

# Shared: List Import Specification

**Last Revised: April 29, 2022**

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
April 29, 2022	Updated the information about the use of hyphens in item names and item codes.
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
July 18, 2020	Updated the notes for Start Date and End Date. This data is no longer stored.
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
May 22, 2018	Added information that the Comma delimiter is the default, and that Pipe must be requested by the client to use that delimiter type instead.
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 copyright and cover; no other changes; cover date not updated
January 4 2017	Added information about: <ul style="list-style-type: none"> <li>• Hyphens are prohibited in the naming of list item codes</li> <li>• UTF-8 with Byte Order Mark (BOM) is the preferred use of UTF character set for greater accuracy in consuming data</li> </ul>
August 12 2016	Added more information about duplicate list items.
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
September 18 2015	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
May 6 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; 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
December 31 2010	Updated the copyright and made rebranding changes; no content changes
May 2010 (SU55)	Updated the List Category Name description to include current user interface functionality.
Feb. 2010 (SU52)	Clarify difference between standard.xml and standard-71.xml by including two separate tables, each detailing a specific xml file

Date	Notes / Comments / Changes
Jan. 2008 (SU28)	Remove references to concur-extended.xml
Oct. 2007 (SU24)	New chapter



# List Import

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## 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

A client uses the List import to import vendor lists, such as airline or car rental vendors, custom lists, such as department names, or connected lists, such as those used for configuring Expense and for allocations.

## Section 3: List 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

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:** Delimiter-Separated Value, UTF-8 with BOM
- **Default Field Delimiter:** Comma (or support for Pipe, but only by contacting SAP Concur implementation or support teams to enable this delimiter type)
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF

- **Data Record Layout:** The record layout is based on the import definition file that is used. Choose from these import definition files:
  - ◆ concur-standard.xml
  - ◆ concur-standard-71.xml, which is backwards compatible to the concur-standard.xml file used in version 7.1

The record types for each file type are referenced in the tables on the following pages.

## File Naming Conventions

The data file name should be of the format "jobtype\_entitycode\_datetime.txt". The job type for a List Import data file is "list." If an entity has the code t0000123abcd, then the file name for the import data file would be "list\_t0000123abcd\_yyyymmddhhmnss.txt."

### List Item Code Naming Restrictions

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

## The Import Definition Files

Choose from the following import definition files:

- concur-standard.xml
- concur-standard-71.xml, which is backwards compatible to the concur-standard.xml file used in version 7.1

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**NOTE:** The import definition files are described *in detail* on the following pages.

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The concur-standard.xml import definition file imports **incrementally**, which means that existing data that is not changed or deleted via the import is not affected by the import.

The main differences between the import definition files are:

- The concur-standard.xml can be used for importing simple list data (lists other than connected lists) - this xml file uses the 16-field set (*includes* Delete List Item)
- List data can be deleted via import **only** using concur-standard-71.xml - this xml file uses the older 15-field set (*excludes* Delete List Item)

Clients upgrading to Service Update 10 can use either:



- concur-standard.xml; customers must update their existing list imports by adding one comma at the end of each row (to account for the new field used for deleting records)
- concur-standard-71.xml

**Working with Connected Lists Associated with a Hierarchy**

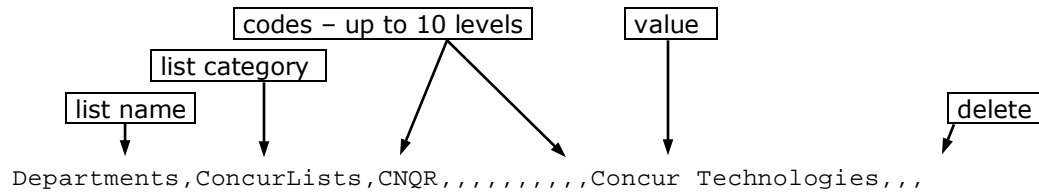
It is important to never add or delete any level within a connected list where that list is associated to a hierarchy. Instead, add or remove levels at or from the "bottom" of the hierarchical connected list as needed.

**Using the concur\_standard.xml File**

**Connected List Data**

The administrator can use this import definition file to import connected list data; however, it must contain one record for **each** level in the connected list.

Each record contains the following (described in detail on the following pages):



With the concur-standard.xml file, **every** level of data must appear as its own record in this file. For example, to create a three-level connected list, the data for all three levels must appear as separate records in this import file.

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,,Development,,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,,,Release 7.1,,,
```

The above records will result in the following list items:

LI_CODE	LI_SHORT_CODE	VALUE
CNQR	CNQR	Concur Technologies
CNQR-DEV	DEV	Development
CNQR-DEV-71	71	Release 7.1

**Deleting List Data**

As noted above, when **adding** connected list data using this import definition file, each level of data must be represented with its own record in the data file. This is **not** a requirement when deleting data.

For connected list data, the administrator enters Y in the last field of the record to be deleted. When the import is run, that record and all of its "child" records will be deleted.

Assume the administrator wants to delete all three of these records.

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,,Development,,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,,,Release 7.1,,,
```

The administrator includes only the **first** record in the import data file and enters Y in the last field. All three records will be deleted when the import is run.

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,Y
```

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**NOTE:** Leaving the last field blank or entering N results in no change in the existing data.

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### Record Type Specifications – concur\_standard.xml

**Table 1:** Data for record ID "StandardList"

Name	Definition	Required?	Description	Client Field Definition
List Name	64 characters maximum	Y	This is the name of the list being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. <b>NOTE:</b> Define the list name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool.	
List Category Name	64 characters maximum	Y	This is the name of the category into which the list is being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. <b>NOTES:</b> <ul style="list-style-type: none"> <li>If the list has been edited in List Management, use the List Name as the List Category Name.</li> <li>For vendor lists, if the CT_LANG table reflects English, then the list_category_name is <i>vendors</i>.</li> </ul>	

Name	Definition	Required?	Description	Client Field Definition
Level 01 Code	32 characters maximum	Y	This is the code for the highest level list item.	
Level 02 Code	32 characters maximum	N	This is the code for the level 2 list item. If provided, this code will have the level_01_code as its parent.	
Level 03 Code	32 characters maximum	N	This is the code for the level 3 list item. If provided, this code will have the level_02_code as its parent.	
Level 04 Code	32 characters maximum	N	This is the code for the level 4 list item. If provided, this code will have the level_03_code as its parent.	
Level 05 Code	32 characters maximum	N	This is the code for the level 5 list item. If provided, this code will have the level_04_code as its parent.	
Level 06 Code	32 characters maximum	N	This is the code for the level 6 list item. If provided, this code will have the level_05_code as its parent.	
Level 07 Code	32 characters maximum	N	This is the code for the level 7 list item. If provided, this code will have the level_06_code as its parent.	
Level 08 Code	32 characters maximum	N	This is the code for the level 8 list item. If provided, this code will have the level_07_code as its parent.	
Level 09 Code	32 characters maximum	N	This is the code for the level 9 list item. If provided, this code will have the level_08_code as its parent.	
Level 10 Code	32 characters maximum	N	This is the code for the level 10 list item. If provided, this code will have the level_09_code as its parent.	
Value	64 characters maximum	Y	This is the item <i>name</i> for the lowest level code provided on the record. It should be in the system's default language (as defined in the CT_LANG table).	

Name	Definition	Required?	Description	Client Field Definition
Start Date	8 characters; must be in the format YYYYMMDD	Obsolete	<b>NOTE:</b> Start Date information that is included in the concur-standard.xml or concur-standard-71.xml import definition files is no longer stored by SAP Concur solutions. This information is ignored and does not need to be removed if it is present.	
End Date	8 characters; must be in the format YYYYMMDD	Obsolete	<b>NOTE:</b> End Date information that is included in the concur-standard.xml or concur-standard-71.xml import definition files is no longer stored by SAP Concur solutions. This information is ignored and does not need to be removed if it is present.	
Delete List Item	1 character; Y or N; default of N	N	<b>NOTE:</b> If the list is used for configuration hierarchies, the list item will not be deleted and a warning will be recorded in the job run details.	

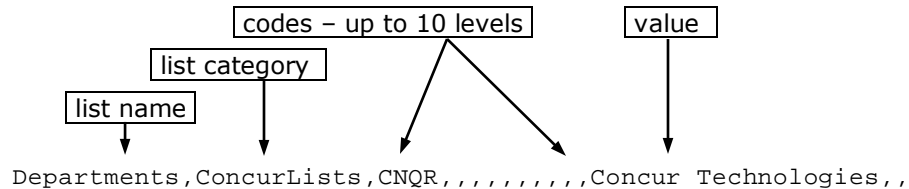
**NOTE:** The level codes that are *not* required can be "commented out" of the XML and, therefore, not required in the data file.

## Using the concur\_standard-71.xml File

### Connected List Data

The administrator can use this import definition file to import connected list data; however, it must contain one record for **each** level in the connected list.

Each record contains the following (described in detail on the following pages):



With the concur-standard-71.xml file, **every** level of data must appear as its own record in this file.

**SUCCESSFUL EXAMPLE**

To create a three-level connected list, the data for all three levels must appear as separate records in this import file.

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,,Development,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,,,Release 7.1,,
```

The above records will result in the following list items:

LI_CODE	LI_SHORT_CODE	VALUE
CNQR	CNQR	Concur Technologies
CNQR-DEV	DEV	Development
CNQR-DEV-71	71	Release 7.1

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**NOTE:** Every level of data must appear only once and as its own record in the file. Within a single import file, repeating a level **will** result in improperly imported data.

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**UNSUCCESSFUL EXAMPLE**

```
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,,Development,,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,,,Release 7.1,,,
Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,
Departments,ConcurLists,CNQR,MKT,,,,,,,,,Marketing,,,
Departments,ConcurLists,CNQR,MKT,71,,,,,,,,,Release 7.1,,,
```

In this example, the top level appears more than once. This will cause the system to not import the data properly and possibly leave orphaned records.

**Deleting List Data**

As noted above, when **adding** connected list data using this import definition file, each level of data must be represented with its own record in the data file. This is **not** a requirement when deleting data.

The concur-standard-71.xml file import is a full-replacement import. Any list items not in the file being imported will no longer be available for selection. This does not affect historical data or reporting.

**Record Type Specifications – concur\_standard-71.xml****Table 2: Data for record ID "StandardList"**

Name	Definition	Required?	Description	Client Field Definition
List Name	64 characters maximum	Y	This is the name of the list being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. <b>NOTE:</b> Define the list name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool.	
List Category Name	64 characters maximum	Y	This is the name of the category into which the list is being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system. <b>NOTES:</b> <ul style="list-style-type: none"> <li>Define the list category name using Custom Lists in the Forms &amp; Lists tool in the Shared Configuration Administrator tool.</li> <li>For vendor lists, if the CT_LANG table reflects English, then the list_category_name is <i>vendors</i>.</li> </ul>	
Level 01 Code	32 characters maximum	Y	This is the code for the highest level list item.	
Level 02 Code	32 characters maximum	N	This is the code for the level 2 list item. If provided, this code will have the level_01_code as its parent.	
Level 03 Code	32 characters maximum	N	This is the code for the level 3 list item. If provided, this code will have the level_02_code as its parent.	
Level 04 Code	32 characters maximum	N	This is the code for the level 4 list item. If provided, this code will have the level_03_code as its parent.	

Name	Definition	Required?	Description	Client Field Definition
Level 05 Code	32 characters maximum	N	This is the code for the level 5 list item. If provided, this code will have the level_04_code as its parent.	
Level 06 Code	32 characters maximum	N	This is the code for the level 6 list item. If provided, this code will have the level_05_code as its parent.	
Level 07 Code	32 characters maximum	N	This is the code for the level 7 list item. If provided, this code will have the level_06_code as its parent.	
Level 08 Code	32 characters maximum	N	This is the code for the level 8 list item. If provided, this code will have the level_07_code as its parent.	
Level 09 Code	32 characters maximum	N	This is the code for the level 9 list item. If provided, this code will have the level_08_code as its parent.	
Level 10 Code	32 characters maximum	N	This is the code for the level 10 list item. If provided, this code will have the level_09_code as its parent.	
Value	64 characters maximum	Y	This is the item <i>name</i> for the lowest level code provided on the record. It should be in the system's default language (as defined in the CT_LANG table).	
Start Date	8 characters; must be in the format YYYYMMDD	Obsolete	<b>NOTE:</b> Start Date information that is included in the concur-standard.xml or concur-standard-71.xml import definition files is no longer stored by SAP Concur solutions. This information is ignored and does not need to be removed if it is present.	
End Date	8 characters; must be in the format YYYYMMDD	Obsolete	<b>NOTE:</b> End Date information that is included in the concur-standard.xml or concur-standard-71.xml import definition files is no longer stored by SAP Concur solutions. This information is ignored and does not need to be removed if it is present.	

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**NOTE:** The level codes that are *not* required can be "commented out" of the XML and, therefore, not required in the data file.

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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.

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**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.

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## 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.

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**NOTE:** In the event of a duplicate list item, Concur *may not* replace the existing list item with the newly imported list item.

*To avoid importing duplicate data, each level in the list should only appear once in the import file.*

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