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## Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 20, 2021	Updated the copyright year; no other changes
January 8, 2020	Changed copyright; no other content changes
February 9, 2018	Changed copyright; no other content changes
January 13 2018	Changed copyright; no other content changes
December 15 2016	Changed copyright; no other content changes
September 18 2015	Changed the chapter number; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

## Chapter 18: Folder – Previous Report Versions

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The **Previous Report Versions** folder contains the older version of a report if the report was redesigned by Concur.

