

Concur Expense: Payment Manager Extract

User Guide for Standard Edition

Last Revised: April 13, 2022

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
April 13, 2022	Made minor modifications throughout; cover revision date updated.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 27, 2021	Updated the copyright year; added Concur to the cover page title; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 10, 2019	Minor edits.
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
January 15, 2019	Updated the copyright; no other changes; cover date not updated
July 27, 2018	Minor edit.
April 16, 2018	Minor edit.
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
December 15 2016	Changed copyright and cover; no other content changes.
February 8 2016	Added descriptions to the following fields: <ul style="list-style-type: none"> • Payment Demand Company Cash Account Code • Payment Demand Company Liability Account Code
August 14 2014	Added new field: <ul style="list-style-type: none"> • Report Entry Xml Receipt Supplier Tax ID
June 12 2015	Removed information about two user interfaces; no other content changes
October 17 2014	Added two new fields: <ul style="list-style-type: none"> • Report Entry Xml Receipt UUID • Funding Trace Number
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	New document. (This content originated in the Concur Administration User Guide for Concur Standard and is now a separate guide.) The length of Journal Payee Payment Type Name has been corrected from 80 to 64.

Payment Manager Extract

Section 1: Overview

NOTE: For more information about Payment Manager, refer to the *Expense: Payment Manager User Guide for Concur Standard Edition*.

The standard transaction file may contain the following fields in the account string, the header or the detail rows. Depending on your configuration, you may not see all fields.

Section 2: File Export Data

The data in the extract file is determined by the configuration selected in the **File Export Configuration** wizard. If you used the **File Export Configuration** wizard to modify your export file, you should see the new configuration when the next batch closes. You can re-run an existing batch to get an updated export file.

SAP Concur Expense Reporting App Center Administration Help

Expense Settings Company Expense User Experience Settings Profile

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

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 payment batch that you wish to configure
 USD: Employees Batch Paid By Company Check (via Accounts Payable)

Step 2: Select a field to group the results
 None - Do Not Group

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 Label
- Account String
- Batch Date
- Batch ID
- Blank/Placeholder
- Branch
- Company
- Detail Row count
- Division
- Employee First Name
- Employee ID
- Employee Last Name
- Employee Middle Name
- Journal Amount
- Journal Debit Or Credit

Step 4: Order Header Fields

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

<input type="checkbox"/> Sequence	Field Label

NOTE: If your transaction file has been customized by SAP Concur, the changes you make on the **Custom Fields** page will not modify the transaction file fields.

Section 2: File Export Data

Field	Max Length	Description/Format
Account String	Varies	The account string defined on the Select Account String step of the File Export Configuration wizard.
Batch Date	10	The date the batch was closed. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY
Batch ID	13	The batch number, starting at 1 and increasing sequentially. This is a unique identifier for each AP/GL run.
Billed Credit Card Account Description	255	Description of the card account with the liability for the charge.
Billed Credit Card Account Number	4	The last four digits of the credit card account number used to make the purchase.
Blank/Placeholder	0	Select this field to insert a blank value into the file.
Business Distance	13	Number of miles/kilometers driven for business purposes.
Credit Card Transaction Reference Number	64	Reference number from the credit card vendor.
Detail Row count	Varies	The number of detail rows included in the export file.
Employee Default Currency Alpha Code	3	User's reimbursement currency in ISO alpha format. Example: United States Dollar = USD
Employee Default Currency Numeric Code	3	User's reimbursement currency in ISO numeric format. Example: USD = 840
Employee First Name	32	The first name of the employee who submitted the expense transaction.
Employee ID	48	The ID of the employee who submitted the expense transaction. Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.
Employee Last Name	32	The last name of the employee who submitted the expense transaction.
Employee Middle Initial	1	The middle initial of the user who submitted the expense transaction.
Employee Middle Name	32	The middle name of the user who submitted the expense transaction.

Field	Max Length	Description/Format
Employee Reimbursement Method	7	The payment method for the amounts due to the employee. The possible values are: <ul style="list-style-type: none"> • ADPPAYR – ADP Payroll • APCHECK – Company Check • CNQRPAY – Expense Pay by Concur • PMTSERV – Other
Estimated Payment Date	10	The date the expense is estimated to be paid. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. NOTE: This field is only populated when using Expense Pay. Standard Format: MM/DD/YYYY
File Sequence Number	Varies	Line number of each detail row.
Funding Trace Number	30	The EFT transaction trace number for funding. Used by Expense Pay clients only.
Is Billable	1	Whether the Is Billable check box was selected for the expense transaction. Format: Y/N
Journal Account Code	48	Contains the account code associated with the expense type.
Journal Amount	23	The amount of the expense transaction. Value, as credit or debit, of the amount to be exchanged between the payer and payee for this expense account code. (not an absolute value) Examples: Value of zero, credit, or debit, as the following: <ul style="list-style-type: none"> • 0 (Zero) "0" • + (Plus / Debit) "+50.00" • - (Minus / Credit) "-50.00"
Journal Debit or Credit	2	Whether the transaction is a debit or credit. Either: <ul style="list-style-type: none"> • DR = Debit • CR=Credit Format: DR/CR

Section 2: File Export Data

Field	Max Length	Description/Format
Journal Payee Payment Type Name	64	Payee payment type. One of these: <ul style="list-style-type: none"> • Company • Employee
Journal Payer Payment Code Name	80	Payment code name for the payer.
Journal Payer Payment Type Name	64	Payer payment type name. One of these: <ul style="list-style-type: none"> • Company • Employee • Tax Authority Label for VAT records. Example: UKVAT
Net Adjusted Reclaim Amount	23	Calculated as Approved Amount minus Total Reclaim Adjusted Amounts.
Net Tax Amount	23	Calculated as Posted Amount minus Total Tax Posted Amount.
Payment Demand Company Cash Account Code	48	The Cash Account Code configured for this Reimbursement Method.
Payment Demand Company Liability Account Code	48	The Liability Account configured for this Reimbursement Method.
Report Currency Alpha Code	3	Reimbursement currency in ISO alpha format for the report. Example: USD, GBP
Report Entry Claimed Amount	23	Amount claimed for the report entry.
Report Entry Description	64	Expense description as entered by the employee.
Report Entry Exchange Rate	23	Rate used to convert from the report entry (spend) currency to the report (reimbursement) currency.
Report Entry Expense Type Name	64	The expense type of the expense transaction.
Report Entry ID	13	Unique identifier for the report entry.
Report Entry is Personal Flag	1	Whether the Is Personal check box was selected for the expense transaction. Format: Y/N
Report Entry Payment Code	4	Payment Type code indicating how employee paid for purchase.

Field	Max Length	Description/Format
Report Entry Payment Code Name	80	The Payment Code name for the expense transaction.
Report Entry Payment Type Name	64	The name of the payment type selected for the report entry.
Report Entry Receipt Type	1	The type of receipt attached to the entry. Can be: <ul style="list-style-type: none"> • T = tax receipt • R = regular receipt • N = no receipt
Report Entry Tax Adjusted Amount	23	Amount of tax based on approved amount, not total in the employees reimbursement currency.
Report Entry Tax Allocation Reclaim Code	20	Reclaim code from the tax definition.
Report Entry Tax Allocation Reclaim Code	20	Allocation Reclaim Code.
Report Entry Tax Code	20	Tax code assigned to this tax authority for the expense type entered on the expense entry.
Report Entry Tax Posted Amount	23	Calculated tax amount for this expense entry in the reimbursement currency.
Report Entry Tax Reclaim Adjusted Amount	23	Reclaim amount calculated on adjusted tax amount.
Report Entry Tax Reclaim Domestic Flag	1	Whether this tax configuration is defined as a reclaimable local tax jurisdiction. Format: Y/N
Report Entry Tax Reclaim Posted Amount	23	Calculated amount of tax eligible for reclaim in the reimbursement currency.
Report Entry Tax Reclaim Trans Adjusted Amount	23	Amount of tax based on approved amount, not total in spend transaction currency.
Report Entry Tax Reclaim Transaction Amount	23	Calculated amount of tax eligible for reclaim in the spend currency.
Report Entry Tax Source	4	Specifies how the tax data was derived: <ul style="list-style-type: none"> • CARD = Provided from company card • USER = Entered by employee • SYST = Calculated by system • PROC = Entered by processor
Report Entry Tax Transaction Amount	23	Calculated tax amount for this expense in the spend currency.
Report Entry Total Reclaim Adjusted Amount	23	The sum of the reclaimable tax amount calculated from the Total Tax Adjusted Amount.

Section 2: File Export Data

Field	Max Length	Description/Format
Report Entry Total Tax Posted Amount	23	The sum of the tax calculated based on the expense amount.
Report Entry Transaction Amount	23	Amount spent in the expense spend currency.
Report Entry Transaction Date	10	The date of the expense transaction based on when it was incurred and/or the credit card receipt date. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY
Report Entry Xml Receipt Supplier Tax ID	64	The supplier tax identification number associated with the digital tax invoice. Used by clients with Digital Tax Invoice only.
Report Entry Xml Receipt UUID	16	The unique identifier associated with the digital tax invoice. Used by clients with Digital Tax Invoice only.
Report Entry Vendor Description	64	The vendor description for the expense transaction.
Report Entry Vendor Name	64	The vendor name for the expense transaction.
Report ID	32	The report ID associated with the expense transaction. Format: Alphanumeric string. Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.
Report Key	48	Unique identifier for the report. Starts at 1 and increments for each report submitted.
Report Name	40	The name of the report as entered by the employee.
Report Payment Reimbursement Type	1	Indicates whether journal entry reimbursed by Expense Pay. Either: <ul style="list-style-type: none"> 1 = Expense Pay blank = not Expense Pay This is for transactions reimbursed using Expense Pay service.
Report Processing Payment Date	10	The date that all approvals were completed and the report was moved to the Processing Payment status. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY

Field	Max Length	Description/Format
Report Purpose	2000	The value from the Business Purpose field in the report header.
Report Submit Date	10	The date/time the report was submitted. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY
Report Total Approved Amount	23	Total approved amount for the report.
Report Total Company Paid	23	The total amount paid by the company on the report.
Report Total Confirmed Paid	23	The combined total of all paid amounts for the report, both employee and non-employee paid.
Report Total Due Company	23	The total amount due to the company on the report.
Report Total Personal Amount	23	The total amount marked as personal on the report.
Report Total Posted Amount	23	The total amount posted for the report.
Report Total Rejected	23	The total amount rejected for the report.
Report User Defined Date	10	Date specified by the user on the report header. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: YYYY-MM-DD
Tax Authority Label	5	5-character code that appears on the expense entry pages and represents the alphanumeric code for the tax authority type. Example: UKVAT
Tax Authority Name	50	Name of the tax authority that applies to this expense.
Total Company Card Due	23	The total amount due to the company card on the report.
Total Employee Due	23	The total amount due to the employee on this report.
Journal Net of Total Adjusted Reclaim Tax	23	This is calculated as Journal Amount minus the total adjusted reclaim amount. This calculation produces the allocated amount of goods and services which excludes the reclaimable tax portion.

Section 2: File Export Data

Field	Max Length	Description/Format
Journal Net of Total Adjusted Tax	23	This is calculated as Journal Amount minus the total adjusted tax. This calculation produces the allocated amount of goods and services which excludes the tax portion.
Custom Fields	Varies	The custom fields you configured in Product Settings.