Concur Expense: Fringe Benefits Tax (FBT)

Setup Guide

Last Revised: November 29, 2021

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition

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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
November 29, 2021	Added information about the existing UI and NextGen UI; made modifications throughout; cover revision date updated
January 7, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 5 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
December 9 2016	Updated the guide content to new corporate style; no content changes.
May 13 2016	Updated instances of he/she to they.
February 19 2015	Removed information about the current user interface; changed the copyright; no other content changes
October 30 2014	Added information about: • **Status** field (actually moved information about the **Status** field to this guide from the *Expense: Attendees Setup Guide*) • Traveling / Not Traveling for the employee (SYSEMP) attendees type
September 24 2014	Added information about two user interfaces; no other content changes.
April 15 2014	Changed copyright and cover; no other content changes
April 3 3012	Removed all references to the *legacy* Authorization Request feature in Concur Expense Changed any references to Concur's Travel Request service to Request, Concur Request, or Authorization Request, depending on the situation No other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
May 18 2012	Updated to include Australian Travel Diary information, required of travelers in some circumstances to avoid taxation under the rules of the Fringe Benefits Tax
April 20 2012	Updated to show which SAE (extract) columns to reference under Vat Tax Data to review the *Reclaim Adjusted Amount* and *Reclaim Code* values
February 2012	Changed copyright; no content change
February 25 2011	Updated the Policies page information to the current user interface
December 31 2010	Updated the copyright and made rebranding changes; no content changes

Date	Notes / Comments / Changes
December 17 2010	Attendee type portion has moved to the *current* user interface
August 20 2010	Moved to the *current* user interface
December 2009	Changed to stand-alone setup guide; no content change
Jun. 2008 (SU 32)	Added information about the two available user interfaces: ♦ *Classic* user interface ♦ *Current* user interface

Fringe Benefits Tax

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.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

Australia and New Zealand require that companies pay a fringe benefits tax (FBT) on certain kinds of expenses that employees claim. For example, when an employee takes a business guest to lunch and expenses the meal, the meal becomes a fringe benefit to the employee and may be taxed.

The FBT feature in Concur Expense extracts the taxable portion of the expense from expense reports to the company's accounting system. The feature does not calculate the tax: rather it provides the necessary information to the accounting system so that the tax can be appropriately tracked and processed with all other FBT-taxable expenses.

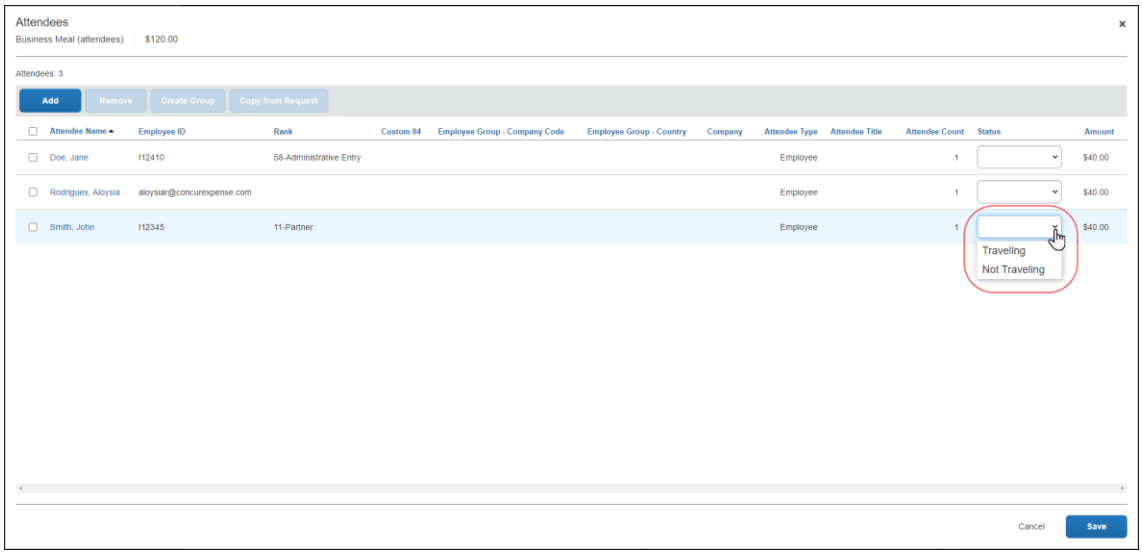
FBT is calculated after the processor approves the report. At that time, the FBT configuration is applied to the report to split applicable expenses into the different amounts by attendee type as required.

Employee Status Column

The Australian FBT regulations treat employee expenses differently based on whether the employee is traveling or not traveling for the expense.

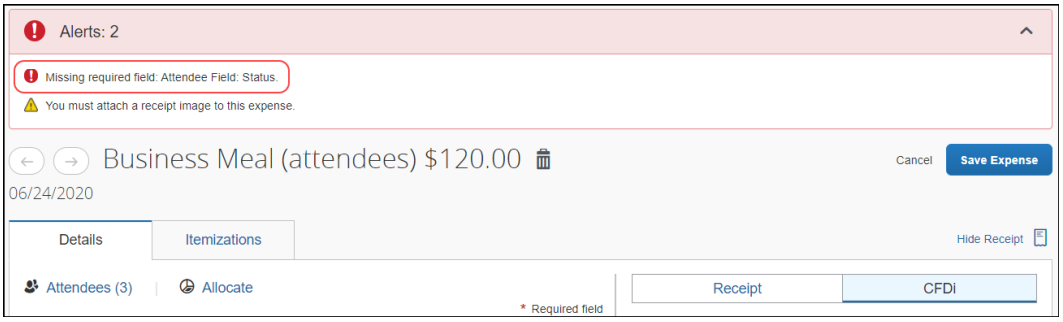
NOTE: This feature applies ***only*** to the Employee attendee type, also known by the SYSEMP code. In previous versions, this attendee type was named This Employee.

Once configured, when the employee is completing the **Attendees** section of the expense on the expense report, the employee chooses *Traveling* or *Not Traveling* f and all other employee/attendees.



Note the following:

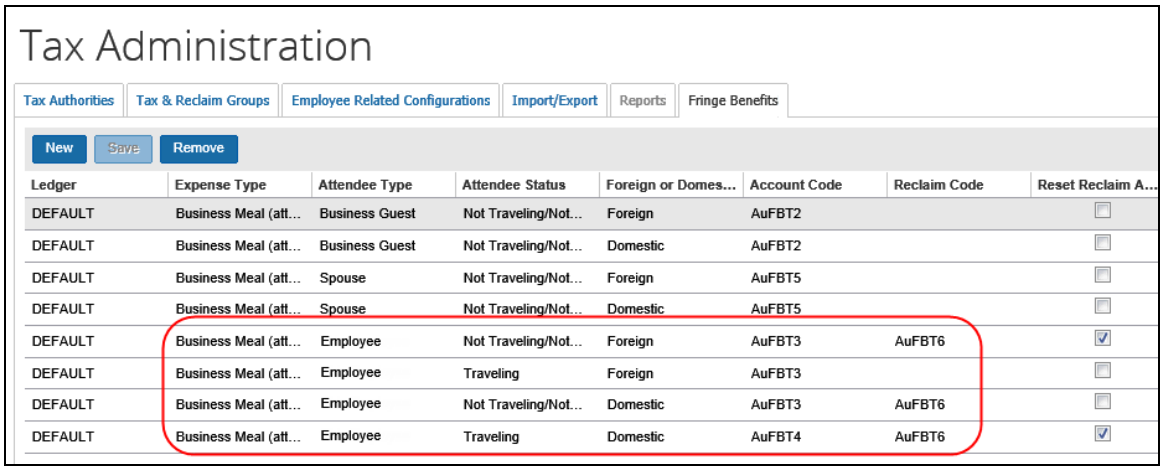
- The *Traveling/Not Traveling* status applies ***only*** to the Employee attendee type. The **Status** field for all other attendee types is not editable.
- The **Status** field is always required for the Employee attendee type.



CONFIGURING FOR THE STATUS COLUMN

During configuration, the admin:

- Adds the **Status** field to the Attendee Detail View form, which defines the **Attendees** section of the expense (as shown above)
- Defines – for the applicable expense types, such as Business Meal (attendees) – for the Employee (SYSEMP) attendee type, the applicable account codes and reclaim codes for when the employee is traveling and not traveling and, if traveling, for foreign and domestic travel



Ledger	Expense Type	Attendee Type	Attendee Status	Foreign or Domes...	Account Code	Reclaim Code	Reset Reclaim A...
DEFAULT	Business Meal (att...	Business Guest	Not Traveling/Not...	Foreign	AuFBT2		☐
DEFAULT	Business Meal (att...	Business Guest	Not Traveling/Not...	Domestic	AuFBT2		☐
DEFAULT	Business Meal (att...	Spouse	Not Traveling/Not...	Foreign	AuFBT5		☐
DEFAULT	Business Meal (att...	Spouse	Not Traveling/Not...	Domestic	AuFBT5		☐
DEFAULT	Business Meal (att...	Employee	Not Traveling/Not...	Foreign	AuFBT3	AuFBT6	☑
DEFAULT	Business Meal (att...	Employee	Traveling	Foreign	AuFBT3		☐
DEFAULT	Business Meal (att...	Employee	Not Traveling/Not...	Domestic	AuFBT3	AuFBT6	☐
DEFAULT	Business Meal (att...	Employee	Traveling	Domestic	AuFBT4	AuFBT6	☑

These configuration steps are described in the configuration section in this guide.

Travel Diary Support

A travel diary is required of travelers in some circumstances to avoid taxation under the rules of the Fringe Benefits Tax. Under this governmental provision, the traveler must use a travel diary to identify where they traveled, the dates and times of travel for the entire duration of the trip, and finally the nature of the business activity itself.

Refer to *Using the Travel Diary* in this guide for more information.

The Standard Accounting Extract Reclaim Code and Amount Columns

The user should reference columns 235 and 238 of the VAT Tax Data record set for the *Reclaim Adjusted Amount* and *Reclaim Code* respectively when using the Standard Accounting Extract under the Fringe Benefit Tax feature.

Section 3: Required Roles

Configuration includes these parts of the application and the required administrator roles:

- **Attendee Types:** A user must have the Expense Configuration Administrator ***or*** the Expense Configuration Administrator (restricted) role to create attendee types.
- **Tax Administration:** A user must have the Tax Administrator role ***and*** the Fringe Benefits Tax Administrator role to create the FBT configuration.
- **Forms and Fields:** A user must have the Expense Configuration Administrator role to modify forms (for adding the **Status** field).
- **Policies:** A user must have the Expense Configuration Administrator role to activate the FBT feature on the policy.

Section 4: Configuration

Basic Configuration Process

These steps are listed here and described ***in detail*** on the following pages:

Step 1: Configure the attendee types

Step 2: Create the Fringe Benefits Tax configuration

Step 3: Add the **Status** field to the Attendee Detail View form

Step 4: Activate FBT in a policy

Step 1: Configure Attendee Types

Configure the attendee types as defined in the *Concur Expense: Attendees Setup Guide*.

Step 2: Create the Fringe Benefits Tax Configuration

An FBT configuration is defined primarily on:

- Ledger
- Foreign or domestic expense
- Expense type
- Attendee type
- For employees, whether traveling or not traveling

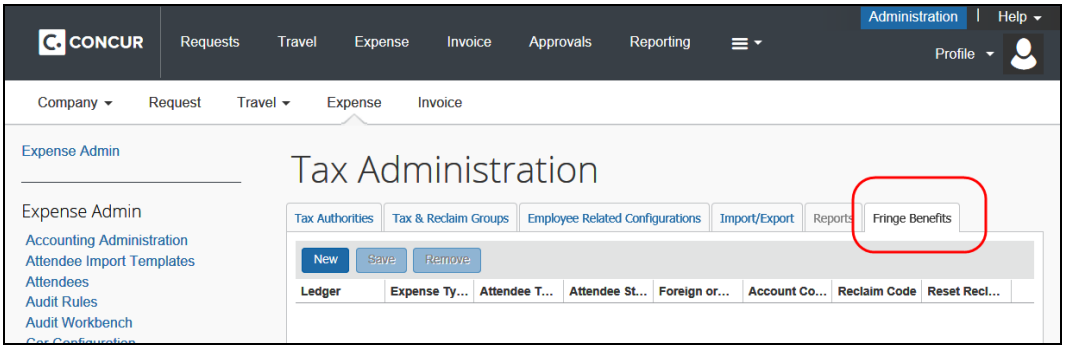
Note the following:

- FBT is "all or nothing" - Either create an FBT configuration for ***all*** attendee types or for ***no*** attendee types at all.
- In Concur Expense, during the Expense Processor step, Concur Expense performs a pre-pay validation of each attendee type.
  - An expense with an expense type configured for FBT but using attendee types that are not configured will be halted at the processor step until that configuration is completed.
  - If Concur Expense has been configured for the processor step to be skipped, then the expense report is halted at the Pending Validation step with a PREPAYxx error.

Accessing the Fringe Benefits Configuration Page

To access the Fringe Benefits configuration page:

1. Click **Administration > Expense** (on the sub-menu).
2. Click **Tax Administration** (left menu).
3. Click the **Fringe Benefits** tab.

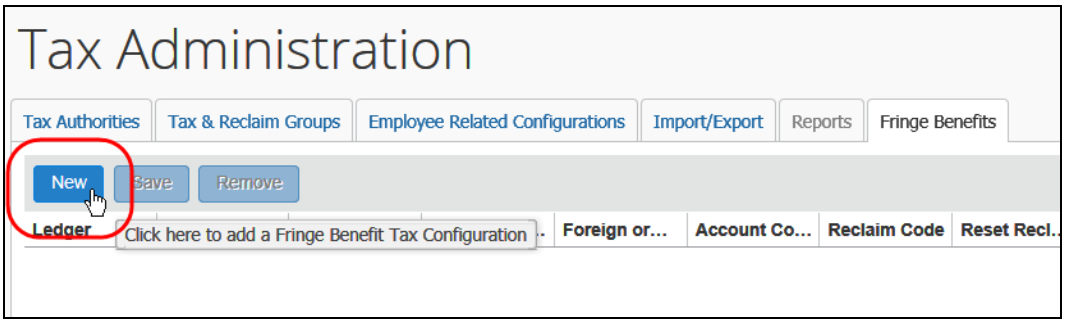


Creating an FBT Configuration

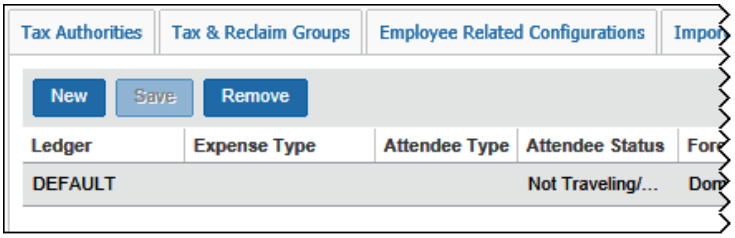
An FBT configuration must be unique. If you create an FBT configuration containing the same criteria as an existing configuration, the system warns you that a similar configuration already exists and prevents you from saving the one you have just created.

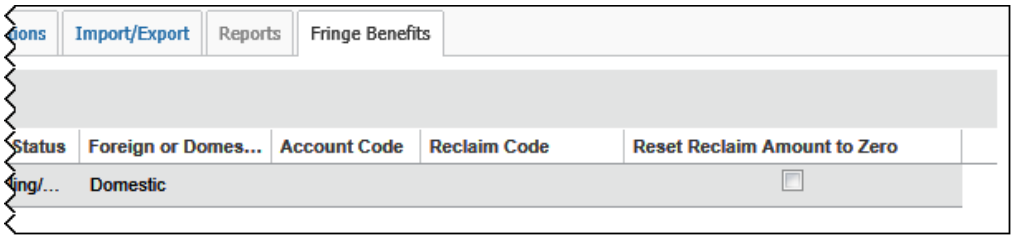
To create a new FBT configuration:

1. On the **Fringe Benefits** tab, click **New**.

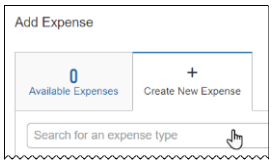
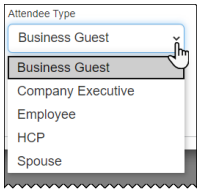
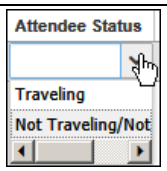
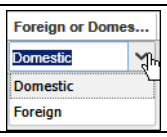


The fields become editable.





2. Complete all required fields.

Field	Description
Ledger	Select the name of the ledger to which the accounting information should map. The ledger is the accounting book of final entry where the system lists transactions in separate accounts. In Expense, the Ledger is the point of interaction into an accounting system.
Expense Type	Select an expense type for this configuration. 
Attendee Type	Select the type of attendee for this configuration. Examples of attendee types are "employee" or "business guest." 
Attendee Status	 Select the status, either: • Traveling • Not Traveling/Not Applicable **IMPORTANT:** Leave this field set to *Not Traveling/Not Applicable* for all attendee types ***except*** Employee. Then for Employee, define the applicable account/reclaim codes, foreign/domestic, etc. for *Traveling* and for *Not Traveling/Not Applicable*. Expense Type | Attendee Type | Attendee Status | Foreign or Domes... | Account Code | Reclaim Code Business Meal (att... | Employee | Not Traveling/Not... | Foreign | AuFBT3 | AuFBT6 Business Meal (att... | Employee | Traveling | Foreign | AuFBT3 | Business Meal (att... | Employee | Not Traveling/Not... | Domestic | AuFBT3 | AuFBT6 Business Meal (att... | Employee | Traveling | Domestic | AuFBT4 | AuFBT6
Foreign or Domestic	Specify whether the FBT configuration is for domestic or foreign expenses. 

Field	Description
Account Code	Enter the account code to use for this configuration. The account code is specified by the organization and defines what is involved in a transaction. The account code overrides the default value set in the Account Codes configuration.
Reclaim Code	Enter the reclaim code to use for this configuration if your organization's financial system requires it. The reclaim code is similar to a tax code; it is a pass-through to some client financial systems. This reclaim code overrides the default value set in the Tax & Reclaim group configuration.
Reset Tax Reclaim Amount to Zero	Select (enable) the check box to set the tax reclaim amount to zero for this configuration. This setting overrides any reclaim amount calculated by the Tax & Reclaim group configuration and resets it to zero.

3. Click **Save**.

Modifying FBT Configurations

To modify an FBT configuration:

1. On the **Fringe Benefits** tab, select any field in the configuration you want to edit.
2. Make the required changes.
3. Click **Save**.

Removing FBT Configurations

To remove an FBT configuration:

1. On the **Fringe Benefits** tab, select the configuration you want to remove.
2. Click **Remove**.

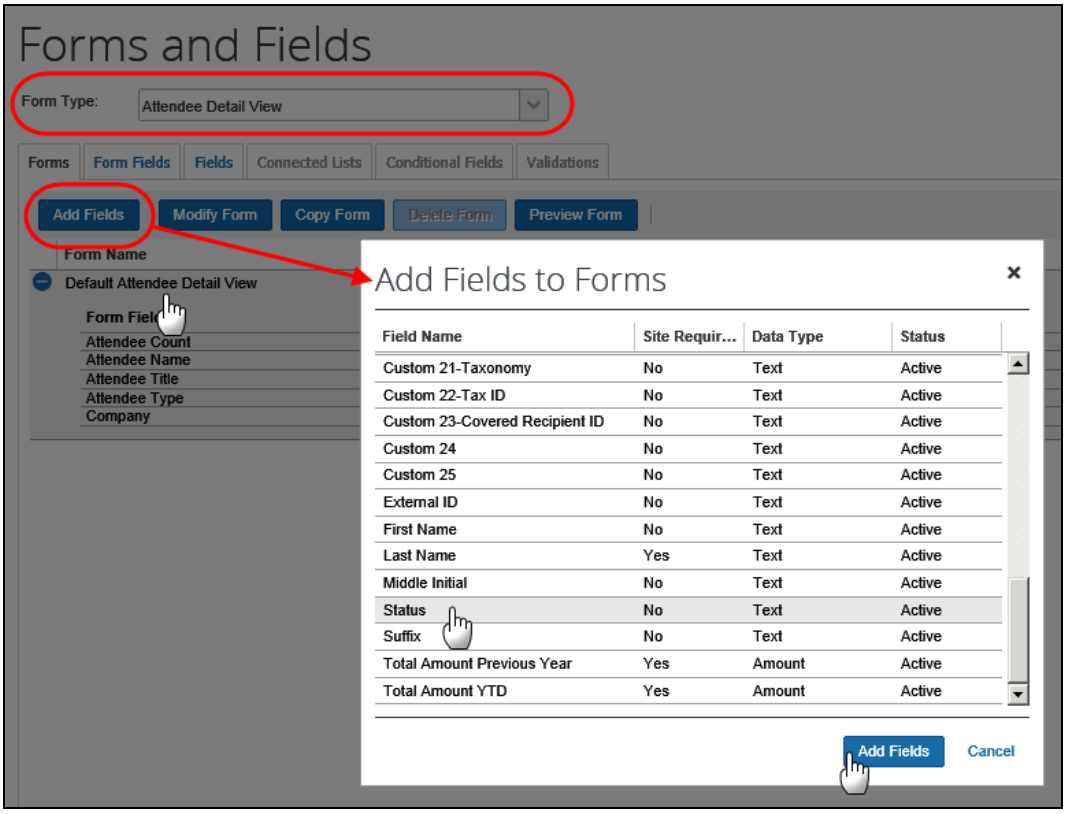
Step 3: Adding the Status Field to the Attendee Detail View Form

To add the field to the form:

1. Click **Administration > Expense** (on the sub-menu).
2. Click **Forms and Fields** (left menu).
3. In the **Form Type** list, click *Attendee Detail View*.
4. As with any field, you can use the **Fields** tab or the **Form Fields** tab, as applicable, to set the employee, approver, and processor field access permissions.

NOTE: Regardless of the choices you make, the **Status** field is ***required*** for the Employee attendee type when the field appears on the Attendee Detail View form.

5. You can add the field using the **Forms** tab or the **Form Fields** tab. In this sample, the **Forms** tab is used. On the **Forms** tab, click the desired form.



6. Click **Add Fields**. The **Add Fields to Forms** window appears.
7. Click the **Status** field.
8. Click **Add Fields**. The field appears below the existing fields.
9. Use the **Form Fields** tab to move the **Status** field, if desired.

Step 4: Enabling FBT in a Policy

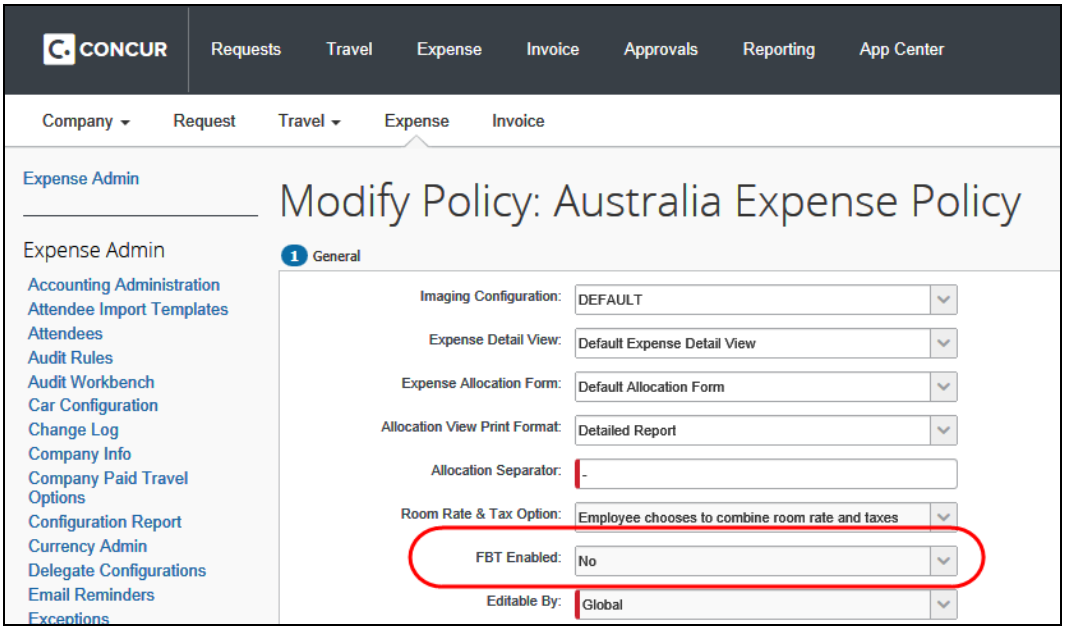
FBT must be enabled for the applicable policy.

▸ ***To enable policy-level FBT configuration:***

1. Click **Administration** > **Expense** (on the sub-menu).
2. Click **Policies** (left menu). The **Policies** page appears.

3. Select the desired policy name.

4. Click **Modify**. The **Modify Policy** page appears.



5. In the **FBT Enabled** list, select **Yes**.

NOTE: This field appears on the policy page ***only*** after at least one FBT configuration has been saved.

6. Click **Save**.

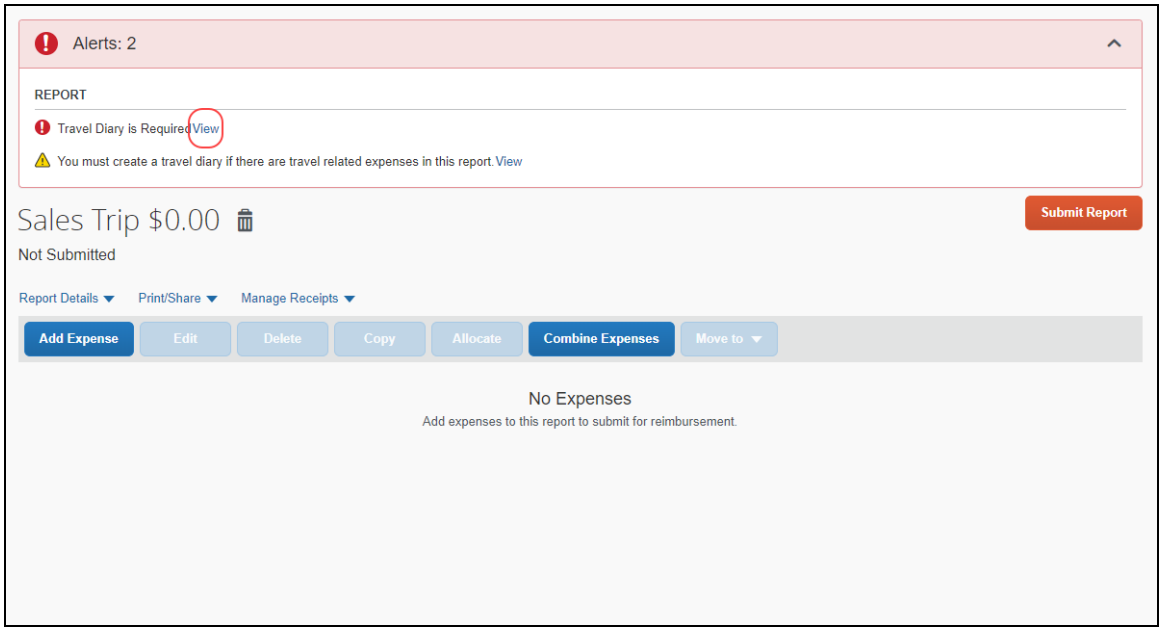
Section 5: Using the Travel Diary

Overview

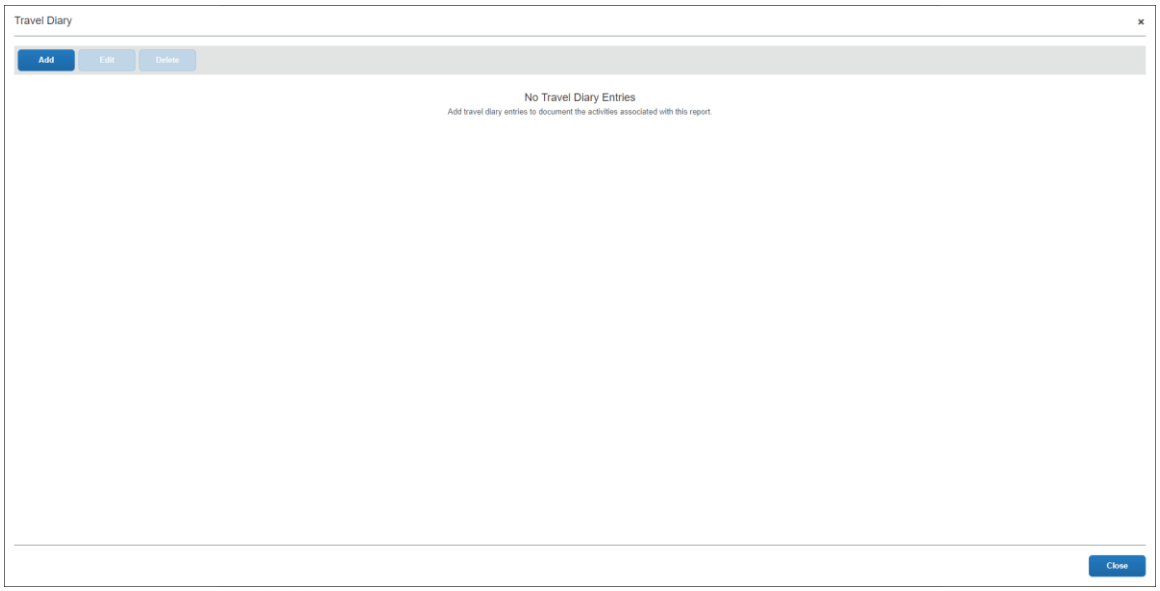
A travel diary is required of travelers in some circumstances to avoid taxation under the rules of the Fringe Benefits Tax. Under this governmental provision, the traveler must use a travel diary to identify where they traveled, the dates and times of travel for the entire duration of the trip, and finally the nature of the business activity itself.

End User Experience

The user creates a new expense report and then receives a report-level exception - in the **Alerts** section - prompting them to click the **View** link to create a new travel diary entry.



The **Travel Diary** screen appears.



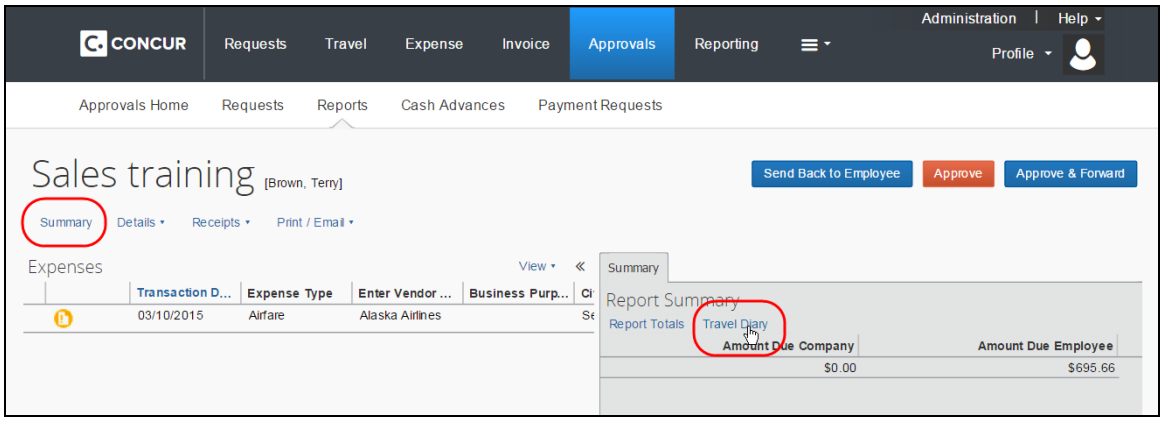
NOTE: The user can also access the **Travel Diary** in the open expense report by going to **Report Details > Travel Diary**.

The user clicks **Add** to open a new entry line, where the user adds their travel information.

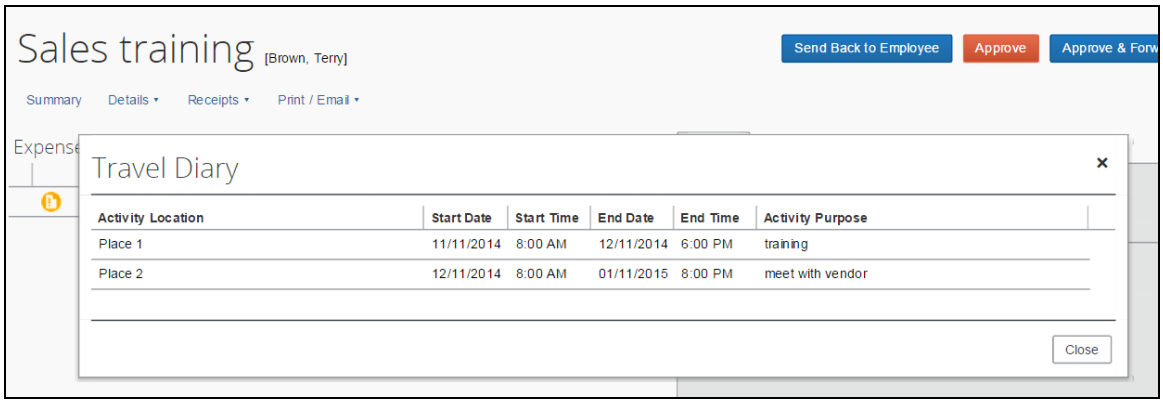
- For the start and end dates, the user can type the date or use the calendar.
- For the start and end times, the user can type a 24-hour time (such as 21, which resolves to 9:00 PM) or the user type in a number. The system resolves the number within a current workday of 7 AM to 6 PM, so the number 5 becomes 5:00 PM; the number 11 becomes 11:00 AM.

Approver Experience

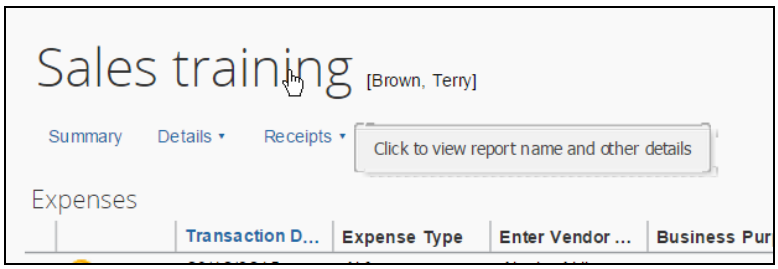
Once submitted, the approver can review the diary information by opening the report and using the **Summary** button to view the report in summary view. The **Travel Diary** link appears.



The travel diary appears.



As with any field, the approver may or may not have rights to change the travel diary. If so, the changes cannot be made in the review window. Instead, the approver clicks the report title (to access the header information) and makes the desired changes there.



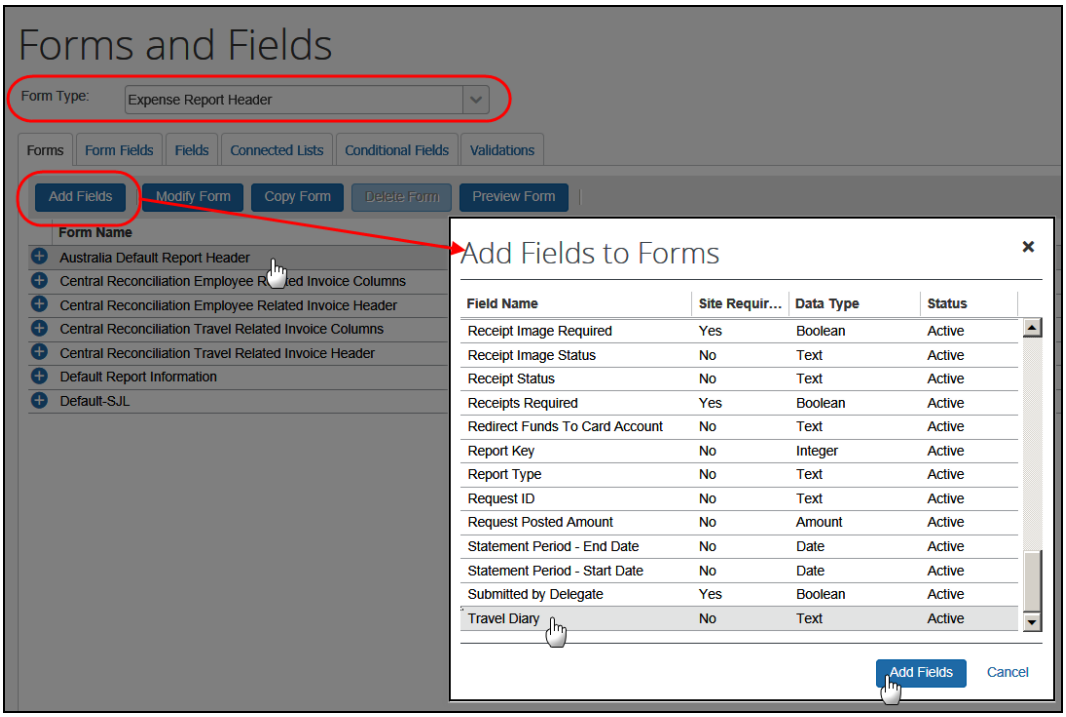
Configuration

Enabling the Travel Diary

To make the travel diary available to users, add the **Travel Diary** field to the Expense Report Header form using the Forms and Fields tool.

To add the field to the form:

1. Click **Administration > Expense** (on the sub-menu).
2. Click **Forms and Fields** (left menu).
3. In the **Form Type** list, click *Expense Report Header*.
4. As with any field, you can use the **Fields** tab or the **Form Fields** tab, as applicable, to set the employee, approver, and processor field access permissions.
5. You can add the field using the **Forms** tab or the **Form Fields** tab. In this sample, the **Forms** tab is used. On the **Forms** tab, click the desired form.



6. Click **Add Fields**. The **Add Fields to Forms** window appears.

7. Click the **Travel Diary** field.

8. Click **Add Fields**.

FIELD PLACEMENT

Regardless of where you place the field on the form, to the user – it will always appear below the other fields. There is one exception: you can place it above or below the **Authorization Request** /**Travel Request** field.

CUSTOMIZATION

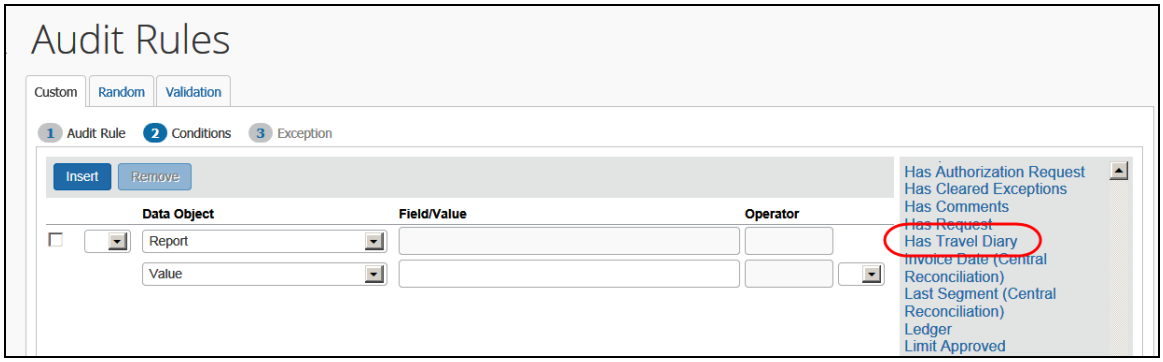
As with any field, you can change the name of the **Travel Diary** field to meet your needs.

In addition, you can customize the **Activity Location** and **Activity Purpose** column names using the Localization tool.

Refer to *Concur Expense: Forms & Fields Setup Guide* and *Shared: Localization Setup Guide*.

Audit Rules

You can create audit rules for the travel diary. The **Has Travel Diary** field can be specified as a report-level data object.



Refer to *Concur Expense: Audit Rules Setup Guide* for more information.

Printed Reports

By adding the new *Report Diary Data* content type to new or existing print templates, the user has the option to print a report that includes the diary in table format.

Four columns appear above the travel rows within the table, including Activity Location, Start Date/Time, End Date/Time, and Activity Purpose.

Report Header

Policy : US Expense Policy
Business Purpose : Australia - Sales & Training
Report Id : AEB420174F3E4BEA8B2D
Report Date : 05/02/2012
Approval Status : Submitted & Pending Approval
Currency : US, Dollar
Custom 01 : Travel

Trade Shows

Transaction Date	Expense Type	Business Purpose	Vendor	City	Payment Type	Amount
04/13/2012	Trade Shows	Australia - Sales & Training	Suffy Trailer & Farm	Perth	Cash	$390.55

Travel Diary

Activity Location	Start Date/Time	End Date/Time	Activity Purpose
Darwin	04/02/2012 9:00 AM	05/02/2012 11:00 AM	Sales
Cairns	04/03/2012 7:00 AM	04/04/2012 8:00 AM	Sales
Townsville	04/05/2012 6:00 PM	04/06/2012 10:00 AM	Sales
Brisbane	04/09/2012 9:00 AM	04/09/2012 4:00 PM	Sales
Canberra	04/10/2012 5:00 PM	04/11/2012 4:00 PM	Sales
Perth	04/13/2012 2:00 PM	04/14/2012 9:00 AM	Event Fair

Company Disbursements

Total Paid By Company : $390.55

Refer to *Concur Expense: Printed Reports Configuration Setup Guide* for more information.