

Concur Release Notes Analysis / Intelligence	
Month	Audience
April 2011	Client

Contents

Release Notes 1

New Standard Report: VAT Reclaimed Amounts1

 Report Prompts..... 1

 Report Output 2

New Standard Report: Airfare Booked But Not Yet Expensed3

 Report Prompts..... 3

 Report Output 4

Release Notes

New Standard Report: VAT Reclaimed Amounts

This report displays report entry-level tax information for expenses that are eligible for Value Add Tax (VAT) reclamation. This report is available at:

Intelligence – Standard Reports > Tax

– or –

Analysis – Standard Reports > Tax

Report Prompts

Prompts

Transaction Date:	From: Apr 11, 2011
	To: Apr 11, 2011
Amount Type:	<input checked="" type="radio"/> Expensed <input type="radio"/> Adjusted

Options

Tax Authorities:	United Kingdom Select all Deselect all
-------------------------	---

Report Output

VAT Reclaimed Amounts															
Transaction Date Between Jan 1, 2011 and Apr 12, 2011															
Tax Authority	Tax Rate Type	Report ID	Entry Key	Transaction Date	Transaction Currency	Expense Type	Vendor Name	Merchant VAT Number	Expensed Amount	Expensed Gross Tax Amount	Expensed Net Tax Amount	Expensed Tax Amount	Expensed Reclaimable Tax Amount	Expensed Lost Reclaimable Amount	Receipt Type
Tax Authority	Standard	C55011FBBC51445F8732	2683793	Jan 19, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		C55011FBBC51445F8732	2683792	Jan 20, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		CB03858762834947950B	2723700	Mar 2, 2011	GBP	Tolls	Vendor		1.50	0.25	1.25	0.25	0.00	0.25	None
		CB6797A24FAE4A2A8209	2659087	Feb 9, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		CD74F192DA374AAAF8277	2617777	Jan 20, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		D0A635D9ABF3490EB04F	2693441	Feb 9, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.00	0.83	None
		DA73A50D04DA49258D05	2808766	Feb 11, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		DEC7E516F340451080B9	2858827	Jan 25, 2011	GBP	Tolls	Vendor		3.70	0.62	3.08	0.62	0.62	0.00	Receipt
		DEC7E516F340451080B9	2858811	Jan 26, 2011	GBP	Tolls	Vendor		3.70	0.62	3.08	0.62	0.62	0.00	Receipt
		E12F8571ACF34504B48F	2832516	Feb 23, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		E40CE03EB41949AD86F6	2705086	Feb 15, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		EEA363E7181E4019AA20	2812107	Mar 17, 2011	GBP	Tolls	Vendor		4.00	0.67	3.33	0.67	0.67	0.00	Receipt
		F24F43B0F18B4E5DA775	2604952	Jan 7, 2011	GBP	Tolls	Vendor		5.70	0.95	4.75	0.95	0.95	0.00	Receipt
		F4922F460BCF4F03BAE9	2815809	Mar 28, 2011	GBP	Tolls	Vendor		3.80	0.63	3.17	0.63	0.63	0.00	Receipt
		F588A85F12634F18A923	2730910	Mar 6, 2011	GBP	Tolls	Vendor		9.00	1.5	7.5	1.50	1.50	0.00	Receipt
		F590B3A5311747C2BFBA	2841043	Jan 26, 2011	GBP	Tolls	Vendor		5.00	0.83	4.17	0.83	0.83	0.00	Receipt
		FCE32C5F061844D184E8	2609448	Jan 22, 2011	GBP	Tolls	Vendor		2.88	0.46	2.4	0.46	0.46	0.00	Receipt
		570AD984EC0849299F04	2728194	Feb 9, 2011	GBP	Visa/Passport	Vendor		295.20	49.2	246	49.20	49.20	0.00	Receipt
		AA6E6894C0E140239351	2594017	Jan 5, 2011	GBP	Working Clothes	Vendor		56.16	9.36	46.8	9.36	9.36	0.00	Receipt
		8884313286884558AE07	2707784	Feb 9, 2011	GBP	Working Clothes	Vendor		189.00	31.5	157.5	31.50	31.50	0.00	Receipt
Standard												Subtotal	Subtotal	Subtotal	
Tax Authority												Subtotal	Subtotal	Subtotal	
Summary												Sum Amt	Sum Amt	Sum Amt	

New Standard Report: Airfare Booked But Not Yet Expensed

This report lists users with airline tickets that have not yet been expensed. This will allow finance departments to identify liabilities and plan appropriately. This report is available at:

Intelligence – Standard Reports > Expense Processing

Report Prompts

Prompts

Date Range

Purchased Date:

From: Apr 11, 2011

To: Apr 11, 2011

Options

Keywords:
Type one or more keywords separated by spaces.

Search

Options

Results:

Insert

Remove

Choices:

Select all Deselect all

Select all Deselect all

Employees:

Report Output

Airfare Booked But Not Yet Expensed

Purchased Date Between Jan 1, 2007 and Apr 11, 2011

Reporting Currency: USD

Employee	Purchased Date	Departure Date	Airline	Ticket Status	Record Locator	Ticket Number	Amount
Employee	Nov 16, 2010	Mar 13, 2009	Delta	Active	IUGEMV	0067405081971	192.02
	Nov 16, 2010	Jan 6, 2010	Delta	Active	CJQVCC	0067715630378	3,244.80
	Nov 16, 2010	Jan 6, 2010	Delta	Active	CJQVCC	0067728078614	3,244.80
	Nov 16, 2010	Jan 19, 2010	Alitalia	Active	OQH0YW	0557715630367	130.40
	Nov 16, 2010	Jan 12, 2010	Lufthansa	Active	CJQVCC	2207715630380	86.10
	Nov 16, 2010	Jan 23, 2010	Lufthansa	Active	CJQVCC	2207715630382	71.90
Employee	Nov 16, 2010	May 2, 2009	Delta	Active	KLNLEH	0067422056956	74.60
	Nov 16, 2010	May 3, 2009	US Airways	Active	DQQRGN	0377422056957	176.85
Employee	Jun 9, 2010	Jun 13, 2010	Delta	Active	GGILQH	0067896543438	734.64
	Nov 16, 2010	Oct 2, 2008	American	Active	DGCYEM	0017373618474	76.16
	Nov 16, 2010	Oct 2, 2008	American	Active	DGCYEM	0017374977239	113.59
	Nov 16, 2010	Oct 1, 2008	American	Active	NYMBMT	0017376604750	262.93
	Nov 16, 2010	Oct 28, 2008	American	Active	KZMETW	0017380064601	69.50
	Nov 16, 2010	Sep 30, 2008	Delta	Active	NYMBMT	0067376476749	146.90
	Nov 16, 2010	May 28, 2009	Delta	Active	BGIBDF	0067429181020	462.20
	Nov 16, 2010		Delta	Active	GFRYQU	0067714650874	389.15
	Nov 16, 2010	Nov 19, 2009	Delta	Active	GFRYQU	0067714650895	389.15
	Nov 16, 2010	Jun 13, 2010	Delta	Active	GGILQH	0067896543438	734.64
	Nov 16, 2010	Sep 30, 2008	Northwest	Active	EGM\VEG	0127375167878	505.94
	Nov 16, 2010	Sep 29, 2008	Northwest	Active	EGM\VEG	0127376476739	562.00

Concur Release Notes Analysis / Intelligence	
Month	Audience
May 2011	Client

Contents

Release Notes - May 2011 **1**

 Finding Additional Product Release Notes 1

 Report Updates 2

 Model Updates 2

Release Notes - May 2011

Finding Additional Product Release Notes

For Travel release notes, log in to [Concur Client Central](#), then click **Resources > Document Library > Travel** and then either **TMC Partner** or **Direct Customers**.

For all other products, log in to [Concur Client Central](#), then click **Resources > Release Documentation > Release Notes** to select and download additional product-specific release notes matching your Concur solution(s):

Concur Solutions >>> Release Notes ▼▼▼	Expense Professional/Premium (integrated or stand- alone)	Travel (stand-alone)	Invoice (stand-alone)
Expense - Professional/Premium (includes Imaging, Expense Pay, Expense Report Auditing, Jobs; cases/issues list in a separate doc)	X		
Travel (with cases/issues list)	**	**	
Invoice Management (with cases/issues list)	X		X
Travel Requests (with cases/issues list)	X		
Mobile app (with cases/issues list)	X	X	X
Analysis/Intelligence (with cases/issues list)	X		X
Web Services	X		X

** Travel Release Notes are available on Concur Client Central at Resources > Document Library > Concur Travel Documentation. Then, go to the **Direct Customer** or the **TMC Partner** folder - whichever applies.

Report Updates

Many of the existing Standard Reports have had some usability updates and bug fixes made to them in the May Release. The impacted reports are:

- *Car Rental Summary* – A bug in this report has been resolved. Previously, multiple cars with the same rate on the same date would display as a single row in the report output. The logic of this report was updated to correctly display the results in this scenario.
- *Ancillary Airline Fees per Ticket* – **Total Paid (reporting currency)** field has been added to this report.
- *Cliqbook vs. Agent Booking Percentage (Dashboard Metric)* – This report was not completing when being executed. A calculation in the report was causing an overflow, leading to the hanging report. We have updated this report to calculate with causing the overflow.
- *Expense Accrual by Date Range* – This report was incorrectly displaying Paid Reports. To resolve, we updated the filters to exclude Paid Reports.
- *Prompt Page Coloration Issue* – As a side effect of the UI updates made earlier, the Prompt Screen was displayed with a blue background when scheduling the report, or Running the Report with Options. This has been resolved, and the expected background is now displayed.

Model Updates

The following fields have been added to the Concur Data Warehouse model in the May release.

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Batch

Added these fields to this folder:

- ◆ Batch ID
- ◆ Closed Date
- ◆ Send Date
- ◆ Sent Date
- ◆ Amount
- ◆ Amount (rpt)
- ◆ Reporting Currency

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Batch > Funding Account

Added these fields to this folder:

- ◆ Funding Account Name

- ◆ Funding Account Type
- ◆ Funding Reference ID
- ◆ Bank Country
- ◆ Bank Currency
- ◆ Time Zone ID
- ◆ Time Zone Name
- ◆ Close Time
- ◆ Funding Account Active
- ◆ Liability Account Code
- ◆ Cash Account Code

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Batch > Keys

Added these fields to this folder:

- ◆ Batch Key
- ◆ Funding Account Key

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Batch > Keys > Prompt Keys

Added this field to this folder:

- ◆ Funding Account Prompt Key

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Payment Demand

Added these fields to this folder:

- ◆ Creation Date
- ◆ Payment Method
- ◆ Status
- ◆ Failure Code
- ◆ Funding Initiation Date
- ◆ Funding Settlement Date
- ◆ Payment Initiation Date
- ◆ Payment Settlement Date
- ◆ Return Initiation Date
- ◆ Return Settlement Date
- ◆ Reference ID
- ◆ Amount

- ◆ Amount (rpt)
- ◆ Reporting Currency

Added to:

Concur Data Warehouse > Expense > Lists > Employee Information > Additional Details

Added these fields to this folder:

- ◆ ADP Company Code
- ◆ ADP Deduction Code
- ◆ Reimbursement Type
- ◆ ADP File Number

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Payment Demand > Vendor Bank Account

Added these fields to this folder:

- ◆ Vendor Bank Name
- ◆ Vendor Tax ID
- ◆ Transaction Type
- ◆ Account Currency
- ◆ Account Country
- ◆ Active
- ◆ Is Current Version

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Payment Demand > Associated Payment Request Information

Added these fields to this folder:

- ◆ Request ID
- ◆ Total Request Amount
- ◆ Total Request Amount (rpt)
- ◆ Total Invoice Amount
- ◆ Total Invoice Amount (rpt)
- ◆ Request Currency
- ◆ Request Reporting Currency

Added to:

Concur Data Warehouse > Invoice > Payment Manager > Payment Demand > Keys

Added these fields to this folder:

- ◆ Payment Demand Key
- ◆ Status Key
- ◆ Vendor Key
- ◆ Bank Account Key

Added to:

*Concur Data Warehouse > Invoice > Payment Manager > Payment Demand > Keys
> Prompt Keys*

Added these fields to this folder:

- ◆ Status Prompt Key
- ◆ Vendor Prompt Key
- ◆ Bank Account Prompt Key

Legal Notice

This document contains proprietary information and data that is the exclusive property of Concur Technologies, Inc., Redmond, Washington. No part of this document may be reproduced, transmitted, stored in a retrievable system, translated into any language, or otherwise used in any form or by any means, electronic or mechanical, for any purpose, without the prior written consent of Concur Technologies, Inc.

Information contained in this document applies to the following products in effect at the time of this document's publication:

Analysis and Intelligence, May 2011

The above product(s) and information contained in this document are subject to change without notice. Accordingly, Concur Technologies, Inc. disclaims any warranties, express or implied, with respect to the information contained in this document, and assumes no liability for damages incurred directly or indirectly from any error, omission, or discrepancy between the above product(s) and the information contained in this document.

© 2004 – 2011 Concur Technologies, Inc., Redmond, Washington. All rights reserved.

Concur® is the trademark of Concur Technologies, Inc. All other company and product names are the property of their respective owners.

Published by Concur Technologies, Inc.
18400 NE Union Hill Road
Redmond, Washington 98052

Concur Release Notes Analysis / Intelligence	
Month	Audience
June 2011	Client

Contents

Release Notes **1**

 Finding Additional Product Release Notes 1

 Report Updates 2

 Model Updates 2

Release Notes

Finding Additional Product Release Notes

For Travel release notes, log in to [Concur Client Central](#), then click **Resources > Document Library > Travel** and then either **TMC Partner** or **Direct Customers**.

For all other products, log in to [Concur Client Central](#), then click **Resources > Release Documentation > Release Notes** to select and download additional product-specific release notes matching your Concur solution(s):

Concur Solutions >>> Release Notes ▼▼▼	Expense Professional/Premium (integrated or stand- alone)	Travel (stand-alone)	Invoice (stand-alone)
Expense - Professional/Premium (includes Imaging, Expense Pay, Expense Report Auditing, Jobs; cases/issues list in a separate doc)	X		
Travel (with cases/issues list)	**	**	
Invoice Management (with cases/issues list)	X		X
Travel Requests (with cases/issues list)	X		
Mobile app (with cases/issues list)	X	X	X
Analysis/Intelligence (with cases/issues list)	X		X
Web Services	X		X

** Travel Release Notes are available on Concur Client Central at Resources > Document Library > Concur Travel Documentation. Then, go to the **Direct Customer** or the **TMC Partner** folder - whichever applies.

Report Updates

There were no Report Updates in the June release

Model Updates

The following fields have been added to the Concur Data Warehouse model in the June release.

Added to:

Concur Data Warehouse > Expense > Lists > Employee Information > Additional Details

Added this field to this folder:

- ◆ Termination Date

Added to:

Concur Data Warehouse > Travel > Trips

Added these fields to this folder:

- ◆ Is Agent Booked Trip
- ◆ Itinerary Source

Created:

Concur Data Warehouse > Expense > Expense Reports > Entry Information > TriplIt Details

Added these fields to this folder:

- ◆ Segment Types
- ◆ Transaction Date (TriplIt)
- ◆ Ticket Number (TriplIt)
- ◆ Class of Service
- ◆ Start Location
- ◆ Start Date (TriplIt)
- ◆ End Date (TriplIt)
- ◆ Vendor (TriplIt)
- ◆ Total Days
- ◆ Number of Units
- ◆ Transaction Currency (TriplIt)
- ◆ Reporting Currency (TriplIt)
- ◆ Daily Rate
- ◆ Daily Rate (reporting currency)
- ◆ Total Amount
- ◆ Total Amount (reporting currency)

Added to:

Concur Data Warehouse > Travel > Reservations and Tickets

Added this field to this folder:

- ◆ Itinerary Source

Added to:

Concur Data Warehouse > Travel > Ticket Segments

Added these fields to this folder:

- ◆ Itinerary Source
- ◆ Booking Source

Added to:

Concur Data Warehouse > Travel > Air Segments

Added these fields to this folder:

- ◆ Itinerary Source
- ◆ Booking Source

Added to:

Concur Data Warehouse > Travel > Rail Segments

Added these fields to this folder:

- ◆ Itinerary Source
- ◆ Booking Source

Concur Release Notes Analysis / Intelligence	
Month	Audience
July 2011	Client

Contents

Release Notes **1**

Finding Additional Product Release Notes 1

Report Updates **2**

New Report: Expenses with Triplt Itineraries 2

Model Updates 4

Resolved Issues **6**

Release Notes

Finding Additional Product Release Notes

For Travel release notes, log in to [Concur Client Central](#), then click **Resources > Document Library > Travel** and then either **TMC Partner** or **Direct Customers**.

For all other products, log in to [Concur Client Central](#), then click **Resources > Release Documentation > Release Notes** to select and download additional product-specific release notes matching your Concur solution(s):

Concur Solutions >>> Release Notes ▼▼▼	Expense Professional/Premium (integrated or stand- alone)	Travel (stand-alone)	Invoice (stand-alone)
Expense - Professional/Premium (includes Imaging, Expense Pay, Expense Report Auditing, Jobs; cases/issues list in a separate doc)	X		
Travel (with cases/issues list)	**	**	
Invoice Management (with cases/issues list)	X		X
Travel Requests (with cases/issues list)	X		
Mobile app (with cases/issues list)	X	X	X
Analysis/Intelligence (with cases/issues list)	X		X
Web Services	X		X

** Travel Release Notes are available on Concur Client Central at Resources > Document Library > Concur Travel Documentation. Then, go to the **Direct Customer** or the **TMC Partner** folder - whichever applies.

Report Updates

Many of the existing Standard Reports have had some usability updates and bug fixes made to them in the July Release. The impacted reports are:

- *Cash Advance Analysis* – A filter in the *Cash Advance Analysis* report was causing non-issued Cash Advances to be excluded from the result set. This report has been updated to use the **Cash Advance Date** so non-issued Cash Advances would be included.
- *Meeting Attendee Flight Segments* –An incorrectly applied filter was causing no records to be returned on this report. The unnecessary filter has been removed in this release.
- *Number of Trips by Traveler* – In some cases, the *Number of Trips by Traveler* report was returning duplicate results. The report was updated to return one result for every traveler.
- *Several Reports updated to exclude TriplT data* – With the integration of TriplT data in the June Release, we have revised several Standard Reports to exclude TriplT data. The reports that have been updated are:
 - Air Adoption by Month
 - Adoption (Air, Car, hotel)
 - Air Analysis: Concur Travel vs. Agency Summary
 - Trip Approvals
 - User Concur Travel History
 - Flight Segment Details
 - Expense and Travel Summary:
 - Concur Travel vs. Agent Booking Summary
 - Average Difference Expensed vs. Negotiated

New Report: Expenses with TriplT Itineraries

This is a detailed report that displays the transactions that have an associated TriplT itinerary. Information from both the filed expense and the TriplT reservation will allow administrators to compare the amounts filed versus the amount provided by TriplT for matched expenses. This report is available at:

Intelligence – Standard Reports > Expense Processing or Analysis – Standard Reports > Expense Processing

EXPENSES WITH TRIPIT ITINERARIES: REPORT PROMPTS

Expenses with Triplt Itineraries

Prompts

Date Range

Transaction Date:

From:

To:

Options

Employees:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Choices:

Select all Deselect all

EXPENSES WITH TRIP ITINERARIES: REPORT OUTPUT

Expenses with Tript Itineraries						
Transaction Date Between Apr 1, 2011 and Jul 14, 2011						
Employee	Transaction Date	Reservation Date	Expense Type	Vendor	Approved Expense Amount	Tript Amount
Employee Name	Jun 1, 2011		Airfare	United Airlines	691.05	691.05
	Jun 7, 2011		Car Rental	Hertz	100.11	127.34
	Jun 8, 2011		Hotel	Marriott Hotels		
Employee Name	Jun 15, 2011		Airfare	Alaska Airlines	338.40	338.4
Employee Name	Jun 21, 2011		Airfare	Alaska Airlines	355.40	355.4
Employee Name	Jun 15, 2011		Hotel	MERCURE PARIS ROYAL MADELEINE		
	Jun 16, 2011		Hotel	LONDON METROPOLE		
	Jun 19, 2011		Hotel	LONDON METROPOLE		
	Jun 30, 2011		Airfare	Delta Air Lines	7,567.70	7,567.7
Employee Name	Jun 22, 2011		Car Rental	Hertz	150.68	160.5
	Jun 23, 2011		Individual Lunch	HYATT ARLINGTON	11.00	
	Jun 23, 2011		Hotel	Hyatt Hotels		
Employee Name	Jun 15, 2011		Hotel	ARIA RESORT & CASINO		
Employee Name	Jun 23, 2011		Hotel	Marriott Hotels		
Employee Name	Jun 10, 2011		Hotel	Marriott Hotels		
	Jun 21, 2011		Airfare	Southwest Airlines	377.40	377.4
	Jun 28, 2011		Airfare	Southwest Airlines	294.40	294.4
	Jun 30, 2011		Airfare	Southwest Airlines	259.40	259.4
	Jul 9, 2011		Hotel	Marriott Hotels		
Employee Name	Jun 24, 2011		Hotel	Marriott Hotels		

Model Updates

The following fields have been added to the Concur Data Warehouse model in the July release.

Added to:

Concur Data Warehouse > Expense > Travel Allowance > Fixed Travel Allowance > Rate Locations

Added these fields to this folder:

- ◆ Rate Location Administrative Region
- ◆ Custom Rate Administrative Region
- ◆ Lodging Rate Administrative Region

Added to:

Concur Data Warehouse > Expense > Travel Allowance > Reimbursable Travel Allowance > Rate Locations

Added these fields to this folder:

- ◆ Rate Location Administrative Region
- ◆ Custom Rate Administrative Region
- ◆ Lodging Rate Administrative Region

Added to:

Concur Data Warehouse > Expense > Expense Journal > Keys

Added this field to this folder:

- ◆ Extract Credit Card Transaction Legacy Key

Added to:

Concur Data Warehouse > Expense > Expense Reports > Credit Card > Credit Card Accounts

Added this field to this folder:

- ◆ Market Code

Added to:

Concur Data Warehouse > Expense > Audit Trail > Report Entry Audit > Additional Details > Audit Type

Added two new Audit Types to the DW Expense Archive:

- ◆ Report.Processor.Review.Complete
- ◆ Report.Processor.Review.InProgress

Resolved Issues

The following cases have been resolved in the July Release:

Case ID	Case/Defect Description
110510-000839	<p>Product/Feature: Concur Data Warehouse Standard Reports</p> <p>Description: A filter in the <i>Cash Advance Analysis</i> report was causing non-issued Cash Advances to be excluded from the result set.</p> <p>Resolution: This report has been updated to use the Cash Advance Date in order to include non-issued Cash Advances.</p>
110302-000276	<p>Product/Feature: Concur Data Warehouse Standard Reports</p> <p>Description: An incorrectly applied filter was causing no records to be returned on the <i>Meeting Attendee Flight Details</i> report.</p> <p>Resolution: The unnecessary filter has been removed in this release.</p>
110509-001090	<p>Product/Feature: Concur Data Warehouse Standard Reports</p> <p>Description: In some cases, the <i>Number of Trips by Traveler</i> report was returning duplicate results.</p> <p>Resolution: The report was updated to return one result for every traveler.</p>
110412-000150	<p>Product/Feature: DW Expense Archive</p> <p>Description: The Description field of the Level 3 credit card transactions was being incorrectly archived into the Reporting Database.</p> <p>Resolution: The archive has been updated to copy the Level 3 Description field to the correct location in the Reporting Database.</p>

Concur Release Notes Analysis / Intelligence	
Month	Audience
August 2011	Concur Client

Contents

Release Notes 1

- Report Updates..... 1
- New Report: TripIt Travel Authorizations by Employee..... 1
- New Report: TripIt Expense Authorizations by Employee..... 2
- Model Updates..... 2

Cognos 10.1 Upgrade and Timeline 3

Release Notes

Report Updates

Many of the existing Standard Reports have had some usability updates and bug fixes made to them in the August Release. The impacted reports are:

- **Reports Approved but Receipts Not Viewed** – This report was updated to include Report Entry level receipt views. Previously, only Report level receipt views were evaluated for this report. Approvers will have to view all receipts associated to a report at both the Report level and at the Report Entry level. If even one receipt at either level is not viewed, the approvers name will be displayed in this report.

New Report: Triplt Travel Authorizations by Employee

This report allows integrated Travel and Expense clients to view which employees at their company have enabled Triplt integration for Travel. This report is available at:

Intelligence – Standard Reports > Administration or **Analysis – Standard Reports > Administration**

TRIPLT TRAVEL AUTHORIZATION BY EMPLOYEE: REPORT OUTPUT

Triplt Travel Authorizations by Employee				
User Last Name	User First Name	User ID	User Email	Authorized Trip Sharing with Triplt
10216	10216		User-10216@p0003595c8pi.com	Y
10217	10217		User-10217@p0003595c8pi.com	Y
10218	10218		User-10218@p0003595c8pi.com	Y
10219	10219		User-10219@p0003595c8pi.com	Y
10220	10220		User-10220@p0003595c8pi.com	Y
10221	10221		User-10221@p0003595c8pi.com	Y
10222	10222		User-10222@p0003595c8pi.com	Y
10223	10223		User-10223@p0003595c8pi.com	Y
10224	10224		User-10224@p0003595c8pi.com	Y
10225	10225		User-10225@p0003595c8pi.com	Y
10226	10226		User-10226@p0003595c8pi.com	Y
10639	10639		User-10639@p0003595c8pi.com	Y
10640	10640		User-10640@p0003595c8pi.com	Y
10641	10641		User-10641@p0003595c8pi.com	Y
10642	10642		User-10642@p0003595c8pi.com	Y
10643	10643		User-10643@p0003595c8pi.com	Y
11062	11062		User-11062@p0003595c8pi.com	Y
11063	11063		User-11063@p0003595c8pi.com	Y
11064	11064		User-11064@p0003595c8pi.com	Y
11065	11065		User-11065@p0003595c8pi.com	Y

New Report: Triplt Expense Authorizations by Employee

This report allows integrated Expense only clients to view which employees at their company have enabled Triplt integration. This report is available at:

Intelligence – Standard Reports > Administration or Analysis – Standard Reports > Administration

TRIPIT EXPENSE AUTHORIZATION BY EMPLOYEE: REPORT OUTPUT

Triplt Expense Authorizations by Employee				
User Last Name	User First Name	User ID	User Email	Authorized Trip Integration with Triplt
10216	10216		User-10216@p0003595c8pi.com	Y
10217	10217		User-10217@p0003595c8pi.com	Y
10218	10218		User-10218@p0003595c8pi.com	Y
10219	10219		User-10219@p0003595c8pi.com	Y
10220	10220		User-10220@p0003595c8pi.com	Y
10221	10221		User-10221@p0003595c8pi.com	Y
10222	10222		User-10222@p0003595c8pi.com	Y
10223	10223		User-10223@p0003595c8pi.com	Y
10224	10224		User-10224@p0003595c8pi.com	Y
10225	10225		User-10225@p0003595c8pi.com	Y
10226	10226		User-10226@p0003595c8pi.com	Y
10639	10639		User-10639@p0003595c8pi.com	Y
10640	10640		User-10640@p0003595c8pi.com	Y
10641	10641		User-10641@p0003595c8pi.com	Y
10642	10642		User-10642@p0003595c8pi.com	Y
10643	10643		User-10643@p0003595c8pi.com	Y
11062	11062		User-11062@p0003595c8pi.com	Y
11063	11063		User-11063@p0003595c8pi.com	Y
11064	11064		User-11064@p0003595c8pi.com	Y
11065	11065		User-11065@p0003595c8pi.com	Y

Model Updates

The following fields have been added to the Concur Data Warehouse model in the August release.

Added to:

Concur Data Warehouse > Expense > Lists > Employee Information > Additional Details

Added these fields to this folder:

- ◆ Link Travel to Triplt
- ◆ Link Expense to Triplt

Added to:

Concur Data Warehouse > Expense > Expense Reports > Receipts Viewed > Entry Receipts Viewed

Added these fields to this folder:

- ◆ Receipts Viewed Date/Time
- ◆ Receipts Viewed by Employee
- ◆ Receipts Viewed by Employee - ID

Added to:

Concur Data Warehouse > Expense > Expense Reports > Receipts Viewed > Entry Receipts Viewed > Keys

Added this field to this folder:

- ◆ Associated Report Entry Legacy Key
- ◆ Associated Employee Expense Legacy Key

Cognos 10.1 Upgrade and Timeline

Concur is pleased to announce the upgrade to Cognos 10. Concur clients will be upgraded in three separate groups throughout September and October. The dates for each group are as follows:

- Group 1 – Sat 09.10
- Group 2 – Sat 10.08
- Group 3 – Sat 10.15

During upgrade, Analysis/Intelligence will be unavailable. We anticipate that the upgrade will last approximately eight hours. During this down time, any reports that were scheduled will not be run until the next scheduled time. This is especially important to note for any weekly or monthly schedules.

Once the upgrade is complete, the user experience will be very similar to the current offering, with the same look and feel. There will be additional options for graphs and output that were not previously available, as the rendering engine has been upgraded as part of this release. There are also several exciting features (Active Reports, External Data, and Business Insight Advanced) that we will be making available after all client groups have been successfully upgraded to Cognos 10.

For additional details, an FAQ and client list for each upgrade group will be posted on Concur Client Central within the next couple of days. If you have any questions, you may also contact me at: seang@concur.com.

Concur Release Notes Analysis / Intelligence	
Month	Audience
September 2011	Concur Client

Contents

Release Notes 1

Report Updates..... 1

Model Updates..... 1

Cognos 10.1 Upgrade and Timeline 4

Release Notes

Report Updates

Many of the existing Standard Reports have had some usability updates and bug fixes made to them in the September Release.

The impacted reports are:

- *Expense Exception Analysis* – This report was updated to include the date range in the report output subtitle. This was previously excluded due to a mismatch between the parameter name on the prompt page and the output page.
- *Expense Exception Analysis (with comments)* – This report was updated to include the date range in the report output subtitle. This was previously excluded due to a mismatch between the parameter name on the prompt page and the output page.
- *Number of Trips by Arranger* - When the *Number of Trips by Arranger* is run; the radio-button prompts for Booking Type and Distance Unit don't show a default value. The report was updated to include default values on the prompt page.
- *Number of Trips by Traveler* - When the *Number of Trips by Traveler* is run; the radio-button prompts for Booking Type and Distance Unit don't show a default value. The report was updated to include default values on the prompt page.
- *Hotel Summary* – The drill through from the *Hotel Summary* to the *Hotel Details* report was not correctly passing a filter and incorrect results were displayed. The drill through has been corrected.
- *Payment Type Analysis* – This report has two charts (**Approved Amount by Airline** and **Approved Amount by Expense Type**) where the axis label notes that the values are time one thousand. The amounts displayed are actual amounts. The label has been updated to reflect the correct amounts.
- *Air Analysis: Concur Travel vs. Agency Summary* – With the addition of the **Is International Trip** field to the Concur Data Warehouse model, we have updated this report to include a breakdown of international and domestic flight information in this report.

Model Updates

The following fields have been added to the Concur Data Warehouse model in the September release.

Added to:

Concur Data Warehouse > Expense > Expense Report > Credit Card > Credit Card Transactions > Additional Transaction Details

Added this field to this folder:

- ◆ Acquirer Reference Number

Added to:

Concur Data Warehouse > Expense > Expense Reports > Entry Information > Receipt Information

Added these fields to this folder:

- ◆ E-Receipt ID
- ◆ E-Receipt Image Posted
- ◆ E-Receipt Type

Added to:

Concur Data Warehouse > Expense > Expense Reports > Credit Card > Credit Card Transactions > Keys

Added this field to this folder:

- ◆ Credit Card Transaction Legacy Key

Added to:

Concur Data Warehouse > Expense > Cash Advances > Cash Advance Details > Keys

Concur Data Warehouse > Expense > Cash Advances > Cash Advance Workflow Trail > Keys

Concur Data Warehouse > Expense > Cash Advance Journal > Keys

Added this field to these folders:

- ◆ Cash Advance Legacy Key

Added to:

Concur Data Warehouse > Expense > Expense Reports > Credit Card > Credit Card Transactions > Keys

Concur Data Warehouse > Expense > Cash Advances > Cash Advance Comments > Keys

Added this field to these folders:

- ◆ Associated Cash Advance Legacy Key

Added to:

Concur Data Warehouse > Travel > Trips

Added this field to this folder:

- ◆ Is International Trip

Added to:

Concur Data Warehouse > Expense > Lists > Employee Information

Added this field to this folder:

- ◆ Nickname

Added to:

Concur Data Warehouse > Expense > Expense Reports > Report Header Information > Additional Employee Details

Concur Data Warehouse > Expense > Expense Reports > Expense Report Workflow Trail > Additional Employee Details

Concur Data Warehouse > Expense > Expense Reports > Credit Card > Credit Card Accounts > Additional Employee Details

Concur Data Warehouse > Expense > Authorization Requests > Authorization Request Headers > Additional Employee Details

Concur Data Warehouse > Expense > Authorization Requests > Authorization Workflow Trail > Additional Employee Details

Concur Data Warehouse > Expense > Travel Allowance > Fixed Travel Allowance > Additional Employee Details

Concur Data Warehouse > Expense > Travel Allowance > Reimbursable Travel Allowance > Additional Employee Details

Concur Data Warehouse > Expense > Travel Allowance > Itineraries > Additional Employee Details

Concur Data Warehouse > Expense > Cash Advances > Cash Advance Details > Additional Employee Details

Concur Data Warehouse > Expense > Cash Advances > Cash Advance Workflow Trail > Additional Employee Details

Concur Data Warehouse > Expense > Lists > Cars > Additional Employee Details

Concur Data Warehouse > Invoice > Payment Request Header Information > Additional Employee Details

Concur Data Warehouse > Invoice > Payment Request Workflow Trail > Additional Employee Details

Concur Data Warehouse > Travel > Trips > Additional Employee Details

Added these fields to these folders:

- ◆ BI Manager
- ◆ BI Manager ID
- ◆ BI Manager E-mail Address
- ◆ (Employee) Nickname

Added to:

Concur Data Warehouse > Invoice > Supplier Details

Added these fields to this folder:

- ◆ Assigned Supplier Owner
- ◆ Default Expense Type

Added to:

Concur Data Warehouse > Travel > Receipts > Lodging > Lodging Receipts > Keys

Concur Data Warehouse > Travel > Receipts > Rental Cars > Rental Car Receipts > Keys

Concur Data Warehouse > Travel > Receipts > Taxis > Taxi Receipts > Keys

Added this field to these folders:

- ◆ eReceipt ID Key

Additional Model Updates:

Changes to the Country Field: In the past, we have updated the Country field in the database by both the DW Expense and DW Travel archives. The way Country data is stored in the Expense and Travel database is unique and we attempted to resolve those differences during the archive. With the September release, we are simplifying our approach. As of the September release, only the DW Expense Archive will update the Country field. All values saved in the Country field will be stored in Upper Case. Since the filters in Cognos are case sensitive, any custom reports include a filter on the Country field where the Country is referenced in mixed case, will cause the report to fail. Please update all filters that are in mixed case.

Cognos 10.1 Upgrade and Timeline

The Cognos 10 upgrade has been indefinitely delayed. At this time, we do not have a new timeline for when the upgrade will begin. We are working with our partners at IBM/Cognos to resolve everything as soon as possible, but there is not a definite timeline to resolution. Our plan is to maintain the upgrade timeline (Group One upgraded first, followed by Groups Two and Three approximately one month later). Updated information will be posted on Concur Client Central when available.

We apologize for the inconvenience the postponement has caused. If you have any questions, please contact Sean Gagne at seang@concur.com.

Concur Release Notes Analysis / Intelligence	
Month	Audience
October 2011	Concur Client

Contents

Release Notes **1**

Report Updates **1**

 New Report: Attendee Tax Amounts 1

Model Updates..... **3**

Release Notes

Report Updates

A couple of the existing Standard Reports have had some usability updates and bug fixes made to them in the October Release. The impacted reports are:

- *Billed Transaction Reconciliation – Details (updated)* – This report was using the First Submit Date on the prompt page to return results. However, on the report output screen, the Last Submit Date was being displayed. The report output was updated to use the First Submit Date.
- *Hotel Receipt Additional Spend Summary* - This report was updated to correct some minor misspellings.
- *Car Receipt Additional Spend Summary* – The drill-through's on the Intelligence version of this report were incorrectly linked. The links have been correct to use the correct target.

New Report: Attendee Tax Amounts

For Australian companies, there is a requirement to report specific expenses to the Australian Tax office on a yearly basis. This report quickly captures those expenses for each employee. This report is available at:

Intelligence – Standard Reports > Tax or Analysis – Standard Reports > Tax

ATTENDEE TAX AMOUNTS: REPORT PROMPTS

Attendee Tax Amounts

Prompts

Date Range

Sent for Payment Date:

From:

To:

Amount Field Type:

Adjusted

Expensed

Options

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Choices:

Select all Deselect all

ATTENDEE TAX AMOUNTS: REPORT OUTPUT

Attendee Tax Amounts																	
Sent for Payment Date Between Oct 1, 2011 and Oct 19, 2011																	
Employee	Employee ID	Report Name	Sent for Payment Date	Entry Legacy Key	Expense Type	Transaction Date	Vendor	City/Location	Reimbursement Currency	Purpose	Payment Type	Number of Attendees	Expense Amount (reimbursement currency)	Attendee Name	Attendee Type	Tax on Expensed Amount	Tax Code
<EMPLOYEE>	PIIABRR	<REPORT>	Oct 14, 2011	535973	Meals Offsite	Sep 14, 2011	MATSUYA JAPANESE RST	FAIRFIELD	AUD	<PURPOSE>	Cash	1	19.80	<ATTENDEE>	01.Travelling employees	1.78	P1
<EMPLOYEE>	SOBAKI	<REPORT>	Oct 14, 2011	535207	Overseas - Meals	Sep 2, 2011	Old Town white Coffee	Petaling Jaya	MVR	<PURPOSE>	Cash	1	9.80	<ATTENDEE>	01.Travelling employees		
				535224	Overseas - Meals	Sep 2, 2011	Hala@Saigon	Ho Chi Minh City	MVR	<PURPOSE>	Cash	1	31.42	<ATTENDEE>	01.Travelling employees		
				535226	Overseas - Meals	Sep 2, 2011	DNyonya	Ho Chi Minh City	MVR	<PURPOSE>	Cash	1	22.37	<ATTENDEE>	01.Travelling employees		
<EMPLOYEE>	QBAINR	<REPORT>	Oct 13, 2011	539161	Meals Offsite	Aug 24, 2011	PAYMENT - THANK YOU	Melbourne	AUD	<PURPOSE>	Cash	1	-21.60	<ATTENDEE>	01.Travelling employees		
<EMPLOYEE>	UBAITR	<REPORT>	Oct 5, 2011	532344	Gifts / Recognition - Employees <\$300	Sep 28, 2011	DAVID JONES MT GRAVATT	Brisbane	AUD	<PURPOSE>	Cash	1	155.40	<ATTENDEE>	02.Non-Travelling Emp's	14.13	P1
				532348	Meals Offsite	Sep 6, 2011	SSL RED ROOSTER	Mascot	AUD	<PURPOSE>	Cash	1	15.80	<ATTENDEE>	01.Travelling employees	1.44	P1
				532349	Meals Offsite	Sep 6, 2011	MCDONALDS SYD DOMESTI	Mascot	AUD	<PURPOSE>	Cash	1	10.70	<ATTENDEE>	01.Travelling employees	0.97	P1
<EMPLOYEE>	MAALLC1	<REPORT>	Oct 9, 2011	533865	Long Service Leave Awards	Sep 21, 2011	BLUESTONE RESTAURANT	Melbourne	AUD	<PURPOSE>	Cash	9	300.00	<ATTENDEE>	02.Non-Travelling Emp's	27.27	P1
														<ATTENDEE>	02.Non-Travelling Emp's		
														<ATTENDEE>	02.Non-Travelling Emp's		

Model Updates

The following fields have been added to the Concur Data Warehouse model in the October release.

Added to:

Concur Data Warehouse > Expense > Expense Report > Entry Information > Additional Entry Details

Added this field to this folder:

- ◆ Hotel Days

Added to:

Concur Data Warehouse > Expense > Expense Reports > Credit Card > Additional Transaction Details > Other Goods& Services Details

Added this field to this folder:

- ◆ Description

Added to:

Concur Data Warehouse > Expense > Expense Reports > Credit Card > Credit Card Accounts > Additional Employee Details

Added these fields to these folders:

- ◆ Default Approver
- ◆ Default Approver ID
- ◆ Default Approver Email Address

Added to:

Concur Data Warehouse > Expense > Travel Allowance > Reimbursable Travel Allowance > Additional Employee Details

Added these fields to these folders:

- ◆ Default Approver
- ◆ Default Approver ID
- ◆ Default Approver Email Address
- ◆ Employee Country Code

Added to:

Concur Data Warehouse > Expense > Travel Allowance > Fixed Travel Allowance > Additional Employee Details

Added these fields to these folders:

- ◆ Default Approver
- ◆ Default Approver ID
- ◆ Default Approver Email Address
- ◆ Employee Country Code

Added to:

Concur Data Warehouse > Expense > Travel Allowance > Itineraries > Additional Employee Details

Added these fields to these folders:

- ◆ Default Approver
- ◆ Default Approver ID
- ◆ Default Approver Email Address
- ◆ Employee Country Code

Added to:

Concur Data Warehouse > Travel > Trips > Additional Employee Details

Added these fields to these folders:

- ◆ Travel Employee Manager ID
- ◆ Travel Employee Manager ID Email Address
- ◆ Employee Country Code

Added to:

Concur Data Warehouse > Travel > Trips > Keys

Added this field to this folder:

- ◆ Travel Employee Manager Key

Added to:

Concur Data Warehouse > Expense > Lists > Custom and Connected

Added this field to this folder:

- ◆ List Item Full Code

Added to:

Concur Data Warehouse > Expense > Expense Journal

Added this field to this folder:

- ◆ Attendee Type

Added to:

Concur Data Warehouse > Expense > Expense Journal > Keys

Added this field to this folder:

- ◆ Attendee Type Key

Concur Release Notes Analysis / Intelligence	
Month	Audience
November 2011	Concur Internal

Contents

Release Notes **1**

 Report Updates..... 1

 Model Updates..... 1

Release Notes

Report Updates

A couple of the existing Standard Reports have had some usability updates and bug fixes made to them in the November Release. The impacted reports are:

- *Billed Transaction Reconciliation (updated), Billed Transaction Reconciliation – Details (updated)* – We have added default values for the date prompts on the Prompt Page for these reports. The default values are January of the current year for the Start Date, and the current month for the End Date.
- *Airfare Summary* - This report had the 'Top 10 Travelers' metric updated. The metric was previously displaying the arrangers, instead of the actual traveler. We are now displaying the Top 10 Travels, instead of the Top 10 Arrangers.
- *Employee Details* – A new prompt (Include Inactive Employees) has been added to the Prompt Page of this report. By default, inactive users will be include, which is consistent with existing functionality.
- *Expense and Travel Overview, Adoption (Air, Car, Hotel), Air Adoption by Month, Air Analysis: Concur Travel vs. Agency Summary, Airfare Booked But Not Yet Expensed, Airfare Booked But Not Yet Expensed, Meeting Attendee Flight Details, Meeting Attendee Flight Segments, Fare Analysis, Itinerary Details, Advance Air Purchases, Booked by Airline, Concur Travel vs. Agent Booking Percentage, Percent Air Advance Purchase Window, Tickets Booked by Airline* – A new filter has been added to these reports to exclude air and rail adjustment transactions.

Model Updates

The following fields have been added to the Concur Data Warehouse model in the November release.

Added to:

Concur Data Warehouse > Travel > Reservations and Tickets > Vendor Information

Added these fields to this folder:

- ◆ Hotel Phone Number
- ◆ Hotel Property City
- ◆ Hotel Property State
- ◆ Hotel Property Postal Code

Added to:

Concur Data Warehouse > Travel > Receipts > Lodging Receipts

Added these fields to this folder:

- ◆ Vendor Phone Number
- ◆ Hotel City
- ◆ Hotel State
- ◆ Postal Code

Added to:

Concur Data Warehouse > Travel > Reservations and Tickets

Added this field to this folder:

- ◆ Is Adjustment

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers

Added these fields to this folder:

- ◆ Travel Request Name
- ◆ Requesting Employee
- ◆ Employee ID
- ◆ Request ID
- ◆ Request Purpose
- ◆ Approval Status
- ◆ Policy
- ◆ Request Policy
- ◆ Request Policy Type
- ◆ Is Deletable
- ◆ Is Deleted
- ◆ Is Closed
- ◆ Delegate Submitted
- ◆ Delegate Approved
- ◆ Ever Sent Back
- ◆ User Reviewed
- ◆ Limit Approved
- ◆ Exception Approved
- ◆ Receipts Received
- ◆ Receipt Image Available
- ◆ Workflow Completed

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Amounts (request currency)

Added these fields to this folder:

- ◆ Request Currency
- ◆ Requested Amount
- ◆ Approved Amount
- ◆ Remaining Amount

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Amounts (reporting currency)

Added these fields to this folder:

- ◆ Request Currency

- ◆ Requested Amount (rpt)
- ◆ Approved Amount (rpt)
- ◆ Remaining Amount (rpt)

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entry Allocation > Additional Travel Request Entry Details

Added these fields to this folder:

- ◆ Custom 1 – Name
- ◆ Custom 1 - Code
- ◆ Custom 2 – Name
- ◆ Custom 2 - Code
- ◆ Custom 3 – Name
- ◆ Custom 3 - Code
- ◆ Custom 4 – Name
- ◆ Custom 4 - Code
- ◆ Custom 5 – Name
- ◆ Custom 5 - Code
- ◆ Custom 6 – Name
- ◆ Custom 6 - Code
- ◆ Custom 7 – Name
- ◆ Custom 7 - Code
- ◆ Custom 8 – Name
- ◆ Custom 8 - Code
- ◆ Custom 9 – Name
- ◆ Custom 9 - Code
- ◆ Custom 10 – Name
- ◆ Custom 10 - Code
- ◆ Custom 11 – Name
- ◆ Custom 11 - Code
- ◆ Custom 12 – Name
- ◆ Custom 12 - Code
- ◆ Custom 13 – Name
- ◆ Custom 13 - Code
- ◆ Custom 14 – Name
- ◆ Custom 14 - Code
- ◆ Custom 15 – Name
- ◆ Custom 15 - Code
- ◆ Custom 16 – Name
- ◆ Custom 16 - Code
- ◆ Custom 17 – Name
- ◆ Custom 17 - Code
- ◆ Custom 18 – Name
- ◆ Custom 18 - Code

- ◆ Custom 19 – Name
- ◆ Custom 19 - Code
- ◆ Custom 20 – Name
- ◆ Custom 20 – Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Request Dates

Added these fields to this folder:

- ◆ Creation Date
- ◆ Submit Date
- ◆ First Submit Date
- ◆ First Approved Date
- ◆ Start Date
- ◆ End Date
- ◆ Processor Entry Date
- ◆ Approval Limit Date

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Additional Request Details

Added these fields to this folder:

- ◆ Org Unit 1 – Name
- ◆ Org Unit 1 – Code
- ◆ Org Unit 2 – Name
- ◆ Org Unit 2 - Code
- ◆ Org Unit 3 – Name
- ◆ Org Unit 3 - Code
- ◆ Org Unit 4 – Name
- ◆ Org Unit 4 - Code
- ◆ Org Unit 5 – Name
- ◆ Org Unit 5 - Code
- ◆ Org Unit 6 – Name
- ◆ Org Unit 6 - Code
- ◆ Custom 1 – Name
- ◆ Custom 1 - Code
- ◆ Custom 2 – Name
- ◆ Custom 2 - Code
- ◆ Custom 3 – Name
- ◆ Custom 3 - Code
- ◆ Custom 4 – Name
- ◆ Custom 4 - Code
- ◆ Custom 5 – Name
- ◆ Custom 5 - Code

- ◆ Custom 6 – Name
- ◆ Custom 6 - Code
- ◆ Custom 7 – Name
- ◆ Custom 7 - Code
- ◆ Custom 8 – Name
- ◆ Custom 8 - Code
- ◆ Custom 9 – Name
- ◆ Custom 9 - Code
- ◆ Custom 10 – Name
- ◆ Custom 10 - Code
- ◆ Custom 11 – Name
- ◆ Custom 11 - Code
- ◆ Custom 12 – Name
- ◆ Custom 12 - Code
- ◆ Custom 13 – Name
- ◆ Custom 13 - Code
- ◆ Custom 14 – Name
- ◆ Custom 14 - Code
- ◆ Custom 15 – Name
- ◆ Custom 15 - Code
- ◆ Custom 16 – Name
- ◆ Custom 16 - Code
- ◆ Custom 17 – Name
- ◆ Custom 17 - Code
- ◆ Custom 18 – Name
- ◆ Custom 18 - Code
- ◆ Custom 19 – Name
- ◆ Custom 19 - Code
- ◆ Custom 20 – Name
- ◆ Custom 20 - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Reporting Segments

Added these fields to this folder:

- ◆ Segment 1 – Name
- ◆ Segment 1 - Code
- ◆ Segment 2 – Name
- ◆ Segment 2 - Code
- ◆ Segment 3 – Name
- ◆ Segment 3 - Code
- ◆ Segment 4 – Name
- ◆ Segment 4 - Code

- ◆ Segment 5 – Name
- ◆ Segment 5 - Code
- ◆ Segment 6 – Name
- ◆ Segment 6 - Code
- ◆ Segment 7 – Name
- ◆ Segment 7 - Code
- ◆ Segment 8 – Name
- ◆ Segment 8 - Code
- ◆ Segment 9 – Name
- ◆ Segment 9 - Code
- ◆ Segment 10 – Name
- ◆ Segment 10 - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Additional Employee Details

Added these fields to this folder:

- ◆ Employee First Name
- ◆ Employee Last Name
- ◆ Employee Nickname
- ◆ Employee Email Address
- ◆ Employee Login ID
- ◆ BI Manager
- ◆ BI Manager ID
- ◆ BI Manager E-mail Address
- ◆ Default Approver
- ◆ Default Approver ID
- ◆ Default Approver E-mail Address

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Additional Employee Details > Custom Fields

Added these fields to this folder:

- ◆ Employee Org Unit 1 – Name
- ◆ Employee Org Unit 1 – Code
- ◆ Employee Org Unit 2 – Name
- ◆ Employee Org Unit 2 - Code
- ◆ Employee Org Unit 3 – Name
- ◆ Employee Org Unit 3 - Code
- ◆ Employee Org Unit 4 – Name
- ◆ Employee Org Unit 4 - Code
- ◆ Employee Org Unit 5 – Name
- ◆ Employee Org Unit 5 - Code
- ◆ Employee Org Unit 6 – Name

- ◆ Employee Org Unit 6 - Code
- ◆ Employee Custom 1 – Name
- ◆ Employee Custom 1 - Code
- ◆ Employee Custom 2 – Name
- ◆ Employee Custom 2 - Code
- ◆ Employee Custom 3 – Name
- ◆ Employee Custom 3 - Code
- ◆ Employee Custom 4 – Name
- ◆ Employee Custom 4 - Code
- ◆ Employee Custom 5 – Name
- ◆ Employee Custom 5 - Code
- ◆ Employee Custom 6 – Name
- ◆ Employee Custom 6 - Code
- ◆ Employee Custom 7 – Name
- ◆ Employee Custom 7 - Code
- ◆ Employee Custom 8 – Name
- ◆ Employee Custom 8 - Code
- ◆ Employee Custom 9 – Name
- ◆ Employee Custom 9 - Code
- ◆ Employee Custom 10 – Name
- ◆ Employee Custom 10 - Code
- ◆ Employee Custom 11 – Name
- ◆ Employee Custom 11 - Code
- ◆ Employee Custom 12 – Name
- ◆ Employee Custom 12 - Code
- ◆ Employee Custom 13 – Name
- ◆ Employee Custom 13 - Code
- ◆ Employee Custom 14 – Name
- ◆ Employee Custom 14 - Code
- ◆ Employee Custom 15 – Name
- ◆ Employee Custom 15 - Code
- ◆ Employee Custom 16 – Name
- ◆ Employee Custom 16 - Code
- ◆ Employee Custom 17 – Name
- ◆ Employee Custom 17 - Code
- ◆ Employee Custom 18 – Name
- ◆ Employee Custom 18 - Code
- ◆ Employee Custom 19 – Name
- ◆ Employee Custom 19 - Code
- ◆ Employee Custom 20 – Name
- ◆ Employee Custom 20 - Code
- ◆ Employee Custom 21 – Name
- ◆ Employee Custom 21 - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Additional Employee Details > Concept Fields

Added these fields to this folder:

- ◆ Employee Division
- ◆ Employee Division – Code
- ◆ Employee Department
- ◆ Employee Department – Code
- ◆ Employee Business Unit
- ◆ Employee Business Unit - Code
- ◆ Employee Cost Center
- ◆ Employee Cost Center - Code
- ◆ Employee Project
- ◆ Employee Project - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Additional Employee Details > Travel User Fields

Added these fields to this folder:

- ◆ Purpose of Trip
- ◆ Cost Center (User)
- ◆ Department (User)
- ◆ Project (User)
- ◆ Client Name (User)
- ◆ Client Number (User)
- ◆ Approval Code (User)
- ◆ Is Billable (User)
- ◆ Job Number (User)
- ◆ Division (User)
- ◆ Business Unit (User)
- ◆ Approver (User)
- ◆ Account Code (User)
- ◆ Profile Custom 1 (User)
- ◆ Profile Custom 2 (User)
- ◆ Profile Custom 3 (User)
- ◆ Profile Custom 4 (User)
- ◆ Profile Custom 5 (User)
- ◆ Profile Custom 6 (User)
- ◆ Profile Custom 7 (User)
- ◆ Profile Custom 8 (User)
- ◆ Profile Custom 9 (User)
- ◆ Profile Custom 10 (User)
- ◆ Profile Custom 11 (User)
- ◆ Profile Custom 12 (User)

- ◆ Profile Custom 13 (User)
- ◆ Profile Custom 14 (User)
- ◆ Profile Custom 15 (User)
- ◆ Profile Custom 16 (User)
- ◆ Profile Custom 17 (User)
- ◆ Profile Custom 18 (User)
- ◆ Profile Custom 19 (User)
- ◆ Profile Custom 20 (User)

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Additional Travel Agency Office Details

Added these fields to this folder:

- ◆ Travel Agency Email Address
- ◆ Travel Agency Code
- ◆ Travel Agency Locale Code
- ◆ Travel Agency Is Active

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Keys

Added these fields to this folder:

- ◆ Travel Request Key
- ◆ Travel Request Legacy Key
- ◆ Employee Key
- ◆ Default Travel Request Approver Key
- ◆ Policy Key
- ◆ Request Policy Key
- ◆ Approval Status Key
- ◆ Travel Agency Office Key
- ◆ Request Currency Key
- ◆ Reporting Currency Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Headers > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Employee Prompt Key
- ◆ Default Travel Request Approver Prompt Key
- ◆ Policy Prompt Key
- ◆ Request Policy Prompt Key
- ◆ Approval Status Prompt Key
- ◆ Travel Agency Office Prompt Key

- ◆ Request Currency Prompt Key
- ◆ Reporting Currency Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entries

Added these fields to this folder:

- ◆ Description
- ◆ Expense Type
- ◆ Allocation State
- ◆ Transaction Status

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entries > Amounts (transaction currency)

Added these fields to this folder:

- ◆ Transaction Currency
- ◆ Transaction Amount

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entries > Amounts (request currency)

Added these fields to this folder:

- ◆ Request Currency
- ◆ Requested Amount
- ◆ Approved Amount
- ◆ Remaining Amount

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entries > Amounts (reporting currency)

Added these fields to this folder:

- ◆ Reporting Currency
- ◆ Requested Amount (rpt)
- ◆ Approved Amount (rpt)
- ◆ Remaining Amount (rpt)

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entries > Additional Travel Request Entry Details

Added these fields to this folder:

- ◆ Org Unit 1 – Name
- ◆ Org Unit 1 – Code
- ◆ Org Unit 2 – Name
- ◆ Org Unit 2 - Code
- ◆ Org Unit 3 – Name

- ◆ Org Unit 3 - Code
- ◆ Org Unit 4 – Name
- ◆ Org Unit 4 - Code
- ◆ Org Unit 5 – Name
- ◆ Org Unit 5 - Code
- ◆ Org Unit 6 – Name
- ◆ Org Unit 6 - Code
- ◆ Custom 1 – Name
- ◆ Custom 1 - Code
- ◆ Custom 2 – Name
- ◆ Custom 2 - Code
- ◆ Custom 3 – Name
- ◆ Custom 3 - Code
- ◆ Custom 4 – Name
- ◆ Custom 4 - Code
- ◆ Custom 5 – Name
- ◆ Custom 5 - Code
- ◆ Custom 6 – Name
- ◆ Custom 6 - Code
- ◆ Custom 7 – Name
- ◆ Custom 7 - Code
- ◆ Custom 8 – Name
- ◆ Custom 8 - Code
- ◆ Custom 9 – Name
- ◆ Custom 9 - Code
- ◆ Custom 10 – Name
- ◆ Custom 10 - Code
- ◆ Custom 11 – Name
- ◆ Custom 11 - Code
- ◆ Custom 12 – Name
- ◆ Custom 12 - Code
- ◆ Custom 13 – Name
- ◆ Custom 13 - Code
- ◆ Custom 14 – Name
- ◆ Custom 14 - Code
- ◆ Custom 15 – Name
- ◆ Custom 15 - Code
- ◆ Custom 16 – Name
- ◆ Custom 16 - Code
- ◆ Custom 17 – Name
- ◆ Custom 17 - Code
- ◆ Custom 18 – Name
- ◆ Custom 18 - Code

- ◆ Custom 19 – Name
- ◆ Custom 19 - Code
- ◆ Custom 20 – Name
- ◆ Custom 20 – Code
- ◆ Custom 21 – Name
- ◆ Custom 21 - Code
- ◆ Custom 22 – Name
- ◆ Custom 22 - Code
- ◆ Custom 23 – Name
- ◆ Custom 23 - Code
- ◆ Custom 24 – Name
- ◆ Custom 24 - Code
- ◆ Custom 25 – Name
- ◆ Custom 25 - Code
- ◆ Custom 26 – Name
- ◆ Custom 26 - Code
- ◆ Custom 27 – Name
- ◆ Custom 27 - Code
- ◆ Custom 28 – Name
- ◆ Custom 28 - Code
- ◆ Custom 29 – Name
- ◆ Custom 29 - Code
- ◆ Custom 30 – Name
- ◆ Custom 30 - Code
- ◆ Custom 31 – Name
- ◆ Custom 31 - Code
- ◆ Custom 32 – Name
- ◆ Custom 32 - Code
- ◆ Custom 33 – Name
- ◆ Custom 33 - Code
- ◆ Custom 34 – Name
- ◆ Custom 34 - Code
- ◆ Custom 35 – Name
- ◆ Custom 35 - Code
- ◆ Custom 36 – Name
- ◆ Custom 36 - Code
- ◆ Custom 37 – Name
- ◆ Custom 37 - Code
- ◆ Custom 38 – Name
- ◆ Custom 38 - Code
- ◆ Custom 39 – Name
- ◆ Custom 39 - Code
- ◆ Custom 40 – Name

- ◆ Custom 40 - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entries > Keys

Added these fields to this folder:

- ◆ Travel Request Entry Key
- ◆ Travel Request Entry Legacy Key
- ◆ Expense Type Key
- ◆ Expense Type Legacy Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entries > Keys > Prompt Keys

Added this field to this folder:

- ◆ Expense Type Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail

Added this field to this folder:

- ◆ Current Workflow Item
- ◆ Current Workflow Flag (Current = 1)
- ◆ Workflow Process Complete
- ◆ Step
- ◆ Process
- ◆ Step Sequence
- ◆ Step Entry Date/Time
- ◆ Step Action Date/Time
- ◆ Employee Assigned to Step
- ◆ Role
- ◆ Delegate
- ◆ Status Upon Completion

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail > Additional Employee Details

Added these fields to this folder:

- ◆ Employee First Name
- ◆ Employee Last Name
- ◆ Employee Nickname
- ◆ Employee ID
- ◆ Employee Email Address
- ◆ Employee BI Manager
- ◆ Employee BI Manager ID

- ◆ Employee BI Manager E-mail Address

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail > Additional Employee Details > Concept Fields

Added these fields to this folder:

- ◆ Employee Division
- ◆ Employee Division – Code
- ◆ Employee Department
- ◆ Employee Department – Code
- ◆ Employee Business Unit
- ◆ Employee Business Unit - Code
- ◆ Employee Cost Center
- ◆ Employee Cost Center - Code
- ◆ Employee Project
- ◆ Employee Project - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail > Additional Employee Details > Custom Fields

Added these fields to this folder:

- ◆ Employee Org Unit 1 – Name
- ◆ Employee Org Unit 1 – Code
- ◆ Employee Org Unit 2 – Name
- ◆ Employee Org Unit 2 - Code
- ◆ Employee Org Unit 3 – Name
- ◆ Employee Org Unit 3 - Code
- ◆ Employee Org Unit 4 – Name
- ◆ Employee Org Unit 4 - Code
- ◆ Employee Org Unit 5 – Name
- ◆ Employee Org Unit 5 - Code
- ◆ Employee Org Unit 6 – Name
- ◆ Employee Org Unit 6 - Code
- ◆ Employee Custom 1 – Name
- ◆ Employee Custom 1 - Code
- ◆ Employee Custom 2 – Name
- ◆ Employee Custom 2 - Code
- ◆ Employee Custom 3 – Name
- ◆ Employee Custom 3 - Code
- ◆ Employee Custom 4 – Name
- ◆ Employee Custom 4 - Code
- ◆ Employee Custom 5 – Name
- ◆ Employee Custom 5 - Code
- ◆ Employee Custom 6 – Name

- ◆ Employee Custom 6 - Code
- ◆ Employee Custom 7 – Name
- ◆ Employee Custom 7 - Code
- ◆ Employee Custom 8 – Name
- ◆ Employee Custom 8 - Code
- ◆ Employee Custom 9 – Name
- ◆ Employee Custom 9 - Code
- ◆ Employee Custom 10 – Name
- ◆ Employee Custom 10 - Code
- ◆ Employee Custom 11 – Name
- ◆ Employee Custom 11 - Code
- ◆ Employee Custom 12 – Name
- ◆ Employee Custom 12 - Code
- ◆ Employee Custom 13 – Name
- ◆ Employee Custom 13 - Code
- ◆ Employee Custom 14 – Name
- ◆ Employee Custom 14 - Code
- ◆ Employee Custom 15 – Name
- ◆ Employee Custom 15 - Code
- ◆ Employee Custom 16 – Name
- ◆ Employee Custom 16 - Code
- ◆ Employee Custom 17 – Name
- ◆ Employee Custom 17 - Code
- ◆ Employee Custom 18 – Name
- ◆ Employee Custom 18 - Code
- ◆ Employee Custom 19 – Name
- ◆ Employee Custom 19 - Code
- ◆ Employee Custom 20 – Name
- ◆ Employee Custom 20 – Code
- ◆ Employee Custom 21 – Name
- ◆ Employee Custom 21 - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail > Additional Employee Details > Travel User Fields

Added these fields to this folder:

- ◆ Purpose of Trip
- ◆ Cost Center (User)
- ◆ Department (User)
- ◆ Project (User)
- ◆ Client Name (User)
- ◆ Client Number (User)
- ◆ Approval Code (User)
- ◆ Is Billable (User)

- ◆ Job Number (User)
- ◆ Division (User)
- ◆ Business Unit (User)
- ◆ Approver (User)
- ◆ Account Code (User)
- ◆ Profile Custom 1 (User)
- ◆ Profile Custom 2 (User)
- ◆ Profile Custom 3 (User)
- ◆ Profile Custom 4 (User)
- ◆ Profile Custom 5 (User)
- ◆ Profile Custom 6 (User)
- ◆ Profile Custom 7 (User)
- ◆ Profile Custom 8 (User)
- ◆ Profile Custom 9 (User)
- ◆ Profile Custom 10 (User)
- ◆ Profile Custom 11 (User)
- ◆ Profile Custom 12 (User)
- ◆ Profile Custom 13 (User)
- ◆ Profile Custom 14 (User)
- ◆ Profile Custom 15 (User)
- ◆ Profile Custom 16 (User)
- ◆ Profile Custom 17 (User)
- ◆ Profile Custom 18 (User)
- ◆ Profile Custom 19 (User)
- ◆ Profile Custom 20 (User)

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail > Additional Delegate Details

Added these fields to this folder:

- ◆ Delegate Employee ID
- ◆ Delegate Email Address
- ◆ Delegate Active Flag

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail > Keys

Added these fields to this folder:

- ◆ Travel Request Workflow Instance Key
- ◆ Travel Request Key
- ◆ Employee Key
- ◆ Delegate Employee Key
- ◆ Process Step Key
- ◆ Role Key

- ◆ Role Legacy Key
- ◆ Status Upon Completion Key
- ◆ Status Upon Completion Legacy Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Workflow Trail > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Employee Prompt Key
- ◆ Delegate Employee Prompt Key
- ◆ Status Upon Completion Prompt Key
- ◆ Process Step Prompt Key
- ◆ Role Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Segments

Added these fields to this folder:

- ◆ Vendor Name
- ◆ Vehicle Type
- ◆ Client Locator
- ◆ Itinerary Locator
- ◆ Segment Locator
- ◆ Segment Type
- ◆ Agency Booked
- ◆ Segment Booked
- ◆ PNR
- ◆ Class of Service
- ◆ Flight Number
- ◆ Duration

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Segments > Departure/Arrival Information

Added these fields to this folder:

- ◆ Departure Location
- ◆ Departure Country
- ◆ Departure Location Detail
- ◆ Arrival Location
- ◆ Arrival Country
- ◆ Arrival Location Detail

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Segments > Dates

Added these fields to this folder:

- ◆ Departure Date
- ◆ Departure Time
- ◆ Arrival Date
- ◆ Arrival Time

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Segments > Additional Travel Request Segment Details

Added these fields to this folder:

- ◆ Custom 1 – Name
- ◆ Custom 1 - Code
- ◆ Custom 2 – Name
- ◆ Custom 2 - Code
- ◆ Custom 3 – Name
- ◆ Custom 3 - Code
- ◆ Custom 4 – Name
- ◆ Custom 4 - Code
- ◆ Custom 5 – Name
- ◆ Custom 5 - Code
- ◆ Custom 6 – Name
- ◆ Custom 6 - Code
- ◆ Custom 7 – Name
- ◆ Custom 7 - Code
- ◆ Custom 8 – Name
- ◆ Custom 8 - Code
- ◆ Custom 9 – Name
- ◆ Custom 9 - Code
- ◆ Custom 10 – Name
- ◆ Custom 10 - Code
- ◆ Custom 11 – Name
- ◆ Custom 11 - Code
- ◆ Custom 12 – Name
- ◆ Custom 12 - Code
- ◆ Custom 13 – Name
- ◆ Custom 13 - Code
- ◆ Custom 14 – Name
- ◆ Custom 14 - Code
- ◆ Custom 15 – Name
- ◆ Custom 15 - Code
- ◆ Custom 16 – Name

- ◆ Custom 16 - Code
- ◆ Custom 17 – Name
- ◆ Custom 17 - Code
- ◆ Custom 18 – Name
- ◆ Custom 18 - Code
- ◆ Custom 19 – Name
- ◆ Custom 19 - Code
- ◆ Custom 20 – Name
- ◆ Custom 20 – Code
- ◆ Custom 21 – Name
- ◆ Custom 21 - Code
- ◆ Custom 22 – Name
- ◆ Custom 22 - Code
- ◆ Custom 23 – Name
- ◆ Custom 23 - Code
- ◆ Custom 24 – Name
- ◆ Custom 24 - Code
- ◆ Custom 25 – Name
- ◆ Custom 25 - Code
- ◆ Custom 26 – Name
- ◆ Custom 26 - Code
- ◆ Custom 27 – Name
- ◆ Custom 27 - Code
- ◆ Custom 28 – Name
- ◆ Custom 28 - Code
- ◆ Custom 29 – Name
- ◆ Custom 29 - Code
- ◆ Custom 30 – Name
- ◆ Custom 30 - Code
- ◆ Custom 31 – Name
- ◆ Custom 31 - Code
- ◆ Custom 32 – Name
- ◆ Custom 32 - Code
- ◆ Custom 33 – Name
- ◆ Custom 33 - Code
- ◆ Custom 34 – Name
- ◆ Custom 34 - Code
- ◆ Custom 35 – Name
- ◆ Custom 35 - Code
- ◆ Custom 36 – Name
- ◆ Custom 36 - Code
- ◆ Custom 37 – Name
- ◆ Custom 37 - Code

- ◆ Custom 38 – Name
- ◆ Custom 38 - Code
- ◆ Custom 39 – Name
- ◆ Custom 39 - Code
- ◆ Custom 40 – Name
- ◆ Custom 40 - Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Segments > Keys

Added these fields to this folder:

- ◆ Travel Request Segment Key
- ◆ Associated Travel Request Entry Key
- ◆ Segment Type Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Segments > Keys > Prompt Keys

Added this field to this folder:

- ◆ Segment Type Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entry Allocation

Added these fields to this folder:

- ◆ Percentage
- ◆ Percentage Edited
- ◆ Is Hidden
- ◆ Transaction Date

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entry Allocation > Amounts (request currency)

Added these fields to this folder:

- ◆ Request Currency
- ◆ Posted Amount
- ◆ Approved Amount
- ◆ Remaining Amount

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entry Allocation > Amounts (reporting currency)

Added these fields to this folder:

- ◆ Reporting Currency
- ◆ Posted Amount (rpt)

- ◆ Approved Amount (rpt)
- ◆ Remaining Amount (rpt)

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entry Allocation > Additional Travel Request Entry Details

Added these fields to this folder:

- ◆ Org Unit 1 – Name
- ◆ Org Unit 1 – Code
- ◆ Org Unit 2 – Name
- ◆ Org Unit 2 - Code
- ◆ Org Unit 3 – Name
- ◆ Org Unit 3 - Code
- ◆ Org Unit 4 – Name
- ◆ Org Unit 4 - Code
- ◆ Org Unit 5 – Name
- ◆ Org Unit 5 - Code
- ◆ Org Unit 6 – Name
- ◆ Org Unit 6 - Code
- ◆ Custom 1 – Name
- ◆ Custom 1 - Code
- ◆ Custom 2 – Name
- ◆ Custom 2 - Code
- ◆ Custom 3 – Name
- ◆ Custom 3 - Code
- ◆ Custom 4 – Name
- ◆ Custom 4 - Code
- ◆ Custom 5 – Name
- ◆ Custom 5 - Code
- ◆ Custom 6 – Name
- ◆ Custom 6 - Code
- ◆ Custom 7 – Name
- ◆ Custom 7 - Code
- ◆ Custom 8 – Name
- ◆ Custom 8 - Code
- ◆ Custom 9 – Name
- ◆ Custom 9 - Code
- ◆ Custom 10 – Name
- ◆ Custom 10 - Code
- ◆ Custom 11 – Name
- ◆ Custom 11 - Code
- ◆ Custom 12 – Name
- ◆ Custom 12 - Code
- ◆ Custom 13 – Name

- ◆ Custom 13 - Code
- ◆ Custom 14 – Name
- ◆ Custom 14 - Code
- ◆ Custom 15 – Name
- ◆ Custom 15 - Code
- ◆ Custom 16 – Name
- ◆ Custom 16 - Code
- ◆ Custom 17 – Name
- ◆ Custom 17 - Code
- ◆ Custom 18 – Name
- ◆ Custom 18 - Code
- ◆ Custom 19 – Name
- ◆ Custom 19 - Code
- ◆ Custom 20 – Name
- ◆ Custom 20 – Code

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Entry Allocation > Keys

Added these fields to this folder:

- ◆ Travel Request Entry Allocation Key
- ◆ Associated Travel Request Entry Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Header Exceptions

Added these fields to this folder:

- ◆ Exception Code
- ◆ Exception Level
- ◆ Exception Text
- ◆ Is Deleted
- ◆ Is Cleared
- ◆ Is Logged
- ◆ Exception Event
- ◆ Exception Visible By

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Header Exceptions > Keys

Added these fields to this folder:

- ◆ Travel Request Exception Key
- ◆ Associated Travel Request Key
- ◆ Exception Key
- ◆ Exception Event Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Header Exceptions > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Exception Prompt Key
- ◆ Exception Event Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Entry Exceptions

Added these fields to this folder:

- ◆ Exception Code
- ◆ Exception Level
- ◆ Exception Text
- ◆ Is Deleted
- ◆ Is Cleared
- ◆ Is Logged
- ◆ Exception Event
- ◆ Exception Visible By

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Entry Exceptions > Keys

Added these fields to this folder:

- ◆ Travel Request Entry Exception Key
- ◆ Associated Travel Request Entry Key
- ◆ Exception Key
- ◆ Exception Event Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Entry Exceptions > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Exception Prompt Key
- ◆ Exception Event Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Segment Exceptions

Added these fields to this folder:

- ◆ Exception Code
- ◆ Exception Level
- ◆ Exception Text
- ◆ Is Deleted
- ◆ Is Cleared

- ◆ Is Logged
- ◆ Exception Event
- ◆ Exception Visible By

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Segment Exceptions > Keys

Added these fields to this folder:

- ◆ Travel Request Segment Exception Key
- ◆ Associated Travel Request Segment Key
- ◆ Exception Key
- ◆ Exception Event Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Exceptions > Travel Request Segment Exceptions > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Exception Prompt Key
- ◆ Exception Event Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Header Comments

Added these fields to this folder:

- ◆ Commenter's Name
- ◆ Comment
- ◆ Creation Date/Time
- ◆ Comment For Employee

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Header Comments > Additional Employee Details

Added these fields to this folder:

- ◆ Commenter's Employee ID
- ◆ Commenter's Email Address
- ◆ Comment For Employee ID
- ◆ Comment For Employee Email Address

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Header Comments > Keys

Added these fields to this folder:

- ◆ Travel Request Comment Key
- ◆ Associated Travel Request Key
- ◆ Commenter Employee Key

- ◆ Comment For Employee Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Header Comments > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Commenter Employee Prompt Key
- ◆ Comment For Employee Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Entry Comments

Added these fields to this folder:

- ◆ Commenter's Name
- ◆ Comment
- ◆ Creation Date/Time
- ◆ Comment For Employee

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Entry Comments > Additional Employee Details

Added these fields to this folder:

- ◆ Commenter's Employee ID
- ◆ Commenter's Email Address
- ◆ Comment For Employee ID
- ◆ Comment For Employee Email Address

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Entry Comments > Keys

Added these fields to this folder:

- ◆ Travel Request Entry Comment Key
- ◆ Associated Travel Request Entry Key
- ◆ Commenter Employee Key
- ◆ Comment For Employee Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Entry Comments > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Commenter Employee Prompt Key
- ◆ Comment For Employee Prompt Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Segment Comments

Added these fields to this folder:

- ◆ Commenter's Name
- ◆ Comment
- ◆ Creation Date/Time
- ◆ Comment For Employee

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Segment Comments > Additional Employee Details

Added these fields to this folder:

- ◆ Commenter's Employee ID
- ◆ Commenter's Email Address
- ◆ Comment For Employee ID
- ◆ Comment For Employee Email Address

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Segment Comments > Keys

Added these fields to this folder:

- ◆ Travel Request Segment Comment Key
- ◆ Associated Travel Request Segment Key
- ◆ Commenter Employee Key
- ◆ Comment For Employee Key

Created New Folder:

Concur Data Warehouse > Expense > Travel Request > Travel Request Comments > Travel Request Segment Comments > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Commenter Employee Prompt Key
- ◆ Comment For Employee Prompt Key

Concur Release Notes Analysis / Intelligence	
Month	Audience
December 2011	Concur Internal

Contents

Release Notes 1

New Feature: Delegate Reporting (Expense only)1

 Delegate Reporting: Configure 1

 Delegate Reporting: Assign 2

 Delegate Reporting: Delegate Usage 3

 Delegate Reporting: Employee Import..... 3

Standard Report Updates4

 New Report: Approved Travel Requests by Employee 4

 New Report: Closed Travel Requests without Expense Reports 6

 New Report: Top 10 Longest to Approve..... 6

 New Report: Travel Requests by Segment 7

 New Report: Travel Requests by City 8

 New Report: Travel Requests by Country..... 10

 New Report: Travel Requests Pending Approval 12

Model Updates.....13

Resolved Issues 15

Release Notes

New Feature: Delegate Reporting (Expense only)

In the December release, the existing Delegate functionality has been augmented to allow Delegates to run reports for the user they are delegating for. A user with Analysis/Intelligence access (either as a BI Manager or assigned a Cognos role) will be able to assign up to two delegates to execute reports for them. When accessing Analysis/Intelligence as a delegate, the delegate will have all the permissions of the user they are impersonating, including authoring permissions. The delegate will also have access to the 'My Folders' directory and any reports stored in that location. There are components to this feature: Configure, Assign, Delegate Usage, and Employee Import.

Delegate Reporting: Configure

By default, the delegate reporting permissions are disabled. To enable, navigate to the **Expense Admin > Delegate Configuration** screen:

The screenshot shows the Concur Expense Admin interface. The left sidebar contains a navigation menu with 'Delegate Configurations' highlighted. The main content area is titled 'Expense Delegate Configurations' and contains a table with the following data:

Name	Can Prepare	Can Submit	Can Approve	Can Approve Temporary	Can View Receipts	Can Use Reporting	Restrict Delegates to Group	Need Approver Role to Approve	Applies to Groups	Maximum Time Period to Approve (Days)
Default	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Global	
new	Yes	Yes	No	Yes	Yes	Yes	No	No	R and D Employee Group	1

Once there, choose a Group to enable and select the Modify button. Once selected, the 'Edit Expense Delegate Configuration' dialog box will be display:

Edit Expense Delegate Configuration: new

Save Cancel

Delegate Configuration Name:

Maximum Time Period to Approve (Days):

Restrict delegate selection to user's group:

Require approval role for approval delegation:

Groups this Configuration Applies To:

Employee Group Configuration Name	
R and D Employee Group	<input checked="" type="checkbox"/>

Groups Used in Other Configurations:

Group Name	Delegate Configuration Name
Global	Default

Delegate Settings For User Administrators and Employees

	Employee	User Administrator
Delegate can prepare reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delegate can submit cash advances and reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delegate can use Reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delegate can approve cash advances and reports (any time)	<input type="checkbox"/>	<input type="checkbox"/>
Delegate can approve during specified period	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delegate can view receipt images for reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Populate the 'Delegate Can Use Reporting' checkboxes and press the Save button. Delegate Reporting has been enabled for this Group.

Delegate Reporting: Assign

Now that the Delegate Reporting functionality is available, users with Analysis/Intelligence access can assign this permission to their delegates. To assign, navigate to the **Profile > Expense Delegates** screen:

Concur

My Concur Travel Expense Invoice Reporting Administration Favorites Profile

Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

My Profile

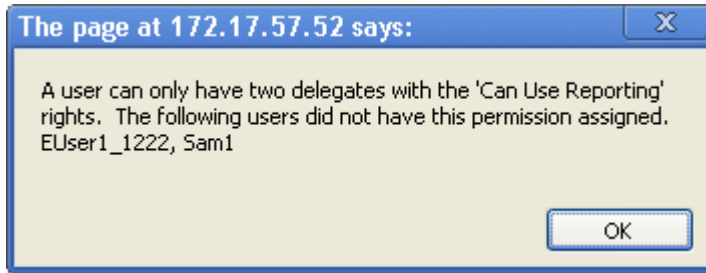
Expense Delegates

Add Delegate Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees. You may assign a temporary approver for a maximum of 1 days.

Name	Can Prepare	Can Submit	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/> EUser1_1101, Sam1 EUser1_1101@concur.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> EUser1_1222, Sam1 EUser1_1222@concur.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

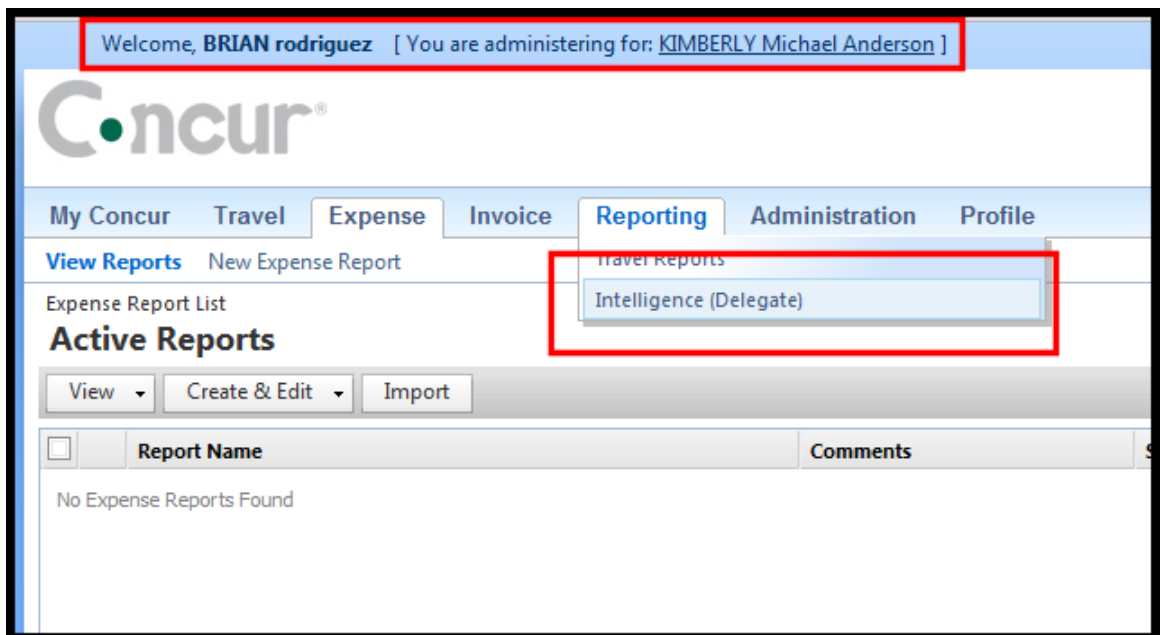
For users who do not have access to Analysis/Intelligence, the 'Can Use Reporting' will be displayed, but the check boxes will not be enabled. On this screen, users can assign the 'Can Use Reporting' permissions to two users (Primary Delegate, Backup Delegate). If more than two users with the 'Can Use Reporting' checkbox are selected, the following error message will be displayed when saving:



By default, the first two users with the 'Can Use Reporting' permission selected will have the permission assigned.

Delegate Reporting: Delegate Usage

Once a delegate has been assigned 'Can Use Reporting' permissions, the Reporting tab will be available to the delegate when they are delegating for a user. If the delegate does NOT have access to Analysis/Intelligence individually, the Reporting tab will only be displayed when they are impersonating another user by accessing the delegate widget. If the user does have access to Analysis/Intelligence individually, i.e. they are a BI Manager; the Reporting tab will be available to them with their standard access and permissions. The Analysis/Intelligence link will clearly show if they are accessing Reporting as a Delegate.



Delegate Reporting: Employee Import

In order to support Delegate Reporting, the Employee Import has been updated to include this new permission. The 550 record of the Employee Import (using the employee_comma_delimited_v2.xml file format) has converted the Future Use One field to CAN_USE_BI. This is an optional field, with accepted values of 'Y' or 'N' (without the

quotes). An example 550 record is as follows, were JSMITH is the delegator and BDELEGATE is the delegate:

550,JSMITH, BDELEGATE,EXP,Y,Y,Y,N,N,N,N,N,N,Y,,,,

The new CAN_USE_BI field is highlighted in red. As when assigning the 'Can Use Reporting' permission in the User Interface, only two delegates can have 'Can Use Reporting' access. If more than two users are included in the Employee Import file, only the first two users will have the permissions assigned. Users who do not have the permissions assigned will be displayed in an Import Warning.

Standard Report Updates

New Report: Approved Travel Requests by Employee

The report will display all Travel Requests that are currently in use. This report is available at:

Intelligence – Standard Reports > Travel Request or Analysis – Standard Reports > Travel Request

APPROVED TRAVEL REQUESTS BY EMPLOYEE: REPORT PROMPTS

Approved Travel Requests by Employee

Prompts

Date Range

Start Date:

From:

To:

Options

Employees:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Insert ➔

← Remove

Choices:

Select all Deselect all

APPROVED TRAVEL REQUESTS BY EMPLOYEE: REPORT OUTPUT

Approved Travel Requests by Employee

Start Date Between Jun 1, 2011 and Dec 13, 2011
Reporting Currency: USD

Employee	Employee ID	Travel Request Name	Travel Request ID	Start Date	End Date	Request Policy	Request Purpose	Approved Amount
Employee Name	Emp ID	Travel Request Name	22AW	Dec 5, 2011	Dec 16, 2011	IT Request Policy	Travel Request Purpose	166.00
Employee Name	Emp ID	Travel Request Name	224Y	Nov 28, 2011	Dec 3, 2011	IT Request Policy	Travel Request Purpose	2,809.28
Employee Name	Emp ID	Travel Request Name	229V	Dec 5, 2011	Dec 8, 2011	IT Request Policy	Travel Request Purpose	1,518.00
		Travel Request Name	224E	Sep 26, 2011	Sep 29, 2011	IT Request Policy	Travel Request Purpose	1,386.00
Employee Name	Emp ID	Travel Request Name	2297	Nov 9, 2011	Nov 10, 2011	IT Request Policy	Travel Request Purpose	227.50
		Travel Request Name	227V	Oct 11, 2011	Oct 12, 2011	IT Request Policy	Travel Request Purpose	229.50
		Travel Request Name	2285	Oct 26, 2011	Oct 27, 2011	IT Request Policy	Travel Request Purpose	227.50

New Report: Closed Travel Requests without Expense Reports

This report will display all completed Travel Requests, but do not yet have a corresponding Expense Report. This will allow finance departments to identify liabilities and plan appropriately. This report is available at:

Intelligence – Standard Reports > Travel Request or Analysis – Standard Reports > Travel Request

CLOSED TRAVEL REQUESTS WITHOUT EXPENSE REPORTS: REPORT PROMPTS

Closed Travel Requests Without Expense Reports

Prompts

Date Range

Start Date:

From:

To:

CLOSED TRAVEL REQUESTS WITHOUT EXPENSE REPORTS: REPORT OUTPUT

Closed Travel Requests Without Expense Reports							
Start Date Between Jun 1, 2011 and Dec 13, 2011							
Employee	Travel Request Name	Travel Request ID	Approval Status	Start Date	Travel Request Policy	Purpose	Approved Amount
Employee Name	Travel Request Name	22AW	Approved	Dec 5, 2011	IT Request Policy	Travel Request Purpose	166.00
Employee Name	Travel Request Name	224Y	Approved	Nov 28, 2011	IT Request Policy	Travel Request Purpose	2,809.28
Employee Name	Travel Request Name	229V	Approved	Dec 5, 2011	IT Request Policy	Travel Request Purpose	1,518.00
	Travel Request Name	224E	Approved	Sep 26, 2011	IT Request Policy	Travel Request Purpose	1,386.00
Employee Name	Travel Request Name	2297	Approved	Nov 9, 2011	IT Request Policy	Travel Request Purpose	227.50
	Travel Request Name	227V	Approved	Oct 11, 2011	IT Request Policy	Travel Request Purpose	229.50
	Travel Request Name	2285	Approved	Oct 26, 2011	IT Request Policy	Travel Request Purpose	227.50

New Report: Top 10 Longest to Approve

This report provides a rank of the longest time to approve Travel Requests. This provides actionable information to the user and allows them to check whether it was due to a specific criteria or approver. This report is available at:

Intelligence – Standard Reports > Travel Request or Analysis – Standard Reports > Travel Request

TOP 10 LONGEST TO APPROVE: REPORT PROMPTS

Top 10 Longest to Approve

Prompts

Date Range

Approval Date:

From:

To:

TOP 10 LONGEST TO APPROVE: REPORT OUTPUT

Top 10 Longest to Approve							
Approval Date Between Jun 1, 2011 and Dec 13, 2011							
Rank	Approver	Employee	Travel Request Name	Approval Status	Date Sent to Approver	Date Approved	Days to Approval
1	Approver Name	Employee Name	Travel Request Name	Approved	Oct 6, 2011 9:26:52 PM	Oct 11, 2011 11:13:55 AM	5
2	Approver Name	Employee Name	Travel Request Name	Approved	Nov 15, 2011 4:49:00 PM	Nov 18, 2011 9:06:04 PM	4
3	Approver Name	Employee Name	Travel Request Name	Approved	Dec 3, 2011 12:54:25 AM	Dec 6, 2011 11:31:35 PM	3
4	Approver Name	Employee Name	Travel Request Name	Approved	Sep 13, 2011 8:30:25 PM	Sep 14, 2011 6:18:23 PM	2
5	Approver Name	Employee Name	Travel Request Name	Approved	Oct 5, 2011 1:36:25 PM	Oct 6, 2011 1:32:38 PM	1

New Report: Travel Requests by Segment

This report shows the Travel Request Segment activity for a company. This report is available at:

Intelligence – Standard Reports > Travel Request or Analysis – Standard Reports > Travel Request

TRAVEL REQUESTS BY SEGMENT: REPORT PROMPTS

Travel Requests by Segment

Prompts

Segment Type:

Departure Date: From:

To:

Options

Arrival Country:

[Select all](#) [Deselect all](#)

TRAVEL REQUESTS BY SEGMENT: REPORT OUTPUT

Travel Requests by Segment												
Pick-Up Date Between Jun 1, 2011 and Dec 13, 2011												
Segment Type: Car Rental												
Reporting Currency: USD												
Employee	Travel Request Name	Travel Request ID	Agency Booked	Pick-Up Date	Pick-Up Time	Drop-Off Date	Drop-Off Time	Departure City	Departure Country	Arrival City	Arrival Country	Requested Amount
Employee	Travel Request	224E	Y	Sep 26, 2011	11:45	Sep 29, 2011	11:45	Charleston	UNITED STATES	Charleston	FRANCE	320.00

New Report: Travel Requests by City

This report displays the total number of Travel Requests filed on a city by city basis. This report is available at:

Intelligence – Standard Reports > Travel Request or Analysis – Standard Reports > Travel Request

TRAVEL REQUESTS BY CITY: REPORT PROMPTS

Travel Requests by City

Prompts

Date Range

Start Date:	From:	<input type="text" value="Dec 13, 2011"/>
	To:	<input type="text" value="Dec 13, 2011"/>

Options

Cities:	Keywords: Type one or more keywords separated by spaces.		
	<input type="text"/> <input style="border: 1px solid gray;" type="button" value="Search"/>		
	Options		
	<table style="width: 100%;"><tr><td style="width: 50%;">Results: <div style="border: 1px solid gray; height: 100px;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td><td style="width: 10%; text-align: center;"><input style="border: 1px solid gray;" type="button" value="Insert"/> <input style="border: 1px solid gray;" type="button" value="Remove"/></td><td style="width: 40%;">Choices: <div style="border: 1px solid gray; height: 100px;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td></tr></table>	Results: <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input style="border: 1px solid gray;" type="button" value="Insert"/> <input style="border: 1px solid gray;" type="button" value="Remove"/>
Results: <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input style="border: 1px solid gray;" type="button" value="Insert"/> <input style="border: 1px solid gray;" type="button" value="Remove"/>	Choices: <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	

TRAVEL REQUESTS BY CITY: REPORT OUTPUT

<p align="center">Travel Requests by City Start Date Between Jun 1, 2011 and Dec 13, 2011 Reporting Currency: USD</p>								
City	Employee	Travel Request Name	Travel Request ID	Start Date	End Date	Request Policy	Purpose	Approved Amount
	Employee Name	Travel Request Name	22AW	Dec 5, 2011	Dec 16, 2011	IT Request Policy	Travel Request Purpose	332.00
	Employee Name	Travel Request Name	2236	Jun 25, 2011	Jul 27, 2011	IT Request Policy	Travel Request Purpose	74,016.53
	Employee Name	Travel Request Name	224Y	Nov 28, 2011	Dec 3, 2011	IT Request Policy	Travel Request Purpose	14,046.40
	Employee Name	Travel Request Name	229V	Dec 5, 2011	Dec 8, 2011	IT Request Policy	Travel Request Purpose	13,662.00
	Employee Name	Travel Request Name	224E	Sep 26, 2011	Sep 29, 2011	IT Request Policy	Travel Request Purpose	8,316.00
	Employee Name	Travel Request Name	223F	Oct 23, 2011	Oct 28, 2011	IT Request Policy	Travel Request Purpose	800.00
	Employee Name	Travel Request Name	223L	Dec 5, 2011	Dec 9, 2011	IT Request Policy	Travel Request Purpose	0.00
	Employee Name	Travel Request Name	227Y	Oct 30, 2011	Nov 8, 2011	IT Request Policy	Travel Request Purpose	0.00

New Report: Travel Requests by Country

This report displays the total number of Travel Requests filed on a country by country basis. This report is available at:

Intelligence – Standard Reports > Travel Request or Analysis – Standard Reports > Travel Request

TRAVEL REQUESTS BY COUNTRY: REPORT PROMPTS

Travel Requests by Country

Prompts

Date Range

Start Date:

From:

To:

Options

Countries:

- AFGHANISTAN
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA

[Select all](#) [Deselect all](#)

TRAVEL REQUESTS BY COUNTRY: REPORT OUTPUT

Travel Requests by Country								
Start Date Between Jun 1, 2011 and Dec 13, 2011								
Reporting Currency: USD								
Departure Country	Employee	Travel Request Name	Travel Request ID	Start Date	End Date	Request Policy	Purpose	Approved Amount
	Employee Name	Travel Request Name	22AW	Dec 5, 2011	Dec 16, 2011	IT Request Policy	Travel Request Purpose	332.00
	Employee Name	Travel Request Name	2236	Jun 25, 2011	Jul 27, 2011	IT Request Policy	Travel Request Purpose	74,016.53
	Employee Name	Travel Request Name	224Y	Nov 28, 2011	Dec 3, 2011	IT Request Policy	Travel Request Purpose	14,046.40
	Employee Name	Travel Request Name	229V	Dec 5, 2011	Dec 8, 2011	IT Request Policy	Travel Request Purpose	13,662.00
	Employee Name	Travel Request Name	224E	Sep 26, 2011	Sep 29, 2011	IT Request Policy	Travel Request Purpose	8,316.00
	Employee Name	Travel Request Name	223F	Oct 23, 2011	Oct 28, 2011	IT Request Policy	Travel Request Purpose	800.00
	Employee Name	Travel Request Name	223L	Dec 5, 2011	Dec 9, 2011	IT Request Policy	Travel Request Purpose	0.00
	Employee Name	Travel Request Name	227Y	Oct 30, 2011	Nov 8, 2011	IT Request Policy	Travel Request Purpose	0.00

New Report: Travel Requests Pending Approval

This report will give users an immediate view of all Travel Request that need to be approved. This report is available at:

Intelligence – Standard Reports > Travel Request or Analysis – Standard Reports > Travel Request

TRAVEL REQUESTS PENDING APPROVAL: REPORT PROMPTS

Travel Requests Pending Approval

Prompts

Options

Approver:	Keywords: Type one or more keywords separated by spaces. <input style="width: 100%;" type="text"/> <input type="button" value="Search"/>
	Options ▼ Results: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right; font-size: x-small;">Select all Deselect all</p>

Insert ▶	Choices: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right; font-size: x-small;">Select all Deselect all</p>
Remove ▶	

| Employee: | **Keywords:** Type one or more keywords separated by spaces. |
| **Options** ▼ **Results:** Select all Deselect all |

Insert ▶	Choices: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right; font-size: x-small;">Select all Deselect all</p>
Remove ▶	

Concur Release Notes
December 2011

Page 12

Analysis / Intelligence
Concur Internal

TRAVEL REQUESTS PENDING APPROVAL: REPORT OUTPUT

Travel Requests Pending Approval							
Approval Limit Date	Travel Request Name	Travel Request ID	Start Date	Approval Status	Approver Name	Number of Days Pending Approval	Employee
	Travel Request Name	222C	Aug 17, 2011	Sent Back to Employee	Approver	119	Employee Name
	Travel Request Name	222L	Sep 11, 2011	Sent Back to Employee	Approver	111	Employee Name
	Travel Request Name	2236	Jun 25, 2011	Sent Back to Employee	Approver	109	Employee Name
	Travel Request Name	223X	Sep 14, 2011	Sent Back to Employee	Approver	97	Employee Name
	Travel Request Name	2245	Sep 6, 2011	Sent Back to Employee	Approver	96	Employee Name
	Travel Request Name	224N	Oct 22, 2011	Sent Back to Employee	Approver	85	Employee Name
	Travel Request Name	225E	Sep 11, 2011	Sent Back to Employee	Approver	78	Employee Name
	Travel Request Name	225Y	Oct 3, 2011	Sent Back to Employee	Approver	74	Employee Name
	Travel Request Name	225X	Oct 3, 2011	Sent Back to Employee	Approver	74	Employee Name
	Travel Request Name	2262	Oct 3, 2011	Sent Back to Employee	Approver	74	Employee Name

Model Updates

The following fields were added to the Concur Data Warehouse model in the December release.

Added to:

Concur Data Warehouse > Expense > Expense Reports > Credit Cards > Credit Card Transactions > Additional Transaction Details

Added this field to this folder:

- ◆ Processor Reference Number

Added to:

Concur Data Warehouse > Expense > Expense Reports > Entry Information > Additional Entry Details

Added this field to this folder:

- ◆ Airline Service Code

Added to:

Concur Data Warehouse > Expense > Expense Journal > Key

Added this field to this folder:

- ◆ Batch ID

NOTE: The Batch ID will only be available for transactions generated after the December Release has been applied. Historical records will NOT have a Batch ID associated with them.

Created New Folder:

Concur Data Warehouse > Expense > Performance Metrics

Added these fields to this folder:

- ◆ Event Type
- ◆ Event Duration
- ◆ Event Date/Time

Created New Folder:

Concur Data Warehouse > Expense > Performance Metrics > Keys

Added these fields to this folder:

- ◆ Report Legacy Key
- ◆ Report Entry Legacy Key
- ◆ Event Type Key

Created New Folder:

Concur Data Warehouse > Expense > Performance Metrics > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Event Type Prompt Key

NOTE: Performance Metric data is NOT archived by default. To enable, please create a ticket with Concur Client Support.

Resolved Issues

The following cases have been resolved in the December Release:

Case ID	Case/Defect Description	Client
CRMC-28998 111114-000003 CRMC-29217 111202-000966	<p>Product/Feature: Concur Data Warehouse Standard Reports</p> <p>Description: The 'Duplicate Expense Item' report is timing out for some clients when using Excel.</p> <p>Resolution: The report was timing out due to an inefficient query. The report has been updated to set the 'Processing' parameter to 'Database Only' for the two queries in the report.</p>	Ikea URS Corporation
CRMC-29088 111201-001001	<p>Product/Feature: Concur Data Warehouse Standard Reports</p> <p>Description: The 'Air Adoption by Month' report is getting an error (Arithmetic overflow error converting expression to data type int) when being run.</p> <p>Resolution: The Trip Count query was modified to prevent future occurrences.</p>	Concur
CRMC-28999 111115-000535	<p>Product/Feature: Concur Data Warehouse Standard Reports</p> <p>Description: The 'Airline Ancillary Fees Summary' report was under-reporting amounts.</p> <p>Resolution: This case was resolved by turning off the Auto Group and Summarize parameter for this report.</p>	Kiewit Corporation
CRMC-28116 110928-000903	<p>Product/Feature: Concur Data Warehouse Standard Reports</p> <p>Description: The 'Hotel Stays Expense Not Booked in Concur Travel' report is missing some reports.</p> <p>Resolution: The matching logic has been updated to compare the check in/check out dates in UTC dates in all locations.</p>	Philips Electronics Netherland B.V.
CRMC-28268 111024-000620 CRMC-28417 111031-001529	<p>Product/Feature: DW Travel Archive</p> <p>Description: The data type for the Trip Key changed in the September release. This caused some records to be missed during the archive.</p> <p>Resolution: The Trip Key was updated to the correct data type.</p>	The Sun Products Corporation Kruger, Inc.
CRMC-26622 110808-000732	<p>Product/Feature: Concur Data Warehouse Model, DW Expense Archive</p> <p>Description: The Airline Service Code field is not available in the Concur Data Warehouse.</p> <p>Resolution: The DW Expense Archive has been updated to include this field, and it has been exposed in the model.</p>	Moelis & Company Holdings LP