Concur Invoice: Compliance Controls

Setup Guide for Standard Edition

Last Revised: November 1, 2021

Applies to these SAP Concur solutions:

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

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Revision History

Date	Notes/Comments/Changes
November 1, 2022	Removed references to faxing as part of the Fax Feature Decommissioning on November 1, 2022.
August 29, 2022	Minor updated; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
November 10, 2021	Updated Product Settings page instructions.
March 4, 2021	Updated the copyright year; no other changes; cover date not updated
September 28, 2020	Updated information about the Check if Invoice has a duplicate invoice number audit rule.
April 22, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
March 8, 2019	Updated "payment request" to "invoice", "Concur" to "SAP Concur", updated a few images.
January 29, 2019	Updated the copyright; no other changes; cover date not updated
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 15, 2018	Updated "Show Advanced Settings" text.
November 4, 2017	Updated guide to include new **Product Settings** page, which replaces the Setup Wizard.
March 18, 2017	Updated with menu option name change to access Setup Wizard.
December 13, 2016	Changed copyright and cover; no other content changes.
November 20, 2015	Updated graphics to reflect newly styled step numbers.
March 13, 2015	Updated the images to the enhanced UI and made general updates to the content.
September 16, 2014	Added information about two user interfaces; no other content changes
August 22, 2014	Addition of the **Allow Payment Manager to change banking information** setting.

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Date	Notes/Comments/Changes
May 16, 2014	Updated with information about two new rules, two rules that are now configurable, and name changes and added options of some rules.
May 16, 2014	New document. (This content originated from the *Invoice Setup Guide for Concur Standard*.)

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

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Compliance Controls

This page of Product Settings is visible only when enabled by SAP Concur.

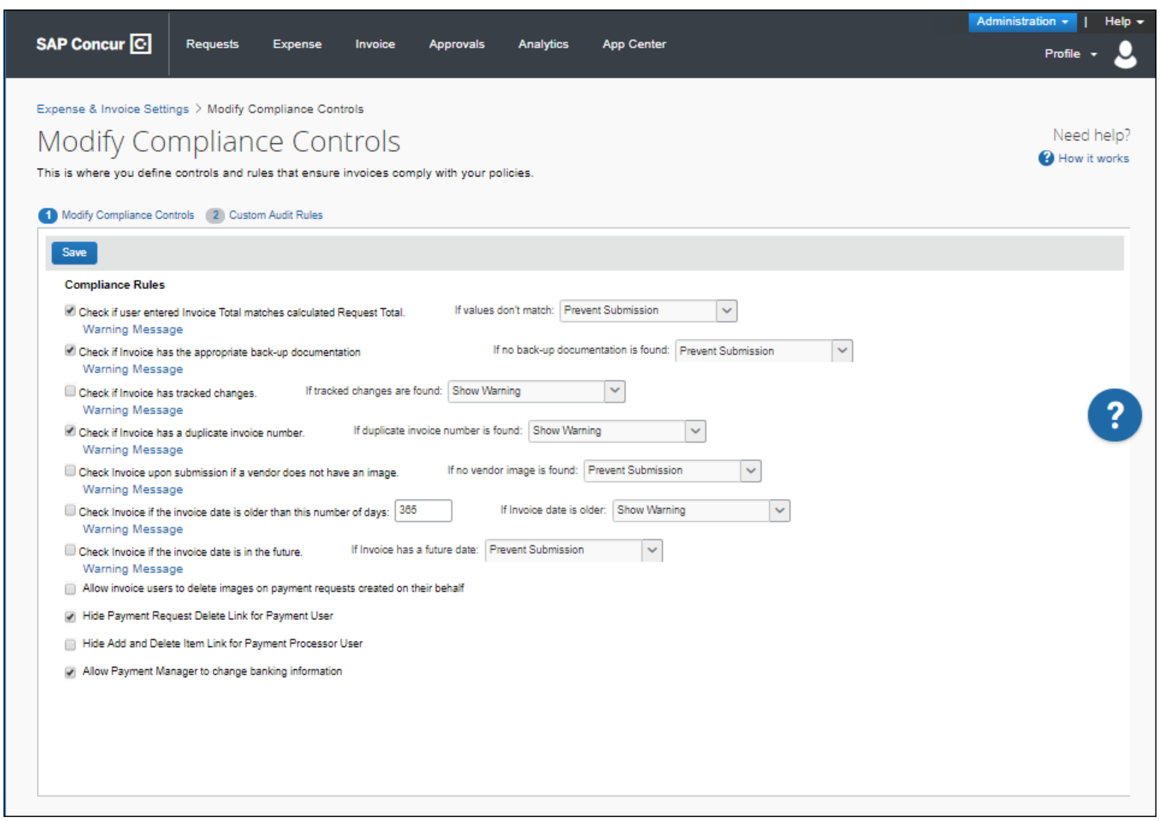
Section 1: Overview

The **Invoice Compliance** feature enables you to set the system response for selected user actions that do not comply with set rules. Typically, the rule is broken when the user submits an invoice, but other privileges and actions might also be activated or disabled for all users. For example, it is possible to prevent submission of an invoice with a future date.

If your company requires additional compliance rules, you can create custom audit rules. When you create a custom audit rule, you specify the event that triggers the rule. When a user performs an action that has a custom audit rule associated with it, the rule is triggered, and the system generates an exception.

Section 2: Manage Compliance Rules

Options on the **Modify Compliance Controls** page enable you to configure compliance rules that flag requests whose criteria are out of compliance with your company's policies.



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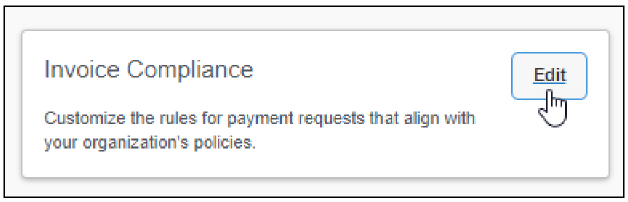
Access the Modify Compliance Controls Page

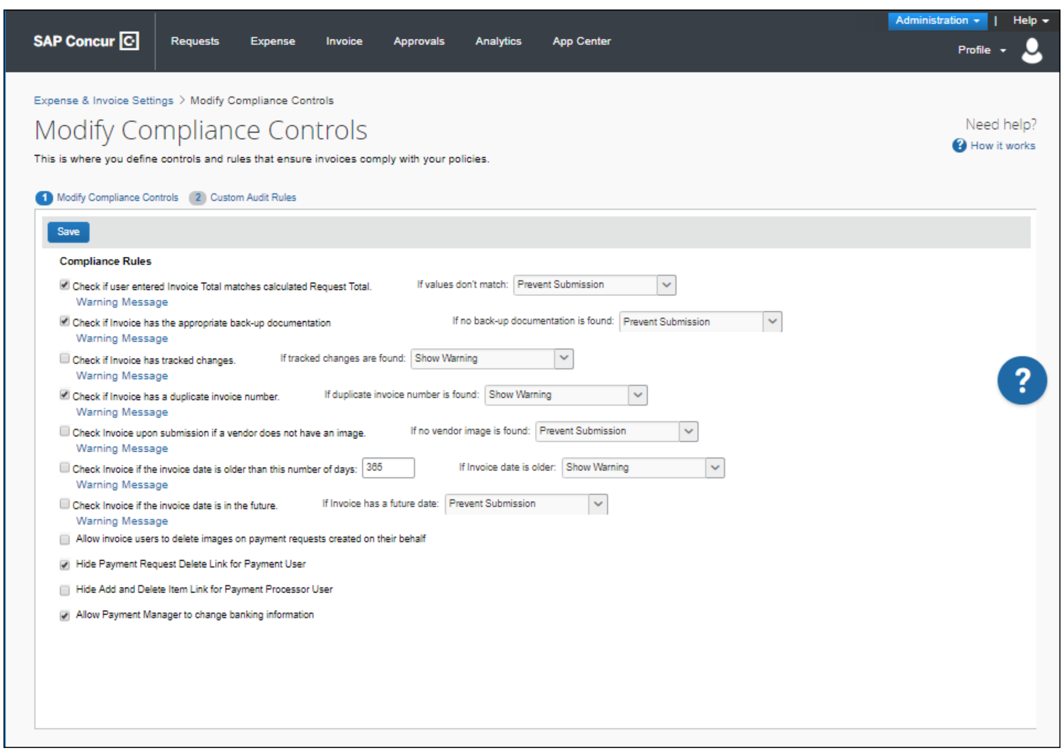
To access the Modify Compliance Controls page:

1. Click **Administration** > **Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.

3. On the **Invoice Compliance** tile, click **Edit**.



The **Modify Compliance Controls** page appears.



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Configure Compliance Rules

The following procedure describes how to configure the compliance rules.

To configure compliance rules:

1. Select (enable) or clear (disable) the check box for the desired feature. Refer to the table below for additional information:

Setting	Definition
Check if user entered Invoice Total matches calculated Request Total.	Concur Invoice will compare the totals entered by the user and displayed in the request and, if different, either prevents the request from being submitted or displays a warning message to the user. Default Warning Message: The calculated Request Total does not equal the Total Invoice Amount (including Shipping and Tax), please review and correct.
Check if Invoice has the appropriate back-up documentation.	Concur Invoice will perform a check for included images via attachment and, if not found, either prevents the request from being submitted or displays a warning message to the user.
Check if Invoice has tracked changes.	Concur Invoice will perform a check for tracked changes and either prevents the request from being submitted or displays a warning message to the user.
Check if Invoice has a duplicate invoice number.	Concur Invoice will reference existing invoice numbers to determine if the invoice being submitted finds a match, then either prevents the request from being submitted or displays a warning message to the user. This rule is triggered when users save or create the invoice on the **Unassigned Invoices** and **My Invoices** pages.
Check Invoice upon submission if a vendor does not have an image.	A company may want an image, such as a W-9 tax certificate, included for a new vendor. Enforce this by selecting this option and then have Invoice either prevent the request from being submitted or display a warning message to the user.
Check Invoice if the invoice date is older than this number of days	Set the number of allowable days that an invoice may be submitted based on the creation date of the invoice, plus the number of days you specify. If the invoice is submitted after this number of days, Invoice will either prevent the request from being submitted or display a warning message to the user.
Check Invoice if the invoice date is in the future.	Concur Invoice will note the creation date and, if it is in the future, either prevents the request from being submitted or displays a warning message to the user.
Allow invoice users to delete images on invoices created on their behalf	If an invoice created on behalf of the assigned owner also includes an image, allow or prevent the assigned Invoice Owner the ability to remove that image from the request.

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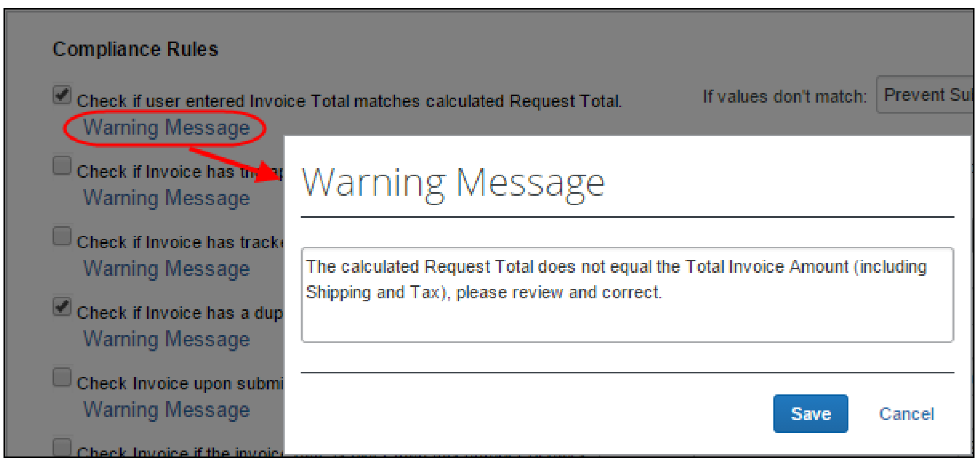
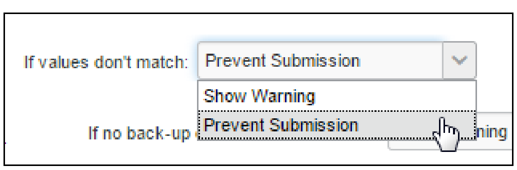
Setting	Definition
Hide Payment Request Delete Link for Payment User	If a request needs to be deleted, should the Payment User have the option to delete it, or should they be prevented from doing so.
Hide Add and Delete Item Link for Payment Processor User	If selected, this setting removes the ability for a processor, who reviews requests with any status other than *Unsubmitted* (only), to add or delete a line item for these request types. To allow the ability for a processor to add or delete a line item, clear (disable) this setting. This setting is (cleared) disabled by default.
Allow Payment Manager to change banking information	If selected, this setting allows the Payment Manger to change banking information. To remove the ability for the admin to change banking information, clear (disable) this setting. The Banking Import link will then no longer be visible in Payment Manager. This setting is (selected) enabled by default.

2. (Optional) Review and edit the message the user will see by clicking **Warning Message**, and then click **Save**.



3. (Optional) Set the event when the rule is broken (for example, either preventing submission, or simply warning the user).



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