Data Extract Utility User Guide

Basware P2P 18.2

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1 Data Extract Utility

The data extract utility is a tool to facilitate integrating external data with the Basware P2P system. Users can manually or automatically export data that is compatible with different systems, such as Great Plains or Microsoft Solomon. The system can also be configured to automatically pull files from the FTP server to import into Basware P2P, using any import map configured on the tenant.
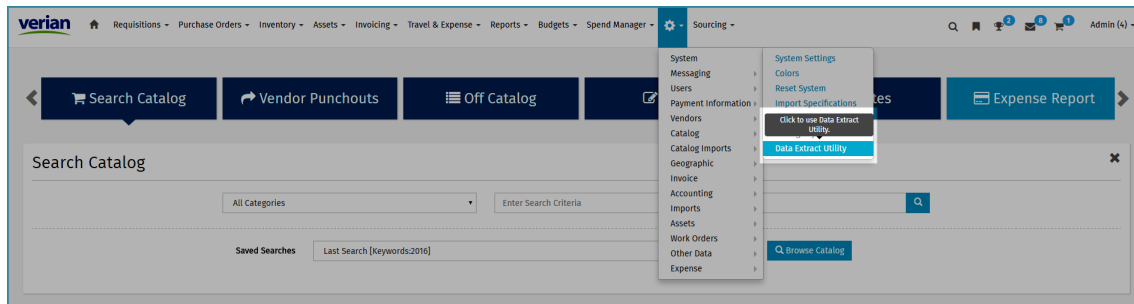

Figure 1: Menu to access Data Extract Utility

1.1 Supported Formats for Standardized Data Exports

The following configuration types are supported for standardized data exports. If the type you require is not included, please contact your PSO Technician for assistance.

Export Type	Export Format	Format Description	Links
AP	Great Plains	This configuration exports all invoices in a Ready for Payment status (180) in a format tailored for Great Plains.	Great Plains Data Export Specifications
AP	Verian Generic [VerianAllFields]	This configuration exports all invoices in a Ready for Payment status (180) in a format that contains all available fields in the APExportBatch, APExport and APExportDetails tables.	Generic Data Export Specifications
AP	Microsoft Solomon [MSSolomon]	This configuration exports all invoices in a Ready for Payment status (180) in a format tailored for Microsoft Solomon.	Microsoft Solomon Data Export Specifications
AP	Sage 500 ERP (previously MAS500)	This configuration exports all invoices in a Ready for Payment status (180) in a format tailored for Sage 500 ERP.	Sage 500 ERP Data Export Specifications
Accrual	Verian Generic	This export contains PO and non-PO invoice accruals	Accruals Data Export Specifications

1.1.1 Great Plains Data Export Specifications

Below are the file definitions for an invoice export to Great Plains. In order to ensure a successful interface these specifications must be met as readily consumable fields into the receiving system.

Basware P2P User Defined fields are delivered in the export file. These fields may contain data required on a case-by-case basis and the content of these fields may change based on how the Basware P2P client configures their instance. The configuration of the Basware P2P User Defined fields happens before the data export testing process, however do to the configurable nature of these fields, the data contents should be carefully audited by the receiving system.

In the future, fields may be appended to the end columns of the format defined below. In the event that fields are added to the interface, a notice will be sent to clients no less than two weeks before the change is made to allow for proper testing. As part of the interface test scenarios, please be sure to test a case in which an additional column is exported from Basware P2P to ensure this does not impact mapping on the receiving system.

The fields and rows defined are delimited by the specified characters:

- Field Delimiter: Pipe |
- Row Delimiter: CR LF (carriage return, line feed)

Table 1: Header File Definition

Field	Field Type	Description
VERIANBATCH_ID	Integer	Unique Basware P2P batch ID
VERIANUNIQUEHEADER_ID	Integer	Unique Basware P2P invoice ID (Bill_ID)
VCHNUMWRK	Text	Entered Invoice Number
VENDORID	Text	Vendor AP System Identifier
DOCNUMBER	Text	Entered Invoice Number
DOCAM T	Decimal (2)	Invoice Total
DOCDATE	Date	Date of Invoicing
DUEDATE	Date	Invoice Due Date
DISCOUNT AM T	Decimal (2)	Discount Amount of Invoice
TAX AMT	Decimal (2)	Tax F ield 1 on Invoice
TAX 2 AMT	Decimal (2)	Tax F ield 2 on Invoice
USETAX AMT	Decimal (2)	Use T ax F ield o n Invoice
FREIGHTAMT	Decimal (2)	Total Freight on Invoice
PO NUMBER	Text	Purchase Order Number
CURRENCY	Text	Invoice currency description
VERIAN InvUsrItem1	Text	Invoice Header User Defined Field #1
VERIAN InvUsrItem 2	Text	Invoice Header User Defined Field #2
VERIAN InvUsrItem 3	Text	Invoice Header User Defined Field #3
VERIAN PO UsrItem 1	Text	Purchase Order Header User Defined Field #1

Table 1: Header File Definition (continued)

Field	Field Type	Description
VERIAN PO UsrItem 2	Text	Purchase Order Header User Defined Field #2
VERIAN PO UsrItem 3	Text	Purchase Order Header User Defined Field #3
VERIAN PO UsrItem 4	Text	Purchase Order Header User Defined Field #4
VERIAN PO UsrItem 5	Text	Purchase Order Header User Defined Field #5
VERIAN Vendor UsrItem 1	Text	Vendor Header User Defined Field #1
VERIAN Vendor UsrItem 2	Text	Vendor Header User Defined Field #2
VERIAN Vendor UsrItem 3	Text	Vendor Header User Defined Field #3
VERIAN Vendor UsrItem 4	Text	Vendor Header User Defined Field #4
VERIAN Vendor UsrItem 5	Text	Vendor Header User Defined Field #5
VERIAN InvoiceDateC	Date (MM/DD/YY)	Invoice Date Created
VERIAN PODateC	Date (MM/DD/YY)	PO Date Created
VERIAN InvoiceCreatorName	Text	Invoice Created by Name
PAYMENTTYPESHORT	Text	Payment Type Description
PAYMENTTERMNAME	Text	Payment Term Description

Table 2: Detail File Definition

Field	Field Type	Description
VERIANBATCH_ID	Integer	Unique Basware P2P batch ID
VERIANUNIQUEHEADER_ID	Integer	Unique Basware P2P invoice ID
VERIANUNIQUELINE_ID	Integer	Unique Basware P2P invoice Line ID
DOCNUMBER	Text	Entered Invoice Number
VENDORID	Text	Vendor AP System Identifier
DSTINDX	Text	Line GL Code
DEB AMT	Decimal (2)	Total Expense Line Amount
CRDT AMT	Decimal (2)	Total Credit Line Amount
DISTREF	Text	Name of Item, Max 255 char
UNIT	Text	Unit of Measure
LineTax1	Text	Line Tax 1 Amount
LineTax2	Text	Line Tax 2 Amount
LineUseTax	Text	Line Use Tax Amount

Table 2: Detail File Definition (continued)

Field	Field Type	Description
LineFreight	Text	Line Freight Amount
LineDiscount	Text	Line Discount Amount
LocUsrItem1	Text	Location Line User Defined Field #1
LocUsrItem 2	Text	Location Line User Defined Field #2
LocUsrItem 3	Text	Location Line User Defined Field #3
LocUsrItem 4	Text	Location Line User Defined Field #4
LocUsrItem 5	Text	Location Line User Defined Field #5
OR_Request_Ref1	Text	Order Request Line Reference Field #1
OR_Request_Ref 2	Text	Order Request Line Reference Field #2
OR_Request_Usr1	Text	Order Request Line User Defined Field #1
OR_Request_Usr 2	Text	Order Request Line User Defined Field #2
OR_Request_Usr 3	Text	Order Request Line User Defined Field #3
BillLine_UsrItem1	Text	Invoice Line User Defined Field #1
BillLine_UsrItem 2	Text	Invoice Line User Defined Field #2
BillLine_UsrItem1	Text	Invoice Line User Defined Field #1
POD_UsrItem 1	Text	Purchase Order Line User Defined Field #1
POD_UsrItem 2	Text	Purchase Order Line User Defined Field #2
POD_UsrItem 3	Text	Purchase Order Line User Defined Field #3
POD_UsrItem 4	Text	Purchase Order Line User Defined Field #4
POD_UsrItem 5	Text	Purchase Order Line User Defined Field #5

1.1.2 Microsoft Solomon Data Export Specifications

Below are the file definitions for an invoice export to Microsoft Solomon. In order to ensure a successful interface these specifications must be met as readily consumable fields into the receiving system.

Basware P2P User Defined fields are delivered in the export file. These fields may contain data required on a case-by-case basis and the content of these fields may change based on how the client configures their instance. The configuration of the Basware P2P User Defined fields happens before the data export testing process, however do to the configurable nature of these fields, the data contents should be carefully audited by the receiving system.

> **i** In the future, fields may be appended to the end columns of the format defined below. In the event that fields are added to the interface, a notice will be sent to clients no less than two weeks before the change is made to allow for proper testing. As part of the interface test scenarios, please be sure to test a case in which an additional column is exported from Basware P2P to ensure this does not impact mapping on the receiving system.

The fields and rows defined are delimited by the specified characters:

- Field Delimiter: Comma ,
- Row Delimiter: CR LF (carriage return, line feed)
- Text Wrapper: None

Table 3: File Definition

Row Type	Column Number	Column Name	Data Type	Value
Batch	1	Column Type	Text	Always "Batch"
Batch	3	Posting Period	Date YYYYMM	AP Entered Posting Date *
Batch	5	Batch Total	Decimal 2	Invoice total (Each invoice is its own batch)
Document	1	Column Type	Text	Always "Document"
Document	3	Vendor Code	Text	Solomon Vendor ID
Document	4	Voucher Number	Text	AP Entered invoice number
Document	5	Invoice Date	Date mm/dd/yyyy	AP Entered invoice date
Document	6	Invoice Total	Decimal 2	AP Entered invoice total
Document	7	Invoice Type	Text	"VO" if amount >= 0, otherwise "AD"
Document	8	Document date	Date mm/dd/yyyy	Document date – i.e. the date it is being entered into the system.
Document	13	PO Number	Text	PO Number, if applicable
Document	21	AP Company	Text	AP Entered Company

Table 3: File Definition (continued)

Row Type	Column Number	Column Name	Data Type	Value
Document	31	Payment Type	Text	Always "HC"
Transaction	1	Column Type	Text	Always "Transaction"
Transaction	2	Company Number	Text	Company to charge line item to. Can be different than logged in company
Transaction	4	GL Number	Text	GL Number
Transaction	5	AFE Number	Text	AFE Number or empty string for non-AFE
Transaction	6	Task	Text	Always "0000"
Transaction	7	Sub account	Text	Sub account
Transaction	8	Unit cost	Decimal 2	Cost per unit
Transaction	9	Quantity	Small int	Quantity purchased
Transaction	10	Unit of measure	Text	Unit of measure
Transaction	11	Line total	Decimal 2	Distribution total
Transaction	14	Check memo	Text (limit 30)	AP Entered invoice notes

The Posting Period requires that the Invoice Header User Item 1 field is configured as MM/YY. If this system is not configured as such, the posting date shall export using the date found in the Invoice Date Field.

1.1.3 Generic Data Export Specifications

Below are the file definitions for this export. In order to ensure a successful interface these specifications must be met as readily consumable fields into the receiving system.

Basware P2P User Defined (UDEF) fields are delivered in the export file. These fields may contain data required on a case-by-case basis and the content of these fields may change based on how the client configures their instance. The Basware P2P User Defined fields are configured before the data export testing process however due to the configurable nature of these fields the data contents should be carefully audited by the receiving system.

In the future, fields may be appended to the end columns of the format defined below. In the event that fields are added to the interface, a notice will be sent to clients no less than two weeks before the change is made to allow for proper testing. As part of the interface test scenarios, please be sure to test a case in which an additional column is exported from Basware P2P to ensure this does not impact mapping on the receiving system.

The fields and rows defined will be delimited by the specified characters.

- Field Delimiter: Pipe |
- Row Delimiter: CR LF (carriage return, line feed)
- Text Wrapper: Double-Quotes "

The tables below detail out the data format for each file. The data contained in these files is highly dependent on the Basware P2P implementation for instance User Defined Field values shall export as blank values unless for a specific implementation those fields are configured to be populated by Basware P2P Users.

Table 4: Batch File Field Definition

Field	Type	Description
APExportBatch_ID	Integer	PK: APExportBatch_ID AutoNumber
DateC	Date MM/DD/YYYY	Date Batch was created
User_ID	Integer	Reference to User Initiating Batch
InvoiceCount	Integer	Number of Invoices processed in batch
TransactionRef	Text	Transaction Reference Number
BatchTotal	Float	Total value for Batch
OutputModules	Text	list of modules this batch was requested to output
ExportType	Integer	0 = new, 1=previously exported

Table 5: Header Field Definition

Field	Type	Description
APExport_ID	Integer	PK: APExport_ID
APExportBatch_ID	Integer	Reference to AP Export Batch
Bill_ID	Integer	FK: Bills.Bill_ID
Vendor_ID	Integer	FK: Vendors.Vendor_ID
PO_ID	Integer	FK: PurchaseOrders.PO_ID
WO_ID	Integer	FK: WorkOrders.WO_ID
Company_ID	Integer	Company_ID
InvoiceNum	Text	invoice number from vendor

Table 5: Header Field Definition (continued)

Field	Type	Description
PO_Number	Text	FK: PurchaseOrders.PO_Number
InvCreatedBy_ID	Integer	Reference to bills.CreatedBy_ID
InvCreatorName	Text	Invoice Creator Name
InvCreatorCompanyID	Integer	Invoice Creator Company ID
CurrencyCode	Text	reference to currency used (defaults from PO)
Rate	Float	currency conversion factor
POUdef1	Text	PO Header User defined field 1
POUdef2	Text	PO Header User defined field 2
POUdef3	Text	PO Header User defined field 3
POUdef4	Text	PO Header User defined field 4
POUdef5	Text	PO Header User defined field 5
InvUsrItem1	Text	Invoice User Defined field 1
InvUsrItem2	Text	Invoice User Defined field 2
InvUsrItem3	Text	Invoice User Defined field 3
InvUsrItem4	Text	Invoice User Defined field 4
InvUsrItem5	Text	Invoice User Defined field 5
InvoiceTotal	Float	Invoice header total
InvLinesTotal	Float	Invoice lines total
Tax	Float	Header tax amount
Tax2	Float	Header tax 2 amount
Freight	Float	Header freight
DiscountAmt	Float	Discount amount
UseTax	Float	Use tax amount
DueDate	Date MM/DD/YYYY	Date invoice due
BillDateC	Date MM/DD/YYYY	Date invoice created
PODateC	Date MM/DD/YYYY	Purchase Order date created
DateI	Date MM/DD/YYYY	Date Invoiced
DateE	Date MM/DD/YYYY	Date Exported
TimeE	Date / Time	Date / Time Exported
ApAccCode	Text	Header invoice GL Code
VendorAccCode	Text	AP System Vendor reference
POVendorAccCode	Text	AP System Vendor reference of PO Vendor
VendorAccountNumber	Text	Vendor Account Number
VendorName	Text	Vendor Name
VendorUsrItem1	Text	Vendor User Defined Field 1

Table 5: Header Field Definition (continued)

Field	Type	Description
VendorUsrItem2	Text	Vendor User Defined Field 2
VendorUsrItem3	Text	Vendor User Defined Field 3
VendorUsrItem4	Text	Vendor User Defined Field 4
VendorUsrItem5	Text	Vendor User Defined Field 5
vendorContact1	Text	Vendor Contact Name 1
vendorContact2	Text	Vendor Contact Name 2
NetDueInDays	Integer	Days until net due
NetDueInDaysDate	Date MM/DD/YYYY	Date net due
DiscountDays	Integer	Days discount valid
DiscountDate	Date MM/DD/YYYY	Date discount expires
TaxAccCode	Text	Tax account code
FreightAccCode	Text	Freight account code
DiscountAccCode	Text	Discount account code
InvoiceNotes	Text	Notes on invoice header
PaymentTermName	Text	Payment term name / description
HandlingInstructions	Text	Handling instructions
Module_ID	Integer	Module of invoice exported (1=PM,2=Exp,4=Ast,6=Inv)
ExpUserCompanyID	Integer	Expense Users Company ID
useTaxAccCode	Text	Account code to use for UseTax
InvTaxableTotal	Float	Taxable Total for Invoice
ImageRef	Text	Bills Image Referece
PayTermDiscPct	Float	Payment Term Discount Percentage
PayTermDiscAmt	Float	Payment Term Discount Amount
PaymentTypeShort	Text	Payment Type Short
ImageName	Text	ImageName

Table 6: Details Field Definitions

Field	Type	Description
APExport_ID	Integer	FK:Apexports:APExport_ID
ApExportDetail_ID	Integer	System generated reference id for this record
Bill_ID	Integer	FK:Bills:reference to Bills
BillLine_ID	Integer	FK:BillDetailss:reference to Bill Detail line
OR_ID	Integer	FK:OrderRequest
ORDLine_ID	Integer	FK:OrderRequestsDetails

Table 6: Details Field Definitions (continued)

Field	Type	Description
POLine_ID	Integer	FK:PODetails
Item_ID	Integer	FK:Items
Unit	Text	ProcureIt Unit reference
ReceivingRef	Text	reference to packing slip or order slip or Invoice
ICAccCode	Text	Accounting code for item category
LocAccCode	Text	Accounting Code for charge to location
LocUsrItem1	Text	Location User defined field 1
LocUsrItem2	Text	Location User defined field 2
LocUsrItem3	Text	Location User defined field 3
LocUsrItem4	Text	Location User defined field 4
LocUsrItem5	Text	Location User defined field 5
ItemAccCode	Text	Accounting code for item
POLineAccCode	Text	Accounting code for PO detail line
POLineSplit	Integer	whether there is a split for accounting code on this line
ORWHID	Integer	Warehouses.Warehouse_ID
ORReceipts	Integer	FK: OrderReceipts.OrderReceipts
ReceiptType_ID	Integer	FK: ReceiptTypes.ReceiptType_ID
ReceivedQuantity	Float	Quantity Received
UnitCost	Float	Unit Cost of the item
POD_UsrItem1	Text	PO Details User Defined Field 1 or Split Field Usr Item 3 (if split line)
POD_UsrItem2	Text	PO Details User Defined Field 2 or Split Field Usr Item 3 (if split line)
POD_UsrItem3	Text	PO Details User Defined Field 3 or Split Field Usr Item 3 (if split line)
POD_UsrItem4	Text	PO Details User Defined Field 4 or Split Field Usr Item 4 (if split line)
POD_UsrItem5	Text	PO Details User Defined Field 5 or Split Field Usr Item 5 (if split line)
OR_AccCode	Text	Account Code on the OR
OR_Request_Ref1	Text	OrderRequests.ReferenceNum1

Table 6: Details Field Definitions (continued)

Field	Type	Description
OR_Request_Ref2	Text	OrderRequests.ReferenceNum2
OR_Request_Usr1	Text	Order Requests UsrItem1
OR_Request_Usr2	Text	Order Requests UsrItem2
OR_Request_Usr3	Text	Order Requests UsrItem3
OR_SPInstructions	Text	Special instructions - OrderRequests.ORComments
OR_DBSWONO	Text	Caterpillar DBS Workorder Reference
OR_DBSSEGNO	Text	Caterpillar DBS WO Segment Reference
OR_DBSWOOPNO	Text	Caterpillar DBS WO Segment Operation Reference
OR_DBSCGCD	Text	Caterpillar DBS Charge Code
LineTax1	Float	Line Tax 1
LineTax2	Float	Line Tax 2
LineUseTax	Float	Line UseTax
LineFreight	Float	Line Freight
LineDiscount	Float	Line Discount
LineTotal	Float	Line Total
InvoiceLineCount	Integer	Invoice Line Count identifier of the invoice line
splitLineCount	Integer	Split Line Count identifier
WareHouse_Account	Text	Warehouses.AccCode
ItemName	Text	Items.ItemName
ItemDesc	Text	Items.ItemDesc
BillLine_UsrItem1	Text	BillDetails.UsrItem1
BillLine_UsrItem2	Text	BillDetails.UsrItem2
BillLine_UsrItem3	Text	BillDetails.UsrItem3
BillLine_UsrItem4	Text	BillDetails.UsrItem4
BillLine_UsrItem5	Text	BillDetails.UsrItem5
ORDateC	Date MM/DD/YYYY	OrderRequests.DateC - Date the OrderRequest was created
Project_id	Integer	Projects.Project_ID
ProjectName	Text	Projects.ProjectName
LocGroup_AccCode	Text	LocationGroups.AccCode
LinePayTermDiscount	Float	Payment Term discount for the line
LineAccCode	Text	Account Code for the line
POLine_Nbr	Integer	PO Line Number Reference

Table 6: Details Field Definitions (continued)

Field	Type	Description
ShipmentNbr	Integer	Purchase Order Shipment Number
Reference1	Text	Reference 1
Reference2	Text	Reference 2
Reference3	Text	Reference 3
Reference4	Text	Reference 4
Reference5	Text	Reference 5
Reference6	Text	Reference 6
Reference7	Text	Reference 7
Reference8	Text	Reference 8
Reference9	Text	Reference 9
Reference10	Text	Reference 10
AccSplit_ID	Integer	AccountingSplits.AccSplit_ID
Split_UsrItem1	Text	FK: AccountingSplits.UsrItem1
Split_UsrItem2	Text	FK: AccountingSplits.UsrItem2
Split_UsrItem3	Text	FK: AccountingSplits.UsrItem3
Split_UsrItem4	Text	FK: AccountingSplits.UsrItem4
Split_UsrItem5	Text	FK: AccountingSplits.UsrItem5

1.1.4 Sage 500 ERP Data Export Specifications

Below are the file definitions for an export to Sage 500 ERP, formerly known as MAS500. In order to ensure a successful interface these specifications must be met as readily consumable fields into the receiving system.

Basware P2P User Defined (UDEF) fields are delivered in the export file. These fields may contain data required on a case-by-case basis and the content of these fields may change based on how the client configures their instance. The Basware P2P User Defined fields are configured before the data export testing process however due to the configurable nature of these fields the data contents should be carefully audited by the receiving system.

> In the future, fields may be appended to the end columns of the format defined below. In the event that fields are added to the interface, a notice will be sent to clients no less than two weeks before the change is made to allow for proper testing. As part of the interface test scenarios, please be sure to test a case in which an additional column is exported from Basware P2P to ensure this does not impact mapping on the receiving system.

The fields and rows defined will be delimited by the specified characters.

- Field Delimiter: Semicolon ;
- Row Delimiter: CR LF (carriage return, line feed)
- Text Wrapper: None

Table 7: File Field Definitions

Row Type	Column Number	Column Name	Data Type	Value
Batch	1	Row Type	Text	Always "B"
Batch	4	Batch Comment	Text	Always "Vouchers"
Batch	6	Batch Type	Text	Always "401"
Batch	10	Export Date	Date MM/DD/YYYY	Export Date
Batch	11	Source ID	Text	Configurable Text
Batch	13	Hold	Text	Always "0"
Batch	15	Zero	Text	Always "0"
Voucher	1	Row Type	Text	Always "V"
Voucher	29	Vendor Code	Text	MAS Vendor ID
Voucher	36	Freight Amount	Float 0.00	Header Freight
Voucher	56	Invoice Notes	Text	Invoice Notes
Voucher	57	Invoice Date	Date MM/DD/YY	Invoice Date
Voucher	58	Invoice Number	Text	Invoice Number
Voucher	59	Type	Text	403 for credits, 401 for invoices
Voucher	61	One	Text	Always "1"
Voucher	68	Due Date	Date MM/DD/YY	Due Date
Voucher	72	Discount Amount	Float 0.00	Discount Amount
Details	1	Row Type	Text	Always "D"
Details	2	Source ID	Text	Configurable text
Details	3	Zero	Text	Always "0"
Details	4	Description	Text	Item Name / Description
Details	5	Line Amount	Float 0.00	Line Total
Details	8	PO Number	Text	Purchase Order Number
Details	11	Unit Quantity	Float 0.00	Line Quantity
Details	13	Line Account	Text	Line Account Code
Details	16	Line Unit Cost	Float 0.00	Line Unit Cost
Details	23	Zero	Text	Always "0"

1.1.5 Accruals Data Export Specifications

Purchase Order Accruals

The accrual data output from P2P Purchase Manager shall include all transactions where a commitment to pay has been made, however the transaction has not been exported to the AP system for payment. On the Purchasing side, the commitment to pay is defined as the sum of all receipts on a PO line that do not equal zero (0). The definition of an invoice quantity is the summed quantity from invoice lines against a Purchase Order line where the status of that invoice is In Payment or Paid. An invoice line is not considered in the accruals calculations while the invoice is in a status of In Entry, In Approval, In Work Queue, In Financial Discrepancy, In Receiving Discrepancy, or Ready for Payment.

More simply put, the liability being reported upon is all receipts except for those receipt quantities matched to a non-void invoice that has exported to the AP system.

The accrued quantities in the report shall calculate based off of the difference between the summed total of invoiced lines and the summed total of receipts on a Purchase Order line. The calculation as a formula would look like

ACCRUED QUANTITY = (THE SUM OF RECEIPT QUANTITIES) – (THE SUM OF INVOICE QUANTITIES for line quantities of non-void invoices exported to AP) ACCRUED DOLLAR AMOUNT= ACCRUED QUANTITY * PO LINE ORDER UNIT COST

Once the accrued quantities are established, the accrued total amount is calculated based off of Accrued Quantity multiplied times the Purchase Order line unit cost.

Table 8: Purchase Order Accruals Field Definitions

Field	Description	Field Type
Item Name	Purchase Order line or Invoice line item name	Text 50
Item SKU	Purchase Order line or Invoice line item SKU	Text 50
Item Description	Purchase Order line or Invoice line item description	Text 100
PO Number	Purchase Order number	Text 25
PO Date Created	Purchase Order date created in P2P Purchase Manager	Date MM/DD/YYYY
PO Line ID	Purchase Order line unique ID	Large Int / Float
PO Line Unit	Purchase Order line UOM	Text 25
Ship To Location	Ship to location	Text 50
PO Line Order Quantity	Purchase Order line Order quantity	Decimal (0.00)
PO Line Order Unit Cost	Purchase Order line Order unit cost	Decimal (0.00)
PO Line Received Quantity	Purchase Order line Received quantity	Decimal (0.00)
PO Date Received	Purchase Order line received date	Date MM/DD/YYYY
PO Order Total	Purchase Order total amount ordered	Decimal (0.00)

Table 8: Purchase Order Accruals Field Definitions (continued)

Field	Description	Field Type
PO Received Total	Purchase Order total amount received	Decimal (0.00)
PO Invoiced Total	Purchase Order total amount invoiced	Decimal (0.00)
Accrued Quantity	Accrued quantity	Decimal (0.00)
Accrued Dollar Amount	Accrued dollar amount	Decimal (0.00)
Vendor Name	Vendor name	Text 50
Line Account Code	Purchase Order line account code	Text 50

Non-Purchase Order Accruals

The non-PO invoice accrual data output from P2P Purchase Manager shall include all transactions where a commitment to pay has been made, however the transaction has not been exported to the AP system for payment. For non-PO invoices, the commitment to pay is defined as the sum of all invoice lines in a status of In Approval or Ready for Payment.

The output of the accrual data is detailed in the table below.

Field	Description	Field Type
Distribution Description	Distribution line description	Text 100
Distribution Account Code	Distribution line account code	Text 50
Invoice Number	Invoice Number (unique per vendor)	Text 25
Invoice Line ID	Invoice line unique ID	Large Int / Float
Invoice Date	Invoice Date	Date MM/DD/YYYY
Accrued Total	Accrued total dollar amount	Decimal (0.00)
Vendor Name	Vendor name	Text 50

1.2 Manually Run Data Extracts

Location: ⚙ ▾ > **System** > **Data Extract Utility**

To run a data extract, the following conditions must be met:

- You must have permissions *2005 - Manage Expense Reports* and *2006 - Run Expense Reports* to access the Data Extract Utility.
- The desired extract must be fully configured by an administrator. For more information, refer to the *Data Extract Utility Admin Guide*.
- You must have permission *4205 - Data Extract Utility Manager*, or you must be part of a user group that has permission to run the extract as determined during extract configuration. Users with permission 4205 can run all configured extracts for the tenant.

Users can access the Data Extract Utility to manually run configured extracts as needed. After running the extract, the documents are marked as *exported*.

To manually run a data extract:

1. On the Data Extract Utility page, locate the extract you wish to run and click **Run**.

2. If prompted to do so, select values for each required input field per the extract configuration and click **Run**.

The confirmation page states where the data files have been exported to. You may also download the report file using the provided link. The documents in the export are marked as exported, and will not be picked up on the next data extract.
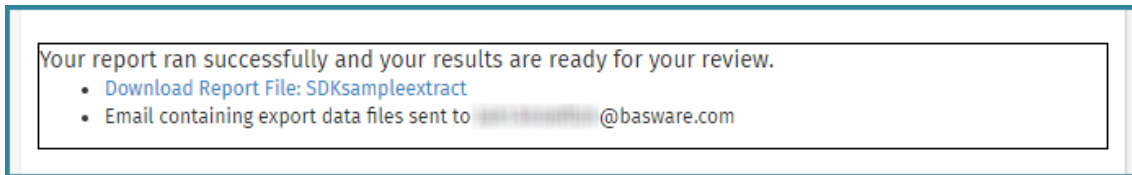
Your report ran successfully and your results are ready for your review.
  • Download Report File: SDKsampleextract
  • Email containing export data files sent to   @basware.com

Figure 2: Sample confirmation page

If you wish to instead extract data without marking it as exported, use the **Test *** option on the Data Extract Utility page.

1.3 Export Data from Previous Batches

⚙ ▾ > **System** > **Data Extract Utility**

You can generate a data extract from a previous batch. This allows you to export the same data multiple times. You can choose from any of the previous 50 batches to generate the report.

1. On the Data Extract Utility page, locate the extract you wish to run and click **Run**.

2. Use the **Export from Previous batches** dropdown to select the batch to re-export.

3. Click **Run**.

The confirmation page states where the data files have been exported to. You may also download the report file using the provided link.

1.4 Test Data Extracts

Location: ⚙ ▾ > **System** > **Data Extract Utility**

To test a data extract, the following conditions must be met:

• You must have permissions *2005 - Manage Expense Reports* and *2006 - Run Expense Reports* to access the Data Extract Utility.
• The desired extract must be fully configured by an administrator. For more information, refer to the *Data Extract Utility Admin Guide*.
• You must have permission *4205 - Data Extract Utility Manager*, or you must be part of a user group that has permission to test the extract as determined during extract configuration. Users with permission 4205 can test all configured extracts for the tenant.

You can choose to test a data extract if you want to export information about invoices or other documents without marking the documents as having been exported. In this way, you can export the same documents multiple times if needed.

1. On the Data Extract Utility page, locate the extract you wish to run and click **Test ***.

2. If prompted to do so, select values for each required input field per the extract configuration and click **Run**.

The confirmation page states where the data files have been exported to. You may also download the report file using the provided link.
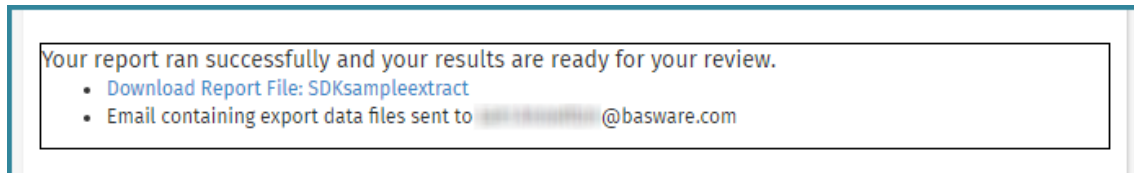
Your report ran successfully and your results are ready for your review.
- Download Report File: SDKsampleextract
- Email containing export data files sent to ▒▒▒▒▒ @basware.com

Figure 3: Sample confirmation page

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