

Client Fact Sheet

Rich Data – Company Card Transactions as Receipts In Standard Edition

March 18 2016

With the Rich Data feature, Concur identifies company card transactions that have rich data (defined below). Then, Concur automatically:

- Formats the transaction information into a receipt-like layout.
- Displays the formatted transaction information to users, approvers, and processors.
- Concur images the formatted transaction information and attaches it to the user's expense report (attaches to an existing image PDF if there is one or creates a new image PDF if there is not an existing one) when the user submits the report.

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Country Availability

The system may not require the user to provide a receipt if the transaction contains rich data. This requirement is set at a country level:

| Country | Allows Rich Data in Place of Receipt? |
|---------------------|--|
| Australia | No |
| Canada | Yes |
| Great Britain | Yes, for all transactions that are not VAT |
| United States | Yes |
| All other countries | No |

Rich Data Details

When transactions with rich data are imported through the credit card feeds, the rich data can take the place of a required receipt. For countries that accept rich data, the presence of rich data fulfills the receipt requirement.

Example: On the **Compliance Controls** step of Setup, the company has set the Car Rental expense type to require a receipt. Chris Miller has a company card transaction for a car rental that includes rich data. Chris will be able to submit the expense report without adding a receipt image to the car rental expense entry, as the rich data counts as an attached receipt.

Possible Transaction Types

Concur has evaluated various card transactions and developed a list of items that constitute rich data. Note that the list differs by transaction type.

| Transaction Type | In addition to basic data (vendor, date, amount, etc.), the transaction must include: |
|------------------|---|
| Airfare | <ul style="list-style-type: none">Carrier Code (Airline)Service ClassDeparture LocationArrival LocationDeparture Date |
| Hotels/Lodging | <ul style="list-style-type: none">No rich data is included in this transaction type <p>NOTE: Concur's rich data functionality does not currently include processing of hotel folios, including those that have line item folio data.</p> |
| Car rental | <ul style="list-style-type: none">Rental agreement numberRenter namePickup datePickup cityPickup stateReturn dateReturn cityReturn stateRate per mileNumber of days rented |
| Purchases | <ul style="list-style-type: none">Item descriptionItem quantityItem unit of measureItem total line amount |
| Fleet | <ul style="list-style-type: none">Item descriptionItem quantityItem unit of measureItem total line amount |

What the User Sees

The user sees a "plus" on the card icon for transactions with rich data (for example, on the **Expense Report** page).

For example:  

When the user clicks the icon, the receipt-like image appears.

Airfare:

United Airlines (American Express - 2009)

UNITED AIRLINES
ATTN: MINA TAHERI WHOAC 1200 E ALGONQUIN RD
ELK GROVE, IL

American Express CREDIT CARD#: xxx2009 Friday 12/18/2009

Transaction Amount \$273.90

Ref #: 006190809353669
UNITED AIRLINES TAMPA

Passenger: KUBERRY/SARAH Ticket: 0167461393427 Agency Name: TRAVEL INC

Departure Date: 01/31/2010 12:00 AM

| Flight # | Depart | Arrive | Class |
|------------|--------|--------|-------|
| 01/31/2010 | SEA | EWR | L |
| 01/31/2010 | EWR | PBI | L |
| 01/31/2010 | PBI | IAH | V |
| 01/31/2010 | IAH | SEA | V |

Imported from Credit Card

SANDWICH SC LLC, R

| | | | |
|------------|-------------------------|---------|---------|
| 12/17/2009 | Tips SANDWICH SC LLC, R | \$6.00 | \$6.00 |
| 12/16/2009 | Cellular - Mobile Ph | \$45.00 | \$45.00 |

Expense Entry Form:

Transaction Date: 12/18/2009

Business Purpose: [Field]

Class of Service: Economy Class

Amount: 273.90 USD

Approved Amount: 273.90

Personal Expense (do not reimburse)

Car rental:

Avis (Procurement Card - 11111)

Avis
Los Angeles, CA

American Express CREDIT CARD#: xxx0x11111 Friday 11/28/2008

Transaction Amount \$283.88

Renter Name: KUBERRY,SARAH2 RENTAL AGREEMENT: 3748298 Pick-up Date: 11/26/2008 5:00 PM

Pick-up Location: Los Angeles, CA Drop-off Date: 11/28/2008 12:00 PM Drop-off Location: Los Angeles, CA

Days Rented: 2 Per Mile Rate: \$4.99 Car Class: E

Imported from Credit Card

Avis, Los Angeles,

Expense Entry Form:

Transaction Date: 11/28/2008

Amount: 283.88 USD

Payment Type: Procurement Card

City: Los Angeles, California

Company: [Field]

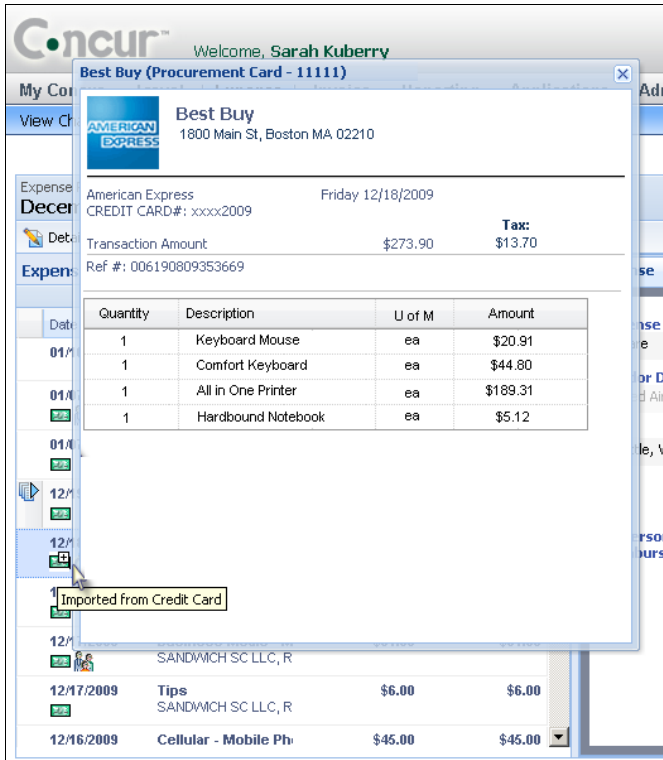
Department: [Field]

Cost Center: [Field]

Personal Expense (do not reimburse)

Buttons: Save, Itemize, Allocate, Cancel

Purchases:



E-Receipts

This feature can be used in addition to e-receipts.

| Transaction Type | If the transaction also has an e-receipt: |
|---|--|
| Airfare Hotels/Lodging Car rental | Both appear for the transaction; users see both icons |
| Purchases | (E-Receipts are not currently available for purchases) |

Configuration

This feature is automatically on for the countries that allow rich data in place of receipts.