

Concur Invoice: Vendor Banking Import

User Guide

Last Revised: November 4, 2022

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

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Revision History

Date	Notes/Comments/Changes
November 4, 2022	Updated the Country Code field definition.
July 16, 2022	Updated the Country Code field definition. Minor edits throughout.
June 15, 2022	Minor edits. Cover date corrected to June 14, 2019.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 4, 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 7, 2020	Updated the copyright; no other changes; cover date not updated
June 14, 2019	Updated description of Discount Terms and Discount Percentage.
September 10, 2019	Corrected description of the Country Code field.
April 13, 2019	Changed the term "Concur" to "SAP Concur" and updated images as part of the new user experience for Concur Invoice.
February 1, 2019	Updated the copyright; no other changes; cover date not updated.
December 8, 2018	Added note about the definitions tab.
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated.
January 25, 2018	Updated the copyright; no other changes; cover date not updated.
December 9, 2017	Added note about the Account Number/IBAN and the Routing Number/SWIFT/BSB Code.
December 13, 2016	Changed copyright and cover; no other content changes.
December 5, 2016	Updated the <i>Permissions</i> section and guide content to new corporate style; no content changes.
January 16, 2015	Updated the screen shots to the enhanced UI and made general updates to the content.
October 17, 2014	Invoice Pay now supports Australian currency (AUD).
September 18, 2014	Added information about the two user interfaces; no other content changes.
August 22, 2014	Added information about an Invoice Settings setting that removes the Banking Import link from use by the Payment Manager.

Date	Notes/Comments/Changes
April 15, 2014	Change copyright and cover; no other content changes.
December 28, 2012	Made rebranding and/or copyright changes; no content changes.
June 22, 2012	Changes related to additional currencies (Euro; British Pound): <ul style="list-style-type: none"> • Routing Number is no longer a Required field type • Addition of fields to support new currencies
February 17, 2012	Update for minor changes to user interface.
January 20, 2012	New user guide.

Vendor Banking 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.

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

Section 2: Overview

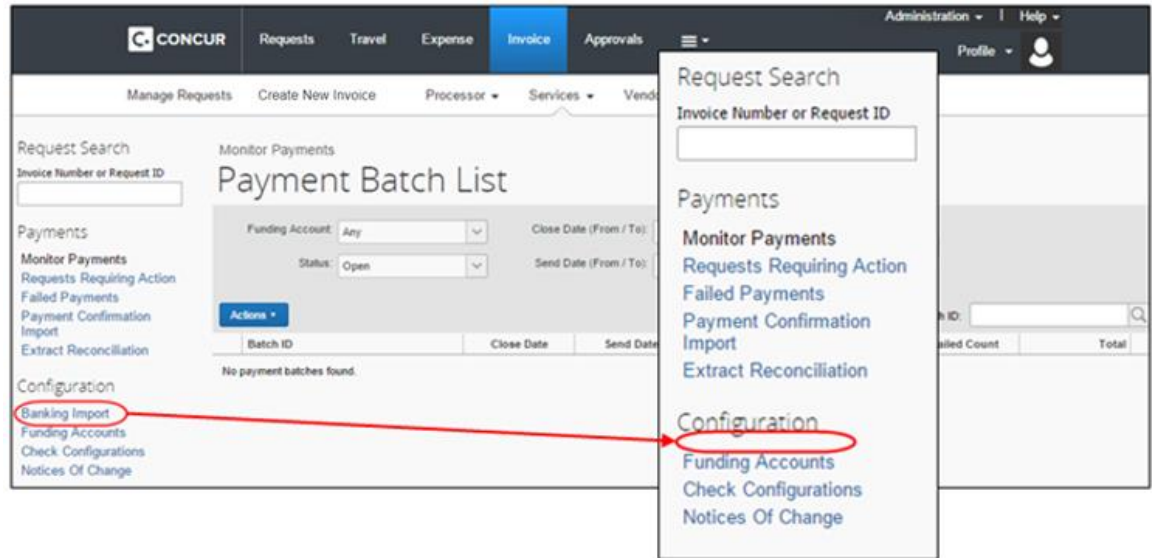
The Vendor Banking Import feature enables administrators to download an Excel template that can be used to import vendor banking information into Concur Invoice.

NOTE: The downloadable vendor import template is an Excel file containing two worksheets. The first worksheet includes column headers that correspond to the fields on the vendor banking information form. The second worksheet provides definitions and requirements for the data that can be entered into each column in the template.

Before You Begin

An option in Concur Invoice Settings removes the **Banking Import** link from display for the Payment Manager role. If the link does not appear with Invoice Pay enabled, the setting is active, and the Payment Manager is denied access.

Section 3: Importing Vendor Banking Information



For more information, refer to the *Concur Invoice: Invoice Settings User Guide*.

Section 3: Importing Vendor Banking Information

The vendor banking information is used to determine to what banking account a payment demand will be sent.

NOTE: The Vendor List in the client's ERP remains the source of record for vendor banking information. Any updates made through the Vendor Banking Import *must* also be made to the client's Vendor List.

Vendor Manager Experience

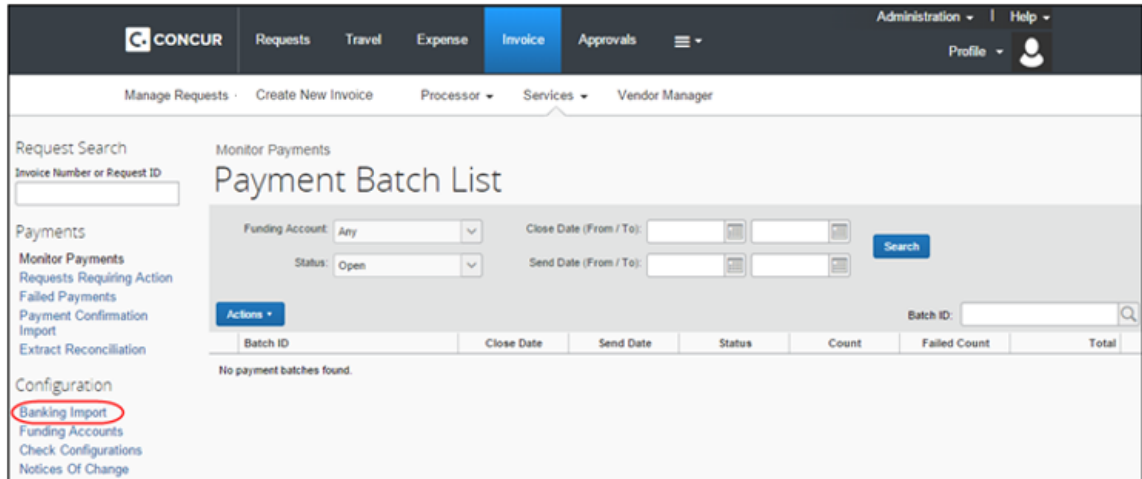
Importing is a multi-step process. The Vendor Manager:

- Step 1:** Downloads the Vendor Banking Import template to their local computer
- Step 2:** Populates the template with vendor banking data
- Step 3:** Uploads and imports the template and its data
- Step 4:** Views the import details

Access Vendor Banking Import

▶ To access vendor banking import:

Click **Invoice** > **Services** > **Payment Manager**. The **Monitor Payments** page appears.

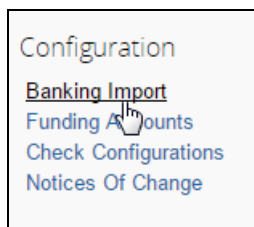


Step 1: Download the Vendor Banking Import Template

To import the vendor banking data, the client must use the correct template type. You can download a Microsoft Excel template from the **Banking Import** page. This template is pre-populated with the correct column headings.

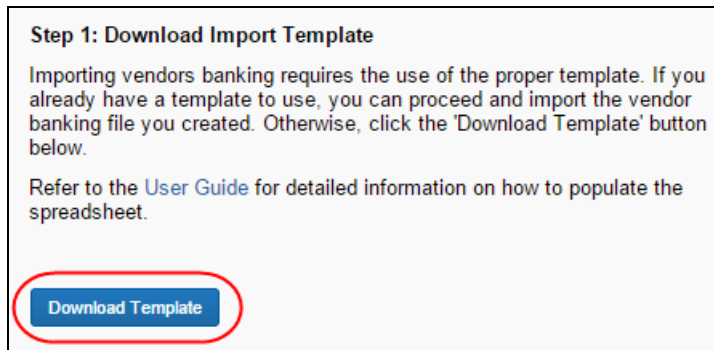
▶ To download the template:

1. On the **Monitor Payments** page, click **Banking Import** (left menu).



Section 3: Importing Vendor Banking Information

2. On the **Banking Import** page, click **Download Template**.



3. Select a location on your computer to save the spreadsheet.

Step 2: Populate Template With Data

Clients must enter data directly in the template spreadsheet. The system enforces a limit of 500 records in a single vendor import spreadsheet.

NOTE: If custom fields in the user's entity are renamed the template file will match that configuration.

NOTE: Vendor Banking Import validations only check for the Required attribute at the field level. Therefore, it is recommended to configure the Vendor Banking data *Required* attribute at the Field level, *not* the Form level. If the Vendor Banking data in question is required in Concur Invoice for reporting purposes, configure the *Required* attribute at the Field level. If the data is only required at the point of gathering new vendor banking information, configuring the *Required* attribute at Form level may be acceptable.

IMPORTANT: FORMATTING ISSUES

The vendor banking import spreadsheet has these formatting requirements:

- The values in the spreadsheet header row must not be deleted
- The Vendor Banking Import sheet must exist
- All cells in the spreadsheet must be formatted as text before being uploaded

If you use the Replace feature in Excel, be aware that it may not maintain the required cell formatting. Testing has shown that cells formatted as text become general format after using Replace. If the client does not format the cells as text, the import will fail.

If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

Step 3: Upload and Import the Template Data

The Vendor Manager uploads the vendor import template by using options on the **Import Vendors** page.

▶ **To upload and import the template file:**

1. On the **Banking Import** page, click **Browse**.

Step 2: Select File To Import

In order to import vendor banking, you must locate the Excel file they are saved in. Click the 'Browse...' button below to locate the file. Once the proper file is selected, click the 'Import' button.

Browse...

Import

2. In the **Open** window, select the vendor template file you have populated and click **Open**. The **Import** button becomes active.
3. Click **Import**.

Step 2: Select File To Import

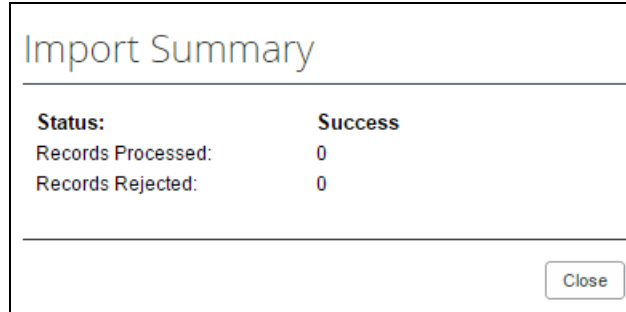
In order to import vendor banking, you must locate the Excel file they are saved in. Click the 'Browse...' button below to locate the file. Once the proper file is selected, click the 'Import' button.

Browse...

Import

The system processes the data, and the **Import Summary** window appears with the results of the import, including:

- ◆ **Records Processed:** The number of records processed by the system (the total amount)
- ◆ **Records Rejected:** The number of records that the system could not import, resulting in rejection of the record



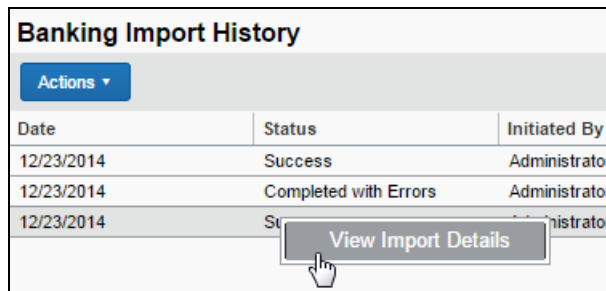
4. Review the information and then click **Close**. You will have the chance to review in detail the results displayed in this window in Step 4.

Step 4: View Import Details

The details of the vendor banking import are available in the **Banking Import History** section of the **Banking Import** page. This page displays all details, but you can filter these to a subset of information.

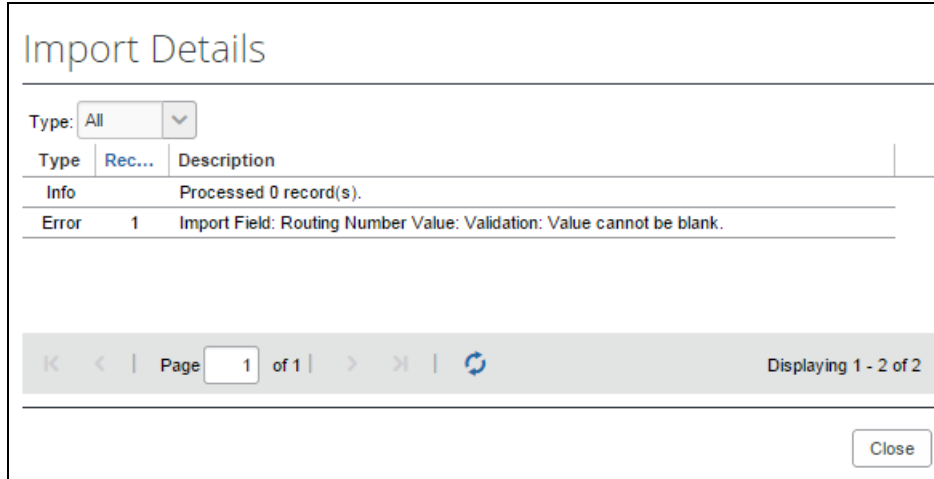
▶ **To review the import details:**

1. On the **Banking Import** page under **Banking Import History**, do one of the following:
 - ◆ On the **Actions** menu, click **View Import Details**
 - ◆ Right-click the import row and click **View Import Details**
 - ◆ Double-click the row directly



In the **Import Details** window that appears, you can filter the information that displays using the **Type** list that includes the following options:

- ◆ **All:** The error, warning, and information text all appear
- ◆ **Error:** Filters to display only the errors generated during import
- ◆ **Warning:** Filters to display only the warnings generated during import
- ◆ **Info:** Filters to display only the number of records imported




2. When you are finished reviewing the information, click **Close** to exit the **Import Details** window.

Section 4: The Import Template: Fields and Descriptions

The template used to import the data includes the following fields:

Field	Format	Definition
Vendor Code*	Maximum 32 characters; case insensitive	This code is used to identify this specific vendor. It is the code the system-of-record for the Vendor Master List uses to identify a vendor. NOTE: For any given Vendor Code there is one Vendor Name. Example: If the same company conducts business as both Acme Paints and San Diego Paints, it must either only do business as San Diego Paints, or register for two different vendor codes, one for each name.
Address Code	Maximum 32 characters; case insensitive	This code is used to identify the specific vendor address. If provided, the banking information will be associated to the specific address for the vendor. If not provided, the banking will be shared across all vendor addresses tied to this vendor.

Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
Currency Alpha Code	Maximum 3 characters; case insensitive	The alpha code for the currency of the account, for example, USD. If provided, must be USD, EUR, AUD, or GBP until other currency support is provided in a future release. If left with a blank value, defaults to USD.
Country Code	Maximum 2 characters; case insensitive	The 2-character code for the country of origin for the banking account. If no value is supplied, the import defaults to US as the country code. If provided, enter a valid country code, such as US, AU, or GB. If left with a blank value, the field defaults to US. IMPORTANT NOTE: The 2-character country code must be upper case.  For more information, refer to the <i>Concur Invoice: Country Code List Specification</i> .
Transaction Type	Maximum 3 characters; case insensitive	The type of transaction to pay the banking account. If provided, <i>must</i> be ACH.
Account Type*	Maximum 4 characters; case insensitive	The account type, either checking or savings. Valid entries for: U.S.: <ul style="list-style-type: none"> • CHCK (checking) • SAVE (savings) All other countries: CHCK (checking)
Is Active*	Maximum 1 character; case insensitive	Indicates if the account is active or inactive Valid entries: Y (is active) N (is inactive)
Name on Account*	Maximum 100 character; case insensitive	The exact name associated with the account, for example, ABC Corporation.

Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
Account Number/IBAN*	Integer(s), as conforming to country (see right)	The exact account number, conforming to the standard format for bank account numbers for the banking country, as: <ul style="list-style-type: none"> • US and Australia: Account Number • Euro: IBAN • UK: IBAN NOTE: The Account Number/IBAN is encrypted in the database.
Routing Number/SWIFT/BSB Code	Integer(s) as conforming to country (see right)	The exact routing number, conforming to the standard format for routing numbers for the banking country, as: <ul style="list-style-type: none"> • US: Routing Number • Euro: BIC (Swift code) • UK: Not Used • Australia: BSB Code NOTE: The Routing Number/SWIFT/BSB Code is encrypted in the database.
Bank Code/Institution Number		The bank code or the institution number associated with the account.
Branch Code/Branch Number		The branch code or branch number of the account.
Bank Name* (see definition)		The host bank name. *Optional for US and Canadian banks
Branch Location* (see Definition)		The location of the bank branch where the account was opened. *Optional for US and Canadian banks
* Required field: For more information, refer to the Definition column.		