Concur Expense: Payment Confirmation Import

Specification

Last Revised: January 19, 2024

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
January 19, 2024	Report Number is introduced throughout the guide to replace Report Key.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
August 20, 2021	Functional change: A DATE_FIELD now reflects the date when a report's payment status is updated from "Processing Payment/Ready for Extract" to "Paid/Extracted." The date will no longer reflect a payment status change from "Paid" to "Payment Confirmed," reducing confusion about the date value's origin.
January 8, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 15, 2020	Renamed the Authorization Request check box to Request on the guide’s title page.
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 27, 2019	Added the Permissions section
January 16, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 31 2018	Updated the copyright and cover; no other changes; cover date not updated
September 20 2016	Clarify statement that Payment Amount field may take any length of numeric currency and is not limited to 8 numbers
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 6 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes

Expense Payment Confirmation Import

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

A client uses the Expense Payment Confirmation feature to import payment information back into Expense, indicating to the approver, processor, and employee (and delegate or proxy) that an expense report has been paid. In practice, once an expense report has been approved, processed, and extracted to the financial systems, it is considered complete in the Expense system even though the employee or company card vendor has ***not*** actually been paid. By configuring Expense workflow, and using the Expense Payment Confirmation import, the payment can be verified, and the expense report status updated to the status of Payment Confirmed.

NOTE: The Expense Payment Confirmation workflow step is the final step in the workflow, and cannot be edited or deleted by the employee, approver, or processor.

Refer to the *Expense: Workflow - Authorized Approvers Setup Guide* for more information about adding the Expense Payment Confirmation step to workflow.

The process for configuring Expense for Payment Confirmation is as follows:

- The Configuration Administrator adds the Expense Payment Confirmation step to workflow by selecting the **Include the Payment Confirmation step** checkbox on the **Create New Workflow** page (they may also use the Edit page to add the step)
- The Import/Extract Administrator sets up the Expense Payment Confirmation import using the **Add Import Definitions** page
- The import job is run, and the payment verified, and report status updated to Payment Confirmed

Concur performs the expense payment confirmation import; however, the client creates the import file and then passes it to Concur to import. This document explains how to set up the import data file.

Section 3: Expense Payment Confirmation Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.
- **Step 2:** The client moves the import data file to Concur.

NOTE: If the expense payment confirmation import is not scheduled to run periodically, the client must contact Concur Client Support for assistance.

Clients can confirm whether an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

Section 4: Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:** There are two record types in the Expense Payment Confirmation import file. The record types are:
  - **100 (Import Settings):** The first record in the file must be a Record Type 100, Import Settings. There must be one and only one Record Type 100 in the file.
  - **600 (Payment Importer):** The file must contain one or more Record Type 600, Payment Importer records.

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode". The job type for an expense payment confirmation import data file is " exp_pay_confirm." If an entity has the code t0000123abcd, then the file name for an expense payment confirmation import data file would be "exp_pay_confirm_t0000123abcd_timestamp.txt".

Import Rules/Behavior

- The 100 level record REPORT_ID value determines the format of the 600 level RPT_ID record, either report number, report key or report ID. It is recommended to use the report number (NUMBER) option.
- The 100 level record EMP_FIRST_LAST_NAME determines the format of the employee name for the 600 level PAYEE record, either last name first or first name first.
- Clients should leave the 600 level record PAYEE blank for employee reimbursements – when empty the employee is assumed to be the payee, and the employee name is retrieved based on the RPT_ID or NUMBER value.

Reviewing the Import Definition File (Feed ID "StandardPaymentImport")

Within a record type, all fields must be represented, although optional fields may be blank.

Import Settings (Record Type 100) Format

This record set defines the following:

- Record Type = 100
- PAYEE field format = LF (that is, <lastname><firstname>)
- REPORT ID field format = NUMBER (that is, report number)

Table 1: *Data for record ID "ImportSettings"*

Name	Definition	Required?	Description
Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.
PAYEE field format	LF or FL That is, either <lastname><firstname> or <firstname><lastname>	Y	Specifies the name format that is used in the 600 level PAYEE (payee) field if an employee name is provided. **Note:** The 600 level PAYEE field should be left blank for employee reimbursements. See table 2 for more information.

Name	Definition	Required?	Description
REPORT ID field format	NUMBER, ID, or KEY That is, either report number (NUMBER), report id (ID) or report key (KEY)	Y	Specifies the report ID format to be used in the 600 level REPORT ID (rpt_id) field. **NOTE:** The use of the Report Number or Report ID value is strongly recommended over Report Key. While Key will continue to be supported, the value may not exist in expense report source data. Further, the Key value is in the process of being deprecated and replaced by Report Number.

Below is a sample of the associated portion of an import file.

```
100,LF,NUMBER
```

In the 100 level line above, the format <lastname><firstname> is specified for the 600 level PAYEE field, and the 600 level REPORT ID field is specified to appear as the expense report's Key ID.

Payment Import (Record Type 600) Format

This record set defines the following:

- Amount Paid
- Payment Date
- Payee
- Payment Method
- Transaction Number
- Report Identifier (ID)
- Payment Currency
- Number
- Reserved fields 2 - 5

Table 2: *Data for record ID "PaymentImporter"*

Name	Definition	Required?	Description
Record Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.

Name	Definition	Required?	Description

Payment Amount	Numeric; no limit	Y	Amount Paid from the expense report in a currency provided by the Payment Currency field ID (see below). Negative values are allowed, but a zero value is not permitted.
			The amount should have *no* decimal point; the import uses the decimal digits defined for the currency in the database, as set by the International Standards Organization standard for currencies, ISO-3166; for example 2 decimal digits for USD.
			EXAMPLES:
			The following is an example of $112.13 in a two-decimal currency. Note that the decimal position is dictated by the currency code. (If the currency had NO decimal digits, the value would be 11,213.)
			`Positive (debit) amount:`
			`00011213`
			The following is an example of $-112.13 in a two decimal currency. Note that the decimal position is dictated by the currency code. (If the currency had NO decimal digits, the value would be 11,213.)
			`Negative (credit) amount:`
			`-00011213`

Payment Date	8 character	N	8 characters formatted as "YYYYMMDD". If no value is supplied, then this field appears as blank to the user.
Payee	25 characters maximum	N	Text name of the person or entity receiving the payment. For example, a payment to a company American Express card might read "AMEX Payment". For payments to the employee, this field can be blank or state the employee name as specified in 100 level emp_first_last_name field. Either <lastname><firstname> or <firstname><lastname>, for example "Smith John". If the employee name is provided, the system attempts to verify a match to the employee defined for the report. If the text matches, the payment is recorded as a payment to the employee. If the text does not match, the text name is listed and the amount is not included in the employee reimbursement total. **NOTE:** ***Recommended approach is to leave this field empty for employee reimbursements****.* When empty, the employee is assumed to be the payee, and the employee name is retrieved based on the RPT_ID value

Name	Definition	Required?	Description
Payment Method	1 character, either E or C	N	Where E = Electronic Fund Transfer or C = Check
Transaction Number	32 characters maximum	Y	Transaction number such as check number, EFT reference, and so on. This number must be unique in an expense report.
Report ID	32 characters maximum	Y conditional	The ID that identifies the expense report based on RPT_KEY or the REPORT_ID. Format as specified in 100 level report_id_or_key field. If you specify NUMBER at the 100 level, this field can be left blank.
Payment Currency	3 characters maximum, alpha only	N	Standard three-character currency alpha code. If empty, then the currency is assumed to be the same as the report.
Number	32 characters maximum	Y conditional	The report number for the expense report. Required if the 100 level Report ID format = NUMBER, optional if 100 level Report ID is ID or KEY.
Reserved 2-5	N / A	N	Fields reserved for future use

Below is a sample of the associated portion of the import file when using Report Number:

```
600,100000,20061125,Miller Chris,E,TT100003a,USD,2345588,,,,
600,294523,20061125,AMEX Payment,E,TT100003b,CAD,2456789,,,,
600,100000,20061125,E,TT100004a,USD,2654812,,,,
600,50000,20061125,AMEX Payment,E,TT100004b,CAD,2657158,,,,
```

In the first 600 level line above when using Report Number, Chris Miller is to be paid $1,000 for an expense dated November 25, 2006. A transaction number of TT100003a tracks an electronic fund transfer for the expense report number 2345588, to be paid in United States dollars.

The second row shows a payment for the same expense report of 2945.23 CAD to Chris Miller's American Express card.

In the third line above, the employee name is omitted, following our recommended practice of leaving the employee name blank for reimbursements to the employee.

Below is a sample of the associated portion of the import file without the use of Report Number:

```
600,100000,20061125,Miller Chris,E,TT100003a,100003,USD,,,,,
600,294523,20061125,AMEX Payment,E,TT100003b,100003,CAD,,,,,
600,100000,20061125,,E,TT100004a,100004,USD,,,,,
600,50000,20061125,AMEX Payment,E,TT100004b,100004,CAD,,,,,
```

In the first 600 level line above when using Report ID, Chris Miller is to be paid $1,000 for an expense dated November 25, 2006. A transaction number of TT100003a tracks an electronic fund transfer for the expense report ID 100003, to be paid in United States dollars.

The second row shows a payment for the same expense report of 2945.23 CAD to Chris Miller's American Express card.

In the third line above, the employee name is omitted, following our recommended practice of leaving the employee name blank for reimbursements to the employee.

Section 5: Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Support to move the import data file to Concur.

New clients have expense payment confirmation imports set up as part of implementation. Existing clients who want to use this import must contact Concur Client Support for assistance.

NOTE: Clients can confirm whether an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Section 6: Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the expense payment confirmation information has been updated. The changes are immediately available to users.