

# Shared: Import/Extract Monitor

## User Guide

**Last Revised: August 14, 2020**

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
August 14, 2020	Added a note to the <i>Obtain the Extract Download</i> section.
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 15, 2020	Updated the copyright; no other changes; cover date not updated
February 12, 2019	Updated the copyright; no other changes; cover date not updated
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 26 2018	Updated the copyright; no other changes; cover date not updated
December 15 2016	Changed copyright and cover; no other content changes.
September 23 2016	Added a Note that the difference between the Record Count and the Last File Fun Record Count is that the Record Count is based on the Journal Key, while the Last File Run Record Count is based on the total number of line item entries in the extract file.
April 15 2016	Added information about the new Run Now links applicable to accounting extracts that may display on the Scheduled Jobs tab.
January 25 2016	Changed references to the import/extract guide; no other changes
May 15 2015	Updated the <i>Upload and Download Files</i> section.
May 1 2015	Updated the <i>Obtain the Extract Download</i> section.
April 17 2015	Changed the name of Concur Insight to Analysis/Intelligence; no other content changes
February 6 2015	Added information about the on-demand upload of credit card feeds
December 9 2014	Added information about the extract download, which is now available in the current/enhanced UI – not the classic UI
December 2 2014	Added overview information about upload and download
December 1 2014	Changed from DRAFT to FINAL
November 21 2014	This feature has moved to the <i>current</i> and <i>enhanced</i> user interface. The name of the tool and the associated user role has changed from Integration Administrator (Restricted) to Import/Extract Monitor.
October 10 2014	Added information about the two user interfaces; no other content changes
March 10 2014	Changed the name of Analysis/Intelligence to Concur Insight; no other content changes
January 23 2014	Cover and copyright changes; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
February 2012	Changed copyright; no content change

<b>Date</b>	<b>Notes / Comments / Changes</b>
December 31 2010	Updated the copyright and made rebranding changes; no content changes
July 16 2010	New Shared User Guide



# Import/Extract Monitor

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## 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 Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by Concur. In this case, the client must initiate a service request with Concur Client Support.

## Section 2: Overview

The Import/Extract Monitor tool is used for integrations between Concur and a client's external systems. Generally, integrations include importing data from an external source (such as employee information from an HR database), consolidating and moving data to a reporting database (for use with Analysis/Intelligence – formerly Concur Insight), or extracting data for import into a financial system.

The Import/Extract Monitor tool allows a user (generally a client) to:

- View, but not modify, the import/extract/archive run information
- Depending on the client's configuration:
  - ◆ Upload import data
  - ◆ Download extract data



Refer to *Upload and Download Files* in this guide.

## Import/Extract Monitor vs Import/Extract Administrator

The Import/Extract Monitor tool contains a subset of options that are available in the Import/Extract Administrator tool.

The Import/Extract Administrator tool allows a user to complete all of the tasks of the Import/Extract Monitor as well as create, edit, and delete jobs and schedules.

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**NOTE:** The Import/Extract Administrator tool is generally available only to Concur internal staff for implementation and ongoing support.

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For more information, refer to the *Shared: Import/Extract Administrator User Guide*.

## Role Required

To access the Import/Extract Monitor tool, the user must be assigned the Import/Extract Monitor role. It is available on the **Expense, Request, or Invoice** tab in User Permissions.



Refer to the *Shared: User Administration User Guide*.

## Section 3: Upload and Download Files

Depending on the client's configuration, the client may be able to *upload* import files from a local machine to Concur and/or *download* extract files from Concur to a local machine. This process may be used instead the FTP process that requires encryption.

The company's configuration may grant the Import/Extract Monitor user the right to upload, download, or both. The user role may be configured with access to only upload or only download if desired.

Contact Concur Client Services to modify your Import/Extract Monitor user role settings.

## Getting Started

A Concur Implementation Consultant must first activate required functionality before files can be transmitted. When submitting a request, note that a request must be made **separately** for the Test and Production environments – site setting changes in one environment cannot be migrated to the other environment by the SIMPEX process.

## Guidelines – Uploading Import Files

Note the following guidelines when uploading import files:

- The process does **not** require the uploaded file to be encrypted.
- The import file must be in the specified format and layout.



For information about format and layout of import files, refer to the import and extract file specifications.

- The import file should follow a consistent naming convention for archiving purposes.
- One or more files may be included in a ZIP file, but note that:
  - ◆ If more than one file is included, each must be of the same type (List, etc.).
  - ◆ The ZIP file must not be password protected.
- The web-based protocol HTTPS (SSL) is used to transmit the file(s). Because of this, file size should be limited to a maximum of 20 Megabytes (MB).



- If importing double-byte characters (Chinese, Japanese, etc.), the import file must be UTF-8 (Unicode) encoded; otherwise ANSI encoding is sufficient.
- The ability to upload credit card feeds on demand is disabled by default because card feeds are managed by the card vendor and Concur – they are never uploaded by the client. If the client needs to upload card feeds for testing and troubleshooting purposes, the client can contact Concur Client Support for assistance.

## Guidelines – Downloading Extract Files

Note the following guidelines when downloading extract files:

- If the client uses scheduled Over Night Processing (ONP), the extract file should be downloaded after 5:00 AM the following day.
- Once the file is downloaded, it is no longer available for subsequent downloads – the file can be downloaded only once.
- The process does not encrypt the file the client receives.
- The file is received in the correct format and layout.
- The file is ANSI encoded unless notice is given to Concur to provide the file in UTF-8 (Unicode) format for double-byte character sets.

## Estimated Times for Import Upload and Import Job Start

The amount of time and when an import file should be uploaded is dependent on the environment type the file is uploaded to:

- **TEST environment:** On average, the file upload process may take anywhere between 2 - 30 minutes depending on the size of the file being uploaded. The import job is initiated a few minutes after the import file upload is completed.
- **PRODUCTION environment:** On average, the file upload process may take anywhere between 2 - 30 minutes depending on the size of the file being uploaded. The import job is initiated within the client's Over Night Processing (ONP) window as part of the standard production processes starting at 6:00 PM. This means that the file should be uploaded **prior** to 6:00 PM if the import job should be run on the same day the file is uploaded.

## Section 4: Access the Import/Extract Monitor

### ▶ *To access the tool:*

1. Click **Administration > Company > Tools**.
2. Click **Import/Extract Monitor** (left menu). The **Import/Extract Administrator** page appears.

## Section 5: View and Upload Import Data

Expense Tools

Payment Manager

- Monitor Batches
- Monitor Payees
- Configure Batches

Expense Tools

- Company Card
- Cash Advance Admin
- Attendee Admin
- Import/Extract Monitor**
- Commuter Pass Admin
- Commuter Pass Import

Job Name	Job Type	Last Run Date	Last Run Status	Run History
AMEX Remittance v.2 - US	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
API/GL 256 Extract Tax On One Line v.1.1	Accounting Extract			
API/GL Extract V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
Paid to Credit Card V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
Paid To Employee V.2.1	Accounting Extract			
Purchase Order Extract	Accounting Extract			
Standard Direct Reimbursement Client Pay Ex...	Accounting Extract			
Standard Employee Direct Reimbursement Ext...	Accounting Extract	10/07/2014 04:08 PM	Success	<a href="#">View</a>
Standard Employee Requested Vendor Extract	Accounting Extract			

The page contains two tabs: **Scheduled Jobs** and **Imports**.

## Section 5: View and Upload Import Data

Use the **Imports** tab to:

- View import run details
- Upload import data (depending on configuration)

### View Import Run Details

► **To view import run details:**

1. On the **Import/Extract Administrator** page, click the **Imports** tab.

Import Name	Import Type	Last Run Date	Last Run Status	Run History	Upload History
Company Card for Training	Credit Card Feed	07/10/2014 12:38 PM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
Employee Import	Employee Import				<a href="#">View</a>
Exchange Rate	Exchange Rates				<a href="#">View</a>
Invoice Pay Feedback Import	Invoice Pay Feedback Import	02/26/2014 03:00 AM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
List Import	List Import	07/31/2014 05:46 AM	Success	<a href="#">View</a>	<a href="#">View</a>
LOCATION	Location	09/04/2014 03:21 PM	Completed with Errors	<a href="#">View</a>	<a href="#">View</a>
Travel Allowance Import	Travel Allowance Import	09/04/2014 03:29 PM	Success	<a href="#">View</a>	<a href="#">View</a>

- In the **Run History** column, click **View** for the desired job.

Scheduled Jobs		Imports				
Upload						
Import Name	Import Type	Last Run Date	Last Run Status	Run History	Upload History	
Company Card for Training	Credit Card Feed	07/10/2014 12:38 PM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>	
Employee Import	Employee Import			<a href="#">View</a>	<a href="#">View</a>	
Exchange Rate	Exchange Rates				<a href="#">View</a>	
Invoice Pay Feedback Import	Invoice Pay Feedback Import	02/26/2014 03:00 AM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>	
List Import	List Import	07/31/2014 05:46 AM	Success	<a href="#">View</a>	<a href="#">View</a>	
LOCATION	Location	09/04/2014 03:21 PM	Completed with Errors	<a href="#">View</a>	<a href="#">View</a>	
Travel Allowance Import	Travel Allowance Import	09/04/2014 03:29 PM	Success	<a href="#">View</a>	<a href="#">View</a>	

The **Import Run History** page appears.

Scheduled Jobs		Imports				
Import Run History For: Company Card for Training						
<a href="#">← Return to Import Jobs</a>						
Find every run where <input type="text" value="Run Date"/> <input type="text" value="Equals"/> <input type="text" value="mm/dd/yyyy"/> <input type="button" value="Go"/>						
Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details
2		07/10/2014 12:38 PM	Success (No File)	0	<a href="#">View</a>	<a href="#">View</a>
1	CC_SueP_American_dt_01.txt	07/10/2014 12:38 PM	Completed with Warnings	4	<a href="#">View</a>	<a href="#">View</a>

The following information appears on this page.

Column	Description/Action
Run Number	Unique run ID number
File Name	File name of the file that was imported
Run Date	Start date for the run <b>NOTE:</b> The data is sorted by this column, newest first.
Run Status	Status for the run
Record Count	Detail record count for this run
Summary	Click <b>View</b> to see the summary.
Run Details	Click <b>View</b> to see the run details.

- To view the **summary** information, click **View** in the **Summary** column on the **Import Run History** page.

Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details
2		07/10/2014 12:38 PM	Success (No File)	0	<a href="#">View</a>	<a href="#">View</a>
1	CC_SueP_American_dt_01.txt	07/10/2014 12:38 PM	Completed with Warnings	4	<a href="#">View</a>	<a href="#">View</a>

The **Import Run Summary** page appears.

Run Configuration	
Import Name	Company Card for Training
Import Definition File Name	CCCI_ConcurStandard.xml
Import File Format	Bank Implementing Concur Standard Rev. 5
Import File Name	CC_SueP_American_dt_01.txt
Application Server	unknown
Run Executed By	SYSTEM
Payment Type	IBCP
Bank Charge Transactions	Available to employees
Cash Advance Transactions	Available to employees
Payment Transactions	Not available to employees
ATM Withdrawals	Imported As Cash Advances
Value-added Tax	Do not use the card transaction data

  

Run Statistics	
Run Number	1
Start Time	07/10/2014 12:38 PM
End Time	07/10/2014 12:38 PM

**The information provided on this page varies depending on the type of import.** Regardless, the following information appears.

Field	Description/Action
<b>Run Configuration</b>	
Import Name	Name of the import
Import Definition File Name	File name of the file that defines the import

Field	Description/Action
Import File Name	File name of the import file
Application Server	Name of the application server; probably hidden
Run Executed By	Name of the admin who ran the import
Run Statistics	
Run Number	Unique run ID
Start Time	Start date/time for the run
End Time	End date/time for the run
Total Run Time	Duration of the run
Status	Status of the run
Records Count	Count of records included in the detail section of the import file (not including any records with errors)
Error Count	Number of errors logged during this run
Warning Count	Number of records with warnings

When done, click the close button (upper-right corner). The **Import Run History** page appears.

- To view the **run detail** information, click **View** in the **Run Details** column<sup>3</sup> on the **Import Run History** page.

Scheduled Jobs Imports

### Import Run History For: Company Card for Training

[← Return to Import Jobs](#)

Find every run where

Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details
2		07/10/2014 12:38 PM	Success (No File)	0	<a href="#">View</a>	<a href="#">View</a>
1	CC_SueP_American_dt_01.txt	07/10/2014 12:38 PM	Completed with Warnings	4	<a href="#">View</a>	<a href="#">View</a>

The **Import Run Details** page appears.

Import Run Details For: Company Card for Training ✕  
Run# 1

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Find every log entry where

Level	Record Identifier	Message
Warning	2	A new Merchant Code, 0000 , was added to the database. Use the Merchant Code Mapping page in Expense Company Card Administrator to map the merchant code to the appropriate expense type based on your corporate policy.

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K < | Page  of 1 | > > |   Displaying 1 - 1 of 1

Column	Description/Action
Level	Info, Error, or Warning
Record Identifier	Record associated with the error
Message	Text message created for the error

**NOTE:** There are no details if the import was successful.

If the list is lengthy and if you want to review the information in Excel, click **Send to Excel**.

When done, click the close button (upper-right corner). The **Import Run History** page appears.

5. Click the **Return to Import Jobs** link. The **Imports** tab appears.

## Upload Import Data

This feature may or may not be available, based on your configuration.

## Upload

### ▶ To upload import data:

1. On the **Imports** tab, click the desired import, such as Travel Allowance Import.

Scheduled Jobs		Imports			
Upload					
Import Name	Import Type	Last Run Date	Last Run Status	Run History	Upload History
Company Card for Training	Credit Card Feed	07/10/2014 12:38 PM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
Employee Import	Employee Import				<a href="#">View</a>
Exchange Rate	Exchange Rates				<a href="#">View</a>
Invoice Pay Feedback Import	Invoice Pay Feedback Import	02/26/2014 03:00 AM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
List Import	List Import	11/19/2014 09:46 PM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
LOCATION	Location	09/04/2014 03:21 PM	Completed with Errors	<a href="#">View</a>	<a href="#">View</a>
Travel Allowance Import	Travel Allowance Import	11/19/2014 05:23 PM	Completed with Errors	<a href="#">View</a>	<a href="#">View</a>

The **Upload** button becomes available.

**NOTE:** The ability to upload credit card feeds on demand is disabled by default because card feeds are managed by the card vendor and Concur – they are never uploaded by the client. If you need to upload card feeds for testing and troubleshooting purposes, contact Concur Client Support for assistance.

2. Click **Upload**. The **Upload File** window appears.

Upload File for: Travel Allowance Import ✕

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Click **Browse** to locate the file (with extension txt or zip) to be uploaded.

Browse...

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Upload
Cancel

3. Locate the desired file.
4. Click **Upload**. If the file successfully uploads, a confirmation message appears.

5. Close the confirmation message and verify the status and run history, as described on the previous pages.

### View Upload History

▶ **To view upload history:**

1. On the **Imports** tab, click **View** in the **Upload History** column.

Import Name	Import Type	Last Run Date	Last Run Status	Run History	Upload History
Company Card for Training	Credit Card Feed	07/10/2014 12:38 PM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
Employee Import	Employee Import				<a href="#">View</a>
Exchange Rate	Exchange Rates				<a href="#">View</a>
Invoice Pay Feedback Import	Invoice Pay Feedback Import	02/26/2014 03:00 AM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
List Import	List Import	11/19/2014 09:46 PM	Success (No File)	<a href="#">View</a>	<a href="#">View</a>
LOCATION	Location	09/04/2014 03:21 PM	Completed with Errors	<a href="#">View</a>	<a href="#">View</a>
Travel Allowance Import	Travel Allowance Import	11/19/2014 05:23 PM	Completed with Errors	<a href="#">View</a>	<a href="#">View</a>

The **File Upload History** page appears.

File Upload History For: Travel Allowance Import

[← Return to Import Jobs](#)

Find every run where

Start Date	File Name	Run Status	Initiating User	Message
11/19/2014 05:22 PM	20120710172600_1923_perdiem_20...	Success	Collins,Chris	

The following information appears.

Column	Description/Action
Start Date	Start date for the run
File Name	File name of the file that was imported
Run Status	Status for the run
Initiating User	Admin who initiated the job
Message	Text message created for the error, if any

2. Click the **Return to Import Jobs** link. The **Imports** tab appears.



## Section 6: View Extract and Archive Job Data

### View Extract and Archive Run Information

Use the **Scheduled Jobs** tab to view all – import, extract, and archive – job run information.

**NOTE:** For imports, you can also use the **Imports** tab.

► **To view run history:**

1. On the **Import/Extract Administrator** page, click the **Scheduled Jobs** tab (if it is not already selected).

Scheduled Jobs		Imports			
Job Name	Job Type	Last Run Date	Last Run Status	Run History	
AMEX Remittance v.2 - US	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>	
AP/GL 256 Extract Tax On One Line v.1.1	Accounting Extract				
AP/GL Extract V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>	
Paid to Credit Card V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>	
Paid To Employee V.2.1	Accounting Extract				
Purchase Order Extract	Accounting Extract				

2. In the **Run History** column, click **View** for the desired job, for example, an extract job.

Scheduled Jobs		Imports			
Job Name	Job Type	Last Run Date	Last Run Status	Run History	
AMEX Remittance v.2 - US	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>	
AP/GL 256 Extract Tax On One Line v.1.1	Accounting Extract				
AP/GL Extract V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>	
Paid to Credit Card V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>	
Paid To Employee V.2.1	Accounting Extract				
Purchase Order Extract	Accounting Extract				

The **Extract Run History** page appears.

Scheduled Jobs Imports

### Extract Run History For: AP/GL Extract V.2.1

[← Return to Scheduled Jobs](#)

Find every run where Run Date Equals mm/d/yyyy [Go!](#)

Run Number	File Name	Run Date	Run Status	Record Count	Summary
+ 2		10/07/2014 04:07 PM	Success	30	<a href="#">View</a>
+ 1		04/04/2014 10:44 AM	Success	2	<a href="#">View</a>

The following information appears on this page.

Column	Description/Action
Run Number	Unique run ID number
File Name	(This field is blank for extracts and archives.)
Run Date	Start date for the run <b>NOTE:</b> The data is sorted by this column, newest first.
Run Status	Status for the run
Record Count	Detail record count for this run
Summary	Click <b>View</b> to see the summary.

- To view the **summary** information, click **View** in the **Summary** column.

Scheduled Jobs Imports

### Extract Run History For: AP/GL Extract V.2.1

[← Return to Scheduled Jobs](#)

Find every run where Run Date Equals mm/d/yyyy [Go!](#)

Run Number	File Name	Run Date	Run Status	Record Count	Summary
+ 2		10/07/2014 04:07 PM	Success	30	<a href="#">View</a>
+ 1		04/04/2014 10:44 AM	Success	2	<a href="#">View</a>

The **Extract Run Summary** window appears.

Extract Run Summary For:AP/GL Extract V.2.1 Run# 2	
<b>Run Configuration</b>	
Extract Name	AP/GL Extract V.2.1
Extract File Name	
Application Server	unknown
Run Executed By	SYSTEM
<b>Run Statistics</b>	
Run Number	2
Start Time	10/07/2014 04:07 PM
End Time	10/07/2014 04:07 PM
Total Run Time	00:00:01
Status	Success
Records Count	30
Error Count	0
Warning Count	0

The following information appears on this page.

Field	Description/Action
<b>Run Configuration</b>	
Extract Name	Name of the extract
Extract File Name	(blank)
Application Server	Name of the application server; probably hidden
Run Executed By	Name of the admin who ran the import
<b>Run Statistics</b>	
Run Number	Unique run ID
Start Time	Start date/time for the run
End Time	End date/time for the run
Total Run Time	Duration of the run
Status	Status of the run
Records Count	Count of records included in the detail section of the extract file (not including any records with errors)
Error Count	Number of errors logged during this run
Warning Count	Number of records with warnings

When done, click the close button (upper-right corner). The **Extract Run History** page appears.

- To view the output file **detail** information, click the expand **+** button on the left side of the desired run. The row expands, displaying the output files.

Scheduled Jobs Imports

### Extract Run History For: AP/GL Extract V.2.1

[← Return to Scheduled Jobs](#)

Find every run where Run Date  Equals

Run Number	File Name	Run Date	Run Status	Record Count	Summary
2		10/07/2014 04:07 PM	Success	30	<a href="#">View</a>

**Extract File Details: Run# 2**

Output File	Last File Run Date	Last File Run Record Co...	Last File Run Status	View Details
Attendee Detail	10/07/2014 04:07 PM	0	Success	<a href="#">View</a>
AP/GL CES Standard Extract v.2	10/07/2014 04:07 PM	30	Success	<a href="#">View</a>

1		04/04/2014 10:44 AM	Success	2	<a href="#">View</a>
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**NOTE:** The difference between the **Record Count** and the **Last File Run Record Count** is that the **Record Count** is based on the Journal Key, while the **Last File Run Record Count** is based on the total number of line item entries in the extract file.

Click **View** in the **View Details** column of the desired output file.

Scheduled Jobs Imports

### Extract Run History For: AP/GL Extract V.2.1

[← Return to Scheduled Jobs](#)

Find every run where Run Date  Equals

Run Number	File Name	Run Date	Run Status	Record Count	Summary
2		10/07/2014 04:07 PM	Success	30	<a href="#">View</a>

**Extract File Details: Run# 2**

Output File	Last File Run Date	Last File Run Record Co...	Last File Run Status	View Details
Attendee Detail	10/07/2014 04:07 PM	0	Success	<a href="#">View</a>
AP/GL CES Standard Extract v.2	10/07/2014 04:07 PM	30	Success	<a href="#">View</a>

1		04/04/2014 10:44 AM	Success	2	<a href="#">View</a>
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The **Extract Run History** tab appears.

Scheduled Jobs Imports **Extract Run History**

### Extract Run History For: AP/GL Extract V.2.1

[← Return to Extract Run History](#) Output File: AP/GL CES Standard Extract v.2

Find every run where Run Date  Equals

Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details	Download File
1	\\rqa3-sql02\rgapath\batchroot\path\p0195717z...	10/07/2014 04:07 PM	Success	30	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Download</a>

Either:

- ◆ To view the **summary** information, click **View** in the **Summary** column.

Extract Run Summary For: AP/GL CES Standard Extract v.2 Run# 1 ✕

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**Run Configuration**

Extract Name	AP/GL CES Standard Extract v.2
Extract File Name	
Application Server	unknown
Run Executed By	SYSTEM

**Run Statistics**

Run Number	1
Start Time	10/07/2014 04:07 PM
End Time	10/07/2014 04:07 PM
Total Run Time	00:00:06
Status	Success
Records Count	30
Error Count	0
Warning Count	0

- ◆ To view the **run detail** information, click **View** in the **Run Details** column.

Extract Run Details For: AP/GL Extract V.2.1 Run# 1 ✕

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Find every log entry where

Level	Record Identifier	Message
Info		The extract file, extract_CES_SAE_v2_p0195717zmbc_20141007160727.txt has been successfully created.

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Displaying 1 - 1 of 1

If the list is lengthy and if you want to review the information in Excel, click **Send to Excel**.

5. Click **Return to Extract Run History**.
6. Click **Return to Scheduled Jobs**.

## Obtain the Extract Download

Most financial extracts run overnight.

▶ **To access the extract download:**

1. On the **Import/Extract Administrator** page, click the **Scheduled Jobs** tab (if it is not already selected).

Job Name	Job Type	Last Run Date	Last Run Status	Run History
AMEX Remittance v.2 - US	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
AP/GL 256 Extract Tax On One Line v.1.1	Accounting Extract			
AP/GL Extract V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
Paid to Credit Card V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
Paid To Employee V.2.1	Accounting Extract			
Purchase Order Extract	Accounting Extract			

2. In the **Run History** column, click **View** for the desired job, for example, an extract job.

Job Name	Job Type	Last Run Date	Last Run Status	Run History
AMEX Remittance v.2 - US	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
AP/GL 256 Extract Tax On One Line v.1.1	Accounting Extract			
AP/GL Extract V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
Paid to Credit Card V.2.1	Accounting Extract	10/07/2014 04:07 PM	Success	<a href="#">View</a>
Paid To Employee V.2.1	Accounting Extract			
Purchase Order Extract	Accounting Extract			

The **Extract Run History** page appears.

Extract Run History For: AP/GL Extract V.2.1

[← Return to Scheduled Jobs](#)

Find every run where

Run Number	File Name	Run Date	Run Status	Record Count	Summary
+ 2		10/07/2014 04:07 PM	Success	30	<a href="#">View</a>
+ 1		04/04/2014 10:44 AM	Success	2	<a href="#">View</a>

- Click the expand **+** button on the left side of the desired run. The row expands, displaying the output files.

Scheduled Jobs Imports

### Extract Run History For: AP/GL Extract V.2.1

[← Return to Scheduled Jobs](#)

Find every run where Run Date Equals mm/dd/yyyy [Go!](#)

Run Number	File Name	Run Date	Run Status	Record Count	Summary
2		10/07/2014 04:07 PM	Success	30	<a href="#">View</a>

**Extract File Details: Run# 2**

Output File	Last File Run Date	Last File Run Record Co...	Last File Run Status	View Details
Attendee Detail	10/07/2014 04:07 PM	0	Success	<a href="#">View</a>
AP/GL CES Standard Extract v.2	10/07/2014 04:07 PM	30	Success	<a href="#">View</a>

1		04/04/2014 10:44 AM	Success	2	<a href="#">View</a>
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**NOTE:** The difference between the **Record Count** and the **Last File Run Record Count** is that the **Record Count** is based on the Journal Key, while the **Last File Run Record Count** is based on the total number of line item entries in the extract file.

Click **View** in the **View Details** column of the desired output file.

Find every run where Run Date Equals mm/dd/yyyy [Go!](#)

Run Number	File Name	Run Date	Run Status	Record Count	Summary
2		10/07/2014 04:07 PM	Success	30	<a href="#">View</a>

**Extract File Details: Run# 2**

Output File	Last File Run Date	Last File Run Record Co...	Last File Run Status	View Details
Attendee Detail	10/07/2014 04:07 PM	0	Success	<a href="#">View</a>
AP/GL CES Standard Extract v.2	10/07/2014 04:07 PM	30	Success	<a href="#">View</a>

1		04/04/2014 10:44 AM	Success	2	<a href="#">View</a>
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The **Extract Run History** tab appears.

Scheduled Jobs Imports **Extract Run History**

### Extract Run History For: AP/GL Extract V.2.1

[← Return to Extract Run History](#) Output File: AP/GL CES Standard Extract v.2

Find every run where Run Date Equals mm/dd/yyyy [Go!](#)

Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details	Download File
1	\\rqa3-sql02\rqapath\batchroot\path\p0195717z...	10/07/2014 04:07 PM	Success	30	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Download</a>

## Section 7: Run Now (for Accounting Extracts only)

4. On the **Extract Run History** tab, click **Download** in the **Download File** column.

Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details	Download File
1	\\vqa3-sql02\sqlpath\batchroot\path\p0195717z...	10/07/2014 04:07 PM	Success	30	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Download</a>

**NOTE:** The ability to download a Standard Accounting Extract (SAE) within the **Import/Export Administrator** tool is restricted for some users. For those with restricted access, the text "Restricted" (no link) displays in the **Download File** column.

Run Number	File Name	Run Date	Run Status	Record Count	Summary	Run Details	Download File
1	\\vqa3-sql02\sqlpath\batchroot\path\p0195717z...	10/07/2014 04:07 PM	Success	30	<a href="#">View</a>	<a href="#">View</a>	Restricted

5. Depending on your browser, you will see the option to open, save, etc. Complete the task as appropriate.
6. Click **Return to Extract Run History**.
7. Click **Return to Scheduled Jobs**.

## Section 7: Run Now (for Accounting Extracts only)

There may be times when you want to run your extract right away. Example situations include when closing the books, or when needing to pay an employee right away. The **Run Now** column can be made available for users that have the **Import/Extract Monitor** role in **Permission Administrator**.

Job Name	Job Type	Last Run Date	Last Run Status	Run History	Run Now
AMEX Remittance v.2 - US	Accounting Extract				<a href="#">Run Now</a>
AP/GL 256 Extract Tax On One Line v.1.1	Accounting Extract				<a href="#">Run Now</a>
AP/GL Extract V.2.1	Accounting Extract	03/28/2016 04:58 PM	Success	<a href="#">View</a>	<a href="#">Run Now</a>

Only accounting extract jobs are capable of displaying the **Run Now** link. This feature does not allow other job types to run manually.

Contact Concur Client Support to enable the **Run Now** column.

If you participate in data interchange via the FTP Data Interchange Process and would like Concur to send on demand extracts to FTP, then also ask to have the **File Mover API** enabled.



## Reconciliation

Using **Run Now** during the day does not prevent the overnight-chained jobs from running. However, in order to reconcile the payment batches, it may be necessary to include more than one extract.