

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
- ☐ 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
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 <i>Validation via SAP Document and Reporting Compliance, Cloud Edition</i> solution: <ul style="list-style-type: none"> 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 <i>Upload & Attach</i> solution: <ul style="list-style-type: none"> 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 Handling – 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.

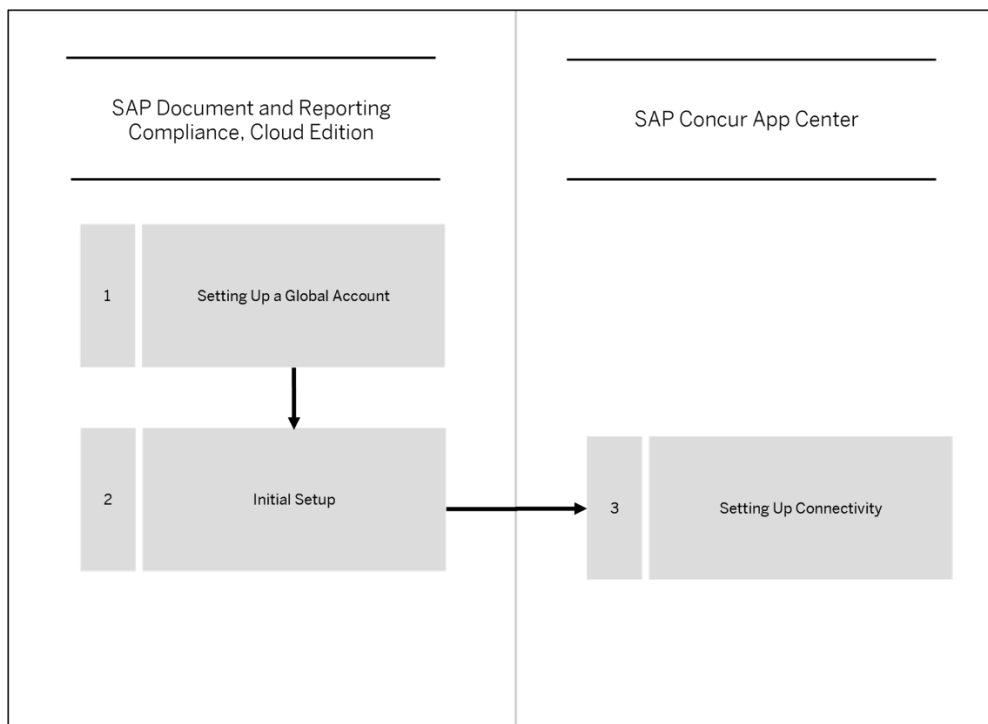
Validation via SAP Document and Reporting Compliance, Cloud Edition

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.



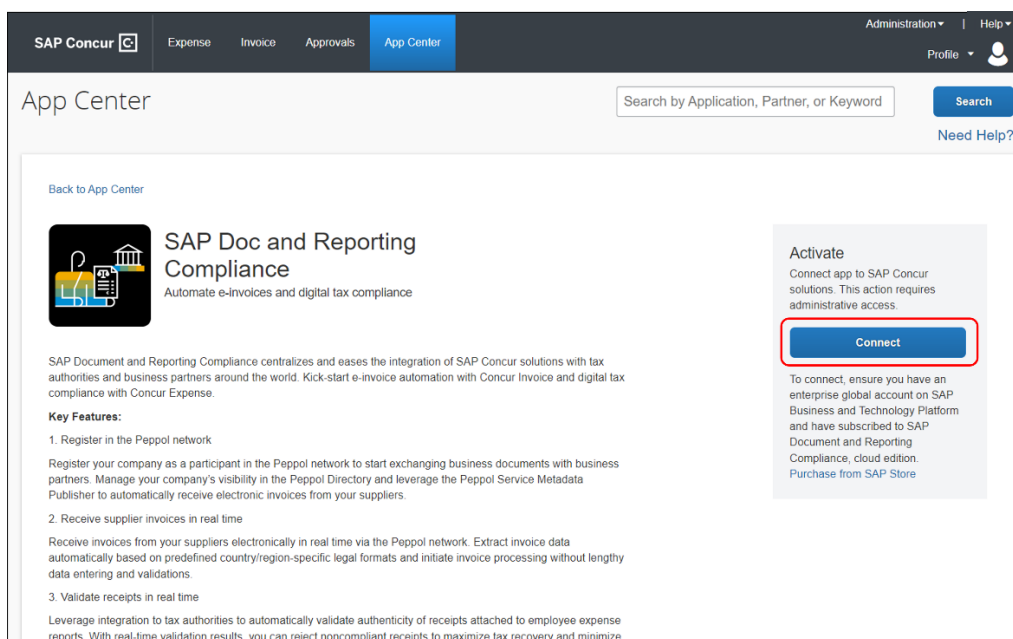
For more information, refer to [Initial Setup | SAP Help Portal](#).

Connecting to SAP Document and Reporting Compliance, Cloud Edition

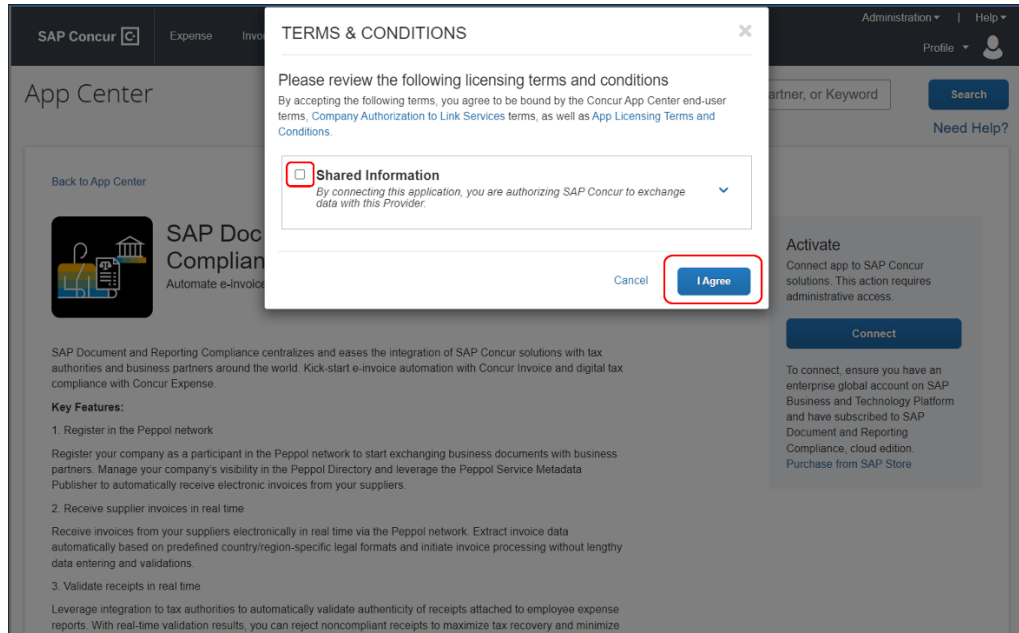
Client administrator must connect their Concur Expense account with SAP Document and Reporting Compliance, cloud edition using the SAP Doc and Reporting Compliance app available in the SAP Concur App Center.

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 [Creating a Subaccount | SAP Help Portal](#).


 Connection to SAP Document and Reporting Compliance, cloud edition




 SAP Concur 

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.

CONNECT

 Connection to SAP Document and Reporting Compliance, cloud edition

 SAP Concur 

Success!

Your SAP Concur account is now connected with 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

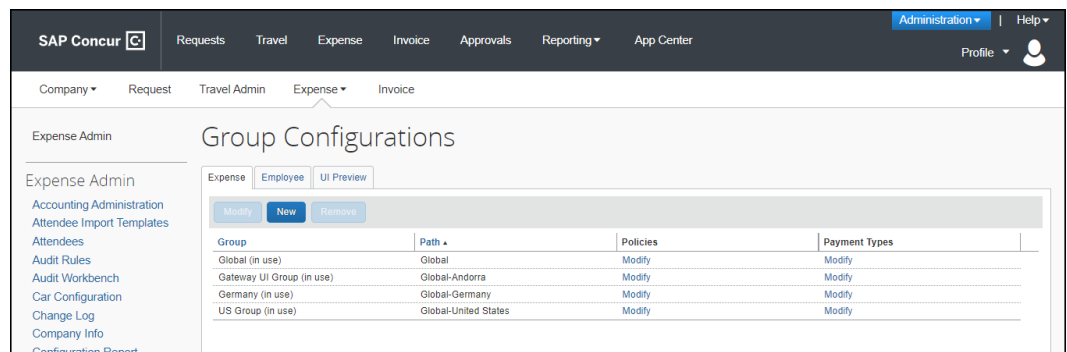
This feature is activated by the Expense Configuration administrator (restricted) role using options in the Expense Group administrator tool.

► **To activate the feature:**

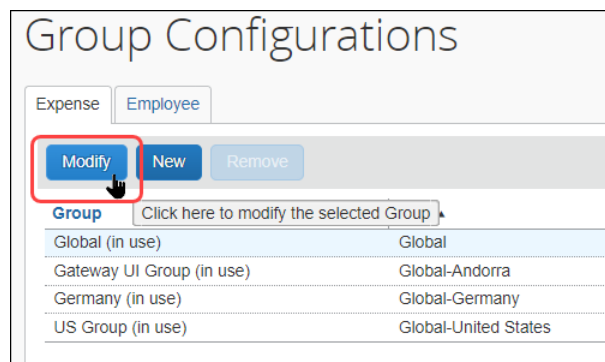
1. Click **Administration > Expense** (on the sub-menu).

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.



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



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

Configuration for Group: Global

Group: Global

Group Name: Global

Attendee List Form: Default Attendee Detail View

Digital Compliance Country/Region Rule: Mexico CFDI

For Expense Assistant, allow users to opt out or to use:

- ☒ 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

Cancel Save

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 receipts@concursolutions.com
- 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:

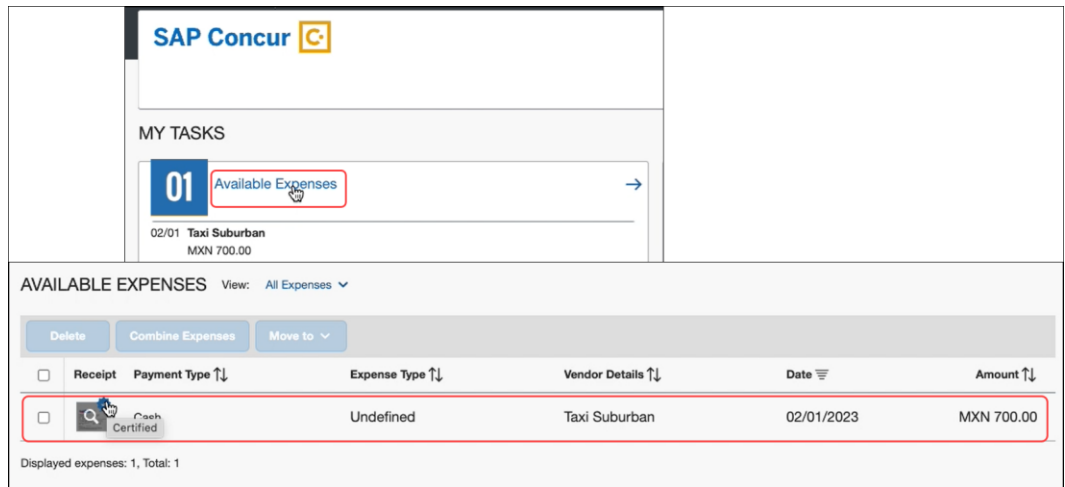
- ◆ Pass: Is pre-populated with the XML receipt data, ready for use
- ◆ Fail: Displays the error message *Compliance status: failed* is shown

Viewing the CFDI and Creating the Expense Report

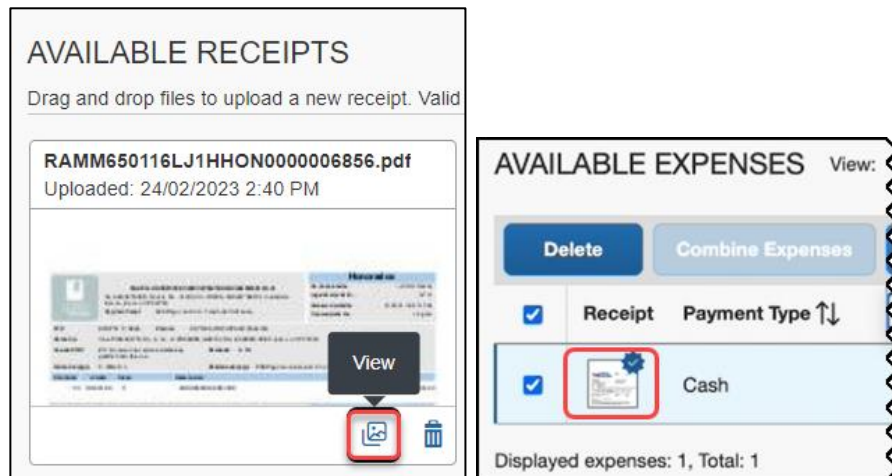
When the CFDI file is returned the Expense user will see a new entry with the file attached. They may now confirm the validation and create the expense report that will include this entry.

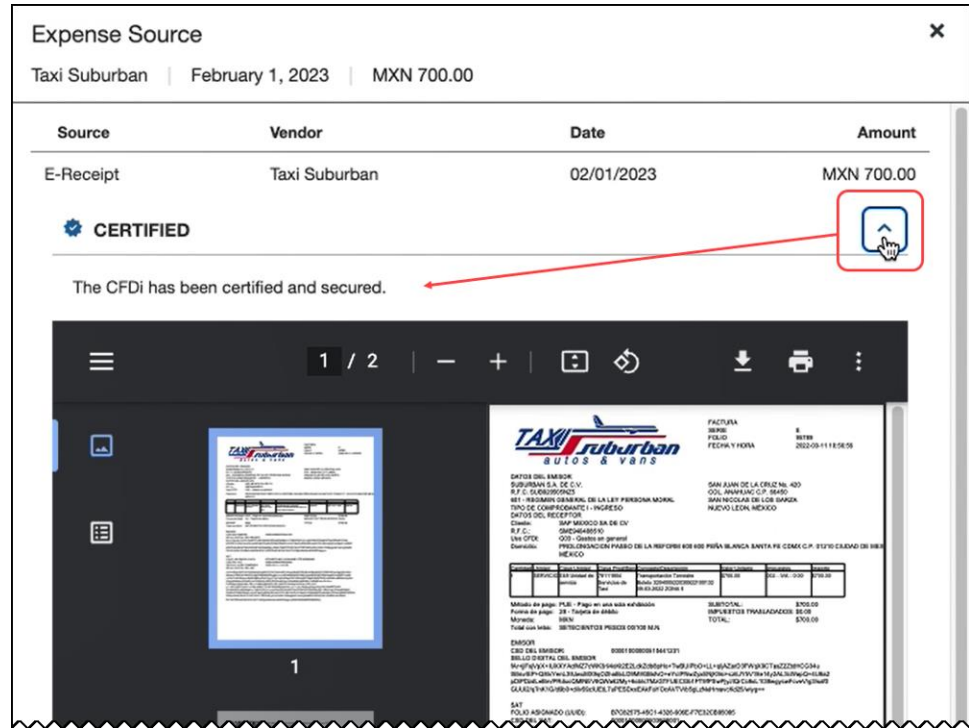
► To view the CFDI and create the expense report:

1. Under **My Tasks**, click **Available Expenses** to open the CFDI expense.

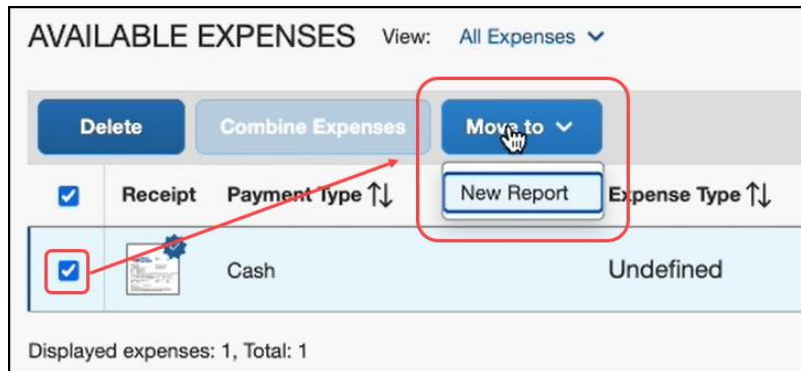


2. (Optional) View the CFDI for confirmation of validation and appearance:
 - ◆ Click the icon in the **Available Receipts** library or the expense entry to view it in **Expense Source**:





- To create the report, select the entry and click **Move To > New Report**.



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

[illegible]

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.

