Concur Invoice Payment Request Confirmation Import

User Guide for Standard

Last Revised: December 2, 2020

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
December 2, 2020	Updated table to reflect changes to the order of columns in the template and column header name changes.
January 8, 2020	Updated the copyright; no other changes; cover date not updated
March 8, 2019	Updated "payment request" to "invoice". Updated "Concur" to "SAP Concur". Updated one reference to "support".
January 30, 2019	Updated the copyright; no other changes; cover date not updated
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 19, 2018	Added PAYPVD (Payment Provider) and VCHER to list of valid **pay method type** values.
December 9, 2017	Added information to the **Request ID** field.
August 3, 2017	Minor edit; no change to Last Revised date on cover or footers.
December 13, 2016	Changed copyright and cover; no other content changes.
December 5, 2016	Updated the *Permissions* section and guide content to new corporate style; no content changes.
September 16, 2014	Added information about two user interfaces; no other content changes.
November 16, 2012	New document.

Payment Request Confirmation Import

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 Request Confirmation import is used to update the Payment Status of invoices. Each record in the import designates an invoice that the Payment System (the financial system that makes the disbursement to the vendor) has paid. The system updates payment information about the designated invoice in Concur Invoice.

Section 3: Import Payment Request Confirmation Information

The Payment Request Confirmation Import feature allows a user to import payment data using the **Payment Confirmation Import** page. Options on this page allow the user to download an Excel spreadsheet, populate it with data, then upload and import the invoice data into Concur Invoice.

NOTE: The Excel template may differ in field naming and inclusion or exclusion of certain **Custom** and **Future Use** fields. However, the Fields and Descriptions table in this document should be used as a reference when providing values for fields.

End-User Experience

Importing the invoice confirmation data is a multi-step process. The user:

Step 1: Downloads the Payment Request Confirmation Import template to their local computer

Step 2: Populates the template with invoice data

Step 3: Uploads and imports the template and its data

Step 4: Views the import details

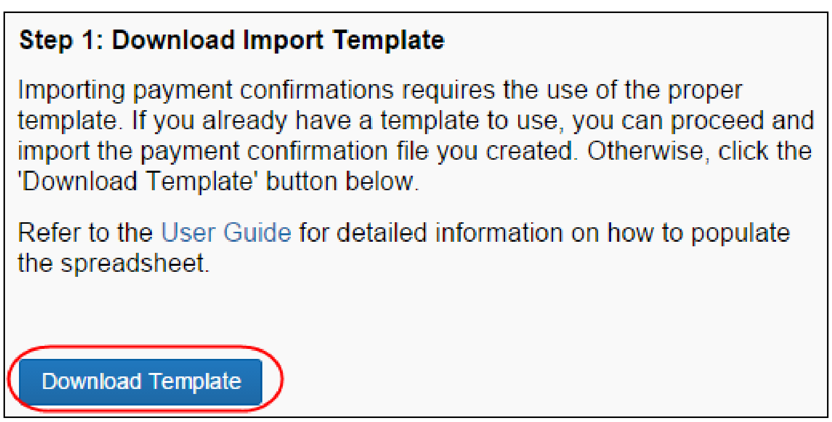
Step 1: User Downloads Payment Request Confirmation Import Template (Excel Spreadsheet)

To import the Payment Request Confirmation import data the correct template type must be used. You can download a Microsoft Excel template from the **Payment Confirmation Import** page. This template is pre-populated with the correct column headings.

► ***To download the template:***

1. Click **Invoice** > **Payments** > **Payment Manager**.
2. Click the **Payment Confirmation Import** link.

3. On the **Import Payment Confirmations** page, click **Download Template**.



4. Save the *PaymentConfirmationImportTemplate.xls* file to your local machine or other location. The steps for saving the file will differ depending on the web browser you are using.

Step 2: User Populates the Template With Data

Data must be entered directly in the template spreadsheet. A limit of 500 records in a single import is enforced by the system.

IMPORTANT: FORMATTING ISSUES

The Payment Request Confirmation import spreadsheet has these formatting requirements:

- The values in the spreadsheet header row must not be deleted
- The sheet "Payment Request Confirmation Import" must exist
- All cells in the spreadsheet must be **Formatted** as **Text** before being uploaded

If you use the **Replace** feature in Excel, the required cell formatting might not be applied to the replaced values. Testing has shown that cells formatted as text become general format after using **Replace**. If the cells are not formatted as text, the import will fail.

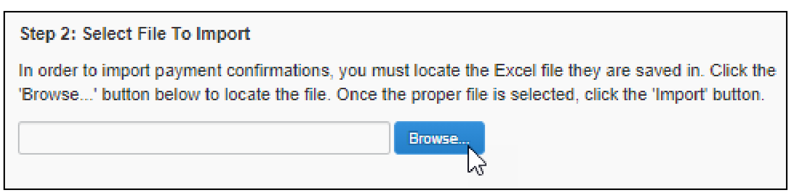
If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

Step 3: User Uploads and Imports the Template and Data

The Payment Request Confirmation import template is uploaded using options on the **Import Payment Confirmations** page.

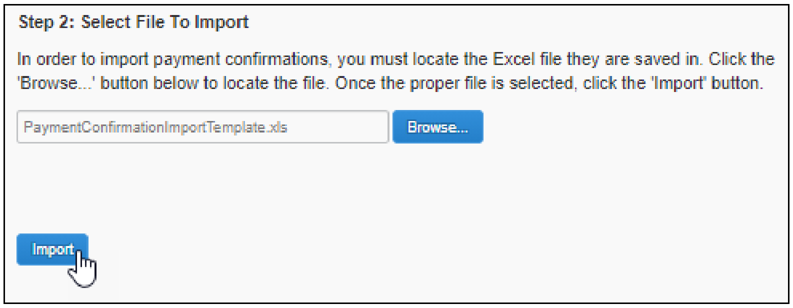
To upload and import the template file:

1. On the **Import Payment Confirmations** page, click **Browse**.



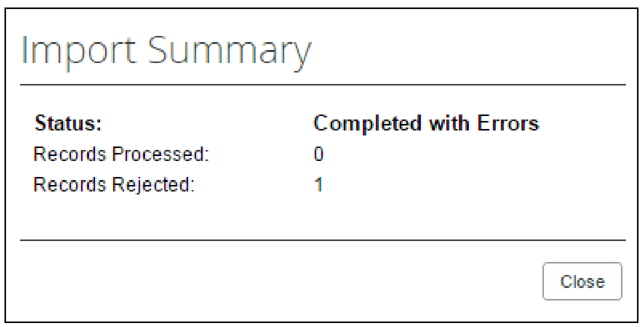
2. In the **Open** window, select the payment request confirmation template file you have populated and click **Open**.

3. Click **Import**.



4. 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



5. Review the information and then click **Close**. You will have a chance to review the results in more detail in the next step.

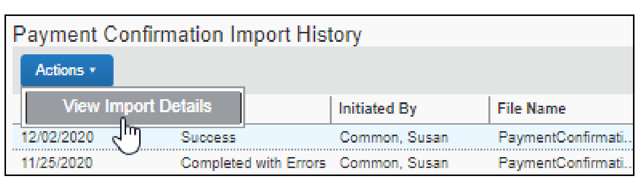
Step 4: User Reviews the Import Details

The details of the Payment Request Confirmation import are available on the **Import Payment Confirmations** page. All details are shown on this page but can be filtered to a subset of information.

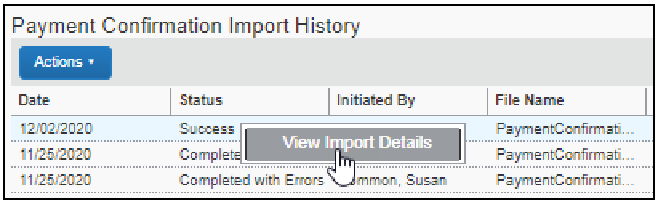
To review the import details:

1. On the **Import Payment Confirmations** page under **Payment Confirmation Import History** you can:

   - Click **View Import Details** on the **Actions** menu



- Right-click the import row and click **View Import Details**



- Double-click the row directly

2. The **Import Details** window 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

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

Section 4: The Import Template: Fields and Descriptions

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

Field	Format	Definition
Request Key*	Integer	Key number obtained from the payment extract. Required if *Request ID* is blank.
Invoice ID*	Characters	Required if *Request Key* is blank.
Payment Status	Characters (see column right)	The status of the invoice is updated to the value provided in this record. Available options (case insensitive): • CANCEL • PAID (default) • VOID A status of *PAID* is automatically applied if no value is specified for this optional field.
Payment Status Date	Integer YYYY-MM-DD *example*: 2009-07-31 for "July 31 2009"	The effective date associated with the Payment Status field (above).

Field	Format	Definition
Payment Amount		The amount paid for a given payment amount (may not match the original total amount, given partial pay or similar).
Payment Method		The option used to pay the vendor for the good or service. If blank, defaults to payment method associated with the vendor Valid options include: • ACH • CHECK • CLIENT • WIRE • PAYPVD (Payment Provider) • CARD • VCHER
Check Number	Integer Maximum 16 characters	The number of the bank check used to pay the invoice. **NOTE:** Multiple check numbers are permitted. Numbers must be delimited using the pipe character - "|".
Payment Adjustment Notes		Comments entered explaining why the payment may have been adjusted (for example, short-shipped or damage to items).
Notes To Vendor		Comments entered for the benefit of the vendor explaining special payment circumstances, payment amount, date or similar.
* Required field		