

Category Import Specification

This specification document is for a category import file for creation of new category and changing data held for existing categories.

Important Information

Only include an optional data field heading if a data change needs to be made.

The system will not change the existing data saved for an optional data field if it is not included in the CSV import file.

General Rules

- File must be .csv.
- Column headers are required for data fields that need updating. Header names are space and case insensitive.
- If the file does not contain the required data fields, the whole CSV file will be rejected.
- If the file contains any extra headers not recognised, the whole CSV file will be rejected.
- If an existing category is found with the same name, the category will be updated.
- If any data field on a record has an error, the record is skipped, and processing moves onto the next record.
- The maximum number of records/users is 10,000 per CSV file import
- Character limits include spaces

Data Field Heading	Required	Data Type	Field Description
Name	Yes	Text	Sets the name of the category. Max Character Limit: 128 Characters
Only include additional columns where data changes are required.			
Reference	No	Text	Sets the category reference. The reference should match the nominal code set-up in the company accountancy package system. Defaults to not set if left blank. Max Character Limit: 128 Characters
Default Tax Rate	No	Text	The name or reference of the default tax rate from your tax rates list. Max Character Limit: 128 Characters
Enforce Default Tax Rate	No	Boolean	Defaults to false . Set to true to turn setting on or set to false to leave setting off.
Description	No	Text	Sets the category description.

			Max Character Limit: 512 Characters
Show Attendees	No	Boolean	Defaults to false . Set to true to turn setting on or set to false to leave setting off.
Show Number of Nights	No	Boolean	Defaults to false . Set to true to turn setting on or set to false to leave setting off.
Ignore Policy Receipt Rules	No	Boolean	Defaults to false . Set to true to turn setting on or set to false to leave setting off.
Fixed Amount	No	Text	Set a fixed valid decimal amount. Defaults to not set.
Applies To Mileage Expenses	No	Boolean	Defaults to true . Set to true to turn setting on or set to false to leave setting off.
Applies To Purchase Expenses	No	Boolean	Defaults to true . Set to true to turn setting on or set to false to leave setting off.
Applies To Time Expenses	No	Boolean	Defaults to true . Set to true to turn setting on or set to false to leave setting off.
Applies To Mileage Log Expenses	No	Boolean	Defaults to true . Set to true to turn setting on or set to false to leave setting off.
Applies To Invoicing	No	Boolean	Defaults to true . Set to true to turn setting on or set to false to leave setting off.
Carbon Category	No	Text	UK accounts only. Sets the carbon category, field options are: Mileage, Flight, Train, Road & Hotel.
Reportable	No	Boolean	Set to true to set category as reportable or set to false to set category as not reportable.
ERR Category	No	Text	Sets the ERR Category, field options are: Travel, Subsistence or remoteworkingdailyallowance. Ireland ExpenseIn Accounts Only (ERR field)
To apply new visibility settings all of four Visible To columns must be present.			
Visible To	No	Text	Sets visibility to either everyone, no one or data in department, user group or user. Must contain All , None or Selected If All or None entered the below three Visible To fields must all be empty.

Visible To Departments	No	Text	Sets visibility to specified department. Must contain the name of one or more departments.
Visible To User Groups	No	Text	Sets visibility to specified user group. Must contain the name of one or more User group.
Visible To Users	No	Text	Sets visibility to specified user. Must contain one or more registered users' email address.

Custom Field Information

When importing categories, you can also populate any custom fields. To set a custom field, a column must be present in the file which matches the exact name of the custom field.

When present the system will try to parse the value from the file into the data type of the custom field e.g. for a custom field that is a list, the file must contain one of the values present in the list, or for a numeric custom field, the file must contain a valid number. An error will be raised if an incorrect value is given.

The required flag of the custom field is also adhered to, but only if the column is present in the file.

Data Field Heading	Required	Data Type	Field Description
Custom Field Name	No	Determined by custom field type created	Sets users custom field data. A custom field is used to capture additional company specific data. Max Character Limit: 128 Characters

Key – Data Type

Text = Data consisting of or using both letters, numbers and special characters.

Boolean = Boolean fields will be treated as true if they contain **true**, **yes** or **1**, and false if they contain **false**, **no** or **0**. These are case insensitive.

List = Where a field allows a list of multiple values, these must be pipe separated (|). They can also be quoted if they contain commas. E.g. Sales|Marketing|"Management, UK".