

Expense: Payment Manager Extract

User Guide for Concur Standard Edition

Last Revised: February 8 2015

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
February 8 2016	Added descriptions to the following fields: <ul style="list-style-type: none">• Payment Demand Company Cash Account Code• Payment Demand Company Liability Account Code
August 14 2014	Added new field: <ul style="list-style-type: none">• Report Entry Xml Receipt Supplier Tax ID
June 12 2015	Removed information about two user interfaces; no other content changes
October 17 2014	Added two new fields: <ul style="list-style-type: none">• Report Entry Xml Receipt UUID• Funding Trace Number
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	New document. (This content originated in the Concur Administration User Guide for Concur Standard and is now a separate guide.) The length of Journal Payee Payment Type Name has been corrected from 80 to 64.

Payment Manager Extract

Section 1: Overview

NOTE: For more information about Payment Manager, refer to the *Expense: Payment Manager User Guide for Concur Standard Edition*.

The standard transaction file may contain the following fields in the account string, the header or the detail rows. Depending on your configuration, you may not see all fields.

Section 2: File Export Data

The data in the extract file is determined by the configuration selected in the **File Export Configuration** wizard. If you used the **File Export Configuration** wizard to modify your export file, you should see the new configuration when the next batch closes. You can re-run an existing batch to get an updated export file.

NOTE: If your transaction file has been customized by Concur, the changes you make on the **Cost Tracking** page will not modify the transaction file fields.

Field	Max Length	Description/Format
Account String	Varies	The account string defined on the Select Account String step of the File Export Configuration wizard.
Batch Date	10	The date the batch was closed. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY
Batch ID	13	The batch number, starting at 1 and increasing sequentially. This is a unique identifier for each AP/GL run.
Billed Credit Card Account Description	255	Description of the card account with the liability for the charge.
Billed Credit Card Account Number	4	The last four digits of the credit card account number used to make the purchase.
Blank/Placeholder	0	Select this field to insert a blank value into the file.
Business Distance	13	Number of miles/kilometers driven for business purposes.

Section 2: File Export Data

Field	Max Length	Description/Format
Credit Card Transaction Reference Number	64	Reference number from the credit card vendor.
Detail row count	Varies	The number of detail rows included in the export file.
Employee Default Currency Alpha Code	3	User's reimbursement currency in ISO alpha format. Example: United States Dollar = USD
Employee Default Currency Numeric Code	3	User's reimbursement currency in ISO numeric format. Example: USD = 840
Employee First Name	32	The first name of the employee who submitted the expense transaction.
Employee ID	48	The ID of the employee who submitted the expense transaction. Employee ID often also serves as a vendor ID for AP systems or Payroll ID for Payroll integrations.
Employee Last Name	32	The last name of the employee who submitted the expense transaction.
Employee Middle Initial	1	The middle initial of the user who submitted the expense transaction.
Employee Middle Name	32	The middle name of the user who submitted the expense transaction.
Employee Reimbursement Method	7	The payment method for the amounts due to the employee. The possible values are: <ul style="list-style-type: none"> • ADPPAYR – ADP Payroll • APCHECK – Company Check • CNQRPAY – Expense Pay by Concur • PMTSERV – Other
Estimated Payment Date	10	The date the expense is estimated to be paid. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. NOTE: This field is only populated when using Expense Pay. Standard Format: MM/DD/YYYY
File Sequence Number	Varies	Line number of each detail row.
Funding Trace Number	30	The EFT transaction trace number for funding. Used by Expense Pay clients only.
Is Billable	1	Whether the Is Billable check box was selected for the expense transaction. Format: Y/N

Field	Max Length	Description/Format
Journal Account Code	48	Contains the account code associated with the expense type.
Journal Amount	23	The amount of the expense transaction. Value, as credit or debit, of the amount to be exchanged between the payer and payee for this expense account code. (not an absolute value) Examples: Value of zero, credit, or debit, as the following: <ul style="list-style-type: none"> • 0 (Zero) "0" • + (Plus / Debit) "+50.00" • - (Minus / Credit) "-50.00"
Journal Debit or Credit	2	Whether the transaction is a debit or credit. Either: <ul style="list-style-type: none"> • DR = Debit • CR=Credit Format: DR/CR
Journal Payee Payment Type Name	64	Payee payment type. One of these: <ul style="list-style-type: none"> • Company • Employee
Journal Payer Payment Code Name	80	Payment code name for the payer.
Journal Payee Payment Type Name	64	Payer payment type name. One of these: <ul style="list-style-type: none"> • Company • Employee • Tax Authority Label for VAT records. Example: UKVAT
Net Adjusted Reclaim Amount	23	Calculated as Approved Amount minus Total Reclaim Adjusted Amounts.
Net Tax Amount	23	Calculated as Posted Amount minus Total Tax Posted Amount.
Payment Demand Company Cash Account Code	48	The Cash Account Code configured for this Reimbursement Method.
Payment Demand Company Liability Account Code	48	The Liability Account configured for this Reimbursement Method.

Section 2: File Export Data

Field	Max Length	Description/Format
Report Currency Alpha Code	3	Reimbursement currency in ISO alpha format for the report. Example: USD, GBP
Report Entry Claimed Amount	23	Amount claimed for the report entry.
Report Entry Description	64	Expense description as entered by the employee.
Report Entry Exchange Rate	23	Rate used to convert from the report entry (spend) currency to the report (reimbursement) currency.
Report Entry Expense Type Name	64	The expense type of the expense transaction.
Report Entry ID	13	Unique identifier for the report entry.
Report Entry is Personal Flag	1	Whether the Is Personal check box was selected for the expense transaction. Format: Y/N
Report Entry Payment Code	4	Payment Type code indicating how employee paid for purchase.
Report Entry Payment Code Name	80	The Payment Code name for the expense transaction.
Report Entry Payment Type Name	64	The name of the payment type selected for the report entry.
Report Entry Receipt Type	1	The type of receipt attached to the entry. Can be: <ul style="list-style-type: none"> • T = tax receipt • R = regular receipt • N = no receipt
Report Entry Tax Adjusted Amount	23	Amount of tax based on approved amount, not total in the employees reimbursement currency.
Report Entry Tax Allocation Reclaim Code	20	Reclaim code from the tax definition.
Report Entry Tax Allocation Reclaim Code	20	Allocation Reclaim Code.
Report Entry Tax Code	20	Tax code assigned to this tax authority for the expense type entered on the expense entry.
Report Entry Tax Posted Amount	23	Calculated tax amount for this expense entry in the reimbursement currency.
Report Entry Tax Reclaim Adjusted Amount	23	Reclaim amount calculated on adjusted tax amount.
Report Entry Tax Reclaim Domestic Flag	1	Whether this tax configuration is defined as a reclaimable local tax jurisdiction. Format: Y/N

Field	Max Length	Description/Format
Report Entry Tax Reclaim Posted Amount	23	Calculated amount of tax eligible for reclaim in the reimbursement currency.
Report Entry Tax Reclaim Trans Adjusted Amount	23	Amount of tax based on approved amount, not total in spend transaction currency.
Report Entry Tax Reclaim Transaction Amount	23	Calculated amount of tax eligible for reclaim in the spend currency.
Report Entry Tax Source	4	Specifies how the tax data was derived: <ul style="list-style-type: none"> • CARD = Provided from company card • USER = Entered by employee • SYST = Calculated by system • PROC = Entered by processor
Report Entry Tax Transaction Amount	23	Calculated tax amount for this expense in the spend currency.
Report Entry Total Reclaim Adjusted Amount	23	The sum of the reclaimable tax amount calculated from the Total Tax Adjusted Amount.
Report Entry Total Tax Posted Amount	23	The sum of the tax calculated based on the expense amount.
Report Entry Transaction Amount	23	Amount spent in the expense spend currency.
Report Entry Transaction Date	10	The date of the expense transaction based on when it was incurred and/or the credit card receipt date. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY
Report Entry Xml Receipt Supplier Tax ID	64	The supplier tax identification number associated with the digital tax invoice. Used by clients with Digital Tax Invoice only.
Report Entry Xml Receipt UUID	16	The unique identifier associated with the digital tax invoice. Used by clients with Digital Tax Invoice only.
Report Entry Vendor Description	64	The vendor description for the expense transaction.
Report Entry Vendor Name	64	The vendor name for the expense transaction.
Report ID	32	The report ID associated with the expense transaction. Format: Alphanumeric string. Guaranteed to be unique. Often used as a voucher number when integrating to AP systems.
Report Key	48	Unique identifier for the report. Starts at 1 and increments for each report submitted.

Section 2: File Export Data

Field	Max Length	Description/Format
Report Name	40	The name of the report as entered by the employee.
Report Payment Reimbursement Type	1	Indicates whether journal entry reimbursed by Expense Pay. Either: <ul style="list-style-type: none"> • 1 = Expense Pay • blank = not Expense Pay This is for transactions reimbursed using Expense Pay service.
Report Processing Payment Date	10	The date that all approvals were completed and the report was moved to the Processing Payment status. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY
Report Purpose	2000	The value from the Business Purpose field in the report header.
Report Submit Date	10	The date/time the report was submitted. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: MM/DD/YYYY
Report Total Approved Amount	23	Total approved amount for the report.
Report Total Company Paid	23	The total amount paid by the company on the report.
Report Total Confirmed Paid	23	The combined total of all paid amounts for the report, both employee and non-employee paid.
Report Total Due Company	23	The total amount due to the company on the report.
Report Total Personal Amount	23	The total amount marked as personal on the report.
Report Total Posted Amount	23	The total amount posted for the report.
Report Total Rejected	23	The total amount rejected for the report.
Report User Defined Date	10	Date specified by the user on the report header. The date format can be configured on the General Settings step of the File Export Configuration wizard. If the date has not been configured, it uses the standard format below. Standard Format: YYYY-MM-DD

Field	Max Length	Description/Format
Tax Authority Label	5	5-character code that appears on the expense entry pages and represents the alphanumeric code for the tax authority type. Example: UKVAT
Tax Authority Name	50	Name of the tax authority that applies to this expense.
Total Company Card Due	23	The total amount due to the company card on the report.
Total Employee Due	23	The total amount due to the employee on this report.
Journal Net of Total Adjusted Reclaim Tax	23	This is calculated as Journal Amount minus the total adjusted reclaim amount. This calculation produces the allocated amount of goods and services which excludes the reclaimable tax portion.
Journal Net of Total Adjusted Tax	23	This is calculated as Journal Amount minus the total adjusted tax. This calculation produces the allocated amount of goods and services which excludes the tax portion.
Custom Cost Tracking Fields	Varies	The custom cost tracking fields you configured in Setup.