

# Expense: File Export Configuration

## Setup Guide for Concur Standard Edition

**Last Revised: June 13 2014**

Applies to these Concur solutions:

- Expense
  - Professional/Premium edition
    - Integrated with Professional/Premium Travel
    - Stand-alone
  - Standard edition
    - Integrated with Standard Travel
    - Stand-alone
  - Concurforce
  
- Travel
  - Professional/Premium edition
    - Integrated with Professional/Premium Expense
    - Integrated with Professional/Premium Request
    - Stand-alone
  - Standard edition
    - Integrated with Standard Expense
    - Stand-alone
  
- Invoice Management
  - Professional/Premium edition
    - Integrated with Professional/Premium Expense
    - Stand-alone
  - Standard edition
    - Integrated with Standard Expense
    - Stand-alone
  
- Authorization Request
  - Professional/Premium edition
    - Integrated with Professional/Premium Expense
    - Integrated with Professional/Premium Travel
    - Stand-alone
  - Standard edition
    - Integrated with Standard Travel
    - Integrated with Standard Expense
    - Stand-alone

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## Revision History

Date	Notes/Comments/Changes
November 20 2015	Updated graphics to reflect updated step names and instructional text where applicable.
January 22 2015	Removed information about two user interfaces; no other content changes
January 16 2015	Updated the screen shots to the enhanced UI; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
June 13 2014	Added reference to the <i>Expense: Concur Admin User Guide</i> for export field definitions.
May 16 2014	New document. (This content originated from the <i>Expense Setup Guide for Concur Standard.</i> )

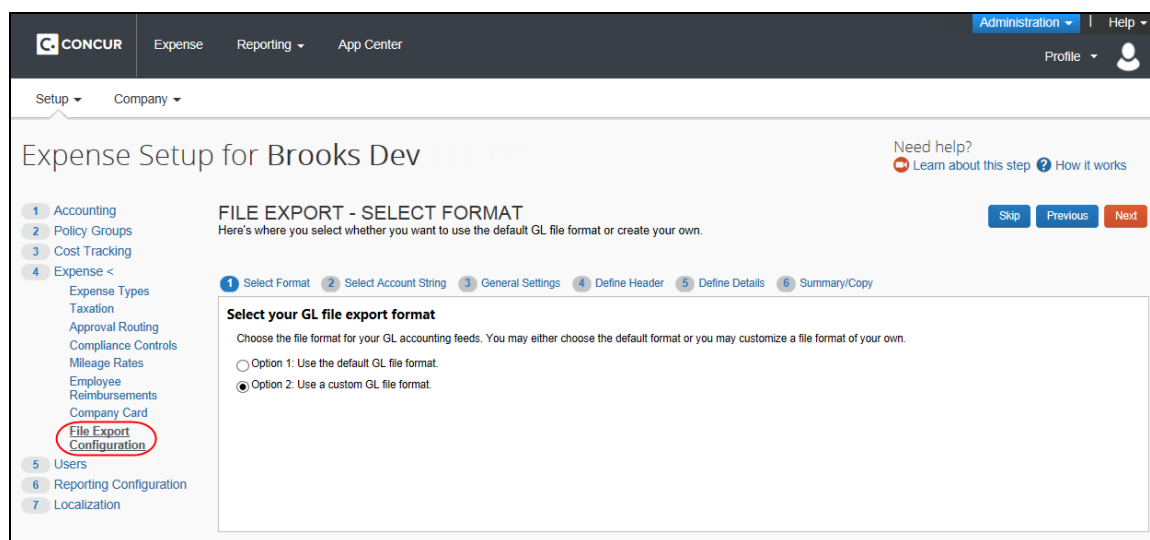


# File Export Configuration

This page of Setup is visible only when enabled by Concur.

## Section 1: Overview

The **File Export Configuration** step of the Setup Wizard is not available to all clients. Clients using QuickBooks cannot modify the export configuration.



## Section 2: Select Format

On the **Select Format** page in Setup you can customize the format of the transaction export file that you receive when you close batches in Payment Manager. If you choose to use a custom format, you are taken through a wizard with the following steps:

- **Account String:** This step lets you configure your account string by selecting the fields and constants that make up the string. You can select the segment length, padding character, and justification.
- **General Settings:** This step lets you configure the overall formatting of the export file. You can choose whether the file contains quotes, column headers, or offsetting entries. You can choose the delimiter, date format and file extension.
- **Define Header:** This step lets you choose a field to use to group the results. If you group the results, it allows you to choose the fields that appear in the header row.
- **Define Details:** This step allows you to select the fields that appear for each journal entry, and modify the order of the fields.

- **Summary/Copy:** This page presents a summary of the selected configuration, allowing you to review your configuration before completing the wizard. You can also select other payment batches and copy the current configuration to them.

The format applies to all future batches of the selected type. You can return to Setup to make changes later, if necessary.

### Example

You'd like to customize your export file. Select Option 2 and you are granted access to the rest of the wizard steps for customization.

## Access the File Export – Select Format page

### ▶ To access the Export – Select Format page:

1. Click **Administration > Setup > Expense**.
2. Click **Expense > File Export Configuration** (left menu). The **Select Format** tab of the **File Export – Select Format** page appears.

FILE EXPORT - SELECT FORMAT  
Here's where you select whether you want to use the default GL file format or create your own.

Skip Previous Next

1 Select Format 2 Select Account String 3 General Settings 4 Define Header 5 Define Details 6 Summary/Copy

**Select your GL file export format**

Choose the file format for your GL accounting feeds. You may either choose the default format or you may customize a file format of your own.

Option 1: Use the default GL file format.

Option 2: Use a custom GL file format.

## Select an Export File Format

### ▶ To select an export file format:

1. On the **File Export – Select Format** page, select the desired file format option.
2. Click **Next**. If you selected **Option 1**, you proceed to the next Setup step. If you selected **Option 2**, you are taken through the File Export Configuration wizard.

## Section 3: Select Account String

On the **Select Account String** tab, you can add, and arrange the order of, the fields that are used to create your account string for all payment batches. The fields are combined to create the account string that you need for your ledger. You can add constant values to your account string as well as set the justification, padding characters, and segment length for each field.

### Example

Your organization has an account string composed of a constant value (US), then the Employee ID, then the Account Code. You need the Employee ID to always be 10 digits, and have leading zeroes if it is not 10 digits long. Enter US and click Add Constant. The value "US" appears in the right box. Click the Employee ID field and click Add. The field appears after the constant in the right box. Select the Account Code field and click Add. The field appears after the Employee ID in the right box. Select the Justification field for the Employee ID row and select Right. Select the Padding Character field and select Zero. Select the Segment Length field and enter 10.

### Access the Select Accounting String tab

#### ► To access the Select Accounting String tab:

1. Click **Administration > Setup > Expense**.
2. Click **Expense > File Export Configuration** (left menu). The **Select Format** tab of the **Export – Select Format** page appears.
3. Click **Select Accounting String** (tab).

Skip Previous Next

**FILE EXPORT - SELECT ACCOUNT STRING**  
Here's where you select the segments of your GL Account String.

1 Select Format 2 **Select Account String** 3 General Settings 4 Define Header 5 Define Details 6 Summary/Copy

Define the Account String

Select the fields which will be concatenated together to form your Account String. You will be able to output this Account String in the feed details and you will be able to group by this field. Select the fields to use on the left and then order them in the right. If you wish to make each field a fixed length, select a justification rule of left or right and a fixed segment length. Any characters that are not used will be filled with the Padding Character. If you do not want to use a fixed length, select 'None' for the justification rule.

Step 1: Select Account String Segments

Select the fields that will make up your Account String. Click the Add button.

Enter Constant Field Add Constant

Field Label +

Employee ID

Journal Account Code

Add >>

<< Remove

Step 2: Order Account String fields

Configure the Account String segment fields using the Up and Down buttons to order the fields.

	Field Label	Justification	Padding Character	Segment Length
<input type="checkbox"/>	Seque...			

## Select Fields and Account Strings

- ▶ **To select a field for your account string:**
  1. Select one or more field(s) in the left pane.
  2. Click **Add**. The field(s) appear in the right pane.

## Add Constants

- ▶ **To add a constant to your account string:**
  1. Enter the constant value in the text field.

**FILE EXPORT - SELECT ACCOUNT STRING**  
Here's where you select the segments of your GL Account String.

1 Select Format 2 **Select Account String** 3 General Settings 4 Define Header 5 Define Details 6 Summary/Copy

**Define the Account String**  
Select the fields which will be concatenated together to form your Account String. You will be able to output this Account String in the feed details and you will be able to group by this field. Select the fields to use on the left and then order them in the right. If you wish to make each field a fixed length, select a justification rule of left or right and a fixed segment length. Any characters that are not used will be filled with the Padding Character. If you do not want to use a fixed length, select 'None' for the justification rule.

**Step 1: Select Account String Segments**  
Select the fields that will make up your Account String. Click the Add button.

**Step 2: Order Account String fields**  
Configure the Account String segment fields using the Up and Down buttons to order the fields.

Enter Constant Field   Add Constant   Add >>>

Enter a constant in the text box and then click Add Constant to add it to the Account String fields.

Sequence	Field Label	Justification	Padding Character	Segment Length
	Company	None		
	Product	None		
	Region	None		
	Store	None		

2. Click **Add Constant**. The value appears in the right pane.

## Update Field Settings

- ▶ **To update the field settings:**
  1. Select a value in the **Justification** column for the field.
    - ◆ Right Justification moves the data value to the right and then fills the leading space (on the left of the value) with padding character.
    - ◆ Left Justification moves the data value to the left and then fills the ending space (on the right of the value) with the padding character.
  2. Select a value in the **Padding Character** column for the field.
  3. Enter a value in the **Segment Length** column for the field.



## Rearrange the Fields

► **To rearrange the fields:**

In the **Sequence** column, click an arrow in the field to be moved.

**FILE EXPORT - SELECT ACCOUNT STRING**  
Here's where you select the segments of your GL Account String.

1 Select Format 2 **Select Account String** 3 General Settings 4 Define Header 5 Define Details 6 Summary/Copy

**Define the Account String**

Select the fields which will be concatenated together to form your Account String. You will be able to output this Account String in the feed details and you will be able to group by this field. Select the fields to use on the left and then order them in the right. If you wish to make each field a fixed length, select a justification rule of left or right and a fixed segment length. Any characters that are not used will be filled with the Padding Character. If you do not want to use a fixed length, select 'None' for the justification rule.

**Step 1: Select Account String Segments**  
Select the fields that will make up your Account String. Click the Add button.

Enter Constant Field

Field Label +  
 Business Unit  
 Client  
 Company  
 Department

**Step 2: Order Account String fields**  
Configure the Account String segment fields using the Up and Down buttons to order the fields.

Sequence	Field Label	Justification	Padding Character	Segment Length
<input type="checkbox"/> ↓	Product	None		
<input type="checkbox"/> ↓ ↑	Company	None		
<input type="checkbox"/> ↓ ↑	Region	None		
<input type="checkbox"/> ↑	Store	None		

## Remove a Field from the Account String

► **To remove a field from the account string:**

1. Select the desired field in the right pane.

**FILE EXPORT - SELECT ACCOUNT STRING**  
Here's where you select the segments of your GL Account String.

1 Select Format 2 **Select Account String** 3 General Settings 4 Define Header 5 Define Details 6 Summary/Copy

**Define the Account String**

Select the fields which will be concatenated together to form your Account String. You will be able to output this Account String in the feed details and you will be able to group by this field. Select the fields to use on the left and then order them in the right. If you wish to make each field a fixed length, select a justification rule of left or right and a fixed segment length. Any characters that are not used will be filled with the Padding Character. If you do not want to use a fixed length, select 'None' for the justification rule.

**Step 1: Select Account String Segments**  
Select the fields that will make up your Account String. Click the Add button.

Enter Constant Field

Field Label +  
 Business Unit  
 Client  
 Company  
 Department  
 Division  
 Employee ID

**Step 2: Order Account String fields**  
Configure the Account String segment fields using the Up and Down buttons to order the fields.

Sequence	Field Label	Justification	Padding Character	Segment Length
<input type="checkbox"/> ↓	Product	None		
<input type="checkbox"/> ↓ ↑	Company	None		
<input type="checkbox"/> ↓ ↑	Region	None		
<input checked="" type="checkbox"/> ↑	Store	None		

2. Click **Remove**. The field is moved to the left pane.

## Section 4: Configure General Settings

On the **General Settings** tab, you can set general file formatting for export files based on their payment batch. Offsetting entries can also be added to the files.

### Example

Your organization needs an export file for your employee company check payment batches that is comma delimited, has quotation marks around the entries, and contains an offsetting entry. Select the payment batch, then select the **Place quotation marks around text and list fields in the file** check box. Select the **Create an offsetting GL entry for each group of expenses** check box, then enter the account code to use for the offsetting entries. Select the comma in the Select a delimiter to separate the fields in the file field.

### Access the General Settings tab

► **To access the General Settings tab:**

1. Click **Administration > Setup > Expense**.
2. Click **Expense > File Export Configuration** (left menu). The **Select Format** tab of the **Export – Select Format** page appears.
3. Click **General Settings** (tab).

FILE EXPORT - GENERAL SETTINGS  
Here's where you select the general settings for outputting your accounting feed file.

Skip Previous Next

1 Select Format 2 Select Account String 3 General Settings 4 Define Header 5 Define Details 6 Summary/Copy

**General Settings**  
The General Settings allow you to select attributes for each payment batch. First select the payment batch you wish to modify. These payment batches correspond to the batches that you see in Payment Manager.

Select the payment batch that you wish to configure  
-Please select a payment batch-

Include descriptive column labels at the top of the file.  
 Place quotation marks around text and list fields in the file.  
 Create an offsetting GL entry for each group of expenses.

Select an offsetting Account Code if you wish to generate offsetting entries in your feed.  
[Text Field]

Select a delimiter to separate the fields in the file.  
-Please Select

Select the date format  
-Please Select

Select the file extension  
-Please Select

Tax Details on Separate line  
-Please Select-

## Configure General Settings

► **To update general settings:**

1. On the General Settings tab, select the payment batch to configure.

2. Enter settings for the following options:

Field	Description
Place quotation marks around each field in the file	Select this option to have double quotes placed around every field in the file. <b>NOTE:</b> This is recommended if the client wants a comma-delimited file to keep values that have a comma from disrupting the column sequence of your comma-delimited file.
Include descriptive column labels at the top of the file	Select this option to include column labels at the top of the file for the header, detail and summary fields.
Create an offsetting GL entry for each group of expenses	Select this option to include an offsetting GL entry in the file for each group of expenses. The value of the offset is the exact opposite of the sum total of the debit entries.
Select an offsetting Account Code if you wish to generate offsetting entries in your file.	Fill in the account code value to use for the offsetting entry, if you have selected the previous check box.
Select a delimiter to separate the fields in the file	Select the character that you would like to use to separate fields in the export file.
Select the date format	Select the format that you would like to use for all the dates in the export file.
Select the file extension	Select the desired file extension for the export file.

Field	Description
Tax Details on Separate line	<p>Select the option of how the tax details in the accounting extracts are displayed:</p> <ul style="list-style-type: none"> <li>• <b>No:</b> This combines the tax details and expenses on a single row within the export file.</li> <li>• <b>Yes:</b> This displays at least two rows within the extract for each transaction, one for the expense and one for each tax detail. The tax details only appear on the tax line(s).</li> <li>• <b>Both on a separate line and with the Expense:</b> This displays at least two rows within the extract for each transaction, one for the expense and one for each tax detail. The tax details appear on the expense and the tax line(s).</li> </ul> <p><b>NOTE:</b> The tax details field displays regardless of the country deployment. Even though this feature is for countries with VAT, it displays for countries that do not have VAT, for example, US clients will see this field.</p>

3. Click **Next**.

## Section 5: Define Header

On the **Define Header** tab, you can select a field to use to group the expense detail rows for each payment batch. The fields that display in the headers for the grouped rows are also configured during this step.

### Example

Your organization would like to group payment batch entries by the Account String, and show the Employee ID, Amount, Report Name and Report Submit Date in the header. Select the desired payment batch type, then select the Account String to group the results. Select the desired fields one at a time and click Add.



Refer to the *Export File Fields* section of the *Expense: Concur Admin User Guide* for definitions of the available fields.

## Access the Define Header tab

### ► To access the Define Header tab:

1. Click **Administration > Setup > Expense**.
2. Click **Expense > File Export Configuration** (left menu). The **Select Format** tab of the **Export – Select Format** page appears.

3. Click **Define Header** (tab).

**FILE EXPORT - DEFINE HEADER** Skip Previous Next

This is where you define the header that is placed before each group of expenses.

1 Select Format 2 Select Account String 3 General Settings **4 Define Header** 5 Define Details 6 Summary/Copy

Define the group header record

The group header row will appear before each group of expenses which are grouped by the group field. Select the field you wish to group your expenses. Then select the fields to use on the left and then order them in the right.

**Step 1: Select the payment batch that you wish to configure**  
 USD: Employees Batch Paid By Company Check (via Accounts Payable)

**Step 2: Select a field to group the results**  
 None - Do Not Group

---

**Step 3: Select Header Fields**  
 Select the fields that will appear in the header. Then click the Add button. To add a constant field, enter the constant and click the Add Constant button.

Enter Constant Field

- Field Label
- Account String
- Batch Date
- Batch ID
- Blank/Placeholder
- Business Unit
- Client
- Company
- Department
- Detail Row count
- Division
- Employee First Name
- Employee ID
- Employee Last Name
- Employee Middle Name
- Journal Amount
- Journal Debit Or Credit

**Step 4: Order Header Fields**  
 Configure these fields using the Up and Down buttons to order the fields in the header.

<input type="checkbox"/> Sequence	Field Label

## Set the Group Header Properties

► **To set the group header properties:**

1. Select the payment batch to modify.
2. Select the field to use when grouping the expense detail rows.
3. Select the fields for the header row and click **Add**.
4. If necessary, enter a constant value and click **Add Constant**.
5. Use the up and down arrows to arrange the fields.
6. Click **Next**.

## Section 6: Define Details

On the **Define Details** tab, you can select the fields that appear in the detail rows and configure the expense detail records for each payment batch. The administrator can also add constant values, and rearrange the field order. Concur provides the standard set of fields for you to customize.

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**NOTE:** If you are selecting and setting the **Amount** fields in the **Select Expense Detail Fields** pane, be aware that when you modify your extract, you may have differences between the transaction currency (what currency the user spends in) and reimbursement currency (what currency the user is paid in). For example, if a user is in the UK, he/she is spending UK, Pound Sterling. However, that user will be reimbursed in US dollars.

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### Example

Your organization needs to gather the Employee First and Last Name and Amount Approved for every expense. Select those fields one at a time and click Add to add them to the expense detail fields. Click the up and down arrows in the right pane to arrange the fields.

## Access the Define Details tab

▶ **To access the Define Details tab:**

1. Click **Administration > Setup > Expense**.
2. Click **Expense > File Export Configuration** (left menu). The **Select Format** tab of the **Export – Select Format** page appears.

- Click **Define** Details (tab).

**FILE EXPORT - DEFINE DETAILS**  
This is where you select the details of each expense transaction in your accounting feed.

Skip Previous **Next**

1 Select Format 2 Select Account String 3 General Settings 4 Define Header **5 Define Details** 6 Summary/Copy

Define the Expense Detail Fields

Select the fields to be used for the detail transactions in your feed. Select the fields to use on the left and then order them in the right.

**Step 1: Select the payment batch that you wish to configure**

USD: Employees Batch Paid By Company Check (via Accounts Payable)

---

**Step 2: Select Expense Detail Fields**

Select the fields that will appear for each expense transaction. Then click the Add button.

Enter Constant Field

- Field Label \*
- Account String
- Batch ID
- Blank/Placeholder
- Business Distance
- Cash Advance Currency Alpha Code
- Cash Advance Currency Numeric Code
- Cash Advance Exchange Rate
- Cash Advance Issued Date
- Cash Advance Key
- Cash Advance Payment Code Name
- Cash Advance Payment Method

**Step 3: Order Detail Fields**

Configure these fields using the Up and Down buttons to order the fields in the Expense Detail records.

<input type="checkbox"/>	Sequence	Field Label
<input type="checkbox"/>	↓	Batch Date
<input type="checkbox"/>	↓ ↑	Employee ID
<input type="checkbox"/>	↓ ↑	Employee Last Name
<input type="checkbox"/>	↓ ↑	Employee First Name
<input type="checkbox"/>	↓ ↑	Report ID
<input type="checkbox"/>	↓ ↑	Employee Default Currency Alpha Code
<input type="checkbox"/>	↓ ↑	Report Submit Date
<input type="checkbox"/>	↓ ↑	Report Processing Payment Date
<input type="checkbox"/>	↓ ↑	Report Name
<input type="checkbox"/>	↓ ↑	Report Entry Expense Type Name
<input type="checkbox"/>	↓ ↑	Report Entry Transaction Date

## Manage Detail Fields

You can add and remove detail fields to customize the information that appears for each expense transaction. In addition to adding and removing fields, you can use the **Replace** button to remove a default or any other field from the file output and add the desired fields.

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**NOTE:** The administrator can switch only one field at a time.

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Refer to the *Export File Fields* section of the *Expense: Concur Admin User Guide* for definitions of the available fields.

## Add Detail Fields

### ► **To add detail fields:**

- Select the payment batch to configure.
- Select the desired fields and click **Add**.
- If necessary, enter a constant value and click **Add Constant**.
- Use the up and down arrows to arrange the fields.
- Click **Next**.

## Replace Detail Fields

► **To replace detail fields:**

1. Click a field located in the **Select Expense Detail Fields** column and a field in the **Order Detail Fields** column.
2. Click **Replace**. The field selected in the **Select Expense Detail Fields** list is inserted in the **Order Detail Fields** list in the selected location. The field selected in the **Order Detail Fields** list is placed in alphabetical order of the **Select Expense Detail Fields** list.

**FILE EXPORT - DEFINE DETAILS**  
This is where you select the details of each expense transaction in your accounting feed.

1 Select Format 2 Select Account String 3 General Settings 4 Define Header 5 Define Details 6 Summary/Copy

Define the Expense Detail Fields  
Select the fields to be used for the detail transactions in your feed. Select the fields to use on the left and then order them in the right.

**Step 1: Select the payment batch that you wish to configure**  
USD: Employees Batch Paid By Company Check (via Accounts Payable)

**Step 2: Select Expense Detail Fields**  
Select the fields that will appear for each expense transaction. Then click the Add button.

Enter Constant Field  Add Constant

Field Label  
 Report Entry Amount  
 Report Entry Currency Alpha Code  
 Report Entry Exchange Rate  
 Report Entry Id  
 Report Entry Payment Type Name  
 Report Entry Receipt Type  
 Report Entry Transaction Amount  
 Report Entry Xml Receipt UUID  
 Report Key  
 Report Purpose  
 Report Total Approved Amount  
 Report Total Company Paid  
 Report Total Confirmed Paid  
 Report Total Due Company  
 Report Total Personal Amount  
 Report Total Posted Amount  
 Report Total Rejected  
 Report User Defined Date  
 Total Company Card Due  
 Total Employee Due

**Step 3: Order Detail Fields**  
Configure these fields using the Up and Down buttons to order the fields in the Expense Detail records.

Sequence	Field Label
<input type="checkbox"/> ↓	Batch Date
<input type="checkbox"/> ↓ ↑	Employee ID
<input type="checkbox"/> ↓ ↑	Employee Last Name
<input type="checkbox"/> ↓ ↑	Employee First Name
<input type="checkbox"/> ↓ ↑	Report ID
<input type="checkbox"/> ↓ ↑	Employee Default Currency Alpha Code
<input type="checkbox"/> ↓ ↑	Report Submit Date
<input type="checkbox"/> ↓ ↑	Report Processing Payment Date
<input checked="" type="checkbox"/> ↓ ↑	Report Name
<input type="checkbox"/> ↓ ↑	Report Entry Expense Type Name
<input type="checkbox"/> ↓ ↑	Report Entry Transaction Date
<input type="checkbox"/> ↓ ↑	Report Entry Is Personal Flag
<input type="checkbox"/> ↓ ↑	Report Entry Description
<input type="checkbox"/> ↓ ↑	Report Entry Vendor Name
<input type="checkbox"/> ↓ ↑	Report Entry Vendor Description
<input type="checkbox"/> ↓ ↑	Report Entry Payment Code Code
<input type="checkbox"/> ↓ ↑	Report Entry Payment Code Name
<input type="checkbox"/> ↓ ↑	Report Payment Reimbursement Type

## Section 7: Configure Summary/Copy

On the **Summary/Copy** tab, you can view the complete configuration for the selected payment batch. You can also copy the configuration from one batch to one or more other payment batches.

### Example

Your organization needs the same export file format for all your payment batches. Select all the batches in the list and click **Copy** to copy the configuration you just completed to the other batches.



## Access the Summary/Copy tab

► **To access the Summary/Copy tab:**

1. Click **Administration > Setup > Expense**.
2. Click **Expense > File Export Configuration** (left menu). The **Select Format** tab of the **Export – Select Format** page appears.
3. Click **Summary/Copy** (tab).

**FILE EXPORT - SUMMARY/COPY** Skip Previous Next

This page shows you a summary of the fields and options you have selected for your file export format.

1 Select Format 2 Select Account String 3 General Settings 4 Define Header 5 Define Details 6 **Summary/Copy**

**File Export Summary**

Review the fields you have selected for your export files. You may also copy this configuration to another payment batch by selecting target payment batches and clicking on the Copy button.

**Select the payment batch that you wish to review**

USD: Employees Batch Paid By Company Check (via Accounts Payable) ▼

**Select the payment batches that you wish to copy to**

▼ Copy

Account String Fields				Header Fields		Detail Fields	
O...	Field Label	Justific...	Pad Char	Length	Order	Field Label	
1	Product	None				1	Batch Date
2	Company	None				2	Employee ID
3	Region	None				3	Employee Last Name
4	Store	None				4	Employee First Name
						5	Report ID
						6	Employee Default Currency Alpha Co...
						7	Report Submit Date
						8	Report Processing Payment Date
						9	Report Name
						10	Report Entry Expense Type Name
						11	Report Entry Transaction Date
						12	Report Entry Is Personal Flag
						13	Report Entry Description
						14	Report Entry Vendor Name
						15	Report Entry Vendor Description
						16	Report Entry Payment Code Code

## Copy an Export File Configuration

► **To copy the export file configuration:**

1. Select the desired payment batch.
2. Select the batches to copy the configuration to.

**FILE EXPORT - SUMMARY/COPY**  
 This page shows you a summary of the fields and options you have selected for your file export format.

1 Select Format
  2 Select Account String
  3 General Settings
  4 Define Header
  5 Define Details
  6 Summary/Copy

**File Export Summary**

Review the fields you have selected for your export files. You may also copy this configuration to another payment batch by selecting target payment batches and clicking on the Copy button.

**Select the payment batch that you wish to review**

USD: Employees Batch Paid By Company Check (via Accounts Payable)

**Select the payment batches that you wish to copy to**

USD Company Paid: Card Batch Paid By Company Check (via Accounts Payable)
  USD Company Paid: Card Batch Paid By Company Check (via Accounts Payable)
  USD Company Paid Credit Card: Card Batch Paid By Company Check (via Accounts Payable)

O...	Field Label	Justific...	Pad Char	Length	Order	Field Label
1	Product	None				
2	Company	None				
3	Region	None				
4	Store	None				

Order	Field Label
1	Batch Date
2	Employee ID
3	Employee Last Name
4	Employee First Name
5	Report ID
6	Employee Default Currency Alpha Co...
7	Report Submit Date
8	Report Processing Payment Date
9	Report Name
10	Report Entry Expense Type Name
11	Report Entry Transaction Date
12	Report Entry Is Personal Flag
13	Report Entry Description
14	Report Entry Vendor Name
15	Report Entry Vendor Description
16	Report Entry Payment Code Code

3. Click **Copy**.