Table of Contents

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
March 14, 2020	The **Sent Date** prompt on the **Prompts** page for the Expense Entry Analysis (grouped by Employee) report was renamed to **Sent for Payment Date**. Updated the image of the **Prompts** page for the report to show new **Sent for Payment Date** prompt, and replaced the information about the **Start Date** prompt with information about the **Sent for Payment Date** prompt in the *Date Range Prompt* section.
January 8, 2020	Changed copyright; no other content changes
August 17, 2019	Added additional information about the Payment Type Analysis report
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
December 8, 2018	Added additional information about report prompts and reports to the reports in the Expense Processing folder
January 13, 2018	Changed copyright; no other content changes
December 15 2016	Changed copyright; no other content changes
October 10 2016	Updated Prompts images for copied reports
August 15 2016	Added the Workflow Aging – Details report
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

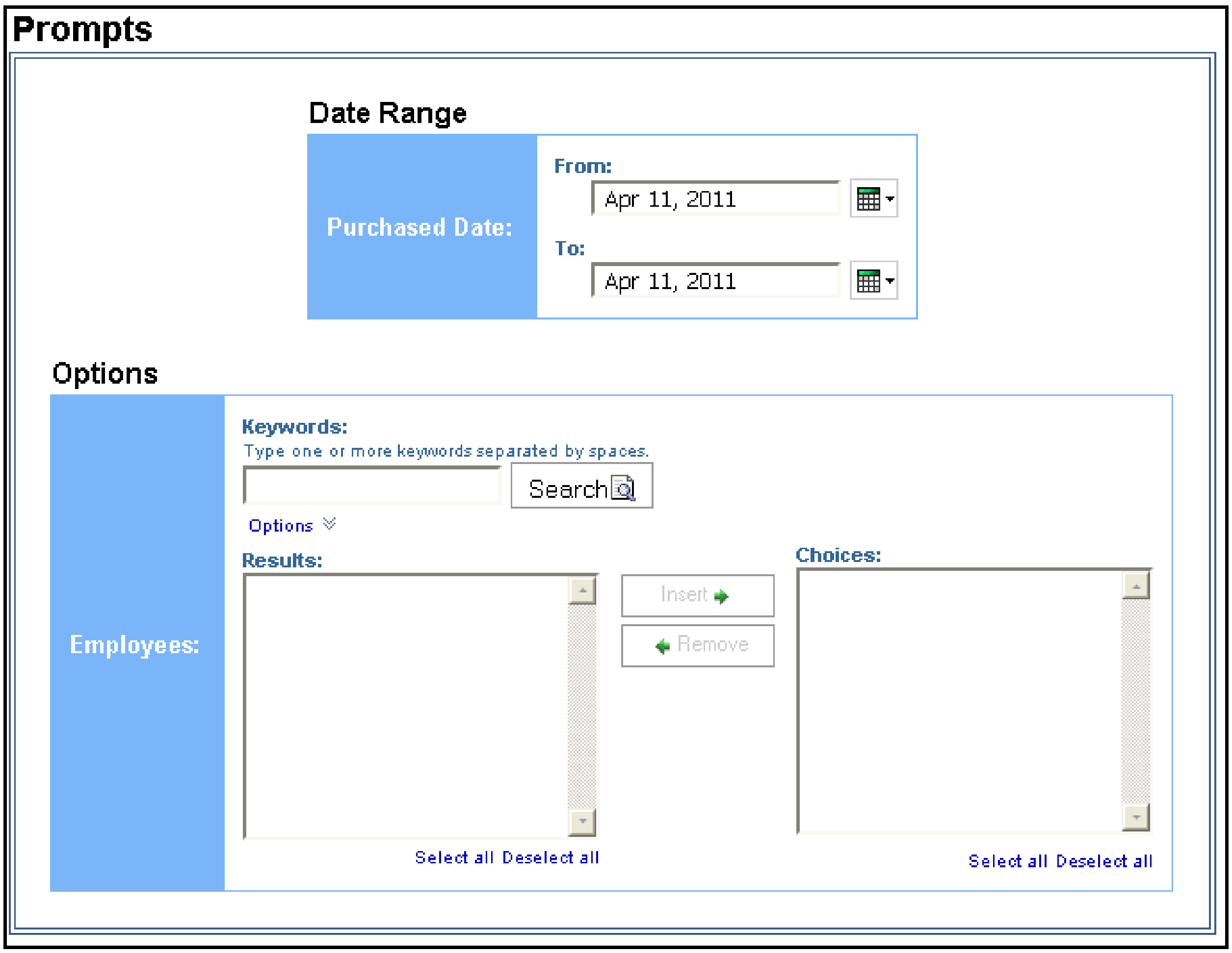
Chapter 9: Folder – Expense Processing

Report: Airfare Booked But Not Yet Expensed

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

This report lists users with airline tickets that have not yet been expensed. This will allow finance departments to identify liabilities and plan appropriately.

Report Prompts



Date Range Prompt

- **Purchased Date:** Used to filter the report by the date range that the trips were purchased

Options Prompt

- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Airfare Booked But Not Yet Expensed

Purchased Date Between Jan 1, 2007 and Apr 11, 2011
Reporting Currency: USD

Employee	Purchased Date	Departure Date	Airline	Ticket Status	Record Locator	Ticket Number	Amount
Employee	Nov 16, 2010	Mar 13, 2009	Delta	Active	IUGEMV	0067405081971	192.02
	Nov 16, 2010	Jan 6, 2010	Delta	Active	CJQVCC	0067715630378	3,244.80
	Nov 16, 2010	Jan 6, 2010	Delta	Active	CJQVCC	0067728078614	3,244.80
	Nov 16, 2010	Jan 19, 2010	Alitalia	Active	OQHOYW	0557715630367	130.40
	Nov 16, 2010	Jan 12, 2010	Lufthansa	Active	CJQVCC	2207715630380	86.10
	Nov 16, 2010	Jan 23, 2010	Lufthansa	Active	CJQVCC	2207715630382	71.90
Employee	Nov 16, 2010	May 2, 2009	Delta	Active	KLNLEH	0067422056956	74.60
	Nov 16, 2010	May 3, 2009	US Airways	Active	DQQRGN	0377422056957	176.85
Employee	Jun 9, 2010	Jun 13, 2010	Delta	Active	GQILQH	0067896543438	734.64
	Nov 16, 2010	Oct 2, 2008	American	Active	DGCYEM	0017373618474	76.16
	Nov 16, 2010	Oct 2, 2008	American	Active	DGCYEM	0017374977239	113.59
	Nov 16, 2010	Oct 1, 2008	American	Active	NYMBMT	0017376604750	262.93
	Nov 16, 2010	Oct 28, 2008	American	Active	KZMETW	0017380064601	69.50
	Nov 16, 2010	Sep 30, 2008	Delta	Active	NYMBMT	0067376476749	146.90
	Nov 16, 2010	May 28, 2009	Delta	Active	BGIBDF	0067429181020	462.20
	Nov 16, 2010		Delta	Active	GFRYQU	0067714650874	389.15
	Nov 16, 2010	Nov 19, 2009	Delta	Active	GFRYQU	0067714650895	389.15
	Nov 16, 2010	Jun 13, 2010	Delta	Active	GQILQH	0067896543438	734.64
	Nov 16, 2010	Sep 30, 2008	Northwest	Active	EGMWEG	0127375167878	505.94
	Nov 16, 2010	Sep 29, 2008	Northwest	Active	EGMWEG	0127376476739	562.00

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Purchased Date	ParamDisplayValue('purchasedDateParam')	Displays the date range from the **Purchased Date** prompt on the **Prompts** page
Reporting Currency	[Travel].[Reservations and Tickets].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Cliqbook Unsubmitted AIrfare Details].[Employee]	Employee who booked the trip
Purchased Date	<Purchased Date>	[Cliqbook Unsubmitted AIrfare Details].[Purchased Date]	Date the trip was purchased (month day, year format)
Departure Date	<Departure Date>	[Cliqbook Unsubmitted AIrfare Details].[Start Date]	Date the trip begins (month day, year format)
Airline	<Transportation Vendor/Hotel Property>	[Cliqbook Unsubmitted AIrfare Details].[Transportation Vendor / Hotel Property]	Name of the airline company
Ticket Status	<Ticket Status>	[Cliqbook Unsubmitted AIrfare Details].[Ticket Status]	Current status of the reserved ticket (for example, Ticketed)
Record Locator	<Record Locator>	[Cliqbook Unsubmitted AIrfare Details].[Record Locator]	Unique six-digit character that identifies the trip (for example, KUMBEI)
Ticket Number	<Ticket ID>	[Cliqbook Unsubmitted AIrfare Details].[Ticket ID]	Ticket number for the reserved air booking
Amount	<Amount>	[Cliqbook Unsubmitted AIrfare Details].[Booking Total]	Sum of the booking amount and the booking tax in the reporting currency

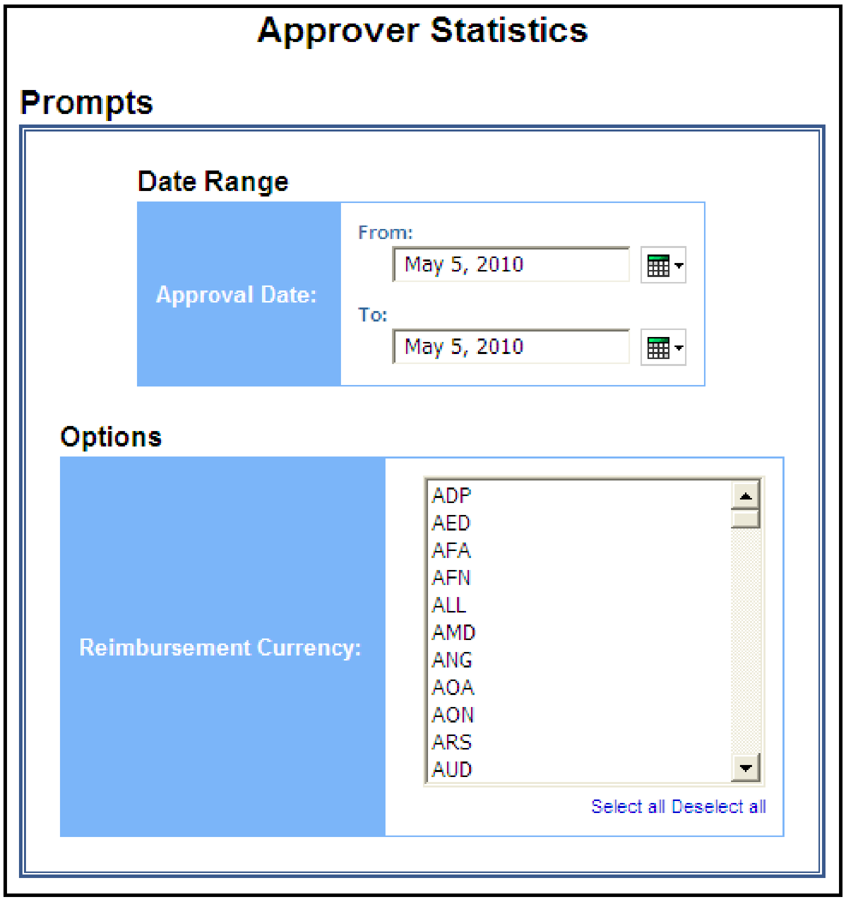
Report: Approver Statistics

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

This report provides expense report statistics data regarding quantities and extended cost totals by approver.

Report Prompts

The user can select date range and reimbursement currency. These prompts are optional.



Date Range Prompt

- **Approval Date:** Used to filter the report by the date range that the expense reports were approved for reimbursement

Options Prompt

- **Reimbursement Currency:** Used to filter the report by the currency(ies) in which the employees were reimbursed

Report Output

Approver Statistics

Approval Date Between Jan 1, 2010 and May 5, 2010
Reimbursement Currencies: USD

	USD				
	Report Count	Total Due Credit Cards	Total Due Employee	Total Personal Amount	Total Report Amount
Adhikari, Wun	3	2285.68	1958.06	0	4243.74
Ahola, Roberta	7	10214.78	405.82	142.51	10763.11
Almeida, Sean	3	3916.43	30.56	48.24	3995.23
Altman, Mandy	17	5227.65	308.44	193.39	5729.48
Andripalli, Ronald	6	316.48	647.97	0	964.45
Aquino, Stela	16	15867.19	5177.37	431.86	21476.42
Atwal, Jeffrey	2	434.5	0	102.62	537.12
Bailey, Ken	4	3791.41	71	272.36	4134.77
Baker, Todd	1	462.9	0	0	462.9
Boone, Sandra	4	15642.55	0	0	15642.55
Bowden, Ken	2	0	231.59	0	231.59
Brandl, Laura	1	154.95	0	0	154.95
Breslin, Sean	10	9987.26	355.38	0	10342.64
Briggs, Thomas	10	9855.32	2256.27	73.61	12185.2
Byrd, Troy	8	5202.64	1286.03	0	6488.67
Carkeek, Debra	5	1113.63	335.35	58.06	1507.04
Carlson, Ronald	3	0	942.92	0	942.92
Caruthers, Randy	4	672.01	535.94	0	1207.95
Cavanaugh, Bryan	5	1990.93	102.99	0	2093.92
Coggeshall, Robert	3	0	91.58	0	91.58

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Approval Date Between	' ' + ParamDisplayValue('actionDate')	Displays the date range from the **Approval Date** prompt on the **Prompts** page
Reimbursement Currencies	' ' + ParamDisplayValue('currencyKey')	Displays the currency code(s) from the **Reimbursement Currency** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run

Data Item Label/Name	Data Item Expression	Data Item Description
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	<#Reimbursement Currency#>	[Expense].[Report Header Information].[Reimbursement Currency]	Currency in which the employee was reimbursed
Approver	<#Approver#>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Report Count	<#1234#>	[Expense].[Expense Report Workflow Trail].[Report Key]	Unique system-assigned key that identifies the expense report
Total Due Credit Cards	<#1234#>	CASE WHEN [Expense].[Report Header Information].[Total Due Credit Cards] is missing THEN 0 ELSE [Expense].[Report Header Information].[Total Due Credit Cards] END	Total amount to be reimbursed to credit cards or other accounts
Total Due Employee	<#1234#>	CASE WHEN [Expense].[Report Header Information].[Total Due Employee] is missing THEN 0 ELSE [Expense].[Report Header Information].[Total Due Employee] END	Total amount to be reimbursed to the employee

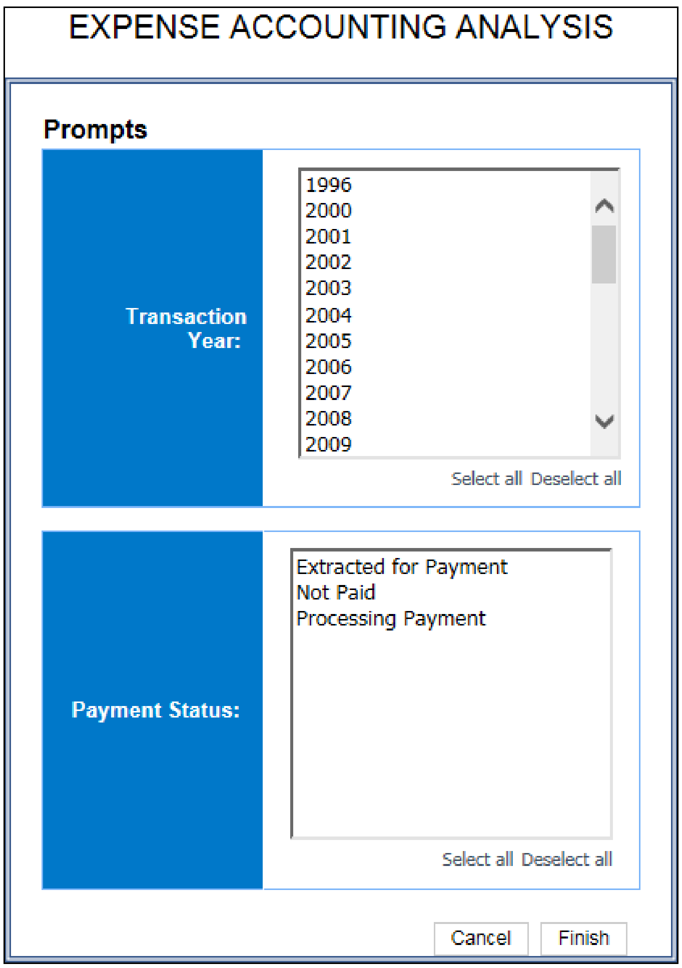
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Personal Amount	<#1234#>	CASE WHEN [Expense].[Report Header Information].[Total Personal Amount] is missing THEN 0 ELSE [Expense].[Report Header Information].[Total Personal Amount] END	Total expense amounts marked as personal (non-reimbursable)
Total Report Amount	<#1234#>	CASE WHEN [Expense].[Report Header Information].[Total Report Amount] is missing THEN 0 ELSE [Expense].[Report Header Information].[Total Report Amount] END	Total amount of the expenses on the report
Total for Currency	<#1234#>	total([Total Report Amount] for [Reimbursement Currency])	Total amount of the expenses on the report in the report reimbursement currency

Report: Expense Accounting Analysis

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

This report lists the expenses by how the expenses were allocated for accounting by payer/payee, allocation codes, account codes, and totals for debit/credit and net.

Report Prompts



- **Transaction Year:** Used to filter the report by the year(s) the transactions were incurred
- **Payment Status:** Used to filter the report by the status of the expense reports in the payment process; Extracted for Payment, Not Paid, and/or Processing Payment

Report Output

Expense Accounting Analysis

Exclude Parent Entries AND Payment Status: AND Transaction Year: 2009

Amount					2009										Summary
					USD	GBP	AUD	SGD	CAD	EUR	CZK	HKD	SEK	2009	
	Undefined	American Express	Company		-813.01									-813.01	-813.01
				Company	-813.01									-813.01	-813.01
			American Express		-813.01									-813.01	-813.01
		Company	American Express		9,420.10									9,420.10	9,420.10
				American Express	9,420.10									9,420.10	9,420.10
			Employee		92.53	937.29								1,029.82	1,029.82
				Employee	92.53	937.29								1,029.82	1,029.82
			Company		9,512.63	937.29								10,449.92	10,449.92
		Undefined			8,699.62	937.29								9,636.91	9,636.91
					8,699.62	937.29								9,636.91	9,636.91
01-Transportation	Airfare	American Express	Company	62110	-211,761.04									-211,761.04	-211,761.04
				Company	-211,761.04									-211,761.04	-211,761.04
			American Express		-211,761.04									-211,761.04	-211,761.04
		Company	American Express		64,064.16									64,064.16	64,064.16
				62110	2,196,477.63	1,786.16								2,198,263.79	2,198,263.79
				American Express	2,260,541.79	1,786.16								2,262,327.95	2,262,327.95
			American Express AU	62110			79,605.72	2,288.00						81,893.72	81,893.72
				American Express AU			79,605.72	2,288.00						81,893.72	81,893.72
			Employee		5,304.20	7,077.97			9,631.22	665.94				22,679.33	22,679.33
				62110	143,354.71	120,000.63	7,943.13	2,347.00	39,490.24	51,834.18	45,775.07	55,573.00	116,932.30	583,250.26	583,250.26

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Payment Status	' '+ParamDisplayValue('Payment_Status')	Displays the payment status(es) from the **Payment Status** prompt on the **Prompts** page
Transaction Year	' '+ParamDisplayValue('Transaction_Year1')	Displays the year(s) from the **Transaction Year** 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	<Parent Expense Type>	[Expense].[Entry Information].[Parent Expense Type]	Another expense type under which the entry's expense type has been grouped For example, the expense types Breakfast, Lunch, and Dinner might be grouped under another expense type called Meals.
N/A	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
N/A	<Payer Payment Type>	[Expense].[Expense Journal].[Payer Payment Type]	Payment type representing the entity responsible for paying the amount
N/A	<Payee Payment Type>	[Expense].[Expense Journal].[Payee Payment Type]	Payment type that identifies the entity receiving the amount
N/A	<Account Code>	[Expense].[Expense Journal].[Account Code]	Account code to be charged with the amount
N/A	<Transaction Year>	[Expense].[Entry Information].[Transaction Year]	Year that the expense was incurred
N/A	<Reimbursement Currency>	[Expense].[Entry Information].[Reimbursement Currency]	Currency in which the employee is reimbursed
Amount	<#1234#>	[Expense].[Expense Journal].[Amount]	Amount to be posted **NOTE:** Negative amounts represent a credit; positive amounts represent a debit.

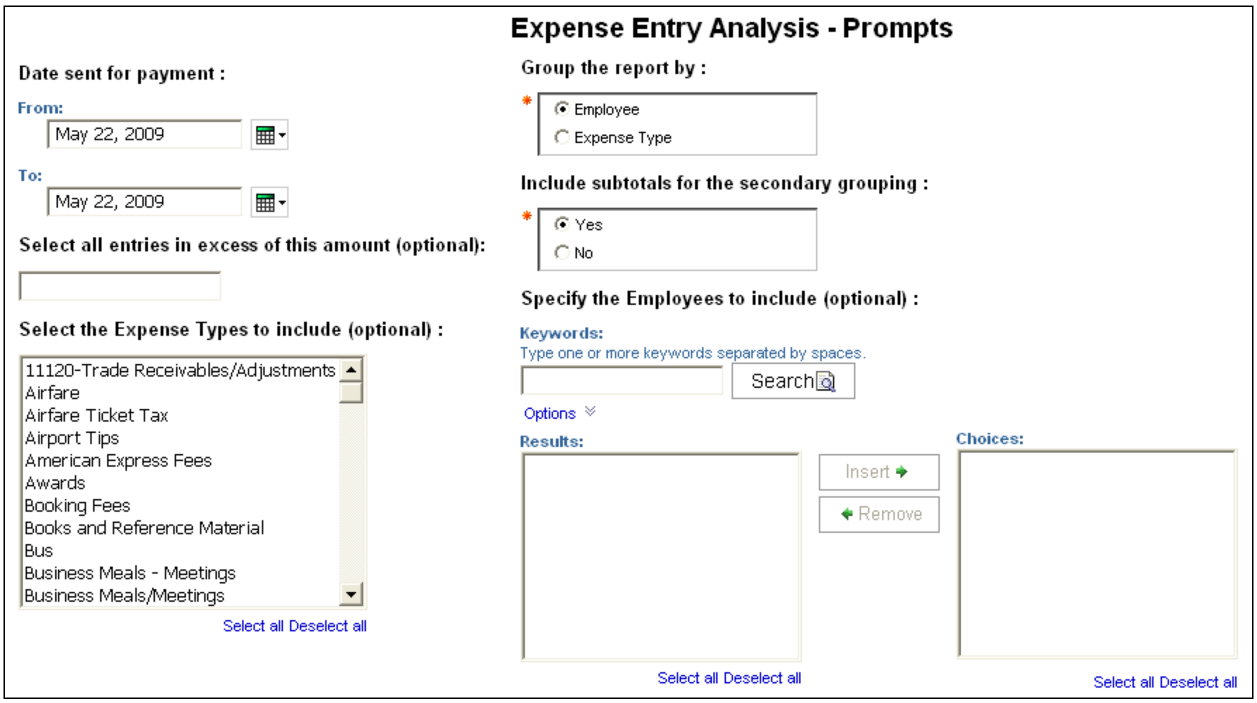
Report: Expense Entry Analysis

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

This report lists expenses including expense type, payment type, and amount.

Report Prompts

The report user can choose a range of dates and optionally select other parameters in order to narrow the report results and manage grouping and subtotals. If no values are selected for the optional parameters, then all values are included by default.



- **Date sent for payment:** Used to filter the report by the date range that the expenses were paid
- **Select all entries in excess of this amount (optional):** Used to only include expenses more than the defined amount (for example, to include expenses more than $100, enter "99")
- **Select the Expense Types to include (optional):** Used to filter the report by the expense type(s) assigned to the expenses
- **Group the report by:** Used to group the primary report entries by "Employee" or "Expense Type"
- **Include subtotals for the secondary grouping:** Used to select if the secondary grouping, "Employee" or "Expense Type", and subtotals should be included in the report
- **Specify the Employees to include (optional):** Used to filter the report by the name of employee(s) who booked trips

Report Output

Expense Entry Analysis

Sent for Payment Date:Between Jan 1, 2014 and Dec 7, 2018
Reporting Currency: USD

Expense Type	Report Name	Transaction Date	Payment Type	Vendor	City/Location	Approved Amount (rpt)
Baxter, Payden James						
Parking /Tolls	Expense Entry Clean Up	May 27, 2015	Cash			59.00
	WM Onsite Visit	Jun 24, 2015	Corporate Card IBCP (Offsets)	Hampton Inns	Rogers	10.00
	Big Big Important Meeting	Sep 30, 2015	Cash		Seattle	5.00
	Denver Corporate HQ Travel	Oct 20, 2015	Corporate Card IBCP (Offsets)	Hampton Inns	Denver	10.00
	Big Big Important Meeting	Dec 2, 2015	Cash	Hilton Garden Inn	Denver	10.00
	Ohio Travel	Jan 13, 2016	Corporate Card IBCP (Offsets)	DoubleTree Hotels	Columbus	10.00
					Total for Parking /Tolls	**302.70**
Personal Car Mileage	Mileage Reimbursement	Oct 17, 2013	Cash			18.65
	WM Visit	Feb 21, 2015	Cash			18.40
	Ohio Travel	Jan 15, 2016	Cash			5.75
					Total for Personal Car Mileage	**42.80**
Sporting Events/Tickets	Product Meetings	Oct 17, 2014	Cash			250.00
					Total for Sporting Events/Tickets	**250.00**
Taxi	Mission Hills Visit	Sep 11, 2013	Cash			51.48
					Total for Taxi	**51.48**
Tolls	WM Visit	Feb 21, 2015	Cash		Seattle	5.00
					Total for Tolls	**5.00**
					Total for Baxter, Payden James	**52,850.11**
Bear, Claire						
Airfare	Trip to Amsterdam	Feb 5, 2015	Corporate Card IBCP (Offsets)	United Airlines	Genève	1,586.60
	Trip from London to Zurich	Nov 19, 2015	Corporate Card IBCP (Offsets)	SWISS	London	255.04
					Total for Airfare	**1,841.64**
Business Meal (attendees)	Trip to Amsterdam	Mar 12, 2015	Corporate Card IBCP (Offsets)	Cafe Monte	AMSTERDAM	48.32
					Total for Business Meal (attendees)	**48.32**
Car Rental	Trip to Amsterdam	Mar 12, 2015	Corporate Card IBCP (Offsets)	Hertz	AMSTERDAM	296.64
	Trip from London to Zurich	May 13, 2016	Corporate Card IBCP (Offsets)	Avis	Zurich	290.89
					Total for Car Rental	**587.53**
Cellular Phone	Trip from London to Zurich	Nov 20, 2015	Cash		Washington	75.32
					Total for Cellular Phone	**75.32**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('Date Sent for Payment')	Displays the date range from the **Date sent for payment** prompt on the **Prompts** page
Approved Amount	ParamDisplayValue('Approved Amount')	Displays the value from the **Select all entries in excess of this amount (optional)** prompt on the **Prompts** page
Reporting Currency	[Query1].[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
Employee	<Grouped Item>	if(?Grouping?='Expense Type') then ([Expense].[Entry Information].[Expense Type]) else ([Expense].[Report Header Information].[Employee])	Expense type assigned to the expense if grouped by expense type, Employee last name, first name, and middle initial if grouped by employee
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred

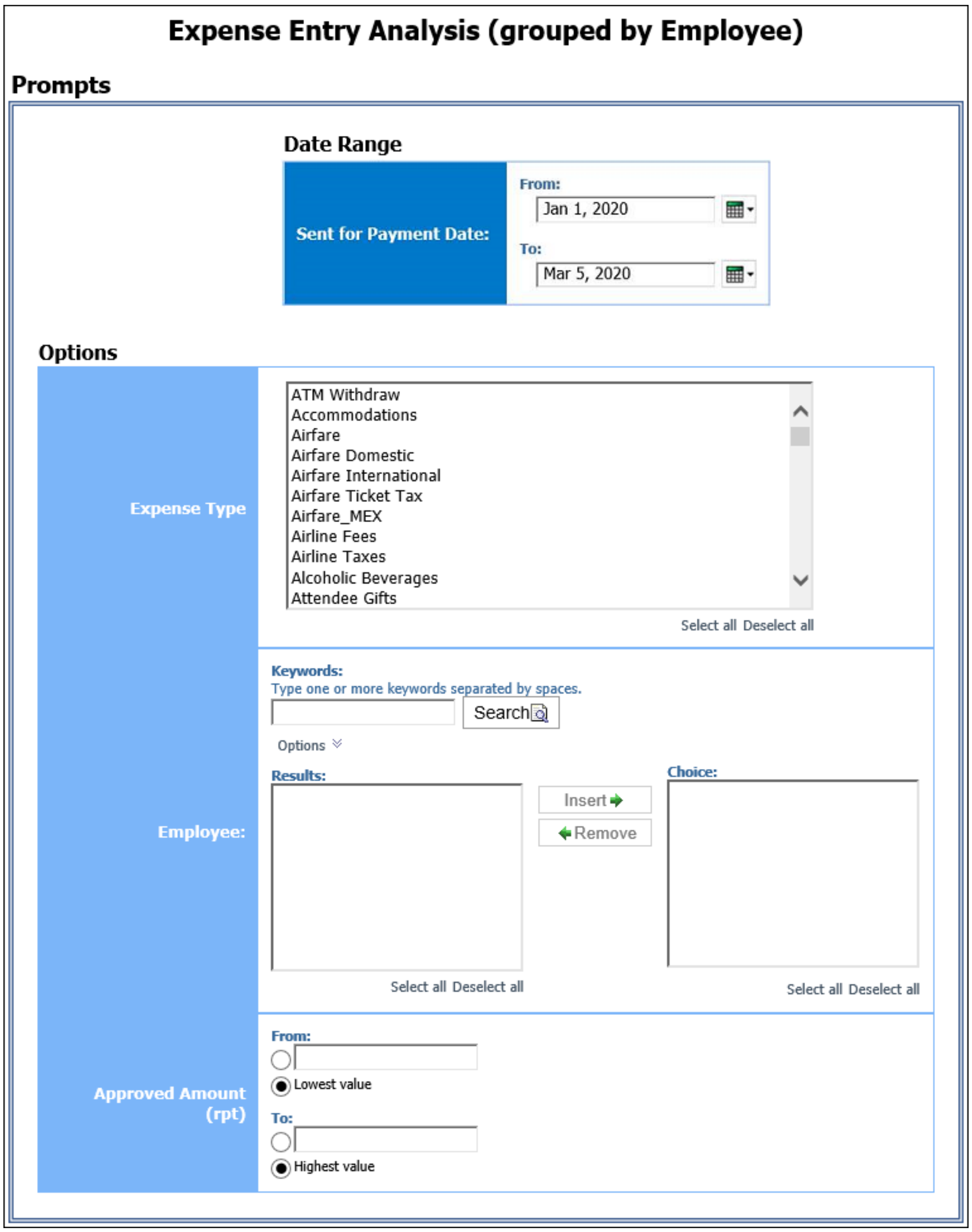
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approved Amount (rpt)	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
N/A	<Secondary Grouping>	if(?Grouping?='Expense Type') then ([Expense].[Report Header Information].[Employee]) else ([Expense].[Entry Information].[Expense Type])	Expense type assigned to the expense if grouped by expense type, Employee last name, first name, and middle initial if grouped by employee

Report: Expense Entry Analysis Details (grouped by Employee)

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

This report provides detailed spending information grouped by employee and then by expense type.

Report Prompts



Date Range Prompt

- **Sent for Payment Date:**
  - **From:** Used to filter the report using a defined start date for the sent for payment date of the trips
  - **To:** Used to filter the report using a defined end date for the sent for payment date of the trips

Options Prompts

- **Expense Type:** Used to filter the report by the expense type(s) assigned to the expenses
- **Employee:** Used to filter the report by the name of employee(s) who booked trips
- **Approved Amount (rpt):**
  - **From:** Used to filter the report using a defined minimum expense total approved for reimbursement
  - **To:** Used to filter the report using a defined maximum expense total approved for reimbursement
  - **Lowest Value:** Used to filter the report using the minimum expense total approved for reimbursement
  - **Highest Value:** Used to filter the report using the maximum expense total approved for reimbursement

Report Output

Expense Entry Analysis (grouped by Employee)

Start Date: On or after Jan 1, 2014

Employee	Expense Type	Report Name	Transaction Date	Payment Type	Vendor	City/Location	Approved Amount (rpt)
Alexander, Xavier Edward	Hotel	Meeting at Corp HQ	Aug 21, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Norfolk	125.00
		Meeting at Corp HQ	Aug 22, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Norfolk	125.00
	Hotel						**1,487.00**
	Hotel Tax	Trip from Chicago to Minneapolis/St. Pau	May 15, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Bloomington	20.63
		Trip from Chicago to Minneapolis/St. Pau	May 16, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Bloomington	20.63
		Trip from Chicago to Minneapolis/St. Pau	May 17, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Bloomington	20.63
		Trip from Chicago to Buffalo	May 21, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Cheektowaga	22.75
		Trip from Chicago to Minneapolis/St. Pau	Jun 26, 2012	Corporate Card IBCP (Offsets)	Crowne Plaza	Bloomington	22.88
		Store Remodel in TN	Jul 17, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Chattanooga	13.63
		Store Remodel in TN	Jul 18, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Chattanooga	13.63
		Factory Visit	Jul 29, 2012	Corporate Card IBCP (Offsets)	Marriott Hotels	Los Angeles	19.88
		Meeting at Corp HQ	Aug 21, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Norfolk	15.63
		Meeting at Corp HQ	Aug 22, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Norfolk	15.63
	Hotel Tax						**185.92**
	Internet	Trip from Chicago to Minneapolis/St. Pau	May 15, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Bloomington	4.18
		Trip from Chicago to Minneapolis/St. Pau	May 16, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Bloomington	4.18
		Trip from Chicago to Minneapolis/St. Pau	May 17, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Bloomington	4.17
		Trip from Chicago to Buffalo	May 21, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Cheektowaga	13.83
		Trip from Chicago to Minneapolis/St. Pau	Jun 26, 2012	Corporate Card IBCP (Offsets)	Crowne Plaza	Bloomington	13.92
		Store Remodel in TN	Jul 17, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Chattanooga	4.14
		Store Remodel in TN	Jul 18, 2012	Corporate Card IBCP (Offsets)	Hampton Inns	Chattanooga	4.13
		Factory Visit	Jul 29, 2012	Corporate Card IBCP (Offsets)	Marriott Hotels	Los Angeles	12.09

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('Sent_for_Payment_Date1')	Displays the date range from the **Start 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

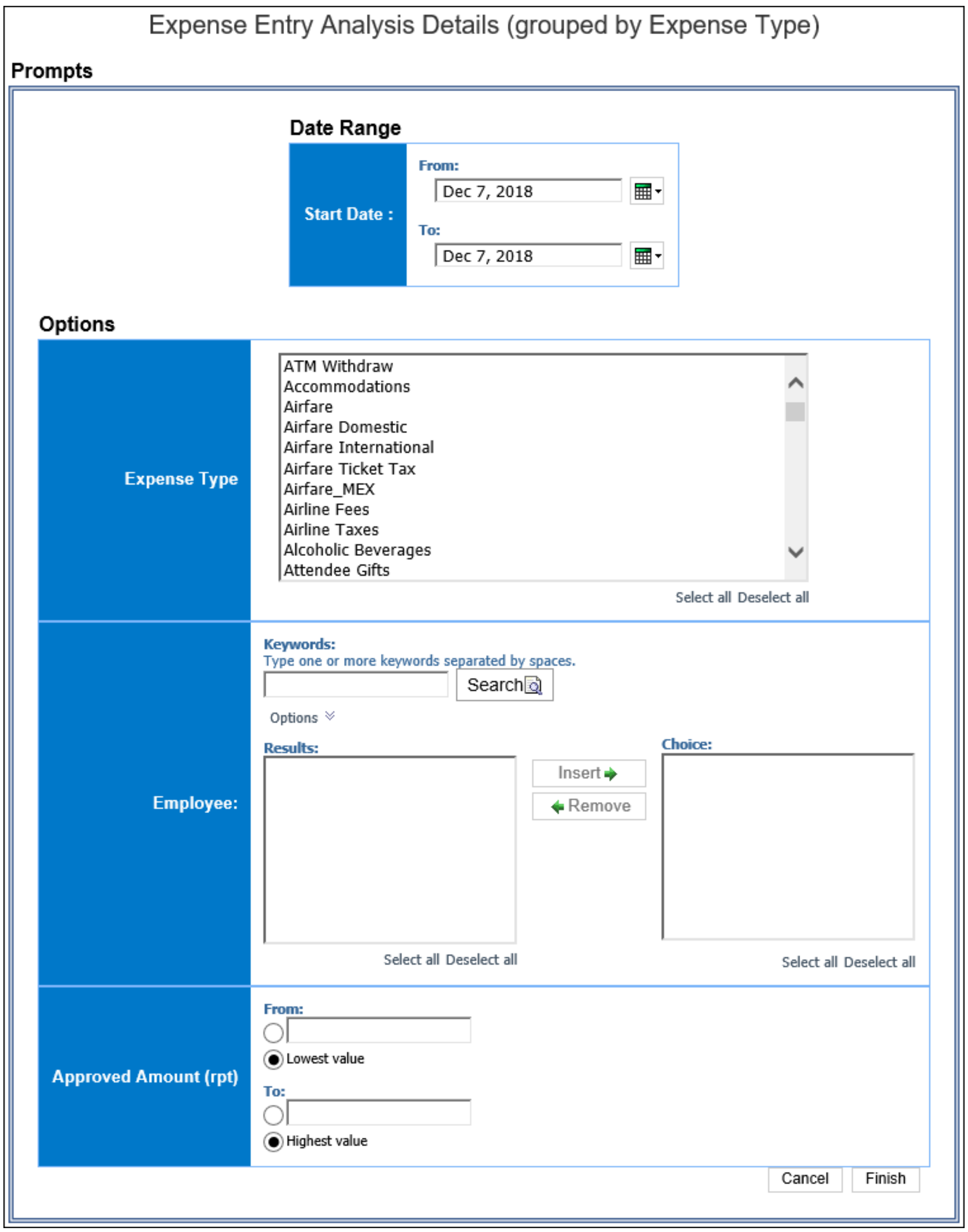
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred
Approved Amount (rpt)	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Expense Entry Analysis Details (grouped by Expense Type)

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

This report provides spending information group by expense type and then by employee.

Report Prompts



Date Range Prompt

- **Start Date:**
  - **From:** Used to filter the report using a defined start date of the trips
  - **To:** Used to filter the report using a defined end date of the trips
  - **Earliest Date:** Used to filter the report using the earliest date that trips were taken
  - **Latest Date:** Used to filter the report using the latest date that trips were taken

Options Prompts

- **Expense Type:** Used to filter the report by the expense type(s) assigned to the expenses
- **Employee:** Used to filter the report by the name of employee(s) who booked trips
- **Approved Amount (rpt):**
  - **From:** Used to filter the report using a defined minimum expense total approved for reimbursement
  - **To:** Used to filter the report using a defined maximum expense total approved for reimbursement
  - **Lowest Value:** Used to filter the report using the minimum expense total approved for reimbursement
  - **Highest Value:** Used to filter the report using the maximum expense total approved for reimbursement

Report Output

Expense Entry Analysis Details (grouped by Expense Type)

Start Date: Between Jan 1, 2014 and Dec 7, 2018

Expense Type:

Employee:

Approved Amount:

Expense Type	Employee	Sent for Payment Date	Report Name	Transaction Date	Payment Type	Vendor	City/Location	Approved Amount (rpt)
Airfare	Gerleman, Sarah Marie	Mar 13, 2015	2.17.15 Report	Feb 2, 2015	Corporate Card IBCP (Offsets)	American Airlines		206.20
		Mar 13, 2015	Delta Meeting	Mar 1, 2015	Corporate Card IBCP (Offsets)	Delta Air Lines	Kansas City	745.50
		Mar 24, 2015	Aflac Trip	Mar 6, 2015	Corporate Card IBCP (Offsets)	Delta Air Lines	Kansas City	681.30
		Aug 3, 2015	Training Trip	Mar 6, 2015	Corporate Card IBCP (Offsets)	American Airlines	Kansas City	539.00
		Mar 24, 2015	Tyson Trip	Mar 7, 2015	Corporate Card IBCP (Offsets)	Delta Air Lines	Kansas City	516.00
		Jul 17, 2015	Fort Lauderdale, FL, June 2015	Jun 2, 2015	Cash	Southwest Airlines	Kansas City	503.99
		Jul 30, 2015	Dallas Training	Jul 3, 2015	Corporate Card IBCP (Offsets)	Southwest Airlines	Kansas City	364.00
		Aug 21, 2015	Demo Trip	Jul 5, 2015	Corporate Card IBCP (Offsets)	American Airlines	Kansas City	539.00
		Jul 30, 2015	Orlando Travel	Jul 16, 2015	Corporate Card IBCP (Offsets)	Southwest Airlines	Kansas City	539.00
		Aug 3, 2015	Dallas Training	Jul 17, 2015	Corporate Card IBCP (Offsets)	American Airlines	Kansas City	539.00
		Aug 3, 2015	GBTA Trip	Jul 17, 2015	Corporate Card IBCP (Offsets)	Southwest Airlines	Kansas City	1,078.00
		Aug 25, 2015	Dallas Training	Jul 19, 2015	Corporate Card IBCP (Offsets)	American Airlines	Kansas City	539.00
		Sep 15, 2015	Dallas Training	Aug 8, 2015	Corporate Card IBCP (Offsets)	American Airlines	Kansas City	539.00
	Gerleman, Sarah Marie							**8,406.99**
	German, Jens	Oct 17, 2014	per diems	Apr 30, 2012	Cash			132.57
		Oct 17, 2014	Trip from Berlin to Frankfurt	Mar 10, 2014	Corporate Card IBCP (Offsets)	Lufthansa	Tegel	258.11
		Oct 17, 2014	Paris France - Business trip	May 16, 2014	Corporate Card IBCP (Offsets)	Lufthansa	Frankfurt/Main	322.52
		Oct 17, 2014	Expenses for May	May 23, 2014	Cash		Brussel (Bruxelles)	683.48
		Oct 17, 2014	Trip from Frankfurt to Rome	Jul 15, 2014	Corporate Card IBCP (Offsets)	Lufthansa	Frankfurt/Main	532.04
	German, Jens							**1,928.72**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('Sent for Payment Date')	Displays the date range from the **Start Date** prompt on the **Prompts** page
Expense Type	' '+ParamDisplayValue('Expense Type')	Displays the expense type(s) from the **Expense Type** prompt on the **Prompts** page
Employee	' '+ParamDisplayValue('Employee')	Displays the employee(s) from the **Employee** prompt on the **Prompts** page

Data Item Label/Name	Data Item Expression	Data Item Description
Approved Amount	' '+ParamDisplayValue('Approved Amount (rpt)')	Displays the value(s) from the **Approved Amount (rpt)** 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

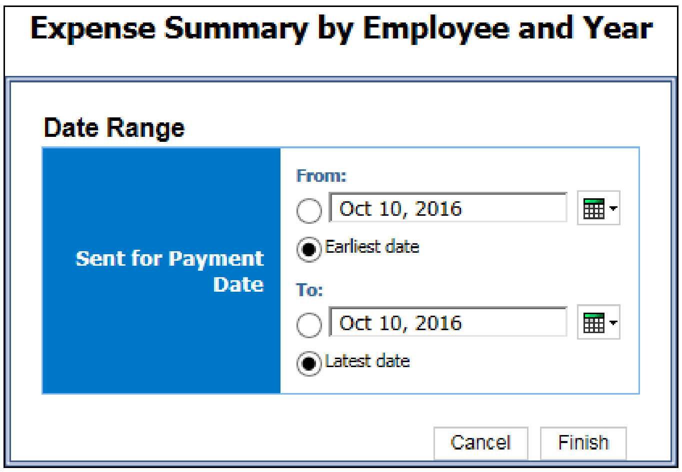
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Sent for Payment Date	<Sent for Payment Date>	[Expense].[Report Dates and Statuses].[Sent for Payment Date]	Date the expense report was extracted from the expense system for payment in another accounting system (such as Accounts Payable or Payroll)
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred
Approved Amount (rpt)	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Expense Summary by Employee and Year

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

This report shows summary of expenses by employee and year.

Report Prompts



Date Range Prompt

- **Sent for Payment Date:**
  - **From:** Used to filter the report using a defined begin date that expense reports were paid
  - **To:** Used to filter the report using a defined end date that expense reports were paid
  - **Earliest Date:** Used to filter the report using the earliest date that expense reports were paid
  - **Latest Date:** Used to filter the report using the latest date that expense reports were paid

Report Output

Expense Summary by Employee and Year

Amounts in Reporting Currency

Sent for Payment Date: On or after Jan 1, 2014

Reporting Group	Employee	Year	Total Approved Amount (rpt)
	Alexander, Xavier Edward	2015	7,677.80
	Alexander, Xavier Edward		**7,677.80**
	Baxter, Payden James	2014	70.13
		2015	51,643.75
		2016	1,136.23
	Baxter, Payden James		**52,850.11**
	Bear, Claire	2015	3,853.99
	Bear, Claire		**3,853.99**
	Bell, Simon Charles	2014	1,785.48
		2015	19,316.83
	Bell, Simon Charles		**21,102.31**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Amounts in Reporting Currency	N/A	Informs users that the amounts shown are in the reporting currency
Sent for Payment Date	' ' + ParamDisplayValue('Sent_for_Payment_Date')	Displays the date range from the **Sent for Payment 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

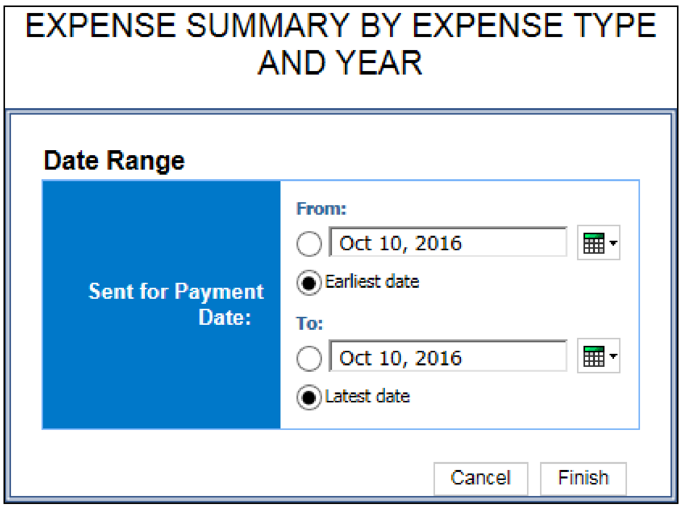
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Reporting Group	<Reporting Group>	[Expense].[Report Header Information].[Reporting Group]	Code that indicates the level assigned to the expense report from the reporting hierarchy
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Year	<Year>	[Expense].[Report Dates and Statuses].[Year]	Year the report was paid
Total Approved Amount (rpt)	<Total Approved Amount (rpt)>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed

Report: Expense Summary by Expense Type and Year

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

This report shows summary of expenses by expense type and year.

Report Prompts



Date Range Prompt

- **Sent for Payment Date:**
  - **From:** Used to filter the report using a defined begin date that expense reports were paid
  - **To:** Used to filter the report using a defined end date that expense reports were paid
  - **Earliest Date:** Used to filter the report using the earliest date that expense reports were paid
  - **Latest Date:** Used to filter the report using the latest date that expense reports were paid

Report Output

Expense Summary by Expense Type and Year

Sent for Payment Date On or after 1 Jan 2009

Amounts in Reporting Currency

Parent Expense Type	Expense Type	Year	Reporting Group	Approved Amount (rpt)
01-Transportation	Airfare	2009	AU Concur Standard	0.00
			AU Oracle Projects Required	0.00
			Concur Standard	718,377.49
			Czech Standard	0.00
			Oracle Projects Required	28,492.97
			UK Concur Standard	5,331.70
			UK Oracle Projects Required	1,038.19
		2009		**753,240.35**
	Airfare			**753,240.35**
	Car Rental	2009	Concur Standard	55,632.17
			Czech Standard	0.00
			Oracle Projects Required	7,393.23
			UK Concur Standard	1,229.94
		2009		**64,255.34**
	Car Rental			**64,255.34**
	Congestion Charge	2009	UK Concur Standard	0.00
		2009		**0.00**
	Congestion Charge			**0.00**
	Gas - Petrol	2009	AU Concur Standard	0.00
			Concur Standard	4,022.05
			Czech Standard	0.00
			Oracle Projects Required	358.25
		2009		**4,380.30**
	Gas - Petrol			**4,380.30**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('Sent_for_Payment_Date')	Displays the date range from the **Sent for Payment Date** prompt on the **Prompts** page

Data Item Label/Name	Data Item Expression	Data Item Description
Amounts in Reporting Currency	N/A	Informs users that the amounts shown are in the reporting currency
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

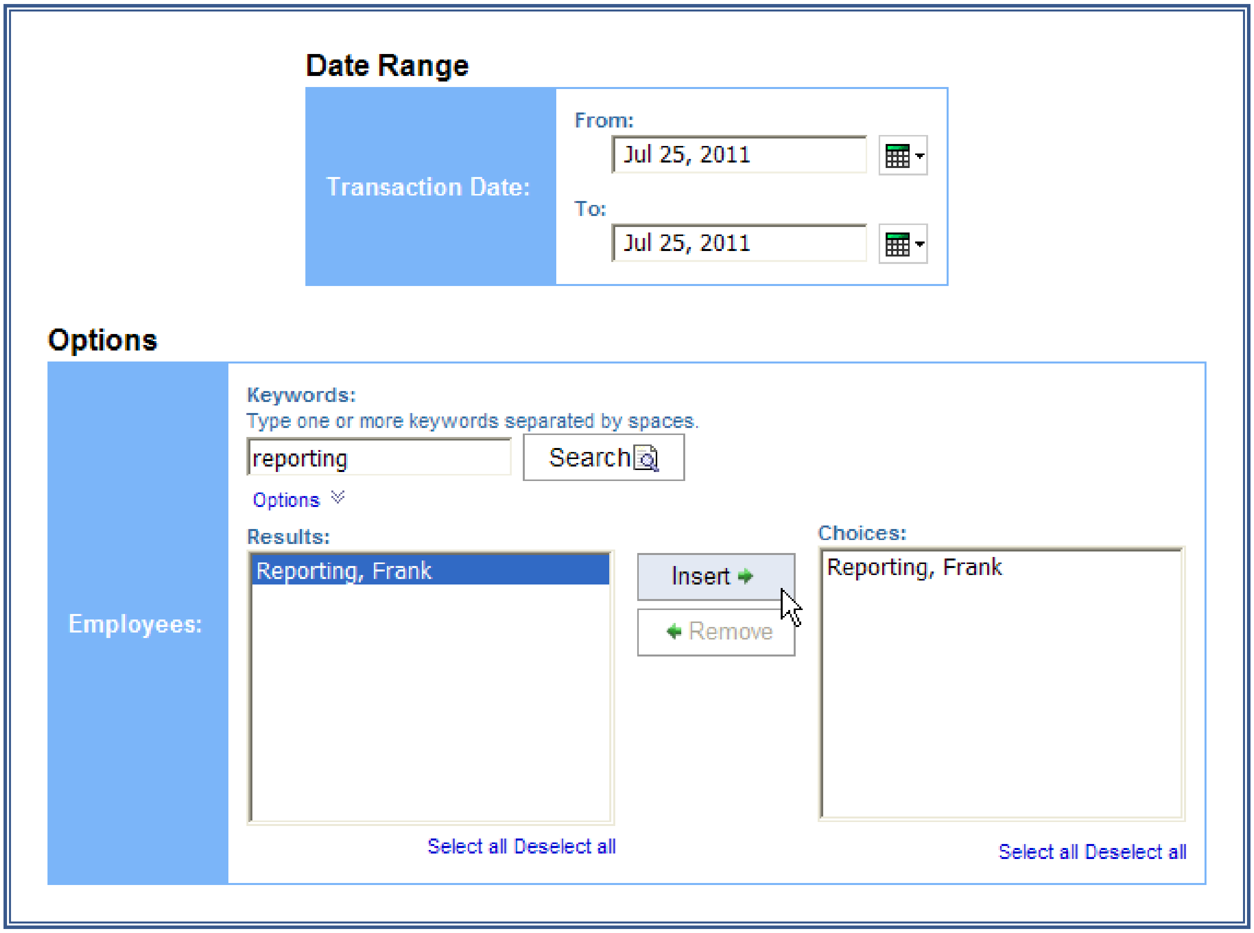
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Parent Expense Type	<Parent Expense Type>	[Expense].[Entry Information].[Parent Expense Type]	Another expense type under which the entry's expense type has been grouped For example, the expense types Breakfast, Lunch, and Dinner might be grouped under another expense type called Meals.
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Year	<Year>	[Expense].[Report Dates and Statuses].[Year]	Year the report was paid
Reporting Group	<Reporting Group>	[Expense].[Report Header Information].[Reporting Group]	Code that indicates the level assigned to the expense report from the reporting hierarchy
Approved Amount (rpt)	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Expenses With TripIt Itineraries

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

This report shows a list of expenses that include itineraries linked to TripIt.

Report Prompts



Date Range Prompt

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

Options Prompt

- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Expenses with TripIt Itineraries

Transaction Date: Between Jan 1, 2014 and Dec 7, 2018

Employee	Transaction Date	Reservation Date	Expense Type	Vendor	Approved Expense Amount	TripIt Amount
Gerleman, Sarah Marie	Jun 2, 2015		Airfare	Southwest Airlines	503.99	503.99
Soares, Shameeka Clarice	Apr 19, 2015		Airfare	United Airlines	414.00	414
	Apr 25, 2015		Car Rental	Hertz	0.00	211.43
	Apr 25, 2015		Hotel	Holiday Inn	0.00	

Report Header and Footer

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

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred in Concur Travel and Expense
Reservation Date	<Transaction Date (TripIt)>	[Expense].[Entry Information].[Transaction Date (TripIt)]	Date that the expense was incurred in TripIt
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
Approved Expense Amount	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

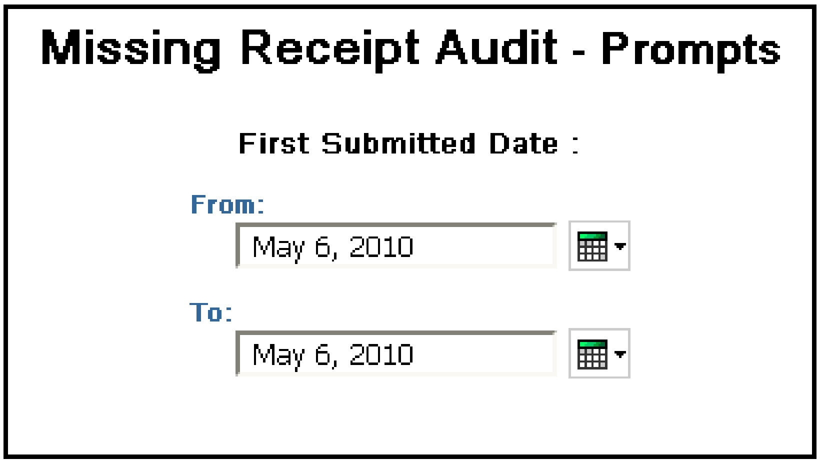
Data Item Label	**Data Item Name**	**Data Item Expression**	**Data Item Description**
TripIt Amount	<Total Amount (reporting currency)	[Expense].[Entry Information].[Total Amount (reporting currency)]	Total amount of the expenses on the report approved for reimbursement, converted as needed to the reporting currency

Report: Missing Receipt Audit

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

This report shows a list of expenses that are missing receipts.

Report Prompts



- **First Submitted Date:** Used to filter the report by the date range that the expense reports were first submitted for approval

Report Output

Missing Receipt Audit
All Reports Submitted Between Jan 1, 2010 and May 6, 2010

Employee	Report Name	Days in System	Submitted Date	Reimb. Currency	Total Report Amount	Total Due Employee
Bergerat, Steve	Dec_09	122	Jan 4, 2010	GBP	133.19	133.19
Joyce, Lorraine	December	122	Jan 4, 2010	GBP	1,782.90	1,780.90
Kralicek, Darolee	Redmond '09	112	Jan 14, 2010	CZK	19,193.73	19,193.73
Dorsey, Karen	January Expense Report	98	Jan 28, 2010	GBP	1,918.86	1,918.86
Dorsey, Karen	January Expense Claim (2)	97	Jan 29, 2010	GBP	232.72	232.72
Miller, Robin	Jan 2010	97	Jan 29, 2010	GBP	519.82	519.82
Darcy, Mark	Fusion 2010	94	Feb 1, 2010	USD	798.36	
Darcy, Mark	Fusion 2010 Hotel Deposit Refund	94	Feb 1, 2010	USD	-179.00	
Marak, Michael	No. California business trip	92	Feb 3, 2010	USD	309.79	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Reports Submitted	ParamDisplayValue('First Submitted Date')	Displays the date range from the **First Submitted 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

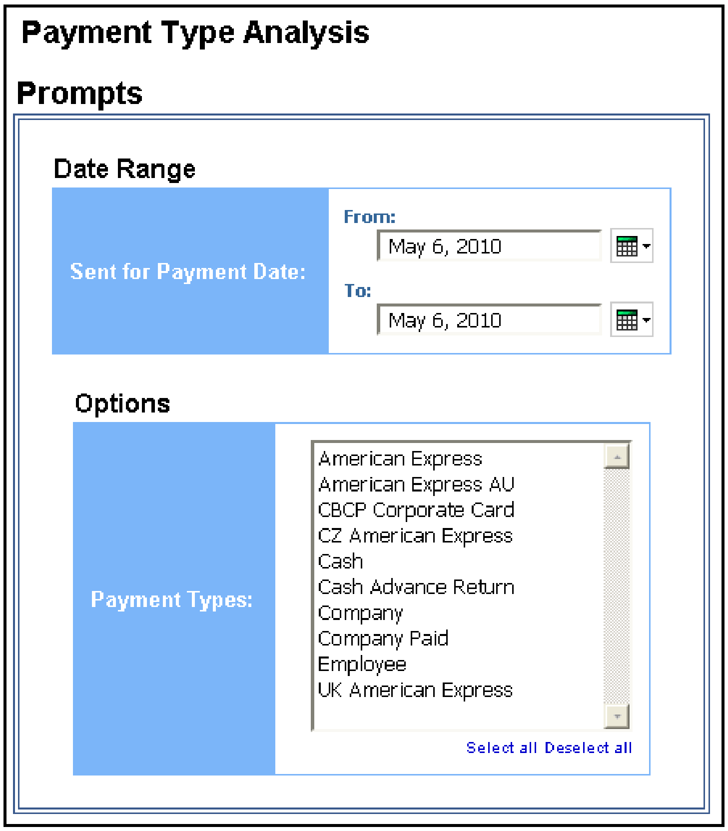
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Days in System	<Days in System>	_days_between(getdate(),[Expense].[Report Dates and Statuses].[First Submitted Date])	Number of days between the date the report was run and the date that the expense report was first submitted for approval
Submitted Date	<Submitted Date>	[Expense].[Report Dates and Statuses].[First Submitted Date]	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.
Reimb. Currency	<Reimbursement Currency>	[Expense].[Report Header Information].[Reimbursement Currency]	Currency in which the employee was reimbursed
Total Report Amount	<Total Report Amount>	[Expense].[Report Header Information].[Total Report Amount]	Total amount of the expenses on the report
Total Due Employee	<Total Due Employee>	[Expense].[Report Header Information].[Total Due Employee]	Total amount to be reimbursed to the employee

Report: Payment Type Analysis

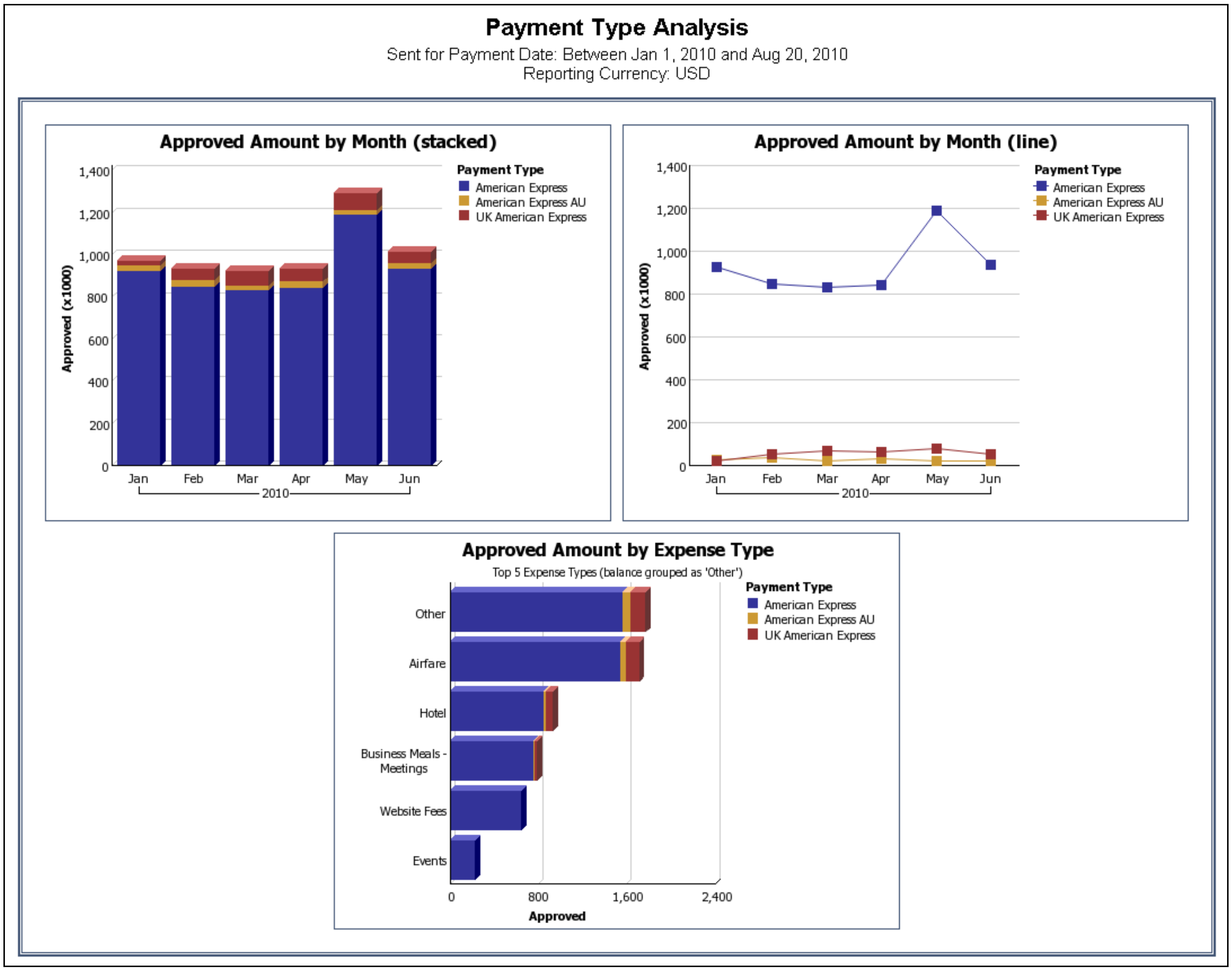
Available to: ☐ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☐ Travel / TripLink Data

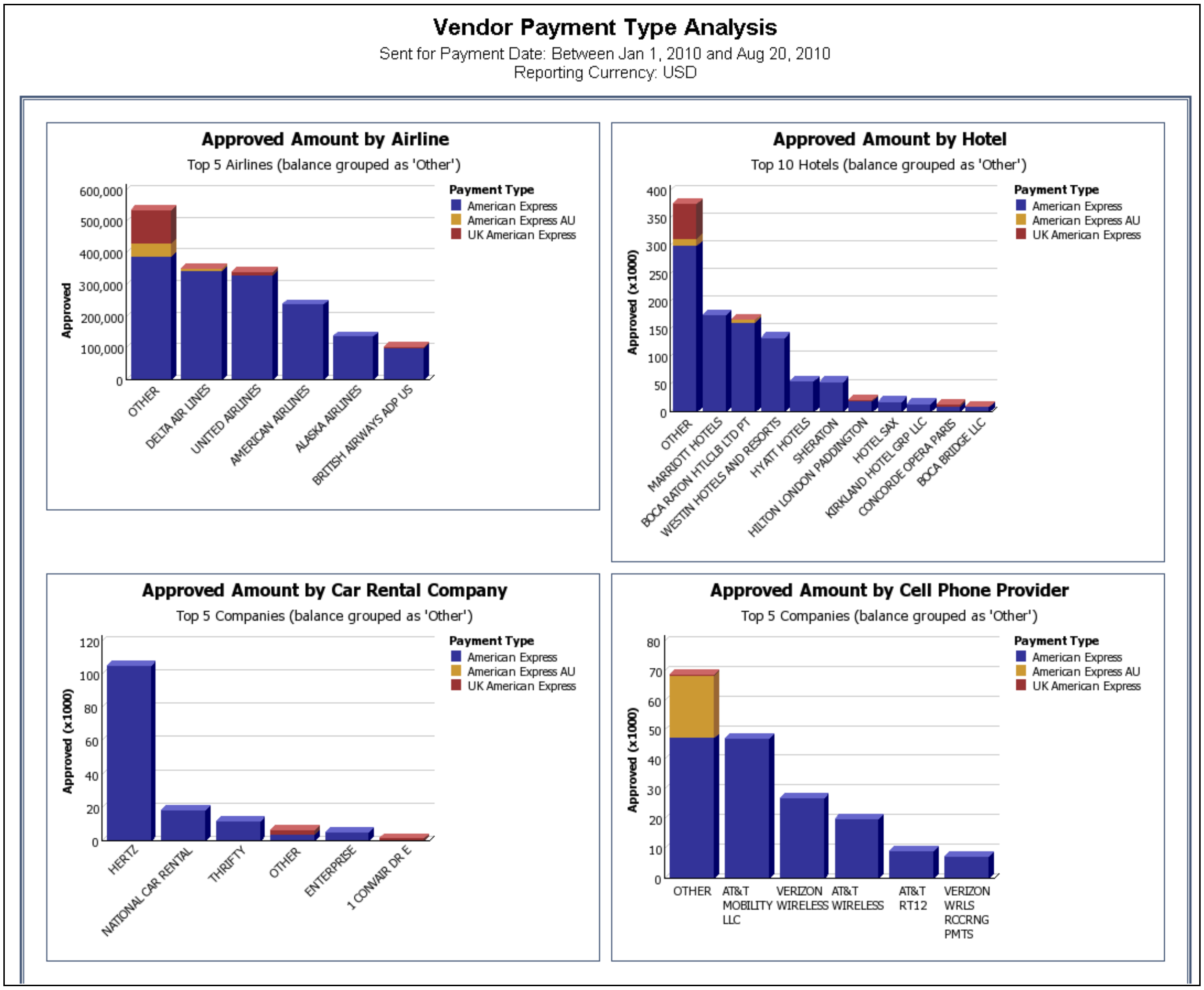
This report allows users to evaluate employee spend by the method of payment.

Report Prompts



Report Output




Vendor Payment Type Analysis
Sent for Payment Date: Between Jan 1, 2010 and Aug 20, 2010
Reporting Currency: USD
Approved Amount by Airline
Top 5 Airlines (balance grouped as 'Other')
Approved
600,000
500,000
400,000
300,000
200,000
100,000
0
OTHER
DELTA AIR LINES
UNITED AIRLINES
AMERICAN AIRLINES
ALASKA AIRLINES
BRITISH AIRWAYS ADP US
Payment Type
American Express
American Express AU
UK American Express
Approved Amount by Hotel
Top 10 Hotels (balance grouped as 'Other')
Approved (x1000)
400
350
300
250
200
150
100
50
0
OTHER
MARRIOTT HOTELS
BOCA RATON HTLCLB LTD PT
WESTIN HOTELS AND RESORTS
HYATT HOTELS
SHERATON
HILTON LONDON PADDINGTON
HOTEL SAX
KIRKLAND HOTEL GRP LLC
CONCORDE OPERA PARIS
BOCA BRIDGE LLC
Payment Type
American Express
American Express AU
UK American Express
Approved Amount by Car Rental Company
Top 5 Companies (balance grouped as 'Other')
Approved (x1000)
120
100
80
60
40
20
0
HERTZ
NATIONAL CAR RENTAL
THRIFTY
OTHER
ENTERPRISE
1 CONVAIR DR E
Payment Type
American Express
American Express AU
UK American Express
Approved Amount by Cell Phone Provider
Top 5 Companies (balance grouped as 'Other')
Approved (x1000)
80
70
60
50
40
30
20
10
0
OTHER
AT&T MOBILITY LLC
VERIZON WIRELESS
AT&T WIRELESS
AT&T RT12
VERIZON WRLS RCCRNG PMTS
Payment Type
American Express
American Express AU
UK American Express

Top 30 Spenders

Sent for Payment Date:Between 1 Jan 2011 and 18 Jan 2017
Reporting Currency:USD

Rank	Employee	Payment Type	Approved Amount
9	Gillis, Joe	Cash	2,971.03
		Corporate Card IBCP (Offsets)	37,572.11
		Personal Credit Card	700.00
10	Timpanaro, John Victor	Cash	472.98
		Purchasing Card CBCP	38,200.99
11	O'Neill, Paul Andrew	Cash	5,271.01
		Cash Advance Return	0.00
		Corporate Card IBCP (Offsets)	27,580.00
12	Gerleman, Sarah Marie	Cash	10,521.49
		Cash Advance Return	0.00
		Corporate Card IBCP (Offsets)	18,154.16
13	Bell, Simon Charles	Cash	4,327.27
		Corporate Card IBCP (Offsets)	24,071.38
		Personal Credit Card	36.68
14	Ring, Tim J	Cash	6,843.37
		Corporate Card IBCP (Offsets)	18,985.26
15	Hart, LaShonda P	Cash	4,535.78
		Corporate Card IBCP (Offsets)	18,445.54
		Purchasing Card CBCP	2,649.71
16	Soares, Theresa Tee	Cash	12,890.07

Expense Type Trend by Payment Type

Sent for Payment Date: Between Jan 1, 2010 and Aug 20, 2010
Reporting Currency: USD

Approved Amount (rpt)		2010						Total
		Jan	Feb	Mar	Apr	May	Jun	
Airfare	American Express	305,410.31	185,430.26	233,868.08	251,775.52	326,928.34	241,942.12	**1,545,354.63**
	UK American Express	6,603.25	23,951.15	22,838.80	19,523.28	32,011.56	14,100.47	**119,028.51**
	American Express AU	11,332.38	13,496.90	5,759.06	5,377.03	8,874.16	3,800.84	**48,640.37**
Airfare Fees	UK American Express			22.67	30.58		10.38	**63.63**
	American Express	1,511.50	6,013.14	5,334.34	3,099.82	4,426.26	3,240.13	**23,625.19**
American Express Fees	American Express	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
	UK American Express			0.00				**0.00**
Beverages	American Express	187.49	2,116.10	1,502.20	891.19	1,770.22	1,259.60	**7,726.80**
	UK American Express	111.97	559.75	312.69	491.18	535.37	548.25	**2,559.21**
	American Express AU	54.70	203.93	76.65	281.34	2.70	47.23	**666.55**
Booking Fees	UK American Express	270.63	249.18	407.35	211.04	106.90	192.16	**1,437.26**
	American Express AU	788.09	2,257.31	488.58	423.75	769.80	7,095.15	**11,822.68**
	American Express	6,399.00	3,249.50	3,868.73	3,605.50	3,975.79	2,779.44	**23,877.96**
Books and Reference Material	American Express	525.92	739.65	2,883.82	1,670.52	4,212.97	1,699.35	**11,732.23**
	UK American Express	11.04		124.20			24.51	**159.75**
Business Meals - Meetings	American Express AU	3,457.74	1,998.27	1,397.54	5,935.25	1,399.40	1,225.82	**15,414.02**
	UK American Express	1,917.45	1,711.30	4,910.97	4,369.31	2,928.32	2,114.61	**17,951.96**
	American Express	80,981.94	145,627.26	103,204.15	86,489.13	243,089.13	96,690.29	**756,081.90**
Car Rental	American Express	14,331.04	22,280.09	29,228.72	24,018.68	30,004.46	25,061.55	**144,924.54**
	American Express AU				86.90	163.71		**250.61**

Top 30 Vendor Trend by Payment Type

Sent for Payment Date: Between Jan 1, 2010 and Aug 20, 2010
Reporting Currency: USD

Approved Amounts			January 2010	February 2010	March 2010	April 2010	May 2010	June 2010
1	DELTA AIR LINES	American Express	48,394.40	36,509.22	73,688.04	58,228.70	77,871.86	58,675.62
		American Express AU	4,220.16	2,886.33				
		UK American Express				157.42	25.80	
2	GOOGLE INC	American Express	220,000.00	30,000.00	42,737.00	55,551.80		
3	UNITED AIRLINES	American Express	84,131.07	49,526.06	41,194.78	42,872.14	55,839.11	60,713.70
		American Express AU			1,014.87			
		UK American Express			74.51		8,749.62	992.25
4	AMERICAN AIRLINES	American Express	40,155.73	18,647.94	36,428.17	58,249.51	41,944.80	45,148.14
5	GOOGLE ADWORDS	American Express				11,000.00	116,630.00	112,000.00
6	BOCA RATON HTLCLB LTD PT	American Express	23,440.00	149,710.56	34,348.42	7,929.91		
		American Express AU	369.45	5,114.69				
		UK American Express			1,390.56			
7	MARRIOTT HOTELS	American Express	18,548.57	30,019.17	44,117.88	28,249.96	32,453.78	38,234.80
8	WESTIN HOTELS AND RESORTS	American Express	6,966.44	22,534.92	15,537.57	28,128.99	57,143.17	19,634.65
9	ALASKA AIRLINES	American Express	22,709.64	15,081.94	30,408.18	25,162.50	27,353.42	18,967.14
		UK American Express			21.60			
10	WESTIN CITY CENTER DALLAS	American Express				963.51	126,971.56	7,666.18
11	BRITISH AIRWAYS ADP US	American Express	13,441.02	1,444.50	0.00	31,016.30	54,596.40	2,034.30
		UK American Express		3,293.46	332.91			
12	HERTZ	American Express	12,436.05	17,578.54	21,415.58	17,045.37	19,908.07	16,908.36

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent For Payment Date	ParamDisplayValue('Date Sent for Payment')	Displays the date range from the **Sent for Payment Date** prompt on the **Prompts** page
Reporting Currency	[Expense].[Report Header Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Report Data Items

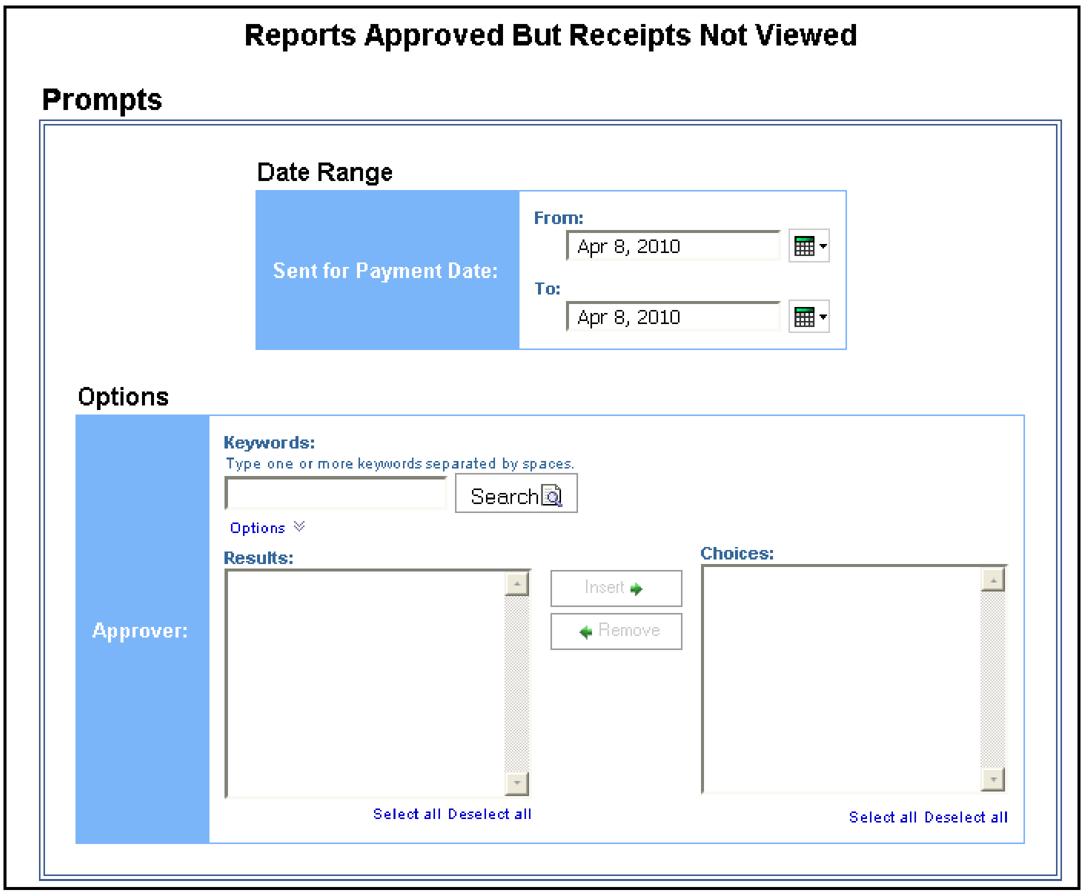
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approved Amount	<Approved Amount>	[Expense].[Entry Information].[Approved Amount (rpt)]	Displays the approved amount on the graph's y-axis
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Displays the payment type
Year	<Year>	[Expense].[Report Dates and Statuses].[Year]	Displays the year on the graph's x-axis
Month Name	<Month Name>	[Expense].[Report Dates and Statuses].[Month]	Displays the month on the graph's x-axis

Report: Reports Approved but Receipts Not Viewed

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

Provide a list of approvers who are not looking at the receipts, both report and entry level, as part of the approval process.

Report Prompts



Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range that the expenses were paid

Options Prompt

- **Approver:** Used to filter the report by the name of the report approver

Report Output

Reports Approved But Receipts Not Viewed

Sent for Payment Date: Between Feb 1, 2009 and Feb 6, 2017
Reporting Currency:USD

Approver	Approver ID	Report Name	Report ID	Sent for Payment Date	Employee	Employee ID	Total Report Amount (rpt)	Report Receipt Viewed	All Entry Receipts Viewed
Smith, Jack Antonio	IT0000003	Monthly Expense Report Sept	32A63A907838460787CD	Sep 23, 2015	Smith, Amy	CBS000008	1,576.35	Y	N
		Onsite Visit with Cordell Company	2E1FFE09E3A5419E91B6	Nov 19, 2015	Soares, Theresa Tee	LM1	1,684.15	Y	N
		Salt Lake City Trip	362B08F32FC14FCEAC6B	Jul 29, 2015	Soares, Theresa Tee	LM1	2,827.97	N	N
		Trip to Amsterdam	B3F7DC868E0E4F7FAC77	Feb 5, 2015	Bear, Claire The	Claire3871	0.00	N	N
Strong, Lisa	PRO000003	Dinner with Attendees	9813941A7C394D1FBC8C	Jul 25, 2012	White, Arian Elizabeth	PRO000001	478.00	N	N
		Trip from San Francisco Intl Arpt, San F	EB01341B0AAE4D53AC16	Jul 20, 2012	White, Arian Elizabeth	PRO000001	963.17	N	N
		Trip from San Francisco to London	AB83B14DFCC44044BE2A	Dec 19, 2012	White, Arian Elizabeth	PRO000001	2,407.65	N	N
		Trip from San Francisco to Portland	6C775BE0081A4CE2981B	Jul 25, 2012	White, Arian Elizabeth	PRO000001	1,206.92	Y	N

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('sentForPaymentDateParam')	Displays the date range from the **Sent for Payment** prompt on the **Prompts** page
Reporting Currency	[Expense].[Report Header Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approver	<Approver>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Approver ID	<Approver ID>	[Expense].[Expense Report Workflow Trail].[Employee ID]	Unique number or code that identifies the employee designated to take action in this step of the workflow
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report

Last Revised: March 14, 2020

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Sent for Payment Date	<Sent for Payment Date>	[Expense].[Report Dates and Statuses].[Sent for Payment Date]	Date the expense report was extracted from the expense system for payment in another accounting system (such as accounts payable or payroll)
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Total Report Amount (rpt)	<Total Report Amount (rpt)>	[Expense].[Report Header Information].[Total Report Amount (rpt)]	Total amount of the expenses on the report
Report Receipt Viewed	<Report Receipt Viewed>	CASE WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'en' THEN 'No' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'zh-cn' THEN '否' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'zh-tw' THEN '否' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'en-gb' THEN 'No' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'fr' THEN 'Non' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'de' THEN 'Nein' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'ja' THEN 'いいえ' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'it' THEN 'No' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'ko' THEN '아니요' WHEN [Query3].[Report] ='N'	Indicates if the report receipt was viewed by "yes" or "no" in the reporting country language

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		and # sq($runLocale)# = 'sv' THEN 'Nej' WHEN [Query3].[Report] ='N' and # sq($runLocale)# = 'nl' THEN 'Nee' WHEN [Query3].[Report] ='N' and # sq($runLocale)# ='cs' then 'Ne' WHEN [Query3].[Report] ='N' and # sq($runLocale)# ='pt-BR' then 'Não' WHEN [Query3].[Report] ='N' and # sq($runLocale)# ='es' then 'No' else (case WHEN # sq($runLocale)# = 'en' THEN 'Yes' WHEN # sq($runLocale)# = 'zh-cn' THEN '是' WHEN # sq($runLocale)# = 'zh-tw' THEN '是' WHEN # sq($runLocale)# = 'en-gb' THEN 'Yes' WHEN # sq($runLocale)# = 'fr' THEN 'Oui' WHEN # sq($runLocale)# = 'de' THEN 'Ja' WHEN # sq($runLocale)# = 'ja' THEN 'はい' WHEN # sq($runLocale)# = 'it' THEN 'Sì' WHEN # sq($runLocale)# = 'ko' THEN '예' WHEN # sq($runLocale)# = 'sv' THEN 'Ja' WHEN # sq($runLocale)# = 'nl' THEN 'Ja' WHEN # sq($runLocale)# ='cs' then 'Ano' WHEN # sq($runLocale)# ='pt-BR' then 'Sim' WHEN # sq($runLocale)# ='es' then 'Sí' end	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		) END	
All Entry Receipts Viewed	<All Entry Receipts Viewed>	CASE WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'en' THEN 'No' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'zh-cn' THEN '否' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'zh-tw' THEN '否' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'en-gb' THEN 'No' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'fr' THEN 'Non' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'de' THEN 'Nein' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'ja' THEN 'いいえ' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'it' THEN 'No' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'ko' THEN '아니요' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'sv' THEN 'Nej' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# = 'nl' THEN 'Nee' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# ='cs' then 'Ne' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# ='pt-BR' then 'Não' WHEN [Query3].[Entries] ='N' and # sq($runLocale)# ='es' then 'No' else (case	Indicates if all report entry receipts were viewed by “yes” or “no” in the reporting country language

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		WHEN # sq($runLocale)# = 'en' THEN 'Yes' WHEN # sq($runLocale)# = 'zh-cn' THEN '是' WHEN # sq($runLocale)# = 'zh-tw' THEN '是' WHEN # sq($runLocale)# = 'en-gb' THEN 'Yes' WHEN # sq($runLocale)# = 'fr' THEN 'Oui' WHEN # sq($runLocale)# = 'de' THEN 'Ja' WHEN # sq($runLocale)# = 'ja' THEN 'はい' WHEN # sq($runLocale)# = 'it' THEN 'Sì' WHEN # sq($runLocale)# = 'ko' THEN '예' WHEN # sq($runLocale)# = 'sv' THEN 'Ja' WHEN # sq($runLocale)# = 'nl' THEN 'Ja' WHEN # sq($runLocale)# ='cs' then 'Ano' WHEN # sq($runLocale)# ='pt-BR' then 'Sim' WHEN # sq($runLocale)# ='es' then 'Sí' end) END	

Report: Top 10 Longest To Approve

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

This report provides a rank of the longest time to approve expense reports.

Report Prompts

- **Manager Approval Date:** Used to filter the report by the date range that the workflow steps were approved by a manager in the workflow process

Report Output

Top 10 Longest to Approve

All Requests Approved Between Jan 1, 2014 and Dec 7, 2018

Rank of Days Elapsed	Approver	Employee	Report Name	Approval Status	Date Sent to Approver	Date Approved	Days to Approval
2	Timpanaro, Mike Joseph	Admin, Mike Clarke	Office visit	Approved & In Accounting Review	Apr 3, 2013 2:06:17 PM	Aug 20, 2015 8:37:26 PM	869
3	Alexander, Xavier Edward	Justice, Lamarr	Site Visit	Approved	Mar 21, 2012 3:51:22 PM	Jul 26, 2014 1:02:59 PM	857
4	Strong, Lisa	White, Arian Elizabeth	Vegas Report	Approved	Nov 6, 2012 7:53:55 PM	Mar 10, 2015 3:50:11 PM	854
5	Alexander, Xavier Edward	Justice, Lamarr	Trip from Chicago to Atlanta	Approved	Apr 2, 2012 8:48:27 PM	Jul 26, 2014 1:02:58 PM	845
6	Amara, Sidnee	Alexander, Xavier Edward	Trip from Chicago to Minneapolis/St. Pau	Approved	Apr 3, 2012 7:34:27 PM	Jul 26, 2014 1:03:20 PM	844
7	Amara, Sidnee	Alexander, Xavier Edward	Trip from Chicago to Buffalo	Approved	Apr 11, 2012 3:51:30 PM	Jul 26, 2014 1:03:20 PM	836
8	Amara, Sidnee	Justice, Lamarr	Trip from Chicago to Charlotte	Approved	Apr 26, 2012 7:00:17 PM	Jul 26, 2014 1:03:20 PM	821
9	Amara, Sidnee	Alexander, Xavier Edward	Trip from Chicago to Minneapolis/St. Pau	Approved	Jun 26, 2012 1:20:58 AM	Jul 26, 2014 1:03:19 PM	760
10	Amara, Sidnee	Alexander, Xavier Edward	Store Remodel in TN	Approved	Jul 24, 2012 7:42:01 PM	Jul 26, 2014 1:03:19 PM	732

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Requests Approved	ParamDisplayValue('Step Action Date/Time')	Displays the date range from the **Manager Approval 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
Ranks of Days Elapsed	<Ranks of Days Elapsed>	rank([Days to Approval])	Rank of the number of days between the **Date Sent to Approver** and the **Date Approved**
Approver	<Employee Assigned to Step>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Approval Status	<Approval Status>	[Expense].[Report Dates and Statuses].[Approval Status]	Status of the expense report in the approval process
Date Sent to Approver	<Step Entry Date/Time>	[Expense].[Expense Report Workflow Trail].[Step Entry Date/Time]	Date and time when the transaction moved into this step in the workflow
Date Approved	<Step Action Date/Time>	[Expense].[Expense Report Workflow Trail].[Step Action Date/Time]	Date and time when action was taken to complete this workflow step
Days to Approval	<Days to Approval>	_days_between([Step Action Date/Time],[Step Entry Date/Time])	Number of days between the **Date Sent to Approver** and the **Date Approved**

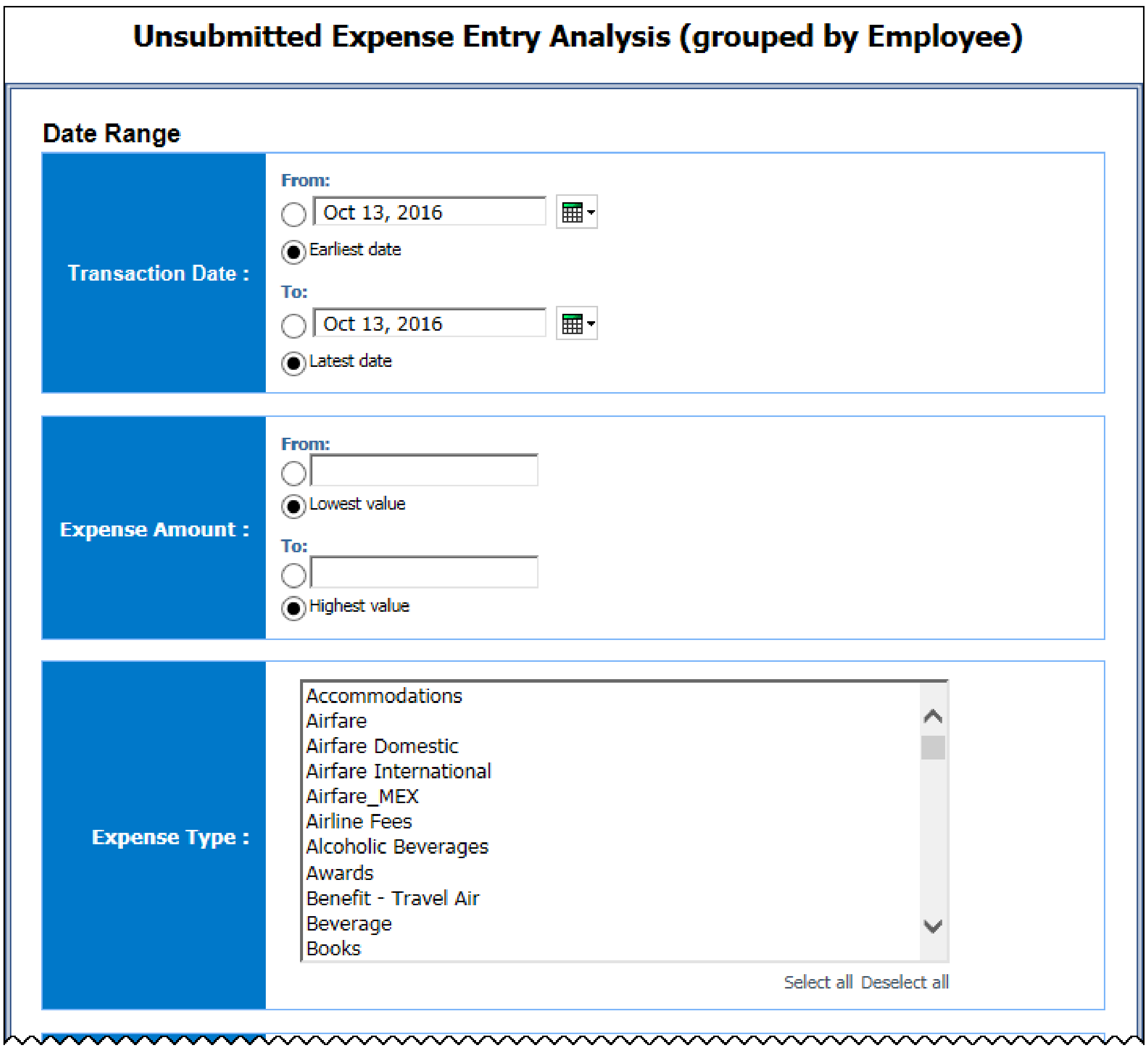
Report: Unsubmitted Expense Entry Analysis Details (grouped by Employee)

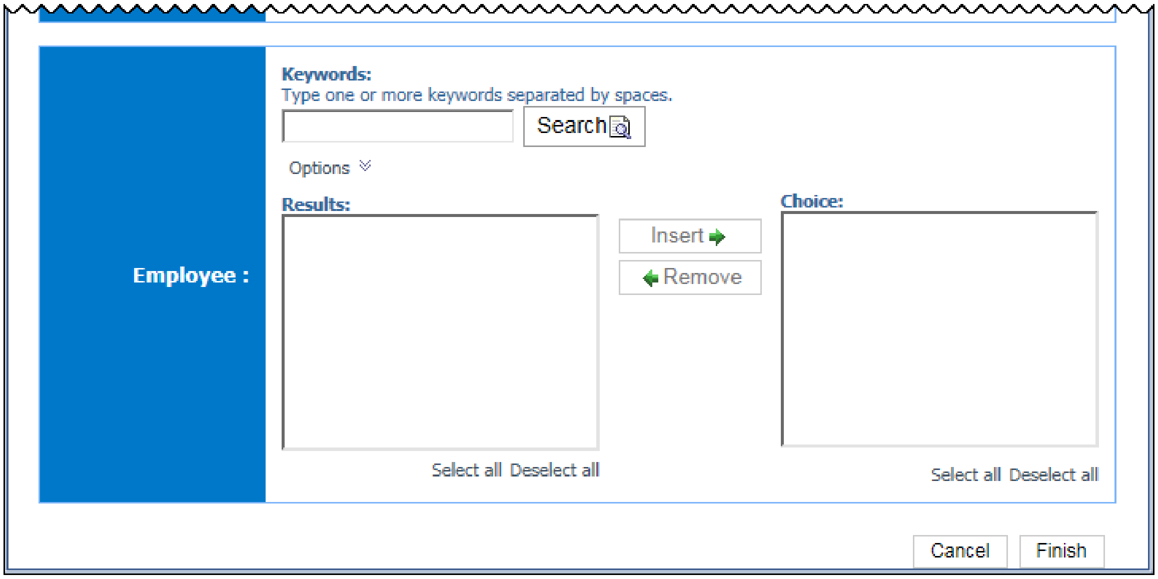
Available to: ☑ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☐ Travel / TripLink Data

This report shows a list of expenses – grouped by employee – that have been entered on expense reports but not submitted during a specified timeframe.

Report Prompts

The user may select specific expense types, employees, date range, or spending amounts. All prompts are optional.





Date Range Prompts

- **Transaction Date:**
  - **From:** Used to filter the report using a defined start date that transactions were incurred
  - **To:** Used to filter the report using a defined end date that transactions were incurred
  - **Earliest Date:** Used to filter the report using the earliest date that transactions were incurred
  - **Latest Date:** Used to filter the report using the latest date that transactions were incurred
- **Expense Amount:**
  - **From:** Used to filter the report using a defined minimum amount of the expenses
  - **To:** Used to filter the report using a defined maximum amount of the expenses
  - **Lowest value:** Used to filter the report using the lowest amount available of the expenses
  - **Highest value:** Used to filter the report using the highest amount available of the expenses
- **Expense Type:** Used to filter the report by the expense type(s) assigned to the expenses
- **Employee:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Unsubmitted Expense Entry Analysis (grouped by Employee)
Employee :
Expense Type :
Expense Amount :
Transaction Date : On or after Jan 1, 2014

Employee	Expense Type	Report Name	Transaction Date	Payment Type	Vendor	City/Location	Expense Amount (reimbursement currency)
Bailey, James Michael	Airfare	1.20.15 Report	Jan 20, 2015	Corporate Card IBCP (Offsets)	Southwest Airlines	San Diego	494.20
	Airfare						**494.20**
Bailey, James Michael							**494.20**
Baschenko, Alevtina H	Airfare Domestic	Russian Demo	Jul 22, 2014	Corporate Card IBCP (Offsets)	Аэрофлот	St Petersburg (Ex Leningrad)	20,000.00
	Airfare Domestic						**20,000.00**
	Airfare International	Russian Demo	Oct 7, 2015	Corporate Card IBCP (Offsets)	United Airlines	Chicago	20,107.00
	Airfare International						**20,107.00**
	Fixed Meals	Russian Demo	Jul 8, 2014	Cash		Moscow	1,620.00
		Russian Demo	Jul 9, 2014	Cash		Moscow	1,620.00
		Russian Demo	Jul 10, 2014	Cash		Moscow	1,620.00
		Russian Demo	Jul 11, 2014	Cash		St Petersburg (Ex Leningrad)	1,620.00
	Fixed Meals						**6,480.00**
	Hotel	Russian Demo	Jul 7, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	17,372.00
		Russian Demo	Jul 8, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	17,372.00
		Russian Demo	Jul 9, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	17,372.00
		Russian Demo	Jul 10, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	17,372.00
	Hotel						**69,488.00**
	Hotel Tax	Russian Demo	Jul 7, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	3,128.00
		Russian Demo	Jul 8, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	3,128.00
		Russian Demo	Jul 9, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	3,128.00
		Russian Demo	Jul 10, 2014	Corporate Card IBCP (Offsets)	Marriott Hotels	Moscow	3,128.00
	Hotel Tax						**12,512.00**
	Train/Subway	Russian Demo	Jul 1, 2014	Corporate Card IBCP (Offsets)	Сапсан	St Petersburg (Ex Leningrad)	14,976.25
	Train/Subway						**14,976.25**
Baschenko, Alevtina H							**143,563.25**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Employee	' '+ParamDisplayValue('Employee')	Displays the employee name(s) from the **Employee** prompt on the **Prompts** page
Expense Type	' '+ParamDisplayValue('Expense_Type')	Displays the expense type(s) from the **Expense Type** prompt on the **Prompts** page

Data Item Label/Name	Data Item Expression	Data Item Description
Expense Amount	' '+ParamDisplayValue('Expense_Amount_(reimbursement_currency)')	Displays the values from the **Expense Amount** prompt on the **Prompts** page
Transaction Date	' '+ParamDisplayValue('Transaction_Date')	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
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred
Expense Amount (reimbursement currency)	<Expense Amount (reimbursement currency)>	[Expense].[Entry Information].[Expense Amount (reimbursement currency)]	Amount of the expense, converted as needed to the employee's reimbursement currency

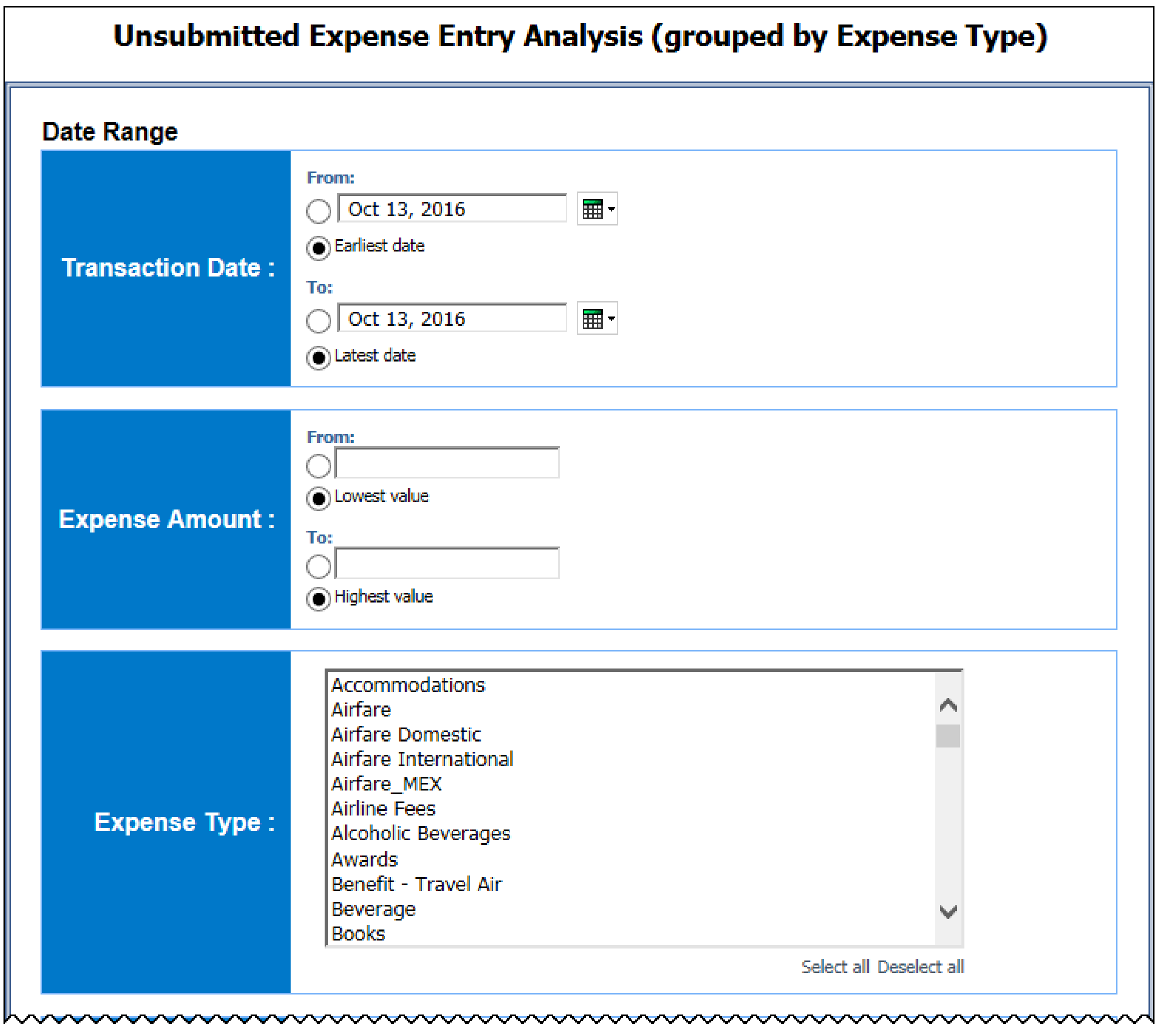
Report: Unsubmitted Expense Entry Analysis Details (grouped by Expense Type)

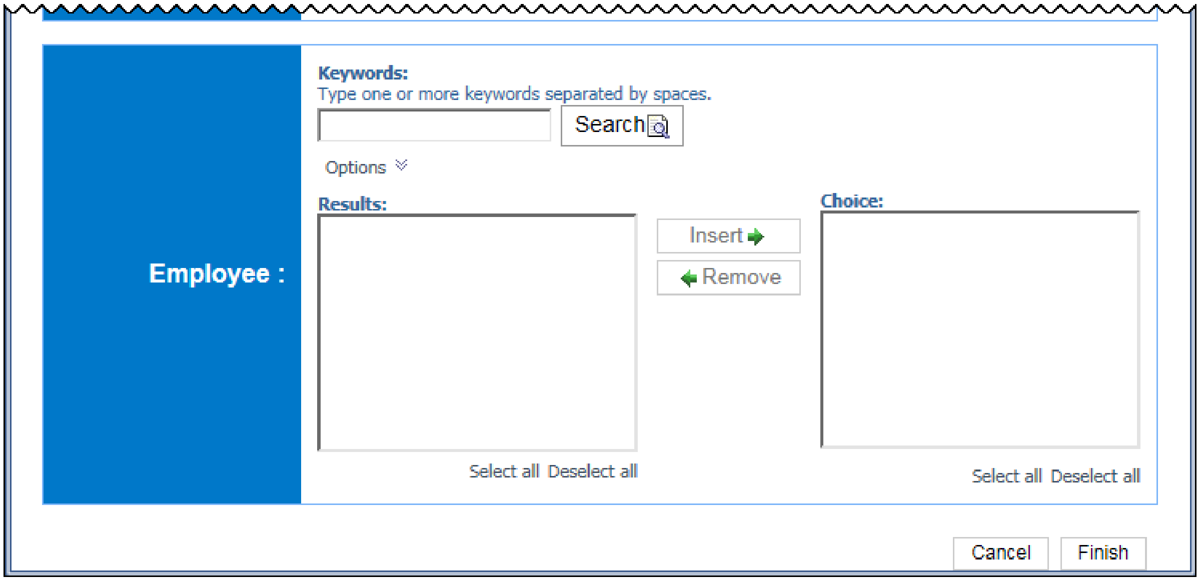
Available to: ☑ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☐ Travel / TripLink Data

This report lists expenses –grouped by expense type – that have been entered on expense reports but not submitted during a specified timeframe.

Report Prompts

The user may select specific expense types, employees, date range, or spending amounts. All prompts are optional.





Date Range Prompt

- **Start Date:** Used to filter the report by the date range that the expenses were paid
- **Expense Type:** Used to filter the report by the expense type(s) assigned to the expenses
- **Employee:** Used to filter the report by the name of employee(s) who booked trips
- **Approved Amount (rpt):**
  - **From:** Used to filter the report using a defined minimum amount of the expenses approved for reimbursement, converted as needed to the reporting currency
  - **To:** Used to filter the report using a defined maximum amount of the expenses approved for reimbursement, converted as needed to the reporting currency
  - **Lowest value:** Used to filter the report using the lowest amount available of the expenses approved for reimbursement, converted as needed to the reporting currency
  - **Highest value:** Used to filter the report using the highest amount available of the expenses approved for reimbursement, converted as needed to the reporting currency

Report Output

Unsubmitted Expense Entry Analysis (grouped by Expense Type)
Transaction Date: On or after Jan 1, 2014

Expense Type	Employee	Report Name	Transaction Date	Payment Type	Vendor	City/Location	Expense Amount (reimbursement currency)
Airfare	Ford, John L	LA Trip	Nov 7, 2014	Corporate Card IBCP (Offsets)	United Airlines	Washington	662.00
		6.18.15 Report	Nov 22, 2014	Corporate Card IBCP (Offsets)	Delta Air Lines		339.00
		6.18.15 Report	Nov 29, 2014	Corporate Card IBCP (Offsets)	Delta Air Lines		189.00
	Ford, John L						**1,190.00**
	Garden, Donna Claire	Las Vegas Conf	Apr 27, 2015	Cash		Arlington	350.00
		Las Vegas Conf	Apr 27, 2015	Corporate Card IBCP (Offsets)	United Airlines		552.20
		Las Vegas Conf	Apr 27, 2015	Corporate Card IBCP (Offsets)	United Airlines	Washington	552.20
	Garden, Donna Claire						**1,454.40**
	Graham, Ann-Christel	Lisa	Nov 22, 2014	Corporate Card IBCP (Offsets)	United Airlines	San Francisco	539.00
		Marchelle	Dec 5, 2014	Corporate Card IBCP (Offsets)	Alaska Airlines	Seattle	581.00
	Graham, Ann-Christel						**1,120.00**
	Green, Peter West	Trip from Boston to Philadelphia	Jan 7, 2014	Corporate Card IBCP (Offsets)	U.S. Airways	Boston - South Station	339.00
	Green, Peter West						**339.00**
	Helfeld, Amy Irene	Trip from Seattle to Chicago	Jul 9, 2015	Corporate Card IBCP (Offsets)	United Airlines	Seattle	466.20
	Helfeld, Amy Irene						**466.20**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('Sent for Payment Date')	Displays the date range from the **Start Date** prompt on the **Prompts** page
Expense Type	' '+ParamDisplayValue('Expense Type')	Displays the expense type(s) from the **Expense Type** prompt on the **Prompts** page
Employee	' '+ParamDisplayValue('Employee')	Displays the employee name(s) from the **Employee** prompt on the **Prompts** page
Approved Amount	' '+ParamDisplayValue('Approved Amount (rpt)')	Displays the values from the **Approved Amount (rpt)** 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

Data Item Label/Name	Data Item Expression	Data Item Description
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
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred

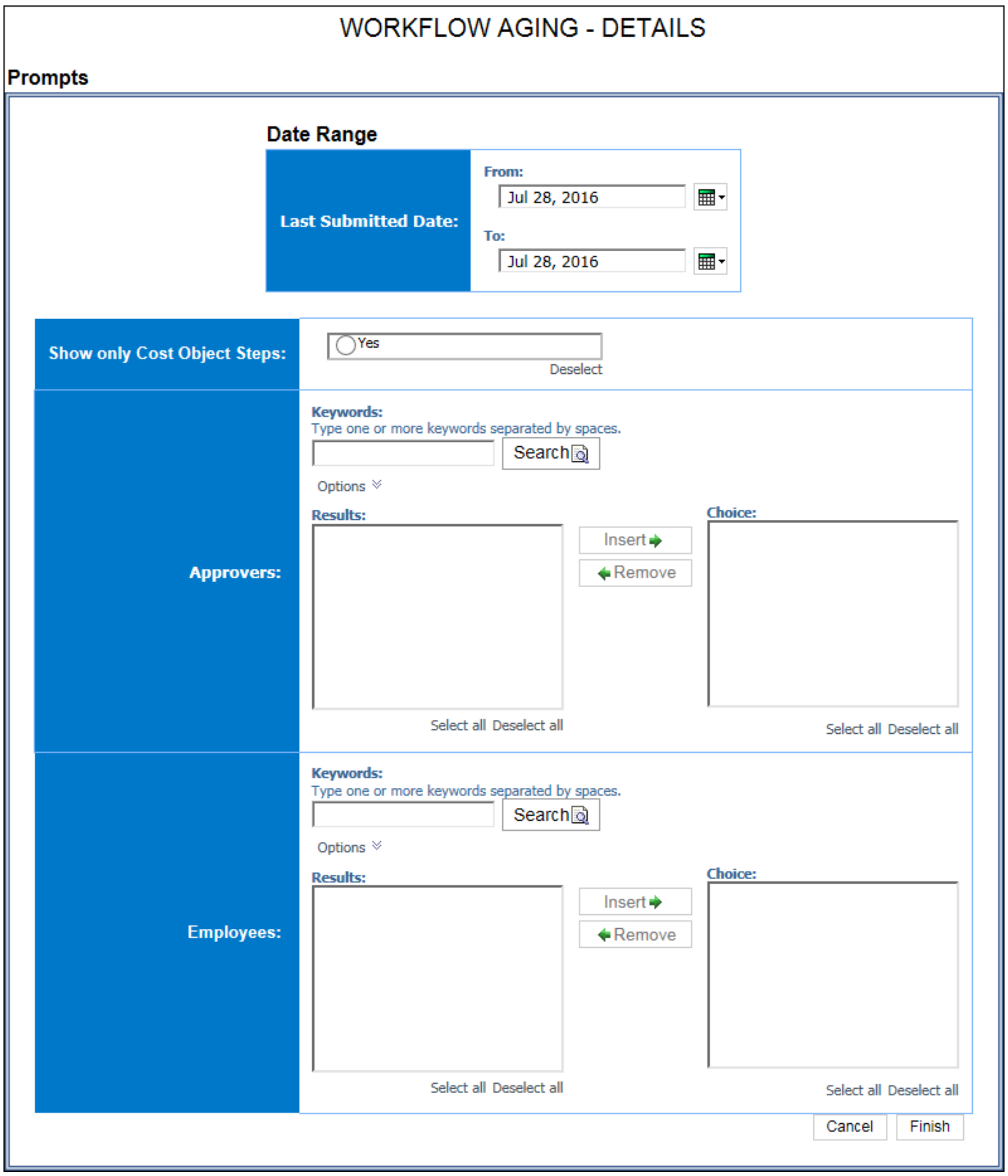
Report: Workflow Aging - Details

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

This report identifies the expense reports that are pending approval, including the approvers associated with the reports, to help ensure approval of expense reports in a timely manner.

Report Prompts

NOTE: When a company has Cost Object Approvals (COA) enabled, the **Prompts** page displays the **Show only Cost Object Steps** prompt. When **Yes** is selected, the report displays COA fields.



Report Output

WORKFLOW AGING - DETAILS

Last Submitted Date: Between Jul 1, 2014 and Jul 28, 2016

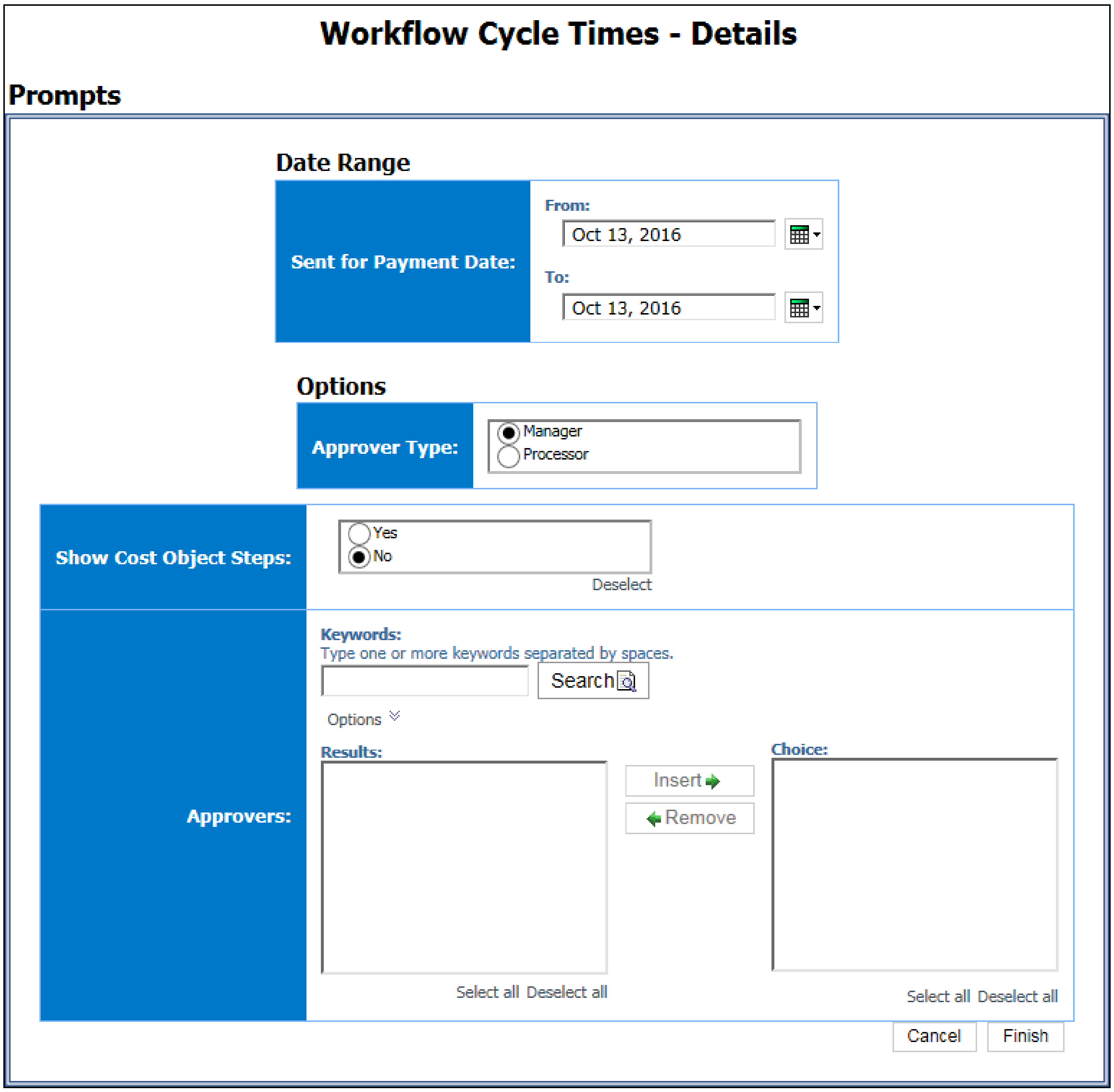
Age	Report Name	Report ID	Approval Status	Approver	Role	Cost Center	Step	Is Cost Object Step	Approver Received Date	Requesting Employee	Last Submitted Date	Reimbursement Currency	Total Approved Amount	Total Report Amount	Cost Center Claimed Amount	Cost Center Approved Amount	Next Step	Next Approver
735	IOFM Trip	80C6912FC15144FB9574	Submitted & Pending Approval	Grey, John	Expense Approver		Manager Approval	No	Jul 24, 2014 6:21:35 PM	Wolfe, Tom	Jul 24, 2014	USD	34.00	34.00			Back Office Approval	
735	Mach12	9407B6CE7979406DB515	Submitted & Pending Approval	Grey, John	Expense Approver		Manager Approval	No	Jul 24, 2014 6:20:19 PM	Wolfe, Tom	Jul 24, 2014	USD	10,000.00	10,000.00			2nd level	Stein, Bob
568	November Report	503466EFAA2C45C6B399	Submitted & Pending Approval	Smith, Jack Antonio	Expense Approver		Manager Approval	No	Jan 7, 2015 12:47:10 PM	Ajayi, Ifeoluwa	Nov 18, 2014	USD	2,170.41	2,195.87			Back Office Approval	
492	March Conference	266C9D71FD354D319507	Submitted & Pending Approval	Gillis, Joe X	Expense Approver		Manager Approval	No	Mar 24, 2015 2:32:38 AM	Sullivan, Chris S	Mar 24, 2015	USD	92.56	92.56			Back Office Approval	
476	Employee Review	04EEF29E5C7C46AAB766	Submitted & Pending Approval	Graham, Ann-Christel	Expense Approver		Manager Approval	No	Apr 9, 2015 8:31:05 PM	Milne, Scott Stirling	Apr 9, 2015	USD	1,506.40	1,528.35			Back Office Approval	
470	Trip from Dallas to Washington	00F0CBB2D2E743E3BFA3	Submitted & Pending Approval	Smith, Jack Antonio	Expense Approver		Exxon Supervisory Approval	No	Apr 15, 2015 8:09:18	Soares, Linda Scott	Apr 15, 2015	USD	1,760.61	1,788.24			Back Office Approval	

Report: Workflow Cycle Times - Details

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

This report provides details of workflow cycle times; shows the time it took for a report to move through the major workflow steps.

Report Prompts



Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range that the expenses were paid

Options Prompts

- **Approver Type:** Used to filter the report by the approver type, Manager or Processor
- **Show Cost Object Steps:** Used to select whether to show the cost object steps fields in the report when Cost Object Steps (COA) are enabled
- **Approvers:** Used to filter the report by the name of the report approver(s)

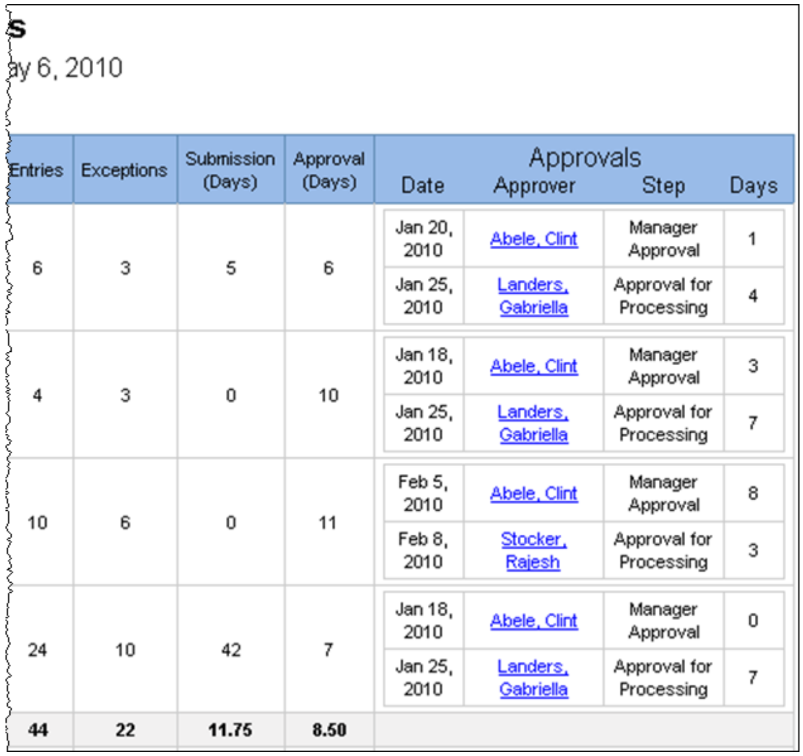
Report Output

Workflow Cycle Times - Detai

Sent for Payment Date Between Jan 1, 2010 and M

Reporting Currency: USD

Manager	Employee	Employee ID	Report Name	Report ID	Created Date	Submitted Date	Sent for Payment Date	Approved Amount
Abele, Clint	Castor, Andrew	121	Jan 2010 - Fusion and Misc expen	F0697A4A7D7C47DE8370	Jan 14, 2010	Jan 19, 2010	Jan 25, 2010	1,792.26
	Prunier, Charles	1853	Florida Jan 2010	C6BE080113964AC79412	Jan 15, 2010	Jan 15, 2010	Jan 25, 2010	1,823.56
	Padgett, Gareth	776	Late Jan 10	E5208D8F6EAF45CA9C01	Jan 28, 2010	Jan 28, 2010	Feb 8, 2010	2,114.00
	Achilles, Simon	777	Nov/Dec/Jan Expenses	083448505E2745D883AA	Dec 7, 2009	Jan 18, 2010	Jan 25, 2010	3,788.17
Abele, Clint				**4**				**9,517.99**



s

ay 6, 2010

Entries	Exceptions	Submission (Days)	Approval (Days)	Approvals Date	Approver	Step	Days
6	3	5	6	Jan 20, 2010	Abele, Clint	Manager Approval	1
				Jan 25, 2010	Landers, Gabriella	Approval for Processing	4
4	3	0	10	Jan 18, 2010	Abele, Clint	Manager Approval	3
				Jan 25, 2010	Landers, Gabriella	Approval for Processing	7
10	6	0	11	Feb 5, 2010	Abele, Clint	Manager Approval	8
				Feb 8, 2010	Stocker, Rajesh	Approval for Processing	3
24	10	42	7	Jan 18, 2010	Abele, Clint	Manager Approval	0
				Jan 25, 2010	Landers, Gabriella	Approval for Processing	7
44	**22**	**11.75**	**8.50**				

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('dateSentForPayment Param')	Displays the date range from the **Sent for Payment Date** 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

Main

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Manager	<Approver>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Created Date	<Created Date>	[Expense].[Report Dates and Statuses].[Created Date]	Date that the expense report was created
Submitted Date	<Last Submitted Date>	[Expense].[Report Dates and Statuses].[Last Submitted Date]	Date that the expense report was last submitted by the employee for approval **NOTE:** If the employee submitted the report more than once, for example, because it was returned to the employee for corrections, this date is the date the report was last submitted.
Sent for Payment Date	<Sent for Payment Date>	[Expense].[Report Dates and Statuses].[Sent for Payment Date]	Date the expense report was extracted from the expense system for payment in another accounting system (such as accounts payable or payroll)
Approved Amount	<Total Approved Amount (rpt)>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed
Entries	<Number of Entries>	[Expense].[Report Header Information].[Number of Entries]	Total number of entries submitted on the expense report

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Exceptions	<Number of Exceptions>	[Expense].[Report Header Information].[Number of Exceptions]	Total number of exceptions generated for the expense report, at either the report header level or entry level
Submission (Days)	<Submission (Days)>	_days_between([Last Submitted Date],[Created Date])	Number of days between the date that the expense report was last submitted by the employee for approval and the date that the expense report was created
Approval (Days)	<Approval (Days)>	_days_between([Sent for Payment Date],[Last Submitted Date])	Number of days between the date the expense report was extracted from the expense system for payment and the date that the expense report was last submitted by the employee for approval
Approvals			
Date	<Approved Date>	[Expense].[Expense Report Workflow Trail].[Step Action Date/Time]	Date and time when action was taken to complete this workflow step
Approver	<Approver>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Step	<Step>	[Expense].[Expense Report Workflow Trail].[Step]	Name of a particular step in the workflow
Days	<Approver Time>	_days_between([Expense].[Expense Report Workflow Trail].[Step Action Date/Time],[Expense].[Expense Report Workflow Trail].[Step Entry Date/Time])	Number of days between the date and time when action was taken to complete the workflow step and the date and time when the transaction moved into the step in the workflow

WorkflowCostObject

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Approver>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Created Date	<Created Date>	[Expense].[Report Dates and Statuses].[Created Date]	Date that the expense report was created
Submitted Date	<Last Submitted Date>	[Expense].[Report Dates and Statuses].[Last Submitted Date]	Date that the expense report was last submitted by the employee for approval **NOTE:** If the employee submitted the report more than once, for example, because it was returned to the employee for corrections, this date is the date the report was last submitted.
Sent for Payment Date	<Sent for Payment Date>	[Expense].[Report Dates and Statuses].[Sent for Payment Date]	Date the expense report was extracted from the expense system for payment in another accounting system (such as accounts payable or payroll)
Reimbursement Currency	<Reimbursement Currency>	[Expense].[Report Header Information].[Reimbursement Currency]	Currency in which the employee was reimbursed
Approved Amount	<Total Approved Amount>	[Expense].[Report Header Information].[Total Approved Amount]	Total amount approved to be reimbursed

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Reporting Currency	<Reporting Currency>	[Expense].[Report Header Information].[Reporting Currency]	Currency defined by the client as the corporate, common currency; various reimbursement currencies are converted to this currency in order to obtain totals in one currency
Approved Amount	<Total Approved Amount (rpt)>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed
Entries	<Number of Entries>	[Expense].[Report Header Information].[Number of Entries]	Total number of entries submitted on the expense report
Exceptions	<Number of Exceptions>	[Expense].[Report Header Information].[Number of Exceptions]	Total number of exceptions generated for the expense report, at either the report header level or entry level
Submission (Days)	<Submission (Days)>	_days_between([Last Submitted Date],[Created Date])	Number of days between the date that the expense report was last submitted by the employee for approval and the date that the expense report was created
Approval (Days)	<Approval (Days)>	_days_between([Sent for Payment Date],[Last Submitted Date])	Number of days between the date the expense report was extracted from the expense system for payment and the date that the expense report was last submitted by the employee for approval
Approvals			
Date	<Approval Date>	[Expense].[Expense Report Workflow Trail].[Step Action Date/Time]	Date and time when action was taken to complete this workflow step
Approver	<Approver>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Step	<Step>	[Expense].[Expense Report Workflow Trail].[Step]	Name of a particular step in the workflow

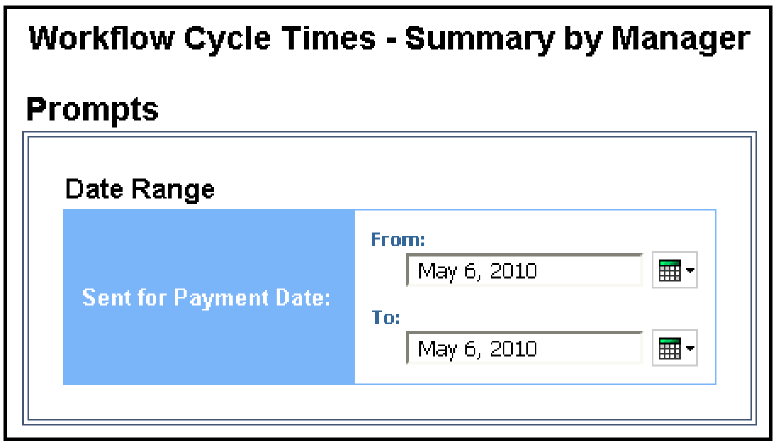
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Days	<Approver Time>	_days_between([Expense].[Expense Report Workflow Trail].[Step Action Date/Time],[Expense].[Expense Report Workflow Trail].[Step Entry Date/Time])	Number of days between the date and time when action was taken to complete the workflow step and the date and time when the transaction moved into the step in the workflow
Step Sequence	<Step Sequence>	[Expense].[Expense Report Workflow Trail].[Step Sequence]	Number that indicates the order or sequence of this particular step within the workflow
Role	<Role>	[Expense].[Expense Report Workflow Trail].[Role]	Role of the employee designated to take action in this step of the workflow
Cost Center	<Cost Center>	[Expense].[Expense Report Workflow Trail].[Cost Center]	Name of the cost center. For cost object approvals.
Is Cost Object Step	<Is Cost Object Step>	[Expense].[Expense Report Workflow Trail].[Is Cost Object Step]	For cost object approvals
Cost Center Approved Amount	<Approved Amount>	[Expense].[Expense Report Workflow Trail].[Approved Amount]	Amount of the expense approved for reimbursement in this workflow step, converted as needed to the employee's reimbursement currency
Cost Center Claimed Amount	<Claimed Amount>	[Expense].[Expense Report Workflow Trail].[Claimed Amount]	Amount of the expense the employee is claiming for reimbursement in this workflow step

Report: Workflow Cycle Times – Summary by Manager

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

This report provides a summary of workflow cycle times by manager; manager name is clickable for drill-through.

Report Prompts



Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range that the expenses were paid

Report Output

Workflow Cycle Times - Summary by Manager

All Reports Sent for Payment Between Jan 1, 2010 and May 6, 2010
Reporting Currency: USD

Manager	Report Count	Approved Amount	Entries	Exceptions	Average Days
Abele, Clint	4	9,517.99	44	22	3.00
Adhikari, Wun	3	4,243.74	27	12	8.00
Ahola, Roberta	11	15,801.48	133	49	0.64
Almeida, Sean	3	3,946.99	50	30	4.00
Altman, Mandy	18	6,536.18	72	72	0.94
Andripalli, Ronald	6	964.45	16	18	1.17
Aquino, Stela	18	22,838.03	182	98	0.61
Atwal, Jeffrey	3	900.55	29	8	1.33
Bailey, Ken	4	3,862.41	46	22	1.25
Baker, Todd	1	462.90	3	3	1.00
Boone, Sandra	9	21,315.30	39	22	9.44
Bowden, Ken	2	231.59	2	6	6.00
Brandl, Laura	1	154.95	1	2	4.00
Breslin, Sean	12	11,245.46	171	52	1.33
Briggs, Thomas	10	12,111.59	123	56	1.10
Byrd, Troy	9	9,123.60	82	37	4.56
Carkeek, Debra	6	1,967.72	18	19	1.67
Carlson, Ronald	3	942.92	6	9	16.33
Caruthers, Randy	11	8,877.65	153	45	1.18
Cavanaugh, Bryan	5	2,093.92	19	18	3.20

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Reports Sent for Payment	' ' + ParamDisplayValue('dateSentForPaymentParam')	Displays the date range from the **Sent for Payment Date** 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)

Report Data Items

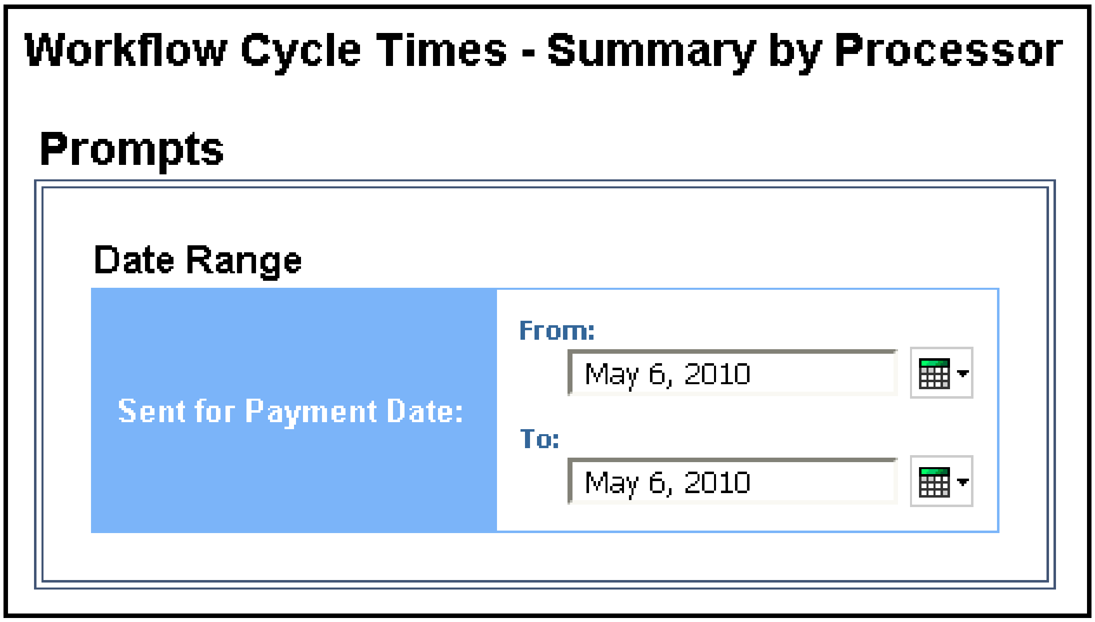
Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Manager	<Employee Assigned to Step>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Report Count	<Report Count>	[Expense].[Report Header Information].[Report Key]	Count of expense reports approved by the Manager
Approved Amount	<Total Approved Amount (rpt)>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed
Entries	<Number of Entries>	[Expense].[Report Header Information].[Number of Entries]	Total number of entries submitted on the expense report
Exceptions	<Number of Exceptions>	[Expense].[Report Header Information].[Number of Exceptions]	Total number of exceptions generated for the expense report, at either the report header level or entry level
Average Days	<Average Time>	average([Approver Time] for [Employee Assigned to Step])	Average number of days between the date and time when action was taken to complete the workflow step and the date and time when the transaction moved into the step

Report: Workflow Cycle Times – Summary by Processor

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

This report provides a summary of workflow cycle times by processor; processor name is clickable for drill-through.

Report Prompts



Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range that the expenses were paid

Report Output

Workflow Cycle Times - Summary by Processor

Sent for Payment Date Between Jan 1, 2010 and May 6, 2010

Reporting Currency: USD

Processor	Report Count	Approved Amount	Entries	Exceptions	Average Days
Heatley, Jason	1	680.10	4	4	0.00
Landers, Gabriella	1231	1,029,380.14	8,275	3,407	3.60
Stocker, Rajesh	338	418,714.36	3,466	1,407	2.67
Summary	**1570**	**1,448,774.60**	**11,745**	**4,818**	**2.09**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('dateSentForPayment Param')	Displays the date range from the **Sent for Payment Date** 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)

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Processor	<Employee Assigned to Step>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow
Report Count	<Report Count>	[Expense].[Report Header Information].[Report Key]	Count of expense reports approved by the Processor
Approved Amount	<Total(Total Approved Amount (rpt))>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Entries	<Total(Number of Entries)>	[Expense].[Report Header Information].[Number of Entries]	Total number of entries submitted on the expense report
Exceptions	<Total(Number of Exceptions)>	[Expense].[Report Header Information].[Number of Exceptions]	Total number of exceptions generated for the expense report, at either the report header level or entry level
Average Days	<Average(Average Time)>	average([Processor Time] for [Employee Assigned to Step])	Average number of days between the date and time when action was taken to complete the workflow step and the date and time when the transaction moved into the step