

# **Shared: Localization**

## **Setup Guide for Concur Standard Edition**

**Last Revised: December 16, 2021**

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
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
December 16, 2021	Updated <b>Product Settings</b> page instructions
April 15, 2021	Updated the copyright year; no other changes; cover date not updated
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 15, 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".
February 12, 2019	Updated the copyright; no other changes; cover date not updated
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 14 2018	Updated the copyright; no other changes; cover date not updated
November 4 2017	Updated guide to include new <b>Product Settings</b> page, which replaces the Setup Wizard.
March 18 2017	Updated with menu option name change to access Setup Wizard.
December 15 2016	Changed copyright and cover; no other content changes.
November 20 2015	Updated graphics to reflect updated step names and instructional text where applicable.
October 16 2015	Updated graphics to reflect newly styled step numbers.
February 6 2014	Added Payment Types section Removed information about two user interfaces
September 16 2014	Added information about two user interfaces; no other content changes
May 16 2014	New document. (This content originated from the <i>Expense Setup Guide for Concur Standard</i> .)

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**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.



# Localization

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

## Section 1: Overview

The **Localize** page of Product Settings allows you to select a language (from the configured languages) and specify your own language-specific text for the following:

- Expense Types and Invoice Expense Types
- Cost Objects
- Exceptions
- Missing Receipt Affidavits
- List Items
- Payment Types

To do this, multiple tabs are used, which collect all the localized data.

Expense & Invoice Settings > Localize Expense Types

### Localize Expense Types

This is where you translate the Expense Types you've defined in a previous step.

Need help? [How it works](#)

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: **Spanish**

Source Value (English)	Expense Type
01. Travel	01. Travel
02. Transportation	02. Transportation
03. Meals and Entertainment	03. Meals and Entertainment
04. Office Expenses	04. Office Expenses
05. Communications	05. Communications
06. Fees	06. Fees
07. Other	07. Other
08. Relocation/Ex-Pat	08. Relocation/Ex-Pat
09. Cash Advance	09. Cash Advance
Agency Booking Fees	Agency Booking Fees
Air Fare	Air Fare
Airfare	Airfare
Airfare Ticket Tax	Airfare Ticket Tax
Airline Fees	Airline Fees
Alcoholic Beverages	Alcoholic Beverages

**NOTE:** This page only appears if your company is configured by Concur for multiple languages. Tabs appear depending on your configuration.

## Section 2: Configure Expense Types/Invoice Expense Types

Use the **Expense Types** and **Invoice Expense Types** tabs to localize the expense type labels for your products, such as "Transportation".

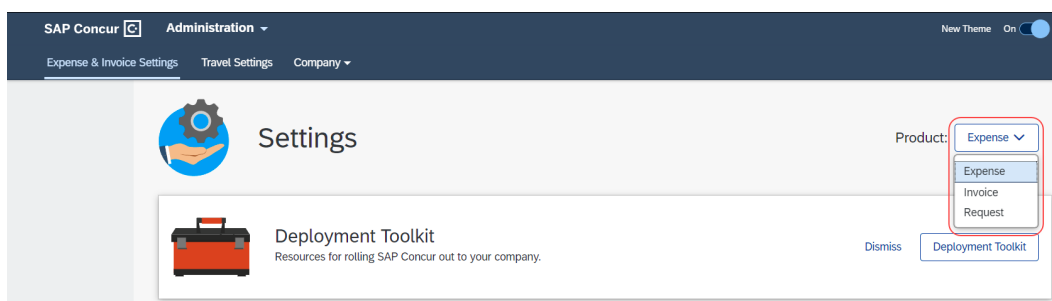
### Example

You are a Canadian company and you have entered a custom expense type in United States. Use the **Expense Types** tab(s) to provide a Canadian French localized label.

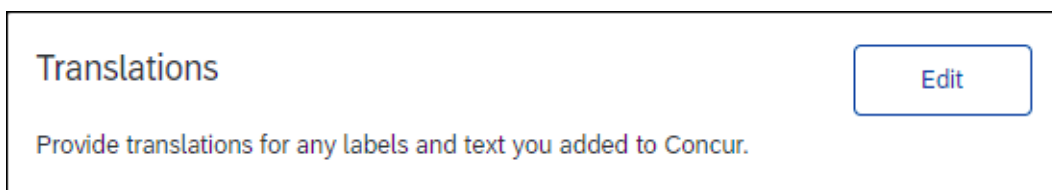
### Access the Localize Page

► **To access the Localize page:**

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



3. In the **Access to Concur** section, on the **Translations** tab, click **Edit**.



- The **Expense Types** tab of the **Localize** page appears.

Source Value (English)	Expense Type
01. Travel	01. Travel
02. Transportation	02. Transportation
03. Meals and Entertainment	03. Meals and Entertainment
04. Office Expenses	04. Office Expenses
05. Communications	05. Communications
06. Fees	06. Fees
07. Other	07. Other
08. Relocation/Ex-Pat	08. Relocation/Ex-Pat
09. Cash Advance	09. Cash Advance
Agency Booking Fees	Agency Booking Fees
Air Fare	Air Fare
Airfare	Airfare
Airfare Ticket Tax	Airfare Ticket Tax
Airline Fees	Airline Fees
Alcoholic Beverages	Alcoholic Beverages

## Add a Localized Expense Type Label

- **To add a localized expense type label:**

- On the **Expense Types** tab of the **Localize** page, click the desired target language.

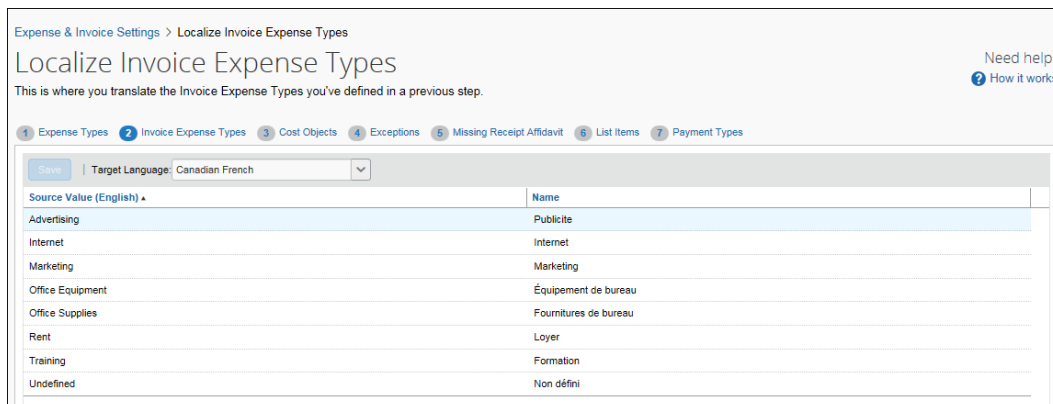
Source Value (English)	Expense Type
01. Travel	01. Travel
02. Transportation	02. Transportation

- Enter the localized text in the **Expense Type** column.

Source Value (English)	Expense Type
01. Travel	01. Voyage
02. Transportation	02. Transportation
03. Meals and Entertainment	03. Meals and Entertainment

- Click **Save**.

- Click the **Invoice Expense Types** tab. Use the steps above to again select a language and edit the existing text to your preferences.



Source Value (English)	Name
Advertising	Publicité
Internet	Internet
Marketing	Marketing
Office Equipment	Équipement de bureau
Office Supplies	Fournitures de bureau
Rent	Loyer
Training	Formation
Undefined	Non défini

- Click **Save** or navigate to another tab to save your changes.

## Section 3: Configure Cost Objects

On the **Cost Objects** tab, you can enter localized labels for your cost objects.

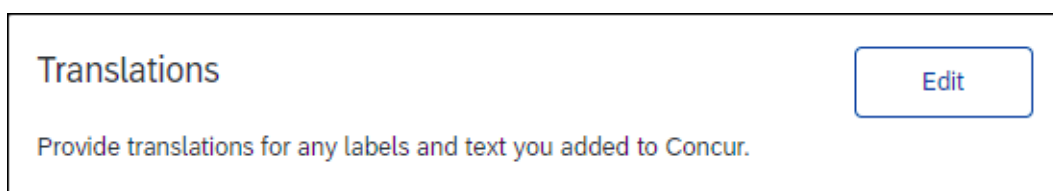
### Example

You added a custom cost object in English and you need to add a Canadian French localized label. You can choose Canadian French as your target language, and then enter Canadian French specific custom cost object labels in the **Cost Objects** column.

## Access the Cost Objects Tab

### ► To access the Cost Objects tab:

- Click **Administration > Expense Settings** or **Expense & Invoice Settings** or **Invoice Settings**.
- In the **Product** list, click *Expense* or *Invoice*.
- In the **Access To Concur** section, on the **Translations** tab, click **Edit**.



The **Expense Types** tab of the **Localize** page appears.



Expense & Invoice Settings > Localize Expense Types

## Localize Expense Types

This is where you translate the Expense Types you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: English

Source Value (English)	Target Language	Expense Type
01. Travel	English	01. Travel
02. Transportation	English	02. Transportation
03. Meals and Entertainment	English	03. Meals and Entertainment
04. Office Expenses	English	04. Office Expenses
05. Communications	English	05. Communications
06. Fees	English	06. Fees
07. Other	English	07. Other
08. Relocation/Ex-Pat	English	08. Relocation/Ex-Pat
09. Cash Advance	English	09. Cash Advance
Agency Booking Fees	English	Agency Booking Fees
Air Fare	English	Air Fare
Airfare	English	Airfare
Airfare Ticket Tax	English	Airfare Ticket Tax
Airline Fees	English	Airline Fees
Alcoholic Beverages	English	Alcoholic Beverages

#### 4. Click **Cost Objects** (tab).

Expense & Invoice Settings > Localize Cost Objects

## Localize Cost Objects

This is where you translate the Cost Objects you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: UK English

Source Value (English)	Cost Objects
Reference ID	Reference ID

## Add a Localized Cost Object Label

### ► To add a localized cost object label:

1. On the **Cost Objects** tab, select the desired target language.
2. In the **Cost Objects** column, enter the localized text.

Expense & Invoice Settings > Localize Cost Objects

## Localize Cost Objects

This is where you translate the Cost Objects you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: Canadian French

Source Value (English)	Cost Objects
Reference ID	Pièce d'identité

3. Click **Save** to save your changes.

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**NOTE:** Only the custom cost objects that you created appear on this page.  
The standard cost objects are localized by Concur.

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## Section 4: Configure Exceptions

On the **Exceptions** page, you can enter localized text for exceptions that users see.

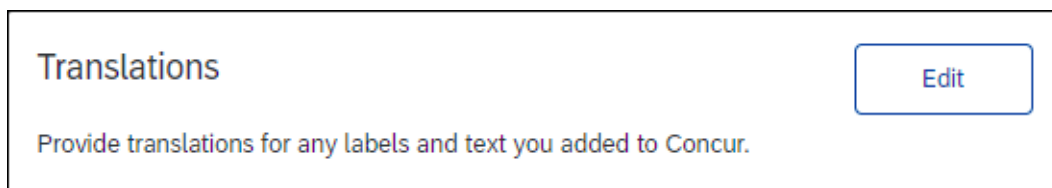
### Example

You would like to translate the exceptions that users see into Canadian French. You can choose Canadian French as your target language, and then enter the localized exception text in the **Text** column. Click **Save** to save your changes.

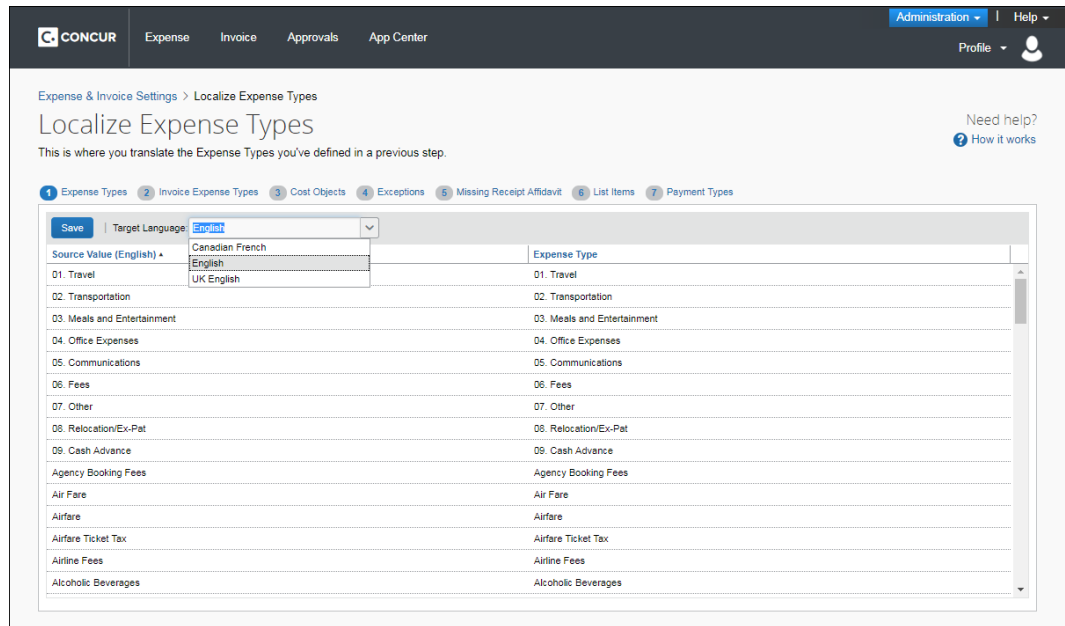
## Access the Exceptions Page

### ► To access the Exceptions page:

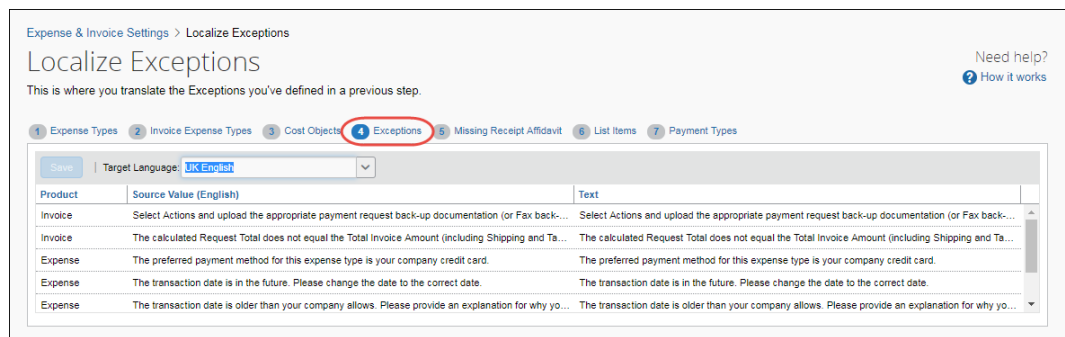
1. Click **Administration > Expense Settings** or **Expense & Invoice Settings** or **Invoice Settings**.
2. In the **Product** list, click *Expense* or *Invoice*.
3. In the **Access to Concur** section, on the **Translations** tab, click **Edit**.



The **Expense Types** tab of the **Localize** page appears.



#### 4. Click **Exceptions** (tab).



## Add Localized Exception Text

### ► To add localized exception text:

1. On the **Exceptions** tab, select the desired target language.
2. In the **Text** column for the exception, enter the localized text.

## Section 5: Configure Missing Receipt Affidavit

Expense & Invoice Settings > Localize Exceptions

### Localize Exceptions

This is where you translate the Exceptions you've defined in a previous step.

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1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save Target Language: Canadian French

Product	Source Value (English)	Text
Expense	Your company does not allow personal use of a company credit card. Please provide an explanation...	Votre société ne permet pas l'utilisation à des fins personnelles de la carte de crédit de la société....
Invoice	Select Actions and upload the appropriate payment request back-up documentation (or Fax back-...	Sélectionnez les actions et téléversez les documents au dossier de la demande de paiement (ou...
Invoice	The calculated Request Total does not equal the Total Invoice Amount (including Shipping and Ta...	Le calcul du total de la demande n'est pas égal au montant total de la facture (inc. Taxes et frais d...
Expense	The preferred payment method for this expense type is your company credit card.	La méthode de paiement préférée pour ce type de dépenses est votre carte de crédit de société.
Expense	The transaction date is in the future. Please change the date to the correct date.	La date de la transaction se trouve dans le futur. Veuillez inscrire la date exacte.
Expense	The transaction date is older than your company allows. Please provide an explanation for why yo...	La date de la transaction est antérieure à celle autorisée par votre société. Veuillez fournir une ex...
Invoice	This is a duplicate invoice number, please research before processing.	Ce numéro de facture est en double, veuillez faire une recherche avant de continuer.

3. Click **Save** to save your changes.

## Section 5: Configure Missing Receipt Affidavit

On the **Missing Receipt Affidavit** page, you can enter localized text for the receipt affidavit explanations and statements. Note that the **Missing Receipt Affidavit** tab only appears when you select (enable) the **Missing Receipt Affidavit** check box in the Compliance Controls page, and provide text for this option.

### Example

You need to localize the text you provided for the missing receipt for your Canadian French division.

## Access the Missing Receipts Affidavit Page

### ► To access the Missing Receipts Affidavit page:

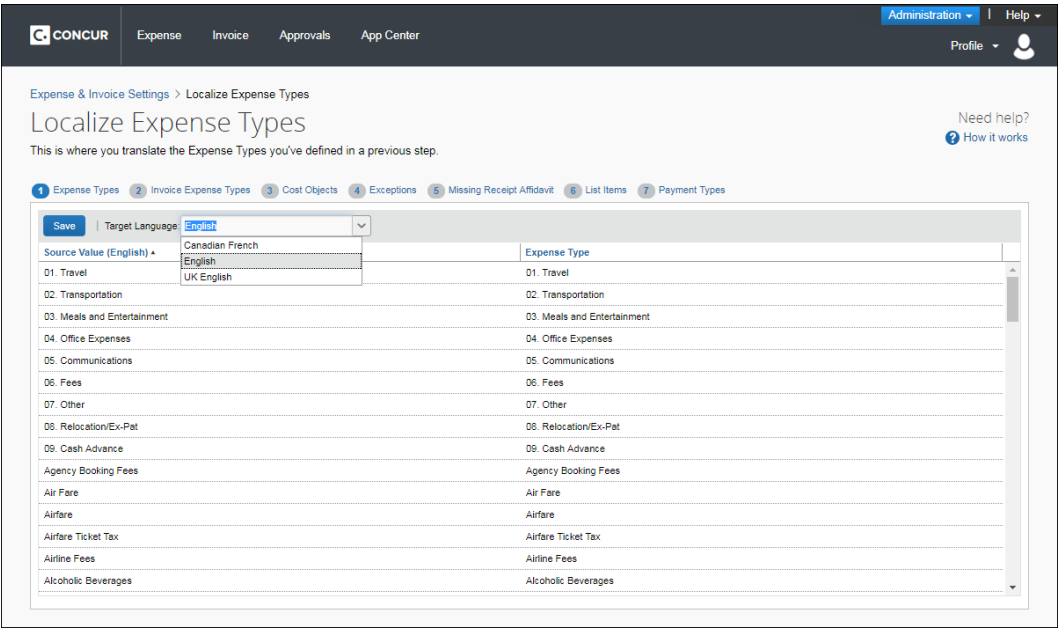
1. Click **Administration > Expense Settings** or **Expense & Invoice Settings** or **Invoice Settings**.
2. In the **Product** list, click *Expense* or *Invoice*.
3. In the **Access To Concur** section, on the **Translations** tab, click **Edit**.

Translations

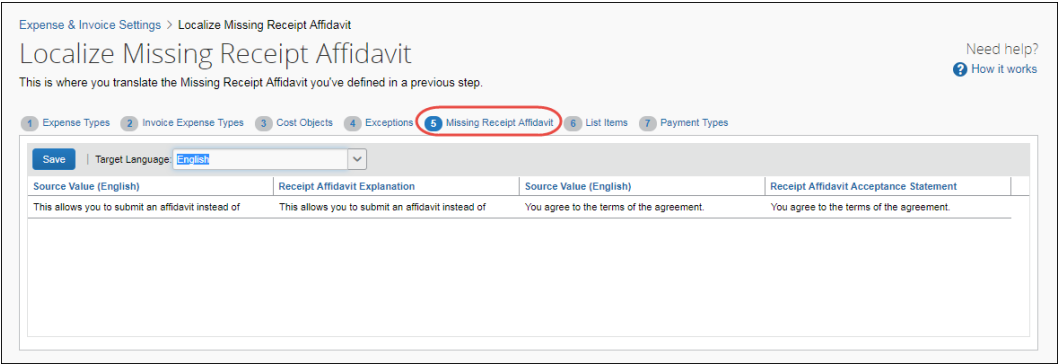
Provide translations for any labels and text you added to Concur.

Edit

The **Expense Types** tab of the **Localize** page appears.



4. Click **Missing Receipts Affidavit** (tab).



## Localize Receipt Affidavit Items

► **To localize receipt affidavit items:**

1. On the **Missing Receipts Affidavit** tab, select the desired target language.

2. In the **Receipt Affidavit Explanation** and **Receipt Affidavit Acceptance Statement** columns, enter the localized text.

3. Click **Save** to save your changes.

## Section 6: Configure List Items

On the **List Items** page, you can enter localized values for the list items that you have created.

### Example

You would like your list items to display Canadian French-specific text to users that select that language. You can select Canadian French as your target language, and then enter localized text in the **Value** column. Click **Save** to save your changes.

### Access the List Items Page

#### ► To access the *List Items* page:

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings** or **Invoice Settings**.
2. In the **Product** list, click *Expense* or *Invoice*.
3. In the **Access To Concur** section, on the **Translations** tab, click **Edit**.

The **Expense Types** tab of the **Localize** page appears.

Expense & Invoice Settings > Localize Expense Types

## Localize Expense Types

This is where you translate the Expense Types you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: English

Source Value (English)	Target Language	Expense Type
01. Travel	English	01. Travel
02. Transportation	English	02. Transportation
03. Meals and Entertainment	English	03. Meals and Entertainment
04. Office Expenses	English	04. Office Expenses
05. Communications	English	05. Communications
06. Fees	English	06. Fees
07. Other	English	07. Other
08. Relocation/Ex-Pat	English	08. Relocation/Ex-Pat
09. Cash Advance	English	09. Cash Advance
Agency Booking Fees	English	Agency Booking Fees
Air Fare	English	Air Fare
Airfare	English	Airfare
Airfare Ticket Tax	English	Airfare Ticket Tax
Airline Fees	English	Airline Fees
Alcoholic Beverages	English	Alcoholic Beverages

4. Click **List Items** (tab).

Expense & Invoice Settings > Localize List Items

## Localize List Items

This is where you translate the List Items you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: English

Area	Source Value (English)	Value
Department	Sales	Sales
Department	Marketing	Marketing
Department	Development	Development

## Localize List Items

### ► To localize list items:

1. On the **List Items** tab, select the desired target language.

2. In the **Value** column for the list item, enter the localized text.

Expense & Invoice Settings > Localize List Items

### Localize List Items

This is where you translate the List Items you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save Target Language: English

Area	Source Value (English)	Value
Department	Sales	Ventes
Department	Marketing	Commercialisation
Department	Development	Développement

3. Click **Save** to save your changes.

## Section 7: Configure Payment Types

On the **Payment Types** tab, you can enter localized values for the list items that you have created.

### Example

You would like your list items to display UK English-specific text to users that select that language. You can select UK English as your target language, and then enter localized text in the **Payment Types** column. Click **Save** to save your changes.

## Access the Payment Types Tab

### ► To access the Payment Types tab:

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings** or **Invoice Settings**.
2. In the **Product** list, click *Expense* or *Invoice*.
3. In the **Access To Concur** section, on the **Translations** tab, click **Edit**.

Translations

Provide translations for any labels and text you added to Concur.

Edit

The **Expense Types** tab of the **Localize** page appears.



Expense & Invoice Settings > Localize Expense Types

## Localize Expense Types

This is where you translate the Expense Types you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: English

Source Value (English)	Expense Type
01. Travel	01. Travel
02. Transportation	02. Transportation
03. Meals and Entertainment	03. Meals and Entertainment
04. Office Expenses	04. Office Expenses
05. Communications	05. Communications
06. Fees	06. Fees
07. Other	07. Other
08. Relocation/Ex-Pat	08. Relocation/Ex-Pat
09. Cash Advance	09. Cash Advance
Agency Booking Fees	Agency Booking Fees
Air Fare	Air Fare
Airfare	Airfare
Airfare Ticket Tax	Airfare Ticket Tax
Airline Fees	Airline Fees
Alcoholic Beverages	Alcoholic Beverages

#### 4. Click **Payment Types** (tab).

Expense & Invoice Settings > Localize Payment Types

## Localize Payment Types

This is where you translate the Payment Types you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: English

Source Value (English)	Payment Type
Cash	Cash

## Localize Payment Types

### ► To localize list items:

1. On the **Payment Types** tab, select the desired target language.
2. In the **Payment Types** column for the list item, enter the localized text.

Expense & Invoice Settings > Localize Payment Types

## Localize Payment Types

This is where you translate the Payment Types you've defined in a previous step.

1 Expense Types 2 Invoice Expense Types 3 Cost Objects 4 Exceptions 5 Missing Receipt Affidavit 6 List Items 7 Payment Types

Save | Target Language: UK English

Source Value (English)	Payment Type
Cash	Out of Pocket

3. Click **Save** to save your changes.

