

SAP Concur Release Notes	
Verify Professional and Standard	
Month	Audience
Release Date: Tuesday, June 7, 2022 Initial Post: Tuesday, June 7	SAP Concur Client FINAL

Contents

- Release Notes 1**
 - Audit1**
 - Non-Compliant VAT Receipt/Invoice – UK Check1
 - Non-Compliant GST Receipt/Invoice - New Zealand and Non-Compliant GST Receipt/Invoice – Australia Checks6
- Planned Changes..... 9**
 - No Planned Changes This Month9**
- Client Notifications.....10**
 - Accessibility10**
 - Accessibility Updates 10
 - Subprocessors.....10**
 - SAP Concur Non-Affiliated Subprocessors 10
 - Supported Browsers.....11**
 - Supported Browsers and Changes to Support 11
- Additional Release Notes and Other Technical Documentation12**
 - Online Help12**
 - SAP Concur Support Portal – Selected Users.....12**

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Release Notes

Audit

Non-Compliant VAT Receipt/Invoice – UK Check

Overview

A new In Workflow check called **Non-Compliant VAT Receipt/Invoice – UK** is available. Common causes of non-VAT compliant receipts/invoices claimed as tax receipts/invoices are identified. Examples include a missing supplier VAT registration number or a date without the year.

Where a non-VAT receipt exception has been raised, auditors are able to pass and change the receipt status field instead of failing the report, where it is then returned to the submitter.

NOTE: This check will only run for expenses in the United Kingdom where the Receipt Status is **Tax Receipt**.

BUSINESS PURPOSE / CLIENT BENEFIT

This check supports the customer in reducing the risk of VAT overclaim through common causes of non-VAT receipts claimed as VAT receipts. The ability to update the receipt status reduces the need to return to the submitter in such cases.

What the User Sees

The new check will be configurable in Concur Verify. Once configured, if the newly submitted tax receipt claims are suspected as non-VAT compliant, an exception will be raised on the **Reports Pending Audit Review** page.

When you click **Exception Details**, you can view the suspected reason for non-compliance.

After reviewing the exception, an auditor can do one of the following:

- Pass the exception and modify the receipt status value.
- Pass as an **Incorrect Exception** or alternative configured approval reason.
- Fail the exception and return the report back to the submitter.

Example: Verify Configuration Page for UK Check

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. The 'Check Name' field is set to 'Non-Compliant VAT Receipt/Invoice - UK'. The 'Description' section explains the purpose of the check and includes a note about its application in the UK. The 'Workflow' section is currently empty. The 'Conditions' section includes an 'Amount Trigger' set to 0 and an 'Expense Type Trigger' set to 'All', with a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one entry: 'Incorrect Exception' with a 'Delete' link. At the bottom right, there are 'Save', 'Save and Add Another', and 'Cancel' buttons. The SAP logo is in the bottom left, and 'SAP Concur' with its logo is in the bottom right.

SAP Concur Administration | Help

Travel Expense Approvals App Center Profile

Product Settings > Verify Audit Profiles > Audit Profile > New Check

New Check

Check Name *
Non-Compliant VAT Receipt/Invoice - UK

Description
We attempt to identify common causes of non-VAT compliant receipts/invoices being claimed as tax receipts/invoices. Examples include a missing supplier VAT registration number or a date without the year.
Note: This check will only run for expenses in the United Kingdom where the Receipt Status is 'Tax Receipt'.

Workflow
When this check will be run:
In workflow (Reports Pending Audit Review)

Conditions

Amount Trigger ?
0

Expense Type Trigger ?
All
Select Expense Types

Approval Reasons

Add Approval Reason

Approval reasons will appear on the Reports Pending Audit Review page. The reasons you add can be used by auditors to pass exceptions.

Approval Reason	Delete
Incorrect Exception	

Save Save and Add Another Cancel

SAP SAP Concur

Example: Verify Auditor page

Verify

[Back to Reports Pending A](#)

Trip to Seattle \$1,960.00

Submitted 11.11.2020 | Jake Smith

Assignee: Ann Cho Submit

Expenses

Report Details

Expenses

Pending exceptions: 2

Show also items without exceptions

Expense	Exception
Taxi \$90.00 06/01/2020	Pend
Taxi \$90.00 06/01/2020	Pend

Exception Details ✕

Non-Compliant VAT Receipt/Invoice SE250

The Receipt Status of this expense is 'Tax Receipt'; however, the attached receipt/invoice may be non-VAT compliant for the following reasons:

- Supplier Name missing
- Supplier Address missing
- Supplier VAT Registration Number missing

Close

Auditor Response *

None selected

+ Add Exception

Expense Details

Employee	Expense Type
Jake Smith	Taxi
Vendor Name	Location
Lyft	Bellevue, WA
Business Purpose	Payment Type
Travel to work	Corporate Card
Transaction Date	Claimed Amount
11/9/2020	\$90.00 USD
Receipt Status	
Tax Receipt	
Employee Comment	
This is an explanatory comment written by the employee to justify why they overtyped the Lyft driver so that they won't get audited.	

Viamilano FastTrack

Purchased made by:
James George

Product	Airport	Detail	Price
Fast Track	Linate	Validity from 13/10/2021 to 11/12/2021	Amount Euro VAT (22%) Total
E-TICKET			10197392842

Verify

< Back to Reports Pending Audit Review

Trip to Seattle \$1,960.00

Submitted 11.11.2020 | Jake Smith

Assignee: Ann Cho Submit

Expenses

Report Details

Expenses

Pending exceptions: 2

Show also items without exceptions

Expense	Exceptions
Taxi \$90.00 06/01/2020	⌚ Pending
Taxi \$90.00 06/01/2020	⌚ Pending

Taxi \$90.00

06/01/2020

Exceptions (1) * Required

⌚ Non-Compliant VAT Receipt/Invoice ≤€250 Exception Details ⓘ

Auditor Response *

None selected

None selected

Fail

Non-Compliant VAT Receipt/Invoice

Pass

Modify Receipt Status

Incorrect Exception

Lyft Bellevue, WA

Business Purpose: Travel to work | Payment Type: Corporate Card

Transaction Date: 11/9/2020 | Claimed Amount: \$90.00 USD

Receipt Status: Tax Receipt

Employee Comment: This is an explanatory comment written by the employee to justify why they overtyped the Lyft driver so that they won't get audited.

FASTTRACK

Purchased made by:
James George

Product	Airport	Detail	Price
Fast Track	Liniate	Validity from 13/10/2021 to 11/12/2021	Amount Euro VAT (22%) Total

E-TICKET 10197392842

HOW TO USE THE ViaMilano Fast Track ELECTRONIC TICKET

To use the ViaMilano Fast Track electronic ticket bring the bar code inside the attached ticket close up to the reader or show the electronic the dedicated personnel at the emergency exits.

You can use this service both at Liniate and Malpensa airports (Terminal 1 and Terminal 2) whenever you prefer by the specified date you can the e-ticket.

The fast track access gates are situated:

- in Liniate - 1st floor - Departures area
- in Malpensa Terminal 1 - 2nd floor - Departures area
- in Malpensa Terminal 2 - Ground floor - Departures area

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Verify

< Back to Reports Pending Audit Review

Trip to Seattle \$1,960.00

Submitted 11.11.2020 | Jake Smith

Assignee: Ann Cho Submit

Expenses

Report Details

Expenses

Pending exceptions: 2

Show also items without exceptions

Expense	Exceptions
Taxi \$90.00 06/01/2020	Pending
Taxi \$90.00 06/01/2020	Pending

Taxi \$90.00

06/01/2020

Exceptions (1) * Required

🕒 Non-Compliant VAT Receipt/Invoice ≤£250

Auditor Response *

Pass - Modify Receipt Status

Receipt Status *

None selected

None selected
Receipt
No Receipt

+ Add Exception

Expense Details

Employee Jake Smith	Expense Type Taxi
Vendor Name Lyft	Location Bellevue, WA
Business Purpose Travel to work	Payment Type Corporate Card
Transaction Date 11/9/2020	Claimed Amount \$90.00 USD

Receipt Status
Tax Receipt

Employee Comment
This is an explanatory comment written by the employee to justify why they overtyped the Lyft driver so that they won't get audited.

Configuration / Feature Activation

► To add the UK tax check to an audit profile

1. For Professional users, to access Verify settings, go to **Administration > Expense Admin > Verify**.
2. For Standard users, go to **Administration > Expense Admin > Policy > Advanced Settings > Verify**.

3. The **Verify Audit Profile** page displays. Click a profile name to view it on a new page and edit.
4. In the Check section, click **Add**.
5. From a list of checks in the **Check Name** dropdown, select the **Non-Compliant VAT Receipt/Invoice - UK** option.
6. Under the **Conditions** section, for the Expense Types Trigger, run the check for all expense types.
7. Configure any optional approval reasons.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

Non-Compliant GST Receipt/Invoice - New Zealand and Non-Compliant GST Receipt/Invoice – Australia Checks

Overview

Two new In Workflow checks called **Non-Compliant GST Receipt/Invoice – New Zealand** and **Non-Compliant GST Receipt/Invoice – Australia** are now available. Common causes of non-GST compliant receipts/invoices being claimed as tax receipts/invoices are identified. Examples include a missing supplier GST registration number or a date without the year.

Where a non-GST receipt exception has been raised, auditors are able to change the receipt status field instead of failing the report, where it is then returned to the submitter.

NOTE: This check will only run for expenses in New Zealand and Australia where the Receipt Status is **Tax Receipt**.

BUSINESS PURPOSE / CLIENT BENEFIT

This check supports the customer in reducing the risk of GST overclaim through common causes of non-GST receipts claimed as GST receipts. The ability to update the receipt status reduces the need to return to the submitter in such cases.

What the User Sees

The new check will be configurable in Concur Verify. Once configured, if the newly submitted tax claims are suspected as non-GST compliant, an exception will be raised on the **Reports Pending Audit Review** page.

When you click **Exception Details**, you can view the suspected reason for non-compliance.

After reviewing the exception, an auditor can do one of the following:

- Pass the exception and modify the receipt status value.
- Pass as an **Incorrect Exception** or alternative configured approval reason.
- Fail the exception and return the report back to the submitter.

Example: Verify Configuration Page for New Zealand check

The screenshot displays the 'Check Details' configuration page in SAP Concur. The 'Check Name' is 'Non-Compliant GST Receipt/Invoice - New Zealand'. The 'Description' explains the check's purpose: identifying non-GST compliant receipts/invoices. The 'Workflow' section indicates the check runs in the 'Reports Pending Audit Review' workflow. The 'Conditions' section shows an 'Amount Trigger' of '1.00' and a 'Currency' of 'New Zealand, Dollar (NZD)'. The 'Expense Type Trigger' is set to 'All'. The 'Approval Reasons' section includes an 'Add Approval Reason' button and a table with one entry: 'Incorrect Exception'.

Configuration / Feature Activation

► To add the New Zealand or Australia tax check to an audit profile

1. For Professional users, to access Verify settings, go to **Administration > Expense Admin > Verify**.
2. For Standard users, go to **Administration > Expense Admin > Policy > Advanced Settings > Verify**.
3. The **Verify Audit Profile** page displays. Click a profile name to view it on a new page and edit.
4. In the Check section, click **Add**.
5. From a list of checks in the **Check Name** dropdown, select the **Non-Compliant GST Receipt/Invoice – New Zealand** or **Non-Compliant GST Receipt/Invoice – Australia** option.
6. Under the **Conditions** section, for the Expense Types Trigger, run the check for all expense types.
7. Configure any optional approval reasons.

8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

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.

No Planned Changes This Month

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.

