

# Shared: List Management Setup Guide

**Last Revised: October 14, 2023**

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☒ Invoice
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☒ Request
  - ☒ Professional/Premium edition
  - ☐ Standard edition



# Table of Contents

<b>Section 1: Permissions .....</b>	<b>1</b>
<b>Section 2: Overview .....</b>	<b>1</b>
Single-Level Lists .....	1
Multi-Level Lists .....	1
Example: Three-Level List .....	2
Working with Connected Lists Associated with a Hierarchy .....	3
Use an Expense Type as the First Field in a Multi-level List .....	3
Vendor Lists .....	4
<b>Section 3: Configuration – Getting Started .....</b>	<b>4</b>
List Configuration Information.....	4
Guidelines for Creating Custom List Categories .....	4
About List Categories.....	5
Associating a List to a Field .....	5
Access the List Management Page .....	6
<b>Section 4: Manual Single and Multi-Level List Creation .....</b>	<b>6</b>
Create a Single-Level List.....	6
Create a Multi-Level List.....	10
Remove an Item from a List .....	12
Modify an Existing List .....	13
Delete a List Item .....	15
Viewing Deleted List Items .....	17
Reactivating a Deleted List Item.....	17
Configuration – Via Import .....	18
List Import Process – Overview .....	18
Step 1: Download the List Data Spreadsheet .....	18
Step 2: Populate the List Data Spreadsheet.....	19
Important: Formatting Issues .....	19
Prepare the Spreadsheet.....	20
Step 3: Upload the List Data Spreadsheet .....	20
Step 4: View the Initial Field Validation Results.....	22
Example of Error .....	23
Step 5: View the Import Results .....	23
<b>Section 5: Configuration – Special Situations .....</b>	<b>24</b>
Use an Expense Type as the First Field in a Multi-level List .....	24
In List Management.....	25

In Forms and Fields .....	25
Vendor Lists .....	26
Associate a Vendor List with an Expense Type and Policy .....	26
Managed Lists.....	28
In List Management.....	29

# Revision History

Date	Notes/Comments/Changes
October 14, 2023	Added information as new sections <b>Viewing Deleted List Items</b> and <b>Restore a Removed List Item</b> about viewing and restoring deleted list items.
August 18, 2023	Added information about new functionality to delete a list item.
June 29, 2023	Added information about Managed lists and a reminder to never change the value for CODE when editing a list.
October 1, 2022	Updated content for the new user experience.
April 29, 2022	Updated warning about the use of hyphens.
April 26, 2022	Updated screenshots to remove images with hyphens in names. Hyphens are not recommended.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
April 15, 2021	Updated the copyright year; no other changes; cover date not updated
July 1, 2020	Updated information about the existing UI and NextGen UI; made modifications throughout; cover revision date updated
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 15, 2020	Updated the copyright; no other changes; cover date not updated
April 15, 2019	Added information about the existing UI and NextGen UI; cover revision date updated
March 20, 2019	Changed the term "payment request" to "invoice" where applicable; no other content changes.
February 11, 2019	Updated the copyright; no other changes; cover date not updated
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 10 2018	Added comment that a hyphen should never be used when naming a list item.
March 10 2017	Added a note about the <b>Expense Type List Item Key</b> field.
December 14 2016	Changed copyright and cover; no other content changes.
October 27 2016	Updated the guide content to new corporate style; no content changes.
January 15 2016	<p>Updated the <i>Remove an Item from a List</i> procedure by adding a <b>Note</b> indicating that if the list item being removed has one or more children items, the warning message will indicate this and require an acknowledgement of the irreversible loss of the list items before the item is removed.</p> <p>Updated the <i>Add Data to the New List</i> procedure by adding a <b>Note</b> indicating that attempts to create a duplicate Item Code within a single list category, such as Vendor, result in a message that includes the name of the other list that is already using the Item Code.</p>
October 1 2015	Update with information about list categories.

Date	Notes/Comments/Changes
September 18 2015	Update: <ul style="list-style-type: none"> <li>The <i>Modify an Existing List</i> procedure.</li> <li>Add warning that you should not add or remove a level in any connected list associated with a hierarchy but instead add or delete at the "bottom" of the connected list</li> </ul>
July 15 2015	Fixed a typo
April 30 2015	Removed information about the old UI; no other content changes but some of the information was rearranged
January 16 2015	Added information about clients now being able to configure a connected list definition with an expense type field as the first field in a connected list for invoices and purchase requests.
October 3 2014	Added information about the two user interfaces; no other content changes
January 23 2014	Cover and copyright changes; no other content changes
February 27 2013	Name change from "Travel Request" to "Request" – no other content changes

# List Management

---

## Section 1: Permissions

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

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

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

## Section 2: Overview

The List Management functionality enables administrators to create, modify, and remove single- and multi-level lists used in Concur Expense, Concur Invoice, and Concur Request. The admin can create or edit list data manually or via import.

### Single-Level Lists

Single-level lists are a flat lists without any sub-list items.

### Multi-Level Lists

Multi-level lists are tiered. They have a first-level list with one or more sub-lists. The data in the first list controls the data in the second list. The data in the second list controls the data in the third list, etc.

When selecting items from a multi-level list, the choice a user makes in the first list sets the choices the user can make in the next list. For example, in a multi-level list, where the first level is **Region**, the second level is **Country**, and the third level is **Division**, when the user selects a region from the **Region** list, the **Country** list is populated with items specific to the selected region. After making a selection from the **Country** list, the **Division** list is populated with items specific to the selected division.

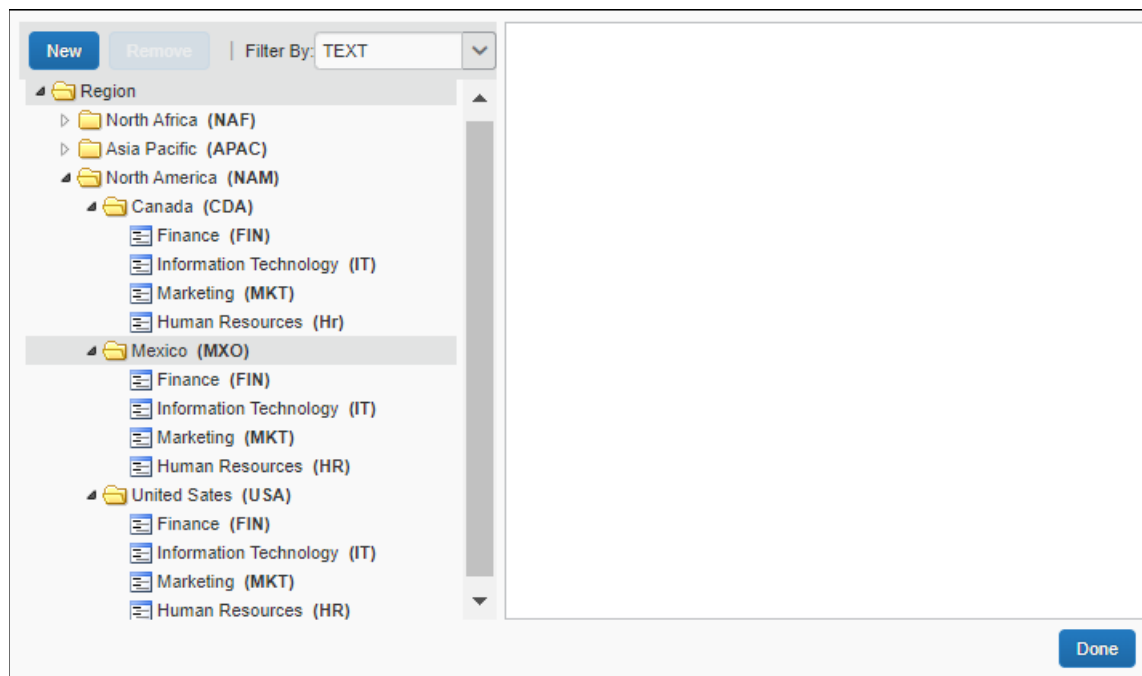
---

**NOTE:** When importing multi-level list items, the full hierarchy of list item codes must be specified. For example, to add an item to the three-level list above, the region, division, and department codes must be provided for each list item row.

---

### Example: Three-Level List

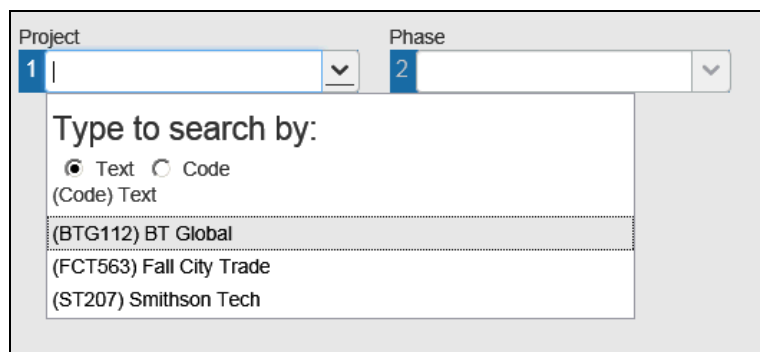
In this example, the admin created a list that enables a user to specify the region, then the country, and then the business division associated with an expense, invoice, or request.



### END USER EXPERIENCE – EXISTING UI

With a multi-level list, both the first-level field and the fields for all subsequent sub-list(s) appear on the relevant UI page.

Related fields are numbered, indicating the correct order in which to populate the fields. Sub-list fields are initially disabled.





A sub-list field cannot be populated until the related parent field has been populated.

## END USER EXPERIENCE – NEXTGEN UI

With a multi-level list, both the first-level field and the fields for all subsequent sub-list(s) appear on the relevant UI page.

Related fields are numbered, indicating the correct order in which to populate the fields. Sub-list fields are initially disabled.

A sub-list field cannot be populated until the related parent field has been populated.

## Working with Connected Lists Associated with a Hierarchy

It is important to never add or delete any level within a connected list where that list is associated to a hierarchy. Instead, add or remove levels at or from the "bottom" of the hierarchical connected list as needed.

## Use an Expense Type as the First Field in a Multi-level List

Clients can specify an expense type as the first field in a multi-level list. If so, the user sees the connected list **only** when they have selected the associated expense type.



Refer to *Configuration – Special Situations* in this guide.

### Vendor Lists

A vendor list is a special type of single-level list that can be used on expense entry forms (or request segments and request entries in Concur Request) that have a **Vendor** field. The **Vendor** field uses a vendor list to present the user with a list of vendors for the expense type. For example, you can create a vendor list named "Car Rental Vendors" that includes a list of preferred car rental vendors. When entering a car rental expense, users would select a vendor from this list.



Refer to *Configuration – Special Situations* in this guide.

## Section 3: Configuration – Getting Started

### List Configuration Information

Note the following:

- **IMPORTANT!** Hyphens are not supported and should not be used in item names or item codes. When an item name or item code with a hyphen is created or saved, the hyphen might be interpreted as a delimiter (separator) which can have unpredictable results on the saved data including possible corruption of the item list
- A list item can be a child item as well as a parent of another item.
- A list item can be removed from the list whether or not it is in use by an expense report or invoice. The expense report or invoice will retain the list item, but it will not appear in the list for future expense reports or invoices.
- Lists can only be removed if they are not used in a simple list field or a connected list definition.

### Guidelines for Creating Custom List Categories

The following List Categories:

- The List Category feature is normally a hidden feature but can be enabled by SAP Concur support.  
(To do this, set CT\_SITE\_SETTING.. DISPLAY\_LIST\_CATEGORY = Y in the database.)
- A list item Code value is unique within each level of a multi-level list. The same code can exist in different levels of a multi-level list, but *not* more than once within the same level.
- A list item Code value is unique, and uses both the list level and list category to enforce this uniqueness by preventing creation of lists whose Code value might conflict at the same level

## About List Categories

All lists have a list category, and each level in that category should have the same type of data. When you assign the list to a field, the account codes display all of the items in every list in the category. This means that the Global Configuration administrator should follow this pattern when creating categories, where each list in the category means the same thing.

### Example 1 (Correct)

- **Category:** Region
- **List1:** North America
- **List2:** Asia Pacific
- **List3:** Northern Africa

In the correct example, the **Account Code Definition** page should display every one of the regions and the associated items.

### Example 1 (Incorrect)

- **Category:** Category
- **List1:** Region
- **List2:** Country
- **List3:** Department

In this example, the information is set up so that each sub-list contains unique information; therefore, in the **Account Code Definition** page all of the above list items are available for selection into a single column from the Helper pane.

## Associating a List to a Field

Lists are associated to fields on the **Fields** tab of the **Forms and Fields** page. The field's data type must be set to List.



For more information, refer to the following guides:

- ♦ [Concur Expense: Forms and Fields Setup Guide](#)
- ♦ [Concur Invoice: Forms and Fields Setup Guide](#)
- ♦ [Concur Request: Forms and Fields Setup Guide](#)

## Access the List Management Page

The **List Management** page displays the current lists within Concur Expense, Concur Invoice, and Concur Request. Use this page to modify existing lists, create new lists, or remove lists manually or via import.

► **To access the List Management page:**

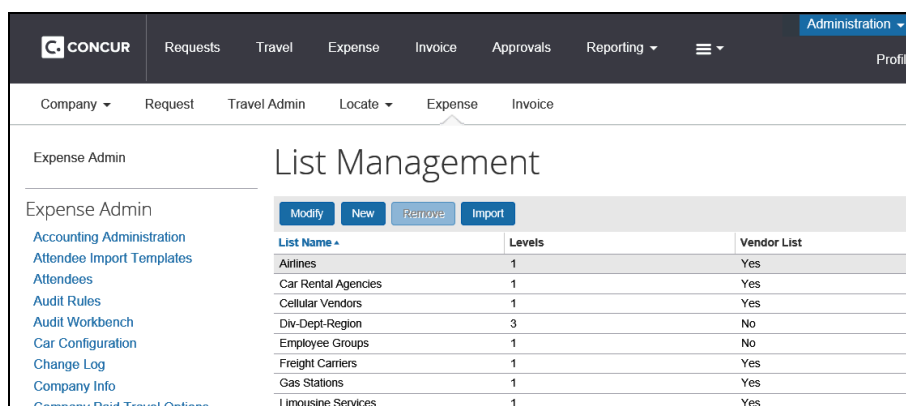
1. Click **Administration > Expense, Invoice or Request**.

---

**NOTE:** Depending on your permissions, the page may appear immediately after you click **Administration**.

---

2. In the Admin list, click **List Management**. The **List Management** page appears.



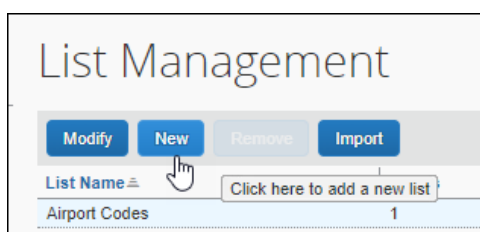
## Section 4: Manual Single and Multi-Level List Creation

You can create single- and multi-level lists.

### Create a Single-Level List

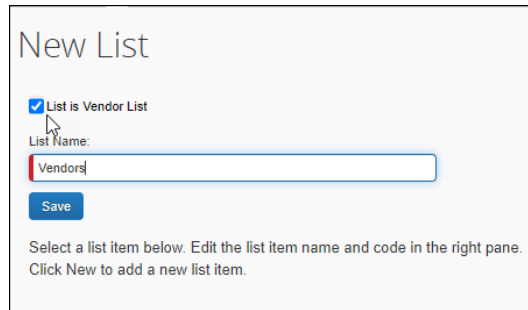
► **To create a single-level list:**

1. On the **List Management** page, click **New**.



The **New List** window appears.

2. (Optional) If the list is a vendor list, select (enable) the **List is Vendor List** check box.



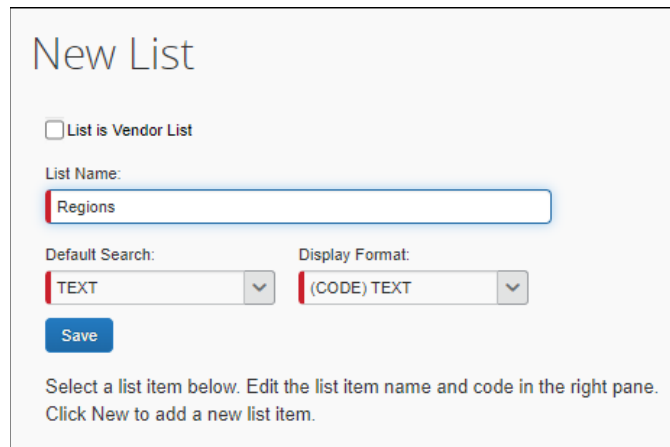
The screenshot shows the 'New List' form. The checkbox 'List is Vendor List' is checked. The 'List Name' field contains the text 'Vendors'. A 'Save' button is visible below the field. At the bottom, there is instructional text: 'Select a list item below. Edit the list item name and code in the right pane. Click New to add a new list item.'

---

**NOTE:** Vendor lists are single-level lists. You cannot create a multi-level vendor list.

---

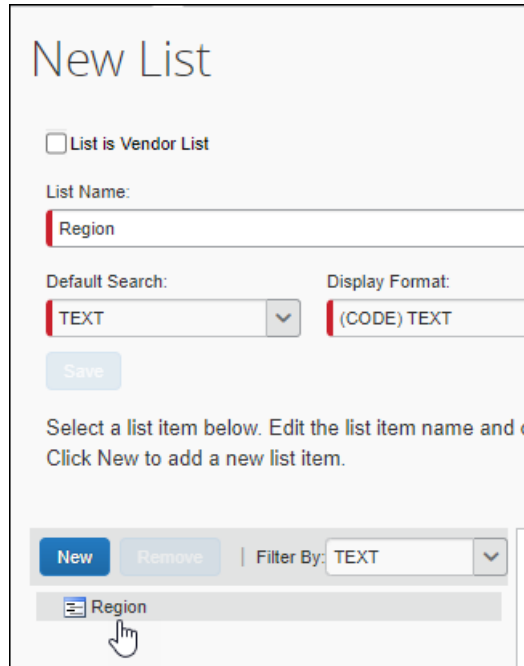
3. In the **List Name** field, enter a name and then click **Save**



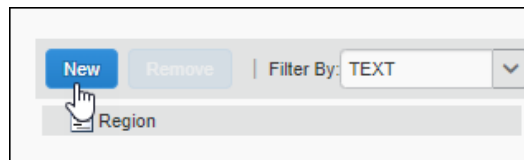
The screenshot shows the 'New List' form. The checkbox 'List is Vendor List' is unchecked. The 'List Name' field contains the text 'Regions'. Below this are two dropdown menus: 'Default Search' set to 'TEXT' and 'Display Format' set to '(CODE) TEXT'. A 'Save' button is visible below the dropdowns. At the bottom, there is instructional text: 'Select a list item below. Edit the list item name and code in the right pane. Click New to add a new list item.'

## Section 4: Manual Single and Multi-Level List Creation

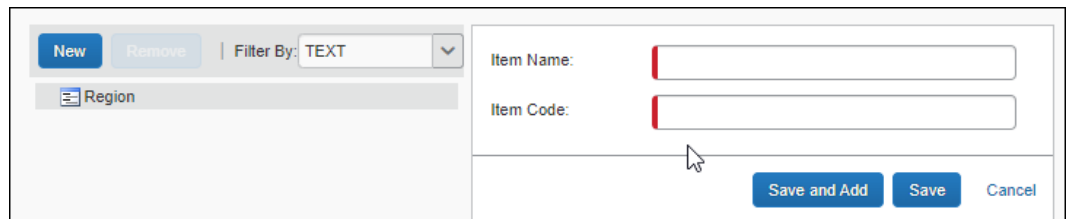
The list name appears as the first-level category label.




4. Select the list name/category and then click **New**.



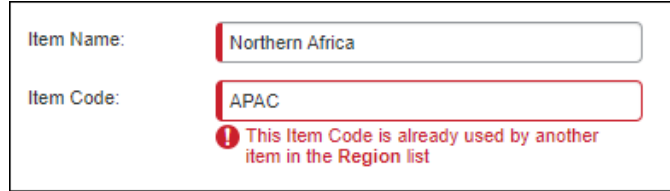
The **Item Name** and **Item Code** fields appear in the right pane.



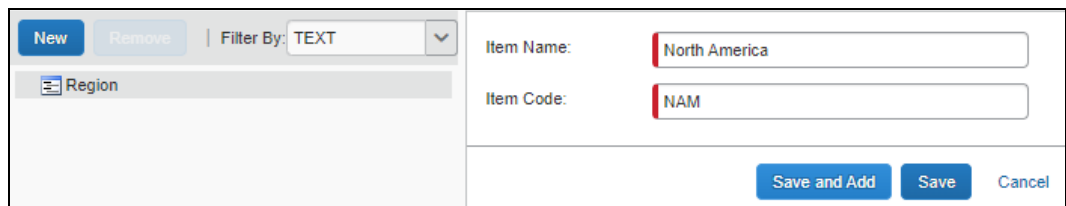
5. Enter the details for the first list item.

Field	Max Length	Description
Item Name	64 char.	The name that appears in the list
Item Code	32 char.	The code associated with the list item.  If using an expense type as the first-level field, refer to <i>Configuration – Special Situations</i> in this guide.

**NOTE:** If you enter a duplicate item code in the same sub-list, a message similar to the following appears where <List Name> is the name of the list with the duplicate item code:  
"! This Item Code is already used by another item in the <List Name> list"

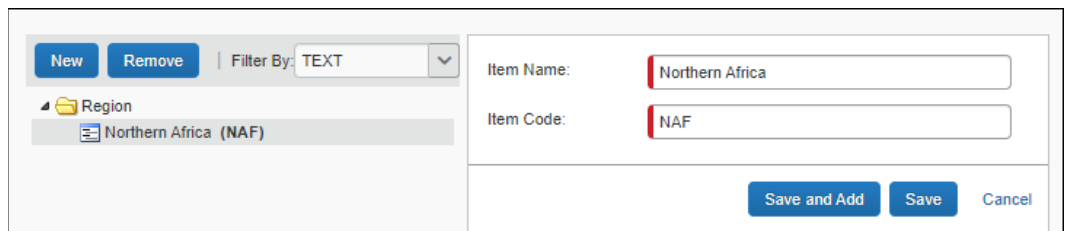


6. Click **Save** or **Save and Add**.



Clicking **Save** saves the new list item and adds it to the selected parent item's sub-list but does not clear the **Item Name** and **Item Code** fields.

**NOTE:** When you add the first sub-list item to a list, the list icon (📁) changes to a folder icon (📁).



To add a new list item to the same category after you click **Save**, select the parent list item in the left pane again, and then click **New**.

Alternatively, click **Save and Add**.

## Section 4: Manual Single and Multi-Level List Creation

Clicking **Save and Add**, adds the list item you just created to the selected parent list in the left pane, and clears the **Item Name** and **Item Code** fields in the right pane so you can add a new sub-list item to the same sublist.

This screenshot shows the 'New' button highlighted in the top left. The left pane shows a tree structure with 'Region' expanded, containing 'North Africa (NAF)'. The right pane has 'Item Name' set to 'Asia Pacific' and 'Item Code' set to 'APAC'. The 'Save and Add' button is highlighted with a mouse cursor.

This screenshot shows the 'New' button highlighted. The left pane shows the tree structure with 'Region' expanded, containing 'North Africa (NAF)' and 'Asia Pacific (APAC)'. The right pane has 'Item Name' set to 'North America' and 'Item Code' is empty. The 'Save and Add' button is highlighted with a mouse cursor.

7. For a single-level list, after adding all of the desired list items, click **Done**.

This screenshot shows the 'New' button highlighted. The left pane shows the tree structure with 'Region' expanded, containing 'North Africa (NAF)', 'Asia Pacific (APAC)', and 'North America (NAM)'. The right pane has 'Item Name' set to 'North America' and 'Item Code' set to 'NAM'. The 'Done' button is highlighted with a mouse cursor.

## Create a Multi-Level List

### ► To create a multi-level list:

1. To create your first-level list, complete steps 1-6 in the *Create a Single-Level List* procedure.

This screenshot shows the 'New' button highlighted. The left pane shows the tree structure with 'Region' expanded, containing 'North Africa (NAF)', 'Asia Pacific (APAC)', and 'North America (NAM)'. The right pane is empty. The 'Done' button is highlighted with a mouse cursor.



- After creating the first-level list, click the first list item to which you want to add a sub-list, and then click **New**.

The screenshot shows a list management interface. On the left, there is a tree view with a 'Region' folder containing three items: 'North Africa (NAF)', 'Asia Pacific (APAC)', and 'North America (NAM)'. The 'New' button is highlighted with a mouse cursor. On the right, the 'Item Name' field contains 'North Africa' and the 'Item Code' field contains 'NAF'. At the bottom right, there are three buttons: 'Save and Add', 'Save', and 'Cancel'. A 'Done' button is also visible at the bottom right of the entire interface.

The **Confirm Action** dialog appears. Click **Yes**.

The screenshot shows a 'Confirm Action' dialog box. It has a title bar with a close button. The main text asks: 'Are you sure you want to convert this single-level list to a multi-level list?'. There is a question mark icon on the left. At the bottom right, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a mouse cursor.

- Enter the **Item Name** and **Item Code** for the sub-list item.

The screenshot shows the same list management interface as before. The 'New' button is now highlighted with a mouse cursor on the 'North Africa (NAF)' item in the tree view. The 'Item Name' field now contains 'Algeria' and the 'Item Code' field contains 'ALG'. The 'Save and Add', 'Save', and 'Cancel' buttons are still visible at the bottom right.

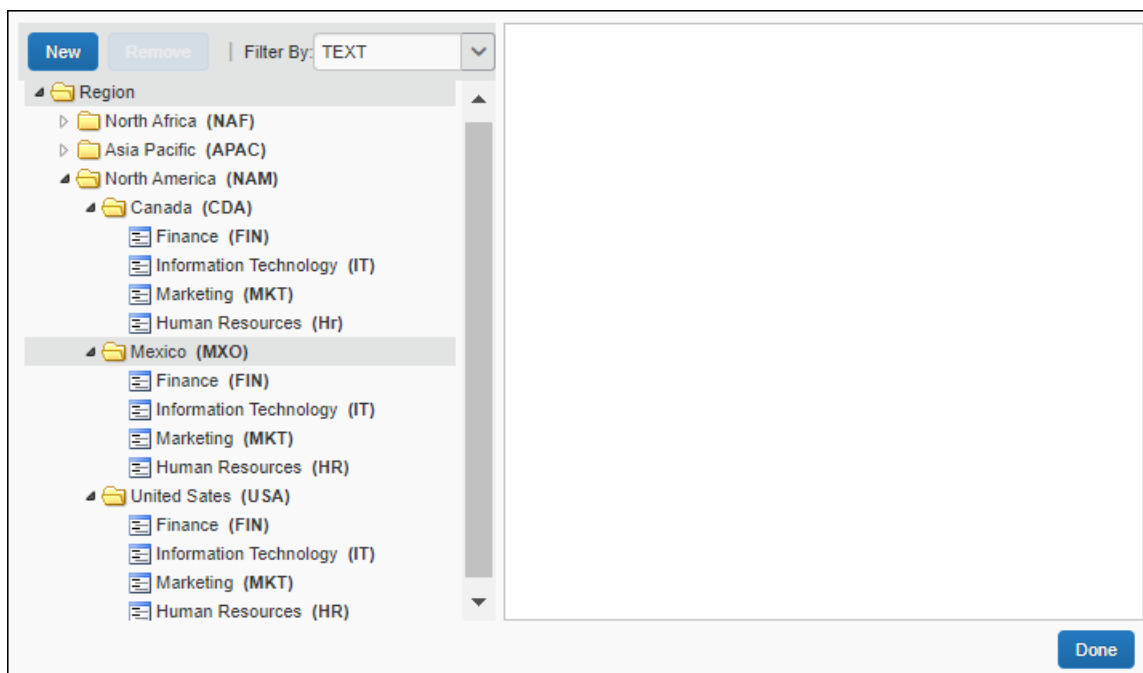
- Click **Save and Add** to add another list item to the same sub-list.

The screenshot shows the list management interface with the 'New' button highlighted on the 'Algeria (ALG)' item. The 'Item Name' field now contains 'Egypt' and the 'Item Code' field contains 'EGT'. The 'Save and Add', 'Save', and 'Cancel' buttons are visible at the bottom right.

- Repeat step 4 until all the desired sub-list items have been added to the selected list item.

## Section 4: Manual Single and Multi-Level List Creation

6. Select the second first list item to which you want to add a sub-list, and then click **New**. Repeat steps 5 and 6 until all of the desired sub-lists have been created.

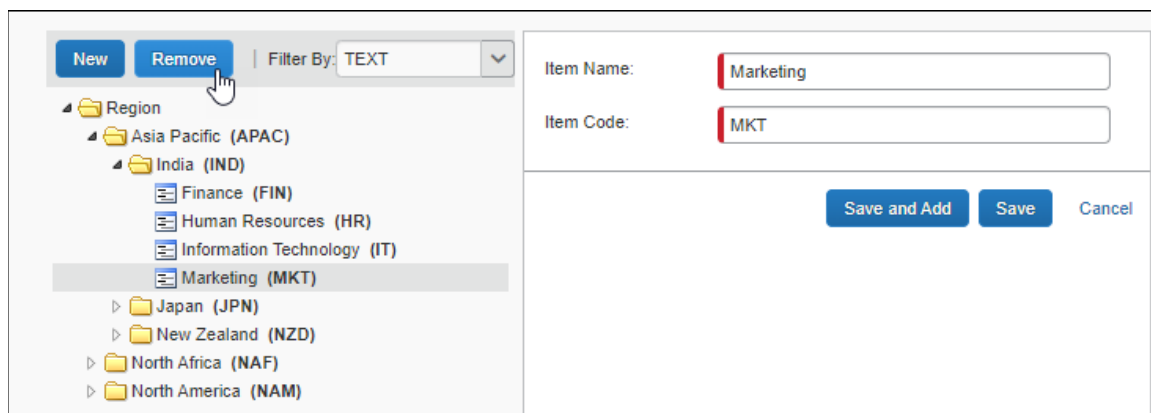


7. After entering all the desired items, click **Done**.

### Remove an Item from a List

#### ► To remove a list item:

1. On the **List Management** page, select the desired list.
2. Click **Modify**. The **Edit List** page appears.
3. Click the desired list item, and then click **Remove**.

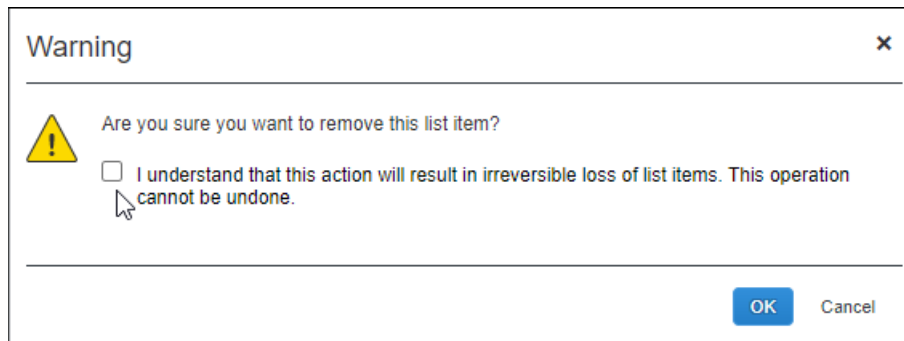


The following warning message appears when a list item is removed:

"Are you sure you want to remove this list item?"

The following acknowledgement statement appears below the warning message:

"I understand that this action will result in irreversible loss of list items. This operation cannot be undone."



You must check the box next to the acknowledgement message to remove the list item.

4. Click **Done**.

---

**NOTE:** When a list item is removed, existing expense reports, invoices, or requests will retain the list item data, but the list item will not appear in the list for future expense reports, invoices, or requests.

---

## Modify an Existing List

### ► *To modify a list:*

1. On the **List Management** page, select the desired list, and then click **Modify**.

## Section 4: Manual Single and Multi-Level List Creation

The **Edit List** page appears.

Edit List

List Name:

Default Search:  Display Format:

Select a list item below. Edit the list item name and code in the right pane.  
Click New to add a new list item.

| Filter By:

- Region
  - Asia Pacific (APAC)
  - North Africa (NAF)
  - North America (NAM)

- (Optional) You can use the search fields to locate the correct data in the list.

Field	Description
Filter By	TEXT will search the item name and CODE will search the item code.
Filter text field	Enter the text to search for in this field.

- Click the arrow to the left of a list item to expand the view to show the list item's sub-list items.

| Filter By:

- Region
  - Asia Pacific (APAC)
  - North Africa (NAF)
  - North America (NAM)
    - Canada (CDA)
    - Mexico (MXO)
    - United States (USA)
      - Finance (FIN)
      - Human Resources (HR)
      - Information Technology (IT)
      - Marketing (MKT)

- The **List Management** page displays only the first 500 child list items under a parent list item. If necessary, use the filter fields to narrow the search.

5. Select the desired item. You can add, modify, and remove items from the selected list.

---

! The value for CODE should never be changed; however, you may edit the value for TEXT.

---

## Delete a List Item

Unintentionally deleted list items, sub-list items, and lists connected to hierarchies are very difficult to restore. To reduce the unintended deletion of these list items, a series of verification steps are used to ensure accuracy when deleting a list item.

To delete list items, the administrator must certify the action by selecting a checkbox confirming their understanding that the action is permanent and cannot be reversed. In certain scenarios, they must also enter an exact match in a text box, observing case sensitivity, of the list item code to be deleted.

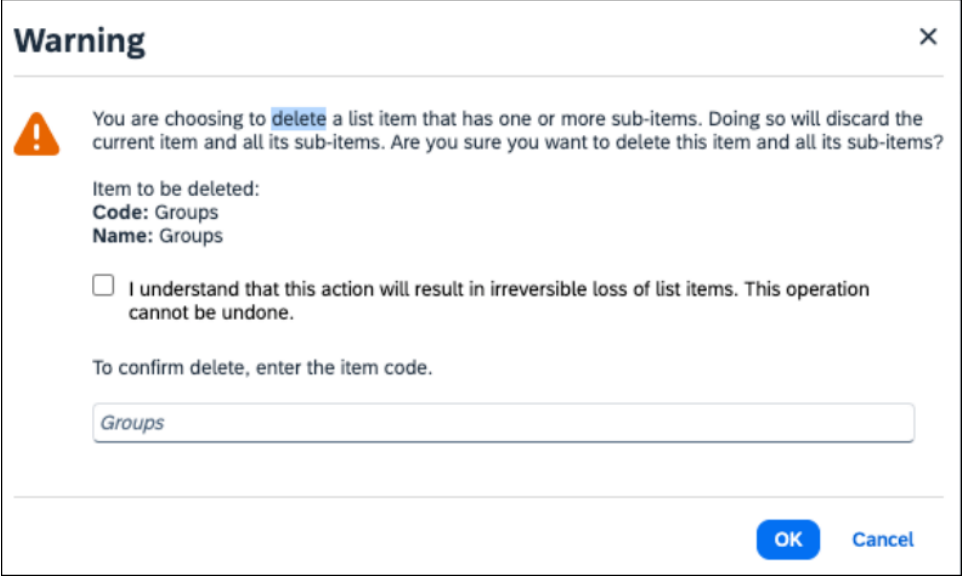
The administrator works with options included in the **Warning** interactive window displayed under the following scenarios:

- **Deleting a list item that is connected to a hierarchy:** To successfully delete a list item, select the checkbox to confirm the action, then enter the *exact* list item code in the text box, being sure to match the case sensitivity of the list item code to the code that is entered.

---

**NOTE:** Users dependent on a hierarchy for Expense access should be deleted before deleting the connected list item - this is not required to delete the list item but is strongly recommended.

---



The image shows a 'Warning' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a warning icon (exclamation mark in a triangle) followed by the text: 'You are choosing to delete a list item that has one or more sub-items. Doing so will discard the current item and all its sub-items. Are you sure you want to delete this item and all its sub-items?'. Below this, it says 'Item to be deleted:' followed by 'Code: Groups' and 'Name: Groups'. There is a checkbox with the text 'I understand that this action will result in irreversible loss of list items. This operation cannot be undone.' Below the checkbox, it says 'To confirm delete, enter the item code.' followed by a text input field containing the word 'Groups'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

- **Deleting a list item that includes one or more subitems:** To successfully delete a list item, select the checkbox to confirm the action, then enter the *exact* list item code in the text box, being sure to match the case sensitivity of the list item code to the code that is entered.

---

**NOTE:** An error message displays if the list item code entered by an administrator is not an identical case-sensitive match to the list item code.

---

Item to be deleted has code: t1 and name: t1

☐ I understand that this action will result in irreversible loss of list items. This operation cannot be undone.

Item code entered does not match the selected list item. To confirm delete, enter the item code.

T1

- **Deleting a List Item with No Subitems:** Only the confirmation check box requires selection to complete the removal of a list item with no subitems.

**Warning**

Are you sure you want to delete this list item?

Item to be deleted:  
Code: Groups-1-2-3-4-5  
Name: 5

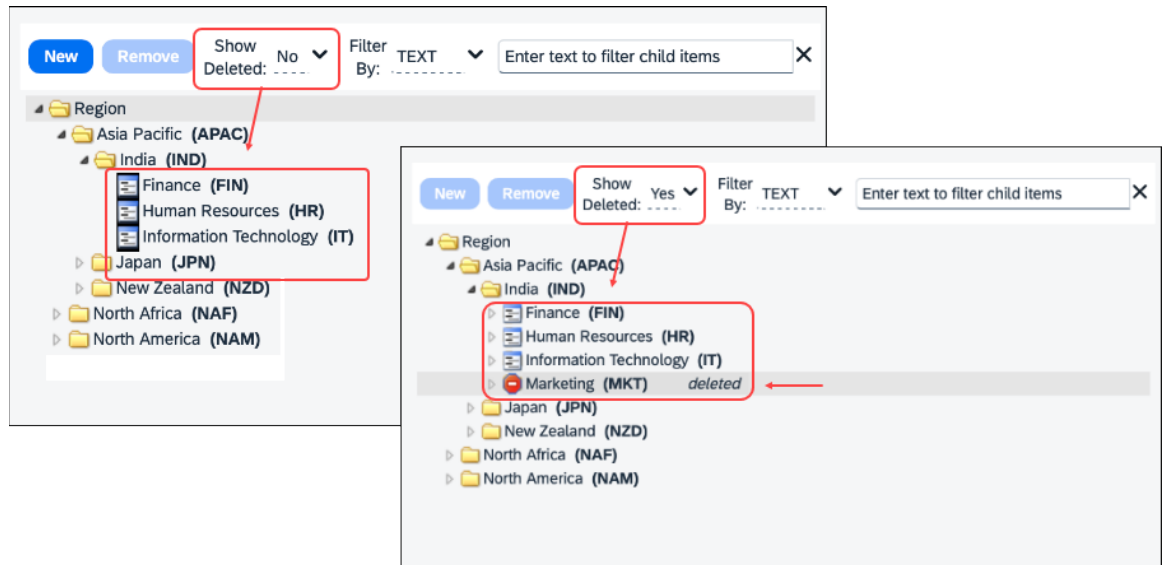
☐ I understand that this action will result in irreversible loss of list items. This operation cannot be undone.

OK Cancel

## Viewing Deleted List Items

Deleted list items are viewed by clicking **Show Deleted** and selecting a value:

- **No:** Display active list items and sub-items
- **Yes:** Display all (active and deleted) list items and sub-list items



## Reactivating a Deleted List Item

You can reactivate a list item using the **Reactivate** button **only** if the selected list item is either a first level parent or a child whose parent is active. Otherwise, the button is disabled.

**Reactivate** is functional under the following conditions:

- **Parent List Item:** Is a deleted, parent list item
- **Child (Sub) List Item:** Is a deleted child list item with an undeleted parent

---

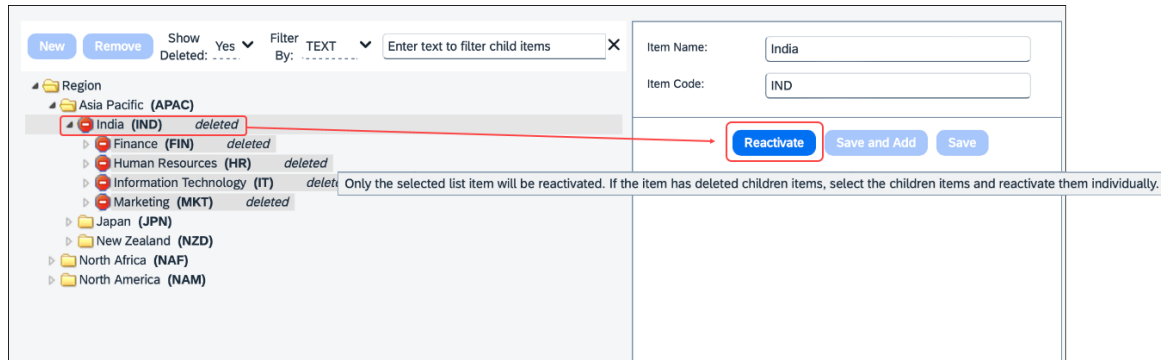
**NOTE:** If a sub-item and its parent are in a deleted state and you want to reactivate the sub-item, reactivate the parent *before* attempting to reactivate the sub-item.

---

### ► **To reactivate a list item:**

1. On the **List Management** page, select **Yes** in the **Show Deleted** list.
1. Select the list item, then click **Reactivate**.

## Section 4: Manual Single and Multi-Level List Creation



## Configuration – Via Import

### List Import Process – Overview

The list import process has five steps:

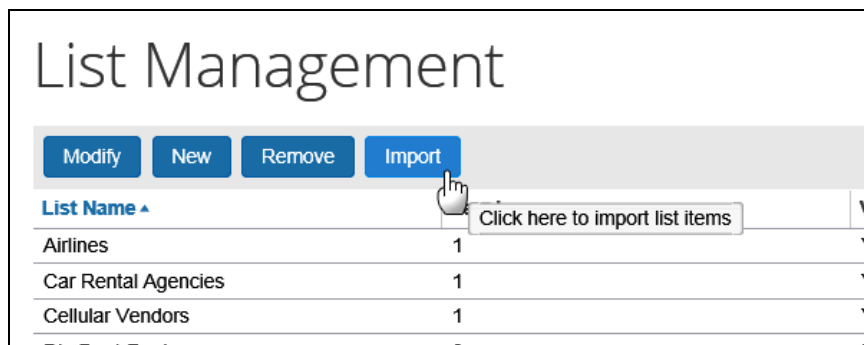
- Step 1: Download the list data spreadsheet
- Step 2: Populate the list data spreadsheet
- Step 3: Upload the list data spreadsheet
- Step 4: View the initial field validation results
- Step 5: View the import results

### Step 1: Download the List Data Spreadsheet

Download the list data spreadsheet to use as a template.

#### ► **To download the list data spreadsheet:**

1. On the **List Management** page, click **Import**.





The **List Import** page appears.

**List Import**

Upload File [Review Import Results](#)

☐ List is a Vendor List

To update an existing list, select the list name from the list below. To import a new list, click New List.

Select a List Name [New List](#)

The imported list items will either be added in the case of new items or updated for existing items. The system uses the list item code to determine whether the item is new or existing.

The list import requires Microsoft Excel and a list import template formatted to the list import specification.

To download an list import template:

1. Click on this [link](#).
2. Select the appropriate menu option to save the file to your computer.
3. Open the file using Microsoft Excel.
4. You can use this template to either enter data to be imported or as a guide for how to format data to be imported.

To upload a list import spreadsheet:

1. Click **Browse**.
2. Locate the list import file and click **Open** to select it.
3. Click **Upload Your Data**.

2. Click to download the template.

To download an list import template:

1. Click on this [link](#).
2. Select the appropriate menu option to save the file to your computer.
3. Open the file using Microsoft Excel.
4. You can use this template to either enter data to be imported or as a guide for how to format data to be imported.

3. Depending on your browser, complete the appropriate steps to save the spreadsheet to your local drive. You can use the existing file name or you can choose a different file name.

## Step 2: Populate the List Data Spreadsheet

### ***Important: Formatting Issues***

The list import spreadsheet has the following formatting requirements:

- The values in the spreadsheet header row must **not** be deleted.
- All cells in the spreadsheet must have a **Number Format** or **Text** before being uploaded.

- Vendor lists can only have one level. Remove all other level columns from the spreadsheet before importing a vendor list.

---

**! IMPORTANT:** If you use the Replace feature in Excel, be aware that it may not maintain the required cell formatting. Testing has shown that cells formatted as text become general format after using Replace. If the cells are not formatted as text, the import will fail.

If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

---

### ***Prepare the Spreadsheet***

#### **► To populate the spreadsheet:**

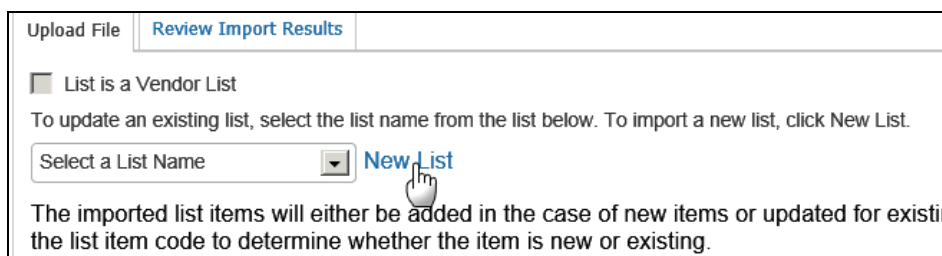
1. Open the spreadsheet.
2. Enter the data.
3. Save the spreadsheet.

### **Step 3: Upload the List Data Spreadsheet**

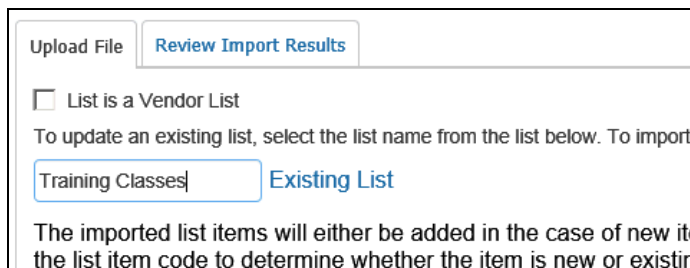
Upload the list import spreadsheet on the **Upload File** page. You can upload list data to an existing list or a new list.

#### **► To upload the list data spreadsheet:**

1. **New List:** Click **New List**, then enter the list name (note that the link changes from **New List** to **Existing Link** when clicked as shown in the figure below).



The screenshot shows the 'Upload File' page with the 'Review Import Results' tab selected. A checkbox labeled 'List is a Vendor List' is checked. Below it, a text box says 'To update an existing list, select the list name from the list below. To import a new list, click New List.' There is a dropdown menu labeled 'Select a List Name' and a blue link labeled 'New List' with a mouse cursor pointing to it. At the bottom, a text box states: 'The imported list items will either be added in the case of new items or updated for existing list item code to determine whether the item is new or existing.'



The screenshot shows the 'Upload File' page with the 'Review Import Results' tab selected. A checkbox labeled 'List is a Vendor List' is unchecked. Below it, a text box says 'To update an existing list, select the list name from the list below. To import a new list, click New List.' There is a text box containing 'Training Classes' and a blue link labeled 'Existing List'. At the bottom, a text box states: 'The imported list items will either be added in the case of new items or updated for existing list item code to determine whether the item is new or existing.'

**Existing List:** Select the desired list in the **Select a List Name** list.

Upload File [Review Import Results](#)

☐ List is a Vendor List

To update an existing list, select the list name from the list.

Select a List Name [New List](#)

- Select a List Name
- Airlines
- Car Rental Agencies
- Cellular Vendors
- Div-Dept-Region
- Employee Groups
- Freight Carriers
- Gas Stations
- Limousine Services
- Lodging - Global List
- Preferred Vendors
- Projects
- Telephone Vendors
- Travel Agents
- UNSPSC Commodity Code List
- VendorEmployeeAccess

2. Locate the list import file and click **Open** to select it.

2. On the **Import List** page, click **Browse** (or **Choose File**, depending on your browser).

To upload a list import spreadsheet:

1. Click **Browse**.
2. Locate the list import file and click **Open** to select it.
3. Click **Upload Your Data**.

[Browse...](#)

[Upload Your Data](#)

3. Navigate to the location where you saved the file to upload and select the spreadsheet.
4. On the **Import List** page, click **Upload Your Data**.

## Step 4: View the Initial Field Validation Results

Use the **Import List** page to view the results of the initial field validation of the uploaded file. This validation happens before valid records are queued for import. This field validation allows administrators to identify records with the most common types of issues that need to be corrected prior to being eligible for import. The field validation validates whether required fields have values and that provided values match the field's data type.

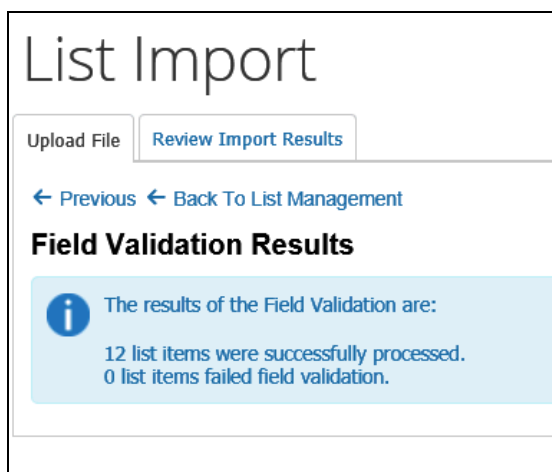
---

! **IMPORTANT:** Records that meet the field validation are immediately queued for import into the system. Records failing this validation must be corrected in the spreadsheet file and the corrected file re-uploaded.

---

► **To view the initial field validation results:**

1. After you have uploaded your data, the **Field Validation Results** page appears.



2. Review the details of the validation. If the validation found any errors in the file, the details will be presented on this page.

**Example of Error**

Upload File **Review Import Results**

← Previous ← Back To List Management

### Field Validation Results

**i** The results of the Field Validation are:

11 list items were successfully processed.  
 1 list items failed field validation. These list items appear in the table below and were not imported.

Row #	Delete?	Item Name	Level 1 Code	Level 2 Code	Level 3 Code	Level 4 Code	Level 5 Code	Level 6 Code	Level 7 Code	Level 8 Code	Level 9 Code
10		Advanced									

Review the error information, correct and save the spreadsheet, and import again.

**Step 5: View the Import Results**

Once you upload, the eligible records are queued for import. The system processes these as soon as possible. It may take the system a few minutes to process queued records. Provided there are no further errors in processing the records, the system will proceed with the import.

Use the **Review Import Results** tab to view the status of the import as well as the import details, including any errors generated.

► **To view import results:**

1. Click **Review Import Results**. The **Review Import Results** page appears.

Upload File **Review Import Results**

Select the import date and click Search. The page will display results for all imports prior.

Date:

2. Enter the desired date in the **Date** field.

## Section 5: Configuration – Special Situations

3. Click **Search**. The page displays the status of all imports on that date, the number of records processed, and the number of records rejected. This list is sorted in descending order by time starting when the administrator initially imported the file.

Upload File | Review Import Results

Select the import date and click Search. The page will display results for all imports on that date and the 10 days prior.

Date: 04/30/2015 Search

File Name	Date	Status	Records Processed	Records Rejected	Details
ConcurListImportTemplate.xls	4/30/2015 5:09:06 PM	Success	12	0	
Div-Dept-Region_listImport for Tech Pubs.xls	4/27/2015 5:03:33 PM	Success	39	0	

4. Click the icon in the **Details** column for more information. Errors, if any, display.

Upload File | Review Import Results

[← Previous](#)

Type: All Search

Type	Record	Description	Action To Take
------	--------	-------------	----------------

## Section 5: Configuration – Special Situations

### Use an Expense Type as the First Field in a Multi-level List

If you configure an expense type as the first level in a multi-level list, then the multi-level list fields appear only after the user has selected the expense type.

## In List Management

Configure the list as shown in the previous sections of this guide. When defining the first field (expense type), the Item Code must *exactly* match that of the expense type you are using (example: Awards = "AWRDS"):

## In Forms and Fields

When defining the connected list in Forms and Fields, the first field must be Expense Type List Item Key as shown below.

**NOTE:** Before going any farther, be sure the Expense Type List Item Key field is on the entry form, likely hidden since users would have no need to see it.

## Vendor Lists

### ***Associate a Vendor List with an Expense Type and Policy***

After you have created a vendor list, you must associate it with an expense type for the policy.

► ***To associate a vendor list with an expense type and policy:***

1. Click **Administration > Expense**.

---

**NOTE:** Depending on your permissions, the page may appear immediately after you click **Administration**.

---

2. Click **Expense Types** (left menu). The **Expense Types** page appears.

Expense Type	Spend Category	Parent
Airfare	Airfare	Transportation

3. Select the desired expense type.



4. Click **Modify**. The **General** step of the **Modify Expense Type** wizard appears.

## Expense Types

Expense Types | Expense Type Limits | Itemization Wizard

### MODIFY EXPENSE TYPE: AIRFARE

1 General | 2 Policies | 3 Formulas | 4 Attendees | 5 Accounting

Name:

Spend Category:

Available for:

☒ Both Entry and Itemization

☐ Only for Entry

☐ Only for Itemization

Has this Parent:

Show on Mobile device: ☒

Itemization:

☐ Required

☒ Optional

☐ Not Allowed

Itemization Wizard:

Cancel Next>>

5. Click **Next**. The **Policies** step of the **Modify Expense Type** wizard appears.

## Expense Types

Expense Types | Expense Type Limits | Itemization Wizard

### MODIFY EXPENSE TYPE: AIRFARE

1 General | 2 Policies | 3 Formulas | 4 Attendees | 5 Accounting

Enabled for these Policy Names	For an Expense Entry use this form	For an Itemized Entry use this form	Use this Vendor List
<input checked="" type="checkbox"/> CA Expense Policy	Airfare	Airfare	Airlines
<input type="checkbox"/> Standard Central Reconciliation Policy	Default	Default	
<input checked="" type="checkbox"/> UK Expense Policy	Airfare	Airfare	Airlines
<input checked="" type="checkbox"/> US Expense Policy	Airfare	Airfare	Airlines

6. Select the vendor list in the **Use this Vendor List** field for each policy.

Enabled for these Policy Names	For an Expense Entry use this form	For an Itemized Entry use this form	Use this Vendor List
<input checked="" type="checkbox"/> CA Expense Policy	Airfare	Airfare	Airlines
<input type="checkbox"/> Standard Central Reconciliation Policy	Default	Default	
<input checked="" type="checkbox"/> UK Expense Policy	Airfare	Airfare	Airlines
<input checked="" type="checkbox"/> US Expense Policy	Airfare	Airfare	Airlines

7. Click **Next** through the wizard.
8. Click **Save**.

**NOTE:** Once associated, the selected vendor list will appear in the **Vendor** list during the expense report process.

## Managed Lists

A managed list is a list in which all modifications to the list are restricted to a single application ID. When a list is managed, only API calls from that managing application ID are authorized to make updates to the list items in the list. Modifications to the managed list in the UI are disabled.

Additionally, list imports are not permitted on the managed list. Running a list import on a managed list will result in error.

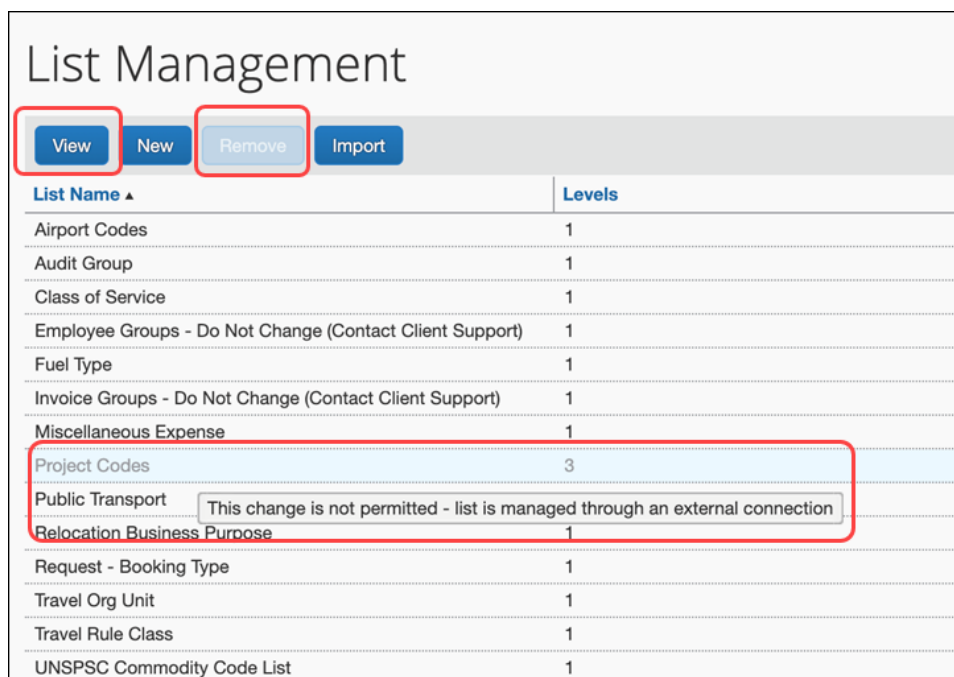
The managed list feature is useful if a partner application is responsible for maintaining the items in a list and needs to restrict modifications of the list by the UI users or other API callers.

The partner application ID that set the list to managed status is the only application permitted to mark the list as not managed. Changing the managed status of a list will re-enable UI modifications. Please work with your partner application connectors if the need arises to make modifications in the UI to a managed list.

## In List Management

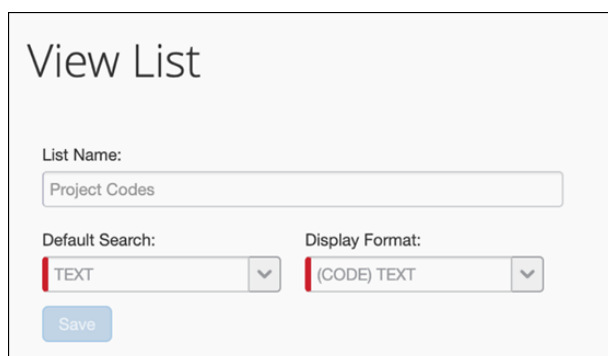
On the **List Management** page, a managed list will display as read-only. On hover over a managed list of this type, the message *This change is not permitted – list is managed through an external connection* will display.

The **View** list button is enabled. The **Remove** list button is disabled.



List Name ▲	Levels
Airport Codes	1
Audit Group	1
Class of Service	1
Employee Groups - Do Not Change (Contact Client Support)	1
Fuel Type	1
Invoice Groups - Do Not Change (Contact Client Support)	1
Miscellaneous Expense	1
Project Codes	3
Public Transport	This change is not permitted - list is managed through an external connection
Relocation Business Purpose	1
Request - Booking Type	1
Travel Org Unit	1
Travel Rule Class	1
UNSPSC Commodity Code List	1

When selecting the **View** button for a managed list type, the ability to modify the **List Name**, **Default Search** and **Display Format** are disabled.



View List

List Name:  
Project Codes

Default Search: TEXT  
Display Format: (CODE) TEXT

Save

The buttons to add **New** and **Remove** list items to a managed list are disabled.

When selecting list items in a managed list, a read-only view of the list items displays. The ability to modify the list items in this list is disabled.

## Section 5: Configuration – Special Situations

The screenshot shows a web interface for managing lists. On the left, a tree view displays the hierarchy: Project Codes > (EXT) External > (INT) Internal > (GRPA) Group A. Under Group A, two items are listed: (1) Project Alpha and (2) Project Beta. On the right, a form is used to add a new item. The 'Item Name' field contains 'Project Alpha' and the 'Item Code' field contains '1'. The form is highlighted with a red border. At the bottom right of the form are three buttons: 'Save and Add', 'Save', and 'Cancel'.

On the **List Import** page, the **Select a List Name** list will not contain the names of any managed lists. This is because the managed list is protected from being overwritten by uploading the **List Data Spreadsheet**.

The screenshot shows the 'List Import' page. It has two tabs: 'Upload File' and 'Review Import Results'. The 'Upload File' tab is active. Below the tabs, there is a checkbox labeled 'List is a Vendor List'. Below this, a message states: 'To update an existing list, select the list name from the list below. To import a new list, click New List.' A dropdown menu titled 'Select a List Name' is open, showing a list of options: Airport Codes, Audit Group, Class of Service, Employee Groups - Do Not Change (Contact Client Support), Fuel Type, Invoice Groups - Do Not Change (Contact Client Support), Miscellaneous Expense, Public Transport, and Relocation Business Purpose. The dropdown menu is highlighted with a blue border.

