– Data Dictionary –
Analytics
January 31, 2020

Contents

Accounting Journal (Expense)

Label	Description
Account Code	Account code to be charged with the amount
Journal Amount	Amount to be paid to the payee for the expense entry
Parent Expense Type	If a child entry (an itemization for example) the expense type associated with the parent entry
Parent Expense Type Code	If a child entry (an itemization for example) the expense code associated with the parent entry
Payee Payment Type	Payment type that identifies the entity receiving the amount
Payee Payment Type Code	Payment type code that identifies the entity receiving the amount
Payer Payment Type	Payment type representing the entity responsible for paying the amount
Payer Payment Type Code	Payment type code representing the entity responsible for paying the amount

Accrual Entry (Expense)

No terms/descriptions

Allocation Entry (Expense)

Label	Description
Account Code	Account code assigned to the expense to be charged with the amount
Allocation Claimed Amount (USD)	Claimed amount of the allocation in USD
Allocation Percentage	The percentage allocated to the expense
Alternate Account Code	Alternate account code assigned to the expense to be charged with the amount
Approval Status	Status name of the expense report in the approval process
Approval Status Code	Status code of the expense report in the approval process
Is Personal	Displays Yes if an entry is personal otherwise No
Payment Status	Status of the expense report in the payment process. NOTE: The payment process does not begin until the approval process has completed.
Payment Status Code	Status code of the expense report in the payment process
Report Allocation ID	A unique ID derived from the Report ID and the Allocation key. This column is required on the report to ensure accurate aggregation of allocated expenses.

Attendee Entry (Expense)

Label	Description
Approved Attendee Amount (USD)	The entry amount of the expense for the attendee approved for reimbursement in USD
Approved Report Entry Amount (USD)	The entry amount the company agrees to reimburse for the expense
Attendee Company	Name of the company that employees the attendee
Attendee Count	Number of attendees associated with the expense
Attendee Name	Last Name First Name of an attendee associated with the expense
Attendee Title	Job title of description of the attendee
Attendee Type	Type of attendee at the expensed event such as business guest employee or spouse
Attendee Type Code	Attendee type code associated with the attendee type
Expense Type Code	Expense type code assigned to the expense
External ID	ID for the attendee in the external source system
Purpose	Employee-entered business purpose or description of the expense report
Submit Date	The day the expense report was submitted for approval

Label	Description
Submit Date (MONTH)	Date (MONTH) that the expense report was submitted for approval
Submit Date (Quarter)	Date (Quarter) that the expense report was submitted for approval
Submit Date (YEAR MONTH)	Date (YEAR MONTH) that the expense report was submitted for approval
Submit Date (YEAR)	Date (YEAR) that the expense report was submitted for approval
Submit Date and Time	Date and time that the expense report was submitted for approval

Billing Transaction (Expense)

Label	Description
Deleted Date	If the report was deleted the date and time it happened
Is Deleted	Shows Yes if report is deleted otherwise No.
Is Deleted Code	Shows Y if report is deleted otherwise N.
Is Deleted Flag	Shows 1 if report is deleted otherwise 0.

Booking (Travel)

Label	Description
Associated Travel Amount	The financial amount associated with the displayed travel booking
Avg Amt Per Day	The average financial amount associated with the displayed travel booking divided by the number of days traveled rented or stayed
Booking Date	The Date the travel item was initially booked
Booking Source	Booking source for the travel segment displayed
Days Advance Booking	How far in advance the travel item was booked (Travel Start Date minus Booking Date)
Employee ID	Employee ID as derived from the UUID in Expense
First Name	First Name as derived from the UID in Expense
Last Name	Last Name as derived from the UUID in Expense
Middle Name	Middle Name as derived from the UID in Expense
# of Travel Days / Nights	Number of days spent traveling/renting or overnight stays
Travel Category	Category of travel (Air Lodging Car Rail Other)
Travel Destination / Location	Destination location for the travel item displayed
Travel End Date	End date for the travel item displayed
Travel Origin	Origin location for the travel item displayed

Label	Description
Travel Start Date	Origin date for the travel item displayed
Traveler Name	Full name of the person traveling
Vendor Name	Name of the transportation or property vendor

Credit Card Transaction (Expense)

Label	Description
Credit Card Currency	Credit card\s base currency
Merchant Name	Name of the merchant or vendor with whom the transaction was conducted
Payment Type	Method used to pay the expense
Posted Amount (Credit Card currency)	Transaction amount converted as needed from the transaction currency to the credit card\s currency
Posted Amount (Reimbursement Currency)	Transaction amount converted as needed from the transaction currency to the currency in which the employee is reimbursed
Posted Amount (USD)	Canonical transaction Amount in USD.
Posted Date	Date the transaction was posted to the credit card\s systems
Posted Date and Time	Posted Date as received from backend (including timestamp)
Posted Date Client	Date the transaction was posted to the credit card\s systems
Posted Date Client (YEAR MONTH)	Date (YEAR MONTH) the transaction was posted to the credit card\s systems
Posted Date Client (YEAR)	Date (YEAR) the transaction was posted to the credit card\s systems
Record Insert Date	Date the transaction was posted to the credit card\s systems
Record Insert Date and Time	Posted Date as received from backend (including timestamp)
Record Insert Date Client	Date the transaction was posted to the credit card\s systems
Record Insert Date Client (YEAR MONTH)	Date (YEAR MONTH) the transaction was posted to the credit card\s systems
Record Insert Date Client (YEAR)	Date (YEAR) the transaction was posted to the credit card\s systems
Reimbursement Currency	Currency in which the employee was reimbursed
Transaction Amount OLTP	Amount of the transaction in the currency in which the transaction was incurred
Transaction Currency Alpha Code	Currency in which the transaction was incurred
Transaction Date	Date the transaction was incurred

Label	Description
Transaction Date and Time	Transaction Date as received from backend (including timestamp)
Transaction Date Client	Date the transaction was incurred
Transaction Date Client (YEAR MONTH)	Date (YEAR MONTH) the transaction was incurred
Transaction Date Client (YEAR)	Date (YEAR) the transaction was incurred
Transaction ID	Unique number that identifies the credit card transaction
Transaction Status	Transaction status description
Transaction Status Code	Code for transaction status
Transaction Type	Name of the transaction type

Employee Entry (Expense)

Label	Description
BI Manager ID	Unique number or code that identifies the employee\s manager
BI Manager Name	The full name of the person designated as the employee\s manager
Company Code	Company Code
Company Name	Company Name
Default Authorization Request Approver	Name of the employee\s default authorization request approver
Default Authorization Request Approver ID	ID of the employee\s default authorization request approver
Default Cash Advance Approver	Name of the employee\s default cash advance approver which depending on the client\s configuration may or may not be the approver for this report
Default Cash Advance Approver ID	Unique number or code that identifies the employee\s default cash advance approver
Default Expense Report Approver	The full name of the person designated as the default expense report approver
Default Expense Report Approver ID	Unique number or code that identifies the employee\s default expense report approver
Default Travel Request Approver	Default Travel Request Approver
Default Travel Request Approver ID	Default Travel Request Approver ID

Label	Description
Employee Country	Employee country **NOTE:** Typically this information copies down from the employee record; however depending on a client\s configuration of the report header form it is possible that the Country could be different from the employee\s assigned country.
Employee Email Address	Employee\s email address
Employee ID	Unique number or code that identifies the employee
Employee Login ID	Unique identifier used to log in to the system
Employee Login ID	Unique identifier used to log in to the system
Employee Name	Employee\s Full Name
Is Active	Shows Yes if Employee is Active otherwise No
Is Active Code	Shows Y if Employee is Active otherwise N
Is Active Flag	Shows 1 if Employee is Active otherwise 0
Role Name	Roles assigned to Employee

Exception Entry (Expense)

No terms/descriptions

Exception Header (Expense)

Label	Description
Approval Status	Status of the expense report in the approval process
Exception Source	Source of exception

Invoice (Invoice)

Label	Description
Approval Status	The current approval status name of the invoice in the workflow
Approval Status Code	The current approval status code of the invoice in the workflow
Approval Status Description	The current approval status description of the invoice in the workflow
Approval Status Grouping	The current approval status as displayed on the Invoice Accrual tile
Approval Status ID	The current approval status ID of the invoice in the workflow
Creation Date	Date the invoice was created within Concur Invoice
Creation Date (MONTH)	Date (MONTH) the invoice was created within Concur Invoice
Creation Date (QUARTER)	Date (QUARTER) the invoice was created within Concur Invoice

Label	Description
Creation Date (YEAR MONTH)	Date (YEAR MONTH) the invoice was created within Concur Invoice
Creation Date (YEAR)	Date (YEAR) the invoice was created within Concur Invoice
Creation Date Full	Date the invoice was created within Concur Invoice (including timestamp)
Invoice Amount (USD)	Amount requested by the vendor
Invoice Date	Date the invoice was issued by the vendor
Invoice Date (MONTH)	Date (MONTH) the invoice was issued by the vendor
Invoice Date (QUARTER)	Date (QUARTER) the invoice was issued by the vendor
Invoice Date (YEAR MONTH)	Date (YEAR MONTH) the invoice was issued by the vendor
Invoice Date (YEAR)	Date (YEAR) the invoice was issued by the vendor
Invoice Date Full	Date the invoice was issued by the vendor (including timestamp)
Invoice ID	Unique Concur generated value identifying the Invoice
Invoice Name	The label used to identify the invoice created by the submitter
Invoice Number	The alpha numeric value associated with the invoice created by the vendor
Invoice Total (USD)	Amount requested by the submitting employee
Payment Method	The way in which the Invoice will be paid
Payment Status	The current payment status name of the invoice in the workflow
Payment Status Code	The current payment status code of the invoice in the workflow
Payment Status Description	The current payment status description of the invoice in the workflow
Payment Status ID	The current payment status ID of the invoice in the workflow
Purchase Order Number	Number assigned by the company to authorize the purchase (if available)
Shipping Amount	Amount of shipping charges on the Invoice
Tax Amount	Amount of tax charges on the Invoice
Vendor Name	The name of the supplier providing the good or service

Invoice Header (Invoice)

No terms/descriptions

Invoice Outstanding (Invoice)

Label	Description
Aging Category	Length of time calculated as current date from invoice date for all invoices that do not have a Payment Status of Payment Confirmed. Categories are: < 30 Days 30 - 60 Days 60 - 90 Days >= 90 Days

Report Entry (Expense)

Label	Description
Approved Amount (USD)	Amount of the expense approved for reimbursement converted as needed to the employee\s reimbursement currency
Card Amount	Card Amount
Cash Amount	Cash Amount
City / Location	City/Location where the expense was incurred
Expense Type	Expense type assigned to the expense
Expense Type	Expense type assigned to the expense
Expense Type Key	Expense Type Key
Payment Status	The current payment status name of the item in the workflow
Payment Status Code	The current payment status code of the item in the workflow
Payment Type	Method by which the employee paid for the expense such as cash or a credit card
Payment Type Code	Payment Type Code
Posted Amount (USD)	Canonical transaction Amount in USD.
Posted Amount Reimbursement Currency	Posted Amount Reimbursement Currency
Reimbursement Currency Code	Currency in which the employee was reimbursed
Report Entry Key	Report Entry Key
Spend Category	Expense category assigned to the expense
Spend Category	Expense category assigned to the expense
Spend Category Code	Expense category code assigned to the expense
Spend Category Key	Spend Category Key
Transaction Date	Date the transaction was incurred
Transaction Date (YEAR MONTH)	Date (YEAR MONTH) the transaction was incurred
Transaction Date (YEAR)	Date (YEAR) the transaction was incurred
Transaction Date and Time	Transaction Date as received from backend (including timestamp)

Label	Description
Transaction Date Client	Date the transaction was incurred
Vendor	Vendor associated with the expense

Report Header (Expense)

Label	Description
Approval Status Code	Approval Status Code
Approval Status Name	Status name of the expense report in the approval process
First Submit Date	Date that the expense report was first submitted for approval **NOTE:** If the report was returned to the employee and had to be resubmitted this date is the date the report was **first** submitted.
First Submit Date and Time	Date and time that the expense report was first submitted for approval **NOTE:** If the report was returned to the employee and had to be resubmitted this date is the date the report was **first** submitted.
Last Submit Date	Date that the expense report was last submitted for approval **NOTE:** If the report was returned to the employee and had to be resubmitted this date is the date the report was **first** submitted
Last Submit Date and Time	Date and time that the expense report was last submitted for approval **NOTE:** If the report was returned to the employee and had to be resubmitted this date is the date the report was **first** submitted
Report ID	Unique system-assigned code that identifies the expense report
Report Name	Employee-entered name of the expense report
Report Type Code	Code for the type of expense report
Report Type Name	Name for the type of expense report
Sent for Payment Date	Date the expense report was extracted from the expense system for payment in another accounting system (such as Accounts Payable or Payroll)
Sent for Payment Date and Time	Sent for Payment Date as received from backend (including timestamp)
Sent for Payment Date Client	Date the transaction was sent for payment
Sent for Payment Date Client (YEAR MONTH)	Date (YEAR MONTH) the transaction was sent for payment
Sent for Payment Date Client (YEAR)	Date (YEAR) the transaction was sent for payment

Spend Entry (Expense)

No terms/descriptions

Spend Total (Expense)

Label	Description
Approved Amount (USD)	Amount of the expense approved for reimbursement converted as needed to the employee\s reimbursement currency
Expense Amount (USD)	Amount of the expense
Reporting Group	Organization or business unit the employee belongs to
Sent for Payment Date (YEAR)	Date (YEAR) the expense report was extracted from the expense system for payment in another accounting system (such as Accounts Payable or Payroll)
Total Due Credit Cards (USD)	Total amount to be reimbursed to credit cards or other accounts
Total Due Employee (USD)	Total amount to be reimbursed to the employee