Invoice: Payment Request Confirmation Import V1 (Retired)

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

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Revision History

Date	Notes/Comments/Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 24, 2021	Updated the copyright year; no other changes; cover date not updated
April 20, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
August 27, 2019	Added the Permissions section
January 31, 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
February 2 2018	Added "Specification" to title page and footers.
January 22 2018	Updated the copyright and the cover; no other changes; cover date not updated
December 13 2016	Changed copyright and cover; no other content changes.
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 6 2015	Formatting changes; no other content changes
December 31 2010	Updated the copyright and made rebranding changes; no content changes.
May 2010 (SU55)	Renamed file and added text explaining that this version is retired - the client should use the newer (current) V2 version that matches the updated version 2 XML file.
June 2009	Minor changes to reflect version 1 and version 2 XML file distinctions, now included in two separate chapters.

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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

The Payment Request Confirmation import is used to update the Payment Status of payment requests. Each record in the import designates a payment request that the Payment System (the financial system that makes the disbursement to the vendor) has paid. The system updates the Payment Status of the designated payment request to *Paid*.

Please Read: Two Different XML Files for Payment Import

There are **two** different XML files for the payment confirmation import:

- **request_payment_notification.xml:** This version is called Version 1 (v1) and is the first payment request confirmation XML file offered by Concur. Only existing clients who must use this version should use it - for all others refer to the Version 2 version described next.

- **request_payment_notification_v2.xml:** This version is called Version 2 (v2) and is a newer payment request confirmation XML file that includes custom and future use fields for changes going forward. This version is the current version and should be used by all clients.

You are reading the specification dedicated to the Version 1 XML file. If you need assistance using this XML file contact Concur Client Support for additional information.

📖   Refer to *Invoice: Import and Extract File Specifications – Payment Request Confirmation Import (Version 2)* for additional information about the version 2 XML file records and fields.

Section 3: Request Payment Confirmation Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

1. The client creates an import data file ensuring it complies with the requirements of this specification.

2. On a regular schedule, the client moves the import data file to Concur.

   NOTE: Clients make arrangements with Concur for transporting the data files to Concur.

3. Concur runs a batch job that imports this file.

Section 4: Step 1: Creating the Import Data File

The import data file uses these specifications:

- **Format Type:** Comma Separated Value, ASCII Text File
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF

File Naming Conventions

The import file name may be of a special format in naming convention - your Concur Consultant will provide this information.

Import Settings Format

Table 1: *Field Definitions*

Field Name	Definition	Required?	Description	Client Field Definition
Request Key	Integer	Y	Key number obtained from the payment extract.	

Field Name	Definition	Required?	Description	Client Field Definition
Vendor Name	Character	N	The name the financial system uses for the vendor indicated on the payment request. Even though value is optional, empty values (consecutive commas, or ,,) must still be provided.	
Invoice Number	Character	N	The invoice number for the payment request that the financial system paid. Even though value is optional, empty values (consecutive commas, or ,,) must still be provided.	
Invoice Amount	Integer	N	The invoice amount for the payment request that the financial system paid. Even though value is optional, empty values (consecutive commas, or ,,) must still be provided.	

Sample Record

The string below is a typical sample extracted from the data file:

```
1324576,Systems Office Supply,SOS-565-998,875.00
```

This record indicates:

- Request ID = 1324576
- Vendor Name = Systems Office Supply
- Invoice Number = SOS-565-998
- Invoice Amount = ($)875.00

Section 5: Step 2: Move the Import Data File to Concur

Work with Concur to develop the process for moving the data to Concur.

Section 6: Step 3: Concur Imports the Data

Concur imports the data file.