

Concur Expense: Expense Payment Manager

Setup Guide for Standard Edition

Last Revised: October 13, 2023

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
October 13, 2023	Minor updates throughout the guide.
September 16, 2023	Initial publication

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.

Payment Manager

Section 1: Overview

The **Payment Manager** page allows an administrator to view and manage batches of expense reports that are ready for reimbursement and create a transaction file of expenses. This file can be imported into a financial system in order to pay employees or card transactions.

The **Payment Manager** page allows an administrator to view and manage batches of expense reports that are ready for reimbursement. Each batch stays open until an administrator chooses to close it. Any expenses that are approved for payment will be listed in the currently open batch. An administrator can view the list of all the expenses in the batch from the **Payment Manager** page. Once a batch is closed, a transaction file listing the approved expenses can be downloaded. This file can be imported into a financial system in order to pay employees or company cards.

Depending on the options selected in Product Settings, one or more of the following transaction files may be available:

- **A .CSV file**
- **A QuickBooks formatted (.IIF) file**
- **An ADP formatted (EPIP) file**

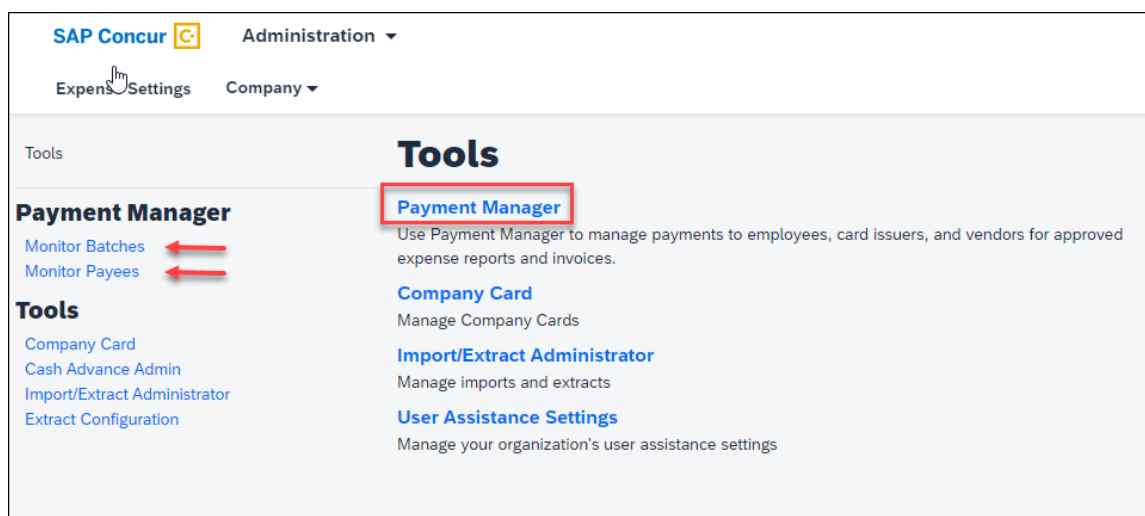
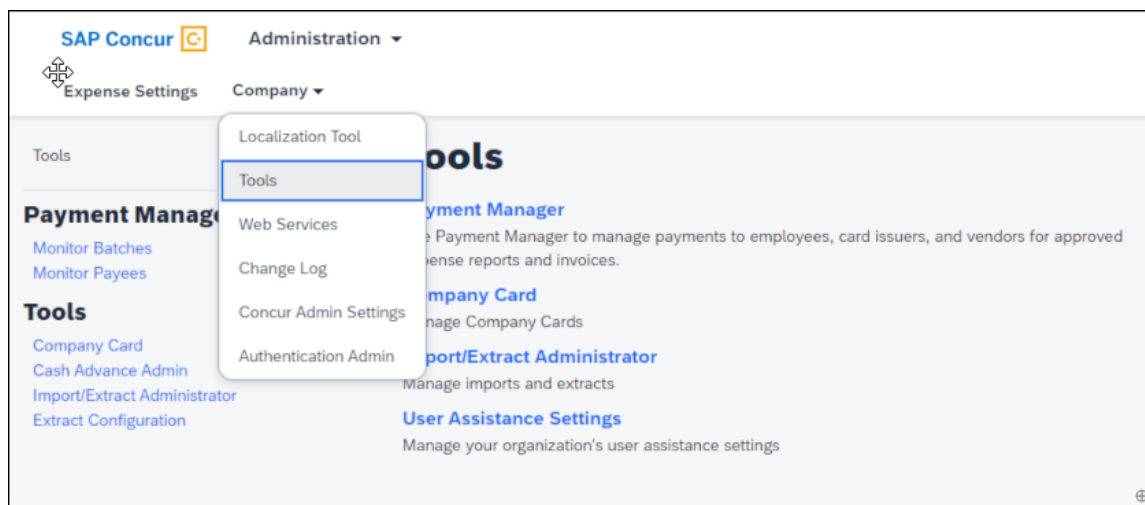
ADP users will receive a zip file containing the EPIP formatted file and one of the other file formats, depending on your configuration.

Clients using QuickBooks may receive more than one IIF file per batch.



For information, such as fields, maximum character lengths, and description/format information for accounting extract, refer to the *Concur Expense: Payment Manager Extract for Concur Standard Edition*. For similar information, specific to the QuickBooks IIF format, refer to the *Concur Expense: Payment Manager QuickBooks IIF Extract for Concur Standard Edition*.

Section 1: Overview



Definitions

- **Batch:** A group of expenses.
- **Payment Demand:** The collection of all payment requests for a single payee (such as an employee) for a report. A report with five expenses would have a single payment demand for the total of the expenses.
- **Payment Service:** An external service used to reimburse employees.

Batch Status

The expense report batches can have the following statuses:

- **Open:** Any expenses that are approved for payment on the **Reports Ready for Processing** page will be added to the batch.
- **Completed:** The batch is no longer accepting new expenses, and a file containing all the transactions has been generated. This status applies for batches paid by company check.

- **Processing:** The batch is closed, but an error prevented it from sending.
- **Sent:** The payments have been sent to the payment provider to be paid. You can check the status of the payments within the batch for more details and to see if they have been paid out.

Section 2: Payment Manager Processes

► To access Payment Manager:

1. Click **Administration > Company > Tools > Payment Manager**.

Payment Manager

This is where you view batches of approved expenses and download your transaction files.

View Batches: [View Funding](#) [Bank Statements](#)

Advanced Search

Batch ID: Type: Funding Account Name: Hide Unused Batches: ☐ [Search](#)

Closed Date (From): Closed Date (To):

Total	Status	Count	Closed Date	Funding Account	Reimbursement Method	Actions
0.00 EUR	Open	0			Company Check (via Accounts Payable)	
0.00 EUR	Open	0		GERMAN ACCT SU127	Expense Pay - Global	
0.00 EUR	Open	0			Company Check (via Accounts Payable)	

Viewing Batch Information

► To view the list of expenses in a batch:

1. For the desired batch, click the number in the **Count** column.

Payment Manager

This is where you view batches of approved expenses and download your transaction files.

View Batches: [View Funding](#) [Bank Statements](#)

Advanced Search

Batch ID: Type: Funding Account Name: Hide Unused Batches: ☐ [Search](#)

Closed Date (From): Closed Date (To):

Total	Status	Count	Closed Date	Funding Account	Reimbursement Method	Actions
60.00 EUR	Sent	1	08/11/2023	GERMAN ACCT SU127	Expense Pay - Global	download file

Section 2: Payment Manager Processes

The **Payment Demands For Batch Total** tab containing the list of expenses in the batch appears.

Monitor Batches

View Batches View Funding Bank Statements

Advanced Search Payment Demands For Batch Total: 0.00 USD

Search Field: Search Value: Status: Paid Date (From): Paid Date (To):

Employee Last Name: Any

AMEX: Card Batch Paid By Expense Pay By Concur (260127e3-8839-4622-9f2b-fe968b4bed44)

Report Name	Report ID	Payment Demand ID	Employee Name	Payee Name	Amount
Business Trip	A5568C667BED40D49398	2	Peterson, Sue	IBCP	1,036.57 U
Misc Expenses	BD939DFEF9F245FE869A	3	Peterson, Sue	IBCP	45.76 USD

Page 1 of 1 | Send to Excel | Displaying accounts 1 - 1 of 1

2. Review the information for the desired demands.

3. Click **X** to close the tab.

► **To view the audit trail of an Expense Payment Manager By Concur payment demand:**

1. On the **Payment Demands** tab, click **Payment Demand ID**.

Audit Trail for Payment Demand 8

Date / Time	Updated By	Action	Description
06/19/2015 02:22 PM	Miller, Chris	Creation	Payment demand created.

OK

NOTE: Only batches paid by Expense Payment Manager by Concur have a **Payment Demand ID**.

2. Review the audit trail.

3. Click **OK**.

► **To review the audit trail of a report:**

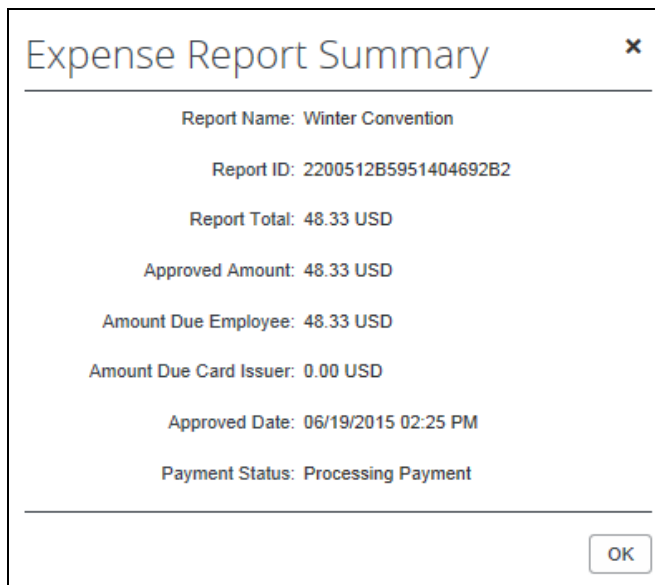
1. On the **Payment Demands** tab, click **Report ID**.

Report Level			
Date/Time ▼	Updated By	Action	Description
06/19/2015 02:31 PM	System, Concur	Queued for processing	The report was added to the Expense Pay processing queue.
06/19/2015 02:31 PM	Petei, Jin	Approval Status Change	Status changed from Approved & In Accounting Review to Approved Comment:
06/19/2015 02:30 PM	Petei, Jin	Approval Status Change	Status changed from Submitted & Pending Approval to Approved Comment:
06/19/2015 02:30 PM	Miller, Chris	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval

2. Review the audit trail.
3. Click **Close**.

► **To view the report summary:**

On the **Payment Demands for Batch** tab, in the **Report Name** column, click the desired name.



The image shows a dialog box titled "Expense Report Summary" with a close button (X) in the top right corner. The dialog contains the following information:

- Report Name: Winter Convention
- Report ID: 2200512B5951404692B2
- Report Total: 48.33 USD
- Approved Amount: 48.33 USD
- Amount Due Employee: 48.33 USD
- Amount Due Card Issuer: 0.00 USD
- Approved Date: 06/19/2015 02:25 PM
- Payment Status: Processing Payment

An "OK" button is located at the bottom right of the dialog.

► **To hide empty batches:**

On the **Advanced Search** tab, select (enable) the **Hide Unused Batches** check box.

Creating and Downloading Extract Files



For information, such as fields, maximum character lengths, and description/format information for accounting extract, refer to the *Expense: Payment Manager Extract for Concur Standard Edition*. For similar information specific to the QuickBooks IIF format, refer to the *Expense: Payment Manager QuickBooks IIF Extract for Concur Standard Edition*.

► **To create a transaction file:**

1. For the desired batch, click **close now or wait for the payment batch to be picked up and processed overnight**. SAP Concur will create your transaction file.
2. Click **download file**.
3. Select a location on your computer to save the file.
4. Click **Save**.

► **To download a previously created file:**

1. Locate the file in the list of batches.

Payment Manager

This is where you view batches of approved expenses and download your transaction files.

View Batches View Funding Bank Statements

Advanced Search

Batch ID: Type: Funding Account Name: Hide Unused Batches: Search

Closed Date (From): Closed Date (To):

Total	Status	Count	Closed Date	Funding Account	Reimbursement Method	Actions
EUR: Employees Batch Paid By Expense Pay By Concur						
60.00 EUR	Sent	1	08/11/2023	GERMAN ACCT SU127	Expense Pay - Global	download file

2. Click **download file**.
3. Select a location on your computer to save the file.
4. Click **Save**.

Clients Connected to Financial Systems

If you have connected SAP Concur to your financial system, some functionality on this page may be different, based on your connected financial system.



For more information, refer to the SAP Concur setup guide for your financial system.

Section 3: Expense Payment Manager Processes

NOTE: The following pages are used with the Expense Payment Manager by SAP Concur.

Managing Expense Reports on the Monitor Payees List

A report payee is a payee on an expense report. Report payees can either be employees or company card issuers. A payment demand consists of one or more report entries for the same payee. A payment demand for a card program will contain the total reimbursement amount for all card transactions for that card program included in the batch. A payment batch consists of one or more payment demands.

The Payment Manager uses the **Monitor Payees List** to investigate the payment status of a specific expense report or report payee.



For more information, refer to the *Concur Expense: Expense Payment Manager User Guide for Concur Standard Edition*.

Section 3: Expense Payment Manager Processes

SAP Concur Administration

Expense Settings Company

Tools

Payment Manager

This is where you view batches of approved expenses and download your transaction files.

Report Payees Employee Banking

Find report payees where

Employee Last Name Contains

Status Unassigned Payee Type Any Currency Any Reimbursement Method Any

Approve Date (From) Approve Date (To) Search

Create Change Batch Client Pay Place On Hold Reverse Client Paid

Report Name Report ID Payment Demand ID Approved Date Payee Name Amount Curren... Reimbursement Method Payee Type Status Batch ID Trace Number

Viewing Funding

The **View Funding** page displays a daily summary of account activity for all funding accounts used by Expense Payment Manager. The administrator can search for specific funding accounts or date ranges. The returned amounts are summarized on this page.

NOTE: When using Convera as your payment provider, you can view your Line item Payment Confirmation from Convera by clicking the **View Receipt** link on the funding amounts.



For more information, refer to the *Concur Expense: Expense Payment Manager User Guide for Concur Standard Edition*.

SAP Concur Administration

Expense Settings Company

Tools

Payment Manager

This is where you view batches of approved expenses and download your transaction files.

View Batches View Funding Bank Statements

Direct Debit Pre Fund Global Funding

Funding Account Name: ANY Currency: ANY Init Date (From): 08/24/2023 Init Date (To):

Process Date Cash Amount Card Amount Total Amount Returned Amount Status Trace Number Details

Viewing Employee Banking

The **Employee Banking** page allows the administrator to view employee bank account information, including historical information, reconfirm failed accounts, and inactivate an account.

NOTE: If Expense Payment Manager is terminated, previous data is maintained, and reporting is still available. Additionally, Expense users will see their banking information as read only information in their profile.



For more information, refer to the *Concur Expense: Expense Payment Manager User Guide for Concur Standard Edition*.

Section 3: Expense Payment Manager Processes

SAP Concur

Administration

Expense SettingsCompany

Tools

Payment Manager

Monitor Batches

Monitor Payees

Tools

Company Card

Cash Advance Admin

Import/Extract Administrator

Extract Configuration

This is where you view batches of approved expenses and download your transaction files.

Report Payees

Employee Banking

Find Employee Where

Employee Last N

Contains

Status

Failed

Search

Reconcile

View History

Reconcile

Employee Name	Account Number	Account Type	Account Status	Active	Status Date	Country/Region	Reimbursement Curre...	Bank Currency
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Section 4: Special Cases

What happens when the user owes the company money?

A negative payment demand for the owed amount will be created in the Company Check Cash batch. SAP Concur does not withdraw money from users.

