

Concur Invoice: Positive Pay Extract

for Standard Edition

Last Revised: December 5, 2016

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 31, 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
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
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
September 16 2014	Added information about two user interfaces; no other content changes
January 17 2014	Update the copyrights – no other changes.
November 18 2013	Document specification new to the Invoice Standard product

Positive Pay 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.

Also, 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

Positive Pay is a best practice method of preventing check fraud, by only allowing payment of listed, verified checks. SAP Concur transmits daily check information to the client, who in turn passes this data directly to their corporate bank. SAP Concur facilitates companies who choose to use a positive pay process, by extracting check information using the information provided within this specification.

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

Section 3: File Header Record Section

Table 1: File Header

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Extract	Constant		Positive Pay Extract	
2	Batch Date	Integer	YYYYMMDD	The date that the batch was produced	
3	Detail Record Count	Integer	Numeric	The total number of checks, both <i>Issued</i> and <i>Voided</i> , in the Details record of the extract	

Section 4: File Details Record Section

Table 2: Details Section

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
1	Bank Name	String	Character: 200 maximum	The name of the bank from the funding account.	
2	Account Number	String	Numeric: 255 maximum	The number of the bank account.	
3	Check Number	String	Numeric: 100 maximum	The number of the check.	
4	Event Date	Timestamp	YYYYMMDD	The date on the check.	
5	Event Type	String	Character: I (<i>Issued</i>) - or - V (<i>Voided</i>)	The action that was taken on the check, either issued or voided.	

Col #	Field Name	Data Type	Format or Field Length	Description	Client Field Definition
6	Amount	Currency - or - Integer	Amount (<i>Issued</i>) - or - 0 (<i>Voided</i>)	The amount of the issued check - or - if the check is voided, the number zero (0).	

