

Expense: Tax Configuration Import Specification

Last Updated: August 27, 2019

Applies to these SAP Concur solutions:

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

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Revision History

Date	Notes / Comments / Changes
August 27, 2019	Added the Permissions section
January 16, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 31 2018	Updated the copyright and cover; no other changes; cover date not updated
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
October 16 2015	Do not use this import at this time
May 6 2015	Copyright and formatting changes; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
June 17 2011	Added warning about not editing the export file
January 21 2011	Made changes to correspond to the Tax & Reclaim groups refactor
December 31 2010	Updated the copyright and made rebranding changes; no content changes
November 12 2010	Added information about Tax & Reclaim groups
March 19 2010	FORM_ACCESS_CODE now can be used (RW) to make the tax value field editable by users and approvers
Sept. 2007 (SU 23)	New chapter

Tax Configuration Import

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

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

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

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

Section 2: IMPORTANT

*****IMPORTANT – Do not use this import at this time.*****

Section 3: Tax Configuration Import

Specifications

The data file specifications are as follow:

- **Format Type:** Comma-Separated Value, UTF8
- **Supported Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF

- **Data Record Layout:** There are no record types in the tax configuration import file, but there are sections in the file that approximately correspond to the pages in Expense where the data is entered. These sections are referenced in the tables on the following pages.

Update/Replace

This import updates the existing record by tax authority. Data in the database relating to a tax authority not included in the import file is not overwritten or deleted by the import.

The import will **stop processing** if tax group configuration data is found already present in the receiving entity for the tax authority, as this tool is not intended to perform updates.

Specifications

The order in which the record segments appear in the export and import files is shown below.

Segment Name	Table Name
Tax Configuration	CT_TAX_CONFIG
Tax Configuration Assignment	CT_TAX_CONFIG_MAP
Tax Authority	CT_TAX_AUTHORITY
Tax Authority Location Map	CT_LOCATION_TAX_MAP
Tax Groups	CT_TAX_EXP_TYPE_GROUP
Maps Tax Groups to Tax Authority	CT_TAX_GRP_TAX_AUTH_MAP
Maps Expense Types to Tax Authorities	CT_TAX_AUTH_EXP_TYP_MAP
Tax Rate Types for Tax Authority	CT_TAX_RATE_TYPE
Tax Rate for Tax Authority	CT_TAX_RATE
Condition	CT_CONDITION
Condition Value	CT_CONDITION_VALUE
Tax Expense Type Attributes	CT_EXP_TYPE_TRT_MAP
Tax Reclaim Configuration for Tax Expense Type	CT_TAX_RECLAIM_CONFIG
Tax Reclaim Attributes	CT_TAX_RECLAIM_RATE

Tax Configuration (CT_TAX_CONFIG)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_CFG_KEY	Integer	Y	Unique identifier for records in this table; not visible in the user interface	
NAME	Nvarchar/30	Y	Configuration name	
FORM_ACCESS_CODE	Char/2	Y	Configures the visibility of tax data to users viewing the expense: <ul style="list-style-type: none"> • RO = Read only • RW = Modify • HD = Hidden 	
RECEIPT_STATUS_OPTIONS	Char/26	Y	Receipt status options shown to the end user on the expense: <ul style="list-style-type: none"> • EXCLUDE_TAX_RECEIPT_OPTION = 2 – Receipt/No Receipt • INCLUDE_TAX_RECEIPT_OPTION = 3 – No Receipt/Receipt/Tax Receipt 	
RECEIPT_TYPE_DEFAULT	Char/1	Y	Receipt type default state for a newly-created expense: <ul style="list-style-type: none"> • R = Receipt Available • N = No Receipt Available 	
USE_EXTRACTION_FACTORS	Boolean	Y	Use extraction factors to calculate tax reclaim amount: <ul style="list-style-type: none"> • Y = selected • N = not selected 	
ONLY_CALCULATE_DOMESTIC	Boolean	Y	Used for clients who wish to track only domestic tax: <ul style="list-style-type: none"> • Y = selected • N = not selected 	
RECLAIM_DOMESTIC	Boolean	Y	Reclaim domestic tax If set to No, then the reclaim amount for taxable domestic expenses is set to zero. <ul style="list-style-type: none"> • Y = selected • N = not selected 	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
AUTO_PRE_POP_LOCATION	Boolean	Y	<p>Use to prevent the city location specified in the company card feed from being copied to the expense report</p> <p>The calculation based on city may be incorrect if the city location for a hotel chain (as an example) is not the same as the city where the employee incurred a lodging expense at the chain's hotel.</p> <ul style="list-style-type: none"> Y = selected N = not selected 	

Below is a sample.

2000,ABC Corp Tax Configuration,HD,EXCLUDE_TAX_RECEIPT_OPTION,R,N,Y,Y,N

Tax Configuration Assignment (CT_TAX_CONFIG_MAP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_CFG_KEY	Integer	Y	Unique identifier for records in this table	
NAME	Nvarchar/30	Y	Configuration name	
CTRY_CODE	Char/2	Y	Country code of the associated country; Must be an ISO 2-character alpha code for the country present in the target entity	
SEGMENT_VALUE_1	Nvarchar/48	N	<p>Organization's tax hierarchy custom field as defined by the client</p> <p>For each custom field defined, an appropriate validation is performed based on the data type specified:</p> <ul style="list-style-type: none"> List or connected list: 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 	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
SEGMENT_ VALUE_2	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_3	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_4	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_5	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_6	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_7	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_8	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_9	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	
SEGMENT_ VALUE_10	Nvarchar/48	N	Organization's tax hierarchy custom field as defined by the client	

Below is a sample.

```
2000,ABC Corp Tax Configuration,BE,,,,,,,,
2000,ABC Corp Tax Configuration,DK,,,,,,,,
2000,ABC Corp Tax Configuration,NL,,,,,,,,
2000,ABC Corp Tax Configuration,FI,,,,,,,,
```

Tax Authority (CT_TAX_AUTHORITY)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_AUTH_KEY	Integer	Y	Unique identifier for records in this table	
TAX_NAME	Nvarchar/50	Y	Name of the tax authority; Used primarily for reporting, although it can be included in the accounting extract data	
TAX_LABEL	Nvarchar/5	Y	Name of the tax, shown to the user as part of the label for the tax field on the expense	
CC_FIELD_COLUMN_REF	Varchar/30	N	Column in CT_CREDIT_CARD_TRANSACTION, represents the selection made in Credit Card Tax Field . The value is the name of the credit card field.	
NON_DOMESTIC_CODE	Varchar/20	N	Allows the client to enter one single code that is understood by the client's financial system to mean "non-domestic"	

Below is a sample.

2091, VATAUTHAU, VATAU, ,

Tax Location Map (CT_LOCATION_TAX_MAP)

This record segment contains data that is applied wherever a tax name is associated with country and sub-country information.

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_AUTH_KEY	Integer	Y	Unique identifier for records in this table	
TAX_NAME	Nvarchar/50	Y	Name of the tax authority	
CTRY_CODE	Char/2	Y	Country code of the associated country; Must be an ISO 2-character alpha code for the country present in the target entity	
CTRY_SUB_CODE	Varchar/6	N	Country sub-division of a state, province, or other region within a country If no sub-divisions are defined, the tax applies to all locations within the country.	

Below is a sample.

2091,VATAUTHAU,AU,

Tax Expense Type Group (CT_TAX_EXP_TYPE_GROUP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TAX_GRP_KEY	Integer	Y	unique identifier for this record	
NAME	Nvarchar/64	Y	group name	

Below is a sample.

537,Airfare Domestic
538,Airfare Foreign
539,Amenity
540,Breakfast
541,Cash Advance

Tax Expense Types for Tax Authority (CT_TAX_GRP_TAX_AUTH_MAP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
ETTA_KEY	Integer	Y	Unique identifier for records in this table	
TAX_AUTH_NAME	Nvarchar/50	Y	Name of the tax authority	
START_DATE	Date	Y	Date the tax expense type became effective; the date the tax is applicable to this type of expense	
END_DATE	Date	Y	Date the expense type expires This date is ordinarily set either as the date prior to a new effective date for new information OR as 9999-12-31 for a tax expense type configuration with no set end date.	
NON_TAX_AMOUNT_COLUMN_REF	Varchar/30	Y	Column in CT_REPORT_ENTRY, represents the selection made in Entry field to subtract from gross . The value is the name of the custom field.	
TAX_GRP_KEY	Integer	N	The associated tax group (reference to CT_TAX_EXP_TYPE_GROUP)	
EXTRACTION_FACTOR	Numeric	N	Typically applies to Canada only, percentage of the transaction amount that can be reclaimed	

Below is a sample.

37367,VATAUTHAU,2008-01-01,2011-01-02,,537,
37368,VATAUTHAU,2008-01-01,9999-12-31,,540,
37369,VATAUTHAU,2008-01-01,9999-12-31,,550,
37370,VATAUTHAU,2008-01-01,9999-12-31,,554,
37371,VATAUTHAU,2008-01-01,9999-12-31,,572,

Tax Authority Expense Type Map (CT_TAX_AUTH_EXP_TYP_MAP)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
ETTA_KEY	Integer	Y	Reference to a row in CT_TAX_GRP_TAX_AUTH_MAP	
EXP_NAME	Nvarchar/64	Y	Name of the tax expense type. This name must exactly match to an expense type in the target entity.	

Below is a sample.

37367,Airfare Domestic
37368,Breakfast
37369,Fuel Company Car
37370,Hotel

Tax Rate Types for Tax Authority (CT_TAX_RATE_TYPE)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRT_KEY	Integer	Y	Unique identifier for records in this table	
TAX_RATE_NAME	Nvarchar/30	Y	Name of the rate, such as Standard or Reduced	
TAX_NAME	Nvarchar/50	Y	Name of the tax authority	
CALCULATION_METHOD	Varchar	8	Calculation method: <ul style="list-style-type: none"> • SIMPLE = Simple Distance • PERCENT = Percentage 	

Below is a sample.

2124,Standard,VATAUTHAU,PERCENT
2125,Exempted,VATAUTHAU,PERCENT

Tax Rate for Tax Authority (CT_TAX_RATE)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRT_KEY	Integer	Y	Unique identifier for records in this table	
TAX_RATE_NAME	Nvarchar/30	Y	Name of the rate, such as Standard or Reduced	
START_DATE	Date	Y	Date the tax rate became effective	
END_DATE	Date	Y	Date the tax rate expires This date is ordinarily set either as the date prior to a new effective date for new information OR as 9999-12-31 for a rate with no set end date.	
DISTANCE_AMOUNT	Money	N	Specifies the rate applied per distance unit Tax rates must include data for this field or the PERCENTAGE field, but not both.	
PERCENTAGE	Numeric	N	Specifies the percentage used for the tax rate Tax rates must include data for this field or the DISTANCE_AMOUNT field, but not both.	

NOTE: When you enter effective and expiration dates in Expense, the system manages the dates so that they do not overlap. If you edit the import file, you must ensure that the dates do not overlap. Note that editing this file is not a best practice.

Below is a sample.

```
2124,Standard,2008-01-01,9999-12-31,,10.0000
2125,Exempted,2008-01-01,9999-12-31,,0.0000
```

Condition

(CT_CONDITION)

This record segment represents selected values for fields in the Condition Editor.

Condition Value

(CT_CONDITION_VALUE)

This record segment describes the structure of the Condition Editor.

Tax Expense Type Attributes (CT_EXP_TYPE_TRT_MAP)

This record segment provides the mapping between tax expense types, tax rate types, and the conditions in which they are applied. It draws on information in multiple database tables.

Names	Data Type / Field Length	Req?	Description	Client Field Definition
ETTRT_KEY	Integer	Y	Unique identifier for records in this table	
ETTA_KEY	Integer	Y	Unique identifier for the record in the Tax Expense Types for Tax Authority Map table	
EXECUTION_ORDER	Integer	Y	Specifies the order in which the attributes are evaluated	
TRT_KEY	Integer	Y	Unique identifier for the record in the Tax Rate Type table	
EXPRESSION_KEY	Integer	N	Unique identifier for the record in the condition table	
TAX_CODE	Varchar/20	N	Code that identifies the tax in external accounting systems This value is passed to the accounting systems in the financial extract.	
NAME	Nvarchar/64	N	Identifies a set of tax rate information	

Below is a sample.

44994,37367,1,2124,838499,0,Condition - 1-1651492
44995,37368,1,2124,838500,0,Condition - 1-1651500
44996,37369,1,2124,838501,0,Condition - 1-1651546
44997,37370,1,2124,838502,0,Condition - 1-1651560

Tax Reclaim Configuration for Tax Expense Type (CT_TAX_RECLAIM_CONFIG)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRC_KEY	Integer	Y	Unique identifier for records in this table	
ETTRT_KEY	Integer	Y	Unique identifier for the record in the Expense Type to Tax Rate Type Map table	
START_DATE	Date	Y	Date the tax reclaim configuration became effective	

Name	Data Type / Field Length	Req?	Description	Client Field Definition
END_DATE	Date	Y	Date the tax reclaim configuration expires This date is ordinarily set either as the date prior to a new effective date for new information OR as 9999-12-31 for a reclaim configuration with no set end date.	

Below is a sample.

46896,44994,2008-01-01,9999-12-31
46897,44995,2008-01-01,9999-12-31
46898,44996,2008-01-01,9999-12-31
46899,44997,2008-01-01,9999-12-31
46900,44998,2008-01-01,9999-12-31

Tax Reclaim Attributes (CT_TAX_RECLAIM_RATE)

Name	Data Type / Field Length	Req?	Description	Client Field Definition
TRC_KEY	Integer	Y	Unique identifier for records in this table	
EXECUTION_ORDER	Integer	Y	Specifies the order in which the attributes are evaluated	
RECEIPT_TYPE	Char/1	Y	Specifies the minimum receipt that is required for this tax reclaim attribute: <ul style="list-style-type: none"> • N = No receipt • R = Receipt • T = Tax Receipt If the minimum receipt requirement is not met, the reclaim amount is set to zero and the potential amount is recorded in the lost reclaim amount column in the database for reporting purposes.	
EXPRESSION_KEY	Integer	N	Unique identifier for the record in the condition table	
RECLAIM_PERCENTAGE	Numeric	N	Specifies the percentage used for the tax reclaim rate, used to calculate the reclaim amount Tax reclaim attributes must include data for this field or the RECLAIM_DISTANCE_AMOUNT field, but not both.	

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Name	Data Type / Field Length	Req?	Description	Client Field Definition
RECLAIM_ DISTANCE_ AMOUNT	Money	N	Specifies the reclaim amount per unit of distance used to calculate the reclaim amount Tax reclaim attributes must include data for this field or the RECLAIM_PERCENTAGE field, but not both.	
RECLAIM_ CODE	Varchar/20	N	Code that identifies the tax reclaim in external accounting systems This value is passed to the accounting systems in the financial extract.	
NAME	Nvarchar/64	N	identify a set of tax reclaim information	

Below is a sample.

```
46896,1,N,950507,100.0000,,,No Receipt
46897,1,N,950511,100.0000,,,Condition - 1-1651503
46898,1,N,950516,100.0000,,,Condition - 1-1651549
46899,1,N,950526,100.0000,,,Condition - 1-1651563
46900,1,N,950531,100.0000,,,Condition - 1-1651641
46901,1,N,950535,100.0000,,,Condition - 1-1651654
```

