

# Invoice: Import and Extract File Specifications – Positive Pay Extract

**Last Revised: September 9 2016**

Applies to these Concur solutions:

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

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## Revision History

Date	Notes/Comments/Changes
September 9 2016	Changed Event Date to Check Date and updated description.
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
August 14 2015	Updated description of Event Date.
May 6 2015	Formatting changes; no other content changes
March 20 2014	Corrections to sample.
January 20 2012	Specification new to this manual.

# Positive Pay Extract

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## Section 1: Overview

Positive Pay is a best practice method of preventing check fraud, by only allowing payment of listed, verified checks. Concur transmits daily check information to the client, who in turn passes this data directly to their corporate bank. Concur facilitates companies who choose to use a positive pay process, by extracting check information using the information provided within this specification.

## General Information That the File Contains

The extract file contains the following data in separate columns:

- Bank Data
- Account Data
- Check Data - Date & Type
- Event Data - Issue or Void
- Amount Data
- Vendor Data - Name
- Count Data
- Vendor Data

All data is extracted in a single row from the file.

## File Naming Conventions

The extract file name may be of a special format in naming convention - your Concur Consultant can help with this information.

## Extract Sample

The following sample can be used to preview extract output. While the Concur extract provides all relevant information that corporate banks require for positive pay, some banks may require the information in a different order or format.

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**NOTE:** Positive Pay extract can only be run against actual paid data (checks that have actually been produced and mailed). Therefore, this sample data should be used to evaluate the need for a bridge program.

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```
EXTRACT, 20120119, 4
Wells Fargo,3995747936,1102,20120117,V,0,Tacoma Hardware,0
Wells Fargo,3995747936,1105,20120117,I,280.99,Pierce Worldwide,22.48
Bank of America,8997298423,1106,20120117,I,30.00,Sabre,3.26
Bank of
```

*America,8997298423,1107,20120117,I,120.00,TransContinental,13.86*

## File Header Record Section

**Table 1:** File Header

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Extract	Constant		Positive Pay Extract	
2	Batch Date	Integer	YYYYMMDD	Date the batch was produced	
3	Detail Record Count	Integer	Numeric	The total number of checks, both <i>Issued</i> and <i>Voided</i> , in the Details record of the extract	

## File Details Record Section

**Table 2:** Detail Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Bank Name	String	Character: 200 maximum	The name of the bank from the funding account	
2	Account Number	String	Numeric: 255 maximum	The number of the bank account	
3	Check Number	String	Numeric: 100 maximum	The number of the check	
4	Check Date	Timestamp	YYYYMMDD	The date printed on the check or the date that the check was voided. See Event Type below.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
5	Event Type	String	Character: I ( <i>Issued</i> ) - or - V ( <i>Voided</i> )	The action that was taken on the check, either issued or voided.	
6	Amount	Currency - or - Integer	Amount ( <i>Issued</i> ) - or - 0 ( <i>Voided</i> )	The amount of the issued check - or - if the check is voided, the number zero (0).	
7	Vendor Name	String	Character: 255 maximum	The name of the vendor for whom the check was issued or voided.	
8	Total	Currency - or - Integer	Amount	The amount on the Positive Pay Journal record - or - if voided, the number zero (0).	