Concur Expense: File Export Configuration

User Guide

Last Revised: January 16 2015

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

Table of Contents

Section 1: Permissions 1

Section 2: Availability..1

IMPORTANT: Two Guides 1

Role Required 1

Section 3: Overview 2

Section 4: Procedures 2

Accessing File Export Configuration 2

Select Account String...4

General Settings 8

Define Header...10

Define Details 11

Summary/Copy..13

Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 8, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 13, 2020	Renamed the Authorization Request check box to Request on the guide’s title page.
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 7, 2019	Updated the copyright; no other changes; cover date not updated
April 5, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 7 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
December 12 2016	Updated the guide content to new corporate style; no content changes.
May 13 2016	Updated instances of he/she to they.
February 17 2015	Removed references to the current UI; no other content changes
January 16 2015	Updated the screen shots to the enhanced UI and made general updates to the content
October 17 2014	This guide changed from a setup (configuration) guide to a user (tools) guide; no other content changes
September 24 2014	Added information about two user interfaces; no other content changes.
February 28 2014	New document.

File Export Configuration

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

You may or may not have the correct permissions to use this tool. You may have limited permissions, for example, you can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If you need to use this tool and do not have the proper permissions, contact your company's Concur administrator.

Section 2: Availability

This feature is only available to some Professional/Premium clients. Clients that do not have access to this feature will not see the **File Export Configuration** link.

IMPORTANT: Two Guides

There are two guides related to the File Export Configuration tool:

- This guide: Describes how to ***use*** the tool
- *Expense: File Export Configuration Setup Guide:* Describes how to ***enable*** the tool

Role Required

The user must be assigned the Extract Administrator role in order to access the File Export Configuration tool.

📖 For more information about this role, refer to the *Expense: File Export Configuration Setup Guide*.

Section 3: Overview

The File Export Configuration tool allows you to customize the format and output of the Standard Accounting Extract (SAE) that you receive when you close batches in Payment Manager by choosing from a defined set of configuration options. If you choose to use a custom format, you are taken through the following steps:

- **Select Account String**: Configures your account string by selecting the fields and constants that make up the string. Select the segment length, padding character, and justification.
- **General Settings**: Configures the overall formatting of the export file. Select whether the file contains quotes, column headers, or an offsetting entry. Also, select the delimiter, date format, and file extension.
- **Define Header**: Select a specific field to group the results. If you group the results, choose the fields that appear in the header row.
- **Define Details**: Select the fields that appear for each journal entry and modify the order of the fields.
- **Summary/Copy**: This page presents a summary of the selected configuration and allows you to review your configuration before completing the wizard. You can also select other file extract definitions and copy the current configuration to them.

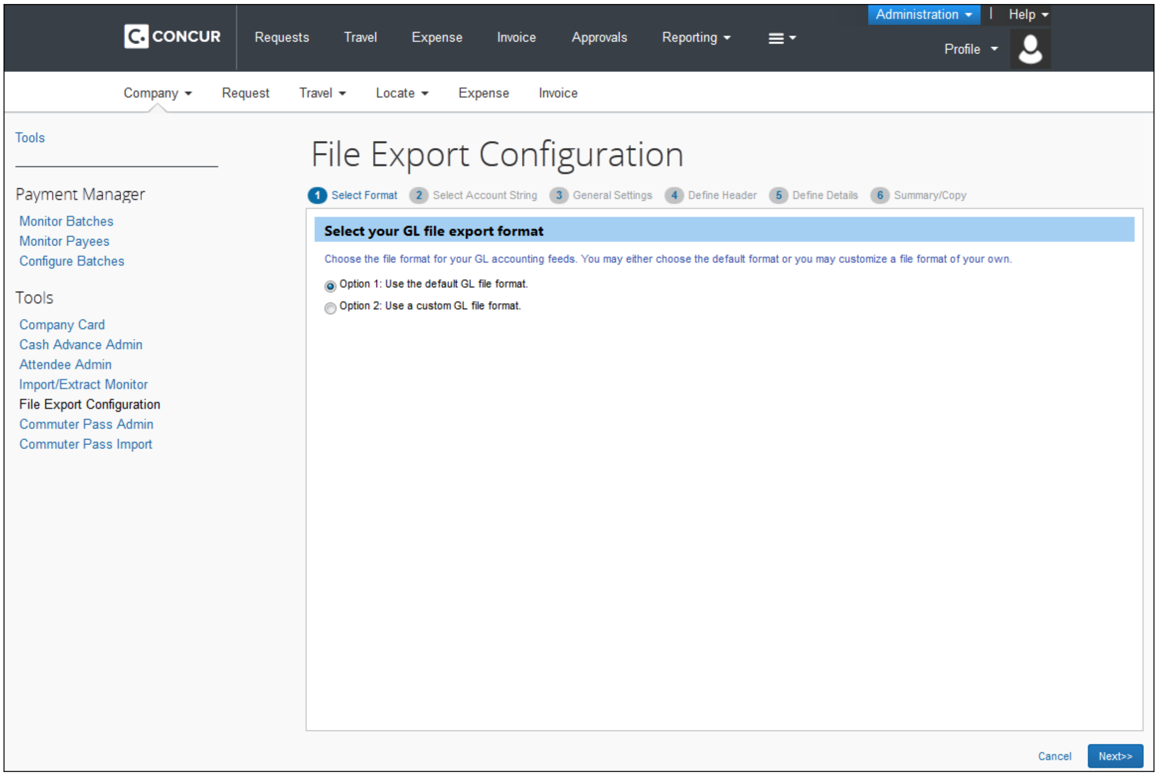
The administrator can create one file extract definition for each payment batch configured in Payment Manager. After saving your changes, the format applies to all future batches of the selected type. You can return to File Export Configuration to make changes later, if necessary.

Section 4: Procedures

Accessing File Export Configuration

▸ ***To access File Export Configuration:***

Click **Administration** > **Company** > **Tools** > **File Export Configuration**.


CONCUR
Requests
Travel
Expense
Invoice
Approvals
Reporting
Administration
Help
Profile
Company
Request
Travel
Locate
Expense
Invoice
Tools
Payment Manager
Monitor Batches
Monitor Payees
Configure Batches
Tools
Company Card
Cash Advance Admin
Attendee Admin
Import/Extract Monitor
File Export Configuration
Commuter Pass Admin
Commuter Pass Import
1 Select Format
2 Select Account String
3 General Settings
4 Define Header
5 Define Details
6 Summary/Copy
Cancel
Next>>

File Export Configuration

Select your GL file export format

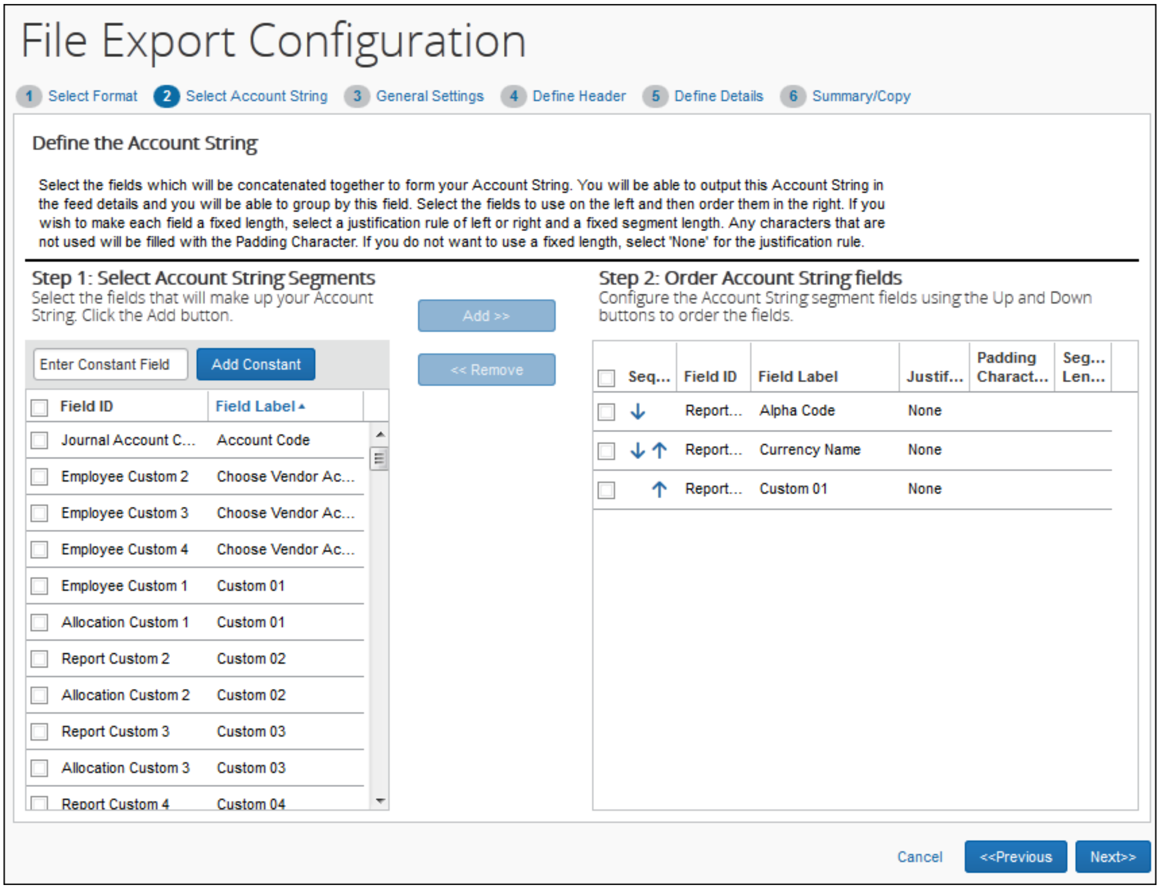
Choose the file format for your GL accounting feeds. You may either choose the default format or you may customize a file format of your own.

● Option 1: Use the default GL file format.

○ Option 2: Use a custom GL file format.

Select Account String

The **Select Account String** step allows the administrator to add, and arrange the order of, the fields that are used to create your account string for all payment batches. The fields are combined to create the account string that you need for your ledger. You can add constant values to your account string as well as set the justification, padding characters, and segment length for each field.



File Export Configuration
1 Select Format
2 Select Account String
3 General Settings
4 Define Header
5 Define Details
6 Summary/Copy

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 >>
<< Remove

☐	Field ID	Field Label ▲
☐	Journal Account C...	Account Code
☐	Employee Custom 2	Choose Vendor Ac...
☐	Employee Custom 3	Choose Vendor Ac...
☐	Employee Custom 4	Choose Vendor Ac...
☐	Employee Custom 1	Custom 01
☐	Allocation Custom 1	Custom 01
☐	Report Custom 2	Custom 02
☐	Allocation Custom 2	Custom 02
☐	Report Custom 3	Custom 03
☐	Allocation Custom 3	Custom 03
☐	Report Custom 4	Custom 04

Step 2: Order Account String fields

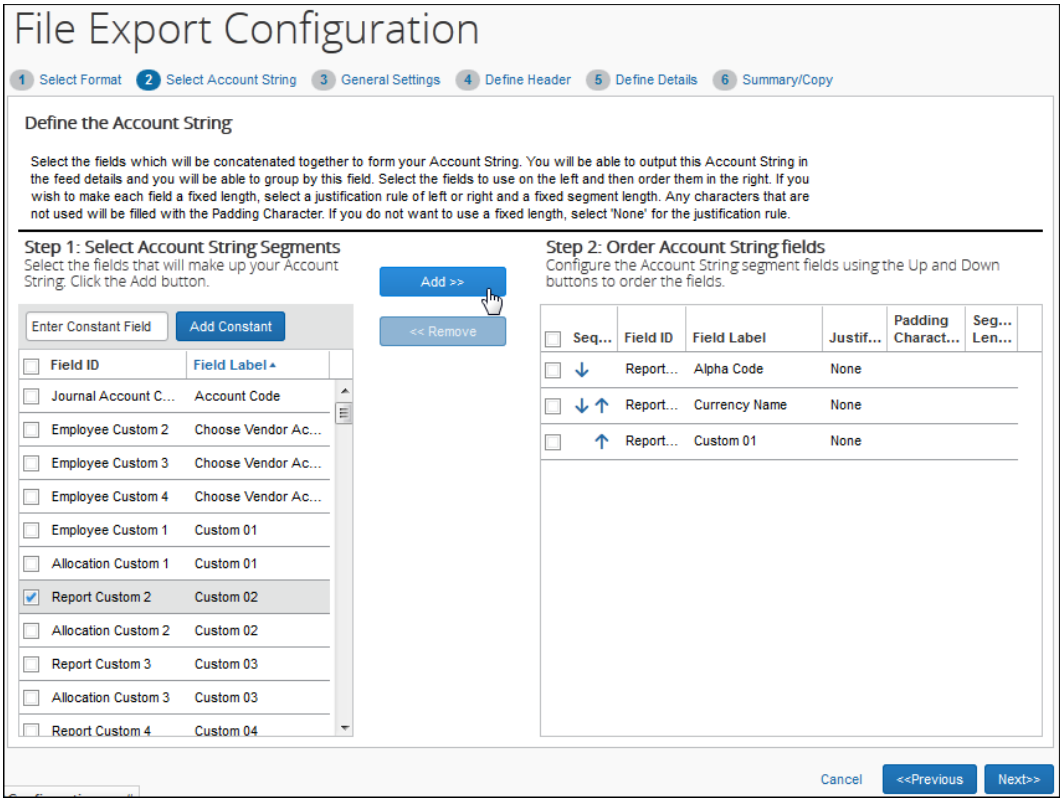
Configure the Account String segment fields using the Up and Down buttons to order the fields.

☐	Seq...	Field ID	Field Label	Justif...	Padding Charact...	Seg... Len...
☐	↓	Report...	Alpha Code	None		
☐	↓ ↑	Report...	Currency Name	None		
☐	↑	Report...	Custom 01	None		

Cancel
<<Previous
Next>>

To select a field for your account string:

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


1 Select Format
2 Select Account String
3 General Settings
4 Define Header
5 Define Details
6 Summary/Copy
Enter Constant Field
Add Constant
Add >>
<< Remove
Cancel
<<Previous
Next>>

File Export Configuration

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.

☐	Field ID	Field Label ▲
☐	Journal Account C...	Account Code
☐	Employee Custom 2	Choose Vendor Ac...
☐	Employee Custom 3	Choose Vendor Ac...
☐	Employee Custom 4	Choose Vendor Ac...
☐	Employee Custom 1	Custom 01
☐	Allocation Custom 1	Custom 01
☑	Report Custom 2	Custom 02
☐	Allocation Custom 2	Custom 02
☐	Report Custom 3	Custom 03
☐	Allocation Custom 3	Custom 03
☐	Report Custom 4	Custom 04

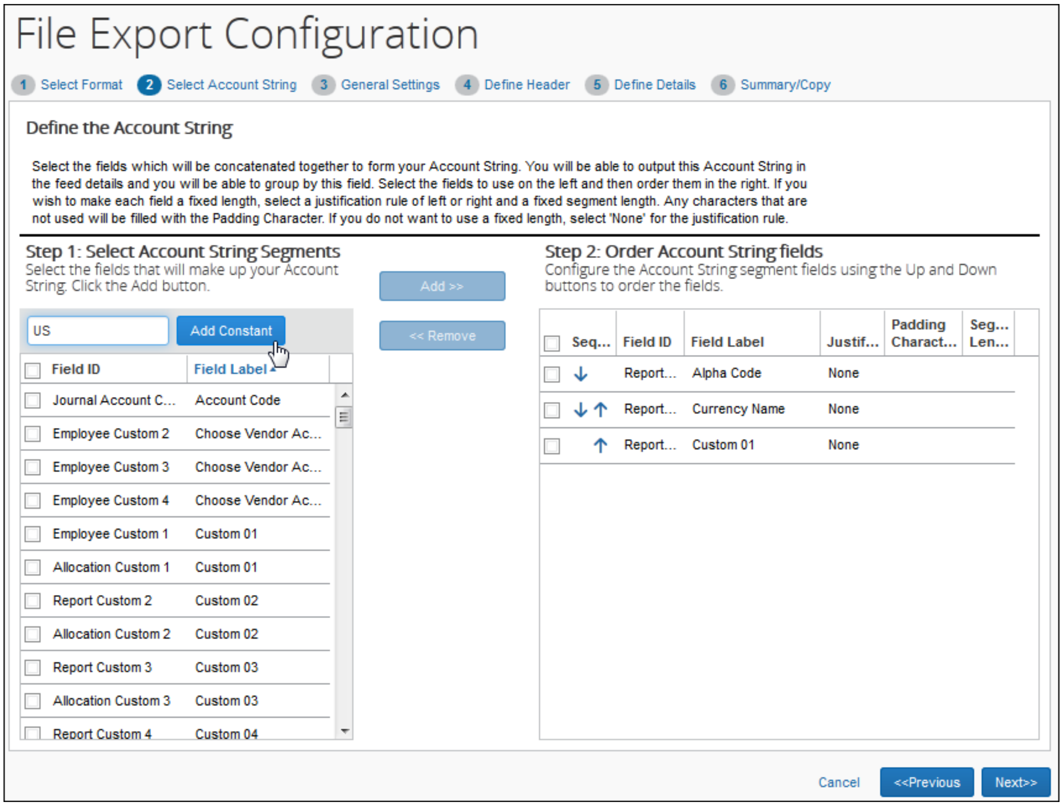
Step 2: Order Account String fields
Configure the Account String segment fields using the Up and Down buttons to order the fields.

☐	Seq...	Field ID	Field Label	Justif...	Padding Charact...	Seg... Len...
☐	↓	Report...	Alpha Code	None		
☐	↓ ↑	Report...	Currency Name	None		
☐	↑	Report...	Custom 01	None		

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

To add a constant to your account string:

1. Enter the constant value in the text field.



File Export Configuration

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.

US

☐	Field ID	Field Label
☐	Journal Account C...	Account Code
☐	Employee Custom 2	Choose Vendor Ac...
☐	Employee Custom 3	Choose Vendor Ac...
☐	Employee Custom 4	Choose Vendor Ac...
☐	Employee Custom 1	Custom 01
☐	Allocation Custom 1	Custom 01
☐	Report Custom 2	Custom 02
☐	Allocation Custom 2	Custom 02
☐	Report Custom 3	Custom 03
☐	Allocation Custom 3	Custom 03
☐	Report Custom 4	Custom 04

Step 2: Order Account String fields
Configure the Account String segment fields using the Up and Down buttons to order the fields.

☐	Seq...	Field ID	Field Label	Justif...	Padding Charact...	Seg... Len...
☐	↓	Report...	Alpha Code	None		
☐	↓ ↑	Report...	Currency Name	None		
☐	↑	Report...	Custom 01	None		

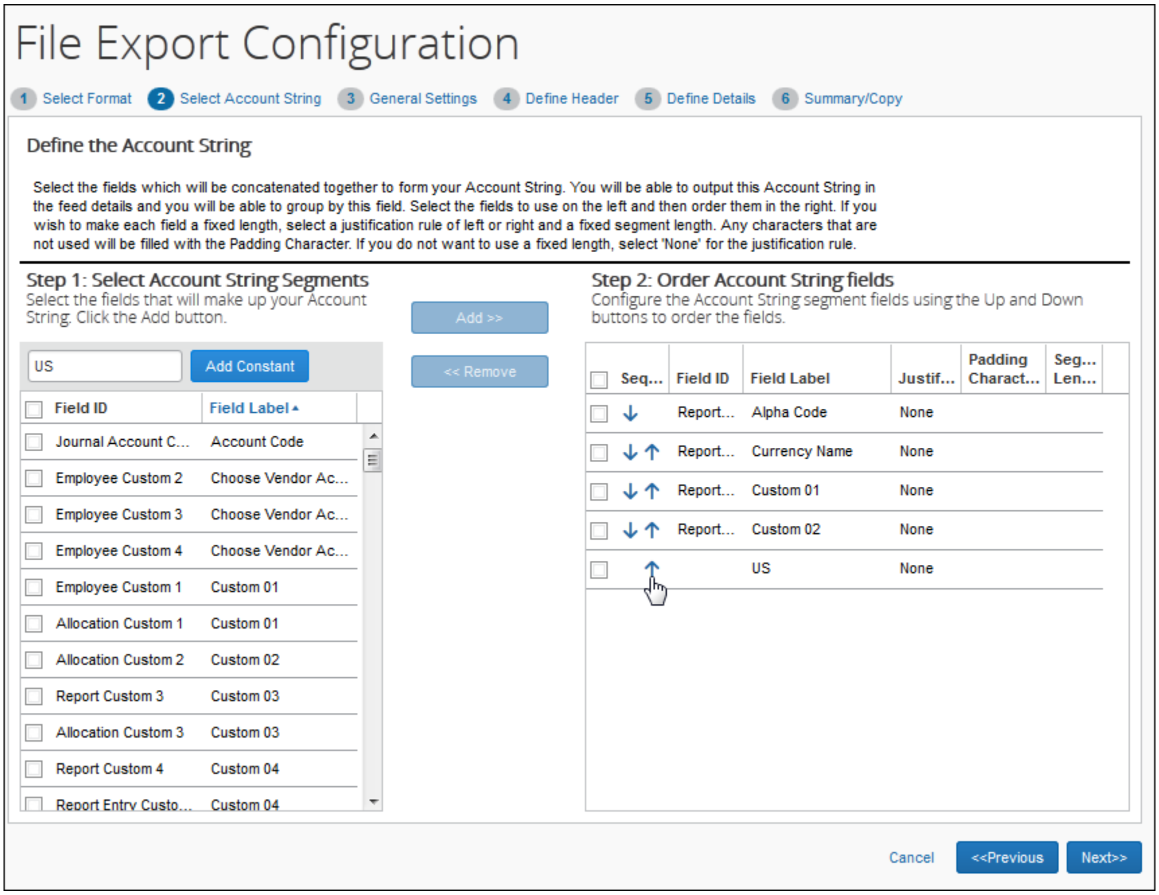
2. Click **Add Constant**. The value displays in the right pane.

To update the field settings:

1. Select a value in the **Justification** column for the field.
    - Right Justification moves the data value to the right and then fills the leading space (on the left of the value) with padding character.
    - Left Justification moves the data value to the left and then fills the ending space (on the right of the value) with the padding character.
2. Select 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:

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



File Export Configuration

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.

US

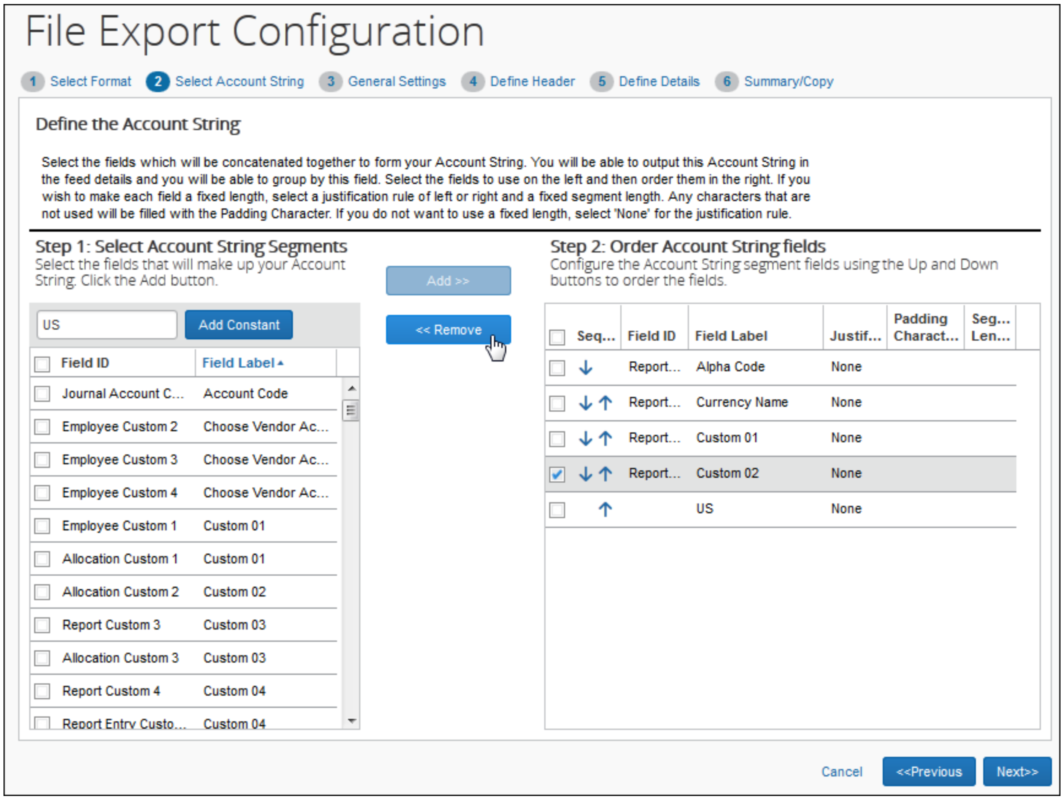
☐	Field ID	Field Label ▴
☐	Journal Account C...	Account Code
☐	Employee Custom 2	Choose Vendor Ac...
☐	Employee Custom 3	Choose Vendor Ac...
☐	Employee Custom 4	Choose Vendor Ac...
☐	Employee Custom 1	Custom 01
☐	Allocation Custom 1	Custom 01
☐	Allocation Custom 2	Custom 02
☐	Report Custom 3	Custom 03
☐	Allocation Custom 3	Custom 03
☐	Report Custom 4	Custom 04
☐	Report Entry Custo...	Custom 04

Step 2: Order Account String fields
Configure the Account String segment fields using the Up and Down buttons to order the fields.

☐	Seq...	Field ID	Field Label	Justif...	Padding Charact...	Seg... Len...
☐	↓	Report...	Alpha Code	None		
☐	↓ ↑	Report...	Currency Name	None		
☐	↓ ↑	Report...	Custom 01	None		
☐	↓ ↑	Report...	Custom 02	None		
☐	↑		US	None		

To remove a field from the account string:

1. Select the desired field in the right pane.



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.

US

☐	Field ID	Field Label ▲
☐	Journal Account C...	Account Code
☐	Employee Custom 2	Choose Vendor Ac...
☐	Employee Custom 3	Choose Vendor Ac...
☐	Employee Custom 4	Choose Vendor Ac...
☐	Employee Custom 1	Custom 01
☐	Allocation Custom 1	Custom 01
☐	Allocation Custom 2	Custom 02
☐	Report Custom 3	Custom 03
☐	Allocation Custom 3	Custom 03
☐	Report Custom 4	Custom 04
☐	Report Entry Custo...	Custom 04

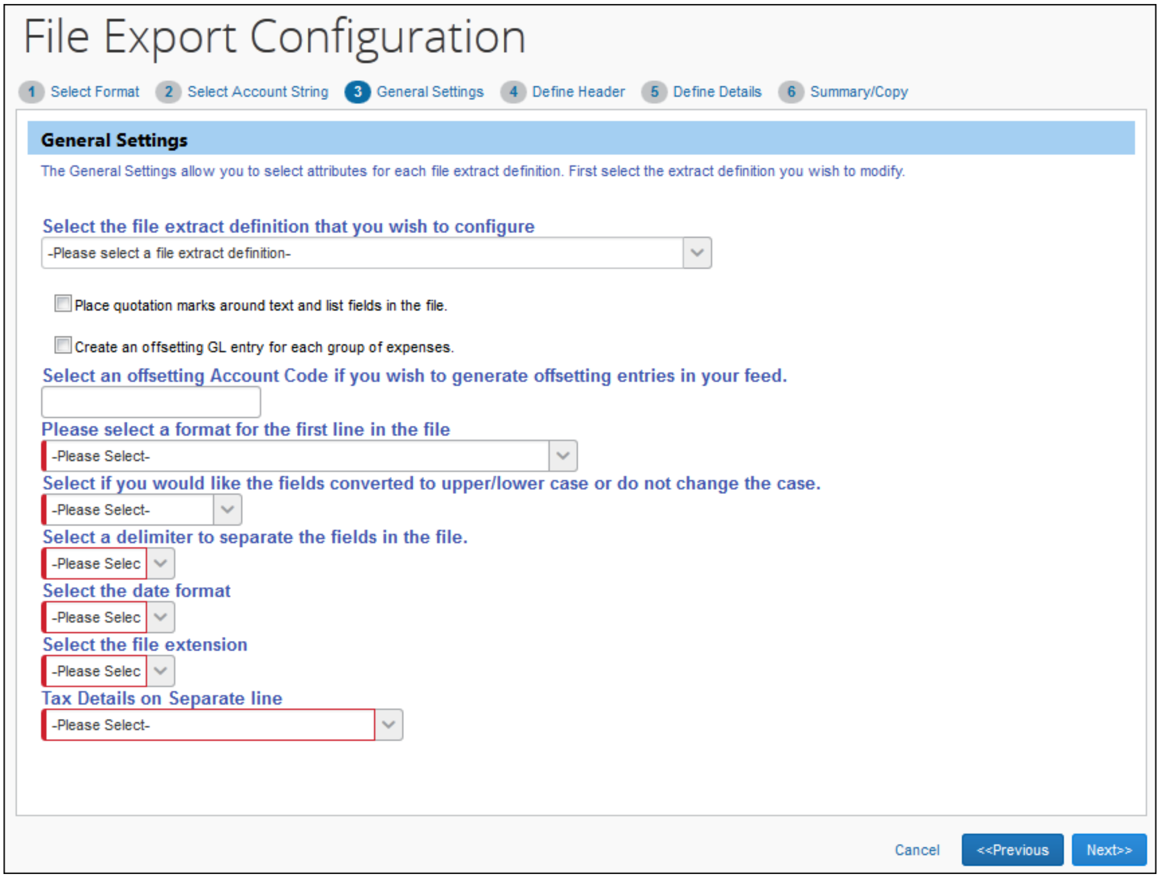
Step 2: Order Account String fields
Configure the Account String segment fields using the Up and Down buttons to order the fields.

☐	Seq...	Field ID	Field Label	Justif...	Padding Charact...	Seg... Len...
☐	↓	Report...	Alpha Code	None		
☐	↓ ↑	Report...	Currency Name	None		
☐	↓ ↑	Report...	Custom 01	None		
☑	↓ ↑	Report...	Custom 02	None		
☐	↑		US	None		

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

General Settings

The **General Settings** step allows the administrator to set general file formatting for export files based on their payment batch. Offsetting entries can also be added to the files.



File Export Configuration

General Settings

The General Settings allow you to select attributes for each file extract definition. First select the extract definition you wish to modify.

Select the file extract definition that you wish to configure
-Please select a file extract definition-

☐ Place quotation marks around text and list fields in the file.

☐ Create an offsetting GL entry for each group of expenses.

Select an offsetting Account Code if you wish to generate offsetting entries in your feed.

Please select a format for the first line in the file
-Please Select-

Select if you would like the fields converted to upper/lower case or do not change the case.
-Please Select-

Select a delimiter to separate the fields in the file.
-Please Selec

Select the date format
-Please Selec

Select the file extension
-Please Selec

Tax Details on Separate line
-Please Select-

To update the settings:

1. Select the file extract definition to configure.
2. Enter settings for the following options:

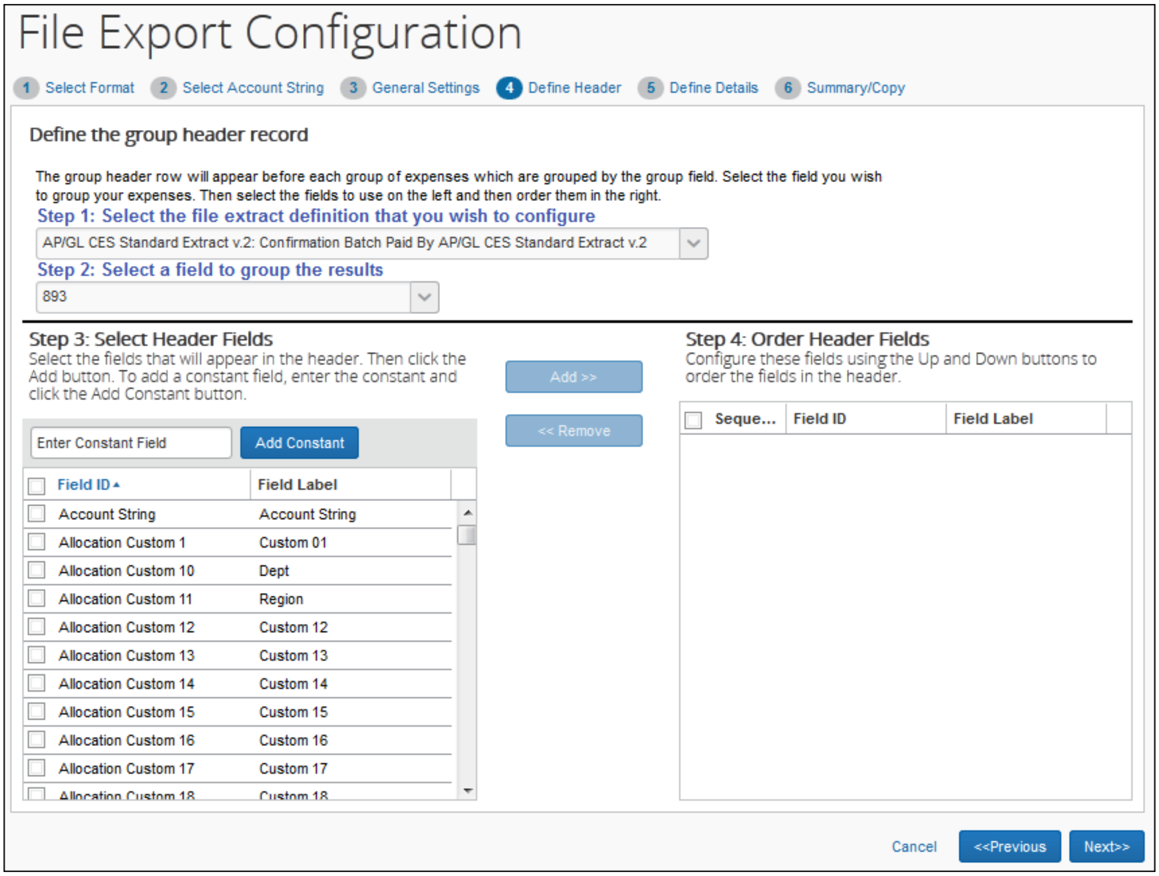
Field	Description
Place quotation marks around each field in the file	Select this option to have double quotes placed around every field in the file. **NOTE:** This is recommended if the client wants a comma-delimited file to keep values that have a comma from disrupting the column sequence of your comma-delimited file.
Create an offsetting GL entry for each group of expenses	Select this option to include an offsetting GL entry in the file for each group of expenses. The value of the offset is the exact opposite of the sum total of the debit entries.
Select an offsetting Account Code if you wish to generate offsetting entries in your feed	Fill in the account code value to use for the offsetting entry if you selected the previous check box.

Field	Description
Please select a format for the first line in the file	Select the format for the first line of the file, if desired: **Include descriptive column labels**: Select this option to include column labels at the top of the file for the header, detail, and summary fields. **Include a single line with the date**: Select this option to include one line containing the date the extract ran.
Select if you would like the fields converted to upper/lower case or do not change the case	Select the case format for the extract information.
Select a delimiter to separate the fields in the file	Select the character that you want to use to separate fields in the export file.
Select the date format	Select the format that you want to use for all the dates in the export file.
Select the file extension	Select the desired file extension for the export file.
Tax Details on Separate line	Select the option of how the tax details in the accounting extracts are displayed: • **No:** This combines the tax details and expenses on a single row within the export file. • **Yes:** This displays at least two rows within the extract for each transaction, one for the expense and one for each tax detail. The tax details only appear on the tax line(s). • **Both on a separate line and with the Expense:** This displays at least two rows within the extract for each transaction, one for the expense and one for each tax detail. The tax details appear on the expense and the tax line(s). **NOTE**: The tax details field displays regardless of the country deployment. Even though this feature is for countries with VAT, it displays for countries that do not have VAT, for example, US clients will see this field.

3. Click **Next**.

Define Header

The **Define Header** step allows the administrator to select a field to use to group the expense detail rows for each payment batch. The fields that display in the headers for the grouped rows are also configured during this step.



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 the file extract definition that you wish to configure

AP/GL CES Standard Extract v.2: Confirmation Batch Paid By AP/GL CES Standard Extract v.2

Step 2: Select a field to group the results

893

Step 3: 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 ID ▲	Field Label
☐	Account String	Account String
☐	Allocation Custom 1	Custom 01
☐	Allocation Custom 10	Dept
☐	Allocation Custom 11	Region
☐	Allocation Custom 12	Custom 12
☐	Allocation Custom 13	Custom 13
☐	Allocation Custom 14	Custom 14
☐	Allocation Custom 15	Custom 15
☐	Allocation Custom 16	Custom 16
☐	Allocation Custom 17	Custom 17
☐	Allocation Custom 18	Custom 18

Step 4: Order Header Fields

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

☐	Seque...	Field ID	Field Label

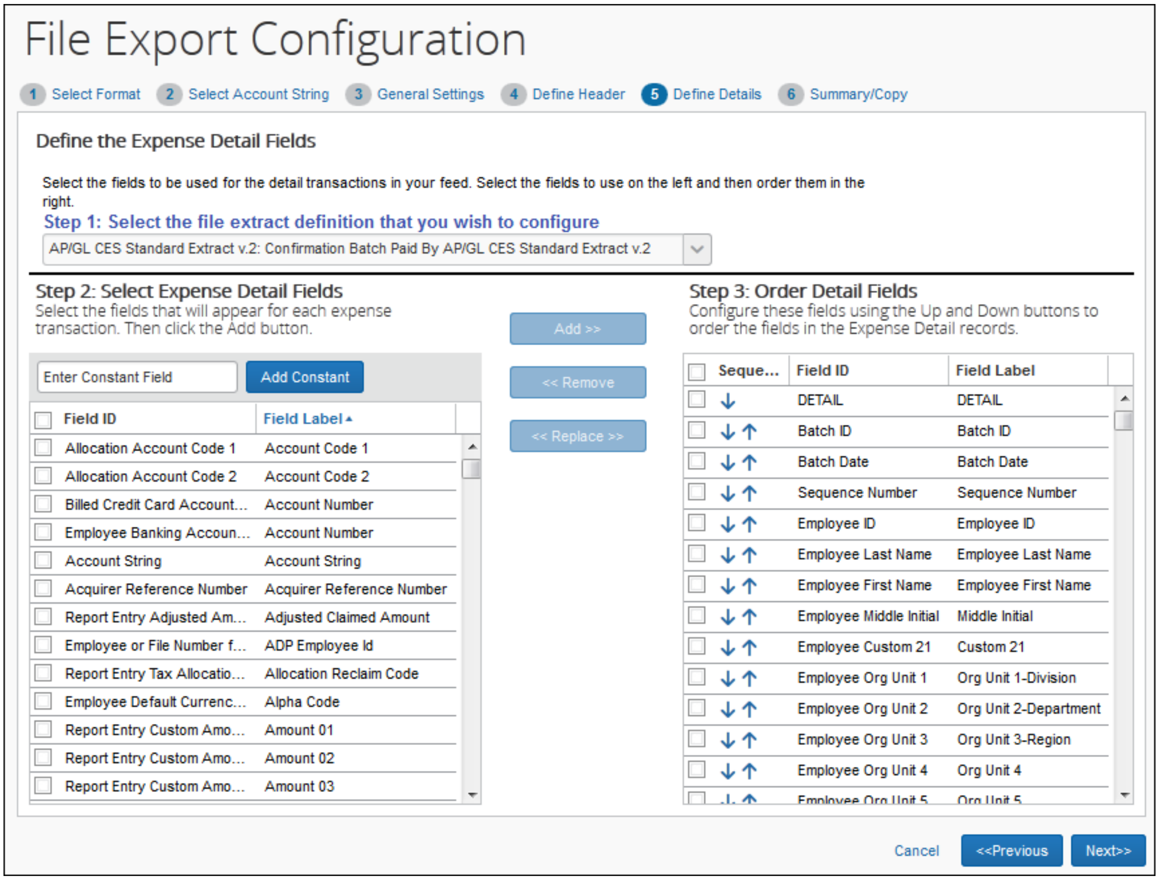
To set the group properties:

1. Select the file extract definition to modify.
2. Select the field to use when grouping the expense detail rows.
3. Select the fields for the header row and click **Add**.
4. If necessary, enter a constant value and click **Add Constant**.
5. Use the arrow buttons to arrange the fields.
6. Click **Next**.

Define Details

The **Define Details** step allows you to select the fields that appear in the detail rows and configure the expense detail records for each payment batch. The administrator can also add constant values, and rearrange the field order. Concur provides the standard set of fields for you to customize.

NOTE: If you are selecting and setting the **Amount** fields in the **Select Expense Detail Fields** pane, be aware that when you modify your extract, you may have differences between the transaction currency (what currency the user spends in) and reimbursement currency (what currency the user is paid in). For example, if a user is in the UK, they are spending UK, Pound Sterling. However, that user will be reimbursed in US dollars.



File Export Configuration

Define the Expense 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 the file extract definition that you wish to configure

AP/GL CES Standard Extract v.2: Confirmation Batch Paid By AP/GL CES Standard Extract v.2

Step 2: Select Expense Detail Fields

Select the fields that will appear for each expense transaction. Then click the Add button.

☐	Field ID	Field Label ▲
☐	Allocation Account Code 1	Account Code 1
☐	Allocation Account Code 2	Account Code 2
☐	Billed Credit Card Account...	Account Number
☐	Employee Banking Accoun...	Account Number
☐	Account String	Account String
☐	Acquirer Reference Number	Acquirer Reference Number
☐	Report Entry Adjusted Am...	Adjusted Claimed Amount
☐	Employee or File Number f...	ADP Employee Id
☐	Report Entry Tax Allocatio...	Allocation Reclaim Code
☐	Employee Default Currenc...	Alpha Code
☐	Report Entry Custom Amo...	Amount 01
☐	Report Entry Custom Amo...	Amount 02
☐	Report Entry Custom Amo...	Amount 03

Step 3: Order Detail Fields

Configure these fields using the Up and Down buttons to order the fields in the Expense Detail records.

☐	Seque...	Field ID	Field Label
☐	↓	DETAIL	DETAIL
☐	↓ ↑	Batch ID	Batch ID
☐	↓ ↑	Batch Date	Batch Date
☐	↓ ↑	Sequence Number	Sequence Number
☐	↓ ↑	Employee ID	Employee ID
☐	↓ ↑	Employee Last Name	Employee Last Name
☐	↓ ↑	Employee First Name	Employee First Name
☐	↓ ↑	Employee Middle Initial	Middle Initial
☐	↓ ↑	Employee Custom 21	Custom 21
☐	↓ ↑	Employee Org Unit 1	Org Unit 1-Division
☐	↓ ↑	Employee Org Unit 2	Org Unit 2-Department
☐	↓ ↑	Employee Org Unit 3	Org Unit 3-Region
☐	↓ ↑	Employee Org Unit 4	Org Unit 4
☐	↓ ↑	Employee Org Unit 5	Org Unit 5

To configure the detail fields:

1. Select the file extract definition to configure.
2. Select the desired fields and click **Add**.
3. If necessary, enter a constant value and click **Add Constant**.
4. Use the up and down arrows to arrange the fields.
5. Click **Next**.

REPLACE FIELDS

In addition to adding and removing fields, you can use Replace to remove a default or any other field from the file output and add the desired fields.

NOTE: The administrator can switch only one field at a time.

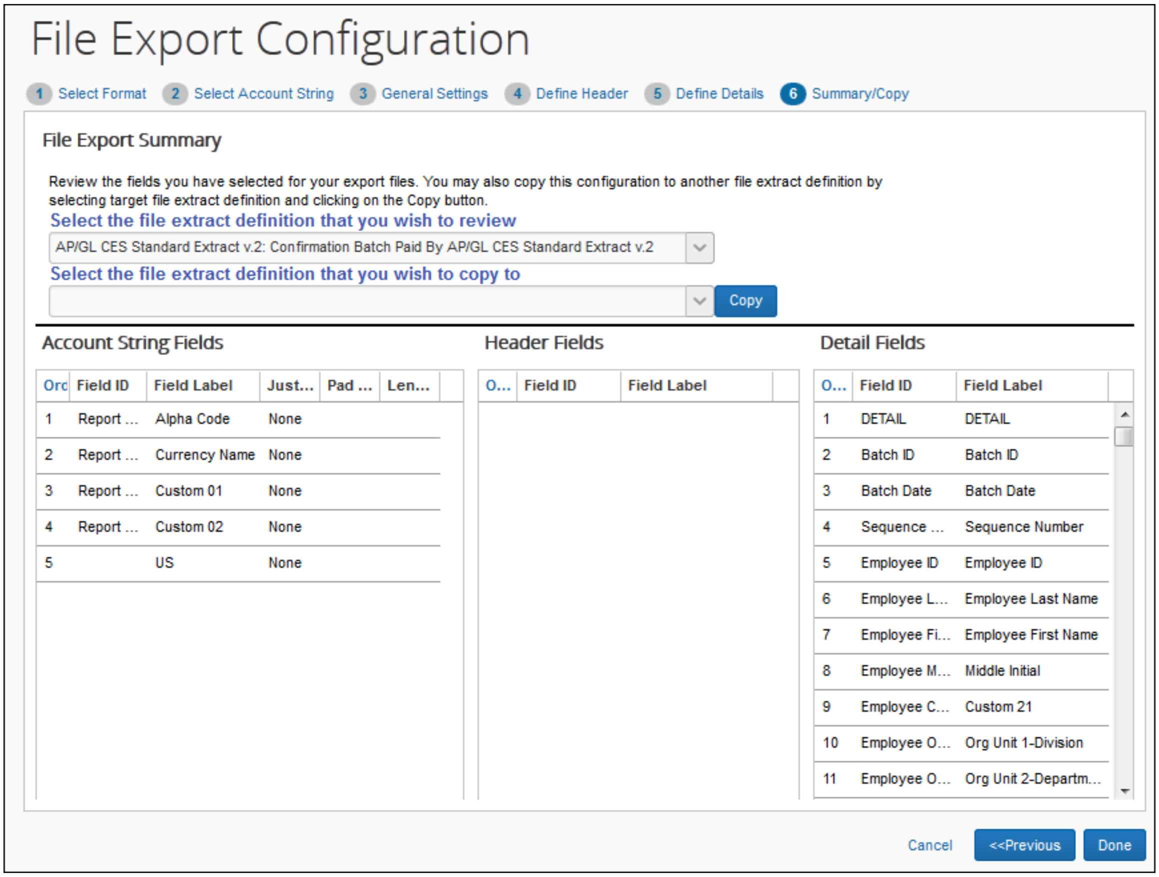
PROCESS

▸ ***To replace the detail fields:***

1. Click a field in the **Select Expense Detail Fields** column and a field in the **Order Detail Fields** column.
2. Click **Replace**.
3. The field selected in the **Select Expense Detail Fields** list is inserted in the **Order Detail Fields** list in the selected location. The field selected in the **Order Detail Fields** list is placed in alphabetical order in the **Select Expense Detail Fields** list.

Summary/Copy

The **Summary/Copy** step allows you to view the complete configuration for the selected payment batch. It also allows you to copy the configuration from one batch to one or more other payment batches.



File Export Configuration

File Export Summary

Review the fields you have selected for your export files. You may also copy this configuration to another file extract definition by selecting target file extract definition and clicking on the Copy button.

Select the file extract definition that you wish to review

AP/GL CES Standard Extract v.2: Confirmation Batch Paid By AP/GL CES Standard Extract v.2

Select the file extract definition that you wish to copy to

Account String Fields

Orc	Field ID	Field Label	Just...	Pad ...	Len...
1	Report ...	Alpha Code	None		
2	Report ...	Currency Name	None		
3	Report ...	Custom 01	None		
4	Report ...	Custom 02	None		
5		US	None		

Header Fields

O...	Field ID	Field Label

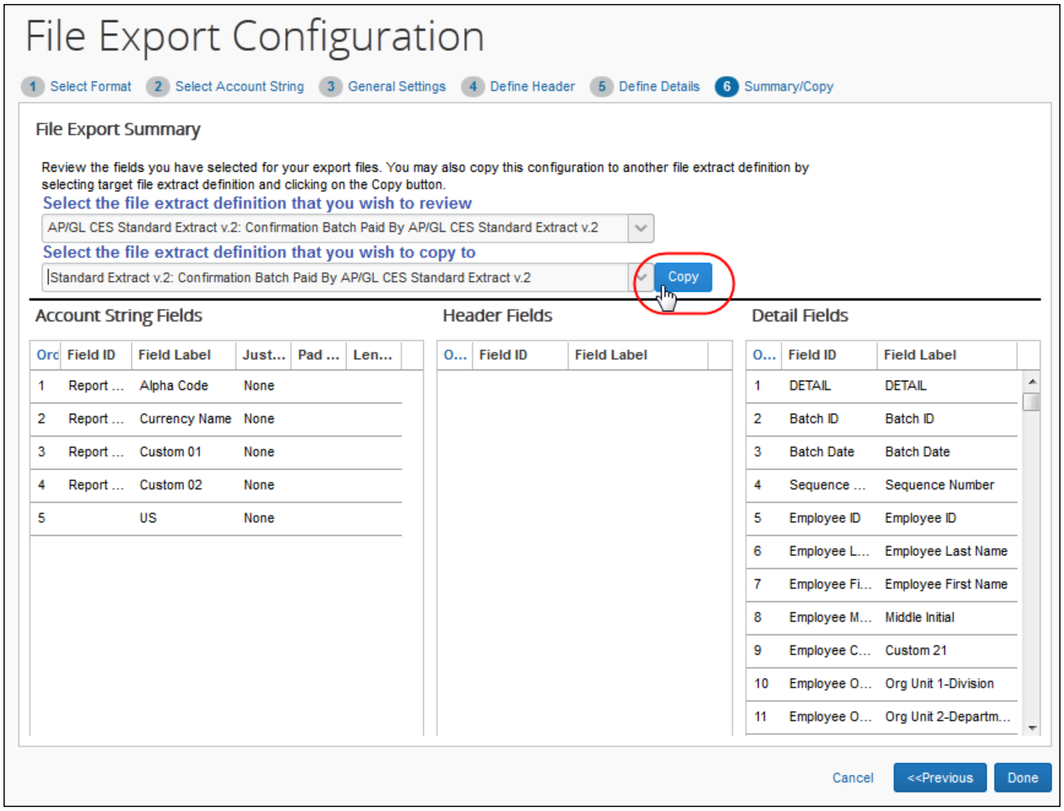
Detail Fields

O...	Field ID	Field Label
1	DETAIL	DETAIL
2	Batch ID	Batch ID
3	Batch Date	Batch Date
4	Sequence ...	Sequence Number
5	Employee ID	Employee ID
6	Employee L...	Employee Last Name
7	Employee Fi...	Employee First Name
8	Employee M...	Middle Initial
9	Employee C...	Custom 21
10	Employee O...	Org Unit 1-Division
11	Employee O...	Org Unit 2-Departm...

To copy the export file configuration:

1. Select the desired file extract definition.

2. Select the file extract definition(s) to copy the configuration to.



File Export Configuration

File Export Summary

Review the fields you have selected for your export files. You may also copy this configuration to another file extract definition by selecting target file extract definition and clicking on the Copy button.

Select the file extract definition that you wish to review

AP/GL CES Standard Extract v.2: Confirmation Batch Paid By AP/GL CES Standard Extract v.2

Select the file extract definition that you wish to copy to

Standard Extract v.2: Confirmation Batch Paid By AP/GL CES Standard Extract v.2

Account String Fields

Orc	Field ID	Field Label	Just...	Pad ...	Len...
1	Report ...	Alpha Code	None		
2	Report ...	Currency Name	None		
3	Report ...	Custom 01	None		
4	Report ...	Custom 02	None		
5		US	None		

Header Fields

O...	Field ID	Field Label

Detail Fields

O...	Field ID	Field Label
1	DETAIL	DETAIL
2	Batch ID	Batch ID
3	Batch Date	Batch Date
4	Sequence ...	Sequence Number
5	Employee ID	Employee ID
6	Employee L...	Employee Last Name
7	Employee Fi...	Employee First Name
8	Employee M...	Middle Initial
9	Employee C...	Custom 21
10	Employee O...	Org Unit 1-Division
11	Employee O...	Org Unit 2-Departm...

3. Click **Copy**.