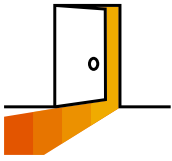




Take Advantage of SAP Concur's Detailed, **Actionable Reports**

Intelligent reporting can help you solve your business problems, control costs, and more effectively manage your expense and travel programs. We've got a number of best practice resources to help you get started with reporting and get the most from SAP® Concur®.



Where should I start?

The best place to get an overview on reporting is the [SAP Concur Training](#) website. There'll be a selection of best practice guides and online training sessions available depending on the level of service that you have. You can log in to Concur Travel and Expense and check the Reporting menu to find out whether you have the 'Analysis' or 'Intelligence' service.



How can I make the most of my existing program?

We recommend starting with the [Reporting Optimisation Guide](#) that highlights key metrics and common reports that you can use. The guide answers questions such as:

- What should I be looking for in my data?
- Which reports should I be using?
- How do I make improvements?



Tips & Trix

Have a read through the [Tips & Trix sheet](#) on the Client Hub. It will provide you and your team with some useful tips on how to make the most of your SAP Concur.



Are there any other services available?

Contact your SAP Concur team if you'd like any further information around getting the most out of reporting. You can also check out SAP Concur's [Extended Services](#) for more ways to get greater visibility into your organisation's travel and expense spend.

SAP Concur gives you more visibility and control over your travel and expense data than ever before – so make sure you take advantage of any insights along the way with our reporting tools.