Shared: Employee Import

Specification

Last Revised: March 15, 2024

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☒ Travel
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☒ Invoice
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☒ Request
  - ☒ Professional/Premium edition
  - ☐ Standard edition

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Revision History

Date	Notes/Comments/Changes
March 15, 2024	Added the gender inclusive, X and U, options to row 7 of the Travel Addendum Import (Record Type 350).
March 6, 2024	Fixed a page number issue. Cover date not updated.
March 5, 2024	Added row 99, Is Test User, to 305 record type.
January 26, 2024	Added info about password provisioning. Password provisioning is supported but passwords are validated against the Sign-In Settings page requirements.
October 30, 2023	Added a note on using 1300 format to import commuter pass route for new JPT which explains consulting with the Ekispert engine provider for detailed specifications of Reference (#9) field.
August 7, 2023	Added an Important note to the *Car Import (Record Type 910) Format* section that explains how the 910-level fields do not support the import of multiple vehicles when distance accumulates by **Car Criteria** or **Car**. This applies to the old Mileage solution only and does NOT apply to the new Mileage Service.
July 28, 2023	Updated password information to clarify that as of August 2, 2023 password provisioning using the import is no longer supported. Any values provided in the password fields will be ignored. All new users will be given a randomly generated password and will need to update their password on first login. Updated the following sections with this change: • Import Settings (Record Type 100) Format • Employee Import (Record Type 300) Format • Employee Import (Record Type 305) Format • Employee Import (Record Type 310) Format
April 25, 2023	Updated 350 record set with information about hashing.
March 10, 2023	Added **Citizenship** field information in the 820 record set.
January 11, 2023	Updated 370 record set to replace "Traveler" with "Expense User" as assigned role via Statement Report User and updated text explaining that the 650 record set must be used instead of the 600 record for all users.
November 1, 2022	Removed references to faxing as part of the fax feature decommissioning on November 1, 2022.
October 14, 2022	Updated the requirement for the **Start Date** field as **Yes** for JPY Commuter Pass Import.
August 19, 2022	Added the 315-level SAP Global Identification Import to support end-to-end access to the SAP Intelligent Enterprise suite through a common identification attribute assigned to the user.
August 18, 2022	Updated the 1300-level Start Date and End Date records to specify that a new commuter pass date range cannot conflict with an existing date range for the same user.
May 20, 2022	Updated the **Nick Name** field to **Preferred Name** in the 350 Travel Addendum, row 5.

Date	Notes/Comments/Changes
January 11, 2022	Updated the copyright year; no other changes; cover date not updated
September 21, 2021	Removed a note in the *Description* section of the 350 record, column 15.
September 18, 2021	Added the 820-level EFT Detail Bank Account Import for support of future Pay solutions.
August 21, 2021	Added a *JPY Commuter Pass Routes Import (Record Type 1300) Format for existing JPT users* section that explains the import process of JPY Commuter Pass Routes for **existing** Japan Public Transport (JPT) users. Changed the name of the *JPY Commuter Pass Routes Import (Record Type 1300) Format* section to the *JPY Commuter Pass Routes Import (Record Type 1300) Format for new JPT on NextGen UI users* section and added as well as updated information.
June 30, 2021	Added an Important note to the *Car Import (Record Type 900) Format* section that explains how the 900-level fields do not support the import of multiple vehicles when distance accumulates by **Car Criteria** or **Car**. This applies to the old Mileage solution only and does NOT apply to the new Mileage Service.
May 19, 2021	Removed note about inability to bulk delete the GDS Profile Name in the 350 File Type Travel Addendum and added a note about using $BLANK$ operator to clear that value
April 14, 2021	Updated the copyright year; no other changes; cover date not updated
February 4, 2021	Added information about **Employee Import Updates Name Fields** and **Synchronize Name Fields between Travel and Expense.** Added that **Home State** must be a valid 2- or 3-character State/Province code
January 12, 2021	Added a note to the overview regarding the client's responsibility to update the Employee Import file if sensitive data is removed through the Data Retention feature.
January 4, 2021	Updated to note that a few Traditional type Chinese characters are not supported in this import.
November 17, 2020	Removed additional IBAN-specific information for USD and CAD bank accounts to the **IBAN Number** field in the 810 record type.
November 14, 2020	Updated the definition of the **EFT Bank Account Number** field from 20 to 29 characters in the 800 record set.
October 28, 2020	Added the following note to GDS Profile Name field in the Travel Addendum Specification (Record Type 350): **NOTE**: This field is for updates only. Blanks and spaces intended to remove existing data are ignored as values during import. This means that it is not possible to bulk delete this data for many users with a single import file.

Date	Notes/Comments/Changes
October 8, 2020	Made the following updates: • Added the following to the **Password** field note under Import Settings (Record Type 100): Passwords are only used for user creation. • Removed the following note from the **Password** field description under Employee Import (Record Type 300), Enhanced Employee Import (Record Type 305), and User Primary Field Addendum Import (Record Type 310): **NOTE:** The value for the 100-level Existing Record Handling (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 • Added the following note to the **Cell Phone** field under Travel Addendum Import (Record Type 350): **NOTE:** Risk Management requires Country Code to be included in the phone number.
July 23, 2020	Added additional IBAN-specific information for USD and CAD bank accounts to the **IBAN Number** field in the 810 record type.
July 13, 2020	Added "alphanumeric" to the Car Criteria Name definition in the tables for the Car Import (Record Type 900) Format section.
May 16, 2020	Added Thai Locale Code to Locales for Supported Languages table.
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated. Removed all references to the 730 (Budget Approver Importer) and 770 (Delete Budget Approver Importer) record types. These record types were only for Budget Insight Budget Approvers.
April 9, 2020	Changed default value to *No* for the following: • Send email when the payment status changes • Send email when a payment is awaiting approval • Send email when the payment request is assigned to a user • Send email when a request is assigned to purchasing
April 7, 2020	Minor edit; no change to the last revised date on cover or footers.
January 15, 2020	Updated the copyright; updated China terminology to Hong Kong, China, Taiwan, China, and Macau, China
December 7, 2019	Removed reference(s) to legacy Budget Insight feature. Clients who want to use budget functionality are recommended to implement the new Budget product that SAP Concur released last year.
November 14, 2019	Add "VI" as accepted suffix to the Name Suffix value in the 350 record.
August 27, 2019	Added the Permissions section
August 10, 2019	Added a note to the XML Profile Synchronization ID field indicating it is now only for updates and not for the removal of existing data.
May 31, 2019	Removed references to the composite login, which is no longer available

Date	Notes/Comments/Changes
May 11, 2019	Added the following note to the *Amadeus User Permission* field: "Although still displayed, this field is no longer active, and any values it contains will be ignored by the system." Added the following note to the *Password* field: "The password field remains available in the 100, 300, 305, 310 records types, but will only be read during an initial import of the file, or when creating a new user in the system. Subsequent uses of the field are ignored by the system. The update and replace password features on the 100 record are no longer available."
April 30, 2019	Removed the Budget Role for Cognos in the 400 record.
April 25, 2019	Removed the Budget Viewer, Budget Owner, Budget Administrator, and Budget Approver role for Budget in the 400 record.
March 28, 2019	Clarified the definition of Country Code and updated the list in the appendix
March 5, 2019	Added rows to the tables in the *Multiple Dialect Support* section, including re-adding Singapore.
February 21, 2019	Added purchase request information to the 550 record.
February 12, 2019	Updated the copyright; no other changes; cover date not updated.
November 14, 2018	Added a definition to the 350 record, column 17.
October 20, 2018	Added Indonesian to the locale list.
July 2, 2018	The 810-level **Iban Number** field requirement is changed for UK to 8 character. The 400-level Travel Administrator role is retired and removed from this document.
June 21, 2018	Added Turkey to the locale list.
May 22, 2018	Added information that the Comma delimiter is the default, and that Pipe must be requested by the client to use that delimiter type instead.
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated.
February 27, 2018	Added the following note: Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.
February 23, 2018	Added a note: The LoginID must be unique across all Concur products. If a LoginID is currently in use in any Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.
February 2, 2018	Updated the cover and footer; no other changes; cover date not updated.
January 25, 2018	Updated the Request Approver field to note that Request User field must equal Y (Yes) for a successful assignment of Approver role.
January 22, 2018	Updated the cover and the footer; no other changes; cover date not updated.

Date	Notes/Comments/Changes
January 22, 2018	Regrouped the Budget roles in the 400 record. No content changes.
January 10, 2018	Clarify the default use of Yes for Expense User role in the 300- and 305-level records.
November 27, 2017	The Travel 350 record **Open Booking User Permission** field is now group-aware and is administered at the group level.
November 15, 2017	The following fields are now required for the US region: • Branch Name • Postal Address Line 1 Postal Address Line 2 • Postal Address City • Postal Address Region • Postal Address Postal Code
August 19, 2017	Added information in 700 record about clients using purchase request approvers.
August 4, 2017	Added budget roles to the 305 record.
July 17, 2017	Minor edit.
June 8, 2017	Added a note that the **Email Address** field in the 305 record is required if the **Email Address** field is required on the employee form.
June 3, 2017	Added budget insight roles to 400 record.
May 11, 2017	Removal of selected IBAN-specific information from the **IBAN** and **Bank Information Number** fields in the 810 record type.
March 3, 2017	Note to advise the client to use the 810 banking record instead of the 800 record.
January 20, 2017	Updates to the 810 record: • Three new banking data fields are now available • BIN is not required for Norway (Krona) • SEPA (EUR) countries no longer require postal code
January 5, 2017	Added information that UTF-8 with Byte Order Mark (BOM) is the preferred use of UTF character set for greater accuracy in consuming data.
December 9, 2016	Previously restricted characters are now permitted for the **Email Address** field.
November 4, 2016	Explanation of Concur-only "system" roles used to maintain and secure the client entity (and their unavailability to the client).
September 6, 2016	Added a note to the 305-level **Request User** field that this is Required field type for existing records in order to update **Travel Request Approver 2**
Older revision history has been removed.	

Employee Import

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

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

Section 2: Overview

A client uses 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 employees 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.

SAP 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.

For more information, refer to the *Shared: Employee Administrator User Guide*.

! IMPORTANT: For clients who use both Employee Import and Data Retention, it is the responsibility of the client to remove employee data from the Employee Import source files when user data is removed from the SAP Concur system by the Data Retention feature. For more detailed information, refer to the FAQ section of the *Shared: Data Retention User Guide*.

Section 3: 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 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 4: Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document.

NOTE: A few uncommon Traditional Chinese character types, such as 秊, are not supported.

The import data file specifications are as follow:

- Format Type: Comma Separated Value, UTF-8 with BOM
- Default Field Delimiter: Comma (or support for Pipe, but only by contacting SAP Concur implementation or support teams to enable this delimiter type)
- Enclosing Character: 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 supported for existing clients)
  - 305 (Enhanced Employee Importer – Identical to 300 and recommended for new clients or existing clients who need additional fields for emerging features they will use)
  - 310 (User Primary Field Addendum Importer)
  - 315 (SAP Global User ID 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)
- 750 (Delete Authorized Approver Importer)
- 760 (Delete Cost Object Approver Importer)
- 800 (EFT Bank Account Importer)
  NOTE: Use the 810 enhanced importer (below) instead of the 800 import
- 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 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 an employee import data file is "employee." If an entity has the code t0000123abcd, then the file name for an 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 type defines the following:

Table 1: Data for record ID "ImportSettings"

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>1</td><td>Transaction Type</td><td>100</td><td>Y</td><td>This is a static numeric value always equal to 100. It indicates the Record Type.</td><td></td></tr>
<tr><td>2</td><td>Error Threshold</td><td>integer greater than or equal to 0</td><td>Y</td><td>This field is no longer used but it cannot be omitted or left blank. Provide an integer greater than or equal to 0.</td><td></td></tr>
<tr><td colspan="6">IMPORTANT! Provisioned passwords are validated on import. To pass validation, they must meet the minimum requirements defined on the SAP Concur solutions Sign-In Settings page.
NOTE: For information about your company’s password policy, contact your company administrator.</td></tr>
<tr><td>3</td><td>Password Generation</td><td>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.
SSO: The user is signed in through SSO.</td><td>Y</td><td>The 305-level password record is required for Travel & Expense.
If a blank password in provisioned, the user must follow the “Forgot Password” process on first sign in.
If a password already exists, the data in this field is ignored.
Passwords must meet the minimum requirements set on the Sign-In Settings page.</td><td></td></tr>
</table>

#	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.

Using the 315 Record Type

The 315 record type is used to create and assign a unique attribute to an employee for the purpose of securely identifying them as they use different products across the *SAP Intelligent Enterprise* suite. Use this import *after* using the combinations above, generally the next day to allow population of the UUID in the 305 and 310 imports.

Using the 320 Record Type

The 320 record type 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

There are two host database entity settings that affect name fields on Employee Imports: **Employee Import Updates Name Fields** and **Synchronize Name Fields between Travel and Expense**. These settings are designed to allow HR systems that do not maintain an explicit legal name for a traveler to bypass update of these employee name fields to allow the user to do this instead. These settings control whether the **First Name**, **Middle Name**, **Last Name**, **Name Prefix**, and **Name Suffix** fields in the 300-, 305-, and 350-level records are updated or left unchanged on import.

- The default setting for each of these fields is *Yes*.
- For customers using the 310-level records, **Email Address** is included in the list of fields affected.
- If **Employee Import Updates Name Fields** and **Synchronize Name Fields between Travel and Expense** are both set to *Yes*, the name fields will be updated on both the Concur Travel and Concur Expense profiles.
- If **Employee Import Updates Name Fields** is set to *No*, and **Synchronize Name Fields between Travel and Expense** is set to *Yes*, the name fields in the Concur Travel or Concur Expense profiles are not updated by name changes made in the employee import no matter what the setting of **Synchronize Name Fields between Travel and Expense**.
- If **Employee Import Updates Name Fields** is set to *Yes* **and Synchronize Name Fields between Travel and Expense** is set to *No*, the **First Name**, **Middle Name**, and **Last Name** fields will be updated in the Concur Expense profiles, but those changes will not be made on the Concur Travel profiles.
- If the customer wishes to change either of these settings to *No* to prevent updates, and/or grant permissions for the user to update their own name in **Profile**, they will need to submit a Service Request directly to SAP Concur support.

Employee Import (Record Type 300) Format

This record is fully supported for existing clients. However, SAP Concur recommends that new clients use the 305 record as it is identical to this one with the addition of Future Use fields that will support emerging features.

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.	

#	Name	Definition	Req?	Description	Client Field Definition
2	First Name	32 characters maximum	Y		
3	Middle Name	32 characters maximum	N		
4	Last Name	32 characters maximum	Y		
5	Employee ID	48 characters maximum, and *must* be a unique identification for each employee.	Y		
6	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: % [# ! * & ( ) ~ ` ' { ^ } \ | / ? > < , ; : " + =] **NOTE:** The LoginID must be unique across all Concur products. If a LoginID is currently in use in any Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.	

#	Name	Definition	Req?	Description	Client Field Definition
7	Password	Passwords must meet the minimum requirements set on the **Sign-In Settings** page.	Required for Travel & Expense	• Passwords are encrypted on import. • Blank passwords are not supported. If a blank password in provisioned, the user must follow the “Forgot Password” process on first sign in. • Existing passwords are not overwritten. If a password already exists, the data in this field is ignored.	
8	Email Address	255 characters maximum	N	Should be all lowercase, as johndoe@domain.com The following characters cannot be used as a value for this record: [( ) \ > < ; : "] ,” **NOTE:** The "." character (dot; period; full stop) may be used, but not as the first or last character, and never in a sequence of two or more.	
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.	

#	Name	Definition	Req?	Description	Client Field Definition
10	Country Code	3 characters maximum	Y	Valid ISO country code for the country the user resides in. This field assigns the country from which the user is administered. If country is defined as a connected list field, then the county code must be in the connected list data and in the country list in the application. **Example:** CA, IE, GB, US Canada represents as CA Ireland represents as IE United Kingdom represents as GB United States represents as US Refer to the Appendix in this guide for a full listing of Country Codes.	
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		

#	Name	Definition	Req?	Description	Client Field Definition
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 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
				NOTE: Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.	
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.	
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 status changes	Y or N Default = Y	N		
49	Send email when a 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	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	This field has been decommissioned.	NA	N	**NOTE:** As of November 1, 2022, information in this field will be ignored.	
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 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, and must assign a "Y" for the Request User role in this same import in order to successfully assign the Approver role. (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 (that is, Y, N, or blank will always equal Yes). • If a user has other assigned roles, then Y = Yes, N = No, and blank = Yes.	N	Note default change of value if existing assigned role.	
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!** 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 User	Y or N Default = N	N		
79	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.	
82 - 83	Future Use 18 - 19 (Sequential is 82 – 83)		N	Reserved for Future Use	

#	Name	Definition	Req?	Description	Client Field Definition
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.	
2	First Name	32 characters maximum	Y		

#	Name	Definition	Req?	Description	Client Field Definition
3	Middle Name	32 characters maximum	N		
4	Last Name	32 characters maximum	Y		
5	Employee ID	48 characters maximum and *must* be a unique identification for each employee.	Y	**NOTE:** May only be updated manually or by using the 320-level record.	
6	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: % [# ! * & ( ) ~ ` ' { ^ } \ | / ? > < , ; : " + =] **NOTE:** May only be updated manually or by using the 320-level record. **NOTE:** The LoginID must be unique across all Concur products. If a LoginID is currently in use in any Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.	
7	Password	Passwords must meet the minimum requirements set on the **Sign-In Settings** page.	Required for Travel & Expense	• Passwords are encrypted on import. • Blank passwords are not supported. If a blank password in provisioned, the user must follow the “Forgot Password” process on first sign in. • Existing passwords are not overwritten. If a password already exists, the data in this field is ignored.	

#	Name	Definition	Req?	Description	Client Field Definition
8	Email Address	255 characters maximum	N (see Notes)	Should be all lowercase, as johndoe@domain.com The following characters cannot be used as a value for this record: [( ) \ > < ; : "] ,” **NOTES:** • The "." character (dot; period; full stop) may be used, but not as the first or last character, and never in a sequence of two or more. • This field is required if the **Email Address** field is required on the employee form.	
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	Valid ISO country code for the country the user resides in. This field assigns the country from which the user is administered. If country is defined as a connected list field, then the county code must be in the connected list data and in the country list in the application. **Example:** CA, IE, UK, US Canada represents as CA Ireland represents as IE United Kingdom represents as UK United States represents as US Refer to the Appendix in this guide for a full listing of Country Codes.	

#	Name	Definition	Req?	Description	Client Field Definition
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 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	

#	Name	Definition	Req?	Description	Client Field Definition
				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. **NOTE:** Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.	
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		

#	Name	Definition	Req?	Description	Client Field Definition
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 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.	
49	Send email when a 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	Y or N Default = N	N		
51	Send email when the payment status changes	Y or N Default = Y	N		

#	Name	Definition	Req?	Description	Client Field Definition
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	This field has been decommissioned.	NA	N	**NOTE**: As of November 1, 2022, information in this field will be ignored.	
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 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.					

#	Name	Definition	Req?	Description	Client Field Definition
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.)	
Non-Group Roles					
63	Expense User	1 character • If a user has no other assigned roles, then this role is assigned (that is, Y, N, or blank will always equal Yes). • If a user has other assigned roles, then Y = Yes, N = No, and blank = Yes.	N	Note default change of value if existing assigned role.	
64	Expense and/or Cash Advance Approver	Y or N Default = N	N		

#	Name	Definition	Req?	Description	Client Field Definition
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		
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		

#	Name	Definition	Req?	Description	Client Field Definition
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		
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 *	*** NOTE:** This field is required for existing employee records in order to update the **Request Approver Employee ID 2** field.	
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.	

#	Name	Definition	Req?	Description	Client Field Definition
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		
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.	

#	Name	Definition	Req?	Description	Client Field Definition
				• 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. **NOTE:** Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.	
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:	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	

#	Name	Definition	Req?	Description	Client Field Definition
		Expense Pay by Concur • APCHECK: Accounts Payable/Company Check • PMTSERV: Other Reimbursement Method		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.	
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	Budget Manager Employee ID	48 characters maximum	N	Must be an existing employee ID or in the current import. (See note above.)	
95	Budget Owner	Y or N	N	If *Yes* (Y), the Budget Owner role is assigned to the user.	
96	Budget Viewer	Y or N	N	If *Yes* (Y), the Budget Viewer role is assigned to the user.	
97	Budget Approver	Y or N	N	If *Yes* (Y), the Budget Approver role is assigned to the user.	
98	Budget Admin	Y or N	N	If *Yes* (Y), the Budget Admin role is assigned to the user.	

#	Name	Definition	Req?	Description	Client Field Definition
99	Is Test User	Y or N Default = N	N	• When set to **Y**, designates a user record that is only used for testing. • This field can only be set when the user is created. An existing user cannot be converted into a Test User and a Test User cannot be converted into a user. • If this field is left blank, the definition defaults to **N**. **NOTE**: For more information about Test Users, refer to the *Shared: Test User Setup Guide*.	
100 - 137	Future Use 13 - 50 (sequential = 100 - 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	

#	Name	Definition	Req?	Description	Client Field Definition
				♦ 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. **NOTE:** Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.	

! **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 (that is, updates made to the EmployeeID via the 310 record set are updated in Travel only).

As a reminder, the administrator is *strongly* encouraged to use the 320 record type to update the EmployeeID 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.

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.	

#	Name	Definition	Req?	Description	Client Field Definition
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: % [# ! * & ( ) ~ ` ' { ^ } \ | / ? > < , ; : " + =] **NOTE:** The LoginID must be unique across all Concur products. If a LoginID is currently in use in any Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.	
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		
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: [( ) \ > < ; : "] ,” **NOTE:** The "." character (dot; period; full stop) may be used, but not as the first or last character, and never in a sequence of two or more.	

#	Name	Definition	Req?	Description	Client Field Definition
8	Password	Passwords must meet the minimum requirements set on the **Sign-In Settings** page.	Required for Travel & Expense	• Passwords are encrypted on import. • Blank passwords are not supported. If a blank password in provisioned, the user must follow the "Forgot Password" process on first sign in. • Existing passwords are not overwritten. If a password already exists, the data in this field is ignored.	
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).	
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).	

#	Name	Definition	Req?	Description	Client Field Definition
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).	
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.	

SAP Global Identification (Record Type 315) Format

The 315-level record is used by the client to create and assign their own unique attribute to an employee for the purpose of securely identifying them as they use different products across the *SAP Intelligent Enterprise* suite.

USING THIS IMPORT

The import should be performed under the following conditions:

- The 315-level import should be executed *after* the 305 or 310 import
- Calculate enough time for the 305 or 310 import to populate the UUID *prior* to executing the 315 import, generally overnight if possible

GUIDELINES FOR CREATING THE SAP GLOBAL ID

The following guidelines should be used when creating the unique SAP Global Identification ID. This identity replaces all external user identifiers used by the client to access SAP assets.

The Global ID must be:

- Created with case sensitivity consideration
- Unique for each user

The format of the identifier should be configured using the suggestions below:

- The value of the SAP Global User ID is restricted to a limited set of characters to ensure that older systems can consume presented values and to ensure that values are human-readable.
- The value may follow a specific locale-neutral format or scheme from arbitrary source systems, e.g. GUID, URI or prefixed number ranges.
- The value is recommended to be a GUID.
- The user UUID credential type is restricted to a maximum of 36 characters including alphanumeric characters ([A-Z][a-z][0-9]) and the specific characters of minus-sign (-), plus-sign +, underscore (_), forward-slash (/), double-colon (:), dot (.).
- Email is intentionally excluded by preventing the use of the at-sign (@) from the valid character set.
- The value is recommended to be a neutral identifier that does not contain sensitive data (such as a person's name).

- The value is empty until a customer establishes required provisioning.

Table 5: Data for record ID "UpdateSAPGlobalUserIDImporter"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	315	Y	This is a static numeric value always equal to 315. It indicates the Record Type.	
2	Employee ID	48 characters	Y	The Employee ID value that is being used for the employee at this time.	
3	SAP Global ID	See the section *Guidelines for Creating the SAP Global ID* above for the specific definition.	Y	See the section *Guidelines for Creating the SAP Global ID* above for instructions on creating this identifier for the user.	
4 - 13	Future Use 1 – 10 (sequential 4 - 13)	N/A	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 login option must contact SAP Concur support to successfully update their employee’s ID information using the 320-level record set.

Table 6: Data for record ID "UpdateIDInformationImporter"

<table>
<tr><th>#</th><th>Name</th><th>Definition</th><th>Req?</th><th>Description</th><th>Client Field Definition</th></tr>
<tr><td>1</td><td>Transaction Type</td><td>320</td><td>Y</td><td>This is a static numeric value always equal to 320. It indicates the Record Type.</td><td></td></tr>
<tr><td>2</td><td>Current Employee ID</td><td>48 characters maximum</td><td>Y</td><td>The Employee ID value that is being used for the employee at this time.</td><td></td></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:
% [# ! * & ( ) ~ ` ' { ^ } \ | / ? > < , ; : " + =]
NOTE: The LoginID must be unique across all Concur products. If a LoginID is currently in use in any Concur product, it cannot be assigned again unless the original occurrence is changed. For example, assume that a LoginID was assigned in error. That LoginID can only be used again if an admin (either manually or via import) renames the original occurrence, allowing the LoginID to be used again.</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 the Email login option is used.

Table 7: 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)	
4	Name Suffix	60 characters maximum	N	Must contain these exact values (Jr., Sr., I, II, III, IV, V, VI)	
5	Preferred Name (formerly Nick Name)	60 characters maximum	N	Name by which the employee prefers to be addressed in SAP Concur solutions. This field was formerly labelled "Nick Name".	
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 • X: Unspecified • U: Undisclosed	N		

#	Name	Definition	Req?	Description	Client Field Definition
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	
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	Can be used by TMCs to distinguish profiles where companies have multiple users with the same name; for example, employee ID or department name	

#	Name	Definition	Req?	Description	Client Field Definition
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 (field PAR/Level 2 STAR in the SAP Concur user profile) to the GDS profile. To clear a field of its current value, use the $BLANK$ operator to have the existing value in the field cleared in the database. **Important:** Clearing the field using the $BLANK$ operator will break the synchronization between the SAP Concur user profile and the GDS. If this value is deleted by mistake, SAP Concur cannot restore it. Make sure you use this option only when the following is true: • travel configuration uses dynamic BAR • Org Unit is part of the PAR/Level 2 STAR in SAP Concur user profile • user is changing travel org unit If you are not sure about your Concur Travel configuration, contact your TMC or SAP Concur support.	
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		

#	Name	Definition	Req?	Description	Client Field Definition
23	Home State	30 characters maximum	N	Must be a valid 2- or 3-character State/Province code	
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		
29	Work Postal Code	20 characters maximum	N		
30	Work Country	2 characters	N	Must be a valid country code	
31	Email 2	255 characters maximum		The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` ' { ^ } \ | / ? > < , ; : " + =]	
32	Email 3	255 characters maximum		The following characters cannot be used as a value for this record: % [# ! * & ( ) ~ ` ' { ^ } \ | / ? > < , ; : " + =]	

#	Name	Definition	Req?	Description	Client Field Definition
33 - 57	Custom 1 - 25 (sequential = 33 - 57)	255 characters maximum	N	Values must conform to custom field parameters set up in Company Administration; Applies to all custom fields	Each custom field column must be of format CustomFieldName=CustomFieldValue where CustomFieldName is the name of the field defined in Travel. For example: `(,,,,,,,,GLCODE=1234,,,,,,)`
58	XML Profile Synchronization ID	64 characters maximum	N	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: % [# ! * & ( ) ~ ` ' { - ^ } \ | / ? > < , ; : " + =] **NOTE:** This field is for updates only. Blanks and spaces intended to remove existing data are ignored as values during import. This means that it is not possible to bulk delete this data for many users with a single import file.	
59	Profile User Permission	Y or N	N	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.	

#	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 **NOTE:** Although still displayed, this field is no longer active, and any values it contains will be ignored by the system.	
61	Open Booking User Permission	Y or N	N	**NOTE:** This field is now group-aware and is administered at the group level. All Y or N values inserted here are now systematically ignored for this retired field in order to support existing values in client templates. 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.	

HASHING AND EMPLOYEE IMPORT

In technical terms, hashing is used to index and retrieve items in a database because it is faster to find the item using the shorter hashed key than to find it using the original value.

(Source: http://searchsqlserver.techtarget.com/definition/hashing)

The same logic is used by SAP Concur when it comes to employee imports. It makes the process faster by skipping the records with matching hash values.

How hashing works with the Employee Import 350-level import record

Each time the employee import 350-level record is loaded, it creates a “hash” value of the user’s record. When reading and sending travel information to the Travel component, the values are compared with the previous import values by using the stored hash code. If the hash code matches, the data is not sent a second time; if they do not match, then the data is sent.

There are two reasons for this process:

Performance - Since there is no change to the 350 record, the system does not have to resynchronize the employee record - this speeds up the import job tremendously.

Manual Changes – It confirms that the User Administrator role has the final authority on the data in the Travel profile and that this data will not be overwritten by incoming data changes (note that manual changes do not change the hash values).

Why 350 records are skipped after a manual update

If the Concur Travel profile was modified in any way outside of using the 350-level import, after the first time a 350 record is loaded and the “hash” value created matches what was saved from the initial 350 record the travel information will not be sent.

Often the User Administrator role is used to update a record and clients want the records to remain unchanged since it can take some time to update values in the client's onboarding system. The master can be the User Administration or the 350 employee import, but not both. Concur will always choose the User Administration tool as the primary method because historically updates performed using this tool are known to be "good" values.

Refreshing the hash values so that the import will work again

There are several methods that can be used to refresh the hash values:

Change a 350 record: One way is to change something in the 350 records (at least two or more fields, other than the previous field that was manually updated) for the affected user to get the user record security key to reset and change the user record.

That is, if a user record has 123ABC in Custom field 1 (set by 350 record) and an admin changes that to ABC123, then the only way to overwrite the admin change is to change anything in the next 350 import for that user record. Only then will the system consider that update as the known "good" value.

Concur performs a hash key refresh: Concur can process a hash key refresh either for selected users or for the whole site.

Hash key reset can be performed immediately by Concur Support for Expense-only and users of both Travel and Expense as long as the client's Travel Integration setting is complete. There are some clients that do not have a Login Domain set in Travel Integration which prevents us from running the "Employee synch prep - clear hash" option. In this scenario, Concur will send a request to Operations team to clear the hash for the site.

Hash key reset for individual users and whole Travel-only sites with HR feeds are requested to contact the Operations team by Concur Support.

THE LONG-TERM GOAL

Concur is collating cases with HR feed issues due to hash codes being skipped. We are working with Development team to improve how User Profiles are handled. The plan is to have Travel and Expense profiles housed in one database only. This is still in review and we do not have an estimated date of completion at this time.

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 8: 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 = N	N		
21	Send email when a payment is awaiting approval	Y or N Default = N	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 = N	N		
24	Send email when a request is assigned to purchasing	Y or N Default = N	N		
25	Send email when a request is sent back from purchasing	Y or N Default = Y	N		
26	This field has been decommissioned.	NA	N	**NOTE**: As of November 1, 2022, information in this field will be ignored.	

#	Name	Definition	Req?	Description	Client Field Definition
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 9: 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 Expense User 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 10: 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.	
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 role.	
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 Administrator **NOTE:** A user cannot be assigned more than one Request processor role.	
REQ_PROCESSOR3	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.	
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.	

#	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

Delegates are individuals acting on behalf of a named list of specific users. A reasonable maximum number of user assignments is 250 per delegate, and that is what is supported by Concur. Please use the Expense Proxy role when assigning access for shared service centers: the Expense Proxy role is designed to allow an individual user to support entire Expense groups within the system.

Table 11: 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	
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.					

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

Enhanced Delegate Import (Record Type 550) Format

Delegates are individuals acting on behalf of a named list of specific users. A reasonable maximum number of user assignments is 250 per delegate, and that is what is supported by Concur. Please use the Expense Proxy role when assigning access for shared service centers: the Expense Proxy role is designed to allow an individual user to support entire Expense groups within the system.

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 12: 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 • PUR: Purchase Request	Y	The product value you choose here means all choices you make using options below apply to that product. **NOTE:** 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.					

#	Name	Definition	Req?	Description	Client Field Definition
5	Can Prepare Reports*	Y or N Default = N	N		
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	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 expense reports, invoices, and purchase requests.					

Card Account Import (Record Type 600) Format

NOTE: The 600 Card Account Import record set is available only to clients already using this record set prior to 2010 – all users following that date must use the 650 record set which offers several advantages. For example, 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 "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: The 650 Card Account Import record set is available all clients and should be used instead of the 600 record set in all instances – this offers several advantages. For example, 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 14: 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

This record is supported for authorized approver imports. However, clients who use purchase request approvers must work with the 720 record, since this record supports the approval type of purchase requests.

Table 15: 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	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.	

#	Name	Definition	Req?	Description	Client Field Definition
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	

Cost Object Approver Import (Record Type 710) Format

Table 16: 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 • PUR: Purchase Request	Y	Use these values to direct whether options change Expense, Invoice, or Request delegate options listed in this table	

#	Name	Definition	Req?	Description	Client Field Definition
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	
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 17: 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.	
2	Approval Type	Case insensitive; use either: • EXP: Expense Report • PMT: Payment Request • REQ: 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.	

#	Name	Definition	Req?	Description	Client Field Definition
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.	

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 • 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 • 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.	

EFT Bank Account Import (Record Type 800) Format

Important Note: This is the legacy banking profile and should not be used for new import activity because it does not support the new Expense Pay Global banking feature. Instead, create any new bank data imports using the enhanced 810 record which is compatible with both legacy and future Expense Pay banking data.

Table 20: 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	
5	EFT Bank Account Number	29 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.	

Name		Definition	Req?	Description	Client Field Definition
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

Important Note: This is the current banking profile and should always be used for new import activity as it supports the new Expense Pay Global banking feature. For this reason, do not create any new bank data imports using the 800 record.

Table 21: 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.	
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	Y = if US, CAD, Australia, New Zealand, Hong Kong, China, Singapore, Switzerland if currency = Euro, Sweden or EUR	International users should refer to the BIN or SWIFT numbers.	

#	Name	Definition	Req?	Description	Client Field Definition
		• 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 • 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	N = Norway, Mexico, and Switzerland if currency = CHF		

#	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: 8-character 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.	
6	Branch Name	48 characters maximum	Blank for CA; required for AUS, HK, Japan, MX, NZ, UK, US, 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: Checking	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; required for AUS, HK, Japan, MX, NZ, UK, US, 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 1, or Building Number and Road.	
12	Postal Address Line 2	48 characters maximum	Blank for CA; required for AUS, HK, Japan, MX, NZ, UK, US, 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; required for AUS, HK, Japan, MX, NZ, UK, US, 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, US, and HK Blank for CA, 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, and Hong Kong, China; required for AUS, MX, NZ, UK, US, Singapore, Switzerland, and Sweden.	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	Tax ID	48 characters maximum	N	The Tax ID associated with the employee.	
18	Bank Account Secondary Routing Number	48 characters maximum	N	Secondary SWIFT Code.	

#	Name	Definition	Req?	Description	Client Field Definition
19	Is Resident	• Y = Yes (is a resident) • N = No (is not a resident)	N	Specify if the employee is a resident or not of the same country offering the banking service. **NOTE:** This field is useful to determine if there are any tax ramifications when making payments to employees outside of the Expense Pay process.	
20 - 36	Future Use 1-20 (sequential = 20 - 36)	N/A	N/A	Reserved for future use.	

EFT Detail Bank Account Import (Record Type 820) Format

Important Note: This import definition is compatible with Expense Pay Global and will be required for future Pay solutions.

Table 22: Data for record ID "EFT BankAccountImport"

#	Name	Definition	Req?	Description	Client Field Definition
1	Transaction Type	820	Y	This is a static numeric value. It indicates the Record Type.	
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	Y = if US, CAD, Mexico, Australia, New Zealand, Hong Kong, China,	International users should refer to the BIN or SWIFT numbers, where BIN is 8- or 11-characters SWIFT code	

#	Name	Definition	Req?	Description	Client Field Definition
		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 • 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)	Japan, Singapore, Switzerland if currency = Euro, Sweden, MXN, JYP, or EUR N = Norway, and Switzerland if currency = CHF		

#	Name	Definition	Req?	Description	Client Field Definition
		• IN: 11 Character IFSC			
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: 8-character 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.	
6	Branch Name	48 characters maximum	Blank for CA; required for AUS, HK, Japan, MX, NZ, UK, US, 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) – you may use Latin alphanumeric characters for Japan.	

#	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 (30 characters) – you may use Latin alphanumeric characters for Japan.	
8	Bank Account Type	2 characters Use either: • SA: Savings • CH: Checking	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. You may use Latin alphanumeric characters for Japan.	

#	Name	Definition	Req?	Description	Client Field Definition
11	Postal Address Line 1	48 characters maximum	Required for CA, AUS, HK, Japan, MX, NZ, UK, US, 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 1 or Building Number and Road.	
12	Postal Address Line 2	48 characters maximum	Required for CA, AUS, HK, Japan, MX, NZ, UK, US, 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	Required for CA, AUS, HK, Japan, MX, NZ, UK, US, 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 CA, MX, US, Japan, and HK Blank for 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 Hong Kong, China; required for AUS, CA, MX, NZ, UK, US, Japan, Singapore, Switzerland, and Sweden.	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	Tax ID	48 characters maximum	Required for Mexico	The Tax ID associated with the employee. Tax ID are either the RFC code (13 characters – example: MALA780724988) or the CURP code (18 characters – example: GOJO601228HVZRML07).	
18	Bank Account Secondary Routing Number	48 characters maximum	Required for INR and SDG (populated with Swift / BIC)	Secondary SWIFT Code.	

#	Name	Definition	Req?	Description	Client Field Definition
19	Is Resident	• Y = Yes (is a resident) • N = No (is not a resident)	N	Specify if the employee is a resident or not of the same country offering the banking service. **NOTE:** This field is useful to determine if there are any tax ramifications when making payments to employees outside of the Expense Pay process.	
20	Phone Number	N/A	N	For future use.	
21	Bank Branch Postal Address Line 1	48 characters maximum	Required for Japan		
22	Bank Branch Postal Address City	24 characters maximum JPY: Enter Prefecture	Required for Japan		
23	Bank Branch Postal Address Region	20 characters maximum	Required for Japan		
24	Bank Branch Postal Code	2 Characters	Required for Japan		
25	Citizenship	2 Characters Iso Country Code Example: US, CA, IN	Required for India	Employee's current legal citizenship country. This is the country that would display on a person's passport.	
26 - 36	Future Use 1-25 (sequential = 26 - 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.

! **IMPORTANT:** The 900-level fields do not support the import of multiple vehicles when distance accumulates by **Car Criteria** or **Car**. The import of multiple vehicles is only supported when distance accumulates by **Configuration**.

This applies to the old Mileage solution only and does **NOT** apply to the new Mileage Service.

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 alphanumeric 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.

! **IMPORTANT:** The 910-level fields do not support the import of multiple vehicles when distance accumulates by **Car Criteria** or **Car**. The import of multiple vehicles is only supported when distance accumulates by **Configuration**.

This applies to the old Mileage solution only and does **NOT** apply to the new Mileage Service.

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.	

#	Name	Definition	Req?	Description	Client Field Definition
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).	
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	CO2 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	

#	Name	Definition	Req?	Description	Client Field Definition
				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 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. **NOTE:** Best practice is to ***not*** allow personal, sensitive, or uniquely identifying information in custom fields.	
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.	
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 recipients 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 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	

#	Name	Definition	Req?	Description	Client Field Definition
				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 for existing JPT users

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) , and must be a unique identification for each employee.	

#	Name	Definition	Req?	Description	Client Field Definition
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*	Y	The start date (activated) of the commuter pass.	
8	End Date	8 characters maximum in format *YYYYMMDD*	Y	The end date (deactivated) of the commuter pass.	
9 26	Future Use 3 - 20 (sequential = 9 - 26)	N / A	N/A	Reserved for future use.	

JPY Commuter Pass Routes Import (Record Type 1300) Format for new JPT on NextGen UI users

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

NOTE: To obtain detailed specifications for the Reference (#9) field when importing a commuter pass route for the new JPT using the 1300 format, customers are advised to consult with the provider of the Ekispert engine.

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, , Shin-Kiba,, 和光市:東京メトロ有楽町線(和光市－新木場):Down:新木場,,,,,,,,,,,,,,,,,

Table 29: 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) , and must be a unique identification for each employee.	
3	Delete?	Y or N Default = N	N	Delete this commute route from the system? If set to Y, system logic checks a combination of Employee ID, Start Date, and End Date to identify the commuter pass record to be deleted.	
4	From Station Name		Y	Commuter pass departure station name.	
5	Line Name		N	Commuter pass line name used for this route commute. For JPT on NextGen UI, the value will no longer be stored.	
6	To Station Name		Y	Commuter pass arrival station name.	
7	Start Date	8 characters maximum in format *YYYYMMDD*	Y	The start date of the commuter pass. **NOTE:** This record will fail if the calendar day value of Start Date or End Date falls within the date range of an existing commuter pass.	
8	End Date	8 characters maximum in format *YYYYMMDD*	N	The end date of the commuter pass. **NOTE:** This record will fail if the calendar day value of Start Date or End Date falls within the date range of an existing commuter pass.	

#	Name	Definition	Req?	Description	Client Field Definition
9	Reference		Y	Dedicated strings for Ekispert engine to calculate commuter pass deducted fare. Example: 和光市:東京メトロ有楽町線(和光市ー新木場):Down:新木場 Wakoshi to Shin-Kiba via the Tokyo-Metro Yurakucho line as a prepaid route	
10 26	Future Use 3 - 20 (sequential = 10 - 26)	N / A	N/A	Reserved for future use.	

Section 5: Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client 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 6: Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the employee information has been updated. The changes are immediately available to users.

Section 7: Appendix

About the Use of the Concur-Only System Record Roles

The client may come across roles granted only to Concur administrative personnel for the purpose of working within a client entity. These roles, such as ConcurAuditor, ConcurConsultant, and ConcurAdmin are secure "system" roles Concur uses on behalf of the client to fulfill requests, troubleshoot, and maintain the overall integrity of the client entity.

The client may encounter these roles as they work with their employee and user imports – for example, the system record (CT_EMPLOYEE.SYSTEM_RECORD) or similar. They may be safely ignored as they are used by the application or Concur to secure the entity for use by the client.

Locale Codes

Before using these codes - Be sure the locale already exists for your implementation. To find out, either:

- Look under **User Profile** > **System Settings** > **Default Language** field to identify the current assigned code
- Contact Concur Support

If you require locale information not listed here, please contact Concur Client Support.

Activation Determines Your Current Local Code – How to Change the Locale Code

The locales that are available via the user profile and import will vary based on which languages were activated for the company during implementation. Locale is the combination of language plus system settings that include factors such as formats for dates, times, and numbers.

The user may override the default format settings using options in their **User Profile** page. This allows the user to configure system settings that suit their own preferences for an ideal working environment.

MULTIPLE DIALECT SUPPORT

If Concur supports multiple dialects for a language, it is possible that languages associated with a locale may change based on the activated languages. For example, if French is active, then all French locales would use the default French language. However, if Canadian French is activated, then the fr_CA locale will use the language dialect for Canadian French. If a primary language is not active, then all primary languages fallback to English, US (en – default).

Locale	Primary language	Alternate language (if primary is not active)
Dutch (Belgium) Dutch (Netherlands)	Dutch (nl)	English, US (en – default)
Chinese (China) Chinese (Singapore)	Chinese, Simplified (zh_CN)	English, US (en – default)
Chinese (Hong Kong, China) Chinese (Taiwan, China)	Chinese, Traditional (zh_TW)	English, US (en – default)
English (Australia) English (Canada) English (United Kingdom) English (Ireland) English (India) English (New Zealand) English (South Africa)	English, UK (en_GB)	English, US (en – default)
French (Canada)	French, Canada (fr_CA)	French (fr)
French (Belgium) French (France) French (Luxembourg) French (Switzerland)	French (fr)	English, US (en – default)
German (Austria) German (Germany) German (Luxembourg) German (Switzerland)	German (de)	English, US (en – default)
Italian (Italy) Italian (Switzerland)	Italian (it)	English, US (en – default)
Korean (North Korea) Korean (South Korea)	Korean (ko)	English, US (en – default)

Locale	Primary language	Alternate language (if primary is not active)
Spanish (Argentina) Spanish (Bolivia) Spanish (Chile) Spanish (Colombia) Spanish (Costa Rica) Spanish (Dominican Republic) Spanish (Ecuador) Spanish (El Salvador) Spanish (Guatemala) Spanish (Honduras) Spanish (Mexico) Spanish (Nicaragua) Spanish (Panama) Spanish (Paraguay) Spanish (Peru) Spanish (Puerto Rico) Spanish (Uruguay) Spanish (Venezuela)	Spanish, Latin America (es_LA)	Spanish, Spain (es)
Spanish (Spain)	Spanish, Spain (es)	English, US (en – default)

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

Locales for Supported Languages	
Bulgarian (Bulgaria)	bg_BG
Chinese (China)	zh_CN
Chinese (Hong Kong, China)	zh_HK
Chinese (Singapore)	zh_SG
Chinese (Taiwan, China)	zh_TW
Croatian (Croatia)	hr_HR
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
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

Locales for Supported Languages	
French (Switzerland)	fr_CH
German (Austria)	de_AT
German (Germany)	de_DE
German (Luxembourg)	de_LU
German (Switzerland)	de_CH
Hungarian (Hungary)	hu_HU
Indonesian (Indonesia)	id_ID
Italian (Italy)	it_IT
Italian (Switzerland)	it_CH
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
Romanian (Romania)	ro_RO
Russian (Russian Federation)	ru_RU
Slovak (Slovakia)	sk_SK
Spanish (Argentina)	es_AR
Spanish (Bolivia)	es_BO
Spanish (Chile)	es_CL
Spanish (Colombia)	es_CO
Spanish (Costa Rica)	es_CR

Locales for Supported Languages	
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
Spanish (Panama)	es_PA
Spanish (Paraguay)	es_PY
Spanish (Peru)	es_PE
Spanish (Puerto Rico)	es_PR
Spanish (Spain)	es_ES
Spanish (Uruguay)	es_UY
Spanish (Venezuela)	es_VE
Swedish (Sweden)	sv_SE
Thai (Thailand)	th-TH
Turkish (Turkey)	tr_TR

Country Codes (as of March 2019)

Country	ISO Code
AFGHANISTAN	AF
ÅLAND ISLANDS	AX
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA	BO
BONAIRE, SAINT EUSTATIUS AND SABA	BQ
BOSNIA AND HERZEGOVINA	BA

Country	ISO Code
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO
COMOROS	KM
CONGO, Democratic Republic of	CD
CONGO, People's Republic of	CG
COOK ISLANDS	CK
COSTA RICA	CR
COTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CURAÇAO	CW

Country	ISO Code
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FAEROE ISLANDS	FO
FALKLAND ISLANDS (MALVINAS)	FK
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL

Country	ISO Code
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUERNSEY	GG
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD AND MC DONALD ISLANDS	HM
HONDURAS	HN
HONG KONG, CHINA	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN (ISLAMIC REPUBLIC OF)	IR
IRAQ	IQ
IRELAND	IE
ISLE OF MAN	IM
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JERSEY	JE
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI

Country	ISO Code
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAO, CHINA	MO
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD

Country	ISO Code
MONTENEGRO	ME
MONTSERRAT	MS
MONACO	MC
MONGOLIA	MN
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINE	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH

Country	ISO Code
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
REUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT BARTHÉLEMY	BL
SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT MARTIN	MF
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SERBIA	RS
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG
SINT MAARTEN (DUTCH PART)	SX
SLOVAKIA (Slovak Republic)	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO

Country	ISO Code
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SOUTH SUDAN	SS
SPAIN	ES
SRI LANKA	LK
ST. PIERRE AND MIQUELON	PM
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN ISLANDS	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, CHINA	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TIMOR-LESTE	TL
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA

Country	ISO Code
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
VATICAN CITY STATE (HOLY SEE)	VA
VENEZUELA	VE
VIET NAM	VN
VIRGIN ISLANDS (BRITISH)	VG
VIRGIN ISLANDS (US)	VI
WALLIS AND FUTUNA ISLANDS	WF
WESTERN SAHARA	EH
YEMEN	YE
ZAMBIA	ZM
ZIMBABWE	ZW