

Chapter 11: List Import

Overview

A client uses the List import to import vendor lists, such as airline or car rental vendors, custom lists, such as department names, or connected lists, such as those used for configuring Expense and for allocations.



Refer to the *Shared: Forms and Lists Overview Setup Guide* for more information about the Lists feature.

List Import – The Basic Process

The basic steps are described **briefly** here and then described **in detail** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.
- **Step 3:** Concur runs a batch job that imports the data file.

Figure 1 shows a CSV file (airline vendors) that is ready to be imported; the imported vendor list in Expense Configuration Administrator; and the resulting drop list that the user sees when creating or editing expenses.

Chapter 11: List Import

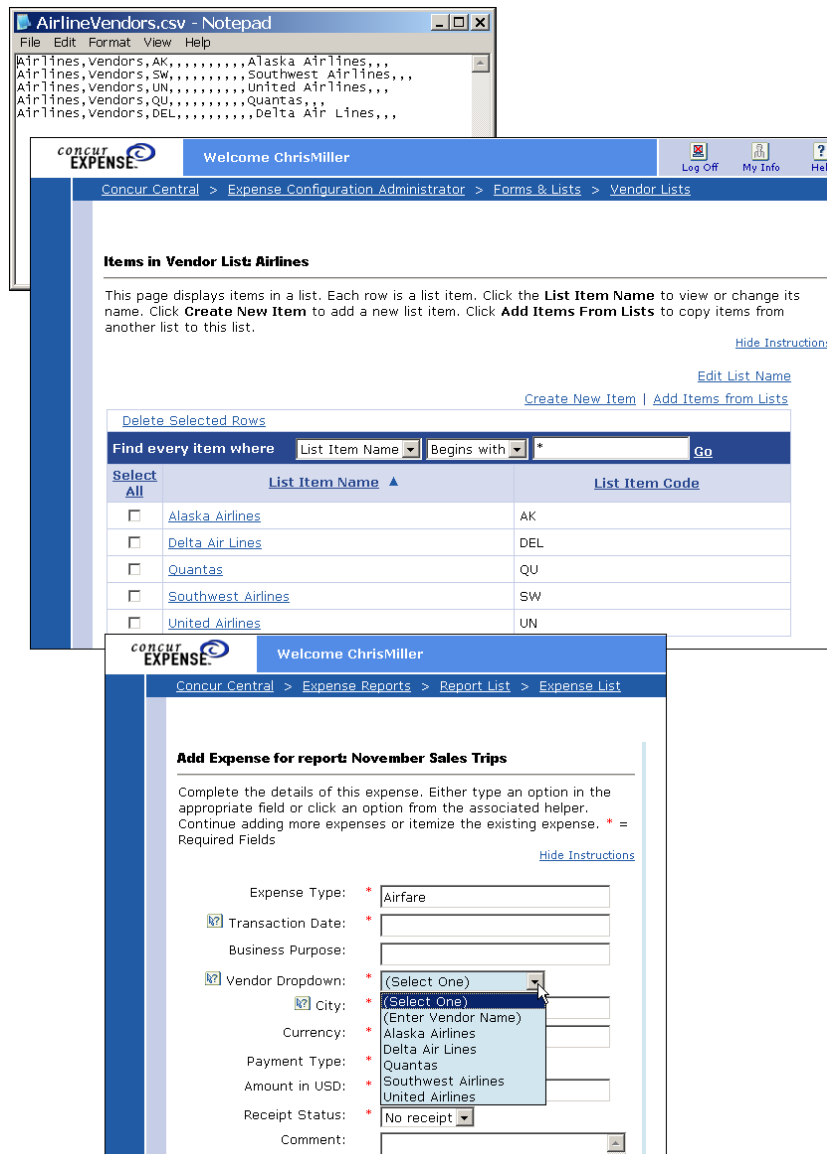


Figure 1: CSV file, imported vendor list in Expense Configuration Administrator, and the **Vendor** list as seen by Expense users

Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Delimiter-Separated Value, UTF8
- **Supported Field Delimiter:** Comma or pipe
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF

- **Data Record Layout:** The record layout is based on the import definition file that is used. Choose from these import definition files:
 - ♦ concur-standard.xml
 - ♦ concur-standard-71.xml, which is backwards compatible to the concur-standard.xml file used in version 7.1

The record types for each file type are referenced in the tables on the following pages.

File Naming Conventions

The data file name should be of the format "jobtype_entitycode_datetime.txt". The job type for a List Import data file is "list." If an entity has the code t0000123abcd, then the file name for the import data file would be "list_t0000123abcd_yyyymmddhhmnss.txt".

The Import Definition Files

Choose from the following import definition files:

- concur-standard.xml
- concur-standard-71.xml, which is backwards compatible to the concur-standard.xml file used in version 7.1

NOTE: The import definition files are described *in detail* on the following pages.

The concur-standard.xml import definition file imports **incrementally**, which means that existing data that is not changed or deleted via the import is not affected by the import.

The main differences between the import definition files are:

- The concur-standard.xml can be used for importing simple list data (lists other than connected lists) - this xml file uses the 16-field set (*includes* Delete List Item)
- ~~List data can be deleted via import **only** using concur-standard-71.xml - this xml file uses the older 15-field set (excludes Delete List Item)~~
Backwards - only the new format can delete records

Clients upgrading to Service Update 10 can use either:

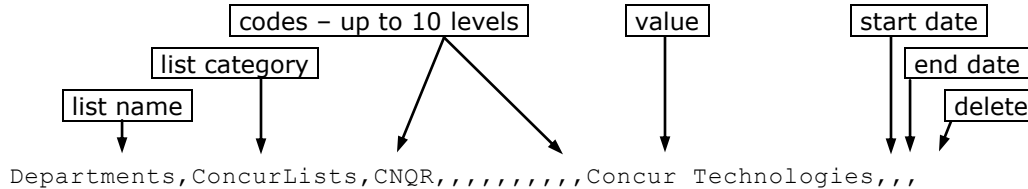
- concur-standard.xml; customers must update their existing list imports by adding one comma at the end of each row (to account for the new field used for deleting records)
- concur-standard-71.xml

Using the concur_standard.xml File

Connected List Data

The administrator can use this import definition file to import connected list data; however, it must contain one record for **each** level in the connected list.

Each record contains the following (described in detail on the following pages):



With the concur-standard.xml file, **every** level of data must appear as its own record in this file. For example, to create a three-level connected list, the data for all three levels must appear as separate records in this import file.

```

Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,,Development,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,,,Release 7.1,,
  
```

The above records will result in the following list items:

LI_CODE	LI_SHORT_CODE	VALUE
CNQR	CNQR	Concur Technologies
CNQR-DEV	DEV	Development
CNQR-DEV-71	71	Release 7.1

Deleting List Data

As noted above, when **adding** connected list data using this import definition file, each level of data must be represented with its own record in the data file. This is **not** a requirement when deleting data.

For connected list data, the administrator enters Y in the last field of the record to be deleted. When the import is run, that record and all of its "child" records will be deleted. Assume the administrator wants to delete all three of these records.

```

Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,
Departments,ConcurLists,CNQR,DEV,,,,,,,,,Development,,
Departments,ConcurLists,CNQR,DEV,71,,,,,,,,,Release 7.1,,
  
```

The administrator includes only the **first** record in the import data file and enters Y in the last field. All three records will be deleted when the import is run.

```

Departments,ConcurLists,CNQR,,,,,,,,,Concur Technologies,,,Y
  
```

NOTE: Leaving the last field blank or entering N results in no change in the existing data.

Record Type Specifications – concur_standard.xml**Table 1:** Data for record ID "StandardList"

Name	Definition	Required?	Description	Client Field Definition
List Name	64 characters maximum	Y	<p>This is the name of the list being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system.</p> <p>NOTE: Define the list name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool.</p>	
List Category Name	64 characters maximum	Y	<p>This is the name of the category into which the list is being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system.</p> <p>NOTES:</p> <ul style="list-style-type: none"> • If the list has been edited in List Management, use the List Name as the List Category Name. • For vendor lists, if the CT_LANG table reflects English, then the list_category_name is <i>vendors</i>. 	
Level 01 Code	32 characters maximum	Y	This is the code for the highest level list item.	
Level 02 Code	32 characters maximum	N	This is the code for the level 2 list item. If provided, this code will have the level_01_code as its parent.	
Level 03 Code	32 characters maximum	N	This is the code for the level 3 list item. If provided, this code will have the level_02_code as its parent.	
Level 04 Code	32 characters maximum	N	This is the code for the level 4 list item. If provided, this code will have the level_03_code as its parent.	

Name	Definition	Required?	Description	Client Field Definition
Level 05 Code	32 characters maximum	N	This is the code for the level 5 list item. If provided, this code will have the level_04_code as its parent.	
Level 06 Code	32 characters maximum	N	This is the code for the level 6 list item. If provided, this code will have the level_05_code as its parent.	
Level 07 Code	32 characters maximum	N	This is the code for the level 7 list item. If provided, this code will have the level_06_code as its parent.	
Level 08 Code	32 characters maximum	N	This is the code for the level 8 list item. If provided, this code will have the level_07_code as its parent.	
Level 09 Code	32 characters maximum	N	This is the code for the level 9 list item. If provided, this code will have the level_08_code as its parent.	
Level 10 Code	32 characters maximum	N	This is the code for the level 10 list item. If provided, this code will have the level_09_code as its parent.	
Value	64 characters maximum	Y	This is the item <i>name</i> for the lowest level code provided on the record. It should be in the system's default language (as defined in the CT_LANG table).	
Start Date	8 characters; must be in the format YYYYMMDD	N	NOTE: The system will not reference dates. The system does not include or exclude information based on this date.	
End Date	8 characters; must be in the format YYYYMMDD	N	NOTE: The system will not reference dates. The system does not include or exclude information based on this date.	
Delete List Item	1 character; Y or N; default of N	N	NOTE: If the list is used for configuration hierarchies, the list item will not be deleted and a warning will be recorded in the job run details.	

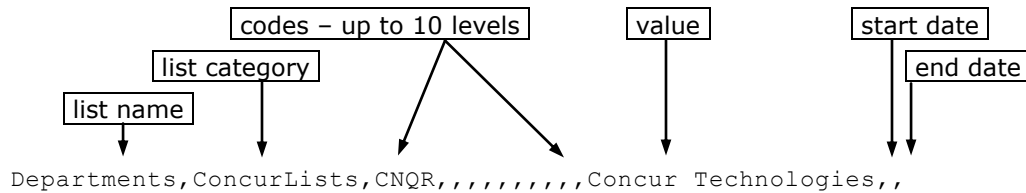
NOTE: The level codes that are **not** required can be "commented out" of the XML and, therefore, not required in the data file.

Using the concur_standard-71.xml File

Connected List Data

The administrator can use this import definition file to import connected list data; however, it must contain one record for **each** level in the connected list.

Each record contains the following (described in detail on the following pages):



With the concur-standard-71.xml file, **every** level of data must appear as its own record in this file. For example, to create a three-level connected list, the data for all three levels must appear as separate records in this import file.

```

Departments,ConcurLists,CNQR,,,,,Concur Technologies,,
Departments,ConcurLists,CNQR,DEV,,,,,Development,,
Departments,ConcurLists,CNQR,DEV,71,,,,,Release 7.1,,

```

The above records will result in the following list items:

LI_CODE	LI_SHORT_CODE	VALUE
CNQR	CNQR	Concur Technologies
CNQR-DEV	DEV	Development
CNQR-DEV-71	71	Release 7.1

Deleting List Data

As noted above, when **adding** connected list data using this import definition file, each level of data must be represented with its own record in the data file. This is **not** a requirement when deleting data.

Table 2: Data for record ID "StandardList"

Name	Definition	Required?	Description	Client Field Definition
List Name	64 characters maximum	Y	<p>This is the name of the list being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system.</p> <p>NOTE: Define the list name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool.</p>	
List Category Name	64 characters maximum	Y	<p>This is the name of the category into which the list is being imported. It must be in the system's default language (as defined in the CT_LANG table) and must already be created in the system.</p> <p>NOTES:</p> <ul style="list-style-type: none"> Define the list category name using Custom Lists in the Forms & Lists tool in the Shared Configuration Administrator tool. For vendor lists, if the CT_LANG table reflects English, then the list_category_name is <i>vendors</i>. 	
Level 01 Code	32 characters maximum	Y	This is the code for the highest level list item.	
Level 02 Code	32 characters maximum	N	This is the code for the level 2 list item. If provided, this code will have the level_01_code as its parent.	
Level 03 Code	32 characters maximum	N	This is the code for the level 3 list item. If provided, this code will have the level_02_code as its parent.	
Level 04 Code	32 characters maximum	N	This is the code for the level 4 list item. If provided, this code will have the level_03_code as its parent.	

Name	Definition	Required?	Description	Client Field Definition
Level 05 Code	32 characters maximum	N	This is the code for the level 5 list item. If provided, this code will have the level_04_code as its parent.	
Level 06 Code	32 characters maximum	N	This is the code for the level 6 list item. If provided, this code will have the level_05_code as its parent.	
Level 07 Code	32 characters maximum	N	This is the code for the level 7 list item. If provided, this code will have the level_06_code as its parent.	
Level 08 Code	32 characters maximum	N	This is the code for the level 8 list item. If provided, this code will have the level_07_code as its parent.	
Level 09 Code	32 characters maximum	N	This is the code for the level 9 list item. If provided, this code will have the level_08_code as its parent.	
Level 10 Code	32 characters maximum	N	This is the code for the level 10 list item. If provided, this code will have the level_09_code as its parent.	
Value	64 characters maximum	Y	This is the item <i>name</i> for the lowest level code provided on the record. It should be in the system's default language (as defined in the CT_LANG table).	
Start Date	8 characters; must be in the format YYYYMMDD	N	NOTE: The system will not reference dates. The system does not include or exclude information based on this date.	
End Date	8 characters; must be in the format YYYYMMDD	N	NOTE: The system will not reference dates. The system does not include or exclude information based on this date.	

NOTE: The level codes that are **not** required can be "commented out" of the XML and, therefore, not required in the data file.

Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Services to move the import data file to Concur.

New clients have most imports set up as part of implementation. Existing clients who want to employ this import must submit a case through the Concur Client Support website (<http://service.concur.com>) to have the import schedule set up.

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.

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 locations information has been updated. The changes are immediately available to users.