

Concur Invoice: Invoice Payment Confirmation Extract

for Standard

Last Revised: June 18, 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 Authorization Request
 - ☐ Professional/Premium edition
 - ☐ Standard edition

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Revision History

Date	Notes/Comments/Changes
June 18, 2022	Added eight new fields (rows 26-33) to the table in the <i>File Details Records</i> section.
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	Replaced 'payment request' with 'invoice'. Replaced 'Concur' with 'SAP Concur'. Updated 'Sap Concur support'.
February 27, 2019	Changed "CANCEL" to "FAILED" in Col#7, Payment Status.
January 30, 2019	Updated the copyright; no other changes; cover date not updated
February 9, 2019	Added information about the PAYPVD payment method.
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
December 9 2017	Added a note to the Payment Initiation Date field.
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	Made general updates to the content and added information about 50 characters for Vendor Invoice Number field.
January 17 2014	Update the copyrights – no other changes
November 18 2013	Document specification new to the Invoice Standard product

Payment Confirmation 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: 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 SAP Concur. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

The Payment Confirmation extract allows the user to reconcile invoice pay data in Invoice Pay against the same data extracted by the Standard Accounting Extract (SAE) into the client financial system. This extract is useful whenever the client wants to review:

- The pay data differences whenever the Payment Manager has changed terms for invoices already extracted using the SAE
- A complete list of all SAP Concur-generated pay data, such as check number (see below for a complete list of extract fields)

The Payment Confirmation extract depicts final payment information, and therefore is a similar concept to the Payment Confirmation import (in which the client can update SAP Concur with final pay data, for payments they have made). Unlike the Expense Pay extract however, the Invoice Payment Confirmation extract does not provide intermediate steps such as sending ACH data and registering any possible ACH failures.

NOTE: This extract is only applicable to invoices that are paid through Invoice Pay or an external payment provider.

NOTE: The Payment Confirmation extract is not intended to provide correcting journal entries.



For more information about running, searching for, and reviewing your extract run using options in the user interface of Concur Invoice, refer to the *Concur Invoice: Invoice Pay User Guide for Standard Edition*.

Import Data File

The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8
- **Default Field Delimiter:** Comma
- **Enclosing Character:** To "escape" a reserved character, such as a slash, use a quotation mark, for example: "/"
- **Record Delimiter:** CRLF

File Naming Conventions

The extract file name should be configured as follows:

EXTRACT_INV_PAY_CONF_<ENTITY ID>_<DATETIME>.TXT.PGP

Section 3: File Header Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Extract	Constant	6	EXTRACT NOTE: The <i>Extract</i> value is inserted into the 1 st position of 3 in the extract file header. (By having a constant in the file header, an extract file is always produced, even if there are no invoices ready to be extracted.)	
2	Batch Date	Date	YYYY-MM-DD 10 maximum length	Date that the batch was created.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
3	Detail Record Count	Integer	10 maximum length	Number of records extracted.	

Section 4: File Details Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Detail	Constant	6	NOTE: The <i>Detail</i> value is inserted into the 1 st position of 15 in the extract file details.	
2	Request Key	Integer		The key number obtained from the payment extract.	
3	Request ID	String	20	The unique identification string of the invoice.	
4	Request Name	String	100	The name of the invoice.	
5	Vendor Invoice Number	String	50 NOTE: Truncated to 32 characters for Invoice Pay clients.	The invoice number provided for the vendor for the paid invoice.	
6	PO Number	String	32	The Purchase Order (PO) number associated with the invoice.	
7	Payment Status	String Available options (case insensitive): <ul style="list-style-type: none"> • FAILED • PAID (<i>default</i>) • VOID 	6	The status of the invoice is updated to the value provided in this record.	

Section 4: File Details Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
8	Payment Status Event Date	Date	YYYY-MM-DD	The effective date associated with the Payment Status field (above). Example: 20120731 for "July 31 2012"	
9	Check Number	String	Maximum 100 characters	The number of the bank check used to pay the invoice.	
10	Payment Method	String Valid options include: <ul style="list-style-type: none">• ACH• WIRE• CHECK• CARD• PAYPVD	6	The code associated with the payment method type. The PAYPVD code is associated with the pay made by a payment provider.	
11	Payment Amount	Numeric	23	The amount paid.	
12	Adjustment Notes	String	500	Notes on why an invoice may have been short-paid or otherwise changed.	
Vendor Fields					
13	Vendor Name	String	255 maximum	The name the financial system uses for the vendor indicated on the invoice.	
14	Vendor Code	String	32	The specific code associated with the vendor.	
15	Vendor Address Code	String	64	The specific address code associated with the vendor.	
16	Payment Demand ID	String	20	The unique identification number of the payment demand.	
17	Batch ID	String	20	The specific ID of the batch.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
18	Funding Initiation Date	Date	YYYY-MM-DD	Example: 20120731 for "July 31 2012"	
19	Funding Settlement Date	Date	YYYY-MM-DD	Example: 20120731 for "July 31 2012"	
20	Return Initiation Date	Date	YYYY-MM-DD	Example: 20120731 for "July 31 2012"	
21	Return Settlement Date	Date	YYYY-MM-DD	Example: 20120731 for "July 31 2012"	
22	Payment Initiation Date	Date	YYYY-MM-DD	Example: 20120731 for "July 31 2012" NOTE: The check date will appear in this field.	
23	Payment Settlement Date	Date	YYYY-MM-DD	Example: 20120731 for "July 31 2012"	
24	Cash Account Code	String	48	The unique cash account code.	
25	Liability Account Code	String	48	The unique liability account code.	
26	Funding Source Reference	String	200	Used by Payment Providers for identifying the funding source a payment was made from.	
27	Funding Request Reference	String	200	Used by Payment Providers for the transaction number of the debit from a funding source.	

Section 4: File Details Record Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
28	Provider Payment Method	String Valid options include: <ul style="list-style-type: none"> • ACH • Check • Wire • Card • Other 	30	Used by Payment Providers for the payment method for which they processed the payment.	
29	Third Party Reference	String	510	Used by Payment Providers for the transaction number of the payment to the vendor.	
30	Invoice Currency	String	3	The three-character ISO Currency Code for the invoice.	
31	Funding Currency	String	3	Used by Payment Providers for the three-character ISO Currency Code a payment was funded in.	
32	Payment Currency	String	3	Used by Payment Providers for the three-character ISO Currency Code a payment was issued in.	
33	Foreign Exchange Rate	Numeric	23 numerical values of which 6 are supported after the decimal	Used by Payment Providers for the exchange rate used to calculate the payment amount in the payment currency from the funding currency.	
34 - 100	Future Use 34 - 100	String	48	Reserved for future use.	

