

# **Concur Invoice: Forms and Fields**

## **Setup Guide**

**Last Revised: January 13, 2021**

Applies to these SAP Concur solutions:

- Concur Expense
  - Professional/Premium edition
  - Standard edition
- Concur Travel
  - Professional/Premium edition
  - Standard edition
- Concur Invoice
  - Professional/Premium edition
  - Standard edition
- Concur Request
  - Professional/Premium edition
  - Standard edition



# Table of Contents

<b>Forms and Fields .....</b>	<b>1</b>
<b>Section 1: Permissions .....</b>	<b>1</b>
<b>Section 2: Overview .....</b>	<b>1</b>
Terminology .....	1
Fields Overview.....	4
Field Configuration Information .....	4
Form Fields Overview .....	6
Forms Overview .....	7
Form Configuration Information .....	8
Connected List Overview .....	8
Validations Overview .....	8
Forms, Fields, Lists, and Validations Configuration Process .....	9
<b>Section 3: Access the Forms and Fields Page .....</b>	<b>10</b>
Select a Form Type.....	10
Allocations Fields.....	10
<b>Section 4: Work with the Forms and Fields Page.....</b>	<b>11</b>
Work with Fields .....	11
Access Fields .....	11
Modify Fields .....	12
Change Columns .....	17
Work with Form Fields .....	17
Access Form Fields .....	17
Modify Form Fields .....	18
Rearrange Form Fields .....	22
Remove Form Fields .....	23
Work with Forms.....	23
Access Forms.....	23
View Fields on a Form.....	24
Modify Form Settings.....	24
Add Fields to a Form.....	25
Copy a Form.....	26
Delete a Form.....	26
Work with Connected List Definitions .....	26
Access Connected Lists .....	27
Add a New Connected List Definition.....	27
Assign a Connected List to a Form .....	33
Modify a Connected List Definition .....	33
Use an Expense Type as the First Field in a Connected List .....	33
<b>Section 5: Special Cases.....</b>	<b>36</b>

Using the Is Emergency Check Run? Field to Expedite Payment .....	36
Work with Tax Fields .....	37
Overview.....	37
Use the Tax Field at Both the Invoice and Line Item Levels.....	37
Track Processor Changes to Request Fields and Line Items.....	39
Overview.....	39
End-User and Admin Experience.....	40
Configuration/Feature Activation .....	41
Enable Vendor Managers to Work With Vendors Who Belong to Different Policy Groups .....	41
Overview.....	41
Admin Experience .....	42
Vendor Manager and End-User Experience .....	43
Configuration/Feature Activation .....	44
Activate the Multiple Purchase Order Feature .....	45

# Revision History

Date	Notes/Comments/Changes
October 12, 2022	Minor edits; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 6, 2020	Updated the copyright; no other changes; cover date not updated
April 13, 2019	Changed the term "payment request" to "invoice" as part of the new user experience for Concur Invoice.
February 9, 2019	Changed the term "Concur" to "SAP Concur" and change the term "payment request" to "invoice" where applicable; no other content changes.
January 29, 2019	Updated the copyright; no other changes; cover date not updated
June 14, 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 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 26, 2018	Added best practice information about custom fields.
January 10, 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.
December 14, 2016	Changed copyright and cover; no other content changes.
December 12, 2016	Removed information about the <b>Is VAT included in invoice line item</b> field. This information will be included in a VAT Fact Sheet that is coming soon.
December 5, 2016	Updated the guide content to new corporate style; no content changes.
November 4, 2016	Added information about how to rearrange form fields.
May 13, 2016	Added new Description field for copy down to purchase order header.
April 15, 2016	Added information about the following: <ul style="list-style-type: none"> <li>• Separate purchase order field for copy down</li> <li>• Activate multiple purchase orders</li> </ul>
February 19, 2016	Added information about the <b>Is VAT included in invoice line item</b> field.
May 15, 2015	Updated guide with information about using the <b>Is Emergency Check Run</b> field to include a check payment for late payment to a vendor.
April 10, 2015	Updated guide with enhanced user interfaces images.
March 13, 2015	A new option, <i>Copy Down from Purchase Order if available</i> , copies data values from a Custom field for all requests originating from a purchase order.

Date	Notes/Comments/Changes
January 16, 2015	Added information about clients now being able to configure a connected list definition with an expense type field as the first field in a connected list.
November 14, 2014	Added information about the <b>Vendor Form Name</b> field when requesting a new vendor.
October 17, 2014	Added information about the <b>Vendor Form Name</b> field.
September 16, 2014	Added information about the two user interfaces; no other content changes
July 11, 2014	Added field information for the Track processor changes feature.
April 16, 2014	Changed copyright and cover; no other content changes.
April 11, 2014	Track processor changes to certain fields or line items using the new <b>Has the processor made a change to tracked items</b> field.
December 13, 2013	Vendor forms now support the Connected List type of field.
December 28, 2012	Made rebranding and/or copyright changes; no content changes.
December 14, 2012	Information about using the Switch Tax Mode feature in Invoice is added as an Appendix to this document.
October 19, 2012	New <i>Copy Down Only If Empty</i> field is added to Modify Fields. This supports copy down action at the PO header, line item, and allocation levels to the PR.
May 18, 2012	New guide combining the Forms and the Fields standalone guides into a single guide.

## 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

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

### Section 2: Overview

#### Terminology

The example below represents how the invoice forms appear within Concur Invoice. In the figure below, the Header form is at the top, and the Line Item details form is at the bottom:

The screenshot shows the 'Enter Invoice Details' form in SAP Concur. The form is divided into several sections:

- Header Form:** This section includes fields for 'Payment Request Type' (Global Policy), 'Invoice Number', 'PO Number', 'Payment Due Date', 'Request Name', 'Invoice Date', 'Department', 'Tax' (0.00), 'Invoice Owner', 'Invoice Amount' (0.00), 'Project', and 'Invoice Container ID'. A red box labeled 'Form Type: Request Header Form' points to the top of this section.
- Header:** A red box labeled 'Form: Header' points to the top of the form, specifically the 'Enter Invoice Details' title and the 'Actions' menu.
- Line Item Details:** This section is a table with columns for 'No.', 'Expense Type', 'Descrip...', 'Calcula...', 'Tax Rate', 'Connec...', 'Connec...', 'Amount...', and 'VAT A...'. A red box labeled 'Form: Line Item Details' points to the table header. The table currently shows 'No items found.'

Other visible elements include 'Vendor Information' for 'Simpatico Furnishings' (3333), 'Currency: USD-US, Dollar', and a 'Back to List' link at the bottom left.

Concur Invoice uses the following terms within the **Forms and Fields** page:

- **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 invoice header or allocation, line item, or vendor that serves a specific function in the application. For example, the invoice form type is the basic invoice form design or template, which may include the invoice name and any fields that hold invoice form data. There can be multiple forms associated with most form types.
- **Field:** A field displays or allows you to 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 Invoice.
  - ♦ **Concur Defined:** SAP Concur created these fields, based on common client usage. You can include them on a form, if preferred.
  - ♦ **Custom:** The administrator created these fields for use on any form as required, optional, or hidden.
- **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 only changes 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.

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

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- **Control Types:** 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 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

Field Data Type	Allowable Control Types
Integer	Edit
Amount	Edit
Boolean	Check Box and Boolean List
Date	Edit (w/ Date Helper)
List	Edit (w/ List Helper), List, Launch URL (Single-line), Launch URL (Multi-line)
Numeric	Edit

- **Field Default Value:** Options for the information that should automatically appear within a specified field for an employee.

- ♦ **Copy Down:** Copydown allows an employee to enter information into a field that the system then automatically enters into duplicate fields on other pages. This option takes precedence over other methods of pre-populating fields.

If you select this option, you must also select the copydown source. By doing this, Invoice knows 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 Invoice will look to the **Country Code** field on the employee form type and duplicate the entered information automatically.

- ♦ **Constant:** Allows you to enter a default value that the system will then always enter for the employee when that selected field appears.

The **Forms and Fields** page allows the administrator to manage Invoice forms and fields within the current user interface. The tool consists of the following tabs:

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



For more information, refer to the *Shared: Validations Setup Guide*.

When the admin adds a field 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 (For details, refer to *Form Fields Overview*.) For this reason, complete configuration of fields before you add fields 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.

## Fields Overview

Use these field types to create invoices:

- **Payment Request/Purchase Order Allocation Fields:** Used on the payment request allocation form. These fields are presented to the user when adding or editing invoices, when allocations are allowed or required.
- **Payment Request/Purchase Order Header Fields:** Used by a payment request header form. These fields appear when the user creates an invoice (such as Request Name, Invoice Date, Invoice Amount, and Expense Type).
- **Payment Request/Purchase Order Line Item Details Fields:** Used by a payment request line item form. When the user itemizes an invoice that has more than one Expense Type line item, these fields are displayed to the user to add items and costs to a list (that is, on a line by line basis).
- **Payment Vendor Fields:** Used by a payment vendor form. These fields appear to the user so that the user can request that a new vendor be added to the client's Vendor Master List.

The admins work with these fields in User Administration to gather employee data:

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

### **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.

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

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- 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 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.
- A field that will serve as a destination (target) field for copydown action from a form is configured at this time, before adding the field to the form. Typically, a Purchase Order header or line item details field will act as a source to the same form and field combination at the invoice level.

## 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 search helper, the field displays as a text field with the search wheel:

- ◆ If a field is configured as a simple list, the field displays a maximum of 500 items in the list:

If the size is greater than 500, the field displays as a text field with the search wheel (same as above).

- ◆ If a field is defined as a connected list, it will display a maximum of 500 items in the connected list, 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.

- You can enable or disable the Most Recently Used list functionality by using a site setting. The name of the site setting is 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 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*.

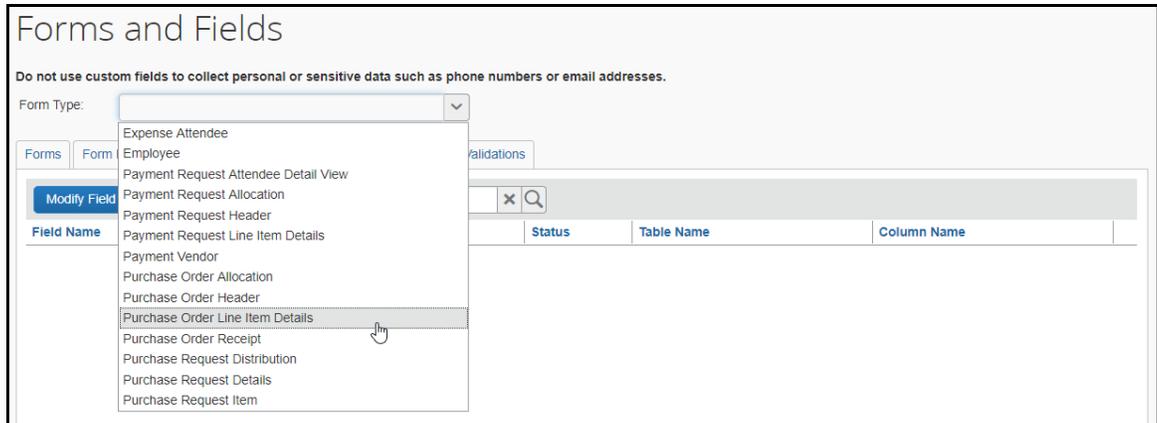
## Form Fields Overview

Use the **Form Fields** tab 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 or any field on another form.
- A change made on the **Fields** tab after a field has been added to a form may or may 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.
- 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

SAP Concur provides several default payment-related forms for use within Concur Invoice.



They are as follows:

- **Employee:** Displays fields that let a user enter information about an employee.
- **Payment Request/Purchase Request Allocation:** Displays fields the employee uses to allocate payment responsibility to different departments when creating the invoice.
- **Payment Request/Purchase Request Header:** Displays the fields that an employee completes when first creating an invoice. For example, general information about the invoice, such as the Invoice Name, the policy it uses, and so on.
- **Payment Request/Purchase Request Line Item Details:** Displays the fields that let an employee specify a description of each item, itemize what portions of the total, in quantity and price per unit, are associated with each item, and apply multiple expense types to a single invoice.
- **Payment Vendor:** Displays fields that let an employee enter information requesting a new vendor to be assigned to Concur Invoice, or to view/edit current information associated with a vendor, when creating or viewing an invoice.
- **Purchase Order Allocation:** Displays fields the employee uses to allocate payment responsibility to different departments when using the purchase order.
- **Purchase Order Header:** Displays the fields that the admin can add to the Purchase Order header form.
- **Purchase Order Line Item Details:** Displays the fields that the admin can add to the Purchase Order line item form.

## Form Configuration Information

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

- There is no physical limitation on how many forms you can deploy in the implementation.
- You assign the invoice-related forms to policies, not to groups.
- Every policy has one assigned request header form.
- You can assign a single request header form 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 you can use further down the hierarchy.

## Connected List Overview

You can use the **Connected Lists** tab 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.

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**NOTE:** Connected lists are also called as Multiple Level Lists.

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For more information, refer to the *Shared: List Management Setup Guide*.

## 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).

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

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Several standard validations are loaded with SAP Concur. 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.



For more information, refer to the *Shared: Validations Setup Guide*.

## 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.

On the **Forms and Fields** page:

1. Set the field default settings.
2. Create and configure each of the invoice forms that the company wishes to use.
3. Add all required fields to your required forms.

On the **List Management** page:

4. Identify and create the lists needed for the invoice forms.

On the **Forms and Fields** page:

5. 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.
6. Add or create validations. 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).



For more information, refer to the *Shared: Validations Setup Guide*.

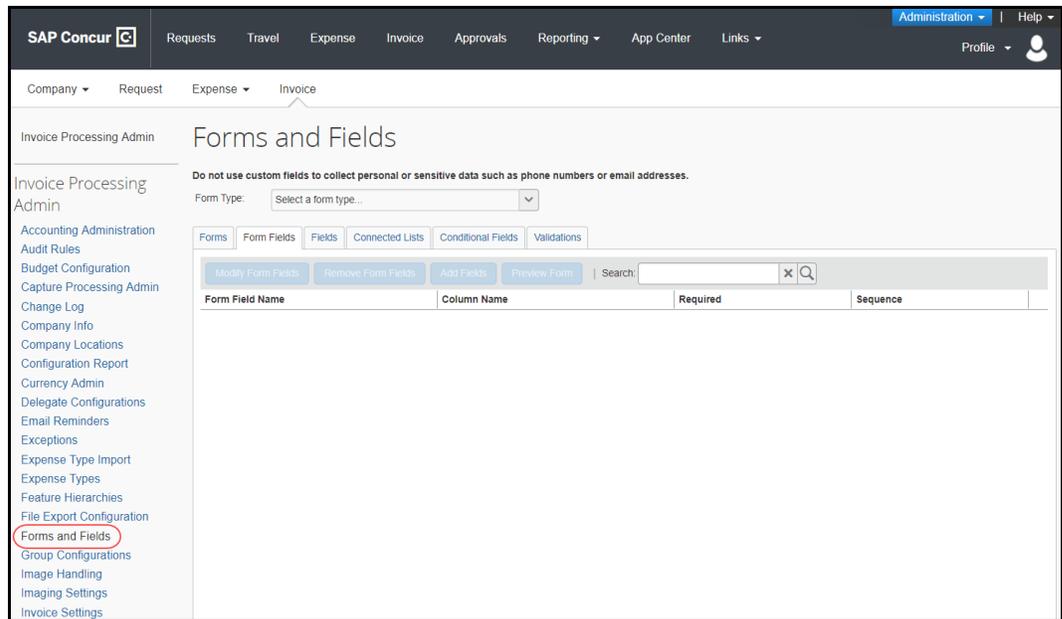
The above process is only a subset of the total configuration process.

## Section 3: Access the Forms and Fields Page

Invoice Configuration administrators use the **Forms and Fields** page to configure Concur Invoice forms and fields.

▶ **To access the Forms and Fields Page:**

1. Click **Administration > Invoice**.
2. Click **Forms and Fields** (left menu). The **Forms and Fields** page appears.



### Select a Form Type

The first step in using Invoice 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 Fields

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

## Section 4: Work with the Forms and Fields Page

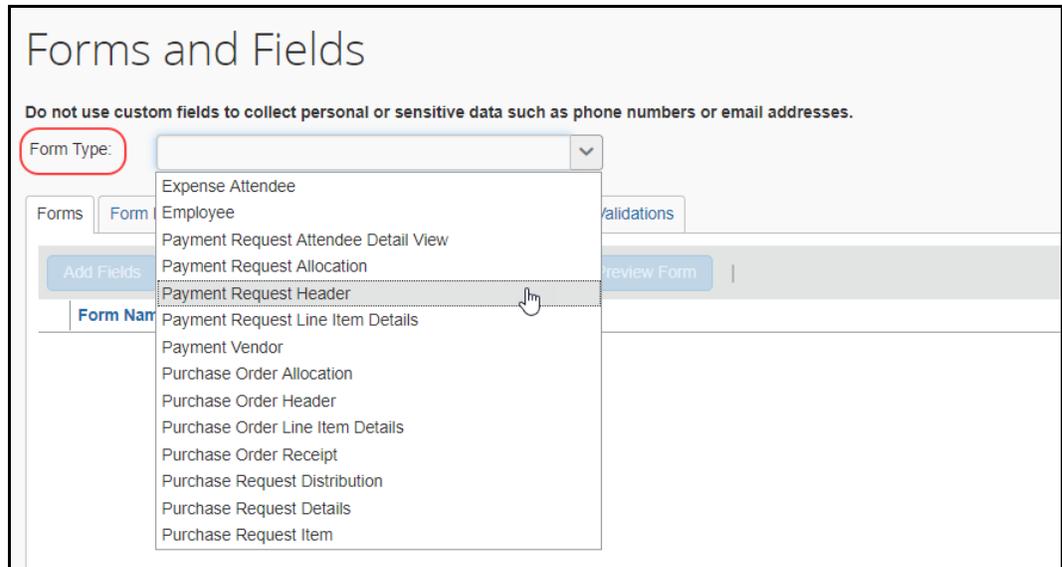
### Work with Fields

You use the **Fields** tab in the **Forms and Fields** page 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).

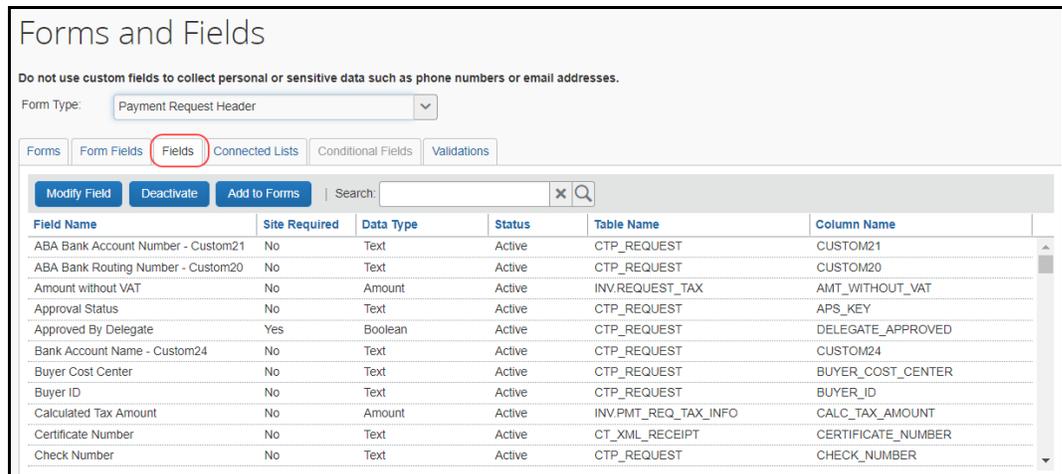
#### Access Fields

► **To access Fields:**

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



2. Select the **Fields** tab.



## Modify Fields

► **To modify fields:**

1. On the **Fields** tab, click the desired field to modify.
2. Click **Modify Field** or double-click the field name. The **Modify Fields** window appears.

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**NOTE:** The following figure is *representative* of the available options and changes field options depending on a preceding choice.

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Modify Fields

Field Name: Custom 03

Data Type: Text

Site Required

Control Type: Edit

Default Max Length: 48

Default Validation: None

Default Value Type: None

Copy down from Purchase Order if available: No

Access Rights

Invoice Owner User Role: Modify

Invoice Approver Role: Read-only

Invoice Processor Role: Modify

Invoice Processor Manager Role: Modify

Invoice AP User Role: Modify

Invoice Purchasing User Role: Read-only

Save Cancel

3. Make any necessary changes. The table below describes the fields in the **Modify Fields** window.

Field	Description
Field Name	<p>Underlying name of the field (64 characters)</p> <p>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.</p> <p><b>IMPORTANT:</b> 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 Concur. 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 Concur is always increasing the security code present to prevent vulnerabilities, which could break such usage at any time. SAP Concur will <b>not</b> fix any reported issue regarding the use of HTML formatting in text fields.</p>
Data Type	<p>Data type for the field</p> <p>Available data types are:</p> <ul style="list-style-type: none"> <li>• Amount (currency)</li> <li>• Boolean</li> <li>• Connected List</li> <li>• Date</li> <li>• Integer</li> <li>• List</li> <li>• Numeric (floating point)</li> <li>• Text</li> </ul> <p>The data type is configurable <i>only</i> 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 invoice, you will be unable to change it on this page.</p> <p>Note that when you select from the <b>Data Type</b> list, the window refreshes and provides other applicable fields. For example:</p> <ul style="list-style-type: none"> <li>• When you select <i>Text</i>, you may provide the maximum length of the field.</li> <li>• When you select <i>Connected List</i>, you may provide the name of the connected list definition.</li> </ul> <p>For more information, refer to the <i>Terminology</i> section of this guide.</p>
Site Required	<p>Determines whether the field is required in the form</p> <p>If there is a check in this box, this field appears on all forms of the corresponding type.</p>

Section 4: Work with the Forms and Fields Page

Field	Description																		
Tool Tip (appears only for some field types)	<p>Determines what appears when the user hovers over the Tooltip arrow icon.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Maximum number of characters for tool tips is 256.</li> </ul>																		
Control Type	<p>Allows you to select the control type users employ for data entry in the form</p> <p>The option selected in the <b>Data Type</b> field determines the options that appear here.</p> <table border="1"> <thead> <tr> <th>Data Type</th> <th>Control Type Options</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td>Edit</td> </tr> <tr> <td>Boolean</td> <td>Check Box, Boolean List</td> </tr> <tr> <td>Connected List</td> <td>Edit (w/ Connected List Helper)</td> </tr> <tr> <td>Date</td> <td>Edit (w/ Date Helper)</td> </tr> <tr> <td>Integer</td> <td>Edit</td> </tr> <tr> <td>List</td> <td>Drop-down List, Edit (w/ List Helper)</td> </tr> <tr> <td>Numeric</td> <td>Edit</td> </tr> <tr> <td>Text</td> <td>Edit, Multi-line Edit, Launch URL (Single-line), Launch URL (multi-line)</td> </tr> </tbody> </table> <p>For more information, refer to the <i>Terminology</i> section of this guide.</p> <p><b>NOTE:</b> The Launch URL control type will only appear if the following conditions are true:</p> <ul style="list-style-type: none"> <li>• The Form Type is Line Item Details</li> <li>• The Data Type is Text</li> <li>• There is at least one application connector configured and enabled</li> </ul>	Data Type	Control Type Options	Amount	Edit	Boolean	Check Box, Boolean 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)
Data Type	Control Type Options																		
Amount	Edit																		
Boolean	Check Box, Boolean 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)																		
Default Max Length	<p>This field allows you to set the maximum length of the field value.</p> <p><b>NOTE:</b> This field may or may not appear depending on the option selected in the <b>Data Type</b> field.</p>																		
Application Connector (Only appears when using the Launch URL control type)	<p>Select the application connector to use with this field. Only application connectors for the Launch External URL callout will display.</p>																		
Popup Width (Only appears when using the Launch URL control type)	<p>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.</p>																		

Field	Description
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 <b>NOTE:</b> This field may or may not appear, depending on the option selected in the <b>Data Type</b> field.
Default Value Type	<p>Offers options for the information that should automatically appear within a specified field for an employee</p> <ul style="list-style-type: none"> <li>• <b>Copy Down:</b> Copydown allows an employee to enter information into a field that the system then automatically enters into duplicate fields on other pages. This option takes precedence over other methods of pre-populating fields such as the Exchange Rates feature.</li> </ul> <p>If you select this option, you must also select the copydown source. By doing this, Invoice knows 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 Invoice will look to the <b>Country Code</b> field on the employee form type and duplicate the entered information automatically.</p> <ul style="list-style-type: none"> <li>• <b>Copy Down from Purchase Order Header:</b> It is possible to copy data from the PO header, line item, and allocation forms directly to fields on the complementary request forms. This saves retyping allocated ownership from the PO to the PR, instead copying this data directly to the PR. To do this, select Purchase Order Header and specify the field on the form that will be the source.</li> <li>• <b>None:</b> No default type.</li> </ul> <p>Refer to the following field description for further clarification.</p>
Copy Down Source	<p>(Only appears if <i>Copy Down</i> is selected in the <b>Default Value Type</b> list)</p> <p>Select the form containing the source field:</p> <ul style="list-style-type: none"> <li>• Employee</li> <li>• Purchase Order Header</li> <li>• Payment Vendor</li> <li>• Purchase Request Details (Available if admins select <i>Purchase Order Header</i> in the <b>Form Type</b> list and <i>Copy Down</i> in the <b>Default Value Type</b> list. Then, in the <b>Field</b> list, admins can select the <i>Description</i> option, so that purchase request details will be copied down to the purchase order header.)</li> </ul>
Field	<p>(Only appears if <i>Copy Down</i> is selected in the <b>Default Value Type</b> list and only applicable for invoices)</p> <p>Select the field that will act as the source field for the copydown action to the field you are configuring.</p>

Section 4: Work with the Forms and Fields Page

Field	Description
Copy Down from Purchase Order if available	<p>Select the system copydown action Invoice should perform for all parent-level Custom field types on Payment Request Header or Line Item Details forms where the invoice originated from a purchase order.</p> <p>Available options:</p> <ul style="list-style-type: none"> <li>• <b>Yes:</b> Copy the value from the Custom field</li> <li>• <b>No (Default):</b> Do not copy the value from the Custom field</li> </ul> <p><b>NOTE:</b> This feature is supported only for the forms described above, and only for a Custom field type that is the parent field.</p> <p><b>NOTE:</b> Best practice is to <i>not</i> allow personal, sensitive, or uniquely identifying information in custom fields.</p>
Field	<p>(Only appears if <i>Copy down from Purchase Order if available</i> is selected and only applicable for purchase orders)</p> <p>Select the field that will act as the source field for the copydown action to the field you are configuring.</p>
Copy Down Only If Empty	<p>(Only appears if <i>Copy Down</i> is selected under <b>Default Value Type</b>)</p> <p>Select this option if, on copydown action, only those fields with no data should be populated. Otherwise, the copydown will overwrite all data. For example, if you have specified that Custom 1 on the PR Allocation form should be configured as the destination field for data from the Custom 2 source field on the PO Allocation form, but want to retain data you have entered at the PR level, select this option. Otherwise, the PO data will overwrite the PR data.</p>
Access Rights	<p>Indicates the level of access granted to each role that uses a form with this field</p> <p>It can be <i>Modify</i>, <i>Read-only</i>, or <i>Hidden</i>.</p> <p>The choice you make here determines whether an employee can modify that field's information when it is included on a form. For example, regard the Employee role for the <b>Reimbursement Currency</b> field:</p> <ul style="list-style-type: none"> <li>• For <i>Modify</i>, all employees can select a reimbursement currency on their invoices.</li> <li>• For <i>Read-only</i>, the information appears in read-only form to the employee.</li> <li>• For <i>Hidden</i>, the field does not appear to the employee at all.</li> </ul> <p><b>NOTE:</b> If a field is required, you should not mark it <i>Hidden</i>.</p>

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

## Change Columns

### ► To change the columns displayed:

1. On the **Fields** tab, click the right edge of the column name. The display options appear.
2. Select **Columns**. A list of available columns appears.

Field Name	Site Required	Data Type	Status	Table Name	Column Name
Approval Status	No	Text	Active	CTP_REQUEST	APS_KEY
Last Assigned Date	No	Date	Active	CTP_REQUEST	ASSIGNED_DATE
Reporting Group	No	Integer	Active	CTP_REQUEST	BI_HIER_NODE_KEY
Buyer Cost Center	No	Text	Active	CTP_REQUEST	BU
Buyer ID	No	Text	Active	CTP_REQUEST	BU
Calculated Tax Amount	No	Amount	Active	INV.PMT_REQ_TAX...	CA
Tax Rate	No	Numeric	Active	INV.PMT_REQ_TAX...	CA
Company Billing Address	No	Text	Active	CTP_REQUEST	CA
Company Ship To Address	No	Text	Active	CTP_REQUEST	CA
Certificate Number	No	Text	Active	CT_XML_RECEIPT	CE

3. Click on the desired columns. To remove a column, click on it again.

## Work with Form Fields

The admin can modify or remove forms from form fields by using the **Form Fields** tab of the **Forms and Fields** page. For example, the admin can insert a dividing line after the field to separate fields above and below the field. The **Form Fields** tab contains the fields that are currently assigned to forms. Fields can be modified individually (with more options) or in groups (with fewer options).

### Access Form Fields

#### ► To access Form Fields:

On the **Forms and Fields** page, click the **Form Fields** tab.

Form Field Name	Required	Sequence
Wire Transfer - Project Header Form		

## Section 4: Work with the Forms and Fields Page

### ► **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** field.
2. Click the magnifying glass to search. The list of matching fields appears.

The screenshot shows the 'Form Fields' tab selected. A search bar at the top right contains the text 'request' and a magnifying glass icon. Below the search bar is a table with the following data:

Form Field Name	Required	Sequence
+ Global Policy		
+ PO Invoice - Header form		
- Wire Transfer - Project Header Form		
Payment Request Type	Yes	1
Request Name	Yes	2
Invoice Owner	Yes	3
Invoice Number	No	4
Invoice Date	Yes	5
Invoice Amount	Yes	6
PO Number	Yes	7
Department	Yes	8

3. Click the X next to the **Search** field to leave the search results and return to the **Form Fields** page.

### **Modify 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.

The screenshot shows the 'Form Fields' tab selected. A hand cursor is clicking the plus sign next to 'Global Policy'. The table below shows the list of form fields:

Form Field Name	Required
+ Global Policy	
+ PO Invoice - Header form	
+ Wire Transfer - Project Header Form	

2. Click one or more fields to modify. Either:
  - ◆ To select multiple fields, use Shift+click or Ctrl+click. Click **Modify 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 field or multiple fields.

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

The screenshot shows the 'Modify Form Fields' dialog box with the following fields and values:

- Field Name: Request Name
- Field Label: Request Name
- Data Type: Text
- Tool Tip: (empty)
- Required
- Control Type: Edit
- Max Length (chars): 100
- Validation: None
- Default Value Type: None

Access Rights section:

- Invoice Owner User Role:
- Invoice Approver Role:
- Invoice Processor Role:
- Invoice Processor Manager Role:

Section 4: Work with the Forms and Fields Page

The image shows a dialog box with a decorative scalloped top border. It contains a list of user roles, each followed by a colon. The roles are: Invoice AP User Role, Invoice Purchasing User Role, Purchase Order Processor User Role, Purchase Request User Role, Purchase Request Approver Role, Purchase Request Processor Role, Invoice Owner User Role, Invoice Approver Role, Invoice Processor Role, and Invoice Processor Manager Role. At the bottom right, there are two buttons: a blue 'Save' button and a 'Cancel' button. A vertical scrollbar is visible on the right side of the list.

Invoice AP User Role:

Invoice Purchasing User Role:

Purchase Order Processor User Role:

Purchase Request User Role:

Purchase Request Approver Role:

Purchase Request Processor Role:

Invoice Owner User Role:

Invoice Approver Role:

Invoice Processor Role:

Invoice Processor Manager Role:

Save Cancel

With *multiple fields* selected, the following appears:

Modify Form Fields

Field Label:

Tool Tip:

Required

Validation:

Access Rights

- Invoice Owner User Role:
- Invoice Approver Role:
- Invoice Processor Role:
- Invoice Processor Manager Role:
- Invoice AP User Role:
- Invoice Purchasing User Role:
- Purchase Order Processor User Role:
- Purchase Request User Role:

The screenshot shows a window titled 'Modify Form Fields' with a list of roles. The roles listed are: Purchase Request Approver Role, Purchase Request Processor Role, Invoice Owner User Role, Invoice Approver Role, Invoice Processor Role, Invoice Processor Manager Role, Invoice AP User Role, Invoice Purchasing User Role, Purchase Order Processor User Role, Purchase Request User Role, Purchase Request Approver Role, and Purchase Request Processor Role. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

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

3. Make any necessary changes.



For information about the various fields that appear, refer to the *Modify Fields* section in this guide.

4. Click **Save**.

### **Rearrange Form Fields**

▶ **To rearrange form fields:**

1. On the **Form Fields** tab, click the plus sign  next to the desired form name.
2. Rearrange a field by dragging and dropping it to a new location of the form.

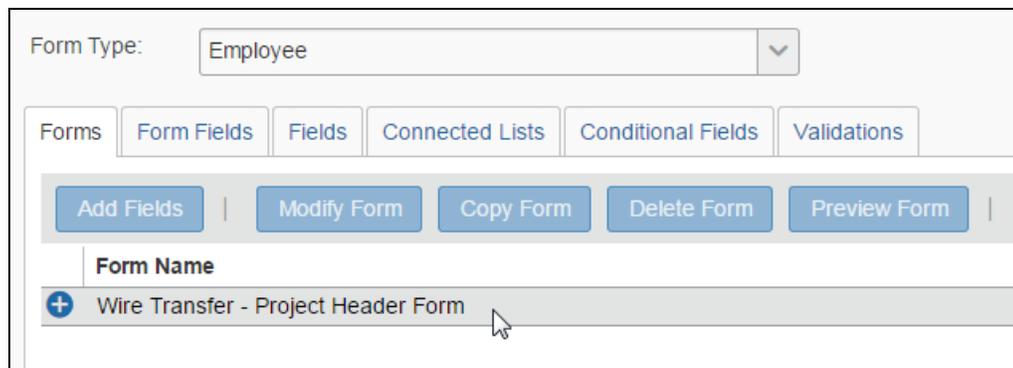
## Remove Form Fields

### ► 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**.

## Work with Forms

Once you have selected a form type, the list of available forms of that type appears (in the figure below, the Employee form):



You can expand the forms 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 you can change.
- **Copy Form** allows the administrator to create a new form by copying an existing form. The admin copies the form fields to the new form.
- **Delete Form** allows the administrator to delete a form. The form cannot be in use or be a standard Concur Invoice form.

---

**NOTE:** When the admin modifies a form, all invoices in process continue to use that form. Any invoices created after the change will use the new form.

---

## Access Forms

### ► To access Forms:

On the **Forms and Fields** page, select the desired form type from the **Form Type** list. The list of matching forms appears.

### **View 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.

### **Modify Form Settings**

Note that form-setting changes may be restricted to the form name only, while other forms allow changes that are more extensive. These are described below.

▶ **To modify form settings:**

1. On the **Forms** tab, in the **Form Name** column, 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.

---

**NOTE:** 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.

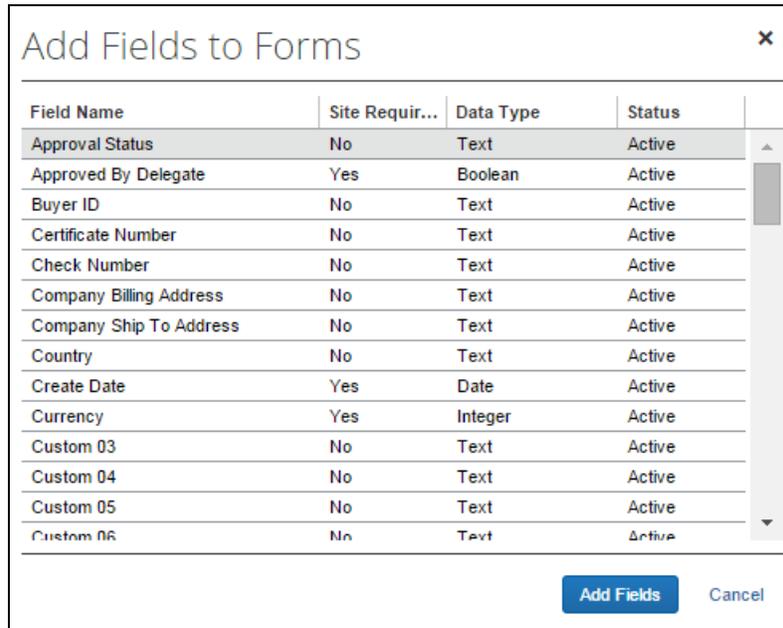
---

4. Click **Save**.

## Add Fields to a Form

### ▶ 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.

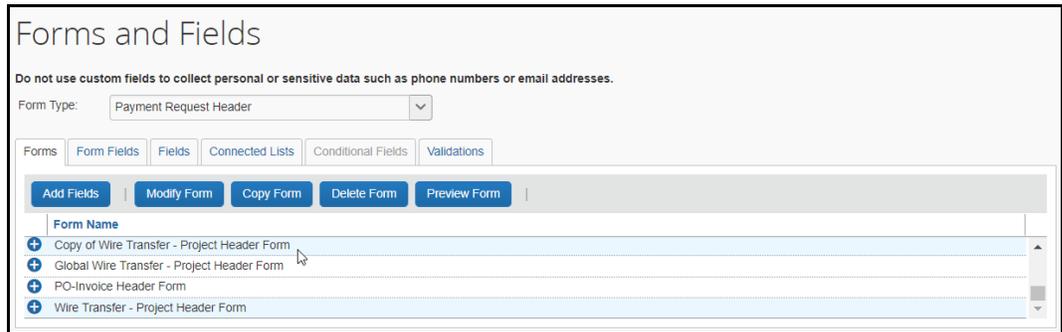


3. Select the fields to add to the form. Use Shift+click or Ctrl+click for multiple fields.
4. Click **Add Fields**. The **Forms and Fields** page appears.

### Copy 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>*.



### Delete a Form

You can delete forms only if they are not in use or are not a default Concur Invoice form.

▶ **To delete a form:**

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

### Work with Connected List Definitions

The **Connected Lists** tab is available only when you select a form that supports this feature; otherwise, it is disabled. This 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 on which the list appears.
- **Remove:** The administrator can remove connected list definitions.

## Access Connected Lists

### ▶ To access Connected Lists:

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

Forms and Fields

Do not use custom fields to collect personal or sensitive data such as phone numbers or email addresses.

Form Type:

Forms | Form Fields | Fields | **Connected Lists** | Conditional Fields | Validations

[New](#) [Modify](#) [Remove](#)

List Definition Name ▲	List Name	Connected List Hierarchy	Used On
hdr	connected	1) Request.SelectProject 2) Request.Custom 02 3) Request.Custom 03	Wire Transfer - Project Header Form, PO-Invoice Header Form, Copy of Wire Transfer - Project Header Form

## Add 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 which to assign the new connected list.

---

**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.

The screenshot shows the 'Connected List Definition' page with a progress bar at the top indicating five steps: 1. Select a List (active), 2. Select Fields, 3. Configure Fields, 4. Preview, and 5. Assign To Forms. Below the progress bar is a table of available lists. The 'Expense Type List' is highlighted. Below the table is a text input field for the 'Connected List Definition Name' containing the letter 'T'. At the bottom right are 'Cancel' and 'Next>>' buttons.

List Name	Levels
Acct-Opportunity-Contract	3
Allocations	1
BailyProjects	1
Client Names	1
Div-CostCenter	2
Div-Dept-Region	3
Employee Groups	1
Expense Type List	3
Invoice Groups	1
Multi-Level List Type	2
Sample	1
Simple List - Code Test	1
UNSPSC Commodity Code List	4
US	2

Connected List Definition Name:  
T

Cancel Next>>

2. Select the desired list.
3. Enter the **Connected List Definition Name**.

Connected List Definition Name:  
T

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. The number of fields selected must equal the number of levels in the list. To select multiple fields, use Shift+click or Ctrl+click. The selected fields will appear in the right pane.

Connected List Definition

1 Select a List 2 Select Fields 3 Configure Fields 4 Preview 5 Assign To Forms

Select fields from the list of available Payment Request Line Item Details Fields

Field Name*	Selected Fields
Connected List 3	You have selected the following fields as part of your Connected List User Interface
Connected List Two	
Custom 03	Field Name
Custom 04	Connected List Two
Custom 05	Connected List 3
Custom 06	
Custom 07	
Custom 08	
Custom 09	
Custom 10	
Custom 11	
Custom 12	
Custom 13	
Custom 14	

Cancel <<Previous Next>>

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.

The table below describes the fields in the **Select Level Properties** section of the **Connect List Definition** page.

Field	Description
Field Name	This is the field label, which appears on the form.
Data Type	The data type of the selected field.

Field	Description
Default Value Type	<p>Choose whether the copydown functionality automatically populates the field.</p> <ul style="list-style-type: none"> <li>• <b>Copy Down:</b> Copydown allows an employee to enter information into a field that the system then automatically enters into duplicate fields on other pages. This option takes precedence over other methods of pre-populating fields such as the Exchange Rates feature.</li> </ul> <p>If you select this option, you must also select the copydown source. By doing this, Invoice knows 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 Invoice will look to the <b>Country Code</b> field on the employee form type and duplicate the entered information automatically.</p> <hr/> <p><b>!</b> <b>WARNING:</b> Use caution when copying down connected list fields. The field values that are copied down are then subsequently validated upon save of the item. 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.</p> <hr/> <ul style="list-style-type: none"> <li>• <b>None:</b> Indicates this field does not use copydown functionality.</li> <li>• <b>Constant:</b> You can configure the first field in the connected list as a constant. This allows you to enter a default value that the system will then always enter for the employee when that selected field appears.</li> </ul> <p>For more information, refer to the <i>Terminology</i> section of this guide.</p>
Field Default Value	<p>Only appears when <i>Constant</i> is selected in the <b>Default Value Type</b> field (first connected list field only).</p> <p>Enter the constants that appear.</p>
Copy Down Source	<p>Only appears when you select <i>Copy Down</i> in the <b>Default Value Type</b> field.</p> <p>Select the source of the copied down data.</p>
Field	<p>Only appears when you select <i>Copy Down</i> in the <b>Default Value Type</b> field.</p> <p>Select the field from which the data will be copied down.</p>
Access Rights	<p>Select the access rights to the field for different user roles.</p>

2. Click **Next**.

### STEP 4: PREVIEW

► **To preview the connected list:**

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

Connected List Definition

1 Select a List 2 Select Fields 3 Configure Fields 4 Preview 5 Assign To Forms

Connected List Two Connected List 3

Cancel <<Previous Next>>

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.

Connected List Definition

1 Select a List 2 Select Fields 3 Configure Fields 4 Preview 5 Assign To Forms

Form Name

Payment Request Quantified Line Items Form

Cancel <<Previous Done

### ***Assign a Connected List to a Form***

▶ **To assign the connected list to a form:**

1. On the **Assign to Forms** page, select the desired form.

The screenshot shows a dialog box titled "Connected List Definition". At the top, there are five numbered steps: 1 Select a List, 2 Select Fields, 3 Configure Fields, 4 Preview, and 5 Assign To Forms. Step 5 is currently active. Below the steps is a list of forms with checkboxes. The first checkbox is labeled "Form Name" and is checked. The second checkbox is labeled "Payment Request Quantified Line Items Form" and is also checked. At the bottom right of the dialog, there are three buttons: "Cancel", "<<Previous", and "Done".

2. Click **Done**.

### ***Modify a Connected List Definition***

Modification is the same as creating a connected list. Refer to that section, above, for details for modifying the connected list.

▶ **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**.

### ***Use 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 the client wants a connected list to appear only when the user chooses certain expense types on the Payment Request Quantified Line Items form or the Purchase Request Item form (for example, Awards).

## Section 4: Work with the Forms and Fields Page

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"):

The screenshot shows a configuration window for a list. On the left, a tree view shows a hierarchy: Expense Type List > Awards (AWRDS) > Medals (MDLS) > Gold (GOLD) > Silver (SILVER). The 'Awards (AWRDS)' folder is selected. On the right, there are two input fields: 'Item Name:' with the value 'Awards' and 'Item Code:' with the value 'AWRDS'. The 'Item Code' field is circled in red. At the bottom right, there are buttons for 'Save and Add', 'Save', 'Cancel', and 'Done'.

- **Forms and Fields:** The connected list created in List Management is chosen when defining the connected list for addition to the Payment Request Quantified Line Items form in Step 2:

The screenshot shows the 'Connected List Definition' configuration page. It has a progress bar with five steps: 1. Select a List, 2. Select Fields, 3. Configure Fields, 4. Preview, and 5. Assign To Forms. Step 2 is active. The main area is titled 'Select fields from the list of available Payment Request Line Item Details Fields'. It is split into two columns: 'Available Fields' and 'Selected Fields'. In the 'Available Fields' column, a list of fields is shown, with 'Expense Type List Item Key' circled in red. In the 'Selected Fields' column, a message says 'You have selected the following fields as part of your Connected List User Interface' and lists 'Expense Type List Item Key' as the selected field. At the bottom right, there are buttons for 'Cancel', '<<Previous', and 'Next>>'.

Now, when the user creates an invoice or purchase request and selects *Awards*, this connected list appears with the filtered selections based on each preceding choice.

**Amount Remaining to be Itemized** window for invoices:

### Example

A company may want Project #123 to only display if the user selects the *Consulting* expense type. Thus, this spend category can drive and limit which cost objects (such as *Project* or *Store* or *Account*) are displayed.

### HOW DO I FIND THE SYSTEM EXPENSE TYPE ITEM CODES NAMES?

To find the Item Code values, run a report from Cognos or export a list of system expense types by using the **Localization** page in Administration.



For more information, refer to the *Shared: Localization Setup Guide*.

### ADDITIONAL INFORMATION

Please note the following when using this feature:

- The **Expense Type List Item Key** field must be the first item in the connected list for this feature to work
- The **Expense Type List Item Key** field can only be used in a single connected list definition, after which it is no longer available
- If the name is to appear the same for connected list audit rules, be sure the value you input for **Item Name** matches the **Expense Type** name exactly
- This feature is supported under Expense Type and List import functions, so when you update an expense type that is part of a connected list, ensure you update the list import as well to match

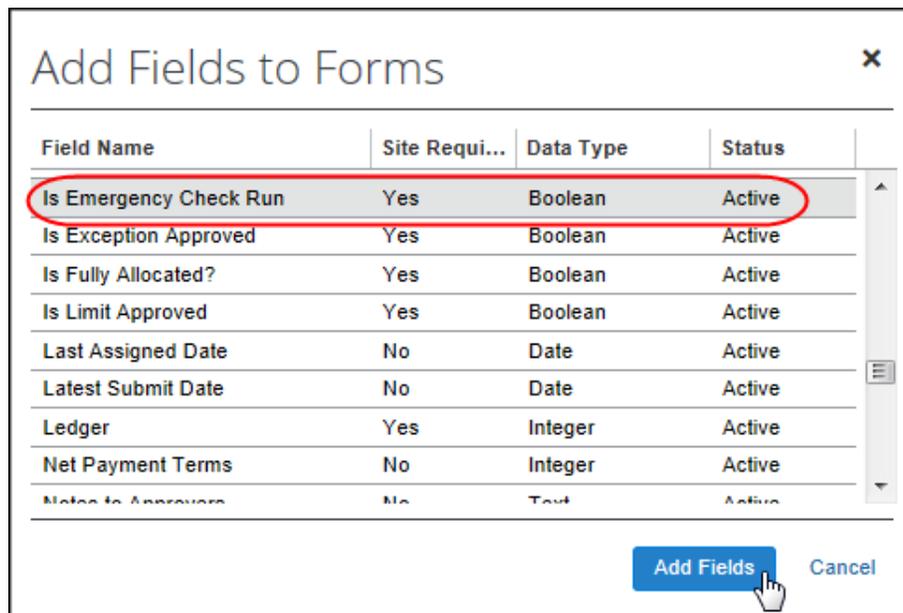


For more information, refer to the *Shared: List Management Setup Guide*.

## Section 5: Special Cases

### Using the Is Emergency Check Run? Field to Expedite Payment

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



Field Name	Site Requi...	Data Type	Status
Is Emergency Check Run	Yes	Boolean	Active
Is Exception Approved	Yes	Boolean	Active
Is Fully Allocated?	Yes	Boolean	Active
Is Limit Approved	Yes	Boolean	Active
Last Assigned Date	No	Date	Active
Latest Submit Date	No	Date	Active
Ledger	Yes	Integer	Active
Net Payment Terms	No	Integer	Active
Notes to Approver	No	Text	Active

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

---

**NOTE:** This feature is not related to Invoice Pay. It is a payment feature for clients who do their own payments outside of Invoice Pay.

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

---



For more information about extracts, refer to the *Invoice: Payment Request Accounting Extract V2 (Current) Specification*.

## Work with Tax Fields

### Overview

The **Tax** field allows the Invoice user to enter tax at both the invoice level and the line item level, or either one as the user chooses. This field can handle different tax rates within a single invoice, such as Sales and Use tax rates in the U.S., and the Value Added Tax in other countries. This line item **Tax** field is available in the Payment Request import, the Standard Accounting Extract, and for use in the Audit Rules and Processor Queries as well.

### Use the Tax Field at Both the Invoice and Line Item Levels

Some clients will only need to enter tax at the header level, while others will only enter at the line item level. Clients who need *both* should consider adding both the header **Tax** field and the line item **Tax** field. If a client configuration includes Tax fields added at both header *and* line item levels, a **Switch Tax Mode** button will display on the **Invoice** page, and end-users can click it to switch between the header and line item "tax edit modes".

The screenshot shows the 'Invoice Details' form. At the top, there is a 'Switch Tax Mode' button circled in red. Below it, the form is divided into several sections. The 'Request Name' section shows 'Sam Smith'. The 'Invoice Amount' section shows '100.00'. The 'Tax' field in the 'Request Header' form is circled in red and contains the value '10.00'. A yellow callout box with a red border points to the 'Switch Tax Mode' button and contains the text: '2) Click **Switch Tax Mode** to clear the amount and input tax at the line item level instead. With this change, the line item **Tax** field no longer appears.' Another yellow callout box with a red border points to the 'Tax' field in the 'Request Header' form and contains the text: '1) Read-only **Tax** field on the Request Header form with editable format value reflected in the **Tax** field in the Line Item form.' The 'Line Item' form at the bottom shows a table with columns for 'Unit Price', 'Total', and 'Tax'. The 'Tax' field in the 'Line Item' form is circled in red and contains the value '\$10.00'. The 'Request Total' section shows '110.00'. The 'Service' section is empty. The 'Amount Remaining to be Itemized' is '\$-10.00'. The 'Distribution Code' section shows '100' for 'Percentage', '\$100.00' for 'Net Amount', and '\$110.00' for 'Gross Amount'.

The figures below assume that the admin has added the Tax field configuration at both header and line item levels. Therefore, the **Switch Tax Mode** button is displayed.

## Section 5: Special Cases

### Example 1: Header Tax Edit Mode

Focus switched to header "tax edit" mode. (Note that in this mode, header field is editable and line item field does not display.)

The screenshot shows the 'Header Tax Edit Mode' interface. At the top, there are buttons for 'Switch Tax Mode', 'Actions', 'Details', 'View Image', 'Assign', 'Save', and 'Submit Request'. Below this is the 'Invoice Details' section with various input fields. The 'Tax' field, containing '10.00', is circled in red. Other fields include Policy Name (Seattle Policy), Request Name (Sam Smith), Vendor Invoice Number (4321), Invoice Date (03/14/2015), Invoice Amount (100.00), Net Payment Terms (30), Payment Due Date (04/13/2015), Description, Comments, Shipping (0.00), Request Total (110.00), Currency (USD-US, Dollar), and Payment Method (Client). At the bottom, there is a table with columns for Line Description, Service, Quantity, Unit Price, and Total. The table shows a single line item for 'Banner' with a quantity of 5 and a unit price of 20, totaling \$100.00. A 'Show Distributions' checkbox is checked, and the 'Amount Remaining to be Itemized' is \$0.00.

Line Description	Service	Quantity	Unit Price	Total
Banner		5	20	\$100.00

Distribution Code	Percentage	Net Amount	Gross Amount
	100	\$100.00	\$100.00

### Example 2: Line Item Tax Edit Mode

Focus switched to line item "tax edit" mode. (Note that in this mode, the header field is read-only, and the line-item fields are editable.)

The screenshot shows the 'Line Item Tax Edit Mode' interface. At the top, there are buttons for 'Switch Tax Mode', 'Actions', 'Details', 'View Image', 'Assign', 'Save', and 'Submit Request'. Below this is the 'Invoice Details' section with various input fields. The 'Tax' field, containing '0.00', is circled in red. Other fields include Policy Name (Seattle Policy), Request Name (Sam Smith), Vendor Invoice Number (4321), Invoice Date (03/14/2015), Invoice Amount (100.00), Net Payment Terms (30), Payment Due Date (04/13/2015), Description, Comments, Shipping (0.00), Request Total (100.00), Currency (USD-US, Dollar), and Payment Method (Client). At the bottom, there is a table with columns for Line Description, Service, Quantity, Unit Price, Total, and Tax. The table shows a single line item for 'Banner' with a quantity of 5 and a unit price of 20, totaling \$100.00. The 'Tax' column shows \$0.00. A 'Show Distributions' checkbox is checked, and the 'Amount Remaining to be Itemized' is \$0.00.

Line Description	Service	Quantity	Unit Price	Total	Tax
Banner		5	20	\$100.00	\$0.00

## Track Processor Changes to Request Fields and Line Items

### Overview

Companies that would like to flag all invoice where a processor changes certain fields may use a field and audit rule object to do so. The field, **Has the processor made a change to tracked items**, is available on the **Fields** tab when the *Request Payment Header* option is selected in Forms and Fields.

Invoice Processing Admin

### Forms and Fields

Do not use custom fields to collect personal or sensitive data such as phone numbers or email addresses.

Form Type:

Forms | Form Fields | Fields | Connected Lists | Conditional Fields | Validations

Modify Field | Deactivate | Add to Forms | Search:

Field Name	Site Required	Data Type	Status	Table Name	Column Name
Has Comments	Yes	Boolean	Active	CTP_REQUEST	COMMENT_COUNT
Has Exceptions	Yes	Boolean	Active	CTP_REQUEST	EXCEPTION_COUNT
<b>Has Processor Tracked Change</b>	No	Boolean	Active	CTP_REQUEST	HAS_PROCESSOR_TRACKED_CH...
Has Tracked Change	No	Boolean	Active	CTP_REQUEST	HAS_TRACKED_CHANGE
International Bank Account Number - C...	No	Text	Active	CTP_REQUEST	CUSTOM23
Invoice Amount	No	Amount	Active	CTP_REQUEST	INVOICE_AMOUNT
Invoice Container ID	No	Text	Active	CTP_REQUEST	INVOICE_CONTAINER_ID
Invoice Date	No	Date	Active	CTP_REQUEST	INVOICE_DATE
Invoice Image Available	Yes	Boolean	Active	CTP_REQUEST	INVOICE_IMAGE_AVAIL
Invoice Received	Yes	Boolean	Active	CTP_REQUEST	INVOICE_RECEIVED
Invoice Received Date	No	Date	Active	CTP_REQUEST	INVOICE_RECEIVED_DATE
Is Emergency Check Run	Yes	Boolean	Active	CTP_REQUEST	IS_EMERGENCY_CHECK_RUN
Is Exception Approved	Yes	Boolean	Active	CTP_REQUEST	EXCEPTION_APPROVED
Is Fully Allocated?	Yes	Boolean	Active	CTP_REQUEST	FULLY_ALLOCATED
Is Limit Approved	Yes	Boolean	Active	CTP_REQUEST	LIMIT_APPROVED
Last Assigned Date	No	Date	Active	CTP_REQUEST	ASSIGNED_DATE
Latest Submit Date	No	Date	Active	CTP_REQUEST	SUBMIT_DATE

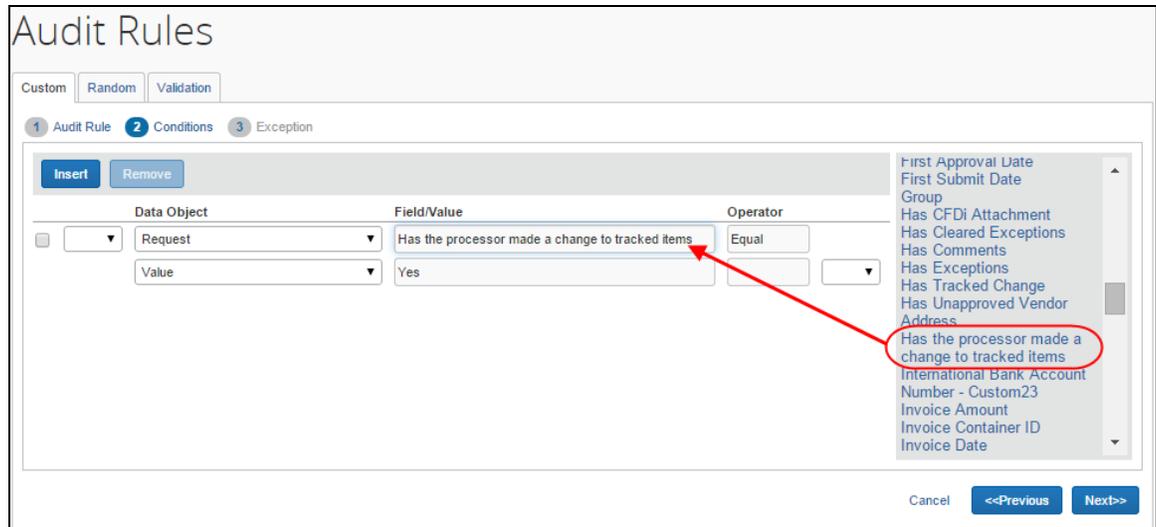
When you add this field to the form, it will auto-select if the processor changes a value to certain fields. For example, the **Expense Type** and **Amount** fields, or if a change is made to add or remove a line item.

The **Has the processor made a change to tracked items** check box becomes selected (enabled) if the processor does any of the following:

- Changes an expense type
- Changes the total amount of a line item
- Adds or removes a line item
- Changes an allocation code
- Adds or removes an allocation line item
- Changes the invoice date
- Changes the invoice number
- Changes the vendor remittance address

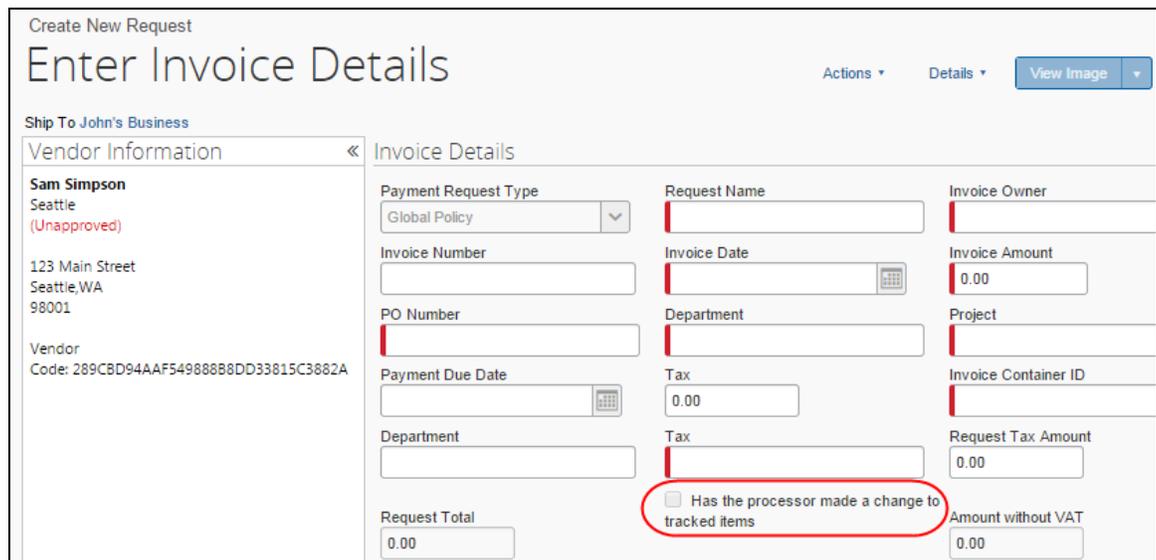
### Available in Audit Rules

You may create an audit rule that flags all invoices whose check box value is selected in order to provide a clear view of changes made by processors.



### End-User and Admin Experience

When the Admin adds the **Has processor made a change to tracked items** field, users will see a check box on the header form of the invoice they are creating. This field is set as a read-only field by default.



**NOTE:** Use the Forms and Fields tool to change access rights to this field.

## Configuration/Feature Activation

To use the **Has the processor made a change to tracked items** option:

- **Step 1:** Use the Forms and Fields tool to add the field to the Payment Request Header form
- **Step 2:** (Optional) Create an audit rule to flag invoices with the field attribute

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**NOTE:** You may need to submit a service request to SAP Concur support to access the tools and configure this feature.

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For more information, refer to the *Track Processor Changes to a Request* section in the *Concur Invoice: Audit Rules Setup Guide* and the *Track Front-Office Payment Request Changes* section in the *Concur Invoice: Invoice AP User Guide*.

## Enable Vendor Managers to Work With Vendors Who Belong to Different Policy Groups

### Overview

Companies that would like Vendor Managers to be able to work with vendors who belong to different policy groups may do so by adding the **Vendor Form Name** field to Vendor Payment forms on the **Forms and Fields** page.

Once the admin has added the **Vendor Form Name** field to the Vendor Payment forms, clients can populate the **Vendor Form Name** field in the import file and then import the file through an overnight import job or upload the file through the Vendor Manager. For example, one record in this file can be populated with the form name "Vendor Form France," and the next record with the form name "Vendor Form Australia." When the client imports the file, the Vendor Manager will be able to see the vendor form fields for the vendors in both France and Australia. This means that the Vendor Managers can view vendor information on a different vendor form than the one to which the Vendor Manager is associated.

The Vendor Manager can view the vendor form in the **Vendor Form Name** field, and thus work with vendors who, for example, are based in different countries and might have different vendor forms.

If the client does not populate the **Vendor Form Name** field, the Vendor Form that displays is based on the Vendor Manager's Group and associated Policy. This means that the Vendor Manager will only see the Vendor Form with which he is associated.

### Admin Experience

On the **Forms and Fields** page, the administrator can see the **Vendor Form Name** field that they can add to all Payment Vendor forms.

Forms and Fields

Do not use custom fields to collect personal or sensitive data such as phone numbers or email addresses.

Form Type:

Forms | Form Fields | Fields | Connected Lists | Conditional Fields | Validations

Modify Field | Deactivate | Add to Forms | Search:

Field Name	Site Required	Data Type	Status	Table Name	Column Name
PO Contact First Name	No	Text	Active	CTP_ADDRESS_VERSION	PO_CONTACT_FIRST_NAME
PO Contact Last Name	No	Text	Active	CTP_ADDRESS_VERSION	PO_CONTACT_LAST_NAME
PO Contact Phone Number	No	Text	Active	CTP_ADDRESS_VERSION	PO_CONTACT_PHONE_NUMBER
Pay Method Type	No	Text	Active	CTP_ADDRESS	PAY_METHOD_TYPE
Postal Code	No	Text	Active	CTP_ADDRESS_VERSION	POSTAL_CODE
Preferred Vendor	No	Boolean	Active	CTP_ADDRESS_VERSION	CUSTOM1
Provincial Tax Identification Number	No	Text	Active	CTP_VENDOR	PROV_TAX_ID
Shipping Method	No	Integer	Active	CTP_ADDRESS	SM_KEY
Shipping Terms	No	Integer	Active	CTP_ADDRESS	ST_KEY
State or Province	No	Text	Active	CTP_ADDRESS_VERSION	STATE
Tax ID	No	Text	Active	CTP_VENDOR	TAX_ID
Tax Type	No	Text	Active	CTP_VENDOR	TAX_TYPE
Telephone Number	No	Text	Active	CTP_ADDRESS_VERSION	PHONE_NUMBER
Vendor Code	Yes	Text	Active	CTP_VENDOR	VEN_CODE
Vendor Form Name	No	Integer	Active	CTP_ADDRESS	VENDOR_FORM_KEY
Vendor Name	Yes	Text	Active	CTP_VENDOR	NAME
Vendor includes VAT in Unit Price	No	Boolean	Active	CTP_ADDRESS	IS_LINE_ITEM_VAT_INCLD

## Vendor Manager and End-User Experience

When the admin has added the **Vendor Form Name** field to the Payment Vendor forms on the **Forms and Fields** page, and the client has populated and imported the Vendor Import file with Vendor Form Name data, the Vendor Manager sees a **Vendor Form Name** field (read-only) on all payment vendor forms associated with a vendor. While the Vendor Manager cannot change the form name in the **Vendor Form Name** field, they can see and work with all the fields associated with this vendor form.

### Vendor Information

Actions ▾

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#### General Vendor Information

Vendor Name <input type="text" value="Ballard Balloons"/>	Vendor Name - Location <input type="text" value="Ballard, WA"/>	Address 1 <input type="text" value="45 Cleveland Circle"/>	Address 2 <input type="text"/>
City <input type="text" value="Ballard"/>	State/Province <input type="text" value="WA"/>	Postal/Zip Code <input type="text" value="03987"/>	Country <input type="text" value="UNITED STATES"/>
<b>Vendor Form Name</b> <input type="text"/>	Tax Type <input type="text"/>	Provincial Tax Identification Number <input type="text"/>	

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#### Vendor Banking Information

**\*\* Note: Banking information is optional. However, all required fields must be entered if you are going to create a new banking record.**

Account Name:

Country / Currency:

#### Banking Information

Bank Name:

#### Account Information

Routing Number:

Account Number:

Type:

## Section 5: Special Cases

Further, the Vendor Manager and any user requesting a new vendor when creating an invoice may see the **Vendor Form Name** field populated on the **Request a New Vendor** window.

The screenshot displays the 'Request New Vendor' window. The title bar reads 'Request New Vendor' and there is an 'Actions' dropdown in the top right corner. The window is divided into two main sections: 'General Vendor Information' and 'Vendor Banking Information'.  
In the 'General Vendor Information' section, there are several input fields: 'Vendor Name', 'Vendor Name - Location', 'Address 1', 'Address 2', 'City', 'State/Province', 'Postal/Zip Code', 'Country' (a dropdown menu with 'Select one' visible), 'Vendor Form Name', 'Tax Type', and 'Provincial Tax Identification Number'. The 'Vendor Form Name' field is highlighted with a red oval and contains the text 'Payment Vendor Form'.  
The 'Vendor Banking Information' section includes a note: '\*\* Note: Banking information is optional. However, all required fields must be entered if you are going to create a new banking record.' Below this are fields for 'Account Name', 'Country / Currency' (with 'UNITED STATES' and 'US, Dollar' selected), 'Bank Name', 'Account Information' (containing 'Routing Number', 'Account Number', and 'Type' with 'Checking' selected).  
At the bottom right of the window are three buttons: 'OK', 'Cancel', and 'Apply'.

### **Configuration/Feature Activation**

To enable the **Vendor Form Name** option, use the Forms and Fields tool to add the field to the Payment Vendor form.



For more information, refer to the *Concur Invoice: Vendor Import User Guide* and the *Concur Invoice: Approved Vendor Import V3 (Current) Specification*.

## Activate the Multiple Purchase Order Feature

The Multiple Purchase Order feature makes it possible to process invoices that are associated with multiple purchase orders.

The administrator activates the Multiple Purchase Order feature by adding the *Purchase Order Number* field to the Payment Request Line Item Details form in the Forms and Fields tool. Admins should add the *Purchase Order Number* field at both the header and line item level.

**Add Fields to Forms** ✕

Field Name	Site Requir...	Data Type	Status
Custom 20	No	Text	Active
Delivery Slip Number	No	Text	Active
Expense Type List Item Key	No	Text	Active
Item Code	No	Text	Active
<b>Purchase Order Number</b>	No	Text	Active
Ship From Zip	No	Text	Active
Ship To Zip	No	Text	Active
Supplier Part ID	No	Text	Active
Tax	No	Amount	Active
Tax Rate	No	Numeric	Active
Unit of Measure	No	Integer	Active
VAT Amount	No	Amount	Active
VAT Rate	No	Numeric	Active
VAT Tax Code	No	Text	Active

Add Fields
Cancel



For more information about multiple purchase orders, refer to the *Concur Invoice: Purchase Order Matching Setup Guide* and the *Concur Invoice: Purchase Order Matching User Guide*.

