Concur Invoice: Country Packs With VAT

Setup Guide for Standard Edition

Last Revised: August 20, 2022

Applies to these SAP Concur solutions:

☐ Expense
    ☐ Professional/Premium edition
    ☐ Standard edition

☐ Travel
    ☐ Professional/Premium edition
    ☐ Standard edition

☒ Invoice
    ☐ Professional/Premium edition
    ☒ Standard edition

☐ Request
    ☐ Professional/Premium edition
    ☐ Standard edition

Table of Contents

Revision History

Date	Notes / Comments / Changes
August 20, 2022	This document is new to Concur Invoice Standard Edition and contains information formerly published in the Country Packs With VAT Fact Sheet.

Country Packs with VAT

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

Section 1: Overview

Country packs in Concur Invoice provide clients with pre-configured invoice features per country. This customization provides an efficient way for clients to work with functions that meet their needs by giving them a standard template per market.

NOTE: Country Packs are available for net new clients and SAP Concur recommends that all net new implementations use the Country Pack feature. Existing clients are required to log a case with SAP Concur support to activate the Country Pack feature.

To start with, country packs provide value-added tax (VAT) functionality based on the country specified. Tax handling varies from one country to the next and having dedicated fields to support each market's needs is a critical function of Invoice Processing. When SAP Concur has enabled one or more country packs for a client, client admins can use the Setup Wizard to configure steps to enable clients to work with VAT both at the header and at the line item level including calculating VAT and storing, importing, and extracting VAT data. In addition, clients can separate users (policy groups), expense types, and cost objects by country pack.
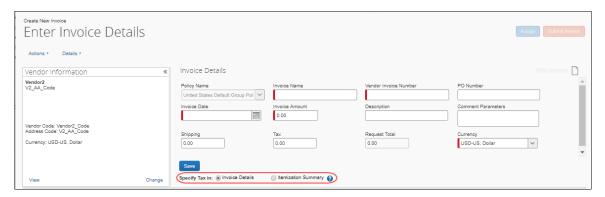
Feature Areas per County Pack

The following table lists the status of Concur Invoice feature areas available per country pack.

Country Pack	Invoice Core	Capture Processing	Purchase Requests and Purchase Orders
US	Available	Available	Available for one country pack
Canada	Available	Available	Available for one country pack
Japan	Available	Available	Available for one country pack
UK	Available	Available	Available for one country pack
Australia	Available	Available	Available for one country pack

Section 2: One vs. Multiple Country Packs

Most clients start with one country pack. In fact, clients who would like to use multiple country packs must first complete configuration of one country pack before adding others.
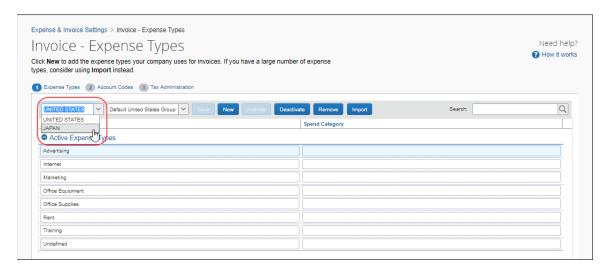
If clients only opt to have one country pack, the configuration is easier and simpler with fewer configuration steps. The most significant change is for the user who will see the VAT tax fields labeled specific to their locale and who will be able to select whether VAT should be calculated in the **Invoice Details** section (header level) or in the **Itemization Summary** section (line item level).

Clients who only use one country pack must select at least one policy group to which they associate users.

Clients with multiple country packs enabled, for example, global clients who have different business rules or clients who have multiple office locations, must perform additional configuration steps. Depending on the configuration of the client's company, these steps might include selecting the relevant country when creating and setting up policy groups and expense types, and when adding new users.

Example: Invoice Expense Types Page With Multiple Country Packs Enabled
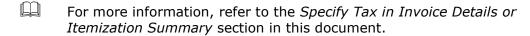
Section 3: VAT

VAT is a tax that is added on a product whenever a value is added in the product's production process. Many countries require that VAT is accounted for on goods and services for tax calculation purposes. Concur Invoice has implemented VAT to be used both at the header and line item level of the invoice.

VAT at Header and Line Item Levels

VAT fields at the header level stores the total invoice VAT information, and VAT at the line item level allows a client to modify the VAT at the line item level when VAT rates vary at this level.

Clients occasionally need to manually enter VAT at the line item level for invoices that have items with different VAT rates. This requires that VAT fields are available both at the header and line item level, which allows the client to expose the line item VAT columns when they change the mode. In addition, the client can take advantage of auto distribution from header level efficiencies for most of the time yet benefit from the flexibility to manually override data at the line item level when needed.

   For more information, refer to the *Specify Tax in Invoice Details or Itemization Summary* section in this document.

Section 4: Available VAT Fields per Country

The VAT fields at the header and at the line item level are customized per country pack where the US country pack acts as a default.

NOTE: Concur Invoice is discontinuing the system tax concept in favor of VAT (tax) for net new clients.

US

The following table lists the VAT fields for the US country pack.

Field Name	Description
Tax	This is the tax amount at the header level. **NOTE:** This US tax field is equivalent to VAT Amount 1.
Tax	This is the VAT amount associated with any given line item. **NOTE:** This US tax field is equivalent to VAT Amount 1.

Canada

The following table lists the VAT fields for Canada that differ from the US country pack.

Field Name	Description
GST	This is the GST amount field available on both the header and line item level. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 1.
PST	This is the PST amount field available on both the header and line item level. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 2.
HST	This is the HST amount field available on both the header and line item level. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 3.
QST	This is the QST amount field available on both the header and line item level. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 4.
VAT Amount Tax Type	This is the VAT type.

Japan

The following table lists the VAT fields for the Japan Country Pack.

Field Name	Description
VAT Amount	This is the VAT amount in the header. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 1.
VAT Amount	This is the VAT amount in the line item. **NOTE:** On the Standard GL Extract, this field is the equivalent of Line Item VAT Amount 1.

UK

The following table lists the VAT fields for the UK Country Pack.

Field Name	Description
VAT Amount	This is the VAT amount in the header. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 1.

Concur Invoice: Country Packs With VAY Setup Guide for Standard Edition

Field Name	Description
VAT Amount	This is the VAT amount in the line item. **NOTE:** On the Standard GL Extract, this field is the equivalent of Line Item VAT Amount 1.

Australia

The following table lists the VAT fields for the Australia Country Pack.

Field Name	Description
GST Amount	This is the VAT amount at the header level. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 1.
GST Amount	This is the VAT amount at the line item level. **NOTE:** On the Standard GL Extract, this field is the equivalent of VAT Amount 1.

Section 5: Capture Processing

The Capture Processing module of Concur Invoice supports the Country Packs feature. Each user works with the forms, fields, and other options that align with the country pack associated with the policy group the user is assigned to as described in this document. For example, VAT fields provided for each user are based on that user's policy group and country pack selection.

Configuration is performed by using the Capture Processing administrative options as described in the *Capture Processing Configuration* section of this document.

Section 6: Configuration

The SAP Concur admin activates the Country Pack feature in an SAP Concur internal-only tool.

When SAP Concur has enabled the feature, the client administrator can configure the following Concur Invoice features based on country pack:
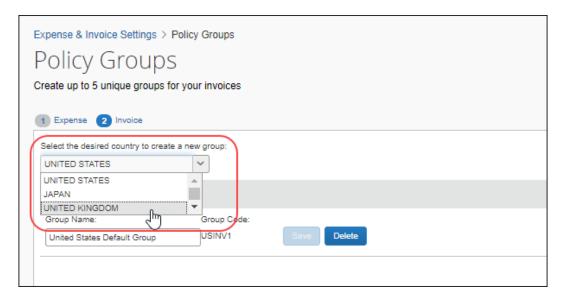
- **Policy Groups**
- **Expense Types**
- **Policy Group Configuration**
- **User Accounts**

NOTE: If a company uses custom fields and the admin has configured these, these fields appear for each country pack that is selected (enabled).
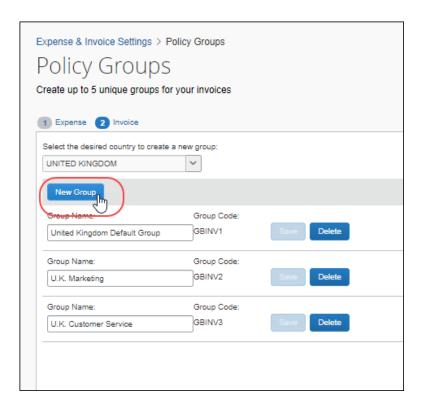
NOTE: When a single country pack is selected (enabled), most of the configuration steps work the same way as if no country packs are selected (enabled). If clients have more than one country pack selected (enabled), then additional configuration steps are required.
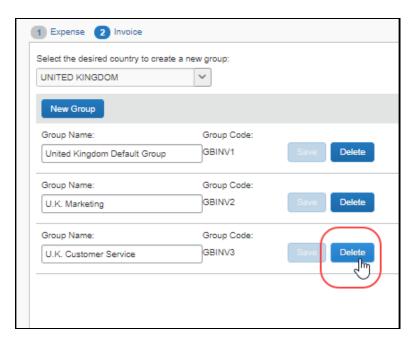
Policy Groups

When configuring policy groups, if more than one country pack has been enabled, the admin can select a country in the **Select the desired country to create a new group** list.

After selecting the desired country, the admin can click **New Group** to create up to five policy groups that are associated with the selected country. This is ideal for companies that want specific groups of Concur Invoice users to access specific types of invoices.
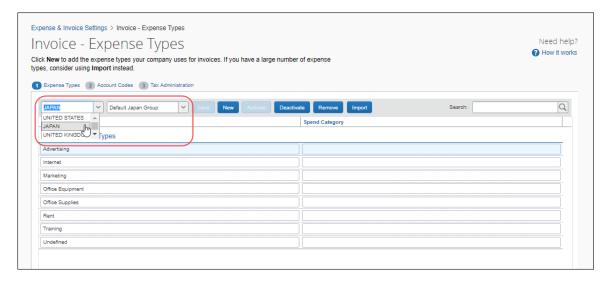
In addition, an admin can delete one or more policy groups by clicking the **Delete** button.

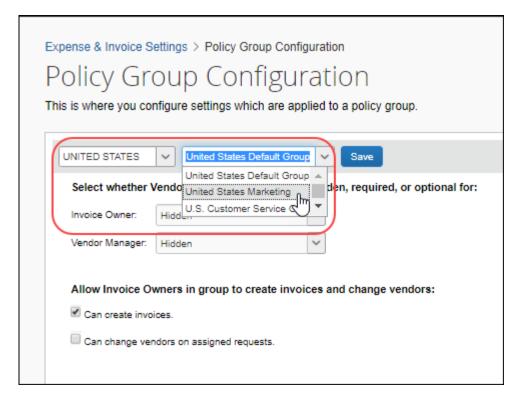**NOTE:** You cannot delete a policy group if there is only one.

Expense Types

When creating and configuring expense types, if more than one country pack has been enabled, the admin can configure the expense types that are available to users depending on the country-specific policy group they are assigned to.
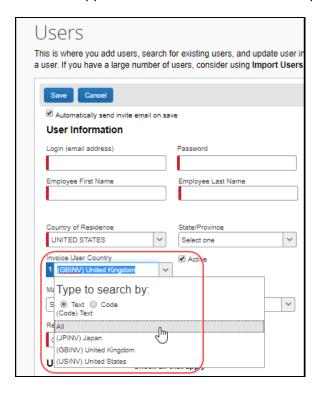

Policy Group Configuration

On the **Policy Group Configuration** page, if more than one country pack has been enabled, an admin can configure certain settings for each policy group associated with a specified country pack.

Concur Invoice: Country Packs With VAY Setup Guide for Standard Edition
Last Revised: August 20, 2022

User Accounts

When adding or updating user accounts, if more than one country pack has been enabled, the admin can select a single country or all countries in the **Invoice User Country** list. If only one country is enabled, then the **Invoice User Country** list does not appear on the **User Information** page.

In the **Invoice Policy Groups** list, the admin can select a single policy group or all policy groups associated with the country selected in the **Invoice User Country** list.
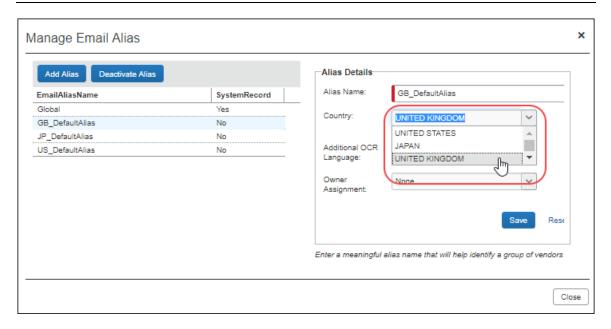

Capture Processing Configuration

Capture Processing inherits country pack and policy settings from Concur Invoice. As such, the Capture Processing admin uses only the options in the **Manage Email Alias** window to apply the relevant country pack and policy to the emailed invoices submitted by a user.
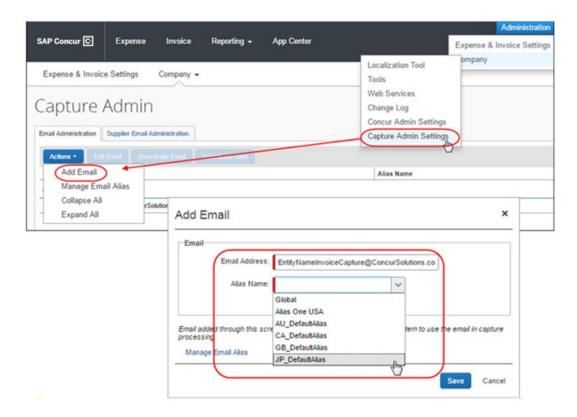
If only one country pack is available, the **Country** list will not appear in the **Manage Email Alias** window. However, the **Policy** list will display, and the admin can select the relevant policy for the enabled country pack.

If multiple country packs are available, the **Country** list will appear in the **Manage Email Alias** window displaying the country packs available for selection. When the admin has selected a country pack, the **Policy** list will display, and the admin can select the relevant policy for the enabled country pack.

NOTE: If clients do not use country packs, the **Manage Email Alias** window will look and behave as it has done previously.

This is done by clicking **Administration > Company > Capture Admin Settings > Actions > Add Email** and typing, in correct format, the email the user will send invoices to.

Concur Invoice: Country Packs With VAY Setup Guide for Standard Edition

By associating a user (by their email address) to the alias generated by the country pack, all attributes are applied to the processing of the emailed invoices generated by Capture Processing.

NOTE: At this time, purchase orders are not supported for country packs, and so the **PO Number** field and other related options are not displayed.

Section 7: End-User Experience

Specify Tax in Invoice Details or Itemization Summary

The user sees VAT (tax) fields in the **Invoice Details** and **Itemization Summary** sections of the opened invoice. The names of these fields vary depending on which country pack the client has enabled.

The ability to specify VAT in the **Invoice Details** or the **Itemization Summary** section gives users the ability to change the VAT rates or amounts when it differs between different items.

By default, for manual invoice creation, the **Invoice Details** option button is selected (enabled) and the invoice will automatically distribute VAT to all lines at the line item level based on the total at the header level. If the user needs to manipulate the distributions, they can click the **Itemization Summary** option button in the **Specify Tax in** setting. The total at the header level will be maintained and in read-only mode, and the existing distributed VAT to Gross Amount will no longer apply, as the VAT fields will become visible at the line item level where they can also be edited. This is beneficial for clients who work with items that have different VAT rates. For example, a client might have five items that are taxable and five other items that are exempt from tax. This feature enables client to easily change the VAT rate for items at the line item level. The amounts entered at line item level will be reflected in the Gross Amount for that line item.

In summary, Concur Invoice calculates VAT in two ways:

- **Invoice Details (Header):** Invoice Amount (minus Shipping and Tax/VAT)

  When calculation of VAT is set to take place in the **Invoice Details** section, the Line Item Amount to be itemized excludes VAT at the header as it is removed from the Invoice Amount when determining amount remaining to be itemized.

- **Itemization Summary (Line item):** Invoice Amount (minus Shipping and Tax/VAT) + line item totals entered

  When calculation of VAT is set to take place in the **Itemization Summary** section, then the VAT entered at the line item is subtracted from the Invoice Amount.

For invoices coming from Capture Processing, the VAT tax mode will be determined based on how the user has entered VAT in Invoice Capture Processing. The following applies:

- If VAT is only entered at the header level in Verification, the **Specify Tax in** setting will be set to **Invoice Details** on the invoice

- If VAT is entered at the line item level, the **Specify Tax in** setting will default to **Itemization Summary** for that invoice

Example of when the **Specify Tax in Invoice Details** option is selected:

Example of when the **Specify Tax in Itemization Summary** option is selected and the VAT labels are used:

Policy Group Selection

If the admin has selected (enabled) the option for a user to see all policy groups for a specified country pack or for all country packs, the user will see the policies in the **Policy Name** list and can select the relevant policy when they create a new invoice.

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