SAP Concur Release Notes

Concur Invoice Professional/Premium

Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests and Purchase Orders

Month	Audience
Release Date: August 20, 2022 Initial Post: August 19, 2022	Client ***FINAL***

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Release Notes

This document contains the release notes for Concur Invoice for professional edition.

NOTE: Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the *Shared Changes Release Notes*.

Invoice Pay

New Date Fields on Provider Payment Manager Payment Details Page

Overview

SAP Concur Payment Providers can update invoice payments that they process with new **Payment Initiation Date** and **Funding Settlement Date** fields.

Invoice Payment Manager users can access the **Provider Payment Manager** page to search for payments processed by Payment Providers and view payment information. Fields for the **Payment Initiation Date** and **Funding Settlement Date** are now added to the **Payment Details** section in Provider Payment Manager for Invoice Payment Managers to view this information.

BUSINESS PURPOSE / CLIENT BENEFIT

This update allows Invoice Payment Manager users to view **Payment Initiation Date** and **Funding Settlement Date** fields in the **Payment Provider Manager** page.

Configuration / Feature Activation

This update occurs automatically.

📖 For general information about this functionality, refer to *Concur Invoice: Invoice Pay User Guide*.

Test Entities | Production Sandbox Environment

Ongoing Audit Trail for Vendor Manager Not Migrated

Information First Published	Information Last Modified	Feature Target Release Date
October 2021	January 21, 2022	October 1, 2021 through mid-2022
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Some SAP Concur users use Production Sandbox Environment (PSE) entities to set up, test, and train on new configurations prior to deploying them to their live production entity. SAP Concur plans to migrate PSEs as part of our move to Amazon Web Services (AWS).

📖 For more information, refer to the *Sap Concur Cloud Platform Strategy FAQ*.

When PSEs are migrated, the vendor audit trail associated with vendors in Vendor Manager, will not be migrated. The audit trail will be rebuilt as changes are made to vendor information after migration.

NOTE: These changes apply to PSEs once they are moved or created in the AWS environment, which will occur at a future date.

BUSINESS PURPOSE / CLIENT BENEFIT

Once in AWS, PSEs will benefit from the same stability, monitoring capabilities, and level of performance as production entities.

Admin Experience

When an admin with the required permissions navigates to the **Audit Trail** page for a vendor, they will not see any entries on the **Audit Trail** page.

Configuration / Feature Activation

This change occurs when a PSE is migrated to the new AWS environment; there are no configuration or activation steps.

📖 For more information about the vendor audit trail, refer to the *Concur Invoice: Vendor Manager User Guide*.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

NOTE: The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the *Shared Changes Release Notes*.

Invoice Processing

Planned Changes Paper Invoice Processing to be Retired

Information First Published	Information Last Modified	Feature Target Release Date
July 2022	—	December 31, 2022
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

On December 31, 2022, the Concur Invoice paper invoice processing service of Invoice Capture will be retired. Clients that are still submitting paper invoices to SAP Concur for paper processing, or who have vendors still submitting paper invoices to SAP Concur for paper processing, are impacted by the pending retirement of this service.

NOTE: Clients onboarded after July 1, 2022, are strongly discouraged from using this service as it will only be available through December 31, 2022.

Prior to December 2022, affected clients are encouraged to set up digital image capture processing in advance of the retirement date and develop a process to inform new or existing vendors to stop mailing paper invoices to SAP Concur for paper capture processing. All Invoice Capture clients have been provided with a unique, designated email address to which they or their vendors can submit electronic invoices to Concur Invoice.

To ensure digital images are sent to the Concur Invoice processing email address, clients can perform the following:

- Hire a third-party service to scan paper invoices and have someone at your organization email the digital invoices
- Use your own scanning equipment to scan paper invoices and email the digital invoices
- Take mobile phone pictures of the paper invoice and email the digital invoices

Please also refer to the client communication email distributed to all affected clients on July 5, 2022.

BUSINESS PURPOSE / CLIENT BENEFIT

Retirement of the paper invoice processing helps clients streamline their invoice management by using digital image capture processing for invoices, reducing overall technology and operational costs.

Configuration / Feature Activation

This change will occur automatically.

Clients who want to set up digital image capture processing can call SAP Concur support to enable this feature.

Client Notifications

Accessibility

Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the Accessibility Updates page.

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the SAP Sub-processors / Data Transfer Factsheets page.

To access the SAP Concur Sub-processors List:

1. Click the following link to navigate to the SAP Sub-processors / Data Transfer Factsheets page:
   SAP Sub-processors / Data Transfer Factsheets

2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

   NOTE: SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to *Your New Support User ID (S-user)*.

3. On the *SAP Sub-processors / Data Transfer Factsheets* page, type *Concur* in the **Search** field.

4. In the **Title** column, click **SAP Concur Sub-processors List**.

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Supported Configurations

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

When changes to browser support are planned, information about those changes will also appear in the *Shared Changes Release Notes.*.

SAP Concur Support Case Status

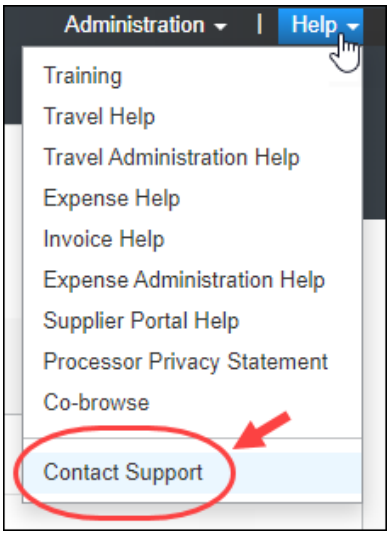
This release might resolve previously submitted support cases. You can check the status of a support case to confirm whether the case issue has been resolved.

Check Support Case Status

The steps in this procedure provide instructions for checking whether a case is resolved.

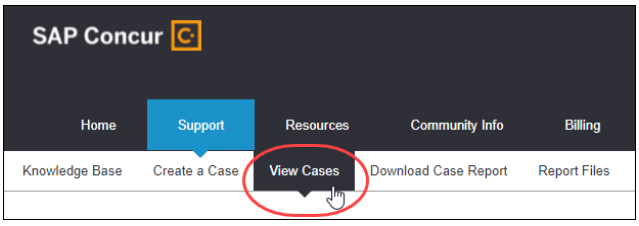
To check the status of a submitted case:

1. Log on to https://concursolutions.com/portal.asp.
2. Click **Help > Contact Support**.

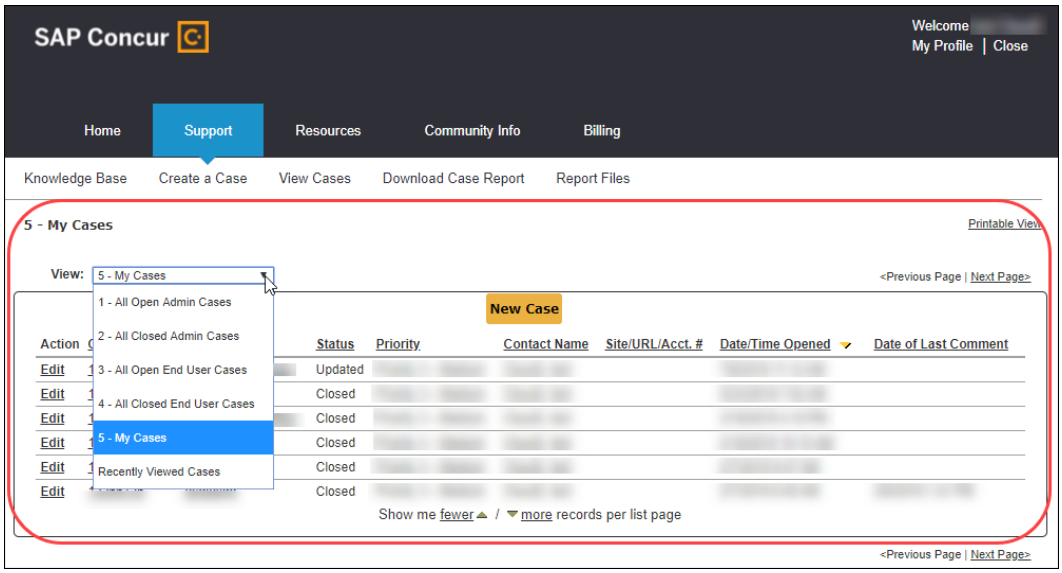


NOTE: If you do not have the option to contact SAP Concur support in the **Help** menu, then your company has chosen to support the SAP Concur service internally. Please contact your internal support desk for assistance.

3. Click **Support > View Cases**.



In the table, view the desired type of cases based on the **View** list selection. Search results are limited to each company's own cases.



Additional Release Notes and Other Technical Documentation

Online Help

You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (https://help.sap.com).

SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the required permissions, **Contact Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.

Click **Contact Support** to access the SAP Concur support portal, then click **Resources**.

- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.

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