Shared: Employee Import

User Guide for Concur Standard Edition

Last Revised: January 26, 2024

Applies to these SAP Concur solutions:

☒ Expense
    ☐ Professional/Premium edition
    ☒ Standard edition

☒ Travel
    ☐ Professional/Premium edition
    ☒ Standard edition

☒ Invoice
    ☐ Professional/Premium edition
    ☒ Standard edition

☒ Request
    ☐ Professional/Premium edition
    ☒ Standard edition

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Revision History

Date	Notes/Comments/Changes
January 26, 2024	Added info about password provisioning. Password provisioning is supported but passwords are validated against the Sign-In Settings page requirements.
July 28, 2023	Updated password information to clarify that as of August 2, 2023 password provisioning using the import is no longer supported. Any values provided in the password fields will be ignored. All new imported users will be given a randomly generated password and will have to change their password on first login. Updated the following sections with this change: • Import Settings (Record Type 100) Format • Employee Import (Record Type 300) Format • Employee Import (Record Type 305) Format • Employee Import (Record Type 310) Format
November 1, 2022	Removed references to faxing as part of the fax feature decommissioning on November 1, 2022.
August 19, 2022	Added the 315-level SAP Global Identification Import to support end-to-end access to the SAP Intelligent Enterprise suite through a common identification attribute assigned to the user.
May 20, 2022	Updated the **Nick Name** field to **Preferred Name** in the 350 Travel Addendum, row 5.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 4, 2021	Added the *Enabling and Disabling the Update of Employee Names Using This Import* section Added that **Home State** must be a valid 2- or 3-character State/Province code

October 8, 2020	Made the following updates:
	• Added the following to the **Password** field note under Import Settings (Record Type 100):
	   Passwords are only used for user creation.
	• Removed the following note from the **Password** field description under Employee Import (Record Types 300 and 305) and User Primary Field Addendum Import (Record Type 310):
	   NOTE: The value for the 100-level Existing Record Handling (WARN, etc.) affects the password like so:
	     ◆ When UPDATE is used the existing password is retained
	     ◆ When REPLACE is used the existing password is overwritten
	• Added the following note to the **Cell Phone** field under Travel Addendum Import (Record Type 350):
	   NOTE: Risk Management requires Country Code to be included in the phone number.

April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated

Date	Notes/Comments/Changes
January 15, 2020	Updated the copyright; updated China terminology to Hong Kong, China
August 10, 2019	Added a note to the XML Profile Synchronization ID field indicating it is now only for updates and not for the removal of existing data.
May 31, 2019	Removed references to composite logins
May 11, 2019	Added the following note to the *Amadeus User Permission* field: "Although still displayed, this field is no longer active, and any values it contains will be ignored by the system." Added the following note to the *Password* field: "The password field remains available in the 100, 300, 305, 310 records sets, but will only be read during an initial import of the file, or when creating a new user in the system. Subsequent uses of the field are ignored by the system. The update and replace password features on the 100 record are no longer available."
March 26, 2019	Updated "payment request" to "invoice". Field names were not updated.
March 14, 2019	The feature is client-facing for Invoice Standard customers. Removed the "limited availability" language from the landing page and made this document available from the Invoice landing page (was already public for Expense). Updated 'Concur' to 'SAP Concur'. Updated a reference to support.
February 1, 2019	Updated the copyright; no other changes; cover date not updated
December 31, 2019	Updated the Optional for the Import section to reflect current formats.
July 2, 2018	The 810-level **Iban Number** field requirement is changed for UK to 8 character.
April 17, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 26, 2018	Added a note about LoginID: The LoginID must be unique across all Concur products. In addition, once a LoginID is used, it cannot be used again. Added a note about custom fields. It is a best practice to **not** allow personal, sensitive, or uniquely identifying information in custom fields.
August 3, 2017	Minor edit; no change to Last Revised date on cover or footers.
June 3, 2017	Added budget roles to 305 record.
January 20, 2017	Updates to the 810 record: • Three new banking data fields are now available • BIN is not required for Norway (Krona) • SEPA (EUR) countries no longer require postal code
January 6, 2017	Update 710-level record to show Column 4 as Segment 1 of the Cost Object value used for approval routing.
December 15, 2016	Changed copyright and cover; no other content changes.
November 4, 2016	Explanation of Concur-only "system" roles used to maintain and secure the client entity (and their unavailability to the client)
June 27, 2013	Remove the periods (".") from the Name Prefix field examples – the period is not needed for Mr., Mrs. Prof. and similar

Date	Notes/Comments/Changes
February 19, 2016	Added clarification of options to import banking for employees in the UK who are reimbursed in GBP. Clarified that these two fields are EFT / ACH, to facilitate searches for either EFT or ACH: • CT_EMP_BANK_ACCOUNT.ACCOUNT_NUMBER • CT_EMP_BANK_ACCOUNT.ROUTING_NUMBER
August 14, 2015	350 field Manager Company Employee ID renamed to Employee ID of the Travel Approver
June 12, 2015	Addition of the 310 and 350 level record sets
March 4, 2015	Added purchase request information
November 14, 2014	Addition of the 305-level record set, including Payment Type field and related ADP fields
September 16, 2014	Added information about two user interfaces; no other content changes
May 16, 2014	New document

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

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

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

Section 2: Overview

A client uses this feature to import employee information. The client can add or remove (deactivate) an employee and modify information about the employee or the employee's bank account using the options in the data file they create.

The client can update this information one employee at a time by using the User step of the Setup Wizard. This import is best used when many changes are required, and the User Setup step is best used when only a few changes are required.

SAP Concur performs this employee import; however, the client creates the import file and then passes it to SAP Concur to import. This document explains how to set up the import data file.

The Basic 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 SAP Concur.

> **NOTE:** The employee import is run on a regular schedule that is set up by submitting a Service Request to SAP Concur.
>
> Clients can confirm whether an import schedule has been set up by logging on with the Can Administer role and viewing the import definitions and schedules that are configured for the entity.

- Step 3: SAP Concur runs a batch job that imports the data file.

Section 3: Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- Format Type: Comma Separated Value, UTF8

- Default Field Delimiter: Comma

- Enclosing Character: To "escape" a reserved character, such as a slash, use a quotation mark, for example: "/"

- Record Delimiter: CRLF

- Data Record Layout: There are several record types in the Employee import file. The record types are:

  - 100 (Import Settings)

  - 300 (Employee Importer)

  - 305 (Enhanced Employee Importer)

  - 310 (User Primary Field Addendum Importer)

  - 315 (SAP Global Identification Importer)

  - 350 (Travel Addendum Importer)

  - 360 (Invoice Employee Importer)

  - 650 (Enhanced Card Account Importer)

  - 700 (Authorized Approver Importer)

  - 710 (Cost Object Approver Importer)

  - 750 (Delete Authorized Approver Importer)

  - 760 (Delete Cost Object Approver Importer)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode_datetimestamp". The employee job type for a employee import data file is "employee." If an entity has the code t0000123abcd, then the file name for a employee import data file would be "employee_t0000123abcd".

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Reviewing the Import Definition File (Feed ID "StandardEmployeeImport")

Within a record type, all fields must be represented, although optional fields might be blank.

Import Settings (Record Type 100) Format

This information must be included in the import. This record set defines the following:

Table 1: Data for record ID "ImportSettings"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.	
2	Error Threshold	Enter 0 ("zero")	Y		
IMPORTANT! Provisioned passwords are validated on import. To pass validation, they must meet the minimum requirements defined on the SAP Concur solutions **Sign-In Settings** page. **NOTE:** For information about your company's password policy, contact your company administrator.					
3	Password Generation	• EMPID: Set password to Employee ID • LOGINID: Set password to Login ID • TEXT: Use the text provided in the employee 305- or 310-level records. • SSO: The user is signed in through SSO.	Y	• The 305-level password record is required for Travel & Expense. • If a blank password in provisioned, the user must follow the "Forgot Password" process on first sign in. • If a password already exists, the data in this field is ignored. • Passwords must meet the minimum requirements set on the **Sign-In Settings** page.	

#	Name	Definition	Req?	Description	Client Field Definition
4	Existing Record Handling	• REPLACE: Replace the existing record completely with the one in the feed. • UPDATE: Update the existing record with only those fields that are non-blank in the import file. Existing passwords for employees are never overwritten. **NOTE:** To clear a field of its current value, use the $BLANK$ operator in combination with the UPDATE option to have the existing value in the field cleared in the database. • WARN: Ignore and log a warning that the record was not processed • IGNORE: Ignore and log nothing	Y	Specifies how to process when a matching record already exists in the database.	
5	Language Code		Y	Specifies the language code of any localized text in the import file; this is used when performing lookups in the database and must match one of the languages supported by the database.	
6	Validate Expense Group	Y (Yes) or N (No) Default of Y	Y	Specifies whether the Expense group fields in the employee records need to be validated against their Expense group.	
7	Validate Payment Group	Y (Yes) or N (No) Default of Y	Y	Specifies whether the Payment group fields in the employee records need to be validated against their Payment group.	

Optional for the Import

The information provided in the following tables might be included in the import, as needed.

Employee Import (Record Type 300) Format

Table 2: Data for record ID "EmployeeImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	300	Y	This is a static numeric value always equal to 300. It indicates the Record Type.	
2	First Name	32 character maximum	Y		
3	Middle Name	32 character maximum	N		
4	Last Name	32 character maximum	Y		
5	Employee ID	48 character maximum	Y		
6	Login ID	64 character maximum (see Description for restricted characters).	Y	Format of user@domain required. The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { - ^ } \	/ ? > < , ; : " + =] **NOTE:** The LoginID must be unique across all SAP Concur products. If a LoginID is currently in use in any SAP Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.	

#	Name	Definition	Req?	Description	Client Field Definition
7	Password	Passwords must meet the minimum requirements set on the **Sign-In Settings** page.	Required for Travel & Expense	• Passwords are encrypted on import. • Blank passwords are not supported. If a blank password in provisioned, the user must follow the "Forgot Password" process on first sign in. • Existing passwords are not overwritten. If a password already exists, the data in this field is ignored.	
8	Email Address	255 character maximum	N	Format of user@domain required. The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { - ^ } \ | / ? > < , ; : " + =]	
9	Locale Code	5 character maximum	Y	Hidden. Defaults to a value based on Country Code.	
10	Country Code	3 character maximum	Y	The country of residence. Must be a valid country code (for example, US or USA).	
11	Country Sub Code	6 character maximum		Must be a valid country sub-code, for example, a province or state in Canada. **NOTE:** This field is primarily used for value added tax (VAT).	
12	Ledger Code	20 character maximum	Y	Value must be *DEFAULT*.	
13	Reimbursement Currency Code	3 character	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies.	
14	Cash Advance Account Code	20 character maximum	N		
15	Active	1 character Y = Yes N = No	Y		

#	Name	Definition	Req?	Description	Client Field Definition
16	Organizational Unit 1	48 character maximum	N	Populated with the value in UI Group Code.	
17 - 21	Organizational Unit 2 - 6 (sequential = 17 - 21)	48 character maximum	N	Not used in Standard – account for these fields using a null between commas (",,,").	

#	Name	Definition	Req?	Description	Client Field Definition
22 - 31	Custom 1 - 10 (sequential = 22 - 31)	48 character maximum For country values, must be an active country pack. Custom 21 is employee administrative country (see below) Custom 22 reserved for Invoice Policy Group	N	48 character maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Boolean: Value must be Y or N ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field. **NOTE:** Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.	

#	Name	Definition	Req?	Description	Client Field Definition
32 - 41	Custom 11 – 20 (sequential = 32 - 41)	48 character maximum	N	48 character maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Boolean: Value must be Y or N ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field. **NOTE:** Best practice is to **not** allow personal, sensitive, or uniquely identifying information in custom fields.	
42	Employee Administration Country	48 character maximum	See Description	* Required for new employee; not required for existing employees.	

#	Name	Definition	Req?	Description	Client Field Definition
Employee Preferences: Workflow					
43	Send email when the cash advance status changes	1 character Y = Yes N= No Default is Y	N		
44	Send email when a cash advance is awaiting approval	1 character Y = Yes N= No Default is Y	N		
45	Send email when the report status changes	1 character Y = Yes N= No Default is Y	N		
46	Send email when a report is awaiting approval	1 character Y = Yes N= No Default is Y	N		
47	Prompt for approver when submitting a report	1 character Y = Yes N= No Default is N	N		
48 - 50	Future Use 1 – 3 (sequential 48 - 50)		N	Reserved for future use	
51	Send email when the payment status changes	1 character Y = Yes N= No Default is Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
52	Send email when a payment is awaiting approval	1 character Y = Yes N= No Default is Y	N		
53	Prompt for approver when submitting a payment	1 character Y = Yes N= No Default is N	N		
Employee Preferences					
54	Prompt to add company card transactions to report	1 character Y = Yes N= No Default is Y	N		
55	Send email when new company card transactions arrive	1 character Y = Yes N= No Default is Y	N		
56	This field has been decommissioned	1 character Y = Yes N= No Default is Y	N	**NOTE**: As of November 1, 2022, information in this field will be ignored.	
57	Display instructional help on the application pages	1 character Y = Yes N= No Default is Y	N		
58	Display imaging introduction page	1 character Y = Yes N= No Default is Y	N		
Approvers					

#	Name	Definition	Req?	Description	Client Field Definition
59	Employee ID of the expense report approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
60 - 61	Future Use 4 – 5 (Sequential is 60 – 61)		N	Reserved for Future Use	
62	Employee ID of the Invoice approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
Non-Group Roles					
63	Traveler	1 character • If a user has no other assigned roles, then this role is assigned (Y, N, or blank = Y). • If a user has other assigned roles, then Y = Y; N or blank = N.	N	Note default change of value if existing assigned role **IMPORTANT:** If the employee is an Invoice only user, then a value of N must be supplied for this field!	
64	Approver	1 character Y = Yes N= No Default is N	N		
Company Card Administrator is a Group Role!					
65	Company Card Administrator	Y or N Default = N	N	If Yes (Y), the user is granted this role at the Global group level. **THIS IS A GROUP ROLE!** Beginning November of 2011 the Company Card Administrator role is Group-aware. Use the 400-level record to specify the Hierarchy node.	

#	Name	Definition	Req?	Description	Client Field Definition
66 - 72	Future Use 7 - 13 (Sequential is 66 – 72)		N	Reserved for Future Use	
73	Invoice User	1 character Y = Yes N= No Default is N	N		
74	Invoice Approver	1 character Y = Yes N= No Default is N	N		
75	Future Use 14		N	Reserved for Future Use	
76	Expense Audit Required	REQ (Required Conditionally) ALW (Always Required) NVR (Never Required)	N		
77 - 79	Future Use 15 – 17 (Sequential is 77 – 79)		N	Reserved for Future Use	
80	Expense Report Approver Employee ID 2	48 characters maximum	N	The second approver who populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	
81	A Payment Request has been Assigned	1 character Y = Yes N= No Default is Y	N	Send email to a user when the invoice is assigned to that user.	

#	Name	Definition	Req?	Description	Client Field Definition
82 - 85	Future Use 18 - 21 (Sequential is 82 – 85)		N	Reserved for Future Use	
86	Concur Travel User	1 character Y = Yes N= No Default is N	N	(formerly Cliqbook User)	

Enhanced Employee Import (Record Type 305) Format

NOTE: The import of this record set will override any matching 300-level imported data.

Table 3: Data for record ID "EnhancedEmployeeImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	305	Y	This is a static numeric value always equal to 305. It indicates the Record Type.	
2	First Name	32 characters maximum	Y		
3	Middle Name	32 characters maximum	N		
4	Last Name	32 characters maximum	Y		
5	Employee ID	48 characters maximum	Y		

#	Name	Definition	Req?	Description	Client Field Definition
6	Login ID	64 characters maximum (see Description for restricted characters).	Y	Format of user@domain required. The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =] **NOTE:** The LoginID must be unique across all SAP Concur products. If a LoginID is currently in use in any SAP Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.	
7	Password	Passwords must meet the minimum requirements set on the **Sign-In Settings** page.	Required for Travel & Expense	• Passwords are encrypted on import. • Blank passwords are not supported. If a blank password in provisioned, the user must follow the "Forgot Password" process on first sign in. • Existing passwords are not overwritten. If a password already exists, the data in this field is ignored.	
8	Email Address	255 characters maximum	N	Should be all lowercase, as johndoe@domain.com The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	
9	Locale Code	5 characters maximum	Y	📖 Hidden. Defaults to a value based on Country Code.	
10	Country Code	3 characters maximum	Y	The country of residence. Must be a valid country code (for example, US or USA).	

#	Name	Definition	Req?	Description	Client Field Definition
11	Country Sub Code	6 characters maximum		Must be a valid country sub-code, for example, a province or state in Canada. **NOTE:** This field is primarily used for value added tax (VAT).	
12	Ledger Code	20 characters maximum	Y	Value must be *DEFAULT*.	
13	Reimbursement Currency Code	3 characters	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies.	
14	Cash Advance Account Code	20 characters maximum	N		
15	Active	Y or N	Y		
16	Organizational Unit 1	48 character maximum	N	Populated with the value in UI Group Code.	
17 - 21	Organizational Unit 2 - 6 (sequential = 17 - 21)	48 characters maximum		Not used in Standard – account for these fields using a null between commas (",,,").	

#	Name	Definition	Req?	Description	Client Field Definition
22 - 41	Custom 1 - 20 (sequential = 22 - 41)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated:	

Description (continued):

- First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed.
- If a custom field is required and the value does not pass a validation, this is treated as an error.
- If a custom field is not required and the value does not pass a validation, a warning is logged.
- For each custom field defined in the form, an appropriate validation is performed based on the data type specified:
    - List (custom and connected): Validated against the code value, not the long name, for the list item
    - Date: Must be a valid date, in the following format YYYYMMDD
    - Boolean: Value must be Y or N
    - Numeric: Value must be a number (e.g. "10000.00")

Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.

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

#	Name	Definition	Req?	Description	Client Field Definition
42	Employee Administration Country	48 character maximum	See Description	* Required for new employee; not required for existing employees.	
Employee Preferences: Workflow					
43	Send email when the cash advance status changes	Y or N Default = Y	N		
44	Send email when a cash advance is awaiting approval	Y or N Default = Y	N		
45	Send email when the report status changes	Y or N Default = Y	N		
46	Send email when a report is awaiting approval	Y or N Default = Y	N		
47	Prompt for approver when submitting a report	Y or N Default = N	N		
48 - 50	Future Use 1 – 3 (sequential 48 - 50)		N	Reserved for future use	
51	Send email when the payment status changes	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
52	Send email when a payment is awaiting approval	Y or N Default = Y	N		
53	Prompt for approver when submitting a payment	Y or N Default = N	N		
Employee Preferences					
54	Prompt to add company card transactions to report	Y or N Default = Y	N		
55	Send email when new company card transactions arrive	Y or N Default = Y	N		
56	This field has been decommissioned	Y or N Default = Y	N	**NOTE**: As of November 1, 2022, information in this field will be ignored.	
57	Display instructional help on the application pages	Y or N Default = Y	N		
58	Display imaging introduction page	Y or N Default = Y	N		
Approvers					
59	Employee ID of the expense report approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	

#	Name	Definition	Req?	Description	Client Field Definition
60 - 61	Future Use 4 – 5 (Sequential is 60 – 61)		N	Reserved for Future Use	
62	Employee ID of the Invoice approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
Non-Group Roles					
63	Traveler	1 character • If a user has no other assigned roles, then this role is assigned (Y, N, or blank = Y). • If a user has other assigned roles, then Y = Y; N or blank = N.	N	Note default change of value if existing assigned role **IMPORTANT:** If the employee is a Invoice only user, then a value of N must be supplied for this field!	
64	Approver	Y or N Default = N	N		
Company Card Administrator is a Group Role!					
65	Company Card Administrator	Y or N Default = N	N	If Yes (Y), the user is granted this role at the Global group level. **THIS IS A GROUP ROLE!** Beginning November of 2011 the Company Card Administrator role is Group-aware. Use the 400-level record to specify the Hierarchy node.	
66 - 72	Future Use 7 - 13 (Sequential is 66 – 72)		N	Reserved for Future Use	

#	Name	Definition	Req?	Description	Client Field Definition
73	Invoice User	1 character Y = Yes N= No Default is N	N		
74	Invoice Approver	1 character Y = Yes N= No Default is N	N		
75	Invoice Vendor Manager	Y or N Default = N	N	The Invoice Vendor Manager role is a Group-based role. A value of Y in this field auto-assigns the Default Group role. To assign a specific Vendor Access Group, use the 400-level record set instead of this field.	
76	Expense Audit Required	REQ (Required Conditionally) ALW (Always Required) NVR (Never Required)	N		
77 - 79	Future Use 15 – 17 (Sequential is 77 – 79)		N	Reserved for Future Use	
80	Expense Report Approver Employee ID 2	48 characters maximum	N	The second approver that populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	
81	A Payment Request has been Assigned	Y or N Default = Y	N	Send email to a user when the invoice is assigned to that user.	

#	Name	Definition	Req?	Description	Client Field Definition
82	Concur Invoice User	Y or N Default = N	N	This Role is Retired. The Invoice current interface is accessed by a user via an entity module setting and no longer by assignment of this role.	
83	Travel and Expense User	Y or N Default = N	N		
84 - 85	Future Use 20 - 21 (Sequential is 84 – 85)		N	Reserved for Future Use	
86	Concur Travel User	Y or N Default = N	N	(formerly Cliqbook User)	
87	Employee Custom 22	48 characters maximum	See Description	Used for Invoice Group Hierarchy. * Required for new employee; not required for existing employees. 48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the	

#	Name	Definition	Req?	Description	Client Field Definition
				data type specified:	
				♦ List (custom and connected): Validated against the code value, not the long name, for the list item	
				♦ Date: Must be a valid date, in the following format YYYYMMDD	
				♦ Boolean: Value must be Y or N	
				♦ Numeric: Value must be a number (e.g. "10000.00")	
				♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
				NOTE: Best practice is to **not** allow personal, sensitive, or uniquely identifying information in custom fields.	
88 - 89	Future Use 22 - 23 (Sequential is 88 – 89)		N	Reserved for Future Use	
90	Reimbursement Type	The supported values are: • **ADPPAYR**: ADP Payroll • **CNQRPAY**: Expense Pay by SAP Concur • **APCHECK**: Accounts Payable/Company Check • **PMTSERV**: Other Reimbursement Method	N*	This field specifies the reimbursement method for the employee's reports. * Not a Required field type, but if used, please notes dependencies if the **ADPPAYR** reimbursement method type is specified in this field.	

#	Name	Definition	Req?	Description	Client Field Definition
91	ADP Employee ID		N*	The identifier for the employee within ADP, also known as the "Employee File Number". * This field is required if the ADP Reimbursement type is used.☐	
92	ADP Company Code		N*	The company code for the employee within ADP. * This field is required if the ADP Reimbursement type is used.	
93	ADP Deduction Code		N*	The deduction code for the employee within ADP. * This field is required if the ADP Reimbursement type is used.	
94	Budget Manager employee ID	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
95	Budget Owner	Y or N	N	If *Yes* (Y), the Budget Owner role is assigned to the user.	
96	Budget Viewer	Y or N	N	If *Yes* (Y), the Budget Viewer role is assigned to the user.	
97	Budget Approver	Y or N	N	If *Yes* (Y), the Budget Approver role is assigned to the user.	
98	Budget Admin	Y or N	N	If *Yes* (Y), the Budget Admin role is assigned to the user.	
99 - 137	Future Use 28 - 67 (sequential = 99 - 137)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error.	

#	Name	Definition	Req?	Description	Client Field Definition
				• If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field. **NOTE:** Best practice is to **not** allow personal, sensitive, or uniquely identifying information in custom fields.	

User Primary Field Addendum Import (Record Type 310) Format

This record set is used for standalone Travel made available via resellers.

NOTE: This record importer is used in place of the 300-level EmployeeImporter record, in combination with the 350-level TravelAddendum record, where the employee will be only a Travel user.

Table 4: Data for record ID "UserPrimaryFieldAddendumImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	310	Y	This is a static numeric value always equal to 310. It indicates the Record Type.	

#	Name	Definition	Req?	Description	Client Field Definition
2	Employee ID	48 characters maximum	Y		
3	Login ID	64 characters maximum (see Description for restricted characters).	Y	Format of user@domain required. The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =] **NOTE:** The LoginID must be unique across all SAP Concur products. If a LoginID is currently in use in any SAP Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.	
4	First Name	32 characters maximum	Y		
5	Middle Name	32 characters maximum	N*	* The middle name must be populated accurately in User Profile in order for the employee to meet TSA requirements when traveling.	
6	Last Name	32 characters maximum	Y		
7	Email Address	255 characters maximum	Y	Should be all lowercase, as johndoe@domain.com The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	

#	Name	Definition	Req?	Description	Client Field Definition
8	Password	Passwords must meet the minimum requirements set on the **Sign-In Settings** page.	Required for Travel & Expense	• Passwords are encrypted on import. • Blank passwords are not supported. If a blank password in provisioned, the user must follow the "Forgot Password" process on first sign in. • Existing passwords are not overwritten. If a password already exists, the data in this field is ignored.	
9	Locale Code	5 characters maximum	N		
10	Expense User	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
11	Expense Approver	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
12	Invoice User	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	

#	Name	Definition	Req?	Description	Client Field Definition
13	Invoice Approver	Y or N	Y	Indicates if the user can submit expense reports. If set to Y, either a 300 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
14	Travel User	Y or N	Y	Indicates if the user can book trips.	
15	Active	Y or N	Y		
16	No Middle Name	Y or N	N	Set this value to Y if it is known that the employee does not have a middle name and no value is being passed in the middle name field. Set this value to N if a value is being passed in the middle name field but it is not known if this is the employee's full middle name, for example, an initial. If the full middle name is provided this value might be left blank.	
17	Locate and Alert	Values include: • Enrolled • Sensitive • Not enrolled	N	Locate and Alert must be enabled for this role to be applied. Otherwise, it will fail silently (the import is not blocked, but the role is not assigned).	
18	ExpenseIt User	Y or N	N	ExpenseIt must be enabled for this role to be applied. Otherwise, it will fail silently (the import is not blocked, but the role is not assigned).	
19 - 24	Future Use 5 - 10 (sequential = 19 - 24)		N	Reserved for future use.	

SAP Global Identification (Record Type 315) Format

The 315-level record is used by the client to create and assign their own unique attribute to an employee for the purpose of securely identifying them as they use different products across the *SAP Intelligent Enterprise* suite.

USING THIS IMPORT

The import should be performed under the following conditions:

- The 315-level import should be executed *after* the 305 or 310 import
- Calculate enough time for the 305 or 310 import to populate the UUID *prior* to executing the 315 import, generally overnight if possible

GUIDELINES FOR CREATING THE SAP GLOBAL ID

The following guidelines should be used when creating the unique SAP Global Identification ID. This identity replaces all external user identifiers used by the client to access SAP assets.

The Global ID must be:

- Created with case sensitivity consideration
- Unique for each user

The format of the identifier should be configured using the suggestions below:

- The value of the SAP Global User ID is restricted to a limited set of characters to ensure that older systems can consume presented values and to ensure that values are human-readable.

- The value may follow a specific locale-neutral format or scheme from arbitrary source systems, e.g. GUID, URI or prefixed number ranges.

- The value is recommended to be a GUID.

- The user UUID credential type is restricted to a maximum of 36 characters including alphanumeric characters ([A-Z][a-z][0-9]) and the specific characters of minus-sign (-), plus-sign +, underscore (_), forward-slash (/), double-colon (:), dot (.).

- Email is intentionally excluded by preventing the use of the at-sign (@) from the valid character set.

- The value is recommended to be a neutral identifier that does not contain sensitive data (such as a person's name).

- The value is empty until a customer establishes required provisioning.

Table 5: Data for record ID " UpdateSAPGlobalUserIDImporter "

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	315	Y	This is a static numeric value always equal to 315. It indicates the Record Type.	

#	Name	Definition	Req?	Description	Client Field Definition
2	Employee ID	48 characters	Y	The Employee ID value that is being used for the employee at this time.	
3	SAP Global ID	See the section *Guidelines for Creating the SAP Global ID* above for the specific definition.	Y	See the section *Guidelines for Creating the SAP Global ID* above for instructions on creating this identifier for the user.	
4 - 13	Future Use 1 – 10 (sequential 4 - 13)	N/A	N	Reserved for future use.	

Travel Addendum Import (Record Type 350) Format

The 350-level record is used with either the 300-level (Expense & Travel user) or the 310-level (Travel only user) record block, or the user must already exist in the Expense database / system.

! The 350 record import functionality is not available if the Email option is used.

Table 6: Data for record ID "TravelAddendumImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	350	Y	This is a static numeric value always equal to 350. It indicates the Record Type	
2	Employee ID	48 characters maximum	Y	Must match a 300-level record in this file	
3	Name Prefix	60 characters maximum	Y	Must contain these exact values (Lord, Lady, Sir, Mr, Miss, Ms, Mrs, Dr, Rev, Prof) **NOTE:** Required field for Standard edition Travel – providing this value avoids requirement to complete Travel Profile options before employee can book travel. Import will NOT fail if you do not provide this value however,	
4	Name Suffix	60 characters maximum	N	Must contain these exact values (Jr., Sr., I, II, III, IV, V)	

#	Name	Definition	Req?	Description	Client Field Definition
5	Preferred Name (formerly Nick Name)	60 characters maximum	N	Name by which the employee prefers to be addressed in SAP Concur solutions. This field was formerly labelled "Nick Name".	
6	Redress Number	13 characters maximum	N	A varchar (13) that identifies users who have gone through a process to verify they are not on the no-fly list. **NOTE:** This field is not currently active and any value is ignored.	
7	Gender	1 character M = Male F = Female	Y		
8	Date of Birth	10 characters maximum	Y	Must match format "YYYYMMDD".	
9	Employee ID of the Travel Approver	128 characters maximum	N	Must match either an existing employee in the travel database or a Record 310 and 350 record in this file. **NOTE:** The manager is shared for Travel and Expense, so this employee must be the same person.	
10	Job Title	255 characters maximum	N		
11	Work Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
12	Work Phone Extension	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
13	Work Fax	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
14	Home Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
15	Cell Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file **NOTE:** Risk Management requires Country Code to be included in the phone number.	
16	Pager Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	

#	Name	Definition	Req?	Description	Client Field Definition
17	Travel Name Remark	30 characters maximum	N		
18	Travel Class Name	60 characters maximum	N	Value must exactly match Travel Class name maintained in Travel (Default Travel Class will be set for new accounts if no value is provided)	
19	GDS Profile Name	60 characters maximum	N	The name of the profile in the GDS system. This value associates a Concur Travel profile to the GDS profile.	
20	Org Unit/Division	60 characters maximum	N	Value must exactly match an Org Unit/Division value setup for the company	
21	Home Street Address	255 characters maximum	N		
22	Home City	30 characters maximum	N		
23	Home State	30 characters maximum	N	Must be a valid 2- or 3-character State/Province code	
24	Home Postal Code	20 characters maximum	N		
25	Home Country	2 characters	N	Must be a valid country code	
26	Work Street Address	255 characters maximum	N		
27	Work City	30 characters maximum	N		
28	Work State	30 characters maximum	N		
29	Work Postal Code	20 characters maximum	N		
30	Work Country	2 characters	N	Must be a valid country code	
31	Email 2	255 characters maximum		The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	

#	Name	Definition	Req?	Description	Client Field Definition
32	Email 3	255 characters maximum		The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	
33 - 57	Custom 1 - 25 (sequential = 33 - 57)		N	Values must conform to custom field parameters set up in Company Administration; Applies to all Custom Fields For example, Custom field names for Standard Travel are CustomProfileField1, CustomProfileField2, CustomProfileField3, etc. **NOTE:** Best practice is to *not* allow personal, sensitive, or uniquely identifying information in custom fields.	Each custom field column must be of format CustomFieldName=CustomFieldValue where CustomFieldName is the name of the field defined in Travel
58	XML Profile Synchroniz ation ID	64 characters maximum	N	The unique, client-assigned Travel user identifier that allows the user profile to be synchronized with other vendors. **IMPORTANT:** The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { - ^ } \ | / ? > < , ; : " + =] **NOTE:** This field is for updates only. Blanks and spaces intended to remove existing data are ignored as values during import. This means that it is not possible to bulk delete this data for many users with a single import file.	

#	Name	Definition	Req?	Description	Client Field Definition
59	Amadeus User Permission	Y or N	N	Indicates if the user can have trips imported from AeTM. 📖 See the section *Importing AeTM User Information Into SAP Concur* below for information on using Custom fields to import the following information: • Community ID • Login ID **NOTE:** Although still displayed, this field is no longer active, and any values it contains will be ignored by the system.	
60	Open Booking User Permission	Y or N	N	**NOTE:** For clients using Open Booking. Assigns the Open Booking User role to the user.	
61 - 66	Future Use 5 - 10 (sequential = 62 - 67)		N	Reserved for future use.	

Enabling and Disabling the Update of Employee Names Using This Import

The client using both Expense and Travel has the option of controlling how names are updated at their site in order to comply with requirements that a ticket include the traveler's legal name. For example, some clients allow their users to update their names using User Profile when a change (marriage, etc.) occurs. Other clients allow only their HR departments to do this via the employee import. The method that is employed must account for the requirement that a legal name be presented for traveling purposes - failure to provide this value may prevent the traveler from traveling. This means the client should use a method that prevents conflicting update of the name fields in order to ensure the correct, legal name is resident when a ticket is issued.

CONFIGURATION

There are two host database entity settings that affect name fields on Employee Imports: **Employee Import Updates Name Fields** and **Synchronize Name Fields between Travel and Expense**. These settings are designed to allow HR systems that do not maintain an explicit legal name for a traveler to bypass update of these employee name fields to allow the user to do this instead. These settings control whether the **First Name**, **Middle Name**, **Last Name**, **Name Prefix**, and **Name Suffix** fields in the 300-, 305-, and 350-level records are updated or left unchanged on import.

- The default setting for each of these fields is *Yes*.

- For customers using the 310-level records, **Email Address** is included in the list of fields affected.

- If **Employee Import Updates Name Fields** and **Synchronize Name Fields between Travel and Expense** are both set to *Yes*, the name fields will be updated on both the Concur Travel and Concur Expense profiles.

- If **Employee Import Updates Name Fields** is set to *No*, and **Synchronize Name Fields between Travel and Expense** is set to *Yes*, the name fields in the Concur Travel or Concur Expense profiles are not updated by name changes made in the employee import no matter what the setting of **Synchronize Name Fields between Travel and Expense**.

- If **Employee Import Updates Name Fields** is set to *Yes* **and Synchronize Name Fields between Travel and Expense** is set to *No*, the **First Name**, **Middle Name**, and **Last Name** fields will be updated in the Concur Expense profiles, but those changes will not be made on the Concur Travel profiles.

- If the customer wishes to change either of these settings to *No* to prevent updates, and/or grant permissions for the user to update their own name in **Profile**, they will need to submit a Service Request directly to SAP Concur support.

Importing AeTM User Information Into SAP Concur

Authentication for clients who use AeTM requires that each AeTM user be matched to an existing SAP Concur user. To accomplish this, two 350-level Custom fields (any pair) must be configured to include the existing Community ID and Login Name values associated with the AeTM user. This means the client must collect and include this data in the import in order to successfully match the AeTM user across the two systems.

The table below describes the AeTM-required user information for import to SAP Concur:

Field	Also Known As	Description
Community ID	Site Code	An 8-character alphanumeric code identifying the client's AeTM implementation. The first four characters represent the Level 1 ID, in which all users are created.
Login Name	Real Login	The user's login ID might not be the same as the User ID. This 64-character field is unique within a Level 1 community. The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =] **NOTE:** The LoginID must be unique across all SAP Concur products. If a LoginID is currently in use in any SAP Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.

The 350-level custom fields should be configured as follows:

Field	Import Data File Syntax
Community ID	AETM_COMMUNITY_ID=<8 characters max.>
Login Name	AETM_LOGIN_ID= <64 characters max.>

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

Invoice Employee Import (Record Type 360) Format

NOTE: If the 360 record set is used in conjunction with the 300/310 records, the system will honor the last record set feed, meaning that any duplicate role assignments, etc. will be superseded by the last same record value.

Table 7: Data for record ID "EmployeeImporterInvoice"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	360	Y	This is a static numeric value always equal to 360. It indicates the Record Type	
2	Employee ID	48 characters	Y		
3	Invoice User Role	Y or N	N		
4	Invoice Approver Role	Y or N	N		
5	Future Use 1		N	Reserved for Future Use	
6	Invoice AP User Role	Y or N	N	The Invoice User role is required in order to assign this role.	
7	Future Use		N	Reserved for future use	
8	Invoice Purchasing Role	Y or N	N	The user with this role can process purchase requests and purchase orders	
9	Purchase Request User	Y or N	N	The user with this role can create and submit purchase requests	
10	Purchase Request Approver	Y or N	N	The user with this role can approve purchase requests	

#	Name	Definition	Req?	Description	Client Field Definition
11 - 18	Future Use 2 – 7 (Sequential is 11 – 18)		N	Reserved for Future Use	
19	Payment Approver Employee ID	48 characters	N	Must be an existing employee ID	
20	Send email when the payment status changes	Y or N Default = Y	N		
21	Send email when a payment is awaiting approval	Y or N Default = Y	N		
22	Prompt for approver when submitting a payment	Y or N Default = N	N		
23	Send email when the invoice is assigned to a user	Y or N Default = Y	N		
24	Future Use 8 – 9 (Sequential is 24 – 25)		N	Reserved for Future Use	
26	This field has been decommissioned.	Y or N Default = Y	N	**NOTE**: As of November 1, 2022, information in this field will be ignored.	
27	Prompt a user with a window to create new line items when creating a new invoice	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
28	Default Shipping Address	32 characters	N	This field applies to Purchase Requests. This is the shipping location code provided by the client that uniquely identifies the default shipping address associated with this user, and that will be utilized when creating a Purchase Request.	
29	Display Image Inline	Y or N Default = N	N	This field causes the image associated with the request to always display inline (beside) the request in the user interface. **NOTE:** If Auto Open Image (below) is set to Y, this field is automatically set to Y as well.	
30	Auto Open Image	Y or N Default = N	N	This field causes the image associated with the request to always open automatically when the request is opened. **NOTE:** If this field is set to Y, Display Image Inline (above) is automatically set to Y as well.	
31 - 35	Future Use 16 - 20 (sequential 31 - 35)		N	Reserved for future use	

Enhanced Card Account Import (Record Type 650) Format

NOTE: If you intend on synchronizing a card account with the Travel product, you must use the 650 record set and not the 600 record set. This is because the 650 record set includes the Card Type and Expiration Date fields that are required to complete this task.

Table 8: Data for record ID "EnhancedCardAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	650	Y	This is a static numeric value always equal to 650. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	If Card Account Import is used, then this field is required; must be an existing employee ID or in the current import.	
3	Name on Card	255 characters maximum	Y		
4	Payment Type Name	80 characters maximum	Y	Must be a valid payment type.	
5	Account Number	16 characters maximum	Y	**NOTE:** There is no validation to verify the number of digits with the card type.	
6	Effective Date	8 characters maximum, must be in the format YYYYMMDD	N	**NOTE:** For each company card transaction that is imported, Expense compares the transaction's Posted Date to the effective date for the associated card. Then: • If the Posted Date is earlier than the effective date, then the transaction is not imported • If the effective date has not been set, then all transactions are imported regardless of the Posted Date	
7	Credit Card Clearing Account	20 characters maximum	N		

#	Name	Definition	Req?	Description	Client Field Definition
8	Card Type	2 characters maximum Valid Values: AX = American Express CA = MasterCard CB = Carte Blanche DC = Diners Club DS = Discover EC = EuroCard ER = ENROUTE JC = JCB International OT = Other TP = UATP Card VI = VISA	Y	This field is required for the card account to be included in the card account extract to Travel.	
9	Expiration Date	8 characters maximum, must be in the format YYYYMMDD	N*	The date the card account expires. *Required if you intend to synch this card account with Travel.	
10	Billing Address	1000 characters maximum	N	The billing address the card provider uses when posting mail to the employee for this card account.	
11	Billing City	30 characters maximum	N	The billing city the card provider uses when posting mail to the employee for this card account.	
12	Billing State	30 characters maximum	N	The billing state the card provider uses when posting mail to the employee for this card account.	
13	Billing Postal Code	20 characters maximum	N	The billing postal code the card provider uses when posting mail to the employee for this card account.	
14	Billing Country Code	2 characters maximum	N	The two-letter, ISO Country Code for the country where the card holder's bill is sent.	

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#	Name	Definition	Req?	Description	Client Field Definition
NOTE: Using a value of $BLANK$ in *all* four of the "Program" fields below will automatically unlink the card account from the card program.					
15	Card Program Type	5 characters maximum	N/Y*	The type of card program to which the account will be linked. Must be a valid Card Program Type: • PURCH (Purchasing Card Program)	
16	Card Program Country	2 characters maximum	N/Y*	ISO 2-character alpha code for the country in which the card is issued (e.g. US, CA)	
17	Card Program Issuer	64 characters maximum	N/Y*	The name of the provider (issuer) of the card.	
18	Card Program Name	64 characters maximum	N/Y*	The name of card program to which the account will be linked. This value must be a valid Card Program Name.	
* All four fields required in import and populated if using the Company Billed Statements (CBS) feature.					
19	Sync Account to Travel	Y (Yes) N (No) NULL (Blank) Default = NULL	N	Determines if the specified account should be included in the Employee Extract to Travel job. If not, select N; if yes, select Y; if left blank defaults to NULL.	
20 – 24	Future Use 6-10 (sequential = 20 - 24)	N/A	N/A	Reserved for future use.	

Authorized Approver Import (Record Type 700) Format

Table 9: Data for record ID "AuthorizedApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	700	Y	This is a static numeric value always equal to 700. It indicates the Record Type.	

#	Name	Definition	Req?	Description	Client Field Definition
2	Approval Type	Case insensitive; use either: • EXP: Expense Report • PMT: Invoice	Y	Use these values to direct whether options change Expense or Invoice delegate options listed in this table	
3	Employee ID	48 characters maximum	Y	If Authorized Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 14	Future Use 1 - 11 (sequential = 4 - 14)	N/A	N/A	Reserved for future use.	
15	Approval Limit	Numeric	N	Specified in the approval limit currency If used, then Approval Limit Currency Code below is required.	
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	

Cost Object Approver Import (Record Type 710) Format

Table 10: Data for record ID "CostObjectApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	710	Y	This is a static numeric value always equal to 710. It indicates the Record Type.	
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Invoice	Y	Use these values to direct whether options change Expense or Invoice delegate options listed in this table	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4	Segment 1	32 characters maximum	N	This identifies the Cost Object value that is used for approval routing. **NOTE:** This must be the value of the Item Code and not the Item Description.	
5 - 14	Future Use 1 - 10 (sequential = 5 - 14)	N/A	N/A	Reserved for future use.	
15	Approval Limit	Numeric	N	Specified in the approval limit currency. If used, then Approval Limit Currency Code below is required.	
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	

#	Name	Definition	Req?	Description	Client Field Definition
17	Level	1 number (1, 2, 3, etc.)	N	The approval level of the employee. This denotes the sequential order in which the employee(s) will approve the report or request.	

Delete Authorized Approver Import (Record Type 750) Format

Table 11: Data for record ID "DeleteAuthorizedApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	750	Y	This is a static numeric value always equal to 750. It indicates the Record Type.	
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Invoice	Y	Use these values to direct whether options change Expense or Invoice delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Authorized Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Future Use 1 - 10 (sequential = 4 - 13)	N/A	N/A	Reserved for future use.	

Delete Cost Object Approver Import (Record Type 760) Format

Table 12: Data for record ID "DeleteCostObjectApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	760	Y	This is a static numeric value always equal to 760. It indicates the Record Type.	

#	Name	Definition	Req?	Description	Client Field Definition
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Invoice	Y	Use these values to direct whether options change Expense or Invoice delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Future Use 1 - 10 (sequential = 4 - 13)	N/A	N/A	Reserved for future use.	
6	EFT Bank Account Routing Number	USD: 9 numeric characters CAD: 9 numeric characters, comprised of a leading 0, the 3-digit Institution #, and the 5-digit Branch # All Other: Minimum 5 characters	Y	The routing number assigned to the bank.	
7	(EFT) / ACH Bank Account Type	Use either: • SA: Savings • CH: Checking	Y	The account type; savings, checking.	
8	EFT Bank Account Currency Code	Currency code of the currency used by the bank.	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system currencies.	
9	Is Active	1 character Y = Yes N= No Default is N	Y	Specify if the bank account is active or has been deactivated.	

#	Name	Definition	Req?	Description	Client Field Definition
4	Bank Identification Number (BIN)	11 characters maximum with the following guidelines: USD: 9 numeric character routing number AUS: 6 numeric character BSB code CAD: 9 numeric characters, comprised of a leading 0, the 3-digit Institution #, and the 5-digit Branch number EUR: 8 or 11 character SWIFT code, where positions 5 and 6 of SWIFT code are the two-letter ISO Country Code for the country where the expense claim filer has their bank account HK: 3-digit bank code + 3-digit branch code = routing number Japan: 4 digit bank number + 3 digit branch number NZ: 2-digit bank number + 4-digit branch number SING: 4-digit bank code + 3-digit branch code. GBP: Sort Code (6 numeric characters) IN: 11 characters IFSC	Y = if US, CAD, Australia, New Zealand, Hong Kong, China, Singapore, Switzerland if currency = Euro, Sweden or EUR N = Norway, Mexico, and Switzerland if currency = CHF	International users should refer to the BIN or SWIFT numbers. For UK (GBP): There are two options for importing banking for employees in the UK who are reimbursed in GBP: Sort Code and Account Number, or IBAN only. • **Sort Code and Account Number option:** If you are importing Sort Code and local Account Number, the 6-digit Sort Code should be added in field 4, the Bank Identification Number (BIN) field. The employees local 8-digit Account Number should be added in field 5, the IBAN Number field. • **IBAN option:** If you are importing IBAN for employees in the UK, who are reimbursed in GBP, leave field 4 (the **BIN** field) blank; only the 22-character IBAN is required in field 5.	

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#	Name	Definition	Req?	Description	Client Field Definition
5	IBAN Number	SEK, EUR, CHF: 48 characters maximum Japan: 7 numeric character MX: CLABE is account number NZ: 7 numeric character account number + 2- or 3-digit suffix number UK: 8 character account number IN: 1 to 34 character account number	Y	The International Bank Account Number (IBAN) is an international standard for identifying bank accounts. Its format varies by country. For UK (GBP): There are two options for importing banking for employees in the UK who are reimbursed in GBP: Sort Code and Account Number, or IBAN. If you are importing Sort Code and local Account Number, the 6-digit Sort Code should be added in field 5, the Bank Identification Number (BIN) field. The employees local 8-digit Account Number should be added in field 5. If you are importing IBAN for employees in the UK who are reimbursed in GBP, there is no requirement to add their SWIFT code in field 4 (Bank Identification Number); only the 22-character IBAN is required in field 5.	

#	Name	Definition	Req?	Description	Client Field Definition
6	Branch Name	48 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The branch name of the bank at which the expense claim filer has their bank account. For Japan: Specify Bank Name (15 characters)	
7	Branch Location	30 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The branch location when combined with the branch/bank name makes clear where the expense claim filer has their bank account. For Japan: Specify Branch Name (15 characters)	
8	Bank Account Type	2 characters Use either: • SA: Savings • CH: Chequing	Y	The account type, either savings or checking.	

#	Name	Definition	Req?	Description	Client Field Definition
9	Currency Code	3 characters Example: USD, CAD, MXN	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system currencies.	
10	Name on the Account	48 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The name on the account provided to the bank for this account.	
11	Postal Address Line 1	48 characters maximum	Blank for CA and US; required for AUS, HK, MX, NZ, Singapore, Sweden, Switzerland, UK, and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. Street address line 1, or Building Number and Road.	

#	Name	Definition	Req?	Description	Client Field Definition
12	Postal Address Line 2	48 characters maximum	Blank for CA and US; optional for AUS, HK, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. Street address line 2, or Building Name.	
13	Postal Address City	24 characters maximum	Blank for CA and US; required for AUS, HK, MX, NZ, UK, Singapore, Sweden, Switzerland, and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. The postal address city.	

#	Name	Definition	Req?	Description	Client Field Definition
14	Postal Address Region	24 characters maximum	Required for MX and HK Blank for CA, US and Singapore; optional for UK, SEPA countries, Switzerland and Sweden, Australia, New Zealand;	The postal address the bank uses when posting mail to the employee for this bank account. Locality, Province, Region, State, or other; Sub-Country.	
15	Postal Address Postal Code	20 characters maximum	Blank for CA, US and Hong Kong, China; required for AUS, MX, NZ, UK, Singapore, Switzerland, and Sweden.	The postal address the bank uses when posting mail to the employee for this bank account. The postal address postal code.	
16	Is Active	1 character Y = Yes (is activated) N= No (is deactivated) Default is N	N	Specify if the bank account is active.	

#	Name	Definition	Req?	Description	Client Field Definition
17	Tax ID	48 characters maximum	N	The Tax ID associated with the employee.	
18	Bank Account Secondary Routing Number	48 characters maximum	N	Secondary SWIFT Code.	
19	Is Resident	• Y = Yes (is a resident) N = No (is not a resident)	N	Specify if the employee is a resident or not of the same country offering the banking service. **NOTE:** This field is useful to determine if there are any tax ramifications when making payments to employees outside of the Expense Pay process.	
20 - 36	Future Use 1-20 (sequential = 20 - 36)	N/A	N/A	Reserved for future use.	

Section 4: Step 2: Move the Import Data File to SAP Concur

When the file is complete and the client is ready to submit the import data file, the client uploads the import data file to the SAP Concur FTP server.

NOTE: Clients can confirm whether an import schedule has been set up by logging on with the Can Administer role and viewing the import definitions and schedules that are configured for the entity.

Section 5: Step 3: SAP Concur Imports the Data

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

Section 6: Appendix

About the Use of the SAP Concur-Only System Record Roles

The client might come across roles granted only to SAP Concur administrative personnel for the purpose of working within a client entity. These roles, such as

ConcurAuditor, ConcurConsultant, and ConcurAdmin are secure system roles that SAP Concur uses on behalf of the client to fulfill requests, troubleshoot, and maintain the overall integrity of the client entity.

The client might encounter these roles as they work with their employee and user imports – for example, the system record (CT_EMPLOYEE.SYSTEM_RECORD. They can be safely ignored as they are used by the application or SAP Concur to secure the entity for use by the client.

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