

# Extract-It Service Description

## 1) Description of the service

Extract-It is a cloud-based application that allows to view and extract SAP Concur Expense data. List of features:

- Search for expenses based on SAP Concur standard and custom fields
- Search by predefined date range or custom date range
- Search by simple or advanced queries (with AND/OR operators)
- Save and reuse queries with dynamic update based on dates
- Preview expenses and associated receipts from a result table
- Extract the expenses and associated receipts in a ZIP folder (with one receipt per file) or in a PDF document (all receipts combined in the same document)
- Access an administration console to:
  - Add, Modify or Remove fields use for the search, preview and extraction
  - Exclude some expense types from the search and results
  - Maintain users access to the application
  - Add, Modify or Remove PDF export template
  - Access a log that lists all expenses view/extracted by users

Available fields for searching and extracting data:

### Report Header Fields

Field	Standard/Custom	Description
Employee ID	Standard	The User ID of the report owner
Employee Name	Standard	The name of the employee who created the report
Report ID	Standard	Expense Report ID (unique identifier)
Report Key	Standard	Expense Report Key (unique identifier)
Report Name	Standard	The name of the report
Purpose	Standard	Report Business purpose
Report Date	Standard	Report Date
Report Created Date	Standard	The date the report was created
Report Submission Date	Standard	The date the report was submitted
Report Total	Standard	Total amount of the report
Personal Expense	Standard	Total amount of expense marked as personal
Total Claimed Amount	Standard	The total amount of all non-personal expenses
Total Approved Amount	Standard	The total amount of approved expenses
Approval Status Name	Standard	Approval status of the report
Employee's Org Unit 1 to 6	Custom	The details from the Org Unit custom fields. These may not have data, depending on configuration
Custom 1 to 20	Custom	The details from the Custom fields. These may not have data, depending on configuration.
Ledger Name	Standard	The name of the expense report ledger
Ever Sent Back	Standard	Whether the report has ever been sent back to the employee
Has Exception	Standard	Whether the report has exceptions
Country	Standard	Report Country (ISO 3166-1 alpha-2 format)
Processing Payment Date	Standard	The date that the report completed all approvals and was ready to be extracted for payment. Format: YYYY-MM-DD
Receipts received	Standard	If Y, then this report has its receipt receipt confirmed by the Expense Processor
Report Owner	Standard	Owner of the report
LastComment	Standard	The text of the most recent comment on the report.

**Entry Fields:**

Field	Standard/Custom	Description
Expense Type Name	Standard	Expense Type Name
Spend Category	Standard	The spend category specified for this expense type
Payment Type Code	Standard	The code for the payment type
Payment Type Code	Standard	The name for the payment type
Transaction Date	Standard	The date of the expense entry
Currency	Standard	The name of the transaction currency
Exchange Rate	Standard	The exchange rate that applies to the entry
Transaction Amount	Standard	The amount of the expense entry that
Posted Amount	Standard	The amount of the expense entry in the user's reimbursement currency
Approved Amount	Standard	he approved amount of the expense entry in the user's reimbursement currency
Business Purpose	Standard	The text from the Business Purpose field of the entry
Vendor Description	Standard	The vendor name of the expense entry, which can be entered manually by the user or imported from the card transaction Merchant Name field
Location Name	Standard	The location for the expense entry, usually the city name
Location Country	Standard	The location's Country (ISO 3166-1 alpha-2 format)
Org Unit 1 to 6	Custom	The details from the Org Unit custom fields. These may not have data, depending on configuration
Custom 1 to 40	Custom	The details from the Custom fields. These may not have data, depending on configuration
Has VAT	Standard	Whether the entry contains VAT data
Has Comments	Standard	Whether the expense entry has comments
Comment Count	Standard	The number of comments associated with the expense entry
Comment	Standard	A comment that describes the expense entry. Maximum length: 500 characters
Is Itemized	Standard	Whether the expense entry is itemized
Has Exception	Standard	Whether the entry has exceptions
Is Personal	Standard	Whether the expense entry is marked as personal
Has Attendees	Standard	Whether the expense entry has attendees
Has Allocations	Standard	Defines the amount of allocations for the expense. Maximum 1 character. Possible values are: P, for partial allocation, F, for full allocation, or N, for no allocation
Is Credit Card Charge	Standard	Whether the expense came from a credit card feed
Is Personal Card Charge	Standard	Whether the expense came from a personal card feed
Receipt Required	Standard	Whether the original receipt is required for the entry
Last Modified Date	Standard	The date the expense entry was last changed
Entry Vendor Name	Standard	Vendor name the employee selected from the Vendor list field
Report Entry Receipt Received	Standard	If Y, then this entry has been marked as reviewed by a processor
Receipt Entry Type	Standard	T = tax receipt R= regular receipt N = no receipt

**Allocation Fields:**

Field	Standard/Custom	Description
Account Code 1	Standard	The primary accounting code assigned to the expense type associated with this allocation
Account Code 2	Standard	The spend category specified for this expense type
Custom 1 to 20	Custom	A custom field associated with the allocation. This field may or may not have data, depending on how Expense is configured
Percentage	Standard	The percentage of the expense that is included in this allocation

**2) Language**

Extract-It is available in English.