Concur Invoice: Purchase Order Receipt Extract

User Guide for Standard Edition

Published: November 17, 2018

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

Table of Contents

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
February 28, 2019	Updated 'Concur' to 'SAP Concur'. Images current.
January 30, 2019	Updated the copyright; no other changes; cover date not updated
November 17, 2018	New document.

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: Overview

When configured, purchase order (PO) receipts can be imported into Concur Invoice from an external system. If the Concur Receiving feature is enabled, purchase order receipts can also be added to Concur Invoice manually. These features facilitate the 3-way PO matching process.

The purchase order receipt extract feature enables clients to export purchase order receipt data that has been imported into to Concur Invoice or added manually. This feature is useful for clients who want to update their ERP or inventory system with the manually entered receipt data for inventory purposes. After extracting purchase order receipt data from Concur Invoice, the client can import the extracted data into their system of record so the inventory values reflect the quantities received.
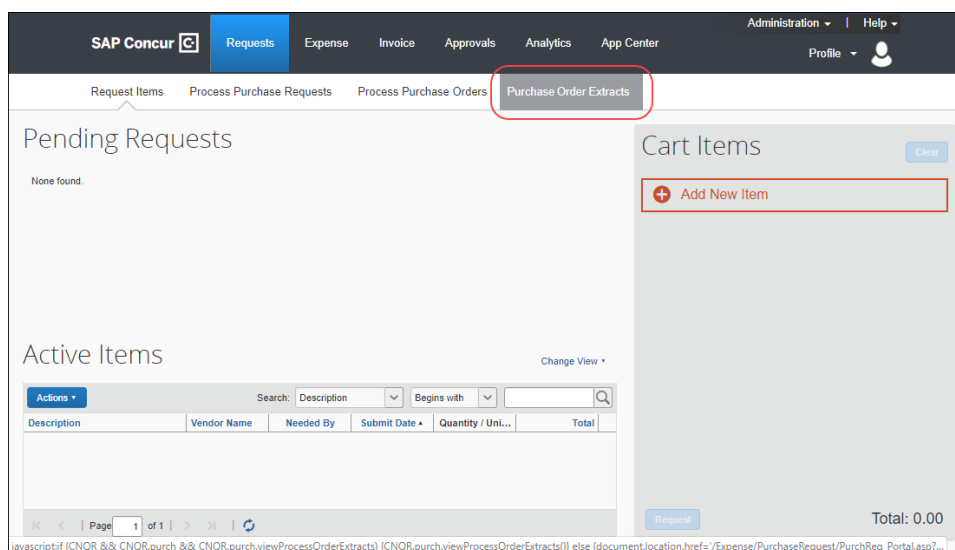
Section 2: Extracting Purchase Order Receipts

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 Concur Invoice. 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.
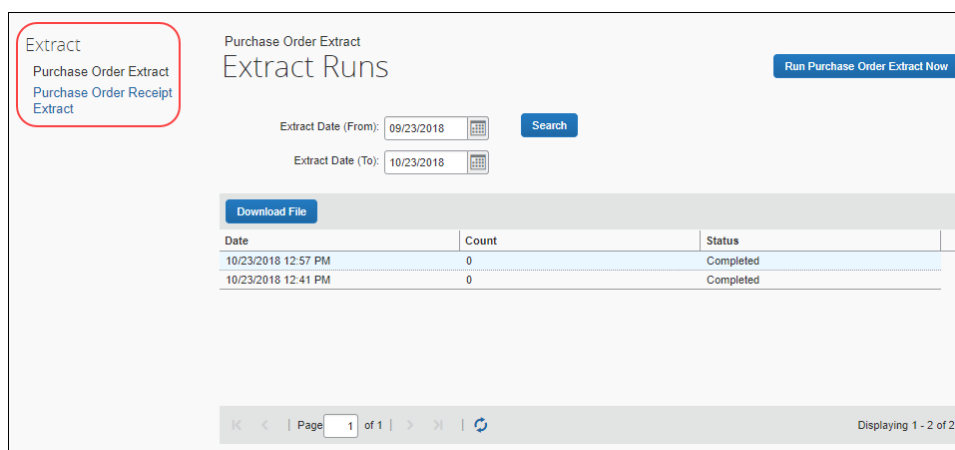
▶ *To extract purchase order receipts:*

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

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

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

Section 3:   Downloading and Searching for Purchase Order Receipt 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.

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**.

Section 4:   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	Batch Date	Date	YYYY-MM-DD	Date the batch job was run.	
3	Record Count	Numeric	Integer	The number of records in the Details Section (see *Details Section*, next)	

Section 5: 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	Purchase Order Number	String	Maximum 32 Characters	The unique identifier for this Purchase Order	
3	External ID of PO Line	String	Maximum 100 Characters	A value that uniquely identifies the line item of a Purchase Order request	
4	Purchase Order Line Number	Numeric		The line number of a Purchase Order request	
5	GRN (Goods Receipt Number)	String	Maximum 128 Characters	A value that uniquely identifies the receipt within a purchase order line item.	
6	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.	
7	Received Quantity	Numeric	Maximum 23 Characters	The quantity received for this line item.	
8	UOM code	String	Maximum 10 Characters	The Unit of Measure (UOM) code of each item of the receipt within a Purchase Order line item.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
9	UOM Name	String	Maximum 10 Characters	The Unit of Measure name of the UOM selected on the receipt line item. **NOTE:** The UOM name is inherited from the value found in the PO Line field.	
10	Received Date	Date	YYYY-MM-DD	Date the user has set that the item was received.	
11	Is Deleted	Boolean	Y or N	If this column Is set to Y the record was deleted from Concur Invoice.	
12	Create Date	Date	YYYY-MM-DD	Date the receipt was created.	
13	Data Source			Data source of the receipt.	
				The employee system key for the user who entered the receipt.	
14	Employee ID	String	Maximum 48 Characters	The unique identifier for this employee. **NOTE:** Employee ID of the user who entered receipt. This field is empty (blank) if the receipt was imported.	

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