Concur Expense: Digital Tax Receipts for Mexico

Setup Guide

Last Revised: June 16, 2023

Applies to these SAP Concur solutions:

🗵 Expense

- ☑ Professional/Premium edition
 ☑ Standard edition
- 🗵 Standard editio
- □ Travel □ Professional/Premium edition
 - \Box Standard edition
- Invoice

Professional/Premium edition
 Standard edition

🗆 Request

Professional/Premium editionStandard edition

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Revision History

| Date | Notes / Comments / Changes | | |
|----------------|--|--|--|
| June 16, 2021 | Added information on using SAP Document and Reporting Compliance, cloud edition for validating the receipts. | | |
| March 17, 2023 | Initial publication | | |

Digital Tax Receipts for Mexico

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.

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

Section 2: Guides for Digital XML CFDI Receipts for Mexico

There are essentially two ways to manage CFDI receipt images depending on the needs and configuration of the client. Choose the appropriate guide based on your company's configuration.

| Method | Description | Guide |
|---|---|--|
| Digital CFDI files are in XML format to support the digital format requirement for Mexico. | About the Validation via SAP Document and Reporting Compliance, Cloud Edition solution: On return, an expense entry pre-populated with the validated CFDI XML data is automatically created for the submitter and available for an expense report Submitter may view the validation result in saved entry on receipt of the CFDI in Expense | <i>Concur Expense: Digital Tax Receipt for Mexico Setup Guide</i> |
| | About the Upload & Attach solution: User uploads and attaches the file to their line item entry using options within Expense CFDI is validated after saving the entry Cannot be saved to the Available Receipts library | <i>Concur Expense: Receipt Handing – Digital Tax Invoice Setup Guide</i> |

About this Guide

This guide contains information about our new CFDI solution which validates the CFDI document prior to report entry save by creating an available expense entry for submitters. This provides a superior user experience, more controls for the administrator, and greater accuracy of expense entries.

Section 3: Overview

Mexico has mandated that vendors provide an electronic receipt in digital XML format for each reimbursable expense. This digital XML file is officially called as Comprobante Fiscal Digital, or CFDI.

In addition, the client must:

- Store the XML file to claim the expense for tax purposes
- Be able to produce the original XML file in case of audit
- Validate the XML file with the Mexican government; the client can use an authorized third party or SAP Document and Reporting Compliance, cloud edition

With this feature the client will use a third-party validation service or SAP Document and Reporting Compliance, cloud edition for validating the digital tax receipts. The client must contract with the validator, and work with SAP Concur support to enable the feature and configure any desired workflow or audit rules.

Section 4: Administrator Experience – SAP Concur App Center

SAP provides validation features that checks if the receipt is compliant with the rules of the Mexican tax authority. The admin can either select an external partner from SAP Concur App Center or use SAP's own native product, SAP Document and Reporting Compliance, cloud edition for validating the CFDI receipts.

If SAP Document and Reporting Compliance is selected, the client administrator must first onboard to SAP Document and Reporting Compliance, cloud edition.

Validation via External Partner

The administrator must choose an external partner for the purposes of CFDI receipt validation. To do this they integrate or connect to the external partners using options available through the SAP Concur App Center.

Validation via SAP Document and Reporting Compliance, Cloud Edition

The administrator must connect the Concur Expense account with SAP Document and Reporting Compliance, cloud edition from the SAP Concur App Center to allow the flow of the CFDI receipts.

NOTE: This connection between your Concur Expense account and SAP Document and Reporting Compliance, cloud edition is a one-time activity.

Onboarding to SAP Document and Reporting Compliance, Cloud Edition

The following figure illustrates the configurations client administrators need to perform to use SAP Document and Reporting Compliance, cloud edition.



To use SAP Document and Reporting Compliance, cloud edition, you must:

- Purchase SAP Document and Reporting Compliance, cloud edition. This will grant you an enterprise global account on the SAP Business and Technology Platform (SAP BTP)
- Subscribe to and set up SAP Document and Reporting Compliance, cloud edition on SAP BTP

Client administrator must first set up a global account for the SAP BTP to use the SAP Document and Reporting Compliance, cloud edition service. The global account is the primary account for SAP BTP.



For more information, refer to Getting a Global Account | SAP Help Portal.

Completing Initial Setup

Client administrator must perform certain tasks on SAP BTP to use SAP Document and Reporting Compliance, cloud edition with SAP Concur application. Clients can either use the booster to perform the tasks automatically or perform all the steps manually.

For more information, refer to <u>Initial Setup | SAP Help Portal</u>.

Connecting to SAP Document and Reporting Compliance, Cloud Edition

Client administrator must connect their Concur Expense account with SAP Document and Reporting Compliance, cloud edition using the SAP Doc and Reporting Compliance app available in the SAP Concur App Center.

To connect to SAP Document and Reporting Compliance, cloud edition from SAP Concur App Center:

- 1. Log into Concur Expense using your SAP Concur administrative credentials.
- 2. On the Concur Expense home page, click the SAP Concur **App Center** tab on the top navigation bar.
- 3. On the **App Center** page, search for **SAP Doc and Reporting Compliance** in the search bar.
- 4. On the **App Center** page for **SAP Doc and Reporting Compliance**, click **Connect**.



5. On the **TERMS & CONDITIONS** window, select the **Shared Information** box and click **I Agree** to agree to the terms and conditions.



6. Enter the subdomain received while subscribing to SAP Document and Reporting Compliance, cloud edition and click **Connect**.

NOTE: To view the subdomain details, refer to <u>Creating a Subaccount | SAP</u> <u>Help Portal</u>.

| SAP | Connection to SAP Document and Reporting Compliance, cloud edition |
|-----|--|
| | SAP Concur C |
| | Connect your SAP Concur account with SAP Document and Reporting Compliance, cloud edition |
| | Enter the subdomain of your SAP BTP subaccount to initiate the connection process. |
| | Subdomain CONNECT |
| b. | |
| | |
| SAP | Connection to SAP Document and Reporting Compliance, cloud edition |
| SAP | Connection to SAP Document and Reporting Compliance, cloud edition |
| SAP | Connection to SAP Document and Reporting Compliance, cloud edition |
| SAP | Connection to SAP Document and Reporting Compliance, cloud edition |
| SAP | Connection to SAP Document and Reporting Compliance, cloud edition Image: Connection to SAP Document and Reporting Compliance, cloud edition |

Your Concur Expense account is now connected to SAP Document and Reporting Compliance, cloud edition.

Section 5: Configuration – Expense

This feature is activated by the Expense Configuration administrator (restricted) role using options in the Expense Group administrator tool.

- To activate the feature:
 - 1. Click **Administration > Expense** (on the sub-menu).

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

2. Click **Group Configurations** (left menu). The **Group Configurations** page appears.

| | | | | Administration - | Help▼ |
|---|---|----------------------|------------------------|------------------|-------|
| SAP Concur 🖸 🤉 Re | equests Travel Expense | Invoice Approvals | Reporting ▼ App Center | Profile | • - 💄 |
| Company - Request | Travel Admin Expense • In | ivoice | | | |
| Expense Admin | Group Configur | ations | | | |
| Expense Admin Accounting Administration Attendee Import Templates | Expense Employee UI Preview Modify New Remove | | | | |
| Attendees | Group | Path . | Policies | Payment Types | |
| Audit Rules | Global (in use) | Global | Modify | Modify | |
| Audit Workbench | Gateway UI Group (in use) | Global-Andorra | Modify | Modify | |
| Car Configuration | Germany (in use) | Global-Germany | Modify | Modify | |
| Change Log | US Group (in use) | Global-United States | Modify | Modify | |
| Company Info | | | | | |
| Configuration Report | | | | | |

- 3. Click the **Expense** tab (if it is not already selected).
- 4. Click the desired group name, then click **Modify**.

| Grou | p Configur | ations |
|-------------------|-----------------------------|-----------------------|
| Expense | Employee | |
| Modify | New Remove | |
| Group | Click here to modify the se | lected Group |
| Global (in | use) | Global |
| Gateway | UI Group (in use) | Global-Andorra |
| Germany (in use) | | Global-Germany |
| US Group (in use) | | Global-Linited States |

5. The Group Configurations window appears. Under Digital Compliance Country/Region Rule: select Mexico CFDI.

| Group: | Global |
|---|--|
| Group Name: | Global |
| Attendee List Form: | Default Attendee Detail View |
| Digital Compliance Country/Region | Mexico CFDI |
| Rule: | Spain |
| See Summer | |
| Assistant, allow | China e-Eanian |
| users to opt out or | Mexico CFDI |
| to use: | None |
| | Allow user to register Yodlee Credit Cards (This setting cannot be revoked once granted) |
| | Allow user to upload XML tax receipts. |
| | Utilize rich card data for receipts handling |
| | Enable Financial Integration |
| | Enable Payroll Integration §? |
| | Enable Delta Posting \ ? |
| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |
| ~~~~~ | |

6. Click Save.

Section 6: End-User Experience

Once the SAP Document and Reporting Compliance, cloud edition or an SAP Concur App Center partner is selected, and the solution is activated, the validation process is as follows:

- The submitter receives from the vendor the CFDI document along with a PDF representation of the file
- The submitter emails these files to <u>receipts@concursolutions.com</u>
- The validation service processes the email on receipt:
 - The CFDI file is identified in the email and sent for validation to an external partner or SAP Document and Reporting Compliance, cloud edition
 - The system validates the XML and sends the file back to Concur
- The XML is returned, and an entry is created that:

- Pass: Is pre-populated with the XML receipt data, ready for use
- Fail: Displays the error message *Compliance status: failed* is shown

Viewing the CFDI and Creating the Expense Report

When the CFDI file is returned the Expense user will see a new entry with the file attached. They may now confirm the validation and create the expense report that will include this entry.

- To view the CFDI and create the expense report:
 - 1. Under My Tasks, click Available Expenses to open the CFDI expense.

| SAP Concur C | | | | |
|-----------------------------------|-----------------|-------------------|------------|------------|
| MY TASKS | | | | |
| Delete Combine Expenses Move to ~ | | | | |
| □ Receipt Payment Type ↑↓ | Expense Type ∱↓ | Vendor Details ↑↓ | Date \Xi | Amount↑↓ |
| | Undefined | Taxi Suburban | 02/01/2023 | MXN 700.00 |
| Displayed expenses: 1, Total: 1 | | | | |

- 2. (Optional) View the CFDI for confirmation of validation and appearance:
 - Click the icon in the Available Receipts library or the expense entry to view it in Expense Source:



| Expense Sourc | | 700.00 | × |
|---|--|--|---|
| laxi Suburban | February 1, 2023 MXN | 700.00 | |
| Source | Vendor | Date | Amount |
| E-Receipt | Taxi Suburban | 02/01/2023 | MXN 700.00 |
| CERTIFIED | een certified and secured. | | - Ê |
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3. To create the report, select the entry and click **Move To > New Report**.

| AVAILABLE EXPENSES View: All Expenses V | | | | |
|---|------------|------------------|---------------------------|--|
| De | elete | Combine Expenses | Move to ~ | |
| | Receipt | Payment Type ↑↓ | New Report Expense Type 1 | |
| | | Cash | Undefined | |
| Displaye | d expenses | : 1, Total: 1 | | |

| CO1/2023 Taxi Suburban E-Receipt | 1 700.00 | Cancel | Delete Expense Save Expense |
|---|-----------------------|---|---|
| Details Itemizations | | | Hide Receipt |
| Expense Type * | * Required field | Receipt | E-Receipt |
| Undefined | ~] | CERTIFIED | (1) |
| Transaction Date | Business Purpose | The CFDi has been certified and se | ecured. |
| 02/01/2023 | | | |
| Vendor Description | City | | ± 🖶 : |
| Taxi Suburban | • • | <u> </u> | FACTURA |
| Payment Type * | | TAX | бЕРИЕ Е РОЦО 95789 РЕСНА ҮНОРА 2522-03-11 10:56:56 |
| Cash ~ | | DATOS DEL EMBOR SUBURBAN SA DE C.V. R.F. C. SUBSOSINZS | SAN JUAN DE LA CRUZ No. 420 COL, ANAMUNC C.P. 60450 |
| Amount | Currency | 601 - REGIMEN GENERAL DE LA LEY PERSONA MORAL TIPO DE COMPRIGNANTE I - INGRESO DATOS DEL RECEPTOR Clerite: SAP MERCO SA DE CV | SAN NICOLAS DE LOS GARZA NUEVO LEON, MÉDICO |
| 700.00 | Mexico, Peso | R.F.C.: SMEMOR6510 Uso CPD: G03 - Gastos en general Domisto: PROLONGACION PASEO DE LA REFORM 6 MEXIDO | 100 460 PEÑA BLANCA SANTA PE COMX C.P. 01210 CIUDAD DE MEX |
| Personal Expense (do not reimburse) Comment Seve Expense Cancel | | Image Balance Balance | Image: Additional and additional additionadditadditional additional additional additional addition |
| | 0146 2 0 = 44 🗭 >> 40 | Taxi.pdf | |

4. Create the expense report and then save the report for submittal.

Deleting the CFDI File From an Entry

Deleting the CFDI file may only be done through the Available Receipts library.

- To delete the CFDI file
 - Click the **Delete** icon on the lower left of the CFDI file image.

| AVAILABLE RECEIPTS | |
|--|---|
| Drag and drop files to upload a new receipt. Valio | file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. |
| gncys-cfdi-factura-electronica-15310.pdf Uploaded: 23/02/2023 5:27 PM | |
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