Concur Expense: Hotel Auto-Itemization

Setup Guide

Last Revised: July 1, 2020

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
August 31, 2022	Removed existing UI information
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 7, 2021	Updated the copyright; no other changes; cover date not updated
July 1, 2020	Updated information about the existing UI and NextGen UI; made modifications throughout; cover revision date 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
April 23, 2019	Added information about the existing UI and NextGen UI; cover revision date 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.
May 13 2016	Updated instances of he/she to they.
July 10 2015	Updated the screen shots to the enhanced UI; no other content changes
September 24 2014	Added information about two user interfaces; no other content changes.
April 15 2014	Changed copyright and cover; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
January 20 2012	Updated the copyright and other changes
December 31 2010	Updated the copyright and made rebranding changes; no content changes
December 2009	Changed to stand-alone setup guide; no content change
September 19 2008	Initial publication

Hotel Auto-Itemization

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 support.

Section 2: Overview

Hotel Auto-Itemization is a feature that takes hotel folio data from a company card provider or from a hotel e-receipt and then automatically itemizes the associated hotel expense for the end user.

Definitions

Folio data is often confused with *credit card level 3* data – they are not the same data set.

- *Credit card level 3* data provides additional detail about the charge, for example, the tip amount on a restaurant charge.
- *Folio* data applies **only** to hotels and provides the line-item details such as parking, meals, and Internet access.

Section 3: Configuration

Step 1: Client signs up to receive folio data

The first step is for the client to do one or both:

- Sign up with the company card provider to receive e-folio data

> **NOTE:** The folio data is vendor-dependent – not all hotel vendors provide the same amount of data; some vendors provide no folio data. So, even if a client is signed up for e-folio, folio data may not be present.

- Sign up with one of SAP's hotel e-receipt partners to receive full e-receipt data

> **NOTE:** Folio data is always provided with e-receipts.

Step 2: Map the folio categories to expense types

Once a client has signed up, the next step is to map SAP's folio categories to the client's expense types.

📖 Refer to the *Expense: Policies Setup Guide* for details on mapping folio categories to expense types.

Section 4: End User Experience

When SAP receives a card transaction that has folio data and/or *an* e-receipt from a hotel vendor, Concur Expense itemizes the hotel expense, based on the mapping. This result is like what the user sees if they manually itemized the hotel expense.