

Expense: Japan Public Transport

Setup Guide

Last Revised: September 16 2017

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition

- Travel
 - Professional/Premium edition
 - Standard edition

- Invoice
 - Professional/Premium edition
 - Standard edition

- Authorization Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes / Comments / Changes
January 4, 2019	Updated the copyright; no other changes; cover date not updated
August 3, 2018	Corrected name of expense type and HMC feature from Japan Public Transport to Japan Public Transportation.
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 21, 2018	Removed remaining reference in the <i>Overview</i> section to old USB IC Card reader functionality.
March 17, 2018	Corrected name of feature from Japan Public Transportation to Japan Public Transport.
February 16 2018	Updated guide name in reference to the <i>Shared: Employee Import Specification</i> guide.
January 5 2018	Updated the copyright; no other changes; cover date not updated
September 16 2017	Removed all references to the USB IC Card reader now that it has been replaced with a network IC Card reader solution.
December 14 2016	Changed copyright and cover; no other content changes.
September 9 2016	Added information about the new network IC Card reader feature that uses Concur's E-Receipt service.
May 13 2016	Updated instances of he/she to they.
April 15 2016	<p>New setup guide created from existing content in the <i>Expense: Japan Public Transport User Guide</i>.</p> <p>There are no content changes except for the new information about the Total Route Distance (km) field, and replacing references to "Japanese" with "Japan" in "Japan Public Transport."</p>

Japan Public Transport

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

Rail travel in Japan represents 28% of an estimated JPY 7.1 trillion spent within the Japan travel market. There are 160 rail companies in Japan with well over 9,000 individual rail stations, allowing people in this country many different options to travel by rail. The typical businessperson in Japan can have multiple train rides per day that they will track and process for reimbursement. To answer the need to expense this type of travel, Concur designed and integrated the Japan Public Transport (JPT) feature into the Expense product.

This feature allows users to quickly expense JPT in several ways:

- IC Card import using a network IC Card reader
- Manual entry of routes
- Route search (look up routes bases on a from/to station)
- From their Favorites list of routes

This feature allows admins to quickly manage commuter pass routes:

- Search for routes by employee and pass route status for review
- Validate commuter pass routes using Jorudan services
- Grant JPT travelers rights to add IC Cards and commuter pass routes
- Perform an on-demand, Excel-based commuter pass route import

Who Should Use This Feature

The Japan Public Transport feature is intended for use by both Japanese domiciled companies, and by multinational companies with employees located in Japan. The rail content sourced is specific to the Japan marketplace. The feature cannot be used with any rail content outside of Japan.

Corporate Card Users and the Japan Public Transportation Expense Type

A corporate card cannot be used with the Japan Public Transportation expense type. Only the **IC Card** or **Cash Out of Pocket** payment types are supported. This is because corporate cards cannot support the required recalculation adjustments such as amount adjustments at the itemization level when the user fills out the routes and legs in the **Route Finder** and the itemization is created and the amount recalculated.

IC Card Users

To import data from an IC Card into Concur Expense, use one network IC Card reader per office location.

A network IC Card reader enables users to import their IC Card data into Expense via the Internet. The Concur Client Executive should contact an implementation partner directly to purchase a network IC Card reader and run an implementation project.






For more information about configuring and using IC Cards, refer to the *Expense: Japan Public Transport User Guide*.




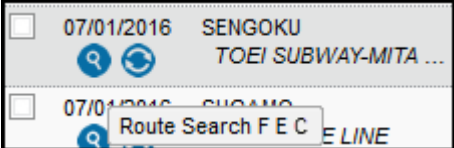


Required Roles

There are no required roles to use the Japan Public Transport feature; you need only have the Expense User role. However, configuration tasks may require you to submit a Service Request to Support.

Understanding the Icons Used in Japan Public Transport

Several different icons are used in JPT that are unique to this feature. These include:

Icon	Description
	<p>Created Manually: The route was added using the manual route search function, and all aspects, including the route itself, may be edited by the user.</p>
	<p>Commuter Pass: A commuter pass was used for this (portion of) travel.</p> <p>Example:</p> <div data-bbox="492 1549 695 1625" style="border: 1px solid black; padding: 2px; display: inline-block;"> ISOBUNNAI  SEMMO LINE </div>

Icon	Description
	<p>Created Using an IC Card: This route was downloaded from an IC Card, and the route information cannot be edited, only selected items such as the Business Purpose.</p> <p>TIP: Hover over this icon to note what IC Card this route was downloaded from:</p>  <p>In the Route search result: By searching for a route returned with an IC Card fare.</p>
	<p>Created Using Route Search: This route was created using the Route Search feature, and the route information cannot be edited, only selected items such as the Business Purpose.</p> <p>TIP: Hover over this icon to note attributes of the selected route, for example, in the figure below, F E C indicated the route was the Fastest, Easiest, and Cheapest all at the same time (other routes may combine a subset of these attributes).</p> 
	<p>Round Trip: This route included round-trip travel.</p>
	<p>Receipt Attached: Like other expense report entries, this entry has a receipt image attached to it.</p>

Section 3: Accessing Japan Public Transport

Any Japan-based Expense user can access this feature by selecting the *Japan Public Transportation* expense type when creating their expense report. However, users associated with other countries must have the expense type activated to see the feature.

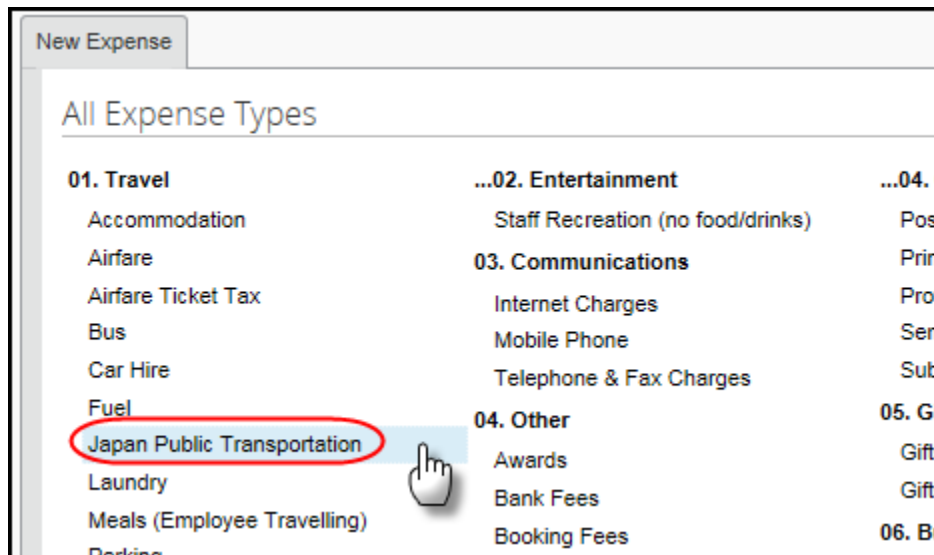
The Japan Public Transportation expense type must first be associated with an active policy to see it in Expense.

Section 4: What the User Sees

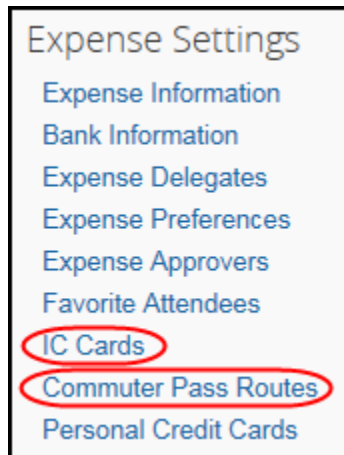
The employee is granted access to the Japan Public Transport (JPT) feature and options in the following areas of Expense:

Section 5: What the Administrator Sees

- **When Creating the Expense Report:** The user selects the *Japan Public Transportation* expense type to expose options that let them add the routes they have travelled



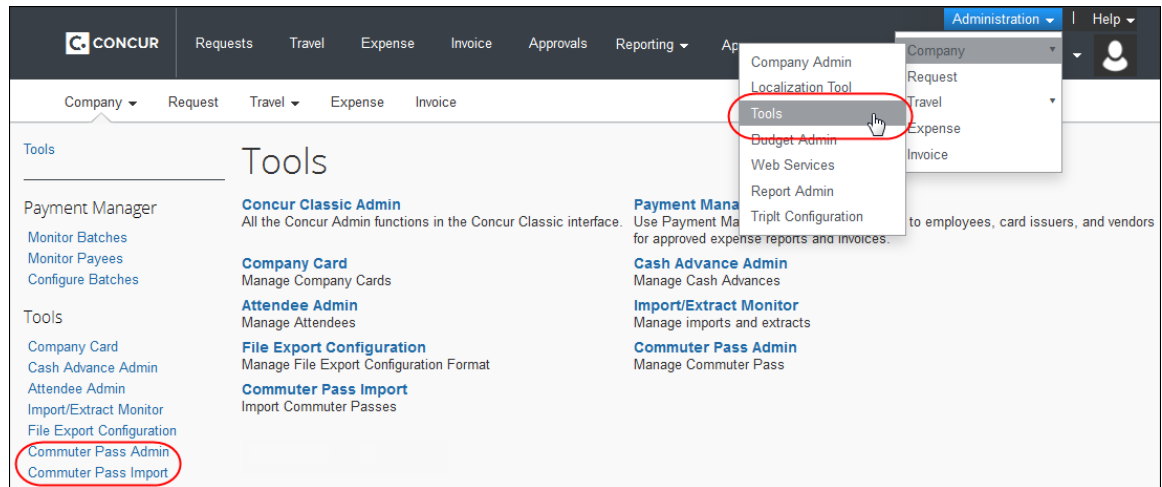
- **My Profile:** The user's Profile page includes two links that let them manage their imported IC Card, and add or delete commuter pass routes they transit



Section 5: What the Administrator Sees

The Expense Configuration administrator is granted rights to administer all user's commuter pass routes, including importing routes on behalf of their users, and managing those the user has entered using My Profile.

Click **Administration > Company > Tools**.



Section 6: Configuring Japan Public Transport

Overview

Each of these configuration areas requires that a specific role be assigned. For example, access to the Policies tool to assign the JPT expense type, or to work with forms and fields requires the unrestricted Employee Configuration Administrator role.

Hosted Management Console

Hosted Management Console (HMC) is used to activate the feature once a client contract is in place.

If you do not have access to HMC, contact Concur Client Support.

► **To activate the Japan Public Transport feature:**

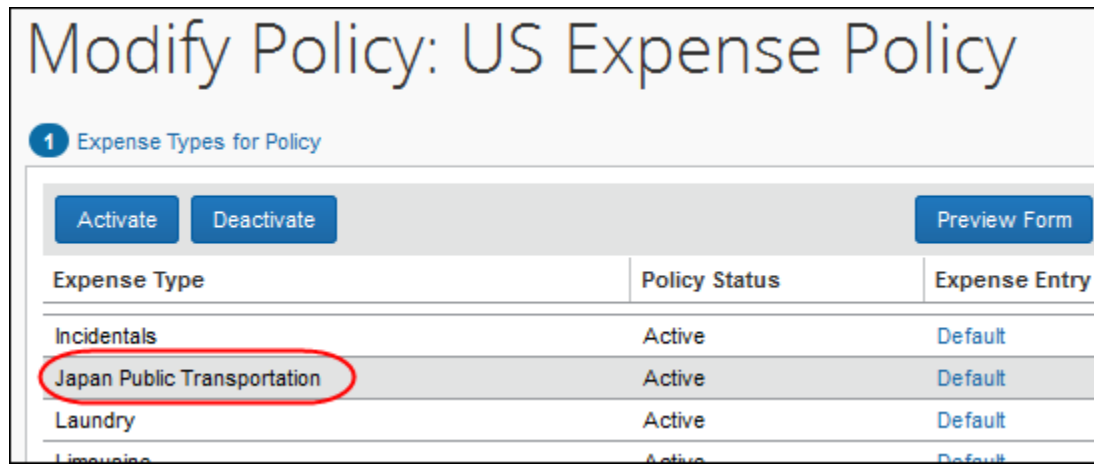
1. In HMC, search for the entity requiring activation and click the entity link under **Entity Code**.
2. Click **Settings**.
3. Scroll to **Enable Japan Public Transportation** and select Yes from the list.
4. Click **Save**.
5. Click **Console Central > Company Entity Management** and search for the entity by inputting search criteria and clicking **Go**.
6. Click **Manage Entities > Features Wizard**.
7. Select the **Load JPY Stations and Lines** check box.

8. Click **Next** through all screens, then **Done**.

You may confirm that the routes are loaded by repeating the steps above and noting the status.

Activate the JPT Expense Type for Countries Other Than Japan

The *Japan Public Transportation* expense type is automatically activated for Japan users, but must be activated for users associated with other countries. To do this, use the Policies tool (Administration > Expense > Policies > Expense Types) to activate the expense type for one or more polices.



Add the JPT Expense Type to One or More Policies

The *Japan Public Transportation* expense type must be associated to the Policy that users of the IC Card feature will be working with (for example, Japan Division Expense Policy).

▶ **To add the JPT expense type to the policy:**

1. Click **Administration > Expense**.
2. Click **Expense Types** (left menu).

3. Search for the *Japan Public Transportation* expense type.

4. Click **Modify** and proceed to Step 2 by clicking **Next**.
5. Select the policy to which the JPT expense type will be associated.

6. Click **Next** as needed, then **Done** to exit the Expense Types tool.

The expense type is now associated with this policy and can be selected when creating an expense report under this policy.



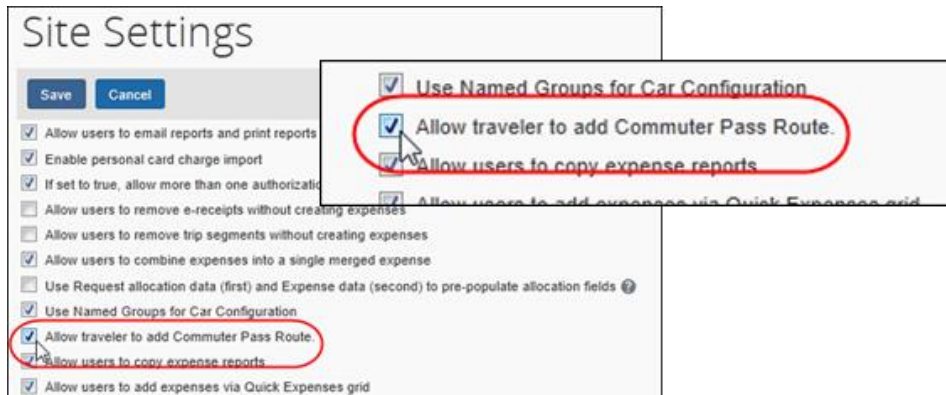
Refer to *Expense: Expense Types Setup Guide* for more information.

Displaying the Commuter Pass Routes Links in the User's Profile

Two links can be made available to the JPT traveler that lets them register their IC Card and create custom commuter routes for their personal use. This is done by using the site settings feature in Expense to enable the links.

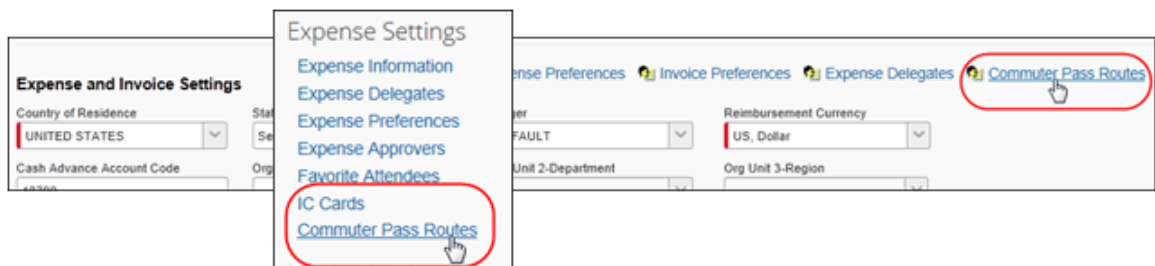
► **To display the commuter pass route links in Profile:**

1. Click **Administration > Expense**.
2. Click **Site Settings** (left menu).
3. Select (enable) the **Allow traveler to add Commuter Pass Route** setting.



4. Click **Save**.

The links will now appear in the user's Profile, and in User Admin that will allow management of the IC Card and commuter pass routes by the user.



Create a Matching Parent and Itemization Form for the Expense Type

You will now create the specific entry form for the JPT expense type. Please note the following when doing so:

- The form can remain simple, with few fields. For example, the **Transaction Date** field is not needed since the date is captured when the route is added to the expense.
- This form will be both the parent and itemization form on the expense type, and should be set up such that the itemization form matches the parent form.



Refer to *Expense: Forms & Fields Setup Guide* for more information.

Users will now be able to select *Japan Public Transportation* expense type and view all associated fields that allow them to input stations, routes, and favorites.

Section 7: Importing Commuter Pass Routes For the User

The administrator can elect to add commuter pass routes by importing them. There are two ways the admin can do this in Expense:

- **On-Demand Using Spreadsheet:** Using options in the Commuter Pass Import tool available in Expense Tools, the routes are imported immediately after validation by Jorudan
- **Overnight Using Employee Import Job:** Scheduling an Employee Import whose 1300-level record set imports the commuter pass route data, adding or removing the routes as specified

In both imports, the records of commuter pass routes are added or deleted from Profile.

Click **Profile > Profile Settings > Commuter Pass Routes** (under **Expense Settings**).

The page is shown with imported routes in the figure below:

<input checked="" type="checkbox"/> Line	From Station	To Station	Start Date	Date Added
<input checked="" type="checkbox"/> CHUO-SOBU LINE(LOCAL)	FUNABASHI	AKIHABARA	05/07/2015	05/07/2015
<input checked="" type="checkbox"/> YAMANOTE LINE	AKIHABARA	TOKYO	05/07/2015	05/07/2015

Using the On-Demand Excel Import to Import Commuter Pass Routes

The administrator can import commuter routes for specified employees, adding or deleting the commuter routes and setting both the start and end date as needed. The spreadsheet is shown below:

	A	B	C	D	E	F	G
1	EmployeeID	Delete	FromStationName	LineName	ToStationName	StartDate	EndDate
2	EmployeeID	Delete?	From Station Name	Line Name	To Station Name	Start Date	End Date
3	erinfletcher		TOKYO	KAJI	KOFU	20140201	
4	erinfletcher		OSAKA	HAMAKAZE	HIMEJI	20140201	
5	erinfletcher		OSAKA	TOKAIDO-SAN-YO LINE	HIMEJI	20140201	
6	erinfletcher		HACHIOJI	CHUO LINE(JR EAST)	KOFU	20140201	



Refer to *Expense: Japan Public Transport – Commuter Pass Import* for more information.

Using the Employee Import Job to Import Commuter Pass Routes

The 1300-level record set of the Employee import is used to add or remove commuter pass routes associated with the employee. The client should work with Concur to determine the records needed to import into Expense.



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

Section 8: Managing the User's Commuter Pass Routes

The administrator manages the commuter pass routes to ensure that, when their employees submit their transit information, these routes are *not* counted towards reimbursement in the report.

Importing the Commuter Pass Routes

An on-demand, Excel-based spreadsheet is used to import the commuter pass route information by employee. The admin specifies the employee, the route via stations, and optionally the start and end date as well. The figure below shows sample data that adds routes and their legs for the user "Erin Fletcher":

	A	B	C	D	E	F	G
1	EmployeeID	Delete	FromStationName	LineName	ToStationName	StartDate	EndDate
2	EmployeeID	Delete?	From Station Name	Line Name	To Station Name	Start Date	End Date
3	erinfletcher		TOKYO	KAIJI	KOFU	20140201	
4	erinfletcher		OSAKA	HAMAKAZE	HIMEJI	20140201	
5	erinfletcher		OSAKA	TOKAIDO-SAN-YO LINE	HIMEJI	20140201	
6	erinfletcher		HACHIOJI	CHUO LINE(JR EAST)	KOFU	20140201	

Refer to *Using the On-Demand Excel Import to Import Commuter Pass Routes* in this document for more information.

Managing the Commuter Pass Routes

The admin uses the **Commuter Pass Admin** page to:

- **Add or remove commuter pass routes for an employee:**
By employee, add a route, or select and then delete the route.
- **Validate the commuter pass routes entered by the employee:**
For a commuter pass created manually by a user that has an *Undefined* status, or imported routes with a status of *Pending Approval* . In this case the administrator will want to use the Jorudan service to check if the route is a valid commuter pass route.

The available validation status state are:

- ♦ **Undefined:** Commuter passes created prior to incorporation of the Jorudan validation service (January 2014 service release) in My Profile

- ◆ **Pending Approval:** Created using the overnight Employee Import job
- ◆ **Validated:** Confirmed as a valid route – typically because the user or admin used the Jorudan validation option when adding commuter pass routes in My Profile or User Administration
- ◆ **Invalid:** Jorudan services does not recognize the route as part of a valid commuter pass subscription
- **Manage the ending date of the employee's commuter pass:**
The end date can be edited in the grid, and does not appear to the employee

The commuter pass routes are listed in the **Commuter Pass Admin** page by the employee's *Employee ID* value. In the figure below, all routes entered in the system for Chris Collins appear in listed format:

The screenshot shows the 'Commuter Pass Admin' interface. At the top, there are search filters: 'Find commuter passes where:' with a dropdown for 'Employee First Name', a dropdown for 'Begins with', and a text input containing 'chris'. Below this is a 'Validation Status:' dropdown set to 'All' and a 'Search' button. A toolbar contains buttons for 'Add', 'Save', 'Cancel', 'Delete', and 'Validate'. Below the toolbar is a table with the following data:

<input type="checkbox"/> Employee ID	Employee Name	Line	From Station	To Station	Start Date	End Date	Validation Stat...	Date
<input type="checkbox"/> ChrisCollins	Collins, Chris L.	CHUO-SOBU LINE(LOCAL)	FUNABASHI	NISHI-FUNABASHI	02/28/2014		Validated	02/28/2014
<input type="checkbox"/> ChrisCollins	Collins, Chris L.	MUSASHINO LINE	NISHI-FUNABASHI	TOKYO	02/28/2014		Validated	02/28/2014

Searching for Commuter Pass Routes by User and Validation Status

All Commuter pass routes in the Expense system can be accessed from the **Commuter Pass Admin** page. The Search criteria let the administrator search by employee, by pass status, or a combination of the two.

A search is performed by selecting from the available criteria and entering the employee's identification. In the example below, commuter passes associated with the employee Chris Collins having a status of *Validated* are returned:

This screenshot is similar to the previous one but with the 'Validation Status:' dropdown set to 'Validated'. The 'Search' button is highlighted in blue. In the table below, the 'Validation Stat...' column for both rows is circled in red, showing 'Validated'.

<input type="checkbox"/> Employee ID	Employee Name	Line	From Station	To Station	Start Date	End Date	Validation Stat...	Date
<input type="checkbox"/> ChrisCollins	Collins, Chris L.	CHUO-SOBU LINE(LOCAL)	FUNABASHI	NISHI-FUNABASHI	02/28/2014		Validated	02/28/2014
<input type="checkbox"/> ChrisCollins	Collins, Chris L.	MUSASHINO LINE	NISHI-FUNABASHI	TOKYO	02/28/2014		Validated	02/28/2014

VALIDATING COMMUTER PASS ROUTES

The admin will use this tool to search for imported commuter pass routes with a status of *Undefined* (that is, routes entered prior to the implementation of the Jorudan validation service in the January 2014 service release). Those commuter

Section 8: Managing the User's Commuter Pass Routes

passes may have invalid routes, especially when entered manually from My Profile by an employee.

On validation, routes are either granted a status of *Validated*, or *Invalid* if the route cannot be matched with a commuter pass route recognized by Jorudan services.

▶ **To validate an employee's commuter pass route:**

1. On the **Commuter Pass Admin** page, perform the search using the *Undefined* criteria and, if required, the employee name as well.
TIP: Commuter passes with a status *Validated* or *Invalid* can be ignored.
2. Select routes with a status of *Pending Validation* to return a list of routes with this status.

The screenshot shows a web interface for managing commuter passes. At the top, there is a search bar with the text 'Find commuter passes where:' and a dropdown menu set to 'Employee First Name'. To the right of the search bar is a 'Begin' button. Below the search bar is a 'Validation Status:' dropdown menu currently set to 'Validated'. A dropdown menu is open below this, showing options: 'All', 'Undefined', 'Pending Validation', 'Validated', and 'Invalid'. The 'Pending Validation' option is highlighted with a red oval and a mouse cursor. Below the dropdowns are several buttons: 'Add', 'Save', 'Cancel', and 'Validate'. Underneath the buttons is a table with columns for 'Employee ID', 'Employee Name', and 'Route'. The table contains three rows, all with the status 'Pending Validation'. The first row shows 'ChrisCollins' and 'Collins, Chris L.' with the route 'MUSASHINO LINE'. The second and third rows also show 'ChrisCollins' and 'Collins, Chris L.' with the route 'MUSASHINO LINE'.

3. Select up to 10 routes (the limit), then click **Validate**.
4. The system submits each route to Jorudan, and as the service validates each the status changes to *Validated* or *Invalid* (the only possible outcomes), re-listing the routes with their updated status.

The admin will now review the validations. Those that have passed may be ignored, but those with a status of *Invalid* must be reviewed further to determine what is causing the route to be invalid. Possible causes include:

- **The route cannot logically exist:**
A way station reference, or point-to-point station link may not be possible
- **The route is no longer supported by a commuter pass:**
The rail service no longer honors the route that was entered into Expense

Adding a Commuter Pass Route

A commuter pass route may be added manually, by entering the required station and date data. When adding manually, the Jorudan verification service is invoked when the admin clicks **Search**.

► **To enter a route for an employee:**

1. On the **Commuter Pass Admin** page, click **Add**.
2. In the **Commuter Pass Route** dialog box, enter the employee name, email address, or login ID for the user you are creating the route for.

Section 8: Managing the User's Commuter Pass Routes

3. Complete the required information:

Commuter Pass Route

Search employee to administer by name, email address or logon id:
Collins, Chris L.

From Station: FUNABASHI To Station: TOKYO Start Date: 04/03/2015

Through Station:

No Routes Found

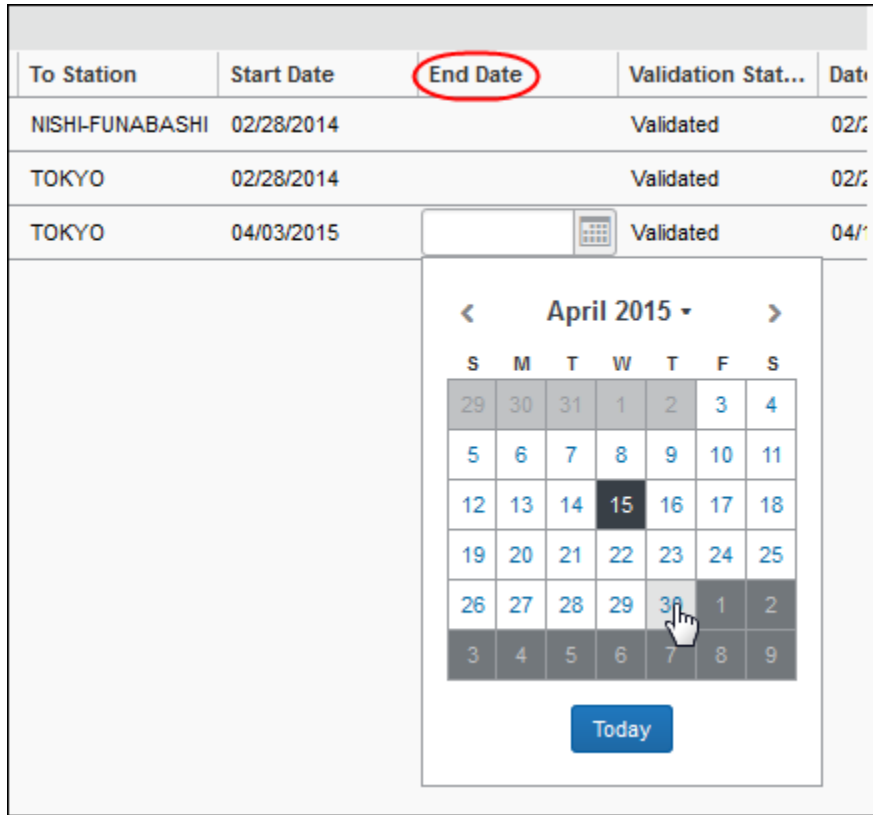
Add Commuter Pass Cancel

- ◆ **From / To Station:** Enter the route by first specifying the starting and ending stations the user will travel.
 - ◆ **Start Date:** Enter the date that is the starting date of the route the user will travel.
 - ◆ **Through Station (Optional):** You may optionally specify the station through which the travel should route – this may add additional legs to the overall route.
4. Click **Search** to return a list of routes validated by the Jorudan service.

NOTE: If not route is returned, the service cannot find a route that matches the stations – try a different station.

5. In the listed routes, select a single route, then click **Add Commuter Pass**.
6. The route is added to the user's list of validated routes.

- (Optional): The administrator can now elect to define an end date for the commuter pass routes directly in the grid by clicking in **End Date**.



Deleting a Commuter Pass Route

► **To delete a commuter pass route:**

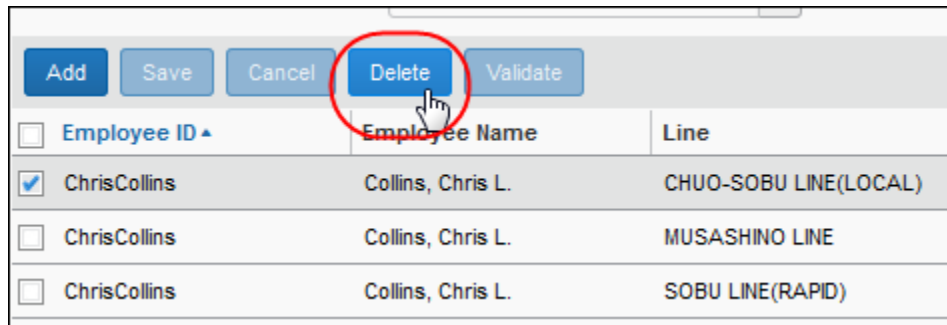
- On the **Commuter Pass Admin** page, search for the employee name, email address, or login ID for the user.

The screenshot shows the 'Commuter Pass Admin' search interface. It includes a search bar with the text 'Find commuter passes where:' and a dropdown menu set to 'Employee First Name'. There is also a 'Begins with' dropdown menu set to 'chris' and a text input field containing 'chris'. Below this, there is a 'Validation Status' dropdown menu set to 'All' and a blue 'Search' button.

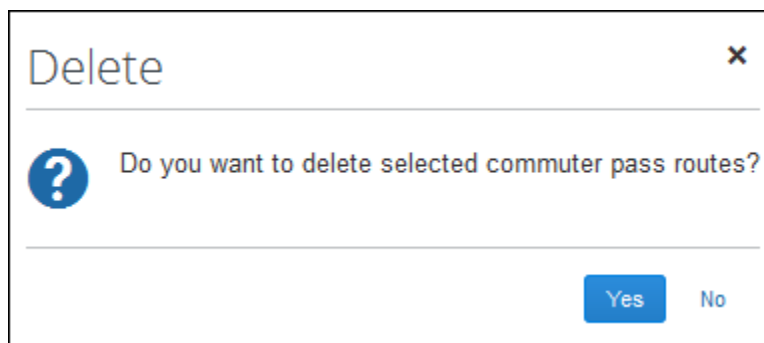
- In the list of returned routes, select the check box for one or more routes to remove.

NOTE: Be sure to include both legs of a single route to completely remove the route for your user.

3. Click **Delete**.



4. Click **Yes** in the **Delete** message box to complete the deletion of the route.



The route is removed from the user's list of commuter pass routes.

Validating a Commuter Pass Route

The admin will typically use this tool to search for commuter pass routes with a status of *Pending Validation*. These routes require validation by Jorudan services. In general, imported commuter passes are performed by an admin and can be assumed to be accurate. However, those manually-entered by an employee may require validation.

On validation, routes are either granted a status of *Validated*, or *Invalid* if the route cannot be matched with a commuter pass route recognized by Jorudan services.

▶ To validate commuter pass routes for the user:

1. On **Commuter Pass Admin** page, perform a search by:
 - ◆ **By Employee:** Search for the specific employee using the search options, selecting *Undefined* as the value for **Validation Status**.
 - ◆ **By All Routes:** Select *Undefined* as the value for **Validation Status** – this will return all routes with this status.

2. Select up to 10 routes and click **Validate**.

Commuter Pass Admin

Find commuter passes where: Employee First Name Begins with c

Validation Status: All

<input type="checkbox"/>	Employee ID	Employee Name	Line	From Station	To Station	Start Date	End Date
<input checked="" type="checkbox"/>	ChrisCollins	Collins, Chris L.			HI-FUNABASHI	02/28/2014	
<input type="checkbox"/>	ChrisCollins	Collins, Chris L.	MUSASHINO LINE	NISHI-FUNABASHI	TOKYO	02/28/2014	
<input type="checkbox"/>	ChrisCollins	Collins, Chris L.	SOBU LINE(RAPID)	FUNABASHI	TOKYO	04/03/2015	

Validate the commuter passes. This can take time depending on the number of commuter passes selected.

3. The Jorudan verification service validates each route, changing the validation status to *Validated*.

NOTE: The validation process can take time, please wait until the validation is completed before performing any other action.

WHEN A ROUTE CANNOT BE VALIDATED

Routes that cannot be validated are given a status of *Invalid*. These routes must be removed and a different route entered as there is no provision to edit the route.

Section 9: Appendix: Special Cases and Usage

This section includes features specific to the Japan Public Transport feature.

Audit Rules and Japan Public Transport

Audit Rules can be used to flag the use of Japan Public Transport (JPT). For example, the administrator can generate exceptions based on the source used to enter the Transport route by the JPT traveler. This is used by companies whose specific policy rules restrict how an employee expenses a JPT transaction (which may require a receipt). By raising an exception, these criteria may be enforced at the company policy level.

The admin can choose from JPT-specific fields display when the feature is enabled on the entity and the Entry object is selected.

The choices are as follows:

Field Name	Available Selections for the Field
Source/Type Classification	<p>Identifies the class of travel based on the source of the route data used by the JPT traveler:</p> <ul style="list-style-type: none"> • MANL = (<i>Manual</i>) Route data entered manually • CARD = (<i>IC Card</i>) Route data entered using IC Card • RSRC = (<i>Route Search</i>) Route data entered by search (i.e. Jorudan)

Total Route Distance (km) Field on Expense Tab

The Total Route Distance (km) field is available for Japan Public Transportation expenses. The Total Route Distance (km) field is read-only and displays the total route distance for all the routes currently added to a Japan Public Transportation expense.

When the Total Route Distance (km) field is enabled, the field is displayed on the Expense tab. The field is automatically populated when routes are added to a Japan Public Transportation expense — regardless of how the routes were added to the expense (manually, from Favorites, by Route Search, or by IC Card import).

Route distances are displayed in kilometers (KM). If route distance information is zero or not available, the Total Route Distance (km) field is blank for the expense.

What the User Sees

A user adds routes to a Japan Public Transportation expense on the Transport Routes tab.

Start Date	From	To	Cost	Distance	Business Purpose	Comment
03/17/2016	TOKYO SHINKANSEN NOZO...	KOBE(HYOGO) TOKAIDO-SAN-YO L...	¥9,280 Additional: ¥5,700	589.5 KM	meeting	Client from Kobe
03/20/2016	SHIBUYA TOKYO-METRO GIN...	SHIMBASHI TOKYO-METRO GIN..	¥170	6.3 KM	meeting	VIP

On the Expense tab, the Total Route Distance (km) field displays the total route distance for the expense's routes.

Expense Type: Japan Public Transportation
 Transaction Date: 03/23/2016
 Business Purpose: meeting
 Vendor Name:
 City: Toba, JAPAN
 Receipt Status: No Receipt
 Amount: 15,160 JPY
 Comment:
Total Route Distance (km): 595.8

Enabling the Field

By default, the Total Route Distance (km) field is not enabled for Japan Public Transportation expenses. To enable the Total Route Distance (km) field, add the field to the expense entry form associated with the Japan Public Transportation expense type.

The Total Route Distance (km) field is available for selection on the Fields tab for the Expense Entry form type on the Forms and Fields page in Expense Admin.

Forms and Fields

Form Type: Expense Entry

Forms | Form Fields | Fields | Connected Lists | Conditional Fields | Validations

Modify Field | Deactivate | Add to Forms | Search: []

Field Name	Site Required	Data Type	Status	Table Name	Column Name
Payment Type	Yes	Text	Active	CT_REPORT_ENTRY	PAT_KEY
Personal Expense (do not reimburse)	Yes	Boolean	Active	CT_REPORT_ENTRY	IS_PERSONAL
Receipt Status	Yes	Text	Active	CT_REPORT_ENTRY	RECEIPT_TYPE
Reviewed	Yes	Boolean	Active	CT_REPORT_ENTRY	RECEIPT_RECEIVED
Send Back Expense?	No	Boolean	Active	CT_REPORT_ENTRY	REJECTED
State/Province	No	Text	Active	CT_REPORT_ENTRY	CTRY_SUB_CODE
Tax Posted Amount	Yes	Amount	Active	CT_REPORT_ENTRY_TAX	POSTED_AMOUNT
Ticket Number	No	Text	Active	CT_REPORT_ENTRY	TICKET_NUMBER
To Location	No	Text	Active	CT_REPORT_ENTRY	TO_LOCATION
Total Reclaim Adjusted Amount	No	Amount	Active	CT_REPORT_ENTRY	TOTAL_RECLAIM_ADJUSTED_AMO...
Total Reclaim Posted Amount	No	Amount	Active	CT_REPORT_ENTRY	TOTAL_RECLAIM_POSTED_AMOUNT
Total Route Distance (km)	No	Numeric	Active	VIRTUAL_ENTRY_FIELD_METADATA	DISTANCE
Total Tax Adjusted Amount	No	Amount	Active	CT_REPORT_ENTRY	TOTAL_TAX_ADJUSTED_AMOUNT
Total Tax Posted Amount	No	Amount	Active	CT_REPORT_ENTRY	TOTAL_TAX_POSTED_AMOUNT
Transaction Date	Yes	Date	Active	CT_REPORT_ENTRY	TRANSACTION_DATE
Travel Allowance	Yes	Boolean	Active	CT_REPORT_ENTRY	TRAVEL_ALLOWANCE
Travel Type	No	List	Active	CT_REPORT_ENTRY	CUSTOM1
Vendor (List)	No	Integer	Active	CT_REPORT_ENTRY	VEN_LL_KEY
Vendor Name	No	Text	Active	CT_REPORT_ENTRY	VENDOR_DESCRIPTION



For more information about adding fields, refer to the *Expense: Forms and Fields Setup Guide*.