

SAP Concur Release Notes Verify Professional and Standard	
Month	Audience
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Release Notes

Audit

New Rail Class Check

Overview

An In workflow (Report Audit) check called **Rail Class** has been added. This check is only applicable for UK expenses. The receipt is reviewed and the rail ticket is checked for whether it has been booked as Standard, STD, or Economy class. If Verify cannot confirm these classes, an exception is raised. Examples of classes where an exception is raised include Standard Premier, Business Class, First Class, Second Class, and no class.

BUSINESS PURPOSE / CLIENT BENEFIT

This check enables enforcement of policies related to premium rail class travel in the UK.

What the User Sees

The new check is available for configuration in Verify. Once configured, if a Standard, STD, or Economy class rail ticket cannot be confirmed on a UK expense, an exception will be raised on the Reports to Audit page.

The screenshot displays the 'New Check' configuration interface in SAP Concur. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The 'Check Name' field is set to 'Rail Class'. The 'Description' field contains the text: 'We review the receipt and attempt to confirm that the employee has booked a rail ticket in the 'Standard', 'STD' or 'Economy' class. If we are not able to confirm these classes, we'll raise an exception. Examples include 'Standard Premier', 'Business Class', 'First Class', '2nd Class' and no class.' The 'Workflow' section indicates 'When this check will be run: In workflow (Reports Pending Audit Review)'. Under 'Conditions', the 'Amount Trigger' is set to '0' and the 'Expense Type Trigger' is set to 'Expense Types selected: 4'. There is a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one entry: 'Approval Reason: Incorrect Exception' with a 'Delete' link.

Configuration / Feature Activation

▶ To add the Rail Class check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the Check section, click **Add**.
3. Select **Rail Class** check from the dropdown list of checks.
4. Under the **Conditions** section, it is recommended that Expense types are set to only those that may contain rail travel (e.g., "Rail").
5. (Optional) For Reports to Audit type checks, an **Approval Reasons** section displays on the New Check page. Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
6. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

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 Browsers

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](#).

Additional Release Notes and Other Technical Documentation

Online Help

Any user can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources via online Help or directly on the SAP Help Portal.

Use the links in the **Help** menu in the app, 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>) to view the full set of documentation for your product.

SAP Concur Support Portal – Selected Users

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

If you have the proper permissions, **Contact Support** appears on the **Help** menu. Click 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.

