

Column Value	Nexonia Reference Location	What Does It Do?
2nd Last Approval Date	Time Off > Request > Request History	In multi step approval process OR if the request had been reset from "approved", then resubmitted and approved again; populates the 2nd to last approval date
Approval Date	Time Off > Request > Request History	Populates the date that the time off request was fully approved
Bank - Name	Settings > Company > Time Off > Time off banks > Bank Name	Populates the name of the bank associated to the time off request
Bank - Number	Settings > Company > Time Off > Time off banks > Bank Number	Populates the number of the bank associated to the time off request
Block - 2nd Last Approval Comment	Time Off > Request > Request History	In multi step approval process OR if the request had been reset from "approved", then resubmitted and approved again; populates the 2nd to last approval comment
Block - 2nd Last Approval Date	Time Off > Request > Request History	In multi step approval process OR if the request had been reset from "approved", then resubmitted and approved again; populates the 2nd to last approval date
Block - 2nd Last Approved By	Time Off > Request > Request History	In multi step approval process OR if the request had been reset from "approved", then resubmitted and approved again; populates the 2nd to last approver's full name
Block - Dates	Time Off > Request > Start & End Dates	Populates the date range of the time off request from start to end.
Block - End Date	Time Off > Request > End Date	Populates the last date of the time off request
Block - Id		Integration ID for the block request
Block - Last Approval Comment	Time Off > Request > Request History	Populates the comment entered in the most recent approval
Block - Last Approval Date	Time Off > Request > Request History	Populates the date of the most recent approval
Block - Last Approved By	Time Off > Request > Request History	Populates the name of the most recent approver
Block - Memo	Time Off > Request > Memo	Populates the memo of the time off request
Block - Rejection Comment		
Block - Start Date	Time Off > Request > Start Date	Populates the first date of the time off request
Creation Date	Time Off > Request > Request History	Populates the date when the time off request 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	Time Off > Request > Approver	Populates the approver's first name
Current Approver - Full Name	Time Off > Request > Approver	Populates the approver's full name
Current Approver - ID		Integration ID for approver's user account
Current Approver - Last Name	Time Off > Request > 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
Date	Time Off > Request > Start to End Dates	Populates 1 result for each day of the time off request (works if "Week", "Month", "Quarter" and/or "Year" columns are also on)
Day Count	Time Off > Request > Duration	Populates the total number of days requested off (works if "Block - Dates" column is also on)
Export Batch (1) - ID		Not Applicable
Export Batch (1) - Run Date		Not Applicable
Export Batch (1) - User Name		Not Applicable
Exported		Not Applicable
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	Time Off > Request > Request 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	Time Off > Request > Request 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	Time Off > Request > Request 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)
ID		Integration ID for the expense item
Last Approval Date	Time Off > Request > Request 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	Time Off > Request > Request History	Populates the first name of the most recent approver
Last Approval User - Full Name	Time Off > Request > Request History	Populates the full name of the most recent approver
Last Approval User - ID		Integration ID for the most recent approver
Last Approval User - Last Name	Time Off > Request > Request 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
Month	Time Off > Request > Start to End Dates	Populates the month range in which the time off request falls within
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	Time Off > Request > Request History	Populates the first name of the 2nd to last approver (requires 3+ approval process steps)
Previous Last Approval User - Full Name	Time Off > Request > Request History	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	Time Off > Request > Request History	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)
Profile - ID		Integration ID for the time off profile
Profile - Name	Settings > Company > Time Off > Time Off Profiles > Name	Populates the name of the time off profile that was assigned to the user/region for the request
Profile - Number	Settings > Company > Time Off > Time Off Profiles > Number	Populates the number of the time off profile that was assigned to the user/region for the request
Quarter		Populates the Quarter date range the time off request falls within

Rejection Date	Time Off > Request > Request History	Populates the date of the time off request rejection
Rejection User - Active	Settings > Users > Users > User > Active	Indicates if the user who rejected the time off request is an active user in Nexonia
Rejection User - First Name	Time Off > Request > Request History	Populates the first name of the user who rejected the time off request
Rejection User - Full Name	Time Off > Request > Request History	Populates the first and last name of the user who rejected the time off request
Rejection User - ID		ID for the user who rejected the time off request created within Nexonia
Rejection User - Last Name	Time Off > Request > Request History	Populates the last name of the user who rejected the time off request
Rejection User - Number	Settings > Users > Users > User > Number	Populates the employee number of the user who rejected the time off request
Rejection User - Title	Settings > Users > Users > User > Title	Populates the employee title of the user who rejected the time off request
Role - Daily Billable Quota		Not Applicable
Role - Daily Total Quota	Settings > Users > Roles > Role > Quotas & Lockouts > Daily Time Quota	Populates what the daily time quota is for the role
Role - ID		ID for the role created within Nexonia
Role - Monthly Billable Quota		Not Applicable
Role - Monthly Total Quota	Settings > Users > Roles > Role > Quotas & Lockouts > Monthly Time Quota	Populates what the monthly time quota is for the role
Role - Name	Settings > Users > Roles > Role > General > Role Name	Populates the name of the role the employee belongs to
Role - Quarterly Quota Billable		Not Applicable
Role - Quarterly Quota Total	Settings > Users > Roles > Role > Quotas & Lockouts > Quarterly Time Quota	Populates what the quarterly time quota is for the role
Role - Weekly Billable Quota		Not Applicable
Role - Weekly Total Quota	Settings > Users > Roles > Role > Quotas & Lockouts > Weekly Time Quota	Populates what the weekly time quota is for the role
Role - Yearly Billable Quota		Not Applicable
Role - Yearly Total Quota	Settings > Users > Roles > Role > Quotas & Lockouts > Annual Time Quota	Populates what the annual time quota is for the role
Second Approval Date	Time Off > Request > Request 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	Time Off > Request > Request 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	Time Off > Request > Request 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	Time Off > Request > Request 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)
Status	Time Off > Request > Hover Over To Read Status	Indicates where in the approval process the time off request is
Submission Date	Time Off > Request > Request History	Populates the date the time off request was submitted (only for submitted/approved items)
Time Off Hours	Time Off > Request > Duration	Populates the total number of hours requested off (works if "Block - Dates" column is also on)
Type - ID		ID for the time off type
Type - Name	Settings > Company > Time Off > Time Off Profiles > Profile > Name	Populates the name of the time off type
Type - Number	Settings > Company > Time Off > Time Off Profiles > Profile > Number	Populates the number for the time off type
User - Active	Settings > Users > Users > 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	Settings > Users > Roles > Role > General > Hourly Cost	Populates the cost for the user (displays in the currency set for the report)
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 - New Hourly Cost		
User - Number	Settings > Users > Users > User > Employee Number	Populates the employee number for the user
User - Title	Settings > Users > Users > User > Title	Populates the title for the user
User Bank - Booked Balance		Populates the number of days in the booked status
User Bank - Initial Balance		Populates the number of days first loaded to the user's account
User Bank - Last Accrued Amount		Populates the value of the most recent accrual
User Bank - Last Accrued Date		Populates the date of the most recent accrual
User Bank - Remaining Balance (Current)		Populates the number of days remaining in the bank
User Bank - Total Accrued in Reporting Period		Populates the total number of days accrued and added during the reporting period
User Bank - Total Balance		Populates the total number of days available in the bank
User Bank - Used Balance		Populates the number of days in the used status
User Manager - Active	Settings > Users > Users > User > 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 time off request falls within
Week: End		Populates the last date of the week that the time off request falls within
Week: Start		Populates the first date of the week that the time off request falls within
Year		Populates the year range in which the time off request falls within