Expense - Import and Extract File Specifications

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Revision History

Changes

- *Minor* changes generally include enhanced instructions and/or updated screen shots but the functionality of the tool ***did not*** change.
- *Significant* changes include changes to the tool — changes the administrator should review. For more information, open the chapter and review the Revision History (the page after the Table of Contents) in the chapter.

Date	Chapters
October 16 2015	Minor change: • *Tax Configuration Import*
September 28 2015	Minor change: • *Standard Accounting Extract V2*
September 18 2015	Minor change: • *List Import* Major change: • Addition of the *Expense Pay SEPA Extract for Single Euro Payment* specification
August 14 2015	Minor change: • *Employee Import* Major change: • *Standard Accounting Extract V3*
May 15 2015	Updated the screen shots to the enhanced UI; no other content changes
March 13 2014	Minor change: • *Employee Import*
January 16 2015	Major change: • *Employee Import*
December 12 2014	Major change: • *New Chapter 13: Standard Accounting Extract V3* • *Chapter 12: Standard Accounting Extract renamed with version 2 identifier – no other changes.* • *All subsequent chapters renumbered to accommodate new SAE*

Date	Chapters
November 14 2014	Minor change: • *Employee Import*
July 11 2014	Minor change: • *Employee Import*
June 17 2014	Minor change: • *Employee Import*
June 13 2014	Minor change: • *Employee Import* • *Travel Allowance*
May 16 2014	Minor change: • *Employee Import*
April 11 2014	Minor change: • *Employee Import*
January 7 2014	Minor change: • *Employee Import*
October 18 2013	Minor change: • *Employee Import* • *Standard Accounting Extract*
August 23 2013	Minor change: • *Employee Import*
July 19 2013	Minor change: • *Employee Import* • *Attendee Import V1* • *Attendee Import V2 (NEW)* • *Attendee Extract V1* • *Attendee Extract V2 (NEW)*
June 14 2013	No Changes
May 17 2013	No Changes
April 26 2013	Minor change: • *Employee Import* • *Standard Accounting Extract*
January 18 2013	Minor change: • *Employee Import*
December 31 2012	Updated the copyright and made rebranding changes; no content changes
December 14 2012	No Changes

Date	Chapters
November 16 2012	Minor change: • *Employee Import* • *Exchange Rates Import*
October 25 2012	Minor change: • *Employee Import*
October 19 2012	No Changes
September 14 2012	Minor change: • *Attendee Extract* • *Employee Import*
Aug 17 2012	No Changes
July 13 2012	Minor change: • *Employee Import*
June 22 2012	Minor change: • *Employee Import*
May 18 2012	Minor change: • *Employee Import*
April 20 2012	Minor change: • *Employee Import*
April 12 2012	Minor change: • *Attendee Extract* • *Attendee Import*
February 17 2012	Minor change: • *Employee Import*
December 16 2011	Minor change: • *Employee Import*
November 18 2011	Major change: • *Employee Import* Minor change: • *Attendee Extract*
September 23 2011	Major change: • *Employee Import* Minor change: • *Validation Table Import* • *Standard Accounting Extract*

Date	Chapters
July 22 2011	Major change: • *Employee Import* Minor change: • *Standard Accounting Extract*
June 17 2011	Major change: • *Employee Import* Minor change: • *Tax Configuration Import*
May 20 2011	Major change: • *Locations Import* Minor Change: • *Standard Accounting Extract* • *Employee Import*
April 15 2011	Minor Change: • *Standard Accounting Extract*
January 21 2011	Major change: • *Tax Configuration Import* Minor Change: • *Employee Import*
December 31 2010	Updated the copyright and made rebranding changes; no content changes
December 17 2010	Major change: • *Employee Import* Minor change: • *Standard Accounting Extract*
November 12 2010	Significant change: • *Concur Pay Extract* renamed to *Expense Pay Extract* Minor change: • *Standard Accounting Extract*
October 15 2010	Minor change: • *Employee Import*
September 17 2010	Minor change: • *Concur Pay Extract*
May 14 2010	Minor change: • *List Import*
April 27 2010	Significant change: • *Locations Import*

Date	Chapters
April 16 2010	Significant change: • *Travel Allowance Import (XML v 3)* Minor change: • *Employee Import*
April 13 2010	Minor change: • *Attendee Import*
March 19 2010	Minor change: • *Standard Accounting Extract (SAE)* • *Tax Configuration Import*
February 19 2010	Minor change: • *Employee Import* • *Attendee Import* • *List Import*
February 2 2010	Minor change: • *Attendee Import*
January 15 2010	Significant change: • *Locations Import* • Travel Allowance import information: ♦ **Name change:** *Chapter 10: Travel Allowance Import (**classic** user interface)* became *Chapter 10: Travel Allowance Import (XML v 1)* ♦ **Name and number change:** *Chapter 10: Travel Allowance Import (**current** user interface)* became *Chapter 11: Travel Allowance Import (XML v 2)* ♦ **New:** Chapter 12: *Travel Allowance Import (XML v 3)* is new and includes information about "county" Minor change: • Other chapter number changes (no change to content): ♦ *Validation Table Import* from chapter 11 to 13 ♦ *Taxability / Deductibility Import* from chapter 12 to 14 ♦ *Exchange Rates Import* from chapter 13 to 15
December 11 2009	Minor change: • *Travel Allowance Import (Current user interface)* • *Travel Allowance Import (Classic user interface)* • *Employee Import*
November 13 2009	Minor change: • *Attendee Import* • *Employee Import*

Date	Chapters
September 18 2009	Significant change: • *Exchange Rates* **NEW** Minor change: • *Employee Import* • *Attendee Extract*
Aug. 2009 (SU46)	Significant change: • *Employee Import*
Jul. 2009 (SU45)	Significant change: • *Taxability / Deductibility Import (Current user interface)* **NEW** Minor change: • *Employee Import*
Jun. 2009 (SU44)	Minor change: • *Concur Pay Extract* • *Standard Accounting Extract*
May. 2009 (SU43)	Minor change: • *Standard Accounting Extract* • *Employee Import*
Apr. 2009 (SU42)	Significant change: • *Standard Accounting Extract* • *Employee Import* Minor change: • *Concur Pay Extract*
Mar. 2009 (SU41)	Significant change: • *Standard Accounting Extract* Minor change: • *Concur Pay Extract*
Feb. 2009 (SU40)	Significant change: • *Standard Accounting Extract* • *Employee Import*
Jan. 2009 (SU39)	Significant change: • *Concur Pay Extract* • *Employee Import* Minor change: • *Standard Accounting Extract*
Dec. 2008 (SU38)	Minor change: • *Employee Import* • *Travel Allowance Import*

Date	Chapters
Nov. 2008 (SU37)	Significant change: • *Standard Accounting Extract*
Oct. 2008 (SU36)	Significant change: • *Standard Accounting Extract* Minor change: • *Employee Import* • *Concur Pay Extract*
Sept. 2008 (SU35)	Significant change: • *Employee Import* Minor change: • *Concur Pay Extract*
Aug. 2008 (SU34)	Significant change: • *Standard Accounting Extract* Minor change: • *Concur Pay Extract*
Jul. 2008 (SU33)	Significant change: • *Validation Table Import – **New document*** • *Concur Pay Extract*
Jun. 2008 (SU32)	Significant change: • *Concur Pay Extract* Minor change: • *Attendee Import*
May 2008 (SU31)	Significant change: • *Employee Import* • *Concur Pay Extract (formerly Direct Reimbursement Extract)* Minor change: • *Standard Accounting Extract*
Apr. 2008 (SU30)	Significant change: • *Separated the Travel Allowance Import chapter into two chapters – one for the **Classic** user interface and one for the **Current** user interface* • *Minor change:* • *Standard Accounting Extract* • *Employee Import*
Mar. 2008 (SU29)	Minor change: • *Employee import 300-level record Payment Vendor Approver is changed to Payment Vendor Manager*
Jan. 2008 (SU28)	Significant change: • *Remove all references to concur-extended.xml file – no longer in use*

Date	Chapters
Nov. 2007 (SU25)	Significant change: • *New chapter Travel Allowance Import added to manual* Minor change: • *Employee Import*
Oct. 2007 (SU24)	Significant change: • *New chapter List Import added to manual* • *New chapter Attendee Extract added to manual* • *New chapter Standard Accounting Extract added to manual* Minor change: • *Employee Import*
Sept. 2007 (SU23)	New chapter: • *Tax Configuration Import*

Table of Contents

Table of Contents – Locations Import, Version 1

Revision History for this Chapter

Date	Notes / Comments / Changes
May 6 2015	Changed copyright; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	IATA is no longer available in the 220 and 320 records Version 2 of the import now available Edited this chapter, added the new chapter, renumbered subsequent chapters
March 2012	Changed copyright; no content change
May 20 2011	For 200, 210, 300, and 310, increased the **Location Code** to 10 characters maximum Added 220, 230, 320, and 330
December 31 2010	Updated the copyright and made rebranding changes; no content changes
April 27 2010	The link for the United Nations location codes changed from this: http://www.unece.org/etrades/download/downmain.htm to this: http://www.unece.org/cefact/codesfortrade/codes_index.htm
January 15 2010	Added information for the "Administrative Region" (county)

Chapter 1: Locations Import, Version 1

IMPORTANT!

Concur Services

This import is used by Expense, Invoice, and Request.

Two Import Chapters

There are separate chapters for the different versions of the import:

- Locations Import, Version 1
  The IATA column in the 220 and 320 records is available but not used.
- Locations Import, Version 2
  The IATA column in the 220 and 320 records has been removed.

Before creating your data file, verify with Concur that you are using the proper import chapter.

Overview

A client uses this feature to import locations (cities). By importing location information, the client can add, remove (deactivate), and modify names of cities that appear in location lists in Expense, Invoice, and Request (travel request). Location information allows the user to choose a city and have the system automatically populate the fields on a report/request with city and associated information.

Concur performs the locations import; however, the client creates the import file and then passes it to Concur to import. This document explains how to set up the import data file.

Admin Page Available

The client can also update this information:

- **Rate Mappings in Travel Allowance:** Using options in the Expense Admin > Travel Allowance > Rates tab
- **Locations Tool:** One location at a time by using the **Locations** tool in:
  - Administration > Expense Admin
  - Administration > Invoice Admin
  - Administration > Request Admin

The *import* is best used when many changes are required; the *admin page* is best used when only a few changes are required. The Rate Mappings feature is used to also update when only a few changes are required.

Refer to the *Shared: Locations Setup Guide* and the *Expense: Travel Allowance Setup Guide* for more information about the Locations feature.

Locations Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.

NOTE: If the location import is not scheduled to run periodically, the client must submit a service request through the Concur Client Support website (http://support.concur.com).

Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** Here are the record types in the Location import file. The record types are:
  - 200 (New Location Importer)
  - 210 (Add Location Name Importer)
  - 220 (New Location With Location Type Importer)
  - 230 (Add Location Name With Location Type Importer)
  - 300 (Modify Location Importer)
  - 310 (Modify Location Name Importer)
  - 320 (Modify Location With Location Type Importer)

- 330 (Modify Location Name With Location Type Importer)
- 400 (New Subdivision Importer)
- 410 (Modify Subdivision Importer)
- 500 (New Administrative Region Importer)
- 510 (Modify Administrative Region Importer)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "<jobtype>_<entitycode>". The job type for a location import data file is "location." If an entity has the code t0000123abcd, then the file name for a location import data file would be "location_t0000123abcd".

Import Rules/Behavior

- Records are processed in the order they occur in the import file. For example, if a new subdivision is added (400 record), it must be earlier in the file than any locations (200 records) that will reference that subdivision.
- For new location imports (200-level records), the record will fail if any required field is missing (or fails a validation). If a missing or invalid field is not required, the remaining records will be imported.
- For 300-level records, if a location is deactivated or reactivated, then all location names associated with the records are also deactivated or reactivated.
- Clients should add locations using both alpha and numeric characters in the location code to make sure that client-created cities do not conflict with the alpha coding provided by the United Nations (UN).

Reviewing the Import Definition File (Feed ID "StandardLocationImport")

The following sections describe the file structure.

Location Codes

Each location in the import requires a location code to identify the location uniquely. The United Nations of the Economic Commission of Europe, a unit of the United Nations (UN), developed this coding scheme to facilitate international commerce. Location codes maintained by the UN are available at: http://www.unece.org/cefact/codesfortrade/codes_index.htm.

If a client elects to add a location not coded by the United Nations, then the location code should be composed of both letters and numbers to avoid conflicts with new location codes added by the United Nations. The United Nations coding practice currently uses five alphabetic characters for the location code, with:

- The first two characters using the ISO two-character country abbreviation – and-
- The last three characters as unique identifiers within that country

---

NOTE: If a client adds a city to the locations list and that city later becomes part of the UN list, then a duplicate city may appear in the list. Concur does not automatically apply UN updates to the client database.

Country and Country Subdivision Codes

Country codes are based on the two-character alpha codes published in ISO 3166. Concur keeps country codes updated on client databases. A country code must already exist in the system before it can be referenced in the Locations import.

Country subdivision codes are based on the subset of ISO 3166-2 that is included in the United Nations location standard. Concur also keeps country subdivision codes updated. In Expense/Invoice/Request, the country subdivision code must be a unique sequence in the form <CC>-<SSS> where:

- CC is the two-character country code – and –
- SSS is *one to three* characters for a state or province

For example, US-WA is the code for United States – Washington State.

Location Types

There are two kinds of location types:

- **Standard:** United Nations locations
- **Rail:** Used to identify various rail vendors' train station codes (SNCF, Deutsche Bahn, Amtrak, etc.)

Optional for the Import

The information provided in the following tables ***may*** be included in the import file, as needed. To suit their specific requirements, clients may omit or include record types that are not mandatory for every import file. Within a record type, all fields must be represented, although optional fields may be blank.

200 - New Location Importer

To add a new location to the import – including country, subdivision, and administrative region (county) – clients must include the following information.

200: *Data for record ID "NewLocationImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	200	Y	Enter 200.	
Location Code	10 characters maximum	Y	Unique identifier for the location The information you enter here must be unique and must ***not*** already exist in the database. Use one of these formats: • **UN Locations:** <2 character country code> + <3 character city code> ***or*** • **Custom Locations:** <2 character country code> + <3 unique digits> ***or*** • <unique zip or postal code> ***or*** • <at least one digit> + <other characters>	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai	

Name	Definition	Req?	Description	Client Field Definition
Administrative Region Name	48 characters maximum	N	Administrative region; typically represents the region/county in which the rate location is located Enter the region name; must already exist in the database. **NOTES:** • Use the 500 record to add a new administrative region name. • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 400 record to add a new country subdivision code.	
Country Code	2 characters maximum; case sensitive	Y	Country code, such as IN Enter the country code; must already exist in the database.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time because daylight savings time is ignored by the system.	

Below is a sample of the associated portion of an import file.

```
200,US001,Lake Hills Connector,,US-WA,US,-480

200,US002,Eastgate,King County,US-WA,US,-480
```

210 - Add Location Name Importer

A specific location may be known by multiple names in different languages, for example, München is the same as Munich. Using a single location code to link all of these names together allows for more consistent results when reporting on location-based information.

To add another name to an existing location code, clients provide the *existing* location code and the *additional* location name. For example, to list München (in addition to Munich) under the location code DEMUC, then the client would provide this data: 210,DEMUC,München

The user can then select either *München* or *Munich* in the location list. Either selection will result in the same location code.

210: *Data for record ID "AddLocationNameImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	210	Y	Enter 210	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as München	

Below is a sample of the associated portion of the import file.

```
210,DEMUC,München
```

220 - New Location With Location Type Importer

Clients use this record to add locations along with the distinction between:

- Standard locations (United Nations locations)
- Rail stations, where there might be a large number of stations within the same city

220: *Data for record ID "NewLocationWithLocationTypeImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	220	Y	Enter 220.	
Location Code	10 characters maximum	Y	Unique identifier for the location The information you enter here must be unique and must ***not*** already be in the database. Use one of these formats: • **UN Locations:** <2 character country code> + <3 character city code> ***or*** • **Custom Locations:** <2 character country code> + <3 unique digits > ***or*** • <unique zip or postal code> ***or*** • <at least one digit> + <other characters>	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai.	
Administrative Region Name	48 characters maximum	N	Administrative region; typically represents the region/county in which the rate location is located Enter the region name; must already exist in the database. **NOTES:** • Use the 500 record to add a new administrative region name. • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Name	Definition	Req?	Description	Client Field Definition
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 400 record to add a new country subdivision code.	
Country Code	2 characters maximum; case sensitive	Y	Country code, such as IN Enter the country code; must already exist in the database.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
International Air Transport Association Code	3 characters	N	**No longer used. Reserved for Concur.**	
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	

Name	Definition	Req?	Description	Client Field Definition
Parent Location Type Code	20 characters maximum	N	Defines the parent to this location, if any; for example, Paris is the parent location for Paris' many rail stations So: • If this location has a parent, enter STD. • If this location does not have a parent, leave blank. **NOTE:** Currently the RAIL location type codes cannot be parents.	
Parent Location Code	Alphanumeric	N	Enter the location code for the parent, for example, FRPAR (Paris); must already exist in the database. Note the following: • If the Parent Location Type Code is STD, then this field is required. • If the Parent Location Type Code is null and this field is filled, the parent location type is defaulted to STD. • Only locations with a location type of STD can be parent locations. • The parent location must have the same country code has the current location. • The parent location will be used for reporting purposes only.	
Future use fields 3 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
220,SMA07,Eastgate std,King County,US-WA,US,-480, ,STD,STD,US001,,,,,,,,
220,SMA03,Lake Hill,King County,US-WA,US,-480,,RAIL_9F,STD,US002,,,,,,,,
```

230 - Add Location Name With Location Type Importer

Like the 210 record, this record is used to add additional names for the same location code.

230: *Data for record ID "AddLocationNameWithLocationTypeImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	230	Y	Enter 230	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai.	
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Future use fields 1 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
230,SMA00001,Phantom city,STD,,,,,,,,,,
```

300 - Modify Location Importer

To modify an existing location, for example, to remove it from the Location Helper, provide the following information in the file.

NOTE: If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.

300: *Data for record ID "ModifyLocationImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	300	Y	Enter 300.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Administrative Region Name	48 characters maximum	N	Enter the region name; must already exist in the database. **NOTE:** Use the 510 record to modify an administrative region name.	
Country Subdivision Code	6 characters maximum; case sensitive; must already be in the database.	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 410 record to modify a country subdivision code.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

The following sample of the associated portion of an import file.

```
300,US005,King County,,,
```

310 - Modify Location Name Importer

Clients use the 310 record to modify the location name or to activate or inactivate a name. To modify a location name, clients must provide the location code, old name, and new name, and whether the location should be active or not. This change affects only the indicated location name, not the entire location.

NOTE: If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.

310: *Data for record ID "ModifyLocationNameImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	310	Y	Enter 310.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Old Name	64 characters maximum	Y	Enter the old name of the location; must exactly match the location name currently in the system.	
New Name	64 characters maximum	N	Enter the new name of the location that will appear to users. This field is required only when the existing name record is being changed; not required to deactivate a name.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user	

Below is a sample of the associated portion of the import file.

```
310,ITFLR,Florence,Firenze,Y
```

320 - Modify Location With Location Type Importer

Like the 300 record, this record is used to modify, activate, or inactivate a location.

320: *Data for record ID " ModifyLocationWithLocationTypeImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	320	Y	Enter 320	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	

Name	Definition	Req?	Description	Client Field Definition
Administrative Region Name	48 characters maximum	N	Enter the region name; must already exist in the database. **NOTE:** Use the 510 record to modify an administrative region name.	
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 410 record to modify a country subdivision code.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	
International Air Transport Association Code	3 characters	N	**No longer used. Reserved for Concur.**	

Name	Definition	Req?	Description	Client Field Definition
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Parent Location Type Code	20 characters maximum	N	Defines the parent to this location, if any; for example, Paris is the parent location for Paris' many rail stations So: • If this location has a parent, enter STD. • If this location does not have a parent, leave blank. Note the following: • Currently the RAIL location type codes cannot be parents. • If the Parent Location Code is not null, this field is defaulted to STD if null.	
Parent Location Code	10 characters maximum;	N	Enter the location code for the parent, for example, FRPAR (Paris); must already exist in the database. Note the following: • If the Parent Location Type Code is STD, then this field is required. • If the Parent Location Type Code is null and this field is not null, the Parent Location Type Code is defaulted to STD if null.	
Future use fields 3 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
320,SMA02,King County,US-WA,,, ,STD,STD,US001,,,,,,,,
```

330 - Modify Location Name With Location Type Importer

Like the 310 record, this record is used to modify, activate, or inactivate a location name.

***330:** Data for record ID "ModifyLocationNameWithLocationTypeImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	330	Y	Enter 330.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Old Name	64 characters maximum	Y	Enter the old name of the location; must exactly match the location name currently in the system.	
New Name	64 characters maximum	N	Enter the new name of the location that will appear to users. This field is required only when the existing name record is being changed; not required to deactivate a name.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

Name	Definition	Req?	Description	Client Field Definition
Location Type Code	Alphanumeric	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Future use fields 1 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
330,SMA04,Eastgate std4,Eastgate std5,,STD,,,,,,,,,,
```

400 - Add Subdivision Importer

Typically, subdivisions are maintained by Concur based on the UN-published list of subdivisions included in their locations standards. However, clients may need to add new subdivisions for countries not divided in the UN standard.

To add a subdivision, such as state or province, clients provide the following information.

400: *Data for record ID "AddSubDivisionImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	400	Y	Enter 400.	

Name	Definition	Req?	Description	Client Field Definition
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code. This must be a unique sequence in the form <CC>-<SSS> where CC is the two-character country code and SSS is up to three characters for a state or province. Example: US-WA (United States – Washington State) This data is typically maintained by Concur based on the ISO 3166-2 standard and the UN subset of the standard.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Washington	

Below is a sample of the associated portion of the import file.

```
400,US-WA,US,Washington
```

410 - Modify Subdivision Importer

As stated previously, typically subdivisions are maintained by Concur, based on the UN-published list of subdivisions included in their locations standard and complying with ISO 3166-2. However, clients may sometimes need to activate or inactivate subdivisions.

To make a subdivision active or inactive, clients supply the following information.

410: *Data for record ID "ModifySubDivisionImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	410	Y	Enter 410.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	

Name	Definition	Req?	Description	Client Field Definition
Name	64 characters maximum	N	Enter the name that will appear to the user, such as São Paulo	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this subdivision is active or inactive in the system and displayed to the user	

Below is a sample of the associated portion of the import file.

```
410,BR-SP,BR,São Paulo,Y
```

500 - Add Admin Region Importer

To add an administrative region, such as county, clients provide the following information.

500: *Data for record ID " AddAdminRegionImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	500	Y	Enter 500.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Administrative Region Name	48 characters maximum	Y	Administrative region; typically represents the region/county in which the rate location is located. Administrative region further divides a subdivision. Enter the administrative region name. **NOTES:** • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Below is a sample of the associated portion of the import file.

```
500,US,US-WA,Morgan County
```

510 - Modify Admin Region Importer

To change an administrative region name, clients supply the following information.

510: *Data for record ID " ModifyAdminRegionImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	510	Y	Enter 510	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Existing Administrative Region Name	48 characters maximum	Y	Enter the existing administrative region name.	
New Administrative Region Name	48 characters maximum	Y	Enter the new administrative region name. **NOTES:** • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Below is a sample of the associated portion of the import file.

```
510,US,US-WA,Morgan County,Chuck County
```

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have location imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://support.concur.com) to have the import schedule set up.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the locations information has been updated. The changes are immediately available to users.

Table of Contents – Locations Import, Version 2

Revision History for this Chapter

Date	Notes / Comments / Changes
May 6 2015	Copyright change; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
December 13 2013	Addition of the Longitude and Latitude fields in both the 220 and 320 record sets
July 19 2013	Initial publication IATA is no longer available in the 220 and 320 records; this Version 2 import does not include the IATA column Added the new chapter and renumbered subsequent chapters

Chapter 2: Locations Import, Version 2

IMPORTANT!

Concur Services

This import is used by Expense, Invoice, and Request.

Two Import Chapters

There are separate chapters for the different versions of the import:

- Locations Import, Version 1
  The IATA column in the 220 and 320 records is available but not used.
- Locations Import, Version 2
  The IATA column in the 220 and 320 records has been removed.

Before creating your data file, verify with Concur that you are using the proper import chapter.

Overview

A client uses this feature to import locations (cities). By importing location information, the client can add, remove (deactivate), and modify names of cities that appear in location lists in Expense, Invoice, and Request (travel request). Location information allows the user to choose a city and have the system automatically populate the fields on a report/request with city and associated information.

Concur performs the locations import; however, the client creates the import file and then passes it to Concur to import. This document explains how to set up the import data file.

Admin Page Available

The client can also update this information:

- **Rate Mappings in Travel Allowance:** Using options in the Expense Admin > Travel Allowance > Rates tab
- **Locations Tool:** One location at a time by using the **Locations** tool in:
  - Administration > Expense Admin
  - Administration > Invoice Admin
  - Administration > Request Admin

The *import* is best used when many changes are required; the *admin page* is best used when only a few changes are required. The Rate Mappings feature is used to also update when only a few changes are required.

Refer to the *Shared: Locations Setup Guide* and the *Expense: Travel Allowance Setup Guide* for more information about the Locations feature.

Locations Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.

NOTE: If the location import is not scheduled to run periodically, the client must submit a service request through the Concur Client Support website (http://support.concur.com).

Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** Here are the record types in the Location import file. The record types are:
  - 200 (New Location Importer)
  - 210 (Add Location Name Importer)
  - 220 (New Location With Location Type Importer)
  - 230 (Add Location Name With Location Type Importer)
  - 300 (Modify Location Importer)
  - 310 (Modify Location Name Importer)
  - 320 (Modify Location With Location Type Importer)

- 330 (Modify Location Name With Location Type Importer)
- 400 (New Subdivision Importer)
- 410 (Modify Subdivision Importer)
- 500 (New Administrative Region Importer)
- 510 (Modify Administrative Region Importer)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "<jobtype>_<entitycode>". The job type for a location import data file is "location." If an entity has the code t0000123abcd, then the file name for a location import data file would be "location_t0000123abcd".

Import Rules/Behavior

- Records are processed in the order they occur in the import file. For example, if a new subdivision is added (400 record), it must be earlier in the file than any locations (200 records) that will reference that subdivision.
- For new location imports (200-level records), the record will fail if any required field is missing (or fails a validation). If a missing or invalid field is not required, the remaining records will be imported.
- For 300-level records, if a location is deactivated or reactivated, then all location names associated with the records are also deactivated or reactivated.
- Clients should add locations using both alpha and numeric characters in the location code to make sure that client-created cities do not conflict with the alpha coding provided by the United Nations (UN).

Reviewing the Import Definition File (Feed ID "StandardLocationImport")

The following sections describe the file structure.

Location Codes

Each location in the import requires a location code to identify the location uniquely. The United Nations of the Economic Commission of Europe, a unit of the United Nations (UN), developed this coding scheme to facilitate international commerce. Location codes maintained by the UN are available at: http://www.unece.org/cefact/codesfortrade/codes_index.htm.

If a client elects to add a location not coded by the United Nations, then the location code should be composed of both letters and numbers to avoid conflicts with new location codes added by the United Nations. The United Nations coding practice currently uses five alphabetic characters for the location code, with:

- The first two characters using the ISO two-character country abbreviation – and-
- The last three characters as unique identifiers within that country

---

NOTE: If a client adds a city to the locations list and that city later becomes part of the UN list, then a duplicate city may appear in the list. Concur does not automatically apply UN updates to the client database.

Country and Country Subdivision Codes

Country codes are based on the two-character alpha codes published in ISO 3166. Concur keeps country codes updated on client databases. A country code must already exist in the system before it can be referenced in the Locations import.

Country subdivision codes are based on the subset of ISO 3166-2 that is included in the United Nations location standard. Concur also keeps country subdivision codes updated. In Expense/Invoice/Request, the country subdivision code must be a unique sequence in the form <CC>-<SSS> where:

- CC is the two-character country code – and –
- SSS is *one to three* characters for a state or province

For example, US-WA is the code for United States – Washington State.

Location Types

There are two kinds of location types:

- **Standard:** United Nations locations
- **Rail:** Used to identify various rail vendors' train station codes (SNCF, Deutsche Bahn, Amtrak, etc.)

Optional for the Import

The information provided in the following tables ***may*** be included in the import file, as needed. To suit their specific requirements, clients may omit or include record types that are not mandatory for every import file. Within a record type, all fields must be represented, although optional fields may be blank.

200 - New Location Importer

To add a new location to the import – including country, subdivision, and administrative region (county) – clients must include the following information.

200: *Data for record ID "NewLocationImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	200	Y	Enter 200.	
Location Code	10 characters maximum	Y	Unique identifier for the location The information you enter here must be unique and must ***not*** already exist in the database. Use one of these formats: • **UN Locations:** <2 character country code> + <3 character city code> ***or*** • **Custom Locations:** <2 character country code> + <3 unique digits> ***or*** • <unique zip or postal code> ***or*** • <at least one digit> + <other characters>	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai	

Name	Definition	Req?	Description	Client Field Definition
Administrative Region Name	48 characters maximum	N	Administrative region; typically represents the region/county in which the rate location is located Enter the region name; must already exist in the database. **NOTES:** • Use the 500 record to add a new administrative region name. • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 400 record to add a new country subdivision code.	
Country Code	2 characters maximum; case sensitive	Y	Country code, such as IN Enter the country code; must already exist in the database.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time because daylight savings time is ignored by the system.	

Below is a sample of the associated portion of an import file.

```
200,US001,Lake Hills Connector,,US-WA,US,-480

200,US002,Eastgate,King County,US-WA,US,-480
```

210 - Add Location Name Importer

A specific location may be known by multiple names in different languages, for example, München is the same as Munich. Using a single location code to link all of these names together allows for more consistent results when reporting on location-based information.

To add another name to an existing location code, clients provide the *existing* location code and the *additional* location name. For example, to list München (in addition to Munich) under the location code DEMUC, then the client would provide this data: 210,DEMUC,München

The user can then select either *München* or *Munich* in the location list. Either selection will result in the same location code.

210: *Data for record ID "AddLocationNameImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	210	Y	Enter 210	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as München	

Below is a sample of the associated portion of the import file.

```
210,DEMUC,München
```

220 - New Location With Location Type Importer

Clients use this record to add locations along with the distinction between:

- Standard locations (United Nations locations)
- Rail stations, where there might be a large number of stations within the same city

220: *Data for record ID "NewLocationWithLocationTypeImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	220	Y	Enter 220.	
Location Code	10 characters maximum	Y	Unique identifier for the location The information you enter here must be unique and must ***not*** already be in the database. Use one of these formats: • **UN Locations:** <2 character country code> + <3 character city code> ***or*** • **Custom Locations:** <2 character country code> + <3 unique digits > ***or*** • <unique zip or postal code> ***or*** • <at least one digit> + <other characters>	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai.	
Administrative Region Name	48 characters maximum	N	Administrative region; typically represents the region/county in which the rate location is located Enter the region name; must already exist in the database. **NOTES:** • Use the 500 record to add a new administrative region name. • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Name	Definition	Req?	Description	Client Field Definition
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 400 record to add a new country subdivision code.	
Country Code	2 characters maximum; case sensitive	Y	Country code, such as IN Enter the country code; must already exist in the database.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	

<table>
<tr><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>Parent Location Type Code</td><td>20 characters maximum</td><td>N</td><td>Defines the parent to this location, if any; for example, Paris is the parent location for Paris' many rail stations
So:
• If this location has a parent, enter STD.
• If this location does not have a parent, leave blank.
NOTE: Currently the RAIL location type codes cannot be parents.</td><td></td></tr>
<tr><td>Parent Location Code</td><td>Alphanumeric</td><td>N</td><td>Enter the location code for the parent, for example, FRPAR (Paris); must already exist in the database.
Note the following:
• If the Parent Location Type Code is STD, then this field is required.
• If the Parent Location Type Code is null and this field is filled, the parent location type is defaulted to STD.
• Only locations with a location type of STD can be parent locations.
• The parent location must have the same country code has the current location.
• The parent location will be used for reporting purposes only.</td><td></td></tr>
<tr><td>Longitude</td><td>Numeric, with 8 decimal max</td><td>N</td><td>Longitude from - 180 to 180 with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)</td><td></td></tr>
<tr><td>Latitude</td><td>Numeric, with 8 decimal max</td><td>N</td><td>Latitude from - 90 to 90. with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)</td><td></td></tr>
<tr><td>Future use fields 5 - 10</td><td>Reserved for future use</td><td>N</td><td>Reserved for future use</td><td></td></tr>
</table>

Below is a sample of the associated portion of an import file.

```
220,SMA07,Eastgate std,King County,US-WA,US,-480,
STD,STD,US001,47.37,122.20,,,,,,

220,SMA03,Lake Hill,King County,US-WA,US,-
480,RAIL_9F,STD,US002,47.37,122.20,,,,,,
```

230 - Add Location Name With Location Type Importer

Like the 210 record, this record is used to add additional names for the same location code.

230: *Data for record ID "AddLocationNameWithLocationTypeImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	230	Y	Enter 230	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai.	
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Future use fields 1 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
230,SMA00001,Phantom city,STD,,,,,,,,,,
```

300 - Modify Location Importer

To modify an existing location, for example, to remove it from the Location Helper, provide the following information in the file.

NOTE: If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.

300: *Data for record ID "ModifyLocationImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	300	Y	Enter 300.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Administrative Region Name	48 characters maximum	N	Enter the region name; must already exist in the database. **NOTE:** Use the 510 record to modify an administrative region name.	
Country Subdivision Code	6 characters maximum; case sensitive; must already be in the database.	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 410 record to modify a country subdivision code.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

The following sample of the associated portion of an import file.

```
300,US005,King County,,,
```

310 - Modify Location Name Importer

Clients use the 310 record to modify the location name or to activate or inactivate a name. To modify a location name, clients must provide the location code, old name, and new name, and whether the location should be active or not. This change affects only the indicated location name, not the entire location.

NOTE: If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.

310: *Data for record ID "ModifyLocationNameImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	310	Y	Enter 310.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Old Name	64 characters maximum	Y	Enter the old name of the location; must exactly match the location name currently in the system.	
New Name	64 characters maximum	N	Enter the new name of the location that will appear to users. This field is required only when the existing name record is being changed; not required to deactivate a name.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user	

Below is a sample of the associated portion of the import file.

```
310,ITFLR,Florence,Firenze,Y
```

320 - Modify Location With Location Type Importer

Like the 300 record, this record is used to modify, activate, or inactivate a location.

320: *Data for record ID " ModifyLocationWithLocationTypeImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	320	Y	Enter 320	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Administrative Region Name	48 characters maximum	N	Enter the region name; must already exist in the database. **NOTE:** Use the 510 record to modify an administrative region name.	
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 410 record to modify a country subdivision code.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

Name	Definition	Req?	Description	Client Field Definition
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Parent Location Type Code	20 characters maximum	N	Defines the parent to this location, if any; for example, Paris is the parent location for Paris' many rail stations So: • If this location has a parent, enter STD. • If this location does not have a parent, leave blank. Note the following: • Currently the RAIL location type codes cannot be parents. • If the Parent Location Code is not null, this field is defaulted to STD if null.	
Parent Location Code	10 characters maximum;	N	Enter the location code for the parent, for example, FRPAR (Paris); must already exist in the database. Note the following: • If the Parent Location Type Code is STD, then this field is required. • If the Parent Location Type Code is null and this field is not null, the Parent Location Type Code is defaulted to STD if null.	
Longitude	Numeric, with 8 decimal max	N	Longitude from - 180 to 180 with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)	

Name	Definition	Req?	Description	Client Field Definition
Latitude	Numeric, with 8 decimal max	N	Latitude from - 90 to 90. with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)	
Future use fields 5 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
320,SMA02,King County,US-WA,,,STD,STD,US001,47.37,122.20,,,,,,
```

330 - Modify Location Name With Location Type Importer

Like the 310 record, this record is used to modify, activate, or inactivate a location name.

330: *Data for record ID "ModifyLocationNameWithLocationTypeImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	330	Y	Enter 330.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Old Name	64 characters maximum	Y	Enter the old name of the location; must exactly match the location name currently in the system.	
New Name	64 characters maximum	N	Enter the new name of the location that will appear to users. This field is required only when the existing name record is being changed; not required to deactivate a name.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

Name	Definition	Req?	Description	Client Field Definition
Location Type Code	Alphanumeric	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Future use fields 1 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
330,SMA04,Eastgate std4,Eastgate std5,,STD,,,,,,,,,,
```

400 - Add Subdivision Importer

Typically, subdivisions are maintained by Concur based on the UN-published list of subdivisions included in their locations standards. However, clients may need to add new subdivisions for countries not divided in the UN standard.

To add a subdivision, such as state or province, clients provide the following information.

400: *Data for record ID "AddSubDivisionImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	400	Y	Enter 400.	

Name	Definition	Req?	Description	Client Field Definition
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code. This must be a unique sequence in the form <CC>-<SSS> where CC is the two-character country code and SSS is up to three characters for a state or province. Example: US-WA (United States – Washington State) This data is typically maintained by Concur based on the ISO 3166-2 standard and the UN subset of the standard.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Washington	

Below is a sample of the associated portion of the import file.

```
400,US-WA,US,Washington
```

410 - Modify Subdivision Importer

As stated previously, typically subdivisions are maintained by Concur, based on the UN-published list of subdivisions included in their locations standard and complying with ISO 3166-2. However, clients may sometimes need to activate or inactivate subdivisions.

To make a subdivision active or inactive, clients supply the following information.

410: *Data for record ID "ModifySubDivisionImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	410	Y	Enter 410.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	

Name	Definition	Req?	Description	Client Field Definition
Name	64 characters maximum	N	Enter the name that will appear to the user, such as São Paulo	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this subdivision is active or inactive in the system and displayed to the user	

Below is a sample of the associated portion of the import file.

```
410,BR-SP,BR,São Paulo,Y
```

500 - Add Admin Region Importer

To add an administrative region, such as county, clients provide the following information.

500: *Data for record ID " AddAdminRegionImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	500	Y	Enter 500.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Administrative Region Name	48 characters maximum	Y	Administrative region; typically represents the region/county in which the rate location is located. Administrative region further divides a subdivision. Enter the administrative region name. **NOTES:** • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Below is a sample of the associated portion of the import file.

```
500,US,US-WA,Morgan County
```

510 - Modify Admin Region Importer

To change an administrative region name, clients supply the following information.

510: *Data for record ID " ModifyAdminRegionImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	510	Y	Enter 510	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Existing Administrative Region Name	48 characters maximum	Y	Enter the existing administrative region name.	
New Administrative Region Name	48 characters maximum	Y	Enter the new administrative region name. **NOTES:** • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Below is a sample of the associated portion of the import file.

```
510,US,US-WA,Morgan County,Chuck County
```

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have location imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://support.concur.com) to have the import schedule set up.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the locations information has been updated. The changes are immediately available to users.

Table of Contents – Expense Payment Confirmation Import

Revision History for this Chapter

Date	Notes / Comments / Changes
May 6 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes

Chapter 3: Expense Payment Confirmation Import

Overview

A client uses the Expense Payment Confirmation feature to import payment information back into Expense, indicating to the approver, processor, and employee (and delegate or proxy) that an expense report has been paid. In practice, once an expense report has been approved, processed, and extracted to the financial systems, it is considered complete in the Expense system even though the employee or company card vendor has ***not*** actually been paid. By configuring Expense workflow, and using the Expense Payment Confirmation import, the payment can be verified and the expense report status updated to the status of Payment Confirmed.

NOTE: The Expense Payment Confirmation workflow step is the final step in the workflow, and cannot be edited or deleted by the employee, approver, or processor.

Refer to the *Expense: Workflow - Authorized Approvers Setup Guide* for more information about adding the Expense Payment Confirmation step to workflow.

The process for configuring Expense for Payment Confirmation is as follows:

- The Configuration Administrator adds the Expense Payment Confirmation step to workflow by selecting the **Include the Payment Confirmation step** checkbox on the **Create New Workflow** page (they may also use the Edit page to add the step)
- The Import/Extract Administrator sets up the Expense Payment Confirmation import using the **Add Import Definitions** page
- The import job is run, and the payment verified and report status updated to Payment Confirmed

Concur performs the expense payment confirmation import; however, the client creates the import file and then passes it to Concur to import. This document explains how to set up the import data file.

Expense Payment Confirmation Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.

NOTE: If the expense payment confirmation import is not scheduled to run periodically, the client must submit a case through the Concur Client Support website (http://support.concur.com) to request an import.

Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** There are two record types in the Expense Payment Confirmation import file. The record types are:
  - ♦ **100 (Import Settings):** The first record in the file must be a Record Type 100, Import Settings. There must be one and only one Record Type 100 in the file.
  - ♦ **600 (Payment Importer):** The file must contain one or more Record Type 600, Payment Importer records.

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode". The job type for an expense payment confirmation import data file is " exp_pay_confirm." If an entity has the code t0000123abcd, then the file name for an expense payment confirmation import data file would be "exp_pay_confirm_t0000123abcd_timestamp.txt".

Import Rules/Behavior

- The 100 level record REPORT_ID_OR_KEY determines the format of the 600 level RPT_ID record, either report key or report ID.
- The 100 level record EMP_FIRST_LAST_NAME determines the format of the employee name for the 600 level PAYEE record, either last name first or first name first.
- Clients should leave the 600 level record PAYEE blank for employee reimbursements – when empty the employee is assumed to be the payee, and the employee name is retrieved based on the RPT_ID value.

Reviewing the Import Definition File (Feed ID "StandardPaymentImport")

Within a record type, all fields must be represented, although optional fields may be blank.

Import Settings (Record Type 100) Format

This record set defines the following:

- Record Type = 100
- PAYEE field format = LF (that is, <lastname><firstname>)
- REPORT ID field format = KEY (that is, report key)

Table 1: *Data for record ID "ImportSettings"*

Name	Definition	Required?	Description
Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.
PAYEE field format	LF or FL That is, either <lastname><firstname> or <firstname><lastname>	Y	Specifies the name format that is used in the 600 level PAYEE (payee) field if an employee name is provided. **Note:** The 600 level PAYEE field should be left blank for employee reimbursements. See table 2 for more information.
REPORT ID field format	KEY or ID That is, either report key (KEY) or report id (ID)	Y	Specifies the report ID format to be used in the 600 level REPORT ID (rpt_id) field.

Below is a sample of the associated portion of an import file.

```
100,LF,KEY
```

In the 100 level line above, the format <lastname><firstname> is specified for the 600 level PAYEE field, and the 600 level REPORT ID field is specified to appear as the expense report's Key ID.

Payment Import (Record Type 600) Format

This record set defines the following:

- Amount Paid
- Payment Date
- Payee
- Payment Method

- Transaction Number
- Report Identifier (ID)
- Payment Currency
- Reserved fields 1 - 5

Table 2: *Data for record ID "PaymentImporter"*

Name	Definition	Required?	Description
Record Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.

Payment Amount	Maximum 8 numeric,	Y	Amount Paid from the expense report in a currency provided by the Payment Currency field ID (see below). Negative values are allowed, but a zero value is not permitted.
			The amount should have *no* decimal point; the import uses the decimal digits defined for the currency in the database, such as decimal digit 2 for USD.
			EXAMPLES:
			The following is an example of $112.13 in a two-decimal currency. Note that the decimal position is dictated by the currency code. (If the currency had NO decimal digits, the value would be 11,213.)
			`Positive (debit) amount:`
			`00011213`
			The following is an example of $-112.13 in a two decimal currency. Note that the decimal position is dictated by the currency code. (If the currency had NO decimal digits, the value would be 11,213.)
			`Negative (credit) amount:`
			`-00011213`

Payment Date	8 character	N	8 character formatted as "YYYYMMDD". If no value is supplied, then this field appears as blank to the user.

Name	Definition	Required?	Description
Payee	25 characters maximum	N	Text name of the person or entity receiving the payment. For example, a payment to a company American Express card might read "AMEX Payment". For payments to the employee, this field can be blank or state the employee name as specified in 100 level emp_first_last_name field. Either <lastname><firstname> or <firstname><lastname>, for example "Smith John". If the employee name is provided, the system attempts to verify a match to the employee defined for the report. If the text matches, the payment is recorded as a payment to the employee. If the text does not match, the text name is listed and the amount is not included in the employee reimbursement total. **NOTE:** ***Recommended approach is to leave this field empty for employee reimbursements****.* When empty, the employee is assumed to be the payee, and the employee name is retrieved based on the RPT_ID value
Payment Method	1 character, either E or C	N	Where E = Electronic Fund Transfer or C = Check
Transaction Number	32 characters maximum	Y	Transaction number such as check number, EFT reference, and so on. This number must be unique in an expense report.
Report ID	32 characters maximum	Y	The ID that identifies the expense report based on RPT_KEY or the REPORT_ID. Format as specified in 100 level report_id_or_key field.
Payment Currency	3 characters maximum, alpha only	N	Standard three-character currency alpha code. If empty, then the currency is assumed to be the same as the report.
Reserved 1-5	N / A	N	Fields reserved for future use

Below is a sample of the associated portion of the import file.

```
600,100000,20061125,Miller Chris,E,TT100003a,100003,USD,,,,,
600,294523,20061125,AMEX Payment,E,TT100003b,100003,CAD,,,,,
600,100000,20061125,,E,TT100004a,100004,USD,,,,,
600,50000,20061125,AMEX Payment,E,TT100004b,100004,CAD,,,,,
```

In the first 600 level line above, Chris Miller is to be paid $1,000 for an expense dated November 25, 2006. A transaction number of TT100003a tracks an electronic fund transfer for the expense report ID 100003, to be paid in United States dollars.

The second row shows a payment for the same expense report of 2945.23 CAD to Chris Miller's American Express card.

In the third line above, the employee name is omitted, following our recommended practice of leaving the employee name blank for reimbursements to the employee.

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have expense payment confirmation imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://support.concur.com) to have the import schedule set up.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the expense payment confirmation information has been updated. The changes are immediately available to users.

Table of Contents – Expense Pay Extract

Revision History for this Chapter

Date	Notes / Comments / Changes
May 6 2015	Copyright and formatting changes; no other content changes
March 16 2015	Added note to use the Transaction Journal field for reconciliation tasks for the Payment Demand Amount field
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 28 2013	Added two new fields about cash advance.
March 2012	Changed copyright; no content change
April 15 2011	Updated guide name to Expense Pay – Professional Implementation User Guide.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
Sep. 2010 (SU59)	Added note about account confirmation transactions.
Jun. 2009 (SU44)	Added information about handling rejected payment demands.
Apr. 2009 (SU42)	Added information on using the Standard Accounting Extract to account for Expense Pay payments.
Mar. 2009 (SU41)	Clarified that the Expense Pay extract contains information from ***sent*** batches, not closed batches.
Jan. 2009 (SU39)	Removed references to account confirmation transactions.
Oct. 2008 (SU36)	Added column number to extract field list.
Sep. 2008 (SU35)	Corrected Payment Transaction Type value FAILC to FALC.
Aug. 2008 (SU34)	Added information about reconciling the extract.
Jul. 2008 (SU33)	Updated Payment Transaction Types.
Jun. 2008 (SU 32)	Updated the Expense Pay Extract, removed the Client Pay extract.
May 2008 (SU31)	Renamed extract, added Payment Type and Cardholder Account Number fields, added new extract file for Card Program.

Chapter 4: Expense Pay Extract

Overview

For convenience of clients using either Expense Pay or Concur Direct Reimbursement (hereafter referred to as Expense Pay) payment services, there is an extract that includes accounting information for payment related accounting events.

The Standard Expense Pay Extract provides accounting for:

- Payments for report payees where the payee is an employee
- Payments for report payees where the payee is a card issuer
- Rejected payments
- Confirmed payments
- Changed reimbursement method (optional)

NOTE: The Expense Pay Extract does not contain information on account confirmation transactions. Concur funds these transactions so the client does not need to account for them.

The Expense Pay extract provides accounting information not found in the Standard Accounting Extract, specifically for rejected payments. Whenever the ACH system is not able to pay a payment demand it becomes a rejected payment. This creates the need for a correcting accounting entry that reverses the payment. Rejected payments typically happen after the Standard Accounting Extract is run, so the only reliable way to capture this accounting event is in the Expense Pay extract. The accounting information includes reversing entries for the cash account and liability account that balance the entries for assumed payment.

NOTE: Rejected payments can have several days of delay between when the payment was sent and when it was returned. The rejected payments are listed in the extract on the day the rejection was received by Expense Pay. Because of this, clients may see a difference between the funding amount for a given day and the total amount in the extract for that same day. This difference is generally caused by rejected payments from previous payment batches.

Expense Pay Extract – The Basic Process

Basic Steps

- **Step 1:** The client and Concur work together to establish the data-transfer process and location.
- **Step 2:** Concur regularly runs a batch job that extracts the data from the client's entity and place the extract output file in the client's designated data-transfer site.
- **Step 3:** The client collects the transferred output file and, with the use of a third-party bridge program, imports the data into their accounting systems.

Delimiters

The files include records that are delimited by the carriage return and line feed characters. Each record includes a set of fields. Fields are delimited by the pipe character (|). Any field that includes a pipe character is enclosed by double quotation marks.

Expense Pay Extract – The Reconciliation Process

The Two Extracts

The Standard Accounting Extract and Expense Pay Extracts are used in combination to reconcile the Expense Pay payments. Details about the two extracts follow:

- The Standard Accounting Extract includes accounting information regarding expenses within approved expense reports. Each record in the Standard Accounting Extract is a journal entry for an allocation assigned to an item on an expense entry. An approved expense report consists of one or more expense entries. Each expense entry includes one or more items. Each item contains one or more allocations.
- Column 128 of a Standard Accounting Extract record indicates whether Expense Pay created a report payee and its associated payment demand. A "report payee" is an amount due a payee for an approved expense report. Payees can be either employees or card issuers. There is one report payee and payment demand for each payee on an approved expense report. There is only one report payee per payment demand. In other words, payment demands cannot pay multiple report payees.
- The sum of the journal entries for a payee within a report equals the amount of the payment demand that pays the payee for this report.
- The Standard Accounting Extract provides the Cash Account Code (Column 254), Liability Account Code (Column 255) and Estimated Payment Date (Column 256) for report entries. Some clients use only the Standard Accounting Extract to account for payments.

- The Expense Pay Extract includes accounting information about payment demands in sent payment batches. It is organized into sections for each sent payment batch. There is a header record for the batch and one or more detail records for each payment demand within the batch.
- Each payment demand record indicates who the payee is, the amount paid to the payee, the expense report that created the payment demand, and the Standard Accounting Extract job that extracted the expense report. These provide a means to tie the payment demand record to the associated records in the Standard Accounting Extract it paid. As mentioned above, the payment demand amount should equal the sum of the journal entries for the payee for a report.
- The Expense Pay Extract contains data about returned payments, which is not available in the Standard Accounting Extract.

The Reconciliation Steps

1. Import the Standard Accounting Extract into the accounting system.
2. If you plan to do reconciliation within the accounting system then it will need to store either the Report Key or the Report ID of the expense report within the journal entry records it imports. This value uniquely identifies the expense report and is the mechanism for tying a payment demand to the associated expense report.
3. Import the Expense Pay Extract into the accounting system.
4. Match the Report Key or Report ID value within the payment demand record to the associated record(s) within the accounting system for amounts due the payee.
5. Ensure that the sum of the journal entries in the accounting system for the expense report and payee equals the payment demand amount.

Expense Pay Extract Details

The Expense Pay Extract contains records for report payees where the payee is an employee that was reimbursed using Expense Pay.

The financial system uses this file to load the accounting information related to the payment of these expense reports.

The Standard Accounting Extract provides information about the accounting of the expenses related to the report payees' journal entries.

General Information That the File Contains

The extract file contains the following data:

- Batch data
- Employee data
- Payment demand data
- Journal entry data
- Report data
- Card data

All data is extracted in a single row from the file.

Selection Criteria

The selection criteria for the extract determine which records are extracted. For the Expense Pay Extract, it includes journal entries processed by Expense Pay.

Record Types

The file includes these records:

- The first record in the file is a file header record type. The header record provides control information about the transaction records in the file.
- The second through last record in the file are batch header records and their associated payment demand journal entry records. These are organized into header and detail sections. There is a header record for each batch in the extract. The header record precedes the detail records for the payment demands' journal transactions within this batch.

File Header

Table 1: *File Header*

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Batch ID	String	20	Uniquely defines this batch job. **NOTE:** This is the job batch, not the payment demand batch.	
2	Batch Date	Timestamp	mm/dd/yy	Date batch job begins	

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
3	Record Count	Integer		Number of records in the details section 📖 Refer to the *Details Section* table following for more information.	
4	Payment Demand Transaction Journal Amount	Money	23	Sum of all payment demand journal amounts within the extract	
5	Future Use 01	TBD			
6	Future Use 02	TBD			
7	Future Use 03	TBD			

Header Section

For each payment batch in the extract there is a header record. The header section should be grouped by the following:

- Payment Demand Company Bank Account Number
- Payment Demand Batch ID

The header section definition is as follows:

Table 2: *Header Section*

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Payment Demand Company Bank Account Number	VARCHAR	100	Company's bank account number	
2	Payment Demand Batch ID	VARCHAR	36	Unique identifier of the batch	
3	Payment Demand Batch Close Date	Timestamp	mm/dd/yy	Date and time the system closed the batch	

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
4	Payment Demand Transaction Journal Amount	Money	23	Sum of the payment demand journal amounts in the payment batch	
5	Future Use 04	TBD			
6	Future Use 05	TBD			
7	Future Use 06	TBD			
8	Future Use 07	TBD			

Details Section

For each header record there is one or more payment demand journal transaction record representing the journal transactions for the payment demands contained in that batch.

Table 3: *Details Section*

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Employee Key	Integer		Employee's unique identifier	
2	Employee ID	VARCHAR	48	Employee's unique identifier as defined by the company	
3	Employee Last Name	VARCHAR	32		
4	Employee First Name	VARCHAR	32		
5	Employee Middle Name	Char	1	Employee's middle initial	
6	Employee Default Currency Alpha Code	Char	3	Code that identifies the currency used by the employee	
7	Employee Country Name	VARCHAR	64		

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
8	Employee Org Unit 1	VARCHAR	48		
9	Employee Org Unit 2	VARCHAR	48		
10	Employee Org Unit 3	VARCHAR	48		
11	Employee Org Unit 4	VARCHAR	48		
12	Employee Org Unit 5	VARCHAR	48		
13	Employee Org Unit 6	VARCHAR	48		
14	Employee Custom 1	VARCHAR	48		
15	Employee Custom 2	VARCHAR	48		
16	Employee Custom 3	VARCHAR	48		
17	Employee Custom 4	VARCHAR	48		
18	Employee Custom 5	VARCHAR	48		
19	Employee Custom 6	VARCHAR	48		
20	Employee Custom 7	VARCHAR	48		
21	Employee Custom 8	VARCHAR	48		
22	Employee Custom 9	VARCHAR	48		
23	Employee Custom 10	VARCHAR	48		
24	Employee Custom 11	VARCHAR	48		
25	Employee Custom 12	VARCHAR	48		
26	Employee Custom 13	VARCHAR	48		

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
27	Employee Custom 14	VARCHAR	48		
28	Employee Custom 15	Boolean-CHAR	48		
29	Employee Custom 16	VARCHAR	48		
30	Employee Custom 17	VARCHAR	48		
31	Employee Custom 18	VARCHAR	48		
32	Employee Custom 19	VARCHAR	48		
33	Employee Custom 20	VARCHAR	48		
34	Employee Custom 21	VARCHAR	48		
35	Payment Transaction Type	Char	4	Available transaction types are: • PAYM: Payment for a cash program (employee) payment demand • REPA: Payment that previously failed, but now is paid • FAIL: Payment for a cash program that is rejected • CHNG: Changed to Client Pay • PAYC: Payment for a card program payment demand • FALC: Payment for a card program that is rejected	
36	Cash Advance Key	Integer	13	Unique system key assigned to the cash advance	

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
37	Payment Demand Company Bank Account Number	VARCHAR	100	Company's bank account number	
38	Payment Demand Company Bank Number	VARCHAR	100	Bank number for the company's bank	
39	Payment Demand Company Bank Currency Alpha Code	Char	3	Code that identifies the currency used by the company's bank	
40	Payment Type	VARCHAR	48	This is the Payment Type for this journal Entry. It reflects the Payment Type associated to the Card Program set up for the payment batch that paid this payment demand.	
41	Payment Demand Payee Bank Account Number	VARCHAR	100	Payee's bank account number	
42	Payment Demand Payee Bank Number	VARCHAR	100	Bank number of payee's bank	
43	Payment Demand Payee Bank Currency Alpha Code	Char	3	Code that identifies the currency used by the payee's bank	
44	Payment Demand ID	Integer		Unique identifier for this payment demand	

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
45	Payment Demand Amount	Money	23	Indicates the original amount sent requesting payment. **NOTE:** Utilize the *Transaction Journal* field value for reconciliation tasks.	
46	Payment Demand Cash Account Code	VARCHAR	20	Accounting code that the system assigns for the cash account associated with this payment demand's funding bank account.	
47	Payment Demand Liability Account Code	VARCHAR	20	Accounting code that the system assigns for offsetting the liability account associated with the cash account.	
48	Payment Demand Liability Debit Or Credit	Char	2	Indicates whether the liability account entry above is a debit (DR) or credit (CR). The cash account entry is the opposite of this entry.	
49	Payment Demand Event Date	Timestamp		The time and date when the system created the payment demand.	
50	Payment Demand Transaction Journal Amount	Money	23	Executed journal amount for this journal entry associated to a report payee that belongs to this payment demand	
51	Report Key	VARCHAR		Uniquely defines this report	
52	Report ID	VARCHAR	32	Uniquely defines this report	
53	Report Name	VARCHAR	40		
54	Report Ledger	VARCHAR	100		
55	Report Expense Group	VARCHAR	64		

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
56	Report Org Unit 1	VARCHAR	48		
57	Report Org Unit 2	VARCHAR	48		
58	Report Org Unit 3	VARCHAR	48		
59	Report Org Unit 4	VARCHAR	48		
60	Report Org Unit 5	VARCHAR	48		
61	Report Org Unit 6	VARCHAR	48		
62	Report Custom 1	VARCHAR	48		
63	Report Custom 2	VARCHAR	48		
64	Report Custom 3	VARCHAR	48		
65	Report Custom 4	VARCHAR	48		
66	Report Custom 5	VARCHAR	48		
67	Report Custom 6	VARCHAR	48		
68	Report Custom 7	VARCHAR	48		
69	Report Custom 8	VARCHAR	48		
70	Report Custom 9	VARCHAR	48		
71	Report Custom 10	VARCHAR	48		
72	Report Custom 11	VARCHAR	48		
73	Report Custom 12	VARCHAR	48		
74	Report Custom 13	VARCHAR	48		

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
75	Report Custom 14	VARCHAR	48		
76	Report Custom 15	VARCHAR	48		
77	Report Custom 16	VARCHAR	48		
78	Report Custom 17	VARCHAR	48		
79	Report Custom 18	VARCHAR	48		
80	Report Custom 19	VARCHAR	48		
81	Report Custom 20	VARCHAR	48		
82	Report Processing Payment Date	Timestamp			
83	Accounting Extract Batch ID	Integer		ID of the job batch in the Expense Accounting Extract that included this entry	
84	Accounting Extract Run Date	Timestamp		Time/date stamp on the job run record for the Accounting Extract job run that included journal entry	
85	Company ID	VARCHAR	20	The "Company ID" value associated with the Card Program set up for the payment batch that paid this payment demand. Some card issuers name this field differently or do not use this field. Refer to the *Expense Pay – Professional Implementation User Guide* for more information.	

Col Num	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
86	Load Number	VARCHAR	20	The "Load Number" value associated with the Card Program set up for the payment batch that paid this payment demand. Some card issuers name this field differently or do not use this field. Refer to the Edit Card Program section of the *Expense Pay – Professional Implementation User Guide* for field labels.	
87	Book Number	VARCHAR	20	The "Book Number" value associated with the Card Program set up for the payment batch that paid this payment demand. Some card issuers name this field differently or do not use this field. Refer to the Edit Card Program section of the *Expense Pay – Professional Implementation User Guide* for field labels.	
88	Cardholder Account Number	VARCHAR	20	The cardholder account number associated to the Expense Entry for this Journal Entry.	
89	Cash Advance Name	VARCHAR	40	Cash Advance name assigned by the employee	

Table of Contents – Employee Import

Revision History for this Chapter

Date	Notes / Comments / Changes
August 14 2015	350 field Manager Company Employee ID renamed to Employee ID of the Travel Approver
July 6 2015	350 field Travel Class Name is "Rule Class" in the user interface
May 4 2015	Cliqbook User role name is now changed to Travel Wizard User
April 15 2015	Reminder that the 300- and 350-level Employee ID and Login ID field value must be unique
March 13 2015	Applying delegate settings using the 550 record applies to both the Employee and User Administrator settings in Delegate Configuration Added details about Future Use fields in positions 82 and 83 of the 305-level record
January 16 2015	Added information about 320 record; update will likely fail if user has an invalid currency
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
November 14 2014	Addition of the Reimbursement Type field, and three ADP-specific fields required only if Reimbursement Type = ADPPAYR payroll
July 11 2014	Update the 320 record set with a note about contacting Concur if you use the Email or Composite login options to change the Login ID value for users
June 25 2014	Included reminder that the 650-level records Card Program Issuer and Card Program Name are case-sensitive
June 17 2014	Non-Employee role to the 305 record (col 89) is 1 character; Y or N
June 13 2014	Addition of: ♦ AP User role to the 360- and 400-level record sets to support assignment of Vendor Access Groups to this role ♦ Non-Employee role to the 305 record set to exclude this user from features such as Attendees ♦ "Prof." and "Prof" supported under Name Prefix
May 16 2014	Addition of Vendor Manager role to the 400-level record set to support assignment of Vendor Access Groups to this role.
April 11 2014	Addition of: The Budget Insight Approver import: ♦ 400-level non-group Insight Budget Approver role ♦ 730- and 770-level Import and Delete record sets The 320 record set may be used to update the Employee ID and Login ID values for any Travel-only user already in the database.
March 7 2014	Addition of Start Date and End Date in the 1300 record set, supporting entry of start and end dates for JPT transit.

Date	Notes / Comments / Changes
January 28 2014	Default Travel Agency Office is changed to Default Travel Agency Office Code.
January 7 2014	Add clarification that the 900-level fields for Car Import do not update an existing car configuration (similar to 910).
November 8 2013	Addition of the 305-level *Enhanced Employee Importer* record set. The user may elect to move to this record set instead of the 300-level: they are identical but for details noted directly below. Note that the 305 record import overrides all existing 300-level data on import. This record set: • Custom 22 is used for Concur Invoice group hierarchy • Includes 50 *Future Use* fields Addition of the *Travel Request Approver Employee ID 2* field position 88 in the 305-level record set.
October 18 2013	Addition of the Expense Report Approver Employee ID 2 300-level field.
September 20 2013	Addition of the Delegate can prepare expense report 550-level field.
August 23 2013	Addition of the Budget Role for Cognos role which, with a Cognos role, allows access to Reporting information against the Budget Hierarchy level they are assigned to
July 19 2013	Addition of: • ExpenseIt User role in the 310-level record set • Two image display fields, Display Image Inline and Auto Open Image, are added to the 360-level record set • New chapters added to the guide; renumbered this chapter • India is now added in the 810 table • Purchase Request Proxy User as a Group-dependent role assignement in the 400-level record set
May 17 2013	Addition of: • 360-level roles to support Invoice Purchasing User, Purchasing Approver, and Purchasing email notifications
April 26 2013	Addition of: • Open Booking User role to 350 record • RISK_PROCESSOR to the 400 record
January 18 2013	Addition of: • Support for 3-character ISO Country Code, 300-level record (only) • Invoice Employee Import record 360 *Default Shipping Address*
November 16 2012	Added an appendix for locale codes (used for the 300 record). Updated the following 810 record fields: Bank Identification Number (BIN) and IBAN Number. 800 record fields: EFT Bank Account Type has been updated.

Date	**Notes / Comments / Changes**
October 25 2012	Added REQ to the 710 and 760 record
September 14 2012	Addition of the 1300 level Japan Commuter Pass Routes to add or delete commuter routes traveled using a commuter pass. Addition of position 15 in record 550, Can Submit Travel Request.
July 13 2012	Updated 810 record fields with new country information.
June 22 2012	Added fields into 650 record set that controls if a card account is exported in the employee extract to Travel. Updated 810 record fields with new country information.
May 18 2012	Added note that the 350 record cannot be used if Composite login functionality is used by the client. Addition of new Invoice preference, 360 record set. Added fields and record sets related to changes in the new Card Program feature: • New 370 Statement User/Manager/Approver record set • New fields into the 400 record set • New fields into 650 record set
April 20 2012	Addition to the 310 record set of the Locate and Alert role.
February 17 2012	Addition of the 360 level Send email when a fax image is available for a payment request field. Central Reconciliation role import is no longer compliant with the 400-level record set - roles are now Group-aware. Addition of support for Singapore (SIN) in 810 record.
December 16 2011	Addition to the 550 record set of the Can Use Business Intelligence delegate role.
November 23 2011	Specify that the Company Card Administrator role is now Group-aware and can be assigned a Hierarchy node via the 400-level record. Australia is now supported under the 810 record level. Three Travel Request processor roles are now available at the 400 level; only one can be assigned to any single user. Stress that the new user logging in for the first time must change the password they were issued or be locked from the system.
October 21 2011	Addition of the 360 level Invoice Employee Import record set. Rename roles for the Invoice product from "Payment" to "Invoice"; for example, "Invoice Processor."
September 23 2011	Addition of the 320 level record set. Update of permissible Name Prefix values (Lord, Lady, Sir, Mr., Miss, Ms., Mrs., Dr., Rev.)
July 22 2011	Addition of the Authorized Approver With Level import, 720-level field set

<table>
<tr><th>Date</th><th>Notes / Comments / Changes</th></tr>
<tr><td>June 17 2011</td><td>Addition of Travel Request 1200 level record, including Default Travel Agency Office field.</td></tr>
<tr><td>May 20 2011</td><td>Addition of Travel Request roles in the 400-level record.
Addition of REQ as an approval type, 700- and 750-level records.</td></tr>
<tr><td>February 25 2011</td><td>Addition of the 1000- and 1100-level records to support sending the Bursting report to a specified person or group of people, and the ability to delete these same records from the transactional database via the Bursting table.</td></tr>
<tr><td>January 21 2011</td><td>The 600- and 650-level Name on Card maximum character limit is increased from 44 to 255 characters.</td></tr>
<tr><td>December 31 2010</td><td>Updated the copyright and made rebranding changes; no content changes</td></tr>
<tr><td>Dec 17 2010 (SU62)</td><td>Introduction of the 650-level Enhanced Card Account import record set.
Support for Switzerland banking in the 810-level record set.</td></tr>
<tr><td>Oct 15 2010 (SU60)</td><td>Addition of 300-level roles:
• Travel Request User (column 78)
• Travel Request Approver (column 79)</td></tr>
<tr><td>July 16 2010 (SU57)</td><td>Addition of 350-level roles:
• Profile User (column 59)
• Amadeus User (column 60)
Change to 310-level record set - removal of Required status on columns 10 - 13. This change allows the administrator to leave Expense and Invoice roles blank, defaulting the user to inherit Travel User role if assigned</td></tr>
<tr><td>June 2010 (SU56)</td><td>Addition of numbered rows in tables.
Addition of 300-level A Payment Request has been Assigned field
Addition of 500-level reminder that Delegate Configuration included in an employee's Group takes priority over any value provided for the "Can..." fields</td></tr>
<tr><td>April 2010 (SU54)</td><td>Introduction of:
• The 810-level record set for EFT Detail Bank Account Import
• The 910-level record set for Car Import</td></tr>
<tr><td>February 2010 (SU52)</td><td>The 300 level record Travel must have a value of N if the user is a Concur Invoice user only.
Clarify that the 300 level record:
• Custom 10 is used for Concur Invoice group hierarchy
• Custom 21 is used for Concur Expense group hierarchy</td></tr>
</table>

Date	Notes / Comments / Changes
December 2009 (SU50)	The 300 record Travel Manager is changed to Authorization Request Approver. The $BLANK$ value may be used in combination with the UPDATE option to clear a field of its current value in the database (this applies to the Existing Record Handling field).
November 2009 (SU49)	The 310 record Locale Code field is no longer required.
September 2009 (SU47)	Introduction of: 100-level record SSO Password Generation type Note that administrator can now suppress the update of the Employee Name 300-level record. Retirement of: 100-level record NONE option for Password Generation type
August 2009 (SU46)	The 800 record Is Active is now a required field
July 2009 (SU45)	The 310 record Custom Field 2 is changed to No Middle Name The 350 record Future Use Field 1 is changed to XML Profile Synchronization ID
May 2009 (SU43)	The 350 record fields Gender and Date of Birth are no longer mandatory fields
Apr. 2009 (SU42)	Introduction of record block 310 - User Primary Field Addendum Record
Mar. 2009 (SU41)	Introduction of: Record block 710 - Cost Object Approver Record Record block 760 - Delete Cost Object Approver
Feb. 2009 (SU40)	Introduction of record block 350 - Travel Addendum Record.
Jan. 2009 (SU39)	Introduction of record block 550 - Enhanced Delegate Record.
Dec. 2008 (SU38)	Updated EFT Bank Account Routing Number to specify format for CAD accounts.
Nov. 2008 (SU37)	Clarify that the 300-level Password record is required by the Concur Travel & Expense (Current UI) product.
Oct. 2008 (SU36)	Addition of 300-level BI Manager Employee ID record, replacing Future Field 1. Changed EFT Bank Account Type to Required.
Sept. 2008 (SU35)	Addition of Car Importer 900-level record.
May. 2008 (SU31)	The following records are retired and converted to Future Use fields - clients no longer need to provide data for these 800-level records: • EFT Name on Bank Account • EFT Bank Name
March 2008 (SU29)	300-level record Payment Vendor Approver is changed to Invoice Vendor Manager

Date	Notes / Comments / Changes
Nov. 2007 (SU25)	Middle Initial (mi) now changed to Middle Name (middle_name)
Oct. 2007 (SU24)	Revised the definition of error_threshold

Chapter 5: Employee Import

Overview

A client uses this feature to import employee information. The client can add or remove (deactivate) an employee, and modify information about the employee or the employee's bank account using the options in the data file they create.

Importing employee can include any or all of the following information:

- Employees
  - General information
  - Workflow preferences
  - Employee preferences
  - Approvers
  - Roles without associated groups
- Travel data, including primary user and travel information
- Roles that require group identification
- Delegate data
- Company card data
- Authorized approver data
- Delete Authorized approver data
- EFT Bank Account information
- Cost Object Approver information

The client can also update this information one employee at a time by using the Employee Administrator tool in Tools and Configuration. The import is best used when many changes are required, and the administrator feature is best used when only a few changes are required.

Concur performs the employee import; however, the client creates the import file and then passes it to Concur to import. This document explains how to set up the import data file.

Refer to the *Shared: Employee Administrator User Guide* for more information.

Employee Import – The Basic Process

The basic steps are described briefly here and then described in detail on the following pages:

- Step 1: The client creates an import data file, ensuring that it complies with the requirements of this specification.
- Step 2: The client moves the import data file to Concur.

NOTE: If the employee import is not scheduled to run periodically, the client must submit a case through the Concur Client Support website (http://support.concur.com) to request an import.

Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- Step 3: Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- Format Type: Comma Separated Value, UTF8
- Default Field Delimiter: Comma or Pipe
- Enclosing Character: To "escape" a reserved character, such as a slash, use a quotation mark, for example: "/"
- Record Delimiter: CRLF
- Data Record Layout: There are several record types in the Employee import file. The record types are:
  - ♦ 100 (Import Settings)
  - ♦ 300 (Employee Importer)
  - ♦ 305 (Enhanced Employee Importer)
  - ♦ 310 (User Primary Field Addendum Importer)
  - ♦ 320 (Update ID Information Importer)
  - ♦ 350 (Travel Addendum Importer)
  - ♦ 360 (Invoice Employee Importer)

- 370 (Employee Purchasing Card)
- 400 (Role Importer)
- 500 (Delegate Importer)
- 550 (Enhanced Delegate Importer)
- 600 (Card Account Importer)
- 650 (Enhanced Card Account Importer)
- 700 (Authorized Approver Importer)
- 710 (Cost Object Approver Importer)
- 720 (Authorized Approver With Level Importer)
- 730 (Insight Budget Approver Importer)
- 750 (Delete Authorized Approver Importer)
- 760 (Delete Cost Object Approver Importer)
- 770 (Delete Insight Budget Approver Importer)
- 800 (EFT Bank Account Importer)
- 810 (EFT Universal Bank Account Importer)
- 900 (Car Importer)
- 910 (Car Importer)
- 1000 (Analytics Bursting Value Import)
- 1100 (Delete Analytics Bursting Value Import)
- 1200 (Request – formerly Travel Request – Addendum Import)
- 1300 (JPY Commuter Pass Routes Import)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode". The employee job type for a employee import data file is "employee." If an entity has the code t0000123abcd, then the file name for a employee import data file would be "employee_t0000123abcd" to which is appended the date and timestamp as “YYYYMMDDHHMMSS.”

Reviewing the Import Definition File (Feed ID "StandardEmployeeImport")

Within a record type, all fields must be represented, although optional fields may be blank.

Import Settings (Record Type 100) Format

This information must be included in the import. This record set defines the following:

Table 1: Data for record ID "ImportSettings"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.	
2	Error Threshold	integer greater than or equal to 0	Y	This field is no longer used but it cannot be omitted or left blank. Provide an integer greater than or equal to 0.	

Password Warning! The Password Generation field option TEXT requires that a value be provided if you elect to use this option. Not providing a value will generate an error message to the log file, prevent login by users, and require the IT Administrator role to contact the user and provide a valid password. For this reason it is STRONGLY recommended that a value be provided - a blank password is not supported.

New Users Must Change Password on First Login! No matter which method you choose, the new user logging in for the first time must change their password or the current password will expire, leaving them unable to log in to the system.

#	Name	Definition	Req?	Description	Client Field Definition
3	Password Generation	• EMPID: Set password to Employee ID • LOGINID: Set password to Login ID • TEXT: Use the text provided in the employee 300- or 310-level records **NOTE:** See warning message above! • WELCOME: Use the text string "welcome" (see note) • SSO: A special password is generated that cannot be entered at the Login page - this forces the user to log in through the client's Internet Portal.	Y	Specifies how to create a password for new users. **NOTES:** When using the Travel & Expense product: • The 300-level Password record is required • A password of "welcome" forces the system to display the Change Password window - the password the user enters here is used for all logins going forward • You MUST provide a value for the TEXT field option - a blank password is not supported. **NOTE:** A new user must provide a new password on initial login no matter what method is used for Password Generation in the Password field of the 300- or 310-level record.	
4	Existing Record Handling	• REPLACE: Replace the existing record completely with the one in the feed. • UPDATE: Update the existing record with only those fields that are non-blank in the import file. Existing passwords for employees are never overwritten. **NOTE:** To clear a field of its current value, use the $BLANK$ operator in combination with the UPDATE option to have the existing value in the field cleared in the database. • WARN: Ignore and log a warning that the record was not processed • IGNORE: Ignore and log nothing	Y	Specifies how to process when a matching record already exists in the database.	

#	Name	Definition	Req?	Description	Client Field Definition
5	Language Code		Y	Specifies the language code of any localized text in the import file; this is used when performing lookups in the database and must match one of the languages supported by the database.	
6	Validate Expense Group	Y or N Default = Y	Y	Specifies whether the Expense group fields in the employee records need to be validated against their Expense group.	
7	Validate Payment Group	Y or N Default = Y	Y	Specifies whether the Payment group fields in the employee records need to be validated against their Payment group.	

Optional for the Import

The information provided in the following tables may be included in the import, as needed.

Using the 300, 310, and 350 Record Types

The 300, 310, and 350 record types should be used in combination.

- 300 + 350 records: Expense primary employee information + Travel-related information. Employee is both an Expense and Travel user.
- 310 + 350 records: Travel primary employee information + Travel-related information. Employee is a Travel user only.

NOTE: The 350 record import functionality is not available if the Composite login option is used. The Composite login option is the backwards-compatible option for clients that want to use the classic user interface approach to login into Concur Travel & Expense.

Using the 320 Record Type

The 320 record set is used for updating the Employee ID and Login ID values only. The administrator is strongly encouraged to use this record type for this purpose instead of any other record type. In addition, as a best practice, the administrator will want to perform the 320 import separate from the 300 or 310 imports to prevent issues updating the employee.

Enabling and Disabling the Update of Employee Names Using This Import

The client using both Expense and Travel has the option of controlling how names are updated at their site in order to comply with requirements that a ticket include the traveler's legal name. For example, some clients allow their users to update their names using User Profile when a change (marriage, etc.) occurs. Other clients allow only their HR departments to do this via the employee import. The method that is employed must account for the requirement that a legal name be presented for traveling purposes - failure to provide this value may prevent the traveler from traveling. This means the client should use a method that prevents conflicting update of the name fields in order to ensure the correct, legal name is resident when a ticket is issued.

CONFIGURATION

Within this employee import a host database entity setting, EMP_IMPORT_UPDATE_NAME_FIELDS, controls whether the First Name, Middle Name, Last Name, Name Prefix, and Name Suffix fields in the 300, 310, and 350-level records are updated or left unchanged on import. It is designed to allow HR systems that do not maintain an explicit legal name for a traveler to bypass update of these employee name fields, presumably to allow the user to do this instead. However, since the default setting of Yes means the name fields will be updated on import the client will need to confirm that this is the behavior they want.

If the client wishes to change the setting to No to prevent update, and/or grant permissions for the user to update their own name in Profile, they will need to submit a Service Request directly to Concur.

Employee Import (Record Type 300) Format

Table 2: Data for record ID "EmployeeImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	300	Y	This is a static numeric value always equal to 300. It indicates the Record Type.	
2	First Name	32 characters maximum	Y		
3	Middle Name	32 characters maximum	N		
4	Last Name	32 characters maximum	Y		

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>5</td><td>Employee ID</td><td>48 characters maximum, and must be a unique identification for each employee.</td><td>Y</td><td></td><td></td></tr>
<tr><td>6</td><td>Login ID</td><td>64 characters maximum (see Description for restricted characters) and must be a unique identification for each employee.</td><td>Y</td><td>Format of user@domain required.
The following characters cannot be used as a value for this record:
% [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>7</td><td>Password</td><td>30 characters maximum, with a requirement that a value be provided if the TEXT 100-level Password Generation option is used.</td><td>Required only for the Travel & Expense product</td><td>When the password is saved it is encrypted in the database.
NOTE: The value for the 100-level Existing Record Handling (REPLACE, WARN, etc.) affects the password like so:
• When UPDATE is used the existing password is retained
• When REPLACE is used the existing password is overwritten</td><td></td></tr>
<tr><td>8</td><td>Email Address</td><td>255 characters maximum</td><td>N</td><td>Should be all lowercase, as johndoe@domain.com
The following characters cannot be used as a value for this record:
% [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>9</td><td>Locale Code</td><td>5 characters maximum</td><td>Y</td><td>Value is as stored in the database. The value is based on Java locale standards. For example, "en" is used for English, "de" for German, "ar" for Arabic, etc.
Refer to the Appendix in this chapter.</td><td></td></tr>
<tr><td>10</td><td>Country Code</td><td>3 characters maximum</td><td>Y</td><td>Must be a valid country code (for example, US or USA).
If country is defined as a connected list field, then the country code must be in the connected list data and in the country list in the application.</td><td></td></tr>
</table>

#	Name	Definition	Req?	Description	Client Field Definition
11	Country Sub Code	6 characters maximum		Must be a valid country sub-code **NOTE:** This field is primarily used for value added tax (VAT).	
12	Ledger Code	20 characters maximum	Y	Must be a valid ledger. If ledger is defined as a connected list field, then the ledger must be in the connected list data and in the ledger list in the application.	
13	Reimbursement Currency Code	3 characters	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies If currency is defined as a connected list field, then the currency must be in the connected list data and in the currency list in the application.	
14	Cash Advance Account Code	20 characters maximum	N		
15	Active	Y or N	Y		
16 - 21	Organizational Unit 1 - 6 (sequential = 16 - 21)	48 characters maximum		48 characters maximum for each field. **NOTE:** The connected list field in the import must be the code value, not the long name.	
22 - 41	Custom 1 – 20 (sequential = 22 - 41)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified:	

#	Name	Definition	Req?	Description	Client Field Definition
				♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
42	Employee Custom 21 (sequential = 43)	48 characters maximum	See Description	As above; used for Expense Group Hierarchy. * Required for new employee; not required for existing employees.	
Employee Preferences: Workflow					
43	Send email when the cash advance status changes	Y or N Default = Y	N		
44	Send email when a cash advance is awaiting approval	Y or N Default = Y	N		
45	Send email when the report status changes	Y or N Default = Y	N		
46	Send email when a report is awaiting approval	Y or N Default = Y	N		
47	Prompt for approver when submitting a report	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
48	Send email when the request (formerly travel request) status changes	Y or N Default = Y	N		
49	Send email when a request (formerly travel request) is awaiting approval	Y or N Default = Y	N		
50	Prompt for approver when submitting a request (formerly travel request)	Y or N Default = N	N		
51	Send email when the payment status changes	Y or N Default = Y	N		
52	Send email when a payment is awaiting approval	Y or N Default = Y	N		
53	Prompt for approver when submitting a payment	Y or N Default = N	N		
Employee Preferences					
54	Prompt to add company card transactions to report	Y or N Default = Y	N		
55	Send email when new company card transactions arrive	Y or N Default = Y	N		
56	Send email when faxed receipts received	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
57	Display instructional help on the application pages	Y or N Default = Y	N		
58	Display imaging introduction page	Y or N Default = Y	N		
Approvers					
NOTE: If Request (formerly Travel Request) is enabled, then the Request User and Approver roles and corresponding assignments are imported. If Request is not enabled, then the Authorized Request User and Approver roles and corresponding assignments are imported. A setting in Hosted Management Console, Set AR and TR Approver based on the approver roles, allows you to change the import functionality to reference the roles of the Approver specified in Employee ID of the Request Approver field to determine a user's approver - consult your Expense representative for more information.					
59	Employee ID of the expense report approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
60	Employee ID of the cash advance approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
61	Employee ID of the request (formerly travel request) approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
62	Employee ID of the Invoice approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
Non-Group Roles					
63	Traveler	1 character • If a user has no other assigned roles, then this role is assigned (Y, N, or blank = Y). • If a user has other assigned roles, then Y = Y; N or blank = N.	N	Note default change of value if existing assigned role **IMPORTANT:** If the employee is a Invoice only user, then a value of N must be supplied for this field!	

#	Name	Definition	Req?	Description	Client Field Definition
64	Approver	Y or N Default = N	N		
Company Card Administrator is a Group Role!					
65	Company Card Administrator	Y or N Default = N	N	If Yes (Y), the user is granted this role at the Global group level. **THIS IS A GROUP ROLE!** Beginning November of 2011 the Company Card Administrator role is Group-aware. Use the 400-level record to specify the Hierarchy node.	
Non-Group Roles, continued…					
66	Integration Administrator (now known as Import/Extract Administrator)	Y or N Default = N	N	Cannot be assigned both this role and the Import/Extract Monitor role as well (see Warning below)	
67	Receipt Processor	Y or N Default = N	N		
68	Authorization Request Approver	Y or N Default = N	N	Can approve authorization requests in expense **NOTE:** A Y (Yes) value is used only if the Authorization Request feature is enabled. Otherwise, leave this field with the default value of N (No).	
69	Integration Administrator (Restricted) (now known as Import/Extract Monitor)	Y or N Default = N	N	Cannot be assigned both this role and the Import/Extract Administrator role as well (see Warning below)	
70	Company Info Administrator	Y or N Default = N	N		
71	Offline User	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
72	Reporting Configuration administrator	Y or N Default = N	N	Consolidation Configuration administrator	
73	Invoice User	Y or N Default = N	N		
74	Invoice Approver	Y or N Default = N	N		
75	Invoice Vendor Manager	Y or N Default = N	N	The Invoice Vendor Manager role is a Group-based role. A value of Y in this field auto-assigns the Default Group role. To assign a specific Vendor Access Group, use the 400-level record set instead of this field.	
76	Expense Audit Required	REQ (Required Conditionally) ALW (Always Required) NVR (Never Required)	N		
77	BI Manager Employee ID	48 characters maximum	N	Enter the employee ID of the person designated as the user's BI Manager Must be an existing employee ID or in the current import **NOTE:** A validation is run on this field that prevents any circular reporting among users. The field is nulled if the logic is in error.	
78	Request (formerly Travel Request) User	Y or N Default = N	N		
79	Request (formerly Travel Request) Manager	Y or N Default = N	N		
80	Expense Report Approver Employee ID 2	48 characters maximum	N	The second approver that populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	

#	Name	Definition	Req?	Description	Client Field Definition
81	A Payment Request has been Assigned	Y or N Default = Y	N	Send email to a user when the payment request is assigned to that user.	
82 - 83	Future Use 18 - 19 (Sequential is 82 – 83)		N	Reserved for Future Use	
84	Tax Administrator	Y or N Default = N	N		
85	FBT Administrator	Y or N Default = N	N		
86	Travel Wizard User	Y or N Default = N	N		

⚠ **WARNING:** One employee cannot be assigned both the Import/Extract Administrator and the Import/Extract Monitor role. If an employee is already assigned one version of the role, and the load contains a record assigning the other version, the role is not updated and a warning appears in the employee load error log. The administrator must remove the role through the Employee Administrator before the new version can be assigned.

Employee Import (Record Type 305) Format

Please note that when the 305 record is used in conjunction with the 320 record to change employee data, the 320 record must be uploaded and run one day *prior* to running the 305 import. This ensures employee data changed by the 320 record is resident in the system prior to changes included in the 305 record.

NOTE: The import of this record set will override any matching 300-level imported data.

Table 3: Data for record ID "EnhancedEmployeeImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	305	Y	This is a static numeric value always equal to 305. It indicates the Record Type.	
2	First Name	32 characters maximum	Y		

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>3</td><td>Middle Name</td><td>32 characters maximum</td><td>N</td><td></td><td></td></tr>
<tr><td>4</td><td>Last Name</td><td>32 characters maximum</td><td>Y</td><td></td><td></td></tr>
<tr><td>5</td><td>Employee ID</td><td>48 characters maximum, and must be a unique identification for each employee.</td><td>Y</td><td></td><td></td></tr>
<tr><td>6</td><td>Login ID</td><td>64 characters maximum (see Description for restricted characters) and must be a unique identification for each employee.</td><td>Y</td><td>Format of user@domain required.
The following characters cannot be used as a value for this record:
% [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>7</td><td>Password</td><td>30 characters maximum, with a requirement that a value be provided if the TEXT 100-level Password Generation option is used.</td><td>Required only for the Travel & Expense product</td><td>When the password is saved it is encrypted in the database.
NOTE: The value for the 100-level Existing Record Handling (REPLACE, WARN, etc.) affects the password like so:
• When UPDATE is used the existing password is retained
• When REPLACE is used the existing password is overwritten</td><td></td></tr>
<tr><td>8</td><td>Email Address</td><td>255 characters maximum</td><td>N</td><td>Should be all lowercase, as johndoe@domain.com
The following characters cannot be used as a value for this record:
% [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>9</td><td>Locale Code</td><td>5 characters maximum</td><td>Y</td><td>Value is as stored in the database. The value is based on Java locale standards. For example, "en" is used for English, "de" for German, "ar" for Arabic, etc.
Refer to the Appendix in this chapter.</td><td></td></tr>
</table>

#	Name	Definition	Req?	Description	Client Field Definition
10	Country Code	3 characters maximum	Y	Must be a valid country code (for example, US or USA). If country is defined as a connected list field, then the country code must be in the connected list data and in the country list in the application.	
11	Country Sub Code	6 characters maximum		Must be a valid country sub-code **NOTE:** This field is primarily used for value added tax (VAT).	
12	Ledger Code	20 characters maximum	Y	Must be a valid ledger. If ledger is defined as a connected list field, then the ledger must be in the connected list data and in the ledger list in the application.	
13	Reimbursement Currency Code	3 characters	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies If currency is defined as a connected list field, then the currency must be in the connected list data and in the currency list in the application.	
14	Cash Advance Account Code	20 characters maximum	N		
15	Active	Y or N	Y		
16 - 21	Organizational Unit 1 - 6 (sequential = 16 - 21)	48 characters maximum		48 characters maximum for each field. **NOTE:** The connected list field in the import must be the code value, not the long name.	
22 - 41	Custom 1 - 20 (sequential = 22 - 41)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error.	

#	Name	Definition	Req?	Description	Client Field Definition
				• If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
42	Employee Custom 21 (sequential = 42)	48 characters maximum	See Description	As above; used for Expense Group Hierarchy. * Required for new employee; not required for existing employees.	
Employee Preferences: Workflow					
43	Send email when the cash advance status changes	Y or N Default = Y	N		
44	Send email when a cash advance is awaiting approval	Y or N Default = Y	N		
45	Send email when the report status changes	Y or N Default = Y	N		
46	Send email when a report is awaiting approval	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
47	Prompt for approver when submitting a report	Y or N Default = N	N		
48	Send email when the request (formerly travel request) status changes	Y or N Default = Y	N	**NOTE:** This preference is enforced only if Request User and/or Request Manager (Approver) role is set to Y in this file.	
49	Send email when a request (formerly travel request) is awaiting approval	Y or N Default = Y	N	**NOTE:** This preference is enforced only if Request User and/or Request Manager (Approver) role is set to Y in this file.	
50	Prompt for approver when submitting a request (formerly travel request)	Y or N Default = N	N		
51	Send email when the payment status changes	Y or N Default = Y	N		
52	Send email when a payment is awaiting approval	Y or N Default = Y	N		
53	Prompt for approver when submitting a payment	Y or N Default = N	N		
Employee Preferences					
54	Prompt to add company card transactions to report	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
55	Send email when new company card transactions arrive	Y or N Default = Y	N		
56	Send email when faxed receipts received	Y or N Default = Y	N		
57	Display instructional help on the application pages	Y or N Default = Y	N		
58	Display imaging introduction page	Y or N Default = Y	N		
Approvers					
NOTE: If Request (formerly Travel Request) is enabled, then the Request User and Approver roles and corresponding assignments are imported. If Request is not enabled, then the Authorized Request User and Approver roles and corresponding assignments are imported. A setting in Hosted Management Console, Set AR and TR Approver based on the approver roles, allows you to change the import functionality to reference the roles of the Approver specified in Employee ID of the Request Approver field to determine a user's approver - consult your Expense representative for more information.					
59	Employee ID of the expense report approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
60	Employee ID of the cash advance approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
61	Employee ID of the request (formerly travel request) approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
62	Employee ID of the Invoice approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	

#	Name	Definition	Req?	Description	Client Field Definition
Non-Group Roles					
63	Traveler	1 character • If a user has no other assigned roles, then this role is assigned (Y, N, or blank = Y). • If a user has other assigned roles, then Y = Y; N or blank = N.	N	Note default change of value if existing assigned role **IMPORTANT:** If the employee is a Invoice only user, then a value of N must be supplied for this field!	
64	Approver	Y or N Default = N	N		
Company Card Administrator is a Group Role!					
65	Company Card Administrator	Y or N Default = N	N	If Yes (Y), the user is granted this role at the Global group level. **THIS IS A GROUP ROLE!** Beginning November of 2011 the Company Card Administrator role is Group-aware. Use the 400-level record to specify the Hierarchy node.	
Non-Group Roles, continued…					
66	Integration Administrator (now known as Import/Extract Administrator)	Y or N Default = N	N	Cannot be assigned both this role and the Import/Extract Monitor role as well (see Warning below)	
67	Receipt Processor	Y or N Default = N	N		
68	Authorization Request Approver	Y or N Default = N	N	Can approve authorization requests in expense **NOTE:** A Y (Yes) value is used only if the Authorization Request feature is enabled. Otherwise, leave this field with the default value of N (No).	

#	Name	Definition	Req?	Description	Client Field Definition
69	Integration Administrator (Restricted) (now known as Import/Extract Monitor)	Y or N Default = N	N	Cannot be assigned both this role and the Import/Extract Administrator role as well (see Warning below)	
70	Company Info Administrator	Y or N Default = N	N		
71	Offline User	Y or N Default = N	N		
72	Reporting Configuration administrator	Y or N Default = N	N	Consolidation Configuration administrator	
73	Invoice User	Y or N Default = N	N		
74	Invoice Approver	Y or N Default = N	N		
75	Invoice Vendor Manager	Y or N Default = N	N	The Invoice Vendor Manager role is a Group-based role. A value of Y in this field auto-assigns the Default Group role. To assign a specific Vendor Access Group, use the 400-level record set instead of this field.	
76	Expense Audit Required	REQ (Required Conditionally) ALW (Always Required) NVR (Never Required)	N		

#	Name	Definition	Req?	Description	Client Field Definition
77	BI Manager Employee ID	48 characters maximum	N	Enter the employee ID of the person designated as the user's BI Manager Must be an existing employee ID or in the current import **NOTE:** A validation is run on this field that prevents any circular reporting among users. The field is nulled if the logic is in error.	
78	Request (formerly Travel Request) User	Y or N Default = N	N		
79	Request (formerly Travel Request) Manager	Y or N Default = N	N		
80	Expense Report Approver Employee ID 2	48 characters maximum	N	The second approver that populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	
81	A Payment Request has been Assigned	Y or N Default = Y	N	Send email to a user when the payment request is assigned to that user.	
82	Future Use		N	Reserved for Future Use **NOTE:** Was Concur Invoice User role (field), and is now retired. The Invoice current interface is accessed by a user via an entity module setting and no longer by assignment of this role.	
83	Future Use		N	Reserved for Future Use **NOTE:** Was Travel and Expense User role (field), and is now retired.	
84	Tax Administrator	Y or N Default = N	N		
85	FBT Administrator	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
86	Travel Wizard User	Y or N Default = N	N		
87	Employee Custom 22	48 characters maximum	See Description	Used for Invoice Group Hierarchy. * Required for new employee; not required for existing employees. 48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
88	Travel Request Approver Employee ID 2	48 characters maximum	N	The second approver that populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	

#	Name	Definition	Req?	Description	Client Field Definition
89	Is Non Employee	Y or N blank = N	N	Use to designate as a user who is not an employee, for example to exclude from Attendees and other features.	
90	Reimbursement Type	The supported values are: • **ADPPAYR**: ADP Payroll • **CNQRPAY**: Expense Pay by Concur • **APCHECK**: Accounts Payable/Company Check • **PMTSERV**: Other Reimbursement Method	N*	This field specifies the reimbursement method for the employee's reports. * Not a Required field type, but if used, please notes dependencies if the **ADPPAYR** reimbursement method type is specified in this field.	
91	ADP Employee ID		N*	The identifier for the employee within ADP, also known as the "Employee File Number". * This field is required if the ADP Reimbursement type is used.☐	
92	ADP Company Code		N*	The company code for the employee within ADP. * This field is required if the ADP Reimbursement type is used.	
93	ADP Deduction Code		N*	The deduction code for the employee within ADP. * This field is required if the ADP Reimbursement type is used.	
94 - 137	Future Use 7 - 50 (sequential = 94 - 137)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is	

#	Name	Definition	Req?	Description	Client Field Definition
				logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. “10000.00”) ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	

⚠ **WARNING:** One employee cannot be assigned both the Import/Extract Administrator and the Import/Extract Monitor role. If an employee is already assigned one version of the role, and the load contains a record assigning the other version, the role is not updated and a warning appears in the employee load error log. The administrator must remove the role through the Employee Administrator before the new version can be assigned.

User Primary Field Addendum Import (Record Type 310) Format

NOTE: This record importer is used in place of the 300-level EmployeeImporter record, in combination with the 350-level TravelAddendum record, where the employee will be only a Travel user.

Table 4: Data for record ID "UserPrimaryFieldAddendumImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	310	Y	This is a static numeric value always equal to 310. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y		

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>3</td><td>Login ID</td><td>64 characters maximum (see Description for restricted characters).</td><td>Y</td><td>Format of user@domain required.
The following characters cannot be used as a value for this record:
% [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>4</td><td>First Name</td><td>32 characters maximum</td><td>Y</td><td></td><td></td></tr>
<tr><td>5</td><td>Middle Name</td><td>32 characters maximum</td><td>N*</td><td>* The middle name must be populated accurately in User Profile in order for the employee to meet TSA requirements when traveling.</td><td></td></tr>
<tr><td>6</td><td>Last Name</td><td>32 characters maximum</td><td>Y</td><td></td><td></td></tr>
<tr><td>7</td><td>Email Address</td><td>255 characters maximum</td><td>Y</td><td>Should be all lowercase, as johndoe@domain.com
The following characters cannot be used as a value for this record:
% [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>8</td><td>Password</td><td>255 characters maximum</td><td>Required only for the Travel & Expense (Current UI) product</td><td>When the password is saved it is encrypted in the database.
NOTE: The value for the 100-level Existing Record Handling (REPLACE, WARN, etc.) affects the password like so:
• When UPDATE is used the existing password is retained
• When REPLACE is used the existing password is overwritten</td><td></td></tr>
<tr><td>9</td><td>Locale Code</td><td>5 characters maximum</td><td>N</td><td></td><td></td></tr>
<tr><td>10</td><td>Expense User</td><td>Y or N</td><td>N</td><td>Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database.
NOTE: For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).</td><td></td></tr>
</table>

#	Name	Definition	Req?	Description	Client Field Definition
11	Expense Approver	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
12	Invoice User	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
13	Invoice Approver	Y or N	Y	Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
14	Travel User	Y or N	Y	Indicates if the user can book trips.	
15	Active	Y or N	Y		
16	No Middle Name	Y or N	N	Set this value to Y if it is known that the employee does not have a middle name and no value is being passed in the middle name field. Set this value to N if a value is being passed in the middle name field but it is not known if this is the employee’s full middle name, for example, an initial. If the full middle name is provided this value may be left blank.	
17	Locate and Alert	Values include: • Enrolled • Sensitive • Not enrolled	N	Locate and Alert must be enabled for this role to be applied. Otherwise, it will fail silently (the import is not blocked, but the role is not assigned).	

#	Name	Definition	Req?	Description	Client Field Definition
18	ExpenseIt User	Y or N	N	ExpenseIt must be enabled for this role to be applied. Otherwise, it will fail silently (the import is not blocked, but the role is not assigned).	
19 - 24	Future Use 5 - 10 (sequential = 19 - 24)		N	Reserved for future use.	

Update ID Information Import (Record Type 320) Format

The 320-level record is the only valid method of updating a user's Employee ID and Login ID values. As a best practice, the administrator will want to perform the 320 import in sequence as follows:

- Keep the 320 update separate from updates in the 300 or 310 imports to prevent issues updating the employee.
- Upload the 320 one day (that is, overnight) *prior* to running the 305 import to ensure employee information updates in the proper sequence.

NOTE: The update will likely fail if the user has an invalid currency.

⚠ Clients currently using the Email or Composite login options must contact Concur Support to successfully update their employee's ID information using the 320-level record set. (The Composite login option is the backwards-compatible option for clients that want to use the Classic user interface approach to login into Concur Travel & Expense.)

Table 5: Data for record ID "UpdateIDInformationImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	320	Y	This is a static numeric value always equal to 320. It indicates the Record Type.	
2	Current Employee ID	48 characters maximum	Y	The Employee ID value that is being used for the employee at this time.	
3	New Employee ID	48 characters maximum	N	The new Employee ID value that will replace the current Employee ID.	

#	Name	Definition	Req?	Description	Client Field Definition
4	New Login ID	64 characters maximum	N	The new Login ID value that will replace the current Login ID. Format of user@domain required. The following characters cannot be used as a value for this record: % [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	
5 - 9	Future Use 1 - 5 (sequential 5 - 9)		N	Reserved for future use.	

Travel Addendum Import (Record Type 350) Format

The 350-level record is used with either the 300-level (Expense & Travel user) or the 310-level (Travel only user) record block, or the user must already exist in the Expense database / system.

⚠ The 350 record import functionality is not available if either the Email or Composite login option is used (the Composite login option is the backwards-compatible option for clients that want to use the Classic user interface approach to login into Concur Travel & Expense).

Table 6: Data for record ID "TravelAddendumImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	350	Y	This is a static numeric value always equal to 350. It indicates the Record Type	
2	Employee ID	48 characters maximum	Y	Must match a 300-level record in this file	
3	Name Prefix	60 characters maximum	N	Must contain these exact values (Lord, Lady, Sir, Mr., Miss, Ms., Mrs., Dr., Rev., Prof., Prof)	
4	Name Suffix	60 characters maximum	N	Must contain these exact values (Jr., Sr., I, II, III, IV, V)	
5	Nick Name	60 characters maximum	N	Informal, non-birth name employee is known as.	

#	Name	Definition	Req?	Description	Client Field Definition
6	Redress Number	13 characters maximum	N	A varchar (13) that identifies users who have gone through a process to verify they are not on the no-fly list. **NOTE:** This field is not currently active and any value is ignored.	
7	Gender	1 character M = Male F = Female	N		
8	Date of Birth	10 characters maximum	N	Must match format "YYYYMMDD".	
9	Employee ID of the Travel Approver	128 characters maximum	N	Must match either an existing employee in the travel database or a Record 310 and 350 record in this file.	
10	Job Title	255 characters maximum	N		
11	Work Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
12	Work Phone Extension	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
13	Work Fax	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
14	Home Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
15	Cell Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
16	Pager Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
17	Travel Name Remark	30 characters maximum	N		
18	Travel Class Name (Same as "Rule Class" in Travel Settings)	60 characters maximum	N	Value must exactly match Travel Class name maintained in Travel (Default Travel Class will be set for new accounts if no value is provided)	

#	Name	Definition	Req?	Description	Client Field Definition
19	GDS Profile Name	60 characters maximum	N	The name of the profile in the GDS system. This value associates a Concur Travel profile to the GDS profile.	
20	Org Unit/Division	60 characters maximum	N	Value must exactly match an Org Unit/Division value setup for the company	
21	Home Street Address	255 characters maximum	N		
22	Home City	30 characters maximum	N		
23	Home State	30 characters maximum	N		
24	Home Postal Code	20 characters maximum	N		
25	Home Country	2 characters	N	Must be a valid country code	
26	Work Street Address	255 characters maximum	N		
27	Work City	30 characters maximum	N		
28	Work State	30 characters maximum	N		
29	Work Postal Code	20 characters maximum	N		
30	Work Country	2 characters	N	Must be a valid country code	
31	Email 2	255 characters maximum		The following characters cannot be used as a value for this record: % [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	
32	Email 3	255 characters maximum		The following characters cannot be used as a value for this record: % [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	

#	Name	Definition	Req?	Description	Client Field Definition
33 - 57	Custom 1 - 25 (sequential = 33 - 57)		N	Values must conform to custom field parameters set up in Company Administration; Applies to all Custom Fields	Each custom field column must be of format CustomFieldName=CustomFieldValue where CustomFieldName is the name of the field defined in Travel. For example: `(,,,,,,,,GLCODE=1234,,,,,,)`
58	XML Profile Synchronization ID	64 characters maximum	N	The unique, client-assigned Travel user identifier that allows the user profile to be synchronized with other vendors. **IMPORTANT:** The following characters cannot be used as a value for this record: % [' # ! * & ( ) ~ ` { - ^ } \ | / ? > < , ; : " + =]	
59	Profile User Permission	Y or N	N	Allows access to Travel and allows profiles to be saved to the GDX or external XML synchronizing tools, but user cannot book trips through the Travel Wizard.	
60	Amadeus User Permission	Y or N	N	Indicates if the user can have trips imported from AeTM. See the section *Importing AeTM User Information Into Concur* below for information on using Custom fields to import the following information: • Community ID • Login ID	
61	Open Booking User Permission	Y or N	N	**NOTE:** For clients using Open Booking. Assigns the Open Booking User role to the user.	
62 - 67	Future Use 5 - 10 (sequential = 62 - 67)		N	Reserved for future use.	

Importing AeTM User Information Into Concur

Authentication for clients who use AeTM requires that each AeTM user be matched to an existing Concur user. To accomplish this, two 350-level Custom fields (any pair) must be configured to include the existing Community ID and Login Name values associated with the AeTM user. This means the client must collect and include this data in the import in order to successfully match the AeTM user across the two systems.

The table below describes the AeTM-required user information for import to Concur:

<table>
<tr><th>Field</th><th>Also Known As</th><th>Description</th></tr>
<tr><td>Community ID</td><td>Site Code</td><td>An 8-character alphanumeric code identifying the client's AeTM implementation. The first four characters represent the Level 1 ID, in which all users are created.</td></tr>
<tr><td>Login Name</td><td>Real Login</td><td>The user's login ID, which may or may not be the same as the User ID. This 64-character field is unique within a Level 1 community.
The following characters cannot be used as a value for this record:
% [' # ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td></tr>
</table>

The 350-level custom fields should be configured as follows:

Field	Import Data File Syntax
Community ID	AETM_COMMUNITY_ID=<8 characters max.>
Login Name	AETM_LOGIN_ID= <64 characters max.>

On import, the data in the two custom fields is stored in AeTM-specific fields in the application. When the first itinerary is synched to Concur for the user, the additional field for AeTM Traveler ID –the unique system identifier for the user within the AeTM system – is added to the employee's Concur profile.

Invoice Employee Import (Record Type 360) Format

NOTE: If the 360 record set is used in conjunction with the 300/310 records, the system will honor the last record set feed, meaning that any duplicate role assignments, etc. will be superseded by the last same record value.

Table 7: Data for record ID "EmployeeImporterInvoice"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	360	Y	This is a static numeric value always equal to 360. It indicates the Record Type	
2	Employee ID	48 characters maximum	Y		
3	Invoice User Role	Y or N	N		
4	Invoice Approver Role	Y or N	N		
5	Invoice Vendor Approver Role	Y or N	N		
6	Invoice AP User Role	Y or N	N	The Invoice AP User role is a Group-based role. A value of Y in this field auto-assigns the Default Group role. To assign a specific Vendor Access Group, use the 400-level record set instead of this field. The Invoice User role is required in order to assign this role.	
7	Invoice Payment Manager Role	Y or N	N		
8	Invoice Purchasing Role	Y or N	N		
9	Purchase Request User	Y or N	N		
10	Purchase Request Approver	Y or N	N		
11 - 15	Future Use 3 - 7 (sequential 11 - 15)		N	Reserved for future use	

#	Name	Definition	Req?	Description	Client Field Definition
16	Send email when the purchase request status changes	Y or N	N		
17	Send email when the purchase request is awaiting approval	Y or N	N		
18	Default Purchase Request Approver Employee ID	48 characters maximum	N	Must be an existing employee ID	
19	Payment Approver Employee ID	48 characters maximum	N	Must be an existing employee ID	
20	Send email when the payment status changes	Y or N Default = Y	N		
21	Send email when a payment is awaiting approval	Y or N Default = Y	N		
22	Prompt for approver when submitting a payment	Y or N Default = N	N		
23	Send email when the payment request is assigned to a user	Y or N Default = Y	N		
24	Send email when a request is assigned to purchasing	Y or N Default = Y	N		
25	Send email when a request is sent back from purchasing	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
26	Send email when a fax image is available for a payment request	Y or N Default = Y	N		
27	Prompt a user with a window to create new line items when creating a new payment request	Y or N Default = Y	N		
28	Default Shipping Address	32 characters maximum	N	This field applies to Purchase Requests. This is the shipping location code provided by the client that uniquely identifies the default shipping address associated with this user, and that will be utilized when creating a Purchase Request.	
29	Display Image Inline	Y or N Default = N	N	This field causes the image associated with the request to always display inline (beside) the request in the user interface. **NOTE:** If Auto Open Image (below) is set to Y, this field is automatically set to Y as well.	
30	Auto Open Image	Y or N Default = N	N	This field causes the image associated with the request to always open automatically when the request is opened. **NOTE:** If this field is set to Y, Display Image Inline (above) is automatically set to Y as well.	
31 - 35	Future Use 16 - 20 (sequential 31 - 35)		N	Reserved for future use	

Statement Employee Import (Record Type 370) Format

This record set grants or revokes the Statement User and Statement Manager roles, and establishes the Statement Approver for the employee.

Table 8: Data for record ID "EmployeeImporterPcard"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	370	Y	This is a static numeric value always equal to 370. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y		
3	Statement Report User	Y or N Default = N	N	A user granted this role is automatically assigned the Traveller role as well.	
4	Statement Report Approver	Y or N Default = N	N	A user granted this role is automatically assigned the Manager role as well.	
5	Employee ID of the employee's Statement Report Approver	48 characters maximum	N		
6 - 30	Future Use 1 - 25	N/A	N		

Role Import (Record Type 400) Format

NOTE: Since role information is specific to Expense and since employee import data is generally obtained from a client's internal Human Resources/Personnel system, the role information is rarely included in the employee import.

Table 9: Data for record ID "RoleImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	400	Y	This is a static numeric value always equal to 400. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y (see Description)	If Role Import is used, then this field is required; must be an existing employee ID or in the current import	
3	Role Code	15 characters maximum	Y	Must be a valid role, for any of the following roles:	

Code	Role	Client Field Definition
ACCT_AUDIT_MGR	Expense Processor Audit **NOTE:** A user cannot be assigned the audit role and any other Expense processor role.	
ACCT_CLERK	Expense Processor **NOTE:** A user cannot be assigned the audit role and any other Expense processor role.	
ACCT_MANAGER	Expense Processor Manager **NOTE:** A user cannot be assigned the audit role and any other Expense processor role.	
BDGT_APPROVER	Budget Approver	
CARD_ADMIN	Company Card administrator	
CASHADV_ADMIN	Expense Cash Advance administrator	

Code	Role	Client Field Definition
EMPLOYEE_ADMIN • EMP_ADM_BI_PER • EMP_ADM_EXP_PER • EMP_ADM_PMT_PER	Employee administrator **NOTE:** Each user assigned Employee admin must also be assigned permissions for reporting (BI), expense, and payment (Invoice). These additional permissions govern the roles the employee administrator can assign for the employees in his or her assigned groups.	
EXP_ADMIN	Expense Configuration administrator **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
EXP_ADMIN_RO	Expense Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
EXP_PROXY_LOGON	Expense Proxy Logon	
GROUP_ANALYST	CAS Analyst	
INVOICE_RCVR	Invoice (Payment) Processor	
PAYMENT_AUDITOR	Invoice (Payment) Processor Audit **NOTE:** A user cannot be assigned the Processor Audit role and any other Invoice (Payment) processor role.	
PMT_ACCT_CLERK	Invoice (Payment) Processor **NOTE:** A user cannot be assigned the Invoice (Payment) processor role and an audit role.	
PMT_ACCT_MGR	Invoice (Payment) Processor Manager **NOTE:** A user cannot be assigned the Invoice (Payment) Processor Manager role and an audit role.	
PMT_ADMIN	Invoice (Payment) Configuration administrator **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
PMT_ADMIN_RO	Invoice (Payment) Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
PMT_AP_USER	Invoice (Payment) AP User	
PMT_PROXY_LOGON	Invoice (Payment) Proxy Logon	

Code	Role	Client Field Definition
PMT_VENDOR_APPROVER	Invoice (Payment) Vendor Manager **NOTE:** Use this field when assigning Vendor Access Groups, and note that this field does not honor the 100-level Existing Record Handling REPLACE functionality.	
REQ_ADMIN	Request Configuration administrator **NOTE:** A user cannot be assigned the admin role and the restricted admin rolep.	
REQ_ADMIN_RO	Request Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
REQ_PROCESSOR1	TMC Agent **NOTE:** A user cannot be assigned more than one Request processor role.	
REQ_PROCESSOR2	Request (formerly Travel Request) Administrator **NOTE:** A user cannot be assigned more than one Request processor role.	
REQ_PROCESSOR3	Request (formerly Travel Request) Auditor **NOTE:** A user cannot be assigned more than one Request processor role.	
REQ_PROXY_LOGON	Request Proxy Logon	
RISK_PROCESSOR	Processor for Risk Management **NOTE:** A user ***cannot*** be assigned this role and one of the other Request processor roles.	
RPTNET_BUS_AUTH	Cognos Business Author **NOTE:** A user ***cannot*** be assigned this role and the Cognos Professional Author or Cognos Consumer roles – only one of these three may be assigned.	
RPTNET_CONSUMER	Cognos Consumer **NOTE:** A user ***cannot*** be assigned this role and the Cognos Professional Author or Cognos Business Author roles – only one of these three may be assigned.	
STMT_ACCT_CLERK	Statement Report Processor Users with this role must also have the ACCT_CLERK role (i.e. able to process Expense Reports).	

Code	Role	Client Field Definition
STMT_ACCT_MGR	Statement Report Processor Manager Users with this role must also have the ACCT_MANAGER role (i.e. able to process Expense Reports).	
STMT_ACCT_AUDT	Statement Report Processor Manager (Audit) Users with this role must also have the ACCT_AUDIT_MGR role.	
PUR_PROXY_LOGON	Purchase Request Proxy User This role may proxy for any user assigned the Purchase Request User role.	
BUDG_RPT_USER	Budget Role for Cognos This role must also be assigned a Cognos role, at which time they will have access to reporting information against the Budget Hierarchy level they are assigned to.	
SHARED_ADMIN	Shared Configuration administrator Hierarchy segment values are used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group. **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
SHARED_ADMIN_RO	Shared Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
TRAVEL_ADMIN	Travel administrator	

#	Name	Definition	Req?	Description	Client Field Definition
4	Segment 1 - 10 (sequential = 7 - 16)		N		

NOTE: Additional roles such as the Cognos Professional Author, Tax Administrator, and Tax Administrator (Restricted) are assigned only by using the Employee Administrator tool.

⚠ **WARNING:** As indicated in the table above, a user cannot be assigned certain overlapping roles. If an employee is already assigned one version of the role and the load contains a record assigning the other version, the role is not updated and a warning appears in the employee load error log. The administrator must remove the role through the Employee Administrator before the new version can be assigned.

Delegate Import (Record Type 500) Format

Table 10: Data for record ID "DelegateImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	500	Y	This is a static numeric value always equal to 500. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y (see Description)	If Delegate Import is used, then this field is required; must be an existing employee ID or in the current import.	
3	Delegate ID	48 characters maximum	Y	Must be an existing employee ID or in the current import.	
4	Product Code	Case insensitive; use either: • EXP (Expense) • PMT (Invoice)	Y	Use these values to direct whether options change Expense or Invoice delegate options listed in this table	
NOTE: The options below are used for Expense and Invoice. If EXP is entered in the Product Code field, then these options apply to Expense. If PMT is entered in the Product Code field, then these options apply to Invoice.					
5	Can Prepare Reports*	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
6	Can Submit Reports*	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
7	Can Approve Reports*	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	

#	Name	Definition	Req?	Description	Client Field Definition
8	Can Temporarily Approve Reports*	Y or N Default = N	N	If Y, then are both Temporarily Approval Delegation From Date and Temporarily Approval Delegation To Date are required. The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
9	Temporarily Approval Delegation From Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
10	Temporarily Approval Delegation To Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
11	Can View Receipt Images	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
* *Reports* refers to both Expense reports and Invoice requests.					

Enhanced Delegate Import (Record Type 550) Format

NOTE: Privileges granted to a delegate using this record activate *both* the Employee and User Administrator delegate settings for the employee – the user interface will reflect this change on successful import.

Table 11: Data for record ID "EnhancedDelegateImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	550	Y	This is a static numeric value always equal to 550. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y (see Description)	If Delegate Import is used, then this field is required; must be an existing employee ID or in the current import.	

#	Name	Definition	Req?	Description	Client Field Definition
3	Delegate ID	48 characters maximum	Y	Must be an existing employee ID or in the current import.	
4	Product Code	Case insensitive; use either: • EXP (Expense) • PMT (Invoice)	Y	The product value you choose here means all choices you make using options below apply to that product. NOTE: Request (formerly Travel Request) delegates share all options if EXP is selected for this field - only the ability to submit requests is excepted, and that can be set using the Can Submit Request field, below.	
NOTE: The options below are used for Expense and Invoice. If EXP is entered in the Product Code field, then these options apply to Expense. If PMT is entered in the Product Code field, then these options apply to Invoice.					
5	Can Prepare Reports*	Y or N Default = N	N		
6	Can Submit Reports*	Y or N Default = N	N		
7	Can Approve Reports*	Y or N Default = N	N		
8	Can Temporarily Approve Reports*	Y or N Default = N	N	If Y, then are both Temporarily Approval Delegation From Date and Temporarily Approval Delegation To Date are required.	
9	Temporarily Approval Delegation From Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
10	Temporarily Approval Delegation To Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
11	Can View Receipt Images	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
12	Can Receive Email	Y or N Default = N	N		
13	Can Receive Email Approval	Y or N Default = N	N		
14	Can Use Business Intelligence	Y or N Default = N	N		
15	Can submit Request (formerly Travel Request)	Y or N Default = N	N	If Y, delegate can submit requests.	
16	Can preview report for approval	Y or N Default = N	N	Delegate is permitted to prepare an expense report for approval (Expense Admin > Delegate Configuration > Delegate can preview report for approver). **NOTE:** Applies to Expense and Request	
17 - 18	Future Use 4-5 (sequential = 17 - 18)	N/A	N/A	Reserved for future use	
* *Reports* refers to both Expense reports and Invoice payment requests.					

Card Account Import (Record Type 600) Format

NOTE: If you intend on synchronizing a card account with the Travel product, you must use the 650 record set and not the 600 record set. This is because the 650 record set includes the Card Type and Expiration Date fields that are required to complete this task.

Table 12: Data for record ID "CardAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	If Card Account Import is used, then this field is required; must be an existing employee ID or in the current import.	
3	Name on Card	255 characters maximum	Y		

#	Name	Definition	Req?	Description	Client Field Definition
4	Payment Type Name	80 characters maximum	Y	Must be a valid payment type	
5	Account Number	16 characters maximum	Y	**NOTE:** There is no validation to verify the number of digits with the card type.	
6	Effective Date	8 characters maximum; must be in the following format: YYYYMMDD	N	**NOTE:** For each company card transaction that is imported, Expense compares the transaction's Posted Date to the effective date for the associated card. Then: • If the Posted Date is earlier than the effective date, then the transaction is not imported • If the effective date has not been set, then all transactions are imported regardless of the Posted Date	
7	Credit Card Clearing Account	20 characters maximum	N		

Enhanced Card Account Import (Record Type 650) Format

NOTE: If you intend on synchronizing a card account with the Travel product, you must use the 650 record set and not the 600 record set. This is because the 650 record set includes the Card Type and Expiration Date fields that are required to complete this task.

Table 13: Data for record ID "EnhancedCardAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	650	Y	This is a static numeric value always equal to 650. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	If Card Account Import is used, then this field is required; must be an existing employee ID or in the current import.	
3	Name on Card	255 characters maximum	Y		
4	Payment Type Name	80 characters maximum	Y	Must be a valid payment type.	
5	Account Number	16 characters maximum	Y	**NOTE:** There is no validation to verify the number of digits with the card type.	

#	Name	Definition	Req?	Description	Client Field Definition
6	Effective Date	8 characters maximum, must be in the format YYYYMMDD	N	**NOTE:** For each company card transaction that is imported, Expense compares the transaction's Posted Date to the effective date for the associated card. Then: • If the Posted Date is earlier than the effective date, then the transaction is not imported • If the effective date has not been set, then all transactions are imported regardless of the Posted Date	
7	Credit Card Clearing Account	20 characters maximum	N		
8	Card Type	2 characters maximum Valid Values: AX = American Express CA = MasterCard CB = Carte Blanche DC = Diners Club DS = Discover EC = EuroCard ER = ENROUTE JC = JCB International OT = Other TP = UATP Card VI = VISA	Y	This field is required for the card account to be included in the card account extract to Travel.	
9	Expiration Date	8 characters maximum, must be in the format YYYYMMDD	N*	The date the card account expires. *Required if you intend to synch this card account with Travel.	
10	Billing Address	1000 characters maximum	N	The billing address the card provider uses when posting mail to the employee for this card account.	

#	Name	Definition	Req?	Description	Client Field Definition
11	Billing City	30 characters maximum	N	The billing city the card provider uses when posting mail to the employee for this card account.	
12	Billing State	30 characters maximum	N	The billing state the card provider uses when posting mail to the employee for this card account.	
13	Billing Postal Code	20 characters maximum	N	The billing postal code the card provider uses when posting mail to the employee for this card account.	
14	Billing Country Code	2 characters	N	The two-letter, ISO Country Code for the country where the card holder's bill is sent.	
NOTE: Using a value of $BLANK$ in *all* four of the "Program" fields below will automatically unlink the card account from the card program.					
15	Card Program Type	5 characters maximum	N/Y*	The type of card program to which the account will be linked. Must be a valid Card Program Type: • PURCH (Purchasing Card Program)	
16	Card Program Country	2 characters	N/Y*	ISO 2-character alpha code for the country in which the card is issued (e.g. US, CA)	
17	Card Program Issuer	64 characters maximum **Case sensitive** – *must* match the name used for Card Program configuration exactly (ex: US BANK; US Bank; etc.)!	N/Y*	The name of the provider (issuer) of the card.	
18	Card Program Name	64 characters maximum **Case sensitive** – *must* match the name used for Card Program configuration exactly (ex: US BANK; US Bank; etc.)!	N/Y*	The name of card program to which the account will be linked. This value must be a valid Card Program Name.	
* All four fields required in import and populated if using the Company Billed Statements (CBS) feature.					

#	Name	Definition	Req?	Description	Client Field Definition
19	Sync Account to Travel	Y or N NULL (Blank) Default = NULL	N	Determines if the specified account should be included in the Employee Extract to Travel job. If not, select N; if yes, select Y; if left blank defaults to NULL.	
20 – 24	Future Use 6-10 (sequential = 20 - 24)	N/A	N/A	Reserved for future use.	

Authorized Approver Import (Record Type 700) Format

Table 14: Data for record ID "AuthorizedApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	700	Y	This is a static numeric value always equal to 700. It indicates the Record Type.	
2	Approval Type	Case insensitive; use either: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request)	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table	
3	Employee ID	48 characters maximum	Y	If Authorized Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights If blank, resolves to the global group.	
14	Exception Approval Authority	Y or N Default = N	N		
15	Approval Limit	Numeric	N	Specified in the approval limit currency If used, then Approval Limit Currency Code below is required.	

#	Name	Definition	Req?	Description	Client Field Definition
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	

Cost Object Approver Import (Record Type 710) Format

Table 15: Data for record ID "CostObjectApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	710	Y	This is a static numeric value always equal to 710. It indicates the Record Type.	
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group.	
14	Exception Approval Authority	Y or N Default = N	N		
15	Approval Limit	Numeric	N	Specified in the approval limit currency. If used, then Approval Limit Currency Code below is required.	

#	Name	Definition	Req?	Description	Client Field Definition
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	
17	Level	1 number (1, 2, 3, etc.)	N	The approval level of the employee. This denotes the sequential order in which the employee(s) will approve the report or request.	

Authorized Approver With Level Import (Record Type 720) Format

Table 16: Data for record ID "AuthApproverWithLevelImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	720	Y	This is a static numeric value always equal to 720. It indicates the Record Type.	
2	Approval Type	Case insensitive; use either: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group.	
14	Exception Approval Authority	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
15	Approval Limit	Numeric	N	Specified in the approval limit currency. If used, then Approval Limit Currency Code below is required.	
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	
17	Level	1 number (1, 2, 3, etc.)	N	The approval level of the employee. This denotes the sequential order in which the employee(s) will approve the report or request.	

Insight Budget Approver Import (Record Type 730) Format

Please note the user associated with *Employee ID* must already be assigned the Budget Approver role.

Table 17: Data for record ID "BudgetApproverImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	730	Y	This is a static numeric value always equal to 730. It indicates the Record Type.	
2	Period Start Date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
3	Period End Date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
4	Employee ID	48 characters maximum	Y	Must be an existing employee ID or in the current import, and assigned the Budget Approver role prior to assigning the attributes in this record set.	
5 - 14	Segment 1 - 10 (sequential = 5 - 14)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group.	
15	Starting Amount	Numeric	Y	Specified in the budgeted amount currency	

#	Name	Definition	Req?	Description	Client Field Definition
16	Starting Amount currency code	3 characters	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	
17 - 26	Future Use field 1 to 10 (sequential = 17 - 26)		N	Reserved for future use.	

Delete Authorized Approver Import (Record Type 750) Format

Table 18: Data for record ID "DeleteAuthorizedApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	750	Y	This is a static numeric value always equal to 750. It indicates the Record Type.	
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Authorized Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights that you want to delete If blank, resolves to the global group.	

Delete Cost Object Approver Import (Record Type 760) Format

Table 19: Data for record ID "DeleteCostObjectApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	760	Y	This is a static numeric value always equal to 760. It indicates the Record Type.	

#	Name	Definition	Req?	Description	Client Field Definition
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights that you want to delete. If blank, resolves to the global group.	

Delete Budget Approver Import (Record Type 770) Format

Table 20: Data for record ID "DeleteBudgetApproverImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	770	Y	This is a static numeric value always equal to 770. It indicates the Record Type.	
2	Period start date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
3	Period End Date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
4	Employee ID	48 characters maximum	Y	Must be an existing employee ID or in the current import.	
5 to 14	Segment 1 - 10 (sequential = 5 - 14)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights that you want to delete. If blank, resolves to the global group.	

EFT Bank Account Import (Record Type 800) Format

Table 21: Data for record ID "EFT BankAccountImport"

Name		Definition	Req?	Description	Client Field Definition
1	Transaction Type	800	Y	This is a static numeric value always equal to 800. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	If EFT Bank Account Import is used, then this field is required; must be an existing employee ID or in the current import.	
3 - 4	Future Use 1-2 (sequential = 3 - 4)	N / A		Reserved for future use	
5	EFT Bank Account Number	20 characters maximum	Y	The account number	
6	EFT Bank Account Routing Number	USD: 9 numeric characters CAD: 9 numeric characters, comprised of a leading 0, the 3-digit Institution #, and the 5-digit Branch # All Other: Minimum 5 characters	Y	The routing number assigned to the bank.	
7	EFT Bank Account Type	Use either: • SA: Savings • CH: Checking	Y	The account type; savings, checking.	
8	EFT Bank Account Currency Code	Currency code of the currency used by the bank.	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system currencies.	
9	Is Active	Y or N Default = N	Y	Specify if the bank account is active or has been deactivated.	

EFT Detail Bank Account Import (Record Type 810) Format

Table 22: Data for record ID "EFT BankAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	810	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	This field is required. Must be an existing employee ID or in the current import.	
3	Bank Country	2 characters	Y	The two-letter, ISO Country Code for the country where the expense claim filer has their bank account.	
4	Bank Identification Number (BIN)	11 characters maximum with the following guidelines: USD: 9 numeric character routing number AUS: 6 numeric character BSB code CAD: 9 numeric characters, comprised of a leading 0, the 3-digit Institution #, and the 5-digit Branch number EUR: 8 or 11 character SWIFT code, where positions 5 and 6 of SWIFT code are the two-letter ISO Country Code for the country where the expense claim filer has their bank account HK: 3-digit bank code + 3-digit branch code = routing number Japan: 4 digit bank number + 3 digit branch number	Y = if US, CAD, Australia, New Zealand, Hong Kong, Singapore, Switzerland if currency = Euro, Sweden or EUR N = Mexico, Switzerland if currency = CHF	International users should refer to the BIN or SWIFT numbers. For UK (GBP): There are two options for importing banking for employees in the UK who are reimbursed in GBP: Sort Code and Account Number, or IBAN. If you are importing Sort Code and local Account Number, the 6-digit Sort Code should be added in field 5, the Bank Identification Number (BIN) field. The employees local 8-digit Account Number should be added in field 5. If you are importing IBAN for employees in the UK who are reimbursed in GBP, there is no requirement to add their SWIFT code in field 4 (Bank Identification Number); only the 22-character IBAN is required in field 5.	

#	Name	Definition	Req?	Description	Client Field Definition
		NZ: 2-digit bank number + 4-digit branch number SING: 4-digit bank code + 3-digit branch code. GBP: Sort Code (6 numeric characters) IN: 11 Character IFSC			
5	IBAN Number	SEK, EUR, CHF: 48 characters maximum Japan: 7 numeric character MX: CLABE is account number NZ: 7 numeric character account number + 2- or 3-digit suffix number UK: 2 character country code + 2 check digits + alphanumeric characters of domestic bank account number. IN: 1 to 34 character account number HK: Bank Account Number - numeric, 9 digits maximum, 1 digit minimum, length varies by bank	Y	The International Bank Account Number (IBAN) is an international standard for identifying bank accounts. Its format varies by country. For UK (GBP): There are two options for importing banking for employees in the UK who are reimbursed in GBP: Sort Code and Account Number, or IBAN. If you are importing Sort Code and local Account Number, the 6-digit Sort Code should be added in field 5, the Bank Identification Number (BIN) field. The employees local 8-digit Account Number should be added in field 5. If you are importing IBAN for employees in the UK who are reimbursed in GBP, there is no requirement to add their SWIFT code in field 4 (Bank Identification Number); only the 22-character IBAN is required in field 5.	
6	Branch Name	48 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The branch name of the bank at which the expense claim filer has their bank account. For Japan: Specify Bank Name (15 characters)	

#	Name	Definition	Req?	Description	Client Field Definition
7	Branch Location	30 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The branch location when combined with the branch/bank name makes clear where the expense claim filer has their bank account. For Japan: Specify Branch Name (15 characters)	
8	Bank Account Type	2 characters Use either: • SA: Savings • CH: Chequing	Y	The account type, either savings or checking.	
9	Currency Code	3 characters Example: USD, CAD, MXN	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system currencies.	
10	Name on the Account	48 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The name on the account provided to the bank for this account.	
11	Postal Address Line 1	48 characters maximum	Blank for CA and US; required for AUS, HK, MX, NZ, Singapore, Sweden, Switzerland, UK, and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. Street address line 1, or Building Number and Road.	

#	Name	Definition	Req?	Description	Client Field Definition
12	Postal Address Line 2	48 characters maximum	Blank for CA and US; optional for AUS, HK, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. Street address line 2, or Building Name.	
13	Postal Address City	24 characters maximum	Blank for CA and US; required for AUS, HK, MX, NZ, UK, Singapore, Sweden, Switzerland, and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. The postal address city.	
14	Postal Address Region	24 characters maximum	Required for MX and HK Blank for CA, US and Singapore; optional for UK, SEPA countries, Switzerland and Sweden, Australia, New Zealand;	The postal address the bank uses when posting mail to the employee for this bank account. Locality, Province, Region, State, or other; Sub-Country.	
15	Postal Address Postal Code	20 characters maximum	Blank for CA, US and Hong Kong; required for AUS, MX, NZ, UK, Singapore, Switzerland, Sweden and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. The postal address postal code.	
16	Is Active	Y = Yes (is activated) N = No (is deactivated) Default = N	N	Specify if the bank account is active.	

#	Name	Definition	Req?	Description	Client Field Definition
17 - 36	Future Use 1-20 (sequential = 17 - 36)	N/A	N/A	Reserved for future use.	

Car Import (Record Type 900) Format

Updates to existing car configurations are not supported using the 900-level fields.

Table 23: Data for record ID "CarImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	900	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee for whom to register the car. This field is required; must be an existing employee ID or in the current import.	
3	Car Type	3 characters Company = COM Personal = PER	Y	This is required to be able to identify the applicable car configuration if the user has both a personal and company car configuration that applies.	
4	Vehicle ID	30 characters maximum	Y	Defines the name of the car for use in vehicle lists.	
5	Car Criteria Name	30 characters maximum	N	Required if car criteria is used for the configuration.	
6	Initial Distance	Numeric	Y	Accumulated mileage to date for the reporting period for a new user. Most commonly would be set to zero.	
7	Inactive	Y or N	N	Y will mark an existing car registration inactive. If blank, assume value as N.	

Car Import (Record Type 910) Format

The 910 record set fields are used to create new vehicle records assigned to the specified user. Updates to existing car configurations are not supported using these fields.

Table 24: Data for record ID "CarImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	910	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee for whom to register the car. This field is required; must be an existing employee ID or in the current import.	
3	Car Type	3 characters Company = COM Personal = PER	Y	This is required to be able to identify the applicable car configuration if the user has both a personal and company car configuration that applies.	
4	Vehicle ID	30 characters maximum	Y	Defines the name of the car for use in vehicle lists.	
5	Car Criteria Name	30 characters maximum	N	Required if car criteria is used for the configuration.	
6	Initial Distance	Numeric	Y	Accumulated mileage to date for the reporting period for a new user. Most commonly would be set to zero.	
7	Inactive	Y or N	N	Y will mark an existing car registration inactive. If blank, assume value as N.	
8	Preferred Car	Y or N	N	Default car that will appear when creating an expense entry. NOTE: This record cannot be used to overwrite an existing preferred car for the user. Y will mark an existing car as the preferred (default) car. If blank, assume value as N.	
9	Engine Size	10 characters maximum	N	The size of the engine, measured in horsepower (hp).	

#	Name	Definition	Req?	Description	Client Field Definition
10	Energy	48 characters maximum	N	Type of energy used to propel car (gas, electric, etc.). Controlled by a list defined by the client in List management. The list is validated against the code for the list item.	
11	CO2 Emission Rate	10 characters maximum	N	The rate over time of carbon dioxide emitted by the car.	
12	First Date of Circulation	10 characters maximum	N	Must match format "YYYYMMDD".	
13	Company First Date of Circulation	10 characters maximum	N	Must match format "YYYYMMDD".	
14	End Date of Circulation	10 characters maximum	N	Must match format "YYYYMMDD".	
15	Registration Date	10 characters maximum	N	Must match format "YYYYMMDD".	
16 - 20	Custom 1 - 5 (sequential = 16 - 20)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g.	

#	Name	Definition	Req?	Description	Client Field Definition
				"10000.00") Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
21 - 25	Future Use 1 - 5 (sequential = 21 - 25)	N / A		Reserved for future use.	

Analytics Bursting Value Import (Record Type 1000) Format

For more information about bursting, refer to the Bursting chapter in the Analysis/Intelligence documentation.

Table 25: Data for record ID "AnalyticsBurstingValueImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1000	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee who will receive the bursted report (for example, JSMITH)	
3	Bursting ID	48 characters maximum	Y	The ID or category of bursting data. This is a user-defined value that groups users who receive bursted reports, for example Cost Center 1234.	
4	Bursting Value	64 characters maximum	Y	The actual value that the report will be bursted off of (if a user wanted to receive all data on Cost Center 1234, as an example).	
5 - 14	Future Use 1 - 10 (sequential = 5 - 14)	N / A		Reserved for future use.	

Delete Analytics Bursting Value Import (Record Type 1100) Format

This record type deletes values from the custom bursting table of the transactional database. The number of fields below must match those of the 1000-level Analytics Bursting Value Import above.

USING THE DELETE ALL RECORDS VALUE TO DELETE RECORDS

The value DELETE_ALL_RECORDS is used to delete the current values of a specified field or field group so that one or more report receipients will no longer receive the bursted reports.

RECORD SAMPLE

This record sample will delete all records (prevent reception) for reports sent to JSMITH generated for the Bursting ID of Cost Center Owners. Note that, since records are processed in order, the DELETE_ALL_RECORDS value is placed so that following records are NOT affected by the deletion - only those preceding the value are deleted:

1100,JSMITH,COST_CENTER_OWNERS,DELETE_ALL_RECORDS,,,,,,,,,,

The record sample below will expedite deletion of ALL records in the custom bursting table:

1100,DELETE_ALL_RECORDS,DELETE_ALL_RECORDS,DELETE_ALL_RECORDS,,,,,,,,,,

For more information about bursting, refer to the Bursting chapter in the Analysis/Intelligence documentation.

Table 26: Data for record ID "DeleteAnalyticsBurstingValueImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1100	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee who will no longer receive the bursted report (for example, JSMITH).	
3	Bursting ID	48 characters maximum	Y	Defines the group that will no longer receive the bursted reports, for example Cost Center 1234.	
4	Bursting Value	64 characters maximum	Y	The value of the report that will now be deleted from the transactional database bursting table (if a user no longer wanted to receive all data on Cost Center 1234, as an example).	

#	Name	Definition	Req?	Description	Client Field Definition
5 - 14	Future Use 1 - 10 (sequential = 5 - 14)	N / A		Reserved for future use.	

Request – formerly Travel Request – Addendum Import (Record Type 1200) Format

The 1200 record type adds the Default Travel Agency Office Code row addendum to the Request import by associating an agency, in its integer key form (1, 2, etc.) with a Request user.

RECORD SAMPLE

This record sample will associate Byrne Travel (agency key = 1) to the employee JSMITH:

1200,JSMITH,1,,,

Table 27: Data for record ID "RequestAddendumImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1200	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee (for example, JSMITH) who will be associated with the travel agency office specified under Default Travel Agency Office Code.	
3	Default Travel Agency Office Code	Integer	Y	Defines the name of the travel agency office that will be associated with the employee specified under Employee ID. This field is updated, and errors or warnings generated to the log, based on the following criteria: • The record is processed if the specified value is permitted under the employee's assigned Group • If the field is configured as a Required field on the form, and a value is not provided in this feed, the record is not processed and is treated as an error	

#	Name	Definition	Req?	Description	Client Field Definition
				• If the field is configured as a Required field on the form and the value does not pass validation, the record is not processed and is treated as an error • If the field is not configured as a Required field and the value does not pass validation, the record is processed and a warning is logged	
4 - 80	Future Use 1 - 77 (sequential = 4 - 80)	N / A	N/A	Reserved for future use.	

JPY Commuter Pass Routes Import (Record Type 1300) Format

The 1300 record type adds commuter routes from station to station by employee ID.

RECORD SAMPLE

This record sample will add the commuter route of Wakoshi to Shin-Kiba via the Tokyo-Metro Yurakucho line as a prepaid route paid for using a commuter pass that is associated with employee JSMITH:

1300,JSMITH,N,WAKOSHI,TOKYO-METRO YURAKUCHO LINE,SHIN-KIBA,,,,,,,,,,,,,,,,,,,

Table 28: Data for record ID "JPYCommuterPassRoutesImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1300	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee (for example, JSMITH) who will be associated with the travel agency office specified under Default Travel Agency Office Code.	
3	Delete?	Y or N Default = N	N	Delete this commute route from the system?	
4	From Station Name		Y	Commuter pass departure station name.	

#	Name	Definition	Req?	Description	Client Field Definition
5	Line Name		Y	Commuter pass line name used for this route commute (that is, the line that connects the departure to the arrival stations specified in this record).	
6	To Station Name		Y	Commuter pass arrival station name.	
7	Start Date	8 characters maximum in format *YYYYMMDD*	N	The start date (activated) of the commuter pass.	
8	End Date	8 characters maximum in format *YYYYMMDD*	N	The end date (deactivated) of the commuter pass.	
9 - 26	Future Use 3 - 20 (sequential = 9 - 26)	N / A	N/A	Reserved for future use.	

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client uploads the import data file to Concur's FTP server.

New clients have employee imports set up as part of implementation. Existing clients who want to use this import must submit a case through the Concur Service Central Web site to have the import schedule set up, or contact your Client Support representative.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the employee information has been updated. The changes are immediately available to users.

Appendix: Locale Codes

Before using these codes - Be sure the locale already exists for your implementation. To find out, contact Concur Client Support. Also, this list is current as of October 2012. If you require locale information not listed here, contact Concur Client Support.

Default Locales	
English (Australia)	en_AU
English (Canada)	en_CA
English (United Kingdom)	en_GB
English (Ireland)	en_IE
English (India)	en_IN
English (New Zealand)	en_NZ
English (United States)	en_US
English (South Africa)	en_ZA

All of the Tier 1 Languages	
Chinese (China)	zh_CN
Chinese (Hong Kong)	zh_HK
Chinese (Taiwan)	zh_TW
Dutch (Belgium)	nl_BE
Dutch (Netherlands)	nl_NL
English (Australia)	en_AU
English (Canada)	en_CA
English (India)	en_IN
English (Ireland)	en_IE

All of the Tier 1 Languages	
English (New Zealand)	en_NZ
English (South Africa)	en_ZA
English (United Kingdom)	en_GB
English (United States)	en_US
French (Belgium)	fr_BE
French (Canada)	fr_CA
French (France)	fr_FR
French (Luxembourg)	fr_LU
French (Switzerland)	fr_CH
German (Austria)	de_AT
German (Germany)	de_DE
German (Luxembourg)	de_LU
German (Switzerland)	de_CH
Hungarian (Hungary)	hu_HU
Italian (Italy)	it_IT
Italian (Switzerland)	it_CH
Japanese (Japan)	ja_JP
Portuguese (Brazil)	pt_BR
Spanish (Argentina)	es_AR

All of the Tier 1 Languages	
Spanish (Bolivia)	es_BO
Spanish (Chile)	es_CL
Spanish (Colombia)	es_CO
Spanish (Costa Rica)	es_CR
Spanish (Dominican Republic)	es_DO
Spanish (Ecuador)	es_EC
Spanish (El Salvador)	es_SV
Spanish (Guatemala)	es_GT
Spanish (Honduras)	es_HN
Spanish (Mexico)	es_MX
Spanish (Nicaragua)	es_NI
Spanish (Panama)	es_PA
Spanish (Paraguay)	es_PY
Spanish (Peru)	es_PE
Spanish (Puerto Rico)	es_PR
Spanish (Spain)	es_ES
Spanish (Uruguay)	es_UY
Spanish (Venezuela)	es_VE
Swedish (Sweden)	sv_SE

Table of Contents – Attendee Import, Version 1

Revision History for this Chapter

Date	Notes / Comments / Changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	Added new fields and created version 2 of the import Edited this chapter, added the new chapter, renumbered subsequent chapters
April 12 2012	Documentation error - External ID field is 48 characters
March 23 2012	Changed character numbers of the first name, company, and the 20 custom fields
December 31 2010	Updated the copyright and made rebranding changes; no content changes
April 13 2010	Clarification around *Record Type 200 – Employee-Attendee Map Fields* Map records add or remove an existing attendee on the individual user's Favorite Attendees list. This is a data-entry convenience for the user to allow the company to add the attendee to the user's favorites - it does not mark the attendee as owned by that employee and the employee will be able to *use* but not *edit* that attendee.
February 2 2010	Clarified information about: ♦ Last Name ♦ Attendee External ID
November 13 2009	Added information about the automatic generation of the External ID
Jun. 2008 (SU32)	Add clarification about how the attendee import updates an existing record (see section *Update/Replace*)

Chapter 6: Attendee Import, Version 1

IMPORTANT - Two Import Chapters

There are separate chapters for the different versions of the import:

- Attendee Import, Version 1
- Attendee Import, Version 2
  Added Middle Initial, Suffix, and five new custom fields

Before creating your data file, verify with Concur that you are using the proper import chapter.

Overview

A client uses this feature to import attendee data for one or more attendee types. These attendees are then available for users to search for and select from when entering expenses or managing their list of attendees.

Refer to the *Expense: Attendees Setup Guide* for more information about the Attendees feature.

Attendee Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.
- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Delimiter-Separated Value, UTF8
- **Supported Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF

- **Data Record Layout:** There are the record types in the attendee import file. The record types are:
    - ♦ 100 (Attendee fields)
    - ♦ 200 (Employee-Attendee Map Fields)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The data file name should be of the format "jobtype_entitycode_datetime.txt". The job type for an attendee import data file is "attendee." If an entity has the code t0000123abcd, then the file name for the import data file would be "attendee_t0000123abcd_yyyymmddhhmnss.txt".

Update/Replace

The attendee import will update an existing record if one is found, or it will create a new record. By default, this import updates the existing record with those fields that are non-blank in the import file; blank fields are ignored.

The correct record to update is found by matching on the External ID field:

- If no match is found then a new record is created.
- If one and only one match is found, then that record is updated. If the found record is marked as deleted, it will be reactivated (based on the import record inactive field setting) and updated.
- If more than one matching record is found
    - ♦ If only one is active, that record will be updated.
    - ♦ If more than one is active or none are active, the record will fail to import and be logged as a warning in the error log.

External ID - Required for Changes and Deletions

The External ID is required in order to make changes to attendees (edit or delete) via the import. In most cases, the External ID is a company-generated unique identifier, which is imported with the initial import of attendees. However, for attendees who are manually entered by Expense users, there likely is no External ID. Without that information, you cannot change or remove those attendees via the import.

To solve this problem, you can have the system auto-generate an External ID for each attendee so that the External ID will never be blank.

Refer to the *Expense: Attendees Setup Guide* for more information about the Attendees feature.

Specifications

Record Type 100 – Attendee Fields

This record type is used to add new or update existing attendee records.

The following fields are controlled by the form design and values are not imported if the field is not part of the form design:

- First_name
- Last_name
- Title
- Company
- Custom1-20

Table 1: *Data for Record Type 100 – Attendee Fields*

Name	Definition	Required?	Description	Client Field Definition
Record Type	100	Y		
External ID	48 characters maximum	Y	Unique identifier for the attendee This is the identifier used to determine whether this is an *add* or *update* to an existing record. 📖 Refer to the *Update/ Replace* section above for specific logic.	
Attendee Type Code	8 characters maximum	Y	Attendee type code for the attendee type assigned to this attendee Must represent an active attendee type or the record will not be imported	
Currency Code	3 characters; case insensitive	Y	Defines the currency to be used for totaling costs for this attendee This value is used for a new attendee record and is ignored for an update. Must be an existing ISO 3-character alpha or 3-digit numeric code for the currency	
Last Name	132 characters maximum	Y	Attendee last name	

Name	Definition	Required?	Description	Client Field Definition
First Name	50 characters maximum	N	Attendee first name Value is not imported if field is not defined on the applicable form	
Company	150 characters maximum	N	Name of the attendee's company Value is not imported if field is not defined on the applicable form	
Title	32 characters maximum	N	Title of the attendee Value is not imported if field is not defined on the applicable form	
Inactive	1 character; Y or N	N	If null or N, the attendee is marked as active. If set to Y, the existing attendee record will be marked as inactive. Additionally, the attendee will be removed from all employee **My Attendees** lists.	
YTD Total	Amount	N	Starting YTD total for the current year This value is used for a new attendee record to set a starting value, and is ignored for an update	
Custom 1 - 20	100 characters maximum(for ***each*** of the twenty fields)	N	Custom field data is validated: • Value is not imported if the field is not defined on the applicable form • First, check the attendee type form for any custom fields that are required. If the form specifies custom fields and the import row does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value	

Name	Definition	Required?	Description	Client Field Definition
			does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ **List (custom):** Validated against the code ***value***, not the ***long name***, for the list item ♦ **Date:** Must be a valid date, in the following format YYYYMMDD ♦ **Boolean:** Value must be Y or N ♦ **Numeric:** Value must be a number ♦ **Text:** Value must be less than or equal to max_length and pass whatever validation is specified for the field.	

Below is a sample of the 100 records in the data file.

```
100,33,BUSGUEST,USD,Smith,Sam,ACME,President,N,45,,,,,,,,,,,,,,,,,,,,,
100,34,BUSGUEST,USD,Jones,John,ACME,VP,N,33,,,,,,,,,,,,,,,,,,,,,
```

Record Type 200 – Employee-Attendee Map Fields

Map records add or remove an existing attendee on the individual user's Favorite Attendees list.

This is a data-entry convenience for the user to allow the company to add the attendee to the user's favorites - it does not mark the attendee as owned by that employee and the employee will be able to *use* but not *edit* that attendee.

Table 2: *Data for Record Type 200 – Employee-Attendee Map Fields*

Name	Definition	Required?	Description	Client Field Definition
Record Type	200	Y		
Employee ID	48 characters maximum	Y	Defines the employee ID used to look up the employee for the record	

Name	Definition	Required?	Description	Client Field Definition
Attendee External ID	48 characters maximum	Y	Defines the external ID used to look up the attendee for the record; must be unique	
Delete	1 character; Y or N	N	If null or N, the attendee should be added to the employee's **My Attendees** list or validated as already present. If set to Y, the existing employee-attendee map record will be marked as inactive.	

Below is a sample of the 200 records in the data file.

```
200,UserID-1,33,N
200,UserID-2,34,N
200,UserID-3,40,N
```

Sample Data File (Complete)

Here is a sample of the entire file (100 and 200 records).

```
100,33,BUSGUEST,USD,Smith,Sam,ACME,President,N,45,,,,,,,,,,,,,,,,,,,,
100,34,BUSGUEST,USD,Jones,John,ACME,VP,N,33,,,,,,,,,,,,,,,,,,,,
200,UserID-1,33,N
200,UserID-2,34,N
200,UserID-3,40,N
```

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have most imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://support.concur.com) to have the import schedule set up.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the locations information has been updated. The changes are immediately available to users.

Table of Contents – Attendee Import, Version 2

Revision History for this Chapter

Date	Notes / Comments / Changes
May 6 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	Initial publication Addition of 3 attendee fields, additional Custom fields (including “Sunshine” regulatory fields for HCP Attendee form), and Future Use fields Added this chapter and renumbered subsequent chapters

Chapter 7: Attendee Import, Version 2

IMPORTANT - Two Import Chapters

There are separate chapters for the different versions of the import:

- Attendee Import, Version 1
- Attendee Import, Version 2
  Added Middle Initial, Suffix, and five new custom fields

Before creating your data file, verify with Concur that you are using the proper import chapter.

Overview

A client uses this feature to import attendee data for one or more attendee types. These attendees are then available for users to search for and select from when entering expenses or managing their list of attendees.

Refer to the *Expense: Attendees Setup Guide* for more information about the Attendees feature.

Attendee Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.
- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Delimiter-Separated Value, UTF8
- **Supported Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF

- **Data Record Layout:** There are the record types in the attendee import file. The record types are:
  - 100 (Attendee fields)
  - 200 (Employee-Attendee Map Fields)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The data file name should be of the format "jobtype_entitycode_datetime.txt". The job type for an attendee import data file is "attendee." If an entity has the code t0000123abcd, then the file name for the import data file would be "attendee_t0000123abcd_yyyymmddhhmnss.txt".

Update/Replace

The attendee import will update an existing record if one is found, or it will create a new record. By default, this import updates the existing record with those fields that are non-blank in the import file; blank fields are ignored.

The correct record to update is found by matching on the External ID field:

- If no match is found then a new record is created.
- If one and only one match is found, then that record is updated. If the found record is marked as deleted, it will be reactivated (based on the import record inactive field setting) and updated.
- If more than one matching record is found
  - If only one is active, that record will be updated.
  - If more than one is active or none are active, the record will fail to import and be logged as a warning in the error log.

External ID - Required for Changes and Deletions

The External ID is required in order to make changes to attendees (edit or delete) via the import. In most cases, the External ID is a company-generated unique identifier, which is imported with the initial import of attendees. However, for attendees who are manually entered by Expense users, there likely is no External ID. Without that information, you cannot change or remove those attendees via the import.

To solve this problem, you can have the system auto-generate an External ID for each attendee so that the External ID will never be blank.

Refer to the *Expense: Attendees Setup Guide* for more information about the Attendees feature.

Specifications

Record Type 100 – Attendee Fields

This record type is used to add new or update existing attendee records.

The following fields are controlled by the form design and values are not imported if the field is not part of the form design:

- First_name
- Last_name
- Title
- Company
- Custom 1-20

Table 1: *Data for Record Type 100 – Attendee Fields*

Name	Definition	Required?	Description	Client Field Definition
Record Type	100	Y		
External ID	48 characters maximum	Y	Unique identifier for the attendee This is the identifier used to determine whether this is an *add* or *update* to an existing record. Refer to the *Update/ Replace* section above for specific logic.	
Attendee Type Code	8 characters maximum	Y	Attendee type code for the attendee type assigned to this attendee Must represent an active attendee type or the record will not be imported	
Currency Code	3 characters; case insensitive	Y	Defines the currency to be used for totaling costs for this attendee This value is used for a new attendee record and is ignored for an update. Must be an existing ISO 3-character alpha or 3-digit numeric code for the currency	
Last Name	132 characters maximum	Y	Attendee last name	

Name	Definition	Required?	Description	Client Field Definition
First Name	50 characters maximum	N	Attendee first name Value is not imported if field is not defined on the applicable form	
Middle Initial	1 character maximum	N*	Attendee middle initial * Value is required for US regulations	
Suffix	32 characters maximum	N*	Attendee suffix * Value is required for US regulations	
Company	150 characters maximum	N	Name of the attendee's company Value is not imported if field is not defined on the applicable form	
Title	32 characters maximum	N	Title of the attendee Value is not imported if field is not defined on the applicable form	
Inactive	1 character; Y or N	N	If null or N, the attendee is marked as active. If set to Y, the existing attendee record will be marked as inactive. Additionally, the attendee will be removed from all employee **My Attendees** lists.	
YTD Total	Amount	N	Starting YTD total for the current year This value is used for a new attendee record to set a starting value, and is ignored for an update	
Custom 1 - 20	100 characters maximum (for ***each*** of the fields)	N	Custom field data is validated: • Value is not imported if the field is not defined on the applicable form • First, check the attendee type form for any custom fields that are required. If the form specifies custom fields and the import row does not provide them, this is treated as an error and the record is not	

Name	Definition	Required?	Description	Client Field Definition
			processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ **List (custom):** Validated against the code ***value***, not the ***long name***, for the list item ♦ **Date:** Must be a valid date, in the following format YYYYMMDD ♦ **Boolean:** Value must be Y or N ♦ **Numeric:** Value must be a number (e.g. "10000.00") ♦ **Text:** Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
Custom 21 (Taxonomy)	48 characters maximum	N		
Custom 22 (Tax ID)	48 characters maximum	N		
Custom 23 (Covered Recipient ID)	48 characters maximum	N		
Custom 24 - 25	100 characters maximum (for ***each*** of the fields)	N	Custom field data is validated: • Value is not imported if the field is not defined on the applicable form • First, check the attendee type form for any custom fields that are required. If	

Name	Definition	Required?	Description	Client Field Definition
			the form specifies custom fields and the import row does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ **List (custom):** Validated against the code ***value***, not the ***long name***, for the list item ♦ **Date:** Must be a valid date, in the following format YYYYMMDD ♦ **Boolean:** Value must be Y or N ♦ **Numeric:** Value must be a number (e.g. "10000.00") ♦ **Text:** Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
Future Use 1 - 20		N	Reserved for future use	

Below is a sample of the 100 records in the data file.

```
100,33,BUSGUEST,USD,Smith,Sam,B,Suffix,ACME,Technician,N,680,,,,,,,,,,,,,,,,,,,
,193200000X,TAX23344,RECEIPIENTID00345,,,,,,,,,,,,,,,,,,,,,
100,34,BUSGUEST,USD,Jones,John,J,Suffix,ACME,Foreman,N,500,,,,,,,,,,,,,,,,,,,
193400000X,TAX87230,RECEIPIENTID01934,,,,,,,,,,,,,,,,,,,,,
```

Record Type 200 – Employee-Attendee Map Fields

Map records add or remove an existing attendee on the individual user's Favorite Attendees list.

This is a data-entry convenience for the user to allow the company to add the attendee to the user's favorites - it does not mark the attendee as owned by that employee and the employee will be able to *use* but not *edit* that attendee.

Table 2: *Data for Record Type 200 – Employee-Attendee Map Fields*

Name	Definition	Required?	Description	Client Field Definition
Record Type	200	Y		
Employee ID	48 characters maximum	Y	Defines the employee ID used to look up the employee for the record	
Attendee External ID	48 characters maximum	Y	Defines the external ID used to look up the attendee for the record; must be unique	
Delete	1 character; Y or N	N	If null or N, the attendee should be added to the employee's **My Attendees** list or validated as already present. If set to Y, the existing employee-attendee map record will be marked as inactive.	

Below is a sample of the 200 records in the data file.

```
200,UserID-1,33,N
200,UserID-2,34,N
200,UserID-3,34,N
```

Sample Data File (Complete)

Here is a sample of the entire file (100 and 200 records).

```
100,33,BUSGUEST,USD,Smith,Sam,ACME,President,N,,,,,,,,,,,,,,,,,,,,
100,34,BUSGUEST,USD,Jones,John,ACME,VP,N,,,,,,,,,,,,,,,,,,,,
200,UserID-1,33,N
200,UserID-2,34,N
200,UserID-3,34,N
```

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have most imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://support.concur.com) to have the import schedule set up.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the locations information has been updated. The changes are immediately available to users.

Table of Contents – Tax Configuration Import

Revision History for this Chapter

Date	Notes / Comments / Changes
October 16 2015	Do not use this import at this time
May 6 2015	Copyright and formatting changes; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
June 17 2011	Added warning about ***not*** editing the export file
January 21 2011	Made changes to correspond to the Tax & Reclaim groups refactor
December 31 2010	Updated the copyright and made rebranding changes; no content changes
November 12 2010	Added information about Tax & Reclaim groups
March 19 2010	FORM_ACCESS_CODE now can be used (RW) to make the tax value field editable by users and approvers
Sept. 2007 (SU 23)	New chapter

Chapter 8: Tax Configuration Import

IMPORTANT – Do not use this import at this time.

Specifications

The data file specifications are as follow:

- **Format Type:** Comma-Separated Value, UTF8
- **Supported Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** There are no record types in the tax configuration import file, but there are sections in the file that approximately correspond to the pages in Expense where the data is entered. These sections are referenced in the tables on the following pages.

Update/Replace

This import updates the existing record by tax authority. Data in the database relating to a tax authority not included in the import file is not overwritten or deleted by the import.

The import will ***stop processing*** if tax group configuration data is found already present in the receiving entity for the tax authority, as this tool is not intended to perform updates.

Specifications

The order in which the record segments appear in the export and import files is shown below.

Segment Name	Table Name
Tax Configuration	CT_TAX_CONFIG
Tax Configuration Assignment	CT_TAX_CONFIG_MAP
Tax Authority	CT_TAX_AUTHORITY
Tax Authority Location Map	CT_LOCATION_TAX_MAP
Tax Groups	CT_TAX_EXP_TYPE_GROUP
Maps Tax Groups to Tax Authority	CT_TAX_GRP_TAX_AUTH_MAP
Maps Expense Types to Tax Authorities	CT_TAX_AUTH_EXP_TYP_MAP
Tax Rate Types for Tax Authority	CT_TAX_RATE_TYPE

Segment Name	Table Name
Tax Rate for Tax Authority	CT_TAX_RATE
Condition	CT_CONDITION
Condition Value	CT_CONDITION_VALUE
Tax Expense Type Attributes	CT_EXP_TYPE_TRT_MAP
Tax Reclaim Configuration for Tax Expense Type	CT_TAX_RECLAIM_CONFIG
Tax Reclaim Attributes	CT_TAX_RECLAIM_RATE

Tax Configuration (CT_TAX_CONFIG)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_CFG_ KEY	Integer	Y	Unique identifier for records in this table; not visible in the user interface	
NAME	Nvarchar/30	Y	Configuration name	
FORM_ ACCESS_ CODE	Char/2	Y	Configures the visibility of tax data to users viewing the expense: • RO = Read only • RW = Modify • HD = Hidden	
RECEIPT_ STATUS_ OPTIONS	Char/26	Y	Receipt status options shown to the end user on the expense: • EXCLUDE_TAX_RECEIPT_ OPTION = 2 – Receipt/No Receipt • INCLUDE_TAX_RECEIPT_ OPTION = 3 – No Receipt/ Receipt/Tax Receipt	
RECEIPT_ TYPE_ DEFAULT	Char/1	Y	Receipt type default state for a newly-created expense: • R = Receipt Available • N = No Receipt Available	
USE_ EXTRACTION _FACTORS	Boolean	Y	Use extraction factors to calculate tax reclaim amount: • Y = selected • N = not selected	
ONLY_ CALCULATE_ DOMESTIC	Boolean	Y	Used for clients who wish to track only domestic tax: • Y = selected • N = not selected	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
RECLAIM_ DOMESTIC	Boolean	Y	Reclaim domestic tax If set to No, then the reclaim amount for taxable domestic expenses is set to zero. Y = selected N = not selected	
AUTO_ PRE_POP_ LOCATION	Boolean	Y	Use to prevent the city location specified in the company card feed from being copied to the expense report The calculation based on city may be incorrect if the city location for a hotel chain (as an example) is not the same as the city where the employee incurred a lodging expense at the chain's hotel. • Y = selected • N = not selected	

Below is a sample.

```
2000,ABC Corp Tax Configuration,HD,EXCLUDE_TAX_RECEIPT_OPTION,R,N,Y,Y,N
```

Tax Configuration Assignment (CT_TAX_CONFIG_MAP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_CFG_ KEY	Integer	Y	Unique identifier for records in this table	
NAME	Nvarchar/30	Y	Configuration name	
CTRY_CODE	Char/2	Y	Country code of the associated country; Must be an ISO 2-character alpha code for the country present in the target entity	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
SEGMENT_ VALUE_1	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client For each custom field defined, an appropriate validation is performed based on the data type specified: • **List or connected list:** Validated against the code ***value***, not the ***long name***, for the list item • **Date:** Must be a valid date, in the following format YYYYMMDD • **Boolean:** Value must be Y or N • **Numeric:** Value must be a number (e.g. "10000.00") • **Text:** Value must be less than or equal to max_length and pass whatever validation is specified for the field	
SEGMENT_ VALUE_2	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_3	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_4	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_5	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_6	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_7	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_8	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_9	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_10	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	

Below is a sample.

```
2000,ABC Corp Tax Configuration,BE,,,,,,,,,
2000,ABC Corp Tax Configuration,DK,,,,,,,,,
2000,ABC Corp Tax Configuration,NL,,,,,,,,,
2000,ABC Corp Tax Configuration,FI,,,,,,,,,
```

Tax Authority (CT_TAX_AUTHORITY)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_AUTH_ KEY	Integer	Y	Unique identifier for records in this table	
TAX_NAME	Nvarchar/50	Y	Name of the tax authority; Used primarily for reporting, although it can be included in the accounting extract data	
TAX_LABEL	Nvarchar/5	Y	Name of the tax, shown to the user as part of the label for the tax field on the expense	
CC_FIELD_ COLUMN_ REF	Varchar/30	N	Column in CT_CREDIT_CARD_TRANSACTION, represents the selection made in **Credit Card Tax Field**. The value is the name of the credit card field.	
NON_ DOMESTIC_ CODE	Varchar/20	N	Allows the client to enter one single code that is understood by the client's financial system to mean "non-domestic"	

Below is a sample.

```
2091,VATAUTHAU,VATAU,,
```

Tax Location Map (CT_LOCATION_TAX_MAP)

This record segment contains data that is applied wherever a tax name is associated with country and sub-country information.

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_AUTH_ KEY	Integer	Y	Unique identifier for records in this table	
TAX_NAME	Nvarchar/50	Y	Name of the tax authority	
CTRY_CODE	Char/2	Y	Country code of the associated country; Must be an ISO 2-character alpha code for the country present in the target entity	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
CTRY_SUB_ CODE	Varchar/6	N	Country sub-division of a state, province, or other region within a country If no sub-divisions are defined, the tax applies to all locations within the country.	

Below is a sample.

```
2091,VATAUTHAU,AU,
```

Tax Expense Type Group (CT_TAX_EXP_TYPE_GROUP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_GRP_KEY	Integer	Y	unique identifier for this record	
NAME	Nvarchar/64	Y	group name	

Below is a sample.

```
537,Airfare Domestic
538,Airfare Foreign
539,Amenity
540,Breakfast
541,Cash Advance
```

Tax Expense Types for Tax Authority (CT_TAX_GRP_TAX_AUTH_MAP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
ETTA_KEY	Integer	Y	Unique identifier for records in this table	
TAX_AUTH_ NAME	Nvarchar/50	Y	Name of the tax authority	
START_DATE	Date	Y	Date the tax expense type became effective; the date the tax is applicable to this type of expense	
END_DATE	Date	Y	Date the expense type expires This date is ordinarily set either as the date prior to a new effective date for new information OR as 9999-12-31 for a tax expense type configuration with no set end date.	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
NON_TAX_ AMOUNT_ COLUMN_ REF	Varchar/30	Y	Column in CT_REPORT_ENTRY, represents the selection made in **Entry field to subtract from gross**. The value is the name of the custom field.	
TAX_GRP_ KEY	Integer	N	The associated tax group (reference to CT_TAX_EXP_TYPE_GROUP)	
EXTRACTION_ FACTOR	Numeric	N	Typically applies to Canada only, percentage of the transaction amount that can be reclaimed	

Below is a sample.

```
37367,VATAUTHAU,2008-01-01,2011-01-02,,537,
37368,VATAUTHAU,2008-01-01,9999-12-31,,540,
37369,VATAUTHAU,2008-01-01,9999-12-31,,550,
37370,VATAUTHAU,2008-01-01,9999-12-31,,554,
37371,VATAUTHAU,2008-01-01,9999-12-31,,572,
```

Tax Authority Expense Type Map (CT_TAX_AUTH_EXP_TYP_MAP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
ETTA_KEY	Integer	Y	Reference to a row in CT_TAX_GRP_TAX_AUTH_MAP	
EXP_NAME	Nvarchar/64	Y	Name of the tax expense type. This name must exactly match to an expense type in the target entity.	

Below is a sample.

```
37367,Airfare Domestic
37368,Breakfast
37369,Fuel Company Car
37370,Hotel
```

Tax Rate Types for Tax Authority (CT_TAX_RATE_TYPE)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRT_KEY	Integer	Y	Unique identifier for records in this table	
TAX_RATE_ NAME	Nvarchar/30	Y	Name of the rate, such as Standard or Reduced	
TAX_NAME	Nvarchar/50	Y	Name of the tax authority	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
CALCULATION_METHOD	Varchar	8	Calculation method: • SIMPLE = Simple Distance • PERCENT = Percentage	

Below is a sample.

```
2124,Standard,VATAUTHAU,PERCENT
2125,Exempted,VATAUTHAU,PERCENT
```

Tax Rate for Tax Authority (CT_TAX_RATE)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRT_KEY	Integer	Y	Unique identifier for records in this table	
TAX_RATE_NAME	Nvarchar/30	Y	Name of the rate, such as Standard or Reduced	
START_DATE	Date	Y	Date the tax rate became effective	
END_DATE	Date	Y	Date the tax rate expires This date is ordinarily set either as the date prior to a new effective date for new information OR as 9999-12-31 for a rate with no set end date.	
DISTANCE_AMOUNT	Money	N	Specifies the rate applied per distance unit Tax rates must include data for this field or the **PERCENTAGE** field, but not both.	
PERCENTAGE	Numeric	N	Specifies the percentage used for the tax rate Tax rates must include data for this field or the **DISTANCE_AMOUNT** field, but not both.	

NOTE: When you enter effective and expiration dates in Expense, the system manages the dates so that they do not overlap. If you edit the import file, you must ensure that the dates do not overlap. Note that editing this file is not a best practice.

Below is a sample.

```
2124,Standard,2008-01-01,9999-12-31,,10.0000
2125,Exempted,2008-01-01,9999-12-31,,0.0000
```

Condition

(CT_CONDITION)

This record segment represents selected values for fields in the Condition Editor.

Condition Value

(CT_CONDITION_VALUE)

This record segment describes the structure of the Condition Editor.

Tax Expense Type Attributes (CT_EXP_TYPE_TRT_MAP)

This record segment provides the mapping between tax expense types, tax rate types, and the conditions in which they are applied. It draws on information in multiple database tables.

Names	Data Type / Field Length	Req?	Description	Client Field Definition
ETTRT_KEY	Integer	Y	Unique identifier for records in this table	
ETTA_KEY	Integer	Y	Unique identifier for the record in the Tax Expense Types for Tax Authority Map table	
EXECUTION_ ORDER	Integer	Y	Specifies the order in which the attributes are evaluated	
TRT_KEY	Integer	Y	Unique identifier for the record in the Tax Rate Type table	
EXPRESSION_ KEY	Integer	N	Unique identifier for the record in the condition table	
TAX_CODE	Varchar/20	N	Code that identifies the tax in external accounting systems This value is passed to the accounting systems in the financial extract.	
NAME	Nvarchar/64	N	Identifies a set of tax rate information	

Below is a sample.

```
44994,37367,1,2124,838499,0,Condition - 1-1651492
44995,37368,1,2124,838500,0,Condition - 1-1651500
44996,37369,1,2124,838501,0,Condition - 1-1651546
44997,37370,1,2124,838502,0,Condition - 1-1651560
```

Tax Reclaim Configuration for Tax Expense Type (CT_TAX_RECLAIM_CONFIG)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRC_KEY	Integer	Y	Unique identifier for records in this table	
ETTRT_KEY	Integer	Y	Unique identifier for the record in the Expense Type to Tax Rate Type Map table	
START_DATE	Date	Y	Date the tax reclaim configuration became effective	
END_DATE	Date	Y	Date the tax reclaim configuration expires This date is ordinarily set either as the date prior to a new effective date for new information OR as 9999-12-31 for a reclaim configuration with no set end date.	

Below is a sample.

```
46896,44994,2008-01-01,9999-12-31
46897,44995,2008-01-01,9999-12-31
46898,44996,2008-01-01,9999-12-31
46899,44997,2008-01-01,9999-12-31
46900,44998,2008-01-01,9999-12-31
```

Tax Reclaim Attributes (CT_TAX_RECLAIM_RATE)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRC_KEY	Integer	Y	Unique identifier for records in this table	
EXECUTION_ ORDER	Integer	Y	Specifies the order in which the attributes are evaluated	
RECEIPT_ TYPE	Char/1	Y	Specifies the minimum receipt that is required for this tax reclaim attribute: N = No receipt R = Receipt T = Tax Receipt If the minimum receipt requirement is not met, the reclaim amount is set to zero and the potential amount is recorded in the lost reclaim amount column in the database for reporting purposes.	
EXPRESSION_ KEY	Integer	N	Unique identifier for the record in the condition table	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
RECLAIM_ PERCENTAGE	Numeric	N	Specifies the percentage used for the tax reclaim rate, used to calculate the reclaim amount Tax reclaim attributes must include data for this field or the **RECLAIM_DISTANCE_AMOUNT** field, but not both.	
RECLAIM_ DISTANCE_ AMOUNT	Money	N	Specifies the reclaim amount per unit of distance used to calculate the reclaim amount Tax reclaim attributes must include data for this field or the **RECLAIM_PERCENTAGE** field, but not both.	
RECLAIM_ CODE	Varchar/20	N	Code that identifies the tax reclaim in external accounting systems This value is passed to the accounting systems in the financial extract.	
NAME	Nvarchar/64	N	identify a set of tax reclaim information	

Below is a sample.

```
46896,1,N,950507,100.0000,,,No Receipt
46897,1,N,950511,100.0000,,,Condition - 1-1651503
46898,1,N,950516,100.0000,,,Condition - 1-1651549
46899,1,N,950526,100.0000,,,Condition - 1-1651563
46900,1,N,950531,100.0000,,,Condition - 1-1651641
46901,1,N,950535,100.0000,,,Condition - 1-1651654
```

Table of Contents – Attendee Detail Extract, Version 1

Revision History

Date	Notes / Comments / Changes
May 6 2015	Copyright and formatting changes; no other content changes
July 19 2013	Added new fields and created version 2 of the extract Edited this chapter, added the new chapter, renumbered subsequent chapters
September 14 2012	Five Custom fields are added for Attendee Expense Entry level use
April 12 2012	Documentation error - External ID field is 48 characters
March 23 2012	Changed character numbers of the first name, company, and the 20 custom fields
November 18 2011	Clarify that: ♦ Column 5 Employee ID is a 128 character maximum field ♦ Column 56 rename of Report Entry Key to Report Entry ID
December 31 2010	Updated the copyright and made rebranding changes; no content changes
September 18 2009	The Attendee Instance Count record is updated with additional information about attendee count
Oct 2007 (SU 24)	New

Chapter 9: Standard Attendee Detail Extract, Version 1

IMPORTANT - Two Import Chapters

There are separate chapters for the different versions of the extract:

- Attendee Extract, Version 1
- Attendee Extract, Version 2
  Added Middle Initial, Suffix, and five new custom fields

Before creating your data file, verify with Concur that you are using the proper chapter.

Overview

This extract is primarily used as the source of data that will ultimately be imported to a Client Relationship Management system such as SalesForce.com. This feed contains a wide range of data to accommodate a broad range of integration needs so the client will have to create a bridge program to capture the required data from this feed to import to the target system.

The extract file contains the following:

- Batch Constants
- Employee Data
- Report Data
- Entry Data
- Entry Attendee Level Data
- Future Use (Not currently utilized)

All the different data elements are included in each row.

This file is delimited by a **|** (Pipe). The specific data elements in the Attendee Detail file are listed below.

File Header

Col #	Source	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "EXTRACT" will be inserted into the first position of the extract. By having a constant in the file header, an extract file is always produced, even if there are no reports ready to be extracted.	7	
2	BatchDate	Batch Date **Format:** YYYY-MM-DD	10	
3	Record Count	Count of the detail records in the file **Source:** Calculated when the file is created	10	
4	Attendee Approved Amount in reimbursement currency	Hash total that sums all attendee amount columns in the attendee rows (CT_ATN_ENTRY_MAP.APPROVED_AMOUNT) **Format:** 0.00 **Source:** Calculated when the file is created	23	

Detailed Transactions

Batch Data

Col #	Source	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "DETAIL" will be inserted into the first position of the extract.	6	
2	BatchID	Batch ID **Format:** Starts with number 1 and increments sequentially	13	
3	BatchDate	Batch Date **Format:** YYYY-MM-DD	10	
4	SequenceNumber	Line number of each detail row **Source:** Calculated when the file is created	n/a	

Employee Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
5	CT_EMPLOYEE. EMP_ID	Employee ID	Employee ID **Format:** Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.	128	
6	CT_EMPLOYEE. LAST_NAME	Employee Last Name	Employee last name	32	
7	CT_EMPLOYEE. FIRST_NAME	Employee First Name	Employee first name	32	
8	CT_EMPLOYEE. MI	Employee Middle Initial	Employee middle initial	1	
9	CT_EMPLOYEE. CUSTOM21	Employee Custom 21	Employee group ID	48	
10	CT_EMPLOYEE. ORG_UNIT1	Employee Org Unit 1	Employee Organization Unit Custom Value 1	48	
11	CT_EMPLOYEE. ORG_UNIT2	Employee Org Unit 2	Employee Organization Unit Custom Value 2	48	
12	CT_EMPLOYEE. ORG_UNIT3	Employee Org Unit 3	Employee Organization Unit Custom Value 3	48	
13	CT_EMPLOYEE. ORG_UNIT4	Employee Org Unit 4	Employee Organization Unit Custom Value 4	48	
14	CT_EMPLOYEE. ORG_UNIT5	Employee Org Unit 5	Employee Organization Unit Custom Value 5	48	
15	CT_EMPLOYEE. ORG_UNIT6	Employee Org Unit 6	Employee Organization Unit Custom Value 6	48	
16	n/a	Future Use	Extra column for future additions to the file	48	
17	n/a	Future Use	Extra column for future additions to the file	48	
18	n/a	Future Use	Extra column for future additions to the file	48	

NOTE: Employee data in the system that describes an individual's accounting information or other organizational data is copied to the report and / or line item level. Therefore, it is not extracted from the employee level. This data is stored in the org unit and custom fields noted below at the report and entry level.

Report Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
19	CT_REPORT. REPORT_ID	Report ID	Report ID 32 character varchar – refer to Report Custom16 if a smaller numeric unique identifier is required. **Format:** Alphanumeric string. Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.	32	
20	CT_REPORT. RPT_KEY	Report Key	Report key on the report – unique id generated by the system **Format:** Alternative to the report ID. Smaller value. Starts with 1 and increments with each expense report.	48	
21	CT_LEDGER. LEDGER_CODE	Ledger Code	External accounting system ID	20	
22	CT_CURRENCY. ALPHA_CODE	Report Currency Alpha Code	Reimbursement currency in ISO alpha format	3	
23	CT_COUNTRY_LANG. NAME	Report Home Country Name	Home country name (localized for ledger language) for this employee	64	
24	CT_REPORT. SUBMIT_DATE	Report Submit Date	Date/Time the employee submitted the report for approval **Format:** YYYY-MM-DD	10	
25	CT_REPORT. USER_DEFINED_DATE	Report User Defined Date	Custom date/time specified by user **Format:** YYYY-MM-DD	10	
26	CT_REPORT. RPT_PAYMENT_ PROCESSING_DATE	Report Processing Payment Date	Date the report completed all approvals and was ready to be extracted for payment **Format:** YYYY-MM-DD	10	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
27	CT_REPORT. NAME	Report Name	Report name assigned by employee	40	
28	CT_POLICY_LANG. NAME	Report Policy Name	Report Policy Name	64	
29	n/a		Extra column for future additions to the file	48	
30	CT_REPORT. ORG_UNIT_1	Report Org Unit 1	Organizational data for this employee. This data is copied from the CT_EMPLOYEE Org Unit Fields. Data is recorded at the report level in case an employee's organizational data changes over time, such as a transfer to a difference business unit. **Format:** The first segment in the fully qualified GL string should use Org Unit 1.	48	
31	CT_REPORT. ORG_UNIT_2	Report Org Unit 2	**Format:** The second segment in the fully qualified GL string should use Org Unit 2, except the natural account field.	48	
32	CT_REPORT. ORG_UNIT_3	Report Org Unit 3	**Format:** The third segment (if necessary) in the fully qualified GL string should use Org Unit 3, except the natural account field.	48	
33	CT_REPORT. ORG_UNIT_4	Report Org Unit 4	**Format:** The fourth segment (if necessary) in the fully qualified GL string should use Org Unit 4, except the natural account field.	48	
34	CT_REPORT. ORG_UNIT_5	Report Org Unit 5	**Format:** The fifth segment (if necessary) in the fully qualified GL string should use Org Unit 5, except the natural account field.	48	
35	CT_REPORT. ORG_UNIT_6	Report Org Unit 6	**Format:** The sixth segment (if necessary) in the fully qualified GL string should use Org Unit 6, except the natural account field.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
36	CT_REPORT. CUSTOM1	Report Custom 1	When the custom fields (as opposed to ORG_UNIT fields) are also employed on the employee record for accounting data, these fields are copied to the report level. Data is recorded at the report level for reporting purposes in the event an employee's organizational data changes over time. This ensures that the point-in-time accounting data for an expense report is accurate and not changed in the future if employee data is changed. **Format:** The seventh segment (if necessary) in the fully qualified GL string should use Custom1, except the natural account field.	48	
37	CT_REPORT. CUSTOM2	Report Custom 2	**Format:** The eight segment (if necessary) in the fully qualified GL string should use Custom2, except the natural account field.	48	
38	CT_REPORT. CUSTOM3	Report Custom 3		48	
39	CT_REPORT. CUSTOM4	Report Custom 4		48	
40	CT_REPORT. CUSTOM5	Report Custom 5		48	
41	CT_REPORT. CUSTOM6	Report Custom 6		48	
42	CT_REPORT. CUSTOM7	Report Custom 7		48	
43	CT_REPORT. CUSTOM8	Report Custom 8		48	
44	CT_REPORT. CUSTOM9	Report Custom 9		48	
45	CT_REPORT. CUSTOM10	Report Custom 10		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
46	CT_REPORT. CUSTOM11	Report Custom 11		48	
47	CT_REPORT. CUSTOM12	Report Custom 12		48	
48	CT_REPORT. CUSTOM13	Report Custom 13		48	
49	CT_REPORT. CUSTOM14	Report Custom 14		48	
50	CT_REPORT. CUSTOM15	Report Custom 15		48	
51	CT_REPORT. CUSTOM16	Report Custom 16		48	
52	CT_REPORT. CUSTOM17	Report Custom 17	(Likely use: CES Standard – Copy of AP Vendor ID) **Format:** Copies down from Employee Custom17. Used in cases when Employee ID is not used as the AP Vendor ID.	48	
53	CT_REPORT. CUSTOM18	Report Custom 18		48	
54	CT_REPORT. CUSTOM19	Report Custom 19		48	
55	CT_REPORT. CUSTOM20	Report Custom 20		48	

Entry Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
56	CT_REPORT_ENTRY. RPE_KEY	Report Entry ID	Report entry unique key	13	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
57	CT_REPORT_ENTRY. TRANSACTION_TYPE	Report Entry Transaction Type	Only include rows where equal to CHD or REG (parent rows are not included in the extract)	3	
58	CT_EXPENSE_TYPE_ LANG.NAME	Report Entry Expense Type Name	Expense type name	64	
59	CT_REPORT_ENTRY. TRANSACTION_DATE	Report Entry Transaction Date	Date that this expense was incurred (when the money was spent or credit card receipt date)	8	
60	CT_CURRENCY. ALPHA_CODE	Report Entry Currency Alpha Code	Currency ISO alpha code for the spend currency if not an imported credit card or the invoice currency if this is a credit card	3	
61	CT_REPORT_ENTRY. EXCHANGE_RATE	Report Entry Exchange Rate	Rate used to convert from the report entry (spend) currency and the report (reimbursement) currency	23	
62	CT_REPORT_ENTRY. EXCHANGE_RATE_ DIRECTION	Report Entry Exchange Rate Direction	Either: M = Multiply D = Divide	1	
63	CT_REPORT_ENTRY. IS_PERSONAL	Report Entry Is Personal Flag	Flag to indicate if this expense line is a personal amount **Format:** Y/N	1	
64	CT_REPORT_ENTRY. DESCRIPTION	Report Entry Description	Expense description as entered by the employee	64	
65	CT_LIST_ITEM_LANG. VALUE	Report Entry Vendor Name	Vendor name	64	
66	CT_REPORT_ENTRY. VENDOR_DESCRIPTION	Report Entry Vendor Description	Vendor description	64	
67	CT_REPORT_ENTRY. ATTENDEE_COUNT	Report Entry Attendee Count	Total number of attendees for the expense	23	
68	CT_REPORT_ENTRY. ORG_UNIT_1	Report Entry Org Unit 1	Org 1 to 6: Organization level data as entered/updated on the report entry **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross-charging scenarios.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
69	CT_REPORT_ENTRY. ORG_UNIT_2	Report Entry Org Unit 2		48	
70	CT_REPORT_ENTRY. ORG_UNIT_3	Report Entry Org Unit 3		48	
71	CT_REPORT_ENTRY. ORG_UNIT_4	Report Entry Org Unit 4		48	
72	CT_REPORT_ENTRY. ORG_UNIT_5	Report Entry Org Unit 5		48	
73	CT_REPORT_ENTRY. ORG_UNIT_6	Report Entry Org Unit 6		48	
74	CT_REPORT_ENTRY. CUSTOM1	Report Entry Custom 1	**Custom 1-40: Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross-charging scenarios.	48	
75	CT_REPORT_ENTRY. CUSTOM2	Report Entry Custom 2		48	
76	CT_REPORT_ENTRY. CUSTOM3	Report Entry Custom 3		48	
77	CT_REPORT_ENTRY. CUSTOM4	Report Entry Custom 4		48	
78	CT_REPORT_ENTRY. CUSTOM5	Report Entry Custom 5		48	
79	CT_REPORT_ENTRY. CUSTOM6	Report Entry Custom 6		48	
80	CT_REPORT_ENTRY. CUSTOM7	Report Entry Custom 7		48	
81	CT_REPORT_ENTRY. CUSTOM8	Report Entry Custom 8		48	
82	CT_REPORT_ENTRY. CUSTOM9	Report Entry Custom 9		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
83	CT_REPORT_ENTRY. CUSTOM10	Report Entry Custom 10	(Likely use: CES Standard – Project)	48	
84	CT_REPORT_ENTRY. CUSTOM11	Report Entry Custom 11		48	
85	CT_REPORT_ENTRY. CUSTOM12	Report Entry Custom 12	(Likely use: CES Standard – City Pairs)	48	
86	CT_REPORT_ENTRY. CUSTOM13	Report Entry Custom 13	(Likely use: CES Standard – Passenger Name)	48	
87	CT_REPORT_ENTRY. CUSTOM14	Report Entry Custom 14		48	
88	CT_REPORT_ENTRY. CUSTOM15	Report Entry Custom 15	(Likely use: CES Standard – Class of Service)	48	
89	CT_REPORT_ENTRY. CUSTOM16	Report Entry Custom 16		48	
90	CT_REPORT_ENTRY. CUSTOM17	Report Entry Custom 17		48	
91	CT_REPORT_ENTRY. CUSTOM18	Report Entry Custom 18		48	
92	CT_REPORT_ENTRY. CUSTOM19	Report Entry Custom 19		48	
93	CT_REPORT_ENTRY. CUSTOM20	Report Entry Custom 20		48	
94	CT_REPORT_ENTRY. CUSTOM21	Report Entry Custom 21		48	
95	CT_REPORT_ENTRY. CUSTOM22	Report Entry Custom 22		48	
96	CT_REPORT_ENTRY. CUSTOM23	Report Entry Custom 23		48	
97	CT_REPORT_ENTRY. CUSTOM24	Report Entry Custom 24		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
98	CT_REPORT_ENTRY. CUSTOM25	Report Entry Custom 25		48	
99	CT_REPORT_ENTRY. CUSTOM26	Report Entry Custom 26		48	
100	CT_REPORT_ENTRY. CUSTOM27	Report Entry Custom 27		48	
101	CT_REPORT_ENTRY. CUSTOM28	Report Entry Custom 28		48	
102	CT_REPORT_ENTRY. CUSTOM29	Report Entry Custom 29		48	
103	CT_REPORT_ENTRY. CUSTOM30	Report Entry Custom 30		48	
104	CT_REPORT_ENTRY. CUSTOM31	Report Entry Custom 31		48	
105	CT_REPORT_ENTRY. CUSTOM32	Report Entry Custom 32		48	
106	CT_REPORT_ENTRY. CUSTOM33	Report Entry Custom 33		48	
107	CT_REPORT_ENTRY. CUSTOM34	Report Entry Custom 34		48	
108	CT_REPORT_ENTRY. CUSTOM35	Report Entry Custom 35		48	
109	CT_REPORT_ENTRY. CUSTOM36	Report Entry Custom 36		48	
110	CT_REPORT_ENTRY. CUSTOM37	Report Entry Custom 37		48	
111	CT_REPORT_ENTRY. CUSTOM38	Report Entry Custom 38		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
112	CT_REPORT_ENTRY. CUSTOM39	Report Entry Custom 39		48	
113	CT_REPORT_ENTRY. CUSTOM40	Report Entry Custom 40		48	
114	CT_REPORT_ENTRY. TRANSACTION_ AMOUNT	Report Entry Transaction Amount	Amount spent in the expense spend currency	23	
115	CT_REPORT_ENTRY. POSTED_AMOUNT	Report Entry Posted Amount	Amount spent in the reimbursement currency	23	
116	CT_REPORT_ENTRY. APPROVED_AMOUNT	Report Entry Approved Amount	Amount approved in the reimbursement currency	23	
117	n/a	Future Use	Extra column for future additions to the file	36	

Entry Attendee Detail Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
118	CT_ATTENDEE. ATN_KEY	Attendee Key	System-generated unique key for this attendee record	13	
119	CT_ATTENDEE. EXTERNAL_ID	Attendee Unique Identifier	Unique identifier for the attendee as provided from an external system **NOTE:** System-generated employee attendee records will use the Employee ID.	48	
120	CT_ATTENDEE_TYPE_ LANG.NAME	Attendee Type Name	Attendee type name	40	
121	CT_ATTENDEE_TYPE. ATN_TYPE_CODE	Attendee Type Code	Attendee type code	8	
122	CT_ATTENDEE. LAST_NAME	Attendee Last Name	Attendee last name	132	
123	CT_ATTENDEE. FIRST_NAME	Attendee First Name	Attendee first name	50	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
124	CT_ATTENDEE. COMPANY	Attendee Company Name	Attendee company	150	
125	CT_ATTENDEE. TITLE	Attendee Title	Attendee title	32	
126	CT_ATTENDEE. TOTAL_AMOUNT_YTD	Attendee Year-To-Date Amount	Total amount to date accrued to this attendee for the current calendar year	23	
127	CT_ATTENDEE. TOTAL_AMOUNT_PREV_YEAR	Attendee Previous Year Amount	Total amount for this attendee for the previous calendar year	23	
128	CT_CURRENCY. ALPHA_CODE	Currency Alpha Code of attendee currency	Currency used for totaling attendee spend YTD	3	
129	CT_ATTENDEE. CUSTOM1	Attendee Custom 1	**Custom 1 to 20: Format:** Attendee custom fields are used for any client specific purpose.	100	
130	CT_ATTENDEE. CUSTOM2	Attendee Custom 2		100	
131	CT_ATTENDEE. CUSTOM3	Attendee Custom 3		100	
132	CT_ATTENDEE. CUSTOM4	Attendee Custom 4		100	
133	CT_ATTENDEE. CUSTOM5	Attendee Custom 5		100	
134	CT_ATTENDEE. CUSTOM6	Attendee Custom 6		100	
135	CT_ATTENDEE. CUSTOM7	Attendee Custom 7		100	
136	CT_ATTENDEE. CUSTOM8	Attendee Custom 8		100	
137	CT_ATTENDEE. CUSTOM9	Attendee Custom 9		100	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
138	CT_ATTENDEE. CUSTOM10	Attendee Custom 10		100	
139	CT_ATTENDEE. CUSTOM11	Attendee Custom 11		100	
140	CT_ATTENDEE. CUSTOM12	Attendee Custom 12		100	
141	CT_ATTENDEE. CUSTOM13	Attendee Custom 13		100	
142	CT_ATTENDEE. CUSTOM14	Attendee Custom 14		100	
143	CT_ATTENDEE. CUSTOM15	Attendee Custom 15		100	
144	CT_ATTENDEE. CUSTOM16	Attendee Custom 16		100	
145	CT_ATTENDEE. CUSTOM17	Attendee Custom 17		100	
146	CT_ATTENDEE. CUSTOM18	Attendee Custom 18		100	
147	CT_ATTENDEE. CUSTOM19	Attendee Custom 19		100	
148	CT_ATTENDEE. CUSTOM20	Attendee Custom 20		100	
149	CT_ATN_ENTRY_MAP. TRANSACTION_ AMOUNT	Attendee Transaction Amount	Portion of the approved expense amount attributed to this attendee, in transaction (spend) currency	23	
150	CT_ATN_ENTRY_MAP. APPROVED_AMOUNT	Attendee Approved Amount in reimbursement currency	Portion of the approved expense amount attributed to this attendee, in reimbursement (report) currency	23	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
151	CT_ATN_ENTRY_MAP. ATTENDEE_APPROVED_ AMOUNT	Attendee Approved Amount in attendee currency	Portion of the approved expense amount attributed to this attendee, in attendee (attendee totaling) currency	23	
152	CT_ATN_ENTRY_MAP. INSTANCE_COUNT	Attendee Instance Count	Count of attendees for this attendee record. This number is 1 unless: • An attendee type of "No Shows" is used • Users are allowed to edit the Count Per Attendee row	23	
153	CT_ATN_ENTRY_MAP. IS_AMOUNT_EDITED	Attendee Amount Is Edited	Indicates whether the cost per attendee is system generated (N) or user-entered (Y)	1	
154	CT_ATN_ENTRY_MAP.C USTOM1	Attendee Entry Custom 1	Extractable Custom field at Attendee Expense Entry level	48	
155	CT_ATN_ENTRY_MAP.C USTOM2	Attendee Entry Custom 2	Extractable Custom field at Attendee Expense Entry level	48	
156	CT_ATN_ENTRY_MAP.C USTOM3	Attendee Entry Custom 3	Extractable Custom field at Attendee Expense Entry level	48	
157	CT_ATN_ENTRY_MAP.C USTOM4	Attendee Entry Custom 4	Extractable Custom field at Attendee Expense Entry level	48	
158	CT_ATN_ENTRY_MAP.C USTOM5	Attendee Entry Custom 5	Extractable Custom field at Attendee Expense Entry level	48	

Future Use Section

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
159	n/a	Future Use	Extra column for future additions to the file	48	
160	n/a	Future Use	Extra column for future additions to the file	48	
161	n/a	Future Use	Extra column for future additions to the file	48	
162	n/a	Future Use	Extra column for future additions to the file	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
163	n/a	Future Use	Extra column for future additions to the file	48	
164	n/a	Future Use	Extra column for future additions to the file	48	
165	n/a	Future Use	Extra column for future additions to the file	48	
166	n/a	Future Use	Extra column for future additions to the file	48	
167	n/a	Future Use	Extra column for future additions to the file	48	

Table of Contents – Attendee Detail Extract, Version 2

Revision History

Date	Notes / Comments / Changes
May 6 2015	Copyright and formatting changes; no other content changes
July 19 2013	Initial publication Addition of 3 attendee fields, additional Custom fields (including "Sunshine" regulatory fields for HCP Attendee form), and Future Use fields Added this chapter and renumbered subsequent chapters

Chapter 10: Standard Attendee Detail Extract, Version 2

IMPORTANT - Two Import Chapters

There are separate chapters for the different versions of the extract:

- Attendee Extract, Version 1
- Attendee Extract, Version 2
  Added Middle Initial, Suffix, and five new custom fields

Before creating your data file, verify with Concur that you are using the proper chapter.

Overview

This extract is primarily used as the source of data that will ultimately be imported to a Client Relationship Management system such as SalesForce.com. This feed contains a wide range of data to accommodate a broad range of integration needs so the client will have to create a bridge program to capture the required data from this feed to import to the target system.

The extract file contains the following:

- Batch Constants
- Employee Data
- Report Data
- Entry Data
- Entry Attendee Level Data
- Future Use (Not currently utilized)

All the different data elements are included in each row.

This file is delimited by a **|** (Pipe). The specific data elements in the Attendee Detail file are listed below.

File Header

Col #	Source	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "EXTRACT" will be inserted into the first position of the extract. By having a constant in the file header, an extract file is always produced, even if there are no reports ready to be extracted.	7	
2	BatchDate	Batch Date **Format:** YYYY-MM-DD	10	
3	Record Count	Count of the detail records in the file **Source:** Calculated when the file is created	10	
4	Attendee Approved Amount in reimbursement currency	Hash total that sums all attendee amount columns in the attendee rows (CT_ATN_ENTRY_MAP.APPROVED_AMOUNT) **Format:** 0.00 **Source:** Calculated when the file is created	23	

Detailed Transactions

Batch Data

Col #	Source	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "DETAIL" will be inserted into the first position of the extract.	6	
2	BatchID	Batch ID **Format:** Starts with number 1 and increments sequentially	13	
3	BatchDate	Batch Date **Format:** YYYY-MM-DD	10	
4	SequenceNumber	Line number of each detail row **Source:** Calculated when the file is created	n/a	

Employee Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
5	CT_EMPLOYEE. EMP_ID	Employee ID	Employee ID **Format:** Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.	128	
6	CT_EMPLOYEE. LAST_NAME	Employee Last Name	Employee last name	32	
7	CT_EMPLOYEE. FIRST_NAME	Employee First Name	Employee first name	32	
8	CT_EMPLOYEE. MI	Employee Middle Initial	Employee middle initial	1	
9	CT_EMPLOYEE. CUSTOM21	Employee Custom 21	Employee group ID	48	
10	CT_EMPLOYEE. ORG_UNIT1	Employee Org Unit 1	Employee Organization Unit Custom Value 1	48	
11	CT_EMPLOYEE. ORG_UNIT2	Employee Org Unit 2	Employee Organization Unit Custom Value 2	48	
12	CT_EMPLOYEE. ORG_UNIT3	Employee Org Unit 3	Employee Organization Unit Custom Value 3	48	
13	CT_EMPLOYEE. ORG_UNIT4	Employee Org Unit 4	Employee Organization Unit Custom Value 4	48	
14	CT_EMPLOYEE. ORG_UNIT5	Employee Org Unit 5	Employee Organization Unit Custom Value 5	48	
15	CT_EMPLOYEE. ORG_UNIT6	Employee Org Unit 6	Employee Organization Unit Custom Value 6	48	
16	n/a	Future Use	Extra column for future additions to the file	48	
17	n/a	Future Use	Extra column for future additions to the file	48	
18	n/a	Future Use	Extra column for future additions to the file	48	

NOTE: Employee data in the system that describes an individual's accounting information or other organizational data is copied to the report and / or line item level. Therefore, it is not extracted from the employee level. This data is stored in the org unit and custom fields noted below at the report and entry level.

Report Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
19	CT_REPORT. REPORT_ID	Report ID	Report ID 32 character varchar – refer to Report Custom16 if a smaller numeric unique identifier is required. **Format:** Alphanumeric string. Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.	32	
20	CT_REPORT. RPT_KEY	Report Key	Report key on the report – unique id generated by the system **Format:** Alternative to the report ID. Smaller value. Starts with 1 and increments with each expense report.	48	
21	CT_LEDGER. LEDGER_CODE	Ledger Code	External accounting system ID	20	
22	CT_CURRENCY. ALPHA_CODE	Report Currency Alpha Code	Reimbursement currency in ISO alpha format	3	
23	CT_COUNTRY_LANG. NAME	Report Home Country Name	Home country name (localized for ledger language) for this employee	64	
24	CT_REPORT. SUBMIT_DATE	Report Submit Date	Date/Time the employee submitted the report for approval **Format:** YYYY-MM-DD	10	
25	CT_REPORT. USER_DEFINED_DATE	Report User Defined Date	Custom date/time specified by user **Format:** YYYY-MM-DD	10	
26	CT_REPORT. RPT_PAYMENT_ PROCESSING_DATE	Report Processing Payment Date	Date the report completed all approvals and was ready to be extracted for payment **Format:** YYYY-MM-DD	10	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
27	CT_REPORT. NAME	Report Name	Report name assigned by employee	40	
28	CT_POLICY_LANG. NAME	Report Policy Name	Report Policy Name	64	
29	n/a		Extra column for future additions to the file	48	
30	CT_REPORT. ORG_UNIT_1	Report Org Unit 1	Organizational data for this employee. This data is copied from the CT_EMPLOYEE Org Unit Fields. Data is recorded at the report level in case an employee's organizational data changes over time, such as a transfer to a difference business unit. **Format:** The first segment in the fully qualified GL string should use Org Unit 1.	48	
31	CT_REPORT. ORG_UNIT_2	Report Org Unit 2	**Format:** The second segment in the fully qualified GL string should use Org Unit 2, except the natural account field.	48	
32	CT_REPORT. ORG_UNIT_3	Report Org Unit 3	**Format:** The third segment (if necessary) in the fully qualified GL string should use Org Unit 3, except the natural account field.	48	
33	CT_REPORT. ORG_UNIT_4	Report Org Unit 4	**Format:** The fourth segment (if necessary) in the fully qualified GL string should use Org Unit 4, except the natural account field.	48	
34	CT_REPORT. ORG_UNIT_5	Report Org Unit 5	**Format:** The fifth segment (if necessary) in the fully qualified GL string should use Org Unit 5, except the natural account field.	48	
35	CT_REPORT. ORG_UNIT_6	Report Org Unit 6	**Format:** The sixth segment (if necessary) in the fully qualified GL string should use Org Unit 6, except the natural account field.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
36	CT_REPORT. CUSTOM1	Report Custom 1	When the custom fields (as opposed to ORG_UNIT fields) are also employed on the employee record for accounting data, these fields are copied to the report level. Data is recorded at the report level for reporting purposes in the event an employee's organizational data changes over time. This ensures that the point-in-time accounting data for an expense report is accurate and not changed in the future if employee data is changed. **Format:** The seventh segment (if necessary) in the fully qualified GL string should use Custom1, except the natural account field.	48	
37	CT_REPORT. CUSTOM2	Report Custom 2	**Format:** The eight segment (if necessary) in the fully qualified GL string should use Custom2, except the natural account field.	48	
38	CT_REPORT. CUSTOM3	Report Custom 3		48	
39	CT_REPORT. CUSTOM4	Report Custom 4		48	
40	CT_REPORT. CUSTOM5	Report Custom 5		48	
41	CT_REPORT. CUSTOM6	Report Custom 6		48	
42	CT_REPORT. CUSTOM7	Report Custom 7		48	
43	CT_REPORT. CUSTOM8	Report Custom 8		48	
44	CT_REPORT. CUSTOM9	Report Custom 9		48	
45	CT_REPORT. CUSTOM10	Report Custom 10		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
46	CT_REPORT. CUSTOM11	Report Custom 11		48	
47	CT_REPORT. CUSTOM12	Report Custom 12		48	
48	CT_REPORT. CUSTOM13	Report Custom 13		48	
49	CT_REPORT. CUSTOM14	Report Custom 14		48	
50	CT_REPORT. CUSTOM15	Report Custom 15		48	
51	CT_REPORT. CUSTOM16	Report Custom 16		48	
52	CT_REPORT. CUSTOM17	Report Custom 17	(Likely use: CES Standard – Copy of AP Vendor ID) **Format:** Copies down from Employee Custom17. Used in cases when Employee ID is not used as the AP Vendor ID.	48	
53	CT_REPORT. CUSTOM18	Report Custom 18		48	
54	CT_REPORT. CUSTOM19	Report Custom 19		48	
55	CT_REPORT. CUSTOM20	Report Custom 20		48	

Entry Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
56	CT_REPORT_ENTRY. RPE_KEY	Report Entry ID	Report entry unique key	13	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
57	CT_REPORT_ENTRY. TRANSACTION_TYPE	Report Entry Transaction Type	Only include rows where equal to CHD or REG (parent rows are not included in the extract)	3	
58	CT_EXPENSE_TYPE_ LANG.NAME	Report Entry Expense Type Name	Expense type name	64	
59	CT_REPORT_ENTRY. TRANSACTION_DATE	Report Entry Transaction Date	Date that this expense was incurred (when the money was spent or credit card receipt date)	8	
60	CT_CURRENCY. ALPHA_CODE	Report Entry Currency Alpha Code	Currency ISO alpha code for the spend currency if not an imported credit card or the invoice currency if this is a credit card	3	
61	CT_REPORT_ENTRY. EXCHANGE_RATE	Report Entry Exchange Rate	Rate used to convert from the report entry (spend) currency and the report (reimbursement) currency	23	
62	CT_REPORT_ENTRY. EXCHANGE_RATE_ DIRECTION	Report Entry Exchange Rate Direction	Either: M = Multiply D = Divide	1	
63	CT_REPORT_ENTRY. IS_PERSONAL	Report Entry Is Personal Flag	Flag to indicate if this expense line is a personal amount **Format:** Y/N	1	
64	CT_REPORT_ENTRY. DESCRIPTION	Report Entry Description	Expense description as entered by the employee	64	
65	CT_LIST_ITEM_LANG. VALUE	Report Entry Vendor Name	Vendor name	64	
66	CT_REPORT_ENTRY. VENDOR_DESCRIPTION	Report Entry Vendor Description	Vendor description	64	
67	CT_REPORT_ENTRY. ATTENDEE_COUNT	Report Entry Attendee Count	Total number of attendees for the expense	23	
68	CT_REPORT_ENTRY. ORG_UNIT_1	Report Entry Org Unit 1	Org 1 to 6: Organization level data as entered/updated on the report entry **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross-charging scenarios.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
69	CT_REPORT_ENTRY. ORG_UNIT_2	Report Entry Org Unit 2		48	
70	CT_REPORT_ENTRY. ORG_UNIT_3	Report Entry Org Unit 3		48	
71	CT_REPORT_ENTRY. ORG_UNIT_4	Report Entry Org Unit 4		48	
72	CT_REPORT_ENTRY. ORG_UNIT_5	Report Entry Org Unit 5		48	
73	CT_REPORT_ENTRY. ORG_UNIT_6	Report Entry Org Unit 6		48	
74	CT_REPORT_ENTRY. CUSTOM1	Report Entry Custom 1	**Custom 1-40: Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross-charging scenarios.	48	
75	CT_REPORT_ENTRY. CUSTOM2	Report Entry Custom 2		48	
76	CT_REPORT_ENTRY. CUSTOM3	Report Entry Custom 3		48	
77	CT_REPORT_ENTRY. CUSTOM4	Report Entry Custom 4		48	
78	CT_REPORT_ENTRY. CUSTOM5	Report Entry Custom 5		48	
79	CT_REPORT_ENTRY. CUSTOM6	Report Entry Custom 6		48	
80	CT_REPORT_ENTRY. CUSTOM7	Report Entry Custom 7		48	
81	CT_REPORT_ENTRY. CUSTOM8	Report Entry Custom 8		48	
82	CT_REPORT_ENTRY. CUSTOM9	Report Entry Custom 9		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
83	CT_REPORT_ENTRY. CUSTOM10	Report Entry Custom 10	(Likely use: CES Standard – Project)	48	
84	CT_REPORT_ENTRY. CUSTOM11	Report Entry Custom 11		48	
85	CT_REPORT_ENTRY. CUSTOM12	Report Entry Custom 12	(Likely use: CES Standard – City Pairs)	48	
86	CT_REPORT_ENTRY. CUSTOM13	Report Entry Custom 13	(Likely use: CES Standard – Passenger Name)	48	
87	CT_REPORT_ENTRY. CUSTOM14	Report Entry Custom 14		48	
88	CT_REPORT_ENTRY. CUSTOM15	Report Entry Custom 15	(Likely use: CES Standard – Class of Service)	48	
89	CT_REPORT_ENTRY. CUSTOM16	Report Entry Custom 16		48	
90	CT_REPORT_ENTRY. CUSTOM17	Report Entry Custom 17		48	
91	CT_REPORT_ENTRY. CUSTOM18	Report Entry Custom 18		48	
92	CT_REPORT_ENTRY. CUSTOM19	Report Entry Custom 19		48	
93	CT_REPORT_ENTRY. CUSTOM20	Report Entry Custom 20		48	
94	CT_REPORT_ENTRY. CUSTOM21	Report Entry Custom 21		48	
95	CT_REPORT_ENTRY. CUSTOM22	Report Entry Custom 22		48	
96	CT_REPORT_ENTRY. CUSTOM23	Report Entry Custom 23		48	
97	CT_REPORT_ENTRY. CUSTOM24	Report Entry Custom 24		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
98	CT_REPORT_ENTRY. CUSTOM25	Report Entry Custom 25		48	
99	CT_REPORT_ENTRY. CUSTOM26	Report Entry Custom 26		48	
100	CT_REPORT_ENTRY. CUSTOM27	Report Entry Custom 27		48	
101	CT_REPORT_ENTRY. CUSTOM28	Report Entry Custom 28		48	
102	CT_REPORT_ENTRY. CUSTOM29	Report Entry Custom 29		48	
103	CT_REPORT_ENTRY. CUSTOM30	Report Entry Custom 30		48	
104	CT_REPORT_ENTRY. CUSTOM31	Report Entry Custom 31		48	
105	CT_REPORT_ENTRY. CUSTOM32	Report Entry Custom 32		48	
106	CT_REPORT_ENTRY. CUSTOM33	Report Entry Custom 33		48	
107	CT_REPORT_ENTRY. CUSTOM34	Report Entry Custom 34		48	
108	CT_REPORT_ENTRY. CUSTOM35	Report Entry Custom 35		48	
109	CT_REPORT_ENTRY. CUSTOM36	Report Entry Custom 36		48	
110	CT_REPORT_ENTRY. CUSTOM37	Report Entry Custom 37		48	
111	CT_REPORT_ENTRY. CUSTOM38	Report Entry Custom 38		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
112	CT_REPORT_ENTRY. CUSTOM39	Report Entry Custom 39		48	
113	CT_REPORT_ENTRY. CUSTOM40	Report Entry Custom 40		48	
114	CT_REPORT_ENTRY. TRANSACTION_ AMOUNT	Report Entry Transaction Amount	Amount spent in the expense spend currency	23	
115	CT_REPORT_ENTRY. POSTED_AMOUNT	Report Entry Posted Amount	Amount spent in the reimbursement currency	23	
116	CT_REPORT_ENTRY. APPROVED_AMOUNT	Report Entry Approved Amount	Amount approved in the reimbursement currency	23	
117	n/a	Future Use	Extra column for future additions to the file	36	

Entry Attendee Detail Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
118	CT_ATTENDEE. ATN_KEY	Attendee Key	System-generated unique key for this attendee record	13	
119	CT_ATTENDEE. EXTERNAL_ID	Attendee Unique Identifier	Unique identifier for the attendee as provided from an external system **NOTE:** System-generated employee attendee records will use the Employee ID.	48	
120	CT_ATTENDEE_TYPE_ LANG.NAME	Attendee Type Name	Attendee type name	40	
121	CT_ATTENDEE_TYPE. ATN_TYPE_CODE	Attendee Type Code	Attendee type code	8	
122	CT_ATTENDEE. LAST_NAME	Attendee Last Name	Attendee last name	132	
123	CT_ATTENDEE. FIRST_NAME	Attendee First Name	Attendee first name	50	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
124	CT_ATTENDEE. COMPANY	Attendee Company Name	Attendee company	150	
125	CT_ATTENDEE. TITLE	Attendee Title	Attendee title	32	
126	CT_ATTENDEE. TOTAL_AMOUNT_YTD	Attendee Year-To-Date Amount	Total amount to date accrued to this attendee for the current calendar year	23	
127	CT_ATTENDEE. TOTAL_AMOUNT_PREV_ YEAR	Attendee Previous Year Amount	Total amount for this attendee for the previous calendar year	23	
128	CT_CURRENCY. ALPHA_CODE	Currency Alpha Code of attendee currency	Currency used for totaling attendee spend YTD	3	
129	CT_ATTENDEE. CUSTOM1	Attendee Custom 1	**Custom 1 to 20: Format:** Attendee custom fields are used for any client specific purpose.	100	
130	CT_ATTENDEE. CUSTOM2	Attendee Custom 2		100	
131	CT_ATTENDEE. CUSTOM3	Attendee Custom 3		100	
132	CT_ATTENDEE. CUSTOM4	Attendee Custom 4		100	
133	CT_ATTENDEE. CUSTOM5	Attendee Custom 5		100	
134	CT_ATTENDEE. CUSTOM6	Attendee Custom 6		100	
135	CT_ATTENDEE. CUSTOM7	Attendee Custom 7		100	
136	CT_ATTENDEE. CUSTOM8	Attendee Custom 8		100	
137	CT_ATTENDEE. CUSTOM9	Attendee Custom 9		100	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
138	CT_ATTENDEE. CUSTOM10	Attendee Custom 10		100	
139	CT_ATTENDEE. CUSTOM11	Attendee Custom 11		100	
140	CT_ATTENDEE. CUSTOM12	Attendee Custom 12		100	
141	CT_ATTENDEE. CUSTOM13	Attendee Custom 13		100	
142	CT_ATTENDEE. CUSTOM14	Attendee Custom 14		100	
143	CT_ATTENDEE. CUSTOM15	Attendee Custom 15		100	
144	CT_ATTENDEE. CUSTOM16	Attendee Custom 16		100	
145	CT_ATTENDEE. CUSTOM17	Attendee Custom 17		100	
146	CT_ATTENDEE. CUSTOM18	Attendee Custom 18		100	
147	CT_ATTENDEE. CUSTOM19	Attendee Custom 19		100	
148	CT_ATTENDEE. CUSTOM20	Attendee Custom 20		100	
149	CT_ATN_ENTRY_MAP. TRANSACTION_ AMOUNT	Attendee Transaction Amount	Portion of the approved expense amount attributed to this attendee, in transaction (spend) currency	23	
150	CT_ATN_ENTRY_MAP. APPROVED_AMOUNT	Attendee Approved Amount in reimbursement currency	Portion of the approved expense amount attributed to this attendee, in reimbursement (report) currency	23	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
151	CT_ATN_ENTRY_MAP. ATTENDEE_APPROVED_AMOUNT	Attendee Approved Amount in attendee currency	Portion of the approved expense amount attributed to this attendee, in attendee (attendee totaling) currency	23	
152	CT_ATN_ENTRY_MAP. INSTANCE_COUNT	Attendee Instance Count	Count of attendees for this attendee record. This number is 1 unless: • An attendee type of "No Shows" is used • Users are allowed to edit the Count Per Attendee row	23	
153	CT_ATN_ENTRY_MAP. IS_AMOUNT_EDITED	Attendee Amount Is Edited	Indicates whether the cost per attendee is system generated (N) or user-entered (Y)	1	
154	CT_ATN_ENTRY_MAP.CUSTOM1	Attendee Entry Custom 1	Extractable Custom field at Attendee Expense Entry level	48	
155	CT_ATN_ENTRY_MAP.CUSTOM2	Attendee Entry Custom 2	Extractable Custom field at Attendee Expense Entry level	48	
156	CT_ATN_ENTRY_MAP.CUSTOM3	Attendee Entry Custom 3	Extractable Custom field at Attendee Expense Entry level	48	
157	CT_ATN_ENTRY_MAP.CUSTOM4	Attendee Entry Custom 4	Extractable Custom field at Attendee Expense Entry level	48	
158	CT_ATN_ENTRY_MAP.CUSTOM5	Attendee Entry Custom 5	Extractable Custom field at Attendee Expense Entry level	48	
159	CT_ATTENDEE.MI	Middle Initial	Attendee middle initial	1	
160	CT_ATTENDEE.SUFFIX	Suffix	Attendee suffix	32	
161	CT_REPORT_ENTRY.CTRY_CODE	Expense Location Country Code	2 character codes based on ISO 3166	2	
162	CT_REPORT_ENTRY.CTRY_SUB_CODE	Expense Location State/Province Abbreviation	Abbreviation based on ISO 3166	6	
163	CT_LOCATION_NAME.NAME	Expense Location City Name	Expense location city name	64	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
164	CT_ATTENDEE.CUSTOM 21	Attendee Custom 21	Taxonomy (on HCP Attendee form)	48	
165	CT_ATTENDEE.CUSTOM 22	Attendee Custom 22	Tax ID (on HCP Attendee form)	48	
166	CT_ATTENDEE.CUSTOM 23	Attendee Custom 23	Covered Recipient ID (on HCP Attendee form)	48	
167	CT_ATTENDEE.CUSTOM 24	Attendee Custom 24		48	
168	CT_ATTENDEE.CUSTOM 25	Attendee Custom 25		48	

Future Use Section

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
169 - 220	n/a	Future Use	Extra columns for future additions to the file	48	

Table of Contents – List Import

Revision History for this Chapter

Date	Notes / Comments / Changes
September 18 2015	Add warning that you should not add or remove a level in any connected list associated with a hierarchy but instead add or delete at the "bottom" of the connected list
May 6 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
May 2010 (SU55)	Updated the List Category Name description to include current user interface functionality.
Feb. 2010 (SU52)	Clarify difference between standard.xml and standard-71.xml by including two separate tables, each detailing a specific xml file
Jan. 2008 (SU28)	Remove references to concur-extended.xml
Oct. 2007 (SU24)	New chapter

Chapter 11: List Import

Overview

A client uses the List import to import vendor lists, such as airline or car rental vendors, custom lists, such as department names, or connected lists, such as those used for configuring Expense and for allocations.

List Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.
- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Delimiter-Separated Value, UTF8
- **Supported Field Delimiter:** Comma or pipe
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** The record layout is based on the import definition file that is used. Choose from these import definition files:
  - ♦ concur-standard.xml
  - ♦ concur-standard-71.xml, which is backwards compatible to the concur-standard.xml file used in version 7.1

The record types for each file type are referenced in the tables on the following pages.

File Naming Conventions

The data file name should be of the format "jobtype_entitycode_datetime.txt". The job type for a List Import data file is "list." If an entity has the code t0000123abcd, then the file name for the import data file would be "list_t0000123abcd_yyyymmddhhmnss.txt".

The Import Definition Files

Choose from the following import definition files:

- concur-standard.xml
- concur-standard-71.xml, which is backwards compatible to the concur-standard.xml file used in version 7.1

NOTE: The import definition files are described ***in detail*** on the following pages.

The concur-standard.xml import definition file imports ***incrementally***, which means that existing data that is not changed or deleted via the import is not affected by the import.

The main differences between the import definition files are:

- The concur-standard.xml can be used for importing simple list data (lists other than connected lists) - this xml file uses the 16-field set (*includes* Delete List Item)
- List data can be deleted via import ***only*** using concur-standard-71.xml - this xml file uses the older 15-field set (*excludes* Delete List Item)

Clients upgrading to Service Update 10 can use either:

- concur-standard.xml; customers must update their existing list imports by adding one comma at the end of each row (to account for the new field used for deleting records)
- concur-standard-71.xml

Working with Connected Lists Associated with a Hierarchy

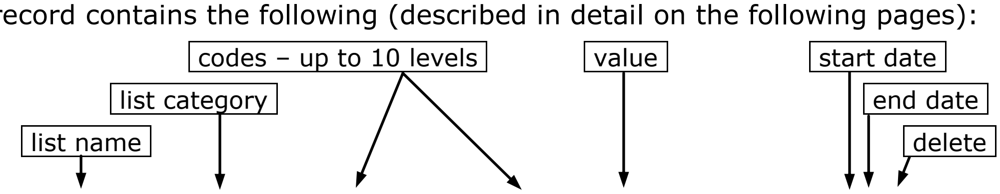
It is important to never add or delete any level within a connected list where that list is associated to a hierarchy. Instead, add or remove levels at or from the "bottom" of the hierarchical connected list as needed.

Using the concur_standard.xml File

Connected List Data

The administrator can use this import definition file to import connected list data; however, it must contain one record for ***each*** level in the connected list.

Each record contains the following (described in detail on the following pages):




```
Departments,ConcurLists,CNQR,,,,,,,,,,Concur Technologies,,,
```

With the concur-standard.xml file, ***every*** level of data must appear as its own record in this file. For example, to create a three-level connected list, the data for all three levels must appear as separate records in this import file.

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,Development,,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,Release 7.1,,,
```

The above records will result in the following list items:

LI_CODE	LI_SHORT_CODE	VALUE
CNQR	CNQR	Concur Technologies
CNQR-DEV	DEV	Development
CNQR-DEV-71	71	Release 7.1

Deleting List Data

As noted above, when ***adding*** connected list data using this import definition file, each level of data must be represented with its own record in the data file. This is ***not*** a requirement when deleting data.

For connected list data, the administrator enters Y in the last field of the record to be deleted. When the import is run, that record and all of its "child" records will be deleted.

Assume the administrator wants to delete all three of these records.

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,Development,,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,Release 7.1,,,
```

The administrator includes only the ***first*** record in the import data file and enters Y in the last field. All three records will be deleted when the import is run.

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,Y
```

NOTE: Leaving the last field blank or entering N results in no change in the existing data.

Record Type Specifications – concur_standard.xml

Table 1: *Data for record ID "StandardList"*

Name	Definition	Required?	Description	Client Field Definition
List Name	64 characters maximum	Y	This is the name of the list being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. **NOTE:** Define the list name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool.	
List Category Name	64 characters maximum	Y	This is the name of the category into which the list is being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. **NOTES:** • If the list has been edited in List Management, use the List Name as the List Category Name. • For vendor lists, if the CT_LANG table reflects English, then the list_category_name is *vendors*.	
Level 01 Code	32 characters maximum	Y	This is the code for the highest level list item.	
Level 02 Code	32 characters maximum	N	This is the code for the level 2 list item. If provided, this code will have the level_01_code as its parent.	
Level 03 Code	32 characters maximum	N	This is the code for the level 3 list item. If provided, this code will have the level_02_code as its parent.	
Level 04 Code	32 characters maximum	N	This is the code for the level 4 list item. If provided, this code will have the level_03_code as its parent.	
Level 05 Code	32 characters maximum	N	This is the code for the level 5 list item. If provided, this code will have the level_04_code as its parent.	

Name	Definition	Required?	Description	Client Field Definition
Level 06 Code	32 characters maximum	N	This is the code for the level 6 list item. If provided, this code will have the level_05_code as its parent.	
Level 07 Code	32 characters maximum	N	This is the code for the level 7 list item. If provided, this code will have the level_06_code as its parent.	
Level 08 Code	32 characters maximum	N	This is the code for the level 8 list item. If provided, this code will have the level_07_code as its parent.	
Level 09 Code	32 characters maximum	N	This is the code for the level 9 list item. If provided, this code will have the level_08_code as its parent.	
Level 10 Code	32 characters maximum	N	This is the code for the level 10 list item. If provided, this code will have the level_09_code as its parent.	
Value	64 characters maximum	Y	This is the item *name* for the lowest level code provided on the record. It should be in the system's default language (as defined in the CT_LANG table).	
Start Date	8 characters; must be in the format YYYYMMDD	N	**NOTE:** The system will not reference dates. The system does not include or exclude information based on this date.	
End Date	8 characters; must be in the format YYYYMMDD	N	**NOTE:** The system will not reference dates. The system does not include or exclude information based on this date.	
Delete List Item	1 character; Y or N; default of N	N	**NOTE:** If the list is used for configuration hierarchies, the list item will not be deleted and a warning will be recorded in the job run details.	

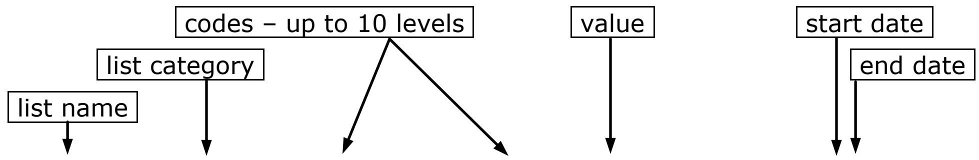
NOTE: The level codes that are ***not*** required can be "commented out" of the XML and, therefore, not required in the data file.

Using the concur_standard-71.xml File

Connected List Data

The administrator can use this import definition file to import connected list data; however, it must contain one record for ***each*** level in the connected list. .

Each record contains the following (described in detail on the following pages):




```
Departments,ConcurLists,CNQR,,,,,,,,,,Concur Technologies,,
```

With the concur-standard-71.xml file, ***every*** level of data must appear as its own record in this file. For example, to create a three-level connected list, the data for all three levels must appear as separate records in this import file.

```
Departments,ConcurLists,CNQR,,,,,,,,,,Concur Technologies,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,,Development,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,,Release 7.1,,
```

The above records will result in the following list items:

LI_CODE	LI_SHORT_CODE	VALUE
CNQR	CNQR	Concur Technologies
CNQR-DEV	DEV	Development
CNQR-DEV-71	71	Release 7.1

Deleting List Data

As noted above, when ***adding*** connected list data using this import definition file, each level of data must be represented with its own record in the data file. This is ***not*** a requirement when deleting data.

Record Type Specifications – concur_standard-71.xml

Table 2: *Data for record ID "StandardList"*

Name	Definition	Required?	Description	Client Field Definition
List Name	64 characters maximum	Y	This is the name of the list being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. **NOTE:** Define the list name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool.	
List Category Name	64 characters maximum	Y	This is the name of the category into which the list is being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. **NOTES:** • Define the list category name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool. • For vendor lists, if the CT_LANG table reflects English, then the list_category_name is *vendors*.	
Level 01 Code	32 characters maximum	Y	This is the code for the highest level list item.	
Level 02 Code	32 characters maximum	N	This is the code for the level 2 list item. If provided, this code will have the level_01_code as its parent.	
Level 03 Code	32 characters maximum	N	This is the code for the level 3 list item. If provided, this code will have the level_02_code as its parent.	
Level 04 Code	32 characters maximum	N	This is the code for the level 4 list item. If provided, this code will have the level_03_code as its parent.	

Name	Definition	Required?	Description	Client Field Definition
Level 05 Code	32 characters maximum	N	This is the code for the level 5 list item. If provided, this code will have the level_04_code as its parent.	
Level 06 Code	32 characters maximum	N	This is the code for the level 6 list item. If provided, this code will have the level_05_code as its parent.	
Level 07 Code	32 characters maximum	N	This is the code for the level 7 list item. If provided, this code will have the level_06_code as its parent.	
Level 08 Code	32 characters maximum	N	This is the code for the level 8 list item. If provided, this code will have the level_07_code as its parent.	
Level 09 Code	32 characters maximum	N	This is the code for the level 9 list item. If provided, this code will have the level_08_code as its parent.	
Level 10 Code	32 characters maximum	N	This is the code for the level 10 list item. If provided, this code will have the level_09_code as its parent.	
Value	64 characters maximum	Y	This is the item *name* for the lowest level code provided on the record. It should be in the system's default language (as defined in the CT_LANG table).	
Start Date	8 characters; must be in the format YYYYMMDD	N	**NOTE:** The system will not reference dates. The system does not include or exclude information based on this date.	
End Date	8 characters; must be in the format YYYYMMDD	N	**NOTE:** The system will not reference dates. The system does not include or exclude information based on this date.	

NOTE: The level codes that are ***not*** required can be "commented out" of the XML and, therefore, not required in the data file.

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have most imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://service.concur.com) to have the import schedule set up.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the locations information has been updated. The changes are immediately available to users.

Table of Contents – Standard Accounting Extract, Version 2

Revision History for this Chapter

Date	Notes / Comments / Changes
September 28 2015	Added the Cash Advance Issuance Records appendix.
May 6 2015	Copyright and formatting changes; no other content changes
December 12 2014	This chapter renamed in title to add version number and to add content about new version 3 SAE available with this release
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
June 25 2014	Addition of explanation of the "Is Emergency Check Run?" field and feature. This is an additional field added to the Invoice Payment Request header to expedite rapid check payment by taking advantage of the Emergency extract runs made available for this purpose.
October 18 2013	Significant change: The following fields are added: • Col #18 "Journal Net of Total Adjusted Reclaim Tax" (AMT_NET_TAX_TOTAL_RECLAIM) Max Length 23 • Col # 211 (AMT_NET_TAX_TOTAL_ADJUSTED) Max Length 23 • Col # 223 (CT_TAX_ALLOCATION_TOTAL_VIEW.ADJUSTED_AMOUNT) Max Length 23 • Col # 224 (CT_TAX_ALLOCATION_TOTAL_VIEW.RECLAIM_ADJUSTED_AMOUNT) Max Length 23
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
April 26 2013	Significant change: The following fields are added: • Col #34 "Budget Accrual Date" (CT_REPORT_ENTRY.BUDGET_ACCRUAL_DATE) Max Length 10 • Col # 175 (CT_CREDIT_CARD_TRANSACTION.SALES_TAX_AMT) Max Length 23 • Col # 176 (CT_EFT_BATCH_SCHED.CC_VENDOR_NAME) Max Length 64
April 4 2013	Addition of the Cash Advance Payment Method field at position 188.
March 22 2013	Changed: • Future Use 251 – 253 to Company Bill Statements fields • Various field descriptions for clarity
October 19 2012	Added System Cash Advance (3) as option for Cash Advance Transaction Type, and Appendix to detail the Balance Due Management feature.

Date	Notes / Comments / Changes
March 2012	Changed copyright; no content change
Oct. 21 2011	Addition of the Processor Reference Number field at position 162.
Sep. 23 2011	Addition of the Payment Type field at position 250. Clarified some field definitions.
Jul. 22 2011	Added information about extract file format.
May 20 2011	Authorization Request ID is added at position 239.
Apr. 15 2011	Clarified description of columns 128 and 131.
Dec. 31 2010	Updated the copyright and made rebranding changes; no content changes
Dec. 2010 (SU62)	Significant change: The following fields are added: • Col #246 (CT_REPORT_ENTRY. TOTAL_TAX_POSTED_AMOUNT) Max Length 23 • Col # 247 (CT_REPORT_ENTRY_VIEW. NET_TAX_AMOUNT) Max Length 23 • Col # 248 (CT_REPORT_ENTRY. TOTAL_RECLAIM_ADJUSTED_AMOUNT) Max Length 23 • Col # 249 (CT_REPORT_ENTRY_VIEW. NET_RECLAIM_ADJUSTED_AMOUNT) Max Length 23
Nov. 2010 (SU61)	Significant change: Concur Pay information renamed to Expense Pay.
Sept. 2010 (SU59)	Significant change: Journal Account Code, Cash Account Code, and Liability Account Code lengthened from 20 to 48 characters.
Apr. 2010 (SU55)	Significant change: The following field is retired and changed to Future Use: **Col #239 (CT_REPORT.TR_KEY)** Field Name = Report Travel Request Key
Mar. 2010 (SU53)	Change to the Decimal Places field - now default is 4 places beyond the decimal for all companies created after this (the SU53) service release. *Advance Notice:* Journal Account Code, Cash Account Code, and Liability Account Code lengthened from 20 to 48 characters (20 characters enforced for now - change in September of current year).
Feb. 2010 (SU52)	Clarify that use of the **Text Case** attribute under **Field Attribute Defaults** can result in characters that exceed maximum length and may map to incorrect upper case characters.

Date	Notes / Comments / Changes
Jan. 2010 (SU51)	Concur Pay fields are now collected in their own section, *Concur Pay Data*. Field length limit for column 133, **Credit Card Transaction Reference Number**, is lengthened from 50 to 64.
Dec. 2009 (SU50)	Minor changes - maximum length numbers in multiple fields were updated following review of extract. Those fields are: • Col #131 (CT_CREDIT_CARD_ ACCOUNT. ACCOUNT_NUMBER) Max Length now 255 (was 40) • Col # 144 (CT_CREDIT_CARD_ TRANSACTION. DESCRIPTION) Max Length now 42 (was 32) • Col # 146 (CT_CREDIT_CARD_ TRANSACTION. MERCHANT_NAME) Max Length now 50 (was 32) • Col # 147 (CT_CREDIT_CARD_ TRANSACTION. MERCHANT_CITY) Max Length now 40 (was 32) • Col # 155 (CT_CREDIT_CARD_ ACCOUNT. NAME_ON_CARD) Max Length now 255 (was 40) • Col # 161 (CT_CREDIT_CARD_ACCOUNT) Max Length now 255 (was 15) • Col # 190 (CT_ALLOCATION. PERCENTAGE) Max Length now 11 (was 7)
Sep. 2009 (SU47)	Minor change: • Col #150 (CT_CREDIT_CARD_TRANSACTION.MERCHANT_REF_NUM) changed from 12 chars to 15 chars
Aug. 2009 (SU46)	Significant change: • Col #239 (CT_REPORT.TR_KEY) Field Name = Report Travel Request Key
Jun. 2009 (SU44)	Minor change: • Added PROC data source to record 229
May. 2009 (SU43)	Minor change: • Add description text and table to explain configuration when using selected CT_TA_REIMBURSABLE table columns DISPLAY_LIMIT, ALLOWANCE_LIMIT, and ALLOWABLE_THRESHOLD
Apr. 2009 (SU42)	Significant change: • Col # 161 (CT_CREDIT_CARD_ACCOUNT.PROVIDER MARKET) Field Name = Market Code

Date	Notes / Comments / Changes
Mar. 2009 (SU41)	Significant change: • Col # 254 (CT_EFT_PAYOR_ACCOUNT.CASH_ACCOUNT_CODE) Field Name = Cash Account Code • Col # 255 (CT_EFT_PAYOR_ACCOUNT.LIABILITY_ACCOUNT_CODE) Field Name = Liability Account Code • Col # 256 Field Name = Estimated Payment Date • Col # 157 (ACQUIRER_REFERENCE_DATA) Field Name = Acquirer Reference Number
Nov. 2008 (SU37)	Significant change: • Col #16 (CT_EMP_BANK_ACCOUNT.ROUTING_NUMBER) Field Name = Bank Number • Col #17 (CT_EMP_BANK_ACCOUNT.ACCOUNT_NUMBER) Field Name = Account Number
Oct. 2008 (SU36)	Significant change: • Col #129 (CT_CREDIT_CARD_TRANSACTION.BILLING_DATE) Field Name = Bill Date
Sep. 2008 (SU35)	Significant change: • Col #170 (CT_JOURNAL.RPJ_KEY) Field Name = Journal Key • Col #238 (CT_REPORT_ENTRY_TAX_ALLOC.RECLAIM_CODE) Field Name = Report Entry Tax Allocation Reclaim Code
Aug. 2008 (SU34)	Significant change: • Col #130 (CT_CREDIT_CARD_ACCOUNT.ACCOUNT_NUMBER) Field Name = Billed Credit Card Account Number • Col #131 (CT_CREDIT_CARD_ACCOUNT.NAME_ON_CARD) Field Name = Billed Credit Card Description • Col #154 (CT_CREDIT_CARD_ACCOUNT.ACCOUNT_NUMBER) Field Name = Individual Credit Card Account Number • Col #155 (CT_CREDIT_CARD_ACCOUNT.NAME_ON_CARD) Field Name = Individual Credit Card Description
Jun. 2008 (SU31)	Minor Change: • Col #128 (VIRTUAL_PMT_REIMB_TYPE_FLD.RPT_PMT_REIMB_TYPE): Description = Report Payment Reimbursement Type; Indicates whether Expense Pay reimbursed this journal entry. Expense Pay can refer to reimbursement by Direct Reimbursement or Expense Reimbursement. Either: 1 = Expense Pay blank = ***not*** Expense Pay

Date	Notes / Comments / Changes
Oct. 2007 (SU24)	New (to this manual) chapter Minor Change: • Col #169 (CT_JOURNAL. AMOUNT): Description = Clarify that value will be either + (Plus / Debit) or - (Minus / Credit)
August 28, 2007 (SU23)	• Col #74 (TOTAL_EMPLOYEE_ATTENDEE): Description = Number of attendees that were type Employee or This Employee (count includes both)
June 26, 2007 (SU22)	• Col #128 (VIRTUAL_PMT_REIMB_TYPE_FLD.RPT_PMT_REIMB_TYPE): 1 = Direct Reimbursement, blank = *not* Direct Reimbursement • Col #129: Future use

Chapter 12: Standard Accounting Extract, Version 2

This extract is primarily used as the source of data that will ultimately be imported to the client General Ledger or Accounts Payable system. This feed, however, contains a wide range of data to accommodate a broad range of integration needs. The client will have to create a bridge program in order to capture the required data from this feed and import it to the financial system.

IMPORTANT - Two Import Chapters

There are separate chapters for the different versions of the extract:

- Standard Accounting Extract, Version 2
- Standard Accounting Extract, Version 3
  With additional Future Use and other fields.

Verify with Concur that you are using the proper extract chapter.

Security of Data

Data provided by the client to Concur is encrypted in transit to prevent exposure of sensitive information.

Extract File Contents

The extract file contains the following:

- Batch Constants
- Employee Level Data
- Report Level Data
- Entry Level Data

- Credit Card Data
- Journal Level Data
- Car Mileage Data
- Cash Advance Data
- Allocation Data
- Travel Allowance Data
- Tax Data
- Assigned Travel Request Data
- Future Use (Not currently utilized)

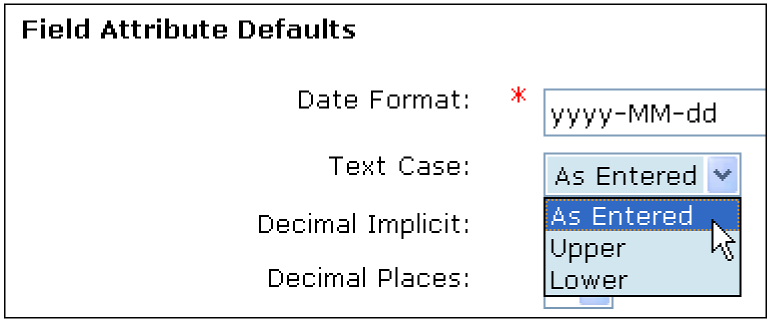
All the different data elements are included in each row.

The extract file defaults to a .txt formatted file with | (Pipe) delimitation. If the extract definition is configured to generate multiple files, Expense will generate a .ZIP file containing multiple .txt files.

The specific data elements in the AP/GL file are listed below.

Text Case: Best Practice

The Import/Extract Administrator has the option of generating an output file for an extract. If this is done it is best practice to select the As Entered option under **Text Case** in the **Add Output File** page as shown in the figure below:

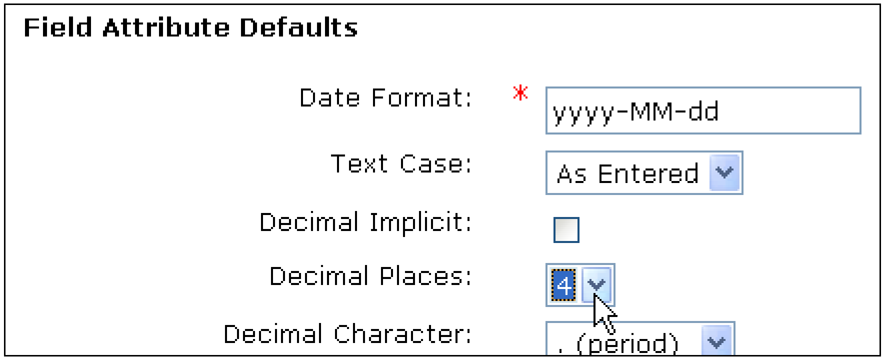


Doing this ensures that all characters are represented as entered and prevents arbitrary character selection where no lowercase or uppercase exists for a value entered in the extract. As an example, there is no uppercase equivalent of the German character "ß". If an uppercase rendering is requested using the Text Case option the system converts this to "SS", a two character field value that exceeds the field length and generates an error.

Decimal Places: Best Practice

Starting with Service Update 53 (March 2010) the decimal setting for all new companies is set to 4 (".0001") places beyond the decimal. All existing entities will not have this setting changed - this will apply only to those companies created following the SU53 release. This change applies to all amount-based fields.

The Import/Extract Administrator can view this setting in the **Decimal Places** field in the **Add Output File** page as shown in the figure below:



Refer to Implementation personnel for additional information about this change.

Scheduling the SAE and Invoice Pay Extract Cycles

Please note that Invoice Pay clients must choose a daily SAE schedule (not weekly). This is because Invoice Pay runs daily (it is the optimal payment frequency, and only available choice) and pay and extract cycles must be aligned to ensure no records are excluded from the extract.

Using the *Is Emergency Check Run?* Field to Expedite Payment in Invoice

When a pending request that will be late for payment must be expedited within a 24-hour cycle, the client may draw on the use of the **Is Emergency Check Run?** check box field to do this. This field, available in **Invoice Admin** > **Forms & Fields**, is added to the Payment Request Header form, and optionally associated with an "Emergency" policy (as an example) so that, when selected, an attribute is added to the request denoting that rapid payment is required.

Now, the late request is queued, and the client may take advantage of the optional, additional extract job (Standard Payment Request Accounting Extract (Emergency)) that executes within the default 24-hour cycle, allowing rapid approval and extract so that a late payment found in the morning may result in a check-based payment to the vendor that afternoon.

This feature is in no way related to Invoice Pay – it is instead a payment feature for clients who do their own payments outside of Invoice Pay.

NOTE: The client may need to work with Concur Support to set up the Standard Payment Request Accounting Extract (Emergency) job run that supports this feature.

File Header

Col #	Source (table.column)	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "EXTRACT" will be inserted into the first position of the extract. By having a constant in the file header, an extract file is always produced, even if there are no reports ready to be extracted.	7	
2	BatchDate	Batch Date **Format:** YYYY-MM-DD	10	
3	Record Count	Count of the detail records in the file **Source:** Calculated when file is created	10	
4	Journal Amount Total	Total that sums all journal amount columns in the journal rows **Format:** 0.00 **Source:** Calculated when file is created	23	

Detailed Transactions

Batch Data

Col #	Source (table.column)	Description/Format/Source	Max Length	Client Field Definition
1	Constant	The value "DETAIL" will be inserted into the first position of the extract	6	

Col #	Source (table.column)	Description/Format/Source	Max Length	Client Field Definition
2	BatchID	Batch ID **Format:** Starts with number 1 and increments sequentially	13	
3	BatchDate	Batch Date **Format:** YYYY-MM-DD	10	
4	SequenceNumber	Line number of each detail row **Source:** Calculated when file is created	n/a	

Employee Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
5	CT_EMPLOYEE. EMP_ID	Employee ID	Employee ID **Format:** Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.	48	
6	CT_EMPLOYEE. LAST_NAME	Employee Last Name	Employee last name	32	
7	CT_EMPLOYEE. FIRST_NAME	Employee First Name	Employee first name	32	
8	CT_EMPLOYEE. MI	1 Initial	Employee middle initial	1	
9	CT_EMPLOYEE. CUSTOM21	Employee Custom 21	Employee group ID	48	
10	CT_EMPLOYEE. ORG_UNIT1	Employee Org Unit 1	Employee Organization Unit Custom Value 1	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
11	CT_EMPLOYEE.ORG_UNIT2	Employee Org Unit 2	Employee Organization Unit Custom Value 2	48	
12	CT_EMPLOYEE.ORG_UNIT3	Employee Org Unit 3	Employee Organization Unit Custom Value 3	48	
13	CT_EMPLOYEE.ORG_UNIT4	Employee Org Unit 4	Employee Organization Unit Custom Value 4	48	
14	CT_EMPLOYEE.ORG_UNIT5	Employee Org Unit 5	Employee Organization Unit Custom Value 5	48	
15	CT_EMPLOYEE.ORG_UNIT6	Employee Org Unit 6	Employee Organization Unit Custom Value 6	48	
16	CT_EMP_BANK_ACCOUNT.ACCOUNT_NUMBER	Account Number	The ACH bank account number the employee entered on the Bank Information page **NOTE:** These fields do *not* apply to Expense Pay and are added only upon request.		
17	CT_EMP_BANK_ACCOUNT.ROUTING_NUMBER	Routing Number	The ACH bank identification number the employee entered on the Bank Information page **NOTE:** These fields do *not* apply to Expense Pay and are added only upon request.	48	
18	AMT_NET_TAX_TOTAL_RECLAIM	Journal Net of Total Adjusted Reclaim Tax	Journal Net of Total Adjusted Reclaim Tax Source **NOTE:** Calculated at time file is generated.	23	

NOTE: Employee data in the system that describes an individual's accounting information or other organizational data is copied to the report and / or line item level. Therefore, it is not extracted from the employee level. This data is stored in the org unit and custom fields noted below at the report and entry level.

Report Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
19	CT_REPORT. REPORT_ID	Report ID	Report ID 32 character varchar – refer to Report Key (below) if a smaller numeric unique identifier is required. **Format:** Alphanumeric string. Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.	32	
20	CT_REPORT. RPT_KEY	Report Key	Report key on the report – unique id generated by the system **Format:** Alternative to the report ID. Smaller value. Starts with 1 and increments with each expense report	48	
21	CT_LEDGER. LEDGER_CODE	Ledger Code	External accounting system ID	20	
22	CT_CURRENCY. ALPHA_CODE	Employee Default Currency Alpha Code	Reimbursement currency in ISO alpha format	3	
23	CT_COUNTRY_LANG. NAME	Report Home Country Name	Home country name (localized for ledger language) for this employee	64	
24	CT_REPORT. SUBMIT_DATE	Report Submit Date	Date/Time the employee submitted the report for approval **Format:** YYYY-MM-DD	10	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
25	CT_REPORT. USER_DEFINED_DATE	Report User Defined Date	Custom date/time specified by user **Format:** YYYY-MM-DD	10	
26	CT_REPORT. RPT_PAYMENT_ PROCESSING_DATE	Processing Payment Date	The date that the report completed all approvals and was ready to be extracted for payment **Format:** YYYY-MM-DD	10	
27	CT_REPORT. NAME	Report Name	Report name assigned by employee	40	
28	CT_REPORT. IMAGE_REQUIRED	Image Required Flag	If "Y", then this report met the criteria to require an image to be sent. **Format:** Y/N	1	
29	CT_REPORT. HAS_VAT_ENTRY	Has VAT Entry	If "Y", then this report has at least one expense with vat data **Format:** Y/N	1	
30	CT_REPORT. HAS_TA_ENTRY	Has TA Entry	If "Y", then this report has at least one expense with travel allowance data **Format:** Y/N	1	
31	CT_REPORT_VIEW. TOTAL_POSTED_ AMOUNT	Report Total Posted Amount	Report Total Posted amount **Format:** Numeric. Limited to 23 digits before the decimal point, and 8 digits after.	23	
32	CT_REPORT_VIEW. TOTAL_APPROVED_ AMOUNT	Report Total Approved Amount	Report Total Approved amount **Format:** Numeric. Limited to 23 digits before the decimal point, and 8 digits after.	23	
33	CT_POLICY_LANG. NAME	Report Policy Name	Report Policy Name	64	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
34	CT_REPORT_ENTRY. BUDGET_ACCRUAL_ DATE	Report Entry Budget Accrual Date	**NOTE:** Exposed to clients who have purchased Budget Insight. The date entered by the Budget Approver on the entry. This may or may not be different than the transaction date. **Format:** YYYY-MM-DD	10	
35	CT_REPORT. ORG_UNIT_1	Report Org Unit 1	Organizational data for this employee. This data is copied from the CT_EMPLOYEE Org Unit Fields. Data is recorded at the report level in case an employee organizational data changes over time, such as a transfer to a different business unit. **Format:** The first segment in the fully qualified GL string should use Org Unit 1.	48	
36	CT_REPORT. ORG_UNIT_2	Report Org Unit 2	**Format:** The second segment in the fully qualified GL string should use Org Unit 2, except the natural account field; the natural account data is stored in column 167	48	
37	CT_REPORT. ORG_UNIT_3	Report Org Unit 3	**Format:** The third segment (if necessary) in the fully qualified GL string should use Org Unit 3, except the natural account field; the natural account data is stored in column 167	48	
38	CT_REPORT. ORG_UNIT_4	Report Org Unit 4	**Format:** The fourth segment (if necessary) in the fully qualified GL string should use Org Unit 4, except the natural account field; the natural account data is stored in column 167	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
39	CT_REPORT. ORG_UNIT_5	Report Org Unit 5	**Format:** The fifth segment (if necessary) in the fully qualified GL string should use Org Unit 5, except the natural account field; the natural account data is stored in column 167	48	
40	CT_REPORT. ORG_UNIT_6	Report Org Unit 6	**Format:** The sixth segment (if necessary) in the fully qualified GL string should use Org Unit 6, except the natural account field; the natural account data is stored in column 167	48	
41	CT_REPORT. CUSTOM1	Report Custom 1	When the custom fields (as opposed to ORG_UNIT fields) are also employed on the employee record for accounting data, these fields are copied to the report level. Data is recorded at the report level for reporting purposes. In the event an employee's organizational data changes over time. This ensures that the point in time accounting data for an expense report is accurate and not changed in the future if employee data is changed. **Format:** The seventh segment (if necessary) in the fully qualified GL string should use Custom1, except the natural account field; the natural account data is stored in column 167	48	
42	CT_REPORT. CUSTOM2	Report Custom 2	**Format:** The eight segment (if necessary) in the fully qualified GL string should use Custom2, except the natural account field; the natural account data is stored in column 167	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
43	CT_REPORT. CUSTOM3	Report Custom 3	Value copied down from Employee Custom field of the corresponding number.	48	
44	CT_REPORT. CUSTOM4	Report Custom 4	Value copied down from Employee Custom field of the corresponding number.	48	
45	CT_REPORT. CUSTOM5	Report Custom 5	Value copied down from Employee Custom field of the corresponding number.	48	
46	CT_REPORT. CUSTOM6	Report Custom 6	Value copied down from Employee Custom field of the corresponding number.	48	
47	CT_REPORT. CUSTOM7	Report Custom 7	Value copied down from Employee Custom field of the corresponding number.	48	
48	CT_REPORT. CUSTOM8	Report Custom 8	Value copied down from Employee Custom field of the corresponding number.	48	
49	CT_REPORT. CUSTOM9	Report Custom 9	Value copied down from Employee Custom field of the corresponding number.	48	
50	CT_REPORT. CUSTOM10	Report Custom 10	Value copied down from Employee Custom field of the corresponding number.	48	
51	CT_REPORT. CUSTOM11	Report Custom 11	Value copied down from Employee Custom field of the corresponding number.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
52	CT_REPORT. CUSTOM12	Report Custom 12	Value copied down from Employee Custom field of the corresponding number.	48	
53	CT_REPORT. CUSTOM13	Report Custom 13	Value copied down from Employee Custom field of the corresponding number.	48	
54	CT_REPORT. CUSTOM14	Report Custom 14	Value copied down from Employee Custom field of the corresponding number.	48	
55	CT_REPORT. CUSTOM15	Report Custom 15	Value copied down from Employee Custom field of the corresponding number.	48	
56	CT_REPORT. CUSTOM16	Report Custom 16	Value copied down from Employee Custom field of the corresponding number.	48	
57	CT_REPORT. CUSTOM17	Report Custom 17	(CES Standard – Copy of AP Vendor ID) **Format:** Copies down from Employee Custom17. Used in cases when Employee ID is not used as the AP Vendor ID.	48	
58	CT_REPORT. CUSTOM18	Report Custom 18	Value copied down from Employee Custom field of the corresponding number.	48	
59	CT_REPORT. CUSTOM19	Report Custom 19	Value copied down from Employee Custom field of the corresponding number.	48	
60	CT_REPORT. CUSTOM20	Report Custom 20	Value copied down from Employee Custom field of the corresponding number.	48	

Report Entry Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
61	CT_REPORT_ENTRY. RPE_KEY	Report Entry Id	Report entry unique key	13	
62	CT_REPORT_ENTRY. TRANSACTION_TYPE	Report Entry Transaction Type	Indicates the type of expense entry: REG = Regular, non-itemized or allocated entry CHD = Child entry for itemization or allocation. Parent entries (the top-level itemized or allocated entry that includes child entries) are not included.	3	
63	CT_EXPENSE_TYPE_ LANG.NAME	Report Entry Expense Type Name	Expense type name	64	
64	CT_REPORT_ENTRY. TRANSACTION_DATE	Report Entry Transaction Date	Date that this expense was incurred (when the money was spent or credit card receipt date)	10	
65	CT_CURRENCY. ALPHA_CODE	Report Entry Currency Alpha Code	Currency ISO alpha code for the spend currency if not an imported credit card or the invoice currency if this is a credit card	3	
66	CT_REPORT_ENTRY. EXCHANGE_RATE	Report Entry Exchange Rate	Rate used to convert from the report entry (spend) currency to the report (reimbursement) currency	23	
67	CT_REPORT_ENTRY. EXCHANGE_RATE_ DIRECTION	Report Entry Exchange Rate Direction	Either: M = Multiply D = Divide	1	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
68	CT_REPORT_ENTRY. IS_PERSONAL	Report Entry Is Personal Flag	Flag to indicate if this expense line is a personal amount **Format:** Y/N	1	
69	CT_REPORT_ENTRY. DESCRIPTION	Report Entry Description	Expense description as entered by the employee	64	
70	CT_LIST_ITEM_LANG. VALUE	Report Entry Vendor Name	Vendor name	64	
71	CT_REPORT_ENTRY. VENDOR_DESCRIPTION	Report Entry Vendor Description	Vendor description	64	
72	CT_REPORT_ENTRY. RECEIPT_RECEIVED	Report Entry Receipt Received Flag	If "Y", then this entry has been marked as reviewed by a processor **Format:** Y/N	1	
73	CT_REPORT_ENTRY. RECEIPT_TYPE	Report Entry Receipt Type	One of these: T = tax receipt R= regular receipt N = no receipt	1	
74	TOTAL_EMPLOYEE_ ATTENDEE	Total Employee Attendee	Number of attendees that were type Employee or This Employee (count includes both) **Source:** Calculated at time file is generated	23	
75	TOTAL_SPOUSE_ ATTENDEE	Total Spouse Attendee	Number of attendees that were type Spouse **Source:** Calculated at time file is generated	23	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
76	TOTAL_BUSINESS_ ATTENDEE	Total Business Attendee	Number of attendees that were type Business Guest **Source:** Calculated at time file is generated	23	
77	CT_REPORT_ENTRY. ORG_UNIT_1	Report Entry Org Unit 1	Organization level data as entered/updated on the report entry **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
78	CT_REPORT_ENTRY. ORG_UNIT_2	Report Entry Org Unit 2	**Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
79	CT_REPORT_ENTRY. ORG_UNIT_3	Report Entry Org Unit 3	**Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
80	CT_REPORT_ENTRY. ORG_UNIT_4	Report Entry Org Unit 4	**Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
81	CT_REPORT_ENTRY. ORG_UNIT_5	Report Entry Org Unit 5	**Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
82	CT_REPORT_ENTRY. ORG_UNIT_6	Report Entry Org Unit 6	**Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
83	CT_REPORT_ENTRY. CUSTOM1	Report Entry Custom 1	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
84	CT_REPORT_ENTRY. CUSTOM2	Report Entry Custom 2	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
85	CT_REPORT_ENTRY. CUSTOM3	Report Entry Custom 3	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
86	CT_REPORT_ENTRY. CUSTOM4	Report Entry Custom 4	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
87	CT_REPORT_ENTRY. CUSTOM5	Report Entry Custom 5	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
88	CT_REPORT_ENTRY. CUSTOM6	Report Entry Custom 6	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
89	CT_REPORT_ENTRY. CUSTOM7	Report Entry Custom 7	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
90	CT_REPORT_ENTRY. CUSTOM8	Report Entry Custom 8	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
91	CT_REPORT_ENTRY. CUSTOM9	Report Entry Custom 9	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
92	CT_REPORT_ENTRY. CUSTOM10	Report Entry Custom 10	(CES Standard – Project)	48	
93	CT_REPORT_ENTRY. CUSTOM11	Report Entry Custom 11	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
94	CT_REPORT_ENTRY. CUSTOM12	Report Entry Custom 12	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
95	CT_REPORT_ENTRY. CUSTOM13	Report Entry Custom 13	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
96	CT_REPORT_ENTRY. CUSTOM14	Report Entry Custom 14	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
97	CT_REPORT_ENTRY. CUSTOM15	Report Entry Custom 15	Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
98	CT_REPORT_ENTRY. CUSTOM16	Report Entry Custom 16	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
99	CT_REPORT_ENTRY. CUSTOM17	Report Entry Custom 17	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
100	CT_REPORT_ENTRY. CUSTOM18	Report Entry Custom 18	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
101	CT_REPORT_ENTRY. CUSTOM19	Report Entry Custom 19	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
102	CT_REPORT_ENTRY. CUSTOM20	Report Entry Custom 20	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
103	CT_REPORT_ENTRY. CUSTOM21	Report Entry Custom 21		48	
104	CT_REPORT_ENTRY. CUSTOM22	Report Entry Custom 22		48	
105	CT_REPORT_ENTRY. CUSTOM23	Report Entry Custom 23		48	
106	CT_REPORT_ENTRY. CUSTOM24	Report Entry Custom 24		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
107	CT_REPORT_ENTRY. CUSTOM25	Report Entry Custom 25		48	
108	CT_REPORT_ENTRY. CUSTOM26	Report Entry Custom 26		48	
109	CT_REPORT_ENTRY. CUSTOM27	Report Entry Custom 27		48	
110	CT_REPORT_ENTRY. CUSTOM28	Report Entry Custom 28		48	
111	CT_REPORT_ENTRY. CUSTOM29	Report Entry Custom 29		48	
112	CT_REPORT_ENTRY. CUSTOM30	Report Entry Custom 30		48	
113	CT_REPORT_ENTRY. CUSTOM31	Report Entry Custom 31		48	
114	CT_REPORT_ENTRY. CUSTOM32	Report Entry Custom 32		48	
115	CT_REPORT_ENTRY. CUSTOM33	Report Entry Custom 33		48	
116	CT_REPORT_ENTRY. CUSTOM34	Report Entry Custom 34		48	
117	CT_REPORT_ENTRY. CUSTOM35	Report Entry Custom 35		48	
118	CT_REPORT_ENTRY. CUSTOM36	Report Entry Custom 36		48	
119	CT_REPORT_ENTRY. CUSTOM37	Report Entry Custom 37		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
120	CT_REPORT_ENTRY. CUSTOM38	Report Entry Custom 38		48	
121	CT_REPORT_ENTRY. CUSTOM39	Report Entry Custom 39		48	
122	CT_REPORT_ENTRY. CUSTOM40	Report Entry Custom 40		48	
123	CT_REPORT_ENTRY. TRANSACTION_ AMOUNT	Report Entry Transaction Amount	Amount spent in the expense spend currency	23	
124	CT_REPORT_ENTRY. POSTED_AMOUNT	Report Entry Posted Amount	Amount spent in the reimbursement currency	23	
125	CT_REPORT_ENTRY. APPROVED_AMOUNT	Report Entry Approved Amount	Amount approved in the reimbursement currency	23	
126	CT_PAYMENT_CODE_ LANG.PAT_CODE	Payment Type Code	Report Entry Payment Code Code	4	
127	CT_PAYMENT_CODE_ LANG.NAME	Payment Code	Report Entry Payment Code Name	80	
128	VIRTUAL_PMT_REIMB _TYPE_FLD.RPT_PMT_ REIMB_TYPE	Report Payment Reimbursement Type	Report Payment Reimbursement Type; Indicates whether Expense Pay reimbursed this journal entry. Either: 1 = Expense Pay blank = ***not*** Expense Pay	1	

Credit Card Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
129	CT_CREDIT_CARD_ TRANSACTION.BILLING _DATE	Bill Date	Value is pulled from card vendor feed	36	
130	CT_CREDIT_CARD_ ACCOUNT. ACCOUNT_NUMBER	Billed Credit Card Account Number	Credit card number (not encrypted) used for this expense	255	
131	CT_CREDIT_CARD_ ACCOUNT. NAME_ON_CARD	Billed Credit Card Description	Description of the card account with the liability for the charge.	255	
132	CT_CREDIT_CARD_ TRANSACTION. JR_KEY	Credit Card Transaction JR Key	Unique code for the import this transaction was brought into the system with	13	
133	CT_CREDIT_CARD_ TRANSACTION. REF_NO	Credit Card Transaction Reference Number	Reference number from the credit card vendor	64	
134	CT_CREDIT_CARD_ TRANSACTION. CCT_KEY	Credit Card Transaction CCT Key	Unique key assigned to the transaction during card import	13	
135	CT_CREDIT_CARD_ TRANSACTION. CCT_TYPE	Credit Card Transaction CCT Type	Transaction type supplied by card vendor. One of these: ANF = Annual Fees CAV = Cash Advance CCF = Cash and Check Fees CHG = Other Bank Charges and Fees FNC = Finance Charges LAF = Late Fees NSF = Insufficient Funds Check Fees PAY = Payment RPE = Credit Card Transaction	3	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
136	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_ID	Credit Card Transaction ID	Calculated value assigned to this card entry during the import process	32	
137	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_ AMOUNT	Credit Card Transaction Amount	Amount of the charge in the spend currency	23	
138	CT_CREDIT_CARD_ TRANSACTION. TAX_AMOUNT	Credit Card Transaction Tax Amount	Amount of tax on the transaction amount (if provided by card vendor)	23	
139	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_ CURRENCY	Credit Card Transaction Transaction Currency Alpha Code	Currency code for the spend currency **Format:** ISO 3 digit alpha code	3	
140	CT_CREDIT_CARD_ TRANSACTION. POSTED_AMOUNT	Credit Card Transaction Posted Amount	Amount of the charge in the billing currency of the card	23	
141	CT_CREDIT_CARD_ TRANSACTION. POSTED_CURRENCY	Credit Card Transaction Posted Currency Alpha Code	Currency code for the card billing currency **Format:** ISO 3 digit alpha code	3	
142	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_DATE	Credit Card Transaction Date	Date the charge was made at the merchant	10	
143	CT_CREDIT_CARD_ TRANSACTION. POSTED_DATE	Credit Card Transaction Posted Date	Date the charge was posted to the credit card account	10	
144	CT_CREDIT_CARD_ TRANSACTION. DESCRIPTION	Credit Card Transaction Description	Description of the charge from the merchant	42	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
145	CT_CREDIT_CARD_ TRANSACTION. MC_CODE	Credit Card Transaction Master Card Code	Merchant code sent from the credit card vendor	5	
146	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_NAME	Credit Card Transaction Merchant Name	Name of the merchant	50	
147	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_CITY	Credit Card Transaction Merchant City	Merchant City	40	
148	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_STATE	Credit Card Transaction Merchant State	Merchant State/Providence	32	
149	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_CTRY_ CODE	Credit Card Transaction Merchant Country Code	Merchant country location code **Format:** 2 digit alpha code	2	
150	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_REF_NUM	Credit Card Transaction Merchant Reference Number	Merchant reference number passed from the merchant to the card	15	
151	CT_CREDIT_CARD_ TRANSACTION. BILLING_TYPE	Credit Card Transaction Billing Type	Billing type imported from the card vendor. Very rarely used.	2	
152	CT_CREDIT_CARD_ TRANSACTION. BILL_TO_EMPLOYEE_ EXCHANGE_RATE	Exchange Rate From Billing To Employee Currency	Currency exchange rate used between the credit card billing currency and the employee's reimbursement currency	23	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
153	CT_JOURNAL. BILLING_AMOUNT	Billing Amount	Amount due to the company card of either CBCP or IBCP type for this detail row	23	
154	CT_CREDIT_CARD_ ACCOUNT. ACCOUNT_NUMBER	Individual Credit Card Account Number	Account number for credit card	255	
155	CT_CREDIT_CARD_ ACCOUNT. NAME_ON_CARD	Individual Credit Card Name on Card	Name on credit card	255	
156	CT_CREDIT_CARD_ ACCOUNT. DOING_BUSINESS_AS	Doing Business As	Descriptive Name of Merchant	64	
157	CT_CREDIT_CARD_ TRANSACTION. ACQUIRER_REFERENCE _NO	Acquirer Reference Number	Support for feeds that utilize the Acquirer Reference number provided to the client and used by the client for reconciliation.	50	

Entry Location Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
158	CT_LOCATION_NAME. CTRY_CODE	Report Entry Location Country Code	Country from the report entry spend location	2	
159	CT_LOCATION_NAME. CTRY_SUB_CODE	Report Entry Location Country Sub Code	Country sub code from the report entry spend location	6	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
160	CT_REPORT_ENTRY. FOREIGN_OR_ DOMESTIC	Report Entry Foreign or Domestic Flag	Either: FRGN = this expense was incurred in a country other than the employee's home country HOME = this expense was incurred in the employee's home country OOSD ("Out Of Sub-Division") = this expense location is was incurred in the employee's home country, but in a country sub-division different from their home sub-division (for example, province, in Canada).	4	
161	CT_CREDIT_CARD_ ACCOUNT.PROVIDER_ MARKET	Market Code	Description or code used to identify a specific market or region for the card account, often used for remitting payment to the card provider.	255	
162	CT_CREDIT_CARD_ TRANSACTION. PROCESSOR_REF_NO	Processor Reference Number	Support for feeds that utilize the Acquirer Reference number provided to and used by the client for reconciliation.	64	

Journal Entry Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
163	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payer Payment Type Name	Payer payment type One of these: Company = Company Employee = Employee Look up options in CT_PAYMENT_TYPE_LANG.NAME	64	
164	CT_PAYMENT_CODE_ LANG.NAME	Journal Payer Payment Code Name	Payment code name for the payer.	80	
165	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payee Payment Type Name	Payee payment type One of these: Company = Company Employee = Employee Look up options in CT_PAYMENT_TYPE_LANG.NAME	64	
166	CT_PAYMENT_CODE_ LANG.NAME	Journal Payee Payment Code Name	Payment code name for the payee	80	
167	CT_JOURNAL. ACCOUNT_CODE	Journal Account Code - or - Company Card Clearing Account Code - or - Card Accounting Code	Contains the expense type account code - or - if a CBCP Personal expense, the company card clearing account code - or - If charge is tied to a Statement Report, and accounting code is set for Company Billed card account, the card's accounting code	48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
168	CT_JOURNAL. DEBIT_OR_CREDIT	Journal Debit Or Credit	Either: DR = Debit CR = credit	2	
169	CT_JOURNAL. AMOUNT	Journal Amount	Value, as credit or debit, of the amount to be exchanged between the payer and payee for this expense account code **(*not* an absolute value)** **EXAMPLES:** Value of zero, credit, or debit, as the following: • 0 (Zero) "0" • **+** (Plus / Debit) "+50.00" • **-** (Minus / Credit) "-50.00"	23	
170	CT_JOURNAL.RPJ_KEY	Journal Key	Report Journal Key	48	

Car Mileage Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
171	CT_CAR_LOG_ENTRY. BUSINESS_DISTANCE	Business Distance	Number of miles/ kilometers driven for business purposes	13	
172	CT_CAR_LOG_ENTRY. PERSONAL_DISTANCE	Personal Distance	Number of miles/ kilometers driven in a company car for personal purposes	13	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
173	CT_CAR_LOG_ENTRY. PASSENGER_COUNT	Passenger Count	Number of passengers entered as traveling in this car for this from/to location	13	
174	CT_CAR. VEHICLE_ID	Vehicle Id	Vehicle ID that this distance entry has been recorded against	30	
175	CT_CREDIT_CARD_ TRANSACTION.SALES_ TAX_AMT	Sales Tax Amount	The amount of sales tax from the credit card transaction	23	
176	CT_EFT_BATCH_SCHED .CC_VENDOR_NAME	Credit Card Vendor Name	The name of the credit card vendor associated with this batch	64	

Cash Advance Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
177	CT_CASH_ADVANCE. REQUEST_AMOUNT	Cash Advance Request Amount	For issue journal record, the total amount of the cash advance in the cash advance transaction currency	23	
178	CT_CURRENCY. ALPHA_CODE	Cash Advance Request Currency Alpha Code	Currency code for the transaction currency using ISO alpha code	3	
179	CT_CURRENCY. NUM_CODE	Cash Advance Request Currency Numeric Code	Currency code for the transaction currency using ISO number code	3	
180	CT_CASH_ADVANCE. EXCHANGE_RATE	Cash Advance Exchange Rate	Exchange rate used to convert from the transaction currency to the reimbursement currency	23	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
181	CT_CURRENCY. ALPHA_CODE	Cash Advance Currency Alpha Code	Reimbursement currency code using ISO alpha code	3	
182	CT_CURRENCY. NUM_CODE	Cash Advance Currency Numeric Code	Reimbursement currency code using ISO number code	3	
183	CT_CASH_ADVANCE. ISSUED_DATE	Cash Advance Issued Date	Date of issue	10	
184	CT_PAYMENT_CODE_ LANG.NAME	Cash Advance Payment Code Name	Method of paying the employee for this cash advance, for example, Cash, AMEX, and so on	80	
185	Calculated: If journal is joined direct to CT_CASH_ ADVANCE table only, then this is either an *Issue* or a cash advance *Return* to the CA administrator; if journal is joined to *both* a report entry and cash advance then it is an *Application*	Cash Advance Transaction Type	Type of transaction: 1 = Issue or Return to Administrator 2 = Application, including Cash Advance Return expense within a report 3 = System Cash advance, from balance carry forward	1	
186	CT_CASH_ADVANCE. REQUEST_DATE	Cash Advance Request Date	Date of cash advance request from the detailed cash advance record	10	
187	CT_CASH_ADVANCE. CA_KEY	Cash Advance Key	Unique system key assigned to the cash advance	13	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
188	VIRTUAL_CA_EXTRACT _FIELDS.PMT_METHOD	Cash Advance Payment Method	The method used, either Expense Pay or Other, used for disbursement of the cash advance. 0 = Non-Expense Pay method used for disbursement 1 = Expense Pay method used for disbursement	1	

Allocation Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
189	CT_ALLOCATION. ALLOC_KEY	Allocation Key	System-generated unique key for this allocation record	13	
190	CT_ALLOCATION. PERCENTAGE	Allocation Percentage	Percent of the report entry assigned to this allocation record	11	
191	CT_ALLOCATION. CUSTOM1	Allocation Custom 1	Each segment for the allocation record is stored in one of the custom columns on the allocation form	48	
192	CT_ALLOCATION. CUSTOM2	Allocation Custom 2		48	
193	CT_ALLOCATION. CUSTOM3	Allocation Custom 3		48	
194	CT_ALLOCATION. CUSTOM4	Allocation Custom 4		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
195	CT_ALLOCATION. CUSTOM5	Allocation Custom 5		48	
196	CT_ALLOCATION. CUSTOM6	Allocation Custom 6		48	
197	CT_ALLOCATION. CUSTOM7	Allocation Custom 7		48	
198	CT_ALLOCATION. CUSTOM8	Allocation Custom 8		48	
199	CT_ALLOCATION. CUSTOM9	Allocation Custom 9		48	
200	CT_ALLOCATION. CUSTOM10	Allocation Custom 10		48	
201	CT_ALLOCATION. CUSTOM11	Allocation Custom 11		48	
202	CT_ALLOCATION. CUSTOM12	Allocation Custom 12		48	
203	CT_ALLOCATION. CUSTOM13	Allocation Custom 13		48	
204	CT_ALLOCATION. CUSTOM14	Allocation Custom 14		48	
205	CT_ALLOCATION. CUSTOM15	Allocation Custom 15		48	
206	CT_ALLOCATION. CUSTOM16	Allocation Custom 16		48	
207	CT_ALLOCATION. CUSTOM17	Allocation Custom 17		48	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
208	CT_ALLOCATION. CUSTOM18	Allocation Custom 18		48	
209	CT_ALLOCATION. CUSTOM19	Allocation Custom 19		48	
210	CT_ALLOCATION. CUSTOM20	Allocation Custom 20		48	
211	AMT_NET_TAX_TOTAL_ ADJUSTED	Journal Net of Total Adjusted Tax	Journal Net of Total Adjusted Tax **NOTE:** Calculated at time file is generated	23	

Travel Allowance Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
212	CT_TA_REIMBURSABLE. MEAL_LODGING _OR_ COMBINED_TYPE	TA Reimb. Meal Lodging or Combined Type	Flag that identifies what type of travel allowance was applied to this entry: M = meals only L = lodging C = combined meals/lodging	1	
213	CT_TA_REIMBURSABLE. DISPLAY_LIMIT	Display Limit	Limit for the reimbursable travel allowance for a single day; if using fixed allowances, this value will not apply **See end of document for additional information*	23	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
214	CT_TA_ REIMBURSABLE. ALLOWANCE_LIMIT	Allowance Limit	The ***maximum amount that will be reimbursed for the day***. If the company does not use LIMIT configuration, this is null **See end of document for additional information*	23	
215	CT_TA_ REIMBURSABLE. ALLOWABLE_ THRESHOLD	Allowable Threshold	This is the ***maximum allowed amount for the day***. Basically this represents the break point for journal entries. **See end of document for additional information*	23	
216	CT_TA_FIXED. MEAL_LODGING_TYPE	TA Fixed Meal Lodging Type	Flag that identifies what type of travel allowance was applied to this entry: M = meals only L = lodging	1	
217	CT_TA_FIXED. BASE_AMOUNT	Base Amount	Base amount of allowance for a single day	23	
218	CT_TA_FIXED. ALLOWANCE_AMOUNT	Allowance Amount	Reimbursement amount of allowance for this travel allowance day; base minus any adjustments for meals provided, first/last day adjustments, or overnight instead of lodging allowance	23	
219	CT_TA_FIXED. OVERNIGHT	TA Fixed Overnight	Y/N flag that identifies if the employee stayed overnight with a friend/ family instead of lodging	1	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
220	CT_TA_FIXED. BREAKFAST_PROVIDED	TA Fixed Breakfast Provided Flag	Flag that identifies if the employee was provided breakfast: NPR = no prorate PRO = prorated TAX = tax receipt Values specific to German Market TA: BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance. CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance. WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance. INC = Incentive meal (Belohnungsessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount. EXT = External activity: The length of the trip determines the action.	3	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
221	CT_TA_FIXED. LUNCH_PROVIDED	TA Fixed Lunch Provided Flag	Flag that identifies if the employee was provided lunch: NPR = no prorate PRO = prorated TAX = tax receipt Values specific to German Market TA: BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance. CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance. WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance. INC = Incentive meal (Belohnungsessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount. EXT = External activity: The length of the trip determines the action.	3	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
222	CT_TA_FIXED. DINNER_PROVIDED	TA Fixed Dinner Provided Flag	Flag that identifies if the employee was provided dinner: NPR = no prorate PRO = prorated TAX = tax receipt Values specific to German Market TA: BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance. CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance. WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance. INC = Incentive meal (Belohnungsessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount. EXT = External activity: The length of the trip determines the action.	3	
223	CT_TAX_ALLOCATION_ TOTAL_VIEW.ADJUSTE D_AMOUNT	Total Tax Adjusted Posted Amount	Total Tax Adjusted Posted Amount	23	
224	CT_TAX_ALLOCATION_ TOTAL_VIEW.RECLAIM_ ADJUSTED_AMOUNT	Total Reclaim Adjusted Amount	Total Reclaim Adjusted Amount	23	

VAT Tax Data

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
225	CT_TAX_AUTHORITY_ LANG. TAX_AUTHORITY_NAME	Tax Name	Tax authority name	50	
226	CT_TAX_AUTHORITY_ LANG. TAX_LABEL	Tax Authority Label	5-digit code that appears on the expense entry pages	5	
227	CT_REPORT_ENTRY_ TAX.TRANSACTION_ AMOUNT	Report Entry Tax Transaction Amount	Calculated tax amount for this expense in the spend currency	23	
228	CT_REPORT_ENTRY_ TAX.POSTED_AMOUNT	Report Entry Tax Posted Amount	Calculated tax amount for this expense entry in the reimbursement currency	23	
229	CT_REPORT_ENTRY_ TAX.SOURCE	Source	Specifies how the tax data was derived: CARD = Provided from company card USER = Entered by employee SYST = Calculated by system PROC = Entered by processor	4	
230	CT_REPORT_ENTRY_ TAX.RECLAIM_ TRANSACTION_ AMOUNT	Report Entry Tax Reclaim Transaction Amount	Calculated amount of tax eligible for reclaim in the spend currency	23	
231	CT_REPORT_ENTRY_ TAX.RECLAIM_POSTED_ AMOUNT	Report Entry Tax Reclaim Posted Amount	Calculated amount of tax eligible for reclaim in the reimbursement currency	23	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
232	CT_REPORT_ENTRY_ TAX.TAX_CODE	Report Entry Tax - Tax Code	Tax code assigned to this tax authority for the expense type entered on the expense entry	20	
233	CT_TAX_CONFIG. RECLAIM_DOMESTIC	Report Entry Tax Reclaim Domestic Flag	Y = this tax configuration is defined as a reclaimable local tax jurisdiction	1	
234	CT_REPORT_ENTRY_ TAX.ADJUSTED_ AMOUNT	Report Entry Tax Adjusted Amount	Amount of tax based on approved amount, not total in the employees reimbursement currency	23	
235	CT_REPORT_ENTRY_ TAX.RECLAIM_ ADJUSTED_AMOUNT	Report Entry Tax Reclaim Adjusted Amount	Reclaim amount calculated on adjusted tax amount	23	
236	CT_REPORT_ENTRY_ TAX.RECLAIM_CODE	Report Entry Tax Reclaim Code	Reclaim code from the tax definition	20	
237	CT_REPORT_ENTRY_ TAX.RECLAIM_TRANS_ ADJ_AMT	Report Entry Tax Reclaim Trans Adjusted Amount	Amount of tax based on approved amount, not total in spend transaction currency	23	
238	CT_REPORT_ENTRY_ TAX_ALLOC.RECLAIM_ CODE	Report Entry Tax Allocation Reclaim Code	Allocation Reclaim Code	20	

Assigned Travel Request Data

Col #	Source (table.column)		Description/Format/Source	Max Length	Client Field Definition
239	CT_AUTHORIZATION_ REQUEST.REQUEST_ID	Authorization Request ID	The authorization request identification number	20	

Col #	Source (table.column)		Description/Format/Source	Max Length	Client Field Definition
240	*Travel Request Inactive:* CT_TRAVEL_REQUEST. TR_NAME *Travel Request Active:* CT_AUTHORIZATION_ REQUEST.NAME	Travel Request Name	Name given to the travel request assigned to the report	40	
241	CT_AUTHORIZATION_ REQUEST.TOTAL_ POSTED_AMOUNT	Total Posted Amount	Total amount of the assigned travel request in the employees reimbursement currency	23	
242	CT_AUTHORIZATION_ REQUEST.TOTAL_ APPROVED_AMOUNT	Total Approved Amount	Total amount approved for the assigned travel request in the employees reimbursement currency	23	
243	CT_AUTHORIZATION_ REQUEST.START_DATE	Travel Request Start Date	First day of the trip on the assigned travel request itinerary	10	
244	CT_AUTHORIZATION_ REQUEST.END_DATE	Travel Request End Date	Last day of the trip on the assigned travel request itinerary	10	
245	CT_AUTHORIZATION_ REQUEST.AUTHORIZED _DATE	Travel Request Authorized Date	Date the assigned travel request was authorized	10	

Additional Data

Col #	Source (table.column)		Description/Format/Source	Max Length	Client Field Definition
VAT Data					
246	CT_REPORT_ENTRY. TOTAL_TAX_POSTED_ AMOUNT	Report Entry Total Tax Posted Amount	The sum of the tax calculated based on the expense amount	23	
247	CT_REPORT_ENTRY_ VIEW.NET_TAX_ AMOUNT	Net Tax Amount	Calculated as Posted Amount *minus* Total Tax Posted Amount	23	
248	CT_REPORT_ENTRY. TOTAL_RECLAIM_ ADJUSTED_AMOUNT	Report Entry Total Reclaim Adjusted Amount	The sum of the reclaimable tax amount calculated from the Total Tax Adjusted Amount	23	
249	CT_REPORT_ENTRY_ VIEW.NET_RECLAIM_ ADJUSTED_AMOUNT	Net Adjusted Reclaim Amount	Calculated as Approved Amount ***minus*** Total Reclaim Adjusted Amount	23	
Report Entry Data					
250	CT_PAYMENT_TYPE_ LANG	Payment Type	Report entry payment type name	64	

Company Bill Statements Section

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
251	CT_CARD_PROGRAM_ TYPE_TYPE_CODE	Card Program Type Code	The code used to identify the card's program type	5	

Col #	Source (table.column)	Field Name	Description/Format/Source	Max Length	Client Field Definition
252	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ START_DATE	Statement Period Start Date	The date of the start of the statement period **Format:** YYYY-MM-DD	8	
253	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ END_DATE	Statement Period End Date	The date of the end of the statement period **Format:** YYYY-MM-DD	8	

Expense Pay Data

Col #	Source (table.column)		Description/Format/Source	Max Length	Client Field Definition
254	CT_EFT_PAYOR_ ACCOUNT.CASH_ ACCOUNT_CODE	Cash Account Code	The Cash Account Code assigned to the funding account paying this entry	48	
255	CT_EFT_PAYOR_ ACCOUNT.LIABILITY_ ACCOUNT_CODE	Liability Account Code	The Liability Account Code assigned to the funding account paying this entry	48	

Col #	Source (table.column)		Description/Format/Source	Max Length	Client Field Definition
256	N/A	Estimated Payment Date	Date Format (YYYY/MM/DD) Assigned = four weekdays after the scheduled send date; note this doesn't need to account for banking holidays Sent = four weekdays after the sent date; note this doesn't need to account for banking holidays Confirmed = the estimated payment date indicated by the Expense Payment Engine Aborted = blank Failed Account = blank Pending Confirmation = blank		

*The table below details the field population based on configuration of the following CT_TA_REIMBURSABLE. table columns (rows 213, 214, and 215):

Configuration	DISPLAY_LIMIT	ALLOWANCE_LIMIT	ALLOWABLE_THRESHOLD
No Limit/Single Rate (co or govt)	Rate amount	Null	Rate amount
Limit/Single Rate (co or govt)	Rate amount	Rate amount	Null
No Limit/Two Rates (co and govt)	Company rate amount	Null	Government rate amount
Limit/Two Rates (co and govt)	Company rate amount	Company rate amount	Government rate amount

Appendix 1: Balance Due Management

The Balance Due Management option provides a tool for tracking balances due from employees to the company, and for collecting those funds against future reports.

How It Works

When activated, an expense report with a balance due to the company from the employee will generate an internal tracking record for that balance due to the company. A subsequent report with an amount due the employee from the company will automatically have this balance applied at the point in time that the processor approves the report for payment, netting out the amount due to the employee against the amount remaining that is due to the company from the prior report.

If the outstanding amount due company is not fully utilized, the remaining balance continues to be tracked and applied to another future report. If a report with an applied balance tracking record is recalled, the balance tracking amount is removed from the report and may then subsequently be re-applied when that report is again approved by the processor.

What the User Sees

The employee will see a new row on the report totals page for a report with a balance due applied so that they can see why the cash due to the employee has been reduced.

If for some reason the balance tracking record needs to be adjusted – perhaps the employee has paid the amount to the company – the cash advance administrator may record the amount paid against that balance and thus reduce the outstanding balance. (See September 2012 release notes for how to allow the cash advance administrator to record a return.)

The information on the internal balance tracking record creation (issuance) can be included in the standard accounting extract by configuring it to include cash advance records. The data will appear in a record similar to a normal cash advance with three specific differences:

- **Report ID** field will identify the report that generated the balance due to the company
- **Report Key** will also identify that same report
- **Cash Advance Transaction Type** will be **3**

The following example demonstrates key fields in the accounting extract for a balance tracking record and a traditional cash advance issuance record, both for 50.00:

Report ID	Report Key	Journal Key	Expense Key	Description	Payer	Payee	Amount	Account Code	DR/ CR	Cash Advance transaction Type	Cash Advance Request Amount
7CECDDC0E40 040CBA23C	10004	100000		Balance tracking issuance record	COMP	EMPL	50	Employee cash advance clearing account	DR	3	50
		100001		Regular Cash advance issuance journal entry	COMP	EMPL	50	Employee cash advance clearing account	DR	1	50

The application of the balance tracking record will also impact the financial extract, and will show information about the source of the funds used to net against the amount due employee. This is always included, and is not controlled by the inclusion of cash advance records.

The following example demonstrates the key information in the expense journal records when a cash advance or balance due record is utilized as payment for the amount due employee:

Report ID	Report Key	Journal Key	Expense Key	Description	Payer	Payee	Amount	Account Code	DR/ CR	Cash Advance transaction Type	Cash Advance Request Amount
7CECDDC0E40 040CBA23C	10004	100000		Balance tracking issuance record	COMP	EMPL	50	Employee cash advance clearing account	DR	3	50

Report ID	Report Key	Journal Key	Expense Key	Description	Payer	Payee	Amount	Account Code	DR/ CR	Cash Advance transaction Type	Cash Advance Request Amount
247277D7922 44886A69C	10006	100053	100003	Expense 1 - Dinner - standard journal entry part 1	COMP	EMPL	50	Dinner account code	DR		
247277D7922 44886A69C	10006	100054	100003	Expense 1 - standard journal entry - part 2	COMP	EMPL	20	Dinner account code	CR		

Configuring the Balance Due Management Feature

The balance due tracking feature may be enabled per policy, so that reports under that policy will generate a balance tracking record for application on any future report (regardless of policy).

Clients wishing to activate this option should first ensure that their financial systems receiving the data from Concur Expense are prepared for the new information. When they are ready to activate the tracking, submit a change request to Concur Support that identifies the policies for which to activate the balance due tracking.

📖 To edit, refer to the *Expense: Policies Setup Guide*.

Appendix 2: Cash Advance Issuance Records

The Cash Advance issuance record may be optionally included in the Standard Accounting Extract and any other financial extracts. This allows for company processes where the issuance is executed outside of Concur or via the data coming from Concur to the financial systems.

There are some special circumstances that have unique handling:

1. **Cash Advance Issuance paid via Expense Pay**. If the employee is reimbursed for expense reports via Concur's payment services such as Expense Pay, then the cash advance issuance may also optionally be paid via the same service.

2. **Cash Advance Issuance via CBCP ATM Withdrawal**. When a cardholder obtains an ATM cash advance via their company card and the payment type of that card is **CBCP**, the event creates an issuance record for the financial extract. These cash advance issuance records may be included in the financial extracts so that they are tracked within the financial systems.

3. **Cash Advance Issuance via IBCP ATM Withdrawal**. When a cardholder obtains an ATM cash advance via their company card and the payment type of that card is IBCP, the event creates NO liability for the company within Concur as the employee is responsible for repayment of the advance. Because of that, there is no cash advance issuance record included in the financial extracts.

There will be one issuance record for a cash advance issued within Concur. The issuance record can be identified by the Cash Advance Transaction Type which will always be a '1'. The Payer is the Company and the Payee is the Employee. The Journal Amount is a DR transaction in the reimbursement currency. The Cash Advance Amount is the amount of the cash advance in the currency of issuance. The Account Code is the clearing account code which was configured for the employee in the profile.

[61] entry_id	[64] Entry Transaction Date	[63] Expense Type	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1121	7/10/2015	Cash Advance	REG	COMPANY	EMPLOYEE	$300.00	DR	5009990	300.00	1

For the same example, but for cash issued as an ATM cash withdrawal for a CBCP company card, the record is similar. The data on the ATM withdrawal transaction will appear in the first scheduled extract after the credit card cash advance transaction has been loaded to Concur from the card supplier. The Account Code in this case is the clearing account code which was configured for the CBCP corporate card payment type.

[61] entry_id	[64] Entry Transaction Date	[63] Expense Type	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1121	7/10/2015	Cash Advance	REG	COMPANY	CBCP CORP	$300.00	DR	1009990	300.00	1

Application Extract for Cash Advance

The application of a cash advance will include offsetting records to recover the cash advance. Consider this example:

> The user has received a $300 cash advance issued through Concur. In the course of travel, the user incurs the following cash expenses: 245.00 on a rental car, $67 on a business meal and $10 on parking. The user assigns the $300 cash advance to an expense report, enters the three cash expenses and submits. The expenses are not itemized. The expenses are legitimate business expenses.

The application phase of this case will create five records in the standard accounting extract file. Three of the records will cover the three cash out-of-pocket transactions. These three transactions are handled in the same way all cash, out-of-pocket transactions are handled. The two additional records are unique to an expense report containing a Cash Advance. The system will attempt to recover the cash advance amount from the employee by creating credit records against the cash transactions until the total of the cash advance is recovered. In this example, the first cash advance record (entry_id 1243) credits the entire $245 of its companion record (entry_id 1240). That still leaves $55 of the cash advance unrecovered. Another credit record (entry_id 1244) for $55 will be created against the next companion cash expense record (entry_id 1241). At this point, the $300 cash advance has been recovered. The credit journal amounts have the effect of offsetting the total amount due the employee by the amount of the cash advance.

These offset records will have the following characteristics: the Payer is the employee; the Payee is the company. The Debit/Credit indicator will always be ‘CR’. The Cash Advance Amount field will always contain the total of the cash advances applied to the expense report. The Cash Advance Transaction Type will be a ‘2’. The employee will receive the net of the total cash expenses less the cash advance amount; in this example, $22.

[61] entry_id	[64] Entry Transaction Date	[70] Vendor Name	[63] Expense Type	[68] Is Personal	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1240	7/24/2015	AVIS	Rental Car	N	REG	COMPANY	EMPLOYEE	$245.00	DR	7271008		
1241	7/25/2015	MORTONS	Business Meal	N	REG	COMPANY	EMPLOYEE	$67.00	DR	7271110		
1242	7/25/2015		Parking	N	REG	COMPANY	EMPLOYEE	$10.00	DR	7271005		
1243	7/24/2015	AVIS	Rental Car	N	REG	EMPLOYEE	COMPANY	-$245.00	CR	5009990	$300.00	2
1244	7/25/2015	MORTONS	Business Meal	N	REG	EMPLOYEE	COMPANY	-$55.00	CR	5009990	$300.00	2

Table of Contents – Standard Accounting Extract, Version 3

Revision History for this Chapter

Date	Notes / Comments / Changes
January 15 2016	Added information about the data types for the various fields; this process will take place over several months
August 19 2015	Addition of: • Appendix 2: Cash Advance Issuance Records • The Report Entry XML Receipt Supplier Tax ID field in position 342
June 26 2015	UUID field is a 36 character limit stored as Binary (16)
May 7 2015	Copyright and formatting changes; no other content changes
December 16 2014	New chapter for this manual

Chapter 13: Standard Accounting Extract, Version 3

This extract is primarily used as the source of data that will ultimately be imported to the client General Ledger or Accounts Payable system. This feed, however, contains a wide range of data to accommodate a broad range of integration needs. The client will have to create a bridge program in order to capture the required data from this feed and import it to the financial system.

IMPORTANT - Two Import Chapters

There are separate chapters for the different versions of the extract:

- Standard Accounting Extract, Version 2
- Standard Accounting Extract, Version 3
  With additional Future Use and other fields.

Verify with Concur that you are using the proper extract chapter.

Security of Data

Data provided by the client to Concur is encrypted in transit to prevent exposure of sensitive information.

Extract File Contents

The extract file contains the following:

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

All the different data elements are included in each row.

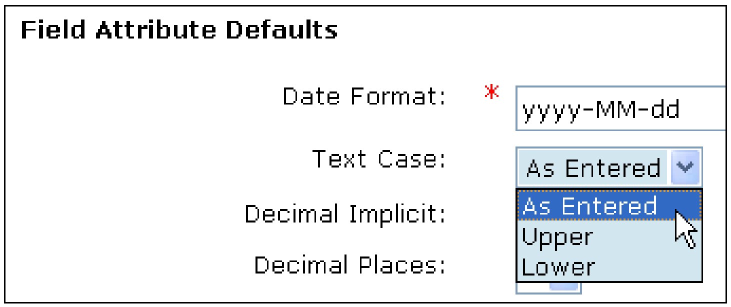
The extract file defaults to a .txt formatted file with | (Pipe) delimitation. If the extract definition is configured to generate multiple files, Expense will generate a .ZIP file containing multiple .txt files.

The specific data elements in the AP/GL file are listed below.

Text Case: Best Practice

The Import/Extract Administrator has the option of generating an output file for an extract.

If this is done it is best practice to select the As Entered option under **Text Case** in the **Add Output File** page as shown in the figure below:

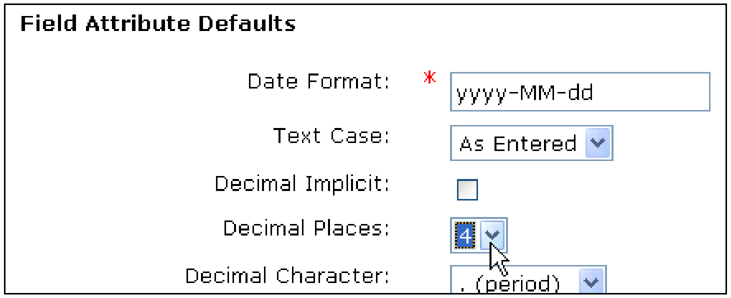


Doing this ensures that all characters are represented as entered and prevents arbitrary character selection where no lowercase or uppercase exists for a value entered in the extract. As an example, there is no uppercase equivalent of the German character "ß". If an uppercase rendering is requested using the Text Case option the system converts this to "SS", a two character field value that exceeds the field length and generates an error.

Decimal Places: Best Practice

Starting with Service Update 53 (March 2010) the decimal setting for all new companies is set to 4 (".0001") places beyond the decimal. All existing entities will not have this setting changed - this will apply only to those companies created following the SU53 release. This change applies to all amount-based fields.

The Import/Extract Administrator can view this setting in the **Decimal Places** field in the **Add Output File** page as shown in the figure below:



Refer to Implementation personnel for additional information about this change.

Scheduling the SAE and Invoice Pay Extract Cycles

Please note that Invoice Pay clients must choose a daily SAE schedule (not weekly). This is because Invoice Pay runs daily (it is the optimal payment frequency, and only available choice) and pay and extract cycles must be aligned to ensure no records are excluded from the extract.

Using the *Is Emergency Check Run?* Field to Expedite Payment in Invoice

When a pending request that will be late for payment must be expedited within a 24-hour cycle, the client may draw on the use of the **Is Emergency Check Run?** check box field to do this. This field, available in **Invoice Admin** > **Forms & Fields**, is added to the Payment Request Header form, and optionally associated with an "Emergency" policy (as an example) so that, when selected, an attribute is added to the request denoting that rapid payment is required.

Now, the late request is queued, and the client may take advantage of the optional, additional extract job (Standard Payment Request Accounting Extract (Emergency)) that executes within the default 24-hour cycle, allowing rapid approval and extract so that a late payment found in the morning may result in a check-based payment to the vendor that afternoon.

This feature is in no way related to Invoice Pay – it is instead a payment feature for clients who do their own payments outside of Invoice Pay.

NOTE: The client may need to work with Concur Support to set up the Standard Payment Request Accounting Extract (Emergency) job run that supports this feature.

File Header

Col #	Source (table.column)	Description/Data Type/Format/Source	Max Length	Client Field Definition
1	Constant	The value "EXTRACT" will be inserted into the first position of the extract. By having a constant in the file header, an extract file is always produced, even if there are no reports ready to be extracted. **Data type:** Alphanumeric	7	
2	Batch Date	Batch Date **Data type:** Date **Format:** yyyy-MM-dd	10	
3	Record Count	Count of the detail records in the file **Data type:** Numeric **Source:** Calculated when file is created	10	
4	Journal Amount Total	Total that sums all journal amount columns in the journal rows **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field **Source:** Calculated when file is created	23	
5	Batch ID	Batch ID **Data type:** Numeric **Format:** Starts with number 1 and increments sequentially	13	

Detailed Transactions

Batch Data

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

Employee Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
5	CT_EMPLOYEE. EMP_ID	Employee ID	Employee ID **Data type:** Alphanumeric **Format:** Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.	48	
6	CT_EMPLOYEE. LAST_NAME	Employee Last Name	Employee last name **Data type:** Alphanumeric	32	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
7	CT_EMPLOYEE. FIRST_NAME	Employee First Name	Employee first name **Data type:** Alphanumeric	32	
8	CT_EMPLOYEE. MI	Middle Initial	Employee middle initial **Data type:** Alphanumeric	1	
9	CT_EMPLOYEE. CUSTOM21	Employee Custom 21	Employee group ID **Data type:** Custom field; client defined	48	
10	CT_EMPLOYEE. ORG_UNIT1	Employee Org Unit 1	Employee Organization Unit Custom Value 1 **Data type:** Custom field; client defined	48	
11	CT_EMPLOYEE. ORG_UNIT2	Employee Org Unit 2	Employee Organization Unit Custom Value 2 **Data type:** Custom field; client defined	48	
12	CT_EMPLOYEE. ORG_UNIT3	Employee Org Unit 3	Employee Organization Unit Custom Value 3 **Data type:** Custom field; client defined	48	
13	CT_EMPLOYEE. ORG_UNIT4	Employee Org Unit 4	Employee Organization Unit Custom Value 4 **Data type:** Custom field; client defined	48	
14	CT_EMPLOYEE. ORG_UNIT5	Employee Org Unit 5	Employee Organization Unit Custom Value 5 **Data type:** Custom field; client defined	48	
15	CT_EMPLOYEE. ORG_UNIT6	Employee Org Unit 6	Employee Organization Unit Custom Value 6 **Data type:** Custom field; client defined	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
16	CT_EMP_BANK_ ACCOUNT.ACCOUNT_ NUMBER	EFT Bank Account Number	RESERVED for bank account number for electronic funds transfer **Data type:** Numeric **NOTE:** For security purposes, this information will not be included unless specifically requested.	100	
17	CT_EMP_BANK_ ACCOUNT.ROUTING_ NUMBER	EFT Bank Routing Number	RESERVED for bank routing number for electronic funds transfer **Data type:** Numeric **NOTE:** For security purposes, this information will not be included unless specifically requested.	100	
18	AMT_NET_TAX_TOTAL_ RECLAIM	Journal Net of Total Adjusted Reclaim Tax	**Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

NOTE: Employee data in the system that describes an individual's accounting information or other organizational data is copied to the report and / or line item level. Therefore, it is not extracted from the employee level. This data is stored in the org unit and custom fields noted below at the report and entry level.

Report Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
19	CT_REPORT. REPORT_ID	Report ID	Report ID 32 character varchar – refer to Report Key (below) if a smaller numeric unique identifier is required. **Data type:** Alphanumeric **Format:** Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.	32	
20	CT_REPORT. RPT_KEY	Report Key	Report key on the report – unique id generated by the system **Data type:** Numeric **Format:** Alternative to the report ID. Smaller value. Starts with 1 and increments with each expense report	48	
21	CT_LEDGER. LEDGER_CODE	Ledger Code	External accounting system ID **Data type:** Alphanumeric	20	
22	CT_CURRENCY. ALPHA_CODE	Employee Default Currency Alpha Code	Reimbursement currency in ISO alpha format **Data type:** Alphanumeric **Format:** 3-character alpha code	3	
23	CT_COUNTRY_LANG. NAME	Report Home Country Name	Home country name (localized for ledger language) for this employee **Data type:** Alphanumeric	64	
24	CT_REPORT. SUBMIT_DATE	Report Submit Date	Date/Time the employee submitted the report for approval **Data type:** Date **Format:** yyyy-MM-dd	10	

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

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
32	CT_REPORT_VIEW. TOTAL_APPROVED_ AMOUNT	Report Total Approved Amount	Report Total Approved amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
33	CT_POLICY_LANG. NAME	Report Policy Name	Report Policy Name **Data type:** Alphanumeric	64	
34	CT_REPORT_ENTRY. BUDGET_ACCRUAL_ DATE	Report Entry Budget Accrual Date	**NOTE:** Exposed to clients who have purchased Budget Insight. The date entered by the Budget Approver on the entry. This may or may not be different than the transaction date. **Data type:** Date **Format:** yyyy-MM-dd	10	
35	CT_REPORT. ORG_UNIT_1	Report Org Unit 1	Organizational data for this employee. This data is copied from the CT_EMPLOYEE Org Unit Fields. Data is recorded at the report level in case an employee organizational data changes over time, such as a transfer to a different business unit. **Data type:** Custom field; client defined **Format:** The first segment in the fully qualified GL string should use Org Unit 1.	48	
36	CT_REPORT. ORG_UNIT_2	Report Org Unit 2	**Data type:** Custom field; client defined **Format:** The second segment in the fully qualified GL string should use Org Unit 2, except the natural account field; the natural account data is stored in column 167	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
37	CT_REPORT. ORG_UNIT_3	Report Org Unit 3	**Data type:** Custom field; client defined **Format:** The third segment (if necessary) in the fully qualified GL string should use Org Unit 3, except the natural account field; the natural account data is stored in column 167	48	
38	CT_REPORT. ORG_UNIT_4	Report Org Unit 4	**Data type:** Custom field; client defined **Format:** The fourth segment (if necessary) in the fully qualified GL string should use Org Unit 4, except the natural account field; the natural account data is stored in column 167	48	
39	CT_REPORT. ORG_UNIT_5	Report Org Unit 5	**Data type:** Custom field; client defined **Format:** The fifth segment (if necessary) in the fully qualified GL string should use Org Unit 5, except the natural account field; the natural account data is stored in column 167	48	
40	CT_REPORT. ORG_UNIT_6	Report Org Unit 6	**Data type:** Custom field; client defined **Format:** The sixth segment (if necessary) in the fully qualified GL string should use Org Unit 6, except the natural account field; the natural account data is stored in column 167	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
41	CT_REPORT. CUSTOM1	Report Custom 1	When the custom fields (as opposed to ORG_UNIT fields) are also employed on the employee record for accounting data, these fields are copied to the report level. Data is recorded at the report level for reporting purposes. In the event an employee's organizational data changes over time. This ensures that the point in time accounting data for an expense report is accurate and not changed in the future if employee data is changed. **Data type:** Custom field; client defined **Format:** The seventh segment (if necessary) in the fully qualified GL string should use Custom1, except the natural account field; the natural account data is stored in column 167	48	
42	CT_REPORT. CUSTOM2	Report Custom 2	**Data type:** Custom field; client defined **Format:** The eight segment (if necessary) in the fully qualified GL string should use Custom2, except the natural account field; the natural account data is stored in column 167	48	
43	CT_REPORT. CUSTOM3	Report Custom 3	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
44	CT_REPORT. CUSTOM4	Report Custom 4	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
45	CT_REPORT. CUSTOM5	Report Custom 5	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
46	CT_REPORT. CUSTOM6	Report Custom 6	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
47	CT_REPORT. CUSTOM7	Report Custom 7	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
48	CT_REPORT. CUSTOM8	Report Custom 8	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
49	CT_REPORT. CUSTOM9	Report Custom 9	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
50	CT_REPORT. CUSTOM10	Report Custom 10	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
51	CT_REPORT. CUSTOM11	Report Custom 11	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
52	CT_REPORT. CUSTOM12	Report Custom 12	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
53	CT_REPORT. CUSTOM13	Report Custom 13	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
54	CT_REPORT. CUSTOM14	Report Custom 14	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
55	CT_REPORT. CUSTOM15	Report Custom 15	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
56	CT_REPORT. CUSTOM16	Report Custom 16	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	
57	CT_REPORT. CUSTOM17	Report Custom 17	(CES Standard – Copy of AP Vendor ID) **Data type:** Custom field; client defined **Format:** Copies down from Employee Custom17. Used in cases when Employee ID is not used as the AP Vendor ID.	48	
58	CT_REPORT. CUSTOM18	Report Custom 18	**Data type:** Custom field; client defined Value copied down from Employee Custom field of the corresponding number.	48	

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

Report Entry Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
61	CT_REPORT_ENTRY. RPE_KEY	Report Entry Id	Report entry unique key **Data type:** Numeric	13	
62	CT_REPORT_ENTRY. TRANSACTION_TYPE	Report Entry Transaction Type	Indicates the type of expense entry: • REG = Regular, non-itemized or allocated entry • CHD = Child entry for itemization or allocation Parent entries (the top-level itemized or allocated entry that includes child entries) are not included. **Data type:** Alphanumeric	3	
63	CT_EXPENSE_TYPE_ LANG.NAME	Report Entry Expense Type Name	Expense type name **Data type:** Alphanumeric	64	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
64	CT_REPORT_ENTRY. TRANSACTION_DATE	Report Entry Transaction Date	Date that this expense was incurred (when the money was spent or credit card receipt date) **Data type:** Date **Format:** yyyy-MM-dd	10	
65	CT_CURRENCY. ALPHA_CODE	Report Entry Currency Alpha Code	Currency ISO alpha code for the spend currency if not an imported credit card or the invoice currency if this is a credit card **Data type:** Alphanumeric **Format:** 3-character alpha code	3	
66	CT_REPORT_ENTRY. EXCHANGE_RATE	Report Entry Exchange Rate	Rate used to convert from the report entry (spend) currency to the report (reimbursement) currency **Data type:** Numeric	23	
67	CT_REPORT_ENTRY. EXCHANGE_RATE_ DIRECTION	Report Entry Exchange Rate Direction	Either: • M = Multiply • D = Divide **Data type:** Alphanumeric	1	
68	CT_REPORT_ENTRY. IS_PERSONAL	Report Entry Is Personal Flag	Flag to indicate if this expense line is a personal amount **Data type:** Alphanumeric **Format:** Y/N	1	
69	CT_REPORT_ENTRY. DESCRIPTION	Report Entry Description	Expense description as entered by the employee **Data type:** Alphanumeric	64	
70	CT_LIST_ITEM_LANG. VALUE	Report Entry Vendor Name	Vendor name **Data type:** Alphanumeric	64	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
71	CT_REPORT_ENTRY. VENDOR_DESCRIPTION	Report Entry Vendor Description	Vendor description **Data type:** Alphanumeric	64	
72	CT_REPORT_ENTRY. RECEIPT_RECEIVED	Report Entry Receipt Received Flag	If Y, then this entry has been marked as reviewed by a processor **Data type:** Alphanumeric **Format:** Y/N	1	
73	CT_REPORT_ENTRY. RECEIPT_TYPE	Report Entry Receipt Type	One of these: • T = Tax receipt • R = Regular receipt • N = No receipt **Data type:** Alphanumeric	1	
74	TOTAL_EMPLOYEE_ ATTENDEE	Total Employee Attendee	Number of attendees that were type *Employee* or *This Employee* (count includes both) **Data type:** Numeric **Source:** Calculated at time file is generated	23	
75	TOTAL_SPOUSE_ ATTENDEE	Total Spouse Attendee	Number of attendees that were type *Spouse* **Data type:** Numeric **Source:** Calculated at time file is generated	23	
76	TOTAL_BUSINESS_ ATTENDEE	Total Business Attendee	Number of attendees that were type *Business Guest* **Data type:** Numeric **Source:** Calculated at time file is generated	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
77	CT_REPORT_ENTRY. ORG_UNIT_1	Report Entry Org Unit 1	Organization level data as entered/ updated on the report entry **Data type:** Custom field; client defined **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
78	CT_REPORT_ENTRY. ORG_UNIT_2	Report Entry Org Unit 2	**Data type:** Custom field; client defined **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
79	CT_REPORT_ENTRY. ORG_UNIT_3	Report Entry Org Unit 3	**Data type:** Custom field; client defined **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
80	CT_REPORT_ENTRY. ORG_UNIT_4	Report Entry Org Unit 4	**Data type:** Custom field; client defined **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
81	CT_REPORT_ENTRY. ORG_UNIT_5	Report Entry Org Unit 5	**Data type:** Custom field; client defined **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	
82	CT_REPORT_ENTRY. ORG_UNIT_6	Report Entry Org Unit 6	**Data type:** Custom field; client defined **Format:** Can be set to copy down from the employee or report level. This data is applicable at the entry level in cross charging scenarios.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
83	CT_REPORT_ENTRY. CUSTOM1	Report Entry Custom 1	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
84	CT_REPORT_ENTRY. CUSTOM2	Report Entry Custom 2	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
85	CT_REPORT_ENTRY. CUSTOM3	Report Entry Custom 3	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
86	CT_REPORT_ENTRY. CUSTOM4	Report Entry Custom 4	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
87	CT_REPORT_ENTRY. CUSTOM5	Report Entry Custom 5	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
88	CT_REPORT_ENTRY. CUSTOM6	Report Entry Custom 6	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
89	CT_REPORT_ENTRY. CUSTOM7	Report Entry Custom 7	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
90	CT_REPORT_ENTRY. CUSTOM8	Report Entry Custom 8	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
91	CT_REPORT_ENTRY. CUSTOM9	Report Entry Custom 9	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
92	CT_REPORT_ENTRY. CUSTOM10	Report Entry Custom 10	(CES Standard – Project) **Data type:** Custom field; client defined	48	
93	CT_REPORT_ENTRY. CUSTOM11	Report Entry Custom 11	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
94	CT_REPORT_ENTRY. CUSTOM12	Report Entry Custom 12	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
95	CT_REPORT_ENTRY. CUSTOM13	Report Entry Custom 13	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
96	CT_REPORT_ENTRY. CUSTOM14	Report Entry Custom 14	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
97	CT_REPORT_ENTRY. CUSTOM15	Report Entry Custom 15	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
98	CT_REPORT_ENTRY. CUSTOM16	Report Entry Custom 16	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
99	CT_REPORT_ENTRY. CUSTOM17	Report Entry Custom 17	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
100	CT_REPORT_ENTRY. CUSTOM18	Report Entry Custom 18	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
101	CT_REPORT_ENTRY. CUSTOM19	Report Entry Custom 19	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
102	CT_REPORT_ENTRY. CUSTOM20	Report Entry Custom 20	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
103	CT_REPORT_ENTRY. CUSTOM21	Report Entry Custom 21	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
104	CT_REPORT_ENTRY. CUSTOM22	Report Entry Custom 22	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
105	CT_REPORT_ENTRY. CUSTOM23	Report Entry Custom 23	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
106	CT_REPORT_ENTRY. CUSTOM24	Report Entry Custom 24	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
107	CT_REPORT_ENTRY. CUSTOM25	Report Entry Custom 25	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
108	CT_REPORT_ENTRY. CUSTOM26	Report Entry Custom 26	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
109	CT_REPORT_ENTRY. CUSTOM27	Report Entry Custom 27	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
110	CT_REPORT_ENTRY. CUSTOM28	Report Entry Custom 28	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
111	CT_REPORT_ENTRY. CUSTOM29	Report Entry Custom 29	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
112	CT_REPORT_ENTRY. CUSTOM30	Report Entry Custom 30	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
113	CT_REPORT_ENTRY. CUSTOM31	Report Entry Custom 31	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
114	CT_REPORT_ENTRY. CUSTOM32	Report Entry Custom 32	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
115	CT_REPORT_ENTRY. CUSTOM33	Report Entry Custom 33	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
116	CT_REPORT_ENTRY. CUSTOM34	Report Entry Custom 34	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
117	CT_REPORT_ENTRY. CUSTOM35	Report Entry Custom 35	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
118	CT_REPORT_ENTRY. CUSTOM36	Report Entry Custom 36	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
119	CT_REPORT_ENTRY. CUSTOM37	Report Entry Custom 37	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
120	CT_REPORT_ENTRY. CUSTOM38	Report Entry Custom 38	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
121	CT_REPORT_ENTRY. CUSTOM39	Report Entry Custom 39	**Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
122	CT_REPORT_ENTRY. CUSTOM40	Report Entry Custom 40	**Data type:** Custom field; client defined **Format:** Entry custom fields, if not storing organizational data or defined as a standard, are used for any client specific purpose.	48	
123	CT_REPORT_ENTRY. TRANSACTION_ AMOUNT	Report Entry Transaction Amount	Amount spent in the expense spend currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
124	CT_REPORT_ENTRY. POSTED_AMOUNT	Report Entry Posted Amount	Amount spent in the reimbursement currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
125	CT_REPORT_ENTRY. APPROVED_AMOUNT	Report Entry Approved Amount	Amount approved in the reimbursement currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
126	CT_PAYMENT_CODE_ LANG.PAT_CODE	Payment Type Code	Report Entry Payment Code Code **Data type:** Alphanumeric	4	
127	CT_PAYMENT_CODE_ LANG.NAME	Payment Code	Report Entry Payment Code Name **Data type:** Alphanumeric	80	
128	VIRTUAL_PMT_REIMB_ TYPE_FLD.RPT_PMT_ REIMB_TYPE	Report Payment Reimbursement Type	Report Payment Reimbursement Type; Indicates whether Expense Pay reimbursed this journal entry. Either: • 1 = Expense Pay • blank = ***not*** Expense Pay **Data type:** Alphanumeric	1	

Credit Card Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
129	CT_CREDIT_CARD_ TRANSACTION.BILLING _DATE	Bill Date	Value is pulled from card vendor feed **Data type:** Date	36	
130	CT_CREDIT_CARD_ ACCOUNT. ACCOUNT_NUMBER	Billed Credit Card Account Number	Credit card number (not encrypted) used for this expense **Data type:** Numeric	255	
131	CT_CREDIT_CARD_ ACCOUNT. NAME_ON_CARD	Billed Credit Card Description	Description of the card account with the liability for the charge **Data type:** Alphanumeric	255	
132	CT_CREDIT_CARD_ TRANSACTION. JR_KEY	Credit Card Transaction JR Key	Unique code for the import this transaction was brought into the system with **Data type:** Numeric	13	
133	CT_CREDIT_CARD_ TRANSACTION. REF_NO	Credit Card Transaction Reference Number	Reference number from the credit card vendor **Data type:** Numeric	64	
134	CT_CREDIT_CARD_ TRANSACTION. CCT_KEY	Credit Card Transaction CCT Key	Unique key assigned to the transaction during card import **Data type:** Numeric	13	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
135	CT_CREDIT_CARD_ TRANSACTION. CCT_TYPE	Credit Card Transaction CCT Type	Transaction type supplied by card vendor. One of these: • ANF = Annual Fees • CAV = Cash Advance • CCF = Cash and Check Fees • CHG = Other Bank Charges and Fees • FNC = Finance Charges • LAF = Late Fees • NSF = Insufficient Funds Check Fees • PAY = Payment • RPE = Credit Card Transaction **Data type:** Alphanumeric	3	
136	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_ID	Credit Card Transaction ID	Calculated value assigned to this card entry during the import process **Data type:** Alphanumeric	32	
137	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_ AMOUNT	Credit Card Transaction Amount	Amount of the charge in the spend currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
138	CT_CREDIT_CARD_ TRANSACTION. TAX_AMOUNT	Credit Card Transaction Tax Amount	Amount of tax on the transaction amount (if provided by card vendor) **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
139	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_ CURRENCY	Credit Card Transaction Currency Alpha Code	Currency code for the spend currency **Data type:** Alphanumeric **Format:** ISO 3-character alpha code	3	
140	CT_CREDIT_CARD_ TRANSACTION. POSTED_AMOUNT	Credit Card Transaction Posted Amount	Amount of the charge in the billing currency of the card **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
141	CT_CREDIT_CARD_ TRANSACTION. POSTED_CURRENCY	Credit Card Transaction Posted Currency Alpha Code	Currency code for the card billing currency **Data type:** Alphanumeric **Format:** ISO 3-character alpha code	3	
142	CT_CREDIT_CARD_ TRANSACTION. TRANSACTION_DATE	Credit Card Transaction Date	Date the charge was made at the merchant **Data type:** Date	10	
143	CT_CREDIT_CARD_ TRANSACTION. POSTED_DATE	Credit Card Transaction Posted Date	Date the charge was posted to the credit card account **Data type:** Date	10	
144	CT_CREDIT_CARD_ TRANSACTION. DESCRIPTION	Credit Card Transaction Description	Description of the charge from the merchant **Data type:** Alphanumeric	42	
145	CT_CREDIT_CARD_ TRANSACTION. MC_CODE	Credit Card Transaction Master Card Code	Merchant code sent from the credit card vendor **Data type:** Alphanumeric	5	
146	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_NAME	Credit Card Transaction Merchant Name	Name of the merchant **Data type:** Alphanumeric	50	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
147	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_CITY	Credit Card Transaction Merchant City	Merchant City **Data type:** Alphanumeric	40	
148	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_STATE	Credit Card Transaction Merchant State	Merchant State/Providence **Data type:** Alphanumeric	32	
149	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_CTRY_ CODE	Credit Card Transaction Merchant Country Code	Merchant country location code **Data type:** Alphanumeric **Format:** 2-character alpha code	2	
150	CT_CREDIT_CARD_ TRANSACTION. MERCHANT_REF_NUM	Credit Card Transaction Merchant Reference Number	Merchant reference number passed from the merchant to the card **Data type:** Numeric	15	
151	CT_CREDIT_CARD_ TRANSACTION. BILLING_TYPE	Credit Card Transaction Billing Type	Billing type imported from the card vendor. Very rarely used. **Data type:** Alphanumeric	2	
152	CT_CREDIT_CARD_ TRANSACTION. BILL_TO_EMPLOYEE_ EXCHANGE_RATE	Exchange Rate From Billing To Employee Currency	Currency exchange rate used between the credit card billing currency and the employee's reimbursement currency **Data type:** Numeric	23	
153	CT_JOURNAL. BILLING_AMOUNT	Billing Amount	Amount due to the company card of either CBCP or IBCP type for this detail row **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
154	CT_CREDIT_CARD_ ACCOUNT. ACCOUNT_NUMBER	Individual Credit Card Account Number	Account number for credit card **Data type:** Numeric	255	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
155	CT_CREDIT_CARD_ ACCOUNT. NAME_ON_CARD	Individual Credit Card Name on Card	Name on credit card **Data type:** Alphanumeric	255	
156	CT_CREDIT_CARD_ ACCOUNT. DOING_BUSINESS_AS	Doing Business As	Descriptive Name of Merchant **Data type:** Alphanumeric	64	
157	CT_CREDIT_CARD_ TRANSACTION. ACQUIRER_REFERENCE _NO	Acquirer Reference Number	Support for feeds that utilize the Acquirer Reference number provided to the client and used by the client for reconciliation. **Data type:** Numeric	50	

Entry Location Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
158	CT_LOCATION_NAME. CTRY_CODE	Report Entry Location Country Code	Country from the report entry spend location **Data type:** Alphanumeric **Format:** 2-character alpha code	2	
159	CT_LOCATION_NAME. CTRY_SUB_CODE	Report Entry Location Country Sub Code	Country sub code from the report entry spend location **Data type:** Alphanumeric	6	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
160	CT_REPORT_ENTRY. FOREIGN_OR_ DOMESTIC	Report Entry Foreign or Domestic Flag	Either: • FRGN = this expense was incurred in a country other than the employee's home country • HOME = this expense was incurred in the employee's home country • OOSD ("Out Of Sub-Division") = this expense location is was incurred in the employee's home country, but in a country sub-division different from their home sub-division (for example, province, in Canada) **Data type:** Alphanumeric	4	
161	CT_CREDIT_CARD_ ACCOUNT.PROVIDER_ MARKET	Market Code	Description or code used to identify a specific market or region for the card account, often used for remitting payment to the card provider **Data type:** Alphanumeric	255	
162	CT_CREDIT_CARD_ TRANSACTION. PROCESSOR_REF_NO	Processor Reference Number	Support for feeds that utilize the Acquirer Reference number provided to and used by the client for reconciliation **Data type:** Numeric	64	

Journal Entry Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
163	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payer Payment Type Name	Payer payment type One of these: • Company = Company • Employee = Employee Look up options in CT_PAYMENT_TYPE_LANG.NAME **Data type:** Alphanumeric	64	
164	CT_PAYMENT_CODE_ LANG.NAME	Journal Payer Payment Code Name	Payment code name for the payer **Data type:** Alphanumeric	80	
165	CT_PAYMENT_TYPE_ LANG.NAME	Journal Payee Payment Type Name	Payee payment type One of these: • Company = Company • Employee = Employee Look up options in CT_PAYMENT_TYPE_LANG.NAME **Data type:** Alphanumeric	64	
166	CT_PAYMENT_CODE_ LANG.NAME	Journal Payee Payment Code Name	Payment code name for the payee **Data type:** Alphanumeric	80	
167	CT_JOURNAL. ACCOUNT_CODE	Journal Account Code - or - Company Card Clearing Account Code - or - Card Accounting Code	Contains the expense type account code - or - If a CBCP Personal expense, the company card clearing account code - or - If charge is tied to a Statement Report, and accounting code is set for Company Billed card account, the card's accounting code **Data type:** Alphanumeric	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
168	CT_JOURNAL. DEBIT_OR_CREDIT	Journal Debit Or Credit	Either: • DR = Debit • CR = credit **Data type:** Alphanumeric	2	
169	CT_JOURNAL. AMOUNT	Journal Amount	Value, as credit or debit, of the amount to be exchanged between the payer and payee for this expense account code **(*not* an absolute value)** **EXAMPLES:** Value of zero, credit, or debit, as the following: • 0 (Zero) "0" • **+** (Plus / Debit) "+50.00" • **-** (Minus / Credit) "-50.00" **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
170	CT_JOURNAL.RPJ_KEY	Journal Key	Report Journal Key **Data type:** Numeric	48	

Car Mileage Data

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

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

Cash Advance Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
177	CT_CASH_ADVANCE. REQUEST_AMOUNT	Cash Advance Request Amount	For issue journal record, the total amount of the cash advance in the cash advance transaction currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
178	CT_CURRENCY. ALPHA_CODE	Cash Advance Request Currency Alpha Code	Currency code for the transaction currency using ISO alpha code **Data type:** Alphanumeric **Format:** 3-character alpha code	3	
179	CT_CURRENCY. NUM_CODE	Cash Advance Request Currency Numeric Code	Currency code for the transaction currency using ISO number code **Data type:** Numeric	3	
180	CT_CASH_ADVANCE. EXCHANGE_RATE	Cash Advance Exchange Rate	Exchange rate used to convert from the transaction currency to the reimbursement currency **Data type:** Numeric	23	
181	CT_CURRENCY. ALPHA_CODE	Cash Advance Currency Alpha Code	Reimbursement currency code using ISO alpha code **Data type:** Alphanumeric **Format:** 2-character alpha code	3	
182	CT_CURRENCY. NUM_CODE	Cash Advance Currency Numeric Code	Reimbursement currency code using ISO number code **Data type:** Numeric	3	
183	CT_CASH_ADVANCE. ISSUED_DATE	Cash Advance Issued Date	Date of issue **Data type:** Date **Format:** yyyy-MM-dd	10	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
184	CT_PAYMENT_CODE_ LANG.NAME	Cash Advance Payment Code Name	Method of paying the employee for this cash advance, for example, Cash, AMEX, and so on **Data type:** Alphanumeric	80	
185	Calculated: If journal is joined direct to CT_CASH_ ADVANCE table only, then this is either an *Issue* or a cash advance *Return* to the CA administrator; if journal is joined to *both* a report entry and cash advance then it is an *Application*	Cash Advance Transaction Type	Type of transaction: • 1 = Issue or Return to Administrator • 2 = Application, including Cash Advance Return expense within a report • 3 = System Cash advance, from balance carry forward **Data type:** Numeric	1	
186	CT_CASH_ADVANCE. REQUEST_DATE	Cash Advance Request Date	Date of cash advance request from the detailed cash advance record **Data type:** Date **Format:** yyyy-MM-dd	10	
187	CT_CASH_ADVANCE. CA_KEY	Cash Advance Key	Unique system key assigned to the cash advance **Data type:** Numeric	13	
188	VIRTUAL_CA_EXTRACT _FIELDS.PMT_METHOD	Cash Advance Payment Method	The method used, either Expense Pay or Other, used for disbursement of the cash advance. • 0 = Non-Expense Pay method used for disbursement • 1 = Expense Pay method used for disbursement **Data type:** Numeric	1	

Allocation Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
189	CT_ALLOCATION. ALLOC_KEY	Allocation Key	System-generated unique key for this allocation record **Data type:** Numeric	13	
190	CT_ALLOCATION. PERCENTAGE	Allocation Percentage	Percent of the report entry assigned to this allocation record **Data type:** Numeric	11	
191	CT_ALLOCATION. CUSTOM1	Allocation Custom 1	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
192	CT_ALLOCATION. CUSTOM2	Allocation Custom 2	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
193	CT_ALLOCATION. CUSTOM3	Allocation Custom 3	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
194	CT_ALLOCATION. CUSTOM4	Allocation Custom 4	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
195	CT_ALLOCATION. CUSTOM5	Allocation Custom 5	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
196	CT_ALLOCATION. CUSTOM6	Allocation Custom 6	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
197	CT_ALLOCATION. CUSTOM7	Allocation Custom 7	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
198	CT_ALLOCATION. CUSTOM8	Allocation Custom 8	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
199	CT_ALLOCATION. CUSTOM9	Allocation Custom 9	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
200	CT_ALLOCATION. CUSTOM10	Allocation Custom 10	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
201	CT_ALLOCATION. CUSTOM11	Allocation Custom 11	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
202	CT_ALLOCATION. CUSTOM12	Allocation Custom 12	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
203	CT_ALLOCATION. CUSTOM13	Allocation Custom 13	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
204	CT_ALLOCATION. CUSTOM14	Allocation Custom 14	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
205	CT_ALLOCATION. CUSTOM15	Allocation Custom 15	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
206	CT_ALLOCATION. CUSTOM16	Allocation Custom 16	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
207	CT_ALLOCATION. CUSTOM17	Allocation Custom 17	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
208	CT_ALLOCATION. CUSTOM18	Allocation Custom 18	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	
209	CT_ALLOCATION. CUSTOM19	Allocation Custom 19	Each segment for the allocation record is stored in one of the custom columns on the allocation form **Data type:** Custom field; client defined	48	

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

Travel Allowance Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
212	CT_TA_REIMBURSABLE. MEAL_LODGING _OR_ COMBINED_TYPE	TA Reimb. Meal Lodging or Combined Type	Flag that identifies what type of travel allowance was applied to this entry: • M = meals only • L = lodging • C = combined meals/lodging **Data type:** Alphanumeric	1	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
213	CT_TA_REIMBURSABLE. DISPLAY_LIMIT	TA Display Limit	Limit for the reimbursable travel allowance for a single day; if using fixed allowances, this value will not apply **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field **See end of document for additional information*	23	
214	CT_TA_ REIMBURSABLE. ALLOWANCE_LIMIT	TA Allowance Limit	The ***maximum amount that will be reimbursed for the day***. If the company does not use LIMIT configuration, this is null **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field **See end of document for additional information*	23	
215	CT_TA_ REIMBURSABLE. ALLOWABLE_ THRESHOLD	Allowable Threshold	This is the ***maximum allowed amount for the day***. Basically this represents the break point for journal entries. **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field **See end of document for additional information*	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
216	CT_TA_FIXED. MEAL_LODGING_TYPE	TA Fixed Meal Lodging Type	Flag that identifies what type of travel allowance was applied to this entry: • M = meals only • L = lodging **Data type:** Alphanumeric	1	
217	CT_TA_FIXED. BASE_AMOUNT	Base Amount	Base amount of allowance for a single day **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
218	CT_TA_FIXED. ALLOWANCE_AMOUNT	Allowance Amount	Reimbursement amount of allowance for this travel allowance day; base minus any adjustments for meals provided, first/last day adjustments, or overnight instead of lodging allowance **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
219	CT_TA_FIXED. OVERNIGHT	TA Fixed Overnight	Y/N flag that identifies if the employee stayed overnight with a friend/ family instead of lodging **Data type:** Alphanumeric	1	
220	CT_TA_FIXED. BREAKFAST_PROVIDED	TA Fixed Breakfast Provided Flag	Flag that identifies if the employee was provided breakfast: • NPR = no prorate • PRO = prorated • TAX = tax receipt	3	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
			Values specific to German Market TA: • BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance. • CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance. • WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance. • INC = Incentive meal (Belohnungsessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount. • EXT = External activity: The length of the trip determines the action. **Data type:** Alphanumeric		
221	CT_TA_FIXED. LUNCH_PROVIDED	TA Fixed Lunch Provided Flag	Flag that identifies if the employee was provided lunch: • NPR = no prorate • PRO = prorated • TAX = tax receipt Values specific to German Market TA: • BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance. • CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance.	3	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
			• WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance. • INC = Incentive meal (Belohnungsessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount. • EXT = External activity: The length of the trip determines the action. **Data type:** Alphanumeric		
222	CT_TA_FIXED. DINNER_PROVIDED	TA Fixed Dinner Provided Flag	Flag that identifies if the employee was provided dinner: • NPR = no prorate • PRO = prorated • TAX = tax receipt Values specific to German Market TA: • BSE = Business entertainment (Geschäftlich veranlasste Bewirtung): The provided meal amount is deducted from the allowance. • CVT = Company event (Betriebsveranstaltung): The provided meal amount is deducted from the allowance. • WRK = Working meal (Arbeitsessen): The provided meal amount is deducted from the allowance. • INC = Incentive meal (Belohnungsessen): The value is recorded for reporting purposes but no adjustment is made to the allowance amount. • EXT = External activity: The length of	3	

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

VAT Tax Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
225	CT_TAX_AUTHORITY_ LANG. TAX_AUTHORITY_NAME	Tax Authority Name	Tax authority name **Data type:** Alphanumeric	50	
226	CT_TAX_AUTHORITY_ LANG.TAX_LABEL	Tax Authority Label	5-digit code that appears on the expense entry pages **Data type:** Alphanumeric	5	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
227	CT_REPORT_ENTRY_ TAX.TRANSACTION_ AMOUNT	Report Entry Tax Transaction on Amount	Calculated tax amount for this expense in the spend currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
228	CT_REPORT_ENTRY_ TAX.POSTED_AMOUNT	Report Entry Tax Posted Amount	Calculated tax amount for this expense entry in the reimbursement currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
229	CT_REPORT_ENTRY_ TAX.SOURCE	Tax Source	Specifies how the tax data was derived: • CARD = Provided from company card • USER = Entered by employee • SYST = Calculated by system • PROC = Entered by processor **Data type:** Alphanumeric	4	
230	CT_REPORT_ENTRY_ TAX.RECLAIM_ TRANSACTION_ AMOUNT	Report Entry Tax Reclaim Transaction on Amount	Calculated amount of tax eligible for reclaim in the spend currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
231	CT_REPORT_ENTRY_ TAX.RECLAIM_POSTED_ AMOUNT	Report Entry Tax Reclaim Posted Amount	Calculated amount of tax eligible for reclaim in the reimbursement currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
232	CT_REPORT_ENTRY_ TAX.TAX_CODE	Report Entry Tax - Tax Code	Tax code assigned to this tax authority for the expense type entered on the expense entry **Data type:** Alphanumeric	20	
233	CT_TAX_CONFIG. RECLAIM_DOMESTIC	Report Entry Tax Reclaim Domestic Flag	Y = this tax configuration is defined as a reclaimable local tax jurisdiction **Data type:** Alphanumeric	1	
234	CT_REPORT_ENTRY_ TAX.ADJUSTED_ AMOUNT	Report Entry Tax Adjusted Amount	Amount of tax based on approved amount, not total in the employees reimbursement currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
235	CT_REPORT_ENTRY_ TAX.RECLAIM_ ADJUSTED_AMOUNT	Report Entry Tax Reclaim Adjusted Amount	Reclaim amount calculated on adjusted tax amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
236	CT_REPORT_ENTRY_ TAX.RECLAIM_CODE	Report Entry Tax Reclaim Code	Reclaim code from the tax definition **Data type:** Alphanumeric	20	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
237	CT_REPORT_ENTRY_ TAX.RECLAIM_TRANS_ ADJ_AMT	Report Entry Tax Reclaim Trans Adjusted Amount	Amount of tax based on approved amount, not total in spend transaction currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
238	CT_REPORT_ENTRY_ TAX_ALLOC.RECLAIM_ CODE	Report Entry Tax Allocation Reclaim Code	Allocation Reclaim Code **Data type:** Alphanumeric	20	

Assigned Travel Request Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
239	CT_AUTHORIZATION_ REQUEST.REQUEST_ID	Authorization (Travel) Request ID	The authorization request identification number **Data type:** Alphanumeric	20	
240	*Travel Request Inactive:* CT_TRAVEL_REQUEST. TR_NAME *Travel Request Active:* CT_AUTHORIZATION_ REQUEST.NAME	Travel Request Name	Name given to the travel request assigned to the report **Data type:** Alphanumeric	40	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
241	CT_AUTHORIZATION_ REQUEST.TOTAL_ POSTED_AMOUNT	Travel Request Total Posted Amount	Total amount of the assigned travel request in the employees reimbursement currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
242	CT_AUTHORIZATION_ REQUEST.TOTAL_ APPROVED_AMOUNT	Travel Request Total Approved Amount	Total amount approved for the assigned travel request in the employees reimbursement currency **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
243	CT_AUTHORIZATION_ REQUEST.START_DATE	Travel Request Start Date	First day of the trip on the assigned travel request itinerary **Data type:** Date **Format:** yyyy-MM-dd	10	
244	CT_AUTHORIZATION_ REQUEST.END_DATE	Travel Request End Date	Last day of the trip on the assigned travel request itinerary **Data type:** Date **Format:** yyyy-MM-dd	10	
245	CT_AUTHORIZATION_ REQUEST.AUTHORIZED _DATE	Travel Request Authorized Date	Date the assigned travel request was authorized **Data type:** Date **Format:** yyyy-MM-dd	10	

Additional VAT Tax Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
VAT Tax Data					
246	CT_REPORT_ENTRY. TOTAL_TAX_POSTED_ AMOUNT	Report Entry Total Tax Posted Amount	The sum of the tax calculated based on the expense amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
247	CT_REPORT_ENTRY_ VIEW.NET_TAX_ AMOUNT	Net Tax Amount	Calculated as Posted Amount *minus* Total Tax Posted Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
248	CT_REPORT_ENTRY. TOTAL_RECLAIM_ ADJUSTED_AMOUNT	Report Entry Total Reclaim Adjusted Amount	The sum of the reclaimable tax amount calculated from the Total Tax Adjusted Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
249	CT_REPORT_ENTRY_ VIEW.NET_RECLAIM_ ADJUSTED_AMOUNT	Net Adjusted Reclaim Amount	Calculated as Approved Amount ***minus*** Total Reclaim Adjusted Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
Report Entry Data					
250	CT_PAYMENT_TYPE_ LANG	Report Entry Payment Type Name	Report entry payment type name **Data type:** Alphanumeric	64	

Company Bill Statements Section

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
251	CT_CARD_PROGRAM_ TYPE_TYPE_CODE	Card Program Type Code	The code used to identify the card's program type **Data type:** Alphanumeric	5	
252	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ START_DATE	Statement Period Start Date	The date of the start of the statement period **Data type:** Date **Format:** yyyy-MM-dd	10	
253	CT_CARD_PROGRAM_ STATEMENT_PERIOD_ END_DATE	Statement Period End Date	The date of the end of the statement period **Data type:** Date **Format:** yyyy-MM-dd	10	

Expense Pay Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
254	CT_EFT_BATCH_SCHED .CASH_ACCOUNT_ CODE	Cash Account Code	The Cash Account Code assigned to the funding account paying this entry **Data type:** Alphanumeric	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
255	CT_EFT_BATCH_SCHED .LIABILITY_ ACCOUNT_CODE	Liability Account Code	The Liability Account Code assigned to the funding account paying this entry **Data type:** Alphanumeric	48	
256	N/A	Estimated Payment Date	One of these: • Assigned = four weekdays after the scheduled send date; note this doesn't need to account for banking holidays • Sent = four weekdays after the sent date; note this doesn't need to account for banking holidays • Confirmed = the estimated payment date indicated by the Expense Payment Engine • Aborted = blank • Failed Account = blank • Pending Confirmation = blank **Data type:** Date **Format:** YYYY/MM/DD		
257	CT_EFT_PAYMENT_ DEMAND.PAYMENT_ DATE	Funding Trace	Funding Trace Number **Data type:** Date **Format:** yyyy-MM-dd	30	
258	CT_CASH_ADVANCE. REQUESTED_ DISBURSEMENT_DATE	Requested Disbursement Date	Cash Advance Disbursement Date **Data type:** Date **Format:** yyyy-MM-dd		
259	CT_CASH_ADVANCE. NAME	Cash Advance Name	Cash Advance Request Name **Data type:** Alphanumeric	40	
260	Future Use				
261	Future Use				

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

Employee Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
264	CT_EMPLOYEE. LOGIN_ID	User Login ID	**Data type:** Alphanumeric	128	
265	CT_EMPLOYEE. EMAIL_ADDRESS	User Email Address	**Data type:** Alphanumeric	255	
266	CT_EMPLOYEE. CUSTOM1	Employee Custom 1	**Data type:** Custom field; client defined	48	
267	CT_EMPLOYEE. CUSTOM2	Employee Custom 2	**Data type:** Custom field; client defined	48	
268	CT_EMPLOYEE. CUSTOM3	Employee Custom 3	**Data type:** Custom field; client defined	48	
269	CT_EMPLOYEE. CUSTOM4	Employee Custom 4	**Data type:** Custom field; client defined	48	
270	CT_EMPLOYEE. CUSTOM5	Employee Custom 5	**Data type:** Custom field; client defined	48	
271	CT_EMPLOYEE. CUSTOM6	Employee Custom 6	**Data type:** Custom field; client defined	48	
272	CT_EMPLOYEE. CUSTOM7	Employee Custom 7	**Data type:** Custom field; client defined	48	
273	CT_EMPLOYEE. CUSTOM8	Employee Custom 8	**Data type:** Custom field; client defined	48	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
274	CT_EMPLOYEE. CUSTOM9	Employee Custom 9	**Data type:** Custom field; client defined	48	
275	CT_EMPLOYEE. CUSTOM10	Employee Custom 10	**Data type:** Custom field; client defined	48	
276	CT_EMPLOYEE. CUSTOM11	Employee Custom 11	**Data type:** Custom field; client defined	48	
277	CT_EMPLOYEE. CUSTOM12	Employee Custom 12	**Data type:** Custom field; client defined	48	
278	CT_EMPLOYEE. CUSTOM13	Employee Custom 13	**Data type:** Custom field; client defined	48	
279	CT_EMPLOYEE. CUSTOM14	Employee Custom 14	**Data type:** Custom field; client defined	48	
280	CT_EMPLOYEE. CUSTOM15	Employee Custom 15	**Data type:** Custom field; client defined	48	
281	CT_EMPLOYEE. CUSTOM16	Employee Custom 16	**Data type:** Custom field; client defined	48	
282	CT_EMPLOYEE. CUSTOM17	Employee Custom 17	**Data type:** Custom field; client defined	48	
283	CT_EMPLOYEE. CUSTOM18	Employee Custom 18	**Data type:** Custom field; client defined	48	
284	CT_EMPLOYEE. CUSTOM19	Employee Custom 19	**Data type:** Custom field; client defined	48	
285	CT_EMPLOYEE. CUSTOM20	Employee Custom 20	**Data type:** Custom field; client defined	48	
286	Future Use				
287	Future Use				
288	Future Use				

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

Employee Banking Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
291	CT_EMP_BANK_ ACCOUNT.IS_ACTIVE	Employee Banking Account is Active?	Indicates if the account is active or inactive Valid entries: • Y = Active • N = Inactive **Data type:** Alphanumeric	1	
292	CT_EFT_BANK_ ACCOUNT_TYPE_LANG. NAME	Employee Banking Bank Account Type	The bank account type for EFT, either checking or savings. Valid entries for: **U.S.**: • CHCK = Checking • SAVE = Savings **All other countries**: • CHCK = Checking **Data type:** Alphanumeric	20	
293	CT_EMP_BANK_ ACCOUNT.NAME_ON_ ACCOUNT	Employee Banking Name On Account	The exact name associated with the account, for example, John Smith. **Data type:** Alphanumeric	100	
294	CT_EMP_BANK_ ACCOUNT.BANK_NAME	Employee Banking Bank Name*	The host bank name. *Optional for US and Canadian banks **Data type:** Alphanumeric	200	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
295	CT_EMP_BANK_ ACCOUNT.BRANCH_ LOCATION	Employee Banking Bank Branch Location*	The location of the branch of the bank that the account was opened at. *Optional for US and Canadian banks **Data type:** Alphanumeric	30	
296	CT_EMP_BANK_ ACCOUNT.ADDRESS_ LINE_1	Employee Banking Bank Address Line 1	**Data type:** Alphanumeric	50	
297	CT_EMP_BANK_ ACCOUNT.ADDRESS_ LINE_2	Employee Banking Bank Address Line 2	**Data type:** Alphanumeric	50	
298	CT_EMP_BANK_ ACCOUNT.CITY	Employee Banking Bank City	**Data type:** Alphanumeric	50	
299	CT_EMP_BANK_ ACCOUNT.REGION	Employee Banking Bank Region	**Data type:** Alphanumeric	50	
300	CT_EMP_BANK_ ACCOUNT.POSTAL_ CODE	Employee Banking Bank Postal Code	**Data type:** Alphanumeric	20	
301	CT_EMP_BANK_ ACCOUNT.CTRY_CODE	Employee Banking Bank Country Code	The code for the country of origin for the banking account. **Data type:** Alphanumeric **Format:** 2-character alpha code	2	
302	CT_EMP_BANK_ ACCOUNT.TAX_ID	Employee Banking Tax ID	**Data type:** Alphanumeric	255	
303	CT_EMP_BANK_ ACCOUNT.IS_RESIDENT	Employee Banking Is Resident?	**Data type:** Alphanumeric	1	
304	CT_EMP_BANK_ ACCOUNT.NAME	Employee Banking Account Status	**Data type:** Alphanumeric	30	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
305	CT_CURRENCY. ALPHA_CODE	Employee Banking Account Currency	The alpha code for the currency of the account, for example, USD. If provided, *must* be USD, EUR, AUD, or GBP until other currency support is provided in a future release. If left with a blank value, defaults to USD. **Data type:** Alphanumeric	3	
306	Future Use				
307	Future Use				
308	Future Use				
309	Future Use				
310	Future Use				

Report Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
311	CT_REPORT_VIEW. TOTAL_PERSONAL_ AMOUNT	Personal Expenses	Report Total Personal Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
312	CT_REPORT_VIEW. TOTAL_CLAIMED_ AMOUNT	Total Amount Claimed	Report Total Claimed Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
313	CT_REPORT_VIEW. TOTAL_DUE_EMPLOYEE	Amount Due Employee	Total Employee Due (the absolute value of CT_REPORT.COMPANY_TO_ EMPLOYEE_AMOUNT) **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
314	CT_REPORT_VIEW. TOTAL_DUE_COMPANY_ CARD	Amount Due Company Card	Total Company Card Due **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
315	CT_REPORT_VIEW. TOTAL_REJECTED_ AMOUNT	Amount Not Approved	Report Total Rejected **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
316	CT_REPORT_VIEW. TOTAL_COMPANY_PAID	Amount Company Paid	Report Total Company Paid **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
317	CT_REPORT_VIEW. TOTAL_DUE_COMPANY	Amount Due Company	Report Total Due Company **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
318	CT_REPORT_VIEW. TOTAL_CONFIRMED_ PAID	Payment Confirmed Amount	Report Total Confirmed Paid **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
319	CT_REPORT_VIEW. ACTUAL_TOTAL_DUE_ EMPLOYEE	Amount Due Employee	Report Actual Total Due Employee (the value of CT_REPORT.COMPANY_TO_ EMPLOYEE_AMOUNT) **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
320	CT_REPORT_VIEW. ACTUAL_TOTAL_DUE_ COMPANY_CARD	Amount Due Company Card	Report Actual Total Due Company Card **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
321	CT_REPORT.REPORT_ TYPE	Report Type	Report Type One of these: • blank = Regular expense report • CR = Central Reconciliation report • SR = Statement report **Data type:** Alphanumeric	2	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
322	CT_REPORT_ENTRY. NET_ADJUSTED_TAX_ AMOUNT	Total Tax Adjusted Amount	Report Entry Total Tax Adjusted Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
323	CT_REPORT_ENTRY_ VIEW.NET_ADJUSTED_ TAX_AMOUNT	Net Adjusted Tax Amount	Net Adjusted Tax Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
324	Future Use				
325	Future Use				
326	Future Use				

Cash Advance Data

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

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
329	CT_REPORT.CA_ UTILIZED_AMOUNT	Cash Advance Utilized Amount	Cash Advance Utilized Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
330	Future Use				
331	Future Use				
332	Future Use				
333	Future Use				

Report Entry Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
334	CT_LOCATION_NAME. NAME	Location City Name	Report Entry Location Name **Data type:** Alphanumeric	64	
335	CT_REPORT_ENTRY.IS_ BILLABLE	Is Billable?	Is Billable **Data type:** Alphanumeric	1	
336	CT_REPORT_ENTRY. FROM_LOCATION	From Location	Report Entry From Location **Data type:** Alphanumeric	100	
337	CT_REPORT_ENTRY. TO_LOCATION	To Location	Report Entry To Location **Data type:** Alphanumeric	100	
338	CT_LOCATION_NAME. NAME	Location Name	Report Entry Location Name **Data type:** Alphanumeric	64	

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

VAT Tax Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
347	CT_TAX_ALLOCATION_ TOTAL_VIEW. TRANSACTION_ AMOUNT	Allocation Total Tax Transaction Amount	Allocation Total Tax Transaction Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	

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

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

Request Data

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
357	CT_TRAVEL_REQUEST. NAME	Request Name	Authorization Request Name **Data type:** Alphanumeric	40	
358	CT_TRAVEL_REQUEST. TOTAL_POSTED_ AMOUNT	Total Posted Amount	Authorization Request Total Posted Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
359	CT_TRAVEL_REQUEST. TOTAL_APPROVED_ AMOUNT	Total Approved Amount	Authorization Request Total Approved Amount **Data type:** Money **Format:** Max 23 digits to the left of the decimal; max 8 digits to the right of the decimal; with a max of 23 digits for the entire field	23	
360	CT_TRAVEL_REQUEST. START_DATE	Start Date	Authorization Request Start Date **Data type:** Date **Format:** yyyy-MM-dd	10	
361	CT_TRAVEL_REQUEST. END_DATE	End Date	Authorization Request End Date **Data type:** Date **Format:** yyyy-MM-dd	10	

Col #	Source (table.column)	Field Name	Description/Data Type/Format/Source	Max Length	Client Field Definition
362	CT_TRAVEL_REQUEST. AUTHORIZED_DATE	Authorized Date	Authorization Request Authorized Date **Data type:** Date **Format:** yyyy-MM-dd	10	
363	CT_TRAVEL_REQUEST. REQUEST_ID	Authorization Request ID	Authorization Request ID **Data type:** Alphanumeric	20	
364	Future Use				
365	Future Use				
366	Future Use				
367	Future Use				
368	Future Use				
369	Future Use				
370	Future Use				
371	Future Use				
372	Future Use				
373	Future Use				
374	Future Use				
375	Future Use				
376	Future Use				
377	Future Use				
378	Future Use				
379	Future Use				
380	Future Use				
381	Future Use				

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

*The table below details the field population based on configuration of the following CT_TA_REIMBURSABLE table columns (rows 213, 214, and 215):

Configuration	DISPLAY_LIMIT	ALLOWANCE_LIMIT	ALLOWABLE_THRESHOLD
No Limit/Single Rate (co or govt)	Rate amount	Null	Rate amount
Limit/Single Rate (co or govt)	Rate amount	Rate amount	Null
No Limit/Two Rates (co and govt)	Company rate amount	Null	Government rate amount
Limit/Two Rates (co and govt)	Company rate amount	Company rate amount	Government rate amount

Appendix 1: Balance Due Management

The Balance Due Management option provides a tool for tracking balances due from employees to the company, and for collecting those funds against future reports.

How It Works

When activated, an expense report with a balance due to the company from the employee will generate an internal tracking record for that balance due to the company. A subsequent report with an amount due the employee from the company will automatically have this balance applied at the point in time that the processor approves the report for payment, netting out the amount due to the employee against the amount remaining that is due to the company from the prior report.

If the outstanding amount due company is not fully utilized, the remaining balance continues to be tracked and applied to another future report. If a report with an applied balance tracking record is recalled, the balance tracking amount is removed from the report and may then subsequently be re-applied when that report is again approved by the processor.

What the User Sees

The employee will see a new row on the report totals page for a report with a balance due applied so that they can see why the cash due to the employee has been reduced.

If for some reason the balance tracking record needs to be adjusted – perhaps the employee has paid the amount to the company – the cash advance administrator may record the amount paid against that balance and thus reduce the outstanding balance.

The information on the internal balance tracking record creation (issuance) can be included in the standard accounting extract by configuring it to include cash advance records. The data will appear in a record similar to a normal cash advance with three specific differences:

- **Report ID** field will identify the report that generated the balance due to the company
- **Report Key** will also identify that same report
- **Cash Advance Transaction Type** will be **3**

The following example demonstrates key fields in the accounting extract for a balance tracking record and a traditional cash advance issuance record, both for 50.00:

Report ID	Report Key	Journal Key	Expense Key	Descrip-tion	Payer	Payee	Amount	Account Code	DR/ CR	Cash Advance transact-tion Type	Cash Advance Request Amount
7CECDDC0E40 040CBA23C	10004	100000		Balance tracking issuance record	COMP	EMPL	50	Employee cash advance clearing account	DR	3	50
		100001		Regular Cash advance issuance journal entry	COMP	EMPL	50	Employee cash advance clearing account	DR	1	50

The application of the balance tracking record will also impact the financial extract, and will show information about the source of the funds used to net against the amount due employee. This is always included, and is not controlled by the inclusion of cash advance records.

The following example demonstrates the key information in the expense journal records when a cash advance or balance due record is utilized as payment for the amount due employee:

Report ID	Report Key	Journal Key	Expense Key	Descrip-tion	Payer	Payee	Amount	Account Code	DR/ CR	Cash Advance transact-tion Type	Cash Advance Request Amount
7CECDDC0E40 040CBA23C	10004	100000		Balance tracking issuance record	COMP	EMPL	50	Employee cash advance clearing account	DR	3	50
247277D7922 44886A69C	10006	100053	100003	Expense 1 - Dinner - standard journal entry part 1	COMP	EMPL	50	Dinner account code	DR		

Report ID	Report Key	Journal Key	Expense Key	Descrip-tion	Payer	Payee	Amount	Account Code	DR/ CR	Cash Advance transact-tion Type	Cash Advance Request Amount
247277D7922 44886A69C	10006	100054	100003	Expense 1 - standard journal entry - part 2	COMP	EMPL	20	Dinner account code	CR		

Configuring the Balance Due Management Feature

The balance due tracking feature may be enabled per policy, so that reports under that policy will generate a balance tracking record for application on any future report (regardless of policy).

Clients wishing to activate this option should first ensure that their financial systems receiving the data from Concur Expense are prepared for the new information. When they are ready to activate the tracking, submit a change request to Concur Support that identifies the policies for which to activate the balance due tracking.

To edit, refer to the *Expense: Policies Setup Guide*.

Appendix 2: Cash Advance Issuance Records

The Cash Advance issuance record may be optionally included in the Standard Accounting Extract and any other financial extracts. This allows for company processes where the issuance is executed outside of Concur or via the data coming from Concur to the financial systems.

There are some special circumstances that have unique handling:

1. **Cash Advance Issuance paid via Expense Pay**. If the employee is reimbursed for expense reports via Concur's payment services such as Expense Pay, then the cash advance issuance may also optionally be paid via the same service.

2. **Cash Advance Issuance via CBCP ATM Withdrawal.** When a cardholder obtains an ATM cash advance via their company card and the payment type of that card is **CBCP**, the event creates an issuance record for the financial extract.

These cash advance issuance records may be included in the financial extracts so that they are tracked within the financial systems.

3. **Cash Advance Issuance via IBCP ATM Withdrawal**. When a cardholder obtains an ATM cash advance via their company card and the payment type of that card is IBCP, the event creates NO liability for the company within Concur as the employee is responsible for repayment of the advance. Because of that, there is no cash advance issuance record included in the financial extracts.

There will be one issuance record for a cash advance issued within Concur. The issuance record can be identified by the Cash Advance Transaction Type which will always be a '1'. The Payer is the Company and the Payee is the Employee. The Journal Amount is a DR transaction in the reimbursement currency. The Cash Advance Amount is the amount of the cash advance in the currency of issuance. The Account Code is the clearing account code which was configured for the employee in the profile.

[61] entry_id	[64] Entry Transaction Date	[63] Expense Type	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1121	7/10/2015	Cash Advance	REG	COMPANY	EMPLOYEE	$300.00	DR	5009990	300.00	1

For the same example, but for cash issued as an ATM cash withdrawal for a CBCP company card, the record is similar. The data on the ATM withdrawal transaction will appear in the first scheduled extract after the credit card cash advance transaction has been loaded to Concur from the card supplier. The Account Code in this case is the clearing account code which was configured for the CBCP corporate card payment type.

[61] entry_id	[64] Entry Transaction Date	[63] Expense Type	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1121	7/10/2015	Cash Advance	REG	COMPANY	CBCP CORP	$300.00	DR	1009990	300.00	1

Application Extract for Cash Advance

The application of a cash advance will include offsetting records to recover the cash advance. Consider this example:

> The user has received a $300 cash advance issued through Concur. In the course of travel, the user incurs the following cash expenses: 245.00 on a rental car, $67 on a business meal and $10 on parking. The user assigns the $300 cash advance to an expense report, enters the three cash expenses and submits. The expenses are not itemized. The expenses are legitimate business expenses.

The application phase of this case will create five records in the standard accounting extract file. Three of the records will cover the three cash out-of-pocket transactions. These three transactions are handled in the same way all cash, out-of-pocket transactions are handled. The two additional records are unique to an expense report containing a Cash Advance. The system will attempt to recover the cash advance amount from the employee by creating credit records against the cash transactions until the total of the cash advance is recovered. In this example, the first cash advance record (entry_id 1243) credits the entire $245 of its companion record (entry_id 1240). That still leaves $55 of the cash advance unrecovered. Another credit record (entry_id 1244) for $55 will be created against the next companion cash expense record (entry_id 1241). At this point, the $300 cash advance has been recovered. The credit journal amounts have the effect of offsetting the total amount due the employee by the amount of the cash advance.

These offset records will have the following characteristics: the Payer is the employee; the Payee is the company. The Debit/Credit indicator will always be ‘CR’. The Cash Advance Amount field will always contain the total of the cash advances applied to the expense report. The Cash Advance Transaction Type will be a ‘2’. The employee will receive the net of the total cash expenses less the cash advance amount; in this example, $22.

[61] entry_id	[64] Entry Transaction Date	[70] Vendor Name	[63] Expense Type	[68] Is Personal	[62] Entry Transaction Type	[163] Payer Payment Type	[165] Payee Payment Type	[169] Journal Amount	[168] Debit Credit	[167] Account Code	[177] Cash Advance Amount	[185] Cash Advance Transaction Type
1240	7/24/2015	AVIS	Rental Car	N	REG	COMPANY	EMPLOYEE	$245.00	DR	7271008		
1241	7/25/2015	MORT ONS	Business Meal	N	REG	COMPANY	EMPLOYEE	$67.00	DR	7271110		
1242	7/25/2015		Parking	N	REG	COMPANY	EMPLOYEE	$10.00	DR	7271005		
1243	7/24/2015	AVIS	Rental Car	N	REG	EMPLOYEE	COMPANY	-$245.00	CR	5009990	$300.00	2
1244	7/25/2015	MORT ONS	Business Meal	N	REG	EMPLOYEE	COMPANY	-$55.00	CR	5009990	$300.00	2

Table of Contents – Travel Allowance Import (XML v 1)

Revision History for this Chapter

Date	Notes / Comments / Changes
May 7 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
January 15 2010	Split the Travel Allowance import information into 3 chapters: ♦ *Chapter 10: Travel Allowance Import (**classic** user interface)* chapter became the *Chapter 10: Travel Allowance Import (XML v 1)* chapter – no changes other than the chapter name ♦ *Chapter 10: Travel Allowance Import (**current** user interface)* became *Chapter 11: Travel Allowance Import (XML v 2)* – no changes other than the chapter name and number ♦ *Chapter 12: Travel Allowance Import (XML v 3)* chapter – new; included information about "county"
December 11 2009	Job type for a travel allowance import data file changed from "travel_allowance" to "perdiem"
Apr. 2008 (SU30)	Added information about the two available user interfaces: ♦ *Classic* user interface ♦ *Current* user interface ***There are separate imports for each.*** ***There were no changes to the "classic" import.***
Nov. 2007 (SU25)	New to this manual

Chapter 14: Travel Allowance Import (XML v 1)

IMPORTANT! Three Travel Allowance Import Chapters

There are separate chapters for the different versions of the Travel Allowance import:

- Travel Allowance Import (XML v 1)
- Travel Allowance Import (XML v 2)
- Travel Allowance Import (XML v 3)

Before creating your data file, verify with Concur that you are using the proper import chapter.

Overview

A client uses this feature to import travel allowance information:

- Configurations and configuration-to-group mapping data
- Rates
- Rate location-to-system location mapping data

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

Travel Allowance Import

Important Concepts

Calculation Method

The travel allowance calculation method is nothing more than the identification of the specific set of rules that govern how travel allowance rates are calculated and applied. All supported calculation methods are described within a country-specific configuration guide.

Calculation Method Properties

Calculation method properties are data that is required by a particular country's implementation of their travel allowance rules (calculation method). These properties represent data used when calculating or adjusting travel allowance rates. Examples of properties include factors (percentages) applied to meals rates for first/last day calculations, times or durations in hours for partial day calculations, and trip duration in days for extended trip calculations. Rather than hard-code these values in the implementations, they are stored in the database for ease of access. Not all countries' implementations need these calculation properties.

NOTE: Calculation method properties are not configuration data, therefore, there are no means provided for changing them.

Rate Feed

The concept of a rate feed is central to how travel allowance data is managed and used within the Expense application. Simply put, a rate feed consists of all rate location data, all government and/or company rates including time band rates (if used), and all associated travel allowance configuration and configuration-to-employee group mapping data. A specific rate feed provides all of the data necessary to implement the travel allowance feature for a specific travel allowance calculation method (US/GSA rules, German rules, and so on). A specific rate feed can be associated with only one calculation method, but each calculation method may be used by multiple rate feeds.

Each travel allowance import data file will provide data for one and only one rate feed. It is not possible for a single import data file to contain data for more than one rate feed. When creating your import data files, the rate feed is specified in the Settings Importer record (described in detail below). All other record types will add, modify, or delete travel allowance data associated to this rate feed. Each travel allowance import data file must have, as its first record, this Setting Importer record. After that, the import file may contain any combination of the remaining record types subject to conditions specified in each *Record Types* section below.

Rate Location

A rate location represents a specific geographic region to which travel allowance rates pertain. This geographic region may be a country, a state or province, or a specific location such as a city, county, or metropolitan area.

A specific rate location in Expense is defined to be the combination of a country code (found in CT_COUNTRY), country sub-division name or code (found in CT_CTRY_SUBDIVISION), and a location name. Any of these components in a rate location may be undefined (empty) as long as at least one of the components has a valid value. The following examples are valid.

Table 1: *Samples of valid rate locations*

Country Code	Country Sub-division	Location	Description
US	US-WA	Seattle/King County	Seattle metropolitan area
US	US-WA	Bellevue	City of Bellevue
US	US-WA	<empty>	State of Washington; Default rate location for any city, county, or metropolitan area within the State of Washington not explicitly defined within the rate feed.
US	<empty>	<empty>	Country of United States; Default rate location for any location within the United States not explicitly defined within the rate feed.
UK	<empty>	London	City of London
<empty>	<empty>	<any user defined label>	Special case for "rate location of last resort". Only one of these rate locations is allowed in each rate feed. It is used to identify the default travel allowance rate for a location that does not match any other rate location in the rate feed.

Rate locations, as defined by their three components, are used in multiple travel allowance import record types. Whenever referring to a specific rate location among record types, the same exact values for its three components must be used. For those components that are empty, you must leave that component empty. ***Do not*** use some other string such as *empty*, *none*, or *null* for an empty component.

When preparing data for import, keep in mind that the system uses the following logic to assign the itinerary arrival city location to the correct arrival rate location. The system:

1. Checks the rate location mapping table (imported in the 400 record type)
2. Checks for an exact match on Country, State/Province, and City
3. Checks for an exact match on Country and City but State/Province is blank
4. Checks for an exact match on Country and State/Province but City is blank
5. Checks for an exact match on Country but both State/Province and City are blank
6. Checks for a record with both Country and State/Province are blank but has the company-defined label such as "All Other Countries"

Travel Allowance Import - The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.

NOTE: If the travel allowance import is not scheduled to run periodically, the client must submit a case through the Concur Client Central Web site to have the import schedule set up, or contact your Client Support representative.

Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document.***

Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** There are six record types in the Travel allowance import file. The record types are:
  - 100 – Settings Importer
  - 200 – Time Band Meal Rate Importer
  - 300 – Rate Importer
  - 310 – Expired Rate Importer
  - 400 – Rate Location Map Importer
  - 500 – Configuration Importer

- 600 – Configuration Map Importer
- 700 – Import Percent Deduction Importer
- 800 – Import Amount Deduction Importer

The record types are referenced in the tables on the following pages.

When creating the actual import data files, each file ***must*** contain the Settings Importer record as the ***first*** record in order to identify the correct rate feed. In general, an import data file may contain any combination of the remaining record types in any order subject to the following constraints:

- If a rate feed uses time band rates, record types 200 and 300 must be in the same import file, in any order.
- For deduction percent/amount data to be used when processing rate records, record types 700 and/or 800 can be included in the same import file containing the type 300 records. In this case, the record type 700 and/or 800 records must precede ***all*** record type 300 records. Alternatively, record types 700 and/or 800 may be imported in a separate file ***before*** the import file containing the type 300 records.
- Multiple type 600 records may refer to a single type 500 record. Record types 500 and 600 may appear in any order in the same feed file.
- For travel allowance to be fully functional, record types 300, 500, and 600 are required. If time band rates are used by the rate feed, record type 200 is also required.

A single file may be used to import all data, or multiple files may be used for importing different record types. One multi-file approach would be to place configuration record types 500, 600, and if used 700/800 is one file. A second file would contain rate record types 300 and 200 if required. A final file would contain the rate location mapping record type 400. Subsequent rate update files could contain record types 300 and 200 if required, 310, and possibly 400.

Basically, any import file approach is valid as long as the record type constraints listed above are observed.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode". The travel allowance job type for a travel allowance import data file is " perdiem." If an entity has the code t0000123abcd, then the file name for a travel allowance import data file would be "perdiem_t0000123abcd".

Import Settings Record

The Import Settings record is used to provide administrator-configurable settings that control how the travel allowance import will behave.

Settings Importer (Record Type 100)

This information ***must*** be included in the import. This record set defines the following:

Table 2: *Data for record ID "SettingsImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.	
Error Threshold	integer greater than or equal to 0	Y	This field is no longer used but it cannot be omitted or left blank. Provide an integer greater than or equal to 0.	
Language Code	5 characters maximum (case insensitive)	Y	Specifies the language code of any localized text in the import file; this is used when performing lookups in the database and must match one of the languages supported by the database.	
TA Calculation Method Code	12 characters maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM _CODE.	
TA Rate Feed Code	20 characters maximum (case insensitive)	Y	ALL travel allowance data being imported will be associated with this Rate Feed Code. If this Rate Feed Code does not exist in the CT_TA_RATE_FEED table, a new Rate Feed record will be created using this code using the TA Rate Feed Name and TA Time Band fields that follow.	

Name	Definition	Req?	Description	Client Field Definition
TA Rate Feed Name	60 characters maximum	N	The language for this name will be based on the Language Code specified in the Import Settings. When creating a new TA Rate Feed record, this is the name to associate with the Rate Feed Code. If not provided, the name will default to the Rate Feed Code. **NOTE:** This field need only be populated for a new rate feed. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored.	
TA Time Band	Integer series Series of increasing integers starting with 0 and going up to a maximum of 1440. Must be in the following format 0-x-y-z.	N	These numbers define the boundaries ***in minutes*** between the time bands applicable during a 24-hour day for the rate feed. Once these are set for the rate feed and rates are imported, they cannot be changed. A new rate feed must be defined to implement a change to the time bands. Time bands are assessed by the system in the following manner: lower limit ≤ duration < upper limit **NOTES:** • The delimiter must be a hyphen ("-"). For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 minutes. For this example, this field would contain: 0-480-840 • This field need only be populated for a new rate feed whose TA Calculation Method uses time band rates. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored. • Locate and refer to the	

Name	Definition	Req?	Description	Client Field Definition
			country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set.	
Rate Location Map Duplicate Handling	REPLACE/IGNORE /WARN (default of WARN) (Case insensitive)	N	Specifies how to handle the case where a record for the specified rate location already exists in the mapping table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing location code with the new location code for the rate location • **IGNORE:** ***Do not*** replace the existing location code; ignore the import record • **WARN:** ***Do not*** replace the existing location code; move the import record into the ignored record file and log a warning in the import's job run details	
Configuration Records Duplicate Handling	REPLACE/IGNORE /WARN (default of WARN) (Case insensitive)	N	When Configuration Importer, Configuration Map Importer, Import Percent Deduction Importer, and/or Amount Deduction Importer records are provided, specifies how to handle the case where a record already exists in its table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing record with the provided record • **IGNORE:** ***Do not*** replace the existing record; Ignore the import record • **WARN:** ***Do not*** replace the existing record; move the import record into the ignored record file and log a warning in the import's job run details	

Name	Definition	Req?	Description	Client Field Definition
Travel Allowance *REQUIRED* Rates The settings below are used by the Travel Allowance Rate Record importer (RateImporter) to validate that all required travel allowance rates are provided in the Travel Allowance Rates records. Setting these fields to 'Y' will result in a failed import if the corresponding field is not provided in the Travel Allowance Rate Record (RateImporter) import file. If the incidentals or any of the breakfast/lunch/dinner deductions can be determined from data existing in CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT, it will be used if and only if the value is blank in the Travel Allowance Rate Record import record. **NOTES:** • None of these fields has a default value. Each must be explicitly set. ***Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set.*** If data for the specific country's travel allowance has been added to either CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT for use in calculating incidentals or any of the breakfast/lunch/dinner deductions, that data will be used in case the rate import file leaves those fields blank. Data in CT_TA_IMPORT_DEDUCT_AMOUNT will be used if it exists, and if it does not, data in CT_TA_IMPORT_DEDUCT_PERCENT will be used if it exists.				
Lodging Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Overnight Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Meals Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Incidentals Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Breakfast Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Lunch Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Dinner Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Breakfast Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	

Name	Definition	Req?	Description	Client Field Definition
Lunch Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Dinner Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Custom Rate Required	1 character Y or N (case insensitive)	Y	**NOTE:** Custom rates are used by specific calculation methods for a particular purpose. ***Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if this field is required.*** It should be set to Y ***only*** for those specific countries that require it.	

Optional for the Import

The information provided in the following tables **may** be included in the import, as needed. For the best results, if the administrator wants to remove information from the import definition file, the administrator should "comment out" the lines instead of deleting them. The administrator can comment out any non-required fields. If the administrator does not want records of a certain type to be imported, the administrator should comment the entire record definition for that record type.

Travel Allowance Time Band Meal Rate Record

For those TA Calculation Methods that use time band rates, Travel Allowance Time Band Rate records are required. Since it is typical to have a common set of time band rates that are shared by multiple rate locations, it might be more convenient when creating the input file if these time band rate records are defined before the travel allowance rate records.

The time bands are defined in the 100 record for the rate feed and cannot be changed once rates have been imported. They are assessed by the system in the following manner and must be set accordingly:

lower limit ≤ duration < upper limit

The time band rate code is used to associate the appropriate time band rates to the correct travel allowance rate records by matching the time band rate code in the rate record. Travel allowance time band rate records are never updated or deleted. These records will have their start hours validated against this rate feed's time band definition in the CT_TA_TIME_BAND table.

Multiple Time Band Meal Rate records will exist having the same time_band_rate_code value. One record must be specified for each time band with the first time band having a start_hours = 0. For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 hours.

The following rate records would be required for each set of rates:

TB_RATE_1, 0, 5.00

TB_RATE_1, 480, 7.50

TB_RATE_1, 840, 10.00

…

TB_RATE_x, 0, 6.00

TB_RATE_x, 480, 8.25

TB_RATE_x, 840, 11.00

NOTES:

- By definition, the meals rate for 24 hours is the meals rate in the Travel Allowance Rate Record (300 record).
- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Time Band Meal Rate Importer (Record Type 200)

Table 3: *Data for record ID "TimeBandRateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	200	Y	This is a static numeric value always equal to 200. It indicates the Record Type.	

Name	Definition	Req?	Description	Client Field Definition
Time Band Rate Code	20 characters maximum (case insensitive)	Y	The value for this field is selected by the person creating the import feed file. Any value may be used. This code is then used in the Travel Allowance Rates record to associate the appropriate time band records with the correct travel allowance rate records. This value is only used within the import process and is ***not*** saved anywhere.	
Start Hours	Integer between 0 and 1440, inclusive **NOTE:** Defined in minutes, not hours.	Y	Start Hours represent the number of minutes at the lower end of the time band. There ***must*** be one Time Band Meal Rates record that starts at 0. These start hour values must match exactly the time band start hours defined for this rate feed in CT_TA_TIME_BAND and initially loaded in the 100 record for the rate feed.	
Time Band Meals Rate	Numeric	Y	Rate must be specified in the Rate Location Currency.	

Travel Allowance Rate Record

The rate location is determined by the country code, the country sub-division, and the location name. The combination of these values uniquely defines a rate location for the current rate feed. These identical values must be used in all subsequent imports when adding rates with a new effective date.

NOTES:

- The country sub-division and the location name must be specified in the lang_code set in the import settings record. These records are only inserted as long as there does not already exist a rate for the specified rate location, rate type (G or C), season start, and effective date. Travel allowance rate records are never updated or deleted.
- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Rate Importer (Record Type 300)

Table 4: *Data for record ID "RateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	300	Y	This is a static numeric value always equal to 300. It indicates the Record Type.	
Rate Location Country Code	2 characters (case insensitive) **NOTE:** One empty country code is allowed per feed	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE. If country code is not provided, the rate location represents the default rate for all locations that are not explicitly provided - the "rate of last resort". There can only be one rate location per rate feed that has no country code. If the import file has more than one record with an empty country code, the last one processed will be used.	
Rate Location Country Sub-Division	64 characters maximum	N	The country sub-division typically represents the state/province in which the rate location is located. To improve the chances of correctly matching rate locations to user selected itinerary locations, it is strongly recommended that the values match the CT_CTRY_SUBDIVISION_LANG.CTRY_SUB_CODE or the CT_CTRY_SUBDIVISION_LANG.NAME. The language for this name will be based on the language code specified in the Import Settings. **NOTE:** For USGSA rates, the state codes must be of the form of "US-WA" rather than "WA" for Washington state.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Name	64 characters maximum	N	The geographic location for which the travel allowance rate is valid. The language for this name will be based on the language code specified in the Import Settings. If ***no*** Rate Location Name is provided and: • Rate Location Country Sub-Division ***is*** provided, then the travel allowance rate becomes the default rate for the Rate Location Country Sub-Division. • ***No*** Rate Location Country Sub-Division is provided, then the travel allowance rate becomes the default rate for the Rate Location Country.	
Rate Location Currency Code	3 characters (case insensitive)	Y	Must be an existing code from CT_CURRENCY.ALPHA_ CODE or CT_CURRENCY.NUM_CODE. This currency code specifies the currency in which the travel allowance rates are specified for this rate location.	
Travel Allowance Rate Fields **NOTE:** OPTIONAL fields below are only optional from an import processing perspective. Fields marked as OPTIONAL may actually be REQUIRED by a particular travel allowance calculation method. The Travel Allowance REQUIRED Rates settings in the Import Settings record will ensure that individual rates are provided for each import file. **NOTE:** If the Meals Rate below is not provided, the Incidentals and Meals Deduction Rates will be ignored because they only have meaning for a specified Meals Rate.				
Rate Type	1 character (case insensitive)	Y	• **G:** government rates • **C:** company rates	
Effective Date	8 characters Must be in the following format: **YYYYMMDD**	Y		
Season Start	4 characters Must be in the following format: **MMDD**	N	**NOTE:** Default of 0101 if no value is provided	

Name	Definition	Req?	Description	Client Field Definition
Lodging Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Overnight Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Meals Rate	Numeric	N	Rate must be specified in the Rate Location Currency. When there are time bands associated with a Travel Allowance Rate record, this meals rate represents the rate for a full 24 hours.	
Incidentals Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Breakfast Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Breakfast Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	

Name	Definition	Req?	Description	Client Field Definition
Custom Rate	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	
Time Band Rate Code	20 characters maximum (case insensitive)	Y ***only*** if rate feed uses time bands	Refer to the *Travel Allowance Time Band Meal Rate Record* import definition above.	

Travel Allowance Expired Rate Record

The purpose of this record is to provide a means to "expire" the use of travel allowance rates for a specific rate location after a specified date. The travel allowance rate having the latest effective date is effective indefinitely or until an updated rate record is added having a later effective date. For those cases where a rate location will no longer have a travel allowance rate, the effective end date needs to be changed from "indefinitely" to a specified date.

The rate location is determined by the country code, the country sub-division, and the location name. The combination of these three values uniquely defines a rate location for the current rate feed. These three values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these expiration records to be properly processed.

Travel Allowance Expired Rate Importer (trx_type 310)

Table 5: *Data for record ID "ExpiredRateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	310	Y	This is a static numeric value always equal to 310. It indicates the Record Type.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if ***and only if*** the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	
Rate Location Name	64 characters maximum (case insensitive)	Y	The geographic location for which the travel allowance rate is valid.	
Effective Through Date	8 characters maximum (case insensitive) Must be in the following format **YYYYMMDD**	Y	This is the date after which the rates for the specified rate location are no longer valid.	

Travel Allowance Rate Location Map Record

The purpose of this record is to provide a means to import location-to-rate location mapping records. These records are used by the rate location matching algorithm to fine tune the matching process. This feature is typically used to map multiple specific locations to a single travel allowance rate location that represents a metropolitan area or possibly a county. These records are stored in the CT_TA_RATE_LOC_ LOCATION_MAP table and provide a means to map locations in the CT_LOCATION table with rate locations in the CT_TA_RATE_LOCATION table.

A single location may be mapped to one ***and only one*** rate location.

- A specific location code (loc_code) may only be used in one 400 record within an import file or the rate import will fail.
- A new mapping for a location with an existing rate location map record will overwrite the previously-imported map record for that location.

The rate location is determined by the country code, the country sub-division, and the location name ***in the first three fields***. The combination of these three values uniquely defines a rate location for the current rate feed. These three values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these map records to be properly created. The LOC_CODE identifies the city location that is to be mapped to the rate location.

Refer to the Settings Importer Rate Location Map Duplicate Handling field for how existing map records are handled.

Additional Location Issues

The 400 records are typically used for domestic US locations to bridge the difference between the rate location names as published by the GSA and actual city names. Since the GSA uses a variety of forms for the name of the rate location for domestic rates, this area is challenging to standardize.

- **Cities in Concur Location list that are *not* in the GSA rates list**

  Example: Ashland, VA

  With no action, the location will roll up to the next level default rate for the state or the country.

  Options:

  - Use the 400 record to map this city to a specific rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.
  - Enable the rate location override option that allows the user to select from the list of available rate locations for the country to override the system-selected rate location. This requires proactive change by the end user.

- **Locations in the GSA rates list that are not cities in the Concur Location list**

  Example: Yorktown Naval Weapons Station

  With no action, the user finds no matching location when creating the itinerary and must select a best-guess for a nearby city.

  Option: Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function. Rate can then be loaded per normal process as a 300 record.

- **Locations that are familiar to users that is not in either the GSA Rates Table or the Concur Locations list**

  Example: Leesburg, VA

  With no action, the user finds no location match when creating their itinerary and must select their best-guess for the city.

  Option:

  - Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function.

AND

- Use the 400 record to map newly added cities to the applicable rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.

Travel Allowance Rate Location Map Importer (trx_type 400)

Table 6: *Data for record ID "RateLocationMapImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	400	Y	This is a static numeric value always equal to 400. It indicates the Record Type.	
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE.	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if ***and only if*** the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	
Rate Location Name	64 characters maximum (case insensitive)	Y	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The geographic location for which the travel allowance rate is valid.	
Location Code	5 characters maximum (case insensitive)	Y	The location code for the city location to be mapped to rate location name (above) and must be an existing code from CT_LOCATION.LOC_CODE.	

Name	Definition	Req?	Description	Client Field Definition
Delete Map	I character Y or N (Default = N)	N	If set to Y, the existing map record will be removed from the system.	

Travel Allowance Configuration Record

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

These records are used to populate the CT_TA_CONFIG table. Values may be edited post-import via the Employee Configuration Administrator, **Travel Allowances** menu option.

Refer to the Settings Importer Configuration Records Duplicate Handling field for how existing records are handled.

NOTES:

- Optional fields below are only optional from an import processing perspective. Fields marked as ***optional*** may actually be ***required*** by a particular travel allowance calculation method.
- Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and ***not*** as 0.0525.

Travel Allowance Configuration Importer (trx_type 500)

Table 7: *Data for record ID "ConfigImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	500	Y	This is a static numeric value always equal to 500. It indicates the Record Type.	

Name	Definition	Req?	Description	Client Field Definition
TA Config Code	20 characters maximum (case insensitive)	Y	***All*** travel allowance configuration data being imported will be associated with this TA Config Code. If this TA Config Code does not exist in the CT_TA_CONFIG table, a new TA Config record will be created. If it does exist, the SettingsImporter config_dupe field will determine how to handle this record. This TA Config Code must be used in subsequent imports in order to replace existing configurations with updated values. This TA Config Code must also be used when importing Travel Allowance Configuration Map Records used to associate employees with a particular configuration.	
TA Config Name	60 characters maximum (case insensitive)	N	The language for this name will be based on the Language Code` specified in the Import Settings. When creating a new TA Config record, this is the name to associate with the TA Config Code. If not provided, the name will default to the TA Config Code.	
TA Config Link Text	100 characters maximum (case insensitive)	N	The language for this link text will be based on the language code specified in the Import Settings. If provided, this is the text that will be displayed in the Rate Location Helper for the TA Config Link URL (next field).	
TA Config Link URL	255 characters maximum (case insensitive)	N	If provided, this URL will be placed on the Rate Location Helper (available beginning in version 7.1.1.8). If TA Config Link Text is provided (previous field), that text will be displayed to the user for this URL.	

Name	Definition	Req?	Description	Client Field Definition
Travel Allowance Type Fields Meals and Lodging travel allowance types must be specified in the two fields below. They must be one of the following codes: • **NOT_USED:** Allowance is not used in this configuration • **FIXED:** Fixed Allowance • **RA_NO_LIMIT:** Reimbursable Allowance/No Limit • **RA_LIMIT:** Reimbursable Allowance/Limit **NOTES:** (1) Either meals or lodging may be marked as NOT_USED, but BOTH CANNOT be marked as NOT_USED. (2) If both meals and lodging are set to a Reimbursable Allowance type, they must use the same type. (3) If combine_meals_and_lodging_rate (below) is set to Y, meals and lodging types must both be a Reimbursable Allowance type and they must be the same!				
TA Meals Type	12 characters maximum (case insensitive)	Y		
TA Lodging Type	12 characters maximum (case insensitive)	Y		
Combine Meals/Lodging Rate	1 character maximum Y or N (case insensitive)	Y		
Government /Company Rate Type	4 characters maximum (case insensitive)	Y	• **GOVT:** Government rates only are used • **COMP:** Company rates only are used • **BOTH:** Both Government and Company rates only are used	
Deduct for Provided Meals	4 characters maximum (case insensitive)	Y		
Deduct for Provided Benefit-in-Kind Meals	1 character maximum Y or N (case insensitive)	Y	If Yes, then Deduct for Provided Meals (above) must be Yes as well.	
Default Breakfast to Provided	1 character maximum Y or N (case insensitive)	Y		

Name	Definition	Req?	Description	Client Field Definition
User Entry of Breakfast Deduction Amount	1 character maximum Y or N (case insensitive)	Y	If Yes, then Deduct for Provided Meals must be Yes as well.	
User Override of Rate Location	1 character maximum Y or N (case insensitive)	Y		
Use Overnight	1 character maximum Y or N (case insensitive)	Y		
Display Company and Government	1 character maximum Y or N (case insensitive)	Y	If Yes, then Government/Company Rate Type must be set to BOTH.	
Double Dip Check	1 character maximum Y or N (case insensitive)	Y		
Delete TA Config	1 character maximum Y or N (Default = N) (case insensitive)	N	If Yes, the existing TA Config record will be soft-deleted.	

Travel Allowance Configuration Map Record

Travel Allowance Configuration Map Records define the mechanism for mapping employees to specific Travel Allowance Configuration Records. Multiple map records may point to the same configuration record. Segment values, if used, must begin in segment_value_1 and continue consecutively as far down the segment value list as required. There may ***not*** be any gaps in the segment value fields.

The combination of ctry_code and all segment values represents a single employee group and must be unique.

The employee profile fields that are compared to the configuration map record segment values are defined in the Travel Allowance Hierarchy. Note that *country* is implicitly defined as level 0 for this hierarchy and must be defined in the mapping records.

Travel Allowance Configuration Map Importer (trx_type 600)

Table 8: *Data for record ID "ConfigMapImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.	
TA Config Code	20 characters maximum (case insensitive)	Y	This TA Config Code must exist in the CT_TA_CONFIG table.	
Employee Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_CODE.	
Segment Value 1 – Segment Value 10	48 characters maximum (case insensitive)	N	**NOTE:** If a segment field is configured as a list or connected list, use the ***short code*** for the list item in the import record.	
Delete TA Config Map	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing TA Config Map record will be hard-deleted.	

Travel Allowance Import Percent Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_PERCENT table. This data is ***only*** used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record and where a corresponding Travel Allowance Amount Deduction Record is not available. The deduction amount is calculated by multiplying the total meals amount in the 300 record (meals_rate, typically inclusive of both meals and incidentals) by the specified percentage.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount

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Refer to the Settings Importer Configuration Records Duplicate Handling field for how existing records are handled.

NOTE: Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and NOT as 0.0525.

Travel Allowance Import Percent Deduction Importer (trx_type 700)

Table 9: *Data for record ID "DeductPercentImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	700	Y	This is a static numeric value always equal to 700. It indicates the Record Type.	
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_ METHOD.CM_CODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Incidentals Percent	Numeric	N		
Breakfast Deduction Percent	Numeric	N		
Lunch Deduction Percent	Numeric	N		
Dinner Deduction Percent	Numeric	N		
Breakfast BIK Deduction Percent	Numeric	N		
Lunch BIK Deduction Percent	Numeric	N		
Dinner BIK Deduction Percent	Numeric	N		
Delete Deduction Percent	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Percent record will be hard-deleted.	

Travel Allowance Import Amount Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_AMOUNT table. This data is ONLY used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount.

Refer to the Settings Importer Configuration Records Duplicate Handling field for how existing records are handled.

NOTE: Amount values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Import Amount Deduction Importer (trx_type 800)

Table 10: *Data for record ID "DeductAmountImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	800	Y	This is a static numeric value always equal to 800. It indicates the Record Type.	
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM_CODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Deduction Amount Currency Code	3 characters maximum (case insensitive)	Y	This currency code specifies the currency in which the deductions are specified for this record. Must be an existing code from CT_CURRENCY.ALPHA_CODE or CT_CURRENCY.NUM_CODE.	

Name	Definition	Req?	Description	Client Field Definition
Meals Lookup Rate	Numeric	Y	Corresponds to the Meals Rate in the Travel Allowance Rate record. Rate must be specified in the Deduction Amount Currency Code (above).	
Incidentals Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Lunch Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Lunch BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Delete Deduction Amount	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Amount record will be hard-deleted.	

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have travel allowance imports set up as part of implementation. Existing clients who want to use this import must submit a case through the Concur Client Central Web site to have the import schedule set up, or contact your Client Support representative.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the travel allowance information has been updated. The changes are immediately available to users.

Table of Contents – Travel Allowance Import (XML v 2)

Revision History for this Chapter

Date	Notes / Comments / Changes
May 7 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
January 15 2010	Split the Travel Allowance import information into 3 chapters: ♦ *Chapter 10: Travel Allowance Import (**classic** user interface)* chapter became the *Chapter 10: Travel Allowance Import (XML v 1)* chapter – no changes other than the chapter name ♦ *Chapter 10: Travel Allowance Import (**current** user interface)* became *Chapter 11: Travel Allowance Import (XML v 2)* – no changes other than the chapter name and number ♦ *Chapter 12: Travel Allowance Import (XML v 3)* chapter – new; included information about "county"
December 11 2009	Job type for a travel allowance import data file changed from "travel_allowance" to "perdiem"
December 12 2008	Added notes about the fields ***not*** used by Travel & Expense
Apr. 2008 (SU30)	New for this release There are two available user interfaces: ♦ *Classic* user interface ♦ *Current* user interface ***There are separate imports for each.***

Chapter 15: Travel Allowance Import (XML v 2)

IMPORTANT! Three Travel Allowance Import Chapters

There are separate chapters for the different versions of the Travel Allowance import:

- Travel Allowance Import (XML v 1)
- Travel Allowance Import (XML v 2)
- Travel Allowance Import (XML v 3)

Before creating your data file, verify with Concur that you are using the proper import chapter.

Overview

A client uses this feature to import travel allowance information:

- Configurations and configuration-to-group mapping data
- Rates
- Rate location-to-system location mapping data

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

Travel Allowance Import

Important Concepts

Calculation Method

The travel allowance calculation method is nothing more than the identification of the specific set of rules that govern how travel allowance rates are calculated and applied. All supported calculation methods are described within a country-specific configuration guide.

Calculation Method Properties

Calculation method properties are data that is required by a particular country's implementation of their travel allowance rules (calculation method). These properties represent data used when calculating or adjusting travel allowance rates. Examples of properties include factors (percentages) applied to meals rates for first/last day calculations, times or durations in hours for partial day calculations, and trip duration in days for extended trip calculations. Rather than hard-code these values in the implementations, they are stored in the database for ease of access. Not all countries' implementations need these calculation properties.

NOTE: Calculation method properties are not configuration data, therefore, there are no means provided for changing them.

Rate Feed

The concept of a rate feed is central to how travel allowance data is managed and used within the Expense application. Simply put, a rate feed consists of all rate location data, all government and/or company rates including time band rates (if used), and all associated travel allowance configuration and configuration-to-employee group mapping data. A specific rate feed provides all of the data necessary to implement the travel allowance feature for a specific travel allowance calculation method (US/GSA rules, German rules, and so on). A specific rate feed can be associated with only one calculation method, but each calculation method may be used by multiple rate feeds.

Each travel allowance import data file will provide data for one and only one rate feed. It is not possible for a single import data file to contain data for more than one rate feed. When creating your import data files, the rate feed is specified in the Settings Importer record (described in detail below). All other record types will add, modify, or delete travel allowance data associated to this rate feed. Each travel allowance import data file must have, as its first record, this Setting Importer record. After that, the import file may contain any combination of the remaining record types subject to conditions specified in each *Record Types* section below.

Rate Location

A rate location represents a specific geographic region to which travel allowance rates pertain. This geographic region may be a country, a state or province, or a specific location such as a city, county, or metropolitan area.

A specific rate location in Expense is defined to be the combination of a country code (found in CT_COUNTRY), country sub-division name or code (found in CT_CTRY_SUBDIVISION), and a location name. Any of these components in a rate location may be undefined (empty) as long as at least one of the components has a valid value. The following examples are valid.

Table 1: *Samples of valid rate locations*

Country Code	Country Sub-division	Location	Description
US	US-WA	Seattle/King County	Seattle metropolitan area
US	US-WA	Bellevue	City of Bellevue
US	US-WA	<empty>	State of Washington; Default rate location for any city, county, or metropolitan area within the State of Washington not explicitly defined within the rate feed.
US	<empty>	<empty>	Country of United States; Default rate location for any location within the United States not explicitly defined within the rate feed.
UK	<empty>	London	City of London
<empty>	<empty>	<any user defined label>	Special case for "rate location of last resort". Only one of these rate locations is allowed in each rate feed. It is used to identify the default travel allowance rate for a location that does not match any other rate location in the rate feed.

Rate locations, as defined by their three components, are used in multiple travel allowance import record types. Whenever referring to a specific rate location among record types, the same exact values for its three components must be used. For those components that are empty, you must leave that component empty. ***Do not*** use some other string such as *empty*, *none*, or *null* for an empty component.

When preparing data for import, keep in mind that the system uses the following logic to assign the itinerary arrival city location to the correct arrival rate location. The system:

1. Checks the rate location mapping table (imported in the 400 record type)
2. Checks for an exact match on Country, State/Province, and City
3. Checks for an exact match on Country and City but State/Province is blank
4. Checks for an exact match on Country and State/Province but City is blank
5. Checks for an exact match on Country but both State/Province and City are blank
6. Checks for a record with both Country and State/Province are blank but has the company-defined label such as "All Other Countries"

Travel Allowance Import - The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.

  NOTE: If the travel allowance import is not scheduled to run periodically, the client must submit a case through the Concur Client Central Web site to have the import schedule set up, or contact your Client Support representative.

  Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** There are six record types in the Travel allowance import file. The record types are:
  - 100 – Settings Importer
  - 200 – Time Band Meal Rate Importer
  - 300 – Rate Importer
  - 310 – Expired Rate Importer
  - 400 – Rate Location Map Importer
  - 500 – Configuration Importer

- 600 – Configuration Map Importer
- 700 – Import Percent Deduction Importer
- 800 – Import Amount Deduction Importer

The record types are referenced in the tables on the following pages.

When creating the actual import data files, each file ***must*** contain the Settings Importer record as the ***first*** record in order to identify the correct rate feed. In general, an import data file may contain any combination of the remaining record types in any order subject to the following constraints:

- If a rate feed uses time band rates, record types 200 and 300 must be in the same import file, in any order.
- For deduction percent/amount data to be used when processing rate records, record types 700 and/or 800 can be included in the same import file containing the type 300 records. In this case, the record type 700 and/or 800 records must precede ***all*** record type 300 records. Alternatively, record types 700 and/or 800 may be imported in a separate file ***before*** the import file containing the type 300 records.
- Multiple type 600 records may refer to a single type 500 record. Record types 500 and 600 may appear in any order in the same feed file.
- For travel allowance to be fully functional, record types 300, 500, and 600 are required. If time band rates are used by the rate feed, record type 200 is also required.

A single file may be used to import all data, or multiple files may be used for importing different record types. One multi-file approach would be to place configuration record types 500, 600, and if used 700/800 is one file. A second file would contain rate record types 300 and 200 if required. A final file would contain the rate location mapping record type 400. Subsequent rate update files could contain record types 300 and 200 if required, 310, and possibly 400.

Basically, any import file approach is valid as long as the record type constraints listed above are observed.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode". The travel allowance job type for a travel allowance import data file is " perdiem." If an entity has the code t0000123abcd, then the file name for a travel allowance import data file would be "perdiem_t0000123abcd".

Import Settings Record

The Import Settings record is used to provide administrator-configurable settings that control how the travel allowance import will behave.

Settings Importer (Record Type 100)

This information ***must*** be included in the import. This record set defines the following:

Table 2: *Data for record ID "SettingsImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.	
Error Threshold	integer greater than or equal to 0	Y	This field is no longer used but it cannot be omitted or left blank. Provide an integer greater than or equal to 0.	
Language Code	5 characters maximum (case insensitive)	Y	Specifies the language code of any localized text in the import file; this is used when performing lookups in the database and must match one of the languages supported by the database.	
TA Calculation Method Code	12 characters maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM_CODE.	
TA Rate Feed Code	20 characters maximum (case insensitive)	Y	ALL travel allowance data being imported will be associated with this Rate Feed Code. If this Rate Feed Code does not exist in the CT_TA_RATE_FEED table, a new Rate Feed record will be created using this code using the TA Rate Feed Name and TA Time Band fields that follow.	
TA Rate Feed Name	60 characters maximum	N	The language for this name will be based on the Language Code specified in the Import Settings. When creating a new TA Rate Feed record, this is the name to associate with the Rate Feed Code. If not provided, the name will default to the Rate Feed Code. **NOTE:** This field need only be populated for a new rate feed. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored.	

Name	Definition	Req?	Description	Client Field Definition
TA Time Band	Integer series Series of increasing integers starting with 0 and going up to a maximum of 1440. Must be in the following format 0-x-y-z.	N	These numbers define the boundaries ***in minutes*** between the time bands applicable during a 24-hour day for the rate feed. Once these are set for the rate feed and rates are imported, they cannot be changed. A new rate feed must be defined to implement a change to the time bands. Time bands are assessed by the system in the following manner: lower limit ≤ duration < upper limit **NOTES:** • The delimiter must be a hyphen ("-"). For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 minutes. For this example, this field would contain: 0-480-840 • This field need only be populated for a new rate feed whose TA Calculation Method uses time band rates. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Map Duplicate Handling	REPLACE/ IGNORE/ WARN Default of WARN (case insensitive)	N	Specifies how to handle the case where a record for the specified rate location already exists in the mapping table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing location code with the new location code for the rate location • **IGNORE:** ***Do not*** replace the existing location code; ignore the import record • **WARN:** ***Do not*** replace the existing location code; move the import record into the ignored record file and log a warning in the import's job run details	
Configuration Records Duplicate Handling	REPLACE/ IGNORE/ WARN Default of WARN (case insensitive)	N	When Configuration Importer, Configuration Map Importer, Import Percent Deduction Importer, and/or Amount Deduction Importer records are provided, specifies how to handle the case where a record already exists in its table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing record with the provided record • **IGNORE:** ***Do not*** replace the existing record; Ignore the import record • **WARN:** ***Do not*** replace the existing record; move the import record into the ignored record file and log a warning in the import's job run details	

<table>
<tr><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td colspan="4">Travel Allowance REQUIRED Rates

The settings below are used by the Travel Allowance Rate Record importer (RateImporter) to validate that all required travel allowance rates are provided in the Travel Allowance Rates records. Setting these fields to 'Y' will result in a failed import if the corresponding field is not provided in the Travel Allowance Rate Record (RateImporter) import file.

If the incidentals or any of the breakfast/lunch/dinner deductions can be determined from data existing in CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT, it will be used if and only if the value is blank in the Travel Allowance Rate Record import record.

NOTES:
• None of these fields has a default value. Each must be explicitly set.
Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set.

If data for the specific country's travel allowance has been added to either CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT for use in calculating incidentals or any of the breakfast/lunch/dinner deductions, that data will be used in case the rate import file leaves those fields blank. Data in CT_TA_IMPORT_DEDUCT_AMOUNT will be used if it exists, and if it does not, data in CT_TA_IMPORT_DEDUCT_PERCENT will be used if it exists.</td><td></td></tr>
<tr><td>Lodging Rate Required</td><td>1 character
Y or N
(case insensitive)</td><td>Y</td><td>(See Travel Allowance Required Rates above)</td><td></td></tr>
<tr><td>Overnight Rate Required</td><td>1 character
Y or N
(case insensitive)</td><td>Y</td><td>(See Travel Allowance Required Rates above)</td><td></td></tr>
<tr><td>Meals Rate Required</td><td>1 character
Y or N
(case insensitive)</td><td>Y</td><td>(See Travel Allowance Required Rates above)</td><td></td></tr>
<tr><td>Incidentals Rate Required</td><td>1 character
Y or N
(case insensitive)</td><td>Y</td><td>(See Travel Allowance Required Rates above)</td><td></td></tr>
<tr><td>Breakfast Deduction Required</td><td>1 character
Y or N
(case insensitive)</td><td>Y</td><td>(See Travel Allowance Required Rates above)</td><td></td></tr>
<tr><td>Lunch Deduction Required</td><td>1 character
Y or N
(case insensitive)</td><td>Y</td><td>(See Travel Allowance Required Rates above)</td><td></td></tr>
</table>

Name	Definition	Req?	Description	Client Field Definition
Dinner Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Breakfast Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Lunch Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Dinner Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Custom Rate Required	1 character Y or N (case insensitive)	Y	**NOTE:** Custom rates are used by specific calculation methods for a particular purpose. **Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if this field is required**. It should be set to Y only for those specific countries that require it.	
Custom Rate 2 Required	1 character Y or N (case insensitive)	Y	See above description	
Custom Rate 3 Required	1 character Y or N (case insensitive)	Y	See above description	
Future use fields 1-5		N	reserved for future use	

Optional for the Import

The information provided in the following tables **may** be included in the import, as needed. For the best results, if the administrator wants to remove information from the import definition file, the administrator should "comment out" the lines instead of deleting them. The administrator can comment out any non-required fields. If the administrator does not want records of a certain type to be imported, the administrator should comment the entire record definition for that record type.

Travel Allowance Time Band Meal Rate Record

For those TA Calculation Methods that use time band rates, Travel Allowance Time Band Rate records are required. Since it is typical to have a common set of time band rates that are shared by multiple rate locations, it might be more convenient when creating the input file if these time band rate records are defined before the travel allowance rate records.

The time bands are defined in the 100 record for the rate feed and cannot be changed once rates have been imported. They are assessed by the system in the following manner and must be set accordingly:

lower limit ≤ duration < upper limit

The time band rate code is used to associate the appropriate time band rates to the correct travel allowance rate records by matching the time band rate code in the rate record. Travel allowance time band rate records are never updated or deleted. These records will have their start hours validated against this rate feed's time band definition in the CT_TA_TIME_BAND table.

Multiple Time Band Meal Rate records will exist having the same time_band_rate_code value. One record must be specified for each time band with the first time band having a start_hours = 0. For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 hours.

The following rate records would be required for each set of rates:

TB_RATE_1, 0, 5.00

TB_RATE_1, 480, 7.50

TB_RATE_1, 840, 10.00

…

TB_RATE_x, 0, 6.00

TB_RATE_x, 480, 8.25

TB_RATE_x, 840, 11.00

NOTES:

- By definition, the meals rate for 24 hours is the meals rate in the Travel Allowance Rate Record (300 record).
- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Time Band Meal Rate Importer (Record Type 200)

Table 3: *Data for record ID "TimeBandRateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	200	Y	This is a static numeric value always equal to 200. It indicates the Record Type.	
Time Band Rate Code	20 characters maximum (case insensitive)	Y	The value for this field is selected by the person creating the import feed file. Any value may be used. This code is then used in the Travel Allowance Rates record to associate the appropriate time band records with the correct travel allowance rate records. This value is only used within the import process and is ***not*** saved anywhere.	
Start Hours	Integer between 0 and 1439, inclusive **NOTE:** Defined in minutes, not hours.	Y	Start Hours represent the number of minutes at the lower end of the time band. There ***must*** be one Time Band Meal Rates record that starts at 0. These start hour values must match exactly the time band start hours defined for this rate feed in CT_TA_TIME_BAND and initially loaded in the 100 record for the rate feed.	
Time Band Meals Rate	Numeric	Y	Rate must be specified in the Rate Location Currency.	

Travel Allowance Rate Record

The rate location is determined by the country code, the country sub-division, and the location name. The combination of these values uniquely defines a rate location for the current rate feed. These identical values must be used in all subsequent imports when adding rates with a new effective date.

NOTES:

- The country sub-division and the location name must be specified in the lang_code set in the import settings record. These records are only inserted as long as there does not already exist a rate for the specified rate location, rate type (G or C), season start, and effective date. Travel allowance rate records are never updated or deleted.
- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Rate Importer (Record Type 300)

Table 4: *Data for record ID "RateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	300	Y	This is a static numeric value always equal to 300. It indicates the Record Type.	
Rate Location Country Code	2 characters (case insensitive) **NOTE:** One empty country code is allowed per feed	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE. If country code is not provided, the rate location represents the default rate for all locations that are not explicitly provided - the "rate of last resort". There can only be one rate location per rate feed that has no country code. If the import file has more than one record with an empty country code, the last one processed will be used.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Country Sub-Division	64 characters maximum	N	The country sub-division typically represents the state/province in which the rate location is located. To improve the chances of correctly matching rate locations to user selected itinerary locations, it is strongly recommended that the values match the CT_CTRY_SUBDIVISION_LANG.CTRY_SUB_CODE or the CT_CTRY_SUBDIVISION_LANG.NAME. The language for this name will be based on the language code specified in the Import Settings. **NOTE:** For USGSA rates, the state codes must be of the form of "US-WA" rather than "WA" for Washington state.	
Rate Location Name	64 characters maximum	N	The geographic location for which the travel allowance rate is valid. The language for this name will be based on the language code specified in the Import Settings. If ***no*** Rate Location Name is provided and: • Rate Location Country Sub-Division ***is*** provided, then the travel allowance rate becomes the default rate for the Rate Location Country Sub-Division. • ***No*** Rate Location Country Sub-Division is provided, then the travel allowance rate becomes the default rate for the Rate Location Country.	
Rate Location Currency Code	3 characters (case insensitive)	Y	Must be an existing code from CT_CURRENCY.ALPHA_ CODE or CT_CURRENCY.NUM_CODE. This currency code specifies the currency in which the travel allowance rates are specified for this rate location.	

Name	Definition	Req?	Description	Client Field Definition
Travel Allowance Rate Fields **NOTE:** OPTIONAL fields below are only optional from an import processing perspective. Fields marked as OPTIONAL may actually be REQUIRED by a particular travel allowance calculation method. The Travel Allowance REQUIRED Rates settings in the Import Settings record will ensure that individual rates are provided for each import file. **NOTE:** If the Meals Rate below is not provided, the Incidentals and Meals Deduction Rates will be ignored because they only have meaning for a specified Meals Rate.				
Rate Type	1 character (case insensitive)	Y	• **G:** government rates • **C:** company rates	
Effective Date	8 characters Must be in the following format: **YYYYMMDD**	Y		
Season Start	4 characters Must be in the following format: **MMDD**	N	**NOTE:** Default of 0101 if no value is provided	
Lodging Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Overnight Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Meals Rate	Numeric	N	Rate must be specified in the Rate Location Currency. When there are time bands associated with a Travel Allowance Rate record, this meals rate represents the rate for a full 24 hours.	
Incidentals Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Breakfast Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	

Last Revised: January 15 2010

Name	Definition	Req?	Description	Client Field Definition
Breakfast Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Custom Rate	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	
Custom Rate 2	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	

Name	Definition	Req?	Description	Client Field Definition
Custom Rate 3	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	
Future use fields 1-5		N	Reserved for future use	
Time Band Rate Code	20 characters maximum (case insensitive)	Y ***only*** if rate feed uses time bands	Refer to the Travel Allowance Time Band Meal Rate Record import definition above.	

Travel Allowance Expired Rate Record

The purpose of this record is to provide a means to "expire" the use of travel allowance rates for a specific rate location after a specified date. The travel allowance rate having the latest effective date is effective indefinitely or until an updated rate record is added having a later effective date. For those cases where a rate location will no longer have a travel allowance rate, the effective end date needs to be changed from "indefinitely" to a specified date.

The rate location is determined by the country code, the country sub-division, and the location name. The combination of these three values uniquely defines a rate location for the current rate feed. These three values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these expiration records to be properly processed.

⚠ **IMPORTANT:** Do not use this record type unless there is no new rate for the location. It should not be used in the case where a new effective date and rate will be loaded in a 300 record.

Travel Allowance Expired Rate Importer (trx_type 310)

Table 5: *Data for record ID "ExpiredRateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	310	Y	This is a static numeric value always equal to 310. It indicates the Record Type.	
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if ***and only if*** the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	
Rate Location Name	64 characters maximum (case insensitive)	Y	The geographic location for which the travel allowance rate is valid.	
Effective Through Date	8 characters maximum (case insensitive) Must be in the following format **YYYYMMDD**	Y	This is the date after which the rates for the specified rate location are no longer valid.	

Travel Allowance Rate Location Map Record

The purpose of this record is to provide a means to import location-to-rate location mapping records. These records are used by the rate location matching algorithm to fine tune the matching process. This feature is typically used to map multiple specific locations to a single travel allowance rate location that represents a metropolitan area or possibly a county. These records are stored in the CT_TA_RATE_LOC_ LOCATION_MAP table and provide a means to map locations in the CT_LOCATION table with rate locations in the CT_TA_RATE_LOCATION table.

A single location may be mapped to one ***and only one*** rate location.

- A specific location code (loc_code) may only be used in one 400 record within an import file or the rate import will fail.

- A new mapping for a location with an existing rate location map record will overwrite the previously-imported map record for that location.

The rate location is determined by the country code, the country sub-division, and the location name ***in the first three fields***. The combination of these three values uniquely defines a rate location for the current rate feed. These three values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these map records to be properly created. The LOC_CODE identifies the city location that is to be mapped to the rate location.

Refer to the **Rate Location Map Duplicate Handling** field in the Settings Importer for how existing map records are handled.

IMPORTANT: If the mapping becomes invalid, it must be removed. A mapping will continue to be used in all cases until a record is loaded to remove that mapping.

Additional Location Issues

The 400 records are typically used for domestic US locations to bridge the difference between the rate location names as published by the GSA and actual city names. Since the GSA uses a variety of forms for the name of the rate location for domestic rates, this area is challenging to standardize.

- **Cities in Concur Location list that are *not* in the GSA rates list**

  Example: Ashland, VA

  With no action, the location will roll up to the next level default rate for the state or the country.

  Options:

  - Use the 400 record to map this city to a specific rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.
  - Enable the rate location override option that allows the user to select from the list of available rate locations for the country to override the system-selected rate location. This requires proactive change by the end user.

- **Locations in the GSA rates list that are not cities in the Concur Location list**

  Example: Yorktown Naval Weapons Station

  With no action, the user finds no matching location when creating the itinerary and must select a best-guess for a nearby city.

Option: Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function. Rate can then be loaded per normal process as a 300 record.

- **Locations that are familiar to users that is not in either the GSA Rates Table or the Concur Locations list**

  Example: Leesburg, VA

  With no action, the user finds no location match when creating their itinerary and must select their best-guess for the city.

  Option:

  - Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function.

    AND

  - Use the 400 record to map newly added cities to the applicable rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.

Travel Allowance Rate Location Map Importer (trx_type 400)

Table 6: *Data for record ID "RateLocationMapImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	400	Y	This is a static numeric value always equal to 400. It indicates the Record Type.	
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE.	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if ***and only if*** the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Name	64 characters maximum (case insensitive)	Y	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The geographic location for which the travel allowance rate is valid.	
Location Code	5 characters maximum (case insensitive)	Y	The location code for the city location to be mapped to rate location name (above) and must be an existing code from CT_LOCATION.LOC_CODE.	
Delete Map	1 character Y or N (Default = N)	N	If set to Y, the existing map record will be removed from the system.	

Travel Allowance Configuration Record

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

These records are used to populate the CT_TA_CONFIG table. Values may be edited post-import via the Employee Configuration Administrator, **Travel Allowances** menu option.

Refer to the **Configuration Records Duplicate Handling** field in Settings Importer for how existing records are handled.

NOTES:

- Optional fields below are only optional from an import processing perspective. Fields marked as ***optional*** may actually be ***required*** by a particular travel allowance calculation method.
- Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and ***not*** as 0.0525.

Travel Allowance Configuration Importer (trx_type 500)

Table 7: *Data for record ID "ConfigImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	500	Y	This is a static numeric value always equal to 500. It indicates the Record Type.	
TA Config Code	20 characters maximum (case insensitive)	Y	***All*** travel allowance configuration data being imported will be associated with this TA Config Code. If this TA Config Code does not exist in the CT_TA_CONFIG table, a new TA Config record will be created. If it does exist, the SettingsImporter config_dupe field will determine how to handle this record. This TA Config Code must be used in subsequent imports in order to replace existing configurations with updated values. This TA Config Code must also be used when importing Travel Allowance Configuration Map Records used to associate employees with a particular configuration.	
TA Config Name	60 characters maximum (case insensitive)	N	The language for this name will be based on the Language Code specified in the Import Settings. When creating a new TA Config record, this is the name to associate with the TA Config Code. If not provided, the name will default to the TA Config Code.	
TA Config Link Text	100 characters maximum (case insensitive)	N	The language for this link text will be based on the language code specified in the Import Settings. If provided, this is the text that will be displayed in the Rate Location Helper for the TA Config Link URL (next field). **NOTE:** Not used in Travel & Expense.	

Name	Definition	Req?	Description	Client Field Definition
TA Config Link URL	255 characters maximum (case insensitive)	N	If provided, this URL will be placed on the Rate Location Helper. If TA Config Link Text is provided (previous field), that text will be displayed to the user for this URL. **NOTE:** Not used in Travel & Expense.	
Travel Allowance Type Fields Meals and Lodging travel allowance types must be specified in the two fields below. They must be one of the following codes: • **NOT_USED:** Allowance is not used in this configuration • **FIXED:** Fixed Allowance • **RA_NO_LIMIT:** Reimbursable Allowance/No Limit • **RA_LIMIT:** Reimbursable Allowance/Limit **NOTES:** (1) Either meals or lodging may be marked as NOT_USED, but BOTH CANNOT be marked as NOT_USED. (2) If both meals and lodging are set to a Reimbursable Allowance type, they must use the same type. (3) If combine_meals_and_lodging_rate (below) is set to Y, meals and lodging types must both be a Reimbursable Allowance type and they must be the same!				
Meals Travel Allowance Type	12 characters maximum (case insensitive)	Y		
Lodging Travel Allowance Type	12 characters maximum (case insensitive)	Y		
Combine Meals and Lodging Rates	1 character maximum Y or N (case insensitive)	Y		
Government and Company Rates Types	4 characters maximum (case insensitive)	Y	• **GOVT:** Government rates only are used • **COMP:** Company rates only are used • **BOTH:** Both Government and Company rates only are used	

Name	Definition	Req?	Description	Client Field Definition
Deduct for Provided Meals	1 character maximum Y or N (case insensitive)	Y		
Benefit in Kind Meals Deductions	1 character maximum Y or N (case insensitive)	Y	If Yes, then Deduct for Provided Meals (above) must be Yes as well.	
Default Breakfast to Provided	1 character maximum Y or N (case insensitive)	Y		
User Entry of Breakfast Amount	1 character maximum Y or N (case insensitive)	Y	If Yes, then Deduct for Provided Meals must be Yes as well.	
User Entry of Rate Location	1 character maximum Y or N (case insensitive)	Y		
Use Overnight	1 character maximum Y or N (case insensitive)	Y		
Display Company and Government Limit Comparison	1 character maximum Y or N (case insensitive)	Y	If Yes, then Government/Company Rate Type must be set to BOTH.	
Use Standard and Allowance Expenses Exception (Double Dip Check)	1 character maximum Y or N (case insensitive)	Y		

Name	Definition	Req?	Description	Client Field Definition
Same day	4 character	Y	Options: • **NONE:** Itineraries cannot share a date • **SHAR:** Separate – Each itinerary calculates its allowances independently. • **CUMU:** Cumulative – The hours from both itineraries are included in the rate calculations for the day	
Itemize fixed meals	1 character maximum Y or N (case insensitive)	Y	Itemize any fixed meals expenses to show gross allowance and any adjustments as separate itemizations	
Display base meals rate	1 character maximum Y or N (case insensitive)	Y	For Fixed allowances, show the base meals rate for the day in additional to the final allowance amount	
Use lodging type	1 character maximum Y or N (case insensitive)	Y	Show a list of lodging types for user selection.	
Use percent rule	1 character maximum Y or N (case insensitive)	Y	Show a user entry column for the user to indicate whether or not the percentage rule should be applied to the day	
Use extended trip rule	1 character maximum Y or N (case insensitive)	Y	Show a user entry column for the user to indicate whether or not the day is an extended trip day.	
Future use fields 1-5		N	Reserved for future use	
Delete TA Config	1 character maximum Y or N (Default = N) (case insensitive)	N	If Yes, the existing TA Config record will be soft-deleted.	

Travel Allowance Configuration Map Record

Travel Allowance Configuration Map Records define the mechanism for mapping employees to specific Travel Allowance Configuration Records. Multiple map records may point to the same configuration record. Segment values, if used, must begin in segment_value_1 and continue consecutively as far down the segment value list as required. There may ***not*** be any gaps in the segment value fields.

The combination of ctry_code and all segment values represents a single employee group and must be unique.

The employee profile fields that are compared to the configuration map record segment values are defined in the Travel Allowance Hierarchy. Note that *country* is implicitly defined as level 0 for this hierarchy and must be defined in the mapping records.

Travel Allowance Configuration Map Importer (trx_type 600)

Table 8: *Data for record ID "ConfigMapImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.	
TA Config Code	20 characters maximum (case insensitive)	Y	This TA Config Code must exist in the CT_TA_CONFIG table.	
Employee Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_CODE.	
Segment Value 1 – Segment Value 10	48 characters maximum (case insensitive)	N	**NOTE:** If a segment field is configured as a list or connected list, use the ***short code*** for the list item in the import record.	
Use configuration selections	1 character maximum Y or N (case insensitive)	N	Enable the user to change the default configuration on itinerary creation. Default value is N	
Future use fields 1-5		N	Reserved for future use	
Delete TA Config Map	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing TA Config Map record will be hard-deleted.	

Travel Allowance Import Percent Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_PERCENT table. This data is ***only*** used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record and where a corresponding Travel Allowance Amount Deduction Record is not available. The deduction amount is calculated by multiplying the total meals amount in the 300 record (meals_rate, typically inclusive of both meals and incidentals) by the specified percentage.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount

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Refer to the **Configuration Records Duplicate Handling** field in the Settings Importer for how existing records are handled.

NOTE: Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and NOT as 0.0525.

Travel Allowance Import Percent Deduction Importer (trx_type 700)

Table 9: *Data for record ID "DeductPercentImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	700	Y	This is a static numeric value always equal to 700. It indicates the Record Type.	
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_ METHOD.CM_CODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Incidentals Percent	Numeric	N		
Breakfast Deduction Percent	Numeric	N		

Name	Definition	Req?	Description	Client Field Definition
Lunch Deduction Percent	Numeric	N		
Dinner Deduction Percent	Numeric	N		
Breakfast BIK Deduction Percent	Numeric	N		
Lunch BIK Deduction Percent	Numeric	N		
Dinner BIK Deduction Percent	Numeric	N		
Delete Deduction Percent	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Percent record will be hard-deleted.	

Travel Allowance Import Amount Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_AMOUNT table. This data is ONLY used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount.

Refer to the **Configuration Records Duplicate Handling** field in the Settings Importer for how existing records are handled.

NOTE: Amount values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Import Amount Deduction Importer (trx_type 800)

Table 10: *Data for record ID "DeductAmountImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	800	Y	This is a static numeric value always equal to 800. It indicates the Record Type.	
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM_CODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Deduction Amount Currency Code	3 characters maximum (case insensitive)	Y	This currency code specifies the currency in which the deductions are specified for this record. Must be an existing code from CT_CURRENCY.ALPHA_CODE or CT_CURRENCY.NUM_CODE.	
Meals Lookup Rate	Numeric	Y	Corresponds to the Meals Rate in the Travel Allowance Rate record. Rate must be specified in the Deduction Amount Currency Code (above).	
Incidentals Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Lunch Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	

Name	Definition	Req?	Description	Client Field Definition
Lunch BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Delete Deduction Amount	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Amount record will be hard-deleted.	

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have travel allowance imports set up as part of implementation. Existing clients who want to use this import must submit a case through the Concur Client Central Web site to have the import schedule set up, or contact your Client Support representative.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the travel allowance information has been updated. The changes are immediately available to users.

Table of Contents – Travel Allowance Import (XML v 3)

Revision History for this Chapter

Date	Notes / Comments / Changes
May 7 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
June 13 2014	**Benefit in Kind Meals Deductions** in the 500 record has been changed to **Provided Meal Deduction List** and changed to 2 characters
August 23 2013	Note added that the TA admin can export existing rate configurations and use this import to re-import their modified rates
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
April 16 2010	Added the **Rate Records Duplicate Handling** field to the 100 record
January 27 2010	Added a field missing from the 310 record
January 19 2010	Added a field missing from the 400 record
January 15 2010	Split the Travel Allowance import information into 3 chapters: ♦ *Chapter 10: Travel allowance import (**classic** user interface)* chapter became the *Chapter 10: Travel Allowance Import (XML v 1)* chapter – no changes other than the chapter name ♦ *Chapter 10: Travel allowance import (**current** user interface)* became *Chapter 11: Travel Allowance Import (XML v 2)* – no changes other than the chapter name and number ♦ *Chapter 12: Travel Allowance Import (XML v 3)* chapter – **NEW**; included information about "county"
December 11 2009	Job type for a travel allowance import data file changed from "travel_allowance" to "perdiem"
December 12 2008	Added notes about the fields ***not*** used by Travel & Expense
Apr. 2008 (SU30)	New for this release There are two available user interfaces: ♦ *Classic* user interface ♦ *Current* user interface ***There are separate imports for each.***

Chapter 16: Travel Allowance Import (XML v 3)

IMPORTANT! Three Travel Allowance Import Chapters

There are separate chapters for the different versions of the Travel Allowance import:

- Travel Allowance Import (XML v 1)
- Travel Allowance Import (XML v 2)
- Travel Allowance Import (XML v 3)

Before creating your data file, verify with Concur that you are using the proper import chapter. New clients should always be using the most current.

Overview

A client uses this feature to import travel allowance information:

- Configurations and configuration-to-group mapping data
- Rates
- Rate location-to-system location mapping data

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

Travel Allowance Import

Important Concepts

Calculation Method

The travel allowance calculation method is nothing more than the identification of the specific set of rules that govern how travel allowance rates are calculated and applied. All supported calculation methods are described within a country-specific configuration guide.

Calculation Method Properties

Calculation method properties are data that is required by a particular country's implementation of their travel allowance rules (calculation method). These properties represent data used when calculating or adjusting travel allowance rates. Examples of properties include factors (percentages) applied to meals rates for first/last day calculations, times or durations in hours for partial day calculations, and trip duration in days for extended trip calculations. Rather than hard-code these values in the implementations, they are stored in the database for ease of access. Not all countries' implementations need these calculation properties.

NOTE: Calculation method properties are not configuration data, therefore, there are no means provided for changing them.

Rate Feed

The concept of a rate feed is central to how travel allowance data is managed and used within the Expense application. Simply put, a rate feed consists of all rate location data, all government and/or company rates including time band rates (if used), and all associated travel allowance configuration and configuration-to-employee group mapping data. A specific rate feed provides all of the data necessary to implement the travel allowance feature for a specific travel allowance calculation method (US/GSA rules, German rules, and so on). A specific rate feed can be associated with only one calculation method, but each calculation method may be used by multiple rate feeds.

Each travel allowance import data file will provide data for one and only one rate feed. It is not possible for a single import data file to contain data for more than one rate feed. When creating your import data files, the rate feed is specified in the Settings Importer record (described in detail below). All other record types will add, modify, or delete travel allowance data associated to this rate feed. Each travel allowance import data file must have, as its first record, this Setting Importer record. After that, the import file may contain any combination of the remaining record types subject to conditions specified in each *Record Types* section below.

Rate Location

A rate location represents a specific geographic region to which travel allowance rates pertain. This geographic region may be a country, a state or province, or a specific location such as a city, county, or metropolitan area.

A specific rate location in Expense is defined to be the combination of a country code (found in CT_COUNTRY), country sub-division name or code (found in CT_CTRY_SUBDIVISION), and a location name. Any of these components in a rate location may be undefined (empty) as long as at least one of the components has a valid value. The following examples are valid.

Table 1: *Samples of valid rate locations*

Country Code	Country Sub-division	Location	Description
US	US-WA	Seattle/King County	Seattle metropolitan area
US	US-WA	Bellevue	City of Bellevue
US	US-WA	<empty>	State of Washington; Default rate location for any city, county, or metropolitan area within the State of Washington not explicitly defined within the rate feed.
US	<empty>	<empty>	Country of United States; Default rate location for any location within the United States not explicitly defined within the rate feed.
UK	<empty>	London	City of London
<empty>	<empty>	<any user defined label>	Special case for "rate location of last resort". Only one of these rate locations is allowed in each rate feed. It is used to identify the default travel allowance rate for a location that does not match any other rate location in the rate feed.

Rate locations, as defined by their three components, are used in multiple travel allowance import record types. Whenever referring to a specific rate location among record types, the same exact values for its three components must be used. For those components that are empty, you must leave that component empty. ***Do not*** use some other string such as *empty*, *none*, or *null* for an empty component.

When preparing data for import, keep in mind that the system uses the following logic to assign the itinerary arrival city location to the correct arrival rate location. The system:

1. Checks the rate location mapping table (imported in the 400 record type)
2. Checks for an exact match on Country, State/Province, and City
3. Checks for an exact match on Country and City but State/Province is blank
4. Checks for an exact match on Country, State/Province and *county* (also known as "Administrative Region"), but City is blank
5. Checks for an exact match on Country and State/Province but City is blank
6. Checks for an exact match on Country but both State/Province and City are blank
7. Checks for a record with both Country and State/Province are blank but has the company-defined label such as "All Other Countries"

Travel Allowance Import - The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.

NOTE: If the travel allowance import is not scheduled to run periodically, the client must submit a case through the Concur Client Central Web site to have the import schedule set up, or contact your Client Support representative.

Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** There are six record types in the Travel allowance import file. The record types are:
  - ♦ 100 – Settings Importer
  - ♦ 200 – Time Band Meal Rate Importer
  - ♦ 300 – Rate Importer
  - ♦ 310 – Expired Rate Importer
  - ♦ 400 – Rate Location Map Importer
  - ♦ 500 – Configuration Importer

- 600 – Configuration Map Importer
- 700 – Import Percent Deduction Importer
- 800 – Import Amount Deduction Importer

The record types are referenced in the tables on the following pages.

When creating the actual import data files, each file ***must*** contain the Settings Importer record as the ***first*** record in order to identify the correct rate feed. In general, an import data file may contain any combination of the remaining record types in any order subject to the following constraints:

- If a rate feed uses time band rates, record types 200 and 300 must be in the same import file, in any order.
- For deduction percent/amount data to be used when processing rate records, record types 700 and/or 800 can be included in the same import file containing the type 300 records. In this case, the record type 700 and/or 800 records must precede ***all*** record type 300 records. Alternatively, record types 700 and/or 800 may be imported in a separate file ***before*** the import file containing the type 300 records.
- Multiple type 600 records may refer to a single type 500 record. Record types 500 and 600 may appear in any order in the same feed file.
- For travel allowance to be fully functional, record types 300, 500, and 600 are required. If time band rates are used by the rate feed, record type 200 is also required.

A single file may be used to import all data, or multiple files may be used for importing different record types. One multi-file approach would be to place configuration record types 500, 600, and if used 700/800 is one file. A second file would contain rate record types 300 and 200 if required. A final file would contain the rate location mapping record type 400. Subsequent rate update files could contain record types 300 and 200 if required, 310, and possibly 400.

Basically, any import file approach is valid as long as the record type constraints listed above are observed.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode_datetime". The travel allowance job type for a travel allowance import data file is "perdiem." If an entity has the code t0000123abcd, then the file name for a travel allowance import data file would be "perdiem_t0000123abcd_YYYYMMDDHHMMSS".

Import Settings Record

The Import Settings record is used to provide administrator-configurable settings that control how the travel allowance import will behave.

Settings Importer (Record Type 100)

This information ***must*** be included in the import. This record set defines the following:

Table 2: *Data for record ID "SettingsImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.	
Error Threshold	integer greater than or equal to 0	Y	This field is no longer used but it cannot be omitted or left blank. Provide an integer greater than or equal to 0.	
Language Code	5 characters maximum (case insensitive)	Y	Specifies the language code of any localized text in the import file; this is used when performing lookups in the database and must match one of the languages supported by the database.	
TA Calculation Method Code	12 characters maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM_CODE.	
TA Rate Feed Code	20 characters maximum (case insensitive)	Y	ALL travel allowance data being imported will be associated with this Rate Feed Code. If this Rate Feed Code does not exist in the CT_TA_RATE_FEED table, a new Rate Feed record will be created using this code using the TA Rate Feed Name and TA Time Band fields that follow.	
TA Rate Feed Name	60 characters maximum	N	The language for this name will be based on the Language Code specified in the Import Settings. When creating a new TA Rate Feed record, this is the name to associate with the Rate Feed Code. If not provided, the name will default to the Rate Feed Code. **NOTE:** This field need only be populated for a new rate feed. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored.	

Name	Definition	Req?	Description	Client Field Definition
TA Time Band	Integer series Series of increasing integers starting with 0 and going up to a maximum of 1440. Must be in the following format 0-x-y-z.	N	These numbers define the boundaries ***in minutes*** between the time bands applicable during a 24-hour day for the rate feed. Once these are set for the rate feed and rates are imported, they cannot be changed. A new rate feed must be defined to implement a change to the time bands. Time bands are assessed by the system in the following manner: lower limit ≤ duration < upper limit **NOTES:** • The delimiter must be a hyphen ("-"). For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 minutes. For this example, this field would contain: 0-480-840 • This field need only be populated for a new rate feed whose TA Calculation Method uses time band rates. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Map Duplicate Handling	REPLACE/ IGNORE/ WARN Default of WARN (case insensitive)	N	Specifies how to handle the case where a record for the specified rate location already exists in the mapping table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing location code with the new location code for the rate location • **IGNORE:** ***Do not*** replace the existing location code; ignore the import record • **WARN:** ***Do not*** replace the existing location code; move the import record into the ignored record file and log a warning in the import's job run details	
Configuration Records Duplicate Handling	REPLACE/ IGNORE/ WARN Default of WARN (case insensitive)	N	When Configuration Importer, Configuration Map Importer, Import Percent Deduction Importer, and/or Amount Deduction Importer records are provided, specifies how to handle the case where a record already exists in its table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing record with the provided record • **IGNORE:** ***Do not*** replace the existing record; Ignore the import record • **WARN:** ***Do not*** replace the existing record; move the import record into the ignored record file and log a warning in the import's job run details	

Name	Definition	Req?	Description	Client Field Definition
Travel Allowance *REQUIRED* Rates The settings below are used by the Travel Allowance Rate Record importer (RateImporter) to validate that all required travel allowance rates are provided in the Travel Allowance Rates records. Setting these fields to 'Y' will result in a failed import if the corresponding field is not provided in the Travel Allowance Rate Record (RateImporter) import file. If the incidentals or any of the breakfast/lunch/dinner deductions can be determined from data existing in CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT, it will be used if and only if the value is blank in the Travel Allowance Rate Record import record. **NOTE:** None of these fields has a default value. Each must be explicitly set. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set. If data for the specific country's travel allowance has been added to either CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT for use in calculating incidentals or any of the breakfast/lunch/dinner deductions, that data will be used in case the rate import file leaves those fields blank. Data in CT_TA_IMPORT_DEDUCT_AMOUNT will be used if it exists, and if it does not, data in CT_TA_IMPORT_DEDUCT_PERCENT will be used if it exists.				
Lodging Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Overnight Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Meals Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Incidentals Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Breakfast Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Lunch Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Dinner Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	

Name	Definition	Req?	Description	Client Field Definition
Breakfast Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Lunch Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Dinner Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Custom Rate Required	1 character Y or N (case insensitive)	Y	**NOTE:** Custom rates are used by specific calculation methods for a particular purpose. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if this field is required. It should be set to Y only for those specific countries that require it.	
Custom Rate 2 Required	1 character Y or N (case insensitive)	Y	See above description	
Custom Rate 3 Required	1 character Y or N (case insensitive)	Y	See above description	

Name	Definition	Req?	Description	Client Field Definition
Rate Records Duplicate Handling	REPLACE/ IGNORE (case insensitive)	N	When RateImporter and TimeBandRateImporter records are provided, this field specifies how to handle the case where a record already exists in its table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing record with the provided record • **IGNORE:** Do not replace the existing record; Ignore the import record. A null value in this field is interpreted as IGNORE. It is recommended that the setting be IGNORE; REPLACE should only be used with caution. Files using REPLACE should contain ***only*** those records that need correction to avoid unintended updates. When processing a file with the REPLACE setting, the record is matched on rate location, rate type, effective date, and season start. Existing records found that match on these fields to a record in the import file will be updated with the new values from the import.	
Future use fields 2-5		N	reserved for future use	

Optional for the Import

The information provided in the following tables **may** be included in the import, as needed. For the best results, if the administrator wants to remove information from the import definition file, the administrator should "comment out" the lines instead of deleting them. The administrator can comment out any non-required fields. If the administrator does not want records of a certain type to be imported, the administrator should comment the entire record definition for that record type.

Travel Allowance Time Band Meal Rate Record

For those TA Calculation Methods that use time band rates, Travel Allowance Time Band Rate records are required. Since it is typical to have a common set of time band rates that are shared by multiple rate locations, it might be more convenient when creating the input file if these time band rate records are defined before the travel allowance rate records.

The time bands are defined in the 100 record for the rate feed and cannot be changed once rates have been imported. They are assessed by the system in the following manner and must be set accordingly:

lower limit ≤ duration < upper limit

The time band rate code is used to associate the appropriate time band rates to the correct travel allowance rate records by matching the time band rate code in the rate record. Travel allowance time band rate records are never updated or deleted. These records will have their start hours validated against this rate feed's time band definition in the CT_TA_TIME_BAND table.

Multiple Time Band Meal Rate records will exist having the same time_band_rate_code value. One record must be specified for each time band with the first time band having a start_hours = 0. For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 hours.

The following rate records would be required for each set of rates:

TB_RATE_1, 0, 5.00

TB_RATE_1, 480, 7.50

TB_RATE_1, 840, 10.00

…

TB_RATE_x, 0, 6.00

TB_RATE_x, 480, 8.25

TB_RATE_x, 840, 11.00

NOTES:

- By definition, the meals rate for 24 hours is the meals rate in the Travel Allowance Rate Record (300 record).
- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Time Band Meal Rate Importer (Record Type 200)

Table 3: *Data for record ID "TimeBandRateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	200	Y	This is a static numeric value always equal to 200. It indicates the Record Type.	
Time Band Rate Code	20 characters maximum (case insensitive)	Y	The value for this field is selected by the person creating the import feed file. Any value may be used. This code is then used in the Travel Allowance Rates record to associate the appropriate time band records with the correct travel allowance rate records. This value is only used within the import process and is ***not*** saved anywhere.	
Start Hours	Integer between 0 and 1439, inclusive **NOTE:** Defined in minutes, not hours.	Y	Start Hours represent the number of minutes at the lower end of the time band. There ***must*** be one Time Band Meal Rates record that starts at 0. These start hour values must match exactly the time band start hours defined for this rate feed in CT_TA_TIME_BAND and initially loaded in the 100 record for the rate feed.	
Time Band Meals Rate	Numeric	Y	Rate must be specified in the Rate Location Currency.	

Travel Allowance Rate Record

The rate location is determined by the country code, the country sub-division, and the location name. The combination of these values uniquely defines a rate location for the current rate feed. These identical values must be used in all subsequent imports when adding rates with a new effective date.

NOTES:

- The country sub-division and the location name must be specified in the lang_code set in the import settings record. These records are only inserted as long as there does not already exist a rate for the specified rate location, rate type (G or C), season start, and effective date. Travel allowance rate records are never updated or deleted.

- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Rate Importer (Record Type 300)

Table 4: *Data for record ID "RateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	300	Y	This is a static numeric value always equal to 300. It indicates the Record Type.	
Rate Location Country Code	2 characters (case insensitive) **NOTE:** One empty country code is allowed per feed	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE. If country code is not provided, the rate location represents the default rate for all locations that are not explicitly provided - the "rate of last resort". There can only be one rate location per rate feed that has no country code. If the import file has more than one record with an empty country code, the last one processed will be used.	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	The country sub-division typically represents the state/province in which the rate location is located. To improve the chances of correctly matching rate locations to user selected itinerary locations, it is strongly recommended that the values match the CT_CTRY_SUBDIVISION_LANG.CTRY_SUB_CODE or the CT_CTRY_SUBDIVISION_LANG.NAME. The language for this name will be based on the language code specified in the Import Settings. **NOTES:** • For USGSA rates, the state codes must be of the form of "US-WA" rather than "WA" for Washington state. • This field is *required* if there is a value in the Rate Location Administrative Region Location field.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Administrative Region Location	48 characters maximum (case insensitive)	N	The administrative region typically represents the region/county in which the rate location is located. If Administrative Region has a value, then the Country Sub-Division field must also have a value. **NOTE:** As of October 2009, the US-GSA rates have standardized on *county* names. The language for this name is English.	
Rate Location Name	64 characters maximum (case insensitive)	N	The geographic location for which the travel allowance rate is valid. The language for this name will be based on the language code specified in the Import Settings. If ***no*** Rate Location Name is provided and: • Rate Location Country Sub-Division ***is*** provided, then the travel allowance rate becomes the default rate for the Rate Location Country Sub-Division. • ***No*** Rate Location Country Sub-Division is provided, then the travel allowance rate becomes the default rate for the Rate Location Country.	
Rate Location Currency Code	3 characters (case insensitive)	Y	Must be an existing code from CT_CURRENCY.ALPHA_ CODE or CT_CURRENCY.NUM_CODE. This currency code specifies the currency in which the travel allowance rates are specified for this rate location.	

Name	Definition	Req?	Description	Client Field Definition
Travel Allowance Rate Fields **NOTE:** OPTIONAL fields below are only optional from an import processing perspective. Fields marked as OPTIONAL may actually be REQUIRED by a particular travel allowance calculation method. The Travel Allowance REQUIRED Rates settings in the Import Settings record will ensure that individual rates are provided for each import file. **NOTE:** If the Meals Rate below is not provided, the Incidentals and Meals Deduction Rates will be ignored because they only have meaning for a specified Meals Rate.				
Rate Type	1 character (case insensitive)	Y	• **G:** government rates • **C:** company rates	
Effective Date	8 characters Must be in the following format: **YYYYMMDD**	Y		
Season Start	4 characters Must be in the following format: **MMDD**	N	**NOTE:** Default of 0101 if no value is provided	
Lodging Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Overnight Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Meals Rate	Numeric	N	Rate must be specified in the Rate Location Currency. When there are time bands associated with a Travel Allowance Rate record, this meals rate represents the rate for a full 24 hours.	
Incidentals Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Breakfast Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	

Name	Definition	Req?	Description	Client Field Definition
Breakfast Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Custom Rate	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	
Custom Rate 2	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	

Name	Definition	Req?	Description	Client Field Definition
Custom Rate 3	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. 📖 Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	
Future use fields 1-5		N	Reserved for future use	
Time Band Rate Code	20 characters maximum (case insensitive)	Y ***only*** if rate feed uses time bands	📖 Refer to the Travel Allowance Time Band Meal Rate Record import definition above.	

Travel Allowance Expired Rate Record

The purpose of this record is to provide a means to "expire" the use of travel allowance rates for a specific rate location after a specified date. The travel allowance rate having the latest effective date is effective indefinitely or until an updated rate record is added having a later effective date. For those cases where a rate location will no longer have a travel allowance rate, the effective end date needs to be changed from "indefinitely" to a specified date.

The rate location is determined by the country code, the country sub-division, and the location name. The combination of these three values uniquely defines a rate location for the current rate feed. These three values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these expiration records to be properly processed.

⚠ **IMPORTANT:** Do not use this record type unless there is no new rate for the location. It should not be used in the case where a new effective date and rate will be loaded in a 300 record.

Travel Allowance Expired Rate Importer (trx_type 310)

Table 5: *Data for record ID "ExpiredRateImporter"*

Name	Definition	Req ?	Description	Client Field Definition
Transaction Type	310	Y	This is a static numeric value always equal to 310. It indicates the Record Type.	
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if ***and only if*** the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	
Rate Location Administrative Region	48 characters maximum (case insensitive)	N	The administrative region that represents the region/county in which the rate location is located.	
Rate Location Name	64 characters maximum (case insensitive)	Y	The geographic location for which the travel allowance rate is valid.	
Effective Through Date	8 characters maximum (case insensitive) Must be in the following format **YYYYMMDD**	Y	This is the date after which the rates for the specified rate location are no longer valid.	

Travel Allowance Rate Location Map Record

The purpose of this record is to provide a means to import location-to-rate location mapping records. These records are used by the rate location matching algorithm to fine tune the matching process. This feature is typically used to map multiple specific locations to a single travel allowance rate location that represents a metropolitan area where name matching will not work. These records are stored in the CT_TA_RATE_LOC_ LOCATION_MAP table and provide a means to map locations in the CT_LOCATION table with rate locations in the CT_TA_RATE_LOCATION table.

A single location may be mapped to one ***and only one*** rate location.

- A specific location code (LOC_CODE) may only be used in one 400 record within an import file or the rate import will fail.
- A new mapping for a location with an existing rate location map record will overwrite the previously-imported map record for that location.

The rate location is determined by the country code, the country sub-division, the administrative region (county), and the location name ***in the first 4 fields***. The combination of these 4 values uniquely defines a rate location for the current rate feed. These 4 values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these map records to be properly created. The LOC_CODE identifies the city location that is to be mapped to the rate location.

Refer to the **Rate Location Map Duplicate Handling** field in the Settings Importer for how existing map records are handled.

⚠ **IMPORTANT:** If the mapping becomes invalid, it must be removed. A mapping will continue to be used in all cases until a record is loaded to remove that mapping.

Additional Location Issues

The 400 records are typically used for locations to bridge the difference between the rate location names – as published by the government – and actual city names.

- **Cities in Concur Location list that are *not* in the rates list**

  Example: Liverpool, UK

  With no action, the location will roll up to the next level default rate for the state or the country. In most rate schemes, the correct rate for this location would be the London rate.

  Options:

  - Use the 400 record to map this city to a specific rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.
  - Enable the rate location override option that allows the user to select from the list of available rate locations for the country to override the system-selected rate location. This requires proactive change by the end user.

- **Locations in the rates list that are not cities in the Concur Location list**

  Example: Yorktown Naval Weapons Station

  With no action, the user finds no matching location when creating the itinerary and must select a best-guess for a nearby city.

Option: Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function. Rate can then be loaded per normal process as a 300 record.

- **Locations that are familiar to users that is not in either the Rates Table or the Concur Locations list**

  Example: Leesburg, VA

  With no action, the user finds no location match when creating their itinerary and must select their best-guess for the city.

  Option: Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function. Assign the correct county and state to any added US locations.

Travel Allowance Rate Location Map Importer (trx_type 400)

Table 6: *Data for record ID "RateLocationMapImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	400	Y	This is a static numeric value always equal to 400. It indicates the Record Type.	
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE.	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if ***and only if*** the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	

Name	Definition	Req?	Description	Client Field Definition
Administrative Region Name	48 characters maximum (case insensitive)	N	The administrative region typically represents the region/county in which the rate location is located. If Administrative Region has a value, then the Country Sub-Division field must also have a value. **NOTE:** As of October 2009, the US-GSA rates have standardized on *county* names. The language for this name is English.	
Rate Location Name	64 characters maximum (case insensitive)	Y	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The geographic location for which the travel allowance rate is valid.	
Location Code	5 characters maximum (case insensitive)	Y	The location code for the city location to be mapped to rate location name (above) and must be an existing code from CT_LOCATION.LOC_CODE.	
Delete Map	1 character Y or N (Default = N)	N	If set to Y, the existing map record will be removed from the system.	

Travel Allowance Configuration Record

⚠ **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

These records are used to populate the CT_TA_CONFIG table. Values may be edited post-import via the Employee Configuration Administrator, **Travel Allowances** menu option.

Refer to the **Configuration Records Duplicate Handling** field in Settings Importer for how existing records are handled.

NOTES:

- Optional fields below are only optional from an import processing perspective. Fields marked as ***optional*** may actually be ***required*** by a particular travel allowance calculation method.
- Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and ***not*** as 0.0525.

Travel Allowance Configuration Importer (trx_type 500)

Table 7: *Data for record ID "ConfigImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	500	Y	This is a static numeric value always equal to 500. It indicates the Record Type.	
TA Config Code	20 characters maximum (case insensitive)	Y	***All*** travel allowance configuration data being imported will be associated with this TA Config Code. If this TA Config Code does not exist in the CT_TA_CONFIG table, a new TA Config record will be created. If it does exist, the SettingsImporter config_dupe field will determine how to handle this record. This TA Config Code must be used in subsequent imports in order to replace existing configurations with updated values. This TA Config Code must also be used when importing Travel Allowance Configuration Map Records used to associate employees with a particular configuration.	
TA Config Name	60 characters maximum (case insensitive)	N	The language for this name will be based on the Language Code specified in the Import Settings. When creating a new TA Config record, this is the name to associate with the TA Config Code. If not provided, the name will default to the TA Config Code.	

Name	Definition	Req?	Description	Client Field Definition
TA Config Link Text	100 characters maximum (case insensitive)	N	The language for this link text will be based on the language code specified in the Import Settings. If provided, this is the text that will be displayed in the Rate Location Helper for the TA Config Link URL (next field). **NOTE:** Not used in Travel & Expense.	
TA Config Link URL	255 characters maximum (case insensitive)	N	If provided, this URL will be placed on the Rate Location Helper. If TA Config Link Text is provided (previous field), that text will be displayed to the user for this URL. **NOTE:** Not used in Travel & Expense.	
Travel Allowance Type Fields Meals and Lodging travel allowance types must be specified in the two fields below. They must be one of the following codes: • **NOT_USED:** Allowance is not used in this configuration • **FIXED:** Fixed Allowance • **RA_NO_LIMIT:** Reimbursable Allowance/No Limit • **RA_LIMIT:** Reimbursable Allowance/Limit **NOTES:** (1) Either meals or lodging may be marked as NOT_USED, but BOTH CANNOT be marked as NOT_USED. (2) If both meals and lodging are set to a Reimbursable Allowance type, they must use the same type. (3) If combine_meals_and_lodging_rate (below) is set to Y, meals and lodging types must both be a Reimbursable Allowance type and they must be the same!				
Meals Travel Allowance Type	12 characters maximum (case insensitive)	Y		
Lodging Travel Allowance Type	12 characters maximum (case insensitive)	Y		
Combine Meals and Lodging Rates	1 character maximum Y or N (case insensitive)	Y		

Name	Definition	Req?	Description	Client Field Definition
Government and Company Rates Types	4 characters maximum (case insensitive)	Y	• **GOVT:** Government rates only are used • **COMP:** Company rates only are used • **BOTH:** Both Government and Company rates only are used	
Deduct for Provided Meals	1 character maximum Y or N (case insensitive)	Y		
Provided Meal Deduction List (formerly Benefit in Kind Meals Deductions)	2 character maximum Y, N, BK, or DE (case insensitive)	Y	Deduct for Provided Meals (above) must be Yes as well. Y or BK = use the Benefit in Kind list DE = use the Germany list	
Default Breakfast to Provided	1 character maximum Y or N (case insensitive)	Y		
User Entry of Breakfast Amount	1 character maximum Y or N (case insensitive)	Y	If Yes, then Deduct for Provided Meals must be Yes as well.	
User Entry of Rate Location	1 character maximum Y or N (case insensitive)	Y		
Use Overnight	1 character maximum Y or N (case insensitive)	Y		
Display Company and Government Limit Comparison	1 character maximum Y or N (case insensitive)	Y	If Yes, then Government/Company Rate Type must be set to BOTH.	

Name	Definition	Req?	Description	Client Field Definition
Use Standard and Allowance Expenses Exception (Double Dip Check)	1 character maximum Y or N (case insensitive)	Y		
Same day	4 character	Y	Options: • **NONE:** Itineraries cannot share a date • **SHAR:** Separate – Each itinerary calculates its allowances independently. • **CUMU:** Cumulative – The hours from both itineraries are included in the rate calculations for the day	
Itemize fixed meals	1 character maximum Y or N (case insensitive)	Y	Itemize any fixed meals expenses to show gross allowance and any adjustments as separate itemizations	
Display base meals rate	1 character maximum Y or N (case insensitive)	Y	For Fixed allowances, show the base meals rate for the day in additional to the final allowance amount	
Use lodging type	1 character maximum Y or N (case insensitive)	Y	Show a list of lodging types for user selection.	
Use percent rule	1 character maximum Y or N (case insensitive)	Y	Show a user entry column for the user to indicate whether or not the percentage rule should be applied to the day	
Use extended trip rule	1 character maximum Y or N (case insensitive)	Y	Show a user entry column for the user to indicate whether or not the day is an extended trip day.	
Future use fields 1-5		N	Reserved for future use	

Name	Definition	Req?	Description	Client Field Definition
Delete TA Config	1 character maximum Y or N (Default = N) (case insensitive)	N	If Yes, the existing TA Config record will be soft-deleted.	

Travel Allowance Configuration Map Record

Travel Allowance Configuration Map Records define the mechanism for mapping employees to specific Travel Allowance Configuration Records. Multiple map records may point to the same configuration record. Segment values, if used, must begin in segment_value_1 and continue consecutively as far down the segment value list as required. There may ***not*** be any gaps in the segment value fields.

The combination of ctry_code and all segment values represents a single employee group and must be unique.

The employee profile fields that are compared to the configuration map record segment values are defined in the Travel Allowance Hierarchy. Note that *country* is implicitly defined as level 0 for this hierarchy and must be defined in the mapping records.

Travel Allowance Configuration Map Importer (trx_type 600)

Table 8: *Data for record ID "ConfigMapImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.	
TA Config Code	20 characters maximum (case insensitive)	Y	This TA Config Code must exist in the CT_TA_CONFIG table.	
Employee Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_CODE.	
Segment Value 1 – Segment Value 10	48 characters maximum (case insensitive)	N	**NOTE:** If a segment field is configured as a list or connected list, use the ***short code*** for the list item in the import record.	
Use configuration selections	1 character maximum Y or N (case insensitive)	N	Enable the user to change the default configuration on itinerary creation. Default value is N	

Name	Definition	Req?	Description	Client Field Definition
Future use fields 1-5		N	Reserved for future use	
Delete TA Config Map	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing TA Config Map record will be hard-deleted.	

Travel Allowance Import Percent Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_PERCENT table. This data is ***only*** used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record and where a corresponding Travel Allowance Amount Deduction Record is not available. The deduction amount is calculated by multiplying the total meals amount in the 300 record (meals_rate, typically inclusive of both meals and incidentals) by the specified percentage.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount

Refer to the **Configuration Records Duplicate Handling** field in the Settings Importer for how existing records are handled.

NOTE: Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and NOT as 0.0525.

Travel Allowance Import Percent Deduction Importer (trx_type 700)

Table 9: *Data for record ID "DeductPercentImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	700	Y	This is a static numeric value always equal to 700. It indicates the Record Type.	

Name	Definition	Req?	Description	Client Field Definition
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_ METHOD.CM_CODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Incidentals Percent	Numeric	N		
Breakfast Deduction Percent	Numeric	N		
Lunch Deduction Percent	Numeric	N		
Dinner Deduction Percent	Numeric	N		
Breakfast BIK Deduction Percent	Numeric	N		
Lunch BIK Deduction Percent	Numeric	N		
Dinner BIK Deduction Percent	Numeric	N		
Delete Deduction Percent	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Percent record will be hard-deleted.	

Travel Allowance Import Amount Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_AMOUNT table. This data is ONLY used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount.

Refer to the **Configuration Records Duplicate Handling** field in the Settings Importer for how existing records are handled.

NOTE: Amount values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Import Amount Deduction Importer (trx_type 800)

Table 10: *Data for record ID "DeductAmountImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	800	Y	This is a static numeric value always equal to 800. It indicates the Record Type.	
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM_CODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Deduction Amount Currency Code	3 characters maximum (case insensitive)	Y	This currency code specifies the currency in which the deductions are specified for this record. Must be an existing code from CT_CURRENCY.ALPHA_CODE or CT_CURRENCY.NUM_CODE.	
Meals Lookup Rate	Numeric	Y	Corresponds to the Meals Rate in the Travel Allowance Rate record. Rate must be specified in the Deduction Amount Currency Code (above).	
Incidentals Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	

Name	Definition	Req?	Description	Client Field Definition
Lunch Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Lunch BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Delete Deduction Amount	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Amount record will be hard-deleted.	

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have travel allowance imports set up as part of implementation. Existing clients who want to use this import must submit a case through the Concur Client Central Web site to have the import schedule set up, or contact your Client Support representative.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the travel allowance information has been updated. The changes are immediately available to users.

Table of Contents – Validation Table Import

Revision History for this Chapter

Date	Notes / Comments / Changes
May 7 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	Validation Rules is now available to Invoice – use this chapter to import the validation tables required to use this feature in the Invoice product New chapters added to the guide; renumbered this chapter
October 19 2012	Note that ID1 - ID7 are case sensitive - corresponding List values must match the case type used in the Validation Table import file
March 2012	Changed copyright; no content change
September 23 2011	Added information about the import job.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
January 15 2010	Changed the chapter number from 11 to 13 - no other changes
Jul. 2008 (SU33)	Initial publication.

Chapter 17: Validation Table Import

Overview

A client uses the Validation Table import to import data to be used in comparisons by the validation rules. The validation rules use a combination of the Type and ID fields to identify the correct table row- the combination of these fields must be unique.

Refer to the *Expense: Audit Rules – Validation Rules Setup Guide* and the Invoice: *Audit Rules – Validation Rules Setup Guide* for more information about the Validation Rules feature in these products.

Validation Table Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.
- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Delimiter-Separated Value, UTF8
- **Supported Field Delimiter:** Comma
- **Enclosing Character:** Double Quote
- **Record Delimiter:** CRLF

File Naming Conventions

The data file name should be of the format "EVI_entitycode_yyyymmdd.txt.pgp". If an entity has the code t0000123abcd, then the file name for the import data file would be "EVI_t0000123abcd_yyyymmdd.txt.pgp".

List Item Imports

When validation rules compare list items in Expense with values in the validation table, they use the list item code, not the list item value. The data imported to the validation table must contain the list item code for the validation to work properly.

Record Type Specifications

Name	Definition	Required?	Description	Client Field Definition
Type	10 characters maximum	Y		
ID 1	48 characters maximum Case sensitive*	Y		
ID 2	48 characters maximum Case sensitive*	N, Required if ID 3 is present		
ID 3	48 characters maximum Case sensitive*	N, Required if ID 4 is present		
ID 4	48 characters maximum Case sensitive*	N, Required if ID 5 is present		
ID 5	48 characters maximum Case sensitive*	N, Required if ID 6 is present		
ID 6	48 characters maximum Case sensitive*	N, Required if ID 7 is present		
ID 7	48 characters maximum Case sensitive*	N		
Date 1	date must be in the format YYYY/MM/DD or YYYY-MM-DDThh:mm:ss (ISO standard)	N		
Date 2	date must be in the format YYYY/MM/DD or YYYY-MM-DDThh:mm:ss (ISO standard)	N		
Amount 1	up to 23 characters	N		
Amount 2	up to 23 characters	N		
Currency Alpha Code	3 characters maximum	N, Required if Amount 1 or Amount 2 is present.	Standard three-character ISO currency alpha code.	
Flag 1	1 character	N	Y or N	
Flag 2	1 character	N	Y or N	

* Corresponding List values must match the case type used in the Validation Table import file.

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have most imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://service.concur.com) to have the import schedule set up.

The standard name for the Validation Table Import job is OID Import. The import location in the database is CT_VALIDATION_RULE_DATA.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the validation table has been updated. The changes are immediately available to users.

Table of Contents – Taxability / Deductibility Import

Revision History for this Chapter

Date	Notes / Comments / Changes
May 7 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
January 15 2010	Changed the chapter number from 12 to 14 - no other changes
July 17 2009	Initial publication

Chapter 18: Taxability/Deductibility Import

Overview

This import is used to populate and update the configuration tables for the Taxability / Deductibility feature.

Refer to the Expense: Taxability / Deductibility Setup Guide for information about the Taxability / Deductibility feature.

There are different record types for taxability and deductibility rows. There may be a different configuration for each expense type in a policy.

Process

Basic Import Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.
- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Create the Import Data File

All the records are comma delimited with the fields in the order shown in the tables below. There is also a sample feed provided.

NOTE: Each record has a number of future use fields. Currently, these fields are left blank.

Config Record (Record Type 100) - One record per feed

This information ***must*** be included in the import.

Table 1: *Data for Config Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"100"	

Last Revised: January 15 2010

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Language Code	String	Y	Language code that specifies the language used in the import feed, for example, "en"	
Future use field 1 through 10	String	N	Reserved for future use	

Settings Record (Record Type 200)

This information must be imported at least once.

Table 2: *Data for Settings Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"200"	
Taxable Amount Field (Entry)	String	N	Name of the taxable amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom10" When the entry is *deductible*, the *deductible* portion is saved here. **NOTE:** An entry cannot be both *taxable* and *deductible*.	
Non-Taxable Amount Field (Entry)	String	N	Name of the non-taxable amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom11" When the entry is *deductible*, the *non-deductible* portion is saved here. **NOTE:** An entry cannot be both *taxable* and *deductible*.	
Tax Deductible VAT Amount Field (Entry)	String	N	Name of the taxable deductible VAT amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom12"	

Last Revised: January 15 2010

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Non-Tax Deductible VAT Amount Field (Entry)	String	N	Name of the non-taxable deductible VAT amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom13"	
Ignored Payment Type Names for Report Totals	String	N	Pipe-separated list of payment type names, for example, "AMEX Corp Card|Citibank Corp Card" **Format:** In the language specified in 100 record *Refer to information about the Total Taxable/Non-Taxable amount fields in this same record below.*	
Attendee Count Field (Entry)	String	N	Name of the field to hold the attendee count for deductibility; custom field on the entry Entry custom field name, for example, "Custom14" If this is blank, then the number of attendees is not defined by a custom field filled in by the user but rather by the number of attendees that is entered into the system. This is used in the case where the user may not know all of the attendees that are attending (for example, there are too many to enter) and it make more sense to simply enter a number of attendees on the entry.	
Car Criteria Key Field (Entry)	String	N	Name of the field to hold the car criteria key; custom field on the entry Entry custom field name, for example, "Custom15" This is required if the account codes are to be determined by the car criteria, for example, "Car Type".	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Total Taxable Amount Field (Header)	String	N	Name of the field to hold the total taxable amount for the report, usually used to display on the printed report so the user knows how much of the total expenses is taxable to the user Header custom field name, for example, "Custom10" If this is used, then the taxable amount field on the entry must be used, otherwise, this total will not be updated. **NOTE:** It is recommended to exclude certain payment types that the user is not interested in within this totaling such as company paid expenses. These exclusions are configured in the **Ignored payment type names for report totals** field in this record. This total does not include deductible amounts.	
Non-Total Taxable Amount Field (Header)	String	N	Name of the field to hold the total non-taxable amounts for the report Header custom field name, for example, "Custom10" *See taxable field above for more details this field works in a similar way to the total taxable field.*	
Future use field 1 through 10	String	N	Reserved for future use	

Taxability Configuration Record (Record Type 300)

Include one row in the feed for each expense type to be configured.

Table 3: *Data for Taxability Configuration Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"300"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Car Criteria Name	String	N	Name of car criteria; only applies to car mileage **Format:** In the language specified in 100 record	
Fixed Taxable Amount	Numeric	**	Taxable amount in fixed amount; populated only if this expense type has a fixed taxable amount ** Either this field or **Percent Taxable Amount** is required. If the **Percent Taxable Amount** field is used, then this field is blank.	
Percent Taxable Amount	Numeric	**	Taxable amount as percentage of expense amount; populated only if the taxable portion is based on a percentage for the expense type **Format:** In percent from (0-100), for example, 50.564% is "50.564" ** Either this field or **Fixed Taxable Amount** is required. If the **Fixed Taxable Amount** field is used, then this field is blank.	
Effective Date	Date	Y	Effective date for the configuration **Format:** YYYYMMDD	
Car Config Name	String	N	Name of car configuration; only applies to car mileage, for example, "US Personal Car" **Format:** In the language specified in 100 record	
Future use field 2 through 10	String	N	Reserved for future use	

Taxability Configuration Expired Record (Record Type 310)

This record is used to expire a previously defined Taxability Configuration (record 300). Expenses with transaction dates specified after this date will no longer be considered taxable (unless reopened later by another 300 record with an effective date on or after the close date of this record).

Table 4: *Data for Taxability Configuration Expired Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"310"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Car Criteria Name	String	N	Name of car criteria; only applies to car mileage **Format:** In the language specified in 100 record	
Close Date	Date	Y	Date that the configuration is closed **Format:** YYYYMMDD	
Car Config Name	String	N	Name of car configuration; only applies to car mileage, for example, "US Personal Car" **Format:** In the language specified in 100 record	
Future use field 2 through 10	String	N	Reserved for future use	

Deductibility Record (Record Type 400)

Include one row in the feed for each expense type to be configured.

Table 5: *Data for Deductibility Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"400"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Deduction amount per employee	Numeric	Y	Amount that the expense is deductible per employee	
Effective Date	Date	Y	Effective date for the configuration **Format:** YYYYMMDD	
Future use field 1 through 10	String	N	Reserved for future use	

Deductibility Expired Record (Record Type 410)

This record is used to expire a previously defined Deductibility Configuration (400 record). Expenses with transaction dates specified after this date will no longer be considered deductible (unless reopened later by another 400 record with an effective date on or after the close date of this record).

Table 6: *Data for Deductibility Expired Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"410"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Close Date	Date	Y	Date that the configuration is closed **Format:** YYYYMMDD	
Future use field 1 through 10	String	N	Reserved for future use	

Sample Feed - 100, 200, 300, and 400 Records

```
100,en,,,,,,,,,
200,Custom10,Custom11,Custom12,Custom13,,Custom14,Custom15,Custom10,Custom11,,,,,,,,,
300,Sweden Expense Policy,Laundry,,,100,20080101,,,,,,,,,
300,Sweden Expense Policy,Other Benefits,,,100,20080101,,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car,,48.57143,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car with Trailer,,52.63158,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Motorcycle,,43.75,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car (Day Off/Overtime),,100,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Day Off/Over,,100,20080101,Sweden Personal
Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Motorcycle (Day Off/Overtime),,100,20080101,Sweden Personal
Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car (Tax Free),0,,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Tax Free),0,,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Company Car Mileage,Motorcycle (Tax Free),0,,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Company Car Mileage,Petrol,,30.76923,20080101,Sweden Company Car,,,,,,,,
300,Sweden Expense Policy,Company Car Mileage,Diesel,,40,20080101,Sweden Company Car,,,,,,,,
400,Sweden Expense Policy,Entertainment (External)-Breakfast/Simple Meal,60,20080101,,,,,,,,,
400,Sweden Expense Policy,Entertainment (Internal)-Breakfast/Simple Meal,60,20080101,,,,,,,,,
400,Sweden Expense Policy,Entertainment (External)-Lunch/Dinner,90,20080101,,,,,,,,,
400,Sweden Expense Policy,Entertainment (Internal)-Lunch/Dinner,90,20080101,,,,,,,,,
400,Sweden Expense Policy,Entertainment (External)-Theatre/Museum/Similar,180,20080101,,,,,,,,,
400,Sweden Expense Policy,Entertainment (Internal)-Theatre/Museum/Similar,180,20080101,,,,,,,,,
400,Sweden Expense Policy,Gifts (External),180,20080101,,,,,,,,,
```

Sample Feed - 100, 310, and 410 Records

```
100,en,,,,,,,,,
310,Sweden Expense Policy,Laundry,,20081231,,,,,,,,,
310,Sweden Expense Policy,Other Benefits,,20081231,,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car with Trailer,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Motorcycle,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car (Day Off/Overtime),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Day Off/Over,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Motorcycle (Day Off/Overtime),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car (Tax Free),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Tax Free),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Company Car Mileage,Motorcycle (Tax Free),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Company Car Mileage,Petrol,20081231,Sweden Company Car,,,,,,,,
310,Sweden Expense Policy,Company Car Mileage,Diesel,20081231,Sweden Company Car,,,,,,,,
410,Sweden Expense Policy,Entertainment (External)-Breakfast/Simple Meal,20081231,,,,,,,,,
410,Sweden Expense Policy,Entertainment (Internal)-Breakfast/Simple Meal,20081231,,,,,,,,,
410,Sweden Expense Policy,Entertainment (External)-Lunch/Dinner,20081231,,,,,,,,,
410,Sweden Expense Policy,Entertainment (Internal)-Lunch/Dinner,20081231,,,,,,,,,
410,Sweden Expense Policy,Entertainment (External)-Theatre/Museum/Similar,20081231,,,,,,,,,
410,Sweden Expense Policy,Entertainment (Internal)-Theatre/Museum/Similar,20081231,,,,,,,,,
410,Sweden Expense Policy,Gifts (External),20081231,,,,,,,,,
```

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Support to move the import data file to Concur.

New clients have certain imports set up as part of implementation; this may be one of the imports. Existing clients who want to use this import must submit a case through Concur Client Central to have the import schedule set up or contact your Client Support representative.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

As per the schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the information has been updated. The changes are immediately available to users.

Table of Contents – Exchange Rates Import

Revision History for this Chapter

Date	Notes / Comments / Changes
May 7 2015	General cleanup of content
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
October 30 2014	Correct exchange_rate to show that 14 numbers are supported to the right of the decimal, as "9.12345678912345"
July 19 2013	New chapters added to the guide; renumbered this chapter The Travel Expense admin may now load exchange rates separately for their different Company and Government exchange rate requirements using two separate import files, one for Company, one for Government
November 16 2012	Added this note: If you import an exchange rate from X to Y but you do ***not*** import a rate from Y to X, the system will use the inverse of X to Y when an X user spends using Y currency.
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
January 15 2010	Changed the chapter number from 13 to 15 - no other changes
September 16 2009	New to this manual.

Chapter 19: Exchange Rates Import

Overview

The Exchange Rates import is used to import rates for:

- **Reimbursement currencies:** Reimbursement currencies exchange rates provide a way for a company that uses multiple currencies to obtain a "common" currency for audit rules, workflow rules, receipt limits, company card imports, travel allowance, and so on.

  ⚠ **WARNING:** Before setting up or performing this import, the administrator must review the information about Reimbursement Currencies and the Exchange Rates feature in the *Expense: Currency Admin Setup Guide*.

- **Reporting currencies:** Reporting currencies exchange rates provide a way for a company that uses multiple currencies to obtain a "common" currency for corporate reporting.

Exchange Rates Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.
- **Step 3:** Concur runs a batch job that imports the data file.

Step 1: Creating the Import Data File

Importing Exchange Rates for Reimbursement Currencies

Imported exchange rates can be used to pre-populate exchange rates for foreign expenses that users incur and for the conversion of the reimbursement currencies to the *common* currency for the purpose of processing audit rules, workflow rules, receipt limits and so on.

NOTE: Refer to the *Expense: Currency Admin Setup Guide* for instructions on configuring the system to set default rates for entry of expenses by end users.

Reimbursement Currencies (Feed ID "CTStandardExchangeRateImport")

The administrator reviews the import definition file (CT_STANDARD_EXCH_RATE.xml), which is located in the webapps\concur\WEB-INF\conf\import\EXCHANGE_RATE directory.

NOTE: If the administrator determines that the import definition file should be changed, the administrator should create a copy of the original XML file and place the copy in the same directory as the original. Then the administrator should edit the copy.

Table 1 provides descriptions of the field IDs used in the import definition file. Below the table is a sample of the actual import definition file.

Table 1: *Data for record ID "ExchangeRate"*

field id	Description
from_crn_code	ISO code for the currency that is being converted Required; 3 characters; must be a valid ISO code
to_crn_code	ISO code for the "common" currency Required; 3 characters; must be a valid ISO code
exchange_rate	Floating-point number that converts the *from* currency to the *to* currency Required; *up to* 23 characters (note that , 8 of which can be to the right of the decimal) **NOTES:** • Up to 14 characters can be designated to the right of the decimal; e.g. "9.12345678912345". • In practice, most exchange rates do *not* require 23-character precision; however, the system can handle this number where required. • The "from" currency is multiplied by the rate you enter to obtain the "to" currency. • If you import an exchange rate from X to Y but you do ***not*** import a rate from Y to X, the system will use the inverse of X to Y when an X user spends using Y currency.
start_date	Start date for the conversion Optional; date must be in the format YYYY/MM/DD; if a date is not provided, then the exchange rate is always effective **NOTE:** If the administrator defines a date in the XML file, then the date is required.

NOTE: Currency codes are standardized currency codes (ISO-4217) for every currency in the world. These codes are in database table/column: CT_CURRENCY.ALPHA_CODE.

Sample of the CT_STANDARD_EXCH_RATE.xml File

```
<?xml version = "1.0" standalone="no"?>
<!--
<!DOCTYPE root PUBLIC "-//IMPORT//DTD//EN" "import.dtd">
-->
<root>
   <delimited_feed id="CTStandardExchangeRateImport"
   delimiter=",">
      <delimited_record id="ExchangeRate"importer="com.concur.
      services.importer.exchangerate.ExchangeRateImporter">
         <delimited_field id="from_crn_code"/>
         <delimited_field id="to_crn_code"/>
         <delimited_field id="exchange_rate"/>
         <delimited_field id="start_date"/>
      </delimited_record>
   </delimited_feed>
</root>
```

Sample of a Import Data File

Here is a sample of a reimbursement currency import.

```
EUR,USD,1.2634950,2009/01/30
GBP,USD,1.82,2009/01/30
CAD,USD,0.755,2009/01/30
SEK,USD,0.13516598*,2009/01/30
* 3rd column can handle up to 8 characters
```

Importing Exchange Rates for Reporting Currencies

Expense allows for multiple reimbursement currencies within the company. For example, employees residing in Canada can be paid in Canadian dollars while employees of the same company residing in Germany can be reimbursed in euros. Establishing one *reporting* currency is then required so that the company can generate company-wide analysis and statistical reports.

This import process involves importing period-average exchange rates into the consolidated reporting environment to enable currency value conversions between the reimbursement and reporting currencies.

NOTE: These rates are ***not*** available to Expense users who are entering expenses in foreign amounts and converting them to their reimbursement currency. Users must locate and enter rates manually; the system does not provide exchange rates for users for converting foreign expense amounts.

Reporting Currencies (Feed ID "BIReportingExchangeRateImport")

The administrator reviews the import definition file (BI_REPORTING_EXCH_RATE.xml), which is located in the webapps\concur\WEB-INF\conf\import\EXCHANGE_RATE directory.

NOTE: If the administrator determines that the import definition file should be changed, the administrator should create a copy of the original XML file and place the copy in the same directory as the original. Then, the administrator should edit the copy.

Table 2 provides descriptions of the field IDs used in the import definition file. Below the table is a sample of the actual import definition file.

Table 2: *Data for record ID "ExchangeRate"*

field id	Description
from_crn_code	ISO code for the currency that is being converted Required; 3 characters; must be a valid ISO code
to_crn_code	ISO code for the "common" currency Required; 3 characters; must be a valid ISO code
exchange_rate	Floating-point number that converts the *from* currency to the *to* currency Required; 23 characters (8 of which can be to the right of the decimal) **NOTE:** The "from" currency is multiplied by this rate to obtain the "to" currency.
start_date	Required: Start date for the conversion; date must be in the format YYYY/MM/DD **NOTE:** If a date is not provided, then the date of 1970/01/01 is used

NOTE: Currency codes are standardized currency codes (ISO-4217) for every currency in the world. These codes are in database table/column: CT_CURRENCY.ALPHA_CODE.

Sample of the BI_REPORTING_EXCH_RATE.xml File

```
<?xml version = "1.0" standalone="no"?>
<!--
<!DOCTYPE root PUBLIC "-//IMPORT//DTD//EN" "import.dtd">
-->
<root>
   <delimited_feed id="BIReportingExchangeRateImport"
      delimiter=",">
      <delimited_record id="ExchangeRate" importer="com.concur.
      services.importer.reporting.BIExchangeRateImporter">
         <delimited_field id="from_crn_code"/>
         <delimited_field id="to_crn_code"/>
         <delimited_field id="exchange_rate"/>
         <delimited_field id="start_date"/>

      </delimited_record>
   </delimited_feed>
</root>
```

Sample of an Import Data File

Here is a sample of a reporting currency import.

```
EUR,USD,1.2463,2004/01/01
GBP,USD,1.8240,2004/01/01
CAD,USD,0.7556,2004/01/01
SEK,USD,0.1351,2004/01/01
```

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have most imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (http://service.concur.com) to have the import schedule set up.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the locations information has been updated. The changes are immediately available to users.

Expense: Expense Pay SEPA Extract

User Guide

Last Revised: September 18 2015

Applies to these Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
    - ☒ Integrated with Professional/Premium Travel
    - ☒ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Travel
    - ☐ Stand-alone
  - ☐ Concurforce

- ☐ Travel
  - ☐ Professional/Premium edition
    - ☐ Integrated with Professional/Premium Expense
    - ☐ Integrated with Professional/Premium Request
    - ☐ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Expense
    - ☐ Stand-alone

- ☐ Invoice Management
  - ☐ Professional/Premium edition
    - ☐ Integrated with Professional/Premium Expense
    - ☐ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Expense
    - ☐ Stand-alone

- ☐ Authorization Request
  - ☐ Professional/Premium edition
    - ☐ Integrated with Professional/Premium Expense
    - ☐ Integrated with Professional/Premium Travel
    - ☐ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Travel
    - ☐ Integrated with Standard Expense
    - ☐ Stand-alone

Concur Technologies Inc.

Table of Contents

Revision History

Date	Notes / Comments / Changes
September 18 2015	New document. (This content originated in the SEPA Pay File Extract Fact Sheet.)

Expense Pay SEPA Extract

Section 1: Overview

This guide details the Single Euro Payments Area (SEPA) extract available from Concur Expense Pay.

Section 2: SEPA Data

All countries in the Single Euro Payments Area (SEPA) use a unique bank payment transfer format called SEPA.

Designed for employee reimbursement in Euros (€), the SEPA Pay File is now available in Concur for the convenience of clients in the Single Euro Payments Area market. The SEPA Pay File does NOT currently support corporate card payments. The SEPA Pay File is a bank extract in an XML format. This file leverages some features of the Expense Pay payment service. This method can be used by clients that don’t need the full functionality of Expense Pay.

This option supports Euro payments (only, not other European currencies) and is available for: Austria, Belgium, Denmark, France, Finland, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom, and Switzerland.

SEPA Pay File Extract: The Basic Process

Step 1: You and Concur work together to enable the SEPA Pay File.

Step 2: You set up your Euro funding bank account details and create a batch definition and schedule in Payment Manager. The funding account is set to Payment Type: Pay File to FTP.

For more information, refer to the *Expense: Payment Manager User Guide for Professional/Premium.*

Step 3: You or your employees set up their employee bank account information in Expense.

For more information, refer to the *Expense: Payment Manager User Guide for Professional/Premium.*

Step 4: On your defined schedule, the batch is sent, which extracts the payment data and places the formatted SEPA Pay File extract file in your company's FTP mailbox by 8 am local time to the destination FTP location. This timing generally allows sufficient time for you to meet local banking timelines to allow for processing to begin the day the file is dropped to the FTP location.

The file naming convention is:

exp-SEPA_<CountryCode>_payment<EntityCode>_<transmissionId>YYYYMMddhhmmss.xml

The Transmission ID is a unique identifier generated by Concur, which guarantees that the filename is unique.

One SEPA file per associated funding account for that day's funding will be generated and placed in the client's FTP mailbox. This allows you to deliver each file to the bank associated with that specific funding account. The funding account information will be found within the file itself.

Step 5: The client collects the transferred output file (the SEPA Pay File) from your company's FTP mailbox and transmits it electronically to your bank.

SEPA Pay File Extract Details

The SEPA Pay File contains the following data:

SEPA Group Header

Field Name	XML Tag	Format or Field Length	Description
GroupHeader	<GrpHdr>	Text, length 1-35	Parent element for file header information.
MessageIdentification	<MsgId>	ISO date and time	The Point-to-Point reference assigned by the party issuing the instruction and sent to the other party in the chain in order to uniquely identify the message.
CreationDateTime	<CreDtTm>	[0-9]{1,15}	Date and time of creation of payment instruction (group of instructions) by the party issuing the instruction.
BatchBookings	<BtchBookg>		Value should be: false
NumberOfTransactions	<NbOfTxs>		Number of individual transactions contained in the message.
ControlSum	<CtrlSum>		Total approved amount regardless of currency, to be used to verify file is complete.
Grouping	<Grpg>		Identifies whether common accounting information are specified once for all transactions or repeatedly for each individual transaction. Options are: SNGL: single (individually) MIXD: mixed

Field Name	XML Tag	Format or Field Length	Description
InitiatingParty	<InitgPty>		The party initiating the payment. From the viewpoint of payment, this can be either the payer (in a credit transfer), beneficiary (in a direct collection) or a party that initiated the payment on behalf of the payer or the beneficiary.
Name	<Nm>		Legal entity name.

SEPA Payment Information

Field Name	XML Tag	Format or Field Length	Description
PaymentInformation	<PmtInf>		Set of properties applicable to the party paying the payment transactions contained in the initiated credit transfer.
PaymentInformationIdentification	<PmtInfId>		Expense Pay job ID.
PaymentMethod	<PmtMtd>		Specifies the mode of payment to be used to transfer the specified amount of funds. Options: TRF
PaymentTypeInformation	<PmtTpInf>		MPNS MassPaymentNetSystem Clearing channel is a mass payment net settlement system.
ServiceLevel	<SvcLvl>		
Cd	<Cd>		Value should be: SEPA
RequestedExecutionDate	<ReqdExctnDt>	ISO date	Date on which the initiating party requires the payment to be processed by the clearing agent. If paid by cheque, this is the date on which the bank must generate the cheque. On this date, funds will be deducted from the account (accounts) of the payer.
Debtor	<Dbtr>		Party owing money to the (ultimate) beneficiary.
Name	<Nm>		Legal entity name.
DebtorAccount	<DbtrAcct>		Unique identification of the payer’s account in which the debit item will be applied as a result of transaction.
Identification	<Id>		
IBAN	<IBAN>		The IBAN for the legal entity.

Field Name	XML Tag	Format or Field Length	Description
DebtorAgent	<DbtrAgt>		
FinancialInstitutionId entification	<FinInstnId>		The financial institution operating the payer’s account.
BIC	<BIC>		Legal entity BIC.
CreditTransferTransaction Information	<CdtTrfTxInf>		Group of items providing specific information on individual transactions contained in a message. One transaction per employee, in EUR.
PaymentIdentification	<PmtId>		
EndToEndIdentification	<EndToEndId>		Handed over to the partner.
Amount	<Amt>		Amount of money to be transferred between the payer and beneficiary, before deducting charges, expressed in the currency set by the initiating party.
InstructedAmount	<InstdAmt>	CurrencyAndAmount decimal positions: 5 at least, including: 0 total number of positions: 18 CurrencyCode [A-Z]{3,3} Rules: CurrencyCode	This type of data must be used with the following XML attribute: Currency (Ccy) ; written as CurrencyCode Amount of money to be transferred between the payer and beneficiary, before deducting charges, expressed in the currency set by the initiating party.
CreditorAgent	<CdtrAgt>		The financial institution operating the beneficiary’s account
FinancialInstitutionIdentification	<FinInstnId>		The employee’s bank identifier.
BIC	<BIC>		The employee/report BIC.
Creditor	<Cdtr>		The party to which the amount of funds will be paid (the employee).
Name	<Nm>		Employee name.

Field Name	XML Tag	Format or Field Length	Description
CreditorAccount	<CdtrAcct>		Unique identification of the beneficiary's account (employee) in which the credit item will be transferred as a result of transaction.
Identification	<Id>		
IBAN	<IBAN>		The employee's IBAN.
RemittanceInformation	<RmtInf>		Information providing for agreement (i.e. alignment) of the payment with items that the payment is to settle, such as invoices in a receivables system.
Unstructured	<Ustrd>	Text	Report ID, including Org Unit information.

SEPA BANK ACCOUNT FIELDS

You set up your Euro bank account in Payment Manager.

For more information, refer to the *Expense: Payment Manager User Guide* for your edition.

Field	Description
Account Country	Select the country the bank account is located in.
Account Currency	This field will display the account currency based on the selected Account Country. Euro funding accounts use Euro.
Funding Type	Pay File to FTP
Account Display Name	This name appears in the funding account in the **Create/Edit Batch Definitions** page and on the **Monitor Batches** > **View Funding** > **Pre fund** page. **NOTE:** The Reimbursement Auditor user role can view the funding account name but not the details. The funding account name should be clear and descriptive.
Available For	Reimbursement Managers in the selected groups will be able to access the funding account.
Active	Specifies whether this account is active or inactive.
Account Owner Name	Name of the account owner.
Bank Name	Enter the name of the funding bank.

Field	Description
Date Bank Authorized Debits from Concur	The date the bank account was set to allow debits from Concur.
SWIFT Code	Also known as SWIFT-BIC, BIC code and SWIFT ID, a SWIFT code is a standard format of Bank Identifier Codes. It is the unique identification code of a particular bank. The SWIFT code is 8 or 11 characters, made up of: 4 characters - bank code (only letters) 2 characters - country code (only letters) 2 characters - location code (letters and digits) 3 characters - branch code, optional ('XXX' for primary office) (letters and digits)
IBAN	The two-character country code, followed by two check digits then the bank identifier and account number, typically derived from the domestic account number. Format: Austria: AT2!n5!n11!n Length: 20 Belgium: BE2!n3!n7!n2!n Length: 16 Denmark: DK2!n4!n9!n1!n Length: 18 Finland: FI2!n6!n7!n1!n Length: 18 France: FR2!n5!n5!n11!c2!n Length: 27 Germany: DE2!n8!n10!n Length: 22 Greece: GR2!n3!n4!n16!c Length: 27 Ireland: IE2!n4!a6!n8!n Length: 22 Italy: IT2!n1!a5!n5!n12!c Length: 27 Luxembourg: LU2!n3!n13!c Length: 20 Netherlands: NL2!n4!a10!n Length: 18 Portugal: PT2!n4!n4!n11!n2!n Length: 25 Spain: ES2!n4!n4!n1!n1!n10!n Length: 24 Sweden: SE2!n3!n16!n1!n Length: 24 Switzerland: CH2!n5!n12!c

Field	Description
	Length: 21 United Kingdom: GB2!n4!a6!n8!n Length: 22 ! = characters, a = alphabetic, c = alphanumeric, n = numeric.
Address Line 1	Postal address of the account holder.
Address Line 2	Postal address of the account holder.
City	Postal address of the account holder.
Region	Postal address of the account holder.
Postal Code	Postal address of the account holder.
Primary Contact Name	Name of the primary contact person for the bank account.
Primary Contact Email	Contact email for the primary contact person for the bank account.
Primary Contact Phone Number	Phone number for the primary contact person for the bank account.
Secondary Contact Name	Name of the secondary contact person for the bank account.
Secondary Contact Email	Contact email for the secondary contact person for the bank account.
Secondary Contact Phone Number	Phone number for the secondary contact person for the bank account.
Receive Daily Funding Email	Specifies whether a funding email is sent out daily for this funding account. **NOTE**: The funding account email is not group-aware. The emails for all funding accounts will go to all users who have the Reimbursement Manager user role, regardless of group.

For SEPA Bank Account Fields (User) information, refer to the *Expense: Payment Manager User Guide* for your edition.

SEPA Sample XML File

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:pain.001.001.02">

  <pain.001.001.02>

    <GrpHdr>

      <MsgId>X006Y79PQTHWJYQWD19NUPDAVIDW</MsgId>
```

```
      <CreDtTm>2014-07-14T23:01:30</CreDtTm>
      <BtchBookg>false</BtchBookg>
      <NbOfTxs>2</NbOfTxs>
      <CtrlSum>1250.01000000</CtrlSum>
      <Grpg>MIXD</Grpg>
      <InitgPty>
        <Nm>CONCUR</Nm>
      </InitgPty>
    </GrpHdr>
    <PmtInf>
      <PmtInfId>X006Y79PQTHWJYQWD19NUPDAVIDW-2</PmtInfId>
      <PmtMtd>TRF</PmtMtd>
      <PmtTpInf>
        <SvcLvl>
          <Cd>SEPA</Cd>
        </SvcLvl>
      </PmtTpInf>
      <ReqdExctnDt>2014-07-15</ReqdExctnDt>
      <Dbtr>
        <Nm>QA Automation company</Nm>
      </Dbtr>
      <DbtrAcct>
        <Id>
          <IBAN>DE00000000000000000000</IBAN>
        </Id>
      </DbtrAcct>
      <DbtrAgt>
```

```
        <FinInstnId>
            <BIC>BDWBDEZZ</BIC>
        </FinInstnId>
    </DbtrAgt>
    <CdtTrfTxInf>
        <PmtId>
            <EndToEndId>C00FZHZ1X002</EndToEndId>
        </PmtId>
        <Amt>
            <InstdAmt Ccy="EUR">1250.00</InstdAmt>
        </Amt>
        <CdtrAgt>
            <FinInstnId>
                <BIC>BDWBDEMMFZZ</BIC>
            </FinInstnId>
        </CdtrAgt>
        <Cdtr>
            <Nm>Germany Testing User</Nm>
        </Cdtr>
        <CdtrAcct>
            <Id>
                <IBAN>DE11101001101110110000</IBAN>
            </Id>
        </CdtrAcct>
        <RmtInf>
            <Ustrd>Germany SEPA Testing</Ustrd>
        </RmtInf>
```

```
        </CdtTrfTxInf>
    </PmtInf>
    <PmtInf>
        <PmtInfId>X006Y79PQTHWJYQWD19NUPDAVIDW-1</PmtInfId>
        <PmtMtd>TRF</PmtMtd>
        <PmtTpInf>
            <SvcLvl>
                <Cd>SEPA</Cd>
            </SvcLvl>
        </PmtTpInf>
        <ReqdExctnDt>2014-07-15</ReqdExctnDt>
        <Dbtr>
            <Nm>QA Automation - company</Nm>
        </Dbtr>
        <DbtrAcct>
            <Id>
                <IBAN>DE00000000000000000000</IBAN>
            </Id>
        </DbtrAcct>
        <DbtrAgt>
            <FinInstnId>
                <BIC>BDWBDEMM</BIC>
            </FinInstnId>
        </DbtrAgt>
        <CdtTrfTxInf>
            <PmtId>
                <EndToEndId>C00FZHYYX007</EndToEndId>
```

```
          </PmtId>
          <Amt>
            <InstdAmt Ccy="EUR">0.01</InstdAmt>
          </Amt>
          <CdtrAgt>
            <FinInstnId>
              <BIC>BDWBDEMMFND</BIC>
            </FinInstnId>
          </CdtrAgt>
          <Cdtr>
            <Nm>Germany Testing User</Nm>
          </Cdtr>
          <CdtrAcct>
            <Id>
              <IBAN>DE22202002202222022000</IBAN>
            </Id>
          </CdtrAcct>
          <RmtInf>
            <Ustrd></Ustrd>
          </RmtInf>
        </CdtTrfTxInf>
      </PmtInf>
    </pain.001.001.02>
  </Document>
```