Expense: Expense Type Import

User Guide

Last Revised: February 10 2018

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
January 7, 2019	Updated the copyright; no other changes; cover date not updated
April 5, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 10 2018	Removed Airline Fees and Goodwill spend categories.
January 19 2018	Added table listing spend categories and their codes
December 9 2017	Added a guide reference for spend categories
December 14 2016	Changed copyright and cover; no other content changes
May 13 2016	Updated instances of he/she to they
February 11 2015	Removed references to the current UI; no other content changes
October 14 2014	Added information about the two user interfaces; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
February 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
February 12 2010	Added information about Spend Category field
January 15 2010	An existing expense type name can now be updated via this import using the *New Expense Type Name* option in the Excel sheet provided through the link.
November 13 2009	Updated Policy field description
August 14 2009	Statement clarifying that an expense type name cannot be updated via an import - a Service Request is required
May 15 2009	Corrected column order in File and Field Format section
April 17 2009	New document

Expense Type Import

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 Concur administrator.

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

Section 2: Overview

The Expense Type Import allows administrators to add and update expense types by importing a spreadsheet.

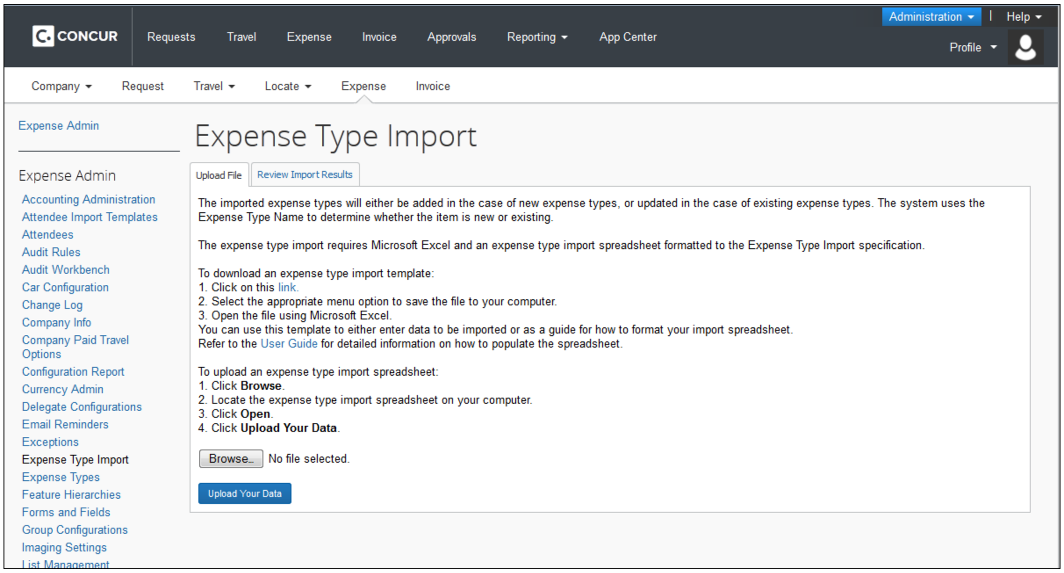
Section 3: Using the Expense Type Import Feature

Administrators can use the **Expense Type Import** page whenever they need to enter or update expense types.

Accessing the Expense Type Import Page

- ***To access the Expense Type Import page:***

1. Click **Administration** > **Expense**.
2. Click **Expense Type Import** (left menu). The **Expense Type Import** page appears:



The Expense Type Import Process

The Expense Type Import process has five steps:

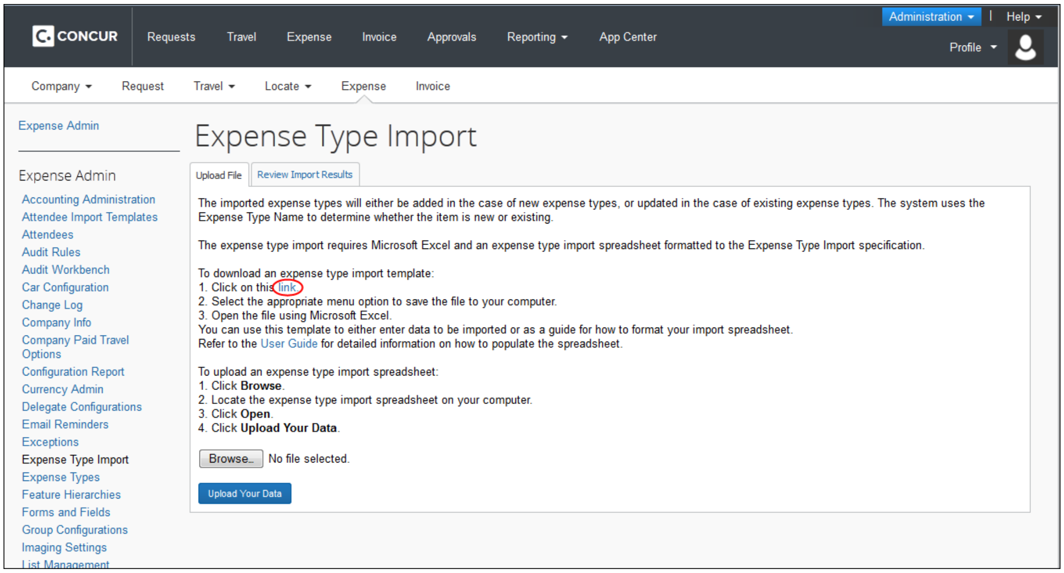
1. Downloading the expense type spreadsheet
2. Populating the expense type spreadsheet
3. Uploading the expense type spreadsheet
4. Viewing the initial field validation results
5. Viewing the import results

Step 1: Downloading the Expense Type Spreadsheet

The administrator can download the expense type spreadsheet to use as a template for the expense type import spreadsheet.

To download the expense type spreadsheet:

1. On the **Expense Type Import** page, click **link**.



2. Choose **Save As**.

3. Select a location on your computer to save the spreadsheet.

Step 2: Populating the Expense Type Spreadsheet

Data may be entered directly in the template spreadsheet, or the template can be used as a guide for creating the expense type spreadsheet.

IMPORTANT – FORMATTING ISSUES

The user import spreadsheet has these formatting requirements:

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

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.

CHANGING PARENT EXPENSE TYPES AND PARENT/CHILD RELATIONSHIPS

Changing the Parent/Child relationship is performed using the **Default Parent Expense Type Name** and **Preferred Parent Expense Type Name** fields.

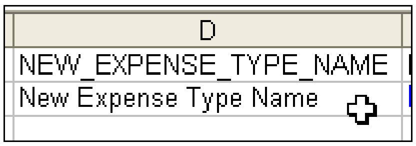
To change the parent of a child expense type:

On the row containing the child expense type:

1. In the **Default Parent Expense Type** field, enter the name of the parent expense type.
2. Leave the **Preferred Parent Expense Type Name** field blank.
3. In the **Default Expense Type Name**, enter the name for the child expense type.
4. Import the file. The child expense type will now have the new parent expense type.

Renaming an Expense Type

Use the *New Expense Type Name* field in the Excel spreadsheet provided through the user interface to update an existing name to a new Expense Type name.

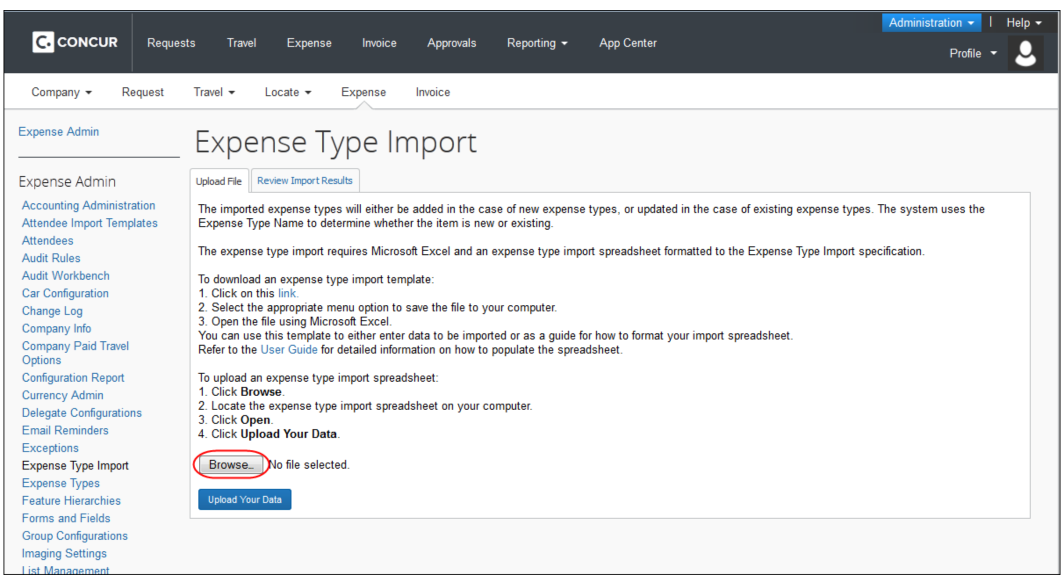


Step 3: Uploading the Expense Type Spreadsheet

The expense type spreadsheet is uploaded on the **Expense Type Import** page.

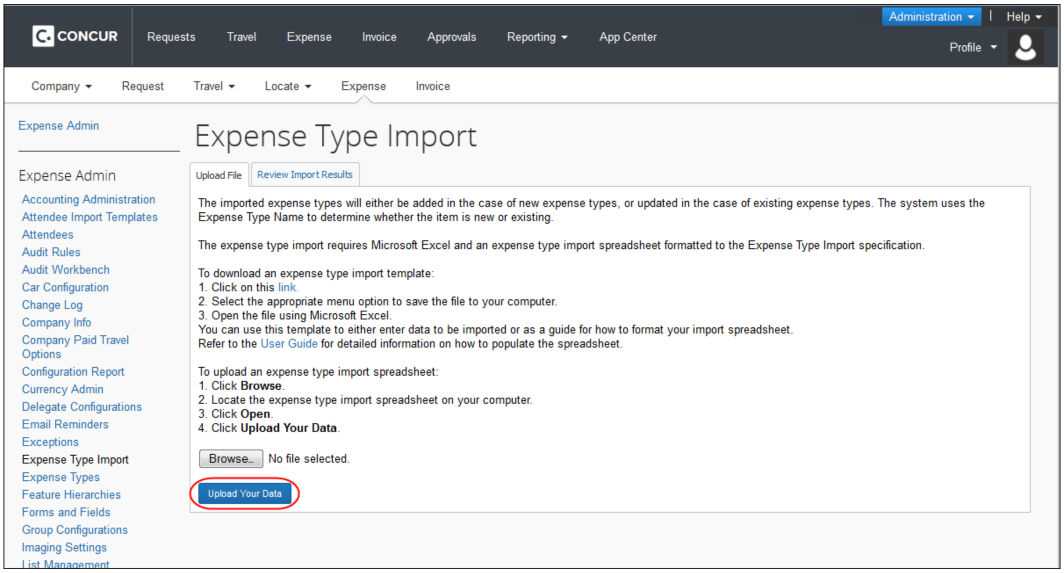
▶ ***To upload the expense type spreadsheet:***

1. On the **Expense Type Import** page, click **Browse**.



2. Navigate to the correct location and select the expense type spreadsheet to upload.
3. Click **Open**.

4. On the **Expense Type Import** page, click **Upload Your Data**.

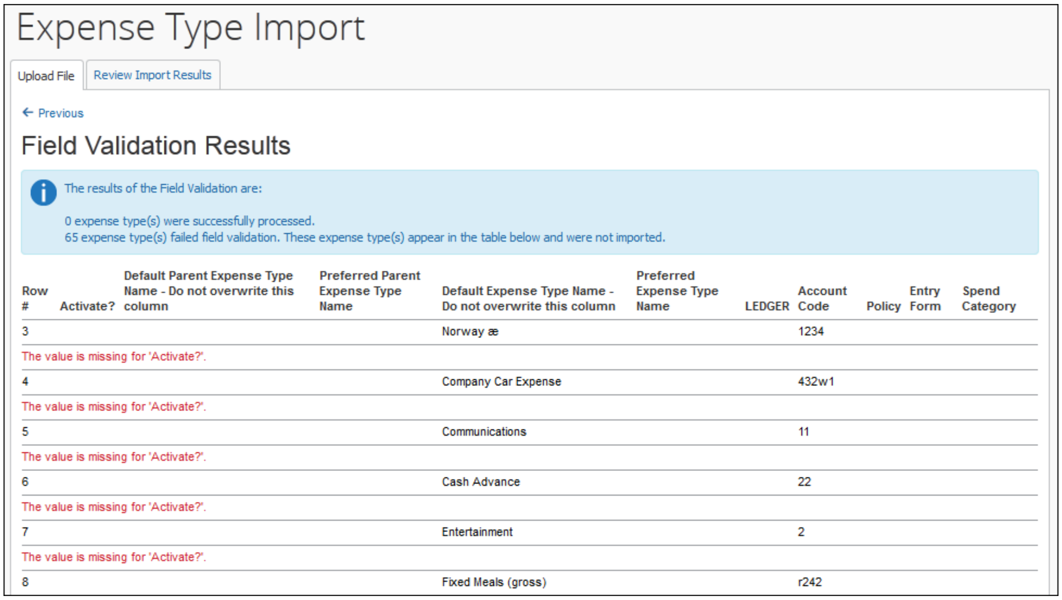


Step 4: Viewing the Initial Field Validation Results

The **Expense Type Import** page allows administrators 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. 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. Click **Upload Your Data** on the **Expense Type Import** page. 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.

Step 5: Viewing the Import Results

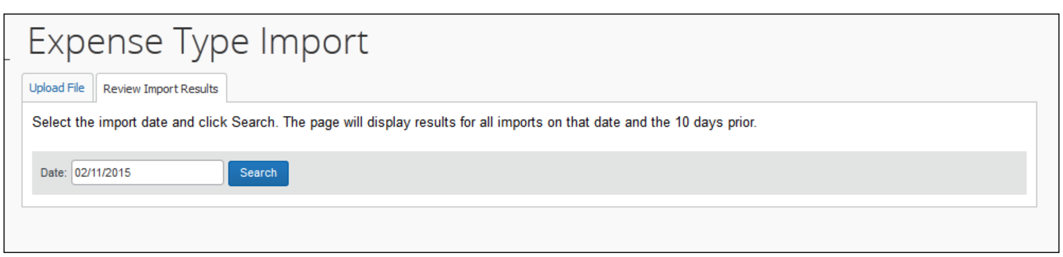
Once the administrator clicks **Upload Your Data**, the eligible records are queued for import. The system processes these as soon as possible. It may take the system a few minutes to process queued records. Provided there are no further errors in processing the records, the system will import the expense types.

The administrator can use the **Review Import Results** tab to view the status of the import as well as the import details, including any errors generated. Once the administrator selects the date, 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 the time the administrator imported the file.

The **View Import Details** page displays any errors that may have occurred during the import.

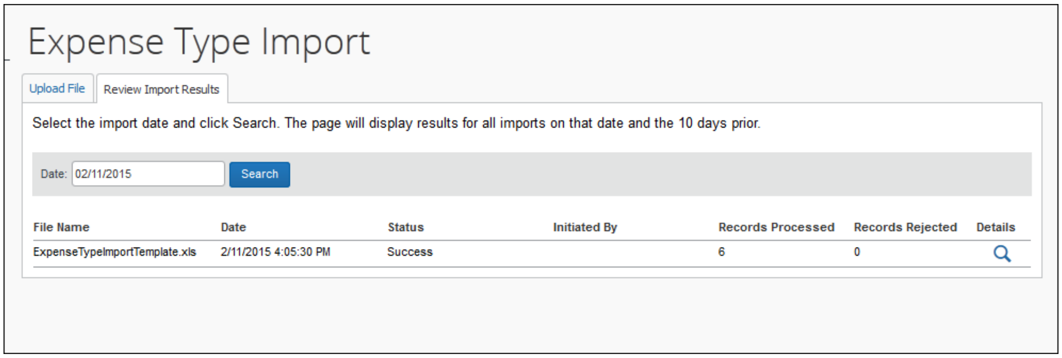
To view import results:

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



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

3. Click **Search**. The page displays all files imported on the specified date, and 10 days prior.



The **View Import Details** page allows administrators to view details about processed records from a particular file. Here the administrator can view details about:

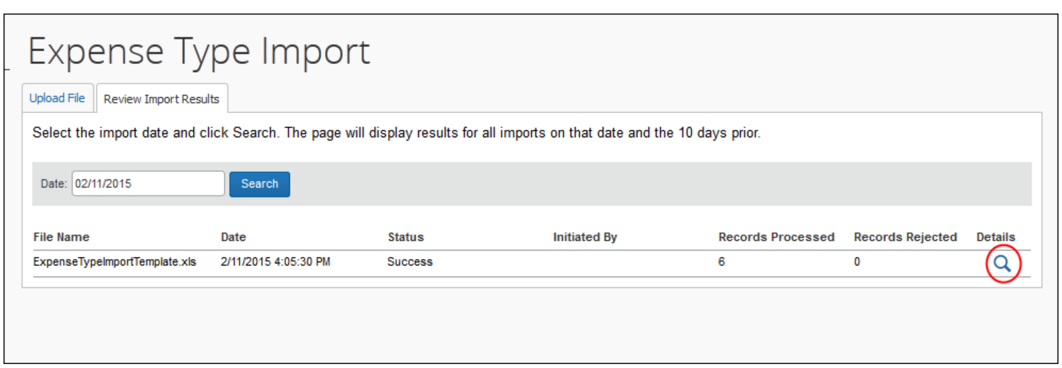
- **Records with Errors**: The page displays the row number in the spreadsheet with the error that prevented the record from being imported. The **Description** and **Action To Take** columns provide the information necessary to correct the issue. These records must be corrected in this file and then re-uploaded.

- **Records with Warnings**: The page displays the row number in the spreadsheet where the system successfully imported the record, but there might an issue the administrator should investigate. The **Description** and **Action To Take** columns provide the warning information. The administrator should consider the warning and decide whether the issue warrants further investigation. The administrator can review the expense type record in the spreadsheet file, make any necessary edits there, and then re-upload the corrected file.

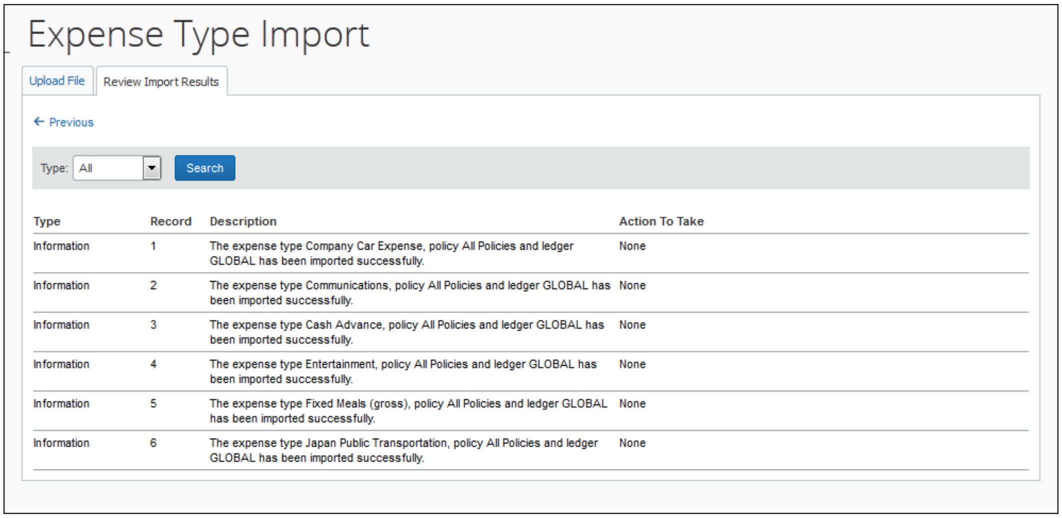
- **Records without Warnings or Errors:** The page displays the row number in the spreadsheet where the system successfully imported the record.

To view import details:

1. Click **Details** in the desired row of the **View Import Status** list.



The **Review Import Details** page appears, displaying records with errors.



2. Select the **Type** of issue to display. The details can be filtered to show records imported without errors or warnings, records with warnings, records with errors, or all records.

3. Review the **Description** and **Action To Take** columns for details about any records with errors.

Section 4: File and Field Formats

This section contains formatting information for the expense type fields that appear in the spreadsheet. Each field represents a column in the spreadsheet. The column order in the spreadsheet must match the field order listed below. Optional columns may be removed from the spreadsheet.

Field	Format	Required	Definition
Activate?	Y/N	Y	Define whether the expense type is active in the selected policies.
Default Parent Expense Type Name	Use default language	Y	If this is a default expense type with a parent, this field should contain the parent expense type's name.
Preferred Parent Expense Type Name	Use default language	N	If this is a custom expense type with a parent, this field should contain the client's preferred name for the parent expense type.
Default Expense Type Name	Use default language	Y	If this is a default expense type, this field should contain it's name. **NOTE:** This field is blank for client specified expense types.
Preferred Expense Type Name	Use default language	N	The client's preferred label for the expense type. This field is required for client specified expense types.

Field	Format	Required	Definition
Ledger		N	Ledger name for the associated Account Code. **NOTE**: If this field is left blank, it will be assigned to the Global ledger.
Account Code		N	Account code for the expense type and ledger.
Policy		N	The Policy Name associated with this expense type. **NOTE**: If this field is left blank, all policies will be updated.
Entry Form		N	The name of the Entry Form this expense type uses. **NOTE**: If this field is left blank, the Default Entry Form will be assigned.
Spend Category	Use default language	N	The name of the Spend Category associated with the expense type. This determines which reporting category the expenses of that type fall under. **NOTE**: If this field is left blank, the Other Spend Category will be assigned. For more information, refer to the *List of Spend Categories and Codes* section in this guide.

Section 5: List of Spend Categories and Codes

The table below lists all the spend categories and their codes.

NOTE: The list of spend categories is shared with Invoice.

Spend Category	Spend Category Code
Accounting	ACCNT
Advertising/Marketing	ADVTG
Agent/Booking Fees	ABFEE
Airfare	AIRFR
Car Related	CARXX
Car Rental	CARRT
Cash Advance - Not Partially Approvable	CASHA
Cash Advance – Standard	CASHN
Company Car - Fixed Expense	COCAR
Company Car - Mileage Reimbursement	COCRM
Computer	COMPU
Consulting Services	CONSL
Donations	DONAT
Entertainment	ENTER
Facility	FACLT
Fees/Dues	FEESD
Financial Services	FINAN
Fuel for mileage	MFUEL
Gas	GASXX
Gifts	GIFTS
Ground Transportation	GRTRN
Ground Transportation (Japanese)	JGTRN
Insurance	INSUR
Janitorial	JANTR
Legal Services	LEGAL
Lodging	LODGX
Lodging - Do Not Track Room Rate Spending	LODGN
Lodging - Track Room Rate Spending	LODGA
Lodging Tax	LODGT
Meal	MEALS
Meal - Count in Daily Meal Allowance	MEALA

Spend Category	Spend Category Code
Meal - Do Not Count in Daily Meal Allowance	MEALN
Meetings	MEETG
Office Supplies	OFFIC
Other	OTHER
Other Supplies	OSUPP
Personal Car - Fixed Expense	PRCAR
Personal Car - Mileage Reimbursement	PRCRM
Personal Car – Parking Expense	PRKNG
Printing/Reproduction	PRNTG
Professional Services	PROFS
Rent	RENTL
Shipping	SHIPG
Staffing	STAFF
Subscription/Publication	SUBSC
Telecom/Internet	TELEC
Trade/Convention	TRADE
Train	RAILX
Training	TRAIN
Utilities	UTLTS

For more information about spend categories, refer to the *Expense: Expense Types Setup Guide*.