

Concur Invoice: File Export Configuration

Setup Guide for Standard Edition

Last Revised: November 10, 2021

Applies to these SAP Concur solutions:

- Concur Expense
 - Professional/Premium edition
 - Standard edition
 - Concur Travel
 - Professional/Premium edition
 - Standard edition
 - Concur Invoice
 - Professional/Premium edition
 - Standard edition
 - Concur Request
 - Professional/Premium edition
 - Standard edition
-

Table of Contents

Section 1: Overview	1
Clients Connected to Financial Systems	1
Section 2: Configure the Export File	1
Access the File Export – Select Schedule Page	1
Select Schedule	2
Select Your General Ledger File Export Schedule	3
Select Format	3
Select an Export File Format	4
Select Account String	4
Manage Your Account Strings and Fields	5
General Settings	7
Update General Settings	8
Define Header	8
Set Group Properties	9
Define Details	9
Why Is This Step Important?	10
Configure Details Fields	10
Summary	15

Revision History

Date	Notes/Comments/Changes
August 30, 2022	Minor edits; cover date not update
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
November 10, 2021	Updated Product Settings page instructions.
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June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
January 29, 2019	Updated the copyright; no other changes; cover date not updated
September 14, 2018	Fixed a number of typos.
June 16, 2018	Removed information about QuickBooks Connector and Financial Integration, as content is now consolidated in the <i>Shared: QuickBooks Connector Setup Guide</i> and <i>Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide</i> .
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 15, 2018	Updated "Show Advanced Settings" text.
November 4, 2017	Updated guide to include new Product Settings page, which replaces the Setup Wizard.
March 18, 2017	Updated with menu option name change to access Setup Wizard.
December 13, 2016	Changed copyright and cover; no other content changes.
September 9, 2016	Added information about Goods Receipt Number (GRN) and Delivery Slip Number (DSN) fields.
August 12, 2016	Added information about the QuickBooks Liability Account Code field now a list and contains synchronized information from QuickBooks.
November 20, 2015	Updated graphics to reflect newly styled step numbers.
March 13, 2015	Updated the images to the enhanced UI and made general updates to the content.

Date	Notes/Comments/Changes
September 16, 2014	Added information about two user interfaces; no other content changes
May 16, 2014	New document. (This content originated from the <i>Invoice Setup Guide for Concur Standard</i> .)

File Export Configuration

This page of Product Settings is visible only when enabled by SAP Concur.

Section 1: Overview

The **File Export Configuration** page of Product Settings allows you to configure schedule, format, and define other details of the export file.

Clients Connected to Financial Systems

If you have connected Concur Invoice to your financial system, some fields on these pages may display different labels or pre-populated values based on your connected financial system.



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

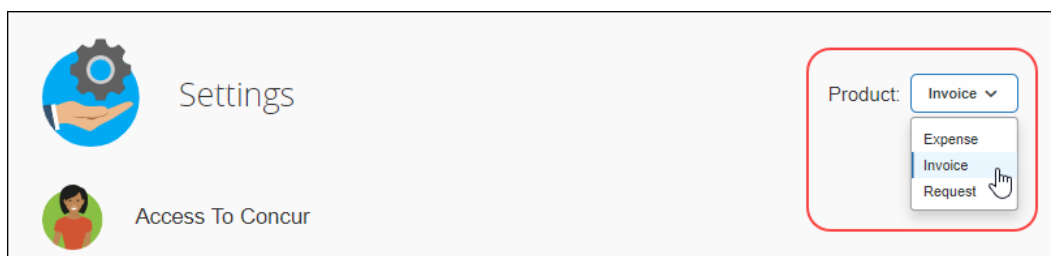
Section 2: Configure the Export File

The **File Export Configuration** page lets you select your general ledger export schedule and the format of the file export. If you select the default format, the Setup Wizard will take you to the next step of the Wizard. If you select a custom format, the Wizard will take you through several steps to configure this custom format.

Access the File Export – Select Schedule Page

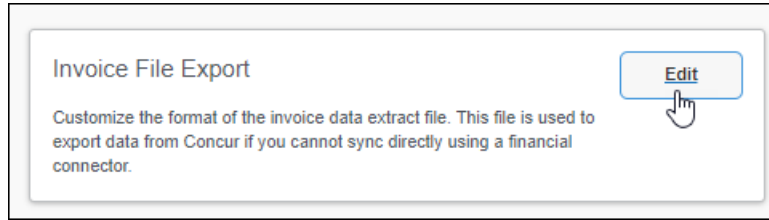
► **To access the File Export – Select Schedule page:**

1. Click **Administration** > **Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.

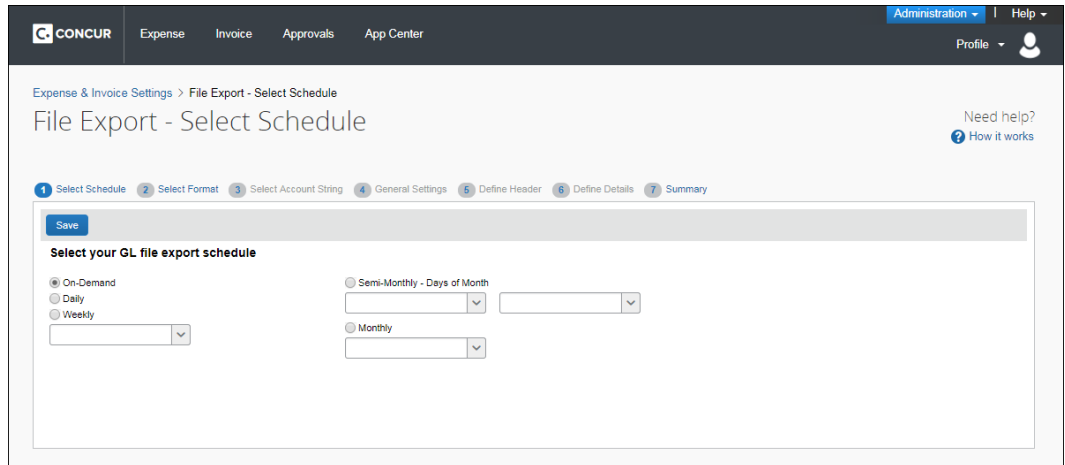


Section 2: Configure the Export File

3. On the **Invoice File Export** tile, click **Edit**.

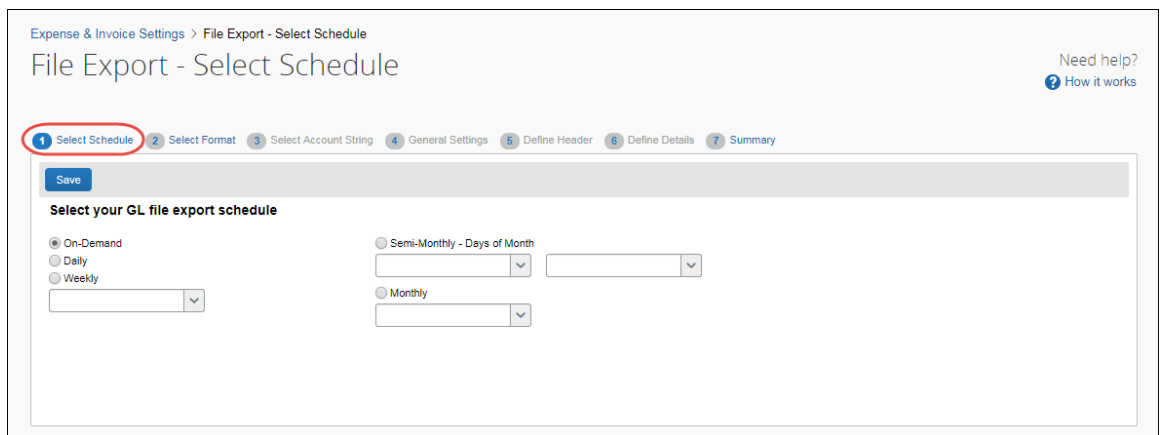


The **File Export – Select Schedule** page appears.



Select Schedule

On the **Select Schedule** page you can schedule how often your file export job should run. You can choose a schedule using the **On-Demand**, **Daily**, **Weekly**, **Semi-Monthly - Days of Month** (twice a month), or **Monthly** (once a month) options.



Example

You would like to run your file export twice a month, on the first and third week. Select the **Semi-monthly - Days of Month** option so that you can specify two days within a month.

Select Your General Ledger File Export Schedule

Select the desired file schedule option. If you click **On-Demand** or **Daily**, you can then click **Save**. Selecting any other option lets you choose the week, set of days within a month, or a single day within a month using the associated day selection fields.

The following options are available:

Schedule Option	File Extract Will Run
On-Demand	Run the extract only when you decide to.
Daily	Extract is run once a day.
Weekly	Extract is run once a week.
Semi-Monthly – Days of Month	Extract is run twice a month, on whatever two days in a 30-day cycle you choose.
Monthly	Extract is run once a month.

Select Format

The **File Export Configuration** page allows you to customize the format of the export file that exports your Concur Invoice payment request data to your financial system. You may choose between the default general ledger (GL) file format or customize the file format by using steps in the wizard.

NOTE: If you selected QuickBooks as your accounting solution on the **Introduction** page, see the section *For QuickBooks Clients Only* directly below for details on this option.

If you choose to use a custom format, you are taken through a wizard with the following steps:

1. **Select Account String:** This step lets you configure your account string by clicking the fields and constants that make up the string. You can select the segment length, padding character, and justification.
2. **General Settings:** This step lets you configure the overall formatting of the export file. You can choose whether the file contains quotes, column headers, or offsetting entries. You can choose the delimiter, date format, and file extension.
3. **Define Header:** This step lets you choose a field to use to group the results. If you group the results, it allows you to choose the fields that appear in the header row.
4. **Define Details:** This step allows you to select the fields that appear for each journal entry and modify the order of the fields.
5. **Summary:** This step allows you to view the complete configuration for the file export format.

Select an Export File Format

▶ **To select an export file format:**

1. Click the desired file format option.
2. Click **Save**. If you selected (enabled) the **Option 1: Use the default GL file format** option, you proceed to the next step. If you selected (enabled) the **Option 2: Use a custom GL file format** option, you are taken through the export file configuration wizard.

Example

If you want to customize your export file, select (enable) the Option 2: Use a custom GL file format option and you are granted access to the rest of the wizard steps for customization.

Select Account String

The **Select Account String** step allows you to configure the fields that are used to create your account string. These fields are combined to create the account string that you need for your ledger. You can add constant fields to your account string.

You can also set the justification, padding characters, and segment length for each field.

Expense & Invoice Settings > File Export - Select Account String

File Export - Select Account String

Need help? [How it works](#)

1 Select Schedule 2 Select Format 3 Select Account String 4 General Settings 5 Define Header 6 Define Details 7 Summary

Define the Account String

Select the fields which will be concatenated together to form your Account String. You will be able to output this Account String in the feed details and you will be able to group by this field. Select the fields to use on the left and then order them in the right. If you wish to make each field a fixed length, select a justification rule of left or right and a fixed segment length. Any characters that are not used will be filled with the Padding Character. If you do not want to use a fixed length, select 'None' for the justification rule.

Step 1: Select Account String Segments

Select the fields that will make up your Account String. Click the Add button.

Enter Constant Field

Field Label

Employee ID

Journal Account Code

Step 2: Order Account String fields

Configure the Account String segment fields using the Up and Down buttons to order the fields.

Sequence	Field Label	Justification	Padding Character	Segment Length

Example

For example, if your organization has an account string composed of a constant value (US), the Employee ID, and the Account Code, the Employee ID must be 10 digits long or have leading zeroes if it is not 10 digits long. Enter US and click **Add Constant**. The value "US" appears in the right pane. Click the *Employee ID* field and click **Add**. The field appears after the constant in the right box. Click the *Journal Account Code* field and click **Add**. The field appears after the *Employee ID* in the right pane. Click the **Justification** column for the Employee ID row and click *Right*. Click the **Padding Character** column and click *Zero*. Click the **Segment Length** column and enter *10*.

Manage Your Account Strings and Fields

► To select a field for your account string:

1. Click one or more field(s) in the left pane.

Expense & Invoice Settings > File Export - Select Account String

File Export - Select Account String

Need help? [How it works](#)

1 Select Schedule 2 Select Format 3 Select Account String 4 General Settings 5 Define Header 6 Define Details 7 Summary

Define the Account String

Select the fields which will be concatenated together to form your Account String. You will be able to output this Account String in the feed details and you will be able to group by this field. Select the fields to use on the left and then order them in the right. If you wish to make each field a fixed length, select a justification rule of left or right and a fixed segment length. Any characters that are not used will be filled with the Padding Character. If you do not want to use a fixed length, select 'None' for the justification rule.

Step 1: Select Account String Segments

Select the fields that will make up your Account String. Click the Add button.

Enter Constant Field

Field Label

Employee ID

Journal Account Code

Step 2: Order Account String fields

Configure the Account String segment fields using the Up and Down buttons to order the fields.

Sequence	Field Label	Justification	Padding Character	Segment Length

Section 2: Configure the Export File

2. Click **Add**. The field(s) appears in the right pane.

▶ **To add a constant to your account string:**

1. Enter the constant value in the text field.

Expense & Invoice Settings > File Export - Select Account String

File Export - Select Account String

Need help? [How it works](#)

1 Select Schedule 2 Select Format 3 Select Account String 4 General Settings 5 Define Header 6 Define Details 7 Summary

Define the Account String

Select the fields which will be concatenated together to form your Account String. You will be able to output this Account String in the feed details and you will be able to group by this field. Select the fields to use on the left and then order them in the right. If you wish to make each field a fixed length, select a justification rule of left or right and a fixed segment length. Any characters that are not used will be filled with the Padding Character. If you do not want to use a fixed length, select 'None' for the justification rule.

Step 1: Select Account String Segments

Select the fields that will make up your Account String. Click the Add button.

Enter Constant Field **Add Constant** Add >>

Field Label * << Remove

Step 2: Order Account String fields

Configure the Account String segment fields using the Up and Down buttons to order the fields.

<input type="checkbox"/> Sequence	Field Label	Justification	Padding Character	Segment Length
<input type="checkbox"/> ↓	Employee ID	None		
<input type="checkbox"/> ↑	Account Code	None		

2. Click **Add Constant**. The value appears in the right pane.

▶ **To update the field settings:**

1. Click a value in the **Justification** column for the field.

2. Click a value in the **Padding Character** column for the field.

3. Enter a value in the **Segment Length** column for the field.

▶ **To rearrange the fields:**

Click the up and down arrows in the right pane to arrange the fields.

Step 2: Order Account String fields

Configure the Account String segment fields using the Up and Down buttons to order the fields.

<input type="checkbox"/> Sequence	Field Label	Jus...	Paddi... Char...	Se... Le...
<input type="checkbox"/> ↓	Employee ID	None		
<input type="checkbox"/> ↑	Account Code	None		

► **To remove a field from the account string:**

1. Click the desired field in the right pane.

The screenshot shows a two-pane interface for configuring account string segments. The left pane, titled 'Step 1: Select Account String Segments', contains a search box 'Enter Constant Field' with an 'Add Constant' button, and a list of 'Field Label' items. A blue button labeled '<< Remove' is circled in red. The right pane, titled 'Step 2: Order Account String fields', contains a table with columns: Sequence, Field Label, Justification, Padding Character, and Segment Length. The table lists 'Employee ID' and 'Account Code'.

Sequence	Field Label	Justification	Padding Character	Segment Length
<input checked="" type="checkbox"/>	↓ Employee ID	None		
<input type="checkbox"/>	↑ Account Code	None		

2. Click **Remove**. The field is moved to the left pane.

General Settings

The **General Settings** step allows you to set general formatting settings for the export file. These settings apply to the daily export of the export file until they are changed by the administrator.

The screenshot shows the 'File Export - General Settings' configuration page. The progress bar at the top indicates the current step is '4 General Settings', which is circled in red. The page includes a 'Save' button and several configuration options:

- Select the payment batch that you wish to configure:**
 - Include descriptive column labels at the top of the file.
 - Place quotation marks around text and list fields in the file.
- Select a delimiter to separate the fields in the file:** Tab
- Select the date format:** MM/dd/yyyy
- Select the file extension:** .xls

Example

Let's say your organization needs an Excel-based export file that is comma delimited and has quotation marks around the entries. Click the **Place quotation marks around text and list fields in the file** check box, and then select a delimiter to separate the fields in the file field. Select .xls as the value for the **Select a file extension**.

Update General Settings

► **To update the settings:**

1. Enter settings for the following options:

Field	Description
Include descriptive column labels at the top of the file	Click this option to include column labels at the top of the file for the header, detail and summary fields.
Place quotation marks around text and list fields in the file	Click this option to have double quotes placed around every field in the file.
Select a delimiter to separate the fields in the file	Click the character that you would like to use to separate fields in the export file.
Select the date format	Click the format that you would like to use for all the dates in the export file.
Select the file extension	Click the desired file extension for the export file.

2. Click **Save**.

Define Header

The **Define Header** step allows you to select a field to use to group the request detail rows. It also allows you to select the fields that display in the group headers for the grouped rows.

Expense & Invoice Settings > File Export - Define Header

File Export - Define Header

This is where you define the header that is placed before each group of expenses.

Need help? [? How it works](#)

1 Select Schedule 2 Select Format 3 Select Account String 4 General Settings **5 Define Header** 6 Define Details 7 Summary

Define the group header record

The group header row will appear before each group of expenses which are grouped by the group field. Select the field you wish to group your expenses. Then select the fields to use on the left and then order them in the right.

Step 1: Select a Field to Group the Results

Request ID

Step 2: Select Header Fields

Select the fields that will appear in the header. Then click the Add button. To add a constant field, enter the constant and click the Add Constant button.

Enter Constant Field

- Field Label
- Account String
- Batch Date
- Batch ID
- Blank/Placeholder
- Debit or Credit
- Description
- Detail Row count
- Employee First Name

Step 3: Order Header Fields

Configure these fields using the Up and Down buttons to order the fields in the header.

Sequence	Field Label
<input type="checkbox"/> ↓	TRNS
<input type="checkbox"/> ↓ ↑	
<input type="checkbox"/> ↓ ↑	BILL
<input type="checkbox"/> ↓ ↑	DATE
<input type="checkbox"/> ↓ ↑	Payment Demand Company Liability Account Code
<input type="checkbox"/> ↓ ↑	Vendor Code
<input type="checkbox"/> ↓ ↑	Journal Amount
<input type="checkbox"/> ↓ ↑	Request ID

Example

Your organization would like to group payment batch entries by the Request ID, and display Employee ID and Batch ID and in the header. Click the field to group the results, then click the desired fields one at a time and click **Add**.

Set Group Properties

▶ To set the group properties:

1. Click the field to use when grouping the request detail rows.
2. Click the fields for the header row and then click **Add**.
3. (Optional) Enter a constant value and click **Add Constant**.
4. Click the up and down arrows to arrange the fields.

Define Details

The **Define Details** step allows you to select the fields that appear in the request detail rows. You can also add constant values and rearrange the field order. Concur Invoice provides the standard set of fields for you to customize.

Expense & Invoice Settings > File Export - Define Details

File Export - Define Details

This is where you select the details of each expense transaction in your accounting feed. [Need help? How it works](#)

1 Select Schedule 2 Select Format 3 Select Account String 4 General Settings 5 Define Header 6 Define Details 7 Summary

Define the Invoice Detail Fields
Select the fields to be used for the detail transactions in your feed. Select the fields to use on the left and then order them in the right.

Step 1: Select Invoice Detail Fields
Select the fields that will appear for each expense transaction. Then click the Add button.

Enter Constant Field

- Field Label *
- Account String
- Associated PO Line Item Delivery slip Number
- Associated PO Line Item External ID
- Associated PO Line Item Goods Receipt Number
- Associated PO Line Item Number
- Batch Date
- Batch ID
- Blank/Placeholder
- Check Number
- Debit or Credit

Step 2: Order Detail Fields
Configure these fields using the Up and Down buttons to order the fields in the Expense Detail records.

Sequence	Field Label
<input type="checkbox"/> ↓	SPL
<input type="checkbox"/> ↓ ↑	
<input type="checkbox"/> ↓ ↑	BILL
<input type="checkbox"/> ↓ ↑	Journal Account Code
<input type="checkbox"/> ↓ ↑	Journal Gross Amount
<input type="checkbox"/> ↓ ↑	Line Item Expense Type Name
<input type="checkbox"/> ↓ ↑	Description
<input type="checkbox"/> ↑	Line Item Description

Why Is This Step Important?

Setting up details does the following:

- Allows you to configure the request detail records for the export file.
- Allows you to add constant values to the detail fields.
- Provides a sample set of fields with which to start.

Example

Your organization needs to gather the Employee First and Last Name and Amount Approved for every request. Click those fields one at a time and click **Add** to add them to the request detail fields. Click the up and down arrows in the right pane to arrange the fields.

Configure Details Fields

► **To configure the detail fields:**

1. Click the payment batch to configure.
2. Click the desired fields and then click **Add**.
3. (Optional) Enter a constant value and then click **Add Constant**.
4. Click the up and down arrows to arrange the fields.

AVAILABLE FIELDS

The table below lists those fields available to the administrator when setting attributes for the Details section of the export file.

Col #	Field Name	Data Type	Format	Description
1	Batch Date	Date	mm/dd/yyyy	The date batch job begins.
2	Vendor Name	String	255	The financial system's name for this vendor.
3	Vendor Code	String	32	The financial system's code for this vendor.
4	Vendor Remit to Address Code	String	32	The financial system's code for this address.
5	Vendor Remit to Address 1	String	255	The financial system's Address line 1
6	Vendor Remit to Address 2	String	255	The financial system's Address line 2

Col #	Field Name	Data Type	Format	Description
7	Vendor Remit to Address 3	String	255	The financial system's Address line 3
8	Vendor Remit to City	String	255	The financial system's Address city
9	Vendor Remit to State	String	255	The financial system's state
10	Vendor Remit to Postal Code	String	20	The financial system's Zip or postal code
11	Vendor Remit to Country	String	2	The financial system's country
12	Vendor Remittance Address Tax ID	VarChar	48	The tax ID for the billing company.
13	Request Key	Numeric	Integer	This is an integer that uniquely defines this payment request in Concur. This is the value that the Request Payment Confirmation Import uses to match to this particular payment request.
14	Payment Method Type	String	Valid options include: <ul style="list-style-type: none"> • ACH • Client (that is, client paid) • Check • Wire • Card 	The method used to pay the invoice, as of the point in time the extract is run. NOTE: It is possible for the method to be changed or updated postextract through Invoice Pay by using Payment Manager.
15	Invoice Received Date	Date	mm/dd/yyyy	The value of the date on which the invoice was received (as Accounts Payable "stamp" when mail opened).
16	Request ID	String	20	The unique identification assigned to the request.
17	Title	String	100	The Payment Request Name.
18	Vendor Invoice Number	String	32	Invoice number the vendor uses to reference this Invoice.

Section 2: Configure the Export File

Col #	Field Name	Data Type	Format	Description
19	Invoice Date	Date	YYYY-MM-DD	The date the invoice was created.
20	Submit Date	Date	YYYY-MM-DD	The date the payment request was submitted.
21	Invoice Amount	Numeric	23	The total invoice amount.
22	Total Amount	Numeric	23	The sum of all Line Item Amounts plus Shipping Amount and Tax Amount for the payment request.
23	Total Approved Amount	Numeric	23	The amount of all Line Item Amounts plus Shipping Amount and Tax Amount for the payment request that is approved.
24	Request Shipping Amount	Numeric	23	The value for the Shipping Amount header field.
25	Request Tax Amount	Numeric	23	The value for the Tax Amount header field.
26	Payment Due Date	Date	YYYY-MM-DD	The date by which the Invoice has to be paid.
27	Requested Alpha Currency Code	String	3	This is the three-character ISO Currency Code for the payment request. It indicates what currency the Journal Amount and Journal Gross Amount represent.
28	Line Item Expense Type Code	String	7	The Primary Key value for the expense type as derived from the CTP_EXPENSE_TYPE database table.
29	Line Item Sequence Order	Numeric	Integer	Line Item Number for the line item related to this Journal Entry.
30	Line Item Quantity	String	23	Quantity of the line item related to this Journal Entry.
31	Line Item Description	String	255	Description of the line item related to this Journal Entry.

Col #	Field Name	Data Type	Format	Description
32	Line Item Unit Price	Numeric	23	Single Unit price of the line item related to this Journal Entry.
33	Line Item Total	Numeric	23	The total amount of this line item.
34	Line Item Tax	Numeric	23	The tax amount of this line item.
35	Journal Account Code	String	20	The account code for this Journal Entry. This is the expense type account code. The Journal Account Code is generated using the Expense Type and the Account Code Hierarchy.
36	Journal Amount	Numeric	23	The net amount for this Journal Entry. This is net of tax and shipping. This amount is represented as absolute value or actual value (client choice).
37	Journal Gross Amount	Numeric	23	The gross amount (includes any tax or shipping fees) for this Journal Entry. This is the value to be used for Journal Entry Purposes. This is also an absolute amount. Any Tax or Shipping amounts on the header form are split proportionally across line items with a "debit amount" (that is, line items with positive amounts).
38	Debit or Credit	String	2	Whether the Journal Amount and Journal Gross Amount are debits or credits. Values are DR or CR.
39	Employee ID	String	48	Employee ID of the Invoice Owner.
40	Employee First Name	String	32	First name of the Invoice Owner.

Section 2: Configure the Export File

Col #	Field Name	Data Type	Format	Description
41	Employee Last Name	String	32	Last name of the Invoice Owner.
42	Account String			Accounting code string linked together.
43	Batch ID	Numeric	20	Uniquely defines this batch job.
44	Blank/Placeholder			Placeholder for future use.
45	Check Number	String	48	Then number of the check used for payment.
46	File Sequence Number			The sequence number in the file.
47	Net Payment Terms			This field represents the number of days by which a payment must be made. For example, 30 days.
48	Notes to Vendor	String	500	Notes included to detailing any adjustments made to the payment.
49	Payment Adjustment Notes	String	500	Notes included to detailing any adjustments made to the payment.
50	Payment Amount			The amount paid for this Invoice.
51	Payment Status Date			The date when the last payment status was updated.
52	GRN	String	256	Goods Receipt Number (GRN) of the receipt which is associated to the invoice line item.
53	DSN	String	256	Delivery Slip Number (DSN) of the receipt which is associated to the invoice line item.

Summary

The **Summary** step allows you to view the complete configuration for the file export format. This step enables you to review the file configuration that you created and, if necessary, go back and make changes as needed.

Expense & Invoice Settings > File Export - Summary/Copy

File Export - Summary/Copy

This page shows you a summary of the fields and options you have selected for your file export format.

Need help? [How it works](#)

1 Select Schedule 2 Select Format 3 Select Account String 4 General Settings 5 Define Header 6 Define Details 7 **Summary**

File Export Summary

Review the fields you have selected for your export file.

Account String Fields					Header Fields		Detail Fields	
Or...	Field Label	Justification	Pad Char	Length	Order	Field Label	Order	Field Label
1	Employee ID	None			1	TRNS	1	SPL
2	Account Code	None			2		2	
					3	BILL	3	BILL
					4	DATE	4	Journal Account Code
					5	Payment Demand Company Liability Account...	5	Journal Gross Amount
					6	Vendor Code	6	Line Item Expense Type Name
					7	Journal Amount	7	Description
					8	Request ID	8	Line Item Description
					9	Title		