

SAP Concur Release Notes	
Verify Professional and Standard	
Month	Audience
Release Date: Monday, May 2, 2022 Initial Post: Monday, May 2	SAP Concur Client FINAL

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Release Notes

Audit

Linking Reports to Expense Process Reports Page

Overview

Each of the reports displayed in Concur Verify (or reports associated to Events) now include a **View report in Process Reports page** direct hyperlink to open the relevant report on the **Expense Process Reports** page within a new tab. The link will be active only for Concur Verify auditors who also have permissions to one of the Expense Processor roles.

NOTE: Once redirected to the **Expense Process Reports** page, the report will display according to the user's expense permissions and associate user groups.

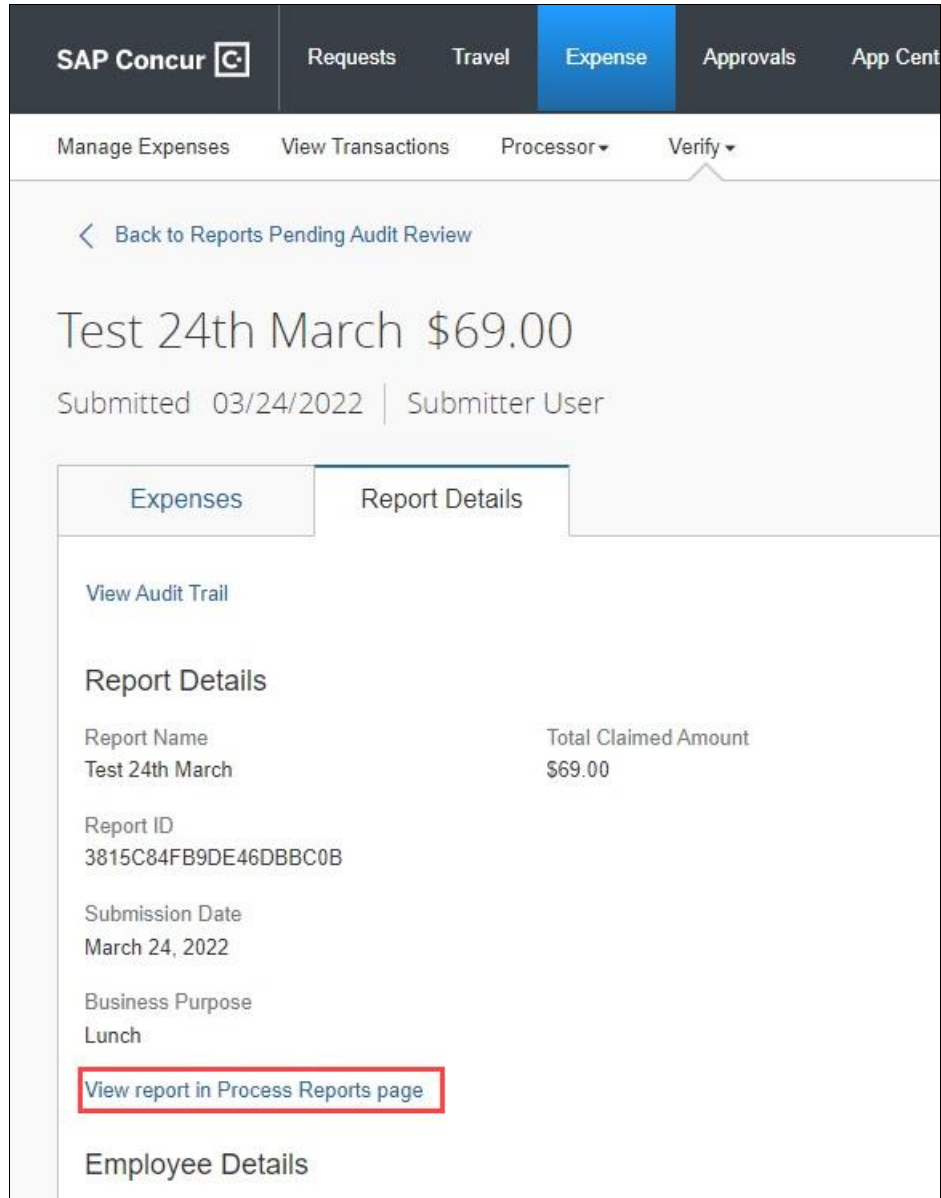
BUSINESS PURPOSE / CLIENT BENEFIT

Auditors with access can easily view the report on the **Expense Process Reports** page, view the full report and expense details associated with different events, modify the expense fields if necessary, or audit outside of Concur Verify for any other reason.

What the User Sees

A **View report in Process Reports page** link displays on the **Report Details** tab of the report, and for each place where a report is referenced in events. The link is also available in Processing Error notifications.

Example: **Reports Pending Audit Review > Report Details** Tab



The screenshot shows the SAP Concur interface for an Expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Approvals', and 'App Cent'. Below this, there are links for 'Manage Expenses', 'View Transactions', 'Processor', and 'Verify'. A breadcrumb trail shows '< Back to Reports Pending Audit Review'. The main heading is 'Test 24th March \$69.00', with submission details 'Submitted 03/24/2022 | Submitter User'. Two tabs are visible: 'Expenses' and 'Report Details' (selected). Under 'Report Details', there is a 'View Audit Trail' link and a table of details. A red box highlights the link 'View report in Process Reports page'. Below the details is an 'Employee Details' section.

Report Name	Total Claimed Amount
Test 24th March	\$69.00

Report ID	3815C84FB9DE46DBBC0B
Submission Date	March 24, 2022
Business Purpose	Lunch


[View report in Process Reports page](#)

Employee Details

Example: **Anomaly and Fraud Events > Event Details** Tab

April 18, 2022 | Event ID: 4e7dcf3b... | Open - Unassigned

Event Details [Manage Event](#)

 One or more of the attached receipts was likely created using a custom receipt generator.

Expense Details

Expense Type: Lunch	Claimed Amount: \$412.37
Expense Category: MEALS	Average per Person: \$206.19
Expense Location: New York, New York	Transaction Amount: \$412.37
Country: UNITED STATES	Transaction Date: October 27, 2021
Vendor: Transportation Services, Not els	Payment Type: CBCP
Attendees (2)	

Report Details

Report Name: e2e 3/04

Report ID: BE112431525D4040BC75

Report Submission Date: April 18, 2022

Total Report Amount: \$412.37

Business Purpose: qa

[View Audit Trail](#)

[View report in Process Reports page](#)

← → Duplicate Receipt Assign to me Close Event

April 22, 2022 | Event ID: f7272d39... | Open - Unassigned

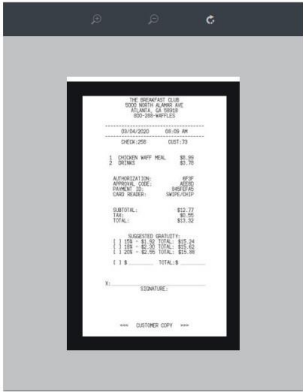
Event Details Manage Event

i The receipts below appear to be duplicates.

Report Submitted: April 22, 2022

Expense Type: Dinner
Transaction Date: April 22, 2022
Submitted by: Submitter User on April 22, 2022
Transaction Amount: \$1300.00
Employee ID: submitter@p1001003kuar.com

Expense Receipt



Modified: April 22, 2022

Report

Report Name: Copy: UA-test1
Report ID: C786E919814272BD073

[View report in Process Reports page](#)

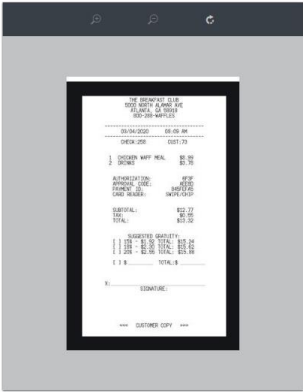
Expense Details

Vendor	Claimed Amount
test	\$1300.00
Expense Location	Payment Type

Report Submitted: April 22, 2022

Expense Type: Lunch
Transaction Date: April 22, 2022
Submitted by: Submitter User on April 22, 2022
Transaction Amount: £1300.00
Employee ID: submitter@p1001003kuar.com

Expense Receipt



Modified: April 22, 2022

Report

Report Name: UA-test
Report ID: 5718E25A06114B566DCC

[View report in Process Reports page](#)

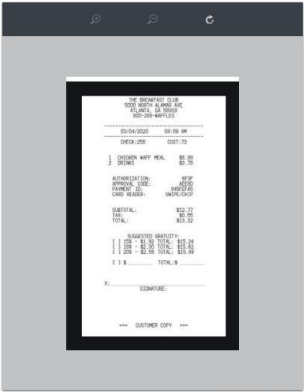
Expense Details

Vendor	Claimed Amount
N/A	\$1300.00
Expense Location	Payment Type

Report Submitted: April 22, 2022

Expense Type: Lunch
Transaction Date: April 22, 2022
Submitted by: Submitter User on April 22, 2022
Transaction Amount: £1300.00
Employee ID: submitter@p1001003kuar.com

Expense Receipt



Modified: April 22, 2022

Report

Report Name: Copy: Only Meal test
Report ID: C52C7FF8F37234E5FA708

[View report in Process Reports page](#)

Expense Details

Vendor	Claimed Amount
N/A	\$1300.00
Expense Location	Payment Type

Configuration / Feature Activation

No configuration is required.

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.

