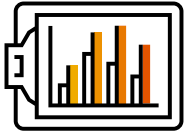




SAP Concur 

## Analytics

Analytics is the buy-up reporting platform for SAP Concur located directly within your Concur T&E solution. The increased functionality in Analytics allows you to get a more customizable view of your data by editing, filtering, and personalizing your reports/dashboards, and provides the ability to schedule reports for distribution.



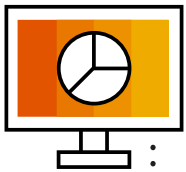
### Why use it?

- See a consolidated view of your data in near real-time
- Personalize data views with interactive dashboards and reports
- Empower yourself and key stakeholders with the information needed to understand and impact the bottom line
- Manage spend proactively with alerts and reports delivered directly to inboxes



### Best practices

- Reference the tile catalog to customize your dashboard view with the KPIs most useful for your organization.
- Schedule reports to be delivered on the cadence you choose to key stakeholders.
- Customize reports to meet your unique data needs.
- Add cost object tracking fields into reports to track spend by cost center.
- Collaborate with other users by sharing reports and dashboards.



### Top reports

- **Expense Entry Analysis:** Allows for detailed investigation into processed spend. This report lists expenses including expense type, payment type, and amount. It can be filtered, grouped, or sorted to meet a wide variety of analytical needs.
- **Billed Transaction Reconciliation Details:** Provides a summary of company billed statement transactions to assist with reconciling credit card transactions.
- **Credit Card Transactions:** Lists all credit card transaction details imported into Concur Expense.
- **Invoice Accrual:** Allows for a detailed investigation into invoiced spend data.