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Available to:     Analysis            Intelligence

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## Revision History

Date	Notes / Comments / Changes
October 14, 2023	Changed the "Country" references to "Country/Region" for the following reports: <ul style="list-style-type: none"> <li>• Expense Entries for Qualified Invoice Base Method (Japan)</li> <li>• Invoice Entries for Qualified Invoice Base Method (Japan)</li> </ul>
August 19, 2023	Indicated that the following reports are available in Analysis: <ul style="list-style-type: none"> <li>• Expense Entries for Qualified Invoice Base Method (Japan)</li> <li>• Invoice Entries for Qualified Invoice Base Method (Japan)</li> </ul>
June 17, 2023	Added the following reports: <ul style="list-style-type: none"> <li>• Expense Entries for Qualified Invoice Base Method (Japan)</li> <li>• Invoice Entries for Qualified Invoice Base Method (Japan)</li> </ul>
November 12, 2022	Added the AMEX Card Extract report.
August 8, 2022	Added the IC Card Utilization Rate (JPT 2.0) (Japan) report.
June 20, 2022	Made the following updates: <ul style="list-style-type: none"> <li>• Removed the IC Card Utilization Rate (JPT 2.0) (Japan) report. The report was removed from the June 2022 release.</li> <li>• Updated the image of the Transportation Details Report (JPT 2.0) (Japan) report</li> </ul>
June 18, 2022	Made the following updates: <ul style="list-style-type: none"> <li>• Updated the note in the IC Card Utilization Rate (Japan) report description</li> <li>• Added the IC Card Utilization Rate (JPT 2.0) (Japan) report</li> <li>• Added the Transportation Details Report (JPT 2.0) (Japan) report</li> </ul>
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
September 18, 2021	Made the following updates: <ul style="list-style-type: none"> <li>• Added the Germany – BIK Report (TAS) report</li> <li>• Replaced "reimbursement for the meal type in German "Auswärtstätigkeit" (in English "external activity")" with "free provided meal" and replaced "External Activity meals" with "free provided meals" in the report description for the Germany – M – Report Detail (TAS) report</li> <li>• Replaced "reimbursement for the meal type in German "Auswärtstätigkeit" (in English "external activity")" with "free provided meal" in the report description for the Germany – M – Report Summary (TAS) report</li> </ul>
July 17, 2021	Added "SAP" before some references to "Concur" for accurate branding.
April 7, 2021	Added the following reports: <ul style="list-style-type: none"> <li>• Germany – M-Report Detail (TAS)</li> <li>• Germany – M-Report Summary (TAS)</li> </ul>

Date	Notes / Comments / Changes
February 20, 2021	<p>Made the following updates:</p> <ul style="list-style-type: none"> <li>Updated the copyright year</li> <li>Updated the Germany – BIK Report <b>Prompts</b> page image and report description to include the 2021 BIK rates.</li> <li>Made the following update to the report description for the Germany – M-Report Detail and Germany – M-Report Summary reports: Replaced "travel allowance (where the meal type = external meals)" with "a meal" in the following sentence: "German companies must print an "M" in the certificate of wage tax deduction if an employee has received any payment for a meal."</li> </ul>
September 19, 2020	<p>Updated the report images for the following reports:</p> <ul style="list-style-type: none"> <li>Unpaid and Unassigned Expense (Japan)</li> <li>Auditor Digitized Receipt Search Report</li> <li>Germany - Yearly Employee Report</li> </ul> <p>Country was renamed to Country/Region in all labels containing the word Country. For example, the <b>Supplier Country</b> label was renamed to <b>Supplier Country/Region</b>.</p>
May 16, 2020	<p>Updated the Germany – BIK Report <b>Prompts</b> page image and report description to include the 2020 BIK rates.</p>
January 8, 2020	<p>Changed copyright; no other content changes</p>
August 17, 2019	<p>Updated the images of the Auditor Digitized Receipt Search Report to show the renaming of the <b>Tax Rate</b> column name to <b>Tax Rate (%)</b>. Added additional information about the reports in the Market Specific Reports folder.</p>
June 10, 2019	<p>Updated the images of the Auditor Digitized Receipt Search Report to include the percentages now displayed in the <b>Tax Rate</b> column and the renaming of the <b>Tax Base</b> column to <b>Taxable Amount</b>. Also renamed the <b>Tax Base</b> column to <b>Taxable Amount</b> in the <i>Report Output</i> section.</p>
May 11, 2019	<p>Added the Auditor Digitized Receipt Search Report</p>
April 13, 2019	<p>Updated the <b>Prompts</b> page image of the Germany – BIK Report to include the 2019 BIK rates, and updated the <b>Prompts</b> page image of the Germany – Yearly Employee Report to include the new <b>Employee Name</b> and <b>Employee ID</b> prompts.</p>
February 28, 2019	<p>Added missing "-" to Germany – M-Report Detail and Germany – M-Report Summary report headings</p>
February 9, 2019	<p>Removed references to Insight Premium from the guide and updated copyright</p>
August 3, 2018	<p>Corrected the feature name from Japan Public Transportation to Japan Public Transport</p>
May 17, 2018	<p>Added a note to the IC Card Utilization Rate report for Japan</p>

Date	Notes / Comments / Changes
May 14, 2018	Added the following reports for Japan: <ul style="list-style-type: none"> <li>• IC Card Utilization Rate</li> <li>• Invoice Entries for Companies Using Electronic Invoices</li> <li>• Ticket Issue Date and Airfare Analysis</li> <li>• Unpaid and Unassigned Expense</li> </ul>
April 14, 2018	Added the Expense Entries for Companies Using Electronic Receipts and Vendor Amount Ranking reports for Japan
March 17, 2018	Updated the images of the Receipt Received Rate and Receipt Viewed Rate reports for Japan
February 10, 2018	Added the Receipt Received Rate and Receipt Viewed Rate reports for Japan
January 13, 2018	Changed copyright; no other content changes
December 15 2016	Changed copyright; no other content changes
January 15 2016	Added information about Expense Details (with Reclaimable Tax) – Canada
August 14 2015	Moved from single book to individual "chapters" – no content changes



# Chapter 13: Folder – Market Specific Reports

## Report: Expense Entries for Companies Using Electronic Receipts (Japan)

Available to:  Analysis  Intelligence

This report can be used for National Tax Agency (NTA) investigations. The report assists NTA investigations by providing prompts for things such as transaction date, expense amount range, expense type, and vendor. The NTA can use information from the report to search the details of expense entries using the expense report ID in the Process Reports feature of Concur Expense.

### Report Prompts

領収書電子化対応企業向け—経費明細一覧

プロンプト

取引日	経費金額	会社
開始: <input type="text" value="2015/01/01"/> <input type="button" value="📅"/> 終了: <input type="text" value="2018/04/03"/> <input type="button" value="📅"/>	開始: <input type="text"/> <input checked="" type="radio"/> 最小値 終了: <input type="text"/> <input checked="" type="radio"/> 最大値	<input type="checkbox"/>
親経費タイプ	経費タイプ	支払先
<div style="border: 1px solid gray; padding: 5px;"><input type="checkbox"/> 経費 <input checked="" type="checkbox"/> 経費 <input type="checkbox"/> 経費 <input type="checkbox"/> 経費 <input type="checkbox"/> 経費 <input type="checkbox"/> 経費 <input type="checkbox"/> 経費 <input type="checkbox"/> 経費 <input type="checkbox"/> 経費</div> <p style="text-align: center; font-size: small;">すべてを選択 すべての選択を解除</p>	<div style="border: 1px solid gray; padding: 5px;"><input checked="" type="checkbox"/> 経費 <input checked="" type="checkbox"/> 経費</div> <p style="text-align: center; font-size: small;">すべてを選択 すべての選択を解除</p>	キーワード: 1つ以上のキーワードを、スペースで区切って入力 ます。 <input type="text"/> <input type="button" value="検索🔍"/> オプション ▾ 結果: <div style="border: 1px solid gray; height: 50px;"></div> <p style="text-align: center; font-size: small;">すべてを選択 すべての選択を解除</p> <div style="display: flex; justify-content: center; gap: 10px;"><input type="button" value="挿入➡"/> <input type="button" value="←削除"/></div> <div style="border: 1px solid gray; height: 50px;"></div> <p style="text-align: center; font-size: small;">すべてを選択 すべての選択を解除</p>

### Report Output

This report includes these columns:

- Report Legacy Key
- Report ID
- Report Name
- Company Code

## Chapter 13: Folder – Market Specific Reports

- Company
- Employee ID
- Employee
- Transaction Date
- Parent Expense Type
- Expense Type
- Vendor
- Expense Amount (reimbursement currency)
- Reimbursement Currency

**領収書電子化対応企業向け—経費明細一覧**  
 取引日: 2015/01/01 から 2018/04/03  
 親経費タイプ: [Redacted]  
 経費タイプ: [Redacted]

レポートレガシーキー	レポートID	レポート名	会社コード	会社	従業員ID	従
8735	[Redacted]	Cash Advances Report			[Redacted]	
8830	[Redacted]	Bank Cash			[Redacted]	
9168	[Redacted]	CO Report			[Redacted]	
9651	[Redacted]	Monthly Expenses			[Redacted]	
10096	[Redacted]	New Hire - HR 1			[Redacted]	
10126	[Redacted]	HR Cash			[Redacted]	
11006	[Redacted]	Cash Advances			[Redacted]	
11034	[Redacted]	Cash Advances Report			[Redacted]	
11691	[Redacted]	Cash Advances Report			[Redacted]	

従業員ID	従業員名	取引日	親経費タイプ	経費タイプ	支払先	経費金額(払戻通貨)	払戻通貨
[Redacted]	[Redacted]	2015/01/09	[Redacted]	[Redacted]		500	USD
[Redacted]	[Redacted]	2015/01/26	[Redacted]	仮払申請の返納		400	USD
[Redacted]	Togerson, Mike Joseph	2015/02/04	[Redacted]	仮払申請の返納		300	USD
[Redacted]	Togerson, John Victor	2015/03/03	[Redacted]	仮払申請の返納		100	USD
[Redacted]	[Redacted]	2015/05/31	[Redacted]	仮払申請の返納		172	USD
[Redacted]	[Redacted]	2015/06/01	[Redacted]	仮払申請の返納		400	USD
[Redacted]	Hobbs, DLT, David	2015/09/10	[Redacted]	仮払申請の返納		300	USD
[Redacted]	Hobbs, DLT, David	2015/09/11	[Redacted]	仮払申請の返納		100	USD
[Redacted]	Hobbs, DLT, David	2015/11/24	[Redacted]	仮払申請の返納		100	USD



## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('pTransactionDate')	Displays the date range from the <b>Transaction Date</b> prompt on the <b>Prompts</b> page
Expense Amount	ParamDisplayValue('pExpenseAmount')	Displays the expense amount range from the <b>Expense Amount</b> prompt on the <b>Prompts</b> page
Company	ParamDisplayValue('pCompany')	Displays the company selected from the <b>Company</b> prompt on the <b>Prompts</b> page
Parent Expense Type	ParamDisplayValue('pParentExpenseType')	Displays the parent expense type selected from the <b>Parent Expense Type</b> prompt on the <b>Prompts</b> page
Expense Type	ParamDisplayValue('pExpenseType')	Displays the expense type selected from the <b>Expense Type</b> prompt on the <b>Prompts</b> page
Vendor	ParamDisplayValue('pVendor')	Displays the vendor(s) selected from the <b>Vendor</b> prompt on the <b>Prompts</b> 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
Report Legacy Key	<Report Legacy Key>	[Expense].[Report Header Information].[Report Legacy Key]	Displays the Report Legacy 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 expense report name
Company - Code	<Company - Code>	[Expense].[Report Header Information].[Company - Code]	Displays the company code

Chapter 13: Folder – Market Specific Reports

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Company	<Company>	[Expense].[Report Header Information].[Company]	Displays the name of the company
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
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Displays the transaction date
Parent Expense Type	<Parent Expense Type>	[Expense].[Entry Information].[Parent Expense Type]	Displays the parent expense type
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Displays the expense type
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Displays the vendor name
Expense Amount (reimbursement currency)	<Expense Amount (reimbursement currency)>	[Expense].[Entry Information].[Expense Amount (reimbursement currency)]	Displays the expense amount (reimbursement currency)
Reimbursement Currency	<Reimbursement Currency>	[Expense].[Entry Information].[Reimbursement Currency]	Displays the reimbursement currency

## **Report: Expense Entries for Qualified Invoice Base Method (Japan)**

Available to:  Analysis  Intelligence

As of October 1, 2023, the Japanese government is implementing a new Qualified Invoice System for the Japanese Consumption Tax (JCT). This report will help Intelligence clients in the Japanese market align with the regulation and support tax reclamation by providing the ability to capture and confirm the Qualified Invoice Issuer's registration number information from submitted expense reports.

A Qualified Invoice Issuer is a vendor who is registered as a business issuer of qualified invoice by the District Director of the tax office of jurisdiction and has been given a registration number (tax identification number).

## Report Prompts

インボイス制度対応 - 経費精算一覧

**プロンプト**

**日付**

日付タイプ:  Sent for Payment Date  
 Transaction Date

日付: 差出人  
2023/06/13

終了  
2023/06/13

事業者登録番号の有無:

**オプション**

税コード:

↑

↓

[すべてを選択](#) [すべての選択を解除](#)

承認ステータス:

↑

↓

[すべてを選択](#) [すべての選択を解除](#)

会社:

↑

↓

[すべてを選択](#) [すべての選択を解除](#)

従業員居住国:

↑

↓

[すべての選択を解除](#)



## Report Output

This report includes these columns:

- Report ID
- Report Number
- Report Name
- Approval Status
- Sent for Payment Date
- Company – Code
- Company
- Country/Region (of Employee)
- Employee ID
- Employee
- Entry Legacy Key
- Account Code
- Expense Type
- Transaction Date
- Country/Region
- Transaction Currency
- Expense Amount (transaction currency)
- Payment Type
- Reimbursement Currency
- Gross Amount
- Net Amount
- Tax Amount
- Tax Code
- Tax Rate Type
- Vendor
- Vendor Registration Number
- Receipt Received
- Transaction Type
- Parent Entry Legacy Key
- Parent Entry Expense Type
- Parent Entry Expense Amount
- Parent Entry Receipt Received

インボイス制度対応 - 経費精算一覧

支払送信日: 2022/01/13 宛先: 2023/06/13

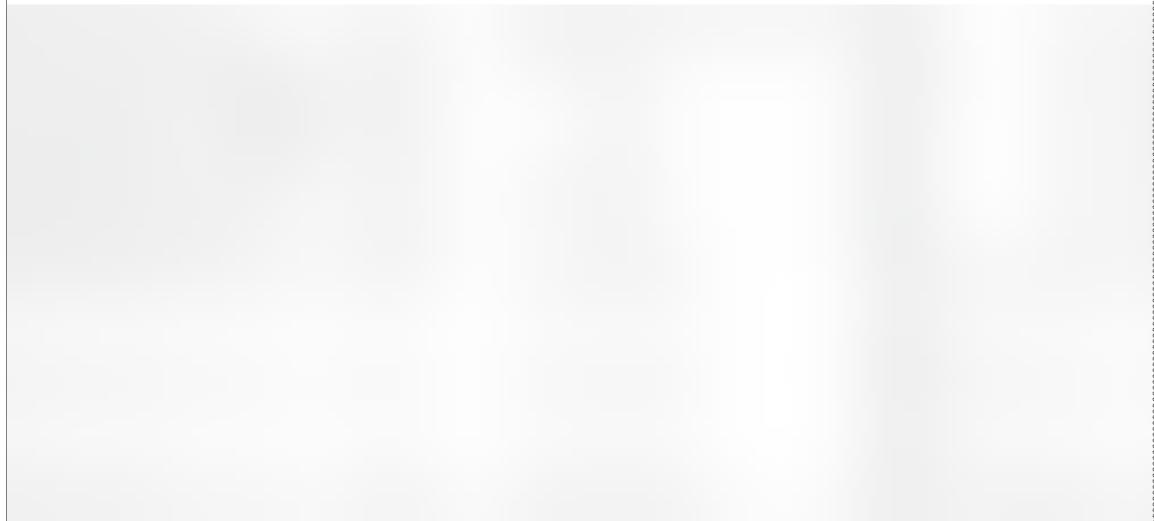
事業者登録番号の有無: 全て表示

従業員居住国: 日本

経費の取引国: 日本

取引通貨: 日本円

レポートID	レポート 番号	レポート名	承認 ス テ ー タス	支払送信 日	会社コード	会社	従業員 ID	従業員 居住 国	従業員	入力 レガ シー キー
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# Chapter 13: Folder – Market Specific Reports

入力 レガ シー キー	勘定科 目コー ド	経費タ イプ	取引日	取引 国	取引 通貨	金額 (取 引通貨)	支払 タイ プ	払 戻 通 貨	金額 (払 戻通貨)	税抜金 額 (払 戻通 貨)	税額 (払 戻通 貨)	税コー ド	税率 タイ プ	支払先	事 業 者 登 録 番 号	領 収 書 添 付 あ り	取 引 タイ プ	親入 力レ ガシ ーキ ー	親入 力経 費 タイ プ	親入 力金 額 (取 引通 貨)	親入 力領 収書 添付 あり
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## Report: IC Card Utilization Rate (Japan)

Available to:  Analysis  Intelligence

This report provides the registration rates and utilization rates for IC Cards. The IC Card Utilization Rate report can help Intelligence clients determine the degree of governance and business efficiency for IC card usage using the IC Card data. The report provides IC Card utilization rates by company, division, and users.

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**NOTE:** This report supports the Japan Public Transport (JPT) 1.0 feature.

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### Report Prompts

**IC Card Utilization Rate**

**Prompts**

Register Date / Transaction Date	Employee Group	Company
<p>From: <input type="text" value="Jan 1, 2018"/> </p> <p>To: <input type="text" value="May 1, 2018"/> </p>	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> [Employee Group]</li> <li><input checked="" type="checkbox"/> [Employee Group]</li> <li><input checked="" type="checkbox"/> [Employee Group]</li> <li><input checked="" type="checkbox"/> [Employee Group]</li> </ul> </div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<p><input checked="" type="checkbox"/> [Company]</p>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>		

### Report Output

This report includes these columns:

- Employee Group
- Employee Group Code
- Number of Employees
- Number of Registrants
- Registration Rate
- Division
- Division – Code
- Employee Key
- Average

## Chapter 13: Folder – Market Specific Reports

- Company
- Company – Code
- Route Total
- Origin Type
- Route Total by Type
- Utilization Rate
- Number of Route
- %



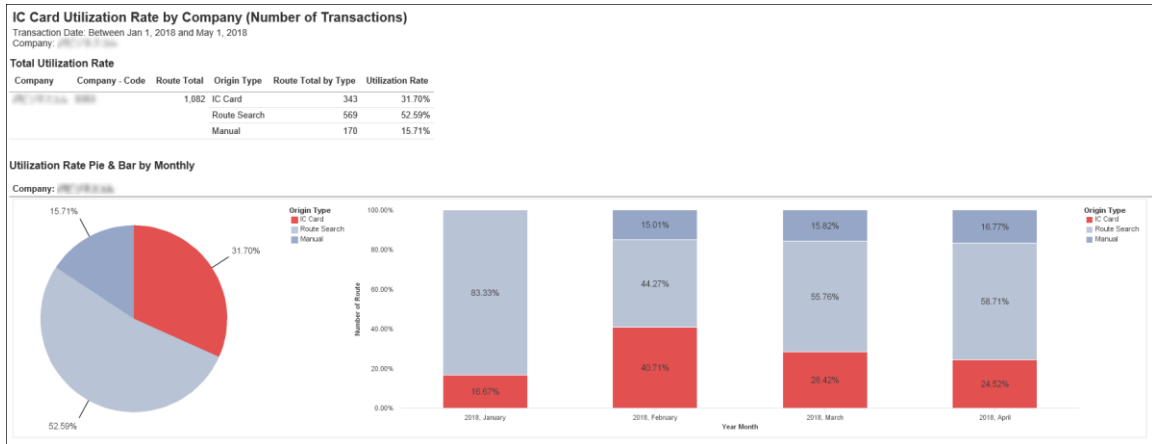
**Number of IC Card Registrants by Division (as of the date of execution)**  
 Employee Group: [REDACTED]

Employee Group	Employee Group Code	Division	Division - Code	Number of Employees	Number of Registrants	Registration Rate
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5	0	0.00%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1	0	0.00%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	6	0	0.00%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	9	1	11.11%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	120	19	15.83%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	59	13	22.03%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	30	11	36.67%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	13	8	61.54%
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	55	0	0.00%

### Number of IC Card Users

Transaction Date: Between Jan 1, 2018 and May 1, 2018  
 Company: [REDACTED]  
 Company: [REDACTED]

Employee Key		2018				Average
		January	February	March	April	
[REDACTED]	[REDACTED]		9	3	3	5
[REDACTED]	[REDACTED]		2	4		3
[REDACTED]	[REDACTED]	1	4	2		2
[REDACTED]	[REDACTED]		10	10	10	10
<b>Total</b>		<b>1</b>	<b>25</b>	<b>19</b>	<b>13</b>	



### IC Card Utilization Rate by Division (Number of Transactions)

Transaction Date: Between Jan 1, 2018 and May 1, 2018  
 Company: [REDACTED]  
 Company: [REDACTED]

			2018									
			January		February		March		April			
			Number of Route	%	Number of Route	%	Number of Route	%	Number of Route	%		
[REDACTED]	[REDACTED]	Manual			3	100.00%						
[REDACTED]	[REDACTED]	IC Card			50	57.47%			22	36.07%	19	31.15%
[REDACTED]	[REDACTED]	Route Search			36	41.38%			38	62.30%	41	67.21%
[REDACTED]	[REDACTED]	Manual			1	1.15%			1	1.64%	1	1.64%
[REDACTED]	[REDACTED]	IC Card			9	100.00%			20	55.56%		
[REDACTED]	[REDACTED]	Route Search							6	16.67%	4	80.00%
[REDACTED]	[REDACTED]	Manual							10	27.78%	1	20.00%
[REDACTED]	[REDACTED]	Route Search							3	25.00%	1	11.11%
[REDACTED]	[REDACTED]	Manual			9	100.00%			9	75.00%	8	88.89%
[REDACTED]	[REDACTED]	IC Card	1	100.00%	25	33.33%			6	15.38%		
[REDACTED]	[REDACTED]	Route Search			40	53.33%			27	69.23%	21	84.00%
[REDACTED]	[REDACTED]	Manual			10	13.33%			6	15.38%	4	16.00%
[REDACTED]	[REDACTED]	IC Card			76	42.46%			58	34.12%	57	31.32%
[REDACTED]	[REDACTED]	Route Search			67	37.43%			79	46.47%	87	47.80%
[REDACTED]	[REDACTED]	Manual			36	20.11%			33	19.41%	38	20.88%
[REDACTED]	[REDACTED]	Route Search	5	100.00%	31	100.00%			55	100.00%	28	100.00%

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Register Date	ParamDisplayValue('pDate')	Displays the date range from the <b>Register Date/Transaction Date</b> prompt on the <b>Prompts</b> page
Employee Group	ParamDisplayValue('pEmpGroup')	Displays the employee group(s) selected from the <b>Employee Group</b> prompt on the <b>Prompts</b> 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 Group	<Custom 21 - Name>	[Employee Count].[Custom 21 - Name]	Displays the employee group
Employee Group Code	<Custom 21 - Code>	[Employee Count].[Custom 21 - Code]	Displays the employee group code
Number of Employees	<*Employee Count by EmpGroup>	count(distinct [Employee Count].[Employee Key] for [Custom 21 - Name])	Displays the number of employees
Number of Registrants	<*Registered Employee Count by EmpGroup>	count(distinct [IC Card Count].[Employee Key] for [Custom 21 - Name])	Displays the number of registrants
Registration Rate	<*Registered Rate by EmpGroup>	[*Registered Employee Count by EmpGroup] / [*Employee Count by EmpGroup]	Displays the registration rate

## Report: IC Card Utilization Rate (JPT 2.0) (Japan)

Available to:  Analysis  Intelligence

The IC Card Utilization Rate (JPT 2.0) report is a new version of the existing IC Card Utilization Rate report that is specifically designed to only provide data from the JPT (Japan Public Transport) 2.0 feature in the NextGen UI for Concur Expense. The IC Card Utilization Rate report provides utilization rates for IC Cards. The IC Card Utilization Rate report can help Intelligence clients determine the degree of governance and business efficiency for IC card usage using the IC Card data. The report provides IC Card utilization rates by company, division, and users.

**NOTE:** The IC Card Utilization Rate (JPT 2.0) report does not include the **Number of IC Card Users** page that is available on the original IC Card Utilization Rate report for JPT 1.0. The **Number of IC Card Users** page is based on the **Registration Date** field in the JPT 1.0 data model. The JPT 2.0 data model does not contain the **Registration Date** field.

Similar insight into the IC card usage status by division is available from the **IC Card Utilization Rate by Division (Number of Transactions)** page of the IC Card Utilization Rate (JPT 2.0) report.

The IC Card Utilization Rate (JPT 2.0) report is only available to Intelligence clients using the JPT (Japan Public Transport) 2.0 feature in the NextGen UI for Concur Expense.

### Report Prompts

#### IC Card Utilization Rate

**Prompts**

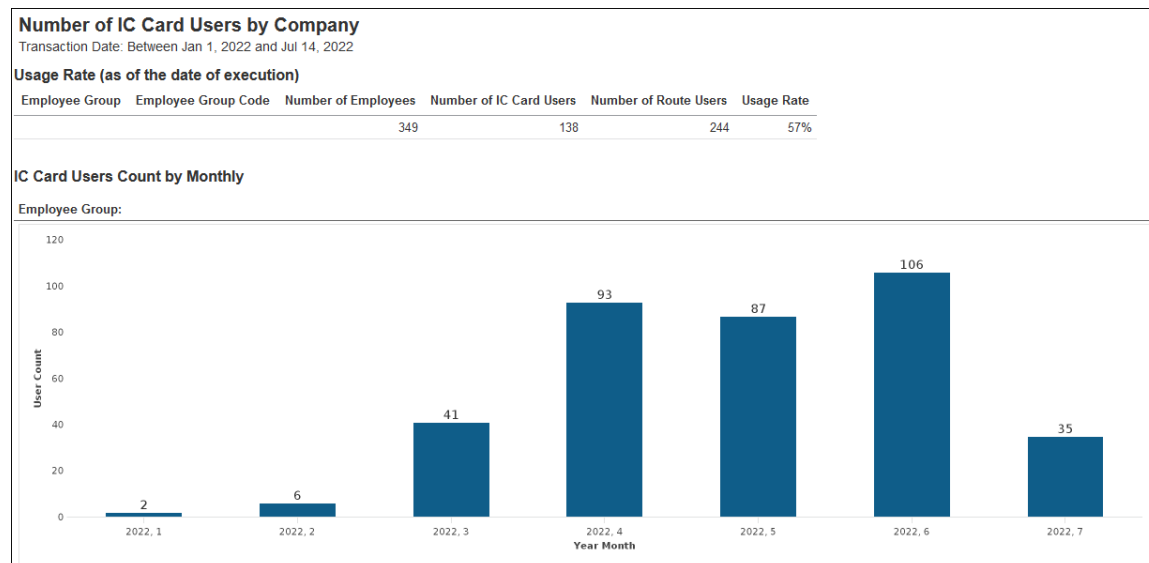
Transaction Date	Employee Group	Company
From: * Jan 1, 2022 <input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <a href="#">Select all</a> <a href="#">Deselect all</a>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
To: * Jul 14, 2022 <input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <a href="#">Select all</a> <a href="#">Deselect all</a>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

When running the IC Card Utilization Rate (JPT 2.0) report, it is best practice to only run the report quarterly or less frequently, and to always use the same start date for the date range entered in the **Transaction Date** prompt on the **Prompts** page.

## Report Output

This report includes these columns:

- Employee Group
- Employee Group Code
- Number of Employees
- Number of IC Card Users
- Number of Route Users
- Usage Rate
- Division
- Division – Code
- Employee Key
- Average
- Company
- Company – Code
- Route Total
- Origin Type
- Route Total by Type
- Utilization Rate
- Number of Route
- %

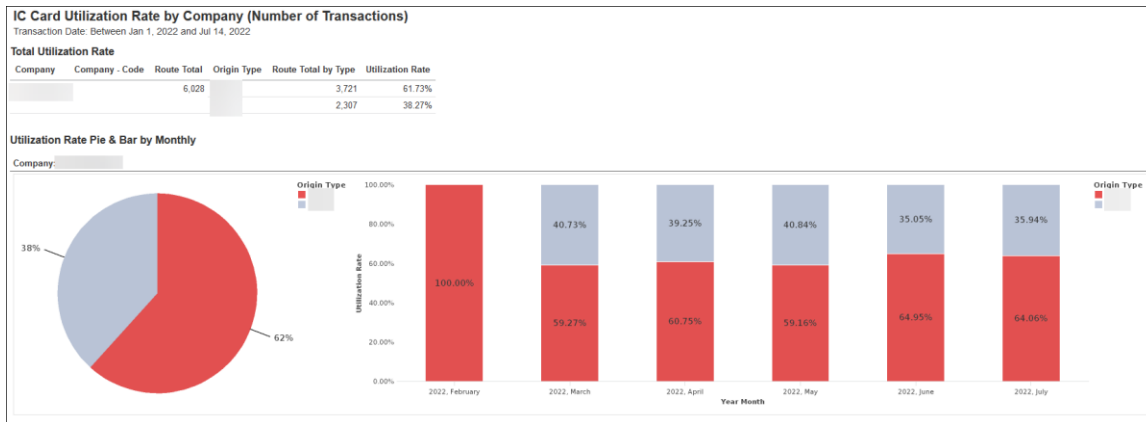


On the **Number of IC Card Users by Company** page of the report, the number displayed in the **Number of Route Users** column is the total number of employees who submitted JPT 2.0 Route Search (RSRC) and IC Card (CARD) expenses, regardless of expense status, during the date range entered in the **Transaction Date** prompt on the **Prompts** page.

The **Number of IC Card Users** column displays the total number of employees who submitted JPT 2.0 IC Card (CARD) expenses. All of the columns on the **Number of IC Card Users by Company** page of the report, except for the **Number of Route Users** column, display data as of the date of execution.

**Number of IC Card Users by Division (as of the date of execution)**

Employee Group	Employee Group Code	Division	Division Code	Number of Employees	Number of IC Card Users	Usage Rate
				1	0	0.00%
				1	0	0.00%
				31	3	9.68%
				38	7	18.42%
				38	13	34.21%
				67	25	37.31%
				34	13	38.24%
				26	10	38.46%
				111	71	63.96%
				1	1	100.00%



# Chapter 13: Folder – Market Specific Reports

IC Card Utilization Rate by Division (Number of Transactions)												
Transaction Date: Between Jan 1, 2022 and Jul 14, 2022												
Company: <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span>												
	2022											
	February		March		April		May		June		July	
	Number of Route	%	Number of Route	%	Number of Route	%	Number of Route	%	Number of Route	%	Number of Route	%
			6	46.15%	61	62.89%	36	63.16%	59	65.56%	14	66.67%
			7	53.85%	36	37.11%	21	36.84%	31	34.44%	7	33.33%
			161	77.78%	733	73.74%	811	71.02%	877	75.93%	125	80.65%
			46	22.22%	261	26.26%	331	28.98%	278	24.07%	30	19.35%
					10	9.17%	30	18.75%	22	19.47%	2	10.53%
			25	100.00%	99	90.83%	130	81.25%	91	80.53%	17	89.47%
					17	26.56%	14	28.00%	16	24.62%		
			10	100.00%	47	73.44%	36	72.00%	49	75.38%	1	100.00%
			2	16.67%	31	39.74%	36	43.90%	43	44.33%	39	60.00%
			10	83.33%	47	60.26%	46	56.10%	54	55.67%	26	40.00%
			13	43.33%	80	47.34%	62	36.26%	117	55.71%	13	37.14%
			17	56.67%	89	52.66%	109	63.74%	93	44.29%	22	62.86%
			8	53.33%	61	60.40%	48	56.47%	67	60.36%	12	70.59%
			7	46.67%	40	39.60%	37	43.53%	44	39.64%	5	29.41%
	9	100.00%	19	48.72%	46	50.00%						
			20	51.28%	46	50.00%			1	100.00%	1	100.00%
			2	40.00%	3	20.00%			2	15.38%		
			3	60.00%	12	80.00%	8	100.00%	11	84.62%	6	100.00%
					1	100.00%						
					5	100.00%	3	100.00%	5	100.00%		





## Report Output

This report includes these columns:

- Request Legacy Key
- Request ID
- Request Name
- Employee Company – Code
- Employee Company
- Employee ID
- Requesting Employee
- Invoice Date
- Process Payment Date
- Supplier Name
- Supplier Code
- Approved Amount (Total)
- Reporting Currency
- Line Item Sequence
- Expense Type Name
- Account Code
- Approved Amount (Line Item)

請求書電子化対応企業向け—請求書明細一覧

支払請求日: 2015/01/01 以降  
承認金額(総額): 1 から 1,000  
承認金額(明細): 1 から 1,000  
経費タイプ: AV Equipment, Advertising, Building Maintenance, Building Repair, Catering  
支払先: Big Apple Bagel, Moore's Electrical & Mechanical Construction Inc, Mother Industries

申請レガ シキー	申請ID	申請名	従業員会社 コード	従業員 会社	従業員ID	従業員	支払請求 日
1000	00000000000000000000	Monthly Team Meeting			10000	Meeting, James Jeffrey	2015/05/13
1000	00000000000000000000	Moore's Electrical & Mechanical Construction Inc, MOORE			FAC00000	Subs, Kelly	2015/01/06
1000	00000000000000000000	Moore's Electrical & Mechanical Construction Inc, MOORE			FAC00000	Subs, Kelly	2015/02/02
1000	00000000000000000000	Electrical Work			FAC00000	Subs, Tom	2015/02/02
1000	00000000000000000000	Moore's Electrical & Mechanical Construction Inc, MOORE			FAC00000	Subs, Tom	2015/02/20
1000	00000000000000000000	Moore's Electrical & Mechanical Construction Inc, MOORE			FAC00000	Subs, Kelly	2015/03/04
1000	00000000000000000000	Bridge repair			FAC00000	Subs, Kelly	2015/03/12
1000	00000000000000000000	Moore's Electrical & Mechanical Construction Inc, MOORE			FAC00000	Subs, Kelly	2015/04/06
1000	00000000000000000000	Moore's Electrical & Mechanical			FAC00000	Subs, Kelly	2015/05/01

☰ Top ⌂ Page up ⏴ Page down ⏵ Bottom

## Chapter 13: Folder – Market Specific Reports

支払請求 日	支払処理 日	支払先	支払先 コード	承認金額 (総額)	レポート 通貨	行項目シーケ ンス番号	経費タイプ	勘定科目 コード	承認金額 (明細)	レポート 通貨
2015/05/13	2015/05/21	My Supply Page	1000	100	USD	1	Travel	1000	100	USD
2015/01/06	2015/03/04	My Supply Page	1000	231	USD	1	Travel	1000	205	USD
						2	Travel	1000	25	USD
						3	Travel	1000	2	USD
2015/02/02	2015/03/04	My Supply Page	1000	231	USD	1	Travel	1000	205	USD
						2	Travel	1000	25	USD
						3	Travel	1000	2	USD
2015/02/02	2015/05/01	My Supply Page	1000	100	USD	1	Travel	1000	100	USD
2015/02/20	2015/05/01	My Supply Page	1000	231	USD	1	Travel	1000	205	USD
						2	Travel	1000	25	USD
						3	Travel	1000	2	USD
2015/03/04	2015/05/01	My Supply Page	1000	231	USD	1	Travel	1000	205	USD
						2	Travel	1000	25	USD
						3	Travel	1000	2	USD
2015/03/12	2015/05/01	My Supply Page	1000	350	USD	1	Travel	1000	350	USD
2015/04/06	2015/05/01	My Supply Page	1000	231	USD	1	Travel	1000	205	USD
						2	Travel	1000	25	USD
						3	Travel	1000	2	USD
2015/05/01	2015/07/13	My Supply Page	1000	231	USD	1	Travel	1000	205	USD

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Invoice Date	ParamDisplayValue('pInvoiceDate')	Displays the date range from the <b>Invoice Date</b> prompt on the <b>Prompts</b> page
Process Payment Date	ParamDisplayValue('pProcessPaymentDate')	Displays the date range from the <b>Process Payment Date</b> prompt on the <b>Prompts</b> page
Approved Amount(Total)	ParamDisplayValue('pTotalAmount')	Displays the approved amount (total) range from the <b>Approved Amount(Total)</b> prompt on the <b>Prompts</b> page

Data Item Label/Name	Data Item Expression	Data Item Description
Approved Amount(Line Item)	ParamDisplayValue('pAmount')	Displays the approved amount (line item) range from the <b>Approved Amount(Line Item)</b> prompt on the <b>Prompts</b> page
Company	ParamDisplayValue('pCompany')	Displays the company selected from the <b>Employee Company</b> prompt on the <b>Prompts</b> page
Account Code	ParamDisplayValue('pAccountCode')	Displays the account code(s) selected from the <b>Account Code</b> prompt on the <b>Prompts</b> page
Expense Type	ParamDisplayValue('pExpenseType')	Displays the expense type(s) selected from the <b>Expense Type</b> prompt on the <b>Prompts</b> page
Vendor	ParamDisplayValue('pVendor')	Displays the vendor(s) selected from the <b>Vendor</b> prompt on the <b>Prompts</b> 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
Request Legacy Key	<Request Legacy Key>	[01_Invoice Entries].[Request Legacy Key]	Displays the Request Legacy Key
Request ID	<Request ID>	[01_Invoice Entries].[Request ID]	Displays the request ID
Request Name	<Request Name>	[01_Invoice Entries].[Request Name]	Displays the request name
Employee Company - Code	<Employee Company - Code>	[01_Invoice Entries].[Employee Company - Code]	Displays the employee company code
Employee Company	<Employee Company>	[01_Invoice Entries].[Employee Company]	Displays the employee company
Employee ID	<Employee ID>	[01_Invoice Entries].[Employee ID]	Displays the employee ID

Chapter 13: Folder – Market Specific Reports

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Requesting Employee	<Requesting Employee>	[01_Invoice Entries].[Requesting Employee]	Displays the requesting employee
Invoice Date	<Invoice Date>	[01_Invoice Entries].[Invoice Date]	Displays the invoice date
Process Payment Date	<Process Payment Date>	[01_Invoice Entries].[Process Payment Date]	Displays the process payment date
Supplier Name	<Supplier Name>	[01_Invoice Entries].[Supplier Name]	Displays the supplier name
Supplier Code	<Supplier Code>	[01_Invoice Entries].[Supplier Code]	Displays the supplier code
Approved Amount(Total)	<Total Approved Amount (rpt)>	[01_Invoice Entries].[Total Approved Amount (rpt)]	Displays the approved amount (total)
Reporting Currency(Header)	<Reporting Currency(Header)>	[01_Invoice Entries].[Reporting Currency(Header)]	Displays the reporting currency (header)
Line Item Sequence	<Line Item Sequence>	[01_Invoice Entries].[Line Item Sequence]	Displays the line item sequence
Expense Type Name	<Expense Type Name>	[01_Invoice Entries].[Expense Type Name]	Displays the expense type name
Account Code	<Account Code>	[02_Invoice Journal].[Account Code]	Displays the account code
Approved Amount(Line Item)	<Total Approved (rpt)>	[01_Invoice Entries].[Total Approved (rpt)]	Displays the approved amount (line item)
Reporting Currency(Line)	<Reporting Currency(Line)>	[01_Invoice Entries].[Reporting Currency(Line)]	Displays the reporting currency (line)

## **Report: Invoice Entries for Qualified Invoice Base Method (Japan)**

Available to:  Analysis  Intelligence

As of October 1, 2023, the Japanese government is implementing a new Qualified Invoice System for the Japanese Consumption Tax (JCT). This report will help Intelligence clients in the Japanese market align with the regulation and support tax reclamation by providing the ability to capture and confirm the Qualified Invoice Issuer's registration number information from invoices.

A Qualified Invoice Issuer is a vendor who is registered as a business issuer of qualified invoice by the District Director of the tax office of jurisdiction and has been given a registration number (tax identification number).

## Report Prompts

適格請求書基本方式の請求書入力

プロンプト

**日付**

日付タイプ:

- Approved Date
- Invoice Date

**日付:**

From

2023/06/13

To

2023/06/13

**事業者登録番号の有無:**

- All Invoices
- Invoices with registration n
- Invoices without registrati

オプション

**税コード:**

- 
- 
- 

[すべてを選択](#) [すべての選択を解除](#)

**承認ステータス:**

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**従業員 会社:**

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[すべてを選択](#) [すべての選択を解除](#)

**経費の取引国:**

- Japan only
- All countries





## Chapter 13: Folder – Market Specific Reports

- Request Currency
- Request Total
- Approval Status
- Approved Date
- Employee Company – Code
- Employee Company
- Employee ID
- Requesting Employee
- Line Item Sequence
- Account Code
- Expense Type Name
- Tax Code
- Tax Rate
- Net Amount
- Tax Amount
- Gross Amount

### 適格請求書基本方式の請求書入力

日付タイプ:2022/01/13 宛先 2023/06/13  
事業者登録番号の有無:All Invoices  
申請通貨:Japan yen only  
経費の取引国: Japan only

申請 ID	申請名	請求書番号	請求書日付	支払先コード	支払先名	事業者登録番号	発送先国	申請通貨

## Chapter 13: Folder – Market Specific Reports

申請通貨	合計金額	承認ステータス	承認日	従業員会社コード	従業員会社	従業員ID	申請している従業員	ラインアイテムシークエンス	勘定コード	経費タイプ名	税コード	税率	正味金額	税額	総額
------	------	---------	-----	----------	-------	-------	-----------	---------------	-------	--------	------	----	------	----	----

## Report: Receipt Received Rate (Japan)

Available to:  Analysis  Intelligence

This report provides the total number of receipts received, the number of receipts received by expense type and by employee, and the number of expense report entries that did not have a receipt associated with the entries.

The Receipt Received Rate report can help Intelligence clients in the Japanese market evaluate the introduction of e-Bunsho timestamps and the e-Bunsho operation status after introducing e-Bunsho, as well as verify whether employees attached receipts.

### Report Prompts

Last Approval Date (JST Japan Standard Time)	Company
From: Mar 6, 2018	<input type="checkbox"/>
To: Mar 6, 2018	

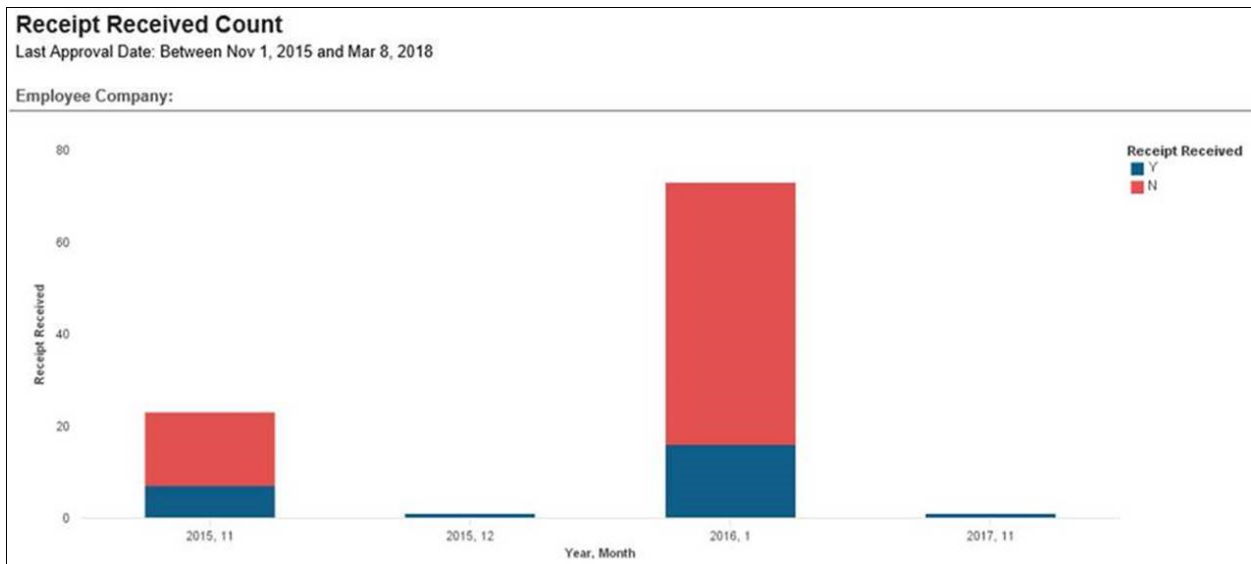
Cancel OK

### Report Output

This report includes these columns:

- Employee Company
- Employee ID
- Employee
- Receipt Required Count
- Receipt Received Count
- Receipt Received Rate
- Employee Company Code
- Employee Division

- Employee Division Code
- Report Legacy Key
- Report ID
- Report Name
- Sent for Payment Date/Time
- Entry Key
- Expense Type
- Transaction Date
- Vendor
- Payment Type
- Expense Amount (Reimbursement Currency)
- Reimbursement Currency



Chapter 13: Folder – Market Specific Reports

**Receipt Received Rate by Expense Type**  
 Last Approval Date: Between Nov 1, 2015 and Mar 8, 2018  
 Employee Company:

		2015							
		11			12				
		*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate	*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate	*Receipt Required Count	
Communications	Cellular Phone	1	1	100.0%	1	1	100.0%	2	
	Internet	1	0	0.0%	0	0		7	
Entertainment	Business Meal (attendees)	2	1	50.0%	0	0		2	
	Catering	1	1	100.0%	0	0		7	
Individual Meals	Beverage	0	0		0	0		2	
	Breakfast	0	0		0	0		1	
	Dinner	1	0	0.0%	0	0		4	
Lodging	Hotel	2	2	100.0%	0	0		2	
Other	Computer accessories	1	0	0.0%	0	0		7	
	Laundry	0	0		0	0		0	
	Materials	0	0		0	0		2	
	Miscellaneous	0	0		0	0		2	
	Office Supplies	2	0	0.0%	0	0		15	
	Postage	1	1	100.0%	0	0		7	
	Services	1	0	0.0%	0	0		3	
	Transportation	Airfare	7	0	0.0%	0	0		3
		Car Rental	1	0	0.0%	0	0		1
		Parking /Tolls	0	0		0	0		2
Taxi		1	1	100.0%	0	0		4	
	Tuition	1	0	0.0%	0	0		0	

		2016			2017			Summary		
		*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate	*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate	*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate
		2	0	0.0%	0	0		4	2	50.0%
		7	1	14.3%	0	0		8	1	12.5%
		2	1	50.0%	0	0		4	2	50.0%
		7	2	28.6%	0	0		8	3	37.5%
		2	2	100.0%	0	0		2	2	100.0%
		1	0	0.0%	0	0		1	0	0.0%
		4	1	25.0%	0	0		5	1	20.0%
		2	2	100.0%	0	0		4	4	100.0%
		7	0	0.0%	0	0		8	0	0.0%
		0	0		1	1	100.0%	1	1	100.0%
		2	1	50.0%	0	0		2	1	50.0%
		2	2	100.0%	0	0		2	2	100.0%
		15	0	0.0%	0	0		17	0	0.0%
		7	0	0.0%	0	0		8	1	12.5%
		3	0	0.0%	0	0		4	0	0.0%
		3	0	0.0%	0	0		10	0	0.0%
		1	1	100.0%	0	0		2	1	50.0%
		2	2	100.0%	0	0		2	2	100.0%
		4	1	25.0%	0	0		5	2	40.0%
		0	0		0	0		1	0	0.0%

**Receipt Received Rate by Employee**

Below 100% only  
Last Approval Date: Between Nov 1, 2015 and Mar 8, 2018

Employee Company:

		2015			2016	
		11			1	
		*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate	*Receipt Required Count	*Receipt Received Count
00000000	Agreement (Contract) Receipts (Rate)	0	0		15	7
00000000	Bank - Finance (Rate)	2	0	0.0%	1	0
00000000	Corporate Services (Rate)	3	1	33.3%	0	0
00000000	Finance (Rate)	0	0		40	3
00000000	HR (Rate)	7	2	28.6%	7	1
00000000	IT (Rate) - Finance (Rate)	6	1	16.7%	0	0
00000000	IT (Rate) - Finance (Rate)	1	0	0.0%	0	0
00000000	IT (Rate) - Finance (Rate)	0	0		1	0
00000000	IT (Rate) - Finance (Rate)	4	3	75.0%	0	0
00000000	IT (Rate) - Finance (Rate)	0	0		9	5

2016		Summary		
1		*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate
*Receipt Received Count	*Receipt Received Rate	*Receipt Required Count	*Receipt Received Count	*Receipt Received Rate
7	46.7%	15	7	46.7%
0	0.0%	3	0	0.0%
0		3	1	33.3%
3	7.5%	40	3	7.5%
1	14.3%	14	3	21.4%
0		6	1	16.7%
0		1	0	0.0%
0	0.0%	1	0	0.0%
0		4	3	75.0%
5	55.6%	9	5	55.6%

## Chapter 13: Folder – Market Specific Reports

<b>Entries with No Receipt</b>								
Last Approval Date: Between Nov 1, 2015 and Mar 8, 2018								
Employee Company	Employee Company Code	Employee Division	Employee Division Code	Employee ID	Employee	Report Legacy Key	Report ID	Report Name
				401000001	Wagonwheel Services, Maricopa Wash	11077	00100000100000170000000000000000	Supplier Invoice Clear Travel
				401000001	Wagonwheel Services, Maricopa Wash	11077	00100000100000170000000000000000	Supplier Invoice Clear Travel
				401000001	Wagonwheel Services, Maricopa Wash	11077	00100000100000170000000000000000	Supplier Invoice Clear Travel
				401000001	Wagonwheel Services, Maricopa Wash	11077	00100000100000170000000000000000	Supplier Invoice Clear Travel
				401000001	Wagonwheel Services, Maricopa Wash	11077	00100000100000170000000000000000	Supplier Invoice Clear Travel
				401000001	Wagonwheel Services, Maricopa Wash	11077	00100000100000170000000000000000	Supplier Invoice Clear Travel
				401000001	Wagonwheel Services, Maricopa Wash	11077	00100000100000170000000000000000	Supplier Invoice Clear Travel
				401000001	Wagonwheel Services, Maricopa Wash	11060	00001100000000000000000000000000	Trust Allocation
				401000000	Scuba Pacific Jones	11020	00000000000000000000000000000000	Big Big Important Meeting
				401000000	Scuba Pacific Jones	11020	00000000000000000000000000000000	Scuba Corporate AG Travel
				401000000	Scuba Pacific Jones	11020	00000000000000000000000000000000	Club Travel
				401000000	Cigales, Dallas TX	11000	00000000000000000000000000000000	Weekly Travel
				401000000	Cigales, Dallas TX	11020	00000000000000000000000000000000	Travel
				000000000	Prison, John W	10077	00000000000000000000000000000000	Statement Report 0020 - 0020
				000000000	Prison, John W	10077	00000000000000000000000000000000	Statement Report 0020 - 0020
				000000000	Prison, John W	10077	00000000000000000000000000000000	Statement Report 0020 - 0020
				000000000	Prison, John W	10077	00000000000000000000000000000000	Statement Report 0020 - 0020
				000000000	Prison, John W	10077	00000000000000000000000000000000	Statement Report 0020 - 0020
				000000000	Prison, John W	10077	00000000000000000000000000000000	Statement Report 0020 - 0020
				000000000	Prison, John W	11007	00000000000000000000000000000000	Statement Report 0020 - 0020



Report Name	Sent for Payment Date/Time	Entry Key	Expense Type	Transaction Date	Vendor	Payment Type	Expense Amount (Reimbursement Currency)	Reimbursement Currency
Standard Report Last Approval Date	Jan 20, 2016 10:40:34 AM	47200	Travel	Feb 9, 2016	Henry Wang Ltd	Corporate Card IBCP (Offsets)	78	USD
Standard Report Last Approval Date	Jan 20, 2016 10:40:34 AM	47200	Travel	Feb 10, 2016	Los Hoteles de Ciudad	Corporate Card IBCP (Offsets)	176	USD
Standard Report Last Approval Date	Jan 20, 2016 10:40:34 AM	47211	Travel	Feb 3, 2016	London Hotel	Corporate Card IBCP (Offsets)	227	USD
Standard Report Last Approval Date	Jan 20, 2016 10:40:34 AM	47211	Travel	Feb 6, 2016	Los Hoteles de Ciudad	Corporate Card IBCP (Offsets)	69	USD
Standard Report Last Approval Date	Jan 20, 2016 10:40:34 AM	47211	Office Supplies	Feb 6, 2016	Office Supplies	Corporate Card IBCP (Offsets)	103	USD
Standard Report Last Approval Date	Jan 20, 2016 10:40:34 AM	47200	Travel	Nov 13, 2015	Hotel Holiday	Corporate Card IBCP (Offsets)	237	USD
Standard Report Last Approval Date	Jan 20, 2016 10:40:34 AM	47200	Travel	Feb 4, 2016	Travel Agency	Cash	43	USD
Standard Report Last Approval Date	Jan 20, 2016 10:41:16 AM	47200	Business Meal	Nov 5, 2015		Cash	100	USD
Standard Report Last Approval Date	Nov 6, 2015 5:22:36 AM	47200	Travel	Sep 30, 2015	Hotel Holiday	Corporate Card IBCP (Offsets)	216	USD
Standard Report Last Approval Date	Nov 6, 2015 5:22:42 AM	47200	Travel	Sep 28, 2015	Hotel Holiday	Corporate Card IBCP (Offsets)	206	USD
Standard Report Last Approval Date	Jan 20, 2016 10:41:43 AM	47200	Travel	Dec 2, 2015	Hotel Holiday	Corporate Card IBCP (Offsets)	429	USD
Standard Report Last Approval Date	Nov 6, 2015 5:22:49 AM	47200	Travel	Oct 1, 2015	Hotel Holiday	Corporate Card IBCP (Offsets)	361	USD
Standard Report Last Approval Date	Nov 6, 2015 5:24:34 AM	47211	Travel	Sep 2, 2015	Travel Agency	Corporate Card IBCP (Offsets)	96	USD
Standard Report Last Approval Date	Jan 20, 2016 10:55:39 PM	47200	Printing	Sep 1, 2015	ABC COMPANY	Purchasing Card CBCP	152	USD
Standard Report Last Approval Date	Jan 20, 2016 10:55:39 PM	47200	Travel	Sep 1, 2015	ABC COMPANY	Purchasing Card CBCP	3,512	USD
Standard Report Last Approval Date	Jan 20, 2016 10:55:39 PM	47200	Office Supplies	Sep 1, 2015	ABC COMPANY	Purchasing Card CBCP	473	USD
Standard Report Last Approval Date	Jan 20, 2016 10:55:39 PM	47200	Printing	Sep 1, 2015	ABC COMPANY	Purchasing Card CBCP	78	USD
Standard Report Last Approval Date	Jan 20, 2016 10:55:39 PM	47200	Office Supplies	Sep 1, 2015	ABC COMPANY	Purchasing Card CBCP	375	USD
Standard Report Last Approval Date	Jan 20, 2016 10:55:39 PM	47200	Printing	Sep 1, 2015	ABC COMPANY	Purchasing Card CBCP	200	USD
Standard Report Last Approval Date	Jan 20, 2016 10:55:47 PM	47200	Printing	Oct 1, 2015	ABC COMPANY	Purchasing Card CBCP	152	USD

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Last Approval Date	ParamDisplayValue('pSentForPaymentDate')	Displays the date range from the <b>Last Approval Date</b> prompt on the <b>Prompts</b> page
Employee Company	[01_Receipt Required&Received].[<Employee>Company]	Displays the company selected from the <b>Company</b> prompt on the <b>Prompts</b> page

## Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Receipt Received	<Receipt Received>	[01_Receipt Required&Received].[Receipt Received]	Displays the bar graph of the receipts received (Y/N_)
Receipt Received Count	<Receipt Received>	[01_Receipt Required&Received].[*Receipt Required Count]	Displays count of receipts received/not received
Year	<Year>	cast ([*Year(Sent for Payment Date/Time JST)],varchar ( 10 ))	Displays the year sent for payment
Month	<Month>	cast([*Month(Sent for Payment Date/Time JST)],varchar ( 10 ))	Displays the month sent for payment

## Report: Receipt Viewed Rate (Japan)

Available to:  Analysis  Intelligence

This report provides the number of receipts viewed by approver – distribution, approver – rank, approver, and employee division, and the number of expense report entries that did not have the receipt associated with the entries viewed.

The Receipt Viewed Rate report can help Intelligence clients in the Japanese market evaluate the introduction of e-Bunsho timestamps and the e-Bunsho operation status after introducing e-Bunsho, as well as verify whether employees attached receipts.

### Report Prompts

### Receipt Viewed Rate

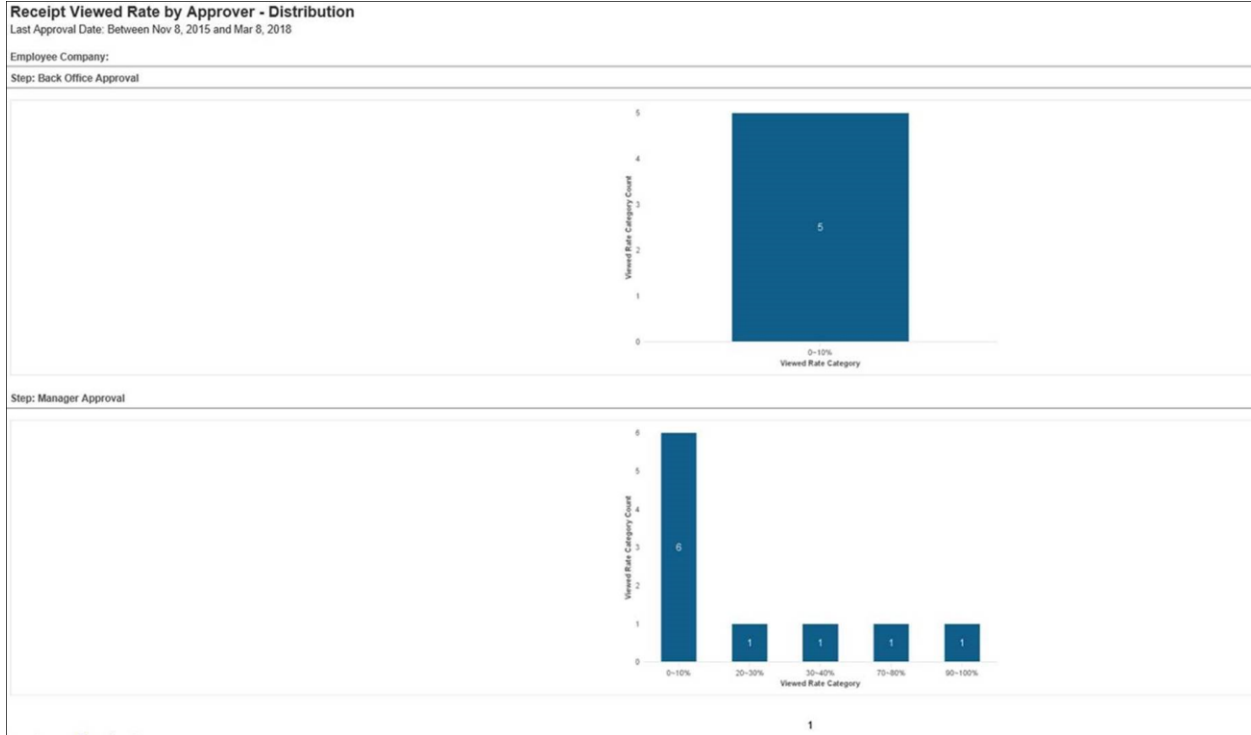
**Prompts**

Last Approval Date <small>JST Japan Standard Time</small>	Company
<p><b>From:</b>  <input style="width: 100%;" type="text" value="Mar 6, 2018"/> </p> <p><b>To:</b>  <input style="width: 100%;" type="text" value="Mar 6, 2018"/> </p>	<input type="checkbox"/>
Least Viewed Rank	Workflow Step
<p>Enter a number to limit the least viewed receipts</p> <input style="width: 100%; height: 20px;" type="text"/>	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2nd Level Approval</li> <li><input type="checkbox"/> 2nd Level Approver</li> <li><input type="checkbox"/> 2nd level</li> <li><input type="checkbox"/> 2nd level approval</li> <li><input type="checkbox"/> 3rd Level</li> <li><input type="checkbox"/> 3rd Level Approval</li> <li><input type="checkbox"/> 3rd Level Approver</li> <li><input type="checkbox"/> Adhoc Manager Approval</li> <li><input type="checkbox"/> Adhoc invoice approval</li> <li><input type="checkbox"/> Alcohol</li> </ul> <div style="text-align: right; font-size: small;"> <span>^</span>  <span>v</span> </div> </div> <p style="text-align: right; font-size: small;">Select all Deselect all</p>

## Report Output

This report includes these columns:

- Employee Company
- Workflow Step
- Rank
- Approver Employee ID
- Approver Employee Assigned to Step
- Receipt Received Count
- Receipt Viewed Count
- Receipt Viewed Rate
- Employee Company Code
- Employee Division
- Employee Division Code
- Employee ID
- Employee
- Header Report Legacy Key
- Report ID
- Report Name
- Sent for Payment Date/Time JST
- Entry Legacy Key
- Expense Type
- Transaction Date
- Vendor
- Payment Type
- Expense Amount (Reimbursement Currency)
- Reimbursement Currency



### Receipt Viewed Rate by Approver - Rank

Last Approval Date: Between Nov 8, 2015 and Mar 8, 2018  
Least Viewed Rank: 10

Employee Company:

Step	Rank	Approver Employee ID	Approver Employee Assigned to Step	Receipt Received Count	Receipt Viewed Count	Receipt Viewed Rate
Back Office Approval	1	00000000	JAMES, MICHAEL	13	0	0.0%
	1	00000000	JAMES, TIM	10	0	0.0%
	1	00000000	JAMES, WALTER	6	0	0.0%
	1	00000000	ADMINISTRATIVE, CONRAD	1	0	0.0%
	5	00000000	JAMES, JERRY JAMES	32	3	9.4%
Manager Approval	1	00000000	JAMES, MICHAEL	7	0	0.0%
	1	00000000	APPROVER, MIKE	5	0	0.0%
	1	00000000	JAMES, WALTER	2	0	0.0%
	1	00000000	MIKE, DAVID	2	0	0.0%
	1	00000000	APPROVER, JOHN	1	0	0.0%
	1	00000000	ADMINISTRATIVE, CONRAD	1	0	0.0%
	7	00000000	TRIGGERS, DEBBIE D	25	7	28.0%
	8	00000000	APPROVER, JOHN	3	1	33.3%
	9	00000000	SMITH, JEFFERSON	7	5	71.4%
	10	00000000	TRIGGERS, DEBBIE D	5	5	100.0%

# Chapter 13: Folder – Market Specific Reports

**Receipt Viewed Rate by Approver**  
 Last Approval Date: Between Nov 8, 2015 and Mar 8, 2018

Employee Company:

	2015						2016
	11			12			
	*Receipt Received Count	*Receipt Viewed Count	*Receipt Viewed Rate	*Receipt Received Count	*Receipt Viewed Count	*Receipt Viewed Rate	
Back Office Approval					3	1	33.3%
		6	0	0.0%			
					5	0	0.0%
Manager Approval							
		4	4	100.0%	3	1	33.3%
		2	0	0.0%			
					5	5	100.0%

	2016				2017			Summary		
	*Receipt Viewed Rate	*Receipt Received Count	*Receipt Viewed Count	*Receipt Viewed Rate	*Receipt Received Count	*Receipt Viewed Count	*Receipt Viewed Rate	*Receipt Received Count	*Receipt Viewed Count	*Receipt Viewed Rate
1	33.3%	29	2	6.9%				32	3	9.4%
					1	0	0.0%	1	0	0.0%
								6	0	0.0%
0	0.0%	5	0	0.0%				10	0	0.0%
		13	0	0.0%				13	0	0.0%
		25	7	28.0%				25	7	28.0%
		1	0	0.0%				1	0	0.0%
		3	1	33.3%				3	1	33.3%
					1	0	0.0%	1	0	0.0%
1	33.3%							7	5	71.4%
								2	0	0.0%
		2	0	0.0%				2	0	0.0%
5	100.0%	5	0	0.0%				5	5	100.0%
		7	0	0.0%				7	0	0.0%

**Receipt Viewed Rate by Employee Division**  
 Last Approval Date: Between Nov 8, 2015 and Mar 8, 2018

Employee Company:

	2015						2016	
	11			12			1	
	*Receipt Received Count	*Receipt Viewed Count	*Receipt Viewed Rate	*Receipt Received Count	*Receipt Viewed Count	*Receipt Viewed Rate	*Receipt Received Count	*Receipt Viewed Count
Back Office Approval	6	0	0.0%	8	1	12.5%	47	
Manager Approval	6	4	66.7%	8	6	75.0%	43	



## Chapter 13: Folder – Market Specific Reports

Report Name	Sent for Payment Date/Time JST	Entry Legacy Key	Expense Type	Transaction Date	Vendor	Payment Type	Expense Amount (reimbursement currency)	Reimbursement Currency
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Beverage	Feb 3, 2016	Vendor	Cash	13	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Beverage	Feb 4, 2016	Vendor	Cash	414	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Beverage	Feb 8, 2016	Vendor	Cash	63	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Other	Nov 7, 2015	Vendor	Corporate Card IBCP (Offsets)	1,978	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Other	Nov 7, 2015	Vendor	Corporate Card IBCP (Offsets)	1,234	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Other	Feb 12, 2016	Vendor	Corporate Card IBCP (Offsets)	2,543	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Other	Nov 7, 2015	Vendor	Corporate Card IBCP (Offsets)	879	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Other	Feb 6, 2016	Vendor	Corporate Card IBCP (Offsets)	1,406	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Other	Feb 6, 2016	Vendor	Corporate Card IBCP (Offsets)	474	USD
Standard Report	Jan 20, 2016 10:40:34 AM	153681	Other	Feb 1, 2016	Vendor	Cash	127	USD
Standard Report	Jan 20, 2016 10:40:54 AM	153681	Other	Nov 30, 2015	Vendor	Corporate Card IBCP (Offsets)	374	USD
Standard Report	Jan 20, 2016 10:40:54 AM	153681	Other	Dec 8, 2015	Vendor	Corporate Card IBCP (Offsets)	349	USD
Standard Report	Jan 20, 2016 10:40:54 AM	153681	Other	Dec 8, 2015	Vendor	Corporate Card IBCP (Offsets)	236	USD
Standard Report	Jan 20, 2016 10:40:54 AM	153681	Other	Dec 3, 2015	Vendor	Cash	7	USD
Standard Report	Jan 20, 2016 10:41:09 AM	153681	Other	Nov 16, 2015	Vendor	Corporate Card IBCP (Offsets)	247	USD
Standard Report	Jan 20, 2016 10:41:09 AM	153681	Other	Dec 2, 2015	Vendor	Corporate Card IBCP (Offsets)	218	USD
Standard Report	Jan 20, 2016 10:41:09 AM	153681	Hotel	Dec 2, 2015	Vendor	Corporate Card IBCP (Offsets)	654	USD
Standard Report	Jan 20, 2016 10:41:09 AM	153692	Beverage	Dec 1, 2015	Vendor	Cash	5	USD
Standard Report	Jan 20, 2016 10:41:09 AM	153693	Materials	Oct 5, 2015	Vendor	Cash	16	USD
Standard Report	Jan 20, 2016 10:41:09 AM	153695	Miscellaneous	Nov 17, 2015	Vendor	Cash	100	USD

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Last Approval Date	ParamDisplayValue('pSentForPaymentDateJST')	Displays the date range from the <b>Last Approval Date</b> prompt on the <b>Prompts</b> page
Company	ParamDisplayValue('pCompany')	Displays the company selected from the <b>Company</b> prompt on the <b>Prompts</b> page
Workflow Step	ParamDisplayValue('pWorkflowStep')	Displays the workflow step(s) selected from the <b>Workflow Step</b> prompt on the <b>Prompts</b> page
Employee Company	[Viewed Rate Distribution by Approver].[<Employee>Company]	Displays the employee company
Step	[Viewed Rate Distribution by Approver].[Step]	Displays the step in the approval process



## Report Data Items

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Viewed Rate Category Count	<Viewed Rate Category Count>	count([Viewed Rate Distribution by Approver].[Viewed Rate Category])	Displays the count of the viewed rate category
Viewed Rate Category	<Viewed Rate Category>	[Viewed Rate Distribution by Approver].[Viewed Rate Category]	Displays the viewed rate category (0 - 10%) and (90 - 100%)

## Report: Ticket Issue Date and Airfare Analysis (Japan)

Available to:  Analysis  Intelligence

This report shows how many days before departure air tickets were issued and the average price of issued tickets. The report can help Intelligence clients identify how to reduce the cost of air tickets.

**NOTE:** The Ticket Issue Date and Airfare Analysis report only runs in English. To view the Ticket Issue Date and Airfare Analysis report, change the language to English, and then run this report.

### Report Prompts

#### 航空券の発券日と運賃分析

このレポートは英語のみ使用可能です。言語を英語に切り替えてください。

実行条件選択

出発日		都市	
開始:	<input checked="" type="radio"/> 2015/01/01 		
<input type="radio"/> 最も古い日付			
終了:	<input type="radio"/> 2018/05/02 		
<input checked="" type="radio"/> 最も新しい日付			
出張構成		ルールクラス	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

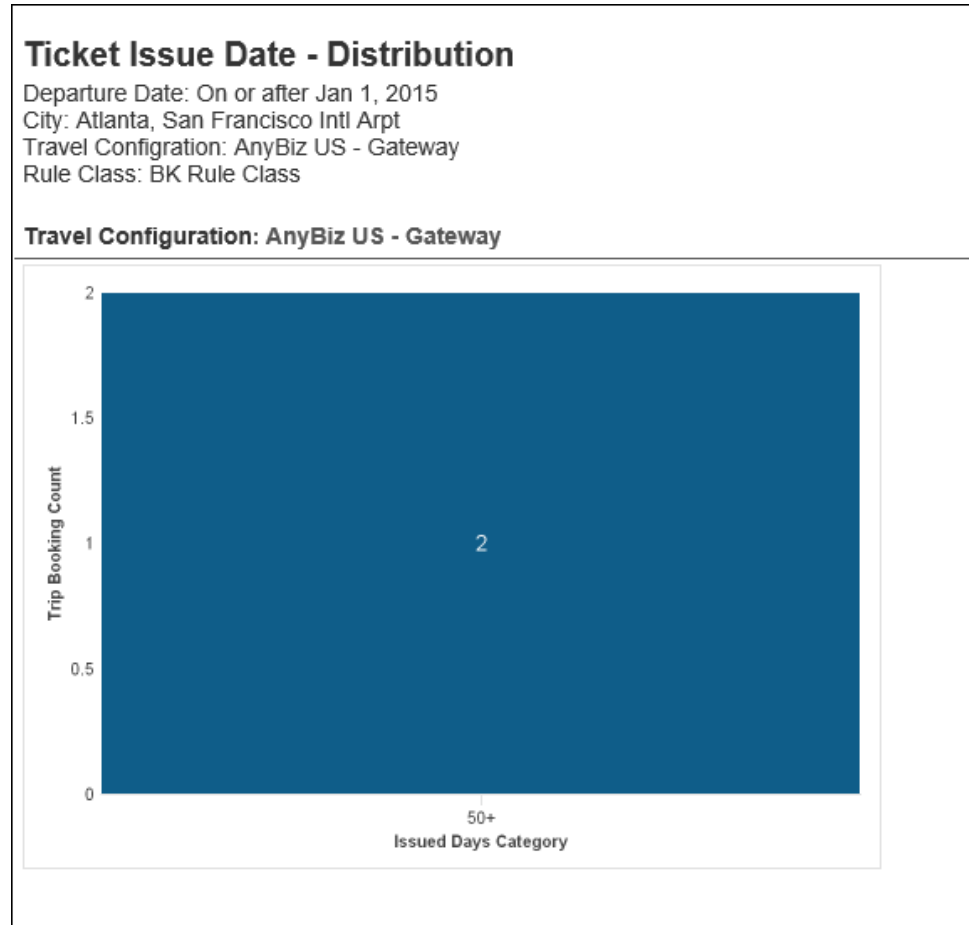
## Report Output

This report includes these columns:

- City Pair
- Trip Key
- Record Locator
- Trip Name
- Travel Configuration
- Rule Class
- Employee ID
- Employee
- Trip Status
- Agency Name
- Station One Code
- Station One Name
- Station Two Code
- Station Two Name
- Departure Date
- Return Date
- Trip Booking Total
- Trip Booking Total (reporting currency)
- Min Best GDS Price
- Trip Booking Key
- Ticket ID
- Ticket Status
- Issued Days Category
- Days Departure – Issue
- Booking Total
- Booking Total (reporting currency)
- Booking Currency
- Reporting Currency
- Vendor
- Ticket Segment Key
- Route Name
- Departure Station Code
- Arrival Station Code

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- Flight Number
- Cabin Class Code
- Cabin Class Code Category



### Ticket Issue Date and Airfare - Monthly

Departure Date: On or after Jan 1, 2015  
 City: Atlanta, San Francisco Intl Arpt  
 Travel Configuration: AnyBiz US - Gateway  
 Rule Class: BK Rule Class

**Travel Configuration: AnyBiz US - Gateway**

**Cabin Class Code: 1.Y**

			Summary			2015		
			Ticket Booking Count	*Booking Total (reporting currency)	*Booking Total Avg	7		
			Ticket Booking Count	*Booking Total (reporting currency)	*Booking Total Avg	Ticket Booking Count	*Booking Total (reporting currency)	*Booking Total Avg
San Francisco Intl Arpt	Atlanta - San Francisco Intl Arpt	50+	2	2,173	1,087	2	2,173	1,087

**Trip Booking Details**  
 Departure Date: On or after Jan 1, 2015  
 City: Atlanta, San Francisco Intl Arpt  
 Travel Configuration: AnyBiz US - Gateway  
 Rule Class: BK Rule Class

Trip												
City Pair	Trip Key	Record Locator	Trip Name	Travel Configuration	Rule Class	Employee ID	Employee	Trip Status	Agency Name	Station One Code	Station One Name	
Atlanta - San Francisco Intl Arpt	4404	3WLOEA	SFO Client Visit	AnyBiz US - Gateway	BK Rule Class			Confirmed	Anybiz ENT US	ATL	Atlanta	
	4420	4E6CBF	Trip from Atlanta to San Francisco	AnyBiz US - Gateway	BK Rule Class			Confirmed	Anybiz ENT US	ATL	Atlanta	

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								Ticket Booking	
Station One Name	Station Two Code	Station Two Name	Departure Date	Return Date	*Trip Booking Total	*Trip Booking Total (reporting currency)	*Min Best GDS Price	Trip Booking Key	Tick
Atlanta	SFO	San Francisco Intl Arpt	Jul 28, 2015	Jul 30, 2015	885.20	885.20		10912	
Atlanta	SFO	San Francisco Intl Arpt	Jul 21, 2015	Jul 22, 2015	1,288.20	1,288.20	835.70	10956	

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Ticket Booking											Flight
*Min Best GDS Price	Trip Booking Key	Ticket ID	Ticket Status	*Issued Days Category	*Days Departure - Issue	Booking Total	Booking Total (reporting currency)	Booking Currency	Reporting Currency	Vendor	Ticket Segment Key
	10912		Active	50+		885.20	885.20	USD	USD	Delta	14360
											14361
35.70	10956		Active	50+		1,288.20	1,288.20	USD	USD	Delta	14388
											14389

3

Flight								
Vendor	Ticket Segment Key	Vendor	Route Name	Departure Station Code	Arrival Station Code	Flight Number	Cabin Class Code	*Cabin Class Code Category
Delta	14360	Delta	Atlanta - San Francisco Intl Arpt	ATL	SFO	2049	Y	Y
	14361	Delta	San Francisco Intl Arpt - Atlanta	SFO	ATL	1680	Y	Y
Delta	14388	Delta	Atlanta - San Francisco Intl Arpt	ATL	SFO	1680	Y	Y
	14389	Delta	San Francisco Intl Arpt - Atlanta	SFO	ATL	61	Y	Y

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Departure Date	ParamDisplayValue('pDate')	Displays the date range from the <b>Departure Date</b> prompt on the <b>Prompts</b> page
City	ParamDisplayValue('pStationTwo')	Displays the cities selected from the <b>City</b> prompt on the <b>Prompts</b> page
Travel Configuration	ParamDisplayValue('pTravelConfiguration')	Displays the travel configuration(s) selected from the <b>Travel Configuration</b> prompt on the <b>Prompts</b> page
Rule Class	ParamDisplayValue('pRuleClass')	Displays the rule classes selected from the <b>Rule Class</b> prompt on the <b>Prompts</b> page
Travel Configuration	[01+02].[Travel Configuration]	N/A

## Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Trip Booking Key	<Trip Booking Key>	[01+02].[Trip Booking Key]	N/A
Issued Days Category	<Issued Days Category>	[01+02].[*Issued Days Category]	N/A

## **Report: Transportation Details Report (JPT 2.0) (Japan)**

Available to:  Analysis  Intelligence

This report provides information about employee transportation expenses. The report can help Intelligence clients in the Japanese market evaluate the reasonableness of commuter spend, identify suspicious activity associated with route information, and ensure employee compliance with transportation spend.

The Transportation Details Report (JPT 2.0) is only available to Intelligence clients using the JPT (Japan Public Transport) 2.0 feature in the NextGen UI for Concur Expense.



## Report Prompts

### Transportation Details Report

**Prompts**

**Date**

**Date Type:**

- Sent for Payment Date
- Transaction Date

**Date:**

From

To

**Options**

**Spend Category:**

- Ground Transportation
- Ground Transportation - Jape

**Expense Type:**

Japan Public Transportation

[Select all](#) [Deselect all](#)

The image shows a dialog box for filtering reports. It is divided into three main sections, each with a blue header bar on the left and a white content area on the right.

- Company:** The header bar is blue with the text "Company:". The content area is empty, with a "Deselect all" link at the bottom right.
- Employee:** The header bar is blue with the text "Employee:". The content area is titled "Keywords:" and contains:
  - An input field with the placeholder text "Input keywords here" and a search icon on the right.
  - A checkbox labeled "Select all".
  - A horizontal line.
  - The text "No Results".
  - A dropdown menu labeled "Starts with any of these key" with a downward arrow.
  - A checked checkbox labeled "Case Insensitive".
- Commuter Pass Applied:** The header bar is blue with the text "Commuter Pass Applied:". The content area contains two radio buttons, one labeled "N" and one labeled "Y". A "Deselect all" link is at the bottom right.

At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".

## Report Output

This report includes these columns:

- Company
- Employee
- Employee ID
- Report ID
- Report Name
- Report Number
- Spend Category
- Expense Type
- Transaction Date
- Sent for Payment Date
- Transaction Currency
- Transaction Amount
- Reimbursement Currency
- Transaction Amount (reimbursement currency)
- Approved Amount (reimbursement currency)
- Vendor
- City/Location
- From Location
- To Location
- Departure Station
- Arrival Station
- Seat Type
- Additional Charge
- Origin Type
- Is Round Trip
- Is Fast
- Is Easy
- Is Cheap
- Is Commuter Pass Applied
- Purpose
- Comment
- Personal

Chapter 13: Folder – Market Specific Reports

Transportation Details Report											
Transaction Date: May 1, 2022 to Jun 2, 2022											
Spend Category: Ground Transportation - Japanese											
Company	Employee	Employee ID	Report ID	Report Name	Report Number	Spend Category	Expense Type	Transaction Date	Sent for Payment Date	Transaction Currency	
			27AE85B8EBB4B0A982B		FUWRS3	Ground Transportation - Japanese	03. Domestic Train - JPT	May 20, 2022	May 20, 2022	JPY	
			277074B867CF4A1B9018		PMDPIL	Ground Transportation - Japanese	03. Domestic Train - JPT	May 19, 2022	May 20, 2022	JPY	
			E1FA7175FD0B4009A9F1		BF8BBY	Ground Transportation - Japanese	03. Domestic Train - JPT	May 13, 2022	May 13, 2022	JPY	
			590A4B90969A4FE89ECE		7E3UT3	Ground Transportation - Japanese	03. Domestic Train - JPT	May 20, 2022	May 25, 2022	JPY	
			E90E78CF5344AD6AA74		UBBEDR	Ground Transportation - Japanese	03. Domestic Train - JPT	May 25, 2022	May 25, 2022	JPY	
			82FCB56F10724D1584CF		16L0H1	Ground Transportation - Japanese	03. Domestic Train - JPT	May 17, 2022	May 25, 2022	JPY	
					16L0H1	Ground Transportation - Japanese	03. Domestic Train - JPT	May 18, 2022	May 25, 2022	JPY	
			81C3594E064A4052BA2D		ULIKTJ	Ground Transportation - Japanese	03. Domestic Train - JPT	May 11, 2022	May 19, 2022	JPY	
			7FBDDA1AFA564C3B9BE1		2MRCRI	Ground Transportation - Japanese	03. Domestic Train - JPT	May 23, 2022	May 23, 2022	JPY	
			0A1FD91ABE16425EA3AC		R3A5CK	Ground Transportation - Japanese	03. Domestic Train - JPT	May 25, 2022	May 20, 2022	JPY	
			F8A2F752541047EFB874		92MLEW	Ground Transportation - Japanese	03. Domestic Train - JPT	May 10, 2022	May 20, 2022	JPY	
			4489D3E18D194977AFB8		KK42MJ	Ground Transportation - Japanese	03. Domestic Train - JPT	May 9, 2022	May 20, 2022	JPY	
			6741372B8FB44FC9B4B3		NTJ8QE	Ground Transportation - Japanese	03. Domestic Train - JPT	May 13, 2022	May 20, 2022	JPY	

Jun 2, 2022

Chapter 13: Folder – Market Specific Reports

Transaction Currency	Transaction Amount	Reimbursement Currency	Transaction Amount (reimbursement currency)	Approved Amount (reimbursement currency)	Vendor	City/Location	From Location	To Location	Departure Station
JPY	484	JPY	484	484			妙典	銀座	妙典
JPY	170	JPY	170	170			大分市役所 合同新聞社 前 / 大分バ ス	城崎(大分) / 大分バ ス	大分市役所 合同新聞社 前 / 大分バ ス
JPY	1,680	JPY	1,680	1,680			弘明寺(京 急線)	銀座	弘明寺(京 急線)
JPY	380	JPY	380	380			西宮(J R 線)	音楽園口	西宮(J R 線)
JPY	920	JPY	920	920			音楽園口	淀屋橋	音楽園口
JPY	712	JPY	712	712			養徳寺	銀座	養徳寺
JPY	712	JPY	712	712			養徳寺	銀座	養徳寺
JPY	1,800	JPY	1,800	1,800			南万騎が原	東銀座	南万騎が原
JPY	1,458	JPY	1,458	1,458			山手	銀座	山手
JPY	377	JPY	377	377			青物横丁	東銀座	青物横丁
JPY	336	JPY	336	336			銀座	高円寺	銀座
JPY	356	JPY	356	356			東日本橋	東銀座	東日本橋
JPY	712	JPY	712	712			桜上水	銀座	桜上水

Chapter 13: Folder – Market Specific Reports

Departure Station	Arrival Station	Seat Type	Additional Charge	Origin Type	Is Round Trip	Is Fast	Is Easy	Is Cheap	Is Commuter Pass Applied	Purpose	Comment	Personal
妙典	銀座	N	0	RSRC	Y	N	N	N	N			N
大分市役所 合同新聞社 前 / 大分バス	城崎(大分) / 大分バス	N	0	RSRC	N	N	N	N	N			N
弘明寺(京急線)	銀座	N	0	RSRC	Y	Y	Y	N	N			N
西宮(JR線)	音楽園口	N	0	RSRC	Y	N	N	Y	N			N
音楽園口	淀屋橋	N	0	RSRC	Y	Y	Y	Y	N			N
豪徳寺	銀座	N	0	RSRC	Y	N	N	N	N			N
豪徳寺	銀座	N	0	RSRC	Y	N	N	N	N			N
南万騎が原	東銀座	N	0	RSRC	Y	N	N	N	N			N
山手	銀座	N	0	RSRC	Y	Y	N	N	N			N
青物横丁	東銀座	N	0	RSRC	N	N	N	N	N			N
銀座	高円寺	N	0	RSRC	N	N	N	N	N	銀座オフィス(徳路)		N
東日本橋	東銀座	N	0	RSRC	Y	Y	Y	Y	N			N
板上海	銀座	N	0	RSRC	Y	Y	N	Y	N			N

10:42:46 PM

## Report: Unpaid and Unassigned Expense (Japan)

Available to:  Analysis  Intelligence

This report lists the expenses that have not yet been approved or paid. The report can help Intelligence clients identify expected expense amounts, and can help clients match bills from travel agencies with the corresponding data in SAP Concur solutions.

### Report Prompts

**未承認・未提出・未割当の経費一覧**

プロンプト

従業員グループ	レコードタイプ
<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> <p style="text-align: center; color: blue; font-size: small;">すべてを選択 すべての選択を解除</p>	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <input type="checkbox"/> レポート割当済の入力  <input type="checkbox"/> 未割当のコーポレートカード取引  <input type="checkbox"/> 未割当のクイックエクスペンス                 </div> <p style="text-align: center; color: blue; font-size: small;">すべてを選択 すべての選択を解除</p>
支払タイプ	取引日
<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <input type="checkbox"/> CBCP 社用カード  <input type="checkbox"/> Corporate Card CBCP  <input type="checkbox"/> Corporate Card IBCP  <input type="checkbox"/> Corporate Card IBCP (Offsets)  <input type="checkbox"/> Corporate Card IBIP  <input type="checkbox"/> Meeting Card  <input type="checkbox"/> Out of Pocket  <input type="checkbox"/> Pending Card Transaction  <input type="checkbox"/> Personal Credit Card                 </div> <p style="text-align: center; color: blue; font-size: small;">すべてを選択 すべての選択を解除</p>	<p>開始:</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; width: 150px;">2015/01/01</div> <span style="font-size: small;">📅</span> <p>終了:</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; width: 150px;">2018/04/12</div> <span style="font-size: small;">📅</span>

## Report Output

This report includes these columns:

- Employee Group – Name
- Employee Group – Code
- Record Type
- Payment Type
- Employee ID
- Employee
- Report Legacy Key
- Report ID
- Report Name
- Approval Status
- Entry Key
- Expense Type
- Transaction Date
- Country/Region
- Vendor
- Reporting Currency
- Expense Amount (rpt)
- Transaction Currency
- Expense Amount (transaction currency)
- Personal



Unpaid and Unassigned Expense									
Transaction Date: Between Jan 1, 2015 and Sep 18, 2020									
Employee Group - Name	Employee Group - Code	Record Type	Payment Type	Employee ID	Employee	Report Legacy Key	Report ID	Report Name	Approval Status
Accounts Payable	AccountsPayable	Entry Assigned to Report	Cash	ACC000001	Bowman1, Isaac A	11566	6C184869A1CF40B9815E	Test	Submitted & Pending Approval
Accounts Payable	AccountsPayable	Entry Assigned to Report	Cash	ACC000001	Bowman1, Isaac A	11751	154A86DB8CB5408DB960	Cost allocating	Not Submitted
Accounts Payable	AccountsPayable	Entry Assigned to Report	Cash	ACC000001	Bowman1, Isaac A	11964	3F01D112B7FA4300A294	Statement Report 10/25 - 11/24	Submitted & Pending Approval
Accounts Payable	AccountsPayable	Entry Assigned to Report	Cash	ACC000003	Approvert, Isaac J	11296	024F000939864EF394D5	Test	Not Submitted
Accounts Payable	AccountsPayable	Entry Assigned to Report	Corporate Card IBCP (Offsets)	ACC000001	Bowman1, Isaac A	11751	154A86DB8CB5408DB960	Cost allocating	Not Submitted
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000001	Klippenstein-Varamini, Marchelle Marie	11921	0062190ACC5F4AF7B9F0	LA Travel December	Not Submitted
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000001	Klippenstein-Varamini, Marchelle Marie	11921	0062190ACC5F4AF7B9F0	LA Travel December	Not Submitted
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000001	Klippenstein-Varamini, Marchelle Marie	11921	0062190ACC5F4AF7B9F0	LA Travel December	Not Submitted
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000002	Baxter, Payden James	11547	E034C090FBF549F18660	Kansas Travel (Comped Hotel)	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12067	EF9E1E18C0074DCFA564	pZwx1U1YRF	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12068	B23D0EF3AEC24CC9B944	Report-AIRFR	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12069	C1FB323DC33549E7934F	Report-BRKFT	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12070	0E7E17C8C503435D87BE	Report-BUSML	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12071	2B169A1E12E5408EB962	Report-CARRT	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12072	31D6C2ADE7A54432B83A	Report-CELPH	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12073	83B12D1C3ED24B879850	Report-CSHRN	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12074	29D6317497074CBF866D	Report-CURGL	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12075	8C8A0563625D482DA018	Report-DINNR	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12077	A269CF042C2649179F88	Report-12	Submitted & Pending Approval
Advertising	Advertising	Entry Assigned to Report	Cash	ADV000005	Admin, Jeremy James	12078	1879B9C47CD54D89ACC8	Report-12	Not Submitted

Approval Status	Entry Key	Expense Type	Transaction Date	Country/Region	Vendor	Reporting Currency	Expense Amount (rpt)	Transaction Currency	Expense Amount (transaction currency)	Personal
Submitted & Pending Approval	46909	Single/Husband/Widow Blue Cross / United Concordia EOBs	Nov 11, 2015			USD		1 USD	1.00	N
Not Submitted	47724	Office Supplies	Jan 20, 2016	UNITED STATES		USD	70	USD	100.00	N
Submitted & Pending Approval	48601	Office Supplies	Nov 23, 2015			USD	3,023	USD	4,559.82	N
Not Submitted	45933	Miscellaneous	Oct 5, 2015			USD	99	USD	150.00	N
Not Submitted	47723	Office Supplies	Jan 20, 2016	UNITED STATES	Office Warehouse	USD	48	USD	68.23	N
Not Submitted	48486	Beverage	Dec 15, 2015	UNITED STATES		USD	3	USD	5.00	N
Not Submitted	48493	Personal Car Mileage	Dec 23, 2015			USD	9	USD	12.65	N
Not Submitted	48491	Taxi	Dec 14, 2015	UNITED STATES	Cab Services	USD	59	USD	89.35	N
Submitted & Pending Approval	46875	Personal Car Mileage	Dec 2, 2015			USD	12	USD	18.40	N
Submitted & Pending Approval	48831	Parking /Tolls	Oct 10, 2018			USD	0	USD	0.42	N
Submitted & Pending Approval	48832	Airfare	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48833	Breakfast	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48834	Business Meal (attendees)	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48835	Car Rental	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48836	Cellular Phone	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48837	Cash Advance Return	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48838	Currency Gain/Loss	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48839	Dinner	Oct 10, 2018			USD	1	USD	1.55	N
Submitted & Pending Approval	48840	Parking /Tolls	Oct 10, 2018			USD	1	USD	1.55	N
Not Submitted	48841	Parking /Tolls	Oct 10, 2018			USD	1	USD	1.55	N

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Employee Group	ParamDisplayValue('pEmpGroup')	Displays the employee group(s) selected from the <b>Employee Group</b> prompt on the <b>Prompts</b> page
Record Type	ParamDisplayValue('pRecordType')	Displays the record type(s) selected from the <b>Record Type</b> prompt on the <b>Prompts</b> page
Payment Type	ParamDisplayValue('pPaymentType')	Displays the payment type(s) selected from the <b>Payment Type</b> prompt on the <b>Prompts</b> page
Transaction Date	ParamDisplayValue('pTransactionDate')	Displays the date range from the <b>Transaction Date</b> prompt on the <b>Prompts</b> 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 Group - Name	<Employee Custom 21 - Name>	[Union1].[Employee Custom 21 - Name]	Displays the employee group name ([Expense].[Report Header Information].[Employee Custom 21 - Name],[Expense].[Credit Card Accounts].[Employee Custom 21 - Name],[Emp Info].[Custom 21 - Name])
Employee Group - Code	<Employee Custom 21 - Code>	[Union1].[Employee Custom 21 - Code]	Displays the employee group code ([Expense].[Report Header Information].[Employee Custom 21 - Code],[Expense].[Credit Card Accounts].[Employee Custom 21 - Code],[Emp Info].[Employee Custom 21 - Code])

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
*Record Type	<*Record Type>	[Union1].[*Record Type]	Displays the record type ([Expense].[Report Header Information].[*Record Type],[Expense].[Credit Card Accounts].[*Record Type],[Emp Info].[*Record Type])
Payment Type	<Payment Type>	[Union1].[Payment Type]	Displays the payment type ([Expense].[Report Header Information].[Payment Type],[Expense].[Credit Card Accounts].[Payment Type],[Emp Info].[Payment Type])
Employee ID	<Employee ID>	[Union1].[Employee ID]	Displays the employee ID ([Expense].[Report Header Information].[Employee ID],[Expense].[Credit Card Accounts].[Employee ID],[Emp Info].[Employee ID])
Employee	<Employee>	[Union1].[Employee]	Displays the employee ([Expense].[Report Header Information].[Employee],[Expense].[Credit Card Accounts].[Employee],[Emp Info].[Employee])
Report Legacy Key	<Report Legacy Key>	[Union1].[Report Legacy Key]	Displays the Report Legacy key ([Expense].[Report Header Information].[Report Legacy Key],[Expense].[Credit Card Accounts].[Report Legacy Key],[Emp Info].[Report Legacy Key])
Report ID	<Report ID>	[Union1].[Report ID]	Displays the expense report ID ([Expense].[Report Header Information].[Report ID],[Expense].[Credit Card Accounts].[Report ID],[Emp Info].[Report ID])

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Report Name	<Report Name>	[Union1].[Report Name]	Displays the expense report name ([Expense].[Report Header Information].[Report Name],[Expense].[Credit Card Accounts].[Report Name],[Emp Info].[Report Name])
Approval Status	<Approval Status>	[Union1].[Approval Status]	Displays the approval status ([Expense].[Report Header Information].[Approval Status],[Expense].[Credit Card Accounts].[Approval Status],[Emp Info].[Approval Status])
Entry Key	<Entry Key>	[Union1].[Entry Key]	Displays the Entry key ([Expense].[Report Header Information].[Entry Key],[Expense].[Credit Card Accounts].[Entry Key],[Emp Info].[Entry Key])
Expense Type	<Expense Type>	[Union1].[Expense Type]	Displays the expense type ([Expense].[Report Header Information].[Expense Type],[Expense].[Credit Card Accounts].[Expense Type],[Emp Info].[Expense Type])
Transaction Date	<Transaction Date>	[Union1].[Transaction Date]	Displays the transaction date ([Expense].[Report Header Information].[Transaction Date],[Expense].[Credit Card Accounts].[Transaction Date],[Emp Info].[Transaction Date])
Country/Region	<Country>	[Union1].[Country]	Displays the country/region ([Expense].[Report Header Information].[Country],[Expense].[Credit Card Accounts].[Country],[Emp Info].[Country])

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	<Vendor>	[Union1].[Vendor]	Displays the vendor ([Expense].[Report Header Information].[Vendor],[Expense].[Credit Card Accounts].[Vendor],[Emp Info].[Vendor])
Reporting Currency	<Reporting Currency>	[Union1].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP) ([Expense].[Report Header Information].[Reporting Currency],[Expense].[Credit Card Accounts].[Reporting Currency],[Emp Info].[Reporting Currency])
Expense Amount (rpt)	<Expense Amount (rpt)>	[Union1].[Expense Amount (rpt)]	Displays the expense amount (rpt) ([Expense].[Report Header Information].[Expense Amount (rpt)],[Expense].[Credit Card Accounts].[Expense Amount (rpt)],[Emp Info].[Expense Amount (rpt)])
Transaction Currency	<Transaction Currency>	[Union1].[Transaction Currency]	Displays the currency code for the transaction currency (for example, USD, CAD, GBP) ([Expense].[Report Header Information].[Transaction Currency],[Expense].[Credit Card Accounts].[Transaction Currency],[Emp Info].[Transaction Currency])

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Expense Amount (transaction currency)	<Expense Amount (transaction currency)>	[Union1].[Expense Amount (transaction currency)]	Displays the expense amount (transaction currency) ([Expense].[Report Header Information].[Expense Amount (transaction currency)], [Expense].[Credit Card Accounts].[Expense Amount (transaction currency)], [Emp Info].[Expense Amount (transaction currency)])
Personal	<Personal>	[Union1].[Personal]	Displays whether the expense is personal ([Expense].[Report Header Information].[Personal], [Expense].[Credit Card Accounts].[Personal], [Emp Info].[Personal])

## Report: Vendor Amount Ranking (Japan)

Available to:  Analysis  Intelligence

This report can help clients analyze whether purchasing is concentrated on specific vendors. The report provides a bar graph of the results and a table listing the top ranking vendors based on the Total Approved (rpt) field. The report also provides the monthly approved purchased amounts for the vendors by expense type.

### Report Prompts

**支払先金額ランキング**

プロンプト

支払処理日	会社
開始: <input type="text" value="2015/01/01"/> <input type="button" value="📅"/>	<input type="checkbox"/>
終了: <input type="text" value="2018/04/03"/> <input type="button" value="📅"/>	
経費タイプ	支払先金額ランキングN位以上
<div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> <p style="text-align: center; color: blue; font-size: small;">すべてを選択 すべての選択を解除</p>	* <input type="text" value="10"/>

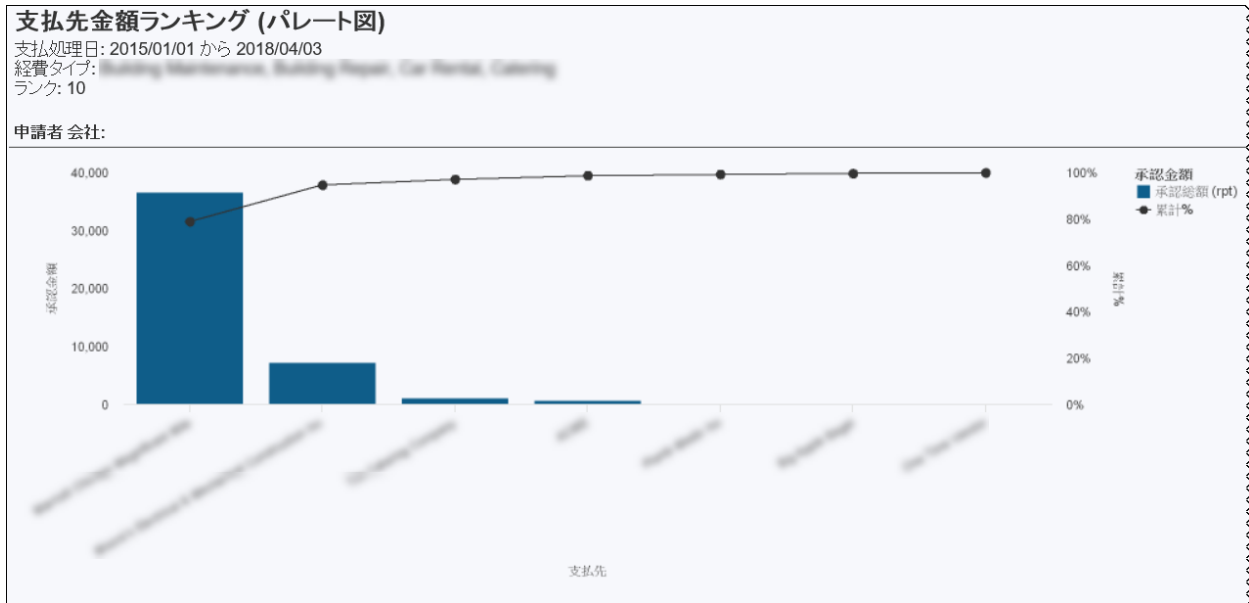
### Report Output

This report includes these columns:

- Process Payment Date
- Expense Type

## Chapter 13: Folder – Market Specific Reports

- Rank
- Vendor
- Total Approved (rpt)
- Reporting Currency



承認金額	ランク	支払先	承認金額	通貨
■ 承認総額 (rpt)	1	Warren Chicago Refrigerator Mfg	36,575	USD
● 累計%	2	Warren Electrical & Mechanical Construction Inc	7,304	USD
	3	The Catering Company	1,122	USD
	4	ACME	768	USD
	5	Pharis Media Inc	244	USD
	6	Big Apple Paper	175	USD
	7	One Time Vendor	140	USD



事業部別支払先金額推移																								
支払処理日: 2015/01/01 から 2018/04/03																								
経費タイプ: Building Maintenance, Building Repair, Car Rental, Cleaning																								
申請者 会社:																								
												2015	合計											
												1月	2月	3月	4月	5月	6月	7月	8月	9月	10月	11月	12月	
Building Maintenance	Building Maintenance	79												79										
	Building Repair	459												459										
	Cleaning						230							230										
Car Rental	Cleaning					100			75					175										
Market Charge Management Fee	Cleaning				36,575									36,575										
Vendor Contract & Mechanical Construction Fee	Building Maintenance	435	230	463		1,607		1,216	731	463	692	231	231	6,299										
	Building Repair	2	2			1,000					2			1,005										
Car Rental	Building Repair		140											140										
Market Charge Management Fee	Building Repair										244			244										
Car Rental	Cleaning						1,122							1,122										

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Process Payment Date	ParamDisplayValue('pProcessPaymentDate')	Displays the date range from the <b>Process Payment Date</b> prompt on the <b>Prompts</b> page
Company	ParamDisplayValue('pEmpCom')	Displays the company selected from the <b>Company</b> prompt on the <b>Prompts</b> page
Expense Type	ParamDisplayValue('pExpType')	Displays the expense type(s) selected from the <b>Expense Type</b> prompt on the <b>Prompts</b> page
Rank	ParamDisplayValue('pRank')	Displays the rank from the <b>Vendor Amount Rank Top N</b> prompt on the <b>Prompts</b> page
Employee Company	[Vendor Data].[Employee Company]	Displays the employee company

## Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Approved Amount	<Total Approved Amount(rpt)>	Vendor Data].[Total Approved (rpt)]	Displays the total amount approved
Rank	<Rank>	rank(total([Total Approved (rpt)]) for [Employee Company])	Displays the total rank

Chapter 13: Folder – Market Specific Reports

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Vendor	<Supplier Name>	[Vendor Data].[Supplier Name]	Displays the supplier name
Total Approved (Rpt)	<Total Approved Amount(rpt)>	[Vendor Data].[Total Approved (rpt)]	Displays the total amount approved
Reporting Currency	<Reporting currency>	[Vendor Data].[Reporting Currency]	Displays the currency code for the reporting currency (for example, USD, CAD, GBP)
Supplier Name	<Supplier Name>	[Vendor Data].[Supplier Name]	Displays the supplier name

## Report: AMEX Card Extract

Available to:  Analysis  Intelligence

This report provides the Concur Expense data for American Express-related expenses needed for the American Express (AMEX) optimization program.

### Report Prompts

There is no **Prompts** page for the AMEX Card Extract report. By default, the report is generated for the last month.

### Report Output

This report includes these columns:

- Company – Code
- Company Name
- Employee Key
- Employee Name
- Employee E-mail Address
- Employee ID
- Employee Org Unit 1 – Name
- Employee Org Unit 2 – Name
- Employee Org Unit 3 – Name
- Employee Org Unit 4 – Name
- Employee Org Unit 5 – Name
- Employee Org Unit 6 – Name
- Employee Country Code
- Report ID
- Transaction Type
- Expense Type
- Spend Category
- Transaction Date
- Reimbursement Currency
- Expense Amount (reimbursement currency)
- Reporting Currency
- Expense Amount (rpt)

## Chapter 13: Folder – Market Specific Reports

- Personal
- Vendor
- City/Location
- Merchant Description
- Receipt Image Required
- Receipt Received
- Receipt Type
- Posted Amount (reporting currency)
- Approved Amount (rpt)
- Payment Type
- Transaction Amount
- Description
- Merchant Code
- Merchant
- Merchant City/Location
- Merchant State/Province/Region
- Merchant Country
- Processing Payment Date Key
- Transaction Currency



Chapter 13: Folder – Market Specific Reports

Employee Org Unit 5 - Name	Employee Org Unit 6 - Name	Employee Country Code	Report ID	Transaction Type	Expense Type	Spend Category	Transaction Date	Reimbursement Currency	Expense Amount (reimbursement currency)	Reporting Currency	Expense Amount (rpt)
				Regular	Miscellaneous	Other	Sep 10, 2022		63.80		17.03
				Regular	Miscellaneous	Other	Sep 15, 2022		63.80		17.03
				Regular	Airfare	Airfare	Sep 14, 2022		546.27		145.86
				Regular	Hotel	Lodging - Track Room Rate Spending	Sep 16, 2022		220.36		58.84
				Regular	Hotel	Lodging - Track Room Rate Spending	Sep 16, 2022		10,424.51		2,783.40
				Regular	Miscellaneous	Other	Sep 20, 2022		45.06		12.03
				Regular	Hotel	Lodging - Track Room Rate Spending	Sep 10, 2022		7,906.06		2,110.96
				Regular	Hotel	Lodging - Track Room Rate Spending	Sep 23, 2022		3,884.53		1,037.19
				Regular	Bank Fees	Fees/Dues	Sep 10, 2022		31.73		8.47
				Regular	Bank Fees	Fees/Dues	Sep 16, 2022		0.90		0.24
				Regular	Bank Fees	Fees/Dues	Sep 16, 2022		41.87		11.18
				Regular	Bank Fees	Fees/Dues	Sep 14,		2.18		0.58

Chapter 13: Folder – Market Specific Reports

Expense Amount (rpt)	Personal	Vendor	City/Location	Merchant Description	Receipt Image Required	Receipt Received	Receipt Type	Posted Amount (reporting currency)	Approved Amount (rpt)	Payment Type	Transaction Amount
17.03	N				Y	N	None	16.99	17.03	AMEX	16.99
17.03	N				Y	N	None	16.99	17.03	AMEX	16.99
145.86	N				Y	N	None	145.47	145.86	AMEX	520.00
58.84	N				Y	N	None	58.68	58.84	AMEX	57.00
2,783.40	N				Y	N	None	2,775.99	2,783.40	AMEX	2,696.30
12.03	N				Y	N	None	12.00	12.03	AMEX	12.00
2,110.96	N				Y	N	None	2,105.34	2,110.96	AMEX	7,524.30
1,037.19	N				Y	N	None	1,034.43	1,037.19	AMEX	3,697.46
8.47	N				Y	N	None	8.45	8.47	AMEX	8.45
0.24	N				Y	N	None	0.24	0.24	AMEX	0.24
11.18	N				Y	N	None	11.15	11.18	AMEX	11.15
0.58	N				Y	N	None	0.58	0.58	AMEX	0.58

Chapter 13: Folder – Market Specific Reports

Transaction Amount	Description	Merchant Code	Merchant	Merchant City/Location	Merchant State/Province/Region	Merchant Country	Processing Payment Date Key	Transaction Currency
16.99							-1	
16.99							-1	
520.00							-1	
57.00							-1	
2,696.30							-1	
12.00							-1	
7,524.30							-1	
3,697.46							-1	
8.45	VAT						-1	
0.24	VAT						-1	
11.15	VAT						-1	
0.58	VAT						-1	



## Report: Auditor Digitized Receipt Search Report

Available to:  Analysis  Intelligence

This report lists the digitized receipt records that have gone through the certified receipt digitization process.

The report includes the digitized receipt ID, invoice number associated with the receipt, supplier information, the transaction, issue, and digitization dates associated with the receipt, as well as the transaction currency and tax rates. Amounts on the report are based on the transaction currency.

## Report Prompts

**Auditor Digitized Receipt Search Report**

**Date Range**

**Select Date:**  Transaction Date  
 Issue Date

**Date Range:**

**From:** Apr 15, 2019

**To:** Apr 15, 2019

**Options**

**Invoice Number:**

**Keywords:**  
Type one or more keywords separated by spaces.

Options ▾

**Results:**

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

**Supplier Tax ID:**

**Keywords:**  
Type one or more keywords separated by spaces.

Options ▾

**Results:**

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

**Keywords:**

**Supplier Name:**

**Keywords:**  
Type one or more keywords separated by spaces.

**Options** ▾

**Results:**

**Choice:**

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

Note: Amounts are based on transaction currency.

**Tax Rate:**  >  <  =  [Deselect](#)  
Amount = 0

**Tax Base Rate:**  >  <  =  [Deselect](#)  
Amount = 0

**Tax Liability:**  >  <  =  [Deselect](#)  
Amount = 0

## Report Output

This report includes these columns:

- Receipt ID
- Invoice Number
- Invoice Type Code
- Supplier Name
- Supplier Tax ID
- Supplier Street Address
- Supplier Postal Code

## Chapter 13: Folder – Market Specific Reports

- Supplier Town
- Supplier Province
- Supplier Country/Region
- Transaction Date
- Issue Date
- Digitization Date
- Transaction Currency
- Tax Rate (%)
- Taxable Amount
- Tax Liability

Auditor Digitized Receipt Search Report							
Transaction Date Between Jan 1, 2018 and Jun 5, 2019							
Receipt ID	Invoice Number	Invoice Type Code	Supplier Name	Supplier Tax ID	Supplier Street Address	Supplier Postal Code	Supplier Town
2dbed5fa038740caa70b948192279891	18048087	OT	Comestibles Villalonga S.L.	B07413693	East Plaça de Sant Jaume, 4,	08002	
3d752b82ef0a4f1ea4dc026c34306faa	18048087	OT	Comestibles Villalonga S.L.	B07413693	East Plaça de Sant Jaume, 4,	08002	
9943a9f17d8a4db68e392fe12a227624	18048087	OT	Comestibles Villalonga S.L.	B07413693	East Plaça de Sant Jaume, 4,	08002	
bd1f3d26c30c43409dc6c70be9da1d64	18048087	OT	Comestibles Villalonga S.L.	B07413693	East Plaça de Sant Jaume, 4,	08002	
4b1ffba055e649f38984522f75351733	18048087	OT	Comestibles Villalonga S.L.	B07413693	East Plaça de Sant Jaume, 4,	08002	

Supplier Town	Supplier Province	Supplier Country/Region	Transaction Date	Issue Date	Digitization Date	Transaction Currency	Tax Rate (%)	Taxable Amount	Tax Liability
	Barcelonès		Sep 13, 2018	Sep 13, 2018	Sep 12, 2018	EUR	0	5.98	0.50
							0	1.18	0.05
	Barcelonès		Sep 13, 2018	Sep 13, 2018	Sep 12, 2018	EUR	0	5.98	0.50
							0	1.18	0.05
	Barcelonès		Sep 13, 2018	Sep 13, 2018	Sep 12, 2018	EUR	0	5.98	0.50
							0	1.18	0.05
	Barcelonès		Sep 13, 2018	Sep 13, 2018	Sep 12, 2018	EUR	0	5.98	0.50
							0	1.18	0.05

## Expense Details (with Reclaimable Tax) – Canada

### \*\*STANDARD EDITION ONLY\*\*

Available to:  Analysis  Intelligence

### IMPORTANT – Standard Edition Only

This report is designed specifically to be used **by Standard Edition clients**. The data included in this report reflects the tax configuration options provided in Standard. Though it is available to Professional Edition clients, use of this report is not recommended because of the highly configurable and complex nature of the Professional Edition.

### Report Description

This report is designed for Standard Edition customers who have activated the Canadian TAX feature. This report displays expense details including approved amount, expense amount combined with non-reclaimable tax, and reclaimable tax. By running this report by date or by reimbursement method, customers are able to easily compare this data to their payment batches.

---

**NOTE:** This report represents the tax setup and any changes completed during processing the expenses. The accuracy of the tax is not guaranteed to meet CRA requirements. Note, RITC amounts are provided, but are not deducted from HST amounts or in the Summary total.

---

### Report Prompts

EXPENSE DETAILS (WITH RECLAIMABLE TAX) - CANADA

**Date Range**

From: Jan 5, 2016

To: Jan 5, 2016

**Payment Type:** paymenttype

Cancel Finish

The prompts are:

- **Extracted Date:** Select the range that represents the closed batch in Payment Manager to which you want to compare.

- **Payment Type:** Select the desired payment type that represents the closed batch in Payment Manager to which you want to compare.

## Report Output

The report includes these columns:

- Extracted Date/Time
- Employee
- Employee ID
- Transaction Date
- Report Name
- Report ID
- Expense Type
- GL Code
- Personal
- State/Province/Region
- Payment Status
- Payment Type
- Receipt Received on Parent
- Approved Amount in CAD
- Approved Amount less Reclaimable Tax
- Tax Authority Name **GST/HST**
- Tax Authority Label **GST/HST**
- Reclaim Code **GST/HST**
- Reclaimable Tax on Expense Amount **GST/HST**
- Tax Authority Name **QST/RITC**
- Tax Authority Label **QST/RITC**
- Reclaim Code **QST/RITC**
- Reclaimable Tax on Expense Amount **QST/RITC**
- Allocation Custom 1 – Code through Allocation Custom 10 – Code

**EXPENSE DETAILS (WITH RECLAIMABLE TAX) - CANADA**  
 Closed Date: Between Dec 30, 2015 and Jan 4, 2016

Extracted Date/Time	Employee	Employee ID	Transaction Date	Report Name	Report ID	Expense Type	GL Code	Personal	State/Province/Region	P
Dec 30, 2015 9:17:51 AM	Gillis, Joe X	RD0000002	Aug 29, 2015	Chicago Trip (DEMO1A)	DCF1D36281F541A589B5	Airfare	610010	N	New York	Ex
Dec 30, 2015 9:17:51 AM			Sep 1, 2015	Chicago Trip (DEMO1A)	DCF1D36281F541A589B5	Dinner	610020	N	Ontario	Ex
Dec 30, 2015 9:17:51 AM			Sep 6, 2015	Chicago Trip (DEMO1A)	DCF1D36281F541A589B5	Dinner	610020	N	New York	Ex
Dec 30, 2015			Sep 8, 2015	Chicago Trip	DCF1D36281F541A589B5	Dinner	610020	N	Illinois	Ex

Region	Payment Status	Payment Type	Receipt Received on Parent	Approved Amount in CAD	Approved Amount less Reclaimable Tax	Tax Authority Name GST/HST	Tax Authority Label GST/HST	Reclaim Code GST/HST	Reclaimable Tax on Expense Amount GST/HST	Tax Authority Name QST/RITC	Tax Authority Label QST/RITC	Reclaim Code QST/RITC
York	Extracted for Payment	USD-Corporate Card IBCP (Offsets)	Y	339	339	-	-	-	0.00	-	-	-
ario	Extracted for Payment	USD-Corporate Card IBCP (Offsets)	N	26.09	26.09	13% HST (Canada)	HST	CAH32	0.00	RITC-ON (CAN - ON)	RITC	-
York	Extracted for Payment	USD-Corporate Card IBCP (Offsets)	N	43.78	43.78	-	-	-	0.00	-	-	-
inois	Extracted for	USD-Corporate	Y	134.89	134.89	-	-	-	0.00	-	-	-

Reclaimable Tax on Expense Amount QST/RITC	Allocation Custom 1 - Code	Allocation Custom 2 - Code	Allocation Custom 3 - Code	Allocation Custom 4 - Code	Allocation Custom 5 - Code	Allocation Custom 6 - Code	Allocation Custom 7 - Code	Allocation Custom 8 - Code	Allocation Custom 9 - Code	Allocation Custom 10 - Code
0.00	10	118	1253	2167						
0.00	10	118	1253	2167						
0.00	10	118	1253	2167						
0.00	10	118	1253	2167						

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Closed Date	' +ParamDisplayValue('closeddate')	Displays the date range from the <b>Extracted Date</b> prompt on the <b>Prompts</b> page
Payment Type	' '+ParamDisplayValue('paymenttype')	Displays the payment type selected from the <b>Payment Type</b> prompt on the <b>Prompts</b> 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
Extracted Date/Time	<Extracted Date/Time>	[Union2].[Extracted Date/Time]	Displays the extracted date/time ([Hotel + Airfare Info].[Extracted Date/Time],[Other Expenses Info].[Extracted Date/Time])
Employee	<Employee>	[Union2].[Employee]	Displays the employee ([Hotel + Airfare Info].[Employee],[Other Expenses Info].[Employee])
Employee ID	<Employee ID>	[Union2].[Employee ID]	Displays the employee ID ([Hotel + Airfare Info].[Employee ID],[Other Expenses Info].[Employee ID])
Transaction Date	<Transaction Date>	[Union2].[Transaction Date]	Displays the transaction date ([Hotel + Airfare Info].[Transaction Date],[Other Expenses Info].[Transaction Date])



<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Report Name	<Report Name>	[Union2].[Report Name]	Displays the expense report name ([Hotel + Airfare Info].[Report Name],[Other Expenses Info].[Report Name])
Report ID	<Report ID>	[Union2].[Report ID]	Displays expense report ID ([Hotel + Airfare Info].[Report ID],[Other Expenses Info].[Report ID])
Expense Type	<Exp Type New>	[Union2].[Exp Type New]	Displays expense type ([Hotel + Airfare Info].[Exp Type New],[Other Expenses Info].[Exp Type New])
GL Code	<GL Code>	[Union2].[GL Code]	Displays GL code ([Hotel + Airfare Info].[GL Code],[Other Expenses Info].[GL Code])
Personal	<Personal>	[Union2].[Personal]	Indicates whether the expense report is personal ([Hotel + Airfare Info].[Personal],[Other Expenses Info].[Personal])
State/Province/Region	<State/Province/Region>	[Union2].[State/Province/Region]	Displays the state/province/region ([Hotel + Airfare Info].[State/Province/Region],[Other Expenses Info].[State/Province/Region])
Payment Status	<Payment Status>	[Union2].[Payment Status]	Displays the payment status ([Hotel + Airfare Info].[Payment Status],[Other Expenses Info].[Payment Status])
Payment Type	<Payment Type>	[Union2].[Payment Type]	Displays the payment type ([Hotel + Airfare Info].[Payment Type],[Other Expenses Info].[Payment Type])
Receipt Received on Parent	<Receipt Received on Parent>	[Union2].[Receipt Received on Parent]	Displays whether the receipt is received on parent ([Hotel + Airfare Info].[Receipt Received on Parent],[Other Expenses Info].[Receipt Received on Parent])

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Approved Amount CAD	<Total Approved Amount CAD>	[Union2].[Total Approved Amount CAD]	Displays the approved amount CAD ([Hotel + Airfare Info].[Total Approved Amount CAD],[Other Expenses Info].[Total Approved Amount CAD])
Approved Amount less Reclaimable Tax	<Expense Amount Less Reclaimable Tax>	[Union2].[Expense Amount Less Reclaimable Tax]	Displays the approved amount less reclaimable tax ([Hotel + Airfare Info].[Expense Amount Less Reclaimable Tax],[Other Expenses Info].[Expense Amount Less Reclaimable Tax])
Tax Authority Name GST/HST	<Tax Authority Name>	[Union2].[Tax Authority Name]	Displays the tax authority name GST/HST ([Hotel + Airfare Info].[Tax Authority Name],[Other Expenses Info].[Tax Authority Name])
Tax Authority Label GST/HST	<Tax Authority Label>	[Union2].[Tax Authority Label]	Displays the tax authority label GST/HST ([Hotel + Airfare Info].[Tax Authority Label],[Other Expenses Info].[Tax Authority Label])
Reclaim Code GST/HST	<Reclaim Code>	[Union2].[Reclaim Code]	Displays the reclaim code GST/HST ([Hotel + Airfare Info].[Reclaim Code],[Other Expenses Info].[Reclaim Code])
Reclaimable Tax on Expense Amount GST/HST	Reclaimable Tax on Expense Amount	[Union2].[Reclaimable Tax on Expense Amount]	Displays the reclaimable tax on expense amount GST/HST ([Hotel + Airfare Info].[Reclaimable Tax on Expense Amount],[Other Expenses Info].[Reclaimable Tax on Expense Amount])
Tax Authority Name QST/RITC	<Tax Authority Name 2>	[Union2].[Tax Authority Name 2]	Displays the tax authority name QST/RITC ([Hotel + Airfare Info].[Tax Authority Name 2],[Other Expenses Info].[Tax Authority Name 2])

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Tax Authority Label QST/RITC	<Tax Authority Label 2>	[Union2].[Tax Authority Label 2]	Displays the tax authority label QST/RITC ([Hotel + Airfare Info].[Tax Authority Label 2],[Other Expenses Info].[Tax Authority Label 2])
Reclaim Code QST/RITC	<Reclaim Code 2>	[Union2].[Reclaim Code 2]	Displays the reclaim code QST/RITC ([Hotel + Airfare Info].[Reclaim Code 2],[Other Expenses Info].[Reclaim Code 2])
Reclaimable Tax on Expense Amount QST/RITC	<Reclaimable Tax on Expense Amount 2>	[Union2].[Reclaimable Tax on Expense Amount 2]	Displays the reclaimable tax on expense amount QST/RITC ([Hotel + Airfare Info].[Reclaimable Tax on Expense Amount 2],[Other Expenses Info].[Reclaimable Tax on Expense Amount 2])
Allocation Custom 1 - Code	<Custom 1 - Code>	[Union2].[Custom 1 - Code]	Displays the Allocation Custom 1 - Code ([Hotel + Airfare Info].[Custom 1 - Code],[Other Expenses Info].[Custom 1 - Code])
Allocation Custom 2 - Code	<Custom 2 - Code>	[Union2].[Custom 2 - Code]	Displays the Allocation Custom 2 - Code ([Hotel + Airfare Info].[Custom 2 - Code],[Other Expenses Info].[Custom 2 - Code])
Allocation Custom 3 - Code	<Custom 3 - Code>	[Union2].[Custom 3 - Code]	Displays the Allocation Custom 3 - Code ([Hotel + Airfare Info].[Custom 3 - Code],[Other Expenses Info].[Custom 3 - Code])
Allocation Custom 4 - Code	<Custom 4 - Code>	[Union2].[Custom 4 - Code]	Displays the Allocation Custom 4 - Code ([Hotel + Airfare Info].[Custom 4 - Code],[Other Expenses Info].[Custom 4 - Code])
Allocation Custom 5 - Code	<Custom 5 - Code>	[Union2].[Custom 5 - Code]	Displays the Allocation Custom 5 - Code ([Hotel + Airfare Info].[Custom 5 - Code],[Other Expenses Info].[Custom 5 - Code])
Allocation Custom 6 - Code	<Custom 6 - Code>	[Union2].[Custom 6 - Code]	Displays the Allocation Custom 6 - Code ([Hotel + Airfare Info].[Custom 6 - Code],[Other Expenses Info].[Custom 6 - Code])

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Allocation Custom 7 - Code	<Custom 7 - Code>	[Union2].[Custom 7 - Code]	Displays the Allocation Custom 7 - Code ([Hotel + Airfare Info].[Custom 7 - Code],[Other Expenses Info].[Custom 7 - Code])
Allocation Custom 8 - Code	<Custom 8 - Code>	[Union2].[Custom 8 - Code]	Displays the Allocation Custom 8 - Code ([Hotel + Airfare Info].[Custom 8 - Code],[Other Expenses Info].[Custom 8 - Code])
Allocation Custom 9 - Code	<Custom 9 - Code>	[Union2].[Custom 9 - Code]	Displays the Allocation Custom 9 - Code ([Hotel + Airfare Info].[Custom 9 - Code],[Other Expenses Info].[Custom 9 - Code])
Allocation Custom 10 - Code	<Custom 10 - Code>	[Union2].[Custom 10 - Code]	Displays the Allocation Custom 10 - Code ([Hotel + Airfare Info].[Custom 10 - Code],[Other Expenses Info].[Custom 10 - Code])
Positive Total on Reclaimable Amount2	Positive Total on Reclaimable Amount2	case when [Reclaimable Tax on Expense Amount 2] > 0 then total([Reclaimable Tax on Expense Amount 2]) else null end	Displays the positive total on Reclaimable Amount2

## Report: Germany – BIK Report

Available to:  Analysis  Intelligence

German employees must pay tax on BIK (Benefit in Kind) if they were provided an "External Activity" meal without having a claim for any per diem that meet **all** of the BIK criteria:

Expense report where the itinerary duration is <8 hours or >3 months  
– and –

The allowance amount is 0 because the per diem does not apply and the travel allowance meal type entered is "External Activity"

This report will assist German clients who need to report the taxable amount for meals that meet the criteria in order to be compliant with German law.

The report lists all of the Expense transactions and corresponding travel allowance and itinerary information that meet the BIK criteria mentioned above, for German employees (where the Employee Country = Germany).

---

**NOTE:** If a user has a travel allowance that falls under the BIK rules but does not have a corresponding expense entry on the same day, the record will not currently appear on the BIK report. This is because the report is driven by the transaction date, which is on the expense entry, so if there is no expense entry – there is no transaction date.

---

Note the following:

- If the client uses both *fixed* and *reimbursable* allowances, then the report displays *fixed* and *reimbursable* data.
- If the client uses only *fixed* allowances, then the report displays *fixed* data.
- If the client uses only *reimbursable* allowances, then the report displays *reimbursable* data.

### Report Prompt

The report has a required prompt for Transaction Date and optional prompt for Employee.

---

**NOTE:** The date prompt is based on the transaction date. For the date range, the beginning date defaults to Jan 1 2014 and the end date defaults to "today." The report user can change the dates as needed.

---

It also has a required prompt for the BIK Amount values for Breakfast, Lunch, and Dinner. The defaults are Breakfast €1.83, Lunch €3.47, and Dinner €3.47, but the report user can change them as needed.

### GERMANY - BIK REPORT

**Prompts**

**Date**

Transaction Date: From  To

**Options**

Employees:

[Select all](#) [Deselect all](#)

**BIK Amounts**

Breakfast:

Lunch:

Dinner:

## Report Output

BIK Report													
Transaction Date from Jan 1, 2014 to Dec 3, 2014													
Employee ID	Employee Last Name	Employee First Name	Report Name	Transaction Date	Paid Date	Breakfast Provided	Lunch Provided	Dinner Provided	Rate Currency	Itinerary Duration (hours)	Allowance Amount	Total BIK Amount	
DE100012	Schweizer	Jana	BIK 1 Test	Nov 5, 2014	Nov 24, 2014	EXT	EXT	NPR	Euro	6	0.00	4.63	
	Schweizer	Jana	test	Aug 4, 2014	Dec 3, 2014	EXT	EXT	NPR	Euro	7	0.00	4.63	
DE100014	Schweizer	Jana	BIK Test 1	Nov 3, 2014		NPR	EXT	NPR	Euro	7	0.00	3	
	Schweizer	Jana	Eintagesreise unter 8h	Dec 1, 2014		EXT	EXT	EXT	Euro	5	0.00	7.63	
	Schweizer	Jana	Lora Test - BIK	Apr 1, 2014		EXT	NPR	NPR	Euro	2,233	0.00	1.63	
	Schweizer	Jana	Lora Test - BIK	Oct 3, 2014		EXT	NPR	NPR	Euro	3	0.00	1.63	
<b>Overall - Total</b>												<b>23.16</b>	

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('pTransactionDate')	Displays the date range from the <b>Transaction Date</b> prompt on the <b>Prompts</b> 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 ID	<Employee ID>	[ItinRpt].[Employee ID]	Displays the employee ID
Employee Last Name	<Employee Last Name>	[ItinRpt].[Employee Last Name]	Displays the employee's last name
Employee First Name	<Employee First Name>	[ItinRpt].[Employee First Name]	Displays the employee's first name
Report Name	<Report Name>	[ItinRpt].[Report Name]	Displays the expense report name
Transaction Date	<Transaction Date>	[ItinRpt].[Transaction Date]	Displays the transaction date
Paid Date	<Paid Date>	[ItinRpt].[Paid Date]	Displays the paid date
Breakfast Provided	<Breakfast Provided>	[Travel Allowance].[Breakfast Provided]	Displays whether breakfast is provided
Lunch Provided	<Lunch Provided>	[Travel Allowance].[Lunch Provided]	Displays whether lunch is provided
Dinner Provided	<Dinner Provided>	[Travel Allowance].[Dinner Provided]	Displays whether dinner is provided
Rate Currency	<Rate Currency>	[Travel Allowance].[Rate Currency]	Displays the rate currency
Itinerary Duration (hours)	<Itinerary Duration (hours)>	[ItinRpt].[Itinerary Duration (hours)]	Displays the itinerary duration (hours)

## Chapter 13: Folder – Market Specific Reports

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Allowance Amount	<Allowance Amount>	[Travel Allowance].[Allowance Amount]	Displays the allowance amount
Total BIK Amount	<Total BIK Amount>	[Breakfast BIK]+[Lunch BIK]+[Dinner BIK]	Displays the total BIK amount



## Report: Germany – BIK Report (TAS)

Available to:  Analysis  Intelligence

The Germany – BIK Report (TAS) is a new version of the existing Germany – BIK Report that is specifically designed to only provide data from the new Travel Allowance Service (TAS). This report only leverages fixed travel allowances.

---

**NOTE:** The Travel Allowance Service is a limited availability feature that is only available in the NextGen UI. The classic Travel Allowance feature remains available to all clients.

For general information about travel allowance solutions, refer to the Travel Allowance (classic) and Travel Allowance Service (NextGen UI) [guides](#).

---

German employees must pay tax on BIK (Benefit in Kind) if they received a free provided meal without having a claim for any per diem that meet **all** of the BIK criteria:

- Expense report where the itinerary duration is less than 8 hours or more than 3 months

- and –

- The allowance amount is 0 because the per diem does not apply and the travel allowance has one or more free provided meals entered

This report will assist German clients who need to report the taxable amount for meals that meet the criteria in order to be compliant with German law.

The report lists all of the Expense transactions and corresponding travel allowance and itinerary information that meet the BIK criteria mentioned above, for German employees (where the Employee Country = Germany).

## Report Prompt

### GERMANY - BIK REPORT (TAS)

**Prompts**

**Date**

**Date Type:**  Paid Date  
 Sent for Payment Date  
 Transaction Date

**Date:** From    
To

**Options**

**Employee Active Flag:**  Y  
 N  
Select all Deselect all

**Employees:**

**Keywords:**  
Type one or more keywords separated by spaces.

Options ▾

<p><b>Results:</b></p> <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: right;">Select all Deselect all</p>	<input type="button" value="Insert →"/> <input type="button" value="← Remove"/>	<p><b>Choice:</b></p> <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: right;">Select all Deselect all</p>
---	--	--

**Rate Location Country/Region**

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

Select all Deselect all



## Chapter 13: Folder – Market Specific Reports

Itinerary End Date	Rate Location Country/Region	Transaction Date	Breakfast Provided	Lunch Provided	Dinner Provided	Rate Currency	Allowance Date	Allowance Amount	Total BIK Amount
Aug 19, 2021 9:15:00 PM	AUSTRIA	Aug 17, 2021	Provided	Not Provided	Not Provided	EUR	Aug 17, 2021	40	1.83
Aug 19, 2021 9:15:00 PM	AUSTRIA	Aug 18, 2021	Provided	Not Provided	Not Provided	EUR	Aug 18, 2021	40	1.83
Aug 19, 2021 9:15:00 PM	AUSTRIA	Aug 19, 2021	Provided	Not Provided	Not Provided	EUR	Aug 19, 2021	27	1.83
Jul 15, 2021 11:00:00 PM	GERMANY	Jul 14, 2021	Not Provided	Not Provided	Provided	EUR	Jul 14, 2021	28	3.47
Jul 15, 2021 11:00:00 PM	GERMANY	Jul 15, 2021	Provided	Not Provided	Provided	EUR	Jul 15, 2021	14	5.3
Aug 19, 2021 6:30:00 PM	GERMANY	Aug 17, 2021	Provided	Not Provided	Not Provided	EUR	Aug 17, 2021	28	1.83
Aug 19, 2021 6:30:00 PM	GERMANY	Aug 18, 2021	Provided	Not Provided	Not Provided	EUR	Aug 18, 2021	28	1.83
Aug 19, 2021 6:30:00 PM	GERMANY	Aug 19, 2021	Provided	Not Provided	Not Provided	EUR	Aug 19, 2021	14	1.83
Aug 18, 2021 10:00:00 PM	GERMANY	Aug 18, 2021	Provided	Provided	Not Provided	EUR	Aug 18, 2021	14	5.3
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 20, 2021	Provided	Not Provided	Not Provided	EUR	Jul 20, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 21, 2021	Provided	Not Provided	Not Provided	EUR	Jul 21, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 22, 2021	Provided	Not Provided	Not Provided	EUR	Jul 22, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 23, 2021	Provided	Not Provided	Not Provided	EUR	Jul 23, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 24, 2021	Provided	Not Provided	Not Provided	EUR	Jul 24, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 25, 2021	Provided	Not Provided	Not Provided	EUR	Jul 25, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 26, 2021	Provided	Not Provided	Not Provided	EUR	Jul 26, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 27, 2021	Provided	Not Provided	Not Provided	EUR	Jul 27, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 28, 2021	Provided	Not Provided	Not Provided	EUR	Jul 28, 2021	28	1.83
Jul 29, 2021 6:00:00 PM	GERMANY	Jul 29, 2021	Provided	Not Provided	Not Provided	EUR	Jul 29, 2021	14	1.83
									43.35

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Date	ParamDisplayValue('pDateType') + ' ' FROM ' ' + ParamDisplayValue('pFromDate') + ' ' TO ' ' + ParamDisplayValue('pToDate')	Displays the date range from the <b>Date</b> prompt on the <b>Prompts</b> 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 ID	<Employee ID>	[qItinRpt].[Employee ID]	Displays the employee ID
Employee	<Employee >	[qItinRpt].[Employee]	Displays the employee's full name
Employee Active Flag	<Employee Active Flag>	[qItinRpt].[Employee Active Flag]	Displays employee active flag
Paid Date	<Paid Date>	[qItinRpt].[Paid Date]	Displays the paid date
Sent for Payment Date	<Sent for Payment Date>	[qItinRpt].[Sent for Payment Date]	Displays the sent for payment date
Report Name	<Report Name>	[qItinRpt].[Report Name]	Displays the expense report name
Report ID	<Report ID>	[qItinRpt].[Report ID]	Displays the expense report ID
Itinerary Start Date	<Itinerary Start Date>	[qItinRpt].[Itinerary Start Date]	Displays the date and time from the <b>Local First Departure Date/Time</b> field in the data model
Itinerary End Date	<Itinerary End Date>	[qItinRpt].[Itinerary End Date]	Displays the date and time from the <b>Local Final Arrival Date/Time</b> field in the data model
Rate Location Country/Region	<Rate Location Country/Region>	[qMeal Deductions].[Rate Location Country]	Displays the country (identified on the itinerary) that (in conjunction with other data) determines the travel allowance rates
Transaction Date	<Transaction Date>	[qItinRpt].[Transaction Date]	Displays the transaction date
Breakfast Provided	<Breakfast Provided>	[qMeal Deductions].[Breakfast Provided]	Displays whether breakfast is provided
Lunch Provided	<Lunch Provided>	[qMeal Deductions].[Lunch Provided]	Displays whether lunch is provided
Dinner Provided	<Dinner Provided>	[qMeal Deductions].[Dinner Provided]	Displays whether dinner is provided
Rate Currency	<Rate Currency>	[qMeal Deductions].[Rate Currency]	Displays the rate currency
Allowance Date	<Allowance Date>	[qMeal Deductions].[Allowance Date]	Displays the meal allowance date for the specific itinerary record

Chapter 13: Folder – Market Specific Reports

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Allowance Amount	<Allowance Amount>	[qMeal Deductions].[Allowance Amount]	Displays the client adjusted allowance amount
Total BIK Amount	<Total BIK Amount>	[qMeal Deductions].[Benefit in Kind Amount (payment currency)]	Displays the total BIK amount

## Report: Germany – M-Report Detail

Available to:  Analysis  Intelligence

German companies must print an "M" in the certificate of wage tax deduction if an employee has received any payment for a meal.

Two reports help clients report this data:

- Germany - M-Report Summary
- Germany - M-Report Detail

These reports list all German employees (where the Employee Country = Germany) who – at least once in a calendar year – received a reimbursement for the meal type in German "Auswärtstätigkeit" (in English "external activity").

The *Summary* report contains a distinct list of employees who meet these criteria. The *Detail* report contains a listing of all of the individual instances of travel allowances with External Activity meals entered that also have corresponding expenses, along with the corresponding expense information.

---

**NOTE:** If a user does not have an expense on the date the travel allowance with an External Activity meal is received, it will not currently appear on the reports.

---

Note the following:

- If the client uses both *fixed* and *reimbursable* allowances, then the reports display *fixed* and *reimbursable* data.
- If the client uses only *fixed* allowances, then the reports display *fixed* data.
- If the client uses only *reimbursable* allowances, then the reports display *reimbursable* data.

## Report Prompts

**Germany - M-Report Detail**

**Prompts**

**Date**

Date Type:  Paid Date  
 Sent for Payment Date

Date: From    
To

**Meal Type**

Breakfast / Lunch / Dinner Type:  External  
 Provided

**Options**

**Options**

Employee Active Flag:

Employees:

## Chapter 13: Folder – Market Specific Reports

The report has a required prompt for Paid Date **or** Sent for Payment Date as well as optional prompts for:

- Meal Type: The options are *Provided* or *External*. If the report user chooses *Provided*, then the report results show Breakfast Provided, Lunch Provided, or Dinner Provided.
- Active Flag
- Employee

### Report Output

Germany - M-Report									
Paid Date from Jan 1, 2015									
Employee ID	Employee Last Name	Employee First Name	Employee Active Flag	M-Flag	Paid Date	Sent for Payment Date	Transaction Date	Transaction Amount	Transaction Description
DE1001	Soeren	Soeren	Y	Yes	Feb 5, 2015	Nov 24, 2014	Jan 5, 2015	12.00	
DE1001	Soeren	Soeren	Y	Yes	Apr 27, 2015	Apr 23, 2015	Apr 20, 2015	05.00	
DE100012	Schneider	Jens	Y	Yes	Nov 24, 2014	Nov 24, 2014	Nov 6, 2014	C20	
DE100012	Schneider	Jens	Y	Yes	Dec 3, 2014	Dec 3, 2014	Aug 4, 2014	DC	
DE100012	Schneider	Jens	Y	Yes	Jan 5, 2015	Jan 5, 2015	Jul 1, 2014	F7	
DE100012	Schneider	Jens	Y	Yes	Jan 5, 2015	Jan 5, 2015	Jul 2, 2014	F7	
DE100012	Schneider	Jens	Y	Yes	Jan 5, 2015	Jan 5, 2015	Jul 10, 2014	68	
DE100012	Schneider	Jens	Y	Yes	Jan 5, 2015	Jan 5, 2015	Jul 11, 2014	68	
DE100012	Schneider	Jens	Y	Yes	Jan 5, 2015	Jan 5, 2015	Aug 18, 2014	6C	

M-Report Detail						
Jan 1, 2014 to May 13, 2015						
Year	Report ID	Report Name	Breakfast Provided	Lunch Provided	Dinner Provided	Report Entry Approved Amount
2015	128B742A83384A35921F	Reise von München nach Berlin	NotProvided	External Activity	NotProvided	2.40
2015	05E0C8D20AC7435DB86E	April Abrechnung	NotProvided	External Activity	NotProvided	2.40
2014	C2C47D92A6494B1BABFC	BIK 1 Test	External Activity	External Activity	NotProvided	
2014	DCA094EA37F54D109690	test	External Activity	External Activity	NotProvided	
2014	F7B6341298E44730A475	test16.7	Company Event	External Activity	External Activity	20.00
2014	F7B6341298E44730A475	test16.7	External Activity	External Activity	External Activity	20.00
2014	6824FBBF581E437DB29D	Besuch Müller AG	External Activity	NotProvided	NotProvided	7.20
2014	6824FBBF581E437DB29D	Besuch Müller AG	NotProvided	External Activity	NotProvided	14.40
2014	6CBC869FA17D46748DE8	Reise Moskau 2	NotProvided	External Activity	NotProvided	147.60



## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Date	ParamDisplayValue('pDateType') + ' ' FROM ' ' + ParamDisplayValue('pFromDate') + ' ' TO ' ' + ParamDisplayValue('pToDate')	Displays the date range from the <b>Date</b> prompt on the <b>Prompts</b> 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 ID	<Employee ID>	[ItinRpt].[Employee ID]	Displays the employee ID
Employee Last Name	<Employee Last Name>	[ItinRpt].[Employee Last Name]	Displays the employee's last name
Employee First Name	<Employee First Name>	[ItinRpt].[Employee First Name]	Displays the employee's first name
Employee Active Flag	<Employee Active Flag>	[ItinRpt].[Employee Active Flag]	Displays the employee active flag
M-Flag	<M-Flag>	[Travel Allowance].[M-Flag]	Displays the M-Flag
Paid Date	<Paid Date>	[ItinRpt].[Paid Date]	Displays the paid date
Sent for Payment Date	<Sent for Payment Date>	[ItinRpt].[Sent for Payment Date]	Displays the sent for payment date
Transaction Date	<Transaction Date>	[ItinRpt].[Transaction Date]	Displays the transaction date
Report ID	<Report ID>	[ItinRpt].[Report ID]	Displays the expense report ID
Report Name	<Report Name>	[ItinRpt].[Report Name]	Displays expense report name
Breakfast Provided	<Breakfast Provided>	[Travel Allowance].[Breakfast Provided]	Displays whether breakfast is provided
Lunch Provided	<Lunch Provided>	[Travel Allowance].[Lunch Provided]	Displays whether lunch is provided
Dinner Provided	<Dinner Provided>	[Travel Allowance].[Dinner Provided]	Displays whether dinner is provided

## Chapter 13: Folder – Market Specific Reports

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Report Entry Approved Amount	<Report Entry Approved Amount>	[Travel Allowance].[Report Entry Approved Amount]	Displays the expense report entry approved amount

## Report: Germany – M-Report Detail (TAS)

Available to:  Analysis  Intelligence

The Germany – M-Report Detail (TAS) report is a new version of the existing Germany – M-Report Detail report that is specifically designed to only provide data from the new Travel Allowance Service (TAS). This report only leverages fixed travel allowances.

---

**NOTE:** The Travel Allowance Service is a limited availability feature that is only available in the NextGen UI. The classic Travel Allowance feature remains available to all clients.

For general information about travel allowance solutions, refer to the Travel Allowance (classic) and Travel Allowance Service (NextGen UI) [guides](#).

---

German companies must print an "M" in the certificate of wage tax deduction if an employee has received any payment for a meal.

The Germany – M-Report Detail (TAS) report lists all German employees (where the Employee Country = Germany) who – at least once in a calendar year – received a free provided meal.

The Germany – M-Report Detail (TAS) report contains a listing of all the individual instances of travel allowances with free provided meals entered that also have corresponding expenses, along with the corresponding expense information.

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**NOTE:** For expense reports that have an attached itinerary, the report captures travel allowances that have *Meal* selected for the **Rate Category Code** field.

**NOTE:** All amounts displayed on the report represent the Client Amount.

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## Report Prompts

**GERMANY - M-REPORT DETAIL (TAS)**

**Prompts**

**Date**

**Date Type:**  Paid Date  
 Sent for Payment Date

**Date:** From: Feb 1, 2021 To: Feb 18, 2021

**Options**

**Employee Active Flag:**  Y  N  
Select all Deselect all

**Employees:**

Keywords:  
Type one or more keywords separated by spaces.  
Search

Options

Results: Choice:

Insert  
Remove

Select all Deselect all

Select all Deselect all

**Rate Location Country/Region:**

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

Select all Deselect all

Cancel Finish

The report has a required prompt for Paid Date **or** Sent for Payment Date as well as optional prompts for:

- Employee Active Flag
- Employees
- Rate Location Country/Region

**Report Output**

GERMANY - M-REPORT DETAIL (TAS)											
Paid Date from Feb 1, 2021 to Feb 18, 2021											
Employee ID	Employee	Employee Active Flag	Paid Date	Sent for Payment Date	Report Name	Report ID	Itinerary Start Date	Itinerary End Date	Rate Location Country/Region	Allowance Date	Allowance Amount
		Y	Feb 1, 2021	Jan 29, 2021			Oct 26, 2020	Jan 17, 2021	CHINA	Jan 15, 2021	460.00
		Y	Feb 1, 2021	Jan 29, 2021			Oct 26, 2020	Jan 17, 2021	CHINA	Jan 16, 2021	442.00
		Y	Feb 1, 2021	Jan 29, 2021			Oct 26, 2020	Jan 17, 2021	CHINA	Jan 17, 2021	442.00
		Y	Feb 1, 2021	Jan 29, 2021			Oct 26, 2020	Jan 17, 2021	CHINA	Jan 18, 2021	39.00
		Y	Feb 1, 2021	Jan 29, 2021			Oct 26, 2020	Jan 17, 2021	GERMANY	Oct 26, 2020	14.00
		Y	Feb 1, 2021	Jan 29, 2021			Oct 26, 2020	Jan 17, 2021	GERMANY	Oct 27, 2020	28.00
		Y	Feb 4, 2021	Feb 4, 2021			Feb 2, 2021	Feb 2, 2021	GERMANY	Feb 2, 2021	14.00
		Y	Feb 8, 2021	Feb 8, 2021			Feb 4, 2021	Feb 4, 2021	GERMANY	Feb 4, 2021	14.00
		Y	Feb 11, 2021	Feb 11, 2021			Feb 5, 2021	Feb 5, 2021	GERMANY	Feb 5, 2021	14.00
		Y	Feb 11, 2021	Feb 11, 2021			Feb 9, 2021	Feb 9, 2021	GERMANY	Feb 9, 2021	14.00
		Y	Feb 11, 2021	Feb 11, 2021			Feb 1, 2021	Feb 2, 2021	GERMANY	Feb 1, 2021	14.00
		Y	Feb 11, 2021	Feb 11, 2021			Feb 1, 2021	Feb 2, 2021	GERMANY	Feb 2, 2021	14.00
		Y	Feb 11, 2021	Feb 11, 2021			Feb 3, 2021	Feb 5, 2021	GERMANY	Feb 3, 2021	14.00
		Y	Feb 11, 2021	Feb 11, 2021			Feb 3, 2021	Feb 5, 2021	GERMANY	Feb 4, 2021	28.00
		Y	Feb 11, 2021	Feb 11, 2021			Feb 3, 2021	Feb 5, 2021	GERMANY	Feb 5, 2021	14.00
		Y	Feb 12, 2021	Feb 12, 2021			Feb 8, 2021	Feb 9, 2021	GERMANY	Feb 8, 2021	14.00
		Y	Feb 12, 2021	Feb 12, 2021			Feb 8, 2021	Feb 9, 2021	GERMANY	Feb 9, 2021	14.00

## Chapter 13: Folder – Market Specific Reports

Allowance Amount	With Overnight	Breakfast Provided	Breakfast Provided Deduction Amount	Lunch Provided	Lunch Provided Deduction Amount	Dinner Provided	Dinner Provided Deduction Amount	Total Deductions	Rate Currency	Report Entry Approved Amount	Reimbursement Currency
460.00	Y	Provided	75.38	Not Provided	0.00	Provided	150.75	226.13	CNY	29.79	EUR
442.00	Y	Provided	91.08	Not Provided	0.00	Not Provided	0.00	91.08	CNY	44.69	EUR
442.00	Y	Provided	91.08	Not Provided	0.00	Provided	182.16	273.24	CNY	21.49	EUR
39.00	Y	Provided	11.60	Not Provided	0.00	Not Provided	0.00	11.60	EUR	27.40	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
28.00	Y	Not Provided	0.00	Provided	11.20	Provided	11.20	22.40	EUR	5.60	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
28.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	28.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Not Provided	0.00	Not Provided	0.00	Not Provided	0.00	0.00	EUR	14.00	EUR
14.00	Y	Provided	5.60	Not Provided	0.00	Not Provided	0.00	5.60	EUR	8.40	EUR

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Date	ParamDisplayValue('pDateType') + ' ' FROM ' ' + ParamDisplayValue('pFromDate') + ' ' TO ' ' + ParamDisplayValue('pToDate')	Displays the date range from the <b>Date</b> prompt on the <b>Prompts</b> 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 ID	<Employee ID>	[ItinRpt].[Employee ID]	Displays the employee ID
Employee	<Employee>	[ItinRpt].[Employee Last Name] [ItinRpt].[Employee First Name]	Displays the employee's full name
Employee Active Flag	<Employee Active Flag>	[ItinRpt].[Employee Active Flag]	Displays the employee active flag
Paid Date	<Paid Date>	[ItinRpt].[Paid Date]	Displays the paid date
Sent for Payment Date	<Sent for Payment Date>	[ItinRpt].[Sent for Payment Date]	Displays the sent for payment date
Report Name	<Report Name>	[ItinRpt].[Report Name]	Displays expense report name
Report ID	<Report ID>	[ItinRpt].[Report ID]	Displays the expense report ID
Itinerary Start Date	<Local First Departure Date/Time>	[qItinerary].[Itinerary Start Date]	Displays the date and time from the <b>Local First Departure Date/Time</b> field in the data model
Itinerary End Date	<Local Final Arrival Date/Time>	[qItinerary].[Itinerary End Date]	Displays the date and time from the <b>Local Final Arrival Date/Time</b> field in the data model
Rate Location Country/Region	[Rate Location Country]	[qMeal Deductions].[Rate Location Country]	Displays the country (identified on the itinerary) that (in conjunction with other data) determines the travel allowance rates
Allowance Date	Allowance Date	[qMeal Deductions].[Allowance Date]	Displays the meal allowance date for the specific itinerary record
Allowance Amount	Allowance Amount	[qMeal Deductions].Allowance Amount	Displays the client adjusted allowance amount
With Overnight	With Overnight	[qItinRpt].[With Overnight]	Indicates whether the <b>Overnight</b> check box is selected for the daily allowance.
Breakfast Provided	<Breakfast Provided>	[qMeal Deductions].[Breakfast Provided]	Displays whether breakfast is provided

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Breakfast Provided Deduction Amount	Breakfast Provided Deduction Amount	[qMeal Deductions].[Breakfast Provided Client Deduction Amount]	Displays the amount of the breakfast provided deduction
Lunch Provided	<Lunch Provided>	[qMeal Deductions].[Lunch Provided]	Displays whether lunch is provided
Lunch Provided Deduction Amount	Lunch Provided Deduction Amount	[qMeal Deductions].[Lunch Provided Client Deduction Amount]	Displays the amount of the lunch provided deduction
Dinner Provided	<Dinner Provided>	[qMeal Deductions].[Dinner Provided]	Displays whether dinner is provided
Dinner Provided Deduction Amount	Dinner Provided Deduction Amount	[qMeal Deductions].[Dinner Provided Client Deduction Amount]	Displays the amount of the dinner provided deduction
Total Deductions	Total Deductions	[qMeal Deductions].[Total Deductions]  [Total Deductions]: ([Breakfast Provided Client Deduction Amount]+[Lunch Provided Client Deduction Amount]+[Dinner Provided Client Deduction Amount])	Displays the total meal deductions amount
Rate Currency	Rate Currency	[qMeal Deductions].[Rate Currency]	<u>Displays the currency of the country where the per diem occurred</u>
Report Entry Approved Amount	<Report Entry Approved Amount>	[qReportHeader].[Report Entry Approved Amount]	Displays the expense report entry approved amount
Reimbursement Currency	Reimbursement Currency	[qMeal Deductions].[Reimb. Currency]	Displays the reimbursement currency for the entry's approved amount



## Report: Germany – M-Report Summary

Available to:  Analysis  Intelligence

German companies must print an "M" in the certificate of wage tax deduction if an employee has received any payment for a meal.

Two reports help clients report this data:

- Germany - M-Report Summary
- Germany - M-Report Detail

These reports list all German employees (where the Employee Country = Germany) who – at least once in a calendar year – received a reimbursement for the meal type in German "Auswärtstätigkeit" (in English "external activity").

The *Summary* report contains a distinct list of employees who meet these criteria. The *Detail* report contains a listing of all of the individual instances of travel allowances with External Activity meals entered that also have corresponding expenses, along with the corresponding expense information.

---

**NOTE:** If a user does not have an expense on the date the travel allowance with an External Activity meal is received, it will not currently appear on the reports.

---

Note the following:

- If the client uses both *fixed* and *reimbursable* allowances, then the reports display *fixed* and *reimbursable* data.
- If the client uses only *fixed* allowances, then the reports display *fixed* data.
- If the client uses only *reimbursable* allowances, then the reports display *reimbursable* data.

### Report Prompts

**Germany - M-Report Summary**

**Prompts**

**Date**

Date Type:  Paid Date  
 Sent for Payment Date

Date: From

To

**Meal Type**

Breakfast / Lunch / Dinner Type:  External  
 Provided

**Options**

**Options**

Employee Active Flag:

Select all Deselect all

Employees:

- Ackermann, Peter
- Adler, Ralf
- Alig, Jochen
- Barz, Henning
- Ecke, Soeren M
- Ecke, Soeren U
- Ehrenstrahle, Henrik
- Eight, User
- Five, User
- Foster, Andrew U
- Four, User

Select all Deselect all

The report has a required prompt for Paid Date **or** Sent for Payment Date as well as optional prompts for:

- Meal Type: The options are *Provided* or *External*. If the report user chooses *Provided*, then the report results show Breakfast Provided, Lunch Provided, or Dinner Provided.
- Active Flag
- Employee

## Report Output

Germany - M-Report Summary				
Paid Date from Jan 1, 2014 to May 13, 2015				
<a href="#">Drill Through Detail</a>				
Employee ID	Employee Last Name	Employee First Name	Employee Active Flag	M-Flag
<a href="#">DE1001</a>	Ecke	Soeren	Y	Yes
<a href="#">DE100012</a>	Schneider	Jens	Y	Yes

There are two ways to drill to the Germany – M-Report Detail report from the Germany – M-Report Summary report :

- Click **Drill Through Detail**, which displays the Detail report for all employees.
- Click an Employee ID, which displays the detail report for the selected employee.

---

**NOTE:** The resulting reports use the same prompts entered for the Summary.

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## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Date	ParamDisplayValue('pDateType') + ' ' FROM ' ' + ParamDisplayValue('pFromDate') + ' ' TO ' ' + ParamDisplayValue('pToDate')	Displays the date range from the <b>Date</b> prompt on the <b>Prompts</b> 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

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Employee ID	<Employee ID>	[ItinRpt].[Employee ID]	Displays the employee ID
Employee Last Name	<Employee Last Name>	[ItinRpt].[Employee Last Name]	Displays the employee's last name
Employee First Name	<Employee First Name>	[ItinRpt].[Employee First Name]	Displays the employee's first name
Employee Active Flag	<Employee Active Flag>	[ItinRpt].[Employee Active Flag]	Displays the employee active flag
M-Flag	<M-Flag>	[Travel Allowance].[M-Flag]	Displays the M-Flag

## Report: Germany – M-Report Summary (TAS)

Available to:  Analysis  Intelligence

The Germany – M-Report Summary (TAS) report is a new version of the existing Germany – M-Report Summary report that is specifically designed to only provide data from the new Travel Allowance Service (TAS). This report only leverages fixed travel allowances.

---

**NOTE:** The Travel Allowance Service is a limited availability feature that is only available in the NextGen UI. The classic Travel Allowance feature remains available to all clients.

For general information about travel allowance solutions, refer to the Travel Allowance (classic) and Travel Allowance Service (NextGen UI) [guides](#).

---

German companies must print an "M" in the certificate of wage tax deduction if an employee has received any payment for a meal.

The Germany – M-Report Summary (TAS) report lists all German employees (where the Employee Country = Germany) who – at least once in a calendar year – received a free provided meal.

The Germany – M-Report Summary (TAS) report contains a distinct list of employees who meet these criteria.

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**NOTE:** For expense reports that have an attached itinerary, the report captures travel allowances that have *Meal* selected for the **Rate Category Code** field.

**NOTE:** All amounts displayed on the report represent the Client Amount.

---

## Report Prompts

### GERMANY - M-REPORT SUMMARY (TAS)

**Prompts**

**Date**

**Date Type:**  Paid Date  Sent for Payment Date

**Date:** From

To

**Options**

**Employee Active Flag:**  Y  N

Select all Deselect all

**Employees:**

Keywords:  
Type one or more keywords separated by spaces.

Options ▾

<p>Results:</p> <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: right;">Select all Deselect all</p>	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	<p>Choice:</p> <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: right;">Select all Deselect all</p>
--	--	---

**Rate Location Country/Region:**

AFGHANISTAN

ALBANIA

ALGERIA

AMERICAN SAMOA

ANDORRA

ANGOLA

ANGUILLA

ANTARCTICA

ANTIGUA AND BARBUDA

ARGENTINA

ARMENIA

Select all Deselect all

## Chapter 13: Folder – Market Specific Reports

The report has a required prompt for Paid Date **or** Sent for Payment Date as well as optional prompts for:

- Employee Active Flag
- Employees
- Rate Location Country/Region

### Report Output

GERMANY - M-REPORT SUMMARY (TAS)									
Paid Date from Feb 1, 2021 to Feb 18, 2021									
Employee ID	Employee	Employee Active Flag	M-Flag	# of Allowance Days	# of Meal Deductions	Meal Deductions	Allowances After Deductions	Rate	Currency
		Y	Yes	1	0	0.00	14.00		EUR
		Y	Yes	19	1	87.63	3,845.37		SAR
		Y	Yes	8	0	0.00	85.20		EUR
		Y	Yes	14	10	56.00	252.00		EUR
		Y	Yes	3	0	0.00	42.00		EUR
		Y	Yes	13	0	0.00	161.85		EUR
		Y	Yes	19	0	0.00	211.65		EUR
		Y	Yes	5	0	0.00	70.00		EUR
		Y	Yes	27	0	0.00	58,482.00		THB
		Y	Yes	1	0	0.00	14.00		EUR
		Y	Yes	4	0	0.00	56.00		EUR
		Y	Yes	10	0	0.00	252.00		EUR
		Y	Yes	12	0	0.00	168.00		EUR
		Y	Yes	10	0	0.00	140.00		EUR
		Y	Yes	16	0	0.00	384.00		EUR
		Y	Yes	12	0	0.00	168.00		EUR
		Y	Yes	15	0	0.00	224.00		EUR
		Y	Yes	10	0	0.00	133.00		EUR
		Y	Yes	14	0	0.00	196.00		EUR
		Y	Yes	4	0	0.00	84.00		EUR

You can drill down to the Germany – M-Report Detail (TAS) report for an employee from the Germany – M-Report Summary (TAS) report by clicking the **Employee ID** link for the employee.

---

**NOTE:** The resulting detail report uses the same prompts entered for the Germany – M-Report Summary (TAS) report.

---

The following report columns only use client amounts when calculating the count or amount for the column. They do not use government amounts for these column calculations.

- # of Meal Deductions
- Meal Deductions
- Allowances After Deductions

---

**NOTE:** If your organization is using the Travel Allowance Service with configurable rate bundles, there may be some discrepancies in the calculated amounts on the report if the Rate Currency is different from the Reimbursement Currency. All amounts on the report are calculated using the Rate Currency.

---

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Date	ParamDisplayValue('pDateType') + ' ' FROM ' ' + ParamDisplayValue('pFromDate') + ' ' TO ' ' + ParamDisplayValue('pToDate')	Displays the date range from the <b>Date</b> prompt on the <b>Prompts</b> 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 ID	<Employee ID>	[ItinRpt].[Employee ID]	Displays the employee ID
Employee	<Employee>	[ItinRpt].[Employee Last Name] [ItinRpt].[Employee First Name]	Displays the employee's full name
Employee Active Flag	<Employee Active Flag>	[ItinRpt].[Employee Active Flag]	Displays the employee active flag
M-Flag	<M-Flag>	[qMeal Deductions].[M-Flag]	Displays the M-Flag
# of Allowance Days	# of Allowance Days	Count([qMeal Deductions].[Allowance Date])	Displays the number of allowance days
# of Meal Deductions	# of Meal Deductions	[qMeal Deductions].[ # of Meal Deductions]	Displays the total number of meal deductions
Meal Deductions	Meal Deductions	[qMeal Deductions].[Total Deductions]  [Total Deductions]: ([Breakfast Provided Client Deduction Amount]+[Lunch Provided Client Deduction Amount]+[Dinner Provided Client Deduction Amount])	Displays the total meal deductions amount
Allowances After Deductions	Allowances After Deductions	[qMeal Deductions].[Total Allowance] - [qMeal Deductions].[Total Deductions]	Displays the allowance amount after deductions

Chapter 13: Folder – Market Specific Reports

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Rate Currency	Rate Currency	[qMeal Deductions].[Rate Currency]	Displays the currency of the country where the per diem occurred



## Report: Germany - Yearly Employee Report

Available to:  Analysis  Intelligence

Starting in 2014, German employees have to provide the tax department a report about their yearly per diem and reimbursements.

For each employee, the report shows all of the Expense transactions and corresponding travel allowance and itinerary information, as well as the allowance amount, approved amount, and total deductions for travel allowances during the date range entered.

This report returns data only where the country of the employee (from the report header) is Germany.

---

**NOTE:** If a user has a travel allowance but does not have a corresponding expense entry on the same day, the record will not currently appear on this report.

---

## Report Prompts

### Germany - Yearly Employee Report

**Prompts**

**Date**

<b>Paid Date:</b>	From <input style="width: 100%;" type="text" value="Jan 1, 2014"/>
	To <input style="width: 100%;" type="text" value="Apr 12, 2019"/>

**Options**

<b>Employee Name:</b>	<p><b>Keywords:</b> Type one or more keywords separated by spaces.</p> <input style="width: 100%;" type="text"/> <input style="float: right;" type="button" value="Search"/> <p>Options <span style="font-size: small;">v</span></p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 5px;"><p><b>Results:</b></p><div style="border: 1px solid gray; height: 100px; width: 100%;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td><td style="width: 10%; text-align: center; padding: 5px;"><input style="width: 100%;" type="button" value="Insert"/> <input style="width: 100%;" type="button" value="Remove"/></td><td style="width: 40%; padding: 5px;"><p><b>Choice:</b></p><div style="border: 1px solid gray; height: 100px; width: 100%;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td></tr></table>	<p><b>Results:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input style="width: 100%;" type="button" value="Insert"/> <input style="width: 100%;" type="button" value="Remove"/>	<p><b>Choice:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>
<p><b>Results:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input style="width: 100%;" type="button" value="Insert"/> <input style="width: 100%;" type="button" value="Remove"/>	<p><b>Choice:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>		

<b>Employee ID:</b>	<p><b>Keywords:</b> Type one or more keywords separated by spaces.</p> <input style="width: 100%;" type="text"/> <input style="float: right;" type="button" value="Search"/> <p>Options <span style="font-size: small;">v</span></p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 5px;"><p><b>Results:</b></p><div style="border: 1px solid gray; height: 100px; width: 100%;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td><td style="width: 10%; text-align: center; padding: 5px;"><input style="width: 100%;" type="button" value="Insert"/> <input style="width: 100%;" type="button" value="Remove"/></td><td style="width: 40%; padding: 5px;"><p><b>Choice:</b></p><div style="border: 1px solid gray; height: 100px; width: 100%;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td></tr></table>	<p><b>Results:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input style="width: 100%;" type="button" value="Insert"/> <input style="width: 100%;" type="button" value="Remove"/>	<p><b>Choice:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>
<p><b>Results:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input style="width: 100%;" type="button" value="Insert"/> <input style="width: 100%;" type="button" value="Remove"/>	<p><b>Choice:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>		

The prompts are:

- **Paid Date:** The report user enters the range.
- **Employee Name:** Optional - If no selection is made in the **Employee Name** and **Employee ID** prompts, the report returns all employees.
- **Employee ID:** Optional - - If no selection is made in the **Employee Name** and **Employee ID** prompts, the report returns all employees.

## Report Output

GERMANY - YEARLY EMPLOYEE REPORT												
Paid Date from Jan 1, 2014 to Sep 3, 2020												
Employee ID	Employee Last Name	Employee First Name	Report Name	Report ID	Transaction Date	Paid Date	Foreign or Domestic	Breakfast Provided	Lunch Provided	Dinner Provided	Overnight	First Departure Date/Time
GER000001			per diems	3C1E0D57C31545AC9DF9	Apr 9, 2012	Oct 18, 2014	Domestic (home province/state)	NotProvided	NotProvided	NotProvided	N	Apr 9, 2012 7:00:00 AM
			per diems	3C1E0D57C31545AC9DF9	Apr 10, 2012	Oct 18, 2014	Foreign	Provided	NotProvided	NotProvided	N	Apr 9, 2012 7:00:00 AM
			per diems	3C1E0D57C31545AC9DF9	Apr 11, 2012	Oct 18, 2014	Foreign	NotProvided	NotProvided	NotProvided	N	Apr 9, 2012 7:00:00 AM
			Paris France - Business trip	SBFF1AFE901F4EF99A6C	Jun 10, 2014	Oct 18, 2014	Foreign	NotProvided	NotProvided	NotProvided	N	Jun 10, 2014 6:15:00 AM
			Paris France - Business trip	SBFF1AFE901F4EF99A6C	Jun 11, 2014	Oct 18, 2014	Foreign	NotProvided	NotProvided	NotProvided	N	Jun 10, 2014 6:15:00 AM
			Paris France - Business trip	SBFF1AFE901F4EF99A6C	Jun 12, 2014	Oct 18, 2014	Foreign	NotProvided	NotProvided	NotProvided	N	Jun 10, 2014 6:15:00 AM
			Paris France - Business trip	SBFF1AFE901F4EF99A6C	Jun 13, 2014	Oct 18, 2014	Foreign	NotProvided	NotProvided	NotProvided	N	Jun 10, 2014 6:15:00 AM
			Trip from	75B461A4AE4442B782F8	Aug 20, 2014	Oct 18, 2014	Foreign	NotProvided	NotProvided	NotProvided	N	Aug 20, 2014

First Departure Date/Time	First Departure City/Location	First Arrival Country/Region	Final Arrival Date/Time	Final Arrival City/Location	Final Arrival Country/Region	Itinerary Duration (hours)	Rate Currency	Meals Rate	Base Amount	Allowance Amount	Report Entry Approved Amount	Total Deductions
Apr 9, 2012 7:00:00 AM	Frankfurt/Oder	GERMANY	Apr 11, 2012 7:00:00 PM	Frankfurt/Oder	GERMANY	60	Euro	24	12	12	12.00	0
Apr 9, 2012 7:00:00 AM	Frankfurt/Oder	GERMANY	Apr 11, 2012 7:00:00 PM	Frankfurt/Oder	GERMANY	60	Euro	60	60	48	48.00	12
Apr 9, 2012 7:00:00 AM	Frankfurt/Oder	GERMANY	Apr 11, 2012 7:00:00 PM	Frankfurt/Oder	GERMANY	60	Euro	60	40	40	40.00	0
Jun 10, 2014 6:15:00 AM	Frankfurt/Main	FRANCE	Jun 13, 2014 3:45:00 PM	Frankfurt/Main	GERMANY	81	Euro	48	32	32	32.00	0
Jun 10, 2014 6:15:00 AM	Frankfurt/Main	FRANCE	Jun 13, 2014 3:45:00 PM	Frankfurt/Main	GERMANY	81	Euro	48	48	48	48.00	0
Jun 10, 2014 6:15:00 AM	Frankfurt/Main	FRANCE	Jun 13, 2014 3:45:00 PM	Frankfurt/Main	GERMANY	81	Euro	48	48	48	48.00	0
Jun 10, 2014 6:15:00 AM	Frankfurt/Main	FRANCE	Jun 13, 2014 3:45:00 PM	Frankfurt/Main	GERMANY	81	Euro	48	32	32	32.00	0
Aug 20, 2014	Frankfurt/Main	ITALY	Aug 22, 2014	Frankfurt/Main	GERMANY	53	Euro	36	12	12	12.00	0

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Paid Date	' + ParamDisplayValue('pFromDate') + ' ' TO ' + ParamDisplayValue('pToDate')	Displays the date range from the <b>Paid Date</b> prompt on the <b>Prompts</b> 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**

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Employee ID	<Employee ID>	[Travel Allowance].[Employee ID]	Displays the employee ID
Employee Last Name	<Employee Last Name>	[ItinRpt].[Employee Last Name]	Displays the employee's last name
Employee First Name	<Employee First Name>	[ItinRpt].[Employee First Name]	Displays the employee's first name
Report Name	<Report Name>	[ItinRpt].[Report Name]	Displays the expense report name
Report ID	<Report ID>	[ItinRpt].[Report ID]	Displays the expense report ID
Transaction Date	<Transaction Date>	[ItinRpt].[Transaction Date]	Displays the transaction date
Paid Date	<Paid Date>	[ItinRpt].[Paid Date]	Displays the paid date
Foreign or Domestic	<Foreign or Domestic>	[ItinRpt].[Foreign or Domestic]	Displays Foreign or Domestic
Breakfast Provided	<Breakfast Provided>	[Travel Allowance].[Breakfast Provided]	Displays whether breakfast is provided
Lunch Provided	<Lunch Provided>	[Travel Allowance].[Lunch Provided]	Displays whether lunch is provided
Dinner Provided	<Dinner Provided>	[Travel Allowance].[Dinner Provided]	Displays whether dinner is provided
Overnight	<Overnight>	[Travel Allowance].[Overnight]	Displays whether trip is overnight
First Departure Date/Time	<First Departure Date/Time>	[ItinRpt].[First Departure Date/Time]	Displays the first departure date/time
First Departure City/Location	<First Departure City/Location>	[ItinRpt].[First Departure City/Location]	Displays the first departure city/location
First Arrival Country/Region	<First Arrival Country>	[ItinRpt].[First Arrival Country]	Displays the first arrival country/region
First Arrival Date/Time	<First Arrival Date/Time>	[ItinRpt].[Final Arrival Date/Time]	Displays the first arrival date/time
Final Arrival Date/Time	<Final Arrival Date/Time>	[ItinRpt].[Final Arrival City/Location]	Displays the final arrival date/time
Final Arrival Country/Region	<Final Arrival Country>	[ItinRpt].[Final Arrival Country]	Displays the final arrival country/region
Itinerary Duration (hours)	<Itinerary Duration (hours)>	[ItinRpt].[Itinerary Duration (hours)]	Displays the itinerary duration (hours)

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Rate Currency	<Rate Currency>	[Travel Allowance].[Rate Currency]	Displays the rate currency
Meals Rate	<Meals Rate>	[Travel Allowance].[Meals Rate]	Displays the meals rate
Base Amount	<Base Amount>	[Travel Allowance].[Base Amount]	Displays the base amount
Allowance Amount	<Allowance Amount>	[Travel Allowance].[Allowance Amount]	Displays the allowance amount
Report Entry Approved Amount	<Report Entry Approved Amount>	[Travel Allowance].[Report Entry Approved Amount]	Displays the expense report entry approved amount
Total Deductions	<Total Deductions>	case when [Foreign or Domestic Code]='FRGN' then [Breakfast Deduction1]+[Lunch Deduction]+[Dinner Deduction] else [Total Deductions Domestic] end	Displays the total deductions

