

# **Concur Expense: Standard Accounting Extract, Version 2 Specification**

**Last Revised: August 21, 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



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# Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
August 20, 2021	Functional change: A DATE_FIELD now reflects the date when a report's payment status is updated from "Processing Payment/Ready for Extract" to "Paid/Extracted." The date will no longer reflect a payment status change from "Paid" to "Payment Confirmed," reducing confusion about the date value's origin.
January 8, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
November 2, 2020	Minor change: Col #150 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUM) changed to (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUMBER)
August 14, 2020	Added a note to <i>Section 1: Permissions</i> .
July 8, 2020	Added an Important reference to the Description column for the <b>Payment Code</b> field (column 127).
April 15, 2020	Renamed the Authorization Request check box to Request on the guide's title page.
February 20, 2020	Minor change: Col #150 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUM) changed from 15 chars to 32 chars
January 3, 2020	Updated the copyright; no other changes; cover date not updated
December 7, 2019	Removed reference(s) to legacy Budget Insight feature. Clients who want to use budget functionality are recommended to implement the new Budget product that SAP Concur released last year.
August 27, 2019	Added the Permissions section
January 16, 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
February 1 2018	Updated the footer; no other changes; cover date not updated
January 31 2018	Updated the copyright and cover; no other changes; cover date not updated
August 14 2017	Correction to information about Allocation fields as entered January 11 2017
January 11 2017	Added note that the Allocation field is hidden when the entry is unallocated
July 6 2016	Corrections to selected fields
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
September 28 2015	Added the Cash Advance Issuance Records appendix.
May 6 2015	Copyright and formatting changes; no other content changes
December 12 2014	This chapter renamed in title to add version number and to add content about new version 3 SAE available with this release

Date	Notes / Comments / Changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
June 25 2014	Addition of explanation of the "Is Emergency Check Run?" field and feature. This is an additional field added to the Invoice Payment Request header to expedite rapid check payment by taking advantage of the Emergency extract runs made available for this purpose.
October 18 2013	Significant change: The following fields are added: <ul style="list-style-type: none"> <li>Col # 18 "Journal Net of Total Adjusted Reclaim Tax" (AMT_NET_TAX_TOTAL_RECLAIM) Max Length 23</li> <li>Col # 211 (AMT_NET_TAX_TOTAL_ADJUSTED) Max Length 23</li> <li>Col # 223 (CT_TAX_ALLOCATION_TOTAL_VIEW.ADJUSTED_AMOUNT) Max Length 23</li> <li>Col # 224 (CT_TAX_ALLOCATION_TOTAL_VIEW.RECLAIM_ADJUSTED_AMOUNT) Max Length 23</li> </ul>
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
April 26 2013	Significant change: The following fields are added: <ul style="list-style-type: none"> <li>Col # 34 "Budget Accrual Date" (CT_REPORT_ENTRY.BUDGET_ACCRUAL_DATE) Max Length 10</li> <li>Col # 175 (CT_CREDIT_CARD_TRANSACTION.SALES_TAX_AMT) Max Length 23</li> <li>Col # 176 (CT_EFT_BATCH_SCHED.CC_VENDOR_NAME) Max Length 64</li> </ul>
April 4 2013	Addition of the Cash Advance Payment Method field at position 188.
March 22 2013	Changed: <ul style="list-style-type: none"> <li>Future Use 251 – 253 to Company Bill Statements fields</li> <li>Various field descriptions for clarity</li> </ul>
October 19 2012	Added System Cash Advance (3) as option for Cash Advance Transaction Type, and Appendix to detail the Balance Due Management feature.
March 2012	Changed copyright; no content change
Oct. 21 2011	Addition of the Processor Reference Number field at position 162.
Sep. 23 2011	Addition of the Payment Type field at position 250. Clarified some field definitions.
Jul. 22 2011	Added information about extract file format.
May 20 2011	Authorization Request ID is added at position 239.
Apr. 15 2011	Clarified description of columns 128 and 131.
Dec. 31 2010	Updated the copyright and made rebranding changes; no content changes

Date	Notes / Comments / Changes
Dec. 2010 (SU62)	<p>Significant change:</p> <p>The following fields are added:</p> <ul style="list-style-type: none"> <li>• Col #246 (CT_REPORT_ENTRY. TOTAL_TAX_POSTED_AMOUNT) Max Length 23</li> <li>• Col # 247 (CT_REPORT_ENTRY_VIEW. NET_TAX_AMOUNT) Max Length 23</li> <li>• Col # 248 (CT_REPORT_ENTRY. TOTAL_RECLAIM_ADJUSTED_AMOUNT) Max Length 23</li> <li>• Col # 249 (CT_REPORT_ENTRY_VIEW. NET_RECLAIM_ADJUSTED_AMOUNT) Max Length 23</li> </ul>
Nov. 2010 (SU61)	<p>Significant change:</p> <p>Concur Pay information renamed to Expense Pay.</p>
Sept. 2010 (SU59)	<p>Significant change:</p> <p>Journal Account Code, Cash Account Code, and Liability Account Code lengthened from 20 to 48 characters.</p>
Apr. 2010 (SU55)	<p>Significant change:</p> <p>The following field is retired and changed to Future Use:</p> <p><b>Col #239 (CT_REPORT.TR_KEY)</b> Field Name = Report Travel Request Key</p>
Mar. 2010 (SU53)	<p>Change to the Decimal Places field - now default is 4 places beyond the decimal for all companies created after this (the SU53) service release.</p> <p><i>Advance Notice:</i> Journal Account Code, Cash Account Code, and Liability Account Code lengthened from 20 to 48 characters (20 characters enforced for now - change in September of current year).</p>
Feb. 2010 (SU52)	<p>Clarify that use of the <b>Text Case</b> attribute under <b>Field Attribute Defaults</b> can result in characters that exceed maximum length and may map to incorrect upper case characters.</p>
Jan. 2010 (SU51)	<p>Concur Pay fields are now collected in their own section, <i>Concur Pay Data</i>.</p> <p>Field length limit for column 133, <b>Credit Card Transaction Reference Number</b>, is lengthened from 50 to 64.</p>

Date	Notes / Comments / Changes
Dec. 2009 (SU50)	<p>Minor changes - maximum length numbers in multiple fields were updated following review of extract.</p> <p>Those fields are:</p> <ul style="list-style-type: none"> <li>Col #131 (CT_CREDIT_CARD_ACCOUNT.ACCOUNT_NUMBER) Max Length now 255 (was 40)</li> <li>Col # 144 (CT_CREDIT_CARD_TRANSACTION.DESCRPTION) Max Length now 42 (was 32)</li> <li>Col # 146 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_NAME) Max Length now 50 (was 32)</li> <li>Col # 147 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_CITY) Max Length now 40 (was 32)</li> <li>Col # 155 (CT_CREDIT_CARD_ACCOUNT.NAME_ON_CARD) Max Length now 255 (was 40)</li> <li>Col # 161 (CT_CREDIT_CARD_ACCOUNT) Max Length now 255 (was 15)</li> <li>Col # 190 (CT_ALLOCATION.PERCENTAGE) Max Length now 11 (was 7)</li> </ul>
Sep. 2009 (SU47)	<p>Minor change:</p> <ul style="list-style-type: none"> <li>Col #150 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUM) changed from 12 chars to 15 chars</li> </ul>
Aug. 2009 (SU46)	<p>Significant change:</p> <ul style="list-style-type: none"> <li>Col #239 (CT_REPORT.TR_KEY) Field Name = Report Travel Request Key</li> </ul>
Jun. 2009 (SU44)	<p>Minor change:</p> <ul style="list-style-type: none"> <li>Added PROC data source to record 229</li> </ul>
May. 2009 (SU43)	<p>Minor change:</p> <ul style="list-style-type: none"> <li>Add description text and table to explain configuration when using selected CT_TA_REIMBURSABLE table columns DISPLAY_LIMIT, ALLOWANCE_LIMIT, and ALLOWABLE_THRESHOLD</li> </ul>
Apr. 2009 (SU42)	<p>Significant change:</p> <ul style="list-style-type: none"> <li>Col # 161 (CT_CREDIT_CARD_ACCOUNT.PROVIDER MARKET) Field Name = Market Code</li> </ul>
Mar. 2009 (SU41)	<p>Significant change:</p> <ul style="list-style-type: none"> <li>Col # 254 (CT_EFT_PAYOR_ACCOUNT.CASH_ACCOUNT_CODE) Field Name = Cash Account Code</li> <li>Col # 255 (CT_EFT_PAYOR_ACCOUNT.LIABILITY_ACCOUNT_CODE) Field Name = Liability Account Code</li> <li>Col # 256 Field Name = Estimated Payment Date</li> <li>Col # 157 (ACQUIRER_REFERENCE_DATA) Field Name = Acquirer Reference Number</li> </ul>

Date	Notes / Comments / Changes
Nov. 2008 (SU37)	Significant change: <ul style="list-style-type: none"> <li>Col #16 (CT_EMP_BANK_ACCOUNT.ROUTING_NUMBER) Field Name = Bank Number</li> <li>Col #17 (CT_EMP_BANK_ACCOUNT.ACCOUNT_NUMBER) Field Name = Account Number</li> </ul>
Oct. 2008 (SU36)	Significant change: <ul style="list-style-type: none"> <li>Col #129 (CT_CREDIT_CARD_TRANSACTION.BILLING_DATE) Field Name = Bill Date</li> </ul>
Sep. 2008 (SU35)	Significant change: <ul style="list-style-type: none"> <li>Col #170 (CT_JOURNAL.RPJ_KEY) Field Name = Journal Key</li> <li>Col #238 (CT_REPORT_ENTRY_TAX_ALLOC.RECLAIM_CODE) Field Name = Report Entry Tax Allocation Reclaim Code</li> </ul>
Aug. 2008 (SU34)	Significant change: <ul style="list-style-type: none"> <li>Col #130 (CT_CREDIT_CARD_ACCOUNT.ACCOUNT_NUMBER) Field Name = Billed Credit Card Account Number</li> <li>Col #131 (CT_CREDIT_CARD_ACCOUNT.NAME_ON_CARD) Field Name = Billed Credit Card Description</li> <li>Col #154 (CT_CREDIT_CARD_ACCOUNT.ACCOUNT_NUMBER) Field Name = Individual Credit Card Account Number</li> <li>Col #155 (CT_CREDIT_CARD_ACCOUNT.NAME_ON_CARD) Field Name = Individual Credit Card Description</li> </ul>
Jun. 2008 (SU31)	Minor Change: <ul style="list-style-type: none"> <li>Col #128 (VIRTUAL_PMT_REIMB_TYPE_FLD.RPT_PMT_REIMB_TYPE): Description = Report Payment Reimbursement Type; Indicates whether Expense Pay reimbursed this journal entry. Expense Pay can refer to reimbursement by Direct Reimbursement or Expense Reimbursement.</li> </ul> <p>Either:</p> <p>1 = Expense Pay</p> <p>blank = <b>not</b> Expense Pay</p>
Oct. 2007 (SU24)	New (to this manual) chapter Minor Change: <ul style="list-style-type: none"> <li>Col #169 (CT_JOURNAL.AMOUNT): Description = Clarify that value will be either + (Plus / Debit) or - (Minus / Credit)</li> </ul>
August 28, 2007 (SU23)	<ul style="list-style-type: none"> <li>Col #74 (TOTAL_EMPLOYEE_ATTENDEE): Description = Number of attendees that were type Employee or This Employee (count includes both)</li> </ul>
June 26, 2007 (SU22)	<ul style="list-style-type: none"> <li>Col #128 (VIRTUAL_PMT_REIMB_TYPE_FLD.RPT_PMT_REIMB_TYPE): 1 = Direct Reimbursement, blank = <i>not</i> Direct Reimbursement</li> <li>Col #129: Future use</li> </ul>



## Standard Accounting Extract, Version 2

**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

This extract is primarily used as the source of data that will ultimately be imported to the client General Ledger or Accounts Payable system. This feed, however, contains a wide range of data to accommodate a broad range of integration needs. The client will have to create a bridge program in order to capture the required data from this feed and import it to the financial system.

## 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 SAP Concur administrator.

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

**NOTE:** The ability to download a Standard Accounting Extract (SAE) within the **Import/Export Administrator** tool is restricted for some users. For those with restricted access, the text "Restricted" (no link) displays in the **Download File** column.

Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details	Download File
1	Input-001796path=task-headpath\glr181713_... 00012014-06-02 AM		Success	30	<a href="#">View</a>	<a href="#">View</a>	Restricted

## Section 2: IMPORTANT - Two Import Guides

There are separate guides for the different versions of the extract:

- Standard Accounting Extract, Version 2

- Standard Accounting Extract, Version 3  
With additional Future Use and other fields.

***Verify with Concur that you are using the proper extract guide.***

## Security of Data

Data provided by the client to Concur is encrypted in transit to prevent exposure of sensitive information.

## Extract File Contents

The extract file contains the following:

- Batch Constants
- Employee Level Data
- Report Level Data
- Entry Level Data
- Credit Card Data
- Journal Level Data
- Car Mileage Data
- Cash Advance Data
- Allocation Data
- Travel Allowance Data
- Tax Data
- Assigned Travel Request Data
- Future Use (Not currently utilized)

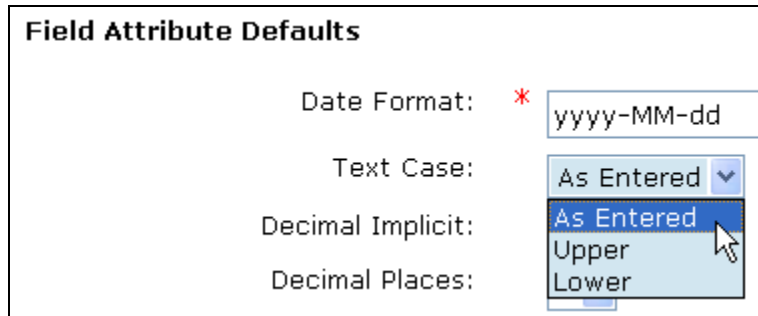
All the different data elements are included in each row.

The extract file defaults to a .txt formatted file with | (Pipe) delimitation. If the extract definition is configured to generate multiple files, Expense will generate a .ZIP file containing multiple .txt files.

The specific data elements in the AP/GL file are listed below.

## Section 3: Text Case: Best Practice

The Import/Extract Administrator has the option of generating an output file for an extract. If this is done it is best practice to select the As Entered option under **Text Case** in the **Add Output File** page as shown in the figure below:



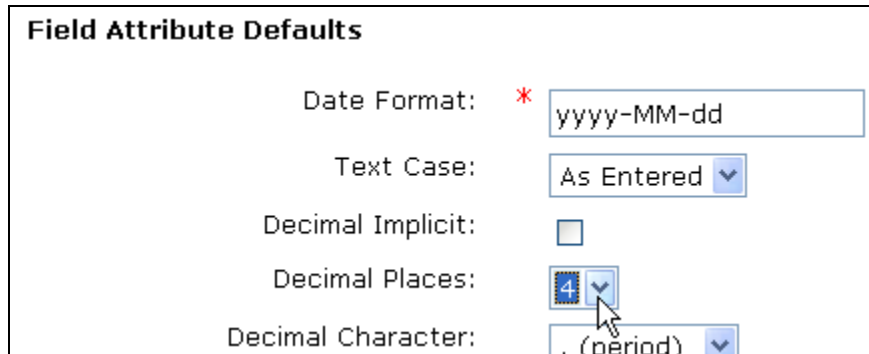
The screenshot shows a window titled "Field Attribute Defaults". It contains four settings: "Date Format:" with a red asterisk and a text box containing "yyyy-MM-dd"; "Text Case:" with a dropdown menu showing "As Entered" and a downward arrow; "Decimal Implicit:" with a dropdown menu showing "As Entered"; and "Decimal Places:" with a dropdown menu showing "Upper" and "Lower". A mouse cursor is pointing at the "As Entered" option in the "Text Case" dropdown.

Doing this ensures that all characters are represented as entered and prevents arbitrary character selection where no lowercase or uppercase exists for a value entered in the extract. As an example, there is no uppercase equivalent of the German character "ß". If an uppercase rendering is requested using the Text Case option the system converts this to "SS", a two character field value that exceeds the field length and generates an error.

## Section 4: Decimal Places: Best Practice

Starting with Service Update 53 (March 2010) the decimal setting for all new companies is set to 4 (".0001") places beyond the decimal. All existing entities will not have this setting changed - this will apply only to those companies created following the SU53 release. This change applies to all amount-based fields.

The Import/Extract Administrator can view this setting in the **Decimal Places** field in the **Add Output File** page as shown in the figure below:

A screenshot of a web form titled "Field Attribute Defaults". It contains five rows of settings: "Date Format:" with a text input field containing "yyyy-MM-dd" and a red asterisk to its left; "Text Case:" with a dropdown menu showing "As Entered"; "Decimal Implicit:" with an unchecked checkbox; "Decimal Places:" with a spinner box showing the number "4"; and "Decimal Character:" with a dropdown menu showing ". (period)".

Date Format:	*	yyyy-MM-dd
Text Case:		As Entered
Decimal Implicit:		<input type="checkbox"/>
Decimal Places:		4
Decimal Character:		. (period)



Refer to Implementation personnel for additional information about this change.

## Section 5: Scheduling the SAE and Invoice Pay Extract Cycles

Please note that Invoice Pay clients must choose a daily SAE schedule (not weekly). This is because Invoice Pay runs daily (it is the optimal payment frequency, and only available choice) and pay and extract cycles must be aligned to ensure no records are excluded from the extract.

### Using the *Is Emergency Check Run?* Field to Expedite Payment in Invoice

When a pending request that will be late for payment must be expedited within a 24-hour cycle, the client may draw on the use of the **Is Emergency Check Run?** check box field to do this. This field, available in **Invoice Admin > Forms & Fields**, is added to the Payment Request Header form, and optionally associated with an "Emergency" policy (as an example) so that, when selected, an attribute is added to the request denoting that rapid payment is required.

Now, the late request is queued, and the client may take advantage of the optional, additional extract job (Standard Payment Request Accounting Extract (Emergency)) that executes within the default 24-hour cycle, allowing rapid approval and extract so that a late payment found in the morning may result in a check-based payment to the vendor that afternoon.

*This feature is in no way related to Invoice Pay – it is instead a payment feature for clients who do their own payments outside of Invoice Pay.*

**NOTE:** The client may need to work with Concur Client Support to set up the Standard Payment Request Accounting Extract (Emergency) job run that supports this feature.

## Section 6: File Header

Col #	Source (table.column)	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "EXTRACT" will be inserted into the first position of the extract. By having a constant in the file header, an extract file is always produced, even if there are no reports ready to be extracted.	7	
2	BatchDate	Batch Date <b>Format:</b> YYYY-MM-DD	10	
3	Record Count	Count of the detail records in the file <b>Source:</b> Calculated when file is created	10	
4	Journal Amount Total	Total that sums all journal amount columns in the journal rows <b>Format:</b> 0.00 <b>Source:</b> Calculated when file is created	23	

## Section 7: Detailed Transactions

### Batch Data

Col #	Source (table.column)	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "DETAIL" will be inserted into the first position of the extract	6	
2	BatchID	Batch ID <b>Format:</b> Starts with number 1 and increments sequentially	13	
3	BatchDate	Batch Date <b>Format:</b> YYYY-MM-DD	10	

Col #	Source (table.column)	Description/Format/Source	Max Length	Client Field Definition
4	SequenceNumber	Line number of each detail row <b>Source:</b> Calculated when file is created	n/a	

## Employee Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
5	CT_EMPLOYEE. EMP_ID	Employee ID	Employee ID <b>Format:</b> Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.	48	
6	CT_EMPLOYEE. LAST_NAME	Employee Last Name	Employee last name	32	
7	CT_EMPLOYEE. FIRST_NAME	Employee First Name	Employee first name	32	
8	CT_EMPLOYEE. MI	1 Initial	Employee middle initial	1	
9	CT_EMPLOYEE. CUSTOM21	Employee Custom 21	Employee group ID	48	
10	CT_EMPLOYEE. ORG_UNIT1	Employee Org Unit 1	Employee Organization Unit Custom Value 1	48	
11	CT_EMPLOYEE. ORG_UNIT2	Employee Org Unit 2	Employee Organization Unit Custom Value 2	48	
12	CT_EMPLOYEE. ORG_UNIT3	Employee Org Unit 3	Employee Organization Unit Custom Value 3	48	
13	CT_EMPLOYEE. ORG_UNIT4	Employee Org Unit 4	Employee Organization Unit Custom Value 4	48	
14	CT_EMPLOYEE. ORG_UNIT5	Employee Org Unit 5	Employee Organization Unit Custom Value 5	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
15	CT_EMPLOYEE. ORG_UNIT6	Employee Org Unit 6	Employee Organization Unit Custom Value 6	48	
16	CT_EMP_BANK_ ACCOUNT.ACCOUNT_ NUMBER	Account Number	The ACH bank account number the employee entered on the Bank Information page <b>NOTE:</b> These fields do <i>not</i> apply to Expense Pay and are added only upon request.		
17	CT_EMP_BANK_ ACCOUNT.ROUTING_ NUMBER	Routing Number	The ACH bank identification number the employee entered on the Bank Information page <b>NOTE:</b> These fields do <i>not</i> apply to Expense Pay and are added only upon request.	48	
18	AMT_NET_TAX_TOTAL_ RECLAIM	Journal Net of Total Adjusted Reclaim Tax	Journal Net of Total Adjusted Reclaim Tax Source <b>NOTE:</b> Calculated at time file is generated.	23	

**NOTE:** Employee data in the system that describes an individual's accounting information or other organizational data is copied to the report and / or line item level. Therefore, it is not extracted from the employee level. This data is stored in the org unit and custom fields noted below at the report and entry level.

## Report Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
19	CT_REPORT. REPORT_ID	Report ID	Report ID 32 character varchar – refer to Report Key (below) if a smaller numeric unique identifier is required. <b>Format:</b> Alphanumeric string. Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.	32	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
20	CT_REPORT. RPT_KEY	Report Key	Report key on the report – unique id generated by the system  <b>Format:</b> Alternative to the report ID. Smaller value. Starts with 1 and increments with each expense report	48	
21	CT_LEDGER. LEDGER_CODE	Ledger Code	External accounting system ID	20	
22	CT_CURRENCY. ALPHA_CODE	Employee Default Currency Alpha Code	Reimbursement currency in ISO alpha format  <b>Format:</b> ISO 3 digit alpha code	3	
23	CT_COUNTRY_LANG. NAME	Report Home Country Name	Home country name (localized for ledger language) for this employee	64	
24	CT_REPORT. SUBMIT_DATE	Report Submit Date	Date/Time the employee submitted the report for approval  <b>Format:</b> YYYY-MM-DD	10	
25	CT_REPORT. USER_DEFINED_DATE	Report User Defined Date	Custom date/time specified by user  <b>Format:</b> YYYY-MM-DD	10	
26	CT_REPORT. RPT_PAYMENT_ PROCESSING_DATE	Processing Payment Date	The date that the report completed all approvals and was ready to be extracted for payment  <b>Format:</b> YYYY-MM-DD	10	
27	CT_REPORT. NAME	Report Name	Report name assigned by employee	40	
28	CT_REPORT. IMAGE_REQUIRED	Image Required Flag	If "Y", then this report met the criteria to require an image to be sent.  <b>Format:</b> Y/N	1	
29	CT_REPORT. HAS_VAT_ENTRY	Has VAT Entry	If "Y", then this report has at least one expense with vat data  <b>Format:</b> Y/N	1	



Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
30	CT_REPORT. HAS_TA_ENTRY	Has TA Entry	If "Y", then this report has at least one expense with travel allowance data <b>Format:</b> Y/N	1	
31	CT_REPORT_VIEW. TOTAL_POSTED_ AMOUNT	Report Total Posted Amount	Report Total Posted amount <b>Format:</b> Numeric. Limited to 23 digits before the decimal point, and 8 digits after.	23	
32	CT_REPORT_VIEW. TOTAL_APPROVED_ AMOUNT	Report Total Approved Amount	Report Total Approved amount <b>Format:</b> Numeric. Limited to 23 digits before the decimal point, and 8 digits after.	23	
33	CT_POLICY_LANG. NAME	Report Policy Name	Report Policy Name	64	
34	CT_REPORT_ENTRY. BUDGET_ACCRUAL_ DATE	Report Entry Budget Accrual Date	<b>NOTE:</b> Exposed to clients who have purchased Budget. The date entered by the Budget Approver on the entry. This may or may not be different than the transaction date. <b>Format:</b> YYYY-MM-DD	10	
35	CT_REPORT. ORG_UNIT_1	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 organizational data changes over time, such as a transfer to a different business unit. <b>Format:</b> The first segment in the fully qualified GL string should use Org Unit 1.	48	
36	CT_REPORT. ORG_UNIT_2	Report Org Unit 2	<b>Format:</b> The second segment in the fully qualified GL string should use Org Unit 2, except the natural account field; the natural account data is stored in column 167	48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
37	CT_REPORT. ORG_UNIT_3	Report Org Unit 3	<b>Format:</b> The third segment (if necessary) in the fully qualified GL string should use Org Unit 3, except the natural account field; the natural account data is stored in column 167	48	
38	CT_REPORT. ORG_UNIT_4	Report Org Unit 4	<b>Format:</b> The fourth segment (if necessary) in the fully qualified GL string should use Org Unit 4, except the natural account field; the natural account data is stored in column 167	48	
39	CT_REPORT. ORG_UNIT_5	Report Org Unit 5	<b>Format:</b> The fifth segment (if necessary) in the fully qualified GL string should use Org Unit 5, except the natural account field; the natural account data is stored in column 167	48	
40	CT_REPORT. ORG_UNIT_6	Report Org Unit 6	<b>Format:</b> The sixth segment (if necessary) in the fully qualified GL string should use Org Unit 6, except the natural account field; the natural account data is stored in column 167	48	
41	CT_REPORT. CUSTOM1	Report Custom 1	<p>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.</p> <p><b>Format:</b> The seventh segment (if necessary) in the fully qualified GL string should use Custom1, except the natural account field; the natural account data is stored in column 167</p>	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
42	CT_REPORT. CUSTOM2	Report Custom 2	<b>Format:</b> The eight segment (if necessary) in the fully qualified GL string should use Custom2, except the natural account field; the natural account data is stored in column 167	48	
43	CT_REPORT. CUSTOM3	Report Custom 3	Value copied down from Employee Custom field of the corresponding number.	48	
44	CT_REPORT. CUSTOM4	Report Custom 4	Value copied down from Employee Custom field of the corresponding number.	48	
45	CT_REPORT. CUSTOM5	Report Custom 5	Value copied down from Employee Custom field of the corresponding number.	48	
46	CT_REPORT. CUSTOM6	Report Custom 6	Value copied down from Employee Custom field of the corresponding number.	48	
47	CT_REPORT. CUSTOM7	Report Custom 7	Value copied down from Employee Custom field of the corresponding number.	48	
48	CT_REPORT. CUSTOM8	Report Custom 8	Value copied down from Employee Custom field of the corresponding number.	48	
49	CT_REPORT. CUSTOM9	Report Custom 9	Value copied down from Employee Custom field of the corresponding number.	48	
50	CT_REPORT. CUSTOM10	Report Custom 10	Value copied down from Employee Custom field of the corresponding number.	48	
51	CT_REPORT. CUSTOM11	Report Custom 11	Value copied down from Employee Custom field of the corresponding number.	48	
52	CT_REPORT. CUSTOM12	Report Custom 12	Value copied down from Employee Custom field of the corresponding number.	48	
53	CT_REPORT. CUSTOM13	Report Custom 13	Value copied down from Employee Custom field of the corresponding number.	48	
54	CT_REPORT. CUSTOM14	Report Custom 14	Value copied down from Employee Custom field of the corresponding number.	48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
55	CT_REPORT. CUSTOM15	Report Custom 15	Value copied down from Employee Custom field of the corresponding number.	48	
56	CT_REPORT. CUSTOM16	Report Custom 16	Value copied down from Employee Custom field of the corresponding number.	48	
57	CT_REPORT. CUSTOM17	Report Custom 17	(CES Standard – Copy of AP Vendor ID) <b>Format:</b> Copies down from Employee Custom17. Used in cases when Employee ID is not used as the AP Vendor ID.	48	
58	CT_REPORT. CUSTOM18	Report Custom 18	Value copied down from Employee Custom field of the corresponding number.	48	
59	CT_REPORT. CUSTOM19	Report Custom 19	Value copied down from Employee Custom field of the corresponding number.	48	
60	CT_REPORT. CUSTOM20	Report Custom 20	Value copied down from Employee Custom field of the corresponding number.	48	

## Report Entry Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
61	CT_REPORT_ENTRY. RPE_KEY	Report Entry Id	Report entry unique key	13	
62	CT_REPORT_ENTRY. TRANSACTION_TYPE	Report Entry Transaction Type	Indicates the type of expense entry: REG = Regular, non-itemized or allocated entry CHD = Child entry for itemization or allocation. Parent entries (the top-level itemized or allocated entry that includes child entries) are not included.	3	
63	CT_EXPENSE_TYPE_ LANG.NAME	Report Entry Expense Type Name	Expense type name	64	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
64	CT_REPORT_ENTRY. TRANSACTION_DATE	Report Entry Transaction Date	Date that this expense was incurred (when the money was spent or credit card receipt date)	10	
65	CT_CURRENCY. ALPHA_CODE	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 <b>Format:</b> ISO 3 digit alpha code	3	
66	CT_REPORT_ENTRY. EXCHANGE_RATE	Report Entry Exchange Rate	Rate used to convert from the report entry (spend) currency to the report (reimbursement) currency	23	
67	CT_REPORT_ENTRY. EXCHANGE_RATE_ DIRECTION	Report Entry Exchange Rate Direction	Either: M = Multiply D = Divide	1	
68	CT_REPORT_ENTRY. IS_PERSONAL	Report Entry Is Personal Flag	Flag to indicate if this expense line is a personal amount <b>Format:</b> Y/N	1	
69	CT_REPORT_ENTRY. DESCRIPTION	Report Entry Description	Expense description as entered by the employee	64	
70	CT_LIST_ITEM_LANG. VALUE	Report Entry Vendor Name	Vendor name	64	
71	CT_REPORT_ENTRY. VENDOR_DESCRIPTION	Report Entry Vendor Description	Vendor description	64	
72	CT_REPORT_ENTRY. RECEIPT_RECEIVED	Report Entry Receipt Received Flag	If "Y", then this entry has been marked as reviewed by a processor <b>Format:</b> Y/N	1	
73	CT_REPORT_ENTRY. RECEIPT_TYPE	Report Entry Receipt Type	One of these: T = tax receipt R= regular receipt N = no receipt	1	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
74	TOTAL_EMPLOYEE_ ATTENDEE	Total Employee Attendee	Number of attendees that were type Employee or This Employee (count includes both) <b>Source:</b> Calculated at time file is generated	23	
75	TOTAL_SPOUSE_ ATTENDEE	Total Spouse Attendee	Number of attendees that were type Spouse <b>Source:</b> Calculated at time file is generated	23	
76	TOTAL_BUSINESS_ ATTENDEE	Total Business Attendee	Number of attendees that were type Business Guest <b>Source:</b> Calculated at time file is generated	23	
77	CT_REPORT_ENTRY. ORG_UNIT_1	Report Entry Org Unit 1	Organization level data as entered/updated on the report entry <b>Format:</b> 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	
78	CT_REPORT_ENTRY. ORG_UNIT_2	Report Entry Org Unit 2	<b>Format:</b> 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	
79	CT_REPORT_ENTRY. ORG_UNIT_3	Report Entry Org Unit 3	<b>Format:</b> 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	
80	CT_REPORT_ENTRY. ORG_UNIT_4	Report Entry Org Unit 4	<b>Format:</b> 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	
81	CT_REPORT_ENTRY. ORG_UNIT_5	Report Entry Org Unit 5	<b>Format:</b> 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	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
82	CT_REPORT_ENTRY. ORG_UNIT_6	Report Entry Org Unit 6	<b>Format:</b> 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	
83	CT_REPORT_ENTRY. CUSTOM1	Report Entry Custom 1	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
84	CT_REPORT_ENTRY. CUSTOM2	Report Entry Custom 2	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
85	CT_REPORT_ENTRY. CUSTOM3	Report Entry Custom 3	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
86	CT_REPORT_ENTRY. CUSTOM4	Report Entry Custom 4	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
87	CT_REPORT_ENTRY. CUSTOM5	Report Entry Custom 5	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
88	CT_REPORT_ENTRY. CUSTOM6	Report Entry Custom 6	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
89	CT_REPORT_ENTRY. CUSTOM7	Report Entry Custom 7	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
90	CT_REPORT_ENTRY. CUSTOM8	Report Entry Custom 8	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
91	CT_REPORT_ENTRY. CUSTOM9	Report Entry Custom 9	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
92	CT_REPORT_ENTRY. CUSTOM10	Report Entry Custom 10	(CES Standard – Project)	48	
93	CT_REPORT_ENTRY. CUSTOM11	Report Entry Custom 11	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
94	CT_REPORT_ENTRY. CUSTOM12	Report Entry Custom 12	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
95	CT_REPORT_ENTRY. CUSTOM13	Report Entry Custom 13	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
96	CT_REPORT_ENTRY. CUSTOM14	Report Entry Custom 14	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
97	CT_REPORT_ENTRY. CUSTOM15	Report Entry Custom 15	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
98	CT_REPORT_ENTRY. CUSTOM16	Report Entry Custom 16	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
99	CT_REPORT_ENTRY. CUSTOM17	Report Entry Custom 17	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
100	CT_REPORT_ENTRY. CUSTOM18	Report Entry Custom 18	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
101	CT_REPORT_ENTRY. CUSTOM19	Report Entry Custom 19	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
102	CT_REPORT_ENTRY. CUSTOM20	Report Entry Custom 20	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	



Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
103	CT_REPORT_ENTRY. CUSTOM21	Report Entry Custom 21		48	
104	CT_REPORT_ENTRY. CUSTOM22	Report Entry Custom 22		48	
105	CT_REPORT_ENTRY. CUSTOM23	Report Entry Custom 23		48	
106	CT_REPORT_ENTRY. CUSTOM24	Report Entry Custom 24		48	
107	CT_REPORT_ENTRY. CUSTOM25	Report Entry Custom 25		48	
108	CT_REPORT_ENTRY. CUSTOM26	Report Entry Custom 26		48	
109	CT_REPORT_ENTRY. CUSTOM27	Report Entry Custom 27		48	
110	CT_REPORT_ENTRY. CUSTOM28	Report Entry Custom 28		48	
111	CT_REPORT_ENTRY. CUSTOM29	Report Entry Custom 29		48	
112	CT_REPORT_ENTRY. CUSTOM30	Report Entry Custom 30		48	
113	CT_REPORT_ENTRY. CUSTOM31	Report Entry Custom 31		48	
114	CT_REPORT_ENTRY. CUSTOM32	Report Entry Custom 32		48	
115	CT_REPORT_ENTRY. CUSTOM33	Report Entry Custom 33		48	
116	CT_REPORT_ENTRY. CUSTOM34	Report Entry Custom 34		48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
117	CT_REPORT_ENTRY. CUSTOM35	Report Entry Custom 35		48	
118	CT_REPORT_ENTRY. CUSTOM36	Report Entry Custom 36		48	
119	CT_REPORT_ENTRY. CUSTOM37	Report Entry Custom 37		48	
120	CT_REPORT_ENTRY. CUSTOM38	Report Entry Custom 38		48	
121	CT_REPORT_ENTRY. CUSTOM39	Report Entry Custom 39		48	
122	CT_REPORT_ENTRY. CUSTOM40	Report Entry Custom 40		48	
123	CT_REPORT_ENTRY. TRANSACTION_ AMOUNT	Report Entry Transaction Amount	Amount spent in the expense spend currency	23	
124	CT_REPORT_ENTRY. POSTED_AMOUNT	Report Entry Posted Amount	Amount spent in the reimbursement currency	23	
125	CT_REPORT_ENTRY. APPROVED_AMOUNT	Report Entry Approved Amount	Amount approved in the reimbursement currency	23	
126	CT_PAYMENT_CODE_ LANG.PAT_CODE	Payment Type Code	Report Entry Payment Code Code	4	
127	CT_PAYMENT_CODE_ LANG.NAME	Payment Code	Report Entry Payment Code Name <b>IMPORTANT:</b> Name labels that are managed by SAP Concur may change over time; it is strongly recommended that any programming use the <b>Payment Type Code</b> field (field 126).	80	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
128	VIRTUAL_PMT_REIMB _TYPE_FLD.RPT_PMT_ REIMB_TYPE	Report Payment Reimbursement Type	Report Payment Reimbursement Type; Indicates whether Expense Pay reimbursed this journal entry.  Either: 1 = Expense Pay blank = <b>not</b> Expense Pay	1	

### Credit Card Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
129	CT_CREDIT_CARD_ TRANSACTION.BILLING _DATE	Bill Date	Value is pulled from card vendor feed	10	
130	CT_CREDIT_CARD_ ACCOUNT. ACCOUNT_NUMBER	Billed Credit Card Account Number	Credit card number (not encrypted) used for this expense	255	
131	CT_CREDIT_CARD_ ACCOUNT. NAME_ON_CARD	Billed Credit Card Description	Description of the card account with the liability for the charge.	255	
132	CT_CREDIT_CARD_ TRANSACTION. JR_KEY	Credit Card Transaction JR Key	Unique code for the import this transaction was brought into the system with	13	
133	CT_CREDIT_CARD_ TRANSACTION. REF_NO	Credit Card Transaction Reference Number	Reference number from the credit card vendor	64	
134	CT_CREDIT_CARD_ TRANSACTION. CCT_KEY	Credit Card Transaction CCT Key	Unique key assigned to the transaction during card import	13	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
135	CT_CREDIT_CARD_TRANSACTION. CCT_TYPE	Credit Card Transaction CCT Type	Transaction type supplied by card vendor. One of these: ANF = Annual Fees CAV = Cash Advance CCF = Cash and Check Fees CHG = Other Bank Charges and Fees FNC = Finance Charges LAF = Late Fees NSF = Insufficient Funds Check Fees PAY = Payment RPE = Credit Card Transaction	3	
136	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_ID	Credit Card Transaction ID	Calculated value assigned to this card entry during the import process	32	
137	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_AMOUNT	Credit Card Transaction Amount	Amount of the charge in the spend currency	23	
138	CT_CREDIT_CARD_TRANSACTION. TAX_AMOUNT	Credit Card Transaction Tax Amount	Amount of tax on the transaction amount (if provided by card vendor)	23	
139	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_CURRENCY	Credit Card Transaction Currency Alpha Code	Currency code for the spend currency <b>Format:</b> ISO 3 digit alpha code	3	
140	CT_CREDIT_CARD_TRANSACTION. POSTED_AMOUNT	Credit Card Transaction Posted Amount	Amount of the charge in the billing currency of the card	23	
141	CT_CREDIT_CARD_TRANSACTION. POSTED_CURRENCY	Credit Card Transaction Posted Currency Alpha Code	Currency code for the card billing currency <b>Format:</b> ISO 3 digit alpha code	3	
142	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_DATE	Credit Card Transaction Date	Date the charge was made at the merchant	10	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
143	CT_CREDIT_CARD_TRANSACTION. POSTED_DATE	Credit Card Transaction Posted Date	Date the charge was posted to the credit card account	10	
144	CT_CREDIT_CARD_TRANSACTION. DESCRIPTION	Credit Card Transaction Description	Description of the charge from the merchant	42	
145	CT_CREDIT_CARD_TRANSACTION. MC_CODE	Credit Card Transaction Master Card Code	Merchant code sent from the credit card vendor	5	
146	CT_CREDIT_CARD_TRANSACTION. MERCHANT_NAME	Credit Card Transaction Merchant Name	Name of the merchant	50	
147	CT_CREDIT_CARD_TRANSACTION. MERCHANT_CITY	Credit Card Transaction Merchant City	Merchant City	40	
148	CT_CREDIT_CARD_TRANSACTION. MERCHANT_STATE	Credit Card Transaction Merchant State	Merchant State/Providence	32	
149	CT_CREDIT_CARD_TRANSACTION. MERCHANT_CTRY_CODE	Credit Card Transaction Merchant Country Code	Merchant country location code <b>Format:</b> 2 digit alpha code	2	
150	CT_CREDIT_CARD_TRANSACTION. MERCHANT_REF_NUMBER	Credit Card Transaction Merchant Reference Number	Merchant reference number passed from the merchant to the card	32	
151	CT_CREDIT_CARD_TRANSACTION. BILLING_TYPE	Credit Card Transaction Billing Type	Billing type imported from the card vendor. Very rarely used.	2	
152	CT_CREDIT_CARD_TRANSACTION. BILL_TO_EMPLOYEE_EXCHANGE_RATE	Exchange Rate From Billing To Employee Currency	Currency exchange rate used between the credit card billing currency and the employee's reimbursement currency	23	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
153	CT_JOURNAL. BILLING_AMOUNT	Billing Amount	Amount due to the company card of either CBCP or IBCP type for this detail row	23	
154	CT_CREDIT_CARD_ ACCOUNT. ACCOUNT_NUMBER	Individual Credit Card Account Number	Account number for credit card	255	
155	CT_CREDIT_CARD_ ACCOUNT. NAME_ON_CARD	Individual Credit Card Name on Card	Name on credit card	255	
156	CT_CREDIT_CARD_ ACCOUNT. DOING_BUSINESS_AS	Doing Business As	Descriptive Name of Merchant	64	
157	CT_CREDIT_CARD_ TRANSACTION. ACQUIRER_REFERENCE _NO	Acquirer Reference Number	Support for feeds that utilize the Acquirer Reference number provided to the client and used by the client for reconciliation.	50	

### Entry Location Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
158	CT_LOCATION_NAME. CTRY_CODE	Report Entry Location Country Code	Country from the report entry spend location	2	
159	CT_LOCATION_NAME. CTRY_SUB_CODE	Report Entry Location Country Sub Code	Country sub code from the report entry spend location	6	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
160	CT_REPORT_ENTRY. FOREIGN_OR_ DOMESTIC	Report Entry Foreign or Domestic Flag	Either: FRGN = this expense was incurred in a country other than the employee's home country HOME = this expense was incurred in the employee's home country OOSD ("Out Of Sub-Division") = this expense location is was incurred in the employee's home country, but in a country sub-division different from their home sub- division (for example, province, in Canada).	4	
161	CT_CREDIT_CARD_ ACCOUNT.PROVIDER_ MARKET	Market Code	Description or code used to identify a specific market or region for the card account, often used for remitting payment to the card provider.	255	
162	CT_CREDIT_CARD_ TRANSACTION. PROCESSOR_REF_NO	Processor Reference Number	Support for feeds that utilize the Acquirer Reference number provided to and used by the client for reconciliation.	64	

### Journal Entry Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
163	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payer Payment Type Name	Payer payment type One of these: Company = Company Employee = Employee Look up options in CT_PAYMENT_TYPE_LANG.NAME	64	
164	CT_PAYMENT_CODE_ LANG.NAME	Journal Payer Payment Code Name	Payment code name for the payer.	80	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
165	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payee Payment Type Name	Payee payment type One of these: Company = Company Employee = Employee Look up options in CT_PAYMENT_TYPE_LANG.NAME	64	
166	CT_PAYMENT_CODE_ LANG.NAME	Journal Payee Payment Code Name	Payment code name for the payee	80	
167	CT_JOURNAL. ACCOUNT_CODE	Journal Account Code - or - Company Card Clearing Account Code - or - Card Accounting Code	Contains the expense type account code - or - if a CBCP Personal expense, the company card clearing account code - or - If charge is tied to a Statement Report, and accounting code is set for Company Billed card account, the card's accounting code	48	
168	CT_JOURNAL. DEBIT_OR_CREDIT	Journal Debit Or Credit	Either: DR = Debit CR = credit	2	
169	CT_JOURNAL. AMOUNT	Journal Amount	Value, as credit or debit, of the amount to be exchanged between the payer and payee for this expense account code ( <b>not an absolute value</b> ) <b>EXAMPLES:</b> Value of zero, credit, or debit, as the following: • 0 (Zero) "0" • + (Plus / Debit) "+50.00" • - (Minus / Credit) "-50.00"	23	



Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
170	CT_JOURNAL.RPJ_KEY	Journal Key	Report Journal Key	10	

### Car Mileage Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
171	CT_CAR_LOG_ENTRY. BUSINESS_DISTANCE	Business Distance	Number of miles/ kilometers driven for business purposes	13	
172	CT_CAR_LOG_ENTRY. PERSONAL_DISTANCE	Personal Distance	Number of miles/ kilometers driven in a company car for personal purposes	13	
173	CT_CAR_LOG_ENTRY. PASSENGER_COUNT	Passenger Count	Number of passengers entered as traveling in this car for this from/to location	13	
174	CT_CAR. VEHICLE_ID	Vehicle Id	Vehicle ID that this distance entry has been recorded against	30	
175	CT_CREDIT_CARD_TRANSACTION.SALES_TAX_AMT	Sales Tax Amount	The amount of sales tax from the credit card transaction	23	
176	CT_EFT_BATCH_SCHEDULED. CC_VENDOR_NAME	Credit Card Vendor Name	The name of the credit card vendor associated with this batch	64	

### Cash Advance Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
177	CT_CASH_ADVANCE. REQUEST_AMOUNT	Cash Advance Request Amount	For issue journal record, the total amount of the cash advance in the cash advance transaction currency	23	
178	CT_CURRENCY. ALPHA_CODE	Cash Advance Request Currency Alpha Code	Currency code for the transaction currency using ISO alpha code <b>Format:</b> ISO 3 digit alpha code	3	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
179	CT_CURRENCY. NUM_CODE	Cash Advance Request Currency Numeric Code	Currency code for the transaction currency using ISO number code	3	
180	CT_CASH_ADVANCE. EXCHANGE_RATE	Cash Advance Exchange Rate	Exchange rate used to convert from the transaction currency to the reimbursement currency	23	
181	CT_CURRENCY. ALPHA_CODE	Cash Advance Currency Alpha Code	Reimbursement currency code using ISO alpha code <b>Format:</b> ISO 3 digit alpha code	3	
182	CT_CURRENCY. NUM_CODE	Cash Advance Currency Numeric Code	Reimbursement currency code using ISO number code	3	
183	CT_CASH_ADVANCE. ISSUED_DATE	Cash Advance Issued Date	Date of issue	10	
184	CT_PAYMENT_CODE_ LANG.NAME	Cash Advance Payment Code Name	Method of paying the employee for this cash advance, for example, Cash, AMEX, and so on	80	
185	Calculated: If journal is joined direct to CT_CASH_ ADVANCE table only, then this is either an <i>Issue</i> or a cash advance <i>Return</i> to the CA administrator; if journal is joined to <i>both</i> a report entry and cash advance then it is an <i>Application</i>	Cash Advance Transaction Type	Type of transaction: 1 = Issue or Return to Administrator 2 = Application, including Cash Advance Return expense within a report 3 = System Cash advance, from balance carry forward	1	
186	CT_CASH_ADVANCE. REQUEST_DATE	Cash Advance Request Date	Date of cash advance request from the detailed cash advance record	10	
187	CT_CASH_ADVANCE. CA_KEY	Cash Advance Key	Unique system key assigned to the cash advance	13	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
188	VIRTUAL_CA_EXTRACT_FIELDS.PMT_METHOD	Cash Advance Payment Method	The method used, either Expense Pay or Other, used for disbursement of the cash advance.  0 = Non-Expense Pay method used for disbursement  1 = Expense Pay method used for disbursement	1	

### Allocation Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
189	CT_ALLOCATION.ALLOC_KEY	Allocation Key	System-generated unique key for this allocation record	13	
190	CT_ALLOCATION.PERCENTAGE	Allocation Percentage	Percent of the report entry assigned to this allocation record	11	
<p><b>Important Note:</b> Allocation custom fields may have no values if the user has not added allocations <i>AND</i> the configuration is not set to provide default values.</p> <ul style="list-style-type: none"> <li>• <b>Option 1 (recommended):</b> Configure the relevant Allocation custom fields to copy down default values from fields on the user's profile, report header, or expense entry. System allocation records created when the user does not edit allocation information will use these default values.</li> <li>• <b>Option 2:</b> If no default values are configured for Allocation custom fields, the AP system must map to an Allocation field's source field to collect data, and not to the Allocation field itself. For example, if Allocation Custom 1 (column 191) represents data set in the Expense Custom1 field (column 83), and the expense entry is not allocated, the AP system must map to column 83 to gather data.</li> </ul>					
191	CT_ALLOCATION.CUSTOM1	Allocation Custom 1	Each segment for the allocation record is stored in one of the custom columns on the allocation form	48	
192	CT_ALLOCATION.CUSTOM2	Allocation Custom 2		48	
193	CT_ALLOCATION.CUSTOM3	Allocation Custom 3		48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
194	CT_ALLOCATION. CUSTOM4	Allocation Custom 4		48	
195	CT_ALLOCATION. CUSTOM5	Allocation Custom 5		48	
196	CT_ALLOCATION. CUSTOM6	Allocation Custom 6		48	
197	CT_ALLOCATION. CUSTOM7	Allocation Custom 7		48	
198	CT_ALLOCATION. CUSTOM8	Allocation Custom 8		48	
199	CT_ALLOCATION. CUSTOM9	Allocation Custom 9		48	
200	CT_ALLOCATION. CUSTOM10	Allocation Custom 10		48	
201	CT_ALLOCATION. CUSTOM11	Allocation Custom 11		48	
202	CT_ALLOCATION. CUSTOM12	Allocation Custom 12		48	
203	CT_ALLOCATION. CUSTOM13	Allocation Custom 13		48	
204	CT_ALLOCATION. CUSTOM14	Allocation Custom 14		48	
205	CT_ALLOCATION. CUSTOM15	Allocation Custom 15		48	
206	CT_ALLOCATION. CUSTOM16	Allocation Custom 16		48	
207	CT_ALLOCATION. CUSTOM17	Allocation Custom 17		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
208	CT_ALLOCATION. CUSTOM18	Allocation Custom 18		48	
209	CT_ALLOCATION. CUSTOM19	Allocation Custom 19		48	
210	CT_ALLOCATION. CUSTOM20	Allocation Custom 20		48	
211	AMT_NET_TAX_TOTAL_ ADJUSTED	Journal Net of Total Adjusted Tax	Journal Net of Total Adjusted Tax <b>NOTE:</b> Calculated at time file is generated	23	

### Travel Allowance Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
212	CT_TA_REIMBURSABLE. MEAL_LODGING_OR_ COMBINED_TYPE	TA Reimb. Meal Lodging or Combined Type	Flag that identifies what type of travel allowance was applied to this entry: M = meals only L = lodging C = combined meals/lodging	1	
213	CT_TA_REIMBURSABLE. DISPLAY_LIMIT	Display Limit	Limit for the reimbursable travel allowance for a single day; if using fixed allowances, this value will not apply <i>*See end of document for additional information</i>	23	
214	CT_TA_ REIMBURSABLE. ALLOWANCE_LIMIT	Allowance Limit	The <b>maximum amount that will be reimbursed for the day</b> . If the company does not use LIMIT configuration, this is null <i>*See end of document for additional information</i>	23	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
215	CT_TA_ REIMBURSABLE. ALLOWABLE_ THRESHOLD	Allowable Threshold	This is the <b>maximum allowed amount for the day</b> . Basically this represents the break point for journal entries. <i>*See end of document for additional information</i>	23	
216	CT_TA_FIXED. MEAL_LODGING_TYPE	TA Fixed Meal Lodging Type	Flag that identifies what type of travel allowance was applied to this entry: M = meals only L = lodging	1	
217	CT_TA_FIXED. BASE_AMOUNT	Base Amount	Base amount of allowance for a single day	23	
218	CT_TA_FIXED. ALLOWANCE_AMOUNT	Allowance Amount	Reimbursement amount of allowance for this travel allowance day; base minus any adjustments for meals provided, first/last day adjustments, or overnight instead of lodging allowance	23	
219	CT_TA_FIXED. OVERNIGHT	TA Fixed Overnight	Y/N flag that identifies if the employee stayed overnight with a friend/ family instead of lodging	1	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
220	CT_TA_FIXED. BREAKFAST_PROVIDED	TA Fixed Breakfast Provided Flag	<p>Flag that identifies if the employee was provided breakfast:</p> <p>NPR = no prorate PRO = prorated TAX = tax receipt</p> <p>Values specific to German Market TA:</p> <p>BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance.</p> <p>CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance.</p> <p>WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance.</p> <p>INC = Incentive meal (Belohnungssessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount.</p> <p>EXT = External activity: The length of the trip determines the action.</p>	3	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
221	CT_TA_FIXED. LUNCH_PROVIDED	TA Fixed Lunch Provided Flag	Flag that identifies if the employee was provided lunch: NPR = no prorate PRO = prorated TAX = tax receipt Values specific to German Market TA: BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance. CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance. WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance. INC = Incentive meal (Belohnungssessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount. EXT = External activity: The length of the trip determines the action.	3	



Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
222	CT_TA_FIXED. DINNER_PROVIDED	TA Fixed Dinner Provided Flag	<p>Flag that identifies if the employee was provided dinner:</p> <p>NPR = no prorate PRO = prorated TAX = tax receipt</p> <p>Values specific to German Market TA:</p> <p>BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance.</p> <p>CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance.</p> <p>WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance.</p> <p>INC = Incentive meal (Belohnungssessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount.</p> <p>EXT = External activity: The length of the trip determines the action.</p>	3	
223	CT_TAX_ALLOCATION_ TOTAL_VIEW.ADJUSTE D_AMOUNT	Total Tax Adjusted Posted Amount	Total Tax Adjusted Posted Amount	23	
224	CT_TAX_ALLOCATION_ TOTAL_VIEW.RECLAIM_ ADJUSTED_AMOUNT	Total Reclaim Adjusted Amount	Total Reclaim Adjusted Amount	23	

**VAT Tax Data**

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
225	CT_TAX_AUTHORITY_ LANG. TAX_AUTHORITY_NAME	Tax Name	Tax authority name	50	
226	CT_TAX_AUTHORITY_ LANG. TAX_LABEL	Tax Authority Label	5-digit code that appears on the expense entry pages	5	
227	CT_REPORT_ENTRY_ TAX.TRANSACTION_ AMOUNT	Report Entry Tax Transaction Amount	Calculated tax amount for this expense in the spend currency	23	
228	CT_REPORT_ENTRY_ TAX.POSTED_AMOUNT	Report Entry Tax Posted Amount	Calculated tax amount for this expense entry in the reimbursement currency	23	
229	CT_REPORT_ENTRY_ TAX.SOURCE	Source	Specifies how the tax data was derived: CARD = Provided from company card USER = Entered by employee SYST = Calculated by system PROC = Entered by processor	4	
230	CT_REPORT_ENTRY_ TAX.RECLAIM_ TRANSACTION_ AMOUNT	Report Entry Tax Reclaim Transaction Amount	Calculated amount of tax eligible for reclaim in the spend currency	23	
231	CT_REPORT_ENTRY_ TAX.RECLAIM_POSTED_ AMOUNT	Report Entry Tax Reclaim Posted Amount	Calculated amount of tax eligible for reclaim in the reimbursement currency	23	
232	CT_REPORT_ENTRY_ TAX.TAX_CODE	Report Entry Tax - Tax Code	Tax code assigned to this tax authority for the expense type entered on the expense entry	20	
233	CT_TAX_CONFIG. RECLAIM_DOMESTIC	Report Entry Tax Reclaim Domestic Flag	Y = this tax configuration is defined as a reclaimable local tax jurisdiction	1	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
234	CT_REPORT_ENTRY_ TAX.ADJUSTED_ AMOUNT	Report Entry Tax Adjusted Amount	Amount of tax based on approved amount, not total in the employees reimbursement currency	23	
235	CT_REPORT_ENTRY_ TAX.RECLAIM_ ADJUSTED_AMOUNT	Report Entry Tax Reclaim Adjusted Amount	Reclaim amount calculated on adjusted tax amount	23	
236	CT_REPORT_ENTRY_ TAX.RECLAIM_CODE	Report Entry Tax Reclaim Code	Reclaim code from the tax definition	20	
237	CT_REPORT_ENTRY_ TAX.RECLAIM_TRANS_ ADJ_AMT	Report Entry Tax Reclaim Trans Adjusted Amount	Amount of tax based on approved amount, not total in spend transaction currency	23	
238	CT_REPORT_ENTRY_ TAX_ALLOC.RECLAIM_ CODE	Report Entry Tax Allocation Reclaim Code	Allocation Reclaim Code	20	

### Assigned Travel Request Data

Col #	Source (table.column)		Description/Format/Source	Max Length	Client Field Definition
239	CT_AUTHORIZATION_ REQUEST.REQUEST_ID	Authorization Request ID	The authorization request identification number	20	
240	<i>Travel Request Inactive:</i> CT_TRAVEL_REQUEST. TR_NAME  <i>Travel Request Active:</i> CT_AUTHORIZATION_ REQUEST.NAME	Travel Request Name	Name given to the travel request assigned to the report	40	
241	CT_AUTHORIZATION_ REQUEST.TOTAL_ POSTED_AMOUNT	Total Posted Amount	Total amount of the assigned travel request in the employees reimbursement currency	23	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Description/Format/Source		Max Length	Client Field Definition
242	CT_AUTHORIZATION_REQUEST.TOTAL_APPROVED_AMOUNT	Total Approved Amount	Total amount approved for the assigned travel request in the employees reimbursement currency	23	
243	CT_AUTHORIZATION_REQUEST.START_DATE	Travel Request Start Date	First day of the trip on the assigned travel request itinerary	10	
244	CT_AUTHORIZATION_REQUEST.END_DATE	Travel Request End Date	Last day of the trip on the assigned travel request itinerary	10	
245	CT_AUTHORIZATION_REQUEST.AUTHORIZED_DATE	Travel Request Authorized Date	Date the assigned travel request was authorized	10	

### Additional Data

Col #	Source (table.column)	Description/Format/Source		Max Length	Client Field Definition
VAT Data					
246	CT_REPORT_ENTRY. TOTAL_TAX_POSTED_ AMOUNT	Report Entry Total Tax Posted Amount	The sum of the tax calculated based on the expense amount	23	
247	CT_REPORT_ENTRY_ VIEW.NET_TAX_ AMOUNT	Net Tax Amount	Calculated as Posted Amount <i>minus</i> Total Tax Posted Amount	23	
248	CT_REPORT_ENTRY. TOTAL_RECLAIM_ ADJUSTED_AMOUNT	Report Entry Total Reclaim Adjusted Amount	The sum of the reclaimable tax amount calculated from the Total Tax Adjusted Amount	23	
249	CT_REPORT_ENTRY_ VIEW.NET_RECLAIM_ ADJUSTED_AMOUNT	Net Adjusted Reclaim Amount	Calculated as Approved Amount <i>minus</i> Total Reclaim Adjusted Amount	23	
Report Entry Data					
250	CT_PAYMENT_TYPE_ LANG	Payment Type	Report entry payment type name	64	

## Company Bill Statements Section

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
251	CT_CARD_PROGRAM_ TYPE_TYPE_CODE	Card Program Type Code	The code used to identify the card's program type	5	
252	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ START_DATE	Statement Period Start Date	The date of the start of the statement period <b>Format:</b> YYYY-MM-DD	8	
253	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ END_DATE	Statement Period End Date	The date of the end of the statement period <b>Format:</b> YYYY-MM-DD	8	

## Expense Pay Data

Col #	Source (table.column)		Description/Format/Source	Max Length	Client Field Definition
254	CT_EFT_PAYOR_ ACCOUNT.CASH_ ACCOUNT_CODE	Cash Account Code	The Cash Account Code assigned to the funding account paying this entry	48	
255	CT_EFT_PAYOR_ ACCOUNT.LIABILITY_ ACCOUNT_CODE	Liability Account Code	The Liability Account Code assigned to the funding account paying this entry	48	
256	N/A	Estimated Payment Date	Date Format (YYYY/MM/DD) Assigned = four weekdays after the scheduled send date; note this doesn't need to account for banking holidays Sent = four weekdays after the sent date; note this doesn't need to account for banking holidays Confirmed = the estimated payment date indicated by the Expense Payment Engine Aborted = blank Failed Account = blank Pending Confirmation = blank		

## Section 7: Detailed Transactions

\*The table below details the field population based on configuration of the following CT\_TA\_REIMBURSABLE. table columns (rows 213, 214, and 215):

Configuration	DISPLAY_LIMIT	ALLOWANCE_LIMIT	ALLOWABLE_THRESHOLD
No Limit/Single Rate (co <u>or</u> govt)	Rate amount	Null	Rate amount
Limit/Single Rate (co <u>or</u> govt)	Rate amount	Rate amount	Null
No Limit/Two Rates (co <u>and</u> govt)	Company rate amount	Null	Government rate amount
Limit/Two Rates (co <u>and</u> govt)	Company rate amount	Company rate amount	Government rate amount

## Section 8: Appendix 1: Balance Due Management

The Balance Due Management option provides a tool for tracking balances due from employees to the company, and for collecting those funds against future reports.

### How It Works

When activated, an expense report with a balance due to the company from the employee will generate an internal tracking record for that balance due to the company. A subsequent report with an amount due the employee from the company will automatically have this balance applied at the point in time that the processor approves the report for payment, netting out the amount due to the employee against the amount remaining that is due to the company from the prior report.

If the outstanding amount due company is not fully utilized, the remaining balance continues to be tracked and applied to another future report. If a report with an applied balance tracking record is recalled, the balance tracking amount is removed from the report and may then subsequently be re-applied when that report is again approved by the processor.

### What the User Sees

The employee will see a new row on the report totals page for a report with a balance due applied so that they can see why the cash due to the employee has been reduced.

If for some reason the balance tracking record needs to be adjusted – perhaps the employee has paid the amount to the company – the cash advance administrator may record the amount paid against that balance and thus reduce the outstanding balance. (See September 2012 release notes for how to allow the cash advance administrator to record a return.)

The information on the internal balance tracking record creation (issuance) can be included in the standard accounting extract by configuring it to include cash advance records. The data will appear in a record similar to a normal cash advance with three specific differences:

- **Report ID** field will identify the report that generated the balance due to the company
- **Report Key** will also identify that same report
- **Cash Advance Transaction Type** will be **3**

The following example demonstrates key fields in the accounting extract for a balance tracking record and a traditional cash advance issuance record, both for 50.00:

Report ID	Report Key	Journal Key	Expense Key	Description	Payer	Payee	Amount	Account Code	DR / CR	Cash Advance transaction Type	Cash Advance Request Amount
7CECDDC0E40 040CBA23C	10004	100000		Balance tracking issuance record	COMP	EMPL	50	Employee cash advance clearing account	DR	3	50
		100001		Regular Cash advance issuance journal entry	COMP	EMPL	50	Employee cash advance clearing account	DR	1	50

The application of the balance tracking record will also impact the financial extract, and will show information about the source of the funds used to net against the amount due employee. This is always included, and is not controlled by the inclusion of cash advance records.

The following example demonstrates the key information in the expense journal records when a cash advance or balance due record is utilized as payment for the amount due employee:

Report ID	Report Key	Journal Key	Expense Key	Description	Payer	Payee	Amount	Account Code	DR / CR	Cash Advance transaction Type	Cash Advance Request Amount
7CECDDC0E40 040CBA23C	10004	100000		Balance tracking issuance record	COMP	EMPL	50	Employee cash advance clearing account	DR	3	50
247277D7922 44886A69C	10006	100053	100003	Expense 1 - Dinner - standard journal entry part 1	COMP	EMPL	50	Dinner account code	DR		



Report ID	Report Key	Journal Key	Expense Key	Description	Payer	Payee	Amount	Account Code	DR/ CR	Cash Advance transaction Type	Cash Advance Request Amount
247277D7922 44886A69C	10006	100054	100003	Expense 1 - standard journal entry - part 2	COMP	EMPL	20	Dinner account code	CR		

### Configuring the Balance Due Management Feature

The balance due tracking feature may be enabled per policy, so that reports under that policy will generate a balance tracking record for application on any future report (regardless of policy).

Clients wishing to activate this option should first ensure that their financial systems receiving the data from Concur Expense are prepared for the new information. When they are ready to activate the tracking, they work with Concur Client Support to identify the policies for which to activate the balance due tracking.



To edit, refer to the *Expense: Policies Setup Guide*.

## Section 9: Appendix 2: Cash Advance Issuance Records

The Cash Advance issuance record may be optionally included in the Standard Accounting Extract and any other financial extracts. This allows for company processes where the issuance is executed outside of Concur or via the data coming from Concur to the financial systems.

There are some special circumstances that have unique handling:

1. **Cash Advance Issuance paid via Expense Pay.** If the employee is reimbursed for expense reports via Concur's payment services such as Expense Pay, then the cash advance issuance may also optionally be paid via the same service.
2. **Cash Advance Issuance via CBCP ATM Withdrawal.** When a cardholder obtains an ATM cash advance via their company card and the payment type of that card is **CBCP**, the event creates an issuance record for the

financial extract. These cash advance issuance records may be included in the financial extracts so that they are tracked within the financial systems.

3. **Cash Advance Issuance via IBCP ATM Withdrawal.** When a cardholder obtains an ATM cash advance via their company card and the payment type of that card is IBCP, the event creates NO liability for the company within Concur as the employee is responsible for repayment of the advance. Because of that, there is no cash advance issuance record included in the financial extracts.

There will be one issuance record for a cash advance issued within Concur. The issuance record can be identified by the Cash Advance Transaction Type which will always be a '1'. The Payer is the Company and the Payee is the Employee. The Journal Amount is a DR transaction in the reimbursement currency. The Cash Advance Amount is the amount of the cash advance in the currency of issuance. The Account Code is the clearing account code which was configured for the employee in the profile.

[61] entry_id	[64] Entry Transaction Date	[63] Expense Type	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1121	7/10/2015	Cash Advance	REG	COMPANY	EMPLOYEE	\$300.00	DR	5009990	300.00	1

For the same example, but for cash issued as an ATM cash withdrawal for a CBCP company card, the record is similar. The data on the ATM withdrawal transaction will appear in the first scheduled extract after the credit card cash advance transaction has been loaded to Concur from the card supplier. The Account Code in this case is the clearing account code which was configured for the CBCP corporate card payment type.

[61] entry_id	[64] Entry Transaction Date	[63] Expense Type	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1121	7/10/2015	Cash Advance	REG	COMPANY	CBCP CORP	\$300.00	DR	1009990	300.00	1

## Application Extract for Cash Advance

The application of a cash advance will include offsetting records to recover the cash advance. Consider this example:

The user has received a \$300 cash advance issued through Concur. In the course of travel, the user incurs the following cash expenses: 245.00 on a rental car, \$67 on a business meal and \$10 on parking. The user assigns the \$300 cash advance to an expense report, enters the three cash expenses and submits. The expenses are not itemized. The expenses are legitimate business expenses.

The application phase of this case will create five records in the standard accounting extract file. Three of the records will cover the three cash out-of-pocket transactions. These three transactions are handled in the same way all cash, out-of-pocket transactions are handled. The two additional records are unique to an expense report containing a Cash Advance. The system will attempt to recover the cash advance amount from the employee by creating credit records against the cash transactions until the total of the cash advance is recovered. In this example, the first cash advance record (entry\_id 1243) credits the entire \$245 of its companion record (entry\_id 1240). That still leaves \$55 of the cash advance unrecovered. Another credit record (entry\_id 1244) for \$55 will be created against the next companion cash expense record (entry\_id 1241). At this point, the \$300 cash advance has been recovered. The credit journal amounts have the effect of offsetting the total amount due the employee by the amount of the cash advance.

These offset records will have the following characteristics: the Payer is the employee; the Payee is the company. The Debit/Credit indicator will always be 'CR'. The Cash Advance Amount field will always contain the total of the cash advances applied to the expense report. The Cash Advance Transaction Type will be a '2'. The employee will receive the net of the total cash expenses less the cash advance amount; in this example, \$22.

[61] entry_id	[64] Entry Transaction Date	[70] Vendor Name	[63] Expense Type	[68] Is Personal	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1240	7/24/2015	AVIS	Rental Car	N	REG	COMPANY	EMPLOYEE	\$245.00	DR	7271008		
1241	7/25/2015	MORTONS	Business Meal	N	REG	COMPANY	EMPLOYEE	\$67.00	DR	7271110		
1242	7/25/2015		Parking	N	REG	COMPANY	EMPLOYEE	\$10.00	DR	7271005		
1243	7/24/2015	AVIS	Rental Car	N	REG	EMPLOYEE	COMPANY	-\$245.00	CR	5009990	\$300.00	2
1244	7/25/2015	MORTONS	Business Meal	N	REG	EMPLOYEE	COMPANY	-\$55.00	CR	5009990	\$300.00	2

