Invoice: Purchase Order Receipt Extract

Specification

Last Revised: August 27, 2019

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 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 24, 2021	Updated the copyright year; no other changes; cover date not updated
April 20, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
August 27, 2019	Added the Permissions section
March 20, 2019	Changed the term "Concur" to "SAP Concur"; no other content changes.
January 31, 2019	Updated the copyright; no other changes; cover date not updated.
November 10, 2018	Added info for row 27, UOM Code. Updated note for row 11.
September 14, 2018	Updated name and description in row 11.
August 21, 2018	Changed the field name for row 11 in the table.
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 14, 2018	Custom fields for receipt of goods now supported.
February 2, 2018	Added "Specification" to title page and footers.
July 8, 2017	New document.

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Purchase Order Receipt Extract Specification

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.

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

If the Concur Receiving function is activated, a company can include a Purchase Order (PO) good's receipt. A good's receipt can be included for imported PO's as well as manually created PO's and facilitates the three-way PO matching process.

The Purchase Order receipt extract is useful for clients who want to update their ERP or inventory system with records of the SAP Concur-entered receipt for inventory purposes. On extract from the Invoice system, the client can then import the extracted receipt data into their system of record, so the inventory values reflect the quantities received.

NOTE: Clients using both Concur Receiving and Receipt import please note this extract includes both Concur Receiving and external imported receipts.

File Naming Conventions

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

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File Header Record Section

Table 1: *File Header*

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Extract	Constant	10 RECEIPT EXTRACT	EXTRACT **NOTE:** The value "RECEIPT EXTRACT" is inserted into the 1st position of this extract file header. (By having a constant in the file header, an extract file is always produced, even if there are no receipts ready to be extracted.)	
2	Batch ID	Numeric	20	Uniquely defines this batch job.	
3	Record Count	Numeric	Integer	The number of records in the Details Section (see *Details Section*, next).	

File Details Record Section

Table 2: *Detail Section*

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Detail	String	Maximum 6 Characters		
2	Receipt Key	Numeric		The system key that identified this record.	
3	Purchase Order Key	Numeric		The system key that identified this record.	

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Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
4	Purchase Order Number	String	Maximum 32 Characters	The unique identifier for this purchase order.	
5	Purchase Order Line Item Key	Numeric		The system key that identifies this record.	
6	External ID of PO Line	String	Maximum 100 Characters	A value that uniquely identifies the line item of a Purchase Order request.	
7	Purchase Order Line Number	Numeric		The line number of a Purchase Order request.	
8	GRN (Goods Receipt Number)	String	Maximum 128 Characters	A value that uniquely identifies the receipt with in a purchase order line item.	
9	DSN (Delivery Ship Number)	String	Maximum 32 Characters	A customer-supplied value that will capture the receipt number for a receipt within a purchase order line item.	
10	Received Quantity	Numeric	Maximum 23 Characters	The quantity received for this line item.	
11	UOM Name	String	Maximum 10 Characters	The Unit of Measure name of the UOM selected on the receipt line item. **NOTE:** If the UOM is not entered on the receipt, then the UOM name is inherited from the value found in the **PO Line** field.	

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Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
12	Item Received Date	Date	YYYY-MM-DD	Date the user has set that the item was received.	
13	Is Deleted	Boolean	Y or N	If this column Is set to Y the record was deleted from SAP Concur.	
14	Create Date	Date	YYYY-MM-DD	Date the receipt was created.	
15	Data Source			Data source of the receipt.	
16	Employee ID	String	Maximum 128 Characters	The unique identifier for this employee. **NOTE:** Employee ID of the user who entered receipt, or it is blank if the receipt was imported.	
17 - 26	Purchase Order Receipt Custom 1 - 10	String	Maximum 48 Characters	Use up to ten of these custom fields for receipt of goods to store additional data.	
27	UOM Code	String	10	The Unit Of Measure (UOM) code entered on the receipt. **NOTE:** If the UOM is not entered on the receipt, then the UOM code is inherited from the value found in the **PO Line** field.	
28 - 46	Future Use 1 – 20			Reserved for future use.	

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