

Reporting Column Definitions

Column Value	Nexonia Reference Location	What Does It Do?
2nd Last Approval Comment	Item History	In multi step approval process, populates the 2nd to last approval comment
2nd Last Approval Date	Item History	In multi step approval process, populates the 2nd to last approval date
2nd Last Approved By	Item History	In multi step approval process, populates the 2nd to last approver's full name
Account - Code	Settings > Company > Financial > Chart of Accounts	When using Chart of Accounts, populates GL Number
Account - Description	Settings > Company > Financial > Chart of Accounts	When using Chart of Accounts, populates GL Description
Account - ID		Integration ID for GL Account
Account Category - Code	Settings > Company > Financial > Account Categories	When using account categories, populates Account Category name
Account Category - ID		Integration ID for Account Categories
Account Category - Name	Settings > Company > Financial > Account Categories	When using Account Categories, populates Account Category name
Amount	Expenses > Expense Report > Expense Item > Total	Populates total amount for expense item
Amount over Policy Restriction		Populates how much the amount exceeds the Prevent Submit "If value above..." field
Amount over Policy Warning		Populates how much the amount exceeds the Policy Warning "If value above..." field
Approval Date	Item History	Populates the date that the expense was fully approved
Attendee Count	Expense Item > Attendees	Populates the number of attendees
Attendees	Expense Item > Attendees	Populates the list of attendees including Name, Company
Base Amount	Expenses > Expense Report > Expense Item > Total	Populates the amount prior to taxes
Billable	Expense Item > Billable	Indicates if the expense is billable or not
Billable Amount	Expense Item > Amount	If the expense is billable, it populates the amount
Card - Corporate Card		Indicates if the expense item is created from a transaction fed in via a corporate card
Card - ID		Integration ID for Credit Card
Card - Name	Expenses > Cards > Manage Cards	Populates the Name/Nickname of the Credit Card given when added into Nexonia
Card - Number	Expenses > Cards > Manage Cards	Populates the Credit Card Card Number
Card - Paid By	Expenses > Cards > Manage Cards	Indicates if the expense is paid by the company or by the employee
Card - Type	Expenses > Cards > Manage Cards	Indicates what type of Credit Card the transaction is from (Visa, MC, AMEX, other)
Card Source - ID		Integration ID for Card Source
Card Source - Name	Integration > Integration Setup > (Add Corporate Card) Name	Populates the Corporate Card Source Name
Card Transaction		Indicates if the Expense is sourced from a Credit Card transaction
Card Transaction Date	Expenses > Cards	Indicates the Transaction Date of the Credit Card expense
Card Transaction Description	Expenses > Cards	Populates the Description information if available through credit card feed
Card Transaction MCC Code	Expenses > Cards	Populates the MCC Code information if available through credit card feed
Card Transaction MCC Name	Expenses > Cards	Indicates the category of expense based on the merchant
Card Transaction Reference	Expenses > Cards	Populates the Reference information if available through credit card feed
Card Transaction Reference 2	Expenses > Cards	Populates any additional reference information available
Card Transaction SIC Code	Expenses > Cards	Populates the SIC Code information if available through credit card feed
Card Transaction SIC Name	Expenses > Cards	Indicates the Standard Industry name of the credit card transaction
Card Transaction Statement Date	Expenses > Cards	Indicates the Statement Date for the Credit Card Transaction
Card Transaction Vendor	Expenses > Cards	Populates the Vendor information if available through credit card feed
City	Expenses > Expense Report > Expense Item > City	Populates the value entered into the City field on the expense item
Cost Center	Settings > Users > Users	Populates the cost center for the User
Count		Counts the number of line items reported on
Creation Date	Expenses > Expense Report > Expense Item (Row) > Item History	Populates the date when the Expense was created
Current Approver - Active	Settings > Users > Users	Indicates if the current approver's account is active
Current Approver - Email Address	Settings > Users > Users > User	Populates the approver's email address
Current Approver - First Name	Expenses > Expense Report > Approver	Populates the approver's first name
Current Approver - Full Name	Expenses > Expense Report > Approver	Populates the approver's full name
Current Approver - ID		Integration ID for approver's user account
Current Approver - Last Name	Expenses > Expense Report > Approver	Populates the approver's last name
Current Approver - Number	Settings > Users > Users > User	Populates the approver's employee number
Current Approver - Title	Settings > Users > Users > User	Populates the approver's title
Customer - ID		Integration ID for the Customer
Customer - Name	Customers > Hierarchy > Customer > General > Name	Populates the Customer Name
Customer - Number	Customers > Hierarchy > Customer > General > Number	Populates the Customer Number
Customer Type		
Day Count	Expenses > Expense Report > Expense Item	Populates the number of days indicated by the from and to dates on the expense item
Deleted		Indicates if the expense has been deleted or not. Requires "Deleted" Selection Criteria field to be filtering All

Reporting Column Definitions

Distance - Destination	Expenses > Expense Report > Expense Item	Indicates the final waypoint entered into a mileage expense that uses Locations
Distance - Locations	Expenses > Expense Report > Expense Item	Indicates all the waypoints entered into a mileage expense that uses Locations
Distance - Odometer End	Expenses > Expense Report > Expense Item	Populates the odometer start value
Distance - Odometer Start	Expenses > Expense Report > Expense Item	Populates the odometer end value
Distance - Origin	Expenses > Expense Report > Expense Item	Indicates the first waypoint entered into a mileage expense that uses Locations
Distance - Waypoints	Expenses > Expense Report > Expense Item	Populates any waypoints after the Origin and before the Destination waypoints
End Date	Expenses > Expense Report > Expense Item	Populates the End Date for a Multi-Date Expense Category
Exchange Rate	Expenses > Expense Report > Expense Item	Populates the Exchange Rate for the expense item
Expense Category - ID		Integration ID for Expense Category
Expense Category - Name	Expenses > Expense Report > Expense Item > Category	Populates the name of the Expense Category selected
Expense Category - Number	Settings > Company > Expenses > Categories > Expense Category > Number	Populates the Expense Category number
Expense Category Region - Annual Limit Amount	Settings > Company > Expenses > Categories > Expense Category > Annual: If value above... (Policy Warning)	Populates the annual limit for expense category
Expense Category Region - Region Name	Settings > Users > Users > User > Region	Populates the region in which the user is from that entered the expense
Expense Category Region - Remaining Annual Limit Amount	Settings > Company > Expenses > Categories > Expense Category > Annual: If value above... (Policy Warning)	Populates the remaining amount that can be spent on the particular expense category
Expense Report - Code	Expenses > Expense Report > Code	Populates the expense report code number
Expense Report - Date Range		Populates the date range of the expenses added within the report
Expense Report - Deleted		
Expense Report - Export Code	Expenses > Expense Report > Code	Populates the expense report code that will be used for the export
Expense Report - First Date		Populates the earliest transaction date for an expense item within the report
Expense Report - ID		Integration ID for the Expense Report
Expense Report - Last Date		Populates the latest transaction date for an expense item within the report
Expense Report - Title	Expenses > Expense Report > Title	Populates the Expense report title
Expense Report Currency		Indicates the base currency for the expense report based on the user
Export Batch (1) - ID		Integration ID for the first export
Export Batch (1) - Run Date	Integration > Expense Reports > Integration > Date/Time	Populates the date the export ran for the particular expense for the first export
Export Batch (1) - User Name	Integration > Expense Reports > Integration > User	Populates the name of the user who ran the export for the particular expense for the first export
Export Batch (2) - ID		Integration ID for the second export (if applicable)
Export Batch (2) - Run Date	Integration > Expense Reports > Integration > Date/Time	Populates the date the export ran for the particular expense for the second export (if applicable)
Export Batch (2) - User Name	Integration > Expense Reports > Integration > User	Populates the name of the user who ran the export for the particular expense for the second export (if applicable)
Export Batch (3) - ID		Integration ID for the third export (if applicable)
Export Batch (3) - Run Date	Integration > Expense Reports > Integration > Date/Time	Populates the date the export ran for the particular expense for the third export (if applicable)
Export Batch (3) - User Name	Integration > Expense Reports > Integration > User	Populates the name of the user who ran the export for the particular expense for the third export (if applicable)
Export Batch (4) - ID		Integration ID for the fourth export (if applicable)
Export Batch (4) - Run Date	Integration > Expense Reports > Integration > Date/Time	Populates the date the export ran for the particular expense for the fourth export (if applicable)
Export Batch (4) - User Name	Integration > Expense Reports > Integration > User	Populates the name of the user who ran the export for the particular expense for the fourth export (if applicable)
Export Batch (5) - ID		Integration ID for the fifth export (if applicable)
Export Batch (5) - Run Date	Integration > Expense Reports > Integration > Date/Time	Populates the date the export ran for the particular expense for the fifth export (if applicable)
Export Batch (5) - User Name	Integration > Expense Reports > Integration > User	Populates the name of the user who ran the export for the particular expense for the fifth export (if applicable)
Exported	Item History	Indicates Yes or No if the expense was exported in Batch 1
First Approval Date	Item History	Populates the date of the first approval performed (works if any "Last Approval" column is also on)
First Approval User - Active	Settings > Users > Users > User > Active	Indicates if the person who performed the first approval is active (works if any "Last Approval" column is on)
First Approval User - First Name	Item History	Populates the first name of the user who did the first approval (works if any "Last Approval" column is also on)
First Approval User - Full Name	Item History	Populates the full name of the user who did the first approval (works if any "Last Approval" column is also on)
First Approval User - ID		Integration ID for the user who did the first approval (works if any "Last Approval" column is also on)
First Approval User - Last Name	Item History	Populates the last name of the user who did the first approval (works if any "Last Approval" column is also on)
First Approval User - Number	Settings > Users > Users > User > Employee Number	Populates the employee number of the user who did the first approval (works if any "Last Approval" column is also on)
First Approval User - Title	Settings > Users > Users > User > Title	Populates the title of the user who did the first approval (works if any "Last Approval" column is also on)
History	Item History	Populates every step of the item history
ID		Integration ID for the expense item
Item Currency	Expenses > Expense Report > Expense Item	Populates the currency that the expense was paid for in
Last Approval Comment	Item History	Populates the approval comment filled in by the most recent approver
Last Approval Date	Item History	Populates the date of the most recent approval step
Last Approval User - Active	Settings > Users > Users > User > Active	Indicates if the most recent approver is active
Last Approval User - First Name	Item History	Populates the first name of the most recent approver
Last Approval User - Full Name	Item History	Populates the full name of the most recent approver
Last Approval User - ID		Integration ID for the most recent approver

Reporting Column Definitions

Last Approval User - Last Name	Item History	Populates the last name of the most recent approver
Last Approval User - Number	Settings > Users > Users > User > Employee Number	Populates the employee number of the most recent approver
Last Approval User - Title	Settings > Users > Users > User > Title	Populates the title of the most recent approver
Last Approved By	Item History	Populates the name of the user who most recently approved the expense
Last Edit Date		Populates the date of the most recent edit to the expense item
Last Edit Date/Time		
Last Edited By - Active		
Last Edited By - Email Address	Settings > Users > Users > User > Email Address	Populates the email address of the user who most recently made an edit to the expense item
Last Edited By - First Name	Item History	Populates the first name of the user who most recently made an edit to the expense item
Last Edited By - Full Name	Item History	Populates the full name of the user who most recently made an edit to the expense item
Last Edited By - ID		Integration ID for the user who made the most recent edit to an expense item
Last Edited By - Last Name	Item History	Populates the last name of the user who most recently made an edit to the expense item
Last Edited By - Number	Settings > Users > Users > User > Employee Number	Populates the employee number of the user who most recently made an edit to the expense item
Last Edited By - Title	Settings > Users > Users > User > Title	Populates the title of the user who most recently made an edit to the expense item
Memo	Expenses > Expense Report > Expense Item > Memo	Populates the information the user typed in the memo field on an expense item
Month		Populates the month range in which the expense falls within
Non-Billable Amount	Expenses > Expense Report > Expense Item > Total	Populates the amount of the expense in the case it is classified as non-billable
Non-Reimbursable Amount	Expenses > Expense Report > Expense Item > Total	Populates the amount of the expense in the case it is classified as non-reimbursable
Non-Reimbursable Amount - Expense Report Currency	Expenses > Expense Report > Expense Item > Total	Populates the amount of the expense (in the currency it was entered in) in the case it is classified as non-reimbursable
Number	Expenses > Expense Report > Item Number Column	Indicates the expense item number within it's respective expense report
Original Amount	Expenses > Expense Report > Expense Item > Total	Populates the amount of an expense prior to currency conversion
Overridden		
Paid By	Expenses > Expense Report > Expense Item > Total	Indicates who the expense item is paid by (either the company or employee)
Payment Issued		Indicates if the payment has been issued
Payment Issued Amount	Expenses > Expense Report (Actions) > View Payments > Amount	Populates the amount that has been paid
Payment Issued Date	Expenses > Expense Report (Actions) > View Payments > Transaction Date	Populates the most recent date a payment has been issued
Payment Issued Memo	Expenses > Expense Report (Actions) > View Payments > Payment Info	Populates the memo entered at the time of issuing payment
Payment Received	Expenses > Expense Report (Row) > Payment Received (Star)	Indicates if the payment has been marked as received
Payment Received Date	Expenses > Expense Report (Actions) > View Payment Received Information > Date	Populates the date that the payment was received
Payment Received Memo	Expenses > Expense Report (Actions) > View Payment Received Information > Comment	Populates the memo entered at the time of receiving payment
Policy Warning	Expenses > Expense Report > Expense Item > Policy Warning	Indicates if the expense triggers a policy warning
Policy Warning Text	Expenses > Expense Report > Expense Item > Policy Warning > Text	Populates the text to explain the policy warning
Previous Last Approval User - Active	Settings > Users > Users > User > Active	Indicates if the 2nd to last approver is active or not (requires 3+ approval process steps)
Previous Last Approval User - First Name	Expenses > Expense Report > Expense Item (History) > Employee	Populates the first name of the 2nd to last approver (requires 3+ approval process steps)
Previous Last Approval User - Full Name	Expenses > Expense Report > Expense Item (History) > Employee	Populates the full name of the 2nd to last approver (requires 3+ approval process steps)
Previous Last Approval User - ID		ID for the 2nd to last approver created within Nexonia (requires 3+ approval process steps)
Previous Last Approval User - Last Name	Expenses > Expense Report > Expense Item (History) > Employee	Populates the last name of the 2nd to last approver (requires 3+ approval process steps)
Previous Last Approval User - Number	Settings > Users > Users > User > Number	Populates the employee number of the 2nd to last approver (requires 3+ approval process steps)
Previous Last Approval User - Title	Settings > Users > Users > User > Title	Populates the title of the 2nd to last approver (requires 3+ approval process steps)
Project - ID		ID for the Project created within Nexonia
Project - Name	Customers > Projects > Project > Name	Populates the Project Name
Project - Number	Customers > Projects > Project > Number	Populates the Project Number
Project Manager - Active	Settings > Users > Users > User > Active	Indicates if the Project Manager (as listed on the project) is an active user in Nexonia
Project Manager - First Name	Customers > Projects > Project > Manager	Populates the first name of the Project Manager
Project Manager - Full Name	Customers > Projects > Project > Manager	Populates the first and last name of the Project Manager
Project Manager - ID		ID for the Project Manager created within Nexonia
Project Manager - Last Name	Customers > Projects > Project > Manager	Populates the last name of the Project Manager
Project Manager - Number	Settings > Users > Users > User > Number	Populates the employee number of the Project Manager
Project Manager - Title	Settings > Users > Users > User > Title	Populates the employee title of the Project Manager
Project Region - ID		ID for the Region indicated on the Project created within Nexonia
Project Region - Name	Customers > Projects > Project > Region	Populates the Region the Project belongs to
Project Type - ID		ID for the Project Type of the Project created within Nexonia
Project Type - Name	Customers > Projects > Project > Type	Indicates if the Project Type is Internal or External
Quantity	Expenses > Expense Report > Mileage Expense > Distance	Populates the distance value of a mileage expense
Quarter		Populates the Quarter date range the expense's transaction date lies in
Rate	Expenses > Expense Report > Mileage Expense > Rate	Populates the rate used for the mileage expense

Reporting Column Definitions

Receipt	Expenses > Expense Report > Expense Item > Receipt	Indicates the value the receipt field on an expense item
Reimbursable Amount	Expenses > Expense Report > Expense Item > Total	Populates the amount entered in the total field on a reimbursable expense
Reimbursable Amount - Expense Report Currency	Expenses > Expense Report > Expense Item > (Currency)	Populates the amount [after currency conversion into base currency] on a reimbursable expense
Reimburse		Indicates if the expense item is reimbursable
Rejection Comment	Expenses > Expense Report > Item History > Notes	Populates the rejection comment entered for the expense item
Rejection Date	Expenses > Expense Report > Item History > Transaction Date	Populates the date of the expense item rejection
Rejection History	Expenses > Expense Report > Item History > Transaction Date + Notes	Populates all the history of the rejection of the expense item (Date, Time & Comment)
Rejection User - Active	Settings > Users > Users > User > Active	Indicates if the user who rejected the expense is an active user in Nexonia
Rejection User - First Name	Expenses > Expense Report > Item History > Employee	Populates the first name of the user who rejected the expense
Rejection User - Full Name	Expenses > Expense Report > Item History > Employee	Populates the first and last name of the user who rejected the expense
Rejection User - ID		ID for the user who rejected the expense created within Nexonia
Rejection User - Last Name	Expenses > Expense Report > Item History > Employee	Populates the last name of the user who rejected the expense
Rejection User - Number	Settings > Users > Users > User > Number	Populates the employee number of the user who rejected the expense
Rejection User - Title	Settings > Users > Users > User > Title	Populates the employee title of the user who rejected the expense
Report Currency	Reporting > Report (Actions) > Run > Currency	Indicates the currency the report has been run in
Report Export Total		Populates the value of the expense report in the currency the report has been run in
Report Export Total - Expense Report Currency	Expenses > Expense Report > Expense Item > (Currency)	Populates the value of the expense report in the base currency
Report Title - Category Name - Memo		Populates the expense report name, expense category and memo
Role - ID		ID for the role created within Nexonia
Role - Name	Settings > Users > Users > User > Role	Populates the name of the role the employee belongs to
Second Approval Date	Item History	Populates the date of the second approval performed (works if any "Last Approval" column is also on)
Second Approval User - Active	Settings > Users > Users > User > Active	Indicates if the person who performed the second approval is active (works if any "Last Approval" column is on)
Second Approval User - First Name	Item History	Populates the first name of the user who did the second approval (works if any "Last Approval" column is also on)
Second Approval User - Full Name	Item History	Populates the full name of the user who did the second approval (works if any "Last Approval" column is also on)
Second Approval User - ID		ID for the user who did the second approval (works if any "Last Approval" column is also on) created within Nexonia
Second Approval User - Last Name	Item History	Populates the last name of the user who did the second approval (works if any "Last Approval" column is also on)
Second Approval User - Number	Settings > Users > Users > User > Employee Number	Populates the employee number of the user who did the second approval (works if any "Last Approval" column is also on)
Second Approval User - Title	Settings > Users > Users > User > Title	Populates the title of the user who did the second approval (works if any "Last Approval" column is also on)
Split		Indicates if the expense item is from a split
Start Date	Expenses > Expense Report > Expense Item	Populates the Start Date for a Multi-Date Expense Category
Status	Expenses > Expense Report > Expense Item > Approval Status	Indicates where in the approval process the expense item is
Submission Date	Expenses > Expense Report > Expense Item > Item History	Populates the date the expense item was submitted (only for submitted/approved items)
Tip Amount	Expenses > Expense Report > Expense Item > Tip	Populates the amount entered in the tip field
Transaction Date	Expenses > Expense Report > Expense Item > Transaction Date	Populates the transaction date of an expense item
User - Active		Indicates if the user who the expense belongs to is active or not
User - Email Address	Settings > Users > Users > User > Email Address	Populates the user email address
User - First Name	Settings > Users > Users > User > First Name	Populates the user first name
User - Full Name	Settings > Users > Users > User > First & Last Name	Populates the user full name
User - Hourly Cost		
User - ID		ID for the user created within Nexonia
User - Integration ID		Integration ID for the user
User - Last Login	Settings > Users > Users > User (Row) > Last Login	Populates the date of the last login for the user
User - Last Name	Settings > Users > Users > User > Last Name	Populates the user last name
User - Number	Settings > Users > Users > User > Employee Number	Populates the employee number for the user
User - Rate		
User - Title	Settings > Users > Users > User > Title	Populates the title for the user
User Manager - Active		Indicates if the user's manager is active or not
User Manager - First Name	Settings > Users > Users > User > First Name	Populates the user's manager's first name
User Manager - Full Name	Settings > Users > Users > User > First & Last Name	Populates the user's manager's full name
User Manager - ID		ID for the user's manager created within Nexonia
User Manager - Last Name	Settings > Users > Users > User > Last Name	Populates the user's manager's last name
User Manager - Number	Settings > Users > Users > User > Employee Number	Populates the user's manager's employee number
User Manager - Title	Settings > Users > Users > User > Title	Populates the user's manager's title
User Region - ID		ID for the region created within Nexonia
User Region - Name	Settings > Users > Users > User (Row) > Region	Populates the name of the region the user belongs to
Week		Populates the week range in which the expense falls within

Reporting Column Definitions

Week: End		Populates the last date of the week that the expense falls within
Week: Start		Populates the first date of the week that the expense falls within
Year		Populates the year range in which the expense falls within
If Value Added Taxes Feature Is ON		
Before Tax Amount	Expenses > Expense Report > Expense Item > Amount	Populates the amount of the expense item before tax
Tax Profile - ID		ID for the tax profile created within Nexonia
Tax Profile - Name	Expenses > Expense Report > Expense Item > Tax Profile	Populates the name of the tax profile selected on the expense
Value Added Taxes		