SAP Concur Release Notes **Expense Professional / Premium**	
Month	**Audience**
Release Date: April 17, 2021 Update #1: Wednesday, April 28, 1:00 PM PT	Client ***FINAL***

Contents

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NOTE: Like the admin guide, the organization can cut, copy, paste, delete, or otherwise edit this guide at will.

- **Release information:** During the Opt-In Period, the release of enhancements will ***not*** be on the regular release schedule. Instead, we provide special release notes and information about features and enhancements that are nearing release.

Get Started

Customers are encouraged to use the transition materials described above and develop a plan for the transition.

More Information

Additional information will be available in future release notes.

Reports

New Report Number Field

Overview

Concur Expense now offers a new, shorter identifier for an expense report: The report number is a six-character alphanumeric number that is a unique identifier for an expense report. This new identifier supplements the existing Report ID, which is a twenty-character unique identifier. The report number is populated for all expense reports created after March 31, 2020.

This new field primarily targets the NextGen UI for Concur Expense, but has some support in other locations to assist customers that are still transitioning to the new UI:

Area	Visibility	Configuration
Expense List for Employee	NextGen UI only	No configuration required
Report Header	NextGen UI only	For more information, refer to the *Concur Expense: Forms and Fields Setup Guide for Professional Edition* (English Only).
Printed Expense Report	Both current and NextGen UI for all types of users	For more information, refer to the *Concur Expense: Printed Reports Configuration Setup Guide for Professional Edition* (English Only).
Processor	Current UI	Refer to the *Report Number Column for Processors* section in this document.

Please refer to the following release notes in the *Reports* section in this document: *Report Number Column for Processors*, *Report Number Field for Expense Report Header*, *Report Number Field for Printed Reports*.

BUSINESS PURPOSE / CLIENT BENEFIT

This shorter report number makes communication about specific expense reports easier for users, approvers, and processors.

Report Number Column for Processors

Overview

Processors now have the option to add a new **Report Number** column to the **Process Reports** page. The **Report Number** column displays a six-character alphanumeric number that is a unique identifier for an expense report, which helps make identifying and tracking of specific expense reports easier.

Processors who want to view the report number can add this column to their individual list settings for the report list. Processors may also use the report number in search filters to quickly identify and process expense reports.

BUSINESS PURPOSE / CLIENT BENEFIT

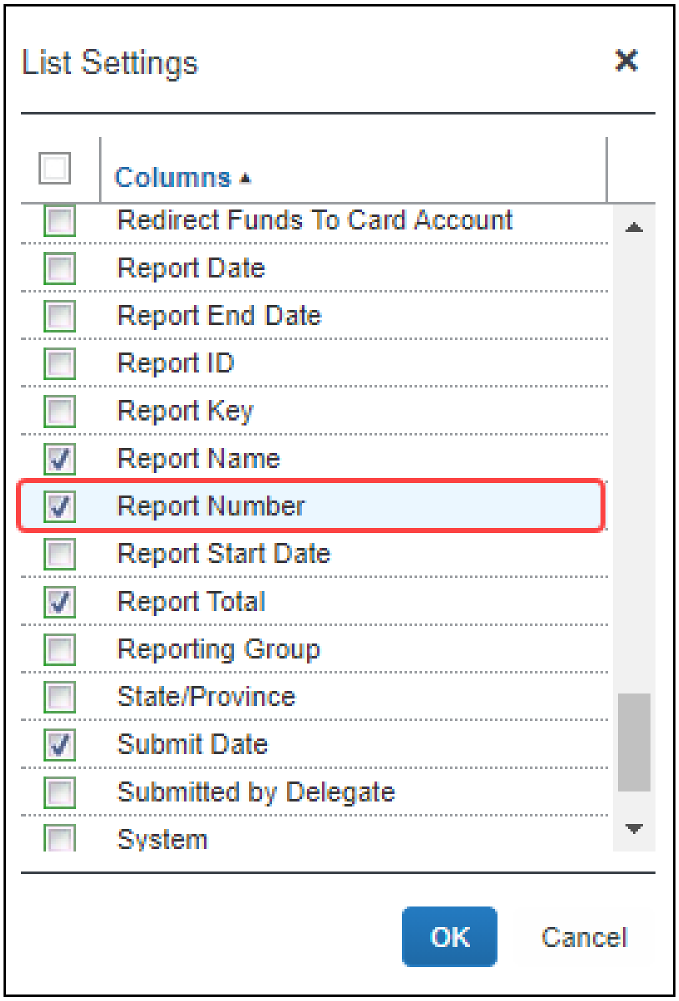
This shorter report number makes communication about specific expense reports easier for users, approvers, and processors.

What the Processor Sees

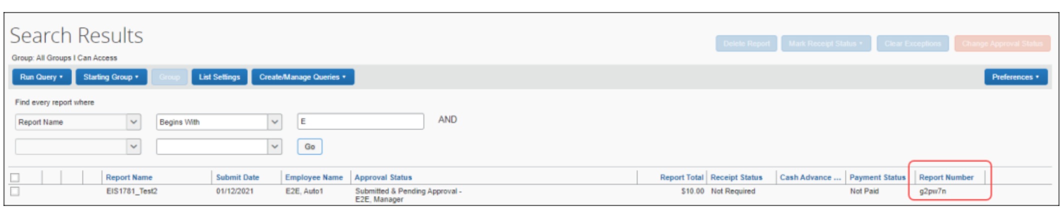
To access the **Process Reports** page, click **Expense > Processor > Process Reports**.

ADD AND VIEW REPORT NUMBER COLUMN

Processors see a new **Report Number** column on the **List Settings** page. On the **List Settings** page, select the **Report Number** check box, then click **OK**.

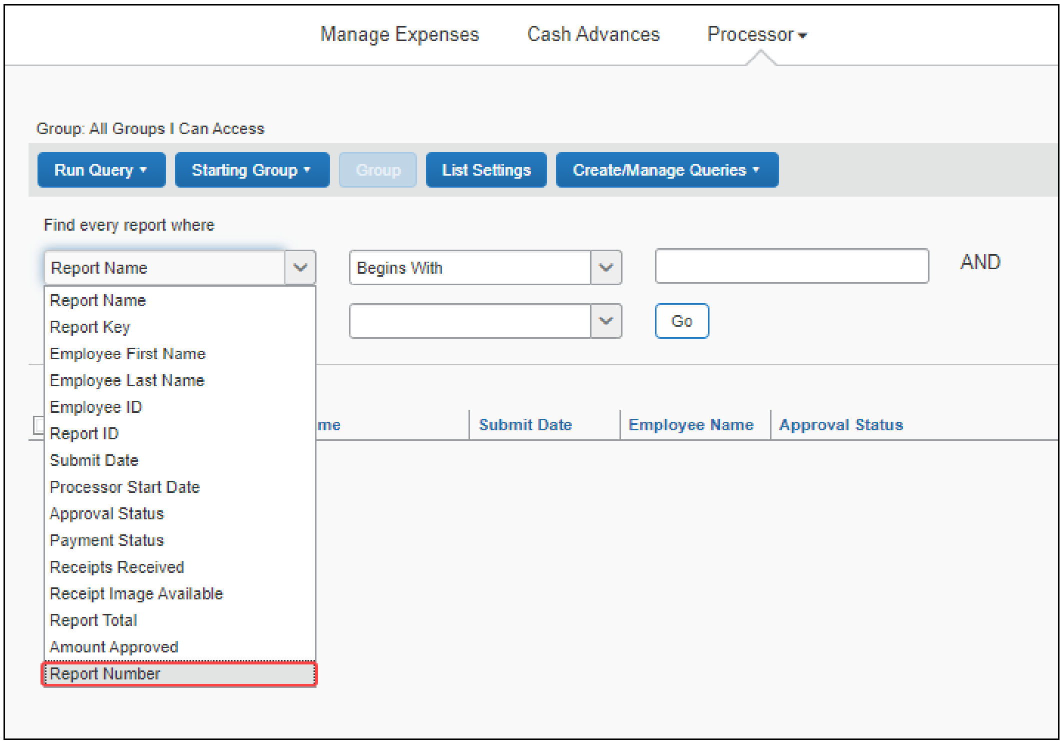


The **Report Number** column now appears in the report list on the **Process Reports** page.



SEARCH BY REPORT NUMBER

Processors can also use the report number as a filter in searches. In the **Find every report where** list, select **Report Number**.



Configuration / Feature Activation

The **Report Field** column is automatically available for use by the processor.

For general information about this functionality, refer to the *Concur Expense: Processor User Guide*.

Report Number Field for Expense Report Header

Overview

Report Header may now include Report Number as the report identifier. Report Number is a new unique 6-character (alphanumeric) report identifier introduced as part of the NextGen UI. This field is visible on the report header if configured on the form in NextGen UI.

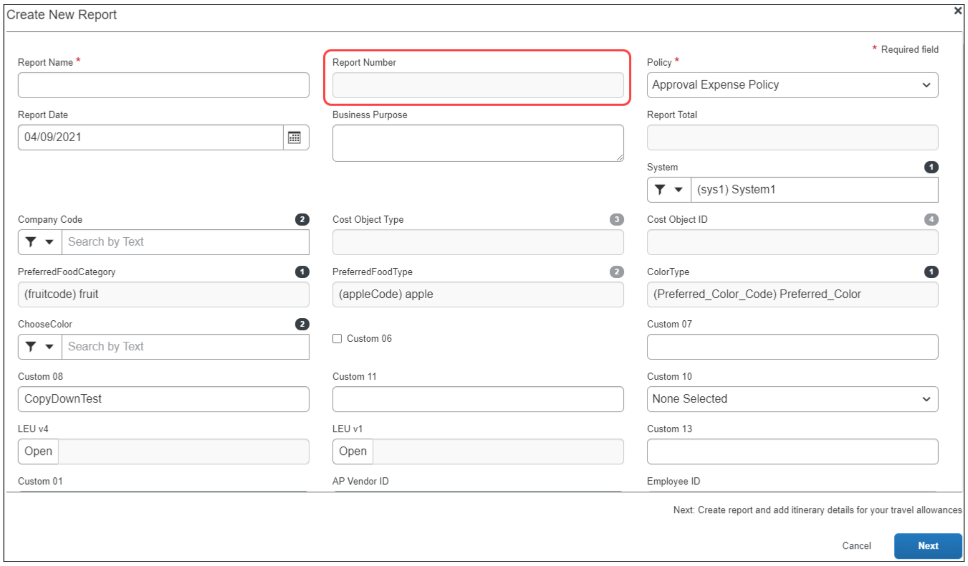
BUSINESS PURPOSE / CLIENT BENEFIT

This shorter number makes identifying and tracking specific expense reports easier for users, approvers, and processors.

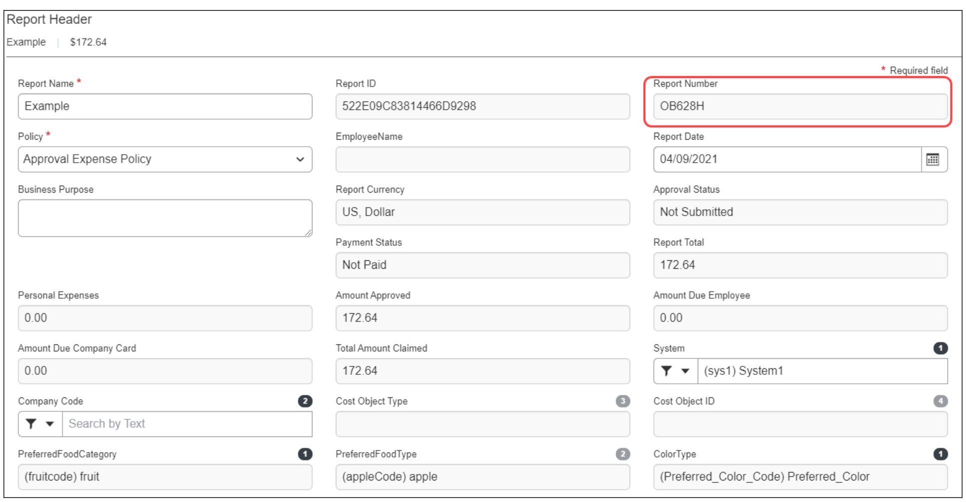
What the User Sees

If configured with this change, users will see the **Report Number** field as an available field when creating an expense report.

EXAMPLE – REPORT NUMBER FIELD ON EXPENSE REPORT

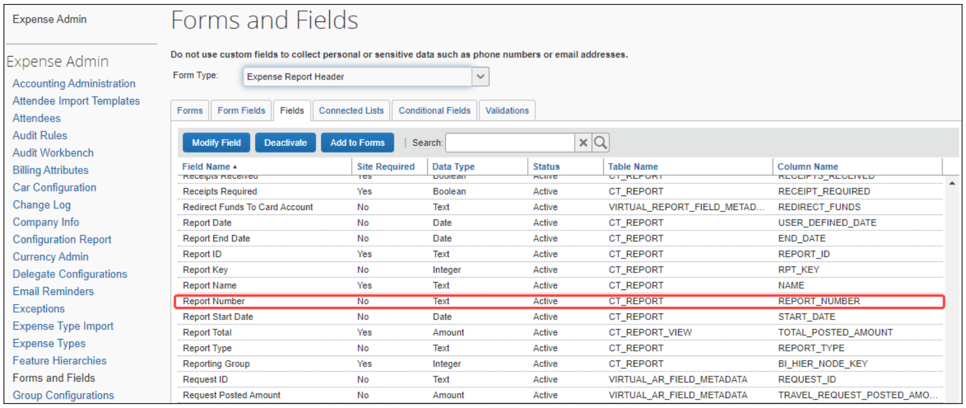


EXAMPLE – REPORT NUMBER ON SAVED EXPENSE REPORT



What the Concur Admin Sees

Concur Admin sees the **Report Number** field on the **Forms and Fields** page:



Configuration / Feature Activation

This new field is not added to the expense report header form automatically. Concur Admin will need to add the **Report Number** field to the expense report header.

For more information, refer to the *Concur Expense: Forms and Fields Setup Guide* for Professional Edition.

Report Number Field for Printed Reports

Overview

Printed reports may now include Report Number as the report identifier. Report Number is a new unique 6-character (alphanumeric) report identifier introduced as part of the NextGen UI. This field is visible on a printed report for users under either current or NextGen UI.

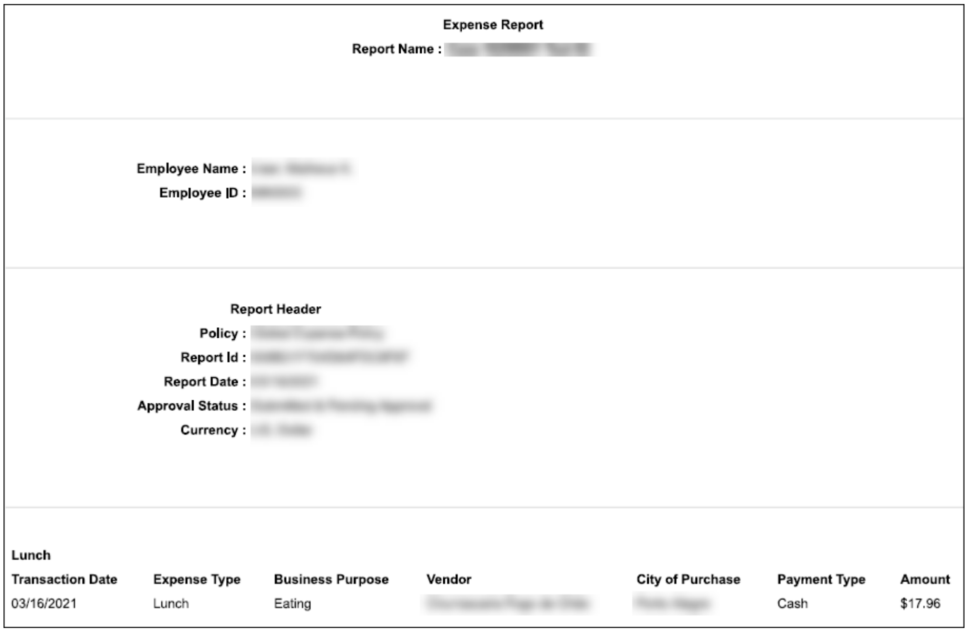
BUSINESS PURPOSE / CLIENT BENEFIT

This shorter number makes identifying and tracking specific expense reports easier for users, approvers, and processors.

What the User Sees

When users print an expense report, current UI users will see a new field: **Report Number**. For the NextGen Expense UI, users may see a new field.

BEFORE (EXAMPLE)



Expense Report

Report Name :

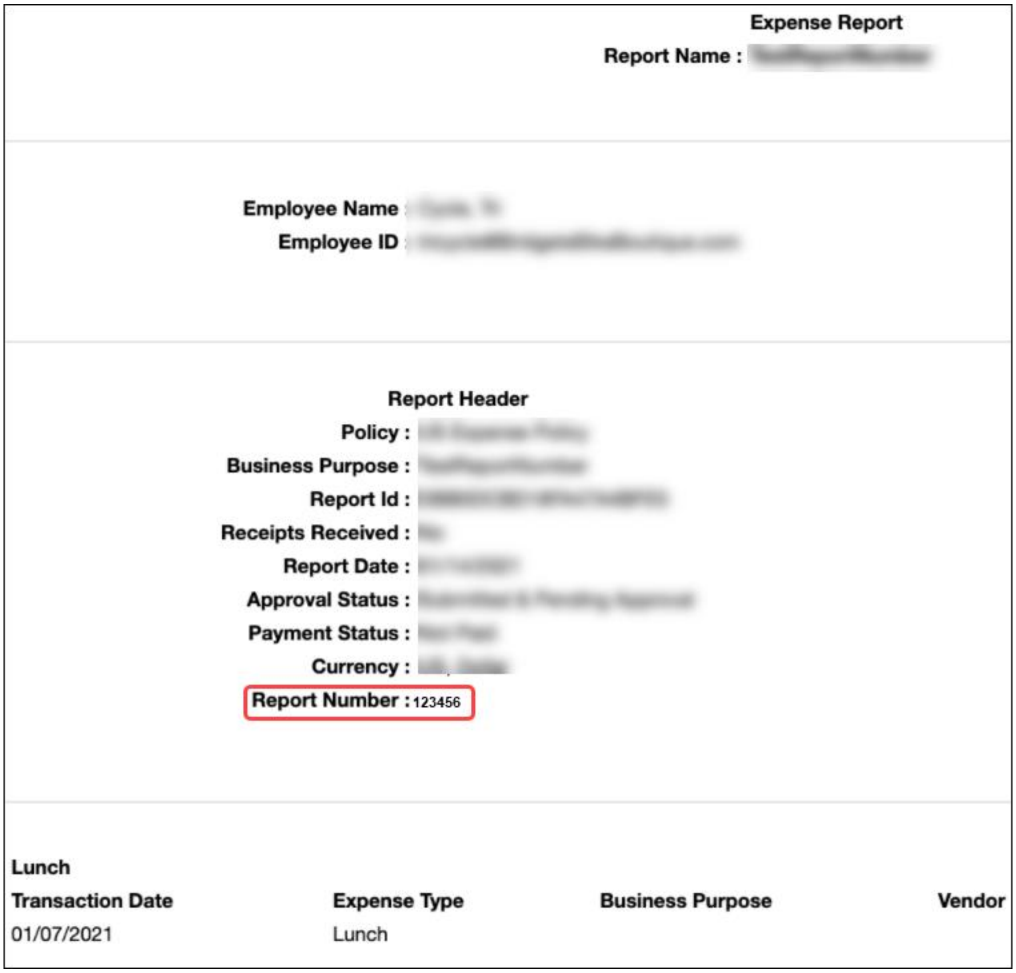
Employee Name :
Employee ID :

Report Header
Policy :
Report Id :
Report Date :
Approval Status :
Currency :

Lunch

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
03/16/2021	Lunch	Eating			Cash	$17.96

After (Example)


Expense Report

Report Name :

Employee Name :

Employee ID :

Report Header

Policy :

Business Purpose :

Report Id :

Receipts Received :

Report Date :

Approval Status :

Payment Status :

Currency :

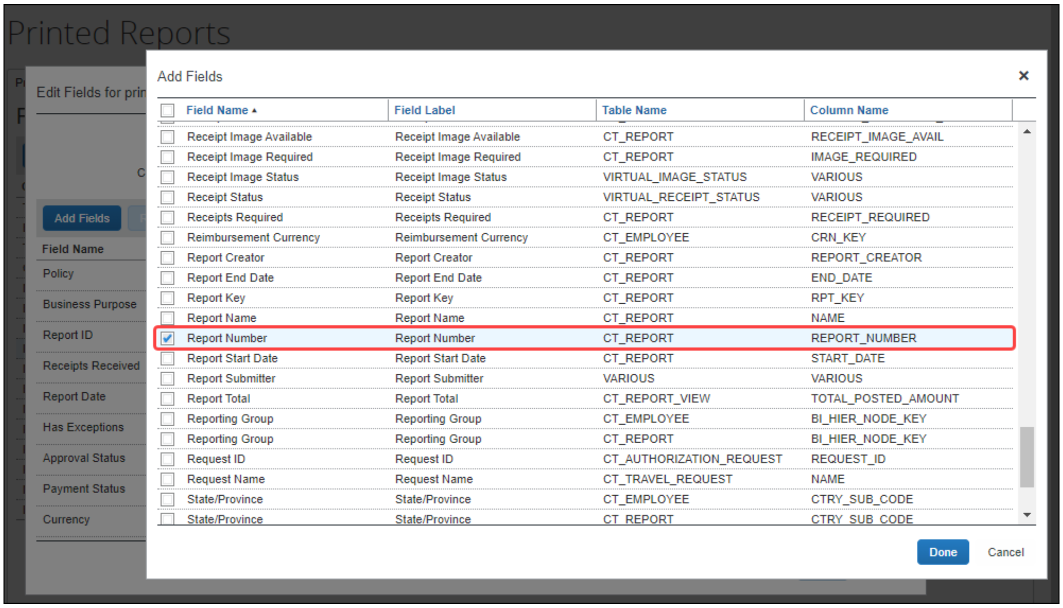
Report Number : 123456

Lunch

Transaction Date	Expense Type	Business Purpose	Vendor
01/07/2021	Lunch		

What the Admin Sees

The admin sees the new report number field on the **Printed Reports** page.



Configuration / Feature Activation

This new field is not added to printed reports automatically. Print formats must be updated to add this optional field to the printed report.

Concur Admin will need to add the **Report Number** field to their printed reports.

For more information, refer to the *Concur Expense: Printed Reports Configuration Setup Guide* for Professional Edition.

Workflow

New Option: Automatically Assign Authorized Approvers

Overview

A new setting labeled **Automatically assign authorized approvers**, if enabled, ensures that all Authorized Approval steps in the workflow are pre-populated with an assigned **Authorized Approver**.

Without this new setting, when there were multiple authorized approvers to choose from, the user was required to select a name before the report could proceed to the next workflow step.

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Test Entities

UI Frame Change

Overview

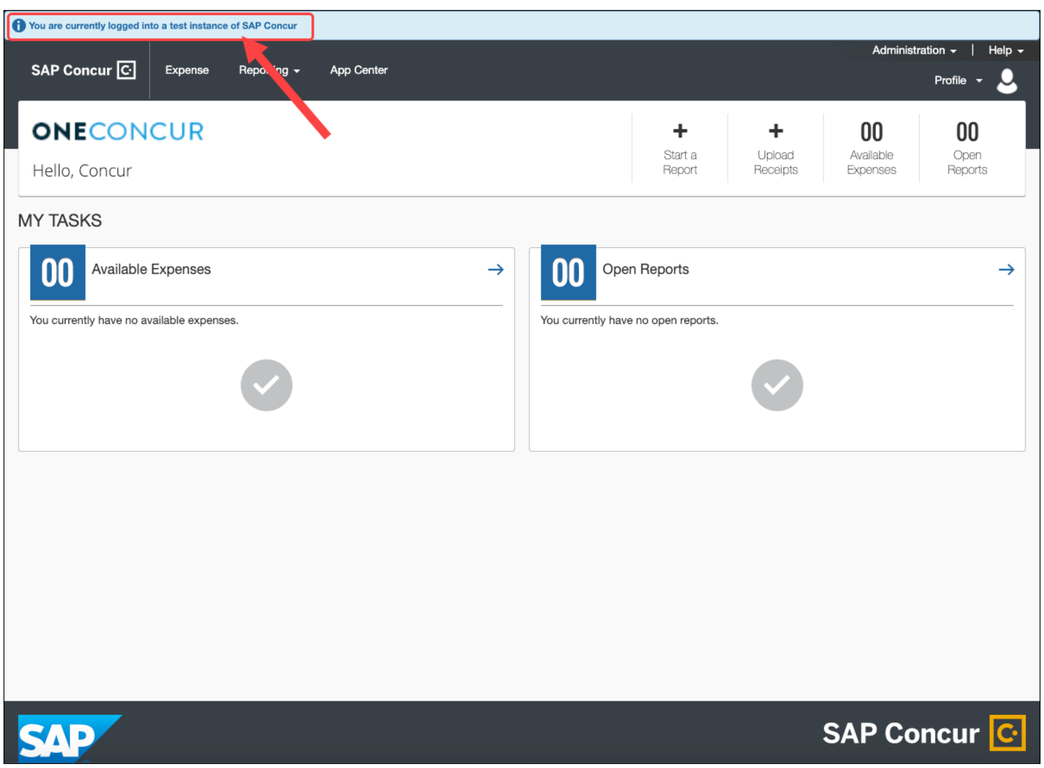
When end users, approvers, processors, and admins log in to an SAP Concur test entity, they will notice the global banner across the top of the page has changed and that the UI web frame has a unique, identifying color.

Prior to implementing this change, logged-in users saw only a blue global banner across the top of the page. Users might have had issues distinguishing between the test environment and production environment.

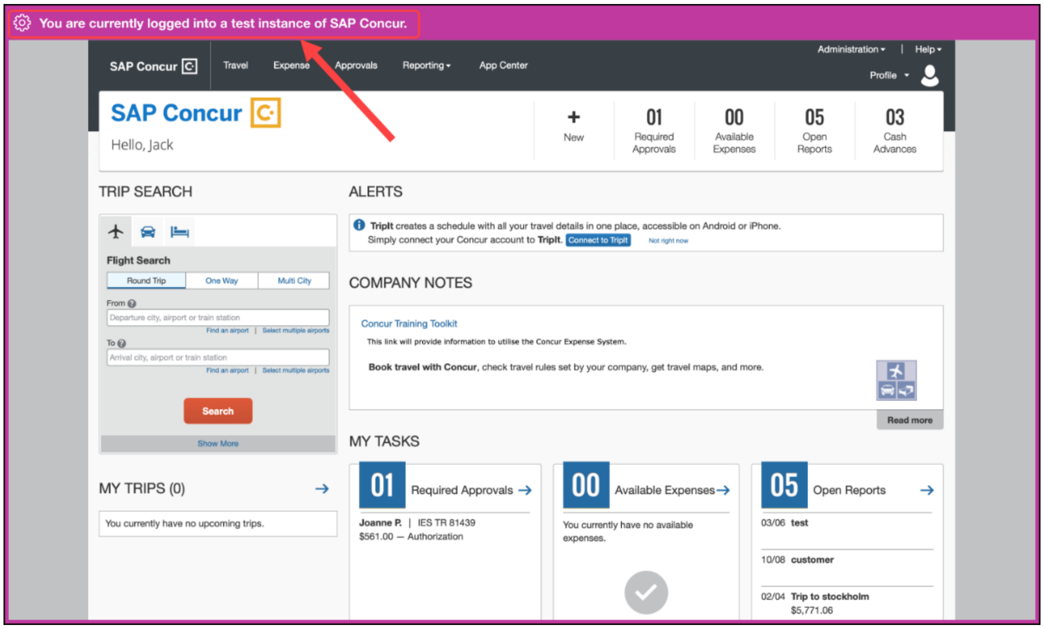
Business Purpose / Client Benefit

All SAP Concur users now see a more distinct difference between a test entity and production entity. These changes help users to clearly distinguish between test and production entities. These changes might also reduce the likelihood of logging in to the wrong entity and performing critical tasks such as configuration updates and data changes.

Before Example



AFTER EXAMPLE



Configuration / Feature Activation

The feature is automatically available; there are no additional configuration or activation steps.

Travel Allowance Service

Incidental Deduction Category Available in the Generic Configurable Bundle

Overview

For clients using the new Travel Allowance Service (TAS) when a ***new*** generic configurable bundle is created, it will include *Incidental* in the list of available deduction categories.

NOTE: TAS is a limited availability feature. The classic Travel Allowance feature remains available to all clients.

BUSINESS PURPOSE / CLIENT BENEFIT

This change allows greater flexibility when creating custom bundles.

SAP Concur Release Notes **Concur Expense Standard Edition**	
Month	**Audience**
Release Date: July 17, 2021 Update #1: Wednesday, July 21, 3:00 PM PT	Client ***FINAL***

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Localization

Translations for Cash Advance Term

Overview

With the June release, SAP Concur is changing the following terms in the Brazilian Portuguese version of the SAP Concur user interface to bring consistency in translation of the term "Cash Advance":

English Term	Current BR Portuguese Term	Updated BR Portuguese Term
Cash Advances	Adiantamentos de viagem	Adiantamentos
Cash Advance	Adiantamento em espécie	Adiantamento

NOTE: This change might impact your company's internal documentation or training materials.

BUSINESS PURPOSE / CLIENT BENEFIT

These revisions provide a more accurate translation and improved user experience in Brazilian Portuguese.

Configuration / Feature Activation

There are no configuration or activation steps; this change occurs automatically.

Mileage Service

Fuel for Mileage (July 21)

Overview

SAP Concur releases a new Mileage Service update that allows a company to track and reclaim fuel and mileage taxes. The feature for fuel Value-Added Tax (VAT) reclaim lets a user record mileage expenses and fuel expenses on the same expense report (also known as a claim) to allow tracking of the reclaimable VAT paid on the fuel that will be used during mileage journeys.

⚠ **IMPORTANT**: This feature applies to Mileage Service (new mileage) customers only.

This change does **NOT** affect nor apply to current Concur Expense Professional customers using the existing mileage.

As a result of this change, a **Fuel for Mileage** expense type can be created by an admin for users to reclaim fuel and mileage taxes.

NOTE: For UK clients, an admin can also activate the Fuel for Mileage Placeholder configuration by updating the UK Expense Policy, UK Tax Configuration, and the VAT Receipt Required Check audit rule to exclude Personal Car Mileage.

An admin can also create the following for new Mileage Service users to use:

- **Fuel for Mileage** entry form
- **Mileage – No Receipt** entry form
- **Fuel Type** simple list
- **Mileage (Placeholder)** UK Tax Group
- **FUELFORM** Audit Rule

BUSINESS PURPOSE / CLIENT BENEFIT

This update enhances the Mileage Service functionality by allowing users to:

- Add Fuel for Mileage expenses via the Quick Expenses grid
- Add mileage expenses via the Mileage grid
- Reclaim fuel and mileage taxes

Configuration / Feature Activation

This Mileage Service update is deployed automatically but does require an admin to configure specific settings for the user. This change releases on July 21, 2021.

For more information on fuel configuration procedures for the Fuel for Mileage feature in the Mileage Service, refer to *Concur Expense: Car Configuration Setup Guide* for Professional edition, or the *Concur Expense: Mileage Rates by Policy Group Setup Guide for Concur Standard Edition*.

NextGen UI

Ongoing Updated User Interface (UI) for Concur Expense End Users

Information First Published	Information Last Modified	Feature Target Release Date
March 2018	June 5, 2020	TBD
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

The continued evolution of the Concur Expense solution user interface experience is the result of thoughtful design and research that provides a modern, intuitive, and streamlined experience for creating and submitting expense reports.

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Month	**Audience**
Release Date: March 20, 2021 Update 1: Thursday, April 1, 10:00 AM PT	Client ***FINAL***

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Release Notes

Audit Rules

New Fields

This change is part of the NextGen UI experience.

Overview

This feature will improve the expense routing experience for approvers and auditors by providing configurable audit rules based on the **Reason Code** and the **Comparison Fare Amount** for the overlimit airfare expense type.

BUSINESS PURPOSE / CLIENT BENEFIT

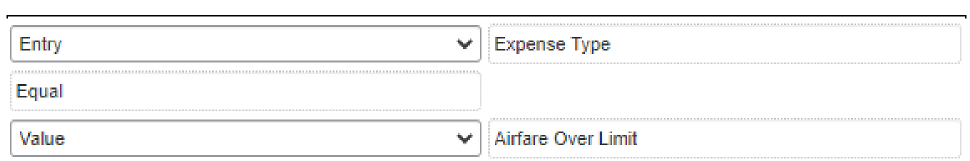
This feature provides the ability to configure Concur Expense audit rules to create an alert to the reviewer when the submitted airfare amount exceeds the organization's travel policy.

What the Concur Admin Sees

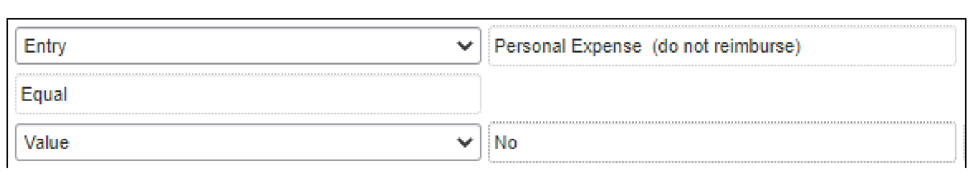
On the **Conditions** page, Concur Admin can configure the following field(s)/value(s).

NOTE: Remember to include these common conditions as needed to omit some types of expenses or situations:

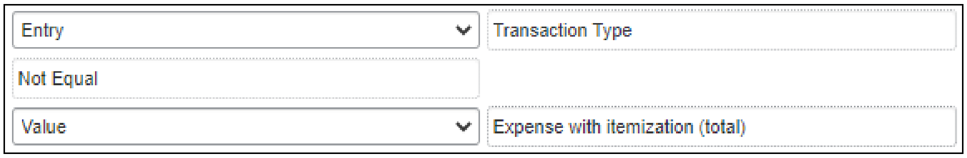
- **Expense Type**: Specify *Airfare Overlimit*; this will ensure an audit rule only applies to an airfare expense type that identifies the over limit itemization.



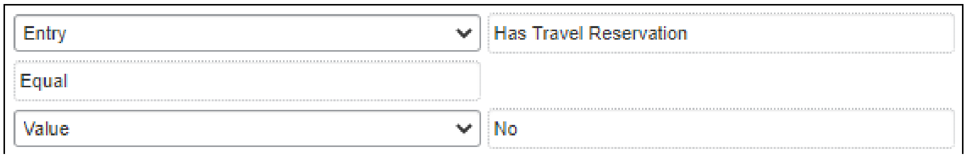
- **Personal Expense (do not reimburse)**: Select *No* to ensure the rule only regards expenses that are not already marked as personal.



- **Parent expenses**: Select Transaction Type not equal to Expense with itemization (total) to ensure regular and itemizations are the ones reviewed by the rule.

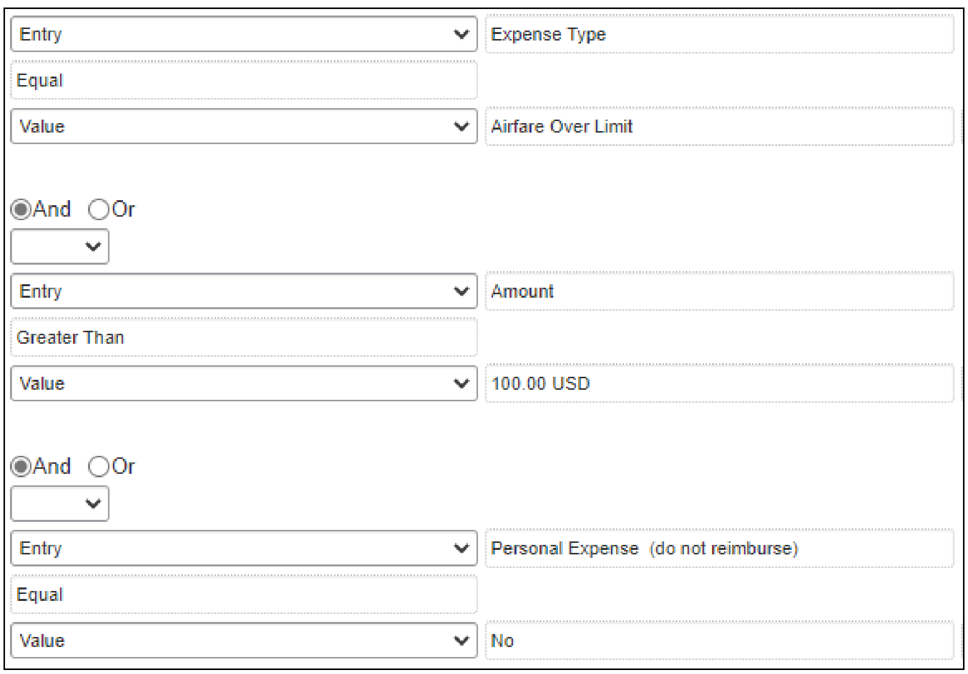


- **Expenses with no associated travel reservation**

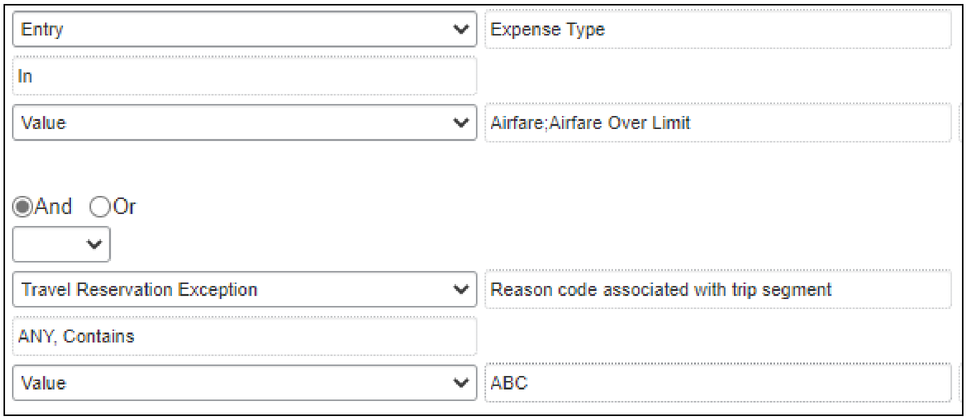


- **Example 1: Expenses where Airfare Over limit exceeds a predefined policy amount.**

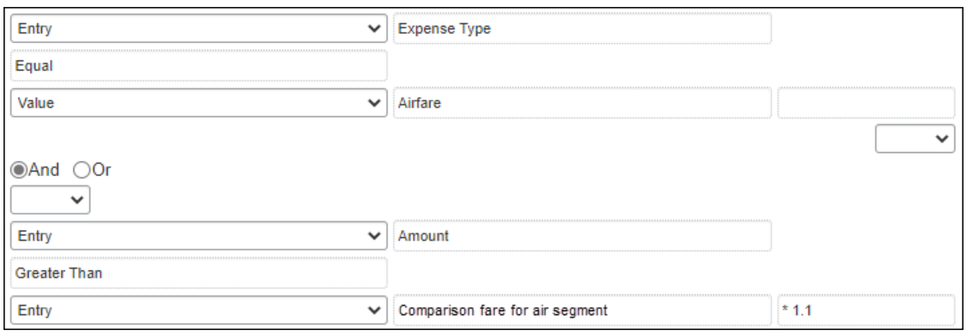
  For example, your organization may have a $100 threshold for overlimit airfare expenses. In addition, your organization may build additional conditions for this audit rule based on your policy requirements.



- **Example 2: Any airfare expenses with specific reason code**

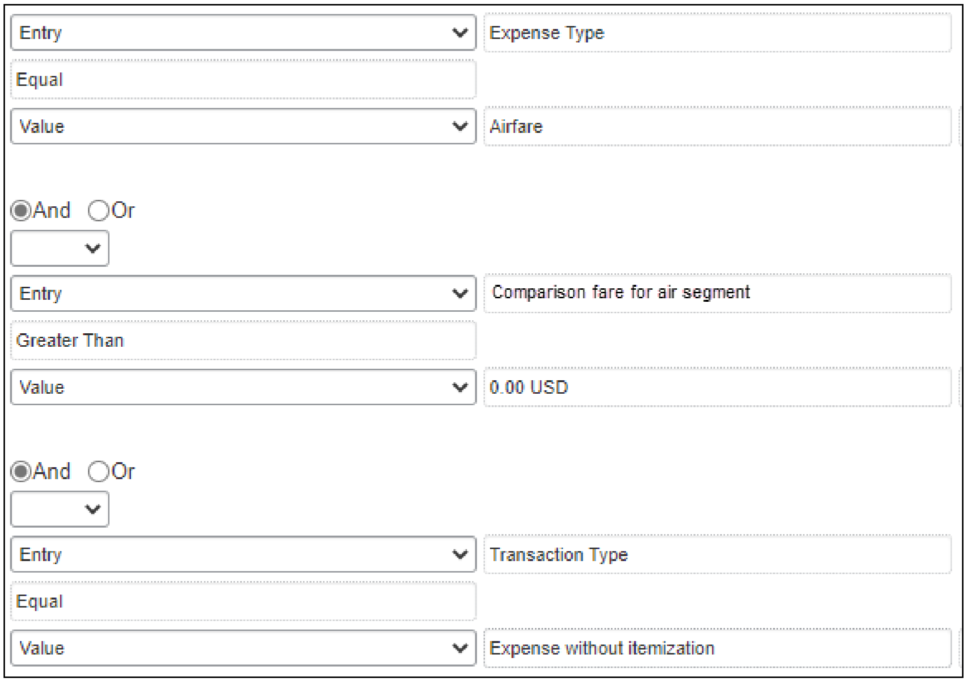


- **Example 3: Overlimit amount exceeds 10% tolerance**
- This type of rule could identify expenses that exceed a certain tolerance to be flagged for audit.



- **Example 4: Incorrect expense type or itemization required**

  This type of Entry Save audit rule could identify airfare expenses that should be itemized by the employee into Airfare and Airfare Overlimit itemizations.



Configuration / Feature Activation

To enable this functionality, contact SAP Concur support.

For more detailed information about air comparison fare, refer to the *Client Fact Sheet Air Comparison Fare.*

For more information, refer to the *Concur Expense: Audit Rules Setup Guide.*

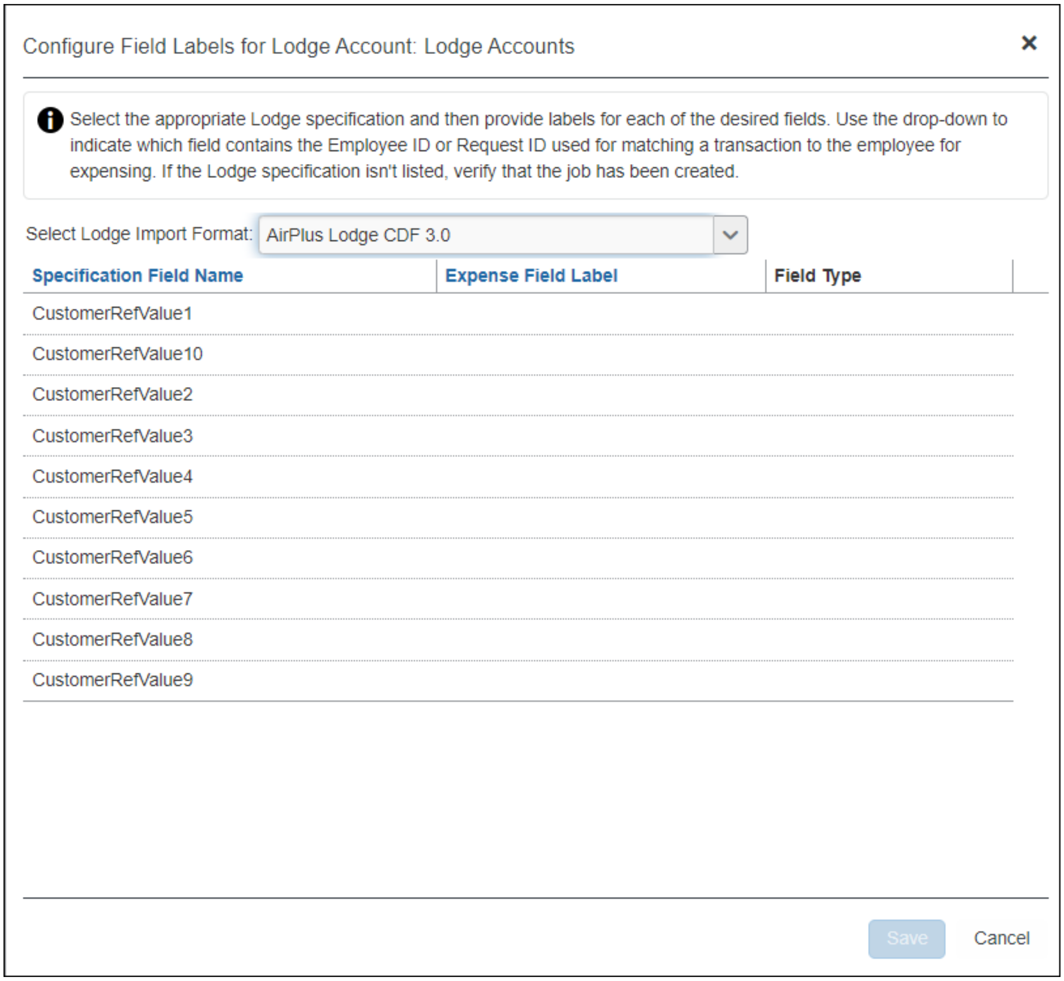
For general information about this functionality, refer to the *Concur Expense: Workflow – General Information Setup Guide.*

Authentication

Ongoing Deprecation of HMAC and Migration to SAML v2 and the SSO Self-Service Tool

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	November 25, 2020	Phase I: July 2020 Phase II: July 1, 2021
Any changes since the previous monthly release are highlighted in yellow in this release note.		

5. Click **Save and Configure**. The **Configure Expense Field Labels for Lodge Account** page appears.



6. Complete the fields.

7. Click **Save**.

For general information about this functionality, refer to the *Concur Expense: Lodge Card Setup Guide*.

Custom Fields

New Fields and Copydown

This change is part of the NextGen UI experience.

Overview

Concur Expense has introduced the ability for Concur Admin to copy down the **Reason Code** and **Air Comparison Fare** fields from Concur Travel data to use in Concur Expense custom fields for expense reports, so an employee does not need to manually input the same information previously provided in Concur Travel.

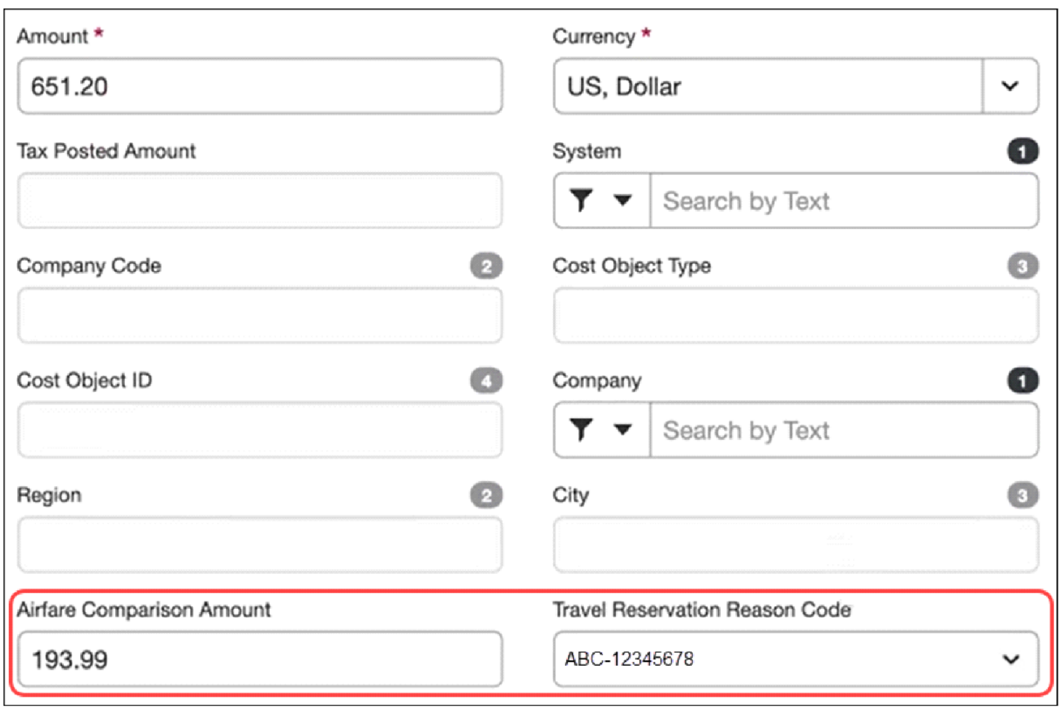
Copydown fetches the data for the **Reason Code** and **Air Comparison Fare** in real time from the reservation and displays the information in the expense report.

Business Purpose / Client Benefit

This feature copies down the **Airfare Comparison Amount** and **Travel Reservation Reason Code** as shown in the **Forms and Fields > Forms** configuration from a reservation in Concur Travel into Concur Expense in real time. With these fields available, expense reports can be configured to display these fields.

What the User Sees

When the **Reason** and **Comparison Fare** fields are copied down, they display as custom fields in the expense report.



NOTE: This new copydown option is only available for use with the NextGen UI for Concur Expense. Creating a Concur Expense custom field for other purposes does not require the NextGen Expense UI.

⚠ **IMPORTANT:** When Comparison Fare is copied down, if the **Air Comparison Fare** is unavailable or equal to zero in the Concur Travel data, the value will default to zero on the expense report. The **Air Comparison Fare** will not appear on the **Expense Source** page.

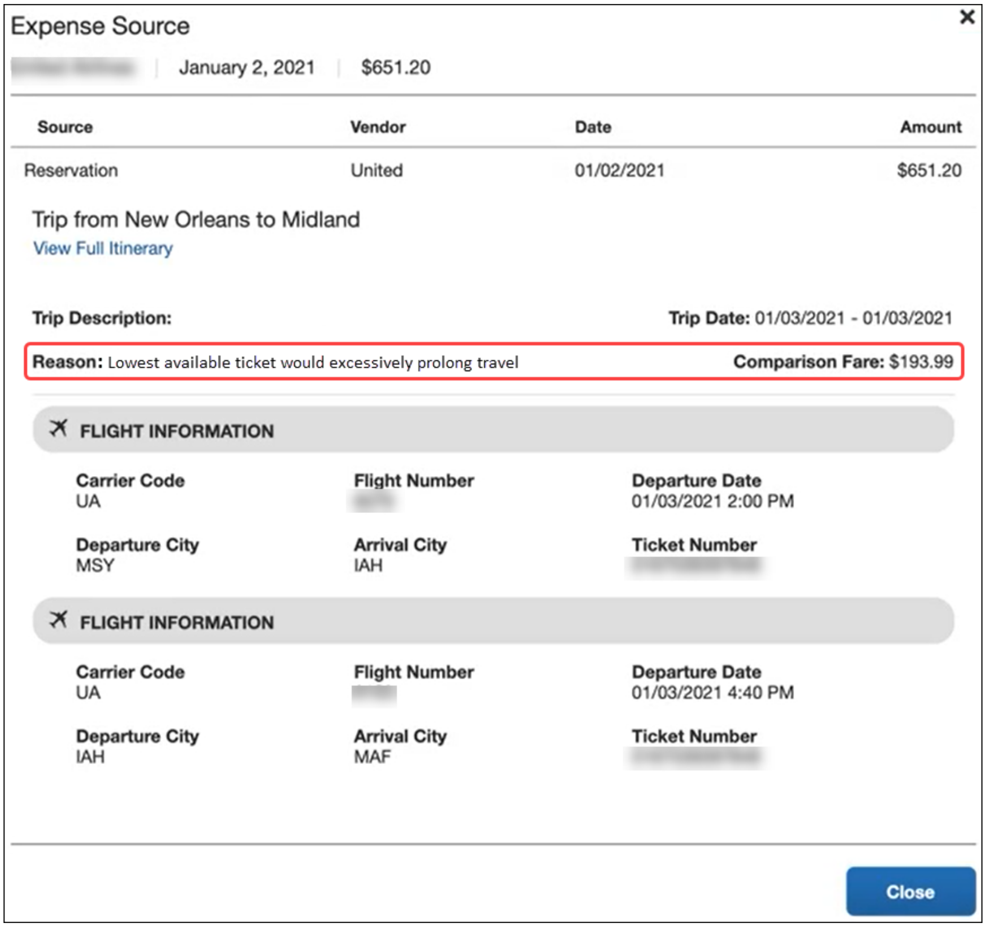
You can view a linked travel reservation via an expense report in NextGen UI for Concur Expense.

To view a linked travel reservation in NextGen for Concur Expense:

1. Open an expense report.
2. Click the **Reservation** link (on the expense report) to view the reservation on the **Expense Source** page.

The **Expense source** page displays both the **Reason** description and **Comparison Fare** fields.

NOTE: If one or both of these fields are not available (null/blank) in the Concur Travel data, the field(s) will not appear in this view.

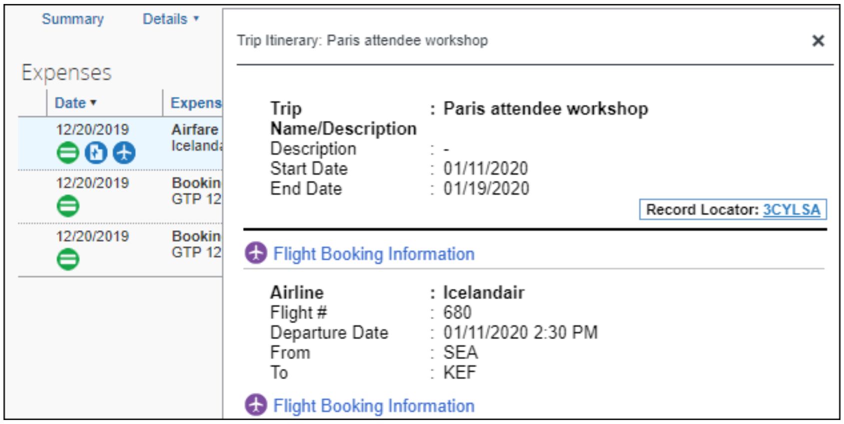


Processors currently use the older UI and will move to the NextGen UI in the future.

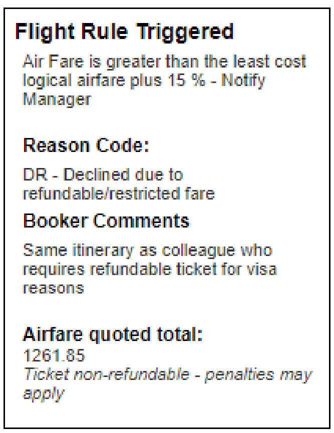
To view a linked travel reservation in the older UI:

1. Open an expense report.
2. Click on the **airfare** icon (on the expense row) to view the air segments.

3. Click on the the **Record Locator** link.



4. In the new window, scroll down to see any recorded reasons and air comparison fare.



To view air comparison fare on e-receipt:

1. Open an expense in the right pane.
2. Click on the **E-receipt** tab.

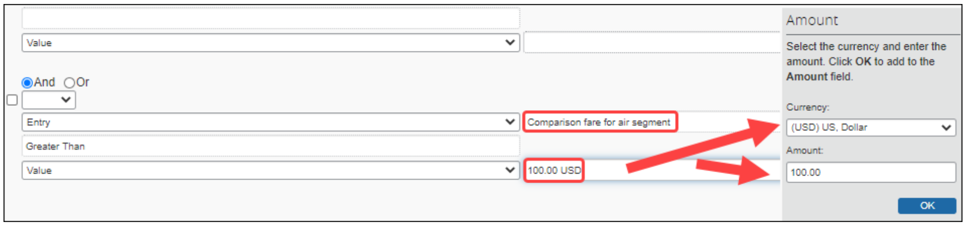
Configuration / Feature Activation

To enable this functionality, contact SAP Concur support.

For more detailed information about air comparison fare, refer to the *Client Fact Sheet Air Comparison Fare*.

For more information, refer to the *Concur Expense: Forms and Fields Setup Guide*.

If you want to return results that exceed the cost threshold, select **Greater than** as shown.



3. Click **Save**.

Workflow

New Fields

This change is part of the NextGen UI experience.

Overview

Concur Expense now has options for creating and editing workflows that address airfare overlimit scenarios.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides the ability to configure a step in the Concur Expense workflow routing to enable an approver or processor to evaluate and then accept or reject an overlimit airfare expense.

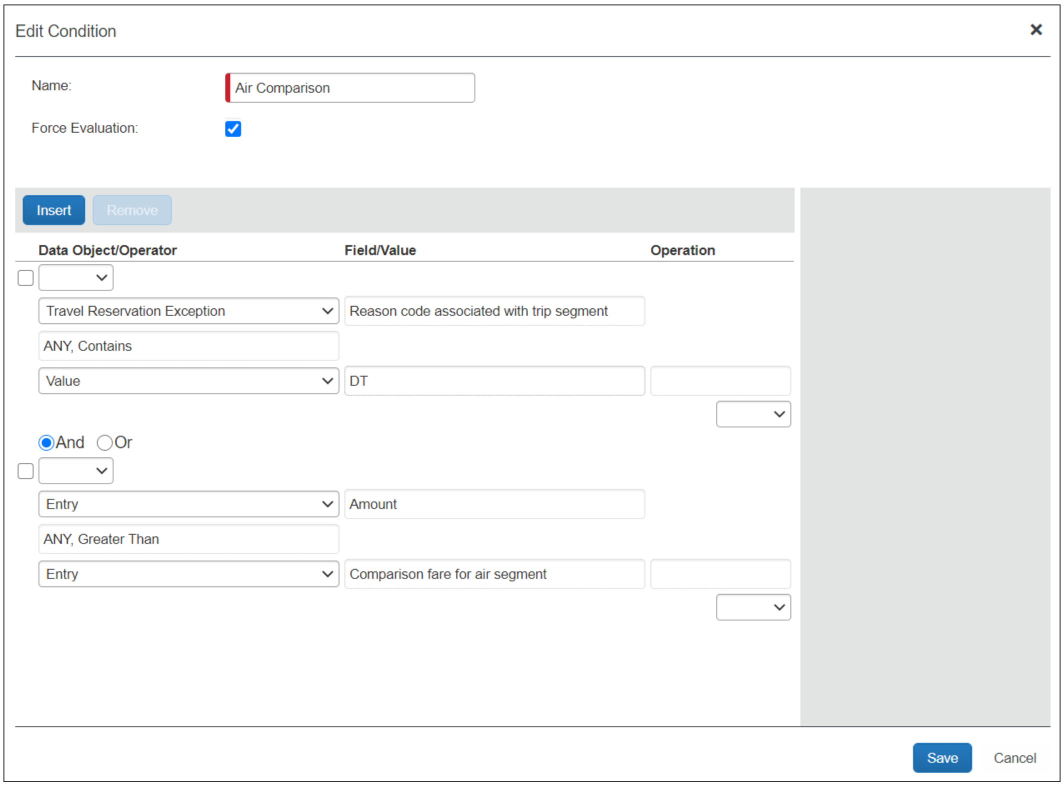
What the Concur Admin Sees

Expense administrators can create a new audit rule using the new **Data Object** condition to include the overlimit airfare expense type and overlimit amount. You may also want to update your approval workflow to add new steps or skip steps based on the presence of exceptions created by new audit rules.

The following table lists the new options that have been added.

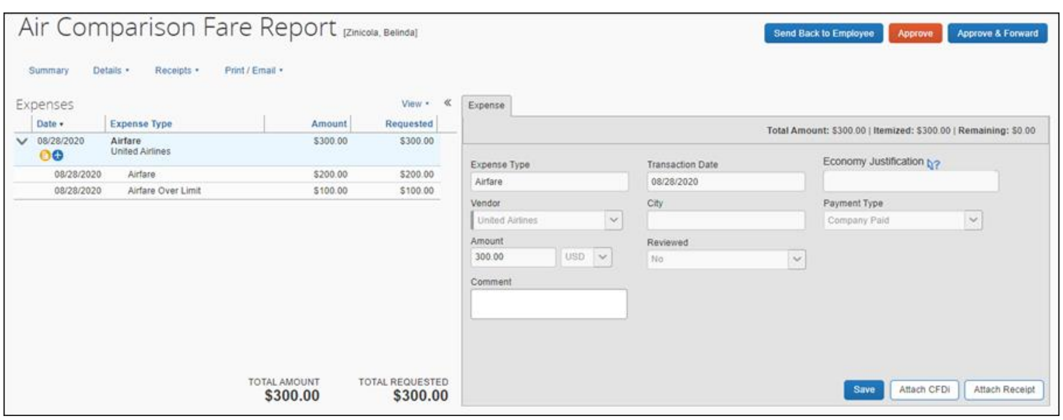
Data Object	Field	Description
Travel Reservation Exception	Reason code associated with trip segment	All of the reason codes associated to the trip segment for an expense

Data Object	Field	Description
Entry	Comparison fare for air segment	Air Comparison Fare amount associated to the trip segment for an expense. **NOTE**: This value will be considered zero if no Air Comparison Fare information was received from Concur Travel.



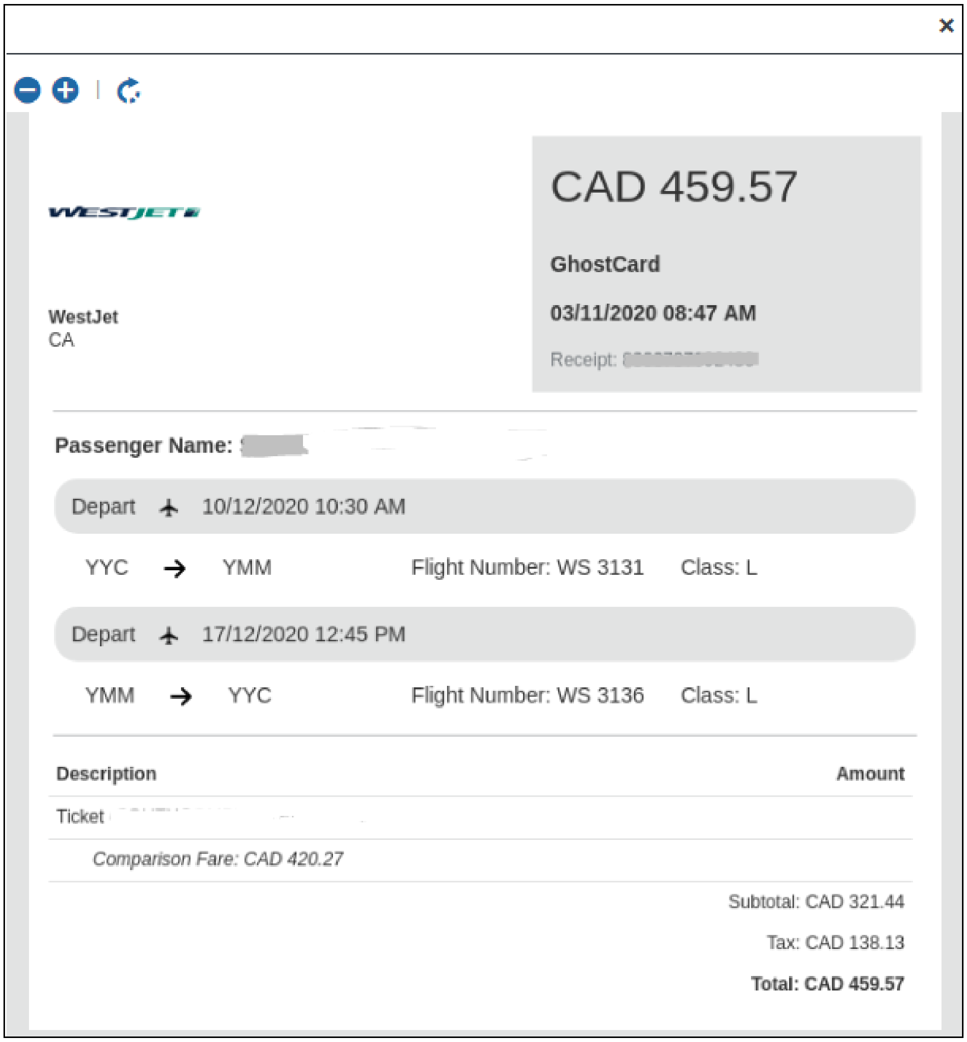
What the Approver Sees

Approvers can view an itemized airfare expense and see the following:



NOTE: Approvers may see the air comparison fare on the airfare e-receipt, but cannot see it on the travel reservation on the current UI. Processors can see both on the current UI.

Approvers may also view the travel reservation for an airfare expense and view the comparison fare amount (if present) on the e-receipt.



Processors may additionally open the linked travel reservation view of the trip itinerary via the record locator hyperlink.

Configuration / Feature Activation

To enable this functionality, contact SAP Concur support.

For more detailed information about the air comparison fare, refer to the *Client Fact Sheet Air Comparison Fare*.

For more information, refer to the *Concur Expense: Workflow – General Information Setup Guide*.

SAP Concur Release Notes **Concur Expense Standard Edition**	
Month	**Audience**
Release Date: March 20, 2021 Initial Post: Friday, March 19, 10:30 AM PT	Client ***FINAL***

Contents

Legal Disclaimer

Expense Type Import

Automation Enhancements

Overview

New and existing clients can perform bulk updates when entering expense types and account codes. Prior to this change, a client manually entered their organization's expense types and account codes across multiple pages in Concur Expense. This time-consuming process was prone to data entry errors and increased configuration time. Now, clients can download, fill out, and upload an Excel template that will be used to automatically import their organization's expense types and account codes.

NOTE: This feature is not available to clients using Financial Integrations, such as QuickBooks, Xero Accounting, Sage Intacct, or Sage Accounting, as account code mapping is derived from the organization's connected Accounting Software.

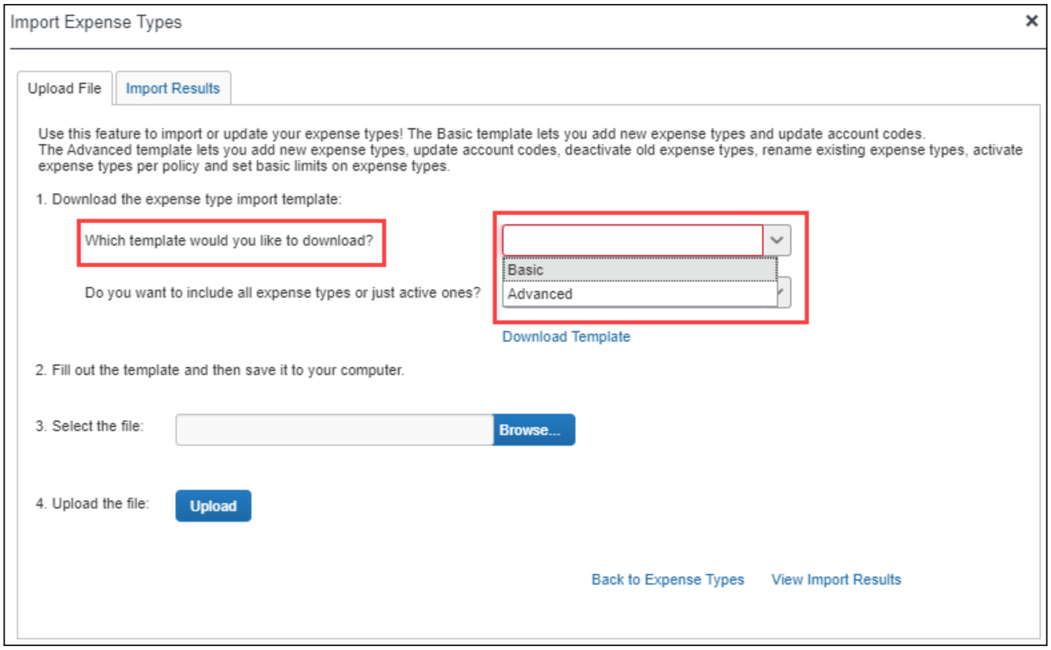
BUSINESS PURPOSE / CLIENT BENEFIT

This feature will significantly improve the expense type import process for bulk updates, decrease configuration time, reduce the risk of data entry errors, align with the Concur Invoice expense type setup, and help users access the latest expense types quicker than if manually entered.

What the Admin Sees

Concur Expense offers two expense type import templates: **Basic** and **Advanced**.

If a site has Simple Setup enabled, the **Basic** template will be the only template available. If a site does not have Simple Setup enabled, both the **Basic** and **Advanced** expense type import templates will be available. All actions associated with the import process will be completed on one page – on the **Upload File** tab on the **Import Expense Types** page.



The expense type import has two options:

- **Basic** (template) – The only available option in Simple Setup mode. Client admins will be able to load their expense types, update account codes, and set their Spend_Category. This **Basic** template will contain only one tab, **Basic**. Client admins will be unable to edit, rename, or delete the header rows and spreadsheet tabs in the Excel template. Validations (values in the drop-down menus in the spreadsheet's cells) will be built into the template for selection.
- **Advanced** (template) – Available only when Simple Setup is turned off. The **Advanced** template will contain only one tab, **Advanced**. Client admins will be able to:
  - Deactivate, rename, and set account codes in a hierarchy
  - Set expense types per country and policy group
  - Use drop-down validations in the Spend_Category without requiring users to re-type values
  - Provide admins with the ability to set **Flag Expenses Over** and **Don't Allow Expenses Over** columns

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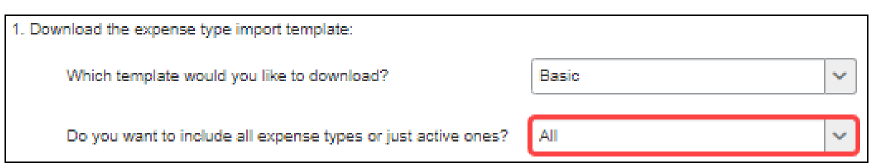
NOTE: Inactive expense types will display if **All** is selected before downloading the template.

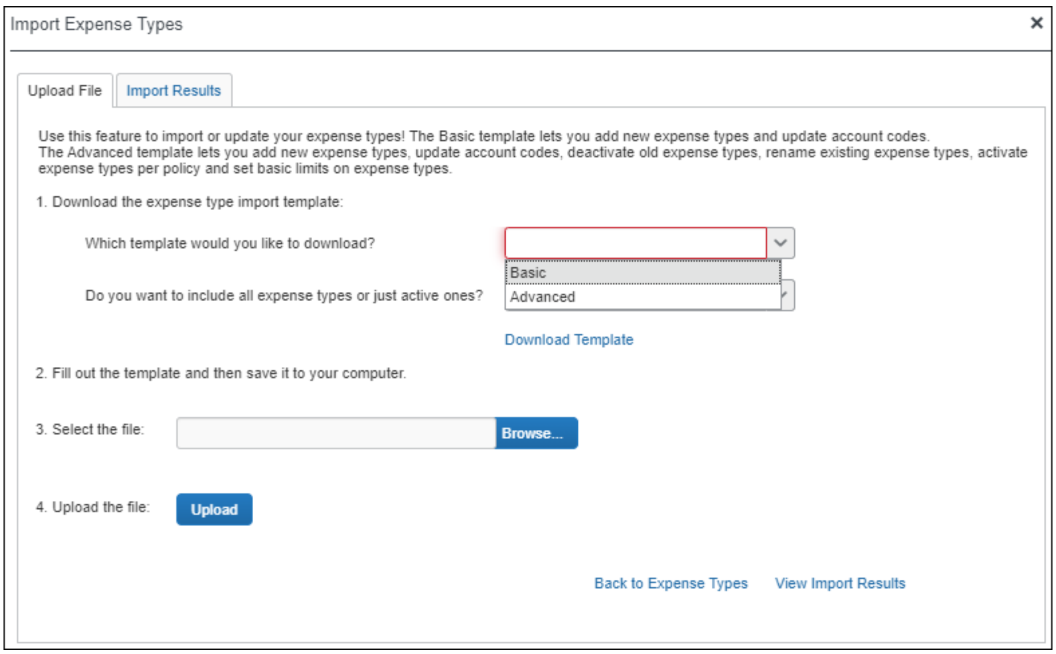


Configuration / Feature Activation

Admins can access the **Import Expense Types** page by clicking the **Import** button on the **Expense Types for Expenses** page in Product Settings.

To import an Excel Expense Type template:

1. Log in as an admin.
2. Click **Administration > Expense Settings**.
3. In the **Capturing Spend** section, click **Expense Types for Expenses**. The **Expense – Expense Types** page displays.
4. Click **Import**. The **Import Expense Types** page displays.



5. On the default **Upload File** tab, in Step 1, select **Basic** or **Advanced** and then select **All** or **Active**.

   When you download a template, it will export all of the existing expense types as a starting point.

   If you select **All**, the template will export all expense types to the downloaded template; this means the template contains both active *and* inactive expense types. If you select **Active**, the template will export only active expense types to the downloaded template.

   NOTE: **Basic** is the only available option in Simple Setup mode. Both **Basic** and **Advanced** will display when Simple Setup is turned off.

6. Click **Download Template** to download the corresponding ExpenseTypeImportTemplate.xlsx file.

NOTE: When you download the template for either the **Basic** or **Advanced** setup mode, the template will contain the organization's existing expense types and account codes.

NOTE: For the **Advanced** setup only, the template may contain additional columns that depend on what features are turned on in the entity. For a list of the additional columns, refer to the *Concur Expense: Expense Types Import Setup Guide for Standard Edition*.

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7. Keep the **Import Expense Types** page open.

8. Fill out the Excel template and save it to your computer.

9. In Step 3 on the **Import Expense Types** page, click **Browse** to search for and select the Excel template.

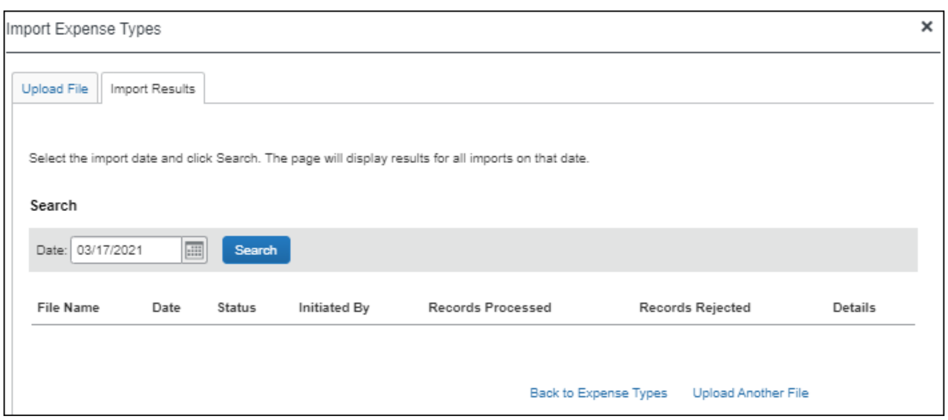
10. In Step 4 on the **Import Expense Types** page, click **Upload**. The **Expense Type Import Results** page opens.

11. Keep the **Import Expense Types** page open.

12. Verify the import was successful by either **clicking View Import Results** (in the lower right) or clicking the **Import Results** (tab).

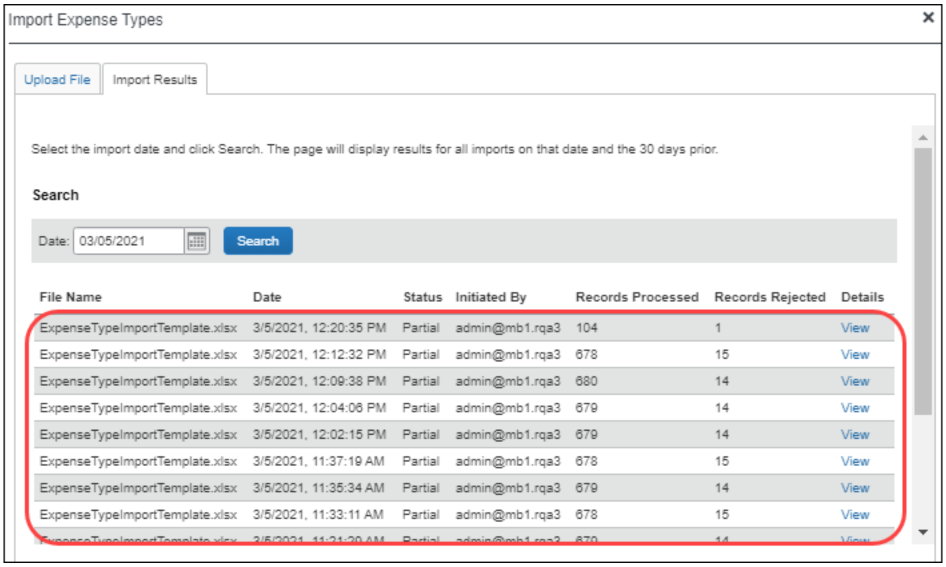
    When you click the **Details** link to drill down into your import results, only import failures will display.

    The **Import Results** tab displays.



13. Click the **Calendar** icon to select the import date and click **Search**. The page will only display all imports for the date selected.

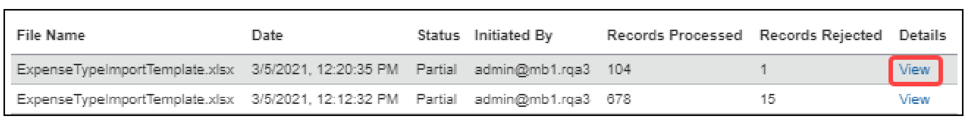
14. Confirm the import was successful by looking at the list of files on the **Import Results** tab.



File Name	Date	Status	Initiated By	Records Processed	Records Rejected	Details
ExpenseTypeImportTemplate.xlsx	3/5/2021, 12:20:35 PM	Partial	admin@mb1.rqa3	104	1	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 12:12:32 PM	Partial	admin@mb1.rqa3	678	15	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 12:09:38 PM	Partial	admin@mb1.rqa3	680	14	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 12:04:06 PM	Partial	admin@mb1.rqa3	679	14	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 12:02:15 PM	Partial	admin@mb1.rqa3	679	14	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 11:37:19 AM	Partial	admin@mb1.rqa3	678	15	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 11:35:34 AM	Partial	admin@mb1.rqa3	679	14	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 11:33:11 AM	Partial	admin@mb1.rqa3	678	15	View

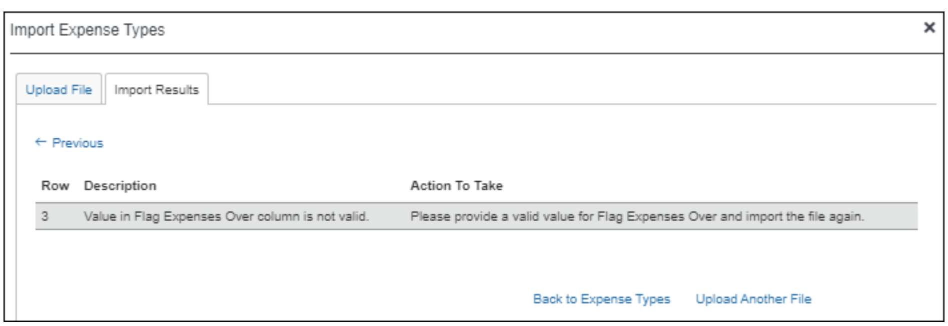
15. (Optional) Click **View** in the row that corresponds to the file you want to view.

NOTE: Although this process is optional, if any records were rejected, it is recommended you view the records using the **View** link.



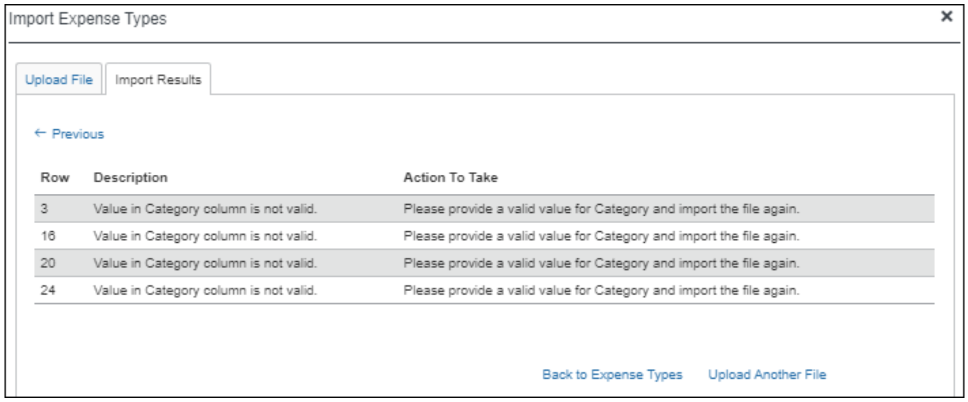
File Name	Date	Status	Initiated By	Records Processed	Records Rejected	Details
ExpenseTypeImportTemplate.xlsx	3/5/2021, 12:20:35 PM	Partial	admin@mb1.rqa3	104	1	View
ExpenseTypeImportTemplate.xlsx	3/5/2021, 12:12:32 PM	Partial	admin@mb1.rqa3	678	15	View

16. (Optional) View the description and action required.



Row	Description	Action To Take
3	Value in Flag Expenses Over column is not valid.	Please provide a valid value for Flag Expenses Over and import the file again.

NOTE: If a file has more than one record rejected, Concur Expense will display the import results in ascending order as shown.



17. (Optional): Click **Upload File** to return to the **Upload File** tab.

18. Click **X** to close the page and return to the **Expense – Expense Types** page.

For more information, refer to the *Concur Expense: Expense Types Import Setup Guide for Standard Edition*.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	January 8, 2021	Ongoing until July 31, 2021

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our customers and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur is in the process of migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and July 31, 2021. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process,