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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: September 17, 2022  Initial Post: September 16, 2022 | Client ***FINAL*** |

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# Release Notes

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

1. Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the [*Shared Changes Release Notes*](https://www.concurtraining.com/customers/tech_pubs/RN_shared_planned/_client_shared_RN_all.htm).

### There are no product-specific release notes

# 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.

1. The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the [*Shared Changes Release Notes*](https://www.concurtraining.com/customers/tech_pubs/RN_shared_planned/_client_shared_RN_all.htm).

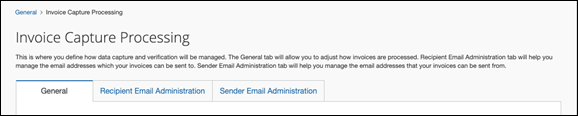
## Capture Processing

### \*\*Planned Changes\*\* New Self-Service Invoice Capture Setup

|  |  |  |
| --- | --- | --- |
| Information First Published | Information Last Modified | Feature Target Release Date |
| September 2022 | — | October 2022 |
| Any changes since the previous monthly release are highlighted in yellow in this release note. | | |

#### Overview

Concur Invoice clients who want to implement Invoice Capture will soon have self-service setup available on the **Invoice Capture Processing** page in Product Settings. The **Invoice Capture Processing** page has been redesigned to include configuration consolidated on one page for simplified initial set up of the feature.



Previously, clients worked with SAP Concur implementation staff to determine setting preferences that were configured for them. Additionally, client configuration was completed in two locations: on the **Capture Processing** page in Product Settings and on the **Capture Admin** settings tab accessible from **Administration > Company > Capture Admin Settings**.

With the new user interface design, self-service client configuration of the Invoice Capture feature will be consolidated on the **Invoice Capture Processing** page for administration ease and efficiency.

Existing clients who already have Invoice Capture activated can soon manage their email addresses, alias names, and Invoice Capture settings from the new **Invoice Capture Processing** page in Product Settings.

##### Business Purpose / Client Benefit

The new **Invoice Capture Processing** page offers new and existing clients, who want to implement Invoice Capture, a consolidated self-service option for initial setup of this feature and for any subsequent edits to Invoice Capture preferences.

#### Configuration / Feature Activation

Clients interested in using Invoice Capture can contact SAP Concur support for feature activation.

This change will occur automatically. Configuration information will be provided in an upcoming release note.

For more information, refer to the *Concur Invoice: Capture Processing (Client-Managed) Setup Guide*.

## Invoice Processing

### \*\*Planned Changes\*\* Paper Invoice Processing to be Retired

|  |  |  |
| --- | --- | --- |
| Information First Published | Information Last Modified | Feature Target Release Date |
| July 2022 | — | December 31, 2022 |
| Any changes since the previous monthly release are highlighted in yellow in this release note. | | |

#### Overview

On December 31, 2022, the Concur Invoice paper invoice processing service of Invoice Capture will be retired. Clients that are still submitting paper invoices to SAP Concur for paper processing, or who have vendors still submitting paper invoices to SAP Concur for paper processing, are impacted by the pending retirement of this service.

1. Clients onboarded after July 1, 2022, are strongly discouraged from using this service as it will only be available through December 31, 2022.

Prior to December 2022, affected clients are encouraged to set up digital image capture processing in advance of the retirement date and develop a process to inform new or existing vendors to stop mailing paper invoices to SAP Concur for paper capture processing. All Invoice Capture clients have been provided with a unique, designated email address to which they or their vendors can submit electronic invoices to Concur Invoice.

To ensure digital images are sent to the Concur Invoice processing email address, clients can perform the following:

* Hire a third-party service to scan paper invoices and have someone at your organization email the digital invoices
* Use your own scanning equipment to scan paper invoices and email the digital invoices
* Take mobile phone pictures of the paper invoice and email the digital invoices

Please also refer to the client communication email distributed to all affected clients on July 5, 2022.

##### Business Purpose / Client Benefit

Retirement of the paper invoice processing helps clients streamline their invoice management by using digital image capture processing for invoices, reducing overall technology and operational costs.

#### Configuration / Feature Activation

This change will occur automatically.

Clients who want to set up digital image capture processing can call SAP Concur support to enable this feature.

# Client Notifications

## Accessibility

### Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the [Accessibility Updates](https://www.concurtraining.com/customers/tech_pubs/RN-monthly-Access/_RN_access_client.htm) page.

## Subprocessors

### SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the SAP Sub-processors / Data Transfer Factsheets page.

1. To access the SAP Concur Sub-processors List:
2. Click the following link to navigate to the *SAP Sub-processors / Data Transfer Factsheets* page:  
   [*SAP Sub-processors / Data Transfer Factsheets*](https://support.sap.com/en/my-support/trust-center/subprocessors.html)
3. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.
4. SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to [*Your New Support User ID (S-user)*](https://support.sap.com/en/my-support/users/welcome.html).
5. On the *SAP Sub-processors / Data Transfer Factsheets* page, type "Concur" in the **Search** field.
6. In the **Title** column, click **SAP Concur Sub-processors List**.

If you have questions or comments, please reach out to: [Privacy-Request@Concur.com](mailto:Privacy-Request@Concur.com)

## Supported Browsers

### Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the [*Concur Travel & Expense Supported Configurations*](http://www.concurtraining.com/customers/tech_pubs/Docs/Z_SuppConfig/Supported_Configurations_for_Concur_Travel_and_Expense.pdf) guide.

When changes to browser support are planned, information about those changes will also appear in the [*Shared Changes Release Notes*](https://www.concurtraining.com/customers/tech_pubs/RN_shared_planned/_client_shared_RN_all.htm).

# Additional Release Notes and Other Technical Documentation

## Online Help

You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (https://help.sap.com).

## SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the required permissions, **Contact** **Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.



Click **Contact Support** to access the SAP Concur support portal, then click **Resources**.

* Click **Release/Tech Info** for release notes, technical documents, etc.
* Click **Webinars** for recorded and live webinars.

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