

Take **Concur Invoice** to the next level with data-rich reporting

Leverage our detailed reports to get an even deeper look at your AP data and processes, create greater efficiencies, and control costs more effectively.



THE BEST RUN



You can only manage what you can measure

Automating AP management with Concur Invoice was a giant step forward for your business. To extend its value, we offer detailed reports that allow administrators of Concur Invoice to capture valuable data and better manage **accounting, administration, purchase orders,** and **persona dashboards.**

With a clearer view into AP processes, your business can:

- Keep better track of overall costs
- Mitigate overspending
- Identify outstanding liabilities
- Simplify internal audits



We have the right reports for you

Not every piece of financial data is useful to every business. To make sure you get exactly what you need, we'll work with you to determine which reporting package is right for your business.



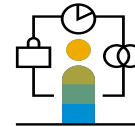
Analysis

This is our standard reporting option and comes free with Concur Invoice. As a Concur Invoice administrator, you can access and take advantage of 100 prebuilt reports. If you have other needs, Analysis allows you to create custom reports.



Intelligence

This paid service comes with 180 prebuilt reports to give your business an even more robust picture of spending. With Intelligence, you can monitor trends, create custom reports, enforce policies, and get insights that will help you make better business decisions.



Consultative Intelligence

This top-of-the-line reporting service was created to provide our customers with the expertise and consultation they need to analyze spend data thoroughly, create custom reports, and put financial data to work for you.



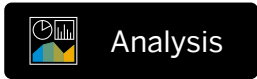
Accounting

Gain visibility into outstanding liabilities, prepare for future cash requirements, and gather insights after an invoice is created and before it's approved.

Request Accrual

Capture Service Summary

Request Accrual



Analysis

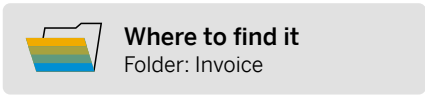
What this report offers

Invoice transactions that have either not been assigned to a payment request or have been assigned, but not yet paid.

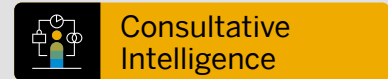
What you can do with it

Get visibility into outstanding liabilities, prepare for future cash requirements, and reduce late fees.

Approval Status	Requesting Employee	Request Name	Request ID	Created Date	Request Total	Supplier Name	Invoice Number	Invoice Date	Invoice Amount
Not Submitted		Staples(1871) 55-2563954	0C4C5EC99F6A817B19F	Jan 14, 2020	885.48	Staples	59-2563954	Jan 22, 2020	885.48
	Admin, Jennifer	Test	YE34FBB4EAF94CA830F	Jan 31, 2020	500.00	Apple Computer		Jan 31, 2020	500.00
	Admin, Jennifer				500.00				500.00
Invoice, David A	Aramark (ME3355)080534709634	A441C8E279E547C282B8	Jan 16, 2020	0.00	Aramark	000534709634	Nov 26, 2019	180.00	180.00
Invoice, David A	Aramark (ME3355)53048724747	9B40BF4C330C41A48F93	Jan 16, 2020	121.00	Aramark	53048724747	Nov 6, 2019	121.00	121.00
	CurPlan (B1992)CC83148C7521789C90879C5E) 2019100997 VEN	8C533973AC442988F5A	Jan 16, 2020	11,792.62	CurPlan	2019100997 VEN	Oct 16, 2019	11,792.62	11,792.62
	Overhead Door (P4811)30324	5A40503808444CF3646	Jan 16, 2020	555.00	Overhead Door	30324	Aug 6, 2019	555.00	555.00
	Parkhouse Tlx, INC (TW019)101-4029109630	FDH8253A6A54C000300	Jan 16, 2020	374.04	Parkhouse Tlx, INC	4029109630	Nov 25, 2019	374.04	374.04
	TMTM004)962163	AHE1F2423614221970C	Jan 16, 2020	201.27	TM	962163	May 1, 2019	201.27	201.27
Invoice, David A					13,643.93				13,143.93
Marshal, Faith	Landscapeing	E65E14F5CCF24F7A39CE	Jan 16, 2020	300.00	Mow Town Landscaping		Jan 26, 2020	300.00	300.00
Marshal, Faith					300.00				300.00
Smith, Kathy Marie	Testing	0D710B40144404203A5	Jan 23, 2020	0.00	Charleston Chlc Club	-010	May 2, 2019	0.00	0.00
Smith, Kathy Marie	Testing	0E4182078F7F546025779	Feb 21, 2020	0.00	Charleston Chlc Club	-011	May 2, 2019	0.00	0.00
Smith, Kathy Marie	Testing	0D19EA1A0044B438D3D6	Mar 23, 2020	0.00	Charleston Chlc Club	-012	May 2, 2019	0.00	0.00
					0.00				0.00



Where to find it
Folder: Invoice



Consultative
Intelligence

Why choose Consultative Intelligence?

Capturing financial data is a great start to running a better business. But few organizations have staff who can sort through, analyze, and make the most of this information.

Adding Consultative Intelligence assigns a designated expert who will work with you on your unique reporting needs.

Capture Service Summary



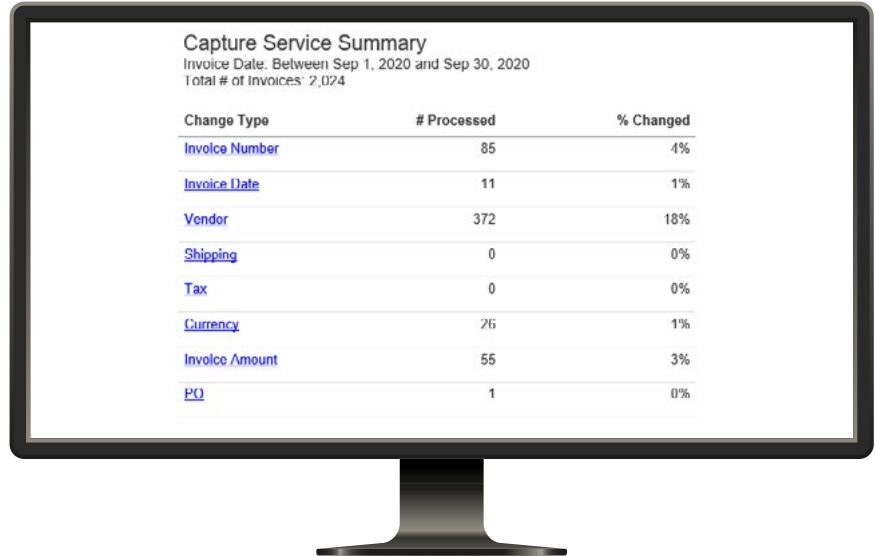
Intelligence

What this report offers

A summary of changes that occurred to an invoice after it was created, but before it was approved.

What you can do with it

Get valuable insights that will help you evaluate your organization's current AP processes and make changes necessary to streamline operations and cash flow.



Capture Service Summary
Invoice Date: Between Sep 1, 2020 and Sep 30, 2020
Total # of Invoices: 2,024

Change Type	# Processed	% Changed
Invoice Number	85	4%
Invoice Date	11	1%
Vendor	372	18%
Shipping	0	0%
Tax	0	0%
Currency	26	1%
Invoice Amount	55	3%
PO	1	0%



Where to find it

Folder: Invoice

A woman in a light blue shirt and a man in a dark green sweater are standing in an office, looking at a computer monitor. The woman is on the left, and the man is on the right, gesturing with his hands as if explaining something. The background shows office glass partitions and a blurred interior.

Administration

Quickly identify money owed, ensure your executive team has key metrics, and more.

Request Aging

Invoice Briefing Summary

Request Aging



Analysis

What this report offers

A summary of how much is money owed and to whom.

What you can do with it

Quickly identify open liabilities, pay vendors on time to maintain good relationships, and prevent cash flow surprises.

REQUEST AGING									
Invoice Date: Between Jan 1, 2019 and Jan 31, 2019									
Supplier Name	Request Name	Request ID	Supplier Invoice Number	Invoice Date	0.30	31.60	61.90	90+*	
A Johnson Heating Cooling	TEST Invoice	401021891C4341E18432		Jan 9, 2019	0.00	0.00	0.00	0.00	
	test	8EC8402CA2924F7D8C0E		Jan 9, 2019	0.00	0.00	0.00	100.00	
A Johnson Heating Cooling					0.00	0.00	0.00	100.00	
Apple Computer	Apple Computers Ipads	676D9595669541EE8710	5000463003	Jan 16, 2019	0.00	0.00	0.00	17,980.00	
	Ipads	51E4AD62A2754782B628	5000463023	Jan 16, 2019	0.00	0.00	0.00	17,980.00	
	Macbook Pro	4502AB9618FC43A69148	5000463024	Jan 16, 2019	0.00	0.00	0.00	17,980.00	
Apple Computer					0.00	0.00	0.00	53,940.00	
Green Thumb Landscaping	landscaping	1CBF031A4E8F4092BFE6		Jan 23, 2019	0.00	0.00	0.00	100.00	
Green Thumb Landscaping					0.00	0.00	0.00	100.00	
NEFCO Corporation	Speaking fee for LMG Conference	C3E321BE9A5D4FA7A00A		Jan 3, 2019	0.00	0.00	0.00	1,500.00	
	Speaking Fee LMG	FB83789C37AF45F0B4FD		Jan 4, 2019	0.00	0.00	0.00	1,200.00	
	Benefit	FFB36AC65FDF492882EF		Jan 5, 2019	0.00	0.00	0.00	1,250.00	
NEFCO Corporation					0.00	0.00	0.00	3,950.00	
Summary					0	0	0	58,090	



Where to find it
Folder: Invoice

Invoice Briefing Summary



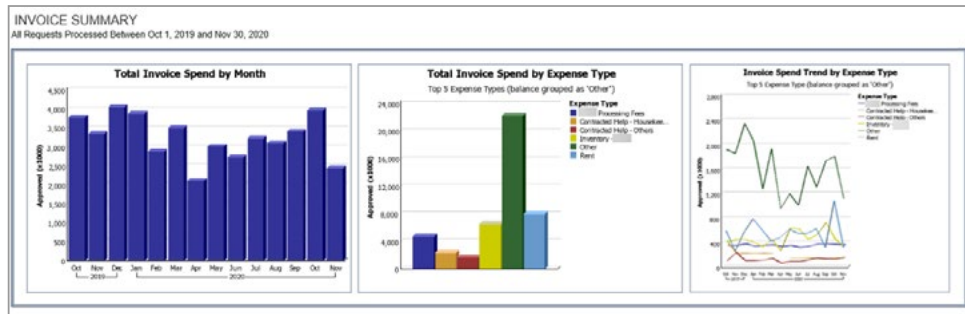
Intelligence

What this report offers

Graphic representations of several key metrics in a dashboard-like display.

What you can do with it

Quickly create a single, high-level report that will allow your executive team to evaluate and make decisions based on multiple key values.



Where to find it

Folder: Invoice



Consultative
Intelligence

How does Consultative Intelligence work?

Your consultant will first take time to learn about your specific goals, challenges, and business needs.

Once a reporting strategy is established for you, we'll develop custom reports and dashboards, automatically run and distribute reports on your behalf, and fine-tune existing reports to make them even more effective.

A man in a dark suit and light purple shirt is sitting in a row of grey office chairs, working on a laptop. He is looking towards the right. The background is a blurred office environment with a red wall and a window. The text is overlaid on the left side of the image.

Purchase Orders

Get more visibility into spending to better predict cash flow and control budgets.

Purchase Orders and Associated Payment Requests

Purchase Orders and Associated Payment Requests



Analysis

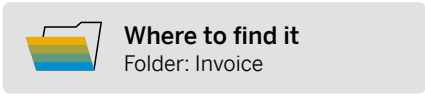
What this report offers

A detailed view of all purchase orders and the associated payment requests.

What you can do with it

See only payment requests that have an associated PO, quickly determine PO status, predict cash flow, and control budgets.

PURCHASE ORDERS AND ASSOCIATED PAYMENT REQUESTS																			
Purchase Order Date: Nov 1, 2020 to Nov 30, 2020																			
Purchase Order Requesting Company Name	Order Date	Requested By	Purchase Order Number	Purchase Order Name	Supplier Name	Status	Total Amount	Outstanding Balance	Invoices Booked					Total Invoice Amount Applied to PO					
Request Name									Request Name	Description	Request ID	Created Date	Supplier Name	Invoice Number	Invoice Date	Approval Status	Payment Status	Total Invoice Approved Amount	Total Invoice Amount Applied to PO
US Order	Nov 2, 2020		AG2839		Vendor	Transmitted to Vendor	41.00	-52.42				Nov 2, 2020		2551830	Nov 3, 2020	Approved	Extracted	933.42	933.42
			AG2849			Transmitted to Vendor	103.00	-65.09				Nov 11, 2020		78919201	Nov 12, 2020	Not Submitted	Not Paid	160.89	168.89
			AG2841			Transmitted to Vendor	104.92	-54.97				Nov 8, 2020		120012292	Nov 8, 2020	Approved	Extracted	240.89	249.86
			AG2854			Transmitted to Vendor	4,243.20	-452.87				Nov 15, 2020		564834206	Nov 4, 2020	Approved	Extracted	4,645.32	4,645.32



Where to find it
Folder: Invoice



Is Consultative Intelligence more than creating reports?

In addition to creating custom reports, your consultant will also help you interpret report results, as well as suggest other ways that data can be leveraged across your organization.

With this comprehensive view and understanding of your business, you'll be better equipped to make more informed decisions, simplify spend management, and set your business up for success.



Persona Dashboards

Use this report to get key insights on payment and purchase requests and see their impact on cash flow.

Invoice Management Overview

Invoice Management Overview



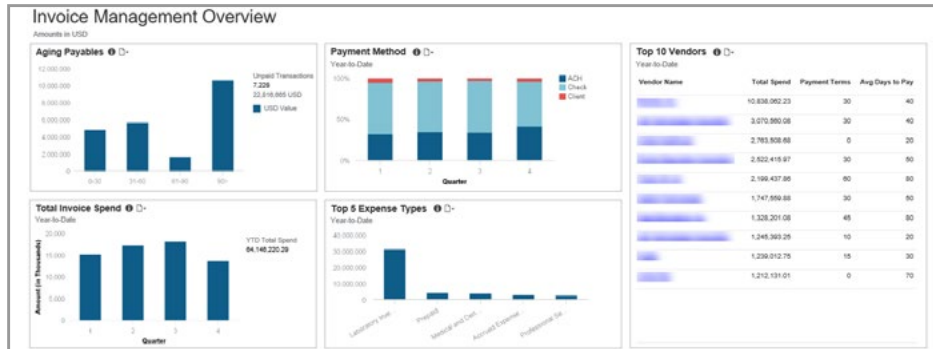
Intelligence

What this report offers

Key metrics for your payment and purchase requests, as well as at-a-glance views of their lifecycles.

What you can do with it

Track metric trends, see their impact on cash flow, and evaluate the need for changes that will optimize the procurement process.



Where to find it

Folder: Persona Dashboards



Consultative
Intelligence

What has Consultative Intelligence helped businesses do?

- Examine processing times and highlight any inefficiencies
- Track invoice lifecycles from purchase request to processing
- Better manage cash flow overall

Learn More

For more information on Concur Invoice reporting, please contact your Client Success Manager or Client Sales Executive.

Additional training materials can be found at www.concurtraining.com.



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EB INVOICE REPORTING enUS (01/21)

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