

<b>Concur Release Notes</b> <b>Analysis / Intelligence</b>	
<b>Month</b>	<b>Audience</b>
January 2012	Concur Client

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# Release Notes

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## Additional Concept Fields Have Been Added

In the January release, we have added four new Concept Fields. The new concepts that are available are:

- CRM Opportunity
- CRM Account
- CRM Event
- Company

They can be accessed from the **Map Expense Concept Fields** screen in Expense Admin:

The screenshot displays a configuration interface for mapping expense concept fields. It is organized into four distinct sections, each representing a different concept type. Each section contains four dropdown menus, one for each of the following fields: Employee, Expense Report Header, Expense Entry, and Expense Allocation. In the current view, all dropdown menus are set to the value 'NONE'. The sections are: Company, CRM Opportunity, CRM Account, and CRM Event.

It is recommended these field are configured if your company is using Salesforce integration with Concur Expense.

For more information on how to set up and use Concept Fields, please refer to *Chapter 1, Section 5* of the *Analysis/Intelligence User Guide*.

## Report Updates

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

- *Approved Travel Requests by Employee, Closed Travel Requests Without Expense Reports, Travel Requests by City, Travel Requests by Country* – The **Approved Amount** column label was renamed to **Total Approved Amount** to more accurately reflect the content of the column.
- *Car Rental Exceeds Reserved Amount* – The **Tax Rate** field on the Prompt Page was not being applied to the query. The report query has been updated to incorporate this value.

## Model Updates

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

### ***Created New Folder:***

*Concur Data Warehouse > Expense > User Rating Information*

Added these fields to this folder:

- ◆ Overall Rating
- ◆ Usability Rating
- ◆ Reliability Rating
- ◆ Comments
- ◆ Performance Rating

### ***Created New Folder:***

*Concur Data Warehouse > Travel > User Rating Information*

Added these fields to this folder:

- ◆ Overall Rating
- ◆ Usability Rating
- ◆ Reliability Rating
- ◆ Comments
- ◆ Performance Rating

*User Rating Data (for both Expense and Travel) is **NOT** archived by default. To enable, please create a ticket with Concur Client Support.*

**Added to:**

*Concur Data Warehouse > Expense > Lists > Employee Information > Default Approvers*

Added this field to this folder:

- ◆ Default Travel Request Approver (updated)
- ◆ Default Travel Request Approver (updated) ID
- ◆ Default Travel Request Approver (updated) Email Address

**Added to:**

*Concur Data Warehouse > Expense > Expense Reports > Report Header Information > Concept Fields*

Added these fields to this folder:

- ◆ CRM Opportunity
- ◆ CRM Opportunity – Code
- ◆ CRM Account
- ◆ CRM Account – Code
- ◆ CRM Event
- ◆ CRM Event – Code
- ◆ Company
- ◆ Company – Code

**Added To:**

*Concur Data Warehouse > Expense > Expense Reports > Entry Information > Concept Fields*

Added these fields to this folder:

- ◆ CRM Opportunity
- ◆ CRM Opportunity – Code
- ◆ CRM Account
- ◆ CRM Account – Code
- ◆ CRM Event
- ◆ CRM Event – Code
- ◆ Company
- ◆ Company – Code

**Added To:**

*Concur Data Warehouse > Expense > Expense Reports > Expense Allocation > Concept Fields*

Added these fields to this folder:

- ◆ CRM Opportunity

- ◆ CRM Opportunity – Code
- ◆ CRM Account
- ◆ CRM Account – Code
- ◆ CRM Event
- ◆ CRM Event – Code
- ◆ Company
- ◆ Company – Code

**Added To:**

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

Added these fields to this folder:

- ◆ Employee CRM Opportunity
- ◆ Employee CRM Opportunity – Code
- ◆ Employee CRM Account
- ◆ Employee CRM Account – Code
- ◆ Employee CRM Event
- ◆ Employee CRM Event – Code
- ◆ Employee Company
- ◆ Employee Company – Code

**Added To:**

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

Added these fields to this folder:

- ◆ Employee Company
- ◆ Employee Company – Code

# Resolved Issues

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The following cases have been resolved in the January Release:

Case ID	Case/Defect Description	Client
CRMC-28020 110725-001079	<p><b>Product/Feature:</b> Concur Data Warehouse Standard Reports</p> <p><b>Description:</b> The 'Car Rental Exceeds Reserved Amount' is excluding bookings where number of units is not provided.</p> <p><b>Resolution:</b> The report was changed to assume if the number of units is not provided, then assume one unit.</p>	J M Family Enterprises, Inc
CRMC-28309 111020-000108 CRMC-26034 110624-000114 CRMC-28929 111122-000744 CRMC-23474 110303-000672 CRMC-25710 110627-000899 CRMC-27492 110915-000877 CRMC-29187 110915-000877 CRMC-29197 111206-001003	<p><b>Product/Feature:</b> Concur Data Warehouse Travel Archive</p> <p><b>Description:</b> Trip Approval data was not included in the DW Travel Archive.</p> <p><b>Resolution:</b> Trip Approval data has been added to the DW Travel archive.</p>	Skype Communications S.A.R.L. THE HERTZ CORPORATION T-Mobile Usa, Inc Concur T-Systems North America, Inc. Cadence Design Systems, Inc Atmel Corporation

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# Release Notes

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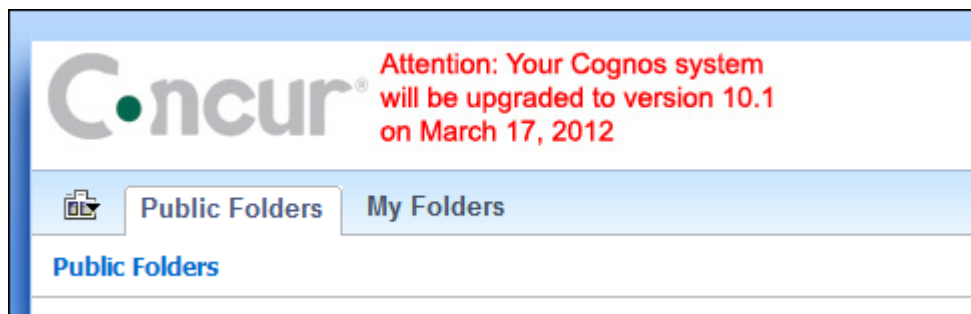
## Upgrade to Cognos v 10.1 - Schedule of Update

The conversion to Cognos v 10.1 is now scheduled for clients. The first group has upgraded and minor issues are being resolved. The next groups will be upgraded on the following schedule:

- **March 10th:** The second group, conversion date of Saturday, March 10th 2012.
- **March 17th:** The third and final group, conversion date of Saturday, March 17th 2012.

### *How Do I Know When I Will be Upgraded?*

Clients will see a message in red text when they log in to Cognos, indicating the date they will be upgraded. The message appears at the top of the screen and looks like the figure below for those moving to the new interface on March 17th:



## Report Updates

Several existing Standard Reports have had some usability updates and bug fixes made to them in the February Release.

The impacted reports are:

- *Closed Travel Requests without Expense Reports* – The name for this report was updated to **Completed** *Travel Request without Expense Reports* to provide additional clarity on the report purpose.
- *Car Rental Exceeds Reserved Amount* – The **Tax Rate** field on the Prompt Page was not being applied to the query. The report query has been updated to incorporate this value.
- *Fare Analysis* – Tickets with a Trip Status of Unconfirmed are filtered out of this report. In this release, we have updated our filter to include tickets with a Trip Status of Unconfirmed.
- *Hotel Summary* – The 'Hotel Summary by Vendor' table of this sorted by vendor. We have updated this report to sort by Total Nights based on client request.



## Model Updates

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

**Added to:**

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

Added these fields to this folder:

- ◆ Departure State/Province/Region
- ◆ Arrival State/Province/Region

**Added to:**

*Concur Data Warehouse > Invoice > Invoice Journal > Keys*

Added this field to this folder:

- ◆ Batch ID

**Added To:**

*Concur Data Warehouse > Invoice > Payment Request Line Items Amounts*

Added these fields to this folder:

- ◆ Total Tax
- ◆ Total Tax (rpt)

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Entry information > XML Receipt Information*

Added these fields to this folder:

- ◆ Is Assigned
- ◆ Certificate Number
- ◆ Vendor Description
- ◆ Tax ID
- ◆ Receipt Currency
- ◆ XML Receipt Amount
- ◆ XML Receipt Amount (rpt)

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Entry information > XML Receipt Information > XML Receipt Keys*

Added these fields to this folder:

- ◆ XML Receipt Legacy Key
- ◆ XML Receipt Key

**Added To:**

*Concur Data Warehouse > Expense > Entry Information > Keys*

Added these fields to this folder:

- ◆ Associated XML Receipt Key

**Created New Folder:**

*Concur Data Warehouse > Invoice > Payment Request Header Information > XML Receipt Information*

Added these fields to this folder:

- ◆ Is Assigned
- ◆ Certificate Number
- ◆ Vendor Description
- ◆ Tax ID
- ◆ XML Receipt Currency
- ◆ XML Receipt Amount
- ◆ XML Receipt Amount (rpt)

**Created New Folder:**

*Concur Data Warehouse > Invoice > Payment Request Header Information > XML Receipt Information > XML Receipt Keys*

Added these fields to this folder:

- ◆ XML Receipt Legacy Key
- ◆ XML Receipt Key

**Added To:**

*Concur Data Warehouse > Invoice > Payment Request Header Information > Keys*

Added these fields to this folder:

- ◆ Associated XML Receipt Key

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## Model Updates

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

***Created New Folder:***

*Concur Data Warehouse > Expense > Mobile Usage Metrics*

Added these fields to this folder:

- ◆ Employee
- ◆ Event Date
- ◆ Event Name
- ◆ Event Count
- ◆ Device Platform

***Created New Folder:***

*Concur Data Warehouse > Expense > Mobile Usage Metrics > Keys*

Added these fields to this folder:

- ◆ Event Key
- ◆ Event Legacy Key
- ◆ Employee Key
- ◆ Employee Legacy Key

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## Report Updates

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

- *Travel Requests By Segments* – The Entry Amount was grouped with the Travel Request ID. This prevents the amount from being tied to each Segment, which was causing confusion.
- *Employee Details* – A new filter was added to the main query. This filter prevents a blank row from displaying when searching by Inactive Employees.

## Model Updates

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

**Added to:**

*Concur Data Warehouse > Expense > Commonly Used Fields*

Added this field to this folder:

- ◆ Report Type

**Added to:**

*Concur Data Warehouse > Expense > Expense Reports > Common Report Header Filters*

Added this field to this folder:

- ◆ Expense Reports Only

**Added To:**

*Concur Data Warehouse > Expense Reports > Report Header Information*

Added this field to this folder:

- ◆ Report Type

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Report Header Information > Manage Card Program Details*

Added these fields to this folder:

- ◆ Statement Start Date
- ◆ Statement End Date
- ◆ Statement Status

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Report Header Information > Manage Card Program Details > Program Details*

Added these fields to this folder:

- ◆ Program Name
- ◆ Program Type
- ◆ Program Issuer
- ◆ Program Issuer Code
- ◆ Program Default Policy
- ◆ Program Country
- ◆ Program Country – Code
- ◆ Program Frequency
- ◆ Program Start Day 1
- ◆ Program Start Day 2
- ◆ Program Is Deleted

**Added To:**

*Concur Data Warehouse > Expense > Report Header Information > Keys*

Added these fields to this folder:

- ◆ Associated Program Key
- ◆ Card Program Type Key
- ◆ Card Program Country Key
- ◆ Card Program Default Policy Key

**Added To:**

*Concur Data Warehouse > Expense > Report Header Information > Keys > Prompt Keys*

Added these fields to this folder:

- ◆ Card Program Type Prompt Key
- ◆ Card Program Country Prompt Key
- ◆ Card Program Default Policy Prompt Key

**Added To:**

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

Added these fields to this folder:

- ◆ Account Type
- ◆ Accounting Code
- ◆ Default Policy

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Credit Cards > Credit Card Accounts > Manage Card Program Details*

Added these fields to this folder:

- ◆ Program Name
- ◆ Program Type
- ◆ Program Issuer
- ◆ Program Issuer Code
- ◆ Program Default Policy

- ◆ Program Country
- ◆ Program Country Code
- ◆ Program Frequency
- ◆ Program Start Day 1
- ◆ Program Start Day 2
- ◆ Program Is Deleted

**Added To:**

*Concur Data Warehouse > Expense > Expense Reports > Credit Cards > Credit Card Accounts > Keys*

Added these fields to this folder:

- ◆ Associated Card Program Key
- ◆ Account Type Key
- ◆ Default Policy Key
- ◆ Program Type Key
- ◆ Program Default Policy Key
- ◆ Program Country Key

**Added To:**

*Concur Data Warehouse > Expense > Expense Reports > Credit Cards > Credit Card Accounts > Keys > Prompt Keys*

Added these fields to this folder:

- ◆ Account Type Prompt Key
- ◆ Default Policy Prompt Key
- ◆ Program Type Prompt Key
- ◆ Program Default Policy Prompt Key
- ◆ Program Country Prompt Key

**Added To:**

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

Added these fields to this folder:

- ◆ Statement Start Date
- ◆ Statement End Date
- ◆ Statement Status

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Credit Cards > Credit Card Transactions > Billed To Credit Card Account*

Added these fields to this folder:

- ◆ Billed To Payment Type
- ◆ Billed To Account Type
- ◆ Billed To Name on Card
- ◆ Billed To Last Four Account Digits
- ◆ Billed To Market Code



- ◆ Billed To Provider Status
- ◆ Billed To Cancel Date
- ◆ Billed To Effective Date
- ◆ Billed To Is Deleted

**Added To:**

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

Added these fields to this folder:

- ◆ Billed To Account Key
- ◆ Billed To Employee Key
- ◆ Billed To Payment Type Key
- ◆ Billed To Account Type Key

**Added To:**

*Concur Data Warehouse > Expense > Expense Reports > Credit Cards > Credit Card Transactions > Keys > Prompt Keys*

Added these fields to this folder:

- ◆ Billed To Payment Type Prompt Key
- ◆ Billed To Account Type Prompt Key

**Added to:**

*Concur Data Warehouse > Expense > Mobile Usage Metrics > Event Date Attributes*

Added this these fields to this folder:

- ◆ Day of Week
- ◆ Day of Month Numbewr
- ◆ Week of Year Number
- ◆ Month Number
- ◆ Month
- ◆ Quarter Number
- ◆ Quarter
- ◆ Year
- ◆ Fiscal Day of Month Number
- ◆ Fiscal Week of Year Number
- ◆ Fiscal Month Number
- ◆ Fiscal Month
- ◆ Fiscal Quarter Number
- ◆ Fiscal\_Quarter
- ◆ Fiscal Year

**Moved Two Fields:**

*From: Concur Data Warehouse > Expense > Payment Manager > Batch > Payor Account*

*To: Concur Data Warehouse > Expense > Payment Manager > Batch*

Moved these two fields to this folder:

- ◆ Liability Account Code
- ◆ Cash Account Code

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# Release Notes

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## Standard Report Updates

### New Report: Health Care Attendee Spending

This report will display the amount of money spend on a given attendee in the Health Care industry. This report assumes that the standard Healthcare Attendee record format is being used. This report is available at:

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

#### HEALTH CARE ATTENDEE SPENDING: REPORT PROMPTS

**Prompts**

**Date Range**

Transaction Date: From: May 16, 2012 To: May 16, 2012

**Options**

**Attendee Types:**

- Associate
- Business Guest
- Employee
- Employee Traveling
- Financial Representative
- Govt Officer
- Healthcare Professional
- KAT\_HCP
- Manager
- No Shows
- No\_Shows

Select all Deselect all

**Attendee Names:**

**Keywords:** Type one or more keywords separated by spaces. Search

Options

**Results:** Insert Remove

Select all Deselect all

**Choice:**

Select all Deselect all

**Institutions/Practices:**

**Keywords:** Type one or more keywords separated by spaces. Search

Options

**Results:** Insert Remove

Select all Deselect all

**Choice:**

Select all Deselect all

## HEALTH CARE ATTENDEE SPENDING: REPORT OUTPUT

<b>Health Care Attendee</b>										
Transaction Date Between Mar 1, 2012										
Attendee Types: 5 Business Guest										
Reporting Currency: USD										
Attendee Type	Attendee Name	Attendee Title	Primary Address 1	City	State	Zip Code	Type/Professional Designation	NPI Number	Approved Amount	Spec
Attendee Type	Name	Cardiologist							5.94	
<b>Name</b>									<b>5.94</b>	
	Attendee Name	Project Manager							12.28	
									16.87	
		Project Manager/Consultant							62.01	
<b>Attendee Name</b>									<b>91.16</b>	

<b>Attendee Spending</b>						
Between Mar 1, 2012 and May 17, 2012						
Attendee Types: 5 Business Guest						
Reporting Currency: USD						
Approved Amount	Specialty/Taxonomy	Institution/Practice	Transaction Date	Expense Type	Payment Type	Associated Report Entry Key
5.94			Apr 3, 2012	Meals & Hospitality (Non-HCPs)	Out of Pocket	3292248
<b>5.94</b>						
12.28			Mar 18, 2012	Offsite Working Meals (Employees Only)	Amex Corporate Card IBCP	3263157
16.87			Mar 22, 2012	Offsite Working Meals (Employees Only)	Amex Corporate Card IBCP	3263153
62.01			Mar 22, 2012	Meals & Hospitality (Employees Only)	Amex Corporate Card IBCP	3261370
<b>91.16</b>						

## New Report: Expense Mobile Metrics Summary

This report displays the Expense actions taken by employees over a given time frame on the user's mobile device. This report is available at:

**Intelligence – Standard Reports > Mobile Usage or Analysis – Standard Reports > Mobile Usage**

# EXPENSE MOBILE METRICS SUMMARY: REPORT PROMPTS

## Expense Mobile Metrics Summary

### Prompts

#### Date Range

Event Date:	From:	<input type="text" value="May 17, 2012"/>
	To:	<input type="text" value="May 17, 2012"/>

### Options

Events:	<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none"><li>AddedExpenseToReport</li><li>ApprovedReport</li><li>AssociatedReceiptWithRepEntry</li><li>AssociatedReceiptWithReport</li><li>CreatedExpenseInsideReport</li><li>CreatedQuickExpense</li><li>CreatedReport</li><li>DownloadedPersonalCardTransact</li><li>EditedQuickExpense</li><li>EditedReport</li><li>EditExpenseInsideReport</li></ul></div> <p style="text-align: center;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>			
Employees:	<p><b>Keywords:</b> Type one or more keywords separated by spaces.</p> <div style="border: 1px solid gray; padding: 2px;"><input type="text"/> <input type="button" value="Search"/></div> <p>Options ▾</p> <table style="width: 100%;"><tr><td style="border: 1px solid gray; width: 50%; height: 100px; vertical-align: bottom;"><b>Results:</b></td><td style="text-align: center; vertical-align: middle;"><input type="button" value="Insert →"/> <input type="button" value="← Remove"/></td><td style="border: 1px solid gray; width: 50%; height: 100px; vertical-align: bottom;"><b>Choice:</b></td></tr></table> <p style="text-align: center;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<b>Results:</b>	<input type="button" value="Insert →"/> <input type="button" value="← Remove"/>	<b>Choice:</b>
<b>Results:</b>	<input type="button" value="Insert →"/> <input type="button" value="← Remove"/>	<b>Choice:</b>		

## EXPENSE MOBILE METRICS SUMMARY: REPORT OUTPUT

Expense Mobile Metrics								
Event Date Between Jan 1, 2012 and								
Event Count	AddedExpenseToReport	ApprovedReport	AssociatedReceiptWithRepEntry	AssociatedReceiptWithReport	CreatedExpenseInsideReport	CreatedQuickExpense	CreatedReport	EditedQuickExpense
Abbott, Matthew								
Abrahms, Quinton Q	43		16	19	77	83	36	2
Adhikari, Prashanth A	8	5	5		23	18	7	1
Adler, Ralf						7		
Approver, Nguyen	1	20			2	12	1	2
Arbour, Louise							1	
Bertino, Andrea Marie			1					1
Bertino, Andrea X								
Bevis, George							6	
Bonin, Stephen							6	
Brendehof, Ursula EU							2	
Bray, Matt Charlie							2	1
Bruce, Lenny		6					4	
Chesle, Don								
Clarke, Jessica A							1	
Collaboreteur, Rebecca Y						1	3	
Collaboreteur2, Expense							1	
Cooks, Jeff		1			1	7	1	
Corkins, Timothy J	1						1	1
Corkins, Timothy John	4						11	3

Summary									
May 17, 2012									
Event	EditedReport	RejectedReport	SavedExpenseInsideReport	SavedQuickExpense	SavedReport	SubmittedReport	UploadedReceipt	UploadedReceiptForMobileEntry	Total(Event Name)
6				6				2	14
24	10		122	107	46	24	85	8	700
15	4	3	43	33	11	9	23		207
2				9				4	22
		18	17	1	2	1	7		84
				1			1		3
					1		1		4
							1		1
							6		6
				6			1		18
				2				1	5
				2	1			1	7
				4			2		16
							1		1
				1			3	1	6
			1	3			2	1	11
				1				1	3
			1	7	1		2	5	26
				1	1		2		7
				11	3		22	2	56

### New Report: Invoice Mobile Metrics Summary

This report displays the Invoice actions taken by employees over a given time frame on the user's mobile device. This report is available at:

**Intelligence – Standard Reports > Mobile Usage or Analysis – Standard Reports > Mobile Usage**

**INVOICE MOBILE METRICS SUMMARY: REPORT PROMPTS**

### Invoice Mobile Metrics Summary

**Prompts**

**Date Range**

<b>Event Date:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;"><b>From:</b></td> <td style="border: 1px solid gray; padding: 2px;">May 17, 2012</td> <td style="font-size: x-small; text-align: center;">📅</td> </tr> <tr> <td style="font-size: small;"><b>To:</b></td> <td style="border: 1px solid gray; padding: 2px;">May 17, 2012</td> <td style="font-size: x-small; text-align: center;">📅</td> </tr> </table>	<b>From:</b>	May 17, 2012	📅	<b>To:</b>	May 17, 2012	📅
<b>From:</b>	May 17, 2012	📅					
<b>To:</b>	May 17, 2012	📅					

**Options**

<b>Events:</b>	<p>ApprovedInvoice RejectedInvoice</p> <p style="text-align: center; font-size: x-small;">Select all Deselect all</p>
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<b>Employees:</b>	<p><b>Keywords:</b> Type one or more keywords separated by spaces.</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <input style="margin-left: 5px;" type="button" value="Search"/> </div> <p style="font-size: x-small;">Options ▾</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid gray; padding: 2px;"><b>Results:</b></td> <td style="width: 10%; text-align: center; vertical-align: middle;"> <input type="button" value="Insert"/> </td> <td style="width: 40%; border: 1px solid gray; padding: 2px;"><b>Choice:</b></td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;"></td> <td style="text-align: center; vertical-align: middle;"> <input type="button" value="Remove"/> </td> <td style="border: 1px solid gray; padding: 2px;"></td> </tr> </table> <p style="text-align: center; font-size: x-small;">Select all Deselect all</p>	<b>Results:</b>	<input type="button" value="Insert"/>	<b>Choice:</b>		<input type="button" value="Remove"/>	
<b>Results:</b>	<input type="button" value="Insert"/>	<b>Choice:</b>					
	<input type="button" value="Remove"/>						

**INVOICE MOBILE METRICS SUMMARY: REPORT OUTPUT**

### Invoice Mobile Metrics Summary

Event Date Between Jan 1, 2012 and May 17, 2012

Event Count	ApprovedInvoice	RejectedInvoice	Total(Event Name)
Director, Diane		1	1
Ford, Harrison	2		2
Lee, Bruce	1		1
Turturro, John	1		1
<b>Total(Employee)</b>	<b>4</b>	<b>1</b>	<b>5</b>



## New Report: Travel Mobile Metrics Summary

This report displays the Concur Travel actions taken by employees over a given time frame on the user's mobile device. This report is available at:

**Intelligence – Standard Reports > Mobile Usage or Analysis – Standard Reports > Mobile Usage**

### TRAVEL MOBILE METRICS SUMMARY: REPORT PROMPTS

### Travel Mobile Metrics Summary

**Prompts**

**Date Range**

Event Date:	From:	<input type="text" value="May 17, 2012"/>
	To:	<input type="text" value="May 17, 2012"/>

**Options**

Events:	<div style="border: 1px solid gray; padding: 2px;"><ul style="list-style-type: none"><li>ApprovedTrip</li><li>BookedAir</li><li>BookedCar</li><li>BookedHotel</li><li>BookedRail</li><li>CancelledAir</li><li>CancelledHotel</li><li>DownloadedItinerary</li><li>DownloadedItineraryList</li><li>FilteredAir</li><li>SearchedAir</li></ul></div>
	<input type="button" value="Select all"/> <input type="button" value="Deselect all"/>

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

## TRAVEL MOBILE METRICS SUMMARY: REPORT OUTPUT

Travel Mobile Metrics Summary														
Event Date Between Jan 1, 2012 and May 17, 2012														
Event Count	BookedAir	BookedCar	BookedHotel	BookedRail	CancelledAir	CancelledHotel	DownloadedItinerary	DownloadedItineraryList	FilteredAir	SearchedAir	SearchedHotel	ShoppedCar	ShoppedRail	Total(Event Name)
Abbott, Matthew								3						3
Abonnes, Valide	4							54	24	26				108
Abrahms, Quinton Q	9	36	85	8		19	84	824	27	28	109	64	55	1,348
Adhikari, Prashanth A	6	19	29		1	11	102	489	43	39	74	31	1	845
Adler, Ralf								28						28
Approver, Nguyen								2						2
Arbour, Louise								6						6
Ball, David Luke								2						2
Bertino, Andrea Marie								13						13
Bevis, George								1						1
Braddock, James								8						8
Brandehof, Ursula EU								24						24
Bray, Matt Charlie								15						15
Bruce, Lenny								51						51
Caruthers, Cory Clifton								2						2
Cheadle, Don								11						11
Clarke, Jessica A								7						7
Collaborateur, Christine Y								8						8
Collaborateur, Rebecca Y	1							26	1	1	1			30
Collaborateur2, Expense								9						9

## New Report: Mobile Login Summary

This report displays the number of logins for a user on a mobile device, and the type of mobile device used. This report is available at:

**Intelligence – Standard Reports > Mobile Usage or Analysis – Standard Reports > Mobile Usage**

### MOBILE LOGIN SUMMARY: REPORT PROMPTS

### Mobile Login Summary

**Prompts**

**Date Range**

**Event Date:**

From:

To:

**Options**

**Keywords:**  
Type one or more keywords separated by spaces.

Options

**Results:**

Select all Deselect all

**Choice:**

Select all Deselect all

**MOBILE LOGIN SUMMARY: REPORT OUTPUT**

<b>Mobile Login Summary</b>							
Event Date Between Jan 1, 2012 and May 17, 2012							
Event Count	Apple		Android		Research In Motion		Total(Device Platform)
	LoggedIn	Total(Event Name)	LoggedIn	Total(Event Name)	LoggedIn	Total(Event Name)	
Abbott, Matthew	1	1					1
Abonnes, Valide	20	20					20
Abrahms, Quinton Q	326	326	61	61	48	48	435
Adhikari, Prashanth A	276	276	25	25	3	3	304
Adler, Ralf	18	18					18
Approver, Nguyen	88	88	10	10	10	10	108
Arbour, Louise	2	2					2
Ball, David Luke	2	2					2
Bertino, Andrea Marie	4	4					4
Bertino, Andrea X	1	1					1
Bevis, George	1	1					1
Boll, Ada X	2	2					2
Bonin, Stephen	4	4					4
Braddock, James	3	3	2	2			5
Brandehof, Ursula EU	15	15			2	2	17
Bray, Matt Charlie	12	12					12
Bruce, Lenny	37	37	1	1			38
Caruthers, Cory Clifton	1	1					1
Cheadle, Don	6	6					6
Clarke, Jessica A	2	2					2

**New Report: Invoice Billed Transaction Reconciliation**

This report will allow the user to match the Invoice transactions with the billing invoice from Concur, similar to the Billed Transaction Reconciliation reports for Expense. This report is available at:

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

**INVOICE BILLED TRANSACTION RECONCILIATION: REPORT PROMPTS**

**Invoice Billed Transaction Reconciliation**

**Prompts**

**Date Range**

From:

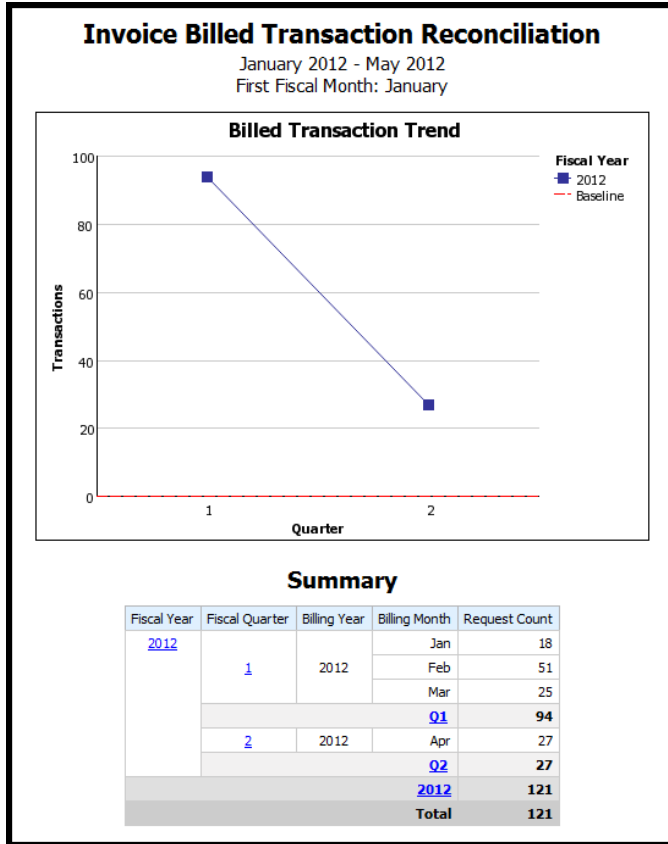
To:

**Billing Details**

Start of Fiscal Year:

Baseline:

## INVOICE BILLED TRANSACTION RECONCILIATION: REPORT OUTPUT



### New Report: Invoice Billed Transaction Reconciliation - Details

This report will allow users to match the Invoice transactions with the billing invoice from Concur, similar to the Billed Transaction Reconciliation - Details reports in Expense. This report is also a drill through from the *Invoice Billed Transaction Reconciliation* report. This report is available at:

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

### INVOICE BILLED TRANSACTION RECONCILIATION - DETAILS: REPORT PROMPTS

**Invoice Billed Transaction Reconciliation - Detail**

**Prompts**

**Date Range**

From: January 2012

To: May 2012

**Billing Details**

Start of Fiscal Year: January

# INVOICE BILLED TRANSACTION RECONCILIATION - DETAILS: REPORT OUTPUT

Invoice Billed Transaction Reconciliation - Detail										
January 2012 - May 2012										
First Fiscal Month: January										
Fiscal Year	Fiscal Quarter	Billing Year	Billing Month	Submitted Date	Requesting Employee	Requesting Employee ID	Request Name	Request ID	Is Deleted	Request Total
2012	1	2012	January	Dec 29, 2011	Corkins, Timothy John	56000001	Accounting Partners	28C98F89083244DFAD4F	No	14,705.00 USD
				Jan 12, 2012	Croive, Russell	19000020	SmarTone Communications	160F18C80E03462EBF37	No	210.00 AUD
				Jan 18, 2012	DeNardo, Tonyy Michael	14000001	Moore's Electrical & Mechanical Construction Inc	8447031929AC4C588E58	No	231.35 USD
				Jan 18, 2012	Long, Barry	19000009	EXPRESS OFFICE SYSTEMS PTY LTD	D485A1D520054E3F901D	No	599.50 AUD
				Jan 11, 2012	Long, Barry	19000009	TECHNICAL RESOURCES PTY LTD	BAD85C95A0CE4129949E	No	5,145.29 AUD
				Jan 19, 2012	Park*, Steve	63000001	American Cancer Society Request	A0ED32ACC76845E68A02	No	200.00 USD
				Jan 19, 2012	Park*, Steve	63000001	Ernst & Young (TDW53)-US0130217649	4D6ED32BC4384A7180E1	No	250,100.00 USD
				Jan 19, 2012	Park*, Steve	63000001	Financial Services - Dell (DFS01)-73363931	5B3AF2236DFF4AD96D5	No	1,523.81 USD
				Jan 19, 2012	Park*, Steve	63000001	Genstar Limousine Service (KS9801)-2199	693F738879904EC0A745	No	97.33 USD
				Jan 19, 2012	Park*, Steve	63000001	Palladia (1129)-11256	3498479859FE4C58A0C5	No	29,238.40 GBP
				Jan 19, 2012	Park*, Steve	63000001	Proskauer Rose LLP (TDW56)-1066122	1476172FCE5349049D7B	No	31,792.98 USD
				Jan 19, 2012	Park*, Steve	63000001	Titan Recruitment Pty Ltd (APA001)-24764	145D8F1E26D441DB8545	No	5,497.97 AUD
				Jan 23, 2012	Prom, Todd 1	27000001	Demo Test	2B539A99B4B6421981AB	No	1,000.00 USD
				Jan 17, 2012	Shade, Michelle A	49000001	ABC Building Maintenance	248F6E936137438DAB82	No	150.00 USD
				Jan 24, 2012	Wolfe, Tom	48000001	ECOLAB	D4DE9AE6166C42D0A27C	No	4,000.00 USD
				Jan 17, 2012	Wolfe, Tom	48000001	Moore's Electrical & Mechanical Construction Inc	E78D8D8BF5E24391BA2A	No	231.35 USD
				Jan 25, 2012	Wolfe, Tom	48000001	Moore's Electrical & Mechanical Construction Inc	BAD6B9B3995446494EE	No	500.00 USD
				Jan 22, 2012	Xavier, Admin	63000090	Moore's Electrical & Mechanical Construction Inc	FF7E6F60D4154C22BF3E	No	231.35 USD
										<b>January 18</b>
			February	Feb 9, 2012	Accounting/Finance, Company	56000090	1 Time Vendor (A9990)-DA0015102272	6C844929D81942D49788	No	915.10 USD
				Feb 9, 2012	Accounting/Finance, Company	56000090	Advantage Manufacturing Technologies (TJCAMT)-29073	DF8777D0047249FFA5CB	No	2,899.06 USD

## Model Updates

The following field was added to the Concur Data Warehouse model in the April release.

**Added to:**

*Concur Data Warehouse > Configuration > Account Code > Expense Account Codes*

Added this field to this folder:

- ◆ Is Expense Type Deleted

<b>Concur Release Notes</b> <b>Analysis / Intelligence</b>	
<b>Month</b>	<b>Audience</b>
June 2012	Concur Client

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# Release Notes

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## Report Updates

### New Report: Card Program Summary

This report will show all Card Programs and associated details that have been configured for a given company. This report is available at:

**Intelligence – Standard Reports > Company Billed Cards or Analysis – Standard Reports > Company Billed Cards**

#### CARD PROGRAM SUMMARY: REPORT PROMPTS

The screenshot shows a web interface titled "Card Program Summary" under the "Prompts" section. It features a large blue area on the left labeled "Program Types/Names:". To its right is a list box containing "Purchasing Card". Further right is a button labeled "Populate Program Names". To the right of the button is another list box containing "Purchasing - AMEX" and "Purchasing - BoA". Below each list box are "Select all" and "Deselect all" options.

#### CARD PROGRAM SUMMARY: REPORT OUTPUT

The screenshot shows the report output for "Card Program Summary". It includes the following text:

**Card Program Summary**  
Program Types: Purchasing Card  
Program Names: Purchasing - AMEX, Purchasing - BoA

Program Name	Program Type	Program Issuer	Program Default Policy	Program Country	Program Frequency	Program Is Deleted
Purchasing - AMEX	Purchasing Card	American Express	Purchasing Card Expense Report	UNITED STATES	Monthly	N
Purchasing - BoA	Purchasing Card	Bank of America	Purchasing Card Expense Report	UNITED STATES	Monthly	N

### New Report: Transactions by Statement

This report will display all transactions that have been made and assigned to a Statement Report during a given billing period. This will enable Card Program Administrators to quickly and efficiently validate card transactions. This report is available at:

**Intelligence – Standard Reports > Company Billed Cards or Analysis – Standard Reports > Company Billed Cards**

## TRANSACTIONS BY STATEMENT: REPORT PROMPTS

**Prompts**

**Date Range**

Statement Start Date: From: Jun 20, 2012 To: Jun 20, 2012

**Options**

Program Types/Names: Purchasing Card

Populate Program Names

Select all Deselect all

**Employees:**

**Keywords:**  
Type one or more keywords separated by spaces.

Search

Options

**Results:**

Select all Deselect all

**Choice:**

Select all Deselect all

Insert  
Remove

## TRANSACTIONS BY STATEMENT: REPORT OUTPUT

Transactions by Statement									
Statement Start Date Between Jan 1, 2012 and Jun 20, 2012									
Program Types: Purchasing Card									
Program Names: Purchasing - Amex, Purchasing - BoA									
Statement Period	Program Name	Employee	Merchant	Description	Transaction Date	Reimbursement Currency	Posted Amount		
May 25 2012 12:00AM - Jun 24 2012 12:00AM	Purchasing - Amex	Doe, James	1800GOFEDX 10010007		Jun 11, 2012	USD	77.95		
			AD CATERING		Jun 11, 2012	USD	151.96		
			CDW		Jun 11, 2012	USD	200.07		
			CORPORATE TELCOM		Jun 11, 2012	USD	3,512.34		
			ORKIN #560		Jun 11, 2012	USD	854.00		
			SAMS CLUB #6265		Jun 11, 2012	USD	472.98		
			STAPLES		Jun 11, 2012	USD	374.64		
			<b>Doe, James</b>						
		Doe, Jane	1800GOFEDX 10010007		Jun 11, 2012	USD	77.95		
			AD CATERING		Jun 11, 2012	USD	151.96		
			CDW		Jun 11, 2012	USD	200.07		
			CORPORATE TELCOM		Jun 11, 2012	USD	3,512.34		
			ORKIN #560		Jun 11, 2012	USD	854.00		
			SAMS CLUB #6265		Jun 11, 2012	USD	472.98		
STAPLES			Jun 11, 2012	USD	374.64				
<b>Doe, Jane</b>							<b>5,643.94</b>		
Doe, John	1800GOFEDX 10010007		Jun 11, 2012	USD	77.95				
	AD CATERING		Jun 11, 2012	USD	151.96				
	CDW		Jun 11, 2012	USD	200.07				
	CORPORATE TELCOM		Jun 11, 2012	USD	3,512.34				
	ORKIN #560		Jun 11, 2012	USD	854.00				
	SAMS CLUB #6265		Jun 11, 2012	USD	472.98				
	<b>Doe, John</b>							<b>5,643.94</b>	

### New Report: Unassigned Company Billed Transactions

This report will display all Company Billed card transactions that have not yet been assigned to a Statement report. Since the Statement Report is created



automatically, this will be an infrequent scenario that only occurs when a user specifically removes a transaction from the Statement Report. This report is available at:

**Intelligence – Standard Reports > Company Billed Cards or Analysis – Standard Reports > Company Billed Cards**

**UNASSIGNED COMPANY BILLED TRANSACTIONS: REPORT PROMPTS**

**Unassigned Company Billed Transactions**

**Prompts**

**Options**

Program Types/Names:

Purchasing Card

Populate Program Names

Select all Deselect all

Purchasing - Amex  
Purchasing - BoA

Select all Deselect all

---

Employees:

**Keywords:**  
Type one or more keywords separated by spaces.

Options ▾

**Results:**

Select all Deselect all

**Choice:**

Select all Deselect all

**UNASSIGNED COMPANY BILLED TRANSACTIONS: REPORT OUTPUT**

<b>Unassigned Company Billed Transactions</b>											
Program Types: Purchasing Card											
Program Names: Purchasing - AMEX, Purchasing - BoA											
Card Program	Employee	Employee ID	Name on Card	Transaction Type Name	Merchant	Merchant Code	Description	Transaction Date	Download Date	Reimbursement Currency	Posted Amount
Purchasing - AMEX	Doe, John	CBS000001	DOE, JOHN	Credit Card Transaction	AD CATERING	5814		Jun 11, 2012	Jun 13, 2012	USD	151.96
		CBS000001	DOE, JOHN	Credit Card Transaction	ORKIN #560	7342		Jun 11, 2012	Jun 13, 2012	USD	854.00
		CBS000001	DOE, JOHN	Credit Card Transaction	CORPORATE TELCOM	5999		Jun 11, 2012	Jun 13, 2012	USD	3,512.34
		CBS000001	DOE, JOHN	Credit Card Transaction	SAMS CLUB #6265	5300		Jun 11, 2012	Jun 13, 2012	USD	472.98
		CBS000001	DOE, JOHN	Credit Card Transaction	1800GOFEDEX 10010007	4214		Jun 11, 2012	Jun 13, 2012	USD	77.95
		CBS000001	DOE, JOHN	Credit Card Transaction	STAPLES	5969		Jun 11, 2012	Jun 13, 2012	USD	374.64
		CBS000001	DOE, JOHN	Credit Card Transaction	CDW	5065		Jun 11, 2012	Jun 13, 2012	USD	200.07
<b>Purchasing - AMEX</b>											<b>5,643.94</b>

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

- *Attendee Tax Amount* - The report was over-reporting the number of attendees for each entry. We updated the logic to manually calculate the number of attendees before rolling up to the entry level.
- *Unsubmitted Request by Approver - Detail* – Requests are “soft deleted” within Invoice. We updated the filtering on this report to exclude deleted requests.
- *VAT Reclaimed Amounts* – This report was displaying the Expense Entry Key, which was not adding any value. We removed this column and inserted the Expense Entry Legacy Key, which enable users to tie expenses back to the transactional system.
- *Mobile Login Summary* – The labels on the cross tab display of this report were a bit confusing. We changed the labels from **Total (Device Platform)** and **Total (Employee)** to **Total For Device** and **Total For Employee** to reduce ambiguity. When creating the crosstab, an unnecessary column (Total by Event) was automatically inserted. This report is only reporting on a single event, so this additional column is superfluous. We removed this column.
- *Expense Mobile Metrics Summary* - The labels on the cross tab display of this report were a bit confusing. We changed the labels from **Total (Event Name)** and **Total (Employee)** to **Total For Event** and **Total For Employee** to reduce ambiguity.
- *Travel Mobile Metrics Summary* - The labels on the cross tab display of this report were a bit confusing. We changed the labels from **Total (Event Name)** and **Total (Employee)** to **Total For Event** and **Total For Employee** to reduce ambiguity.
- *Invoice Mobile Metrics Summary* - The labels on the cross tab display of this report were a bit confusing. We changed the labels from **Total (Event Name)** and **Total (Employee)** to **Total For Event** and **Total For Employee** to reduce ambiguity.

## Model Updates

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

### **Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > IC Cards*

Added these fields to this folder:

- ◆ Employee
- ◆ Employee ID
- ◆ Card ID
- ◆ Card Name
- ◆ Is Active
- ◆ Register Date

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > IC Cards > Additional Employee Details*

Added these fields to this folder:

- ◆ Employee First Name
- ◆ Employee Last Name
- ◆ Employee Nickname
- ◆ Employee Email Address
- ◆ Employee Login ID
- ◆ Employee Active Flag
- ◆ Employee Country Code
- ◆ Employee Country Name
- ◆ Default Approver
- ◆ Default Approver ID
- ◆ Default Approver Email Address
- ◆ BI Manager
- ◆ BI Manager ID
- ◆ BI Manager Email Address
- ◆ Employee Ledger Code
- ◆ Employee Ledger Name
- ◆ 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 > Expense Reports > Japanese Public Transportation > IC Cards > Keys*

Added these fields to this folder:

- ◆ IC Card Key
- ◆ Employee Key

***Created New Folder:***

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > IC Cards > Prompt Keys*

Added this field to this folder:

- ◆ Employee Prompt Key

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > Route Legs*

Added these fields to this folder:

- ◆ Comment
- ◆ IC Record ID
- ◆ Origin Type
- ◆ Travel Class
- ◆ Transaction Date
- ◆ Transaction Date/Time
- ◆ From Line
- ◆ From Line (Japanese)
- ◆ To Line
- ◆ To Line (Japanese)
- ◆ From Location
- ◆ To Location

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > Route Legs > Flags*

Added these fields to this folder:

- ◆ Is Fast
- ◆ Is Cheap
- ◆ Is Easy
- ◆ Is From Commuter Pass Used
- ◆ Is To Commuter Pass used

**Created New Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > Route Legs > Amounts*

Added these fields to this folder:

- ◆ Transaction Currency
- ◆ Transaction Currency – Name
- ◆ Amount
- ◆ Total Amount
- ◆ Additional Charge
- ◆ Total Additional Charge
- ◆ Reimbursement Currency
- ◆ Reimbursement Currency – Name
- ◆ Amount (reimbursement currency)
- ◆ Total Amount (reimbursement currency)
- ◆ Additional Charge (reimbursement currency)
- ◆ Total Additional Charge (reimbursement currency)
- ◆ Reporting Currency

- ◆ Reporting Currency (Name)
- ◆ Amount (reporting currency)
- ◆ Total Amount (reporting currency)
- ◆ Additional Charge (reporting currency)
- ◆ Total Additional Charge (reporting currency)

***Created New Folder:***

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > Route Legs > Keys*

Added these fields to this folder:

- ◆ Route Leg Key
- ◆ IC Card Key
- ◆ Associated Report Entry Key
- ◆ Travel Class Key
- ◆ Origin Type Key
- ◆ From Line Key
- ◆ To Line Key
- ◆ From Location Key
- ◆ To Location Key

***Created New Folder:***

*Concur Data Warehouse > Expense > Expense Reports > Japanese Public Transportation > Route Legs > Keys > Prompt Keys*

Added these fields to this folder:

- ◆ From Line Prompt Key
- ◆ To Line Prompt Key
- ◆ Travel Class Prompt Key
- ◆ From Location Prompt Key
- ◆ To Location Prompt Key

<b>Concur Release Notes</b> <b>Analysis / Intelligence</b>	
<b>Month</b>	<b>Audience</b>
July 2012	Concur Internal

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# Release Notes

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## Report Updates

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

- *Employee Details* – This report was enhanced to include the **Travel Request Approver** and **Travel Request Approver ID** columns. The existing **Travel Request Approver** and **Travel Request Approver ID** columns were renamed **Authorization Request Approver** and **Authorization Request Approver ID** to accurately reflect the fields that are displayed.
- *Health Care Attendee Spending* – This report was displaying the **Associated Report Entry Key**, which was not adding any value. We removed this column and inserted the **Associated Report Entry Legacy Key**, which enable users to tie expenses back to the transactional system.

## Model Updates

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

### **Created New Folder:**

*Concur Data Warehouse > Configuration > Account Codes > Expense Account Codes > Additional Segment Details*

Added these fields to this folder:

- ◆ Segment 1
- ◆ Segment 1 Value
- ◆ Segment 1 Code
- ◆ Segment 2
- ◆ Segment 2 Value
- ◆ Segment 2 Code
- ◆ Segment 3
- ◆ Segment 3 Value
- ◆ Segment 3 Code
- ◆ Segment 4
- ◆ Segment 4 Value
- ◆ Segment 4 Code
- ◆ Segment 5
- ◆ Segment 5 Value
- ◆ Segment 5 Code
- ◆ Segment 6
- ◆ Segment 6 Value
- ◆ Segment 6 Code
- ◆ Segment 7
- ◆ Segment 7 Value



- ◆ Segment 7 Code
- ◆ Segment 8
- ◆ Segment 8 Value
- ◆ Segment 8 Code
- ◆ Segment 9
- ◆ Segment 9 Value
- ◆ Segment 9 Code
- ◆ Segment 10
- ◆ Segment 10 Value
- ◆ Segment 10 Code

***Created New Folder:***

*Concur Data Warehouse > Invoice > Payment Request Dates and Statuses > Process Payment Date Attributes*

Added these fields to this folder:

- ◆ Process Payment Day of Week
- ◆ Process Payment Day of Month Number
- ◆ Process Payment Week of Year Number
- ◆ Process Payment Month Number
- ◆ Process Payment Month
- ◆ Process Payment Quarter Number
- ◆ Process Payment Quarter
- ◆ Process Payment Year
- ◆ Process Payment Fiscal Day of Month Number
- ◆ Process Payment Fiscal Week of Year Number
- ◆ Process Payment Fiscal Month Number
- ◆ Process Payment Fiscal Month
- ◆ Process Payment Fiscal Quarter Number
- ◆ Process Payment Fiscal Quarter
- ◆ Process Payment Fiscal Year

***Updated Folder:***

*Concur Data Warehouse > Expense > Expense Reports > Report Exceptions > Report Entry Exceptions > Keys*

*Concur Data Warehouse > Expense > Expense Reports > Report Comments > Report Entry Comments > Keys*

*Concur Data Warehouse > Expense > Expense Reports > Expense Allocation > Keys*

*Concur Data Warehouse > Expense > Expense Reports > Expense Attendees > Keys*

*Concur Data Warehouse > Expense > Expense Reports > Expense Taxes > Expense Tax > Keys*

*Concur Data Warehouse > Expense > Expense Reports > Expense Taxes > Expense Tax Allocation > Keys*

Added this field to these folders:

- ◆ Associated Report Entry Legacy Key

**Renamed Folder:**

*Concur Data Warehouse > Invoice > Payment Request Dates and Statuses > Payment Request Date Attributes folder has been renamed Concur Data Warehouse > Invoice > Payment Request Dates and Statuses > Invoice Date Attributes*

## **Intelligence: Active Reports**

We are pleased to announce the availability of Active Reports in the July release for Intelligence clients! Active Reports provide a powerful new way to interact with you data while being completely offline. The new report output contains a number of new options to filter, display and format your data.

Please see the new *Active Reports* chapter in the Help - Concur Model section. This documentation, provided by IBM/Cognos, gives examples and detailed descriptions on how to utilize this new functionality.

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## Report Updates

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

- *Non-Concur Travel Hotel Bookings* – This report was inaccurately named for Analysis clients. The report was re-named with the correct title.

## Model Updates

The following fields were updated/added to the Concur Data Warehouse model in the August release.

**Updated Folder:**

*Concur Data Warehouse > Expense > List > Custom and Connected > List Item Full Code*

Updated to point to the correct database field

**Updated Folder:**

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

Added this field to this folder:

- ◆ Password Change Date

**Updated Folder:**

*Concur Data Warehouse > Expense > Expense Reports > Expense Attendees > Keys*

Added this field to this folder:

- ◆ Attendee Legacy Key

**Updated Folder:**

*Concur Data Warehouse > Invoice > Invoice Journal > Extracted Date/Time*

Format of this field was changed from Date to Date/Time Origin Type

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## Report Updates

Some of the existing Standard Reports have had some usability updates and bug fixes in the September Release. The impacted reports are:

- **Expense and Travel Overview:** This report was not successfully completing when running the fifth page. The Ticket Count query was updated to resolve this issue.
- **Airfare Booked but Not Yet Expense:** This report was incorrectly including airfare tickets without a ticket number. A new filter to exclude these bookings was added to keep them out of the result set.

## Model Updates

The following fields were updated/added to the Concur Data Warehouse model in the September release.

### New Folders

Concur Data Warehouse > Expense > Billing

Added these fields to this folder:

- ◆ Employee
- ◆ Employee ID
- ◆ Report Name
- ◆ Report ID
- ◆ First Submitted Date/Time
- ◆ Deleted Flag
- ◆ Deleted Date/Time

Concur Data Warehouse > Expense > Billing > Keys

Added these fields to this folder:

- ◆ Employee Key
- ◆ Report Legacy Key

Concur Data Warehouse > Expense > Billing > Key > Prompt Keys

Added this field to this folder:

- ◆ Employee Prompt Key

Concur Data Warehouse > Travel > Trips > Origin and Destination Information

Added these fields to this folder:

- ◆ Origin Destination City Pair
- ◆ Origin Station Code
- ◆ Origin Station Name
- ◆ Destination Station Code
- ◆ Destination Station Name
- ◆ City Pair Distance
- ◆ Start Date/Time
- ◆ Origin Destination Order

### **Updated Folder**

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

Added this field to this folder:

- ◆ Card Provider Market

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## Report Updates

Some of the existing Standard Reports have had some usability updates and bug fixes in the September Release. The impacted reports are:

- **Travel Summary:** The drill through links on this report was not going to the target reports. The drill through definitions was updated on the source report to work correctly.
- **Reports Approved but Receipts Not Viewed:** This report was incorrectly listing approvers who had actually reviewed receipts if an approver in a subsequent workflow step did not review receipts. The report listed both approvers instead of just the single approver who did not review the receipts. The report was updated to handle this use case and only list the approver who did not review the receipts.

## Model Updates

The following fields were updated/added to the Concur Data Warehouse model in the October release.

### New Folders

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Request

Added these fields to this folder:

- ◆ Purchase Order Number
- ◆ Purchase Order Name
- ◆ Purchase Order Description
- ◆ Policy
- ◆ Request By
- ◆ Payment Terms
- ◆ Discount Terms
- ◆ Discount Percentage
- ◆ Order Type
- ◆ Is Line Item Tax

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Request > Dates

Added these fields to this folder:

- ◆ Order Date
- ◆ Creation Date

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Request > Amounts

Added these fields to this folder:

- ◆ Total Amount
- ◆ Shipping Amount
- ◆ Tax Amount
- ◆ Purchase Order Request Currency – Name
- ◆ Purchase Order Request Currency – Code
- ◆ Total Amount (rpt)
- ◆ Shipping Amount (rpt)
- ◆ Tax Amount (rpt)
- ◆ Reporting Currency – Name
- ◆ Reporting Currency – Code

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Request > Additional 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
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- ◆ Custom 8 – Name

- ◆ Custom 8 - Code
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- ◆ 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
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- ◆ 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

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Request >  
Keys

Added these fields to this folder:

- ◆ Purchase Order Request Key
- ◆ Purchase Order Request Legacy Key
- ◆ Policy Key
- ◆ Purchase Order Request Currency Key
- ◆ Reporting Currency Key

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Request > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Policy Prompt Key
- ◆ Reporting Currency Prompt Key
- ◆ Purchase Order Request Currency Prompt Key

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Line Item

Added these fields to this folder:

- ◆ Requested By
- ◆ External ID
- ◆ Supplier Part ID
- ◆ Line Number
- ◆ Description
- ◆ Account Code

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Line Item > Dates

Added these fields to this folder:

- ◆ Requested Delivery Date
- ◆ Order Date

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Line Item > Amounts

Added these fields to this folder:

- ◆ Unit Price
- ◆ Total Price

- ◆ Tax
- ◆ Request Total
- ◆ Purchase Order Request Currency – Name
- ◆ Purchase Order Request Currency – Code
- ◆ Unit Price (rpt)
- ◆ Total Price (rpt)
- ◆ Tax (rpt)
- ◆ Request Total (rpt)
- ◆ Reporting Currency – Name
- ◆ Reporting Currency – Code
- ◆ Quantity

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Line Item > Additional 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
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- ◆ Custom 18 - Code
- ◆ Custom 19 – Name
- ◆ Custom 19 - Code
- ◆ Custom 20 – Name
- ◆ Custom 20 - Code

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Line Item > Keys

Added these fields to this folder:

- ◆ Purchase Order Line Item Key
- ◆ Purchase Order Line Item Legacy Key
- ◆ Associated Purchase Order Request Key
- ◆ Purchase Order Request Currency Key
- ◆ Reporting Currency Key

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Line Item > Keys > Prompt Keys

Added these fields to this folder:

- ◆ Purchase Order Request Currency Prompt Key
- ◆ Reporting Currency Prompt Key

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Allocation

Added these fields to this folder:

- ◆ Allocation Percentage
- ◆ Purchase Order Request Total
- ◆ Purchase Order Request Currency – Name
- ◆ Purchase Order Request Currency - Code
- ◆ Purchase Order Request Total (rpt)
- ◆ Reporting Currency – Name
- ◆ Reporting Currency- Code

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Allocation > Additional 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
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- ◆ Custom 18 - Code
- ◆ Custom 19 – Name
- ◆ Custom 19 - Code
- ◆ Custom 20 – Name
- ◆ Custom 20 - Code

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Allocation > Keys

Added these fields to this folder:

- ◆ Purchase Order Allocation Key
- ◆ Purchase Order Allocation Legacy Key
- ◆ Associated Purchase Order Entry Key
- ◆ Purchase Order Request Currency Key
- ◆ Reporting Currency Key

Concur Data Warehouse > Invoice > Purchase Order > Purchase Order Allocation > Keys

Added these fields to this folder:

- ◆ Purchase Order Request Currency Prompt Key
- ◆ Reporting Currency Prompt Key



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## Model Updates

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

## New Folders

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

Added this field to this folder:

- ◆ Sequence Number