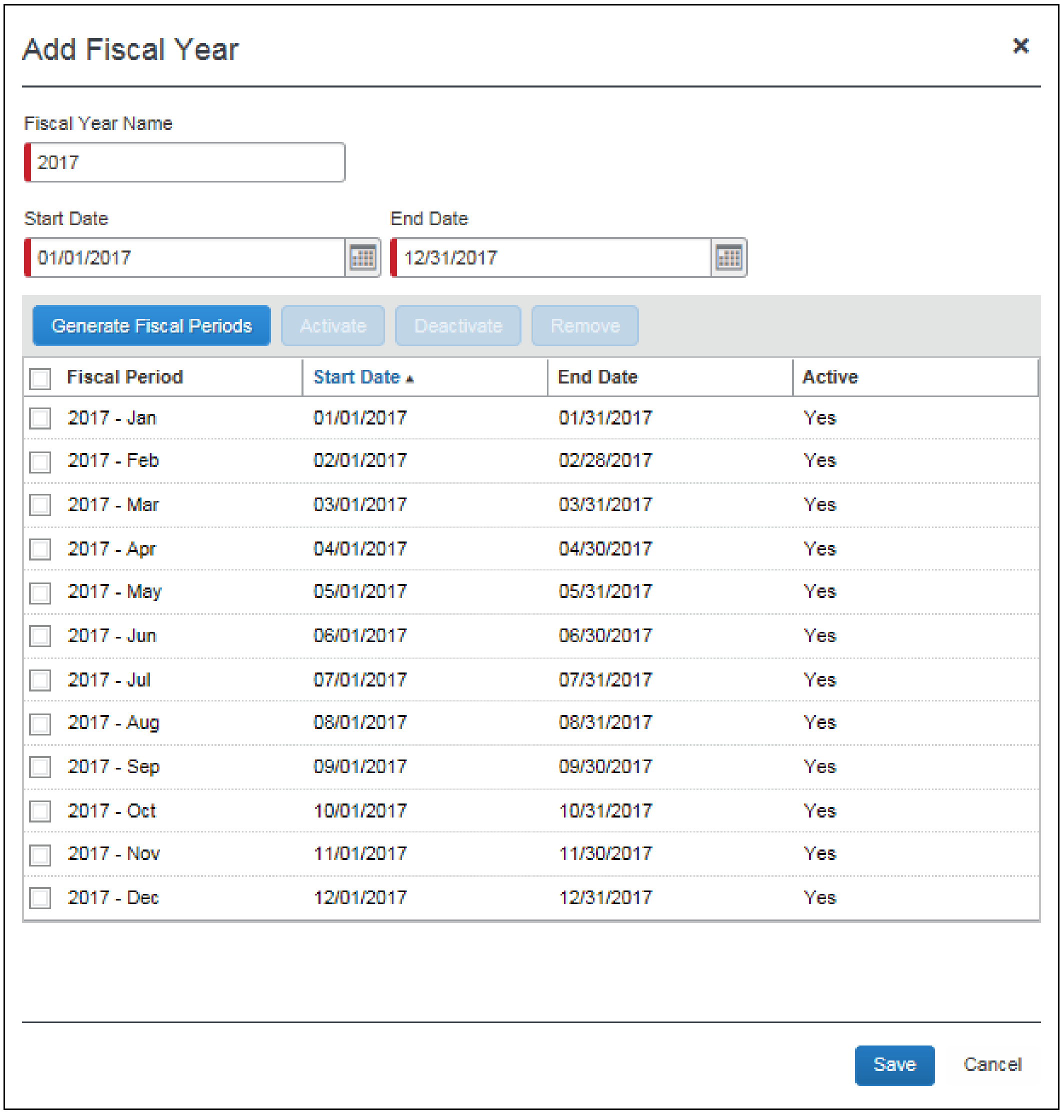
3. Complete all required fields.

Field	Description/Action
Fiscal Year Name (Required)	Enter the name of the fiscal year. This can be any combination of characters, but it must be unique. It is recommended to use the actual calendar year name. If two fiscal years comply within this rule (short year), then use a post fix for the second year. The **Fiscal Year Name** field will default to a fiscal year name based on the start date of the fiscal year. If the start date is before July 1, the year of the start date is defaulted as the fiscal year name. If the start date is July 1 or later, the year of the end date is defaulted as the fiscal year name.
Start Date (Required)	Enter the start date of the fiscal year, which must be the day after the end date of the previous fiscal year. The first fiscal year you create for your company can have any start date. **NOTE:** The start date is based on the time zone of the entity, which is managed by Concur.
End Date (Required)	Enter the end date of the fiscal year, which can be any date after the start date. By default it will be one year minus one day from the start date. **NOTE:** The start date is based on the time zone of the entity, which is managed by Concur.

4. Click **Generate Fiscal Periods** to create all fiscal periods for the fiscal year.



The generated fiscal periods appear on the page.


Add Fiscal Year

Fiscal Year Name: 2017

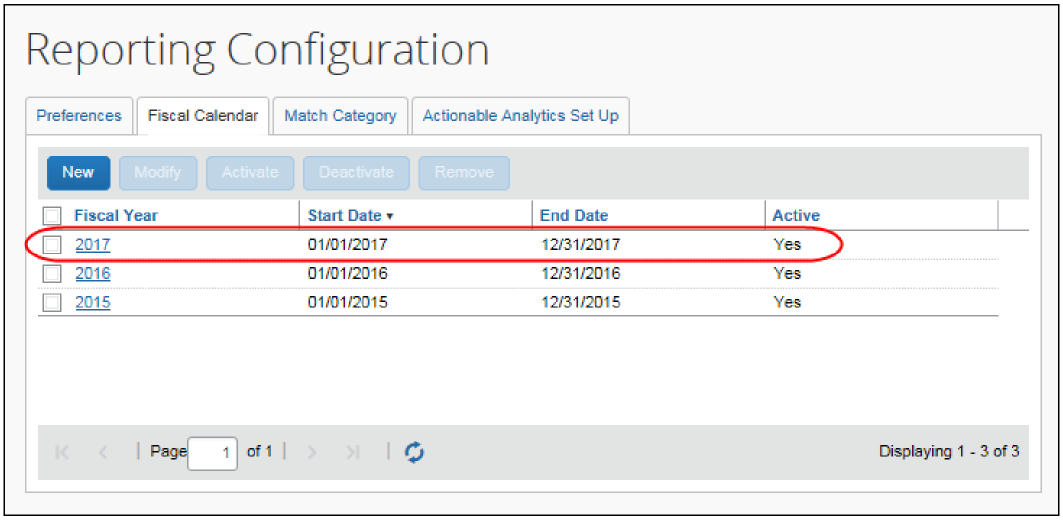
Start Date: 01/01/2017 | End Date: 12/31/2017

Generate Fiscal Periods | Activate | Deactivate | Remove

Fiscal Period	Start Date	End Date	Active
2017 - Jan	01/01/2017	01/31/2017	Yes
2017 - Feb	02/01/2017	02/28/2017	Yes
2017 - Mar	03/01/2017	03/31/2017	Yes
2017 - Apr	04/01/2017	04/30/2017	Yes
2017 - May	05/01/2017	05/31/2017	Yes
2017 - Jun	06/01/2017	06/30/2017	Yes
2017 - Jul	07/01/2017	07/31/2017	Yes
2017 - Aug	08/01/2017	08/31/2017	Yes
2017 - Sep	09/01/2017	09/30/2017	Yes
2017 - Oct	10/01/2017	10/31/2017	Yes
2017 - Nov	11/01/2017	11/30/2017	Yes
2017 - Dec	12/01/2017	12/31/2017	Yes

Save | Cancel

5. Click **Save**. The fiscal year appears in the **Fiscal Calendar** tab.



⚠ **IMPORTANT:** Fiscal calendar additions and updates will ***not*** be immediately available in the Reporting database. An archive must be successfully completed before this information can be utilized.

Modify a Fiscal Calendar

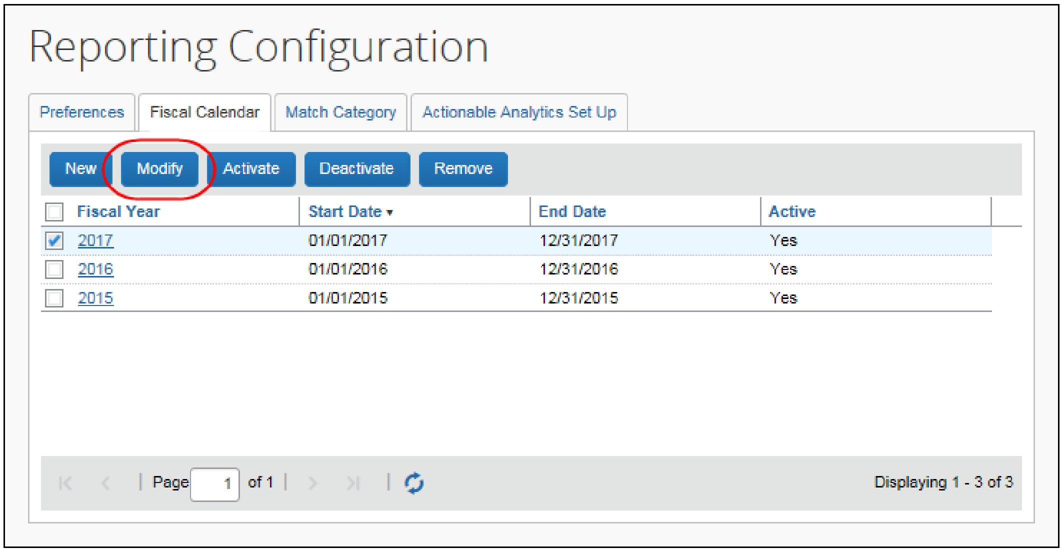
You can modify an existing fiscal year, for example, to correct mistakes or to reflect organizational changes, such as a merger or need to follow industry standards.

You cannot change the end date of the current month to today or any date before today, and you cannot change the start date of the current month. In addition, you cannot change any start or end date of past months this year or years prior to this year.

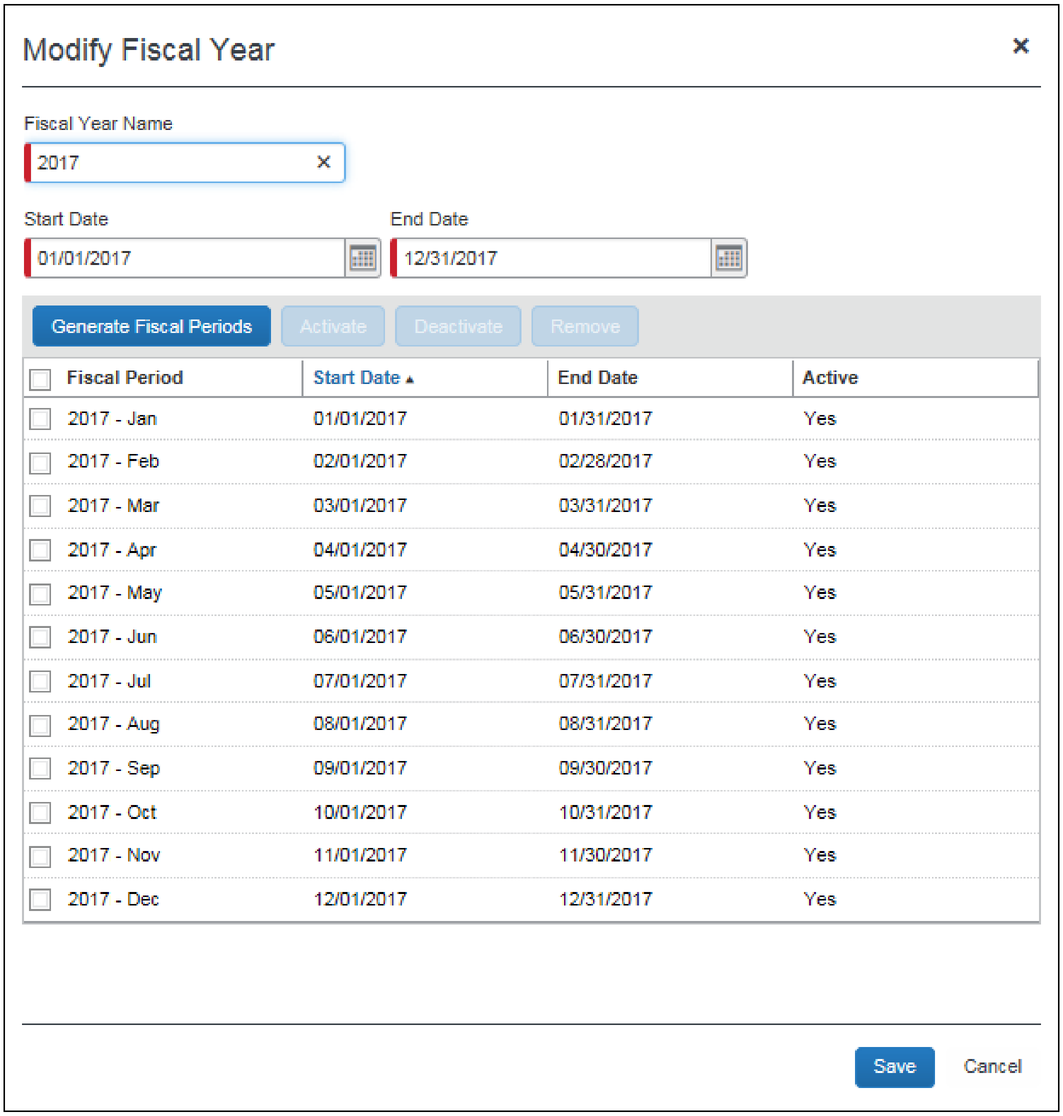
⚠ IMPORTANT: Modifying fiscal years could result in loss of BI Manager budgets.

To modify a fiscal calendar year:

1. On the **Fiscal Calendar** tab, select a fiscal year and then click **Modify**, or just double-click the fiscal year you want to modify.



The **Modify Fiscal Year** window appears.


Modify Fiscal Year

Fiscal Year Name

2017

Start Date: 01/01/2017

End Date: 12/31/2017

Generate Fiscal Periods | Activate | Deactivate | Remove

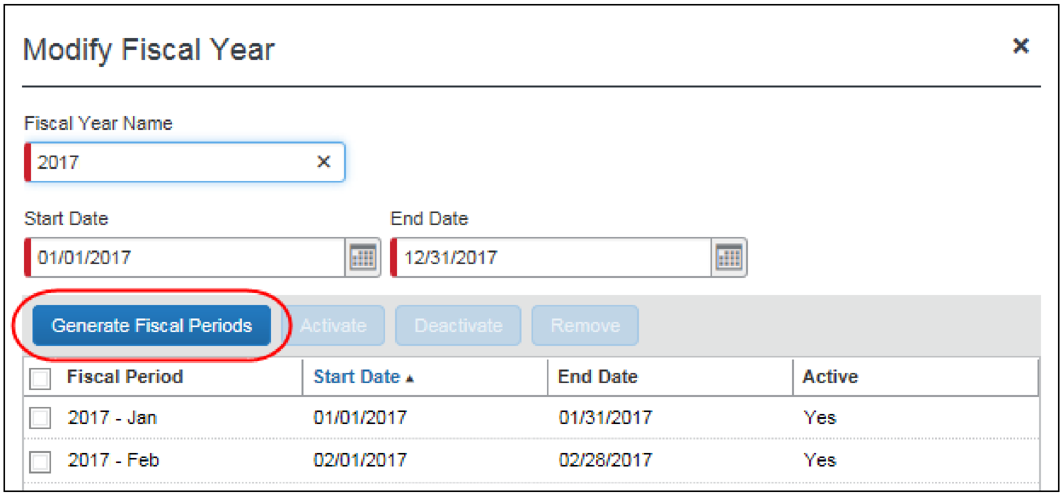
Fiscal Period	Start Date	End Date	Active
2017 - Jan	01/01/2017	01/31/2017	Yes
2017 - Feb	02/01/2017	02/28/2017	Yes
2017 - Mar	03/01/2017	03/31/2017	Yes
2017 - Apr	04/01/2017	04/30/2017	Yes
2017 - May	05/01/2017	05/31/2017	Yes
2017 - Jun	06/01/2017	06/30/2017	Yes
2017 - Jul	07/01/2017	07/31/2017	Yes
2017 - Aug	08/01/2017	08/31/2017	Yes
2017 - Sep	09/01/2017	09/30/2017	Yes
2017 - Oct	10/01/2017	10/31/2017	Yes
2017 - Nov	11/01/2017	11/30/2017	Yes
2017 - Dec	12/01/2017	12/31/2017	Yes

Save | Cancel

2. Make the desired changes.

   For field information, refer to the *To add a fiscal calendar* procedure in this document. If you need a fiscal year to be shorter than 12 months or longer than 12 months, change the end date, but ensure fiscal years are not overlapping and do not have gaps.

3. Click **Generate Fiscal Periods**.

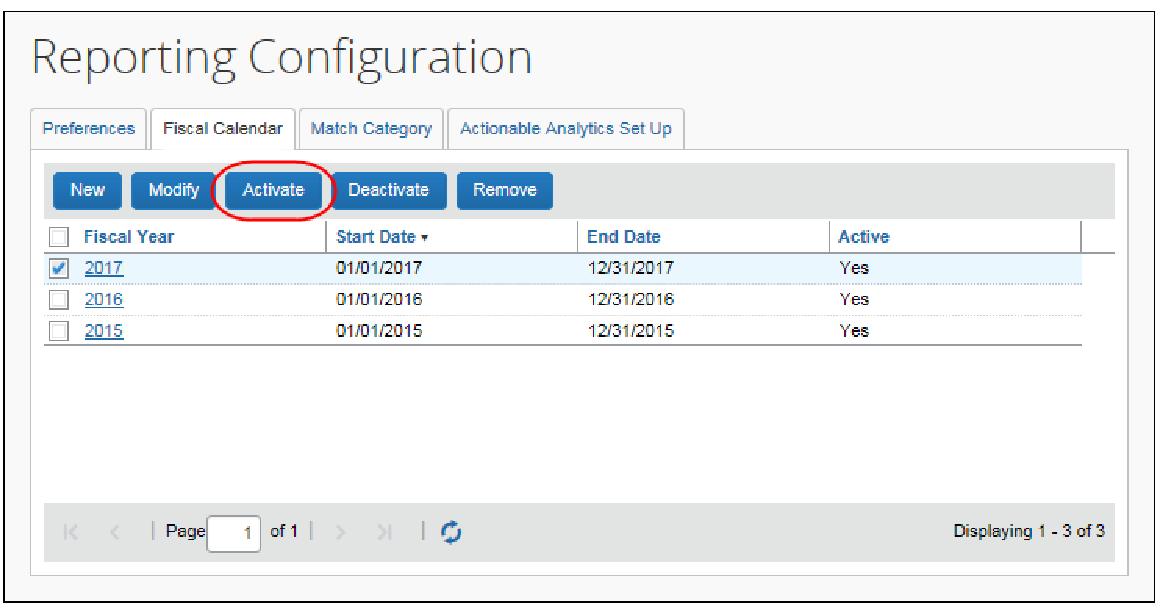


4. Click **Save**.

Activate a Fiscal Calendar

NOTE: The Activate function on the **Fiscal Calendar** tab is not recognized by Analysis / Intelligence reporting. This function is only used by the new Budget feature. It is not used by Analysis / Intelligence reporting.

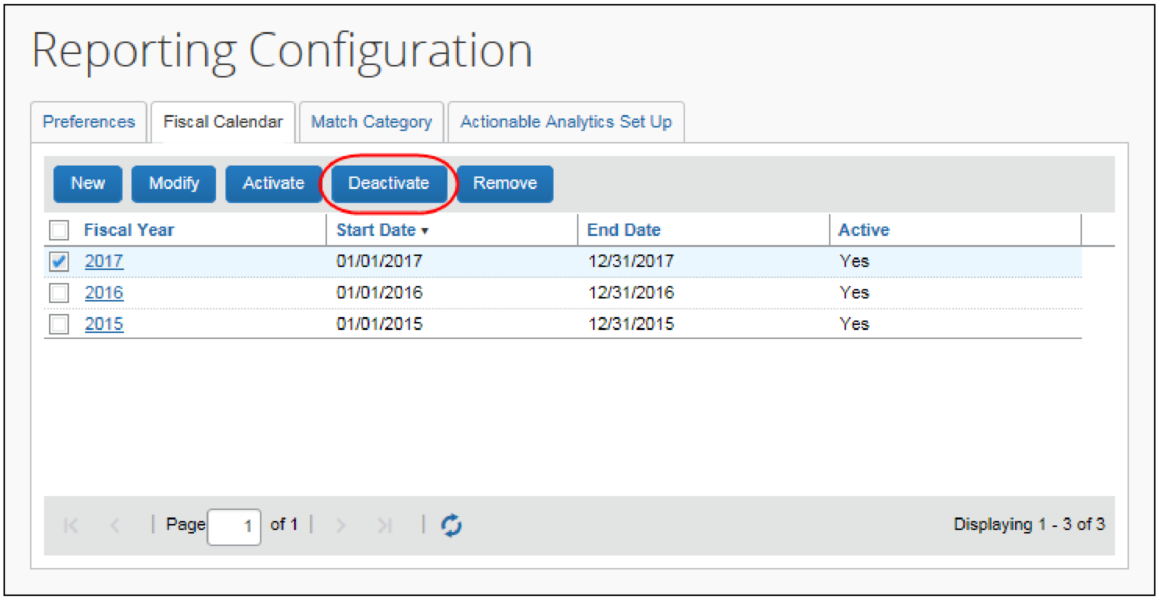
To activate a fiscal calendar year, on the **Fiscal Calendar** tab, select a fiscal year and then click **Activate**.



Deactivate a Fiscal Calendar

NOTE: The Deactivate function on the **Fiscal Calendar** tab is not recognized by Analysis / Intelligence reporting. This function is only used by the new Budget feature. It is not used by Analysis / Intelligence reporting.

To deactivate a fiscal calendar year, on the **Fiscal Calendar** tab, select a fiscal year and then click **Deactivate**.



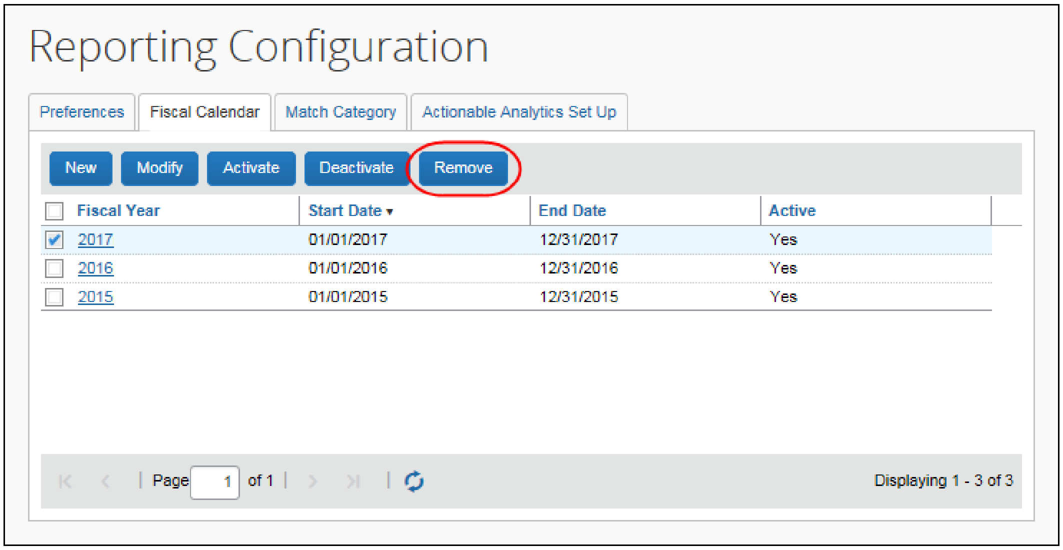
Remove a Fiscal Calendar

You can remove a fiscal year to clean up the list of available fiscal calendars to ensure old fiscal years cannot be re-activated.

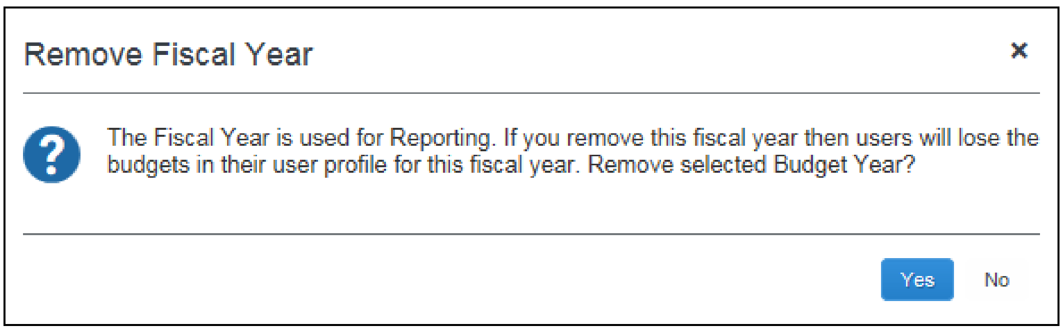
⚠ **IMPORTANT:** Removing a fiscal year will also remove any BI Manager budgets defined for the fiscal year on the **Reporting Budget** page (**Profile > Profile Settings > Reporting Settings > Reporting Budget**).

To remove a fiscal calendar year:

1. On the **Fiscal Calendar** tab, select a fiscal year and then click **Remove**.



2. In the **Remove Fiscal Year** window that appears, click **Yes**.



NOTE: The fiscal year and any BI Manager budgets defined for the fiscal year on the **Reporting Budget** page will be marked as deleted and cannot be retrieved by any user.

Activate a Fiscal Period

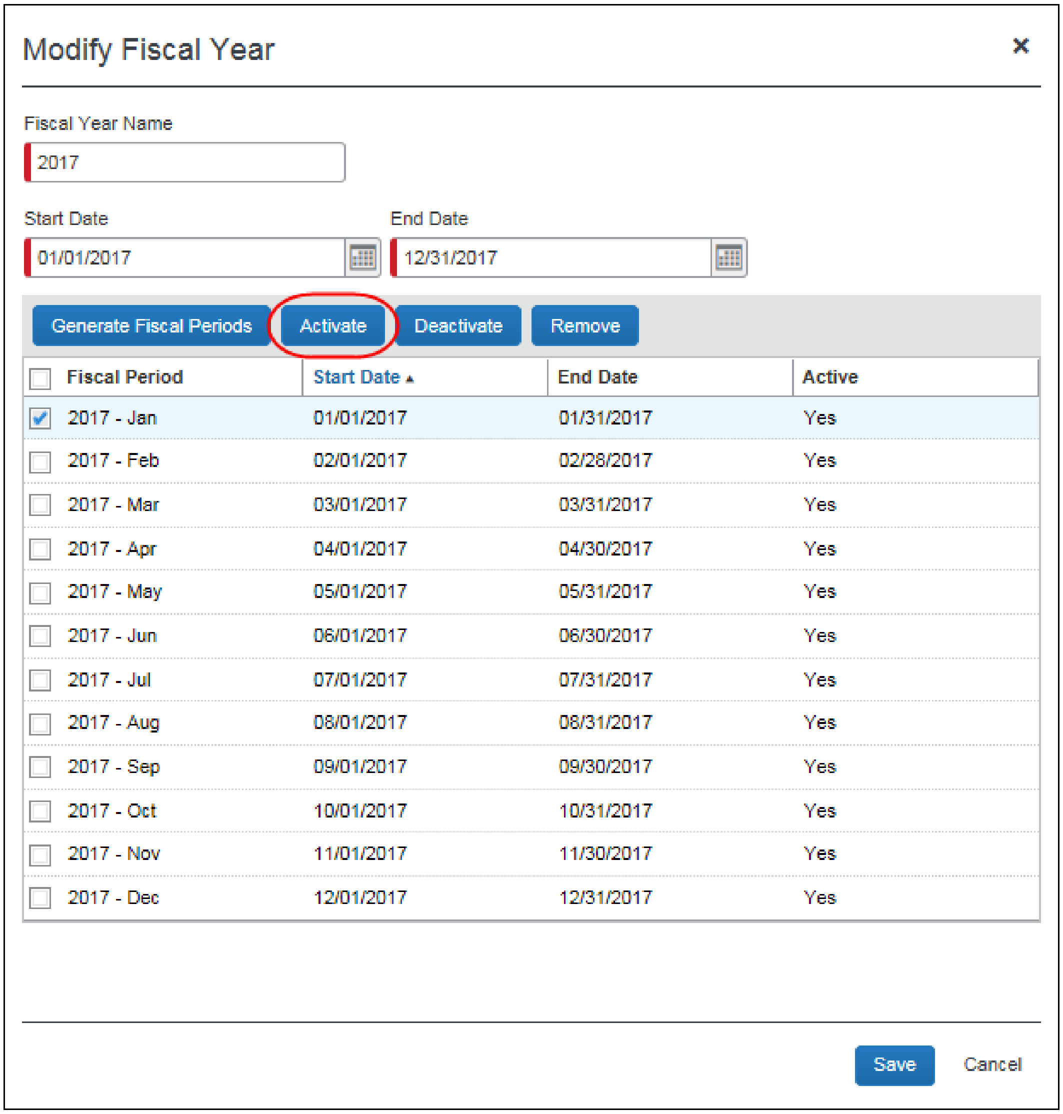
NOTE: The Activate function on the **Modify Fiscal Calendar** window is not recognized by Analysis / Intelligence reporting. This function is only used by the new Budget feature. It is not used by Analysis / Intelligence reporting.

To activate a fiscal period:

1. On the **Fiscal Calendar** tab, select a fiscal year and then click **Modify**.

   The **Modify Fiscal Year** window appears.

2. Select a fiscal period and then click **Activate**.



3. Click **Save**.

NOTE: You can activate a fiscal period of an inactive fiscal year. When you save the change, the fiscal year becomes active.

Deactivate a Fiscal Period

NOTE: The Deactivate function on the **Modify Fiscal Calendar** window is not recognized by Analysis / Intelligence reporting. This function is only used by the new Budget feature. It is not used by Analysis / Intelligence reporting.

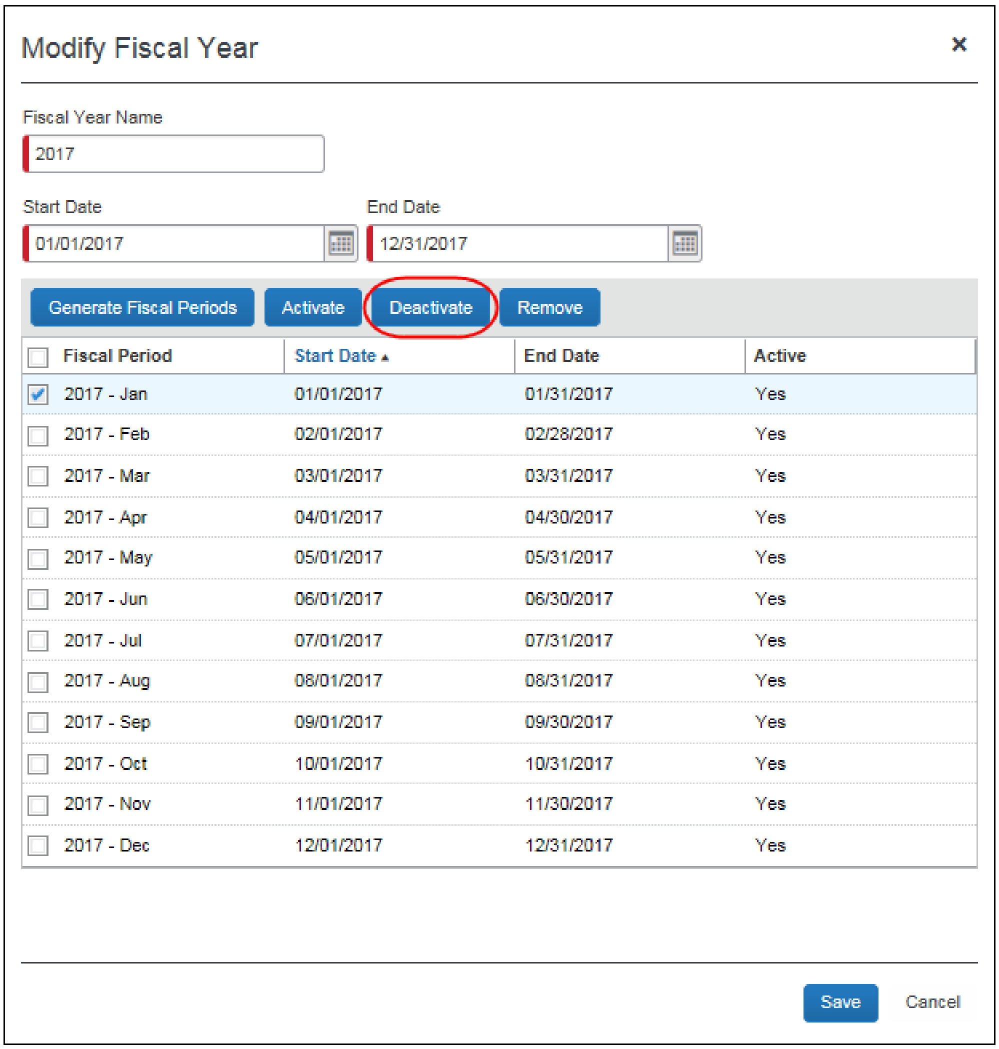
You can deactivate a fiscal period anytime. All fiscal periods that belong to the fiscal year become inactive when the year is deactivated. If all fiscal periods that belong to the fiscal year are inactive then the year is deactivated.

To deactivate a fiscal period:

1. In the **Fiscal Calendar** tab, select a fiscal year and the click **Modify**.

   The **Modify Fiscal Year** window appears.

2. Select a fiscal period and then click **Deactivate**.



3. Click **Save**.

Remove a Fiscal Period

You can remove a fiscal period to change the fiscal periods of a fiscal year. A fiscal period can be removed anytime.

The fiscal calendar will not show any fiscal periods that are marked as deleted.

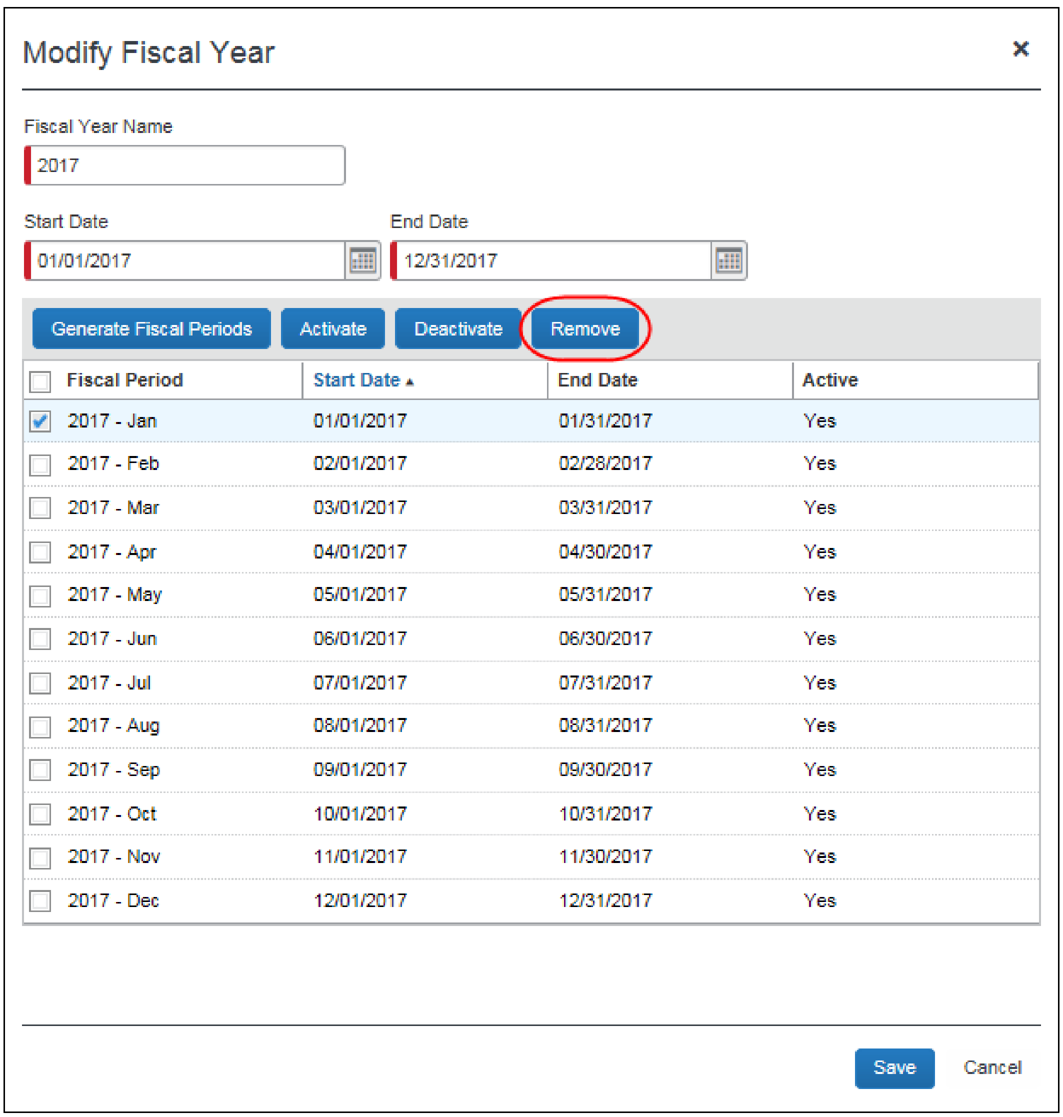
⚠ IMPORTANT: Removing fiscal periods could result in loss of BI Manager budgets.

▶ ***To remove a fiscal period:***

1. On the **Fiscal Calendar** tab, select a fiscal year and then click **Modify**.

   The **Modify Fiscal Year** window appears.

2. Select a fiscal period and then click **Remove**.



The fiscal period is removed from the fiscal year.

NOTE: The fiscal periods will be marked as deleted and cannot be retrieved by any user. Concur can decide to permanently remove any records marked as deleted.

Section 6: Match Category Tab – Expense Only

NOTE: The **Match Category** tab appears only for the Expense admin, not the Invoice admin.

The **Match Category** tab allows you to associate custom expense types to a new match category. Once associated, the reporting archive will attempt to match all expenses with that expense type to a corresponding travel booking.

If no custom expense types are mapped to a match category, the archive will only attempt to match specific standard expense types to travel bookings. This could result in inaccurate booking leakage reporting.

For example, assume that a client is concerned about airline bookings ***not*** completed through Concur Travel or through their Travel Management Company (TMC). The client has two air-specific expense types: the standard expense type *Airfare* and a custom expense type *Executive Air Travel*. By default, only *Airfare* expenses will be attempted to match to booked trips when loaded into the Reporting database. However, if the client maps the custom expense type *Executive Air Travel* to the Air Ticket match category, then both expense types will be evaluated when trying to identify a match.

Assigning a custom expense type to a match category is not required, but it is highly recommended for Intelligence clients who have many custom expense types and who wish to have accurate booking leakage reporting.

Definitions

Term	Definition
Standard Expense Types	*Standard expense types* were created by Concur and are available to all clients. The labels of a standard expense type can be changed, but there is a consistent, unique value that is used to identify expenses in Analysis/Intelligence standard reports. Standard expense types are also used when matching expenses to travel bookings. All standard expense types are included in the **Expense Type** column of the **Match Category** page.
Custom Expense Type	*Custom expense types* are created by a client and are unique to the client who created it. There are no consistent, unique values available. For this reason, custom expense types are never used in Analysis/Intelligence standard reports. All custom expense types are included in the **Expense Type** column of

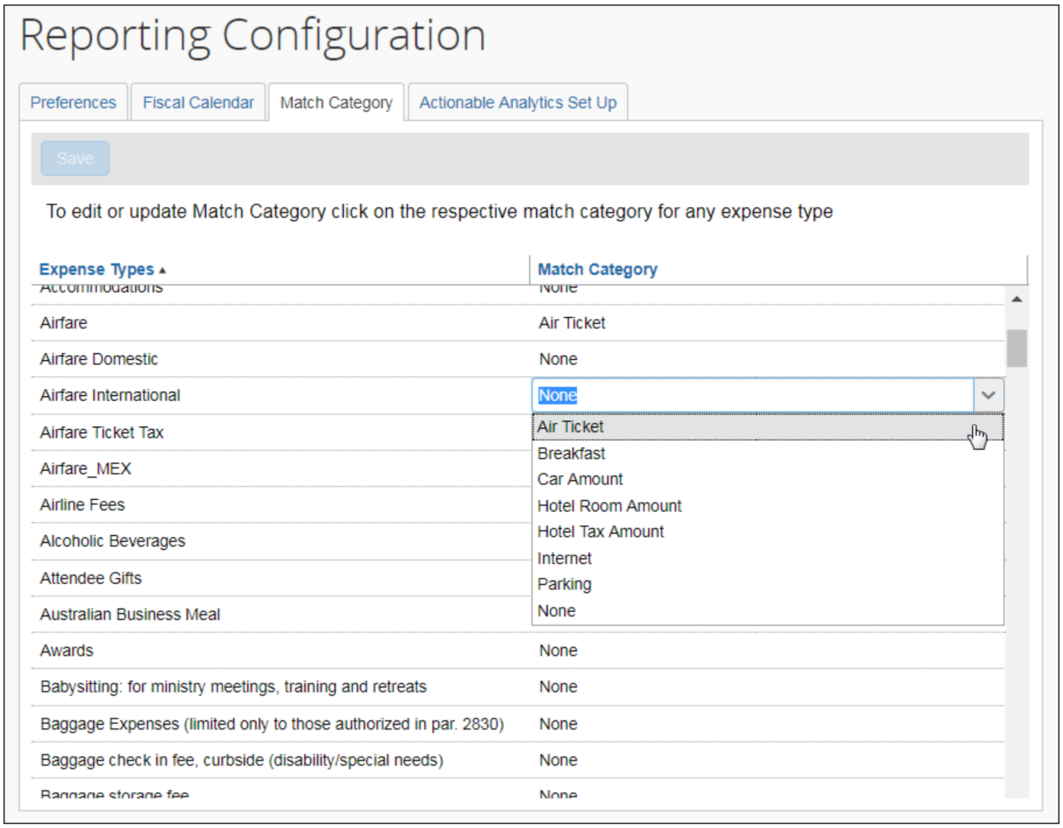
Term	Definition
	the **Match Category** page.
Match Category	A *match category* is a collection of expense types (both *standard* expense types and *custom* expense types) that are matched to travel bookings to identify booking leakage for a client. There are eight match categories: • **Air Ticket:** This match category should contain expense types related to the purchase of an airline ticket. It should be limited to the actual ticket purchase and should not include expense types related to airline fees or ancillary charges. • **Breakfast:** Many clients have negotiated free breakfast as part of the room cost. This match category should contain expense types where breakfast is a child entry to a hotel parent. This will allow Analysis/Intelligence to identify instances where a breakfast charge has been included, even though it should be free of charge. • **Car Amount:** This match category should contain expense types related to car rental. It should be limited to the actual car rental purchase and should not include expense types related to mileage or add-ons like GPS, fuels, etc. • **Hotel Room Amount:** This match category should contain expense types related to a hotel room purchase. It should be limited to the actual hotel room purchase and should not include expense types related to hotel taxes or in-room charges. • **Hotel Tax Amount:** This match category should contain expense types related to hotel room taxes. By identifying all hotel tax expense types, Analysis/Intelligence can better compare the hotel room amount (from Expense) with the hotel booked amount (from Travel) to accurately identify booking leakage. • **Internet:** Many clients have negotiated free Internet access as part of the room cost. This match category should contain expense types where Internet access is a child entry to a hotel parent. This will allow Analysis/Intelligence to identify instances where an Internet access charge has been included, even though it should be free of charge. • **Parking:** Many clients have negotiated free parking as part of the room cost. This match category should contain expense types where parking is a child entry to a hotel parent. This will allow Analysis/Intelligence to identify instances where a parking charge has been included, even though it should be free of charge. • **None:** This is the default match code for all custom expense types. If a custom expense type does not fit into one of the above categories, it should be left as None.
Booking Leakage	Any expense that does not have a corresponding travel booking (either entered through Concur Travel or by a travel agent) is considered booking leakage.

Match Category Processes

Map an Expense Type to a Match Category

To map an expense type and category:

1. On the **Reporting Configuration** page, click the **Match Category** tab.
2. Click the **Match Category** column of the desired expense type. A list of the available match categories is displayed.



3. Select the desired match category, keeping in mind that multiple expense types can be mapped to match categories.
4. Click **Save** when done.

The next time the archive runs, the system will attempt to match all mapped expense types to travel bookings.

Section 7: Actionable Analytics Set Up Tab

All of the setup steps – for the admin and the BI Manager – are discussed in the *Analysis/Intelligence: Actionable Analytics User Guide*.

Refer to the Analysis / Intelligence guides that are available on Client Support Portal or via the **Launch** link in Cognos.