# Concur Expense: Receipt Handling – Digital Tax Invoice

## Setup Guide

### Last Revised: August 23,2023

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

# Table of Contents

**Section 1: Permissions ........................................................................................1**

**Section 2: Guides for Digital XML CFDi Receipts for Mexico ...................................1**

About this Guide ..........................................................................................2

**Section 3: Overview ..........................................................................................2**

**Section 4: User Experience.................................................................................2**

Upload the CFDi File ......................................................................................3

View the CFDi File .........................................................................................5

Delete the CFDi File From an Entry ..................................................................5

**Section 5: Admin and Processor Experience.........................................................6**

General Audit Rule .........................................................................................6

Validation via Connect .....................................................................................7

**Section 6: Configuration.....................................................................................7**

Step 1: Enable by Expense Group .....................................................................7

Step 2: (Optional) Modify the Standard Accounting Extract (SAE) ...............................9

Step 3: (Optional) Configure the Digital Tax Invoice Validation ...................................9

Step 4: (Optional) Add an Audit Rule to Flag Duplicates ............................................9

# Revision History

| Date | Notes / Comments / Changes |
|---|---|
| August 23, 2023 | Removed What the User Sees – Existing UI instructions. |
| November 1, 2022 | Removed references to faxing as part of the fax feature decommissioning on November 1, 2022. |
| April 6, 2022 | Added information about 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 |
| September 25, 2020 | Updated title of fax doc. Added a note about the legacy fax feature; 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 |
| September 30, 2019 | Renamed the *Expense: Receipt Handling – Uploaded and Emailed Images Setup Guide* to *Expense: Receipt Handling – Digital Receipts Setup Guide* |
| 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 |
| February 20 2018 | Updated guide names in references to the *Expense: Standard Accounting Extract, Version 2 Specification* and *Expense: Standard Accounting Extract, Version 3 Specification* guides. |
| January 8 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. |
| January 24 2016 | Changed references to the import/extract guides; no other changes |
| August 14 2015 | Added new extract field to *Step 2: (Optional) Modify the Standard Accounting Extract (SAE)* section. |
| July 10 2015 | Added *Add an Audit Rule to Flag Duplicates* section. |
| May 15 2015 | Updated graphics to show new Concur Receipt ID number in tooltip |
| January 23 2015 | General edits; no longer a DRAFT |
| January 16 2015 | Initial publication - DRAFT<br>Split *Expense: Receipt Handling – Receipt Imaging Setup Guide* and the *Receipt Handling – Receipt Store & Line Item Receipts* into:<br>• *Expense: Receipt Handling – Uploaded and Emailed Images Setup Guide*<br>• *Expense: Legacy Receipt Handing – Faxed Images Setup Guide*<br>• *Expense: Receipt Handing – Digital Tax Invoice Setup Guide* |

# Digital Tax Invoice

**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.

In addition, 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 Client support.

## Section 2: Guides for Digital XML CFDi Receipts for Mexico

There are essentially two ways to manage CFDi receipt images depending on the needs and configuration of the client. Choose the appropriate guide based on your company's configuration.

| Method | Description | Guide |
|---|---|---|
| Digital CFDI files are in XML format to support the digital format requirement for Mexico. | About the *Upload & Attach* solution detailed in this document:<br>• User uploads and attaches the file to their line item entry using options within Expense<br>• CFDI is validated after saving the entry<br>• Cannot be saved to the Available Receipts library | *Concur Expense: Receipt Handing – Digital Tax Invoice Setup Guide* |
| | About the *Validation via SAP Document and Reporting Compliance, Cloud Edition* solution:<br>• On return, an expense entry pre-populated with the validated CFDI XML data is automatically created for the submitter and available for an expense report<br>• Submitter may view the validation result in saved entry on receipt of the CFDI in Expense | *Concur Expense: Digital Tax Receipt for Mexico Setup Guide* |

## About this Guide

This guide contains information about the "upload and attach" model for Mexico CFDi. An alternative to this model is the newer API-based method where clients will use a validating vendor of their choice from our AppCenter to certify the XML receipts sent to them from a supplier. For this reason the client is encouraged to adopt the API-based "self-service" model going forward.

**NOTE:** The information in this document will eventually be merged with content in the *Concur Expense: Receipt Handing – Concur Expense: Digital Tax Receipts for Mexico Setup Guide* where the new "API-based" model is documented.

# Section 3: Overview

Mexico has mandated that vendors provide an electronic receipt in digital XML format for each reimbursable expense. In addition, the client must:

- Store the XML file to claim the expense for tax purposes
- Be able to produce the original XML file in case of audit
- Validate the XML file with the Mexican government; the client can use an internal resource or an authorized third party

To help meet this requirement, SAP offers the Digital Tax Invoice feature.

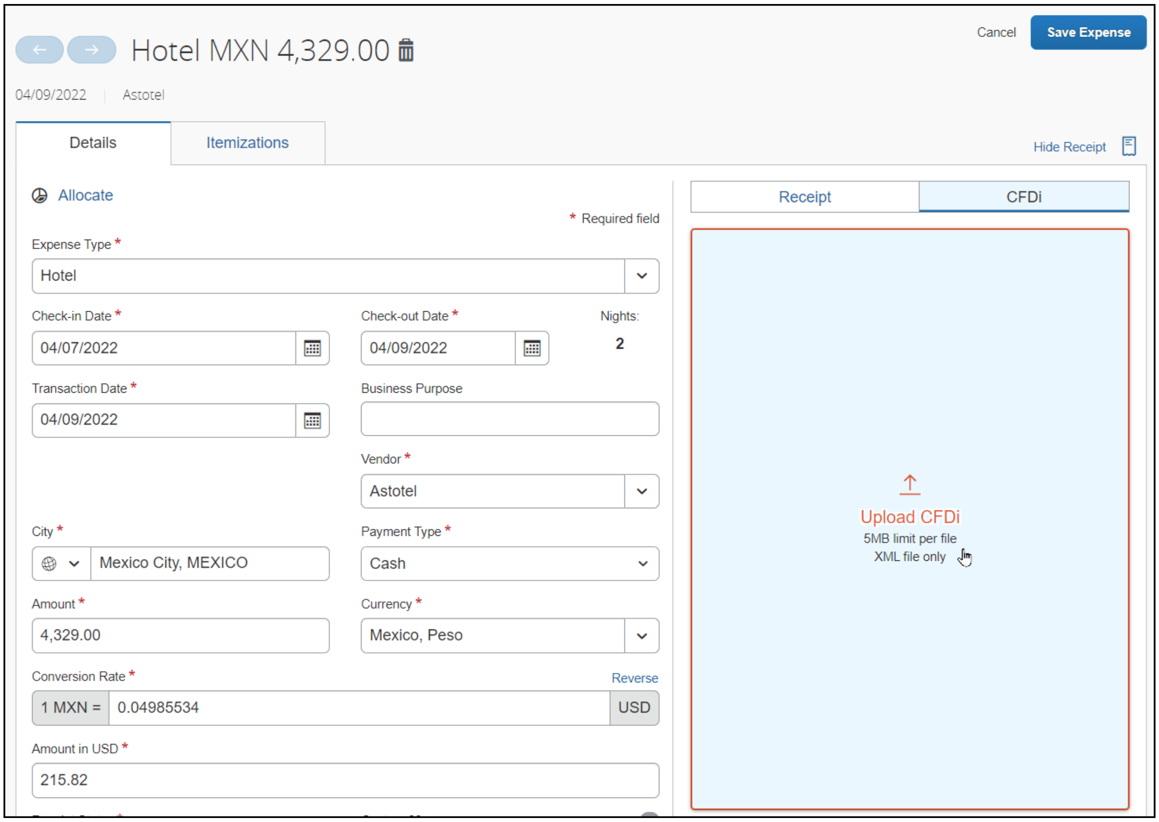
For Mexico, the official digital XML file is called Comprobante Fiscal Digital, or CFDi.

# Section 4: User Experience

The user can:

- Upload the CFDi file (at the expense entry level; not the report level)
- View data by selecting **Details** tab > **CFDi** tab in the receipt pane
- View the original CFDi in the preferred XML viewer
- Delete the CFDi from the entry

When activated, the user sees the **Upload CFDi** option when creating or editing the expense. When a CFDi file is attached, the user will see data from the attached CFDi in this area.



Hotel MXN 4,329.00

04/09/2022 | Astotel

Expense Type *: Hotel

Check-in Date *: 04/07/2022

Check-out Date *: 04/09/2022

Nights: 2

Transaction Date *: 04/09/2022

Business Purpose:

Vendor *: Astotel

City *: Mexico City, MEXICO

Payment Type *: Cash

Amount *: 4,329.00

Currency *: Mexico, Peso

Conversion Rate *: 1 MXN = 0.04985534 USD

Amount in USD *: 215.82

Cancel
Save Expense
Details
Itemizations
Hide Receipt
Allocate
* Required field
Reverse
Receipt
CFDi
Upload CFDi
5MB limit per file
XML file only

---

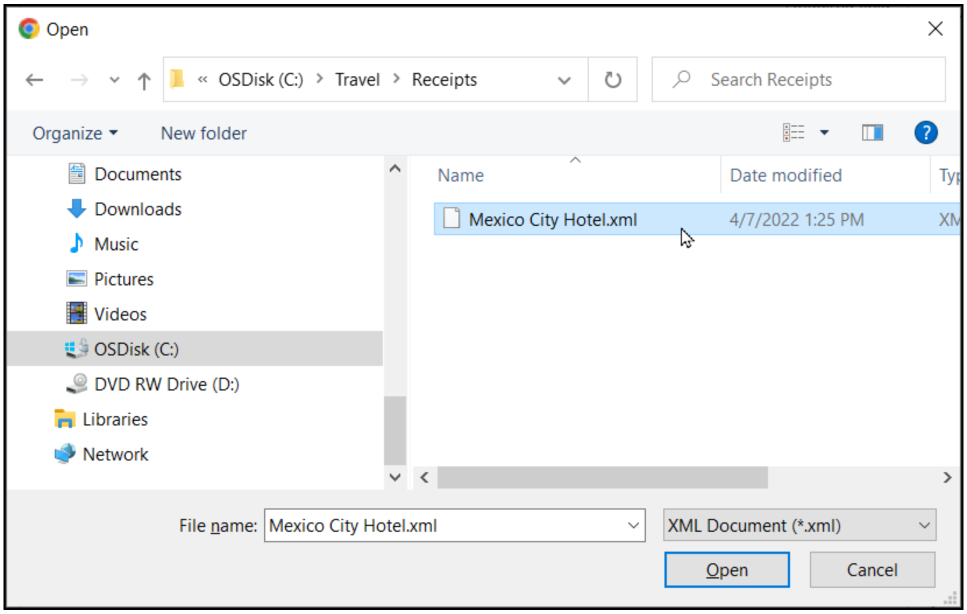
**NOTE:** Only one CFDi file can be attached to an expense entry. So, the **Attach CFDi** button is ***not*** displayed if a CFDi is already attached to the entry. The user must remove the currently attached CFDi file to attach a different one.

---

## Upload the CFDi File

With an expense entry open, the user clicks **Upload CFDi**.

In the **Open** window, the user browses to locate the CFDi file in XML format and clicks **Open** to upload the file.


Open
OSDisk (C:) > Travel > Receipts
Search Receipts
Organize
New folder
Documents
Downloads
Music
Pictures
Videos
OSDisk (C:)
DVD RW Drive (D:)
Libraries
Network
Name
Date modified
Typ
Open
Cancel

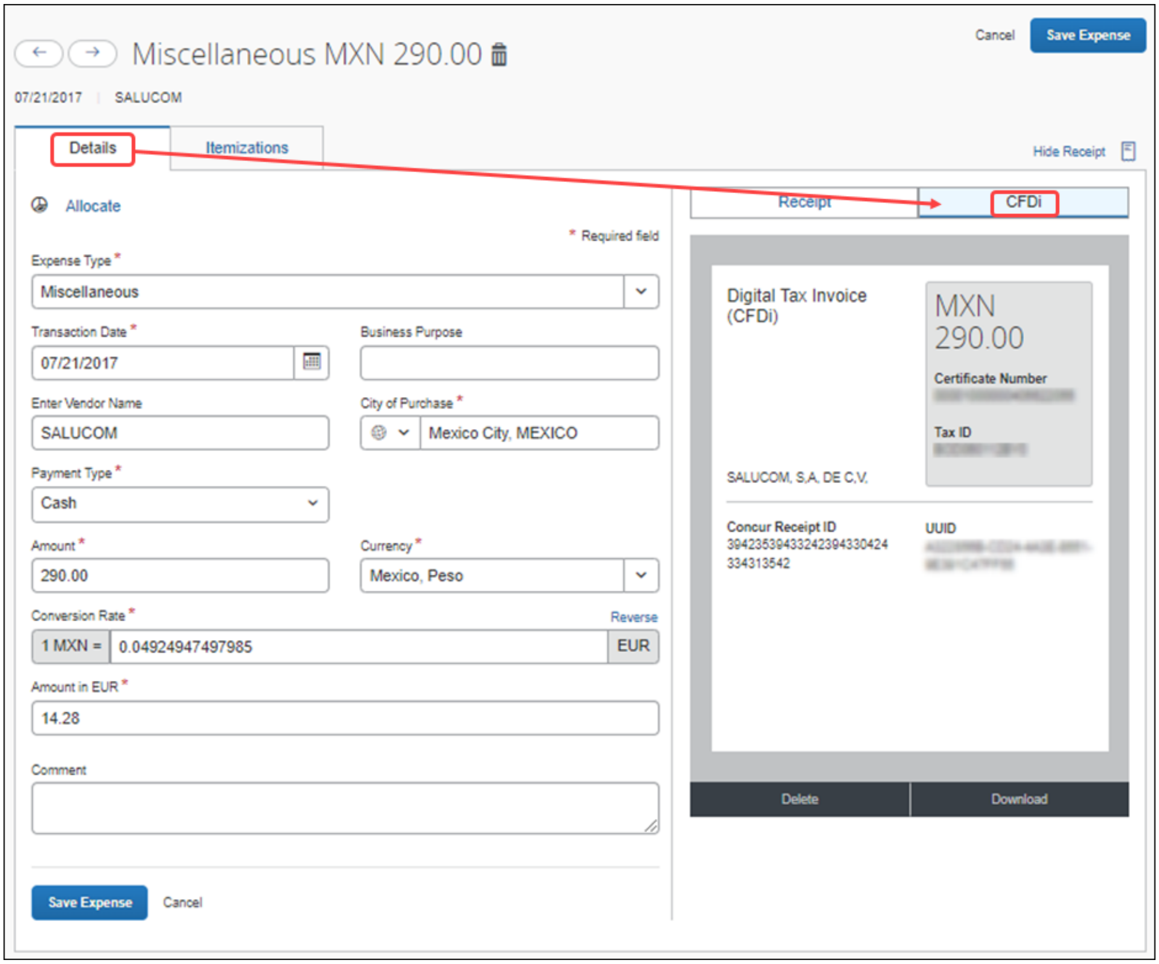
Mexico City Hotel.xml 4/7/2022 1:25 PM XM

File name: Mexico City Hotel.xml

XML Document (*.xml)

## View the CFDi File

The user can view the CFDi file by clicking the **Details** tab, then the **CFDI** tab when in details view:


Cancel
Save Expense
Details
Itemizations
Hide Receipt
Allocate
Receipt
CFDi
Reverse
Delete
Download
Save Expense
Cancel

Miscellaneous MXN 290.00

07/21/2017 | SALUCOM

* Required field

Expense Type *
Miscellaneous

Transaction Date *
07/21/2017

Business Purpose

Enter Vendor Name
SALUCOM

City of Purchase *
Mexico City, MEXICO

Payment Type *
Cash

Amount *
290.00

Currency *
Mexico, Peso

Conversion Rate *
1 MXN = 0.04924947497985 EUR

Amount in EUR *
14.28

Comment

Digital Tax Invoice (CFDi)

MXN
290.00

Certificate Number
[redacted]

Tax ID
[redacted]

SALUCOM, S.A. DE C.V.

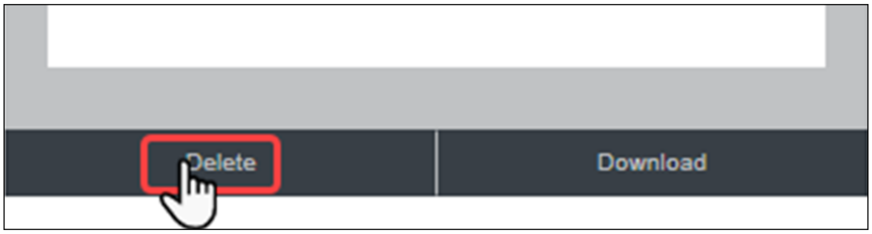
Concur Receipt ID
39423539433242394330424
334313542

UUID
[redacted]

## Delete the CFDi File From an Entry

***One*** CFDi file can be attached to an expense entry. If the user attached the wrong CFDi file, the user must delete the existing attachment from the expense entry and then attach the correct CFDi file.

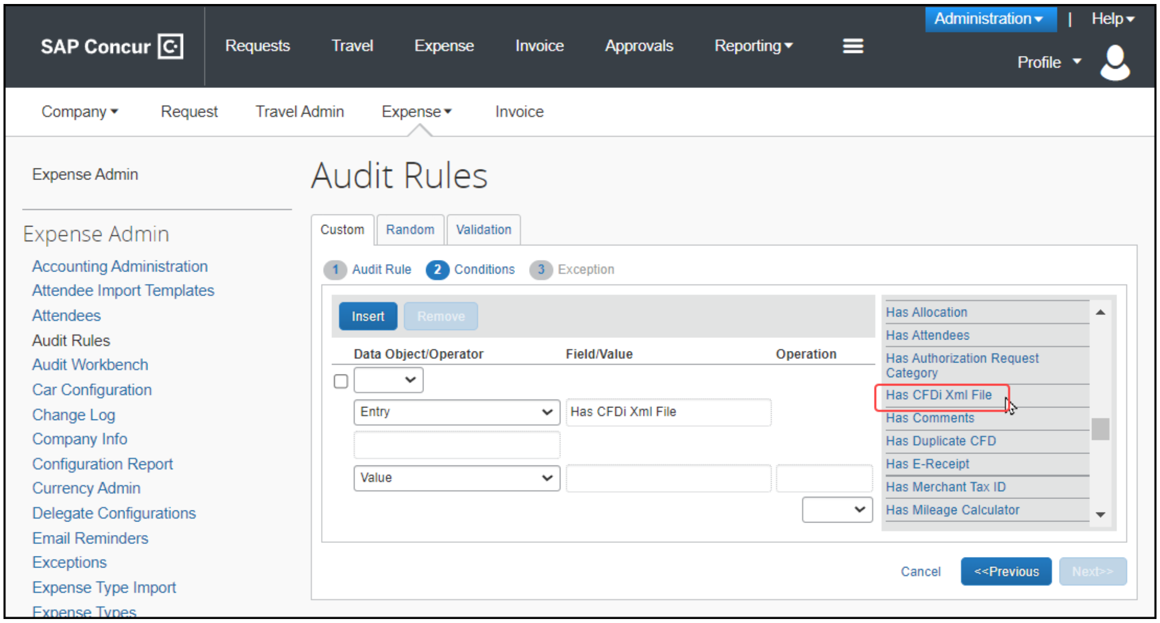
To delete, the user clicks **Delete** at the bottom of the CFDi.


Delete
Download

# Section 5: Admin and Processor Experience

## General Audit Rule

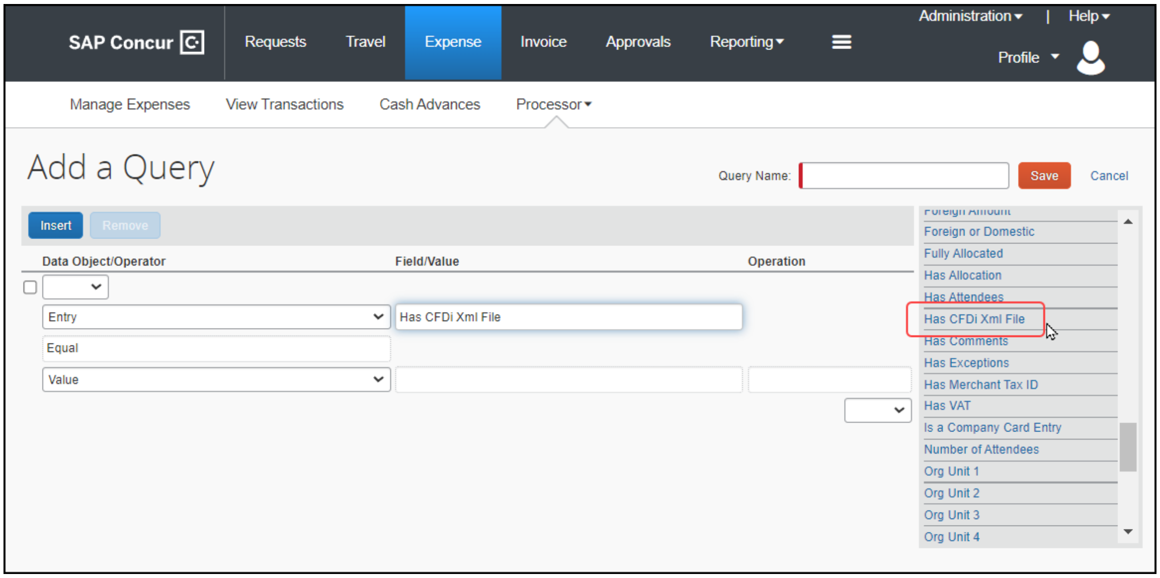
The admin can create audit and workflow rules for the **Has CFDi Xml File** entry object. For example, the admin can create a rule that blocks submission when the expense entry does ***not*** have a CFDi file associated with it.


SAP Concur
Requests
Travel
Expense
Invoice
Approvals
Reporting
Administration
Help
Profile
Company
Request
Travel Admin
Expense
Invoice
Expense Admin
Audit Rules
Expense Admin
Accounting Administration
Attendee Import Templates
Attendees
Audit Rules
Audit Workbench
Car Configuration
Change Log
Company Info
Configuration Report
Currency Admin
Delegate Configurations
Email Reminders
Exceptions
Expense Type Import
Expense Types
Custom
Random
Validation
1 Audit Rule
2 Conditions
3 Exception
Insert
Remove
Data Object/Operator
Field/Value
Operation
Has Allocation
Has Attendees
Has Authorization Request Category
Has CFDi Xml File
Has Comments
Has Duplicate CFD
Has E-Receipt
Has Merchant Tax ID
Has Mileage Calculator
Cancel
<<Previous
Next>>

Data Object/Operator: Entry — Field/Value: Has CFDi Xml File

Value

The processor can also create CFDi queries.


SAP Concur
Requests
Travel
Expense
Invoice
Approvals
Reporting
Administration
Help
Profile
Manage Expenses
View Transactions
Cash Advances
Processor
Add a Query
Query Name:
Save
Cancel
Insert
Remove
Data Object/Operator
Field/Value
Operation
Foreign Amount
Foreign or Domestic
Fully Allocated
Has Allocation
Has Attendees
Has CFDi Xml File
Has Comments
Has Exceptions
Has Merchant Tax ID
Has VAT
Is a Company Card Entry
Number of Attendees
Org Unit 1
Org Unit 2
Org Unit 3
Org Unit 4

Data Object/Operator: Entry — Field/Value: Has CFDi Xml File

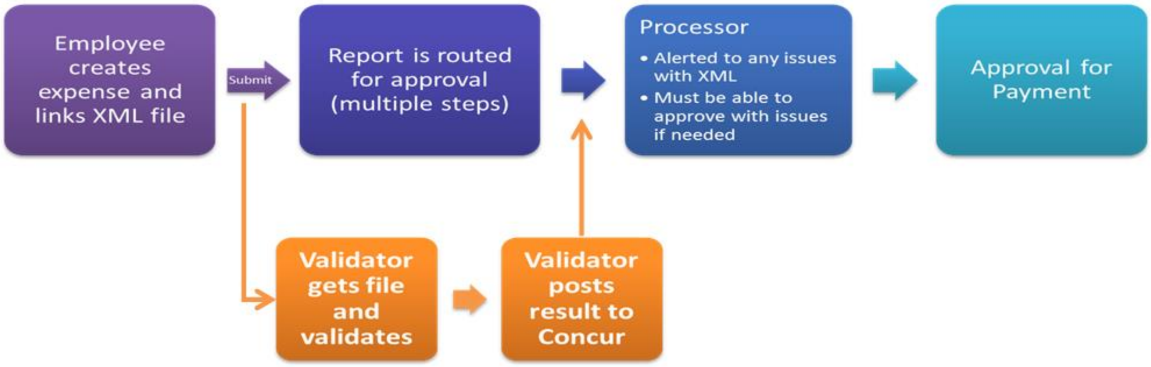
Equal

Value

## Validation via Connect

Optionally, the client can use Concur's Digital Tax Invoice web service to allow their own internal development group or third-party validators to use the Concur Platform to view and validate the tax information. The validation results are sent back to Concur using the web service.

This is a typical workflow with the validation:


Employee creates expense and links XML file
Submit
Report is routed for approval (multiple steps)
Processor
• Alerted to any issues with XML
• Must be able to approve with issues if needed
Approval for Payment
Validator gets file and validates
Validator posts result to Concur

When the validation service is in use, on submit of the expense report, Concur generates an exception for any expense with an attached XML file that has not yet been validated and determined to be *Valid*. This exception uses the exception code INVXMLST. If desired, an admin can write a workflow rule to ensure that any report with this exception code requires processor review.

# Section 6: Configuration

The basic steps are:

- Step 1: Enable by expense group
- Step 2: (Optional) Modify the standard extract
- Step 3: (Optional) Configure the digital tax invoice validation
- Step 4: (Optional) Add an audit rule to flag duplicates

## Step 1: Enable by Expense Group

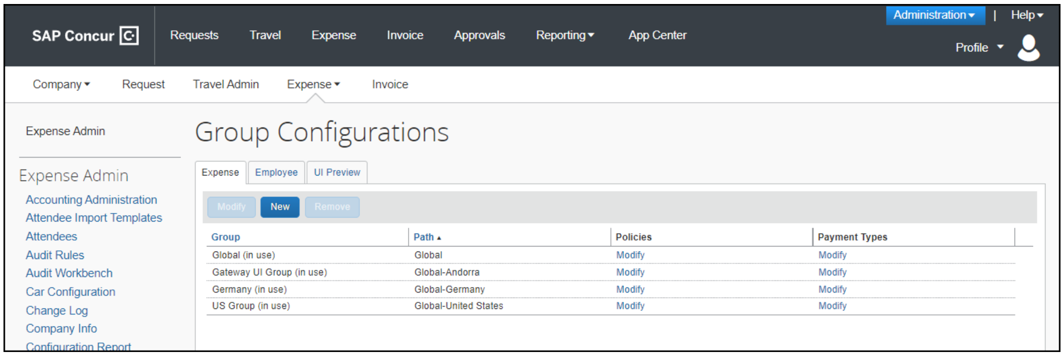
This feature is activated by group.

▸ ***To activate the feature:***

1. Click **Administration > Expense** (on the sub-menu).

**NOTE:** Depending on your permissions, the page may appear immediately after you click **Administration**.

2. Click **Group Configurations** (left menu). The **Group Configurations** page appears.


SAP Concur
Requests
Travel
Expense
Invoice
Approvals
Reporting
App Center
Administration
Help
Profile
Company
Request
Travel Admin
Expense
Invoice
Expense Admin
Expense Admin
Accounting Administration
Attendee Import Templates
Attendees
Audit Rules
Audit Workbench
Car Configuration
Change Log
Company Info
Configuration Report
Expense
Employee
UI Preview
Modify
New
Remove

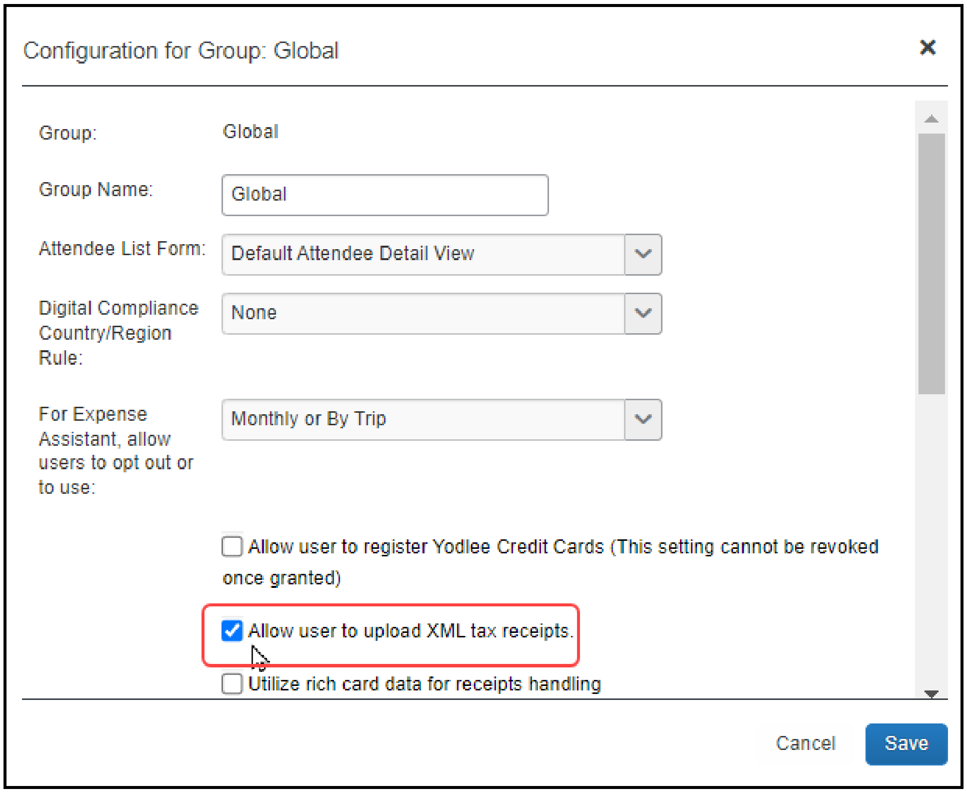
Group Configurations

| Group | Path ▲ | Policies | Payment Types |
|---|---|---|---|
| Global (in use) | Global | Modify | Modify |
| Gateway UI Group (in use) | Global-Andorra | Modify | Modify |
| Germany (in use) | Global-Germany | Modify | Modify |
| US Group (in use) | Global-United States | Modify | Modify |

3. Click the **Expense** tab if it is not already selected.

4. Click the desired group name.

5. Click **Modify**. The **Configuration for Group** window appears.


Cancel
Save

Configuration for Group: Global

| | |
|---|---|
| Group: | Global |
| Group Name: | Global |
| Attendee List Form: | Default Attendee Detail View |
| Digital Compliance Country/Region Rule: | None |
| For Expense Assistant, allow users to opt out or to use: | Monthly or By Trip |

☐ Allow user to register Yodlee Credit Cards (This setting cannot be revoked once granted)

☑ Allow user to upload XML tax receipts.

☐ Utilize rich card data for receipts handling

6. Select (enable) the **Allow user to upload XML tax receipts** check box.

7. Click **Save**.

## Step 2: (Optional) Modify the Standard Accounting Extract (SAE)

Two fields are available to add to the SAE:

- Report Entry XML Receipt UUID
- Report Entry XML Receipt Supplier Tax ID

📖 For more information, refer to the *Expense: Standard Accounting Extract, Version 2 Specification* and *Expense: Standard Accounting Extract, Version 3 Specification* guides.

## Step 3: (Optional) Configure the Digital Tax Invoice Validation

If the client wants to use a third-party validation service for their digital tax invoices, the client can contract with a validator. If the validator uses the Digital Tax Invoice web service from SAP, they can directly access the digital tax invoices and update their validation status. The client must contract with the validator, and work with SAP Concur support to enable the feature and configure any desired workflow or audit rules.

While any validator may work with the client and SAP via a custom connector, companies that are certified partners with SAP are available here: www.concur.com/en-us/app-center/compliance

## Step 4: (Optional) Add an Audit Rule to Flag Duplicates

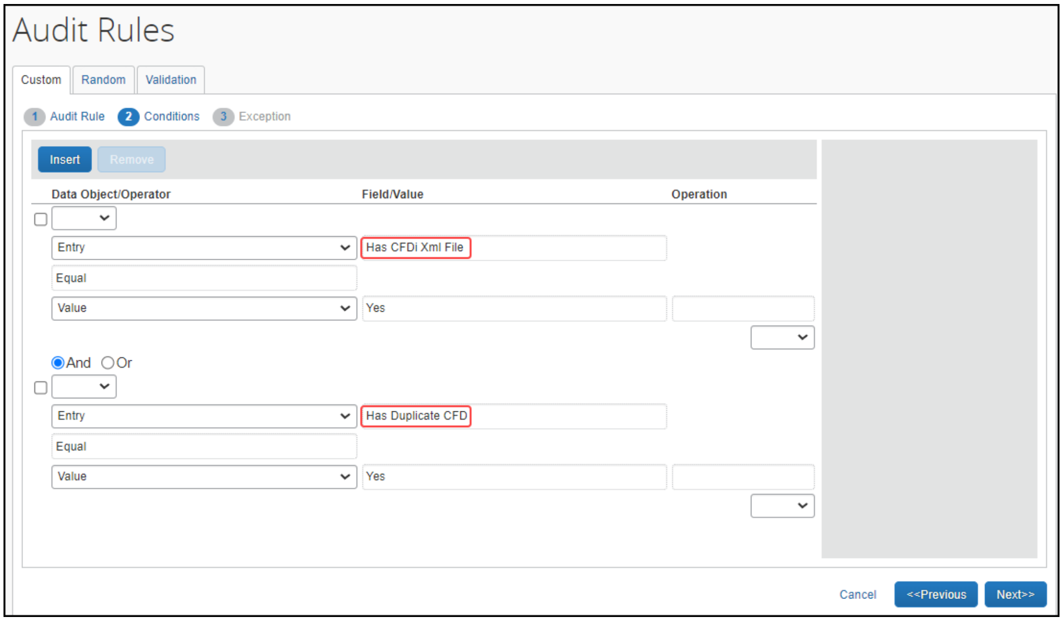
The administrator can create an audit rule to flag report entries that are using a duplicate CFDi file. In most cases, duplication is due to user error in selecting the wrong file to attach, so the audit rule is most helpful when configured as an Entry Save audit event. This check compares the UUID value obtained from the XML file in order to identify duplicates. The **Has Duplicate CFD** field is available for the **Entry** data object.

**NOTE:** There may be valid circumstances for attaching the same CFDi to multiple entries, so the audit rule should typically only flag the expense for review, not prevent submission.

▶ ***To create the audit rule:***

1. Click **Administration > Expense** (on the sub-menu).
2. Click **Audit Rules** (left menu). The **Custom** tab of the **Audit Rules** page appears.
3. Click **New**.
4. Enter the desired rule information.
5. Click **Next**.

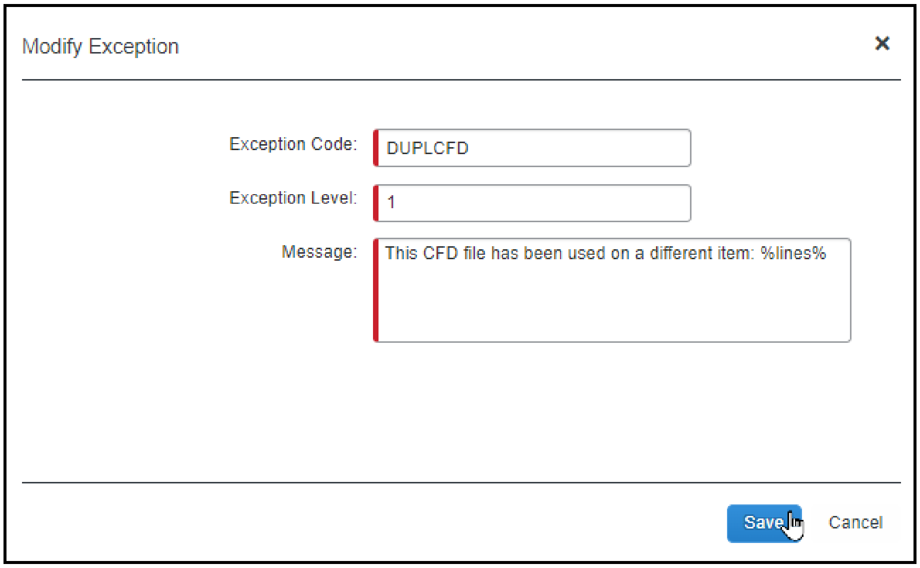
6. Create the audit rule condition. The **Has CFDi Xml File** and **Has Duplicate CFD** fields are available for the **Entry** data object:


Audit Rules
Custom
Random
Validation
1 Audit Rule
2 Conditions
3 Exception
Insert
Remove
Cancel
<<Previous
Next>>

| Data Object/Operator | Field/Value | Operation |
|---|---|---|
| ☐ | | |
| Entry | Has CFDi Xml File | |
| Equal | | |
| Value | Yes | |
| ● And ○ Or | | |
| ☐ | | |
| Entry | Has Duplicate CFD | |
| Equal | | |
| Value | Yes | |

7. Click **Next**.

8. Select or create an exception. Exceptions for rules with conditions using the **Has Duplicate CFD** field support the %lines% variable in the exception text. This variable will be replaced with information about the expense that has the duplicate file attached.


Modify Exception
×
Save
Cancel

Exception Code: DUPLCFD

Exception Level: 1

Message: This CFD file has been used on a different item: %lines%

9. Click **Save**.

The exception text "This CFD file has been used on a different item: %lines%" will result in the following exception listing the report ID, report name, expense date, expense type and expense amount.

⚙