

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

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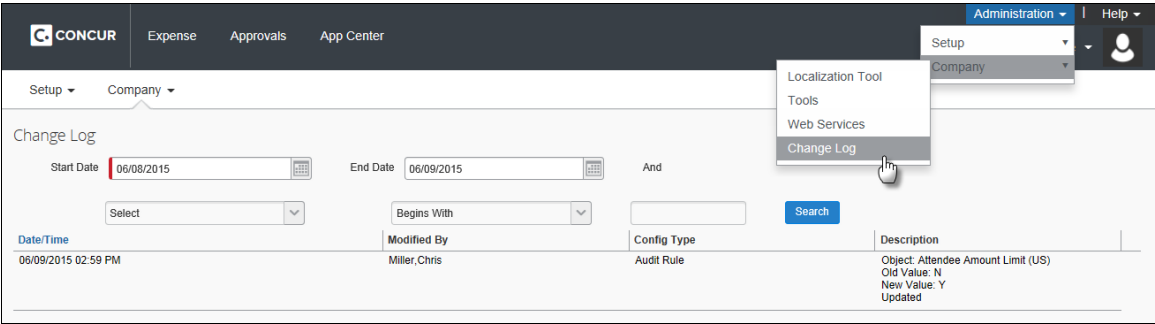
Revision History

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.)

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.

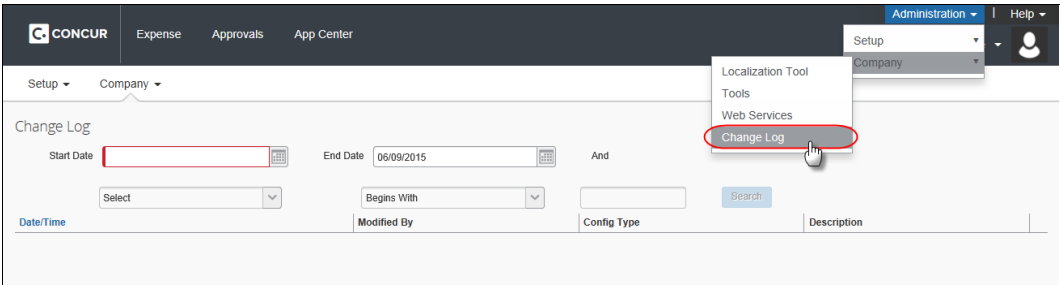


Section 2: Accessing the Change Log

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.



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

The screenshot shows the Concur Change Log interface. At the top, there are navigation tabs for 'Expense', 'Approvals', and 'App Center'. The user is logged in as 'Administration'. Below the navigation, 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' operator. A calendar for 'June 2015' is open, showing dates from 1 to 30. The 'Date/Time' column is highlighted. Below the calendar, there are search criteria fields: 'Begins With', 'Modified By', 'Config Type', and 'Description'. A 'Search' button is located to the right of the search criteria.

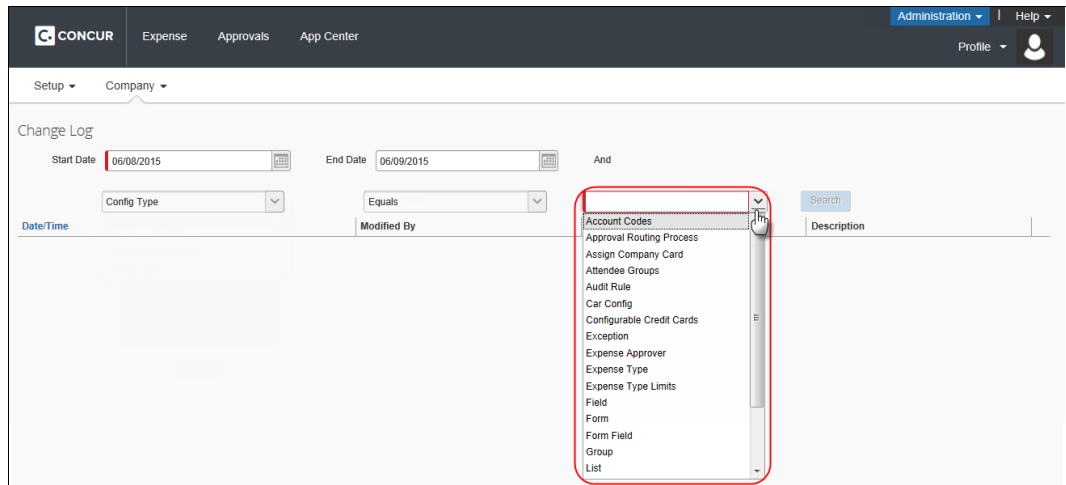
3. (Optional) Refine the search by selecting additional search criteria:

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

The screenshot shows the Concur Change Log interface with search criteria selected. The 'Start Date' field is now '06/08/2015' and the 'End Date' field is '06/09/2015'. The 'Date/Time' column is highlighted. A dropdown menu is open, showing the following options: 'Select', 'Select', 'Employee First Name', 'Employee Last Name', and 'Config Type'. The 'Search' button is highlighted.

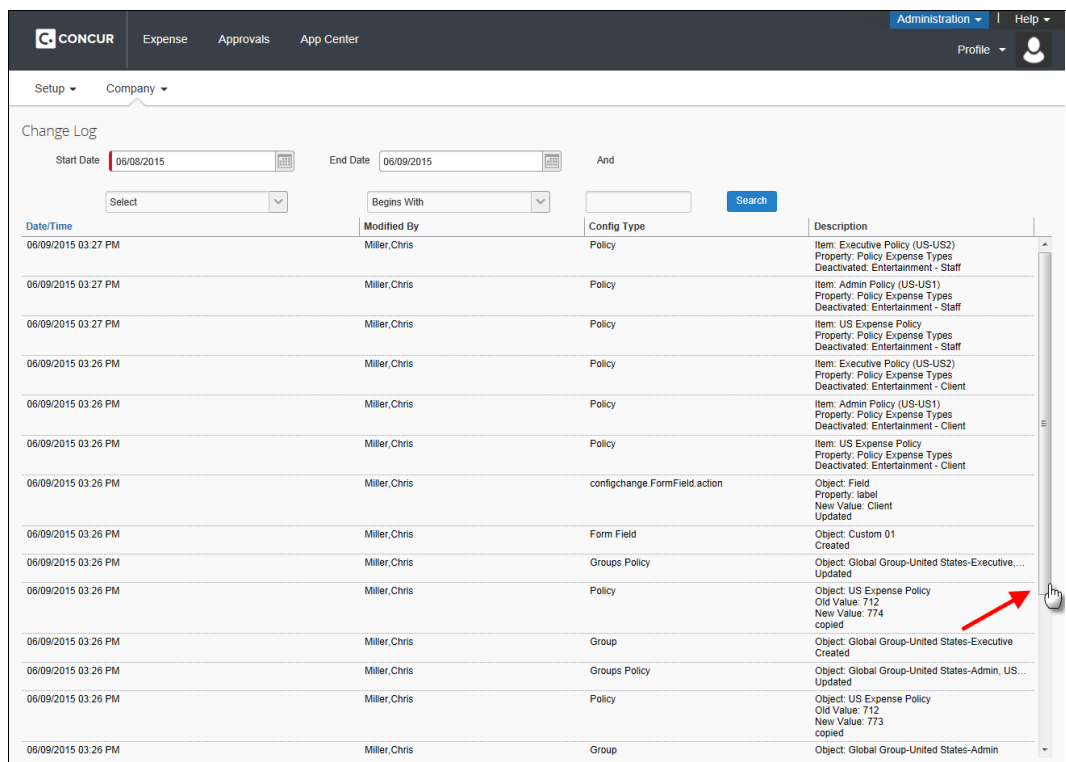
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Each criteria choice changes the page to allow the administrator to select a logical choice. For example, if you choose **Config Type**, the equals parameter appears and the list is populated with every configuration area of Expense:



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.



- Review the log information:

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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.