

Concur Expense: Company Bill Statement Reports

Setup Guide

Last Revised: May 10, 2021

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

Table of Contents

Section 1: Permissions	1
Section 2: Overview - Company Bill Statement.....	1
Phase 1: The Purchasing Card Component.....	1
Upcoming Iterations: Enhancements.....	2
Benefits of Using Statement Reports for Purchasing Cards.....	2
Support Available in Multiple Countries	2
Section 3: Before You Begin	2
Section 4: Required Roles.....	2
Section 5: Configuring Purchasing Card Program in Company Statement.....	3
Purchase and Activation	3
Configuration.....	4
Step 1: Create the Purchasing Card Policy	5
Step 2: Configure the Purchasing Card Feed Import Definition	5
Step 3: Create your Purchasing Card Program	6
Step 4: Associate your Purchasing Cards to the Program.....	10
Step 5: Review Mapping of Merchant Codes to Expense Types for the Purchasing Card Policy.....	12
Setting the System to Map Based on a User's Vendor Preference.....	15
Step 6: Review Purchasing Card Settings	15
Step 7: Finish Configuration - General	17
Policies	17
Workflows	17
Email Reminder Rules	17
Create Audit Rules.....	19
Section 6: Appendix	21
Supported Countries.....	21

Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
May 10, 2021	<p>Removed a clarification Note in the <i>Create Audit Rules</i> section of <i>Step 7: Finish Configuration - General</i> that stated Statement Reports are excluded from Random Audit rules.</p> <p>Added a Note to the <i>Create Audit Rules</i> section of <i>Step 7: Finish Configuration - General</i> section that explains when Random Audit Rules will "fire" for Company Billed Statements.</p>
January 6, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 2, 2020	Updated the copyright; updated China terminology to Hong Kong, China and Taiwan, China
January 4, 2019	Updated the copyright; no other changes; cover date not updated
October 18, 2018	Added a note to the <i>Required Roles</i> section: "For Company Bill Statement reports, all approval steps use the statement reports default approver as specified on the User Administration page, not the expense report default approver nor the (Expense) default approver 2."
June 14, 2018	Changed copy-down to copydown; no other changes; cover date not updated
April 4, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 16, 2018	Updated guide name in reference to the <i>Shared: Employee Import Specification</i> guide.
January 4, 2018	Updated the copyright; no other changes; cover date not updated
April 4, 2017	Removed references to <i>Chapter 3: Company Card Import</i> , which no longer exists
December 14, 2016	Changed copyright and cover; no other content changes.
November 4, 2016	Updated to include the Account Code field and explain how effective and transaction release dates work with a CBS account type.
May 13, 2016	Updated instances of he/she to they.
February 29, 2016	Added a clarification Note to the Company Bill Statement section stating that Statement Reports are excluded from Random Audit rules.
January 15, 2016	Addition of the Automatically set the default business purpose Statement Report for Period (DATE) option on the Settings tab
November 13, 2015	Updated the appendix of supported countries
August 14, 2015	Updated the screen shots to the enhanced UI; no other content changes

Date	Notes / Comments / Changes
April 10, 2015	Addition of the Date used to determine statement option used when creating or modifying a card program account
March 27, 2015	Updated the appendix of supported countries
September 24, 2014	Added information about two user interfaces; no other content changes.
September 12, 2014	Addition of the Customize Statement Report Name option used when creating or modifying a card program account
May 16, 2014	Future card statement periods, up to one year, and adjustment of end dates is now available
April 15, 2014	Changed copyright and cover; no other content changes
August 23, 2013	Additional countries now supported for the Purchasing Card program
December 28, 2012	Made rebranding and/or copyright changes; no content changes
April 30, 2012	New Setup Guide

Company Bill Statement

Section 1: Permissions

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

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

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

Section 2: Overview - Company Bill Statement

The Company Bill Statement feature is designed for those companies with one or more corporate liability programs. It is intended to complement the Expense functionality and usability by providing a near-identical experience in a familiar interface. Expense, or integrated Travel and Expense users, will immediately recognize the familiar interface and functionality, eliminating lengthy training sessions and the usual learning curve.

Phase 1: The Purchasing Card Component

The first module of the Company Bill Statement feature is Purchasing Card. This module is designed for the site using purchasing card programs where the purchasing model incorporates one or more users who are each responsible for a Company Bill - Company Paid (CBCP) purchasing card program.

The Purchasing Card feature allows a client with Purchasing Card programs greater management of their program:

- Expense card transactions for purchasing cards in an automatically-created single report by statement period thereby easing reconciliation
- Enforce use of a unique policy for statement reports based on the purchasing card program
- Unique Merchant Category Code (MCC) to Expense type mapping for both all policies, and on a per-policy basis as well
- Auto-itemization when sufficient enhanced data is included in the card feed
- Ability to adjust card statement period, up to one year, to match the card issuer calendar

Upcoming Iterations: Enhancements

Future iterations will include support for:

- **Concur Standard Edition:** Support for the Standard edition of Expense
- **Additional Statement-Centric Card Programs:** Support for additional card programs whose transactions span a statement's billing cycle

Benefits of Using Statement Reports for Purchasing Cards

The primary benefit of using the Purchasing Card module of Statement Reports is its ability to manage spend and uncover savings through the automatic creation of statement reports. Reconciliation pains are eased by allowing the client to manage and limit the number of statement reports per statement cycle. Concur Intelligence provides the increased visibility required for clients to identify volume, frequency, and spending patterns.

Support Available in Multiple Countries

The Purchasing Card module is also supported within countries world-wide. For a complete list of countries, refer to the Appendix in this document.

Section 3: Before You Begin

Before using Purchasing Card please review the following:

- The Purchasing Card feature is designed for dedicated purchasing card programs (that is, card accounts that are for purchasing only, not mixed use with travel and expense spend)
- The Purchasing Card feature is designed for the client that has assigned purchasing cards to individuals rather than departments
- Import and Extract jobs must be configured to allow credit card import - a Service Request to Concur may be required

Section 4: Required Roles

The user assigned Statement Report roles will be required to have the equivalent Expense role as well. The exception to this is the **Company Bill Statement Program Card Administrator** role required to create and manage card programs and their associated statement periods. This user may also be assigned the **Expense Company Card Administrator** role, but that is optional.

Roles the User Admin will need to assign to users include:

- **Company Bill Statement User:** This role reviews and submits the purchasing card transactions in the statement reports. This user must also be assigned the **Expense User** role.

- **Company Bill Statement Approver:** This role approves statement reports. This user must also be assigned the **Expense Approver** role.

NOTE: For Company Bill Statement reports, all approval steps use the statement reports default approver as specified on the **User Administration** page, not the expense report default approver nor the (Expense) default approver 2.

Approvers for Terry Brown

Save

Specify the user's approvers.

Default approver for your expense reports. Default approver 2 for your expense reports.

Search by employee name, email address, employee id or login id Search by employee name, email address, employee id or login id

Copy

Default approver for your statement reports.

Search by employee name, email address, employee id or login id

- **Company Bill Statement Processor:** This role views and updates statement reports in Expense Processor. This user must also be assigned the **Expense Processor** role.
- **Company Bill Statement Processor Manager:** This role views, updates, and deletes statement reports in Expense Processor. This user must also be assigned the **Expense Processor Manager** role.
- **Company Bill Statement Processor (Audit):** This role views statement reports in Expense Processor in read-only format. This user must also be assigned the **Expense Processor (Audit)** role.

Section 5: Configuring Purchasing Card Program in Company Statement

This section leads the administrator through the steps to configure Purchasing Card Programs for use. Note that some steps are optional, and others may require a Service Request be submitted to Concur.

Purchase and Activation

The Company Bill Statement product (with Purchasing Card) may be purchased by contacting Concur directly. To enable Company Bill Statement, a Service Request will need to be submitted to Concur so that the **Enable Company Bill Statement** setting can be activated.

NOTE: This setting is activated in the Hosted Management Console (HMC).

Configuration

The overall steps include:

- **STEP 1: Create the Purchasing Card Policy**
Typically the credit card feed from the client's financial system to Concur is already configured and in place for a client. Check with your Concur administrator for confirmation - if the feed is not yet in place Concur will guide the client through this process using the Integration Administrator role.

NOTE: This role may or may not be available at your site - consult your Concur administrator for more information.



Refer to *Expense: Policies Setup Guide* for more information.

- **STEP 2: Configure the Purchasing Card Feed Import Definition**
Create the Purchasing Card feed job using the Integration Administrator role.

NOTE: This role may or may not be available at your site - consult your Concur administrator for more information.

- **STEP 3: Create the Purchasing Card Program**
Create the Purchasing Card program(s) and optionally the statement periods using the Manage Card Program functionality in Expense Tools > Company Card.



Refer to *Expense: Company Card Administrator User Guide* for more information.

- **STEP 4: Associate your Purchasing Cards to the Card Program**
Link existing Purchasing Card accounts to the Purchasing Card program(s) you create using options in Company Card > Manage Accounts tab or by importing these associations using the 650-level record set of the Employee Import.



Refer to the *Shared: Employee Import Specification* guide for more information.

- **STEP 5: Review Mapping of Merchant Codes to Expense Types for the Purchasing Card Policy**
For every expense type associated with the policy there must also be a corresponding match of expense type to merchant code - use this step to review your configuration.



Refer to *Expense: Company Card Administrator User Guide* for more information.

- **STEP 6: Review Statement Report Settings**
Review the settings for Statement Reports.

- STEP 7: Finish Configuration - General**
 General steps, some optional, that should be completed prior to using Statement Reports.

Step 1: Create the Purchasing Card Policy

NOTE: You may not have permissions to work with Policy setup directly - contact your Concur administrator for more information.

▶ **To configure the Purchasing Card policy:**

- Click **Administration > Expense > Policies**.

Policy Name ▲	Editable By	Applies To
CA Expense Policy	Global	Global
Standard Central Reconciliation Policy	Global	
UK Expense Policy	Global	Global
US COA Expense Policy	Global	Global
US Expense Policy	Global	Global

- Select a policy to modify, or copy a policy to create a new policy.



Refer to *Expense: Policies Setup Guide* for more information.

Step 2: Configure the Purchasing Card Feed Import Definition

NOTE: You may not have permissions to set up overnight jobs - contact your Concur administrator for more information about creating the job feed and time intervals.

▶ **To configure the Purchasing Card feed import definition:**

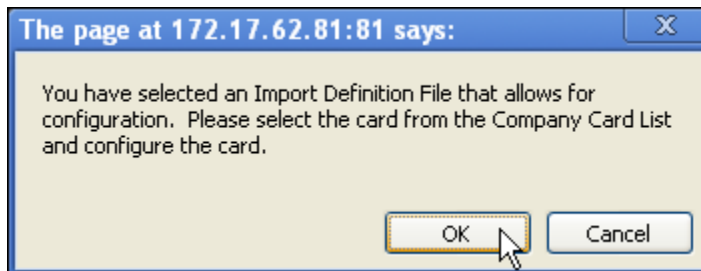
- Click **Administration > Expense > Concur Classic Admin**.
- In the classic interface, click **Integration Administrator**.
- Click **Add Definition**, and select *Credit Card Feed* from the list.
- Click **Next** to display the **Add Import Definition** page.
- Configure the job, being sure to perform the following for the Lodge type card import:

- ◆ Select the appropriate definition file, such as *MasterCard CDF 3.0*.

Import Definition File: * MasterCard CDF 3.0

Card Type: * MasterCard

6. Complete the configuration, then click **Finish**. A reminder dialog box appears - click **OK** to dismiss it.



7. *Optional:* Configure the card using options on the **Configuration for Company Card** page (**Integration Administrator > Company Cards > Company Card List > click a row under Card Name**).

Concur Central > Integration Administrator

[Import](#) [Archive](#) [Reporting Consolidation](#) [All Scheduled Jobs](#)
[Company Cards](#) [System Log](#)

Company Card List

Card Name	Job Definition	Encoding
MasterCard CDF 3.0	MasterCard CDF v3.0	UTF-8

Rows found: 1

[Done](#)

Step 3: Create your Purchasing Card Program

Create a Purchasing Card Program for each program you will integrate in Expense.

1. Click **Administration > Company > Tools > Company Card**.
2. In **Manage Card Programs**, click **New** to open the **Create New Card Program** dialog box.

Create New Card Program ✕

Card Program Name:

Type:

Country:

Issuer:

Policy:

Card Icon:

Frequency:

Start Day:

Start Day 2:

Day of Week:

Date used to determine statement:

Customize Statement Report Name

Default Name:

Include Statement Period (mm/dd - mm/dd)

Include Sequence Number (:xx)

Include Last Segment (yyyy)

3. Complete the required fields as described in the table below.

Field	Description
Card Program Name	Type a descriptive name for the card program
Type	Select a card program type. NOTE: For the first phase, Purchasing Card is the only option.
Country	Choose a country within which the program will operate. NOTE: A complete list of supported countries is contained in the Appendix of this document.
Issuer	Choose the company that has issued the card, such as CitiBank or American Express.

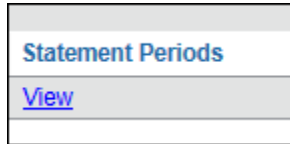
Field	Description
Policy	Choose the policy under which the program will operate.
Card Icon	The icon assigned to the card can have a unique color - choose that color here.
Frequency	Choose the frequency of the statement cycle: <ul style="list-style-type: none"> • Monthly • Twice Monthly • Weekly
Start Day 1	Select the day of the month on which the card program should start and subsequently initiate a fresh statement cycle.
Start Day 2	For Twice-Monthly programs, select the day of the month for the second period within the month. For example, if your statement periods start on the 2nd and 16th of each month, Start Day 1 is 2 and Start Day 2 is 16.
Day of Week	For Weekly programs, select the day of the week that the statement period starts on.
Date used to determine statement	Select one of two date options to determine what date is used when adding a transaction to a statement period. The default option is Posted Date .
Customize Statement Report Name	(Optional) Select (enable) to open up a section with the following (below) fields in order to customize the name given to your statement reports on generation.
Default Name*	The name, up to seventeen characters, that will be used for all statement reports generated under this account.
Include Statement Period*	(Default = On) Include the start and end date of the statement report data ("mm/dd - mm/dd").
Include Sequence Number*	(Default = On) Include a sequential incremental number in the name, such as ":02 or :03" to show the sequence if multiple reports are generated (for example, daily).
Include Last Segment*	Include the last four numbers of the card account number.
* Appear only when Customize Statement Report Name is selected (enabled).	

4. Click **Save**. The system will automatically create the initial statement period, including Start Day 2 and Day of Week when you save the Card Program.

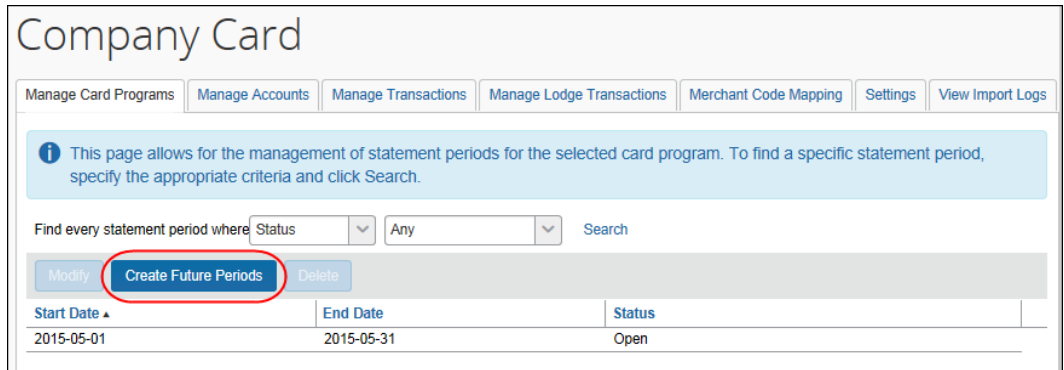
OPTIONAL: ADDING MONTHS TO THE STATEMENT PERIOD (UP TO ONE YEAR)

You can elect to create and manage card statement periods that extend into the future, up to one year. This allows the admin to fine-tune the number of months, and match the monthly start and end dates to specific dates that match those of their card program issuer.

1. Click **View** under **Statement Periods**.



2. Click **Create Future Periods**, then click **OK** in the informational message that appears.



3. Expense creates a full year of statement periods, starting with the initial statement period – the following actions can be taken:
 - **Delete one or more months:** Select a month to modify and click **Delete** – this month, and all following, are removed from the view after you click OK in the informational message that appears.
 - **Adjust the date for a month:** Select a month to adjust its end date and click **Modify** to change the end date – the following month’s start date is adjusted so that the new end date does not overlap the next month’s start date.

Section 5: Configuring Purchasing Card Program in Company Statement

Manage Card Programs | Manage Accounts | Manage Transactions | Manage Lodge Transactions | Merchant Code Mapping | Settings | View Import Logs

i This page allows for the management of statement periods for the selected card program. To find a specific statement period, specify the appropriate criteria and click Search.

Find every statement period where Status Search

Modify **Create Future Periods** **Delete**

Start Date ▲	End Date	Status
2015-05-01	2015-05-31	Closed
2015-06-01	2015-06-30	Closed
2015-07-01	2015-07-31	Open
2015-08-01	2015-08-31	Future
2015-09-01	2015-09-30	Future
2015-10-01	2015-10-31	Future
2015-11-01	2015-11-30	Future
2015-12-01	2015-12-31	Future
2016-01-01	2016-01-31	Future
2016-02-01	2016-02-29	Future
2016-03-01	2016-03-31	Future
2016-04-01	2016-04-30	Future
2016-05-01	2016-05-31	Future
2016-06-01	2016-06-30	Future
2016-07-01	2016-07-31	Future

4. Click **Save**.

Step 4: Associate your Purchasing Cards to the Program

Individual Purchasing Card accounts must be associated to the correct card program by a user assigned the Company Card administrator role.

1. Click **Administration > Company > Tools > Company Card > Manage Accounts**.
2. Search for the purchasing card accounts under **Search in**, using the *Name on Card*, *Employee Name*, or *Employee ID* search options.

Manage Card Programs | Manage Accounts | Manage Transactions | Manage Lodge Transactions | Merchant Code Mapping | Settings | View Import Logs

Search By Card Program Type: Purchasing Card

Search In: Search

Show Only:

New **Modify**

Name on Card	Account Type	Last Segm...	Payment Type	Employee Name	Email Address	Login ID	Emplo
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3. Select a row, and click **Modify** to open the **Modify Card Account** dialog box.

Modify Card Account ✕

Account Type:

Name on Card:

Payment Type: ▼

Account Number:

Clearing Account Code:

Effective Date: 📅

Card Icon: ▼

Card Program Name: ▼

Save and Assign
Save
Cancel

Modify Card Account ✕

Account Type:

Name on Card:

Payment Type: ▼

Account Number:

Clearing Account Code:

Effective Date: 📅

Assignment Date:

Card Icon: ▼

Card Program Name: ▼

Account Code:

Save Cancel

4. Select the appropriate **Card Program Name** (*required*).

5. *Optional:* Enter the following data if applicable (for example, **Account Code** only appears if the account is specified as a CBS account):
 - ◆ **Clearing Account Code:** The clearing account code for the purchasing card account - the clearing account code is used to book amounts in the companies ledger that the employee owes back to the company when they have charged amounts that are **not** going to be reimbursed on a company paid card.
 - ◆ **Account Code:** Enter the GL account code that will override any GL account assigned to any expense types – this must be done manually as there is no method to do this in the Journal Account Code field of the Standard Accounting Extract (SAE).
6. Click **Save**.

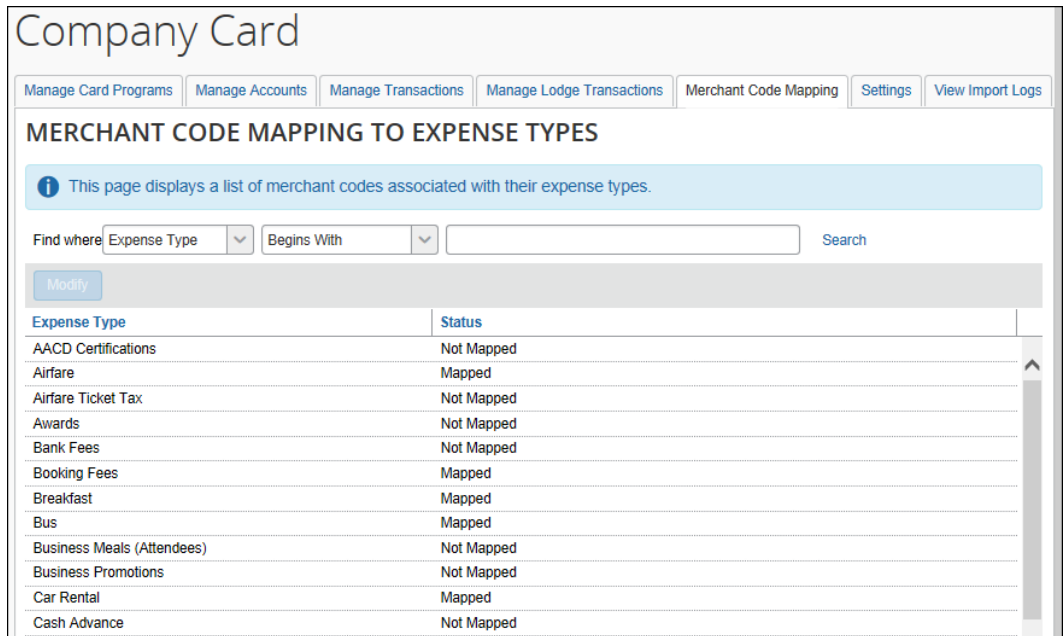
Step 5: Review Mapping of Merchant Codes to Expense Types for the Purchasing Card Policy

In this step you will confirm that the merchant codes are correctly mapped for the Purchasing Card policy. This means reviewing the code list, confirming that the association to the expense type is correct for your site, and assigning any missing merchant codes to expense types as well.

⚠ Be sure that there are as many expense types matched to merchant codes as there are expense types associated to the policy - you will set the expense types in a later step - review *Finish Configuration - General* below for more information.

▶ **To review mapping and add merchant codes:**

1. Click **Administration > Company > Tools > Company Card > Merchant Code Mapping** tab.



2. Review the merchant code mappings, being sure that:
 - ◆ All merchant codes are listed and named correctly
 - ◆ Each merchant code is properly matched to the expense type
 3. Review the mapping and configure as required.
 - ◆ Each expense type features a value under *Expense Type* (its name) and the *Status* (either Mapped or Not Mapped):
 - **Review with a status of Mapped:**
Click the expense type, then click **Modify** to confirm the existing mapping of the selected expense type to one or more merchant codes. Add additional merchant codes by clicking **Map New**.
 - **Review with a status of Not Mapped:**
Click the expense type, then **Modify > Map New**, and then select one or more merchant codes, clicking **Map** to associate these to the selected expense type.
- ▶ **To review and configure a merchant code mapped to an expense type:**
1. Select an expense type and click **Modify**.
 2. Select the merchant code to review and/or configure, then click **Modify**.
Optional: Remove the association by clicking **Unmap**.
 3. Review and (if required) change the existing merchant code:
- For all Policies:** Step 1 (Customize Mapping...) shows the current configuration of the merchant code *within all policies* - review and configure as required, then click **Next**.

Section 5: Configuring Purchasing Card Program in Company Statement

Company Card

Manage Card Programs | Manage Accounts | Manage Transactions | Manage Lodge Transactions | Merchant Code Mapping | Settings | View Import Logs

1 Default Mapping All Policies for Code 785 2 Customize Mapping per Policy for Code 785

All policies will map the selected merchant code to the expense type you choose here.

Merchant Code:

Merchant Code Description:

Expense Category:

Default Expense Type:

Vendor Category:

Vendor:

Cancel **Next>>** Done

For a Selected Policy or Policies: Step 2 lets you customize the merchant code mapping for the selected expense type *within one or more different policies* (these associations become specific to the selected policies) - review and configure as required, then click **Done**.

Manage Card Programs | Manage Accounts | Manage Transactions | Manage Lodge Transactions | Merchant Code Mapping | Settings | View Import Logs

1 Default Mapping All Policies for Code 785 2 Customize Mapping per Policy for Code 785

Select one or more policies to customize their default merchant code mappings to the expense category and type you choose here.

Policy	Expense Category	Expense Type
<input checked="" type="checkbox"/> US Expense Policy	Communications	Online Fees
<input type="checkbox"/> CA Expense Policy	Communications	Online Fees
<input checked="" type="checkbox"/> UK Expense Policy	Communications	Online Fees
<input checked="" type="checkbox"/> US COA Expense Policy	Communications	Online Fees

Cancel <<Previous Done

Setting the System to Map Based on a User's Vendor Preference

An administrator can set the system to override mappings by policy and instead honor a user's preferred mapping of merchant code to expense type based on vendor. This is done using a setting in the **Settings** tab, as explained below.



Refer to *Expense: Company Card Administrator User Guide* for more information.

Step 6: Review Purchasing Card Settings

Statement Reports settings appear in the **Settings** tab when the feature is active. You can use the options on this page to configure the Purchasing Card settings to meet your needs.

► **To review the settings:**

1. Click **Administration > Company > Tools > Company Card**.
2. Click the **Settings** tab.

Section 5: Configuring Purchasing Card Program in Company Statement

Company Bill Statements

Allow Company Bill Statement users to submit statement reports days the statement period end date.

Automatically itemize statement report transactions when possible

Prompt the user for copy-down of expense type from parent to itemized entries when the parent expense type is changed

Allow employee expense type preference based on the merchant name to override the default expense type based on the merchant code

Automatically set the default business purpose Statement Report for Period (DATE).

3. Choose an option:

Setting Name	Description
Allow Company Bill Statement users to submit statement reports this many days before/after the statement period end date.	Ensure that statement reports are submitted in accordance with the corporate policy by fine-tuning the date <i>after</i> which a user can submit the statement report relative to the statement period.
Automatically itemize statement report transactions when possible	The system can itemize your statement report if enhanced data is available to do so - select this check box to have the system perform this task for you.
Prompt the user for copydown of expense type from parent to itemized entries when the parent expense type is changed	Select to have the system prompt the user to copy down the changed parent expense type to the child entries. Disabled (the default), no prompt appears and no copydown action is performed when the parent expense type is changed.
Allow employee expense type preference based on the merchant name to override the default expense type based on the merchant code	An expense type has one or more merchant codes mapped to it via the policy - select this check box to let the system override these existing mappings in preference to the merchant mappings used by the employee.
Automatically set the default business purpose Statement Report for Period (DATE)	Select (the default) to automatically fill the Business Purpose field (at Header, and via copy down) with the date period for the CBS report. Disable this setting to prevent this behavior so that the report creator must instead provide a business purpose. TIP: This feature is used in conjunction with the Business Purpose field which may be optionally added to forms.

4. Click **Save**.



Refer to *Expense: Company Card Administrator User Guide* for more information.

Step 7: Finish Configuration - General

The following procedures are detailed in their respective setup guides - a brief overview is provided below.

Policies

A Purchasing Card-specific policy may or may not be desired for the client's company. Access the Policy feature to review the current configuration and determine if a change is required.

Navigation: Click **Administration** > **Expense** > **Policies**.

Workflows

A Purchasing Card-specific workflow may or may not be desired for the client's company. Access the Workflow feature to review the current configuration and determine if a change is required.

Navigation: Click **Administration** > **Expense** > **Workflows**.

Email Reminder Rules

Email reminders let the administrator alert the user when their report can be submitted, when they are past the expected submission date, and when they wish to build custom reminders based on fields available to the Company Card data object.

Navigation: Click **Administration** > **Expense** > **Email Reminders**.

Default Statement Report Email Reminder

A statement report-specific email reminder is available for use with this feature. This reminder, *Statement Report Submit Reminder*, is designed to alert the purchasing card user to submit their statement report based on the following formula:

- The statement period end date
- Value of the *Allow Statement Report users to submit statement reports this many days prior to the end of the statement period* setting in Company Card > Settings.

As an example, if the statement report period ends on the 30th of a month, and the administrator has granted the user the ability to submit 5 days prior to this date, then an email reminder would be sent on the 25th of the month. Additional reminders are sent on the end date (the 30th), and on each subsequent day until the report is submitted.

The email reminder with default settings is shown in the figure below:

The screenshot displays the 'Email Reminders' configuration screen. At the top, there are tabs for 'Email Reminders' and 'Rules'. Below these are two numbered steps: '1 Email Reminder Rule' and '2 Conditions'. The main area contains a table with three columns: 'Data Object/Operator', 'Field/Value', and 'Operation'. Each row represents a condition and includes a checkbox, a dropdown menu, a text field for the field name, a dropdown for the operator, a text field for the value, and a dropdown for the operation. The first condition is for 'Report Type' with the operator 'Equal' and value 'Statement Report'. The second condition is for 'Approval Status' with the operator 'Equal' and value 'Not Submitted'. The third condition is for 'Statement Period - End Date' with the operator 'Not Within Today +' and value '100'. The third condition is currently selected, indicated by a blue highlight.

	Data Object/Operator	Field/Value	Operation
<input type="checkbox"/>	Report	Report Type	
	Equal		
	Value	Statement Report	
● And ○ Or			
<input type="checkbox"/>	Report	Approval Status	
	Equal		
	Value	Not Submitted	
● And ○ Or			
<input type="checkbox"/>	Report	Statement Period - End Date	
	Not Within Today +		
	Value	100	

Custom Email Reminders

Custom email reminders are created for Statement Reports just as they are for any expense report. When creating these reminders, the administrator can draw on the following fields based on the Company Card data object:

- Billing Date
- Statement period start and end dates (from the card program)

- Card Program Type



Refer to *Expense: Email Reminders Setup Guide* for more information.

Create Audit Rules

The administrator can optionally create audit rules that generate exceptions based on dates and card program type.

Navigation: Click **Administration** > **Expense** > **Audit Rules**.

NOTE: Random Audit Rules will "fire" for Company Bill Statements (CBS) in these scenarios:

Random Audit Rules fire for Statement Reports when configured on the *Post Report Submit* event.

Random Audit Rules fire for Statement Reports when configured on the *Report Submit* event only if the **Audit company billed statements** setting is enabled for the entity.

Fields available within the Audit Rules module include the following:

- Billing Date

The screenshot displays the 'Audit Rules' configuration page. At the top, there are tabs for 'Custom', 'Random', and 'Validation'. Below these are three numbered steps: '1 Audit Rule', '2 Conditions', and '3 Exception'. The main area contains a table with columns 'Data Object/Operator', 'Field/Value', and 'Operation'. A row is partially filled with 'Company Card' in the first column and 'Billing Date' in the second. To the right of the table is a 'Date Helper' section with a calendar for August 2015. The date '17' is highlighted in the calendar, and a mouse cursor is pointing at it.

Section 5: Configuring Purchasing Card Program in Company Statement

- Statement period start and end dates (from the card program)

Data Object/Operator	Field/Value	Operation
<input type="checkbox"/> <input type="button" value="v"/>		
Company Card <input type="button" value="v"/>	Statement Period - Start Date	
Is After		
Value <input type="button" value="v"/>	2015-07-01	<input type="button" value="v"/>
<input checked="" type="radio"/> And <input type="radio"/> Or		
<input type="checkbox"/> <input type="button" value="v"/>		
Company Card <input type="button" value="v"/>	Statement Period - End Date	
Is Before		
Value <input type="button" value="v"/>	2015-09-30	<input type="button" value="v"/>

- Card Program Type

Data Object/Operator	Field/Value	Operation
<input type="checkbox"/> <input type="button" value="v"/>		
Company Card <input type="button" value="v"/>	Card Program Type	
Equal		
Value <input type="button" value="v"/>	Purchasing Card	<input type="button" value="v"/>

Section 6: Appendix

Supported Countries

Support for the Purchasing Card module is available in the following countries:

Argentina	Luxembourg
Australia	Malaysia
Austria	Morocco
Belgium	Netherlands
Bosnia and Herzegovina	New Zealand
Brazil	Nigeria
Bulgaria	Norway
Canada	Panama
Chile	Peru
China	Philippines
Colombia	Poland
Costa Rica	Portugal
Cote D'Ivoire	Puerto Rico
Czech Republic	Romania
Denmark	Russian Federation
Dominican Republic	Saint Lucia
Ecuador	Serbia
Egypt	Singapore
Estonia	Slovakia (Slovak Republic)
Finland	Slovenia
France	South Africa
Germany	Spain
Greece	Sweden
Hong Kong, China	Switzerland
Hungary	Taiwan, China
India	Thailand
Indonesia	Trinidad and Tobago
Ireland	Turkey
Israel	Uganda
Italy	United Arab Emirates
Jamaica	United Kingdom
Japan	United States
Korea, Republic of	Uruguay
Latvia	Venezuela
Lebanon	Viet Nam
Lithuania	