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Available to:	<input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Intelligence
Uses:	<input checked="" type="checkbox"/> Expense Data <input type="checkbox"/> Travel / TripLink Data

Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 20, 2021	Updated the copyright year; no other changes
September 19, 2020	Updated the Prompts page and report images for the Expense Accrual and Expense Accrual by Date Range reports. The Country and Countries labels were renamed to Country/Region and Countries/Region .
January 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide
January 12, 2019	Changed the copyright and updated the Prompts page image for the Expense Accrual and Expense Accrual by Date Range reports to include the new blank selection for the Countries prompt
December 8, 2018	Added additional information about report prompts and reports to the reports in the Accrual folder
January 13, 2018	Changed copyright; no other content changes
December 15 2016	Changed copyright; no other content changes
March 23 2016	Changed the text under the heading from Travel Data to Travel / TripLink Data ; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 2: Folder – Accrual

Report: Expense Accrual

Available to: Analysis Intelligence
 Uses: Expense Data Travel / TripLink Data

This report shows all transactions that have *not* been assigned to an expense report or have been assigned to an expense report that has *not* yet been paid. It provides visibility to financial professionals within the organization regarding outstanding liabilities and potential future cash requirements.

Report Prompts

EXPENSE ACCRUAL

Prompts

Date

Accrual Date:

Payment Types

Payment Types:

- Cash
- Cash Advance Return
- Cash/Personal Card
- Company
- Company Paid
- Employee
- IBCP
- IBIP
- Pending Card Transaction
- Personal
- Test

Select all Deselect all

Options

Options

Countries/Region:

AFGHANISTAN
ALBANIA
ALGERIA
AMERICAN SAMOA
ANDORRA
ANGOLA
ANGUILLA
ANTARCTICA
ANTIGUA AND BARBUDA
ARGENTINA

Select all Deselect all

Employees:

Keywords:
Type one or more keywords separated by spaces.

Search

Options

Results:

Select all Deselect all

Choice:

Select all Deselect all

Cancel Finish

Date Prompt

- **Accrual Date:** Used to filter the report by the date range that the transactions were accrued

Payment Types Prompt

- **Payment Types:** Used to filter the report by the method(s) by which the employees paid for the expenses

Options Prompts

- **Countries/Region:** Used to filter the report by the country(ies)/region(s) where the expenses were incurred
- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

EXPENSE ACCRUAL				
Accrual Date: Sep 1, 2020				
Payment type: AMEX Corp APAC IBCP, Amex Corporate Card CBCP, Amex Corporate Card IBCP, Amex Corporate Card CBCP, Corporate Card IBCP (offsets applied), EURO Corp Card CBCP, Elavon/VISA Corporate Card IBCP, Empl TESTUSER EURO Corp Card CBCP, TESTUSER MASTERCARD Corp Card CBCP, TESTUSER VISA Corp Card CBCP				
Countries/Region: UNITED STATES				
Employees:				
Payment Type	Approval Status	Report Name	Date First Submitted	Vendor
()				
Amex Corporate Card IBIP	Unassigned			MONTEGO BAY GRILL &
Amex Corporate Card IBIP	Unassigned			STAPLES #79
Amex Corporate Card IBIP	Unassigned			WEGMANS TILGHMAN STR
Amex Corporate Card IBIP	Unassigned			APPLEBEE'S
Amex Corporate Card IBIP	Unassigned			CAFE BACHI'S
Amex Corporate Card IBIP	Unassigned			ATLANTIC FISH AND FABULOU
Amex Corporate Card IBIP	Unassigned			XSPORT FITNESS ROOSEVELT
Amex Corporate Card IBIP	Unassigned			PANERA BREAD
Amex Corporate Card IBIP	Unassigned			AUDI NORTH SCOTTSDALE
Amex Corporate Card IBIP	Unassigned			WEGMANS SUPERMARKET 94
Amex Corporate Card IBIP	Unassigned			SAKE CAFE
Amex Corporate Card IBIP	Unassigned			ABOFF'S PAINT & WALL #25
Amex Corporate Card IBIP	Unassigned			HOME DEPOT 1206
Amex Corporate Card IBIP	Unassigned			THOMSONS MEAT MARKET
Amex Corporate Card IBIP	Unassigned			LIRR TVM'S
Amex Corporate Card IBIP	Unassigned			HILTON GARDEN INN ROCHSTR
Amex Corporate Card IBIP	Unassigned			WEIGHT WATCHERS.COM,INC
Amex Corporate Card IBIP	Unassigned			SHELL OIL
Amex Corporate Card IBIP	Unassigned			NY BAGELS & DELI
Amex Corporate Card IBIP	Unassigned			PLATZS INN

Chapter 2: Folder – Accrual

ate Card IBCP, Amex Corporate Card IBIP, Amex MM Corporate Card IBCP, Amex MM IBCP, BoA Corporate Card IBCP, BoA Japan Cor
n/VISA Corporate Card IBCP, Employee, Korea Exchange Bank Visa, Out of Pocket, Pending Card Transaction, Personal Credit Card, Pr
P, TESTUSER VISA Corp Card CBCP, TESTUSER VISA PROCUREMENT CARD CBCP, Test Amex Corporate Card IBCP, VISA Corpora

Vendor	Posted Date	Transaction Date	Country/Region	Reimbursement Currency	Posted Amount
MONTEGO BAY GRILL &	Jul 12, 2009	Jul 10, 2009	UNITED STATES		13.95
STAPLES #79	Jul 15, 2009	Jul 13, 2009	UNITED STATES		159.48
WEGMANS TILGHMAN STR	Jul 15, 2009	Jul 13, 2009	UNITED STATES		52.53
APPLEBEE'S	Jul 15, 2009	Jul 13, 2009	UNITED STATES		87.10
CAFE BACHI'S	Jul 15, 2009	Jul 13, 2009	UNITED STATES		278.00
ATLANTIC FISH AND FABULOU	Jul 16, 2009	Jul 14, 2009	UNITED STATES		85.01
XSPORT FITNESS ROOSEVELT	Jul 16, 2009	Jul 14, 2009	UNITED STATES		45.00
PANERA BREAD	Jul 17, 2009	Jul 15, 2009	UNITED STATES		130.41
AUDI NORTH SCOTTSDALE	Jul 19, 2009	Jul 17, 2009	UNITED STATES		313.41
WEGMANS SUPERMARKET 94	Jul 22, 2009	Jul 20, 2009	UNITED STATES		24.49
SAKE CAFE	Jul 24, 2009	Jul 22, 2009	UNITED STATES		75.05
ABOFF'S PAINT & WALL #25	Jul 25, 2009	Jul 23, 2009	UNITED STATES		53.22
HOME DEPOT 1206	Jul 25, 2009	Jul 23, 2009	UNITED STATES		4.11
THOMSONS MEAT MARKET	Jul 25, 2009	Jul 23, 2009	UNITED STATES		9.76
LIRR TVM'S	Jul 26, 2009	Jul 25, 2009	UNITED STATES		21.50
HILTON GARDEN INN ROCHSTR	Jul 26, 2009	Jul 25, 2009	UNITED STATES		941.31
WEIGHT WATCHERS.COM,INC	Jul 28, 2009	Jul 26, 2009	UNITED STATES		16.95
SHELL OIL	Jul 28, 2009	Jul 26, 2009	UNITED STATES		37.00
NY BAGELS & DELI	Jul 29, 2009	Jul 28, 2009	UNITED STATES		56.16
PLATZS INN	Jul 30, 2009	Jul 28, 2009	UNITED STATES		27.18

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Accrual Date	ParamDisplayValue('AccrualDate')	Displays the date range from the Accrual Date prompt on the Prompts page
Payment Type	' '+ParamDisplayValue('PaymentType')	Displays the payment type(s) from the Payment Types prompt on the Prompts page
Countries/Region	' '+ParamDisplayValue('countryParam')	Displays the country(ies)/region(s) from the Countries/Region prompt on the Prompts page
Employees	' '+ParamDisplayValue('Employee')	Displays the employee name(s) from the Employees prompt on the Prompts page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Payment Type	<Payment Type>	[Union1].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
		[Expense].[Entry Information].[Payment Type], [Expense].[Credit Card Accounts].[Payment Type]	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approval Status	<Approval Status>	<p>[Union1].[Approval Status]</p> <pre>v[Expense].[Report Dates and Statuses].[Approval Status], case WHEN # sq(\$runLocale)# = 'zh-cn' THEN '未分配' WHEN # sq(\$runLocale)# = 'zh-tw' THEN '未指派' WHEN # sq(\$runLocale)# = 'en' THEN 'Unassigned' WHEN # sq(\$runLocale)# = 'en-gb' THEN 'Unassigned' WHEN # sq(\$runLocale)# = 'fr' THEN 'Non affecté' WHEN # sq(\$runLocale)# = 'de' THEN 'Nicht zugewiesen' WHEN # sq(\$runLocale)# = 'ja' THEN '未割り当て' WHEN # sq(\$runLocale)# = 'it' THEN 'Non assegnato' WHEN # sq(\$runLocale)# = 'ko' THEN '지정 안 됨' WHEN # sq(\$runLocale)# = 'sv' THEN 'Ej tilldelad' WHEN # sq(\$runLocale)# = 'nl' THEN 'Niet-toegewezen' WHEN # sq(\$runLocale)# = 'cs' then 'Nepřřazeno' WHEN # sq(\$runLocale)# = 'pt-BR' then 'Sem atribuiçãõ' WHEN # sq(\$runLocale)# = 'es' then 'No asignado' else 'Unassigned' end</pre>	Status of the expense report in the approval process
Report Name	<Report Name>	<p>[Union1].[Report Name]</p> <pre>[Expense].[Report Header Information].[Report Name]</pre>	Employee-entered name of the expense report

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Date First Submitted	<Date First Submitted>	[Union1].[Date First Submitted]	Date that the expense report was first submitted for approval NOTE: If the report was returned to the employee and had to be resubmitted, this date is the date the report was first submitted.
		[Expense].[Report Dates and Statuses].[First Submitted Date]	
Vendor	<Merchant>	[Union1].[Merchant]	Vendor associated with the expense
		[Expense].[Entry Information].[Vendor], [Expense].[Credit Card Transactions].[Merchant]	
Posted Date	<Posted Date>	[Union1].[Posted Date]	Date the transaction was posted to the credit card's systems
		[Expense].[Credit Card Transactions].[Posted Date], [Expense].[Credit Card Transactions].[Posted Date]	
Transaction Date	<Transaction Date>	[Union1].[Transaction Date]	Date that the expense was incurred
		[Expense].[Entry Information].[Transaction Date], [Expense].[Credit Card Transactions].[Transaction Date]	
Country/Region	<Country>	[Union1].[Country]	Country/Region where the expense was incurred
		[Expense].[Entry Information].[Country]	
Reimbursement Currency	<Reimbursement Currency>	[Union1].[Reimbursement Currency]	Currency in which the employee is reimbursed
		[Expense].[Entry Information].[Reimbursement Currency], [Expense].[Credit Card Transactions].[Reimbursement Currency]	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Posted Amount	<Posted Amount>	<p>[Union1].[Posted Date]</p> <p>[Expense].[Entry Information].[Expense Amount (reimbursement currency)], CASE WHEN [Expense].[Credit Card Accounts].[Employee Key] = -1 THEN [Expense].[Credit Card Transactions].[Posted Amount (credit card currency)] ELSE [Expense].[Credit Card Transactions].[Posted Amount (reimbursement currency)] END</p>	Amount of the expense, converted as needed to the employee's reimbursement currency
N/A	<Employee + Employee ID>	<p>[Union1].[Employee]+'([Union1].[Employee ID]++)'</p> <p>[Expense].[Report Header Information].[Employee] + [Expense].[Report Header Information].[Employee ID], [Expense].[Credit Card Accounts].[Employee] + [Expense].[Credit Card Accounts].[Employee ID]</p>	Employee last name, first name, and middle initial + Unique number or code that identifies the employee

Report: Expense Accrual by Date Range

Available to: Analysis Intelligence
 Uses: Expense Data Travel / TripLink Data

This report shows all transactions that are not been assigned to an expense report or have been assigned to an expense report that has not yet been paid over a user-defined date range. It provides visibility to financial professionals within the organization regarding outstanding liabilities and potential future cash requirements.

Report Prompts

Expense Accrual by Date Range

Prompts

Date

Transaction Date:

From:

To:

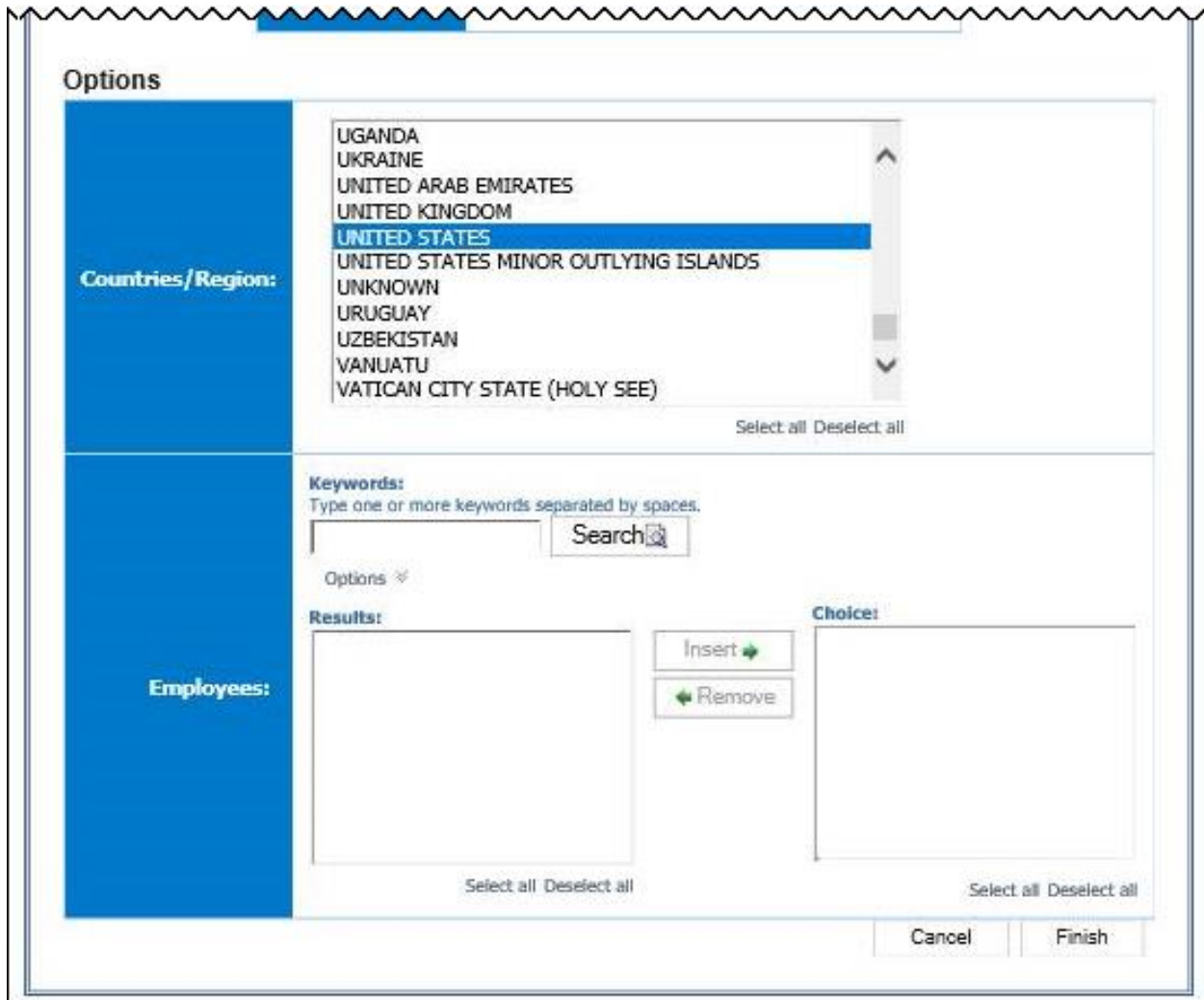
Payment Types

Payment Types:

- Procurement Card CBCP
- SEB MasterCard IBCP
- TESTUSER AMEX Corp Card CBCP
- TESTUSER Amex Corporate Card IBIP
- TESTUSER EURO Corp Card CBCP
- TESTUSER MASTERCARD Corp Card CBCP
- TESTUSER VISA Corp Card CBCP
- TESTUSER VISA PROCUREMENT CARD CBCP
- Test Amex Corporate Card IBCP
- VISA Corporate Card CBCP
- VISA Corporate Card IBCP

Select all Deselect all

Options



Date Prompt

- **Transaction Date:** Used to filter the report by the date range that the transactions were incurred

Payment Types Prompt

- **Payment Types:** Used to filter the report by the method(s) by which the employees paid for the expenses

Options Prompts

- **Countries/Region:** Used to filter the report by the country(ies)/region(s) where the expenses were incurred
- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Expense Accrual by Date Range									
Transaction Date: Between Sep 1, 2020 and Sep 9, 2020									
Payment Type	Approval Status	Report Name	Date First Submitted	Vendor	Posted Date	Transaction Date	Country/Region	Reimbursement Currency	Posted Amount
BoA Corporate Card IBCP	Unassigned			ZOOM VIDEO COMMUNICATION	Sep 7, 2020	Sep 4, 2020	UNITED STATES	EUR	16.23
									16.23
Amex Corporate Card IBIP	Unassigned			FINISH LINE	Sep 5, 2020	Sep 1, 2020	UNITED STATES	CNY	685.22
									685.22
Amex Corporate Card IBCP	Unassigned			AMAZON WEB SERVICES LLC	Sep 3, 2020	Sep 2, 2020	UNITED STATES	JPY	3,186.00
									3,186.00

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('dateRangeParam')	Displays the date range from the Transaction Date prompt on the Prompts page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Employee + Employee ID>	[Union1].[Employee]+' ('+[Union1].[Employee ID]++)' [Expense].[Report Header Information].[Employee] + [Expense].[Report Header Information].[Employee ID], [Expense].[Credit Card Accounts].[Employee] + [Expense].[Credit Card Accounts].[Employee ID]	Employee last name, first name, and middle initial + Unique number or code that identifies the employee
Payment Type	<Payment Type>	[Union1].[Payment Type] [Expense].[Entry Information].[Payment Type], [Expense].[Credit Card Accounts].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approval Status	<Approval Status>	<p>[Union1].[Approval Status]</p> <pre>v[Expense].[Report Dates and Statuses].[Approval Status], case WHEN # sq(\$runLocale)# = 'zh-cn' THEN '未分配' WHEN # sq(\$runLocale)# = 'zh-tw' THEN '未指派' WHEN # sq(\$runLocale)# = 'en' THEN 'Unassigned' WHEN # sq(\$runLocale)# = 'en-gb' THEN 'Unassigned' WHEN # sq(\$runLocale)# = 'fr' THEN 'Non affecté' WHEN # sq(\$runLocale)# = 'de' THEN 'Nicht zugewiesen' WHEN # sq(\$runLocale)# = 'ja' THEN '未割り当て' WHEN # sq(\$runLocale)# = 'it' THEN 'Non assegnato' WHEN # sq(\$runLocale)# = 'ko' THEN '지정 안 됨' WHEN # sq(\$runLocale)# = 'sv' THEN 'Ej tilldelad' WHEN # sq(\$runLocale)# = 'nl' THEN 'Niet-toegewezen' WHEN # sq(\$runLocale)# ='cs' then 'Nepřirazeno' WHEN # sq(\$runLocale)# ='pt- BR' then 'Sem atribuição' WHEN # sq(\$runLocale)# ='es' then 'No asignado' else 'Unassigned' end</pre>	Status of the expense report in the approval process
Report Name	<Report Name>	<p>[Union1].[Report Name]</p> <pre>[Expense].[Report Header Information].[Report Name]</pre>	Employee-entered name of the expense report

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Date First Submitted	<Date First Submitted>	[Union1].[Date First Submitted]	Date that the expense report was first submitted for approval NOTE: If the report was returned to the employee and had to be resubmitted, this date is the date the report was first submitted.
		[Expense].[Report Dates and Statuses].[First Submitted Date]	
Vendor	<Merchant>	[Union1].[Merchant]	Vendor associated with the expense
		[Expense].[Entry Information].[Vendor], [Expense].[Credit Card Transactions].[Merchant]	
Posted Date	<Posted Date>	[Union1].[Posted Date]	Date the transaction was posted to the credit card's systems
		[Expense].[Credit Card Transactions].[Posted Date], [Expense].[Credit Card Transactions].[Posted Date]	
Transaction Date	<Transaction Date>	[Union1].[Transaction Date]	Date that the expense was incurred
		[Expense].[Entry Information].[Transaction Date], [Expense].[Credit Card Transactions].[Transaction Date]	
Country/Region	<Country>	[Union1].[Country]	Country/Region where the expense was incurred
		[Expense].[Entry Information].[Country]	
Reimbursement Currency	<Reimbursement Currency>	[Union1].[Reimbursement Currency]	Currency in which the employee is reimbursed
		[Expense].[Entry Information].[Reimbursement Currency], [Expense].[Credit Card Transactions].[Reimbursement Currency]	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Posted Amount	<Posted Amount>	<p>[Union1].[Posted Date]</p> <p>[Expense].[Entry Information].[Expense Amount (reimbursement currency)], CASE WHEN [Expense].[Credit Card Accounts].[Employee Key] = -1 THEN [Expense].[Credit Card Transactions].[Posted Amount (credit card currency)] ELSE [Expense].[Credit Card Transactions].[Posted Amount (reimbursement currency)] END</p>	Amount of the expense, converted as needed to the employee's reimbursement currency

Report: Top Employees with Unassigned or Unsubmitted CC Transactions

Available to: Analysis Intelligence
 Uses: Expense Data Travel / TripLink Data

This report lists the top ten employees with the highest amount of unassigned or unsubmitted company card transactions.

Report Prompts

Top Employees with Unassigned or Unsubmitted Credit Card Transactions

Prompts

Date Range

Posted Date:	From: <input style="width: 100%;" type="text" value="May 4, 2010"/>
	To: <input style="width: 100%;" type="text" value="May 4, 2010"/>

Date Range Prompt

- **Posted Date:** Used to filter the report by the date range that the transactions were posted to the credit card's systems

Report Output

Top Employees with Unassigned or Unsubmitted Credit Card Transactions					
Posted Date: Between Jan 1, 2015 and Dec 5, 2018					
Employee	Assigned	Default Expense Type	Reimbursement Currency	Posted Amount	Posted Amount (rpt) - USD
Peters, John M	Unsubmitted	Catering	USD	151.96	151.96
		Computer accessories	USD	2,308.21	2,308.21
		Entertainment-Other	USD	303.92	303.92
		Internet	USD	10,537.02	10,537.02
		Materials	USD	854.00	854.00
		Office Supplies	USD	2,542.86	2,542.86
		Postage	USD	233.85	233.85
		Unsubmitted			16,931.82
Peters, John M				19,616.50	19,616.50
Smith, Amy	Unsubmitted	Catering	GBP	453.66	607.15
		Computer accessories	GBP	597.30	799.39
		Internet	GBP	10,485.74	14,033.44
		Office Supplies	GBP	2,530.48	3,386.62
		Postage	GBP	232.72	311.45
		Services	GBP	2,549.53	3,412.13
		Unsubmitted			16,849.43
Smith, Amy				16,849.43	22,550.18

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Posted Date	ParamDisplayValue('postedDateParam')	Displays the date range from the Posted Date prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	<p>Unassigned: if([Expense].[Credit Card Accounts].[Employee Key]= -1) then ([Expense].[Credit Card Accounts].[Name on Card]) else ([Expense].[Credit Card Accounts].[Employee])</p> <p>Unsubmitted: [Expense].[Report Header Information].[Employee]</p>	<p>Unassigned: Name on the corporate card, as supplied by the credit card vendor or the name of the employee to whom the card has been assigned</p> <p>NOTE: Not all cards may be assigned to an employee.</p> <p>Unsubmitted: Employee last name, first name, and middle initial</p>

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Assigned	<Assigned>	<pre> case WHEN # sq(\$runLocale)# = 'zh-cn' THEN '未分配' WHEN # sq(\$runLocale)# = 'zh-tw' THEN '未指派' WHEN # sq(\$runLocale)# = 'en-gb' THEN 'Unassigned' WHEN # sq(\$runLocale)# = 'fr' THEN 'Non affecté' WHEN # sq(\$runLocale)# = 'de' THEN 'Nicht zugewiesen' WHEN # sq(\$runLocale)# = 'ja' THEN '未割り当て' WHEN # sq(\$runLocale)# = 'it' THEN 'Non assegnato' WHEN # sq(\$runLocale)# = 'ko' THEN '지정 안 됨' WHEN # sq(\$runLocale)# = 'sv' THEN 'Ej tilldelad' WHEN # sq(\$runLocale)# = 'nl' THEN 'Niet-toegewezen' WHEN # sq(\$runLocale)# ='cs' then 'Nepřřazeno' WHEN # sq(\$runLocale)# ='pt- BR' then 'Sem atribuição' WHEN # sq(\$runLocale)# ='es' then 'No asignado' else 'Unassigned' end </pre>	Indicates whether the expenses are "Unassigned" in the reporting country language
Default Expense Type	<Default Expense Type>	<p>Unassigned: [Expense].[Credit Card Transactions].[Default Expense Type]</p> <p>Unsubmitted: [Expense].[Entry Information].[Expense Type]</p>	<p>Unassigned: Default expense type associated with the merchant on the transaction</p> <p>NOTE: Employees may change the default expense type after they assign the credit card transaction to and expense report.</p> <p>Unsubmitted: Expense type assigned to the expense</p>

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Reimbursement Currency	<Reimbursement Currency>	[Expense].[Credit Card Transactions].[Reimbursement Currency]	Currency in which the employee was reimbursed
Posted Amount	<Posted Amount>	<p>Unassigned: [Expense].[Credit Card Transactions].[Posted Amount (reimbursement currency)]</p> <p>Unsubmitted: [Expense].[Entry Information].[Expense Amount (reimbursement currency)]</p>	<p>Unassigned: Transaction amount converted, as needed, from the transaction currency to the currency in which the employee is reimbursed</p> <p>Unsubmitted: Currency in which the employee is reimbursed</p>
Posted Amount (rpt) - <Reporting Currency>	<Posted Amount (rpt)>	<p>Unassigned: [Expense].[Credit Card Transactions].[Posted Amount (reporting currency)]</p> <p>Unsubmitted: [Expense].[Entry Information].[Expense Amount (rpt)]</p>	<p>Unassigned: Transaction amount converted, as needed, from the transaction currency to the reporting currency</p> <p>Unsubmitted: Amount of the expense, converted as needed to the reporting currency</p>

Report: Unassigned Credit Card Transactions

Available to: Analysis Intelligence
Uses: Expense Data Travel / TripLink Data

This report lists all unassigned credit card transactions.

Report Prompts

Unassigned Credit Card Transactions

Prompts

Options

Payment Types:

- Corporate Card CBCP
- Corporate Card CBCP (offsets not used)
- Corporate Card IBCP (Offsets)
- Corporate Card IBIP
- Meeting Card
- Purchasing Card CBCP

Select all Deselect all

Options Prompt

- **Payment Types:** Used to filter the report by the method(s) by which the employees paid for the expenses

Report Output

Unassigned Credit Card Transactions											
Employee	Employee ID	Payment Type	Name on Card	Transaction Type Description	Merchant	Merchant Code	Description	Transaction Date	Download Date	Reimbursement Currency	Posted Amount
Timpanaro, John Victor	SAL000002	Corporate Card CBCP (offsets not used)	KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	NEW MERCHANT		COMCAST AZ PHOENIX	Sep 15, 2018	Oct 16, 2018	USD	26.43
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	MARSHALLS M552	5699	MARSHALLS AZ PHOENIX	Sep 15, 2018	Oct 16, 2018	USD	52.92
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	WAWA 8013	5542	WAWA FUEL/CONVENIENC PHOENIX AZ	Sep 14, 2018	Oct 16, 2018	USD	7.17
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	PP* Merchant Charge	4816	PAYPAL *HONGKONGYEE AZ	Sep 9, 2018	Oct 16, 2018	USD	50.99
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	PP* Merchant Charge	4816	PAYPAL *VIPOUTLET AZ PHOENIX	Sep 9, 2018	Oct 16, 2018	USD	111.96
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	PP* Merchant Charge	4816	PAYPAL *YANG PING AZ PHOENIX	Sep 9, 2018	Oct 16, 2018	USD	44.98
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	NEW MERCHANT		WAWA FUEL/CONVENIENC PHOENIX AZ	Sep 8, 2018	Oct 16, 2018	USD	43.06
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	LOWE'S N WILMINGTON #622	5251	LOWE'S AZ PHOENIX	Sep 7, 2018	Oct 16, 2018	USD	14.96
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	LOWE'S N WILMINGTON #622	5251	LOWE'S AZ PHOENIX	Aug 25, 2018	Oct 16, 2018	USD	-7.49
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction	NEW MERCHANT		METROPACS AUTO PAY AZ PHOENIX	Aug 25, 2018	Oct 16, 2018	USD	43.00
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction		6012	YOUR CASH BACK THIS PHOENIX AZ	Aug 21, 2018	Oct 16, 2018	USD	-9.72
			KRISHNA LINGAMNENI-DEMOR	Company Card Transaction		6012	Interest Charge on PPHOENIX AZ	Aug 19, 2018	Oct 16, 2018	USD	261.42
			Corporate Card CBCP (offsets not used)								
SAL000002											639.68
Walters, Stacy	OPS000002	Corporate Card CBCP	Stacy Walters	Cash Advance	-CASH ADVANCE	6011	Thu Oct 01 00:00:00 PDT 2015	Oct 1, 2015	Sep 11, 2015	USD	200.00
Corporate Card CBCP											200.00
OPS000002											200.00
Walters-ENT, StacyB	OPS000001	Corporate Card CBCP	Sarah Gerleman	Company Card Transaction		0000	Ticket 30006	Sep 2, 2015	Sep 10, 2015	USD	100.00
			Sarah Gerleman	Company Card Transaction	American Express	0000	Ticket 30006	Sep 2, 2015	Sep 10, 2015	USD	100.00
			Stacy Walters	Cash Advance	-CASH ADVANCE	6011	Thu Oct 01 00:00:00 PDT 2015	Oct 1, 2015	Sep 11, 2015	USD	200.00
			Stacy Walters	Cash Advance	-CASH ADVANCE	6011	Thu Oct 01 00:00:00 PDT 2015	Oct 1, 2015	Sep 11, 2015	USD	250.00
Corporate Card CBCP											650.00
OPS000001											650.00

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Credit Card Accounts].[Employee]	Name of the employee to whom the card has been assigned NOTE: Not all cards may be assigned to an employee.
Employee ID	<Employee ID>	[Expense].[Credit Card Accounts].[Employee ID]	Unique code or number that identifies the employee assigned to the card NOTE: Not all cards may be assigned to an employee.
Payment Type	<Payment Type>	[Expense].[Credit Card Accounts].[Payment Type]	Type of card used for the transaction, for example, AMEX Corporate Card
Name on Card	<Name on Card>	[Expense].[Credit Card Accounts].[Name on Card]	Name on the corporate card, as supplied by the credit card vendor
Transaction Type Description	<Transaction Type Description>	[Expense].[Credit Card Transactions].[Transaction Type Name]	Name of the transaction type: <ul style="list-style-type: none"> • Charge • Payment • Cash Advance • Credit
Merchant	<Merchant>	[Expense].[Credit Card Transactions].[Merchant]	Name of the merchant, or vendor, with whom the transaction was conducted
Merchant Code	<Merchant Code>	[Expense].[Credit Card Transactions].[Merchant Code]	Code that identifies the merchant
Description	<Description>	[Expense].[Credit Card Transactions].[Description]	Further description of the transaction
Transaction Date	<Transaction Date>	[Expense].[Credit Card Transactions].[Transaction Date]	Date the transaction was incurred
Download Date	<Download Date>	[Expense].[Credit Card Transactions].[Download Date]	Date the transaction was imported into Concur Expense

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Reimbursement Currency	<Reimbursement Currency>	[Expense].[Credit Card Transactions].[Reimbursement Currency]	Currency in which the employee was reimbursed
Posted Amount	<Posted Amount>	CASE WHEN [Expense].[Credit Card Accounts].[Employee Key] = -1 THEN [Expense].[Credit Card Transactions].[Posted Amount (credit card currency)] ELSE [Expense].[Credit Card Transactions].[Posted Amount (reimbursement currency)] END	Transaction amount converted, as needed, from the transaction currency to the credit card's currency or from the transaction currency to the currency in which the employee is reimbursed