

Concur Invoice: Printed Invoice Configuration

Setup Guide

Last Revised: November 1, 2022

Applies to these SAP Concur solutions:

- ☐ Concur Expense
 - ☐ Professional/Premium edition
 - ☐ Standard edition
- ☐ Concur Travel
 - ☐ Professional/Premium edition
 - ☐ Standard edition
- ☒ Concur Invoice
 - ☒ Professional/Premium edition
 - ☐ Standard edition
- ☐ Concur 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 20, 2022	Clarified content in the <i>Configure Allocation Details</i> section for fields that can be added to a printed invoice. Minor edits throughout.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 17, 2021	Updated the copyright year; no other changes; cover date not updated
August 31, 2020	Added notes that the fax feature is not available to clients onboarded after June 30, 2020. Other general updates.
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 31, 2020	Removed references to graphics since these are no longer supported.
January 6, 2020	Updated the copyright; no other changes; cover date not updated
May 11, 2019	Changed the term "payment request" to "invoice" on the admin pages as part of the new user experience for Concur Invoice including images.
April 13, 2019	Changed the term "payment request" to "invoice" where applicable as part of the new user experience for Concur Invoice including images.
February 9, 2019	Changed the term "Concur" to "SAP Concur".
January 29, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 10, 2018	Updated the copyright; no other changes; cover date not updated
December 14, 2016	Changed copyright and cover; no other content changes.
October 17, 2016	Added notes and clarifications in various places.
February 23, 2016	Updated syntax in table.
February 19, 2016	Attendee section can now be added to printed payment requests.
December 11, 2015	New guide.

Printed Invoice 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

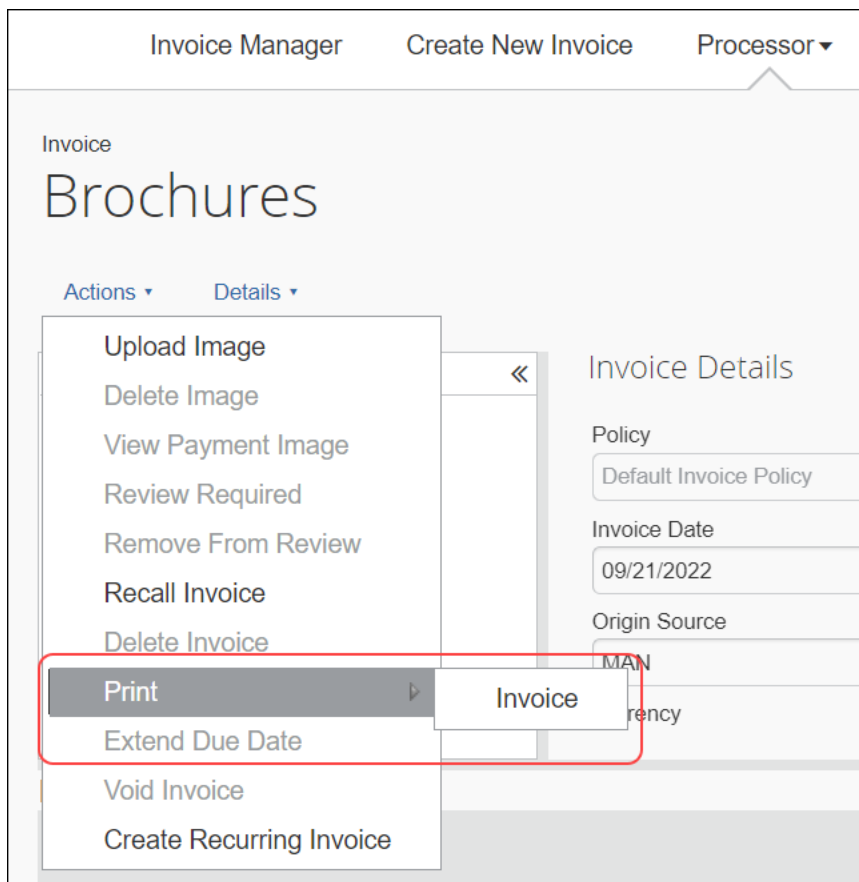
A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (view but not create or edit).

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

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

Section 2: Overview

A printed invoice is an invoice that has been formatted for printing. Users print invoices from the **Actions** menu, which appears when an invoice is opened in Concur Invoice.



When the user selects **Print** from the **Actions** menu, the system shows the print option formats available in Concur Invoice. When the user clicks on the option, Concur Invoice opens the invoice in a separate browser window that displays a preview of the invoice from within which the user can print the invoice by clicking the **Print** button.

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

Once the printed invoices are configured, selected invoices 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 invoice.



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

Default Printed Invoices Templates

There are several default printed invoice templates that come with the system:

- **Detailed Invoice** lists all the line items included on the invoice. It is a list of all line items created for an invoice.

- **Invoice** lists a summary view of the invoice information.

NOTE: The fields that appear on the sample invoice 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.

A printed invoice is comprised of two main components:

- A *Print Template* that provides the HTML instructions for the layout of the page, and that requires programming skills to modify. In most cases, there is no need to modify the print templates.
- A *Print Format* that 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 Invoice

Each printed invoice is separated into distinct sections, which some of the invoices 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 invoice, such as the Invoice Name or other invoice-level information.
- **Invoice Summary:** Displays, in table format, a summary of lists, including a total amount where a numeric field is added to the fields.
- **Invoice Header:** Contains some invoice-level information that is required on the invoice, such as Payment Request Title, Description, and/or Invoice ID.
- **Invoice Details:** Contains a list of line items included in the invoice.
- **Instructional Text:** Contains text information for the invoice, such as how to submit required invoice images, or an assertion that all the invoices to be paid are legitimate business expenses.

Section 3: Configuration Process

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

The process of modifying a printed invoice is as follows:

1. (Optional) Copy one of the system print templates, if modifications are required.
2. (Optional) Modify the copied template, if required.

3. Copy one of the system print formats.
4. Modify the copied print format.
5. Mark the appropriate print format as active for a policy in the Policies tool.

Section 4: Printed Invoice Tool

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

Differences Between Configurable Printed Expense Reports and Configurable Printed Invoices

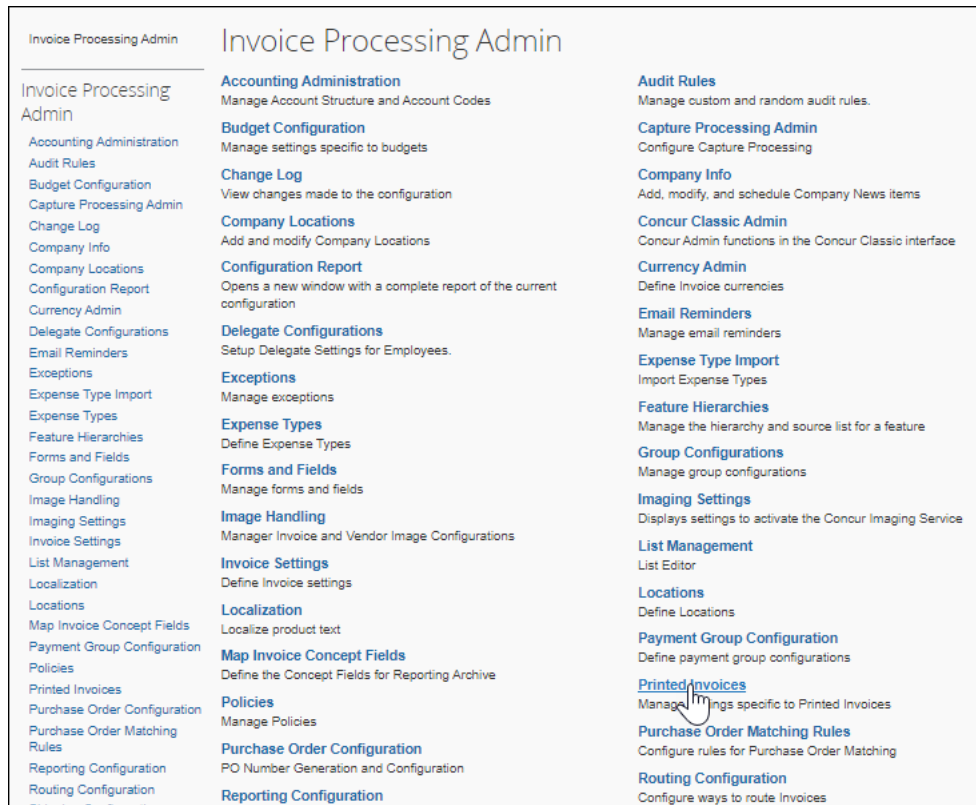
The configuration capabilities for printed expense reports and printed invoices are extensive. While most capabilities are the same, there are a few differences:

- **Summary Data Tables:** May be created by specifying a totals grouping for printed reports, but may not be created for printed invoices
- **Grouping Sequences:** A field may be selected to define a grouping sequence for printed reports, but not for printed invoices
- **Grouping feature:** Available for Concur Expense, but not Concur Invoice
- **Itemization feature:** Available for Concur Expense, but not Concur Invoice

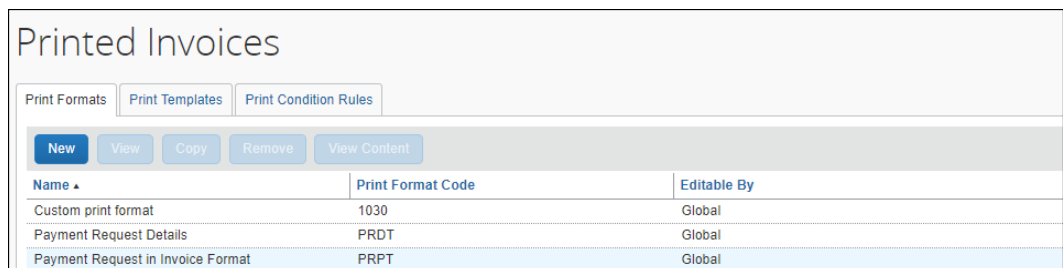
Access Printed Invoices

► ***To access the Printed Invoices page:***

1. Click **Administration > Invoice** and then click **Printed Invoices**.



The **Printed Invoices** page appears.



NOTE: Only the Global Invoice Configuration administrator can make edits in the **Print Templates** section of **Printed Invoices** page. 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 printed invoice. Each print format utilizes a single print template which defines the layout of the printed invoice, to position the fields, text, and barcodes that are displayed on the page.

Each print format is owned by the Global or Group administrator who 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, and whether the employee can choose to print line items or allocations.
- **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 invoice.

Add a Print Format


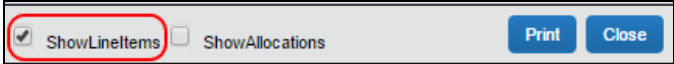

There are two ways to add a new print format:

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

► **To add a print format:**

1. Click the **Print Formats** tab on the **Printed Invoices** page.
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 (optional)	Type a description of this format.

Field	Description
Print Template	<p>Select the print template to use. The option you select here defines the content that appears on the invoice. You can configure the appearance of the content in a later step.</p> <p>NOTES:</p> <ul style="list-style-type: none"> 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 invoice format. <p> For more information, see the <i>Print Templates</i> section of this document.</p>
Always append currency code to amounts	If selected, any amount field you choose to add to the invoice appears with the currency alpha code beside it, such as USD or CAD.
For all List Content	
Line Item	<p>If Employee can choose to print line item is selected, then the printed invoice will by default display a Show Line Items check box that is selected (enabled). The employee has the option of clearing (disabling) this check box to prevent the printing of line items.</p>  <p>If Always print Line Item is selected, when the employee chooses the format the line item from the invoice are displayed to the employee on the invoice. The employee cannot override this option.</p>
Allocation	<p>If Employee can choose to print Allocation is selected (enabled), then the printed invoice will by default display a Show Allocations check box that is cleared (disabled). The employee has the option of selecting this check box to allow the printing of line item allocations.</p>  <p>If Do not print Allocation is selected, when the employee chooses the format, the allocations from the invoice are never displayed to the employee on the invoice. The employee cannot override this option.</p>
Editable By	Displays the group rights that an administrator must have to modify a print format.

- (Optional) Click **Preview Layout** to display the template layout that you have chosen. A separate browser window appears with the layout. This option is useful as a reference for the layout and names of the various content sections.

Print Close

PaymentRequestTitle

PaymentRequestVendorName

Employee

RemitTo

InvoiceDate

Currency

InvoiceDueDate

PaymentRequestId

InvoiceNumber

LineItems

RequestTotals1

NotesToVendor

5. Click **Close** at the top right of the page to close this window.



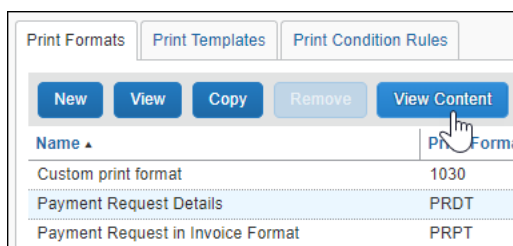
To create a new template or make changes to the existing template, refer to the *Print Templates* section of this guide.

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

Edit Print Format Content

For print formats that you create or copy, you can edit the content that is printed on the invoice by changing the content format, adding informational text and headings, and changing which fields appear on the printed invoice.

NOTE: You cannot edit the default print formats. If you select one of the default print formats, the **Modify Content** button changes to the **View Content** button and you can view, but not modify, the content.



To edit one of the default print formats, make a copy of the format and edit the copy.



For the syntax required to implement the IDs discussed below, refer to *Content Types and Content IDs* in *Section 6: Printed Templates*.

To edit the content that appears on a printed invoice, you can click the **Modify Content** or **Modify Fields** buttons:

- **Modify Content:** The **Modify Content** button enables you to add headings, change the attributes applied to form field data by assigning styles, add informational notes, and assign a print condition if print conditions are available.



For more information about print conditions, refer to *Section 7: Print Condition Editor*.

You can modify the following aspects of content:

NOTE: The aspects that are available to be edited depend on the type of content you are modifying, for example, if you are modifying invoice details you can edit the heading, assign styles to form fields, and assign a print condition rule to the invoice details if print conditions are available.

- ♦ **Heading:** Text that is displayed directly above the fields for this section on the printed invoice.
- ♦ **Note Text:** Text that appears on the printed invoice, for example instructional text about where to send a paper invoice.
- ♦ **Form Field Data:** Displays areas where you can list invoice-level data from the invoice and employee forms.
- ♦ **List Data:** Displays the list of expenses that are included on the invoice.
- ♦ **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.

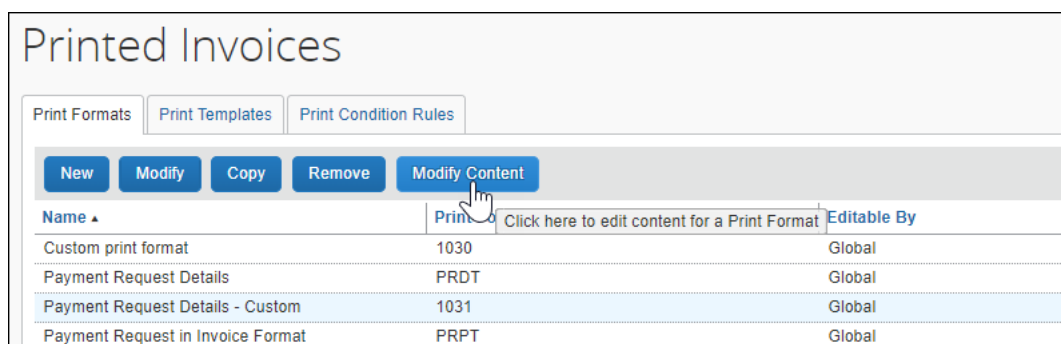
- ◆ **Approval Flow Data:** Displays the approval flow associated with the invoice.
- ◆ **Audit Trail:** Displays audit trail data, including confirmation agreement acceptance records, to the printed invoice. This data appears in a non-configurable preset format.

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

- **Modify Fields:** Enables you to add or remove fields that appear on the invoice. This is applicable only for Form Data, Summary Data, and List Data.

► **To edit the content of a printed invoice:**

1. On the **Printed Invoices** page, select the print format you want to edit, and then click **Modify Content**.



The **Print Format Content** page appears.

Printed Invoices

Print Formats | [Print Templates](#) | [Print Condition Rules](#)

PRINT FORMAT CONTENT: PAYMENT REQUEST DETAILS - CUSTOM

[Modify Content](#) | [Modify Fields](#)

Content ID	Content Type
TopNote	Invoice Text
RequestIdBarCode	Invoice Barcode
PaymentRequestId	Invoice Form Data
PaymentRequestTitle	Invoice Form Data
Note1	Invoice Text
Employee	Invoice Form Data
PaymentRequestVendorName	Invoice Form Data
RemitTo	Invoice Form Data
InvoiceNumber	Invoice Form Data
InvoiceDate	Invoice Form Data
InvoiceTotal	Invoice Form Data
InvoiceDueDate	Invoice Form Data
Note2	Invoice Text
LineItems	Invoice List Data
Note3	Invoice Text
BottomNote	Invoice Text

2. Select the content you want to edit and then click **Modify Content**.

Printed Invoices

Print Formats | [Print Templates](#) | [Print Condition Rules](#)

PRINT FORMAT CONTENT: PAYMENT REQUEST DETAILS - CUSTOM

[Modify Content](#) | [Modify Fields](#)

Content ID	Content Type
TopNote	Invoice Text
RequestIdBarCode	Invoice Barcode
PaymentRequestId	Invoice Form Data
PaymentRequestTitle	Invoice Form Data
Note1	Invoice Text
Employee	Invoice Form Data
PaymentRequestVendorName	Invoice Form Data

Note: In the original image, the 'PaymentRequestId' row is highlighted in blue, and a mouse cursor is pointing at the 'Modify Content' button. A tooltip 'Click here to edit Print Format Content' is visible over the 'PaymentRequestId' row.

The **Edit Content for print format** window appears.

Edit Content for print format: Payment Request Details - Custom

Content ID: PaymentRequestId

Content Type: Invoice Form Data

Heading: Invoice ID

Print Condition Rule: None

Heading Style: cActionBar

Style Attributes: font-weight: normal; font-size: 9pt; font-family: Verdana, Arial, Helvetica, sans-serif; background-color: white;

Form Field Label Style: cActionBar

Style Attributes: font-weight: normal; font-size: 9pt; font-family: Verdana, Arial, Helvetica, sans-serif; background-color: white;

Form Field Data Style: cStdListSummaryValueLeft

Style Attributes: font-size: 9pt; color: #000000; background-color: #ffffff; padding-top: 2px;

Save Cancel

NOTE: You cannot remove content on this page. However, if you leave a section blank, that section does not appear on the printed invoice.

3. Do one of the following:
 - ♦ **Edit Information:** Select a row in the **Content ID** list and click **Modify Content** to edit the content. The **Edit Content for print format** page appears. Depending on the content type, the page varies.
 - ♦ **Add or Remove 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 the fields that appear on the printed invoice.

Edit Fields for print format: Invoice

Content ID: InvoiceNumber

Content Type: Invoice Form Data

Add Fields Remove Fields

Field Name	Field Label	Table Name	Column Name	Display Order
Invoice Name	Invoice Name	CTP_REQUEST	TITLE	1

Save Cancel

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

Invoice 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

- Select an invoice with Text data content and select a Text Content ID type such as TopNote, BottomNote, or Note2.
- Click **Modify Content**. The **Edit Content for print format** page appears.

Edit Content for print format: Invoice

Content ID: TopNote

Content Type: Invoice Text

Print Condition Rule: None

Text:

Text Style: cStdForm

Style Attributes: font-weight: normal;
font-size: 9pt;
font-family: Verdana, Arial, Helvetica, "Arial Unicode MS",
sans-serif;

Save Cancel

- Complete all required fields:

Field	Description
Content ID	Displays the name of the content ID (default).
Content Type	Text (default)

Field	Description																																	
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 invoice.																																	
Text	<p>Type the text to be displayed on the printed invoice. This text is the same for every invoice that is printed. Maximum length is 1,000 characters.</p> <p>You can use some special character tags that are replaced by the equivalent HTML tags. The supported special character tags are:</p> <table><tr><th>Purpose</th><th>Special Tags</th><th>HTML Tag Inserted</th></tr><tr><td>Bold</td><td>[b] [/b]</td><td> </td></tr><tr><td>Italic</td><td>[i] [/i]</td><td><i> </i></td></tr><tr><td>Underlined</td><td>[u] [/u]</td><td><u> </u></td></tr><tr><td>Numbered list</td><td>[ol] [/ol]</td><td> </td></tr><tr><td>Bulleted list</td><td>[ul] [/ul]</td><td> </td></tr><tr><td>List item</td><td>[li] [/li]</td><td> </td></tr><tr><td>Line space</td><td>[br]</td><td>
</td></tr><tr><td>Anchor tag</td><td>[a name=] [/a]</td><td>(a name=<i>value</i>) (/a}</td></tr><tr><td>Link</td><td>[a href= <i>value</i>] [/a]</td><td>(a href=<i>value</i>) (/a)</td></tr><tr><td></td><td></td><td></td></tr></table> <p>NOTE: All characters in the square brackets MUST be in lower case.</p>	Purpose	Special Tags	HTML Tag Inserted	Bold	[b] [/b]	 	Italic	[i] [/i]	<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= <i>value</i>) (/a}	Link	[a href= <i>value</i>] [/a]	(a href= <i>value</i>) (/a)			
Purpose	Special Tags	HTML Tag Inserted																																
Bold	[b] [/b]	 																																
Italic	[i] [/i]	<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= <i>value</i>) (/a}																																
Link	[a href= <i>value</i>] [/a]	(a href= <i>value</i>) (/a)																																
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.																																	

- Click **Save**.

Invoice Form Data Content Type

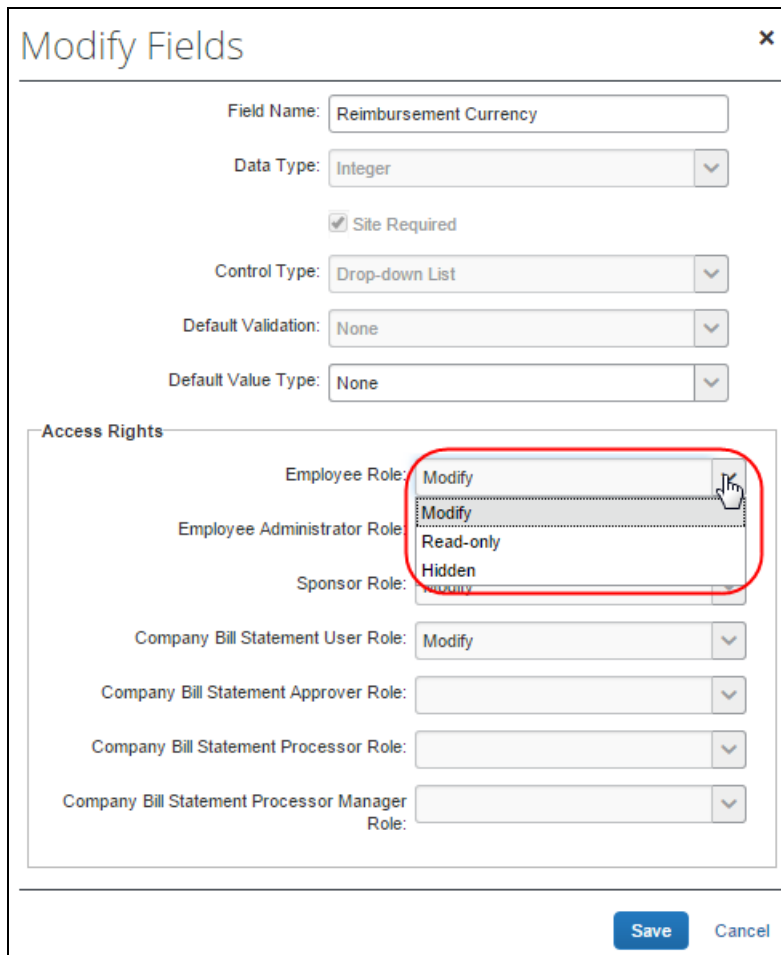
Form Data content type allows the user to add fields, such as Remit To, Invoice Date, and Invoice Number, to the printed invoice.

Invoice: Sam Smith	
Remit To: Convex 7890 (7890) 123 State Street Bellevue WA 98004 US Currency: USD Invoice ID: 931BDDBE51074A529DAD	Requested By: Brown, Terry T. Invoice Date: 03/31/2019 Payment Due Date: 03/31/2019 Invoice Number: 333

Field Access

The field access settings of a field (*Hidden*, *Read-only*) and the role of the user printing the invoice control whether that field is displayed on the printed invoice. 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 invoice, it does not actually appear on the printed invoice for the end user. This is the same for the approver and processor roles if a processor or approver is printing the invoice.

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



Modify Fields [X]

Field Name: Reimbursement Currency

Data Type: Integer

☒ Site Required

Control Type: Drop-down List

Default Validation: None

Default Value Type: None

Access Rights

Employee Role: Modify

Employee Administrator Role: Modify

Sponsor Role: Hidden

Company Bill Statement User Role: Modify

Company Bill Statement Approver Role:

Company Bill Statement Processor Role:

Company Bill Statement Processor Manager Role:

[Save] [Cancel]



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

NOTE: Some default fields within the format, such as invoice 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 invoice. 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 an invoice with Form Data content and select a Form Data content type such as TopNote, BottomNote, or Note2.
2. Click **Modify Content**. The **Edit Content for print format** page appears.

Edit Content for print format: Invoice [X]

Content ID: TopNote

Content Type: Invoice Text

Print Condition Rule: None [v]

Text:

Text Style: cStdForm [v]

Style Attributes: font-weight: normal;
font-size: 9pt;
font-family: Verdana, Arial, Helvetica, "Arial Unicode MS",
sans-serif;

[Save] [Cancel]

3. Complete all required fields:

Field	Description
Content ID	Displays the name of the content ID.
Content Type	Displays the content type you selected, that is <i>Form Data</i> .

Field	Description
Heading	Text that is displayed directly above the fields for this section on the printed invoice. 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 invoice.
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.

- Click **Save** to close the **Edit Content for print format** page.
- With the same field selected, now click **Modify Fields**. The **Edit Fields for Print Format** page appears, displaying all the fields that will appear on the printed invoice.
- Click **Add Fields** to add additional fields to display on the printed invoice. The **Add Field** page appears.

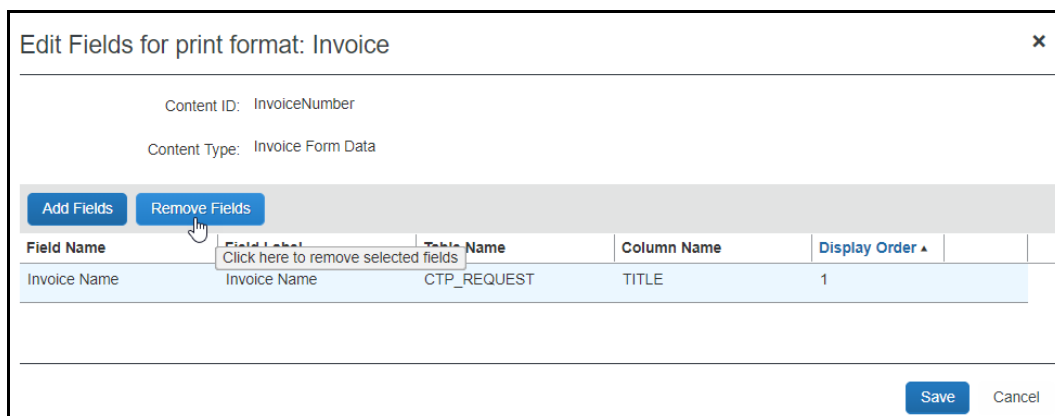
Add Fields
✕

<input type="checkbox"/> Field Name	Field Label	Table Name	Column Name
<input type="checkbox"/> Address Identifier	Address Identifier	CTP_ADDRESS	NAME
<input type="checkbox"/> Address Import Sync ID	Address Import Sync ID	CTP_ADDRESS	VENDOR_ADDR_ID
<input type="checkbox"/> Address Accounting Code	Address Accounting Code	CTP_ADDRESS	ADDR_CODE
<input type="checkbox"/> Created Date	Created Date	CTP_ADDRESS_VERSION	CREATED_DATE
<input checked="" type="checkbox"/> Address 1	Address 1	CTP_ADDRESS_VERSION	ADDRESS1
<input type="checkbox"/> Address 2	Address 2	CTP_ADDRESS_VERSION	ADDRESS2
<input type="checkbox"/> Address 3	Address 3	CTP_ADDRESS_VERSION	ADDRESS3
<input type="checkbox"/> City	City	CTP_ADDRESS_VERSION	CITY
<input type="checkbox"/> State or Province	State or Province	CTP_ADDRESS_VERSION	STATE
<input type="checkbox"/> Postal Code	Postal Code	CTP_ADDRESS_VERSION	POSTAL_CODE
<input type="checkbox"/> Country	Country	CTP_ADDRESS_VERSION	CTRY_CODE
<input type="checkbox"/> Telephone Number	Telephone Number	CTP_ADDRESS_VERSION	PHONE_NUMBER
<input type="checkbox"/> Contact First Name	Contact First Name	CTP_ADDRESS_VERSION	CONTACT_FIRST_NAME
<input type="checkbox"/> Contact Last Name	Contact Last Name	CTP_ADDRESS_VERSION	CONTACT_LAST_NAME

Done
Cancel

- Select all the fields you want displayed on the printed invoice, then click **Done**.

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



Content ID: InvoiceNumber

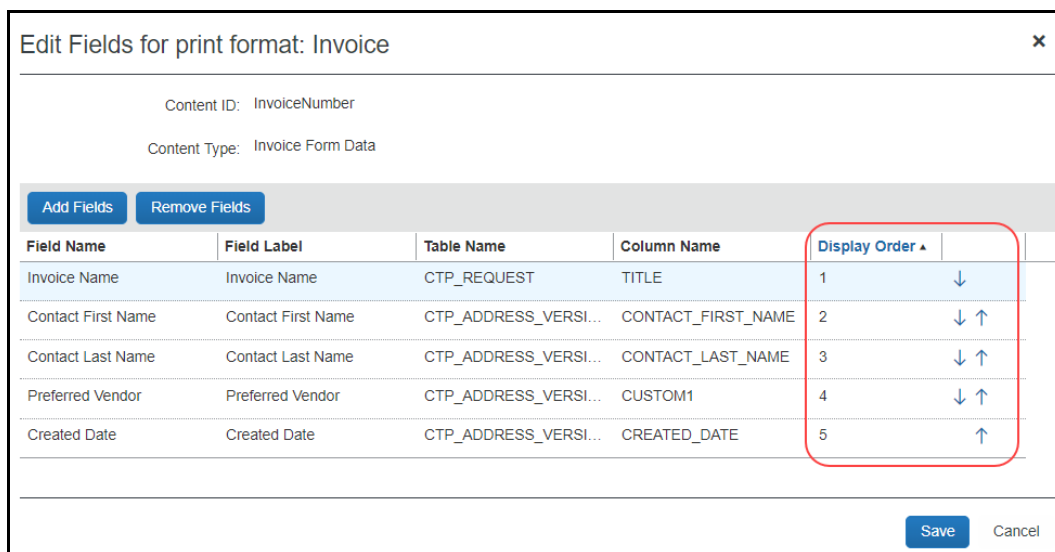
Content Type: Invoice Form Data

Add Fields Remove Fields

Field Name	Field Label	Table Name	Column Name	Display Order ▲
Invoice Name	Invoice Name	CTP_REQUEST	TITLE	1

Save Cancel

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**.



Content ID: InvoiceNumber

Content Type: Invoice Form Data

Add Fields Remove Fields

Field Name	Field Label	Table Name	Column Name	Display Order ▲
Invoice Name	Invoice Name	CTP_REQUEST	TITLE	1
Contact First Name	Contact First Name	CTP_ADDRESS_VERSI...	CONTACT_FIRST_NAME	2
Contact Last Name	Contact Last Name	CTP_ADDRESS_VERSI...	CONTACT_LAST_NAME	3
Preferred Vendor	Preferred Vendor	CTP_ADDRESS_VERSI...	CUSTOM1	4
Created Date	Created Date	CTP_ADDRESS_VERSI...	CREATED_DATE	5

Save Cancel

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

Invoice List Data Content Type

The List Data content type is used for areas that have a list of line items included on the invoice. List entries may be sorted in ascending order by specifying one or more designated fields to sort the list 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 list item status visually while using a minimum of visual space.

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

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 format with List data content and select a List data content type such as Line Items.
2. Click **Modify Content**. The **Edit Content for print format** page appears.

Edit Content for print format: Invoice

Content ID: LinelItems

Content Type: Invoice List Data

Heading:

No Items Message:

Print Condition Rule: None

Heading Style: cStdForm

Style Attributes: font-weight: normal; font-size: 9pt; font-family: Verdana, Arial, Helvetica, "Arial Unicode MS", sans-serif;

Grouping Header Style: cStdListSummaryLabel

Style Attributes: font-size: 9pt; color: #000000; padding-top: 2px; padding-bottom: 2px;

List Field Label Style: cStdForm

Style Attributes: font-weight: normal;

Save Cancel

3. Complete all required fields:

Field	Description
Content ID	Displays the name of the content ID
Content Type	Invoice List Data
Heading	Text that is displayed directly above the fields for this section on the printed invoice. If the style is centered, then the heading is 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 invoice if there are no items in the invoice 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 invoice.
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 (Not applicable to Concur Invoice).
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.
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.

- Click **Save** to close the **Edit Content for print format** page.
- With the same field selected, now click **Modify Fields** - the **Edit Fields for Print Format** page appears, displaying all the fields that will appear on the printed invoice.
- Click **Add Fields** to add additional fields to display on the printed invoice.

The **Add Fields** page appears.

Add Fields

<input type="checkbox"/> Field Name	Field Label	Table Name	Column Name
<input type="checkbox"/> Request Line Item Key	Request Line Item Key	CTP_REQ_LINE_ITEM	RLI_KEY
<input type="checkbox"/> Expense Type	Expense Type	CTP_REQ_LINE_ITEM	PET_CODE
<input type="checkbox"/> Sequence Order	Sequence Order	CTP_REQ_LINE_ITEM	SEQUENCE_ORDER
<input type="checkbox"/> Quantity	Quantity	CTP_REQ_LINE_ITEM	QUANTITY
<input type="checkbox"/> Description	Description	CTP_REQ_LINE_ITEM	DESCRIPTION
<input type="checkbox"/> Unit Price	Unit Price	CTP_REQ_LINE_ITEM	UNIT_PRICE
<input type="checkbox"/> Total	Total	CTP_REQ_LINE_ITEM	TOTAL
<input type="checkbox"/> Allocation State	Allocation State	CTP_REQ_LINE_ITEM	ALLOCATION_STATE
<input type="checkbox"/> Approved Amount	Approved Amount	CTP_REQ_LINE_ITEM	APR_AMT
<input type="checkbox"/> Custom 01	Custom 01	CTP_REQ_LINE_ITEM	CUSTOM1
<input type="checkbox"/> Custom 02	Custom 02	CTP_REQ_LINE_ITEM	CUSTOM2
<input type="checkbox"/> Custom 03	Custom 03	CTP_REQ_LINE_ITEM	CUSTOM3
<input type="checkbox"/> Custom 04	Custom 04	CTP_REQ_LINE_ITEM	CUSTOM4
<input type="checkbox"/> Custom 05	Custom 05	CTP_REQ_LINE_ITEM	CUSTOM5

Done

Cancel

7. Select all the fields you want displayed on the printed invoice, then click **Done**.
8. To remove a field from the invoice 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	<input type="checkbox"/>
2	↓ ↑	None	<input type="checkbox"/>
3	↓ ↑	None	<input type="checkbox"/>
4	↓ ↑	None	<input type="checkbox"/>
5	↑	None	<input type="checkbox"/>

- ◆ **Display Order:** Sets the order, left to right, of the columns making up the list data.
- ◆ **Sort Order:** Sets the field(s) that dictate the order in which the list is sorted. You can choose more than one. In the following example, the sort order is Client, then Project. For rows where the client value is the same, the sort order falls to Project since this is the second sort order criteria.

Sequence Order	Description	Expense Type	Quantity	Unit Price	Total
1	Line1	Furniture	1	\$25.00	\$25.00
2	Line2	Lunch	1	\$200.00	\$200.00
3	Line2	Computer	1	\$234.00	\$234.00

- ♦ **Print Below Entry Row:** The list data content section of a printed invoice 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.

Sequence Order	Description	Expense Type	Quantity	Unit Price	Total
1	Line1	Furniture	1	\$25.00	\$25.00
	Allocations :	100.00%			
2	Line2	Lunch	1	\$200.00	\$200.00
	Allocations :	100.00%			
3	Line2	Computer	1	\$234.00	\$234.00
	Allocations :	100.00%			

- ♦ **Display Value:** Include the code associated with a list item in their printed invoices. 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 line item.

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.*

CONFIGURE ALLOCATION DETAILS

When displaying allocations on a printed invoice, the administrator can decide to add fields and specify the order in which they should appear in the **Allocations** section of the invoice. Administrators can add the following fields: Percentage, Account Code, and custom fields.

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

Sequence Order	Description	Expense Type	Quantity	Unit Price	Total
1	Line1	Furniture	1	\$2,500.00	\$2,500.00
	Allocations :	33.00% Office Chairs			
		40.00% Office Desks			
		27.00% Office Plants			

► 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**.

Printed Invoices

Print Formats | **Print Templates** | Print Condition Rules

PRINT FORMAT CONTENT: PAYMENT REQUEST IN INVOICE FORMAT ...

Modify Content **Modify Fields**

Content ID: TopNote | Content Type: Invoice Text

Click here to edit fields for Print Format Content

PaymentRequestTitle	Invoice Form Data
Note1	Invoice Text
PaymentRequestVendorName	Invoice Form Data
RemitTo	Invoice Form Data
Currency	Invoice Form Data
PaymentRequestId	Invoice Form Data
Employee	Invoice Form Data
InvoiceDate	Invoice Form Data
InvoiceDueDate	Invoice Form Data
InvoiceNumber	Invoice Form Data
Note2	Invoice Text
LineItems	Invoice List Data
Note3	Invoice Text
RequestTotals 1	Invoice Form Data
Note4	Invoice Text
NotesToVendor	Invoice Form Data
Note5	Invoice Text
BottomNote	Invoice Text

5. Click **Add Fields**.

Edit Fields for print format: Payment Request in Invoice Format - Custom

Content ID: LineItems

Content Type: Invoice List Data

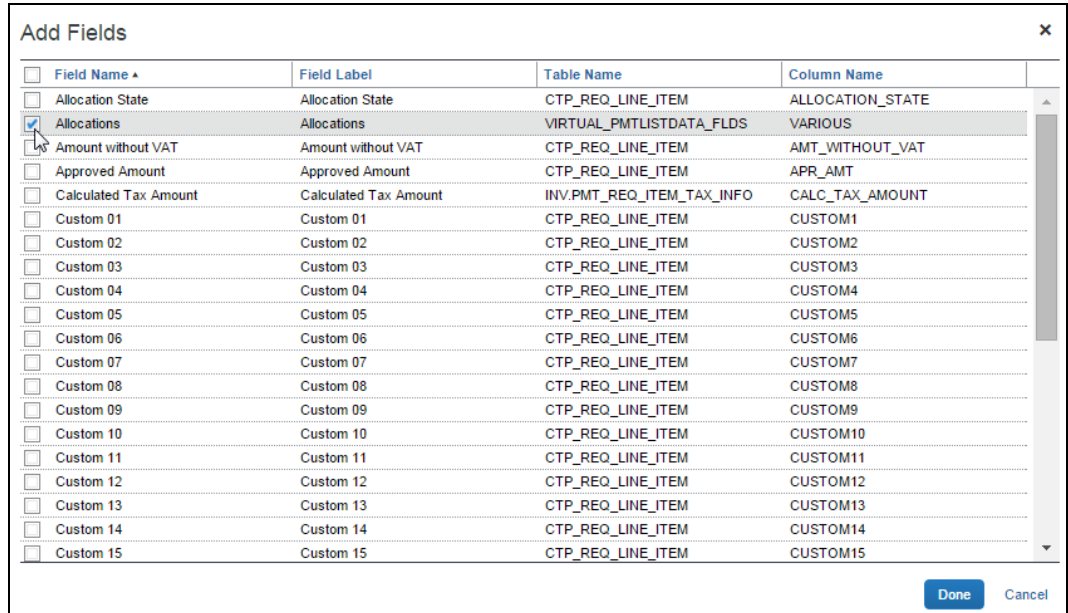
Add Fields **Remove Fields**

Click here to add fields

Field Name	Field Label	Table Name	Column Name	Display Order	Sort Order	Print Below Entry Row
Sequence Order	Sequence Order	CTP_REQ_LINE_ITEM	SEQUENCE_ORDER	1	↓	None
Description - Request Line Item	Description - Request Line Item	CTP_REQ_LINE_ITEM	DESCRIPTION	2	↓ ↑	None
Expense Type	Expense Type	CTP_REQ_LINE_ITEM	PET_CODE	3	↓ ↑	None
Quantity	Quantity	CTP_REQ_LINE_ITEM	QUANTITY	4	↓ ↑	None
Unit Price	Unit Price	CTP_REQ_LINE_ITEM	UNIT_PRICE	5	↓ ↑	None
Total	Total	CTP_REQ_LINE_ITEM	TOTAL	6	↓ ↑	None
Allocations	Allocations	VIRTUAL_PMTLISTDATA_FLDS	VARIOUS	7	↓ ↑	
Attendees	Attendees	VIRTUAL_PMT_REQ_LINE_FIELD...	VARIOUS	8	↑	

Save Cancel

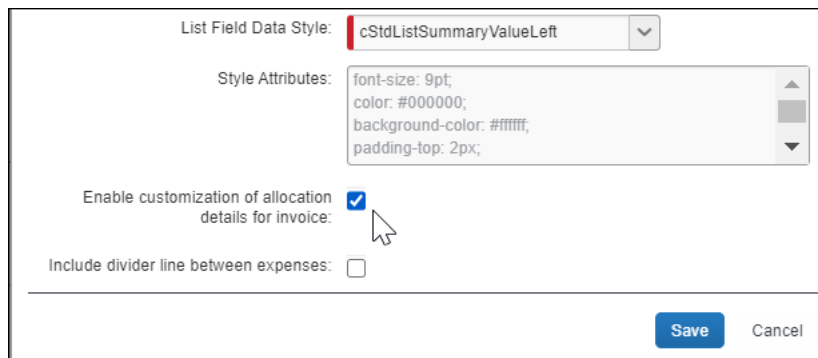
6. Select the **Allocations** field.



Field Name	Field Label	Table Name	Column Name
<input type="checkbox"/> Allocation State	Allocation State	CTP_REQ_LINE_ITEM	ALLOCATION_STATE
<input checked="" type="checkbox"/> Allocations	Allocations	VIRTUAL_PMTLISTDATA_FLDS	VARIOUS
<input type="checkbox"/> Amount without VAT	Amount without VAT	CTP_REQ_LINE_ITEM	AMT_WITHOUT_VAT
<input type="checkbox"/> Approved Amount	Approved Amount	CTP_REQ_LINE_ITEM	APR_AMT
<input type="checkbox"/> Calculated Tax Amount	Calculated Tax Amount	INV.PMT_REQ_ITEM_TAX_INFO	CALC_TAX_AMOUNT
<input type="checkbox"/> Custom 01	Custom 01	CTP_REQ_LINE_ITEM	CUSTOM1
<input type="checkbox"/> Custom 02	Custom 02	CTP_REQ_LINE_ITEM	CUSTOM2
<input type="checkbox"/> Custom 03	Custom 03	CTP_REQ_LINE_ITEM	CUSTOM3
<input type="checkbox"/> Custom 04	Custom 04	CTP_REQ_LINE_ITEM	CUSTOM4
<input type="checkbox"/> Custom 05	Custom 05	CTP_REQ_LINE_ITEM	CUSTOM5
<input type="checkbox"/> Custom 06	Custom 06	CTP_REQ_LINE_ITEM	CUSTOM6
<input type="checkbox"/> Custom 07	Custom 07	CTP_REQ_LINE_ITEM	CUSTOM7
<input type="checkbox"/> Custom 08	Custom 08	CTP_REQ_LINE_ITEM	CUSTOM8
<input type="checkbox"/> Custom 09	Custom 09	CTP_REQ_LINE_ITEM	CUSTOM9
<input type="checkbox"/> Custom 10	Custom 10	CTP_REQ_LINE_ITEM	CUSTOM10
<input type="checkbox"/> Custom 11	Custom 11	CTP_REQ_LINE_ITEM	CUSTOM11
<input type="checkbox"/> Custom 12	Custom 12	CTP_REQ_LINE_ITEM	CUSTOM12
<input type="checkbox"/> Custom 13	Custom 13	CTP_REQ_LINE_ITEM	CUSTOM13
<input type="checkbox"/> Custom 14	Custom 14	CTP_REQ_LINE_ITEM	CUSTOM14
<input type="checkbox"/> Custom 15	Custom 15	CTP_REQ_LINE_ITEM	CUSTOM15

Done Cancel

7. Click **Done**.
8. Click **Save**.
9. Click **Modify Content**.
10. Select (enable) the **Enable customization of allocation details for expenses** check box.



List Field Data Style: cStdListSummaryValueLeft

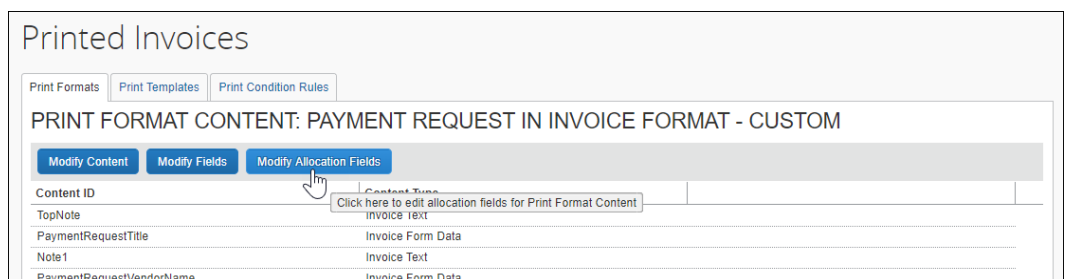
Style Attributes: font-size: 9pt; color: #000000; background-color: #ffffff; padding-top: 2px;

Enable customization of allocation details for invoice: ☒

Include divider line between expenses: ☐

Save Cancel

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



Printed Invoices

Print Formats | Print Templates | Print Condition Rules

PRINT FORMAT CONTENT: PAYMENT REQUEST IN INVOICE FORMAT - CUSTOM

Modify Content | Modify Fields | **Modify Allocation Fields**

Content ID: TopNote | Content Type: Invoice Text

PaymentRequestTitle: Invoice Form Data

Note1: Invoice Text

PaymentRequestVendorName: Invoice Form Data

12. Click **Modify Allocation Fields**.

13. Click **Add Fields**.

Edit Fields for print format: Payment Request in Invoice Format - Custom

Content ID: LinelItems

Content Type: Invoice List Data

Add Fields **Remove Fields**

Field Name	Field Label	Table Name	Column Name	Display Order
Click here to add fields				

Save **Cancel**

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

Add Fields

<input type="checkbox"/>	Field Name	Field Label	Table Name	Column Name
<input type="checkbox"/>	*Custom 11 - TESTING Field Config	*Custom 11 - TESTING Field Config	CTP_ALLOCATION	CUSTOM11
<input type="checkbox"/>	Account Code	Account Code	CTP_ALLOCATION	ACCOUNT_CODE
<input type="checkbox"/>	Asset Number	Asset Number	CTP_ALLOCATION	CUSTOM16
<input type="checkbox"/>	Asset Subnumber	Asset Subnumber	CTP_ALLOCATION	CUSTOM17
<input type="checkbox"/>	Company Code	Company Code	CTP_ALLOCATION	CUSTOM13
<input checked="" type="checkbox"/>	Cost Object ID	Cost Object ID	CTP_ALLOCATION	CUSTOM15
<input checked="" type="checkbox"/>	Cost Object Type	Cost Object Type	CTP_ALLOCATION	CUSTOM14
<input checked="" type="checkbox"/>	Custom 01	Custom 01	CTP_ALLOCATION	CUSTOM1
<input type="checkbox"/>	Custom 02	Custom 02	CTP_ALLOCATION	CUSTOM2
<input type="checkbox"/>	Custom 03	Custom 03	CTP_ALLOCATION	CUSTOM3
<input type="checkbox"/>	Custom 04	Custom 04	CTP_ALLOCATION	CUSTOM4

Done **Cancel**

15. Click **Done**.

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

Edit Fields for print format: Payment Request in Invoice Format - Custom

Content ID: LinelItems

Content Type: Invoice List Data

Add Fields **Remove Fields**

Field Name	Field Label	Table Name	Column Name	Display Value	Display Ord...
Cost Object ID	Cost Object ID	CTP_ALLOCATION	CUSTOM15	Name	1 ↓
Cost Object Type	Cost Object Type	CTP_ALLOCATION	CUSTOM14	Name	2 ↓ ↑
Custom 01	Custom 01	CTP_ALLOCATION	CUSTOM1		3 ↑

Save **Cancel**

17. Click **Save**.

ADD A DIVIDER LINE BETWEEN EXPENSES IN LIST DATA

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

Sequence Order	Description	Expense Type	Quantity	Unit Price	Total
1	Line1	Furniture	1	\$2,500.00	\$2,500.00
	Allocations :	33.00% Office Chairs 40.00% Office Desks 27.00% Office Plants			
2	Line2	Lunch	1	\$200.00	\$200.00
	Allocations :	100.00%			
3	Line2	Computer	1	\$234.00	\$234.00
	Allocations :	50.00% Computer Keyboard 50.00% Computer Mouse			

► **To add the divider line between invoice entries:**

1. On **Print Formats**, select the desired printed invoice 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.

The screenshot shows the 'Edit Content for print format: Invoice' dialog box. It contains several configuration options for the invoice format, including Print Condition Rule, Heading Style, Style Attributes, Grouping Header Style, List Field Label Style, and List Field Data Style. At the bottom, there is a checkbox labeled 'Include divider line between expenses:' which is highlighted with a red circle. The 'Save' and 'Cancel' buttons are located at the bottom right of the dialog.

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

Invoice Barcode Content Type

An Invoice Barcode content type is used for the barcodes you want to add to the printed invoice. 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 an invoice with Barcode data content and select a Barcode data content type such as Invoice Barcode.
2. Click **Modify Content**. The **Edit Content for print format** page appears.

Edit Content for print format: Invoice [X]

Content ID: RequestIdBarCode

Content Type: Invoice Barcode

Field Used to Generate Barcode: Request Key [v]

Barcode Orientation: Vertical [v]

Split into two parts: ☐

Auto size: ☐

Barcode Width (pixels): 83

Barcode Height (pixels): 797

[Save] [Cancel]

3. Complete all required fields:

Field	Description
Content ID	Varies depending on what content ID you selected.
Content Type	Barcode

Field	Description												
Field used to generate barcode	<p>This determines what data value are used to generate the barcode.</p> <p>The choices are:</p> <table><tr><th>Option</th><th>Table</th><th>Column</th></tr><tr><td>Request ID</td><td>CTP_REQUEST</td><td>REQUEST_ID</td></tr><tr><td>Request Key</td><td>CTP_REQUEST</td><td>RQT_Key</td></tr><tr><td>Company ID</td><td>CT_SITE_SETTING</td><td>VALUE where TYPE= IMAGING and NAME= COMPANY_ID</td></tr></table>	Option	Table	Column	Request ID	CTP_REQUEST	REQUEST_ID	Request Key	CTP_REQUEST	RQT_Key	Company ID	CT_SITE_SETTING	VALUE where TYPE= IMAGING and NAME= COMPANY_ID
Option	Table	Column											
Request ID	CTP_REQUEST	REQUEST_ID											
Request Key	CTP_REQUEST	RQT_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 invoice. If Vertical, it appears vertically along the left-hand side of the printed invoice.												
Split into two parts	<p>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 Request ID:</p> <p>1x2x3x4x5x6x7x8x9x0x</p> <p>can be split into two parts, each 10 characters:</p> <p>1x2x3x4x5x</p> <p>6x7x8x9x0x</p> <p>This does not apply to horizontal barcodes.</p>												
Auto size	<p>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.</p> <p>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.</p>												
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.												

- Click **Save**.

Edit a Print Format

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.

You can edit print formats in the following ways:

- Change text or barcode orientation or size
- Add note text
- Add or remove fields
- Change styles

► ***To edit the content:***

1. On the **Printed Invoices** page, click the name of a new or copied print format you want to edit, and then click **Modify Content**. The **Print Format Content** page appears.
2. Click on the print format content you want to edit and then click **Modify Content** or **Modify Fields**.
3. Make the desired changes.
4. Click **Save**.
5. Click **Done**.

► ***To edit print format styles:***

1. On the **Print Formats** tab, select a new or copied print format.
2. Click **Modify Content**. The **Print Format Content** page appears.
3. Select the content you want to modify and then click **Modify Content**. The **Edit Content for print format** page appears.
4. Make the desired changes.
5. Click **Save**.
6. Click **Done**.

► ***To change the fields that appear on the printed invoice:***

1. On the **Print Formats** tab, select a new or copied print format.
2. Click **Modify Content**. The **Print Format Content** page appears.
3. Select the content you want to modify and then click **Modify Fields**. The **Edit Fields for print format** page appears.

4. Do one of the following:
 - ◆ Remove the desired fields.
 - ◆ Add the desired fields.
5. Click **Save**.
6. Click **Done**.

Delete a Print Format

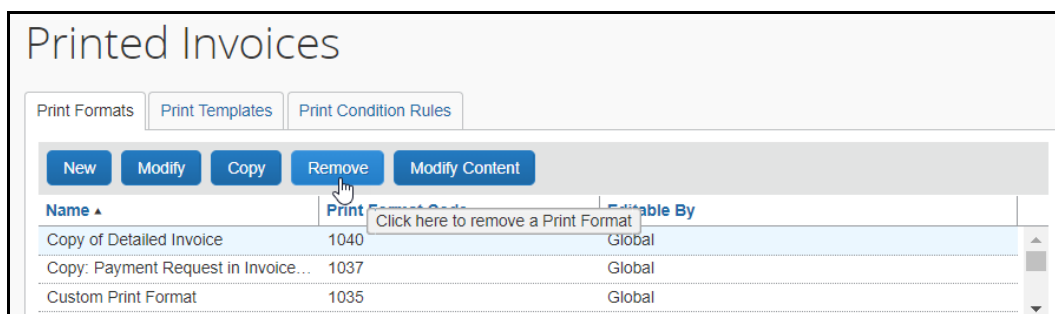
You cannot delete any of the three default print formats, but you can delete any print formats that you have created. You cannot delete a print format that another Group administrator or Global administrator created.

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

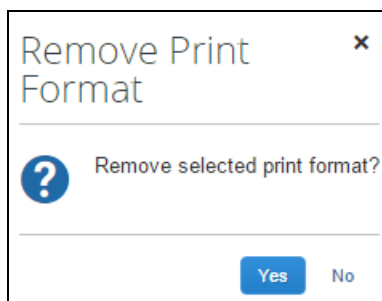
Once deleted, a print format is no longer available for use anywhere in the system.

► **To delete a print format:**

1. On the **Printed Invoices** page, select the format you want to delete.
2. Click **Remove**.



3. In the **Remove Print Format** window, click **Yes**.



4. The print format is deleted from the system.

Assign 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 users create invoices. The policy configuration decides if the Detailed Invoice Default Report is available for selection by the user.

NOTE: Any custom report that the admin creates will display for the user if the admin has activated the report in the Policies tool. Default reports are the only conditional reports.



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

Section 6: Print Templates

The print template defines the form and layout that appear on the printed invoice. When viewing the layout, you see only the components of the printed invoice, 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 invoice
- 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.

PrintClose

PaymentRequestTitle

PaymentRequestVendorNameEmployee

RemitToInvoiceDate

CurrencyInvoiceDueDate

PaymentRequestIdInvoiceNumber

LineItems

RequestTotals1

NotesToVendor

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 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 PaymentRequestTitle 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
Invoice Text	Displays as text on the printed invoice, such as printed date/time of the invoice. <i>Syntax:</i> \$rtext_XXXX (where XXXX is the content section name, such as \$rtext_TopNote)
Invoice Form Data	Displays areas where you can list invoice-level data from the invoice and employee forms. <i>Syntax:</i> \$rformdata_XXXX (where XXXX is the content section name, such as \$rformdata_InvoiceTitle)
Invoice List Data	Displays the list of expenses included on the invoice. <i>Syntax:</i> \$rlistdata_XXXX (where XXXX is the content section name, such as \$rlistdata_ReportEntries)
Summary	Displays invoice-level information, typically the invoice amount totals for the invoice, in table format. <i>Syntax:</i> \$rsummarydata_XXXX (where XXXX is the content section name, such as \$rsummarydata_ReportSummary)
Invoice Barcode	Defines the orientation and sizing of the barcode necessary for scanning. <i>Syntax:</i> \$rbarcode_XXXX (where XXXX is the content section name, such as \$rbarcode_Barcode)

Section	Description
Approval Flow Data	<p>Displays the approval flow associated with the report.</p> <p><i>Syntax:</i> \$rapproval_XXXX (where XXXX is the content section name, such as \$rapproval_Workflow)</p>
Audit Trail	<p>Displays audit trail data, including confirmation agreement acceptance records, to the printed invoice. This data appears in a non-configurable preset format.</p> <p><i>Syntax:</i> \$rauditdata_XXXX (where XXXX is the content section name, such as \$rauditdata_AuditTrail)</p> <p>NOTE: The printed invoice will create the audit trail information based on the role of the user who is <i>printing</i> 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.</p>

Change 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 Invoice Configuration Administrator within Concur Invoice.
 - ♦ If you copy the text from Concur Invoice, 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: `$rtext_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>$rtext_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:

		Print	Close
		TopNote	
CompanyHeader		PageHeader	
		Exceptions	
		OwnerProfile	

The section heading that appears to the user in the printed invoice is configured by clicking the **Modify Content** button on the **Print Format** page.



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

Default Templates

There are several default templates:

- Detailed Invoice
- Invoice

Default templates can be copied 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.

NOTE: If you have an imaging configuration created within Image Handling, you can create multiple print formats in the Print Formats section, but you cannot manipulate the template.



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

Access Print Templates

► To access print templates:

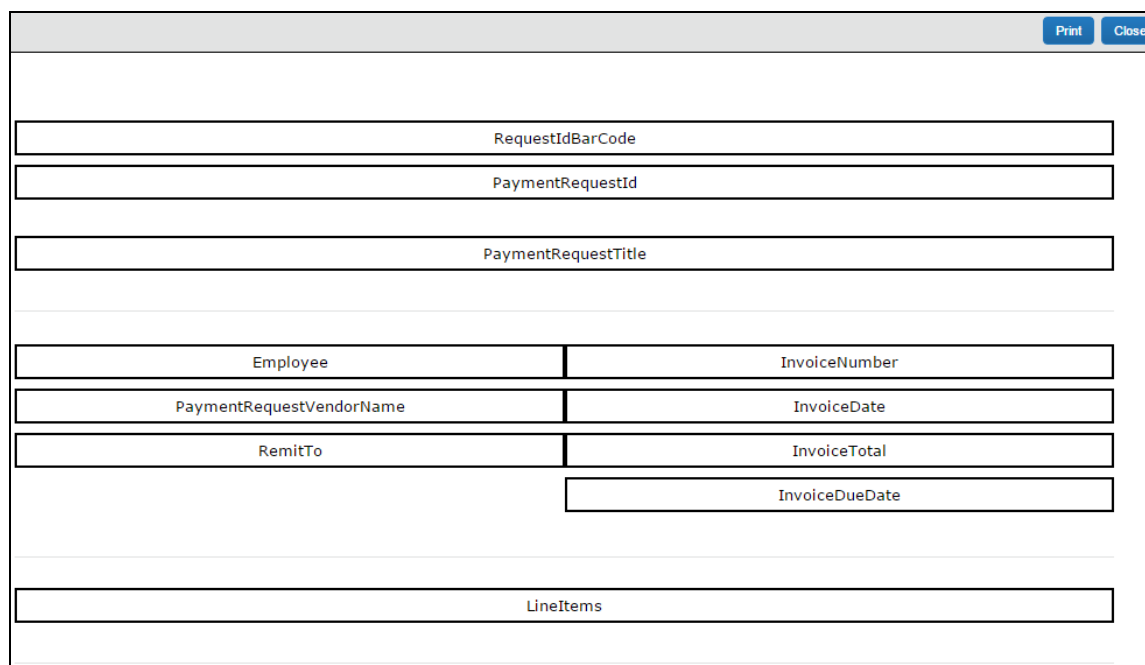
On the **Printed Invoices** page, click the **Print Templates** tab.



The screenshot shows the 'Printed Invoices' page. At the top, there are three tabs: 'Print Formats', 'Print Templates' (which is highlighted with a red border), and 'Print Condition Rules'. Below the tabs, there are three buttons: 'View', 'Copy', and 'Remove'. Underneath these buttons is a table with a header 'Name ▲' and two rows: 'Detailed Invoice' and 'Invoice'. The 'Detailed Invoice' row is highlighted in light blue.

Add 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.



The screenshot shows a 'Preview Layout' window. At the top right, there are 'Print' and 'Close' buttons. The main area contains a form with several fields: 'RequestIdBarCode', 'PaymentRequestId', 'PaymentRequestTitle', 'Employee', 'InvoiceNumber', 'PaymentRequestVendorName', 'InvoiceDate', 'RemitTo', 'InvoiceTotal', 'InvoiceDueDate', and 'LineItems'.

► **To add a new template:**

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

✕

Edit Print Template: Copy of Detailed Invoice

Name:

Copy of Detailed Invoice

Template Code:

```
$data.setLayoutTemplate("/PrintLayout.vm")

<STYLE media="print">
.cActionBar {display:none;}
</STYLE>

<table class="cStdForm"
  cellspacing="0"
  cellpadding="0"
  border="0"
  width="95%"
  style="margin-left:5px;margin-right:5px"
  summary="Summary for detail print invoice">
<tr>
  <td colspan="2" style="width:100%">
    <table class="cStdForm"
      cellspacing="0"
      cellpadding="0"
```

Preview Layout

SaveCancel

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.

Add 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.

Edit Print Template: Copy of Detailed Invoice

Name:

Template Code:

```

<tr>
  <td style="width:50%;vertical-align:top">
    <table class="cStdForm"
      cellspacing="0"
      cellpadding="0"
      style="width: 100%"
      border="0"
      summary="Summary for print invoice">
      <tr><td> $formdata_Employee </td></tr>
      <tr><td>
        $formdata_PaymentRequestVendorName </td></tr>
      <tr><td> $formdata_RemitTo </td></tr>
    </table>
  </td>
  <td style="width:50%;vertical-align:top">
    <table class="cStdForm"
  
```

Preview Layout **Save** **Cancel**

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 BottomNote, 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**.

Split 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.
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 invoice. The rules are designed to control what invoice data is included in an invoice 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 invoices and within the invoices, to multiple content IDs.

Work 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 line item or an entire section.

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

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

Understand 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 "Legal Service greater than 500.00 USD" is:
(Expense Type equals Legal Service) and (Request Total is greater than 500.00 USD)

	Data Object	Field/Value	Operator
<input type="checkbox"/>	Detail	Expense Type	ANY, In
<input type="checkbox"/>	Request	Request Total	Greater Than

Amount: 500.00

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

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

(Field) Expense Type (operator) equals (value) Legal Service

- A *field* consists of a data object (essentially a database table) and fields 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 Invoice Processor.

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

Field	Description
A: Left Parenthesis	Up to three parentheses, depending on the complexity
B: Data Object	<p>The choices that appear in this list are based on the event that triggers the rule:</p> <ul style="list-style-type: none"> • Detail • Detail Allocation • Employee • Request • Request Exception • Vendor Remittance • Vendor Ship From
C: Field/Value	<p>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.</p>
D: Operator	<p>Select an item from the helper pane that appears. The information that appears in this pane is based upon your previous choices.</p> <p>NOTES:</p> <ul style="list-style-type: none"> • 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 <i>Additional Samples of Custom Audits</i> 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 Request Submit Date, the system will look for the submit dates within the two ends of the range: Today, and two days earlier.
E: Data Object	<p>The system provides the option that best suits the previous choices. Change it if necessary.</p>

Field	Description
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.

Access the Printed Invoices Condition Editor

► ***To access the Printed Invoices Condition Editor:***

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



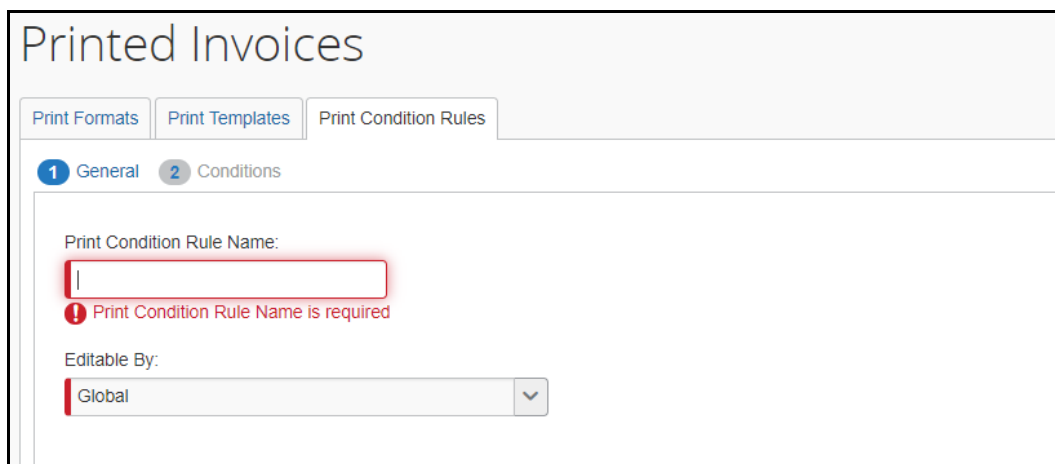
On this page, the user can create, view, or remove print condition rules depending on privileges.

Create 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.



The screenshot shows the 'Printed Invoices' configuration interface. At the top, there are three tabs: 'Print Formats', 'Print Templates', and 'Print Condition Rules'. Below the tabs, there are two steps: '1 General' (active) and '2 Conditions'. In the 'General' step, there is a text input field for 'Print Condition Rule Name:' which is empty and has a red border. Below this field is a red error message: 'Print Condition Rule Name is required'. Below the error message is a dropdown menu for 'Editable By:' which is currently set to 'Global'.

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.

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

- Create the necessary conditions.



For more information, refer to the *Understand Conditional Expressions* and *The Condition Page* sections of this guide.

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

Assign 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.

► To Assign a rule to a Content Type:

- On the **Printed Invoices** page, select the desired print format.
- Click **Modify Content**.
- Select the desired content ID.
- Click **Modify Content**.

5. Select the rule you will apply by selecting it from the **Print Condition Rule** list.

Edit Content for print format: Invoice [X]

Content ID: InvoiceNumber

Content Type: Invoice Form Data

Heading:

Print Condition Rule: ▼

- None
- Catering over \$200** (selected)
- Copy of Catering over \$200
- PrintCondition

Style Attributes: font-family: Verdana, Arial, Helvetica, "Arial Unicode MS", sans-serif;

Form Field Label Style: cStdForm ▼

Style Attributes: font-weight: normal; font-size: 9pt; font-family: Verdana, Arial, Helvetica, "Arial Unicode MS", sans-serif;

Form Field Data Style: cStdForm ▼

Style Attributes: font-weight: normal; font-size: 9pt; font-family: Verdana, Arial, Helvetica, "Arial Unicode MS", sans-serif;

Save **Cancel**

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

