Concur Expense: Printed Reports Configuration

Setup Guide

Last Revised: November 1, 2022

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
November 1, 2022	Removed references to faxing as part of the fax feature decommissioning on November 1, 2022.
September 2, 2022	Removed existing UI information
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
November 29, 2021	Added information about the existing UI and NextGen UI; made other minor modifications throughout
April 17, 2021	Added a reference and a note to the *To edit form data content* section in the *Form Data Content Type* section regarding the **Report Number** field.
January 7, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated.
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated.
February 7, 2020	Removed references to the adding of graphics which is no longer supported.
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 8 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated instances of he/she to they.
July 10 2015	Updated the Audit Trail content type information.
May 15 2015	Removed references to the current UI; made general updates to the content
September 24 2014	Added information about two user interfaces; no other content changes.
July 11 2014	Clarified the steps to obtain subtotal on printed reports
April 15 2014	Changed copyright and cover; no other content changes
January 7 2014	Minor updates to clarify procedures and names.
April 3 3012	Removed all references to the *legacy* Authorization Request feature in Concur Expense Changed any references to Concur's Travel Request service to Request, Concur Request, or Authorization Request, depending on the situation No other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
May 18 2012	Updated to include new Travel Diary table content type.
February 2012	Changed copyright; no content change
May 31 2011	Updated document with specific Content ID syntax for each content type.

Date	Notes / Comments / Changes
April 15 2011	Updated to the new user interface.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
December 2010	Addition of 8 Tax fields that can be added to the List Data, Summary Data, and List Data Grouping sections of the printed report: As physical fields: ♦ Total Tax Posted Amount ♦ Total Tax Adjusted Amount ♦ Total Reclaim Posted Amount ♦ Total Reclaim Adjusted Amount As view columns: ♦ Net Tax Amount ♦ Net Adjusted Tax Amount ♦ Net Reclaim Amount ♦ Net Adjusted Reclaim Amount
December 2009	Changed to stand-alone setup guide. Ability to add an image to a printed report is supported.
Sep. 2009 (SU 47)	Added information about enhancements added to Printed Reports in recent releases: ♦ Ability to include short, long code ♦ Printing of List Data fields below the entry row ♦ New Audit Trail content type added ♦ Enhanced Allocation details display ♦ Multiple totals for Summary Data tables ♦ Summary Data tables - add Attendee fields ♦ Adding an icon for Company Card and Personal Expense types ♦ Adding a simple divider line between expenses
Oct. 2008 (SU 36)	Added information about enhancements added to Printed Reports: ♦ Print Condition Editor ♦ Sorting and Grouping, List content type ♦ Disabling printing prior to Submit action ♦ Creating summary tables using Summary Content ID type ♦ Fax Cover Page - Reduced
Jun. 2008 (SU 32)	Added information about the two available user interfaces: ♦ *Classic* user interface ♦ *Current* user interface
Mar. 2008 (SU29)	Changed all references of travel request to authorization request

Printed Reports Configuration

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

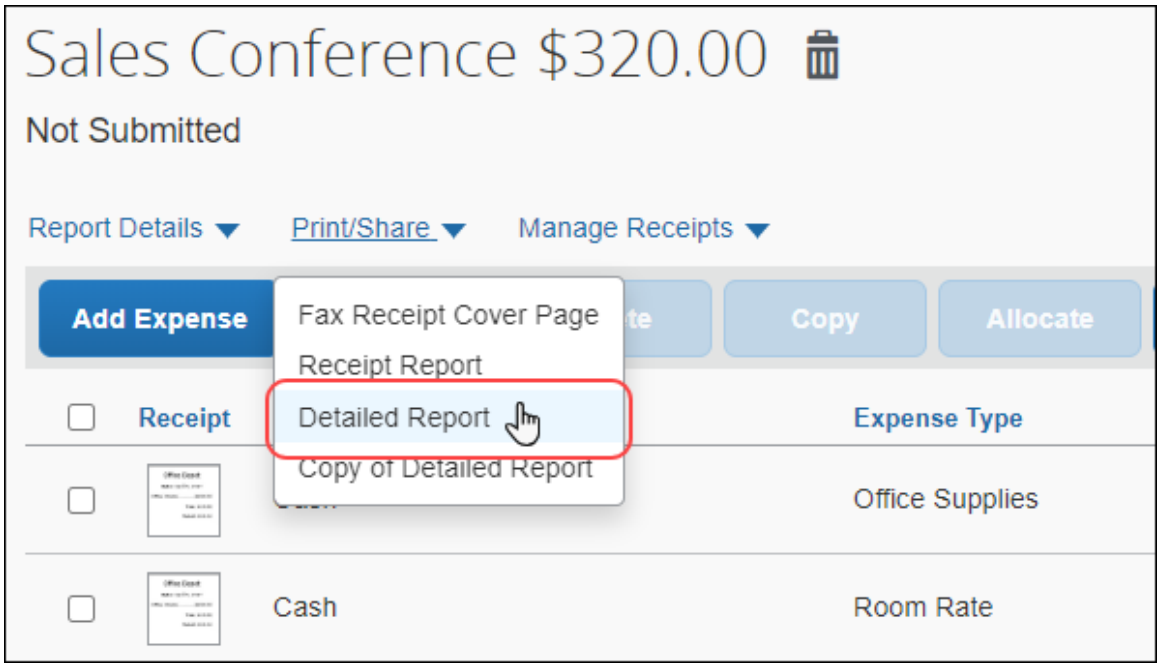
A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by Concur. In this case, the client must initiate a service request with Concur Client Support.

Section 2: Overview

A printed report is an expense report that has been formatted for printing. Users print reports from the **Print/Email** menu, which appears when an expense report is opened from the **Expense** page.



When the user selects a command from the **Print/Email** menu, the system opens the report in a separate browser window with that display view option and provides options that include the **Print** button.

There are two views:

- **Receipt Report** view:

- **Detailed Report** view:

Many companies need to modify the data and text on the printed reports to meet specific needs of their company or of different organizations within their company. The Printed Report feature allows the administrator to change the configuration of existing printed reports and add new printed reports.

Once the printed reports are configured, selected reports can be made available for use with specific policies, so the user is presented with the appropriate formats to select from based on the policy assigned to the expense report.

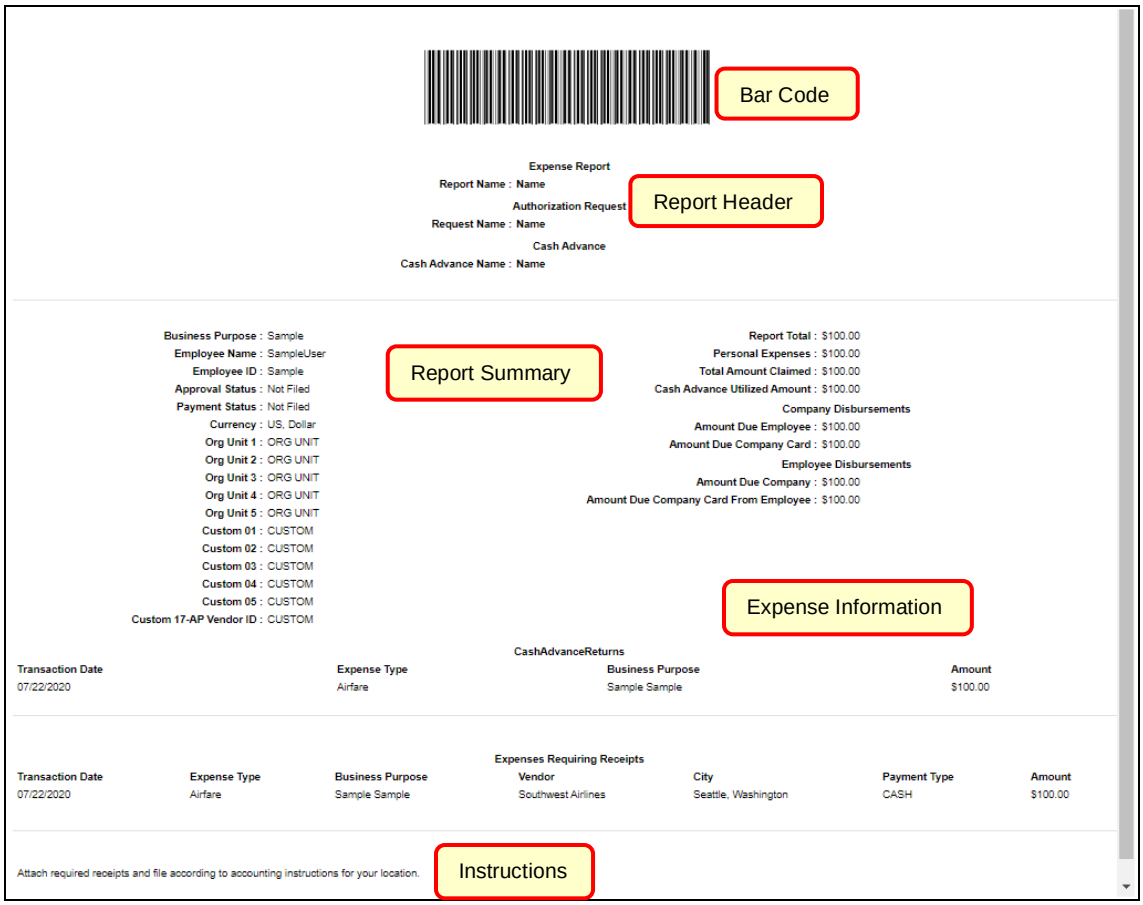
To activate or inactivate printed reports for a policy, refer to the *Assigning to a Policy* section of this guide.

Default Printed Reports

There are several default print reports that come with the system:

- **Detailed Reports** lists all the expenses included on the report, with more detail than the other two reports. It is simply a list of all expenses created for an expense report.
- **Receipt Report** includes a barcode and list of expenses requiring receipts. This report is used to accompany the paper receipts that are mailed to the accounting department of the company for review and record-keeping.
- **Russian Print Report** contains options specific to that region and requirements.

NOTE: The fields that appear on the sample reports in the figures below will vary depending on the fields defined in the configuration process - they are highly customizable and can represent many different views.



Detailed Report

☑ Show Expenses ☐ Show Itemizations

Expense Report

Report Name : Sales Conference

Employee Name : [redacted]

Employee ID : [redacted]

Report Header

Policy : [redacted]

Business Purpose : Sales Training

Report Id : C1AED5279CCF480F9EE1

Report Date : 07/07/2020

Approval Status : Not Submitted

Currency : US, Dollar

Office Supplies

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
07/02/2020	Office Supplies			Seattle	Cash	$120.00

Room Rate

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
07/01/2020	Room Rate		Courtyards	Seattle	Cash	$200.00

Company Disbursements

Amount Due Company Card : $0.00

Total Paid By Company : $320.00

Employee Disbursements

Amount Due Company Card From Employee : $0.00

Total Paid By Employee : $0.00

A printed report is comprised of two main components:

- A *Print Template* provides the HTML instructions for the layout of the page and requires programming skills to modify. In most cases, there is no need to modify the print templates.
- A *Print Format* provides the text and fields to be included within the layout defined in a print template, and the style information for the font, font size, and alignment of the text. Print formats are similar to data entry forms, where the administrator defines the fields to be included on the form. Print formats are commonly modified by the company to suit their needs.

Sections of a Default Printed Report

Each printed report is separated into distinct sections, which some of the reports may or may not have:

- **Barcode:** Depending on the configuration required by your company, a single barcode or multiple barcodes may appear on the page.
- **Page Header:** Displays general information about the report, such as the Report Name or other report-level information.
- **Report Summary:** Displays, in table format, a summary of lists, including a total amount where a numeric field is added to the fields.
- **Report Header:** Contains some report-level information that is required on the report, such as Business Purpose and Report ID.
- **Expense Details:** Contains a list of expenses included in the report. Some formats only include expenses that require receipts to be submitted for review.
- **Instructional Text:** Contains text information for the report, such as how to submit required receipts, or an assertion that all of the expenses for reimbursement are legitimate business expenses.

Section 3: Configuration Process

If the default printed reports do not contain the information or are not laid out in the way that your company needs, you can modify the default reports or create new print report formats that can be used for different policies.

The process of modifying a printed report is as follows:

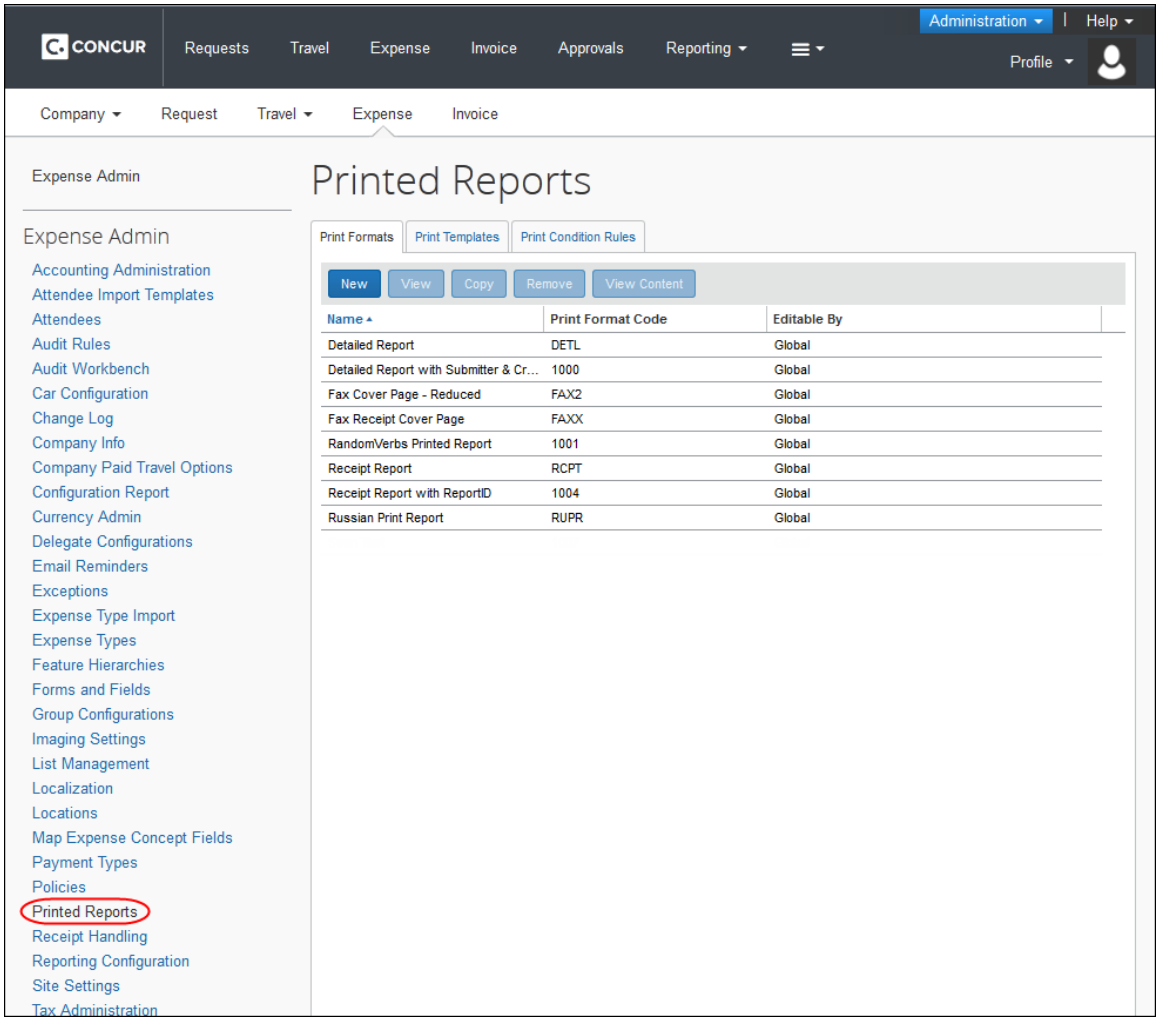
1. **Optional**. Copy one of the system's Print Templates, if modifications are required.
2. **Optional**. Modify the copied template, if required.
3. Copy one of the system's Print Formats.
4. Modify the copied Print Format.
5. Mark the appropriate Print Format as active for a policy within Policies.

Section 4: Printed Reports Tool

The Printed Reports feature is used to create or modify the templates and the formats.

Accessing Printed Reports

Click **Administration > Expense > Printed Reports** (left menu). The **Printed Reports** page appears.



NOTE: Only the Global Expense Configuration administrator can make edits in the **Print Templates** section of Printed Reports. If required, submit a service request to change template configuration.

Section 5: Print Formats

Print formats define the text, fields, and barcodes used on a print report. Each print format utilizes a single print template, or the layout of the print report, to position the fields, text, and barcodes that are displayed on the page.

Each print format is owned by the Global or Group administrator that created it. A Global print format can be viewed by a Group administrator but can only be edited by the Global administrator. A print format created by one Group administrator cannot be viewed by Group administrators of other groups but can be viewed by the Global administrator.

Print Format Components

There are two main components to creating or modifying a print format:

- **General information:** This defines the template used, the name of the print format, whether the employee can choose to print expenses or itemizations, and currency settings or not.
- **Content:** This includes the fields that are displayed, the orientation of the barcode, and the instructional text. This is generally the information that appears on the printed report.

Adding a Print Format

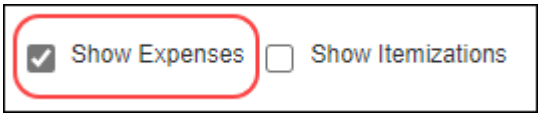
There are two ways to add a new print format:

- **New:** Add a new print format
- **Copy:** Use an existing format and modify its content. Copying an existing format that is similar to the desired format is much simpler that configuring the entire print format from scratch.

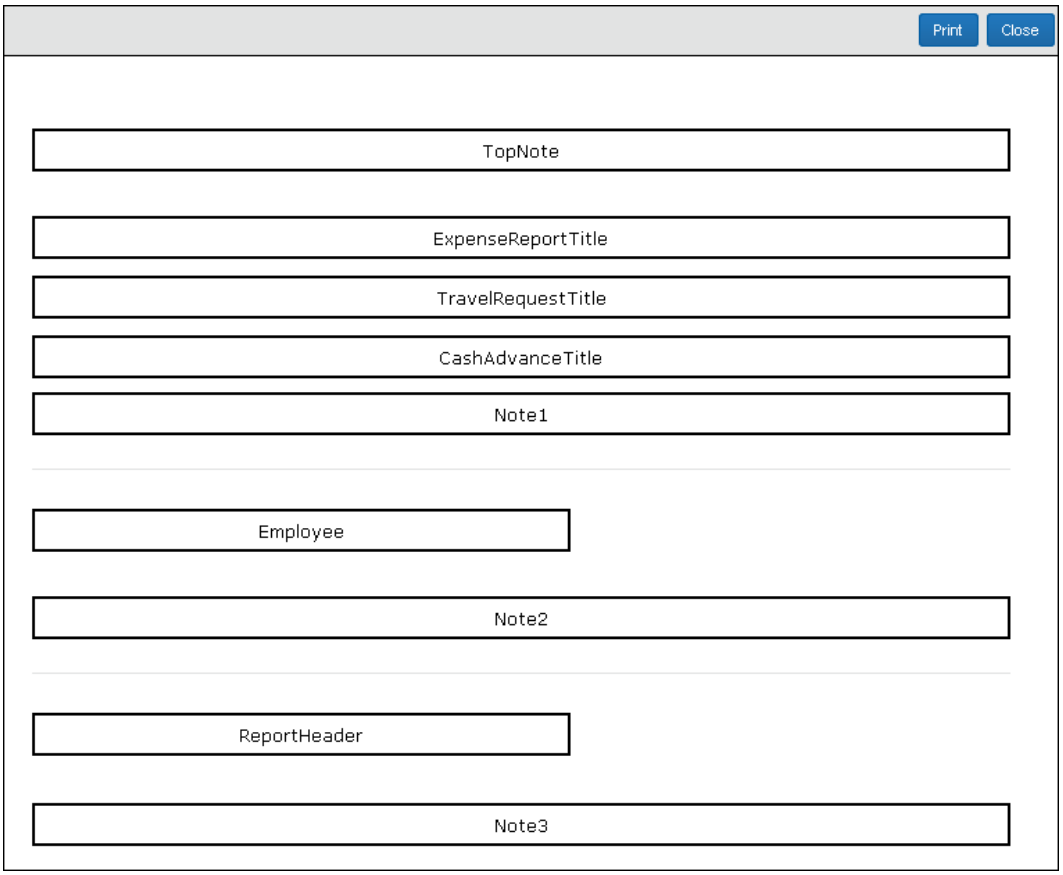
To add a print format:

1. Click the **Print Formats** tab in Printed Reports.
2. Click **New** to add a new print format or select an existing format and click **Copy** to copy that print format.
3. On the **Add Print Format** or **Edit Print Format** page (depending on choice), complete all applicable fields.

Field	Description
Print Format Name	Type a unique name. This name is displayed to the employee.
Description	Type a description of this format.

Field	Description
Print Template	Select the print template to use. The option you select here defines the content that appears in the report. You can configure the appearance of the content in a later step. **NOTES:** If you change the template associated with an existing format, any content IDs or fields not available in the new template are automatically removed from the report format. For more information, see the *Print Templates* section of this document.
Always append currency code to amounts	If selected, any amount field you choose to add to the report appears with the currency alpha code beside it, such as USD or CAD.
For all List Content	
Expense Entries	If **Employee can choose to print expense entries** is selected, then the printed report will by default display a **Show Expenses** check box that is selected (active). The employee has the option of clearing this check box to prevent the printing of expense entries.  If **Always print expense entries** is selected, when the employee chooses the format the expense entries from the expense report are displayed to the employee on the report. The employee cannot override this option.
Itemizations	If **Employee can choose to print itemizations** is selected, then the printed report will by default display a **Show Itemizations** check box that is cleared (inactive). The employee has the option of selecting this check box to allow the printing of expense entry itemizations.  If **Do not print itemizations** is selected, when the employee chooses the format, the itemizations from the expense report are never displayed to the employee on the report. The employee cannot override this option.
Editable By	Displays the group rights that an administrator must have to modify a print format.

4. Optional: Click **Preview Layout** to display the template layout that you have chosen. A separate browser window appears with the layout. Click **Close** at the top right of the page to close this window. This option is useful as a reference for the layout and names of the various content sections.



To create a new template or make changes to the existing template, refer to the *Print Templates* section of this guide.

5. Click **Save** to save your changes. You are returned to **Print Formats**.

Editing Print Format Content

The second part of adding a print format is editing the content that is printed on the report. The content is the information such as the fields that appear in the various parts of the report, or the instructional text that appears at the top or bottom of the page.

Refer to the section *Content Types and Content IDs* in this document for the syntax required to implement any of the IDs discussed below.

There are two parts to the content:

- **Content ID:** A text ID that identifies the name of the area on the template. Clicking this name allows you to change the style and various properties of each section. There are several types of content. Each content ID must be one of these content types:
  - **Text:** Displays as text on the printed report, such as instructional text for where to send paper receipts or other types of instruction to the user.

- **Form Data:** Displays areas where you can list report-level data from the report and employee forms.
- **List Data:** Displays the list of expenses or cash advances that are included on the report.
- **Summary Data:** Displays, in table format, a summary of lists, including a total amount where a numeric field is added to the fields.
- **Barcode:** Defines the orientation and sizing of the barcode necessary for scanning.
- **Itinerary List Data:** Displays the itinerary rows associated with the report.
- **Approval Flow Data:** Displays the approval flow associated with the report.
- **Audit Trail:** Displays audit trail data, including confirmation agreement acceptance records, to the printed report. This data appears in a non-configurable preset format.
- **Consolidated Print Report:** Two or more printed reports printed together, at the same time. For example, printing the detail report and the receipt report.

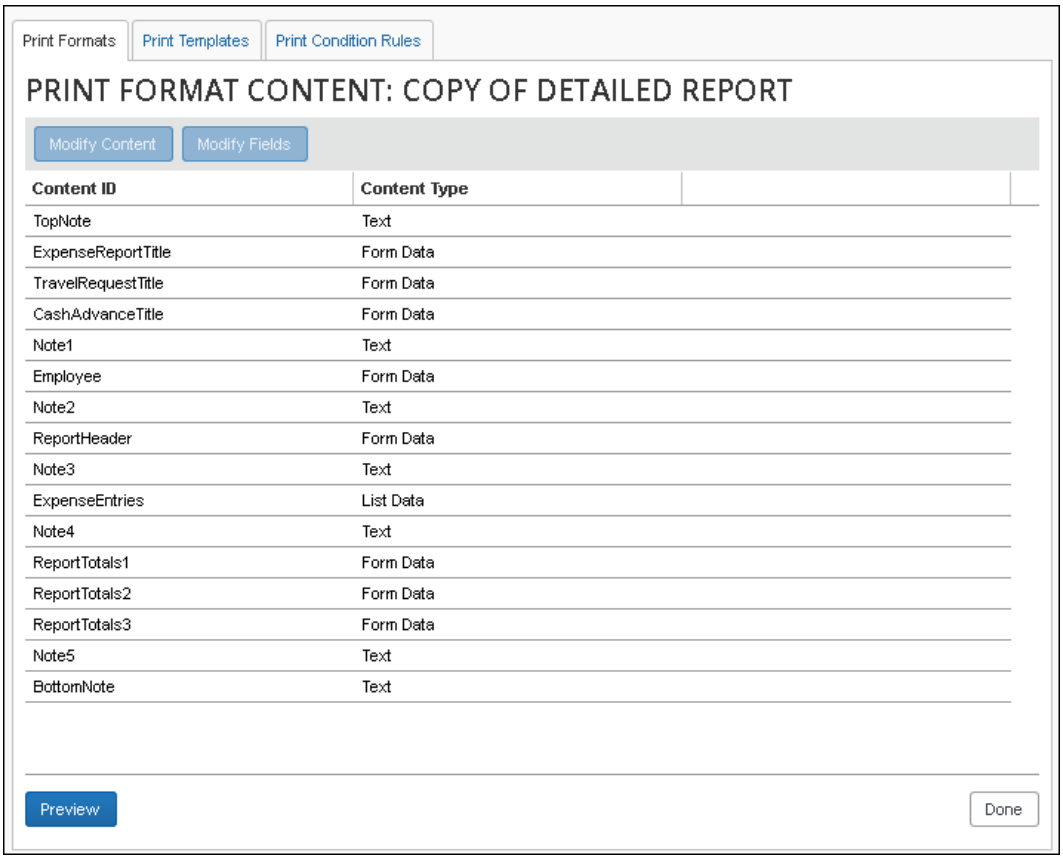
NOTE: The type is determined by the template and cannot be changed in the print format section.

- **Fields:** Allows you to add or remove fields that appear on the report. This is applicable only for Form Data, Summary Data, and List Data Content IDs.

To edit the content of the printed report:

1. On the **Printed Reports** page, click **Modify Content**. The **Print Format Content** page appears.

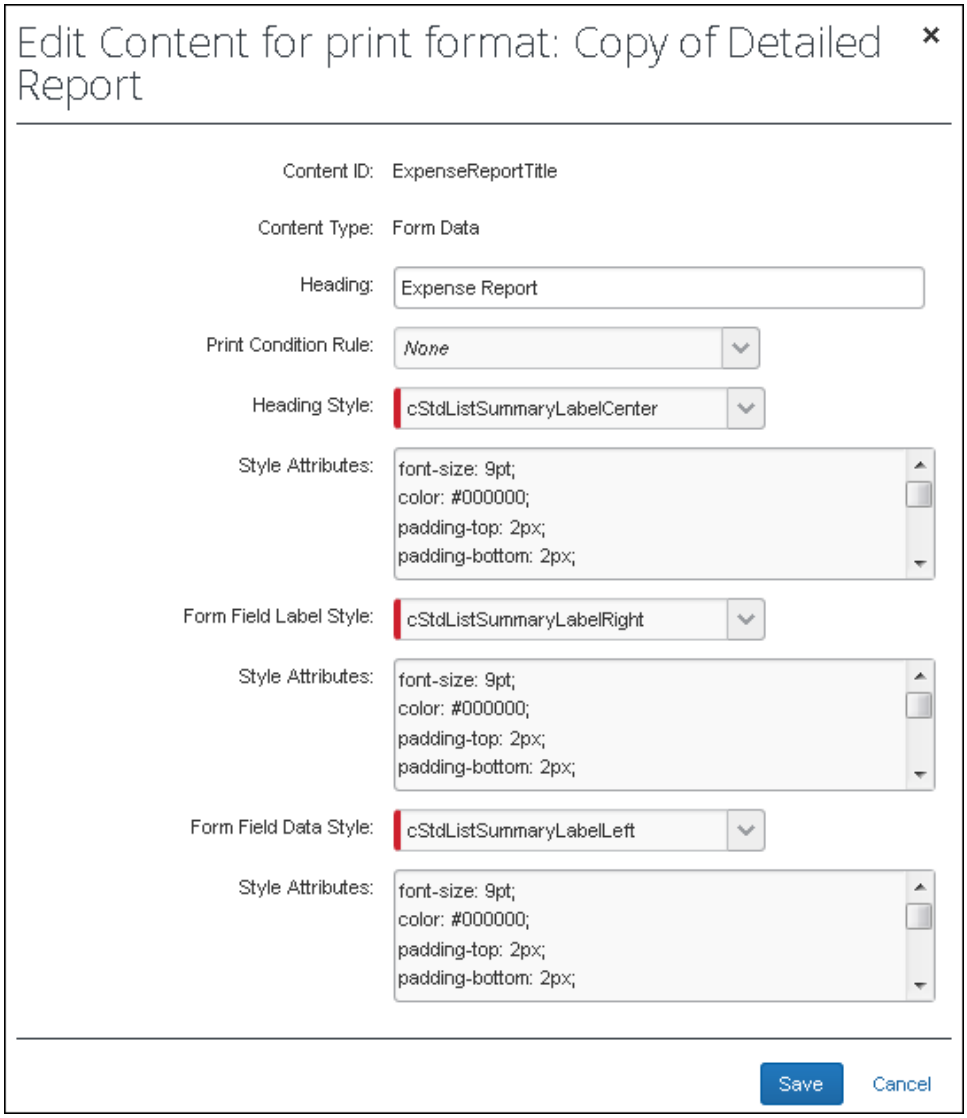
NOTE: A button that uses the term *View* is intended *only* to be viewed and *not* modified.



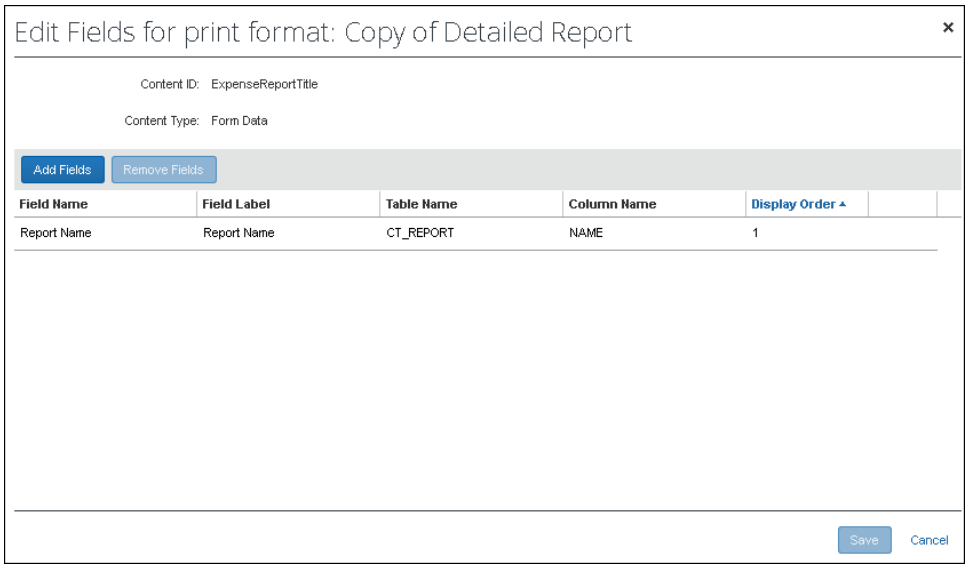
Content ID	Content Type
TopNote	Text
ExpenseReportTitle	Form Data
TravelRequestTitle	Form Data
CashAdvanceTitle	Form Data
Note1	Text
Employee	Form Data
Note2	Text
ReportHeader	Form Data
Note3	Text
ExpenseEntries	List Data
Note4	Text
ReportTotals1	Form Data
ReportTotals2	Form Data
ReportTotals3	Form Data
Note5	Text
BottomNote	Text

NOTE: You cannot remove any content IDs from this page; however, if you choose to leave a section blank, such as a Note, then that section is suppressed on the printed report.

2. You can either:
   - **Edit Information:** Select a row under **Content ID** and click **Modify Content** to edit the general information about this content section. The **Edit Content for print format** page appears. Depending on the content type, the page may vary. Refer to the individual sections below for each content type.



- **Add or Remove List or Form Data Fields:** Select a row and click **Modify Fields** to open the **Edit fields for print format** page where you can add, remove, and change the order of these data field types.



3. Click **Save** to save your changes.

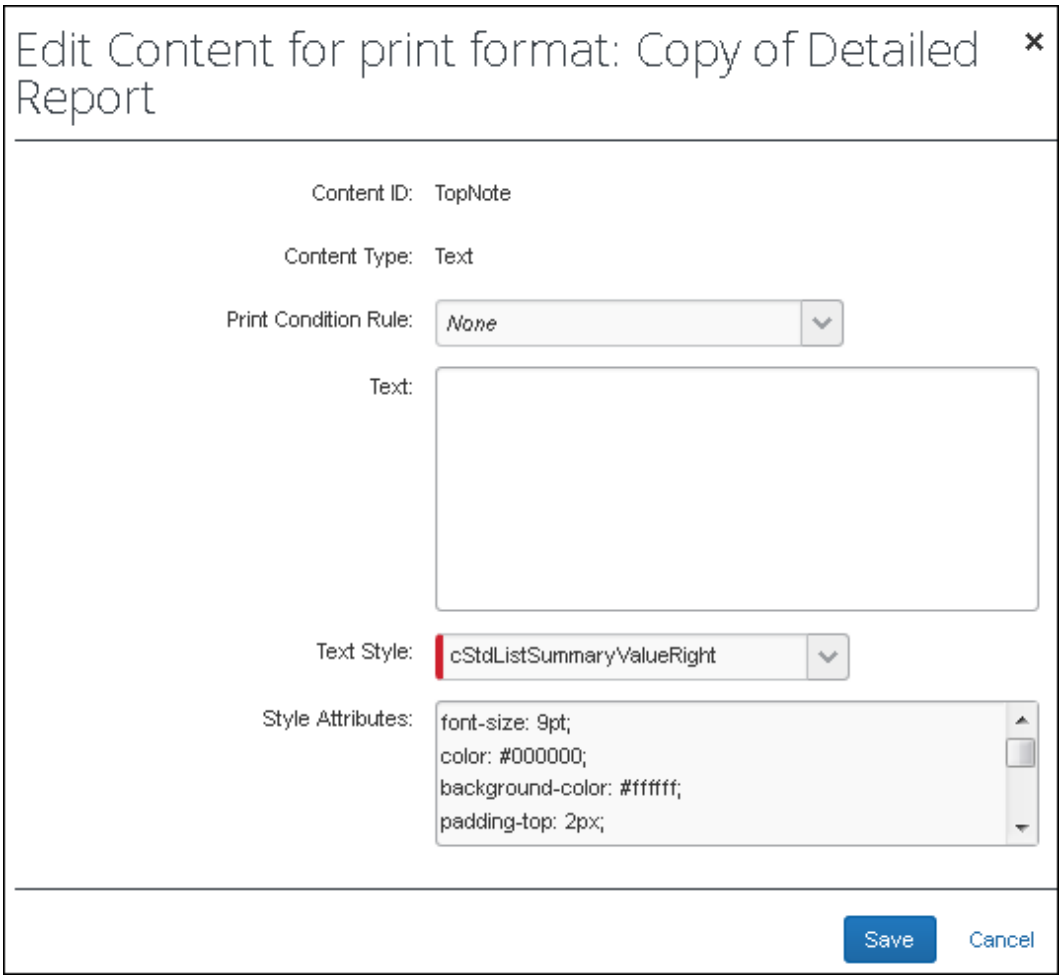
Text Content Type

The text content type is used for instructional text or a note that can appear at the top of the page.

To edit text content

1. Select a report with Text data content and select a Text Content ID type such as TopNote, BottomNote, or Note2,

2. Click **Modify Content** - the **Edit Content for print format** page appears.



3. Complete all required fields:

Field	Description
Content ID	*Default:* Displays the name of the content ID.
Content Type	*Default:* Text
Print Condition Rule	The print condition rule associated with the content type. If the content type does not meet the rule, it is excluded from the printed report.

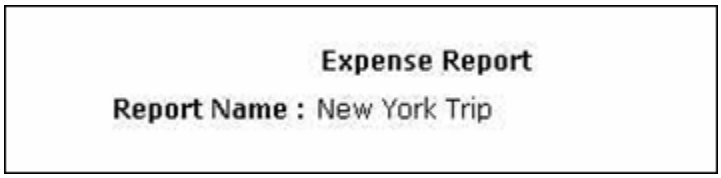
Field	Description
Text	Type the text to be displayed on the printed report. This text is the same for every expense report that is printed. Maximum length is 1000 characters. You can use some special character tags that are replaced by the equivalent HTML tags. The supported special character tags are: **NOTE:** All characters in the square brackets MUST be in lower case.
Text Style	A style variable from the available print styles that determines the font, color, and alignment of the text.
Style Attributes	Identifies the styles that this field is comprised of as defined in the style sheet. This field is not editable but rather displayed for your reference.

Purpose	Special Tags	HTML Tag Inserted
Bold	[b] [/b]	
Italic	[i] [/i]	
Underlined	[u] [/u]	<u> </u>
Numbered list	[ol] [/ol]	
Bulleted list	[ul] [/ul]	
List item	[li] [/li]	
Line space	[br]	
Anchor tag	[a name=] [/a]	(a name=*value*) (/a}
Link	[a href= *value*] [/a]	(a href=*value*) (/a)

4. Click **Save**.

Form Data Content Type

Form Data content type allows the user to add fields, such as Report Name, Report Number, and Employee Name, to the printed report.

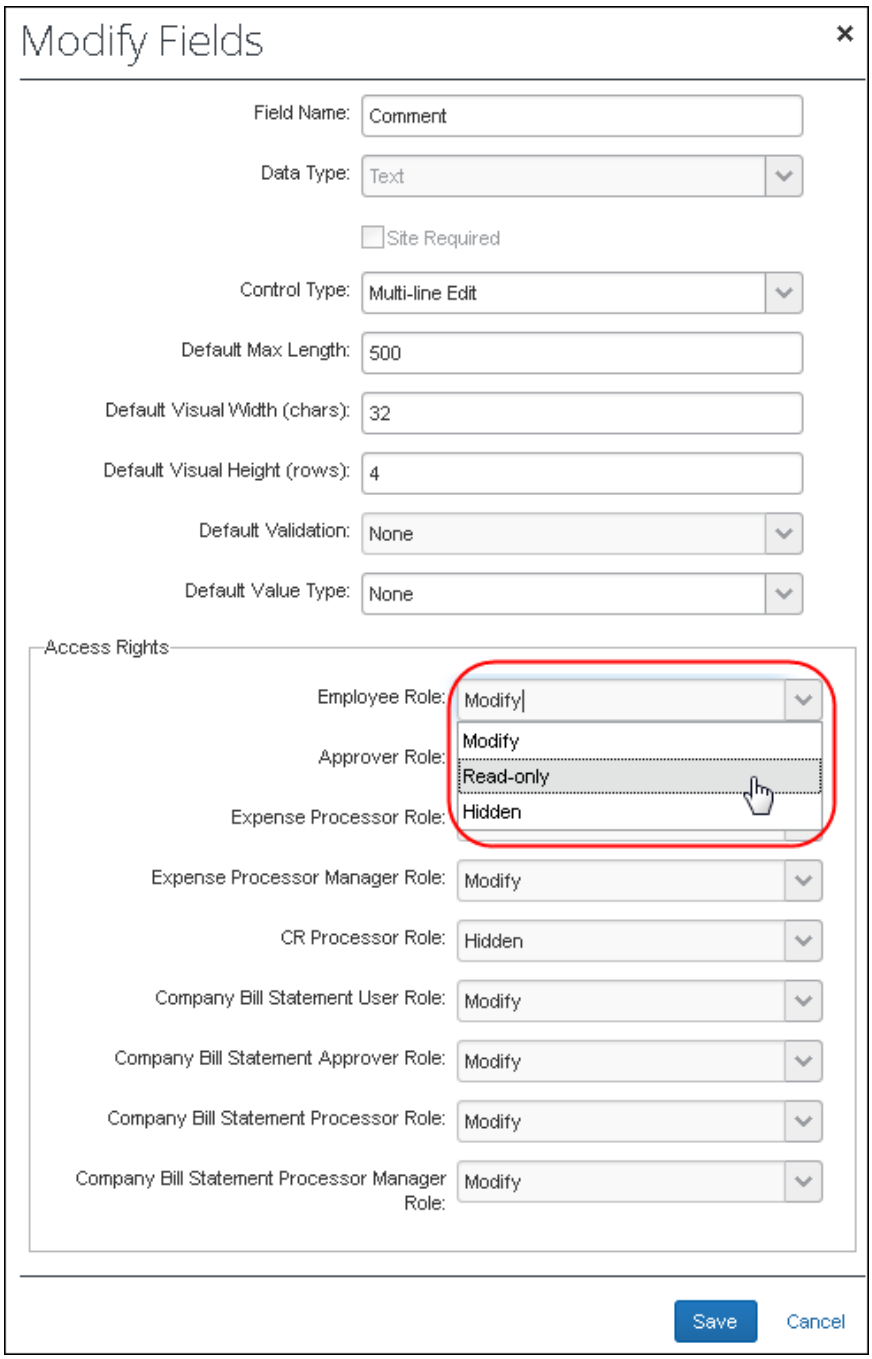


Field Access

The field access settings of a field (Hidden, Read-Only) and the role of the user printing the report control whether that field is displayed on the printed report or not. If you have a field marked as Hidden as the field access for the employee role in the configuration, then when you select it to appear on the printed report, it does not

actually appear on the printed report for the end user. This is the same for the approver and processor roles if a processor or approver is printing the report.

If you want a **Hidden** field to appear on the printed report for any of these roles, then you must modify the field access within **Administration > Expense > Forms and Fields** > **Fields** and mark it as Read-only or Modify and not Hidden.



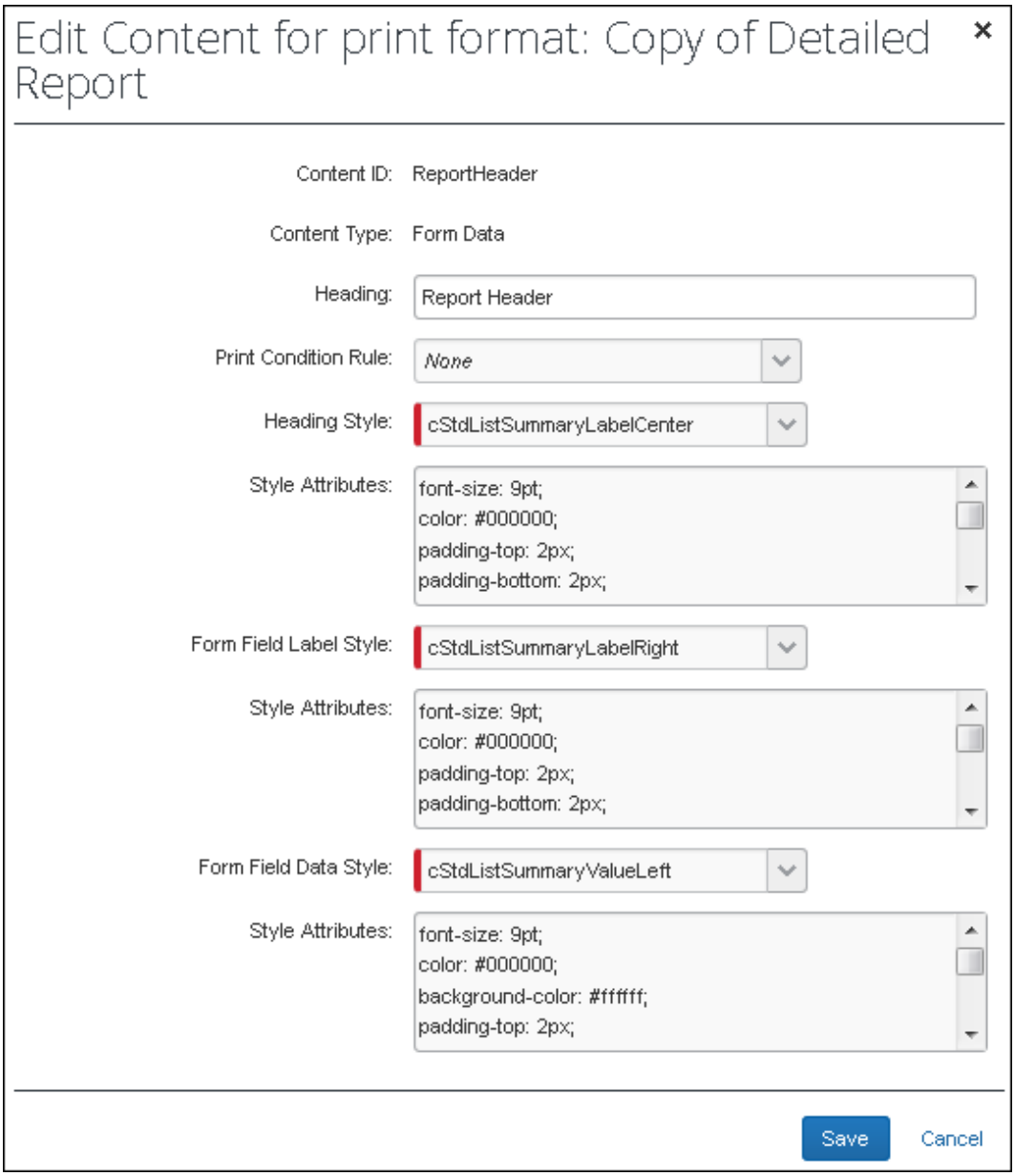
Changing the label associated with a field name requires the Global Expense Configuration administrator role. For more information refer to the *Concur Expense: Forms and Fields Setup Guide*.

NOTE: Some default fields within the format, such as report totals, may have a field access as Hidden by default, and should be modified to Read-only if you want them to be displayed on the Printed Reports. This should be done as part of the configuration process. This may also require modification of the forms using these fields, to mark the field as hidden on the form if you have set the field access from Hidden to Read-Only or Modify on the field settings.

To edit form data content:

1. Select a report with Form data content and select a Form data content type such as TopNote, BottomNote, ReportHeader or Note2.

2. Click **Modify Content** - the **Edit Content for print format** page appears.



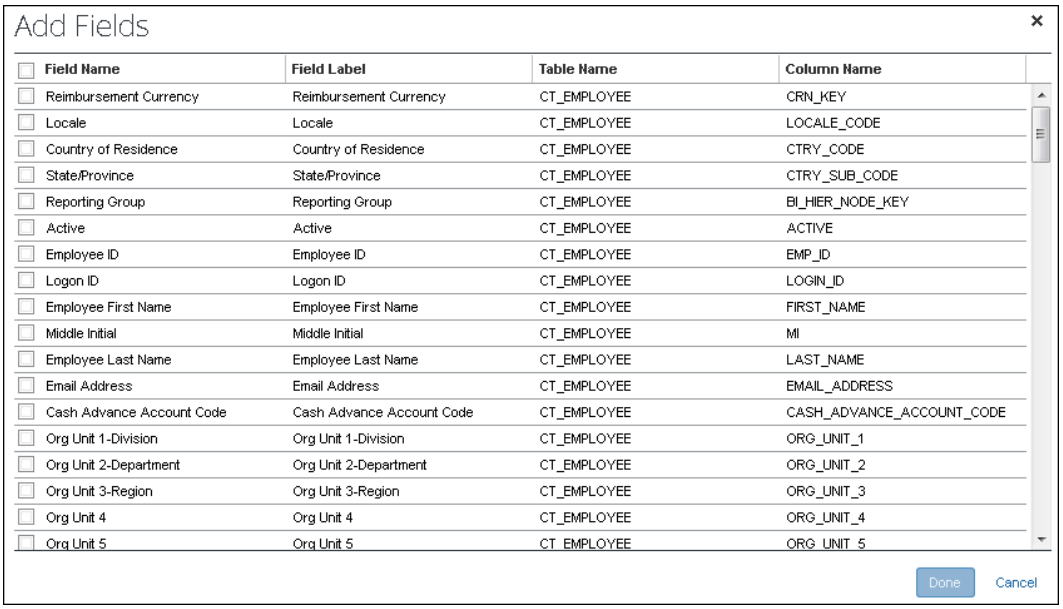
3. Complete all required fields:

Field	Description
Content ID	Displays the name of the content ID.
Content Type	Form Data
Heading	Text that is displayed directly above the fields for this section on the printed report. If the style is centered, then the heading is centered to the width of the form data fields. Maximum length is 256 characters.
Print Condition Rule	The print condition rule associated with the content type. If the content type does not meet the rule, it is excluded from the printed report.
Heading Style	The style that determines the font, color, and alignment of the heading text.
Form Field Label Style	The style that determines the font, color, and alignment for each field label that appears in this section.
Form Field Data Style	The style that determines the font, color, and alignment for the field data for each field that appears in this section.
Style Attribute fields	Each **Style Attribute** field identifies the styles used for each style as identified in the style sheet. These fields are not editable but displayed for your reference.

4. Click **Save** to close the **Edit Content for print format** page.

5. With the same field selected, now click **Modify Fields** - the **Edit Fields for Print Format** page appears, displaying all of the fields that will appear on the printed report.

6. Click **Add Fields** to add additional fields to display on the printed report. The **Add Field** page appears.

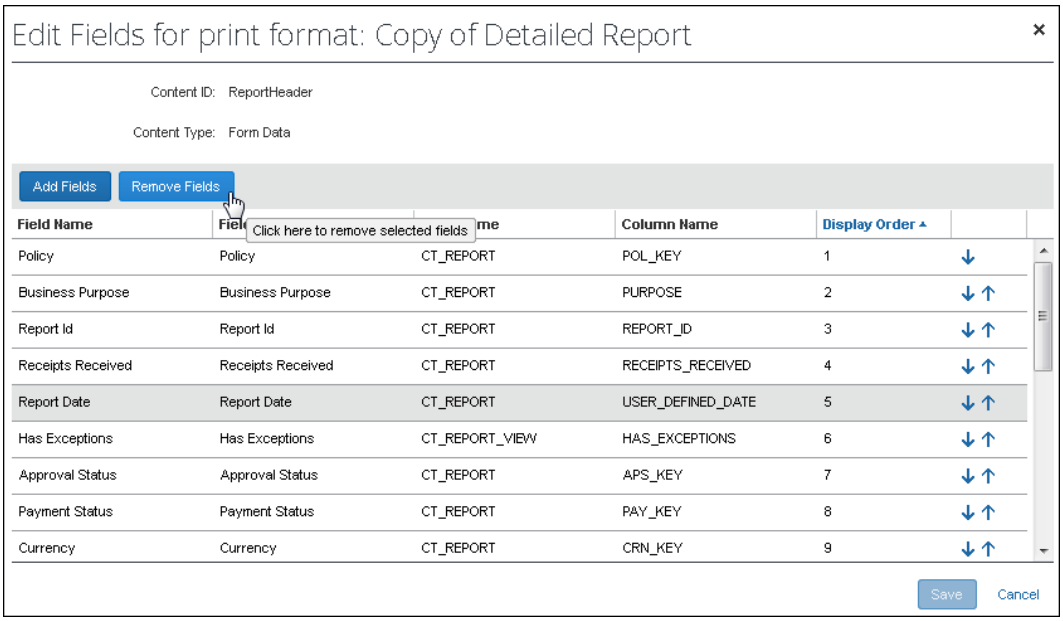


Field Name	Field Label	Table Name	Column Name
Reimbursement Currency	Reimbursement Currency	CT_EMPLOYEE	CRN_KEY
Locale	Locale	CT_EMPLOYEE	LOCALE_CODE
Country of Residence	Country of Residence	CT_EMPLOYEE	CTRY_CODE
State/Province	State/Province	CT_EMPLOYEE	CTRY_SUB_CODE
Reporting Group	Reporting Group	CT_EMPLOYEE	BI_HIER_NODE_KEY
Active	Active	CT_EMPLOYEE	ACTIVE
Employee ID	Employee ID	CT_EMPLOYEE	EMP_ID
Logon ID	Logon ID	CT_EMPLOYEE	LOGIN_ID
Employee First Name	Employee First Name	CT_EMPLOYEE	FIRST_NAME
Middle Initial	Middle Initial	CT_EMPLOYEE	MI
Employee Last Name	Employee Last Name	CT_EMPLOYEE	LAST_NAME
Email Address	Email Address	CT_EMPLOYEE	EMAIL_ADDRESS
Cash Advance Account Code	Cash Advance Account Code	CT_EMPLOYEE	CASH_ADVANCE_ACCOUNT_CODE
Org Unit 1-Division	Org Unit 1-Division	CT_EMPLOYEE	ORG_UNIT_1
Org Unit 2-Department	Org Unit 2-Department	CT_EMPLOYEE	ORG_UNIT_2
Org Unit 3-Region	Org Unit 3-Region	CT_EMPLOYEE	ORG_UNIT_3
Org Unit 4	Org Unit 4	CT_EMPLOYEE	ORG_UNIT_4
Org Unit 5	Org Unit 5	CT_EMPLOYEE	ORG_UNIT_5

NOTE: Select *Report Number* to add the **Report Number** field to printed reports. Report Number is a unique 6-character (alphanumeric) report identifier introduced as part of the NextGen UI. This field is visible on a printed report for users.

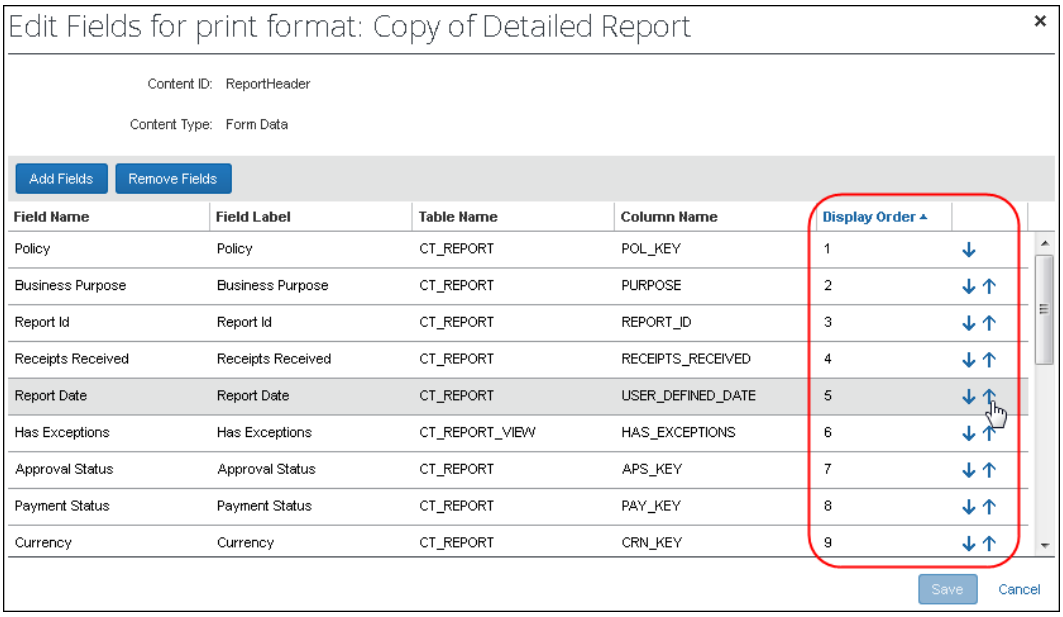
7. Select all the fields you want displayed on the printed report, then click **Done**.

8. To remove a field from the report format, select a field, and then click **Remove Fields**.



Field Name	Field Label	Table Name	Column Name	Display Order
Policy	Policy	CT_REPORT	POL_KEY	1
Business Purpose	Business Purpose	CT_REPORT	PURPOSE	2
Report Id	Report Id	CT_REPORT	REPORT_ID	3
Receipts Received	Receipts Received	CT_REPORT	RECEIPTS_RECEIVED	4
Report Date	Report Date	CT_REPORT	USER_DEFINED_DATE	5
Has Exceptions	Has Exceptions	CT_REPORT_VIEW	HAS_EXCEPTIONS	6
Approval Status	Approval Status	CT_REPORT	APS_KEY	7
Payment Status	Payment Status	CT_REPORT	PAY_KEY	8
Currency	Currency	CT_REPORT	CRN_KEY	9

9. To reorder the field, select it and use the Up and Down arrows to reorder the field, noting its new position under **Display Order**.



Field Name	Field Label	Table Name	Column Name	Display Order
Policy	Policy	CT_REPORT	POL_KEY	1
Business Purpose	Business Purpose	CT_REPORT	PURPOSE	2
Report Id	Report Id	CT_REPORT	REPORT_ID	3
Receipts Received	Receipts Received	CT_REPORT	RECEIPTS_RECEIVED	4
Report Date	Report Date	CT_REPORT	USER_DEFINED_DATE	5
Has Exceptions	Has Exceptions	CT_REPORT_VIEW	HAS_EXCEPTIONS	6
Approval Status	Approval Status	CT_REPORT	APS_KEY	7
Payment Status	Payment Status	CT_REPORT	PAY_KEY	8
Currency	Currency	CT_REPORT	CRN_KEY	9

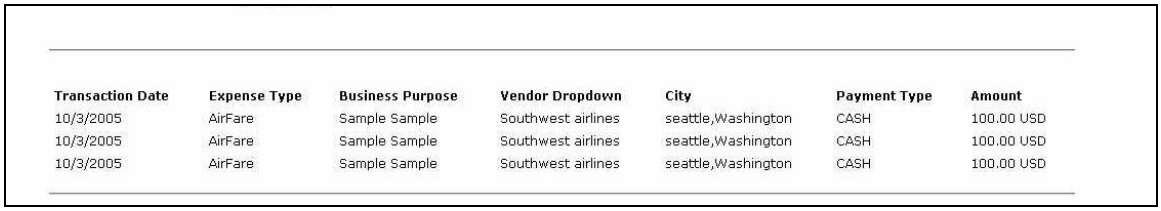
10. Click **Save** when done adding, removing, and reordering the fields.

List Data Content Type

The List Data content type is used for areas that have a list of expenses or cash advances included on the report. List entries may be sorted in ascending order by specifying one or more designated fields to sort the list by. List entries may also be grouped, at a single level, by specifying one or more fields to group by. If desired, a representative icon may also be added as a column to the list. Icons replace longer field labels and act identically, calling out the expense status visually while using a minimum of visual space.

Refer to the section *Creating Groupings for Entry Lists* for additional information about grouping.

For a List Data content type, you add the fields, such as tax, reclaim, vendor, business purpose, and amount that you want to appear on the printed report.

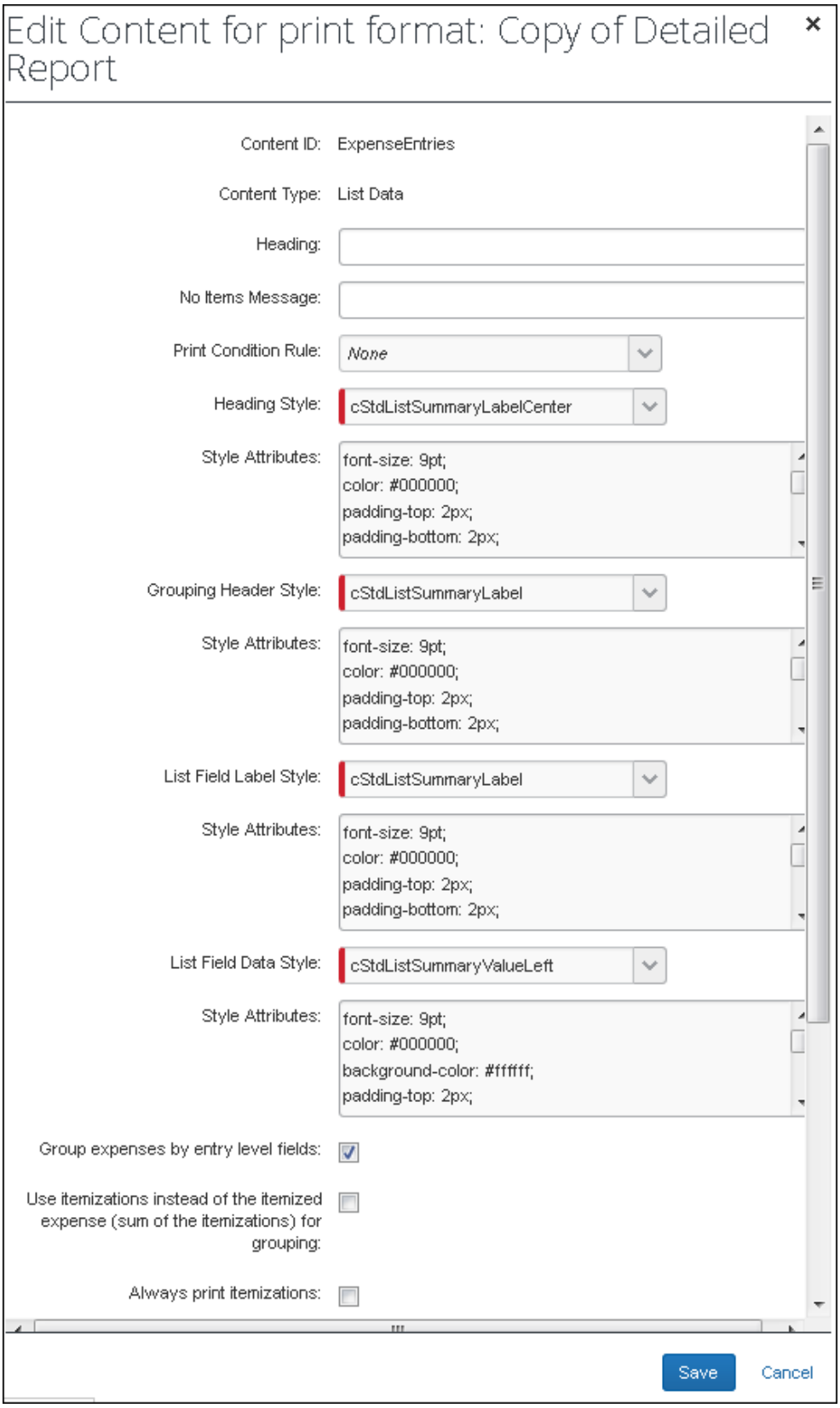


Transaction Date	Expense Type	Business Purpose	Vendor Dropdown	City	Payment Type	Amount
10/3/2005	AirFare	Sample Sample	Southwest airlines	seattle,Washington	CASH	100.00 USD
10/3/2005	AirFare	Sample Sample	Southwest airlines	seattle,Washington	CASH	100.00 USD
10/3/2005	AirFare	Sample Sample	Southwest airlines	seattle,Washington	CASH	100.00 USD

To edit list data content:

1. Select a report with List data content and select a List data content type such as Expense Entries.

2. Click **Modify Content** - the **Edit Content for print format** page appears.



3. Complete all required fields:

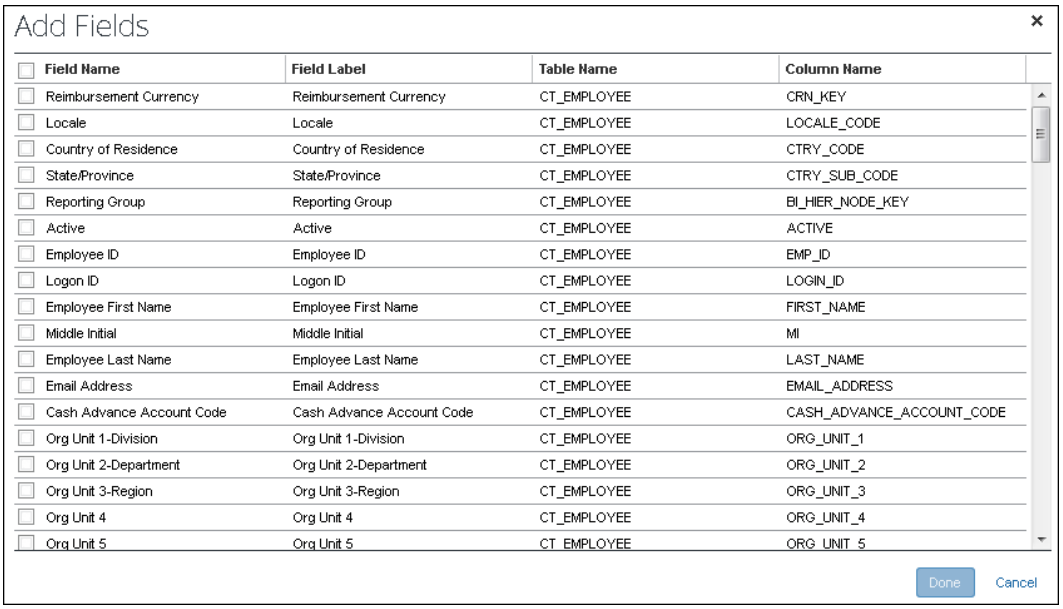
Field	Description
Content ID	Displays the name of the content ID
Content Type	List Data
Heading	Text that is displayed directly above the fields for this section on the printed report. If the style is centered, then the heading it centered to the width of the form data fields. Maximum length is 256 characters.
No Items Message	Text that you want displayed on the printed report if there are no items in the expense report to be printed in this section. If this field is blank, and no items match the list at print time, then nothing appears in this section. Maximum length is 256 characters.
Print Condition Rule	The print condition rule associated with the content type. If the content type does not meet the rule, it is excluded from the printed report.
Heading Style	The style that determines the font, color, and alignment of the heading.
Grouping Header Style	The style that determines the font, color, and alignment of the grouped column headings.
List Field Label Style	The style that determines the font, color, and alignment for each list field label that appears in this section.
List Field Data Style	The style that determines the font, color, and alignment for the data for each field that appears in this section.
Style Attribute fields for each Style (above)	Each **Style Attribute** field identifies the styles used for each style as identified in the style sheet. These fields are not editable but displayed for your reference.
Group expenses by entry level fields	Select to enable grouping by entry level fields for the List Data section of the printed report. Entries will be grouped by the fields as defined in the **Edit Grouping** page, with headers for each group appearing before each grouping of expenses, indicating the fields being grouped by. This field is selected (enabled) by default
Use itemizations instead of the itemized expense (sum of the itemizations) for grouping	Select to group by the child itemizations instead of the parent. By default, grouping is based on the sum of the itemization parent. Note the following: • When this option is selected, parent entries do ***not*** display. However, child entries will ***always*** display, even if not specifically included in the printed report • Totaling will only occur if this option is selected or if the user has ***not*** chosen to show itemizations This field may only be selected if the **Group expenses by entry level fields** is selected.

Field	Description
Always print itemizations	Select to force printing of itemizations for this specific list. This option overrides ***any other*** itemization print selection. This field may ***only*** be selected if the Use itemizations instead of the itemized expense (sum of the itemizations) for grouping check box is cleared (disabled). 📖 See the section *Forcing Itemization Printing for List Data Content* in this guide for more information.
Use the compressed text format with no headings	If selected, the expense entries are displayed in a compressed format with column data separated by semi-colons, and all headings are not displayed. The row is preceded by a blank check box. For example: ☐ 2/15/05; Airfare; 355.00 USD; ☐ 2/16/05; Lodging; 425.00 USD; If the entry includes exceptions, comments, allocations, or attendees and these fields are included in the fields to be printed on the report, these sub-lists are not compressed. They are printed below the expense line, as in an uncompressed format.
Only print expenses that require a receipt	If selected, only expense entries that require a printed receipt are included in the list. For more information on receipt limits, refer to the *Concur Expense: Receipt Handling - Receipt Limits Setup Guide*.
Only print expenses associated with a cash advance return	If selected, only display expenses that are associated with a cash advance return.
Enable customization of allocation details for expenses	If selected, allows customization of allocation fields, specifying what details appear and how they are displayed.
Include divider line between expenses	If selected, a divider line is placed between each row of expenses in the list.

4. Click **Save** to close the **Edit Content for print format** page.

5. With the same field selected, now click **Modify Fields** - the **Edit Fields for Print Format** page appears, displaying all of the fields that will appear on the printed report.

6. Click **Add Fields** to add additional fields to display on the printed report. The **Add Fields** page appears.



Add Fields

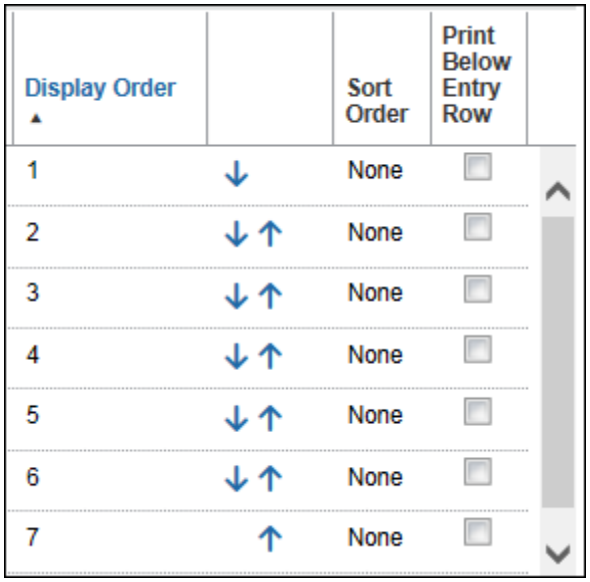
Field Name	Field Label	Table Name	Column Name
Reimbursement Currency	Reimbursement Currency	CT_EMPLOYEE	CRN_KEY
Locale	Locale	CT_EMPLOYEE	LOCALE_CODE
Country of Residence	Country of Residence	CT_EMPLOYEE	CTRY_CODE
State/Province	State/Province	CT_EMPLOYEE	CTRY_SUB_CODE
Reporting Group	Reporting Group	CT_EMPLOYEE	BI_HIER_NODE_KEY
Active	Active	CT_EMPLOYEE	ACTIVE
Employee ID	Employee ID	CT_EMPLOYEE	EMP_ID
Logon ID	Logon ID	CT_EMPLOYEE	LOGIN_ID
Employee First Name	Employee First Name	CT_EMPLOYEE	FIRST_NAME
Middle Initial	Middle Initial	CT_EMPLOYEE	MI
Employee Last Name	Employee Last Name	CT_EMPLOYEE	LAST_NAME
Email Address	Email Address	CT_EMPLOYEE	EMAIL_ADDRESS
Cash Advance Account Code	Cash Advance Account Code	CT_EMPLOYEE	CASH_ADVANCE_ACCOUNT_CODE
Org Unit 1-Division	Org Unit 1-Division	CT_EMPLOYEE	ORG_UNIT_1
Org Unit 2-Department	Org Unit 2-Department	CT_EMPLOYEE	ORG_UNIT_2
Org Unit 3-Region	Org Unit 3-Region	CT_EMPLOYEE	ORG_UNIT_3
Org Unit 4	Org Unit 4	CT_EMPLOYEE	ORG_UNIT_4
Org Unit 5	Org Unit 5	CT_EMPLOYEE	ORG_UNIT_5

Done Cancel

7. Select all the fields you want displayed on the printed report, then click **Done**.

8. To remove a field from the report format, select a field, and then click **Remove Fields**.

9. Decide on the display and sorting order for the list data:



Display Order		Sort Order	Print Below Entry Row
1	↓	None	
2	↓ ↑	None	
3	↓ ↑	None	
4	↓ ↑	None	
5	↓ ↑	None	
6	↓ ↑	None	
7	↑	None	

- **Display Order:** Sets the order, left to right, of the columns making up the list data.
- **Sort Order:** Sets the field(s) that will dictate the order by which the list is sorted. You may choose more than one. In the example below, the

selected sort order is Client, then Project. Note that there are only two values for Client - where they are identical, the sort order falls to Project since this is the second sort order criteria:

Transaction Date	Expense Type	Client	Project	City	Payment Type	Amount
08/27/2008	Miscellaneous	ClientABC	Proj111	Seattle	Cash	$100.00
09/08/2008	Airfare	ClientABC	Proj222	Dallas	Cash	$325.00
08/27/2008	Airfare	ClientDEF	Proj333	Seattle	Company Paid	$300.00
09/10/2008	Miscellaneous	ClientDEF	Proj444	Redmond	Company Paid	$12.50

- **Print Below Entry Row:** The list data content section of a printed report can include additional list data fields below the entry row in the format "**Field Label:** Field Content". The appearance of this additional data appears as a list-type format as shown in the figure below:

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
05/14/2009	Airfare		Alaska Airlines		Cash	$350.00
	Custom 01 :	NINE (999999)				
	Custom 02 :	EIGHT				
	Custom 03 :	777777				
05/13/2009	Miscellaneous				Cash	$100.00
	Custom 01 :	ONE (111111)				
	Custom 02 :	TWO				
	Custom 03 :	333333				

- **Display Value:** Include the code associated with a list item in their printed report. Choices include the name and long or short code, and each may be displayed and printed either alone or alongside the name. Seven variants are available, including name or long or short code, or a combination of either the long or short code alongside the name.

10. Click **Save**.

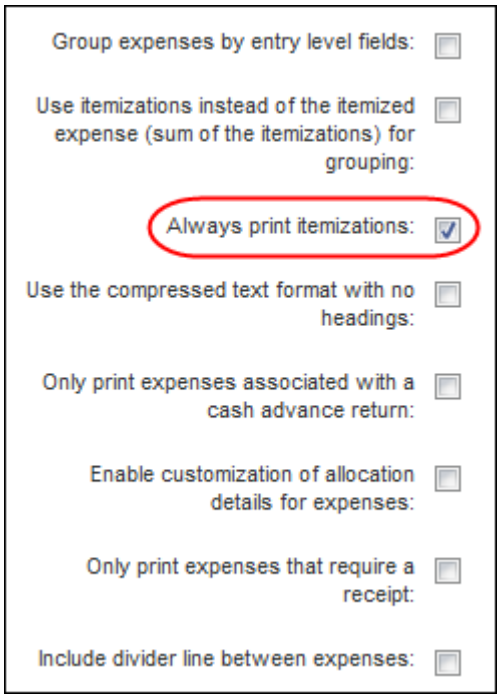
NOTE: Fields that may have multiple entries such as attendees, allocations, comments and exceptions are printed on the line following the expense entry

NOTE: When **Allocations** are printed, the following disclaimer is also printed at the bottom of the list content and cannot be removed: The *sum of allocation amounts may not exactly match the expense amount due to rounding.*

FORCING ITEMIZATION PRINTING FOR LIST DATA CONTENT

The List Data content id type has an option to force the printing of itemizations for that specific list. This option is ***only*** available to the List Data content id type, and overrides ***any*** other option selected that allows or disallows printing of itemizations. For example, it is possible to globally suppress itemizations in a printed report if the value for **Itemizations** on the **Edit (or View) Print Format** page is **Do not print itemizations**.

However, if you select the **Always print itemizations** check box in the **Edit Content for Print Format** page itemizations will be printed for content associated with that content id.



In practice this means one list may have itemizations while another does not - this is configured at the list level. An example is the printing of fixed travel allowance expense details. BIK data that must be listed in itemization format such as Fixed Meals (gross), Provided Meals, Taxable Meals can be printed alongside and augment the total daily meals allowance (Fixed Meals) data.

CREATING GROUPINGS FOR ENTRY LISTS

List data in printed reports may be grouped at a single level by specifying one or more field names to group by. A subtotal can also be incorporated into the grouped data to render an amount for the expense entries in the list data section of the printed report.

In the example below the **Client** and **Project** fields dictate the grouping, and the **Subtotal** field displays the totals of the expense entries. Where the **Client** data is identical, the secondary **Project** field dictates the next sort order sequence:

ClientABC - Proj111

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
08/27/2008	Miscellaneous			Seattle	Cash	$30.00
08/26/2008	Miscellaneous			Seattle	Cash	$20.00
08/27/2008	Office Supplies			Seattle	Cash	$40.00
08/26/2008	Office Supplies			Seattle	Cash	$10.00
					Subtotal:	**$100.00**

ClientABC - Proj222

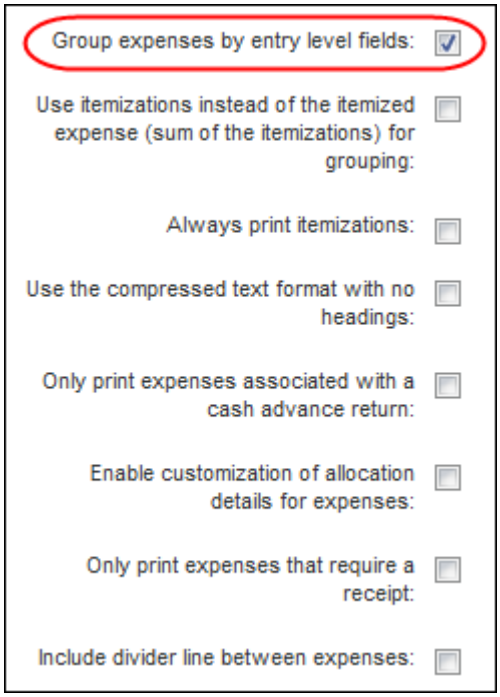
Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
09/08/2008	Airfare		American Airlines	Dallas	Cash	$325.00
					Subtotal:	**$325.00**

ClientDEF - Proj333

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
08/27/2008	Airfare		Alaska Airlines	Seattle	Company Paid	$300.00
09/10/2008	Miscellaneous			Redmond	Company Paid	$12.50
					Subtotal:	**$312.50**

ACTIVATING GROUPING FOR A PRINTED REPORT

The Expense Configuration administrator activates grouping by selecting the **Group expense by entry level fields** check box on the **Edit Content for print format** page.



This check box is selected (active) by default. Grouping is restricted to ascending order only.

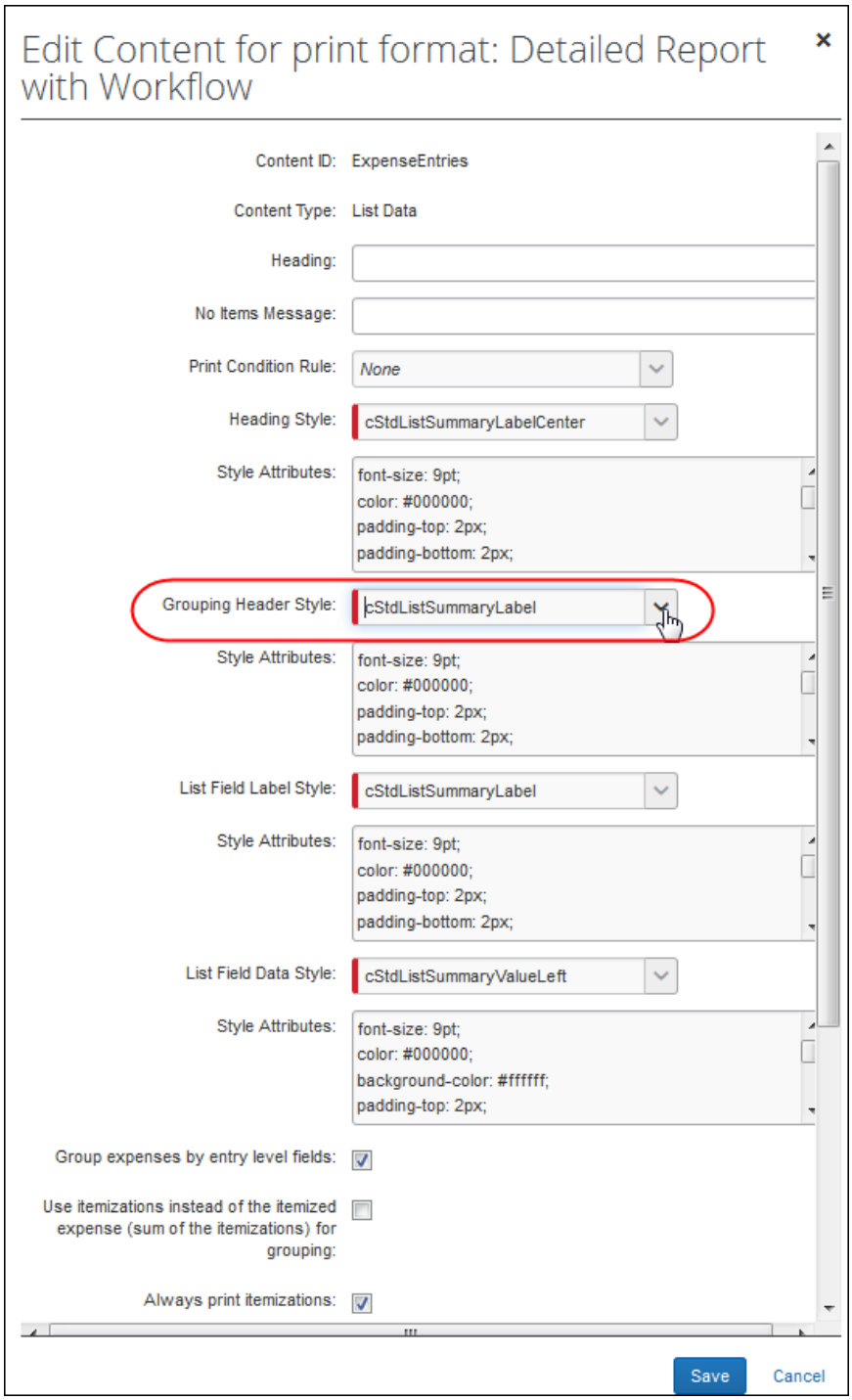
CONFIGURING GROUPING FOR A PRINTED REPORT

Configuration of grouping is divided into several tasks:

- Selecting the format and style for the grouping data
- Configuring to group by parent or itemizations
- Configuring the grouping sequence

Selecting the Format and Style for the Group

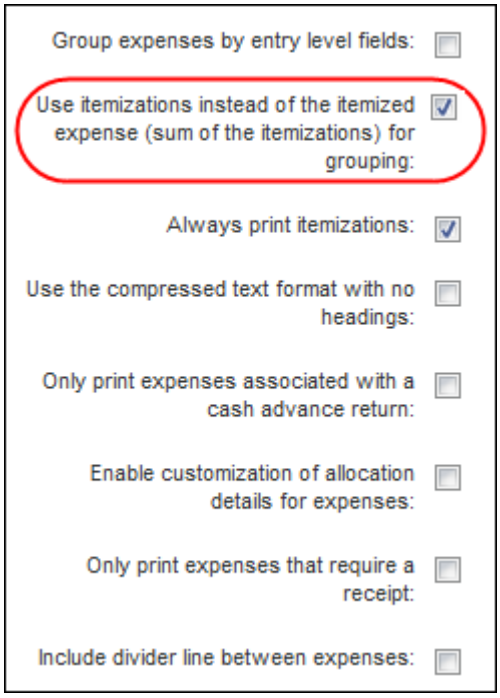
The format and style of the fields chosen for grouping are configured using the **Grouping Header Style** options on the **Edit Content for print format** page. Once selected these options are applied to whatever fields are selected for grouping.



Group by Parent or Itemizations

NOTE: Printing itemizations may be restricted depending on the configuration of the system. For more information, refer to the *Printing Itemizations* section of this guide.

By default, grouping is based on using the sum of itemization parent. However, the user can decide to group by the child itemizations instead of by the parent. This is done by selecting the **Use itemizations instead of the itemized expense (sum of the itemizations) for grouping** check box. This option is cleared (disabled) by default.

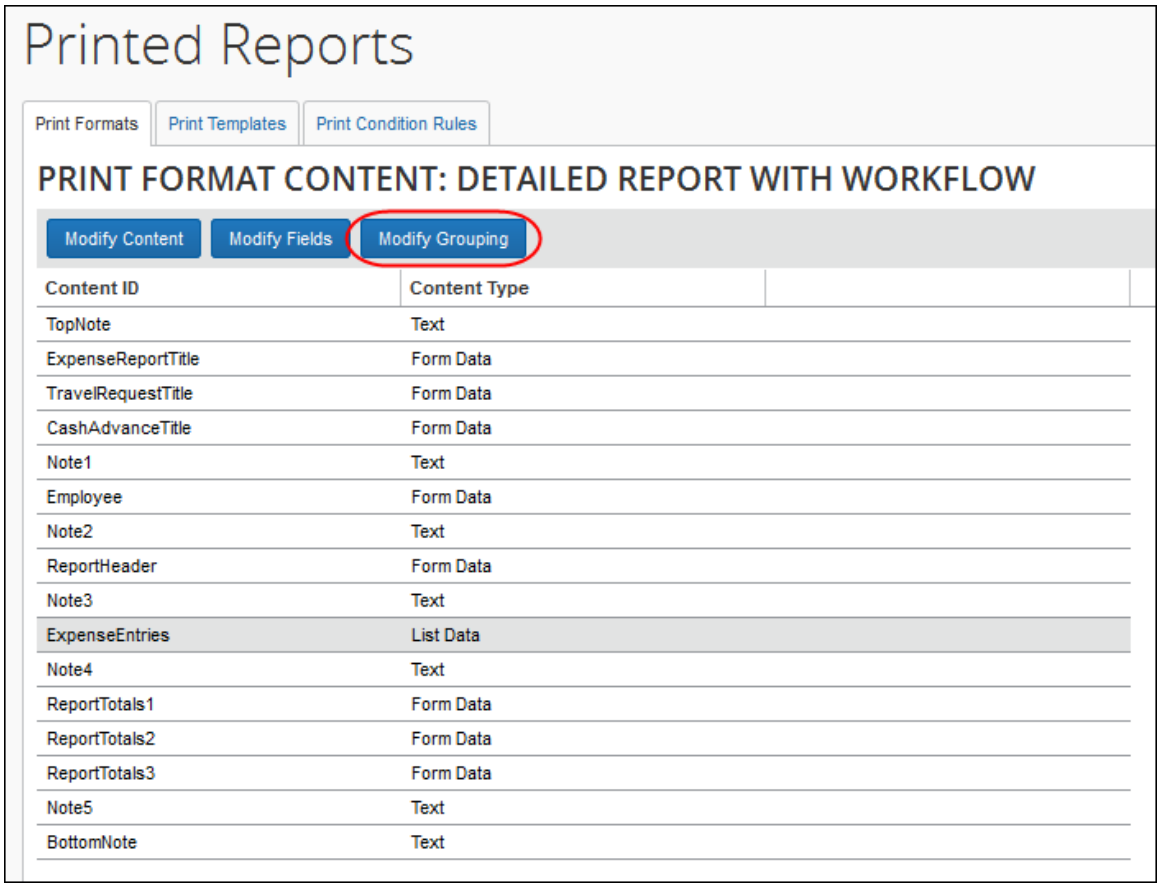


Note the following when using this feature:

- When this option is selected, parent entries do ***not*** display. However child entries will ***always*** display, even if not specifically included in the printed report
- Totaling will only occur if this option is selected or if the user has ***not*** chosen to show itemizations

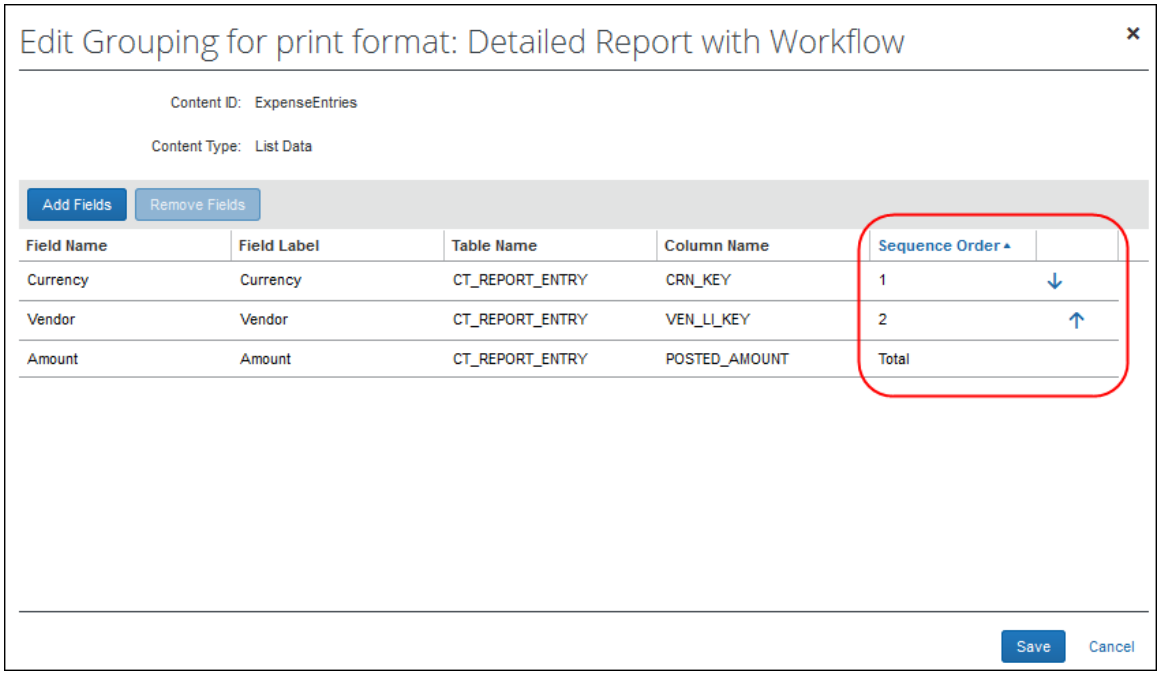
Configuring the Grouping Sequence

One or more fields may be selected to set the grouping sequence, and a subtotal amount may be added to total the expense entries in the list entries section of each grouped section in the printed report. Only fields from the CT_REPORT_ENTRY table are available for this purpose. Once the Group expenses by entry level fields check box is selected, the **Modify Grouping** button appears on the **Print Format Content** page.



The order is set by selecting a number for a field name under the **Sequence Order** column in the **Edit Grouping for print format** page. In the figure below, the **Reviewed** and **Currency** fields are assigned numbers that dictate the grouping order, while the **Amount** field is included to add a subtotal for each grouped section.

NOTE: If grouping is activated for a list data section on a report and no fields have been configured to group by, the entries are by default grouped by Expense Type. This maintains the backward compatibility of the previous grouping option available for list data.



NOTE: To obtain subtotals, add the **Amount** field. By default, **Total** appears in the **Sequence Order** column.

CONFIGURING ALLOCATION DETAILS

When displaying allocations in a printed report the administrator can decide to add additional fields and specify the order in which they should appear in the Allocation Detail section of the report. The administrator can also add an amount-type field (limited to one - Amount, Approved Amount, etc.) that calculates an allocation amount based on multiplying the selected amount field by the allocation percentage.

Allocation fields are presented in a list format for each allocation within the Allocation Detail section of the printed report as shown in the figure below.

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
05/19/2009	Miscellaneous				Cash	$100.00
	Allocations :	Custom 01:	ONE		$33.00	
		Custom 02:	222222			
		Custom 03:	1234			
		Custom 01:	THREE		$67.00	
		Custom 02:	444444			
		Custom 03:	5678			

Configuration

To configure allocation details:

1. On the **Print Formats** tab, select the desired print format.
2. Click **Modify Contents**.
3. Select the desired List Data field.
4. Click **Modify Fields**.

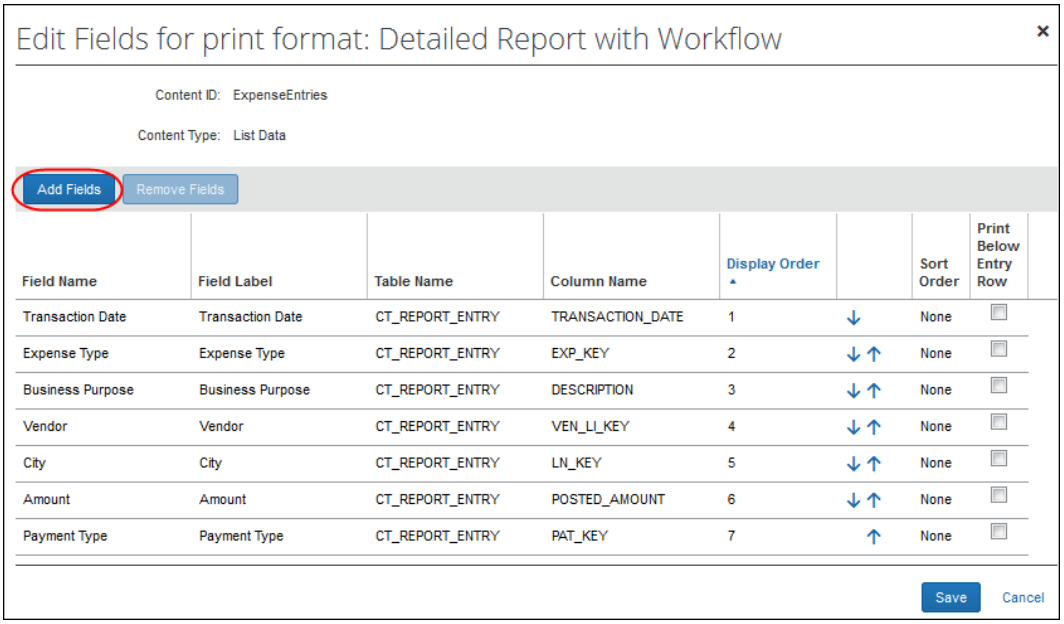
Print Formats | Print Templates | Print Condition Rules

PRINT FORMAT CONTENT: DETAILED REPORT WITH WORKFLOW

Modify Content | Modify Fields | Modify Grouping

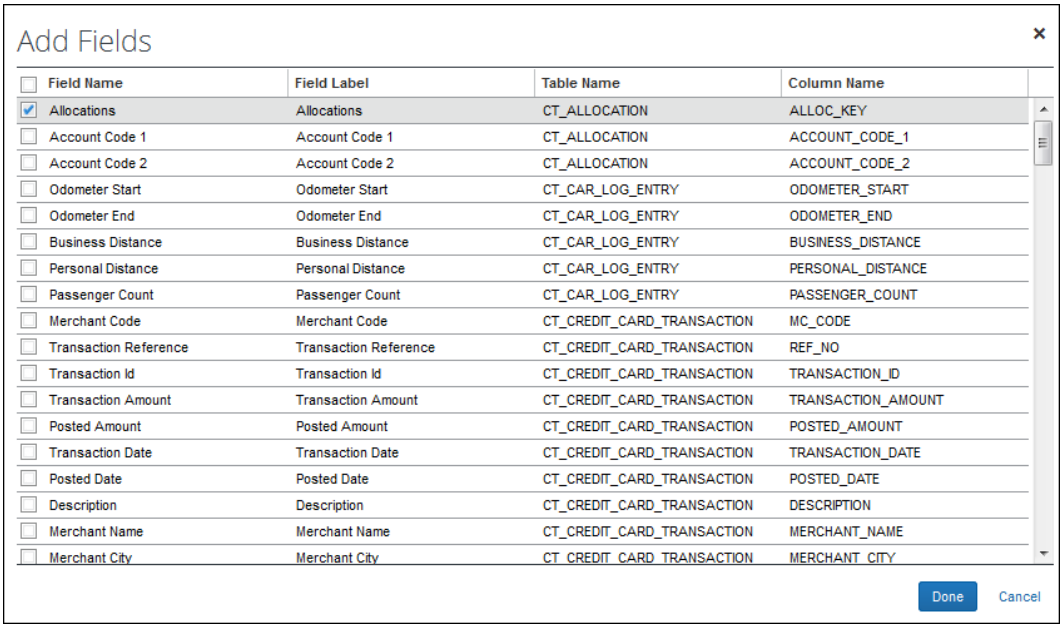
Content ID	Content Type
TopNote	Text
ExpenseReportTitle	Form Data
TravelRequestTitle	Form Data
CashAdvanceTitle	Form Data
Note1	Text
Employee	Form Data
Note2	Text
ReportHeader	Form Data
Note3	Text
ExpenseEntries	List Data
Note4	Text
ReportTotals1	Form Data
ReportTotals2	Form Data
ReportTotals3	Form Data
Note5	Text
BottomNote	Text

5. Click **Add Fields**.



Field Name	Field Label	Table Name	Column Name	Display Order		Sort Order	Print Below Entry Row
Transaction Date	Transaction Date	CT_REPORT_ENTRY	TRANSACTION_DATE	1	↓	None	
Expense Type	Expense Type	CT_REPORT_ENTRY	EXP_KEY	2	↓ ↑	None	
Business Purpose	Business Purpose	CT_REPORT_ENTRY	DESCRIPTION	3	↓ ↑	None	
Vendor	Vendor	CT_REPORT_ENTRY	VEN_LI_KEY	4	↓ ↑	None	
City	City	CT_REPORT_ENTRY	LN_KEY	5	↓ ↑	None	
Amount	Amount	CT_REPORT_ENTRY	POSTED_AMOUNT	6	↓ ↑	None	
Payment Type	Payment Type	CT_REPORT_ENTRY	PAT_KEY	7	↑	None	

6. Select the **Allocations** field.



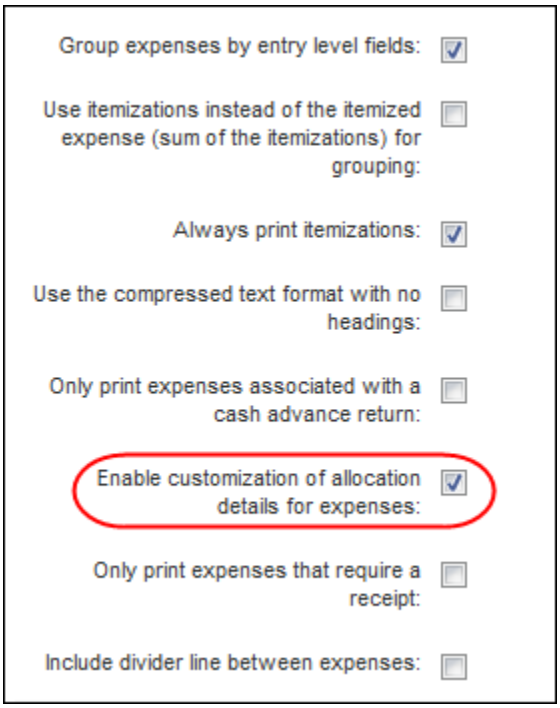
Field Name	Field Label	Table Name	Column Name
Allocations	Allocations	CT_ALLOCATION	ALLOC_KEY
Account Code 1	Account Code 1	CT_ALLOCATION	ACCOUNT_CODE_1
Account Code 2	Account Code 2	CT_ALLOCATION	ACCOUNT_CODE_2
Odometer Start	Odometer Start	CT_CAR_LOG_ENTRY	ODOMETER_START
Odometer End	Odometer End	CT_CAR_LOG_ENTRY	ODOMETER_END
Business Distance	Business Distance	CT_CAR_LOG_ENTRY	BUSINESS_DISTANCE
Personal Distance	Personal Distance	CT_CAR_LOG_ENTRY	PERSONAL_DISTANCE
Passenger Count	Passenger Count	CT_CAR_LOG_ENTRY	PASSENGER_COUNT
Merchant Code	Merchant Code	CT_CREDIT_CARD_TRANSACTION	MC_CODE
Transaction Reference	Transaction Reference	CT_CREDIT_CARD_TRANSACTION	REF_NO
Transaction Id	Transaction Id	CT_CREDIT_CARD_TRANSACTION	TRANSACTION_ID
Transaction Amount	Transaction Amount	CT_CREDIT_CARD_TRANSACTION	TRANSACTION_AMOUNT
Posted Amount	Posted Amount	CT_CREDIT_CARD_TRANSACTION	POSTED_AMOUNT
Transaction Date	Transaction Date	CT_CREDIT_CARD_TRANSACTION	TRANSACTION_DATE
Posted Date	Posted Date	CT_CREDIT_CARD_TRANSACTION	POSTED_DATE
Description	Description	CT_CREDIT_CARD_TRANSACTION	DESCRIPTION
Merchant Name	Merchant Name	CT_CREDIT_CARD_TRANSACTION	MERCHANT_NAME
Merchant City	Merchant City	CT_CREDIT_CARD_TRANSACTION	MERCHANT_CITY

7. Click **Done**.

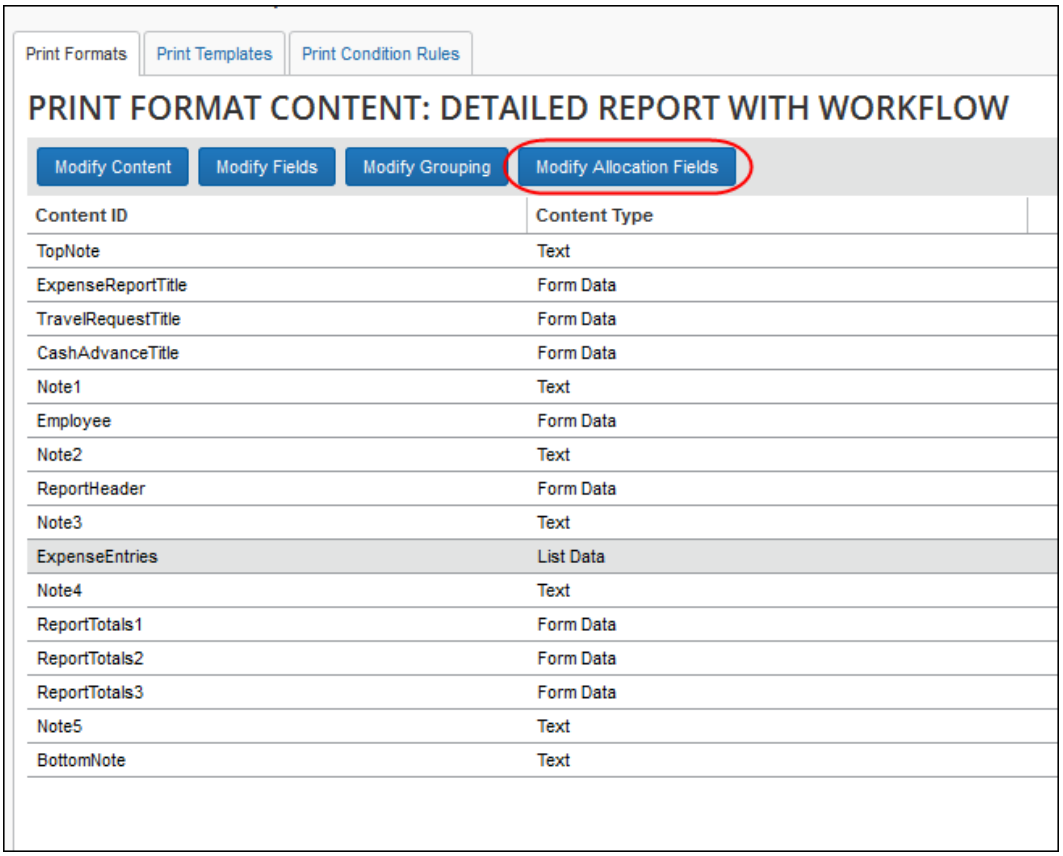
8. Click **Save**.

9. Click **Modify Content**.

10. Click (enable) the **Enable customization of allocation details for expenses** check box.

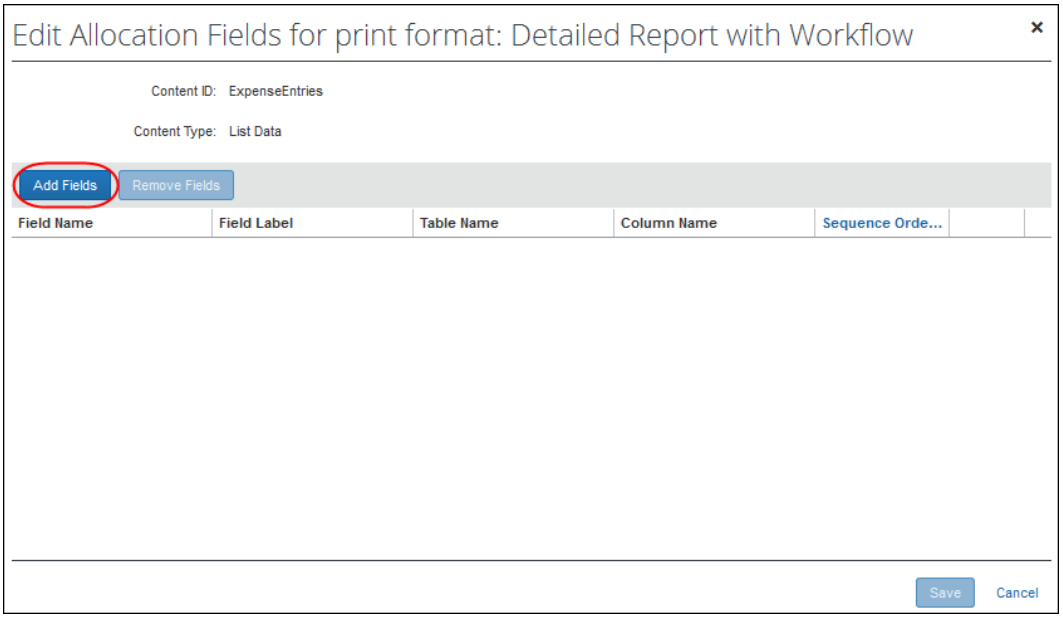


11. Click **Save**. This **Modify Allocation Fields** button now displays.

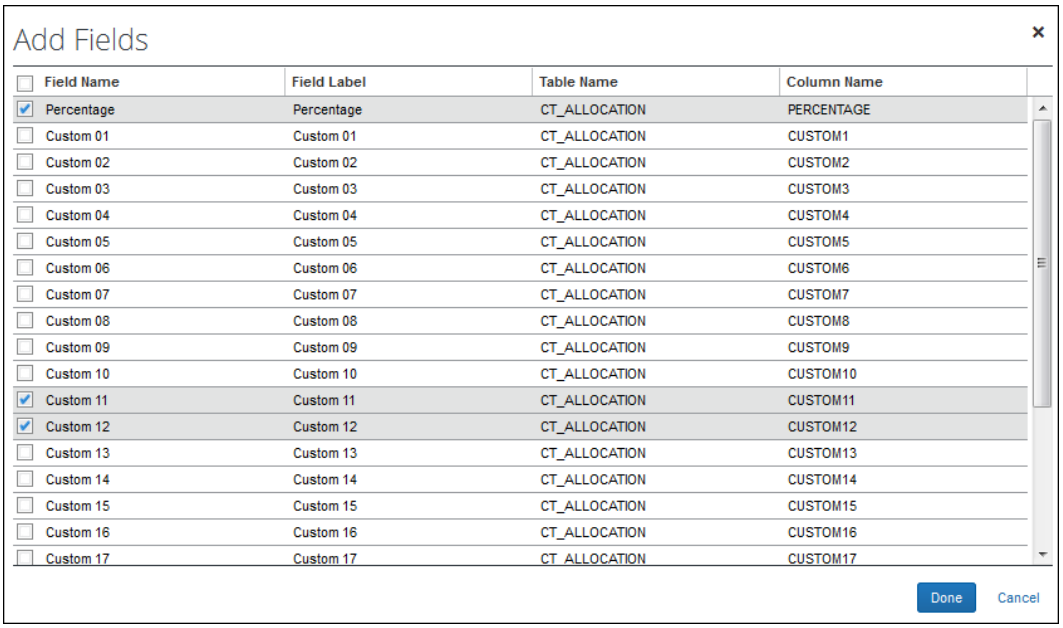


12. Click **Modify Allocation Fields**.

13. Click **Add Fields**.

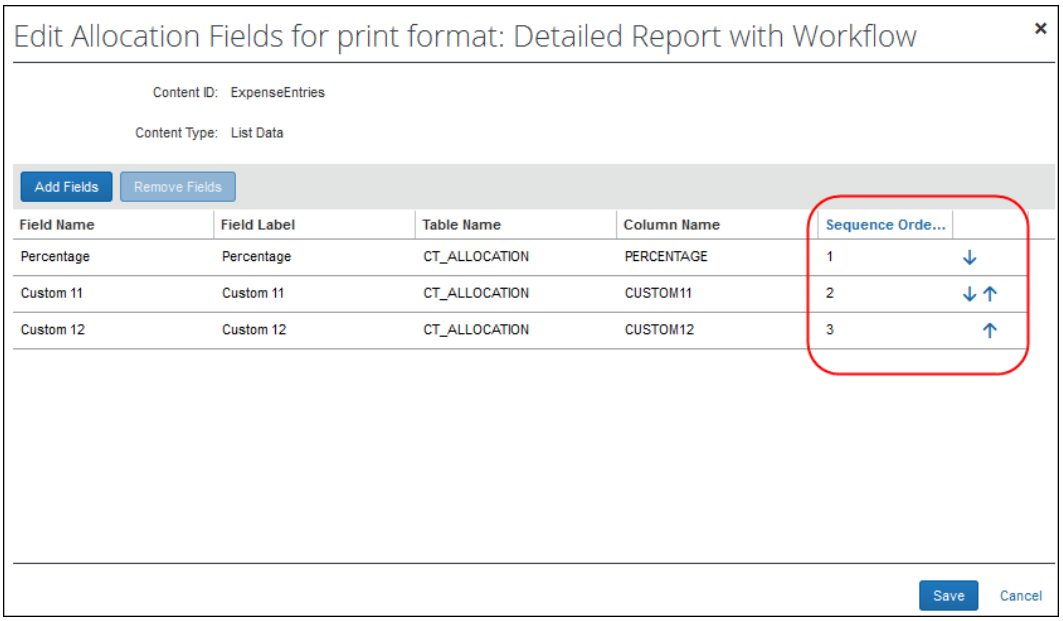


14. On the **Add Fields** page, select the desired fields.



15. Click **Done**.

16. On the **Edit Allocation Fields for print format** page, use the arrows in the **Sequence Order** column to arrange the allocation field display.



17. Click **Save**.

ADDING A DIVIDER LINE BETWEEN EXPENSES IN LIST DATA

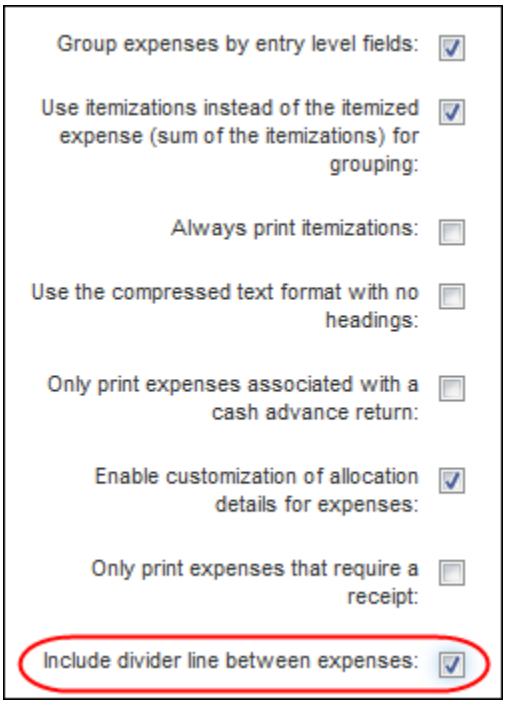
A line dividing sections can be added to a printed report wherever expense data needs to be separated to help in differentiating data areas. The dividing lines separate the expense report entries:

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
05/14/2009	Airfare		Alaska Airlines		Cash	$350.00
	Custom 01 :	NINE				
	Custom 02 :	888888				
09/12/1998	Gas			Kansas City	IBCP	$23.97
	Custom 01 :	ONE				
	Custom 02 :	222222				
05/14/2009	Miscellaneous				Cash	$50.00
	Custom 01 :	ONE				
	Custom 02 :	222222				
05/13/2009	Miscellaneous				Cash	$100.00
	Custom 01 :	ONE				
	Custom 02 :	222222				

To add the divider line between expense entries:

1. On **Print Formats**, select the desired printed report format.
2. Click **Modify Content**.
3. Select a List Data content ID then click **Modify Content**.

4. Select the **Include divider line between expenses** check box.



5. Click **Save**.

6. Click **Done** to return to the **Print Formats** page.

Summary Data Content Type

The Summary Data content type is used for areas that require a table summarizing lists of data. Summary table lists are useful whenever a broad range of data needs to be reduced to simple lists to provide an overview of information. Summary tables are made up of fields added to each Summary Data content type, and they may include a numeric field that acts as an Amount field for each listed row. Sorting, by ascending order only, is dictated by the fields included in a summary table, each of which must be assigned a display order number, with the primary field providing the sort order of the listed data by default.

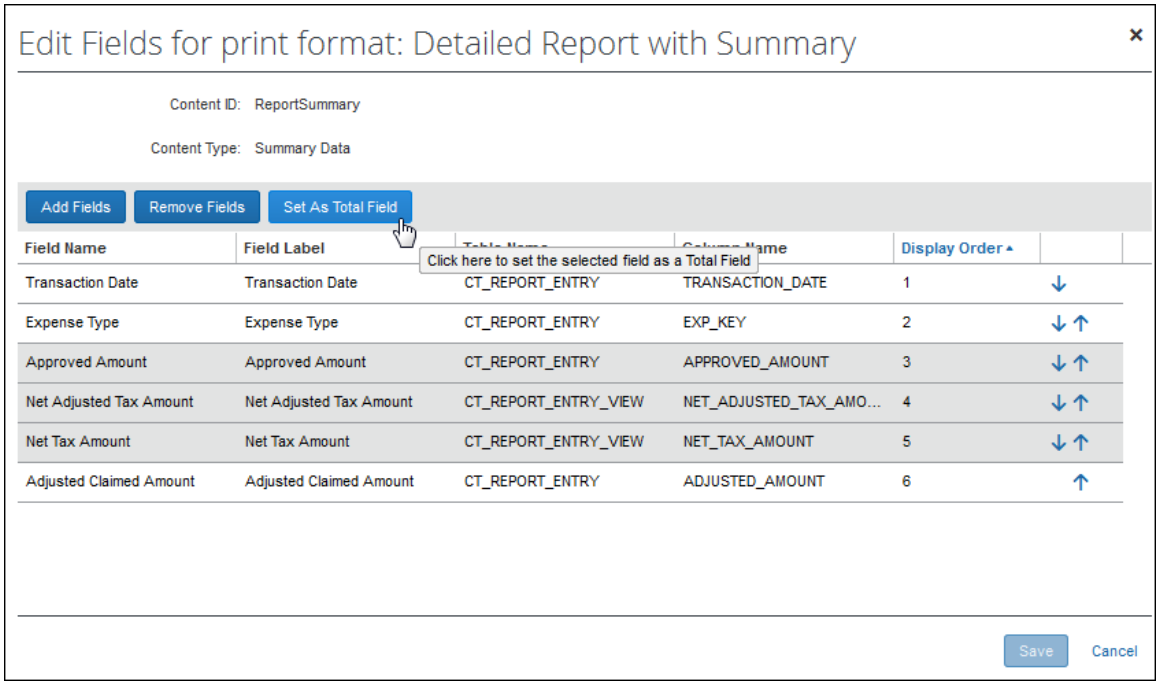
For a Summary Data content type, you add the fields that will act as headings for the listed data arranged in rows underneath. In the example below, **Transaction Date**, **Expense Type** are added as fields, with **Amount**, a numeric field, added to total the amounts. This figure represents a simple summary table - additional totals may be added as described below.

Summary By Date & Expense Type

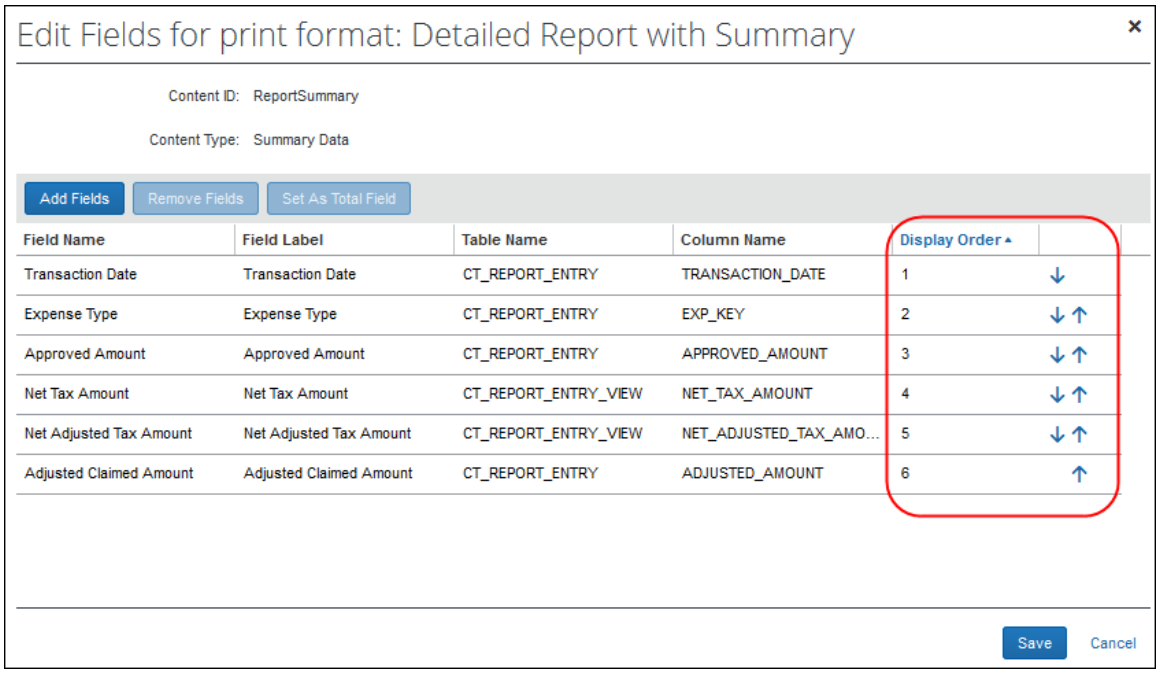
Transaction Date	Expense Type	Amount
08/26/2008	Miscellaneous	$20.00
08/26/2008	Office Supplies	$10.00
08/27/2008	Airfare	$300.00
08/27/2008	Miscellaneous	$30.00
08/27/2008	Office Supplies	$40.00
09/08/2008	Airfare	$325.00
09/10/2008	Miscellaneous	$12.50

ADDING MORE THAN ONE TOTAL FIELD

For Totals, up to three fields may be specified within the table - they are specified by selecting them, and then clicking the **Set As Total Field** button.



These total fields include Approved Amount, Net Adjusted Tax Amount, and Net Tax Amount, and the order is specified using the arrows in the **Display Order** column.



Field Name	Field Label	Table Name	Column Name	Display Order
Transaction Date	Transaction Date	CT_REPORT_ENTRY	TRANSACTION_DATE	1
Expense Type	Expense Type	CT_REPORT_ENTRY	EXP_KEY	2
Approved Amount	Approved Amount	CT_REPORT_ENTRY	APPROVED_AMOUNT	3
Net Tax Amount	Net Tax Amount	CT_REPORT_ENTRY_VIEW	NET_TAX_AMOUNT	4
Net Adjusted Tax Amount	Net Adjusted Tax Amount	CT_REPORT_ENTRY_VIEW	NET_ADJUSTED_TAX_AMO...	5
Adjusted Claimed Amount	Adjusted Claimed Amount	CT_REPORT_ENTRY	ADJUSTED_AMOUNT	6

ADDING ATTENDEE FIELDS TO SUMMARY TABLES

An administrator can decide to add a list of the attendees included in an expense report to the summary table section of the printed report. The attendee fields available from the CT_ATTENDEE table include the following:

- First Name (FIRST_NAME)
- Last Name (LAST_NAME)
- Title (TITLE)
- Company (COMPANY)
- Attendee Type (ATTN_TYPE_KEY)
- External ID (EXTERNAL_ID)

NOTE: Only the TRANSACTION_AMOUNT and APPROVED_AMOUNT fields are available as total fields if an attendee field is added (POSTED_AMOUNT is also available but will reflect the same value as APPROVED_AMOUNT, but with the field label "Total" instead of "Approved Total".

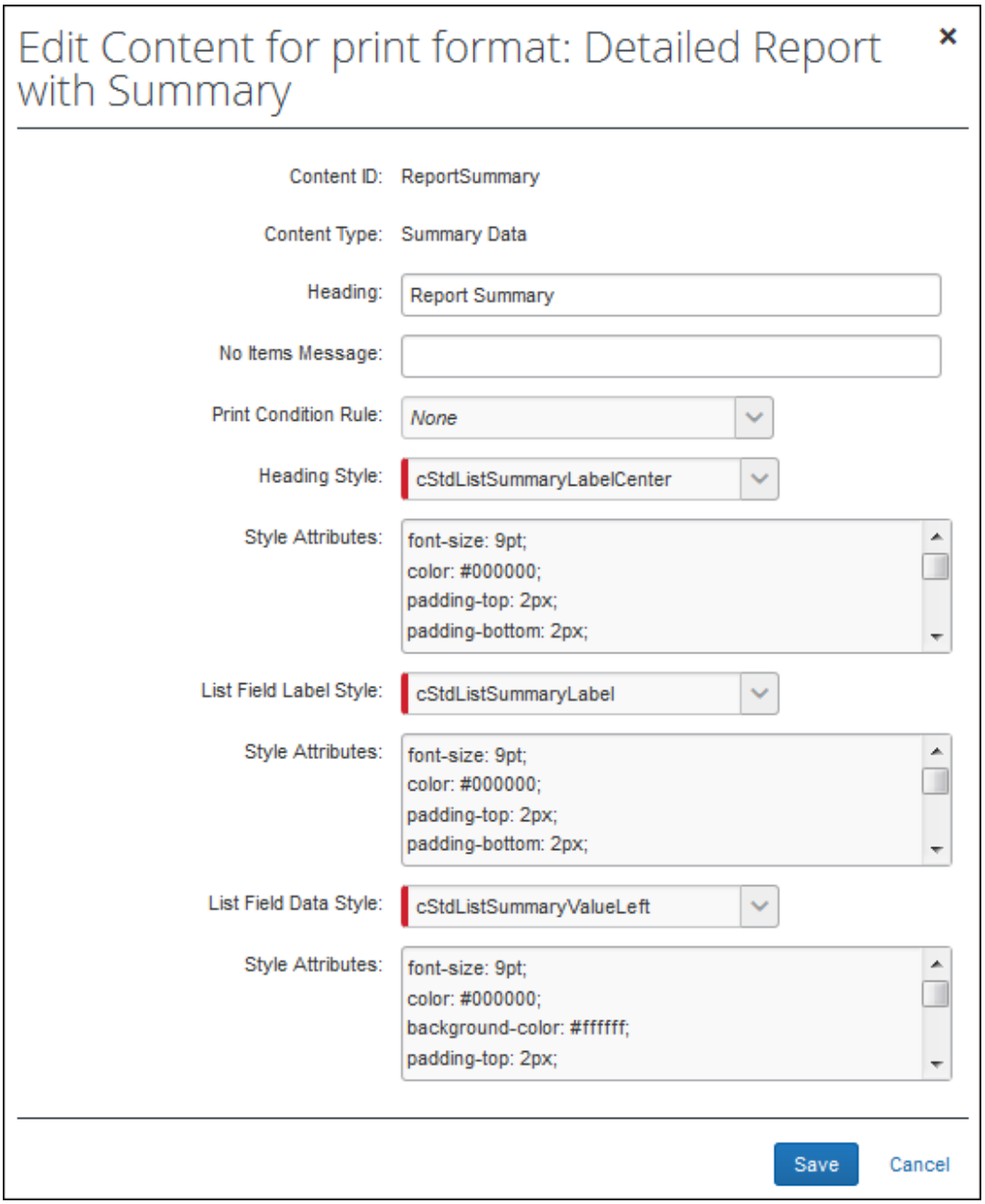
In use, the fields appear as in the sample below (using the **Preview** button):

Summary Table Heading One

Attendee Type	Last Name	Company	First Name
Business Guest	Doe	ABCXYZ, Inc.	John

To edit summary data content:

1. When you select a Summary Data Content ID type the **Edit content for print format** page appears.



2. Complete all required fields:

Field	Description
Content ID	Displays the name of the content ID

Field	Description
Content Type	Summary Data
Heading	Text that is displayed directly above the table on the printed report. If the style is centered, then the heading it centered to the width of the form data fields. Maximum length is 256 characters.
No Items Message	Text that you want displayed on the printed report if there are no items in the expense report to be printed in this section. If this field is blank, and no items match the list at print time, then nothing appears in this section. Maximum length is 256 characters.
Print Condition Rule	The print condition rule associated with the content type. If the content type does not meet the rule, it is excluded from the printed report.
Heading Style	The style that determines the font, color, and alignment of the heading.
Grouping Header Style	The style that determines the font, color, and alignment of the grouped column headings.
List Field Label Style	The style that determines the font, color, and alignment for each list field label that appears in this section.
List Field Data Style	The style that determines the font, color, and alignment for the data for each field that appears in this section.
Style Attribute fields	Each **Style Attribute** field identifies the styles used for each style as identified in the style sheet. These fields are not editable but displayed for your reference.

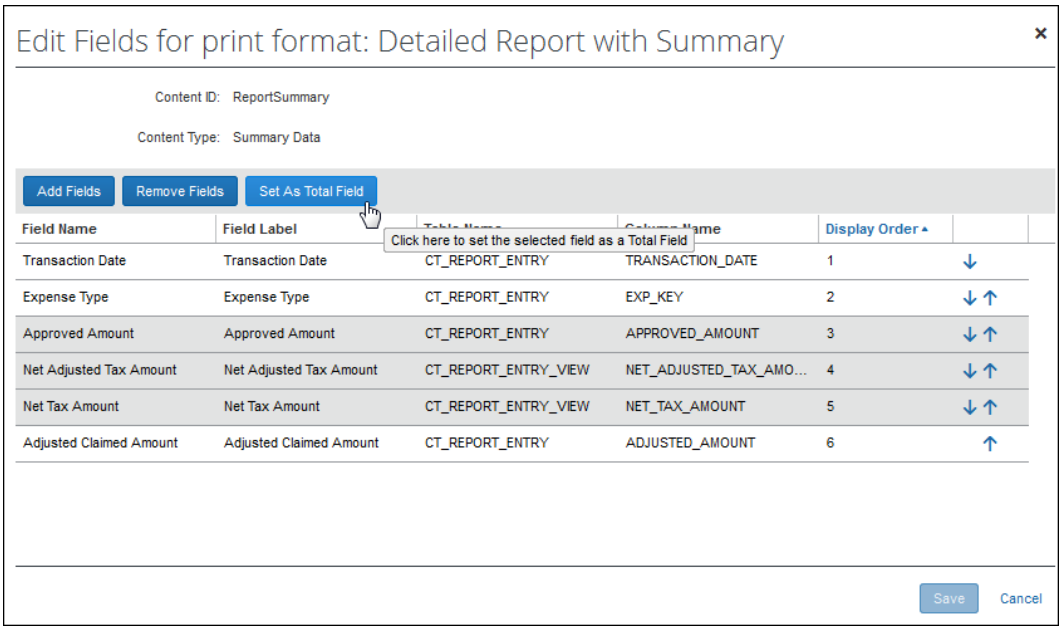
3. Click **Save**.

4. Click **Modify Fields** in the **Fields** column. The **Edit fields for print format** page appears and displays all the fields that will appear on the page.

5. Click **Add Fields** to add additional fields to display on the printed report. Fields are deleted by selecting them and then clicking **Remove Fields**.

6. Set the order of display, right to left, of the column headings for the summary table by clicking arrows to the right of **Display Order**.

7. Numeric fields, such as Amount, may be specified as either a number or Total by selecting the field and clicking **Set As Total Field**.



NOTE: Total forces the field to the right edge and lists the amounts for each transaction.

8. Click **Save**.

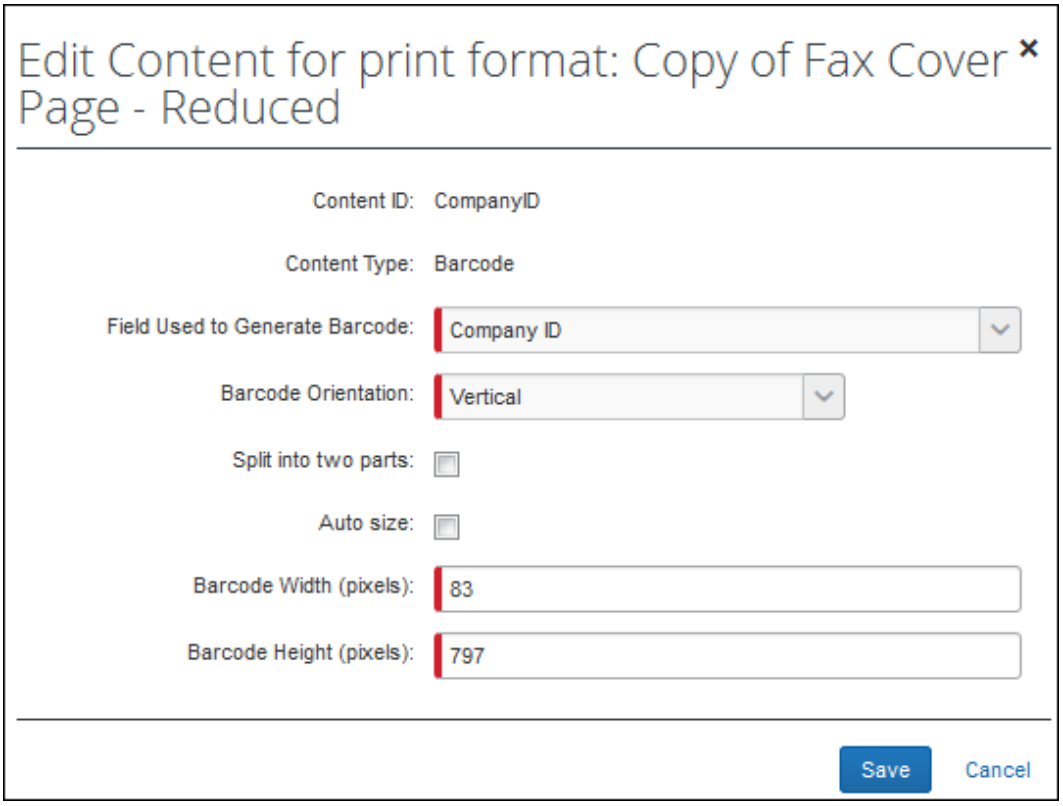
Barcode Content Type

A Barcode content type is used for the barcodes you want to add to the printed report. The Receipt Report has one, but multiple barcodes can be added if needed by adding the content type to the template. The barcode can be set up vertically or horizontally.

To edit barcode content:

1. Select a report with Barcode data content and select a Barcode data content type such as ReportIDBarCode, CompanyID, or ReportID.

2. Click **Modify Content**. The **Edit Content for print format** page appears.



3. Complete all required fields:

Field	Description
Content ID	Varies depending on what content ID you selected.
Content Type	Barcode
Field used to generate barcode	This determines what data value are used to generate the barcode. The choices are: **Option** / **Table** / **Column** Report ID / CT_REPORT / REPORT_ID Report Key / CT_REPORT / RPT_Key Company ID / CT_SITE_SETTING / VALUE where TYPE= IMAGING and NAME= COMPANY_ID
Barcode orientation	If Horizontal, it appears along the top of the printed report. If Vertical, it appears vertically along the left-hand side of the printed report.

Field	Description
Split into two parts	For greater clarity, the barcode data used for vertical barcodes can be split into two equal parts, each displayed separately. For example, the 20-character report ID: 1x2x3x4x5x6x7x8x9x0x can be split into two parts, each 10 characters: 1x2x3x4x5x 6x7x8x9x0x This does not apply to horizontal barcodes.
Auto size	For ease of sizing, selecting this check box expands the barcode width to the space available based on the page size. This allows the barcode to fill to the paper size for both A4 and letter size paper. Note that the field expands to the space available but does not contract to fit the page, so when using this option, it is best to size the barcode width to smaller than the expected page size. If a barcode height is defined, then selecting auto size has no effect.
Barcode Width	The longest dimension of the barcode, its length from the first bar to the last bar, in pixels. The maximum value is 999 pixels.
Barcode Height	The shortest dimension of the barcode, the height of each bar, in pixels. The maximum value is 999 pixels.

4. Click **Save**.

Editing a Print Format

NOTE: You cannot edit any of the default print formats, only view them. To modify a default format, make a copy of the format then edit the copy.

To edit the print format, you can change the:

- Change text or barcode orientation or size
- Add or remove fields
- Change styles
- Changing groupings of expenses or cash advances

To edit the content:

1. On the **Printed Reports** page, click the name of a copied print format, then click **Modify Content** - the **Print Format Content** page appears.
2. Make any necessary changes.
3. Click **Save**.

4. Click **Done**.

To edit print format styles:

1. On the **Print Formats** tab, select the copied print format.
2. Click **Modify Content**. The **Print Format Content** page appears.
3. Select a Content ID.
4. Click **Modify Content**. The **Edit Content for print format** page appears.
5. Make any necessary changes.
6. Click **Save**.

Deleting a Print Format

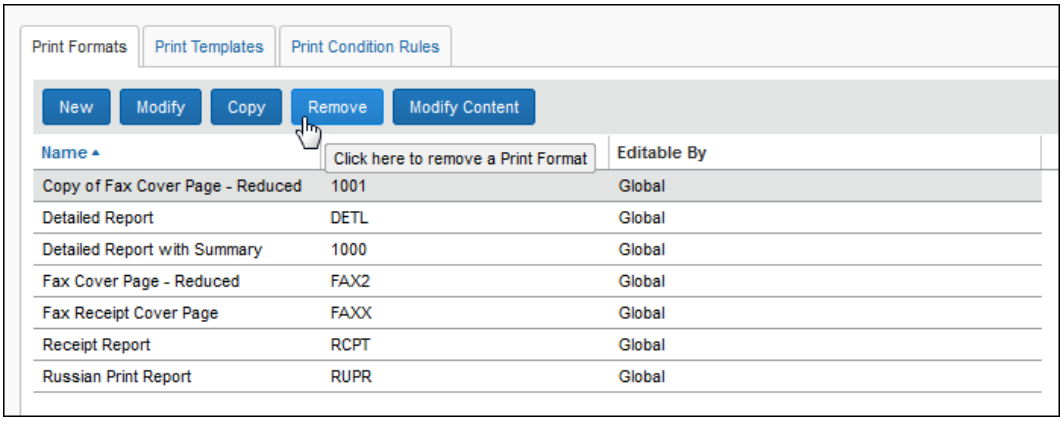
You cannot delete any of the three default print formats, but you can delete any print formats that you have created. You cannot delete a print format that another Group administrator or Global administrator created.

You must make the format inactive from the policy before you can delete the print format.

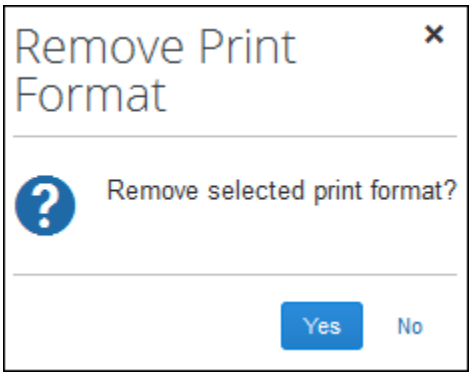
Once deleted, a print format is no longer available for use anywhere in the system.

To delete a print format:

1. On the **Printed Reports** page, select the format you want deleted.
2. Click **Remove**.



3. In the **Remove Print Format** dialog box, click **Yes**.



4. The print format is deleted from the system.

Assigning a Print Format to a Policy

Once you have modified or created a new printed format, you can assign it to the policy that will use it when creating expense reports.

For more information, refer to the *Expense: Policies Setup Guide*.

Section 6: Print Templates

The print template defines the form and layout that appear on the printed report. When viewing the layout, you see only the components of the printed report, and not the details, such as the fields or the text that will appear.

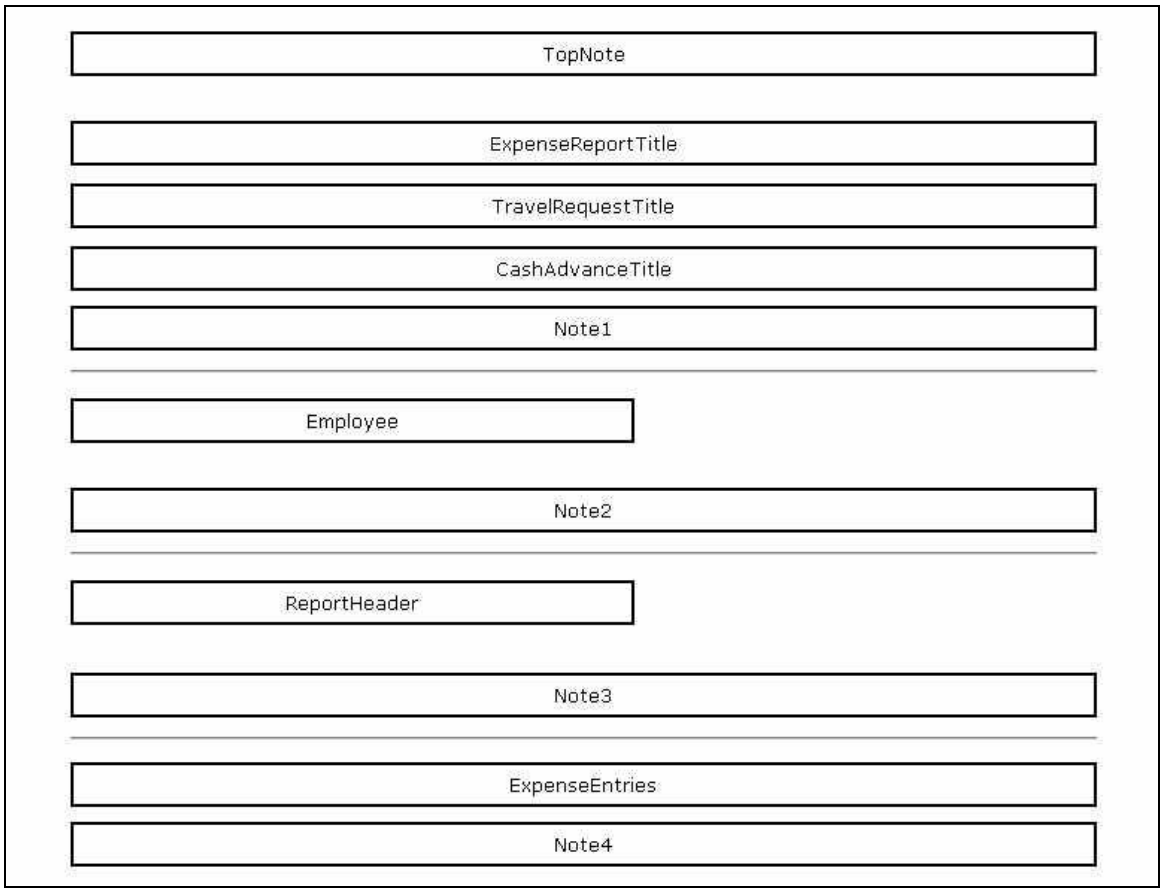
You use **Print Templates** mainly for the following:

- Adding new sections to the printed report
- Separating sections into multiple sections
- Changing location of the sections
- Adding white space padding around content, using the HTML padding property

It is ***not*** necessary to use the **Print Templates** for the following, but rather use **Print Formats** for these things:

- Do not embed text into the HTML—it is not localized. Instead, create a text content ID and add the text in the Print Format.
- Do not change the style of text in HTML by using the style property. Instead, use one of the text styles in PrintStyles.css, or create a new one (requires customization).

- It is not necessary to use the Templates to delete sections from the template. To remove a section, you simply do not have to include any information within the Print Format section.



A template is source code. It is a block of text that contains variable name references to the content defined by the print format. The variables are surrounded by HTML tags that provide the layout and formatting control.

Before You Begin

- You should have HTML or programming knowledge before you attempt to modify any print templates. HTML knowledge is helpful in modifying print formats when modifying text variables, but not necessary.
- You must be a Global Configuration administrator in order to modify a print template; however, you only have to be a Group Configuration administrator to change a print format. Each administrator can add, modify, view, and delete any print formats that they created, but can only view the formats that another administrator created.

Content Types and Content IDs

The template is made of content IDs and content types encased in HTML tables and table cells. Content IDs, such as ReportHeader, and Note2 can be any terminology you want, but the content types can only be one of those types outlined below. You should become familiar with the content types in order to make changes within the template:

Section	Description
Text	Displays as text on the printed report, such as printed date/time of the report. *Syntax:* $text_XXXX (where XXXX is the content section name, such as $text_TopNote)
Form Data	Displays areas where you can list report-level data from the report and employee forms. *Syntax*: $formdata_XXXX (where XXXX is the content section name, such as $formdata_ReportHeader)
List Data	Displays the list of expenses or cash advances that are included on the report. *Syntax:* $listdata_XXXX (where XXXX is the content section name, such as $listdata_ReportEntries)
Summary	Displays report-level information, typically the expense amount totals for the report, in table format. *Syntax:* $summarydata_XXXX (where XXXX is the content section name, such as $summarydata_ReportSummary)
Barcode	Defines the orientation and sizing of the barcode necessary for scanning. *Syntax:* $barcode_XXXX (where XXXX is the content section name, such as $barcode_Barcode)
Itinerary List Data	Displays the itinerary rows associated with the report. *Syntax:* $talistdata_XXXX (where XXXX is the content section name, such as $talistdata_ItinData)

Section	Description
Approval Flow Data	Displays the approval flow associated with the report. *Syntax:* $approval_XXXX (where XXXX is the content section name, such as $approval_Workflow)
Audit Trail	Displays audit trail data, including confirmation agreement acceptance records, to the printed report. This data appears in a non-configurable preset format. *Syntax:* $auditdata_XXXX (where XXXX is the content section name, such as $auditdata_AuditTrail) **NOTE**: The printed report will create the audit trail information based on the role of the user who is ***printing*** the report. For example, a processor sees more types of information on the audit trail than a submitter. When the processor prints the report, their audit trail section will contain more details than when the submitter prints the same report.
Consolidated Report	Two or more printed reports printed together, at the same time. For example, printing the detail report and the receipt report. *Syntax:* $pfcdata_XXXX (where XXXX is the content section name, such as $pfcdata_ConsolidatedData) 📖 Refer to the section *Creating Consolidated Reports* in this guide for additional information about printing multiple reports.
Report Diary Data	Displays, in rows, the travel diary of the user who must substantiate their travel activity to avoid Fringe Benefit Taxes *Syntax:* $rptdiary_XXXX (where XXXX is the content section name, such as $rptdiary_FBTDiary)

Changing the Template Code

Before You Begin

Before you begin changing the template code, you should be aware of a few things to reduce the amount of errors and make coding easier:

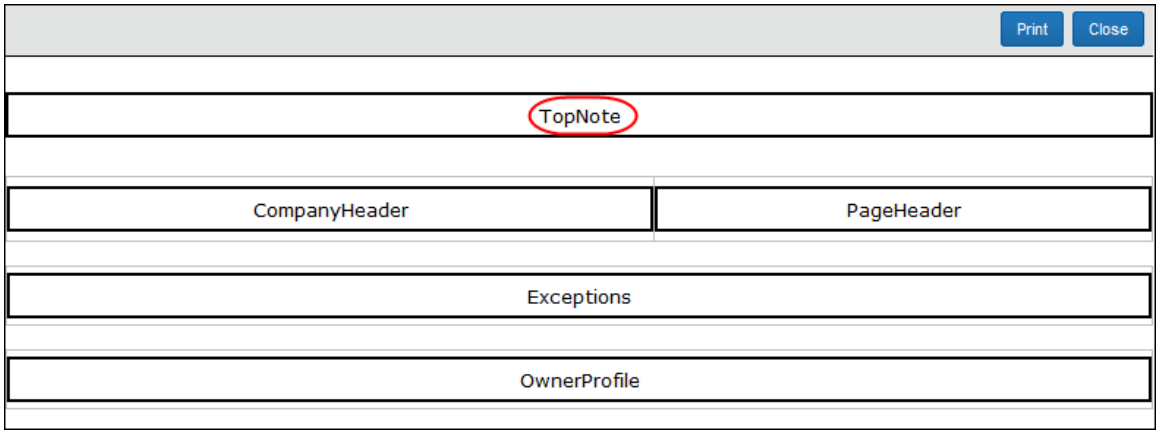
- It is highly recommended that you are well-versed in HTML and programming.
- You can use any HTML editor by copying and pasting the template code into the editor. Once complete, you can copy the code back into the Print Templates section of the Expense Configuration Administrator within Concur Expense.
  - If you copy the text from Concur Expense, paste the text within the Body tags of the HTML editor. When you paste it back into the system, we recommend that you only paste what is in between the Body tags.
- We recommend that you edit the Print Templates only for things that you cannot edit using the Print Format section, such as adding borders to sections, splitting up data, and moving sections around. You can use Print Formats for editing styles, alignment, and fonts.

Components of the Template Code

In the template code, each variable has a content type attached to it preceded by a dollar sign ($), such as: `$text_TopNote`

When adding a new section or editing an existing section, it must contain the dollar sign ($), then the content type, an underscore, and then a unique name, for example `<tr><td>$text_TopNote</td></tr>`. When you add a new section, it creates its own table cell, but you can create a table cell or table for the new parameter as well.

The name specified after the underscore will display as the section label in the Preview Layout view:



The section heading that appears to the user in the printed report is configured in the Modify Content area of the print format.

For more information, refer to the *Editing Print Format Content* section of this guide.

Default Templates

There are several default templates:

- Detailed Report
- Receipt Report
- Russian Print Report

All can be copied in order to create a new template.

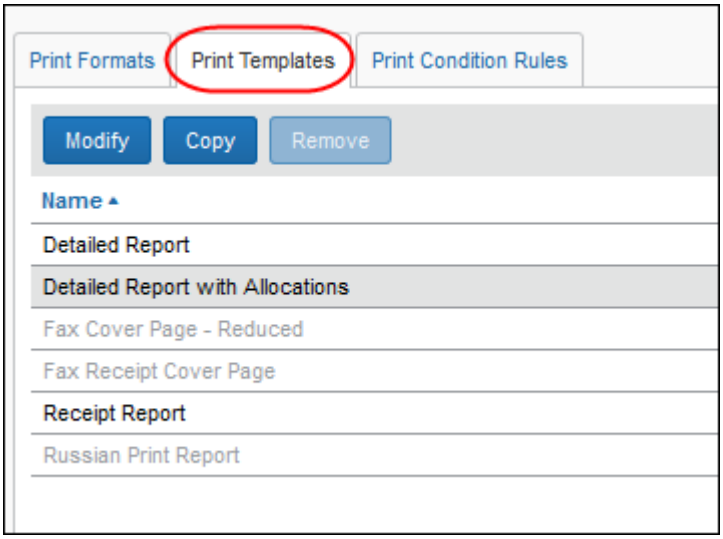
Once a template is created, you can create or edit a format and identify the details of the template, such as the fields that will be seen, the location and size of the barcode if any, and the instructional text.

For more information, refer to the *Print Format* section of this guide.

Accessing Print Templates

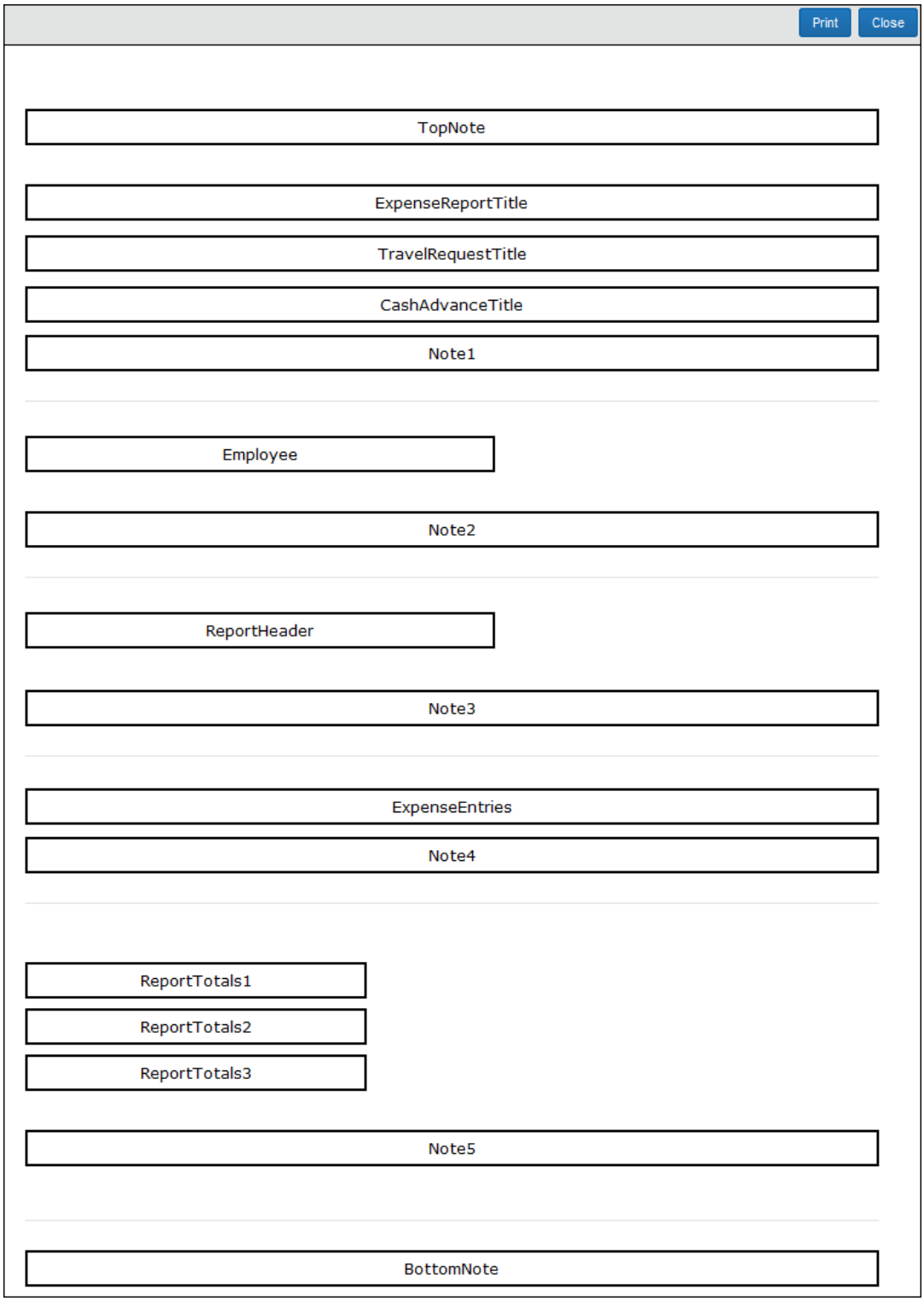
To access print templates:

On the **Printed Reports** page, click the **Print Templates** tab.



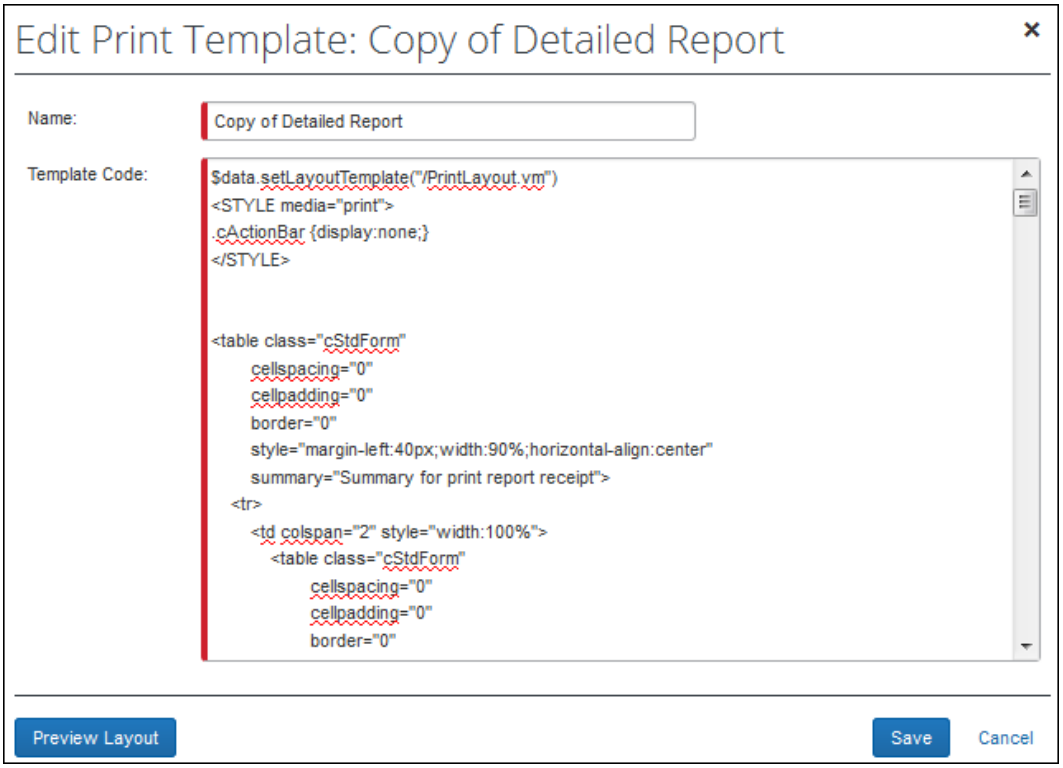
Adding a Template

To add a template, you must copy an existing one. To familiarize yourself with the existing system templates, click the template name, click the **View** button, and then click **Preview Layout**. A separate browser window appears with the layout.



To add a new template:

1. On the **Print Templates** page, select the desired template.
2. Click **Copy**. The **Edit Print Template** page appears.



3. Complete the required fields.

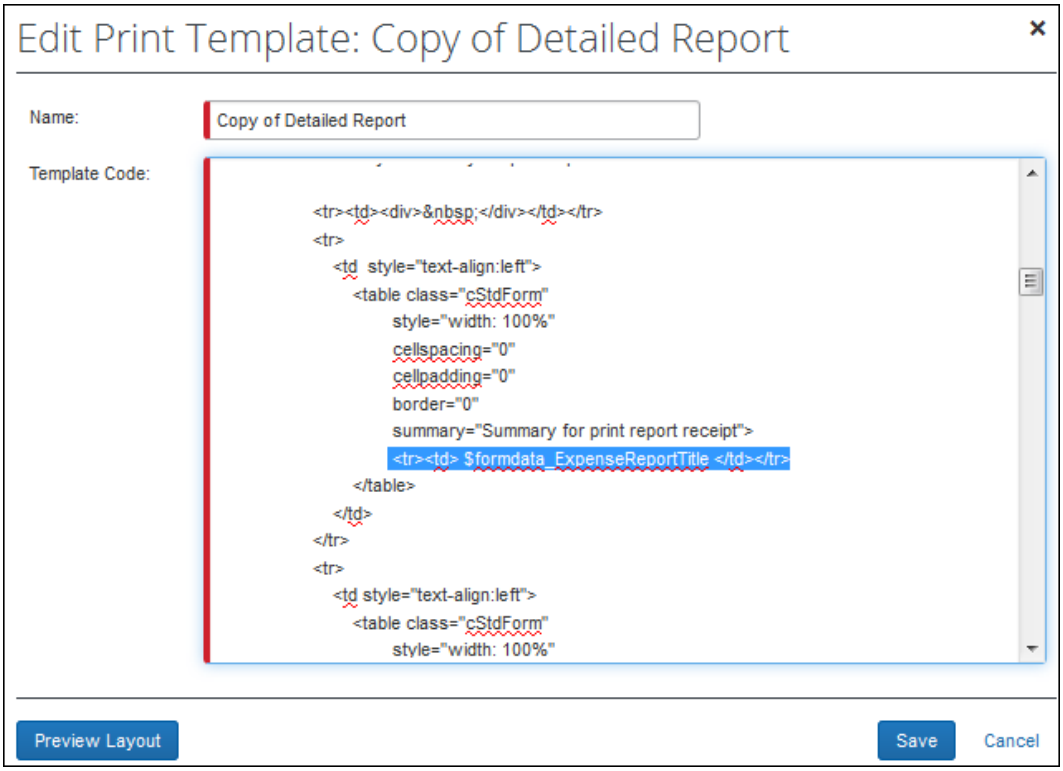
Field	Description
Name	Type the name of the new template. This name appears in Print Formats when editing the format. It does not appear to the employee.
Template Code	Edit the code within this field. HTML and programming knowledge is required before you begin editing any template code. Refer to procedures in this section for more information.
Preview Layout	Click to view the template layout.

4. Click **Save** - the new template appears alongside the existing templates.

Adding a New Content ID

To add a new content ID to the template code:

1. On the **Edit Print Template** page, click in the **Template Code** field.



NOTE: As stated in the *Before You Begin* section, you can copy and paste this entire code into an HTML editor or edit it within this field. If you choose to use another editor, be sure to copy the entire text and copy it within the Body tags.

2. Copy a part of the code that has the same type of content type you want to create, such as text or barcode, and paste it in the area that you want to create. Be sure to include the entire cell and/or table.

3. Change the Content ID to a unique ID, such as TopNote to MiddleNote, but be sure to keep the space after the name.

4. Make any other necessary HTML changes.

5. Paste the edited section between the body tags back into the field.

6. Click **Preview Layout** to view the layout with your new addition.

NOTE: When you add a new section to the template, that new section appears in the Print Formats section to allow you to further edit the content as with any other content section.

7. Click **Save**.

Splitting a Content ID into Two

To split a content ID into two sections:

1. On the **Edit Print Template** page, click in the **Template Code** field.

NOTE: As stated in the *Before You Begin* section, you can copy and paste this entire code into an HTML editor or edit it within this field. If you choose to use another editor, be sure to copy the entire text and copy it within the Body tags.

2. Copy a part of the code that has the same type of content type you want to create, such as text or barcode, and paste it in the area that you want to create. Be sure to grab the entire cell and/or table.

3. Make edits to one of the cells to give the copy a unique content ID name. All content IDs must be unique within a single template.

4. Click **Preview Layout** to view the layout with your new addition of the element in two places for example, ReportHeader in the middle and ReportHeader at the bottom.

5. Click **Save**.

6. Click the **Print Formats** tab and edit the two sections to include the information that you want in each section.

NOTE: When you add a new section to the template, that new section appears in the Print Formats section to allow you to further edit the content.

For more information, refer to the *Print Formats* section of this guide.

Section 7: Print Condition Editor

The Print Condition Editor can be used to create print condition rules that apply to the content included in a printed report. The rules are designed to control what report data is included in a report by allowing rules to be set at the content id level. These rules are triggered when the criteria are met and typically offer a useful informational message associated with the rule. Rules are available globally, and may be applied to multiple reports and within the reports, to multiple content IDs.

Working With Print Condition Rules and Content IDs

Condition rules may be set to display or hide the Text Data, Form Data, List Data, and Summary Data content IDs. However, rules applied to the List Data and

Summary Data content IDs may also be used to include or hide either expense entries or an entire section.

This means that for ***all*** content IDs, when a rule is met, the content is included in the printed report. However, for List Data and Summary Data content id types, expense entries are filtered from the list if they do not meet the condition. If ***all*** entries do not meet the condition, the ***entire*** list is filtered from the report.

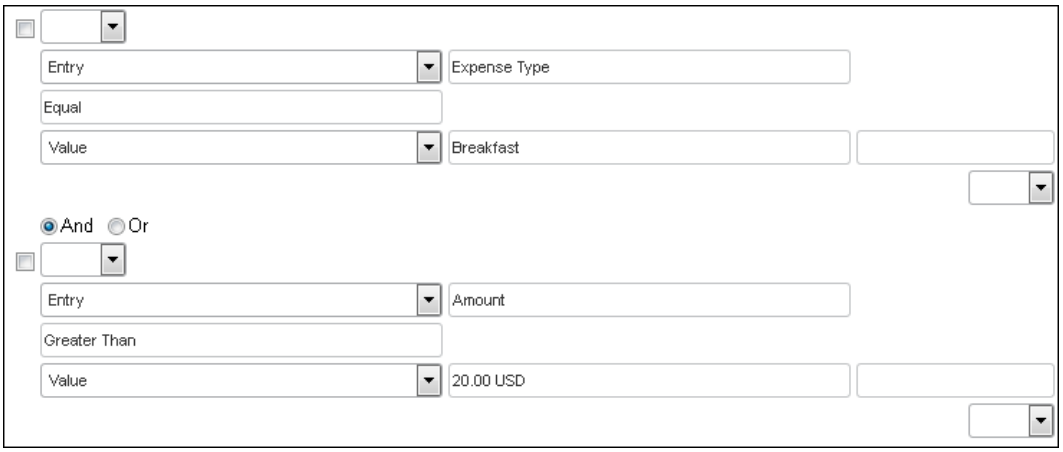
NOTE: Use the **No Items Message** option for List Data and Summary Data content types to insert a message where expense entries or summary table items are excluded from the printed report when they do not meet a rule - this text will appear in their place.

Understanding Conditional Expressions

When creating or editing conditional expressions, consider the following.

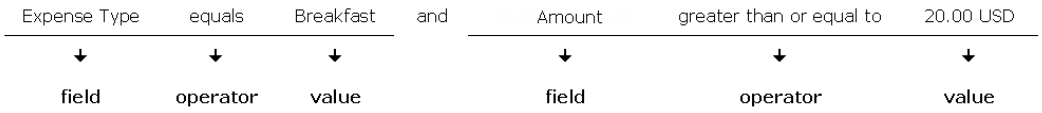
- There is no limit to the number of conditions that comprise a total expression. The conditional expression for "breakfast of 20.00 USD or more" is:

  `(Expense Type equals Breakfast) and (Amount is equal to or greater than 20.00 USD)`



  It is comprised of two conditions, separated by the Boolean separator of *and*.

- Most conditions are comprised of a *field* then an *operator* then a *value*. For example:



  - A *field* consists of a data object (essentially a database table) and a field in that data object (essentially a database column). The field selected defines the data type of the condition (number, text, date, and so on).

- An *operator* is one of several pre-defined comparison operators (equals, not equals, is greater than, and so on). The list of operators changes depending on the type of data being compared.
- An operator is further defined by *Any* and *Every* depending on the type of data being compared. For example, a Report Submit event combined with an Entry data object and Amount field/value results in an Operator value that can have multiple values and thus multiple interpretations. In this circumstance, the report level condition will trigger the rule as follows:
  - ANY: Where a *single* expense of many associated with the report is true for the operator. As "the amount is greater than" for *any* expense causes the rule to be triggered
  - EVERY: Where *all* expenses associated with the report are true for the operator. As "the amount is greater than" for *every* expense causes the rule to be triggered
- A *value* is a constant and – like the field – can be of any data type. The data type of the value must match the data type of the field.
- If a second field is used in the condition, its data type must match that of the first field.

- When a conditional expression is composed of multiple conditions, each condition is separated by either *and* or *or*.
- Parentheses are optional and are used to define the order of operation for the *and/or* operators. If the parentheses are omitted, *and/or* operations are carried out left to right. There is no precedence of *and* over *or* – the evaluation of the expression is simply left to right.
- If a conditional expression contains parentheses, the count of *left* parentheses must match the count of *right* parentheses. There can be up to three parentheses for both left and right sides.

  Example of correct placement of parentheses and total left/right count:
  (Condition 1) and (Condition 2)

  Examples of incorrect parentheses even though the total left/right count matches:
  Condition1) And (Condition2
  Condition1) And (Condition2) Or (Condition3
  (Condition1)) And (Condition2
- Conditional expressions must be precise to include or exclude all necessary criteria. If a rule does not apply to personal expenses, then the condition must exclude personal expenses.

The Condition Page

The **Condition** page in Print Condition Rules is similar to the **Condition** page used for Audit Rules and Expense Processor.

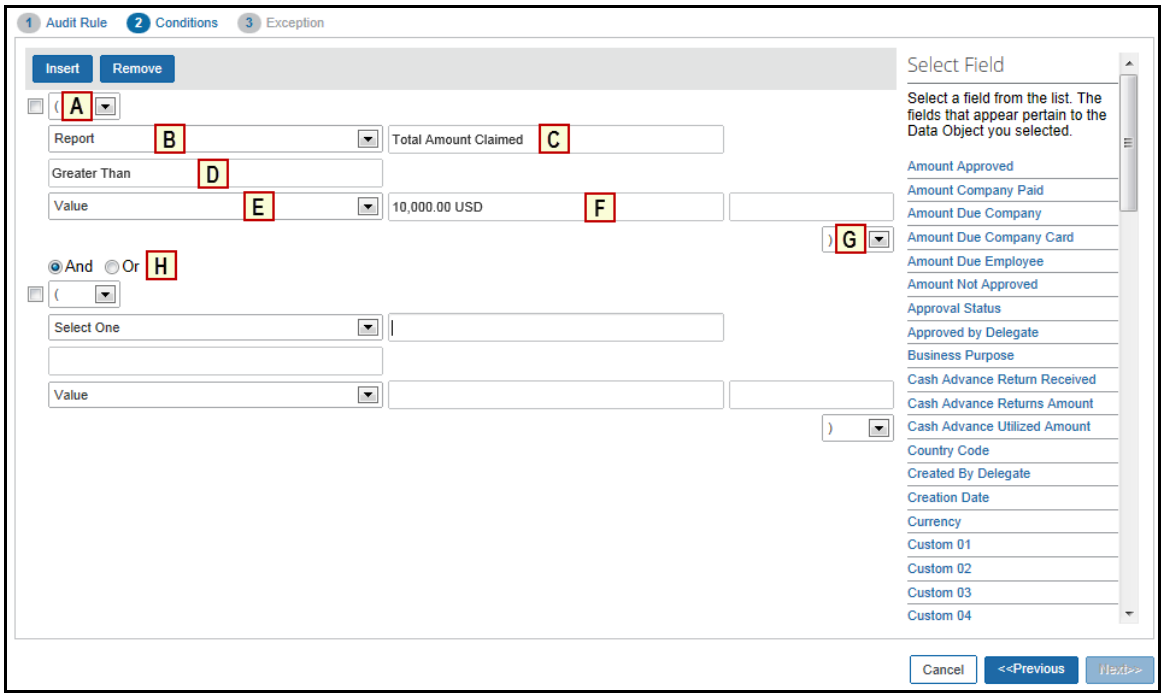


Table 1: *Description of the* ***Condition*** *page*

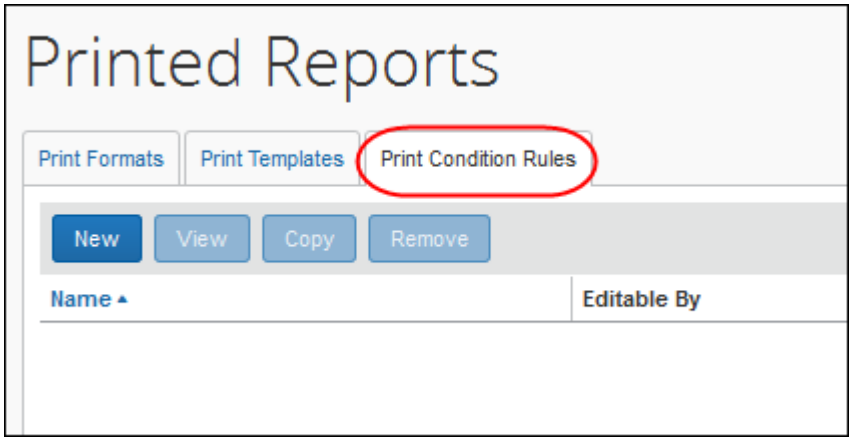
Field	Description
A: Left Parenthesis	Up to three parentheses, depending on the complexity
B: Data Object	The data object to use with the rule: • **Employee:** To create a condition based on employee-level fields • **Entry:** To create a condition based on expense-level fields • **Report:** To create a condition based on report-level fields
C: Field / Value	Select an item from the helper pane that appears. The information that appears in this pane is based upon the selection made in the **Data Object** list.
D: Operator	Select an item from the helper pane that appears. The information that appears in this pane is based upon your previous choices. **NOTES:** • If you use the **In** or **Not In** operators for expense types, you can select multiple check boxes to include as many expense types as are required. Refer to *Additional Samples of Custom Audits* in this guide. • The **Within** operator defines a set of dates for the system to check against when evaluating the rule. For example, if you use Within Today -2 to evaluate the Report Submit Date, the system will look for the submit dates within the two ends of the range: Today, and two days earlier.

Field	Description
E: Data Object	The system provides the option that best suits the previous choices. Change it if necessary.
F: Field / Value	Select an item from the helper pane that appears. The information that appears in this pane is based upon the selection made in the **Data Object** list.
G: Right Parenthesis	Select zero to three parentheses, depending on the complexity of the condition.
H: And / Or	Select either option to join the current condition to the next condition.

Accessing the Printed Reports Condition Editor

- ***To access the Printed Reports Condition Editor:***

On the **Printed Reports** page, click **Print Condition Rules**.



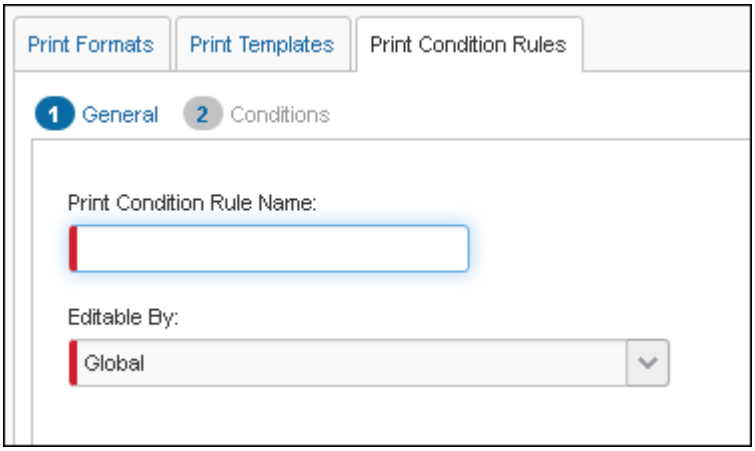
This page gives the user access to create, edit, or delete print condition rules depending on privileges.

Creating a Conditional Rule in the Editor

Group administrators can only create print reminder rules if given "create" rights on role assignment. If they do not have permissions, then the **New** button is grayed out and inactive.

To create a conditional rule:

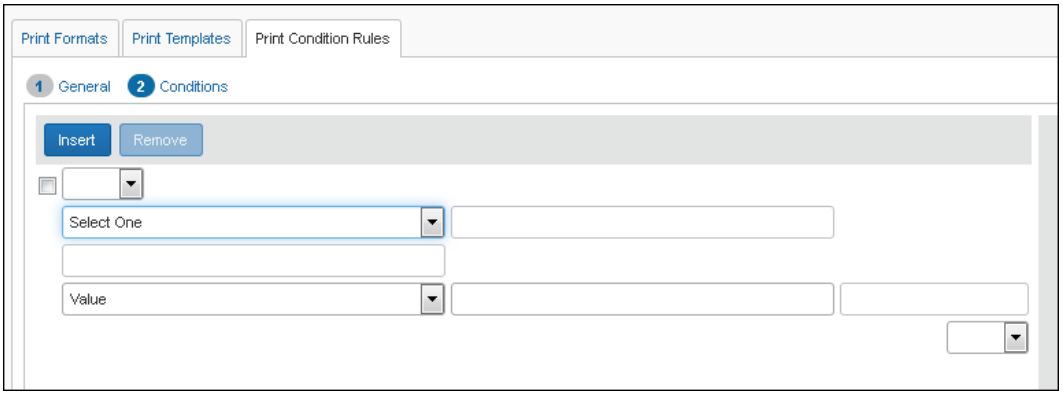
1. Click **New**. The **General** step appears.



2. Fill in the fields:

Field	Description/Action
Print Condition Rule Name	Enter the name for the new print condition rule.
Editable By	Select the group(s) that can edit the print condition rule.

3. Click **Next**. The **Conditions** page appears.



4. Create the necessary conditions.

   Refer to the Understanding Conditional Expressions and The Condition Page sections of this guide.

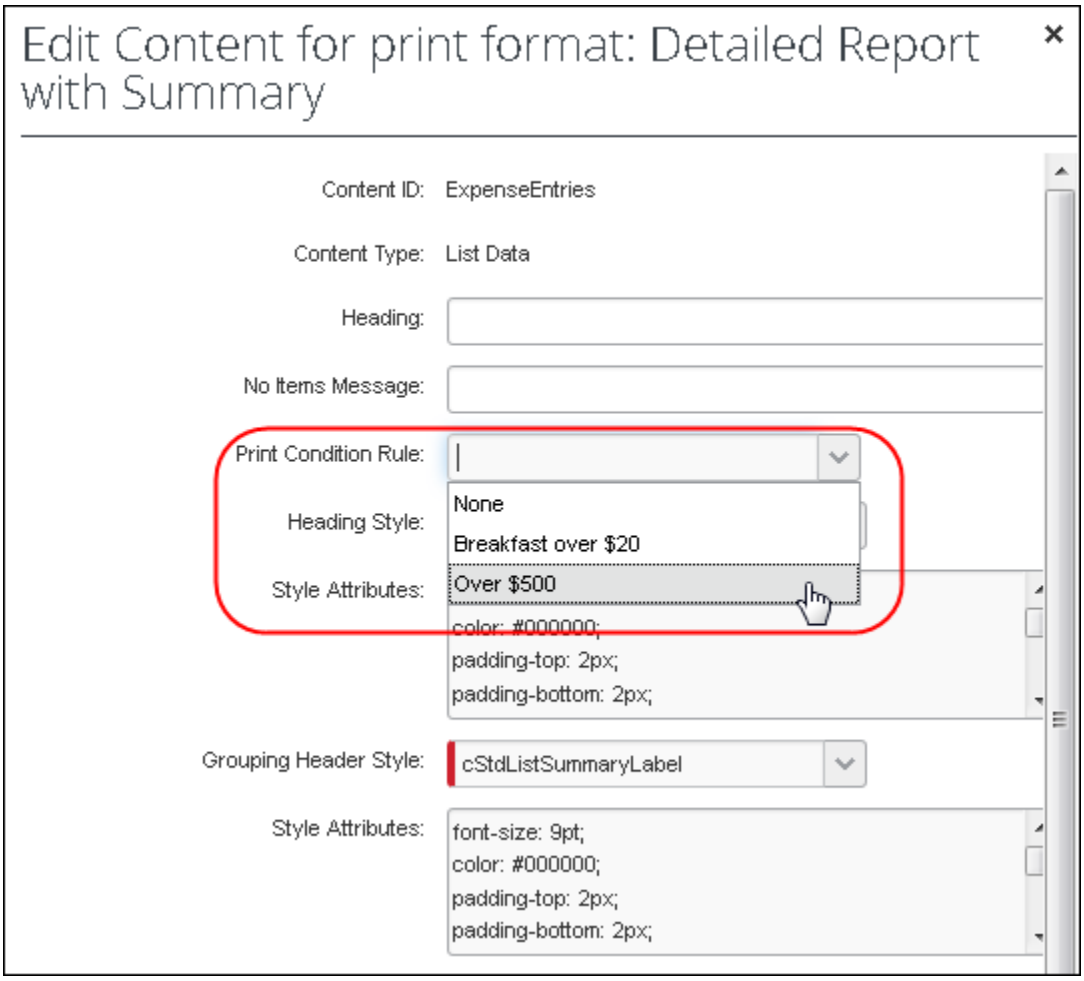
5. Click **Done** to return to the **Print Condition Rules List** page.

Assigning the Rule to a Content Type

Content Types consist of Text, Form Data, List Data, Summary Data, Barcode, Itinerary List Data, and Approval Flow Data. Each content type may be associated with a conditional rule in their respective **Edit Content** pages.

Assigning a rule to a Content Type:

1. On the **Printed Reports** page, select the desired print format.
2. Click **Modify Content**.
3. Select the desired content ID**.**
4. Click **Modify Content**.
5. Select the rule you will apply by selecting it from the **Print Condition Rule** dropdown list.



6. Click **Save**.
7. Click **Done** to return to the **Print Formats** page.

Section 8: Creating Consolidated Reports

NOTE: A service request must be submitted to Client Support to include the code in a print template. Contact Client Support directly to do this.

Consolidated reports are two or more printed reports printed together, at the same time. For example, printing the detail report and the receipt report.

Configuring for Consolidated Reports

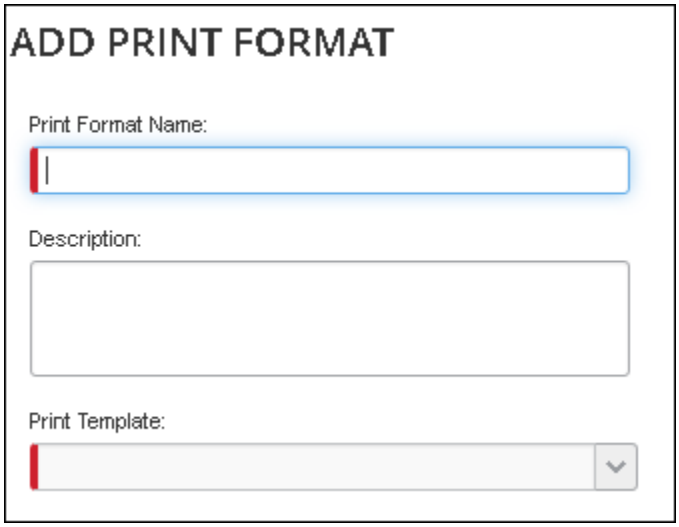
A content variable must be added to the print template in order to print a consolidated report. The content variable must be the only one in the template and looks like the following:

```
$pfcdata_<printFormatCode>
```

Where `printFormatCode` is replaced by the code associated with the template; for example, DETL for the Detailed Report template. The code is obtained from the **Print Format Code** column of the **Print Formats** page.

Name ▲	Print Format Code
Detailed Report	DETL
Detailed Report with Summary	1000
Fax Cover Page - Reduced	FAX2
Fax Receipt Cover Page	FAXX
Receipt Report	RCPT
Russian Print Report	RUPR

Once the code of the template is modified, the user creates a new print format that is associated with the modified print template. Note that only the **Print Format Name**, **Description**, and **Print Template** fields will apply to the print format:



All other options are overridden by identical functionality within the separate reports being joined by this process.