

Invoice: Import and Extract File Specifications – Payment Confirmation Extract

Last Revised: December 9 2017

Applies to these Concur solutions:

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

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Revision History

Date	Notes/Comments/Changes
December 9 2017	Added a note to the Payment Initiation Date field.
July 8 2017	Clarified that extract is only applicable to invoices paid through Invoice Pay.
December 13 2016	Changed copyright and cover; no other content changes.
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 6 2015	Formatting changes; no other content changes
March 13 2015	Addition of the Payment Amount Total field to the Header.
January 16 2015	Added information about 50 characters for the Vendor Invoice Number field.
October 17 2014	Addition of the Voucher Card (VCHER) payment method type.
May 17 2013	Addition of ten new fields from position 16–25. Addition of Future Use fields, positions 26–100.
April 20 2012	Specification new to this manual.

Payment Confirmation Extract

Section 1: Overview

The Payment Confirmation extract allows the user to reconcile request pay data in Invoice Pay against the same data extracted by the SAE into the client financial system. This extract is useful whenever the client wants to review:

- The pay data *differences* whenever the Payment Manager has changed terms for requests already extracted using the SAE
- A complete list of all Concur-generated pay data, such as Check Number (see below for a complete list of extract fields)

The Payment Confirmation extract depicts *final* payment information, and therefore is a similar concept to the Payment Confirmation Import (in which the client can update Concur with final pay data, for payments they have made). Unlike the Invoice Pay import however, the Invoice Payment Confirmation extract does *not* provide intermediate steps such as sending ACH data and registering any possible ACH failures.

NOTE: This extract is only applicable to invoices that are paid through Invoice Pay.

NOTE: The Payment Confirmation extract is *not* intended to provide correcting journal entries.

Extract Data File

The extract data file specifications are as follow:

- Format Type: Comma Separated Value, UTF8
- Default Field Delimiter: Comma
- Enclosing Character: To "escape" a reserved character, such as a slash, use a quotation mark, for example: "/"
- Record Delimiter: CRLF

FILE NAMING CONVENTIONS

The extract file name should be configured as follows:

EXTRACT_INV_PAY_CONF_<ENTITY ID>_<DATETIME>.TXT.PGP

Section 2: File Header Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Extract	Constant	7	<p>EXTRACT</p> <p>NOTE: The value <i>EXTRACT</i> is inserted into the 1st position of 3 in the extract file header.</p> <p>(By having a constant in the file header, an extract file is always produced, even if there are no requests ready to be extracted.)</p>	
2	Batch Date	Date	YYYYMMDD 10 maximum length	Date the batch was created.	
3	Detail Record Count	Integer	10 maximum length	Number of records extracted.	
4	Payment Amount Total	Numeric	23 maximum length	The total that sums all Payment Amount columns in the payment confirmation rows (calculated when the file is created).	

Section 3: File Details Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Detail	Constant	6	DETAIL NOTE: The value DETAIL is inserted into the 1 st position of 15 in the extract file details.	
2	Request Key	Integer		Key number obtained from the payment extract.	
3	Request ID	String	20	Identification string of the request.	
4	Request Name	String	100	The name of the payment request.	
5	Vendor Invoice Number	String	50 NOTE: Truncated to 32 characters for Invoice Pay clients.	The invoice number provided for the vendor for the paid payment request.	
6	PO Number	String	32	The Purchase Order (PO) number associated with the payment request.	

Section 3: File Details Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
7	Payment Status	String Available options (case insensitive) : <ul style="list-style-type: none"> • CANCEL • PAID (default) • VOID • CLIENT 	6	The status of the payment request is updated to the value provided in this record. Extracted invoices within Invoice Pay (ACH, CHECK, VCHER), which are later marked as Client Pay, will show in the Payment Confirmation Extract.	
8	Payment Status Event Date	Date	YYYYMMDD	The effective date associated with the Payment Status field (above). Example: 20120731 for "July 31 2012"	
9	Check Number	String	Maximum 100 characters	The number of the bank check used to pay the payment request.	
10	Pay Method	String Valid options include: <ul style="list-style-type: none"> • ACH • CARD • CHECK • CLIENT • VCHER • WIRE 	6	The code associated with the payment method type, for example "VCHER" (Voucher Card Payment).	
11	Payment Amount	Numeric	23	The amount paid.	
12	Adjustment Notes	String	500	Notes on why a request may have been short-paid or otherwise changed.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
Vendor Fields					
13	Vendor Name	String	255 maximum	The name the financial system uses for the vendor indicated on the payment request.	
14	Vendor Code	String	32	The specific code associated with the vendor.	
15	Vendor Address Code	String	64	The specific address code associated with the vendor.	
16	Payment Demand ID	String	20		
17	Batch ID	String	20		
18	Funding Initiation Date	Date	YYYYMMDD	Example: 20120731 for "July 31 2012"	
19	Funding Settlement Date	Date	YYYYMMDD	Example: 20120731 for "July 31 2012"	
20	Return Initiation Date	Date	YYYYMMDD	Example: 20120731 for "July 31 2012"	
21	Return Settlement Date	Date	YYYYMMDD	Example: 20120731 for "July 31 2012"	
22	Payment Initiation Date	Date	YYYYMMDD	Example: 20120731 for "July 31 2012" NOTE: The check date will appear in this field.	
23	Payment Settlement Date	Date	YYYYMMDD	Example: 20120731 for "July 31 2012"	
24	Cash Account Code	String	48		
25	Liability Account Code	String	48		

Section 3: File Details Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
26 - 100	Future Use 26 - 100	String	48	Reserved for future use.	