

Concur Invoice: Digital Invoices

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

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Revision History

Date	Notes / Comments / Changes
August 20, 2022	This document is new to Concur Invoice Standard Edition and contains the e-Bunsho Timestamp feature formerly published in a fact sheet.

Digital Invoices

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

Concur Invoice offers a digital invoice feature to ensure legal document compliance for new and existing clients who use digital invoices in lieu of paper invoices.

This setup guide covers the following digital invoice feature:

- e-Bunsho Timestamp (Japan)

Section 2: E-Bunsho Timestamp

The e-Bunsho Timestamp feature enables clients in Japan to maintain legal compliance with e-Bunsho regulations when using images in lieu of paper invoices.

When the e-Bunsho Timestamp feature for Japan is enabled, an Invoice Admin can configure policy groups that require group members to timestamp invoice images before the related invoice is submitted for approval.

The e-Bunsho Timestamp feature includes a validation tool for monitoring received, pending, requested, and ineligible timestamps. The Invoice E-Bunsho Timestamp Validation Request tool revalidates the successfully timestamped images and displays counts and totals by date range for valid and invalid timestamped images.

This feature is available to new and existing clients in Japan (and those who have employees or configurations in Japan).

Requirements

The e-Bunsho Timestamp feature has the following requirements:

- Your company must be using a Japan country pack.

Invoice Admin Experience

After the Japan country pack and the e-Bunsho feature have been enabled, the Invoice Admin can create invoice policy groups associated with the Japan country pack and can assign users to those policy groups. Users assigned to these policy groups will be affected by the e-Bunsho feature.

End-User Experience

E-Bunsho Timestamp Button

When a user who is assigned to a policy group that requires e-Bunsho timestamps creates a new invoice, after the invoice is saved, the **Timestamp** button appears.

New Unsaved Invoice

Create New Invoice

Enter Invoice Details

Actions • Details •

Vendor Information

Vendor A
venAvendor

Invoice Details

Policy: E-Bunsho policy

Invoice Name: Office Supplies

Invoice Number: 2534

Invoice Date: 04/05/2019

Invoice Amount: 190

Comments:

Switch Tax Mode View Invoice

Submit Invoice

New Saved Invoice

Invoice

Office Supplies

Status: Not Submitted

Timestamp Submit Invoice

Actions • Details •

Vendor Information

Vendor A
venAvendor

Invoice Details

Policy: E-Bunsho policy

Invoice Name: Office Supplies

Invoice Number: 2534

Invoice Date: 04/05/2019

Invoice Amount: 190.00

Comments:

Switch Tax Mode View Invoice

Because the policy requires that invoice images be timestamped, the **Submit Invoice** button remains unavailable until one or more invoice images have been uploaded and timestamped.

After an uploaded invoice image has been timestamped, the **Timestamp** button is no longer available, and, assuming all other requirements are met, the **Submit Invoice** button becomes available.

Timestamped Invoice

Invoice

Office Supplies

Status: Not Submitted

Timestamp Submit Invoice

Actions • Details •

Vendor Information

Vendor A
venAvendor

Invoice Details

Policy: E-Bunsho policy

Invoice Name: Office Supplies

Invoice Number: 2534

Invoice Date: 04/05/2019

Invoice Amount: 190.00

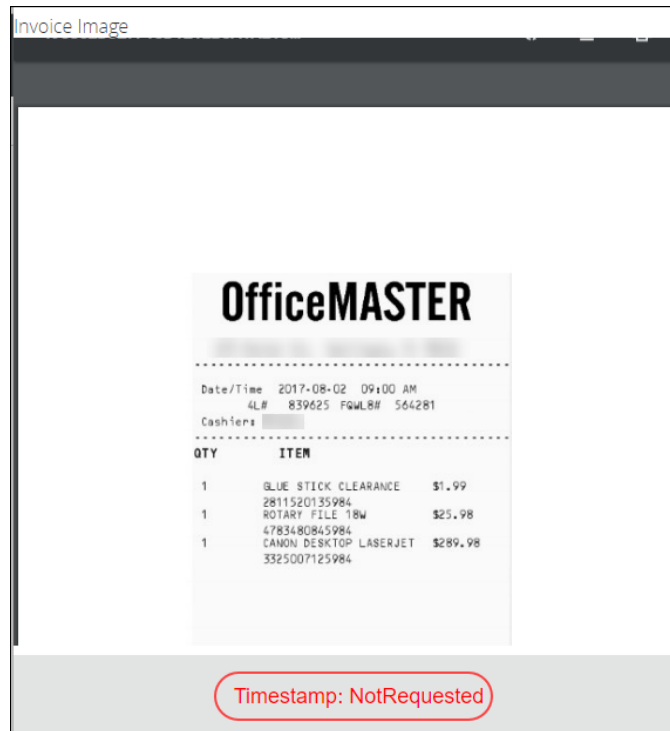
Comments:

Switch Tax Mode View Invoice

Timestamp Status

After uploading an invoice image, when a user clicks the **View Invoice** button, the status of the timestamp appears at the bottom of the invoice image.

For example, before an invoice image is timestamped the *Timestamp: NotRequested* status appears at the bottom of the image.



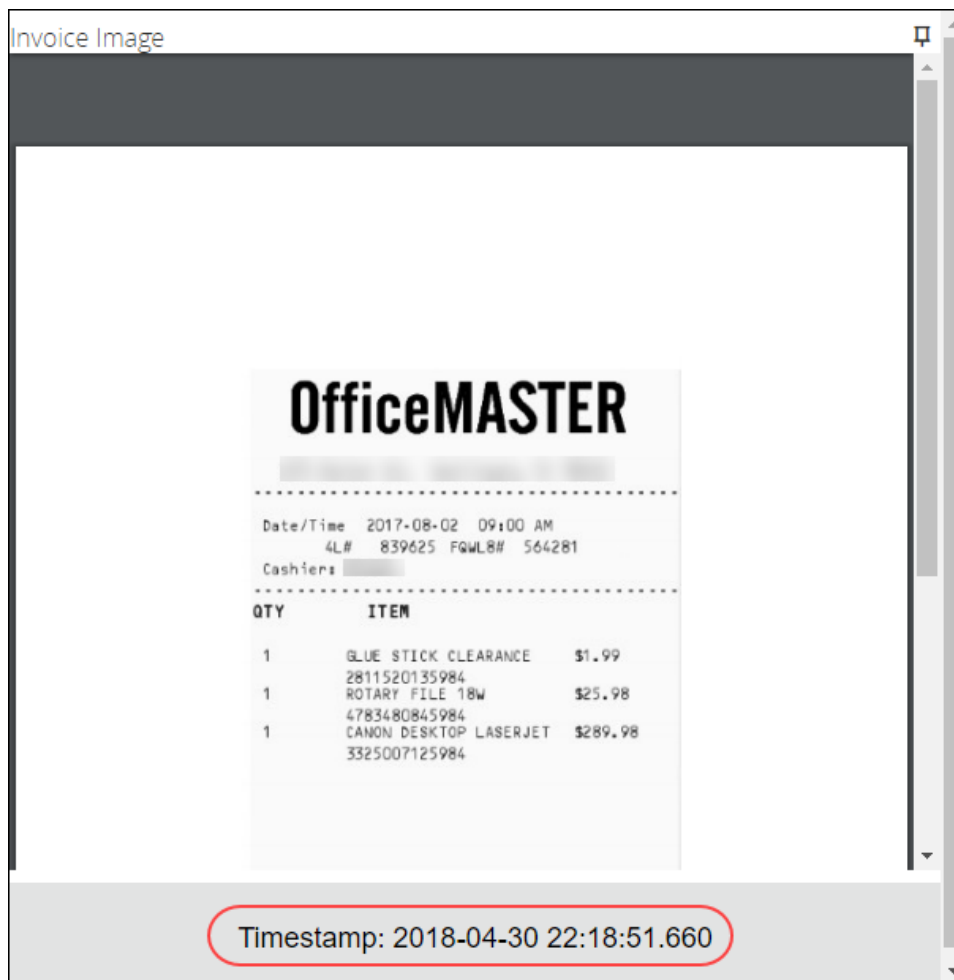
Depending on the status of the timestamp, one of the following timestamp statuses will appear at the bottom of the invoice image.

Status	Description
Timestamp: NotRequested	The user has not yet requested a timestamp for the invoice.
Received	The invoice has entered the system.
Pending	The image is not yet queued for a timestamp.
Requested	A timestamp has been requested.
Ineligible	The image is not eligible for a timestamp. NOTE: To be eligible for an e-Bunsho timestamp, images must be more than 200dpi (scanner) or 3.88M pixels (smartphone/digital camera) and at least 24-bit color for RGB.
Invalid	The image has failed a validation check.

NOTE: If a user clicks the **Timestamp** button before uploading an invoice image, a message similar to the following appears:
Timestamp Status: Unable to Timestamp the image as the original image is not available.

E-Bunsho Timestamp

After an invoice image is successfully timestamped, the timestamp is displayed at the bottom of the **Invoice Image** page.



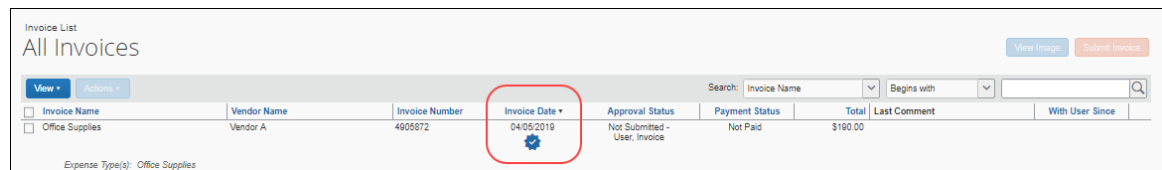
The following rules apply to a timestamped image:

- A timestamped image cannot be modified.
- A timestamped image cannot be deleted.
- Additional images cannot be appended to a timestamped image. If you upload a new image to an unsubmitted invoice after timestamping an existing image, the existing image is replaced by the new image and is not timestamped.

- Prior to submitting an invoice for approval, a timestamped image can be replaced with a new image.
- After an invoice is submitted, a timestamped image cannot be modified, replaced, or deleted.
- If an invoice is sent back to the submitter, the submitter can upload a new image to be timestamped.

E-Bunsho Icon

When the user views a list of their invoices on the **Invoice List** page, if any invoices in the lists have timestamped invoice images, the invoice date column for the affected invoice contains an icon that indicates that an invoice image has been successfully timestamped (🔒).



Invoice Name	Vendor Name	Invoice Number	Invoice Date	Approval Status	Payment Status	Total	Last Comment	With User Since
<input type="checkbox"/> Office Supplies	Vendor A	4905872	04/05/2019 🔒	Not Submitted - User Invoice	Not Paid	\$190.00		

Delete Images

A user can delete or detach an invoice image if the invoice image status is one of the following:

- *Timestamp: NotRequested*
- *Ineligible*
- *Invalid*

NOTE: Unlike other statuses, these statuses are displayed in red text.

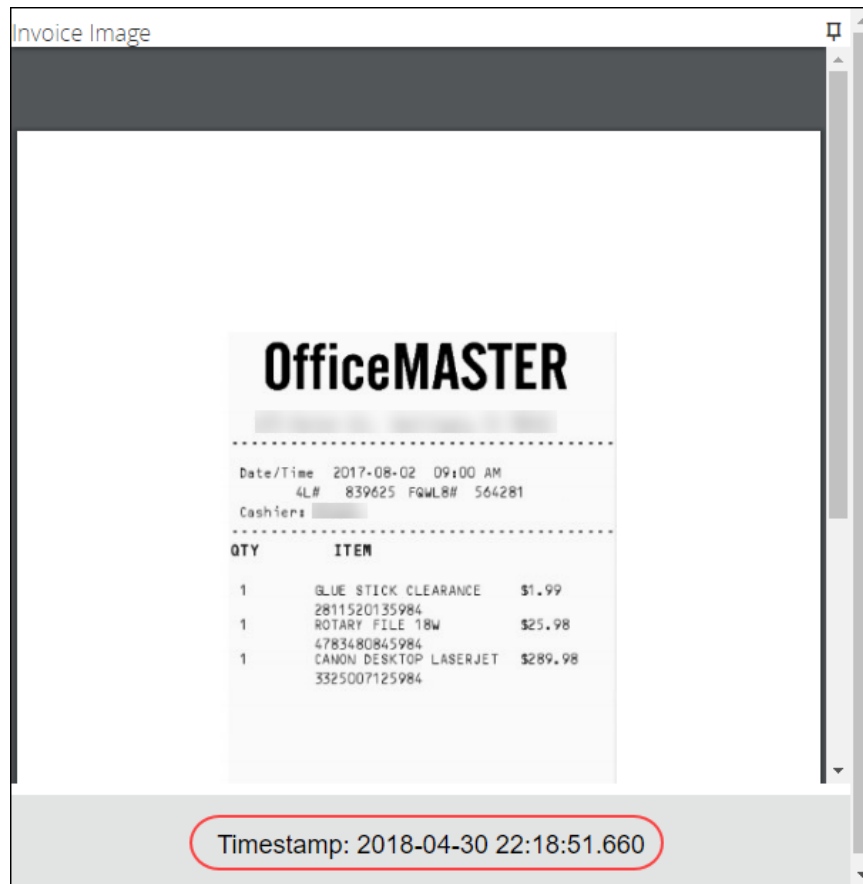
A user cannot delete or detach an invoice image under the following conditions:

- After an invoice image is successfully timestamped, the user cannot delete the invoice image through the **Delete Image** item on the **Actions** menu.
- If the timestamp status is *Pending*, the user cannot delete the invoice image.

Approver Experience

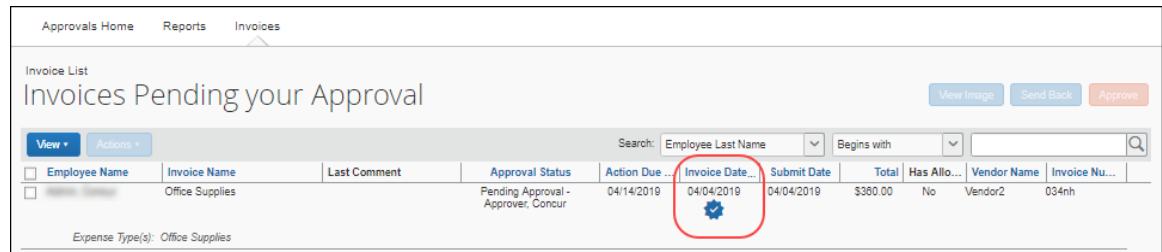
E-Bunsho Timestamp

If the approver clicks **View Invoice** within the **Invoice Details** window, the timestamp is displayed at the bottom of the **Invoice Image** page.



E-Bunsho Icon

When an invoice approver views a list of invoices on the **Invoice List** page, the e-Bunsho icon appears in the **Invoice Date** column for any invoices that were successfully timestamped and submitted by a user who is assigned to an e-Bunsho policy.



The screenshot shows the 'Invoices Pending your Approval' page in SAP Concur. At the top, there are tabs for 'Approvals Home', 'Reports', and 'Invoices'. Below the tabs, the page title is 'Invoice List' and 'Invoices Pending your Approval'. There are buttons for 'View Image', 'Send Back', and 'Approve'. A search bar is present with 'Employee Last Name' and 'Begins with' filters. Below the search bar is a table with the following columns: Employee Name, Invoice Name, Last Comment, Approval Status, Action Due..., Invoice Date..., Submit Date, Total, Has Allo..., Vendor Name, and Invoice Nu... The table contains one row with the following data: Employee Name (redacted), Invoice Name (Office Supplies), Last Comment (redacted), Approval Status (Pending Approval - Approver, Concur), Action Due... (04/14/2019), Invoice Date... (04/04/2019), Submit Date (04/04/2019), Total (\$300.00), Has Allo... (No), Vendor Name (Vendor2), and Invoice Nu... (034nh). The 'Invoice Date...' column for the first row contains a blue gear icon, which is circled in red. Below the table, it says 'Expense Type(s): Office Supplies'.

Employee Name	Invoice Name	Last Comment	Approval Status	Action Due...	Invoice Date...	Submit Date	Total	Has Allo...	Vendor Name	Invoice Nu...
[Redacted]	Office Supplies	[Redacted]	Pending Approval - Approver, Concur	04/14/2019	04/04/2019	04/04/2019	\$300.00	No	Vendor2	034nh

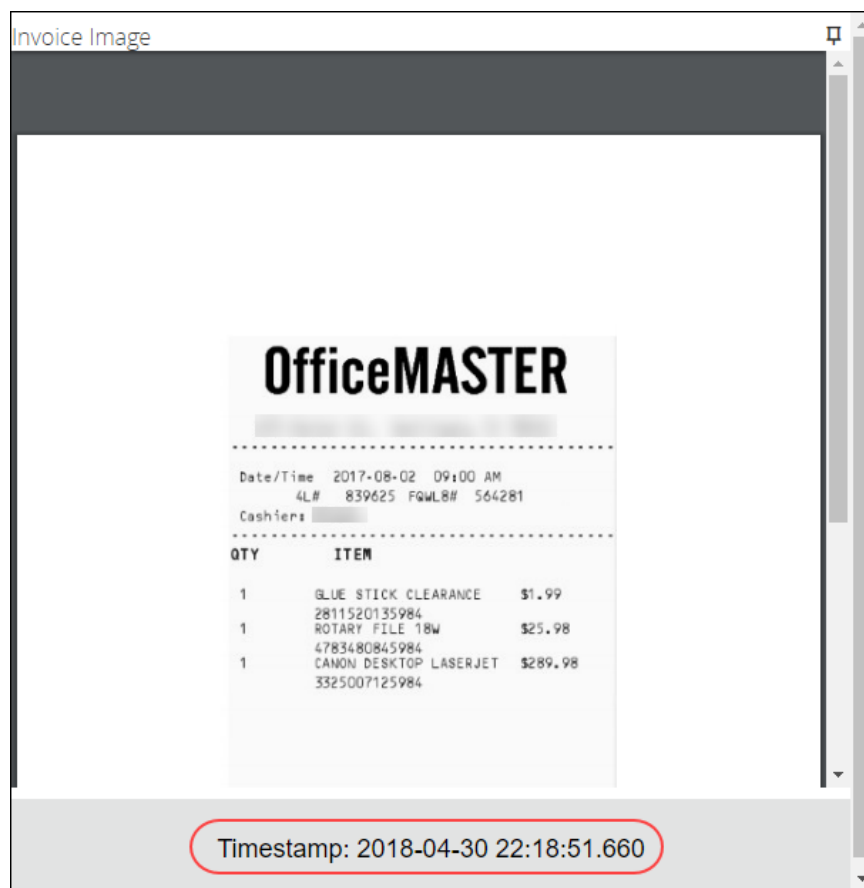
Expense Type(s): Office Supplies

NOTE: The invoice approver cannot upload a new invoice image to an invoice with an e-Bunsho timestamped invoice image.

Processor Experience

E-Bunsho Timestamp

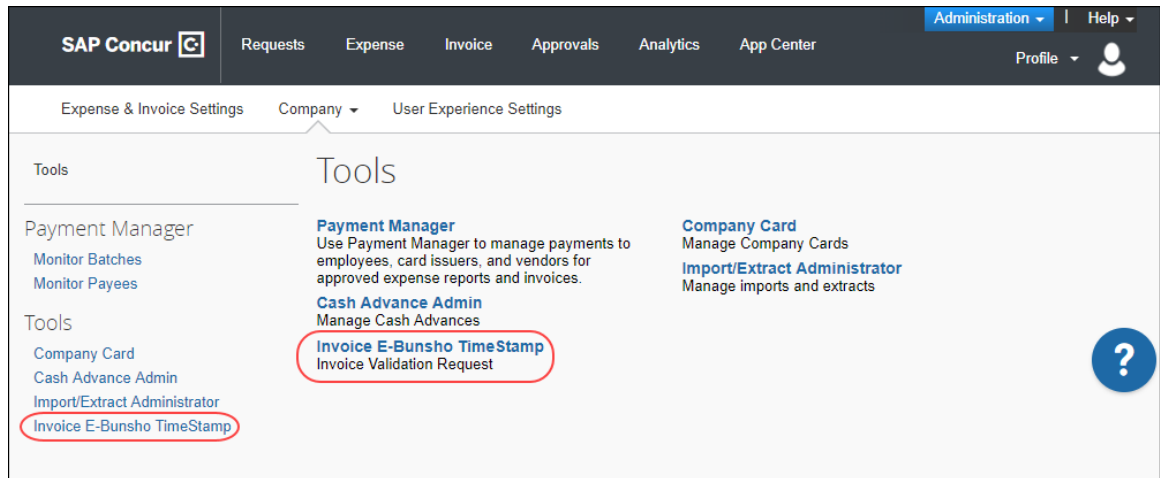
If the processor clicks **View Invoice** within the **Invoice Details** window, the timestamp is displayed at the bottom of the **Invoice Image** page.



Validate Timestamps

The Invoice e-Bunsho Timestamp Validation Request tool allows the company to validate the timestamps on a selected set of invoices. The tool displays counts of images submitted for validation during a date range and can be used to view images that failed validation.

Invoice processors can access the **Invoice E-Bunsho Timestamp Validation Request** tool from the **Administration > Company > Tools** page.



Invoice E-Bunsho Timestamp Validation Request Tool

Invoice E-Bunsho TimeStamp Validation Request

Creation Date (From / To): 06/08/2018 06/22/2018 [Search](#)

Summary

Count of Images	Validated	Count of Pending	Failed
2	2	0	0

The Invoice E-bunsho Timestamp Validation Request tool displays the following information:

- Total Number / **Count of Images**
- Total Number / Count of **Validated** Images
- Total Number / **Count of** (images) **Pending** validation
- Total Number / Count of images that have **Failed** validation

VIEW VALIDATION STATUS

► **To view the validation status of a set of timestamps:**

1. Click **Administration > Company > Tools**.
2. Click **Invoice E-Bunsho Timestamp**.

- On the **Invoice E-Bunsho Timestamp Validation Request** page, enter the desired dates in the **Creation Date (From / To)** fields or use the date picker to choose the desired dates, and then click **Search**.

Invoice E-Bunsho TimeStamp Validation Request

Creation Date (From / To): 06/08/2018 06/22/2018 Search

Summary

Count of Images	Validated	Count of Pending	Failed
2	2	0	0

VIEW FAILED IMAGE VALIDATIONS

If the processor clicks on a non-zero number in the **Failed** column of the search results, the tool displays the **Timestamp Validation Failure** page which contains the following information:

- Report Name
- Expense Type
- Vendor
- Submit Date
- Amount

► **To view details about failed validation requests:**

- If there are failed validations, on the **Invoice E-Bunsho Timestamp Validation Request** page, click on the number in the **Failed** column.

Invoice E-Bunsho TimeStamp Validation Request

Creation Date (From / To): 06/08/2018 06/22/2018 Search

Summary

Count of Images	Validated	Count of Pending	Failed
2	2	0	2

The **Timestamp Validation Failure** page appears.



2. Click **X** to close the **Timestamp Validation Failure** window.

Feature Activation

Contact SAP Customer support if you have a Japan country pack and want to use the e-Bunsho Timestamp for Japan feature.

