

# **Concur Expense: Change Log**

## **User Guide for Standard Edition**

**Last Revised: July 11, 2014**

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

**Section 1: Overview .....1**

**Section 2: Accessing the Change Log .....1**

# Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 27, 2021	Updated the copyright year; added Concur to the cover page title; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
January 15, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
December 15 2016	Changed copyright and cover; no other content changes.
June 12 2015	Removed information about two user interfaces; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	New document. (This content originated in the Concur Administration User Guide for Concur Standard and is now a separate guide.)

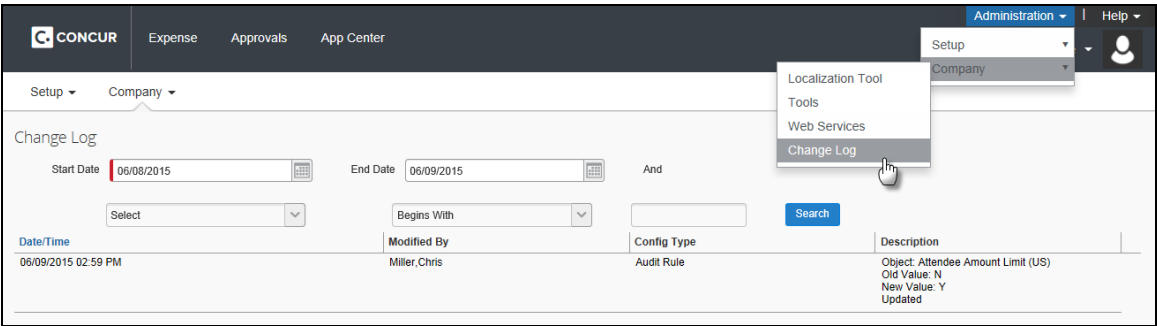
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**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation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

# Change Log

## Section 1: Overview

The **Change Log** page shows all the configuration changes and activities that are made by administrators while they are working within the Setup wizard.

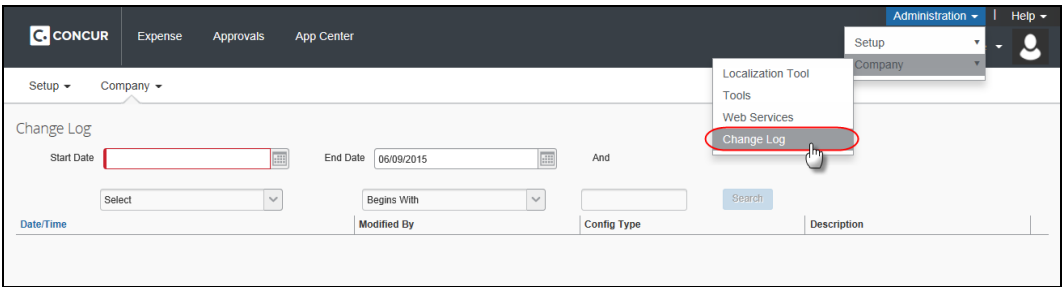


## Section 2: Accessing the Change Log

To access and use the change log, perform the following steps.

► **To access and use the Change Log:**

1. Click **Administration > Company > Change Log**. The **Change Log** page appears.



## Section 2: Accessing the Change Log

2. Select a date range using the **Start Date** and **End Date** fields.

The screenshot shows the Concur Expense Change Log interface. The top navigation bar includes 'CONCUR', 'Expense', 'Approvals', and 'App Center'. On the right, there are links for 'Administration' and 'Help', and a user profile icon. Below the navigation bar, there are dropdown menus for 'Setup' and 'Company'. The main section is titled 'Change Log'. It features a 'Start Date' field with a calendar icon, an 'End Date' field with a date '06/09/2015', and an 'And' connector. Below the 'Start Date' field, a calendar for June 2015 is displayed, with the date '06/08/2015' selected. To the right of the calendar, there are fields for 'Begins With', 'Modified By', 'Config Type', and 'Description'. A 'Search' button is located to the right of the 'Begins With' field.

3. (Optional) Refine the search by selecting additional search criteria:

- ◆ **Employee First Name**
- ◆ **Employee Last Name**
- ◆ **Config(uration) Type**

The screenshot shows the Concur Expense Change Log interface with the search criteria dropdown menu open. The 'Start Date' field is now filled with '06/08/2015' and the 'End Date' field remains '06/09/2015'. The dropdown menu for the search criteria is open, showing options: 'Select', 'Employee First Name', 'Employee Last Name', and 'Config Type'. The 'Search' button is highlighted in blue.

Each criteria choice changes the page to allow the administrator to select a logical choice. For example, if you choose **Config Type**, the equals parameter appears and the list is populated with every configuration area of Expense:

The screenshot shows the Concur Expense Change Log interface. The 'Config Type' dropdown is open, displaying a list of configuration areas. The 'Equals' dropdown is also visible. The 'Search' button is located to the right of the dropdowns.

**NOTE:** To view all changes, set only the dates. Then scroll through the results to find specific configuration areas that have changed.

- Click **Search** to view the log entries. They are listed from the most current to the oldest. Navigate by scrolling through the rows to find the desired entry.

The screenshot shows the Concur Expense Change Log interface with the 'Search' button highlighted. A red arrow points to the 'Description' column of the log entries.

Date/Time	Modified By	Config Type	Description
06/09/2015 03:27 PM	Miller, Chris	Policy	Item: Executive Policy (US-US2) Property: Policy Expense Types Deactivated: Entertainment - Staff
06/09/2015 03:27 PM	Miller, Chris	Policy	Item: Admin Policy (US-US1) Property: Policy Expense Types Deactivated: Entertainment - Staff
06/09/2015 03:27 PM	Miller, Chris	Policy	Item: US Expense Policy Property: Policy Expense Types Deactivated: Entertainment - Staff
06/09/2015 03:26 PM	Miller, Chris	Policy	Item: Executive Policy (US-US2) Property: Policy Expense Types Deactivated: Entertainment - Client
06/09/2015 03:26 PM	Miller, Chris	Policy	Item: Admin Policy (US-US1) Property: Policy Expense Types Deactivated: Entertainment - Client
06/09/2015 03:26 PM	Miller, Chris	Policy	Item: US Expense Policy Property: Policy Expense Types Deactivated: Entertainment - Client
06/09/2015 03:26 PM	Miller, Chris	configchange FormField action	Object: Field Property: label New Value: Client Updated
06/09/2015 03:26 PM	Miller, Chris	Form Field	Object: Custom 01 Created
06/09/2015 03:26 PM	Miller, Chris	Groups Policy	Object: Global Group-United States-Executive... Updated
06/09/2015 03:26 PM	Miller, Chris	Policy	Object: US Expense Policy Old Value: 712 New Value: 774 copied
06/09/2015 03:26 PM	Miller, Chris	Group	Object: Global Group-United States-Executive Created
06/09/2015 03:26 PM	Miller, Chris	Groups Policy	Object: Global Group-United States-Admin, US... Updated
06/09/2015 03:26 PM	Miller, Chris	Policy	Object: US Expense Policy Old Value: 712 New Value: 773 copied
06/09/2015 03:26 PM	Miller, Chris	Group	Object: Global Group-United States-Admin

- Review the log information:

## Section 2: Accessing the Change Log

Field	Description
Start Date/End Date	The range of dates of the activities.
Modified by	The administrator who made the changes.
Config Type	The configuration type (for example, account codes, form fields, and so on.)
Description	The description of the object that was modified and the activity that is associated with that modification.

