Invoice: Routing Configuration Hierarchy 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
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April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 2, 2018	Added "Specification" to title page and footers.
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January 22, 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 6, 2015	Formatting changes; no other content changes
April 20, 2012	Specification new to this manual.

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Routing Configuration Hierarchy 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*).

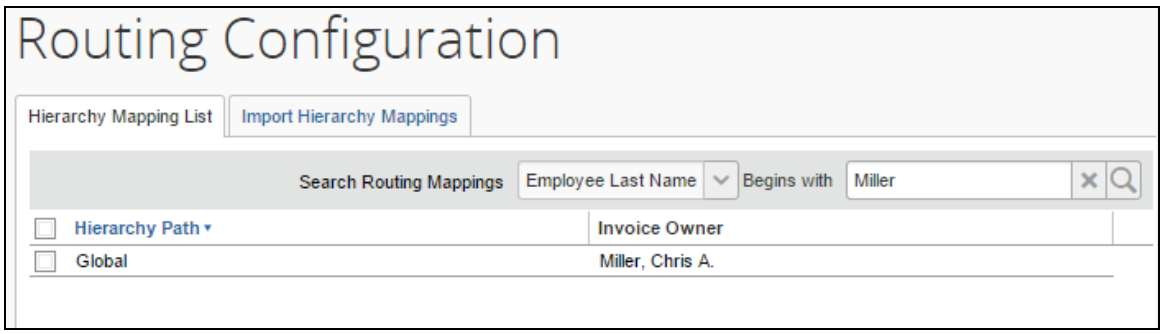
If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

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

The Invoice Routing Configuration Hierarchy specification is used to create hierarchies that, on import, are made available in the **Hierarchy Mapping List** tab for the Routing Configuration feature.

The **Hierarchy Mapping List** tab, with a sample hierarchy import, is shown in the figure below.



Refer to the *Invoice: Routing Configuration User Guide* for more information about the Routing Configuration feature.

Use Hierarchy Mappings in Invoice

Hierarchical segments imported using this specification are used by the system to determine the preferred Invoice Owner for assignment by the AP User. By specifying

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the list values for each hierarchy path using the import record, the AP User can then code to a particular hierarchy path (North, East, etc.) and the system detects the employee mapping to that path segment. When the AP User clicks **Assign**, the invoice is automatically assigned to the mapped employee.

Example

As an example, assume a company with multiple locations (North, South, etc.) decides that every invoice created for the East division should route to Ken. The administrator configures the system so that, when the AP User selects East, the system defaults to Ken on assignment. If Ken is unavailable (moves on; is promoted) the system will "walk" up the connected list hierarchy to the next user.

TIP: By designating a default, Global Group employee under the hierarchy, that employee will always be available to assign the invoice to.

For more information, refer to the *Invoice: Routing Configuration User Guide*.

Section 3: Create the Import Data File

The import data file uses these specifications:

- **Format Type:** Comma Separated Value, ASCII Text File
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF

Delimiters

The file includes records that are delimited by the carriage return and line feed characters. Each record includes a set of fields. Fields are delimited by the comma character (,). Any field that includes a comma character must enclose the comma with double quotation marks (for example, ",").

File Naming Conventions

The import file name is routing_mapping*_ENTITY_TIMESTAMP* (plus extension).

Import Settings (Record Type 200) Format

The following table shows the field definitions for record type 200.

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Field Name	Definition	Required?	Description	Client Field Definition
Transaction Type	200	Y	This is a static value always equal to 200. It indicates the Record Type	
Delete	1 character Y (Yes) or N (No)	N (the default value)	Used to indicate if this record should be deleted from the hierarchy mapping list.	
Employee ID	48 characters	Y = if Delete record is not used *-otherwise-* N = if Delete record is used	The Employee ID value for the user that will be assigned the record.	
Level 1 Code	32 characters	N	The list item Short Code representing the 1st segment level of the overall hierarchy path.	
Level 2 Code	32 characters	N	The list item Short Code representing the 2nd segment level of the overall hierarchy path.	
Level 3 Code	32 characters	N	The list item Short Code representing the 3rd segment level of the overall hierarchy path.	
Level 4 Code	32 characters	N	The list item Short Code representing the 4th segment level of the overall hierarchy path.	
Level 5 Code	32 characters	N	The list item Short Code representing the 5th segment level of the overall hierarchy path.	
Level 6 Code	32 characters	N	The list item Short Code representing the 6th segment level of the overall hierarchy path.	
Level 7 Code	32 characters	N	The list item Short Code representing the 7th segment level of the overall hierarchy path.	

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Field Name	Definition	Required?	Description	Client Field Definition
Level 8 Code	32 characters	N	The list item Short Code representing the 8th segment level of the overall hierarchy path.	
Level 9 Code	32 characters	N	The list item Short Code representing the 9th segment level of the overall hierarchy path.	
Level 10 Code	32 characters	N	The list item Short Code representing the 10th segment level of the overall hierarchy path.	
Future Use 1 - Future Use 10		N	The future_use fields are currently not in use (they will be activated in a future service release). They must be accounted for in the data file, but any data included in them will be ignored.	

Import Sample

The following text box shows a sample of routing configuration hierarchy import.

```
200,N,EdTimpkin,North,,,,,,,,,,,,,,,,,
200,N,EdTimpkin,North,NorthEast,,,,,,,,,,,,,,,,
200,N,PhoebeMartina,North,NorthEast,NorthWest,,,,,,,,,,,,,,,
200,N,AliceBaker,South,,,,,,,,,,,,,,,,,
200,N,AliceBaker,South,SouthEast,,,,,,,,,,,,,,,,
200,N,GretchenGuitare,South,SouthEast,SouthWest,,,,,,,,,,,,,,,
```


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