

Concur Invoice: Image Handling – Digital Tax Invoice

Setup Guide

Last Revised: September 22, 2021

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
September 22, 2021	Removed references to FAX feature.
February 17, 2021	Updated the copyright year; no other changes; cover date not updated
August 20, 2020	Updated the information about the fax feature on page 1. The feature is not available to new clients.
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.
November 20 2015	New document.

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

Section 2: Several Guides about Imaging

There are several ways for the user to manage invoice images depending on the needs and configuration of the client. There are several guides about the different processes. Choose the appropriate guide based on your company's configuration.

Method	Description	Guide
Upload	The user can upload an electronic image (for example, a scanned image or a picture taken with a mobile device) into Concur Invoice.	<i>Concur Invoice: Image Handling – Uploaded and Emailed Images Setup Guide</i>
Email	The user can email an electronic image (for example, a scanned image or a picture taken with a mobile device) to Concur Invoice.	
CFDi	Digital CFDi files are in XML format to support the digital format requirement for Mexico. CFDi files are XML files—not images.	<i>Concur Invoice: Image Handling – Digital Tax Invoice Setup Guide</i>

Section 3: Overview

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

- Store the XML file 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, Concur Invoice offers the Digital Tax Invoice feature.

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

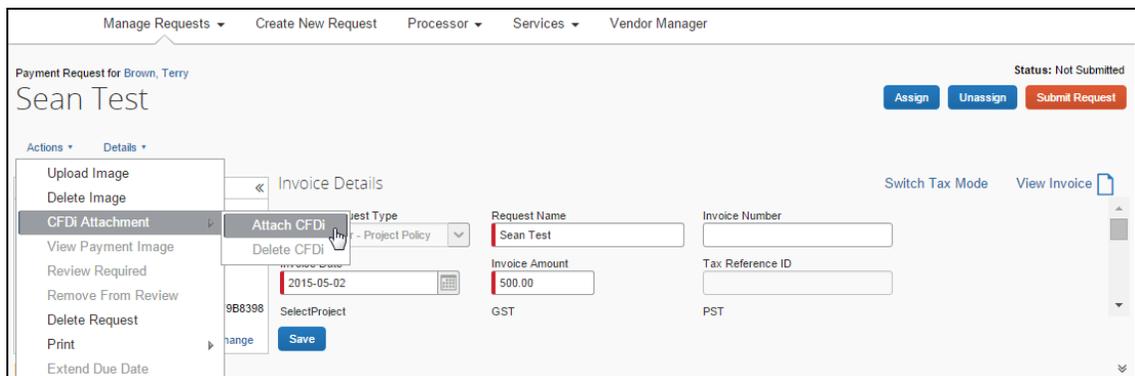
Section 4: End-User Experience

The Digital Tax Invoice feature provides employees with the **Attach CFDi** and **Delete CFDi** commands in the **Actions** menu for an invoice. The user selects the option, navigates to the CFDi file, and selects it to upload. The system stores the digital tax invoice and displays a CFDi icon on the invoice. The user can hover over this icon to open a window that displays the CFDi information and allows the user to open the CFDi (uses the user's default XML viewer) or delete it from the invoice.

The user can:

- Upload the CFDi file
- View data by hovering over the CFDi icon
- View the original CFDi in the preferred XML viewer
- Delete the CFDi from the invoice

When activated, the user clicks **Actions** > **CFDi Attachment** > **Attach CFDi** when creating or editing the invoice.

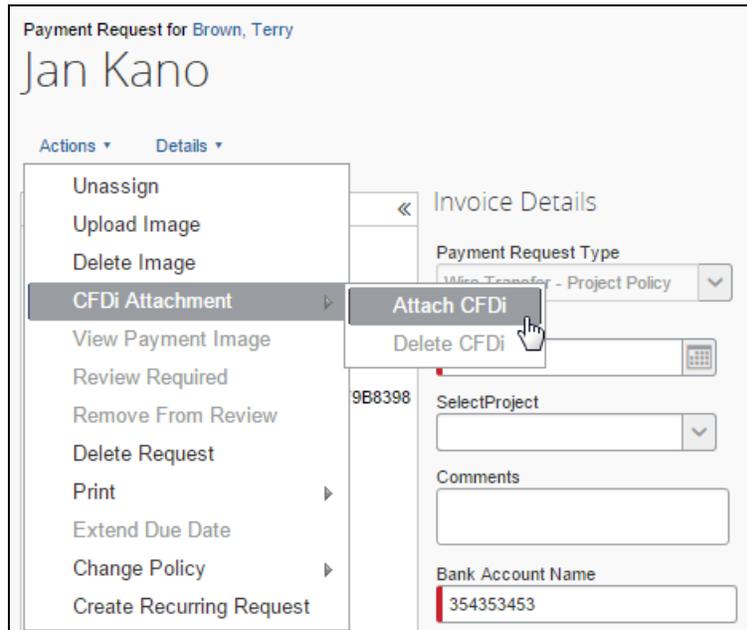


NOTE: Only one CFDi file can be attached to an invoice. So, the **Attach CFDi** option is *not* displayed if a CFDi is already attached to the invoice. The user must remove the currently attached CFDi file to attach a different one.

Upload a CFDi File

► **To upload a CFDi file:**

1. Create an invoice or select and open an existing invoice.
2. Click **Actions** > **CFDi Attachment** > **Attach CFDi**.

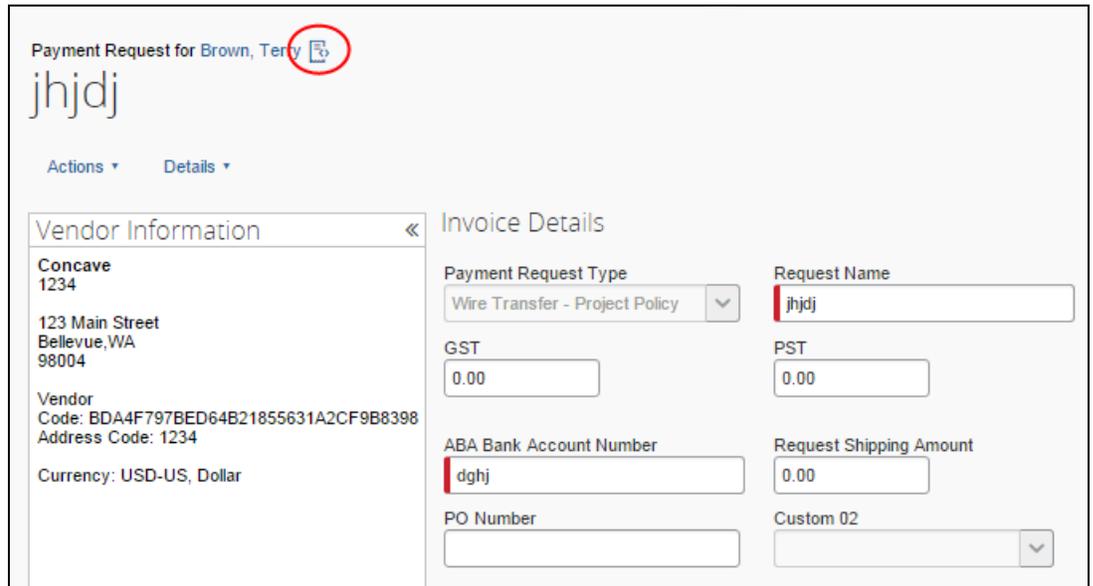


3. In the **Attach CFDi** window, browse to locate the CFDi file and then click **Upload**.



The CFDi file is now associated with the invoice. If a previously uploaded CFDi file is present, the upload action replaces the existing file.

When the user saves the invoice, the CFDi  icon appears.



Payment Request for Brown, Terry 

jhjdj

Actions ▾ Details ▾

Vendor Information

Concave
1234
123 Main Street
Bellevue, WA
98004

Vendor
Code: BDA4F797BED64B21855631A2CF9B8398
Address Code: 1234

Currency: USD-US, Dollar

Invoice Details

Payment Request Type
Wire Transfer - Project Policy ▾

Request Name
jhjdj

GST
0.00

PST
0.00

ABA Bank Account Number
dghj

Request Shipping Amount
0.00

PO Number

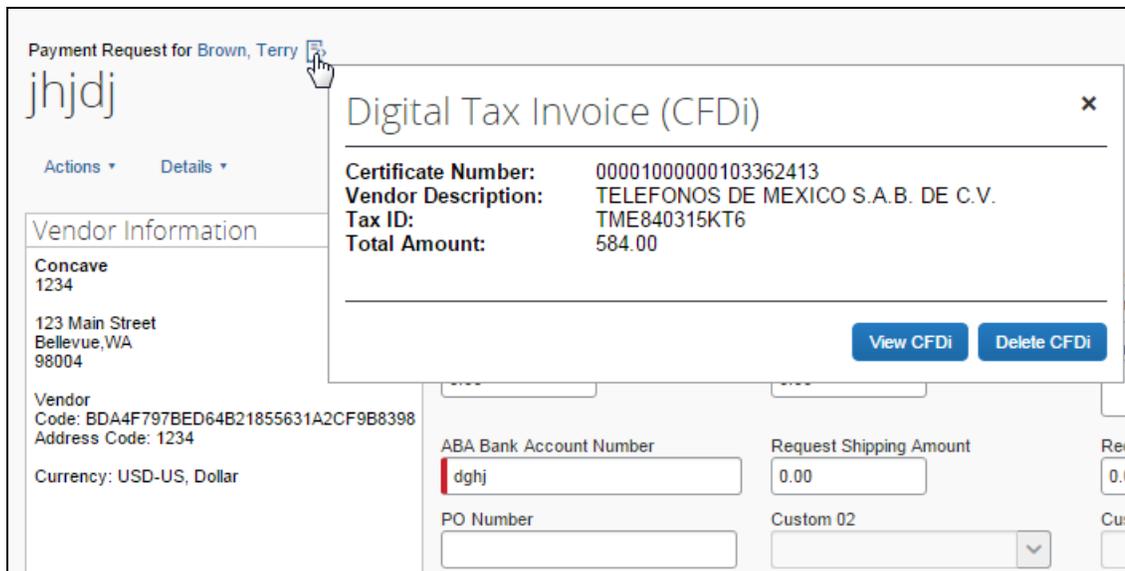
Custom 02

View the CFDi File

The user can view a CFDi file:

- By hovering over the CFDi icon
– or –
- By opening the CFDi file in an XML viewer

The user hovers the mouse pointer over the CFDi  icon. The **Digital Tax Invoice (CFDi)** window appears.



Payment Request for Brown, Terry 

jhjdj

Actions ▾ Details ▾

Vendor Information

Concave
1234
123 Main Street
Bellevue, WA
98004

Vendor
Code: BDA4F797BED64B21855631A2CF9B8398
Address Code: 1234

Currency: USD-US, Dollar

Digital Tax Invoice (CFDi) ✕

Certificate Number: 000010000000103362413
Vendor Description: TELEFONOS DE MEXICO S.A.B. DE C.V.
Tax ID: TME840315KT6
Total Amount: 584.00

View CFDi Delete CFDi

ABA Bank Account Number
dghj

Request Shipping Amount
0.00

PO Number

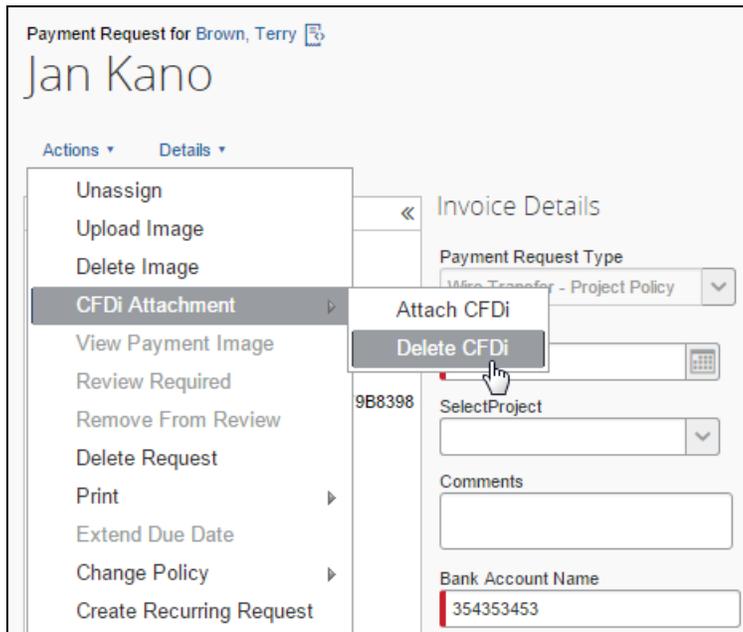
Custom 02

To open the original CFDi file, the user clicks **View CFDi** in the **Digital Tax Invoice (CFDi)** window. The invoice file opens in the local machine's preferred XML file viewer.

Delete the CFDi File

Only one CFDi file can be attached to an invoice. If the user attached the wrong CFDi file, the user must delete the existing attachment from the invoice and then attach the correct CFDi file.

To delete a CFDi file, the user can follow the **To attach a CFDi file** procedure above and use the **Delete CFDi** command in the **Actions** menu.



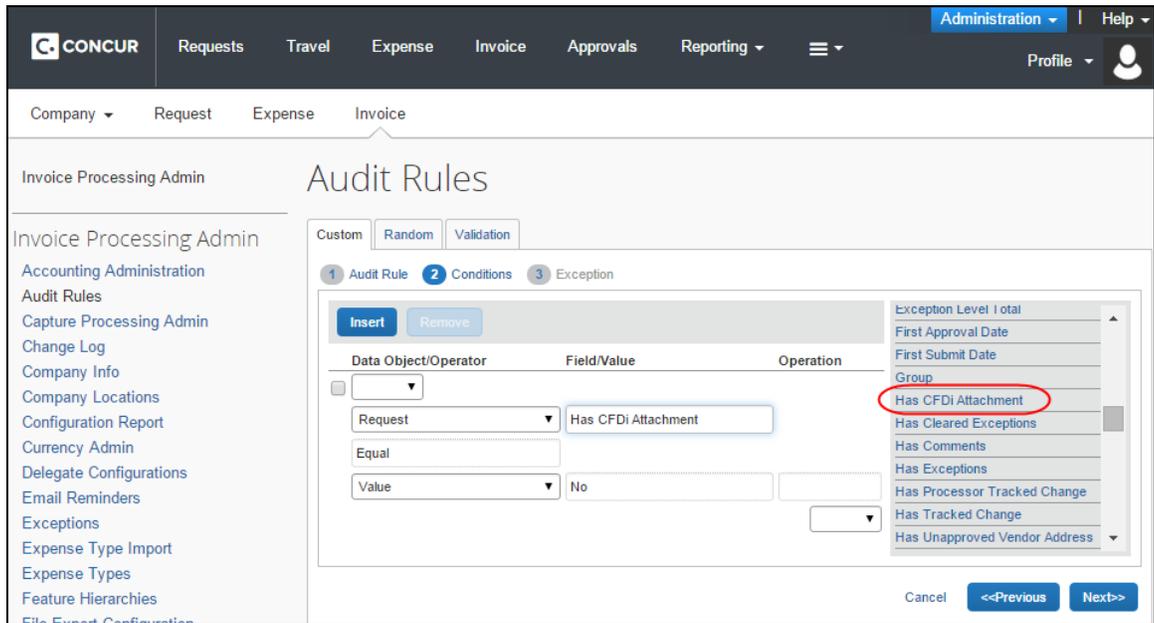
Alternatively, the user can hover the mouse pointer over the CFDi icon of the invoice. The **Digital Tax Receipt (CFDi)** window appears. The user clicks **Delete CFDi**. The user can then attach a different CFDi file if desired.



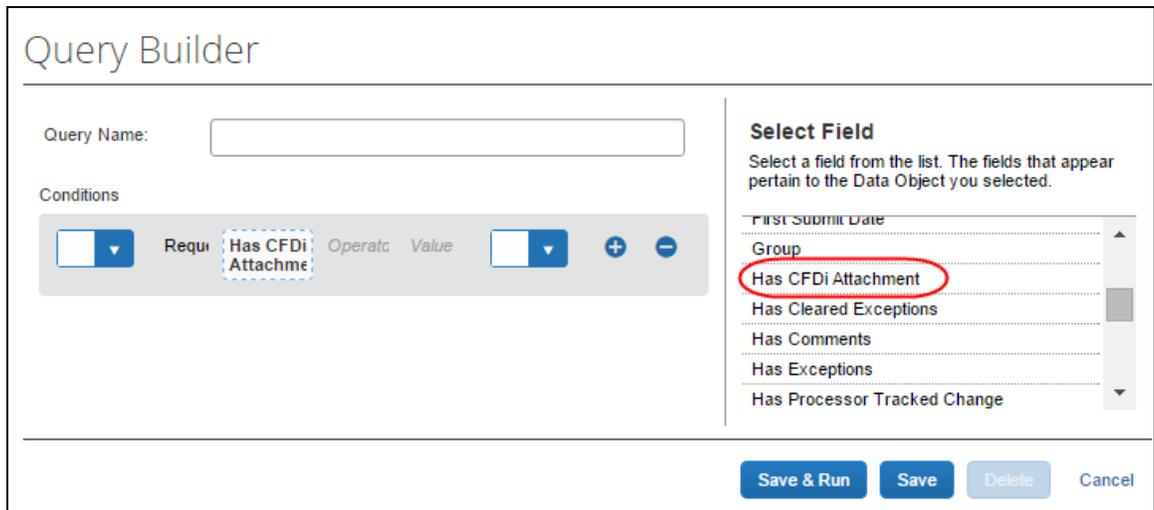
Section 5: Admin and Processor Experience

General Audit Rule

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



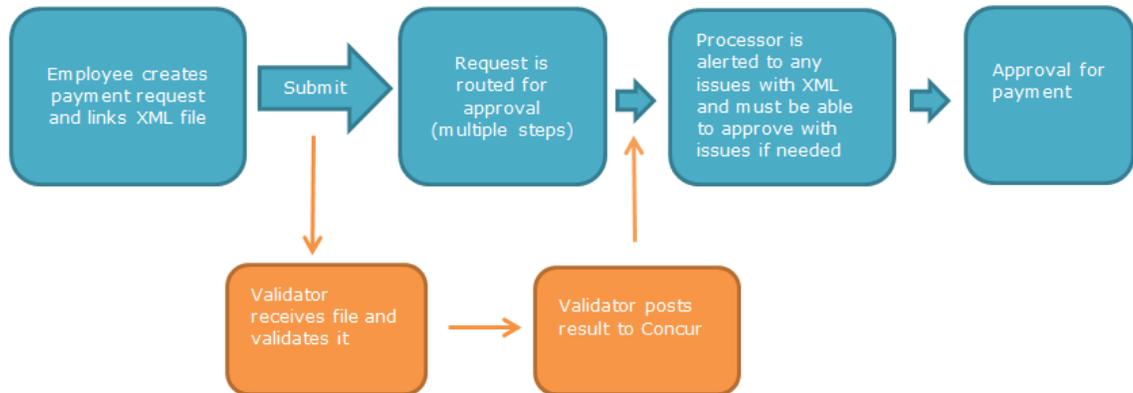
The processor can also create CFDi queries.



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 SAP Concur Platform to view and validate the tax information. The validation results are sent back to the SAP Concur Platform using the web service.

This is a typical workflow with the validation:



When the validation service is in use, on submit of the invoice, Concur Invoice generates an exception for any invoice 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 invoice with this exception code requires processor review.

When viewing an invoice, the processor will be able to see status information about the digital tax invoice within the information displayed by hovering over the CFDi  icon. The status may be:

- Blank (not yet validated)
- Valid
- Valid with warnings
- Invalid

The validator will include an explanatory comment for any file with a status of *Valid with warnings* or *Invalid*, to help guide the processor on what action to take.



Section 6: Configuration

The basic steps are:

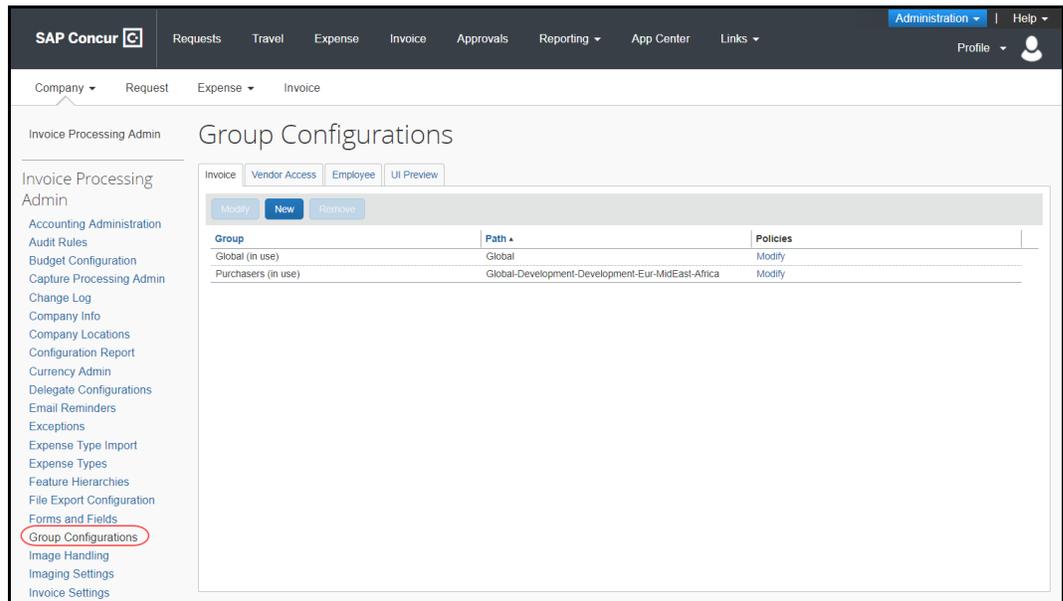
- Step 1: Enable by invoice group
- Step 2: (Optional) Modify the standard extract
- Step 3: (Optional) Configure the digital tax invoice validation

Step 1: Enable by Invoice Group

This feature is activated by group.

► **To activate the feature:**

1. Click **Administration > Invoice > Group Configurations** (left menu). The **Group Configurations** page appears.



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

2. Click the **Invoice** tab if it is not already selected.
3. Click the desired group name.

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

Configuration for Group: Purchasers

Group: Global-Development-Development-Invoice

Group Name: Purchasers

Attendee List Form: Default Payment Request Attendee Detail View

Allow users to upload CFDi attachments

Allow Invoice Owners to create payment requests.

Allow Invoice Owners to change vendors on assigned requests.

Select whether vendor banking information is hidden, required, or optional for

Invoice Owner: Hidden

Vendor Manager: Hidden

Cancel Save

- Select (enable) the **Allow user to upload CFDi attachments** check box.
- Click **Save**.

NOTE: Users will not see the **Attach CFDi** and **Delete CFDi** menu commands until they have first saved and reopened their invoice.

Step 2: (Optional) Modify the Payment Request Accounting Extract (PRAE)

The UUID field is available in version 2 of the Payment Request Accounting Extract (PRAE).



For more information, refer to the *Concur Invoice: Payment Request Accounting Extract V2 (Current) Specification*.

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 Concur, 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 Concur staff via a custom connector, companies that are certified partners with SAP Concur are available here: www.concur.com/en-us/app-center/compliance

When a third-party validation service is in use, the processor will see an exception for any invoice with an attached XML file that has not been validated and determined to be valid. This exception uses the exception code INVXMLST, so workflow rules can be written to ensure that any invoice with this exception requires processor review.

The processor will be able to see status information about the digital tax invoice within the information displayed by hovering over the CFDi icon. The status may be

- Not validated
- Valid
- Valid with warnings
- Invalid

The validator will include an explanatory comment for any file with a status of *Valid* with warnings or *Invalid*, to help guide the processor on what action to take.

