Concur Expense: Audit Rules

Setup Guide

Last Revised: September 16, 2023

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
September 16, 2023	Added information about the Merchant Tax ID configuration for Japan Qualified Invoice (JQI).
July 17, 2023	Updated the Duplicate Transaction Variance example that it should always employ the Less Than or Less Than or Equal operators.
May 16, 2023	Updated the *Condition Page* and *Section 4: Additional Samples of Custom Audit Rules* with a new operator “Is not Active”.
August 4, 2022	Added information about the NextGen UI; made modifications throughout; cover revision date updated
January 20, 2021	Updated the Description of the Entry Save event. Updated the copyright.
September 18, 2021	Added a new section, *Working with Custom Fields for Credit Card VAT data* to *Section 4: Additional Samples of Custom Audit Rules*.
June 19, 2021	Updated the *Digital Compliance Validation Date (e-Bunsho)* content in Section 4 to reflect the name change of the *Digital Compliance Validation Date* field to the *Image Certification Date* field.
May 14, 2021	Added the *Digital Compliance Validation Date (e-Bunsho)* content in Section 4. Edited "Concur Drive" to "Drive".
April 28, 2021	Removed a clarification Note from the *Random Audit Rules General Concepts* section stating that Statement Reports are excluded from Random Audit rules. Replaced note with reference to the *Concur Expense: Company Statement Reports Setup Guide*.
March 20, 2021	Updated the Data Object List to include Comparison fare for air segment. Added a new Data Object, Travel Reservation Exception, to the Data Object List. This also includes the new field associated with this Data Object, Reason code associated with trip segment. Added the *Air Comparison Fare* section to *Section 5: Provided Custom Audit Rules*. This new section provides common conditions and examples related to air comparison fare.
January 6, 2021	Updated the copyright; no other changes; cover date not updated
July 14, 2020	Added a note to the *All Expenses Must be Within Report Start and End Dates* section.
July 8, 2020	Updated the Has Commute Deduction description for the Entry (Expense) selection from the Data Object list.
April 9, 2020	Renamed the Authorization Request check box to Request on the guide’s title page; cover date not updated
January 17, 2020	Update random audit rule trigger to note that the event is triggered after the report enters the first step of workflow, not immediately on submit action.
January 2, 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.

Date	Notes / Comments / Changes
May 2, 2019	Updated the *Variables in Exception Messages for Daily/Weekly/Monthly/Yearly Amount Limit – Single or Multiple Expense Types* section's note about multiple conditions to clarify that if there is more than one amount condition in an audit rule that meets the criteria, it is not possible to predict which condition will define the amounts that are reported.
April 13, 2019	Updated the description of the *Entry Submit* event in the *Event (Triggers)* section by appending the following sentence to the Note: "When a processor changes expense types, the entry submit rule will be triggered in order to validate the changes made by the processor."
March 16, 2019	Added information about the *Report Budget Submit* event.
February 14, 2019	Added a note to the *No Reports May Overlap Another Report* section, "NOTE: A single shared date is not considered overlapping. For example, the same date may be shared by two reports when the **Report End Date** of the first report is the same as the **Report Start Date** of a second report."
February 1, 2019	Updated the Data Object List to include the Is Digitally Compliant timestamp.
January 4, 2019	Updated the copyright; no other changes; cover date not updated
December 20, 2018	Added the appendix for the default exception codes, and associated notes
December 8, 2018	Added Budget audit rules fields.
December 3, 2018	Clarified the Report Submit bullet of Events (Triggers) in the General Concepts section to read that the rule is triggered even if that step is auto-approved.
August 9, 2018	Updated this statement: These variables ***cannot*** be used in conjunction with the Duplicate Transaction Variance rule for finding potential duplication of expenses. These variables are not supported for use in validation rules. Added the following note regarding Entry (Expense) Has Comments: "This field will be Yes if any comment exists from any user in the workflow process. It is not specific to the latest step."
August 2, 2018	Making a Minor Edit to the Audit Rules Setup Guide <eom>
June 13, 2018	Changed copy-down to copydown; no other changes; cover date not updated
June 6, 2018	Added **Allow Maps** and **Route Sources** to *Data objects and associated choices* table.
April 19, 2018	Added a bullet to the *Attendee Totals and Attendee Frequency (using the Entry Attendee Submit Event)* section that for audit rules that evaluate attendee totals for both amount and frequency, objects should not be used if attendees are in the parent expense entries, and instead, attendees should be in the itemization entries. When using these objects, attendees should not be in the parent entries. Clarify the *Duplicate Transaction Variance* section to indicate that it is the reimbursement amount that the system uses to check for duplicates.
April 14, 2018	Added additional examples of custom audit rules for clients who use the Concur Drive (**Concur's mobile app > Mileage > Auto Tracking**) feature. Two new fields are available: **Allow Maps** and **Route Source**.
April 4, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated

Date	Notes / Comments / Changes
January 3, 2018	Updated the copyright; no other changes; cover date not updated
September 16, 2017	Added the condition Dates Overlap another Report to the *Using Report Start Date and Report End Date Fields* section.

Audit Rules

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.

Section 2: Overview

The Audit Rules tool, which is part of Expense Admin, uses three types of audit rules:

- A *custom* audit rule is used to monitor information entered by Expense users and is triggered by an event. You can tailor custom audit rules to a specific configuration and Travel and Entertainment (T&E) rules of your company. For example, assume that you create a rule that defines the breakfast limit as less than 20.00 USD and that the rule is triggered when the user saves an expense. Then, when the user saves a breakfast expense for 20.00 USD or more, the system generates an exception.
- A *random* audit rule allows for the auditing of selected expense reports, either as a percentage of reports submitted (for example, 10% would result in each expense report having a 10% chance of being audited) or as a specific number of reports (for example, every 10th expense report submitted).
- A *validation* rule is used to compare values in expense report fields to a table of predefined values, imported by your company. The comparison can be configured to take place on entry save and submit, allocation save, and report save, submit, or post submission. If the comparison uncovers a mismatch, the validation rule can generate an exception, update the report field (except on allocation save), or both.

NOTE: The Validation Rules functionality may not be available depending on your company's configuration. To enable the feature, a Service Request should be submitted to SAP Concur.

For information about validation rules, refer to the *Expense: Audit Rules (Validation Rules) Setup Guide*.

The document you use depends on the type of rules you need to manage.

Guide	For information about:
This guide	*Custom* audit rules and *random* audit rules
Expense: Audit Rules (Validation Rules) Setup Guide	All Validation rules

Section 3: Custom Audit Rules

Use custom audit rules to monitor the activity of Expense users, for example:

- To monitor the use of preferred vendors
- To define the maximum amount allowed for certain types of expenses, such as breakfast
- To monitor all expense reports submitted by a particular employee
- To track amounts spent on attendees

Custom audit rules can apply to:

- Expenses, for example, related to vendors, expense amounts, dates, project codes, and so on
- Expense reports, for example, related to report totals, approval status, report date, and so on
- Requests (formerly travel requests), for example, comparing the amount of the request to the amount of the associated expense report
- Employees, for example, related to individual employees, groups, and so on
- Attendees

Provided Audit Rules

General Rules

Your system may have additional *provided* custom audit rules. Instead of having to create all new rules, you may be able to simply activate (and perhaps edit) these provided rules. This guide provides the information you need to understand the entire custom audit rule process. Use this information to create new rules or to edit and activate the provided rules.

Refer to *Provided Custom Audit Rules* in this guide for a brief description of the provided audit rules.

Rules for Value Added Tax (VAT)

There are two custom audit rules – VAT Currency Consistency Check and VAT Receipt Required Check – that are provided by SAP Concur and are used by companies that track value added tax (VAT).

For more information, refer to the *Expense: Value Added Tax (VAT) / Tax Administration Setup Guide*.

General Concepts about Audit Rules

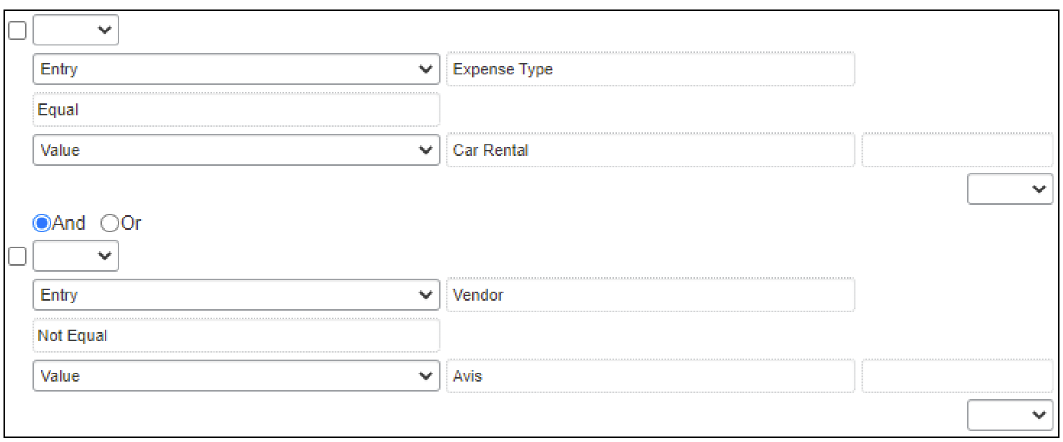
Custom audit rules are *if / then* statements – *if* the defined **conditions** are met, *then* an **exception** is created.

Conditions ("if" portion of the "if / then" statement)

When creating or editing a custom audit rule, you must define the conditional expression(s) – the *if* portion of the rule. The expression can contain one or more conditions separated by *and* or *or*. For example:

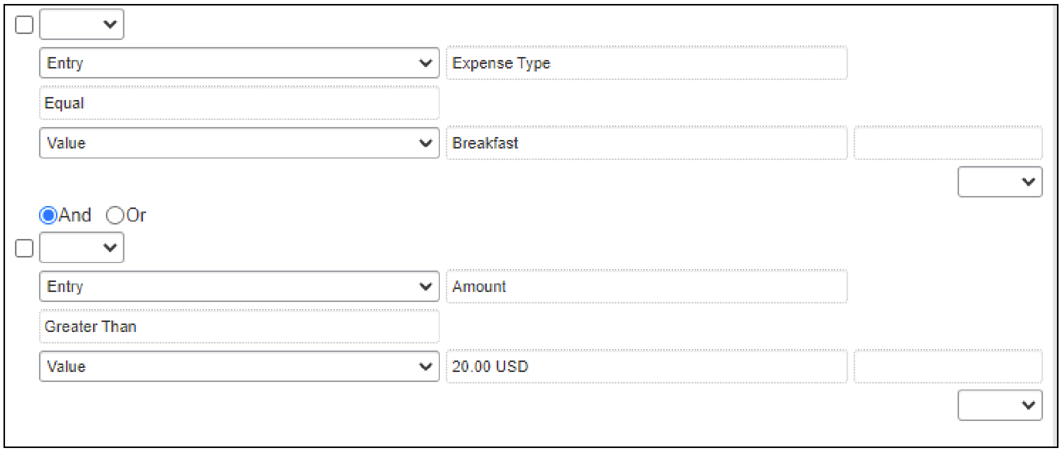
- Assume that you want to monitor all car rentals involving a vendor ***other than*** the company's preferred vendor, which is Avis. The condition for the *expense*-related rule for "car rentals from a vendor other than Avis" is:
  `(Expense Type equals Car Rental) and (Vendor is not equal to Avis)`

  In the Audit Rules tool, it appears as:

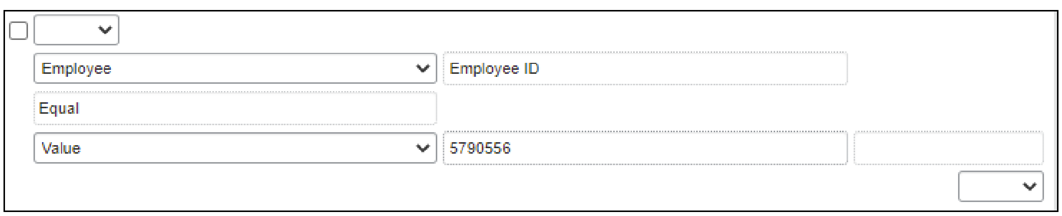
- Assume that you want to limit breakfast expenses to less than 20.00 USD. The condition for the *expense*-related rule for "breakfast of 20.00 USD or more" is:
  `(Expense Type equals Breakfast) and (Amount is greater than or equal to 20.00 USD)`

  In the Audit Rules tool, it appears as:



- Assume that you want to monitor all expense reports submitted by one employee. The condition for the *employee*-related rule for "review all expense reports submitted by Chris Smith" (whose employee ID is 5790556) is:
  `(Employee ID equals 5790556)`

  In the Audit Rules tool, it appears as:



For more information about the condition editor, refer to the *Understanding Conditional Expressions* section of this guide.

Events (Triggers)

When creating or editing a custom audit rule, you must specify the event that triggers the rule, for example:

Event	Description
Allocation Save	The rule is triggered as each individual allocation "line item" is saved.
Entry Attendee Submit	The rule is triggered when the expense is submitted.

Event	Description
Report Budget Submit	The rule applies if the Budget service is activated and is triggered when the report is submitted.
Entry Save	The rule is triggered when an expense or report is saved, whether by the user, approver, or processor.
Entry Submit	The rule is triggered when the expense is submitted. **NOTE:** Entry Submit rules are processed before Report Submit rules. When a processor changes expense types, the entry submit rule will be triggered in order to validate the changes made by the processor.
Report Budget Submit	The rule is triggered when a report associated with a budget is submitted.
Post Report Submit	The rule is triggered immediately after a report enters the first step of workflow. Any exceptions generated will not prevent the report from being submitted.
Report Save	The rule is triggered immediately after the report header information is saved whether by the user, approver, or processor.
Report Submit	The rule is triggered when the report is submitted. **NOTE:** If there are exceptions generated that are above the exception level limit (that is, prevents report submission; described in *Exceptions* in this guide), then the report will not be submitted and will not enter the first step of a workflow.
The following Event data objects are for Web Services (WS) only:	
WS Allocation Exception	The rule is triggered when the Expense Report web service adds an exception at the allocation level.
WS Attendee Exception	The rule is triggered when the Expense Report web service adds an exception at the attendee level.
WS Entry Exception	The rule is triggered when the Expense Report web service adds an exception at the entry level.
WS Report Exception	The rule is triggered when the Expense Report web service adds an exception at the report level.

Exceptions ("then" portion of the "if / then" statement)

When creating or editing a custom audit rule, you must assign an exception – the *then* portion of the *if / then* statement. All exceptions contain the following:

- **Exception code:** This is the company-defined code for the exception, up to eight alphanumeric characters, all uppercase.
- **Exception level:** The company decides how many exception levels (up to 99) to use. For example, assume that the company decides to have six exception levels, with level 1 being a minor exception and level 6 being a severe exception.

The company also decides the point at which the severity of the exception prevents the user from submitting the expense report. For example, assume that the system does not allow the user to submit an expense report if it contains a level 6 exception.

NOTE: The limit is set in Expense Admin > Workflows, on the **Settings** tab.

Exception example:
Assume that you created a rule defining the maximum amount allowed for breakfast to be less than 20.00 USD, with the exception level of 1. Assume that a user submits a report containing a breakfast expense of 22.00 USD. The exception level does not prevent the user from submitting the expense report (only level 6 exceptions prevent submission). So, upon submission, the report is routed to the user's approver. The approver must decide how to handle the issue.

The approver can:

- Pay the expense "as is"
- Send back the entire expense report to the user to correct or, depending on the company's configuration, send back one or more expenses but not the entire report
- Adjust (lower) the amount of the expense to comply with company policy and then pay the lower amount (if the company's configuration allows the approver to adjust amounts)

- **Exception message:** This is the actual message that appears, such as "The amount of this expense exceeds the company-defined limit of 20.00 USD." or "This is not the preferred vendor for this expense type. Enter a comment before submitting the report."

Refer to the appendix in this guide for a list of the default exception codes and how they affect reporting by exception code.

Visibility

When creating or editing a rule, you must define who sees the exception message:

- **Traveler** (user)**, Approver, and Expense Processor:** Assume that you created a rule that is triggered when a user saves an expense and the exception message is visible to the user, approver, and Expense processor. When a user saves an expense that meets the conditions of the rule, the exception text (message) appears to the user, approver, and processor.
- **Approver and Expense Processor:** The user does not see the exception message and, hence, does not know an exception was generated.
- **Expense Processor:** The user and approver do not see the exception message and, hence, do not know an exception was generated.

NOTE: For rules using the Entry Attendee Submit event, the exception message that appears with the attendee name is visible to everyone.

The exception message appears along with:

- A red icon for exceptions that prevent submission of the expense report
- A yellow icon for exceptions that ***do not*** prevent submission of the expense report
- A blue icon if the Expense processor has cleared the exception

Summary – The Basic Process of Creating Custom Audit Rules

To summarize, when completing the *if* portion of the custom audit rule, you will:

1. Name the rule
2. Identify the event that triggers the rule
3. Identify the administrator (of the group configuration) who can edit the rule
4. Identify the group configuration to which the rule applies
5. Define the conditions using the Audit Rules condition editor

When completing the *then* portion of the custom audit rule, you will:

1. Define who sees the exception text:
   - ♦ Traveler (user), approver, and Expense processor
   - ♦ Approver and Expense processor
   - ♦ Expense processor
2. Select (or create) the appropriate exception, which includes:
   - ♦ Exception code
   - ♦ Exception level
   - ♦ Exception message

Understanding Conditional Expressions

! **IMPORTANT:** Evaluating unnecessarily complex conditions is inefficient for the system and increase the likelihood of unwanted results.

SAP Concur strongly recommends that before you set up your configuration, you write down your logic on paper. This will allow you to group sub-conditions and arrange them in the simplest way, helping to ensure overall correctness before you create rules on the Audit Rules admin page.

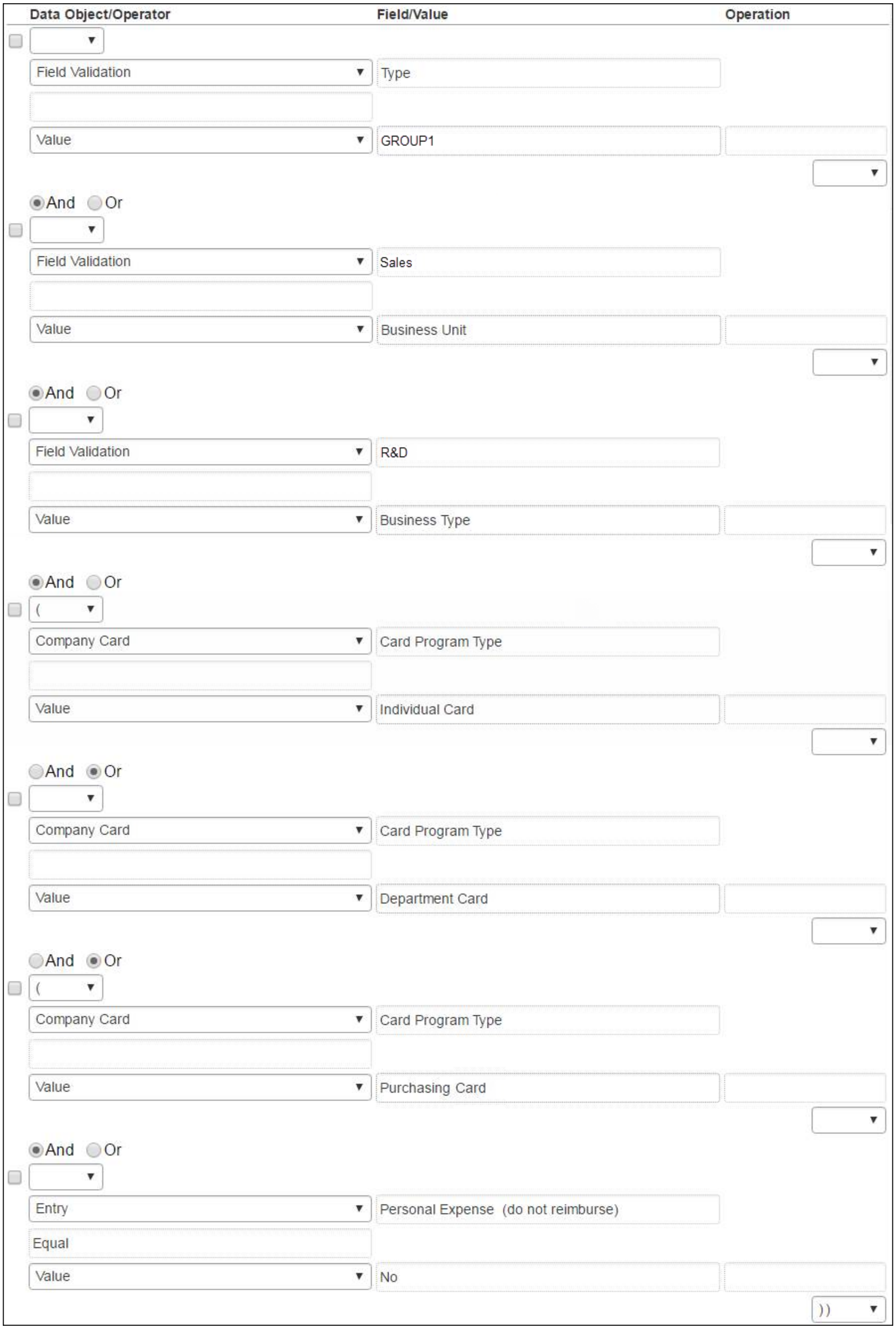
Example (Part 1 of 3, initial thoughts on paper)

(
    Field contains GROUP1
and (
        (Card Program is Individual Card ***or*** Department Card)
    and
        (Business Unit is Sales ***and*** Business Type equals R&D)
)
)
    or
(
    (Card Program is Purchasing Card, ***and*** Business Unit is Sales, ***and*** Business Type equals R&D)
    and
    Personal Expense is N
)

Example (Part 2 of 3, simplified re-write on paper)

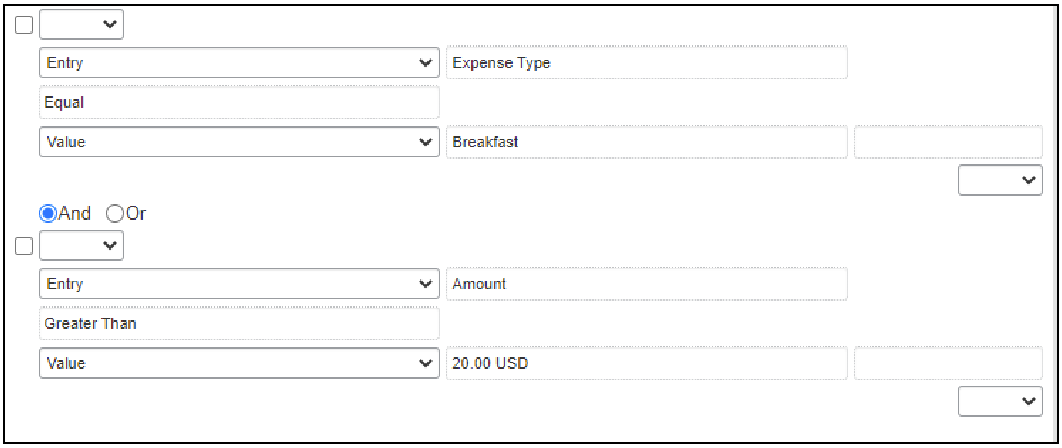
Field contains "GROUP1"
and Business Unit equals Sales
and Business Type equals R&D
(
Card Program equals Individual Card,
or Department Card
or (Purchasing Card ***and*** Personal Expense equals "N")
)

Example (Part 3, in SAP Concur)



When creating or editing conditional expressions, consider the following.

- There is no limit to the number of conditions that comprise a total expression. The conditional expression for "breakfast of 20.00 USD or more" is:
  `(Expense Type equals Breakfast) and (Amount is equal to or greater than 20.00 USD)`

  It is comprised of two conditions, separated by the Boolean separator of *and*.

- Most conditions are comprised of a *field* then an *operator* then a *value*. For example:

Expense Type	equals	Breakfast	and	Amount	greater than or equal to	20.00 USD
↓	↓	↓		↓	↓	↓
field	operator	value		field	operator	value

  - A *field* consists of a data object (essentially a database table) and a field in that data object (essentially a database column). The field selected defines the data type of the condition (number, text, date, and so on).
  - An *operator* is one of several pre-defined comparison operators (equals, not equals, is greater than, and so on). The list of operators changes depending on the type of data being compared.
  - An operator is further defined by *Any*, *Every*, and *Within*, depending on the type of data being compared. For example, a Report Submit event combined with an Entry data object and Amount field/value results in an Operator value that can have multiple values and thus multiple interpretations. In this circumstance, the report level condition will trigger the rule as follows:
    - ANY: Where a *single* expense of many associated with the report is true for the operator. As "the amount is greater than" for *any* expense causes the rule to be triggered.
    - EVERY: Where *all* expenses associated with the report are true for the operator. As "the amount is greater than" for *every* expense causes the rule to be triggered.

- WITHIN: Where *a range of dates* are evaluated.

Example 1 Within Today +2

Jul 31	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6
-3	-2	-1	**0**	**1**	**2**	3

- **Example 2 Not Within Today +2**

Jul 31	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6
-3	**-2**	**-1**	0	1	2	**3**

- **Example 3 Within Today -2**

Jul 31	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6
-3	**-2**	**-1**	**0**	1	2	3

- **Example 4 Not Within Today -2**

Jul 31	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6
-3	-2	-1	0	**1**	**2**	**3**

- A *value* is a constant and – like the field – can be of any data type. The data type of the value must match the data type of the field.
- If a second field is used in the condition, its data type must match that of the first field.

- When a conditional expression is composed of multiple conditions, each condition is separated by either *and* or *or*.
- Parentheses are optional and are used to define the order of operation for the *and/or* operators. If the parentheses are omitted, *and/or* operations are carried out left to right. There is no precedence of *and* over *or* – the evaluation of the expression is simply left to right.
- If a conditional expression contains parentheses, the count of *left* parentheses must match the count of *right* parentheses. There can be up to three parentheses for both left and right sides.

  Example of correct placement of parentheses and total left/right count:
  (Condition 1) and (Condition 2)

  Examples of incorrect parentheses even though the total left/right count matches:
  Condition1) And (Condition2
  Condition1) And (Condition2) Or (Condition3
  (Condition1)) And (Condition2
- Conditional expressions must be precise to include or exclude all necessary criteria. If a rule does not apply to personal expenses, then the condition must exclude personal expenses.

Custom Audit Rules and Different Currencies

By default, the system uses the Exchange Rate feature to "convert" (for the purpose of evaluation) the amount in other reimbursement currencies to the currency identified in the rule. The Exchange Rates feature is configured by default to use rates provided by SAP Concur.

If the exchange rates feature is turned off, the audit rules will evaluate amounts ***only*** in the currency (or currencies) identified in the rule. If your company uses multiple reimbursement currencies, then you must use the Exchange Rates feature in order for the system to evaluate against the additional reimbursement currencies ***or*** create separate rules for each currency (see the example below).

Example

Assume that you want to monitor all expense reports that exceed 10,000 USD but your company reimburses its employees in US dollars, Euros, and Canadian dollars. You can either:

- Create three separate rules (one for US dollars, one for Euros, and one for Canadian dollars) or one three-part rule (one part for US dollars, one part for Euros, and one part for Canadian dollars), with the Exchange Rates feature OFF.

  – or –

- Use the Exchange Rates feature so the system monitors expense reports that exceed *the equivalent of* 10,000 USD.

  For more information, refer to the *Expense: Currency Admin Setup Guide*.

Date Handling

Entry rules will use the transaction date of the expense or, if no transaction date is present, the submit date instead. If the expense is unsubmitted and has no transaction date for a Save rule, then the current date is used (‘today’).

Report and any other rules will use the submit date of the report unless the report is unsubmitted, at which time the current date is used instead.

The Condition Page

The **Condition** page in Audit Rules is similar to the **Condition** page used for Workflow and Expense Processor.

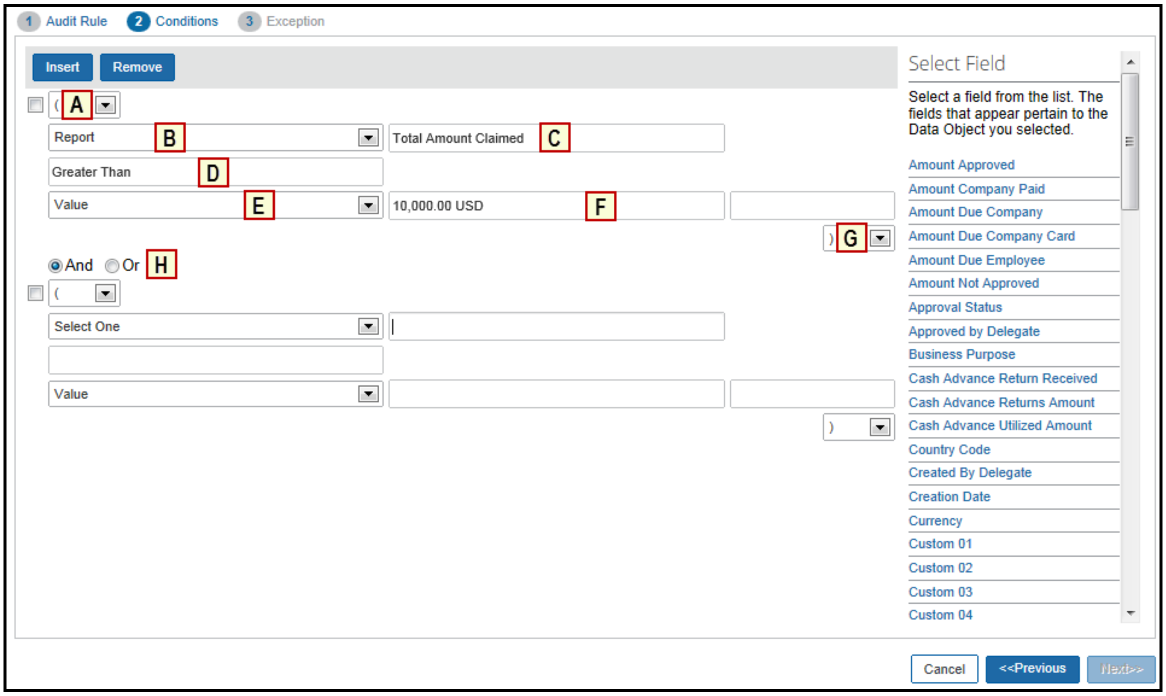


***Table 1:** Description of the **Condition** page*

Field	Description
A: Left Parenthesis	Up to three parentheses, depending on the complexity
B: Data Object	The choices that appear depend on the event that triggers the rule: • **Allow Maps:** To create mileage rules for Drive • **Attendee Entry Amount:** Appears only for the *Entry Attendee Submit (Authorized)* event • **Attendee Total:** To create attendee audit rules based on the total amount spent on an attendee (by quarter, by year, for the current employee, or the entire company) or the frequency of attendance (by month, by quarter, by year, for the current employee, or the entire company) • **Budget Amounts:** used with the Budget feature; Appears only for the *Report Budget Submit (Authorized)* event • **Company Card:** To create a condition based on company card transaction fields for the company card transaction associated with the entry • **Employee:** To create a condition based on employee-level fields • **Entry:** To create a condition based on expense-level fields • **Entry Allocation:** To create a condition based on an allocation • **Entry Attendee:** To create a condition based on attendee information • **Entry Car:** To create a condition based on the car information

Field	Description
	• **Expense Entry Spend Category:** Appears for the *Entry Save* event • **Group of Central Reconciliation Expense Types** **Group of Request Segment Types:** Appears only for the *Centrally Reconciled Invoice – request Assigned* event • **Report:** To create a condition based on report-level fields • **Report Exception:** To create a condition based on report exceptions • **Request related Reports:** To create a condition based on requests (like travel requests) associated with the report • **Route Source:** To create mileage rules for Drive • **Tax:** To create a condition based on value added tax associated with an entry • **Travel Allowance** **Travel Allowance Adjustments** **Travel Allowance Itinerary:** This data object references the *specific* itinerary associated with the expense. **Travel Allowance Itinerary (on report):** This data object references *any* itinerary attached to the report, and is *not* specific to what is linked to an expense. **Travel Allowance Itinerary Day** For complete information about travel allowance audit rules, refer to the *Expense: Travel Allowance Setup Guide*. • **Travel Reservation:** To create a condition based on the travel reservation fields for the travel reservation associated with the entry
C: Field / Value	Select an item from the helper pane that appears. The information that appears in this pane is based upon the selection made in the **Data Object** list. See Table 2 below.
D: Operator	Select an item from the helper pane that appears. The information that appears in this pane is based upon your previous choices. **NOTES:** • If you use the **In** or **Not In** operators for expense types, you can select multiple check boxes to include as many expense types as are required. Refer to *Additional Samples of Custom Audits* in this guide. • The **Within** operator defines a set of dates for the system to check against when evaluating the rule. For example, if you use Within Today -2 to evaluate the Report Submit Date, the system will look for the submit dates within the two ends of the range: Today, and two days earlier. • For custom fields that have lists, the **Is Not Active** operator is available to determine whether the list item in the expense is valid. For example, a user may have created an expense using a particular list item, but the admin may have removed the list item prior to submission.
E: Data Object	The system provides the option that best suits the previous choices. Change it if necessary.

Field	Description
F: Field / Value	Select an item from the helper pane that appears. The information that appears in this pane is based upon the selection made in the **Data Object** list. See Table 2 below.
G: Right Parenthesis	Select zero to three parentheses, depending on the complexity of the condition.
H: And / Or	Select either option to join the current condition to the next condition.

Table 2: *Data objects and associated choices*

Selection from the Data Object list	Choices Displayed for Field / Value
Allow Maps	No Yes Required
Attendee	Attendee Approved Amount Attendee Title Attendee Type Company Custom 1-20: Configurable fields that the customer can set to any data type External ID First Name Last Name
Attendee Total(s)	Cost - Total for Quarter - All Cost - Total for Quarter - Employee Cost - Total for Year - All Cost - Total for Year - Employee Frequency for Month - All Frequency for Month - Employee Frequency for Quarter - All Frequency for Quarter - Employee Frequency for Year - All Frequency for Year - Employee **NOTE:** Frequency totals are only available for the Entry Attendee Submit event.
Attendee Entry Amount	Authorized Remaining Amount Per Attendee Expense Amount Per Attendee
Budget	Actual Pending Consumption Percent Actual Spent Consumption Percent Alert Limit

Selection from the Data Object list	Choices Displayed for Field / Value
	Budget Amount Budget Name Budget Remaining Amount Budget Type Committed Pending Consumption Percent Committed Spent Consumption Percent Control Limit HasBudget Pending Consumption Percent Period Type Spent Consumption Percent Total Consumption Percent 📖 For more information about Budget audit rules, refer to the *Shared: Budget Setup Guide*.
Budget Amounts	Budget Used Amounts (In Percentage) (Refer to the *Shared: Budget Setup Guide*.)
Company Card	Adjustment Amount Arrival Date Arrival Location Bar Charge Base Fare Billing Date Card Program Type: Normal (blank) or Purchase Card Card Provider Market Identifier Class Code Commodity Code Credit Card Transaction Type: Such as transaction, fee, finance charge, etc. Daily Rental Rate Daily Room Rate Departure Location Description Discount Amount Folio Number Food Charge Fuel Charge GST or VAT Amount Gift Charge Guest Name Has Future Billing Date: Yes = Card billing date in the future

Selection from the Data Object list	Choices Displayed for Field / Value
	Has Rich Data Insurance Charge Invoice Number Issue Date Item Quantity Late Charge Laundry Charge Lodging – Departure Date Merchant City Merchant Code Merchant Country Merchant Name Merchant State Merchant Tax Class Merchant VAT Number Merchant Zip Movie Charge Number in Party Number of Room Nights Order Date Other Charge Parking Charge Passenger Name Phone Charge Pickup Date Pickup Property ID Prepaid Amount Rental Agreement Number Rental Days Renter Name Return Date Service Class Statement Period - Start Date: Applicable only to Company Bill Statement Reports feature Statement Period - End Date: Applicable only to Company Bill Statement Reports feature Tax Amount Ticket Number Tip Charge Total Fee Total Line Amount

Selection from the Data Object list	Choices Displayed for Field / Value
	Total Lodging Amount Total Non Room Charge Total Room Tax Transaction Amount: Amount of transaction in spend currency Transaction Date Travel – Departure Date Travel Agency Name Travel Detail – Departure Date Unit Amount Unit of Measure VAT Data Indicator Weekly Rate
Employee	Active: Yes = User is an active SAP Concur user Bank Account Currency: Currency of user's bank account Bank Account Status: Status code of the bank account – confirmed, unconfirmed, failed Bank Account is Active: Yes = User's bank account is an active account Cash Advance Balance: Sum of the unused cash advances (balance not associated with a ***submitted*** report, including remaining amounts from partially used cash advances) Cash Advance Balance (excluding system): Same as above excluding system-generated cash advances City: User's home city Country of Residence: User's country of residence Custom 1-22: Configurable fields that the customer can set to any data type Email Address: User's email address Employee First Name: User's first name Employee ID: User's employee ID Employee Last Name: User's last name Has Company Card: Yes = User has an assigned company card Has Unused Card Transactions: Yes = There is at least one credit card transactions assigned to the user that have not been assigned to an expense report Is Non Employee: Related to the Sponsored Guest feature Is a Test User?: Yes = User is a designated test user Ledger: Ledger currently assigned to user Locale: Locale of the user to display in SAP Concur Logon ID: User's logon ID Oldest Cash Advance Date: Request date of the oldest cash advance with an outstanding balance Org Units 1-6: Configurable fields that the customer can set to any

Selection from the Data Object list	Choices Displayed for Field / Value
	data type Payment Types of Unused Card Transactions: Payment type of company cards assigned to this user Reimbursement Currency: Currency in which the user is to be reimbursed Reimbursement Method: Concur Pay - method used to pay the user State/Province: State/province of the user at the time the report was created **NOTE:** Employee data changes over time and may change between the time an entry is created and when an entry is edited. Given that, consider ***not*** creating conditions against employee fields. Instead, it is strongly recommended that you use the copydown functionality to copy the employee data to the report or entry level and then write the condition against the copieddown field to ensure consistent data.
Entry (Expense)	Airline Fee Type Code: Type of additional fee from airline Amount: Transaction amount in the report currency Amount-Daily Total: Sum of approved amounts (in report currency) for this user's transactions that have same individual expense type (defined in rule) on the same calendar day Refer to *Additional Samples of Custom Audits* in this guide. Amount-Daily Total (multiple expense types): Sum of approved amounts (in report currency) for this user's transactions that have same expense types (defined in rule/combined) on the same calendar day Refer to *Additional Samples of Custom Audits* in this guide. Amount-Monthly Total: Sum of approved amounts (in report currency) for this user's transactions that have the same individual expense type (defined in rule) in the same calendar month Refer to *Additional Samples of Custom Audits* in this guide. Amount-Monthly Total (multiple expense types): Sum of approved amounts (in report currency) for this user's transactions that have the same expense types (defined in rule/combined) in the same calendar month Refer to *Additional Samples of Custom Audits* in this guide. Amount-Weekly Total: Sum of approved amounts (in report currency) for this user's transactions that have the same individual expense type (defined in rule) in the same calendar week (Sun-Sat) Refer to *Additional Samples of Custom Audits* in this guide. Amount-Weekly Total (multiple expense types): Sum of approved amounts (in report currency) for this user's transactions that have the same expense types (defined in rule/combined) in the same calendar week (Sun-Sat)

Selection from the Data Object list	Choices Displayed for Field / Value
	Refer to *Additional Samples of Custom Audits* in this guide. Amount-Yearly Total: Sum of approved amounts (in report currency) for this user's transactions that have the same individual expense type (defined in rule) in the same calendar year (Jan 1 – Dec 31) Refer to *Additional Samples of Custom Audits* in this guide. Amount-Yearly Total (multiple expense types): Sum of Approved Amounts (in report currency) for this user's transactions that have the same expense types (defined in rule/combined) in the same calendar year (Jan 1 – Dec 31) Refer to *Additional Samples of Custom Audits* in this guide. Approved Amount: Approved amount of the entry Arrival Date (Hotel E-Receipt): As per the e-receipt, if any Average Cost Per Attendee Average Cost Per Attendee (Attendee count plus 1) Average Daily Rate (Car Rental E-Receipt): As per the e-receipt, if any Average Daily Rate (Hotel Rental E-Receipt): As per the e-receipt, if any Booking Origin: How the booking arrived in Concur- from Amadeus E-Travel, Concur Travel, TripLink, Travel Supplier, or TripIt Booking Source: Where the booking was created, usually a GDS or travel supplier name Business Distance (car distance expenses) Business Mileage Overage Business Purpose: As entered for the entry by the preparer (user or delegate) CCT Key: Link to the associated company card transaction Car Class (Car Rental E-Receipt): As per the e-receipt, if any City Claimed Amount Class of Service (Booked) Comparison fare or air segment: Air Comparison Fare amount associated to the trip segment for an expense. **NOTE**: This value will be considered zero if no Air Comparison Fare information was received from Concur Travel. Country Country Default Currency Currency: Currency in which the expense is posted Custom 1-40: Configurable fields that the customer can set to any data type Departure Date (Hotel E-Receipt): As per the e-receipt Duplicate Ticket Number: Yes = Ticket number exists for more than

Selection from the Data Object list	Choices Displayed for Field / Value
	1 entry Duplicate Transaction Variance: Refer to *Additional Samples of Custom Audits* in this guide. EReceipt Type End Date (Booked) Enter Vendor Name Exceeds Category Authorization Request Amount Exceeds Entry Request Amount: Determine if the amount of this expense (plus any other submitted expenses or expenses on this report) exceed the amount pre-approved for the related request expense type (Concur Request) Exchange Rate Exchange Rate Variance: The system evaluates the exchange rate of the expense as a "multiply by" rate against the rate in the corporate rate table. When the expense rate is entered as a "divide by" rate, the rule first takes the inverse of the rate and then evaluates the variance. Expense Type Foreign Amount: Currency of the transaction if foreign Foreign or Domestic: Domestic = country of employee equals country of transaction Fuel Service Charge Fully Allocated: Yes = Entry is fully allocated Refer to *Additional Samples of Custom Audits* in this guide. Has Allocation: Yes = Entry allocated by the user Has Attendees: Yes = Entry has attendees Has CFDi XML File: Yes = Entry has an attached CFDi XML file (Mexico) Has Comments: Yes = Entry has comments **NOTE:** This field will be Yes if any comment exists from any user in the workflow process. It is not specific to the latest step. Has Commute Deduction: Yes = User has deducted a commute through the mileage calculator. Has Duplicate CFD Has E-Receipts: Yes = Entry has at least one associated e-receipt Has Mileage Calculator (car distance expenses): Yes = Uses Google maps to calculate mileage. Has Missing Receipt Affidavit: Yes = User has attached an affidavit declaring that the required receipt is missing Has Mobile Receipt: Yes = Entry has receipt image attached via SAP Concur's Mobile app Has Request Entry: Yes = Entry has an associated request (Concur Request) Has Travel Reservation: Yes = Entry has a linked travel reservation transaction

Selection from the Data Object list	Choices Displayed for Field / Value
	Has User-Attached Receipt Image: Yes = Entry includes an attached receipt image Has VAT: Yes = Entry has value added tax Hotel Location (Hotel E-Receipt): As per the e-receipt, if any Hotel Name (Hotel E-Receipt): As per the e-receipt, if any Is Billable: Yes = Entry is billable Is Digitally compliant Is a Company Card Entry: Yes = Entry was initiated by a company card transaction Last Modified Source: How the entry was last modified: Web, Mobile, or Other Merchant Tax ID Missing Tax Receipt Number of Attendees Number of Days (Car Rental E-Receipt): As per the e-receipt, if any Number of Units (Booked) Org Units 1-6: Configurable fields that the customer can set to any data type Passenger Count (car distance expenses) Payment Type: Payment type used on entry Personal Distance (car distance expenses) Personal Expense (do not reimburse): Yes = Entry is declared as a personal expense and is not reimbursable to the user Pickup Date (Car Rental E-Receipt): As per the e-receipt, if any Receipt Image Required: Yes = Electronic receipt image required for this entry Receipt Required: Yes = Paper receipt image required for this entry Receipt Status: Tax receipt status: no receipt, receipt, or tax receipt Return Date (Car Rental E-Receipt): As per the e-receipt, if any Round Trip Deduction (car distance expenses) Segment Type Key Source: How the entry was created: Web, Mobile, or Other Source/Type Classification: Refer to *Additional Samples of Custom Audits* in this guide. Start Date (Booked) State/Province: Associated with the entry Tax Source Ticket Number Ticker Number Mismatch Total Days (Booked) Total Invoice Amount (Hotel E-Receipt): As per the e-receipt, if any Total Reclaim Adjusted Amount Total Reclaim Posted Amount

Selection from the Data Object list	Choices Displayed for Field / Value
	Total Tax Adjusted Amount Total Tax Posted Amount Transaction Date: As entered by the user or from the company card import Transaction Type: Normal entry (expense without an itemization/ REG/regular), Entry with itemization (PAR/parent), or Itemized entry on an expense (CHD/child) Refer to *Additional Samples of Custom Audits* in this guide. Transaction-Daily Total (multiple expense types): Count of number of times expense types (defined in rule) used on a single day Transaction-Monthly Total (multiple expense types): Count of number of times expense types (defined in rule) in a calendar month Transaction-Weekly Total (multiple expense types): Count of number of times expense types (defined in rule) used in a calendar week (Sun - Sat) Transaction-Yearly Total (multiple expense types): Count of number of times expense types (defined in rule) used in a calendar year (Jan 1 – Dec 31) Travel Allowance: Yes = Entry is a travel allowance entry For information about travel allowance audit rules, refer to the *Expense: Travel Allowance Setup Guide*. Units Driven (Car Rental E-Receipt): As per the e-receipt, if any Vendor: As selected from the list of vendors Vendor Name (Booked) Vendor Name (Car E-Receipt): As per the e-receipt, if any
Entry Allocation	Account Code 1-2 Custom 1-20: Configurable fields that the customer can set to any data type
Entry (Expense) Attendee	Attendee Title Attendee Type Company Custom 01 – 20: Configurable fields that the customer can set to any data type External ID First Name Instance Count Last Name Transaction Amount
Entry Car	CO2 Emission Rate Car Criteria Category: Engine type/size Criteria Key: Vehicle type

Selection from the Data Object list	Choices Displayed for Field / Value
	Custom 01 – 05: Configurable fields that the customer can set to any data type End Date of Circulation: Last day of car usage Energy Engine Size First Date of Circulation For Company: First day of car usage; company car First Date of Circulation: First day of car usage; personal car Registration Date: Date the car was created in the system Vehicle ID: As entered by the user
Report	Amount Approved Amount Company Paid Amount Due Company Amount Due Company Card Amount Due Employee Amount Not Approved Approval Status: Approval status of the report Approved by Delegate: Yes = Approved by an approver's delegate Business Purpose: As entered by the report preparer (user or delegate) Cash Advance Return Received: Yes = Cash advance returns have been received for this report Cash Advance Returns Amount: Total of the cash advance returns on the report Cash Advance Utilized Amount: Total of cash advances used on the report Country Code: User country at the time the report was created Created By Delegate: Yes = Report was created by a delegate; not the user Creation Date: Date the report was created; system date – not date entered by user Currency: User's reimbursement currency at the time the report was created Custom 1-20: Configurable fields that the customer can set to any data type Employee has Unused Card Transactions with (Current date - Posted date): Checks to see if the ***employee*** has unattached/ unsubmitted card transactions – excluding any transactions attached to the current report – where the ***posted*** date is at least x days older than the current date Refer to *Additional Samples of Custom Audits* in this guide. Employee has Unused Card Transactions with (Current date - Transaction date): Checks to see if the ***employee*** has unattached/unsubmitted card transactions – excluding any transactions attached to the current report – where the

Selection from the Data Object list	Choices Displayed for Field / Value
	transaction date is at least x days older than the current date Refer to *Additional Samples of Custom Audits* in this guide. Ever Sent Back: Yes = Report was sent back to the user Exceeds Request Amount: On Reports Submit event, determine if the total of all expenses exceeds the total amount authorized for the request; typically used with the *Has Request* condition. **NOTE:** Expenses are those mapped to a request expense type. Exception Approved: Either there are no exceptions within range defined in workflow Authorized Approver settings ***OR*** the report was approved by an Authorized Approver with exception authority Exception Level Total: Sum of the exception levels of exceptions associated with the report Group: User's group at the time the report was created Has Cleared Exceptions: Yes = Report had exceptions that have been cleared Has Comments: Yes = Report header or any of the expenses on the report have a comment Has Company Card Entry: Yes = Report has at least one associated company card entry Has Request: Yes = Report has an associated request Has Sponsorship: Yes = Report has an associated sponsored guest Has Travel Allowance Credit after Over Limit on Prior Report Has Travel Diary: Yes = Report has an associated travel diary; related to the fringe benefits tax (FBT) in Australia and New Zealand Has Unsubmitted Card Transactions with (Current date - Posted date): Checks to see if the ***current report*** has unsubmitted card transactions where the ***posted*** date is at least x days older than the current date Refer to *Additional Samples of Custom Audits* in this guide. Has Unsubmitted Card Transactions with (Current date - Transaction date): Checks to see if the ***current report*** has unsubmitted card transactions where the ***transaction*** date is at least x days older than the current date Refer to *Additional Samples of Custom Audits* in this guide. Has a Travel Allowance Entry: For information about travel allowance audit rules, refer to the *Expense: Travel Allowance Setup Guide*. Has a VAT Entry: Yes = Report has at least one entry with value added tax Invoice Date (Central Reconciliation) Last Segment (Central Reconciliation)

Selection from the Data Object list	Choices Displayed for Field / Value
	Ledger: User's ledger at the time the report was created Limit Approved: Yes = Report was approved by an Authorized Approver whose approval limit exceeds the value of the report Maximum Exception Level: Highest exception level of the exceptions associated with the report Offline Edited: Yes = Report edited using SAP Concur’s Mobile app Org Units 1-6: Configurable fields that the customer can set to any data type Payment Status: Payment status of the report Personal Expenses: Amount of personal expense on this report Policy: Policy assigned to the report Receipt Image Available: Yes = Image attached to the report or at least one entry Receipt Image Required: Yes = Electronic receipt image required for at least one entry Receipts Received: Yes = Paper receipts scanned ***or*** an image was received and the Imaging configuration turned this flag to Yes Receipts Required: Yes = Paper receipts are required Report Date: As entered by the report preparer (user or delegate) Report End Date: Refer to *Additional Samples of Custom Audits* in this guide. Report ID: As generated by the system Report Name: As entered by the report preparer (user or delegate) Report Start Date: Refer to *Additional Samples of Custom Audits* in this guide. Report Total Report Type: Normal (blank), Central Reconciliation, or Statement report State/Province: State/province of the user at the time the report was created Submit Date: Date of the last time the report was submitted Submitted by Delegate: Yes = Report submitted by a delegate Total Amount Claimed
Report Exception	Exception Code Exception Level
Route Source	None Manual GPS

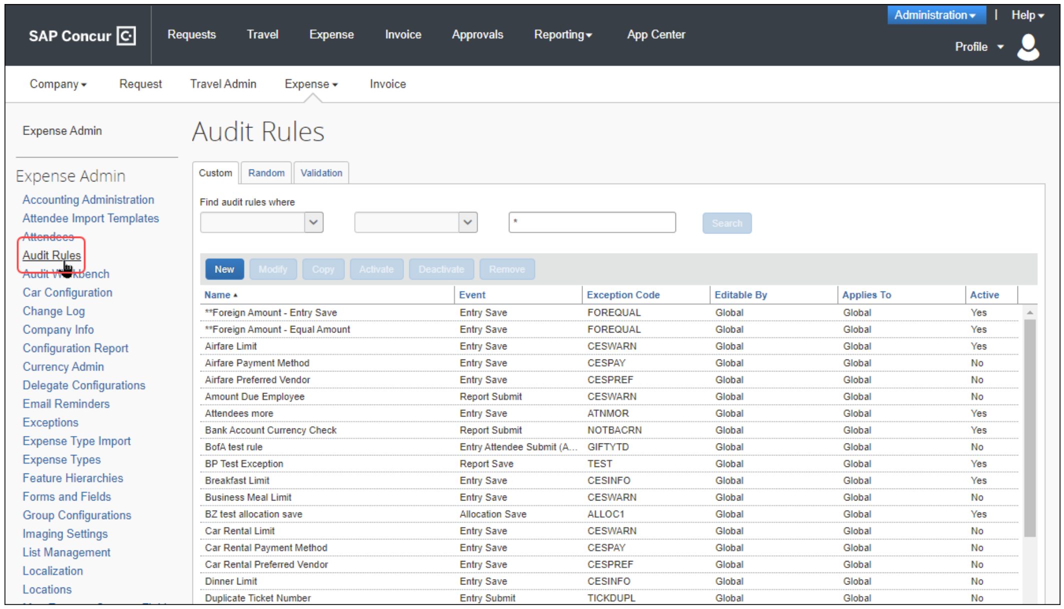
Selection from the Data Object list	Choices Displayed for Field / Value
Travel Allowance Travel Allowance Adjustments Travel Allowance Itinerary Travel Allowance Itinerary (on report) Travel Allowance Itinerary Day	For more information about travel allowance audit rules, refer to the *Expense: Travel Allowance Setup Guide*.
Travel Reservation (only available for Entry Submit)	**Amount Per Day:** • Airfare: Total amount of reservation, since *per day* is not relevant for airfare • Car rental: Based on daily rate • Hotel: Based on estimated rate per night **Total Amount:** • Airfare: Based on total amount of air reservation • Car rental: Based on estimated total amount for the car rental reservation • Hotel: Based on estimated total amount for the hotel reservation
Travel Reservation Exception	Reason code associated with trip segment

Procedures: Custom Audit Rules

Accessing Custom Audit

To access Custom Audit:

1. Click **Administration** > **Expense**.
2. Click **Audit Rules**. The **Custom** tab of the **Audit Rules** page appears.

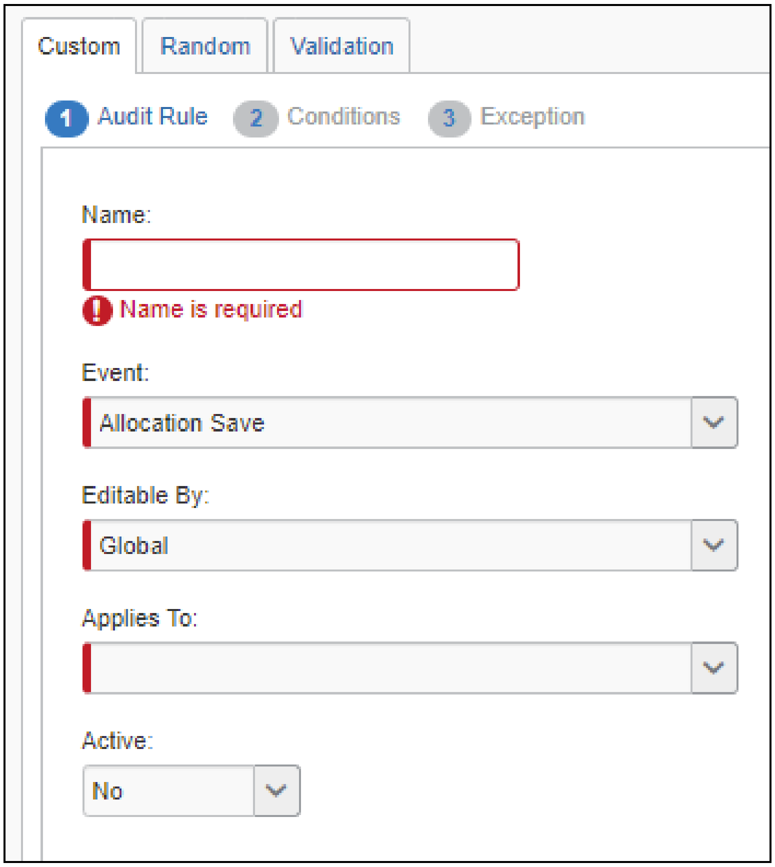


Your system may contain additional provided custom audit rules. Refer to *Provided Custom Audit Rules* in this guide for a brief description of the provided audit rules.

Adding a Custom Audit Rule

To add a custom audit rule:

1. On the **Custom** tab, click **New**. The **Audit Rule** step appears.

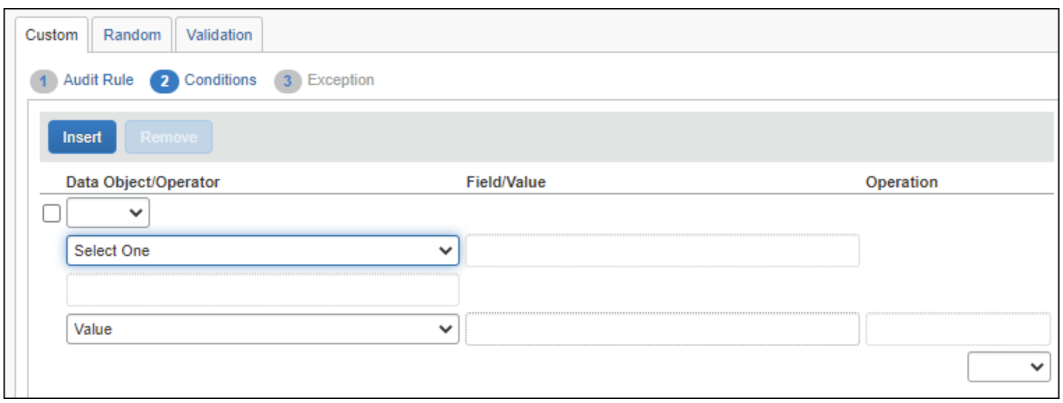


2. Complete the appropriate fields.

Field	Description
Name	Type a meaningful rule name.
Event	Select the event that triggers the rule. For more information, refer to *Events (Triggers)* in this guide.
Editable By	Select the Expense group configuration(s) that can edit this audit rule.
Applies To	Select the Expense group configuration(s) to which this rule applies. (This is based on the Expense group assigned to the employee.)
Expense Types for Attendee Totals	This field appears ***only*** if *Entry Attendee Submit* or *Entry Attendee Submit (Authorized)* is selected from the **Event** list. Select the expense type(s) that will be used to calculate the totals. Refer to *Additional Samples of Custom Audits* in this chapter.

Field	Description
Expense Report Group By Field Value	This field appears ***only*** if: • *Entry Attendee Submit (Authorized)* is selected from the **Event** list – and – • The appropriate **Audit Rule Group By Field** option is defined in Administration > Expense > Attendee > Settings Define the value for a report-level field used in selecting the expenses to be included in the attendee totaling for the audit rule. **NOTE:** If the field is defined as a List or Connected list, the value entered is the short code, and the operator applied is "begins with." That is, if the **Attendee Settings** page specifies the **Custom 1** field and the **Custom 1** field is defined as a list, then – in this field – enter the first few characters of the short code associated with the desired list item. Text fields always use the "begins with" operator. Leave blank to include all expense reports.
Active	Select Yes to activate the rule upon completion.

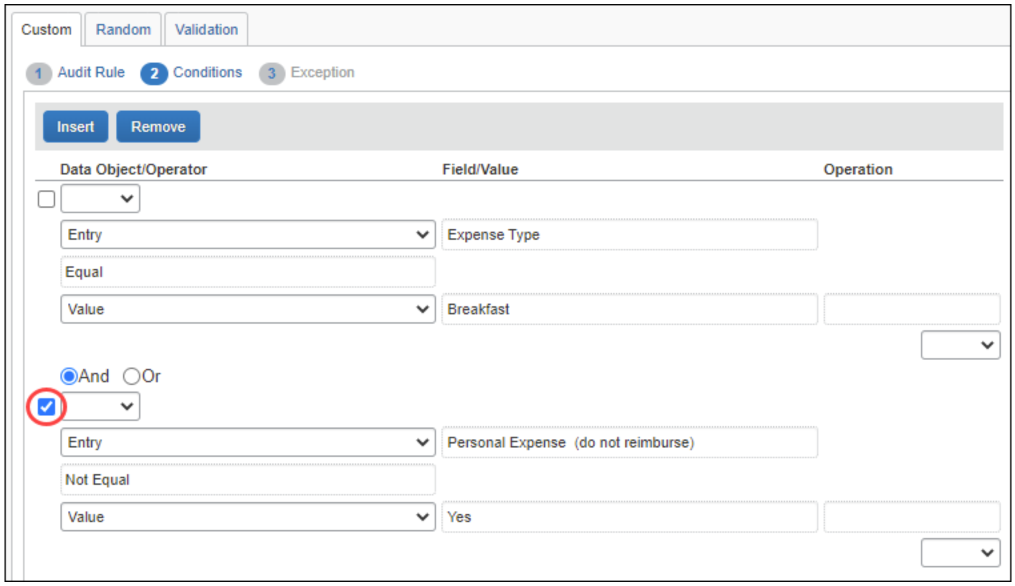
3. Click **Next**. The **Conditions** step appears.



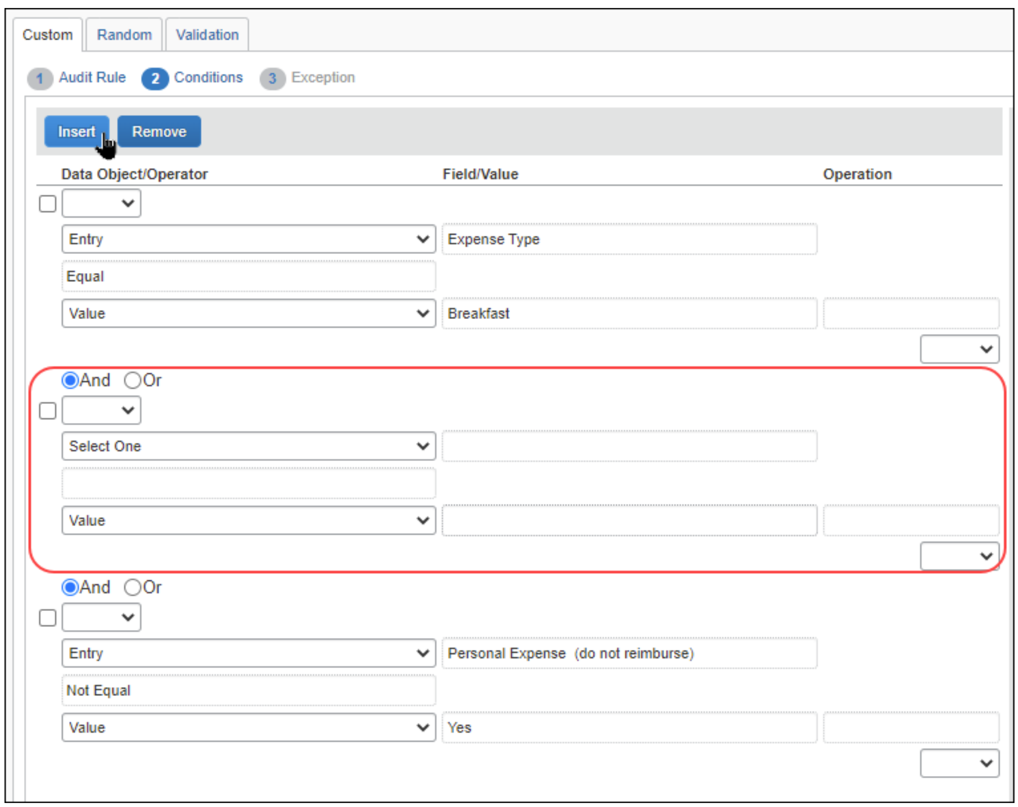
4. Complete the appropriate fields, making selections from the helper pane.

Refer to *Understanding Conditional Expressions* in this guide for a description of this page.

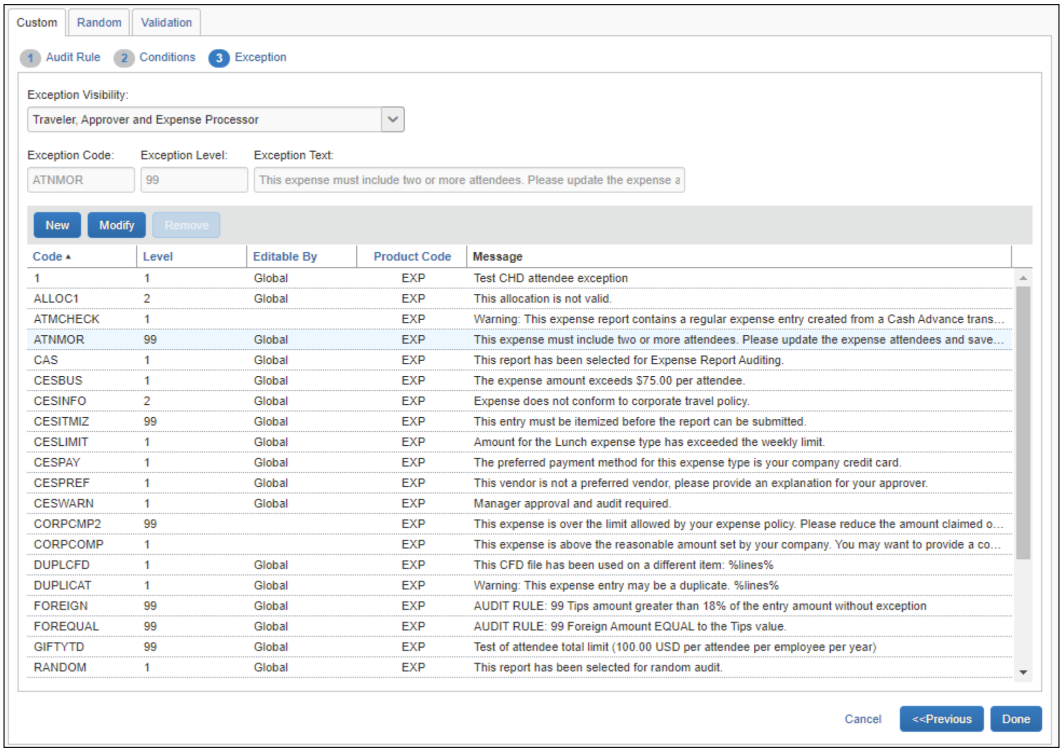
5. Complete all conditions using these same steps, using **Insert** to add conditions and **Remove** to delete conditions.
   - If you simply click **Insert**, the new condition is added at the bottom.
   - To insert the new condition between existing conditions, select the condition that will be ***below*** the new condition.



Click **Insert**. The new blank row appears.



6. When all conditions have been added, click **Next**. The **Exception** step appears.

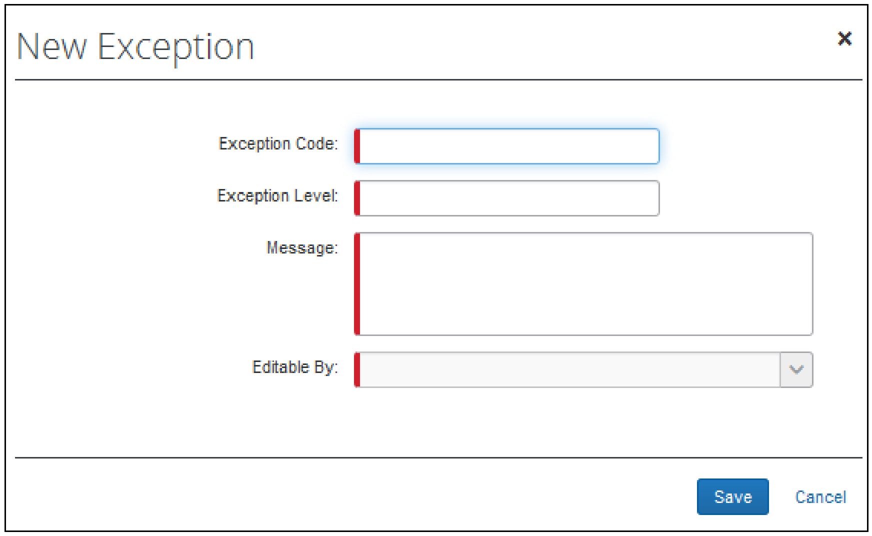


7. From the **Exception Visibility** list, select the users who are able to see the exception message by selecting:

   - Traveler, Approver, and Expense Processor
   - Approver and Expense Processor
   - Expense Processor

8. For the exception, you can:

   - Use an existing exception. To use an existing exception, click the desired exception. It appears in the **Exception Code**, **Exception Level**, and **Exception Text** fields at the top of the page.
   - Create a new exception.
     - Click **New**. The **New Exception** window appears.



- Complete the fields.

Field	Description/Action
Exception Code	The company-defined code for the exception, up to eight alphanumeric characters, all uppercase.
Exception Level	The numeric exception level of the audit rule. The company decides how many exception levels (up to 99) to use. For example, the company can decide to have six exception levels, with level 1 being a minor exception and level 6 being a severe exception.
Message	The exception message that appears to the user, approver and/or processor.
Editable By	Select the group(s) that can edit the audit rule.

- Click **Save**.

9. Click **Done**.

Copying a Custom Audit Rule

Instead of creating all rules, you can save time by copying a similar custom audit rule and then edit the copy. For example, assume you want three rules to specify the maximum amount allowed for breakfast (20.00 USD), lunch (25.00 USD), and dinner (40.00 USD). You can create the first one (for example, using the Expense Type of Breakfast and the Claimed Amount of 20.00 USD) and then copy it. Edit the copy by changing the Expense Type to Lunch and the Claimed Amount to 25.00 USD. Repeat the same process for the dinner rule.

For detailed information about all of the fields on this page, refer to *Adding a Custom Audit Rule* in this guide.

To copy a custom audit rule:

1. On the **Custom** tab, select the rule you want to copy.
2. Click **Copy**. The **Audit Rule** step appears.
3. Make any desired changes.
4. Click **Next**. The **Conditions** step appears.
5. Edit the condition(s) as required.
6. Click **Next**. The **Exception** step appears.
7. Make the desired changes.
8. Click **Done**.

Editing a Custom Audit Rule

For detailed information about all of the fields, refer to *Adding a Custom Audit Rule* in this guide.

To edit a custom audit rule:

1. On the **Custom** tab, select the rule you want to edit.
2. Click **Modify**. The **Audit Rule** step appears.
3. Make any desired changes.
4. Click **Next**. The **Conditions** step appears.
5. Edit the condition(s) as required.
6. Click **Next**. The **Exception** step appears.
7. Make the desired changes.
8. Click **Done**.

Deactivating / Activating a Custom Audit Rule

Activate a rule when you are ready to use it.

NOTE: Instead of *removing* a rule, you can *deactivate* it. This way, the rule is still available if you want to use it in the future.

To deactivate / activate a custom audit rule:

1. On the **Custom** tab, select the rule you want to affect.

2. Click **Deactivate** or **Activate**, whichever applies.

Removing a Custom Audit Rule

Once you have removed a rule, it will be permanently deleted from the system. If you think you might want to use it again, *deactivate* it instead of removing it.

➤ *To remove a custom audit rule:*

1. On the **Custom** tab, select the rule you want to remove.
2. Click **Remove**.

Viewing a Custom Audit Rule

➤ *To view a custom audit rule:*

1. On the **Custom** tab, select the rule you want to view.
2. Click **Modify**. The **Audit Rule** step appears.
3. Click **Next** to move through the pages.
4. Click **Finish** when done.

Section 4: Additional Samples of Custom Audit Rules

Here are some other examples of custom audit rules.

Image Certification Date (e-Bunsho)

Administrators can configure audit rules based on the date value in the **Image Certification Date** field. Once the audit rule is configured, administrators can compare the receipt timestamp date to the expense entry transaction date and can send alerts to users/groups and stop the flow of expenses reports when regulations are not met.

Currently, the **Image Certification Date** field is the e-Bunsho timestamp date used in Japan.

Image Certification Date field considerations:

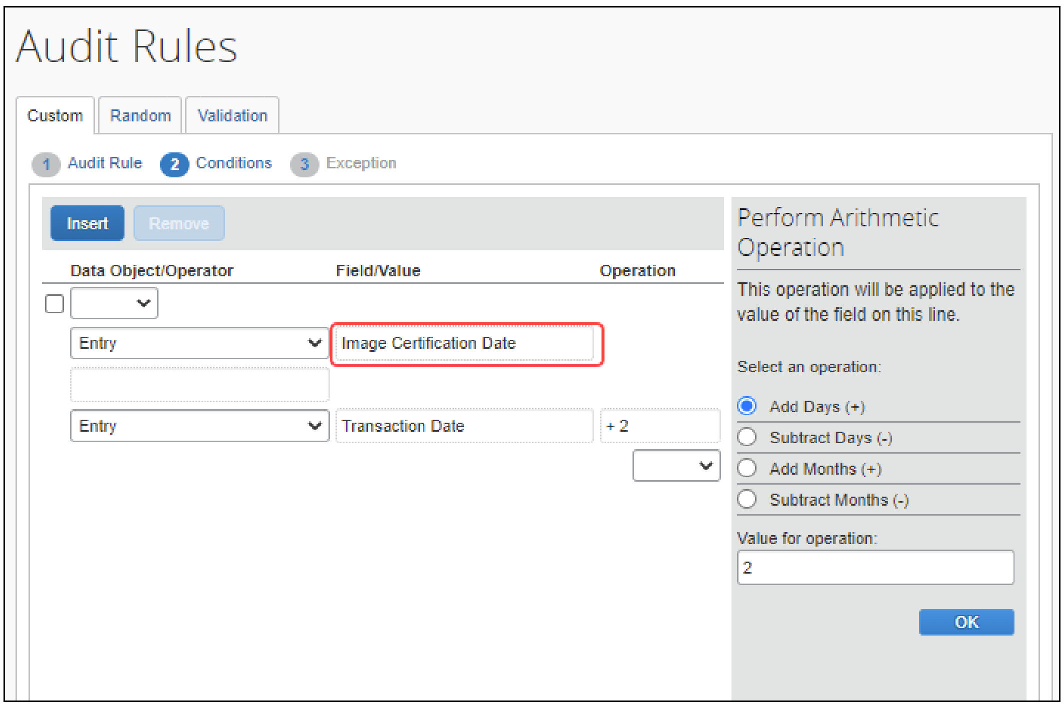
- Field calculation is based on the calendar day (business day logic is not included).
- Dates used in the number of day calculation are based on the GMT time zone. We recommend making audit rules for one day less than desired to account for the time difference between the GMT and JST time zones.
- Audit rules and compliance validations will be based on information provided by the user for the transaction date. Because users can edit transaction

dates, responsibility is with the user to ensure the transaction date is accurate based on receipt information.

- Admins will have the ability to create multiple audit rules for comparing the transaction date to the receipt timestamp date.

The e-Bunsho image certification date is based in Greenwich Mean Time (GMT). User transaction dates are likely based in Japanese Standard Time (JST). Configuration of the audit rule should account for the time difference. We recommend making audit rules for one day less than desired to account for the time difference between the GMT and JST time zones.

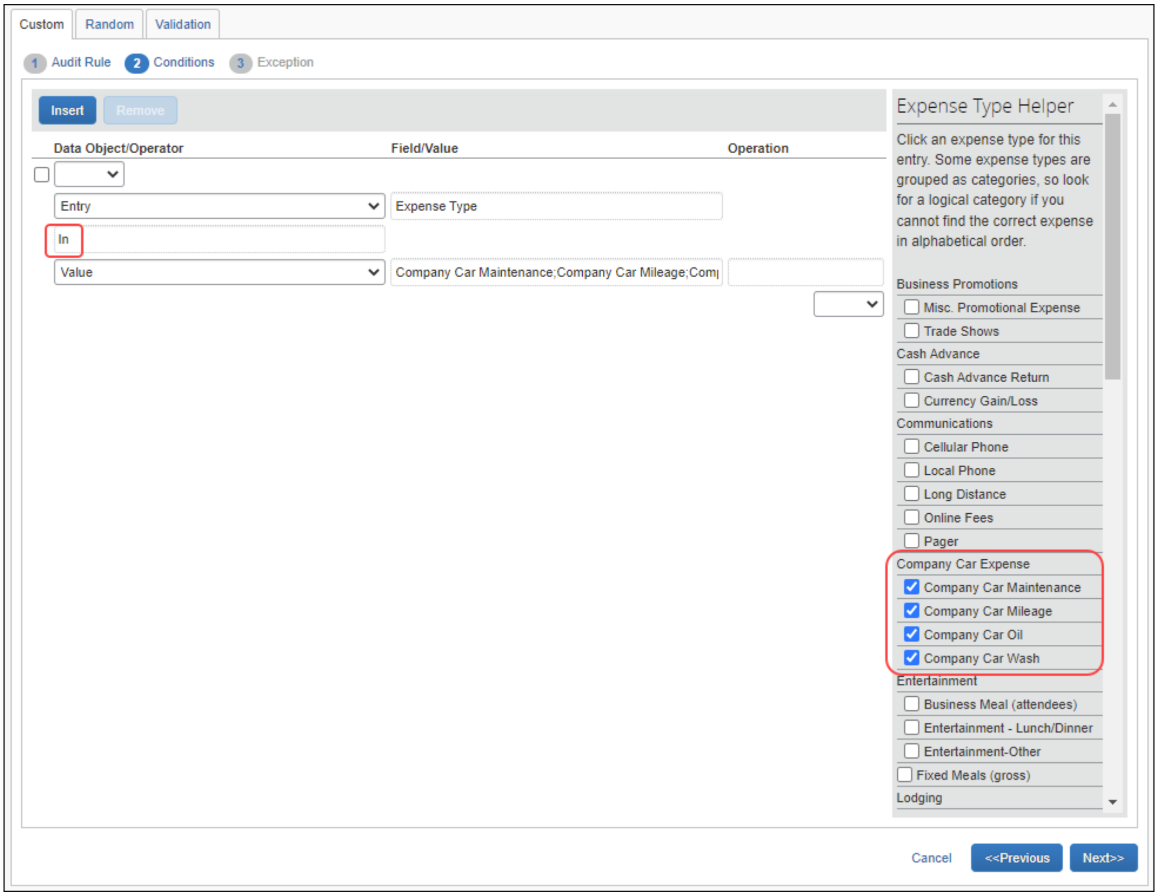
For example, if you are trying to flag instances where the image certification date is more than 3 days after the transaction date, we suggest setting the value to 2 to account for the time difference.



Multiple Expense Types (In/Not In and Equal/Not Equal)

Assume that you want to create a custom audit rule that includes several expense types. When you select *Entry* from the **Data Object** list on the **Conditions** page, the choices of *In*, *Not In*, *Equal*, and *Not Equal* appear in the **Select Operator** helper pane.

If you select *In* or *Not In*, then you can select more than one expense type to include in or exclude from the audit rule.



If you select *Equal* or *Not Equal*, then only one expense type can be selected.

NOTE: This option of selecting multiple objects applies only to expense types.

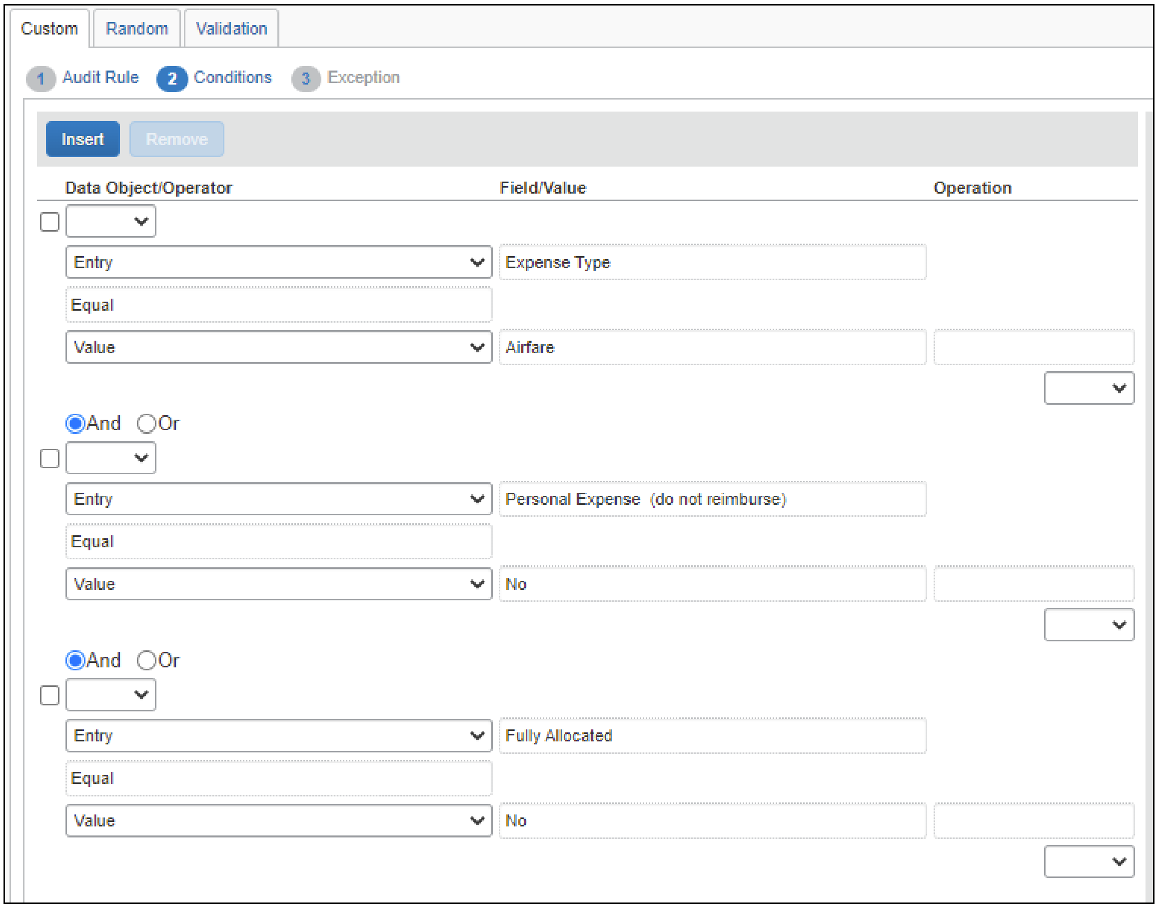
Allocations

You can use audit rules to ensure that certain expenses (perhaps by expense type) are allocated (that is, they have user-entered allocation information, though not necessarily 100% of the expense). In addition, you can use audit rules to ensure that allocated expenses are fully (100%) allocated.

When creating the condition for the audit rule that permits allocation, the following should be excluded as part of the condition:

- Personal expense types
- Other expense types that cannot be allocated (such as Cash Advance, Cash Advance Return, Currency Gain/Loss)

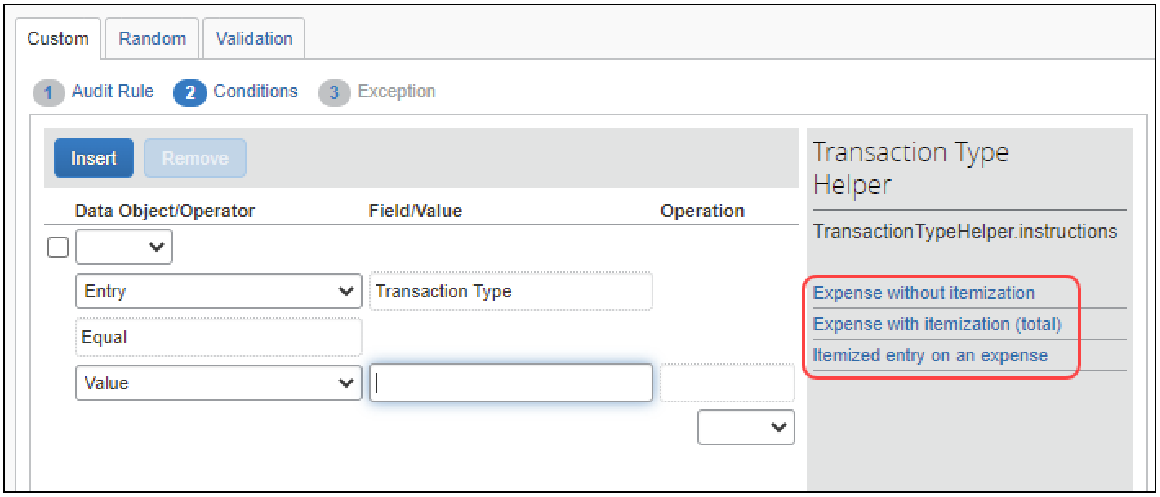
In the example below, assume that you want airfare expenses to be fully (100%) allocated.



Transaction Type

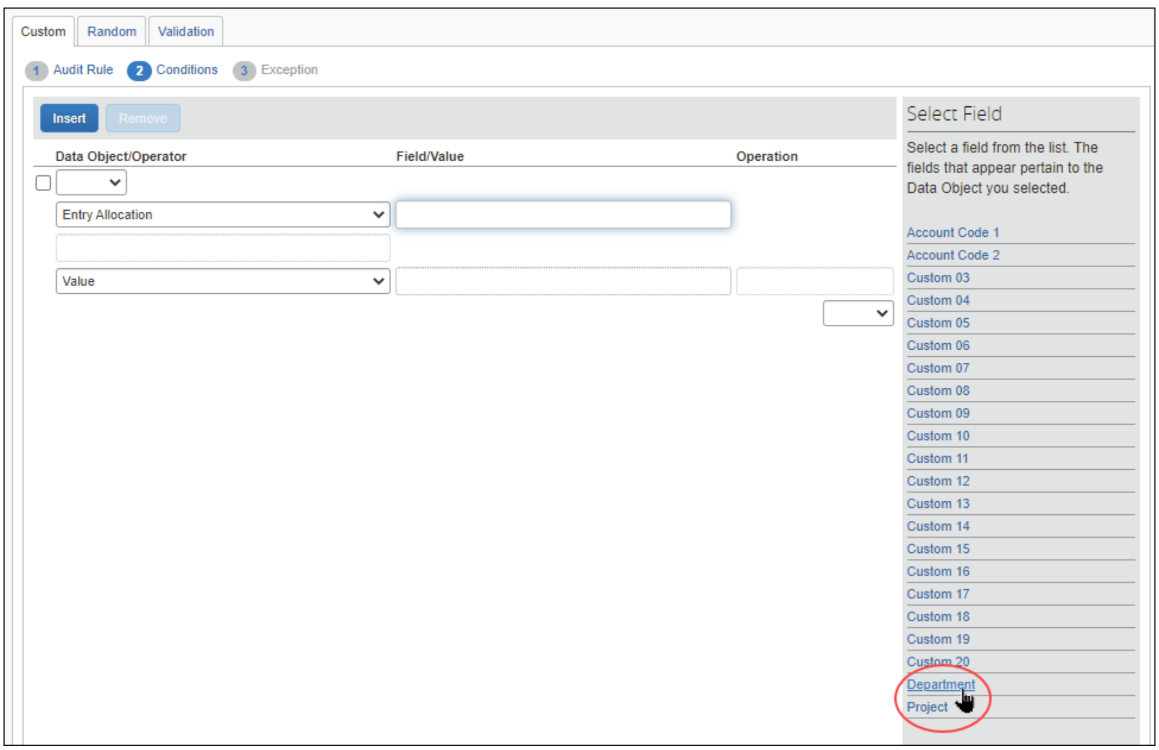
You can differentiate between transaction types when creating an audit rule. Assume in this case, you can select:

- Expense without itemization
- Expense with itemization (total) (the "parent" portion of an itemized expense)
- Itemized entry on an expense (the "child" portion of an itemized expense)

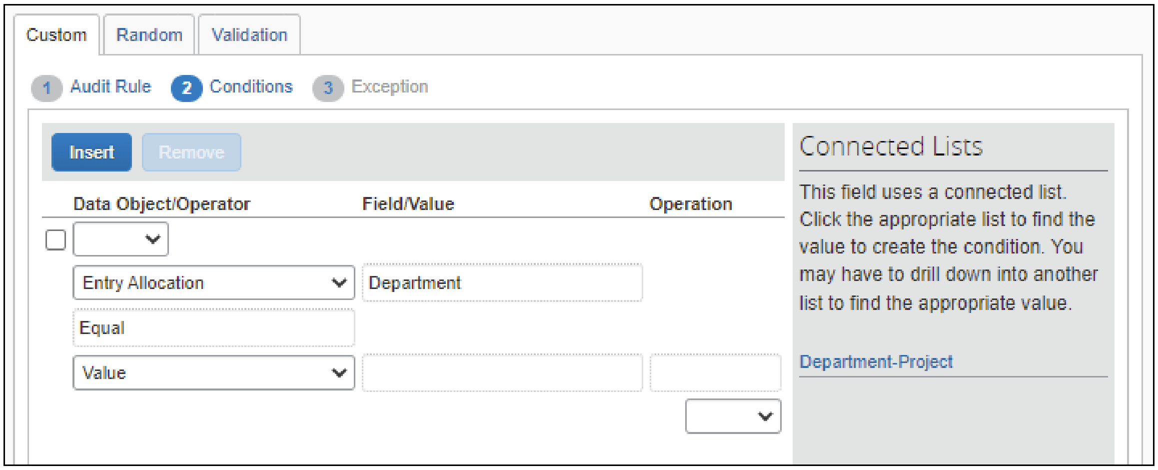


Connected Lists

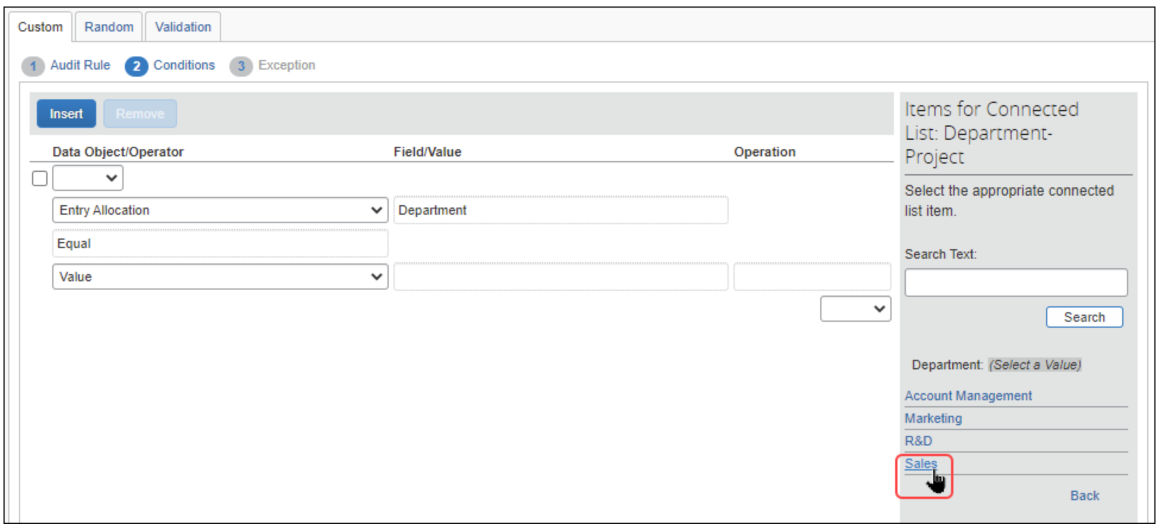
You can create rules based on data in connected lists. To do this, select the appropriate level in the list. In this sample, the rule is based on the first level of a connected list, which is **Department**.



When the administrator selects Department, then the name of the connected list appears, which in this case, is **Department-Project**. The administrator selects the connected list.



Then, the administrator selects the appropriate Project from the choices, which in this case, is Sales.

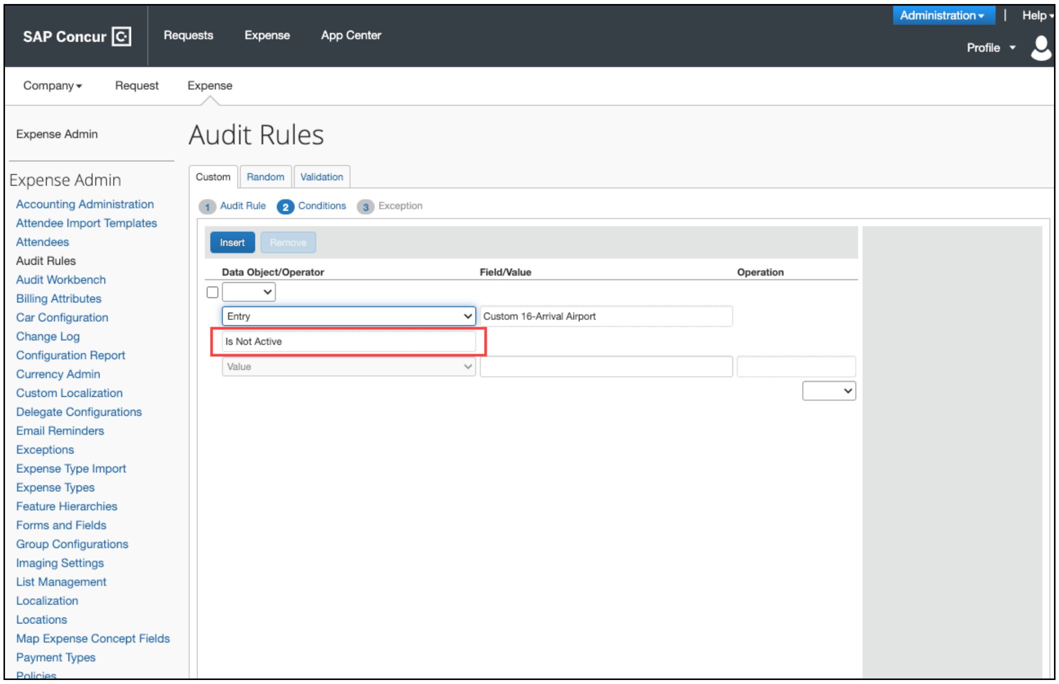


Invalid List Item

You can configure an audit rule that ensures that a custom list item is valid at report submission.

For example, a custom list has been created, and an employee has used an item from the custom list in their expense entry. Between when the user saves the entry, and when the report is submitted, the item may have been removed from the custom list.

A company may want to create an audit rule to ensure that an item in a custom list is valid at report submission time.



Duplicate Transaction Variance

Use the Duplicate Transaction Variance option to create audit rules that allow you to monitor for (or prevent) the submission of duplicate expenses, even across multiple expense reports.

TIP: Include the %lines% variable in the exception code output to include a list of possible duplicate expense report and expense report entry details, for example Warning: This expense entry may be a duplicate. %lines%.

When you create an audit rule using the Duplicate Transaction Variance, you specify:

- Which expense types you want it to include (dinner, hotel) or exclude (taxi, bus, cash advance; since it is common to have more than one of these types of expenses in the same day)
  – and –
- The amount of the variance

NOTE: All variances are by percent.

Then, Concur Expense checks a user's expenses and creates an audit rule exception if:

- Two or more expenses have the same expense type
  – and –
- The expenses are on the same report or separate reports that have been submitted and not returned to the user
  – and –

- The dates of the transactions are the same
  – and –
- The reimbursement amounts of the transactions match the variance condition defined in the audit rule

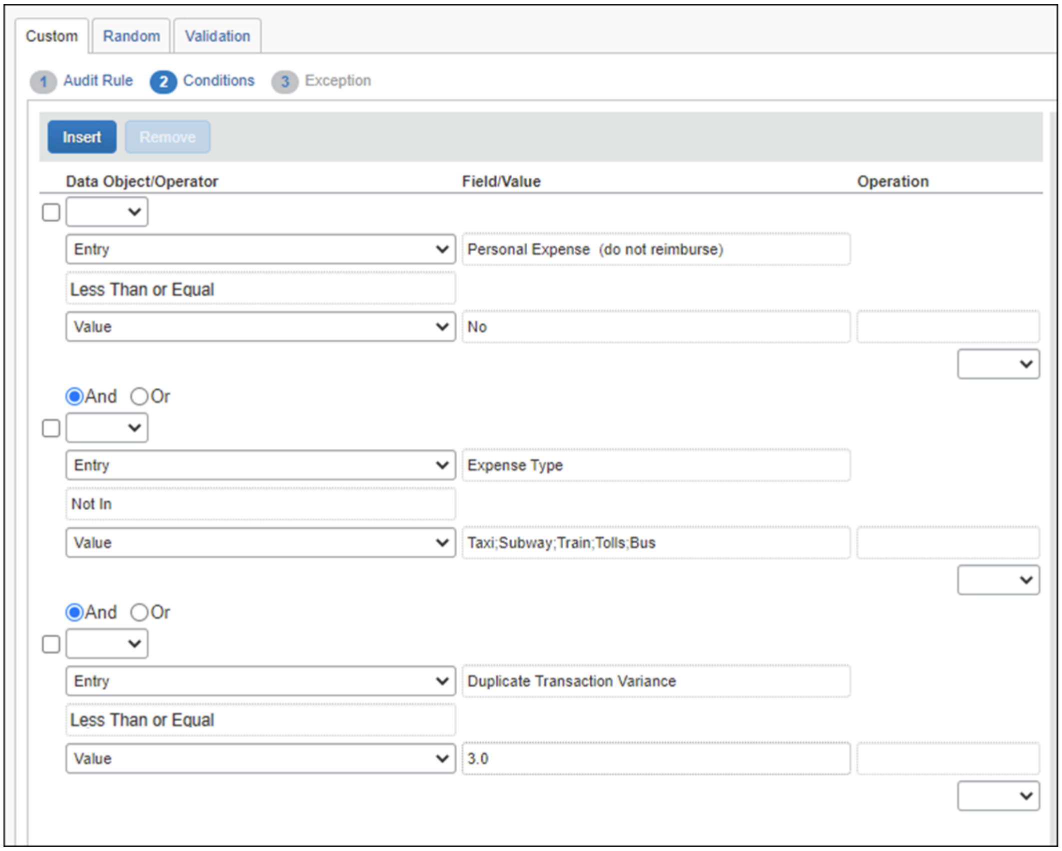
To create the audit rule:

1. On the **Audit Rule** step, complete the **Name**, **Editable By**, **Applies To**, and **Active** fields as usual.
2. For the **Event**, select either *Entry Submit* or *Report Submit*.

NOTE: Though you can select the event of *Entry Save*, it is ***strongly recommended*** that you do not. Each time an expense is saved, Expense will run the audit rule and check all submitted reports, which can negatively affect performance.

---

3. On the **Conditions** step:
   - Exclude expenses marked as personal
   - Specify which expense types to include, such as lodging, car rental, or dinner
     – or –
     Specify which expense types to exclude, such as taxi, cash advance, or currency gain/loss
   - Specify the amount of the variance, such as 3%



In this rule, personal expenses are excluded; taxi, subway, tolls, and so on are excluded; and the amount of the expense in question is within 3% of another expense.

Variance Operator

The Duplicate Transaction Variance should *always* employ the **Less Than** or **Less Than or Equal** operator. It is intended to find expenses within the defined variance for the amount, including the application of exchange rates for comparisons of amounts in differing currencies.

NOTE: The Equal operator should *never* be used with this condition.

4. On the **Exception** step, consider making the exception visible to the user, approver, and processor. Then, either:
   - Set the exception level low enough so it does not prevent report submission. The exception text will serve as a warning for the user and allow the approver to make the decision about paying the expense.
   - Set the exception level high enough to prevent report submission so the user cannot submit the expense. If it truly is a duplicate, the user must delete it. If the user simply made an error, for example, the date is incorrect, then the user can correct and then submit the expense.

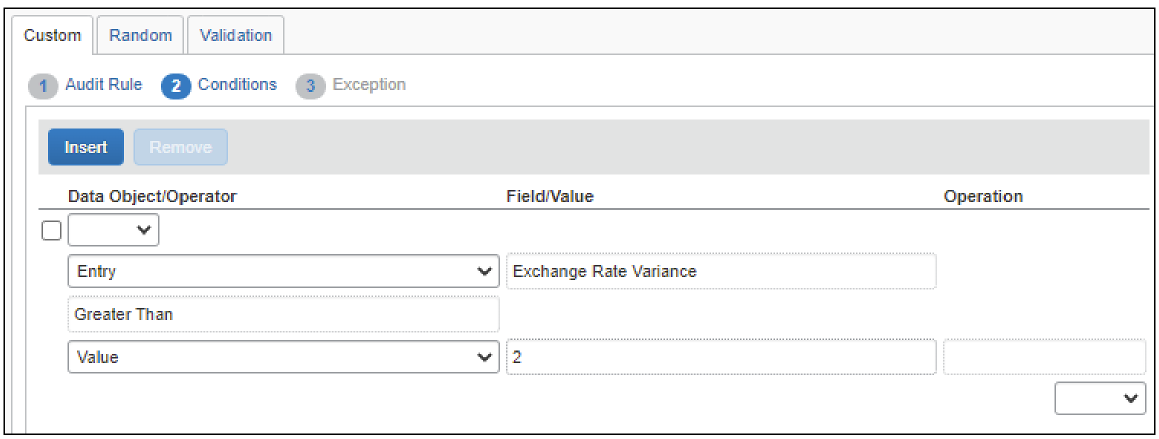
NOTE: This choice should be used with caution, as there are often valid business reasons for an exception to the rule.

Expense Exchange Rate Variance

Use the Exchange Rate Variance option to create audit rules that allow you to monitor the exchange rate used by employees on an expense against the default exchange rate provided by either your company's exchange rate import or the rates provided by SAP Concur.

A typical rule would allow a variance from the default rates to provide for exchange rate fluctuations from different currency providers, usually somewhere between 2-10%. The value entered for this field is the *percentage* of variance from the default exchange rate, as shown in the figure below.

NOTE: The variance used for this rule must be greater than zero. The minimum supported variance is 0.1%.



Daily/Weekly/Monthly/Yearly Amount Limit – Single Expense Type

Use the Amount Limit options to create audit rules that allow you to monitor for (or prevent) the submission of expenses that exceed daily, weekly, monthly, or yearly limits. For example, you may currently have a $25 limit for dinner. Using the Amount Limit - Weekly option, you can set a $100 weekly limit as well (or instead).

When you create an audit rule using one of the Amount Limit options (Amount- Daily Total; Amount- Weekly Total; Amount- Monthly Total; Amount- Yearly Total), you specify the expense type and the limit.

Then, Concur Expense checks a user's expenses and creates an exception if:

- One or more expenses exceed the daily, weekly, monthly, or yearly limit defined in the audit rule
  – and –

- The expenses are on the same report or separate reports that have been submitted and not returned to the user
  – and –
- The expenses match the expense type specified in the audit rule
  – and –
- The transaction dates fall within the defined frequency
  - "Monthly" is defined as within the same calendar month
  - "Weekly" is defined as from Sunday through Saturday of the same calendar week
  - "Yearly" is a calendar year, from January 1st to December 31st

---

NOTE: If you select multiple expense types in the condition editor, the total is applied individually to ***each*** expense type.

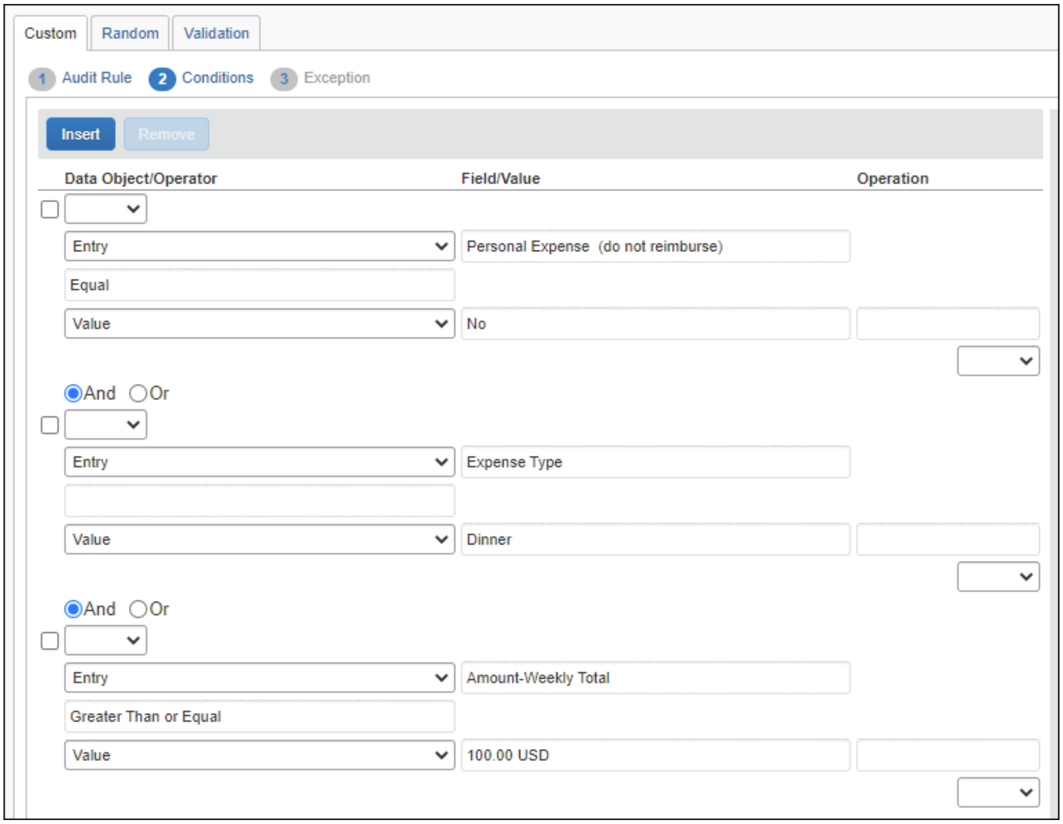
▸ *To create the audit rule:*

1. On the **Audit Rule** step, complete the **Name**, **Editable By**, **Applies To**, and **Active** fields as usual.
2. For the **Event**, select either *Entry Submit* or *Report Submit*.

   NOTE: Though you can select the event of Entry Save, it is ***strongly recommended*** that you do not. Each time an expense is saved, Concur Expense will run the audit rule and check all submitted reports, which can negatively affect performance.

   ---

3. On the **Conditions** step:
   - Exclude expenses marked as personal.
   - Specify the expense type.
   - Specify the limit.



In this rule, personal expenses are excluded, dinner is specified, and the weekly limit is 100 USD.

NOTE: If you select multiple expense types, the total is applied to ***each*** expense type; you cannot have it sum multiple expense types. For example, this option will ***not*** total breakfast, lunch, and dinner amounts to create a daily "meals" limit.

4. On the **Exception** step, consider making the exception visible to the user, approver, and processor. Then, either:

   - Set the exception level low enough so it does not prevent report submission. The exception text will serve as a warning for the user and allow the approver to make the decision about paying the over-limit expense.
   - Set the exception level high enough to prevent report submission so the user cannot submit the expense(s). If the user has exceeded the limit, the user must edit the expenses to make the excess amount personal in order to submit. If the user simply made an error, then the user can correct and then submit the expense(s).

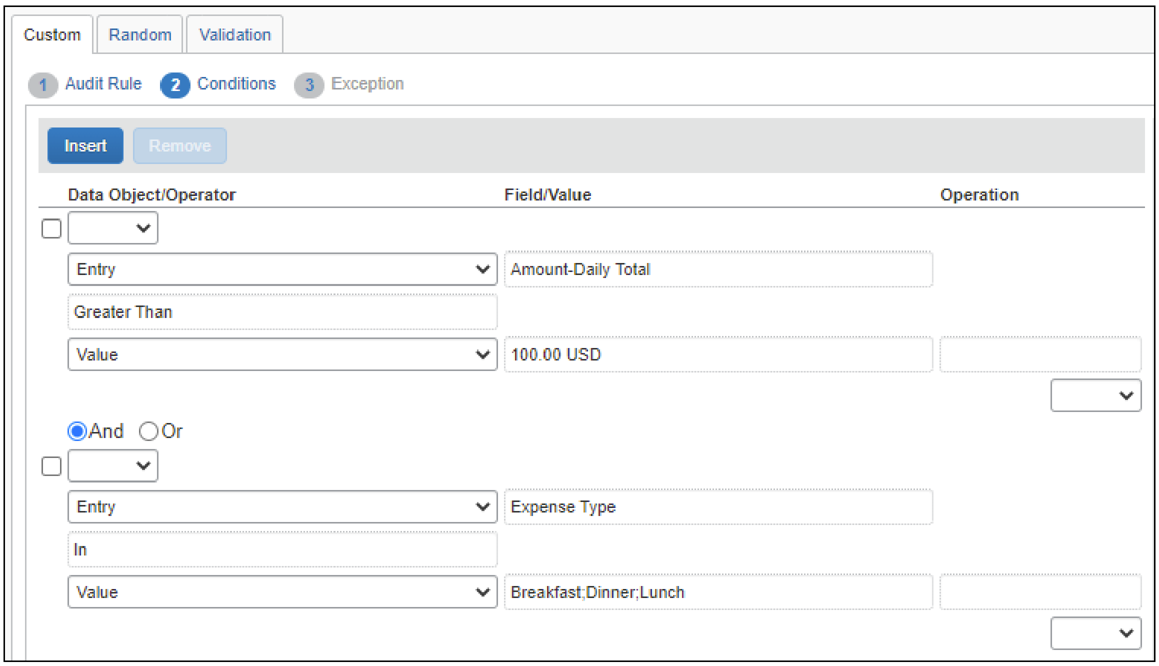
     NOTE: This choice should be used with caution, as there are often valid business reasons for an exception to the rule.

You can include variables in the exception message, for example, to show the user the limit amount, the amount over limit, etc. For more information, refer to the *Concur Expense: Exceptions Setup Guide*.

Daily/Weekly/Monthly/Yearly Amount Limit – Multiple Expense Types

Use the Amount Limit (multiple expense types) options to create audit rules that allow you to monitor for (or prevent) the submission of expenses that exceed daily, weekly, monthly, or yearly limits totaling across a specific set of expense types. For example, you may currently have a $50 limit for meals per day. Using the Amount Limit – Daily (multiple expense types) option, you can check the sum of expense types for Breakfast, Lunch and Dinner for this limit.

These rules are very similar in operation to the single expense type version described above; the primary difference is that they will total multiple expense types versus a single expense type.



The following are the Entry Data Object options for multiple expense types:

- Amount – Daily Total (multiple expense types)
- Amount – Monthly Total (multiple expense types)
- Amount – Weekly Total (multiple expense types)
- Amount – Yearly Total (multiple expense types)

Variables in Exception Messages for Daily/Weekly/Monthly/Yearly Amount Limit – Single or Multiple Expense Types

NOTE: These variables ***cannot*** be used in conjunction with the Duplicate Transaction Variance rule for finding potential duplication of expenses. These variables are not supported for use in validation rules.

Overview

If the client uses amount-based audit rules (such as those that track daily, weekly, or monthly totals), the client can also include variables in the exception message that appears to the user, approver, and/or processor. For example, assume that an audit rule is triggered if a user spends more than $50 a month for office supplies. Further assume that the admin created an exception message that includes the amount variables.

So, when the user saves an office supply expense for $15, which brings the monthly total to $60, the exception message might be: "The monthly limit for this type of expense is $50. Your expense exceeds the limit by $10, bringing the monthly total to $60. Be sure to include a comment for your approver."

Configuration

The basic steps are:

- Step 1: Set the site setting
- Step 2: Create the audit rule
- Step 3: Create the exception

Step 1: Set the Site Setting

This feature is activated in Site Settings.

1. Click **Administration** > **Expense**.
2. Click **Site Settings** (left menu).
3. Select (enable) the **Allow amounts to appear in limit-based exception messages (enable only if used)** check box.

If you have created exception messages with variables and then you later clear (disable) this check box, the variable syntax, in plain text, is displayed instead of the amount as shown in this example:

- **Enabled:**
  "Company policy limits expenses in this area to €50.00 per month. You have spent €80.48 this month, over the limit by €30.48."
- **Disabled:**
  "Company policy limits expenses in this area to %AmountLimit% per month. You have spent %TotalAmount% this month, over the limit by %AmountOverLimit%."

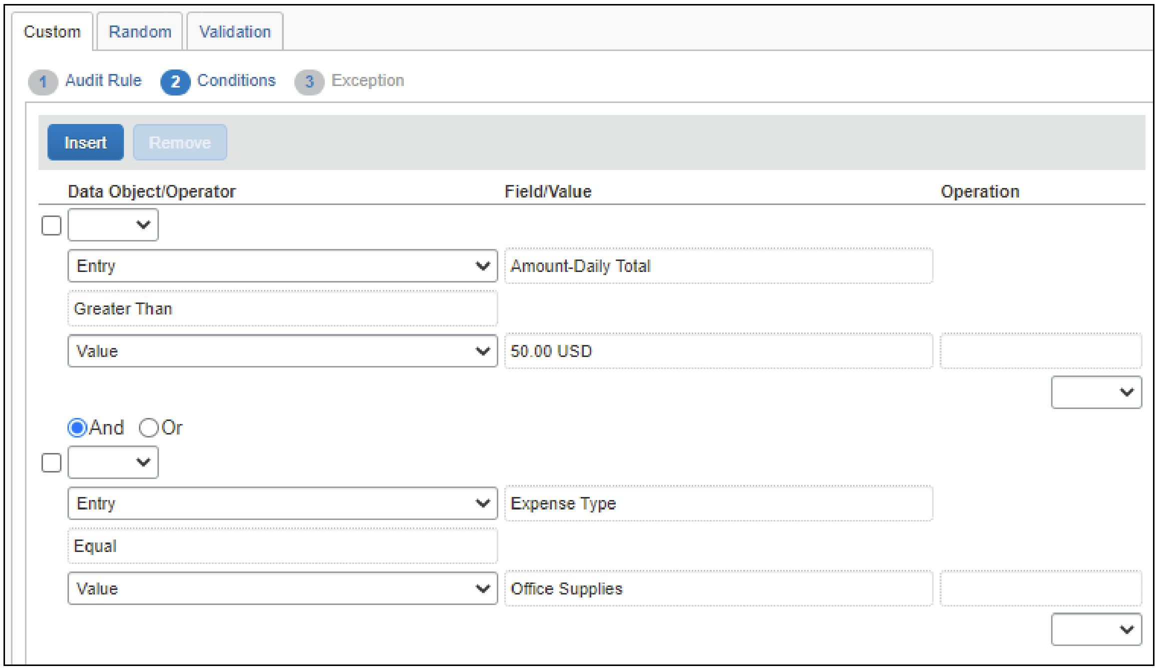
For more information about site settings, refer to the *Concur Expense: Site Settings Setup Guide*.

STEP 2: CREATE THE AUDIT RULE

Once the feature is activated, the admin can create the audit rule exception messages. The new exception message variables can be used with audit rules that meet the following criteria:

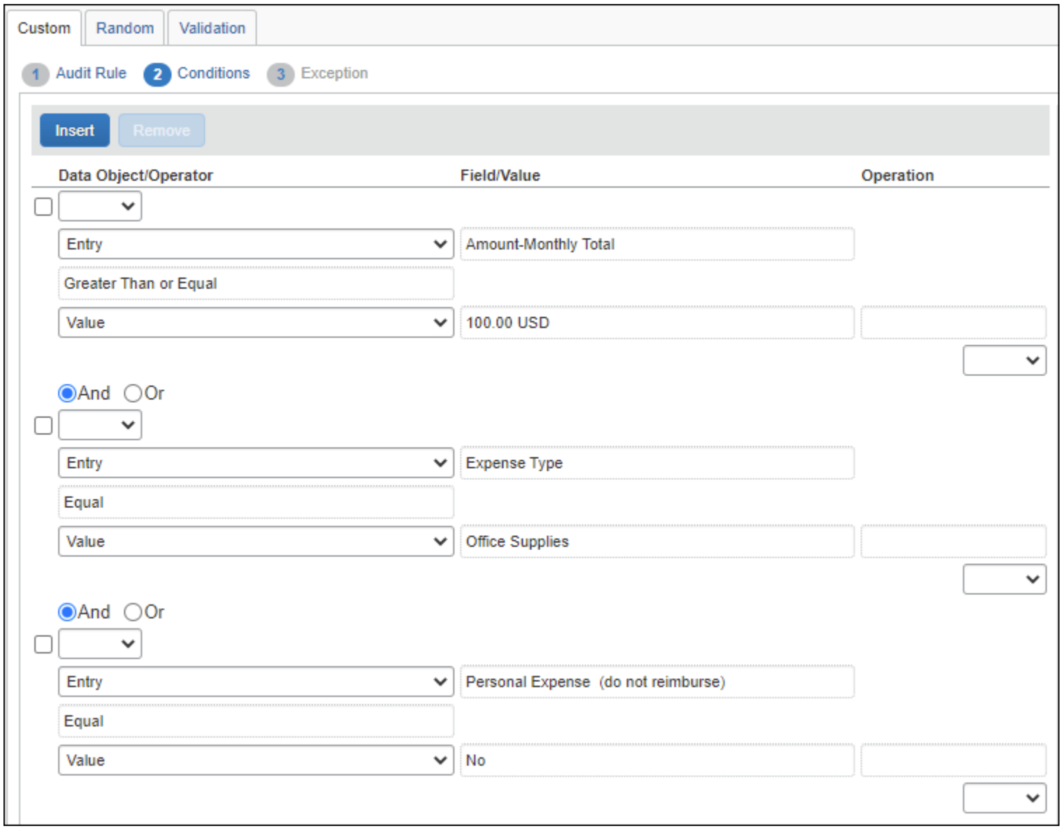
- The event must be one of these:
  - Entry Save
  - Entry Submit
- The data object must be Entry.
- The field/values must be one of these:
  - Amount
  - Amount-Daily Total
  - Amount-Daily Total (multiple expenses)
  - Amount-Monthly Total
  - Amount-Monthly Total (multiple expenses)
  - Amount-Weekly Total
  - Amount-Weekly Total (multiple expenses)
  - Amount-Yearly Total
  - Amount-Yearly Total (multiple expenses)
  - Foreign Amount
- The operator must be one of these:
  - Greater Than
  - Greater Than or Equal

For example, this audit rule would track office supply expenses that total $50 or more in a month:



Note the following:

- **Multiple conditions:** If there is more than one amount condition in an audit rule that meets the criteria, it is not possible to predict which condition will define the amounts that are reported. **Best Practice:** *Use only one condition that meets the criteria*.
- **With variance:** This type of rule and message also work if the audit rule includes a variance. Assume that the client has a rule for a maximum monthly spend of $100 (with a variance of 2%) for office supplies, so the user is permitted to spend up to $102 without exception.



For this type of rule:

- The ***rule*** is triggered based on the variance, so the exception message will not appear until the user exceeds $102.
- The ***exception message*** is based on the base amount of $100 with no mention of the variance.

So:

- If the user's total for the month equals $101, the rule is not triggered so there is no exception.
- If the user's total for the month equals $103, the rule is triggered and this type of client-configured exception message could appear: "Company policy limits expenses in this area to $100 per month. You have spent $103 this month, over the limit by $3."

STEP 3: CREATE THE EXCEPTION

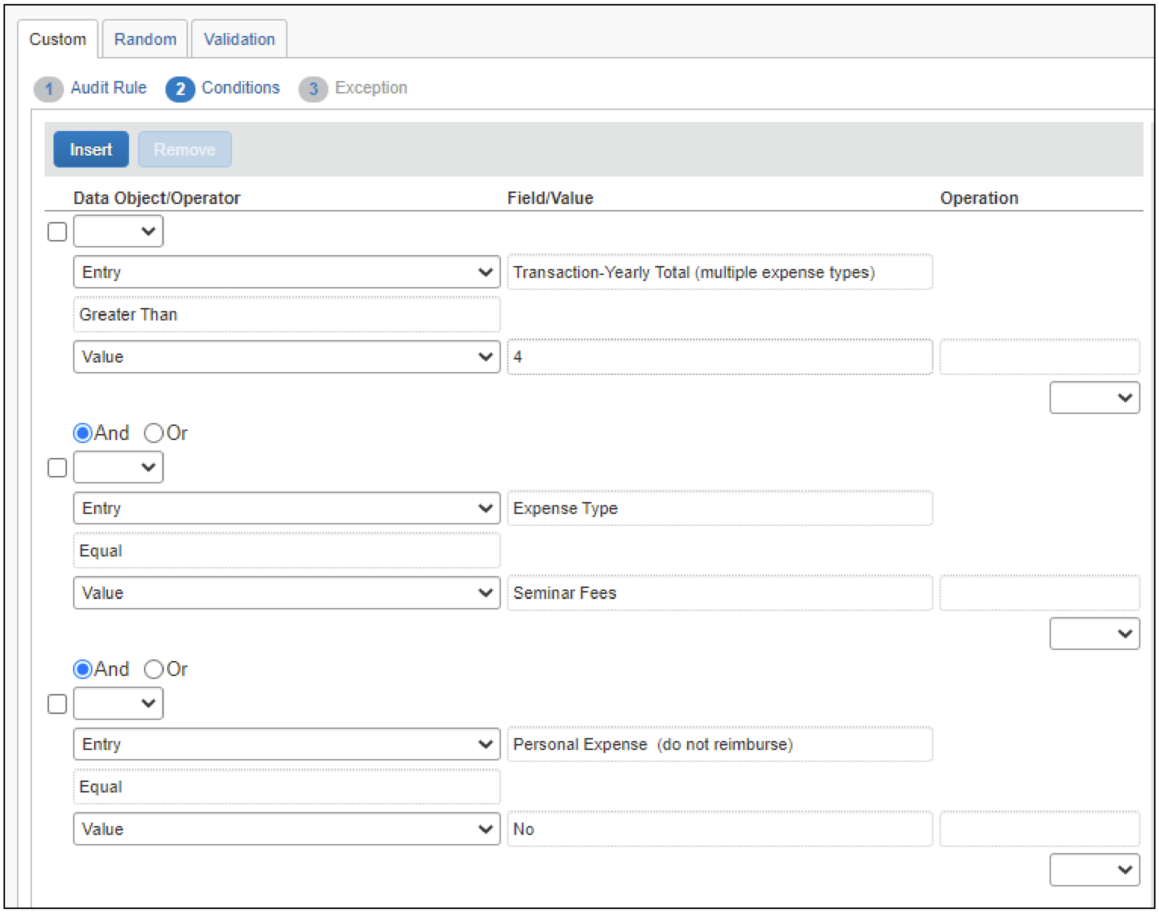
Then, when creating the exception for the audit rule, the admin can use any or all of these variables. (These variables are not case-sensitive.)

<table>
<tr><th>Variable</th><th>Description</th><th>Currency</th></tr>
<tr><td>%AmountLimit%</td><td>Amount of the limit as defined in the rule</td><td rowspan="4">Appears in the exception in the currency defined in the audit rule – with the appropriate symbol (such as the dollar sign) or three-character currency code (such as CAD)</td></tr>
<tr><td>%AmountOverLimit%</td><td>Amount that exceeds the limit (TotalAmount minus AmountLimit)</td></tr>
<tr><td>%TotalAmount%</td><td>Total amount of the expense(s) selected by the rule</td></tr>
<tr><td>%AmountLimitRemaining%</td><td>Amount remaining between the limit and the total amount expensed (AmountLimit – TotalAmount)</td></tr>
<tr><td>%UserTotalAmount%</td><td>Total amount of the expense(s) selected by the rule – in the applicable currency</td><td>If the audit rule amount condition uses the Foreign Amount field, then this amount appears in the exception in the transaction currency of that expense.
If the audit rule uses any of the other amount fields listed above, this amount appears in the exception in the currency of the expense report.</td></tr>
</table>

For more information about creating exceptions, refer to the *Concur Expense: Exceptions Setup Guide*.

Daily/Weekly/Monthly/Yearly Transaction Frequency Count – Multiple Expense Types

Use the Transaction Frequency (multiple expense types) options to create audit rules that allow you to monitor for (or prevent) the submission of expenses that exceed daily, weekly, monthly, or yearly frequency limits across a specific set of expense types. For example, you may currently have a limit of number of occurrences for specific expense types like seminars during the year. Using the *Transaction–Yearly Total (multiple expense types)* option, you can check the count of expense types for Seminar Fees against this annual limit.



The following are the Entry Data Object options for multiple expense types:

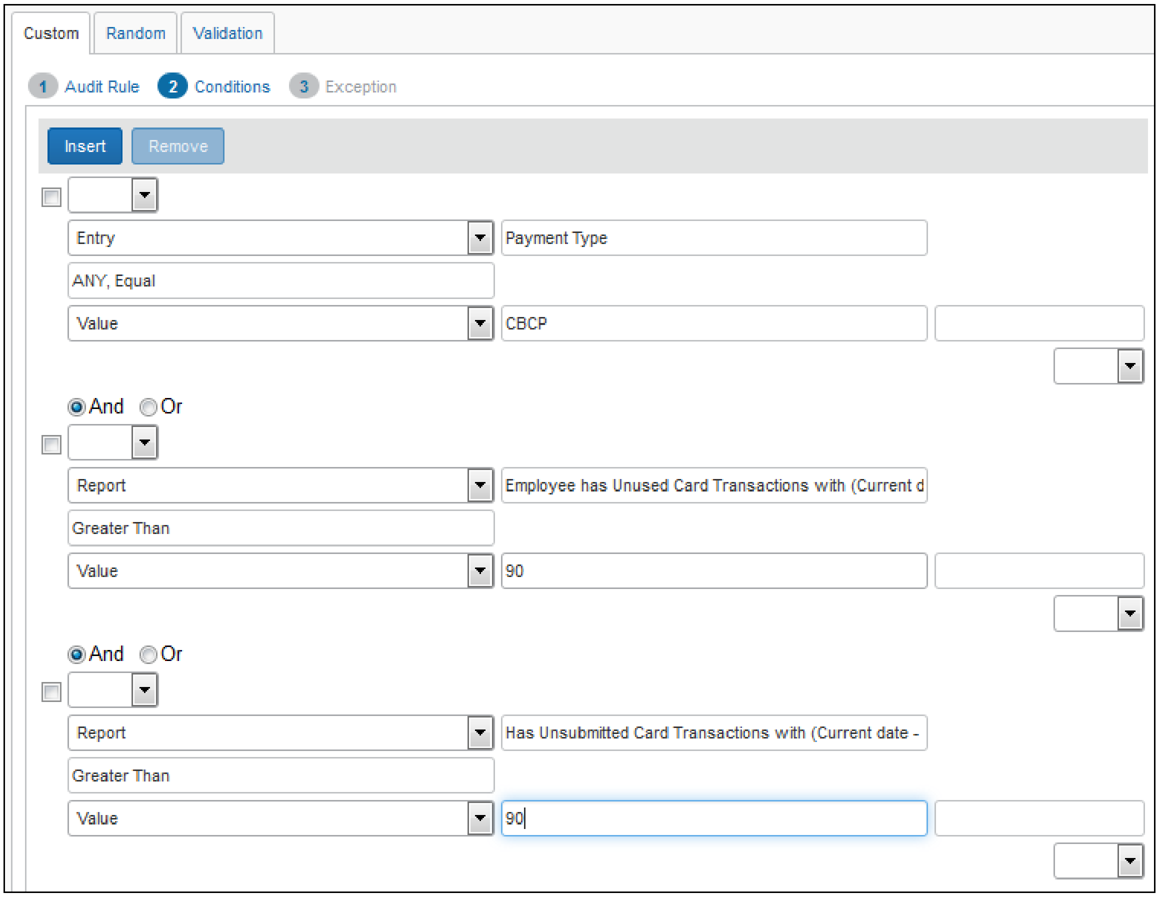
- Transaction – Daily Total (multiple expense types)
- Transaction – Monthly Total (multiple expense types)
- Transaction – Weekly Total (multiple expense types)
- Transaction – Yearly Total (multiple expense types)

Prevent Submission When Company Card Transactions are Older Than # Days

This rule blocks a user from submitting any additional reports when the system detects that their queue of unattached card transactions includes one or more transactions older than *X* number of days.

SAMPLE

In this sample, the system will block submission of expense reports where the any unused card transaction date exceeds the report's posted date plus the specified number of days.

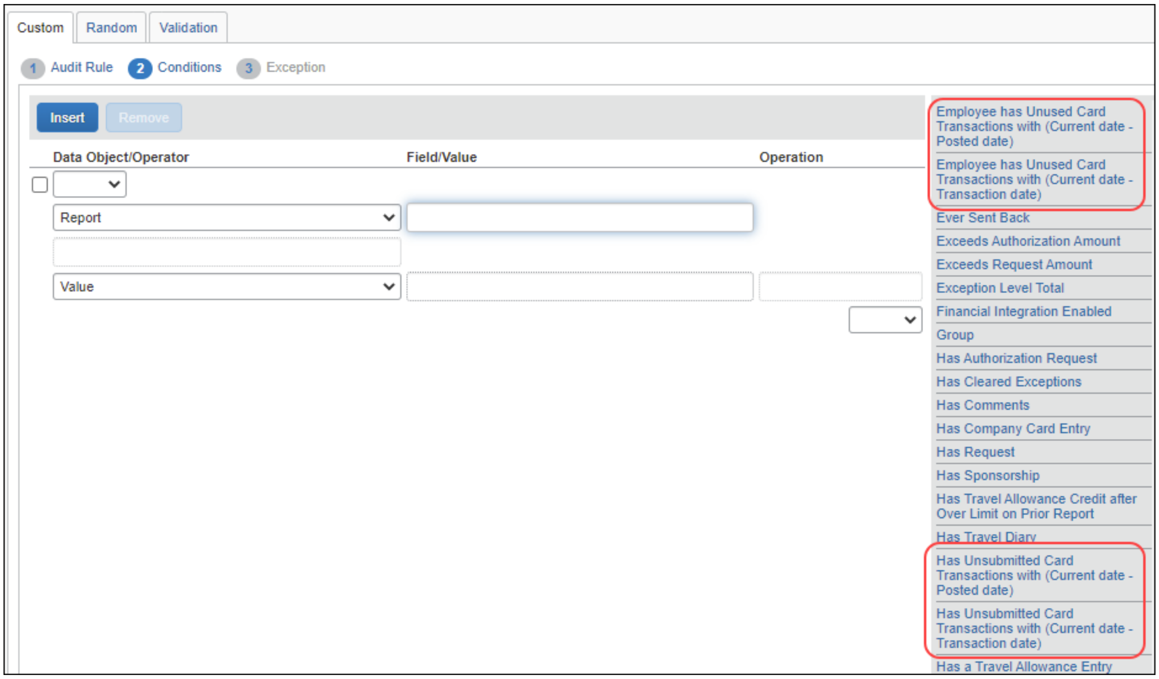


The lack of submission privileges prompts the user to resolve the issue.

Managing Unused or Unsubmitted Company Card Transactions

These rule options allow you to monitor company card transactions that are unused (either not yet attached to an expense report or attached to an unsubmitted expense report). Using these options, you can design audit rules that prevent submission of other expense reports until the user has submitted all card transactions older than a client-defined number of days.

The options are associated with the Report Submit event and the Report data object. They are:



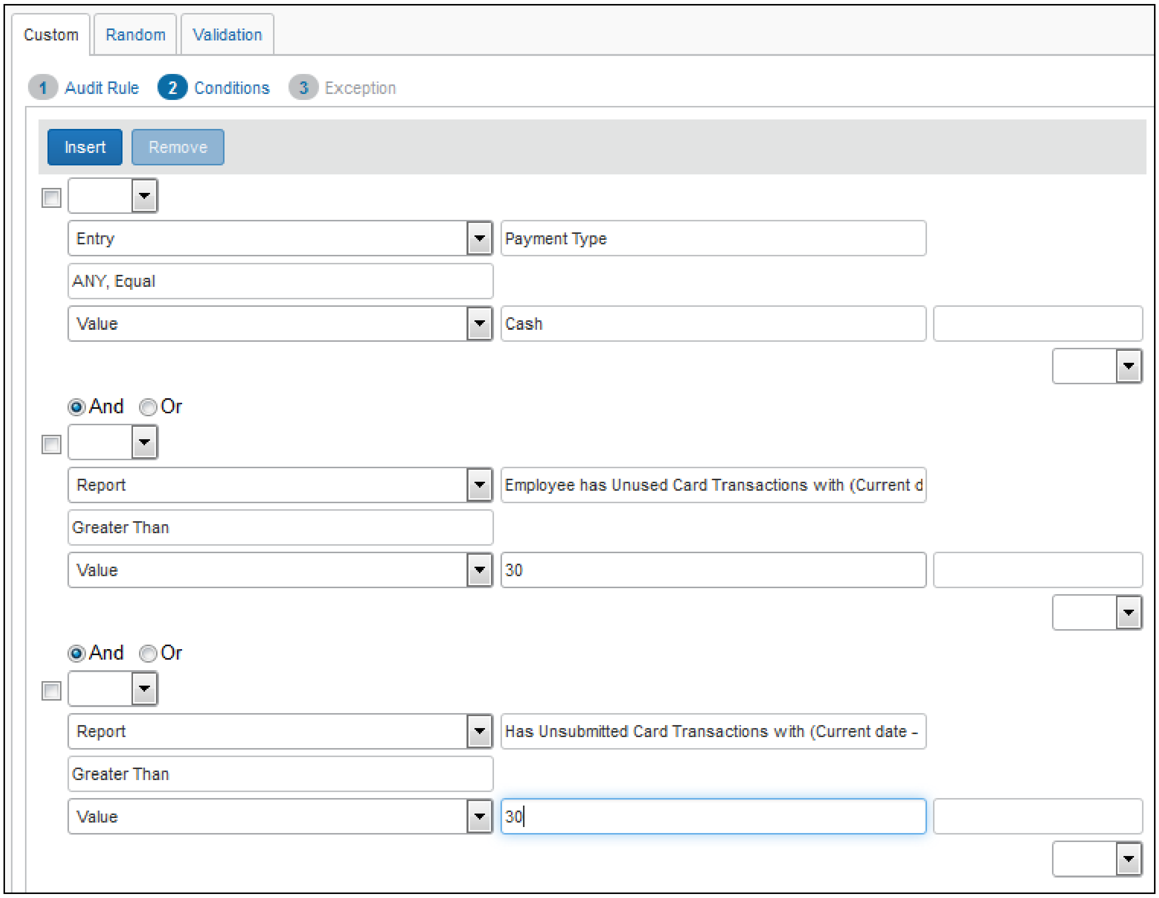
Option	Description
Employee has Unused Card Transactions with (Current date - Posted date)	Checks to see if the ***employee*** has unattached/ unsubmitted card transactions – excluding any transactions attached to the current report – where the ***posted*** date is at least x days older than the current date
Has Unsubmitted Card Transactions with (Current date - Posted date)	Checks to see if the ***current report*** has unsubmitted card transactions where the ***posted*** date is at least x days older than the current date
Employee has Unused Card Transactions with (Current date - Transaction date)	Checks to see if the ***employee*** has unattached/ unsubmitted card transactions – excluding any transactions attached to the current report – where the ***transaction*** date is at least x days older than the current date
Has Unsubmitted Card Transactions with (Current date - Transaction date)	Checks to see if the ***current report*** has unsubmitted card transactions where the ***transaction*** date is at least x days older than the current date

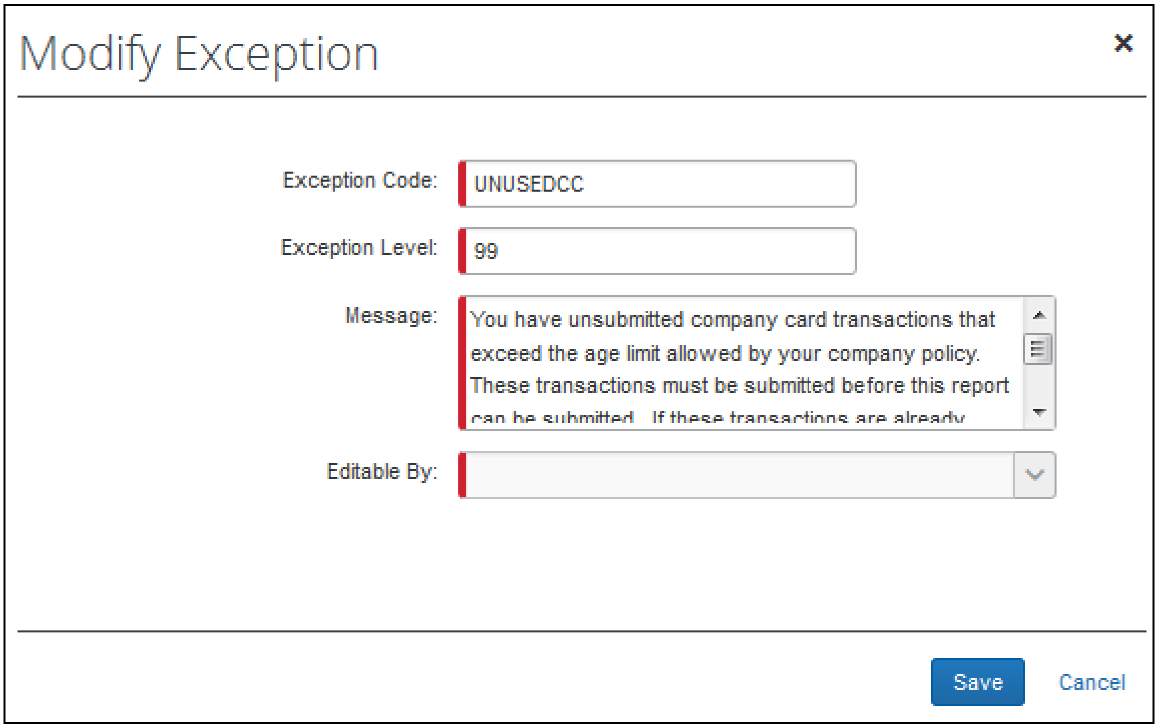
Consider when using the options:

- First, determine how you want to define "aged" (such as 30 days).
- Then, whether to compare the current date to the posted date or to the transaction date (such as 30 days past the transaction date).
- Then, whether to use the new exception named UNUSEDCC. If you do, then if the user has aged card transactions already attached to one or more reports, the report names appear in the exception message.

SAMPLE

In this sample, the system will block submission of expense reports until all aged card transactions are submitted. Every report that contains Cash transactions will be blocked until the aged transactions are submitted.





How It Works

Assume that the user has unused aged card transactions.

The user tries to submit....	Result
Expense report #1 - contains only cash transactions	Report #1 is blocked until all aged card transactions are submitted
Expense report #1 - contains only cash transactions Expense report #2 - contains aged card transactions	Report #1 is blocked Report #2 is processed When all aged card transactions are submitted, then the user can submit report #1
Expense report #1 - contains cash and aged card transactions Expense report #2 - contains aged card transactions	Report #1 is blocked Report #2 is processed Report #1 will remain blocked until the cash transactions are removed. Once that happens, the user can submit Report #1
Expense report #1 - contains only cash transactions Expense report #2 - contains card transactions ***under*** the age limit Expense report #3 - contains aged card transactions	Report #1 and #2 are blocked Report #3 is processed When all aged card transactions are submitted, then the user can submit report #1 and #2

Attendee Totals and Attendee Frequency (using the Entry Attendee Submit Event)

You can create attendee audit rules, for example:

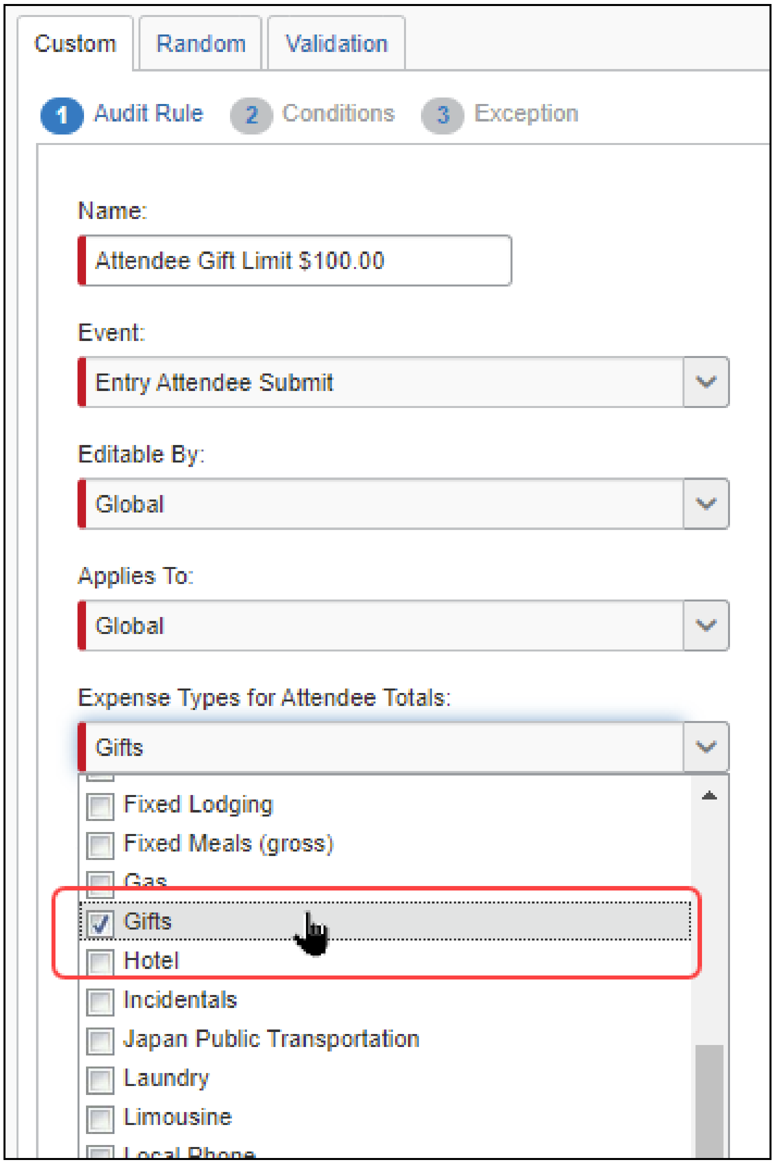
- To track the amount spent on an attendee, based on an audit limit, either company-wide or by the current employee (owner of the current report)
- To track the number of times an individual has been named as an attendee, either company-wide or by the current employee (owner of the current report)

Note the following about attendee audit rules (Entry Attendee Submit event):

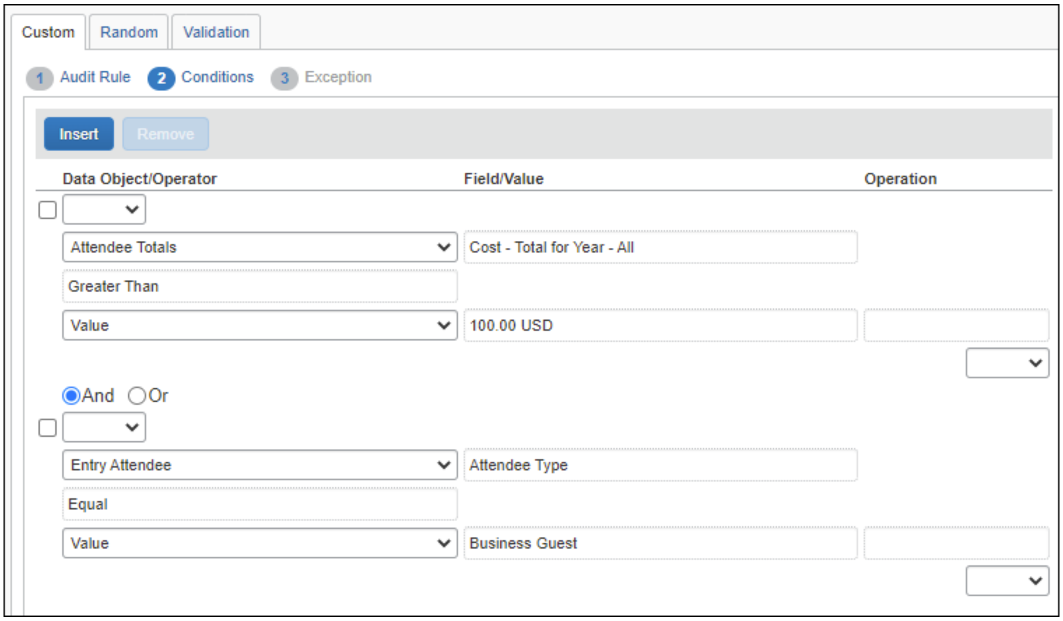
- For a single-condition rule, that condition must contain the Attendee Totals data object.
- For a multiple-condition rule, the rule must contain only one condition with the Attendee Totals data object.
- Like other audit rules, you can make the exception visible to users; users and approvers; or users, approvers, and processors. The exception text associated with the *entry* follows the same visibility guidelines as other custom rules; however, the exception text that appears with the *attendee name* is visible to everyone.
- Like other audit rules, you can also set the exception level high enough to prevent report submission. The icon associated with the *entry* follows the standard color guidelines (red/yellow/blue), however, the flag that appears with the *attendee name* is always red.
- Amount and frequency totals that apply to the current employee are stored with the expense entry. Amount and frequency totals that apply to the entire company are stored with the expense entry and the attendee record.
- For audit rules that evaluate attendee totals for both amount and frequency, objects should not be used if attendees are in the parent expense entries, and instead, attendees should be in the itemization entries. When using these objects, attendees should not be in the parent entries.

To create an Attendee Totals rule:

1. On the **Audit Rule** step, complete the **Name**, **Editable By**, **Applies To**, and **Active** fields as usual.
2. Then:
   - For the **Event**, select *Entry Attendee Submit*.
   - For **Expense Types for Attendee Totals**, select the expense type(s) that you want included in the total.



3. On the **Conditions** step:

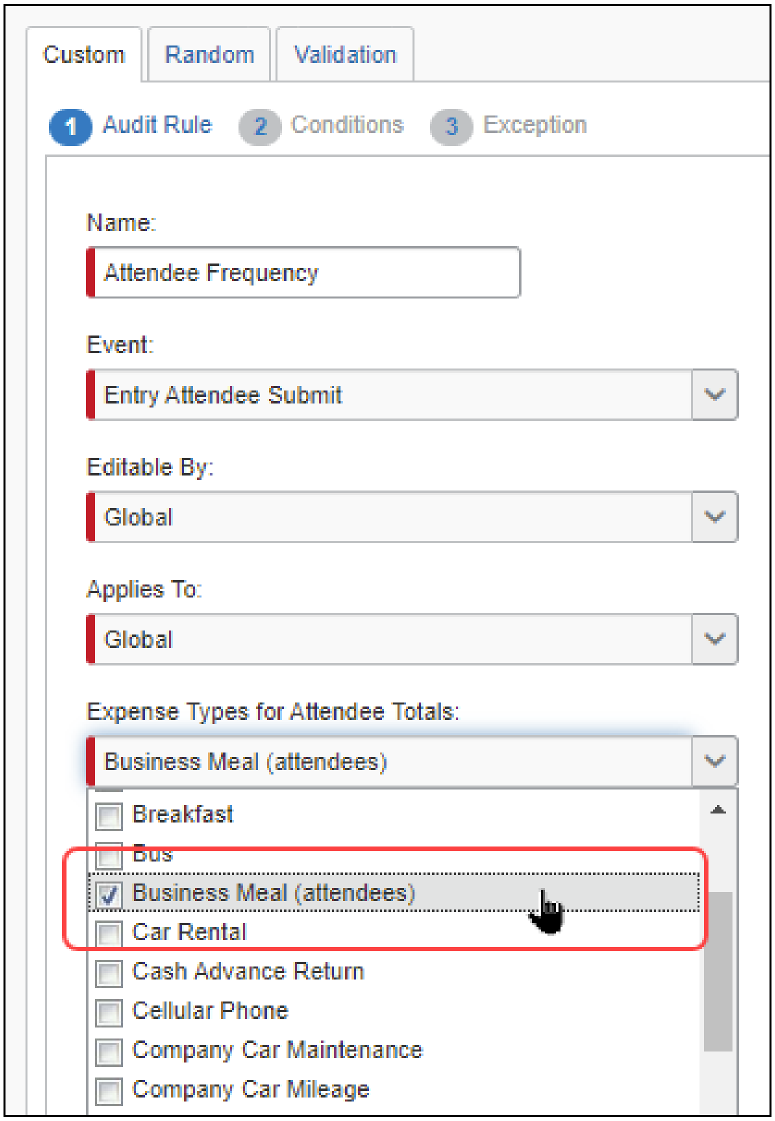


- For the first condition, select one of the "cost" options (by quarter or year; *All* for company-wide or *Employee* for current employee), the operator, and the amount.
- For the second condition, select the attendee types to include or exclude.
  - Consider excluding the "No Show" attendee type since that attendee type reflects a company-wide cumulative total and would likely always be flagged.
  - Consider excluding the "This Employee" attendee type since it is the current employee.

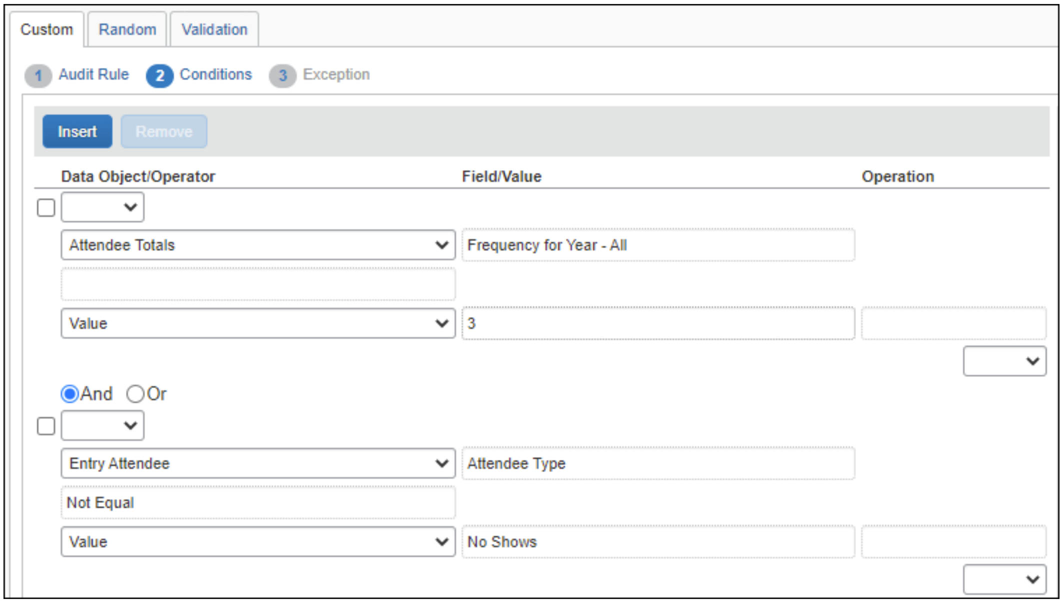
4. On the **Exception** step:
   - Consider making the exception visible to the user, approver, and processor so the user can see the flags and exception messages.
   - Consider setting the exception level low enough so it does not prevent report submission. The exception text will serve as a warning for the user and allow the approver to make the decision about paying the expense.

To create an Attendee Frequency rule:

1. On the **Audit Rule** step, complete the **Name**, **Editable By**, **Applies To**, and **Active** fields as usual.
2. Then:
   - For the **Event**, select *Entry Attendee Submit*.
   - For **Expense Types for Attendee Totals**, select the expense type(s) that you want included in the total.



3. On the **Conditions** step:



- For the first condition, select one of the "frequency" options (by month, quarter, or year; *All* for company-wide or *Employee* for current employee), the operator, and the amount.
- For the second condition, select the attendee types to include or exclude.
  - Consider excluding the "No Show" attendee type since that attendee type reflects a company-wide cumulative total and would likely always be flagged.
  - Consider excluding the "This Employee" attendee type since it is the current employee.

4. On the **Exception** step:
   - Consider making the exception visible to the user, approver, and processor so the user can see the flags and exception messages.
   - Consider setting the exception level low enough so it does not prevent report submission. The exception text will serve as a warning for the user and allow the approver to make the decision about paying the expense.

Travel Allowance

For more information about travel allowance audit rules, refer to the *Concur Expense: Travel Allowance Setup Guide*.

Corporate Card ATM Transactions As a Regular Expense

A client can elect to treat a corporate card cash withdrawal from an ATM as an expense type instead of a cash advance in order to import and itemize the withdrawal. In this scenario, the ATM Check audit rule is used as a check for potential fraud, as in the following:

```
ATM Check (System Audit Rule Activate if CA ATM = Reg)
```

The ATM Check audit rule should be modified to meet the client's needs for ensuring that fraud has not been committed. Specific audit rule conditions that identify a possible ATM charge (for example, by bank) are not possible or advised due to the changing nature of the import file data.

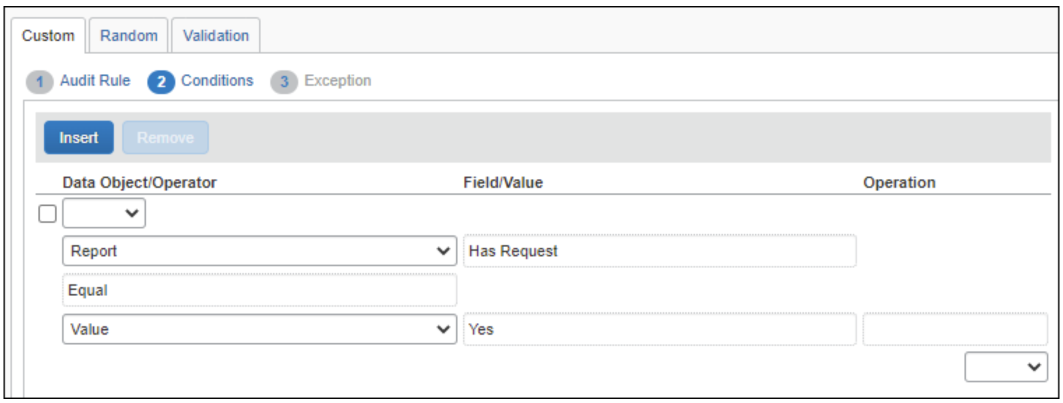
Best practice is to treat cash withdrawals on a corporate card as a Cash Advance.

Comparing Expenses to Request Pre-Approval Limits and Entries

Several Audit Rules conditions allow comparison of expenses against pre-approved limits from the request and its request entries.

Sample, Based on *Report*:

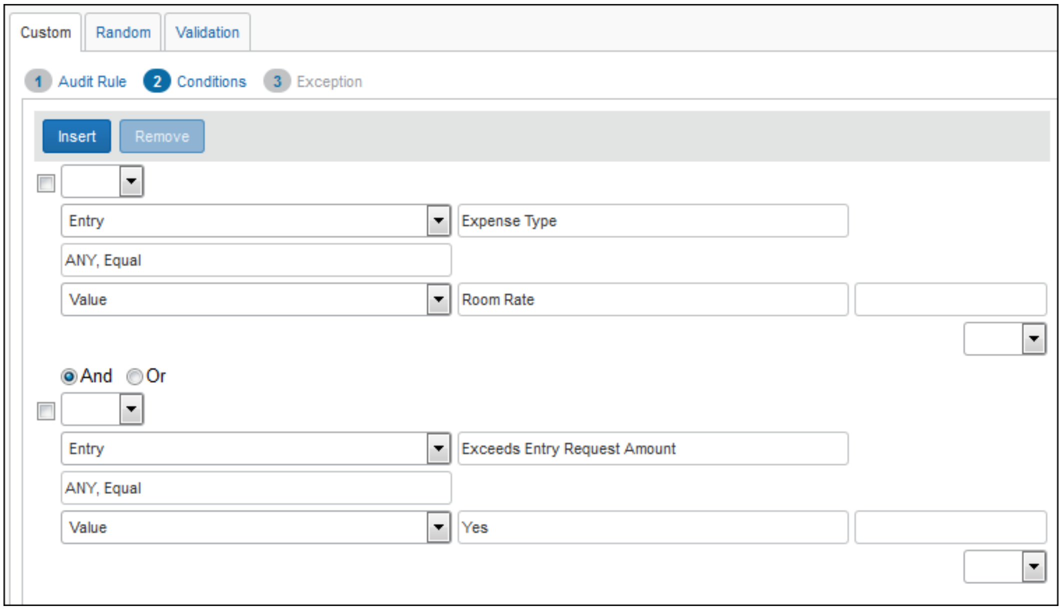
- Validate that the expense report has a linked request:



- Check to see if the total expenses against a request exceed the total amount pre-approved for that request:

Sample, Based on *Entry*:

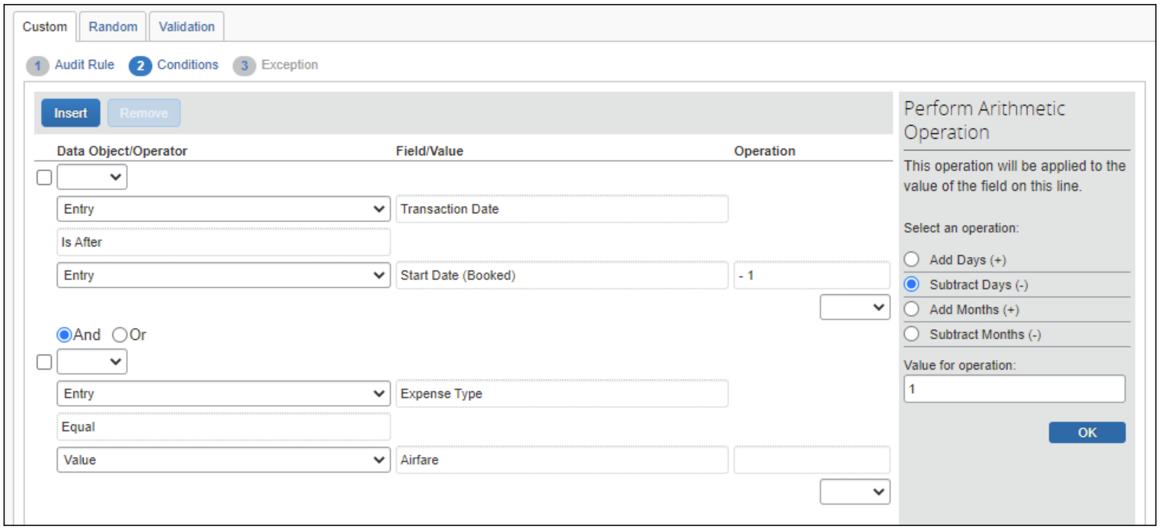
- Check to see if the total expenses against the hotel segment entry of a travel request exceed the pre-approved amount of that segment:



Date Objects – Adding and Subtracting Days and Months

When working with a Date object (Transaction Date, etc.) it is possible to specify a date object comparison whose outcome can be analyzed for a desired number of days or months that should separate the two dates. For example, if a company has a policy to purchase airline tickets 30 days prior to travel, they can create a rule that notes the purchase and travel dates, flagging those whose date span falls under the required 30 day policy.

In the example below for a client with Concur Expense and Concur Travel, Start Date (Booked) is compared against the Transaction Date – 1 month. If the Transaction Date is within 30 days of the Start Date, the rule is fired.



In practice, the system will subtract 30 days from the Start Date (Booked) value, then determine if the output date falls before or after the Transaction Date. If the Transaction Date is before the output date, the report is not flagged. If the Transaction Date is after the output date, the report is flagged, as the user has not purchased the tickets 30 days prior to the Start Date (Booked).

Cash Advance – Exclude Balance Included From Balance Due Management

This condition works with the Employee object, and is used to build a rule that excludes any balance included by the Balance Due Management feature when analyzing the rule. This is useful whenever a client wants to use both the Balance Carry Forward feature and regular cash advances at their site. The new field allows for accurate audit rules based on the intent of the business need.

- *Cash Advance Balance (Excluding System)* represents the outstanding balance of cash advances that the user may assign to a report. This field is recommended for use in writing rules aimed at guiding or controlling user behavior to appropriately attach cash advances to reports.

- *Cash Advance Balance* represents the entire balance of cash advances outstanding for the user, including amounts managed by the Balance Due Management tracking feature. For clients not using the balance due tracking, this can be used generally for referring to the balance of outstanding cash advances. For a client that does use balance due tracking, this may cause audit rules to fire erroneously for outstanding system-managed cash advance amounts that the user cannot control

Detect Unassigned Card Transactions of a Given Payment Type

Companies that issue different card types (IBCP; CBCP; etc.) to a user can use the *Payment Types of Unused Card Transactions* audit rule field to identify the card program type in order to control when the user pays the balance on either card type. The new rule is available to the Employee object-based rule.

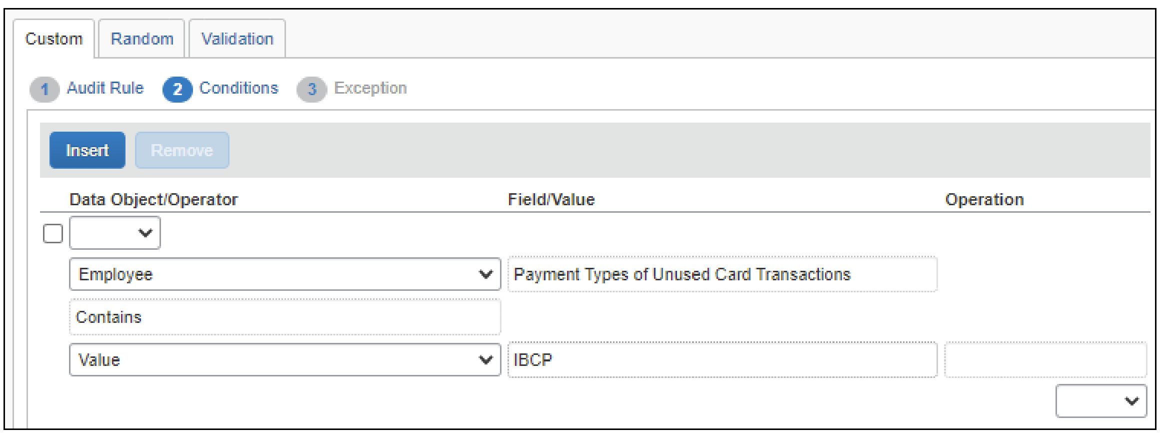
The intent of this field is to allow a client to enforce the desired behavior of submission of card charges based on their payment type.

EXAMPLE

Assume a company has issued the following cards and payment parameters to a single user:

Card Program Type	Submit Policy	Description
IBCP Corporate Card	Once per month	Policy enforces a monthly payment on this card type.
CBCP Purchasing Card	As soon as possible	Company wants benefit of quick payment rebates from issuer.

The administrator then creates the audit rule:



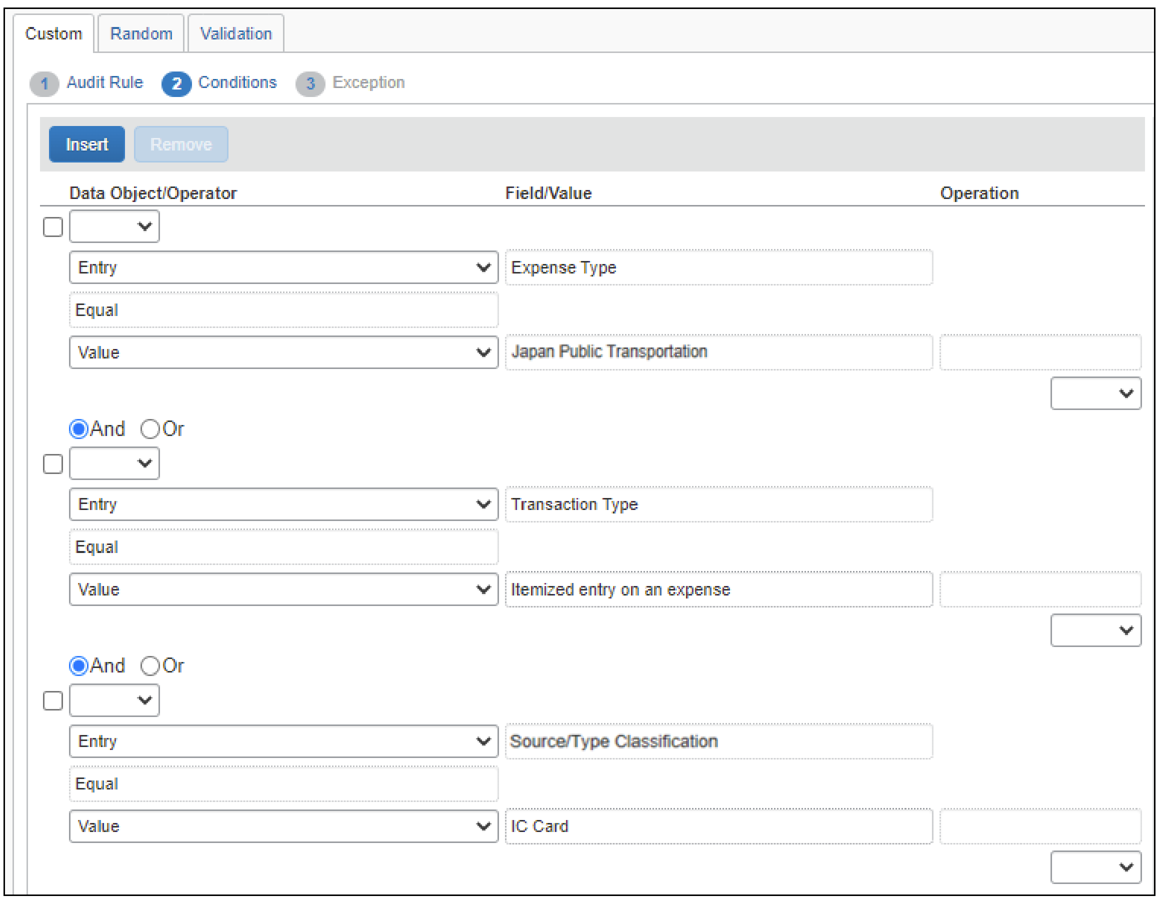
By allowing an audit rule-based distinction between the card payment types, the administrator can flag unassigned transactions of one payment type in order to free the user to submit reports with charges of another payment type.

Detect and Flag Source of Japan Public Transport Route Data

Administrators of the Japan Public Transport (JPT) feature can create audit rules that generate exceptions based on the source used to enter the transportation route by the JPT traveler. This feature supports clients whose specific policy rules restrict how an employee expenses a JPT transaction (which may require a receipt). By raising an exception, these criteria may be enforced at the company policy level.

Field Name	Available Selections for the Field
Source/Type Classification	Identifies the class of travel based on the source of the route data used by the JPT traveler: • **MANL** = (*Manual*) Route data entered manually • **CARD** = (*IC Card*) Route data entered using IC card • **RSRC** = (*Route Search*) Route data entered by search (i.e. Jorudan)

These new fields display when JPT is enabled on the entity and the Entry object is selected.



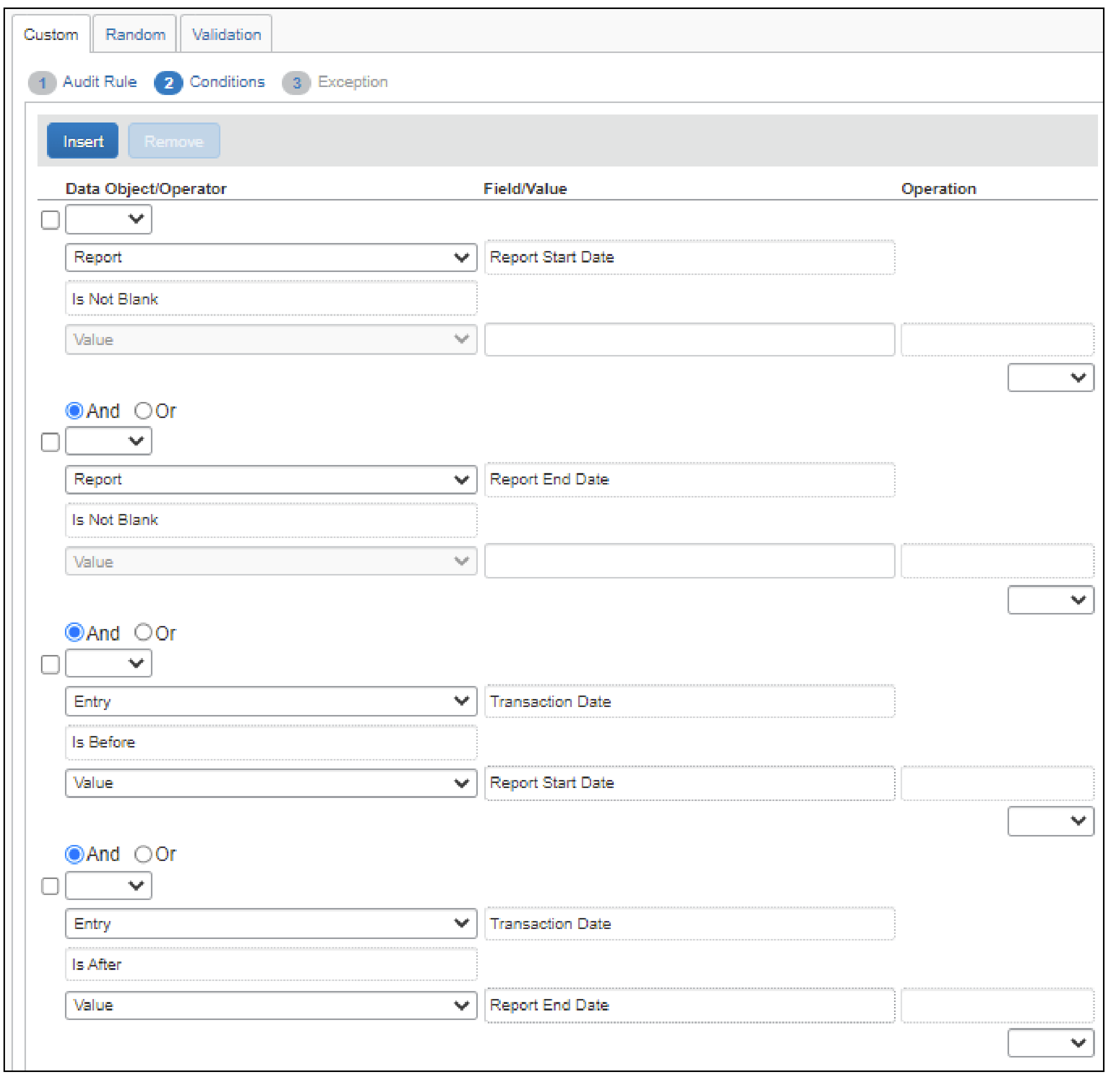
Using Report Start Date and Report End Date Fields

The **Report Start Date** and **Report End Date** fields may be added to a report header form to capture a date range for the expense report. If these fields are used, the administrator can create additional rules to ensure only one report covers a specific period of time.

ALL EXPENSES MUST BE WITHIN REPORT START AND END DATES

The example below uses the *Report Submit* event. If the user has provided both the Report Start Date and the Report End Date values, the rule checks the expense entries to verify that the transaction date is within the specified date range. The audit rule will flag expenses that are outside the date range of the report.

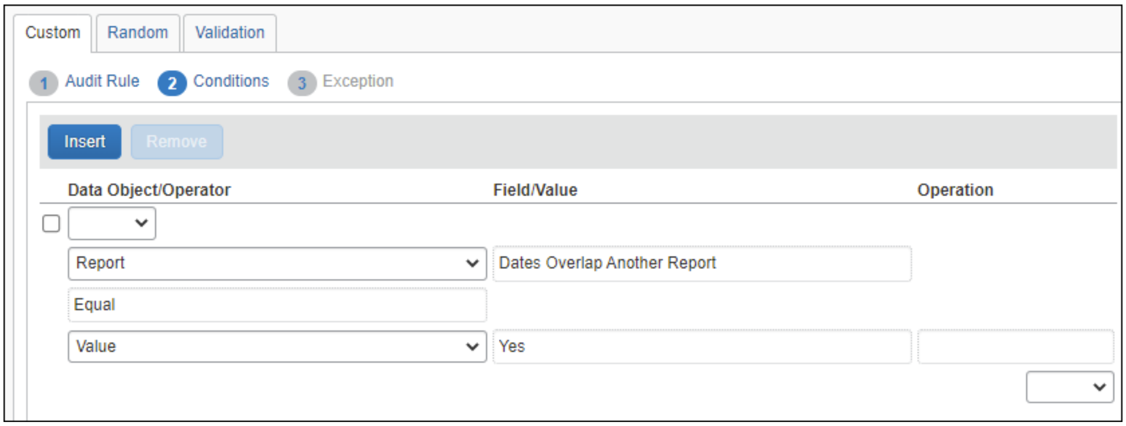
NOTE: If your organization uses the Company Billed Statements (CBS) feature, please include a condition to exclude statement reports from this rule. For example, a final condition of the Report – Report Type – Not Equal – Statement Report would exclude statement reports from the rule.



No Reports May Overlap Another Report

The example below uses the *Report Submit* event. The rule uses the *Dates Overlap Another Report* condition to check that an employee is not submitting a second expense report that overlaps the start and end date of the prior (the "first") report. This is done by comparing the first report's **Report Start Date** and **Report End Date** header values with subsequent reports. If any submitted report falls within that date range, the audit rule triggers and an exception displays.

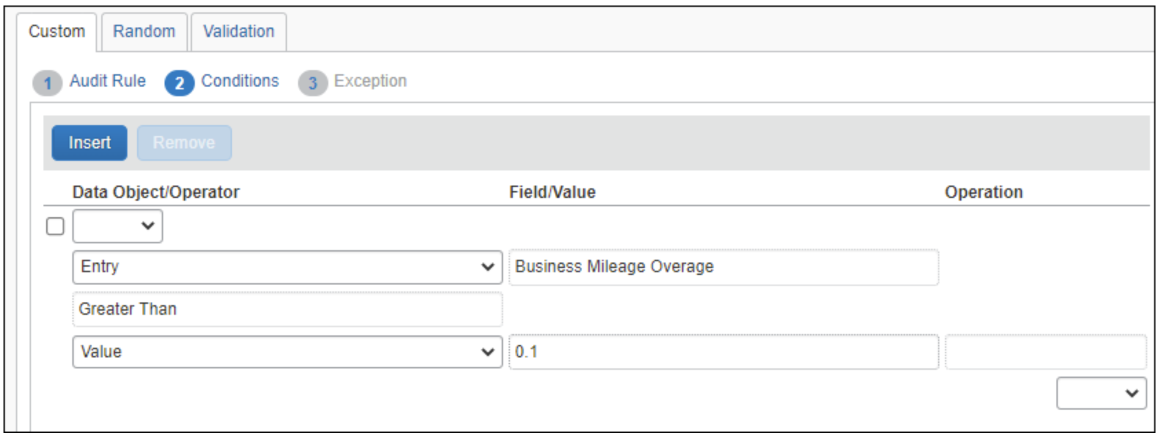
NOTE: A single shared date is not considered overlapping. For example, the same date may be shared by two reports when the **Report End Date** of the first report is the same as the **Report Start Date** of a second report.



Mileage Variance (Google Maps)

Use the **Business Distance** option to create audit rules that allow you to monitor the variance between the business distances entered by employees on an expense against the distance calculated by Google Maps. This example rule would not create an exception if the Google Maps mileage calculator were not used for the entry.

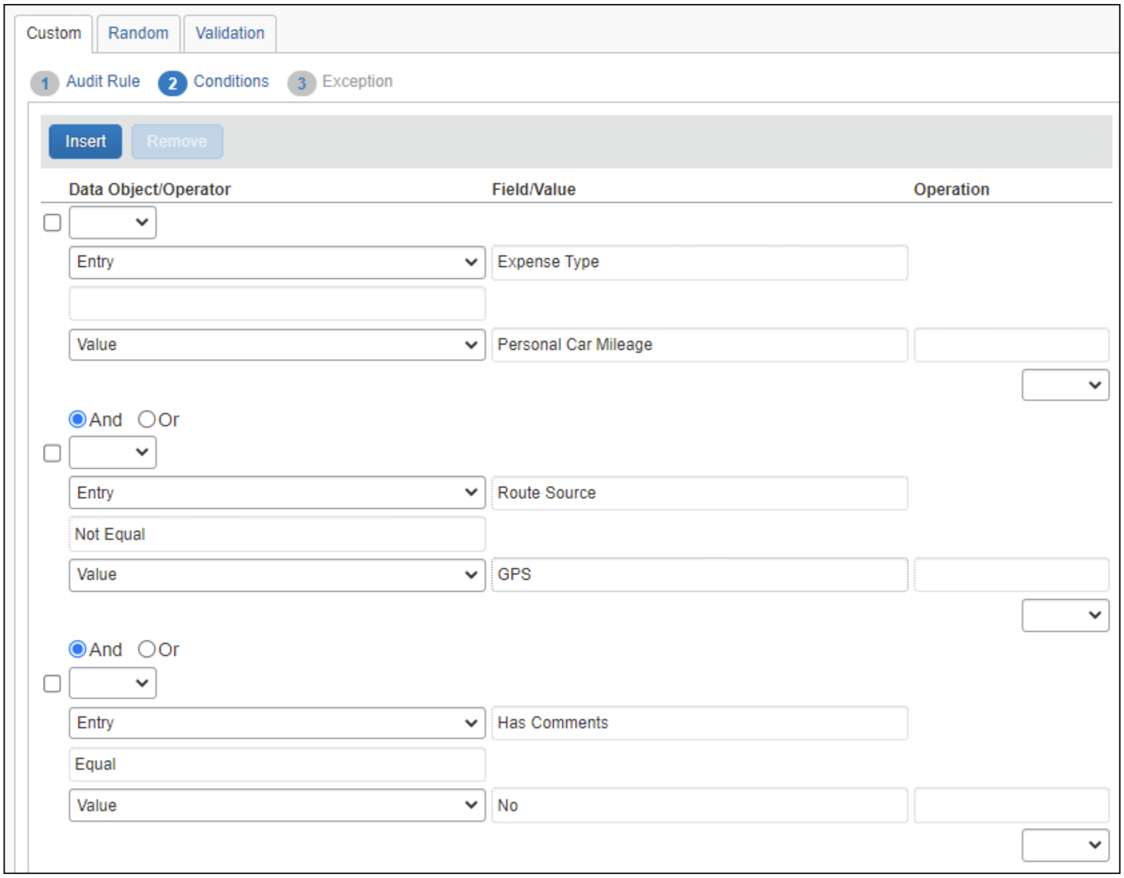
A typical rule would allow a variance from the default distance to provide for current road conditions such as construction, accidents, etc., usually somewhere between 2-10%. The value entered for this field is a decimal value representing *percentage* of variance from the Google Maps distance, as shown in the figure below.



Drive: Drive Not Used

Use this rule so that when a user claims a **Personal Car Mileage** expense and they have not used Drive, they are forced to enter a comment.

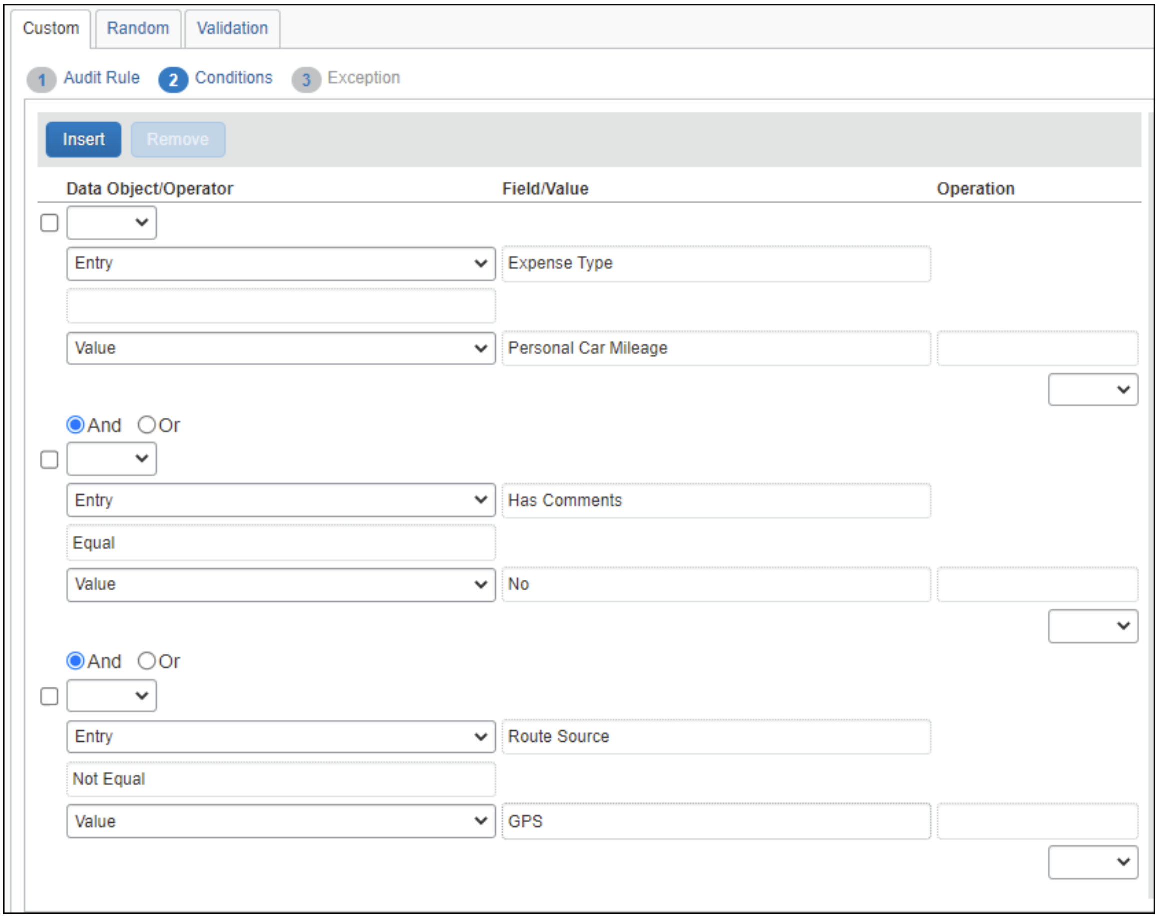
NOTE: Drive refers to the feature that is enabled from **Concur's mobile app > Mileage > Auto Tracking**. To enable Drive, contact SAP Concur support.



Drive: Drive Policy Reminder

Use this rule so that when a user has not used Drive, they are reminded by a warning exception message.

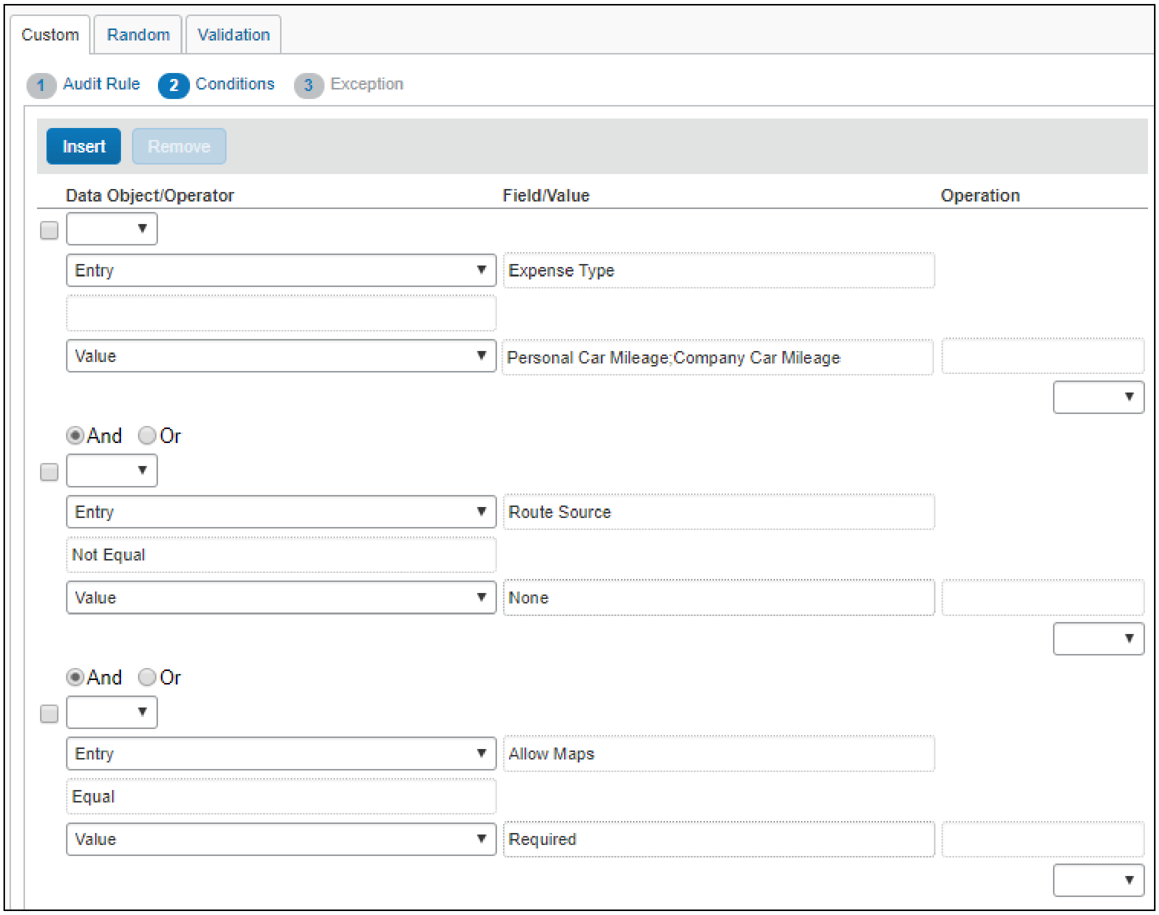
NOTE: Drive refers to the feature that is enabled from **Concur's mobile app > Mileage > Auto Tracking**. To enable Drive, contact SAP Concur support.



Drive: Mileage Route Required

Use this rule so that when a user does not have a mapped route, they are presented with an exception instructing them to add a route.

NOTE: Drive refers to the feature that is enabled from **Concur's mobile app > Mileage > Auto Tracking**. To enable Drive, contact SAP Concur support.



Foreign Amount: Posted Amount and Currency Identifier

Note the following:

- When using the **Foreign Amount** object in the condition editor, Concur Expense compares the ***posted*** amount – not the ***transaction*** amount.
- Custom fields that are defined as Amount fields are presumed to be in reimbursement currency for the purposes of audit rule execution, since they do not have their own currency identifier.

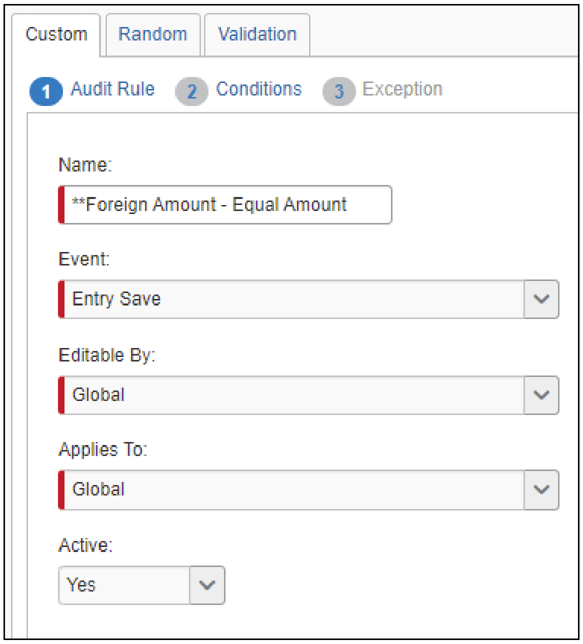
Here are two examples to demonstrate.

Rule #1: Tip Equals Amount

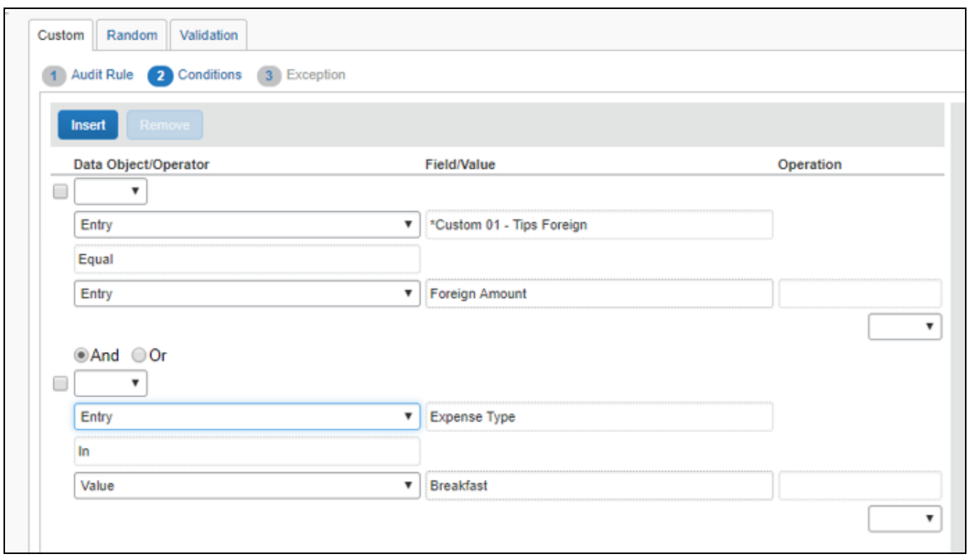
Assume you want a rule that checks to see if the tip equals the amount of the purchase. This rule is not particularly useful; it simply demonstrates the two points noted above.

THE RULE

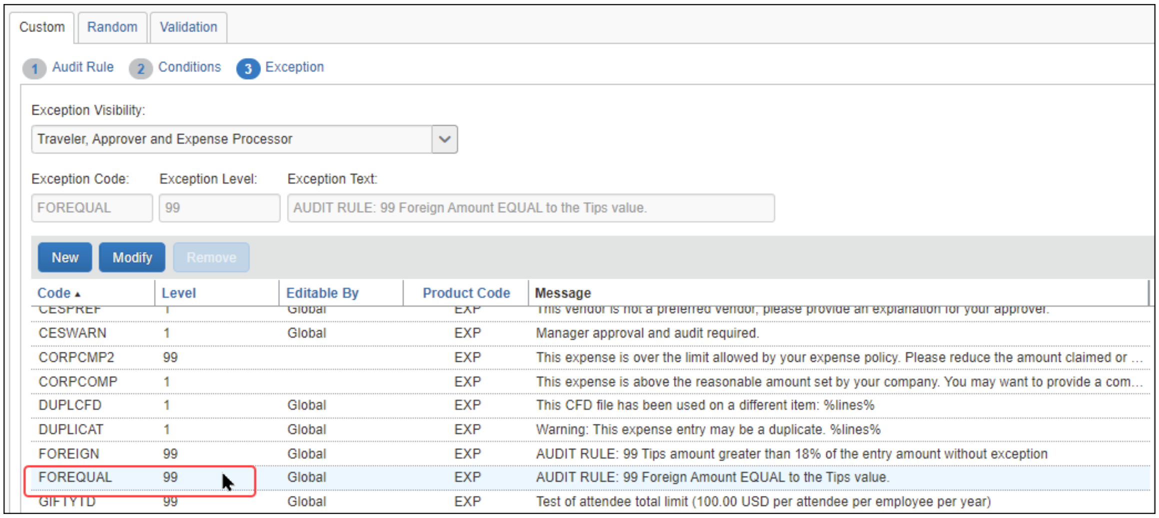
In this case, the rule is triggered on Entry Save.



The rule shown below will trigger when the custom field for the tip amount (**Custom 01 - Tips Foreign** field) equals the posted amount for breakfast expenses.



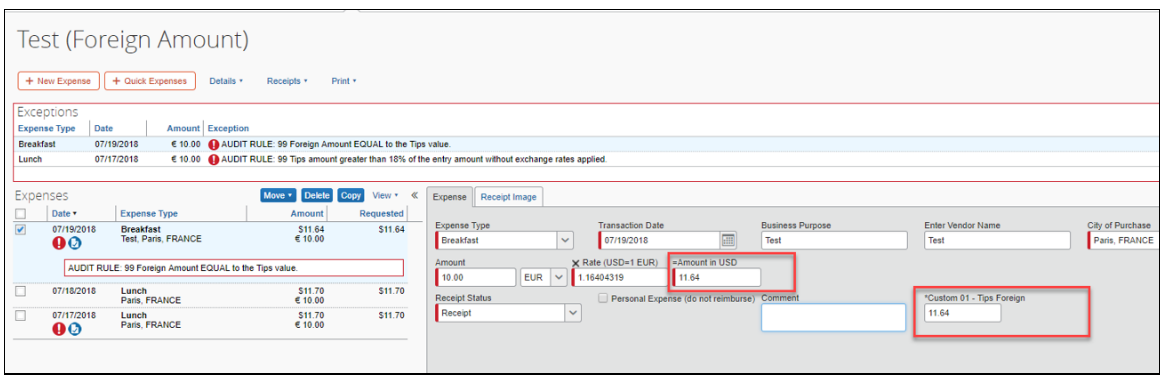
As usual, the audit rule is assigned an exception and exception code.



TRIGGER THE RULE

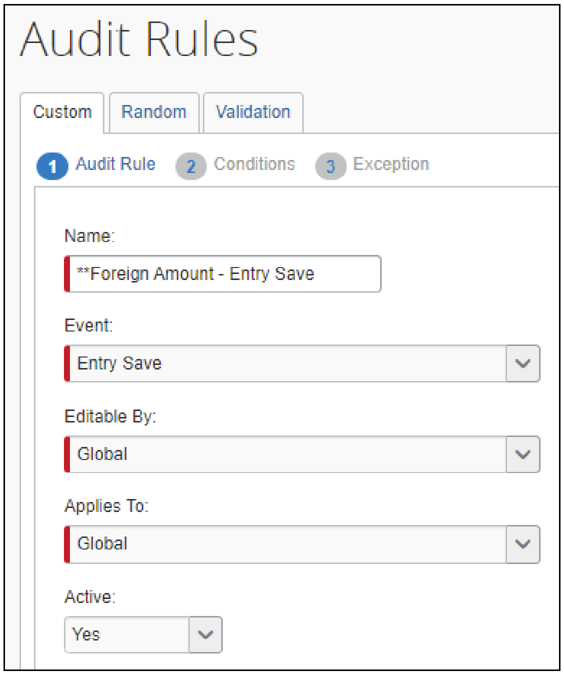
As expected:

- The foreign amount of 10.00 EUR is converted to the posted amount of 11.64 USD.
- The audit rule is triggered only when the custom **Tips Foreign** field is equal to the posted amount (**Amount in USD** field).

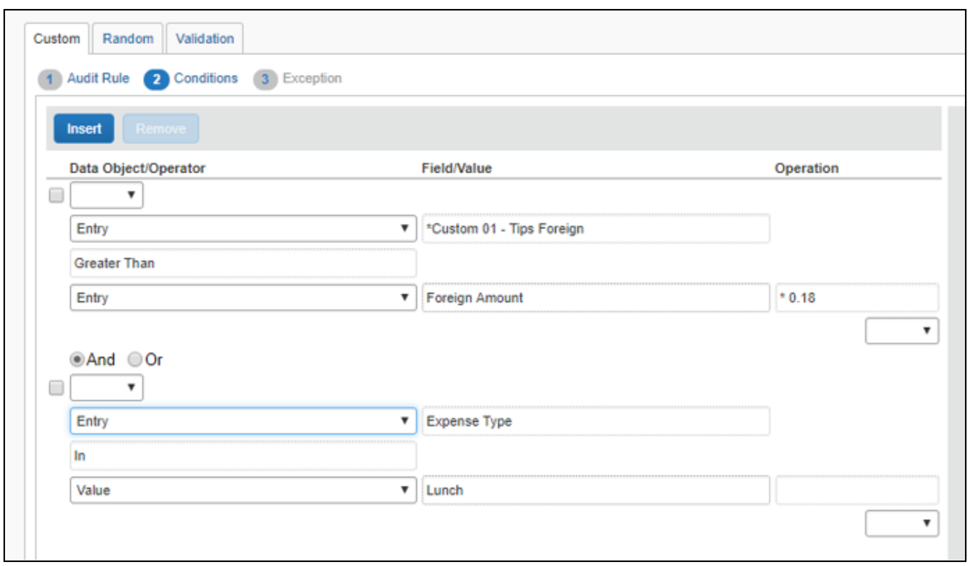


Rule #2: Tip greater Than 18% of Amount

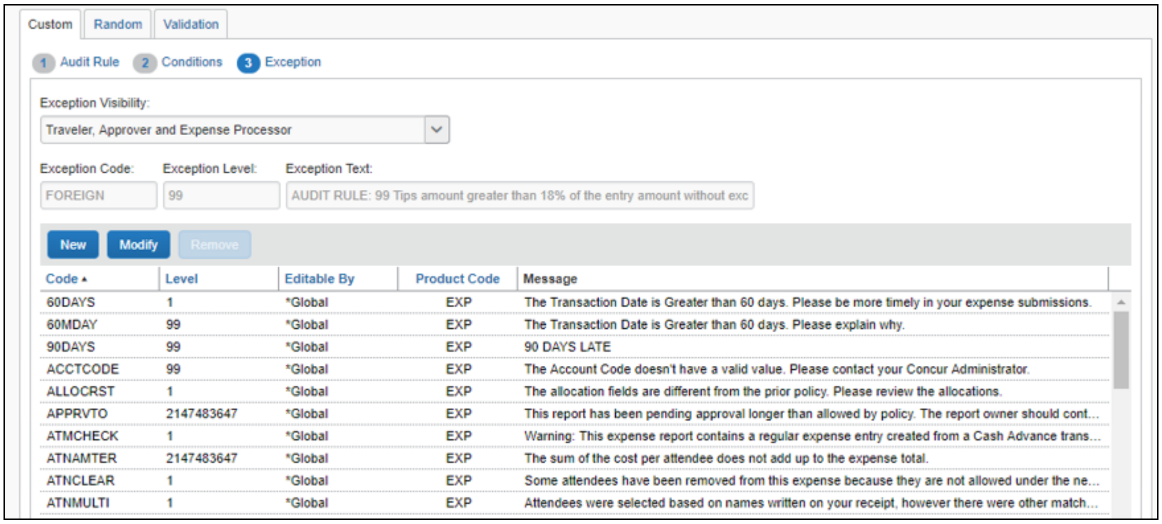
In this case, the rule is triggered on Entry Save.



The rule shown below will trigger when the custom field for the tip amount (**Custom 01 - Tips Foreign** field) is greater than 18% of the posted amount for lunch expenses.

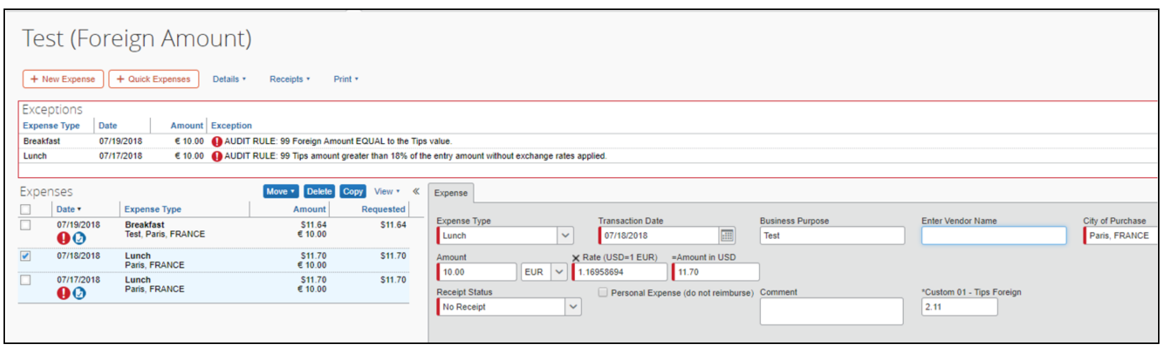


As usual, the audit rule is assigned an exception and exception code.



As expected:

- The foreign amount of 10.00 EUR is converted to the posted amount of 11.70 USD.
- 18% of 11.70 is 2.106.
- The audit rule is triggered when the amount in the **Tips Foreign** field is greater than 2.106, in this case 2.11.



Credit Card VAT data

For clients who use AirPlus, SAP Concur has the ability to import tax rate data using the **TaxRate** field. If AirPlus data is provided, SAP Concur imports it into the **TaxRate** field.

NOTE: This field also supports the importation of tax rate data from **any** source, as long as the data is provided.

This custom field is automatically available, so there are no additional configuration or activation steps to use it.

Merchant Tax ID

For expense entries where the country is specified as Japan or a city within Japan, an audit rule can be created to validate the value of the **Merchant Tax ID** with the Japan National Tax Agency (NTA). You can create a rule to determine whether the Merchant Tax ID is valid, invalid, or whether the Merchant Tax ID could not be verified with the Japan NTA (unverified). The system will then allow the expense to be saved, will show an exception as invalid and prevent saving the expense, or generate a system exception requiring a resave of the entry respectively.

Initial Setup of the Expense Entry Form

To use the Merchant Tax ID audit rule feature, the expense entry form must include the following:

- The Merchant Tax ID form field
  - AND-
- The country for the expense (that is, Japan)

NOTE: The Expense entry form must have the Country/Region field so that the user can enter the country value, required for validation.

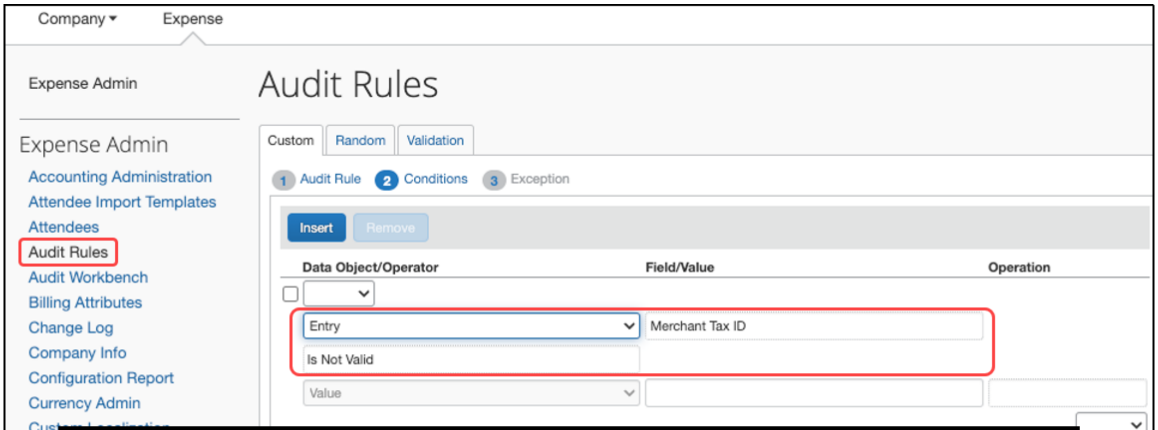
NOTE: At this time, the validation of the Merchant Tax ID will only be performed for expense entries where the country is set to Japan or a city within Japan – a future release will create support for other countries.

Rule Setup

An audit rule is configured to test the Merchant Tax ID value in the entry in 3 ways:

- **Valid:** The Merchant Tax ID is valid, according to the Japan NTA
- **Not Valid:** The Merchant Tax ID is invalid, according to the Japan NTA
- **Unverified:** The validity of the Merchant Tax ID could not be validated – this is due to the Japan NTA API being unavailable

The following image shows the configuration of the conditions for an audit rule to determine if the Merchant Tax ID is not valid.



Field Name	Available Selections for the Field
Source/Type Classification	• **Is Valid** = The Merchant Tax ID is registered with Japan Government. • **Is Not Valid** = The Merchant Tax ID is not registered with Japan Government. • **Not Verified** = The Merchant Tax ID verification is not completed due to a temporary system issue. Users may need to re-run the audit rule if they want to verify the values.

Per this rule, if the Merchant Tax ID is not valid, then an exception will be raised. The exception can be specified on the Exceptions pane. Depending on the level of the exception specified, the user may be blocked from submitting the expense report. The user can change the Merchant Tax ID and save the expense again – this will execute the audit rule again, and validation of the revised Merchant Tax ID will again be performed with the Japan NTA.

If the Japan NTA API is unavailable, then a system exception (MTXUNAV) will be attached to the expense entry. In this case, the user will be directed to open and save the expense to retry the validation.

DISCLAIMER

This function is based on information fetched from Invoice-kohyo system Web API by Japan National Tax Agency (NTA-API). Japan NTA does not give any guarantee to the results of this function. Since NTA-API is provided by Japan NTA, SAP Concur cannot assure its service time. Users must know that system errors of NTA-API affect the function results.

Section 5: Provided Custom Audit Rules

Several custom audit rules may be provided and may appear as default rules.

Note the following:

- If your system does not include these provided rules, consider evaluating the samples and creating similar rules for your system.
- Use this information as a guideline. The following table describes the provided custom rules as they initially appeared; they may have been edited.

- Before activating any of these rules, view all pages of the rule to ensure that the information is as expected. Make changes as necessary.

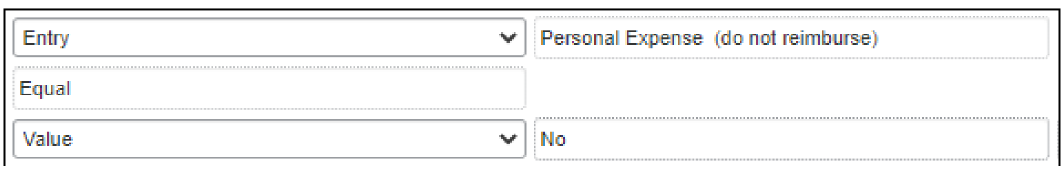
For each of the provided audits listed below:

- **Editable By** is Global
- **Applies To** is Global
- **Active** is No

Air Comparison Fare

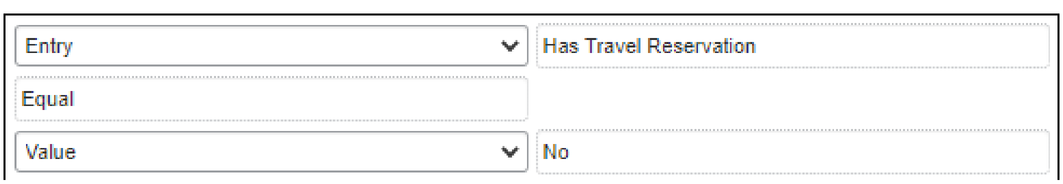
- **Expense Type**: Specify *Airfare Overlimit*; this will ensure an audit rule only applies to an airfare expense type that identifies the over limit itemization.

- **Personal Expense (do not reimburse)**: Select *No* to ensure the rule only regards expenses that are not already marked as personal.



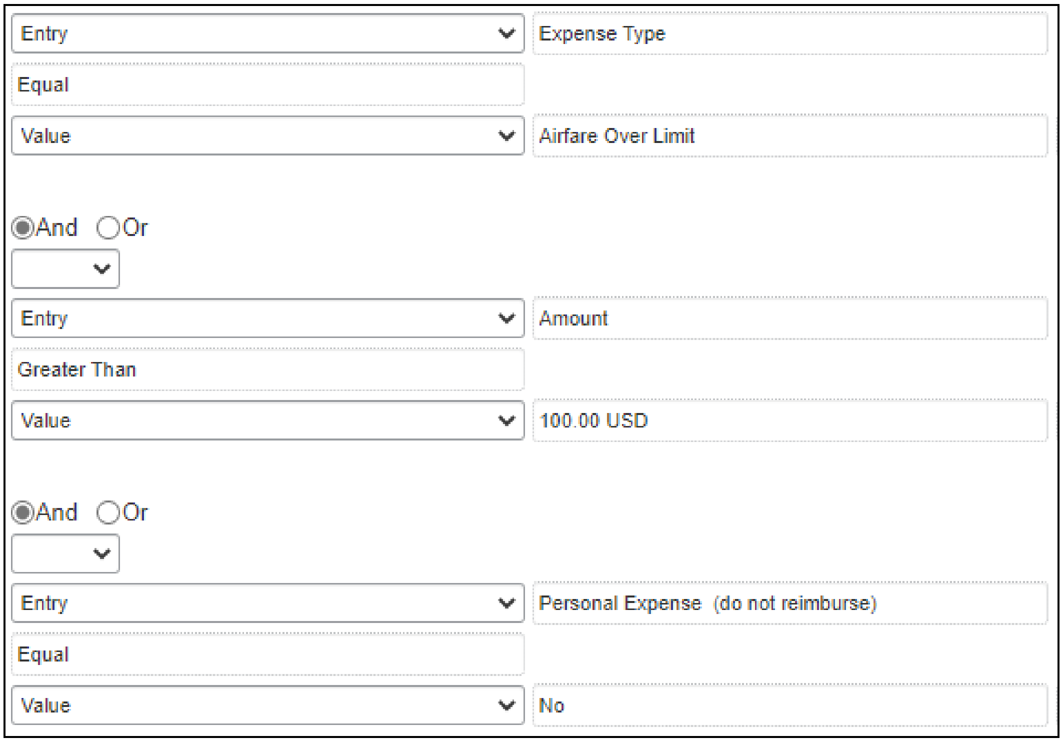
- **Parent expenses**: Select Transaction Type not equal to Expense with itemization (total) to ensure regular and itemizations are the ones reviewed by the rule.

- **Expenses with no associated travel reservation**

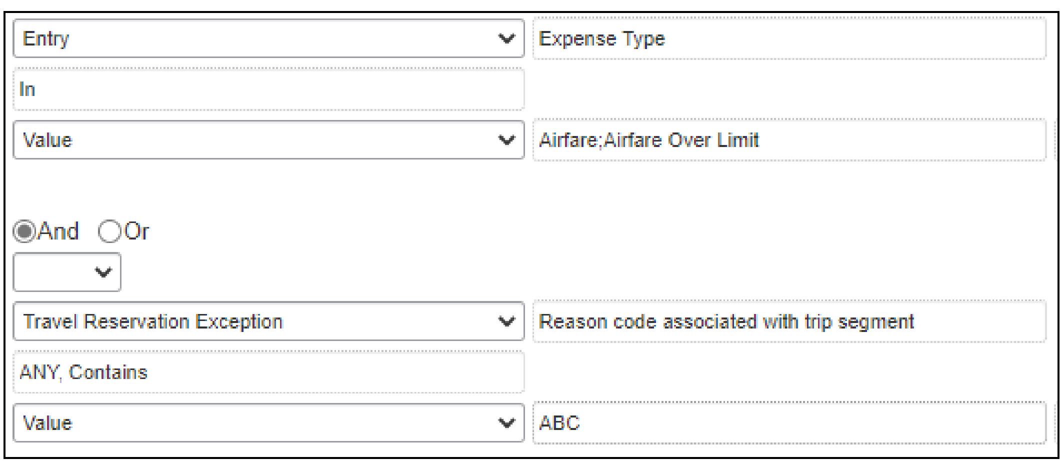


- **Example 1: Expenses where Airfare Over limit exceeds a predefined policy amount.**

  For example, your organization may have a $100 threshold for overlimit airfare expenses. In addition, your organization may build additional conditions for this audit rule based on your policy requirements.

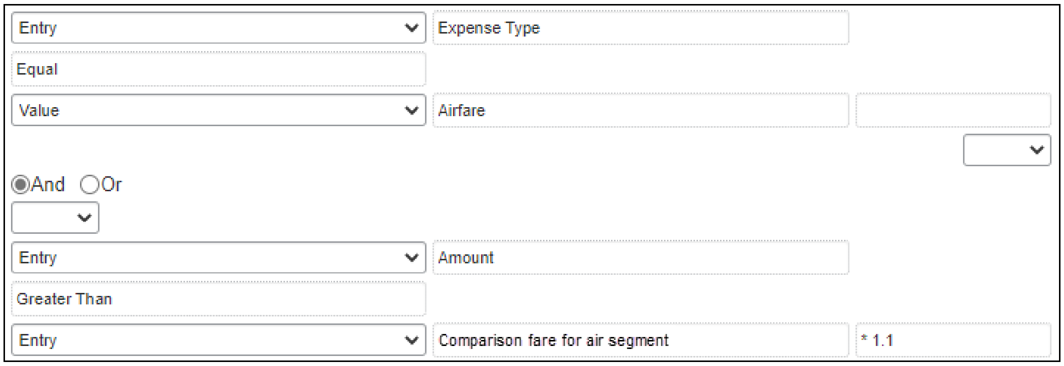


- **Example 2: Any airfare expenses with specific reason code**



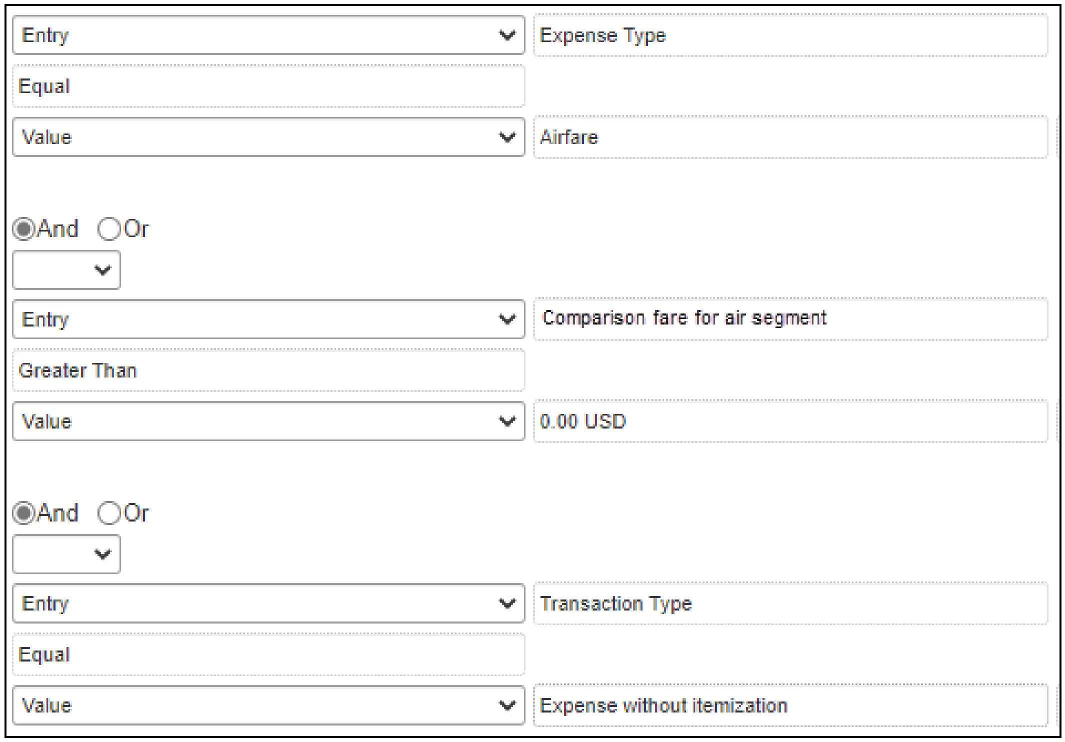
- **Example 3: Overlimit amount exceeds 10% tolerance**

  This type of rule could identify expenses that exceed a certain tolerance to be flagged for audit.



- **Example 4: Incorrect expense type or itemization required**

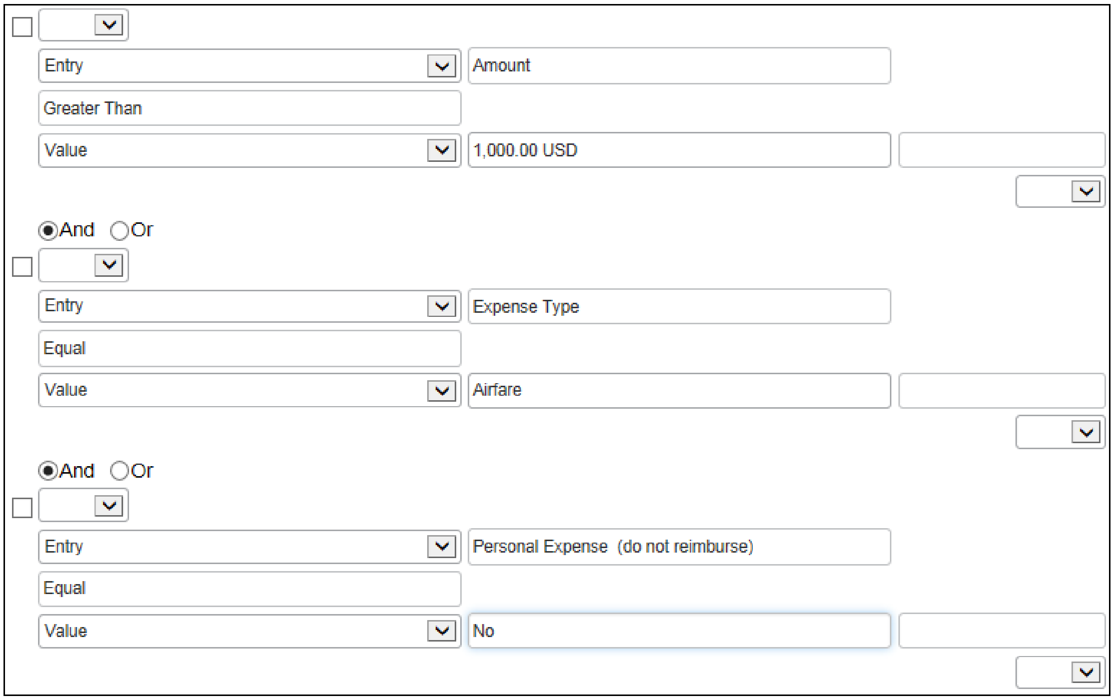
  This type of Entry Save audit rule could identify airfare expenses that should be itemized by the employee into Airfare and Airfare Overlimit itemizations.



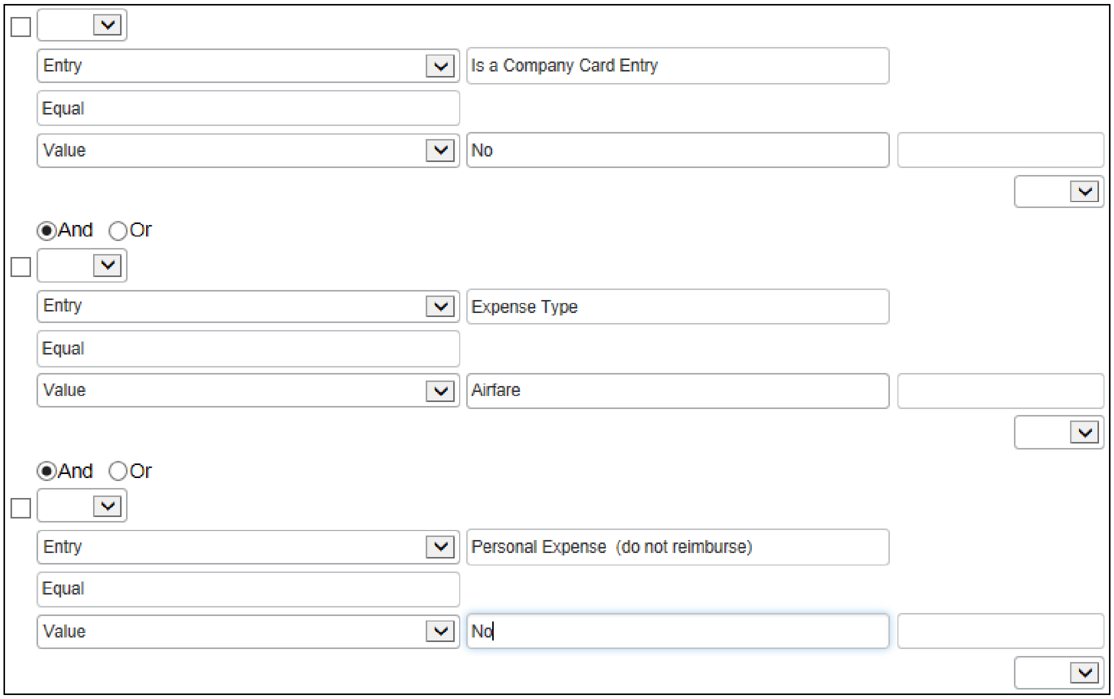
Airfare Limit

Name/Event/Code/Text	

Name/Event/Code/Text
Name: Airfare Limit **Event:** Entry Save **Exception Code:** CESWARN **Exception Text:** Manager approval and audit required.

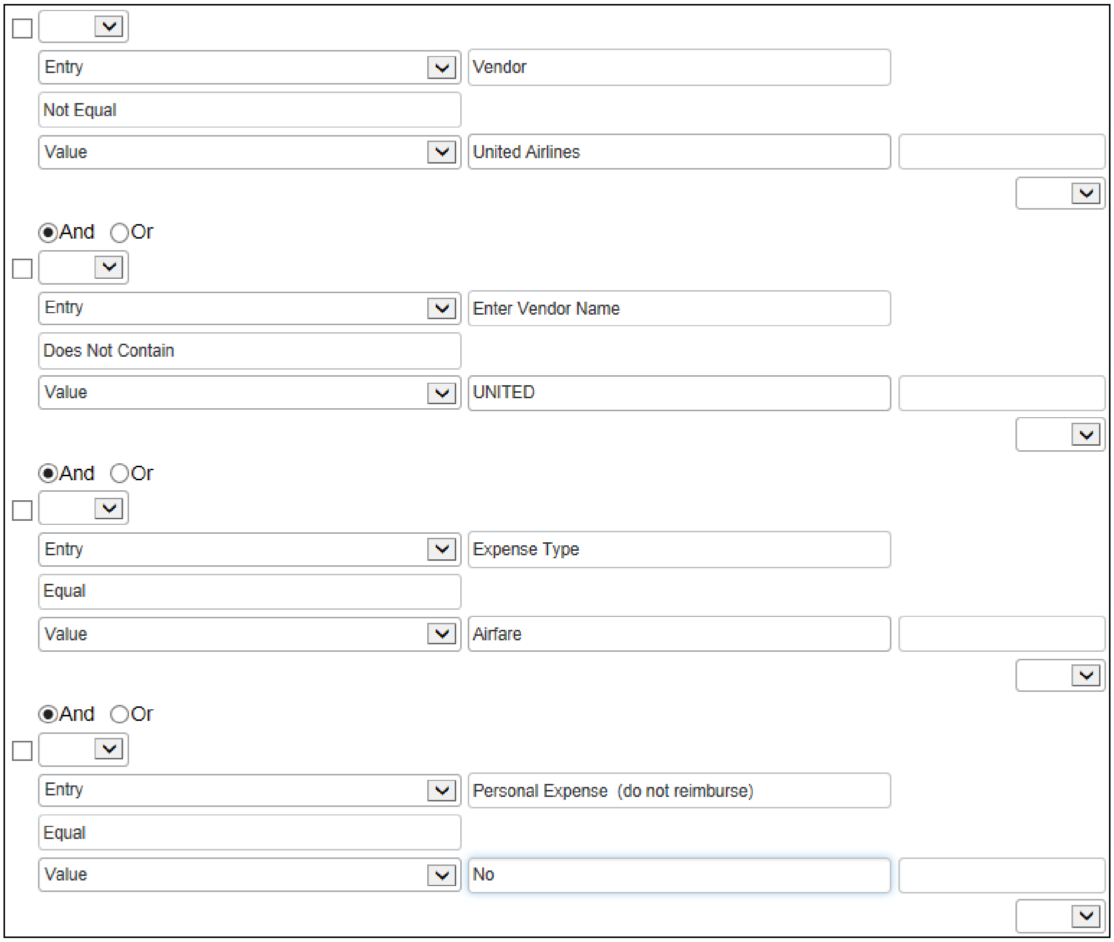


Airfare Payment Method

Name/Event/Code/Text
Name: Airfare Payment Method **Event:** Entry Save **Exception Code:** CESPAY **Exception Text:** The preferred payment method for this expense type is your company credit card.)


Airfare Preferred Vendor

Name/Event/Code/Text
Name: Airfare Preferred Vendor **Event:** Entry Save **Exception Code:** CESPREF **Exception Text:** This vendor is not a preferred vendor; please provide an explanation for your approver.)



Amount Due Employee

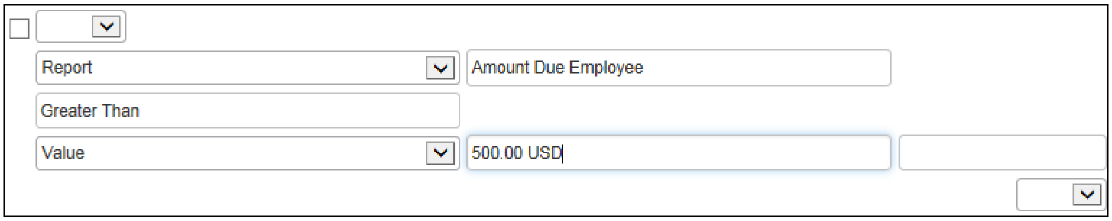
Name/Event/Code/Text

Name: Amount Due Employee

Event: Report Submit

Exception Code: CESWARN

Exception Text: Manager approval and audit required.



Bank Account Currency Check

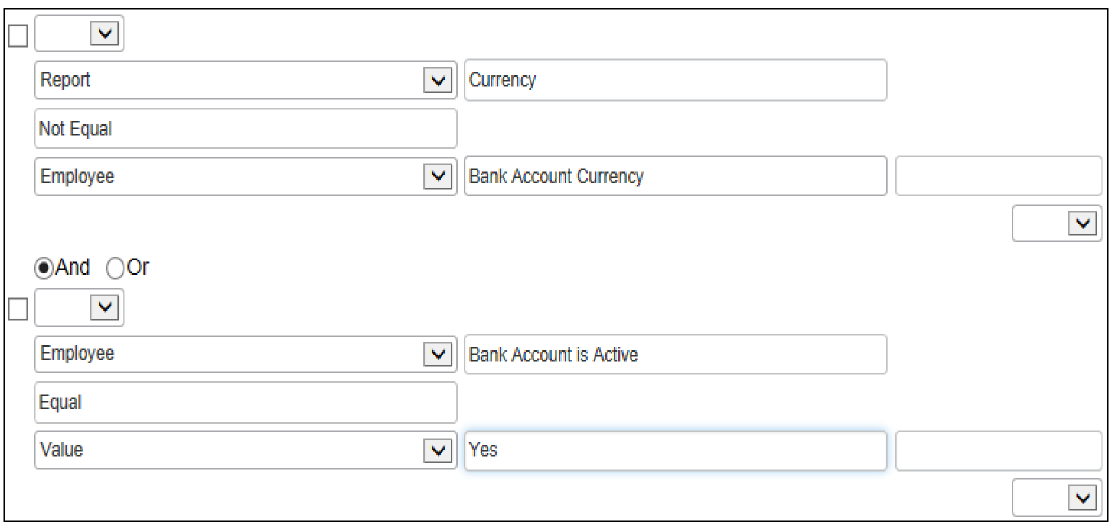
Name/Event/Code/Text

Name: Bank Account Currency Check

Event: Report Submit

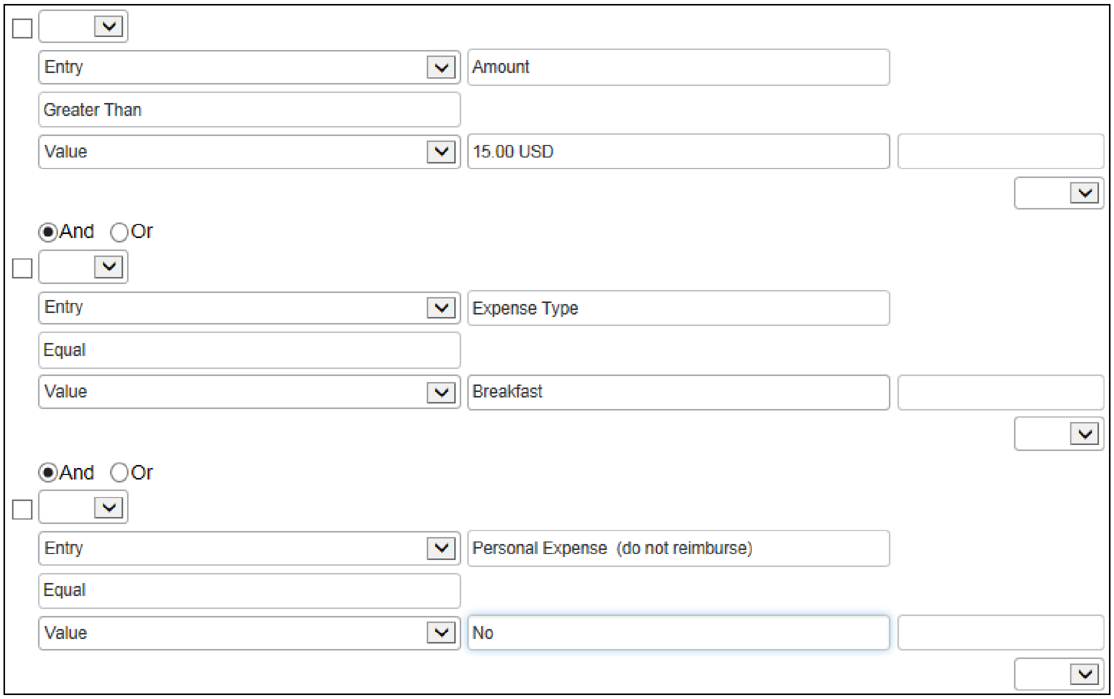
Exception Code: NOTBACRN

Exception Code: User cannot submit report.



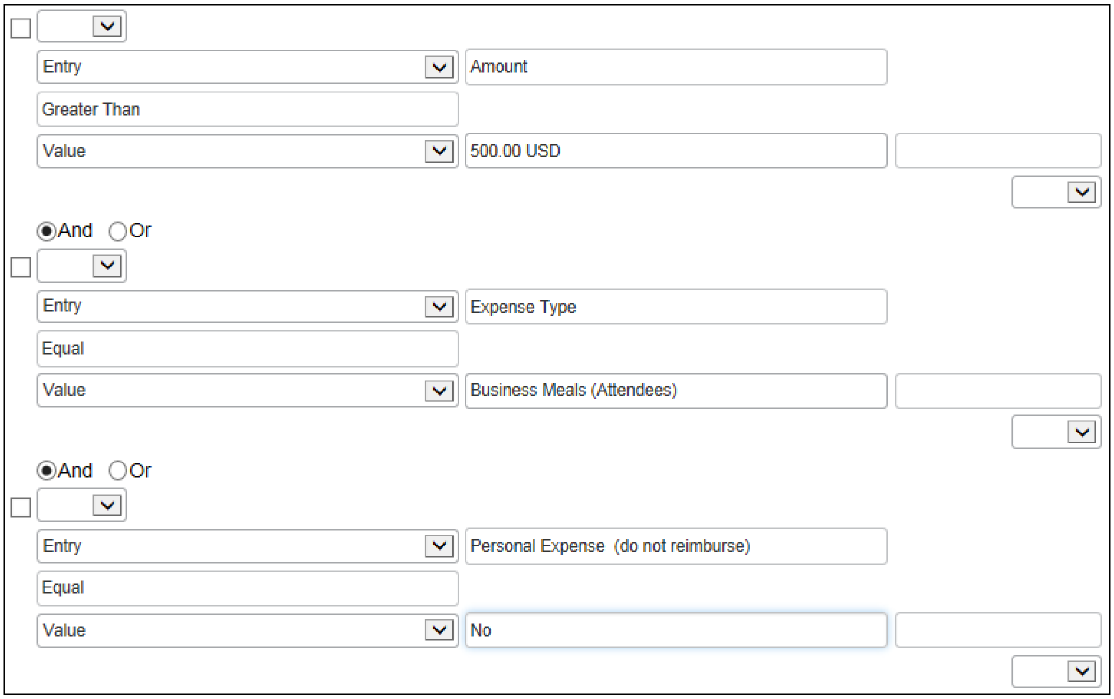
Breakfast Limit

Name/Event/Code/Text
Name: Breakfast Limit **Event:** Entry Save **Exception Code:** CESINFO **Exception Text:** Expense does not conform to corporate travel policy.



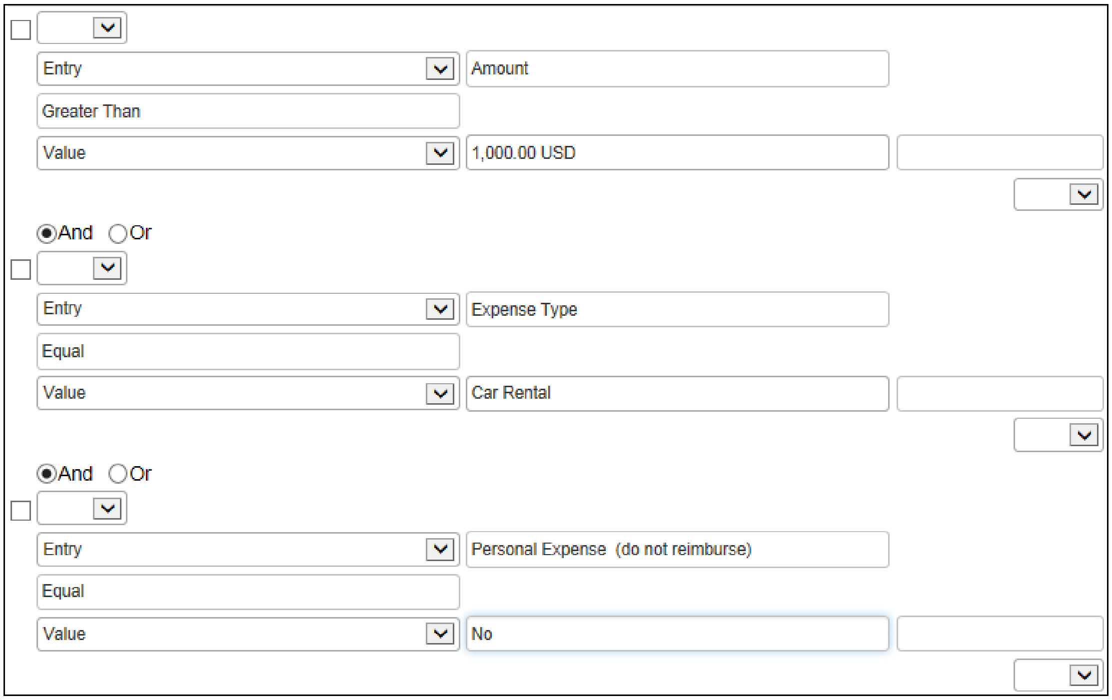
Business Meal Limit

Name/Event/Code/Text
Name: Business Meal Limit **Event:** Entry Save **Exception Code:** CESWARN **Exception Text:** Manager approval and audit required.

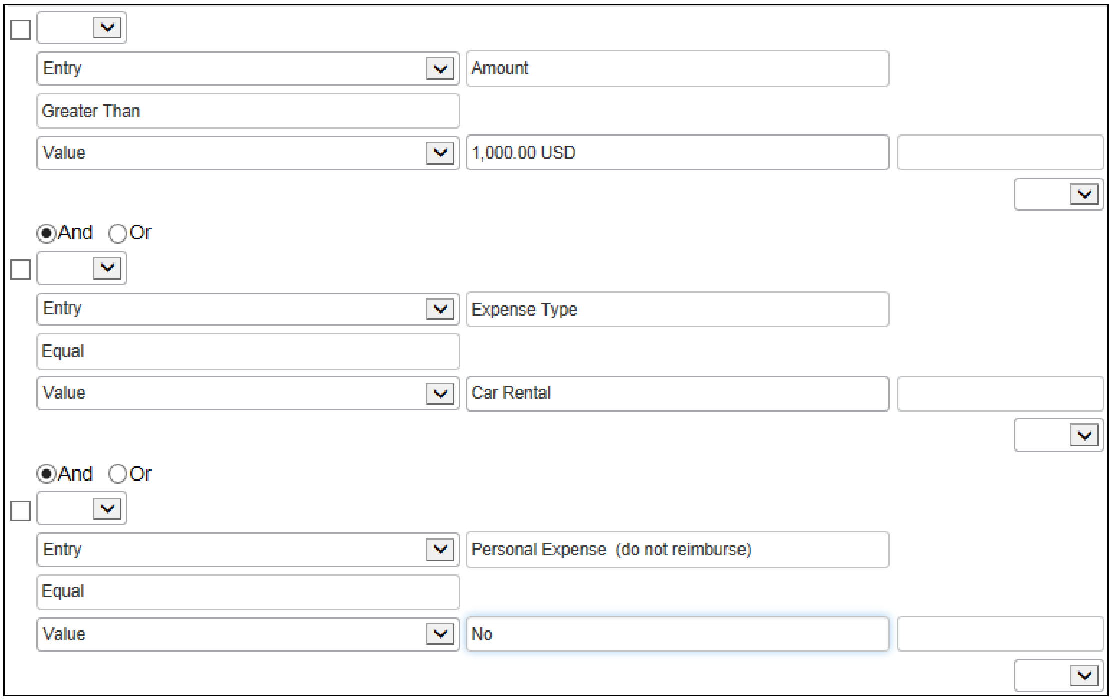


Car Rental Limit

Name/Event/Code/Text
Name: Car Rental Limit **Event:** Entry Save **Exception Code:** CESWARN **Exception Text:** Manager approval and audit required.

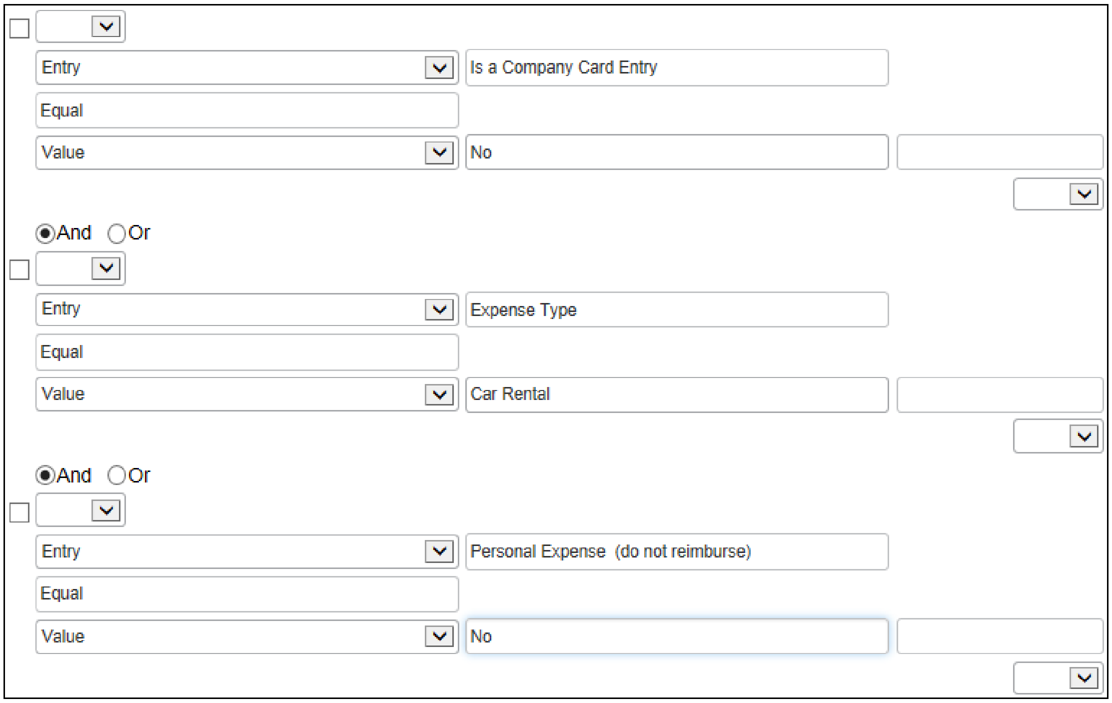


Car Rental Limit

Name/Event/Code/Text
Name: Car Rental Limit **Event:** Entry Save **Exception Code:** CESWARN **Exception Text:** Manager approval and audit required. 

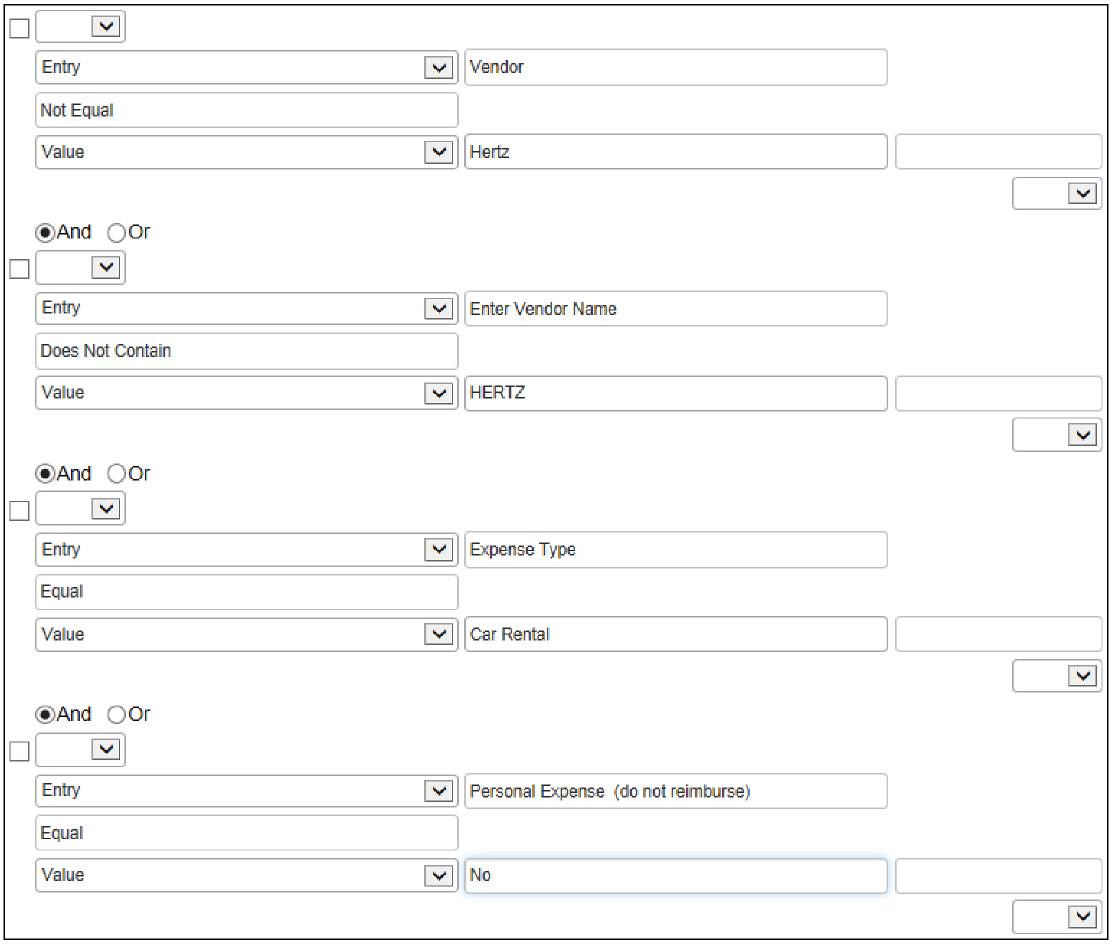
Car Rental Payment Method

Name/Event/Code/Text
Name: Car Rental Payment Method **Event:** Entry Save **Exception Code:** CESPAY **Exception Text:** The preferred payment method for this expense type is your company credit card.)



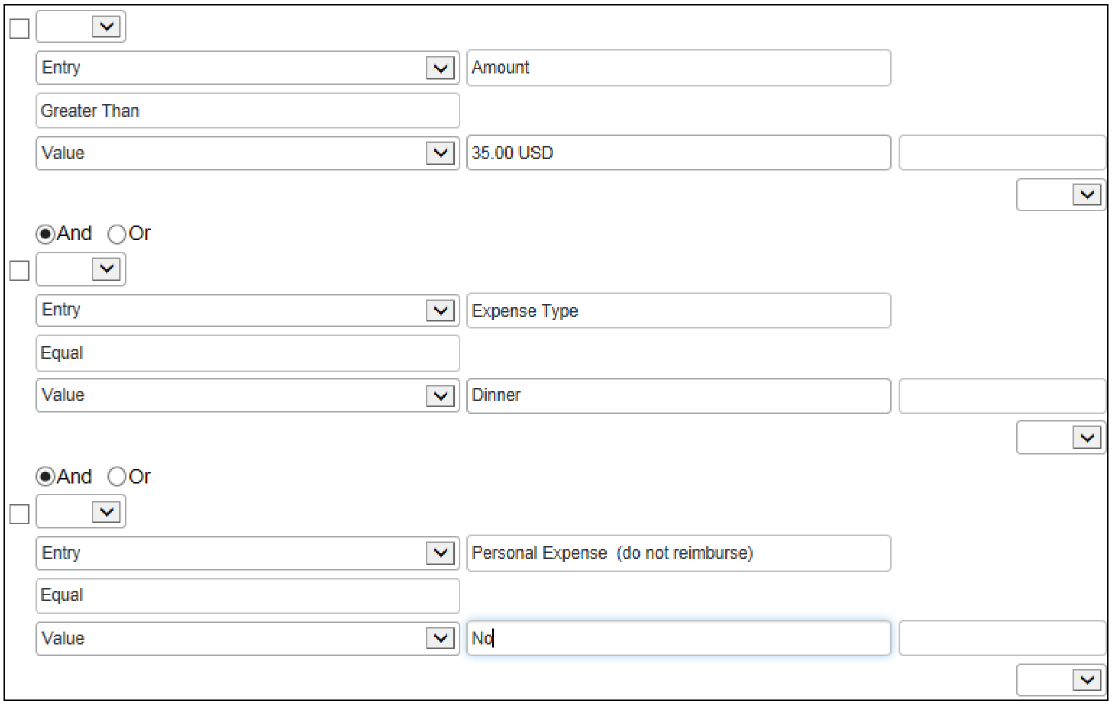
Car Rental Preferred Vendor

Name/Event/Code/Text
Name: Car Rental Preferred Vendor **Event:** Entry Save **Exception Code:** CESPREF **Exception Text:** This vendor is not a preferred vendor; please provide an explanation for your approver.



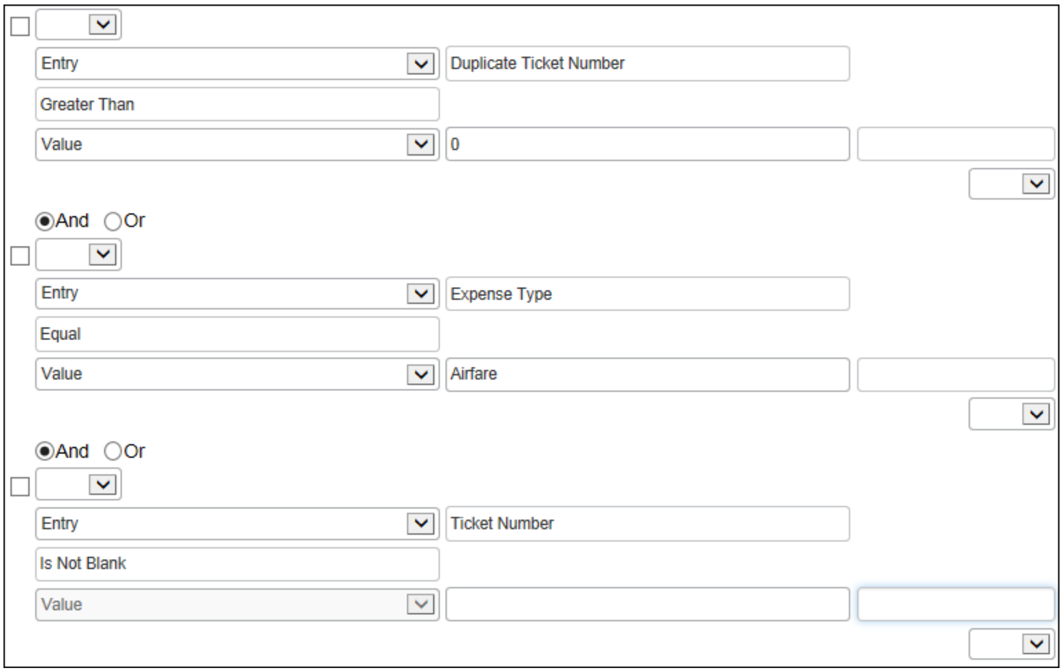
Dinner Limit

Name/Event/Code/Text
Name: Dinner Limit **Event:** Entry Save **Exception Code:** CESINFO **Exception Text:** Expense does not conform to corporate travel policy.



Duplicate Ticket Number

Name/Event/Code/Text
Name: Duplicate Ticket Number **Event:** Entry Submit **Exception Code:** TICKDUPL (**Exception Text:** Another expense has been submitted with the identical air ticket number. Report: <reportID> <report name> Expense: <transaction date>, <expense type>, <expense amount + ISO currency>.



Duplicate Transaction Check

Name/Event/Code/Text

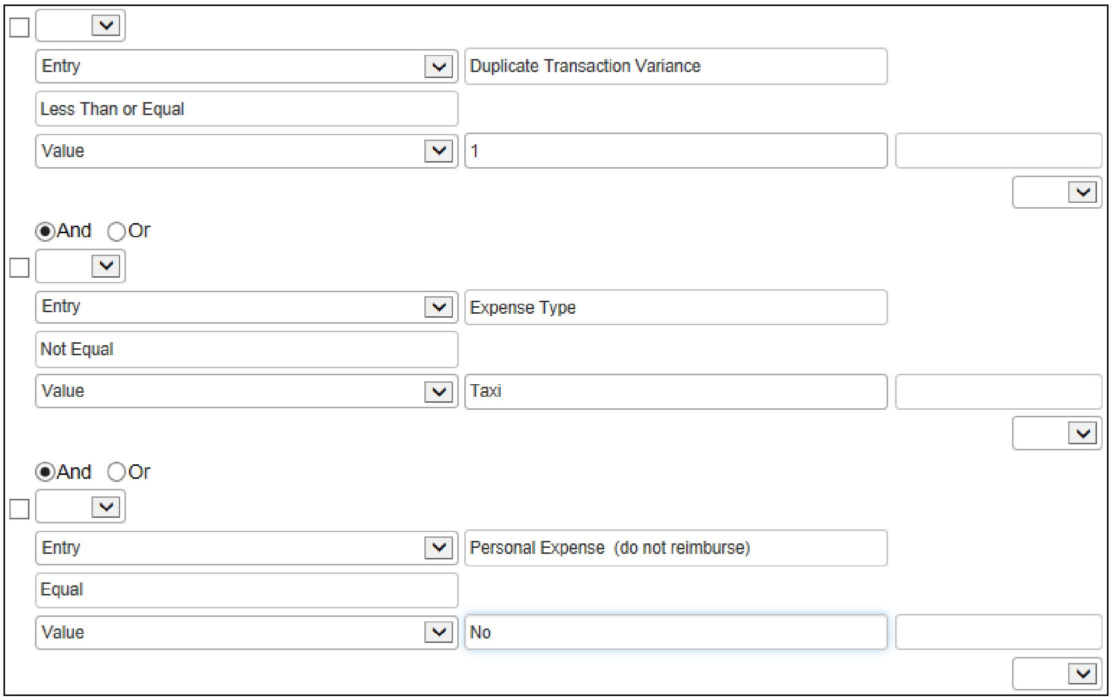
Name: Duplicate Transaction Check

Event: Entry Submit

Exception Code: DUPLICAT

Exception Text: Warning: This expense entry may be a duplicate. %lines%)

Where %lines% is a list of possible duplicate report/report entry details



The Duplicate Transaction Variance should *always* employ the **Less Than** or **Less Than or Equal** operator. It is intended to find expenses within the defined variance for the amount, including the application of exchange rates for comparisons of amounts in differing currencies.

NOTE: The Equal operator should *never* be used with this condition.

Electronic Receipt with no corporate card transaction check

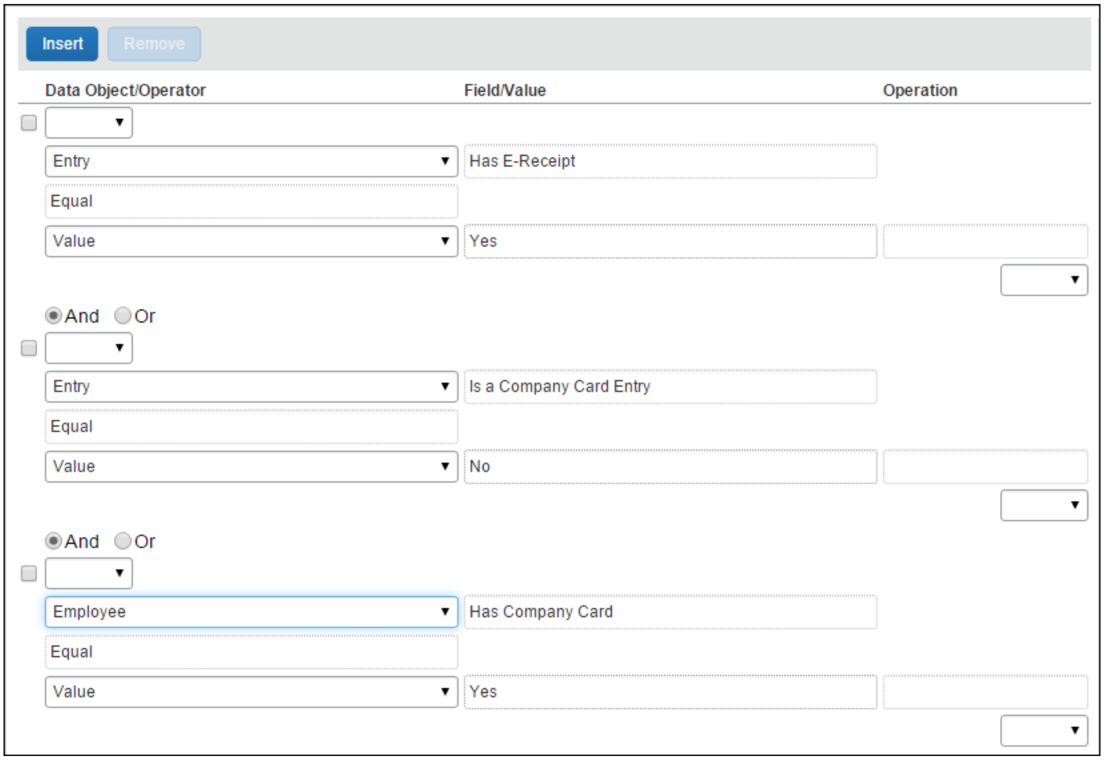
Name/Event/Code/Text

Name: Electronic Receipt with no corporate card transaction check

Event: Entry Save

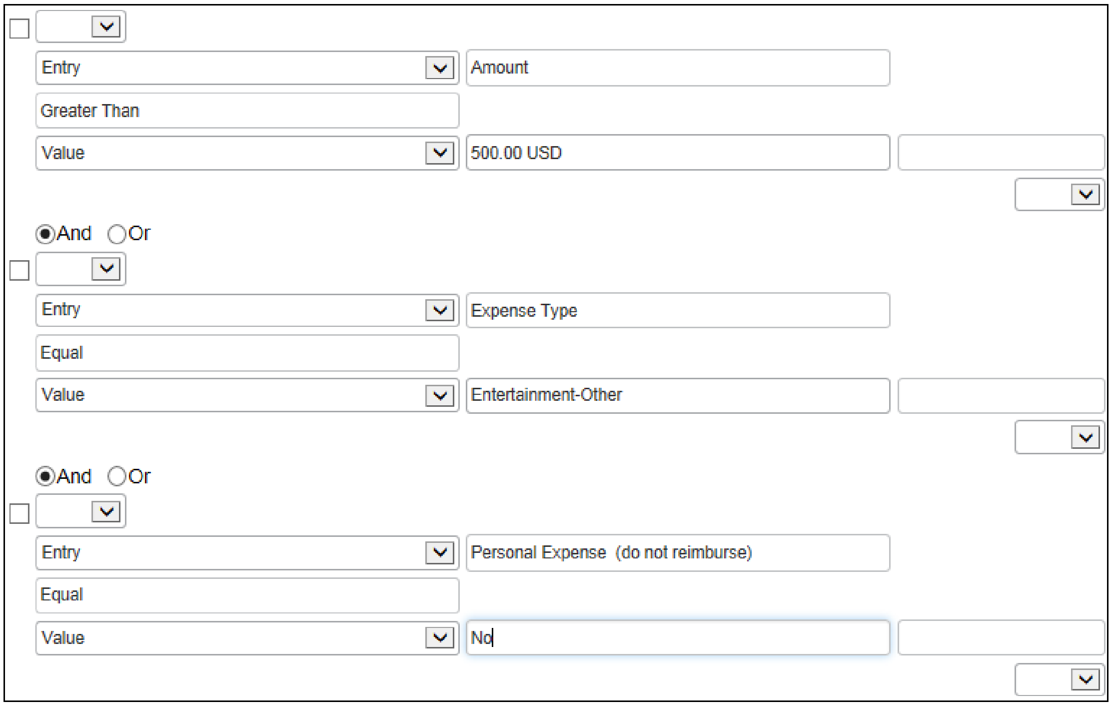
Exception Code: RCTNOCRD

Exception Text: Warning: You have an expense that has an e-receipt but does not have corresponding corporate card transaction. Please wait for card transaction to be available before you submit this report)



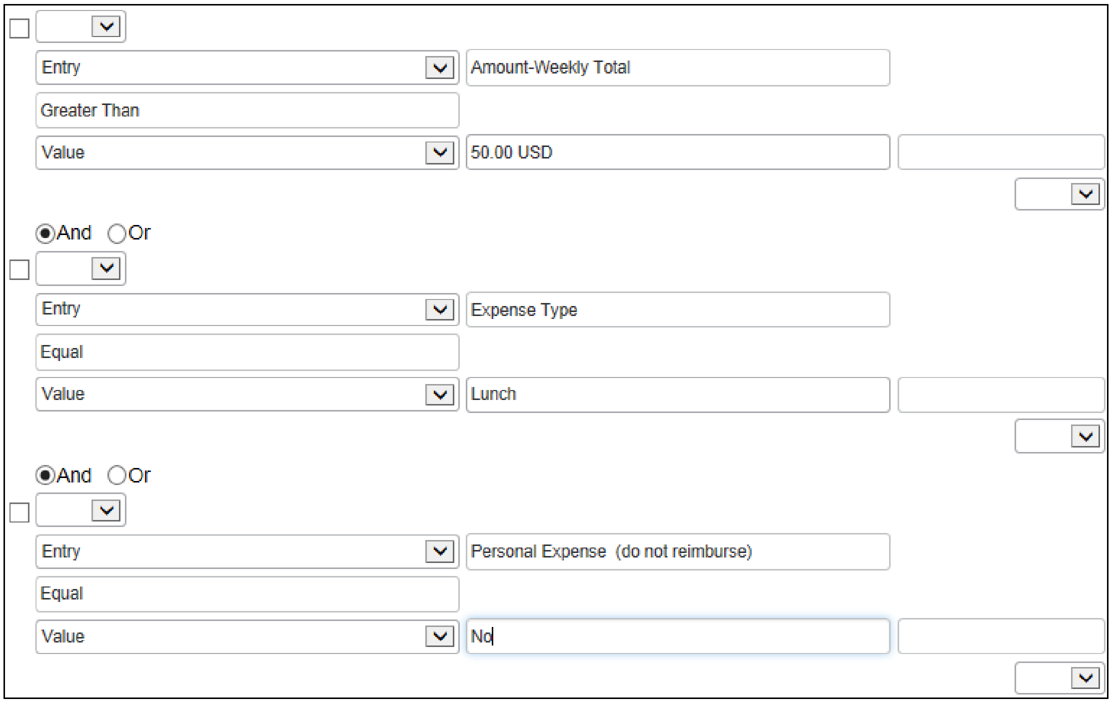
Entertainment-Other Limit

Name/Event/Code/Text
Name: Entertainment-Other Limit **Event:** Entry Save **Exception Code:** CESBUS **Exception Text:** The expense amount exceeds $75.00 per attendee.



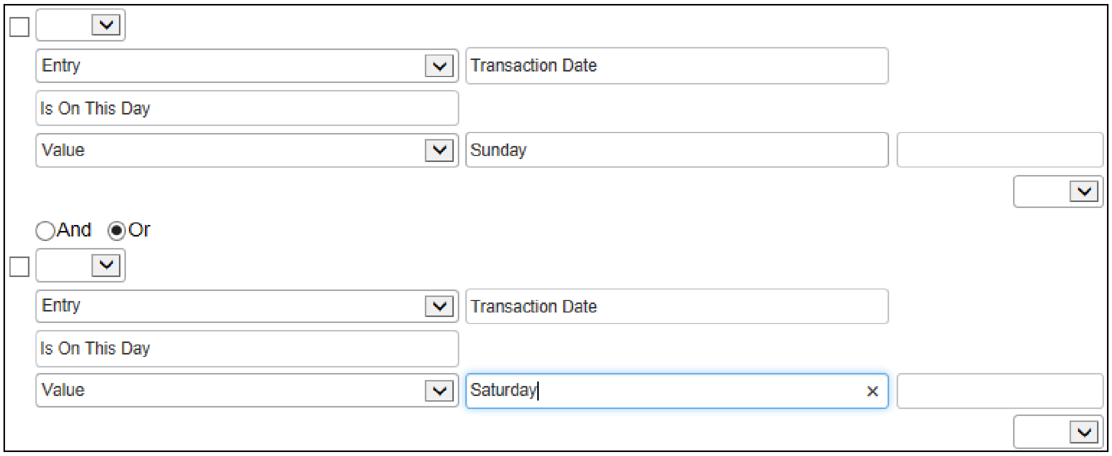
Expense Limit Check

Name/Event/Code/Text
Name: Expense Limit Check **Event:** Entry Submit **Exception Code:** CESLIMIT **Exception Text:** Amount for the Lunch expense type has exceeded the weekly limit.



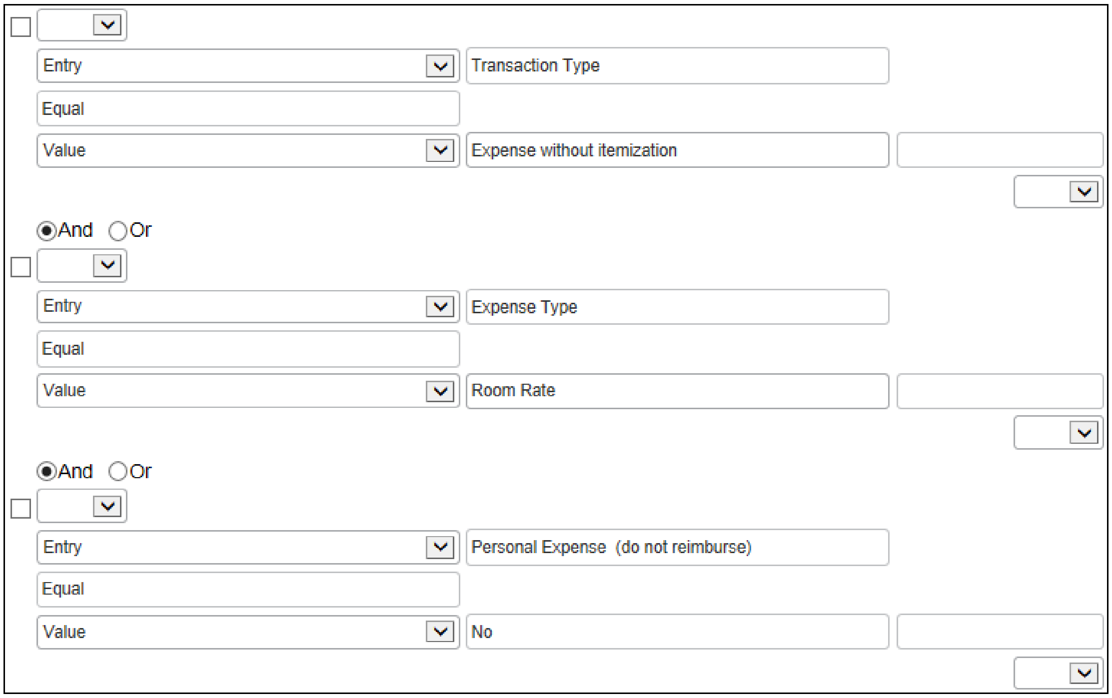
Expenses on week end days

Name/Event/Code/Text
Name: Expenses on week end days **Event:** Entry Save **Exception Code:** EXPWE **Exception Text:** The expense occurs during a week-end.



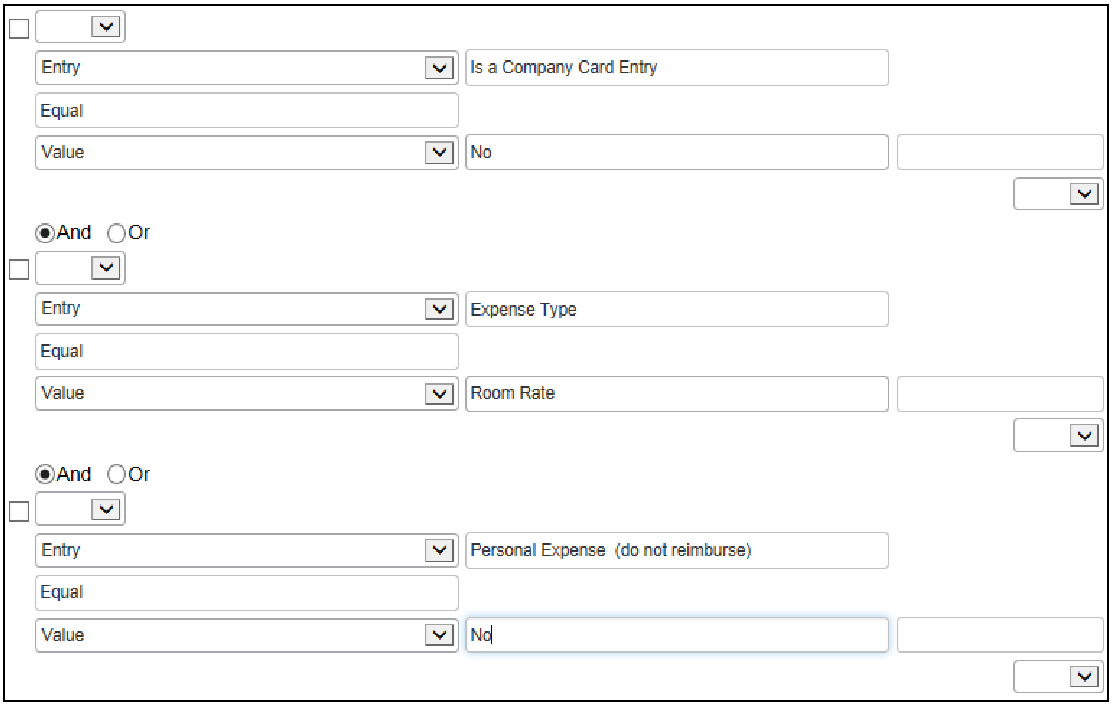
Hotel Itemization Required

Name/Event/Code/Text
Name: Hotel Itemization Required **Event:** Entry Save **Exception Code:** CESITMIZ (This entry must be itemized before the report can be submitted.)



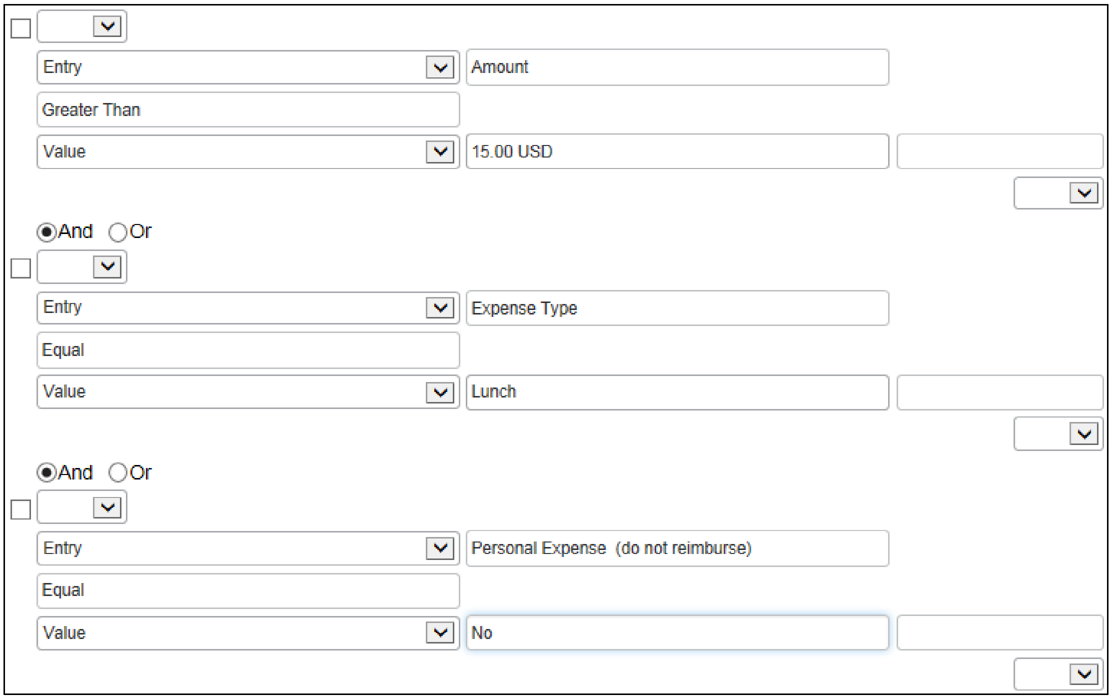
Lodging Payment Method

Name/Event/Code/Text
Name: Lodging Payment Method **Event:** Entry Submit **Exception Code:** CESPAY **Exception Text:** The preferred payment method for this expense type is your company credit card.



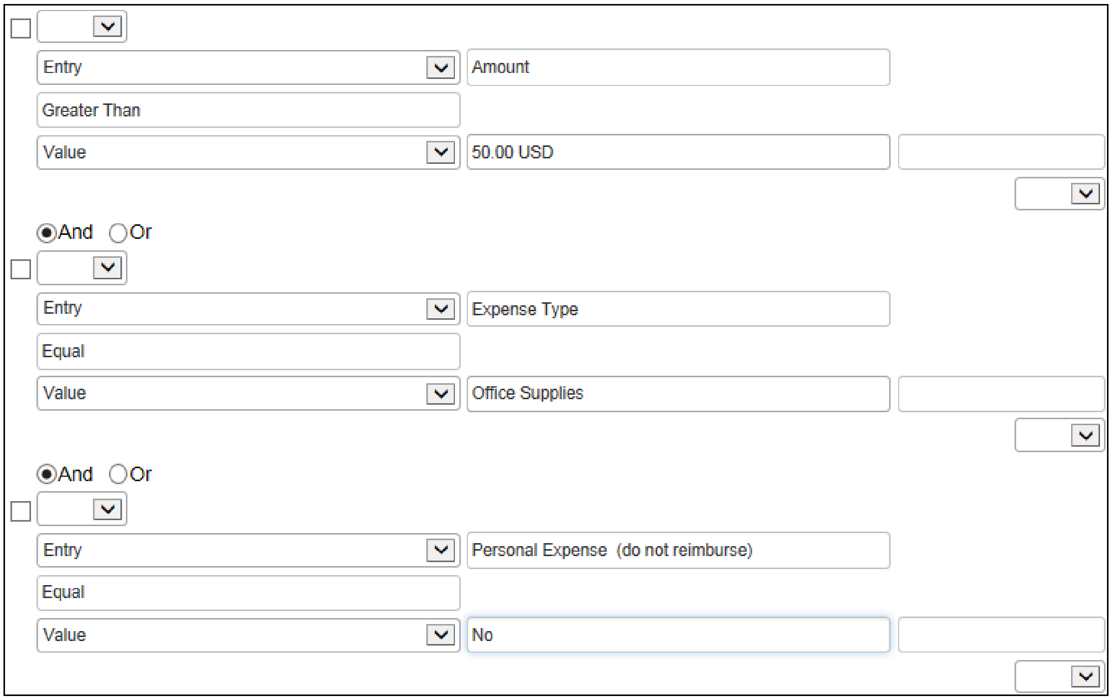
Lunch Limit

Name/Event/Code/Text
Name: Lunch Limit **Event:** Entry Save **Exception Code:** CESINFO **Exception Text:** Expense does not conform to corporate travel policy.



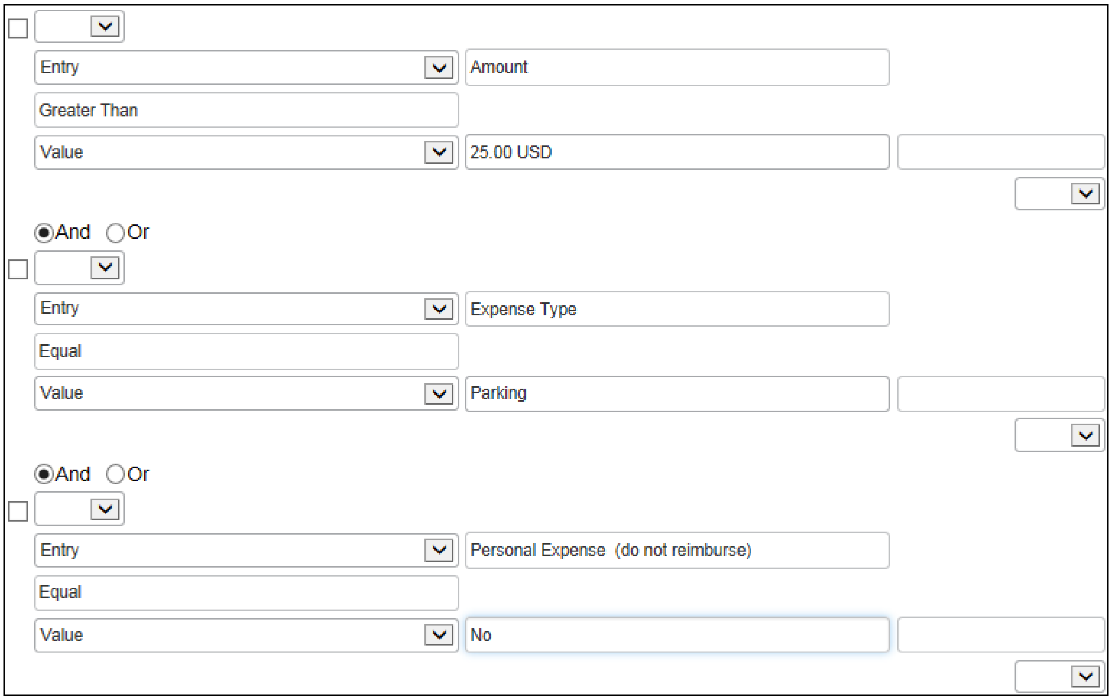
Office Supplies Limit

Name/Event/Code/Text
Name: Office Supplies Limit **Event:** Entry Save **Exception Code:** CESINFO **Exception Text:** Expense does not conform to corporate travel policy.



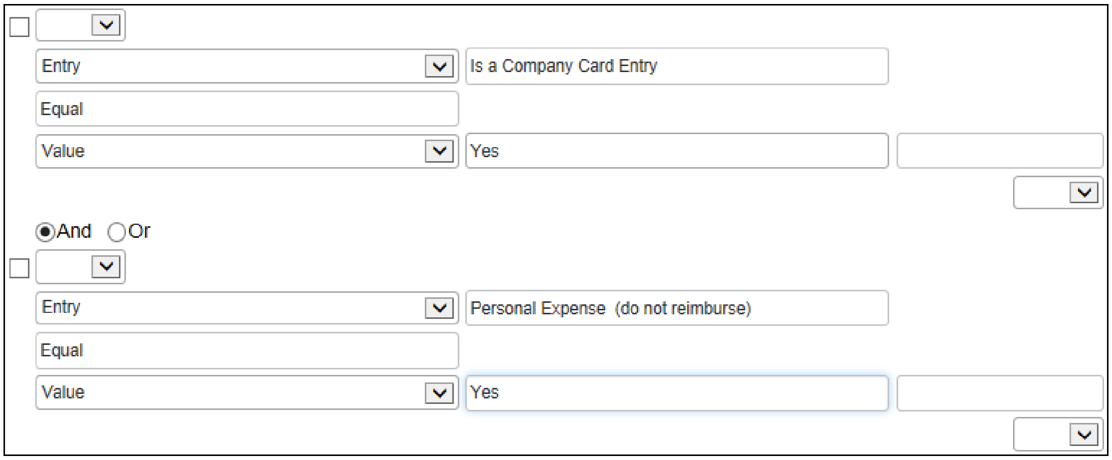
Parking Limit

Name/Event/Code/Text
Name: Parking Limit **Event:** Entry Save **Exception Code:** CESINFO **Exception Text:** Expense does not conform to corporate travel policy.



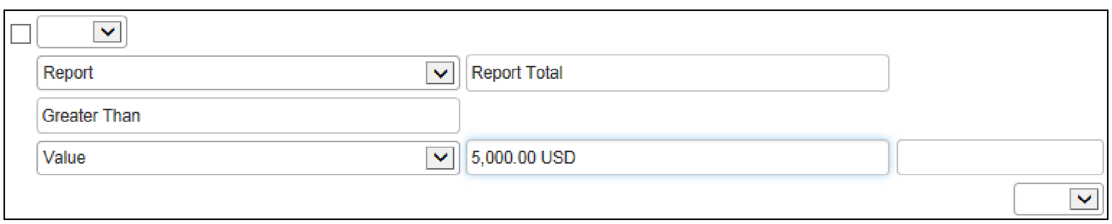
Personal Use of Corp Card

Name/Event/Code/Text
Name: Personal Use of Corp Card **Event:** Entry Submit **Exception Code:** CESINFO **Exception Text:** Expense does not conform to corporate travel policy.)



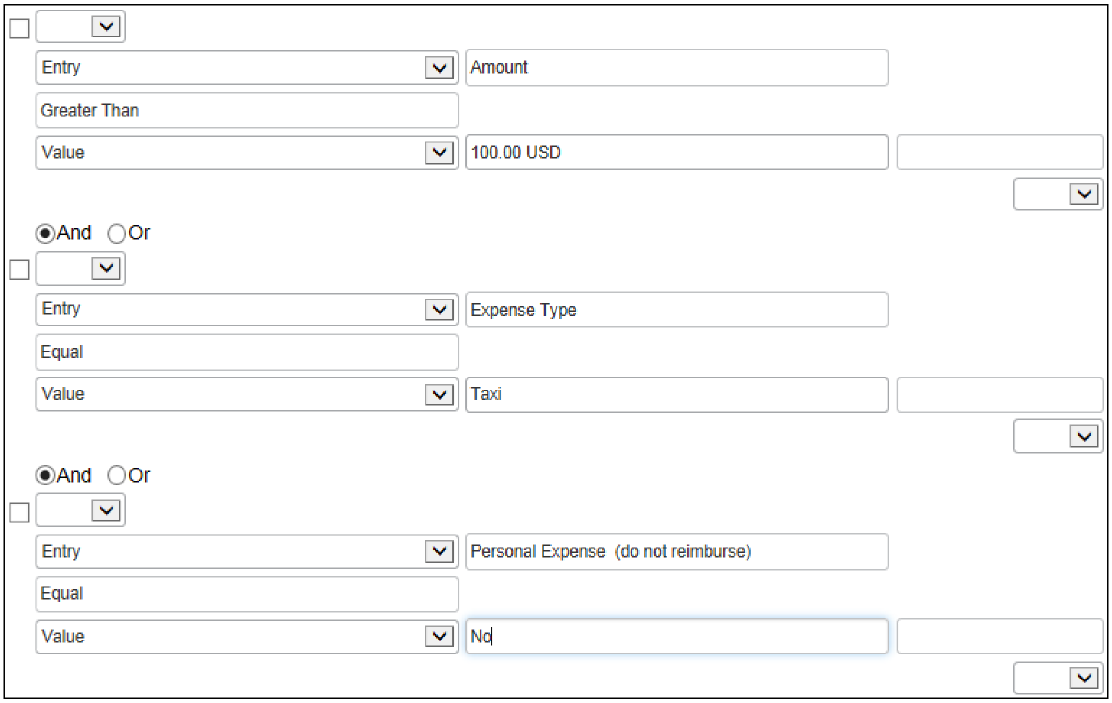
Report Total

Name/Event/Code/Text
Name: Report Total **Event:** Report Submit **Exception Code:** CESWARN **Exception Code:** Manager approval and audit required.

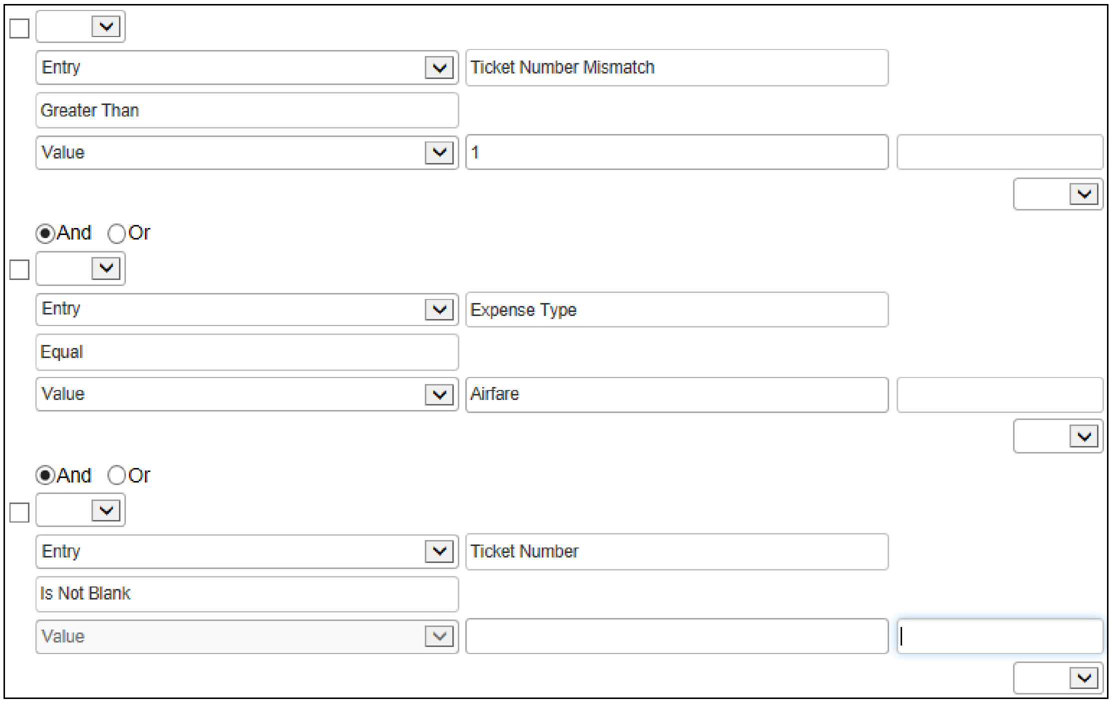


Taxi Limit

Name/Event/Code/Text
Name: Taxi Limit
Event: Entry Save
Exception Code: CESINFO
Exception Code: Expense does not conform to corporate travel policy.

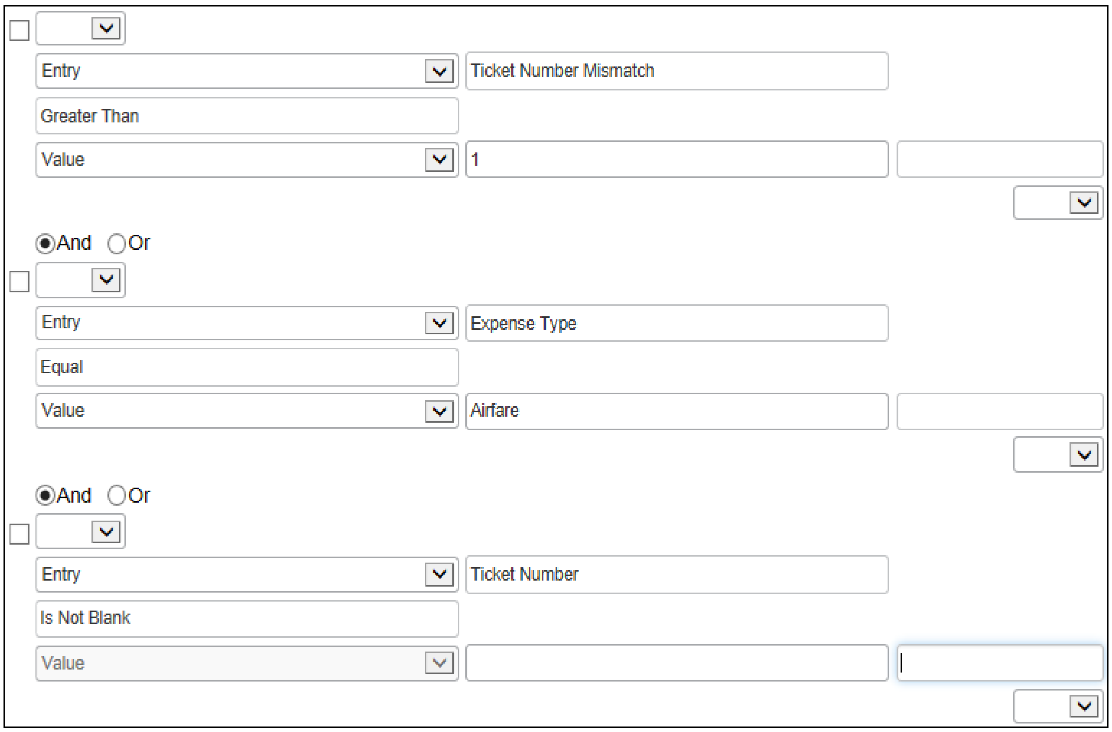


Ticket Number Mismatch

Name/Event/Code/Text
Name: Ticket Number Mismatch **Event:** Entry Save **Exception Code:** TICKMISM (The ticket number for this expense is different than the ticket number on the associated record: %tickets%)  Entry Ticket Number Mismatch Greater Than Value 1 And Or Entry Expense Type Equal Value Airfare And Or Entry Ticket Number Is Not Blank Value

Travel Ticket Number Mismatch

Name/Event/Code/Text
Name: Travel Ticket Number Mismatch **Event:** Entry Save **Exception Code:** TICKMISM **Exception Text:** The ticket number for this expense is different than the ticket number on the associated record: %tickets%.



NOTE: The **Ticket Number** field data is truncated from 14 to 13 characters to conform to the default number total and ensure the audit rule triggers based on the data and not on a mismatch of total number of characters.

Travel Forced Match: E-Receipt, Travel, and Card Data

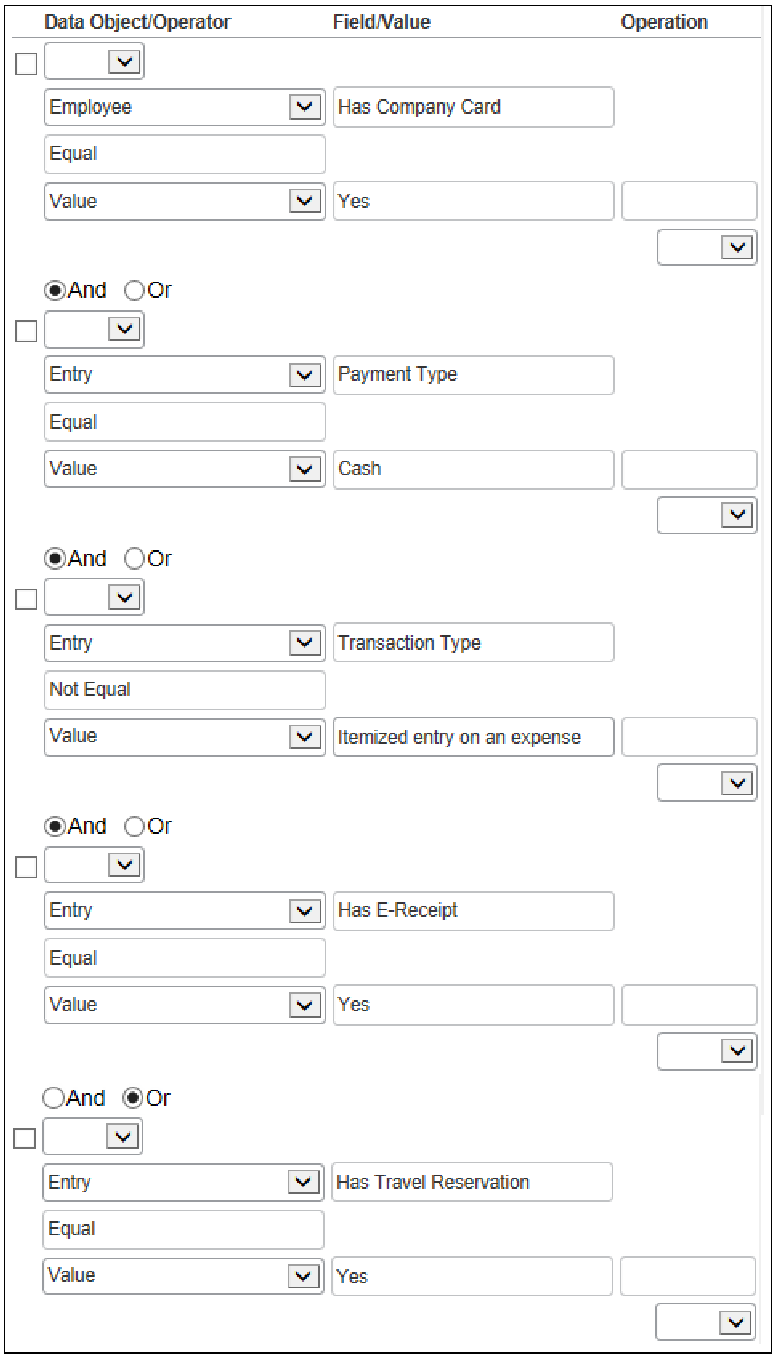
Name/Event/Code/Text

Name: Travel Forced Match: E-Receipt, Travel, and Card Data

Event: Entry Save

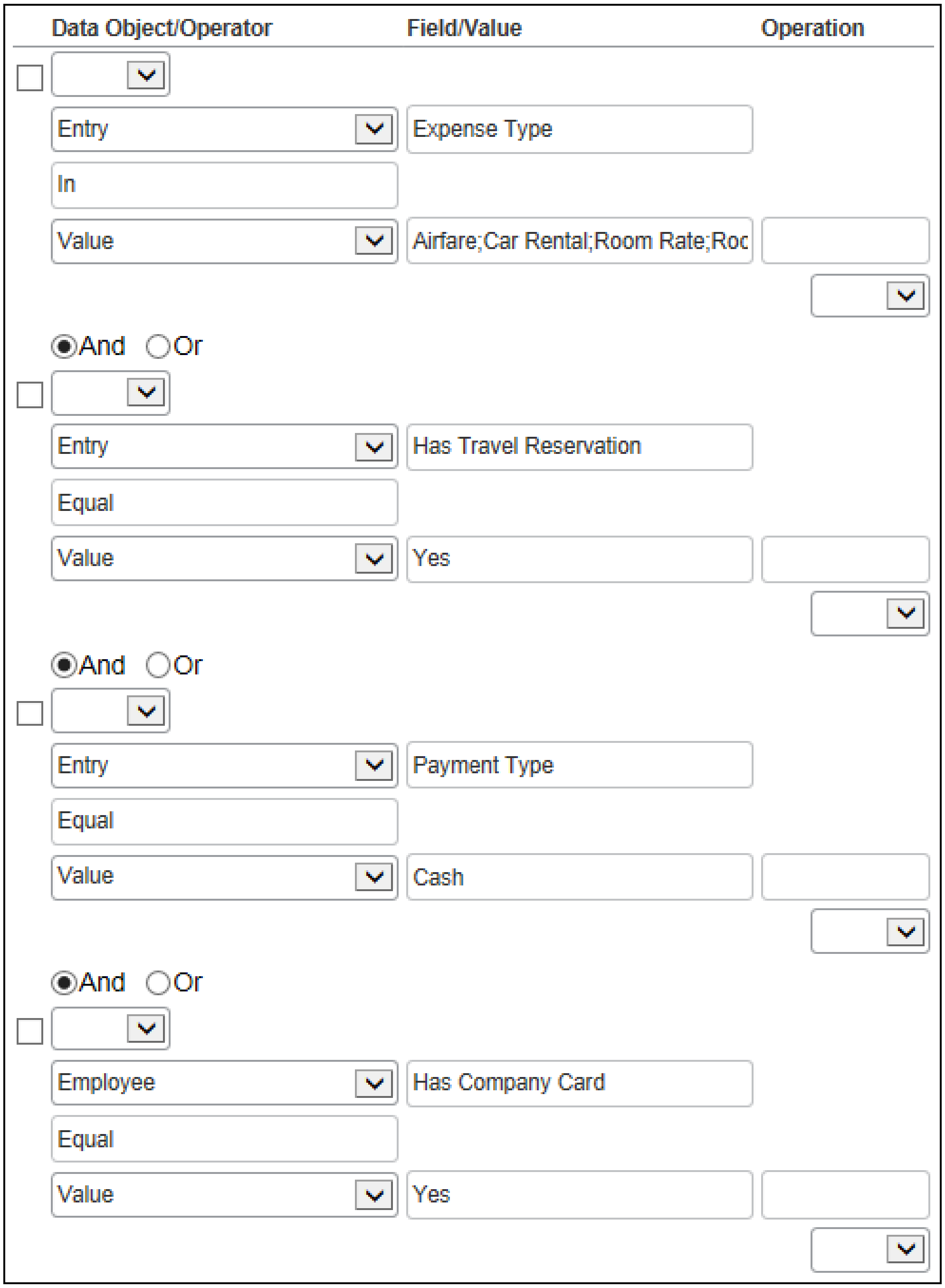
Exception Code: FORMATCH

Exception Text: You have an e-receipt or travel data, but no matching credit card transaction. Please wait until your credit card transaction imports into Concur Expense to add this e-receipt.



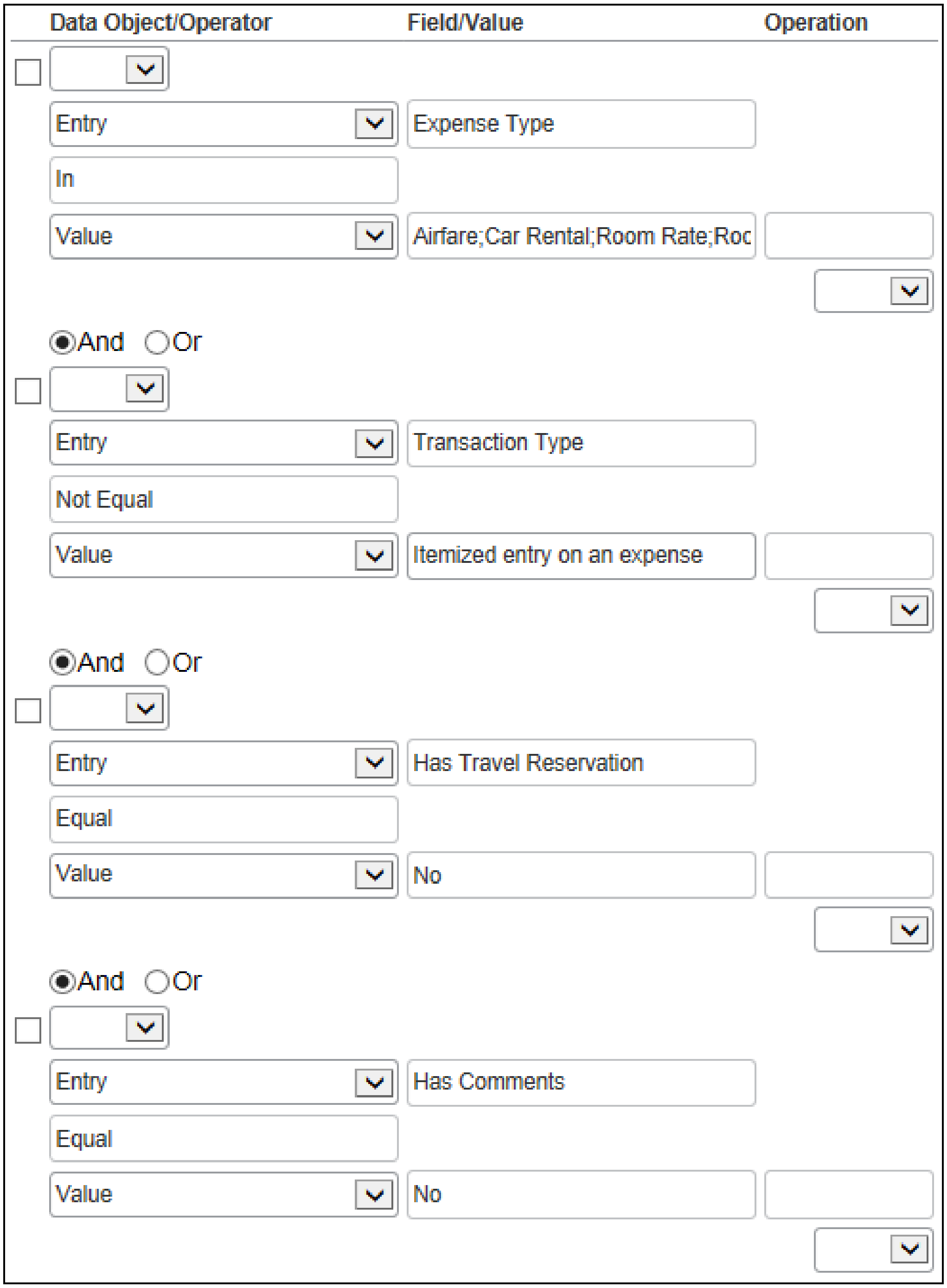
Travel Payment Type

Name/Event/Code/Text
Name: Travel Payment Type **Event:** Entry Save **Exception Code:** TRVPYMT **Exception Text:** Air, rental car, and hotel reservations made through Travel should be charged to a company card.



Travel No Matching Reservation

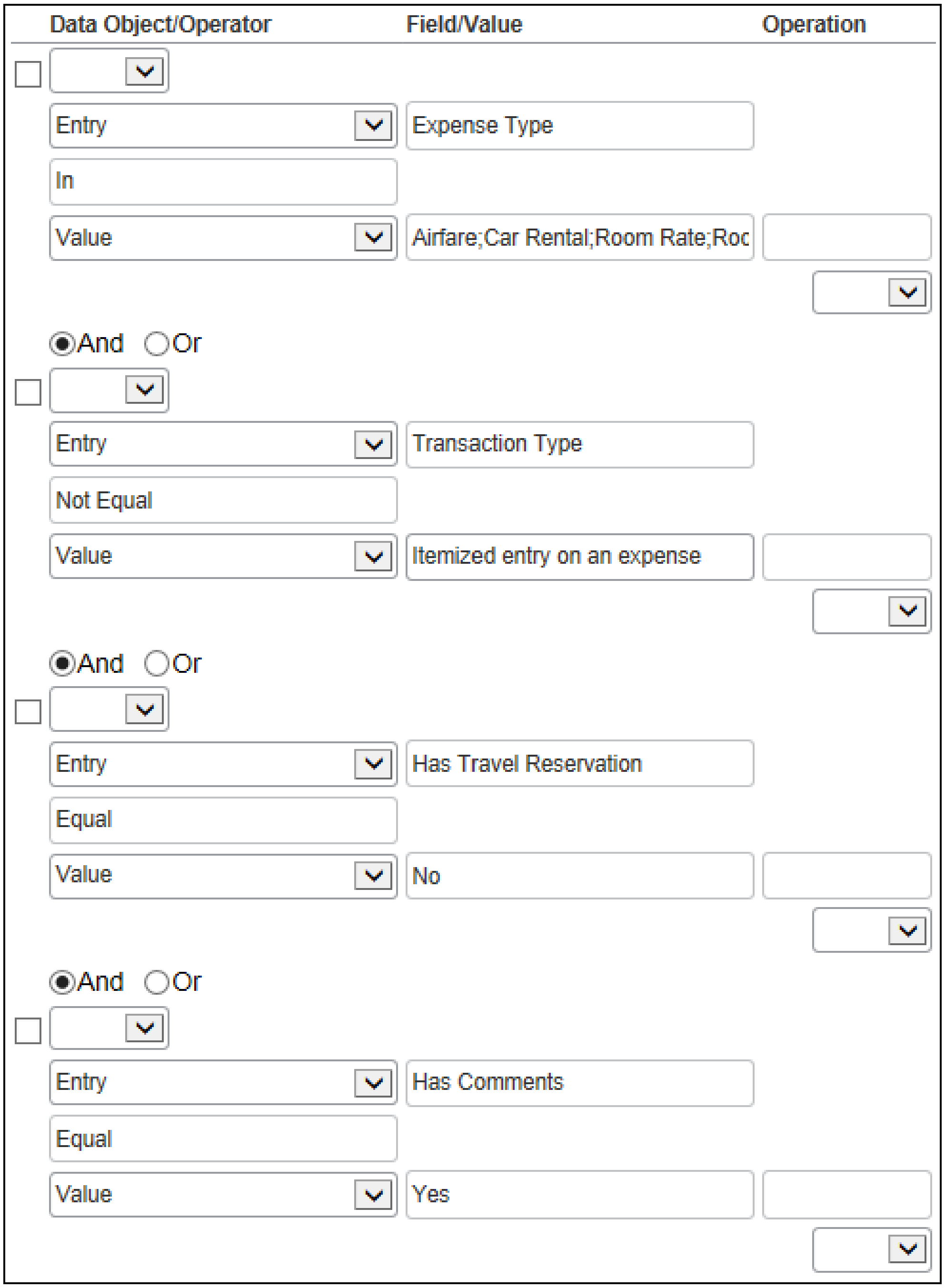
Name/Event/Code/Text
Name: Travel No Matching Reservation **Event:** Entry Save **Exception Code:** NOMATCH **Exception Text:** This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense.



Data Object/Operator	Field/Value	Operation
Entry	Expense Type	
In		
Value	Airfare;Car Rental;Room Rate;Roc	
And		
Entry	Transaction Type	
Not Equal		
Value	Itemized entry on an expense	
And		
Entry	Has Travel Reservation	
Equal		
Value	No	
And		
Entry	Has Comments	
Equal		
Value	No	

Travel No Matching Reservation (Approver/Processor Only)

Name/Event/Code/Text
Name: Travel No Matching Reservation (Approver/Processor Only) **Event:** Entry Save **Visibility:** Approver and Processor Only **Exception Code:** CMNTTRVL **Exception Text:** This expense has no matching travel reservation. Please ensure that the comment adequately explains why the expense was not booked using Concur Travel.



Travel Actual vs Booked, Airfare

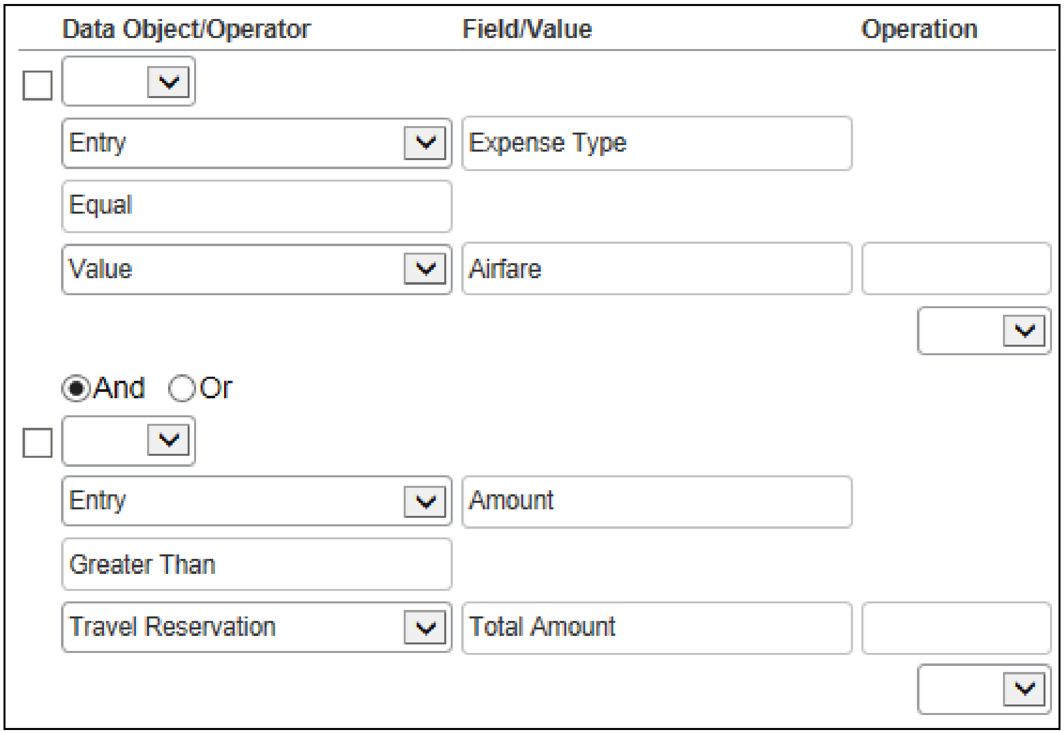
Name/Event/Code/Text

Name: Travel Actual vs Booked, Airfare

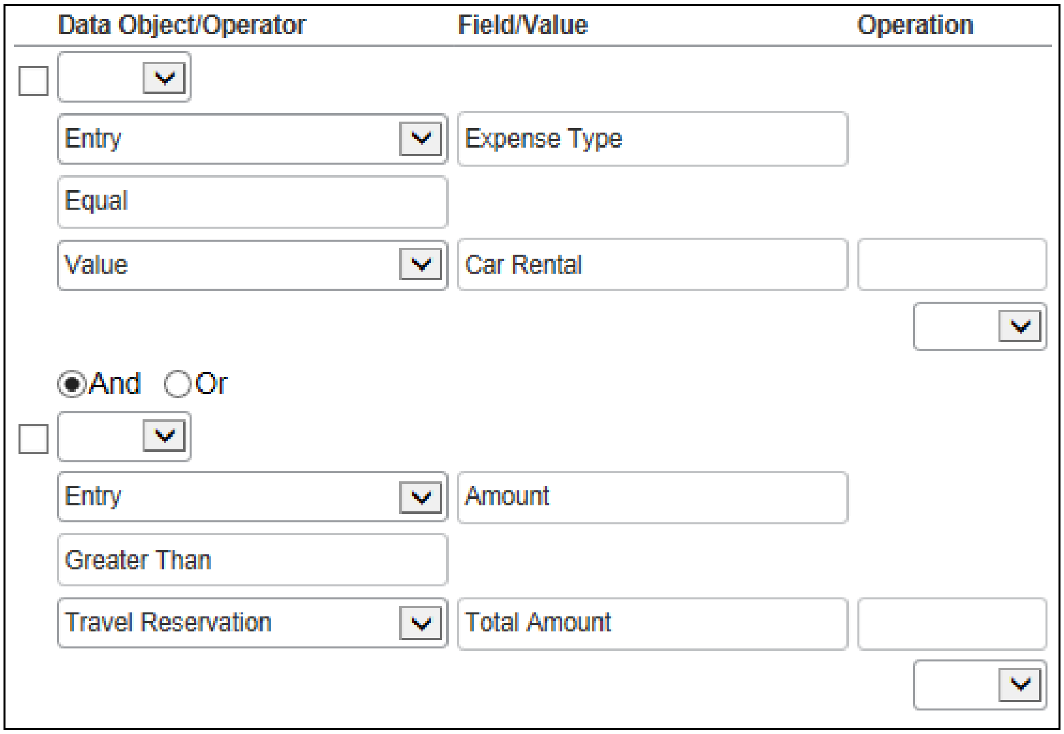
Event: Entry Submit

Exception Code: AVSBCOST

Exception Text: The expense is greater than the estimated expense in the travel reservation.

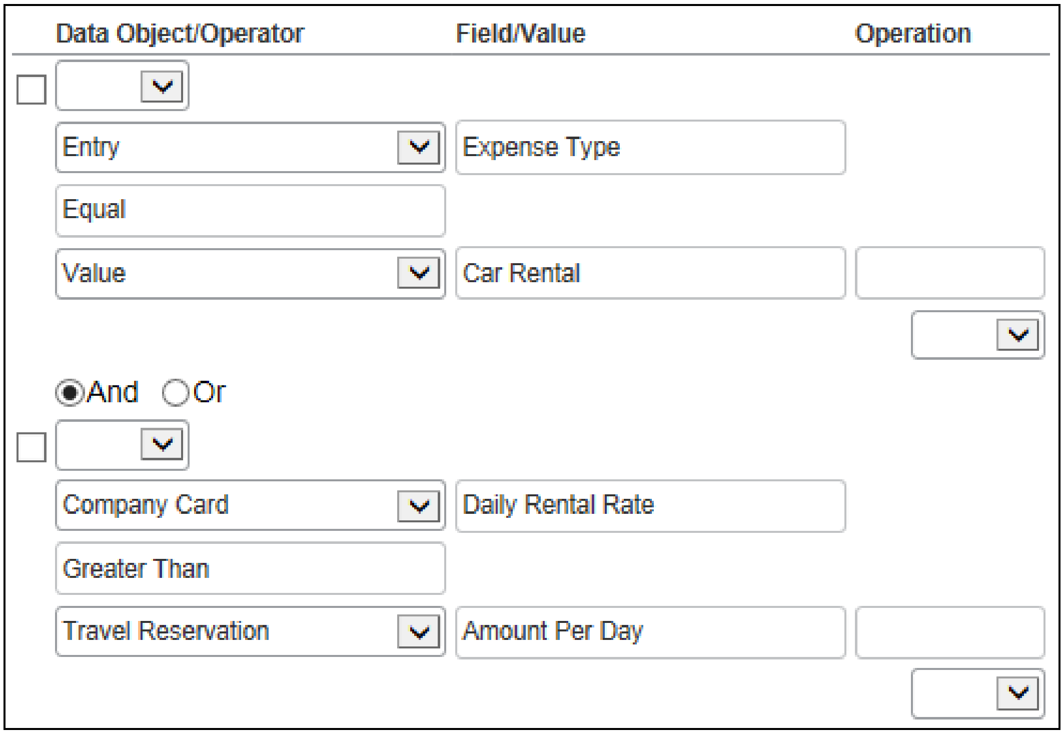


Travel Actual vs Booked, Car Rental

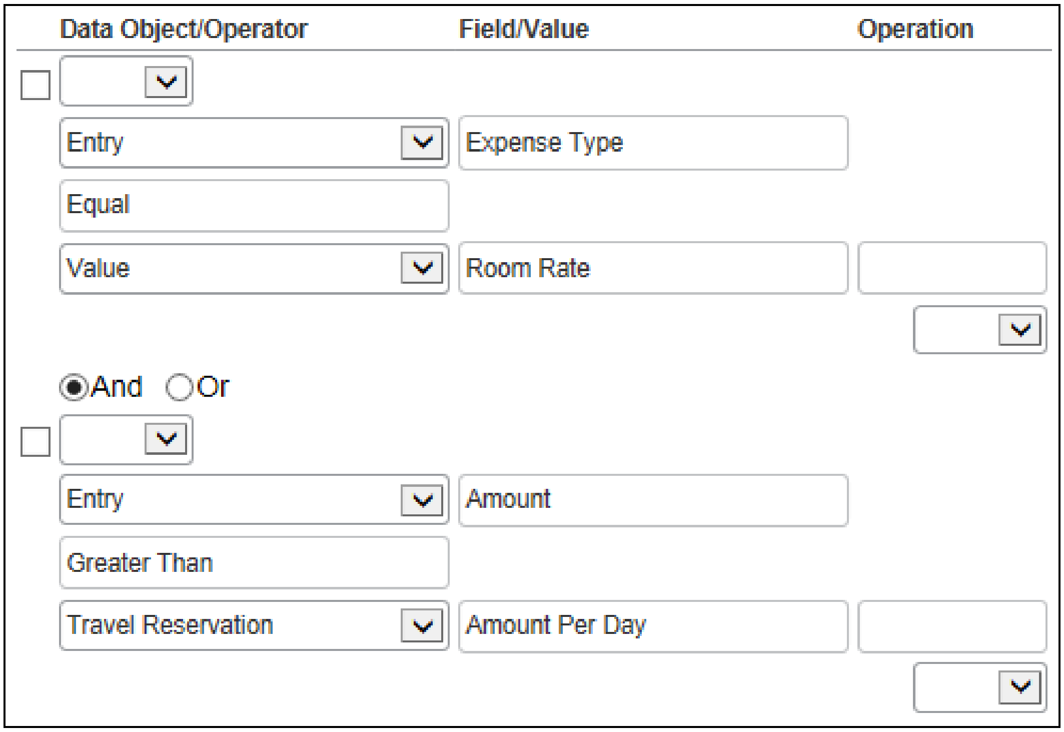
Name/Event/Code/Text
Name: Travel Actual vs Booked, Car Rental **Event:** Entry Submit **Exception Code:** AVSBCOST **Exception Text:** The expense is greater than the estimated expense in the travel reservation. 

Travel Actual vs Booked, Car Rental Per Day

Name/Event/Code/Text
Name: Travel Actual vs Booked, Car Rental Per Day **Event:** Entry Submit **Exception Code:** AVSBPERD **Exception Text:** The per-day expense is greater than the estimated per-day expense in the travel reservation.



Travel Actual vs Booked, Room Rate Per Day

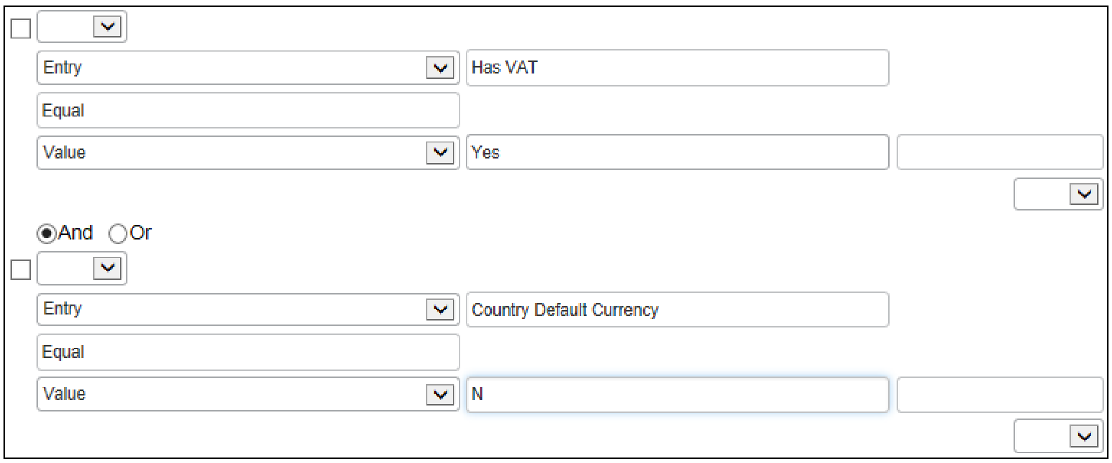
Name/Event/Code/Text
Name: Travel Actual vs Booked, Room Rate Per Day **Event:** Entry Submit **Exception Code:** AVSBPERD **Exception Text:** The per-day expense is greater than the estimated per-day expense in the travel reservation. 

The following table describes the two rules used by companies that track value added tax.

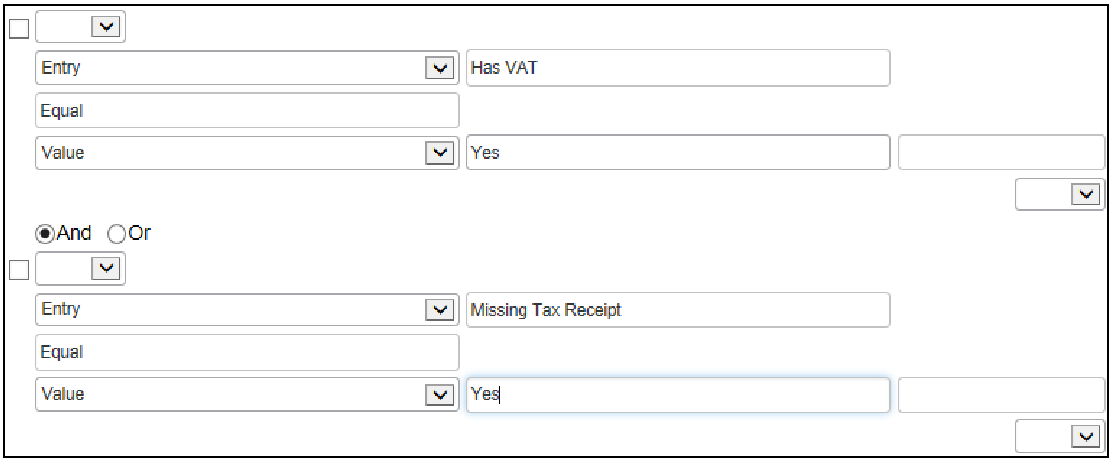
For each of the provided audits listed below:

- **Editable By** is Global
- **Applies To** is Global
- **Active** is Yes

Vat Currency Consistency Check

Name/Event/Code/Text
Name: Vat Currency Consistency Check **Event:** Entry Save **Exception Code:** VATCRN **Exception Text:** The currency used is not the expected currency for this location. 

Vat Receipt Required Check

Name/Event/Code/Text
Name: Vat Receipt Required Check **Event:** Entry Save **Exception Code:** VATRCPT **Exception Text:** A receipt is required for this expense and the receipt status is 'No Receipt Available.' 

Section 6: Random Audit Rules

Random audit rules allow for the auditing of selected submitted expense reports either by:

- **Sequential:** The sequential audit is based on some number of reports that users submit (for example, 10 reports). Then, every 10th expense report submitted by the selected group or groups is audited. (The maximum is 999,999.)
- **Percentage:** The percentage audit is based on the chance of a report being audited (for example 10%). That is, each report submitted by the selected group or groups has a 10% chance of being audited. (The maximum is 100%.)

NOTE: The percentage-based random audit rule is based on averages. In the long term, the desired percent of the reports will be audited. In the short term, the exact percentage of reports audited may be slightly more or less.

! **IMPORTANT:** Your company should have ***only one*** active random audit rule for each group configuration. SAP Concur may let you activate more than one random rule but the results will be unreliable. Best practice is to have ***only one*** active random audit rule for each group configuration.

General Concepts

General Concepts

GROUPS AND THE RANDOM AUDIT RULE

Assume a sequential random audit rule applies only to Group 1, then every 10th report submitted from members of Group 1 will be audited. Assume the rule applies to Group 1, 2, and 3, then for auditing purposes the groups are combined so every 10th report submitted from members of Group 1, 2, or 3 will be audited. That is, it is **not** the 10th report from Group 1, the 10th report from Group 2, and the 10th report from Group 3; it is the 10th report from the collective group.

A percentage-based random audit rule works essentially the same way.

📖 For information about statement reports and random audit rules, refer to the *Concur Expense: Company Bill Statement Reports Setup Guide*.

Events (Triggers)

When creating or editing a random audit rule, you must specify the event that triggers the rule, for example:

- **Report Submit:** The rule is triggered immediately when the report is submitted, prior to entrance to the workflow. As the report may be blocked from submission by various rules, the information is re-evaluated upon entrance to the workflow to ensure that the report is regarded with respect to the random audit rule frequency configuration.
- **Post Report Submit:** The rule is triggered when the report enters the workflow.

Visibility

When creating or editing a random audit rule, you must define who sees the exception text:

- **Traveler** (user)**, Approver, and Expense Processor:** The user, approver, and Expense processor see the exception text.
- **Approver and Expense Processor:** The user does not see the exception text and, hence, does not know the report will be audited.
- **Expense Processor:** The user and approver do not see the exception text and, hence, do not know the report will be audited.

The exception text appears along with:

- A yellow icon since the exception does not prevent submission of the expense report
- A blue icon if the Concur Expense processor has cleared the exception

Exceptions

When creating or editing the random audit rule, you must assign an exception. All exceptions contain the following:

- **Exception code:** This is the company-defined code for the exception, up to eight alphanumeric characters, all uppercase.
- **Exception level:** The company decides how many exception levels (up to 99) to use. For example, assume the company decides to have six exception levels, with level 1 being a minor exception and level 6 being a severe exception.

  The company also decides the point at which the severity of the exception prevents the user from submitting the expense report. For example, assume the system does not allow the user to submit an expense report if it contains a level 6 exception.

  Though the administrator can define *custom* audit rules to prevent submission, the administrator cannot define *random* audit rules for this effect. ***The administrator selects an exception with an exception level that does not prevent submission.***
- **Exception message:** This is the actual message that appears, such as "This report has been selected for Random Audit."

Refer to the appendix in this guide for a list of the default exception codes and how they affect reporting by exception code.

Summary – The Basic Process of Creating Random Audit Rules

To summarize, when creating the random audit rule, you will:

1. Name the rule
2. Define the type of audit:
   - Percentage
   - Sequential
3. Identify the event that triggers the rule:
   - Report Submit
   - Post Report Submit
4. Define who sees the exception text:
   - Traveler (user), Approver, and Concur Expense Processor
   - Approver and Concur Expense Processor
   - Concur Expense Processor
5. Select (or create) the appropriate exception, which includes:
   - Exception code

- Exception level
- Exception text

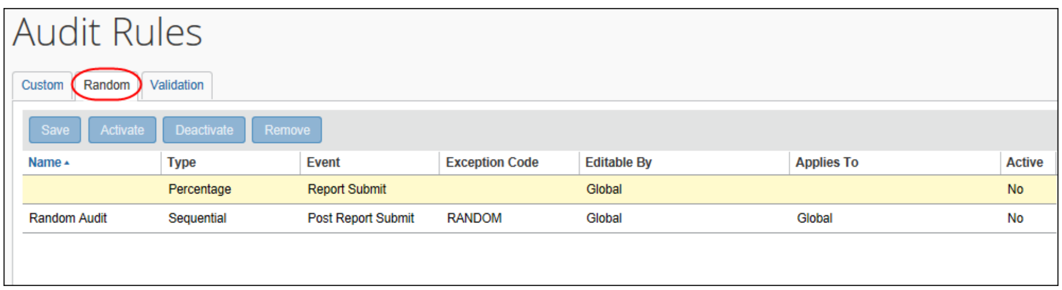
6. Identify the administrator (of the group configuration) who can edit the rule
7. Identify the group configuration to which the rule applies
8. Activate the rule

Procedures: Random Audit Rule

Accessing Random Audit

To access Random Audit:

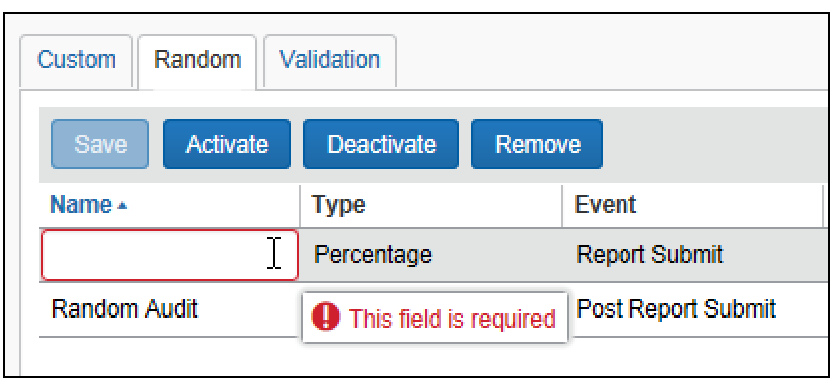
1. Click **Administration** > **Expense.**
2. Click **Audit Rules** (left menu). The **Custom** tab appears.
3. Click the **Random** tab.



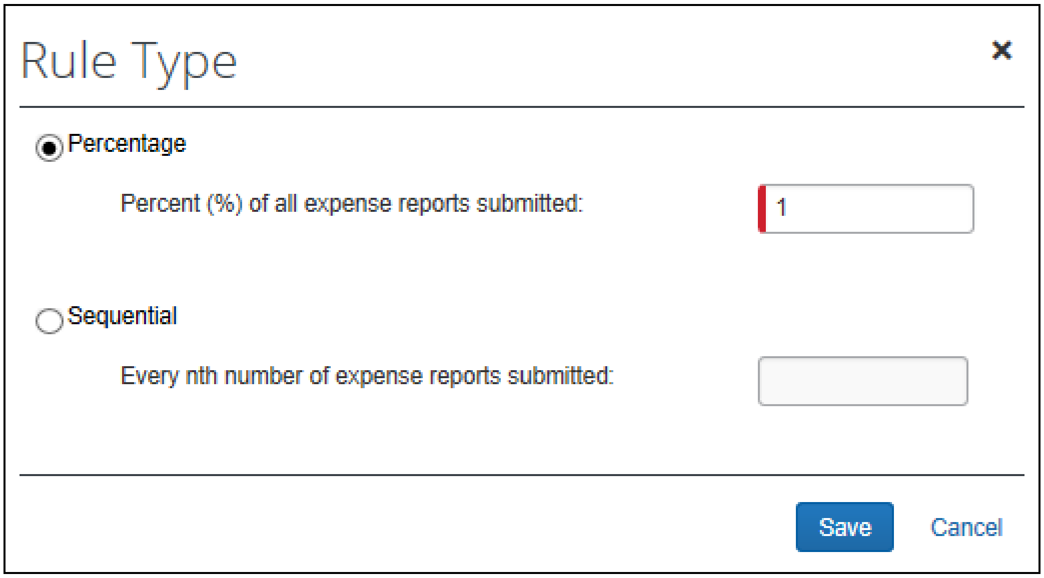
Adding a Random Audit Rule

To add a random audit rule:

1. Use the first line (yellow background) in the grid to add a new rule. Click in the **Name** field, then enter the rule name.

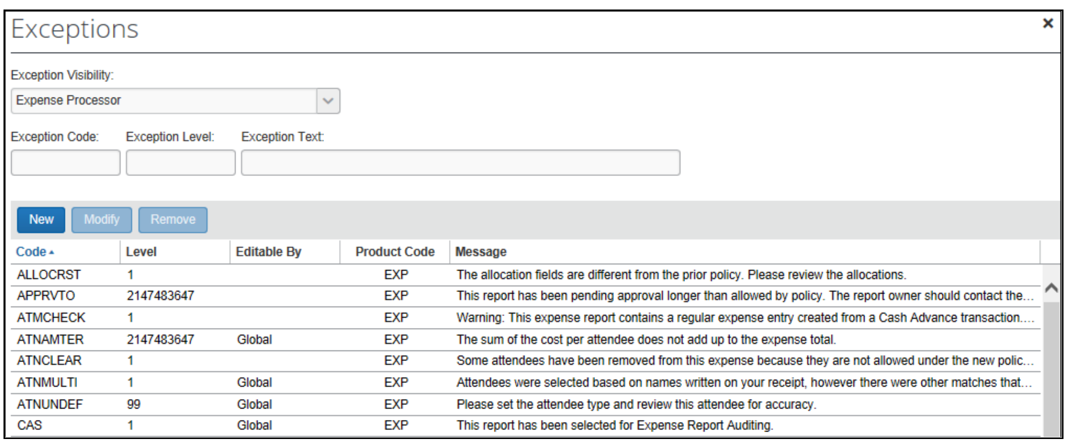


2. Click the **Type** field. The **Rule Type** window appears.



- Select either:
  - Percentage and then enter the appropriate percentage
  - Sequential and then enter the appropriate number
- Click **Save**.

3. In the **Event** field, select either:
   - Report Submit
   - Post Report Submit
4. Click the **Exception Code** field. The **Exceptions** window appears.



- From the **Exception Visibility** list, select the users who are able to see the exception message by selecting:
  - Traveler (user), Approver, and Concur Expense Processor
  - Approver and Concur Expense Processor
  - Concur Expense Processor

- Using the exceptions list, you can:
  - Use an existing exception.
  - Create a new exception.

  Refer to the exception information in *Adding a Custom Audit Rule* in this guide.

5. In the **Editable By** field, select the group configuration(s) that can edit this rule.
6. In the **Applies To** field, select the appropriate group configuration(s) to which this rule applies.
7. Click **Save**.
8. With the rule selected, click **Activate**.

! **IMPORTANT:** Your company should have ***only one*** active random audit rule for each group configuration. SAP Concur may let you activate more than one random rule but the results will be unreliable. Best practice is to have ***only one*** active random audit rule for each group configuration.

Editing a Random Audit Rule

For detailed information about all of the fields, refer to *Adding a Random Audit Rule* in this guide.

To edit a random audit rule:

1. In the **Name** field, change the name as desired.
2. Click the **Type** field. The **Rule Type** window appears.
   - Make the desired changes.
   - Click **Save**.
3. For the remaining fields, make the desired changes.
4. Click **Save**.

Deactivating / Activating a Random Audit Rule

Activate a rule when you are ready to use it.

Instead of *removing* a rule, you can *deactivate* it. This way, the rule is still available if you want to use it in the future.

▸ *To deactivate / activate a random audit rule:*

1. On the **Random** tab, select the desired rule.
2. Click **Deactivate** or **Activate**, whichever applies.

Removing a Random Audit Rule

Once you have removed a rule, it will be permanently deleted from the system. If you think you might want to use it again, *deactivate* it instead of removing it.

▸ *To remove a random audit rule:*

1. On the **Random** tab, select the rule you want to remove.
2. Click **Remove**.

Section 7: Appendix – Default Exception Codes

The exception codes that are provided by Concur Expense ***do not*** increase a user's exception level totals. That is, any audit rules – custom or random – are ignored in the exception level count if they use the following exception codes:

ALCCPYDN	CAS	NODATE	REDRFUND
ALLOCRST	CASAAF	NOEXRATE	RULEFAIL
APPRVTO	CASAFB	NOITIN	SELFAPPR
ATMCHECK	CONOAPPR	NORLEXRT	SYSCRTOF
ATNAMTER	COW	NOTBACRN	TADATE
ATNCLEAR	DUPCHECK	NOTRAPPR	TADBLDIP
ATNMDUP	EXPTYER1	NOTREXRT	TICKDUPL
ATNMULTI	EXPTYER2	PENDCARD	UNDEFEXP
ATNUNDEF	EXPWE	POSTFAIL	UNMCCACT
AUDTFAIL	EXRATEOV	PREPAY01	UNMEXPER
AUDTPWX	INVEXPTY	PREPAY02	UNMEXPES
AUDTPXR	INVXMLST	PREPAY03	UNMSTMTP
BADARHDR	NOACCODE	PREPAY04	UNMSTMTR
BADHEADR	NOACODNB	PREPOP	
BOW	NOAPPR	PYRLFAIL	