Concur Expense: Expense Types Import

Setup Guide for Standard Edition

Last Revised: April 20, 2024

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☐ Professional/Premium edition
  - ☒ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition

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Revision History

Date	Notes/Comments/Changes
April 20, 2024	Updated the note in *Section 1: Permissions*.
October 13, 2023	Updated *Section 1: Permissions* and *Section 3: Using the Expense Type Import Feature* to include notes about the new redesigned UI.
July 14, 2022	Removed references to Sage Accounting. The integration is now retired.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
December 10, 2021	Updated instructions for **Product Settings** page
May 26, 2021	Added information about enhancements that improve the expense type import process in *Section 3: Using the Expense Type Import Feature*. These enhancements include the ability to specify a date range for search import results and select specific expense types in the filtering process. In addition, depending on actions performed during the expense type import process, added information that details corresponding new messages that display to the admin. These messages include when an import is complete or successful, and when there are no imports for a selected date.
March 20, 2021	Initial publication.

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Expense Types Import

Section 1: Permissions

A company administrator might not have the correct permissions to use this feature. The administrator might have limited permissions, for example, they can use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur support.

NOTE: Currently, SAP Concur is redesigning the Concur Expense User Interface (UI) experience for Expense Types Administration screens to give product admins a new user experience while creating and managing expense types. As a result, you will see both the legacy and redesigned UI screens in the guide until all the changes are completed.

NOTE: The redesigned version of Expense Types is now the default version for all SAP Concur customers. Customers can continue to use the legacy version if they wish to do so until it is no longer available.

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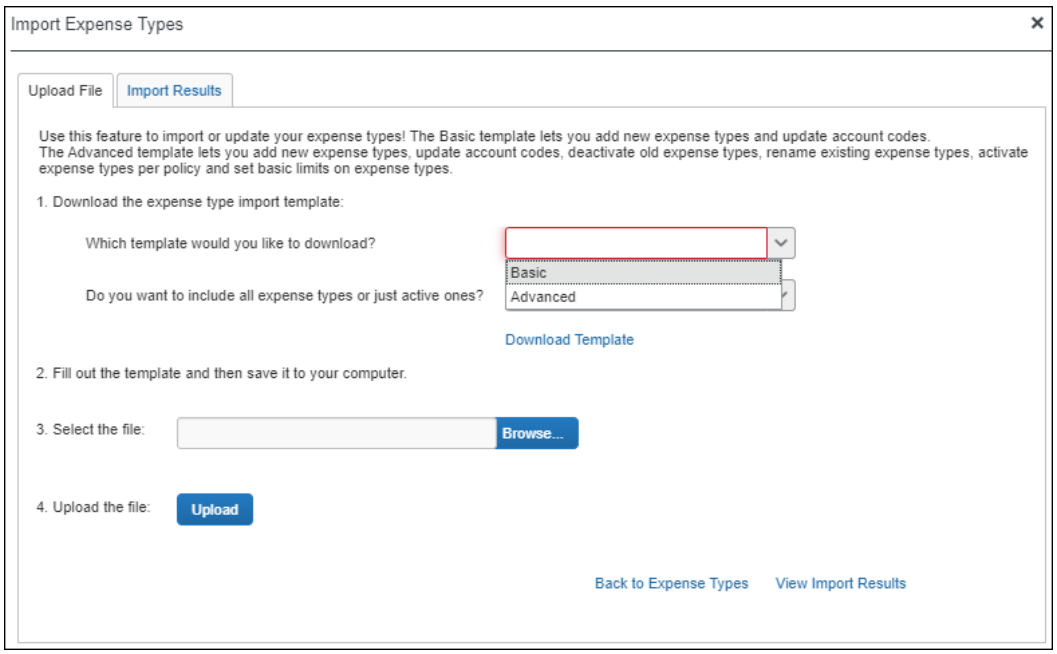
Section 2: Overview

The **Import Expense Types** page allows you to perform bulk updates when entering expense types and account codes. Previously, a client manually entered their organization's expense types and account codes. With bulk update, clients can download, fill out, and upload an Excel template that is used to automatically import their organization's expense types and account codes.

This feature is an update function only; the expense type import does not replace or delete any data.

NOTE: This feature is not available to clients using Financial Integrations, such as QuickBooks, Xero Accounting, and Sage Intacct because account code mapping is derived from the organization's connected Accounting Software



Section 3: Using the Expense Type Import Feature

Admins can access the **Import Expense Types** page by clicking the **Import** button on the **Expense Types for Expenses** page in **Product Settings.**

NOTE: Concur Expense uses two templates for expense type import, **Basic** and **Advanced**.

NOTE: If you have opted for the redesigned UI, navigate to **Manage Expense Types** (screen) **> Import Options**. You are asked to switch to legacy UI to access this feature.

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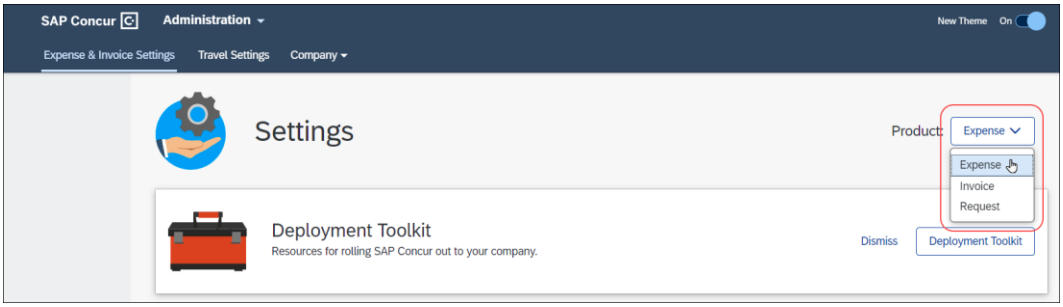
Importing Expense Types

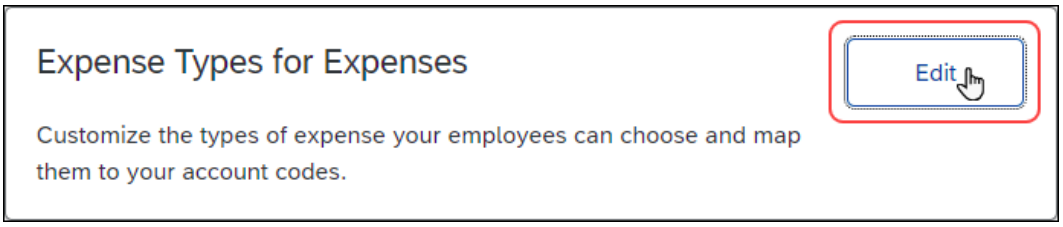
To import an Excel Expense Type template:

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.

2. In the **Product** list, click *Expense*.



3. In the **Capturing Spend** section, on the **Expense Types for Expenses** tab click **Edit**.



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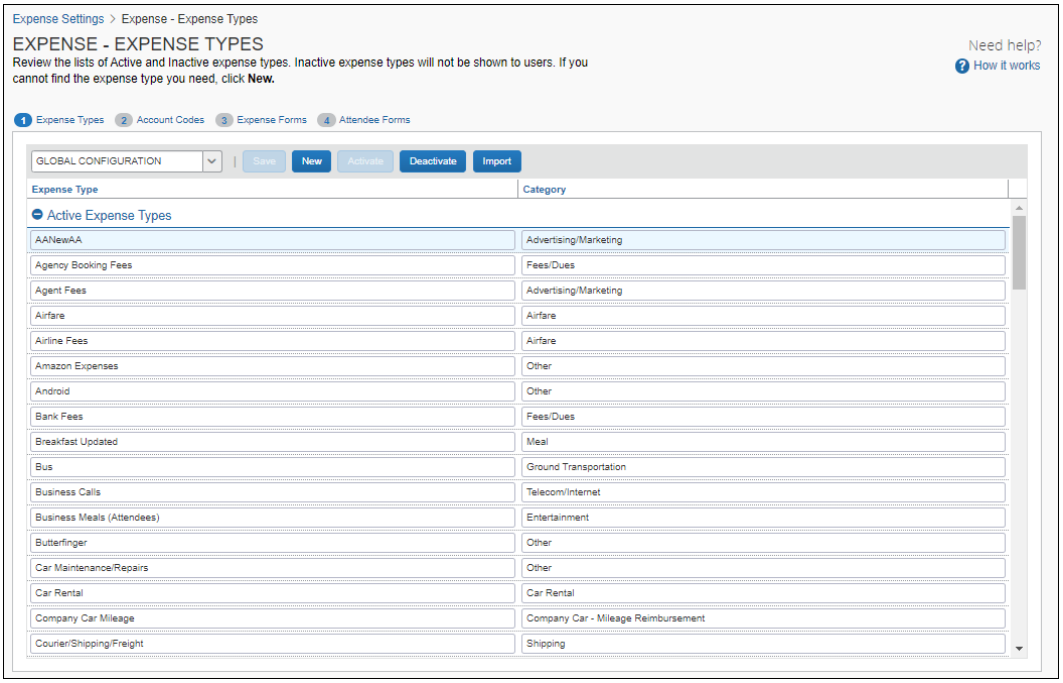
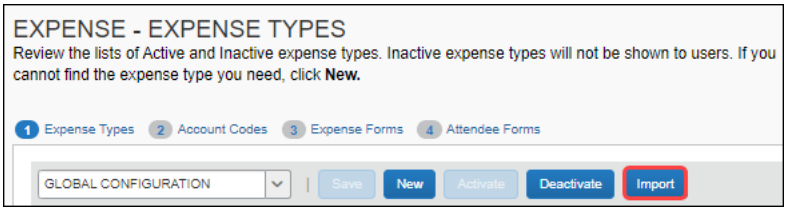
The **Expense – Expense Types** page displays.



4. Click **Import**.



NOTE: You can visit other functional areas of Concur Expense when the import process is in progress.

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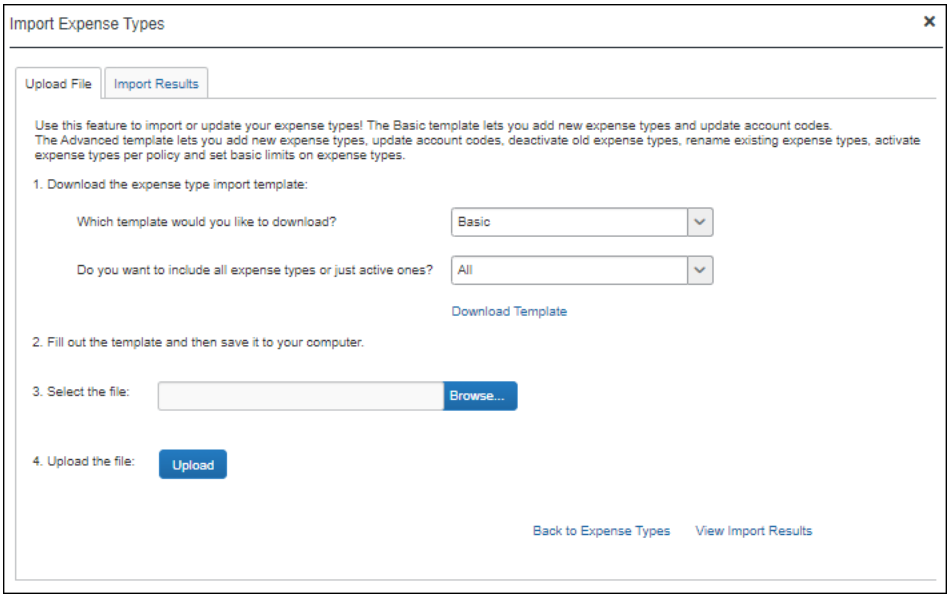
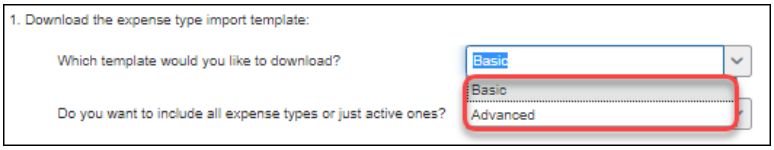
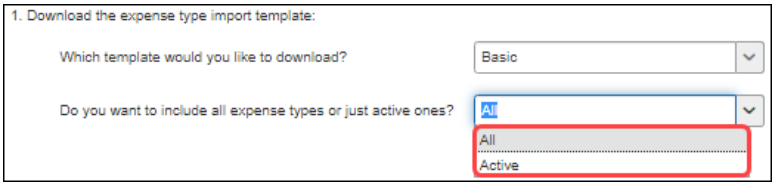
The **Import Expense Types** page displays.



5. On the default **Upload File** tab, in Step 1, select **Basic** or **Advanced**.

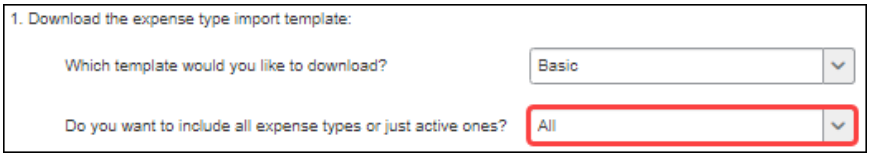


6. With the template selected, select **All** or **Active**.



When you download a template, it will export all the existing expense types as a starting point.

If you select **All**, the template will export all expense types to the downloaded template; this means the template contains both active *and* inactive expense types. If you select **Active**, the template will export only active expense types to the downloaded template.



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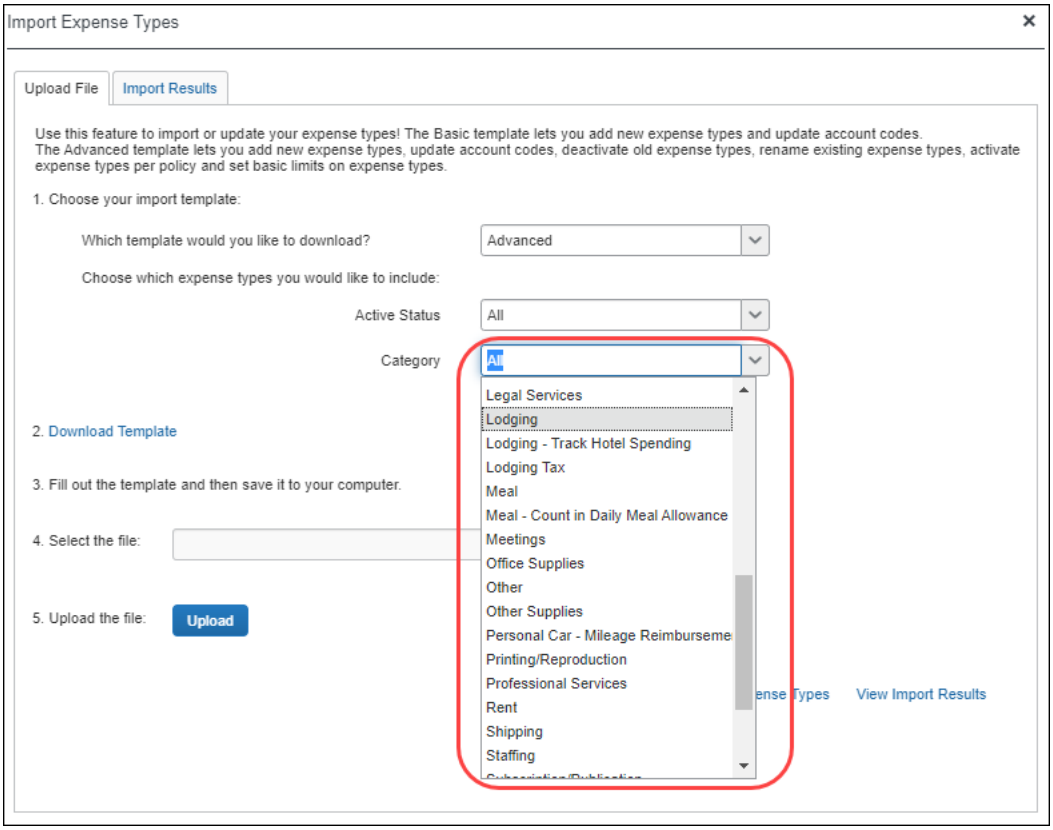
NOTE: **Basic** is the only available option in Simple Setup mode. Both **Basic** and **Advanced** will display when Simple Setup is turned off.

7. (Optional) If you selected **Advanced** in Step 5, you could select expense types from the **Category** list.



NOTE: If multiple country packs are enabled, a **Country** filter will display on this page. If a particular country has policy groups enabled, a **Policy Group** filter will also appear.

⚠ **IMPORTANT**: If an admin is using a **Basic** template, any active expense type will get activated across all countries and policy groups. In addition, any inactive expense types will get deactivated across all countries and policy groups.

As a result, Concur Expense will display a warning message when a site has multiple country packs enabled with the **Basic** template selected, and you have clicked **Download Template**.

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8. Click **Download Template** to download the corresponding ExpenseTypeImportTemplate.xlsx file.

NOTE: When you download the template for either the **Basic** or **Advanced** setup mode, the template will contain the organization's existing expense types and account codes.

NOTE: For the **Advanced** setup only, the template may contain additional columns that depend on what features are turned on in the entity. For a list of the additional columns, refer to the *Advanced Template – Additional Fields/Columns* section in this guide.

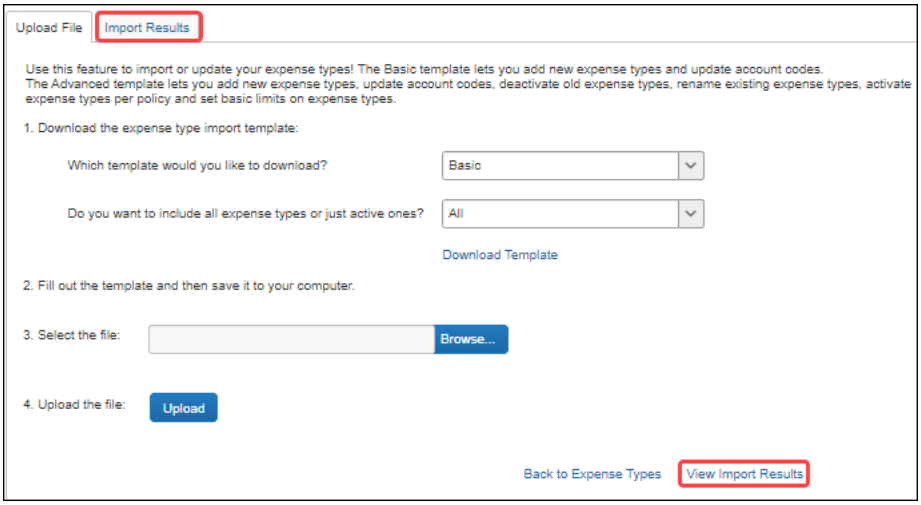
9. Keep the **Import Expense Types** page open.
10. Fill out the Excel template and save it to your computer.
11. In Step 3 on the **Import Expense Types** page, click **Browse** to search for and select the Excel template.
12. In Step 4 on the **Import Expense Types** page, click **Upload**. The **Expense Type Import Results** page opens.
13. Keep the **Import Expense Types** page open to view the imported results.

Viewing Import Results

Once the expense types are imported, you can view the import results on the **Import Results** tab.

To view imported expense types

1. On the **Import Expense Types** page, verify the import was successful by either **clicking View Import Results** (in the lower right) or clicking the **Import Results** (tab).



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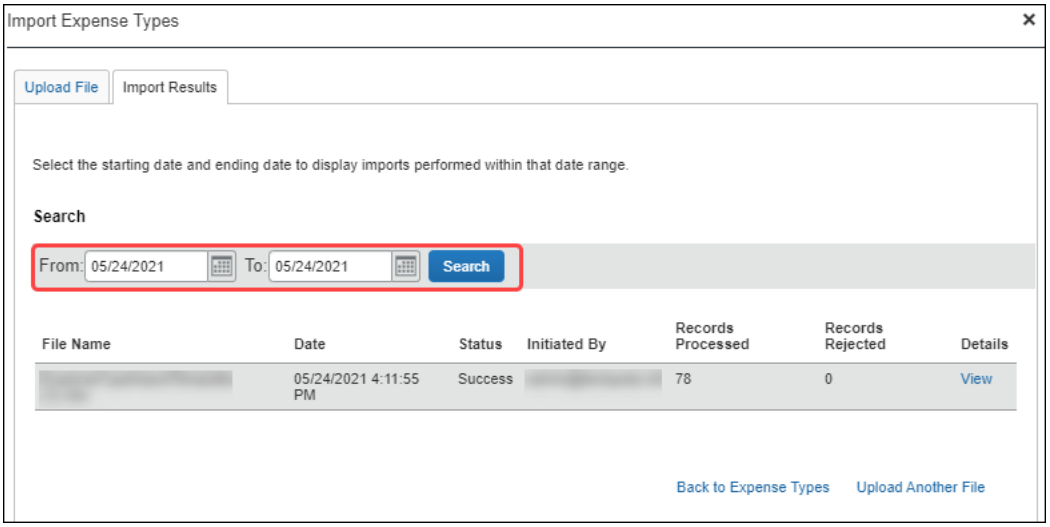
When you click the **Details** link to drill down into your import results, only import failures will display.

The **Import Results** tab displays.



2. Click the **Calendar** icon to select the **From** date and **To** date range and click **Search**. The page will only display all imports for the date range selected.

NOTE: You can specify a date range of up to six months only. For example, 11/5/2020 to 05/05/2021.

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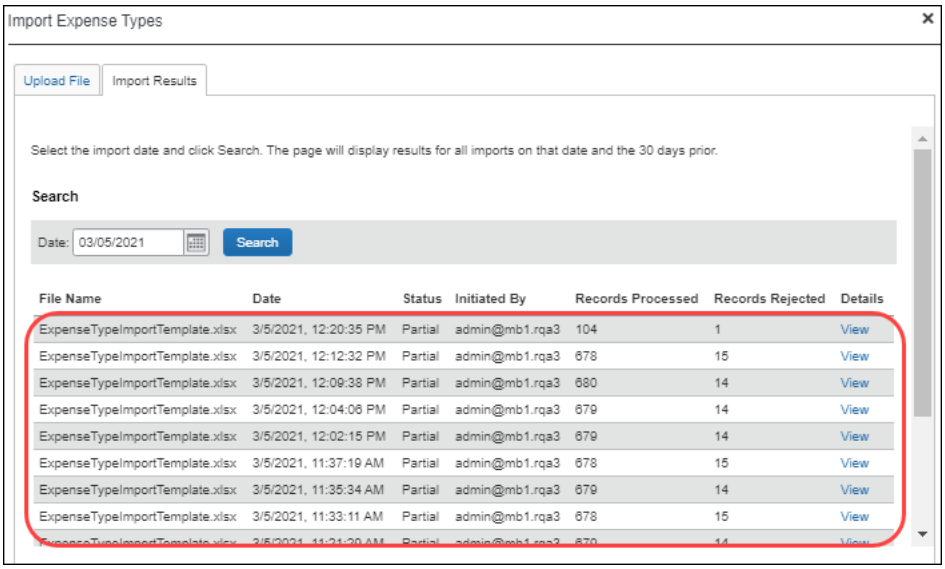
3. Confirm the import was successful by looking at the list of files on the **Import Results** tab.



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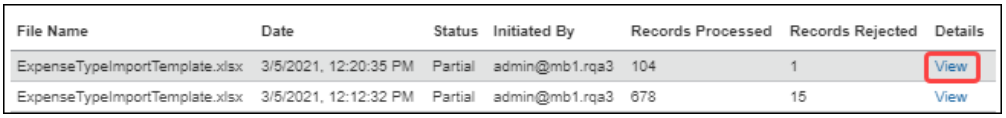
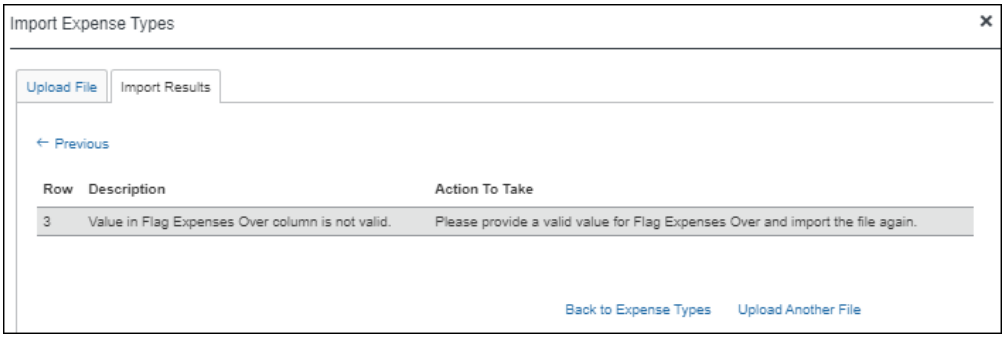
4. (Optional) Click **View** in the row that corresponds to the file you want to view.

NOTE: Although this process is optional, if any records were rejected, it is recommended you view the rejected records using the **View** link.



5. (Optional) View the description and action required.



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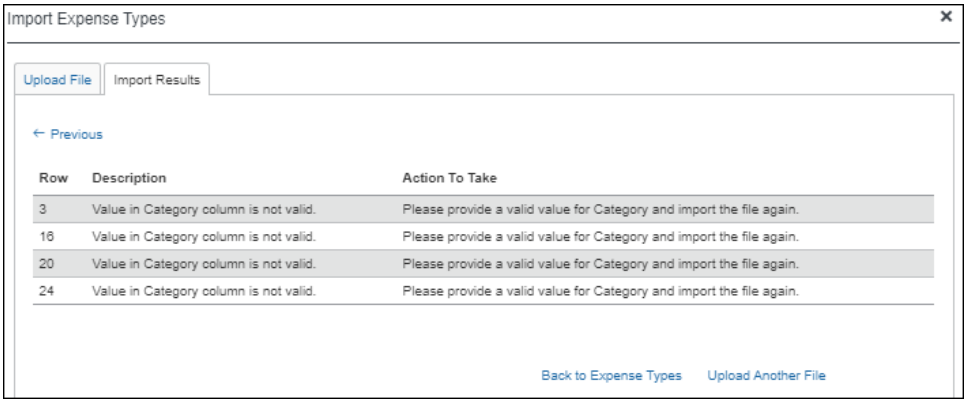
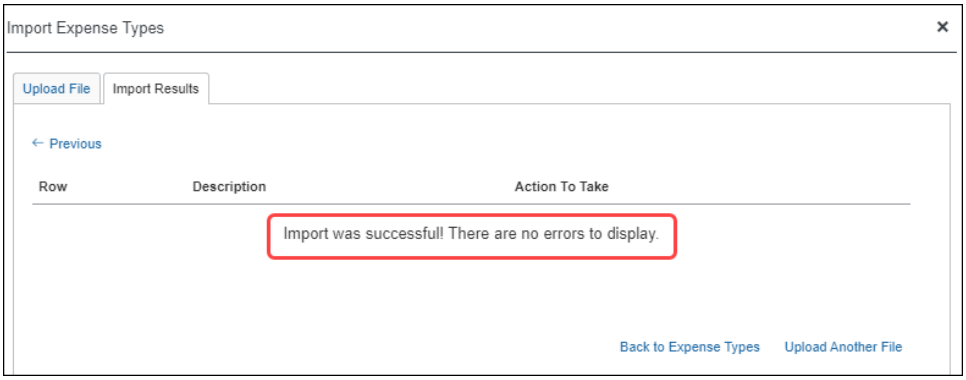
NOTE: If a file has more than one record rejected, Concur Expense will display the import results in ascending order as shown.



If a file was successfully imported, the **Import Results** tab displays a message that indicates the import was successful and that there are no errors to display.



6. (Optional): Click **Upload File** to return to the **Upload File** tab.
7. Click **X** to close the page and return to the **Expense – Expense Types** page.

For more information, refer to the *Concur Expense: Expense Types Setup Guide for Standard Edition*.

Section 4: Expense Type Import Best Practices

The following list details best practices and additional information for importing expense types into Concur Expense:

1. Best practice:
   - Always use the template downloaded from Concur Expense to perform an expense type import.

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- If the entity has multiple country packs and/or policy groups configured, it is recommended to use the Advanced template and not the Basic template. If the Basic template is used, it will not be country pack- and/or policy group-specific.

2. Locked for protection:
   - There are certain attributes locked within the templates to ensure they do not get edited. This is meant as a safeguard to ensure admins experience fewer validation errors and higher import success rates due to properly formatted templates.

3. Format:
   - Only XLS and XLSX file formats are supported.

4. Existing values get exported:
   - Existing expense type data will be exported to the template upon download. Admins get to choose which kind of template they want (Basic versus Advanced) and whether to include all expense types or just the active ones.
   - Cash Advance and Travel Allowance expense types will not be exported; you must manage these specific expense types through the UI.

5. Not supported if using a Financial Integration:
   - If an entity is using a financial integration (for example QuickBooks, Xero, or Sage Intacct), this feature will not be supported and the Import button will not display. This is because the master account data is coming directly from the ERP and must be mapped within the UI; there would be no way to validate it within an external spreadsheet.

6. Templates tied to Simple Setup mode:
   - If the entity is in Simple Setup mode, admins will only see and have access to the Basic template. If Simple Setup is disabled, admins will see and have access to both Basic and Advanced templates.

7. Clearing data:
   - The templates do not support the clearing of data, meaning, admins cannot null out values via import (account codes, limits, and so on).

8. Dynamic columns:
   - For the Advanced template, certain columns will only appear if the feature is enabled within the entity. For example: Account Code Hierarchy nodes, Country/Region, Policy Groups.

9. Import Logic:
   - Expense Types
     - If adding an expense type in the Basic Template, it will add and activate it for every country pack and every policy group.

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- The active column will display in the Basic Template but will be read-only for existing expense types. It will auto-set to Y (Yes) for any new expense types added.
- If renaming an expense type via the Advanced Template and the new expense type name is populated on one or more rows for that expense type, the expense type will get renamed, even if the rename label is not populated on all rows for that expense type. If the rename values do not match on the different rows of a given expense type, Concur Expense will use the last one populated.

♦ Spend Category

- If the expense type already exists in the entity and the spend category is left blank in the template, Concur Expense will not update the existing spend category value.
- If the expense type is new and the spend category is left blank in the template, Concur Expense will set the spend category to "other".

♦ Account Codes

- If the account code already exists for the expense type and the account code is left blank in the template, Concur Expense will not update the existing account code value.
- If the account does not already exist for the expense type and the account code is left blank in template, Concur Expense will leave the account code as "null".
- If a hierarchy feature exists but you are using the Basic template, then only the default/global level of the hierarchy will be updated.

♦ Policy Group

- If Policy Groups are activated for a given country and the Policy Group is left blank in the template for that country, the expense type will be activated at the Global level and Country level for the specified country, but not for the Policy Groups themselves.
- If Policy Group is populated, the expense type will be activated at the Policy Group level for the specified country and at the global level

10. Multiple rows:

♦ If an expense type is listed more than once in the template (for example, Country/Regions or Policy Groups), the last row will overwrite previous rows in terms of Account Codes and Spend Categories.

11. Adding expense types in Basic Template:

♦ If adding an expense type, Concur Expense will add and activate it for every country pack and every policy group.

12. Only one import at a time:

♦ While the file is processing, the Upload button becomes disabled, ensuring only one file can be imported at a time.

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13. Concur Expense will only show errors on import results.
    - Details will only contain errors.
    - Summary will show a record of how many succeeded and how many failed.
14. Limits:
    - The maximum file size limit that is accepted for an expense type import is 30 mb.
    - Certain columns will have enforced character limits to ensure the values do not exceed our database fields.

Section 5: Available Fields/Columns in the Import Templates

This section describes the default fields/columns available in the **Basic** and **Advanced** templates for expense type import.

NOTE: For both the **Basic** and **Advanced** templates, only the columns with the red headers and asterisks require data. The following is an **Advanced** template example.

Activate?*	Expense Type Name (do not edit existing names)*	Rename Expense Type To	Country/Region*	Policy Group
Y	[redacted]		FRANCE	
Y	[redacted]		GERMANY	
N	[redacted]		JAPAN	
N	[redacted]		MEXICO	
N	[redacted]		UNITED KINGDOM	

Basic Template – Default Fields/Columns

This table lists the default fields/columns in the **Basic** template. Asterisks indicate required fields.

Column	Description
Active*	Indicates whether the expense type is active (Y = Yes) or not (N = No). **NOTE**: Concur Expense will add and activate the expense type for every country pack and every policy group. The active column will display but will be read-only for existing expense types. It will default to Y (Yes) for any new expense types added.

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Column	Description
Expense Type Name*	Displays the expense type's name. For example, Air Fare, Car Rental, Hotel, and so on. **IMPORTANT**: Editing existing names is not permitted.
Account Code	Displays the account code for the expense type.
Category	Displays the name of the category that is associated with the expense. For example, Lodging, Meal, Ground Transportation, and so on.

Advanced Template – Default Fields/Columns

This table lists the default fields/columns in the **Basic** template. Asterisks indicate required fields.

Column	Description
Activate*	Indicates whether the expense type to activate the expense type (Y = Yes) or not (N = No).
Expense Type Name*	Displays the expense type's name. For example, Air Fare, Car Rental, Hotel, and so on. **IMPORTANT**: Editing existing names is not permitted.
Rename Expense Type To	Displays the alternate name for the Expense Type Name.
Category	Displays the name of the category that is associated with the expense. For example, Lodging, Meal, Ground Transportation, and so on.
Account Code	Displays the account code for the expense type.
Flag Expenses Over	Displays the amount for the expense type that generates an exception ("flag") on the report when the expense exceeds the amount specified.
Don't Allow Expenses Over	Displays the maximum amount allowed for the expense type. Any expense over this amount cannot be submitted.

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Advanced Template – Additional Fields/Columns

This table lists the optional fields/columns in the **Advance** template that may display, if configured. Asterisks indicate required fields.

Column	Description
Country/Region*	Displays the country/region where the expense was incurred. **IMPORTANT**: Editing is not permitted for any exported/existing expense type.
Policy Group	Displays the policy group number associated with the expense. **IMPORTANT**: Editing is not permitted for any exported/existing expense type.
Account Code: <Name>	Displays additional account codes that were configured and are specific to the organization. For example, Account Code: Department – Human Resources.

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