

# **Concur Expense: Standard Accounting Extract, Version 3 Specification**

**Last Revised: March 1, 2022**

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
March 1, 2022	<p>Clarified that changes to Account Codes during the processing of a report do not automatically update in an expense report but instead retain their value at the time of creation of the expense in the report</p> <p>Minor changes:</p> <ul style="list-style-type: none"> <li>• Correction from Numeric to Alphanumeric for several data fields</li> <li>• Correction to field name, column 145</li> <li>• Correction to Data Type and Max Length, column 150</li> </ul>
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
August 20, 2021	<p>Functional change:</p> <p>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.</p>
May 22, 2021	<p>Added this Revision History table row acknowledging a previous edit to this guide:</p> <p>Col #150 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUMBER) changed from numeric to alphanumeric</p>
January 8, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
November 2, 2020	<p>Minor change:</p> <p>Col #150 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUM) changed to (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUMBER)</p>
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	<p>Minor change:</p> <p>Col #150 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUM) changed from 15 chars to 32 chars</p>
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 27, 2018	Added the RR code to column 321
April 19, 2018	The Merchant Name field is changed from 50 character to 128 character.

Date	Notes / Comments / Changes
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
October 14, 2017	Updated sources for <b>Merchant Tax ID</b> field
September 5, 2017	Added 260, CT_ALLOCATION.IS_HIDDEN
August 14, 2017	Correction to information about Allocation fields as entered January 11 2017
March 20, 2017	Change Data Type for column 257 Funding Trace from Date to Character
February 1, 2017	Added information to the Appendix about how the system prioritizes when offsetting a Cash Advance issued balance against multiple expense entries
January 11, 2017	Added note that the <b>Allocation</b> field is hidden when the entry is unallocated
July 6, 2016	Corrections to selected fields
June 17, 2016	Addition a new field to VAT Tax Data section: <ul style="list-style-type: none"> <li>CT_REPORT_ENTRY.MERCHANT_TAX_ID</li> </ul>
April 18, 2016	Added information specifying when data types are saved: either on Save action or on actual time of extract generation Addition of two new fields to Report Data section: <ul style="list-style-type: none"> <li>CT_REPORT.START_DATE</li> <li>CT_REPORT.END_DATE</li> </ul>
February 19, 2016	Clarified that these two fields are EFT / ACH, to facilitate searches for either EFT or ACH: <ul style="list-style-type: none"> <li>CT_EMP_BANK_ACCOUNT.ACCOUNT_NUMBER</li> <li>CT_EMP_BANK_ACCOUNT.ROUTING_NUMBER</li> </ul>
January 22, 2016	Changed from book "chapters" to stand-alone guides; no content changes
January 15, 2016	Added information about the data types for the various fields; this process will take place over several months
August 19, 2015	Addition of: <ul style="list-style-type: none"> <li>Appendix 2: Cash Advance Issuance Records</li> <li>The Report Entry XML Receipt Supplier Tax ID field in position 342</li> </ul>
June 26, 2015	UUID field is a 36 character limit stored as Binary (16)
May 7, 2015	Copyright and formatting changes; no other content changes
December 16, 2014	New chapter for this manual



## Standard Accounting Extract, Version 3

**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	log1-log2-log3-log4-log5-log6-log7-log8-log9-log10-log11-log12-log13-log14-log15-log16-log17-log18-log19-log20-log21-log22-log23-log24-log25-log26-log27-log28-log29-log30-log31-log32-log33-log34-log35-log36-log37-log38-log39-log40-log41-log42-log43-log44-log45-log46-log47-log48-log49-log50-log51-log52-log53-log54-log55-log56-log57-log58-log59-log60-log61-log62-log63-log64-log65-log66-log67-log68-log69-log70-log71-log72-log73-log74-log75-log76-log77-log78-log79-log80-log81-log82-log83-log84-log85-log86-log87-log88-log89-log90-log91-log92-log93-log94-log95-log96-log97-log98-log99-log100-log101-log102-log103-log104-log105-log106-log107-log108-log109-log110-log111-log112-log113-log114-log115-log116-log117-log118-log119-log120-log121-log122-log123-log124-log125-log126-log127-log128-log129-log130-log131-log132-log133-log134-log135-log136-log137-log138-log139-log140-log141-log142-log143-log144-log145-log146-log147-log148-log149-log150-log151-log152-log153-log154-log155-log156-log157-log158-log159-log160-log161-log162-log163-log164-log165-log166-log167-log168-log169-log170-log171-log172-log173-log174-log175-log176-log177-log178-log179-log180-log181-log182-log183-log184-log185-log186-log187-log188-log189-log190-log191-log192-log193-log194-log195-log196-log197-log198-log199-log200-log201-log202-log203-log204-log205-log206-log207-log208-log209-log210-log211-log212-log213-log214-log215-log216-log217-log218-log219-log220-log221-log222-log223-log224-log225-log226-log227-log228-log229-log230-log231-log232-log233-log234-log235-log236-log237-log238-log239-log240-log241-log242-log243-log244-log245-log246-log247-log248-log249-log250-log251-log252-log253-log254-log255-log256-log257-log258-log259-log260-log261-log262-log263-log264-log265-log266-log267-log268-log269-log270-log271-log272-log273-log274-log275-log276-log277-log278-log279-log280-log281-log282-log283-log284-log285-log286-log287-log288-log289-log290-log291-log292-log293-log294-log295-log296-log297-log298-log299-log300-log301-log302-log303-log304-log305-log306-log307-log308-log309-log310-log311-log312-log313-log314-log315-log316-log317-log318-log319-log320-log321-log322-log323-log324-log325-log326-log327-log328-log329-log330-log331-log332-log333-log334-log335-log336-log337-log338-log339-log340-log341-log342-log343-log344-log345-log346-log347-log348-log349-log350-log351-log352-log353-log354-log355-log356-log357-log358-log359-log360-log361-log362-log363-log364-log365-log366-log367-log368-log369-log370-log371-log372-log373-log374-log375-log376-log377-log378-log379-log380-log381-log382-log383-log384-log385-log386-log387-log388-log389-log390-log391-log392-log393-log394-log395-log396-log397-log398-log399-log400-log401-log402-log403-log404-log405-log406-log407-log408-log409-log410-log411-log412-log413-log414-log415-log416-log417-log418-log419-log420-log421-log422-log423-log424-log425-log426-log427-log428-log429-log430-log431-log432-log433-log434-log435-log436-log437-log438-log439-log440-log441-log442-log443-log444-log445-log446-log447-log448-log449-log450-log451-log452-log453-log454-log455-log456-log457-log458-log459-log460-log461-log462-log463-log464-log465-log466-log467-log468-log469-log470-log471-log472-log473-log474-log475-log476-log477-log478-log479-log480-log481-log482-log483-log484-log485-log486-log487-log488-log489-log490-log491-log492-log493-log494-log495-log496-log497-log498-log499-log500-log501-log502-log503-log504-log505-log506-log507-log508-log509-log510-log511-log512-log513-log514-log515-log516-log517-log518-log519-log520-log521-log522-log523-log524-log525-log526-log527-log528-log529-log530-log531-log532-log533-log534-log535-log536-log537-log538-log539-log540-log541-log542-log543-log544-log545-log546-log547-log548-log549-log550-log551-log552-log553-log554-log555-log556-log557-log558-log559-log560-log561-log562-log563-log564-log565-log566-log567-log568-log569-log570-log571-log572-log573-log574-log575-log576-log577-log578-log579-log580-log581-log582-log583-log584-log585-log586-log587-log588-log589-log590-log591-log592-log593-log594-log595-log596-log597-log598-log599-log600-log601-log602-log603-log604-log605-log606-log607-log608-log609-log610-log611-log612-log613-log614-log615-log616-log617-log618-log619-log620-log621-log622-log623-log624-log625-log626-log627-log628-log629-log630-log631-log632-log633-log634-log635-log636-log637-log638-log639-log640-log641-log642-log643-log644-log645-log646-log647-log648-log649-log650-log651-log652-log653-log654-log655-log656-log657-log658-log659-log660-log661-log662-log663-log664-log665-log666-log667-log668-log669-log670-log671-log672-log673-log674-log675-log676-log677-log678-log679-log680-log681-log682-log683-log684-log685-log686-log687-log688-log689-log690-log691-log692-log693-log694-log695-log696-log697-log698-log699-log700-log701-log702-log703-log704-log705-log706-log707-log708-log709-log710-log711-log712-log713-log714-log715-log716-log717-log718-log719-log720-log721-log722-log723-log724-log725-log726-log727-log728-log729-log730-log731-log732-log733-log734-log735-log736-log737-log738-log739-log740-log741-log742-log743-log744-log745-log746-log747-log748-log749-log750-log751-log752-log753-log754-log755-log756-log757-log758-log759-log760-log761-log762-log763-log764-log765-log766-log767-log768-log769-log770-log771-log772-log773-log774-log775-log776-log777-log778-log779-log780-log781-log782-log783-log784-log785-log786-log787-log788-log789-log790-log791-log792-log793-log794-log795-log796-log797-log798-log799-log800-log801-log802-log803-log804-log805-log806-log807-log808-log809-log810-log811-log812-log813-log814-log815-log816-log817-log818-log819-log820-log821-log822-log823-log824-log825-log826-log827-log828-log829-log830-log831-log832-log833-log834-log835-log836-log837-log838-log839-log840-log841-log842-log843-log844-log845-log846-log847-log848-log849-log850-log851-log852-log853-log854-log855-log856-log857-log858-log859-log860-log861-log862-log863-log864-log865-log866-log867-log868-log869-log870-log871-log872-log873-log874-log875-log876-log877-log878-log879-log880-log881-log882-log883-log884-log885-log886-log887-log888-log889-log890-log891-log892-log893-log894-log895-log896-log897-log898-log899-log900-log901-log902-log903-log904-log905-log906-log907-log908-log909-log910-log911-log912-log913-log914-log915-log916-log917-log918-log919-log920-log921-log922-log923-log924-log925-log926-log927-log928-log929-log930-log931-log932-log933-log934-log935-log936-log937-log938-log939-log940-log941-log942-log943-log944-log945-log946-log947-log948-log949-log950-log951-log952-log953-log954-log955-log956-log957-log958-log959-log960-log961-log962-log963-log964-log965-log966-log967-log968-log969-log970-log971-log972-log973-log974-log975-log976-log977-log978-log979-log980-log981-log982-log983-log984-log985-log986-log987-log988-log989-log990-log991-log992-log993-log994-log995-log996-log997-log998-log999-log1000-log1001-log1002-log1003-log1004-log1005-log1006-log1007-log1008-log1009-log1010-log1011-log1012-log1013-log1014-log1015-log1016-log1017-log1018-log1019-log1020-log1021	2023-01-01 00:00:00	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 Concur to the client is encrypted in transit to prevent exposure of sensitive information.

## Extract File Contents

The extract file contains the following:

- |                          |                               |                                      |                           |
|--------------------------|-------------------------------|--------------------------------------|---------------------------|
| • Batch Constants        | • Journal Level Data          | • Assigned Travel Request Level Data | • Report Level Data       |
| • Employee Level Data    | • Car Mileage Level Data      | • Additional VAT Tax Level Data      | • Cash Advance Level Data |
| • Report Level Data      | • Cash Advance Level Data     | • Company Bill Statement Level Data  | • Report Entry Level Data |
| • Entry Level Data       | • Allocation Level Data       | • Expense Pay Level Data             | • VAT Tax Level Data      |
| • Credit Card Level Data | • Travel Allowance Level Data | • Employee Level Data                | • Request Level Data      |
| • Entry Level Data       | • Tax Level Data              |                                      |                           |

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.

## At What Point In Time is Data Saved for SAE Purposes?

There are two actions that save extract data in the file. These actions are either upon Processor approval of the expense report, or on extraction of the report data when the job is run. Different data types (Batch, Report, etc.) update based one of these actions, but not both.



For this reason, it is important to understand which data types will retain changes based on the action you take:

- Changes to the data types listed below are saved at the point in time when the extract is generated:
  - ◆ File Header
  - ◆ Batch Data
  - ◆ Employee Data
- Changes to all other data types are saved when the expense report is approved by the Processor.
- Changes to the account code, however, are not saved but instead reflect the account code *at the time of expense creation*.

Since Employee data is saved on extraction, changes you make to this data type prior to extract do not need to be saved – they will be reflected in the client's financial system. Conversely, changes made to Report, Entry, Journal, and other data types will never be seen unless the report has been submitted by the traveler, approved by management (if required), and been approved by the Processor. A save action is performed on the report after the change but before extract – these data types do not auto-save when the data is extracted.

### EXAMPLE

Assume an expense report with a Taxi expense approved by the Processor one week ago. The Taxi account code assignment is 123 and the report owner's Cost Center is ABC, all saved to the header and allocation at that time. One week later, and the Taxi account code is changed to 456 and the Cost Center to DEF.

The result of the extract given this scenario is that Account Code 123 and Cost Center ABC are retained. However, for all EMPLOYEE data types (the report owner's data), the new value of 456 is honored, meaning the report owner's Cost Center value is updated on extraction since that was that value at the time of extraction.

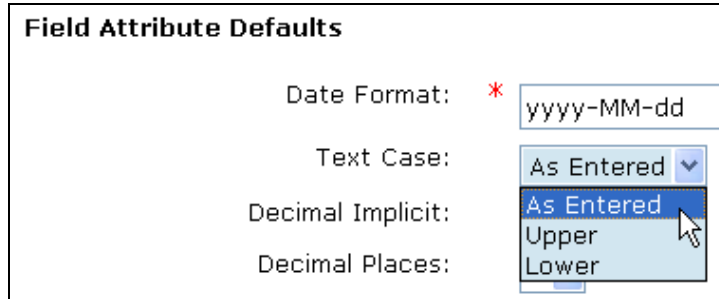
### SPECIAL CASE – ACCOUNT CODES

Account codes present a special case as they are journal data and will *not* update after the point of expense creation. In the example above, the account code change is reflected on any expense added *after* the account code change, but not to the existing expense created before the change, under the "old" account code. This would mean a second Taxi expense would adopt the updated account code while the earlier Taxi expense would retain the earlier account code.

## 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", "Upper", and "Lower"; and "Decimal Places:" with a text box. 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:

**Field Attribute Defaults**

Date Format: \* yyyy-MM-dd

Text Case: As Entered ▼

Decimal Implicit: ☐

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.*

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**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.

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## Section 6: File Header

Col #	Source (table.column)	Description/Data Type/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. <b>Data type:</b> Alphanumeric	7	
2	Batch Date	Batch Date <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
3	Record Count	Count of the detail records in the file <b>Data type:</b> Numeric <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>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field <b>Source:</b> Calculated when file is created	23	
5	Batch ID	Batch ID <b>Data type:</b> Numeric <b>Format:</b> Starts with number 1 and increments sequentially	13	

## Section 7: Detailed Transactions

### Batch Data

Col #	Source (table.column)	Description/Data Type/Format/Source	Max Length	Client Field Definition
1	Constant	The value "DETAIL" will be inserted into the first position of the extract <b>Data type:</b> Alphanumeric	6	
2	BatchID	Batch ID <b>Data type:</b> Numeric <b>Format:</b> Starts with number 1 and increments sequentially	13	
3	BatchDate	Batch Date <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
4	SequenceNumber	Line number of each detail row <b>Data type:</b> Numeric <b>Source:</b> Calculated when file is created	n/a	

### Employee Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
5	CT_EMPLOYEE. EMP_ID	Employee ID	Employee ID <b>Data type:</b> Alphanumeric <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 <b>Data type:</b> Alphanumeric	32	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
7	CT_EMPLOYEE. FIRST_NAME	Employee First Name	Employee first name <b>Data type:</b> Alphanumeric	32	
8	CT_EMPLOYEE. MI	Middle Initial	Employee middle initial <b>Data type:</b> Alphanumeric	1	
9	CT_EMPLOYEE. CUSTOM21	Employee Custom 21	Employee group ID <b>Data type:</b> Custom field; client defined	48	
10	CT_EMPLOYEE. ORG_UNIT1	Employee Org Unit 1	Employee Organization Unit Custom Value 1 <b>Data type:</b> Custom field; client defined	48	
11	CT_EMPLOYEE. ORG_UNIT2	Employee Org Unit 2	Employee Organization Unit Custom Value 2 <b>Data type:</b> Custom field; client defined	48	
12	CT_EMPLOYEE. ORG_UNIT3	Employee Org Unit 3	Employee Organization Unit Custom Value 3 <b>Data type:</b> Custom field; client defined	48	
13	CT_EMPLOYEE. ORG_UNIT4	Employee Org Unit 4	Employee Organization Unit Custom Value 4 <b>Data type:</b> Custom field; client defined	48	
14	CT_EMPLOYEE. ORG_UNIT5	Employee Org Unit 5	Employee Organization Unit Custom Value 5 <b>Data type:</b> Custom field; client defined	48	
15	CT_EMPLOYEE. ORG_UNIT6	Employee Org Unit 6	Employee Organization Unit Custom Value 6 <b>Data type:</b> Custom field; client defined	48	
16	CT_EMP_BANK_ ACCOUNT.ACCOUNT_ NUMBER	(EFT) / ACH Bank Account Number	RESERVED for bank account number for electronic funds transfer <b>Data type:</b> Alphanumeric <b>NOTE:</b> For security purposes, this information will not be included unless specifically requested. This value is generally only visible to the employee in their profile. It may be populated by the employee directly into their profile or via employee import.	100	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
17	CT_EMP_BANK_ACCOUNT.ROUTING_NUMBER	(EFT) / ACH Bank Routing Number	RESERVED for bank routing number for electronic funds transfer <b>Data type:</b> Alphanumeric <b>NOTE:</b> For security purposes, this information will not be included unless specifically requested. This value is generally only visible to the employee in their profile. It may be populated by the employee directly into their profile or via employee import.	100	
18	AMT_NET_TAX_TOTAL_RECLAIM	Journal Net of Total Adjusted Reclaim Tax	This is the Gross Journal amount subtracting reclaimable tax. Or the Net Journal amount adding non-reclaimable tax. <b>NOTE:</b> Calculated at the time the field is generated. <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	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/Data Type/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>Data type:</b> Alphanumeric <b>Format:</b> Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.	32	
20	CT_REPORT. RPT_KEY	Report Key	Report key on the report – unique id generated by the system <b>Data type:</b> Numeric <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 <b>Data type:</b> Alphanumeric	20	
22	CT_CURRENCY. ALPHA_CODE	Employee Default Currency Alpha Code	Reimbursement currency in ISO alpha format <b>Data type:</b> Alphanumeric <b>Format:</b> 3-character alpha code	3	
23	CT_COUNTRY_LANG. NAME	Report Home Country Name	Home country name (localized for ledger language) for this employee <b>Data type:</b> Alphanumeric	64	
24	CT_REPORT. SUBMIT_DATE	Report Submit Date	Date/Time the employee submitted the report for approval <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
25	CT_REPORT. USER_DEFINED_DATE	Report User Defined Date	Custom date/time specified by user <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
26	CT_REPORT. RPT_PAYMENT_ PROCESSING_DATE	Report Payment Processing Date	The date that the report completed all approvals and was ready to be extracted for payment <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
27	CT_REPORT. NAME	Report Name	Report name assigned by employee <b>Data type:</b> Alphanumeric	40	
28	CT_REPORT. IMAGE_REQUIRED	Report Image Required Flag	If Y, then this report met the criteria to require an image to be sent. <b>Data type:</b> Alphanumeric <b>Format:</b> Y/N	1	
29	CT_REPORT. HAS_VAT_ENTRY	Report Has VAT Entry	If Y, then this report has at least one expense with VAT data <b>Data type:</b> Alphanumeric <b>Format:</b> Y/N	1	
30	CT_REPORT. HAS_TA_ENTRY	Report Has TA Entry	If Y, then this report has at least one expense with travel allowance data <b>Data type:</b> Alphanumeric <b>Format:</b> Y/N	1	
31	CT_REPORT_VIEW. TOTAL_POSTED_ AMOUNT	Report Total Posted Amount	Report Total Posted amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
32	CT_REPORT_VIEW. TOTAL_APPROVED_ AMOUNT	Report Total Approved Amount	Report Total Approved amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
33	CT_POLICY_LANG. NAME	Report Policy Name	Report Policy Name <b>Data type:</b> Alphanumeric	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>Data type:</b> 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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
37	CT_REPORT. ORG_UNIT_3	Report Org Unit 3	<b>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
41	CT_REPORT. CUSTOM1	Report Custom 1	<p>When the custom 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>Data type:</b> Custom field; client defined</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	
42	CT_REPORT. CUSTOM2	Report Custom 2	<p><b>Data type:</b> Custom field; client defined</p> <p><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</p>	48	
43	CT_REPORT. CUSTOM3	Report Custom 3	<p><b>Data type:</b> Custom field; client defined</p> <p>Value copied down from Employee Custom field of the corresponding number.</p>	48	
44	CT_REPORT. CUSTOM4	Report Custom 4	<p><b>Data type:</b> Custom field; client defined</p> <p>Value copied down from Employee Custom field of the corresponding number.</p>	48	
45	CT_REPORT. CUSTOM5	Report Custom 5	<p><b>Data type:</b> Custom field; client defined</p> <p>Value copied down from Employee Custom field of the corresponding number.</p>	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
46	CT_REPORT. CUSTOM6	Report Custom 6	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
47	CT_REPORT. CUSTOM7	Report Custom 7	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
48	CT_REPORT. CUSTOM8	Report Custom 8	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
49	CT_REPORT. CUSTOM9	Report Custom 9	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
50	CT_REPORT. CUSTOM10	Report Custom 10	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
51	CT_REPORT. CUSTOM11	Report Custom 11	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
52	CT_REPORT. CUSTOM12	Report Custom 12	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
53	CT_REPORT. CUSTOM13	Report Custom 13	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
54	CT_REPORT. CUSTOM14	Report Custom 14	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
55	CT_REPORT. CUSTOM15	Report Custom 15	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
56	CT_REPORT. CUSTOM16	Report Custom 16	<b>Data type:</b> Custom field; client defined 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>Data type:</b> Custom field; client defined <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	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
59	CT_REPORT. CUSTOM19	Report Custom 19	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
60	CT_REPORT. CUSTOM20	Report Custom 20	<b>Data type:</b> Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	

## Report Entry Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
61	CT_REPORT_ENTRY. RPE_KEY	Report Entry Id	Report entry unique key <b>Data type:</b> Numeric	13	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
62	CT_REPORT_ENTRY. TRANSACTION_TYPE	Report Entry Transaction Type	Indicates the type of expense entry: <ul style="list-style-type: none"> <li>REG = Regular, non-itemized or allocated entry</li> <li>CHD = Child entry for itemization</li> </ul> Parent entries (the top-level itemized or allocated entry that includes child entries) are not included. <b>Data type:</b> Alphanumeric	3	
63	CT_EXPENSE_TYPE_ LANG.NAME	Report Entry Expense Type Name	Expense type name <b>Data type:</b> Alphanumeric	64	
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) <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	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>Data type:</b> Alphanumeric <b>Format:</b> 3-character 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 <b>Data type:</b> Numeric	23	
67	CT_REPORT_ENTRY. EXCHANGE_RATE_ DIRECTION	Report Entry Exchange Rate Direction	Either: <ul style="list-style-type: none"> <li>M = Multiply</li> <li>D = Divide</li> </ul> <b>Data type:</b> Alphanumeric	1	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
68	CT_REPORT_ENTRY. IS_PERSONAL	Report Entry Is Personal Flag	Flag to indicate if this expense line is a personal amount <b>Data type:</b> Alphanumeric <b>Format:</b> Y/N	1	
69	CT_REPORT_ENTRY. DESCRIPTION	Report Entry Description	Expense description as entered by the employee <b>Data type:</b> Alphanumeric	64	
70	CT_LIST_ITEM_LANG. VALUE	Report Entry Vendor Name	Vendor name <b>Data type:</b> Alphanumeric	64	
71	CT_REPORT_ENTRY. VENDOR_DESCRIPTION	Report Entry Vendor Description	Vendor description <b>Data type:</b> Alphanumeric	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>Data type:</b> Alphanumeric <b>Format:</b> Y/N	1	
73	CT_REPORT_ENTRY. RECEIPT_TYPE	Report Entry Receipt Type	One of these: <ul style="list-style-type: none"> <li>• T = Tax receipt</li> <li>• R = Regular receipt</li> <li>• N = No receipt</li> </ul> <b>Data type:</b> Alphanumeric	1	
74	TOTAL_EMPLOYEE_ ATTENDEE	Total Employee Attendee	Number of attendees that were type <i>Employee</i> or <i>This Employee</i> (count includes both) <b>Data type:</b> Numeric <b>Source:</b> Calculated at time file is generated	23	
75	TOTAL_SPOUSE_ ATTENDEE	Total Spouse Attendee	Number of attendees that were type <i>Spouse</i> <b>Data type:</b> Numeric <b>Source:</b> Calculated at time file is generated	23	



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
76	TOTAL_BUSINESS_ATTENDEE	Total Business Attendee	Number of attendees that were type <i>Business Guest</i> <b>Data type:</b> Numeric <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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	

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Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
82	CT_REPORT_ENTRY. ORG_UNIT_6	Report Entry Org Unit 6	<b>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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/Data Type/Format/Source	Max Length	Client Field Definition
88	CT_REPORT_ENTRY. CUSTOM6	Report Entry Custom 6	<b>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
92	CT_REPORT_ENTRY. CUSTOM10	Report Entry Custom 10	(CES Standard – Project) <b>Data type:</b> Custom field; client defined	48	
93	CT_REPORT_ENTRY. CUSTOM11	Report Entry Custom 11	<b>Data type:</b> Custom field; client defined <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	<b>Data type:</b> Custom field; client defined <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/Data Type/Format/Source	Max Length	Client Field Definition
95	CT_REPORT_ENTRY. CUSTOM13	Report Entry Custom 13	<b>Data type:</b> Custom field; client defined <b>Format:</b> 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	<b>Data type:</b> Custom field; client defined <b>Format:</b> 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	<b>Data type:</b> Custom field; client defined <b>Format:</b> 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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <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/Data Type/Format/Source	Max Length	Client Field Definition
101	CT_REPORT_ENTRY. CUSTOM19	Report Entry Custom 19	<b>Data type:</b> Custom field; client defined <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>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
103	CT_REPORT_ENTRY. CUSTOM21	Report Entry Custom 21	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
104	CT_REPORT_ENTRY. CUSTOM22	Report Entry Custom 22	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
105	CT_REPORT_ENTRY. CUSTOM23	Report Entry Custom 23	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
106	CT_REPORT_ENTRY. CUSTOM24	Report Entry Custom 24	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

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Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
107	CT_REPORT_ENTRY. CUSTOM25	Report Entry Custom 25	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
108	CT_REPORT_ENTRY. CUSTOM26	Report Entry Custom 26	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
109	CT_REPORT_ENTRY. CUSTOM27	Report Entry Custom 27	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
110	CT_REPORT_ENTRY. CUSTOM28	Report Entry Custom 28	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
111	CT_REPORT_ENTRY. CUSTOM29	Report Entry Custom 29	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
112	CT_REPORT_ENTRY. CUSTOM30	Report Entry Custom 30	<b>Data type:</b> Custom field; client defined <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/Data Type/Format/Source	Max Length	Client Field Definition
113	CT_REPORT_ENTRY. CUSTOM31	Report Entry Custom 31	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
114	CT_REPORT_ENTRY. CUSTOM32	Report Entry Custom 32	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
115	CT_REPORT_ENTRY. CUSTOM33	Report Entry Custom 33	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
116	CT_REPORT_ENTRY. CUSTOM34	Report Entry Custom 34	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
117	CT_REPORT_ENTRY. CUSTOM35	Report Entry Custom 35	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
118	CT_REPORT_ENTRY. CUSTOM36	Report Entry Custom 36	<b>Data type:</b> Custom field; client defined <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/Data Type/Format/Source	Max Length	Client Field Definition
119	CT_REPORT_ENTRY. CUSTOM37	Report Entry Custom 37	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
120	CT_REPORT_ENTRY. CUSTOM38	Report Entry Custom 38	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
121	CT_REPORT_ENTRY. CUSTOM39	Report Entry Custom 39	<b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
122	CT_REPORT_ENTRY. CUSTOM40	Report Entry Custom 40	<b>Data type:</b> Custom field; client defined <b>Format:</b> Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
123	CT_REPORT_ENTRY. TRANSACTION_ AMOUNT	Report Entry Transaction Amount	Amount spent in the expense spend currency <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
124	CT_REPORT_ENTRY. POSTED_AMOUNT	Report Entry Posted Amount	Amount spent in the reimbursement currency <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
125	CT_REPORT_ENTRY. APPROVED_AMOUNT	Report Entry Approved Amount	Amount approved in the reimbursement currency  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
126	CT_PAYMENT_CODE_ LANG.PAT_CODE	Payment Type Code	Report Entry Payment Code Code  <b>Data type:</b> Alphanumeric	4	
127	CT_PAYMENT_CODE_ LANG.NAME	Payment Code	Report Entry Payment Code Name  <b>Data type:</b> Alphanumeric <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	
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: <ul style="list-style-type: none"> <li>• 1 = Expense Pay</li> <li>• blank = <b>not</b> Expense Pay</li> </ul> <b>Data type:</b> Alphanumeric	1	

### Credit Card Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
129	CT_CREDIT_CARD_ TRANSACTION.BILLING _DATE	Bill Date	Value is pulled from card vendor feed  <b>Data type:</b> Date YYYY-MM-DD	10	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
130	CT_CREDIT_CARD_ACCOUNT. ACCOUNT_NUMBER	Billed Credit Card Account Number	Credit card number (not encrypted) used for this expense <b>Data type:</b> Alphanumeric	255	
131	CT_CREDIT_CARD_ACCOUNT. NAME_ON_CARD	Billed Credit Card Description	Description of the card account with the liability for the charge <b>Data type:</b> Alphanumeric	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 <b>Data type:</b> Numeric	13	
133	CT_CREDIT_CARD_TRANSACTION. REF_NO	Credit Card Transaction Reference Number	Reference number from the credit card vendor <b>Data type:</b> Alphanumeric	64	
134	CT_CREDIT_CARD_TRANSACTION. CCT_KEY	Credit Card Transaction CCT Key	Unique key assigned to the transaction during card import <b>Data type:</b> Numeric	13	
135	CT_CREDIT_CARD_TRANSACTION. CCT_TYPE	Credit Card Transaction CCT Type	Transaction type supplied by card vendor. One of these: <ul style="list-style-type: none"> <li>• ANF = Annual Fees</li> <li>• CAV = Cash Advance</li> <li>• CCF = Cash and Check Fees</li> <li>• CHG = Other Bank Charges and Fees</li> <li>• FNC = Finance Charges</li> <li>• LAF = Late Fees</li> <li>• NSF = Insufficient Funds Check Fees</li> <li>• PAY = Payment</li> <li>• RPE = Credit Card Transaction</li> </ul> <b>Data type:</b> Alphanumeric	3	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
136	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_ID	Credit Card Transaction ID	Calculated value assigned to this card entry during the import process <b>Data type:</b> Alphanumeric	32	
137	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_AMOUNT	Credit Card Transaction Amount	Amount of the charge in the spend currency <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	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) <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
139	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_CURRENCY	Credit Card Transaction Currency Alpha Code	Currency code for the spend currency <b>Data type:</b> Alphanumeric <b>Format:</b> ISO 3-character 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 <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
141	CT_CREDIT_CARD_TRANSACTION. POSTED_CURRENCY	Credit Card Transaction Posted Currency Alpha Code	Currency code for the card billing currency <b>Data type:</b> Alphanumeric <b>Format:</b> ISO 3-character alpha code	3	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
142	CT_CREDIT_CARD_TRANSACTION. TRANSACTION_DATE	Credit Card Transaction Date	Date the charge was made at the merchant <b>Data type:</b> Date	10	
143	CT_CREDIT_CARD_TRANSACTION. POSTED_DATE	Credit Card Transaction Posted Date	Date the charge was posted to the credit card account <b>Data type:</b> Date	10	
144	CT_CREDIT_CARD_TRANSACTION. DESCRIPTION	Credit Card Transaction Description	Description of the charge from the merchant <b>Data type:</b> Alphanumeric	42	
145	CT_CREDIT_CARD_TRANSACTION. MC_CODE	Credit Card Transaction Merchant Category Code	Merchant code sent from the credit card vendor <b>Data type:</b> Alphanumeric	5	
146	CT_CREDIT_CARD_TRANSACTION. MERCHANT_NAME	Credit Card Transaction Merchant Name	Name of the merchant <b>Data type:</b> Alphanumeric	128	
147	CT_CREDIT_CARD_TRANSACTION. MERCHANT_CITY	Credit Card Transaction Merchant City	Merchant City <b>Data type:</b> Alphanumeric	40	
148	CT_CREDIT_CARD_TRANSACTION. MERCHANT_STATE	Credit Card Transaction Merchant State	Merchant State/Providence <b>Data type:</b> Alphanumeric	32	
149	CT_CREDIT_CARD_TRANSACTION. MERCHANT_CTRY_CODE	Credit Card Transaction Merchant Country Code	Merchant country location code <b>Data type:</b> Alphanumeric <b>Format:</b> 2-character 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 <b>Data type:</b> Alphanumeric	32	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
151	CT_CREDIT_CARD_TRANSACTION. BILLING_TYPE	Credit Card Transaction Billing Type	Billing type imported from the card vendor. Very rarely used. <b>Data type:</b> Alphanumeric	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 <b>Data type:</b> Numeric	23	
153	CT_JOURNAL. BILLING_AMOUNT	Billing Amount	Amount due to the company card of either CBCP or IBCP type for this detail row <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
154	CT_CREDIT_CARD_ACCOUNT. ACCOUNT_NUMBER	Individual Credit Card Account Number	Account number for credit card <b>Data type:</b> Alphanumeric	255	
155	CT_CREDIT_CARD_ACCOUNT. NAME_ON_CARD	Individual Credit Card Name on Card	Name on credit card <b>Data type:</b> Alphanumeric	255	
156	CT_CREDIT_CARD_ACCOUNT. DOING_BUSINESS_AS	Doing Business As	Descriptive Name of Merchant <b>Data type:</b> Alphanumeric	128	
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. <b>Data type:</b> Alphanumeric	50	

**Entry Location Data**

Col #	Source (table.column)	Field Name	Description/Data Type/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 <b>Data type:</b> Alphanumeric <b>Format:</b> 2-character alpha code	2	
159	CT_LOCATION_NAME. CTRY_SUB_CODE	Report Entry Location Country Sub Code	Country sub code from the report entry spend location <b>Data type:</b> Alphanumeric	6	
160	CT_REPORT_ENTRY. FOREIGN_OR_ DOMESTIC	Report Entry Foreign or Domestic Flag	Either: <ul style="list-style-type: none"> <li>• FRGN = this expense was incurred in a country other than the employee's home country</li> <li>• HOME = this expense was incurred in the employee's home country</li> <li>• 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)</li> </ul> <b>Data type:</b> Alphanumeric	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 <b>Data type:</b> Alphanumeric	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 <b>Data type:</b> Alphanumeric	64	

## Journal Entry Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
163	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payer Payment Type Name	Payer payment type One of these: <ul style="list-style-type: none"> <li>• Company = Company</li> <li>• Employee = Employee</li> </ul> Look up options in CT_PAYMENT_TYPE_LANG.NAME <b>Data type:</b> Alphanumeric	64	
164	CT_PAYMENT_CODE_ LANG.NAME	Journal Payer Payment Code Name	Payment code name for the payer <b>Data type:</b> Alphanumeric	80	
165	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payee Payment Type Name	Payee payment type One of these: <ul style="list-style-type: none"> <li>• Company = Company</li> <li>• Employee = Employee</li> </ul> Look up options in CT_PAYMENT_TYPE_LANG.NAME <b>Data type:</b> Alphanumeric	64	
166	CT_PAYMENT_CODE_ LANG.NAME	Journal Payee Payment Code Name	Payment code name for the payee <b>Data type:</b> Alphanumeric	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 as specified in the <b>Account Code</b> field when creating or editing a CBS account. <b>Data type:</b> Alphanumeric	48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
168	CT_JOURNAL. DEBIT_OR_CREDIT	Journal Debit Or Credit	Either: <ul style="list-style-type: none"> <li>• DR = Debit</li> <li>• CR = credit</li> </ul> <b>Data type:</b> Alphanumeric	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: <ul style="list-style-type: none"> <li>• 0 (Zero) "0"</li> <li>• + (Plus / Debit) "+50.00"</li> <li>• - (Minus / Credit) "-50.00"</li> </ul> <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
170	CT_JOURNAL.RPJ_KEY	Journal Key	Report Journal Key <b>Data type:</b> Numeric Integer	10	

## Car Mileage Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
171	CT_CAR_LOG_ENTRY. BUSINESS_DISTANCE	Car Business Distance	Number of miles/kilometers driven for business purposes <b>Data type:</b> Numeric	13	



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
172	CT_CAR_LOG_ENTRY. PERSONAL_DISTANCE	Car Personal Distance	Number of miles/ kilometers driven in a company car for personal purposes <b>Data type:</b> Numeric	13	
173	CT_CAR_LOG_ENTRY. PASSENGER_COUNT	Car Passenger Count	Number of passengers entered as traveling in this car for this from/to location <b>Data type:</b> Numeric	13	
174	CT_CAR. VEHICLE_ID	Vehicle Id	Vehicle ID that this distance entry has been recorded against <b>Data type:</b> Alphanumeric	30	
175	CT_CREDIT_CARD_ TRANSACTION. SALES_TAX_AMT	Credit Card Transaction on Sales	The amount of sales tax from the credit card transaction <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
176	CT_EFT_BATCH_SCHED .CC_VENDOR_NAME	Credit Card Vendor Name	The name of the credit card vendor associated with this batch <b>Data type:</b> Alphanumeric	64	

### Cash Advance Data

Col #	Source (table.column)	Field Name	Description/Data Type/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 <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
178	CT_CURRENCY. ALPHA_CODE	Cash Advance Request Currency Alpha Code	Currency code for the transaction currency using ISO alpha code <b>Data type:</b> Alphanumeric <b>Format:</b> 3-character alpha code	3	
179	CT_CURRENCY. NUM_CODE	Cash Advance Request Currency Numeric Code	Currency code for the transaction currency using ISO number code <b>Data type:</b> Alphanumeric	3	
180	CT_CASH_ADVANCE. EXCHANGE_RATE	Cash Advance Exchange Rate	Exchange rate used to convert from the transaction currency to the reimbursement currency <b>Data type:</b> Numeric	23	
181	CT_CURRENCY. ALPHA_CODE	Cash Advance Currency Alpha Code	Reimbursement currency code using ISO alpha code <b>Data type:</b> Alphanumeric <b>Format:</b> 3-character alpha code	3	
182	CT_CURRENCY. NUM_CODE	Cash Advance Currency Numeric Code	Reimbursement currency code using ISO number code <b>Data type:</b> Alphanumeric	3	
183	CT_CASH_ADVANCE. ISSUED_DATE	Cash Advance Issued Date	Date of issue <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	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 <b>Data type:</b> Alphanumeric	80	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
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: <ul style="list-style-type: none"> <li>• 1 = Issue or Return to Administrator</li> <li>• 2 = Application, including Cash Advance Return expense within a report</li> <li>• 3 = System Cash advance, from balance carry forward</li> </ul> <b>Data type:</b> Numeric	1	
186	CT_CASH_ADVANCE.REQUEST_DATE	Cash Advance Request Date	Date of cash advance request from the detailed cash advance record <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
187	CT_CASH_ADVANCE.CA_KEY	Cash Advance Key	Unique system key assigned to the cash advance <b>Data type:</b> Numeric	13	
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. <ul style="list-style-type: none"> <li>• 0 = Non-Expense Pay method used for disbursement</li> <li>• 1 = Expense Pay method used for disbursement</li> </ul> <b>Data type:</b> Numeric	1	

## Allocation Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
189	CT_ALLOCATION. ALLOC_KEY	Allocation Key	System-generated unique key for this allocation record <b>Data type:</b> Numeric	13	
190	CT_ALLOCATION. PERCENTAGE	Allocation Percentage	Percent of the report entry assigned to this allocation record <b>Data type:</b> Numeric	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 <b>Data type:</b> Custom field; client defined	48	
192	CT_ALLOCATION. CUSTOM2	Allocation Custom 2	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
193	CT_ALLOCATION. CUSTOM3	Allocation Custom 3	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
194	CT_ALLOCATION. CUSTOM4	Allocation Custom 4	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
195	CT_ALLOCATION. CUSTOM5	Allocation Custom 5	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
196	CT_ALLOCATION. CUSTOM6	Allocation Custom 6	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
197	CT_ALLOCATION. CUSTOM7	Allocation Custom 7	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
198	CT_ALLOCATION. CUSTOM8	Allocation Custom 8	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
199	CT_ALLOCATION. CUSTOM9	Allocation Custom 9	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
200	CT_ALLOCATION. CUSTOM10	Allocation Custom 10	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
201	CT_ALLOCATION. CUSTOM11	Allocation Custom 11	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
202	CT_ALLOCATION. CUSTOM12	Allocation Custom 12	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
203	CT_ALLOCATION. CUSTOM13	Allocation Custom 13	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
204	CT_ALLOCATION. CUSTOM14	Allocation Custom 14	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
205	CT_ALLOCATION. CUSTOM15	Allocation Custom 15	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
206	CT_ALLOCATION. CUSTOM16	Allocation Custom 16	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
207	CT_ALLOCATION. CUSTOM17	Allocation Custom 17	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
208	CT_ALLOCATION. CUSTOM18	Allocation Custom 18	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
209	CT_ALLOCATION. CUSTOM19	Allocation Custom 19	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
210	CT_ALLOCATION. CUSTOM20	Allocation Custom 20	Each segment for the allocation record is stored in one of the custom columns on the allocation form <b>Data type:</b> Custom field; client defined	48	
211	AMT_NET_TAX_TOTAL_ ADJUSTED	Journal Net of Total Adjusted Tax	This is the Gross Journal amount subtracting the total Tax amount. <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field <b>Source:</b> Calculated at time file is generated	23	

### Travel Allowance Data

Col #	Source (table.column)	Field Name	Description/Data Type/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: <ul style="list-style-type: none"> <li>• M = meals only</li> <li>• L = lodging</li> <li>• C = combined meals/lodging</li> </ul> <b>Data type:</b> Alphanumeric	1	

Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
213	CT_TA_REIMBURSABLE. DISPLAY_LIMIT	TA Display Limit	Limit for the reimbursable travel allowance for a single day; if using fixed allowances, this value will not apply  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field  <i>*See end of document for additional information</i>	23	
214	CT_TA_REIMBURSABLE. ALLOWANCE_LIMIT	TA 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  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field  <i>*See end of document for additional information</i>	23	
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.  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field  <i>*See end of document for additional information</i>	23	



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
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: <ul style="list-style-type: none"> <li>• M = meals only</li> <li>• L = lodging</li> </ul> <b>Data type:</b> Alphanumeric	1	
217	CT_TA_FIXED. BASE_AMOUNT	Base Amount	Base amount of allowance for a single day <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	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 <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	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 <b>Data type:</b> Alphanumeric	1	
220	CT_TA_FIXED. BREAKFAST_PROVIDED	TA Fixed Breakfast Provided Flag	Flag that identifies if the employee was provided breakfast: <ul style="list-style-type: none"> <li>• NPR = no prorate</li> <li>• PRO = prorated</li> <li>• TAX = tax receipt</li> </ul> Values specific to German Market TA: <ul style="list-style-type: none"> <li>• BSE = Business entertainment</li> </ul>	3	

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Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
			<p>(Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance.</p> <ul style="list-style-type: none"> <li>CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance.</li> <li>WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance.</li> <li>INC = Incentive meal (Belohnungsessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount.</li> <li>EXT = External activity: The length of the trip determines the action.</li> </ul> <p><b>Data type:</b> Alphanumeric</p>		
221	CT_TA_FIXED. LUNCH_PROVIDED	TA Fixed Lunch Provided Flag	<p>Flag that identifies if the employee was provided lunch:</p> <ul style="list-style-type: none"> <li>NPR = no prorate</li> <li>PRO = prorated</li> <li>TAX = tax receipt</li> </ul> <p>Values specific to German Market TA:</p> <ul style="list-style-type: none"> <li>BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance.</li> <li>CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance.</li> <li>WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance.</li> </ul>	3	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
			<ul style="list-style-type: none"> <li>• INC = Incentive meal (Belohnungssessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount.</li> <li>• EXT = External activity: The length of the trip determines the action.</li> </ul> <b>Data type:</b> Alphanumeric		
222	CT_TA_FIXED. DINNER_PROVIDED	TA Fixed Dinner Provided Flag	Flag that identifies if the employee was provided dinner: <ul style="list-style-type: none"> <li>• NPR = no prorate</li> <li>• PRO = prorated</li> <li>• TAX = tax receipt</li> </ul> Values specific to German Market TA: <ul style="list-style-type: none"> <li>• BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance.</li> <li>• CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance.</li> <li>• WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance.</li> <li>• INC = Incentive meal (Belohnungssessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount.</li> <li>• EXT = External activity: The length of the trip determines the action.</li> </ul> <b>Data type:</b> Alphanumeric	3	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
223	CT_TAX_ALLOCATION_ TOTAL_VIEW. ADJUSTED_AMOUNT	Total Tax Adjusted Posted Amount	Total Tax Adjusted Posted Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
224	CT_TAX_ALLOCATION_ TOTAL_VIEW.RECLAIM_ ADJUSTED_AMOUNT	Total Reclaim Adjusted Amount	Total Reclaim Adjusted Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

## VAT Tax Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
225	CT_TAX_AUTHORITY_ LANG. TAX_AUTHORITY_NAME	Tax Authority Name	Tax authority name <b>Data type:</b> Alphanumeric	50	
226	CT_TAX_AUTHORITY_ LANG.TAX_LABEL	Tax Authority Label	5-digit code that appears on the expense entry pages <b>Data type:</b> Alphanumeric	5	
227	CT_REPORT_ENTRY_ TAX.TRANSACTION_ AMOUNT	Report Entry Tax Transaction on Amount	Calculated tax amount for this expense in the spend currency <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
228	CT_REPORT_ENTRY_ TAX.POSTED_AMOUNT	Report Entry Tax Posted Amount	Calculated tax amount for this expense entry in the reimbursement currency  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
229	CT_REPORT_ENTRY_ TAX.SOURCE	Tax Source	Specifies how the tax data was derived: <ul style="list-style-type: none"> <li>• CARD = Provided from company card</li> <li>• USER = Entered by employee</li> <li>• SYST = Calculated by system</li> <li>• PROC = Entered by processor</li> </ul> <b>Data type:</b> Alphanumeric	4	
230	CT_REPORT_ENTRY_ TAX.RECLAIM_ TRANSACTION_ AMOUNT	Report Entry Tax Reclaim Transaction on Amount	Calculated amount of tax eligible for reclaim in the spend currency  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	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  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	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  <b>Data type:</b> Alphanumeric	20	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
233	CT_TAX_CONFIG. RECLAIM_DOMESTIC	Report Entry Tax Reclaim Domestic Flag	Y = this tax configuration is defined as a reclaimable local tax jurisdiction <b>Data type:</b> Alphanumeric	1	
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 <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
235	CT_REPORT_ENTRY_ TAX.RECLAIM_ ADJUSTED_AMOUNT	Report Entry Tax Reclaim Adjusted Amount	Reclaim amount calculated on adjusted tax amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
236	CT_REPORT_ENTRY_ TAX.RECLAIM_CODE	Report Entry Tax Reclaim Code	Reclaim code from the tax definition <b>Data type:</b> Alphanumeric	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 <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
238	CT_REPORT_ENTRY_ TAX_ALLOC.RECLAIM_ CODE	Report Entry Tax Allocation Reclaim Code	Allocation Reclaim Code <b>Data type:</b> Alphanumeric	20	

**Assigned Travel Request Data**

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
239	CT_AUTHORIZATION_REQUEST.REQUEST_ID	Authorization (Travel) Request ID	The authorization request identification number <b>Data type:</b> Alphanumeric	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 <b>Data type:</b> Alphanumeric	40	
241	CT_AUTHORIZATION_REQUEST.TOTAL_POSTED_AMOUNT	Travel Request Total Posted Amount	Total amount of the assigned travel request in the employees reimbursement currency <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
242	CT_AUTHORIZATION_REQUEST.TOTAL_APPROVED_AMOUNT	Travel Request Total Approved Amount	Total amount approved for the assigned travel request in the employees reimbursement currency <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
243	CT_AUTHORIZATION_REQUEST.START_DATE	Travel Request Start Date	First day of the trip on the assigned travel request itinerary <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
244	CT_AUTHORIZATION_REQUEST.END_DATE	Travel Request End Date	Last day of the trip on the assigned travel request itinerary <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
245	CT_AUTHORIZATION_REQUEST.AUTHORIZED_DATE	Travel Request Authorized Date	Date the assigned travel request was authorized <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	

### Additional VAT Tax Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
<b>VAT Tax Data</b>					
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 <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
247	CT_REPORT_ENTRY_VIEW.NET_TAX_AMOUNT	Net Tax Amount	Calculated as Posted Amount <i>minus</i> Total Tax Posted Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
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  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	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  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
<b>Report Entry Data</b>					
250	CT_PAYMENT_TYPE_ LANG	Report Entry Payment Type Name	Report entry payment type name  <b>Data type:</b> Alphanumeric	64	

### Company Bill Statements Section

Col #	Source (table.column)	Field Name	Description/Data Type/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  <b>Data type:</b> Alphanumeric	5	
252	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ START_DATE	Statement Period Start Date	The date of the start of the statement period  <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
253	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ END_DATE	Statement Period End Date	The date of the end of the statement period  <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	

### Expense Pay Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
254	CT_EFT_BATCH_SCHEDULED .CASH_ACCOUNT_ CODE	Cash Account Code	The Cash Account Code assigned to the funding account paying this entry  <b>Data type:</b> Alphanumeric	48	
255	CT_EFT_BATCH_SCHEDULED .LIABILITY_ ACCOUNT_CODE	Liability Account Code	The Liability Account Code assigned to the funding account paying this entry  <b>Data type:</b> Alphanumeric	48	
256	N/A	Estimated Payment Date	One of these: <ul style="list-style-type: none"> <li>Assigned = four weekdays after the scheduled send date; note this doesn't need to account for banking holidays</li> <li>Sent = four weekdays after the sent date; note this doesn't need to account for banking holidays</li> <li>Confirmed = the estimated payment date indicated by the Expense Payment Engine</li> <li>Aborted = blank</li> <li>Failed Account = blank</li> <li>Pending Confirmation = blank</li> </ul> <b>Data type:</b> Date <b>Format:</b> YYYY/MM/DD		

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
257	CT_EFT_PAYMENT_ DEMAND.FUNDING_ TRACE	Funding Trace	Funding Trace Number <b>Data type:</b> Character	30	
258	CT_CASH_ADVANCE. REQUESTED_ DISBURSEMENT_DATE	Requested Disbursement Date	Cash Advance Disbursement Date <b>Data type:</b> Date		
259	CT_CASH_ADVANCE. NAME	Cash Advance Name	Cash Advance Request Name <b>Data type:</b> Alphanumeric	40	
260	CT_ALLOCATION. IS_HIDDEN	System Allocation	Y/N flag that identifies allocation record as system-generated (default) rather than user-entered <b>Data type:</b> Alphanumeric	1	
261	Future Use				
262	Future Use				
263	Future Use				

### Employee Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
264	CT_EMPLOYEE. LOGIN_ID	User Login ID	<b>Data type:</b> Alphanumeric	128	
265	CT_EMPLOYEE. EMAIL_ADDRESS	User Email Address	<b>Data type:</b> Alphanumeric	255	
266	CT_EMPLOYEE. CUSTOM1	Employee Custom 1	<b>Data type:</b> Custom field; client defined	48	
267	CT_EMPLOYEE. CUSTOM2	Employee Custom 2	<b>Data type:</b> Custom field; client defined	48	

Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
268	CT_EMPLOYEE. CUSTOM3	Employee Custom 3	<b>Data type:</b> Custom field; client defined	48	
269	CT_EMPLOYEE. CUSTOM4	Employee Custom 4	<b>Data type:</b> Custom field; client defined	48	
270	CT_EMPLOYEE. CUSTOM5	Employee Custom 5	<b>Data type:</b> Custom field; client defined	48	
271	CT_EMPLOYEE. CUSTOM6	Employee Custom 6	<b>Data type:</b> Custom field; client defined	48	
272	CT_EMPLOYEE. CUSTOM7	Employee Custom 7	<b>Data type:</b> Custom field; client defined	48	
273	CT_EMPLOYEE. CUSTOM8	Employee Custom 8	<b>Data type:</b> Custom field; client defined	48	
274	CT_EMPLOYEE. CUSTOM9	Employee Custom 9	<b>Data type:</b> Custom field; client defined	48	
275	CT_EMPLOYEE. CUSTOM10	Employee Custom 10	<b>Data type:</b> Custom field; client defined	48	
276	CT_EMPLOYEE. CUSTOM11	Employee Custom 11	<b>Data type:</b> Custom field; client defined	48	
277	CT_EMPLOYEE. CUSTOM12	Employee Custom 12	<b>Data type:</b> Custom field; client defined	48	
278	CT_EMPLOYEE. CUSTOM13	Employee Custom 13	<b>Data type:</b> Custom field; client defined	48	
279	CT_EMPLOYEE. CUSTOM14	Employee Custom 14	<b>Data type:</b> Custom field; client defined	48	
280	CT_EMPLOYEE. CUSTOM15	Employee Custom 15	<b>Data type:</b> Custom field; client defined	48	
281	CT_EMPLOYEE. CUSTOM16	Employee Custom 16	<b>Data type:</b> Custom field; client defined	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
282	CT_EMPLOYEE. CUSTOM17	Employee Custom 17	<b>Data type:</b> Custom field; client defined	48	
283	CT_EMPLOYEE. CUSTOM18	Employee Custom 18	<b>Data type:</b> Custom field; client defined	48	
284	CT_EMPLOYEE. CUSTOM19	Employee Custom 19	<b>Data type:</b> Custom field; client defined	48	
285	CT_EMPLOYEE. CUSTOM20	Employee Custom 20	<b>Data type:</b> Custom field; client defined	48	
286	Future Use				
287	Future Use				
288	Future Use				
289	Future Use				
290	Future Use				

## Employee Banking Data

**NOTE:** The **ACH Bank Account Number** and **ACH Bank Routing Number** fields are found in the **Employee Data** section of this document.

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
291	CT_EMP_BANK_ ACCOUNT.IS_ACTIVE	Employee Banking Account is Active?	Indicates if the account is active or inactive Valid entries: <ul style="list-style-type: none"> <li>• Y = Active</li> <li>• N = Inactive</li> </ul> <b>Data type:</b> Alphanumeric	1	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
292	CT_EFT_BANK_ ACCOUNT_TYPE_LANG. NAME	Employee Banking Bank Account Type	The bank account type for EFT, either checking or savings. Valid entries for: <b>U.S.:</b> <ul style="list-style-type: none"> <li>CHCK = Checking</li> <li>SAVE = Savings</li> </ul> <b>All other countries:</b> <ul style="list-style-type: none"> <li>CHCK = Checking</li> </ul> <b>Data type:</b> Alphanumeric	20	
293	CT_EMP_BANK_ ACCOUNT.NAME_ON_ ACCOUNT	Employee Banking Name On Account	The exact name associated with the account, for example, John Smith. <b>Data type:</b> Alphanumeric	100	
294	CT_EMP_BANK_ ACCOUNT.BANK_NAME	Employee Banking Bank Name*	The host bank name. *Optional for US and Canadian banks <b>Data type:</b> Alphanumeric	200	
295	CT_EMP_BANK_ ACCOUNT.BRANCH_ LOCATION	Employee Banking Bank Branch Location*	The location of the branch of the bank that the account was opened at. *Optional for US and Canadian banks <b>Data type:</b> Alphanumeric	30	
296	CT_EMP_BANK_ ACCOUNT.ADDRESS_ LINE_1	Employee Banking Bank Address Line 1	<b>Data type:</b> Alphanumeric	50	
297	CT_EMP_BANK_ ACCOUNT.ADDRESS_ LINE_2	Employee Banking Bank Address Line 2	<b>Data type:</b> Alphanumeric	50	
298	CT_EMP_BANK_ ACCOUNT.CITY	Employee Banking Bank City	<b>Data type:</b> Alphanumeric	50	
299	CT_EMP_BANK_ ACCOUNT.REGION	Employee Banking Bank Region	<b>Data type:</b> Alphanumeric	50	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
300	CT_EMP_BANK_ACCOUNT.POSTAL_CODE	Employee Banking Bank Postal Code	<b>Data type:</b> Alphanumeric	20	
301	CT_EMP_BANK_ACCOUNT.CTRY_CODE	Employee Banking Bank Country Code	The code for the country of origin for the banking account. <b>Data type:</b> Alphanumeric <b>Format:</b> 2-character alpha code	2	
302	CT_EMP_BANK_ACCOUNT.TAX_ID	Employee Banking Tax ID	<b>Data type:</b> Alphanumeric	255	
303	CT_EMP_BANK_ACCOUNT.IS_RESIDENT	Employee Banking Is Resident?	<b>Data type:</b> Alphanumeric	1	
304	CT_EMP_BANK_ACCOUNT.NAME	Employee Banking Account Status	<b>Data type:</b> Alphanumeric	30	
305	CT_CURRENCY.ALPHA_CODE	Employee Banking Account Currency	The alpha code for the currency of the account, for example, USD. If provided, <i>must</i> be USD, EUR, AUD, or GBP until other currency support is provided in a future release. If left with a blank value, defaults to USD. <b>Data type:</b> Alphanumeric	3	
306	Future Use				
307	Future Use				
308	Future Use				
309	Future Use				
310	Future Use				

**Report Data**

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
311	CT_REPORT_VIEW. TOTAL_PERSONAL_ AMOUNT	Personal Expenses	Report Total Personal Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
312	CT_REPORT_VIEW. TOTAL_CLAIMED_ AMOUNT	Total Amount Claimed	Report Total Claimed Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
313	CT_REPORT_VIEW. TOTAL_DUE_EMPLOYEE	Amount Due Employee	Total Employee Due: The value of CT_REPORT.COMPANY_TO_ EMPLOYEE_AMOUNT. <b>NOTE:</b> If total is negative, this value will return a value of "Zero." Payment systems typically cannot deduct money, so integrations with those systems should use this rather than the ACTUAL total <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
314	CT_REPORT_VIEW. TOTAL_DUE_COMPANY_ CARD	Amount Due Company Card	Total Company Card Due  <b>NOTE:</b> If total is negative, this value will return a value of "Zero." Payment systems typically cannot deduct money, so integrations with those systems should use this rather than the ACTUAL total  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
315	CT_REPORT_VIEW. TOTAL_REJECTED_ AMOUNT	Amount Not Approved	Report Total Rejected  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
316	CT_REPORT_VIEW. TOTAL_COMPANY_PAID	Amount Company Paid	Report Total Company Paid  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
317	CT_REPORT_VIEW. TOTAL_DUE_COMPANY	Amount Due Company	Report Total Due Company  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
318	CT_REPORT_VIEW. TOTAL_CONFIRMED_ PAID	Payment Confirmed Amount	Report Total Confirmed Paid  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
319	CT_REPORT_VIEW. ACTUAL_TOTAL_DUE_ EMPLOYEE	Amount Due Employee	Report Actual Total Due Employee: The value of CT_REPORT.COMPANY_TO_EMPLOYEE_AMOUNT (If total is negative this returns the negative value)  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
320	CT_REPORT_VIEW. ACTUAL_TOTAL_DUE_ COMPANY_CARD	Amount Due Company Card	Report Actual Total Due Company Card (If total is negative this returns the negative value)  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
321	CT_REPORT.REPORT_ TYPE	Report Type	Report Type One of these: <ul style="list-style-type: none"> <li>• blank = Regular expense report</li> <li>• RR = Regular report that was auto-created by Expense Assistant</li> <li>• CR = Central Reconciliation report</li> <li>• SR = Statement report</li> </ul> <b>Data type:</b> Alphanumeric	2	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
322	CT_REPORT_ENTRY. NET_ADJUSTED_TAX_ AMOUNT	Total Tax Adjusted Amount	Report Entry Total Tax Adjusted Amount  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
323	CT_REPORT_ENTRY_ VIEW.NET_ADJUSTED_ TAX_AMOUNT	Net Adjusted Tax Amount	Net Adjusted Tax Amount  <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
324	CT_REPORT.START_DATE	Report Start Date	Start Date from the Report Header. Can be imported from Trip data or manually entered.  <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
325	CT_REPORT.END_DATE	Report End Date	End Date from the Report Header. Can be imported from Trip data or manually entered.  <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
326	Future Use				

**Cash Advance Data**

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
327	CT_REPORT.CA_ RETURNS_AMOUNT	Cash Advance Returns Amount	Cash Advance Returned Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
328	CT_REPORT.CA_ RETURN_RECEIVED	Cash Advance Return Received	Cash Advance Return Received Flag <b>Data type:</b> Alphanumeric	1	
329	CT_REPORT.CA_ UTILIZED_AMOUNT	Cash Advance Utilized Amount	Cash Advance Utilized Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
330	Future Use				
331	Future Use				
332	Future Use				
333	Future Use				

**Report Entry Data**

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
334	CT_LOCATION_NAME. NAME	Location City Name	Report Entry Location Name <b>Data type:</b> Alphanumeric	64	
335	CT_REPORT_ENTRY.IS_ BILLABLE	Is Billable?	Is Billable <b>Data type:</b> Alphanumeric	1	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
336	CT_REPORT_ENTRY. FROM_LOCATION	From Location	Report Entry From Location <b>Data type:</b> Alphanumeric	100	
337	CT_REPORT_ENTRY. TO_LOCATION	To Location	Report Entry To Location <b>Data type:</b> Alphanumeric	100	
338	CT_LOCATION_NAME. NAME	Location Name	Report Entry Location Name <b>Data type:</b> Alphanumeric	64	
339	CT_REPORT_ENTRY. CTRY_CODE	Country	Report Entry Country Code <b>Data type:</b> Alphanumeric <b>Format:</b> 2-character alpha code	2	
340	CT_REPORT_ENTRY. CTRY_SUB_CODE	State/Province	Report Entry Country Sub Code <b>Data type:</b> Alphanumeric	6	
341	CT_XML_RECEIPT.UUID	UUID	Report Entry XML Receipt UUID <b>Data type:</b> Alphanumeric	36 <b>NOTE:</b> Stored as Binary (16)	
342	CT_XML_RECEIPT. TAX_ID	Supplier Tax ID	Report Entry XML Receipt Supplier Tax ID <b>Data type:</b> Alphanumeric	64	
343	Future Use				
344	Future Use				
345	Future Use				
346	Future Use				

**VAT Tax Data**

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
347	CT_TAX_ALLOCATION_ TOTAL_VIEW. TRANSACTION_ AMOUNT	Allocation Total Tax Transaction Amount	Allocation Total Tax Transaction Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
348	CT_TAX_ALLOCATION_ TOTAL_VIEW.POSTED_ AMOUNT	Allocation Total Tax Posted Amount	Allocation Total Tax Posted Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
349	CT_TAX_ALLOCATION_ TOTAL_VIEW.RECLAIM_ TRANSACTION_ AMOUNT	Allocation Total Tax Reclaim Transaction Amount	Allocation Total Tax Reclaim Transaction Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
350	CT_TAX_ALLOCATION_ TOTAL_VIEW.RECLAIM_ POSTED_AMOUNT	Allocation Total Tax Reclaim Posted Amount	Allocation Total Tax Reclaim Posted Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
351	CT_TAX_ALLOCATION_ TOTAL_VIEW.RECLAIM_ TRANS_ADJ_AMT	Allocation Total Tax Reclaim Transaction Adjusted Amount	Allocation Total Tax Reclaim Transaction Adjusted Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
352	CT_REPORT_ENTRY. MERCHANT_TAX_ID	Merchant Tax ID	Merchant Tax ID is populated by the following (in order of precedence): E-Receipt v4 with tax data, Company card transaction, and ExpenseIt OCR transaction	64	
353	Future Use				
354	Future Use				
355	Future Use				
356	Future Use				

### Request Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
357	CT_TRAVEL_REQUEST. NAME	Request Name	Authorization Request Name <b>Data type:</b> Alphanumeric	40	
358	CT_TRAVEL_REQUEST. TOTAL_POSTED_ AMOUNT	Total Posted Amount	Authorization Request Total Posted Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
359	CT_TRAVEL_REQUEST. TOTAL_APPROVED_ AMOUNT	Total Approved Amount	Authorization Request Total Approved Amount <b>Data type:</b> Money <b>Format:</b> Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
360	CT_TRAVEL_REQUEST. START_DATE	Start Date	Authorization Request Start Date <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
361	CT_TRAVEL_REQUEST. END_DATE	End Date	Authorization Request End Date <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
362	CT_TRAVEL_REQUEST. AUTHORIZED_DATE	Authorized Date	Authorization Request Authorized Date <b>Data type:</b> Date <b>Format:</b> yyyy-MM-dd	10	
363	CT_TRAVEL_REQUEST. REQUEST_ID	Authorization Request ID	Authorization Request ID <b>Data type:</b> Alphanumeric	20	
364	Future Use				
365	Future Use				
366	Future Use				
367	Future Use				
368	Future Use				
369	Future Use				
370	Future Use				
371	Future Use				
372	Future Use				
373	Future Use				
374	Future Use				
375	Future Use				
376	Future Use				



Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
377	Future Use				
378	Future Use				
379	Future Use				
380	Future Use				
381	Future Use				
382	Future Use				
383	Future Use				
384	Future Use				
385	Future Use				
386	Future Use				
387	Future Use				
388	Future Use				
389	Future Use				
390	Future Use				
391	Future Use				
392	Future Use				
393	Future Use				
394	Future Use				
395	Future Use				
396	Future Use				
397	Future Use				
398	Future Use				
399	Future Use				

## Section 7: Detailed Transactions

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
400	Future Use				

\*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.

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 Transacti on Type
1240	7/24/2015	AVIS	Rental Car	N	REG	COMPANY	EMPLOYEE	\$245.00	DR	7271008		
1241	7/25/2015	MORT ONS	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	MORT ONS	Business Meal	N	REG	EMPLOYEE	COMPANY	-\$55.00	CR	5009990	\$300.00	2

### How The System Prioritizes When Offsetting ISSUED Balance From Multiple Expense Entries

Expenses are reviewed by the system for application of a cash advance balance by applying specific exclusion logic and in the following sequential order:

- By Currency Gain loss, and Cash Advance Return expenses
- By Order of Expenses:
  - ♦ First Sort: By Transaction Date sequence of expenses from earliest to latest
  - ♦ Second Sort: If same date, by Record Key order (that is, data entry order)
- By exclusion if:
  - ♦ Not same currency as original advance  
- *AND* -
  - ♦ Matching currency (if option is on)

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**NOTE:** Any expense will be excluded if the employee has marked the expense to be excluded from cash advance.

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