

Concur Expense: Pharm./Medical Device Attendee Extract

User Guide for Standard Edition

Last Revised: June 8, 2019

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition

- Travel
 - Professional/Premium edition
 - Standard edition

- Invoice
 - Professional/Premium edition
 - Standard edition

- Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 27, 2021	Updated the copyright year; added Concur to the cover page title; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
January 15, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 15 2018	Updated the copyright; no other changes; cover date not updated
December 15 2016	Changed copyright and cover; no other content changes.
November 20 2015	Changed mentions of Introduction to Accounting.
May 15 2015	Removed information about two user interfaces; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	New document. (This content originated in the Concur Administration User Guide for Concur Standard and is now a separate guide.)

Pharmaceutical / Medical Device Attendee Extract

Section 1: Overview

This document contains information for the Attendee Extract, available only to clients who have selected the *Pharmaceutical/Medical Devices* Industry on the **Accounting** step of Setup.

NOTE: For more information specific to this industry, refer to the *Expense: Pharmaceutical/Medical Device Manufacturers User Guide for Concur Standard Edition*.

Section 2: Attendee Extract File Details

Batch Data

Col #	Description/Format/Source	Max Length	Client Field Definition
1	The value "DETAIL" will be inserted into the first position of the extract.	6	
2	Batch ID Format: Starts with number 1 and increments sequentially	13	
3	Batch Date Format: YYYY-MM-DD	10	
4	Line number of each detail row Source: Calculated when the file is created	n/a	

Employee Data

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
5	Employee ID	Employee ID Format: Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.	128	
6	Employee Last Name	Employee last name	32	
7	Employee First Name	Employee first name	32	
8	Employee Middle Initial	Employee middle initial	1	
9	Employee Custom 21	Employee group ID	48	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
10	Employee Org Unit 1	Employee Organization Unit Custom Value 1	48	
11	Employee Org Unit 2	Employee Organization Unit Custom Value 2	48	
12	Employee Org Unit 3	Employee Organization Unit Custom Value 3	48	
13	Employee Org Unit 4	Employee Organization Unit Custom Value 4	48	
14	Employee Org Unit 5	Employee Organization Unit Custom Value 5	48	
15	Employee Org Unit 6	Employee Organization Unit Custom Value 6	48	
16	Future Use	Extra column for future additions to the file	48	
17	Future Use	Extra column for future additions to the file	48	
18	Future Use	Extra column for future additions to the file	48	

Report Data

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
19	Report ID	Report ID 32 character varchar – refer to Report Custom16 if a smaller numeric unique identifier is required. Format: Alphanumeric string. Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.	32	
20	Report Key	Report key on the report – unique id generated by the system Format: Alternative to the report ID. Smaller value. Starts with 1 and increments with each expense report.	48	
21	Ledger Code	External accounting system ID	20	
22	Report Currency Alpha Code	Reimbursement currency in ISO alpha format	3	
23	Report Home Country Name	Home country name (localized for ledger language) for this employee	64	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
24	Report Submit Date	Date/Time the employee submitted the report for approval Format: YYYY-MM-DD	10	
25	Report User Defined Date	Custom date/time specified by user Format: YYYY-MM-DD	10	
26	Report Processing Payment Date	Date the report completed all approvals and was ready to be extracted for payment Format: YYYY-MM-DD	10	
27	Report Name	Report name assigned by employee	40	
28	Report Policy Name	Report Policy Name	64	
29		Extra column for future additions to the file	48	
30	Report Org Unit 1	Organizational data for this employee. This data is copied from the CT_EMPLOYEE Org Unit Fields. Data is recorded at the report level in case an employee's organizational data changes over time, such as a transfer to a difference business unit. Format: The first segment in the fully qualified GL string should use Org Unit 1.	48	
31	Report Org Unit 2	Format: The second segment in the fully qualified GL string should use Org Unit 2, except the natural account field.	48	
32	Report Org Unit 3	Format: The third segment (if necessary) in the fully qualified GL string should use Org Unit 3, except the natural account field.	48	
33	Report Org Unit 4	Format: The fourth segment (if necessary) in the fully qualified GL string should use Org Unit 4, except the natural account field.	48	
34	Report Org Unit 5	Format: The fifth segment (if necessary) in the fully qualified GL string should use Org Unit 5, except the natural account field.	48	
35	Report Org Unit 6	Format: The sixth segment (if necessary) in the fully qualified GL string should use Org Unit 6, except the natural account field.	48	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
36	Report Custom 1	When the custom fields (as opposed to ORG_UNIT fields) are also employed on the employee record for accounting data, these fields are copied to the report level. Data is recorded at the report level for reporting purposes in the event an employee's organizational data changes over time. This ensures that the point-in-time accounting data for an expense report is accurate and not changed in the future if employee data is changed. Format: The seventh segment (if necessary) in the fully qualified GL string should use Custom1, except the natural account field.	48	
37	Report Custom 2	Format: The eight segment (if necessary) in the fully qualified GL string should use Custom2, except the natural account field.	48	
38	Report Custom 3	This displays in custom fields.	48	
39	Report Custom 4	This displays in custom fields.	48	
40	Report Custom 5	This displays in custom fields.	48	
41	Report Custom 6	This displays in custom fields.	48	
42	Report Custom 7	This displays in custom fields.	48	
43	Report Custom 8	This displays in custom fields.	48	
44	Report Custom 9	This displays in custom fields.	48	
45	Report Custom 10	This displays in custom fields.	48	
46	Report Custom 11	This displays in custom fields.	48	
47	Report Custom 12	This displays in custom fields.	48	
48	Report Custom 13	This displays in custom fields.	48	
49	Report Custom 14	This displays in custom fields.	48	
50	Report Custom 15	This displays in custom fields.	48	
51	Report Custom 16	This displays in custom fields.	48	
52	Report Custom 17	This displays in custom fields.	48	
53	Report Custom 18	This displays in custom fields.	48	
54	Report Custom 19	This displays in custom fields.	48	
55	Report Custom 20	This displays in custom fields.	48	

Entry Data

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
56	Report Entry ID	Report entry unique key	13	
57	Report Entry Transaction Type	The type of expense entry. Can be: REG- A regular expense entry. CHD- The child entry of an itemized expense entry. Parent rows for itemized entries are not included in the extract.	3	
58	Report Entry Expense Type Name	Expense type name	64	
59	Report Entry Transaction Date	Date that this expense was incurred (when the money was spent or credit card receipt date)	8	
60	Report Entry Currency Alpha Code	Currency ISO alpha code for the spend currency if not an imported credit card or the invoice currency if this is a credit card	3	
61	Report Entry Exchange Rate	Rate used to convert from the report entry (spend) currency and the report (reimbursement) currency	23	
62	Report Entry Exchange Rate Direction	Either: M = Multiply D = Divide	1	
63	Report Entry Is Personal Flag	Flag to indicate if this expense line is a personal amount Format: Y/N	1	
64	Report Entry Description	Expense description as entered by the employee	64	
65	Report Entry Vendor Name	Vendor name	64	
66	Report Entry Vendor Description	Vendor description	64	
67	Report Entry Attendee Count	Total number of attendees for the expense	23	
68	Report Entry Org Unit 1	Org 1 to 6: Organization level data as entered/updated on the report entry Format: Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross-charging scenarios.	48	
69	Report Entry Org Unit 2	Custom fields will display here.	48	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
70	Report Entry Org Unit 3	Custom fields will display here.	48	
71	Report Entry Org Unit 4	Custom fields will display here.	48	
72	Report Entry Org Unit 5	Custom fields will display here.	48	
73	Report Entry Org Unit 6	Custom fields will display here.	48	
74	Report Entry Custom 1	Custom fields will display here.	48	
75	Report Entry Custom 2	Custom fields will display here.	48	
76	Report Entry Custom 3	Custom fields will display here.	48	
77	Report Entry Custom 4	Custom fields will display here.	48	
78	Report Entry Custom 5	Custom fields will display here.	48	
79	Report Entry Custom 6	Custom fields will display here.	48	
80	Report Entry Custom 7	Custom fields will display here.	48	
81	Report Entry Custom 8	Custom fields will display here.	48	
82	Report Entry Custom 9	Custom fields will display here.	48	
83	Report Entry Custom 10	Custom fields will display here.	48	
84	Report Entry Custom 11	Custom fields will display here.	48	
85	Report Entry Custom 12	Custom fields will display here.	48	
86	Report Entry Custom 13	Custom fields will display here.	48	
87	Report Entry Custom 14	Custom fields will display here.	48	
88	Report Entry Custom 15	Custom fields will display here.	48	
89	Report Entry Custom 16	Custom fields will display here.	48	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
90	Report Entry Custom 17	Custom fields will display here.	48	
91	Report Entry Custom 18	Custom fields will display here.	48	
92	Report Entry Custom 19	Custom fields will display here.	48	
93	Report Entry Custom 20	Custom fields will display here.	48	
94	Report Entry Custom 21	Custom fields will display here.	48	
95	Report Entry Custom 22	Custom fields will display here.	48	
96	Report Entry Custom 23	Custom fields will display here.	48	
97	Report Entry Custom 24	Custom fields will display here.	48	
98	Report Entry Custom 25	Custom fields will display here.	48	
99	Report Entry Custom 26	Custom fields will display here.	48	
100	Report Entry Custom 27	Custom fields will display here.	48	
101	Report Entry Custom 28	Custom fields will display here.	48	
102	Report Entry Custom 29	Custom fields will display here.	48	
103	Report Entry Custom 30	Custom fields will display here.	48	
104	Report Entry Custom 31	Custom fields will display here.	48	
105	Report Entry Custom 32	Custom fields will display here.	48	
106	Report Entry Custom 33	Custom fields will display here.	48	
107	Report Entry Custom 34	Custom fields will display here.	48	
108	Report Entry Custom 35	Custom fields will display here.	48	
109	Report Entry Custom 36	Custom fields will display here.	48	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
110	Report Entry Custom 37	Custom fields will display here.	48	
111	Report Entry Custom 38	Custom fields will display here.	48	
112	Report Entry Custom 39	Custom fields will display here.	48	
113	Report Entry Custom 40	Custom fields will display here.	48	
114	Report Entry Transaction Amount	Amount spent in the expense spend currency	23	
115	Report Entry Posted Amount	Amount spent in the reimbursement currency	23	
116	Report Entry Approved Amount	Amount approved in the reimbursement currency	23	
117	Future Use	Extra column for future additions to the file	36	

Entry Attendee Detail Data

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
118	Attendee Key	System-generated unique key for this attendee record	13	
119	Attendee Unique Identifier	Unique identifier for the attendee as provided from an external system NOTE: System-generated employee attendee records will use the Employee ID.	48	
120	Attendee Type Name	Attendee type name	40	
121	Attendee Type Code	Attendee type code	8	
122	Attendee Last Name	Attendee last name	132	
123	Attendee First Name	Attendee first name	50	
124	Attendee Company Name	Attendee company	150	
125	Attendee Title	Attendee title	32	
126	Attendee Year-To-Date Amount	Total amount to date accrued to this attendee for the current calendar year	23	
127	Attendee Previous Year Amount	Total amount for this attendee for the previous calendar year	23	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
128	Currency Alpha Code of attendee currency	Currency used for totaling attendee spend YTD	3	
129	Attendee Custom 1		100	
130	Attendee Custom 2		100	
131	Attendee Custom 3		100	
132	Attendee Custom 4		100	
133	Attendee Custom 5		100	
134	Attendee Custom 6		100	
135	Attendee Custom 7		100	
136	Attendee Custom 8		100	
137	Attendee Custom 9		100	
138	Attendee Custom 10		100	
139	Attendee Custom 11		100	
140	Attendee Custom 12		100	
141	Attendee Custom 13		100	
142	Attendee Custom 14		100	
143	Attendee Custom 15		100	
144	Attendee Custom 16		100	
145	Attendee Custom 17		100	
146	Attendee Custom 18		100	
147	Attendee Custom 19		100	
148	Attendee Custom 20		100	
149	Attendee Transaction Amount	Portion of the approved expense amount attributed to this attendee, in transaction (spend) currency	23	
150	Attendee Approved Amount in reimbursement currency	Portion of the approved expense amount attributed to this attendee, in reimbursement (report) currency	23	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
151	Attendee Approved Amount in attendee currency	Portion of the approved expense amount attributed to this attendee, in attendee (attendee totaling) currency	23	
152	Attendee Instance Count	Count of attendees for this attendee record. This number is 1 unless: <ul style="list-style-type: none"> An attendee type of "No Shows" is used Users are allowed to edit the Count Per Attendee row 	23	
153	Attendee Amount Is Edited	Indicates whether the cost per attendee is system generated (N) or user-entered (Y)	1	
154	Attendee Entry Custom 1	Extractable Custom field at Attendee Expense Entry level	48	
155	Attendee Entry Custom 2	Extractable Custom field at Attendee Expense Entry level	48	
156	Attendee Entry Custom 3	Extractable Custom field at Attendee Expense Entry level	48	
157	Attendee Entry Custom 4	Extractable Custom field at Attendee Expense Entry level	48	
158	Attendee Entry Custom 5	Extractable Custom field at Attendee Expense Entry level	48	
159	Attendee middle Initial	Attendee middle initial	1	
160	Attendee suffix	Attendee suffix	32	
161	Expense location country code	2 character codes based on ISO 3166	2	
162	Expense location state/province abbreviation	Abbreviation based on ISO 3166	6	
163	Expense location city name	Expense location city name	64	
164	Attendee Custom 21	Taxonomy (on HCP Attendee form)	48	
165	Attendee Custom 22	Tax ID (on HCP Attendee form)	48	
166	Attendee Custom 23	Covered Recipient ID (on HCP Attendee form)	48	
164	Attendee Custom 21		48	
165	Attendee Custom 22		48	
166	Attendee Custom 23		48	

Section 2: Attendee Extract File Details

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
167	Attendee Custom 24		48	
168	Attendee Custom 25		48	

Future Use Section

Col #	Field Name	Description/Format/Source	Max Length	Client Field Definition
169 - 220	Future Use	Extra columns for future additions to the file	48	