Concur Expense: Taxability/ Deductibility Import

Specification

Last Revised: August 27, 2019

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
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 8, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 15, 2020	Renamed the Authorization Request check box to Request on the guide's title page.
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 27, 2019	Added the Permissions section
January 16, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 31 2018	Updated the copyright and cover; no other changes; cover date not updated
February 17 2017	Addition of the **Maximum VAT Amount Per Employee** field to the 400 level Deductibility record
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 7 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
January 15 2010	Changed the chapter number from 12 to 14 - no other changes
July 17 2009	Initial publication

Taxability/Deductibility Import

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 Concur. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

This import is used to populate and update the configuration tables for the Taxability / Deductibility feature.

📖   Refer to the *Expense: Taxability / Deductibility Setup Guide* for information about the Taxability / Deductibility feature.

There are different record types for taxability and deductibility rows. There may be a different configuration for each expense type in a policy.

Section 3: Process

Basic Import Process

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

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

Step 1: Create the Import Data File

All the records are comma delimited with the fields in the order shown in the tables below. There is also a sample feed provided.

NOTE: Each record has a number of future use fields. Currently, these fields are left blank.

Config Record (Record Type 100) - One record per feed

This information **must** be included in the import.

Table 1: *Data for Config Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"100"	
Language Code	String	Y	Language code that specifies the language used in the import feed, for example, "en"	
Future use field 1 through 10	String	N	Reserved for future use	

Settings Record (Record Type 200)

This information must be imported at least once.

Table 2: *Data for Settings Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"200"	
Taxable Amount Field (Entry)	String	N	Name of the taxable amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom10" When the entry is *deductible*, the *deductible* portion is saved here. **NOTE:** An entry cannot be both *taxable* and *deductible*.	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Non-Taxable Amount Field (Entry)	String	N	Name of the non-taxable amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom11" When the entry is *deductible*, the *non-deductible* portion is saved here. **NOTE:** An entry cannot be both *taxable* and *deductible*.	
Tax Deductible VAT Amount Field (Entry)	String	N	Name of the taxable deductible VAT amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom12"	
Non-Tax Deductible VAT Amount Field (Entry)	String	N	Name of the non-taxable deductible VAT amount field to store the taxable amount of the entry; taxable field on the entry Entry custom field name, for example, "Custom13"	
Ignored Payment Type Names for Report Totals	String	N	Pipe-separated list of payment type names, for example, "AMEX Corp Card|Citibank Corp Card" **Format:** In the language specified in 100 record Refer to information about the Total Taxable/Non-Taxable amount fields in this same record below.	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Attendee Count Field (Entry)	String	N	Name of the field to hold the attendee count for deductibility; custom field on the entry Entry custom field name, for example, "Custom14" If this is blank, then the number of attendees is not defined by a custom field filled in by the user but rather by the number of attendees that is entered into the system. This is used in the case where the user may not know all of the attendees that are attending (for example, there are too many to enter) and it make more sense to simply enter a number of attendees on the entry.	
Car Criteria Key Field (Entry)	String	N	Name of the field to hold the car criteria key; custom field on the entry Entry custom field name, for example, "Custom15" This is required if the account codes are to be determined by the car criteria, for example, "Car Type".	
Total Taxable Amount Field (Header)	String	N	Name of the field to hold the total taxable amount for the report, usually used to display on the printed report so the user knows how much of the total expenses is taxable to the user Header custom field name, for example, "Custom10" If this is used, then the taxable amount field on the entry must be used, otherwise, this total will not be updated. **NOTE:** It is recommended to exclude certain payment types that the user is not interested in within this totaling such as company paid expenses. These exclusions are configured in the **Ignored payment type names for report totals** field in this record. This total does not include deductible amounts.	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Non-Total Taxable Amount Field (Header)	String	N	Name of the field to hold the total non-taxable amounts for the report Header custom field name, for example, "Custom10" *See taxable field above for more details this field works in a similar way to the total taxable field.*	
Future use field 1 through 10	String	N	Reserved for future use	

Taxability Configuration Record (Record Type 300)

Include one row in the feed for each expense type to be configured.

Table 3: *Data for Taxability Configuration Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"300"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Car Criteria Name	String	N	Name of car criteria; only applies to car mileage **Format:** In the language specified in 100 record	
Fixed Taxable Amount	Numeric	**	Taxable amount in fixed amount; populated only if this expense type has a fixed taxable amount ** Either this field or **Percent Taxable Amount** is required. If the **Percent Taxable Amount** field is used, then this field is blank.	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Percent Taxable Amount	Numeric	**	Taxable amount as percentage of expense amount; populated only if the taxable portion is based on a percentage for the expense type **Format:** In percent from (0-100), for example, 50.564% is "50.564" ** Either this field or **Fixed Taxable Amount** is required. If the **Fixed Taxable Amount** field is used, then this field is blank.	
Effective Date	Date	Y	Effective date for the configuration **Format:** YYYYMMDD	
Car Config Name	String	N	Name of car configuration; only applies to car mileage, for example, "US Personal Car" **Format:** In the language specified in 100 record	
Future use field 2 through 10	String	N	Reserved for future use	

Taxability Configuration Expired Record (Record Type 310)

This record is used to expire a previously defined Taxability Configuration (record 300). Expenses with transaction dates specified after this date will no longer be considered taxable (unless reopened later by another 300 record with an effective date on or after the close date of this record).

Table 4: Data for Taxability Configuration Expired Record

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"310"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Car Criteria Name	String	N	Name of car criteria; only applies to car mileage **Format:** In the language specified in 100 record	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Close Date	Date	Y	Date that the configuration is closed **Format:** YYYYMMDD	
Car Config Name	String	N	Name of car configuration; only applies to car mileage, for example, "US Personal Car" **Format:** In the language specified in 100 record	
Future use field 2 through 10	String	N	Reserved for future use	

Deductibility Record (Record Type 400)

Include one row in the feed for each expense type to be configured.

Table 5: *Data for Deductibility Record*

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"400"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Deduction Amount per Employee	Numeric	Y	Amount that the expense is deductible per employee	
Effective Date	Date	Y	Effective date for the configuration **Format:** YYYYMMDD	
Maximum VAT Amount per Employee	Numeric	N	The value to be used to calculate the maximum Deductible VAT amount	
Future use field 2 through 10	String	N	Reserved for future use	

Deductibility Expired Record (Record Type 410)

This record is used to expire a previously defined Deductibility Configuration (400 record). Expenses with transaction dates specified after this date will no longer be considered deductible (unless reopened later by another 400 record with an effective date on or after the close date of this record).

Table 6: Data for Deductibility Expired Record

Name	Data Type / Field Length	Req?	Description	Client Field Definition
Record Type	String	Y	"410"	
Policy Name	String	Y	Policy name **Format:** In the language specified in 100 record	
Expense Name	String	Y	Expense type name **Format:** In the language specified in 100 record	
Close Date	Date	Y	Date that the configuration is closed **Format:** YYYYMMDD	
Future use field 1 through 10	String	N	Reserved for future use	

Sample Feed - 100, 200, 300, and 400 Records

```
100,en,,,,,,,,,
200,Custom10,Custom11,Custom12,Custom13,,Custom14,Custom15,Custom10,Custom11,,,,,,,,
300,Sweden Expense Policy,Laundry,,,100,20080101,,,,,,,,,
300,Sweden Expense Policy,Other Benefits,,,100,20080101,,,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car,,48.57143,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car with Trailer,,52.63158,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Motorcycle,,43.75,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car (Day Off/Overtime),,100,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Day Off/Over,,100,20080101,Sweden Personal
Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Motorcycle (Day Off/Overtime),,100,20080101,Sweden Personal
Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car (Tax Free),0,,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Tax Free),0,,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Company Car Mileage,Motorcycle (Tax Free),0,,20080101,Sweden Personal Car,,,,,,,,
300,Sweden Expense Policy,Company Car Mileage,Petrol,,30.76923,20080101,Sweden Company Car,,,,,,,,
300,Sweden Expense Policy,Company Car Mileage,Diesel,,40,20080101,Sweden Company Car,,,,,,,,
400,Sweden Expense Policy,Entertainment (External)-Breakfast/Simple Meal,60,20080101,,,,,,,,
400,Sweden Expense Policy,Entertainment (Internal)-Breakfast/Simple Meal,60,20080101,,,,,,,,
400,Sweden Expense Policy,Entertainment (External)-Lunch/Dinner,90,20080101,,,,,,,,
400,Sweden Expense Policy,Entertainment (Internal)-Lunch/Dinner,90,20080101,,,,,,,,
400,Sweden Expense Policy,Entertainment (External)-Theatre/Museum/Similar,180,20080101,,,,,,,,
400,Sweden Expense Policy,Entertainment (Internal)-Theatre/Museum/Similar,180,20080101,,,,,,,,
400,Sweden Expense Policy,Gifts (External),180,20080101,,,,,,,,
400,Sweden Expense Policy,Entertainment (External)-Lunch/Dinner,0,20170101,36,,,,,,,
400,Sweden Expense Policy,Entertainment (Internal)-Lunch/Dinner,0,20170101,36,,,,,,,
```

Sample Feed - 100, 310, and 410 Records

```
100,en,,,,,,,,,
310,Sweden Expense Policy,Laundry,,20081231,,,,,,,,
310,Sweden Expense Policy,Other Benefits,,20081231,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car with Trailer,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Motorcycle,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car (Day Off/Overtime),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Day Off/Over,20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Motorcycle (Day Off/Overtime),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car (Tax Free),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Personal Car Mileage,Car with Trailer (Tax Free),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Company Car Mileage,Motorcycle (Tax Free),20081231,Sweden Personal Car,,,,,,,,
310,Sweden Expense Policy,Company Car Mileage,Petrol,20081231,Sweden Company Car,,,,,,,,
310,Sweden Expense Policy,Company Car Mileage,Diesel,20081231,Sweden Company Car,,,,,,,,
410,Sweden Expense Policy,Entertainment (External)-Breakfast/Simple Meal,20081231,,,,,,,,
410,Sweden Expense Policy,Entertainment (Internal)-Breakfast/Simple Meal,20081231,,,,,,,,
410,Sweden Expense Policy,Entertainment (External)-Lunch/Dinner,20081231,,,,,,,,
410,Sweden Expense Policy,Entertainment (Internal)-Lunch/Dinner,20081231,,,,,,,,
```

```
410,Sweden Expense Policy,Entertainment (External)-Theatre/Museum/Similar,20081231,,,,,,,,,
410,Sweden Expense Policy,Entertainment (Internal)-Theatre/Museum/Similar,20081231,,,,,,,,,
410,Sweden Expense Policy,Gifts (External),20081231,,,,,,,,,
```

Step 2: Move the Import Data File to Concur

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

New clients have certain imports set up as part of implementation; this may be one of the imports. Existing clients who want to use this import must contact Concur Client Support for assistance.

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

Step 3: Concur Imports the Data

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

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