Concur Invoice: Audit Rules (Validation Rules)

Setup Guide

Last Revised: July 19 2013

Applies to these SAP Concur solutions:

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

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Revision History

Date	Notes/Comments/Changes
October 12, 2022	Minor edits; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 17, 2021	Updated the copyright year; no other changes; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 6, 2020	Updated the copyright; no other changes; cover date not updated
February 9, 2019	Changed the term "Concur" to "SAP Concur" and the term "payment request" to "invoice" where applicable; no other content changes.
January 29, 2019	Updated the copyright; no other changes; cover date not updated.
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated.
January 10, 2018	Updated the copyright; no other changes; cover date not updated.
December 14, 2016	Changed copyright and cover; no other content changes.
December 5, 2016	Updated the *Permissions* section and guide content to new corporate style; no content changes.
November 20, 2015	Updated with information about the Enable Validation Rules setting.
May 15, 2015	Updated the images to the enhanced UI and made general updates to the content.
September 16, 2014	Added information about the two user interfaces; no other content changes.
April 15, 2014	Changed copyright and cover; no other content changes.
July 19, 2013	New guide.

Audit Rules (Validation Rules)

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 Concur staff. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

Validation rules are used to compare values in invoice fields to a table of predefined values, imported by the client. The comparison can be configured to take place on a save, submit, or assign action. If the comparison uncovers a mismatch, the validation rule can throw an exception, update the invoice field (except on allocation save), or both.

📖 For more information, refer to the *Concur Invoice: Audit Rules Setup Guide* and the *Shared: Validation Table Import Specification*.

Activation of Validation Rules Module and Site Setting Option Required

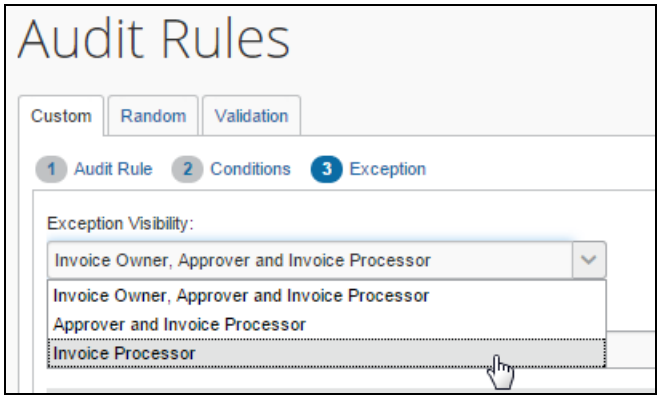
A service request must be submitted to SAP Concur support to enable the Validation Rules module of Audit Rules. The process involves enabling the OID Import job.

In addition, the **Enable Validation Rules** setting must be enabled for the tab to appear. Conversely, you may elect to suppress this tab by using this same functionality (**Administration** > **Expense** > **Site Settings** (left menu)). If the administrator does not have permission to access the Concur Expense site settings, they must contact the SAP Concur Administrator for assistance.

General Concepts

Visibility

When creating or editing a validation rule that uses the Generate Exception action, the administrator defines who sees the exception text in Step 4 Exception.



The following choices are available:

- **Invoice Owner (user), Approver, and Invoice Processor:** The user, Approver, and Invoice Processor see the exception text.
- **Approver and Invoice Processor:** The user does not see the exception text and, hence, does not know the invoice will be audited.
- **Invoice Processor:** The user and Approver do not see the exception text and, hence, do not know the invoice will be audited.

The exception text appears along with:

- A yellow flag if the exception does not prevent submission of the invoice or purchase request
- A red flag if the exception prevents submission of the invoice or purchase request
- A gray flag if the Invoice Processor has cleared the exception

Exceptions

When creating or editing a validation rule that uses the Generate Exception action, the administrator can choose to assign an exception. All exceptions contain the following:

- **Exception code:** This is the company-defined code for the exception, up to eight alphanumeric characters, all uppercase.
- **Exception level:** A company decides how many exception levels (up to 99) to use. For example, assume the company decides to have six exception levels, with level 1 being a minor exception and level 6 being a severe exception. The company also decides the point at which the severity of the exception prevents the user from submitting the invoice (via **Invoice Configuration Administrator > Workflows > Settings**). For example,

assume the system does not allow the user to submit a payment or purchase request if it contains a level 6 exception.

- **Exception text:** This is the actual message that appears, such as "The project code selected is not a valid project code."

Events (Triggers)

When creating or editing a validation rule, the administrator specifies the event that triggers the rule, for example:

- **Payment Request Allocation Save:** This rule is triggered when each payment request allocation is saved.
- **Payment Post Request Submit:** This rule is triggered after the invoice is submitted (only the Approver would see the exception).
- **Payment Request Manual Assign:** This rule is triggered when the invoice is manually assigned by an AP User to an employee (as an example).
- **Payment Request Save:** This rule is triggered immediately after the invoice header information is saved whether by the employee, approver, or processor.
- **Payment Request Submit:** The rule is triggered when the invoice is submitted. If there are exceptions generated that are above the exception level limit (that is, prevents invoice submission; described in *Exceptions* in this guide), then the invoice will not be submitted and will not enter the first step of a workflow.
- **Payment Request Import Assign:** This rule is triggered when an invoice is assigned to an employee using the Purchase Request import
- **Payment Request Details Save:** This rule is triggered immediately after the invoice details information is saved whether by the employee, approver, or processor.
- **Payment Request Details Submit:** The rule is triggered when the invoice details are submitted. If there are exceptions generated that are above the exception level limit (that is, prevents invoice submission; described in *Exceptions* in this guide), then the invoice will not be submitted and will not enter the first step of a workflow.
- **Payment Request Distribution Save:** This rule is triggered immediately after the distribution of the invoice line item information is saved whether by the employee, approver, or processor.
- **Purchase Request Save:** This rule is triggered immediately after the purchase request header information is saved whether by the employee, approver, or processor.
- **Purchase Request Submit:** The rule is triggered when the purchase request is submitted. If there are exceptions generated that are above the exception level limit (that is, prevents purchase request submission; described in *Exceptions* in this guide), then the purchase request will not be submitted and will not enter the first step of a workflow.
- **Purchase Request Item Save:** This rule is triggered when a purchase request item is saved.

Execution Basis

When creating a validation rule, the administrator chooses whether the rule executes when the condition listed is *True* or *False*. Each set of validation conditions will always evaluate to *True* or *False*.

Summary: The Basic Process of Creating Validation Rules

When creating the validation rule, the administrator:

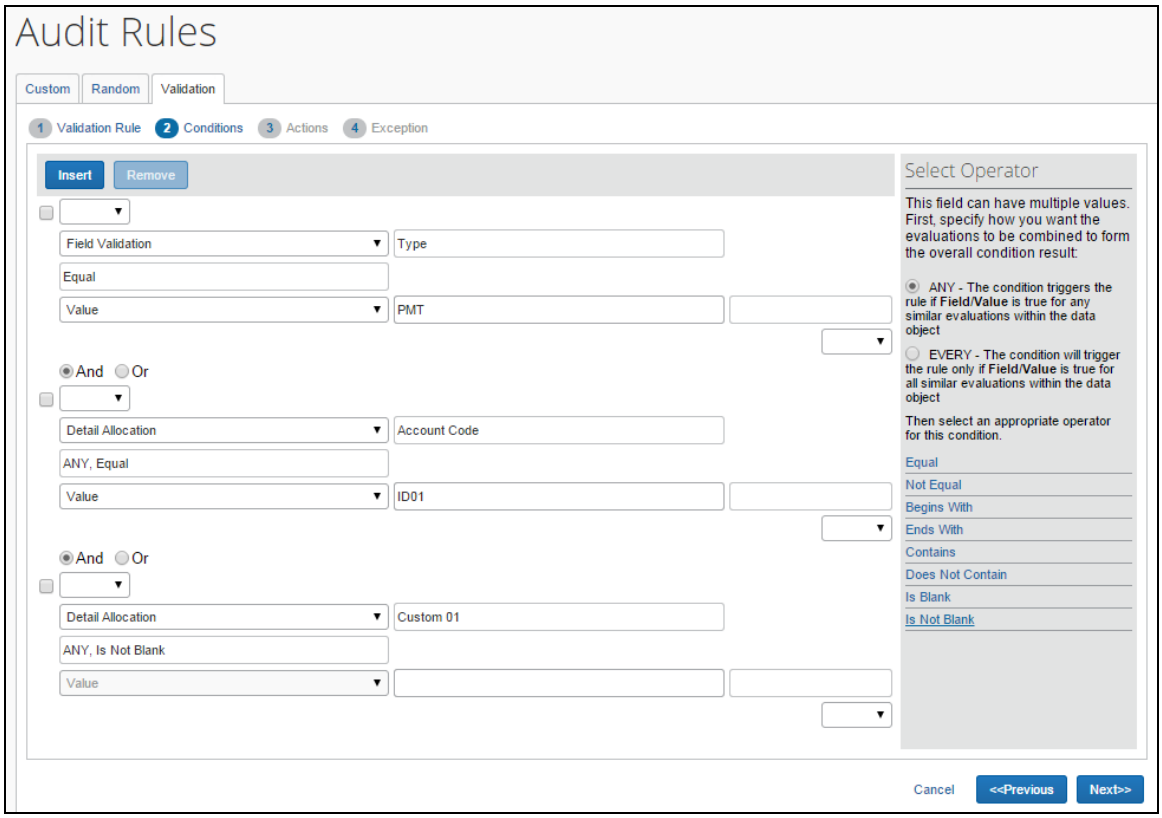
1. Names the rule
2. Identifies the event that triggers the rule
3. Identifies the administrator (group) that can edit the rule
4. Identifies the group to which the rule applies and whether the rule is inherited to the groups below it in the group's hierarchical structure
5. Chooses whether the rule should act when the condition is *True* or *False*
6. Defines the conditions using the Validation Rules condition editor
7. Defines the Validation action:
   - Exception only
   - Field update only
   - Field update, then exception
8. For **Field Update**: Chooses which fields to move data between
9. For **Exception**: Defines who sees the exception text, and selects or creates the appropriate exception

Validation Conditional Expressions

NOTE: Basic information about conditional expressions can be found in the *Concur Invoice: Audit Rules Setup Guide*. This section in this guide contains the Validation Rules variations.

Conditional expressions in Validation Rules are similar to creating database queries. Each condition using the Field Validation data object narrows down the list of potential matches. To match an invoice/entry item field with a field in the validation table, it is necessary to use multiple conditions to specify the correct validation table row.

For example, this condition:



Will evaluate as:

The Account Code equals PMT validation table entry for Id 01 "Balance Sheet" AND Custom01 (Cost Center) on the allocation has a value entered (is not blank).

When creating or editing conditional expressions, the administrator should consider the following.

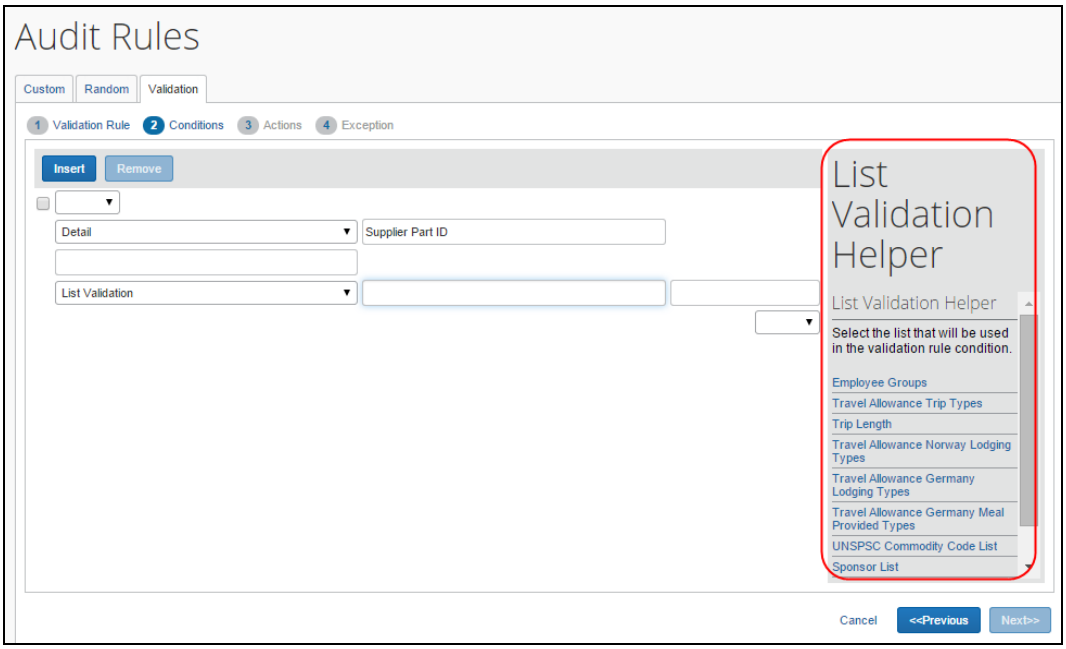
- The Field Validation data object must be selected in order to use fields in the validation table for comparison.
- The Detail Allocation data object is used to validate invoice/line item fields against a list-type validation.
- The Type field in the validation table allows the client to reuse columns for different data. The type field is just one of the values that appear in the validation table.

	CRN_KEY	TYPE	ID_01	ID_02	ID_03	ID_04	ID_05	ID_06	ID_07	DATE1
1	1	TEST	10	11	NULL	NULL	NULL	NULL	NULL	2013-12-11 00:0
2	1	TEST	10	11	12	NULL	NULL	NULL	NULL	2013-12-12 00:0
3	1	TEST	10	11	12	13	NULL	NULL	NULL	2013-12-13 00:0
4	1	TEST	10	11	12	13	14	NULL	NULL	2013-12-14 00:0

- The Type and Id 01 fields must be included when using the Field Validation data object.

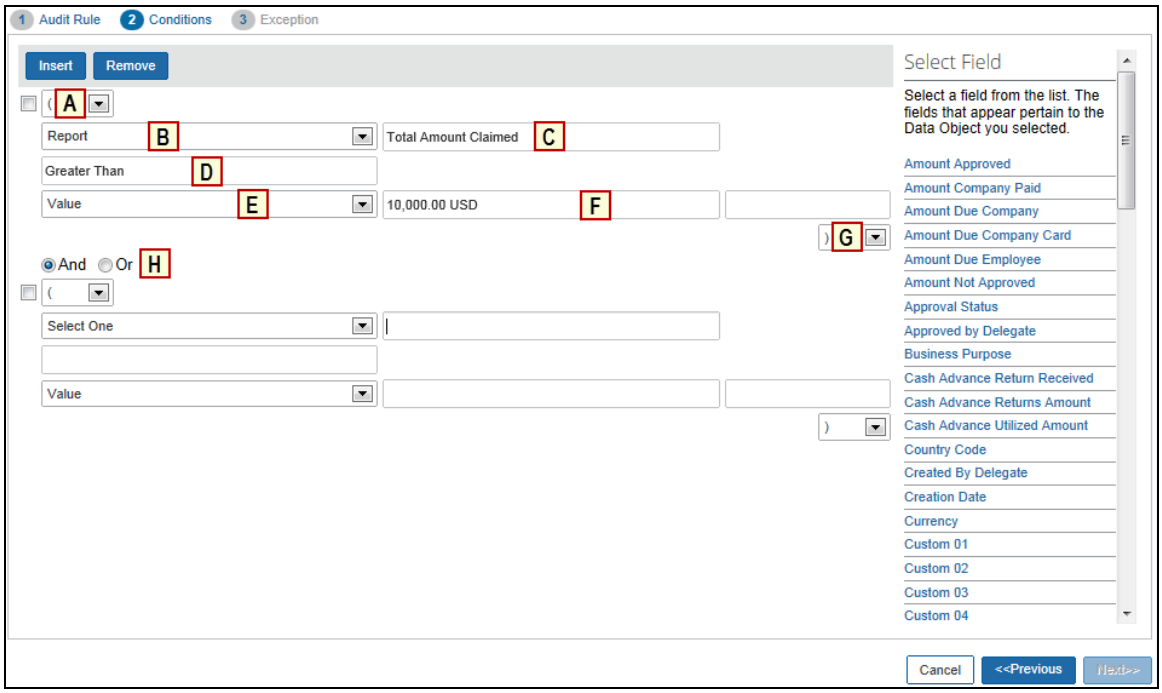
- The only operator that can be used against the Id columns and the Type column is the equal operator. This is the same for the Detail Allocation object.
- When using the Field Validation object the Id fields must all be used in numeric order 1 through *n*. For example, if you use Id 5 you must use Id 1 through Id 4 first.
- The Detail Allocation data object can only be on the right-hand side of the expression.
- When looking up list values, the list item short code is used:
  - When copying from one list to another, the source list short code for the current value is used to look up the short code in the target list.
  - When copying from a text field, the text field value is compared to the short code value.
  - When copying from a constant value that value is compared to the short code value.
- When using the **Entry City** field in validations, the location code for the city is used. You must import the location codes into the validation table to validate the city values.
- When using the **Entry State/Province** field in validations, the country sub code for the state/province is used. You must import the codes into the validation table to validate the State/Province values. Validation conditions using this field must have the validation on the left side of the condition, and the State/Province field on the right side: Field_validation.ID_1 = Entry.State/Province.
- When using the **Entry Country** field in validations, the country code for the country is used. You must import the location country codes into the validation table to validate the country values.

- When the List Validation object is selected, the **List Validation Helper** pane will appear on the right side of the page, displaying the configured simple lists.



Section 3: The Validation Condition Page

The **Condition** page in Validation Rules is similar to the **Condition** page used for Workflow and Processor.



Field	Description
A: Left Parenthesis	Select zero to three parentheses, depending on the complexity of the condition.
B: Data Object	The choices that appear in this list are based on the event that triggers the rule: • **Detail:** To create a condition based on Detail-level fields. • **Detail Allocation:** To create a condition based on a Detail Allocation. • **Employee:** To create a condition based on Employee-level fields. • **Field Validation:** To create a condition based on evaluating an invoice field against an external field. • **Request:** To create a condition based on invoice-level fields. • **Request Exception:** To create a condition based on invoice exceptions. • **Vendor Remittance Address:** To create a condition based on the vendor's remittance address field. • **Vendor Ship From Address:** To create a condition based on the vendor's ship from address field.

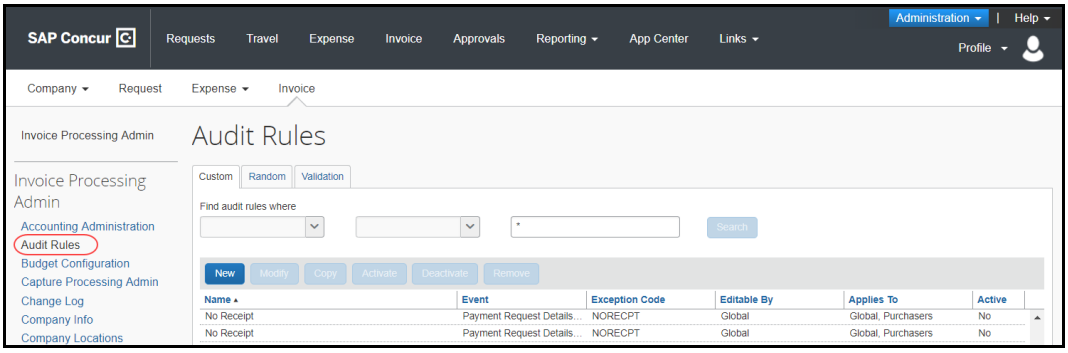
Field	Description
C: Field/Value	Select an item from the helper pane that appears. The information that appears in this pane is based upon the selection the administrator made in the **Data Object** list. **Field Validation**: This will display the list of columns from the validation table.
D: Operator	Select an item from the helper pane that appears. The information that appears in this pane is based upon your previous choices. **NOTE:** Some fields can have multiple values. When a field with multiple values is selected, the administrator must choose whether the condition will fire if **Any** or **Every** value matches. **NOTE:** If you use the **In** or **Not In** operators for Expense Types, you can select multiple check boxes to include as many expense types as are required.
E: Data Object	The system provides the option that best suits the previous choices. Change it if necessary. **List Validation**: This will display all currently configured custom simple lists and is only available on the second data object selection list.
F: Field/Value	Select an item from the helper pane that appears. The information that appears in this pane is based upon the selection the administrator made in the **Data Object** list. **List Validation**: This will display all currently configured custom simple lists. **Field Validation**: This will display the list of columns from the validation table. Only columns that match the data type selected in field C above will display.
G: Right Parenthesis	Select zero to three parentheses, depending on the complexity of the condition.
H: And/Or	Select either option to join the current condition to the next condition.

Section 4: Accessing and Managing Validation Rules

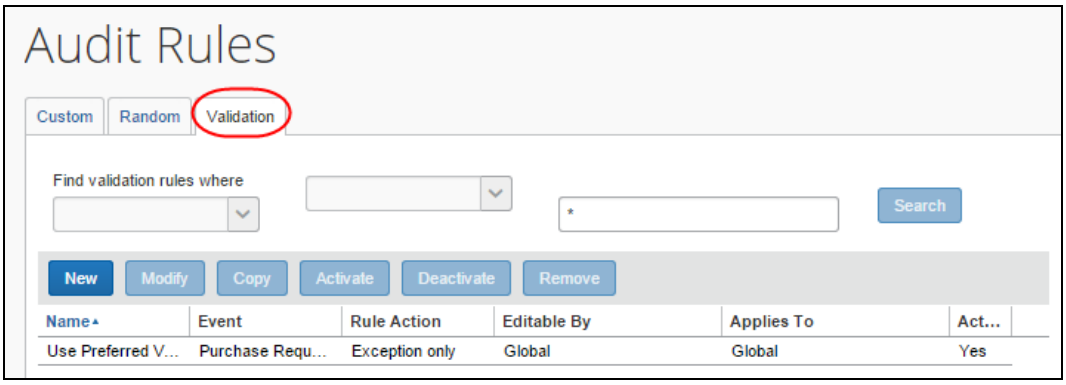
Access Validation Rules

To access Validation Rules:

1. Click **Administration** > **Invoice**.
2. Click **Audit Rules** (left menu). The **Audit Rules** page appears.



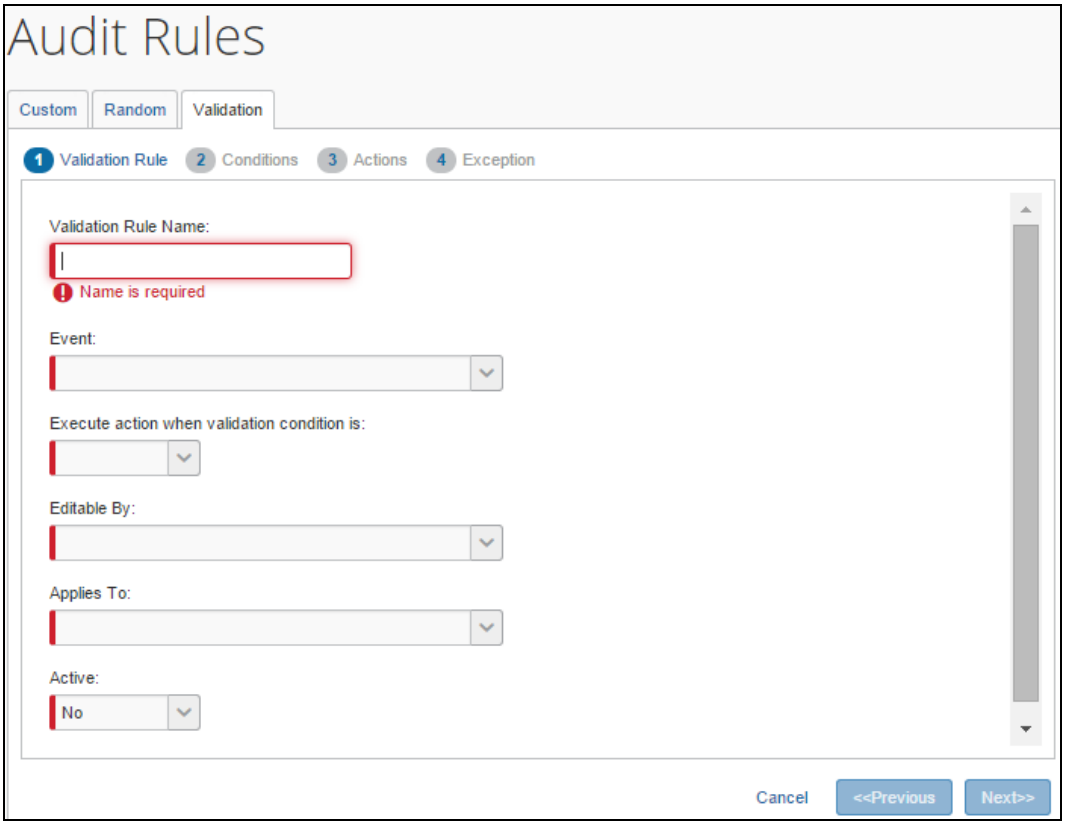
3. Click **Validation**.



Add a Validation Rule

To add a validation rule:

1. On the **Validation** page, click **New**. The page refreshes into a four-step wizard, starting with the **Validation Rule** page:

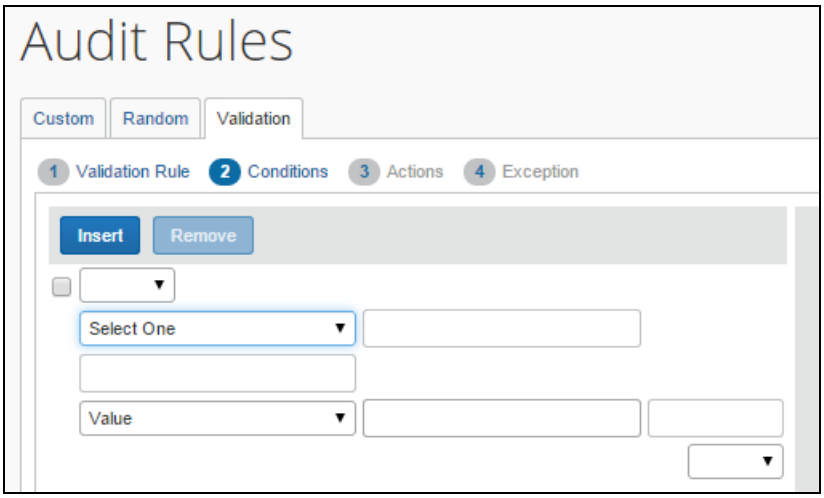


2. Complete the appropriate fields.

Field	Description
Validation Rule Name	Type the name of the rule.
Event	Select either: • **Payment Request Allocation Save:** This rule is triggered when each invoice allocation is saved. • **Payment Post Request Submit:** This rule is triggered <need information – what is this action?> • **Payment Request Manual Assign:** This rule is triggered when the invoice is manually assigned by an AP User to an employee (as an example). • **Payment Request Save:** This rule is triggered immediately after the invoice header information is saved whether by the employee, approver, or processor. • **Payment Request Submit:** The rule is triggered when the invoice is submitted. If there are exceptions generated that are above the exception level limit (that is, prevents invoice submission; described in *Exceptions* in this guide), then the invoice will not be submitted and will not enter the first step of a workflow. • **Payment Request Import Assign:** This rule is triggered when an invoice is assigned to an employee using the Purchase Request import • **Payment Request Details Save:** This rule is triggered immediately after the invoice details information is saved whether by the employee, approver, or processor. • **Payment Request Details Submit:** The rule is triggered when the invoice details are submitted. If there are exceptions generated that are above the exception level limit (that is, prevents invoice submission; described in *Exceptions* in this guide), then the invoice will not be submitted and will not enter the first step of a workflow. • **Payment Request Distribution Save:** This rule is triggered immediately after the distribution of the invoice line item information is saved whether by the employee, approver, or processor. • **Purchase Request Save:** This rule is triggered immediately after the purchase request header information is saved whether by the employee, approver, or processor. • **Purchase Request Submit:** The rule is triggered when the purchase request is submitted. If there are exceptions generated that are above the exception level limit (that is, prevents purchase request submission; described in *Exceptions* in this guide), then the purchase request will not be submitted and will not enter the first step of a workflow. • **Purchase Request Item Save:** This rule is triggered when a purchase request item is saved.

Field	Description
Execute action when validation condition is:	This field controls when the action for the rule is executed. When the condition is: • *True* • *False*
Editable By Groups	Click the link; the associated helper pane appears. Select the appropriate group(s).
Applies To Groups	Click the link; the associated helper pane appears. Select the appropriate group(s).
Active	Select *Yes* (if necessary) to activate the rule upon completion.

3. Click **Next**. The **Conditions** page appears.

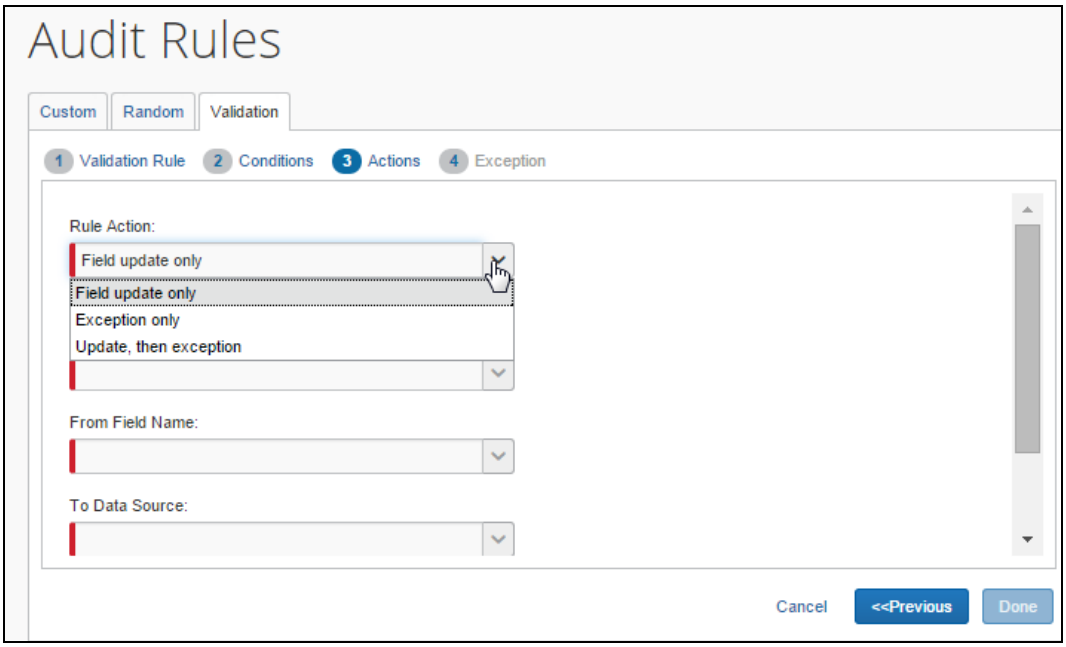


4. Complete the appropriate fields.

   For a description of this page, refer to the *Validation Conditional Expressions* section in this guide.

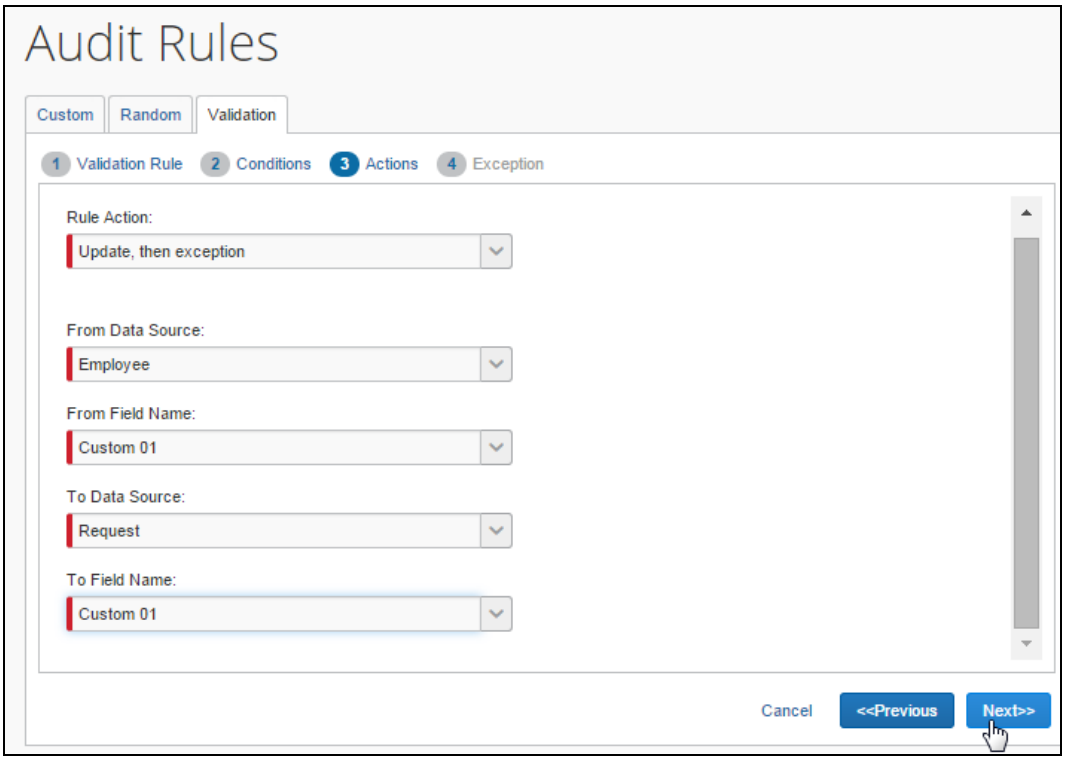
5. Click **Next**. The **Actions** page appears.

6. Select the appropriate action:



- **Field update only:** If the rule is triggered, it will update the specified field. The invoice will continue through the workflow.
- **Exception only:** If the rule is triggered, it will flag the line item or line item allocation. Depending on your exception level settings, it may prevent invoice submission.
- **Update, then exception:** If the rule is triggered, it will update the specified field and flag the entry. Depending on your exception level settings, it may prevent invoice submission.

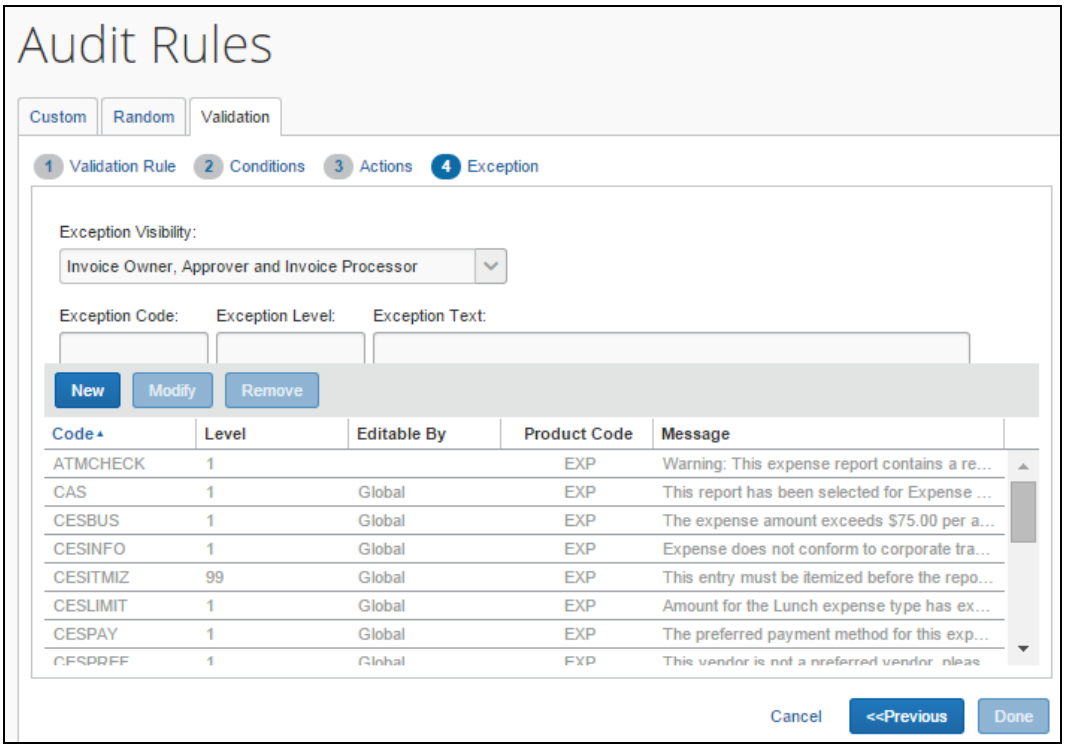
7. Click **Next**. If you selected a field update action, the **Actions** page refreshes with additional fields.



8. On the **Actions** page, select the fields to be modified.

Field	Description
From Data Source	The source of the fields that will be used for the update. The available sources will change depending on the event selected. They include: • Constant • Validation Table • Employee • Request
From Field Name	The field from the Data Source that will be used to update the Invoice field. The list of fields displayed will change depending on the Data Source selected.
To Data Source	The Data Source of the field to be updated: • Concur Request **NOTE:** The options available will change depending on the event type selected for the audit rule.
To Field Name	The Concur Invoice field that will be updated. The list of fields displayed will change depending on the Data Source selected.

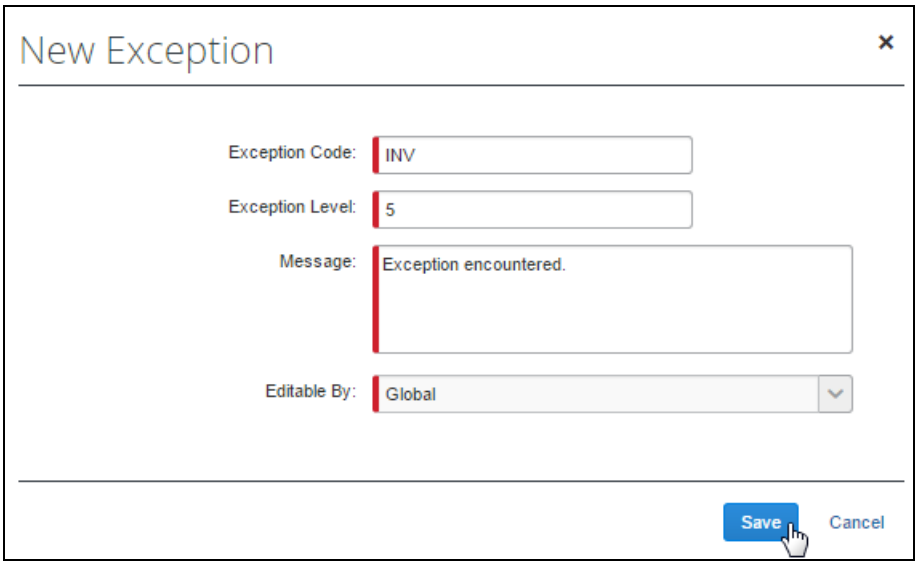
9. Click **Next**. If you selected an action including an exception, the **Exception** page appears.



10. Choose from an existing exception or decide to create a new exception by first choosing from **Exception Visibility**.

Field	Description
Exception Visibility	Select the users who are able to see the exception message by selecting: • Invoice Owner, Approver and Invoice Processor • Approver and Invoice Processor • Invoice Processor

11. Click **New** to open the **New Exception** window.



12. Complete the appropriate fields.

13. Click **Save**.

14. The exception you created is pre-selected. Click **Done** to include the exception with the validation rule and finish this task.

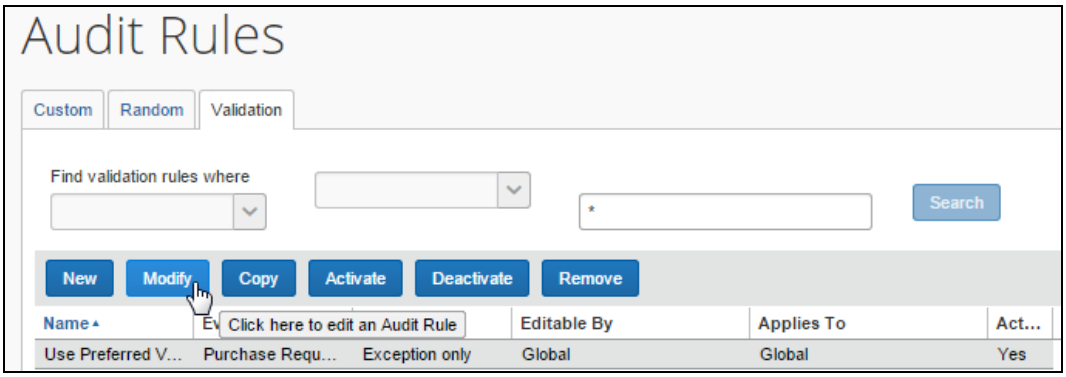
Edit a Validation Rule

For detailed information about all fields on this page, refer to *Add a Validation Rule* in this guide.

To edit a validation rule:

1. On the **Validation** tab, click the name (link) of the rule you want to change.

2. Click **Modify**.



3. Make the desired changes.

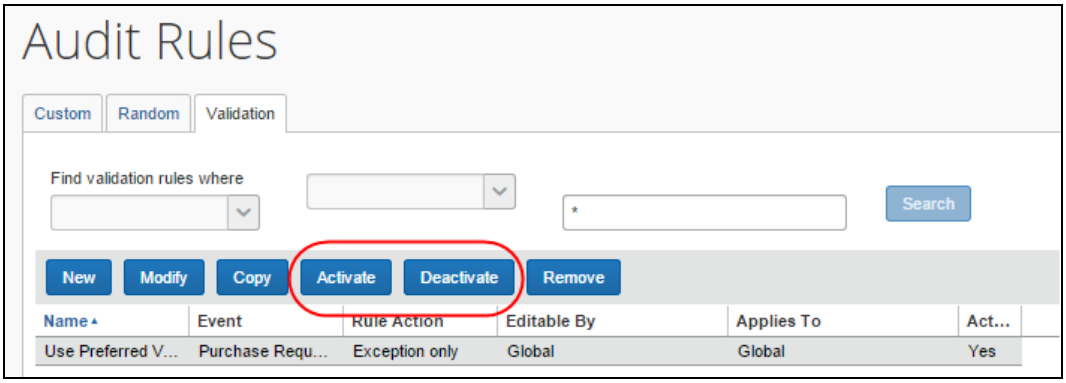
4. Click **Done**.

Deactivate/Activate a Validation Rule

Instead of deleting a rule, you can deactivate it. This way, the rule is still available if you want to use it in the future.

To deactivate/activate a validation rule:

1. On the **Validation** page, select the rule to activate or deactivate.



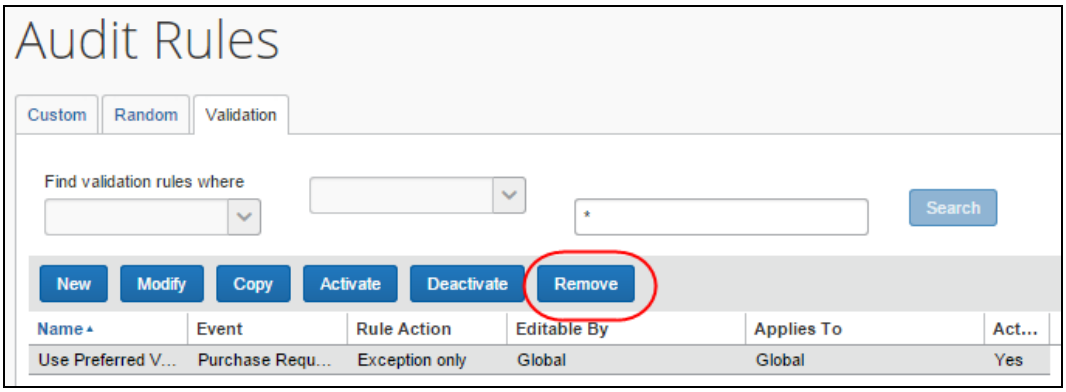
2. Select **Activate** or **Deactivate** depending on the action you want to perform.

Delete a Validation Rule

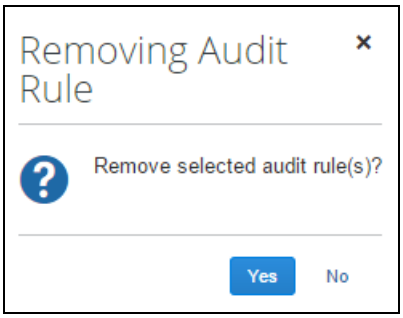
Instead of deactivating a rule, you can delete it.

To delete a validation rule:

1. On the **Validation** page, select the rule to delete.



2. Select **Remove**. An informational message appears.



3. Click **Yes** to remove the audit rule from the list and the system.