

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

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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 <i>Concur Expense: Forms and Fields Setup Guide for Professional Edition</i> (English Only).
Printed Expense Report	Both current and NextGen UI for all types of users	For more information, refer to the <i>Concur Expense: Printed Reports Configuration Setup Guide for Professional Edition</i> (English Only).
Processor	Current UI	Refer to the <i>Report Number Column for Processors</i> 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**.

List Settings ✕

☐ Columns ▲

☐ Redirect Funds To Card Account

☐ Report Date

☐ Report End Date

☐ Report ID

☐ Report Key

☒ Report Name

☒ **Report Number**

☐ Report Start Date

☒ Report Total

☐ Reporting Group

☐ State/Province

☒ Submit Date

☐ Submitted by Delegate

☐ System

OK Cancel

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

Search Results

Group: All Groups I Can Access

[Refresh Report](#) [Mark Download Status](#) [Clear Exceptions](#) [Change Approval Status](#)

[Run Query](#) [Starting Group](#) [Group](#) [List Settings](#) [Create/Manage Queries](#) [Preferences](#)

Find every report where

Report Name Begins With E AND

Go

<input type="checkbox"/>	Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance ...	Payment Status	Report Number
<input type="checkbox"/>	EIS1781_Test2	01/12/2021	E2E, Aul01	Submitted & Pending Approval - E2E Manager	\$10.00	Not Required		Not Paid	g2pw7n

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**.

Manage Expenses Cash Advances Processor ▾

Group: All Groups I Can Access

Run Query ▾ Starting Group ▾ Group List Settings Create/Manage Queries ▾

Find every report where

Report Name ▾

- Report Name
- Report Key
- Employee First Name
- Employee Last Name
- Employee ID
- Report ID
- Submit Date
- Processor Start Date
- Approval Status
- Payment Status
- Receipts Received
- Receipt Image Available
- Report Total
- Amount Approved
- Report Number**

Begins With ▾ AND

Go

Report Name	Submit Date	Employee Name	Approval Status

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

Create New Report

Report Name *	Report Number	Policy *
<input type="text"/>	<input type="text"/>	Approval Expense Policy
Report Date	Business Purpose	Report Total
04/09/2021	<input type="text"/>	<input type="text"/>
Company Code	Cost Object Type	System
<input type="text"/>	<input type="text"/>	(sys1) System1
PreferredFoodCategory	PreferredFoodType	Cost Object ID
(fruitcode) fruit	(appleCode) apple	<input type="text"/>
ChooseColor	<input type="checkbox"/> Custom 06	ColorType
<input type="text"/>		(Preferred_Color_Code) Preferred_Color
Custom 08	Custom 11	Custom 07
CopyDownTest	<input type="text"/>	<input type="text"/>
LEU v4	LEU v1	Custom 10
Open	Open	None Selected
Custom 01	AP Vendor ID	Custom 13
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next: Create report and add itinerary details for your travel allowances

Cancel **Next**

EXAMPLE – REPORT NUMBER ON SAVED EXPENSE REPORT

Report Header

Example | \$172.64

Report Name *	Report ID	Report Number
Example	522E09C83814466D9298	OB628H
Policy *	EmployeeName	Report Date
Approval Expense Policy	<input type="text"/>	04/09/2021
Business Purpose	Report Currency	Approval Status
<input type="text"/>	US_Dollar	Not Submitted
Personal Expenses	Payment Status	Report Total
0.00	Not Paid	172.64
Amount Due Company Card	Amount Approved	Amount Due Employee
0.00	172.64	0.00
Company Code	Total Amount Claimed	System
<input type="text"/>	172.64	(sys1) System1
PreferredFoodCategory	Cost Object Type	Cost Object ID
(fruitcode) fruit	<input type="text"/>	<input type="text"/>
	PreferredFoodType	ColorType
	(appleCode) apple	(Preferred_Color_Code) Preferred_Color

What the Concur Admin Sees

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

Expense Admin

Expense Admin

Accounting Administration
Attendee Import Templates
Attendees
Audit Rules
Audit Workbench
Billing Attributes
Car Configuration
Change Log
Company Info
Configuration Report
Currency Admin
Delegate Configurations
Email Reminders
Exceptions
Expense Type Import
Expense Types
Feature Hierarchies
Forms and Fields
Group Configurations

Forms and Fields

Do not use custom fields to collect personal or sensitive data such as phone numbers or email addresses.

Form Type: Expense Report Header

Forms Form Fields Fields Connected Lists Conditional Fields Validations

Modify Field Deactivate Add to Forms Search: x

Field Name	Site Required	Data Type	Status	Table Name	Column Name
Receipts Required	Yes	Boolean	Active	CT_REPORT	RECEIPT_REQUIRED
Redirect Funds To Card Account	No	Text	Active	VIRTUAL_REPORT_FIELD_METADATA	REDIRECT_FUNDS
Report Date	No	Date	Active	CT_REPORT	USER_DEFINED_DATE
Report End Date	No	Date	Active	CT_REPORT	END_DATE
Report ID	Yes	Text	Active	CT_REPORT	REPORT_ID
Report Key	No	Integer	Active	CT_REPORT	RPT_KEY
Report Name	Yes	Text	Active	CT_REPORT	NAME
Report Number	No	Text	Active	CT_REPORT	REPORT_NUMBER
Report Start Date	No	Date	Active	CT_REPORT	START_DATE
Report Total	Yes	Amount	Active	CT_REPORT_VIEW	TOTAL_POSTED_AMOUNT
Report Type	No	Text	Active	CT_REPORT	REPORT_TYPE
Reporting Group	Yes	Integer	Active	CT_REPORT	BL_HIER_NODE_KEY
Request ID	No	Text	Active	VIRTUAL_AR_FIELD_METADATA	REQUEST_ID
Request Posted Amount	No	Amount	Active	VIRTUAL_AR_FIELD_METADATA	TRAVEL_REQUEST_POSTED_AMO...

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 : [REDACTED]						
Employee Name : [REDACTED]						
Employee ID : [REDACTED]						
Report Header						
Policy : [REDACTED]						
Report Id : [REDACTED]						
Report Date : [REDACTED]						
Approval Status : [REDACTED]						
Currency : [REDACTED]						
Lunch						
Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
03/16/2021	Lunch	Eating	[REDACTED]	[REDACTED]	Cash	\$17.96

AFTER (EXAMPLE)

Expense Report			
Report Name : XXXXXXXXXX			
Employee Name : XXXXXXXXXX			
Employee ID : XXXXXXXXXX			
Report Header			
Policy : XXXXXXXXXX			
Business Purpose : XXXXXXXXXX			
Report Id : XXXXXXXXXX			
Receipts Received : XXXXXXXXXX			
Report Date : XXXXXXXXXX			
Approval Status : XXXXXXXXXX			
Payment Status : XXXXXXXXXX			
Currency : XXXXXXXXXX			
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.

The screenshot shows the 'Printed Reports' configuration window. On the left, there is a sidebar with a list of fields: Field Name, Policy, Business Purpose, Report ID, Receipts Received, Report Date, Has Exceptions, Approval Status, Payment Status, and Currency. The 'Add Fields' button is visible. The main area is a table titled 'Add Fields' with columns: Field Name, Field Label, Table Name, and Column Name. The 'Report Number' field is selected (checked) and highlighted with a red box.

Field Name	Field Label	Table Name	Column Name
<input type="checkbox"/> Receipt Image Available	Receipt Image Available	CT_REPORT	RECEIPT_IMAGE_AVAIL
<input type="checkbox"/> Receipt Image Required	Receipt Image Required	CT_REPORT	IMAGE_REQUIRED
<input type="checkbox"/> Receipt Image Status	Receipt Image Status	VIRTUAL_IMAGE_STATUS	VARIOUS
<input type="checkbox"/> Receipt Status	Receipt Status	VIRTUAL_RECEIPT_STATUS	VARIOUS
<input type="checkbox"/> Receipts Required	Receipts Required	CT_REPORT	RECEIPT_REQUIRED
<input type="checkbox"/> Reimbursement Currency	Reimbursement Currency	CT_EMPLOYEE	CRN_KEY
<input type="checkbox"/> Report Creator	Report Creator	CT_REPORT	REPORT_CREATOR
<input type="checkbox"/> Report End Date	Report End Date	CT_REPORT	END_DATE
<input type="checkbox"/> Report Key	Report Key	CT_REPORT	RPT_KEY
<input type="checkbox"/> Report Name	Report Name	CT_REPORT	NAME
<input checked="" type="checkbox"/> Report Number	Report Number	CT_REPORT	REPORT_NUMBER
<input type="checkbox"/> Report Start Date	Report Start Date	CT_REPORT	START_DATE
<input type="checkbox"/> Report Submitter	Report Submitter	VARIOUS	
<input type="checkbox"/> Report Total	Report Total	CT_REPORT_VIEW	TOTAL_POSTED_AMOUNT
<input type="checkbox"/> Reporting Group	Reporting Group	CT_EMPLOYEE	BI_HIER_NODE_KEY
<input type="checkbox"/> Reporting Group	Reporting Group	CT_REPORT	BI_HIER_NODE_KEY
<input type="checkbox"/> Request ID	Request ID	CT_AUTHORIZATION_REQUEST	REQUEST_ID
<input type="checkbox"/> Request Name	Request Name	CT_TRAVEL_REQUEST	NAME
<input type="checkbox"/> State/Province	State/Province	CT_EMPLOYEE	CTRY_SUB_CODE
<input type="checkbox"/> State/Province	State/Province	CT_REPORT	CTRY_SUB_CODE

Buttons: Done, Cancel

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

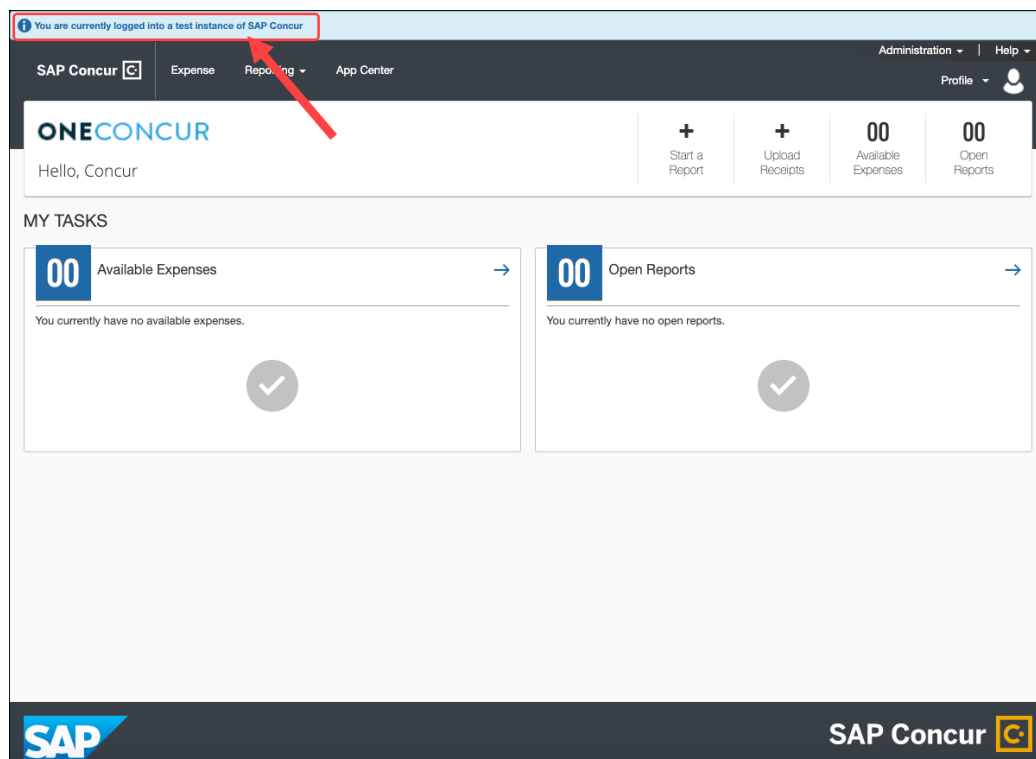
When end users, approvers, processors, and admins log in to an SAP Concur test entity, they will notice the global banner across the top of the page has changed and that the UI web frame has a unique, identifying color.

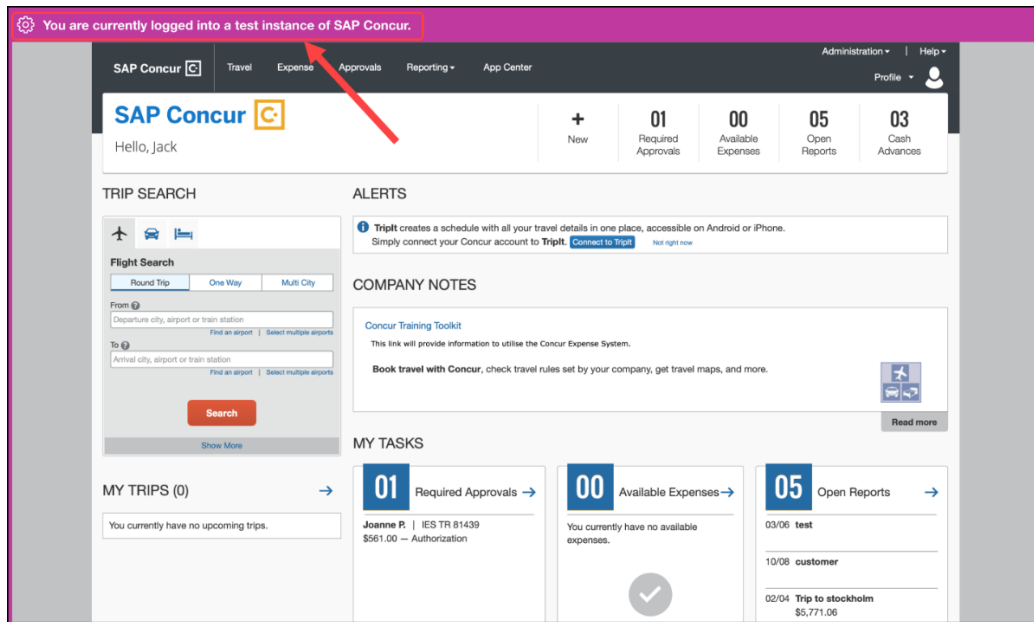
Prior to implementing this change, logged-in users saw only a blue global banner across the top of the page. Users might have had issues distinguishing between the test environment and production environment.

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.

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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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SAP Concur Release Notes Expense Professional / Premium	
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.

Entry	▼	Expense Type
Equal		
Value	▼	Airfare Over Limit

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

Entry	▼	Personal Expense (do not reimburse)
Equal		
Value	▼	No

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

Entry	Transaction Type
Not Equal	
Value	Expense with itemization (total)

- ♦ **Expenses with no associated travel reservation**

Entry	Has Travel Reservation
Equal	
Value	No

- ♦ **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.

Entry	Expense Type
Equal	
Value	Airfare Over Limit
<input checked="" type="radio"/> And <input type="radio"/> Or <div></div>	
Entry	Amount
Greater Than	
Value	100.00 USD
<input checked="" type="radio"/> And <input type="radio"/> Or <div></div>	
Entry	Personal Expense (do not reimburse)
Equal	
Value	No

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

Entry	▼	Expense Type
In		
Value	▼	Airfare; Airfare Over Limit
<input checked="" type="radio"/> And <input type="radio"/> Or		
▼		
Travel Reservation Exception	▼	Reason code associated with trip segment
ANY, Contains		
Value	▼	ABC

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

Entry	▼	Expense Type
Equal		
Value	▼	Airfare
		▼
<input checked="" type="radio"/> And <input type="radio"/> Or		
▼		
Entry	▼	Amount
Greater Than		
Entry	▼	Comparison fare for air segment
		* 1.1

♦ **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.

Entry	Expense Type
Equal	
Value	Airfare
<input checked="" type="radio"/> And <input type="radio"/> Or	
Entry	Comparison fare for air segment
Greater Than	
Value	0.00 USD
<input checked="" type="radio"/> And <input type="radio"/> Or	
Entry	Transaction Type
Equal	
Value	Expense without itemization

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.		

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

Configure Field Labels for Lodge Account: Lodge Accounts
✕

ℹ Select the appropriate Lodge specification and then provide labels for each of the desired fields. Use the drop-down to indicate which field contains the Employee ID or Request ID used for matching a transaction to the employee for expensing. If the Lodge specification isn't listed, verify that the job has been created.

Select Lodge Import Format: AirPlus Lodge CDF 3.0

Specification Field Name	Expense Field Label	Field Type
CustomerRefValue1		
CustomerRefValue10		
CustomerRefValue2		
CustomerRefValue3		
CustomerRefValue4		
CustomerRefValue5		
CustomerRefValue6		
CustomerRefValue7		
CustomerRefValue8		
CustomerRefValue9		

Save Cancel

- Complete the fields.
- 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.

Amount *	Currency *
<input type="text" value="651.20"/>	<input type="text" value="US, Dollar"/> ▼
Tax Posted Amount	System 1
<input type="text"/>	<input type="text" value="Search by Text"/>
Company Code 2	Cost Object Type 3
<input type="text"/>	<input type="text"/>
Cost Object ID 4	Company 1
<input type="text"/>	<input type="text" value="Search by Text"/>
Region 2	City 3
<input type="text"/>	<input type="text"/>
Airfare Comparison Amount	Travel Reservation Reason Code
<input type="text" value="193.99"/>	<input type="text" value="ABC-12345678"/> ▼

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.

Expense Source
✕

January 2, 2021

\$651.20

Source	Vendor	Date	Amount
Reservation	United	01/02/2021	\$651.20

Trip from New Orleans to Midland
[View Full Itinerary](#)

Trip Description:

Trip Date: 01/03/2021 - 01/03/2021

Reason: Lowest available ticket would excessively prolong travel
Comparison Fare: \$193.99

✕ FLIGHT INFORMATION

Carrier Code

Flight Number

Departure Date

UA

01/03/2021 2:00 PM

Departure City

Arrival City

Ticket Number

MSY

IAH

✕ FLIGHT INFORMATION

Carrier Code

Flight Number

Departure Date

UA

01/03/2021 4:40 PM

Departure City

Arrival City

Ticket Number

IAH

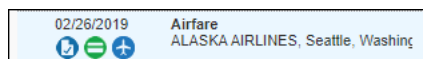
MAF

Close

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.

The screenshot displays the SAP Concur interface. On the left, under the 'Expenses' tab, a list of expenses is shown with columns for Date, Expense Type, and Amount. The first expense is dated 12/20/2019, is an Airfare to Iceland, and has a status of 'Approved'. Below it, two booking entries are listed for the same date: 'Booking GTP 12' and 'Booking GTP 12', both with a status of 'Approved'. On the right, a 'Trip Itinerary: Paris attendee workshop' window is open. It shows trip details: Trip Name/Description: Paris attendee workshop, Description: -, Start Date: 01/11/2020, and End Date: 01/19/2020. A 'Record Locator: 3CYLSA' link is visible. Below this, a 'Flight Booking Information' section shows: Airline: Icelandair, Flight #: 680, Departure Date: 01/11/2020 2:30 PM, From: SEA, and To: KEF.

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

The screenshot shows a 'Flight Rule Triggered' pop-up window. The text inside reads: 'Air Fare is greater than the least cost logical airfare plus 15 % - Notify Manager'. Below this, the 'Reason Code:' is listed as 'DR - Declined due to refundable/restricted fare'. The 'Booker Comments' section states: 'Same itinerary as colleague who requires refundable ticket for visa reasons'. At the bottom, the 'Airfare quoted total:' is 1261.85, with a note: 'Ticket non-refundable - penalties may apply'.

► **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.

Edit Condition ✕

Name:

Force Evaluation: ☒

Data Object/Operator	Field/Value	Operation
<input type="checkbox"/> <input type="text" value="Travel Reservation Exception"/>	Reason code associated with trip segment	
ANY, Contains		
Value <input type="text" value="DT"/>		<input type="text"/>
<input checked="" type="radio"/> And <input type="radio"/> Or		
<input type="checkbox"/> <input type="text" value="Entry"/>	Amount	
ANY, Greater Than		
Entry <input type="text" value="Comparison fare for air segment"/>		<input type="text"/>

What the Approver Sees

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

Air Comparison Fare Report [Zinicola, Belinda] Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email

Expenses

Date	Expense Type	Amount	Requested
08/28/2020	Airfare United Airlines	\$300.00	\$300.00
08/28/2020	Airfare	\$200.00	\$200.00
08/28/2020	Airfare Over Limit	\$100.00	\$100.00

TOTAL AMOUNT \$300.00 TOTAL REQUESTED \$300.00

Expense

Total Amount: \$300.00 | Itemized: \$300.00 | Remaining: \$0.00

Expense Type: Airfare Transaction Date: 08/28/2020 Economy Justification [?](#)

Vendor: United Airlines City: Payment Type: Company Field

Amount: 300.00 USD Reviewed: No

Comment

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.

The screenshot displays a WestJet e-receipt within a window. The top right corner shows a close button (X). The interface includes a WestJet logo and a 'WestJet CA' label. A large grey box in the upper right corner displays the total amount: **CAD 459.57**. Below this, it says 'GhostCard', the date and time '03/11/2020 08:47 AM', and a receipt number. The 'Passenger Name' field is redacted. The flight itinerary consists of two segments: a departure from YYC to YMM on 10/12/2020 at 10:30 AM on flight WS 3131, and a return from YMM to YYC on 17/12/2020 at 12:45 PM on flight WS 3136, both in Class L. A table at the bottom lists the 'Description' and 'Amount' for the ticket, showing a 'Comparison Fare: CAD 420.27'. The summary at the bottom right indicates a Subtotal of CAD 321.44, Tax of CAD 138.13, and a Total of CAD 459.57.

Description	Amount
Ticket	
Comparison Fare: CAD 420.27	
	Subtotal: CAD 321.44
	Tax: CAD 138.13
	Total: CAD 459.57

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*.

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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

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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.

Import Expense Types

Upload File Import Results

Use this feature to import or update your expense types! The Basic template lets you add new expense types and update account codes. The Advanced template lets you add new expense types, update account codes, deactivate old expense types, rename existing expense types, activate expense types per policy and set basic limits on expense types.

1. Download the expense type import template:

Which template would you like to download?

Do you want to include all expense types or just active ones?

Download Template

2. Fill out the template and then save it to your computer.

3. Select the file: Browse...

4. Upload the file: Upload

Back to Expense Types View Import Results

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

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

1. Download the expense type import template:

Which template would you like to download?

Do you want to include all expense types or just active ones?

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*.

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.

Import Expense Types

Upload File Import Results

Select the import date and click Search. The page will display results for all imports on that date.

Search

Date: 03/17/2021 Search

File Name	Date	Status	Initiated By	Records Processed	Records Rejected	Details
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Back to Expense Types Upload Another File

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.

Import Expense Types

Upload File Import Results

Select the import date and click Search. The page will display results for all imports on that date and the 30 days prior.

Search

Date: 03/05/2021 Search

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
ExpenseTypeImportTemplate.xlsx	3/5/2021, 11:31:20 AM	Partial	admin@mb1.rqa3	679	14	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.

Import Expense Types

Upload File Import Results

← Previous

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.

Back to Expense Types Upload Another File

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

Row	Description	Action To Take
3	Value in Category column is not valid.	Please provide a valid value for Category and import the file again.
16	Value in Category column is not valid.	Please provide a valid value for Category and import the file again.
20	Value in Category column is not valid.	Please provide a valid value for Category and import the file again.
24	Value in Category column is not valid.	Please provide a valid value for Category and import the file again.

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,

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