

Concur Expense: Change Log

Setup Guide

Last Revised: April 7 2022

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
April 7, 2022	Made minor modifications throughout; cover revision date updated.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 6, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 4 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated instances of he/she to they.
June 12 2015	Updated the screen shots to the enhanced UI; no other content changes
September 24 2014	Added information about two user interfaces; no other content changes.
April 15 2014	Changed copyright and cover; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
August 17 2012	New filter options are added to be used when searching for a specific change log, by employee name or configuration (area) within Expense
February 2012	Changed copyright; no content change
October 21 2011	Searching and navigating to page is changed from paging style to a new calendar format from which you choose a start and end date range.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
Sept 17 2010	Feature now available in new interface - updated guide
December 2009	Changed to stand-alone guide; no content change
Jun. 2008 (SU 32)	Added information about the two available user interfaces: <ul style="list-style-type: none"> ♦ <i>Classic</i> user interface ♦ <i>Current</i> user interface

Change Log

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (view but not create or edit).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur Support.

Section 2: Overview

The **Change Log** page displays configuration activity – additions, deletions, and modifications – and import information.

Change Log

Start Date:

End Date:

And

Select

Begins With

Search

Date/Time	Modified By	Config Type	Description
05/26/2015 05:42 PM	Brown, Terry L	Form Field	Object: Number of Rental Days Created
05/26/2015 05:42 PM	Brown, Terry L	Form Field	Object: Number of Rental Days Created
05/26/2015 05:40 PM	Brown, Terry L	Form Field	Object: Number of Rental Days Created
05/26/2015 05:40 PM	Brown, Terry L	Field	Object: Field Property: label Old Value: Custom 09 New Value: Number of Rental Days Updated
05/26/2015 05:40 PM	Brown, Terry L	Field	Object: Field Property: maxlength Old Value: 48 New Value: 3 Updated
05/26/2015 05:40 PM	Brown, Terry L	Field	Object: Field Property: srcfieldkey New Value: -1 Updated
05/26/2015 05:29 PM	Brown, Terry L	Field	Object: Field Property: label Old Value: Custom 20 New Value: Connected List 3 Updated
05/26/2015 05:29 PM	Brown, Terry L	Field	Object: Field Property: datatype Old Value: VARCHAR New Value: MLIST Updated

The **Change Log** page displays:

- Date and time of the activity (addition / deletion / change)
- Administrator who initiated the activity
- Configuration type (group, policy, audit rule, and so on)
- Object (group name, policy name, audit rule name, and so on)
- Activity (created, deleted, old information / new information, and so on)

Section 3: Accessing the Change Log Page

► **To access the change log:**

1. Click **Administration > Expense > Expense Admin**.
2. Click **Change Log** (left menu). The **Change Log** page appears.

Section 4: Navigating

On the **Change Log** page, you can view the information by first selecting a range of dates within which is the log entry you want to view. Select this date range using the calendar image under **Start Date** and **End Date**:

The screenshot shows the 'Change Log' page. At the top, there are input fields for 'Start Date' (01/01/2015) and 'End Date' (05/27/2015), separated by 'And'. Below these is a 'Select' dropdown menu. A calendar for May 2015 is displayed, with the date 27 selected. To the right of the calendar is a 'Search' button. Below the calendar, there is a table with columns 'Date/Time' and 'Modified'. To the right of the table, there is a 'Description' column. A 'Today' button is located at the bottom of the calendar.

Next, refine the search by choosing an additional search criteria (not required):

- Employee First Name
- Employee Last Name
- Configuration Type

The screenshot shows a dropdown menu with the following options: 'Select', 'Employee First Name', 'Employee Last Name', and 'Config Type'. The 'Config Type' option is highlighted, and a mouse cursor is pointing at it.

Section 4: Navigating

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 drop down list is populated with every configuration area of SAP Concur Expense:

The screenshot shows the 'Change Log' interface. At the top, there are fields for 'Start Date' (04/07/2022) and 'End Date' (04/07/2022), separated by 'And'. Below these are two dropdown menus: 'Config Type' and 'Equals'. The 'Config Type' dropdown is open, displaying a list of configuration areas. The 'Attendee Type Form' option is highlighted. A 'Search' button is located to the right of the dropdowns. Below the search filters, there is a table with columns 'Date/Time', 'Modified By', and 'Configuration'. The table is currently empty.

TIP: Leave the **Select** option as is to view changes to *every* configuration area - you will need to scroll through the results to find specific configuration areas that have changed.

To finish, click **Search** to list a series of rows, from latest to earlier log entries. The user navigates by scrolling through the rows to find the entry they want.

Change Log

Start Date:
End Date:
And

Select
Begins With

Date/Time	Modified By	Config Type	Description
05/26/2015 05:42 PM	Brown, Terry L	Form Field	Object: Number of Rental Days Created
05/26/2015 05:42 PM	Brown, Terry L	Form Field	Object: Number of Rental Days Created
05/26/2015 05:40 PM	Brown, Terry L	Form Field	Object: Number of Rental Days Created
05/26/2015 05:40 PM	Brown, Terry L	Field	Object: Field Property: label Old Value: Custom 09 New Value: Number of Rental Days Updated
05/26/2015 05:40 PM	Brown, Terry L	Field	Object: Field Property: maxlength Old Value: 48 New Value: 3 Updated
05/26/2015 05:40 PM	Brown, Terry L	Field	Object: Field Property: srcfieldkey New Value: -1 Updated
05/26/2015 05:29 PM	Brown, Terry L	Field	Object: Field Property: label Old Value: Custom 20 New Value: Connected List 3 Updated
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