

# **Concur Expense: Pharma./Medical Device Manufacturers**

## **User Guide for Standard Edition**

**Last Revised: July 11, 2014**

Applies to these SAP Concur solutions:

- Expense
  - Professional/Premium edition
  - Standard edition
  
- Travel
  - Professional/Premium edition
  - Standard edition
  
- Invoice
  - Professional/Premium edition
  - Standard edition
  
- Request
  - Professional/Premium edition
  - Standard edition



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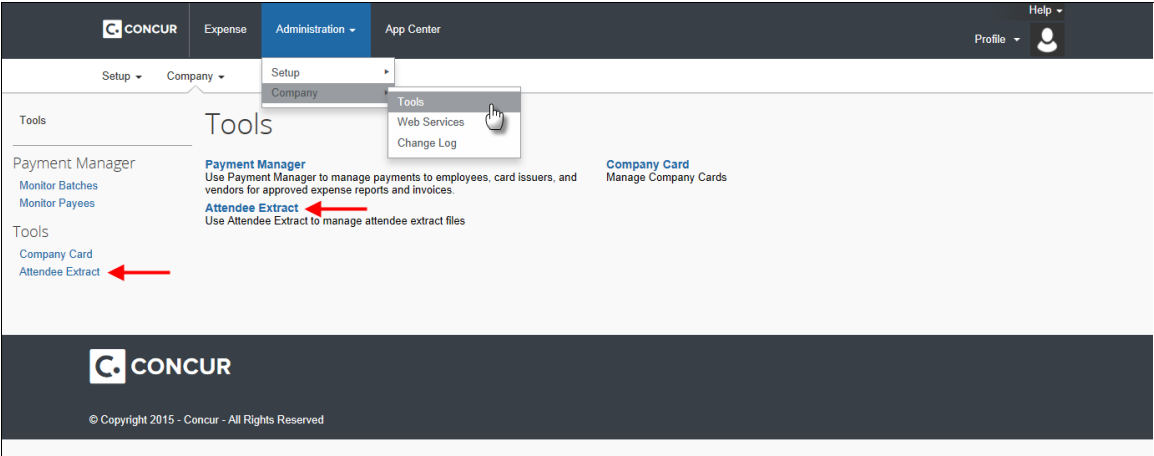
## Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 27, 2021	Updated the copyright year; added Concur to the cover page title; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 10, 2019	Minor edits.
January 15, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 15 2018	Updated the copyright; no other changes; cover date not updated
December 15 2016	Changed copyright and cover; no other content changes.
July 10 2015	Removed information about two user interfaces; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	New document. (This content originated in the Concur Administration User Guide for Concur Standard and is now a separate guide.)

# Pharmaceutical/Medical Device Manufacturers

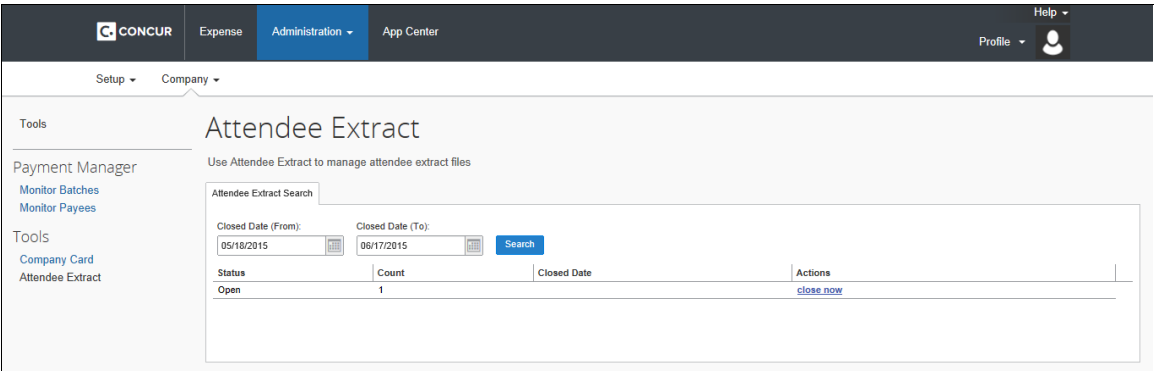
## Section 1: Overview

This information is for pharmaceutical / medical device manufacturers only.



## Section 2: Healthcare Attendee Extract

The Attendee Extract feature allows the administrator to ensure compliance by providing data for government reporting in the Healthcare and Medical Device industries. This extract is available to administrators who selected the *Pharmaceutical/Medical Device Manufacturers* industry on the **Introduction** page of Setup. For these clients, the **Attendee Extract** link displays on the **Expense Tools** page.



This extract provides detailed information on attendee spending that can then be used in preparing required reports to meet US state and federal reporting requirements. It also gives companies the ability to report on attendee spending as follows:

- **Cost per attendee**

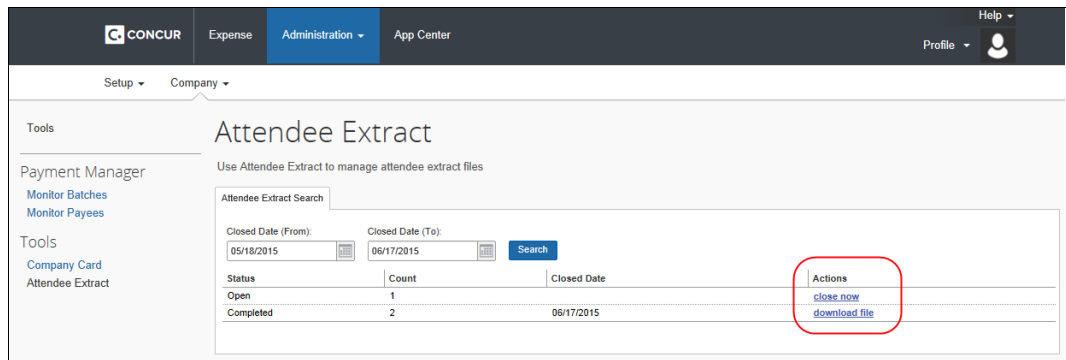
## Section 2: Healthcare Attendee Extract

- **Total accumulated cost over designated time periods** (typically on an annual basis)
- **Total accumulated cost over designated time periods by company**

## Creating and Downloading the Extract

### ▶ To create the extract file:

1. Click **Administration > Company > Tools > Attendee Extract**.
2. Click **close now** for the open extract. SAP Concur generates the extract file.



### ▶ To download the extract file:

1. (Optional) Search for an existing extract using the **Closed Date (From)** and **Closed Date (To)** fields.
2. Click the **download file** link to download the current file or historical files.

## Attendee Extract Detail

This extract is primarily used as the source of data that will ultimately be imported to a Client Relationship Management system such as Salesforce.com or used for regulatory compliance related to the Sunshine Act. This extract file contains a wide range of data to accommodate a broad range of integration needs so the client will probably need to create a bridge program to import to the target system.

The extract file contains the following:

- **Batch Constants**
- **Employee Data**
- **Report Data**
- **Entry Data**
- **Entry Attendee Level Data**
- **Future Use (Not currently utilized)**

All the different data elements are included in each row.

This file is delimited by a | (Pipe). The specific data elements in the Attendee Detail file are listed below.

## Section 2: Healthcare Attendee Extract

This file does not contain a File Header.

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**NOTE:** For information such as column number, description/format/source, maximum character length, and client field definition for various types of data (such as batch, employee, report, entry, and entry attendee detail) refer to the *Expense: Pharmaceutical/Medical Device Manufacturers Extract for Concur Standard Edition*.

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