

Concur Invoice: Purchase Order Extract

Specification for Standard Edition

Last Revised: August 17, 2019

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
August 30, 2022	Minor edits; cover date not updated
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
January 8, 2020	Updated the copyright; no other changes; cover date not updated
August 17, 2019	Updated description of Discount Terms and Discount Percentage with a note.
February 28, 2019	Update instances of 'Invoice' to 'Concur Invoice'. Updated 'concur' to 'SAP Concur'.
January 30, 2019	Updated the copyright; no other changes; cover date not updated
January 12, 2019	Removed exception text for fields 65 – 67.
November 17, 2018	New document.

Purchase Order Extract

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: Overview

Concur Invoice enables buying organizations to pre-authorize purchase order spend with purchase request. Once these purchase orders are approved in SAP Concur, they are then transmitted to the vendors. For their part, the buyer can elect to extract those transmitted purchase order to the client financial system for vendor goods and services if needed. This guide is intended for clients who want to know the format of that electronic purchase order information, so the information can be effectively transferred from Concur Invoice to the client's financial system/ERP. This allows the client to:

- Help clients understand the data in the extract file, so they can format it correctly for their ERP
- Use their ERP reporting tools to create a purchase order early accrual report

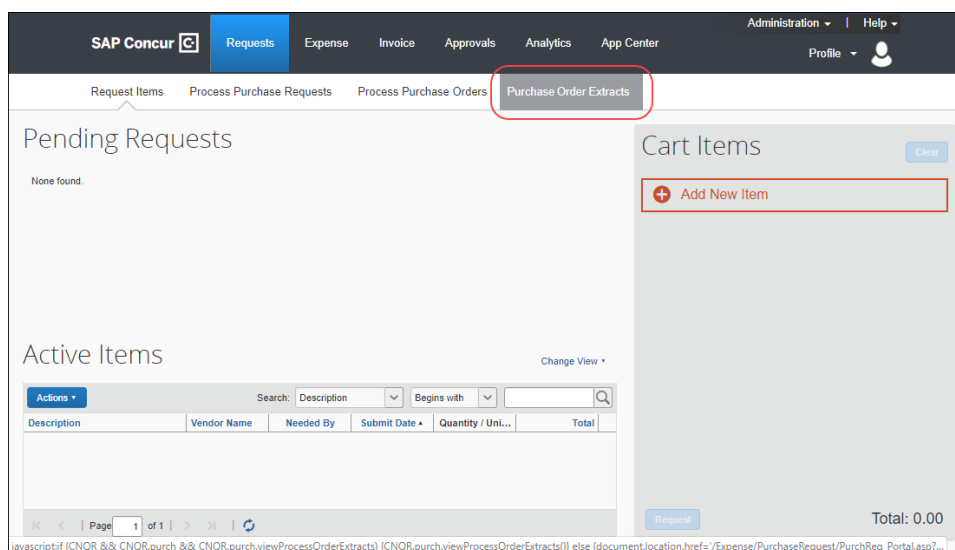
Section 2: Extracting Purchase Orders

The **Purchase Order Extracts** page enables the Purchasing Admin to run an on-demand job to extract purchase order or purchase order receipt data from the Concur Invoice system. After the data is extracted, clients can download the data and then import it into their system of record so that the inventory values reflect the quantities received.

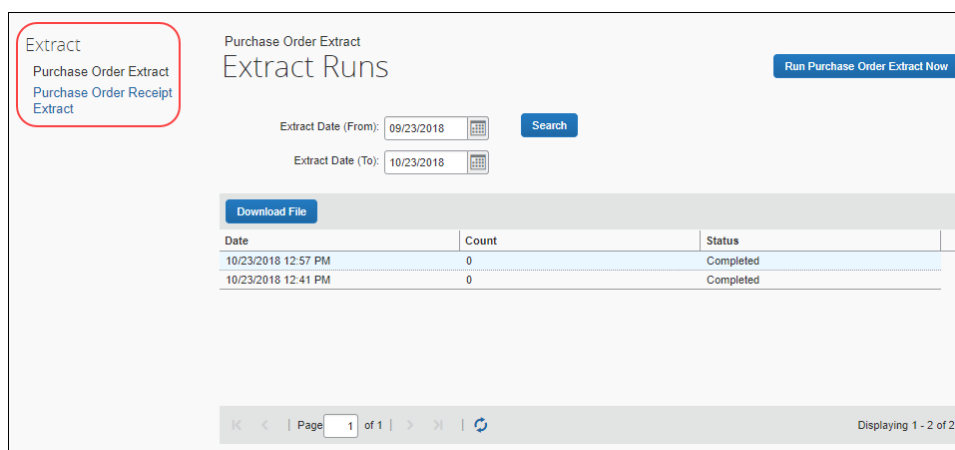
▶ ***To extract purchase orders:***

1. Click **Requests > Purchase Order Extracts**.

Section 3: Downloading and Searching for Purchase Order Extracts



2. On the **Extract** menu, click **Purchase Order Extract**.



3. Click the **Run Purchase Order Extract Now** button to start the extract.

Section 3: Downloading and Searching for Purchase Order Extracts

Once the data has been extracted, the extract can be downloaded as a pipe-delimited text file.

To download the extracted data, select the row for the extract you want to download, and then click **Download File**. The file is downloaded to the default download location for the local machine.

Extract

Purchase Order Extract

Purchase Order Receipt

Extract

Purchase Order Extract

Extract Runs

Extract Date (From): 09/23/2018

Extract Date (To): 10/23/2018

Search

Download File

Date	Count
10/23/2018 12:57 PM	0
10/23/2018 12:41 PM	0

You can also search for previously generated extracts by setting a range of dates in the **Extract Date (From)** and **Extract Date (To)** fields, and then clicking **Search**.

Extract

Purchase Order Extract

Purchase Order Receipt

Extract

Purchase Order Extract

Extract Runs

Run Purchase Order Extract Now

Extract Date (From): 09/23/2018

Extract Date (To): 10/23/2018

Search

Download File

Date	Count	Status
10/23/2018 12:57 PM	0	Completed
10/23/2018 12:41 PM	0	Completed

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Section 4: File Header Record Section

The following section lists the file header fields of the specification.

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Extract	Constant	10 PO EXTRACT	EXTRACT NOTE: The value "PO 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 purchase orders ready to be extracted.)	
2	Batch ID	Numeric	10	Uniquely defines this batch job.	
3	Batch Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The date the batch job begins.	
4	Batch Count	Numeric	10	The number of records extracted in the batch.	

Section 5: File Details Record Section

The following table lists the details fields of the specification.

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Extract	Constant	5 DETAIL	EXTRACT NOTE: The value "DETAIL" is inserted into the 1st position of this extract file detail section. (By having a constant in this section, an extract file is always produced, even if there are no purchase orders ready to be extracted.)	
2	Employee ID	String	128	The unique identifier for this employee.	
3	Employee First Name	String	32	The first name of the employee.	
4	Employee Last Name	String	32	The last name of the employee.	
5	Employee Email Address	String	255	The email address of the employee.	
6	Employee Login ID	String	128	The login ID of the employee.	
Purchase Order Header Section					
7	Purchase Order Header PO Number	String	32	The purchase order number of the purchase order header.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
8	Purchase Order Header PO Status	String	4 Either: <i>CLSD</i> <i>PVAP</i> <i>VOID</i> <i>TRAN</i> <i>RESU</i> - or - <i>PEND</i>	The status of the purchase order, such as <i>Closed</i> (CLSD), <i>Voided</i> (VOID), or other status.	<i>CLSD</i> (<i>Closed</i>) <i>PVAP</i> (<i>Pending Vendor Approval</i>) <i>VOID</i> (<i>Voided</i>) <i>TRAN</i> (<i>Transmitted</i>) <i>RESU</i> (<i>Send Back to Employee</i>) - or - <i>PEND</i> (<i>Pending</i>)
9	Purchase Order Header Name	String	100	The header name of the purchase order.	
10	Purchase Order Header Description	String	255	The description of the purchase order header	
11	Purchase Order Header Requested By	String	255	The name of the requestor of the purchase order.	
12	Purchase Order Header Creation Date	Date	YYYY-MM-DD example: 2012-07-31 for "July 31, 2012"	The creation date of the purchase order.	
13	Purchase Order Header First Order Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The first order date of the purchase order.	
14	Purchase Order Header Requested Delivery Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The requested delivery date of the purchase order.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
15	Purchase Order Header Needed By Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The needed-by date of the purchase order.	
16	Purchase Order Header Discount Percentage	Numeric (11,8)	11 characters maximum, 8 characters maximum to the right of the decimal.	The discount percentage of the purchase order. NOTE: The data in this field is for information purposes only. It is not used in any calculations.	
17	Purchase Order Header Discount Terms Days	Numeric	48	The purchase orders discount term days. NOTE: The data in this field is for information purposes only. It is not used in any calculations.	
18	Purchase Order Header Net Payment Terms Days	Numeric	48	The purchase orders net payment term days.	
19	Purchase Order Header Order Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The order date of the purchase order.	
20	Purchase Order Header Shipping	Numeric (23,8)	23 characters maximum, 8 characters maximum to the right of the decimal.	The purchase order shipping amount.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
21	Purchase Order Header Tax	Numeric (23,8)	23 characters maximum, 8 characters maximum to the right of the decimal.	The tax of the purchase order.	
22	Purchase Order Header Total	Numeric (23,8)	23 characters maximum, 8 characters maximum to the right of the decimal.	The total amount of the purchase order.	
23	Purchase Order Header Currency Name	String	64	The currency name of the purchase order	
24	Purchase Order Header Policy Name	String	64	The policy name of the purchase order	
25	PO Change Order Indicator	Boolean	1 "Y" for "yes" or "N" for "no"	Indicates if the purchase order has a change order against it.	
26	Purchase Request Number	Numeric	23	The purchase request number for the purchase request the PO was created from.	
27	Purchase order header receipt type	String	5	The receipt type of the purchase order. Values are WQTY or NONE. WQTY indicates quantity receipt, which means this PO line can have a Goods receipt entered against it.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
28 - 51	Purchase Order Header Custom 1 - 24	String	48	A value that can be applied to a custom field of the same name that is part of the purchase order header form. Custom fields will be validated using the configured custom field definitions.	
Purchase Order Line Item Section					
52	Purchase Order Line Item Line Number	String	32	The purchase order line number.	
53	Purchase Order Line external Id	String	100	The external ID of the purchase order line item.	
54	Purchase Order Line Item Expense Type Name	String	64	The expense type name of the purchase order line item.	
55	Purchase Order Line Item Account Code	String	255	The account code of the purchase order line item. NOTE: The field is blank unless the account code is imported using the Purchase Order import.	
56	Purchase Order Line Item Supplier Part Id	String	255	The supplier part ID of the purchase order line item.	
57	Purchase Order Line Item Quantity	Numeric	255	The quantity of the purchase order line item.	
58	Purchase Order Line Item Unit Price	Numeric	23	The unit price of the purchase order line item.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
59	Purchase Order Line Item Tax	Numeric (23,8)	23 characters maximum, 8 characters maximum to the right of the decimal.	The tax of the purchase order line item.	
60	Purchase Order Line Item Total	Numeric (23,8)	23 characters maximum, 8 characters maximum to the right of the decimal.	The total amount of the purchase order line item. NOTE: This is the Net amount; it does not include Tax or Shipping.	The Net value is useful when performing allocation calculations manually.
61	Purchase Order Line Item Creation Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The creation date of the purchase order line item.	
62	PO Line UOM Code	String	10	The code for the unit of measure associated with the purchase order line item.	
63	Purchase Order Line Item Description	String	255	The description of the purchase order line item.	
64	Purchase Order Line Item Is Receipt Required	Boolean	1 "Y" for "yes" or "N" for "no"	Indicates if the receipt is required or not of the purchase order line item.	
65	Purchase Order Line Item Is Received	Boolean	1 "Y" for "yes" or "N" for "no"	Indicates if the goods or services are received or not of the purchase order line item.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
66	Purchase Order Line Item Received Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The received date of the purchase order line item.	
67	Purchase Order Line Item Received Quantity	Numeric	12	The received quantities of the purchase order line item.	
68	Purchase Order Line Item Requested By	String	255	The requester of the purchase order line item.	
69	Purchase Order Line Item Requested Delivery Date	Date	YYYY-MM-DD Example: 2012-07-31 for "July 31, 2012"	The requested delivery date of the purchase order line item.	
70 – 89	Purchase Order Line Item Custom 1 – 20	String	48	A value that can be applied to a custom field of the same name that is part of the purchase order header form. Custom fields will be validated using the configured custom field definitions.	
Purchase Order Allocation Section					
90	Purchase Order Allocation Percentage	Numeric (11,8)	11 characters maximum, 8 characters maximum to the right of the decimal.	The allocation percentage of the purchase order.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
91 - 110	Purchase Order Allocation Custom 1 - 20	String	48	A value that can be applied to a custom field of the same name that is part of the purchase order header form. Custom fields will be validated using the configured custom field definitions.	
Purchase Order Ship From Section					
111	Purchase Order Vendor Code	String	32	The vendor code of the purchase order.	
112	Purchase Order Ship From Address Code	String	64	The ship-from address code of the purchase order.	
113	Purchase Order Ship From Address 1	String	255	The ship-from address of the purchase order.	
114	Purchase Order Ship From Address 2	String	255	The ship-from address of the purchase order.	
115	Purchase Order Ship From Address 3	String	255	The ship-from address of the purchase order.	
116	Purchase Order Ship From City	String	255	The ship-from city of the purchase order.	
117	Purchase Order Ship From State	String	255	The ship-from state of the purchase order.	
118	Purchase Order Ship From Zip Code	String	20	The ship-from zip code of the purchase order.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
119	Purchase Order Ship From Country Code	String	2	The ship-from country code of the purchase order.	
120	Purchase Order Ship From Contact First Name	String	255	The ship-from first name of the purchase order.	
121	Purchase Order Ship From Contact Last Name	String	255	The ship-from last name of the purchase order.	
122	Purchase Order Ship From Phone Number	Numeric	25	The ship-from phone number of the purchase order.	
123	Purchase Order Ship From Contact Email	String	255	The ship-from contact email address of the purchase order.	
124	Purchase Order Ship From PO Contact First Name	String	255	The ship-from PO contact first name of the purchase order.	
125	Purchase Order Ship From PO Contact Last Name	String	255	The ship-from PO contact last name of the purchase order.	
126	Purchase Order Ship From PO Contact Email	String	255	The ship-from PO contact email address of the purchase order.	
127	Purchase Order Ship From PO Contact Phone Number	Numeric	25	The ship-from PO contact phone number of the purchase order.	
Purchase Order Ship To Section					
128	Purchase Order Ship To Address Code	String	64	The ship-to PO address code of the purchase order.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
129	Purchase Order Ship To Address 1	String	255	The ship-to PO address of the purchase order.	
130	Purchase Order Ship To Address 2	String	255	The ship-to PO address of the purchase order.	
131	Purchase Order Ship To Address 3	String	255	The ship-to PO address of the purchase order.	
132	Purchase Order Ship To City	String	255	The ship-to PO city of the purchase order.	
133	Purchase Order Ship To State	String	255	The ship-to PO state of the purchase order.	
134	Purchase Order Ship To Zip Code	String	20	The ship-to PO zip code of the purchase order.	
135	Purchase Order Ship To Country Code	String	2	The ship-to PO country code of the purchase order.	
Purchase Order Bill To Section					
136	Purchase Order Bill To Address Code	String	64	The bill-to PO address code of the purchase order.	
137	Purchase Order Bill To Address 1	String	255	The bill-to PO address of the purchase order.	
138	Purchase Order Bill To Address 2	String	255	The bill-to PO address of the purchase order.	
139	Purchase Order Bill To Address 3	String	255	The bill-to PO address of the purchase order.	
140	Purchase Order Bill To City	String	255	The bill-to PO city of the purchase order.	
141	Purchase Order Bill To State	String	255	The bill-to PO state of the purchase order.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
142	Purchase Order Bill To Zip Code	String	20	The bill-to PO zip code of the purchase order.	
143	Purchase Order Bill To Country Code	String	2	The bill-to PO country code of the purchase order.	

