

# **Expense Pay: Expense Pay Extract**

## **Specification**

**Last Revised: August 27, 2019**

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition



# Table of Contents

|  |          |
|--|----------|
| <b>Expense Pay Extract.....</b>  | <b>1</b> |
| <b>Section 1: Permissions.....</b>                                       | <b>1</b> |
| <b>Section 2: Overview.....</b>  | <b>1</b> |
| <b>Section 3: Expense Pay Extract – The Basic Process .....</b>          | <b>2</b> |
| Basic Steps.....   | 2        |
| Delimiters.....  | 2        |
| <b>Section 4: Expense Pay Extract – The Reconciliation Process .....</b> | <b>2</b> |
| The Two Extracts.....  | 2        |
| The Reconciliation Steps.....  | 3        |
| <b>Section 5: Expense Pay Extract Details .....</b>                      | <b>3</b> |
| General Information That the File Contains .....                         | 4        |
| Selection Criteria .....   | 4        |
| Record Types .....   | 4        |
| File Header .....  | 4        |
| Header Section .....   | 5        |
| Details Section .....  | 6        |

# Revision History

| Date              | Notes / Comments / Changes  |
|-------------------|---|
| January 21, 2022  | Updated the copyright year; no other changes; cover date not updated  |
| January 8, 2021   | Updated the copyright; no other changes; cover date not updated   |
| April 14, 2020    | Renamed the Authorization Request check box to Request on the guide's title page.   |
| January 3, 2020   | Updated the copyright; no other changes; cover date not updated   |
| August 27, 2019   | Added the Permissions section   |
| January 16, 2019  | Updated the copyright; no other changes; cover date not updated   |
| April 6, 2018     | Changed the check boxes on the front cover; no other changes; cover date not updated  |
| January 31 2018   | Updated the copyright and cover; no other changes; cover date not updated   |
| January 22 2016   | Changed from book "chapters" to stand-alone guides; no content changes<br>Moved from the "Expense" guides to the "Expense Pay" guides |
| May 6 2015        | Copyright and formatting changes; no other content changes  |
| March 16 2015     | Added note to use the Transaction Journal field for reconciliation tasks for the Payment Demand Amount field                          |
| July 19 2013      | New chapters added to the guide; renumbered this chapter<br>No other changes  |
| March 28 2013     | Added two new fields about cash advance.  |
| March 2012        | Changed copyright; no content change  |
| April 15 2011     | Updated guide name to Expense Pay – Professional Implementation User Guide.   |
| December 31 2010  | Updated the copyright and made rebranding changes; no content changes   |
| Sep. 2010 (SU59)  | Added note about account confirmation transactions.   |
| Jun. 2009 (SU44)  | Added information about handling rejected payment demands.  |
| Apr. 2009 (SU42)  | Added information on using the Standard Accounting Extract to account for Expense Pay payments.                                       |
| Mar. 2009 (SU41)  | Clarified that the Expense Pay extract contains information from <b>sent</b> batches, not closed batches.                             |
| Jan. 2009 (SU39)  | Removed references to account confirmation transactions.  |
| Oct. 2008 (SU36)  | Added column number to extract field list.  |
| Sep. 2008 (SU35)  | Corrected Payment Transaction Type value FAILC to FALC.   |
| Aug. 2008 (SU34)  | Added information about reconciling the extract.  |
| Jul. 2008 (SU33)  | Updated Payment Transaction Types.  |
| Jun. 2008 (SU 32) | Updated the Expense Pay Extract, removed the Client Pay extract.  |

| Date            | Notes / Comments / Changes   |
|-----------------|--|
| May 2008 (SU31) | Renamed extract, added Payment Type and Cardholder Account Number fields, added new extract file for Card Program. |



# Expense 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

For convenience of clients using either Expense Pay or Concur Direct Reimbursement (hereafter referred to as Expense Pay) payment services, there is an extract that includes accounting information for payment related accounting events.

The Standard Expense Pay Extract provides accounting for:

- Payments for report payees where the payee is an employee
- Payments for report payees where the payee is a card issuer
- Rejected payments
- Confirmed payments
- Changed reimbursement method (optional)

---

**NOTE:** The Expense Pay Extract does not contain information on account confirmation transactions. Concur funds these transactions so the client does not need to account for them.

---

The Expense Pay extract provides accounting information not found in the Standard Accounting Extract, specifically for rejected payments. Whenever the ACH system is not able to pay a payment demand it becomes a rejected payment. This creates the need for a correcting accounting entry that reverses the payment. Rejected payments typically happen after the Standard Accounting Extract is run, so the only reliable way to capture this accounting event is in the Expense Pay extract. The accounting information includes reversing entries for the cash account and liability account that balance the entries for assumed payment.

---

**NOTE:** Rejected payments can have several days of delay between when the payment was sent and when it was returned. The rejected payments are listed in the extract on the day the rejection was received by Expense Pay. Because of this, clients may see a difference between the funding amount for a given day and the total amount in the extract for that same day. This difference is generally caused by rejected payments from previous payment batches.

---

## Section 3: Expense Pay Extract – The Basic Process

### Basic Steps

- **Step 1:** The client and Concur work together to establish the data-transfer process and location.
- **Step 2:** Concur regularly runs a batch job that extracts the data from the client's entity and place the extract output file in the client's designated data-transfer site.
- **Step 3:** The client collects the transferred output file and, with the use of a third-party bridge program, imports the data into their accounting systems.

### Delimiters

The files include records that are delimited by the carriage return and line feed characters. Each record includes a set of fields. Fields are delimited by the pipe character (|). Any field that includes a pipe character is enclosed by double quotation marks.

## Section 4: Expense Pay Extract – The Reconciliation Process

### The Two Extracts

The Standard Accounting Extract and Expense Pay Extracts are used in combination to reconcile the Expense Pay payments. Details about the two extracts follow:

- The Standard Accounting Extract includes accounting information regarding expenses within approved expense reports. Each record in the Standard Accounting Extract is a journal entry for an allocation assigned to an item on an expense entry. An approved expense report consists of one or more expense entries. Each expense entry includes one or more items. Each item contains one or more allocations.
- Column 128 of a Standard Accounting Extract record indicates whether Expense Pay created a report payee and its associated payment demand. A "report payee" is an amount due a payee for an approved expense report. Payees can be either employees or card issuers. There is one report payee and payment demand for each payee on an approved expense report. There



is only one report payee per payment demand. In other words, payment demands cannot pay multiple report payees.

- The sum of the journal entries for a payee within a report equals the amount of the payment demand that pays the payee for this report.
- The Standard Accounting Extract provides the Cash Account Code (Column 254), Liability Account Code (Column 255) and Estimated Payment Date (Column 256) for report entries. Some clients use only the Standard Accounting Extract to account for payments.
- The Expense Pay Extract includes accounting information about payment demands in sent payment batches. It is organized into sections for each sent payment batch. There is a header record for the batch and one or more detail records for each payment demand within the batch.
- Each payment demand record indicates who the payee is, the amount paid to the payee, the expense report that created the payment demand, and the Standard Accounting Extract job that extracted the expense report. These provide a means to tie the payment demand record to the associated records in the Standard Accounting Extract it paid. As mentioned above, the payment demand amount should equal the sum of the journal entries for the payee for a report.
- The Expense Pay Extract contains data about returned payments, which is not available in the Standard Accounting Extract.

## The Reconciliation Steps

1. Import the Standard Accounting Extract into the accounting system.
2. If you plan to do reconciliation within the accounting system then it will need to store either the Report Key or the Report ID of the expense report within the journal entry records it imports. This value uniquely identifies the expense report and is the mechanism for tying a payment demand to the associated expense report.
3. Import the Expense Pay Extract into the accounting system.
4. Match the Report Key or Report ID value within the payment demand record to the associated record(s) within the accounting system for amounts due the payee.
5. Ensure that the sum of the journal entries in the accounting system for the expense report and payee equals the payment demand amount.

## Section 5: Expense Pay Extract Details

The Expense Pay Extract contains records for report payees where the payee is an employee that was reimbursed using Expense Pay.

The financial system uses this file to load the accounting information related to the payment of these expense reports.

The Standard Accounting Extract provides information about the accounting of the expenses related to the report payees' journal entries.

## General Information That the File Contains

The extract file contains the following data:

- Batch data
- Employee data
- Payment demand data
- Journal entry data
- Report data
- Card data

All data is extracted in a single row from the file.

## Selection Criteria

The selection criteria for the extract determine which records are extracted. For the Expense Pay Extract, it includes journal entries processed by Expense Pay.

## Record Types


The file includes these records:

- The first record in the file is a file header record type. The header record provides control information about the transaction records in the file.
- The second through last record in the file are batch header records and their associated payment demand journal entry records. These are organized into header and detail sections. There is a header record for each batch in the extract. The header record precedes the detail records for the payment demands' journal transactions within this batch.

## File Header

**Table 1:** File Header

| Col Num | Field Name | Data Type | Format or Field Length | Description   | Client Field Definition |
|---------|------------|-----------|------------------------|---|-------------------------|
| 1       | Batch ID   | String    | 20                     | Uniquely defines this batch job.<br><b>NOTE:</b> This is the job batch, not the payment demand batch. |                         |

| Col Num | Field Name                                | Data Type | Format or Field Length | Description   | Client Field Definition |
|---------|---|-----------|------------------------|---|-------------------------|
| 2       | Batch Date                                | Timestamp | yyyy-MM-dd             | Date batch job begins   |                         |
| 3       | Record Count                              | Integer   |                        | Number of records in the details section<br> Refer to the <i>Details Section</i> table following for more information. |                         |
| 4       | Payment Demand Transaction Journal Amount | Money     | 23                     | Sum of all payment demand journal amounts within the extract  |                         |
| 5       | Future Use 01                             | TBD       |                        |   |                         |
| 6       | Future Use 02                             | TBD       |                        |   |                         |
| 7       | Future Use 03                             | TBD       |                        |   |                         |

## Header Section

For each payment batch in the extract there is a header record. The header section should be grouped by the following:

- Payment Demand Company Bank Account Number
- Payment Demand Batch ID

The header section definition is as follows:

**Table 2: Header Section**

| Col Num | Field Name                                 | Data Type | Format or Field Length | Description                    | Client Field Definition |
|---------|--|-----------|------------------------|--------------------------------|-------------------------|
| 1       | Payment Demand Company Bank Account Number | VARCHAR   | 100                    | Company's bank account number  |                         |
| 2       | Payment Demand Batch ID                    | VARCHAR   | 36                     | Unique identifier of the batch |                         |

| Col Num | Field Name                                | Data Type | Format or Field Length | Description  | Client Field Definition |
|---------|---|-----------|------------------------|--|-------------------------|
| 3       | Payment Demand Batch Close Date           | Timestamp | yyyy-MM-dd             | Date the system closed the batch                               |                         |
| 4       | Payment Demand Transaction Journal Amount | Money     | 23                     | Sum of the payment demand journal amounts in the payment batch |                         |
| 5       | Future Use 04                             | TBD       |                        |  |                         |
| 6       | Future Use 05                             | TBD       |                        |  |                         |
| 7       | Future Use 06                             | TBD       |                        |  |                         |
| 8       | Future Use 07                             | TBD       |                        |  |                         |

## Details Section

For each header record there is one or more payment demand journal transaction record representing the journal transactions for the payment demands contained in that batch.

**Table 3: Details Section**

| Col Num | Field Name           | Data Type | Format or Field Length | Description  | Client Field Definition |
|---------|----------------------|-----------|------------------------|--|-------------------------|
| 1       | Employee Key         | Integer   |                        | Employee's unique identifier                           |                         |
| 2       | Employee ID          | VARCHAR   | 48                     | Employee's unique identifier as defined by the company |                         |
| 3       | Employee Last Name   | VARCHAR   | 32                     |  |                         |
| 4       | Employee First Name  | VARCHAR   | 32                     |  |                         |
| 5       | Employee Middle Name | Char      | 1                      | Employee's middle initial                              |                         |

| Col Num | Field Name                           | Data Type | Format or Field Length | Description  | Client Field Definition |
|---------|--------------------------------------|-----------|------------------------|--|-------------------------|
| 6       | Employee Default Currency Alpha Code | Char      | 3                      | Code that identifies the currency used by the employee |                         |
| 7       | Employee Country Name                | VARCHAR   | 64                     |  |                         |
| 8       | Employee Org Unit 1                  | VARCHAR   | 48                     |  |                         |
| 9       | Employee Org Unit 2                  | VARCHAR   | 48                     |  |                         |
| 10      | Employee Org Unit 3                  | VARCHAR   | 48                     |  |                         |
| 11      | Employee Org Unit 4                  | VARCHAR   | 48                     |  |                         |
| 12      | Employee Org Unit 5                  | VARCHAR   | 48                     |  |                         |
| 13      | Employee Org Unit 6                  | VARCHAR   | 48                     |  |                         |
| 14      | Employee Custom 1                    | VARCHAR   | 48                     |  |                         |
| 15      | Employee Custom 2                    | VARCHAR   | 48                     |  |                         |
| 16      | Employee Custom 3                    | VARCHAR   | 48                     |  |                         |
| 17      | Employee Custom 4                    | VARCHAR   | 48                     |  |                         |
| 18      | Employee Custom 5                    | VARCHAR   | 48                     |  |                         |
| 19      | Employee Custom 6                    | VARCHAR   | 48                     |  |                         |
| 20      | Employee Custom 7                    | VARCHAR   | 48                     |  |                         |
| 21      | Employee Custom 8                    | VARCHAR   | 48                     |  |                         |
| 22      | Employee Custom 9                    | VARCHAR   | 48                     |  |                         |
| 23      | Employee Custom 10                   | VARCHAR   | 48                     |  |                         |

## Section 5: Expense Pay Extract Details

| Col Num | Field Name         | Data Type    | Format or Field Length | Description | Client Field Definition |
|---------|--------------------|--------------|------------------------|-------------|-------------------------|
| 24      | Employee Custom 11 | VARCHAR      | 48                     |             |                         |
| 25      | Employee Custom 12 | VARCHAR      | 48                     |             |                         |
| 26      | Employee Custom 13 | VARCHAR      | 48                     |             |                         |
| 27      | Employee Custom 14 | VARCHAR      | 48                     |             |                         |
| 28      | Employee Custom 15 | Boolean-CHAR | 48                     |             |                         |
| 29      | Employee Custom 16 | VARCHAR      | 48                     |             |                         |
| 30      | Employee Custom 17 | VARCHAR      | 48                     |             |                         |
| 31      | Employee Custom 18 | VARCHAR      | 48                     |             |                         |
| 32      | Employee Custom 19 | VARCHAR      | 48                     |             |                         |
| 33      | Employee Custom 20 | VARCHAR      | 48                     |             |                         |
| 34      | Employee Custom 21 | VARCHAR      | 48                     |             |                         |

| Col Num | Field Name                                      | Data Type | Format or Field Length | Description  | Client Field Definition |
|---------|---|-----------|------------------------|--|-------------------------|
| 35      | Payment Transaction Type                        | Char      | 4                      | Available transaction types are: <ul style="list-style-type: none"> <li>• PAYM: Payment for a cash program (employee) payment demand</li> <li>• REPA: Payment that previously failed, but now is paid</li> <li>• FAIL: Payment for a cash program that is rejected</li> <li>• CHNG: Changed to Client Pay</li> <li>• PAYC: Payment for a card program payment demand</li> <li>• FALC: Payment for a card program that is rejected</li> </ul> |                         |
| 36      | Cash Advance Key                                | Integer   | 13                     | Unique system key assigned to the cash advance   |                         |
| 37      | Payment Demand Company Bank Account Number      | VARCHAR   | 100                    | Company's bank account number  |                         |
| 38      | Payment Demand Company Bank Number              | VARCHAR   | 100                    | Bank number for the company's bank   |                         |
| 39      | Payment Demand Company Bank Currency Alpha Code | Char      | 3                      | Code that identifies the currency used by the company's bank   |                         |

## Section 5: Expense Pay Extract Details



| Col Num | Field Name                                    | Data Type | Format or Field Length | Description  | Client Field Definition |
|---------|---|-----------|------------------------|--|-------------------------|
| 40      | Payment Type                                  | VARCHAR   | 48                     | This is the Payment Type for this journal Entry. It reflects the Payment Type associated to the Card Program set up for the payment batch that paid this payment demand. |                         |
| 41      | Payment Demand Payee Bank Account Number      | VARCHAR   | 100                    | Payee's bank account number  |                         |
| 42      | Payment Demand Payee Bank Number              | VARCHAR   | 100                    | Bank number of payee's bank  |                         |
| 43      | Payment Demand Payee Bank Currency Alpha Code | Char      | 3                      | Code that identifies the currency used by the payee's bank   |                         |
| 44      | Payment Demand ID                             | Integer   |                        | Unique identifier for this payment demand  |                         |
| 45      | Payment Demand Amount                         | Money     | 23                     | Indicates the original amount sent requesting payment.<br><b>NOTE:</b> Utilize the <i>Transaction Journal</i> field value for reconciliation tasks.                      |                         |
| 46      | Payment Demand Cash Account Code              | VARCHAR   | 20                     | Accounting code that the system assigns for the cash account associated with this payment demand's funding bank account.   |                         |
| 47      | Payment Demand Liability Account Code         | VARCHAR   | 20                     | Accounting code that the system assigns for offsetting the liability account associated with the cash account.   |                         |




| Col Num | Field Name                                | Data Type | Format or Field Length | Description   | Client Field Definition |
|---------|---|-----------|------------------------|---|-------------------------|
| 48      | Payment Demand Liability Debit Or Credit  | Char      | 2                      | Indicates whether the liability account entry above is a debit (DR) or credit (CR)<br>The cash account entry is the opposite of this entry. |                         |
| 49      | Payment Demand Event Date                 | Timestamp |                        | The time and date when the system created the payment demand.   |                         |
| 50      | Payment Demand Transaction Journal Amount | Money     | 23                     | Executed journal amount for this journal entry associated to a report payee that belongs to this payment demand                             |                         |
| 51      | Report Key                                | Integer   |                        | Uniquely defines this report  |                         |
| 52      | Report ID                                 | VARCHAR   | 32                     | Uniquely defines this report  |                         |
| 53      | Report Name                               | VARCHAR   | 40                     |   |                         |
| 54      | Report Ledger                             | VARCHAR   | 100                    |   |                         |
| 55      | Report Expense Group                      | VARCHAR   | 64                     |   |                         |
| 56      | Report Org Unit 1                         | VARCHAR   | 48                     |   |                         |
| 57      | Report Org Unit 2                         | VARCHAR   | 48                     |   |                         |
| 58      | Report Org Unit 3                         | VARCHAR   | 48                     |   |                         |
| 59      | Report Org Unit 4                         | VARCHAR   | 48                     |   |                         |
| 60      | Report Org Unit 5                         | VARCHAR   | 48                     |   |                         |
| 61      | Report Org Unit 6                         | VARCHAR   | 48                     |   |                         |
| 62      | Report Custom 1                           | VARCHAR   | 48                     |   |                         |

## Section 5: Expense Pay Extract Details

| Col Num | Field Name       | Data Type | Format or Field Length | Description | Client Field Definition |
|---------|------------------|-----------|------------------------|-------------|-------------------------|
| 63      | Report Custom 2  | VARCHAR   | 48                     |             |                         |
| 64      | Report Custom 3  | VARCHAR   | 48                     |             |                         |
| 65      | Report Custom 4  | VARCHAR   | 48                     |             |                         |
| 66      | Report Custom 5  | VARCHAR   | 48                     |             |                         |
| 67      | Report Custom 6  | VARCHAR   | 48                     |             |                         |
| 68      | Report Custom 7  | VARCHAR   | 48                     |             |                         |
| 69      | Report Custom 8  | VARCHAR   | 48                     |             |                         |
| 70      | Report Custom 9  | VARCHAR   | 48                     |             |                         |
| 71      | Report Custom 10 | VARCHAR   | 48                     |             |                         |
| 72      | Report Custom 11 | VARCHAR   | 48                     |             |                         |
| 73      | Report Custom 12 | VARCHAR   | 48                     |             |                         |
| 74      | Report Custom 13 | VARCHAR   | 48                     |             |                         |
| 75      | Report Custom 14 | VARCHAR   | 48                     |             |                         |
| 76      | Report Custom 15 | VARCHAR   | 48                     |             |                         |
| 77      | Report Custom 16 | VARCHAR   | 48                     |             |                         |
| 78      | Report Custom 17 | VARCHAR   | 48                     |             |                         |
| 79      | Report Custom 18 | VARCHAR   | 48                     |             |                         |
| 80      | Report Custom 19 | VARCHAR   | 48                     |             |                         |
| 81      | Report Custom 20 | VARCHAR   | 48                     |             |                         |

| Col Num | Field Name                     | Data Type | Format or Field Length | Description   | Client Field Definition |
|---------|--------------------------------|-----------|------------------------|---|-------------------------|
| 82      | Report Processing Payment Date | Timestamp |                        |   |                         |
| 83      | Accounting Extract Batch ID    | Integer   |                        | ID of the job batch in the Expense Accounting Extract that included this entry  |                         |
| 84      | Accounting Extract Run Date    | Timestamp |                        | Time/date stamp on the job run record for the Accounting Extract job run that included journal entry  |                         |
| 85      | Company ID                     | VARCHAR   | 20                     | <p>The "Company ID" value associated with the Card Program set up for the payment batch that paid this payment demand.</p> <p>Some card issuers name this field differently or do not use this field.</p> <p> Refer to the <i>Expense Pay – Professional Implementation User Guide</i> for more information.</p>                               |                         |
| 86      | Load Number                    | VARCHAR   | 20                     | <p>The "Load Number" value associated with the Card Program set up for the payment batch that paid this payment demand.</p> <p>Some card issuers name this field differently or do not use this field.</p> <p> Refer to the Edit Card Program section of the <i>Expense Pay – Professional Implementation User Guide</i> for field labels.</p> |                         |

## Section 5: Expense Pay Extract Details

| Col Num | Field Name                | Data Type | Format or Field Length | Description   | Client Field Definition |
|---------|---------------------------|-----------|------------------------|---|-------------------------|
| 87      | Book Number               | VARCHAR   | 20                     | <p>The "Book Number" value associated with the Card Program set up for the payment batch that paid this payment demand.</p> <p>Some card issuers name this field differently or do not use this field.</p> <p> Refer to the Edit Card Program section of the <i>Expense Pay – Professional Implementation User Guide</i> for field labels.</p> |                         |
| 88      | Cardholder Account Number | VARCHAR   | 20                     | The cardholder account number associated to the Expense Entry for this Journal Entry.   |                         |
| 89      | Cash Advance Name         | VARCHAR   | 40                     | Cash Advance name assigned by the employee  |                         |

