Concur Expense: Forms and Fields

Setup Guide

Last Revised: November 16, 2023

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
November 16, 2023	In the *Fields – Overview > Data Types and Control Types* section, moved the following information from the List row to the Text row: Launch URL (Single-line), Launch URL (Multi-line) **NOTE:** The Launch URL control type is only used with the Launch External URL callout from Concur Connect. 📖 Refer to **http://developer.concur.com** for more information. This information applies to the Text data type, not the List data type.
June 9, 2023	Added a note to *Section 4: Configurations: Accessing the Forms and Fields Page*
April 12, 2023	Added note to *Expense Entry Forms* topic on Lodging expense type
August 31, 2022	Removed information about existing UI
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
September 18, 2021	Added a new section, *Working with Custom Fields for Credit Card VAT data*.
April 17, 2021	Updated the NextGen UI screenshot in the *Terminology* section of *Section 3: Overview* to display the *Report Number* field. Updated the *Expense Report Header Forms* section to include a Report Header from NextGen UI example that displays the *Report Number* field. Updated the NextGen UI screenshot in the *What User Sees* section of the *Conditional Fields Overview* section to display the *Report Number* field. Added a *Report Number* section to the *Fields: Special Conditions for Selected Fields* section.
March 20, 2021	Added *Working with Custom Fields for Air Comparison Fare* section to *Section 6: Configuration – Forms and Fields*. Added the *Airfare Comparison Amount* and *Travel Reservation Reason Code* sections to *Section 9: Appendix – Special Situations/Forms/Fields*.
February 22, 2021	Added a new section, *Attendee Detail View Configuration Restrictions*, in the *Modifying Fields* section.
January 29, 2021	Updated the *List Fields* section with information about the maximum size for a simple list with dropdown in the existing UI and the NextGen UI.
January 7, 2021	Updated the copyright; no other changes; cover date not updated
December 5, 2020	In the Accessing the Connected Lists Tab section, added Expense Attendee form types to the note.
July 1, 2020	Updated information about the existing UI and NextGen UI; made modifications throughout; cover revision date updated
June 8, 2020	Changed "Authorization Request" to "Concur Request" in Request guide references to align with Concur Request product branding.

Date	Notes / Comments / Changes
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 2, 2020	Updated the copyright; no other changes; cover date not updated
December 13, 2019	Added a note that field validations are not supported for the Expense Amount field.
November 8, 2019	Added a note about the Report Key field
January 4, 2019	Updated the copyright; no other changes; cover date not updated
December 6, 2018	Added information about the existing UI and NextGen UI; cover revision date updated
October 12, 2018	Added an "IMPORTANT" note to the Definition column of the Field Default Value term in the *Terminology* section.
September 26, 2018	Made the following updates to the Default Value Type section: • Updated the copy down information • Updated the caution note about copying down values in connected lists
August 9, 2018	Added a note regarding fields stating that "Fields that collect point-in-time data such as the Comments field will fulfill required field configuration when any comment has been entered by any person in the workflow. It is not possible to evaluate for individual steps."
June 20, 2018	Added information about the **Max Length (chars)** and **Default Max Length** fields to the *Configuration – Forms and Fields > Working with Fields > Modifying Fields* section.
June 13, 2018	Changed copy-down to copydown; no other changes; cover date not updated
May 7, 2018	Add a caution note about copying down values in connected lists to the Default Value Type section.
April 4, 2018	Made the following updates: • Changed the check boxes on the front cover • Added a note to the *Configuration – Forms and Fields > Working with Form Fields > Removing Form Fields* section
February 27, 2018	Added the following note: Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.
January 5, 2018	Updated the copyright; no other changes; cover date not updated
August 31 2017	Added a note to the description of the Field Name about not using HTML.
April 12 2017	Added a note to the Appendix about not adding the Amount Due Employee field to the Report Header form.
March 18 2017	Added the *Request Header Form > Fields: Request Key, Approval Status* section.
December 14 2016	Changed copyright and cover; no other content changes.
November 28 2016	Added notes about data types: date, edit, multi-line edit, and drop-down

Date	Notes / Comments / Changes
May 13 2016	Updated instances of he/she to they.
June 12 2015	Updated the screen shots to the enhanced UI; updated the Conditional Fields information.
November 10 2014	Added a note in the appendix about the Travel Diary Clarified that only custom fields can be used for conditional fields Added a note about Boolean and conditional fields
September 24 2014	Added information about two user interfaces; no other content changes.
August 22 2014	Added information about conditional fields
March 12 2014	Adding a note about the maximum number of characters for tool tips is 256
February 7 2014	Added information about the previewing a form
January 17 2014	Added: • Cash Advance form type • Add fields from the **Form Fields** tab • Filter Expense Entry forms by policy
December 13 2013	The *Central Reconciliation Processor* role is added as a role under Access Rights, available when configuring a field-level permission for roles
April 3 3012	Removed all references to the *legacy* Authorization Request feature in Concur Expense Changed any references to Concur's Travel Request service to Request, Concur Request, or Authorization Request, depending on the situation No other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
Older revision history has been removed.	

Forms and Fields

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

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

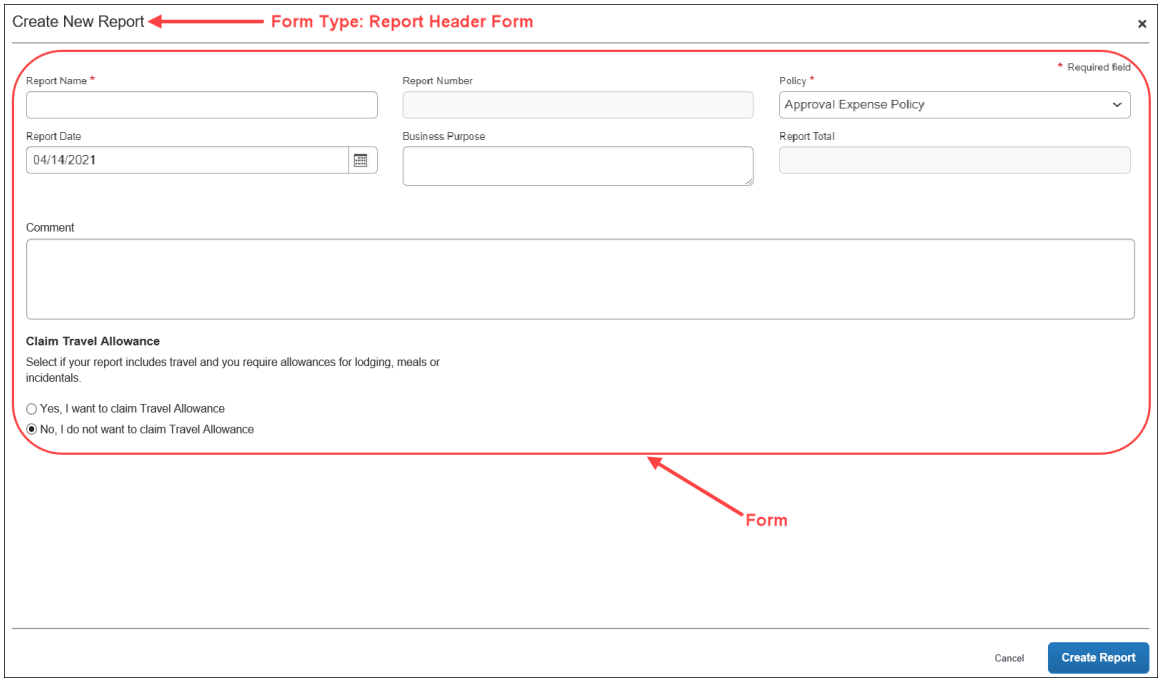
If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

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

Section 2: Overview

Terminology – Data Types and Control Types

The example below represents how the expense forms are displayed within Concur Expense.



The following terms are used within this feature.

Term	Definition
Form	A form is a configurable page that appears to users for data entry. A form contains a set of fields, each used to display or enter one data item. The administrator can add, remove, or re-sequence fields to make a custom form.
Form Type	A form type is a specific type of form, such as report, employee, expense entry, allocation, or attendee that serves a specific function in the application. For example, the report form type is the basic report form design or template, which may include the report name and any fields that hold report form data. There are multiple forms associated with most form types. For example, the expense entry form type may include individual forms for airfare, business meals, and car rentals.
Field	A field is used to display or enter a single data item in a form. Each field has properties such as control type, width, maximum characters, and so on. There are three types of fields that can be used in any given form, including: • **System Required:** These fields must appear on every form because they are required by Concur Expense. • **Concur Defined:** These fields are created by SAP, based on common client usage; you can include them on a form, if you so choose. • **Custom:** These fields are uniquely created by the administrator for use on any form as required, optional, or hidden. **NOTE:** Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields. **NOTE:** Fields that collect point-in-time data such as the Comments field will fulfill required field configuration when any comment has been entered by any person in the workflow. It is not possible to evaluate for individual steps.
Form Field	Once you have placed a field on a specific form, it becomes a form field. Each form field can have distinct properties that apply to the field only in that specific form, even if it is included on other forms. Edits to the field properties apply only to the specific form. For example, if the form field width is changed, it is changed only for that form, not for any other form where that field occurs.
Data Type	A field can be any one of the data types listed in the following table. These data types are related to the database column that holds the field value; therefore, only custom fields can have configurable data types. Once you have established a data type for a field, the same data type is set for every form in which you have used the field.

Term	Definition
Field Default Value	Options for the information that should automatically appear within a specified field for an employee. • **Copy Down:** Copydown allows the information entered into a field by an employee to be automatically entered into duplicate fields on other pages. This option takes precedence over other methods of pre-populating fields such as the Exchange Rates feature. If you select this option, you must also select the copydown source. This tells Concur Expense which form type to use for the duplicate field. For example, if you want to copy down the Country Code, the copydown source will be Employee. Therefore, Concur Expense will look to the **Country Code** field on the employee form type and duplicate the entered information automatically. 📖 Concur Expense can be configured to copy down allocation information from Concur Request. For more information, refer to *Concur Request: Allocations Setup Guide*. **IMPORTANT:** By design, conditional field settings may override the copy down and required nature of field settings. Since conditional fields either show or hide values based on the conditions set, the user may not be unable to input a value for conditional fields in the user interface. Concur Expense has no way of assuming the value remains copied down and does not assign a value to the field upon saving their report details. Therefore, there is a possibility that client extracts could still have a null or empty value for a field that has been configured to copy down and is required. From a configuration perspective, the client must make a choice whether they want to always capture the value for this field, which means it should not be a conditional field. Alternatively, if the client has copy down values configured for fields also set as conditional fields, they also have the option to modify their financial extracts to only consider the field values from the original source. For example, a client has required fields A and B listed in their employee form. The values populating in fields A and B will then be copying down onto the Report Header and Entry forms. At the Report Entry level, the client also has conditional fields setup for the same fields A and B where if field A shows a particular value, then field B will be hidden. This in turn on the client's extract is showing a null value for field B in the Report Entry details. In this case, clients can then configure their internal system to only calculate field B values from either the Employee or the Report Header level where no conditional fields have been configured. **Constant:** Allows you to enter a default value that will always be entered for the employee when that selected field appears.
Connected List	Multiple-level lists contain a hierarchical collection of items. The data in the list generally populates two or more associated fields. Both the data and the associated fields are defined in terms of levels with parent/child relationships (much like an organizational chart). The purpose is that the choice a user makes in one field limits the choices the user can make in the other associated fields. For example, assume the company has a connected list that populates three fields: Region, Division, and Department. When a user selects a region (level 1), then the user can select a division (level 2), but the user's choices are limited to the divisions associated with that region. Then, the user can select a department (level 3) – again the user's choices are limited to the departments associated with that division

Term	Definition
Conditional Fields	With conditional fields, like connected lists, the first field drives the second field, etc. Unlike connected lists, with conditional fields, the second and subsequent field ***appears*** based on the user's choice in the first field. Example of conditional fields: Assume that a check box (custom field with the label of **Are these expenses client related?**) appears on the expense report header. If the user checks the box (indicating "Yes"), then a second field – a list – appears. The user selects the appropriate client's name from the list. If the user does not select the **Are these expenses client related?** check box, the second field does not appear. **NOTE:** Only custom fields can be used for conditional fields. **NOTE:** Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.

Each data type has a list of allowable control types that you can use to configure the fields, as displayed in the table below. The field data type determines the list of control types that appear for selection.

Field Data Type	Allowable Control Types
Any (Custom)	Edit, Multi-line Edit, Integer, Amount, Check Box, Edit (w/ Date Helper), Edit (w/ List Helper), and Drop-down List
Key	Neither visible nor selectable by the administrator; these are used by the system for foreign key columns
Text	Edit and Multi-line Edit
Integer	Edit
Amount	Edit
Boolean	Check Box and Boolean Drop-down List
Date	Edit (w/ Date Helper)
List	Edit (w/ List Helper) and Drop-down List
Connected List	Edit (w/ Connected List Helper)
Numeric	Edit

Fields Overview

These are the field types used to create expense reports:

- **Expense Allocation Fields:** Used on the expense allocation forms. These fields are presented to the employee when adding or editing expenses, when allocations are allowed or required.

  20 Custom fields are available as Allocation fields.
- **Expense Attendee Fields:** Use on the attendee forms. These fields are presented to the employee when adding or editing attendees, when attendees are allowed or required.

- **Expense Entry Fields:** Used by the expense entry forms. Each expense entry, or expense type, may contain fields that the employee must complete.

  40 Custom and 6 Org Unit fields are available as Entry fields.
- **Expense Report Header Fields:** Used by the expense report header form. These fields are displayed to the employee as the first step toward creating an expense report (such as Project Code, Report Name, or Purpose).

  20 Custom and 6 Org Unit fields are available as Report Header fields.

These fields are used outside the expense report to gather additional data on expenses:

- **Expense Car Fields:** Used by the car registration forms presented in Profile and to the user administrator in User Administration. These fields are used to gather additional data about company or personal cars that will be used in mileage entries.

These fields are used in User Administration to gather employee data:

- **Employee Fields**: Used by the **Expense and Invoice Settings** section of the **User Details** page. These fields are displayed to the administrator as part of the user creation process.

  20 Custom and 6 Org Unit fields are available as Employee fields.

Field Configuration Information

Since the system uses the fields in forms, you must complete the configuration options for fields before you configure the forms. Below are some considerations that you should consider as you decide on fields:

- While the data type is configurable for custom fields, you cannot change the configuration option once you have used the field on a form.
- Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.
- You can use a field on multiple forms. If a field is be used on multiple forms, the purpose of the field should be consistent across all forms that utilize the field.
  - There is no system control to enforce this implementation recommendation.
  - If a field serves multiple purposes, extracting data for business intelligence or integration would get cumbersome and complicated.
- A field that serves the same purpose on two forms could be assigned a different label in each form, for example:

  A multinational company has a common General Ledger (GL); however, the US employees refer to an 8-digit section of the GL as the Org Unit, while the UK employees refer to the same section of the GL as the Cost Centre.

  - Form A – Custom 1 = Organizational Unit

- Form B – Custom 1 = Cost Centre

You configure this label change when you add the field to the form.

- When you use a field on more than one form, it can have different Field Access properties on each form.

  If a particular field should be read-only on one form but modifiable in other cases, this is possible. This is a possible scenario when groups in an implementation have slightly different requirements. For example, perhaps one group needs to cross charge expenses and another group does not. On one form, the applicable fields for cross charging could be modifiable and on the other, they could be read-only.

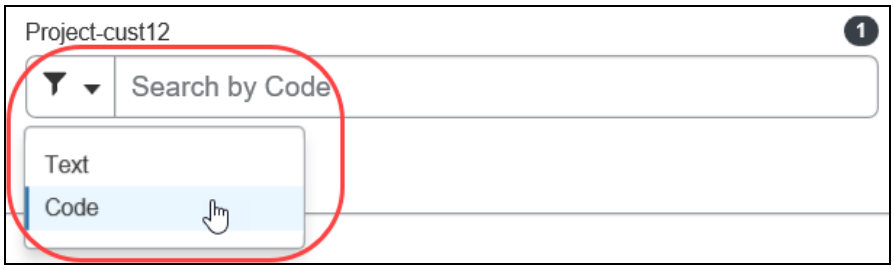
- When a field is added to a form, it has the default attributes. If the administrator changes the default attributes on the **Fields** tab after a field has been added to a form, the form field *may or may not* be updated (refer to *Form Fields Overview* for details). For this reason, field configuration should be completed before fields are added to forms. Any changes to fields that are already assigned to forms can be performed on the **Form Fields** tab. Forms and fields can be modified individually or in groups.
- When considering "edit" vs "multi-line edit" – be aware that:
  - For multi-line edit, users can type more than the maximum amount of characters in the field. Once they click outside the field, a red message appears, telling them they have exceeded the maximum.
  - For edit, users are stopped in the field when they reach the maximum number of characters.
- The Date data type cannot be used with a "constant" value.

LIST FIELDS

All list fields with the search helper support wildcard (*) searches.

List fields will display as follows:

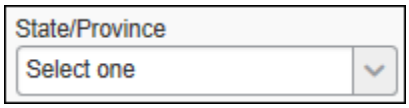
- If a field is configured as a *simple list with helper*, the field displays with a helper that allows the user to search either by the list item text or code:



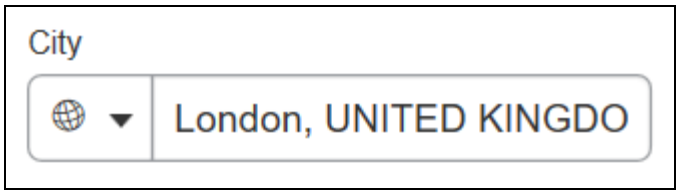
NOTE: Be aware that with *simple list with helper*, the user can choose to search by text, code, or both. With the *simple list with dropdown*, the user cannot choose; the search is by text only.

- If a field is configured as a *simple list with dropdown*, the field displays a maximum number of items in the dropdown. If the size is greater than the maximum number, the field displays as a text field with a search helper. The maximum number is 99.

  This sample shows the UI when the size is less than the maximum number:

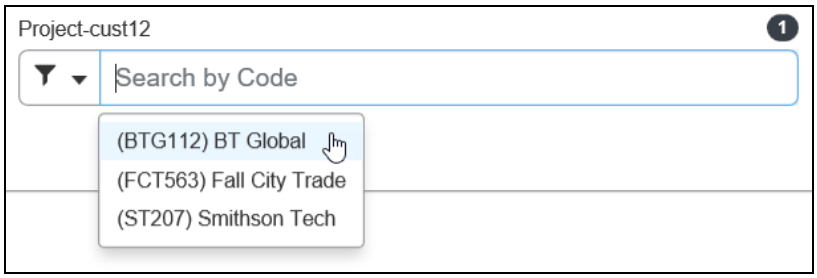
  

  This sample shows the UI when the size is greater than the maximum number:

  NOTE: Be aware that with *simple list with helper*, the user can choose to search by text, code, or both. With the *simple list with dropdown*, the user cannot choose; the search is by text only.

- If a field is defined as a *connected list*, it will display a maximum of 500 items in the connected list dropdown, and it will allow the user to search either by the list item text or code:

  When the search results contain less than 500 items, any search refinement will be done within the browser, preventing any database access delay.

  Example: Assume that the user is searching for Seattle. The user types in SE and the result set returned by the system is less than 500. The user adds A to search for SEA, and the previous result set is further refined, instead of contacting the system for a new result set.

- The Most Recently Used list functionality can be enabled or disabled using a site setting. The site setting is called TOP_VALUE_ON_MRU. Setting this value to 0 disables the Most Recently Used functionality.
- If you are creating a field with a Data Type of Connected List, then you must take the following cautions:

- Connected lists - by definition - represent the association between two or more fields, so you must configure at least two fields to be associated connected list fields. Otherwise, the employee will receive errors when trying to use that field.
- If a connected list field is on a form, then at least one other associated connected list field must also be on that same form or a related form for copydown.
- If you define a field as a connected list field, you cannot mark any connected list fields below it as read-only.

For detailed information about configuring connected lists, refer to the *Shared: List Management Setup Guide*.

Form Fields Overview

The **Form Fields** tab is used to configure fields after they have been assigned to forms. Note the following about form fields:

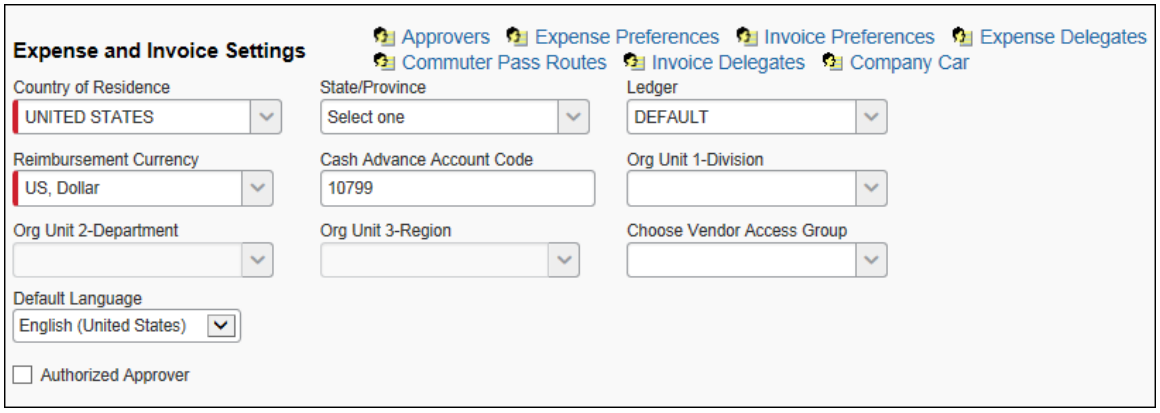
- A change made on the **Form Fields** tab affects only the selected field (or fields) on that form. The change does not affect the default field nor any field on another form.
- A change made on the **Fields** tab after a field has been added to a form may or not affect the form field.
  - If the administrator has edited the form field, a change made to the default field (on the **Fields** tab) does ***not*** affect the form field.
  - If the administrator has ***not*** edited the form field – is it still the same as the default field (on the **Fields** tab) – then a change made on the **Fields** tab will affect the form field.
- In order to reapply the default field settings, the administrator can remove the field from the form (using the **Forms** tab) and then re-add it.

Forms Overview

Concur Expense provides several default forms for use by Concur Expense. They are:

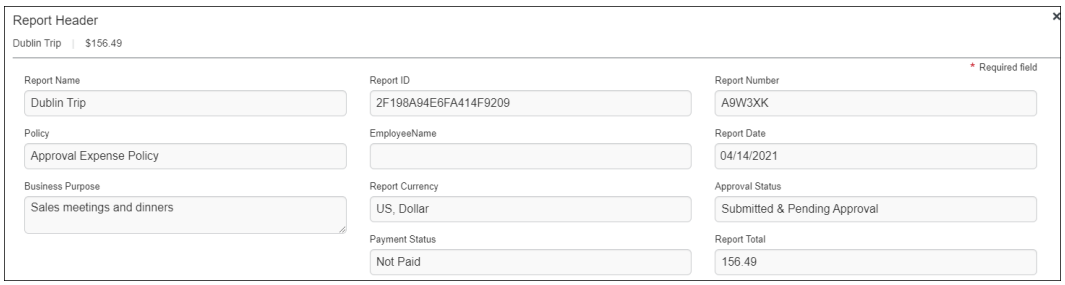
Employee Form

This form is used in User Administration to enter user details.



Expense Report Header Forms

This form is used to enter information about the expense report and may include the report name and date fields.

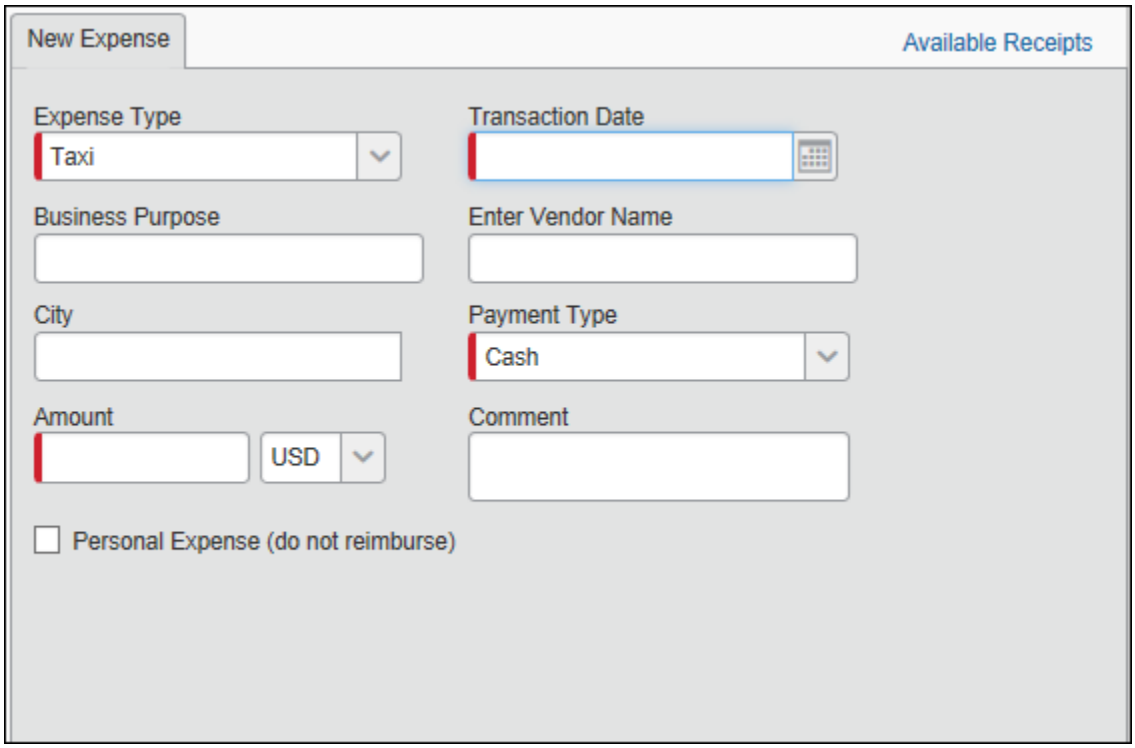


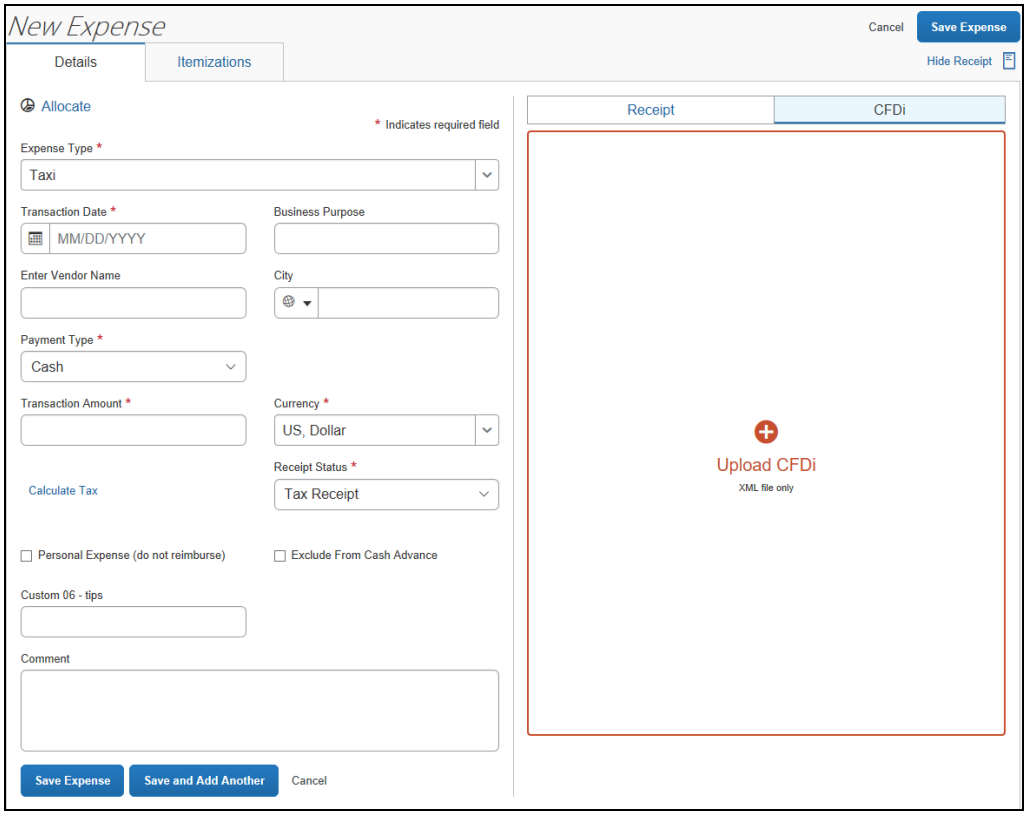
Note the following about this form type – Each policy can have a version of a report form or can share a common form.

Expense Entry Forms

This form is used to enter a single expense entry into an expense report.

This sample shows the existing UI:





NOTE: Every policy contains specified expense entries, and each expense entry uses an individual entry form with fields that are specific to that expense type. For example, the Airfare expense type would include the Ticket number, while the Breakfast expense type would not.

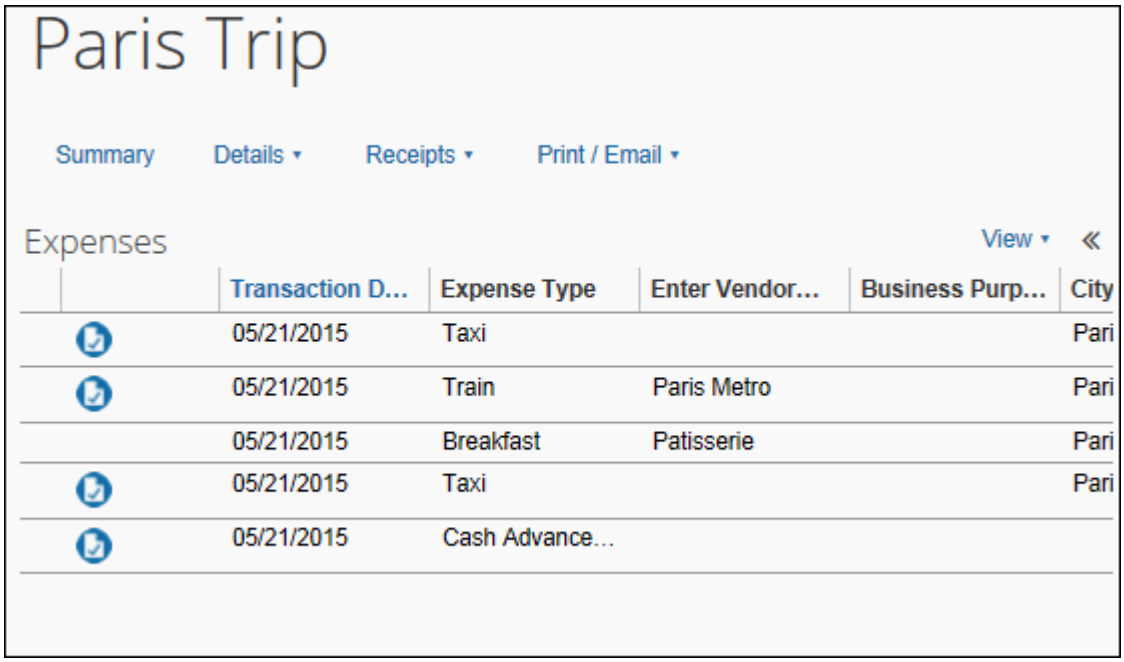
NOTE: Hotel Check In and Check Out Date fields are supported only for the Lodging expense type.

This form type can also display connected lists whose first field is an *expense type*. By doing this, the expense type selection drives the connected list that displays, and the connected list in turn drives what selections can be made.

Refer to the *Shared: List Management Setup Guide* and Step 2 of *Adding a New Connected List Definition* in this document for more information

Expense Detail View

This form is used to set the columns displayed in the **Expenses** section when the user selects **View > Detail** on the **Expense Report** page.



Note the following about this form type:

- The **Detail** menu link will appear only if the form has been configured.
- Concur Expense users will see the List view by default.
- Concur Expense approvers will see the **Detail** view by default, if it is available.
- The Detail View columns will occupy a maximum of 75% of the screen when selected. If the **Available Expenses** pane is open, the Detail View will occupy a maximum of 50% of the screen. If the configured columns cannot fit

in the space, a scrollbar will appear at the bottom of the **Detail** section to provide access to the rest of the columns.

- When the Detail View is selected, the View Receipts in Current Window functionality is not available.
- If the **Vendor Description** field is added to the view, the system will look for values there first, and if it does not find a value, it will check the **Vendor List** field and display any value found there. Alternately, if the **Vendor List** field is added to the view, the system will look for values there first, and if it does not find a value, it will check the **Vendor Description** field and display any value found there.

Expense Attendee Forms

Attendees forms are used for several tasks, including creating new attendees and searching for existing attendees.

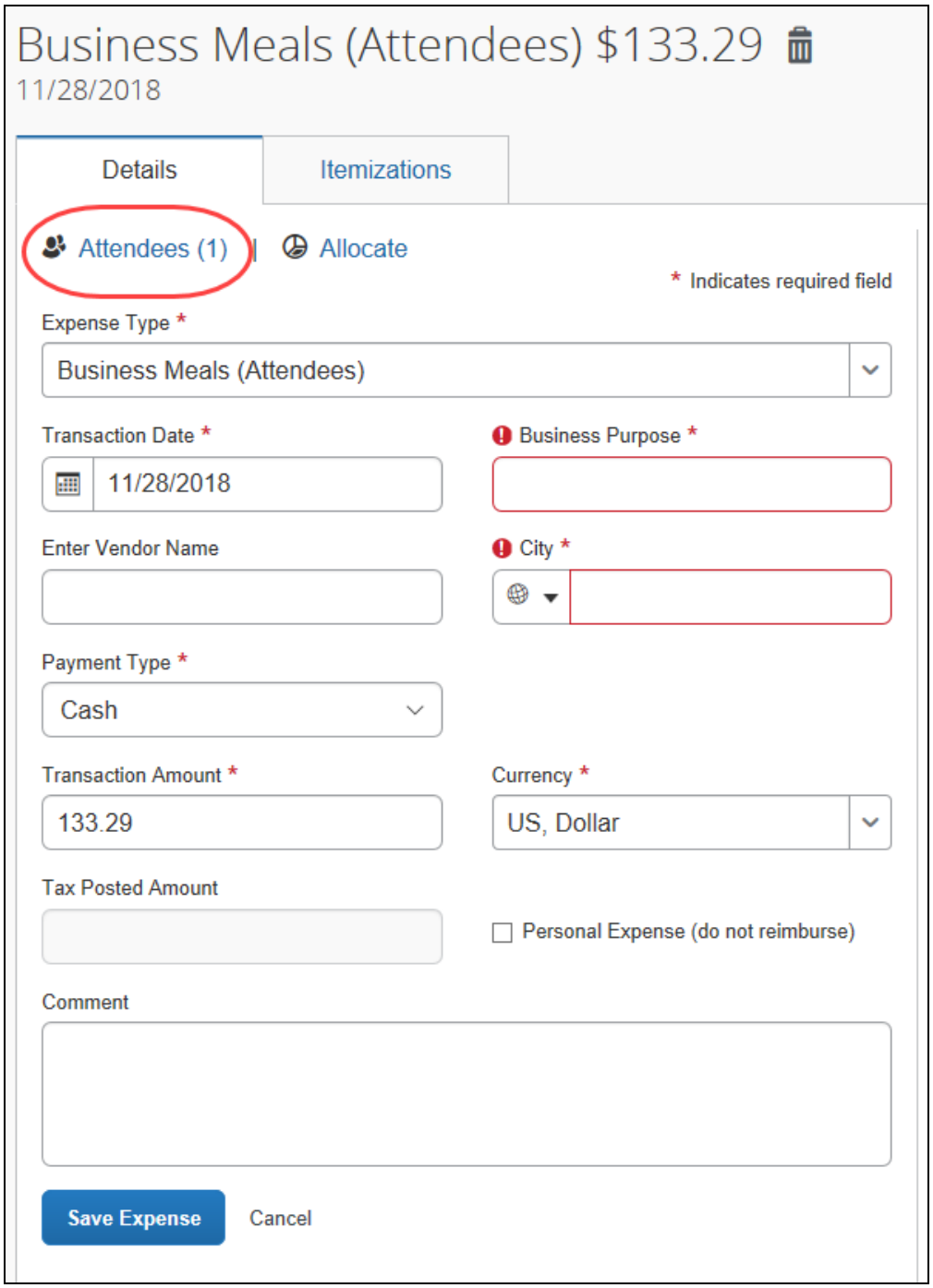
NOTE: There may be a pre-configured default form for an industry type, such as using the Health Care Professional (HCP) form for pharmaceutical companies.

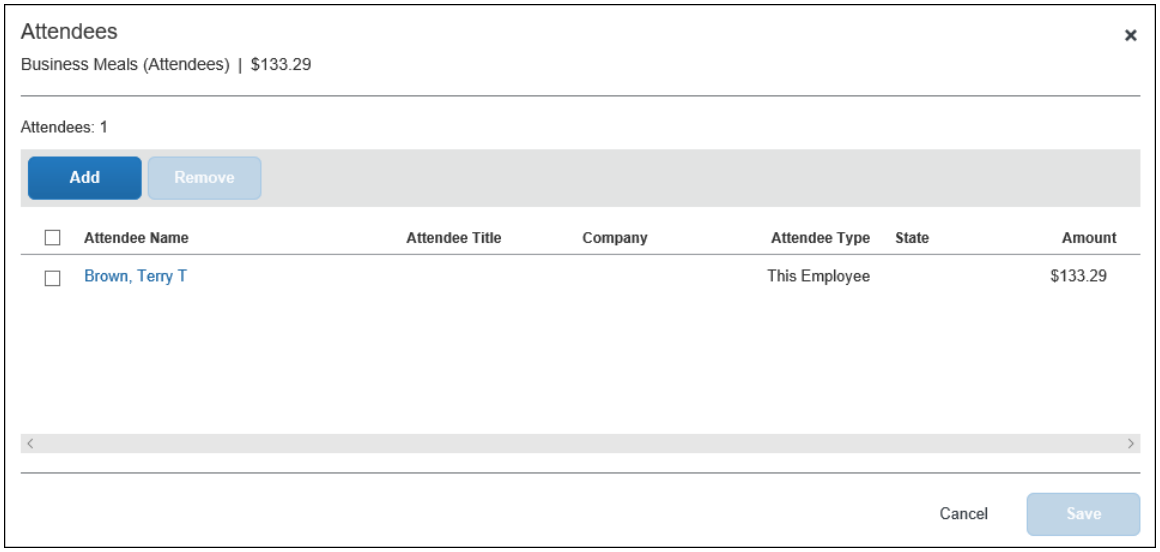
The **New Expense** tab with attendee form, in the figure below, including the *Business Meals* expense type requiring that attendees be filled out:

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

Attendee Detail View

There are several places in Concur Expense where attendee information is presented in tables.





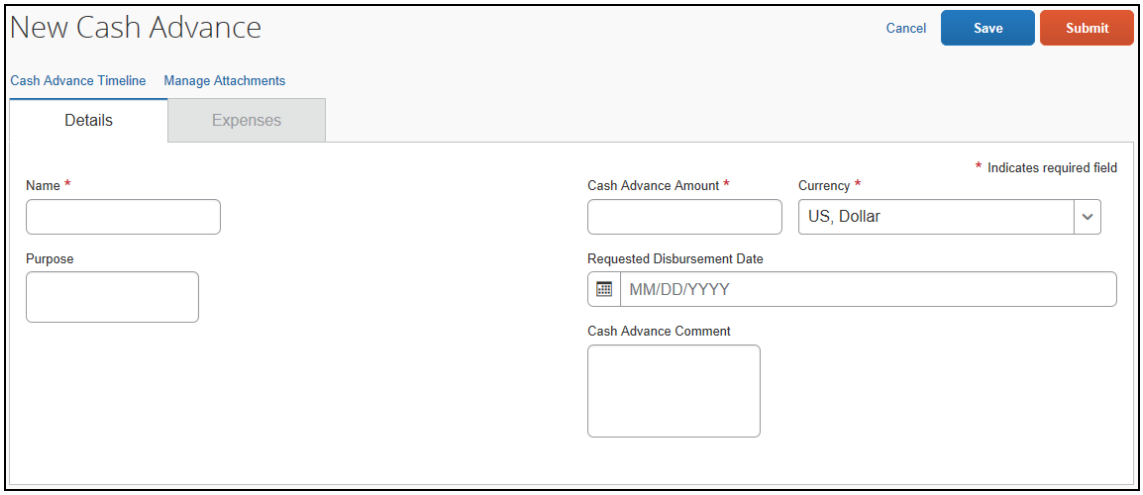
By default, the information that the user sees in these tables includes the attendee name, type, company, and title. The administrator can customize this information. The administrator can:

- Remove any of the following:
  - Existing information (cannot remove Attendee Type)
- Add any of the following:
  - First Name
  - Last Name
  - Custom 1-20
  - Total Amount Previous Year
  - Total Amount YTD
  - Attendee Count

Refer to the *Concur Expense: Attendees Setup Guide* for detailed information.

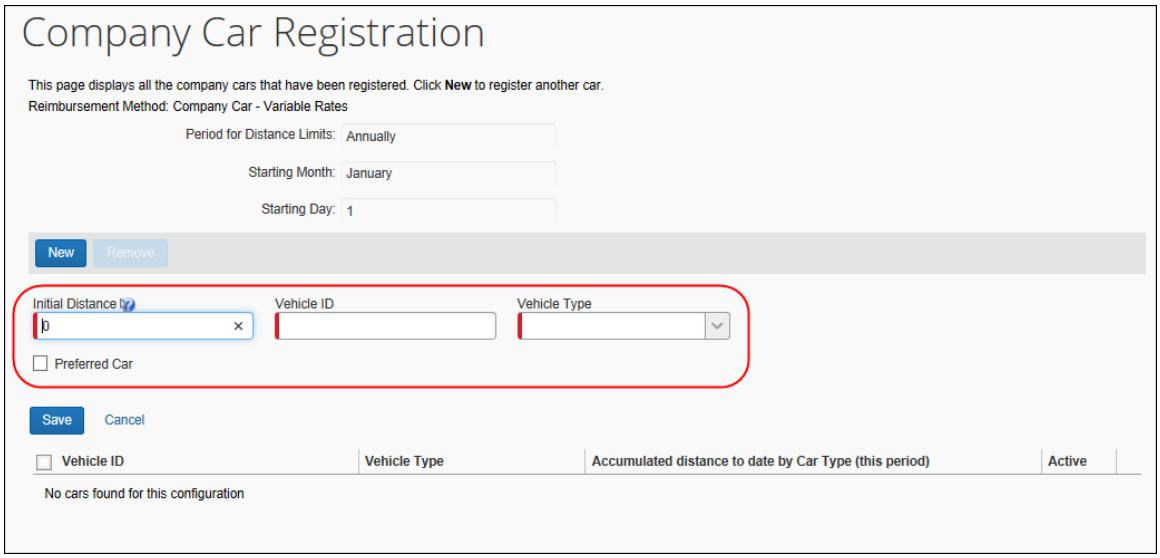
Cash Advance Form

This form is used by the end user or Cash Advance administrator to create a cash advance.



Expense Car Forms

This form is used by the employee and the user administrator (with restrictions) to enter the company or personal car that mileage expenses will be claimed on.



Note the following about this form type:

- This form has only one setting, **Form Name**.
- There are four fields that are required on all car forms. These fields can be relabeled:
  - Initial Distance (see Note below)
  - Vehicle ID

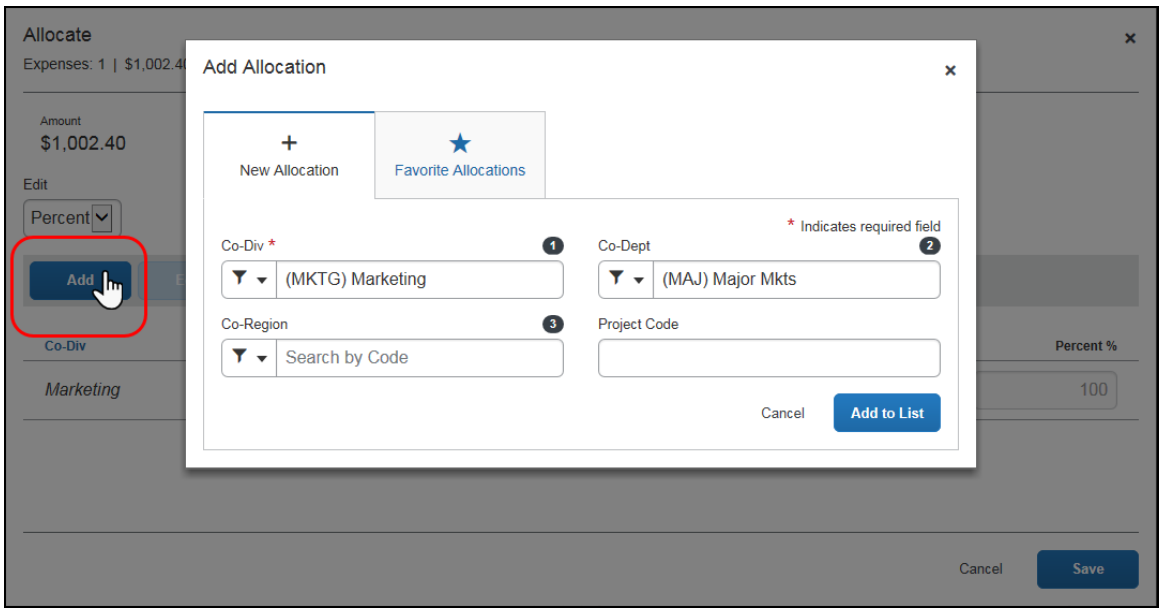
- Criteria
- Preferred Car

- The Employee Administrator may access this form to manage a user's car configuration, meaning restrictions can be applied to field-level Access Rights options to allow or restrict access to this user type.

NOTE: The default state of the Employee Administrator's Access Rights for the **Initial Distance** field is Modify - this allows the admin to correct errors made by a user without need to contact SAP to perform this task.

Expense Allocation Forms

This form is used to enter allocation information.



Refer to the *Concur Expense: Allocations Setup Guide* for more information.

Tax Form

This "form" is a way to add tax-related fields to the **New Expense** tab that display based on the expense type, the country, and the Tax Authority rules, Tax & Reclaim Group, and Employee Related Configurations set up using the Tax Administration tool. For the user, it simply means that a tax Custom field will display into which they enter data that will affect any related tax credits or debits.

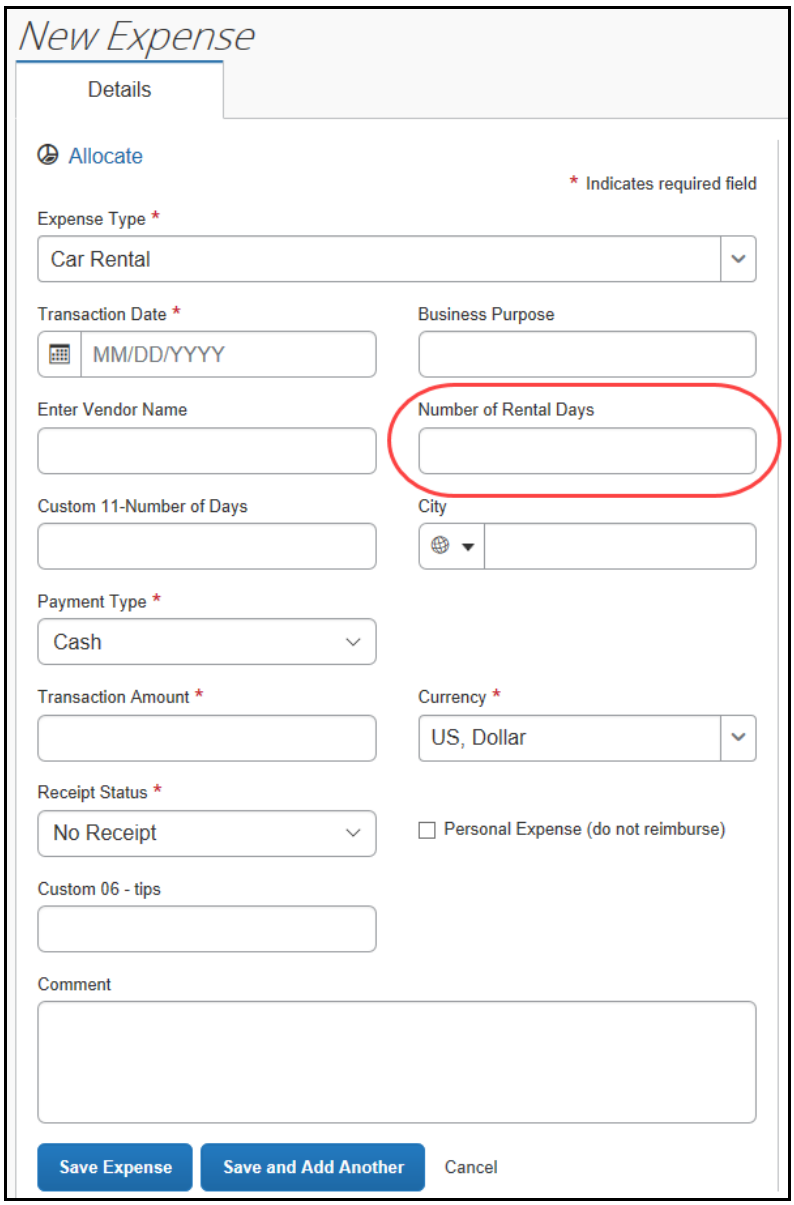
Example

For example, assume the rental of a car for less than 10 days in the UK means there is not tax on the rental, then that information would need to be specified when the report is created, and the expense type Car Rental chosen. Using the Tax form in

combination with tax criteria and the Forms and Fields tool, a tax Custom field is renamed to Number of Rental Days and displays only when:

- The Car Rental expense type is chosen
- The location is within the UK, for example, London
- The user is working under the policy this form is associated with

Under these conditions, the field displays, and the user enters the required tax information.



NOTE: This "form" lets the administrator add a tax Custom field that displays when conditions are met and allows tax-specific data to be entered.

Refer to *Concur Expense: Value Added Tax (VAT) / Tax Administration Setup Guide* for more information.

Form Configuration Considerations

Below are the key facts to consider when planning a strategy for deploying all expense-related forms:

- There is no physical limitation on how many forms you can deploy in the implementation.
- You assign the expense-related forms to policies, not to groups.
- Each expense type has an expense entry form assigned.
- A single expense entry form can be assigned to one or more expense types.
- Every policy has one assigned report header form.
- A single report header form can be assigned to one or more policies.

Below are the key facts to consider when planning a strategy for deploying employee forms:

- There is no physical limitation on how many employee forms you can deploy in the implementation.
- You assign employee forms to groups, not policies.
- You assign one employee form to each hierarchical group, which can be used further down the hierarchy.

Connected List Overview

The **Connected Lists** tab is used to add new connected list definitions and modify existing connected list definitions. The administrator can set connected list definition fields, configure list user interface, and assign the connected list to forms.

NOTE: Connected lists are also known as Multiple Level Lists.

Refer to the *Shared: List Management Setup Guide* for more information.

Conditional Fields Overview

Conditional fields are available for report header fields and expense entry fields.

Example of conditional fields: Assume that a check box (custom field with the label of **Are these expenses client related?**) appears on the expense report header. If the user checks the box (indicating "Yes"), then a second field – a list – appears. The user selects the appropriate client's name from the list. If the user does not select the **Are these expenses client related?** check box, the second field does not appear.

NOTE: Only custom fields can be used for conditional fields.

NOTE: Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.

Business Purpose / Client Benefit

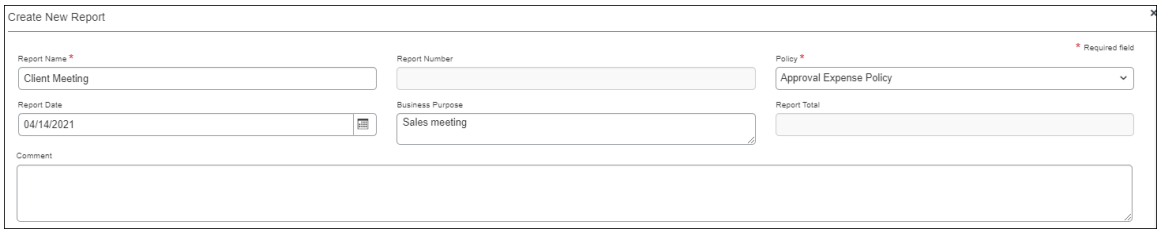
This feature allows clients to design cleaner, dynamic, easy-to-follow forms. This feature can be used to reduce unused fields (and clutter) on expense entries and expense reports.

Though a similar outcome can be accomplished with audit rules, those rules are generally triggered when the user saves the report or entry. The user then returns to the report or entry and completes the appropriate field(s). With conditional fields, the user completes the appropriate fields immediately.

End User Experience

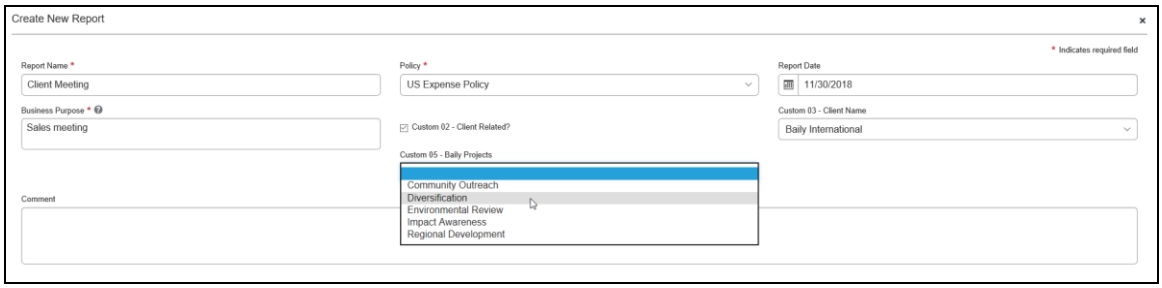
The admin had added the **Are these expenses client related?** check box to the report header.

If the user selects the check box, the **Client Name** field appears.



The user chooses the appropriate client name from the **Client Name** list.

For this company, if the user selects **Baily International**, a third field appears, from which the user selects the appropriate project.



Restrictions and Considerations

Currently, conditional fields:

- Can be used only for these form types:
  - Expense report header
  - Expense entry
- Cannot be used with connected lists
- Are custom fields

Note the following:

- The administrator can configure the conditional field search to use the item name or the item code. This allows the administrator to create a condition that evaluates the list item code, which does not change during localization.
- The source field will evaluate even if it is hidden (that is, it is hidden but is populated by copydown).
- The target field will honor the visibility defined for the role (that is, a field defined as hidden for an approver will remain hidden from the approver).
- A once-visible field can become hidden due to conditional logic. For example, the user selects the check box, the second field (text box) appears, and the user enters the appropriate text. Later, the user clears the check box, resulting in the second field now being hidden. In this case, SAP will reset the second field to its original state, for example:
  - We will clear the value typed on the second field.
  - If the field was originally populated with a copydown value, we will populate the field with that value.
- Using the same sample as above, if a ***required*** field becomes hidden due to conditional logic, it will no longer be required.
- If the field is a Boolean field ***and*** if the default value set on the form is Yes/True, then the value that is perceived by the system on initial draw of the form is blank/null even if the field shows as checked on the form. The conditional logic may need to be written from the opposite point of view to take this situation into account – *if value is <u>un</u>checked, then hide field* rather than *if value is checked then show field* for example.

Validations Overview

The **Validations** tab enables the administrator to add custom field-level validations to the system. You can use validations to validate the data an employee inputs into the system while completing fields (such as phone number).

Several standard validations are loaded with SAP. System field validations are not visible to anyone, as they primarily validate data types. Use the Validations tab to create validations that work in conjunction with these standard validations.

📖 Refer to the *Shared: Validations Setup Guide* for more information.

Section 3: Configuration Overview

Forms, Fields, Lists, and Validations Configuration Process

You use the **Forms and Fields** and **List Management** pages to perform the following tasks, typically in the order shown.

1. On the **Forms and Fields** page:
   - Set the field default settings.
   - Create and configure each of the expense forms that are to be used within the company.
   - Add all required fields to your required forms.
2. On the **List Management** page:
   - Identify and create the lists needed for the expense forms.
3. On the **Forms and Fields** page:
   - Add or modify any of the field properties to fit the forms. For example, you may wish to substitute a list for a text box; substitute a text box for a connected list; or change the maximum number of characters allowed in a field.
   - Add or create validations. In order to perform this task successfully, the administrator must first identify the fields that need validation. An example of a field that requires validation would be the employee's phone number. A validation routine can verify that the value entered is in the proper format, three digits followed by a hyphen, three digits followed by a hyphen, and then four digits (xxx-xxx-xxxx).

     📖 Refer to the *Shared: Validations Setup Guide* for more information.

The above process is only a subset of the total configuration process.

Section 4: Configuration – Accessing the Forms and Fields Page

The **Forms and Fields** page contains these tabs:

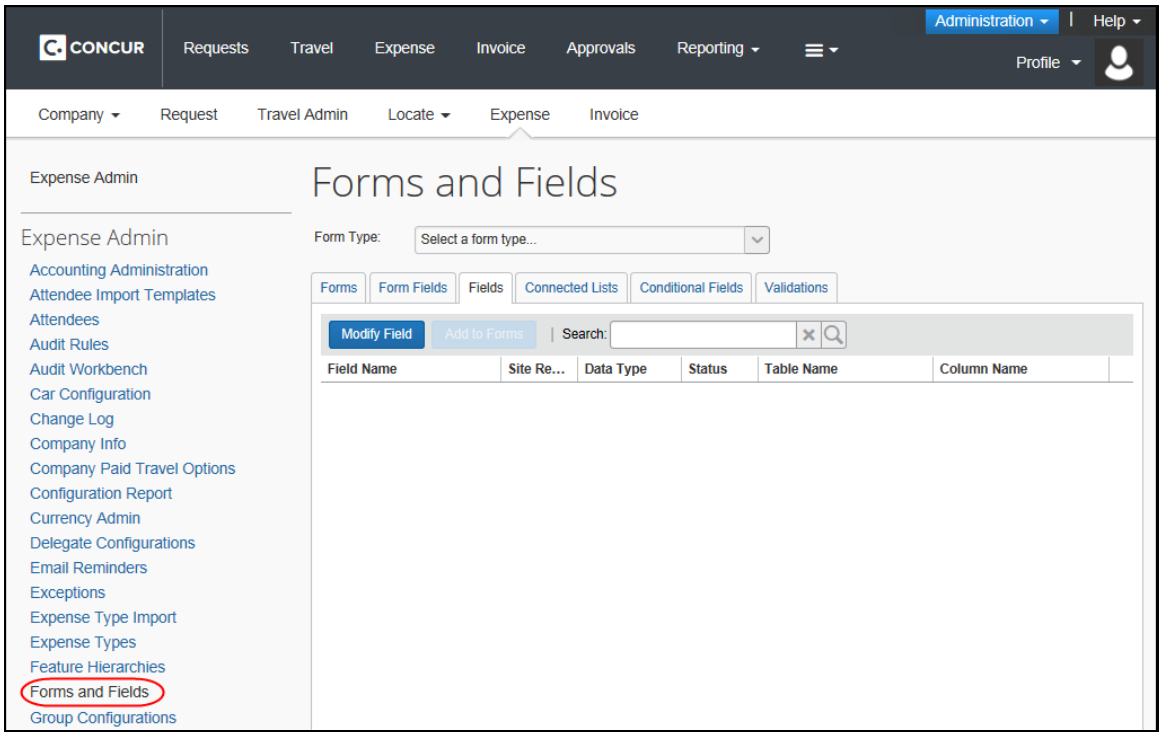
- The **Forms** tab is used to configure form attributes and the list of fields on the form.
- The **Form Fields** tab is used to make changes to field settings that are specific to certain forms.
- The **Fields** tab is used to change the default attributes for fields.
- The **Connected Lists** tab is used to administer connected list definitions.
- The **Conditional Fields** tab is used to define conditional fields.
- The **Validations** tab is used to create field-level validations to ensure correct data input.

📖 Refer to the *Shared: Validations Setup Guide* for more information.

To access the Forms and Fields page:

Click **Administration > Expense > Forms and Fields** (left menu). The **Forms and Fields** page appears.

NOTE: Users with the **Expense Configuration Administrator (Restricted)** role can access (view but not edit) the Group Configurations page in Concur Expense.



Section 5: Configuration – Forms and Fields

Selecting a Form Type

The first step in using Expense Forms and Fields is selecting a form type. This list displays the various form types available for configuration. Selecting one of these form types causes the system to update the tabs with the forms and form fields for this form type.

Allocations and Attendees Fields

If you are working with allocations or attendees:

- If you are configuring allocations, refer to the *Concur Expense: Allocations Setup Guide*. It provides detailed field and form configuration information.

  Expense can be configured to copy down allocation information from Concur Request. For more information, refer to *Concur Request: Allocations Setup Guide*.
- If you are configuring attendees, refer to the *Concur Expense: Attendees Setup Guide*. It provides detailed field and form configuration information.

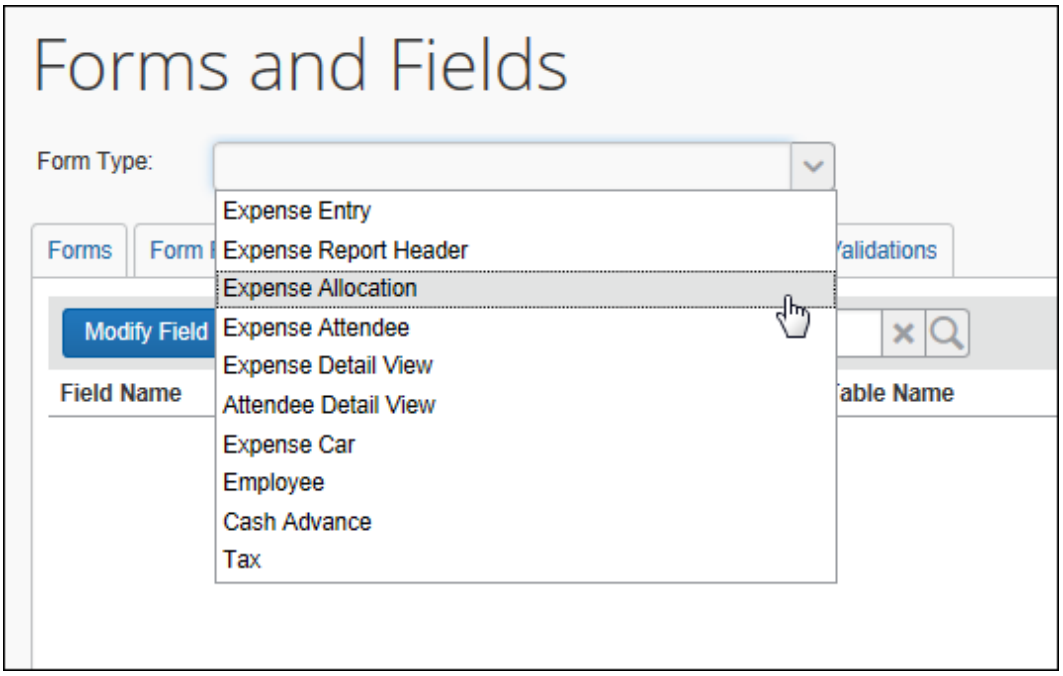
Working with Fields

The **Fields** tab in the **Forms and Fields** page is used to modify field attributes. After selecting the form type, the tab will display a list of the associated fields. They can be modified individually (with more options) or in groups (with fewer options).

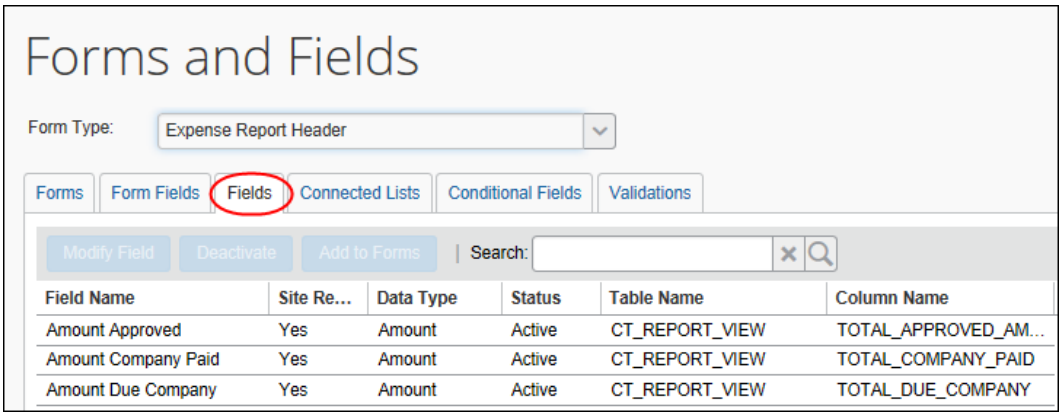
Accessing the Fields Tab

To access the Fields tab:

1. On the **Forms and Fields** page, in the **Form Type** list, click the desired form type.



2. Click the **Fields** tab.

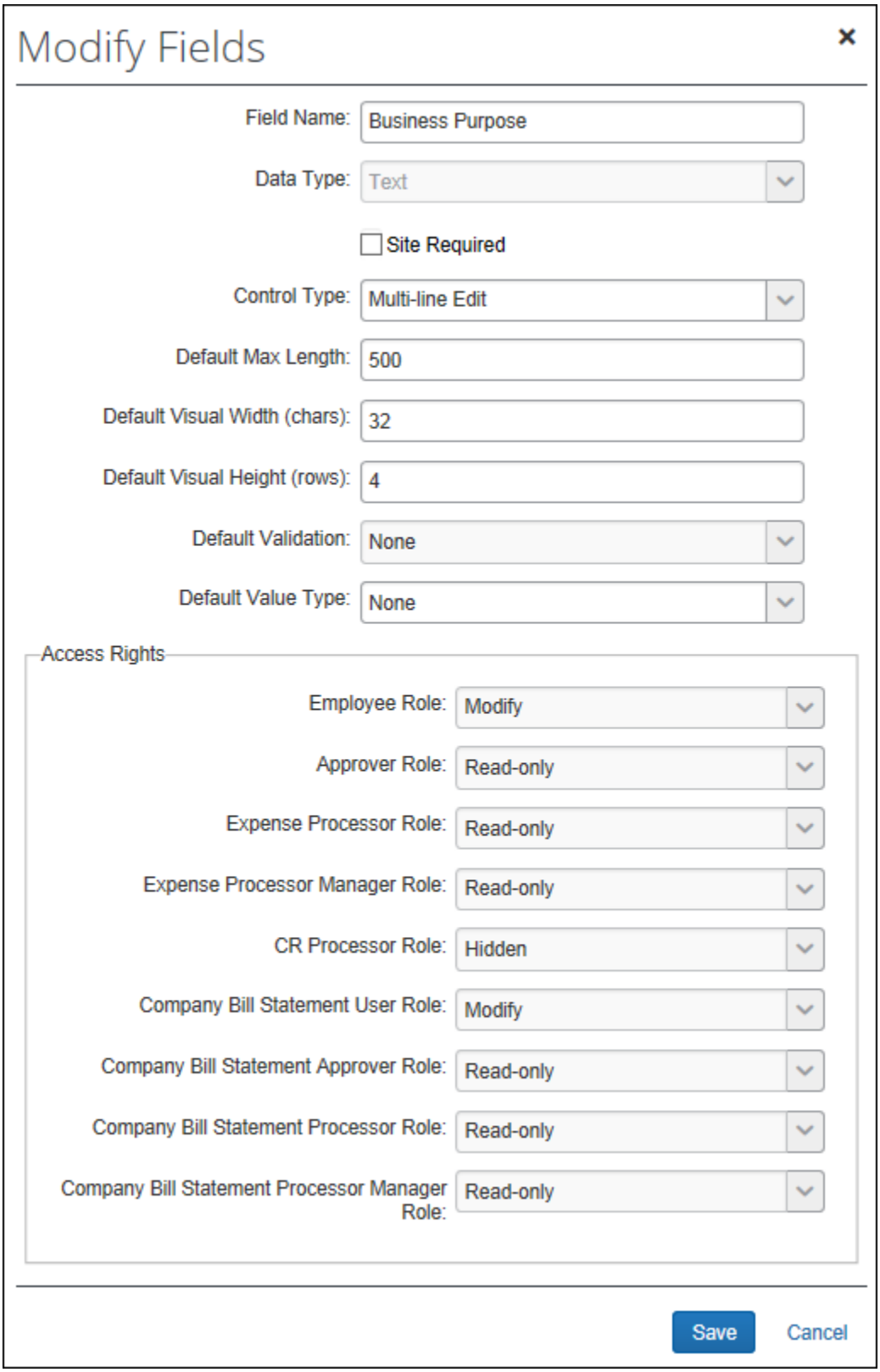


Modifying Fields

- ***To modify fields:***

1. On the **Fields** tab, click the desired field to modify.
2. Then:
   - Click **Modify Field**.
     – or –
   - Double-click the field name.

The **Modify Fields** window appears.



Field	Description
Field Name	Underlying name of the field (64 characters) This is the name used to reference this field, regardless of which form is used. The field name is also the default form field label. **IMPORTANT:** While the administrative user interface does not prevent the entry of HTML (Hypertext Markup Language) into text labels in all cases, this is not a supported option within SAP. If you elect to take this path, there is no guarantee that it will work, and if it does work, this may be a temporary situation. SAP is always increasing the security code present to prevent vulnerabilities, which could break such usage at any time. SAP will ***not*** fix any reported issue regarding the use of HTML formatting in text fields.
Data Type	Data type for the field Available data types are: • Amount (currency) • Boolean • Connected List • Date • Integer • List • Numeric (floating point) • Text The data type is configurable ***only*** for Custom and Org Unit fields. All other fields have fixed data types associated to the database column that holds the field value. Once anyone has used the data type in an expense report or payment request, you will be unable to change it on this page. Note that when you select from the **Data Type** list, the window refreshes and provides other applicable fields. For example: • When you select *Text*, you are asked to provide the maximum length of the field. • When you select *Connected List*, you are asked to provide the name of the connected list definition. • and so on 📖 For more information, refer to the *Terminology* section of this guide.
Site Required	Indicates whether the field is required in the form If there is a check in this box, this field appears on all forms of the corresponding type.

Field	Description
Tool Tip (appears only for some field types)	Hover text as seen by users **NOTES:** • Tool tips are supported for static fields, but are not supported for special handling (dynamic) fields such as those that drive display of a table or similar. • Maximum number of characters for tool tips is 256
Control Type	Allows you to select the control type users employ for data entry in the form The options that appear here are determined by the option selected in the **Data Type** field. **Data Type** / **Control Type Options** Amount: Edit Boolean: Check Box, Boolean drop-down List Connected List: Edit (w/ Connected List Helper) Date: Edit (w/ Date Helper) Integer: Edit List: Drop-down List, Edit (w/ List Helper) Numeric: Edit Text: Edit, Multi-line Edit, Launch URL (Single-line), Launch URL (multi-line) For more information, refer to the *Terminology* section of this guide. **NOTE**: The Launch URL control type will only appear if the following conditions are true: • The Form Type is Expense Entry • The Data Type is Text • There is at least one application connector configured and enabled
Default Max Length (**Modify Fields** page) Max Length (chars) (**Modify Form Fields** page)	Allows you to set the maximum length of the field value. The maximum length, including spaces, must be equal to or less than the maximum number of characters allowed for the field. For more information about maximum field lengths for fields, refer to the Max Length column for the field in the applicable Concur Expense extract specification guide. **NOTE:** This field may or may not appear - depending the option selected in the **Data Type** field.
Application Connector (Only appears when using the Launch URL control type)	Select the application connector to use with this field. Only application connectors for the Launch External URL callout will display.

Field	Description
Popup Width (Only appears when using the Launch URL control type)	Enter the width, in pixels, of the popup window that will display when the user launches the External URL window by clicking the list arrow button.
Popup Height (Only appears when using the Launch URL control type)	Enter the height, in pixels, of the popup window that will display when the user launches the External URL window by clicking the list arrow button.
Default Validation	Allows you to select a validation routine to run against the field **NOTE:** This field may or may not appear - depending the option selected in the **Data Type** field. **IMPORTANT NOTE:** Field validations are not supported for the **Expense Amount** field.
Default Value Type	Offers options for the information that should automatically appear within a specified field for an employee • **Copy Down:** Copydown allows the information entered into a field by an employee to be automatically entered into duplicate fields on other pages. This option takes precedence over other methods of pre-populating fields such as the Exchange Rates feature. If you select this option, you must also select the copydown source. This tells Concur Expense which form type to use for the duplicate field. For example, if you want to copy down the Country Code, the copydown source will be Employee. Therefore, Concur Expense will look to the **Country Code** field on the employee form type and duplicate the entered information automatically. The value that is copied down is validated upon save, and may be cleared if the copied value is not allowed. 📖 Concur Expense can be configured to copy down allocation information from Concur Request. For more information, refer to *Concur Request: Allocations Setup Guide*. ! **WARNING:** Use caution when copying down connected list fields. If the validation on one field fails, then that field and all fields at lower levels in that same connected list will be saved as blank. Copydown is executed upon creation of the item and may also be executed upon change of the copydown source. For example, a field that is copied from the report header to the expense entry would potentially be overwritten when the report header source field is edited. • **Constant:** Allows you to enter a default value that will always be entered for the employee when that selected field appears. • **None:** No default type.

Field	Description
	Refer to the following field description for further clarification.
Itemization Field Source	Define copydown for itemizations. **For a parent field configured with copydown:** • **Parent Expense:** Concur Expense copies down the information that is in the parent field at the time the expense is itemized. Example: Assume that **Org Unit 1** on the report header contained *Sales*, which copied down to **Org Unit 1** on the expense entry. Further assume that the user changed the expense entry field from *Sales* to *Marketing* before the expense was itemized. With this option, *Marketing* copies to the itemization field. • **Configuration Defined Above:** Concur Expense copies down the information from the parent's ***source*** field (as defined in the **Copy Down Source** field and the **Field** field). Example: Assume that **Org Unit 1** on the report header contained *Sales*, which copied down to **Org Unit 1** on the expense entry. Further assume that the user changed the expense entry field from *Sales* to *Marketing* before the expense was itemized. With this option, *Sales* copies to the itemization field. • **None:** Concur Expense leaves the itemization field blank. **For a parent field configured with a constant:** • **Parent Expense:** Concur Expense provides the information that is in the parent field at the time the expense is itemized. Example: Assume that the default "constant" in the field is *ABC*. Further assume that the user changed the field from *ABC* to *DEF* before the expense was itemized. With this option, *DEF* copies to the itemization field. • **Configuration Defined Above:** Concur Expense provides the parent's ***default*** value (as defined in the **Default Value** field). Example: Assume that the default "constant" in the field is *ABC*. Further assume that the user changed the field from *ABC* to *DEF* before the expense was itemized. With this option, *ABC* copies to the itemization field. • **None:** Concur Expense leaves the itemization field blank. **NOTE:** The fields listed below will *always* match as itemizations to parent expense, with no deviations allowed. This means these fields will always copy the value from the parent entry and additionally prevent any user modification: • Currency • Currency exchange rate/direction • Receipt Status • Vendor • Location

Field	Description
Access Rights	Indicates the level of access granted to each role that uses a form with this field It can be Modify, Read-only, or Hidden. The choice you make here determines whether an employee can modify that field's information when it is included on a form. For example, in regards to the Employee role for the **Reimbursement Currency** field: • For *Modify*, all employees can select a reimbursement currency on their expense reports and payment requests. • For *Read-only*, the information appears in read-only form to the employee. • For *Hidden*, the field does not appear to the employee at all. **NOTE:** If a field is required, you should not mark it Hidden.

3. Make any necessary changes.
4. Click **Save**.

ATTENDEE DETAIL VIEW CONFIGURATION RESTRICTIONS

The following configuration restrictions exist for the Attendee Detail View form:

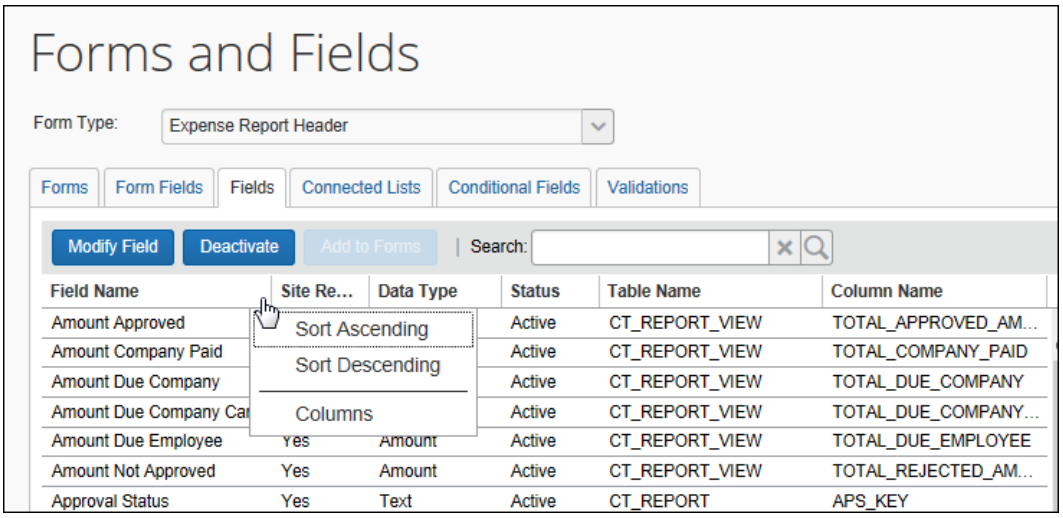
- Data type of connected list is not supported
- Data type of Boolean must be configured as control type of Boolean drop-down list
- Data type of List must be configured as control type of Drop-down list
- Data type of Text must be configured as control type of Edit
- Default validation is not supported
- Field/form field setting of Required is not supported.

NOTE: Use audit rules to enforce required fields for specific attendee types.

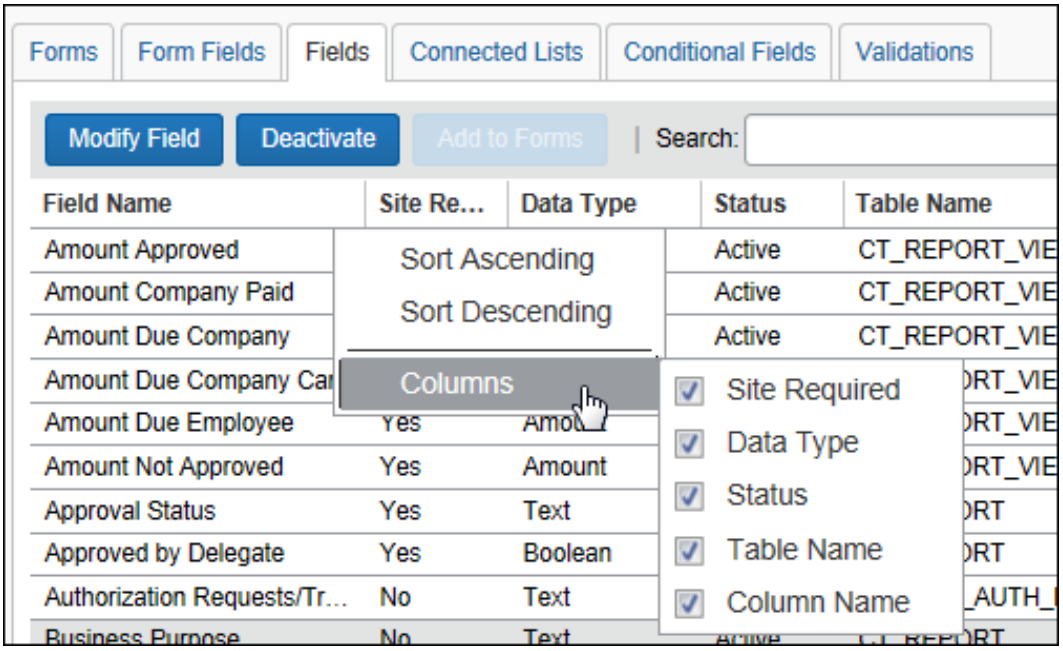
Changing Columns

To change the columns displayed:

1. On the **Fields** tab, click the right edge of the column name. The display options appear.



2. Click **Columns**. The list of available columns appears.



3. Enable or disable the desired check boxes.

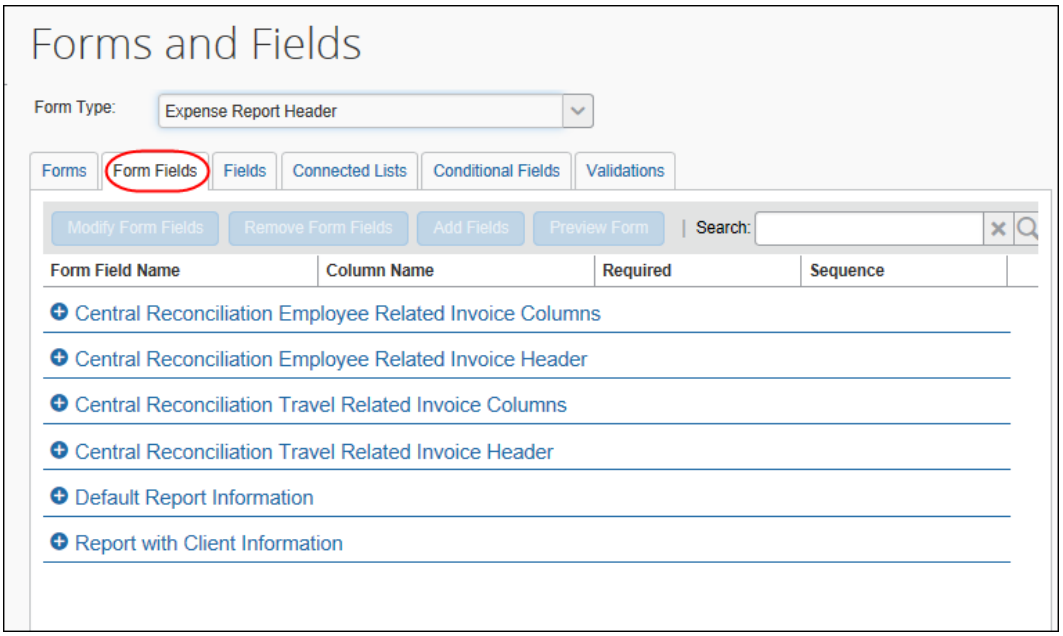
Working with Form Fields

The **Form Fields** tab contains the fields that are currently assigned to forms. Form Fields can be modified, added to, or removed from forms using the **Form Fields** tab.

Accessing the Form Fields Tab

To access the Form Fields Tab:

1. On **Forms and Fields** page, in the **Form Type** list, click the desired form type.
2. Click the **Form Fields** tab.



To search for fields:

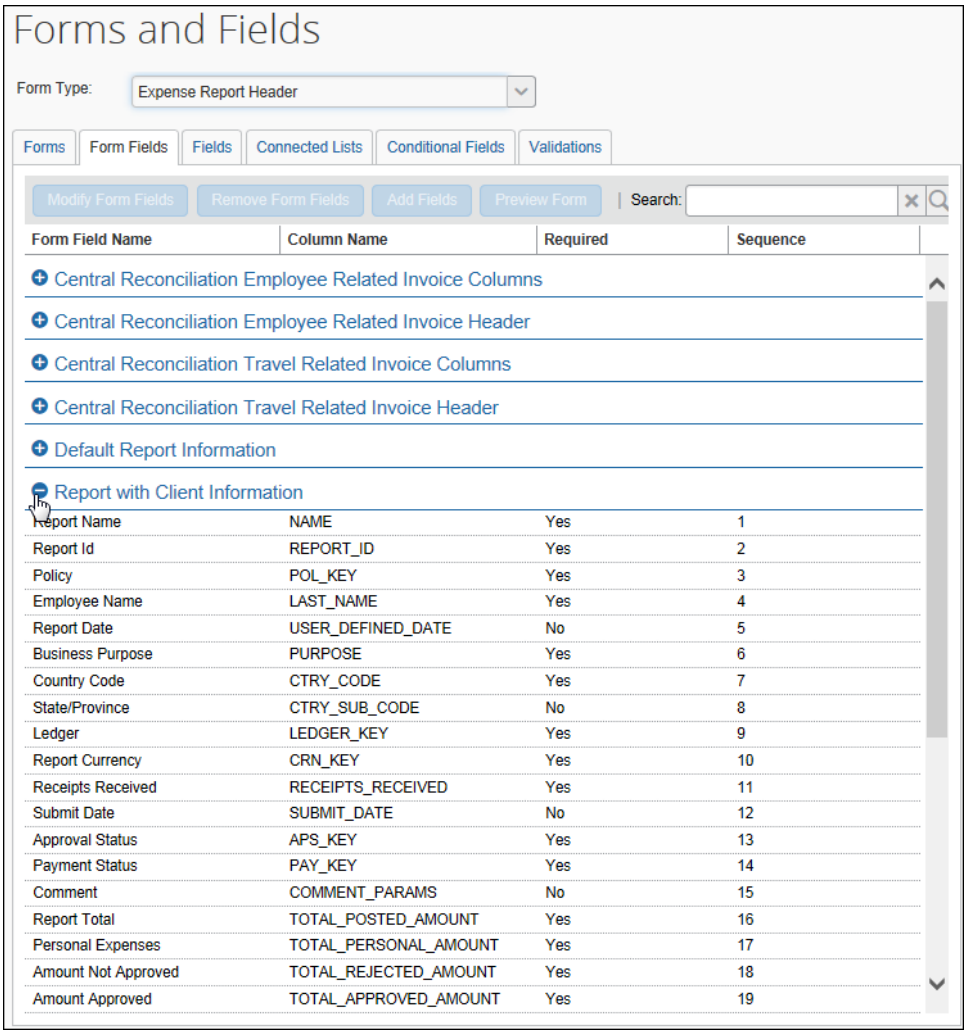
Once you have located the desired fields, you can modify them from within the Search results page. Refer to the *To Modify Fields* section of this guide for details.

1. On the **Form Fields** tab, enter any part of the field label in the **Search** box.
2. Click the magnifying glass to search. The list of matching fields appears.
3. Click the X next to the **Search** box to leave the search results and return to the **Form Fields** page.

Modifying Form Fields

To modify form fields:

1. On the **Form Fields** tab, click the plus sign next to the desired form name. The list of form fields appears.



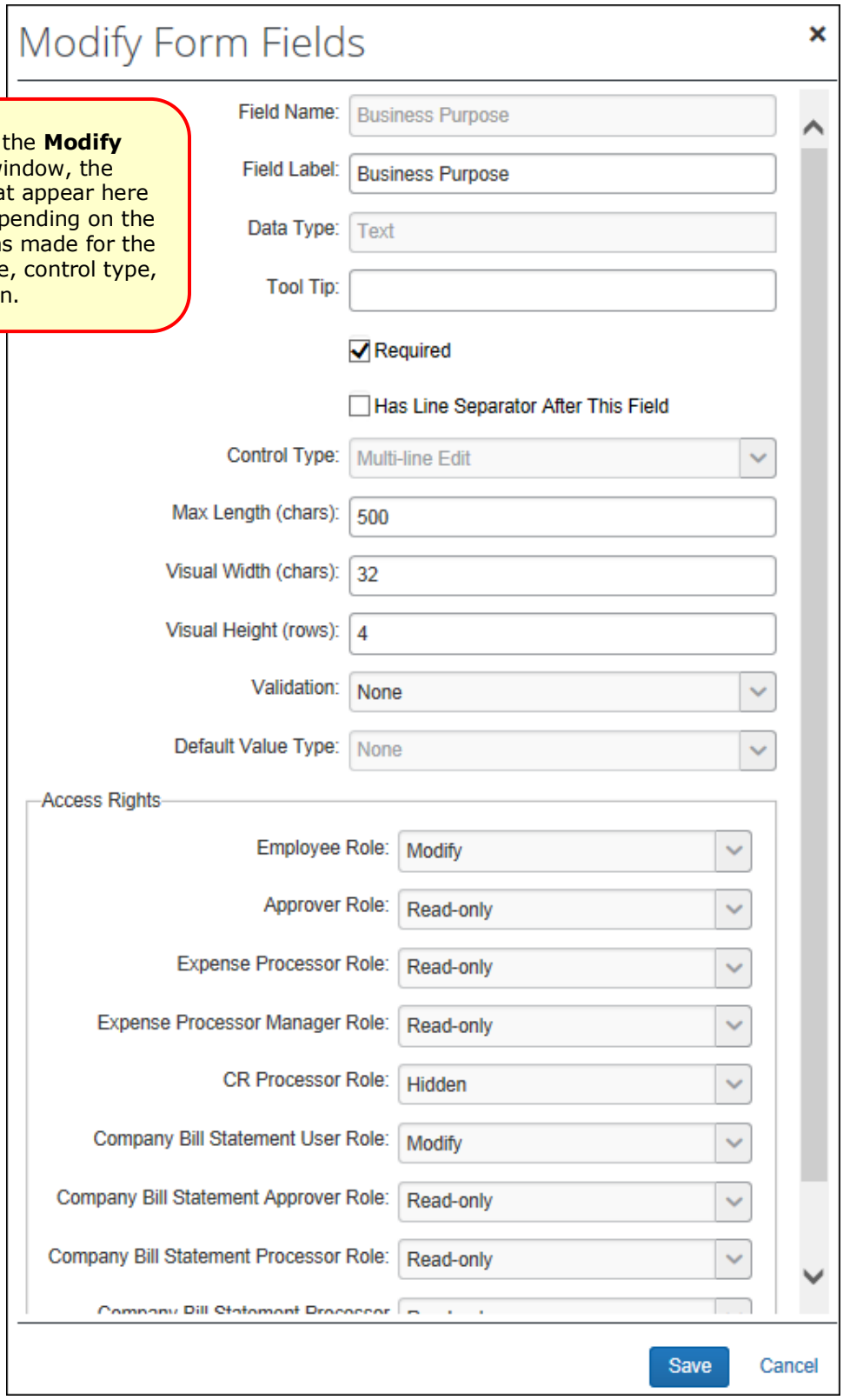
2. Click one or more fields to modify. Either:

   - To select multiple fields, use Shift+click or Ctrl+click. Click **Modify Form Fields**. The **Modify Form Fields** window appears.
     – or –
   - To modify a single form field, double-click the form field name. The **Modify Form Fields** window appears.

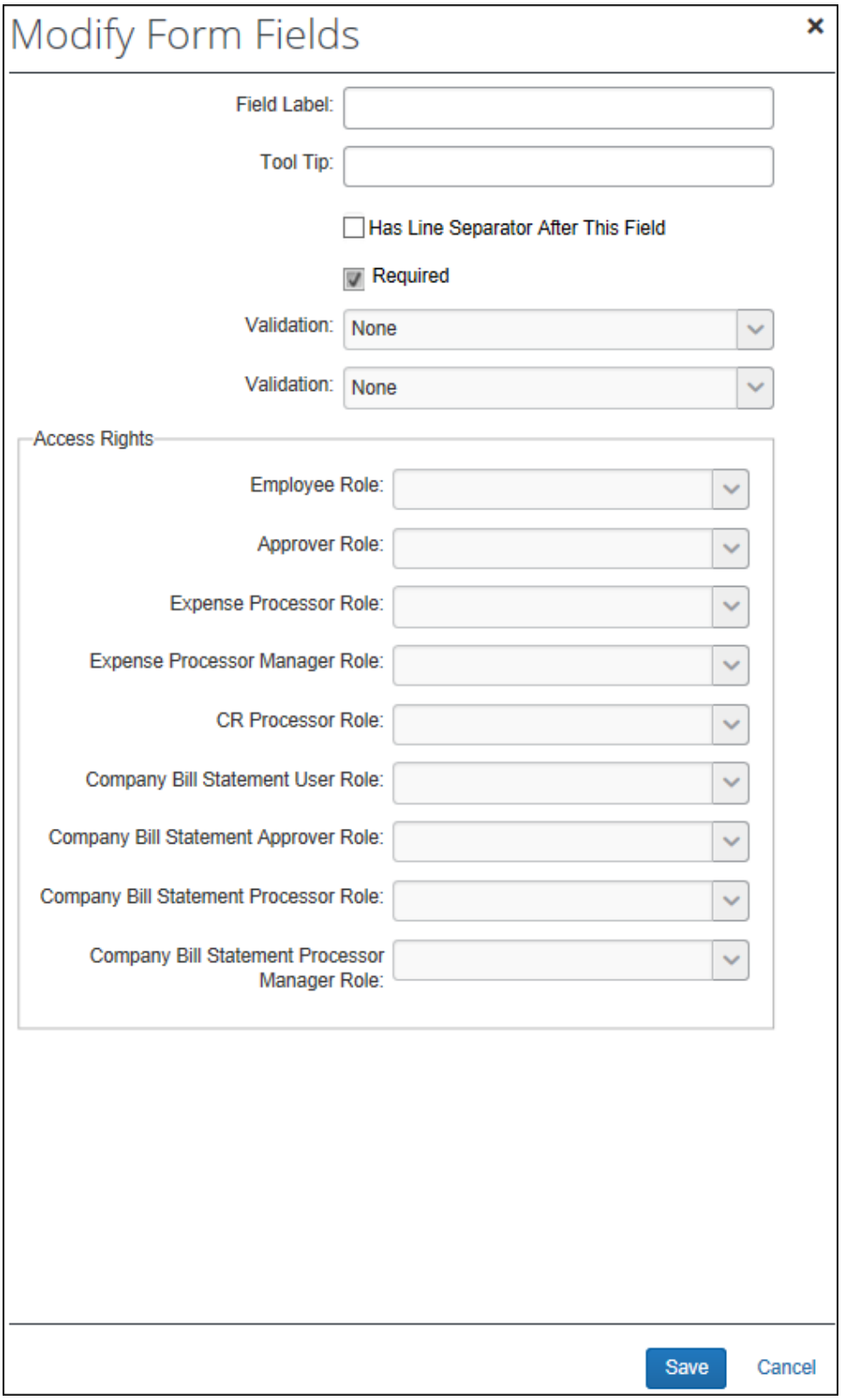
   The information in the window differs based on whether you selected a single or multiple fields.

With a *single field* selected, additional fields appear:

Just like the **Modify Fields** window, the fields that appear here differ depending on the selections made for the data type, control type, and so on.



With *multiple fields* selected, the following appears:



3. Make any necessary changes.

📖 Refer to *Modifying Fields* in this guide for information about the various fields that appear.

4. Click **Save**.

Adding Form Fields

You can add form fields to a form using the **Form Fields** tab or the **Forms** tab.

To add fields from the Form Fields tab:

1. On the **Form Fields** tab, click the plus sign to expand the fields on the desired form.
2. Click any field on the form. (This makes the **Add Fields** button active.)

   Note the following:

   - The field you add will appear just below the field you selected on the **Form Fields** tab.

     NOTE: You can also add fields using the **Forms** tab. If so, the newly added field(s) appears at the bottom of the field list.

   - You can add multiple fields but only to ***one*** form (at a time) using the **Form Fields** tab. If you select more than one field on the **Form Fields** tab, the **Add Fields** button becomes unavailable.

     NOTE: You can add one or more fields to one or more forms (at the same time) using the **Forms** tab.

3. Click **Add Fields**. The **Add Fields to Forms** window appears.
4. In the **Add Fields to Forms** window, click one or more fields.
5. Click **Add Fields**. The selected field(s) appears on the **Form Fields** tab just below the field you originally selected.

Removing Form Fields

NOTE: Fields that are required by the system and fields that are marked as required cannot be removed. If you need to remove a field that has been marked are required, the **Site Required** check box on the **Modify Fields** dialog must be cleared for the field before the field can be removed on the **Form Fields** tab.

To remove form fields:

1. On the **Form Fields** tab, click the plus sign next to the desired form name.
2. Click one or more fields to remove. To select multiple fields, use Shift+click or Ctrl+click.
3. Click **Remove Form Fields**.

Previewing a Form

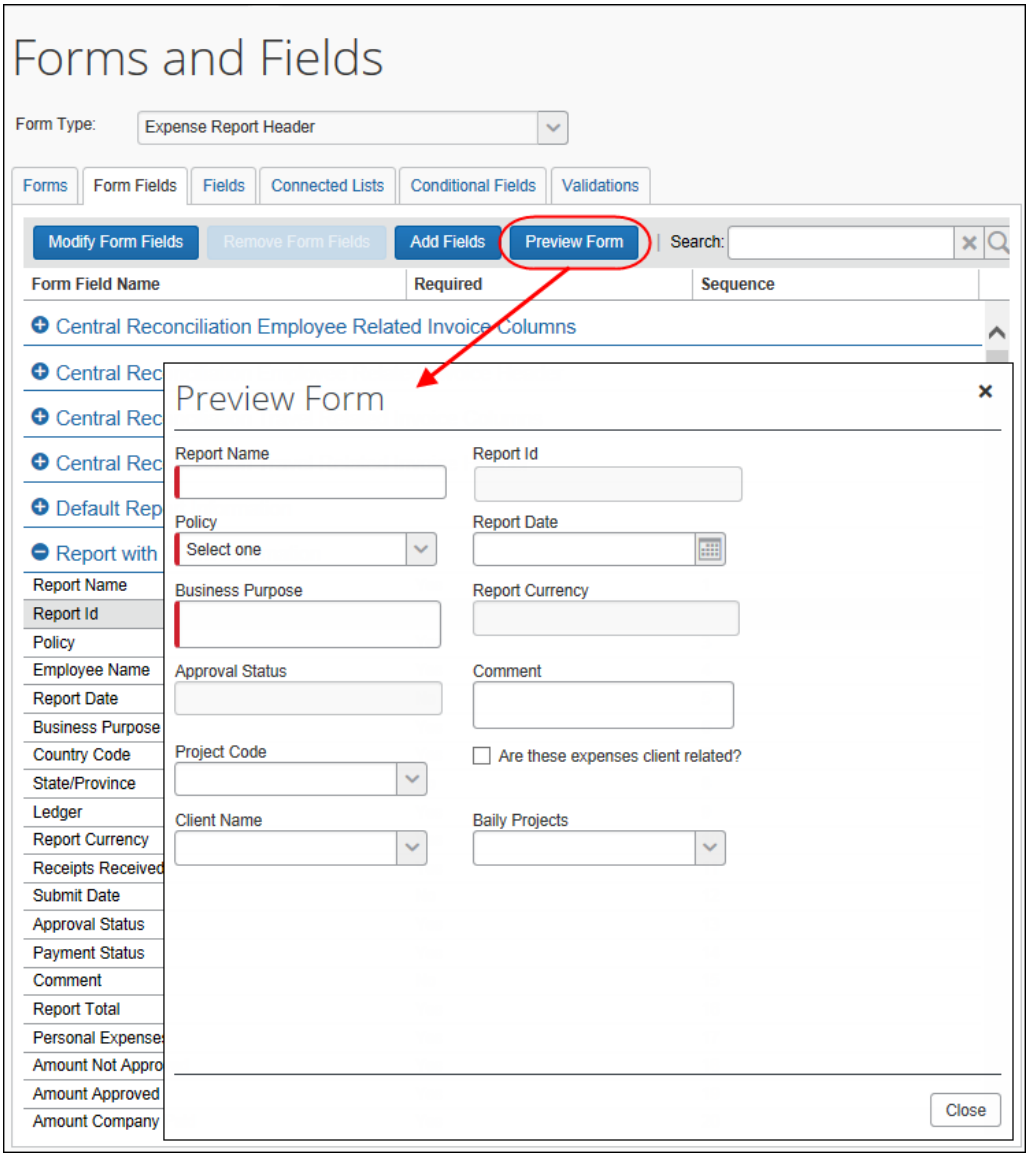
You can get a quick preview of a form.

NOTE: The feature is not intended to fully replicate the experience of the user when entering an expense, but rather to convey enough information to ensure the admin has selected the correct form.

To preview a form:

1. On the **Form Fields** tab, expand the desired form.
2. Click a field.

3. Click **Preview Form**.



Working with Custom Fields for Air Comparison Fare

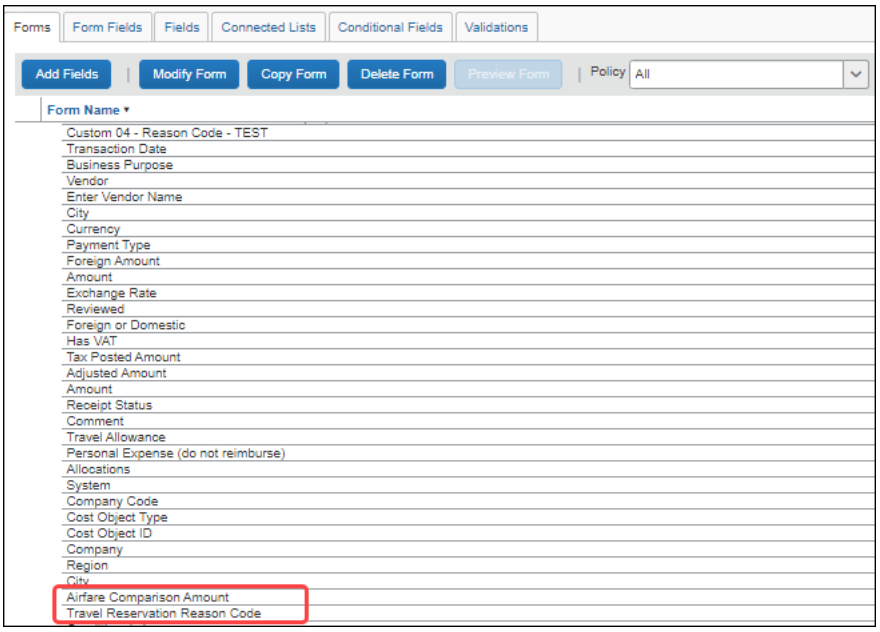
The **Expense Administrator** (unrestricted) role can configure Concur Expense entry custom fields for **Airfare Comparison Fare** and **Reason Code**. This feature requires a change request for Concur Support to enable the feature on the **Forms and Fields** page.

NOTE: Reason codes are not unique; a reason code can have multiple reason code descriptions. Therefore, it is recommended you opt for one of two solutions: create a two-level list (for example, country group at the top level that corresponds to the travel rule classes and then the reason code at level) OR create different categories for the lists that are based on the different travel groups (different travel configurations).

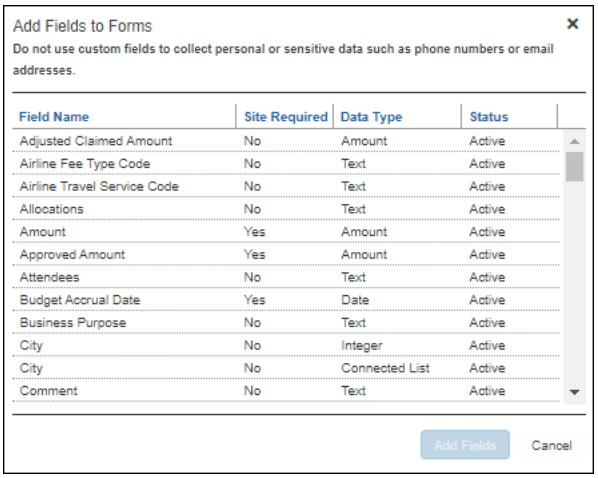
To access the Form Fields Tab:

1. On the **Forms and Fields** page (**Administration > Expense > Expense Admin > Forms and Fields**), click the **Form Type** list and select *Expense Entry*.

2. On the **Forms** tab, expand **Airfare** to note the two fields you need to add (**Airfare Comparison Amount** and **Travel Reservation Reason Code**).



3. Click **Add Fields**. The **Add Fields to Forms** page displays.



Field Name	Site Required	Data Type	Status
Adjusted Claimed Amount	No	Amount	Active
Airline Fee Type Code	No	Text	Active
Airline Travel Service Code	No	Text	Active
Allocations	No	Text	Active
Amount	Yes	Amount	Active
Approved Amount	Yes	Amount	Active
Attendees	No	Text	Active
Budget Accrual Date	Yes	Date	Active
Business Purpose	No	Text	Active
City	No	Integer	Active
City	No	Connected List	Active
Comment	No	Text	Active

NOTE: You can multi-select both fields by clicking **Ctrl+left-clicking** each field.

4. Click **Add Fields**.

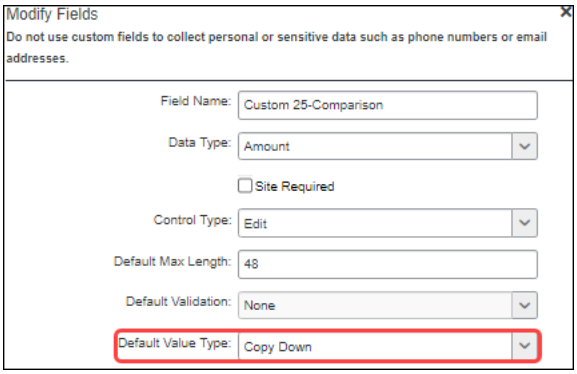
NOTE: While you have added the fields to the form, you also need to configure Concur Expense to copy down the fields from the travel reservation in Concur Travel. Copydown allows you to include these fields in the expense report.

5. On the **Fields** tab, search for **Air Comparison Amount** and click **Modify Field**. The **Modify Fields** page displays.

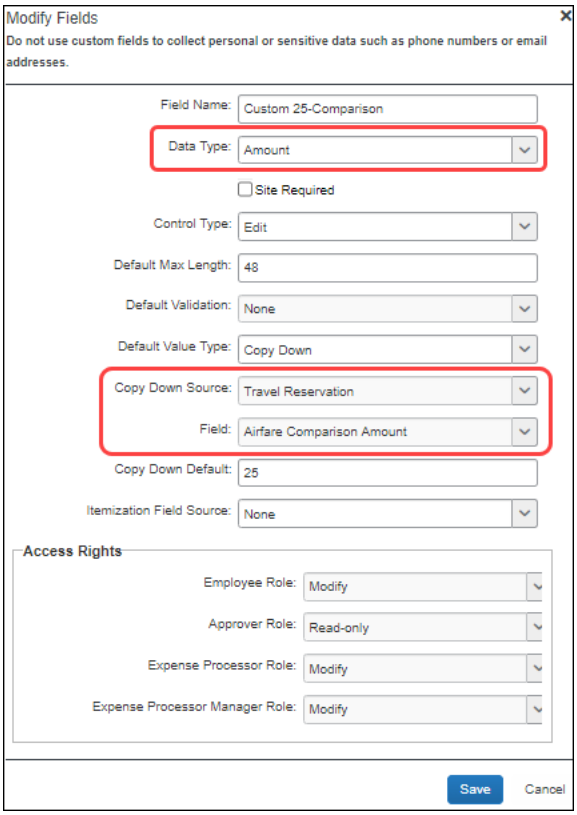
NOTE: The **Field Name** on the **Forms and Fields** page may differ from the **Field** that displays on the form and expense report. For example, a custom field for **Comparison Fare** may have Custom 1 – Comparison as its **Field Name**, but is referred to as **Lowest Airfare** in both the form and expense report in Concur Expense.

6. In the **Default Value Type** list, select *Copy Down*.

NOTE: When copying down multiple fields and their values, this field must be selected (for **Default Value Type**) every time you want to use copydown.



7. Copy down the Airfare Comparison Amount source from Concur Travel Reservation (to populate the data in its corresponding field in the expense report) by selecting *Amount* for **Data Type**; *Travel Reservation* for **Copy Down Source**; and *Airfare Comparison Amount* for **Field**.



Recommended additional configuration:

- Set the **Copy Down Default** field value to **zero**. This value will be used when no **Air Comparison Fare** amount is provided by the travel reservation, or when no travel reservation is linked to the expense.
- Set the **Itemization Field Source** value to **Parent Expense**. This will copy the value from the parent expense to any itemizations that may be created.

8. Copy down the Travel Reservation Reason Code source from Concur Travel Reservation (to populate the data in its corresponding field in the expense report) by selecting *Text*, *List*, or *Connected List* for **Data Type**.

NOTE: *List* or *Connected List* is the recommended configuration.

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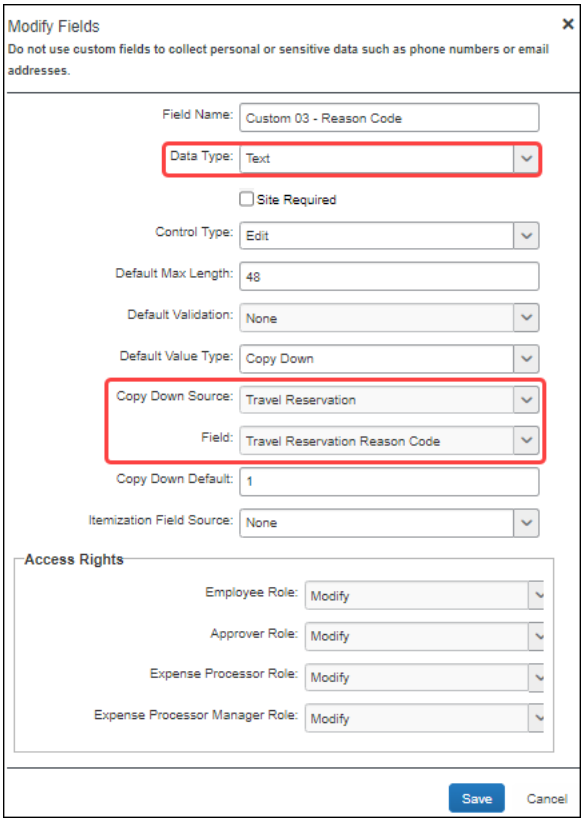
9. Set the *Travel Reservation* for **Copy Down Source**; and *Travel Reservation Reason Code* for **Field**.



Recommended additional configuration:

- Set the **Itemization Field Source** value to **Parent Expense**. This will copy the value from the parent expense to any itemizations that may be created.
- Allow the Employee role to modify this field, to provide a value when none is provided from the travel reservation.

10. Click **Save**.

Working with Custom Fields for Credit Card VAT data

For clients who use AirPlus, SAP Concur has the ability to import tax rate data using the **TaxRate** field. If AirPlus data is provided, SAP Concur imports it into the **TaxRate** field.

NOTE: This field also supports the importation of tax rate data from **any** source, as long as the data is provided.

This custom field is automatically available, so there are no additional configuration or activation steps to use it.

Working with Forms

Once a form type is selected, the list of available forms of that type is displayed. The forms can be expanded to display the currently configured fields.

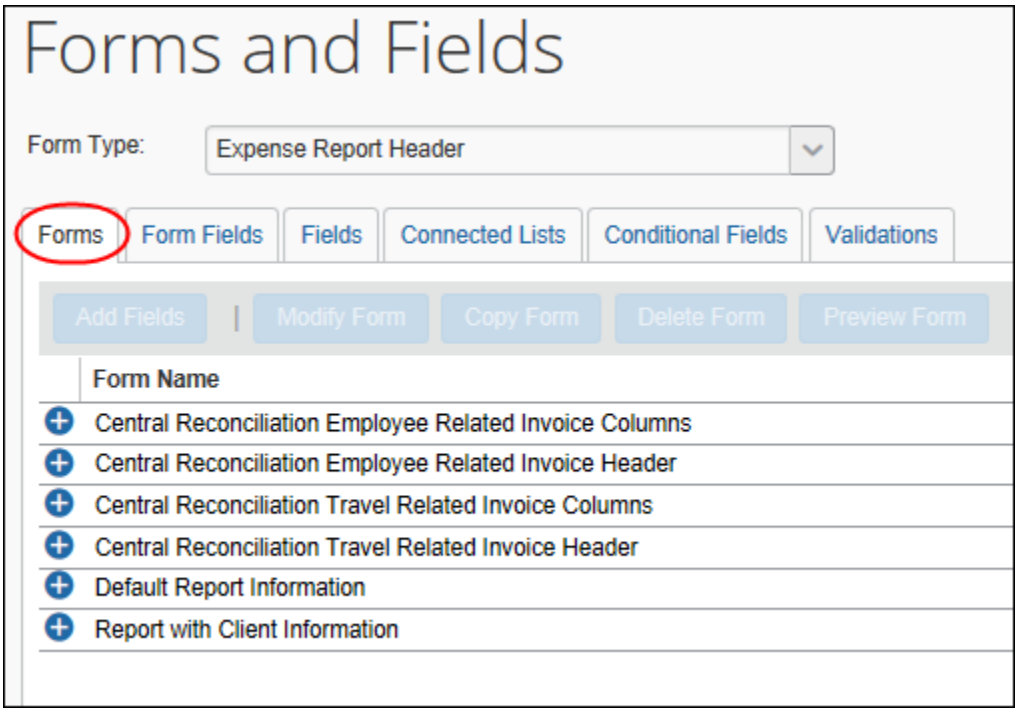
- **Add Fields** allows the administrator to add fields to one or more forms.
- **Modify Form** provides form-level settings that can be changed.
- **Copy Form** allows the administrator to create a new form by copying an existing form. The form fields are copied to the new form.
- **Delete Form** allows the administrator to delete a form. The form cannot be in use or be a standard Concur Expense form.

NOTE: When any form ***except*** the Expense Detail View is modified, all expense reports in process continue to use that form. Any reports created after the change will use the new form. Any changes to the Expense Detail View form are applied immediately to all reports.

Accessing the Forms Tab

To access the Forms tab:

1. On **Forms and Fields** page, in the **Form Type** list, click the desired form type.
2. Click the **Forms** tab.



Viewing Fields on a Form

- ***To view the fields on a form:***

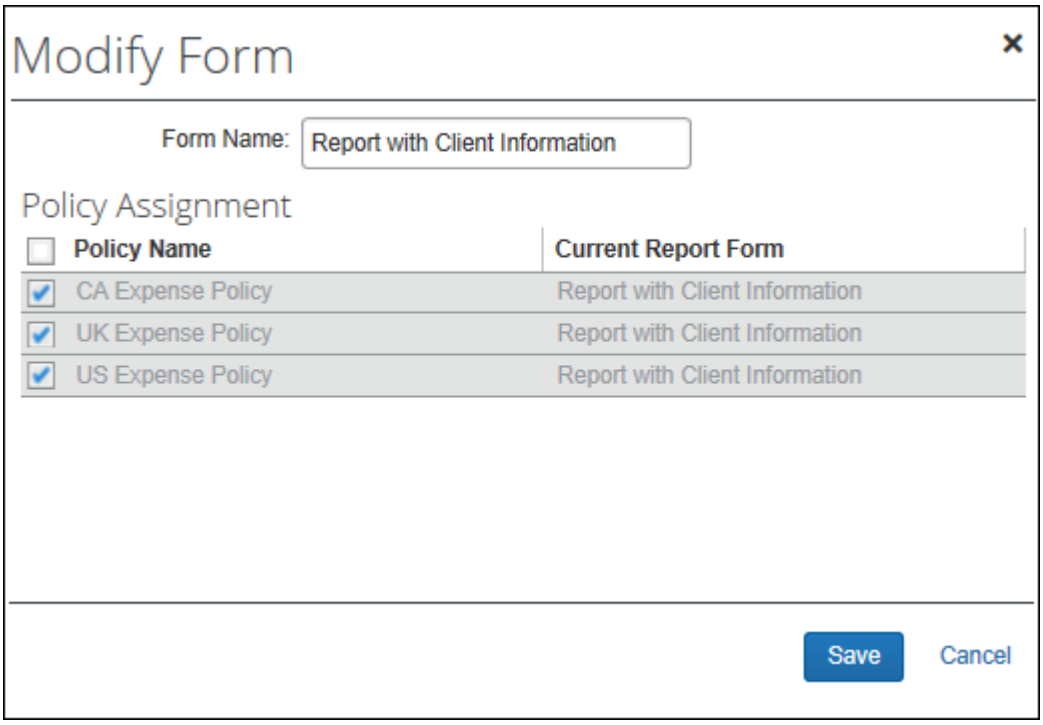
On the **Forms** tab, click the plus sign next to the name of the desired form. The list of fields currently assigned to the form appears.

Modifying Form Settings

- ***To modify form settings:***

1. On the **Forms** tab, select the desired form.

2. Click **Modify Form**. The **Modify Form** window appears.



3. In the **Form Name** field, change the name of the form, if desired.

4. Make any necessary changes. The **Form Name** field always appears. The other fields that appear and the tasks you can complete depend on the type of form you selected.

Field / Task	Available *only* when this form is selected...	Description
Expense Type Assignment	Expense Entry	Select the expense types – for each policy – that will use this form.
Policy Assignment	Expense Report Header Expense Allocation Expense Detail View	Select one or more policies that will use this form.
Attendee Search Form Fields	Expense Attendee	Select the list of fields that will display in the attendee search area.

NOTE: The **Expense Car** form only has one setting, **Form Name**.

5. Click **Save**.

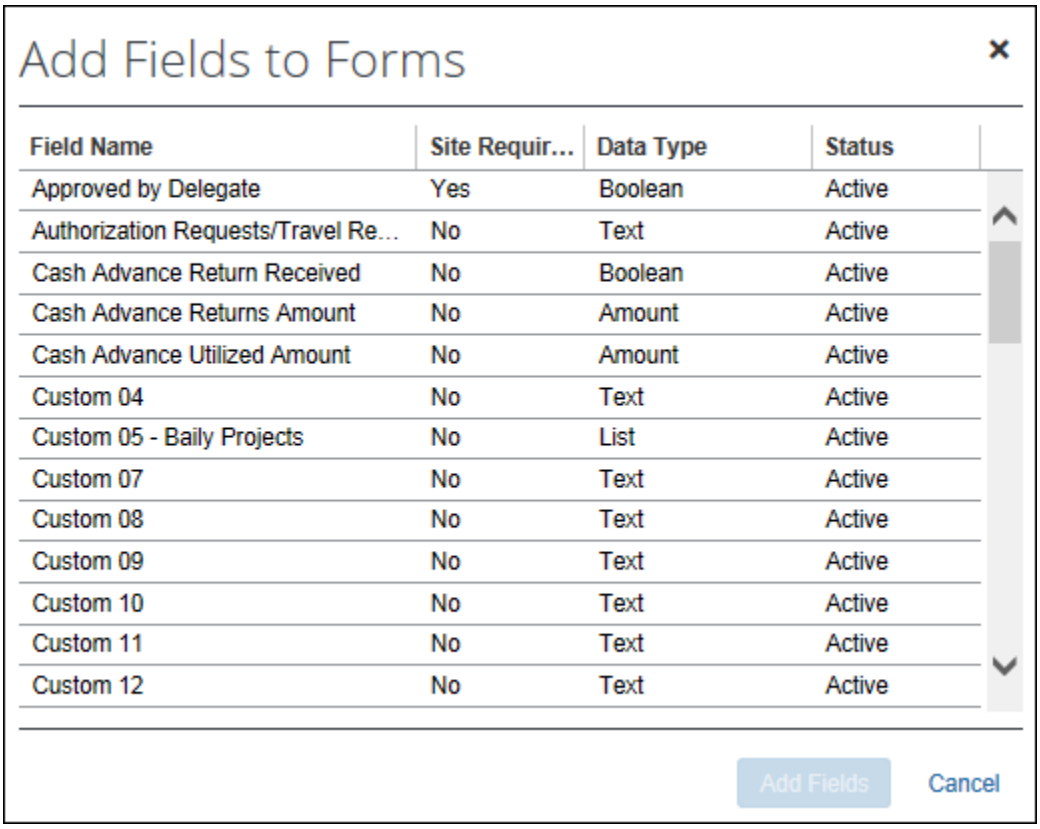
Adding Fields to a Form

You can add form fields to a form using the **Form Fields** tab or the **Forms** tab.

To add fields to a form:

1. On the **Forms** tab, select the desired forms. To select multiple forms, use Shift+click or Ctrl+click.

2. Click **Add Fields**. The **Add Fields to Forms** window appears.



Field Name	Site Requir...	Data Type	Status
Approved by Delegate	Yes	Boolean	Active
Authorization Requests/Travel Re...	No	Text	Active
Cash Advance Return Received	No	Boolean	Active
Cash Advance Returns Amount	No	Amount	Active
Cash Advance Utilized Amount	No	Amount	Active
Custom 04	No	Text	Active
Custom 05 - Baily Projects	No	List	Active
Custom 07	No	Text	Active
Custom 08	No	Text	Active
Custom 09	No	Text	Active
Custom 10	No	Text	Active
Custom 11	No	Text	Active
Custom 12	No	Text	Active

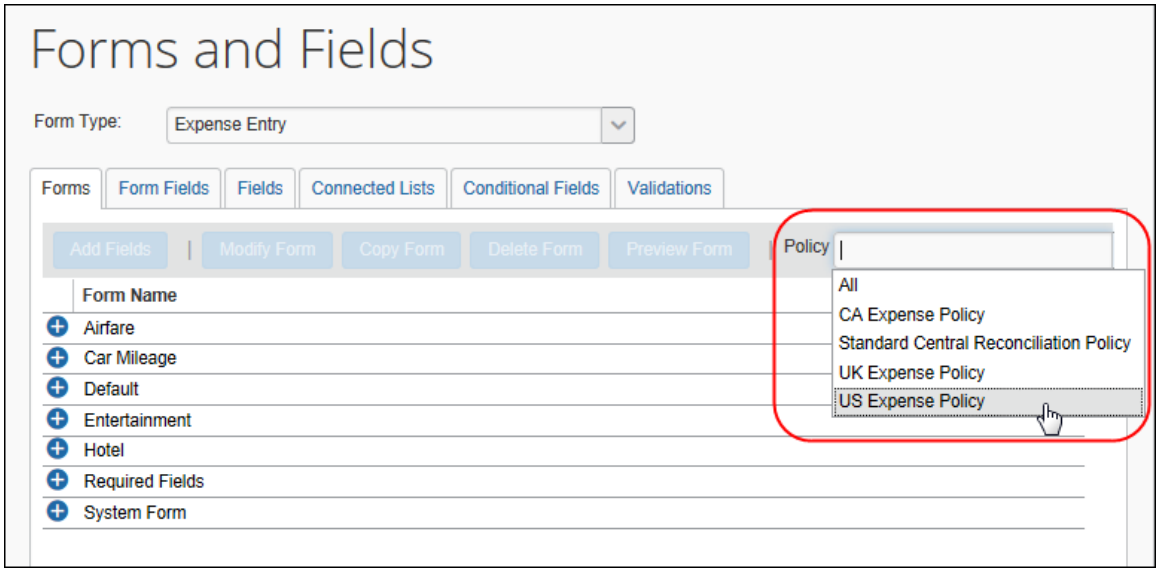
3. Select the fields to add to the form. Use Shift+click or Ctrl+click for multiple fields.

NOTE: Do not add report totals to the form, because the system updates report totals at certain points in time, but not continuously.
Placing report totals on the report header form may show the user an incorrect amount. Totals may display inaccurate amounts until one of the following occur:
1. User views the report totals page for the report
2. User submits the report
3. Anyone edits the report amount after it is submitted

4. Click **Add Fields**. The **Forms and Fields** page appears.

Filter Expense Entry Forms by Policy

The **Policy** list appears on the **Forms** tab when the *Expense Entry* form type is selected. If you select a policy from the list, then only the forms associated with the selected policy display.



To use the Policy list:

1. On **Forms and Fields** page, in the **Form Type** list, click *Expense Entry*. The **Policy** list appears.

   NOTE: The **Policy** list is available only on the **Forms** tab and only when the *Expense Entry* form type is selected.

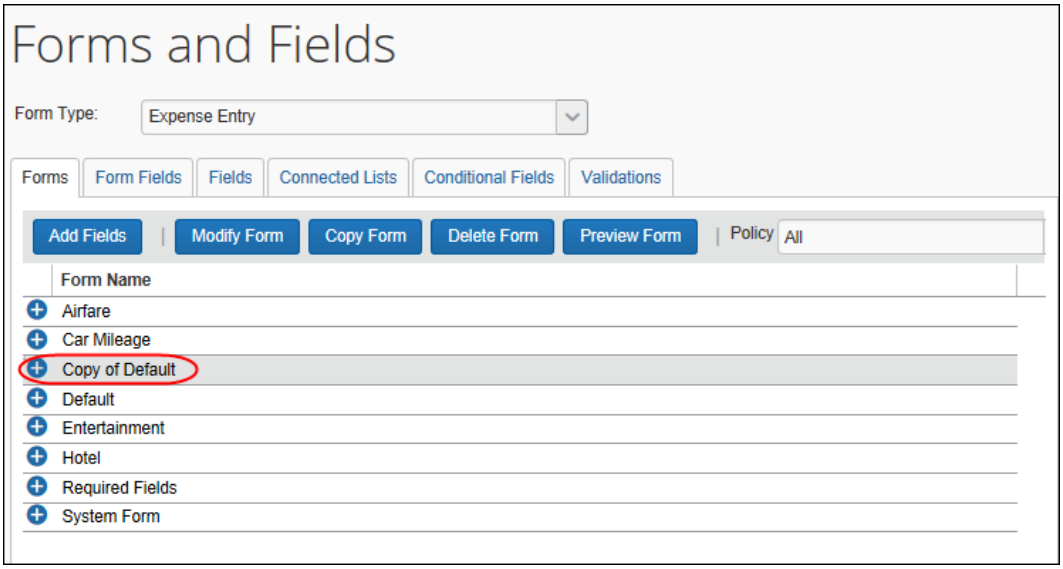
2. Click the desired policy. The list of forms refreshes, displaying only the forms associated with that policy.

   NOTE: Click *All* in the **Policy** list to see all Expense Entry forms, regardless of policy.

Copying a Form

To copy a form:

1. On the **Forms** tab, select the desired form.
2. Click **Copy Form**. The new form appears in the list, named Copy of <form name>.



Deleting a Form

Forms can be deleted only if they are not in use or are not a default Expense form.

To delete a form:

1. On the **Forms** tab, select the desired form.
2. Click **Delete Form**.

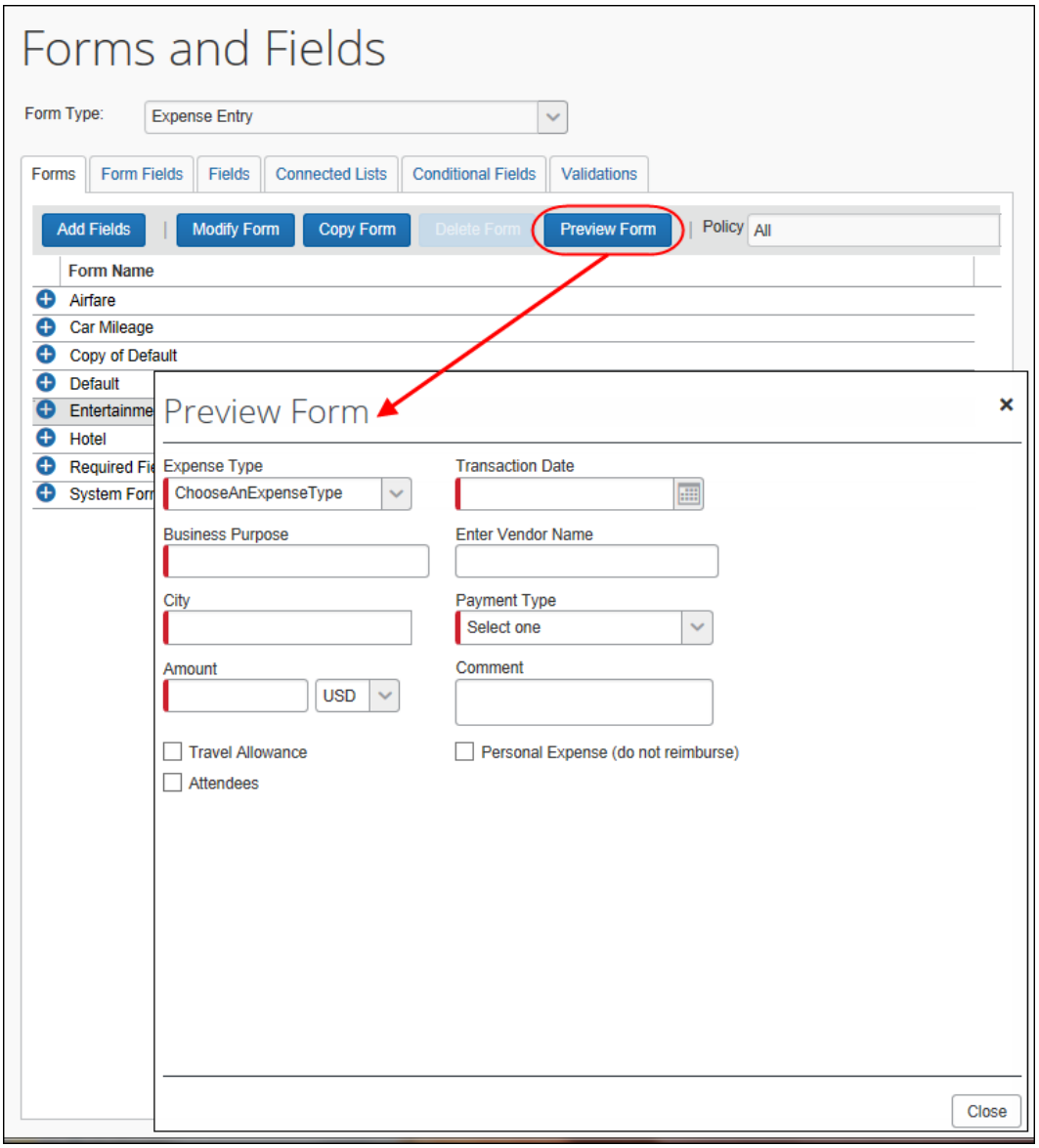
Previewing a Form

You can get a quick preview of a form.

NOTE: The feature is not intended to fully replicate the experience of the user when entering an expense, but rather to convey enough information to ensure the admin has selected the correct form.

To preview a form:

1. On the **Forms** tab, click the desired form.
2. Click **Preview Form**.



Section 6: Configuration – Connected Lists

The **Connected Lists** tab has the following functionality:

- **New:** The administrator can add new connected list definitions.
- **Modify:** The administrator can change list structure, attributes, and the forms the list appears on.
- **Remove:** The administrator can remove connected list definitions.

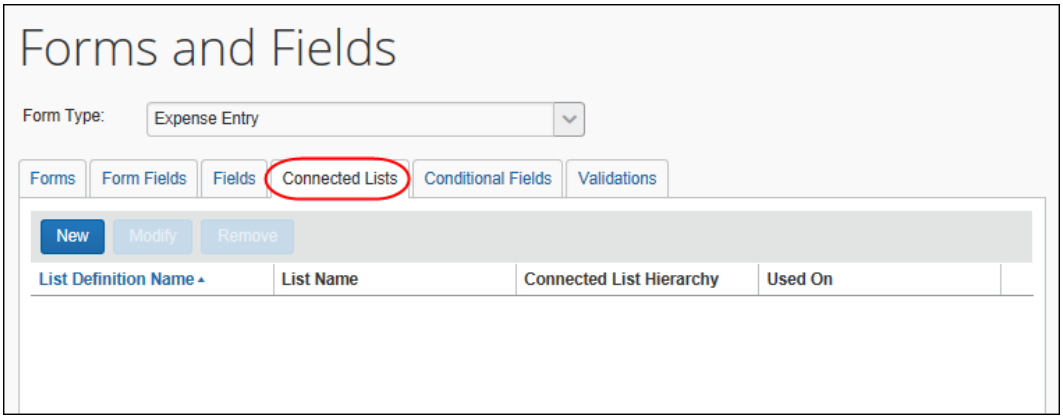
Accessing the Connected Lists Tab

To access the Connected Lists tab:

1. On **Forms and Fields** page, in the **Form Type** list, click the desired form type.

NOTE: Connected lists are only available for the Expense Entry, Expense Report Header, Expense Allocation and Expense Attendee form types.

2. Click the **Connected Lists** tab. The **Connected Lists** page appears.



Adding a New Connected List Definition

Adding a new connected list definition is a five-step process:

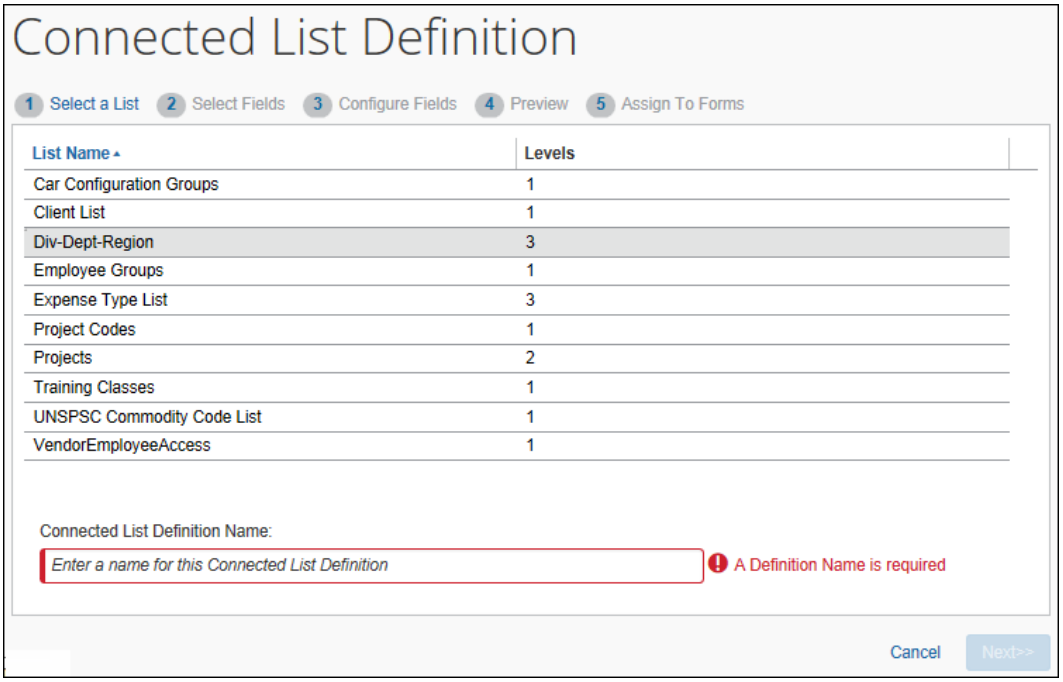
1. **Select a List:** Select the list to use, and set the connected list definition name.
2. **Select fields:** Select the fields included in the connected list definition.
3. **Configure User Interface:** Configure the field properties for the fields.
4. **Preview:** Preview the fields with the list definition changes.
5. **Assign to Forms:** Select the forms to assign the new connected list to.

NOTE: During steps 2-5, the administrator can click **Previous** to go back to a previous step.

Step 1: Select a List

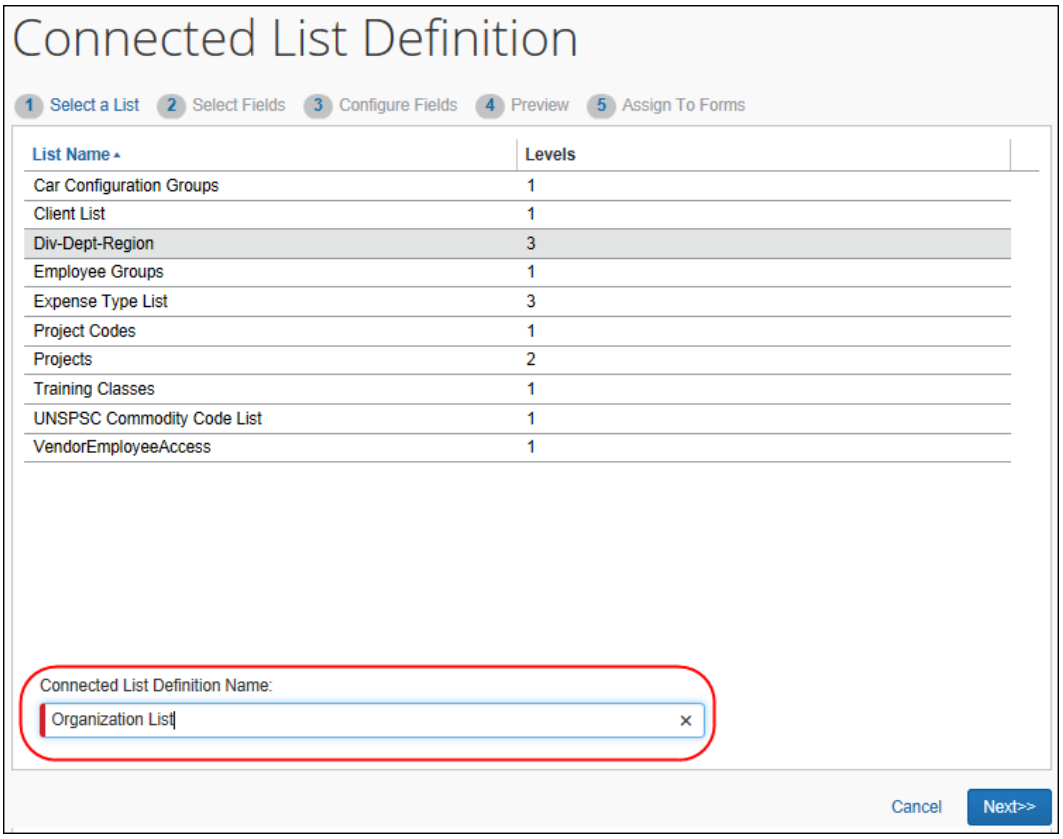
To select a list:

1. Click **New**. The **Select a List** page appears, displaying all available lists.



2. Select the desired list.

3. Enter the **Connected List Definition Name**.

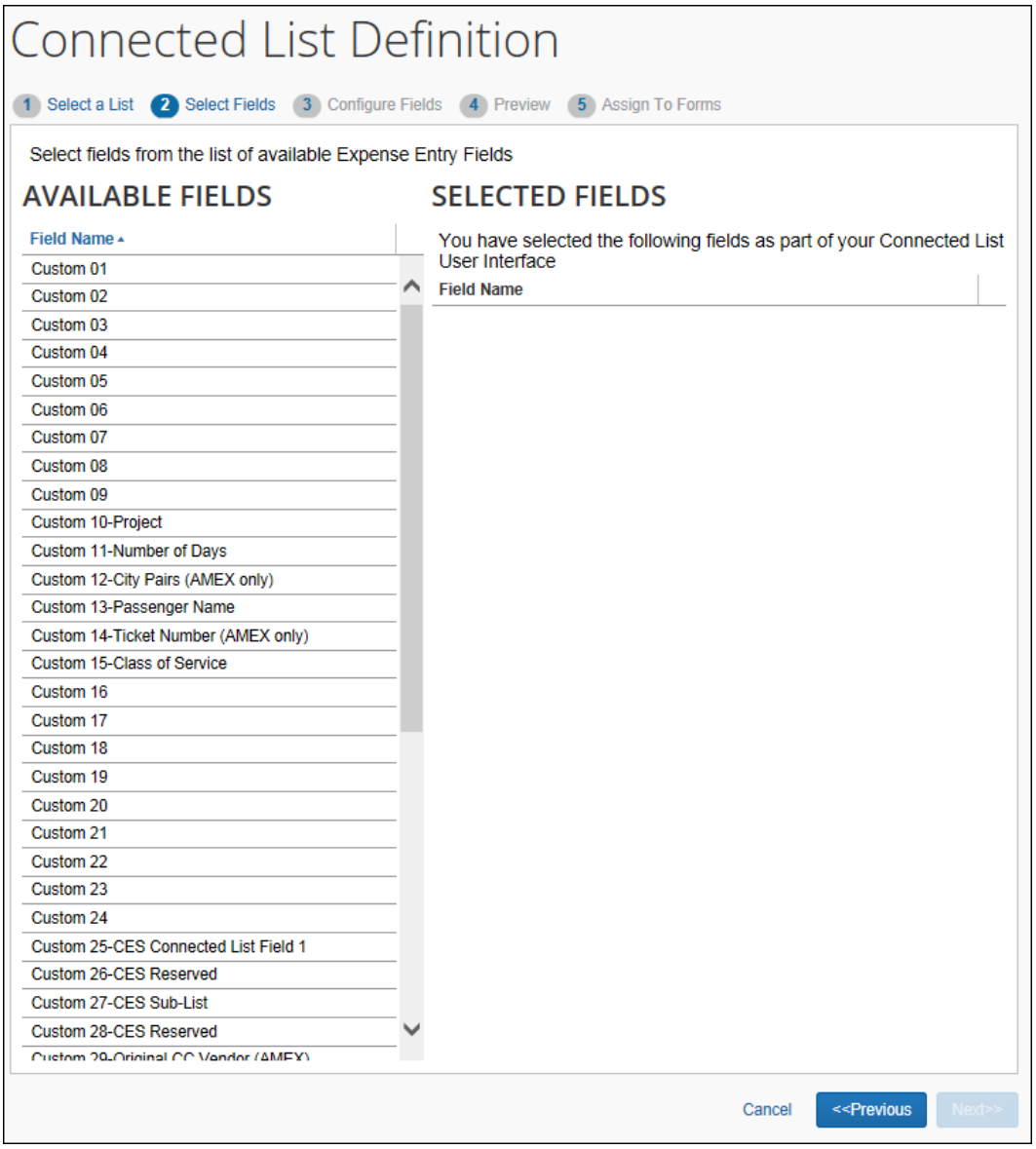


4. Click **Next**.

Step 2: Select Fields

To select fields for a new connected list definition:

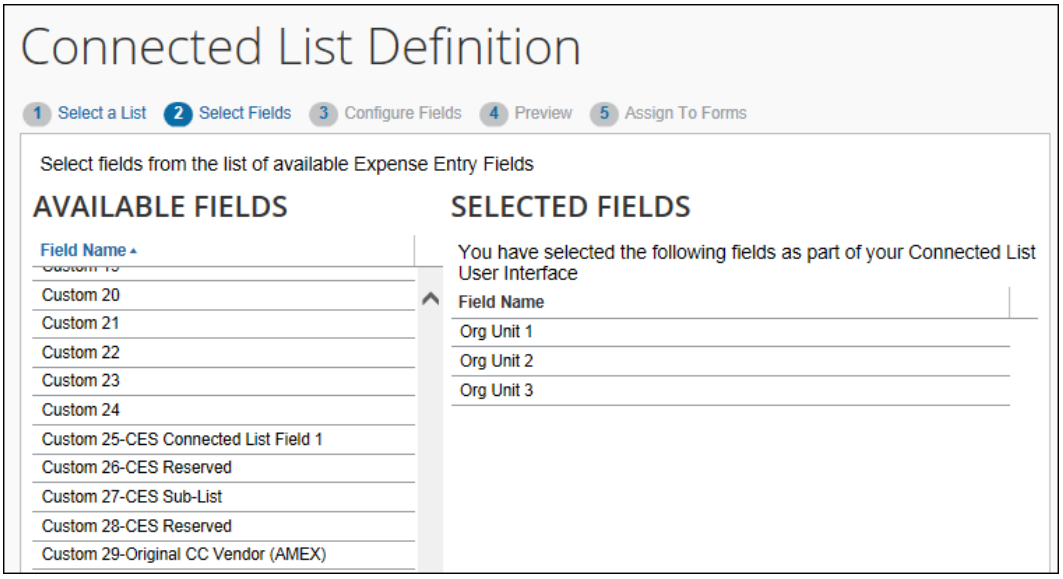
1. The **Connected List Definition** page appears, with eligible fields populating the left pane.



2. In the left pane, click the desired fields, noting the following:
   - The number of fields selected must equal the number of levels in the list
   - Select the **Expense Type List Item Key** field as the first field if the connected list you configured in List Management and are adding to an Expense Entry form uses an expense type as the first field in the connected list

Refer to the *Shared: List Management Setup Guide* and Step 2 of *Adding a New Connected List Definition* in this document for more information.

To select multiple fields, use Shift+click or Ctrl+click. The selected fields will appear in the right pane.



3. Click **Next**.

Step 3: Configure User Interface

To configure the user interface of the selected level:

1. In the left pane, click the desired field. The attributes available for editing appear in the right pane.

Field	Description
Field Name	The field label displayed on the form.
Data Type	The data type of the selected field.

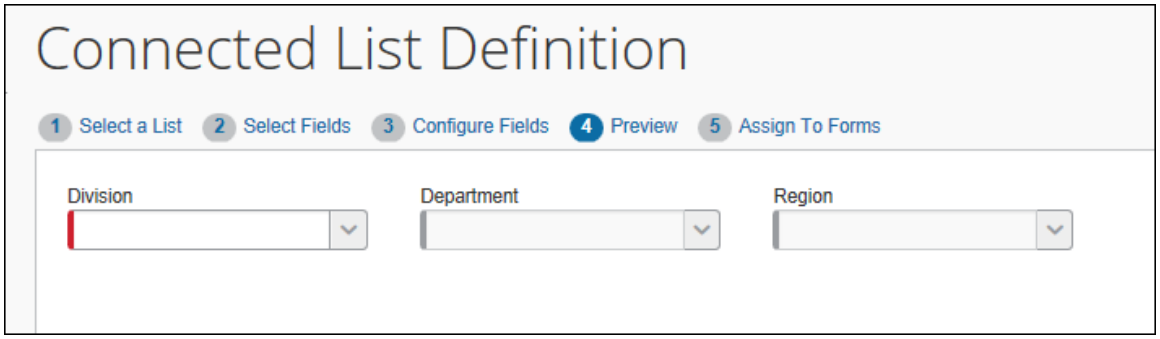
Field	Description
Default Value Type	Choose whether the copydown functionality automatically populates the field. • **Copy Down:** Copydown allows the information entered into a field by an employee to be automatically entered into duplicate fields on other pages. This option takes precedence over other methods of pre-populating fields such as the Exchange Rates feature. If you select this option, you must also select the copydown source. This tells Concur Expense which form type to use for the duplicate field. For example, if you want to copy down the Country Code, the copydown source will be Employee. Therefore, Concur Expense will look to the **Country Code** field on the employee form type and duplicate the entered information automatically. • **None:** Indicates this field does not use copydown functionality. • **Constant:** The first field in the connected list can also be configured as a constant; Allows you to enter a default value that will always be entered for the employee when that selected field appears. For more information, refer to the *Terminology* section of this guide.
Field Default Value	Only appears when *Constant* is selected in the **Default Value Type** field (first connected list field only). Enter the constants that appears.
Copy Down Source	Only appears when *Copy Down* is selected in the **Default Value Type** field. Select the source of the copieddown data.
Field	Only appears when *Copy Down* is selected in the **Default Value Type** field. Select the field the data will be copied down from.
Access Rights	Select the access rights to the field for different user roles.

2. Click **Next**.

Step 4: Preview

To preview the connected list:

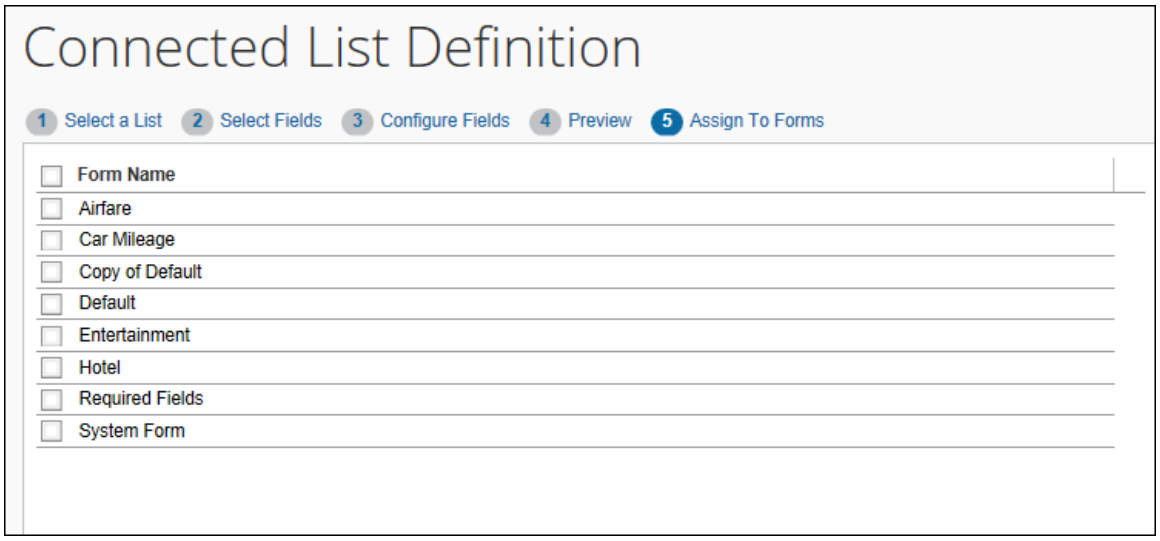
The connected list preview is displayed on this page. The set of connected list fields function as they will on the form they are assigned to. This allows the administrator to validate that the connected fields appear in the correct order and include the expected list item values.



If the fields appear correct, click **Next**. Otherwise, click **Previous** to return to a previous step and make changes.

Step 5: Assign to Forms

The **Assign to Forms** page appears. The page displays a list of all forms for the selected form type.

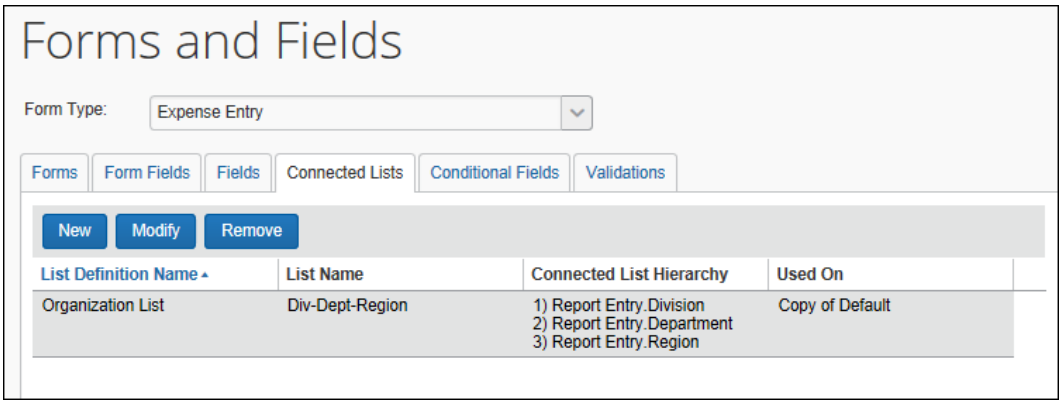


1. Select (enable) the check box for the desired form.
2. Click **Done**.

Modifying a Connected List Definition

To modify a connected list definition:

1. On the **Connected Lists** page, select the desired list.



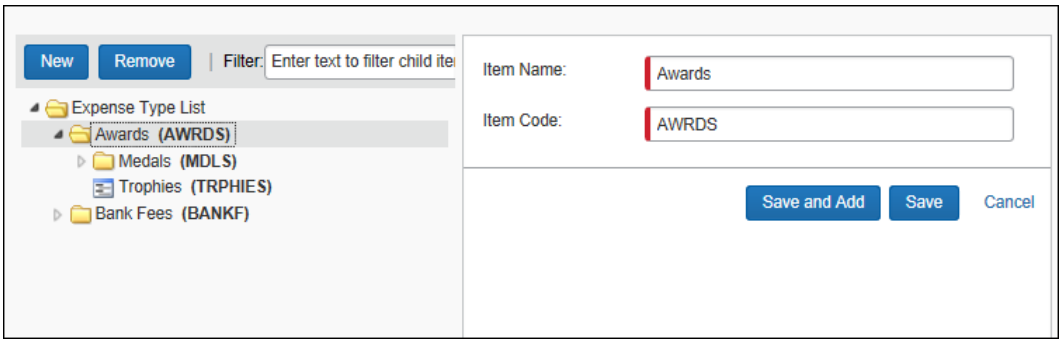
2. Click **Modify**. The **Connected List Definition** page appears.
3. Use the **Next** and **Previous** buttons to navigate to the settings to modify.
4. Make any necessary changes.
5. Click **Done**.

Using an Expense Type as the First Field in a Connected List

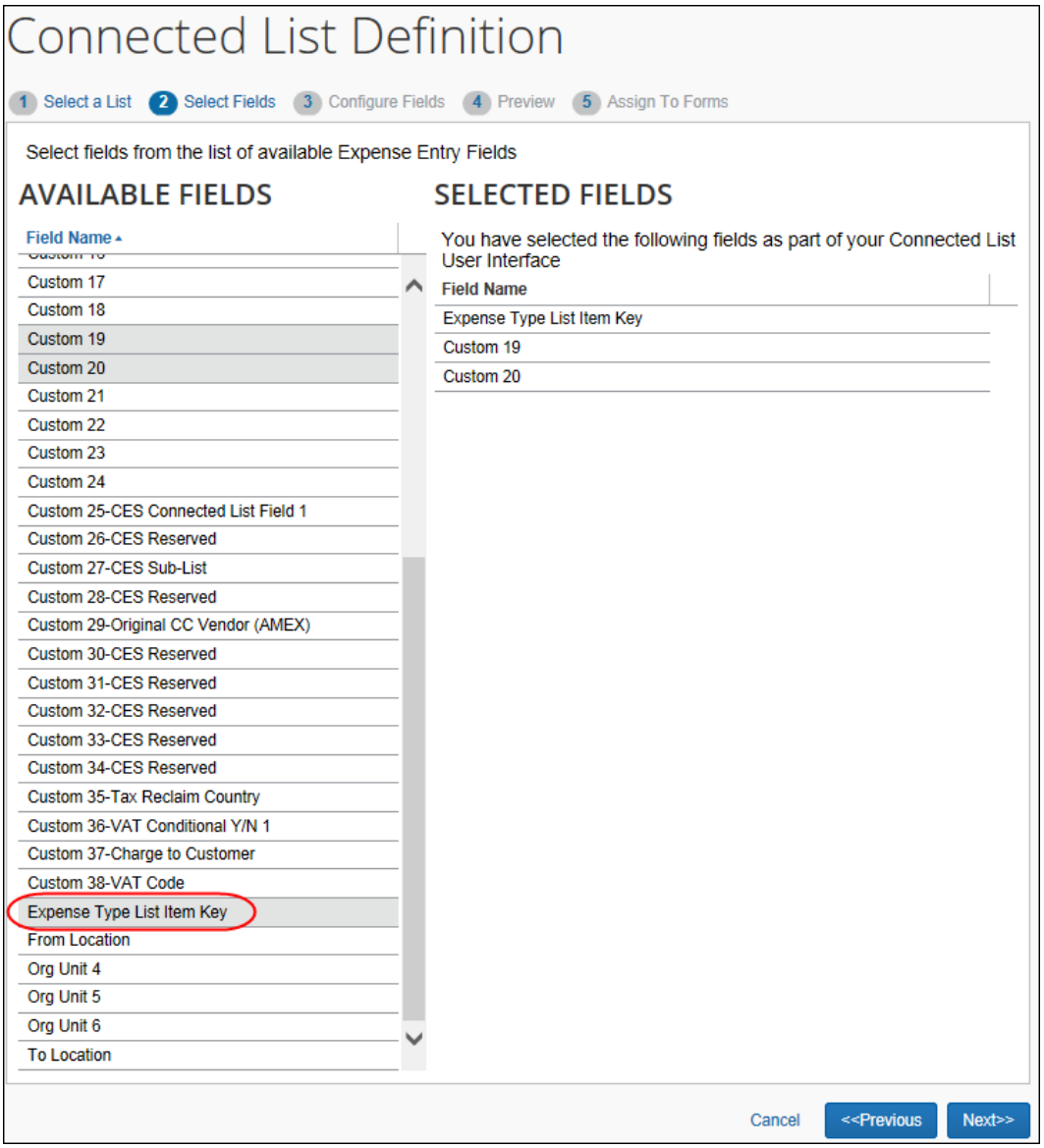
Using the combination of the List Management and Forms and Fields tools, the administrator can create a connected list whose first field is an expense type. This is done whenever you want a connected list to appear only when the user chooses certain expense types on the Expense Entry form (for example, Awards).

The process is as follows:

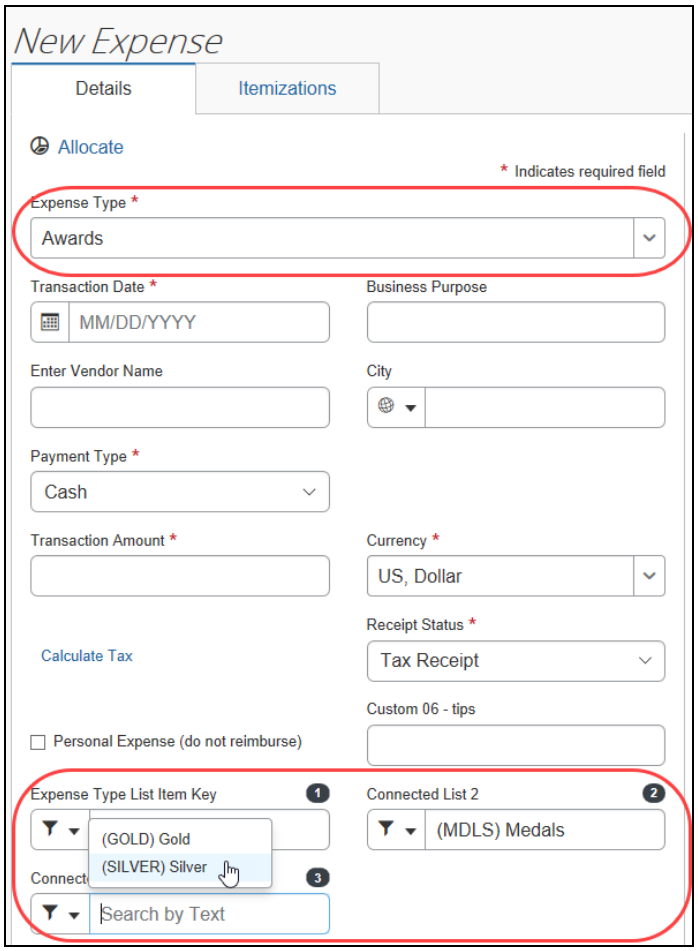
- **List Management:** The connected list is configured using an expense type as the first field, with an Item Code that *exactly* matches that of the expense type you are using (example: Awards = "AWRDS"):



- **Forms and Fields:** The connected list created in List Management is chosen when defining the connected list for addition to the Expense Entry form in Step 2:



Now, when the user creates a report and selects Awards, this connected list is displayed with the filtered selections based on the each preceding choice.



NOTE: When the **Awards** expense type is selected - the connected list fields appear - with the list values configured in **List Management**.

MORE INFORMATION

Refer to the *Shared: List Management Setup Guide* and Step 2 of *Adding a New Connected List Definition* in this document for more information.

Section 7: Configuration – Conditional Fields

Getting Ready

Before using the **Conditional Fields** tab, ensure that all source fields and target fields:

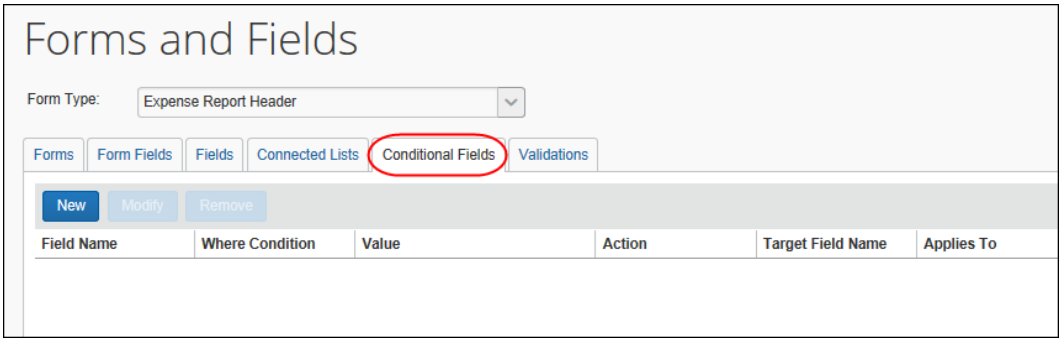
- ***Are included on the desired form***
- Have the desired visibility, data type, associated list data, etc.

NOTE: Currently, connected lists cannot be used. Also, only custom fields can be used for conditional fields.

Accessing the Conditional Fields Tab

To access the Conditional Fields tab:

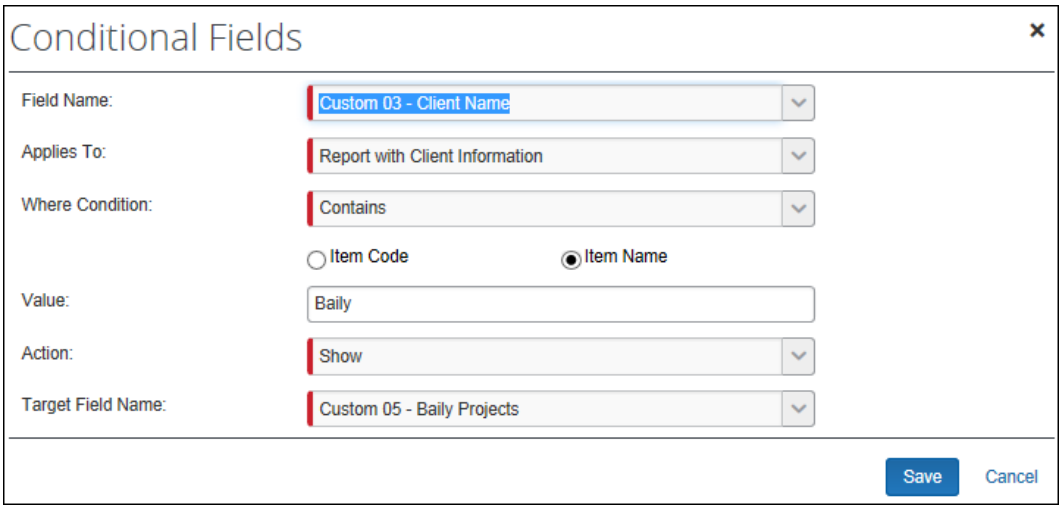
1. On **Forms and Fields** page, in the **Form Type** list, click either *Expense Entry* or *Expense Report Header*.
2. Click the **Conditional Fields** tab.



Adding Conditional Fields

To add conditional fields:

1. On the **Conditional Fields** tab, click **New**. The **Conditional Fields** window appears.



2. Complete the appropriate fields.

Field	Description
Field Name	Select the source field. **NOTE:** Fields will not appear in this list unless they are present on a form definition for the relevant form type. Ensure that all desired fields are present on the form before configuring the condition.
Applies To	Select the desired form. **NOTE**: The source and target fields must be present on the form.
Where Condition	Select the desired option (differ by field type).
Item Code/Item Name	Select the list item data to search when evaluating the condition. Appears for all conditions except *Equals*.
Value	This field changes depending on the data type of the source field, for example: • For text fields, enter the desired text. • For lists, enter the value to search for. Depending on the Item Code/Item Name radio button value, the search will check the code or name for this value. • For check boxes, select the check box (indicating True)
Action	Select one of these: • Show • Hide

Field	Description
Target Field Name	Select the desired target field.

3. Click **Save**.

Modifying Conditional Fields

To modify conditional fields:

1. On the **Conditional Fields** tab, either:
   - Click an existing definition. Click **Modify Fields**.
     – or –
   - Double-click an existing definition.

   The **Conditional Fields** window appears.
2. Make the desired changes as detailed in *Adding Conditional Fields*.
3. Click **Save**.

Removing Conditional Fields

To remove conditional fields:

1. On the **Conditional Fields** tab, click the desired definition.
2. Click **Remove**.

Section 8: Appendix – Special Situations/Forms/Fields

Air Comparison Amount

For information about the **Air Comparison Amount** field, refer to the *Client Fact Sheet Air Comparison Fare*.

Travel Diary

For information about the **Travel Diary** field, refer to the *Concur Expense: Fringe Benefit Tax (FBT) Setup Guide*.

Travel Reservation Reason Code

For information about the **Travel Reservation Reason Code** field, refer to the *Client Fact Sheet Air Comparison Fare*.

Fields: Special Conditions for Selected Fields

Approval Status and Request Key

By default, these two fields are not included in the Request Header form. If they are added to the form, their configuration can hide some details from the Request audit trail.

If the **Approval Status** field is added and configured as hidden for the user: The audit trail entries regarding the approval status changes will not be visible to the user.

If the **Request Key** field is added and configured as hidden for the user: The user won't be able to see the audit trail entries regarding the emails sent to the TMC.

Amount Due Employee

If the **Amount Due Employee** field is added to the Report Header form the client is advised that there is a varying time lag in presentation of accurate data as the system updates report totals at three distinct points:

- The display of the Report Totals page
- When the report is submitted
- After submission, if editing the expense entries

For this reason, the client should have the knowledge on how to use this field to obtain accurate data.

Report Number

If configured, the **Report Number** field is an available field that displays when creating an expense report. It is also visible on the report header when the report is saved. The Report Number is a unique 6-character (alphanumeric) report identifier introduced as part of the NextGen UI. This shorter number makes identifying and tracking specific expense reports easier for users, approvers, and processors.

Refer to *Working with Fields* in this guide for information about adding this field to the expense report header.

Report Key

The **Report Key** field is intended for use by the Expense Processor when troubleshooting issues from the integration with accounting systems (Standard Accounting Extract or Financial Integration). SAP does not recommend that it be used in employee- or approver-facing UIs, and strongly recommends that the Report ID or Report Number is used in all scenarios that require an identifier for the specific expense report.