Shared: Import and Extract File Specifications – Employee Import

Last Revised: June 17 2016

Applies to these Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
    - ☒ Integrated with Professional/Premium Travel
    - ☒ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Travel
    - ☐ Stand-alone
  - ☐ Concurforce

- ☒ Travel
  - ☒ Professional/Premium edition
    - ☒ Integrated with Professional/Premium Expense
    - ☒ Integrated with Professional/Premium Request
    - ☐ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Expense
    - ☐ Stand-alone

- ☒ Invoice Management
  - ☒ Professional/Premium edition
    - ☒ Integrated with Professional/Premium Expense
    - ☒ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Expense
    - ☐ Stand-alone

- ☒ Authorization Request (formerly Travel Request)
  - ☒ Professional/Premium edition
    - ☒ Integrated with Professional/Premium Expense
    - ☒ Integrated with Professional/Premium Travel
    - ☒ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Expense
    - ☐ Stand-alone

Concur Technologies Inc.

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Revision History

Date	Notes / Comments / Changes
June 17 2016	300-level is a legacy record – use 305 instead Changes to role names
March 25 2016	Added locale codes: cs_CZ, da_DK, fi_FI, ko_KP, no_NO, pl_PL, and ru_RU
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
August 14 2015	350 field Manager Company Employee ID renamed to Employee ID of the Travel Approver
July 6 2015	350 field Travel Class Name is "Rule Class" in the user interface
May 4 2015	Cliqbook User role name is now changed to Travel Wizard User
April 15 2015	Reminder that the 300- and 350-level Employee ID and Login ID field value must be unique
March 13 2015	Applying delegate settings using the 550 record applies to both the Employee and User Administrator settings in Delegate Configuration Added details about Future Use fields in positions 82 and 83 of the 305-level record
January 16 2015	Added information about 320 record; update will likely fail if user has an invalid currency
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
November 14 2014	Addition of the Reimbursement Type field, and three ADP-specific fields required only if Reimbursement Type = ADPPAYR payroll
July 11 2014	Update the 320 record set with a note about contacting Concur if you use the Email or Composite login options to change the Login ID value for users
June 25 2014	Included reminder that the 650-level records Card Program Issuer and Card Program Name are case-sensitive
June 17 2014	Non-Employee role to the 305 record (col 89) is 1 character; Y or N
June 13 2014	Addition of: ♦ AP User role to the 360- and 400-level record sets to support assignment of Vendor Access Groups to this role ♦ Non-Employee role to the 305 record set to exclude this user from features such as Attendees ♦ “Prof.” and “Prof” supported under Name Prefix
May 16 2014	Addition of Vendor Manager role to the 400-level record set to support assignment of Vendor Access Groups to this role.
April 11 2014	Addition of: The Budget Insight Approver import: ♦ 400-level non-group Insight Budget Approver role ♦ 730- and 770-level Import and Delete record sets The 320 record set may be used to update the Employee ID and Login ID values for any Travel-only user already in the database.

Date	Notes / Comments / Changes
March 7 2014	Addition of Start Date and End Date in the 1300 record set, supporting entry of start and end dates for JPT transit.
January 28 2014	Default Travel Agency Office is changed to Default Travel Agency Office Code.
January 7 2014	Add clarification that the 900-level fields for Car Import do not update an existing car configuration (similar to 910).
November 8 2013	Addition of the 305-level *Enhanced Employee Importer* record set. The user may elect to move to this record set instead of the 300-level: they are identical but for details noted directly below. Note that the 305 record import overrides all existing 300-level data on import. This record set: • Custom 22 is used for Concur Invoice group hierarchy • Includes 50 *Future Use* fields Addition of the *Travel Request Approver Employee ID 2* field position 88 in the 305-level record set.
October 18 2013	Addition of the Expense Report Approver Employee ID 2 300-level field.
September 20 2013	Addition of the Delegate can prepare expense report 550-level field.
August 23 2013	Addition of the Budget Role for Cognos role which, with a Cognos role, allows access to Reporting information against the Budget Hierarchy level they are assigned to
July 19 2013	Addition of: • ExpenseIt User role in the 310-level record set • Two image display fields, Display Image Inline and Auto Open Image, are added to the 360-level record set • New chapters added to the guide; renumbered this chapter • India is now added in the 810 table • Purchase Request Proxy User as a Group-dependent role assignement in the 400-level record set
May 17 2013	Addition of: • 360-level roles to support Invoice Purchasing User, Purchasing Approver, and Purchasing email notifications
April 26 2013	Addition of: • Open Booking User role to 350 record • RISK_PROCESSOR to the 400 record
January 18 2013	Addition of: • Support for 3-character ISO Country Code, 300-level record (only) • Invoice Employee Import record 360 *Default Shipping Address*
November 16 2012	Added an appendix for locale codes (used for the 300 record). Updated the following 810 record fields: Bank Identification Number (BIN) and IBAN Number. 800 record fields: EFT Bank Account Type has been updated.
October 25 2012	Added REQ to the 710 and 760 record

Date	Notes / Comments / Changes
September 14 2012	Addition of the 1300 level Japan Commuter Pass Routes to add or delete commuter routes traveled using a commuter pass. Addition of position 15 in record 550, Can Submit Travel Request.
July 13 2012	Updated 810 record fields with new country information.
June 22 2012	Added fields into 650 record set that controls if a card account is exported in the employee extract to Travel. Updated 810 record fields with new country information.
May 18 2012	Added note that the 350 record cannot be used if Composite login functionality is used by the client. Addition of new Invoice preference, 360 record set. Added fields and record sets related to changes in the new Card Program feature: • New 370 Statement User/Manager/Approver record set • New fields into the 400 record set • New fields into 650 record set
April 20 2012	Addition to the 310 record set of the Locate and Alert role.
February 17 2012	Addition of the 360 level Send email when a fax image is available for a payment request field. Central Reconciliation role import is no longer compliant with the 400-level record set - roles are now Group-aware. Addition of support for Singapore (SIN) in 810 record.
December 16 2011	Addition to the 550 record set of the Can Use Business Intelligence delegate role.
November 23 2011	Specify that the Company Card Administrator role is now Group-aware and can be assigned a Hierarchy node via the 400-level record. Australia is now supported under the 810 record level. Three Travel Request processor roles are now available at the 400 level; only one can be assigned to any single user. Stress that the new user logging in for the first time must change the password they were issued or be locked from the system.
October 21 2011	Addition of the 360 level Invoice Employee Import record set. Rename roles for the Invoice product from "Payment" to "Invoice"; for example, "Invoice Processor."
September 23 2011	Addition of the 320 level record set. Update of permissible Name Prefix values (Lord, Lady, Sir, Mr., Miss, Ms., Mrs., Dr., Rev.)
July 22 2011	Addition of the Authorized Approver With Level import, 720-level field set
June 17 2011	Addition of Travel Request 1200 level record, including Default Travel Agency Office field.
May 20 2011	Addition of Travel Request roles in the 400-level record. Addition of REQ as an approval type, 700- and 750-level records.

Date	Notes / Comments / Changes
February 25 2011	Addition of the 1000- and 1100-level records to support sending the Bursting report to a specified person or group of people, and the ability to delete these same records from the transactional database via the Bursting table.
January 21 2011	The 600- and 650-level Name on Card maximum character limit is increased from 44 to 255 characters.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
Dec 17 2010 (SU62)	Introduction of the 650-level Enhanced Card Account import record set. Support for Switzerland banking in the 810-level record set.
Oct 15 2010 (SU60)	Addition of 300-level roles: • Travel Request User (column 78) • Travel Request Approver (column 79)
July 16 2010 (SU57)	Addition of 350-level roles: • Profile User (column 59) • Amadeus User (column 60) Change to 310-level record set - removal of Required status on columns 10 - 13. This change allows the administrator to leave Expense and Invoice roles blank, defaulting the user to inherit Travel User role if assigned
June 2010 (SU56)	Addition of numbered rows in tables. Addition of 300-level A Payment Request has been Assigned field Addition of 500-level reminder that Delegate Configuration included in an employee's Group takes priority over any value provided for the "Can..." fields
April 2010 (SU54)	Introduction of: • The 810-level record set for EFT Detail Bank Account Import • The 910-level record set for Car Import
February 2010 (SU52)	The 300 level record Travel must have a value of N if the user is a Concur Invoice user only. Clarify that the 300 level record: • Custom 10 is used for Concur Invoice group hierarchy • Custom 21 is used for Concur Expense group hierarchy
December 2009 (SU50)	The 300 record Travel Manager is changed to Authorization Request Approver. The $BLANK$ value may be used in combination with the UPDATE option to clear a field of its current value in the database (this applies to the Existing Record Handling field).
November 2009 (SU49)	The 310 record Locale Code field is no longer required.
September 2009 (SU47)	Introduction of: 100-level record SSO Password Generation type Note that administrator can now suppress the update of the Employee Name 300-level record. Retirement of: 100-level record NONE option for Password Generation type

Date	Notes / Comments / Changes
August 2009 (SU46)	The 800 record Is Active is now a required field
July 2009 (SU45)	The 310 record Custom Field 2 is changed to No Middle Name The 350 record Future Use Field 1 is changed to XML Profile Synchronization ID
May 2009 (SU43)	The 350 record fields Gender and Date of Birth are no longer mandatory fields
Apr. 2009 (SU42)	Introduction of record block 310 - User Primary Field Addendum Record
Mar. 2009 (SU41)	Introduction of: Record block 710 - Cost Object Approver Record Record block 760 - Delete Cost Object Approver
Feb. 2009 (SU40)	Introduction of record block 350 - Travel Addendum Record.
Jan. 2009 (SU39)	Introduction of record block 550 - Enhanced Delegate Record.
Dec. 2008 (SU38)	Updated EFT Bank Account Routing Number to specify format for CAD accounts.
Nov. 2008 (SU37)	Clarify that the 300-level Password record is required by the Concur Travel & Expense (Current UI) product.
Oct. 2008 (SU36)	Addition of 300-level BI Manager Employee ID record, replacing Future Field 1. Changed EFT Bank Account Type to Required.
Sept. 2008 (SU35)	Addition of Car Importer 900-level record.
May. 2008 (SU31)	The following records are retired and converted to Future Use fields - clients no longer need to provide data for these 800-level records: • EFT Name on Bank Account • EFT Bank Name
March 2008 (SU29)	300-level record Payment Vendor Approver is changed to Invoice Vendor Manager
Nov. 2007 (SU25)	Middle Initial (mi) now changed to Middle Name (middle_name)
Oct. 2007 (SU24)	Revised the definition of error_threshold

Employee Import

Section 1: Overview

A client uses this feature to import employee information. The client can add or remove (deactivate) an employee, and modify information about the employee or the employee's bank account using the options in the data file they create.

Importing employee can include any or all of the following information:

- Employees
    - General information
    - Workflow preferences
    - Employee preferences
    - Approvers
    - Roles without associated groups
- Travel data, including primary user and travel information
- Roles that require group identification
- Delegate data
- Company card data
- Authorized approver data
- Delete Authorized approver data
- EFT Bank Account information
- Cost Object Approver information

The client can also update this information one employee at a time by using the Employee Administrator tool in Tools and Configuration. The import is best used when many changes are required, and the administrator feature is best used when only a few changes are required.

Concur performs the employee import; however, the client creates the import file and then passes it to Concur to import. This document explains how to set up the import data file.

Refer to the *Shared: Employee Administrator User Guide* for more information.

Section 2: Employee 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.

NOTE: If the employee import is not scheduled to run periodically, the client must contact Concur Client Support for assistance.

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.

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

Section 3: 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: Comma Separated Value, UTF8
- Default Field Delimiter: Comma or Pipe
- Enclosing Character: To "escape" a reserved character, such as a slash, use a quotation mark, for example: "/"
- Record Delimiter: CRLF
- Data Record Layout: There are several record types in the Employee import file. The record types are:
  - ♦ 100 (Import Settings)
  - ♦ 300 (Employee Importer – Legacy record)
  - ♦ 305 (Enhanced Employee Importer – supersedes 300)
  - ♦ 310 (User Primary Field Addendum Importer)
  - ♦ 320 (Update ID Information Importer)

- 350 (Travel Addendum Importer)
- 360 (Invoice Employee Importer)
- 370 (Employee Purchasing Card)
- 400 (Role Importer)
- 500 (Delegate Importer)
- 550 (Enhanced Delegate Importer)
- 600 (Card Account Importer)
- 650 (Enhanced Card Account Importer)
- 700 (Authorized Approver Importer)
- 710 (Cost Object Approver Importer)
- 720 (Authorized Approver With Level Importer)
- 730 (Insight Budget Approver Importer)
- 750 (Delete Authorized Approver Importer)
- 760 (Delete Cost Object Approver Importer)
- 770 (Delete Insight Budget Approver Importer)
- 800 (EFT Bank Account Importer)
- 810 (EFT Universal Bank Account Importer)
- 900 (Car Importer)
- 910 (Car Importer)
- 1000 (Analytics Bursting Value Import)
- 1100 (Delete Analytics Bursting Value Import)
- 1200 (Request – formerly Travel Request – Addendum Import)
- 1300 (JPY Commuter Pass Routes Import)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode". The employee job type for a employee import data file is "employee." If an entity has the code t0000123abcd, then the file name for a employee import data file would be "employee_t0000123abcd" to which is appended the date and timestamp as “YYYYMMDDHHMMSS.”

Reviewing the Import Definition File (Feed ID "StandardEmployeeImport")

Within a record type, all fields must be represented, although optional fields may be blank.

Import Settings (Record Type 100) Format

This information must be included in the import. This record set defines the following:

Table 1: Data for record ID "ImportSettings"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.	
2	Error Threshold	integer greater than or equal to 0	Y	This field is no longer used but it cannot be omitted or left blank. Provide an integer greater than or equal to 0.	

Password Warning! The Password Generation field option TEXT requires that a value be provided if you elect to use this option. Not providing a value will generate an error message to the log file, prevent login by users, and require the IT Administrator role to contact the user and provide a valid password. For this reason it is STRONGLY recommended that a value be provided - a blank password is not supported.

New Users Must Change Password on First Login! No matter which method you choose, the new user logging in for the first time must change their password or the current password will expire, leaving them unable to log in to the system.

#	Name	**Definition**	**Req?**	**Description**	**Client Field Definition**
3	Password Generation	• EMPID: Set password to Employee ID • LOGINID: Set password to Login ID • TEXT: Use the text provided in the employee 305- or 310-level records **NOTE:** See warning message above! • WELCOME: Use the text string "welcome" (see note) • SSO: A special password is generated that cannot be entered at the Login page - this forces the user to log in through the client's Internet Portal.	Y	Specifies how to create a password for new users. **NOTES:** When using the Travel & Expense product: • The 305-level Password record is required • A password of "welcome" forces the system to display the Change Password window - the password the user enters here is used for all logins going forward • You MUST provide a value for the TEXT field option - a blank password is not supported. **NOTE:** A new user must provide a new password on initial login no matter what method is used for Password Generation in the Password field of the 305- or 310-level record.	

#	Name	Definition	Req?	Description	Client Field Definition
4	Existing Record Handling	• REPLACE: Replace the existing record completely with the one in the feed. • UPDATE: Update the existing record with only those fields that are non-blank in the import file. Existing passwords for employees are never overwritten. **NOTE:** To clear a field of its current value, use the $BLANK$ operator in combination with the UPDATE option to have the existing value in the field cleared in the database. • WARN: Ignore and log a warning that the record was not processed • IGNORE: Ignore and log nothing	Y	Specifies how to process when a matching record already exists in the database.	
5	Language Code		Y	Specifies the language code of any localized text in the import file; this is used when performing lookups in the database and must match one of the languages supported by the database.	
6	Validate Expense Group	Y or N Default = Y	Y	Specifies whether the Expense group fields in the employee records need to be validated against their Expense group.	
7	Validate Payment Group	Y or N Default = Y	Y	Specifies whether the Payment group fields in the employee records need to be validated against their Payment group.	

Optional for the Import

The information provided in the following tables may be included in the import, as needed.

Using the 305, 310, and 350 Record Types

The 305, 310, and 350 record types should be used in combination.

- 305 + 350 records: Expense primary employee information + Travel-related information. Employee is both an Expense and Travel user.
- 310 + 350 records: Travel primary employee information + Travel-related information. Employee is a Travel user only.

NOTE: The 350 record import functionality is not available if the Composite login option is used. The Composite login option is the backwards-compatible option for clients that want to use the classic user interface approach to login into Concur Travel & Expense.

Using the 320 Record Type

The 320 record set is used for updating the Employee ID and Login ID values only. The administrator is strongly encouraged to use this record type for this purpose instead of any other record type. In addition, as a best practice, the administrator will want to perform the 320 import separate from the 305 or 310 imports to prevent issues updating the employee.

Enabling and Disabling the Update of Employee Names Using This Import

The client using both Expense and Travel has the option of controlling how names are updated at their site in order to comply with requirements that a ticket include the traveler's legal name. For example, some clients allow their users to update their names using User Profile when a change (marriage, etc.) occurs. Other clients allow only their HR departments to do this via the employee import. The method that is employed must account for the requirement that a legal name be presented for traveling purposes - failure to provide this value may prevent the traveler from traveling. This means the client should use a method that prevents conflicting update of the name fields in order to ensure the correct, legal name is resident when a ticket is issued.

CONFIGURATION

Within this employee import a host database entity setting, EMP_IMPORT_UPDATE_NAME_FIELDS, controls whether the First Name, Middle Name, Last Name, Name Prefix, and Name Suffix fields in the 305, 310, and 350-level records are updated or left unchanged on import. It is designed to allow HR systems that do not maintain an explicit legal name for a traveler to bypass update of these employee name fields, presumably to allow the user to do this instead. However, since the default setting of Yes means the name fields will be updated on import the client will need to confirm that this is the behavior they want.

If the client wishes to change the setting to No to prevent update, and/or grant permissions for the user to update their own name in Profile, they will need to submit a Service Request directly to Concur.

Employee Import (Record Type 300) Format

As of June of 2016 this is a legacy record – use the 305-level record type instead.

Table 2: Data for record ID "EmployeeImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	300	Y	This is a static numeric value always equal to 300. It indicates the Record Type.	
2	First Name	32 characters maximum	Y		
3	Middle Name	32 characters maximum	N		
4	Last Name	32 characters maximum	Y		

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>5</td><td>Employee ID</td><td>48 characters maximum, and must be a unique identification for each employee.</td><td>Y</td><td></td><td></td></tr>
<tr><td>6</td><td>Login ID</td><td>64 characters maximum (see Description for restricted characters) and must be a unique identification for each employee.</td><td>Y</td><td>Format of user@domain required.
The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>7</td><td>Password</td><td>30 characters maximum, with a requirement that a value be provided if the TEXT 100-level Password Generation option is used.</td><td>Required only for the Travel & Expense product</td><td>When the password is saved it is encrypted in the database.
NOTE: The value for the 100-level Existing Record Handling (REPLACE, WARN, etc.) affects the password like so:
• When UPDATE is used the existing password is retained
• When REPLACE is used the existing password is overwritten</td><td></td></tr>
<tr><td>8</td><td>Email Address</td><td>255 characters maximum</td><td>N</td><td>Should be all lowercase, as johndoe@domain.com
The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>9</td><td>Locale Code</td><td>5 characters maximum</td><td>Y</td><td>Value is as stored in the database. The value is based on Java locale standards. For example, "en" is used for English, "de" for German, "ar" for Arabic, etc.
Refer to the Appendix in this guide.</td><td></td></tr>
</table>

#	Name	Definition	Req?	Description	Client Field Definition
10	Country Code	3 characters maximum	Y	Must be a valid country code (for example, US or USA). If country is defined as a connected list field, then the country code must be in the connected list data and in the country list in the application.	
11	Country Sub Code	6 characters maximum		Must be a valid country sub-code **NOTE:** This field is primarily used for value added tax (VAT).	
12	Ledger Code	20 characters maximum	Y	Must be a valid ledger. If ledger is defined as a connected list field, then the ledger must be in the connected list data and in the ledger list in the application.	
13	Reimbursement Currency Code	3 characters	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies If currency is defined as a connected list field, then the currency must be in the connected list data and in the currency list in the application.	
14	Cash Advance Account Code	20 characters maximum	N		
15	Active	Y or N	Y		
16 - 21	Organizational Unit 1 - 6 (sequential = 16 - 21)	48 characters maximum		48 characters maximum for each field. **NOTE:** The connected list field in the import must be the code value, not the long name.	
22 - 41	Custom 1 – 20 (sequential = 22 - 41)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any	

#	Name	Definition	Req?	Description	Client Field Definition
				custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
42	Employee Custom 21 (sequential = 43)	48 characters maximum	See Description	As above; used for Expense Group Hierarchy. * Required for new employee; not required for existing employees.	

#	Name	Definition	Req?	Description	Client Field Definition
Employee Preferences: Workflow					
43	Send email when the cash advance status changes	Y or N Default = Y	N		
44	Send email when a cash advance is awaiting approval	Y or N Default = Y	N		
45	Send email when the report status changes	Y or N Default = Y	N		
46	Send email when a report is awaiting approval	Y or N Default = Y	N		
47	Prompt for approver when submitting a report	Y or N Default = N	N		
48	Send email when the request (formerly travel request) status changes	Y or N Default = Y	N		
49	Send email when a request (formerly travel request) is awaiting approval	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
50	Prompt for approver when submitting a request (formerly travel request)	Y or N Default = N	N		
51	Send email when the payment status changes	Y or N Default = Y	N		
52	Send email when a payment is awaiting approval	Y or N Default = Y	N		
53	Prompt for approver when submitting a payment	Y or N Default = N	N		
Employee Preferences					
54	Prompt to add company card transactions to report	Y or N Default = Y	N		
55	Send email when new company card transactions arrive	Y or N Default = Y	N		
56	Send email when faxed receipts received	Y or N Default = Y	N		
57	Display instructional help on the application pages	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
58	Display imaging introduction page	Y or N Default = Y	N		
Approvers					
NOTE: If Request (formerly Travel Request) is enabled, then the Request User and Approver roles and corresponding assignments are imported. A setting in Hosted Management Console, Set AR and TR Approver based on the approver roles, allows you to change the import functionality to reference the roles of the Approver specified in Employee ID of the Request Approver field to determine a user's approver - consult your Expense representative for more information.					
59	Employee ID of the expense report approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
60	Employee ID of the cash advance approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
61	Employee ID of the request (formerly travel request) approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
62	Employee ID of the Invoice approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	

#	Name	Definition	Req?	Description	Client Field Definition
Non-Group Roles					
63	E	1 character • If a user has no other assigned roles, then this role is assigned (Y, N, or blank = Y). • If a user has other assigned roles, then Y = Y; N or blank = N.	N	Note default change of value if existing assigned role **IMPORTANT:** If the employee is a Invoice only user, then a value of N must be supplied for this field!	
64	Approver	Y or N Default = N	N		
Company Card Administrator is a Group Role!					
65	Company Card Administrator	Y or N Default = N	N	If Yes (Y), the user is granted this role at the Global group level. **THIS IS A GROUP ROLE!** Beginning November of 2011 the Company Card Administrator role is Group-aware. Use the 400-level record to specify the Hierarchy node.	
Non-Group Roles, continued…					
66	Integration Administrator (now known as Import/Extract Administrator)	Y or N Default = N	N	Cannot be assigned both this role and the Import/Extract Monitor role as well (see Warning below)	
67	Receipt Processor	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
68	Authorization Request Approver	Y or N Default = N	N	Can approve authorization requests in expense **NOTE:** A Y (Yes) value is used only if the Authorization Request feature is enabled. Otherwise, leave this field with the default value of N (No).	
69	Integration Administrator (Restricted) (now known as Import/Extract Monitor)	Y or N Default = N	N	Cannot be assigned both this role and the Import/Extract Administrator role as well (see Warning below)	
70	Company Info Administrator	Y or N Default = N	N		
71	Offline User	Y or N Default = N	N		
72	Reporting Configuration administrator	Y or N Default = N	N	Consolidation Configuration administrator	
73	Invoice User	Y or N Default = N	N		
74	Invoice Approver	Y or N Default = N	N		
75	Invoice Vendor Manager	Y or N Default = N	N	The Invoice Vendor Manager role is a Group-based role. A value of Y in this field auto-assigns the Default Group role. To assign a specific Vendor Access Group, use the 400-level record set instead of this field.	

#	Name	Definition	Req?	Description	Client Field Definition
76	Expense Audit Required	One of these: • REQ: Required conditionally • ALW: Always required • NVR: Never required	N		
77	BI Manager Employee ID	48 characters maximum	N	Enter the employee ID of the person designated as the user's BI Manager Must be an existing employee ID or in the current import **NOTE:** A validation is run on this field that prevents any circular reporting among users. The field is nulled if the logic is in error.	
78	Request (formerly Travel Request) User	Y or N Default = N	N		
79	Request (formerly Travel Request) Manager	Y or N Default = N	N		
80	Expense Report Approver Employee ID 2	48 characters maximum	N	The second approver that populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	
81	A Payment Request has been Assigned	Y or N Default = Y	N	Send email to a user when the payment request is assigned to that user.	

#	Name	Definition	Req?	Description	Client Field Definition
82 - 83	Future Use 18 - 19 (Sequential is 82 – 83)		N	Reserved for Future Use	
84	Tax Administrator	Y or N Default = N	N		
85	FBT Administrator	Y or N Default = N	N		
86	Travel Wizard User	Y or N Default = N	N		

⚠ **WARNING:** One employee cannot be assigned both the Import/Extract Administrator and the Import/Extract Monitor role. If an employee is already assigned one version of the role, and the load contains a record assigning the other version, the role is not updated and a warning appears in the employee load error log. The administrator must remove the role through the Employee Administrator before the new version can be assigned.

Employee Import (Record Type 305) Format

Please note that when the 305 record is used in conjunction with the 320 record to change employee data, the 320 record must be uploaded and run one day *prior* to running the 305 import. This ensures employee data changed by the 320 record is resident in the system prior to changes included in the 305 record.

NOTE: The import of this record set will override any matching 300-level imported data.

Table 3: Data for record ID "EnhancedEmployeeImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	305	Y	This is a static numeric value always equal to 305. It indicates the Record Type.	

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>2</td><td>First Name</td><td>32 characters maximum</td><td>Y</td><td></td><td></td></tr>
<tr><td>3</td><td>Middle Name</td><td>32 characters maximum</td><td>N</td><td></td><td></td></tr>
<tr><td>4</td><td>Last Name</td><td>32 characters maximum</td><td>Y</td><td></td><td></td></tr>
<tr><td>5</td><td>Employee ID</td><td>48 characters maximum, and must be a unique identification for each employee.</td><td>Y</td><td>NOTE: May only be updated manually or by using the 320-level record.</td><td></td></tr>
<tr><td>6</td><td>Login ID</td><td>64 characters maximum (see Description for restricted characters) and must be a unique identification for each employee.</td><td>Y</td><td>Format of user@domain required.
The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ `{ ^ } \ | / ? > < , ; : "
+ =]
NOTE: May only be updated manually or by using the 320-level record.</td><td></td></tr>
<tr><td>7</td><td>Password</td><td>30 characters maximum, with a requirement that a value be provided if the TEXT 100-level Password Generation option is used.</td><td>Required only for the Travel & Expense product</td><td>When the password is saved it is encrypted in the database.
NOTE: The value for the 100-level Existing Record Handling (REPLACE, WARN, etc.) affects the password like so:
• When UPDATE is used the existing password is retained
• When REPLACE is used the existing password is overwritten</td><td></td></tr>
<tr><td>8</td><td>Email Address</td><td>255 characters maximum</td><td>N</td><td>Should be all lowercase, as johndoe@domain.com
The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : "
+ =]</td><td></td></tr>
</table>

#	Name	Definition	Req?	Description	Client Field Definition
9	Locale Code	5 characters maximum	Y	Value is as stored in the database. The value is based on Java locale standards. For example, "en" is used for English, "de" for German, "ar" for Arabic, etc. Refer to the Appendix in this guide.	
10	Country Code	3 characters maximum	Y	Must be a valid country code (for example, US or USA). If country is defined as a connected list field, then the country code must be in the connected list data and in the country list in the application.	
11	Country Sub Code	6 characters maximum		Must be a valid country sub-code **NOTE:** This field is primarily used for value added tax (VAT).	
12	Ledger Code	20 characters maximum	Y	Must be a valid ledger. If ledger is defined as a connected list field, then the ledger must be in the connected list data and in the ledger list in the application.	
13	Reimbursement Currency Code	3 characters	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies If currency is defined as a connected list field, then the currency must be in the connected list data and in the currency list in the application.	
14	Cash Advance Account Code	20 characters maximum	N		
15	Active	Y or N	Y		

#	Name	Definition	Req?	Description	Client Field Definition
16 - 21	Organizational Unit 1 - 6 (sequential = 16 - 21)	48 characters maximum		48 characters maximum for each field. **NOTE:** The connected list field in the import must be the code value, not the long name.	
22 - 41	Custom 1 - 20 (sequential = 22 - 41)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	

#	Name	Definition	Req?	Description	Client Field Definition
42	Employee Custom 21 (sequential = 42)	48 characters maximum	See Description	As above; used for Expense Group Hierarchy. * Required for new employee; not required for existing employees.	
Employee Preferences: Workflow					
43	Send email when the cash advance status changes	Y or N Default = Y	N		
44	Send email when a cash advance is awaiting approval	Y or N Default = Y	N		
45	Send email when the report status changes	Y or N Default = Y	N		
46	Send email when a report is awaiting approval	Y or N Default = Y	N		
47	Prompt for approver when submitting a report	Y or N Default = N	N		
48	Send email when the request (formerly travel request) status changes	Y or N Default = Y	N	**NOTE:** This preference is enforced only if Request User and/or Request Manager (Approver) role is set to Y in this file.	

#	Name	Definition	Req?	Description	Client Field Definition
49	Send email when a request (formerly travel request) is awaiting approval	Y or N Default = Y	N	**NOTE:** This preference is enforced only if Request User and/or Request Manager (Approver) role is set to Y in this file.	
50	Prompt for approver when submitting a request (formerly travel request)	Y or N Default = N	N		
51	Send email when the payment status changes	Y or N Default = Y	N		
52	Send email when a payment is awaiting approval	Y or N Default = Y	N		
53	Prompt for approver when submitting a payment	Y or N Default = N	N		
Employee Preferences					
54	Prompt to add company card transactions to report	Y or N Default = Y	N		
55	Send email when new company card transactions arrive	Y or N Default = Y	N		
56	Send email when faxed receipts received	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
57	Display instructional help on the application pages	Y or N Default = Y	N		
58	Display imaging introduction page	Y or N Default = Y	N		
Approvers					
NOTE: If Request (formerly Travel Request) is enabled, then the Request User and Approver roles and corresponding assignments are imported. A setting in Hosted Management Console, Set AR and TR Approver based on the approver roles, allows you to change the import functionality to reference the roles of the Approver specified in Employee ID of the Request Approver field to determine a user's approver - consult your Expense representative for more information.					
59	Employee ID of the Expense Report Approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
60	Employee ID of the Cash Advance Approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
61	Employee ID of the Request Approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	
62	Employee ID of the Invoice Approver	48 characters maximum	N	Must be an existing employee ID or in the current import. (See Note above.)	

#	Name	Definition	Req?	Description	Client Field Definition
Non-Group Roles					
63	Expense User	1 character • If a user has no other assigned roles, then this role is assigned (Y, N, or blank = Y). • If a user has other assigned roles, then Y = Y; N or blank = N.	N	Note default change of value if existing assigned role **IMPORTANT:** If the employee is a Invoice only user, then a value of N must be supplied for this field!	
64	Expense and/or Cash Advance Approver	Y or N Default = N	N		
Company Card Administrator is a Group Role!					
65	Company Card Administrator	Y or N Default = N	N	If Yes (Y), the user is granted this role at the Global group level. **THIS IS A GROUP ROLE!** Beginning November of 2011 the Company Card Administrator role is Group-aware. Use the 400-level record to specify the Hierarchy node.	
Non-Group Roles, continued…					
66	Future Use		N	Reserved for Future Use	
67	Receipt Processor	Y or N Default = N	N		
68	Future Use		N	Reserved for Future Use	
69	Import/Extract Monitor	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
70	Company Info Administrator	Y or N Default = N	N		
71	Offline User	Y or N Default = N	N		
72	Reporting Configuration administrator	Y or N Default = N	N	Consolidation Configuration administrator	
73	Invoice User	Y or N Default = N	N		
74	Invoice Approver	Y or N Default = N	N		
75	Invoice Vendor Manager	Y or N Default = N	N	The Invoice Vendor Manager role is a Group-based role. A value of Y in this field auto-assigns the Default Group role. To assign a specific Vendor Access Group, use the 400-level record set instead of this field.	
76	Expense Audit Required	One of these: • REQ: Required conditionally • ALW: Always required • NVR: Never required	N		

#	Name	Definition	Req?	Description	Client Field Definition
77	BI Manager Employee ID	48 characters maximum	N	Enter the employee ID of the person designated as the user's BI Manager Must be an existing employee ID or in the current import **NOTE:** A validation is run on this field that prevents any circular reporting among users. The field is nulled if the logic is in error.	
78	Request User	Y or N Default = N	N		
79	Request Approver	Y or N Default = N	N		
80	Expense Report Approver Employee ID 2	48 characters maximum	N	The second approver that populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	
81	A Payment Request has been Assigned	Y or N Default = Y	N	Send email to a user when the payment request is assigned to that user.	
82	Future Use		N	Reserved for Future Use **NOTE:** Was Concur Invoice User role (field), and is now retired. The Invoice current interface is accessed by a user via an entity module setting and no longer by assignment of this role.	
83	Future Use		N	Reserved for Future Use **NOTE:** Was Travel and Expense User role (field), and is now retired.	
84	Tax Administrator	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
85	FBT Administrator	Y or N Default = N	N		
86	Travel Wizard User	Y or N Default = N	N		
87	Employee Custom 22	48 characters maximum	See Description	Used for Invoice Group Hierarchy. * Required for new employee; not required for existing employees. 48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. “10000.00”) ♦ Text: Value must be less than or	

#	Name	Definition	Req?	Description	Client Field Definition
				equal to max_length and pass whatever validation is specified for the field.	
88	Request Approver Employee ID 2	48 characters maximum	N	The second approver that populates the **Default Approver 2** field in Workflow when adding an Approver step. Must be an existing employee ID.	
89	Is Non Employee	Y or N blank = N	N	Use to designate as a user who is not an employee, for example to exclude from Attendees and other features.	
90	Reimbursement Type	The supported values are: • ADPPAYR: ADP Payroll • CNQRPAY: Expense Pay by Concur • APCHECK: Accounts Payable/Company Check • PMTSERV: Other Reimbursement Method	N*	This field specifies the reimbursement method for the employee's reports. * Not a Required field type, but if used, please notes dependencies if the **ADPPAYR** reimbursement method type is specified in this field.	
91	ADP Employee ID		N*	The identifier for the employee within ADP, also known as the "Employee File Number". * This field is required if the ADP Reimbursement type is used.☐	
92	ADP Company Code		N*	The company code for the employee within ADP. * This field is required if the ADP Reimbursement type is used.	

#	Name	Definition	Req?	Description	Client Field Definition
93	ADP Deduction Code		N*	The deduction code for the employee within ADP. * This field is required if the ADP Reimbursement type is used.	
94 - 137	Future Use 7 - 50 (sequential = 94 - 137)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified: ♦ List (custom and connected): Validated against the code value, not the long name, for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	

⚠ **WARNING:** One employee cannot be assigned both the Import/Extract Administrator and the Import/Extract Monitor role. If an employee is already assigned one version of the role, and the load contains a record assigning the other version, the role is not updated and a warning appears in the employee load error log. The administrator must remove the role through the Employee Administrator before the new version can be assigned.

User Primary Field Addendum Import (Record Type 310) Format

NOTE: This record importer is used in place of the 305-level EmployeeImporter record, in combination with the 350-level TravelAddendum record, where the employee will be only a Travel user.

Table 4: Data for record ID "UserPrimaryFieldAddendumImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	310	Y	This is a static numeric value always equal to 310. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y		
3	Login ID	64 characters maximum (see Description for restricted characters).	Y	Format of user@domain required. The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	
4	First Name	32 characters maximum	Y		
5	Middle Name	32 characters maximum	N*	* The middle name must be populated accurately in User Profile in order for the employee to meet TSA requirements when traveling.	
6	Last Name	32 characters maximum	Y		

#	Name	Definition	Req?	Description	Client Field Definition
7	Email Address	255 characters maximum	Y	Should be all lowercase, as johndoe@domain.com The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]	
8	Password	255 characters maximum	Required only for the Travel & Expense	When the password is saved it is encrypted in the database. **NOTE:** The value for the 100-level Existing Record Handling (REPLACE, WARN, etc.) affects the password like so: • When UPDATE is used the existing password is retained • When REPLACE is used the existing password is overwritten	
9	Locale Code	5 characters maximum	N		
10	Expense User	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 305 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
11	Expense Approver	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 305 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	

#	Name	Definition	Req?	Description	Client Field Definition
12	Invoice User	Y or N	N	Indicates if the user can submit expense reports. If set to Y, either a 305 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
13	Invoice Approver	Y or N	Y	Indicates if the user can submit expense reports. If set to Y, either a 305 record must be present or the employee must already exist in the Expense database. **NOTE:** For Travel-only users implementing the 310 & 350 import combination this field MUST be N (No).	
14	Travel User	Y or N	Y	Indicates if the user can book trips.	
15	Active	Y or N	Y		
16	No Middle Name	Y or N	N	Set this value to Y if it is known that the employee does not have a middle name and no value is being passed in the middle name field. Set this value to N if a value is being passed in the middle name field but it is not known if this is the employee's full middle name, for example, an initial. If the full middle name is provided this value may be left blank.	
17	Locate and Alert	Values include: • Enrolled • Sensitive • Not enrolled	N	Locate and Alert must be enabled for this role to be applied. Otherwise, it will fail silently (the import is not blocked, but the role is not assigned).	

#	Name	Definition	Req?	Description	Client Field Definition
18	ExpenseIt User	Y or N	N	ExpenseIt must be enabled for this role to be applied. Otherwise, it will fail silently (the import is not blocked, but the role is not assigned).	
19 - 24	Future Use 5 - 10 (sequential = 19 - 24)		N	Reserved for future use.	

Update ID Information Import (Record Type 320) Format

The 320-level record is the only valid method of updating a user's Employee ID and Login ID values. As a best practice, the administrator will want to perform the 320 import in sequence as follows:

- Keep the 320 update separate from updates in the 305 or 310 imports to prevent issues updating the employee.
- Upload the 320 one day (that is, overnight) *prior* to running the 305 import to ensure employee information updates in the proper sequence.

NOTE: The update will likely fail if the user has an invalid currency.

⚠ **IMPORTANT:** Clients currently using the Email or Composite login options must contact Concur Client Support to successfully update their employee's ID information using the 320-level record set. (The Composite login option is the backwards-compatible option for clients that want to use the Classic user interface approach to login into Concur Travel & Expense.)

Table 5: Data for record ID "UpdateIDInformationImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	320	Y	This is a static numeric value always equal to 320. It indicates the Record Type.	
2	Current Employee ID	48 characters maximum	Y	The Employee ID value that is being used for the employee at this time.	

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>3</td><td>New Employee ID</td><td>48 characters maximum</td><td>N</td><td>The new Employee ID value that will replace the current Employee ID.</td><td></td></tr>
<tr><td>4</td><td>New Login ID</td><td>64 characters maximum</td><td>N</td><td>The new Login ID value that will replace the current Login ID.
Format of user@domain required.
The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>5 - 9</td><td>Future Use 1 - 5 (sequential 5 - 9)</td><td></td><td>N</td><td>Reserved for future use.</td><td></td></tr>
</table>

Travel Addendum Import (Record Type 350) Format

The 350-level record is used with either the 305-level (Expense & Travel user) or the 310-level (Travel only user) record block, or the user must already exist in the Expense database / system.

⚠ The 350 record import functionality is not available if either the Email or Composite login option is used (the Composite login option is the backwards-compatible option for clients that want to use the Classic user interface approach to login into Concur Travel & Expense).

Table 6: Data for record ID "TravelAddendumImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	350	Y	This is a static numeric value always equal to 350. It indicates the Record Type	
2	Employee ID	48 characters maximum	Y	Must match a 305-level record in this file	
3	Name Prefix	60 characters maximum	N	Must contain these exact values (Lord, Lady, Sir, Mr., Miss, Ms., Mrs., Dr., Rev., Prof., Prof)	

#	Name	Definition	Req?	Description	Client Field Definition
4	Name Suffix	60 characters maximum	N	Must contain these exact values (Jr., Sr., I, II, III, IV, V)	
5	Nick Name	60 characters maximum	N	Informal, non-birth name employee is known as.	
6	Redress Number	13 characters maximum	N	A varchar (13) that identifies users who have gone through a process to verify they are not on the no-fly list. **NOTE:** This field is not currently active and any value is ignored.	
7	Gender	1 character • M: Male • F: Female	N		
8	Date of Birth	10 characters maximum	N	Must match format "YYYYMMDD".	
9	Employee ID of the Travel Approver	128 characters maximum	N	Must match either an existing employee in the travel database or a Record 310 and 350 record in this file	
10	Job Title	255 characters maximum	N		
11	Work Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
12	Work Phone Extension	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
13	Work Fax	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
14	Home Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
15	Cell Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	

#	Name	Definition	Req?	Description	Client Field Definition
16	Pager Phone	60 characters maximum	N	Value will be moved to Travel as formatted in the file	
17	Travel Name Remark	30 characters maximum	N		
18	Travel Class Name (Same as "Rule Class" in Travel Settings)	60 characters maximum	N	Value must exactly match Travel Class name maintained in Travel (Default Travel Class will be set for new accounts if no value is provided)	
19	GDS Profile Name	60 characters maximum	N	The name of the profile in the GDS system. This value associates a Concur Travel profile to the GDS profile.	
20	Org Unit/Division	60 characters maximum	N	Value must exactly match an Org Unit/Division value setup for the company	
21	Home Street Address	255 characters maximum	N		
22	Home City	30 characters maximum	N		
23	Home State	30 characters maximum	N		
24	Home Postal Code	20 characters maximum	N		
25	Home Country	2 characters	N	Must be a valid country code	
26	Work Street Address	255 characters maximum	N		
27	Work City	30 characters maximum	N		
28	Work State	30 characters maximum	N		

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>29</td><td>Work Postal Code</td><td>20 characters maximum</td><td>N</td><td></td><td></td></tr>
<tr><td>30</td><td>Work Country</td><td>2 characters</td><td>N</td><td>Must be a valid country code</td><td></td></tr>
<tr><td>31</td><td>Email 2</td><td>255 characters maximum</td><td></td><td>The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>32</td><td>Email 3</td><td>255 characters maximum</td><td></td><td>The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>33 - 57</td><td>Custom 1 - 25 (sequential = 33 - 57)</td><td>255 characters maximum</td><td>N</td><td>Values must conform to custom field parameters set up in Company Administration; Applies to all custom fields</td><td>Each custom field column must be of format CustomFieldName=CustomFieldValue where CustomFieldName is the name of the field defined in Travel.
For example:
<code>(,,,,,,,,GLCODE=1234,,,,,,)</code></td></tr>
<tr><td>58</td><td>XML Profile Synchronization ID</td><td>64 characters maximum</td><td>N</td><td>The unique, client-assigned Travel user identifier that allows the user profile to be synchronized with other vendors.
IMPORTANT: The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { - ^ } \ | / ? > < , ; : " + =]</td><td></td></tr>
<tr><td>59</td><td>Profile User Permission</td><td>Y or N</td><td>N</td><td>Allows access to Travel and allows profiles to be saved to the GDX or external XML synchronizing tools, but user cannot book trips through the Travel Wizard.</td><td></td></tr>
</table>

#	Name	Definition	Req?	Description	Client Field Definition
60	Amadeus User Permission	Y or N	N	Indicates if the user can have trips imported from AeTM. See the section *Importing AeTM User Information Into Concur* below for information on using Custom fields to import the following information: • Community ID • Login ID	
61	Open Booking User Permission	Y or N	N	**NOTE:** For clients using Open Booking. Assigns the Open Booking User role to the user.	
62 - 67	Future Use 5 - 10 (sequential = 62 - 67)		N	Reserved for future use.	

Importing AeTM User Information Into Concur

Authentication for clients who use AeTM requires that each AeTM user be matched to an existing Concur user. To accomplish this, two 350-level Custom fields (any pair) must be configured to include the existing Community ID and Login Name values associated with the AeTM user. This means the client must collect and include this data in the import in order to successfully match the AeTM user across the two systems.

The table below describes the AeTM-required user information for import to Concur:

<table>
<tr><th>Field</th><th>Also Known As</th><th>Description</th></tr>
<tr><td>Community ID</td><td>Site Code</td><td>An 8-character alphanumeric code identifying the client's AeTM implementation. The first four characters represent the Level 1 ID, in which all users are created.</td></tr>
<tr><td>Login Name</td><td>Real Login</td><td>The user's login ID, which may or may not be the same as the User ID. This 64-character field is unique within a Level 1 community.
The following characters cannot be used as a value for this record:
% [# ! * & ( ) ~ ` { ^ } \ | / ? > < , ; : " + =]</td></tr>
</table>

The 350-level custom fields should be configured as follows:

Field	Import Data File Syntax
Community ID	AETM_COMMUNITY_ID=<8 characters max.>
Login Name	AETM_LOGIN_ID= <64 characters max.>

On import, the data in the two custom fields is stored in AeTM-specific fields in the application. When the first itinerary is synched to Concur for the user, the additional field for AeTM Traveler ID –the unique system identifier for the user within the AeTM system – is added to the employee's Concur profile.

Invoice Employee Import (Record Type 360) Format

NOTE: If the 360 record set is used in conjunction with the 305/310 records, the system will honor the last record set feed, meaning that any duplicate role assignments, etc. will be superseded by the last same record value.

Table 7: Data for record ID "EmployeeImporterInvoice"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	360	Y	This is a static numeric value always equal to 360. It indicates the Record Type	
2	Employee ID	48 characters maximum	Y		
3	Invoice User Role	Y or N	N		
4	Invoice Approver Role	Y or N	N		
5	Invoice Vendor Approver Role	Y or N	N		

#	Name	Definition	Req?	Description	Client Field Definition
6	Invoice AP User Role	Y or N	N	The Invoice AP User role is a Group-based role. A value of Y in this field auto-assigns the Default Group role. To assign a specific Vendor Access Group, use the 400-level record set instead of this field. The Invoice User role is required in order to assign this role.	
7	Invoice Payment Manager Role	Y or N	N		
8	Invoice Purchasing Role	Y or N	N		
9	Purchase Request User	Y or N	N		
10	Purchase Request Approver	Y or N	N		
11 - 15	Future Use 3 - 7 (sequential 11 - 15)		N	Reserved for future use	
16	Send email when the purchase request status changes	Y or N	N		
17	Send email when the purchase request is awaiting approval	Y or N	N		

#	Name	Definition	Req?	Description	Client Field Definition
18	Default Purchase Request Approver Employee ID	48 characters maximum	N	Must be an existing employee ID	
19	Payment Approver Employee ID	48 characters maximum	N	Must be an existing employee ID	
20	Send email when the payment status changes	Y or N Default = Y	N		
21	Send email when a payment is awaiting approval	Y or N Default = Y	N		
22	Prompt for approver when submitting a payment	Y or N Default = N	N		
23	Send email when the payment request is assigned to a user	Y or N Default = Y	N		
24	Send email when a request is assigned to purchasing	Y or N Default = Y	N		
25	Send email when a request is sent back from purchasing	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
26	Send email when a fax image is available for a payment request	Y or N Default = Y	N		
27	Prompt a user with a window to create new line items when creating a new payment request	Y or N Default = Y	N		
28	Default Shipping Address	32 characters maximum	N	This field applies to Purchase Requests. This is the shipping location code provided by the client that uniquely identifies the default shipping address associated with this user, and that will be utilized when creating a Purchase Request.	
29	Display Image Inline	Y or N Default = N	N	This field causes the image associated with the request to always display inline (beside) the request in the user interface. **NOTE:** If Auto Open Image (below) is set to Y, this field is automatically set to Y as well.	
30	Auto Open Image	Y or N Default = N	N	This field causes the image associated with the request to always open automatically when the request is opened. **NOTE:** If this field is set to Y, Display Image Inline (above) is automatically set to Y as well.	
31 - 35	Future Use 16 - 20 (sequential 31 - 35)		N	Reserved for future use	

Statement Employee Import (Record Type 370) Format

This record set grants or revokes the Statement User and Statement Manager roles, and establishes the Statement Approver for the employee.

Table 8: Data for record ID "EmployeeImporterPcard"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	370	Y	This is a static numeric value always equal to 370. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y		
3	Statement Report User	Y or N Default = N	N	A user granted this role is automatically assigned the Traveller role as well.	
4	Statement Report Approver	Y or N Default = N	N	A user granted this role is automatically assigned the Manager role as well.	
5	Employee ID of the employee's Statement Report Approver	48 characters maximum	N		
6 - 30	Future Use 1 - 25	N/A	N		

Role Import (Record Type 400) Format

NOTE: Since role information is specific to Expense and since employee import data is generally obtained from a client's internal Human Resources/Personnel system, the role information is rarely included in the employee import.

Table 9: Data for record ID "RoleImport"

#	Name	Definition	Req?	Description	Client Field Definition

1	Transaction Type	400	Y	This is a static numeric value always equal to 400. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y (see Description)	If Role Import is used, then this field is required; must be an existing employee ID or in the current import	
3	Role Code	15 characters maximum	Y	Must be a valid role, for any of the following roles:	

Code	Role	Client Field Definition
ACCT_AUDIT_MGR	Expense Processor Audit **NOTE:** A user cannot be assigned the audit role and any other Expense processor role.	
ACCT_CLERK	Expense Processor **NOTE:** A user cannot be assigned the audit role and any other Expense processor role.	
ACCT_MANAGER	Expense Processor Manager **NOTE:** A user cannot be assigned the audit role and any other Expense processor role.	
BDGT_APPROVER	Budget Approver	
CARD_ADMIN	Company Card administrator	
CASHADV_ADMIN	Expense Cash Advance administrator	
EMPLOYEE_ADMIN • EMP_ADM_BI_PER • EMP_ADM_EXP_PER • EMP_ADM_PMT_PER	Employee administrator **NOTE:** Each user assigned Employee admin must also be assigned permissions for reporting (BI), expense, and payment (Invoice). These additional permissions govern the roles the employee administrator can assign for the employees in his or her assigned groups.	
EXP_ADMIN	Expense Configuration administrator **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	

Code	Role	Client Field Definition
EXP_ADMIN_RO	Expense Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
EXP_PROXY_LOGON	Expense Proxy Logon	
GROUP_ANALYST	CAS Analyst	
INVOICE_RCVR	Invoice (Payment) Processor	
PAYMENT_AUDITOR	Invoice (Payment) Processor Audit **NOTE:** A user cannot be assigned the Processor Audit role and any other Invoice (Payment) processor role.	
PMT_ACCT_CLERK	Invoice (Payment) Processor **NOTE:** A user cannot be assigned the Invoice (Payment) processor role and an audit role.	
PMT_ACCT_MGR	Invoice (Payment) Processor Manager **NOTE:** A user cannot be assigned the Invoice (Payment) Processor Manager role and an audit role.	
PMT_ADMIN	Invoice (Payment) Configuration administrator **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
PMT_ADMIN_RO	Invoice (Payment) Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
PMT_AP_USER	Invoice (Payment) AP User	
PMT_PROXY_LOGON	Invoice (Payment) Proxy Logon	
PMT_VENDOR_APPROVER	Invoice (Payment) Vendor Manager **NOTE:** Use this field when assigning Vendor Access Groups, and note that this field does not honor the 100-level Existing Record Handling REPLACE functionality.	

Code	Role	Client Field Definition
REQ_ADMIN	Request Configuration administrator **NOTE:** A user cannot be assigned the admin role and the restricted admin rolep.	
REQ_ADMIN_RO	Request Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
REQ_PROCESSOR1	TMC Agent **NOTE:** A user cannot be assigned more than one Request processor role.	
REQ_PROCESSOR2	Request (formerly Travel Request) Administrator **NOTE:** A user cannot be assigned more than one Request processor role.	
REQ_PROCESSOR3	Request (formerly Travel Request) Auditor **NOTE:** A user cannot be assigned more than one Request processor role.	
REQ_PROXY_LOGON	Request Proxy Logon	
RISK_PROCESSOR	Processor for Risk Management **NOTE:** A user ***cannot*** be assigned this role and one of the other Request processor roles.	
RPTNET_BUS_AUTH	Cognos Business Author **NOTE:** A user ***cannot*** be assigned this role and the Cognos Professional Author or Cognos Consumer roles – only one of these three may be assigned.	
RPTNET_CONSUMER	Cognos Consumer **NOTE:** A user ***cannot*** be assigned this role and the Cognos Professional Author or Cognos Business Author roles – only one of these three may be assigned.	

Code	Role	Client Field Definition
STMT_ACCT_CLERK	Statement Report Processor Users with this role must also have the ACCT_CLERK role (i.e. able to process Expense Reports).	
STMT_ACCT_MGR	Statement Report Processor Manager Users with this role must also have the ACCT_MANAGER role (i.e. able to process Expense Reports).	
STMT_ACCT_AUDT	Statement Report Processor Manager (Audit) Users with this role must also have the ACCT_AUDIT_MGR role.	
PUR_PROXY_LOGON	Purchase Request Proxy User This role may proxy for any user assigned the Purchase Request User role.	
BUDG_RPT_USER	Budget Role for Cognos This role must also be assigned a Cognos role, at which time they will have access to reporting information against the Budget Hierarchy level they are assigned to.	
SHARED_ADMIN	Shared Configuration administrator Hierarchy segment values are used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group. **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
SHARED_ADMIN_ RO	Shared Configuration administrator (restricted) **NOTE:** A user cannot be assigned the admin role and the restricted admin role.	
TRAVEL_ADMIN	Travel administrator	

#	Name	Definition	Req?	Description	Client Field Definition
4	Segment 1 - 10 (sequential = 7 - 16)		N		

NOTE: Additional roles such as the Cognos Professional Author, Tax Administrator, and Tax Administrator (Restricted) are assigned only by using the Employee Administrator tool.

⚠ **WARNING:** As indicated in the table above, a user cannot be assigned certain overlapping roles. If an employee is already assigned one version of the role and the load contains a record assigning the other version, the role is not updated and a warning appears in the employee load error log. The administrator must remove the role through the Employee Administrator before the new version can be assigned.

Delegate Import (Record Type 500) Format

Table 10: Data for record ID "DelegateImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	500	Y	This is a static numeric value always equal to 500. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y (see Description)	If Delegate Import is used, then this field is required; must be an existing employee ID or in the current import.	
3	Delegate ID	48 characters maximum	Y	Must be an existing employee ID or in the current import.	
4	Product Code	Case insensitive; use either: • EXP: Expense • PMT: Invoice	Y	Use these values to direct whether options change Expense or Invoice delegate options listed in this table	

#	Name	Definition	Req?	Description	Client Field Definition
NOTE: The options below are used for Expense and Invoice. If EXP is entered in the Product Code field, then these options apply to Expense. If PMT is entered in the Product Code field, then these options apply to Invoice.					
5	Can Prepare Reports*	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
6	Can Submit Reports*	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
7	Can Approve Reports*	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
8	Can Temporarily Approve Reports*	Y or N Default = N	N	If Y, then are both Temporarily Approval Delegation From Date and Temporarily Approval Delegation To Date are required. The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	
9	Temporarily Approval Delegation From Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
10	Temporarily Approval Delegation To Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
11	Can View Receipt Images	Y or N Default = N	N	The Delegate Configuration for the Group the employee belongs to takes priority over this setting.	

#	Name	Definition	Req?	Description	Client Field Definition
* *Reports* refers to both Expense reports and Invoice requests.					

Enhanced Delegate Import (Record Type 550) Format

NOTE: Privileges granted to a delegate using this record activate *both* the Employee and User Administrator delegate settings for the employee – the user interface will reflect this change on successful import.

Table 11: Data for record ID "EnhancedDelegateImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	550	Y	This is a static numeric value always equal to 550. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y (see Description)	If Delegate Import is used, then this field is required; must be an existing employee ID or in the current import.	
3	Delegate ID	48 characters maximum	Y	Must be an existing employee ID or in the current import.	
4	Product Code	Case insensitive; use either: • EXP: Expense • PMT: Invoice	Y	The product value you choose here means all choices you make using options below apply to that product. **NOTE:** Request (formerly Travel Request) delegates share all options if EXP is selected for this field - only the ability to submit requests is excepted, and that can be set using the Can Submit Request field, below.	
NOTE: The options below are used for Expense and Invoice. If EXP is entered in the Product Code field, then these options apply to Expense. If PMT is entered in the Product Code field, then these options apply to Invoice.					
5	Can Prepare Reports*	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
6	Can Submit Reports*	Y or N Default = N	N		
7	Can Approve Reports*	Y or N Default = N	N		
8	Can Temporarily Approve Reports*	Y or N Default = N	N	If Y, then are both Temporarily Approval Delegation From Date and Temporarily Approval Delegation To Date are required.	
9	Temporarily Approval Delegation From Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
10	Temporarily Approval Delegation To Date	8 characters maximum; must be in the following format: YYYYMMDD	Dependency: See Can Temporarily Approve Reports Description		
11	Can View Receipt Images	Y or N Default = N	N		
12	Can Receive Email	Y or N Default = N	N		
13	Can Receive Email Approval	Y or N Default = N	N		
14	Can Use Business Intelligence	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
15	Can submit Request (formerly Travel Request)	Y or N Default = N	N	If Y, delegate can submit requests.	
16	Can preview report for approval	Y or N Default = N	N	Delegate is permitted to prepare an expense report for approval (Expense Admin > Delegate Configuration > Delegate can preview report for approver). **NOTE:** Applies to Expense and Request	
17 - 18	Future Use 4-5 (sequential = 17 - 18)	N/A	N/A	Reserved for future use	
* *Reports* refers to both Expense reports and Invoice payment requests.					

Card Account Import (Record Type 600) Format

NOTE: If you intend on synchonizing a card account with the Travel product, you must use the 650 record set and not the 600 record set. This is because the 650 record set includes the Card Type and Expiration Date fields that are required to complete this task.

Table 12: Data for record ID "CardAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	If Card Account Import is used, then this field is required; must be an existing employee ID or in the current import.	
3	Name on Card	255 characters maximum	Y		

#	Name	Definition	Req?	Description	Client Field Definition
4	Payment Type Name	80 characters maximum	Y	Must be a valid payment type	
5	Account Number	16 characters maximum	Y	**NOTE:** There is no validation to verify the number of digits with the card type.	
6	Effective Date	8 characters maximum; must be in the following format: YYYYMMDD	N	**NOTE:** For each company card transaction that is imported, Expense compares the transaction's Posted Date to the effective date for the associated card. Then: • If the Posted Date is earlier than the effective date, then the transaction is not imported • If the effective date has not been set, then all transactions are imported regardless of the Posted Date	
7	Credit Card Clearing Account	20 characters maximum	N		

Enhanced Card Account Import (Record Type 650) Format

NOTE: If you intend on synchronizing a card account with the Travel product, you must use the 650 record set and not the 600 record set. This is because the 650 record set includes the Card Type and Expiration Date fields that are required to complete this task.

Table 13: Data for record ID "EnhancedCardAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	650	Y	This is a static numeric value always equal to 650. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	If Card Account Import is used, then this field is required; must be an existing employee ID or in the current import.	

#	Name	Definition	Req?	Description	Client Field Definition
3	Name on Card	255 characters maximum	Y		
4	Payment Type Name	80 characters maximum	Y	Must be a valid payment type.	
5	Account Number	16 characters maximum	Y	**NOTE:** There is no validation to verify the number of digits with the card type.	
6	Effective Date	8 characters maximum, must be in the format YYYYMMDD	N	**NOTE:** For each company card transaction that is imported, Expense compares the transaction's Posted Date to the effective date for the associated card. Then: • If the Posted Date is earlier than the effective date, then the transaction is not imported • If the effective date has not been set, then all transactions are imported regardless of the Posted Date	
7	Credit Card Clearing Account	20 characters maximum	N		

#	Name	Definition	Req?	Description	Client Field Definition
8	Card Type	2 characters maximum Valid Values: • AX: American Express • CA: MasterCard • CB: Carte Blanche • DC: Diners Club • DS: Discover • EC: EuroCard • ER: ENROUTE • JC: JCB International • OT: Other • TP: UATP Card • VI: VISA	Y	This field is required for the card account to be included in the card account extract to Travel.	
9	Expiration Date	8 characters maximum, must be in the format YYYYMMDD	N*	The date the card account expires. *Required if you intend to synch this card account with Travel.	
10	Billing Address	1000 characters maximum	N	The billing address the card provider uses when posting mail to the employee for this card account.	
11	Billing City	30 characters maximum	N	The billing city the card provider uses when posting mail to the employee for this card account.	
12	Billing State	30 characters maximum	N	The billing state the card provider uses when posting mail to the employee for this card account.	
13	Billing Postal Code	20 characters maximum	N	The billing postal code the card provider uses when posting mail to the employee for this card account.	

#	Name	Definition	Req?	Description	Client Field Definition
14	Billing Country Code	2 characters	N	The two-letter, ISO Country Code for the country where the card holder's bill is sent.	
NOTE: Using a value of $BLANK$ in *all* four of the "Program" fields below will automatically unlink the card account from the card program.					
15	Card Program Type	5 characters maximum	N/Y*	The type of card program to which the account will be linked. Must be a valid Card Program Type: • PURCH (Purchasing Card Program)	
16	Card Program Country	2 characters	N/Y*	ISO 2-character alpha code for the country in which the card is issued (e.g. US, CA)	
17	Card Program Issuer	64 characters maximum **Case sensitive** – *must* match the name used for Card Program configuration exactly (ex: US BANK; US Bank; etc.)!	N/Y*	The name of the provider (issuer) of the card.	
18	Card Program Name	64 characters maximum **Case sensitive** – *must* match the name used for Card Program configuration exactly (ex: US BANK; US Bank; etc.)!	N/Y*	The name of card program to which the account will be linked. This value must be a valid Card Program Name.	
* All four fields required in import and populated if using the Company Billed Statements (CBS) feature.					
19	Sync Account to Travel	Y or N NULL (Blank) Default = NULL	N	Determines if the specified account should be included in the Employee Extract to Travel job. If not, select N; if yes, select Y; if left blank defaults to NULL.	

#	Name	Definition	Req?	Description	Client Field Definition
20 – 24	Future Use 6-10 (sequential = 20 - 24)	N/A	N/A	Reserved for future use.	

Authorized Approver Import (Record Type 700) Format

Table 14: Data for record ID "AuthorizedApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	700	Y	This is a static numeric value always equal to 700. It indicates the Record Type.	
2	Approval Type	Case insensitive; use either: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request)	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table	
3	Employee ID	48 characters maximum	Y	If Authorized Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights If blank, resolves to the global group.	
14	Exception Approval Authority	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
15	Approval Limit	Numeric	N	Specified in the approval limit currency If used, then Approval Limit Currency Code below is required.	
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	

Cost Object Approver Import (Record Type 710) Format

Table 15: Data for record ID "CostObjectApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	710	Y	This is a static numeric value always equal to 710. It indicates the Record Type.	
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	

#	Name	Definition	Req?	Description	Client Field Definition
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group.	
14	Exception Approval Authority	Y or N Default = N	N		
15	Approval Limit	Numeric	N	Specified in the approval limit currency. If used, then Approval Limit Currency Code below is required.	
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	
17	Level	1 number (1, 2, 3, etc.)	N	The approval level of the employee. This denotes the sequential order in which the employee(s) will approve the report or request.	

Authorized Approver With Level Import (Record Type 720) Format

Table 16: Data for record ID "AuthApproverWithLevelImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	720	Y	This is a static numeric value always equal to 720. It indicates the Record Type.	

#	Name	Definition	Req?	Description	Client Field Definition
2	Approval Type	Case insensitive; use either: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group.	
14	Exception Approval Authority	Y or N Default = N	N		
15	Approval Limit	Numeric	N	Specified in the approval limit currency. If used, then Approval Limit Currency Code below is required.	
16	Approval Limit Currency Code	3 characters	Dependency: See Approval Limit Description	If Approval Limit is used then this is required. Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	

#	Name	Definition	Req?	Description	Client Field Definition
17	Level	1 number (1, 2, 3, etc.)	N	The approval level of the employee. This denotes the sequential order in which the employee(s) will approve the report or request.	

Insight Budget Approver Import (Record Type 730) Format

Please note the user associated with *Employee ID* must already be assigned the Budget Approver role.

Table 17: Data for record ID "BudgetApproverImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	730	Y	This is a static numeric value always equal to 730. It indicates the Record Type.	
2	Period Start Date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
3	Period End Date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
4	Employee ID	48 characters maximum	Y	Must be an existing employee ID or in the current import, and assigned the Budget Approver role prior to assigning the attributes in this record set.	
5 - 14	Segment 1 - 10 (sequential = 5 - 14)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights. If blank, resolves to the global group.	
15	Starting Amount	Numeric	Y	Specified in the budgeted amount currency	

#	Name	Definition	Req?	Description	Client Field Definition
16	Starting Amount currency code	3 characters	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system (reimbursement) currencies	
17 - 26	Future Use field 1 to 10 (sequential = 17 - 26)		N	Reserved for future use.	

Delete Authorized Approver Import (Record Type 750) Format

Table 18: Data for record ID "DeleteAuthorizedApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	750	Y	This is a static numeric value always equal to 750. It indicates the Record Type.	
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Authorized Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	

#	Name	Definition	Req?	Description	Client Field Definition
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights that you want to delete If blank, resolves to the global group.	

Delete Cost Object Approver Import (Record Type 760) Format

Table 19: Data for record ID "DeleteCostObjectApproverImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	760	Y	This is a static numeric value always equal to 760. It indicates the Record Type.	
2	Approval Type	Case insensitive; use: • EXP: Expense Report • PMT: Payment Request • REQ: Request (formerly Travel Request) • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table.	
3	Employee ID	48 characters maximum	Y	If Cost Object Approver Import is used, then this field is required; must be an existing employee ID or in the current import.	
4 - 13	Segment 1 - 10 (sequential = 4 - 13)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights that you want to delete. If blank, resolves to the global group.	

Delete Budget Approver Import (Record Type 770) Format

Table 20: Data for record ID "DeleteBudgetApproverImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	770	Y	This is a static numeric value always equal to 770. It indicates the Record Type.	
2	Period start date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
3	Period End Date	Date	Y	Must be a valid date, in the following format YYYYMMDD.	
4	Employee ID	48 characters maximum	Y	Must be an existing employee ID or in the current import.	
5 to 14	Segment 1 - 10 (sequential = 5 - 14)		N	Hierarchy segment values used to identify the hierarchy node for which this employee has approval rights that you want to delete. If blank, resolves to the global group.	

EFT Bank Account Import (Record Type 800) Format

Table 21: Data for record ID "EFT BankAccountImport"

Name		Definition	Req?	Description	Client Field Definition
1	Transaction Type	800	Y	This is a static numeric value always equal to 800. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	If EFT Bank Account Import is used, then this field is required; must be an existing employee ID or in the current import.	
3 - 4	Future Use 1-2 (sequential = 3 - 4)	N / A		Reserved for future use	

Name		Definition	Req?	Description	Client Field Definition
5	EFT Bank Account Number	20 characters maximum	Y	The account number	
6	EFT Bank Account Routing Number	• USD: 9 numeric characters • CAD: 9 numeric characters, comprised of a leading 0, the 3-digit Institution #, and the 5-digit Branch # • All Other: Minimum 5 characters	Y	The routing number assigned to the bank.	
7	EFT Bank Account Type	Use either: • SA: Savings • CH: Checking	Y	The account type; savings, checking.	
8	EFT Bank Account Currency Code	Currency code of the currency used by the bank.	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system currencies.	
9	Is Active	Y or N Default = N	Y	Specify if the bank account is active or has been deactivated.	

EFT Detail Bank Account Import (Record Type 810) Format

Table 22: Data for record ID "EFT BankAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	810	Y	This is a static numeric value. It indicates the Record Type.	

#	Name	Definition	Req?	Description	Client Field Definition
2	Employee ID	48 characters maximum	Y	This field is required. Must be an existing employee ID or in the current import.	
3	Bank Country	2 characters	Y	The two-letter, ISO Country Code for the country where the expense claim filer has their bank account.	
4	Bank Identification Number (BIN)	11 characters maximum with the following guidelines: • USD: 9 numeric character routing number • AUS: 6 numeric character BSB code • CAD: 9 numeric characters, comprised of a leading 0, the 3-digit Institution #, and the 5-digit Branch number • EUR: 8 or 11 character SWIFT code, where positions 5 and 6 of SWIFT code are the two-letter ISO Country Code for the country where the expense claim filer has their bank account • HK: 3-digit bank code + 3-digit branch code = routing number	Y = if US, CAD, Australia, New Zealand, Hong Kong, Singapore, Switzerland if currency = Euro, Sweden or EUR N = Mexico, Switzerland if currency = CHF	International users should refer to the BIN or SWIFT numbers. For UK (GBP): There are two options for importing banking for employees in the UK who are reimbursed in GBP: Sort Code and Account Number, or IBAN. If you are importing Sort Code and local Account Number, the 6-digit Sort Code should be added in field 5, the Bank Identification Number (BIN) field. The employees local 8-digit Account Number should be added in field 5. If you are importing IBAN for employees in the UK who are reimbursed in GBP, there is no requirement to add their SWIFT code in field 4 (Bank Identification Number); only the 22-character IBAN is required in field 5.	

#	Name	Definition	Req?	Description	Client Field Definition
		• Japan: 4 digit bank number + 3 digit branch number • NZ: 2-digit bank number + 4-digit branch number • SING: 4-digit bank code + 3-digit branch code. • GBP: Sort Code (6 numeric characters) • IN: 11 Character IFSC			

#	Name	Definition	Req?	Description	Client Field Definition
5	IBAN Number	• SEK, EUR, CHF: 48 characters maximum • Japan: 7 numeric character • MX: CLABE is account number • NZ: 7 numeric character account number + 2- or 3-digit suffix number • UK: 2 character country code + 2 check digits + alphanumeric characters of domestic bank account number. • IN: 1 to 34 character account number • HK: Bank Account Number - numeric, 9 digits maximum, 1 digit minimum, length varies by bank	Y	The International Bank Account Number (IBAN) is an international standard for identifying bank accounts. Its format varies by country. For UK (GBP): There are two options for importing banking for employees in the UK who are reimbursed in GBP: Sort Code and Account Number, or IBAN. If you are importing Sort Code and local Account Number, the 6-digit Sort Code should be added in field 5, the Bank Identification Number (BIN) field. The employees local 8-digit Account Number should be added in field 5. If you are importing IBAN for employees in the UK who are reimbursed in GBP, there is no requirement to add their SWIFT code in field 4 (Bank Identification Number); only the 22-character IBAN is required in field 5.	
6	Branch Name	48 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The branch name of the bank at which the expense claim filer has their bank account. For Japan: Specify Bank Name (15 characters)	

#	Name	Definition	Req?	Description	Client Field Definition
7	Branch Location	30 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The branch location when combined with the branch/bank name makes clear where the expense claim filer has their bank account. For Japan: Specify Branch Name (15 characters)	
8	Bank Account Type	2 characters Use either: • SA: Savings • CH: Chequing	Y	The account type, either savings or checking.	
9	Currency Code	3 characters Example: USD, CAD, MXN	Y	Can be either three-digit or three-letter currency code; must be a valid currency in the list of system currencies.	
10	Name on the Account	48 characters maximum	Blank for CA and US; required for AUS, HK, Japan, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The name on the account provided to the bank for this account.	

#	Name	Definition	Req?	Description	Client Field Definition
11	Postal Address Line 1	48 characters maximum	Blank for CA and US; required for AUS, HK, MX, NZ, Singapore, Sweden, Switzerland, UK, and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. Street address line 1, or Building Number and Road.	
12	Postal Address Line 2	48 characters maximum	Blank for CA and US; optional for AUS, HK, MX, NZ, UK, Singapore, Sweden, Switzerland and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. Street address line 2, or Building Name.	
13	Postal Address City	24 characters maximum	Blank for CA and US; required for AUS, HK, MX, NZ, UK, Singapore, Sweden, Switzerland, and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. The postal address city.	

#	Name	Definition	Req?	Description	Client Field Definition
14	Postal Address Region	24 characters maximum	Required for MX and HK Blank for CA, US and Singapore; optional for UK, SEPA countries, Switzerland and Sweden, Australia, New Zealand;	The postal address the bank uses when posting mail to the employee for this bank account. Locality, Province, Region, State, or other; Sub-Country.	
15	Postal Address Postal Code	20 characters maximum	Blank for CA, US and Hong Kong; required for AUS, MX, NZ, UK, Singapore, Switzerland, Sweden and SEPA countries.	The postal address the bank uses when posting mail to the employee for this bank account. The postal address postal code.	
16	Is Active	• Y = Yes (is activated) • N = No (is deactivated) Default = N	N	Specify if the bank account is active.	
17 - 36	Future Use 1-20 (sequential = 17 - 36)	N/A	N/A	Reserved for future use.	

Car Import (Record Type 900) Format

Updates to existing car configurations are not supported using the 900-level fields.

Table 23: Data for record ID "CarImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	900	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee for whom to register the car. This field is required; must be an existing employee ID or in the current import.	
3	Car Type	3 characters • COM = Company • PER = Personal	Y	This is required to be able to identify the applicable car configuration if the user has both a personal and company car configuration that applies.	
4	Vehicle ID	30 characters maximum	Y	Defines the name of the car for use in vehicle lists.	
5	Car Criteria Name	30 characters maximum	N	Required if car criteria is used for the configuration.	
6	Initial Distance	Numeric	Y	Accumulated mileage to date for the reporting period for a new user. Most commonly would be set to zero.	
7	Inactive	Y or N	N	Y will mark an existing car registration inactive. If blank, assume value as N.	

Car Import (Record Type 910) Format

The 910 record set fields are used to create new vehicle records assigned to the specified user. Updates to existing car configurations are not supported using these fields.

Table 24: Data for record ID "CarImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	910	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee for whom to register the car. This field is required; must be an existing employee ID or in the current import.	
3	Car Type	3 characters • COM = Company • PER = Personal	Y	This is required to be able to identify the applicable car configuration if the user has both a personal and company car configuration that applies.	
4	Vehicle ID	30 characters maximum	Y	Defines the name of the car for use in vehicle lists.	
5	Car Criteria Name	30 characters maximum	N	Required if car criteria is used for the configuration.	
6	Initial Distance	Numeric	Y	Accumulated mileage to date for the reporting period for a new user. Most commonly would be set to zero.	
7	Inactive	Y or N	N	Y will mark an existing car registration inactive. If blank, assume value as N.	
8	Preferred Car	Y or N	N	Default car that will appear when creating an expense entry. **NOTE:** This record cannot be used to overwrite an existing preferred car for the user. Y will mark an existing car as the preferred (default) car. If blank, assume value as N.	
9	Engine Size	10 characters maximum	N	The size of the engine, measured in horsepower (hp).	

#	Name	Definition	Req?	Description	Client Field Definition
10	Energy	48 characters maximum	N	Type of energy used to propel car (gas, electric, etc.). Controlled by a list defined by the client in List management. The list is validated against the code for the list item.	
11	CO_2 Emission Rate	10 characters maximum	N	The rate over time of carbon dioxide emitted by the car.	
12	First Date of Circulation	10 characters maximum	N	Must match format "YYYYMMDD"	
13	Company First Date of Circulation	10 characters maximum	N	Must match format "YYYYMMDD"	
14	End Date of Circulation	10 characters maximum	N	Must match format "YYYYMMDD"	
15	Registration Date	10 characters maximum	N	Must match format "YYYYMMDD"	
16 - 20	Custom 1 - 5 (sequential = 16 - 20)	48 characters maximum	N	48 characters maximum for each field; custom field data is validated: • First, check the employee form for any custom fields that are required. If the form specifies custom fields and the feed does not provide them, this is treated as an error and the record is not processed. • If a custom field is required and the value does not pass a validation, this is treated as an error. • If a custom field is not required and the value does not pass a validation, a warning is logged. • For each custom field defined in the form, an appropriate validation is performed based on the data type specified:	

#	Name	Definition	Req?	Description	Client Field Definition
				♦ List (custom and connected): Validated against the code for the list item ♦ Date: Must be a valid date, in the following format YYYYMMDD ♦ Boolean: Value must be Y or N ♦ Numeric: Value must be a number (e.g. "10000.00") ♦ Text: Value must be less than or equal to max_length and pass whatever validation is specified for the field.	
21 - 25	Future Use 1 - 5 (sequential = 21 - 25)	N / A		Reserved for future use.	

Analytics Bursting Value Import (Record Type 1000) Format

📖 For more information about bursting, refer to the *Analysis/Intelligence: Bursting User Guide*.

Table 25: Data for record ID "AnalyticsBurstingValueImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1000	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee who will receive the bursted report (for example, JSMITH)	
3	Bursting ID	48 characters maximum	Y	The ID or category of bursting data. This is a user-defined value that groups users who receive bursted reports, for example Cost Center 1234.	

#	Name	Definition	Req?	Description	Client Field Definition
4	Bursting Value	64 characters maximum	Y	The actual value that the report will be bursted off of (if a user wanted to receive all data on Cost Center 1234, as an example).	
5 - 14	Future Use 1 - 10 (sequential = 5 - 14)	N / A		Reserved for future use.	

Delete Analytics Bursting Value Import (Record Type 1100) Format

This record type deletes values from the custom bursting table of the transactional database. The number of fields below must match those of the 1000-level Analytics Bursting Value Import above.

USING THE DELETE ALL RECORDS VALUE TO DELETE RECORDS

The value DELETE_ALL_RECORDS is used to delete the current values of a specified field or field group so that one or more report receipients will no longer receive the bursted reports.

RECORD SAMPLE

This record sample will delete all records (prevent reception) for reports sent to JSMITH generated for the Bursting ID of Cost Center Owners. Note that, since records are processed in order, the DELETE_ALL_RECORDS value is placed so that following records are NOT affected by the deletion - only those preceding the value are deleted:

1100,JSMITH,COST_CENTER_OWNERS,DELETE_ALL_RECORDS,,,,,,,,,,

The record sample below will expedite deletion of ALL records in the custom bursting table:

1100,DELETE_ALL_RECORDS,DELETE_ALL_RECORDS,DELETE_ALL_RECORDS,,,,,,,,,,

For more information about bursting, refer to the *Analysis/Intelligence: Bursting User Guide*.

Table 26: Data for record ID "DeleteAnalyticsBurstingValueImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1100	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee who will no longer receive the bursted report (for example, JSMITH).	
3	Bursting ID	48 characters maximum	Y	Defines the group that will no longer receive the bursted reports, for example Cost Center 1234.	
4	Bursting Value	64 characters maximum	Y	The value of the report that will now be deleted from the transactional database bursting table (if a user no longer wanted to receive all data on Cost Center 1234, as an example).	
5 - 14	Future Use 1 - 10 (sequential = 5 - 14)	N / A		Reserved for future use.	

Request – formerly Travel Request – Addendum Import (Record Type 1200) Format

The 1200 record type adds the Default Travel Agency Office Code row addendum to the Request import by associating an agency, in its integer key form (1, 2, etc.) with a Request user.

RECORD SAMPLE

This record sample will associate Byrne Travel (agency key = 1) to the employee JSMITH:

1200,JSMITH,1,,

Table 27: Data for record ID "RequestAddendumImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1200	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee (for example, JSMITH) who will be associated with the travel agency office specified under Default Travel Agency Office Code.	
3	Default Travel Agency Office Code	Integer	Y	Defines the name of the travel agency office that will be associated with the employee specified under Employee ID. This field is updated, and errors or warnings generated to the log, based on the following criteria: • The record is processed if the specified value is permitted under the employee's assigned Group • If the field is configured as a Required field on the form, and a value is not provided in this feed, the record is not processed and is treated as an error • If the field is configured as a Required field on the form and the value does not pass validation, the record is not processed and is treated as an error • If the field is not configured as a Required field and the value does not pass validation, the record is processed and a warning is logged	
4 - 80	Future Use 1 - 77 (sequential = 4 - 80)	N / A	N/A	Reserved for future use.	

JPY Commuter Pass Routes Import (Record Type 1300) Format

The 1300 record type adds commuter routes from station to station by employee ID.

RECORD SAMPLE

This record sample will add the commuter route of Wakoshi to Shin-Kiba via the Tokyo-Metro Yurakucho line as a prepaid route paid for using a commuter pass that is associated with employee JSMITH:

1300,JSMITH,N,WAKOSHI,TOKYO-METRO YURAKUCHO LINE,SHIN-KIBA,,,,,,,,,,,,,,,,,,,

Table 28: Data for record ID "JPYCommuterPassRoutesImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	1300	Y	This is a static numeric value. It indicates the Record Type.	
2	Employee ID	48 characters maximum	Y	Defines the employee (for example, JSMITH) who will be associated with the travel agency office specified under Default Travel Agency Office Code.	
3	Delete?	Y or N Default = N	N	Delete this commute route from the system?	
4	From Station Name		Y	Commuter pass departure station name.	
5	Line Name		Y	Commuter pass line name used for this route commute (that is, the line that connects the departure to the arrival stations specified in this record).	
6	To Station Name		Y	Commuter pass arrival station name.	
7	Start Date	8 characters maximum in format *YYYYMMDD*	N	The start date (activated) of the commuter pass.	
8	End Date	8 characters maximum in format *YYYYMMDD*	N	The end date (deactivated) of the commuter pass.	

#	Name	Definition	Req?	Description	Client Field Definition
9 - 26	Future Use 3 - 20 (sequential = 9 - 26)	N / A	N/A	Reserved for future use.	

Section 4: 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 uploads the import data file to Concur's FTP server.

New clients have employee 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 5: 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 employee information has been updated. The changes are immediately available to users.

Section 6: Appendix: Locale Codes

Before using these codes - Be sure the locale already exists for your implementation. To find out, contact Concur Client Support. Also, this list is current as of October 2012. If you require locale information not listed here, contact Concur Client Support.

Default Locales	
English (Australia)	en_AU
English (Canada)	en_CA
English (United Kingdom)	en_GB
English (Ireland)	en_IE
English (India)	en_IN
English (New Zealand)	en_NZ
English (United States)	en_US
English (South Africa)	en_ZA

All of the Tier 1 Languages	
Chinese (China)	zh_CN
Chinese (Hong Kong)	zh_HK
Chinese (Taiwan)	zh_TW
Czech (Czech Republic)	cs_CZ
Danish (Denmark)	da_DK
Dutch (Belgium)	nl_BE
Dutch (Netherlands)	nl_NL
English (Australia)	en_AU
English (Canada)	en_CA

All of the Tier 1 Languages	
English (India)	en_IN
English (Ireland)	en_IE
English (New Zealand)	en_NZ
English (South Africa)	en_ZA
English (United Kingdom)	en_GB
English (United States)	en_US
Finnish (Finland)	fi_FI
French (Belgium)	fr_BE
French (Canada)	fr_CA
French (France)	fr_FR
French (Luxembourg)	fr_LU
French (Switzerland)	fr_CH
German (Austria)	de_AT
German (Germany)	de_DE
German (Luxembourg)	de_LU
German (Switzerland)	de_CH
Hungarian (Hungary)	hu_HU
Italian (Italy)	it_IT
Italian (Switzerland)	it_CH

All of the Tier 1 Languages	
Japanese (Japan)	ja_JP
Korean (North Korea)	ko_KP
Korean (South Korea)	ko_KR
Norwegian (Norway)	no_NO
Polish (Poland)	pl_PL
Portuguese (Brazil)	pt_BR
Russian (Russia)	ru_RU
Spanish (Argentina)	es_AR
Spanish (Bolivia)	es_BO
Spanish (Chile)	es_CL
Spanish (Colombia)	es_CO
Spanish (Costa Rica)	es_CR
Spanish (Dominican Republic)	es_DO
Spanish (Ecuador)	es_EC
Spanish (El Salvador)	es_SV
Spanish (Guatemala)	es_GT
Spanish (Honduras)	es_HN
Spanish (Mexico)	es_MX
Spanish (Nicaragua)	es_NI

All of the Tier 1 Languages	
Spanish (Panama)	es_PA
Spanish (Paraguay)	es_PY
Spanish (Peru)	es_PE

All of the Tier 1 Languages	
Spanish (Puerto Rico)	es_PR
Spanish (Spain)	es_ES
Spanish (Uruguay)	es_UY

All of the Tier 1 Languages	
Spanish (Venezuela)	es_VE
Swedish (Sweden)	sv_SE