

# **Shared: Validation Table Import Specification**

**Last Revised: February 21, 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

- Validation Table Import .....1**
  - Section 1: Permissions.....1**
  - Section 2: Overview .....1**
  - Section 3: Validation Table Import – The Basic Process.....1**
  - Section 4: Step 1: Creating the Import Data File.....1**
    - File Naming Conventions .....2
    - List Item Imports .....2
    - Record Type Specifications.....2
  - Section 5: Step 2: Move the Import Data File to Concur.....3**
  - Section 6: Step 3: Concur Imports the Data.....3**

# Revision History

Date	Notes / Comments / Changes
February 21, 2023	Added "Case sensitive*" to "Type" row in the table on page 2.
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
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 12 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
May 7 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	Validation Rules is now available to Invoice – use this chapter to import the validation tables required to use this feature in the Invoice product New chapters added to the guide; renumbered this chapter
October 19 2012	Note that ID1 - ID7 are case sensitive - corresponding List values must match the case type used in the Validation Table import file
March 2012	Changed copyright; no content change
September 23 2011	Added information about the import job.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
January 15 2010	Changed the chapter number from 11 to 13 - no other changes
Jul. 2008 (SU33)	Initial publication.

# Validation Table 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

A client uses the Validation Table import to import data to be used in comparisons by the validation rules. The validation rules use a combination of the Type and ID fields to identify the correct table row- the combination of these fields must be unique.



Refer to the *Expense: Audit Rules – Validation Rules Setup Guide* and the *Invoice: Audit Rules – Validation Rules Setup Guide* for more information about the Validation Rules feature in these products.

## Section 3: Validation Table 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, UTF8
- **Supported Field Delimiter:** Comma
- **Enclosing Character:** Double Quote
- **Record Delimiter:** CRLF

## File Naming Conventions

The data file name should be of the format "EVI\_entitycode\_yyyymmdd.txt.pgp". If an entity has the code t0000123abcd, then the file name for the import data file would be "EVI\_t0000123abcd\_yyyymmdd.txt.pgp".

## List Item Imports

When validation rules compare list items in Expense with values in the validation table, they use the list item code, not the list item value. The data imported to the validation table must contain the list item code for the validation to work properly.

### Record Type Specifications

Name	Definition	Required?	Description	Client Field Definition
Type	10 characters maximum Case sensitive*	Y		
ID 1	48 characters maximum Case sensitive*	Y		
ID 2	48 characters maximum Case sensitive*	N, Required if ID 3 is present		
ID 3	48 characters maximum Case sensitive*	N, Required if ID 4 is present		
ID 4	48 characters maximum Case sensitive*	N, Required if ID 5 is present		
ID 5	48 characters maximum Case sensitive*	N, Required if ID 6 is present		
ID 6	48 characters maximum Case sensitive*	N, Required if ID 7 is present		
ID 7	48 characters maximum Case sensitive*	N		
Date 1	date must be in the format YYYY/MM/DD or YYYY-MM-DDThh:mm:ss (ISO standard)	N		

Name	Definition	Required?	Description	Client Field Definition
Date 2	date must be in the format YYYY/MM/DD or YYYY-MM-DDThh:mm:ss (ISO standard)	N		
Amount 1	up to 23 characters	N		
Amount 2	up to 23 characters	N		
Currency Alpha Code	3 characters maximum	N, Required if Amount 1 or Amount 2 is present.	Standard three-character ISO currency alpha code.	
Flag 1	1 character	N	Y or N	
Flag 2	1 character	N	Y or N	

\* Corresponding List values must match the case type used in the Validation Table import file.

## 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.

The standard name for the Validation Table Import job is OID Import. The import location in the database is CT\_VALIDATION\_RULE\_DATA.

---

**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 validation table has been updated. The changes are immediately available to users.

