

# **Expense: Custom Localization Service**

## **Setup Guide**

**Last Revised: March 4, 2023**

Applies to these SAP Concur solutions:

- ☒ Concur Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Concur Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Concur Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Concur Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition



# Table of Contents

- Section 1: Permissions .....1**
- Section 2: Overview .....1**
  - Supported Services .....2
  - Requirements .....2
  - How It Works.....2
  - Feature Activation .....2
- Section 3: Procedures for Configuration.....3**
  - Accessing the Custom Localization Page.....3
  - Selecting the Target Language for the Translation .....3
  - Viewing Category Text and Status for Localization .....4
    - Using Search to locate the desired text .....6
    - Using Filters to check the status of text.....7
- Section 4: Perform Translations on Text .....8**
  - Performing In-line Edits .....8
  - Exporting Text for Translation ..... 10
    - Understanding the localization.xls file ..... 12
  - Importing a Translated File..... 13
    - Troubleshooting ..... 14

## Revision History

Date	Notes/Comments/Changes
October 14, 2023	Initial guide publication.

# Custom Localization Service

---

**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 Concur administrator.

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

## Section 2: Overview

Custom Localization allows administrators to localize custom text to relevant languages for their users. When a new custom text is added to a service that adopt custom localization feature within Concur Expense, the data in Custom Localization service is also updated with this new text for translation.

Custom Localization provides the following benefits:

- User-friendly in-line editing process.
- Higher data handling efficiency
- Reduced deployment cycle time.
- Easier text accessibility due to distinguished domains and category items
- Reduced export and import time due to centralized data storage.
- Enhanced searching and filtering capabilities along with support for partial text search
- Low error probability for domain services with minimal effort

It allows administrators to:

- Choose target language for translation.
- Check the last modified details of text.
- Export and import large sets of data.
- Perform in-line edits.
- View the status of imports and exports or related error messages.
- Search and check the status of a text.
- Filter search results.

---

**NOTE:** Custom Localization is not an upgrade of the existing Localization feature, but a new service.

---

The list of languages available reflects the languages added to the system during the database initialization process. Use this guide to configure your localization settings only after Concur has added all the required language packs to your entity. If you request Concur to include additional language packs in the future, you should re-verify the configuration for localization, as described in this guide. Adding languages and locales affects existing language mapping.

## Supported Services

Any service that adopts to the custom localization feature and require localization of text will use the Custom Localization service, while the remaining services continue to use the existing Localization service. All available services are displayed on the **Custom Localization** page.

## Requirements

Administrators with the Shared Configuration Administrator or Shared Configuration Administrator (Restricted) role can access this feature.



Refer to the *Shared: User Administration User Guide*.

## How It Works

Administrators maintain customer-specific text relevant to their business processes. Whenever an administrator creates some configuration or adds a custom text to a service, the same text gets duplicated in the **Custom Localization** service as well. The administrator can then, use Custom Localization to localize the newly added custom text to a language that is relevant for their users.

## Feature Activation

No feature activation is required to use this functionality. It is automatically available for clients with the right permissions.

## Section 3: Procedures for Configuration

### Accessing the Custom Localization Page

► **To access the Custom Localization page:**

1. Click **Administration > Expense**.
2. Click **Custom Localization**.

The localization page appears.

← Back to Expense Admin

### Custom Localization

Target Language: English ▼

Search Category Item:

Enter minimum of 3 characters to activate search

☐ Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (1)	09/29/2023
<input type="checkbox"/>	> Travel Allowance	Incomplete (238)	09/27/2023
<input type="checkbox"/>	> Test Domain	✓ Completed	09/20/2023
<input type="checkbox"/>	> Verify	✓ Completed	09/18/2023

### Selecting the Target Language for the Translation

Administrators can choose a language for text translation from the **Target Language** list. By default, the language is set to the locale of the administrator.

► **To select a language for translation:**

1. On the **Custom Localization** page, click the **Target Language** drop-down button, and select a language from the list.

← Back to Expense Admin

## Custom Localization

Target Language: English (dropdown menu open showing: English, Canadian French, Czech, Danish, English, Finnish)

Search Category Item: Search (button) Enter minimum of 3 characters to activate search

☐ Show Only Incomplete Items

	Status	Last Modified Date
<input type="checkbox"/> > Travel Allowance	Incomplete (1)	09/29/2023
	Incomplete (238)	09/27/2023

**NOTE:** Administrators can *only* see those languages in the list that are supported by their Concur entity.

## Viewing Category Text and Status for Localization

Administrators can easily view and locate the text that needs translation. For any chosen target language, the text, along with the translation status and last modified dates, are displayed in a tabular format.

► **To view text in a domain or category:**

1. On the **Custom Localization** page, choose a target language.

All the domains are displayed in a tabular view.

← Back to Expense Admin

## Custom Localization

Target Language: English (dropdown menu)

Search Category Item: Search (button) Enter minimum of 3 characters to activate search

☐ Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (1)	09/29/2023
<input type="checkbox"/>	> Travel Allowance	Incomplete (238)	09/27/2023
<input type="checkbox"/>	> Test Domain	Completed	09/20/2023
<input type="checkbox"/>	> Verify	Completed	09/18/2023



- Expand the desired domain name.

All the categories are displayed.

← Back to Expense Admin

## Custom Localization

Target Language: English ▼

Search Category Item:  Search

Enter minimum of 3 characters to activate search

Export Import ☐ Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (1)	09/29/2023
<input checked="" type="checkbox"/>	> Travel Allowance	Incomplete (238)	09/27/2023
<input type="checkbox"/>	> Configuration Code	Incomplete (8)	09/12/2023
<input type="checkbox"/>	> Deduction Category	Incomplete (82)	09/12/2023
<input type="checkbox"/>	> Deduction Category - Deduction Type	Incomplete (81)	09/27/2023
<input type="checkbox"/>	> Lodging Type	Incomplete (4)	09/27/2023
<input type="checkbox"/>	> Meal Type	Incomplete (8)	09/17/2023
<input type="checkbox"/>	> Overlap Type	Incomplete (4)	09/13/2023
<input type="checkbox"/>	> Rate Type	Incomplete (42)	09/21/2023
<input type="checkbox"/>	> Trip Type	Incomplete (9)	09/27/2023
<input type="checkbox"/>	> Test Domain	Completed	09/20/2023
<input type="checkbox"/>	> Verify	Completed	09/18/2023

- Expand the desired category.

All the text of the selected category are displayed as a link.

## Section 3: Procedures for Configuration

← Back to Expense Admin

### Custom Localization

Target Language: English Search Category Item:  Search

Enter minimum of 3 characters to activate search

Export Import ☐ Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (1)	09/29/2023
<input type="checkbox"/>	> Travel Allowance	Incomplete (238)	09/27/2023
<input type="checkbox"/>	> Configuration Code	Incomplete (8)	09/12/2023
<input type="checkbox"/>	> Deduction Category	Incomplete (82)	09/12/2023
<input type="checkbox"/>	<a href="#">09-BREAKFAST</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09-DINNER</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09-LUNCH</a>	Incomplete	
<input type="checkbox"/>	<a href="#">0-BREAKFAST</a>	Incomplete	
<input type="checkbox"/>	<a href="#">0-DINNER</a>	Incomplete	
<input type="checkbox"/>	<a href="#">0-LUNCH</a>	Incomplete	

### Using Search to locate the desired text

Administrators can search for the text for translation. The length of the search text should be larger than or equal to three characters.

#### ▶ Using search to locate the desired text:

1. Enter the desired text in the **Search Category Item** field and click **Search**. The page refreshes, listing all text links that include the search text.

---

**NOTE:** The **Search** button is disabled if the search text has less than three characters.

---

← Back to Expense Admin

## Custom Localization

Target Language: English

Search Category Item: air Search

Enter minimum of 3 characters to activate search

Export Import Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	Travel Allowance	Completed	08/27/2023
<input type="checkbox"/>	Trip Type	Completed	08/27/2023
<input type="checkbox"/>	<a href="#">RateBundle32: Air Ticket</a>	Completed	08/27/2023
<input type="checkbox"/>	<a href="#">Airfare</a>	Completed	08/27/2023

### Using Filters to check the status of text

Administrators can filter search results to locate the text for translation.

► **Using filters to check the status of text:**

1. In the search result tabular view, select the **Show Only Incomplete Items** checkbox.

The table refreshes listing all the text with **Incomplete** status.

← Back to Expense Admin

## Custom Localization

Target Language: English

Search Category Item: overnight Search

Enter minimum of 3 characters to activate search

Export Import ☒ Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	Travel Allowance	Incomplete (1)	09/13/2023
<input type="checkbox"/>	Lodging Type	Incomplete (1)	09/13/2023
<input type="checkbox"/>	<a href="#">SAP_ES:OVERNIGHT</a>	Incomplete	09/13/2023

**NOTE:** If any text in a language is not translated, its status is set to **Incomplete**.

## Section 4: Perform Translations on Text

Administrators can perform text translation in one of the following ways:

1. Translate individual text manually, with the help of the in-line edit functionality.
2. Export all or selected text and then import the translated file to Concur Expense.

### Performing In-line Edits

► **To perform in-line translations on text:**

1. On the **Custom Localization** page, choose the **Target Language** for translation.
2. From the tabular view, expand the desired domain name and category name.

← Back to Expense Admin

### Custom Localization

Target Language: German

Search Category Item:  Search

Enter minimum of 3 characters to activate search

Export Import Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	► Selenium Automation Domain	Incomplete (4)	09/29/2023
<input type="checkbox"/>	▼ Travel Allowance	Incomplete (282)	09/21/2023
<input type="checkbox"/>	► Configuration Code	Incomplete (11)	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Deduction Category	Incomplete (87)	07/06/2023
<input type="checkbox"/>	<a href="#">09: BREAKFAST</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09: DINNER</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09: LUNCH</a>	Incomplete	

3. Select the desired text link from the selected category.

A panel is displayed on the right.

← Back to Expense Admin

## Custom Localization

Target Language: German

Search Category Item:  Search

Enter minimum of 3 characters to activate search

Export Import Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (4)	09/29/2023
<input type="checkbox"/>	> Travel Allowance	Incomplete (282)	09/21/2023
<input type="checkbox"/>	> Configuration Code	Incomplete (11)	
<input type="checkbox"/>	> Deduction Category	Incomplete (87)	07/06/2023
<input type="checkbox"/>	<a href="#">09::BREAKFAST</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09::DINNER</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09::LUNCH</a>	Incomplete	

**09::BREAKFAST**

Description (English) Original Configured Label

Description (German)

Cancel Save

**NOTE:** You can click on the **Original Configured Label** link to view the text as it was originally configured.

- Write the translated custom text in the target language **Description** field and click **Save**.

← Back to Expense Admin

## Custom Localization

Target Language: German

Search Category Item:  Search

Enter minimum of 3 characters to activate search

Export Import Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (4)	09/29/2023
<input type="checkbox"/>	> Travel Allowance	Incomplete (282)	09/21/2023
<input type="checkbox"/>	> Configuration Code	Incomplete (11)	
<input type="checkbox"/>	> Deduction Category	Incomplete (87)	07/06/2023
<input type="checkbox"/>	<a href="#">09::BREAKFAST</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09::DINNER</a>	Incomplete	
<input type="checkbox"/>	<a href="#">09::LUNCH</a>	Incomplete	

**09::BREAKFAST**

Description (English) Original Configured Label

Description (German)

Cancel Save

The status of the translated text changes to **Completed** and the **Last Modified Date** details are recorded.

**NOTE:** The description of a text with the **Completed** status can be updated later.

## Exporting Text for Translation

Administrators can use the export process to create an Excel (.xls) file that contains all the text of a selected domain or category that should be translated/localized. This file can include any number of texts regardless of its status. However, it typically contains text with incomplete status that still require localization. Once the file is created and stored in a directory, it can be sent to an external localized vendor for translation, as needed.

### ► To perform text translations using export:

1. On the **Custom Localization** page, choose the **Target Language** for the translation.
2. From the tabular view, expand the desired domain name and category name.

← Back to Expense Admin

### Custom Localization

Target Language: German Search Category Item:  Search

Enter minimum of 3 characters to activate search

Export
Import
Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	► Selenium Automation Domain	Incomplete (4)	09/29/2023
<input type="checkbox"/>	▼ Travel Allowance	Incomplete (278)	09/29/2023
<input type="checkbox"/>	► Configuration Code	Incomplete (9)	09/29/2023
<input type="checkbox"/>	▼ Deduction Category	Incomplete (85)	09/29/2023
<input type="checkbox"/>	<a href="#">09-BREAKFAST</a>	✓ Completed	09/29/2023
<input type="checkbox"/>	<a href="#">09-DINNER</a>	✓ Completed	09/29/2023
<input type="checkbox"/>	<a href="#">09-LUNCH</a>	Incomplete	
<input type="checkbox"/>	<a href="#">0-BREAKFAST</a>	Incomplete	
<input type="checkbox"/>	<a href="#">0-DINNER</a>	Incomplete	
<input type="checkbox"/>	<a href="#">0-LUNCH</a>	Incomplete	
<input type="checkbox"/>	<a href="#">930c8dee-b17d-4298-9bea-cae...</a>	Incomplete	

## 3. Select the text links that are to be exported.

← Back to Expense Admin

## Custom Localization

Target Language: German Search Category Item:  Search

Enter minimum of 3 characters to activate search

Selected items: 6

Export Import ☐ Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (4)	09/29/2023
<input type="checkbox"/>	▼ Travel Allowance	Incomplete (278)	09/29/2023
<input type="checkbox"/>	> Configuration Code	Incomplete (9)	09/29/2023
<input type="checkbox"/>	▼ Deduction Category	Incomplete (85)	09/29/2023
<input checked="" type="checkbox"/>	<a href="#">09-BREAKFAST</a>	✓ Completed	09/29/2023
<input checked="" type="checkbox"/>	<a href="#">09-DINNER</a>	✓ Completed	09/29/2023
<input checked="" type="checkbox"/>	<a href="#">09-LUNCH</a>	Incomplete	
<input checked="" type="checkbox"/>	<a href="#">0-BREAKFAST</a>	Incomplete	
<input checked="" type="checkbox"/>	<a href="#">0-DINNER</a>	Incomplete	
<input checked="" type="checkbox"/>	<a href="#">0-LUNCH</a>	Incomplete	
<input type="checkbox"/>	<a href="#">930c8dee-b17d-4298-9baa-cae...</a>	Incomplete	

Note the following:

- You can select individual checkboxes next to each of the text link that are to be exported.
- You can select checkboxes next to each category name to export all the text links of the selected category.
- You can select checkboxes next to each domain name to export all text links of the selected domain.
- You can select the first checkbox, in the first row, to select all the text links across the domains.
- You can select the **Show Only Incomplete Items** checkbox to export only the text links that have not been translated in the selected sections.

4. Click **Export**.

A **.xls** file is downloaded to your local drive and a success message is displayed.

---

**NOTE:** The file is downloaded with its default name. You can change it later if required.

---

## Understanding the localization.xls file

The file created during the export process contains all the text that need to be translated. The file lists both the source and target locale; however, the content of the file is listed in the target locale.

Size	Domain	Category	Text ID	Text Short Name	Attribute Name	Source Language	Target Language	Error Message
256	ta	DeductionCategory	09-BREAKFAST		description	Breakfast		
256	ta	DeductionCategory	09-DINNER		description	Dinner		
256	ta	DeductionCategory	09-LUNCH		description	Lunch		
256	ta	DeductionCategory	0-BREAKFAST		description	Breakfast		
256	ta	DeductionCategory	0-DINNER		description	Dinner		
256	ta	DeductionCategory	0-LUNCH		description	Lunch		

The file contains data, such as size, domain, category, and so on, based on the export criteria.

Note the following:

- When you translate this file, modify the **Target Language** column and save the file. Only the **Target Language** column as well as the **Overwrite** and **Hide Language Mismatch Detail** fields are editable. All the other columns are password protected and cannot be modified. In case you need to modify the source text, please contact SAP Concur support.
- If there is a variable in the text string, where the program is to insert a value at the time the string is used, it is represented by a label surrounded by percent signs. For example, Error evaluating rule: %rulename%.
- The **Size** column represents the maximum length of the text, which should be less than or equal to 256 characters. Anything more than the specified length causes an error to be displayed on the screen. However, the import process will not fail.

There are two parameters in the exported file that help minimize potential errors. These parameters control how the translated text are imported and should not be modified by the translators.



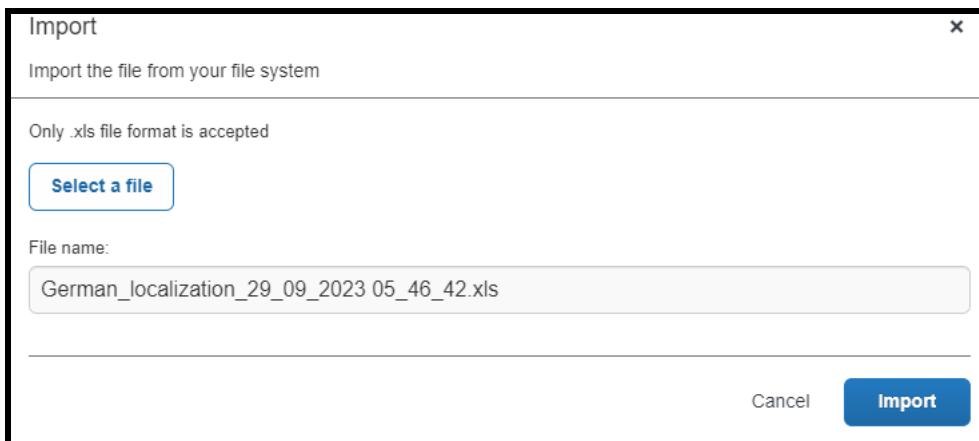
Parameter	Description
Overwrite	<p>Consider that a few texts in this file are changed by a localization vendor and that there are different text for the same field in the product (i.e., a mismatch). By default, the text in the database remains and the text in the localization.xls file is not used for respective field when you try to import the localization.xls file.</p> <p>If you want to overwrite the text in the database with the ones in this file, then change the value to <b>Y</b>.</p> <p>Often, the database contains customizations, so you may not want to override them.</p>
Hide Language Mismatch Detail	<p>If a localized text in the database does not match the localized string in the import file, a mismatch occurs. A message about the mismatch is displayed on the <b>Import</b> page once the import is performed.</p> <p>Sometimes, the count of mismatches can be high. To hide the details of the mismatches from this page, you can change the parameter to <b>Y</b>.</p> <p><b>NOTE:</b> If the <b>Overwrite</b> parameter is set to <b>Y</b>, the import does not check for language mismatches.</p>

## Importing a Translated File

Once the exported file is translated, either internally or by an external localization vendor, administrators should import the information back into the system. After the import is complete, any employee with the browser language settings configured for the translated language can see the changes.

► **To perform an import:**

1. On the **Custom Localization** page, click the **Import** button.
2. In the **Import** popup, click **Select a file** button.
3. Browse for the translated file that needs to be imported and click **Open**. The path is automatically inserted into the **File name** field.



---

**NOTE:** The file location may also be typed directly into the **File name** field; however, it should be entered with the complete directory structure and file name. For example, the user can enter  
C:\Concur\Localization\Import\localization.xls.

---

4. Click **Import**. The import process runs, and the page refreshes to show the result.

**WARNING:** Do not exit the browser window during the import process, the process terminates. In such cases, only changes that have already occurred within the system remain.

### **Troubleshooting**

If an error occurs while importing, a message strip gets displayed on top of the **Custom Localization** screen. Administrators can expand the message strip to know more about the error along with its line number.

SAP Concur

ExpenseApprovalsAdministration

Help

Profile

[← Back to Expense Admin](#)

Some strings could not be updated

### Custom Localization

Target Language

German

Search Category Item

Search

Search

Enter minimum of 3 characters to activate search

ExportImport

☐ Show Only Incomplete Items

<input type="checkbox"/>	Domain	Status	Last Modified Date
<input type="checkbox"/>	> Selenium Automation Domain	Incomplete (4)	09/29/2023
<input type="checkbox"/>	> Travel Allowance	Incomplete (278)	09/29/2023
<input type="checkbox"/>	> Test Domain	Incomplete (5)	
<input type="checkbox"/>	> Verify	Incomplete (105)	07/03/2023