

Concur Invoice: Tax Administration

Setup Guide for Standard Edition

Last Revised: December 10, 2021

Applies to these SAP Concur solutions:

- Concur Expense
 - Professional/Premium edition
 - Standard edition
- Concur Travel
 - Professional/Premium edition
 - Standard edition
- Concur Invoice
 - Professional/Premium edition
 - Standard edition
- Concur Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes/Comments/Changes
August 30, 2022	Minor edits; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
December 10, 2021	Updated instructions for Product Settings page
March 4, 2021	Updated the copyright year; no other changes; cover date not updated
July 29, 2020	Updated the screenshots and steps on page 17 to reflect User page redesign.
April 22, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
March 21, 2019	Updated "payment request" to "invoice". Updated "Concur" to "SAP Concur". Updated images.
January 29, 2019	Updated the copyright; no other changes; cover date not updated
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 15, 2018	Updated "Show Advanced Settings" text.
November 4, 2017	Updated guide to include new Product Settings page, which replaces the Setup Wizard.
March 18, 2017	Updated with menu option name change to access Setup Wizard.
December 13, 2016	Changed copyright and cover; no other content changes.
December 5, 2016	Updated the guide content to new corporate style; no content changes.
March 18, 2016	Updated graphics to reflect State/Province field change to list when creating new ship-to or bill-to address.
November 20, 2015	Updated graphics to reflect newly styled step numbers.
January 16, 2015	Added information about the Tax Admin role. Also updated screen shots to the enhanced UI and made general updates to the content.
November 14, 2014	New document

Tax Administration

Section 1: Overview

The Tax Administration feature lets a client use a tax service provider to automatically process, validate, and pass back accurate tax verification data for their invoices. This means that the client can apply the very latest state- and municipality-specific tax requirements to the tax amounts provided by a vendor, ensuring compliance with tax requirements and more accurate tax totals.

This feature provides options for clients who wish to validate tax amounts and reduces the risk for them to over or under pay tax amounts to vendors and subsequently incur fines and/or legal actions by the regulating authority.

The Tax Service Provider

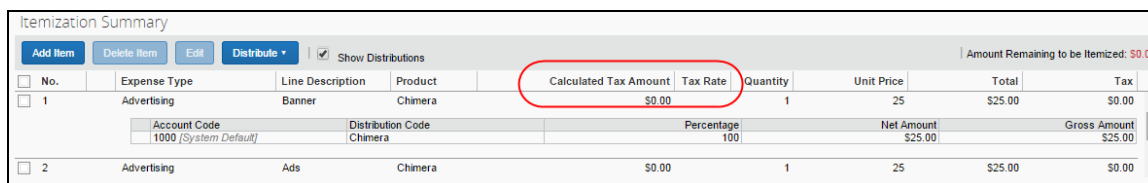
The client can contract any tax service provider. The provider should be able to process, validate, and pass back tax verification data to Concur Invoice by using the SAP Concur tax API GET and PUT commands.

Section 2: End-User Experience

Once the Tax admin has activated the Tax Administration feature, tax-specific fields appear at either the Header or Line Item form level. These fields are populated as described below.

Creating the Invoice Under Tax Administration

When users create an invoice with the tax service activated, they will see the addition of the **Calculated Tax Amount** and **Tax Rate** fields on the configured form. The user can see these fields in the figure below, where the Line Item option is selected for display of the tax values.



No.	Expense Type	Line Description	Product	Calculated Tax Amount	Tax Rate	Quantity	Unit Price	Total	Tax
<input type="checkbox"/> 1	Advertising	Banner	Chimera	\$0.00		1	25	\$25.00	\$0.00
		Account Code	Distribution Code	Percentage		Net Amount		Gross Amount	
		1000 [System Default]	Chimera	100		\$25.00		\$25.00	
<input type="checkbox"/> 2	Advertising	Ads	Chimera	\$0.00		1	25	\$25.00	\$0.00

The system adds these fields in read-only format and displays the tax calculations returned by the tax service partner.

What Happens When the Invoice is Saved by the User

Behind the scenes, when the user saves the invoice, the system moves the invoice to a queue where the appropriate Tax Partner Connector processes the record at 30-minute intervals, validates it, and then passes the result back to SAP Concur. The next time that the user logs in to SAP Concur, they will see a value in the **Calculated Tax Amount** field as provided by their tax validation service.

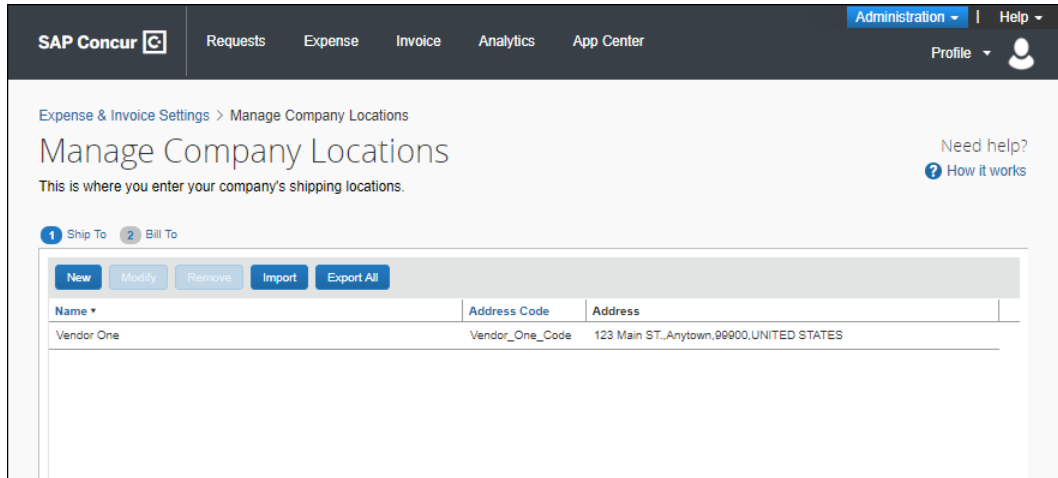
Section 3: Tax Administrator Experience

Once SAP Concur has enabled the Tax Administration feature, a new tab, **Tax Administration**, appears on the **Invoice - Expense Types** page in Product Settings.

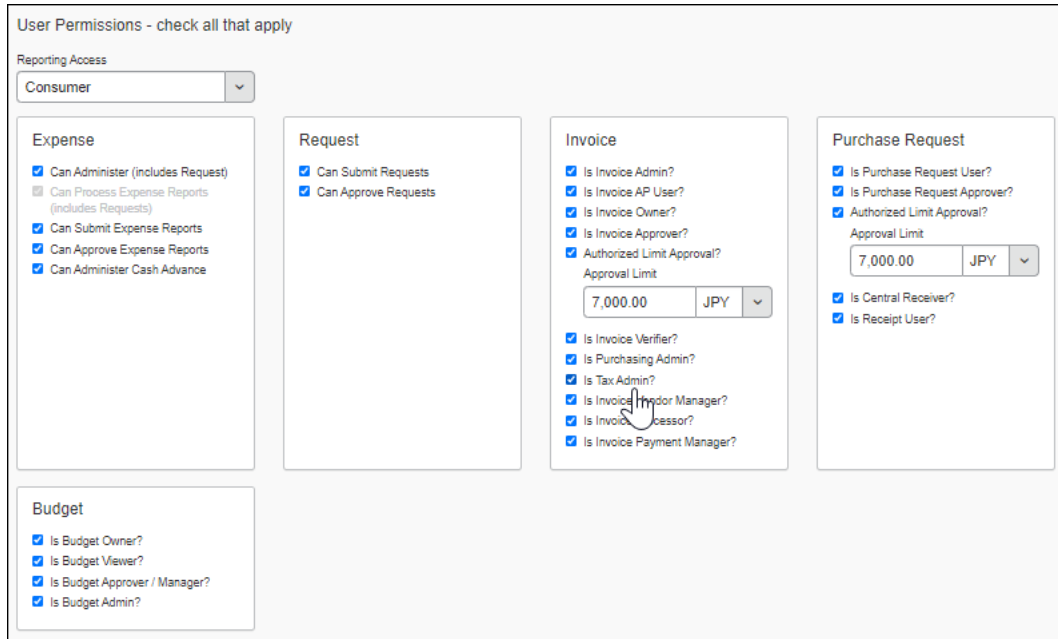
On the **Tax Administration** page, the administrator must configure all the steps for tax validation to work.

The screenshot displays the 'Manage Tax Administration' interface in SAP Concur. At the top, the navigation bar includes 'Administration' and 'Help'. The breadcrumb trail shows 'Expense & Invoice Settings > Manage Tax Administration'. The main heading is 'Manage Tax Administration', with a sub-heading: 'This is where you set up your tax validation partnership, turn tax validation on and off, and map your expense types to industry-standard UNSPSC commodity codes.' There are three numbered steps: 1 Expense Types, 2 Account Codes, and 3 Tax Administration. The 'Tax Administration' section contains a 'Tax Validation' form with the following fields: 'Partner Account Number' (203945723904720), 'Tax Validation Type' (Payment Request Only), and 'Tax Validation Level' (Header). A 'Turn On Tax Validation' checkbox is checked. Below the form is a table with columns 'Expense Type' and 'UNSPSC Commodity Code'. The table lists several expense types: Advertising, Internet, Marketing, Office Equipment, Office Supplies, Rent, Training, and Undefined.

In addition, a **Company Locations** page appears in Product Settings, so that the administrator can enter a ship-to address for accurate tax validation based on the region in which the good or service event is performed.



In addition, an admin with permission to administer users will see a new role, **Is Tax Admin?**, in the **Users Permissions** section of the **Create User** or **Edit User** page in Product Settings.



Working With the Tax Administration Page Options

The **Tax Administration** page includes several configuration steps that the admin must finalize before activating the tax validation service. These include:

- **Entering the Unique Tax Partner Number:** The tax service provider issues unique numbers to each of their clients so that the provider can identify the client.

- **Setting the Invoice Type to Be Analyzed:** At this time, only the Payment Request option is available.

NOTE: SAP Concur will add the Purchase Request type to this feature in an upcoming service release.

- **Deciding the Form Level to Be Analyzed:** The tax validation service analyzes the header or line item details form, so the admin needs to make a choice between two form levels on this page.
- **Mapping Expense Types to U.N. Commodity Codes:** The United Nations Standard Product and Service Code (UNSPSC) commodity codes must be resident in Concur Invoice for mapping to expense types. SAP Concur imports these codes by using a standard import job for this purpose. Expense types can be mapped to these codes in turn using either the on-demand import or by contacting SAP Concur to have the Expense Type import performed. (Optional: You can also add these manually by using options in the Tax Administration tool.)
- **Activating the Feature:** After the admin has completed all configuration steps, they need to activate the feature by selecting (enabling) the **Turn On Tax Validation** check box.

Working With Commodity Codes

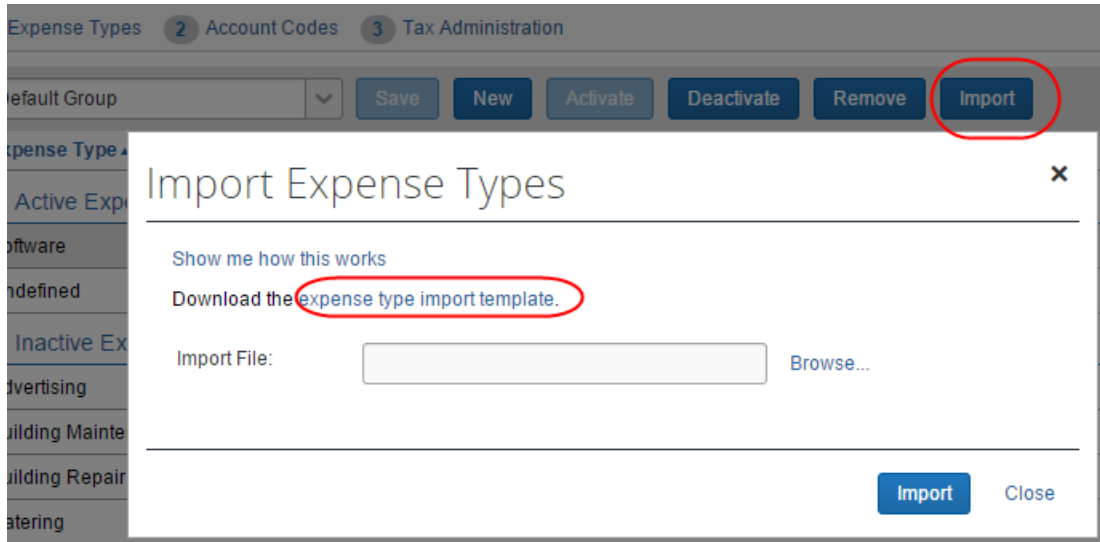
Commodity codes are one part of the data required by the tax service to generate an accurate tax amount. These codes define the good or service that is invoiced, so that the correct tax percentage can be applied.


During configuration, SAP Concur imports these codes for the client where they appear on the page for the admin. The admin needs to perform the final mapping of their company's unique expense types to each imported code.

The admin can enter the codes manually or import them. To enter the codes manually, the admin needs to click on each row in the **UNSPSC Commodity Code** column and enter the codes.

Expense Type	UNSPSC Commodity Code search
Advertising	82100000
Building Maintenance	72101507
Building Repair	
Catering	

To enter the codes by importing them, the admin needs to download the expense type import template on the **Expense Type** page and enter the commodity codes. When this is done, the admin can import the spreadsheet.



 For more information, refer to the *Concur Invoice: Expense Types Setup Guide*.

SAP Concur has provided a search function that opens the **United Nations Standard Products and Services Code® (UNSPSC®)** page. The admin can use the data on this page to search for the code and/or title of the type of expense that they want to map.

Search Code	<input type="text"/>
Search Title	<input type="text" value="advertising"/>
<input type="button" value="Search"/>	
Code	Title
82100000	Advertising
82101500	Print advertising
82101508	Trade or service directory or yellow page advertising
82101702	Skywriting advertising services
82101800	Advertising agency services
55121901	Advertising pillars
82101802	Advertising production service
82101502	Poster advertising
82101507	Shopping news or advertising or distribution service

Section 4: Configure the Tax Administration Feature

Use this section to understand and configure the Tax Administration feature. Note that only SAP Concur representatives can perform some of the steps. For more information, contact your Concur Invoice administrator.

The Basic Process

Implementing this feature requires some basic preparation and configuration prior to activating the service. The client and SAP Concur will perform the following actions to configure and activate the feature:

- **Sign up for the Tax Service:** The Tax Administration feature is available from SAP Concur for a fee. Clients should contact their Concur Invoice representative for information about costs and contract requirements in preparation for activation of the service for the client.
- **Contract With a Tax Validation Service Provider:** Clients contact their preferred tax validation service provider who provides them with a unique Partner Account Number value that they will use when they configure the service.
- **SAP Concur Configures the Tax Service:** SAP Concur configures the feature by performing the following steps:
 - ◆ **Expose the Tax Administration Feature:** SAP Concur will activate the feature, exposing the **Tax Administrator** page in Product Settings.
 - ◆ **Perform the Initial Commodity Code Import:** The United Nations Standard Product and Service Code (UNSPSC) commodity codes must be resident in Invoice. SAP Concur imports these codes using a standard import job for this purpose.
 - ◆ **Enable (Add) Tax Fields:** The system automatically adds the **Calculated Tax Amount** and **Tax Rate** fields, in read-only state, at the header or line item levels as specified by the client.
- **Client Configures Invoice:** Once the feature is available in Concur Invoice, the client:
 - ◆ **Configures and Activates the Feature:** The client administrator configures and then activates tax validation in Product Settings by using options in the **Tax Administration** tab of **Expense Types**.
 - ◆ **Imports Commodity Code Mapping:** In order to map the imported commodity codes to the client's unique expense types, the on-demand Expense Type import spreadsheet is coded and imported into Concur Invoice by using options on the **Expense Types** page.
TIP: You can also enter these codes manually on the same page.
 - ◆ **Enters the company location ship-to address:** The client administrator must enter a ship-to address in the **Company Locations** page of Product Settings.
 - ◆ **Assigns the Tax Admin role:** When the admin has assigned this role to a user, they can see the **Tax Administration** page in Product Settings

and will be able to map commodity codes, choose validation levels, and so on.

- **Client Activates the Tax Service:** The feature is not active until the client selects (enables) the **Turn On Tax Validation** check box on the **Tax Administration** page. The client performs this final step to begin using the service.

Configuration/Feature Activation

The following steps describe how to enable, configure, and turn on the Tax Administration feature.

Step 1: Enable the Tax Admin Feature (SAP Concur Internal Staff)

SAP Concur completes the steps outlined below to enable the Tax Administration feature, so that the **Tax Administration** page appears in the **Expense Types** page of Product Settings.

▶ **To enable the Invoice Tax Administration feature:**

SAP Concur sets the **Enable Invoice Tax Validation** setting to Yes by using the management console.

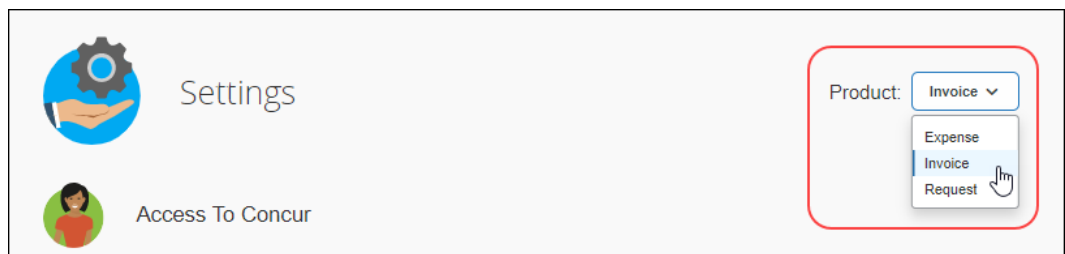
The **Tax Administration** page will now appear in Product Settings.

Step 2: Configure and Activate Tax Administration

Once SAP Concur has enabled the feature, the client admin can access the **Tax Administration** page in Product Settings and perform all necessary configurations, including activating the feature.

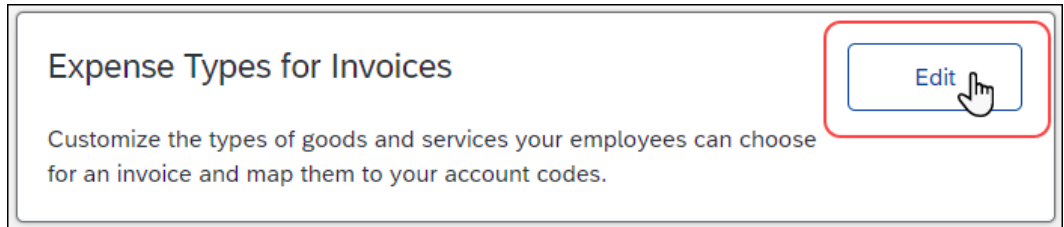
▶ **To configure and activate tax administration:**

1. Click **Administration > Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.

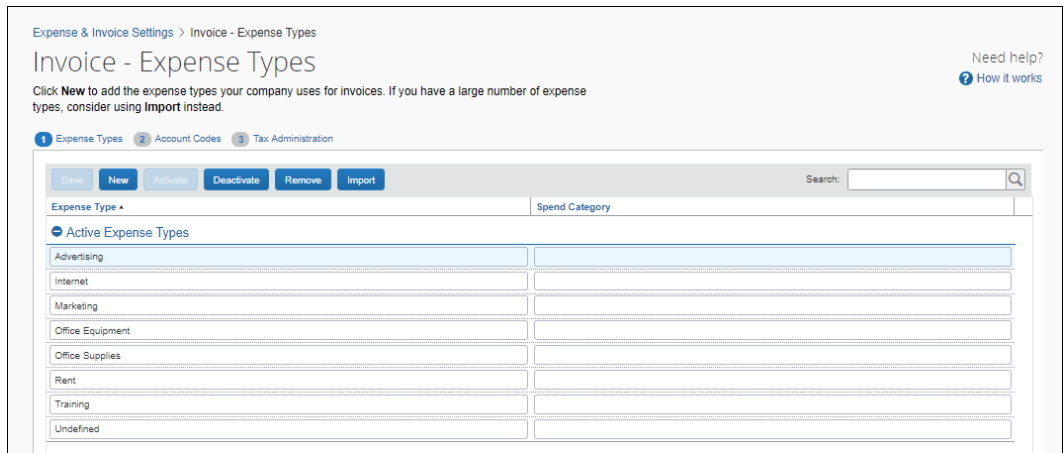


Section 4: Configure the Tax Administration Feature

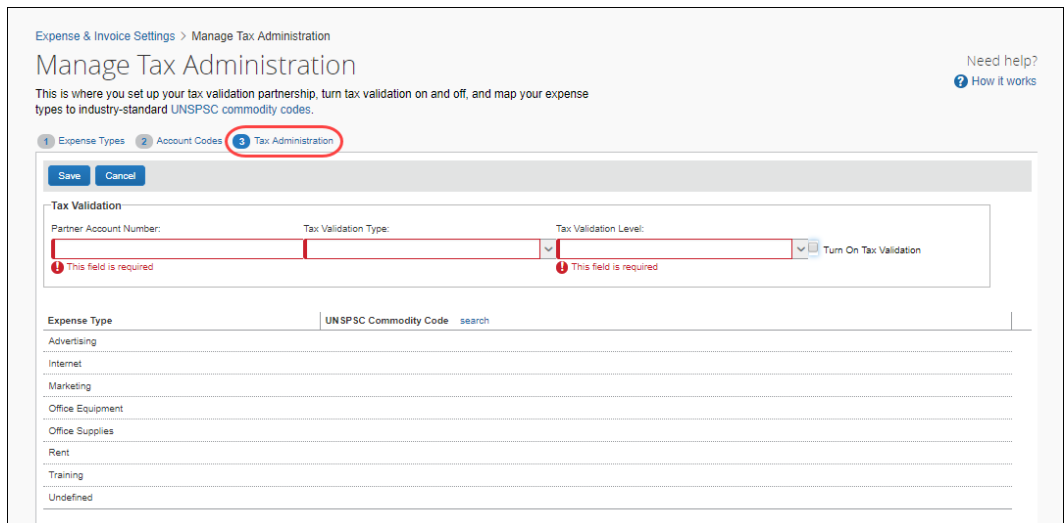
3. In the **Capture Spend** section, on the **Expense Types for Invoices** tile, click **Edit**.



The **Invoice – Expense Types** page appears.



4. Click **Tax Administration**.



5. On the **Tax Administration** page, complete the appropriate fields.

Field	Description
Partner Account Number	This is the unique account number provided by the tax partner to the client. Enter this number in this field.
Tax Validation Type	This is the type of request on which the service will perform the validation. Select Payment Request Only . NOTE: The validation type is limited to invoices. Additional types will be added in upcoming service releases.
Tax Validation Level	This defines on which level the tax validation should occur. Select either the <i>Header</i> or the <i>Line Item</i> level.
Turn On Tax Validation	Select (enable) to activate tax validation for the specified request type. TIP: Do not activate the service until all configuration steps, such as expense type to commodity code mapping, is finalized.
Expense Types	This list of expense types represents the client-defined expense types, each of which must have an associated commodity code. The Invoice Tax Administrator can now map these expense types to commodity codes they input here. NOTE: This column is read-only and shows the expense types that the client uses.
UNSPSC Commodity Code	The commodity code is a universal identifier that allows a tax partner to apply tax validation across any business by using the latest UN code attributes. The Tax admin must map each code to an expense type in order to execute the validation for a invoice by its specified expense type. SAP Concur has provided a Search link which opens a browser to the latest UN commodity codes for accurate input.

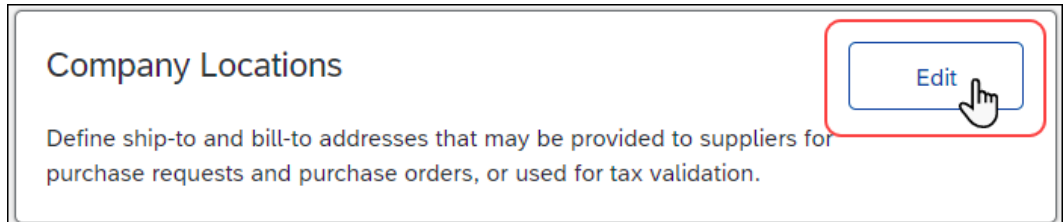
6. Click **Save**.

Step 3: Add and Manage Ship-to Addresses

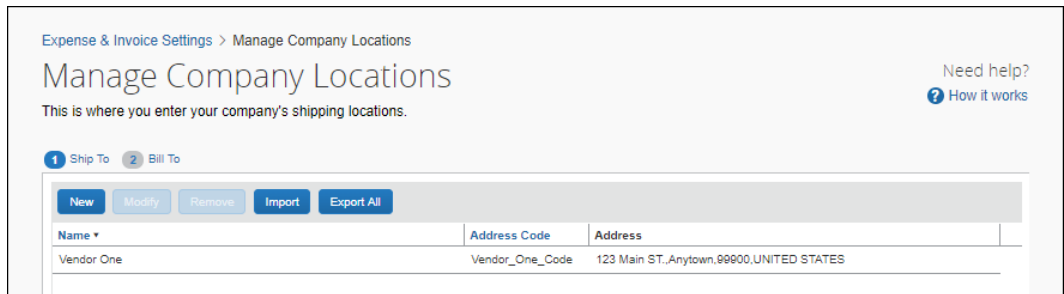
To ensure that the system applies accurate tax validation results based on the region in which the good or service event is performed, the administrator needs to enter a *Ship To* value in the **Company Locations** page of Product Settings. The ship-to address can be changed or deleted. If you delete a ship-to address, you only "soft delete" the record, which means that the address is still available to those invoices that are currently using it.

▶ **To access company locations**

1. Click **Administration > Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.
3. In the **Capturing Spend** section, on the **Company Locations** tile, click **Edit**.



The **Manage Company Locations** page appears.



► **To add a ship-to address:**

1. On the **Manage Company Locations** page, click **New**. The **Add New Company Location** window appears.

2. Complete the appropriate fields.

Field	Description/Comments
Name (Required)	A unique name that identifies a particular address. TIP: The system searches for your location using the <i>Name</i> value. Ensure that you type in the <i>name</i> of the location whenever Invoice asks you for a Bill To or Ship To address that you created by using Company Locations .
Address Code (Required)	This is the external identifier used by the customer's financial system to identify a particular address.
Address 1 (Required)	Address 1 of the complete address.
Address 2 (Optional)	Address 2 of the complete address.
Address 3 (Optional)	Address 3 of the complete address.
City (Required)	The city within which the address resides.

Section 4: Configure the Tax Administration Feature

Field	Description/Comments
Postal Code (Required)	The postal code of the address.
Country Code (Required)	The code of the country associated with the address.
State/Province (Required)	The state or province within which the address resides.

3. Click **Save**. Each new address appears as a row on the **Manage Company Locations** page.

► **To edit a ship-to address:**

1. On the **Manage Company Locations** page, select the address and click **Modify**, or double-click the address directly. The **Modify New Company Location** window appears.

Modify Company Location

Name:

Address Code:

Address 1:

Address 2:

Address 3:

City:

Postal Code:

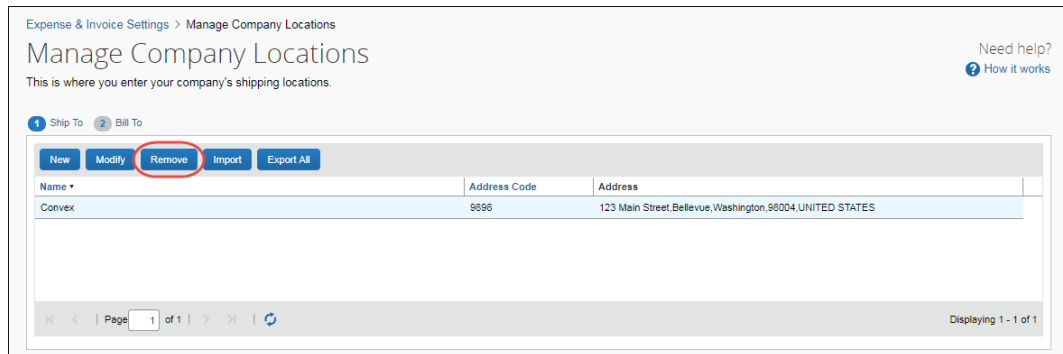
Country: ▼

State/Province: ▼

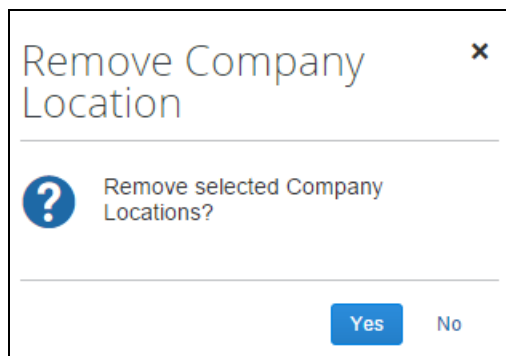
2. Edit the existing values as needed to update your address (refer to the table under *To add a ship-to address* procedure for information about the fields.)
3. Click **Save**.

► **To delete a ship-to address:**

1. On the **Manage Company Locations** page, select the address you want to delete and then click **Remove**.



2. In the **Remove Company Location** window that appears, click **Yes**.



The address will be removed from the **Manage Company Locations** page.

Step 4: Assign the Tax Admin Role

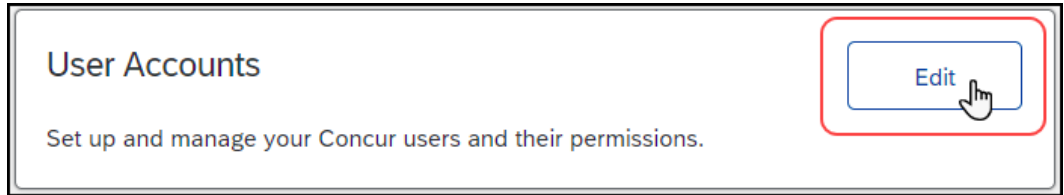
On the **Users** page in Product Settings, the client admin can select (enable) the Tax Admin role. The user with this role can access the Tax Admin page in Product Settings, and will be able to map commodity codes, choose validation level, and so on.

► **To assign the tax admin role**

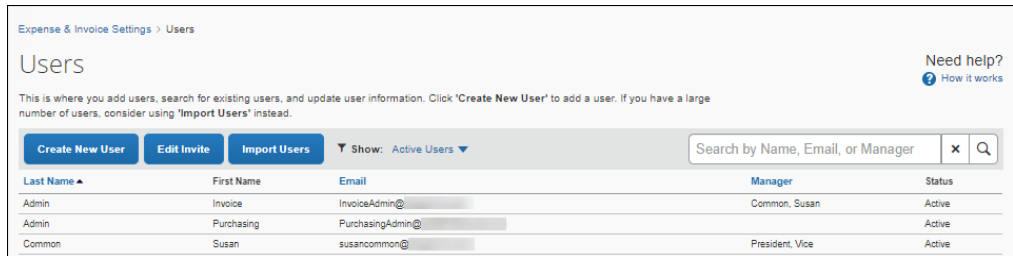
1. Click **Administration > Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.

Section 4: Configure the Tax Administration Feature

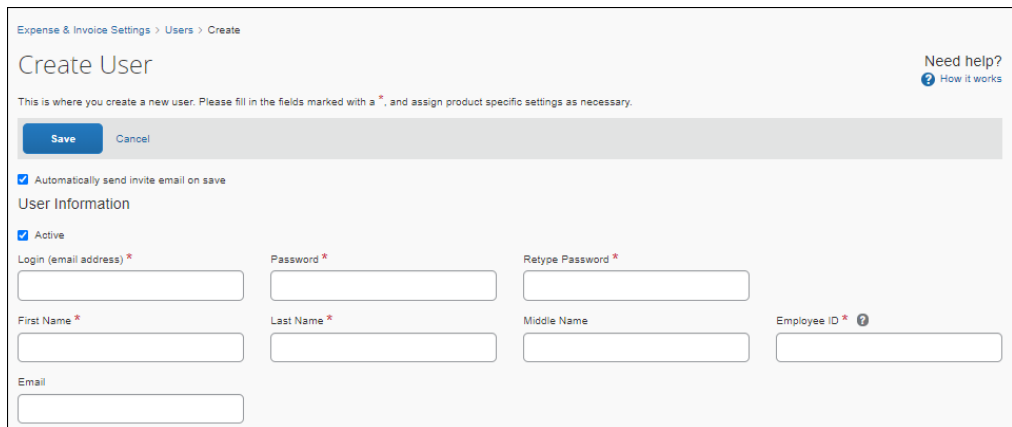
3. In the **Access To Concur** section, on the **User Accounts** tile, click **Edit**.



The **Users** page appears.



4. Click **Create New User** to create a new user or double-click the row for the existing user you want to add the Tax Admin role to. The **Create User** or **Edit User** page appears.



The screenshot shows the 'Create User' page with the following form fields:

- Automatically send invite email on save
- Active
- Login (email address) *
- Password *
- Retype Password *
- First Name *
- Last Name *
- Middle Name
- Employee ID * ?
- Email

- In the **User Permissions** section, select (enable) the **Is Tax Admin?** option.

User Permissions - check all that apply

Reporting Access
 Consumer

<p>Expense</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Can Administer (includes Request) <input type="checkbox"/> Can Process Expense Reports (includes Requests) <input checked="" type="checkbox"/> Can Submit Expense Reports <input checked="" type="checkbox"/> Can Approve Expense Reports <input checked="" type="checkbox"/> Can Administer Cash Advance 	<p>Request</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Can Submit Requests <input checked="" type="checkbox"/> Can Approve Requests 	<p>Invoice</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Is Invoice Admin? <input checked="" type="checkbox"/> Is Invoice AP User? <input checked="" type="checkbox"/> Is Invoice Owner? <input checked="" type="checkbox"/> Is Invoice Approver? <input checked="" type="checkbox"/> Authorized Limit Approval? <p>Approval Limit 7,000.00 JPY</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Is Invoice Verifier? <input checked="" type="checkbox"/> Is Purchasing Admin? <input checked="" type="checkbox"/> Is Tax Admin? <input checked="" type="checkbox"/> Is Invoice Vendor Manager? <input checked="" type="checkbox"/> Is Invoice Processor? <input checked="" type="checkbox"/> Is Invoice Payment Manager? 	<p>Purchase Request</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Is Purchase Request User? <input checked="" type="checkbox"/> Is Purchase Request Approver? <input checked="" type="checkbox"/> Authorized Limit Approval? <p>Approval Limit 7,000.00 JPY</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Is Central Receiver? <input checked="" type="checkbox"/> Is Receipt User?
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Budget

- Is Budget Owner?
- Is Budget Viewer?
- Is Budget Approver / Manager?
- Is Budget Admin?

- Click **Save**.