Concur Expense: Receipt Handling - Scan Configuration

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
January 7, 2021	Updated the copyright; no other changes; cover date not updated
July 1, 2020	Added information about the 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
January 4, 2019	Updated the copyright; no other changes; cover date not updated
October 19, 2018	Added information about the existing UI and NextGen UI; cover revision date updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
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.
May 7 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
April 26 2013	Update figures for updated dialog boxes and windows.
December 28 2012	Made rebranding and/or copyright changes; no content changes
February 2012	Changed copyright; no content changes
February 25 2011	Updated the Policies information to the current user interface
December 31 2010	Updated the copyright and made rebranding changes; no content changes
Aug 19 2010	Converted to new 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

Receipt Handling - Scan Configuration

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

The scan configuration defines the parameters, records management, and alerts to be used by the Expense Receipt Processor. After a scan configuration is created, the Expense Receipt Processor uses the Expense Receipt Processor tool to update the Receipts Received flag data associated with a report.

NOTE: The Expense Receipt Processor tool is not a required component of Concur Expense. If the tool is not required within your company, it is not necessary to perform any of the following configuration processes. Additionally, if no employee is assigned the role of Concur Expense Receipt Processor, a link to the Expense Receipt Processor tool will not appear in SAP.

Section 3: Scan Configurations Overview

An administrator can set up multiple scan configurations; however, only one scan configuration can be used per policy.

Scan Configuration Settings

Scan configuration settings are not based on groups; they are assigned to specific policies enabling alerts and conditions to be configured for each policy. Therefore, the configurations can be used by any group assigned to the policy.

Scan Configurations and the Expense Receipt Processor

After a scan configuration is created, an employee assigned the Expense Receipt Processor role updates the Receipts Received flag data associated with a report. There are two ways the Expense Receipt Processor may update the Receipts Received flag:

- Using a scanner to read the barcode and the unique report ID assigned to the Receipt Report (a report that shows all of the expenses requiring a receipt).
- Manually entering the information from the Receipt Report into the **Report ID** field on the **Receipts Received** page.

After the data is entered, the system updates the receipt report indicator appropriately, based on the report's policy and the scan configuration.

For information about the Expense Receipt Processor tool, refer to the *Expense: Receipt Processor User Guide*.

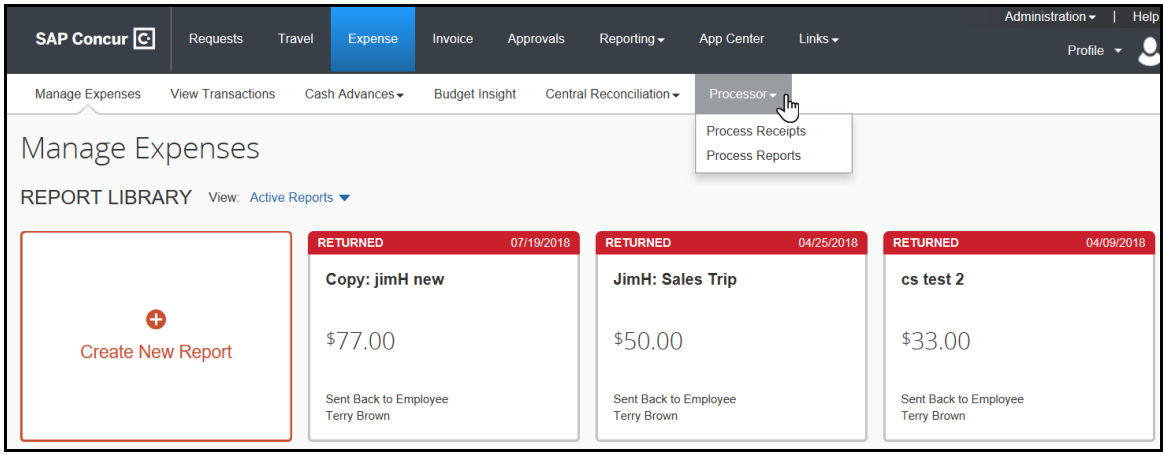
Employee Administrator View

The Employee administrator can assign the Expense Receipt Processor role to any employee within a group to which the scan configuration applies, allowing the assigned employee to access the Expense Receipt Processor tool. Roles are assigned on the **User Permissions** page.

Refer to the *Shared: User Administration User Guide*.

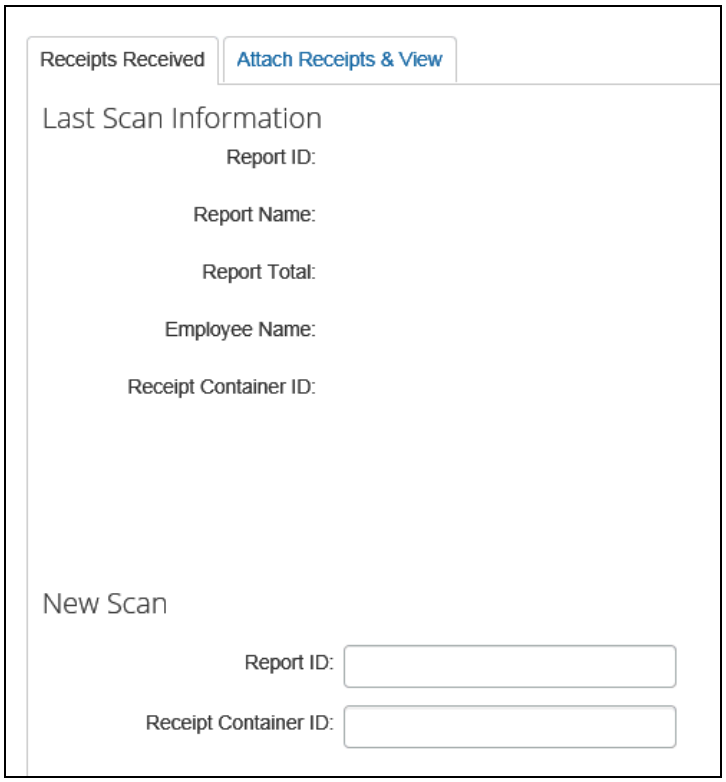
Expense Receipt Processor View

The Expense Receipt Processor can access the Expense Receipt Processor tool from the **Expense > Processor > Process Receipts** page.



NOTE: If the user only the Expense Receipt Processor role and no other, the user might be able to access the tool by clicking **Expense > Process Receipts**.

If the Expense Receipt Processor is required to perform searches based on the **Container ID** field, then they must also be assigned the Expense Processor role.



Section 4: Configuration

Access Scan Configurations

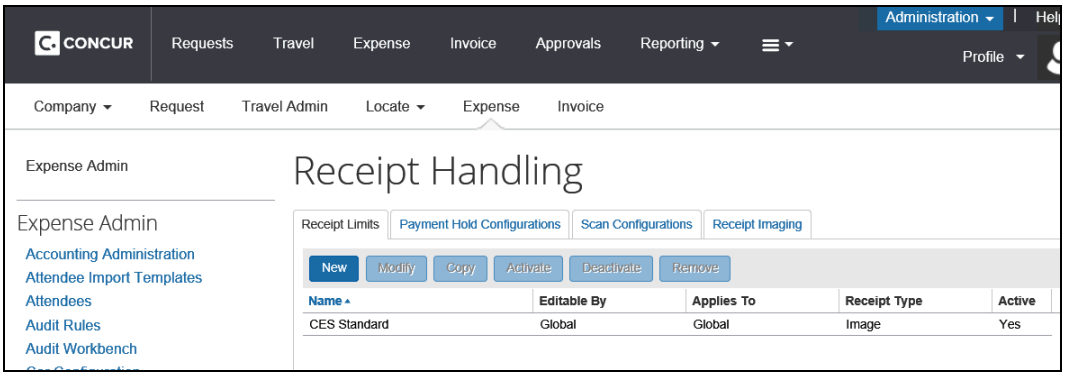
NOTE: Your system may include a VAT and Cash Advance Return Alert scan configuration by default. The configuration is not assigned to a policy. You may assign the configuration to a policy, or use it as a guideline to create other scan configurations.

To access scan configurations:

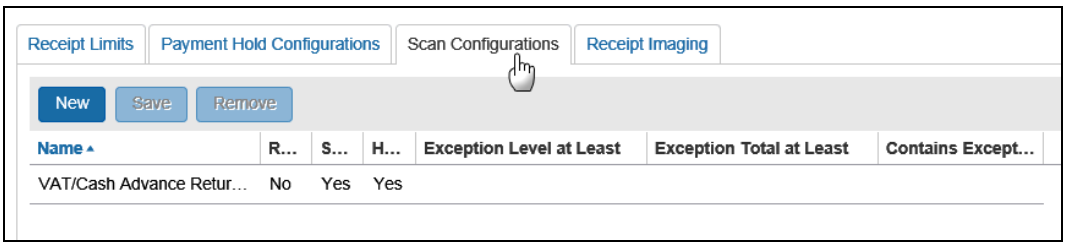
1. Click **Administration > Expense**.

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

2. Click **Receipt Handling** (left menu). The **Receipt Handling** page appears.



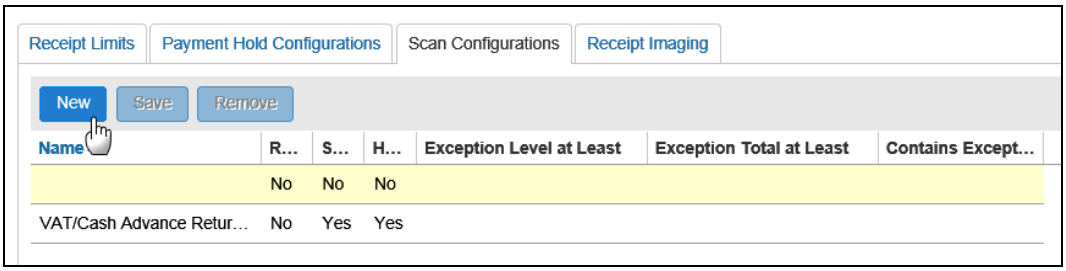
3. Click the **Scan Configurations** tab.



Add a New Scan Configuration

To add a scan configuration:

1. On the **Scan Configurations** tab, click **New**. A new row appears ready for input.



2. Enter the required information, and set the alerts criteria as appropriate.

Field	Description
Configuration Name	The name of the scan configuration. The name does not need to be unique for each configuration; however, it is recommended that you use names that are easy to understand and to recognize in the list.
Receipt Container ID Required	If *Yes*, the Expense Receipt Processor must enter a Receipt Container ID value into the **Receipt Container ID** field for each report scanned.

Field	Description
Subject to VAT	If *Yes*, the Expense Receipt Processor will be alerted when the report requires VAT receipts.
Has Cash Advance Return	If *Yes*, the Expense Receipt Processor will be alerted when the report contains a cash advance return.
Exception Level at Least	Enter a numeric value, between 1 and 99. This field is validated to verify that it is a whole number.
Exception Total at Least	Enter a numeric value. This field is validated to verify that it is a whole number.
Contains Exception Codes	Displays the Exceptions helper pane and allows for the selection of exceptions that will appear if its criteria are met.

3. Click **Save**.

Assign the Scan Configuration to a Policy

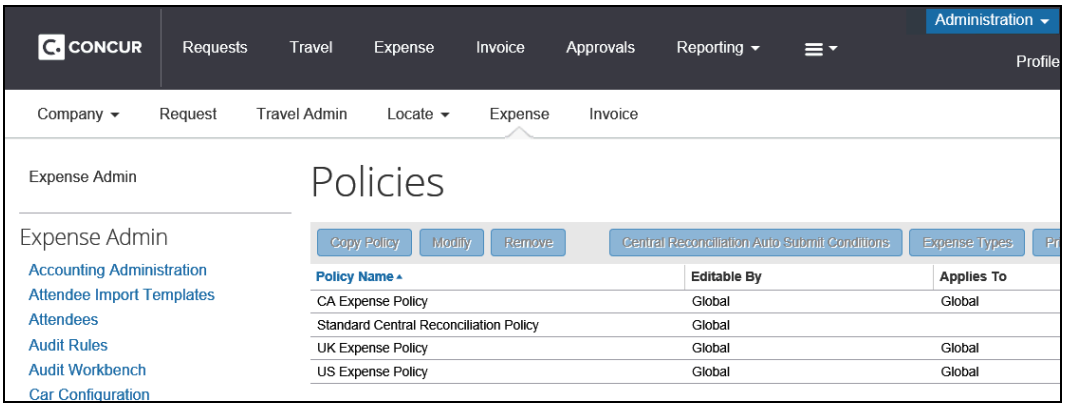
Once you have created a scan configuration, you must assign it to a policy. One configuration can be used by multiple policies; however, each policy can use only one scan configuration.

▶ ***To assign the scan configuration to a policy:***

1. Click **Administration > Expense**.

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

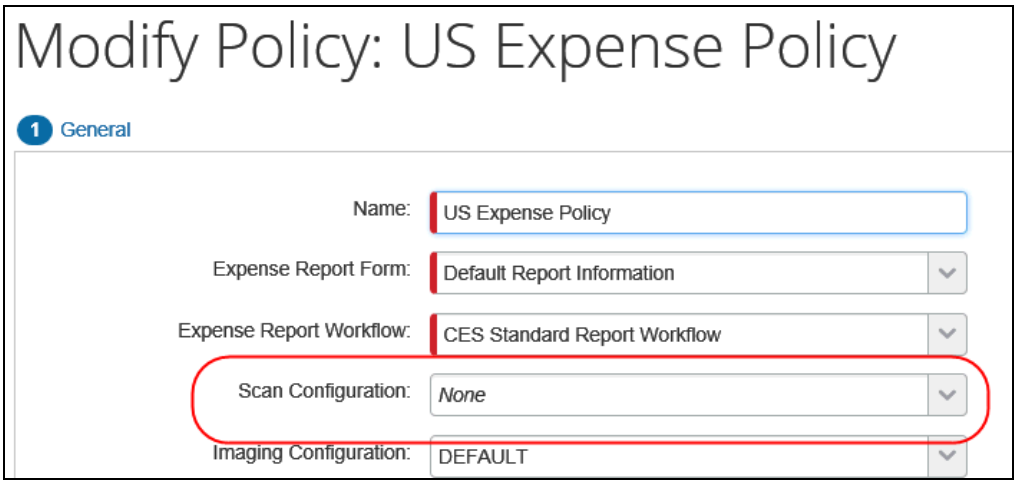
2. Click **Policies** (left menu). The **Policies** page appears.



3. Either:
   - Click the desired policy, and then click **Modify**.
     – or –
   - Double-click the desired policy.

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

5. In the **Scan Configuration** list, select the desired scan configuration.

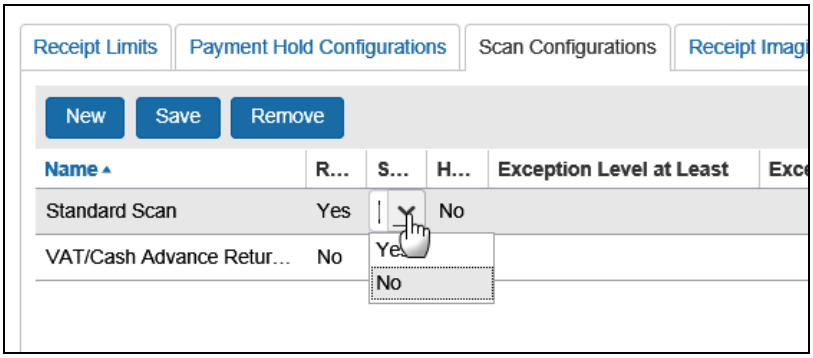


For more information, refer to the *Concur Expense: Policies Setup Guide*.

Modify Scan Configurations

To modify a scan configuration:

1. On the **Scan Configurations** tab, click the desired field in the scan configuration to be modified.



2. Modify the information as necessary.

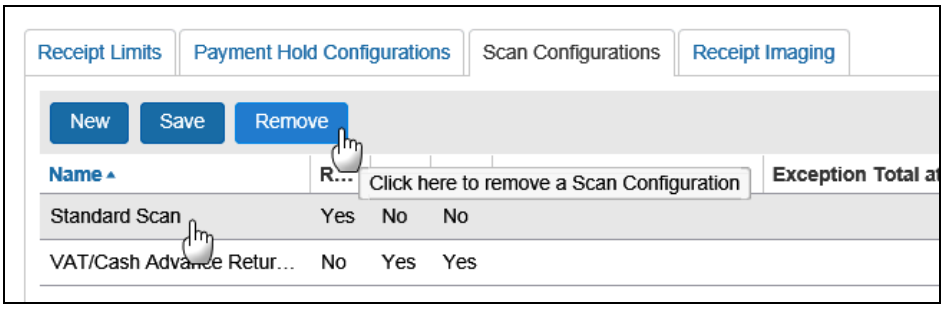
3. Click **Save**.

NOTE: After modifying the scan configuration, you do not need to reassign it to the policy. When you click **Save**, the information you edited is updated and no further actions are required.

Delete Scan Configurations

To delete a scan configuration:

1. On the **Scan Configurations** tab, click the desired scan configuration.



2. Click **Remove**.

Section 5: Exceptions Management with Scan Configurations

Exceptions can be added and removed from the system at any time. Since exceptions can be a criterion used in a scan configuration, they must be managed within the system.

Exception Deletion

If an exception that was in use by a scan configuration is eliminated from the system, the exception will ***not*** be removed from the configuration. Reports can continue to be processed even ***after*** a rule has been eliminated.

Exception Addition

If an exception is added to the system after the scan configuration was created, it will not be automatically assigned to a group; therefore, scanning reports from groups assigned to a policy that uses the configuration with the newly added exception will not generate an alert.

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