

Concur Invoice Release Notes Concur Standard		
Month	Includes	Audience
August 2012	Invoice Standard	Concur Clients

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# Release Notes – August 2012

## Features For This Release

The following features are included in this service release.

### File Export Configuration: Set the Schedule of the GL File Export

#### Overview

An additional Setup step is now added to the File Export configuration feature that lets you decide when you want to run your GL file export. This step is designed to let you fine-tune the export schedule to accommodate your business needs.

#### Business Purpose

*This enhancement gives you control over when the export file is run.*

The new step, **Select Schedule**, is the first step in the configuration of the file extract, and is shown in the figure below:

The screenshot shows a wizard window titled 'Select your GL file export schedule'. The first tab, '1 Select Schedule', is highlighted with a red box. Other tabs include '2 Select Format', '3 Select Account String', '4 General Settings', '5 Define Header', and '6 Define Details'. The main area contains three radio button options: 'On-Demand', 'Daily' (which is selected), and 'Weekly'. Each option has a dropdown menu below it. To the right, there are two more radio button options: 'Semi-Monthly - Days of Month' and 'Monthly', each with two dropdown menus for selection.

#### EXAMPLE

Let's say you'd like to run your file export twice a month, on the first and third weeks. Select **Semi-monthly - Days of Month** so that two days within a month can be selected.

#### PROCESS

Select the desired file schedule option. If you select On-Demand or Daily, you can then click **Next**. Selecting any other option lets you choose the week, set of days within a month, or a single day within a month using the associated day selection fields.

The following options are available:

Schedule Option	File Extract Will Run
On-Demand	Run the extract only when you decide to.

Schedule Option	File Extract Will Run
Daily	Extract is run once a day.
Weekly	Extract is run once a week.
Semi-Monthly	Extract is run twice a month, on whatever two days in a 30-day cycle you choose.
Monthly	Extract is run once a month.

If your initial choice is not satisfactory, you can always change the schedule by accessing this export file configuration step again.

### Configuration

No additional configuration is required to use this feature.



Refer to *Invoice Setup Guide for Invoice Standard* for more information.

## File Export Configuration: On Demand Available to Administrator

### Overview

The administrator can now decide to run the GL file extract at any time, outside of the schedule chosen during this configuration step. This frees the administrator to perform this task whenever they need to, for example to test the extract process.

#### Business Purpose

*This enhancement lets you run the file extract whenever you need to, outside of the schedule you have selected.*

This is done using a new button, **Run GL Extract Now**, available by clicking **Invoice > Payment Manager**. The button can be seen in the upper-right section of the **Payment Manager** page.

The screenshot shows the 'Payment Manager' interface. On the left is a sidebar with 'Request Search' (containing an input field for 'Invoice Number or Request ID') and 'Payments' (with a sub-link for 'GL Extract'). The main area is titled 'GL Extract August 2012'. It includes a 'Date Search' field, '< Previous Month' and 'Next Month >' buttons, and a 'Download File' link. Below this is a table with columns 'Date', 'Count', and 'Status'. The table shows two rows of completed extracts from 08/15/2012. In the top right corner of the main area, a button labeled 'Run GL Extract Now' with a green circular icon is highlighted by a red rectangular box. A mouse cursor is pointing at this button.

Date	Count	Status
08/15/2012 11:31 AM	0	Completed
08/15/2012 11:24 AM	0	Completed

Clicking this button queues the extract job to run, and displays an informational message:



Once the extract job is run, the results are posted in rows with the day the job was run, the total record count, and the status of the run (Completed; Failed).

Date	Count	Status
08/15/2012 11:31 AM	0	Completed
08/15/2012 11:24 AM	0	Completed

### ***Configuration***

No additional configuration is required to use this feature.



Refer to Invoice Setup Guide for Invoice Standard for more information.

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# Release Notes – September 2012

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## Features For This Release

The following features are included in this service release.

### Compliance Controls: Prevent Submission if no Vendor Image Exists

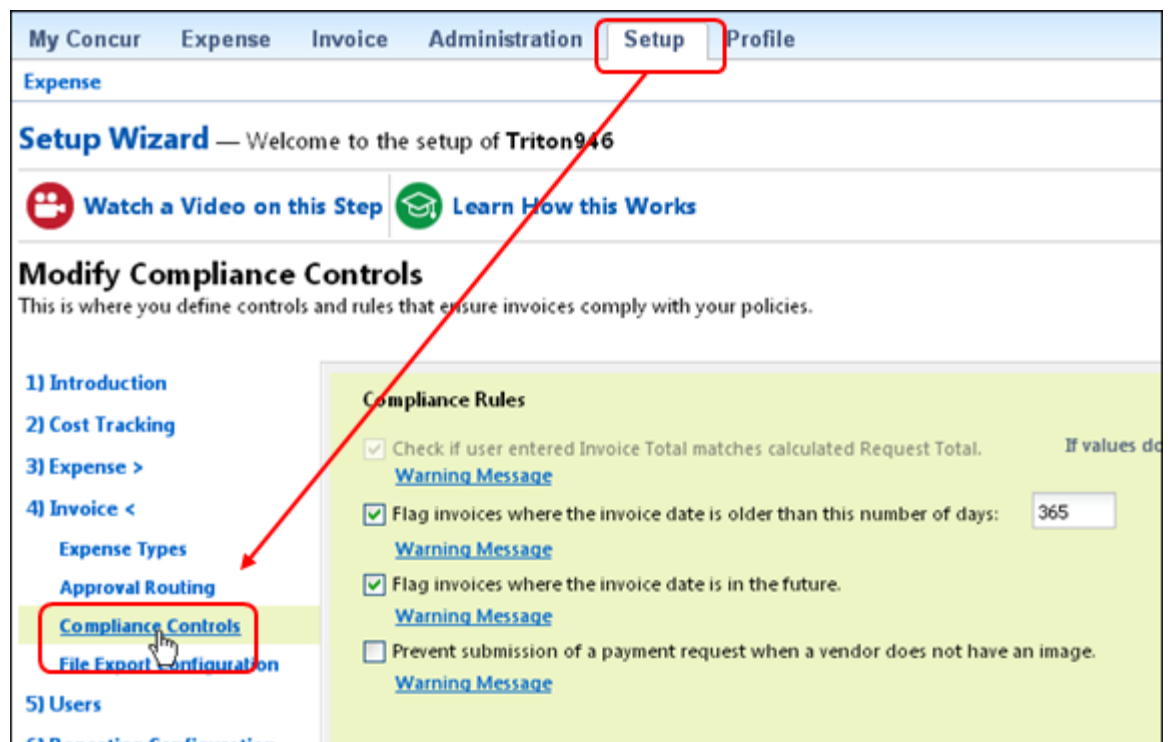
#### Overview

A new rule is available for configuration in the Compliance Controls step of Invoice Setup. This rule, *Prevent submission of a payment request when a vendor does not have an image*, is designed to prevent submission if the document legally validating a vendor to do business has not yet been submitted (for example, the W-9 form). The absence of substantiating documentation can mean submitted requests associated with an unverified vendor may cause issues as they are entered in the system.

#### Business Purpose

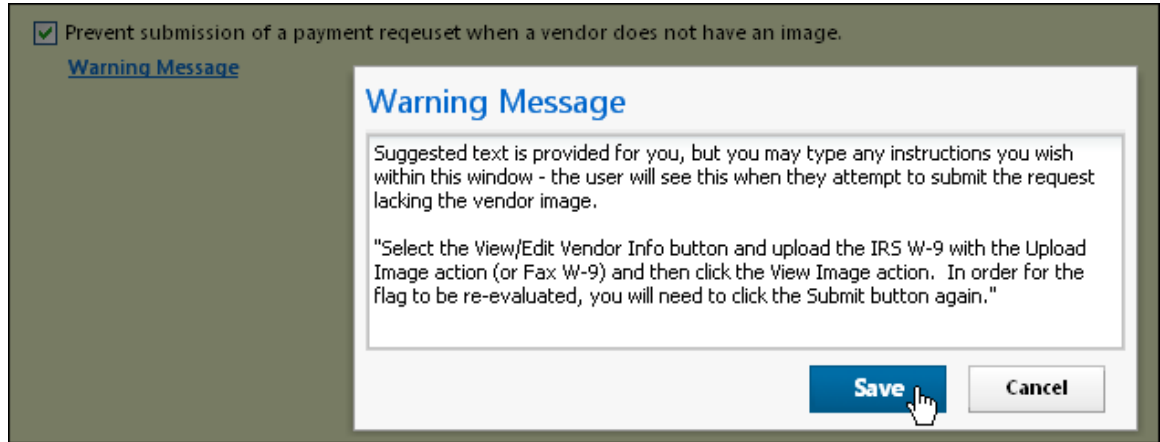
*This enhancement enforces company rules and directs the user to follow best practices when creating their requests.*

The new compliance rule is available during configuration, and at any time after all Setup tasks are completed for Invoice. Click **Setup** > **Expense** > **Invoice** > **Compliance Controls** to access this setting:



## Enabling the Compliance Control Setting

To enable this setting, navigate to Compliance Controls and select the *Prevent submission of a payment request when a vendor does not have an image* setting. Next, click Warning Message to display the **Warning Message** window:

A screenshot of a software interface. On the left, a green sidebar contains a checked checkbox labeled 'Prevent submission of a payment request when a vendor does not have an image.' and a blue link labeled 'Warning Message'. On the right, a white dialog box titled 'Warning Message' is open. It contains a text area with the following text: 'Suggested text is provided for you, but you may type any instructions you wish within this window - the user will see this when they attempt to submit the request lacking the vendor image.' followed by a quoted instruction: '"Select the View/Edit Vendor Info button and upload the IRS W-9 with the Upload Image action (or Fax W-9) and then click the View Image action. In order for the flag to be re-evaluated, you will need to click the Submit button again."' At the bottom right of the dialog box are two buttons: a blue 'Save' button and a grey 'Cancel' button. A mouse cursor is pointing at the 'Save' button.

Default text is provided in the text area of the window, but you can include your own company-specific instructions, such as "Please see your Invoice administrator" or similar to guide the user when they encounter this compliance rule.

## Configuration

No additional configuration is required to use this feature.



Refer to *Invoice Setup Guide for Invoice Standard* for more information.

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# Release Notes – November 2012

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## Features For This Release

The following features are included in this service release.

### Announcing the General Availability of the Concur Invoice Pay Feature

Users of Concur Invoice Standard can now leverage the world-class Payment Manager feature to pay their supplier invoices electronically. Hundreds of Invoice Professional users have passed millions of transactions using Payment Manager. Now, the Invoice Standard user can do the same. Payment options include Automated Clearing House (ACH), check generation, or client paid options.

#### ***Business Purpose***

*This enhancement brings the proven Payment Manager feature to the Concur Invoice product line.*

Combined with Concur banking partners, the user can now move time-consuming payment tasks off site and benefit from:

- Partnering with world-class, professional payment service providers
- Costs that are pennies on the dollar currently spent in-house
- Complete visibility and management of cash flow
- Flexibility of mixing payment methods across multiple funding accounts

#### ***Benefits of the Concur Invoice Pay Feature***

The existing Invoice Standard user can pay a small setup fee to implement Invoice Pay and draw on the following benefits:

- **Fully Managed Lifecycle:** The entire payment lifecycle, from receiving an invoice to final payment, is managed by the client from within Invoice Pay.
- **Security and Compliance:** Electronic payment partners retain records and ensure compliance with all regulations. Security is provided by banking partners who specialize in electronic payment services.
- **Visibility and Control:** The Invoice Pay user can access all records to answer queries from internal users or suppliers, and can order a stop or partial payment using options within the system.
- **Cash Flow Management:** The user has complete control of day-to-day and month-to-month management of their cash flow. They can bundle their payments so that the cash flow best serves their business while keeping their suppliers paid on time, ensuring a good business relationship.
- **Return on Investment:** The user reaps the immediate benefit of cost saving by moving offsite the tasks of identifying, scheduling, processing, and mailing the payment. Instead, bank partners experienced in this service undertake

these tasks on behalf of the user for a fraction of the cost of in-house processing.

### ***Funding Accounts and Payment Methods***

Concur Invoice Pay supports a single funding account based on a currency (that is, one account per currency). Invoice Pay also includes the following payment methods, all of which can be mixed to pay selected suppliers in different ways:

- **By Check:** A Concur banking partner provides a check service for the Invoice Pay user, including everything from check design and signature block to issuing the check to the supplier just in time for the final due date.
- **Through ACH:** Standard Accounting Clearing House electronic payment is available in the Invoice Pay feature.
- **Using the Client Paid Option:** When a client must be paid, *now*, the user can draw on a payment option that allows instant payment and retains a record of the transaction within the system.

The current supported feature set includes payment:

- In U.S. currency, within the United States (comprising 50 states)
- In a standard payment cycle of 30 days (Check)

### ***What the User Sees - Invoice Payment Manager***

The figure below shows the **Payment Manager** user interface, used for configuration and daily management of payments:

Welcome, Chris Miller

Help | Log Out

Concur

My Concur Invoice Setup Profile

View My Requests New Payment Request Approve Requests Assign Requests Process Requests Vendor Manager Deleted Requests **Payment Manager**

**Request Search**

Invoice Number or Request ID

**Payments**

**Monitor Payments**

Requests Requiring Action

Failed Payments

GL Extract

Payment Confirmation Import

Extract Reconciliation

**Configuration**

Banking Import

Funding Accounts

Check Configurations

Notices Of Change

Monitor Payments

**Payment Batch List**

Funding Account: Any Close Date (From / To): Send Date (From / To): Search

Status: Open

Batch ID: Search

Actions

Batch ID	Close Date	Send Date	Status	Count	Failed Count	Total
No payment batches found.						

Page 1 of 1

Funding account configuration is performed in the **Funding Account** page:

**Funding Account**

Account Name:

Country / Currency:

Close Time:

Cash Account:  Liability Account:

**Banking Information**

Bank Name:

**Account Information**

Routing Number:

Account Number:

Type:

**Primary Contact Information**

Name:  Email:  Phone:

**Secondary Contact Information**

Name:  Email:  Phone:

Debit Authorization Date:  Applies To Group(s): ☐ Global

Check configuration, from start to finish, is performed using options in the **Check Configuration** page as shown in the figure below:

**Check Configuration**

→ Step 1: Fill out and save account fields  
Step 2: Fill out and save check fields  
Step 3: Upload check images  
Step 4: Approve sample check

Status: [Incomplete](#)

**Account**

Account Name:

Close Time:

Cash Account:  Liability Account:

**Banking Information**

Bank Name:

Country:  Currency:

**Account Information**

Routing Number:

Account Number:

Next Check Number:

**Bank Address**

Address 1:

Address 2:

City, State, Zip:

**Primary Contact Information**

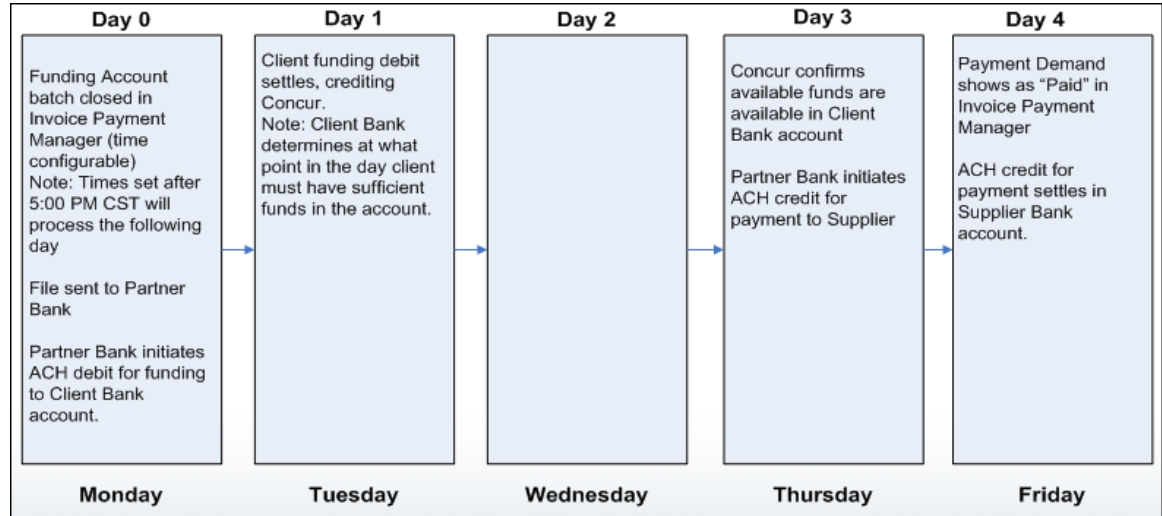
Name:  Email:  Phone:

Applies To Group(s): ☐ Global

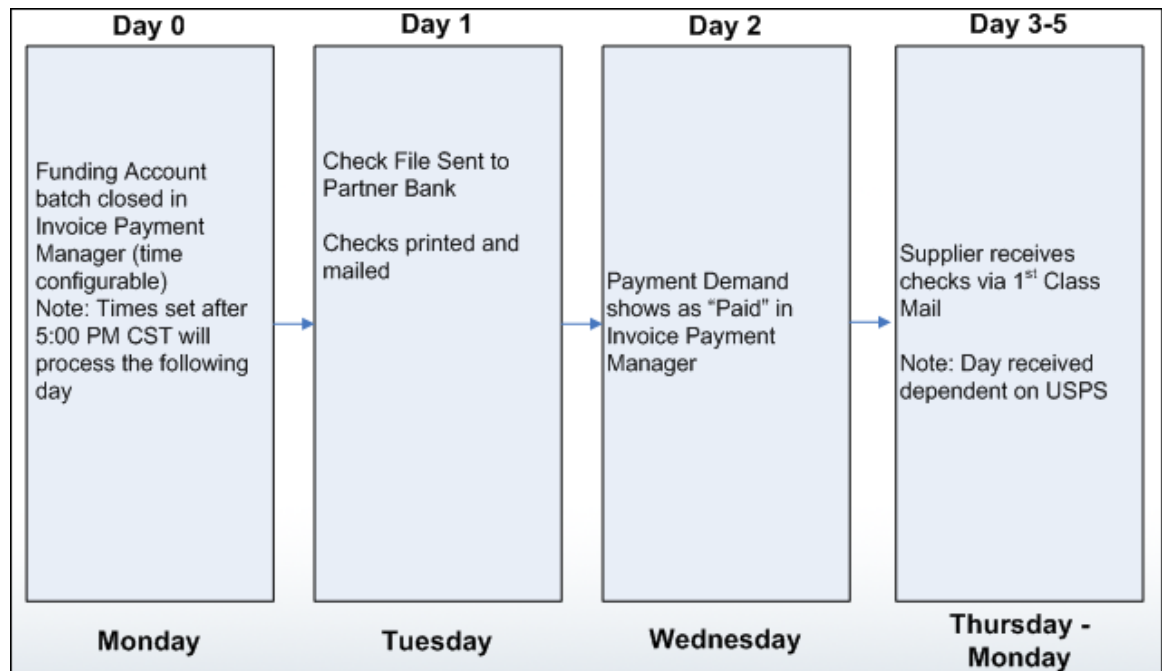
## Check and ACH Payment Processing - Timing

The timing of payments to the supplier is shown in the figures below.

### Invoice Pay ACH Payment Processing



### Invoice Pay Check Payment Processing



### More Information

Documentation is available as follows:



Refer to the *Invoice Pay User Guide for Concur Standard* for more information.

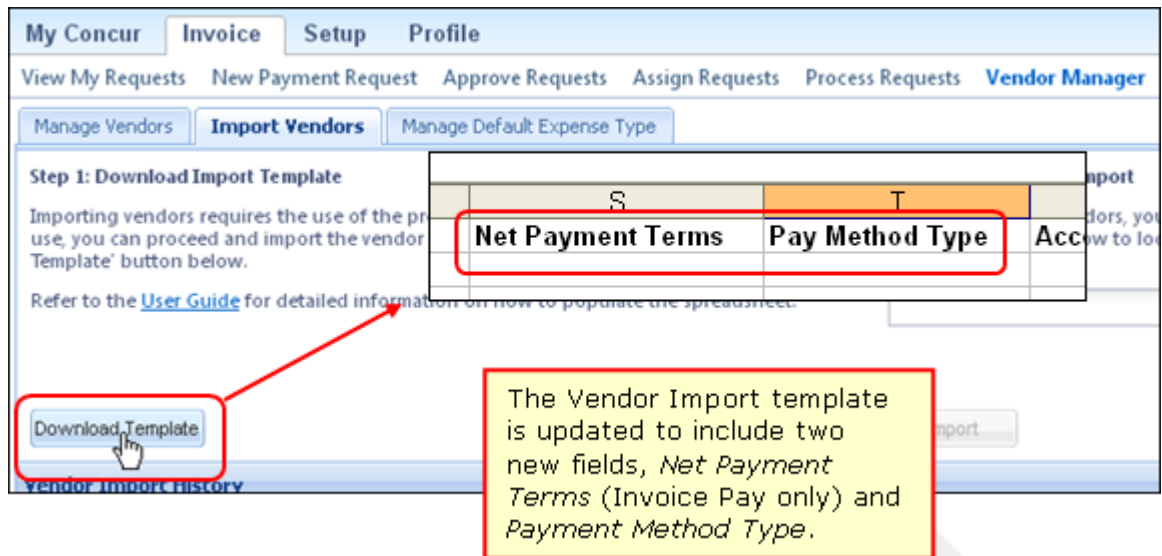
## Vendor Import: Two New Fields Added to this Import

Two new fields are now added to the on-demand vendor import. These fields are:

- **Net Payment Terms:** The terms of the payment, for example, 30 days.  
NOTE: This field only appears if the site is using Invoice Pay - it will not appear in the template if Invoice Pay is not enabled at the client site.
- **Payment Method Type:** The method used to pay for the service or good.

### ***Business Purpose***

*This enhancement adds additional fields for the on-demand vendor import.*



## Setup: New Fields Added to File Export Configuration Details

Eight new fields are now added to the Setup File Export Configuration step. These fields are added within the Details section of the export, several of which are designed for the new Invoice Pay feature introduced with this release.

The fields are:

- Payment Method Type
- Payment Due Date
- Check Number
- Net Payment Terms
- Notes to Vendor
- Payment Adjustment Notes

### ***Business Purpose***

*This enhancement adds additional fields for extract customization using the Details section of the File Export Configuration Setup step.*

- Payment Amount
- Payment Status Date

## Payment Confirmation Import: On-Demand Import Available

A new Payment Configuration Import is now available as an on-demand import that can be performed from within Invoice Standard.

To access this feature, the Invoice Admin clicks **Invoice > Payment Manager > Payment Configuration Import** to open the **Import Payment Confirmations** page:

### **Business Purpose**

*This enhancement adds additional fields for extract customization using the Details section of the File Export Configuration Setup step.*

Use the options on this page to import payment request transactions from the client financial system.



Refer to *Invoice Payment Request Confirmation Import User Guide For Concur Standard* for more information.

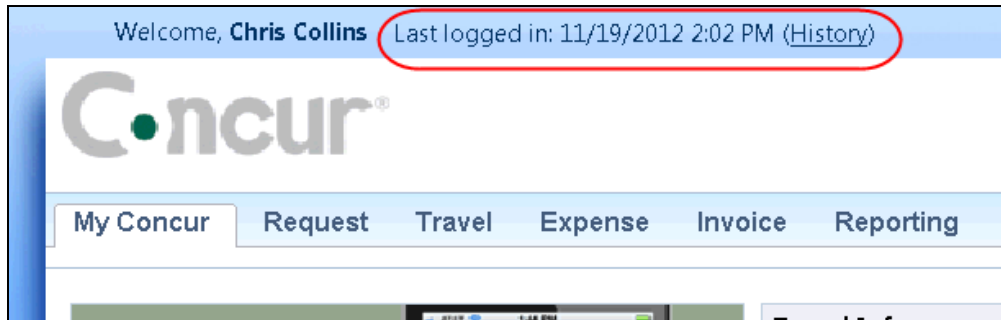
## Date, Time, and IP/Region Appears at Login

### **Overview**

Starting with the November release, users will see the date and time of their last login to Concur.

### **Business Purpose**

*This enhancement provides additional security by displaying login data to the user.*



Each user should review this information to ensure that it matches their actual last login. If not, it might be an indication that someone else has accessed the user's Concur account. If the date and time seems suspicious, the user should **immediately**:

- Change his/her Concur password – **and** –
- Notify the user's company security department or help desk

The date and time message is visible for a short time. Once the user navigates away from the initial page, the message disappears.

The user can click **History** to see additional information. The IP address and the location shown on the **Login History** page are based on the **service providing internet access** and may be different from the user's actual location. The user should verify this information with his/her company.

Login History

Login Time	IP Address	Network Location*
11/20/2012 9:37 AM	1.2.3.4	Kirkland, WA, US
11/19/2012 9:39 PM	4.5.6.7	Seattle, WA, US
11/19/2012 9:23 PM	1.2.3.4	Kirkland, WA, US
11/19/2012 8:23 PM	1.2.3.4	Kirkland, WA, US
11/19/2012 4:54 PM	1.2.3.4	Kirkland, WA, US
11/19/2012 2:02 PM	4.5.6.7	Seattle, WA, US
11/19/2012 11:20 AM	4.5.6.7	Seattle, WA, US
11/19/2012 10:32 AM	4.5.6.7	Seattle, WA, US
11/18/2012 8:02 PM	1.2.3.4	Kirkland, WA, US
11/17/2012 6:57 PM	1.2.3.4	Kirkland, WA, US
11/17/2012 6:53 PM	1.2.3.4	Kirkland, WA, US
11/16/2012 5:07 PM	4.5.6.7	Seattle, WA, US
11/16/2012 12:11 PM	1.2.3.4	Kirkland, WA, US
11/16/2012 10:04 AM	1.2.3.4	Kirkland, WA, US
11/15/2012 3:17 PM	1.2.3.4	Kirkland, WA, US

\* - The reported location is based on the internet provider and may be different than the user's physical location.

### ***Configuration***

This feature is automatically on for all users and cannot be turned off