Client Fact Sheet
Configuration of Exchange Rates Feature in Concur Expense Professional Edition
June 16, 2023

SAP Concur solutions are configured by default to automatically provide foreign exchange rates for expenses and for internal operations like audit rules and travel allowance rates defined in currencies other than a user's reimbursement currency.

These foreign exchange rates are usually by SAP Concur.

Each Expense edition handles rates differently:

- **Standard:** Exchange rates are always enabled for Standard and cannot be disabled; no configuration is required or allowed for Standard.

- **Professional:** Exchange rates are typically on by default for Professional edition clients. The individual client may adjust the configuration as desired based on the following information.

Contents

Step 1: Activating Exchange Rates

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

The first step in activating the SAP Concur provided Exchange Rates feature is to allow Expense to pre-populate exchange rates for end users. To do so, select **Use Currently Loaded Exchange Rates** on the **Settings** tab.

Example

Step 2: Selecting Exchange Rates

The second step is to define the rate source that Concur Expense will use.

Example

There are three options for the exchange rate source:

- **Search Local Then External Source:** With this option, Concur Expense will first look to the client-populated exchange rates table (manually entered or imported by the client) for a valid, unexpired rate for the expense date.
  If there is no rate in the client table, then Concur Expense will look for an SAP Concur provided (external) rate.

- **Use Local Exchange Rates Only:** With this option, Concur Expense will pre-populate exchange rates only using the rates in the client exchange rates table entered or uploaded by the client.

- **Use External Exchange Rates Only:** With this option, Concur Expense will only look to the SAP Concur provided rates for pre-population.

NOTE: By default, all new clients will be set up with the exchange rates feature activated, using the SAP Concur provided source.
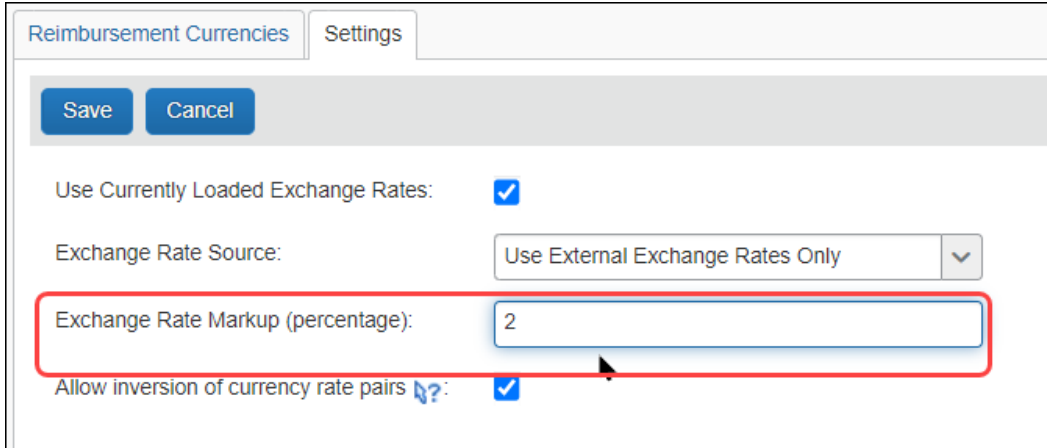
Step 3: Adjusting Exchange Rates

Interbank rates are those paid by banks when conducting commerce with other banks, and card transactions, currency exchange kiosks, and other sources of foreign currency encountered by travelers are typically higher by a percentage. Professional edition clients may adjust the rate (that is the default for expenses) by a percentage to approximate the rate the user is likely to encounter while traveling.

The company may set the Interbank rates to increase by 1 to 10 percentage points when calculating the default rates for expense entries.

Example

Appendix

How the Rate is Calculated

The Xe rate service, who is the third-party provider, uses the Mid-Market Rate for historical dates. The Mid-market Rate is the mid-point between the rate at which a currency can be bought or sold. SAP Concur uses the rate provided by Xe as of 23:00 UTC for the prior day. This ensures rates for a specific day, calculated on that day, are the same as rates calculated for that same day on a future date. For example, a rate for the date of January 3, 2023, would use the rate as of January 2, 23:00 UTC.

Viewing Rates Directly in Xe.com

The Mid-market rate can be viewed directly on the public Xe site to provide the rate used by SAP Concur.

1. Identify the rate and transaction date to be compared.

2. Navigate to the Xe website and click **Tools > Currency Charts**.
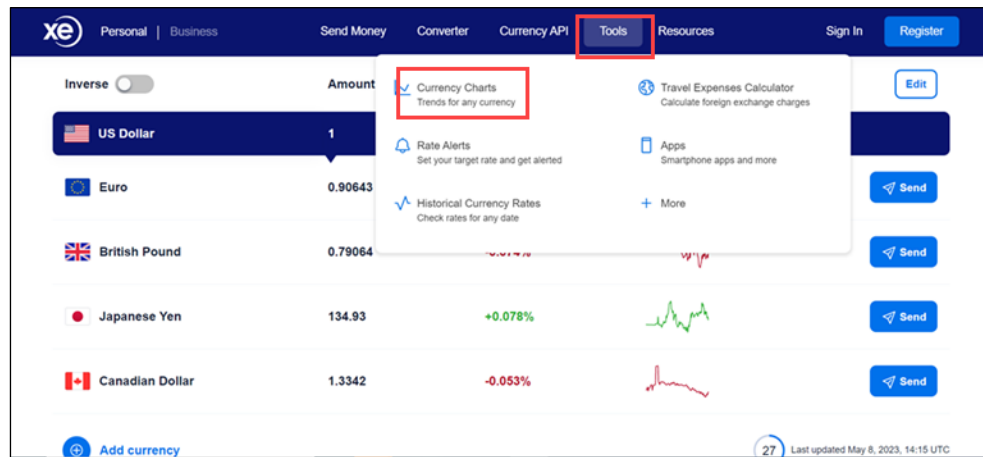
3. Select the appropriate **From** and **To** currencies and click the **View Chart** button.
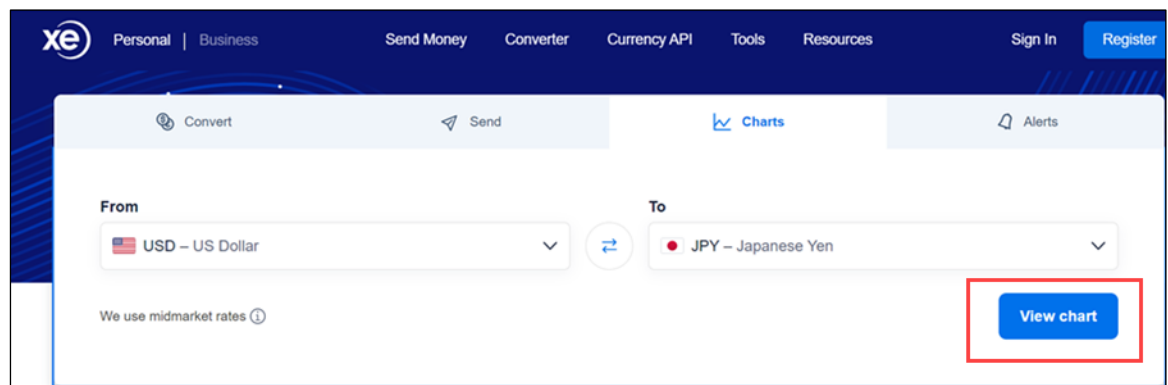
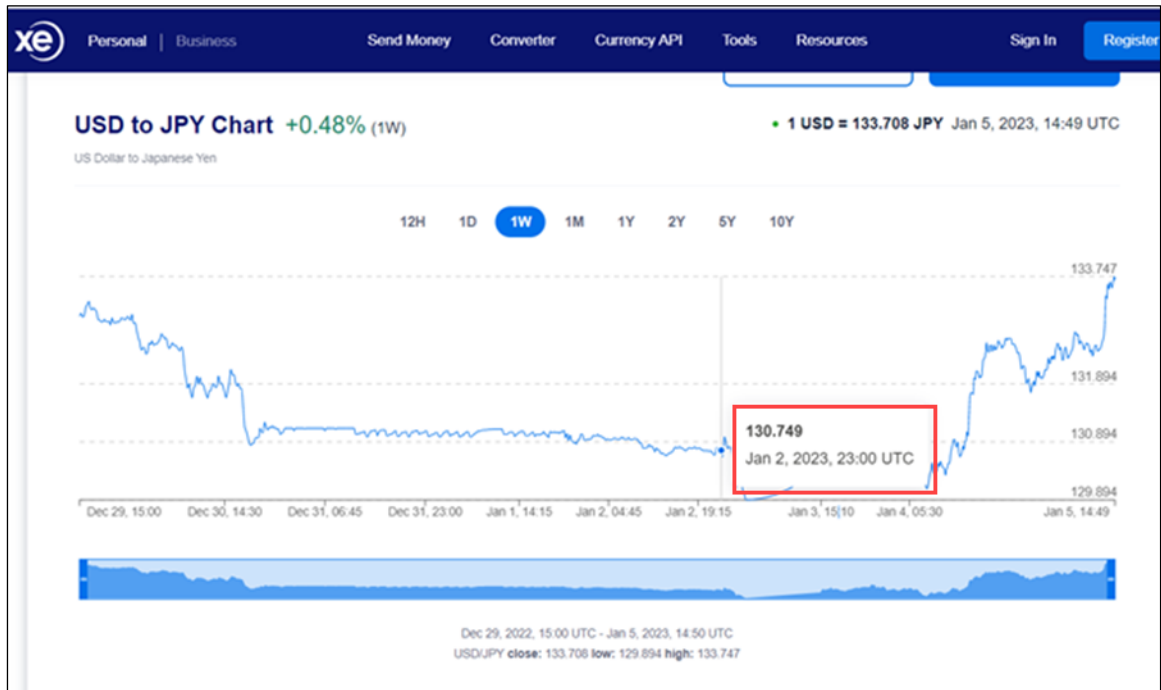4. Select the range (for example: one week) and use the slider to navigate to the appropriate date and time (23:00 UTC).

   NOTE: Hourly rates are only displayed for date ranges up to one month.

5. Compare the rates.

Approximation of Rates

There can be slight variations between the rate shown on the free public conversion tool at Xe.com and the rate Xe provides through their API. SAP Concur uses the Xe API, not the rate shown on the free public website. In most cases, this is the same rate, but there will be occurrences when they differ.

Concur Expense will use the rate for the date prior to the expense date (e.g., transaction date – 1). The rates for 'today' will vary over the course of the day as buying and selling of currencies cause the rate to fluctuate. Concur Expense will use the rate for 'yesterday' whenever the rate for 'today' is requested. This is typically not the case for expenses, which are typically entered after the date that the transaction occurred, but occasionally happens with some users.

Federal Bank Rates

Concur solutions provide the federal bank rates for selected countries where local regulations mandate the use of these federal rates when converting from foreign currency into these specific currencies and where the relevant central bank publishes daily foreign exchange rates for the currency pair. Please refer to the specific country's central bank site for the daily rates.

When the central bank does not provide daily foreign exchange rates for the currency pair, the commercial exchange rates will be provided by SAP Concur solutions.

Country	Currency
Czechia	CZK
Poland	PLN
The Russian Federation	RUB
Türkiye (Turkey)	TRY

NOTE: Professional Edition customers may elect to import rates for currency pairs that are posted monthly by the relevant central bank, to supplement the automatic provision of daily rates. Please refer to the Exchange Rate Import Specification for more information on how to import rates to SAP Concur solutions.