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Revision History

Date	Notes / Comments / Changes
March 13, 2024	In the *Subfolder: Verify* section, removed the following report views: • Audit Service Employee Exception Analysis • Audit Service Statistics with Exception Breakdown These report views are no longer needed in the **Verify** folder.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
October 16, 2021	In the *Subfolder: Verify* section, added information about the report views added to the Verify subfolder.
September 22, 2021	Moved the following reports from the *Subfolder: Verify* section to the *Main Folder: Audit* section: • Audit Service Employee Exception Analysis • Audit Service Exception Categories • Audit Service Exception Categories – Details • Audit Service Statistics – Details • Audit Service Statistics by Reporting Group • Audit Service Statistics Summary • Audit Service Statistics with Exception Breakdown These reports will continue to be located in the main **Audit** folder. In a future release, report views for these reports will be added to the new **Verify** subfolder.
September 18, 2021	With the September 2021 release, the **Verify** subfolder was added to the **Audit** folder to consolidate the reports that are valid for the Verify feature into one folder. Moved the following reports under the new *Subfolder: Verify* heading: • Audit Service Employee Exception Analysis • Audit Service Exception Categories • Audit Service Exception Categories – Details • Audit Service Statistics – Details • Audit Service Statistics by Reporting Group • Audit Service Statistics Summary • Audit Service Statistics with Exception Breakdown Added the *Main Folder: Audit* heading for the rest of the reports located in the main **Audit** folder.
July 17, 2021	Added the following new reports: • Audit Service Employee Exception Analysis • Audit Service Exception Line Item Values Summary • Audit Service Reports Deleted After Audit • Audit Service Selection Criteria • Audit Service Statistics with Exception Breakdown Also fixed the heading for the Audit Service Statistics Summary report so that the report appears in this chapter's table of contents.

Date	Notes / Comments / Changes
February 20, 2021	Updated the copyright year; no other changes
January 8, 2020	Changed copyright; no other content changes
August 17, 2019	Added additional information about the reports in the Audit folder
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
December 8, 2018	Updated images of the Audit Summary by Employee and Audit Summary by Question for the new **Entry Count** and **Report Count** columns, and the **Amount** column being renamed to **Approved Entry Amount** and **Total Report Amount**.
January 13, 2018	Changed copyright; no other content changes
November 4 2017	Added Report Prompts section to the Employee Audit Required Status report for the new report prompt
December 15 2016	Changed copyright; no other content changes
October 10 2016	Updated Prompts images for copied reports
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 4: Folder – Audit

Subfolder: Verify

The **Verify** subfolder contains report views for the following audit reports:

- Audit Service Exception Categories
- Audit Service Exception Categories – Details
- Audit Service Statistics – Details
- Audit Service Statistics by Reporting Group
- Audit Service Statistics Summary

The reports listed above are valid for the Verify feature.

NOTE: The actual audit reports listed above will continue to be located under the main **Audit** folder. Only the report views for these reports are located in the **Verify** subfolder.
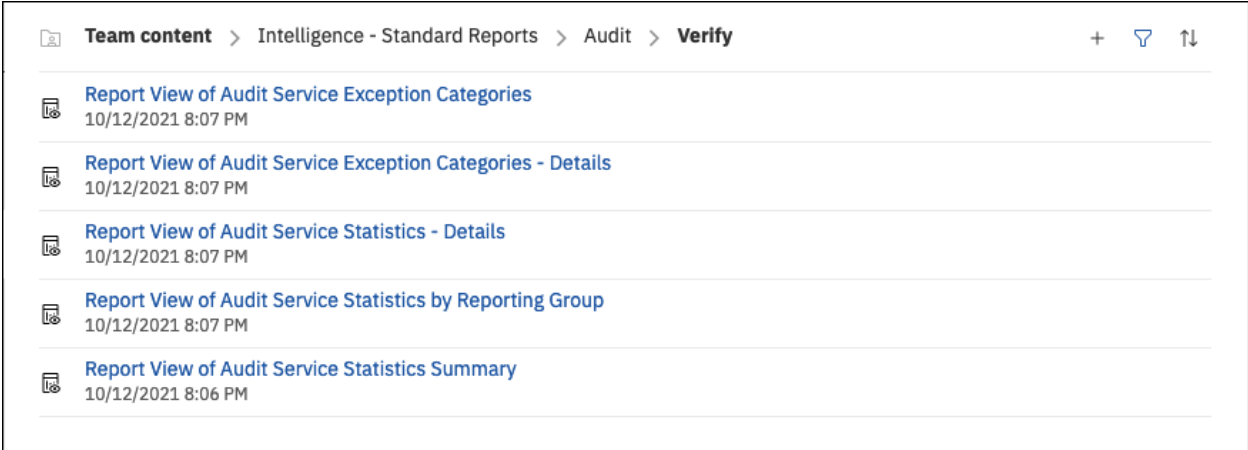
Main Folder: Audit

Report: Audit Service Employee Exception Analysis

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

This report provides a list of all employees with an audit exception found during the audit process for a specified timeframe. The report ranks the employees by the highest number of audit exceptions identified (a combination of the report-level and entry-level audit exceptions).

The report can help client administrators determine which employees have the highest number of audit exceptions.

NOTE: Concur Expense records every audit event associated with a report as an *audit*. If a report is sent back to the employee and audited again when it is resubmitted, this will count as a second separate audit event.

Report Prompts

Report Output

AUDIT SERVICE EMPLOYEE EXCEPTION ANALYSIS
Audit Start Date Between May 1, 2021 and Jun 22, 2021

| | | | | | Summary |
Rank	Employee Name	Employee ID	Employee Email Address	Report Exception Instance	Report Expense Amount (rpt)
1				2	5,670
2				3	159,934.71
3				2	34,771.42
4				1	29,870.7
Overall - Total				8	

| Summary | | | |
Report Expense Amount (rpt)	Entry Exception Instance	Entry Expense Amount (rpt)	Reporting Currency
5,670	27	3,310	HKD
159,934.71	8	40,432.21	HKD
34,771.42	2	15,594.54	HKD
29,870.7	2	20,990.35	HKD
	39		

Clicking an employee ID link in the **Employee ID** column on the **Summary** section of the report opens the **Detail** section of the report:

AUDIT SERVICE EMPLOYEE EXCEPTION ANALYSIS
Audit Start Date Between May 1, 2021 and Jun 22, 2021

Employee Name	Employee ID	Employee Email Address	Report ID	Report Name	Expense Group	Expense Type	Transaction Date
			6C3D053653C643649D46	PH Jan-Dec21 - Local Expense		General Expenses	Feb 5, 2021
			76154932BDC4421F91CE	PH 2020 - Local Expense		Samples	Sep 30, 2020
			B3D7163DCB8B4F56871B	19APR - CL China trip 33E4		Airfare	Apr 2, 2019
			B3D7163DCB8B4F56871B	19APR - CL China trip 33E4		Airfare	Apr 2, 2019
			B3D7163DCB8B4F56871B	19APR - CL China trip 33E4		Airfare	Apr 16, 2019
			B3D7163DCB8B4F56871B	19APR - CL China trip 33E4		Airfare	Apr 19, 2019
			B3D7163DCB8B4F56871B	19APR - CL China trip 33E4		Airfare	Apr 24, 2019
			B3D7163DCB8B4F56871B	19APR - CL China trip 33E4		Airfare	Apr 24, 2019
			6C3D053653C643649D46	PH Jan-Dec21 - Local Expense			
			76154932BDC4421F91CE	PH 2020 - Local Expense			
			B3D7163DCB8B4F56871B	19APR - CL China trip 33E4			
			4A2AFD846DAF4F5B8031	AW20 BUYING TRIP DEC 2019		Airfare	Nov 14, 2019
			4A2AFD846DAF4F5B8031	AW20 BUYING TRIP DEC 2019		Hotel	Dec 5, 2019
			4A2AFD846DAF4F5B8031	AW20 BUYING TRIP DEC 2019			
			162FB29DCC85445889BD	Apr May Jun 21 HK Corp Card Exp		Marketing - PR & Comm	May 11, 2021
			5B3FE822B12F484C8497	Apr May Jun 21 SG Corp Card Exp		Marketing - PR & Comm	Jun 3, 2021
			162FB29DCC85445889BD	Apr May Jun 21 HK Corp Card Exp			
			5B3FE822B12F484C8497	Apr May Jun 21 SG			

Transaction Date	Vendor	City/Location	State/Province/Region	Country	Payment Type	Expense Amount (rpt)	Reporting Currency	Audit Type
Feb 5, 2021	BORIS & MATTHEW LTD	Hong Kong		HONG KONG	HSBC	180.00	HKD	Entry
Sep 30, 2020	LUISA VIA ROMA S.P.A.	Firenze		ITALY	AMEX	5,425.58	HKD	Entry
Apr 2, 2019	Air China	Hong Kong		HONG KONG	Company Paid - Airfare	7,519.00	HKD	Entry
Apr 2, 2019	China Eastern Airlines	Hong Kong		HONG KONG	Company Paid - Airfare	4,609.00	HKD	Entry
Apr 16, 2019	China Eastern Airlines	Hong Kong		HONG KONG	Company Paid - Airfare	6,979.00	HKD	Entry
Apr 19, 2019	Hainan Airlines	Hong Kong		HONG KONG	Cash	3,293.63	HKD	Entry
Apr 24, 2019	Air China	Hong Kong		HONG KONG	Company Paid - Airfare	7,069.00	HKD	Entry
Apr 24, 2019	Cathay Pacific	Hong Kong		HONG KONG	Company Paid - Airfare	5,357.00	HKD	Entry
						19,770.90	HKD	Report
						80,241.41	HKD	Report
						59,922.40	HKD	Report
Nov 14, 2019	Cathay Pacific	Hong Kong		HONG KONG	Company Paid - Airfare	10,327.00	HKD	Entry
Dec 5, 2019	Sister City, New York	Hong Kong		HONG KONG	Company Paid - Others	10,663.35	HKD	Entry
						29,870.70	HKD	Report
May 11, 2021	THE LANDMARK MANDARIN	Hong Kong		HONG KONG	HSBC	12,550.00	HKD	Entry
Jun 3, 2021	PAYPAL *MAVENLAB	Singapore		SINGAPORE	HSBC	3,044.54	HKD	Entry
						17,694.10	HKD	Report
						17,077.32	HKD	Report

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit Start Date	[Expense].[Expense Report Audit].[Audit Date]	Displays the date range from the **Audit Start Date** prompt on the **Prompts** page
Expense Groups	[Expense].[Report Header Information].[Employee Custom 21 - Code]	Displays the expense groups selected for the **Expense Groups** prompt on the **Prompts** page

Report Data Items - Summary

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rank	<Rank>	[Cliqbook Unsubmitted AIrfare Details].[Employee]	Displays the rank of the employee based on the number of audit exceptions associated with the employee
Employee Name	<Employee Name>	rank ([Report Exception Instance]+[Entry Exception Instance])	Displays the employee name
Employee ID	<Employee ID>	[Employee Audit Exception Instances].[Employee Name]	Displays the employee ID
Employee Email Address	<Employee Email Address>	[Employee Audit Exception Instances].[Employee ID]	Displays the employee email address
Report Exception Instance	<Report Exception Instance>	[Employee Audit Exception Instances].[Employee Email Address]	Displays the expense report exception instance count
Report Expense Amount (rpt)	<Report Expense Amount (rpt)>	CASE WHEN [Employee Audit Exception Instances].[Audit Type]='Report' THEN [Employee Audit Exception Instances].[Exception Instance] END	Displays the amount of the expenses associated with the exceptions for an employee
Entry Exception Instance	<Entry Exception Instance>	CASE WHEN [Employee Audit Exception Instances].[Audit Type]='Entry' THEN [Employee Audit Exception Instances].[Exception Instance] END	Displays the expense entry exception instance count
Entry Expense Amount (rpt)	<Entry Expense Amount (rpt)>	CASE WHEN [Employee Audit Exception Instances].[Audit Type]='Entry' THEN [Employee Audit Exception Instances].[Expense Amount (rpt)] ELSE 0.00 END	Displays the amount of the expenses associated with the exceptions for an expense report
Reporting Currency	<Reporting Currency>	[Employee Audit Exception Instances].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Report Data Items - Detail

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee Name	<Employee Name>	[Union1].[Employee Name]	Displays the employee name
Employee ID	<Employee ID>	[Union1].[Employee ID]	Displays the employee ID
Employee Email Address	<Employee Email Address>	[Union1].[Employee Email Address]	Displays the employee email address
Report ID	<Report ID>	[Union1].[Report ID]	Displays the expense report ID
Report Name	<Report Name>	[Union1].[Report Name]	Displays the expense report name
Expense Group	<Expense Group>	[Union1].[Employee Custom 21 - Name]	Displays the expense group name
Expense Type	<Expense Type>	[Union1].[Expense Type]	Expense type assigned to the expense
Transaction Date	<Transaction Date>	[Union1].[Transaction Date]	Date the transaction was incurred
Vendor	<Vendor>	[Union1].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Union1].[City/Location]	City/Location where the expense was incurred
State/Province/ Region	<State/Province/ Region>	[Union1].[State/Province/Regio n]	State/Province/Region where the expense was incurred
Country	<Country>	[Union1].[Country]	Country where the expense was incurred
Payment Type	<Payment Type>	[Union1].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Expense Amount (rpt)	<Expense Amount (rpt)>	[Union1].[Expense Amount (rpt)]	Amount of the expense, converted as needed to the reporting currency
Reporting Currency	<Reporting Currency>	[Union1].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
Audit Type	<Audit Type>	[Union1].[Audit Type]	Displays the audit type

Report: Audit Service Exception Categories

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

This report provides a view of the distribution of audit exceptions found during the audit process during a specified timeframe. It can be used to track audit volumes and analyze the types of exceptions and their frequency of occurrence.

It captures the Failed Audit Instance Count, the Passed Instance Count, and the percentage of Failed Audit Instances. Excluded are the audit entries where there is no report associated to it.

NOTE: Concur Expense records every audit event associated with a report as an *audit*. If a report is sent back to the employee and audited again when it is resubmitted, this will count as a second separate audit event.

Report Prompts

Report Output

	2015			
Reason	Audit Instance Count	Passed Audit Instance Count	Failed Audit Instance Count	% of Failed Audit Instances
Attendees: Not Listed	3	0	3	2%
Expense: Excessive Tip / Gratuity	11	0	11	6%
Expense: Non-Allowable	9	0	9	5%
No Itemized Meal Receipt Provided	61	0	61	28%
None	225	225	0	0%
Other	31	0	31	15%
Receipt: Date Not Matching	53	0	53	25%
Receipts: Missing	44	0	44	21%
Receipts: Not Legible	6	0	6	3%
Summary	443	225	218	100%

Audit Service Exception
Audit End Date On or after May

on Categories
May 1, 2015

	Summary			
res	Audit Instance Count	Passed Audit Instance Count	Failed Audit Instance Count	% of Failed Audit Instances
2%	3	0	3	2%
6%	11	0	11	6%
5%	9	0	9	5%
8%	61	0	61	28%
0%	225	225	0	0%
5%	31	0	31	15%
5%	53	0	53	25%
1%	44	0	44	21%
3%	6	0	6	3%
0%	443	225	218	100%

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit End Date	' ' + ParamDisplayValue('endDateParam')	Displays the date range from the **Audit End Date** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Reason	<Reason Name>	[Cliqbook Unsubmitted AIrfare Details].[Employee]	Displays reason
Audit Instance Count	<Audit Instance Count>	[Cliqbook Unsubmitted AIrfare Details].[Purchased Date]	Displays audit instance count

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Passed Audit Instance Count	<Passed Audit Instance Count>	[Cliqbook Unsubmitted AIrfare Details].[Start Date]	Displays passed audit instance count
Failed Audit Instance Count	<Failed Audit Instance Count>	[Cliqbook Unsubmitted AIrfare Details].[Transportation Vendor / Hotel Property]	Displays failed audit instance count
% Of Failed Audit Instances	<% Of Failed Audit Instances>	[Cliqbook Unsubmitted AIrfare Details].[Ticket Status]	Displays percentage of failed audit instances

Report: Audit Service Exception Categories – Details

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

This report lists every expense report that has been audited for the given date along with the audit reasons. It can be run with prompts from the reports folder or it can be run as a drill-through report from the Audit Service Exception summary report, with parameters passed from that report.

It captures the Failed Audit Instance Count, the Passed Instance Count, and the percentage of Failed Audit Instances. Excluded are the audit entries where there is no report associated to it.

NOTE: Concur Expense records every audit event associated with a report as an *audit*. If a report is sent back to the employee and audited again when it is resubmitted, this will count as a second separate audit event.

Report Prompts

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit End Date	' ' + ParamDisplayValue('endDateParam')	Displays the date range from the **Audit End Date** prompt on the **Prompts** page

Data Item Label/Name	Data Item Expression	Data Item Description
Reason(s)	' ' + CASE WHEN ParamDisplayValue('reasonKeyParam') IS NOT MISSING THEN ParamDisplayValue('reasonKeyParam') WHEN ParamDisplayValue('reasonNameParam') IS NOT MISSING THEN ParamDisplayValue('reasonNameParam') END	Displays the reason key/reason name
Reporting Currency	' + [Main].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
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
Audit Key	<Audit Key>	[Expense].[Concur Audit Service].[Audit Key]	Displays the audit key
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Displays the expense report ID
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Displays the expense report name
Auditor Comment	<Auditor Comment>	[Expense].[Concur Audit Service].[Auditor Comment]	Displays the audit comment
Auditor Name	<Auditor Name>	[Expense].[Concur Audit Service].[Auditor Name]	Displays the auditor's name
Audit Start Date	<Audit Start Date>	[Expense].[Concur Audit Service].[Audit Start Date]	Displays the audit start date
Audit End Date	<Audit End Date>	[Expense].[Concur Audit Service].[Audit End Date]	Displays the audit end date
Audit Status	<Audit Status>	[Expense].[Concur Audit Service].[Audit Status]	Displays the audit status

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Displays the employee ID
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Displays the employee name
Employee E-mail Address	<Employee E-mail Address>	[Expense].[Report Header Information].[Employee E-mail Address]	Displays the employee e-mail address
Is Resubmitted	<Is Resubmitted>	"CASE [Expense].[Report Header Information].[Approval Status Legacy Key] WHEN 'A_RESU' THEN 'Y' ELSE 'N' END"	Displays a 'Y' or 'N'
Is Extracted	<Is Extracted>	"CASE [Expense].[Report Header Information].[Payment Status Legacy Key] WHEN 'P_PAID' THEN 'Y' WHEN 'P_PAYC' THEN 'Y' ELSE 'N' END"	Displays a 'Y' or 'N'
Expense Audit Required	<Expense Audit Required>	[Expense].[Report Header Information].[Expense Audit Required]	Displays whether the expense audit is required
Audit Instance Count	<Audit Instance Count>	[Expense].[Concur Audit Service].[Audit Instance Count]	Displays the audit instance count
Audit Exception Count	<Audit Exception Count>	[Expense].[Audit Reasons].[Audit Exception Count]	Displays the audit expense count
Total Report Amount	<Total Report Amount>	[Expense].[Report Header Information].[Total Report Amount (rpt)]	Displays the total amount of the expense

Report: Audit Service Exception Line Item Values Summary

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

This report provides a breakdown of the quantity and monetary value of each line item exception grouped by the following Line Level Exception types: Approved with Exception (AWE), Returned to Employee, and Pending Exception Review (PER).

The Audit Service Exception Line Item Values Summary report is similar to the Audit Service Exception Categories – Details report, but this report provides an in-depth line-level look at audit exceptions.

NOTE: Concur Expense records every audit event associated with a report as an *audit*. If a report is sent back to the employee and audited again when it is resubmitted, this will count as a second separate audit event.

Report Prompts

Report Output

AUDIT SERVICE EXCEPTION LINE ITEM VALUES SUMMARY
Audit Start Date: Between May 1, 2021 and Jun 22, 2021
Expense Groups:
Reporting Currency: HKD

Line Level Exceptions	Amount	Quantity
Approved with Exception	43,562.21	25.00
Returned to Employee	40,074.89	25.00

Clicking an exception status link in the **Line Level Exceptions** column on the **Summary** section of the report opens the **Details** section of the report:

AUDIT SERVICE EXCEPTION LINE ITEM VALUES DETAILS
Audit Start Date: Between May 1, 2021 and Jun 22, 2021
Expense Groups:
Reporting Currency: HKD

Line Level Exceptions: Approved with Exception

Employee	Employee ID	Employee E-mail Address	Report Name	Report ID	Expense Audit Required	Reporting Group	Policy	Expense Type
			PH 2020 - Local Expense	76154932BDC4421F91CE	When Required			Samples
			19APR - CL China trip 33E4	B3D7163DCB8B4F56871B	When Required			Airfare
			19APR - CL China trip 33E4	B3D7163DCB8B4F56871B	When Required			Airfare
			19APR - CL China trip 33E4	B3D7163DCB8B4F56871B	When Required			Airfare
			19APR - CL China trip 33E4	B3D7163DCB8B4F56871B	When Required			Airfare
			19APR - CL China trip 33E4	B3D7163DCB8B4F56871B	When Required			Airfare
			19APR - CL China trip 33E4	B3D7163DCB8B4F56871B	When Required			Airfare
			2021 Apr - Jun	9773D17FC8BE4E1D9E77	When Required			Samples
			2021 Apr - Jun	9773D17FC8BE4E1D9E77	When Required			Samples
			2021 Apr - Jun	9773D17FC8BE4E1D9E77	When Required			Samples
			2021 Apr - Jun	9773D17FC8BE4E1D9E77	When Required			Samples

Expense Type	Transaction Date	Vendor	Payment Type	Expense Amount (rpt)	Report Entry Legacy Key	Audit Date	Status	Status Code	Audit Count	All Comments
Samples	Sep 30, 2020	LUISA VIA ROMA S.P.A.	AMEX	5,425.58	24130	May 6, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	1	
Airfare	Apr 16, 2019	China Eastern Airlines	Company Paid - Airfare	6,979.00	6956	May 10, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	2	
Airfare	Apr 2, 2019	China Eastern Airlines	Company Paid - Airfare	4,609.00	7265	May 10, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	1	
Airfare	Apr 2, 2019	Air China	Company Paid - Airfare	7,519.00	7266	May 10, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	3	
Airfare	Apr 24, 2019	Cathay Pacific	Company Paid - Airfare	5,357.00	7267	May 10, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	1	
Airfare	Apr 24, 2019	Air China	Company Paid - Airfare	7,069.00	7271	May 10, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	1	
Airfare	Apr 19, 2019	Hainan Airlines	Cash	3,293.63	7272	May 10, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	3	
Samples	Apr 13, 2021		Cash	70.00	24845	Jun 7, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	2	
Samples	Apr 13, 2021		Cash	100.00	24846	Jun 7, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	1	
Samples	Apr 14, 2021		Cash	110.00	24847	Jun 7, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	1	
Samples	Apr 16, 2021		Cash	100.00	24848	Jun 7, 2021	Passed with Exceptions	AUDITWB_WF_PASS_EXC	1	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit Start Date	[Expense].[Expense Report Audit].[Audit Date]	Displays the date range from the **Audit Start Date** prompt on the **Prompts** page
Expense Groups	[Expense].[Report Header Information].[Employee Custom 21 - Code]	Displays the expense groups selected for the **Expense Groups** prompt on the **Prompts** page

Report Data Items - Summary

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Line Level Exceptions	<Line Level Exceptions>	CASE [Status Code] WHEN 'AUDITWB_WF_PEND' THEN 'Pending Exception Review' WHEN 'AUDITWB_WF_FAIL' THEN 'Returned to Employee' WHEN 'AUDITWB_WF_PASS_EXC' THEN 'Approved with Exception' WHEN 'AUDITWB_WF_NONE_EXC' THEN 'Approved with Exception' ELSE 'Unknown' END	Displays the line-level exception status
Amount	<Amount>	[Audit Details].[Expense Amount (rpt)]	Displays the total amount of the expenses associated with the audit exceptions that have the line-level exception status
Quantity	<Quantity>	[Audit Details].[Audit Count]	Displays the total audit exception count for the exceptions with the line-level exception status

Report Data Items - Details

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Status (Altered)	<Status (Altered)>	[Audit Details1].[Status (Altered)]	Displays the line-level exception status
Employee	<Employee>	[Audit Details1].[Employee]	Displays the employee name
Employee ID	<Employee ID>	[Audit Details1].[Employee ID]	Displays the employee ID
Employee Email Address	<Employee Email Address>	[Audit Details1].[Employee Email Address]	Displays the employee email address
Report Name	<Report Name>	[Audit Details1].[Report Name]	Displays the expense report name
Report ID	<Report ID>	[Audit Details1].[Report ID]	Displays the expense report ID
Expense Audit Required	<Expense Audit Required>	[Audit Details1].[Expense Audit Required]	Displays whether the expense audit is required

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Reporting Group	<Reporting Group>	[Audit Details1].[Reporting Group]	Code that indicates the level assigned to the expense type from the reporting hierarchy
Policy	<Policy>	[Audit Details1].[Policy]	Policy associated with the audit exception
Expense Type	<Expense Type>	[Audit Details1].[Expense Type]	Expense type assigned to the expense
Transaction Date	<Transaction Date>	[Audit Details1].[Transaction Date]	Date the transaction was incurred
Vendor	<Vendor>	[Audit Details1].[Vendor]	Vendor associated with the expense
Payment Type	<Payment Type>	[Audit Details1].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Expense Amount (rpt)	<Expense Amount (rpt)>	[Audit Details1].[Expense Amount (rpt)]	Amount of the expense, converted as needed to the reporting currency
Report Entry Legacy Key	<Report Entry Legacy Key>	[Audit Details1].[Report Entry Legacy Key]	Allows users to match the expense in Analysis/Intelligence with the same values in Concur Expense
Audit Date	<Audit Date>	[Audit Details1].[Audit Date]	Displays the date the audit was performed
Status	<Status>	[Audit Details1].[Status]	Displays the audit status
Status Code	<Status Code>	[Audit Details1].[Status Code]	Displays the code for the audit status
Audit Count	<Audit Count>	[Audit Details1].[Audit Count]	Displays the total audit instance count
All Comments	<All Comments>	[Auditor Comments].[All Comments]	Displays the audit comments

Report: Audit Service Reports Deleted After Audit

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

This report provides a list of reports that were audited by the SAP Concur Audit Service and then later deleted during a specified timeframe.

The report provides client administrators with deleted report details, including the SAP Concur auditor comments, audited date, and deleted date.

NOTE: Concur Expense records every audit event associated with a report as an *audit*. If a report is sent back to the employee and audited again when it is resubmitted, this will count as a second separate audit event.

Report Prompts

Report Output

AUDIT SERVICE REPORTS DELETED AFTER AUDIT
Audit Start Date: Between Jan 1, 2021 and Jul 1, 2021

Employee	Employee ID	Report Name	Report ID	Audit End Date	Audit Status
			2B4E156ECEA04DACAFDC	Jan 1, 2021 1:18:58 AM	Passed

Audit Status	Auditor Comment	Deleted Date/Time
Passed	Your report has been audited, if you have any questions please contact audit.support@sap.com.	Jan 18, 2021 6:59:28 AM

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit Start Date	[Expense].[Concur Audit Service].[Audit End Date]	Displays the date range from the **Audit Start Date** prompt on the **Prompts** page
Employees	[Expense].[Billing].[Employee]	Displays the employees selected for the **Employees** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee >	[qBilling-deleted reports].[Employee]	Displays the employee name
Employee ID	<Employee ID>	[qBilling-deleted reports].[Employee ID]	Displays the employee ID
Report Name	<Report Name>	[qBilling-deleted reports].[Report Name]	Displays the expense report name
Report ID	<Report ID>	[qBilling-deleted reports].[Report ID]	Displays the expense report ID
Audit End Date	<Audit End Date>	[qMain - Audit Service].[Audit End Date]	Displays the audit end date
Audit Status	<Audit Status>	[qMain - Audit Service].[Audit Status]	Displays the audit status

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Auditor Comment	<Auditor Comment>	[qMain - Audit Service].[Auditor Comment]	Displays the audit comments
Deleted Date/Time	<Deleted Date/Time>	[qBilling-deleted reports].[Deleted Date/Time]	Displays the date and time the expense report was deleted

Report: Audit Service Selection Criteria

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

This report provides a view of how each billable audit transaction was routed to the SAP Concur Audit Service (For example, whether the workflow is configured for Always Audit, Audit Rule, or No Skip) during a specified timeframe.

The report can assist with the billing research.

NOTE: Concur Expense records every audit event associated with a report as an *audit*. If a report is sent back to the employee and audited again when it is resubmitted, this will count as a second separate audit event.

Report Prompts

Report Output

AUDIT SERVICE SELECTION CRITERIA
Audit Start Date: Between Jan 1, 2021 and Jul 2, 2021
Audit Exception Codes:
Audit Exception Levels: Greater than or equal to 1, Between 1 and 2

Report ID	Report Name	Employee Name	Audit Instance Count	Always Audit	Audit Rule	No Skip	Deleted
B3D7163DCB8B4F56871B	19APR - CL China trip 33E4		2	No	Yes	No	No
672414063DC347F287E2	19May - NY 33J4		1	No	Yes	No	No
7DC826BFED454C709C17	Jun29 - Shanghai 19-25 33MX		1	No	Yes	No	No
ACD5648496064F8AA070	19Jul - Europe Jul10-18 36AK		3	No	Yes	No	No
F84A634A08844862BD0E	Zaborin Trip 36JT (30 Aug-9 Sep)		1	No	Yes	No	No
E395C7164DEC4E1A839D	2019 DEC NY TRIP		1	No	Yes	No	No
114A101DCEDE48E7B4FB	19DEC NYC BUYING TRIP		1	No	Yes	No	No
76154932BDC4421F91CE	PH 2020 - Local Expense		2	No	Yes	No	No
4A732F5788A9454BAEDA	20.01 KL Grand Opening		1	No	Yes	No	No
E639049FFF7649039B7E	19 Nov - SG & KL		1	No	Yes	No	No
6F925FDC4D004B328223	PF20 - Buying Trip		2	No	Yes	No	No
1966FFACD7D7445CA230	Jan 14-22 PF20 Europe Buy		1	No	Yes	No	No
B470BDF4B8F346F79FE3	20 MAR EUROPE TRIP		1	No	Yes	No	No
2AFC4950A53E4AACA779	2020 JAN EUROPE TRIP		1	No	Yes	No	No
242B70F1FECF4FA1BDCF	20Jan Paris Buying Trip PF20		1	No	Yes	No	No

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit Start Date	[Expense].[Expense Report Audit].[Audit Date]	Displays the date range from the **Audit Start Date** prompt on the **Prompts** page
Audit Exception Codes	[Expense].[Report Header Exceptions].[Exception Code]	Displays the exception codes selected for the **Audit Exception Codes** prompt on the **Prompts** page
Audit Exception Levels:	[Expense].[Report Header Exceptions].[Exception Level]	Displays the exception levels selected for the **Audit Exception Levels** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Report ID	<Report ID>	[Reports Audited with Deleted-AuditRequired-Exception Flags].[Report ID]	Displays the expense report ID
Report Name	<Report Name>	[Reports Audited with Deleted-AuditRequired-Exception Flags].[Report Name]	Displays the expense report name
Employee Name	<Employee Name>	[Reports Audited with Deleted-AuditRequired-Exception Flags].[Employee Name]	Displays the employee name
Audit Instance Count	<Audit Instance Count>	[Reports Audited with Deleted-AuditRequired-Exception Flags].[Audit Report Count]	Displays the audit instance count
Audit Rule	<Audit Rule>	CASE WHEN [Audit Reason]=Audit Rule' THEN 'Yes' ELSE 'No' END	Indicates whether the expense report audit reason is Audit Rule
Always Audit	<Always Audit>	CASE WHEN [Audit Reason]='Always Audit' THEN 'Yes' ELSE 'No' END	Indicates whether the expense report audit reason is Always Audit
No Skip	<No Skip>	CASE WHEN [Audit Reason]='Other' THEN 'Yes' ELSE 'No' END	Indicates whether the expense report audit reason is No Skip
Deleted	<Deleted>	CASE WHEN [Audit Reason]='Deleted' THEN 'Yes' ELSE 'No' END	Indicates whether the expense report audit reason is Deleted

Report: Audit Service Statistics - Details

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

This report displays the report details of the reports that were audited by the Concur Audit Service.

This report can be executed directly from the Audit directory or by clicking the **Audit Instance Count** link on the Audit Service Statistics by Group report.

NOTE: The Audit Service Statistics – Details reports might have slightly different numbers than the Audit Service Statistics Summary and Audit Service Statistics by Reporting Group. If a report has been audited and then deleted, the Audit Instance is counted and will be included on the Audit Service Statistics Summary and Audit Service Statistics by Reporting Group reports. However, since the report was subsequently deleted, the report details for the report will not be available for viewing in the Audit Service Statistics Details report.

Report Prompts

Report Output

Audit Service Statistics - Details
Audit End Date On or after Jan 1, 2010
Audit Statuses: Failed, Passed
Reporting Currency: USD

Audit Key	Report ID	Report Name	Auditor Comment	Auditor Name	Audit Start Date	Audit End Date	Audit Status	Employee ID	Employee	Employee E-mail Address	Is Resubmitted	Is Extracted	Expense Audit Required	Audit Instance Count	Audit Exception Count	Total Report Amount (rpt)
9468	00012C41DF9F42DFB7E1	September P-Card	Approved	Auditor10, Concur	Oct 1, 2010	Oct 5, 2010	Passed	US-10799	Tobias, Franklin	Franklin.Tobias@Lendev.com	N	N	When Required	1	0	2,246.70
10655	000C93DD49024D38A4D6	Nov. 2010 P-Card	Approved	Auditor10, Concur	Dec 6, 2010	Dec 11, 2010	Passed	US-007	Craygen, Allycen	Allycen.Craygen@Lendev.com	N	N	When Required	1	0	1,283.35
8647	0029D5A476B741F3B222	Suppliers Appreciation	Approved	Auditor10, Concur	Aug 11, 2010	Aug 13, 2010	Passed	GB-117063	Davis Wilkins, Katherine	Katherine.DavisWilkins@Lendev.com	N	N	When Required	1	0	4,474.61
7775	002DB988B44144AA9EF1	June Expenses	The receipts submitted for this report do not match with this report. Please submit the proper receipts that go along with this expense report. If you're missing any airfare itineraries, please contact your travel vendor for a duplicate receipt. If you're missing any other receipts, please fill out and submit a missing receipt form for the expenses needed. After making these changes, submit again for approval. For assistance, contact audit.support@concur.com or 800-261-9532. Thank you.	Auditor10, Concur	Jun 28, 2010	Jun 30, 2010	Failed	ES-100100	Benton, Andrew	Andrew.Benton@Lendev.com	N	N	When Required	1	1	1,468.78
7853	002DB988B44144AA9EF1	June Expenses	Approved	Auditor10, Concur	Jun 30, 2010	Jul 2, 2010	Passed	ES-875	Elliason, Mary Elizabeth	MaryElizabeth.Elliason@Lendev.com	N	N	When Required	1	0	1,468.78
											N	N	When Required	1	1	574.95

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit End Date	ParamDisplayValue('endDateParam')	Displays the date range from the **Audit End Date** prompt on the **Prompts** page
Audit End Year	ParamDisplayValue('endYearParam')	Displays the audit end year
Reporting Groups	ParamDisplayValue('reportingGroupParam')	Displays the reporting group(s) selected from the **Reporting Groups** prompt on the **Prompts** page.
Audit Statuses	ParamDisplayValue('auditStatusParam')	Displays the audit status(es) selected from the **Audit Statuses** prompt on the **Prompts** page.
Reporting Currency	[Main].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
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
Audit Key	<Audit Key>	[Expense].[Concur Audit Service].[Audit Key]	Displays the audit key
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Displays the expense report ID
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Displays the expense report name
Auditor Comment	<Auditor Comment>	[Expense].[Concur Audit Service].[Auditor Comment]	Displays the audit comment
Auditor Name	<Auditor Name>	[Expense].[Concur Audit Service].[Auditor Name]	Displays the auditor's name
Audit Start Date	<Audit Start Date>	[Expense].[Concur Audit Service].[Audit Start Date]	Displays the audit start date

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Audit End Date	<Audit End Date>	[Expense].[Concur Audit Service].[Audit End Date]	Displays the audit end date
Audit Status	<Audit Status>	[Expense].[Concur Audit Service].[Audit Status]	Displays the audit status
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Displays the employee ID
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Displays the employee name
Employee E-mail Address	<Employee E-mail Address>	[Expense].[Report Header Information].[Employee E-mail Address]	Displays the employee e-mail address
Is Resubmitted	<Is Resubmitted>	"CASE [Expense].[Report Header Information].[Approval Status Legacy Key]	Displays a 'Y' or 'N'
Is Extracted	<Is Extracted>	WHEN 'A_RESU' THEN 'Y'	Displays a 'Y' or 'N'
Expense Audit Required	<Expense Audit Required>	ELSE 'N'	Displays whether the expense audit is required
Audit Instance Count	<Audit Instance Count>	END"	Displays the audit instance count
Audit Exception Count	<Audit Exception Count>	"CASE [Expense].[Report Header Information].[Payment Status Legacy Key]	Displays the audit expense count
Total Report Amount	<Total Report Amount>	WHEN 'P_PAID' THEN 'Y'	Displays the total amount of the expense

Report: Audit Service Statistics by Reporting Group

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

This report displays the number of instances performed by the Concur Audit Service, grouped by the company's reporting groups.

This report can be executed directly from the Audit directory or by clicking the **Passed/Failed** link on the Audit Service Statistics Summary report.

Report Prompts

Report Output

Audit Service Statistics by Reporting Group
Audit End Date Between Oct 1, 2009 and Dec 31, 2009
Audit Statuses: Failed, Passed

		2009		Summary	
		Audit Instance Count	% Total	Audit Instance Count	% Total
Failed	AU Concur Standard	11	0.33%	11	0.33%
	Concur Standard	126	3.77%	126	3.77%
	Czech Standard	5	0.15%	5	0.15%
	Oracle Projects Required	8	0.24%	8	0.24%
	Reports Deleted Post-Audit	1	0.03%	1	0.03%
	UK Concur Standard	46	1.38%	46	1.38%
	UK Oracle Projects Required	10	0.30%	10	0.30%
	Failed	**207**	**6.20%**	**207**	**6.20%**
Passed	AU Concur Standard	18	0.54%	18	0.54%
	AU Oracle Projects Required	9	0.27%	9	0.27%
	Concur Standard	2,725	81.61%	2,725	81.61%
	Czech Standard	36	1.08%	36	1.08%
	Oracle Projects Required	229	6.86%	229	6.86%
	UK Concur Standard	88	2.64%	88	2.64%
	UK Oracle Projects Required	27	0.81%	27	0.81%
	Passed	**3,132**	**93.80%**	**3,132**	**93.80%**
Summary		**3,339**	**100%**	**3,339**	**100%**

With sample drill-through:

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit End Date	ParamDisplayValue('endDateParam')	Displays the date range from the **Audit End Date** prompt on the **Prompts** page
Audit End Year	ParamDisplayValue('endYearParam')	Displays the audit end year
Audit Statuses	ParamDisplayValue('auditStatusParam')	Displays the audit status(es) selected from the **Audit Statuses** 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
Audit Status	<Audit Status>	[Expense].[Concur Audit Service].[Audit Status]	Displays the audit status
Reporting Group	<Reporting Group>	CASE WHEN [Expense].[Report Header Information].[Report Key] is missing OR [Expense].[Report Header Information].[Report Key] = -1 THEN 'Reports Deleted Post-Audit' WHEN ([Expense].[Report Header Information].[Reporting Group] = '' OR [Expense].[Report Header Information].[Reporting Group] is missing) AND [Expense].[Report Header Information].[Report Key] > -1 THEN 'Global' ELSE [Expense].[Report Header Information].[Reporting Group] END	Code that indicates the level assigned to the expense type from the reporting hierarchy
Audit Instance Count	<Audit Instance Count>	[Expense].[Concur Audit Service].[Audit Instance Count]	Displays the audit instance count
% Total	<% Total by Status & Group>	total([Expense].[Concur Audit Service].[Audit Instance Count] for [Audit Status],[Reporting Group])/ total([Expense].[Concur Audit Service].[Audit Instance Count] for report)	Returns the total value of selected data

Report: Audit Service Statistics Summary

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

This report displays the number of instances performed by the Concur Audit Service and a pass/fail breakdown of those instances over a user-defined period of time.

Report Prompts

Report Output

With sample drill-through:

Audit Service Statistics Summary
Audit End Date Between Oct 1, 2009 and Dec 31, 2009

	2009		Summary	
	Audit Instance Count	% Total	Audit Instance Count	% Total
Failed	207	6.20%	207	6.20%
Passed	3,132	93.80%	3,132	93.80%
Summary	**3,339**	**100%**	**3,339**	**100%**

Audit Service Statistics by Reporting Group
Audit End Date Between Oct 1, 2009 and Dec 31, 2009
Audit End Year: 2009
Audit Statuses: Failed

		2009		Summary	
		Audit Instance Count	% Total	Audit Instance Count	% Total
Failed	AU Concur Standard	11	5.31%	11	5.31%
	Concur Standard	126	60.87%	126	60.87%
	Czech Standard	5	2.42%	5	2.42%
	Oracle Projects Required	8	3.86%	8	3.86%
	Reports Deleted Post-Audit	1	0.48%	1	0.48%
	UK Concur Standard	46	22.22%	46	22.22%
	UK Oracle Projects Required	10	4.83%	10	4.83%
	Failed	**207**	**100.00%**	**207**	**100.00%**
Summary		**207**	**100%**	**207**	**100%**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit End Date	ParamDisplayValue('endDateParam')	Displays the date range from the **Audit End Date** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Audit End Year	<Audit End Year>	extract(year from ([Expense].[Concur Audit Service].[Audit End Date]))	Displays the audit end year
Audit Instance Count	<Audit Instance Count>	[Expense].[Concur Audit Service].[Audit Instance Count]	Displays the audit instance count
% Total	<% Total by Year>	(total([Expense].[Concur Audit Service].[Audit Instance Count])) / total((total([Expense].[Concur Audit Service].[Audit Instance Count])) for[Audit End Year])	Displays the count

Report: Audit Summary by Employee

This report will present the user with the number of audited reports or line items by Employee. This will allow administrators to quickly see how their failure corresponds to the employees submitting reports. This will allow better training opportunities to specific employees with the goal of reducing the total number of Audit rejections.

Report Prompts

Report Output

NOTE: When *Report Questions* is selected for the **Report/Line Item Question(s)** prompt on the **Prompts** page, the **Report Count** column and **Total Report Amount** column are displayed on the report.

When *Line Item Questions* is selected for the **Report/Line Item Question(s)** prompt on the **Prompts** page, the **Entry Count** column and the **Approved Entry Amount** column are displayed on the report.

Audit Summary by Employee
Start Date: Between Jan 1, 2014 and Nov 2, 2018
Report Questions

Employee	Question	Report Count
	DOES THE REPORT NAME INCLUDE THE FIRST AND LAST NAME OF THE EMPLOYEE ?	7
	Does the report name include the First AND Last name of the employee?	3
	NOTE: A folded receipt is ACCEPTABLE, even if the itemization cannot be seen due to the receipt being too long. PASS as long as Date & Amount are CORRECT.	9
	Will this report fail for the 3rd time?	8
	DOES THE REPORT NAME INCLUDE THE FIRST AND LAST NAME OF THE EMPLOYEE ?	17
	NOTE: A folded receipt is ACCEPTABLE, even if the itemization cannot be seen due to the receipt being too long. PASS as long as Date & Amount are CORRECT.	17
	Will this report fail for the 3rd time?	7
	DOES THE REPORT NAME INCLUDE THE FIRST AND LAST NAME OF THE EMPLOYEE ?	33
	Does the report name include the First AND Last name of the employee?	4
	NOTE: A folded receipt is ACCEPTABLE, even if the itemization cannot be seen due to the receipt being too long. PASS as long as Date & Amount are CORRECT.	33
	Will this report fail for the 3rd time?	19
	DOES THE REPORT NAME INCLUDE THE FIRST AND LAST NAME OF THE EMPLOYEE ?	8
	NOTE: A folded receipt is ACCEPTABLE, even if the itemization cannot be seen due to the receipt being too long. PASS as long as Date & Amount are CORRECT.	8
	Will this report fail for the 3rd time?	3
	DOES THE REPORT NAME INCLUDE THE FIRST AND LAST NAME OF THE EMPLOYEE ?	26
	NOTE: A folded receipt is ACCEPTABLE, even if the itemization cannot be seen due to the receipt being too long. PASS as long as Date & Amount are CORRECT.	26
	Will this report fail for the 3rd time?	13
	DOES THE REPORT NAME INCLUDE THE FIRST AND LAST NAME OF THE EMPLOYEE ?	3
	NOTE: A folded receipt is ACCEPTABLE, even if the itemization cannot be seen due to the receipt being too long. PASS as long as Date & Amount are CORRECT.	3
	Will this report fail for the 3rd time?	1

Entry Count	Audit Question	Reject Question Count	Percent Rejected	Approved Entry Amount
475	489			9,234.77
38	42			8,709.77
64	67			5,974.79
64	67			5,974.79
36	38			3,945.33
824	845			143,240.64
437	447	1	0.22%	525.00
503	518			11,264.23
631	644			32,284.80
92	93			7,212.68
456	473	5	1.06%	65,778.01
82	85			7,593.93
285	289			128,031.08
14	14			642.75
286	289			128,247.07
38	42			8,709.77
28	29			2,029.46
631	644			32,284.80
437	447	5	1.12%	525.00
577	602			58,323.52

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('startDateParam')	Displays the date range from the **Start Date** prompt on the **Prompts** page
Report Question or Line Item Question	ParamDisplayValue('showpage')	Displays the option selected from the **Report/Line Item Question** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee Name>	[Report Level Items].[Employee Name]	Displays the employee name
Question	<Audit Question>	[Report Level Items].[Audit Question]	Displays the audit question
Report Count	<Report Count>	[Report ID]	Displays the report count
Question Count	<Question Count>	[Expense].[Expense Report Audit].[Question Count]	Displays the question count
Report Question Count	<Rejected Question Count>	[Report Level Items].[Rejected Question Count]	Displays the rejected question count
Percent Rejected	<Percent Rejected>	[Rejected Question Count] / [Question Count]	Displays the percentage of rejected questions
Total Report Amount	<Total Approved Amount>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Displays the total approved amount for the expense

Report: Audit Summary by Question

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

This report will present the user with the number of audited reports or line items by question. This will allow administrators to quickly see how their failure corresponds to the questions being investigated. This will allow better training opportunities to reduce the total number of Audit rejections.

Report Prompts

Report Output

NOTE: When *Report Questions* is selected for the **Report/Line Item Question(s)** prompt on the **Prompts** page, the **Report Count** column and **Total Report Amount** column are displayed on the report.

When *Line Item Questions* is selected for the **Report/Line Item Question(s)** prompt on the **Prompts** page, the **Entry Count** column and the **Approved Entry Amount** column are displayed on the report.

Audit Summary by Question
Start Date: Between Jan 1, 2014 and Nov 2, 2018
Report Questions

Question	Report Count
DOES THE REPORT NAME INCLUDE THE FIRST AND LAST NAME OF THE EMPLOYEE ?	514
Does the report name include the First AND Last name of the employee?	43
NOTE: A folded receipt is ACCEPTABLE, even if the itemization cannot be seen due to the receipt being too long. PASS as long as Date & Amount are CORRECT.	544
Will this report fail for the 3rd time?	274

2018

Report Count	Question Count	Reject Question Count	Percent Rejected	Total Report Amount
514	23,428	5	21%	769,186.65
43	2,040			40,631.24
544	25,114			804,065.86
274	14,175			326,425.07

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Question	<Audit Question>	[Report Level Items].[Audit Question]	Displays the audit question
Report Count	<Report Count>	[Report Level Items].[Report ID]	Displays the report ID
Question Count	<Question Count>	[Report Level Items].[Question Count]	Displays the question count
Reject Question Count	<Reject Question Count>	[Report Level Items].[Rejected Question Count]	Displays the rejected question count
Percent Rejected	<Percent Rejected>	[Report Level Items].[Percent Rejected]	Displays the percentage of rejected questions
Total Report Amount	<Total Approved Amount (rpt)>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Displays the total approved amount for the expense

Report: Audit Service Statistics with Exception Breakdown

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

This report provides a deeper view into the Audit Service Statistics Summary report's summary of the distribution of audit exceptions found during the audit process during a specified timeframe. The report can be used to track audit volumes and analyze the types of exceptions and their frequency of occurrence. The report groups the exception results by the following audit statuses: Passed, Returned to Employee, Pending Exception Review (PER) and Approved with Exception (AWE).

The report can help client administrators closely track the audit exceptions and their associated audit status.

NOTE: Concur Expense records every audit event associated with a report as an *audit*. If a report is sent back to the employee and audited again when it is resubmitted, this will count as a second separate audit event.

Report Prompts

AUDIT SERVICE STATISTICS

Date Range

Audit Start Date:

From:
Jul 6, 2021

To:
Jul 6, 2021

Options

Expense Groups:

Accounts Payable
Advertising
Air & Defense(BK)
Air & Defense(JL)
Anybiz
Australia
Canada
Canada Sales
Contractor/Gov
Development
Distribution

Select all Deselect all

Audit Status Codes*:

Approved with Exceptions (post)
Approved with Exceptions (pre)
Failed
Field
Passed
Pending Exception Review

Select all Deselect all

Cancel   Finish

* Descriptions for Audit Status values:

- Failed = AUDITWB_WF_FAIL
- Tax Field Change = AUDITWB_WF_FIELD
- Pending = AUDITWB_WF_PEND
- Passed with Exceptions = AUDITWB_WF_NONE_EXC, AUDITWB_WF_PASS_EXC
- Passed = AUDITWB_WF_PASS

Report Output

AUDIT SERVICE STATISTICS SUMMARY
Audit Start Date: Between Jan 1, 2021 and Jul 1, 2021

	2021		Summary	
	Audit Count per Audit Status and Year	Overall % Count per Year	Overall Audit Count per Status	Overall % Count(Summary)
Exceptions Returned to Employee	16	10.19%	16	10.19%
Passed	126	80.25%	126	80.25%
Approved with Exception	15	9.55%	15	9.55%
Total	**157**	**100%**	**157**	**100%**

Clicking an audit count link in the **Audit Count per Audit Status and Year** or **Overall Audit Count per Status** column on the **Summary** section of the report opens the **Detail** section of the report:

AUDIT SERVICE STATISTICS DETAIL
Audit Start Date: Between Mar 1, 2021 and Jul 15, 2021

Status	Audit Year	Report ID	Audit Date	Report Name	Employee ID	Employee Name	Employee Email Address	Expense Group	Is Resubmitted
Failed	2021	ACD5648496064F8AA070	Apr 21, 2021	19Jul - Europe Jul10-18 36AK					N
		972FED41C25A410AA273	Jul 4, 2021	Sept China Trip					Y
		7DC95705A0EC41919923	Jul 5, 2021	PF20 Europe Trip					Y
		F114148F56A64041B28A	Mar 31, 2021	AW20 Milan Paris Trip Jan 2020					Y
		CB672D0790E14F279839	Mar 31, 2021	20JAN+BUYING TRIP					Y
		3443B9139DD04BF8B978	Mar 31, 2021	19MAY-JUN+BUYING TRIP					Y
		4A2AFD846DAF4F5B8031	May 3,	AW20 BUYING TRIP DEC 2019					Y

Is Resubmitted	Is Extracted	Total Report Amount (rpt)	Reporting Currency	Reporting Group	Policy	Expense Audit Required	Report Key	Report Legacy Key	Employee Key	Question Count	Comments	Audit Instance Count
N	Y	55,500.71	HKD			When Required	3477	965		62	24 Comment (s)	1
Y	N	5,027.62	HKD			When Required	3634	1197		18	1 Comment (s)	1
Y	N	31,501.17	HKD			When Required	3961	1617		66	4 Comment (s)	1
Y	N	45,061.66	HKD			When Required	4227	1937		87	16 Comment (s)	1
Y	N	68,344.19	HKD			When Required	6357	2097		237	2 Comment (s)	1
Y	N	55,243.93	HKD			When Required	6366	2107		245	2 Comment (s)	1
Y	N	29,870.70	HKD			When Required	6426	2178		79	2 Comment (s)	1

Clicking a comment link in the **Comments** column on the **Detail** section of the report opens the **Auditor Comments** section of the report:

AUDIT SERVICE STATISTICS AUDITOR COMMENTS
Audit Start Date: Between Mar 1, 2021 and Jul 15, 2021

Report ID	Commenter's Name	Comment	Comment Date/Time
DE598A5DFD3B4A81AC02		This exception has been resolved.	Mar 25, 2021 6:26 AM
F114148F56A64041B28A		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 335.75 on 01/13/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/14/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/15/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/16/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/17/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/18/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/19/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/20/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/21/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 524.08 on 01/22/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 671.50 on 01/23/2020.	Oct 8, 2020 12:17 AM
		Approved with exception: Travel Itinerary/Boarding Pass is not attached for Daily Allowance for 671.50 on 01/24/2020.	Oct 8, 2020 12:17 AM

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Audit Start Date	[Expense].[Expense Report Audit].[Audit Date]	Displays the date range from the **Audit Start Date** prompt on the **Prompts** page
Expense Groups	[Expense].[Report Header Information].[Employee Custom 21 - Code]	Displays the expense groups selected for the **Expense Groups** prompt on the **Prompts** page
Audit Status Codes	[Expense].[Expense Report Audit].[Status Code]	Displays the status codes selected for the **Audit Status Codes** prompt on the **Prompts** page

Report Data Items - Summary

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Status	<Status>	CASE WHEN [Expense].[Expense Report Audit].[Status Code] in ('AUDITWB_WF_PASS_EXC', 'AUDITWB_WF_NONE_EXC') THEN 'Approved with Exception' WHEN [Expense].[Expense Report Audit].[Status Code] = 'AUDITWB_WF_PEND' THEN 'Pending Exception Review' WHEN [Expense].[Expense Report Audit].[Status Code] = 'AUDITWB_WF_FAIL' THEN 'Exceptions Returned to Employee' ELSE [Expense].[Expense Report Audit].[Status] END	Displays the audit status
Year of Audit Date	<Year of Audit Date>	Year([Audit Date])	Displays the year of the audit
Audit Count per Audit Status and Year	<Audit Count per Audit Status and Year>	total([Audit Count] for [Status Code],[Year of Audit Date])	Displays the total audit instance count for the audit status during the audit year
Overall % Count per Year	<Overall % Count per Year>	cast((([Audit Count per Audit Status and Year]/[Overall Audit Count per Year]),float)	Displays the percentage of the total audit instance count for the audit status during the audit year

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Overall Audit Count per Status	<Overall Audit Count per Status>	total([Audit Count] for [Status Code])	Displays the total audit instance count for the audit status
Overall % Count(Summary)	<Overall % Count(Summary)>	cast(total([Audit Count] for [Status Code])/total([Audit Count] for report),float)	Displays the percentage of the total audit instance count for the audit status

Report Data Items - Detail

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Status	<Status>	[Audit Detail Main Query].[Status]	Displays the audit status
Audit Year	<Audit Year>	[Audit Detail Main Query].[Audit Year]	Displays the audit year
Report ID	<Report ID>	[Audit Detail Main Query].[Report ID]	Displays the expense report ID
Audit Date	<Audit Date>	[Audit Detail Main Query].[Audit Date]	Displays the date the audit was performed
Report Name	<Report Name>	[Audit Detail Main Query].[Report Name]	Displays the expense report name
Employee ID	<Employee ID>	[Audit Detail Main Query].[Employee ID]	Displays the employee ID
Employee Name	<Employee Name>	[Audit Detail Main Query].[Employee Name]	Displays the employee name
Employee Email Address	<Employee Email Address>	[Audit Detail Main Query].[Employee Email Address]	Displays the employee email address
Expense Group	<Expense Groups>	[Audit Detail Main Query].[Expense Group]	Displays the expense group name
Is Resubmitted	<Is Resubmitted>	[Audit Detail Main Query].[Is Resubmitted]	Displays a 'Y' or 'N'
Is Extracted	<Is Extracted>	[Audit Detail Main Query].[Is Extracted]	Displays a 'Y' or 'N'
Total Report Amount (rpt)	<Total Report Amount (rpt)>	[Audit Detail Main Query].[Total Report Amount (rpt)]	Displays the total amount of the expense
Reporting Currency	<Reporting Currency>	[Audit Detail Main Query].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Reporting Group	<Reporting Group>	[Audit Detail Main Query].[Reporting Group]	Code that indicates the level assigned to the expense type from the reporting hierarchy
Policy	<Policy>	[Audit Detail Main Query].[Policy]	Policy associated with the audit exception
Expense Audit Required	<Expense Audit Required>	[Audit Detail Main Query].[Expense Audit Required]	Displays whether the expense audit is required
Report Key	<Report Key>	[Audit Detail Main Query].[Report Key]	Unique system-assigned key that identifies the expense report
Report Legacy Key	<Report Legacy Key>	[Audit Detail Main Query].[Report Legacy Key]	Displays the expense report's legacy key
Employee Key	<Employee Key>	[Audit Detail Main Query].[Employee Key]	Displays the employee key
Question Count	<Question Count>	[Audit Detail Main Query].[Question Count]	Displays the question count
Comments	<Comments>	[Auditor Comments Detail].[Comment Date/Time]	Displays the audit comments count and link to the report's **Comments** section
Audit Instance Count	<Audit Instance Count>	[Audit Detail Main Query].[Instance Count based on Audit Report Key]	Displays the audit instance count

Report Data Items – Auditor Comments

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Report ID	<Report ID>	[Main].[Report ID]	Displays the expense report ID
Commenter's Name	<Commenter's Name>	[Auditor Comments Detail].[Commenter's Name]	Displays the name of the auditor that entered the comment
Comment	<Comment>	[Auditor Comments Detail].[Comment]	Displays the audit comment
Comment Date/Time	<Comment Date/Time>	[Auditor Comments Detail].[Comment Date/Time]	Displays the date and time the comment was entered

Report: Audit Volumes

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

This report will present the user with the number of audited reports and line items by month. It will also have the number of rejected reports and line items.   This will allow administrators to quickly see how their volume corresponds to the number of failures.

Report Prompts

Audit Volumes

Prompts

Date Range

Start Date:
From:
Jan 1, 2013

To:
Jun 12, 2013

Report Output

Audit Volumes

Start Date Between Jan 1, 2012 and Jun 12, 2013

Year	Month	Audited Reports	Rejected Reports	Audited Line Items	Rejected Line Items
2013	January	15	0	410	0

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Year	<Audit Year>	[Expense].[Expense Report Audit].[Audit Year]	Displays the audit year
Month	<Audit Month>	[Expense].[Expense Report Audit].[Audit Month]	Displays the audit month

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Audited Reports	<Report ID>	[Expense].[Expense Report Audit].[Report ID]	Displays the report ID
Rejected Reports	<Rejected Count Report Level>	Count Distinct, case when [Expense].[Expense Report Audit].[Status Code] ='AUDITWB_WF_FAIL' then [Report ID] else null end	Displays the distinct report ID
Audited Line Items	<Report Entry Count>	Total, [Expense].[Expense Report Audit].[Report Entry Count]	Line item count
Rejected Lines Items	<Rejected Count>	Dummy, 0	Line item count

Report: Employee Audit Required Status

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

This report will show the "Audit Required" status of an employee, which gives administrators better insight and visibility into their Audit configuration.

Report Prompts

Employee Audit Required Status

Expense Audit Required: * ⦿ Employees with Expense Reports
○ All Employees

Cancel   Finish

Report Output

Employee Audit Required Status

Last Name	First Name	Expense Audit Required	Active
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	Y
		Always	N
		Always	N
		Always	Y
		Always	Y
		Always	N
		Always	Y
		Always	Y

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Expense Audit Required	ParamDisplayValue('p_employee')	Displays the option selection from the **Expense Audit Required** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Last Name	<Employee Last Name>	[Expense].[Report Header Information].[Employee Last Name]	Displays the employee's last name
First Name	<Employee First Name>	[Expense].[Report Header Information].[Employee First Name]	Displays the employee's first name
Expense Audit Required	<Expense Audit Required>	[Expense].[Report Header Information].[Expense Audit Required]	Displays whether the expense audit is required
Active	<Employee Active Flag>	[Expense].[Report Header Information].[Employee Active Flag]	Displays whether the employee is active (Y/N)

Report: Report Entry Exceptions

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

This report provides statistics about the exceptions that are captured at the expense entry level for selected years and exception types, allowing long-term trend analysis of the types of exceptions that are being detected in submitted expense reports. The report output includes data only on submitted reports.

Report Prompts

The report user can select exceptions and years in order to narrow the report results. These prompts are optional.

Report Output

The columns at the far left side show the exception level, then the text description of the exception is the next column. The statistics for each exception type are presented by year in order to analyze trends of occurrences of exceptions.

Report Entry Exceptions

Year: 2009, 2010 AND Exception Text: AND Exclude Unsubmitted Reports

# Exceptions	2009	2010	Summary
	0	0	0
	0	0	0
1 Airfare >$1000. Manager approval is required.	383	90	473
All Conf/Seminar/Training requires manager approval.	254	20	274
All gifts require manager approval.	613	88	701
American Express Fees are >$25. Manager approval is required.	175		175
Another expense has been submitted with the identical air ticket number. %lines%	452	61	513
Breakfast is >$15, which violates Near and Far T&E policy. Manager approval is required.	896	80	976
Business Meals/Meetings are >$150, Manager approval required.	1,100	119	1,219
Car Rental is >$500. Manager approval is required.	38	4	42
Cellular Phone is >$150. Manager approval is required.	1,410	176	1,586
Company/Employee Events is >$300. Manager approval is required.	60	3	63
Dinner is >$35, which violates Near and Far T&E policy. Manager approval is required.	1,423	151	1,574
Entertainment is >$200. Manager approval is required.	76	3	79
Lunch is >$25, which violates Near and Far T&E policy. Manager approval is required.	373	37	410
Membership dues are >$100. Manager approval is required.	224	24	248
Miscellaneous Expense >$100. Manager approval is required.	184	25	209
Office Supplies are >$100. Manager approval is required.	265	26	291
Other Travel Expenses are >$100. Manager approval required.	97	15	112
Printing is >$100. Manager approval is required.	41	5	46

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Year	' + ParamDisplayValue('Year')	Displays the year selected from the **Year** prompt on the **Prompts** page
Exception Text	' ' + ParamDisplayValue('Exception_Text1')	Displays the exception(s) selected from the **Exception Text** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	# Exception	[Expense].[Report Entry Exceptions].[# Exceptions]	The total number of exceptions for the exception text
N/A	Year	[Expense].[Report Dates and Statuses].[Year]	Displays the number of exceptions for the year the user selected
N/A	Exception Level2	[Expense].[Report Entry Exceptions].[Exception Level]	Displays the rank of the exception
N/A	Exception Text	[Expense].[Report Entry Exceptions].[Exception Text]	Displays the exception description

Report: Report Header Exceptions

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

This report shows the year-by-year exceptions that were created most frequently and the number of associated expense reports at the expense-header level.

Report Prompts

The report user can select exceptions and years in order to narrow the report results. These prompts are optional.

Report Header Exceptions

Prompts

Year:
```
1996
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
```
Select all Deselect all

Exception Text:
```
Actual Room Rate is Higher than the Reserved Room Rate
All expense reports for this employee must be audited closely.
All miscellaneous transactions require comments and will be audited. Please consider using another expense type.
Annual Entertainment expenses exceed $375 for this attendee.
Car Rental includes Fuel Service fee, please review.
Cena de más de $ 500 MXN requiere una revisión adicional y de auditoría.
Company policy requires refueling rentals.  Please enter a comment explaining why you did not refuel.
Company policy states that you are not allowed to spend more than 15 dollars per attendee for Contractors please adjust and resubmit.
Corporate Policy is to refuel rentals prior to drop off. Please enter a comment as to why you did not refuel.
Corporate policy is to refuel rentals prior to drop off. Please enter a comment as to why you did not refuel.
Entered Mileage is greater than calculated Google mileage.
```
Select all Deselect all

Cancel   Finish

Report Output

The columns at the far left side show the exception level, then the text description of the exception is the next column. The statistics for each exception type are presented by year in order to analyze trends of occurrences of exceptions.

Report Header Exceptions

Year: 2009 AND Exception Text: AND Exclude Unsubmitted Reports

	# Exceptions	2009	Summary
1	This report has been selected for Near and Far audit.	12,294	12,294
	1	12,294	12,294
30	This Report has a Net Credit amount of credit card transactions, please verify before approving this report that the user has other Reports with credit card charges to offset.	39	39
	30	39	39
21	This report total is over $900 and requires manager approval	3,050	3,050
	21	3,050	3,050
10	Manager approval required.	3,268	3,268
	10	3,268	3,268
22	Near and Far Audit Service selected report for audit.	3,268	3,268
	22	3,268	3,268
Summary		21,919	21,919

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Year	' + ParamDisplayValue('Year')	Displays the year selected from the **Year** prompt on the **Prompts** page
Exception Text	' ' + ParamDisplayValue('Exception_Text1')	Displays the exception(s) selected from the **Exception Text** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	# Exception	[Expense].[Report Entry Exceptions].[# Exceptions]	The total number of exceptions for the exception text
N/A	Year	[Expense].[Report Dates and Statuses].[Year]	Displays the number of exceptions for the year the user selected
N/A	Exception Level2	[Expense].[Report Entry Exceptions].[Exception Level]	Displays the rank of the exception
N/A	Exception Text	[Expense].[Report Entry Exceptions].[Exception Text]	Displays the exception description