Shared: Budget Item Import

User Guide

Last Revised: June 14, 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
June 14, 2022	Updated character limit for **Department** field.
June 2, 2022	Added prefixes to **Project** field.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 16, 2021	Updated the **Fiscal Period Name** field definition in the *Available Field Formats* section.
October 28, 2020	Added information about viewing budget item import errors.
September 19, 2020	Updated with new budget import user interface information.
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
December 16, 2019	The December 2019 release was split, with these effective date(s): • December 7 for customers using the EMEA, China, and PSCC data centers • December 13 for customers using the US (North America) data center The revision date on the cover of this guide is December 7. Any changes in this guide that affect customers in the US (North America) data center were effective December 13.
December 7, 2019	Added information about the *Processing* status.
November 14, 2019	Updated information about the **Budget Owner** and **New Budget Owner** fields.
May 11, 2019	Added more information to the table about budget owners, budget approvers, budget viewers, and budget managers.
April 13, 2019	Updated table to state that employee ID is now used instead of email address to import budget approvers and budget managers, for example. In addition, a maximum of five budget approvers can be updated per budget item.
March 16, 2019	Updated images to reflect the new search and filter functionality in Budget Item; no other content changes.
February 12, 2019	Updated the copyright; no other changes; cover date not updated
December 8, 2018	Added **Budget Types** field to table.
August 21, 2018	Added the *Budget Item Unique Identifiers* section.
August 18, 2018	Updated the *Available Field Formats* section with information about date range budgets.

Date	Notes/Comments/Changes
August 7, 2018	Updated the *Available Field Formats* section for these fields: • **Budget Owner** • **New Budget Owner** • **Budget Managers (multiple entries)** • **Budget Approvers (multiple entries)** • **Budget Viewers (multiple entries)**
July 21, 2018	Updated the *Available Field Formats* section with information about the **Budget Type** field.
June 16, 2018	Updated the *Available Field Formats* section and removed *Step 4: View Field Validation* section.
May 15, 2018	Added note about the **Budget Managers (multiple entries)** field.
May 14, 2018	Added information about Request.
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 28, 2018	Added user roles to table and added more information about operators.
February 10, 2018	Initial publication.

Budget Item 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.

In addition, 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 Budget Item Import allows administrators to add and update budget items by importing an Excel spreadsheet.

Budget Item Unique Identifiers

Budget items have a unique identifier that is based on a combination of their configuration fields. When you import a budget item, if the unique identifier fields are the same, you need to update the existing budget item. If the unique identifier fields are different, you need to create a new budget item instead of updating the existing one. The only unique identifier field you can change is the **Budget Owner** field by using the **New Budget Owner** import field.

The unique identifier fields are:

- Budgets based on fiscal years: Budget Item Name + Fiscal Year + Budget Owner
- Budgets based on date ranges: Budget Item Name + Start Date + Budget Owner

Section 3: Import Budget Items

Administrators can use the **Budget Items** tab on the **Budget Configuration** page whenever they need to enter or update budget items.

The Budget Item Import is a multi-step process. The admin:

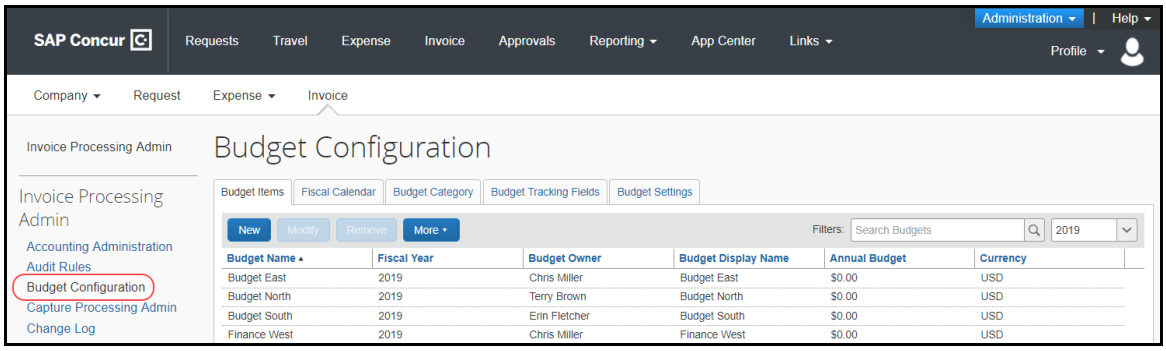
Step 1: Downloads the budget item spreadsheet

Step 2: Populates the budget item spreadsheet

Step 3: Uploads and imports the budget item spreadsheet

Access the Budget Items Tab

To access the **Budget Items** tab, click **Administration** > **Invoice** or **Expense** or **Request** > **Budget Configuration** (left menu). The **Budget Configuration** page appears.

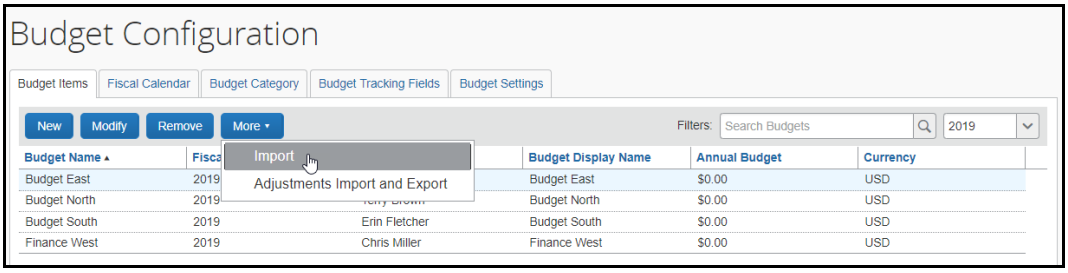


Step 1: Download the Budget Item Spreadsheet

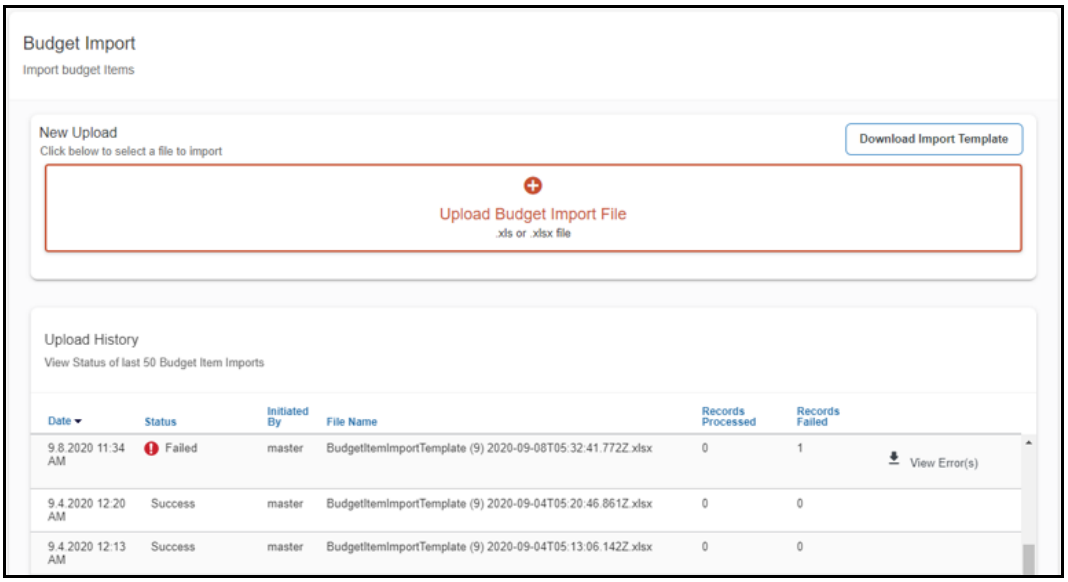
The administrator can download the budget spreadsheet to use as a template for the budget item import.

To download the budget item spreadsheet:

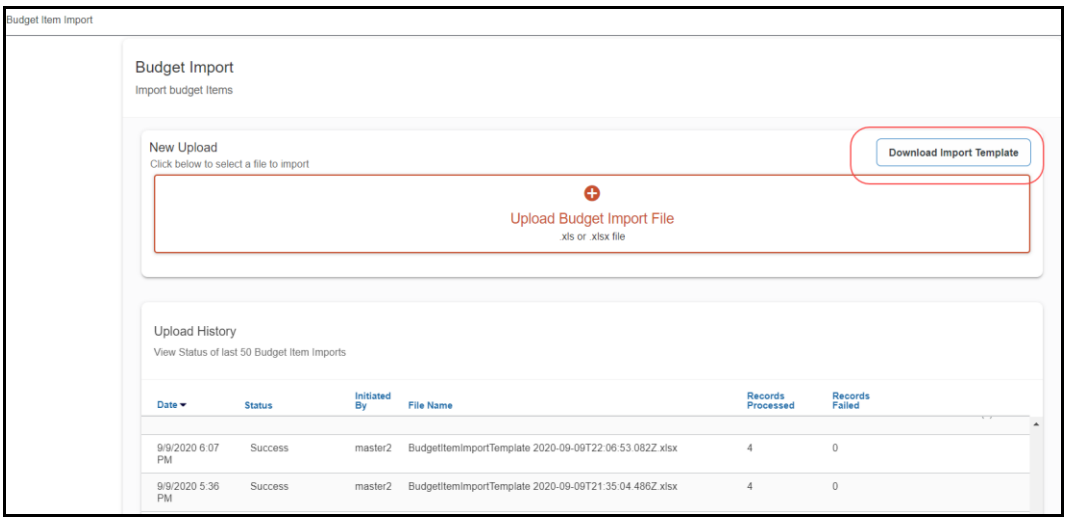
1. In the **Budget Item** tab, click **More**, and then **Import**.



The **Budget Item Import** window appears.



2. Click the **Download the import template** link and save the spreadsheet.



Step 2: Populate Template With Budget Item Data

Clients can enter data directly in the template spreadsheet, or they can use the template as a guide for creating the budget item spreadsheet.

Important: Formatting Issues

The user import spreadsheet has these formatting requirements:

- The user should not delete the values in the spreadsheet header row
- The user must ensure that all cells in the spreadsheet have a number format of *text* before the user uploads them

- The user can upload up to 12,500 rows per file

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 client does not format the cells as text, the import will fail.

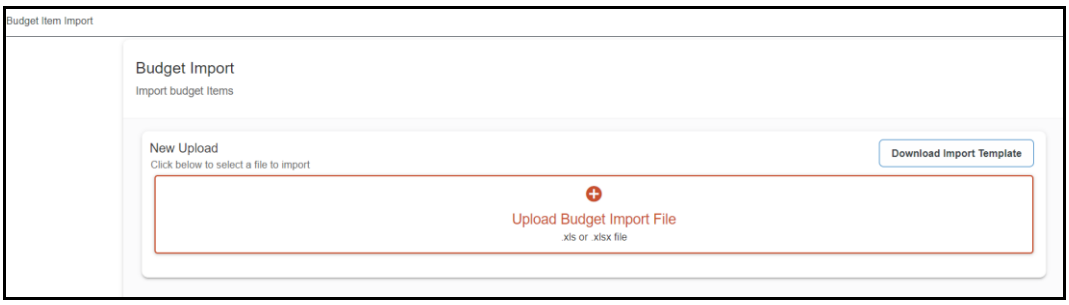
If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

Step 3: Upload the Budget Item Spreadsheet

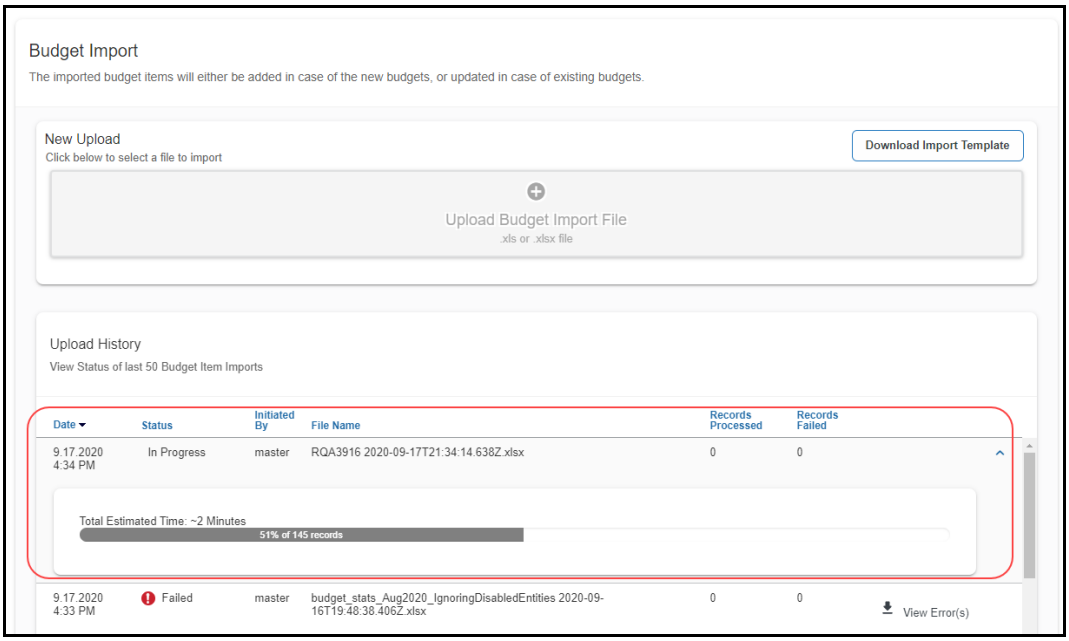
The administrator uploads the budget item spreadsheet on the **Budget Item Import** page.

To upload the budget item spreadsheet:

1. In the **Budget Item Import** window, click **Upload Budget Import File** link or just drag your file to the **New Upload section.**

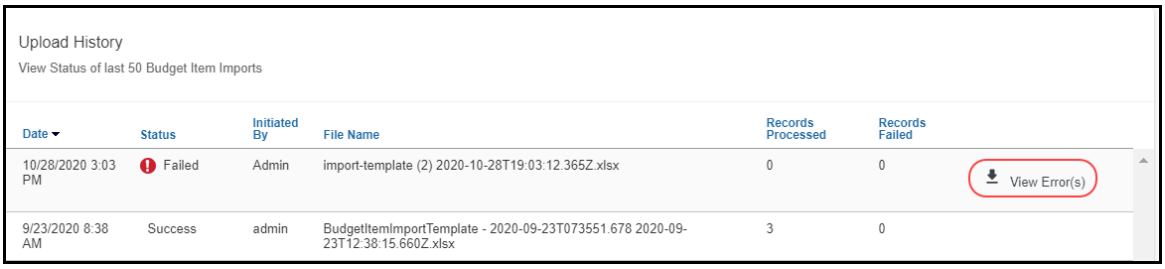


2. If you clicked the **Upload Budget Import File** link, locate your file and then click **Open** to **Import** your file. The imported spreadsheet appears in the **Upload History** list.



NOTE: The budget item import will show a *In Progress* status when you run a budget item import with, for example, many monthly budgets. If the import takes a while, you can return at a later point when the import has finished and see a *Success* status if the import completed successfully.

The **Upload History** section displays the status of the last 50 budget item imports. If the **Status** column shows *Failed* for an import, you can click **View Error(s)** to obtain more information about why the import failed.



Section 4: Available Field Formats

This section contains formatting information for the budget item fields.

Field	Format	Definition
Budget Item Name	Varchar(45)	The name of the budget item. **NOTE**: Refer to the *Budget Item Unique Identifiers* section of this guide for information on updating existing budgets or creating new budgets. Required field.
Budget Display Name	Varchar(50)	The budget item, which will be displayed on the description budget dashboard. Maximum 50 characters. **NOTE:** For Mobile users the limit is 20 characters. Required field.
Budget Type	Values: Personal Account, Budget Account	The type of budget, either *Budget Account* (default) or *Personal Account*.
Fiscal Year Name	Varchar(40) Existing fiscal year name, or blank for date range budgets	The name of the fiscal year for which the budget is valid, or blank for date range based budgets. **NOTE**: Refer to the *Budget Item Unique Identifiers* section of this guide for information on updating existing budgets or creating new budgets.
Start Date	YYYY-MM-DD	The start date for a date range budget. Only required if Fiscal Period is blank. **NOTE**: Refer to the *Budget Item Unique Identifiers* section of this guide for information on updating existing budgets or creating new budgets.
End Date	YYYY-MM-DD	The end date for a date range budget. Only required if the Fiscal Period is blank.
Currency	Varchar(3) Currency code	The currency of the budget. Required field.
Budget Owner	Employee ID or email address of the user with Budget Owner role. Only one owner can be defined per budget item.	The employee ID or email address of the budget owner. Employee ID is preferred and used in the export template. **NOTE:** SAP Concur recommends using the employee ID. **NOTE**: Refer to the *Budget Item Unique Identifiers* section of this guide for information on updating existing budgets or creating new budgets. Required field.

Field	Format	Definition
New Budget Owner	Employee ID or email address of the user with Budget Owner role. Only one owner can be defined per budget item.	The employee ID or email address of the budget owner. When this column has a value, the value will replace the original budget owner of the budget. Use either the employee ID or email address for all person fields. **NOTE:** SAP Concur recommends using the employee ID.
Budget Managers (multiple entries)	Employee ID or email address of the user with Budget Owner role. Values are comma separated.	The employee ID(s) or email address(es) of the budget manager(s). Use either the employee ID or email address for all person fields. **NOTE:** SAP Concur recommends using the employee ID. The employee ID is used in the export template. **NOTE:** This column will only appear if the admin has selected the **Enable Budget Item Manager tab** option in Budget Settings.
Budget Approvers (multiple entries)	Employee ID or email address of the user with Budget Approver role. Values are comma separated.	The employee ID(s) or email address(es) of the budget approver(s). Use either the employee ID or email address for all person fields. **NOTE:** SAP Concur recommends using the employee ID. The employee ID is used in the export template. **NOTE:** Clients can import a maximum of five budget approvers into Budget Items.
Budget Viewers (multiple entries)	Employee ID or email address of the user with Budget Viewer role. Values are comma separated.	The employee ID(s) or email address(es) of the budget viewer(s). Use either the employee ID or email address for all person fields. **NOTE:** SAP Concur recommends using the employee ID. The employee ID is used in the export template.
Budget Category	Varchar(45)	The existing category name of the budget, for example, IT, Sales, and Marketing.

Field	Format	Definition
Fiscal Period Name	Varchar(40)	The existing name of the fiscal period. If the fiscal period is a month, use the fiscal year name + space + hyphen + space + 3-character month. For example, 2017 – Jan, 2017 – Feb, and so on. **NOTE:** For years spanning over two calendar years and, thus, having duplicate months, use 2017 - Jan2, 2017 - Feb2). If the fiscal period is a quarter, use the fiscal year name + space + hyphen + space + Q + number 1-8. For example, 2017 - Q1, 2017 - Q2, and so on. If a fiscal period is a year, use the fiscal year name. For example, 2017. If you use date range budgets, the format is: Start date – end date with the yyyy-mm-dd – yyyy-mm-dd format.
Budget Amount	Numeric (15,8) 15 whole digit numbers and 8 decimal places	The budget amount of the budget period. Required field.
Delete Budget Item	Y/N	This indicates if the budget item should be deleted or not. (Yes=Y; No=N)
Is Test	Y/N	This indicates if Invoice, Expense, or Request should only capture transactions for test users. (Yes=Y; No=N)

Field	Format	Definition
Budget Type	Enter one of the following: • Budget • Personal • Restricted	**Budget:** Default budget type. **Personal**: This budget type supports budgets that are associated to one person, for education, entitlements, or other benefits. The personal budgets are limited to Request and Expense spending items. The spending items will match the personal budget if the budget owner and spending item requestor are the same, and the other matching configured in Budget Items is met. Personal budgets do not use the manager hierarchy. The **Budget Owner** field defines the user whose spending items apply to the personal budget. The spending items go to the user's Request or Expense approver, then are applied to the personal budget (if they meet the other matching criteria defined in the budget item). **Restricted**: In higher education and in the public sector, a restricted account is another name for a grant or a purpose-driven budget. An example of a restricted account is funding for a new research project. The organization has a $20,000 budget and a $10,000 grant. The grant needs to be spent in a specific period, so the organization wants to use the grant first; otherwise they might lose the grant due to time restrictions. The organization configures a restricted account and uses the date range for the time limitation. The rest of the budget ($20,000) will be configured as a regular budget account with a possible longer date range. The Restricted Account budget type has the same functionality as the Budget Account budget type except that it is sorted and displayed separately from the Budget Account to make it easier for clients to distinguish between regular budget accounts and restricted budget accounts.

Field	Format	Definition
Department (List Code) **NOTE**: This column will contain the name of the cost tracking field. Department is the example.	Use one of the following prefixes: • [IsEqual] • [IsBlank]	This is the name of a budget tracking field associated with a list. Use list codes as values for importing. The limit is 5,000 characters for the following fields: • Department (List Code) • Project • Region (List Code) • Country (List Code) **Example:** The list code values are (1001) Accounting, (1002) Marketing, and (1003) Sales. Import format would be one of the following: • [IsEqual]1001 • 1001 • [IsBlank] [IsBlank] ignores any values after the operator. If there is no department on the spending item, the budget will capture for this budget item. **NOTE:** The operators are not case sensitive. **NOTE:** If no operators are provided, Invoice, Expense, or Request will use [IsEqual] for new records. For existing records, which are updated through an import, the existing operator is used if no operator is specified in the import file.

Field	Format	Definition
Project **NOTE**: This column will contain the name of the cost tracking field. Project is the example.	Use one of the following prefixes: • [IsEqual] • [IsNotEqual] • [InValueList] • [NotInValueList] • [IsBlank] • [IsNotBlank] • [IsTrue] • [IsNotTrue] • [InValueList] • [NotInValueList] • [IsFalse] • [IsNotFalse]	This is the name of a free form text budget tracking field. **Example:** The following projects are available: (71008) Client Project A, (75230) Client Project B, and (75023) Client Project C. Import format would be one of the following: • [IsEqual]71008 • 71008 • [IsBlank] • [InValueList]71008,75023 [InValueList] expects a comma separated value list (a single value is accepted). Do not add any spaces around the commas; spaces are considered part of the value. In the [InValueList] example, a single budget item spans two client projects. [IsBlank] ignores any values after the operator. [IsFalse] expects an ISFALSE value. Enter [IsFalse] ISFALSE. [IsNotFalse] expects an ISNOTFALSE value. Enter [IsNotFalse] INNOTFALSE. Note the following: • [IsNotTrue] differs from [IsFalse]. [IsNotTrue] captures the values *False* and *Null* and [IsFalse] only captures *False*. • [IsNotFalse] differs from [IsTrue]. [IsNotFalse] captures the values *True* and *Null* and [IsTrue] only captures *True*. • *Null* is the default value for Boolean fields and can be expected when the field is not required. • The operators are not case sensitive. • If no operators are provided Invoice, Expense, or Request will use [IsEqual] for new records. For existing records, which are updated through an import, the existing operator is used if no operator is specified in the import file.

Field	Format	Definition
Region (List Code) Country (List Code) **NOTE**: This column will contain the names of the cost tracking fields. Region and Country are the example values.	Use one of the following prefixes: • [IsEqual] • [IsBlank]	These are the names of connected lists and represent two budget tracking field columns in the import template. **Example:** The Region list values are (101) EMEA, (102) APAC, (103) North America, and (104) South America. The country list values for EMEA are (DE) Germany, (FR) France, (SE) Sweden, and (UK) United Kingdom. Import format for Region would be one of the following: • [IsEqual]101 • 101 Import format for Country would be one of the following: • [IsEqual]FR • FR [IsBlank] ignores any values after the operator. If the top level of a connected list uses the [IsBlank] operator, all lower levels are set to *None*, which means the lower levels are ignored for capture and the top level, Region, as seen in this example, has no value. If Region has a value, 101 for example, but Country uses [IsBlank] then capture spending items with Region equal to EMEA and no country selected. **NOTE:** The operators are not case sensitive. **NOTE:** If no operators are provided, Invoice, Expense, or Request will use [IsEqual] for new records. For existing records, which are updated through an import, the existing operator is used if no operator is specified in the import file.

NOTE: The budget tracking fields available in the template will depend on which fields the client would like to use.