

Shared: Exchange Rates Import

Specification

Last Revised: August 27, 2019

Applies to these SAP Concur solutions:

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

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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
April 14, 2021	Updated the copyright year; no other changes; cover date not 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
August 27, 2019	Added the Permissions section
February 12, 2019	Updated the copyright; no other changes; cover date not updated
June 20, 2018	Removed references to the XML files and general cleanup Added information about importing for inverted rates
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 2, 2018	Updated the cover and footer; no other changes; cover date not updated
January 22, 2018	Updated the footer; no other changes; cover date not updated
January 10, 2018	Two changes: <ul style="list-style-type: none"> A change made in October of 2014 specified that 14 numbers are allowed to the right of the decimal. In updating this specification, contrary text stating only 8 characters were supported was not removed from this specification. The specification is now updated to remove the erroneous text. Updated the File Naming Conventions section.
January 22, 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 7, 2015	General cleanup of content
November 30, 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
October 30, 2014	Correct exchange rate to show that 14 numbers are supported to the right of the decimal, as "9.12345678912345"
July 19, 2013	New chapters added to the guide; renumbered this chapter The Travel Expense admin may now load exchange rates separately for their different Company and Government exchange rate requirements using two separate import files, one for Company, one for Government
November 16, 2012	Added this note: If you import an exchange rate from X to Y but you do not import a rate from Y to X, the system will use the inverse of X to Y when an X user spends using Y currency.
March, 2012	Changed copyright; no content change
December 31, 2010	Updated the copyright and made rebranding changes; no content changes
January 15, 2010	Changed the chapter number from 13 to 15 - no other changes
September 16, 2009	New to this manual.

Exchange Rates Import

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

Section 1: Permissions

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

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

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

Section 2: Overview

The Exchange Rates import is used to import rates for:

- **Reimbursement currencies:** Reimbursement currencies exchange rates provide a way for a company that uses multiple currencies to obtain a "common" currency for audit rules, workflow rules, receipt limits, company card imports, travel allowance, and so on.

! **WARNING:** Before setting up or performing this import, the administrator must review the information about Reimbursement Currencies and the Exchange Rates feature in the *Expense: Currency Admin Setup Guide*.

- **Reporting currencies:** Reporting currencies exchange rates provide a way for a company that uses multiple currencies to obtain a "common" currency for corporate reporting.

Section 3: Exchange Rates Import – 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 Concur.

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

Section 4: Step 1: Creating the Import Data File

File Naming Conventions

The import file name should be of the format "<jobtype>_<entitycode>_<time>". For the exchange rate import, the filename convention is currency_entitycode_YYYYMMDDHHMMSS.txt.

Importing for Inverted Rates

In Currency Admin (**Administration > Expense > Currency Admin**), if the **Allow Inversion of Currency Rate Pairs** setting is selected and if the customer wants inverted rates, then the customer imports one set of rates, such as USD > CAD; the inverted rates (CAD > USD) are provided automatically. If the setting is **not** selected and the customer wants inverted rates, the customer must import USD > CAD **plus** CAD > USD.



Refer to the *Expense: Currency Admin Setup Guide*.

Importing Exchange Rates for Reimbursement Currencies

Imported exchange rates can be used to pre-populate exchange rates for foreign expenses that users incur and for the conversion of the reimbursement currencies to the *common* currency for the purpose of processing audit rules, workflow rules, receipt limits, and so on.



Refer to the *Expense: Currency Admin Setup Guide* for instructions on configuring the system to set default rates for entry of expenses by end users.

Reimbursement Currencies

field id	Description
from_crn_code	ISO code for the currency that is being converted Required; 3 characters; must be a valid ISO code
to_crn_code	ISO code for the "common" currency Required; 3 characters; must be a valid ISO code

field id	Description
exchange_rate	<p>Floating-point number that converts the <i>from</i> currency to the <i>to</i> currency Required; <i>up to</i> 23 characters (note that, up to 14 numbers can be designated to the right of the decimal; e.g. "9.12345678912345")</p> <p>NOTES:</p> <ul style="list-style-type: none"> • In practice, most exchange rates do <i>not</i> require 23-character precision; however, the system can handle this number where required. • The "from" currency is multiplied by the rate you enter to obtain the "to" currency. • If you import an exchange rate from X to Y but you do not import a rate from Y to X, the system will use the inverse of X to Y when an X user spends using Y currency.
start_date	<p>Start date for the conversion Optional; date must be in the format YYYY/MM/DD; if a date is not provided, then the exchange rate is always effective</p> <p>NOTE: If the administrator defines a date in the XML file, then the date is required.</p>

NOTE: Currency codes are standardized currency codes (ISO-4217) for every currency in the world.

Sample of an Import Data File

Here is a sample of a reimbursement currency import.

```
EUR,USD,1.2634950,2009/01/30
GBP,USD,1.82,2009/01/30
CAD,USD,0.755,2009/01/30
SEK,USD,0.13516598871239*,2009/01/30
* 3rd column can handle up to 14 numbers
```

Importing Exchange Rates for Reporting Currencies

Expense allows for multiple reimbursement currencies within the company. For example, employees residing in Canada can be paid in Canadian dollars while employees of the same company residing in Germany can be reimbursed in euros. Establishing one *reporting* currency is then required so that the company can generate company-wide analysis and statistical reports.

This import process involves importing period-average exchange rates into the consolidated reporting environment to enable currency value conversions between the reimbursement and reporting currencies.

NOTE: These rates are **not** available to Expense users who are entering expenses in foreign amounts and converting them to their reimbursement currency. Users must locate and enter rates manually; the system does not provide exchange rates for users for converting foreign expense amounts.

Reporting Currencies

field id	Description
from_crn_code	ISO code for the currency that is being converted Required; 3 characters; must be a valid ISO code
to_crn_code	ISO code for the "common" currency Required; 3 characters; must be a valid ISO code
exchange_rate	Floating-point number that converts the <i>from</i> currency to the <i>to</i> currency Required; 23 numbers (14 of which can be to the right of the decimal) NOTE: The "from" currency is multiplied by this rate to obtain the "to" currency.
start_date	Required: Start date for the conversion; date must be in the format YYYY/MM/DD NOTE: If a date is not provided, then the date of 1970/01/01 is used

NOTE: Currency codes are standardized currency codes (ISO-4217) for every currency in the world.

Sample of an Import Data File

Here is a sample of a reporting currency import.

<pre>EUR,USD,1.2463,2004/01/01 GBP,USD,1.8240,2004/01/01 CAD,USD,0.7556,2004/01/01 SEK,USD,0.1351,2004/01/01</pre>
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Section 5: Step 2: Move the Import Data File to Concur

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

New clients have most imports set up as part of implementation. Existing clients who want to use this import must contact Concur Client Support for assistance.

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

Section 6: Step 3: Concur Imports the Data

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

