SAP Concur Release Notes **Invoice Standard**	
Month	**Audience**
Release Date: January 18, 2020 Initial Post: Friday, January 17, 1:30 PM PST	SAP Concur Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice

Historical Invoices Imported With Client as Payment Method

Overview

Clients who import historical invoices will have the payment method set to *Client* by default.

NOTE: This feature was released in the December 2019 release.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement protects clients from duplicate payments being performed.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Authentication

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	October 23, 2019	Phase I: July 2019 Phase II: July 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur will soon begin the deprecation process of removing Hash-Based Message Authentication Code (HMAC) as an SSO option. The replacement service for HMAC is SAML SSO, a self-service method of setup where client admins have access within SAP Concur to complete their SAML connections.

Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released (targeted for Q1 2020). The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation includes two phases:

Phase I:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. (See below for more information.)
- Clients prepare for onboarding new clients using the new SSO self-service tool, which is targeted for release in Q1 2020.
- Once the SSO tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded using the new SSO self-service tool.
- Existing clients using HMAC must be migrated using the new SSO self-service tool.

Phase II:

- Clients continue migrating existing HMAC clients to the new SSO self-service tool.
- Shut down the HMAC service after everyone has migrated from HMAC to the new SSO self-service tool. Phase II is targeted to end mid-year 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Important – Migration for TMCs

Travel Management Companies (TMCs) will be largely impacted and should begin testing SAML SSO now to prepare for migration to the new SSO self-service tool.

TMCs must set up SAML SSO instead of HMAC for their new clients. Setting up SAML SSO now allows more time for TMCs to test the SSO self-service tool and train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must first support SAML 2.0. TMCs must contract for or develop their SAML 2.0 solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that require more information can open a case with SAP Concur support. TMCs do not have to use the online order form to request setup.

Important – Migration for Legacy HMAC Clients

Clients should begin testing SSO immediately to prepare for migration to the new SSO self-service tool.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients can configure the SSO self-service tool as soon as it is released in Q1 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes.

Concur Open

Changes to Concur Open and Personalized Concur Open (Dec 19, 2019)

Overview

On December 19, several changes were made to Concur Open and Personalized Concur Open.

- **Subscription Services:** Email and RSS subscriptions for service status notifications are available ***only*** through Personalized Concur Open, which displays the service issues specific to a client's organization. Current Concur Open subscriptions for SAP Concur clients have been migrated to Personalized Concur Open.
- **Notification Email "From" Address:** The notification email address has been updated from openupdates@concur.com to ConcurOpenUpdates@sap.com. Clients should ensure that they have added the @sap.com domain to their Safe Sender List and that users have updated any personal email inbox rules.
- **Root Cause Analysis (RCA) Reports:** After each incident, a preliminary RCA report is published, followed by a final RCA report that contains a more complete analysis with corrective actions. Both reports are published ***only*** in Personalized Concur Open.
- **Service Availability Status:** To better reflect client impact, the Performance Issue icon and Partial Performance Issue icon has been removed from Concur Open and Personalized Concur Open.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide better information for clients while also removing some of the information that was available to non-clients.

Configuration / Feature Activation

These changes occurred automatically; there are no configuration or activation steps.

Security Enhancements

Support Ending for TLS v 1.1 Encryption Protocol (Jan 30, 2020)

Overview

SAP Concur is announcing end-of-support for version 1.1 of the Transport Layer Security (TLS) encryption protocol. The more secure version 1.2 of TLS continues to be supported. As background, the TLS protocol allows secure back and forth communications between a phone or computer and a cloud-based service.

This change will occur on January 30, 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

SAP Concur is taking this step after careful consideration of our clients' security and the ease of upgrade to the newer, more secure version 1.2 of TLS. This end-of-support plan for TLS v 1.1 ensures that our clients are communicating with SAP Concur solutions in a safer and more secure manner using TLS v 1.2.

What the Client Sees

If the client or user is using a TLS v 1.2-compliant browser, there will be no change in the way users interact with SAP Concur. If the browser is not TLS v 1.2 compliant, users will not be able to sign in to SAP Concur.

In general, the use of less-secure TLS connections can lead to exposed data, resulting in compromised sessions across any TLS channel of communication (for example, SAP Concur services).

AFFECTED DEVICES

In general, browsers that use TLS to establish inbound and outbound communication channels with SAP Concur services are affected, for example connections across:

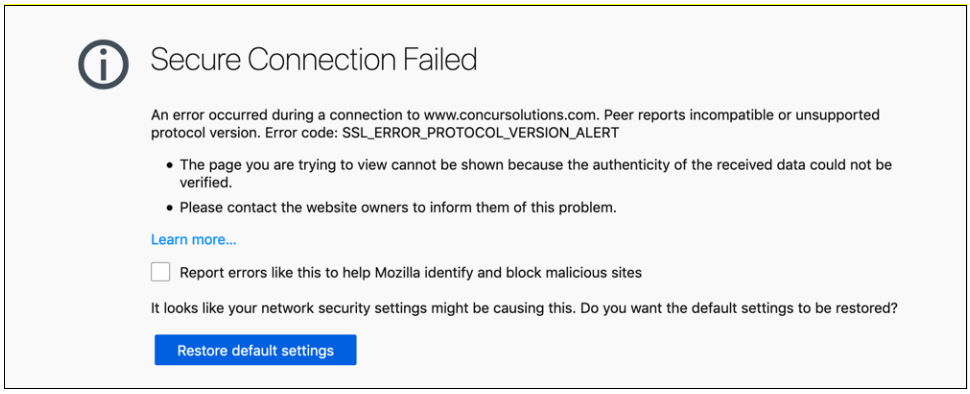
- Users attempting to log in to SAP Concur solutions
- APIs
- Bulk upload via SFTP
- Connectors
- FTP/PGP
- SAP Integrations
- Other

The ability of a browser to comply by upgrading to TLS v 1.2 depends on the company's support for the specific browser, for example Microsoft Edge, Google Chrome, and others.

Refer to *Client Browsers* in the *Concur Travel & Expense Supported Configurations* guide for information about supported browsers.

ERROR MESSAGE

If the user attempts to connect to Concur using a non-compliant browser, they will receive an error message similar to the following:



Configuration / Feature Activation

Transitioning to support for TLS v 1.2 and later might simply require updating the security settings of your browser. In most instances, the company already has the support in place and only needs to identify non-compliant browsers and upgrade those browsers to newer versions.

Please check with the department in your company that is responsible for browser compliance and ensure that they are aware of this upcoming change.

For more information, refer to the *Transport Layer Security 1.1 End of Support FAQ*.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Invoice Users Who Can Create Invoices Will Soon Be Able to Customize Columns for the Unsubmitted Invoices List View

Information First published	Information Last Modified	Feature Target release date
January 18, 2020	—	Q1 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Concur Invoice users who can create invoices will soon be able to manage and customize columns from the **Unsubmitted Invoices** list view on the **My Invoices** page. To access the feature, invoice users click on the gear icon which opens the **Manage Columns** window.

They can then drag and drop fields between the **Hidden** and the **Visible** lists depending on what they want to see in the **Unsubmitted Invoices** list view.

Some of the fields cannot be removed (hidden). A warning message appears to notify the invoice user when they try to remove (hide) such a field.

NOTE: A maximum of three custom fields can be placed in the **Visible** list.

In addition, an In-Product Message (IPM) with information about this feature will appear the first time an invoice user accesses the **Unsubmitted Invoices** list view.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement helps clients to customize the view they need to better manage their invoice information.

What the User Sees

The invoice user who can create invoices will see a new gear icon on the **Unsubmitted Invoices** list view. When the invoice user clicks the gear icon, the **Manage Columns** window appears.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Invoice Pay

Planned Changes Security Enhancements for Checks

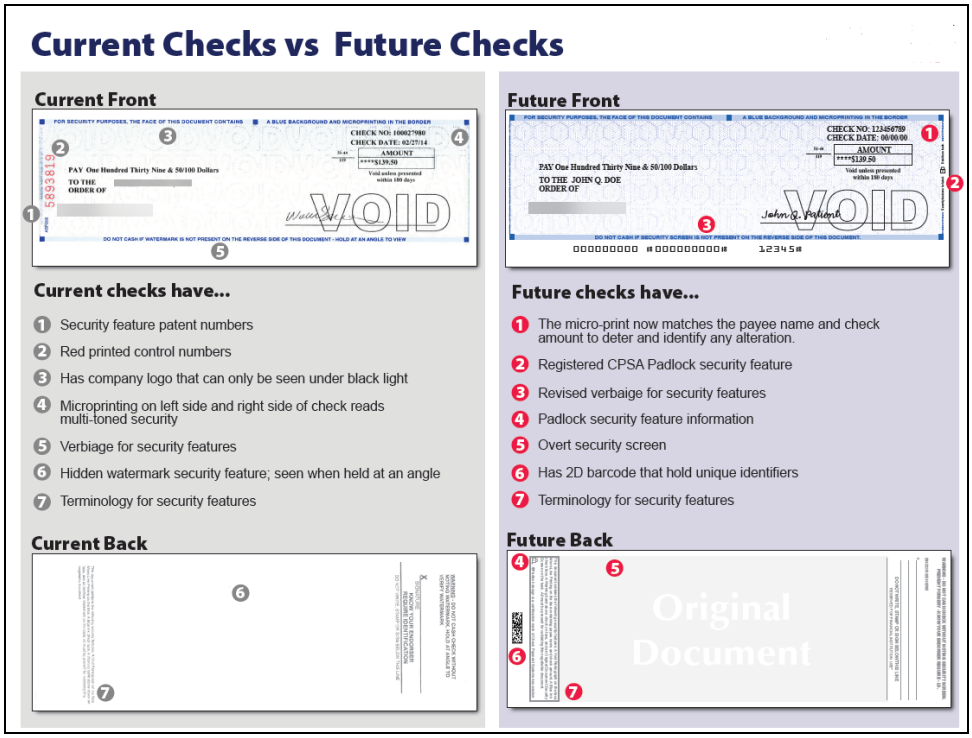
Information First published	Information Last Modified	Feature Target release date
June 7, 2019	December 6, 2019	Q1 2020

Overview

In a future release, checks generated by Invoice Pay will provide security enhancements based on the latest industry standards.

Clients will be able to order sample checks by creating a Salesforce ticket and then processing and verifying the checks with their bank.

The following image shows what the checks look like now and what the checks will look like when this feature releases.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement will provide more security when clients process checks.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Purchase Order

Planned Changes Purchasing Admin Can Reopen Closed Purchase Orders

Information First published	Information Last Modified	Feature Target release date
October 17, 2019	—	—

Overview

In a future release, users with the Purchasing Admin role will have the ability to reopen closed purchase orders.

Business Purpose / Client Benefit

This change enables the Purchasing Admin to reopen a purchase order that has been incorrectly closed so that it can be processed correctly.

What the Purchase Order Processor Sees

A user with the Purchasing Admin role sees a new list item, **Reopen**, in the **Actions** menu when they select a closed purchase order from a list of purchase orders.

Configuration / Feature Activation

Configuration information will be added to this section in a future release note.

Planned Changes Purchase Orders Can be Assigned to a New Owner

Information First Published	Information Last Modified	Feature Target Release Date
October 17, 2019	January 17, 2020	Q1 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

In a future release, users with the Purchasing Admin role will be able to change the owner of a purchase order (PO). The new owner will see the POs that are assigned to them on the **My Purchase Orders** page.

In order to assign a PO to a new owner the following criteria must be met:

- The PO must be an SAP Concur-generated PO (imported POs cannot be reassigned using this feature).
- The new owner must have an active SAP Concur user account.
- The new owner must have the Purchase Request User role assigned to them.
- The new owner must have access to the policy and vendor associated with the relevant PO.

To support Change Order functionality, new PO owners will also be assigned as the owner of the purchase request the PO was created from. If more than one PO was created from a single purchase request, assigning a new PO owner to one PO will also assign them as the owner of the other POs associated to the same purchase request.

BUSINESS PURPOSE / CLIENT BENEFIT

If a PO owner is no longer an active SAP Concur user or is no longer responsible for new invoices associated with a PO, the Purchasing Admin will be able to change the owner of the PO so that PO invoices can be routed to a new owner.

Configuration / Feature Activation

Configuration information will be added to this section in a future release note.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

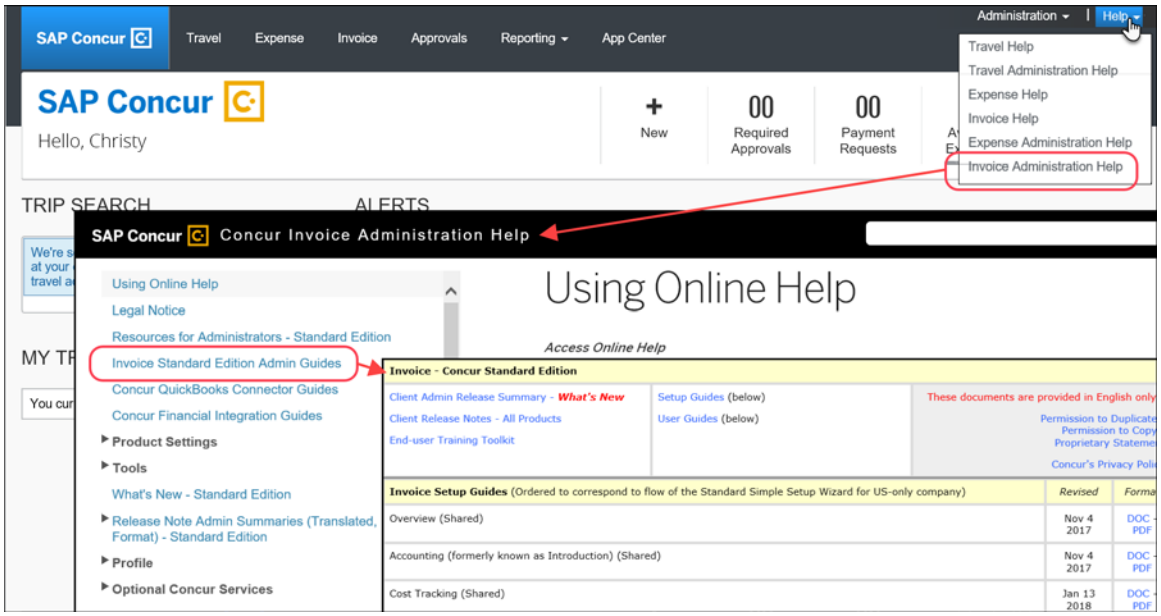
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

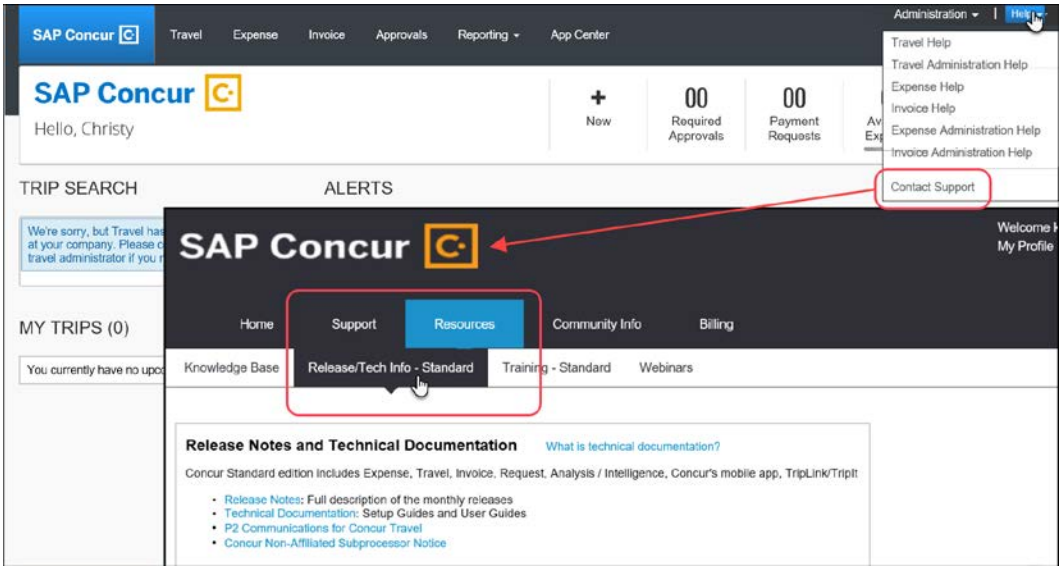


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Invoice Standard**	
Month	**Audience**
Release Date: February 15, 2020 Initial Post: Friday, February 14, 1:00 PM PST	SAP Concur Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Invoice Capture

Submit & Get Next and Submit & Quit Options Added to Concur Managed Verification

Overview

The Invoice Capture Concur Managed Verification page now includes **Submit & Get Next** and **Submit & Quit** options.

BUSINESS PURPOSE / CLIENT BENEFIT

These options make the verification more efficient for Invoice Capture Processors.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Authentication

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	October 23, 2019	Phase I: July 2019 Phase II: July 2020
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These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

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Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released (targeted for Q1 2020). The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation includes two phases:

Phase I:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. (See below for more information.)
- Clients prepare for onboarding new clients using the new SSO self-service tool, which is targeted for release in Q1 2020.
- Once the SSO tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded using the new SSO self-service tool.
- Existing clients using HMAC must be migrated using the new SSO self-service tool.

Phase II:

- Clients continue migrating existing HMAC clients to the new SSO self-service tool.
- Shut down the HMAC service after everyone has migrated from HMAC to the new SSO self-service tool. Phase II is targeted to end mid-year 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Important – Migration for TMCs

Travel Management Companies (TMCs) will be largely impacted and should begin testing SAML SSO now to prepare for migration to the new SSO self-service tool.

TMCs must set up SAML SSO instead of HMAC for their new clients. Setting up SAML SSO now allows more time for TMCs to test the SSO self-service tool and train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must first support SAML 2.0. TMCs must contract for or develop their SAML 2.0 solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that require more information can open a case with SAP Concur support. TMCs do not have to use the online order form to request setup.

Important – Migration for Legacy HMAC Clients

Clients should begin testing SSO immediately to prepare for migration to the new SSO self-service tool.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients can configure the SSO self-service tool as soon as it is released in Q1 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes.

Security Enhancements

Support Ending for TLS v 1.1 Encryption Protocol (Feb 20, 2020)

Overview

SAP Concur is announcing end-of-support for version 1.1 of the Transport Layer Security (TLS) encryption protocol. The more secure version 1.2 of TLS continues to be supported. As background, the TLS protocol allows secure back and forth communications between a phone or computer and a cloud-based service.

Refusal of TLS v.1.1 connections will commence on February 20, 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

SAP Concur is taking this step after careful consideration of our clients' security and the ease of upgrade to the newer, more secure version 1.2 of TLS. This end-of-support plan for TLS v 1.1 ensures that our clients are communicating with SAP Concur solutions in a safer and more secure manner using TLS v 1.2.

What the Client Sees

If the client or user is using a TLS v 1.2-compliant browser, there will be no change in the way users interact with SAP Concur. If the browser is not TLS v 1.2 compliant, users will not be able to sign in to SAP Concur.

In general, the use of less-secure TLS connections can lead to exposed data, resulting in compromised sessions across any TLS channel of communication (for example, SAP Concur services).

AFFECTED DEVICES

In general, browsers that use TLS to establish inbound and outbound communication channels with SAP Concur services are affected, for example connections across:

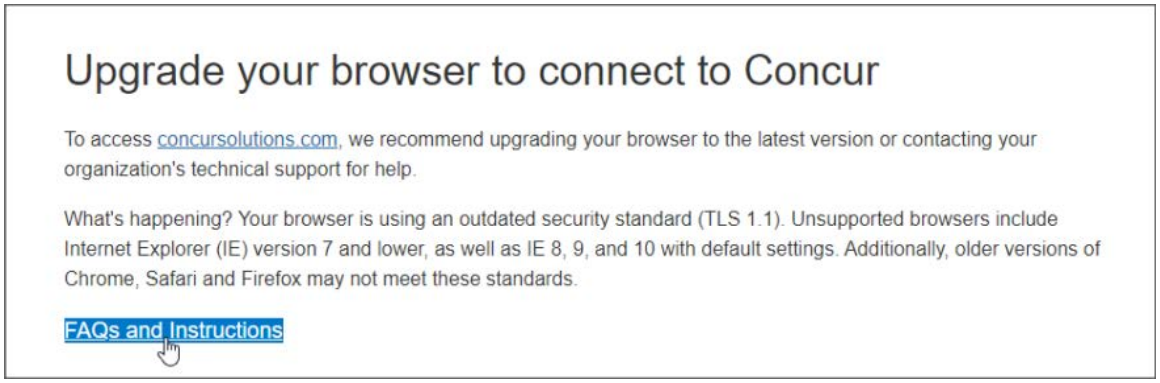
- Users attempting to log in to SAP Concur solutions
- APIs
- Bulk upload via SFTP
- Connectors
- FTP/PGP
- SAP Integrations
- Other

The ability of a browser to comply by upgrading to TLS v 1.2 depends on the company's support for the specific browser, for example Microsoft Edge, Google Chrome, and others.

📖 Refer to *Client Browsers* in the *Concur Travel & Expense Supported Configurations* guide for information about supported browsers.

INFORMATIONAL BANNER TO DISPLAY

An informational banner (below) will display when a user attempts to log in using a browser that does not support TLS v 1.2 and later and thus cannot negotiate a connection. The intent is to alert the user to this upcoming change using an informational-only message with a link to additional useful information.



Configuration / Feature Activation

Transitioning to support for TLS v 1.2 and later might simply require updating the security settings of your browser. In most instances, the company already has the support in place and only needs to identify non-compliant browsers and upgrade those browsers to newer versions.

Please check with the department in your company that is responsible for browser compliance and ensure that they are aware of this upcoming change.

For more information, refer to the *Transport Layer Security 1.1 End of Support FAQ*.

File Transfer Updates

TLS v1.1 SSL Protocol Not Allowed for File Transfers

Overview

This release note is intended for technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange through various secure file transfer protocols, SAP Concur has made changes that provide greater security for those file transfers.

The TLS 1.1 (Transport Layer Security) SSL protocol has been removed from our SAP Concur file transfer system allowed list.

- This relates to the FTPS and HTTPS file transfer protocols.
- The HTTPS file transfer protocol will not be allowed beginning on February 24, 2020. If you are currently using HTTPS, we suggest migrating to SFTP with key authentication.

  For more information, refer to the *HTTPS Protocol No Longer Allowed for File Transfer (Feb 24, 2020)* release note in this document.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com
- st-eu.concursolutions.com
- st-cge.concursolutions.com
- st-cge-dr.concursolutions.com
- vs.concursolutions.com
- vs.concurcdc.cn

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide* and the *Transport Layer Security 1.1 End of Support FAQ*.

HTTPS Protocol No Longer Allowed for File Transfer (Feb 24, 2020)

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange through various secure file transfer protocols, SAP Concur is making changes that provide greater security for those file transfers.

Beginning February 24, 2020 at 2 PM PST, connections via the HTTPS protocol will no longer be allowed when connecting to the SAP Concur file transfer system.

- Existing HTTPS file transfer accounts must switch to SFTP with SSH Key Authentication before February 24, 2020.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com
- st-eu.concursolutions.com
- st-cge.concursolutions.com
- st-cge-dr.concursolutions.com
- vs.concursolutions.com
- vs.concurcdc.cn

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Invoice Users Who Can Create Invoices Will Soon Be Able to Customize Columns for the Unsubmitted Invoices List View

Information First published	Information Last Modified	Feature Target release date
January 18, 2020	February 7, 2020	Q1 2020

Overview

Concur Invoice users who can create invoices will soon be able to manage and customize columns from the **Unsubmitted Invoices** and **Unsubmitted PO Invoices** list views on the **My Invoices** page. To access the feature, invoice users click on the gear icon which opens the **Manage Columns** window.

They can then drag and drop fields between the **Hidden** and the **Visible** lists depending on what they want to see in the **Unsubmitted Invoices** and **Unsubmitted PO Invoices** list views.

Some of the fields cannot be removed (hidden). A warning message appears to notify the invoice user when they try to remove (hide) such a field.

NOTE: A maximum of three custom fields can be placed in the **Visible** list.

In addition, an In-Product Message (IPM) with information about this feature will appear the first time an invoice user accesses the **Unsubmitted Invoices** list view.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement helps clients to customize the view they need to better manage their invoice information.

What the User Sees

The invoice user who can create invoices will see a new gear icon when they have selected the **Unsubmitted Invoices** or **Unsubmitted PO Invoices** list view. When the invoice user clicks the gear icon, the **Manage Columns** window appears.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Invoice Pay

Planned Changes Security Enhancements for Checks

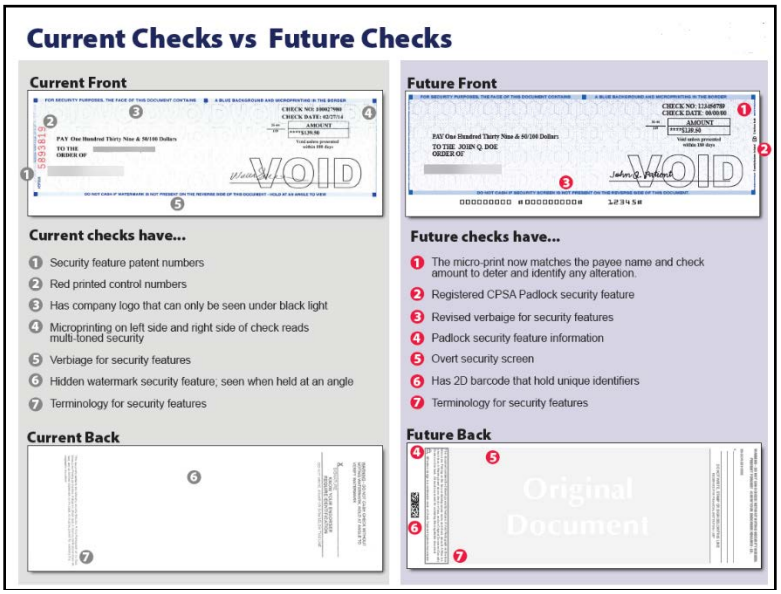
Information First published	Information Last Modified	Feature Target release date
June 7, 2019	December 6, 2019	Q1 2020

Overview

In a future release, checks generated by Invoice Pay will provide security enhancements based on the latest industry standards.

Clients will be able to order sample checks by creating a Salesforce ticket and then processing and verifying the checks with their bank.

The following image shows what the checks look like now and what the checks will look like when this feature releases.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement will provide more security when clients process checks.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Purchase Order

Planned Changes Purchasing Admin Can Reopen Closed Purchase Orders

Information First published	Information Last Modified	Feature Target release date
October 17, 2019	—	—

Overview

In a future release, users with the Purchasing Admin role will have the ability to reopen closed purchase orders.

Business Purpose / Client Benefit

This change enables the Purchasing Admin to reopen a purchase order that has been incorrectly closed so that it can be processed correctly.

What the Purchase Order Processor Sees

A user with the Purchasing Admin role sees a new list item, **Reopen**, in the **Actions** menu when they select a closed purchase order from a list of purchase orders.

Configuration / Feature Activation

Configuration information will be added to this section in a future release note.

Planned Changes Purchase Orders Can be Assigned to a New Owner

Information First Published	Information Last Modified	Feature Target Release Date
October 17, 2019	January 17, 2020	Q1 2020

Overview

In a future release, users with the Purchasing Admin role will be able to change the owner of a purchase order (PO). The new owner will see the POs that are assigned to them on the **My Purchase Orders** page.

In order to assign a PO to a new owner the following criteria must be met:

- The PO must be an SAP Concur-generated PO (imported POs cannot be reassigned using this feature).
- The new owner must have an active SAP Concur user account.
- The new owner must have the Purchase Request User role assigned to them.
- The new owner must have access to the policy and vendor associated with the relevant PO.

To support Change Order functionality, new PO owners will also be assigned as the owner of the purchase request the PO was created from. If more than one PO was created from a single purchase request, assigning a new PO owner to one PO will also assign them as the owner of the other POs associated to the same purchase request.

BUSINESS PURPOSE / CLIENT BENEFIT

If a PO owner is no longer an active SAP Concur user or is no longer responsible for new invoices associated with a PO, the Purchasing Admin will be able to change the owner of the PO so that PO invoices can be routed to a new owner.

Configuration / Feature Activation

Configuration information will be added to this section in a future release note.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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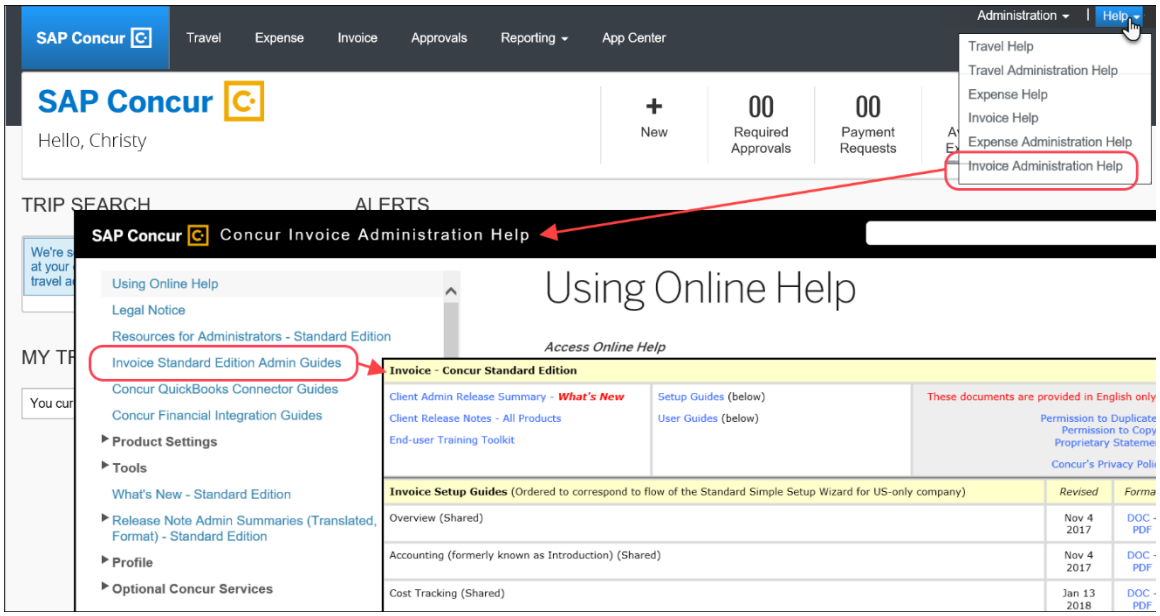
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.



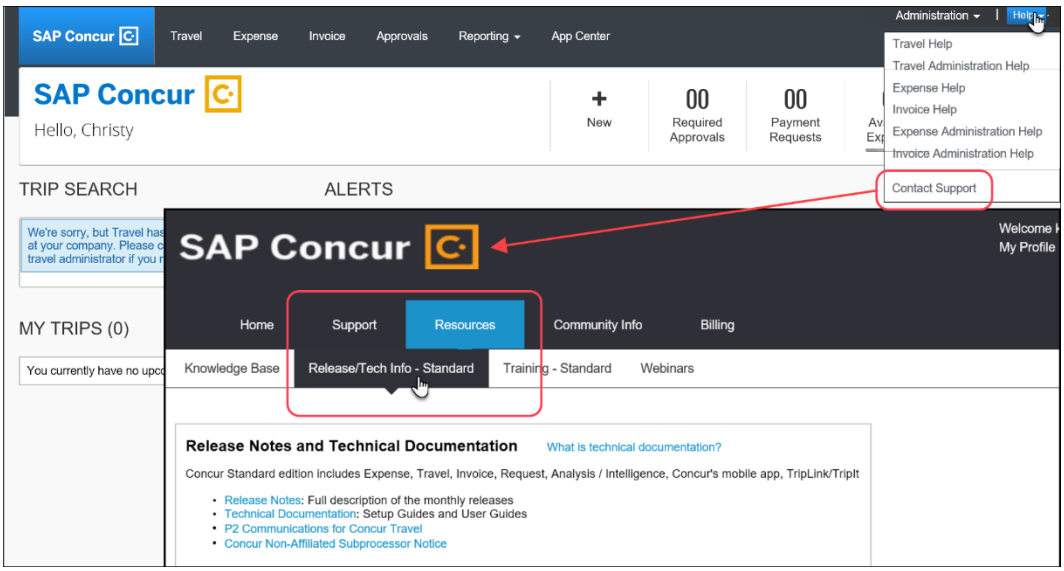
SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser

certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: March 14, 2020 Update 1: Monday, April 6, 4:00 PM PST	SAP Concur Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice

Customize Columns Now Available on the Unsubmitted Invoices and Unsubmitted Purchase Orders List Views

Overview

Concur Invoice users who can create invoices can now manage and customize columns from the **Unsubmitted Invoices** and **Unsubmitted Purchase Order** list views on the **My Invoices** page. To access the feature, invoice users click on the gear icon which opens the **Manage Columns** window.

They can then drag and drop fields between the **Hidden** and the **Visible** lists depending on what they want to see in the **Unsubmitted Invoices** and **Unsubmitted Purchase Order Invoices** list views.

The **Vendor Name**, **Invoice Number**, and **Invoice Date** columns cannot be removed (hidden). A warning message appears to notify the invoice user if they try to remove (hide) these columns.

Default Columns:

- Invoice Name
- Vendor Name
- Invoice Number
- Invoice Date
- Total
- Last Comment
- With User Since

Additional Columns That Can Be Added/Removed:

- Action Due Date
- Payment Status
- Approval Status

- Custom 1-20
- PO Number
- Policy Name
- Is Emergency Check Run
- Invoice Received Date
- Payment Terms
- Payment Due Date
- Payment Method
- Description
- Org Unit 1-6

Searchable Columns:

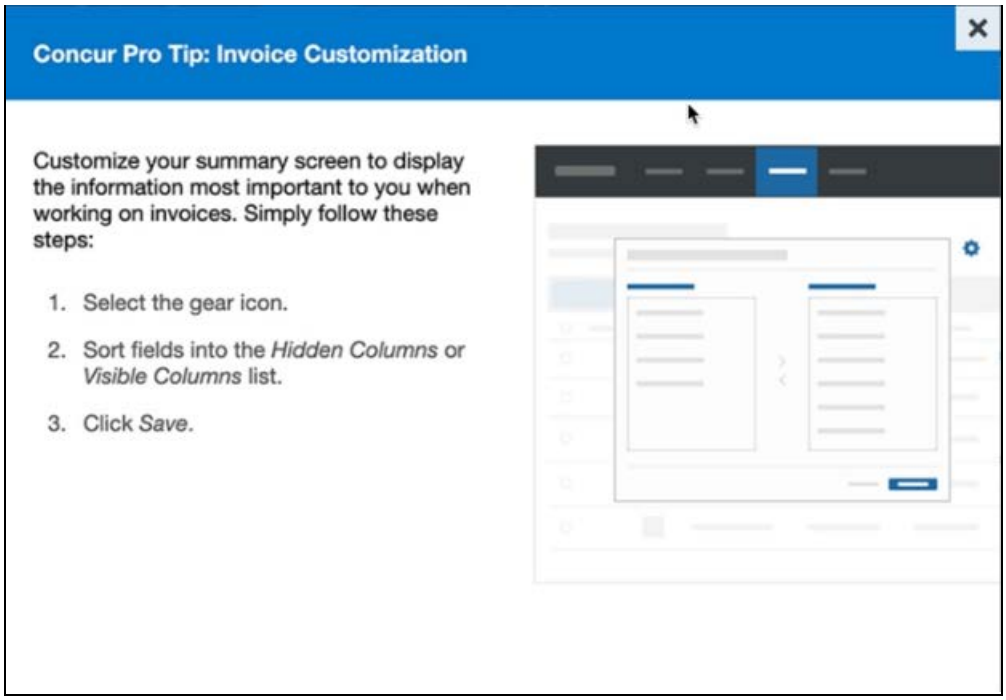
- Vendor Name
- Title
- PO Match Status
- Total
- Vendor Invoice Number
- PO Number

Any changes to columns in the **Manage Columns** window will be applied to both the **Unsubmitted Invoices** and **Unsubmitted Purchase Orders** list views.

NOTE: A maximum of three custom fields can be placed in the **Visible** list.

In addition, if you customize columns while acting as a proxy for another user, you are customizing the view for yourself only, not the user for whom you are acting as a proxy.

An In-Product Message (IPM) with information about this feature appears the first time an invoice user accesses the **Unsubmitted Invoices** or the **Unsubmitted Purchase Order Invoices** list view.

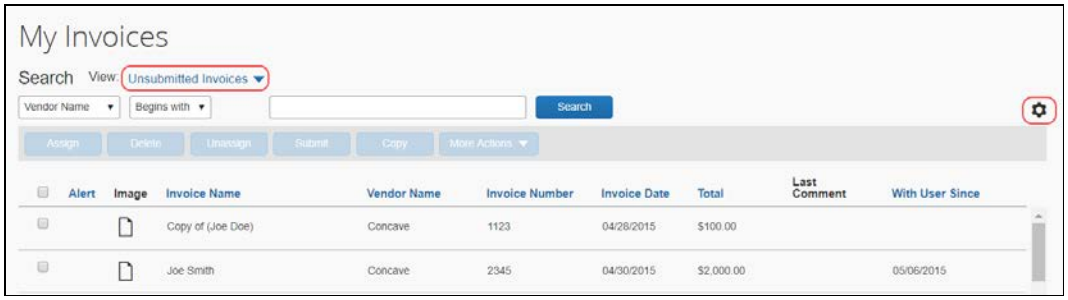


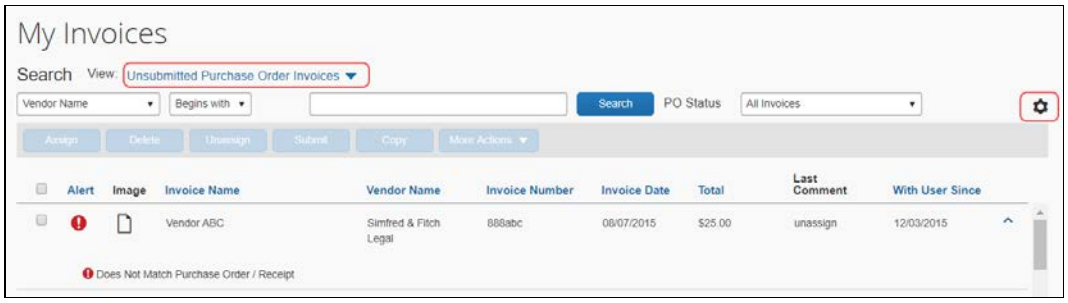
BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to help clients save time when they make decisions about which invoices to work on first by allowing them to add columns for the fields that are most important to them when they review their invoices.

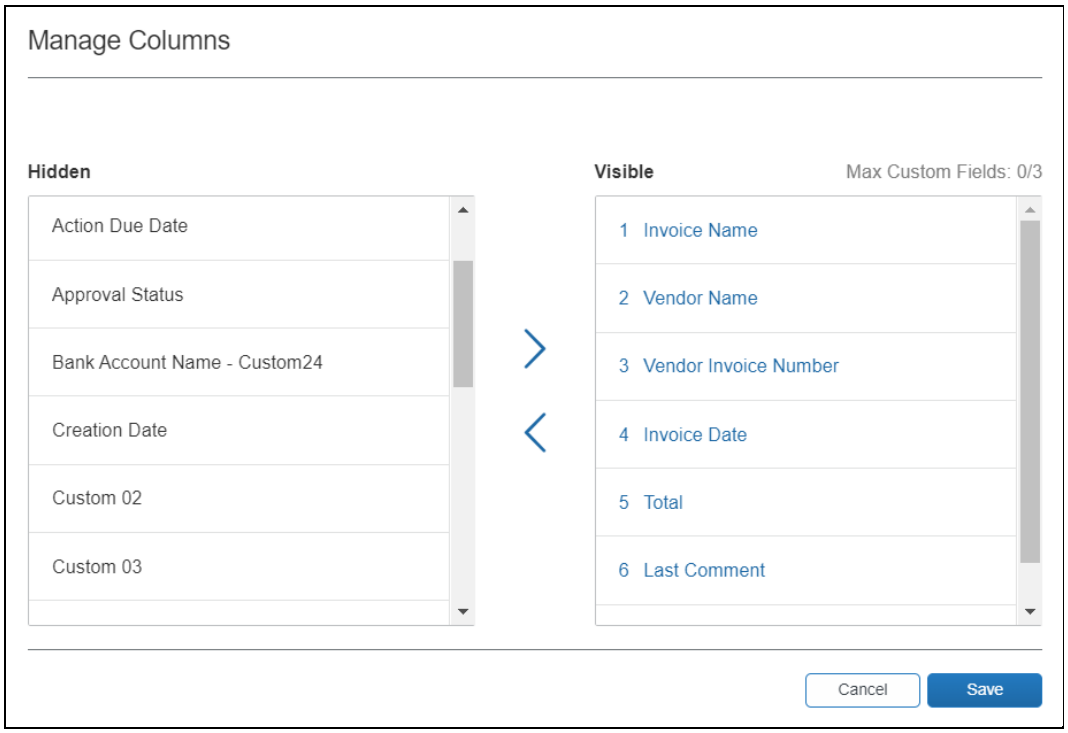
What the User Sees

The invoice user who can create invoices will see a new gear icon when they have selected the **Unsubmitted Invoices** or **Unsubmitted Purchase Order Invoices** list view.





When the invoice user clicks the gear icon, the **Manage Columns** window appears.



Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

📖 For more information, refer to the *Invoice Administration User Guide for Standard Edition*.

Purchase Order

Purchase Orders Can be Assigned to a New Owner

Overview

Users with the Purchasing Admin role can now change the owner of a purchase order (PO). A new PO owner can be assigned when viewing the details of a purchase order or from the **Process Purchase Orders** page. The new owner will see the POs that are assigned to them on the **My Purchase Orders** page and will be able to manage the POs in the same ways that the previous owner did.

In order to assign a PO to a new owner the following criteria must be met:

- The PO must be an SAP Concur-generated PO (imported POs cannot be reassigned using this feature).
- The new owner must have an active SAP Concur user account.
- The new owner must have the Purchase Request User role assigned to them.
- The new owner must have access to the policy and vendor associated with the relevant PO.

New PO owners will also be assigned as the owner of the purchase request the PO was created from to support Change Order functionality. If more than one PO was created from a single purchase request, assigning a new PO owner to one PO will also assign them as the owner of the other POs associated to the same purchase request.

NOTE: A new PO owner cannot be assigned to a PO if there is a Change Order pending approval.

BUSINESS PURPOSE / CLIENT BENEFIT

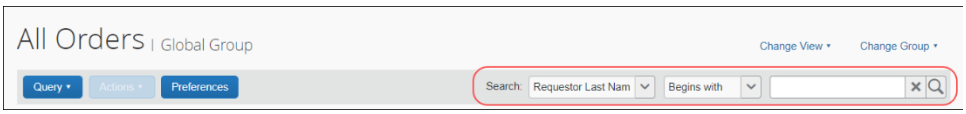
If a PO owner is no longer an active SAP Concur user or no longer responsible for a PO, the Purchasing Admin can assign a new owner to manage the PO and to have new invoices associated to the PO routed to the new owner.

What the User Sees

Users with the Purchasing Admin role will see an **Assign New Owner** item on the **Actions** list on the **Purchase Order Details** page and on the **Process Purchase Orders** page.

To assign a new owner to a PO:

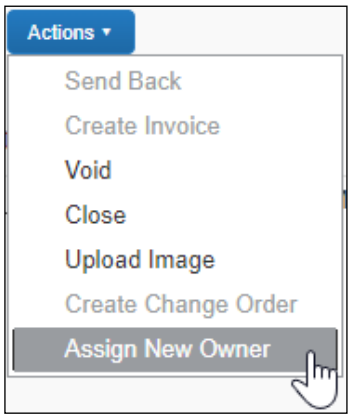
1. On the **Process Purchase Orders** page, search for the relevant POs.



2. Do one of the following:

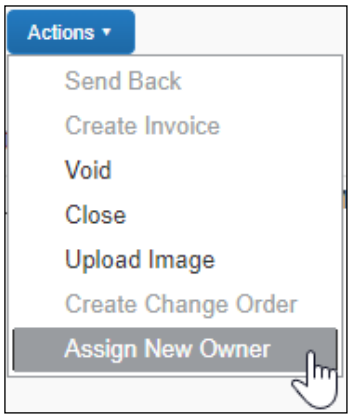
   #### *To assign a PO from the Purchase Order Details page:*

   - Open the desired purchase order by double clicking it in the list or by selecting it and then clicking **Actions > Open Purchase Order**. On the **Purchase Order Details** page, click **Actions > Assign New Owner**.



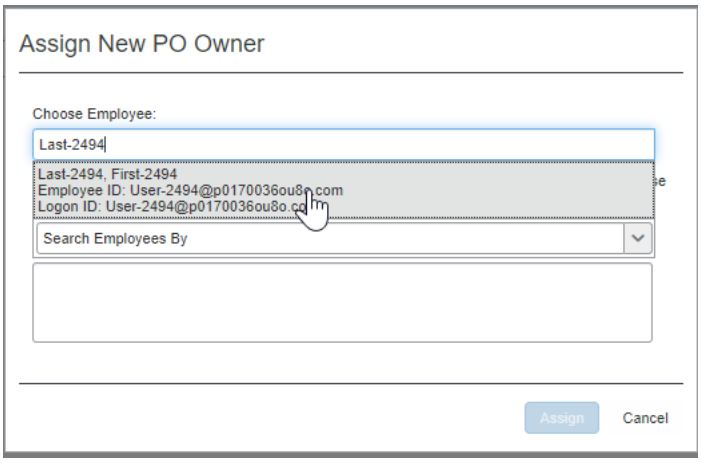
To assign one or more POs from the Process Purchase Orders page:

- On the **Process Purchase Orders** page, select the desired purchase orders. Click **Actions > Assign New Owner**.

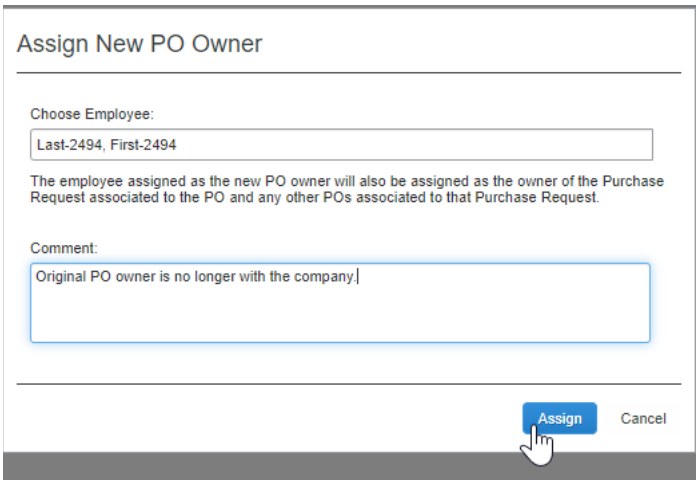


The **Assign New PO Owner** window appears.

3. In the **Choose Employee** field, begin typing the new owner's name or type an asterisk (*) for a list of available users.

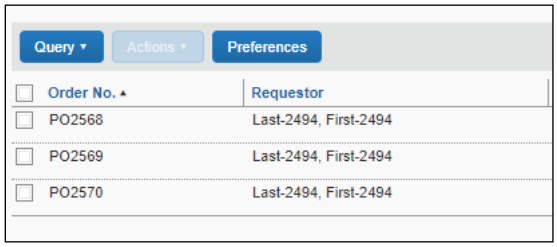


4. Select the new owner. If desired, add an optional comment to the comment field. Click **Assign**.

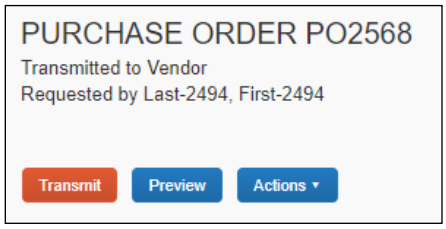


The new PO owner will appear in the following locations:

- As the Requestor on the **Process Purchase Orders** page

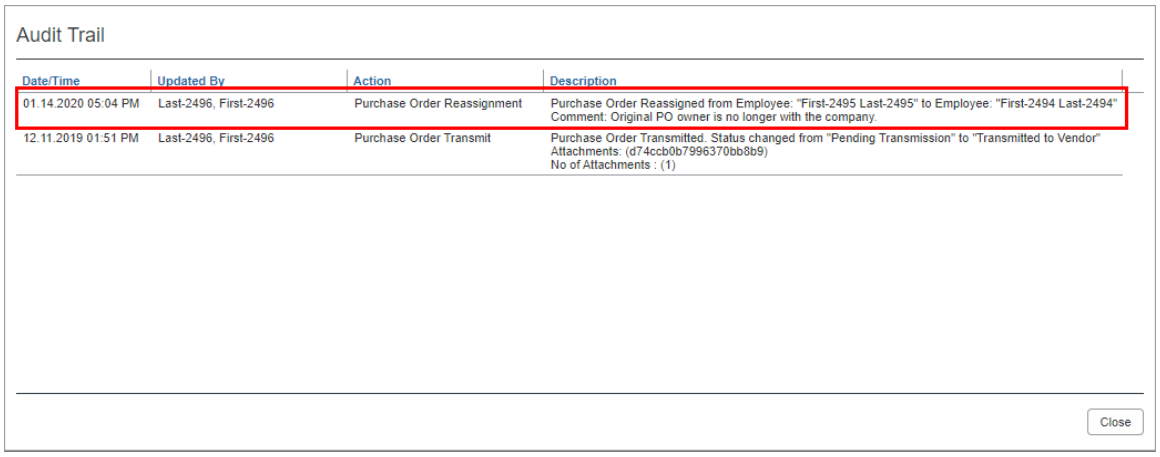


- As the **Requested By** user on the **Purchase Order Details** page

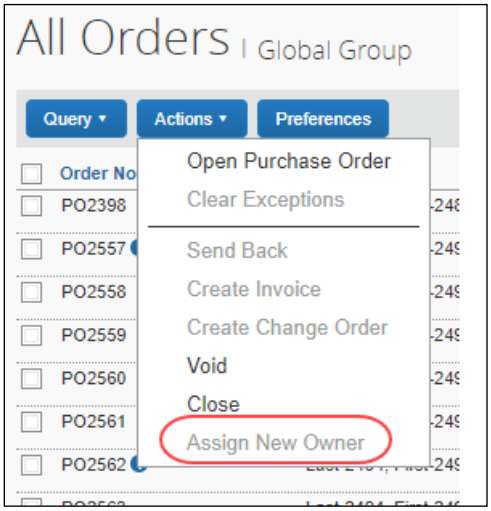


- On the the PO PDF

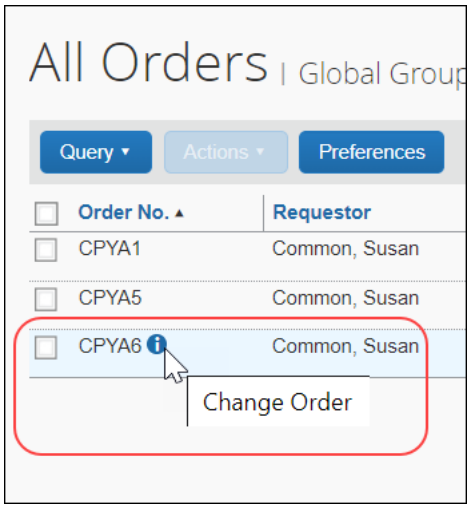
In addition, the action of reassigning the PO is added to the PO's audit trail.



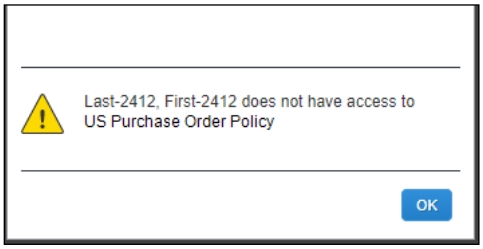
The **Assign New Owner** menu item will be unavailable if the PO has a Change Order pending approval.

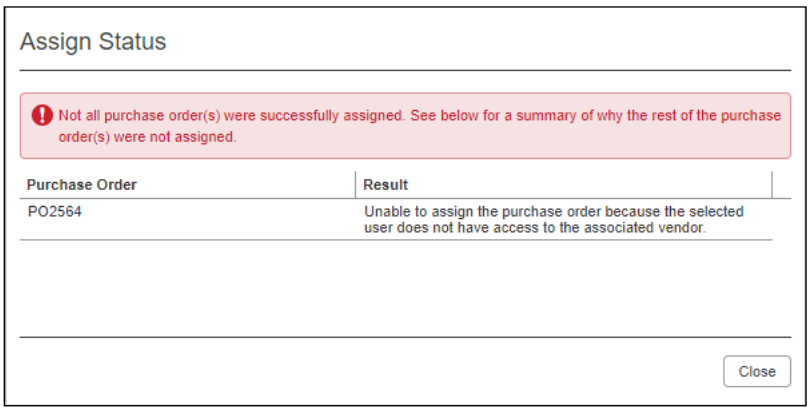


If a PO has a Change Order pending approval, an information icon will appear next to the PO's order number on the **Process Purchase Orders** page.



If the new PO owner does not have access to the policy or vendor associated with the PO, an error message will appear when the Purchasing Admin attempts to assign the PO to the new owner.





Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Invoice Capture

Clients Can Now Process Concur-Managed Invoice Batches (Released March 27)

Overview

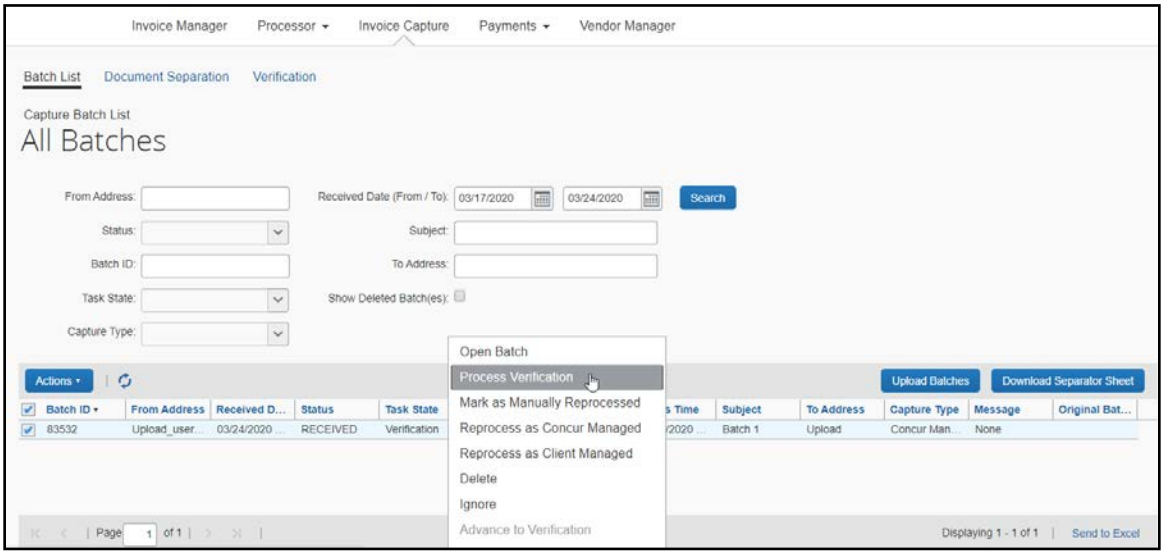
Clients, who use Concur-Managed Invoice Capture or dual support (Concur-Managed and Client-Managed Invoice Capture), now have the option to process their own invoice batches. In the **All Batches** window, clients can right-click an invoice batch and select **Process Verification** to open the invoice batch in the **Verification** window where they can process the invoices.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables clients, who use Concur-Managed Invoice Capture or dual support (Concur-Managed and Client-Managed Invoice Capture), to process high-priority invoice batches.

What the User Sees

When they right-click on an invoice batch on the **All Batches** page, the user will see a new list item, **Process Verification**.



Clicking **Process Verification** opens the **Verification** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

For more information, refer to the *Invoice: Capture Processing – Dual Support User Guide for Standard Edition*.

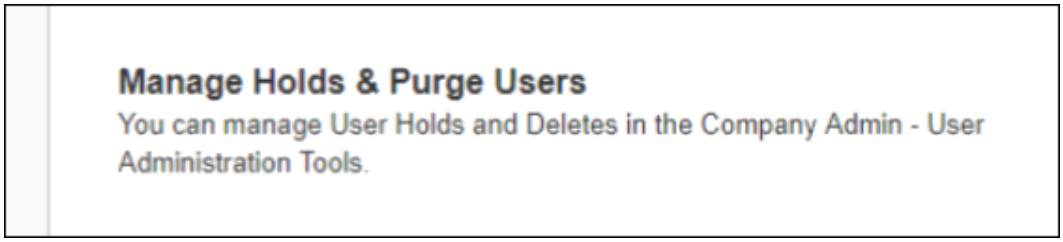
Data Retention

Manage Holds & Purge Users Description Updated (Apr 3)

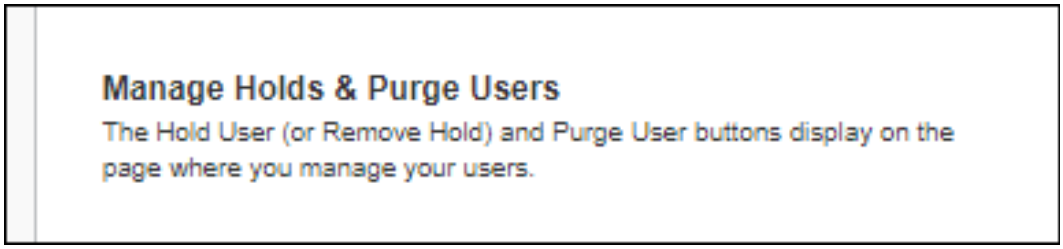
Overview

The description of the **Manage Holds & Purge Users** data retention feature that appears on the **Administration > Company > Data Retention** page has been updated.

BEFORE UPDATE



AFTER UPDATE



BUSINESS PURPOSE / CLIENT BENEFIT

This update provides more accurate information about where a user with the Data Retention Administrator role can find the **Hold User**, **Remove Hold**, and **Purge User** buttons.

Configuration / Feature Activation

There are no configuration or activation steps

For more information, refer to the *Shared: Data Retention Setup Guide for Standard Edition*.

Product Settings

Ongoing User Accounts Page Redesigned

Applies to:	Expense	Invoice	Request	Travel	Other
Edition(s)	Standard	Standard	Standard	—	—

Information First Published	Information Last Modified	Feature Target Release Date
March 2020	--	April 23 – June 4

Overview

The **User Accounts** page in Product Settings is in the process of being redesigned. The functionality remains fundamentally the same.

The redesigned pages are being made available to clients in phases during a trial period. A small number of clients can opt-in now to use the redesigned interface. Between April 23 and June 4, additional clients will be given access to opt-in to the redesigned interface. On June 4 the new interface will become the only user management interface available to clients.

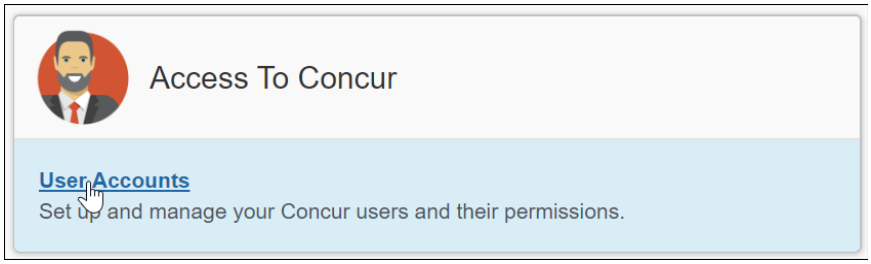
Business Purpose / Client Benefit

The redesigned user management interface provides a better end user experience.

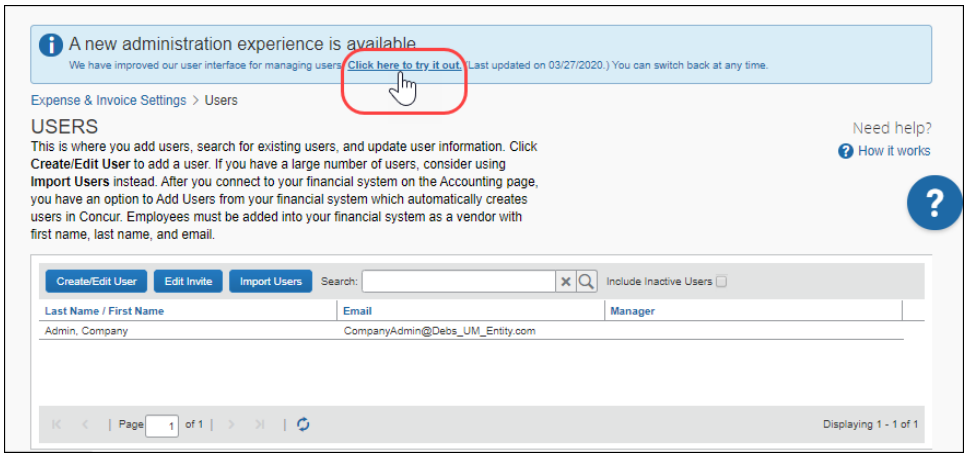
What the Administrator Sees

Product Settings

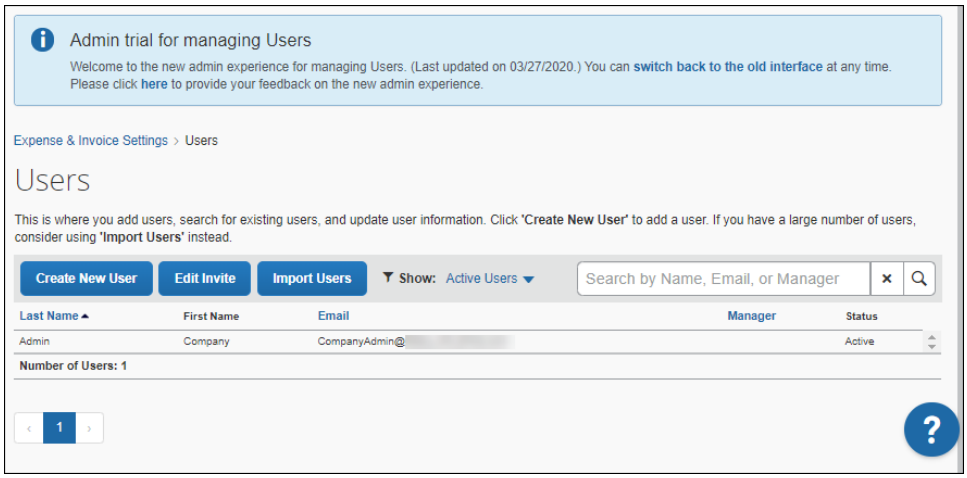
In Product Settings, when an administrator clicks **User Accounts** the legacy **Users** page appears.



A banner appears at the top of the **Users** page alerting the administrator that a new administration experience is available and they can click the **Click here to try it out** link to switch to the redesigned interface.



The redesigned **Users** page appears.

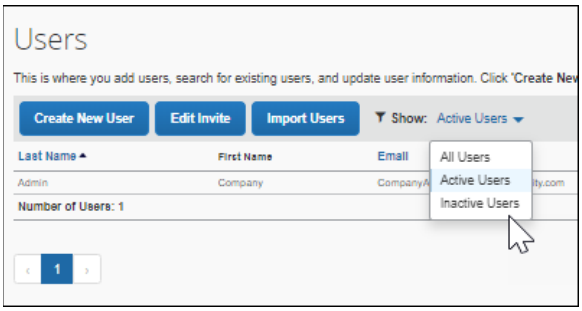


USERS PAGE

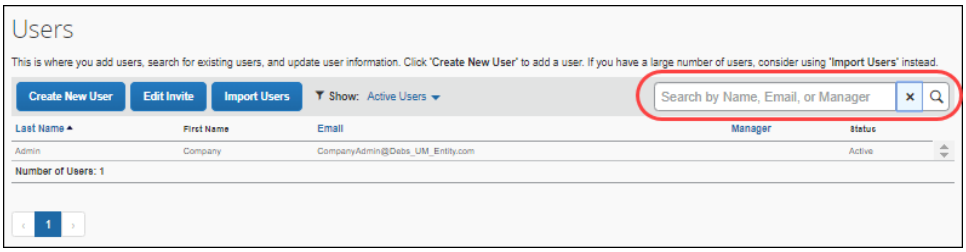
On the **Users** page the administrator sees the following changes:

- The **Create/Edit User** button has been renamed to **Create New User**.
- There are separate columns for first and last name.
- A **Status** column has been added.

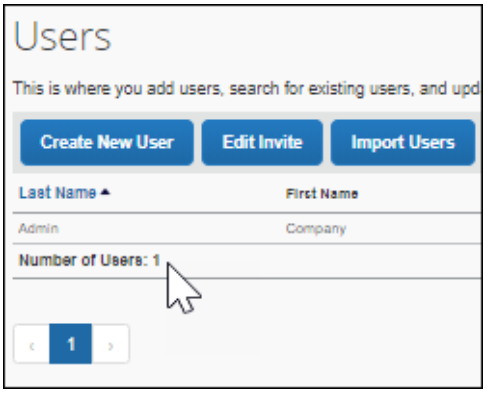
- The **Include Inactive Users** checkbox has been replaced with a filter that is set to **Active Users** by default. The filter enables the administrator to display all users, only active users, or only inactive users.



- The **Search** field has been moved and includes text that indicates which search parameters can be used to find users.

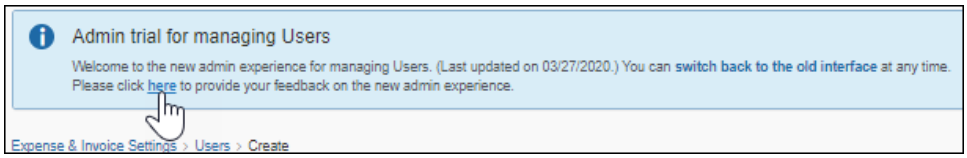


- The number of users in the current list (filtered list or search results list) is displayed at the bottom of the list of users.

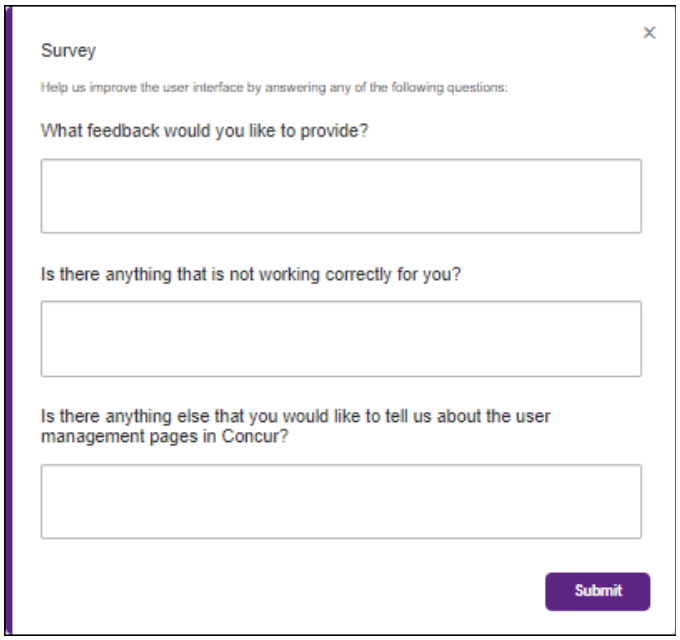


During the trial phase, a banner appears at the top of the redesigned **Users** page.

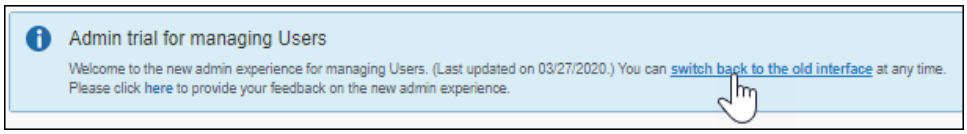
Within the banner, the administrator can provide feedback on the new design by clicking on the **here** link.



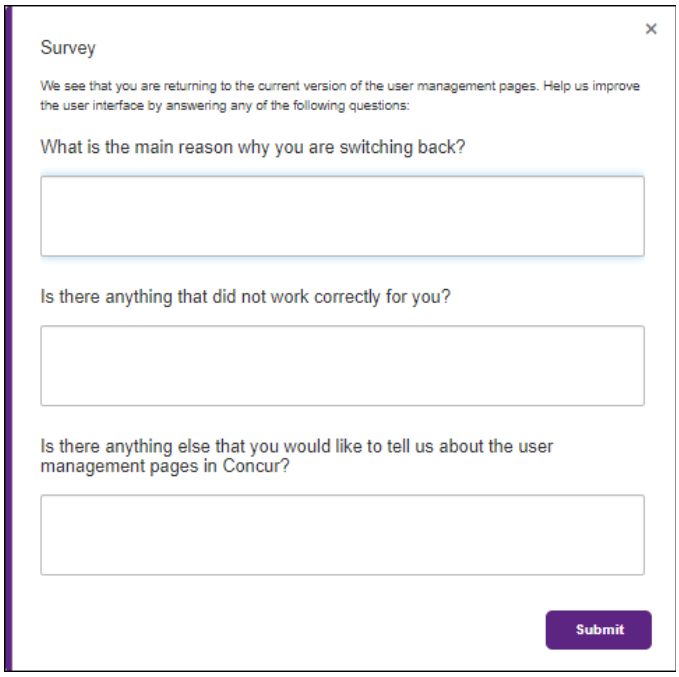
When the adminstrator clicks on the **here** link, a short survey appears.



Within the banner, the administrator can also click the **switch back to the old interface** link to switch to the legacy design.



After clicking the **switch back to the old interface** link a short survey requesting information about why the administrator chose to switch back to the legacy interface appears.



Create New User or Edit an Existing User

When the administrator clicks the **Create New user** button or double-clicks on a user in the list on the **Users** page, they see the following changes:

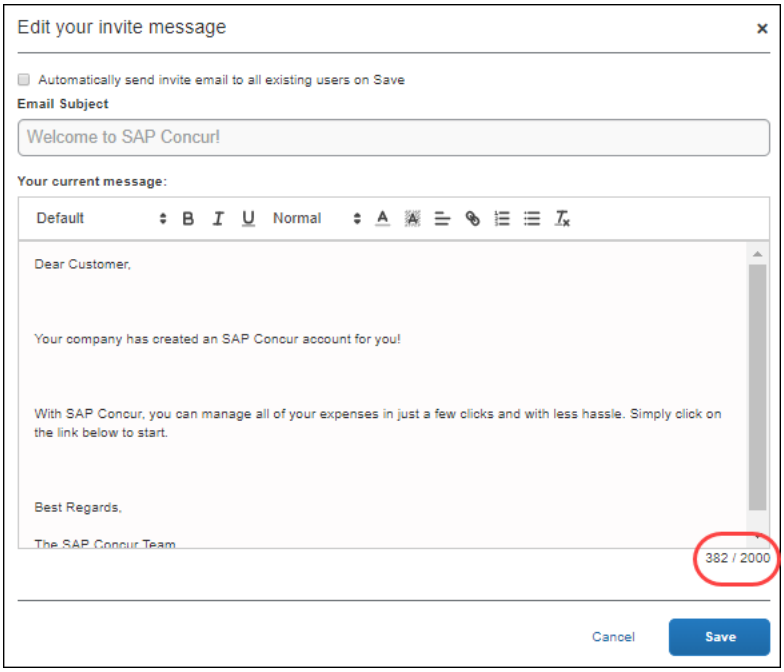
- In the **User Information** section, required fields are now marked with a red asterisk and some fields have been moved for better grouping and clarity.
- In the **User Permissions – check all that apply** section, permissions are grouped for visual clarity.

Edit Invite Message

On the **Edit Invite message** page, the administrator sees the following changes:

- The page has been redesigned.
- Some field labels have moved.
- The following changes have been made to the toolbar:
  - The tool for changing the size of the text in the message has been updated.
  - The icons for some tools have been updated.
  - The tool for changing text alignment is now a drop-down menu.
  - The window for entering a hyperlink has been updated.
  - The source editing tool has been replaced with a tool that clears text formatting.

- Character count and character limit now appear below the message text field.



IMPORT USERS

The **Import Users** window has been redesigned.

Configuration / Feature Activation

Between now and June 4, after the redesigned user interface is enabled, administrators can click the **Click here to try it out** link to try the redesigned pages. During the trial period, if the administrator wants to switch back to the legacy design, they can click the **switch back to the old interface** link.

Beginning on June 4, this feature will be automatically available and the old interface will no longer be available. No additional configuration or activation steps will be required.

Authentication

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	March 6, 2020	Phase I: July 2019 Phase II: July 2020

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur will soon begin the deprecation process of removing Hash-Based Message Authentication Code (HMAC) as an SSO option. The replacement service for HMAC is SAML SSO is a self-service method of setup whereby client admins have access within SAP Concur to complete their SAML connections.

Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released (targeted for Q2 2020). The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. (See below for more information.)
- Travel Management Companies (TMCs) prepare for onboarding new SAP Concur clients using the new SSO self-service tool, which is targeted for release in Q2 2020.
- Once the SSO tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded using the new SSO self-service tool.
- Existing clients using HMAC need to be migrated using the new SSO self-service tool.

Phase II:

- Travel Management Companies (TMCs) continue migrating existing SAP Concur clients from the HMAC service to the new SSO self-service tool.
- Shut down the HMAC service after everyone has migrated from HMAC to the new SSO self-service tool. Phase II is targeted to end mid-year 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Important – Migration for TMCs

Travel Management Companies (TMCs) will be largely impacted and should begin testing SAML SSO now to prepare for migration to the new SSO self-service tool.

TMCs need to set up SAML SSO instead of HMAC for their new clients. Setting up SAML SSO now allows more time for TMCs to test the SSO self-service tool and train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs first need to support SAML 2.0. TMCs need to contract for or develop their SAML 2.0 solution. TMCs need to have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

Important – Migration for Legacy HMAC Clients

Clients should begin testing SSO immediately to prepare for migration to the new SSO self-service tool.

To prepare for Phase I of the HMAC deprecation:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients can configure the SSO self-service tool as soon as it is released in Q2 2020.

📖 For more information, refer to *Authentication* | ***Planned Changes** Single Sign-On (SSO) Self-Service Option* in the Shared Planned Changes release notes.

Security Enhancements

Support Now Ended for TLS v 1.1 Encryption Protocol

Overview

SAP Concur is announcing an end-of-support cycle for version 1.1 of the Transport Layer Security (TLS) encryption protocol, while continuing support for the more secure version 1.2 of TLS. The TLS protocol allows secure back and forth communications between a phone or computer and a cloud-based service.

Refusal of TLS v.1.1 connections began on February 20, 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

SAP Concur is taking this step after careful consideration of our clients' security and the ease of upgrading to the newer, more secure version 1.2 of TLS. This end-of-support plan for TLS v 1.1 ensures that our clients are communicating with SAP Concur solutions in a safer and more secure manner using TLS v 1.2.

What the Client Sees

If the client or user is using a TLS v 1.2-compliant browser, there will be no change in the way users interact with SAP Concur. If the browser is not compliant, users will not be able to sign in to SAP Concur.

In general, the use of less-secure TLS connections can lead to exposed data, resulting in compromised sessions across any TLS channel of communication (for example, SAP Concur services).

AFFECTED DEVICES

Browsers that use TLS to establish inbound/outbound communication channels with SAP Concur services are affected, for example:

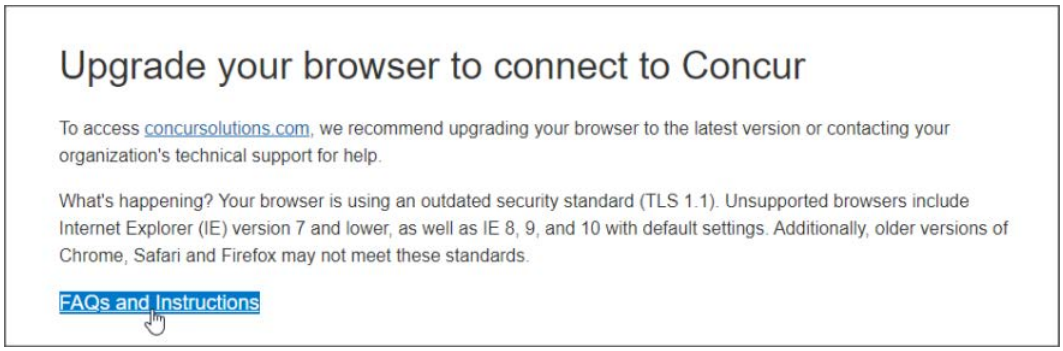
- Users attempting to log in to SAP Concur solutions
- APIs
- Bulk upload via SFTP
- Connectors
- FTP/PGP
- SAP Integrations
- Other

The ability of a browser to upgrade to TLS v 1.2 will depend on the company's support for the specific browser for example Microsoft Edge, Google Chrome, and others.

📖 For information about supported browsers, refer to the *Client Browsers* in the *Concur Travel & Expense Supported Configurations* guide.

INFORMATIONAL MESSAGE

An informational message appears when a user attempts to log in using a browser that does not support TLS v 1.2 and later and thus cannot negotiate a connection.



The intent of the message is to alert the user to this upcoming change using an informational-only message with a link to additional useful information.

Configuration / Feature Activation

Transitioning to support for TLS v 1.2 and later might simply require updating the security settings of your browser. In most instances, the company already has the support in place and only needs to identify non-compliant browsers and upgrade them to newer versions.

Please check with the department in your company that is responsible for browser compliance and ensure they are aware of this upcoming change.

📖 For more information, refer to the *Transport Layer Security 1.1 End of Support FAQ*.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Applies to:	Expense	Invoice	Request	Travel	Other
Edition(s)	Professional, Standard	Professional, Standard	Professional, Standard	Professional, Standard	Intelligence

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur Support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

HTTPS Protocol No Longer Allowed for File Transfer

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange through various secure file transfer protocols, SAP Concur has made changes that provide greater security for those file transfers.

As of 2 PM PST on February 24, 2020, connections via the HTTPS protocol are no longer allowed when connecting to the SAP Concur file transfer system.

- Existing HTTPS file transfer accounts must now switch to SFTP with SSH Key.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com
- st-eu.concursolutions.com
- st-cge.concursolutions.com
- st-cge-dr.concursolutions.com
- vs.concursolutions.com

- vs.concurcdc.cn

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Miscellaneous

New SSL Certificate for concursolutions.com (April 14)

Overview

To ensure the ongoing security of our products and services, SAP Concur has issued a new concursolutions.com SSL certificate.

NOTE: The current certificate will expire on April 14, 2020.

Any client who has pinned this expiring certificate will need to update to the new certificate prior to April 14, 2020. If the pinned certificate is not updated prior to April 14, 2020, your organization and users will experience disruption to SAP Concur products and services.

Clients who have not pinned the certificate do not need to take any action as the new certificate is updated automatically. Most clients do not pin the certificate.

⚠ **Important**: As an enhancement to our Security and Compliance program, this certificate will be updated on an annual basis.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

Please consult with your IT department to check if this applies to you.

The new SSL certificate can be accessed here:
http://assets.concur.com/concurtraining/cte/en-us/concursolutions.cert.pem

Supply this URL to your IT department.

To save the certificate, click the link above, select all the text in the browser, copy it to a file, then name the file *concursolutions.cert.pem*.

Modified Home Page Appears When Some Products and Services Are Unavailable (March 20)

Overview

Targeted for late March, when a user signs into SAP Concur, if some products or services are unavailable while other products and services are up and running, a modified version of the user's **Home** page appears, providing access to the products and services that are up and running.

Prior to implementing this improvement, if a user attempted to sign in to SAP Concur when one or more products or services was not available, a 503 (service unavailable) message appeared, the user's **Home** page could not be accessed, and the user had to wait until all services and products were available before signing in to SAP Concur.

NOTE: The products and services that appear on a user's **Home** page are specific to the user and they might differ from user to user.

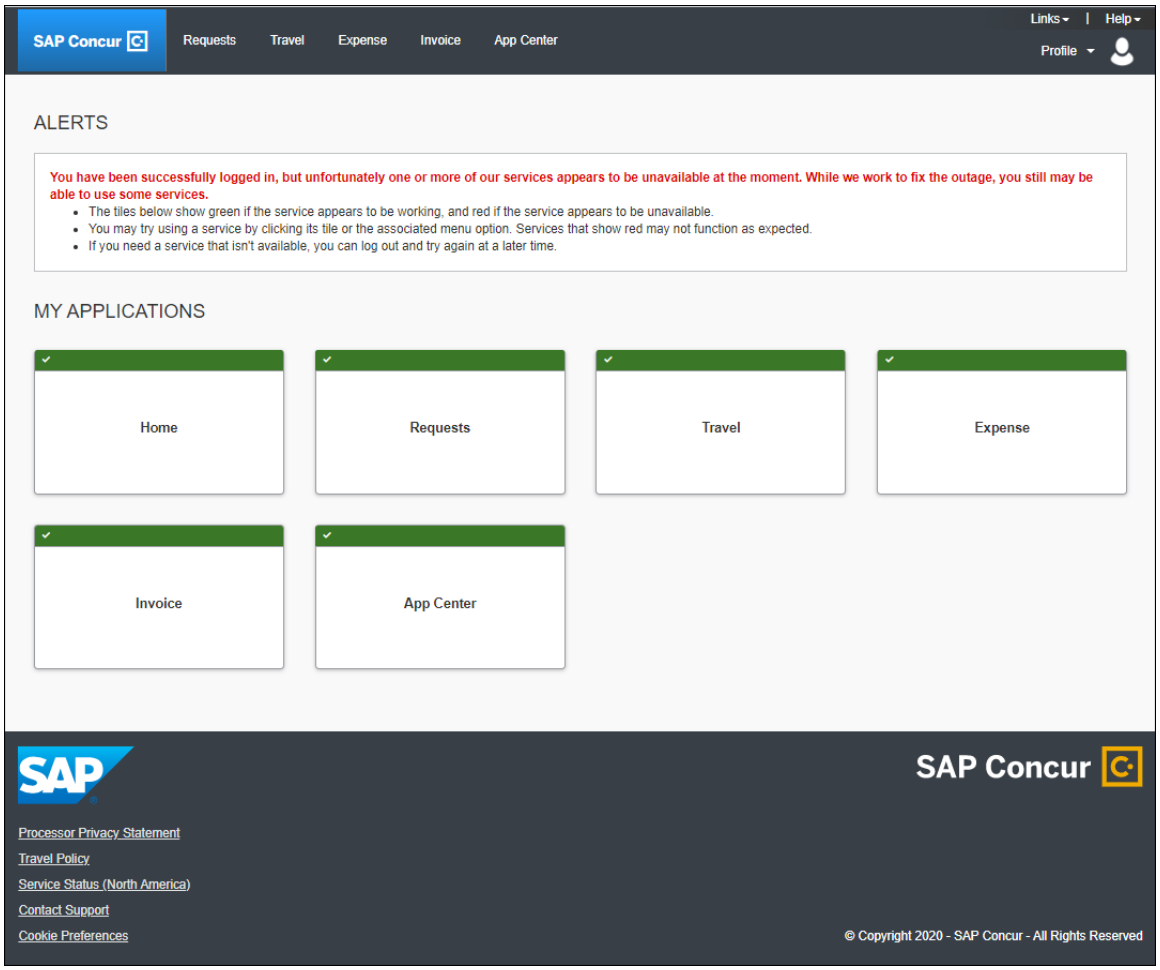
BUSINESS PURPOSE /CLIENT BENEFIT

This enhancement enables users to complete tasks that rely on the products and services that are up and running even when other products and services might be unavailable.

What the User Sees

When the user signs in, SAP Concur determines which products and services are available to the user.

If any products and services are unavailable, SAP Concur presents the user with a modified **Home** page that includes tiles for each of the available services and a message indicating that one or more products or services are currently unavailable.



NOTE: For users with access to Concur Open (open.concur.com), Concur Open uses a different process for determining the up and down time of products and services. As a result, it might take slightly longer for Concur Open to reflect the immediate availability of a product or service.

Configuration / Feature Activation

This enhancement is automatically available; there are no additional configuration or activation steps.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Invoice Pay

Planned Changes Security Enhancements for Checks

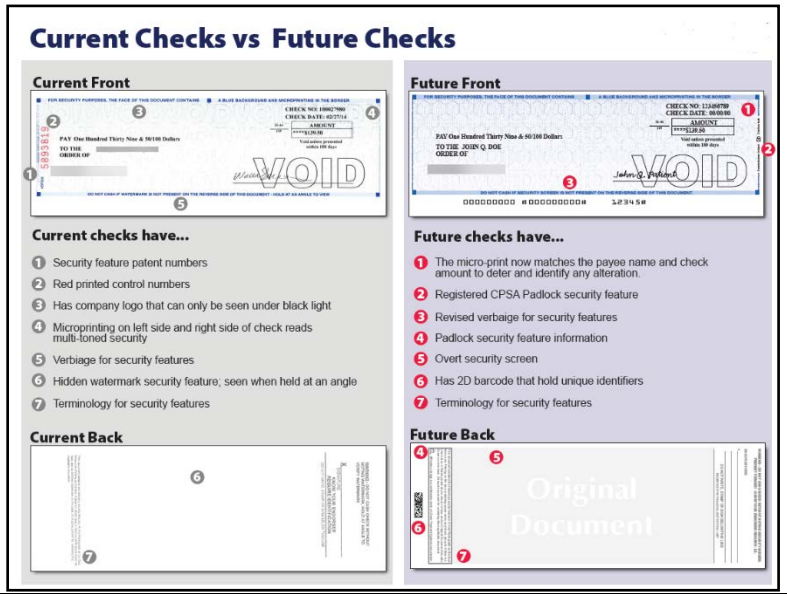
Information First published	Information Last Modified	Feature Target release date
June 7, 2019	December 6, 2019	Q1 2020

Overview

In a future release, checks generated by Invoice Pay will provide security enhancements based on the latest industry standards.

Clients will be able to order sample checks by creating a Salesforce ticket and then processing and verifying the checks with their bank.

The following image shows what the checks look like now and what the checks will look like when this feature releases.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement will provide more security when clients process checks.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Purchase Order

Planned Changes Purchasing Admin Can Reopen Closed Purchase Orders

Information First published	Information Last Modified	Feature Target release date
October 17, 2019	—	May 2020

Overview

In a future release, users with the Purchasing Admin role will have the ability to reopen closed purchase orders.

Business Purpose / Client Benefit

This change enables the Purchasing Admin to reopen a purchase order that has been incorrectly closed so that it can be processed correctly.

What the Purchase Order Processor Sees

A user with the Purchasing Admin role sees a new list item, **Reopen**, in the **Actions** menu when they select a closed purchase order from a list of purchase orders.

Configuration / Feature Activation

Configuration information will be added to this section in a future release note.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

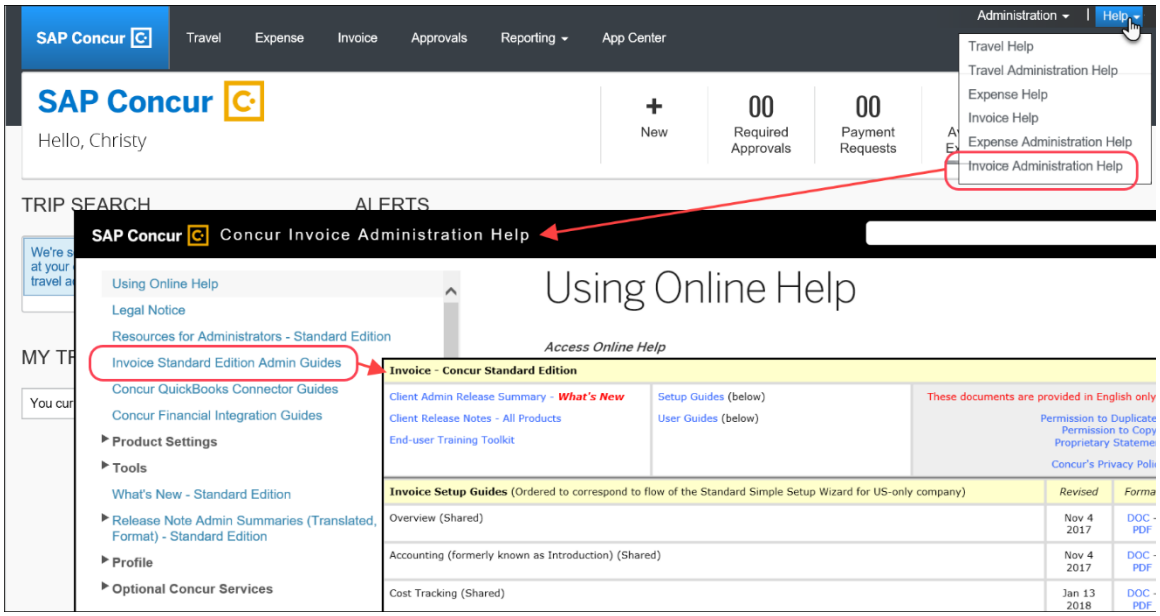
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

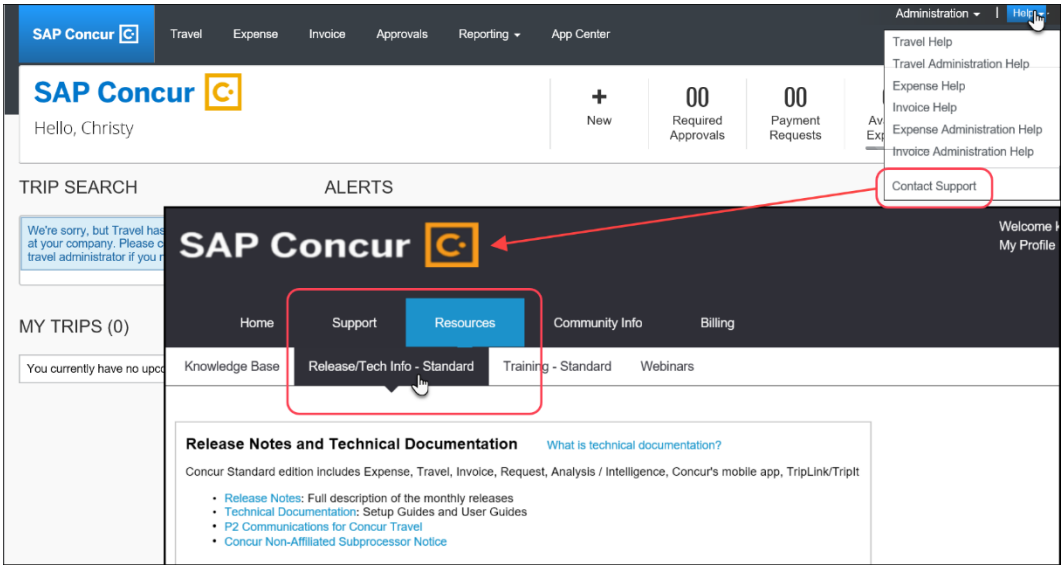


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes

Invoice Standard

Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders

Month	Audience
Update Date: April 17, 2020 Initial Post: Friday, April 17, 1:00 PM PST	SAP Concur Client UPDATE

****UPDATE****
The April 2020 release has been cancelled. The next release is scheduled for May 16, 2020. Some features and changes are released outside of the monthly release schedule. This update includes the changes that were released between March 14 and April 17. For maximum visibility, these release notes will be repeated in the next month's release notes. Changes that occur after April 17 will be documented in the May release notes.

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Purchase Order

Purchasing Admin Can Reopen Closed Purchase Orders (Apr 24)

Overview

Users with the Purchasing Admin role can now reopen closed purchase orders (POs).

A Purchasing Admin can reopen a PO when the following criteria PO are met:

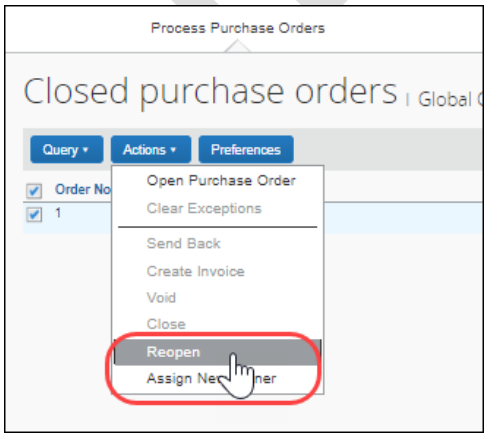
- The PO must be created in SAP Concur. Imported POs cannot be reopened.
- If the PO was created before the Reopen Purchase Orders feature was released, it cannot be reopened unless it was previously transmitted to the vendor.

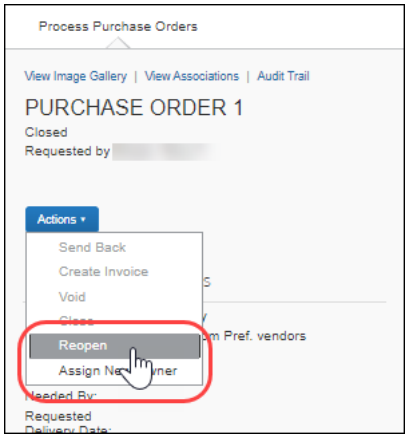
BUSINESS PURPOSE / CLIENT BENEFIT

This change enables the Purchasing Admin to reopen a PO that was incorrectly closed so that it can be processed correctly.

What the Purchasing Admin Sees

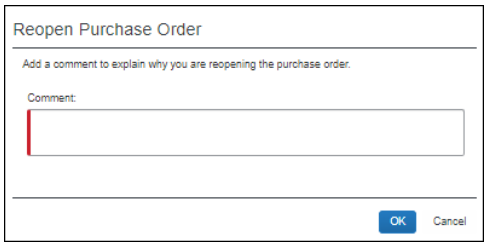
A user with the Purchasing Admin role sees a new list item, **Reopen**, in the **Actions** menu when they select a closed PO from a list of POs or when they view the details of a closed PO.





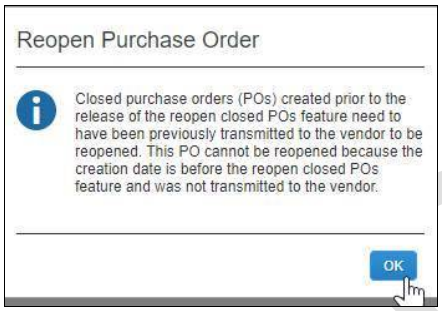
After clicking **Reopen**, the **Reopen Purchase Order** window appears.

The Purchasing Admin must enter a comment to reopen the PO.



After entering a comment and clicking **OK**, the PO is reopened with the status it was in when it was closed. For example, if the status of the PO was **Transmitted to Vendor** when the PO was closed, the PO will be reopened with a status of **Transmitted to Vendor**.

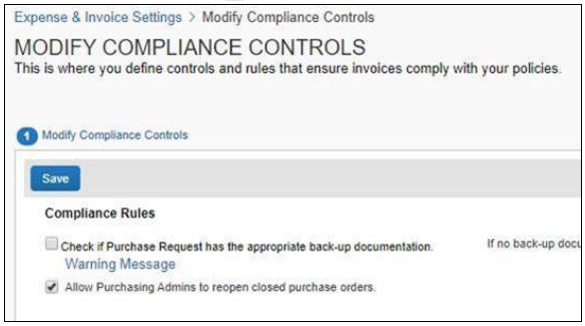
A PO created before the Reopen Purchase Orders feature was released cannot be reopened unless it was previously transmitted to the vendor. If a Purchasing Admin attempts to reopen a PO that does not meet these criteria the following message appears



Configuration / Feature Activation

The Reopen Purchase Orders feature is automatically available. This feature can be enabled and disabled from the **Modify Compliance Control** page in Product Settings. It is enabled by default.

An Invoice Admin can enable (check) or disable (uncheck) the Reopen Purchase Orders feature by clicking **Allow Purchasing Admins to reopen closed purchase orders** on the **Purchase Request Compliance > Modify Compliance Control** page in Product Settings.



Invoice Capture

Clients Can Now Process Concur-Managed Invoice Batches (Mar 27)

Overview

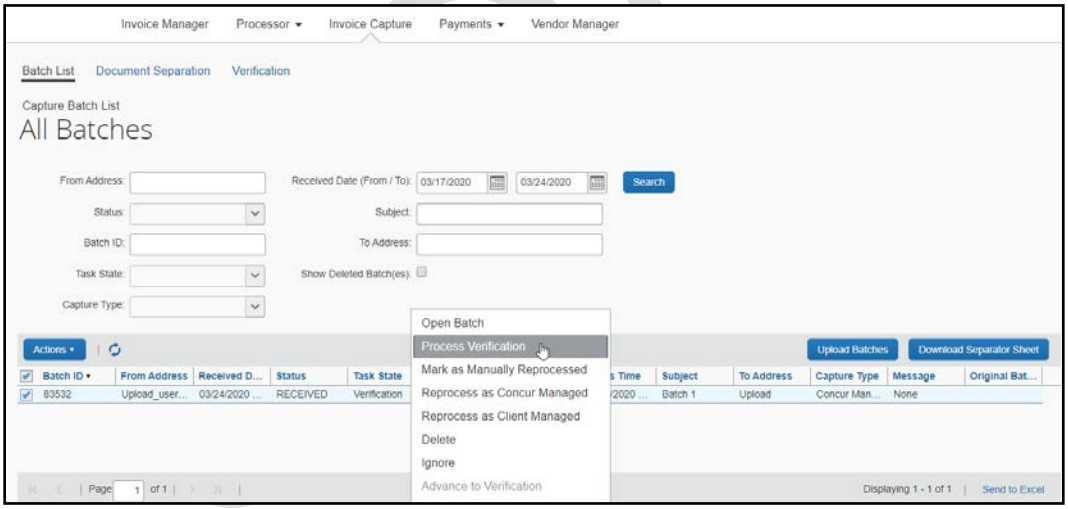
Clients, who use Concur-Managed Invoice Capture or dual support (Concur-Managed and Client-Managed Invoice Capture), now have the option to process their own invoice batches. In the **All Batches** window, clients can right-click an invoice batch and select **Process Verification** to open the invoice batch in the **Verification** window where they can process the invoices.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables clients, who use Concur-Managed Invoice Capture or dual support (Concur-Managed and Client-Managed Invoice Capture), to process high-priority invoice batches.

What the User Sees

When they right-click on an invoice batch on the **All Batches** page, the user will see a new list item, **Process Verification**.



Clicking **Process Verification** opens the **Verification** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

For more information, refer to the *[Invoice: Capture Processing – Dual Support User Guide for Standard Edition](#)*.

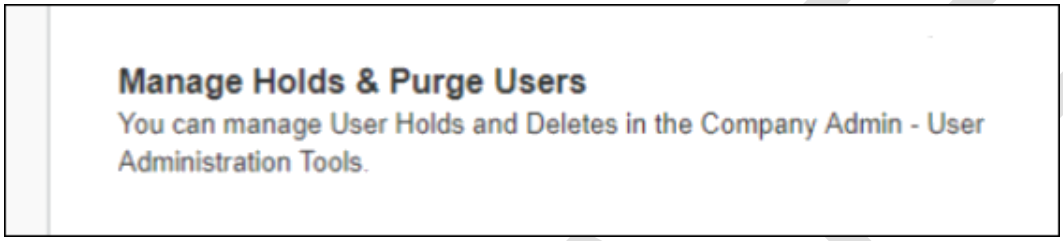
Data Retention

Manage Holds & Purge Users Description Updated (Apr 3)

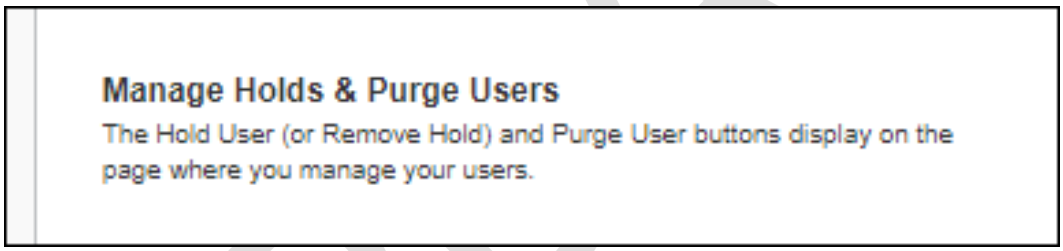
Overview

The description of the **Manage Holds & Purge Users** data retention feature that appears on the **Administration > Company > Data Retention** page has been updated.

BEFORE UPDATE



AFTER UPDATE



BUSINESS PURPOSE / CLIENT BENEFIT

This update provides more accurate information about where a user with the Data Retention Administrator role can find the **Hold User**, **Remove Hold**, and **Purge User** buttons.

Configuration / Feature Activation

There are no configuration or activation steps

📖 For more information, refer to the *Shared: Data Retention Setup Guide for Standard Edition*.

Product Settings

Ongoing User Accounts Page Redesigned

Applies to:	Expense	Invoice	Request	Travel	Other
Edition(s)	Standard	Standard	Standard	—	—

Information First Published	Information Last Modified	Feature Target Release Date
March 2020	--	April 23 – June 4

Overview

The **User Accounts** page in Product Settings is in the process of being redesigned. The functionality remains fundamentally the same.

The redesigned pages are being made available to clients in phases during a trial period. A small number of clients can opt-in now to use the redesigned interface. Between April 23 and June 4, additional clients will be given access to opt-in to the redesigned interface. On June 4 the new interface will become the only user management interface available to clients.

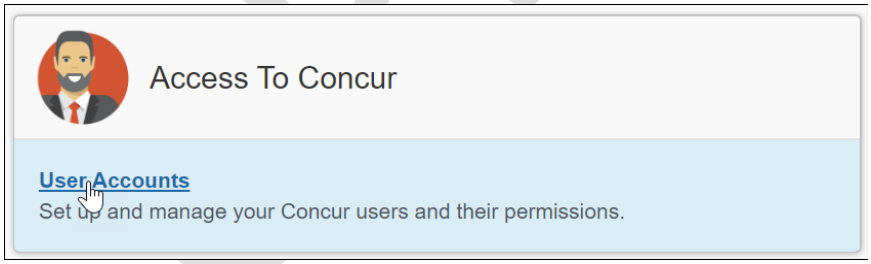
Business Purpose / Client Benefit

The redesigned user management interface provides a better end user experience.

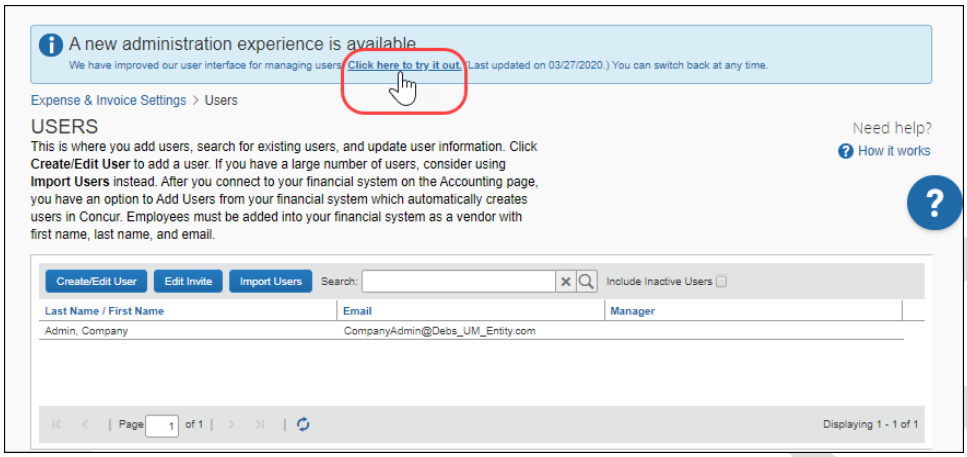
What the Administrator Sees

Product Settings

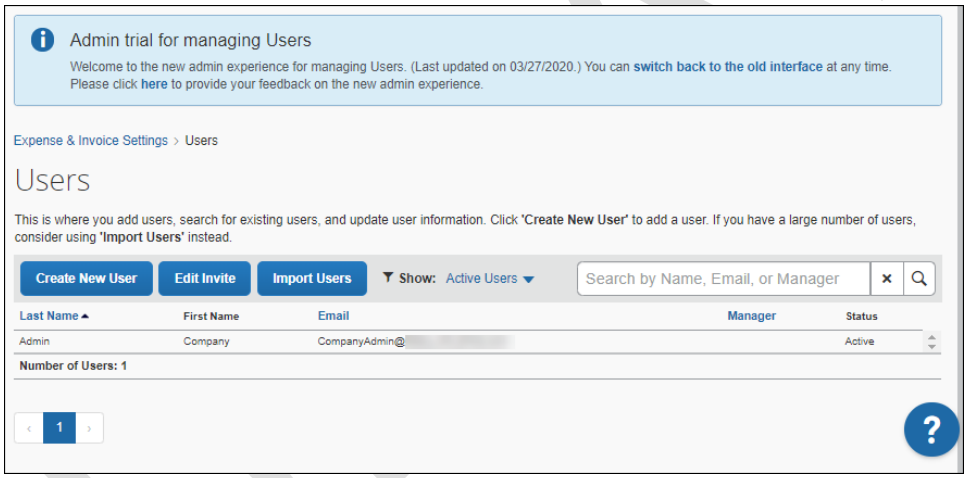
In Product Settings, when an administrator clicks **User Accounts** the legacy **Users** page appears.



A banner appears at the top of the **Users** page alerting the administrator that a new administration experience is available and they can click the **Click here to try it out** link to switch to the redesigned interface.



The redesigned **Users** page appears.

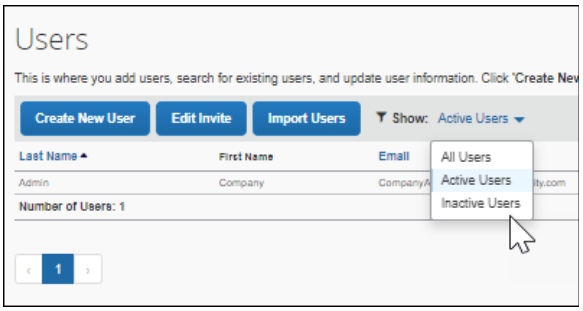


USERS PAGE

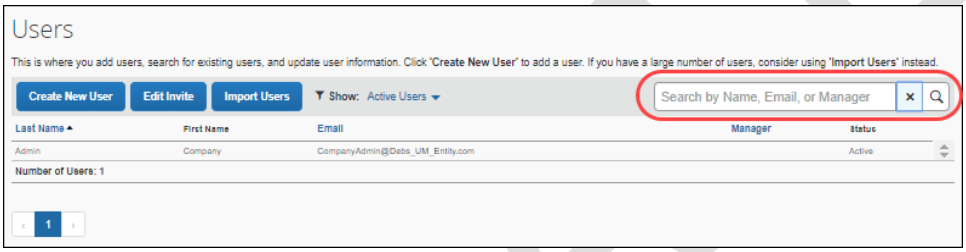
On the **Users** page the administrator sees the following changes:

- The **Create/Edit User** button has been renamed to **Create New User**.
- There are separate columns for first and last name.
- A **Status** column has been added.

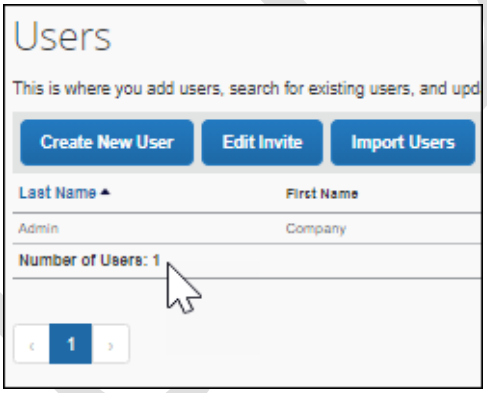
- The **Include Inactive Users** checkbox has been replaced with a filter that is set to **Active Users** by default. The filter enables the administrator to display all users, only active users, or only inactive users.



- The **Search** field has been moved and includes text that indicates which search parameters can be used to find users.

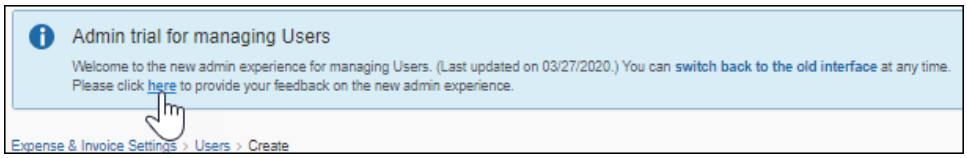


- The number of users in the current list (filtered list or search results list) is displayed at the bottom of the list of users.

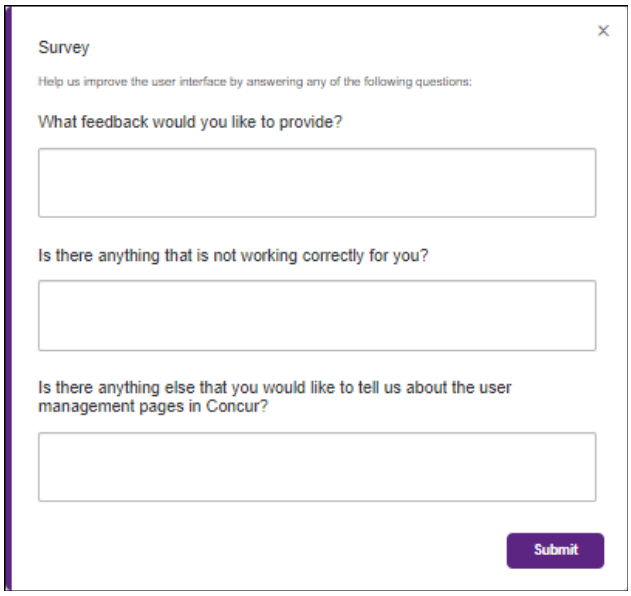


During the trial phase, a banner appears at the top of the redesigned **Users** page.

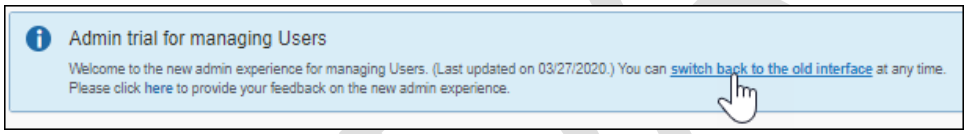
Within the banner, the administrator can provide feedback on the new design by clicking on the **here** link.



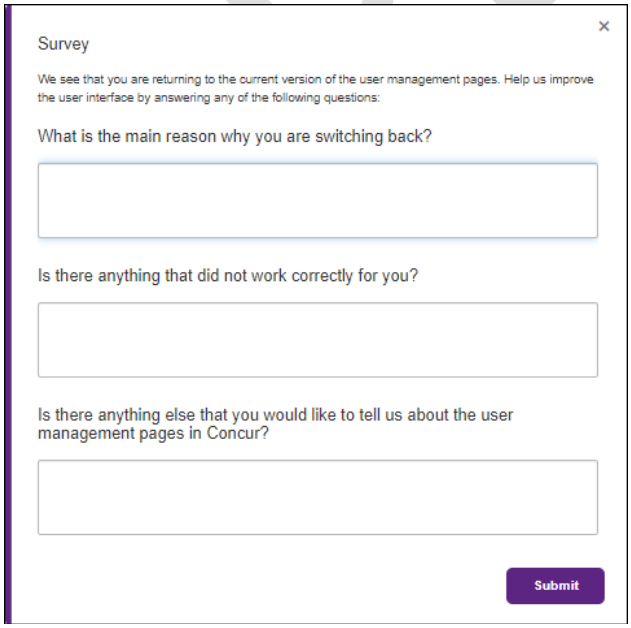
When the adminstrator clicks on the **here** link, a short survey appears.



Within the banner, the administrator can also click the **switch back to the old interface** link to switch to the legacy design.



After clicking the **switch back to the old interface** link a short survey requesting information about why the administrator chose to switch back to the legacy interface appears.



Create New User or Edit an Existing User

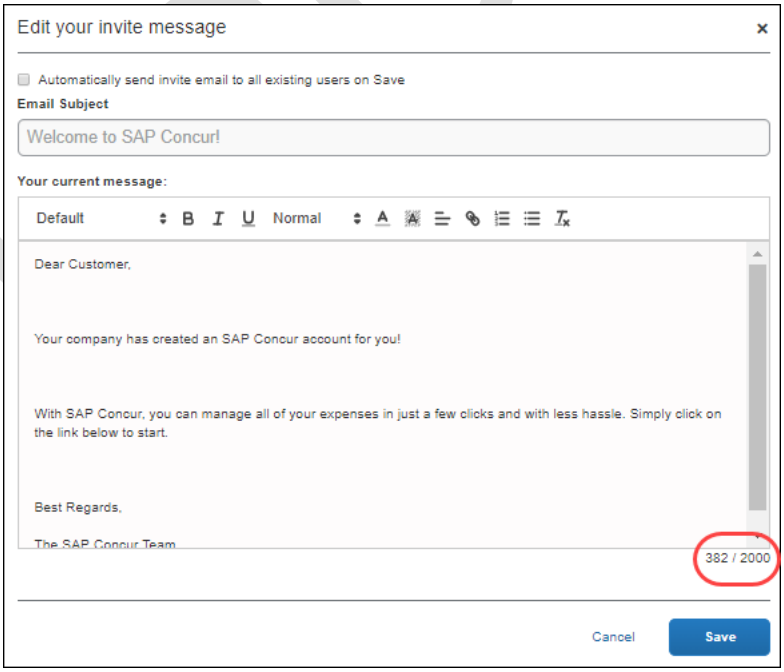
When the administrator clicks the **Create New user** button or double-clicks on a user in the list on the **Users** page, they see the following changes:

- In the **User Information** section, required fields are now marked with a red asterisk and some fields have been moved for better grouping and clarity.
- In the **User Permissions – check all that apply** section, permissions are grouped for visual clarity.

Edit Invite Message

On the **Edit Invite message** page, the administrator sees the following changes:

- The page has been redesigned.
- Some field labels have moved.
- The following changes have been made to the toolbar:
  - The tool for changing the size of the text in the message has been updated.
  - The icons for some tools have been updated.
  - The tool for changing text alignment is now a drop-down menu.
  - The window for entering a hyperlink has been updated.
  - The source editing tool has been replaced with a tool that clears text formatting.
  - Character count and character limit now appear below the message text field.



IMPORT USERS

The **Import Users** window has been redesigned.

Configuration / Feature Activation

Between now and June 4, after the redesigned user interface is enabled, administrators can click the **Click here to try it out** link to try the redesigned pages. During the trial period, if the administrator wants to switch back to the legacy design, they can click the **switch back to the old interface** link.

Beginning on June 4, this feature will be automatically available and the old interface will no longer be available. No additional configuration or activation steps will be required.

Authentication

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	March 6, 2020	Phase I: July 2019 Phase II: July 2020

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur will soon begin the deprecation process of removing Hash-Based Message Authentication Code (HMAC) as an SSO option. The replacement service for HMAC is SAML SSO is a self-service method of setup whereby client admins have access within SAP Concur to complete their SAML connections.

Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released (targeted for Q2 2020). The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. (See below for more information.)
- Travel Management Companies (TMCs) prepare for onboarding new SAP Concur clients using the new SSO self-service tool, which is targeted for release in Q2 2020.

- Once the SSO tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded using the new SSO self-service tool.
- Existing clients using HMAC need to be migrated using the new SSO self-service tool.

Phase II:

- Travel Management Companies (TMCs) continue migrating existing SAP Concur clients from the HMAC service to the new SSO self-service tool.
- Shut down the HMAC service after everyone has migrated from HMAC to the new SSO self-service tool. Phase II is targeted to end mid-year 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Important – Migration for TMCs

Travel Management Companies (TMCs) will be largely impacted and should begin testing SAML SSO now to prepare for migration to the new SSO self-service tool.

TMCs need to set up SAML SSO instead of HMAC for their new clients. Setting up SAML SSO now allows more time for TMCs to test the SSO self-service tool and train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs first need to support SAML 2.0. TMCs need to contract for or develop their SAML 2.0 solution. TMCs need to have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

Important – Migration for Legacy HMAC Clients

Clients should begin testing SSO immediately to prepare for migration to the new SSO self-service tool.

To prepare for Phase I of the HMAC deprecation:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients can configure the SSO self-service tool as soon as it is released in Q2 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the Shared Planned Changes release notes.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Applies to:	Expense	Invoice	Request	Travel	Other
Edition(s)	Professional, Standard	Professional, Standard	Professional, Standard	Professional, Standard	Intelligence

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur Support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Miscellaneous

New SSL Certificate for concursolutions.com (Apr 14)

Overview

To ensure the ongoing security of our products and services, SAP Concur has issued a new concursolutions.com SSL certificate.

NOTE: The current certificate will expire on April 14, 2020.

Any client who has pinned this expiring certificate will need to update to the new certificate prior to April 14, 2020. If the pinned certificate is not updated prior to April 14, 2020, your organization and users will experience disruption to SAP Concur products and services.

Clients who have not pinned the certificate do not need to take any action as the new certificate is updated automatically. Most clients do not pin the certificate.

⚠ **Important**: As an enhancement to our Security and Compliance program, this certificate will be updated on an annual basis.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

Please consult with your IT department to check if this applies to you.

The new SSL certificate can be accessed here:
http://assets.concur.com/concurtraining/cte/en-us/concursolutions.cert.pem

Supply this URL to your IT department.

To save the certificate, click the link above, select all the text in the browser, copy it to a file, then name the file *concursolutions.cert.pem*.

Modified Home Page Appears When Some Products and Services Are Unavailable (Mar 20)

Overview

Targeted for late March, when a user signs into SAP Concur, if some products or services are unavailable while other products and services are up and running, a

modified version of the user's **Home** page appears, providing access to the products and services that are up and running.

Prior to implementing this improvement, if a user attempted to sign in to SAP Concur when one or more products or services was not available, a 503 (service unavailable) message appeared, the user's **Home** page could not be accessed, and the user had to wait until all services and products were available before signing in to SAP Concur.

NOTE: The products and services that appear on a user's **Home** page are specific to the user and they might differ from user to user.

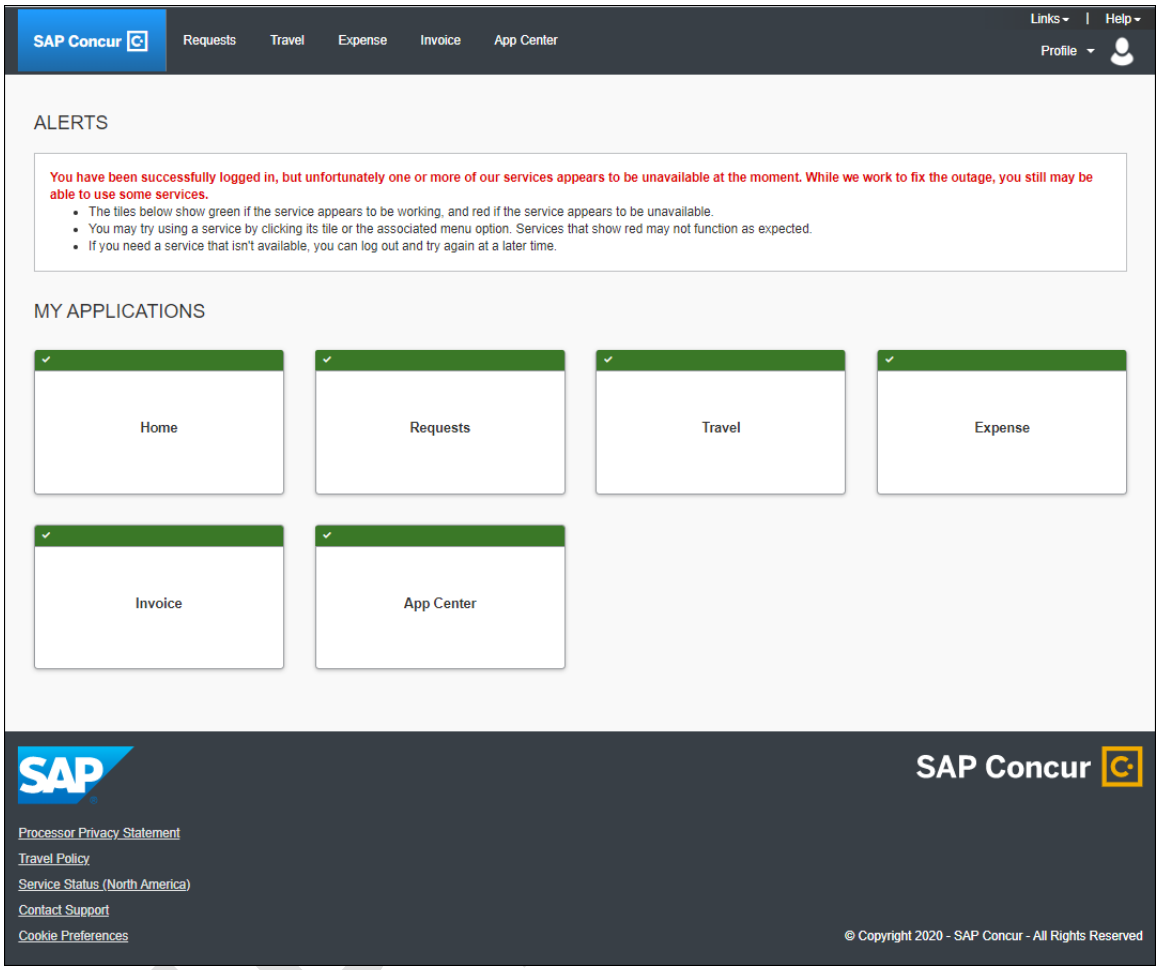
BUSINESS PURPOSE /CLIENT BENEFIT

This enhancement enables users to complete tasks that rely on the products and services that are up and running even when other products and services might be unavailable.

What the User Sees

When the user signs in, SAP Concur determines which products and services are available to the user.

If any products and services are unavailable, SAP Concur presents the user with a modified **Home** page that includes tiles for each of the available services and a message indicating that one or more products or services are currently unavailable.



NOTE: For users with access to Concur Open (open.concur.com), Concur Open uses a different process for determining the up and down time of products and services. As a result, it might take slightly longer for Concur Open to reflect the immediate availability of a product or service.

Configuration / Feature Activation

This enhancement is automatically available; there are no additional configuration or activation steps.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Distribution Button Only Visible to Users With Access to Distribute

Overview

In a future release, only users with access to distribute invoices and purchase requests will see the distribution functionality. Concur Invoice users who cannot distribute invoices will not see either the **Distribution** button in the **Itemization Summary** section or the distribution functionality in the **Edit Line Item** window.

For purchase request users, the **Distribute** button in the **Request Items** section and the distribution functionality on the **Distributions** tab on the **Purchase Request** page are hidden. Depending on the configuration, the **Distributions** tab (in the **Edit Line Item** window for invoice users and on the **Purchase Request** page for the purchase request user) might be hidden.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature simplifies the user interface for invoice and purchase request users who do not have the ability to use the distribution functionality.

What the User Sees

Depending on configuration, the invoice and purchase request users will not be able to see the distribution functionality if they cannot perform distribution of invoices and purchase requests.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Planned Changes In Product Survey on Invoice Submit

Overview

In a future release, Concur Invoice will include an in-product survey that will appear when clients submit an invoice.

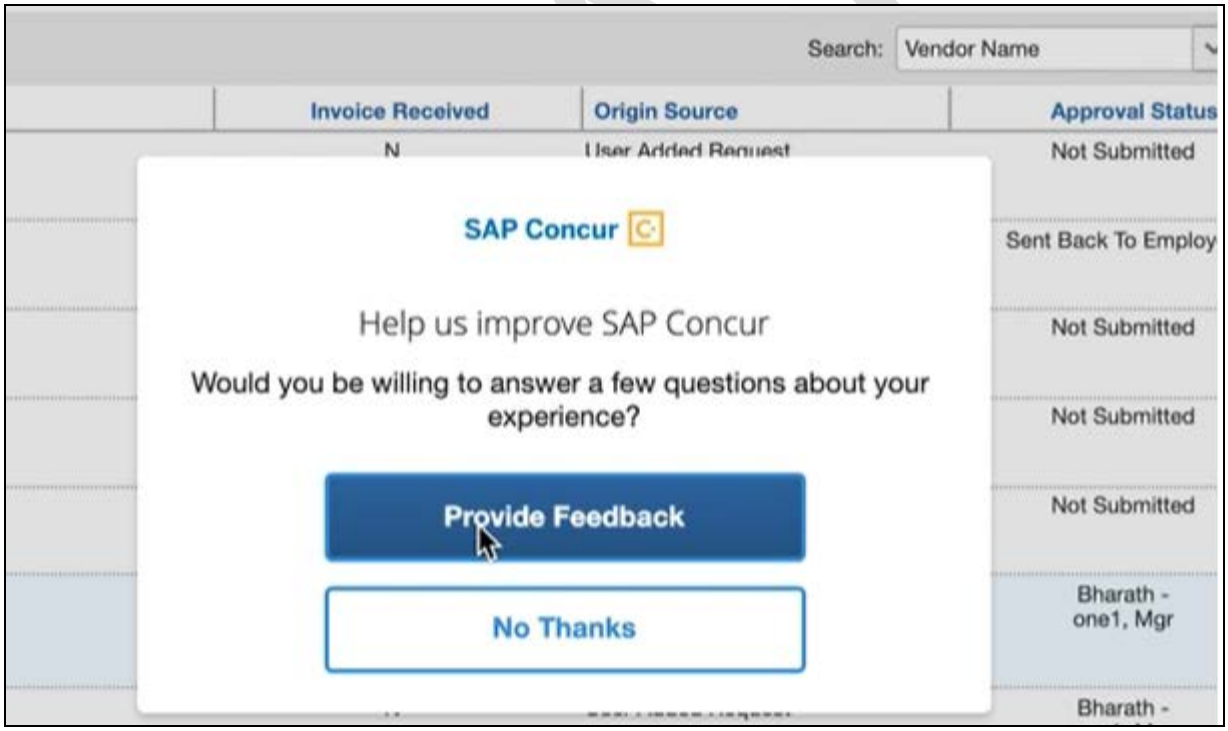
NOTE: Clients who have opted out of the Concur Expense survey will not receive the Concur Invoice survey. Clients who wish to be excluded from the survey will be able to contact SAP Concur support to have this functionality disabled.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with the opportunity to provide feedback on the Concur Invoice user interface to help improve the product.

What the User Sees

When the user submits an invoice, a window appears with a question asking them to provide feedback on their experience using Concur Invoice.



Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Invoice Pay

Planned Changes Security Enhancements for Checks

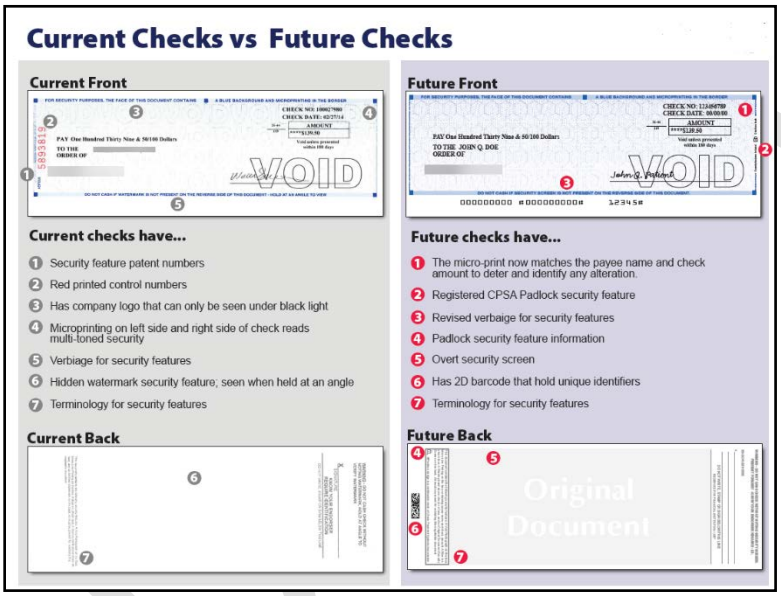
Information First published	Information Last Modified	Feature Target release date
June 7, 2019	December 6, 2019	--

Overview

In a future release, checks generated by Invoice Pay will provide security enhancements based on the latest industry standards.

Clients will be able to order sample checks by creating a Salesforce ticket and then processing and verifying the checks with their bank.

The following image shows what the checks look like now and what the checks will look like when this feature releases.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement will provide more security when clients process checks.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

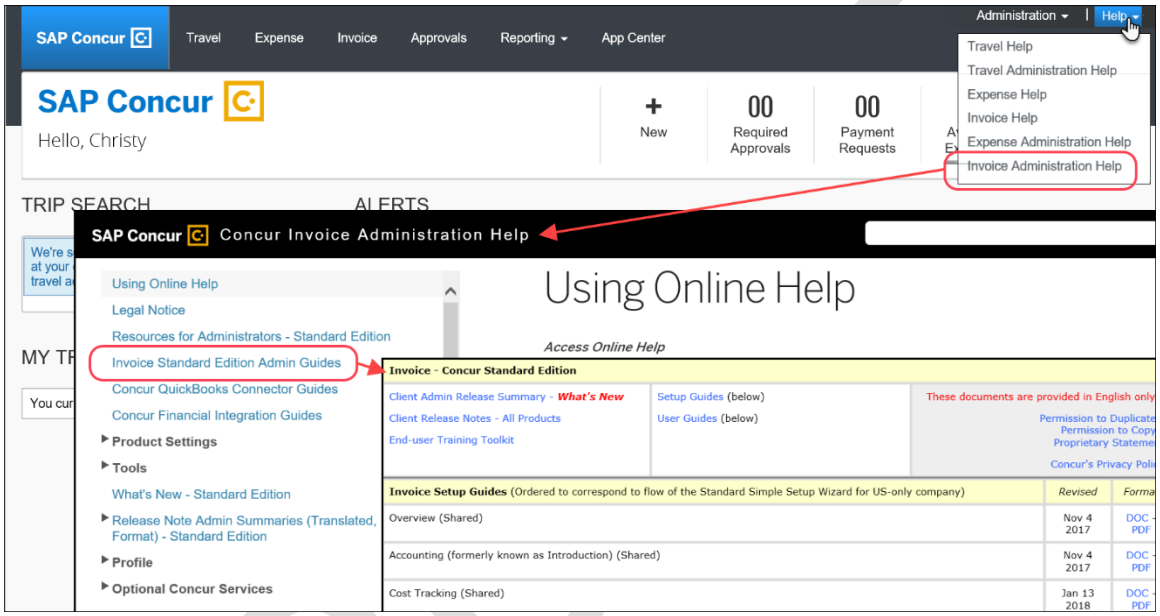
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

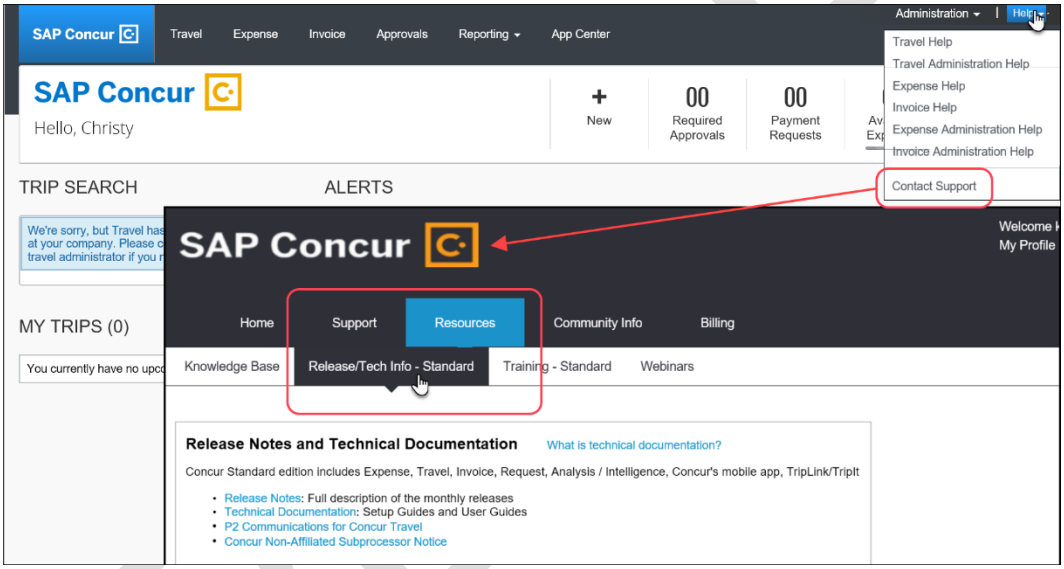


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Update Date: May 16, 2020 Initial Post: Friday, May 15, 1:00 PM PST	SAP Concur Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice

Distribution Functionality Only Visible to Users With Access to Distribute

Overview

Only users with access to distribute invoices and purchase requests can see the distribution functionality. Concur Invoice users who cannot distribute invoices cannot see either the **Distribution** button in the **Itemization Summary** section or the distribution functionality in the **Edit Line Item** window.

For purchase request users, the **Distribute** button in the **Request Items** section and the distribution functionality on the **Distributions** tab on the **Purchase Request** page are hidden. Depending on the configuration, the **Distributions** tab (in the **Edit Line Item** window for invoice users and on the **Purchase Request** page for the purchase request user) might be hidden.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature simplifies the user interface for invoice and purchase request users who do not have the ability to use the distribution functionality.

What the User Sees

Depending on configuration, the invoice and purchase request users do not see the distribution functionality if they cannot perform distribution of invoices and purchase requests.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Behavior Change in Copy Down for Purchase Orders and Invoices (May 6)

Overview

Previously when a PO and an invoice were imported, copied down, and matched, if the PO and invoice had different net payment terms, the system would honor the

invoice over the PO. For example, if the net payment term was set to 10 days for the PO and 30 days for the invoice, the invoice net payment term of 30 days would be used, delaying the payment for the PO.

With this copy down behavior change for POs and invoices, the PO takes precedence over the invoice coming in from the vendor to ensure POs are paid on time.

NOTE: This change was released on May 6.

BUSINESS PURPOSE / CLIENT BENEFIT

The change in the way payment terms are handled provides clients with flexibility when POs are used and ensures vendors can be paid on time.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

In-Product Survey on Invoice Submit (May 9)

Overview

Concur Invoice now includes an in-product survey that appears when clients submit an invoice.

NOTE: Clients who have opted out of the Concur Expense survey will not receive the Concur Invoice survey. Clients who wish to be excluded from the survey can contact SAP Concur support to have this functionality disabled.

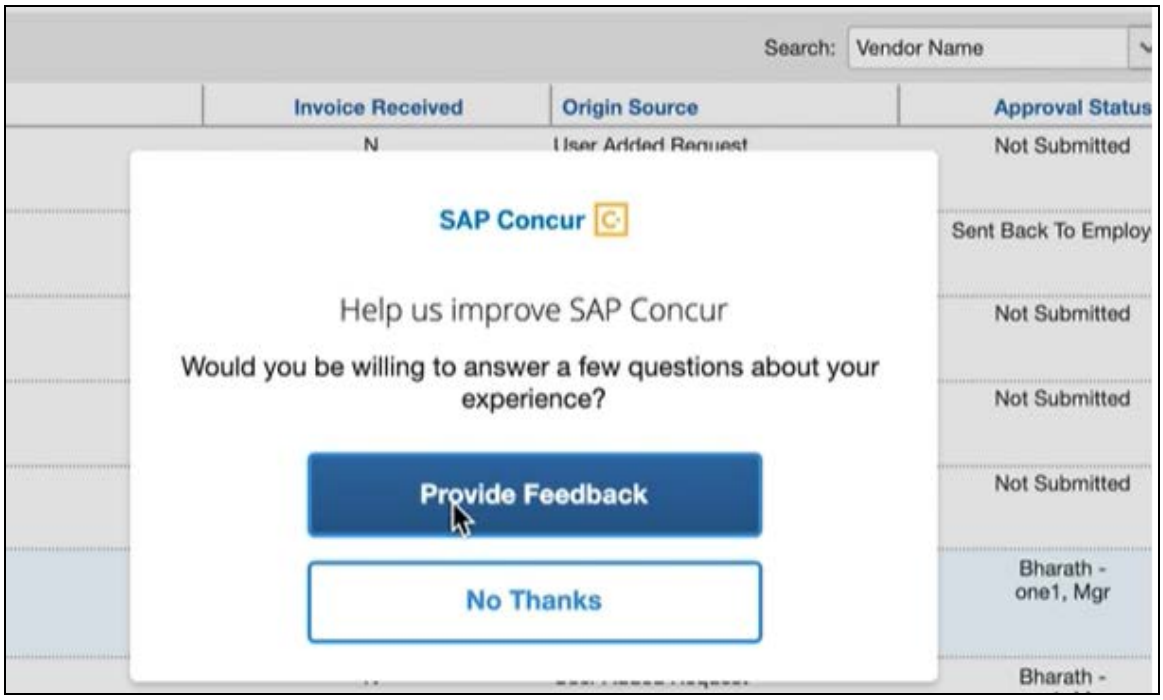
This survey is powered by Qualtrics, an SAP company.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with the opportunity to provide feedback on Concur Invoice to help improve the product.

What the User Sees

When the user submits an invoice, a window appears with a question asking them to provide feedback on their experience using Concur Invoice.



Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Purchase Order

Purchasing Admin Can Reopen Closed Purchase Orders (Apr 24)

Overview

Users with the Purchasing Admin role can now reopen closed purchase orders (POs).

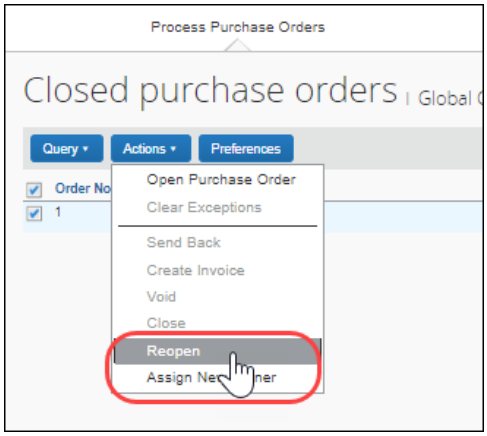
NOTE: If the PO was created before the Reopen Purchase Orders feature was released, it cannot be reopened unless it was previously transmitted to the vendor.

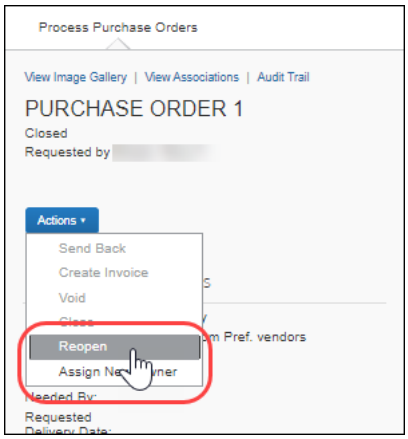
BUSINESS PURPOSE / CLIENT BENEFIT

This change enables the Purchasing Admin to reopen a PO that was incorrectly closed so that it can be processed correctly.

What the Purchasing Admin Sees

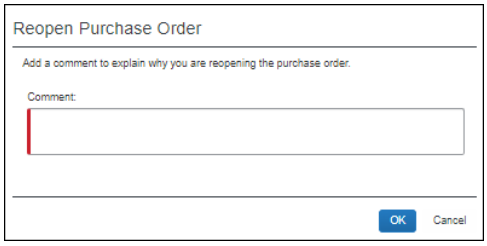
A user with the Purchasing Admin role sees a new list item, **Reopen**, in the **Actions** menu when they select a closed PO from a list of POs or when they view the details of a closed PO.





After clicking **Reopen**, the **Reopen Purchase Order** window appears.

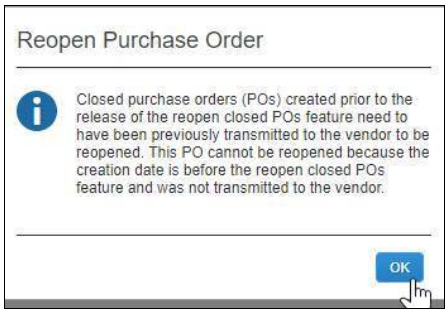
The Purchasing Admin must enter a comment to reopen the PO.



After entering a comment and clicking **OK**, the PO is reopened with the status it was in when it was closed. For example, if the status of the PO was **Transmitted to Vendor** when the PO was closed, the PO will be reopened with a status of **Transmitted to Vendor**.

A PO created before the Reopen Purchase Orders feature was released cannot be reopened unless it was previously transmitted to the vendor.

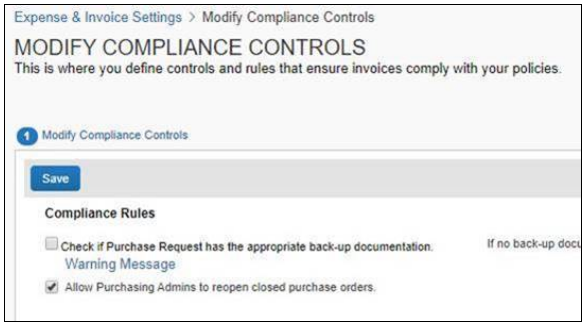
If a Purchasing Admin attempts to reopen a PO that does not meet these criteria the following message appears



Configuration / Feature Activation

The Reopen Purchase Orders feature is automatically available. This feature can be enabled and disabled from the **Modify Compliance Control** page in Product Settings. It is enabled by default.

An Invoice Admin can enable (select) or disable (clear) the Reopen Purchase Orders feature by selecting or deselecting **Allow Purchasing Admins to reopen closed purchase orders** on the **Purchase Request Compliance > Modify Compliance Control** page in Product Settings.



Invoice Capture

Clients Can Now Process Concur-Managed Invoice Batches (Mar 27)

Overview

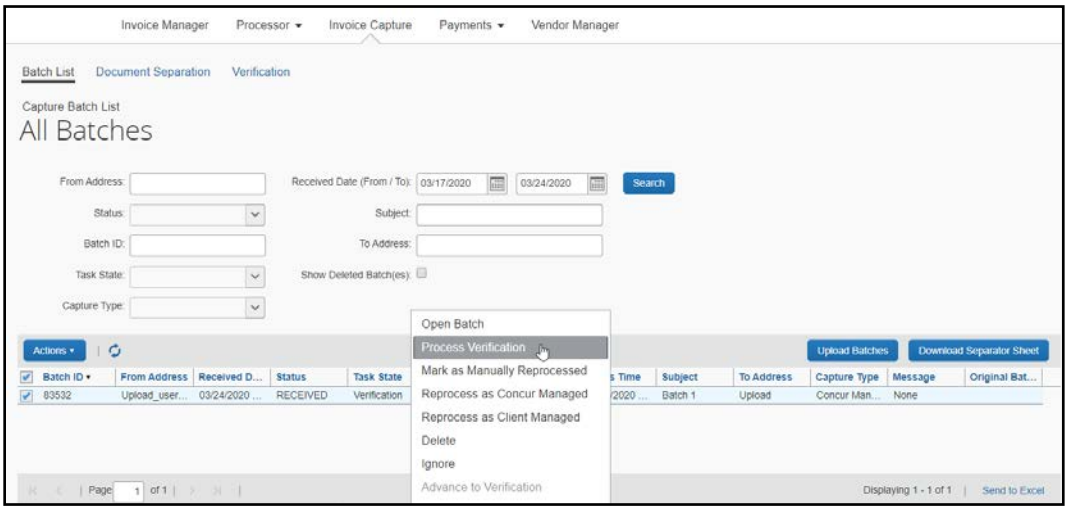
Clients, who use Concur-Managed Invoice Capture or dual support (Concur-Managed and Client-Managed Invoice Capture), now have the option to process their own invoice batches. In the **All Batches** window, clients can right-click an invoice batch and select **Process Verification** to open the invoice batch in the **Verification** window where they can process the invoices.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables clients, who use Concur-Managed Invoice Capture or dual support (Concur-Managed and Client-Managed Invoice Capture), to process high-priority invoice batches.

What the User Sees

When they right-click on an invoice batch on the **All Batches** page, the user will see a new list item, **Process Verification**.



Clicking **Process Verification** opens the **Verification** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

📖 For more information, refer to the *Invoice: Capture Processing – Dual Support User Guide for Standard Edition*.

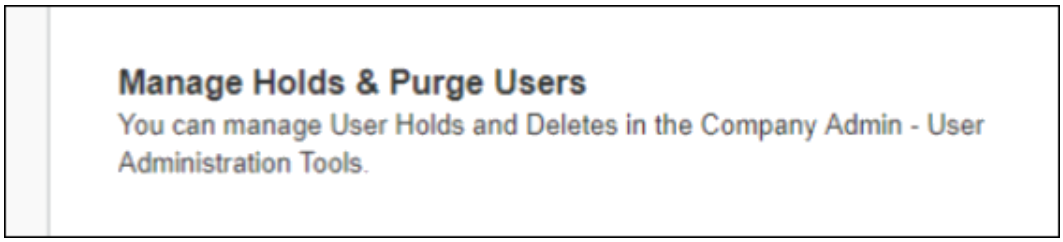
Data Retention

Manage Holds & Purge Users Description Updated (Apr 3)

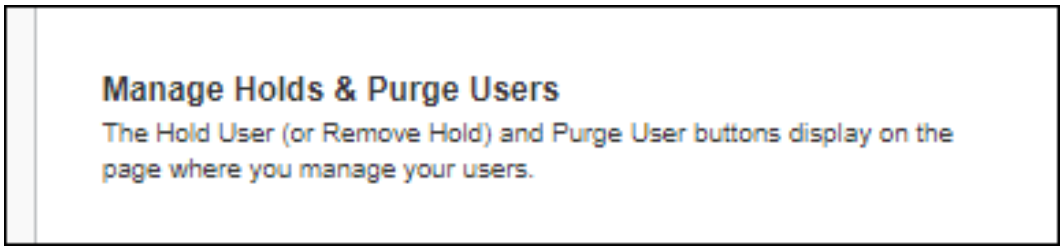
Overview

The description of the **Manage Holds & Purge Users** data retention feature that appears on the **Administration > Company > Data Retention** page has been updated.

Before Update



After Update



BUSINESS PURPOSE / CLIENT BENEFIT

This update provides more accurate information about where a user with the Data Retention Administrator role can find the **Hold User**, **Remove Hold**, and **Purge User** buttons.

Configuration / Feature Activation

There are no configuration or activation steps.

📖 For more information, refer to the *Shared: Data Retention Setup Guide for Standard Edition*.

Financial Integration

Export List of In-Flight Expense Reports and Invoices

Overview

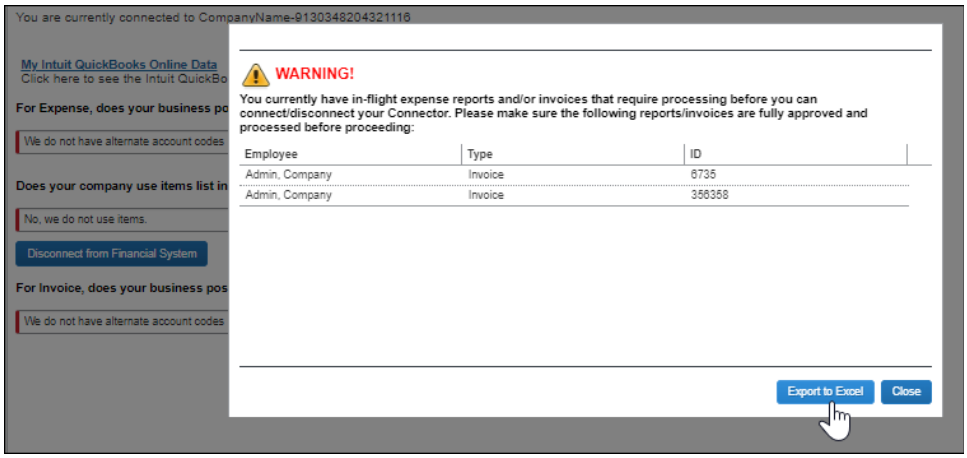
An Expense or Invoice administrator can now export a list of the in-flight expense reports and/or invoices that must be processed prior to disconnecting from a financial system.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables the administrator to more easily identify and process the in-flight expense reports and/or invoices prior to disconnecting from the financial system.

What the Administrator Sees

On the **Accounting** page in Product Settings, when the administrator clicks **Disconnect from Financial System**, if there are in-flight expense reports or invoices a warning page appears.



On the warning page, the administrator sees a list of the inflight expense reports and/or invoices. The administrator can click **Export to Excel** to export the list of in-flight items, or **Close** to close the page.

NOTE: The administrator will not be able to disconnect from the financial system until all of the in-flight expense reports and/or invoices are processed.

Configuration / Feature Activation

There are no configuration or activation steps; the feature is automatically available.

Product Settings

Custom Fields Page Redesigned (May 27)

Overview

The **Custom Fields** page in Product Settings has been redesigned. No existing features or functionality have been removed. Some functionality has moved.

The redesigned **Custom Fields** page includes the following significant changes:

- The page has been renamed from **Manage Custom Fields** to **Custom Fields.**
- The **Custom Fields** page now includes two tabs, **Custom Fields** and **Fields We Track**.

- Some functionality that was previously accessed from the **Custom Fields** page has been moved to a new page, **Manage Visibility**.
- Search functionality has been added to the **Custom Fields** page.
- The **Custom Fields** tab provides a **Basic View** and an **Advanced View**.
- Guided setup functionality is included on the **Manage Visibility** page.

In addition to these significant changes, minor and cosmetic changes have also been made to the **Custom Fields** page.

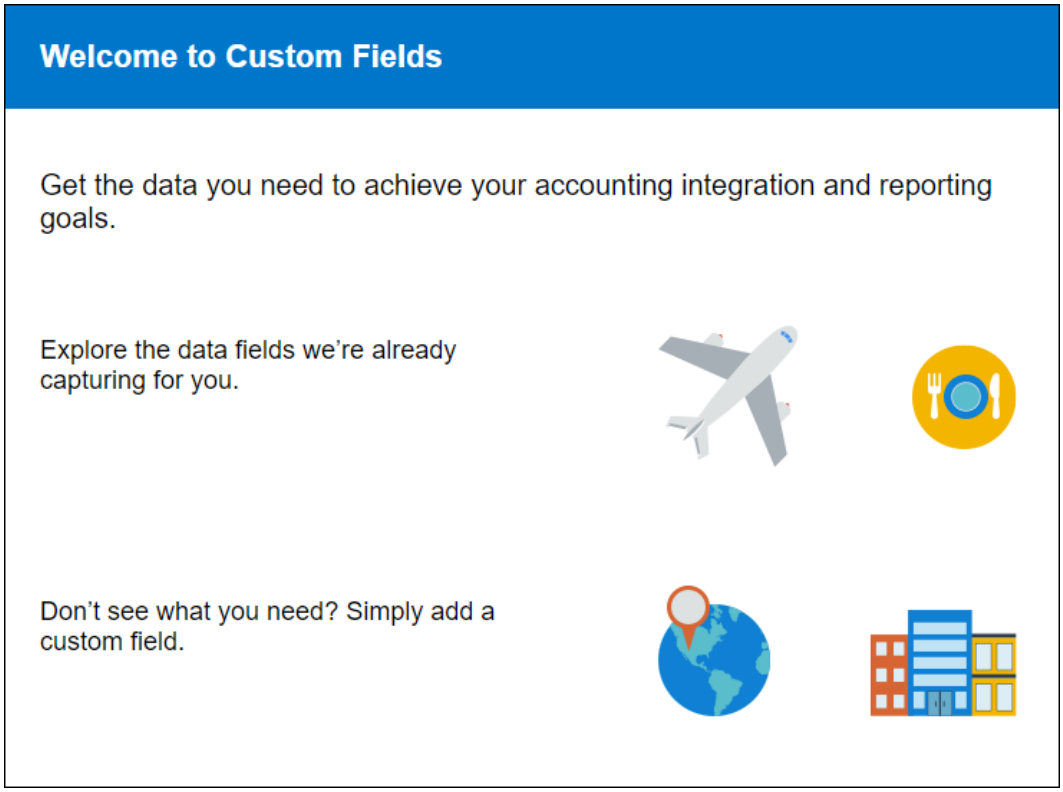
BUSINESS PURPOSE / CLIENT BENEFIT

These updates improve custom field management by providing a better end user experience.

What the Administrator Sees

WELCOME TO CUSTOM FIELDS SCREEN

The first time the admin opens the **Custom Fields** page in Product Settings, they will see a welcome screen.



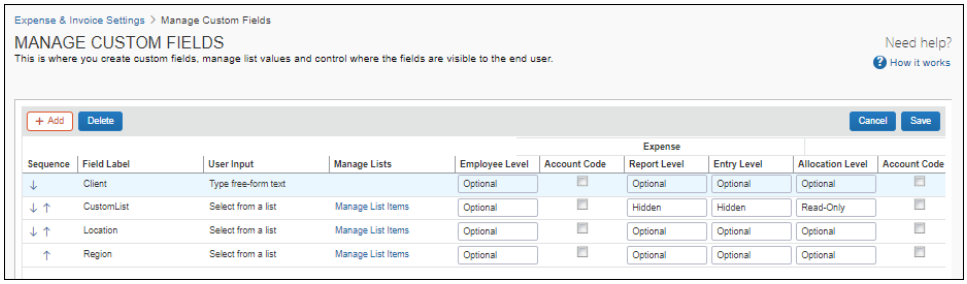
CUSTOM FIELDS PAGE

On the **Custom Fields** page, the admin sees the following changes:

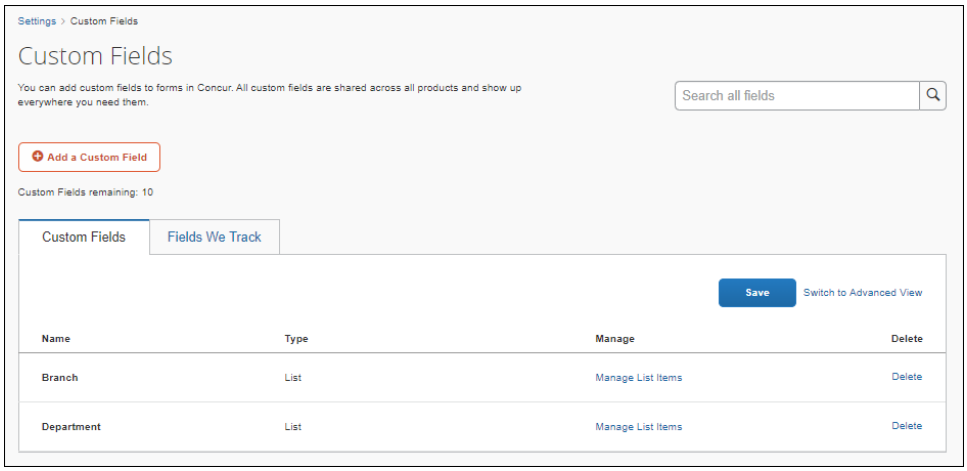
- A **Custom Fields** tab has been added.

- A **Fields We Track** tab has been added.
- A **Search** field has been added.
- The **Add** button has moved and has been renamed to **Add a Custom Field**.
- The **Delete** button has moved.
- The **Cancel** button has been removed.
- A **Switch to Advanced View** link has been added.
- The ability to change the sequence of the custom fields is not immediately visible.
  - This functionality has been moved to the new **Advanced View**.
- Some columns, such as **User Input** and **Manage Lists**, have been renamed.
- Some columns, such as **Employee Level** and **Report Level,** are not immediately visible.
  - The functionality related to these columns has been moved to the new **Manage Visibility** page.
- The checkboxes for setting which fields drive alternate account codes for Concur Expense and/or Invoice are not immediately visible.
  - This functionality has been moved the new **Advanced View**.
- A custom field counter has been added.
  - SAP Concur Standard supports a maximum of 12 custom fields. The custom field counter helps the admin track how many custom fields they have remaining.

Previous Manage Custom Fields Page



New Custom Fields Page

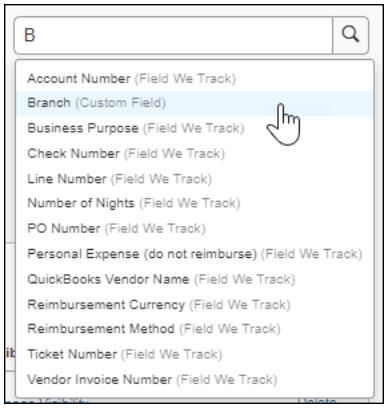


SEARCH

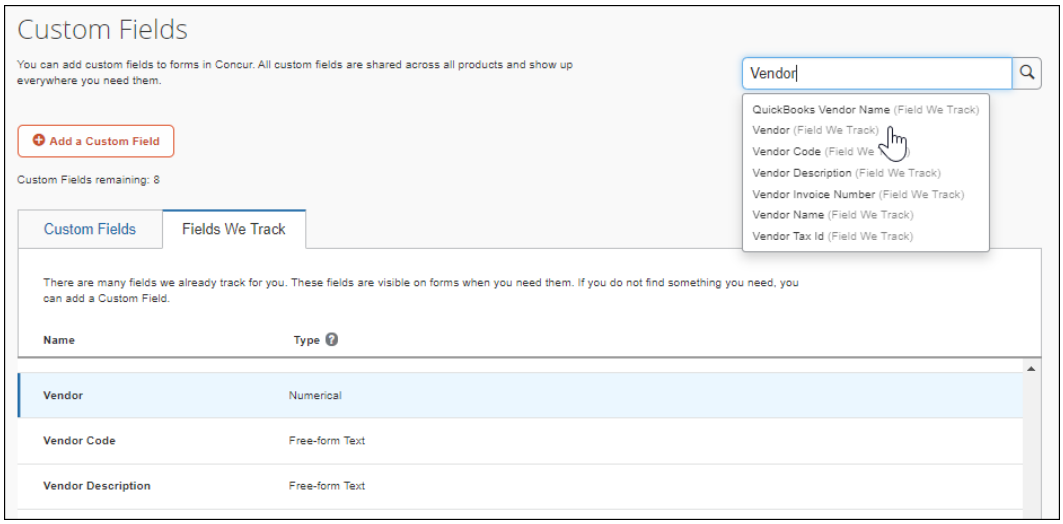
On the **Custom Fields** page, the admin can search for existing fields. The search functionality simultaneously searches both the list of fields on the **Custom Fields** tab, and the list on the **Fields We Track** tab. This feature helps the admin determine whether a default or custom field already exists for the data he wants to track and reduces the likelihood that duplicate fields will be created.

The search field is predictive and will present the admin with a list of possible matches as a search term is typed into the field.

The list of possible matches also indicates whether the matched field is an SAP Concur tracked field, or a custom field.



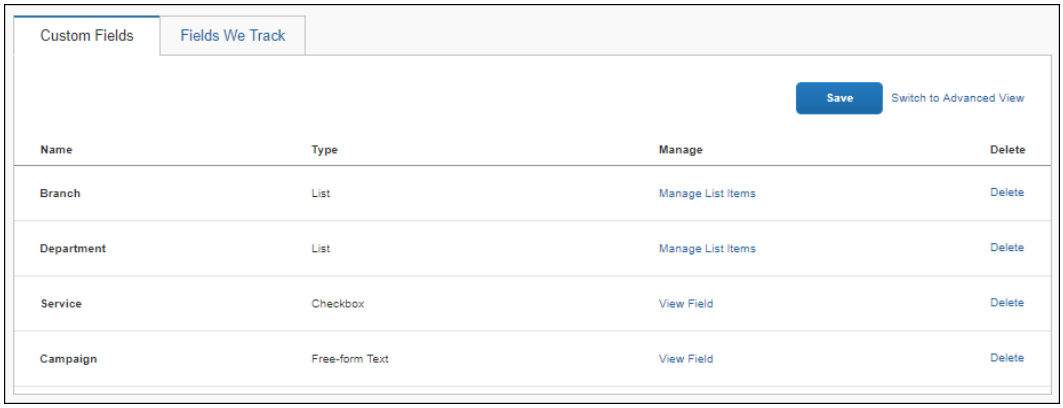
If the admin clicks on a matched field in the predictive list, the field is located and highlighted on either the **Custom Fields** or the **Fields We Track** page.



CUSTOM FIELDS TAB

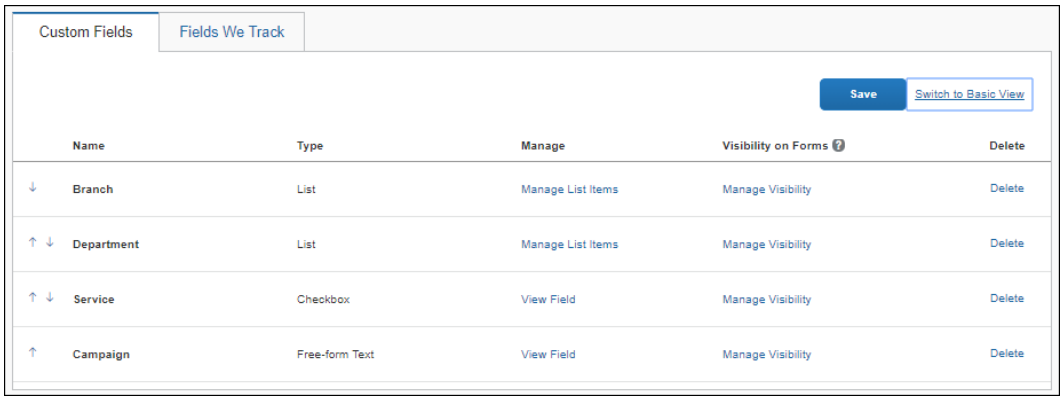
Basic View

In **Basic View**, the admin can perform the most common and essential actions related to managing their custom fields. They can see a list of the custom fields they've created, manage list-type fields, view checkbox and free-form text type fields, delete custom fields, and save changes.

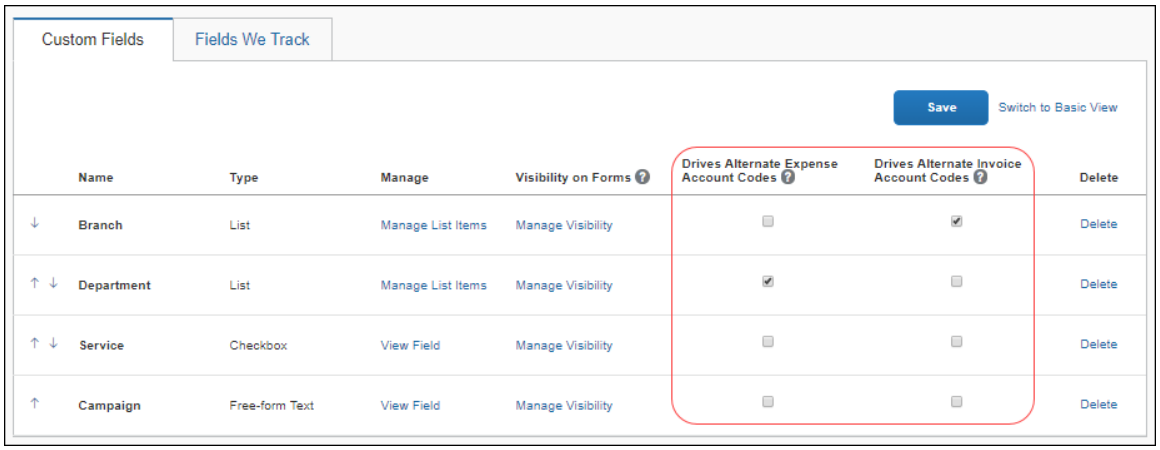


Advanced View

In **Advanced View**, the admin can do everything that can be done in **Basic View.** In addition, they can change the sequence of their custom fields and access the **Manage Visibility** page for each custom field.



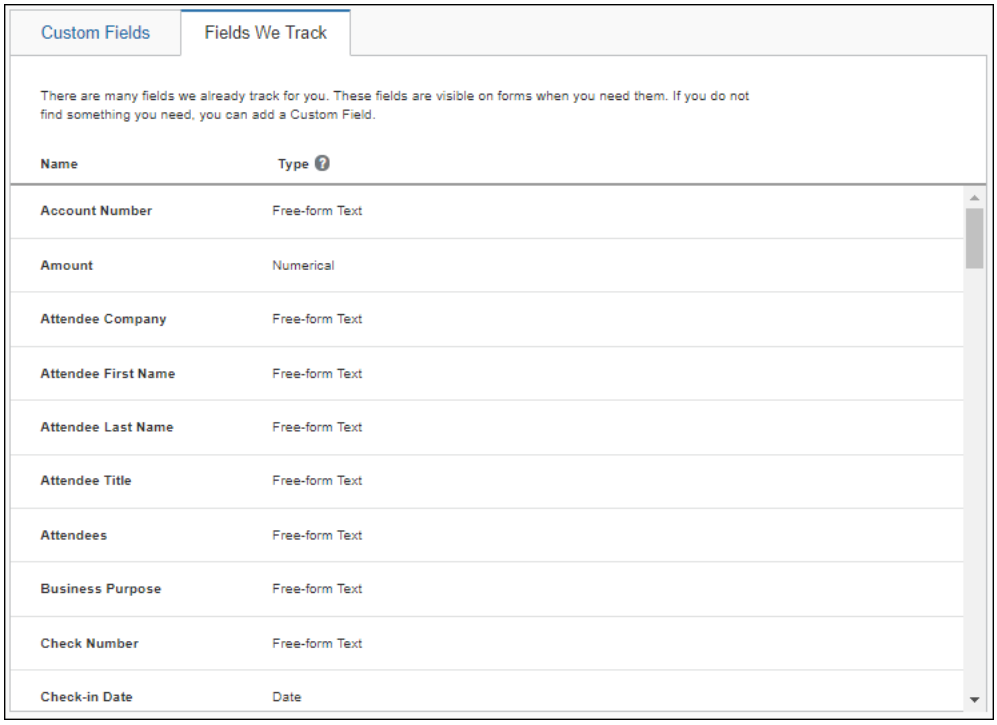
If **Alternate Account Codes** are enabled, additional checkboxes appear in **Advanced View**, enabling the admin to set the custom field that drives alternate account codes for Concur Expense and/or Invoice.



FIELDS WE TRACK TAB

The **Field We Track** tab contains a list of the most common fields that are tracked in SAP Concur solutions by default.

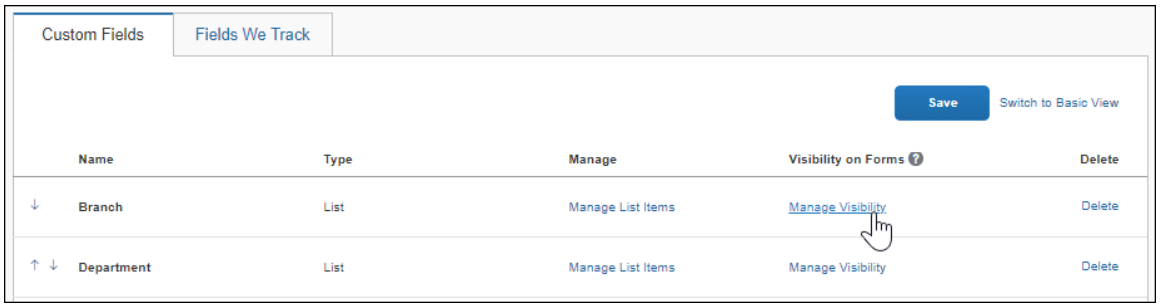
NOTE: The list on the **Fields We Track** tab is not an exhaustive list of the default fields in SAP Concur solutions. It is a list of the most commonly used fields and fields that are most often unnecessarily duplicated.



An admin can search the list of fields on the **Fields We Track** tab to confirm whether a field already exists and is tracked by default or whether they need to create a custom field to track the data they need.

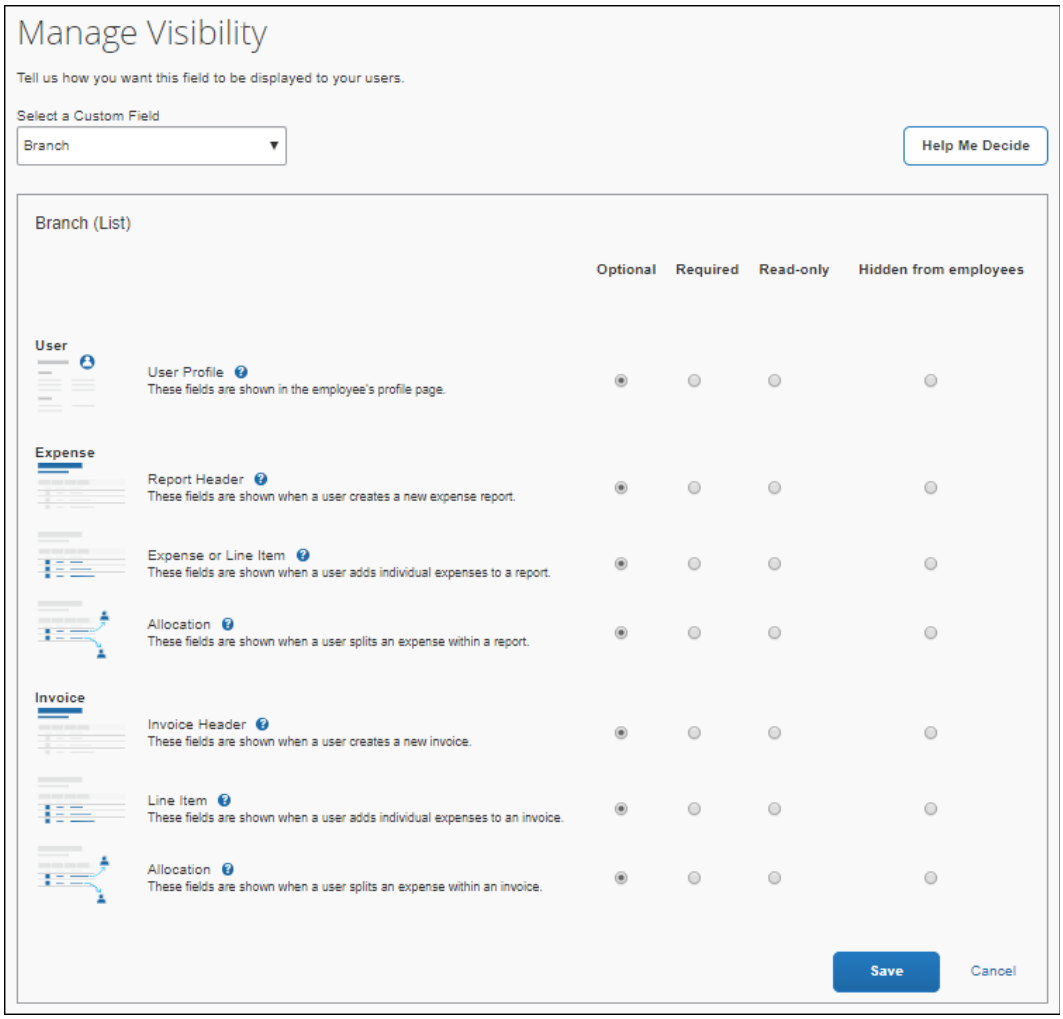
MANAGE VISIBILITY

To Manage Visibility for a custom field, on the **Custom Fields** tab, in **Advanced View**, click **Manage Visibility** in the **Visibility on Forms** column.



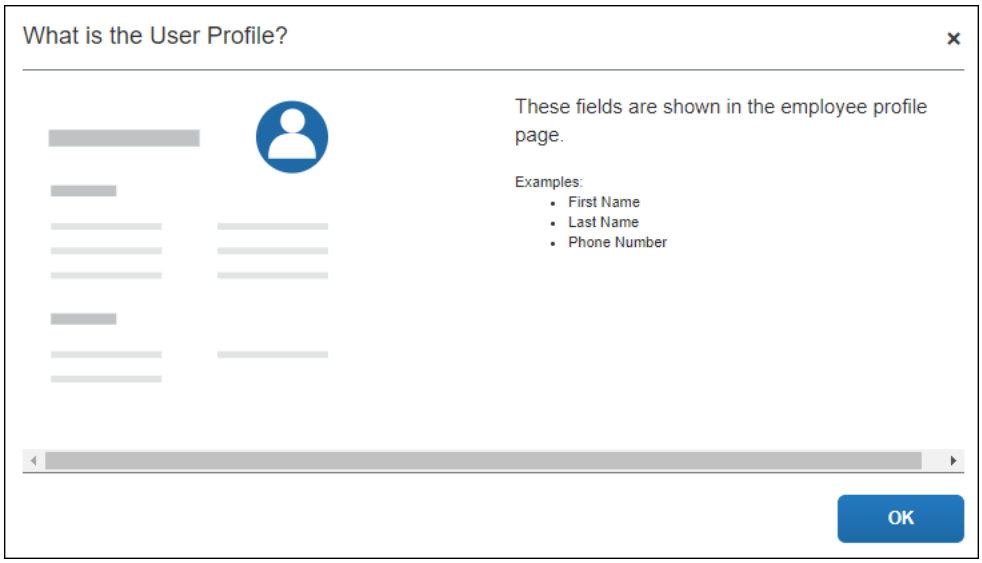
The **Manage Visibility** page enables an admin to configure which form(s) a custom field appears on, where on the form it appears, whether employees can see the custom field, and whether the field is required, optional, or read-only. By default, custom fields are visible to employees and are optional (employees can fill in the field, but it is not required).

NOTE: The rows that appear on the **Manage Visibility** page depend on the client's configuration. For example, if the client does not have Concur Invoice, the **Invoice** rows do not appear on the page.

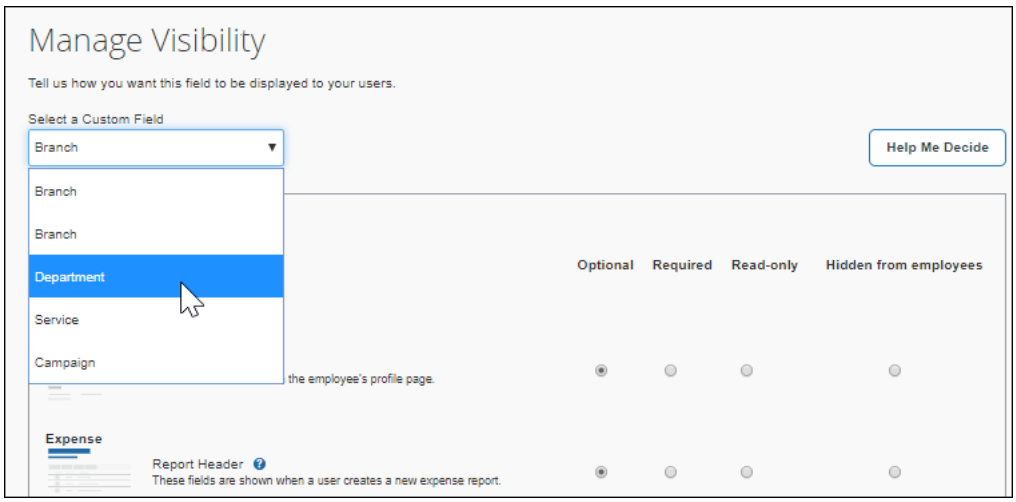


Each row on the **Manage Visibility** page includes a tool tip (?) that provides additional information about the forms to which the custom field will be added.

Clicking the tool tip icon opens a page that describes the relevant form.



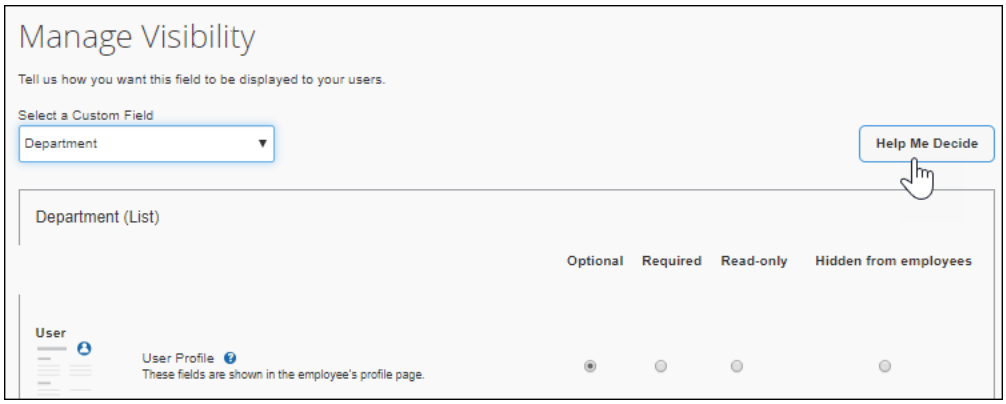
After configuring the visibility of a custom field, the admin can configure the visibility of a different custom field by selecting it from the **Select a Custom Field** list.



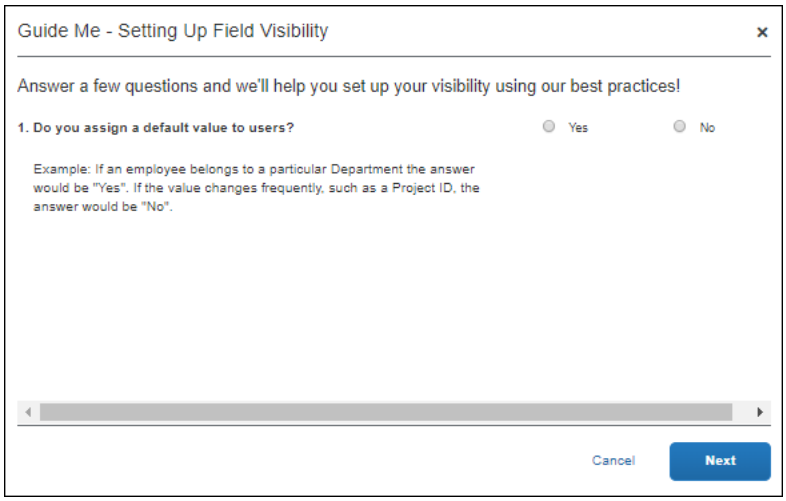
HELP ME DECIDE

The **Manage Visibility** page includes a **Help Me Decide** feature. This feature helps admins set the visibility levels for their custom fields.

To launch the **Help Me Decide** feature, the admin selects the field they want assistance with in the **Select a Custom Field** list, and then clicks the **Help me Decide** button.

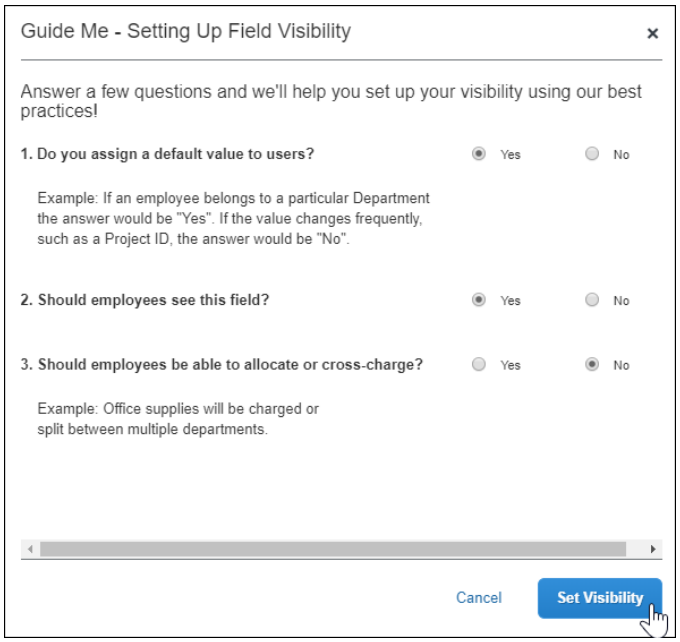


The **Guide Me – Setting Up Field Visibility** page appears and the admin is prompted to answer a series of questons that help determine the proper level of visibility for the custom field.

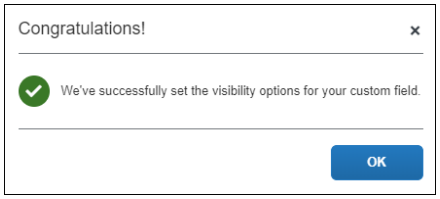


After the admin answers all of the questions, they can click **Set Visibility** to automatically set the visibility of the custom field based on their responses, or click

Cancel to exit the **Help Me Decide** feature without making any changes to the visibility settings.



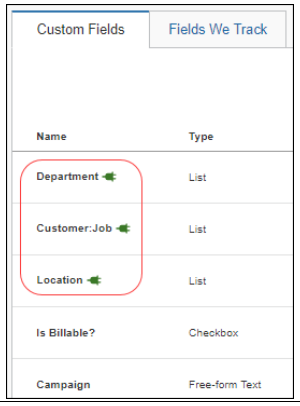
If they click **Set Visibility**, a prompt confirms that the visibility of the custom field has been set.



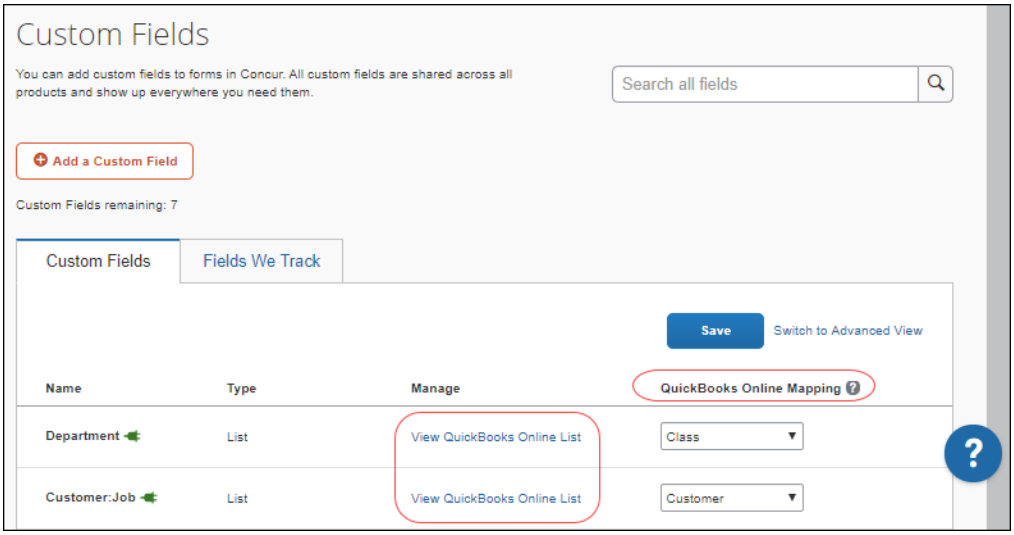
FINANCIAL INTEGRATION

Admins on entities with integrated accounting software such as QuickBooks will see the following changes in **Custom Fields**.

- In the **Name** column, a green connection icon ( ) indicates which lists are linked to integrated accounting software.

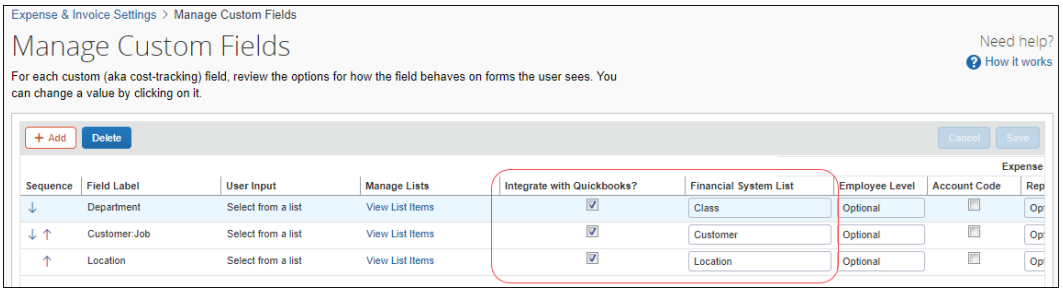


- Column and row labels are dynamic and display the name of the integrated accounting software.

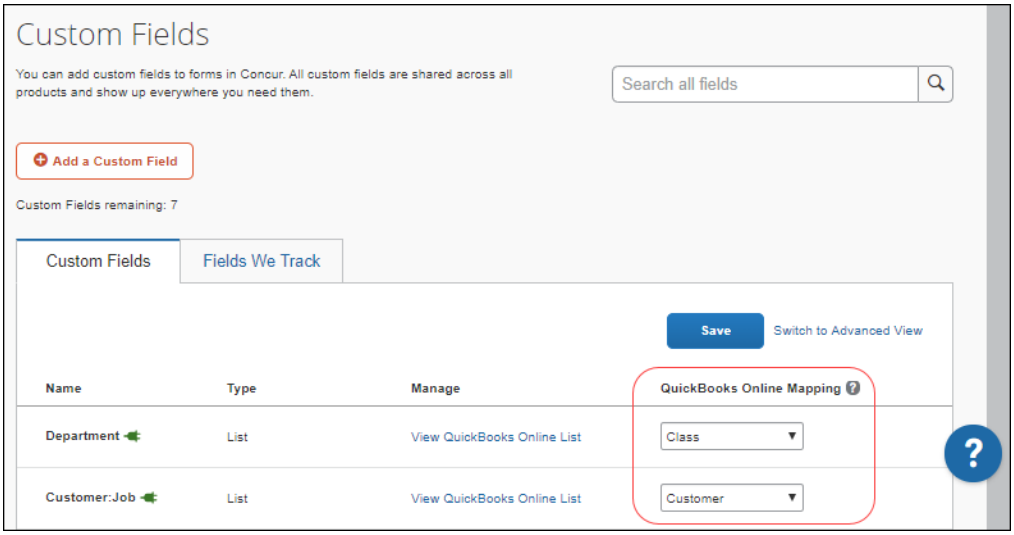


- The functionality of the checkbox for selecting whether or not to link a custom field with integrated accounting software has been merged with the **Financial System List** list in a new column. The name of column is dynamic.

Previous Column Design



New Column Design



Configuration / Feature Activation

These changes are implemented automatically; there are no additional configuration or activation steps.

📖 For more information about custom fields, refer to the *Shared: Custom Fields Setup Guide for Standard Edition*.

Ongoing User Accounts Page Redesigned

Information First Published	Information Last Modified	Feature Target Release Date
March 2020	--	April 30 – June 11

Overview

The **User Accounts** page in Product Settings is in the process of being redesigned. The functionality remains fundamentally the same.

The redesigned pages are being made available to clients in phases during a trial period. A small number of clients can opt in now to use the redesigned interface. Between April 30 and June 11, additional clients will be given access to opt into the redesigned interface. On June 11 the new interface will become the only user management interface available to clients.

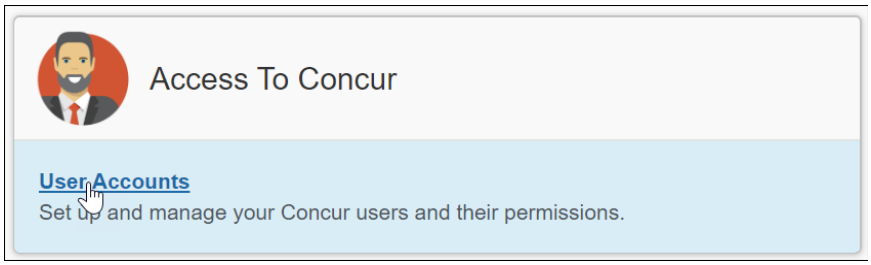
BUSINESS PURPOSE / CLIENT BENEFIT

The redesigned user management interface provides a better end user experience.

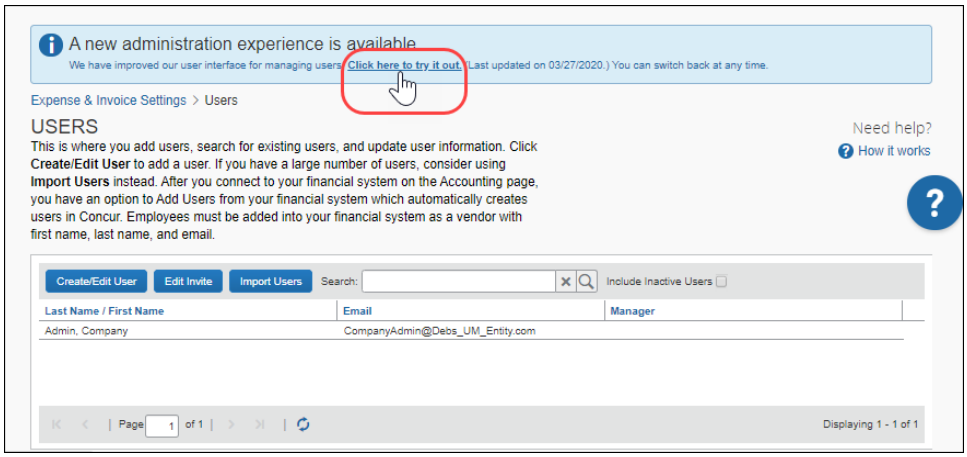
What the Administrator Sees

PRODUCT SETTINGS

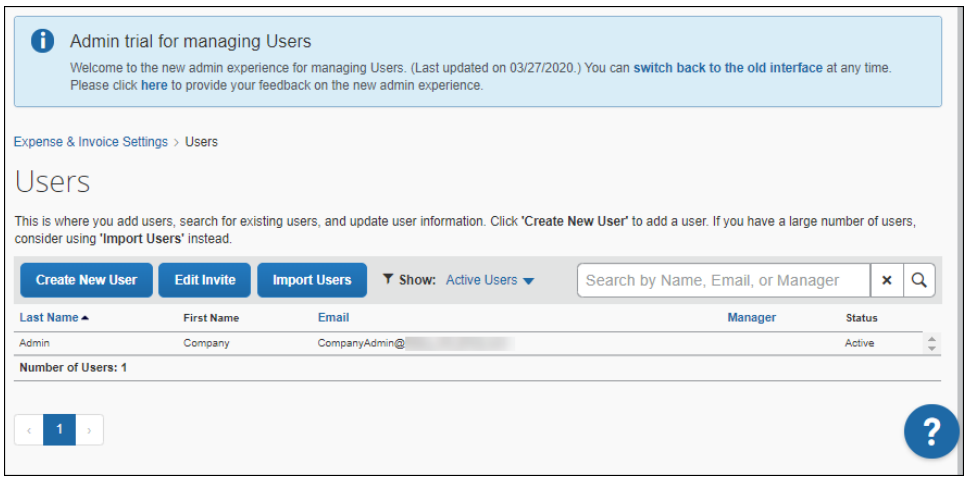
In Product Settings, when an administrator clicks **User Accounts** the legacy **Users** page appears.



A banner appears at the top of the **Users** page alerting the administrator that a new administration experience is available, and they can click the **Click here to try it out** link to switch to the redesigned interface.



The redesigned **Users** page appears.

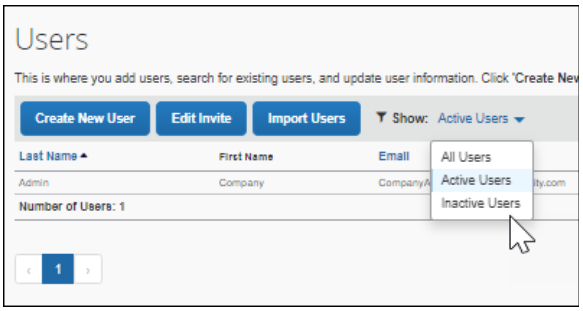


USERS PAGE

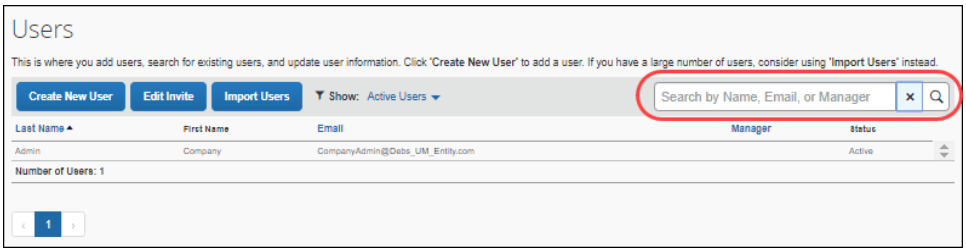
On the **Users** page the administrator sees the following changes:

- The **Create/Edit User** button has been renamed to **Create New User**.
- There are separate columns for first and last name.
- A **Status** column has been added.

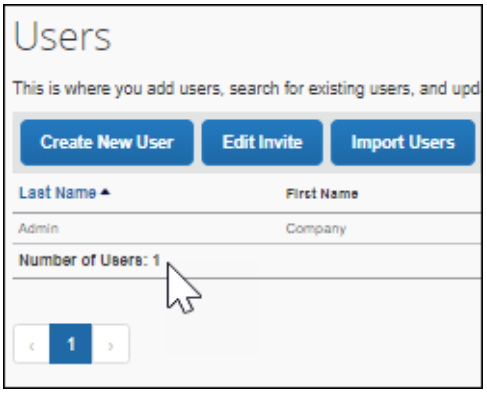
- The **Include Inactive Users** checkbox has been replaced with a filter that is set to **Active Users** by default. The filter enables the administrator to display all users, only active users, or only inactive users.



- The **Search** field has been moved and includes text that indicates which search parameters can be used to find users.

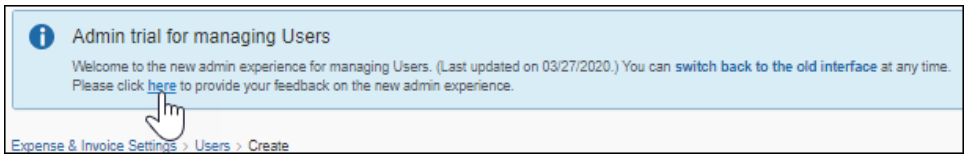


- The number of users in the current list (filtered list or search results list) is displayed at the bottom of the list of users.

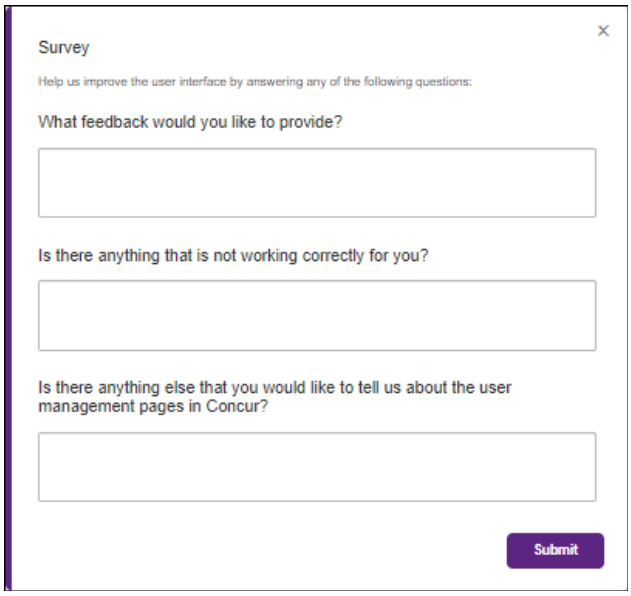


During the trial phase, a banner appears at the top of the redesigned **Users** page.

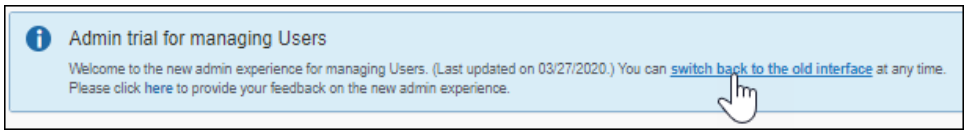
Within the banner, the administrator can provide feedback on the new design by clicking on the **here** link.



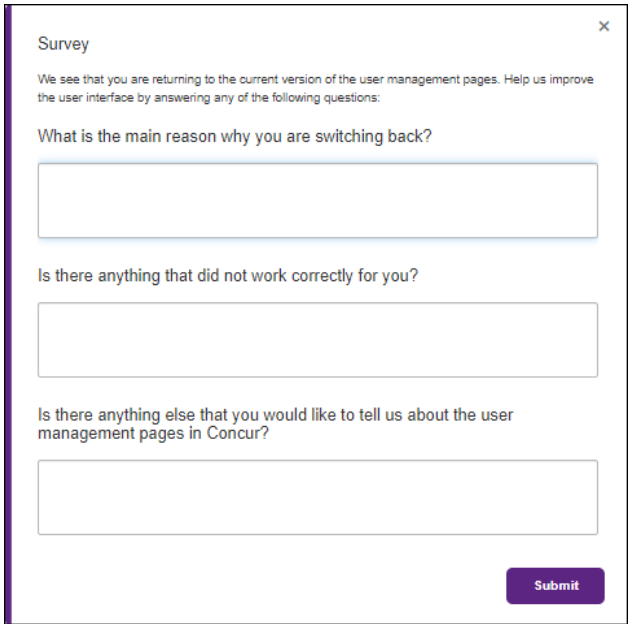
When the adminstrator clicks on the **here** link, a short survey appears.



Within the banner, the administrator can also click the **switch back to the old interface** link to switch to the legacy design.



After clicking the **switch back to the old interface** link a short survey requesting information about why the administrator chose to switch back to the legacy interface appears.



CREATE NEW USER OR EDIT AN EXISTING USER

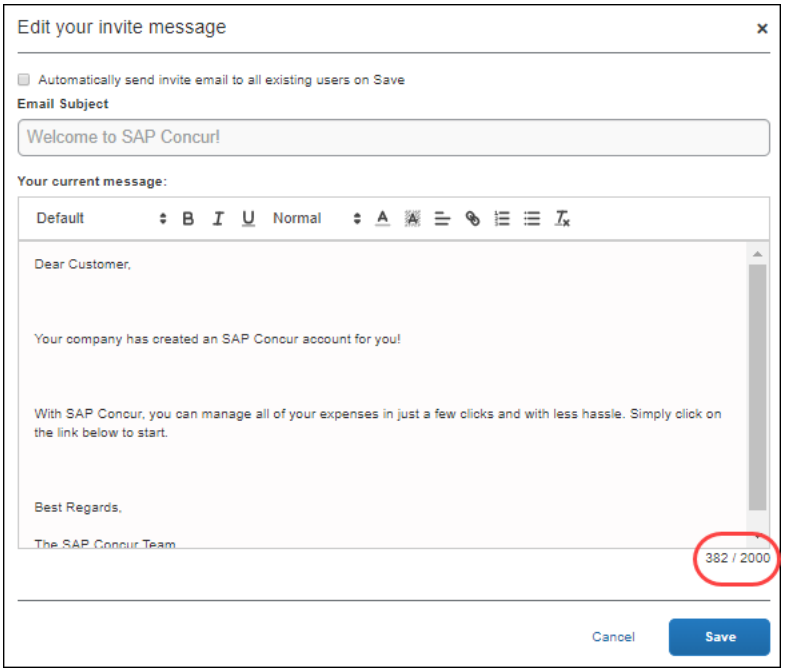
When the administrator clicks the **Create New user** button or double-clicks on a user in the list on the **Users** page, they see the following changes:

- In the **User Information** section, required fields are now marked with a red asterisk and some fields have been moved for better grouping and clarity.
- In the **User Permissions – check all that apply** section, permissions are grouped for visual clarity.

EDIT INVITE MESSAGE

On the **Edit Invite message** page, the administrator sees the following changes:

- The page has been redesigned.
- Some field labels have moved.
- The following changes have been made to the toolbar:
  - The tool for changing the size of the text in the message has been updated.
  - The icons for some tools have been updated.
  - The tool for changing text alignment is now a list.
  - The window for entering a hyperlink has been updated.
  - The source editing tool has been replaced with a tool that clears text formatting.
  - Character count and character limit now appear below the message text field.



IMPORT USERS

The **Import Users** window has been redesigned.

Configuration / Feature Activation

Between now and June 11, after the redesigned user interface is enabled, administrators can click the **Click here to try it out** link to try the redesigned pages. During the trial period, if the administrator wants to switch back to the legacy design, they can click the **switch back to the old interface** link.

Beginning on June 11, this feature will be automatically available and the old interface will no longer be available. No additional configuration or activation steps will be required.

Authentication

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	March 6, 2020	Phase I: July 2019 Phase II: July 2020

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur will soon begin the deprecation process of removing Hash-Based Message Authentication Code (HMAC) as an SSO option. The replacement service for HMAC is SAML SSO is a self-service method of setup whereby client admins have access within SAP Concur to complete their SAML connections.

Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released (targeted for Q2 2020). The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. (See below for more information.)
- Travel Management Companies (TMCs) prepare for onboarding new SAP Concur clients using the new SSO self-service tool, which is targeted for release in Q2 2020.

- Once the SSO tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded using the new SSO self-service tool.
- Existing clients using HMAC need to be migrated using the new SSO self-service tool.

Phase II:

- Travel Management Companies (TMCs) continue migrating existing SAP Concur clients from the HMAC service to the new SSO self-service tool.
- Shut down the HMAC service after everyone has migrated from HMAC to the new SSO self-service tool. Phase II is targeted to end mid-year 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Important – Migration for TMCs

Travel Management Companies (TMCs) will be largely impacted and should begin testing SAML SSO now to prepare for migration to the new SSO self-service tool.

TMCs need to set up SAML SSO instead of HMAC for their new clients. Setting up SAML SSO now allows more time for TMCs to test the SSO self-service tool and train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs first need to support SAML 2.0. TMCs need to contract for or develop their SAML 2.0 solution. TMCs need to have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

Important – Migration for Legacy HMAC Clients

Clients should begin testing SSO immediately to prepare for migration to the new SSO self-service tool.

To prepare for Phase I of the HMAC deprecation:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients can configure the SSO self-service tool as soon as it is released in Q2 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes.

Old Sign In Experience No Longer Available

Overview

On October 31, 2019, SAP Concur introduced a new experience for users signing into SAP Concur.

Since introducing the new sign in experience, users have been able to choose between signing in through the new **Sign In** page and reverting to the old sign-in experience. Beginning with the May release, the old sign-in experience is no longer available.

BUSINESS PURPOSE / CLIENT BENEFIT

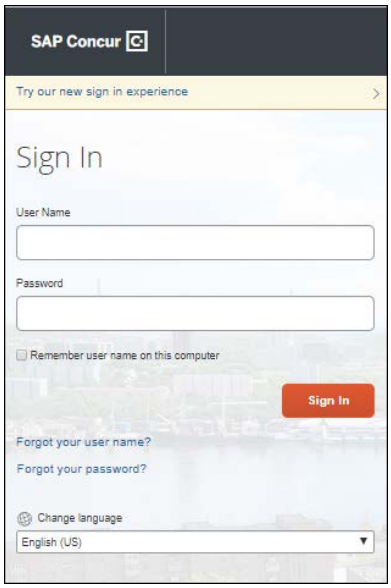
The new sign-in experience provides better security and is faster and more convenient for users logging in to SAP Concur products and services. This change makes the sign-in experience uniform for all users.

What the User Sees

Beginning on October 31, 2019, users were incrementally given access to the new sign-in experience.

When a user opened the SAP Concur **Sign In** page, they saw the new **Sign In** page, and, at the top of the page, they saw a **Take me back to the old Sign In experience** link.

When the user clicked the **Take me back to the old Sign In experience** link, they saw the legacy **Sign In** page.



Beginning with the May release, users no longer see the message at the top of the new **Sign In** page, and they cannot revert to the old experience.

Configuration / Feature Activation

There are no configuration or activation steps; This change occurs automatically.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020.

After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Miscellaneous

Users Connecting to the US Data Center Are Redirected to us1.concursolutions.com

Overview

Beginning in May, users who connect to the US Data Center through www.concursolutions.com will be redirected to us1.concursolutions.com.

NOTE: This change does not impact the Base URI (Instance URL) used in API calls to the SAP Concur solutions US Data Center.

BUSINESS PURPOSE / CLIENT BENEFIT

This change makes the format of the URL for SAP Concur data centers consistent from one data center to another. For example, users connecting to the EMEA data center are redirected to eu1.concursolutions.com.

Configuration / Feature Activation

Users are automatically redirected. There are no configuration or activation steps.

New SSL Certificate for concursolutions.com (Apr 14)

Overview

To ensure the ongoing security of our products and services, SAP Concur has issued a new concursolutions.com SSL certificate.

NOTE: The previous certificate expired on April 14, 2020.

Any client who pinned an expired certificate must update to the new certificate. If the pinned certificate has not been updated, your organization and users will experience disruption to SAP Concur products and services.

Clients who did not pin the certificate do not need to take any action as the new certificate is updated automatically. Most clients do not pin the certificate.

⚠ **Important**: As an enhancement to our Security and Compliance program, this certificate will be updated on an annual basis.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

Please consult with your IT department to check if this applies to you.

The new SSL certificate can be accessed here:
http://assets.concur.com/concurtraining/cte/en-us/concursolutions.cert.pem

Supply this URL to your IT department.

To save the certificate, click the link above, select all the text in the browser, copy it to a file, then name the file *concursolutions.cert.pem*.

Modified Home Page Appears When Some Products and Services Are Unavailable (Mar 20)

Overview

When a user signs into SAP Concur, if some products or services are unavailable, a modified version of the user's **Home** page appears, providing access to the products and services that are up and running.

Prior to implementing this improvement, if a user attempted to sign in to SAP Concur when one or more products or services was not available, a 503 (service unavailable)

message appeared, the user's **Home** page could not be accessed, and the user had to wait until all services and products were available before signing in to SAP Concur.

NOTE: The products and services that appear on a user's **Home** page are specific to the user and they might differ from user to user.

BUSINESS PURPOSE / CLIENT BENEFIT

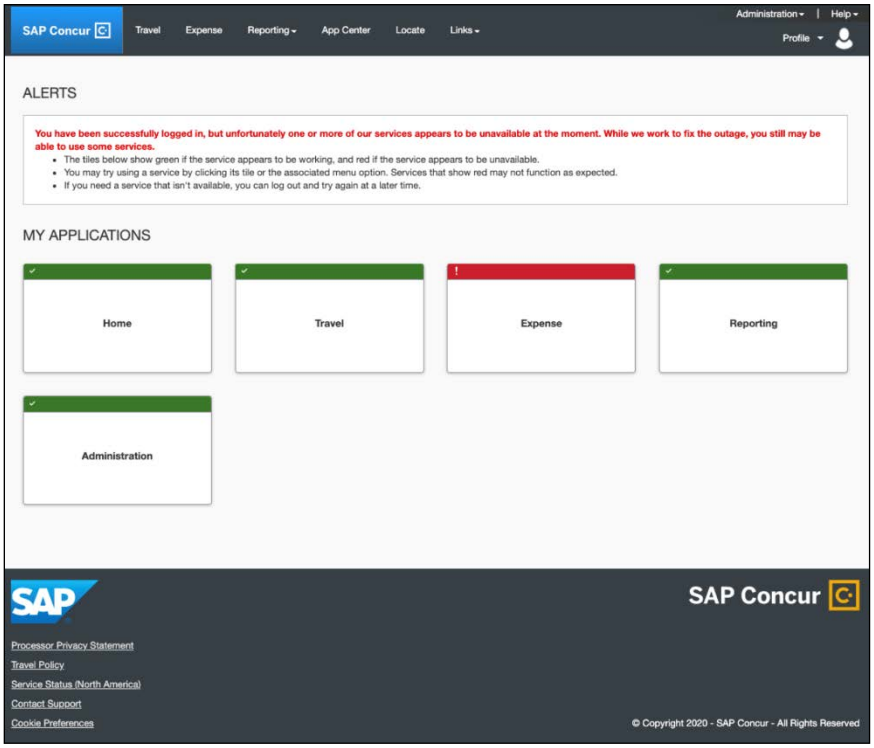
This enhancement enables users to complete tasks that rely on the products and services that are up and running even when other products and services might be unavailable.

What the User Sees

When the user signs in, SAP Concur determines which products and services are available to the user.

When the user signs in, SAP Concur determines which products and services are available to the user. If any products and services are unavailable, SAP Concur presents the user with a modified **Home** page that includes tiles for each service.

Services that are up and running are signified by a green bar and checkmark at the top of the tile. Services that are not available are signified by a red bar and exclamation point at the top of the tile. In addition, a message displays indicating that one or more products or services are currently unavailable.



NOTE: For users with access to Concur Open (open.concur.com), Concur Open uses a different process for determining the up and down time of products and services. As a result, it might take slightly longer for Concur Open to reflect the immediate availability of a product or service.

Configuration / Feature Activation

This enhancement is automatically available; there are no additional configuration or activation steps.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Download to Excel From Unsubmitted Invoices and Unsubmitted Purchase Orders Views

Overview

In a future release, clients will be able to export data from the **Unsubmitted Invoices** and **Unsubmitted Purchase Orders** views on the **My Invoices** page.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download to Excel** button in the **Unsubmitted Invoices** and **Unsubmitted Purchase Orders** views on the **My Invoices** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Invoice Pay

Planned Changes Security Enhancements for Checks – STATUS UPDATE

SAP Concur is currently in the process of re-evaluating this change. With the next release, this information will be removed. If this change is again considered, information will appear in the release notes document.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

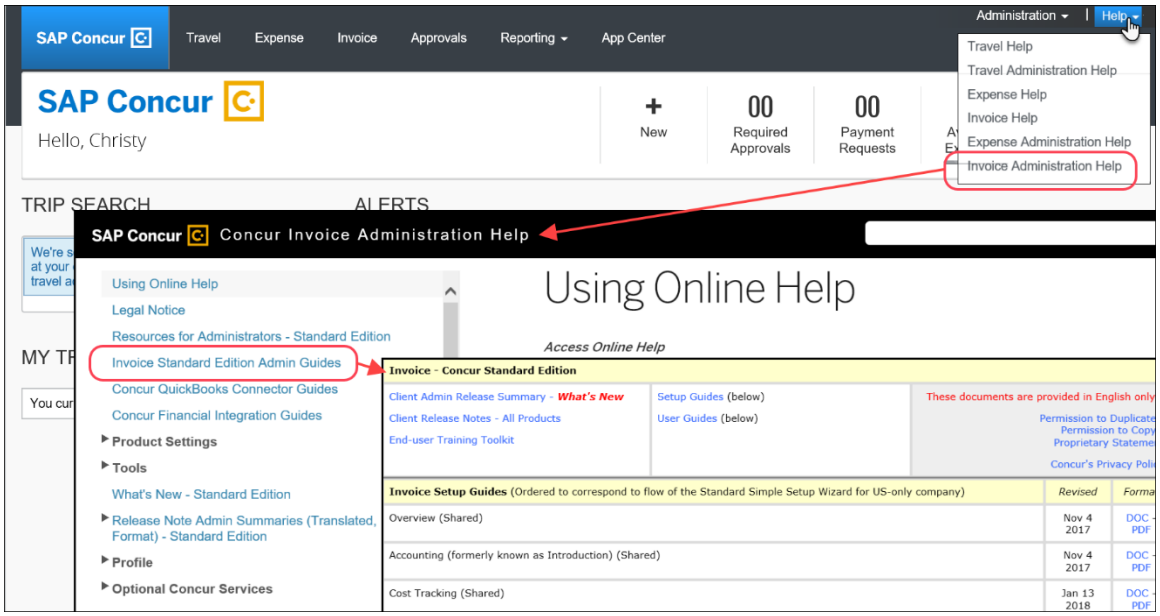
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

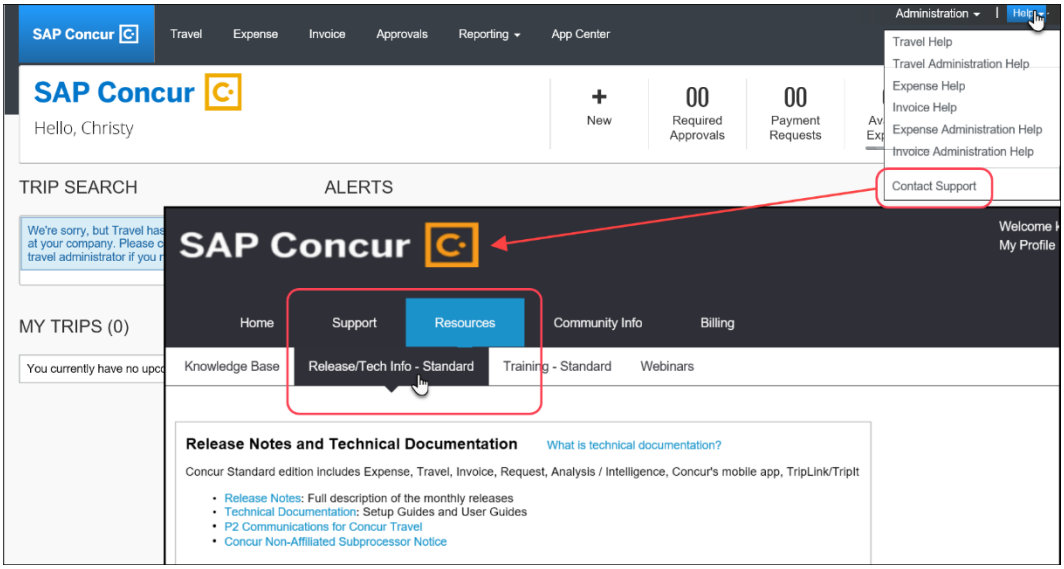


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: June 24, 2020 Update #1: Wednesday, June 24, 3:30 PM PST	Client FINAL
Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China data centers will be updated on a future date. Refer to the release notes for the June release details.	

Contents

Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China

Update #1: Wednesday, June 24, 3:30 PM PST

Legal Disclaimer

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Update #1: Wednesday, June 24, 3:30 PM PST

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice and Purchase Request

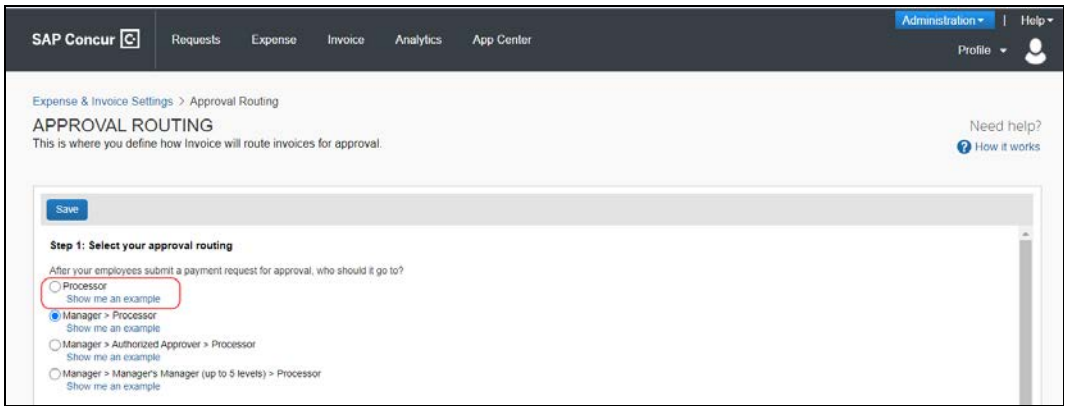
New Invoice and Purchase Request Processor Only Workflow Option

Overview

Concur Invoice now provides a processor-only option for approving non-PO invoices and purchase requests.

The processor-only option is the default setting. This option simplifies the approval workflow process and eases initial user administration setup. For smaller businesses, this option may be preferred because it removes a duplicate approval process.

Processor option for non-PO invoices



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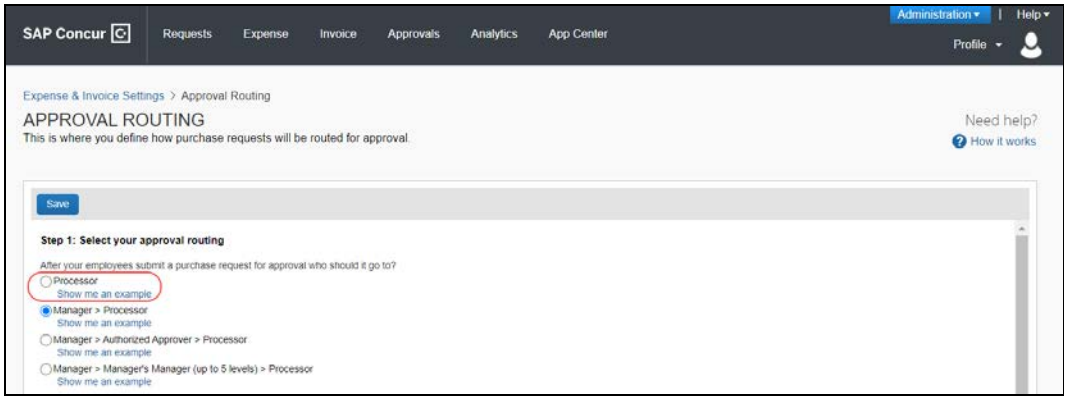
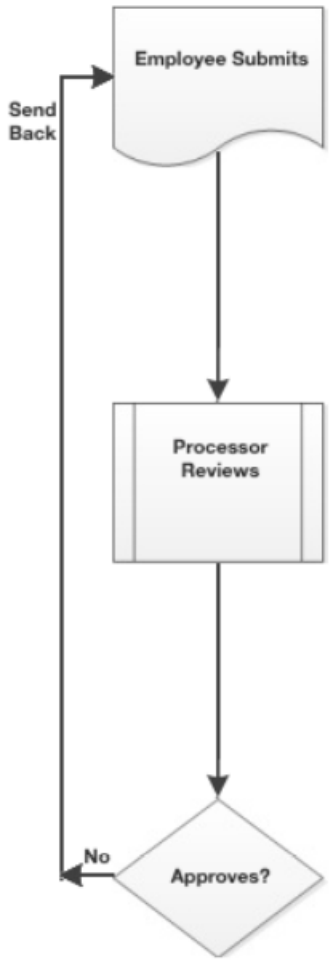
Processor option for purchase requests



Clients can still opt to include a manager approval step in their company's workflow. If clients select a manager approval step for their company's workflow, a message appears on the **Approval Routing** page notifying them that they now need to assign a user as the manager approver for each user record on the **Users** page.

Example – Employee to Processor Workflow

An employee clicks **Submit Invoice** or **Submit** for an invoice or purchase request totaling $500. The invoice or purchase request goes to the company's processor who is permitted to approve any amount, and who, after careful consideration, clicks **Approve**. The invoice or purchase request status is set to *Pending Payment*.



BUSINESS PURPOSE/CLIENT BENEFIT

This feature provides small businesses with a simplified approval workflow process by removing a duplicate approval process.

What the Admin Sees

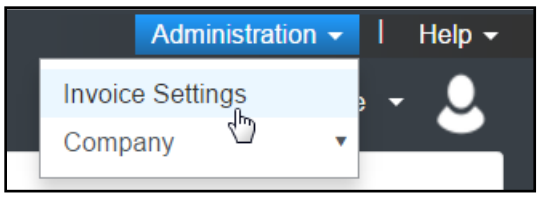
The admin will see a new approval workflow option on the **Approval Routing** page.

Configuration / Feature Activation

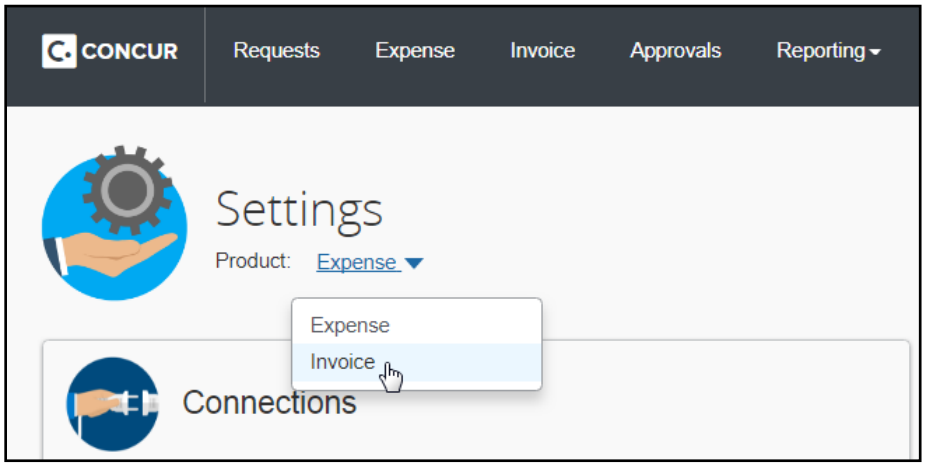
Client admins configure the processor-only option on the **Approval Routing** page.

To access the Approval Routing page:

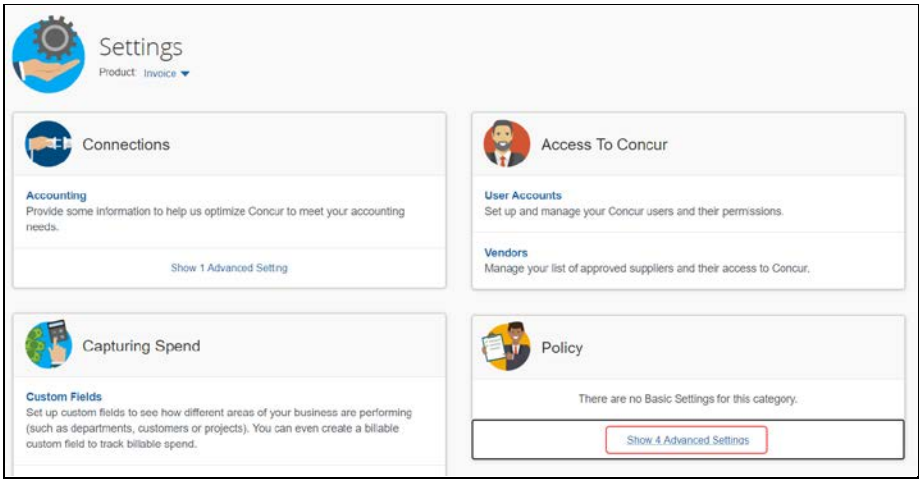
1. Click **Administration** > **Invoice Settings** or **Expense & Invoice Settings**.



2. In the **Product** list, click *Invoice*.



3. In the **Policy** section, click **Show Advanced Settings**.



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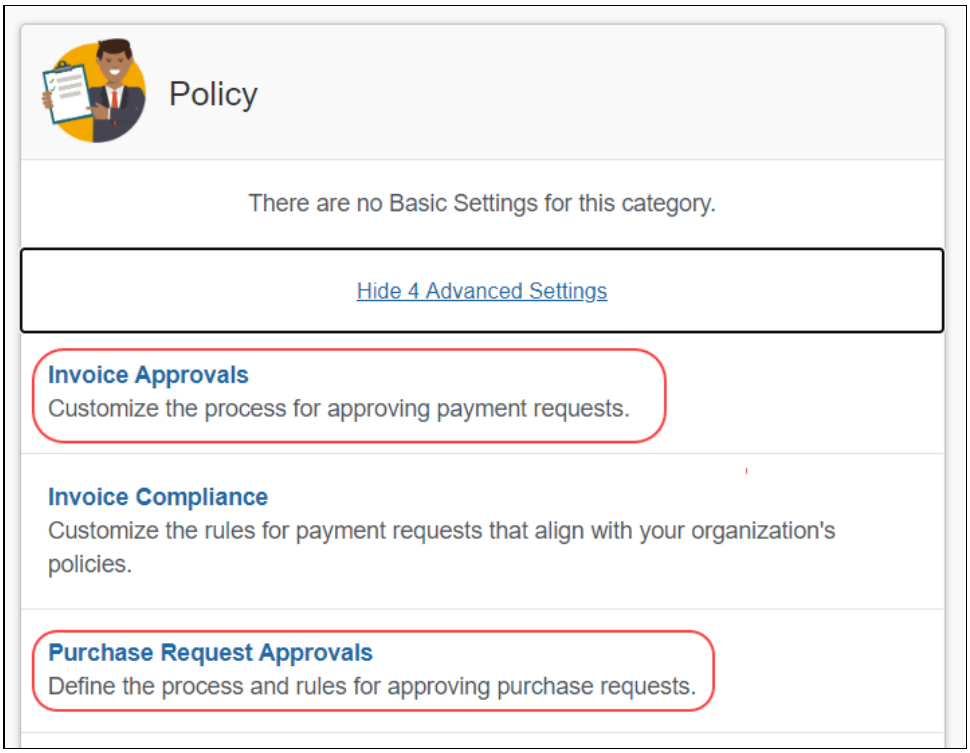
4. Click **Invoice Approvals** or **Purchase Request Approvals**.



The **Approval Routing** page appears.

5. Select the **Processor** option. The images show approval routing for non-PO invoices and purchase requests respectively.

6. Click **Save**.

Data Retention

Country Code Now Obfuscated When User Data Is Removed

Overview

As of June 2, 2020, when user data is removed in accordance with a data retention policy, the country code associated with removed users is obfuscated by setting the country code to XX (Inactive).

Previously, the country code for removed users was set to US by default.

NOTE: This change does not impact records for users that were removed before June 2, 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This improves reporting by consistently setting the country code data for removed users to a code designated for that purpose.

Configuration / Feature Activation

There are no configuration or activation steps; This change occurs automatically.

Financial Integration

Xero Accounting Integration now Available

Overview

SAP Concur and Xero are partnering to make accounting for expenses in Xero Accounting easier.

Concur Standard Edition enables participating clients to import Xero Accounting data (master data) into their SAP Concur configuration. This data enables clients to utilize their unique accounting data when entering expenses and/or invoices. The data is updated in SAP Concur regularly. The master data export loads employee and invoice vendors/suppliers from Xero Accounting to SAP Concur during the implementation.

The financial posting process sends expense reports and invoices that are ready to be posted from SAP Concur to Xero Accounting, utilizing APIs from the SAP Concur Platform. SAP Concur sends the expense data as a vendor bill (for cash

reimbursements) or as a credit card transaction (for credit card charges). The integration sends the invoice data as a vendor bill. The integration manages the transmission of expense and invoice data from SAP Concur to Xero Accounting, and the transmission of status information back to SAP Concur. The financial posting happens as soon as the report or invoice is approved for payment, without waiting for a batch schedule. The client sees financial posting status information in the audit trail of the expense report or invoice. The expense or invoice processor can view problems with the posting, allowing them to correct errors and re-send the information quickly.

BUSINESS PURPOSE / CLIENT BENEFIT

This integration makes it easier for clients to manage their accounting information in both SAP Concur and Xero Accounting.

Configuration / Feature Activation

The integration with Concur Expense and Concur Invoice is available for clients who purchase Xero Accounting Integration.

📖 For configuration information, refer to *Shared: Xero Accounting Setup Guide for SAP Concur Standard Edition* and the *Xero Accounting Financial Integration FAQ*.

Product Settings

Custom Fields Page Redesigned (May 27)

Overview

The **Custom Fields** page in Product Settings has been redesigned. No existing features or functionality have been removed. Some functionality has moved.

The redesigned **Custom Fields** page includes the following significant changes:

- The page has been renamed from **Manage Custom Fields** to **Custom Fields.**
- The **Custom Fields** page now includes two tabs, **Custom Fields** and **Fields We Track**.
- Some functionality that was previously accessed from the **Custom Fields** page has been moved to a new page, **Manage Visibility**.
- Search functionality has been added to the **Custom Fields** page.
- The **Custom Fields** tab provides a **Basic View** and an **Advanced View**.
- Guided setup functionality is included on the **Manage Visibility** page.

In addition to these significant changes, minor and cosmetic changes have also been made to the **Custom Fields** page.

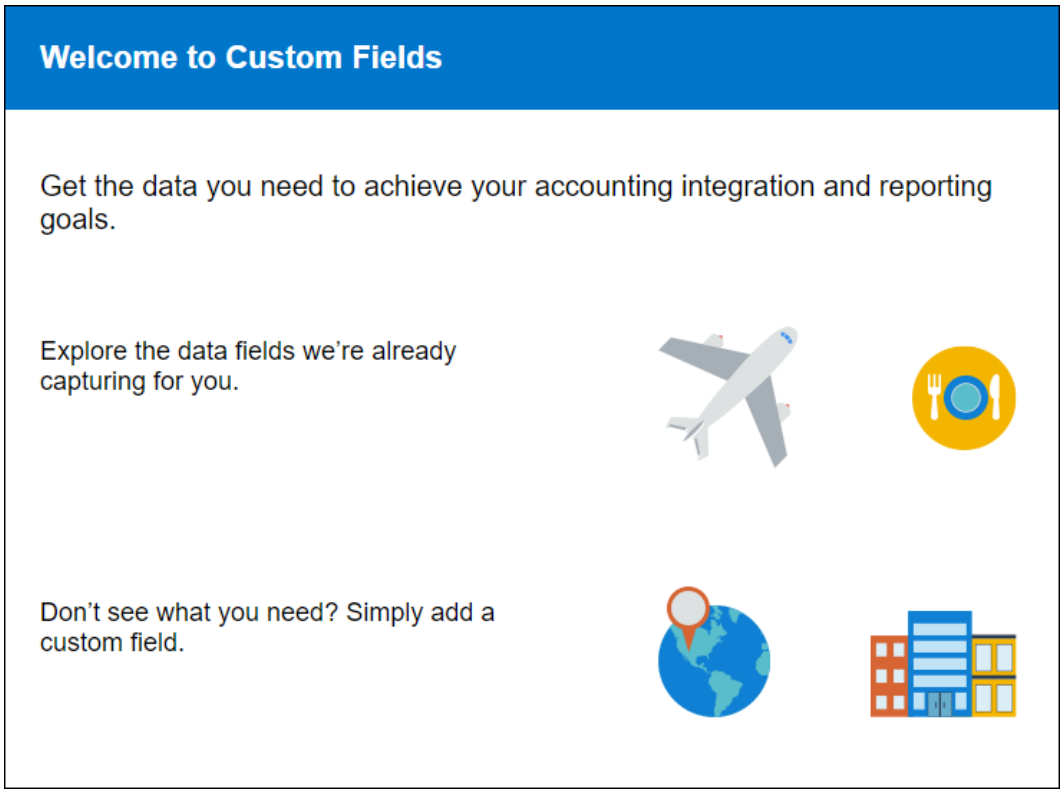
BUSINESS PURPOSE / CLIENT BENEFIT

These updates improve custom field management by providing a better end user experience.

What the Administrator Sees

WELCOME TO CUSTOM FIELDS SCREEN

The first time the admin opens the **Custom Fields** page in Product Settings, they will see a welcome screen.



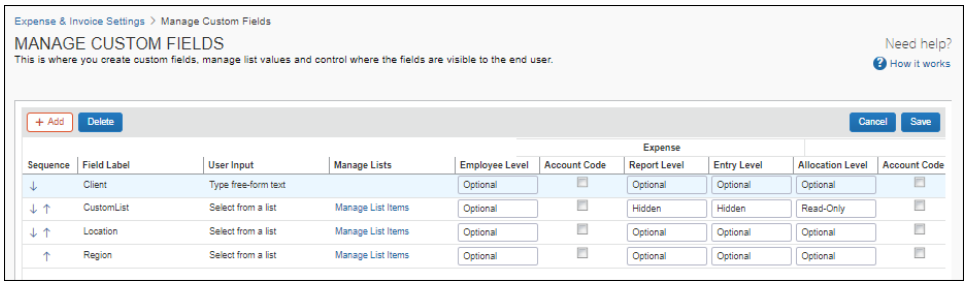
CUSTOM FIELDS PAGE

On the **Custom Fields** page, the admin sees the following changes:

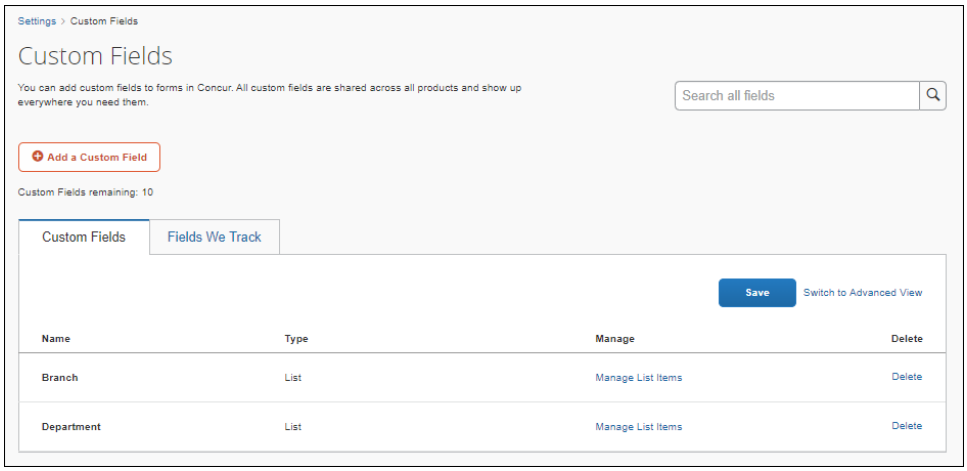
- A **Custom Fields** tab has been added.
- A **Fields We Track** tab has been added.
- A **Search** field has been added.
- The **Add** button has moved and has been renamed to **Add a Custom Field**.

- The **Delete** button has moved.
- The **Cancel** button has been removed.
- A **Switch to Advanced View** link has been added.
- The ability to change the sequence of the custom fields is not immediately visible.
  - This functionality has been moved to the new **Advanced View**.
- Some columns, such as **User Input** and **Manage Lists**, have been renamed.
- Some columns, such as **Employee Level** and **Report Level,** are not immediately visible.
  - The functionality related to these columns has been moved to the new **Manage Visibility** page.
- The checkboxes for setting which fields drive alternate account codes for Concur Expense and/or Concur Invoice are not immediately visible.
  - This functionality has been moved the new **Advanced View**.
- A custom field counter has been added.
  - SAP Concur Standard supports a maximum of 12 custom fields. The custom field counter helps the admin track how many custom fields they have remaining.

Previous Manage Custom Fields Page



New Custom Fields Page

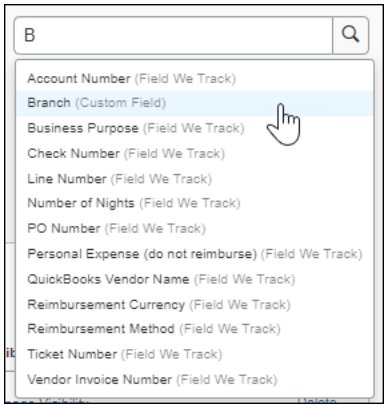


SEARCH

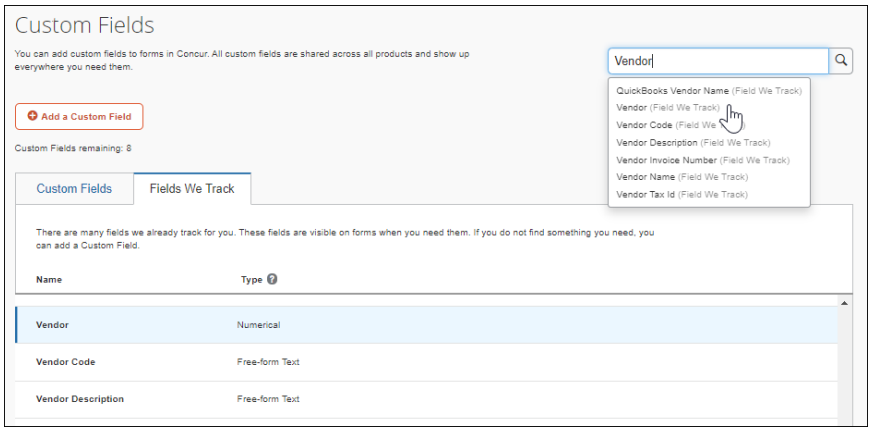
On the **Custom Fields** page, the admin can search for existing fields. The search functionality simultaneously searches both the list of fields on the **Custom Fields** tab, and the list on the **Fields We Track** tab. This feature helps the admin determine whether a default or custom field already exists for the data he wants to track and reduces the likelihood that duplicate fields will be created.

The search field is predictive and will present the admin with a list of possible matches as a search term is typed into the field.

The list of possible matches also indicates whether the matched field is an SAP Concur tracked field, or a custom field.



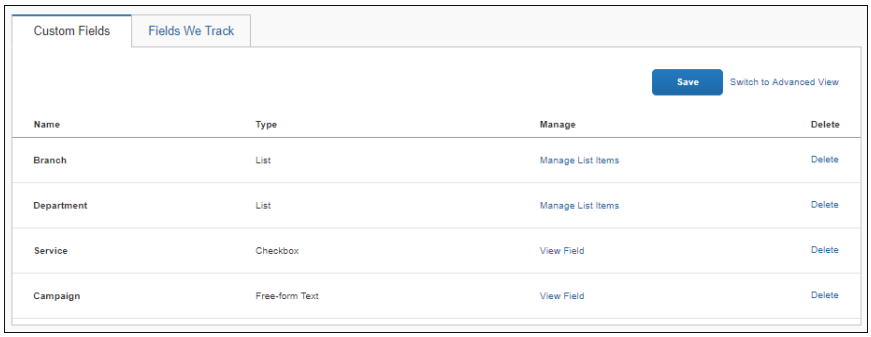
If the admin clicks on a matched field in the predictive list, the field is located and highlighted on either the **Custom Fields** or the **Fields We Track** page.



CUSTOM FIELDS TAB

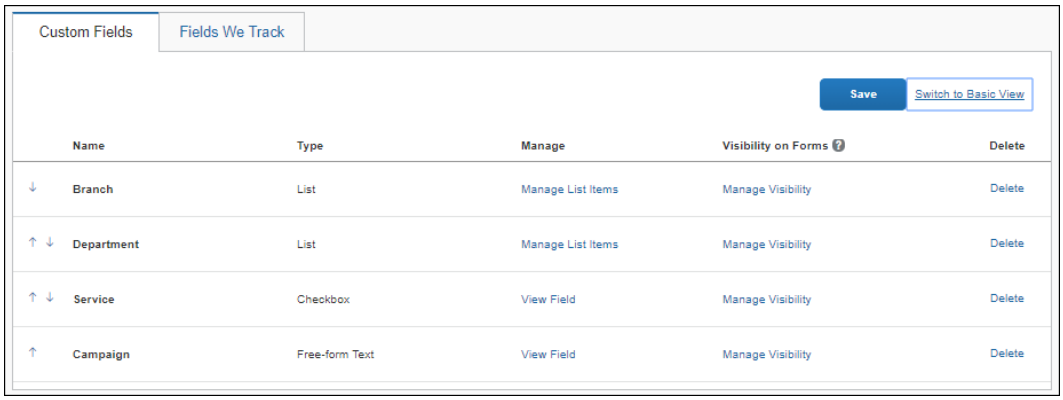
Basic View

In **Basic View**, the admin can perform the most common and essential actions related to managing their custom fields. They can see a list of the custom fields they've created, manage list-type fields, view checkbox and free-form text type fields, delete custom fields, and save changes.

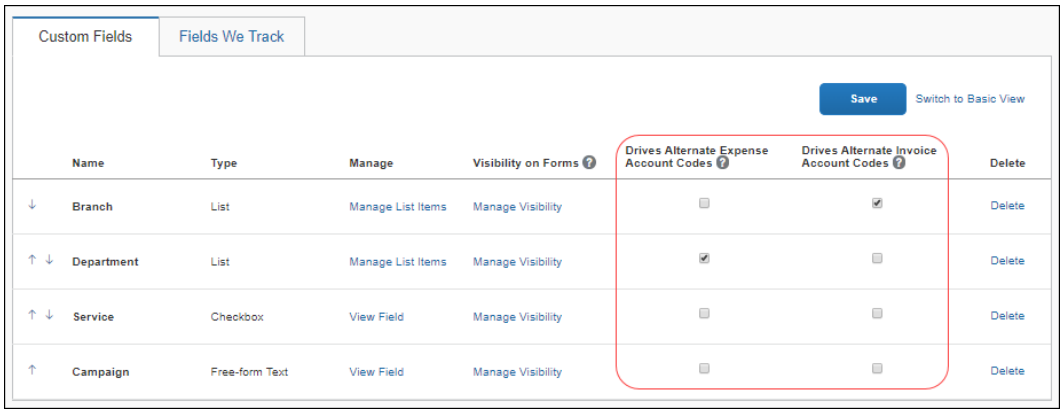


Advanced View

In **Advanced View**, the admin can do everything that can be done in **Basic View.** In addition, they can change the sequence of their custom fields and access the **Manage Visibility** page for each custom field.



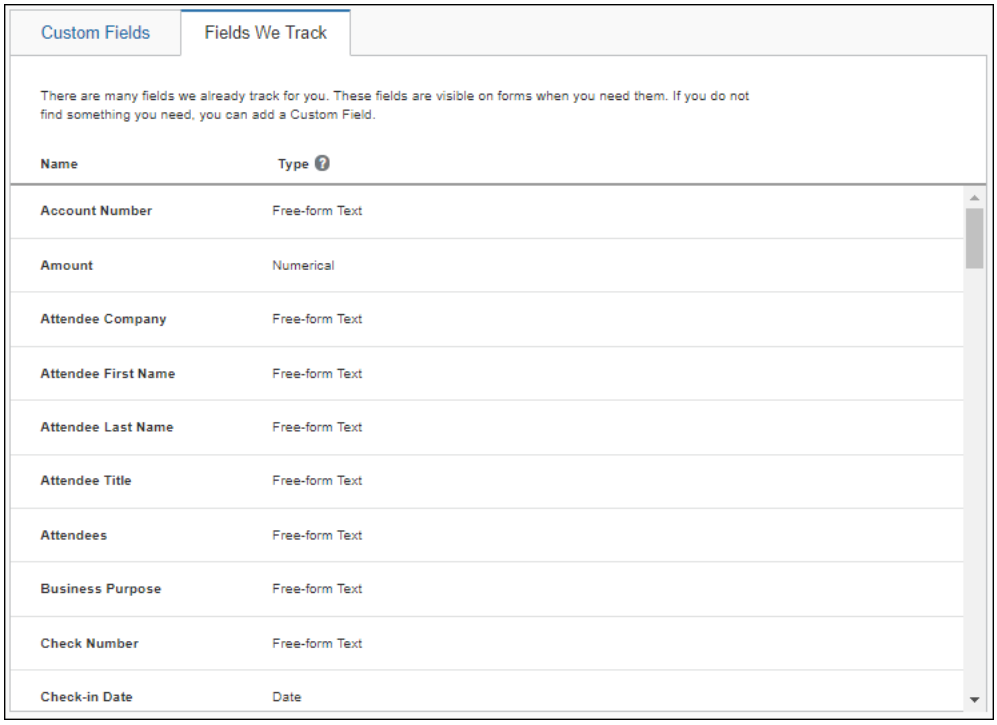
If **Alternate Account Codes** are enabled, additional checkboxes appear in **Advanced View**, enabling the admin to set the custom field that drives alternate account codes for Concur Expense and/or Concur Invoice.



FIELDS WE TRACK TAB

The **Field We Track** tab contains a list of the most common fields that are tracked in SAP Concur solutions by default.

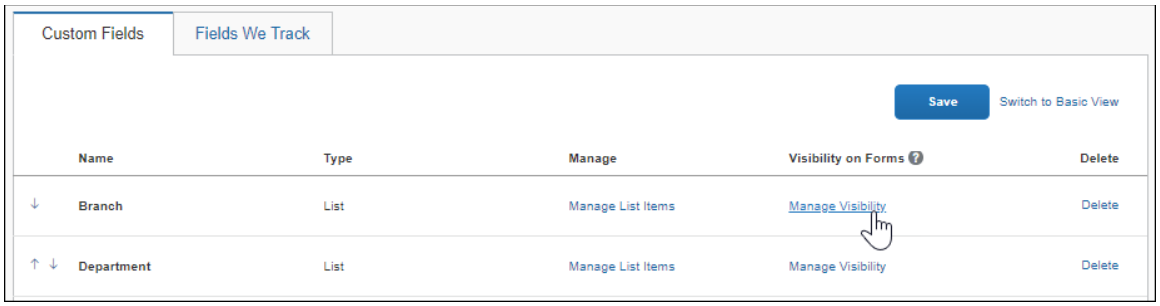
NOTE: The list on the **Fields We Track** tab is not an exhaustive list of the default fields in SAP Concur solutions. It is a list of the most commonly used fields and fields that are most often unnecessarily duplicated.



An admin can search the list of fields on the **Fields We Track** tab to confirm whether a field already exists and is tracked by default or whether they need to create a custom field to track the data they need.

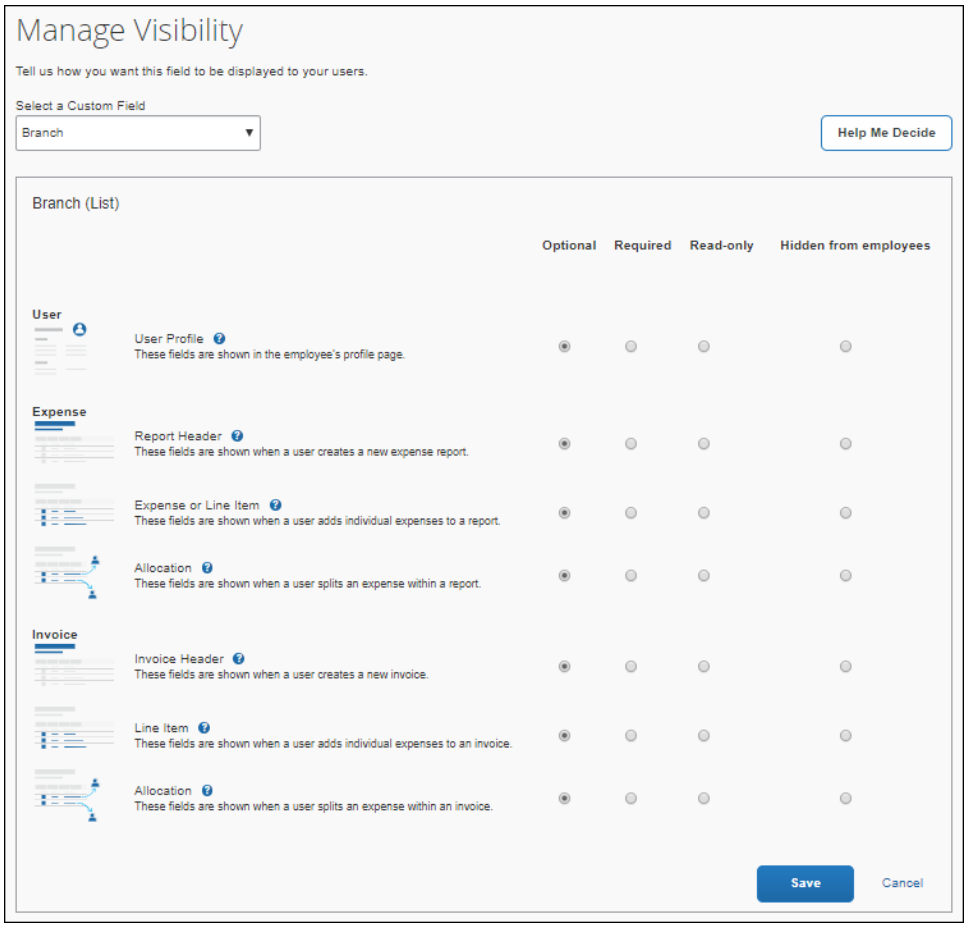
MANAGE VISIBILITY

To Manage Visibility for a custom field, on the **Custom Fields** tab, in **Advanced View**, click **Manage Visibility** in the **Visibility on Forms** column.



The **Manage Visibility** page enables an admin to configure which form(s) a custom field appears on, where on the form it appears, whether employees can see the custom field, and whether the field is required, optional, or read-only. By default, custom fields are visible to employees and are optional (employees can fill in the field, but it is not required).

NOTE: The rows that appear on the **Manage Visibility** page depend on the client's configuration. For example, if the client does not have Concur Invoice, the **Invoice** rows do not appear on the page.



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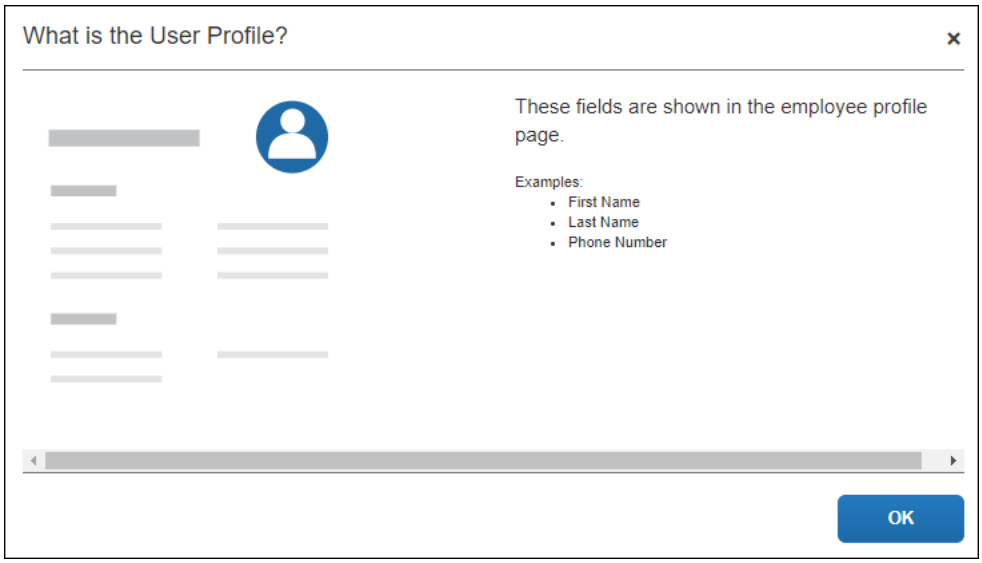
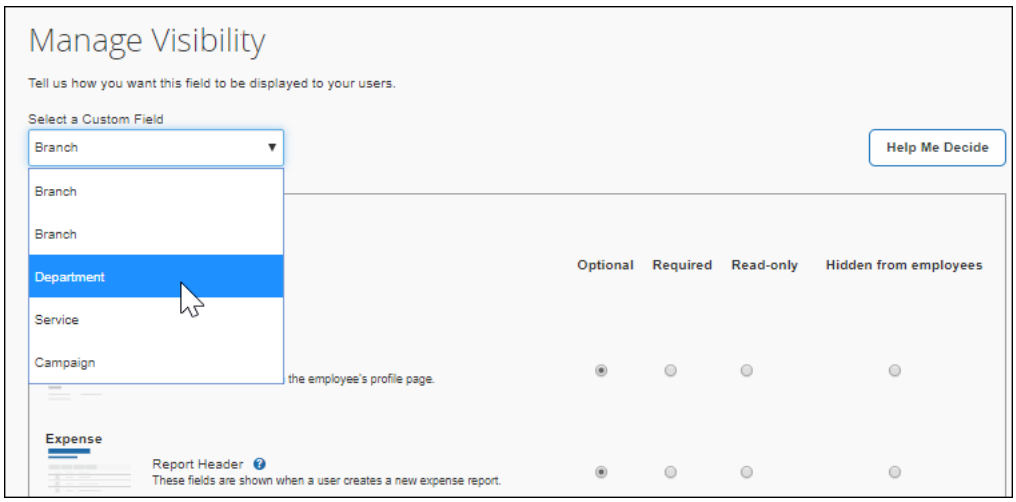
Each row on the **Manage Visibility** page includes a tool tip (?) that provides additional information about the forms to which the custom field will be added.

Clicking the tool tip icon opens a page that describes the relevant form.



After configuring the visibility of a custom field, the admin can configure the visibility of a different custom field by selecting it from the **Select a Custom Field** list.



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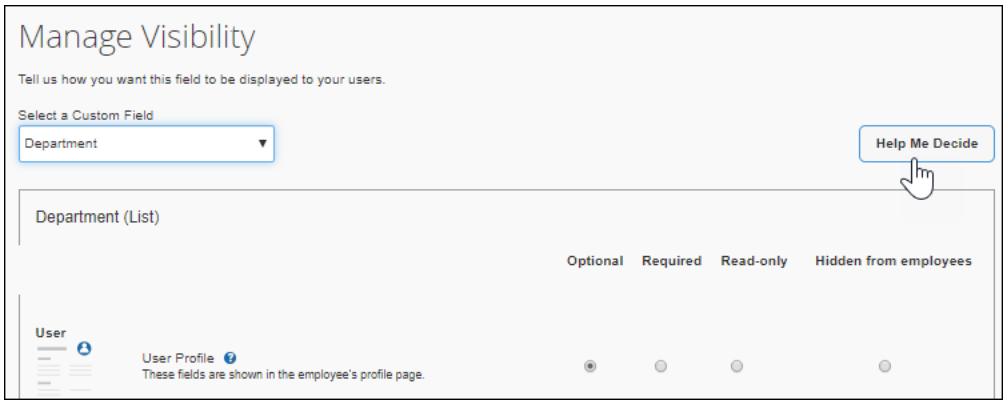
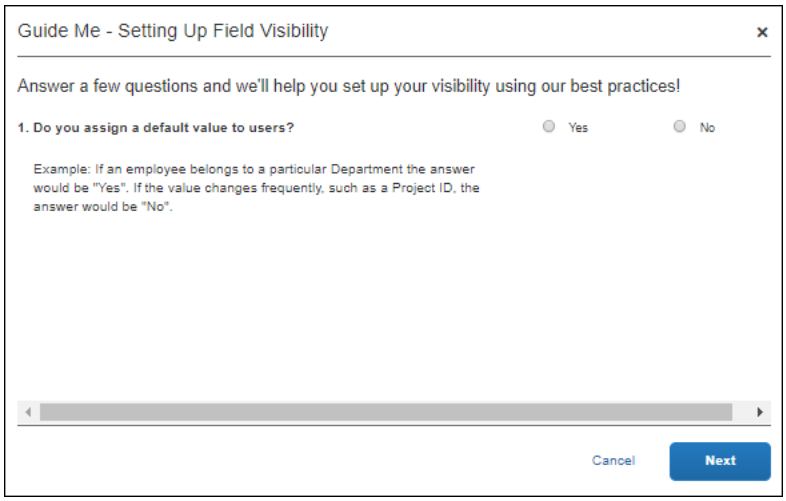
HELP ME DECIDE

The **Manage Visibility** page includes a **Help Me Decide** feature. This feature helps admins set the visibility levels for their custom fields.

To launch the **Help Me Decide** feature, the admin selects the field they want assistance with in the **Select a Custom Field** list, and then clicks the **Help me Decide** button.



The **Guide Me – Setting Up Field Visibility** page appears and the admin is prompted to answer a series of questons that help determine the proper level of visibility for the custom field.



After the admin answers all of the questions, they can click **Set Visibility** to automatically set the visibility of the custom field based on their responses, or click

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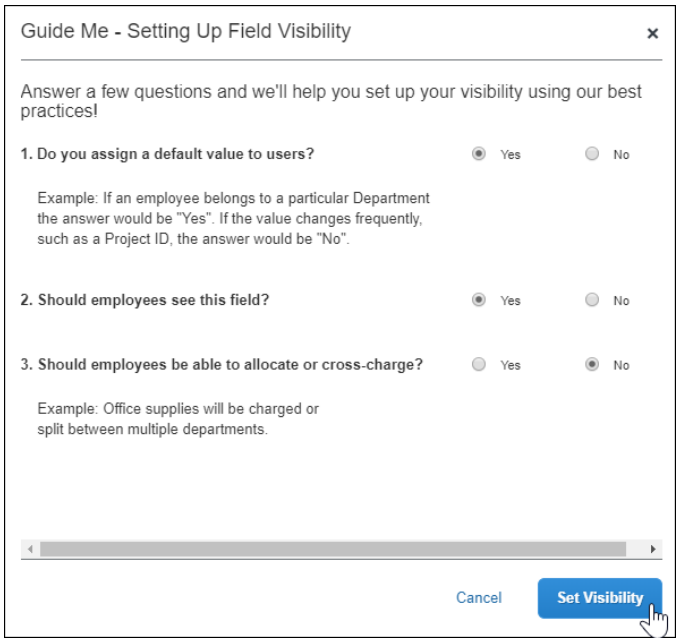
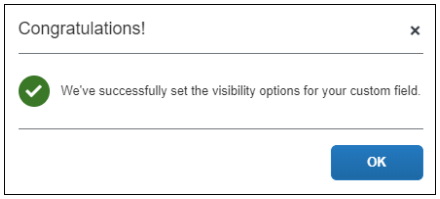
Cancel to exit the **Help Me Decide** feature without making any changes to the visibility settings.



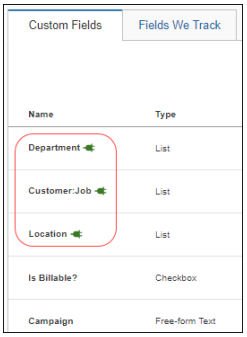
If they click **Set Visibility**, a prompt confirms that the visibility of the custom field has been set.



FINANCIAL INTEGRATION

Admins on entities with integrated accounting software such as QuickBooks will see the following changes in **Custom Fields**.

- In the **Name** column, a green connection icon ( ) indicates which lists are linked to integrated accounting software.



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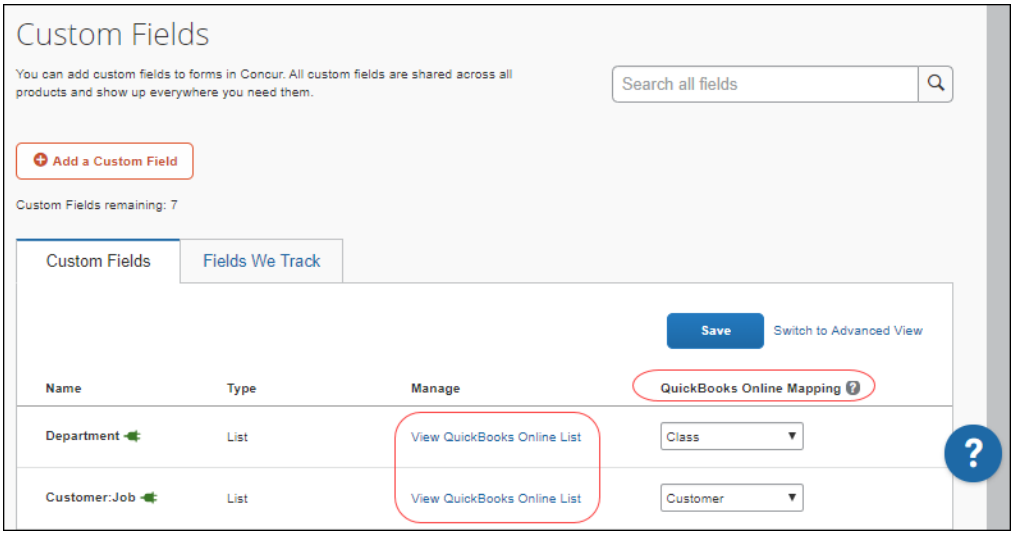
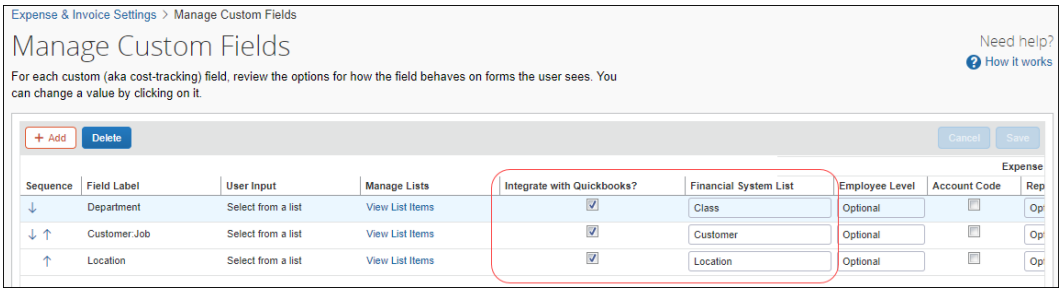
- Column and row labels are dynamic and display the name of the integrated accounting software.



- The functionality of the checkbox for selecting whether or not to link a custom field with integrated accounting software has been merged with the **Financial System List** list in a new column. The name of column is dynamic.

Previous Column Design



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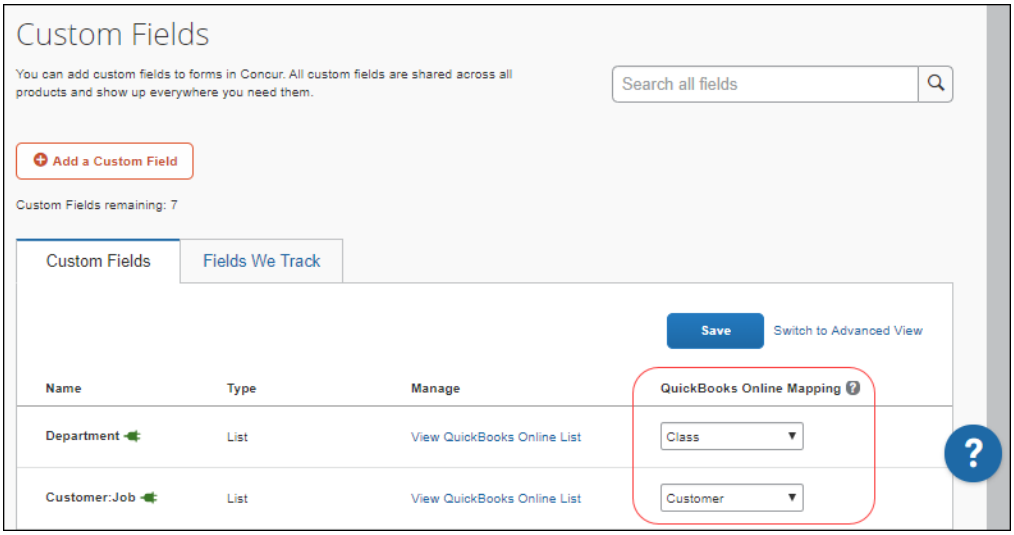
New Column Design



Configuration / Feature Activation

These changes are implemented automatically; there are no additional configuration or activation steps.

For more information about custom fields, refer to the *Shared: Custom Fields Setup Guide for Standard Edition*.

Ongoing User Accounts Page Redesigned

Information First Published	Information Last Modified	Feature Target Release Date
March 2020	June 12, 2020	April 30 – June 25

Overview

The **User Accounts** page in Product Settings has been redesigned. The functionality remains fundamentally the same.

Until June 25, the legacy user interface will be the default interface and clients have the option to switch to the new interface. Beginning on June 25, the new interface will become the default user management interface, and clients will have the option to switch between the new design and the legacy design. They can also provide feedback on the new design through a short, optional survey.

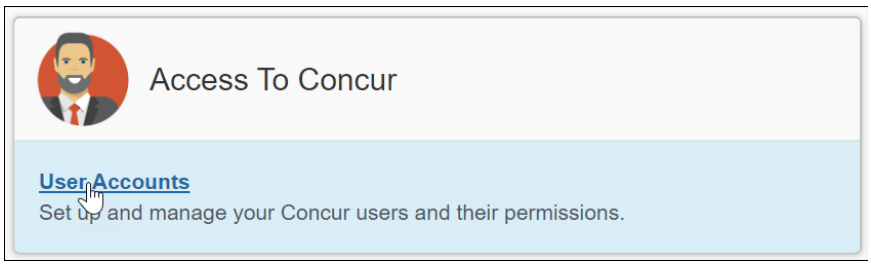
BUSINESS PURPOSE / CLIENT BENEFIT

This redesign refreshes the look of the of the user management interface and provides a framework for future improvements to this administrative area.

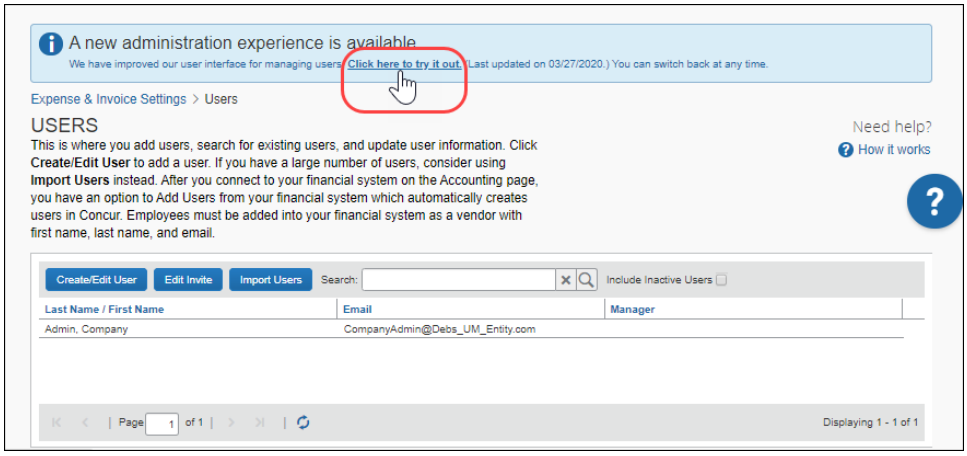
What the Administrator Sees

PRODUCT SETTINGS

In Product Settings, when an administrator clicks **User Accounts** the legacy **Users** page appears.

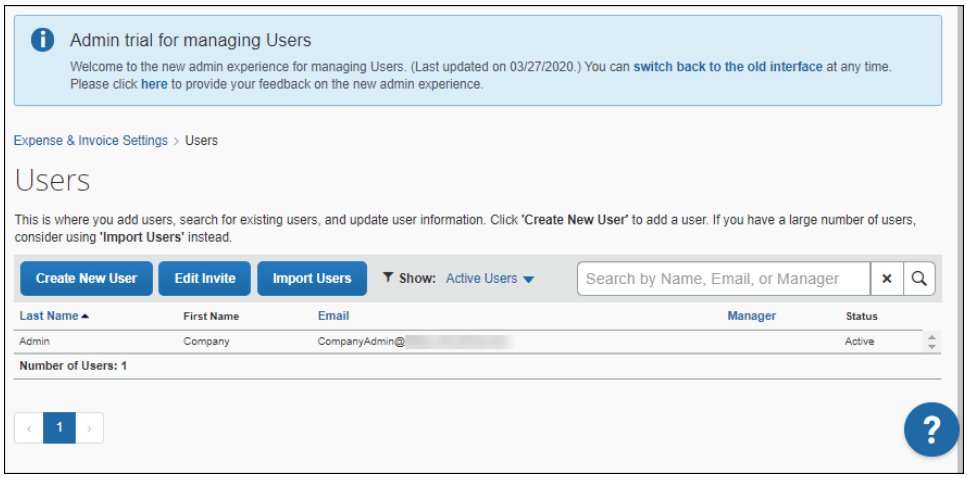


A banner appears at the top of the **Users** page alerting the administrator that a new administration experience is available and they can click the **Click here to try it out** link to switch to the redesigned interface.



Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

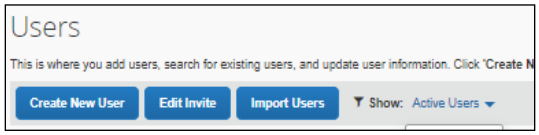
The redesigned **Users** page appears.



USERS PAGE

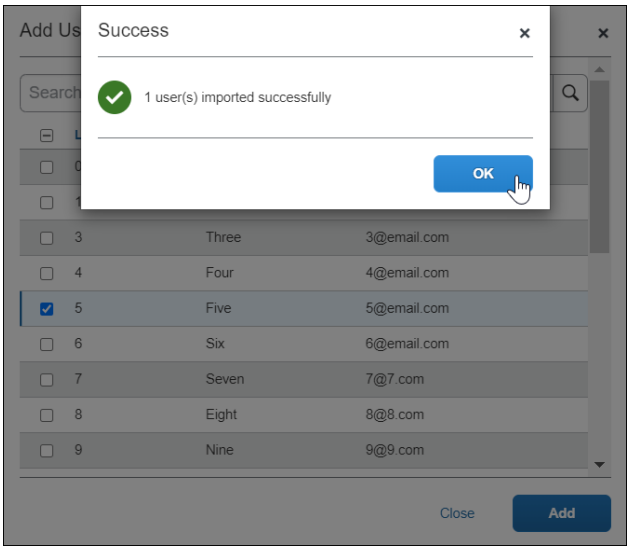
On the **Users** page the administrator sees the following changes:

- The **Create/Edit User** button has been renamed to **Create New User**.



Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

- The button for importing users from integrated accounting software has been moved, and the pages for importing users have been redesigned.

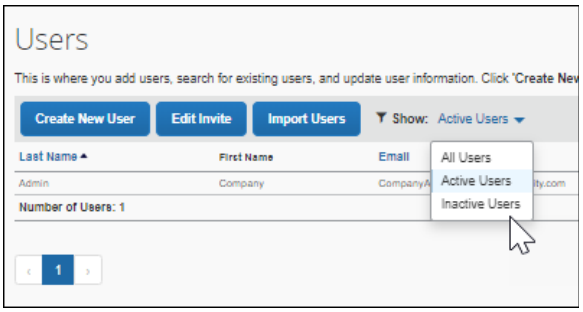


- When importing users from integrated accounting software, if any users fail to import or produce errors during the import process, an **Import User Results** page displays a list of the users that failed or produced errors on import.

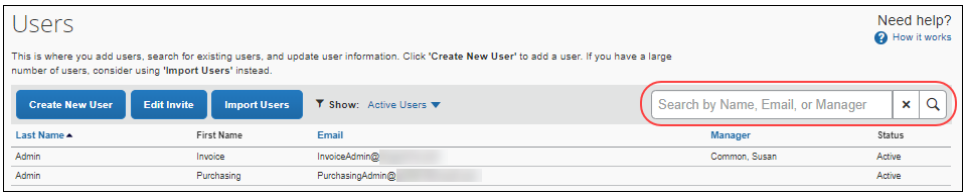
- There are separate columns for first and last name.

- A **Status** column has been added.

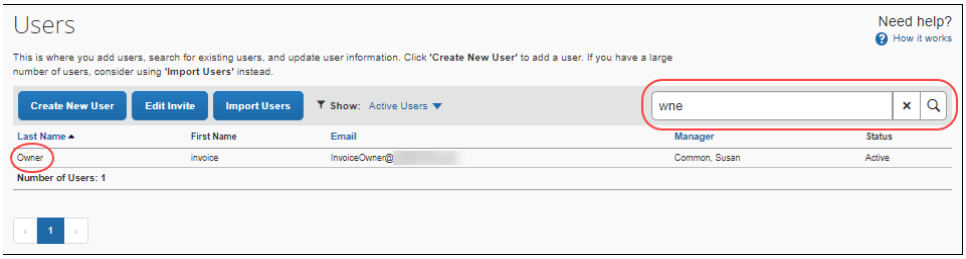
- The **Include Inactive Users** checkbox has been replaced with a filter that is set to **Active Users** by default. The filter enables the administrator to display all users, only active users, or only inactive users.



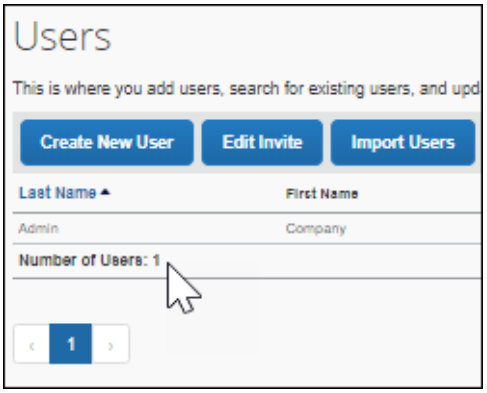
- The **Search** field has been moved and includes text that indicates which search parameters can be used to find users.



- Wildcards are no longer required when searching on part of a name or emal address.



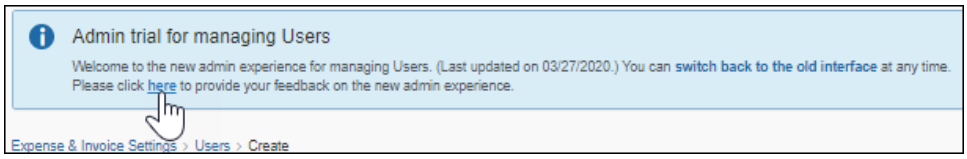
- The number of users in the current list (filtered list or search results list) is displayed at the bottom of the list of users.



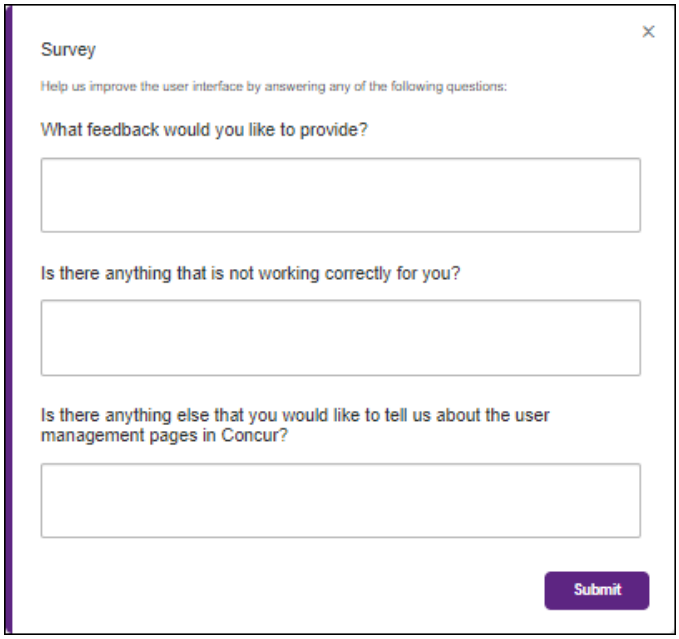
Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

During the trial phase, a banner appears at the top of the redesigned **Users** page.

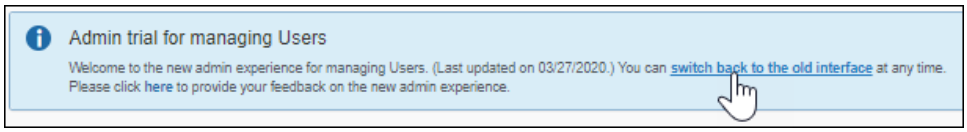
Within the banner, the administrator can provide feedback on the new design by clicking on the **here** link.



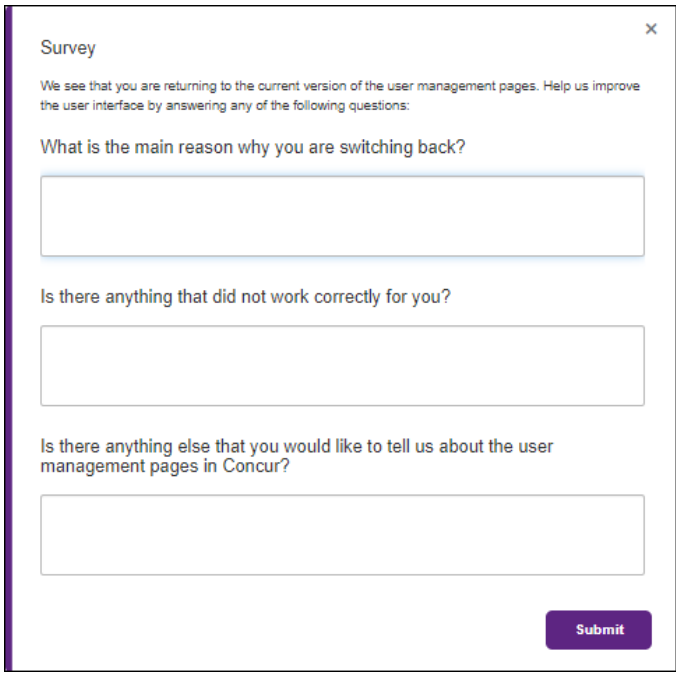
When the adminstrator clicks on the **here** link, a short survey appears.



Within the banner, the administrator can also click the **switch back to the old interface** link to switch to the legacy design.



After clicking the **switch back to the old interface** link a short survey requesting information about why the administrator chose to switch back to the legacy interface appears.

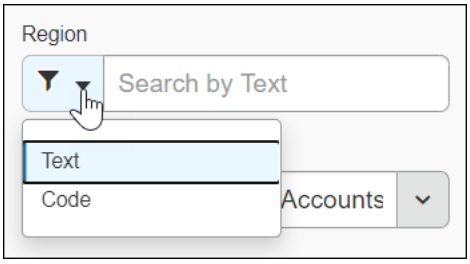


CREATE NEW USER OR EDIT AN EXISTING USER

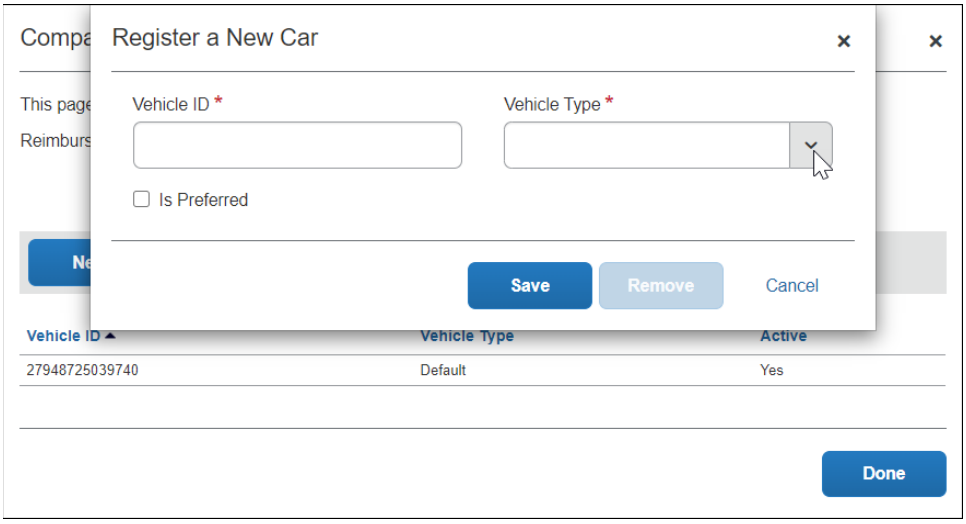
When the administrator clicks the **Create New user** button or double-clicks on a user in the list on the **Users** page to edit an existing user, they see the following changes:

In the **User Information** section:

- Required fields are now marked with a red asterisk and some fields have been moved for better grouping and clarity.
- To search a custom field by text or code, the user clicks on the filter icon.



- The **Company Car Registration** page has been redesigned and the **Register a New Car** window has been added.



- In the **User Permissions – check all that apply** section, permissions are grouped for visual clarity.

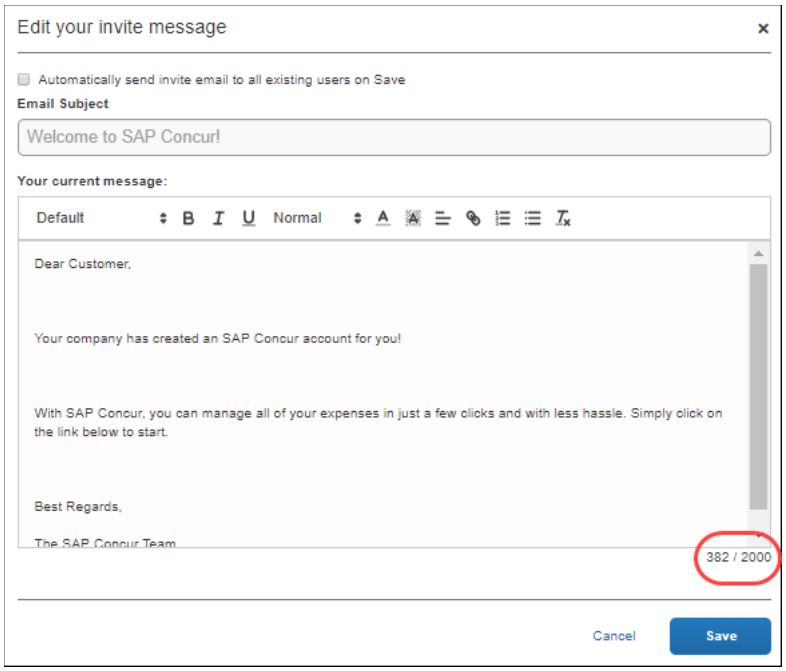
NOTE: On entities with Concur Expense, when users are created through the redesigned **Users** page, the **Can Approve Expense Reports** permission is disabled (unchecked) by default. With the legacy **Users** page, this permission was enabled (checked) by default.

EDIT INVITE MESSAGE

On the **Edit Invite message** page, the administrator sees the following changes:

- The page has been redesigned.
- Some field labels have moved.
- The following changes have been made to the toolbar:
  - The tool for changing the size of the text in the message has been updated.
  - The icons for some tools have been updated.
  - The tool for changing text alignment is now a list.
  - The window for entering a hyperlink has been updated.
  - The source editing tool has been replaced with a tool that clears text formatting.
  - Character count and character limit now appear below the message text field.

NOTE: The total character count includes hidden html tags for line breaks, paragraph breaks, and html tags that apply formatting to text such as bold, underline, highlighting, and text size. For example, if you apply an underline to a line of text, the (hidden) <u> and </u> html tags are added at the beginning and end of the line which adds seven characters to the character count.



IMPORT USERS

The **Import Users** window has been redesigned.

Configuration / Feature Activation

Between now and June 25, administrators can click the **Click here to try it out** link to try the redesigned pages. During the trial period, if the administrator wants to switch back to the legacy design, they can click the **switch back to the old interface** link.

Beginning on June 25, the new design will become the default interface and administrators will see the new user interface when they navigate to the **Users** page in Product Settings.

Administrators will still be able to click the **switch back to the old interface** link to switch back to the legacy design temporarily. However, if the administrator switches to the legacy interface and then navigates away from the **Users** page, when they return to the **Users** page, they will once again see the new user interface.

Authentication

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	March 6, 2020	Phase I: July 2019 Phase II: July 2020

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur will soon begin the deprecation process of removing Hash-Based Message Authentication Code (HMAC) as an SSO option. The replacement service for HMAC is SAML SSO is a self-service method of setup whereby client admins have access within SAP Concur to complete their SAML connections.

Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released (targeted for Q2 2020). The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. (See below for more information.)
- Travel Management Companies (TMCs) prepare for onboarding new SAP Concur clients using the new SSO self-service tool, which is targeted for release in Q2 2020.
- Once the SSO tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded using the new SSO self-service tool.
- Existing clients using HMAC need to be migrated using the new SSO self-service tool.

Phase II:

- Travel Management Companies (TMCs) continue migrating existing SAP Concur clients from the HMAC service to the new SSO self-service tool.
- Shut down the HMAC service after everyone has migrated from HMAC to the new SSO self-service tool. Phase II is targeted to end mid-year 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Important – Migration for TMCs

Travel Management Companies (TMCs) will be largely impacted and should begin testing SAML SSO now to prepare for migration to the new SSO self-service tool.

TMCs need to set up SAML SSO instead of HMAC for their new clients. Setting up SAML SSO now allows more time for TMCs to test the SSO self-service tool and train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs first need to support SAML 2.0. TMCs need to contract for or develop their SAML 2.0 solution. TMCs need to have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

Important – Migration for Legacy HMAC Clients

Clients should begin testing SSO immediately to prepare for migration to the new SSO self-service tool.

To prepare for Phase I of the HMAC deprecation:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients can configure the SSO self-service tool as soon as it is released in Q2 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Miscellaneous

SAMLv2 SSO Certificate Expiring (June 25)

Overview

The certificate provided by the SAP Concur SAMLv2 service, which is used to establish a Single-Sign On (SSO) connection with an IdP, **will expire on June 25th, 2020**. Unless the certificate is renewed before the June 25, 2020 expiration date, the certificate expiration might prevent users from being able to successfully sign in to SAP Concur products.

SAP Concur solutions offer SSO to help make the user sign-in process easier and more secure. SSO requires that trust be established between the Identity Provider (IdP) and the Service Provider (SP). This trust is established in part by cryptographic use of certificates provided by the service provider, in this case, SAP Concur solutions.

BUSINESS PURPOSE / CLIENT BENEFIT

To ensure that the SSO certificate adheres to the latest security standards and processes, the certificate is configured to expire and be renewed periodically.

Configuration / Feature Activation

For detailed information about scenarios where an expired SSO certificate might prevent users from connection to SAP Concur solutions, and for steps to renew the certificate, refer to the *SAP Concur SAMLv2 SSO Certificate Expiration Fact Sheet*.

Some TLSv1.2 Ciphers No Longer Supported (Jun 22)

Overview

To ensure the ongoing security of our products and services, beginning on June 22, 2020, SAP Concur solutions will no longer support connections to *.concursolutions.com and *api.concursolutions.com that use the following TLSv1.2 ciphers:

- AES256-GCM-SHA384
- AES128-GCM-SHA256

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

In order to ensure that connections to *.concursolutions.com and *api.concursolutions.com are not disrupted, clients and partners who connect to *.concursolutions.com or *api.concursolutions.com through an application that uses an unsupported cipher must upgrade the application to a supported cipher before June 22, 2020.

The following ciphers are supported:

- TLS-AES-256-GCM-SHA384
- TLS-CHACHA20-POLY1305-SHA256
- TLS-AES-128-GCM-SHA256
- TLS-AES-128-CCM-8-SHA256
- TLS-AES-128-CCM-SHA256
- ECDHE-ECDSA-AES256-GCM-SHA384
- ECDHE-ECDSA-AES128-GCM-SHA256
- ECDHE-RSA-AES256-GCM-SHA384
- ECDHE-RSA-AES128-GCM-SHA256
- ECDHE-ECDSA-CHACHA20-POLY1305
- ECDHE-RSA-CHACHA20-POLY1305
- ECDHE-ECDSA-AES256-SHA384
- ECDHE-ECDSA-AES128-SHA256
- ECDHE-RSA-AES256-SHA384
- ECDHE-RSA-AES128-SHA256
- ECDHE-RSA-AES256-SHA
- ECDHE-RSA-AES128-SHA

Ongoing New URL for US Data Center us1.concursolutions.com

Information First Published	Information Last Modified	Feature Target Release Date
May 15, 2020	June 5, 2020	May 2020 and Q3 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Beginning in May, users can connect to the US Data Center through www.concursolutions.com or through a new URL, us1.concursolutions.com. In addition, targeted for Q3, users connecting to the US Data Center through www.concursolutions.com will be redirected to us1.concursolutions.com.

Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

NOTE: This change does not impact the Base URI (Instance URL) used in API calls to the SAP Concur solutions US Data Center.

BUSINESS PURPOSE / CLIENT BENEFIT

The us1.concursolutions.com URL is consistent with the URL for other data centers. For example, users connecting to the EMEA data center are redirected to eu1.concursolutions.com.

Configuration / Feature Activation

There are no configuration or activation steps.

Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Download to Excel From Several List Views on My Invoices Page

Overview

In a future release, clients will be able to export data by clicking the Download to Excel link in the following list views on the My Invoices page:

- Unsubmitted Invoices
- Unsubmitted Purchase Orders
- All Unassigned Invoices
- Unassigned Invoices Created by Me
- All Assigned Invoices

There is no maximum number of items that can be exported, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

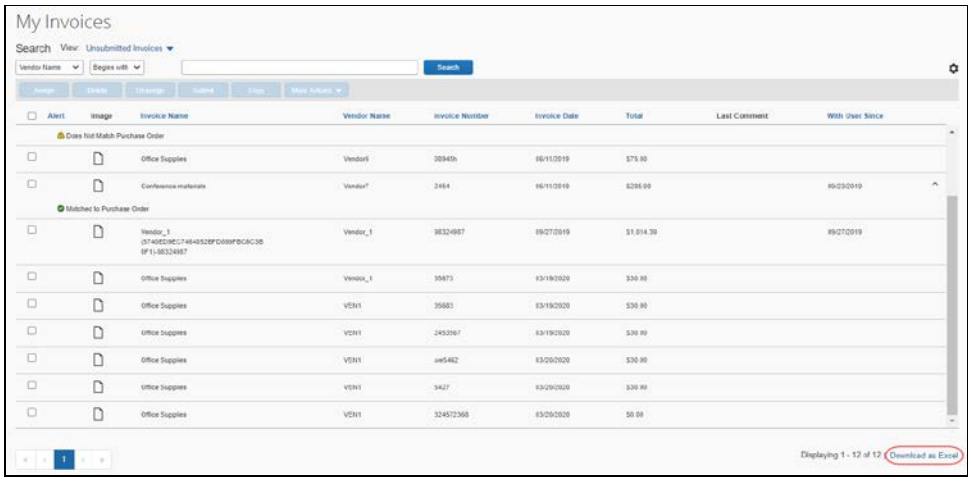
BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

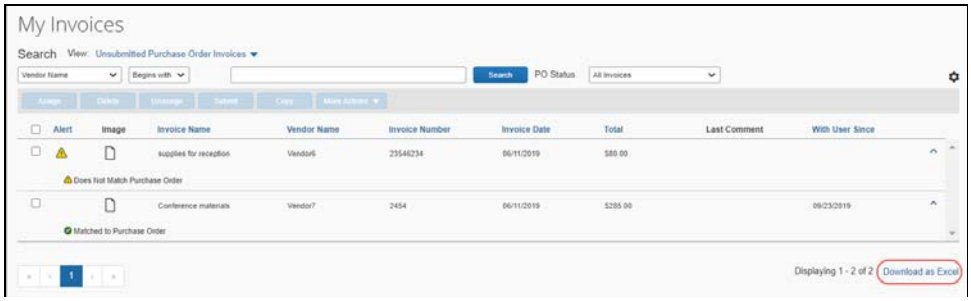
What the User Sees

The user will see a **Download to Excel** link in all the list views listed in the *Overview* section of this release note. The following images show examples of the **Download to Excel** link.

Unsubmitted Invoices List View



Unsubmitted Purchase Order Invoices List View



Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Planned Changes Import Now Feature Supports Email Notification

Overview

In a future release and based on role and setting, clients who have performed an import by using the Import Now feature will receive an email notification with information about the success of the import.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement helps clients keep track of successful Import Now email notifications.

Configuration / Feature Activation

To activate the Email Notification feature, the admin must select (enable) the **Email Notification on Success** option on the **Import/Extract Administrator** page.

 Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

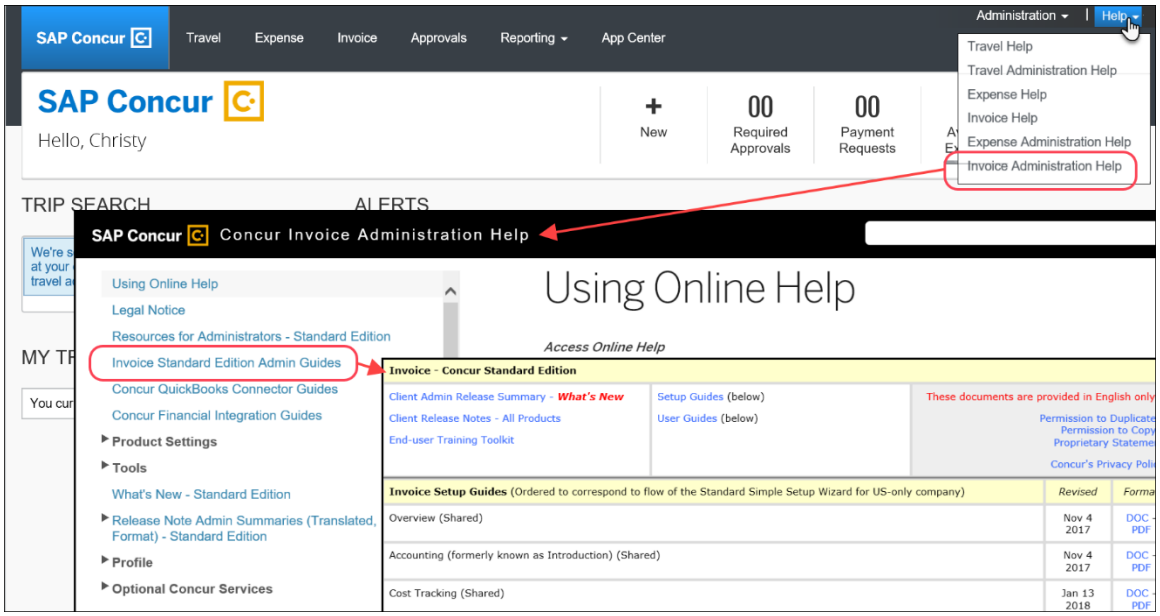
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.



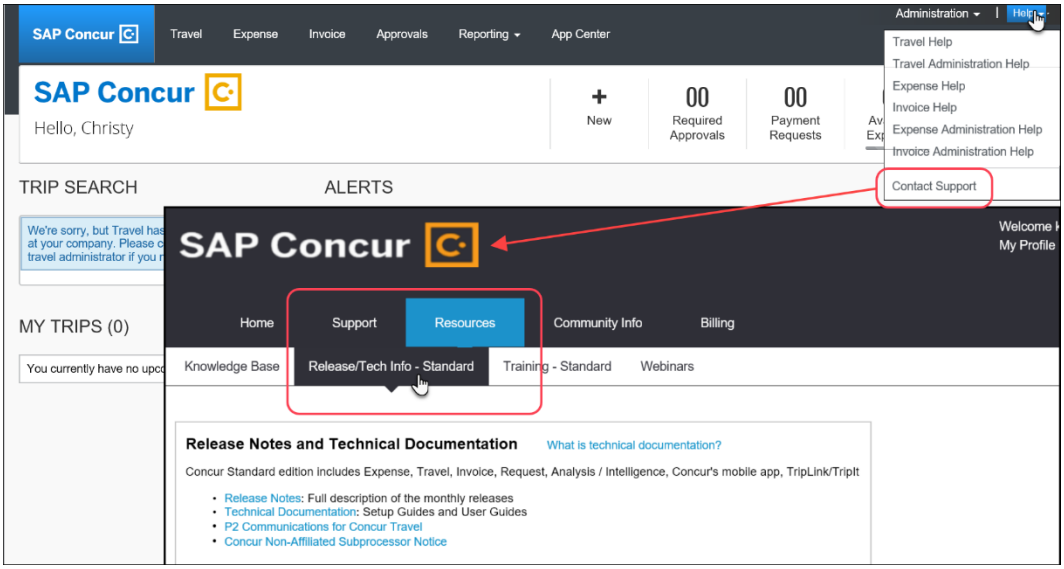
Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



Some features scheduled for the June 20, 2020 release did not pass our quality control guidelines, therefore, it was a limited release. Those features were successfully deployed on June 24, 2020 in both the EMEA and NA (US) data centers. The CCPS and China
Update #1: Wednesday, June 24, 3:30 PM PST

SAP Concur Release Notes **Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: July 18, 2020 Update #1: Tuesday, July 21, 3:00 PM PST	Client Only FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice

Download as Excel From All My Invoices and Deleted Invoices List Views on My Invoices Page (Jul 2)

Overview

Clients can now export data by clicking the **Download as Excel** link in the following list views on the **My Invoices** page:

- All My Invoices

  NOTE: The maximum number of invoices that can be exported from the **All My Invoices** list view is 12500.

- My Deleted Invoices

There is a limit to the number of invoices that can be exported from the **All My Invoices** list view. The other list views do not have this limit, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

This feature released July 2, 2020.

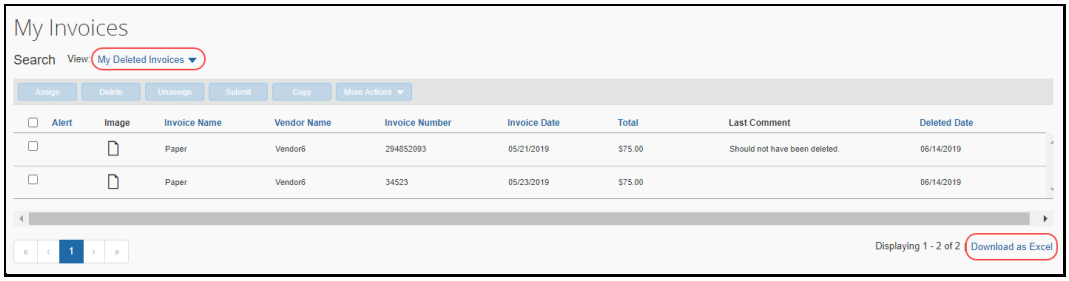
BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download as Excel** link in the **All My Invoices** and **My Deleted Invoices** list views of the **My Invoices** page.

Example of My Deleted Invoices List View



Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

For more detailed information, refer to the *Invoice Administration User Guide for Standard Edition*.

Product Settings

User Accounts Page Redesigned

The **User Accounts** page in Product Settings has been redesigned. The functionality remains fundamentally the same.

The new interface is the default user management interface. Clients have the option to temporarily switch to the legacy design. This option will be removed in a future release. Clients can also provide feedback on the new design through a short, optional survey.

NOTE: These changes do not apply to the **Manage Users** step in Travel Settings, as such, these changes do not apply to entities with Concur Travel only.

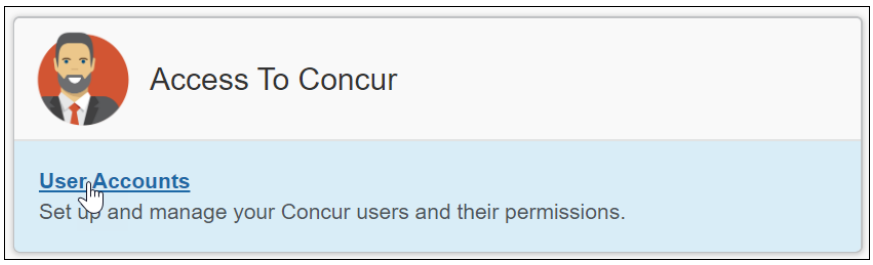
BUSINESS PURPOSE / CLIENT BENEFIT

This redesign refreshes the look of the user management interface and provides a framework for future improvements to this administrative area.

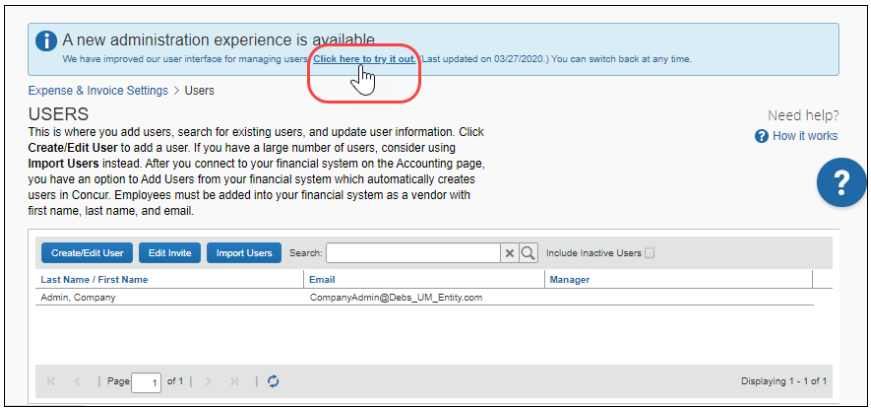
What the Administrator Sees

PRODUCT SETTINGS

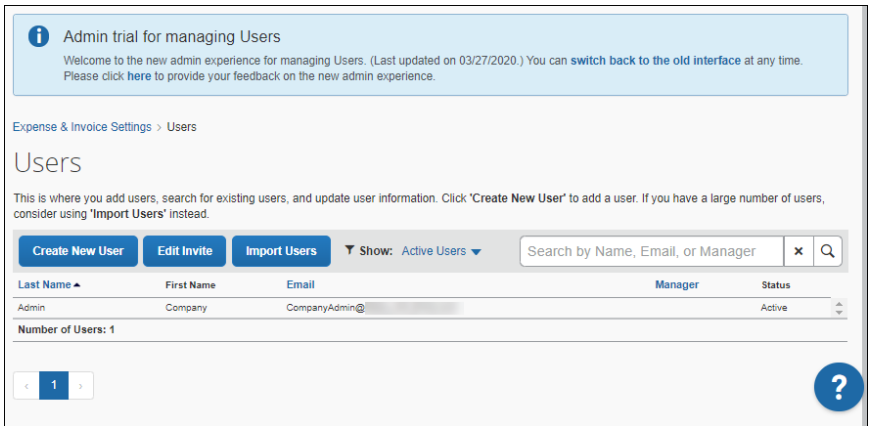
In Product Settings, when an administrator clicks **User Accounts** the legacy **Users** page appears.



A banner appears at the top of the **Users** page alerting the administrator that a new administration experience is available and they can click the **Click here to try it out** link to switch to the redesigned interface.



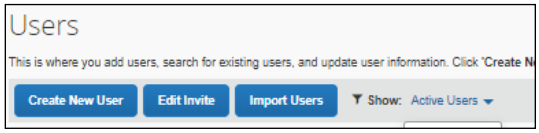
The redesigned **Users** page appears.



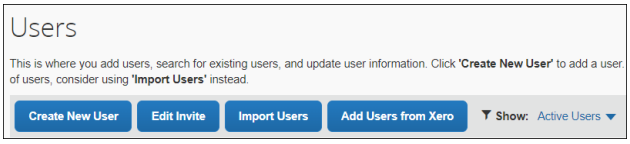
USERS PAGE

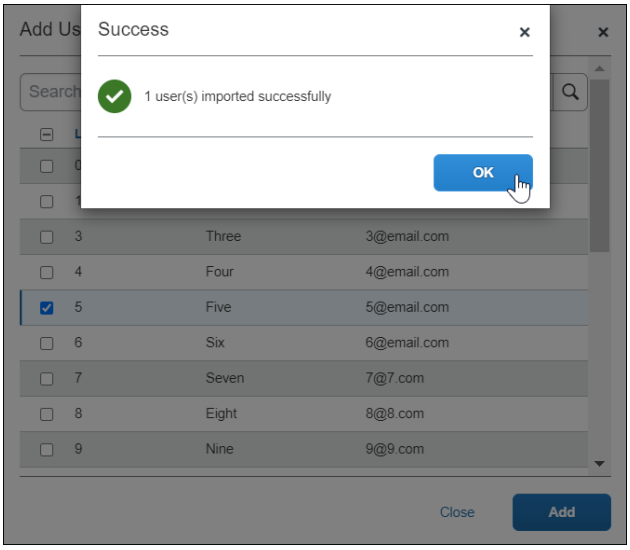
On the **Users** page the administrator sees the following changes:

- The **Create/Edit User** button has been renamed to **Create New User**.



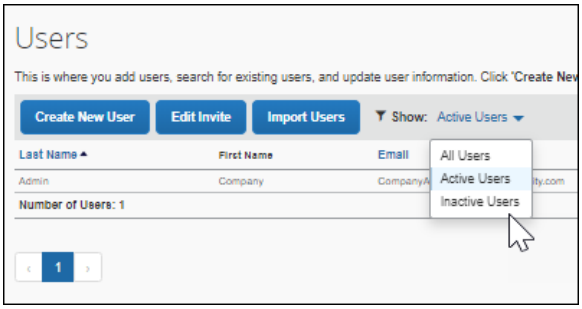
- The button for importing users from integrated accounting software has been moved, and the pages for importing users have been redesigned.



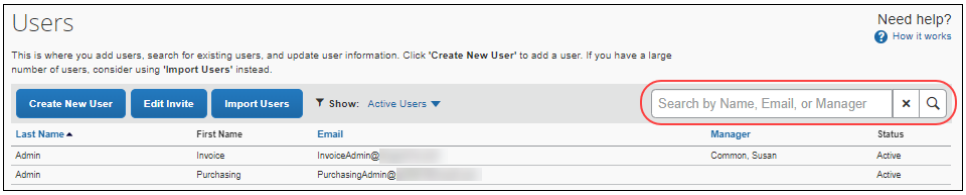


- When importing users from integrated accounting software, if any users fail to import or produce errors during the import process, an **Import User Results** page displays a list of the users that failed or produced errors on import.

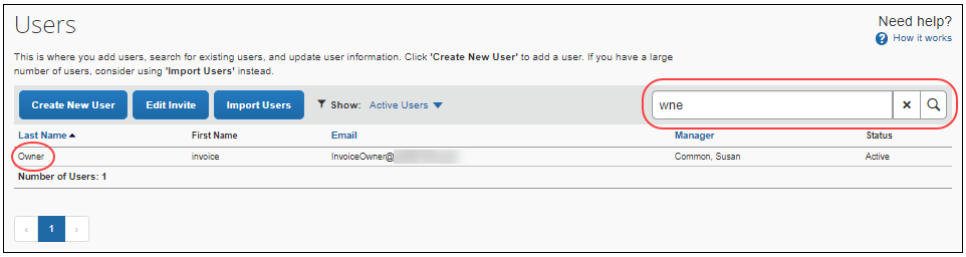
- There are separate columns for first and last name.
- A **Status** column has been added.
- The **Include Inactive Users** checkbox has been replaced with a filter that is set to **Active Users** by default. The filter enables the administrator to display all users, only active users, or only inactive users.



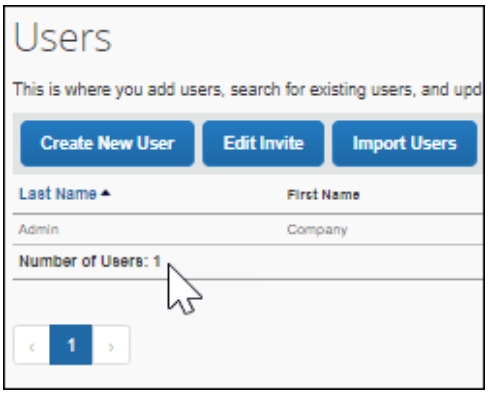
- The **Search** field has been moved and includes text that indicates which search parameters can be used to find users.



- Wildcards are no longer required when searching on part of a name or emal address.

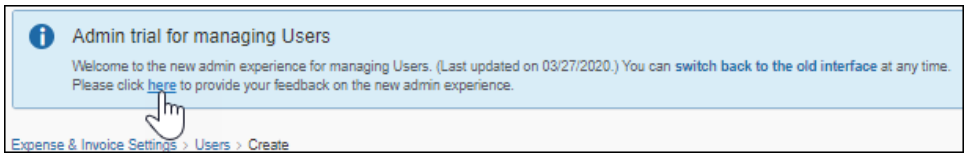


- The number of users in the current list (filtered list or search results list) is displayed at the bottom of the list of users.

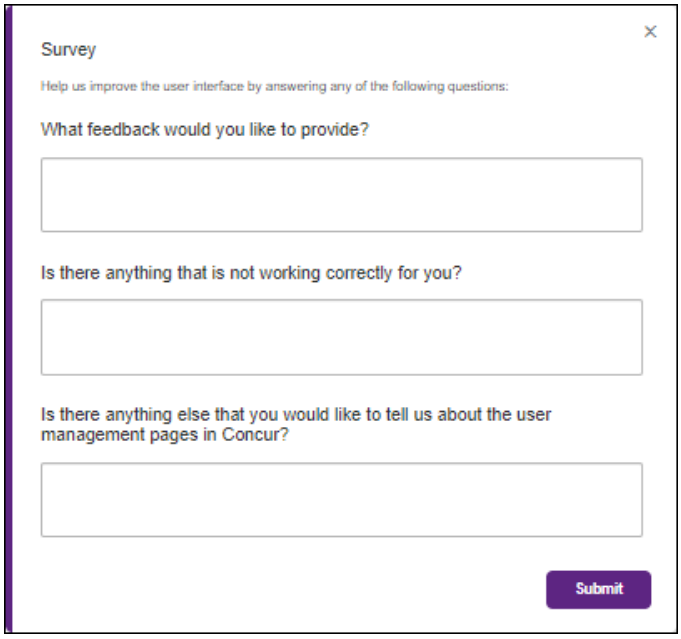


During the trial phase, a banner appears at the top of the redesigned **Users** page.

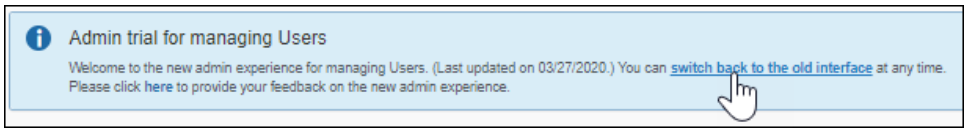
Within the banner, the administrator can provide feedback on the new design by clicking on the **here** link.



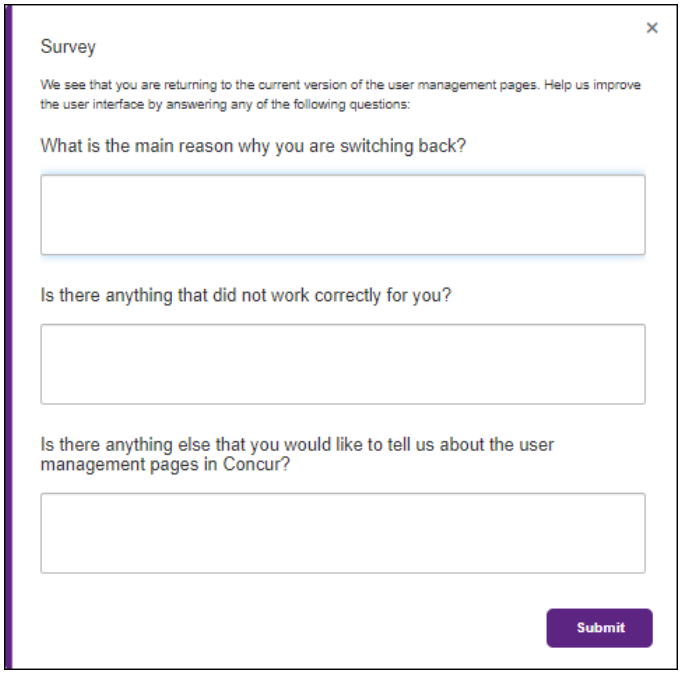
When the adminstrator clicks on the **here** link, a short survey appears.



Within the banner, the administrator can also click the **switch back to the old interface** link to switch to the legacy design.



After clicking the **switch back to the old interface** link a short survey requesting information about why the administrator chose to switch back to the legacy interface appears.

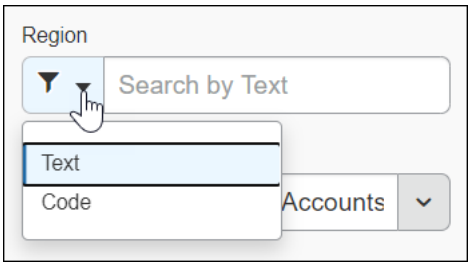


CREATE NEW USER OR EDIT AN EXISTING USER

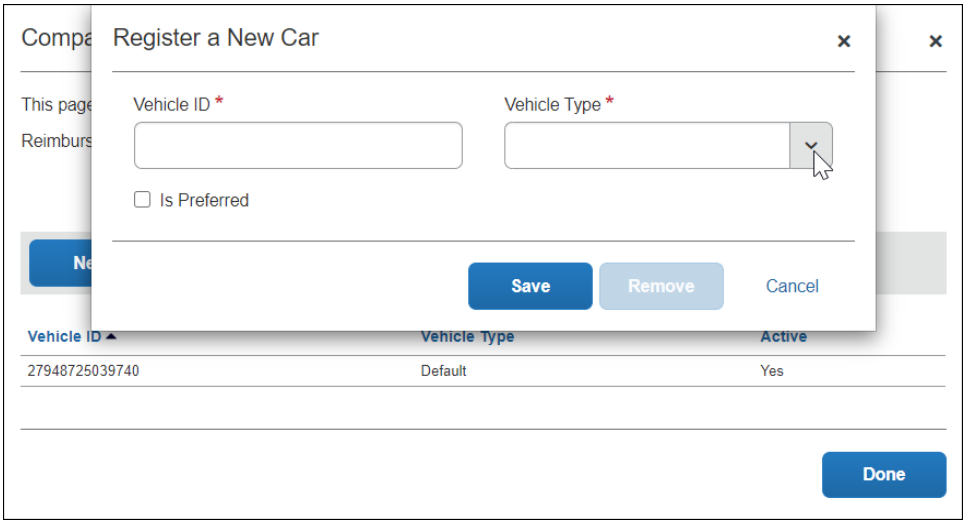
When the administrator clicks the **Create New user** button or double-clicks on a user in the list on the **Users** page to edit an existing user, they see the following changes:

In the **User Information** section:

- Required fields are now marked with a red asterisk and some fields have been moved for better grouping and clarity.
- To search a custom field by text or code, the user clicks on the filter icon.



- The **Company Car Registration** page has been redesigned and the **Register a New Car** window has been added.



- In the **User Permissions – check all that apply** section, permissions are grouped for visual clarity.

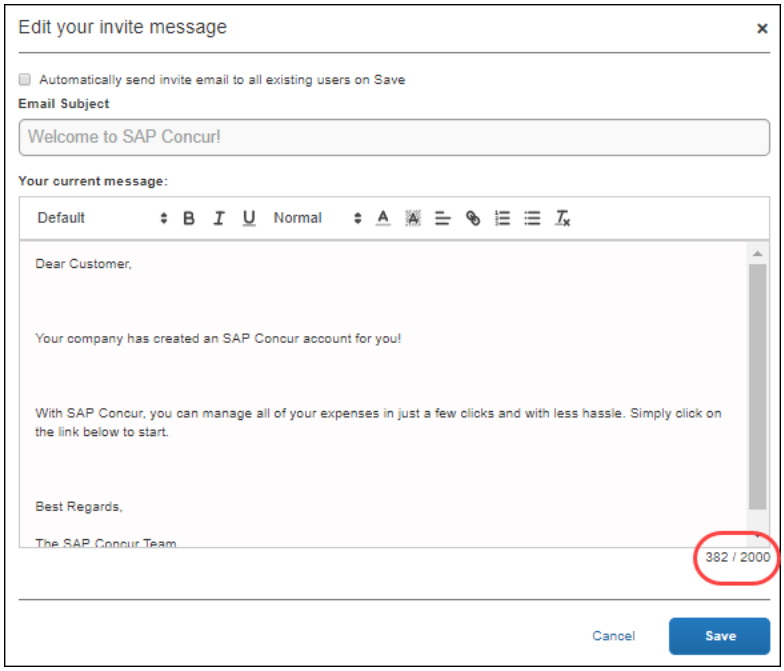
NOTE: On entities with Concur Expense, when users are created through the redesigned **Users** page, the **Can Approve Expense Reports** permission is disabled (unchecked) by default. With the legacy **Users** page, this permission was enabled (checked) by default.

EDIT INVITE MESSAGE

On the **Edit Invite message** page, the administrator sees the following changes:

- The page has been redesigned.
- Some field labels have moved.
- The following changes have been made to the toolbar:
  - The tool for changing the size of the text in the message has been updated.
  - The icons for some tools have been updated.
  - The tool for changing text alignment is now a list.
  - The window for entering a hyperlink has been updated.
  - The source editing tool has been replaced with a tool that clears text formatting.
  - Character count and character limit now appear below the message text field.

NOTE: The total character count includes hidden html tags for line breaks, paragraph breaks, and html tags that apply formatting to text such as bold, underline, highlighting, and text size. For example, if you apply an underline to a line of text, the (hidden) <u> and </u> html tags are added at the beginning and end of the line which adds seven characters to the character count.



IMPORT USERS

The **Import Users** window has been redesigned.

Configuration / Feature Activation

The new design is the default interface and administrators see the new user interface when they navigate to the **Users** page in Product Settings.

Administrators can click the **switch back to the old interface** link to switch back to the legacy design temporarily. However, if the administrator switches to the legacy interface and then navigates away from the **Users** page, when they return to the **Users** page, they will once again see the new user interface.

For information about administering users, see the *Shared: Users Setup Guide for Concur Standard Edition*. For information about administering users through the legacy interface, the *Shared: Legacy Users Setup Guide for Concur Standard Edition*.

Authentication

Ongoing Deprecation of Director SAML Service and Migration to SAML v2

Information First Published	Information Last Modified	Feature Target Release Date
July 10, 2020	--	July – December 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

Support for the Director SAML service is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel will soon begin assisting clients who currently use Director SAML to migrate to SAP Concur SAML v2 SSO (SAML v2).

Clients currently using Director SAML are encouraged to migrate to SAML V2 as soon as possible.

Deprecation of support for the Director SAML service is dependent on the following requirements:

- SAP Concur technicians and TMCs assist existing SAP Concur clients to migrate from the Director SAML service to SAML V2.
- All clients that currently rely on the Director SAML service have migrated from Director SAML to SAML V2.

Migration from Director SAML to SAML V2 requires the following general steps:

- The client identifies an admin to act as the SSO admin and assigns the proper permission/role.
- The SSO admin coordinates with their SAP Concur technician to obtain the SAP Concur SP metadata.
- The SSO admin configures the SSO settings at the IdP based on information from SP metadata.
- The SSO admin retrieves IdP metadata from the IdP and delivers the metadata to the SAP Concur technician.
- The SSO admin adds a few testing users and tests the new SSO connection.
- With successful testing, the company rolls out SSO to their SAP Concur users.

📖 For more detailed information about migrating to SAML v2, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted by this change and should begin testing now to prepare for migration to SAML V2.

TMCs must set up SAML v2 instead of Director SAML for their new clients. Setting up SAML v2 now allows more time for TMCs to test the new configuration and train internal staff to assist clients.

To prepare for the deprecation of Director SAML:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY DIRECTOR SAML CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for the deprecation of Director SAML:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients must coordinate with an SAP Concur technician to complete migration to SAML v2.

📖 For more information, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

Ongoing Deprecation of HMAC and Migration to SAML v2 and the SSO Self-Service Tool

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	July 17, 2020	Phase I: July 2020 Phase II: July 2021
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur support for Hash-Based Message Authentication Code (HMAC) is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel are currently assisting clients who use HMAC to migrate to SAP Concur SAML v2 SSO (SAML v2).

In Q3 of 2020, SAP Concur plans to provide a self-service tool that will enable client admins to setup their SAML v2 connections without involving an SAP Concur support representative.

NOTE: SAML v2 supports the use of multiple identity providers (IdPs).

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an identity provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients begin testing authentication using SAML v2.
- TMCs prepare to onboard new SAP Concur clients to SAML v2.
- Once the SSO self-service tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded to SAML v2.
- Existing clients using HMAC must migrate to SAML v2.

Phase II:

- TMCs have migrated all existing SAP Concur clients from the HMAC service to SAML v2.
- The HMAC service is deprecated. Phase II is targeted to end mid-year in 2021.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted and should begin testing now to prepare for migration to SAML v2.

TMCs must set up SAML v2 instead of HMAC for their new clients. Setting up SAML v2 now allows more time for TMCs to test SAML v2 and to train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY HMAC CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients can coordinate with SAP Concur support now to complete migration to SAML v2.
- When it is released, clients can configure the SSO self-service tool. The self-service tool is targeted for release in Q3 of 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes and to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP

Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Language Support

Thailand Country Pack Includes Language Support (Thai)

Overview

The Thailand country pack now includes language support for Thai.

BUSINESS PURPOSE / CLIENT BENEFIT

This change enables clients with the Thailand country pack to configure SAP Concur solutions to display UI text in Thai.

Configuration / Feature Activation

Language support for Thai will be provided to clients who have the Thailand country pack enabled.

For more information about languages supported by SAP Concur solutions, refer to *2020 – SAP Concur Product Languages*.

List Import

Start Date and End Date in List Import Will No Longer Be Stored

Overview

Beginning with the July release, Start Date and End Date information that is included in the *concur-standard.xml* or *concur-standard-71.xml* import definition files is no longer stored by SAP Concur solutions.

NOTE: You do not need to update your import definition files in response to this change. Start Date and End Date information in the definition files is not stored but will not cause any issues during import of other data in the files.

BUSINESS PURPOSE / CLIENT BENEFIT

The Start Date and End Date information is not referenced or used by SAP Concur solutions and does not need to be stored.

Configuration / Feature Activation

There are no configuration or activation steps; this change occurs automatically.

Image Handling

Imaging XML API Error Updates

Overview

SAP is updating the Concur Imaging XML API to clarify two error codes. The service currently returns an HTTP 200 code even when the API returns an error 500 in the XML response. This update corrects the HTTP error code, returning HTTP 500 if the API response includes the 500 error code. Additionally, the Imaging response error code 503 (Storage Unavailable) will be changed to error code 122, to reduce confusion with the HTTP 503 error code.

The Imaging XML API is separate from the Imaging v1.0 or v3.0 APIs, and very few clients are using it. SAP has reached out individually to those clients in order to coordinate this change.

BUSINESS PURPOSE / CLIENT BENEFIT

This update supports better monitoring of the Imaging XML API.

Configuration / Feature Activation

This update is targeted for July 2020. SAP has contacted clients affected by this change.

Miscellaneous

SAMLv2 SSO Certificate Expired (Jun 25)

Overview

The certificate provided by the SAP Concur SAMLv2 service, which is used to establish a Single-Sign On (SSO) connection with an IdP, **expired on June 25th, 2020**. A new certificate is available for renewal. Users might be prevented from successfully signing in to SAP Concur products if the expired certificate is not renewed.

SAP Concur solutions offer SSO to help make the user sign-in process easier and more secure. SSO requires that trust be established between the Identity Provider (IdP) and the Service Provider (SP). This trust is established in part by cryptographic use of certificates provided by the service provider, in this case, SAP Concur solutions.

BUSINESS PURPOSE / CLIENT BENEFIT

To ensure that the SSO certificate adheres to the latest security standards and processes, the certificate is configured to expire and be renewed periodically.

Configuration / Feature Activation

For detailed information about scenarios where an expired SSO certificate might prevent users from connection to SAP Concur solutions, and for steps to renew the certificate, refer to the *SAP Concur SAMLv2 SSO Certificate Expiration Fact Sheet*.

Updated: Some TLSv1.2 Ciphers No Longer Supported (Jun 22)

Overview

On June 22, 2020, SAP Concur solutions removed support for connections to *.concursolutions.com and *api.concursolutions.com that use the following TLSv1.2 ciphers:

- AES256-GCM-SHA384

- AES128-GCM-SHA256

In response to the needs of our clients, support for these ciphers was restored on June 25.

Configuration / Feature Activation

There are no configuration or activation steps; this change occurs automatically.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Supplier Portal Deprecation

Overview

Targeted for the October 2020 release, the Supplier Portal feature will be retired, and suppliers will no longer be able to use this functionality. The Supplier Portal enables suppliers to perform self-serve tasks without needing to interact with their buyer (Concur Invoice client), such as checking the status of an invoice, search for their buyers, and view the buyer contact information if direct contact is required.

After the retirement of the Supplier Portal, suppliers who sign in to the Supplier Portal will receive a message about the retirement. Clients who try to send the invitation link out to suppliers will also receive a message about the retirement. Clients who are using the Supplier Portal are encouraged to reach out to any suppliers who are actively using it with alternate instructions on how to interact with their buyers.

As Concur Invoice moves forward, we are committed to identifying the best solution to deliver on our clients' business needs.

NOTE: At this point, new clients will not be offered the Supplier Portal feature.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is being deprecated due to low usage.

Configuration / Feature Activation

This change will occur automatically; there are no configuration steps.

Planned Changes Download as Excel From All Sent to Purchasing List View on My Invoices Page

Overview

In a future release, clients will be able to export data by clicking the **Download as Excel** link in the **All Sent to Purchasing** list view on the **My Invoices** page:

There is no maximum number of items that can be exported, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download as Excel** link in **All Sent to Purchasing** list view of the **My Invoices** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Planned Changes Import Now Feature Supports Email Notification

Overview

In a future release and based on role and setting, clients who have performed an import by using the Import Now feature will receive an email notification with information about the success of the import.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement helps clients keep track of successful Import Now email notifications.

Configuration / Feature Activation

To activate the Email Notification feature, the admin must select (enable) the **Email Notification on Success** option on the **Import/Extract Administrator** page.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

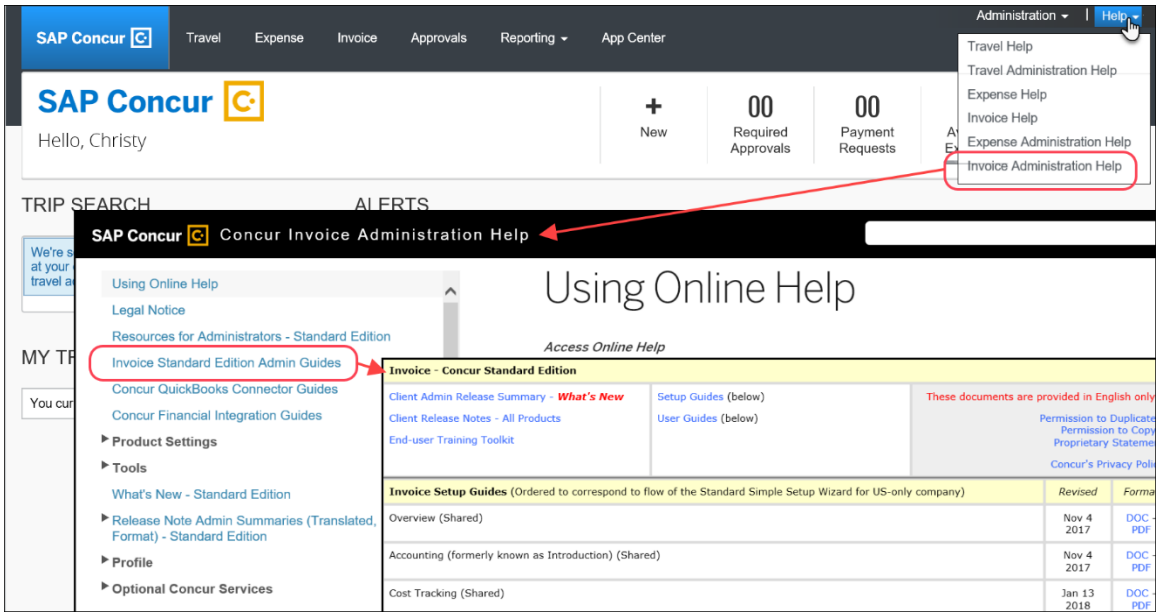
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

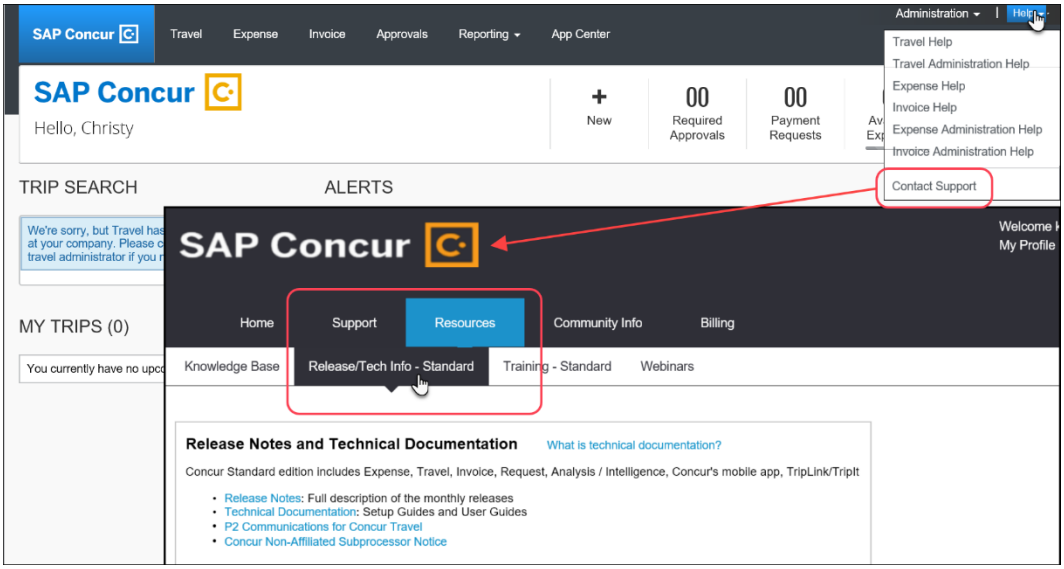


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Concur Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: August 15, 2020 Initial Post: Friday, August 14, 1:00 PM PST	Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice

Import Now Feature Supports Email Notification

Overview

When Purchase Order and Purchase Order Receipt import files that have been processed through the Import Now file processing method return errors and successfully complete, email notifications will now be sent to users with the Import/Extract Monitor role.

BUSINESS PURPOSE / CLIENT BENEFIT

Clients that process Purchase Order and Purchase Order Receipt import files through the Import Now file processing method no longer have to log in to an SAP Concur entity to check the status of processed files. Email notifications are sent with the status after the files are processed. This functionality is in parity with the other import jobs.

Configuration / Feature Activation

No additional configuration is required to enable this feature for email notifications when the import files complete with errors.

NOTE: There is a setting to enable or disable email notifications when the import files complete successfully without errors. Contact SAP Concur support to enable or disable email notifications for successfully completed files.

Financial Integration

Expense Receipts and Invoice Images Can Be Included When Posting to QuickBooks Online (UK, US)

Overview

With the August release, clients have the option to include expense receipts and invoice images when posting from Concur Expense or Concur Invoice to QuickBooks Online.

There is no limit to the number of images that can be attached when posting to QuickBooks Online, however the size of the upload cannot exceed 100 MB.

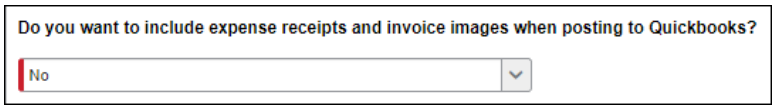
NOTE: The QuickBooks Online Connector supports the UK and US versions of QuickBooks.

BUSINESS PURPOSE / CLIENT BENEFIT

This change enables admins to view receipt and invoice images that are attached to expenses or invoices in Concur Expense and Concur Invoice without returning to SAP Concur solutions to view them.

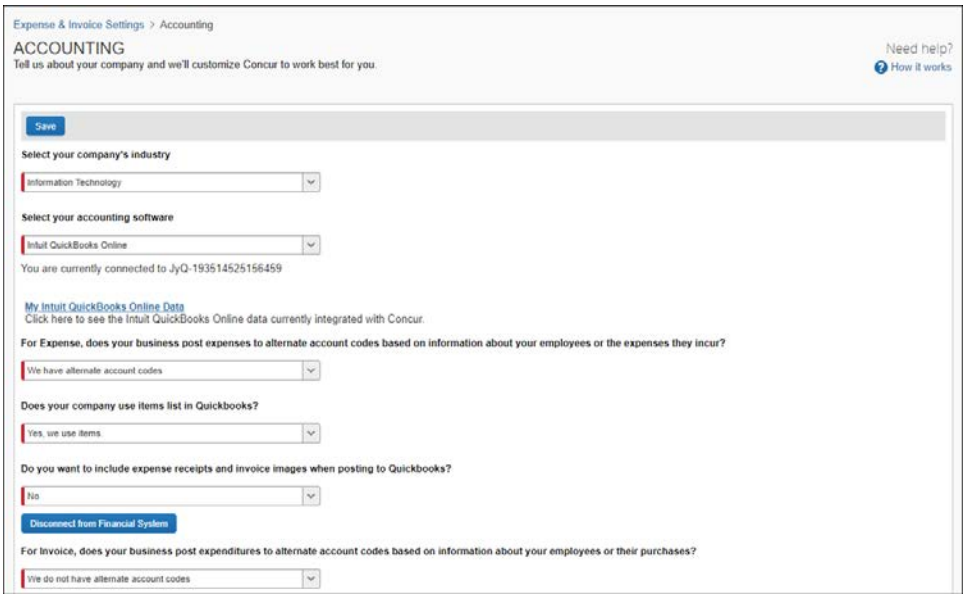
What the Admin Sees

In SAP Concur solutions, the Admin sees a new option on the **Accounting** page in Product Settings.



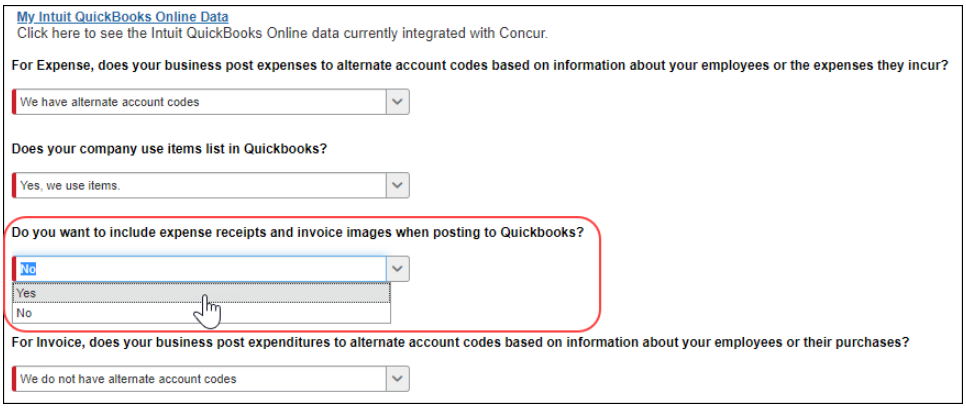
To include or exclude receipt or invoice images when posting to QuickBooks Online

1. In Product Settings, click **Accounting**. The **Accounting** page appears.



2. In the **My Intuit QuickBooks Online Data** section, under **Do you want to include expense receipts and invoice images when posting to**

QuickBooks, click **Yes** to include receipts and images or click **No** to exclude receipts and images.



Configuration / Feature Activation

The option to include expense receipts or invoice images is automatically available on the **Accounting** page in Product Settings when QuickBooks Online is integrated with SAP Concur solutions.

For information about SAP Concur integration with QuickBooks Online, refer to the *Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide*.

Expense Receipts and Invoice Images Can Be Included When Posting to Xero Accounting (AU, NZ, UK, US)

Overview

With the August release, clients have the option to include expense receipts and invoice images when posting from Concur Expense or Concur Invoice to Xero Accounting.

A maximum of 10 expense receipts or invoice images can be attached to a single record when posting to Xero Accounting.

NOTE: The following editions of Xero Accounting are supported for integration with SAP Concur solutions:

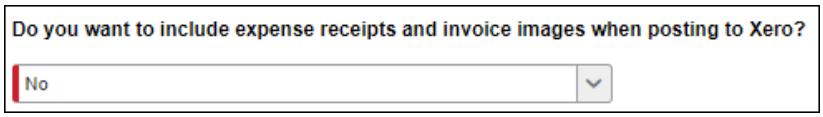
- US - Growing, Established
- UK, AU, NZ – Standard, Premium

BUSINESS PURPOSE / CLIENT BENEFIT

This change enables admins to view receipt and invoice images that are attached to expenses or invoices in Concur Expense and Concur Invoice without returning to SAP Concur solutions to view them.

What the Admin Sees

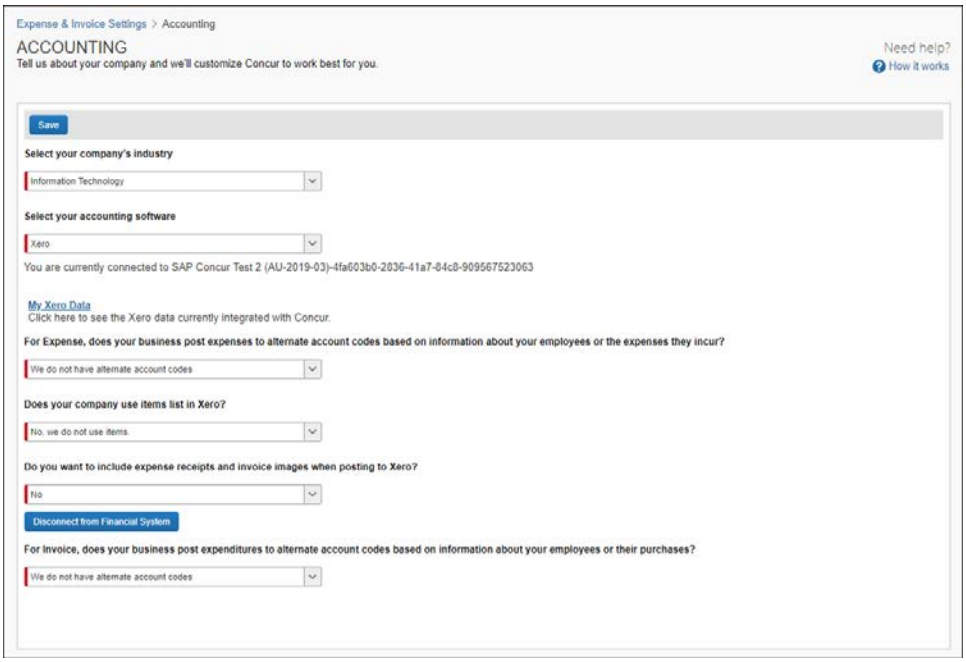
In SAP Concur solutions, the Admin sees a new option on the **Accounting** page in Product Settings.



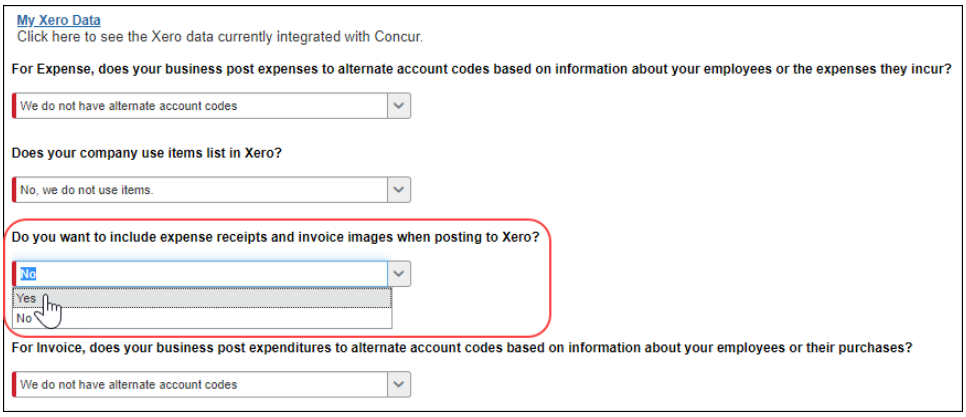
In Xero Accounting, when viewing a record, the Admin sees an icon indicating that receipt or invoice images are attached. Clicking on the icon opens the image(s) for viewing.

To include or exclude receipt or invoice images when posting to Xero Accounting

1. In Product Settings, click **Accounting**. The **Accounting** page appears.



2. In the **My Xero Data** section, under **Do you want to include expense receipts and invoice images when posting to Xero**, click **Yes** to include receipts and images or click **No** to exclude receipts and images.



Configuration / Feature Activation

The option to include expense receipts or invoice images is automatically available on the **Accounting** page in Product Settings when Xero Accounting is integrated with SAP Concur solutions.

For information about SAP Concur integration with Xero Accounting, refer to the *Xero Accounting Setup Guide for SAP Concur Standard Edition*.

Product Settings

Custom Fields Delete Warning Updated (Aug 1)

Overview

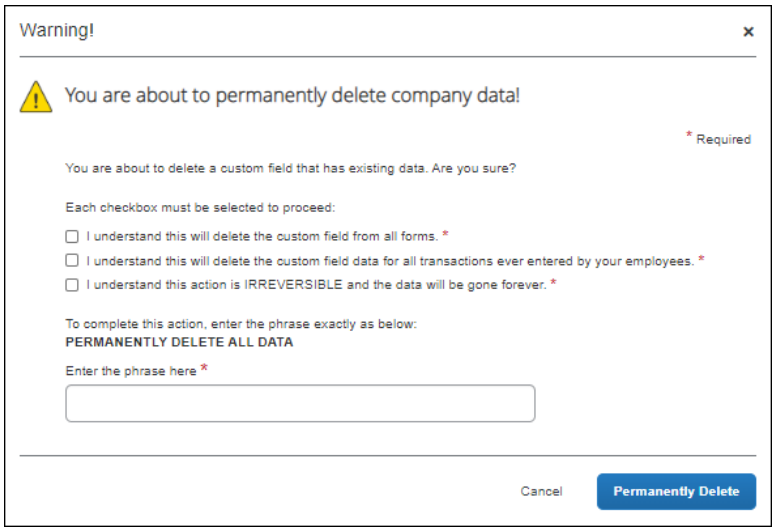
The warning message that appears when you click **Delete** to delete a custom field has been updated.

BUSINESS PURPOSE / CLIENT BENEFIT

This change ensures that the client is aware of the impact that deleting a custom field will have on their stored data, and introduces additional safeguards to ensure custom fields are not accidentally deleted.

What the Company Admin Sees

When a company admin clicks **Delete** to delete a custom field, the following warning message appears:



The company admin must check all of the boxes and enter the required phrase into the text field before clicking **Permanently Delete** to remove the custom field. When the custom field is deleted, all of the data associated with that field will also be irreversibly deleted.

NOTE: The required phrase is case-sensitive. It must be entered in the text field exactly as it appears (all-caps).

After clicking **Permanently Delete** it might take a few minutes for the custom field and its data to be deleted.

Configuration / Feature Activation

There are no configuration or activation steps; This change occurs automatically.

Authentication

Ongoing Deprecation of Director SAML Service and Migration to SAML v2

Information First Published	Information Last Modified	Feature Target Release Date
July 10, 2020	--	July – December 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

Support for the Director SAML service is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel will soon begin assisting clients who currently use Director SAML to migrate to SAP Concur SAML v2 SSO (SAML v2).

Clients currently using Director SAML are encouraged to migrate to SAML V2 as soon as possible.

Deprecation of support for the Director SAML service is dependent on the following requirements:

- SAP Concur technicians and TMCs assist existing SAP Concur clients to migrate from the Director SAML service to SAML V2.
- All clients that currently rely on the Director SAML service have migrated from Director SAML to SAML V2.

Migration from Director SAML to SAML V2 requires the following general steps:

- The client identifies an admin to act as the SSO admin and assigns the proper permission/role.
- The SSO admin coordinates with their SAP Concur technician to obtain the SAP Concur SP metadata.
- The SSO admin configures the SSO settings at the IdP based on information from SP metadata.
- The SSO admin retrieves IdP metadata from the IdP and delivers the metadata to the SAP Concur technician.
- The SSO admin adds a few testing users and tests the new SSO connection.
- With successful testing, the company rolls out SSO to their SAP Concur users.

📖 For more detailed information about migrating to SAML v2, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted by this change and should begin testing now to prepare for migration to SAML V2.

TMCs must set up SAML v2 instead of Director SAML for their new clients. Setting up SAML v2 now allows more time for TMCs to test the new configuration and train internal staff to assist clients.

To prepare for the deprecation of Director SAML:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY DIRECTOR SAML CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for the deprecation of Director SAML:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients must coordinate with an SAP Concur technician to complete migration to SAML v2.

For more information, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

Ongoing Deprecation of HMAC and Migration to SAML v2 and the SSO Self-Service Tool

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	July 17, 2020	Phase I: July 2020 Phase II: July 2021
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These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur support for Hash-Based Message Authentication Code (HMAC) is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel are currently assisting clients who use HMAC to migrate to SAP Concur SAML v2 SSO (SAML v2).

In Q3 of 2020, SAP Concur plans to provide a self-service tool that will enable client admins to setup their SAML v2 connections without involving an SAP Concur support representative.

NOTE: SAML v2 supports the use of multiple identity providers (IdPs).

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an identity provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients begin testing authentication using SAML v2.
- TMCs prepare to onboard new SAP Concur clients to SAML v2.
- Once the SSO self-service tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded to SAML v2.
- Existing clients using HMAC must migrate to SAML v2.

Phase II:

- TMCs have migrated all existing SAP Concur clients from the HMAC service to SAML v2.
- The HMAC service is deprecated. Phase II is targeted to end mid-year in 2021.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted and should begin testing now to prepare for migration to SAML v2.

TMCs must set up SAML v2 instead of HMAC for their new clients. Setting up SAML v2 now allows more time for TMCs to test SAML v2 and to train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY HMAC CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients can coordinate with SAP Concur support now to complete migration to SAML v2.
- When it is released, clients can configure the SSO self-service tool. The self-service tool is targeted for release in Q3 of 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes and to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Simplified Chinese

Terminology Changes – Simplified Chinese

Overview

With the August release, the following terms will be updated in the Simplified Chinese version of the SAP Concur user interface:

English Term	UI Location	Previous Simplified Chinese Term	Updated Simplified Chinese Term
Invoice	Name of the SAP Concur product / home page	发票	对公支付
Invoice	Generic term in Concur Invoice	发票	付款单
Payment Manager	Concur Invoice component / Invoice menu	付款经理	付款管理
Vendor Manager	Concur Invoice component / Invoice menu	供应商经理	供应商管理

NOTE: These changes might impact your company's internal documentation and training materials.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes improve the accuracy and consistency of the Simplified Chinese version of the SAP Concur user interface.

Configuration / Feature Activation

These changes occur automatically; There are no configuration or activation steps.

Miscellaneous

SSL Certificates for us.api.concursolutions.com and emea.api.concursolutions.com Expiring (Aug 21)

Overview

To ensure the ongoing security of our products and services, the current SSL certificates for us.api.concursolutions.com and emea.api.concursolutions.com are being renewed.

NOTE: The current certificates will expire on August 21, 2020.

Clients who have not pinned the SSL certificates do not need to take any action as the certificates will be renewed automatically. Most clients do not pin the certificates.

Clients who have pinned the expiring certificates must renew the certificates before August 21, 2020. If the pinned certificates are not updated before August 21, 2020, connections to SAP Concur products through SAP integration with Concur Services (SAP ICS) and Web Services might be disrupted. Please consult with your IT department to confirm whether this applies to you.

⚠ **Important!** Because SSL certificates are renewed on a regular basis to ensure the security of our products, pinning them is not recommended.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

For clients who have not pinned the certificates (most clients), there are no configuration steps. The certificates are automatically renewed.

For clients who have pinned the expiring certificate. The new SSL certificate can be accessed by clicking on following link:
https://assets.concur.com/concurtraining/cte/en-us/api.concursolutions.pem

NOTE: The landing page contains two certificates, the server certificate and an intermediate certificate.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Supplier Portal Deprecation

Overview

Targeted for the October 2020 release, the Supplier Portal feature will be retired, and suppliers will no longer be able to use this functionality. The Supplier Portal enables suppliers to perform self-serve tasks without needing to interact with their buyer (Concur Invoice client), such as checking the status of an invoice, search for their buyers, and view the buyer contact information if direct contact is required.

After the retirement of the Supplier Portal, suppliers who sign in to the Supplier Portal will receive a message about the retirement. Clients who try to send the invitation link out to suppliers will also receive a message about the retirement. Clients who are using the Supplier Portal are encouraged to reach out to any suppliers who are actively using it with alternate instructions on how to interact with their buyers.

As Concur Invoice moves forward, we are committed to identifying the best solution to deliver on our clients' business needs.

NOTE: At this point, new clients will not be offered the Supplier Portal feature.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is being deprecated due to low usage.

Configuration / Feature Activation

This change will occur automatically; there are no configuration steps.

Planned Changes Download as Excel From All Sent to Purchasing List View on My Invoices Page

Overview

In a future release, clients will be able to export data by clicking the **Download as Excel** link in the **All Sent to Purchasing** list view on the **My Invoices** page:

There is no maximum number of items that can be exported, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download as Excel** link in **All Sent to Purchasing** list view of the **My Invoices** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

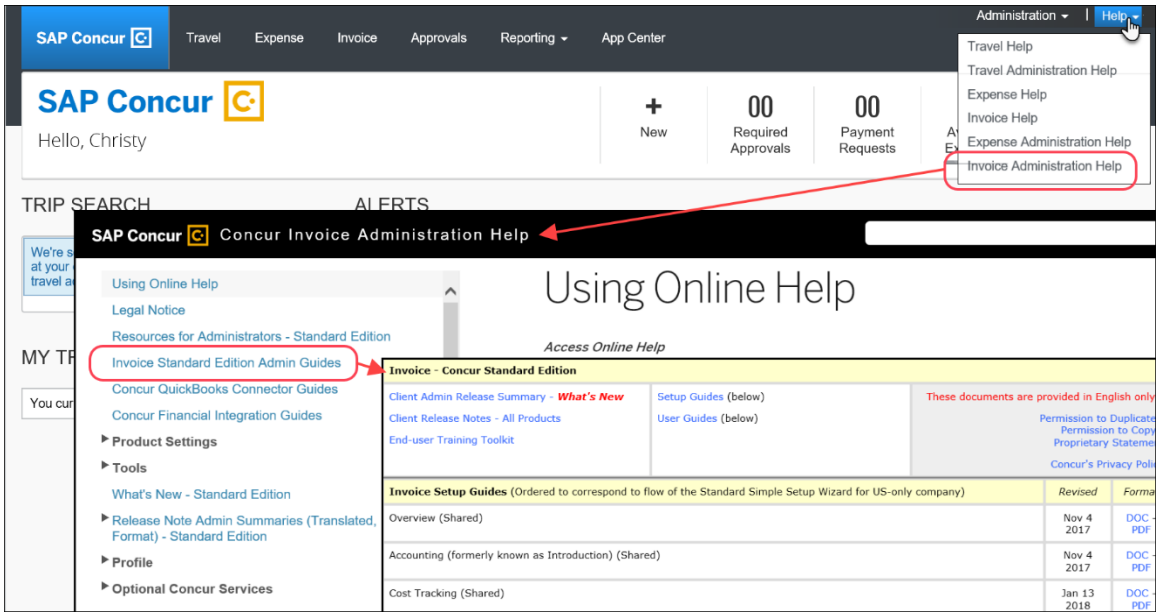
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

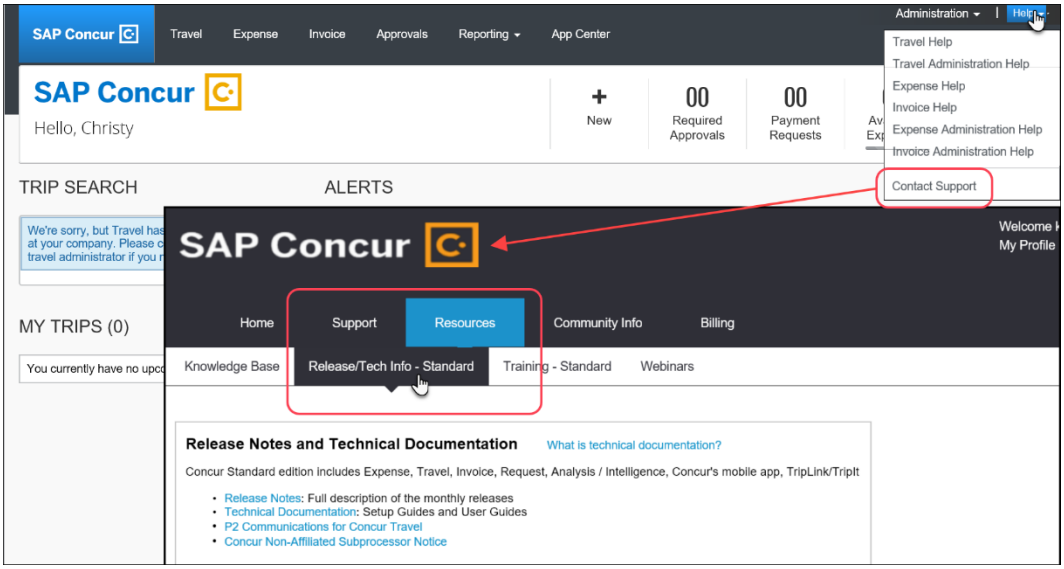


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Concur Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: September 19, 2020 Update #1: Thursday, September 24, 1:00 PM PST	Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice

Payment Due Date Now Available in All List Views on My Invoices and Unassigned Invoices Pages (Sep 23)

Overview

Concur Invoice users can now add the **Payment Due Date** field to all list views on the **My Invoices** and **Unassigned Invoices** pages that have column preferences functionality.

To access the feature, users click on the gear icon which opens the **Manage Columns** window.

Users can then drag and drop the **Payment Due Date** field between the **Hidden** and the **Visible** lists depending on what they want to see in the list views.

NOTE: This feature was released on September 23, 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement makes it easier for clients to see when the payment is due and which makes their payment planning easier.

What the User Sees

The Concur Invoice user sees the **Payment Due Date** field in the **Manage Columns** window when they open any list view that has column preferences on the **My Invoices** and **Unassigned Invoices** pages.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Customize Columns Now Available on the All My Invoices List View (Aug 26)

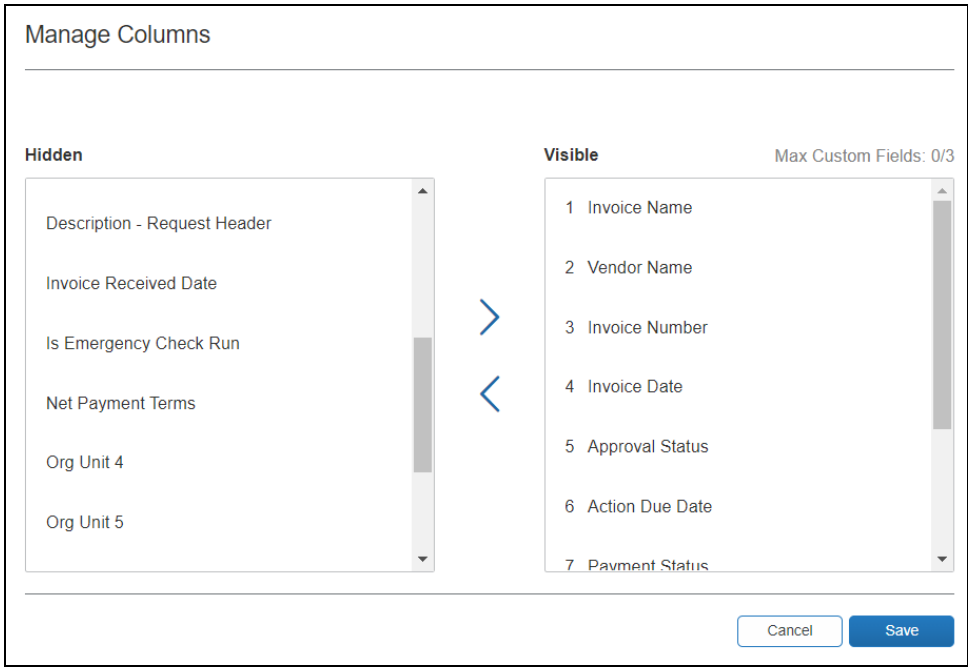
Overview

Concur Invoice users who can create invoices can now manage and customize columns from the **All My Invoices** list view on the **My Invoices** page.

NOTE: This feature was released on August 26, 2020.

To access the feature, users click on the gear icon which opens the **Manage Columns** window.

Users can drag and drop fields between the **Hidden** and the **Visible** lists depending on what they want to see in the **All My Invoices** list view.



The **Vendor Name**, **Invoice Number**, and **Invoice Date** columns cannot be removed (hidden). A warning message appears if a user tries to remove (hide) these columns.

Default Columns:

- Invoice Name
- Vendor Name

- Invoice Number
- Invoice Date
- Total
- Last Comment
- With User Since

Additional Columns That Can Be Added/Removed

- Action Due Date
- Payment Status
- Approval Status
- Custom 1-20
- PO Number
- Policy Name
- Is Emergency Check Run
- Invoice Received Date
- Payment Terms
- Payment Method
- Description
- Org Unit 1-6

Searchable columns:

- Vendor Name
- Title
- Total
- Vendor Invoice Number

NOTE: A maximum of three custom fields can be placed in the **Visible** list.

In addition, if you customize columns while acting as a proxy for another user, you are customizing the view for yourself only, not the user for whom you are acting as a proxy.

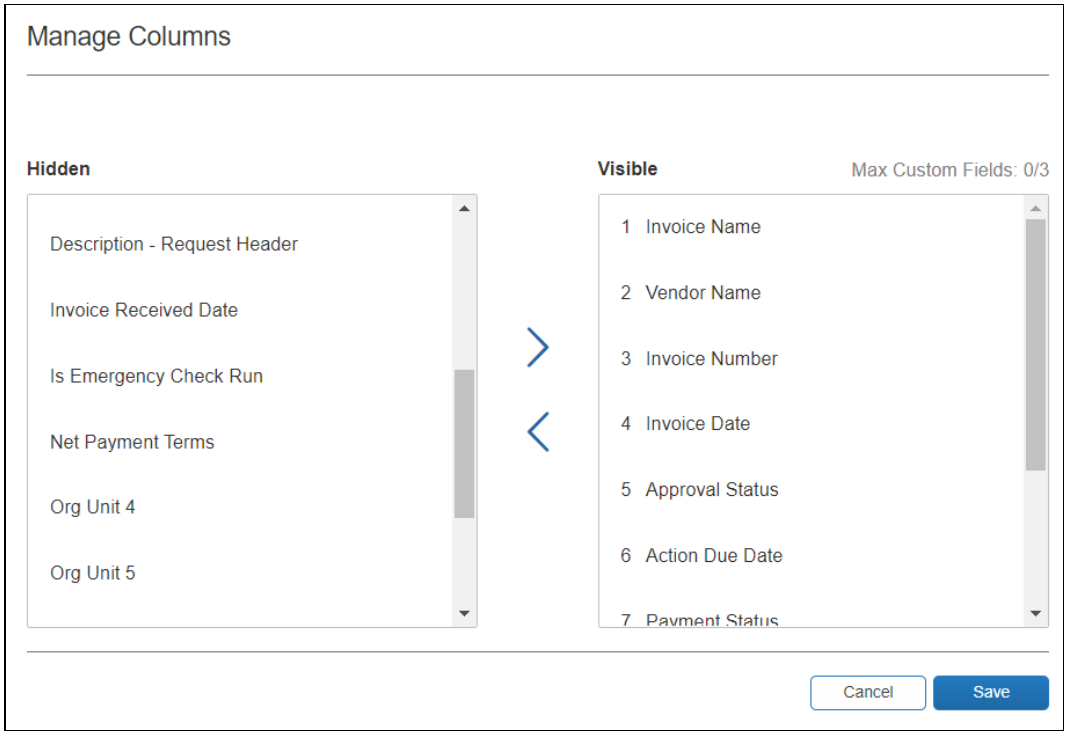
BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to help clients save time when they make decisions about which invoices to work on first by allowing them to add columns for the fields that are most important to them when they review their invoices.

What the User Sees

A user who can create invoices will see a new gear icon when they have selected the **All My Invoices** list view.

When the user clicks the gear icon, the **Manage Columns** window appears.



Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

For more information, refer to the *Invoice Administration User Guide for Standard Edition*.

Audit Rule Behavior Improved to Check Duplicate Invoices (Sep 2)

Overview

If the **Check if invoice has a duplicate invoice number** compliance control is enabled, AP users will now see the **Duplicate** icon before they open an invoice and a

duplicate message appears when they open an invoice on the **Unassigned Invoices** page. This enhancement makes it easier for AP users to check if an invoice is a duplicate before it is opened or edited.

In addition, previously, the default **Check if invoice has a duplicate invoice number** compliance was triggered when clients submitted the invoice. With this release, the rule is triggered when clients save or create the invoice on the **Unassigned Invoices** and **My Invoices** pages, which means clients will be informed of a possible duplicate invoice earlier in the process and before they have entered all invoice data in the system.

NOTE: This feature released September 2, 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement enables clients to quicker establish if an invoice is a duplicate.

Configuration / Feature Activation

This change is automatically available. However, to take advantage of this enhancement the **Check if invoice has a duplicate invoice number** compliance must be enabled on the **Invoice Compliance** page in Product Settings.

Authentication

Ongoing Deprecation of Director SAML Service and Migration to SAML v2

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- The SSO admin coordinates with their SAP Concur technician to obtain the SAP Concur SP metadata.
- The SSO admin configures the SSO settings at the IdP based on information from SP metadata.
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- With successful testing, the company rolls out SSO to their SAP Concur users.

📖 For more detailed information about migrating to SAML v2, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

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MIGRATION FOR TMCS

TMCs will be significantly impacted by this change and should begin testing now to prepare for migration to SAML V2.

TMCs must set up SAML v2 instead of Director SAML for their new clients. Setting up SAML v2 now allows more time for TMCs to test the new configuration and train internal staff to assist clients.

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- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
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Ongoing Deprecation of HMAC and Migration to SAML v2 and the SSO Self-Service Tool

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NOTE: SAML v2 supports the use of multiple identity providers (IdPs).

The HMAC deprecation includes two phases:

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- Clients must have an identity provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients begin testing authentication using SAML v2.
- TMCs prepare to onboard new SAP Concur clients to SAML v2.
- Once the SSO self-service tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded to SAML v2.
- Existing clients using HMAC must migrate to SAML v2.

Phase II:

- TMCs have migrated all existing SAP Concur clients from the HMAC service to SAML v2.
- The HMAC service is deprecated. Phase II is targeted to end mid-year in 2021.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted and should begin testing now to prepare for migration to SAML v2.

TMCs must set up SAML v2 instead of HMAC for their new clients. Setting up SAML v2 now allows more time for TMCs to test SAML v2 and to train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY HMAC CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients can coordinate with SAP Concur support now to complete migration to SAML v2.
- When it is released, clients can configure the SSO self-service tool. The self-service tool is targeted for release in Q3 of 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes and to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Supplier Portal Deprecation

Overview

Targeted for the October 2020 release, the Supplier Portal feature will be retired, and suppliers will no longer be able to use this functionality. The Supplier Portal enables suppliers to perform self-serve tasks without needing to interact with their buyer (Concur Invoice client), such as checking the status of an invoice, search for their buyers, and view the buyer contact information if direct contact is required.

After the retirement of the Supplier Portal, suppliers who sign in to the Supplier Portal will receive a message about the retirement. Clients who try to send the invitation link out to suppliers will also receive a message about the retirement. Clients who are using the Supplier Portal are encouraged to reach out to any suppliers who are actively using it with alternate instructions on how to interact with their buyers.

As Concur Invoice moves forward, we are committed to identifying the best solution to deliver on our clients' business needs.

NOTE: At this point, new clients will not be offered the Supplier Portal feature.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is being deprecated due to low usage.

Configuration / Feature Activation

This change will occur automatically; there are no configuration steps.

Planned Changes Download as Excel From All Sent to Purchasing List View on My Invoices Page

Overview

In a future release, clients will be able to export data by clicking the **Download as Excel** link in the **All Sent to Purchasing** list view on the **My Invoices** page:

There is no maximum number of items that can be exported, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download as Excel** link in **All Sent to Purchasing** list view of the **My Invoices** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

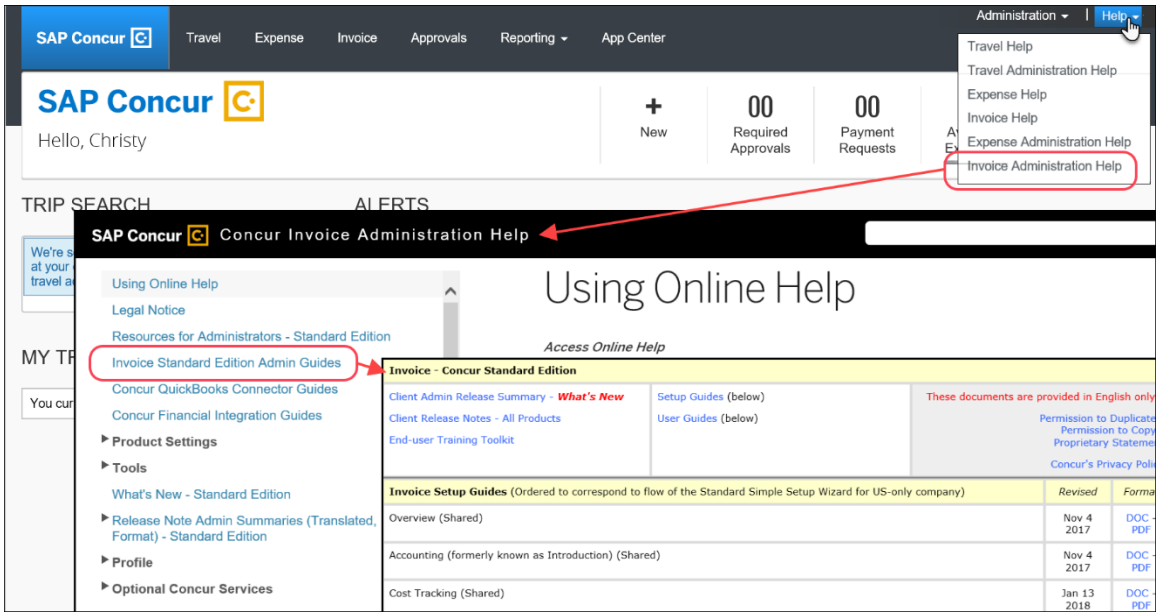
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

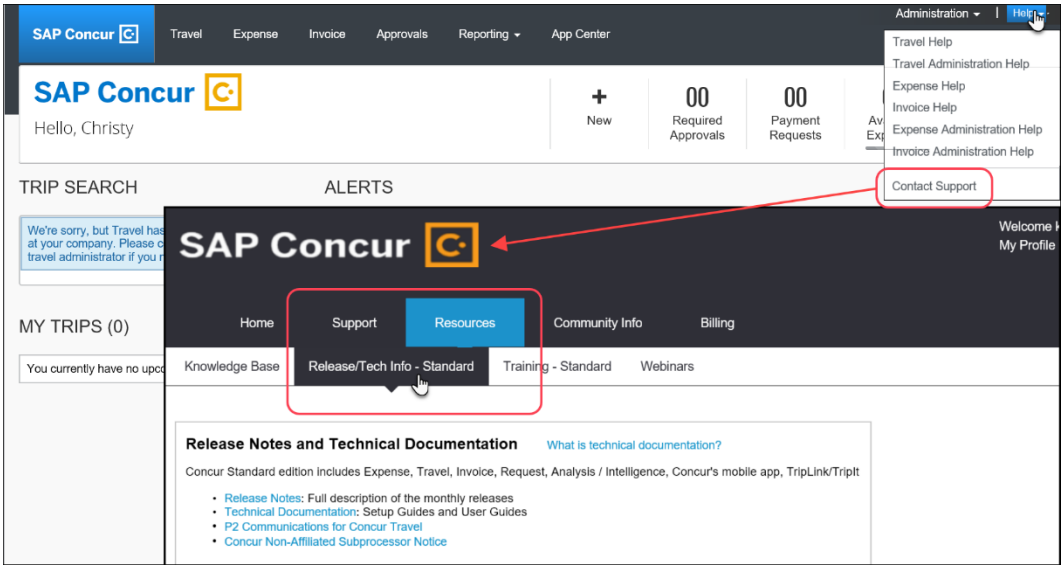


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Concur Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: October 17, 2020 Update #1: Monday, October 19, 4:00 PM PST	Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

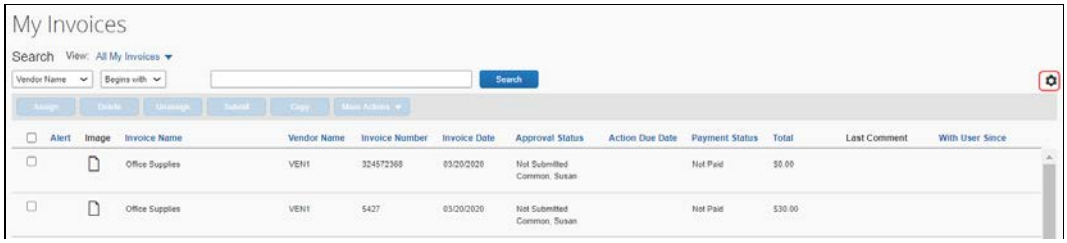
Concur Invoice

Payment Due Date Now Available in All List Views on My Invoices and Unassigned Invoices Pages (Sep 23)

Overview

Concur Invoice users can now add the **Payment Due Date** field to all list views on the **My Invoices** and **Unassigned Invoices** pages that have column preferences functionality.

To access the feature, users click on the gear icon which opens the **Manage Columns** window.



Users can then drag and drop the **Payment Due Date** field between the **Hidden** and the **Visible** lists depending on what they want to see in the list views.

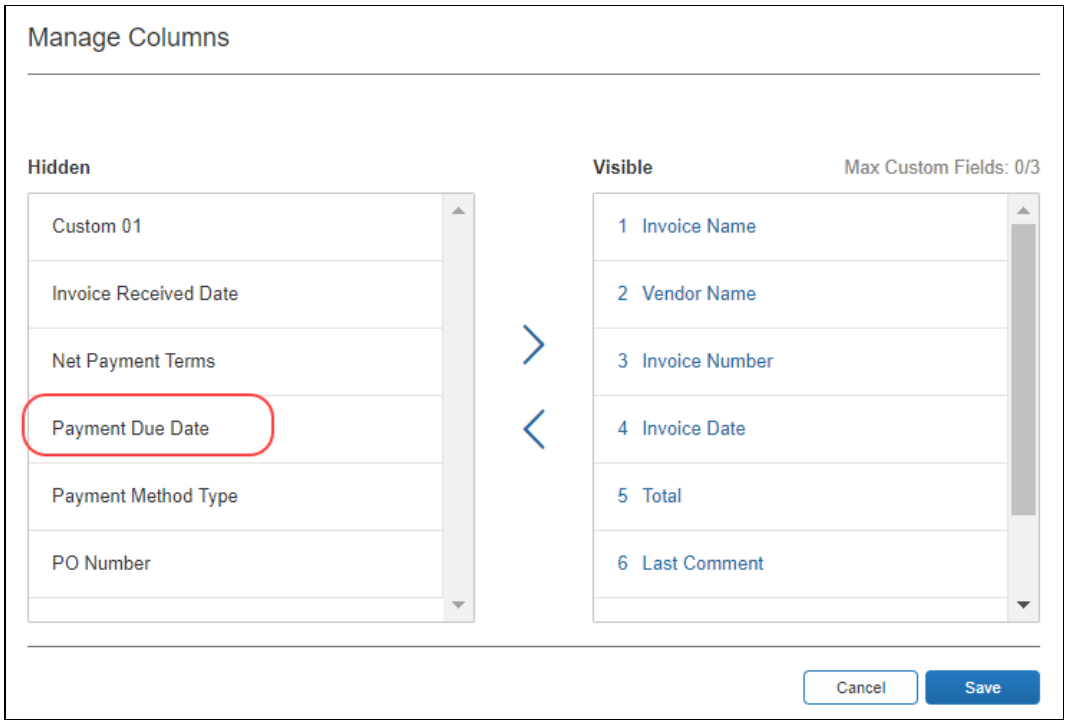
NOTE: This feature was released on September 23, 2020.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement makes it easier for clients to see when the payment is due which makes their payment planning easier.

What the User Sees

The Concur Invoice user sees the **Payment Due Date** field in the **Manage Columns** window when they open any list view that has column preferences on the **My Invoices** and **Unassigned Invoices** pages.



Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Supplier Portal Retirement

Overview

The Supplier Portal feature will soon be retired, and suppliers will no longer be able to use this functionality. The Supplier Portal enables suppliers to perform self-serve tasks without needing to interact with their buyer (Concur Invoice client), such as checking the status of an invoice, search for their buyers, and view the buyer contact information if direct contact is required.

NOTE: This feature is targeted to release the week of October 19, 2020.

With the retirement of the Supplier Portal, suppliers who sign into the Supplier Portal will receive a message about the retirement. Clients who try to send the invitation link out to suppliers will also receive a message about the retirement. Clients who

are using the Supplier Portal are encouraged to reach out to any suppliers who are actively using it with alternate instructions on how to interact with their buyers.

As Concur Invoice moves forward, we are committed to identifying the best solution to deliver on our clients' business needs.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is being retired due to low usage.

Configuration / Feature Activation

This change will be automatically available; there are no additional configuration steps.

Financial Integration

Vendor Credit Posted to QuickBooks Desktop and QuickBooks Online (Late Oct)

Overview

In late October, vendor credit invoices (invoices with a negative total) can be posted to QuickBooks Desktop and QuickBooks Online from Concur Invoice. Prior to this change, only invoices with a positive total could be posted from Concur Invoice to QuickBooks Desktop or QuickBooks Online.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement eliminates the need to manually enter vendor credits associated with invoices posted from Concur Invoice to QuickBooks Desktop and QuickBooks Online.

Configuration / Feature Activation

The integration with Concur Invoice is available for clients who purchase QuickBooks Desktop or QuickBooks Online Integration.

📖 For configuration information, refer to *Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide for Concur Standard Edition*.

Xero Accounting Integration Available in Singapore (Oct 22)

Overview

Beginning on October 22, 2020, the following editions of Xero Accounting will be supported in Singapore for integration with Concur Expense Standard Edition and Concur Invoice Standard Edition:

- Standard
- Premium

Configuration / Feature Activation

The integration with Concur Expense and Concur Invoice is available for clients who purchase Xero Accounting Integration.

📖 For configuration information, refer to *Shared: Xero Accounting Setup Guide for SAP Concur Standard Edition* and the *Xero Accounting Financial Integration FAQ*.

Product Settings

Option to Switch Back to Legacy Users Page Removed (Sep 24)

Overview

On September 24, the option to switch between the new design of the **Users** page and the legacy design was removed.

BUSINESS PURPOSE / CLIENT BENEFIT

The redesign refreshes the look of the user management interface and provides a framework for future improvements to this administrative area.

What the User Admin Sees

The User Admin no longer sees the **switch back to the old interface** link.

This option was removed on September 24, 2020.

Configuration / Feature Activation

There are no configuration or activation steps; this change occurred automatically.

📖 For information about administering users, see the *Shared: Users Setup Guide for Concur Standard Edition*.

Authentication

Ongoing Deprecation of Director SAML Service and Migration to SAML v2

Information First Published	Information Last Modified	Feature Target Release Date
July 10, 2020	--	July – December 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

Support for the Director SAML service is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel will soon begin assisting clients who currently use Director SAML to migrate to SAP Concur SAML v2 SSO (SAML v2).

Clients currently using Director SAML are encouraged to migrate to SAML V2 as soon as possible.

Deprecation of support for the Director SAML service is dependent on the following requirements:

- SAP Concur technicians and TMCs assist existing SAP Concur clients to migrate from the Director SAML service to SAML V2.
- All clients that currently rely on the Director SAML service have migrated from Director SAML to SAML V2.

Migration from Director SAML to SAML V2 requires the following general steps:

- The client identifies an admin to act as the SSO admin and assigns the proper permission/role.
- The SSO admin coordinates with their SAP Concur technician to obtain the SAP Concur SP metadata.
- The SSO admin configures the SSO settings at the IdP based on information from SP metadata.
- The SSO admin retrieves IdP metadata from the IdP and delivers the metadata to the SAP Concur technician.
- The SSO admin adds a few testing users and tests the new SSO connection.
- With successful testing, the company rolls out SSO to their SAP Concur users.

📖 For more detailed information about migrating to SAML v2, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted by this change and should begin testing now to prepare for migration to SAML V2.

TMCs must set up SAML v2 instead of Director SAML for their new clients. Setting up SAML v2 now allows more time for TMCs to test the new configuration and train internal staff to assist clients.

To prepare for the deprecation of Director SAML:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY DIRECTOR SAML CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for the deprecation of Director SAML:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients must coordinate with an SAP Concur technician to complete migration to SAML v2.

📖 For more information, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

Ongoing Deprecation of HMAC and Migration to SAML v2 and the SSO Self-Service Tool

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	October 9, 2020	Phase I: July 2020 Phase II: July 2021
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur support for Hash-Based Message Authentication Code (HMAC) is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel are currently assisting clients who use HMAC to migrate to SAP Concur SAML v2 SSO (SAML v2).

In November of 2020, SAP Concur plans to provide a self-service tool that will enable client admins to setup their SAML v2 connections without involving an SAP Concur support representative.

NOTE: SAML v2 supports the use of multiple identity providers (IdPs).

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an identity provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients begin testing authentication using SAML v2.
- TMCs prepare to onboard new SAP Concur clients to SAML v2.
- Once the SSO self-service tool is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded to SAML v2.
- Existing clients using HMAC must migrate to SAML v2.

Phase II:

- TMCs have migrated all existing SAP Concur clients from the HMAC service to SAML v2.
- The HMAC service is deprecated. Phase II is targeted to end mid-year in 2021.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted and should begin testing now to prepare for migration to SAML v2.

TMCs must set up SAML v2 instead of HMAC for their new clients. Setting up SAML v2 now allows more time for TMCs to test SAML v2 and to train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY HMAC CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients can coordinate with SAP Concur support now to complete migration to SAML v2.
- When it is released, clients can configure the SSO self-service tool. The self-service tool is targeted for release in November of 2020.

📖 For more information, refer to *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option* in the *Shared Planned Changes* release notes and to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

File Transfer Updates

Support for Two SSH Transfer Ciphers Removed From File Transfer for Customers and Vendors (Oct 13)

Overview

This release note is intended for technical staff responsible for file transmissions with SAP Concur solutions. For our customers and vendors participating in data exchange through various secure file transfer protocols, we are making changes that provide greater security for those file transfers.

On October 13, 2020, support for the following SSH transfer ciphers was removed for file transfers:

- 3des-cbc
- blowfish-cbc

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com
- st-eu.concursolutions.com

NOTE: While these ciphers were not listed in our supported cipher list, they were not blocked until October 13th.

This change does not affect supported ciphers for PGP encryption.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

These changes occurred automatically. If you have been using one of the unsupported ciphers, you must move to a supported cipher in order to restore service.

📖 For a list of the supported SSH transfer ciphers, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Download as Excel From All Sent to Purchasing List View on My Invoices Page

Overview

In a future release, clients will be able to export data by clicking the **Download as Excel** link in the **All Sent to Purchasing** list view on the **My Invoices** page:

There is no maximum number of items that can be exported, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download as Excel** link in **All Sent to Purchasing** list view of the **My Invoices** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

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Additional Release Notes and Other Technical Documentation

Online Help – Admins

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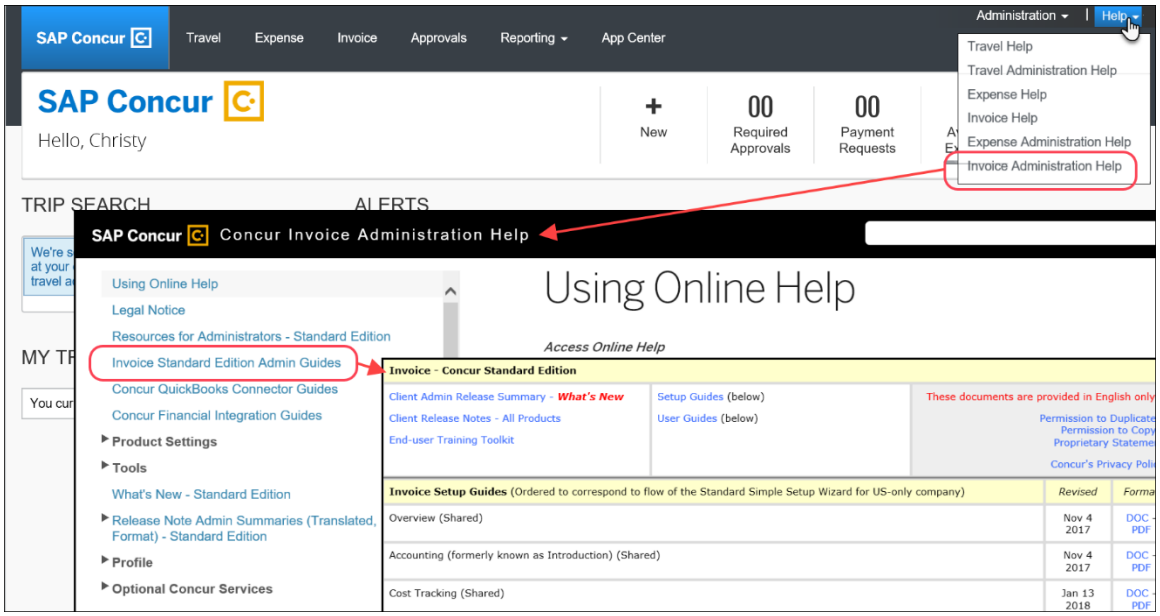

SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
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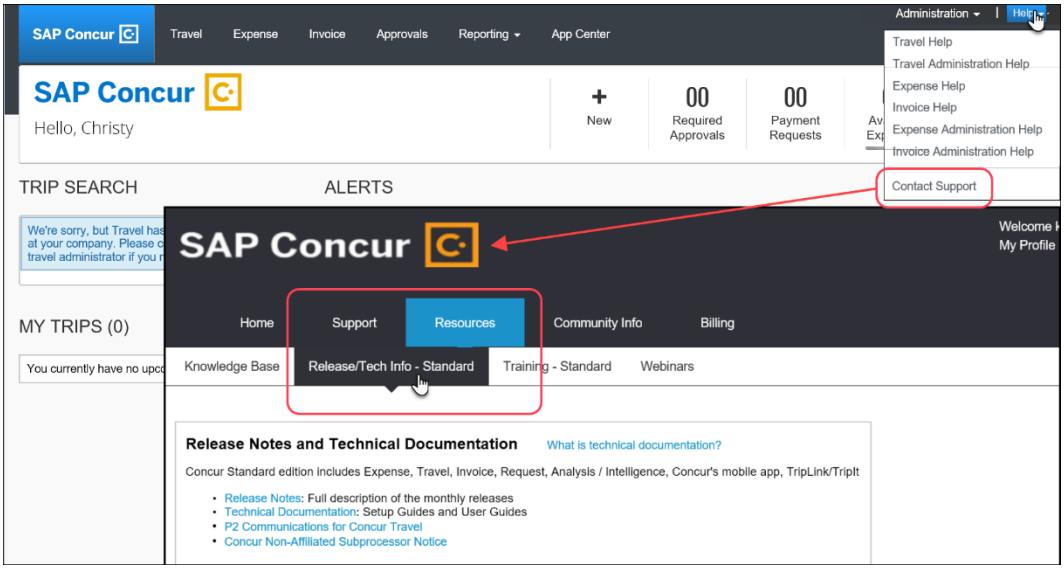


SAP Concur Release Notes **Concur Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: November 14, 2020 Initial Post: Friday, November 13, 2:30 PM PST	Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Concur Invoice

Supplier Portal Retirement (Oct 19)

Overview

The Supplier Portal feature is now retired, and suppliers can no longer use this functionality.

The Supplier Portal enabled suppliers to perform self-serve tasks without needing to interact with their buyer (Concur Invoice client), such as checking the status of an invoice, searching for their buyers, and viewing the buyer contact information if direct contact is required.

NOTE: This change occurred on October 19, 2020.

With the retirement of the Supplier Portal, suppliers who sign into the Supplier Portal will receive a message about the retirement. Clients who try to send the invitation link out to suppliers will also receive a message about the retirement. Clients who are using the Supplier Portal are encouraged to reach out to any suppliers who are actively using it with alternate instructions on how to interact with their buyers.

As Concur Invoice moves forward, we are committed to identifying the best solution to deliver on our clients' business needs.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is being retired due to low usage.

Configuration / Feature Activation

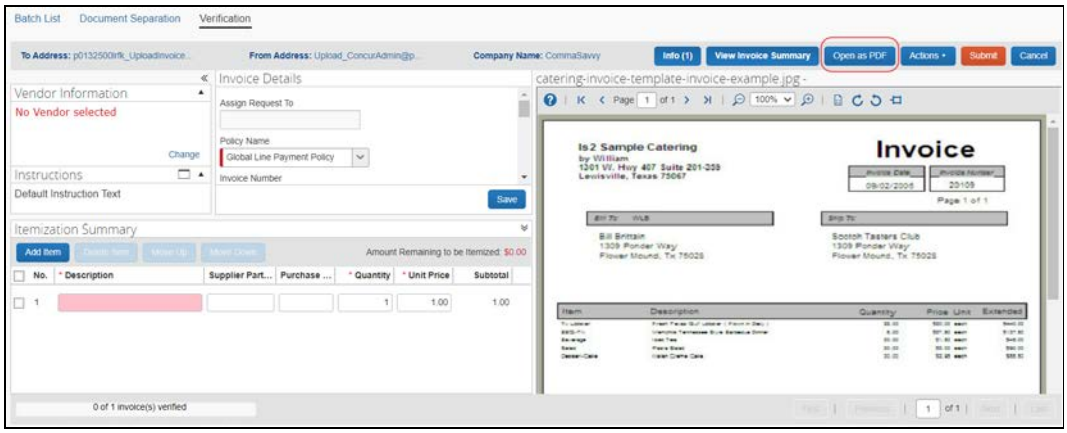
This change occurred automatically; there are no additional configuration steps.

Capture Processing

Open as PDF Option Now a Button on Verification Page

Overview

When clients open an invoice as a PDF on the **Verification** page, they will now do so by clicking the **Open as PDF** button instead of clicking **Actions > Open as PDF**.



NOTE: When clients access the **Verification** page, the default view shows the PDF in a separate browser window.

BUSINESS PURPOSE / CLIENT BENEFIT

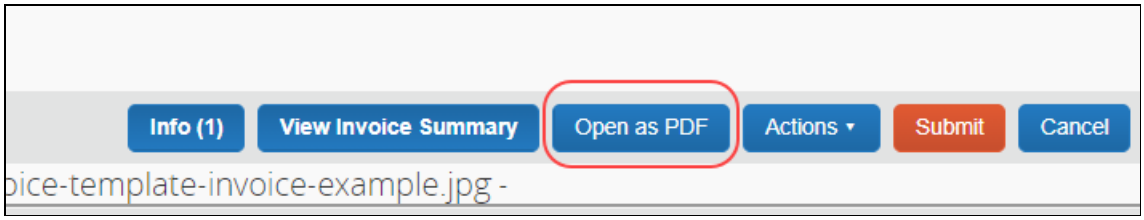
This enhancement reduces the number of clicks the client needs to perform, which reduces the time spent opening invoices.

What the User Sees

The user sees that the **Open as PDF** option in the **Action** menu is now a button on the **Verification** page.

BEFORE

AFTER



Configuration / Feature Activation

This change occurs automatically; there are no additional configuration steps.

Invoice Pay

Provider Payment Manager Start and End Date Fields Replaced by Date Range Field (Nov 5)

Overview

The **Start Date** and **End Date** fields that appeared on the **Provider Payment Summary** page have been replaced with a single **Select Date Range** field.

NOTE: The change was implemented on November 5, 2020.

Business Purpose / Client Benefit

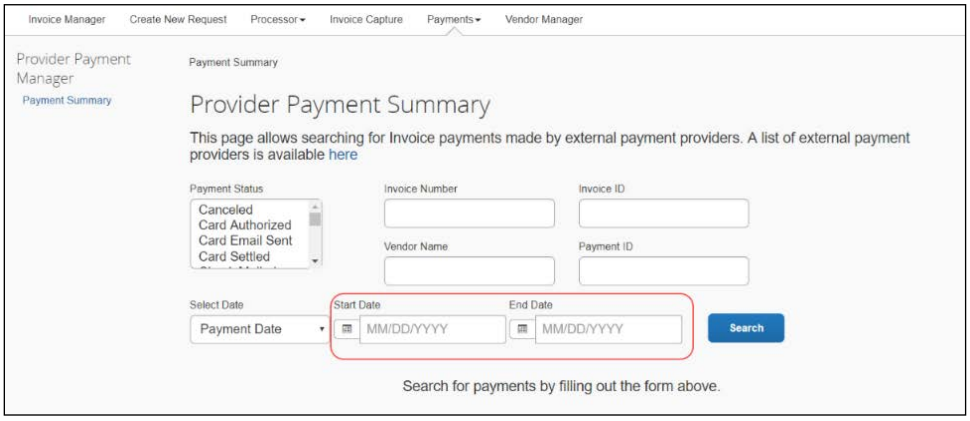
This change brings more consistency to the **Provider Payment Manager** page.

What the Invoice Payment Manager Sees

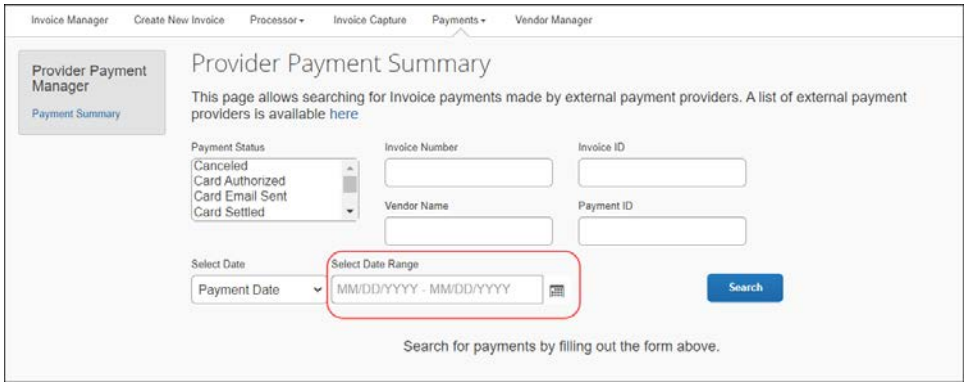
A user with the Invoice Payment Manager role sees the **Select Date Range** field on the **Provider Payment Summary** page.

Previously, the user entered a start date and an end date. The user can now select either a single start date, or a range of dates in the **Select Date Range** field.

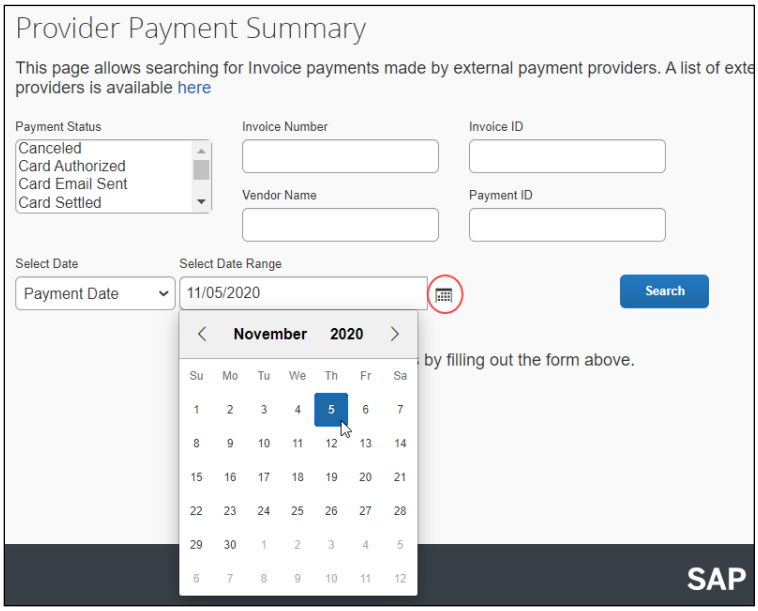
Before



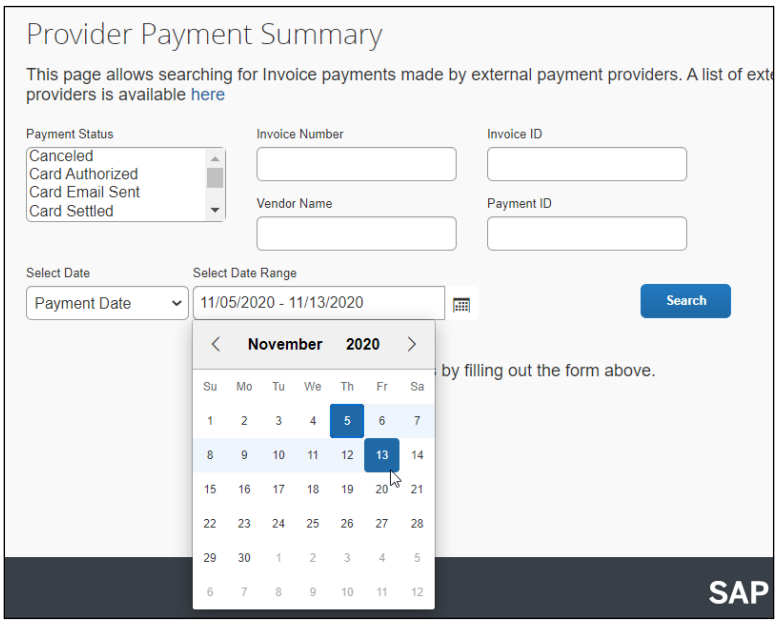
After



To select a start date, either type the date into the field following the format MM/DD/YYYY, or click the calendar icon (📅) and then select a single date.



To select a date range, either type the date range into the field following the format MM/DD/YYYY - MM/DD/YYYY, or click the calendar icon and then select the desired start and end dates.



Configuration / Feature Activation

There are no configuration or activation steps.

Financial Integration

Vendor Credit Posted to QuickBooks Desktop and QuickBooks Online (Oct 27)

Overview

As of October 27, vendor credit invoices (invoices with a negative total) can be posted to QuickBooks Desktop and QuickBooks Online from Concur Invoice. Prior to this change, only invoices with a positive total could be posted from Concur Invoice to QuickBooks Desktop or QuickBooks Online.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement eliminates the need to manually enter vendor credits associated with invoices posted from Concur Invoice to QuickBooks Desktop and QuickBooks Online.

Configuration / Feature Activation

The integration with Concur Invoice is available for clients who purchase QuickBooks Desktop or QuickBooks Online Integration.

📖 For configuration information, refer to *Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide for Concur Standard Edition*.

Xero Accounting Integration Available in Singapore (Oct 22)

Overview

As of October 22, 2020, the following editions of Xero Accounting are supported in Singapore for integration with Concur Expense Standard Edition and Concur Invoice Standard Edition:

- Standard
- Premium

Configuration / Feature Activation

The integration with Concur Expense and Concur Invoice is available for clients who purchase Xero Accounting Integration.

📖 For configuration information, refer to *Shared: Xero Accounting Setup Guide for SAP Concur Standard Edition* and the *Xero Accounting Financial Integration FAQ*.

Connect Buttons for Accounting Integration Updated

Overview

In November, the connect button that appears on the **Accounting** page in Product Settings will be updated.

NOTE: The connect button only appears when accounting integration is enabled.

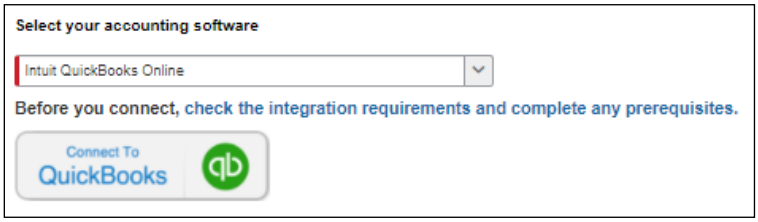
BUSINESS PURPOSE / CLIENT BENEFIT

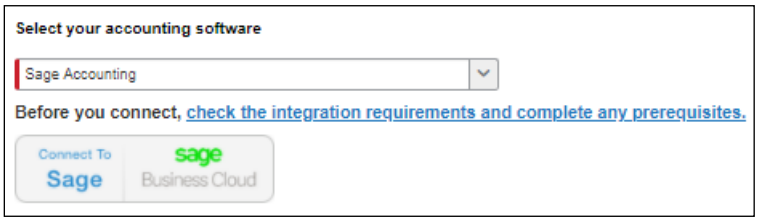
This change supports localization of the button label and makes the overall appearance of the **Accounting** page more consistent.

What the Company Admin Sees

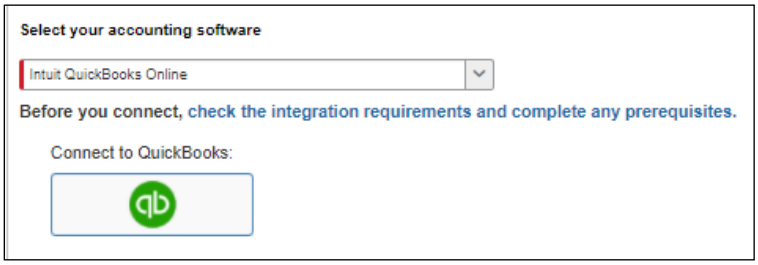
On the **Accounting** page in Product Settings, the Company Admin sees a new button label and a button that displays the logo of the selected accounting software.

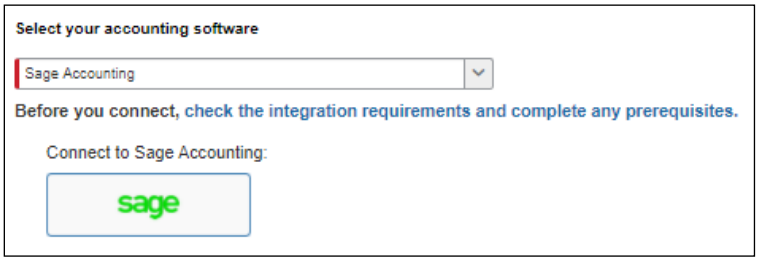
Before

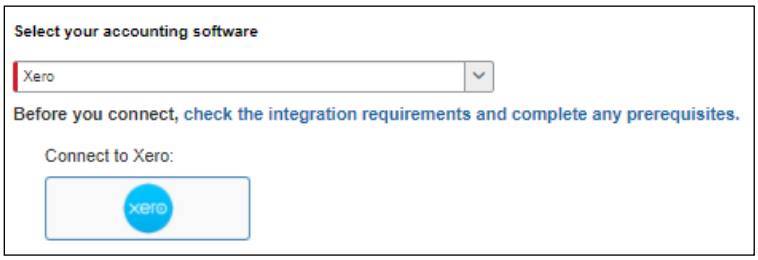




After







Configuration / Feature Activation

There are no configuration or activation steps; this change occurs automatically. However, financial integration must be enabled for the button to appear.

📖 For more information about financial integration with SAP Concur Standard Edition, refer to *Concur Financial Integration Resources*.

Security

Updated: End of Support for Insecure Protocols and Ciphers in F5 Client SSL Profiles for VIPs (Oct 7)

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

In early October, the SAP Concur networking team noted that their configuration of the Content Delivery System had been blocking the protocols in the list that follows for some time.

As such, the notice to clients that we would be making a change to our F5 Client SSL profile was superfluous, as those aspects of the existing profile were not actually available. SAP Concur did make changes to the F5 Client SSL profile on October 7 as well, in the interest of maintaining a strong security profile

This means that there was no new effect for clients, as the following protocols had already previously been blocked:

- SSL v2
- SSL v3
- TLS v1.0
- TLS v1.1
- 3DES cipher suite

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

There are no configuration or activation steps.

Malicious Domains Alert

Overview

Please refer to the following table for a list of potential malicious domains. This list is not exhaustive and is meant as an initial warning about the existence of possible fraudulent sites that use some false derivative of the SAP Concur solutions brand within the domain name.

Malicious Domains			
concursupport.com	conchur.com	congur.com	concus.com
concurhr.com	conbur.com	conur.com	concur.red
concurlogin.com	soncur.com	concur.one	cconcur.com
concur.vip	concue.com	confur.com	concur.social
conchr.com	concut.com	boncur.com	concur.nz
concurr.com	concur.ae	concor.com	oncur.com
concure.com	conciur.com	concur.me	concuur.com
concura.com	concur.is	concur.digital	cioncur.com
cooncur.com	concur.consulting	concar.com	concur.solutions
concurl.com	concur.tech	concur.pro	concurf.com
concurb.com	concur.biz	concur.gr	cponcur.com
concurn.com	concur.design	concir.com	concup.com
concuri.com	cuncur.com	cancur.com	concru.com
concurs.com	concur.cm	voncur.com	cpncur.com
concurz.com	concur.cc	concwr.com	connectconcur.com
concuir.com	concr.com	comncur.com	concur.jp
doncur.com	concur.sk	concur.ch	colcur.com
conccur.com	condur.com	concur.so	concer.com
concur.store	concur.bz	concur.be	conaur.com
concur.az	concur.by	cencur.com	coincur.com
cocur.com	consur.com	corcur.com	cocnur.com

What Should Clientrs Do?

Clients should avoid these domains in the context of working with SAP Concur solutions. While some domains may be registered, it is recommended to err on the side of caution.

BUSINESS PURPOSE / CLIENT BENEFIT

This alert provides ongoing security for our products and services.

Configuration / Feature Activation

There are no configuration or activation steps.

📖 For more information about web domains, refer to the *Concur Travel & Expense Supported Configurations* document.

Authentication

Single Sign-On (SSO) Self-Service Option

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

With the November release, SAP Concur is adding a Single Sign-On (SSO) self-service tool to SAP Concur products. This new tool enables clients to set up SSO for their organization without assistance from SAP Concur support. SSO is currently supported for Concur Expense, Concur Invoice, Concur Request, and Concur Travel.

SSO enables users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in:

- Username and password
- SSO with Identity Provider (IdP) credentials, such as a user's login credentials for their organization

The new SSO self-service tool will eventually replace the existing SSO configuration process, enabling clients to implement SSO at their organization. The existing SSO configuration process and the new SSO Self-Service tool will both be available until everyone has migrated to the new SSO Self-Service tool.

NOTE: Currently, SSO can be configured using the **Security Keys** page.

The new SSO self-service tool will include the following features:

- A self-service option for setting up SSO at your organization; this new feature is automatically available to all clients
- The new SAP Concur SAML v2 SSO (SAML v2) service which complies with SAML 2.0 and is a current industry standard
- Encrypted SAML assertion to address privacy and security concerns

- Enforcement of SSO at the company level (the ability to select SSO as optional is also available)
- The ability to upload multiple Identity Provider (IdP) metadata
- The ability to download SAP Concur Service Provider metadata

NOTE: Supported IdPs include any IdP that can send SAP Concur standard SAML 2.0 SAML assertions, such as: ADFS, Azure AD, Okta, Ping, G Suite, Sitemaster, Centrify, OneLogin, and VMWare Workplace One.

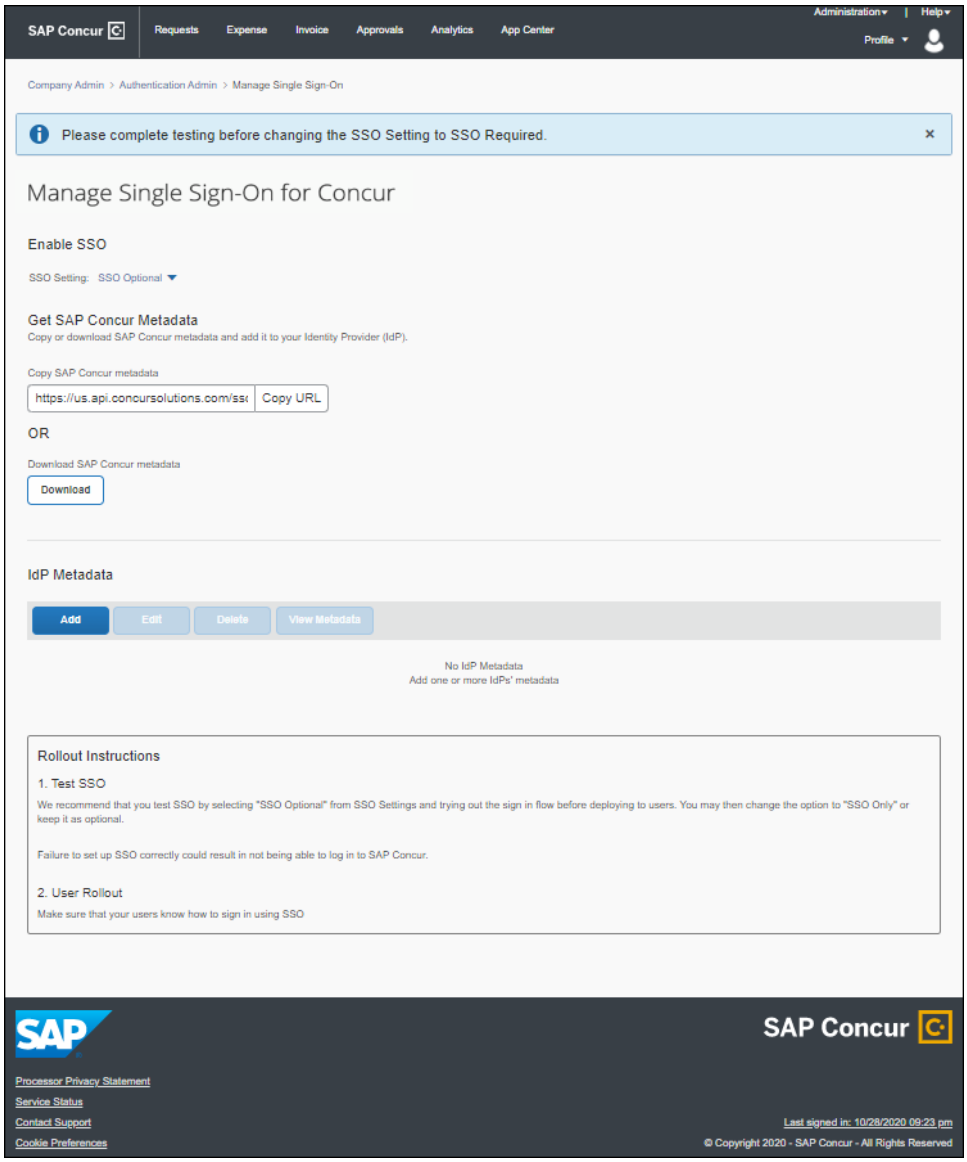
BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides new SAP Concur clients with a self-service option for setting up SSO. It also provides an option for existing SSO clients who must eventually migrate to the new SAML v2 service to manage SSO for their users.

Important – Migration for Legacy SSO Clients

Legacy SSO clients will be able to use the SSO self-service tool to migrate to the new SAML v2 service.

Company admins will configure the feature and connect to the new SSO service on the **Manage Single Sign-On** page.



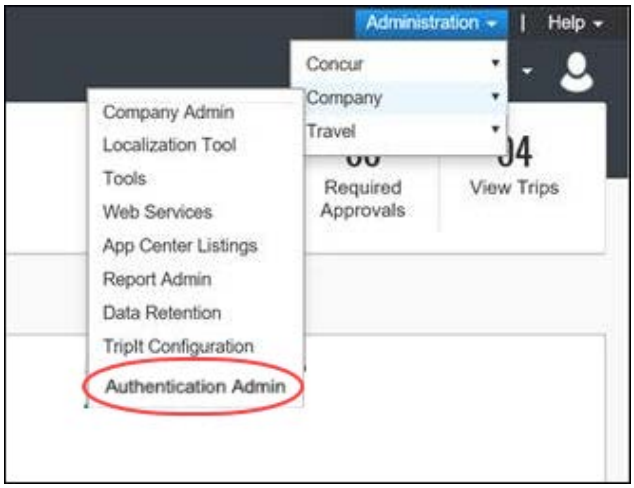
NOTE: The new SAML v2 service is independent of existing SSO services. Setting up a new SSO connection on SAML v2 does not interrupt existing SSO connections. Existing clients can remain legacy SSO clients while migrating to the new SAML v2 service.

What the Admin Sees

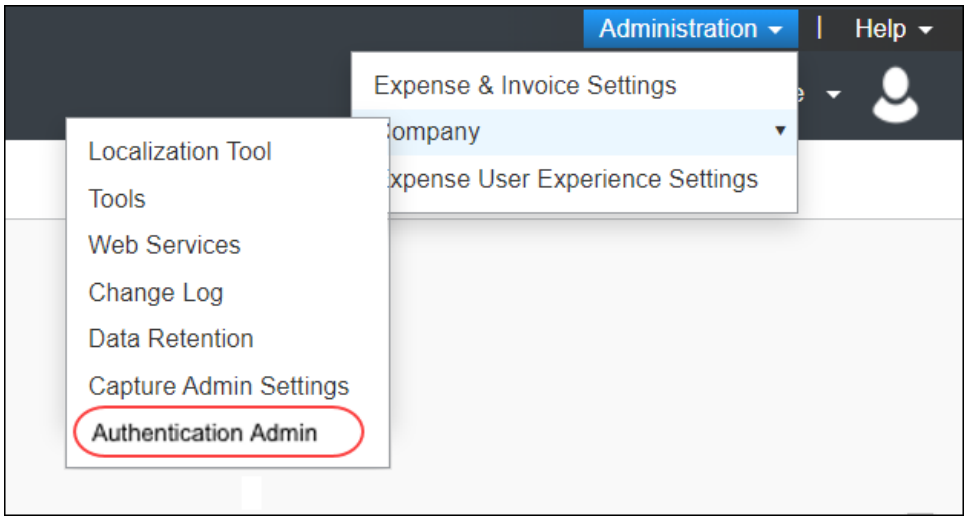
A user with the required permissions will see a new **Authentication Admin** list item when they click **Administration > Company**.

The items in the **Administration** and **Company** lists vary depending on which SAP Concur products your company uses and which edition your company uses.

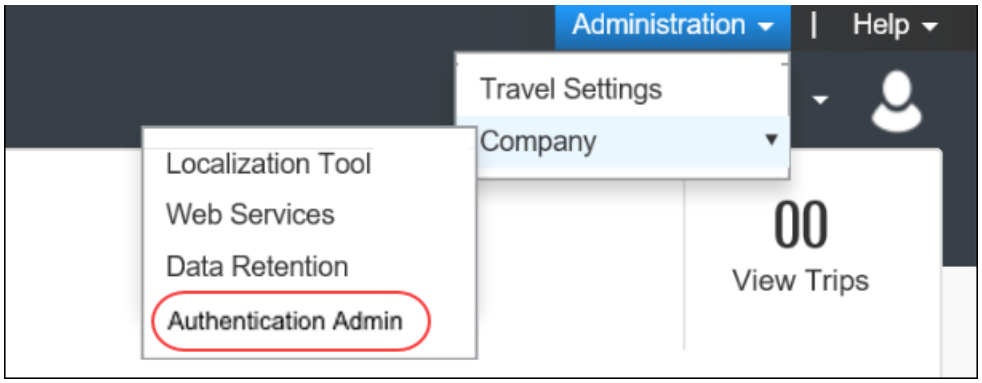
Professional Edition Example



Standard Edition Example

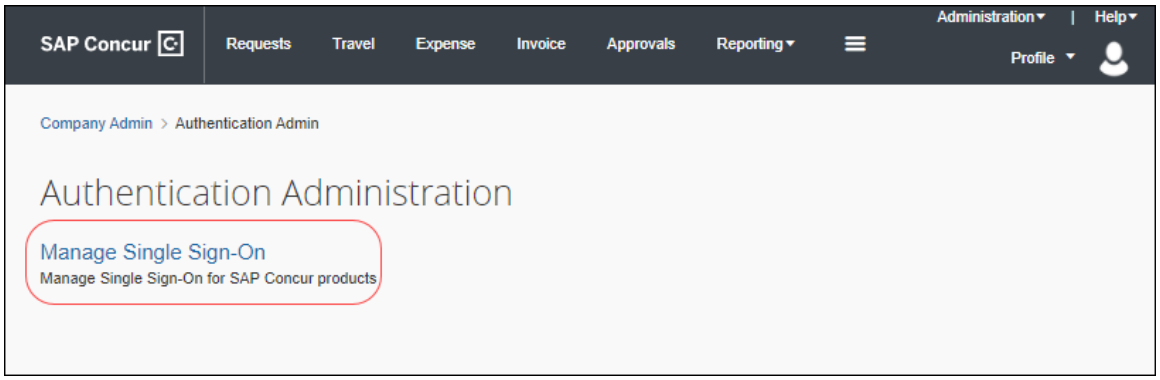


Travel Only Example



After clicking **Authentication Admin**, the **Authentication Administration** page appears.

The new SSO self-service tool is accessed by clicking the **Manage Single Sign-On** link on the **Authentication Admin** page.



Configuration / Feature Activation

This feature is automatically available to users with the required permissions.

For more information about migrating to SAML v2, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

Ongoing Deprecation of Director SAML Service and Migration to SAML v2

Information First Published	Information Last Modified	Feature Target Release Date
July 10, 2020	--	July – December 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

Support for the Director SAML service is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel will soon begin assisting clients who currently use Director SAML to migrate to SAP Concur SAML v2 SSO (SAML v2).

Clients currently using Director SAML are encouraged to migrate to SAML V2 as soon as possible.

Deprecation of support for the Director SAML service is dependent on the following requirements:

- SAP Concur technicians and TMCs assist existing SAP Concur clients to migrate from the Director SAML service to SAML V2.

- All clients that currently rely on the Director SAML service have migrated from Director SAML to SAML V2.

Migration from Director SAML to SAML V2 requires the following general steps:

- The client identifies an admin to act as the SSO admin and assigns the proper permission/role.
- The SSO admin coordinates with their SAP Concur technician to obtain the SAP Concur SP metadata.
- The SSO admin configures the SSO settings at the IdP based on information from SP metadata.
- The SSO admin retrieves IdP metadata from the IdP and delivers the metadata to the SAP Concur technician.
- The SSO admin adds a few testing users and tests the new SSO connection.
- With successful testing, the company rolls out SSO to their SAP Concur users.

📖 For more detailed information about migrating to SAML v2, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted by this change and should begin testing now to prepare for migration to SAML V2.

TMCs must set up SAML v2 instead of Director SAML for their new clients. Setting up SAML v2 now allows more time for TMCs to test the new configuration and train internal staff to assist clients.

To prepare for the deprecation of Director SAML:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY DIRECTOR SAML CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for the deprecation of Director SAML:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients must coordinate with an SAP Concur technician to complete migration to SAML v2.

For more information, refer to the *SSO Service: Overview Guide* and the *Shared: SSO Management Setup Guide*.

Ongoing Deprecation of HMAC and Migration to SAML v2 and the SSO Self-Service Tool

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	November 13, 2020	Phase I: July 2020 Phase II: July 2021
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur support for Hash-Based Message Authentication Code (HMAC) is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel are currently assisting clients who use HMAC to migrate to SAP Concur SAML v2 SSO (SAML v2).

With the November release, targeted for November 14, SAP Concur will provide a Single Sign-On self-service option that enables client admins to setup their SAML v2 connections without involving an SAP Concur support representative.

NOTE: SAML v2 supports the use of multiple identity providers (IdPs).

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an identity provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients begin testing authentication using SAML v2.
- TMCs prepare to onboard new SAP Concur clients to SAML v2.
- Once the Single sign-On self-service option is available, clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded to SAML v2.
- Existing clients using HMAC must migrate to SAML v2.

Phase II:

- TMCs have migrated all existing SAP Concur clients from the HMAC service to SAML v2.
- The HMAC service is deprecated. Phase II is targeted to end mid-year in 2021.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted and should begin testing now to prepare for migration to SAML v2.

TMCs must set up SAML v2 instead of HMAC for their new clients. Setting up SAML v2 now allows more time for TMCs to test SAML v2 and to train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY HMAC CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients can coordinate with SAP Concur support now to complete migration to SAML v2.
- When it is released, clients can choose to use the Single Sign-On self-service option. The Single Sign-On self-service option is targeted for release with the SAP Concur November release.

📖 For more information, refer to the *Single Sign-On (SSO) Self-Service Option* release note in this document and to the *Shared: Single Sign-On Overview* and the *Shared: Single Sign-On Setup Guide*.

File Transfer Updates

Support for Two SSH Transfer Ciphers Removed From File Transfer for Clients and Vendors (Oct 13)

Overview

This release note is intended for technical staff responsible for file transmissions with SAP Concur solutions. For our clients and vendors participating in data exchange through various secure file transfer protocols, we are making changes that provide greater security for those file transfers.

On October 13, 2020, support for the following SSH transfer ciphers was removed for file transfers:

- 3des-cbc
- blowfish-cbc

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com
- st-eu.concursolutions.com

NOTE: While these ciphers were not listed in our supported cipher list, they were not blocked until October 13th.

This change does not affect supported ciphers for PGP encryption.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

These changes occurred automatically. If you have been using one of the unsupported ciphers, you must move to a supported cipher in order to restore service.

📖 For a list of the supported SSH transfer ciphers, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

User Interface

Updating Country and Countries Labels

Overview

Instances of Country or Countries in the user interface are being updated to Country/Region and Countries/Regions, respectively.

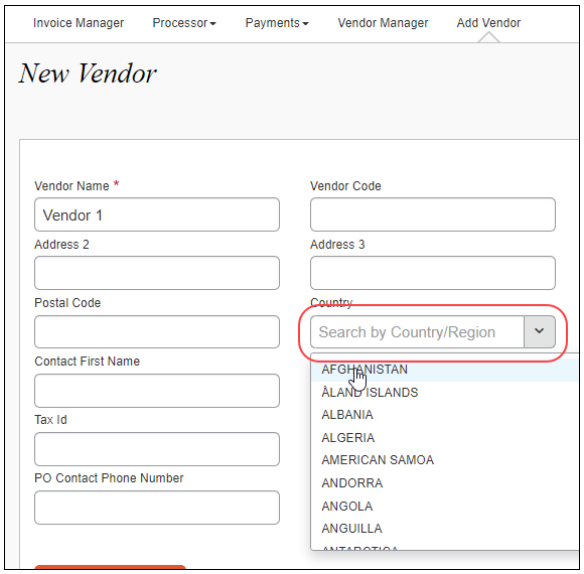
BUSINESS PURPOSE / CLIENT BENEFIT

This change provides a better global user experience.

What the User Sees

The user sees updated labels in the user interface.

Example



Configuration / Feature Activation

There are no configuration or activation steps; this change occurs automatically.

Authorized Support Contacts

Online Scheduling for SAP Concur Support

Overview

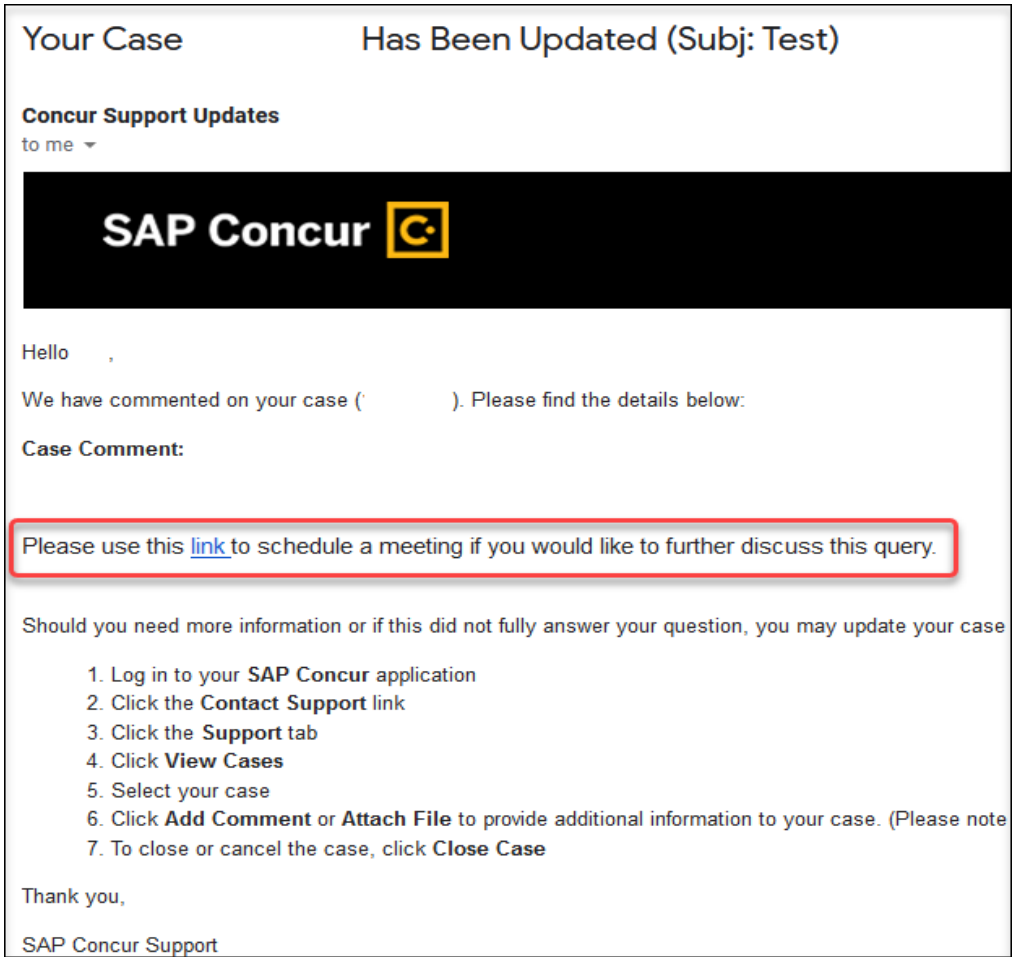
SAP Concur support has implemented an online scheduling feature that allows Authorized Support Contacts (ASCs) to schedule a meeting with a support engineer.

BUSINESS PURPOSE / CLIENT BENEFIT

Online scheduling makes it easier for ASCs to schedule a meeting with an SAP Concur support engineer.

What the ASCs See

ASCs will see a new scheduling link option in their case update notification emails.



Your Case Has Been Updated (Subj: Test)

Concur Support Updates
to me

SAP Concur

Hello ,

We have commented on your case ( ). Please find the details below:

Case Comment:

Please use this link to schedule a meeting if you would like to further discuss this query.

Should you need more information or if this did not fully answer your question, you may update your case

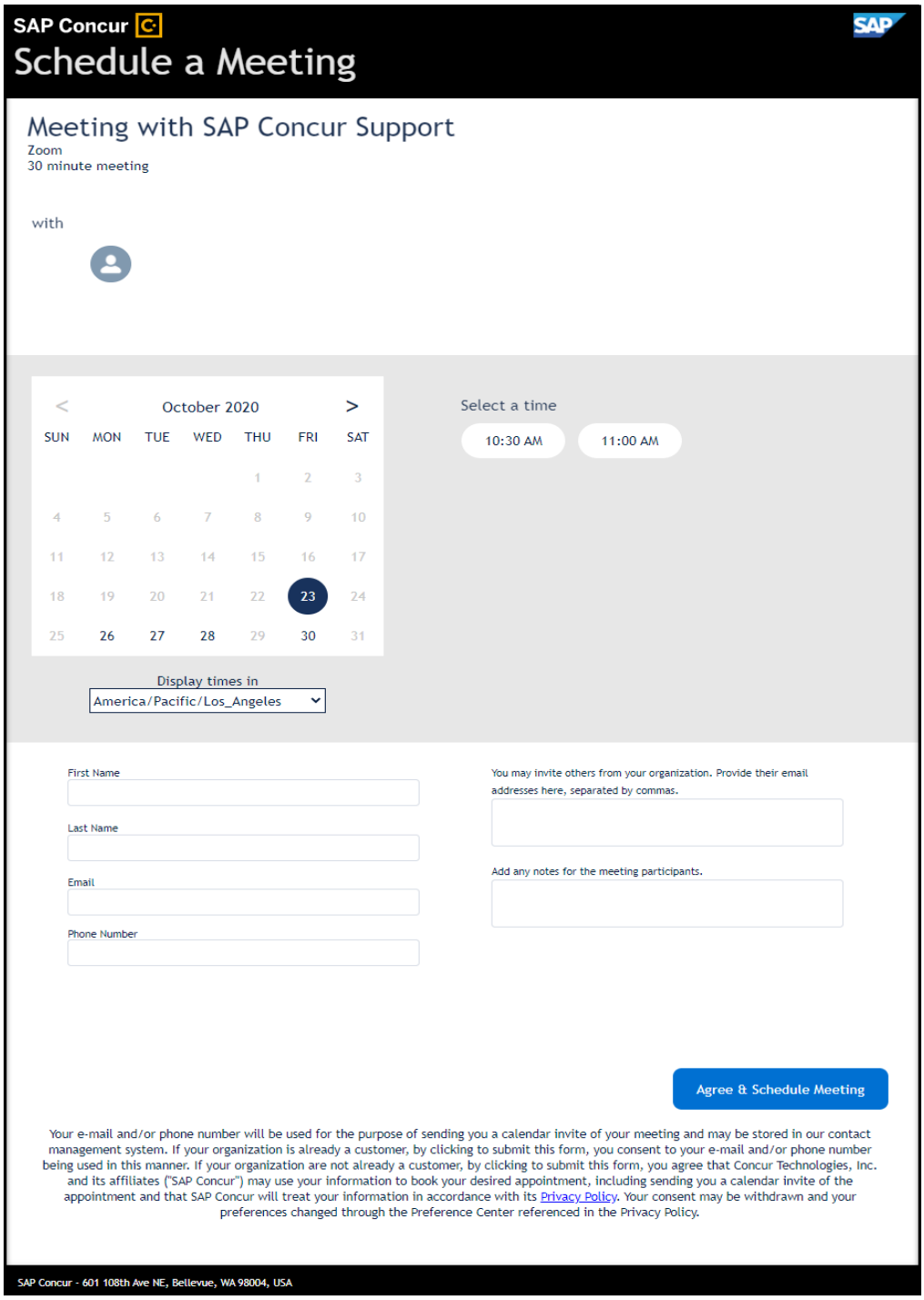
1. Log in to your **SAP Concur** application
2. Click the **Contact Support** link
3. Click the **Support** tab
4. Click **View Cases**
5. Select your case
6. Click **Add Comment** or **Attach File** to provide additional information to your case. (Please note
7. To close or cancel the case, click **Close Case**

Thank you,

SAP Concur Support

An ASC can click on the link and schedule a meeting with a support engineer.

The scheduling page will show the availability of a support engineer and allow the ASC to select a date and time.



Configuration / Feature Activation

The feature is automatically available; there are no configuration or activation steps.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Download as Excel From All Sent to Purchasing List View on My Invoices Page

Overview

In a future release, clients will be able to export data by clicking the **Download as Excel** link in the **All Sent to Purchasing** list view on the **My Invoices** page:

There is no maximum number of items that can be exported, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download as Excel** link in **All Sent to Purchasing** list view of the **My Invoices** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

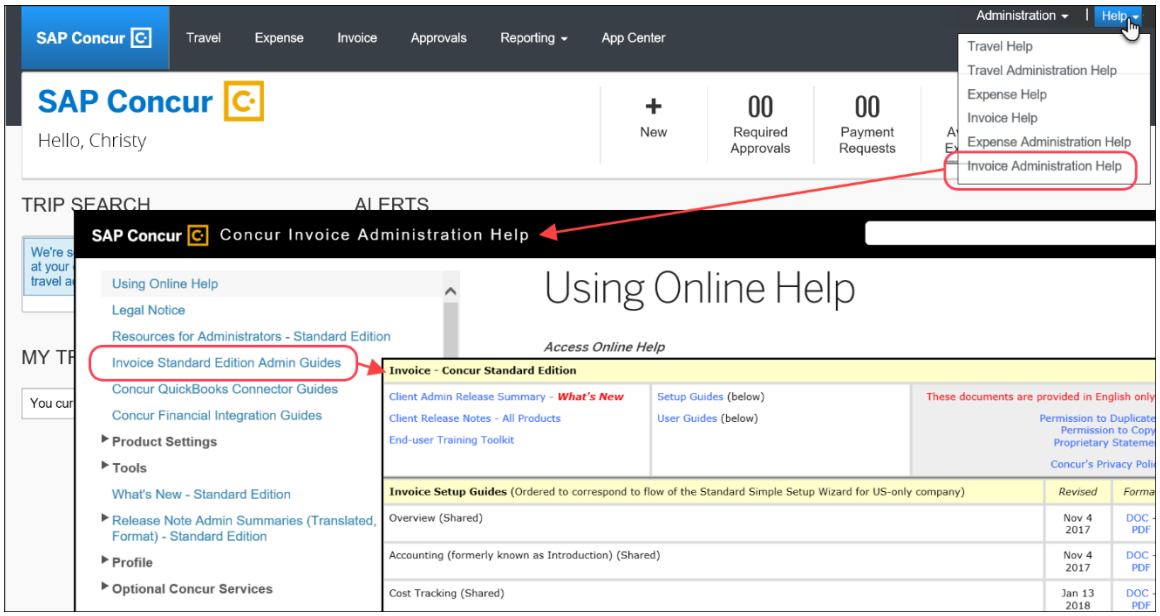
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.

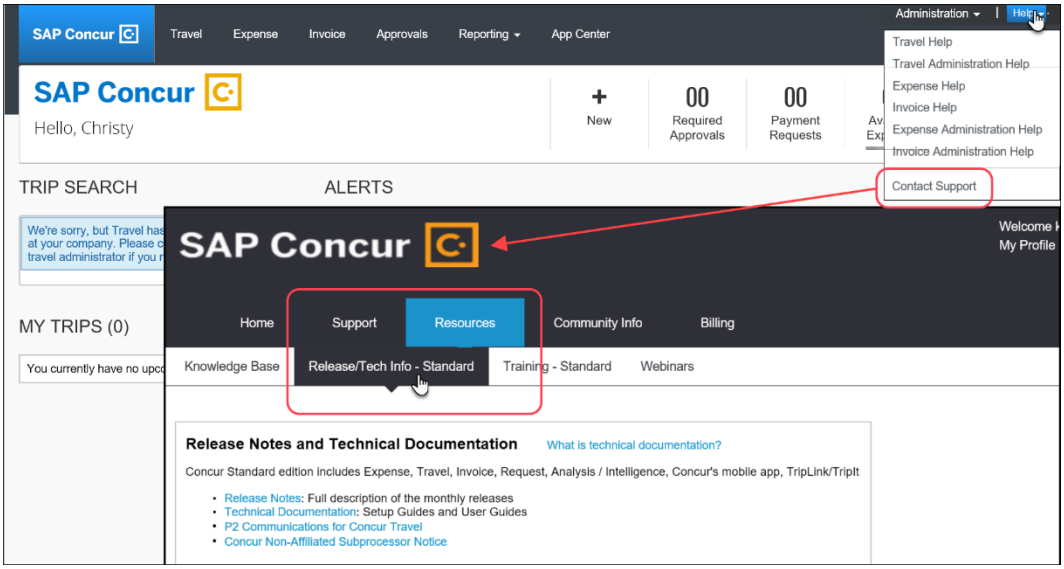


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



SAP Concur Release Notes **Concur Invoice Standard** Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests, and Purchase Orders	
Month	**Audience**
Release Date: December 5, 2020 Initial Post: Friday, December 4, 2:00 PM PST	Client FINAL

Contents

Legal Disclaimer

Release Notes

This document contains the release notes for Concur Invoice functionality for standard edition.

Authentication

Ongoing Deprecation of Director SAML Service and Migration to SAML v2

Information First Published	Information Last Modified	Feature Target Release Date
July 10, 2020	November 25, 2020	July – December 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

Support for the Director SAML service is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel will soon begin assisting clients who currently use Director SAML to migrate to SAP Concur SAML v2 SSO (SAML v2).

Clients currently using Director SAML are encouraged to migrate to SAML V2 as soon as possible.

Deprecation of support for the Director SAML service is dependent on the following requirements:

- SAP Concur technicians and TMCs assist existing SAP Concur clients to migrate from the Director SAML service to SAML V2.
- All clients that currently rely on the Director SAML service have migrated from Director SAML to SAML V2.

Migration from Director SAML to SAML V2 requires the following general steps:

- The client identifies an admin to act as the SSO admin and assigns the proper permission/role.
- The SSO admin coordinates with their SAP Concur technician to obtain the SAP Concur SP metadata.
- The SSO admin configures the SSO settings at the IdP based on information from SP metadata.
- The SSO admin retrieves IdP metadata from the IdP and delivers the metadata to the SAP Concur technician.
- The SSO admin adds a few testing users and tests the new SSO connection.
- With successful testing, the company rolls out SSO to their SAP Concur users.

📖 For more information about the Single Sign-On self-service option, refer to the *Shared: Single Sign-On Overview* and the *Shared: Single Sign-On Setup Guide*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted by this change and should begin testing now to prepare for migration to SAML V2.

TMCs must set up SAML v2 instead of Director SAML for their new clients. Setting up SAML v2 now allows more time for TMCs to test the new configuration and train internal staff to assist clients.

To prepare for the deprecation of Director SAML:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY DIRECTOR SAML CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for the deprecation of Director SAML:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients must coordinate with an SAP Concur technician to complete migration to SAML v2.

📖 For more information, refer to the *Shared: Single Sign-On Overview* and the *Shared: Single Sign-On Setup Guide*.

Ongoing Deprecation of HMAC and Migration to SAML v2 and the SSO Self-Service Tool

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	November 25, 2020	Phase I: July 2020 Phase II: July 1, 2021
Any changes since the previous monthly release are highlighted in yellow in this release note.		

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

SAP Concur support for Hash-Based Message Authentication Code (HMAC) is being deprecated. Travel Management Companies (TMCs) and SAP Concur personnel are currently assisting clients who use HMAC to migrate to SAP Concur SAML v2 SSO (SAML v2).

SAP Concur provides a Single Sign-On self-service option that enables client admins to setup their SAML v2 connections without involving an SAP Concur support representative.

For more information about the Single Sign-On self-service option, refer to the *Shared: Single Sign-On Overview* and the *Shared: Single Sign-On Setup Guide*.

NOTE: SAML v2 supports the use of multiple identity providers (IdPs).

The HMAC deprecation includes two phases:

Phase I:

- Clients must have an identity provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients begin testing authentication using SAML v2.
- TMCs prepare to onboard new SAP Concur clients to SAML v2.
- Clients will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded to SAML v2.
- Existing clients using HMAC must migrate to SAML v2.

Phase II:

- TMCs have migrated all existing SAP Concur clients from the HMAC service to SAML v2.
- The HMAC service is deprecated. Phase II is targeted to end mid-year in 2021.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides better security and improved support for users logging in to SAP Concur products and services.

Configuration / Feature Activation

MIGRATION FOR TMCS

TMCs will be significantly impacted and should begin testing now to prepare for migration to SAML v2.

TMCs must set up SAML v2 instead of HMAC for their new clients. Setting up SAML v2 now allows more time for TMCs to test SAML v2 and to train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs must support SAML 2.0 compliant SSO. TMCs must contract for or develop their SAML 2.0 compliant solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 compliant SSO is established, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

MIGRATION FOR LEGACY HMAC CLIENTS

Clients should begin testing SAML v2 immediately to prepare for migration.

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 compliant solution.
- Clients can coordinate with SAP Concur support now to complete migration to SAML v2.
- Clients can choose to use the Single Sign-On self-service option.

📖 For more information about the Single Sign-On self-service option, refer to the *Shared: Single Sign-On Overview* and the *Shared: Single Sign-On Setup Guide*.

Authorized Support Contacts

Security / Data Protection Contact Option to be Added to SAP Concur Support Portal Profile (Dec 3)

Overview

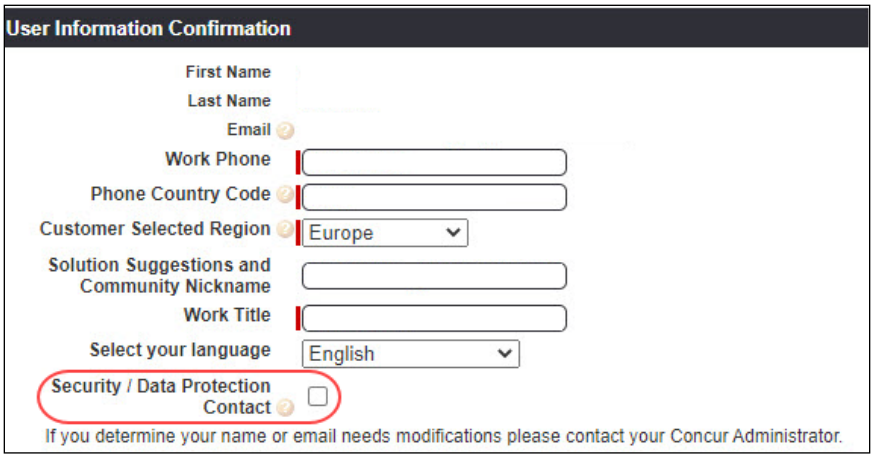
SAP Concur has added an option to the SAP Concur support portal that enables Authorized Support Contacts (ASCs) to designate whether they should be contacted regarding a security or data protection topic.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement gives clients more control over who in their company is contacted regarding security or data protection topics and provides greater control over which notifications an ASC receives.

What the User Sees

This option is available to ASCs on the **My Profile** page in the SAP Concur support portal.



Configuration / Feature Activation

There are no configuration or activation steps; this change occurred automatically.

Concur APIs

List v4 API Available

Overview

A new version of the List API is available. The List v4 API enables you to view your configured lists and create new lists within SAP Concur products.

BUSINESS PURPOSE / CLIENT BENEFIT

The List v4 API uses more secure and modern, fine-grained methods. This API uses Universal Unique Identifiers (UUIDs) and uses JSON instead of XML. Also, authentication to the List v4 API can be performed with a User or Company access token, providing the opportunity to apply the principle of least privilege.

Configuration / Feature Activation

To configure this API, you must be an Expense, Invoice, Shared or Request Configuration Administrator.

List Item v4 API Available

Overview

A new version of the List Item API is available. The List Item v4 API provides solutions to retrieve and manage list items.

BUSINESS PURPOSE / CLIENT BENEFIT

The List Item v4 API uses more secure and modern, fine-grained methods. This API uses Universal Unique Identifiers (UUIDs) and uses JSON instead of XML. Also, authentication to the List Item v4 API can be performed with a User or Company access token, providing the opportunity to apply the principle of least privilege.

Configuration / Feature Activation

To configure this API, you must be an Expense, Invoice, Shared or Request Configuration Administrator.

File Transfer Updates

Ongoing SAP Concur Legacy File Move Migration

Information First Published	Information Last Modified	Feature Target Release Date
March 6, 2020	--	Ongoing in 2020

Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our clients and vendors participating in data exchange, SAP Concur is maintaining our file transfer subsystem to provide greater security for those file transfers.

SAP Concur will begin migrating entities that currently use a legacy process for moving files to a more efficient and secure file routing process that relies on APIs.

Clients whose entities are currently configured to use the legacy process will be migrated to the more efficient process sometime between now and the end of 2020. After they are migrated to the more efficient process, clients will see the following improvement:

- With the legacy process, clients had to wait for the file move schedule to run at a specified time. With the more efficient and secure API-based process, extracts and other outbound files from SAP Concur will be available within the existing overnight processing period shortly after the files are created.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security and efficiency for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, the *Shared: File Transfer for Customers and Vendors User Guide*.

Financial Integration

Financial Integration Service Now Available

Overview

The Financial Integration Service (FIS) allows an external system to interact with financial documents generated from SAP Concur, for financial postings into their financial system.

This service provides an automated solution to request available data objects such as approved expense reports, cash advances, and invoices. The objects can be imported to the client internal ERP, and then the integration can send posting confirmation back into Concur Expense and/or Concur Invoice.

The Financial Integration Service works with custom connectors, applications from the SAP Concur App Center, and client-built integrations.

📖 For more information, refer to the *Shared: Financial Integration Service Setup Guide*.

BUSINESS PURPOSE / CLIENT BENEFIT

With FIS there are several benefits:

- A complete end to end workflow of the expense report and spend visibility between SAP Concur and ERP.
- The client ERP can now send posting feedback to SAP Concur via bi-directional communication.
- Posting feedback is captured in SAP Concur where reports can be either modified or sent back to employee for correction, and reposted to the ERP.
- Improved accuracy and synchronization between systems.
- No more overnight processing as this process provides the client with near real-time posting and feedback.

Configuration / Feature Activation

This integration is available for clients using Concur Expense Professional or Standard Edition and/or Concur Invoice Professional or Standard Edition. Some configuration steps are only visible to SAP Concur internal staff.

📖 For more information, refer to the *Shared: Financial Integration Service Setup Guide*.

📖 The Financial Integration Service is based on the Financial Integration API. For more information, refer to the Financial Integration API documentation.

Release Notes

Preview Release Notes No Longer Published

Overview

Starting with the January 2021 release, SAP Concur Technical Publications will no longer publish the preview release notes. This change is being made to streamline our client communication. With this change, only two sets of release notes will be published for each monthly release cycle: draft release notes and final release notes.

NOTE: This change will go into effect January 1, 2021.

The *2021 Release Calendar* will be updated to reflect this change.

BUSINESS PURPOSE / CLIENT BENEFIT

This change simplifies the release notes communications.

For more information about the publishing dates for the draft and final release notes, refer to the *2021 Release Calendar*.

Security

Updated: End of Support for Insecure Protocols and Ciphers in F5 Client SSL Profiles for VIPs (Oct 7)

These changes are part of the SAP Concur continued commitment to maintaining secure authentication.

Overview

In early October, the SAP Concur networking team noted that their configuration of the Content Delivery System had been blocking the protocols in the list that follows for some time.

As such, the notice to clients that we would be making a change to our F5 Client SSL profile was superfluous, as those aspects of the existing profile were not actually available. SAP Concur did make changes to the F5 Client SSL profile on October 7 as well, in the interest of maintaining a strong security profile

This means that there was no new effect for clients, as the following protocols had already previously been blocked:

- SSL v2
- SSL v3
- TLS v1.0

- TLS v1.1
- 3DES cipher suite

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

There are no configuration or activation steps.

User Interface

Updating Country and Countries Labels

Overview

Instances of Country or Countries in the user interface are being updated to Country/Region and Countries/Regions, respectively.

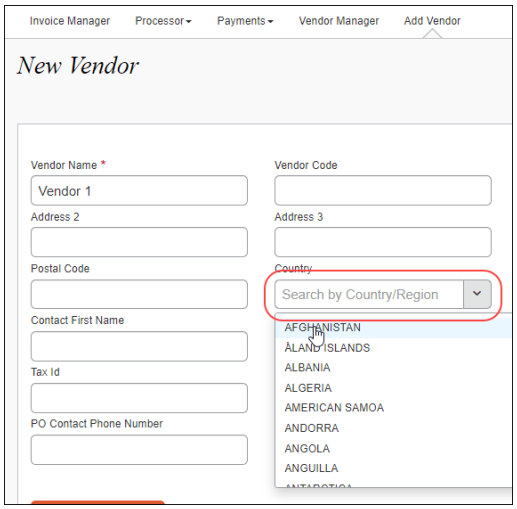
BUSINESS PURPOSE / CLIENT BENEFIT

This change provides a better global user experience.

What the User Sees

The user sees updated labels in the user interface.

Example



Configuration / Feature Activation

There are no configuration or activation steps; this change occurs automatically.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

IMPORTANT: These Planned Changes might not list all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are listed in a consolidated document. Please review the additional Planned Changes available in the *Shared Planned Changes* release notes.

Concur Invoice

Planned Changes Download as Excel From All Sent to Purchasing List View on My Invoices Page

Overview

In a future release, clients will be able to export data by clicking the **Download as Excel** link in the **All Sent to Purchasing** list view on the **My Invoices** page.

There is no maximum number of items that can be exported, but the export process might take some time if there are many items to be exported.

NOTE: If the client leaves the **My Invoices** page while the export process is in progress, the export will be canceled. However, clients will be able to open an invoice on the **My Invoices** page while the export is running.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility in how they work with invoice data.

What the User Sees

The user will see a **Download as Excel** link in **All Sent to Purchasing** list view of the **My Invoices** page.

Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: SAP Concur list of Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

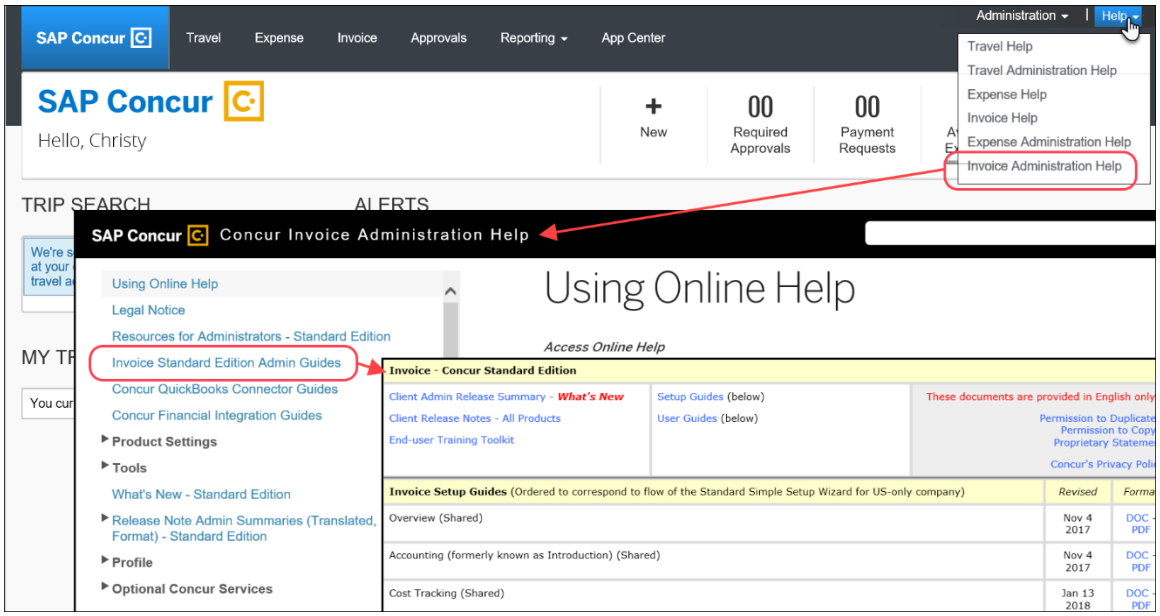
The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through **Invoice Administration Help**.



SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.