

# Shared: Localization

## Setup Guide

**Last Revised: October 12, 2018**

Applies to these SAP Concur solutions:

- Expense
  - Professional/Premium edition
  - Standard edition
- Travel
  - Professional/Premium edition
  - Standard edition
- Invoice
  - Professional/Premium edition
  - Standard edition
- Authorization Request
  - Professional/Premium edition
  - Standard edition



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# Revision History

Date	Notes/Comments/Changes
February 11, 2019	Updated the copyright; no other changes; cover date not updated
October 12, 2018	Added information about the <i>Not Checked</i> localization status.
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 29, 2018	Updated the copyright; no other changes; cover date not updated
May 9, 2017	Added that additional language packs impact existing mappings.
December 14, 2016	Changed copyright and cover; no other content changes.
April 24, 2015	Removed information about the old UI; no other content changes
October 3, 2014	Added information about the two user interfaces; no other content changes
February 7, 2014	Added: <ul style="list-style-type: none"> <li>• Information about search</li> <li>• The <b>Specific Categories and Strings</b> section; added the receipt text fields available in Policy Names</li> </ul>
January 23, 2014	Cover and copyright changes; no other content changes
February 27, 2013	Name change from "Travel Request" to "Request" – <b><i>no other content changes</i></b>
December 28, 2012	Made rebranding and/or copyright changes; no content changes
February 2012	Changed copyright; no content change
November 23, 2011	Add instructions for Invoice user access to Localization tool
June 17, 2011	Updated to complete conversion to the new interface Add instructions for Travel Request user access to Localization tool
December 31, 2010	Updated the copyright and made rebranding changes; no content changes
January 2010	Added information about updating items on the Localization page in the current user interface
December 2009	Changed to stand-alone setup guide; no content change

# Localization

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## 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 Expense administrator.

In addition, 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

Localization can be managed several ways – using the Localization tool in **Expense Admin**, **Invoice Admin**, or **Request Admin**:

- **Manually:** The administrator can manually localize individual items.
- **Export/Import:** The administrator can export all of the user interface (UI) text strings (phrases) that need to be localized. The exported strings can then be localized, and the localized file can be imported back into Concur.

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**NOTE:** The export file contains strings for all applications within Concur; however, the file is clearly marked so you can choose to localize only the desired strings.

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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 of the needed language packs to your entity. If you request that Concur add additional language packs in the future, you should re-verify the configuration for localization described in this guide. The act of adding languages and locales affects existing language mapping.

## Section 3: Configuration/Procedures

### Access the Localization page

- ▶ **To access the Localization page:**

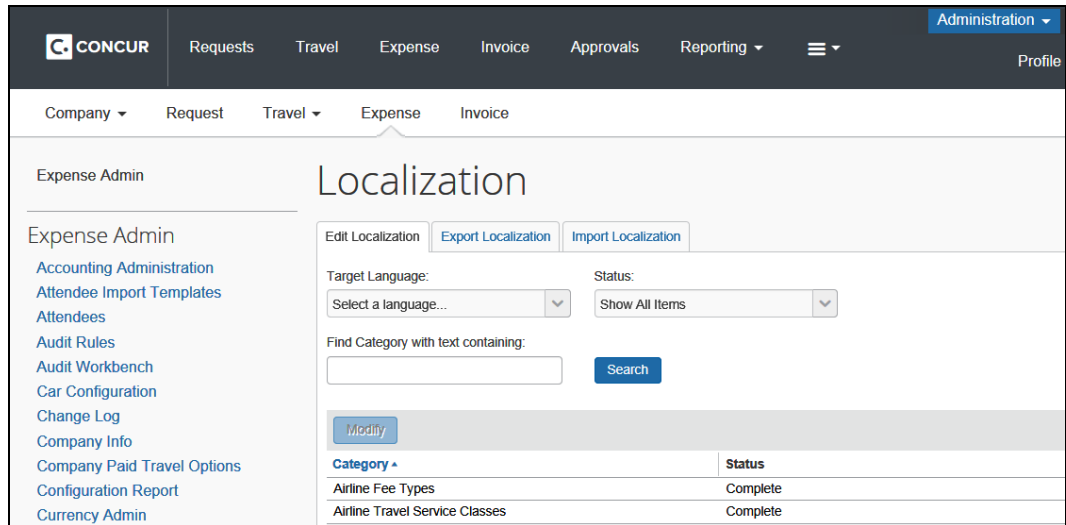
1. Click **Administration** > **Expense** (or **Invoice** or **Requests**).

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

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2. Click **Localization** (left menu). The **Localization** page appears.



## View and Manually Update the Localization Items

You can review the localization status for each supported language, by localization category. Once a category is selected, you can update the items in it.

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**NOTE:** If any files in a language are not localized, the localization status appears as *Incomplete*. The status of *Not Checked* displays for lists; no action is taken by the system to evaluate the statuses of lists due the volume of data.

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► **To review the localization categories for a language:**

1. On the **Edit Localization** tab, in the **Target Language** list, click the desired language.

The screenshot shows the 'Edit Localization' tab selected. The 'Target Language' dropdown menu is open, displaying a list of languages: Brazilian Portuguese, Chinese, English, French (highlighted with a mouse cursor), German, Italian, Japanese, and Latin American Spanish. Below the dropdown is a 'Search' button. To the right, the 'Status' dropdown menu is set to 'Show All Items'. A table below shows localization categories and their status:

	Status
Airline Travel Service Classes	Complete
Approval Statuses	Complete
Attendee Types	Complete

2. In the **Status** list, select whether you would like to view all items, only completed items, or only incomplete items.

The screenshot shows the 'Edit Localization' tab selected. The 'Target Language' dropdown menu is set to 'French'. The 'Status' dropdown menu is open, displaying three options: 'Show All Items', 'Show Only Complete Items', and 'Show Only Incomplete Items' (highlighted with a mouse cursor). Below the dropdown is a text input field labeled 'Find Category with text containing:'.

3. The list of localization categories appears, displaying the current status.

► **View and update the localization category items:**

1. On the **Edit Localization** tab, click the desired category.

Edit Localization | Export Localization | Import Localization

Target Language: French | Status: Show Only Incomplete Items

Find Category with text containing: [ ] Search

Modify

Category	Status
Payment Types	Incomplete
Policy Names	Incomplete
Print Content Variat... Types	Incomplete

2. Click **Modify**. The localization items appear.

Source V...	Name	Source V...	Receipt T...	Source V...	Receipt A...	Source V...	Receipt A...	Last Modi...
CA Expen...	Type de n...		Please ind...	Please ind...	I am unabl...	I am unabl...		08/07/2014
Standard...	Règlemen...							08/07/2014
UK Expen...	Type de n...							11/07/2014
UK Expen...	Type de n...							02/19/2015

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3. Select the item to modify and enter the new text.

Source V...	Name	Source V...	Receipt T...	Source
CA Expen...	Type de note			Please
Standard...	Règlemen...			
UK Expen...	Type de n...			
UK Expen...	Type de n...			

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4. Click **Save**.



► **Using search to locate the desired text:**

1. Enter the desired text in the **Find Category with text containing** field and click **Search**. The page refreshes, listing all categories that include that text.

Edit Localization | Export Localization | Import Localization

Target Language: French | Status: Show Only Incomplete Items

Find Category with text containing: audit | Search

Modify

Category ▲	Status
Audit Rules	Incomplete
Audit Service Reason Codes	Incomplete
Audit Workbench Question Responses	Incomplete
Audit Workbench Questions	Incomplete
Column Labels	Incomplete
Configuration Checks	Incomplete
Exceptions	Incomplete

2. Click the desired category and click **Modify**.
3. With the category open:
  - ◆ In the **Find text in** list, click the desired language.
  - ◆ In the **Find text containing** field, enter the desired text and click **Search**.

Edit Localization | Export Localization | Import Localization

Source Language: English | Target Language: French

Find text in: English | Find text containing: policy | Search

Save | Cancel

Source Value ▲	Text	Last Modified
According to your company policy, your t...	Conformément à la politique de votre ent...	09/18/2014
An appropriate exchange rate is not four...	Impossible de trouver un taux de change...	09/18/2014
An appropriate exchange rate is not four...	Impossible de trouver un taux de change...	09/18/2014
An appropriate exchange rate is not four...	Impossible de trouver un taux de change...	09/18/2014

4. Make the desired changes as described above.
5. Click **Save**.

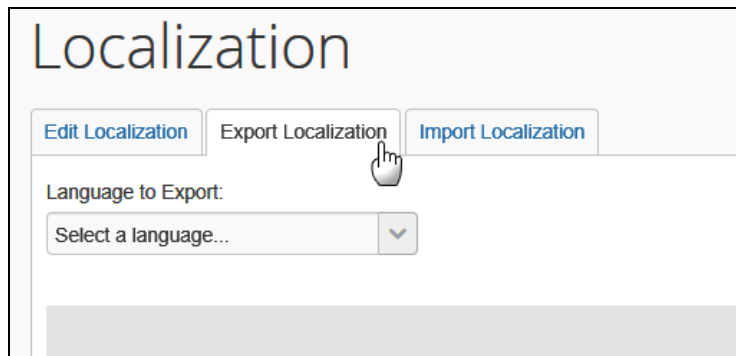
## Export a Localization String

### *Export the Localization Items*

You can use the string export process to create a text (.txt) file that contains all of the strings that must be localized. This file can include any item regardless of status, but typically contains any incomplete items that still require localization. Once the file has been created and stored in a directory, it can be sent to an outside localization vendor, as needed.

► **To perform a localization string export:**

1. On the **Localization** page, click the **Export Localization** tab.

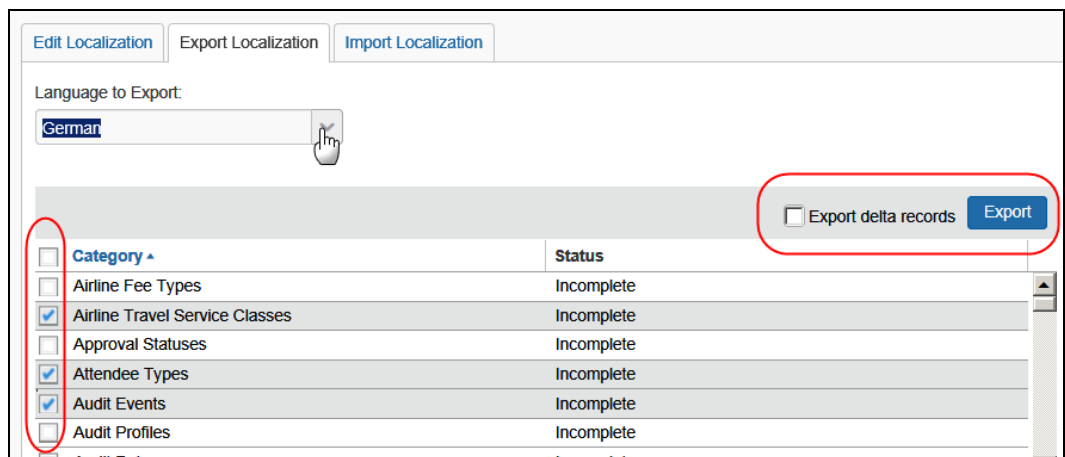


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**NOTE:** The list of languages available in this page reflects the languages added to the system during the database initialization process.

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2. Click the language that requires localization.
3. Select the strings that are to be exported.



Note the following:

- ◆ You can select the individual check boxes next to each of the lists or strings that are to be exported.
- ◆ You can select the uppermost check box to select *all* of the lists and strings that are displayed.
- ◆ You can select the **Export delta records** check box to export only the lists or strings that have not been localized in the selected sections. This option reduces the size of the file and import time.

4. Click **Export**.

5. When prompted, save the localization\_export\_<###>.txt file to your local drive.

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**NOTE:** The default name is provided; you can change it if desired.

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### Understanding the Localization.txt File

The localization.txt file, created during the export process, contains all of the strings that need to be localized. The file lists both the source and target languages; however, the strings are listed in the source language.

```

localization_export_###.txt - Notepad
File Edit Format View Help
Ist das Flag "Overwrite" auf "J" eingestellt, wird beim Import eine fehlende
Sprachübereinstimmung nicht überprüft.
*****
*****/
Ausgangssprache : English(en)
Zielsprache : German(de)
Translate : en : de
Overwrite : N
Hide Language Mismatch Detail : N
TableJoin : CT_AIR_SERVICE_CLASS_LANG:CT_AIR_SERVICE_CLASS,SVC_CODE
TableJoin : CT_ATTENDEE_TYPE_LANG:CT_ATTENDEE_TYPE,ATN_TYPE_KEY
TableJoin : CT_AUDIT_EVENT_LANG:CT_AUDIT_EVENT,EVENT_CODE

30.CT_AIR_SERVICE_CLASS_LANG.NAME.SVC_CODE.'BUSIN'=Business Class
30.CT_AIR_SERVICE_CLASS_LANG.NAME.SVC_CODE.'COACH'=Coach Class
30.CT_AIR_SERVICE_CLASS_LANG.NAME.SVC_CODE.'FIRST'=First Class
40.CT_ATTENDEE_TYPE_LANG.NAME.SYNC_GUID.45F68F377944487C830CC4275DB40866=Business Guest
40.CT_ATTENDEE_TYPE_LANG.NAME.SYNC_GUID.E09E4733722F4B24B5268BD1BA336589=Employee
40.CT_ATTENDEE_TYPE_LANG.NAME.SYNC_GUID.35F7FE9F553826418C94E41C07C38EA0=Healthcare Provider
40.CT_ATTENDEE_TYPE_LANG.NAME.SYNC_GUID.1119A141FEFB4423BA77BF108C1A13F5=No Shows
40.CT_ATTENDEE_TYPE_LANG.NAME.SYNC_GUID.434E6A5CB3DA4B97BD4719F4CB7E23B8=Spouse
40.CT_ATTENDEE_TYPE_LANG.NAME.SYNC_GUID.3219A141FEFB4423BA77BF108C1A13F5=This Employee
40.CT_ATTENDEE_TYPE_LANG.NAME.SYNC_GUID.25584256339611E2B97FC6306288709B=Undefined
80.CT_AUDIT_EVENT_LANG.NAME.EVENT_CODE.'ALLOC_SAVE'=Allocation Save

```

Note the following:

- While localizing this file, modify only the strings that occur on the right side of the equal (=) sign.

- When 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 first number in the string, left of the = symbol, indicates the maximum length for the translated string. For example, the line 64.CT\_EXPENSE\_TYPE\_LANG.NAME.EXP\_KEY.'AIRFR'=Airfare, shows that the translated string should not exceed 64 characters in length.
- The rest of the string indicates the table name and the column name from the database. In the above example, it would be the expense type name that requires translation.

There are two parameters at the beginning of the localization.txt file that help minimize potential errors.

Parameter	Description
Overwrite	<p>If the strings in this file are changed by a localization vendor and there are different strings for the same field in the product (for example, a mismatch), when you try to import, then, by default, the strings in the database remain and the strings in the localization.txt file are not used for that field.</p> <p>If you want to overwrite the strings in the database with the strings in this file, then change the value to <b>Y</b>.</p> <p>Often times, the database contains customizations, so you may not want to override.</p> <p>You can also use the <b>Export Deltas Only</b> when exporting the strings to only localize the new fields in the product, such as new audit rules, thus, leaving any customizations in tact.</p>
Hide Language Mismatch Detail	<p>If a localized string in the database does not match the localized string on the import file, a mismatch occurs and a message is displayed on the Import page once the import is performed. Sometimes, the mismatch count is high, so you have the choice of hiding the details from that page. A count of how many mismatches will still appear on that page, but the details will not appear. If you want to hide the mismatch detail, change this parameter to <b>Y</b>.</p> <p><b>NOTE:</b> If the <b>Overwrite</b> parameter is set to <b>Y</b>, the import will not check for language mismatches.</p>

## Import a Localization String

Once the localization.txt file has been localized, either internally or by an outside localization vendor, you must import the information back into the system. After the import is complete, any employee with the browser language settings configured for the localized language will see the changes.

► **To perform a localization string import:**

1. On the **Localization** page, click the **Import Localization** tab.

2. Click **Browse/Choose File** (depending on the browser).
3. Browse to the location of the localized file that to be imported.
4. Click **Open**. The path is automatically inserted into the **Import File** field.

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

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5. Click **Import**. The import process runs, and the page refreshes to show details of the import in the lower half of the page.

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

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## Section 4: Specific Categories and Strings

Specify a valid .txt file for importing the localization strings

Import File:

**Import Successful**

**File name:** localization\_export\_xxxx.txt

**Number of strings updated:** 58

## Section 4: Specific Categories and Strings

### Policy Names – Receipt Text, Affidavit Text

Source Value	Name	Source Value	Receipt Text	Source Value	Receipt Affid...	Source Value	Receipt Affidavit Acceptance...	Last Modified
US Expense P...	US Expense P...		The client can...		The client can...		The client can add customized "	02/19/2015
US Expense P...	US Expense P...							09/15/2014
US Expense P...	US Expense P...	This is our cus...	This is our cus...	This is our cus...	This is our cus...	This is our cus...	This is our custom acceptance t...	04/25/2015

Use the Policy Names category to localize the text for:

- Receipt Text (appears on the receipts-required message)
- Receipt Affidavit Explanation Text
- Receipt Affidavit Acceptance Statement

Missing Receipt Affidavit

The client can add customized "explanation" text here.

To create an affidavit, choose from the Expense(s) below that require a Receipt

<input type="checkbox"/>	Expense	Date	Amount

The client can add customized "acceptance" text here.

The original text is configured in Administration > Expense > Policies (left menu).

## Modify Policy: US Expense Policy-sjl

1 General

Flight Fee Category: *None*

Flight Fee Threshold Amount:

Flight Fee Expense Type: *None*

Copy Down Unmatched Request Allocations:

Receipt Text:

Missing Receipt Affidavit [?](#):

Affidavit Explanation:

Affidavit Statement/Acceptance:

Use Balance Carry Forward: