Concur Release Notes **Invoice Professional / Premium** *Includes:* Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
January 2014 Initial post: Friday, January 17, 2:00 PM PT	***CLIENT – FINAL***

Contents

Release Notes

Section 1: Invoice Management

Purchase Order PDF Vendor Form and Field Enhancements

Overview

PO Fields Can Now Be Added, Removed, and Modified

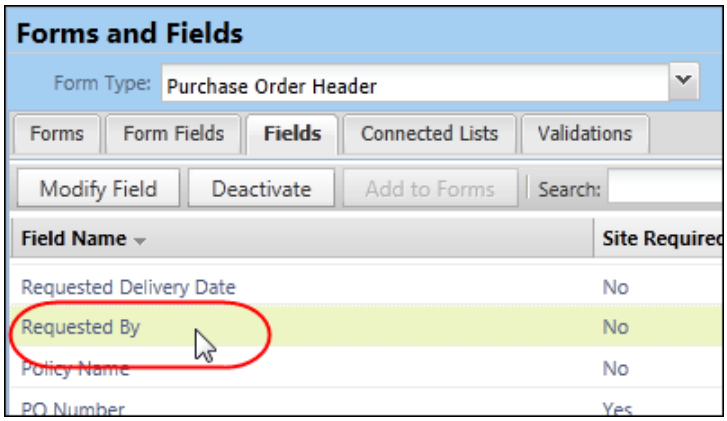
With this release, selected Purchase Order (PO) form fields that were not modifiable can now be added or removed from the PDF form sent to the vendor using the Purchase Request module.

The non-modifiable fields that may now be modified are:

- Authorized By
- Buyer Contact
- Ship To Attn
- Tax Id

New *Requested By* Field for PO Form

A new field, **Requested By**, is now available for addition to the form.



Vendor Name and Address Now Copied to PO Form

The PDF generated by the creation of the purchase order will now include both the vendor name and address. These additions ensure that the client can clearly identify both the vendor, and the address, especially when multiple addresses are used for a single vendor.

BUSINESS PURPOSE / CLIENT BENEFIT

This change adds flexibility in adding and removing fields when customizing the form, allowing secure information to be removed from the view. It also adds a field that can act as the contact reference for the vendor.

Configuration/Feature Activation

These fields are available for configuration, and the feature is automatically available. There are no additional configuration steps to activate or configure this feature other than adding, removing, and configuring the fields.

Workflows: Block a Request From Proceeding if it Has Exceptions

Overview

Often a company will allow approvers and/or processors to edit invoice data in payment and purchase requests. Today, if these changes cause blocking exceptions ('Missing Required Information' as an example) the request is still permitted to proceed through workflow, possibly impacting the client financial system.

With this release, the Workflow administrator can now clear (disable) the new *Can exit step with blocking exceptions* option in Workflow to prevent the request from proceeding in workflow until these blocking exceptions are resolved.

BUSINESS PURPOSE / CLIENT BENEFIT

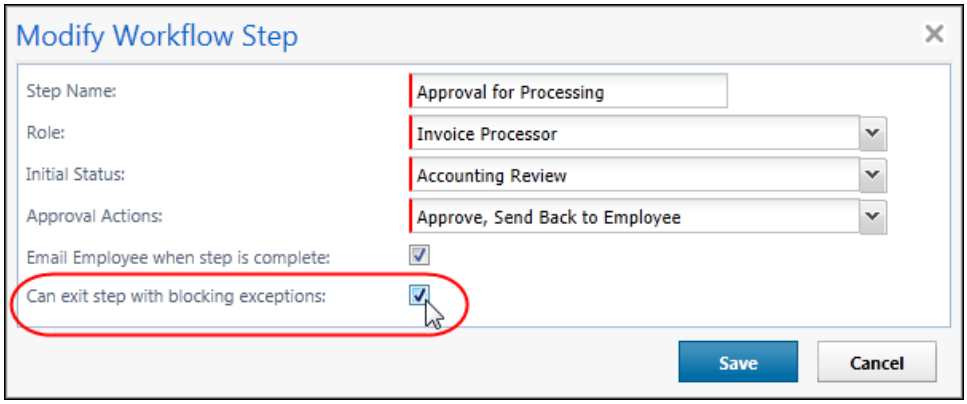
This enhancement prevents a request from proceeding if it has exceptions.

What the User Sees

The user sees no difference.

What the Admin Sees

The Workflow administrator sees the new option whenever they add a step that includes the Invoice approver or processor:



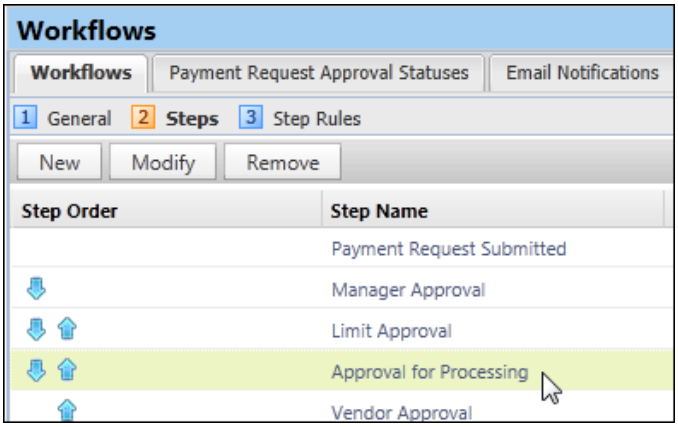
Configuration/Feature Activation

Clients interested in using this feature must contact Concur Client Support for assistance.

Concur completes these configuration steps.

To prevent or allow the blocked request to proceed in workflow:

1. Click **Administration** > **Invoice Admin** > **Workflows**.
2. Select the workflow and click **Modify**.
3. Proceed to *2 Steps* and either add or modify an approver or processor workflow step.



4. In the **Modify Workflow Step** dialog box:
   - **Prevent:** Clear (disable) this feature in this step to prevent the request from proceeding until the exception is cleared
   - **Allow:** Select (enable) this feature in this step to allow the request to proceed with blocking exceptions
5. Click **Save**, then exit the workflow steps.

New Vendor Custom Fields Available for Use

Overview

Five additional Custom field types are now available for use in the following modules of Invoice:

- **Audit Rules:** As fields available to the Vendor Ship From Address and Vendor Remittance Address data objects
- **Forms and Fields:** As fields that can be added to the Payment Vendor form
- **Vendor Import:** As fields available in the 200-level record set
- **Vendor Extract:** As fields available in the Details section of the extract

BUSINESS PURPOSE / CLIENT BENEFIT

These Custom fields provide additional flexibility when building audit rules, creating vendor forms, or importing or extracting vendor information between the client system and Invoice.

What the User Sees

The user sees no difference.

What the Admin Sees

The administrator will now see these Custom fields in the modules and tools listed above.

Configuration/Feature Activation

Please refer to the guide or manual listed below for information about implementing these fields – note that a Service Request to Concur may be required to access and configure some of the options.

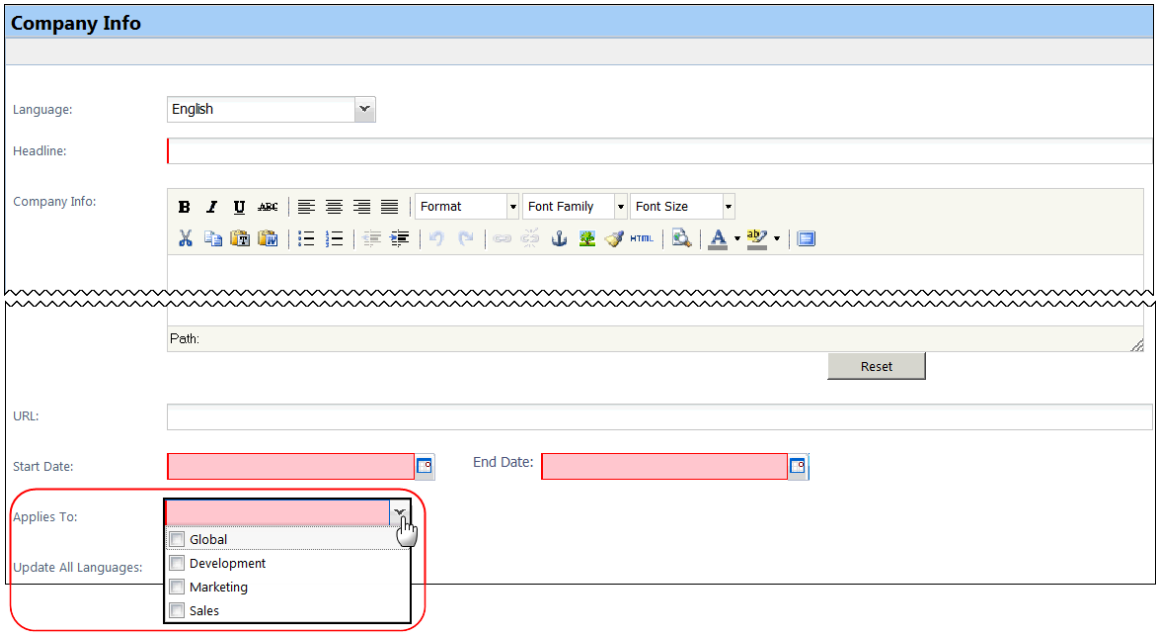
📖 Refer to *Invoice: Audit Rules Setup Guide*, *Invoice: Forms and Fields Setup Guide*, and Chapters 4 and 9 of the Invoice Specifications manual.

Company Info: Configurable by Employee Groups

Overview

With this release, the Company Info messages will become group-aware. This way, the Company Info admin can provide company-related information specific to the group – for example, only the users in the Sales group would see sales-related information.

To accomplish this, the **Company Info** page now has a required **Applies To** field where the admin selects the group or groups who will see the information.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement allows the client to direct specific Company Info messages to specific groups of users.

NOTE: At the time of the release, all existing messages will be automatically assigned to the Global group. If desired, after this release date, you can access an existing message and assign it to one or more desired groups.

What the User Sees

The user sees Company Info messages that are designed only for his/her group.

What the Admin Sees

NOTE: This change applies to all Concur products that use the Company Info feature in Concur. The sample below describes the process in Expense.

▶ ***Creating a group-specific Company Info message:***

1. Click **Administration** > **Invoice Admin** > **Company Info** (left menu).
2. Create the message as usual, as described in the *Shared: Company Info User Guide*.
3. In the **Applies To** list, either:
   - Click one or more groups.
   - Click *Global* if you want the message to be seen by all groups.

Configuration/Feature Activation

This feature is automatically on. There are no additional configuration steps to activate or configure this feature.

Locations - Maintenance Updates Starting in January

All clients configured to receive Locations updates from Concur will see approximately 40,000 new locations added to the system **between the January and February release dates (January 17 – February 7)**. Therefore, clients wishing to opt out of this maintenance should update this site setting sometime before this upgrade is performed in a future release.

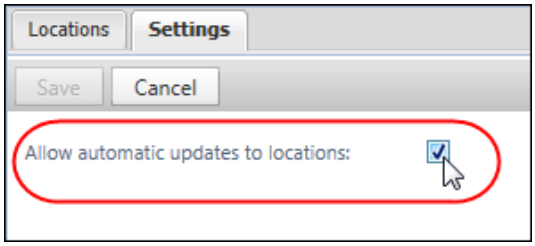
IMPORTANT! - UPDATE SITE SETTINGS TO PREVENT ADDITION OF LOCATIONS!

You must take action if you want to prevent the update of locations for your company!

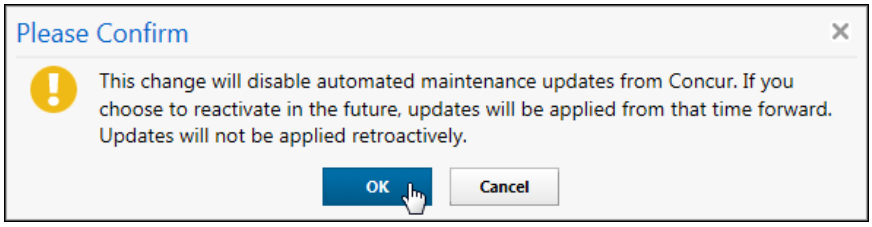
A check box that prevents Concur from automatically updating the client's list of Locations is available to the Locations administrator. Use this check box to prevent Concur from automatically updating locations at your company.

Explanation of Behavior

The new check box, **Allow automatic updates to locations**, is available on the Locations **Settings** tab. It is selected (enabled) by default, meaning that Concur location maintenance updates will be automatically applied to your company's list of Locations.



By clearing (disabling) the check box, location updates offered by Concur will not be accepted by your company when they are released in between the January and February releases, and in any future service release. A confirmation message explaining this appears when you disable the setting.

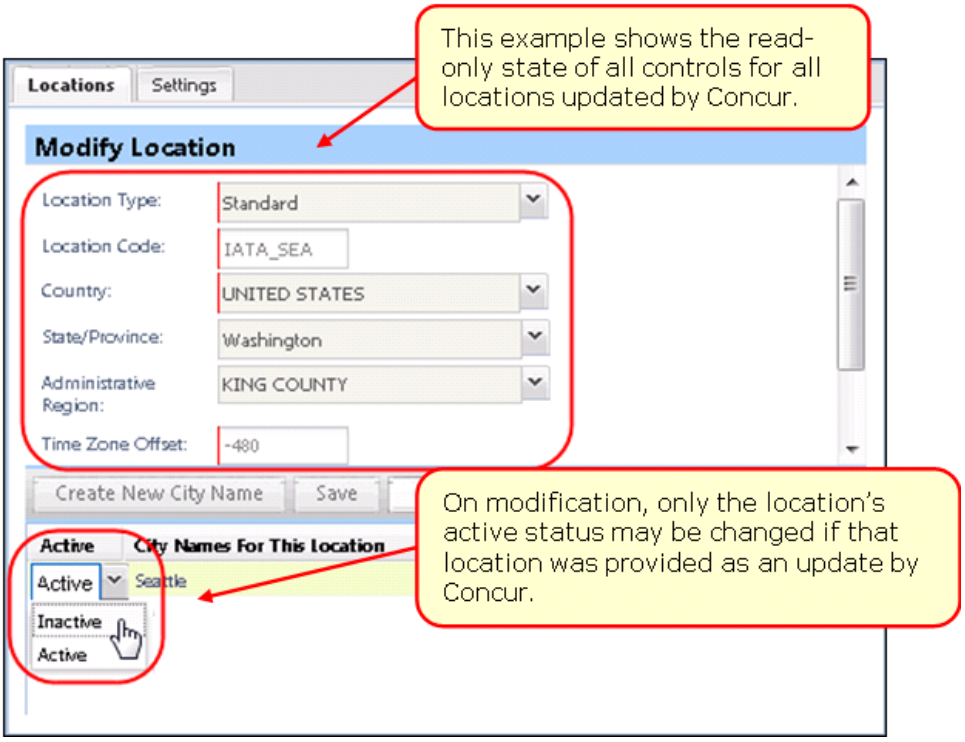


! *Once disabled, it will be the responsibility of the client to maintain their list of locations. Further, Concur cannot retroactively identify and update location data for a client during the disablement period should the client elect to re-enable the setting: only changes going forward from the date the setting is reactivated will be delivered by Concur.*

Locations managed by the Concur update of Locations (based on the United Nations LOCODE list) will not allow client modifications. **Any locations added or updated during a period when the company is configured to receive locations update will be marked as Concur-maintained**. The Locations administrator will be allowed only to activate or deactivate these locations – all other actions will be unavailable to the admin.

WHAT THE ADMINISTRATOR SEES FOR CONCUR-MAINTAINED LOCATIONS

The administrator working in the Locations tool will have full functionality for those locations they create and manage. However, if they are working with any location that was included in the Concur location update, they will be restricted to selecting that location only for activation and deactivation. All other functionality for that location will unavailable. Import of changes for that location will not be permitted.



FREQUENTLY ASKED QUESTIONS

My company has made significant changes to the default locations – we don't want any changes from Concur!

Simply update the locations setting so that it is not selected (disabled), and your company will not receive Concur updates for locations. (This setting has been available for the last 6 months, so you may have already done this.)

What will happen with locations that have been added by my company?

All of the locations added by your company will be untouched and will continue to be available to your users.

If a city you have added uses the exact same location code as a UN location, Concur will not add that location to your company, as we cannot be certain that it is in fact the same location. The record already in your database will continue to be a client-specific location that is not maintained by Concur.

What if my users need an alternate name added for a Concur-maintained location?

Concur has used multiple data sources in addition to the United Nations LOCODE listing to provide many alternate names for each location.

For example, the Japan location code JPTYO has the names: Tokyo, 東京 and ﾄｳｷｮｳ. The Finland location code FISIP has the names Sibbo, Sipoo, Sibboviken, and Sipoonlahti.

If you find that the name of that city used by your users is NOT included, you may suggest to Concur that this name be added to the list.

My company had previously added alternate names for locations that are now Concur-maintained – what happens to those names?

All locations where your company has made modifications will remain as client-specific, and not be marked as Concur-maintained. No updates will be made to these records.

What if my company had inactivated a Concur-provided location?

This location will remain inactive, though Concur may update the information on that location record, such as alternate names and state/province information.

The Concur-maintained location for the city where my company is located is not right for my users – what should I do?

If a specific Concur-maintained location does not suit your business needs, simply inactivate that location. Then create a new location record for your company that has the exact information that you require. This might be the case for cities where you have business premises or cities where your users frequently travel.

For example, if your company uses travel allowances in the United States, the rates are assigned based on the county (administrative region) for the location. There are a small number of cities that span more than one county, so the county assigned to that city may not exactly match the county where your premises are located.

📖 For information about creating and managing locations, refer to the *Shared: Locations Setup Guide*.

Section 2: Jobs

Location Import: New Fields for Geocoding

Overview

Concur has enhanced the Location Import to include two new fields. The Record Types 220 and 230 have been updated to include the following fields:

- The **Future Use Field 3** is now the **Longitude** field.
- The **Future Use Field 4** is now the **Latitude** field.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement allows clients to supply geocoding information for custom locations.

Configuration/Feature Activation

Work with your Expense administrator to incorporate these fields into your Locations import feed/data file.

📖 Refer to *Chapter 2: Locations Import V2* of the *Expense – Import and Extract Specifications* manual for more information.

Section 3: Supported Configurations

Internet Explorer V. 11: Best Practice for Use With Concur Products

Overview

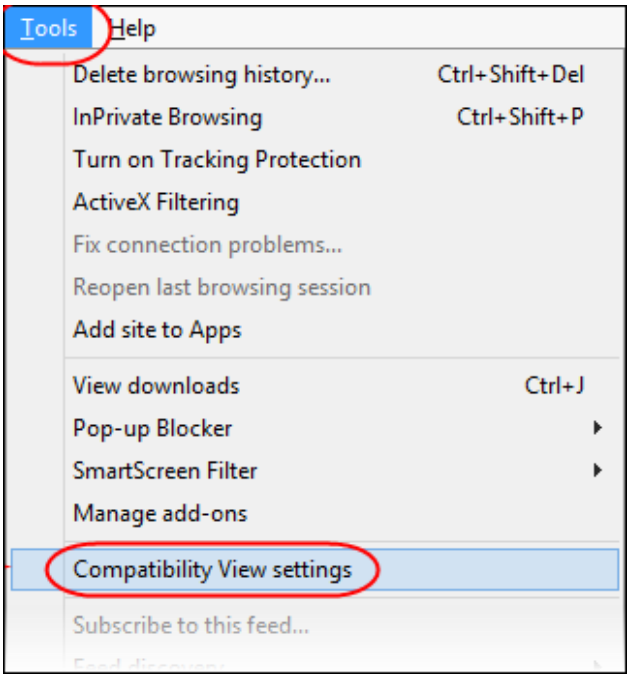
With the release of Microsoft Internet Explorer (IE) version 11.0 some issues have been identified that may cause problems when viewing and working with Concur products such as Expense, Invoice, and others.

To resolve these issues, it is strongly recommended that the client implement Compatibility Mode in IE v.11 by adding the Concur URL to the browser's compatibility list, available on the **Tools** menu of the browser.

- ***To add Concur to your IE v. 11 compatibility list:***

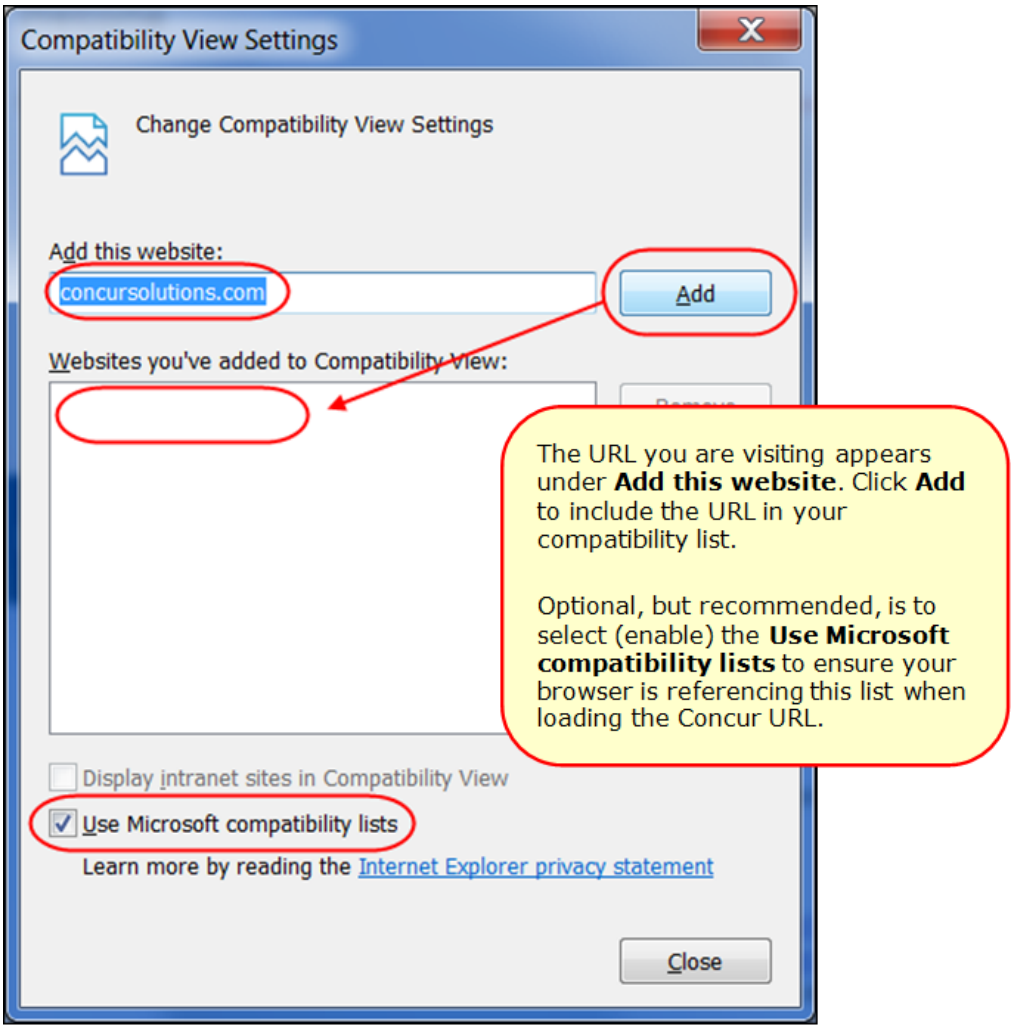
1. In IE v.11, load the Concur page (for example, www.concursolutions.com).

1. Click **Tools** > **Compatibility View settings** to open the **Compatibility View Settings** dialog box.



Optional: If the **Tools** menu is not displayed, show this menu by pressing Alt.

2. Click **Add** to include the Concur URL in the **Websites you've added to Compatibility View** list.



TIP: Select (enable) the **Use Microsoft compatibility lists** option to ensure this list is used when accessing Concur products.

3. Click **Close**.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

📖 Refer to *Additional Release Notes, Webinars, and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

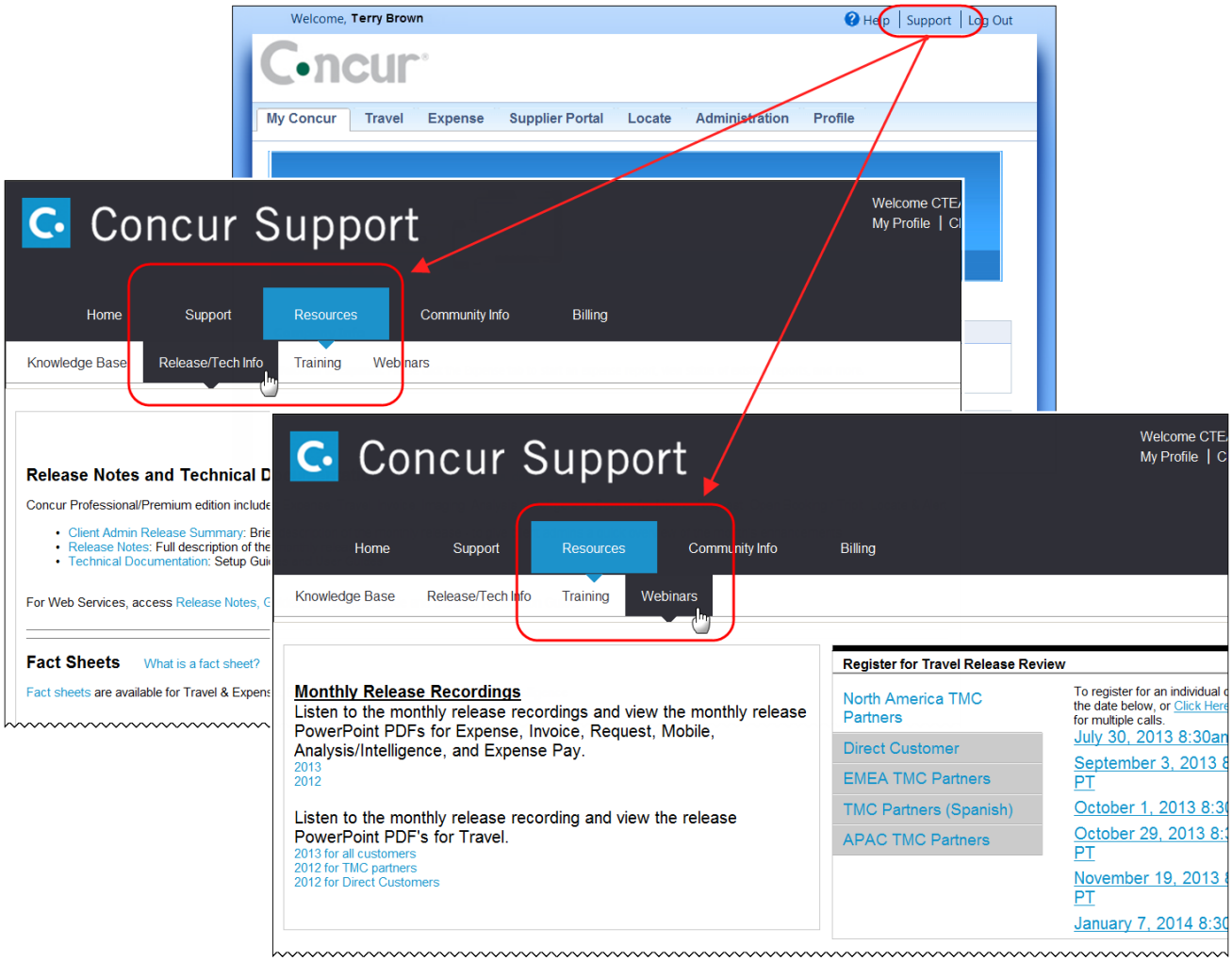
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then – in the Concur Support portal – click **Resources**.

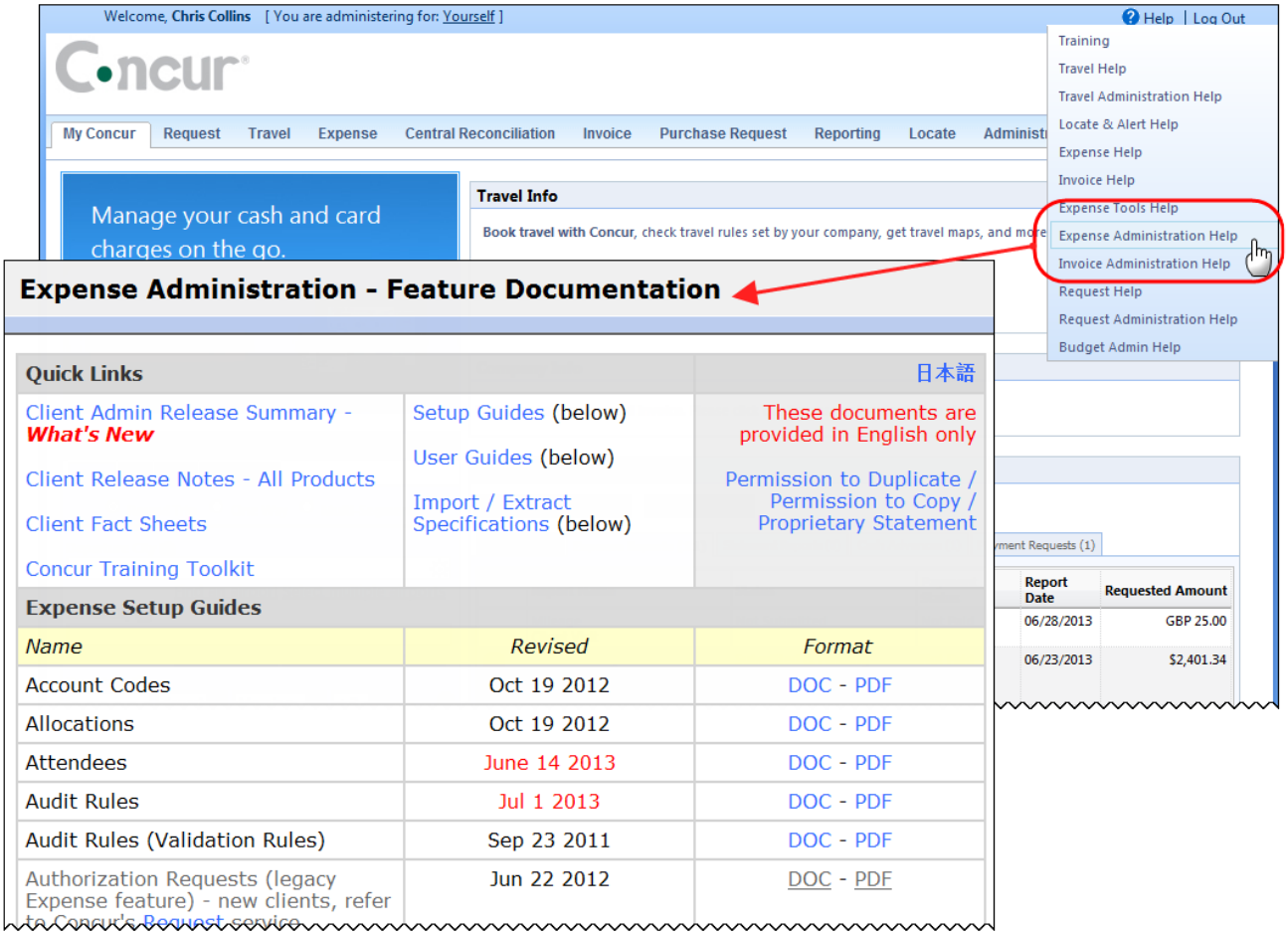
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.



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February 2014 Initial post: Friday, February 7, 5:00 PM PT	***CLIENT – FINAL***

Contents

Release Notes

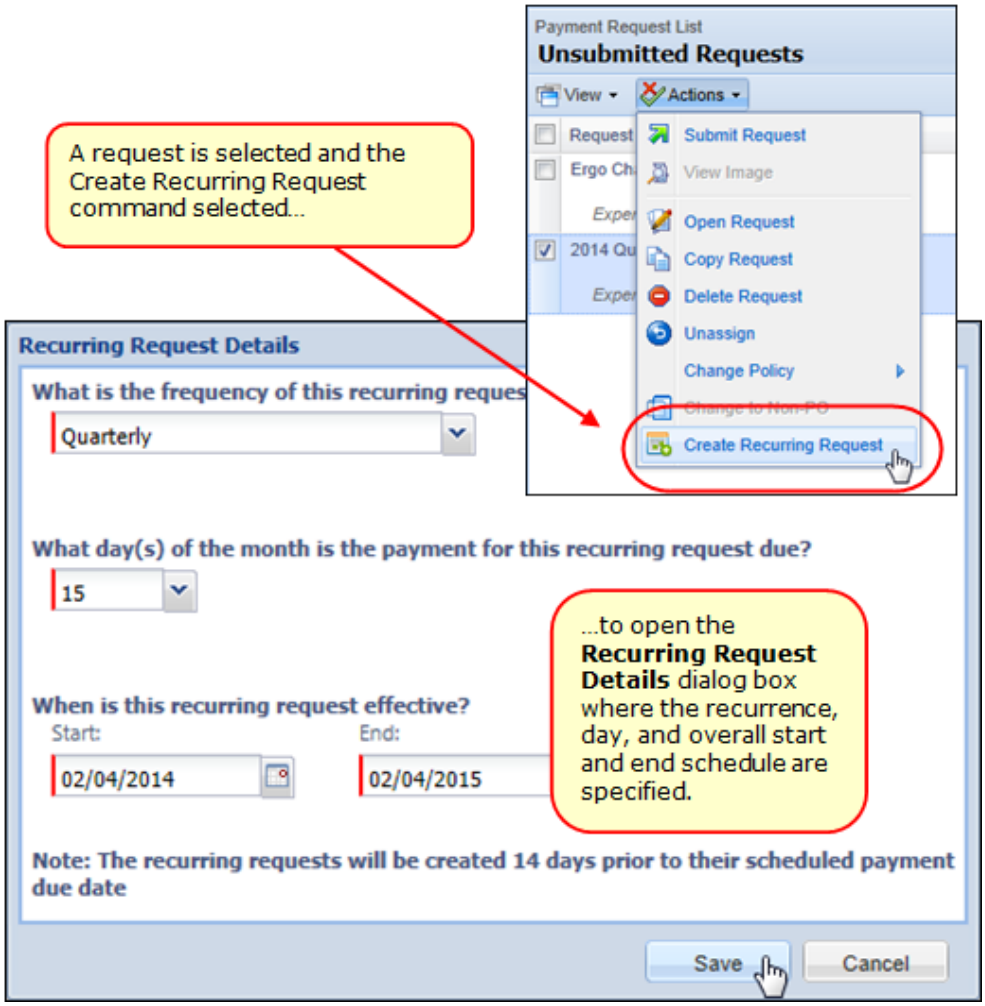
Section 1: Invoice Management

Support for Recurring Payment Requests

Overview

A payment request can now be specified as a *recurring* request type, to be generated and moved to workflow and payment automatically, as a repeating expense on a regular schedule as specified by the Invoice Owner. This feature is useful whenever payment is required on a service or good, such as rent, software licenses, subscriptions or similar, on a regular calendar schedule.

NOTE: This feature does *not* apply to purchase orders (a PO invoice) – the command is unavailable if the invoice is of this type.



By marking an existing request as a recurring request, the system handles the creation and submission without intervention by the user.

BUSINESS PURPOSE / CLIENT BENEFIT

This update simplifies the request process for users who regularly create and submit payment requests that only differ by date of payment.

What the User Sees

The user sees a new command, *Create Recurring Request*, on the **Actions** menu of the **Payment Request List** page, and the **Recurring Request Details** dialog box where they can specify the recurrence criteria (see figure above).

Once the request becomes a recurring request, it is duplicated on the **Payment Request List** page on a regular basis specified by the offset value (the default is 14 days prior to the payment date).

Performing "One-Off" Changes to Details of a Recurring Request

If, on any set recurrence interval, a single change must is made, the Invoice Owner can open the submitted request, select *Recall Request* from the **Actions** menu, make the change, and save and re-submit with the required change.

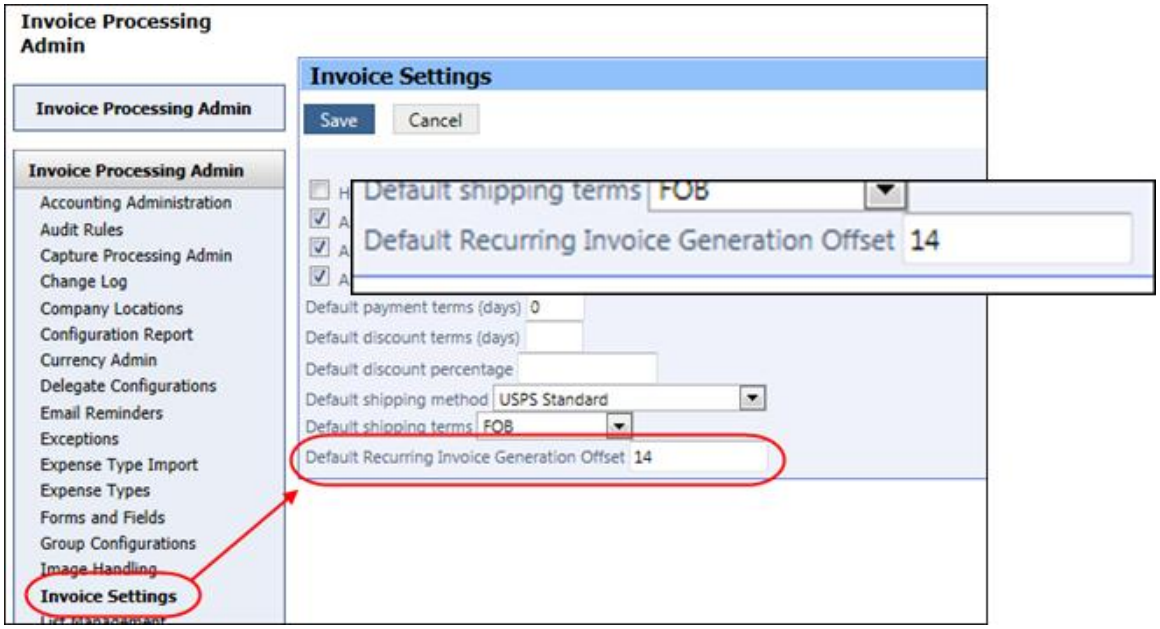
NOTE: The next request that is generated will *not* reflect this change – it is a one-time change that is not retained in the template.

What the Admin Sees

The administrator can see and work with the recurring request feature options just as the user.

Configuration/Feature Activation

This feature is automatically on and available to the user and administrator. However, the administrator is granted permissions to set the day on which the request should be created *prior* to the actual payment date (the default is 14 days):



To set the offset for generating the invoice creation date:

1. Click **Administration** > **Invoice Admin** > **Invoice Settings**.
2. In **Default Recurring Invoice Generation Offset**, set a value, by number of days, that specifies when the invoice should be generated prior to the actual payment date.
3. Click **Save**.

Refer to *Invoice: Invoice Site Settings Setup Guide* for more information.

Digital Tax Invoice Validation

Overview

Currently, the Digital Tax Invoice upload feature allows users in the supported countries (Mexico only) to attach the Digital Tax Invoice (CFD) to a request. Once the tax invoice (in XML) has been added to an invoice request, a new web service will now allow third-party validators to use the Concur Platform to view and validate the tax information. The validators send their results back to Concur using the web service. The results appear in the payment request for processors and workflow steps to evaluate.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides the ability to incorporate digital tax invoice validation into the invoice workflow to meet the requirements of the Mexican tax authority.

What the User Sees

The user will see no difference.

Configuration

This feature is currently available to clients in Mexico. The clients using this feature must coordinate with the validators to contract for validation services and to enable the web service. The validators must have a registered partner application capable of utilizing the Concur web services, and the client must grant access to the partner application before the validator can view their data. The client can choose to add workflow steps verifying that the tax invoice has passed validation before the request can be approved.

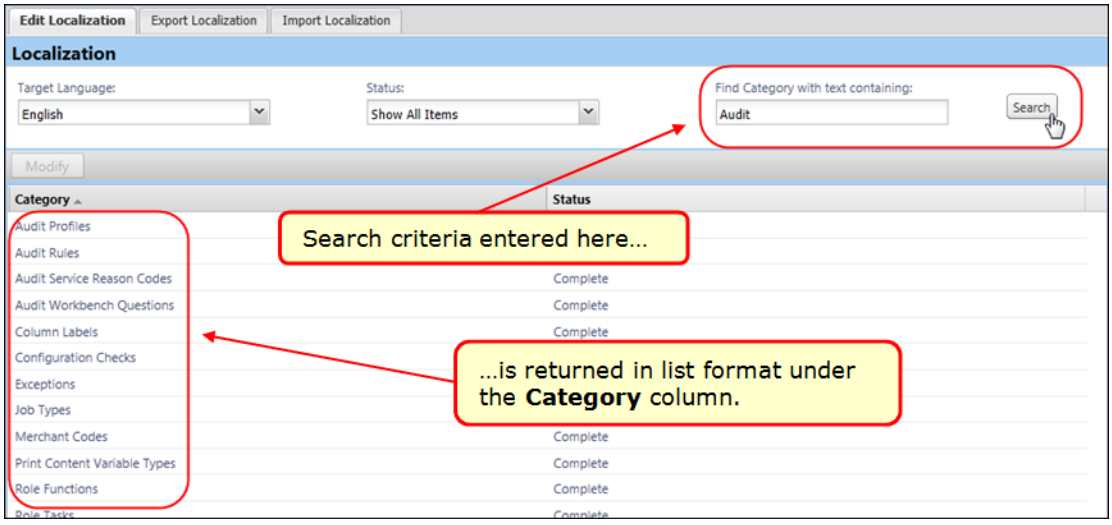
As the first release of this new web service, it will be necessary to work with Concur Client Services to activate the partner application and to make any necessary configuration changes to the workflow.

Localization: Search Functionality Now Available

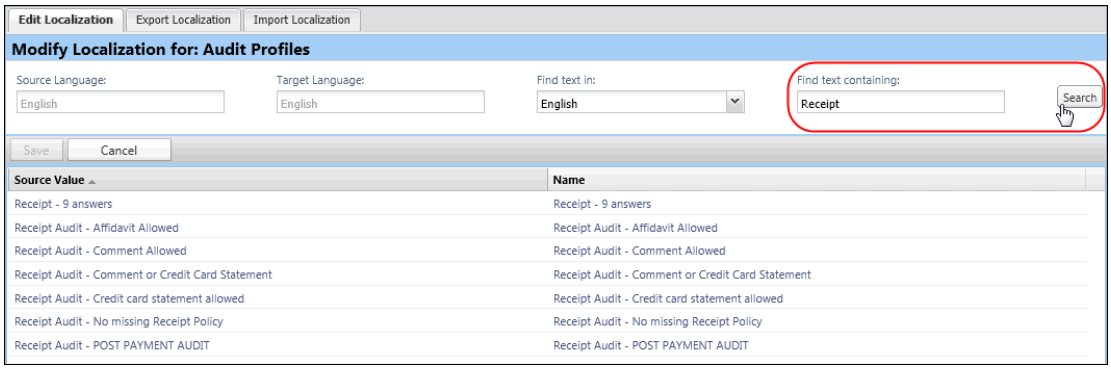
Overview

The Localization tool now features search functionality that lets the administrator search for the specific word or phrase he/she wants to localize. Using the new options in this tool, search criteria can be specified that returns a list of all phrases that match.

In the example below, entering the search criteria "Audit" in **Find Category with text containing** returns a list of all phrases that match the search. From this view, the admin can now open a category for modification using the **Modify** button.



Now, with the category open, all phrases may again be searched by typing the search criteria in **Find text containing**.



BUSINESS PURPOSE / CLIENT BENEFIT

This update will reduce the time it takes to find and modify (localize) a phrase.

What the User Sees

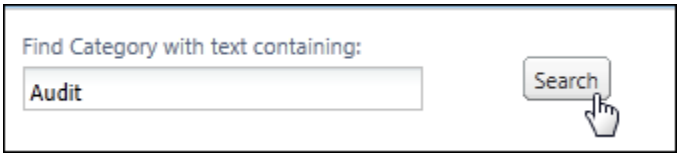
The user sees the newly translated phrases for their locale after they log in.

What the Admin Sees

The admin sees the new search functionality in the Localization tool.

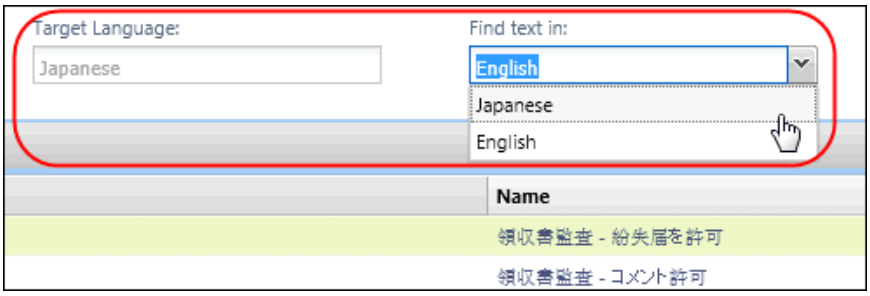
▸ ***To search for phrases to localize:***

1. Click **Administration** > **Invoice Admin** > **Localization**.
2. In the **Edit Localization** tab, enter a word or phrase (Audit; Audit Rules) in **Find Category with text containing**.



3. Click **Search** to return a list of categories under the **Category** column.
4. Select a category and click **Modify** to view the phrases in that category.

   Optional: The user can switch to the source language at this time.



5. Enter the search term in **Find term containing** and then click **Search**.
6. The phrases containing the search criteria are listed for localizing.

Configuration/Feature Activation

This feature is automatically on and available to the administrator. There are no additional configuration steps to activate or configure this feature.

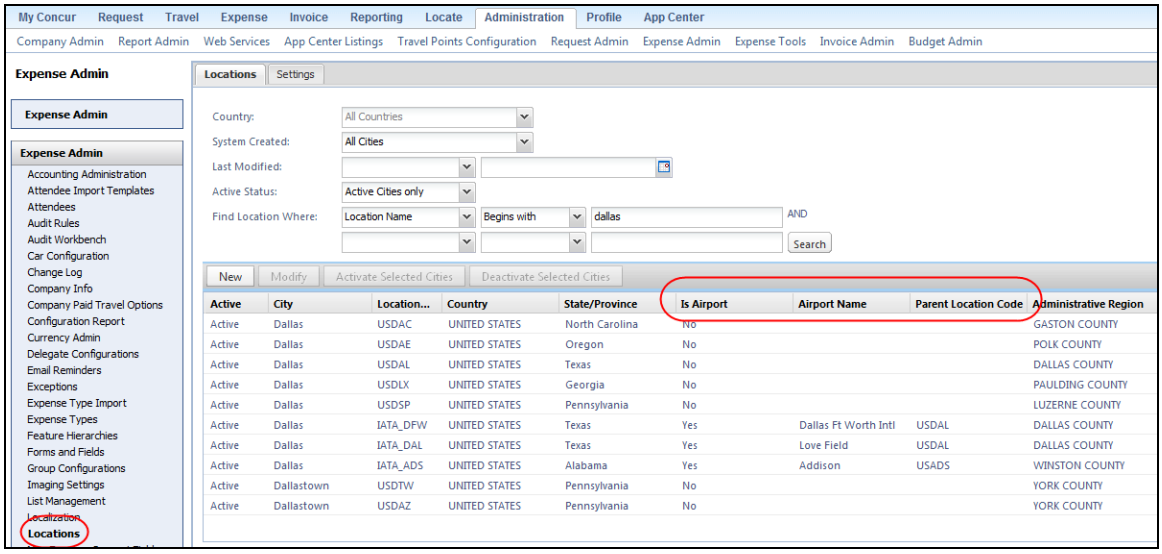
Refer to *Shared: Localization Setup Guide* for more information.

Locations: Separate City from Airport

Overview

With this release, admins using the Locations tool can easily distinguish city names from airport names. Concur has added three new columns to the **Locations** page:

- Is Airport
- Airport Name
- Parent Location Code (generally, the city where the airport is located)

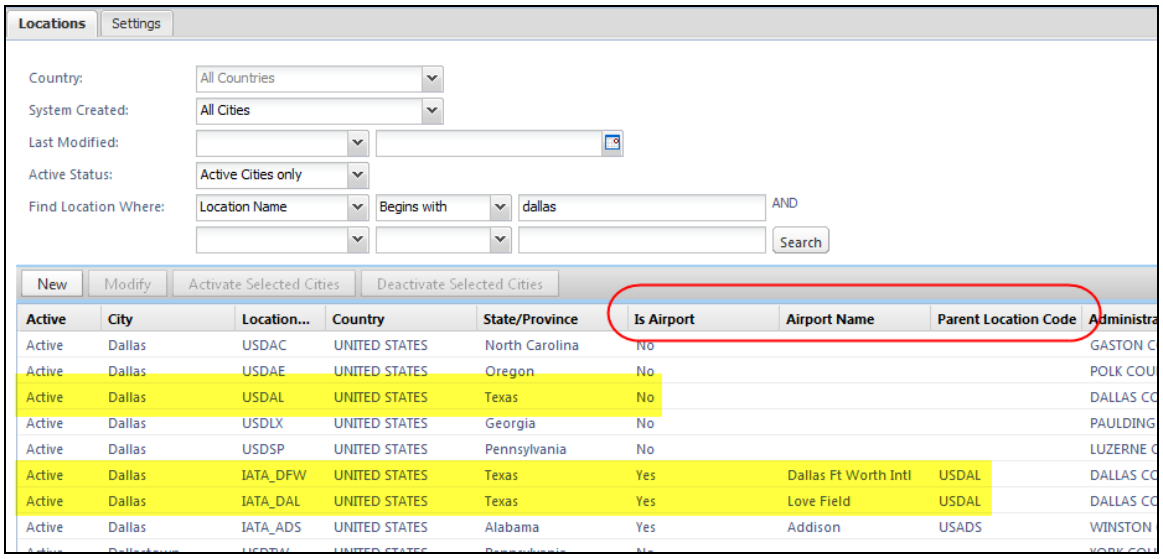


BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement makes it easier for clients to manage locations.

What the Admin Sees

The admin using the Locations tool (**Administration** > **Invoice Admin** > **Locations** on the left menu) will now be able to distinguish city names from airport names.



In this example, note the following:

- In the first yellow bar above shows the city of Dallas, Texas (**Location Code** column =; **Is Airport** column = No).
- In the second yellow bar above:
  - Shows the Dallas Ft Worth International Airport in Dallas (**Location Code** column = IATA_DFW; **Is Airport** column = Yes; **Parent Location Code** column = USDAL)
  - Shows the Love Field in Dallas (**Location Code** column = IATA_DAL; **Is Airport** column = Yes; **Parent Location Code** column = USDAL)

What the User Sees

The user sees no difference.

Configuration/Feature Activation

This feature is automatically on. There are no additional configuration steps to activate or configure this feature.

Section 2: Supported Configurations

Internet Explorer V. 11: Best Practice for Use With Concur Products

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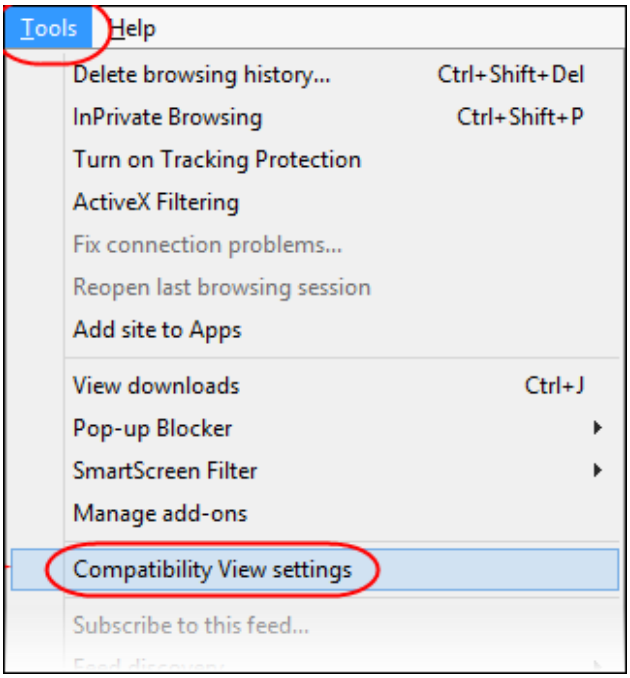

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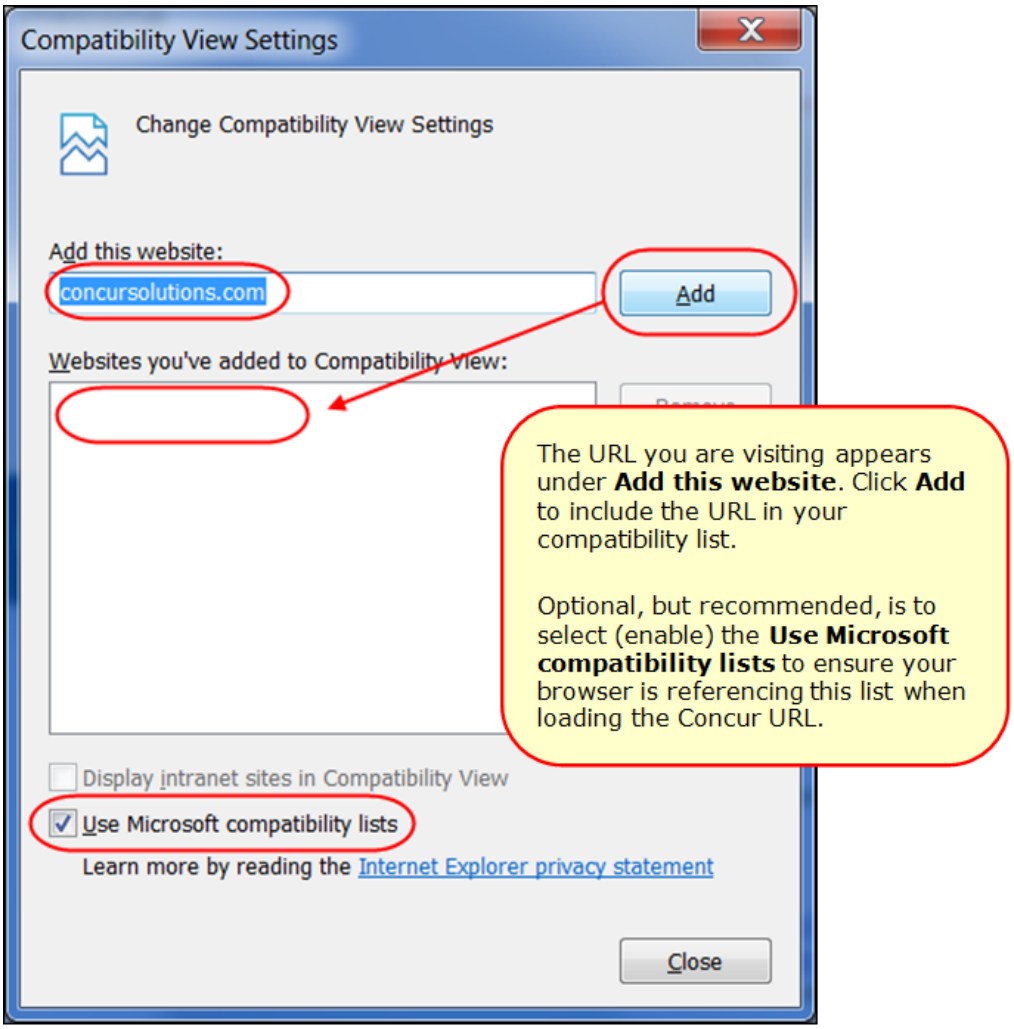

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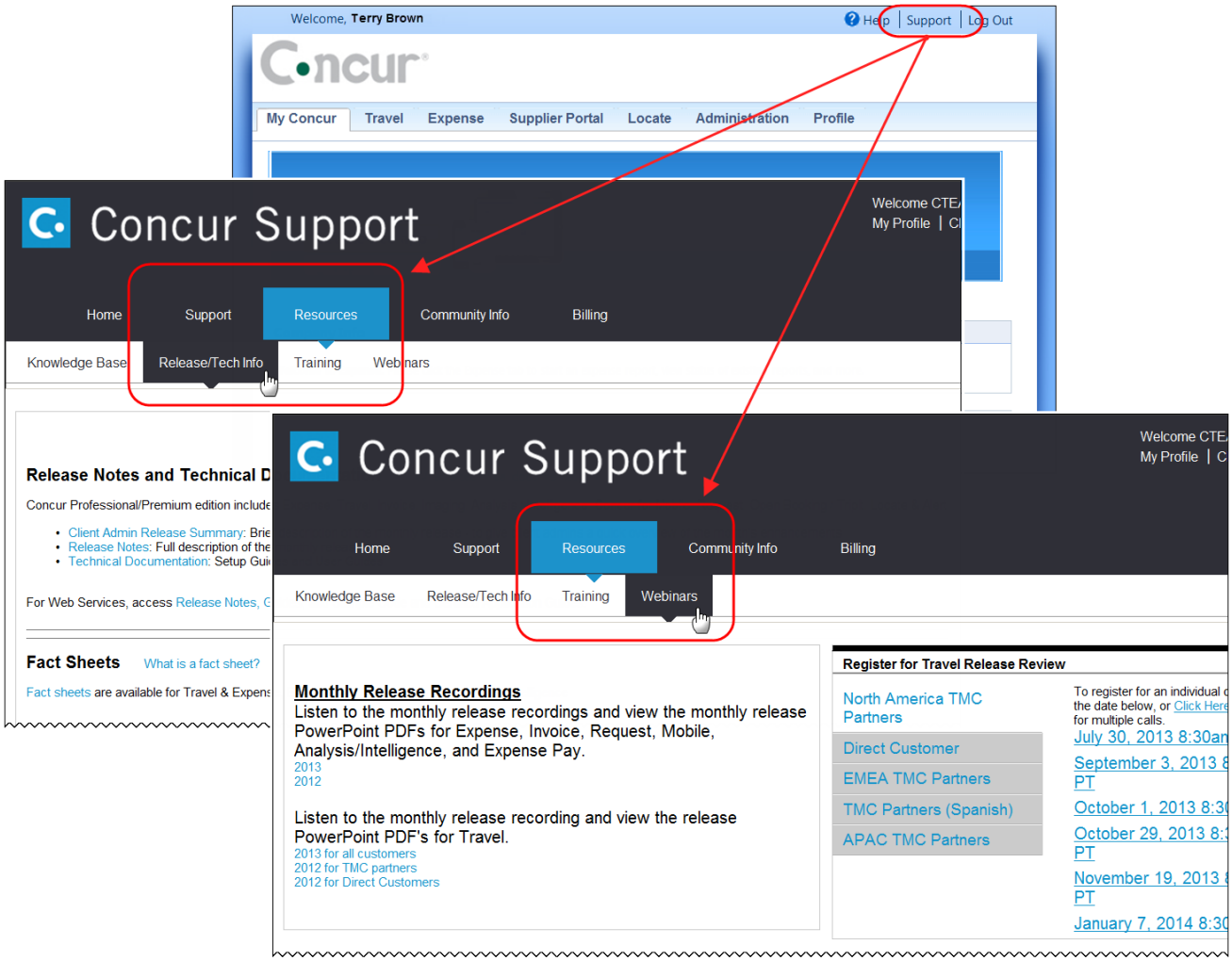
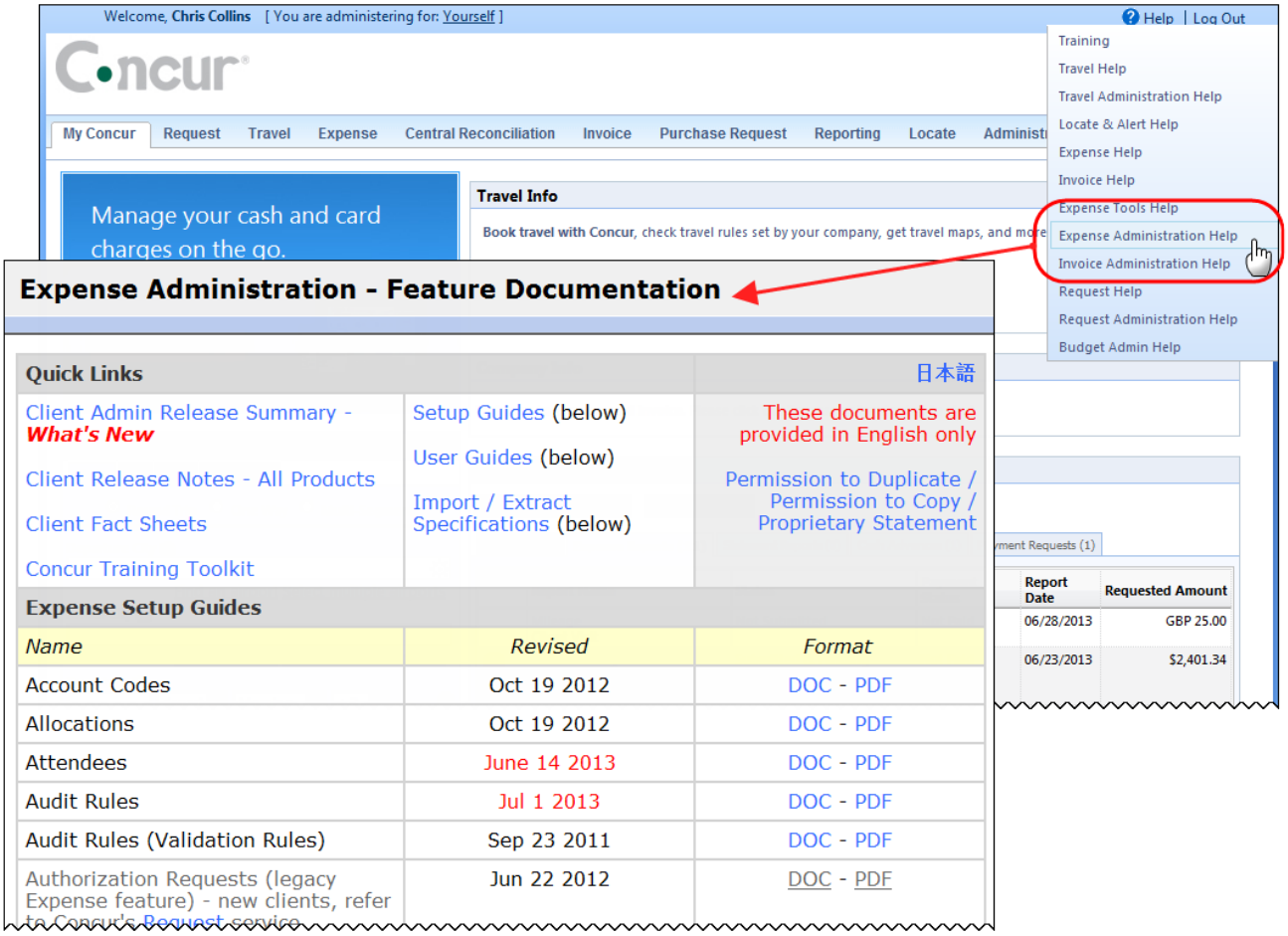
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.



Concur Release Notes **Invoice Professional / Premium** *Includes:* Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
March 2014 Initial post: Friday March 7 2 PM PT	***CLIENT – FINAL***

Contents

Release Notes

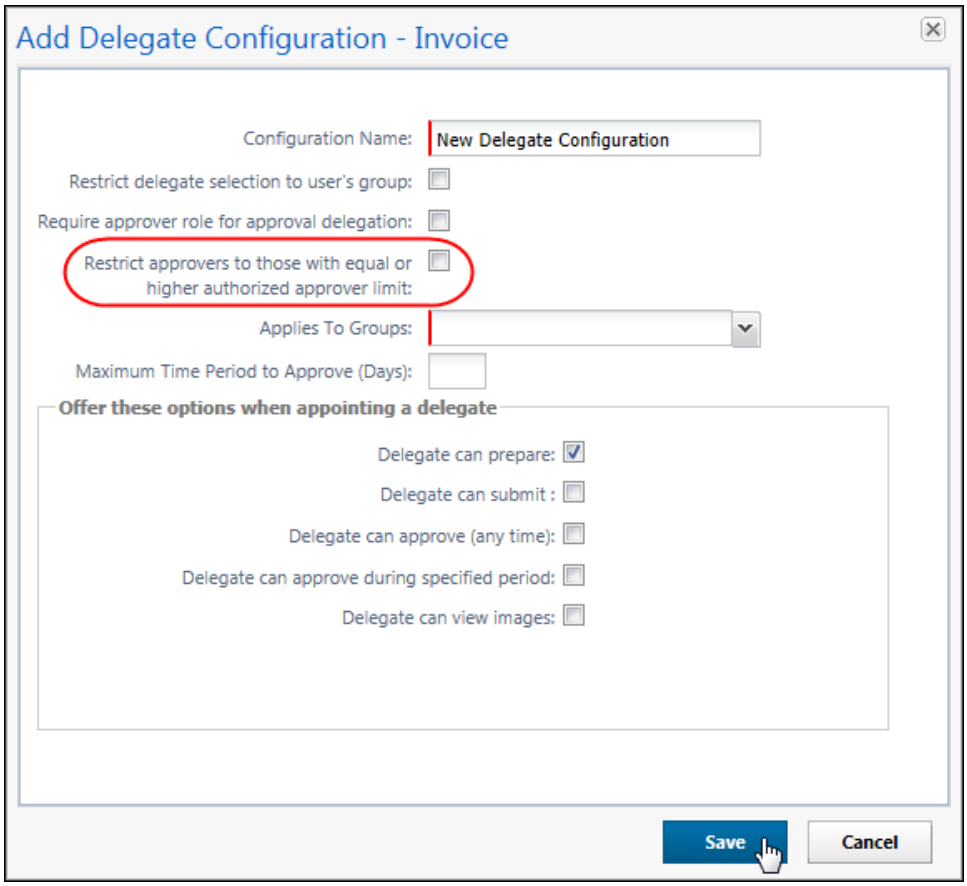
Section 1: Invoice Management

Delegates: Choose Only Those With Equal Approval Limits to Delegator

Overview

With this release, the selection of a delegate acting as an Authorized Approver may now be restricted to only those delegates whose approval limits match or exceed the approver they are delegating for.

This new setting, *Restrict approvers to those with equal or higher authorized approver limit*, is added as a new option in the **Add Delegate Configuration** dialog box, as shown in the figure below:



Note that, when this setting is cleared (disabled), and a delegate with authority only for a lower approval limit is chosen, approval authority and functionality (**Can Approve** and **Can Approve Temporary)** become unavailable for that delegate.

BUSINESS PURPOSE / CLIENT BENEFIT

This updates ensures the approver working on behalf of another Authorized Approver has the authority, through their approval level assignment, to approve the amount.

What the User Sees

There is no change for the user.

What the Admin Sees

The administrator with authority to create delegates will now see the new *Restrict approvers to those with equal or higher authorized approver limit* setting.

Configuration/Feature Activation

The feature is enabled using the Delegate Configurations tool.

To restrict selection of the delegate to those with equal approval rights:

1. Click **Administration** > **Invoice Admin** > **Delegate Configurations**.
2. Click New and in the **Add Delegate Configuration** dialog box, select (enable) the *Restrict approvers to those with equal or higher authorized approver limit* setting.
3. Fill out other fields as required, then click **Save**.

Refer to *Invoice: Delegate Configuration Setup Guide* for more information.

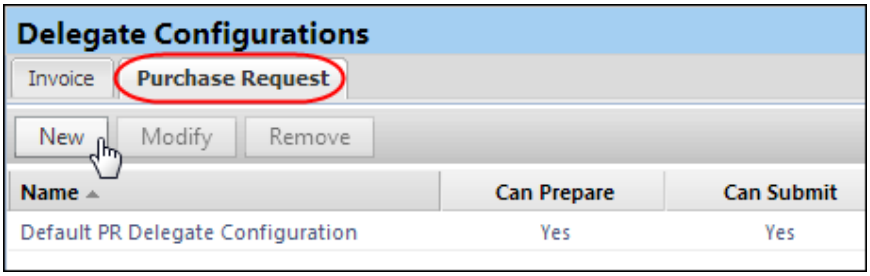
Delegates: Support for Purchase Request Delegates

Overview

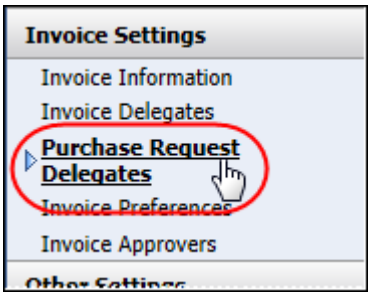
With this release, the administrator can now configure delegates as Purchase Request (PR) delegates, separate from the Invoice delegates already available in Invoice. This effectively splits the two delegate types to work in their respective areas of Invoice, with only those tools and functions applicable to the request type.

This is done by adding the Purchase Request delegate functionality to two areas of Invoice:

- **Delegate Configurations:** Using this tool, the admin can add a PR-specific delegate using options on the **Purchase Request** tab.



- **Profile:** Using their Profile presence, the user can add a PR-specific delegate that can act on their behalf.

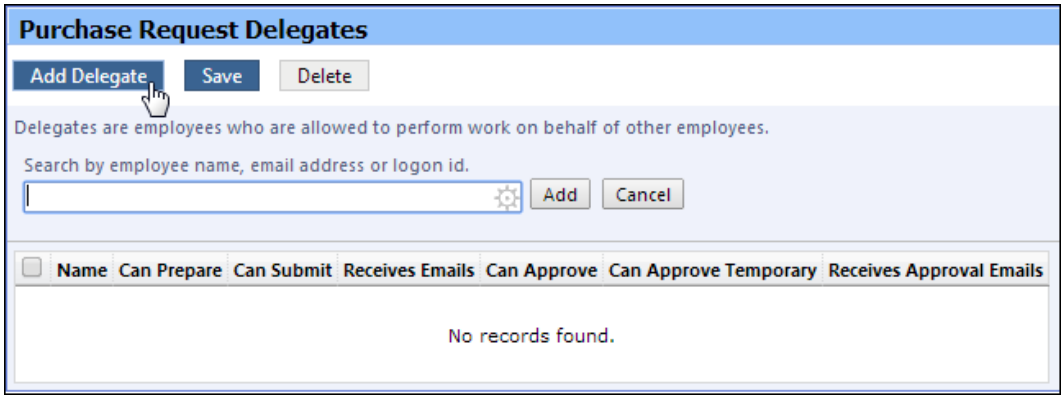


BUSINESS PURPOSE / CLIENT BENEFIT

This update separates the Purchase Request and Invoice delegate types, allowing greater specificity, and preventing overlap of responsibilities for a single delegate across different request type functionality.

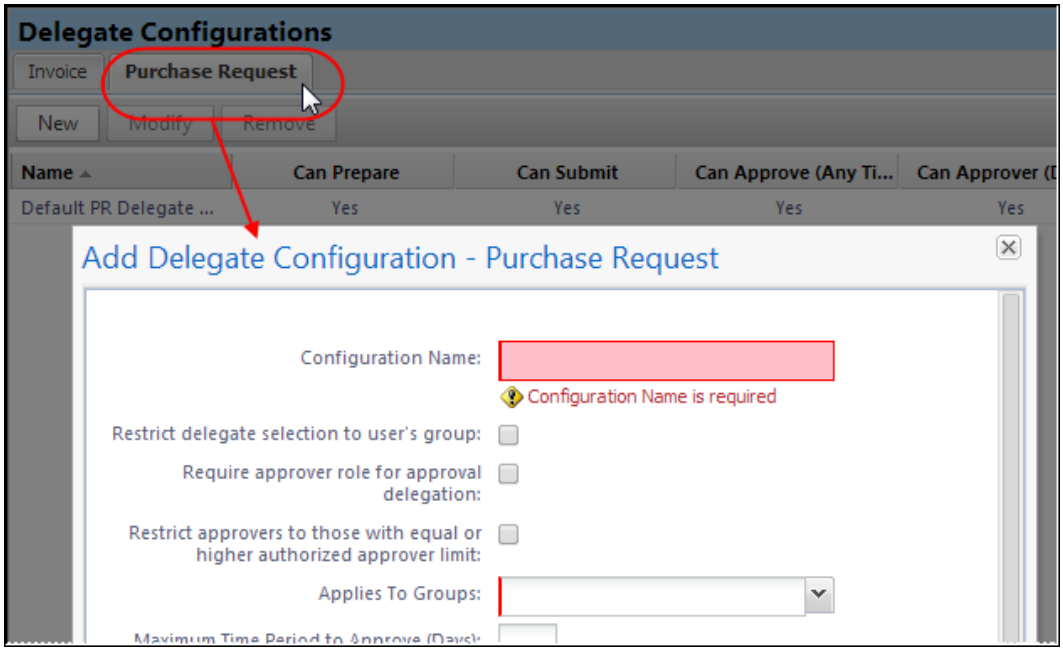
What the User Sees

The user sees the same user interface as they would when configuring their Invoice delegates. However, the delegate they add is configured using the Purchase Request-specific part of the Delegate Configurations tool.



What the Admin Sees

The admin preparing the Purchase Request delegate uses the Delegate Configurations tool, selecting the **Purchase Request** tab to indicate to the system that this delegate is granted privileges to work only with the purchase requests.

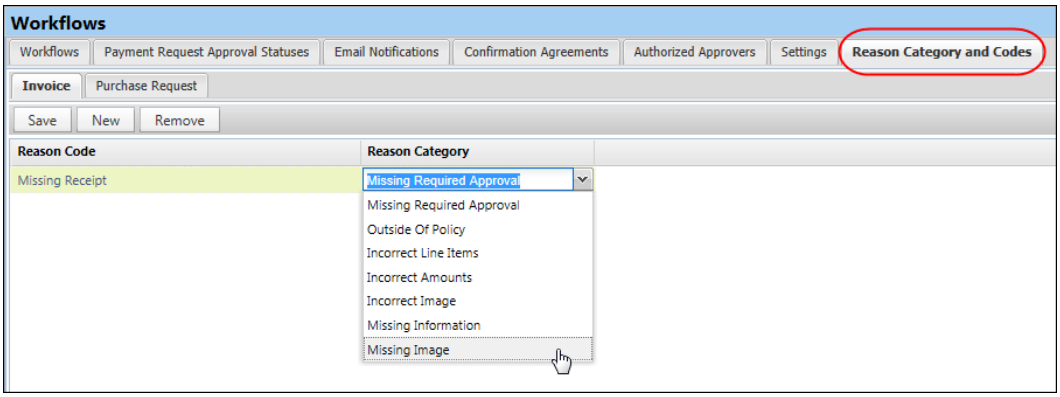


Refer to *Invoice: Delegate Configurations Setup Guide* for more information.

Workflow: Use a Reason Code When Sending a Request Back

Overview

A new tab, **Reason Category and Codes**, is added to the Workflows tool with this release. This tab includes options that let the admin create reasons, by a category, for the return of a request that in turn are selected by their processors when returning requests to the original invoice creator.



For example, a reason code called "Missing Receipt" can be created that alerts the invoice creator that they are missing the receipt image required for their request.

This feature applies to both Invoice payment requests and purchase requests, and the reason codes that are created may be specified for either request type by selecting either the **Invoice** and **Purchase Request** sub-tab. This reason code is

selected whenever the processor returns a request, and is a mandatory step when doing so.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature supports accurate and fast return of the request to the employee for review, and ensures a common reason for doing so across all processors who can now work with identical reason codes.

What the User Sees

The user will now see a standardized reason for return of the request when they open the request for send back review.

What the Admin Sees

The administrator sees the new **Reason Category and Codes** tab and options and can work with them to create the standardized reason codes.

In use, when this feature is activated and the request is returned, the **Send Back Request** dialog box will now display a new **Reason Codes** drop down list from which they can select the reason code.

Configuration/Feature Activation

The Invoice Configuration administrator (*Restricted*) accesses **Workflows** > **Reason Category and Codes** to create the set of codes that reflects the reason set they will find most useful at their site. Reason codes are categorized, but the descriptive code name can be anything that best describes the reason for the return.

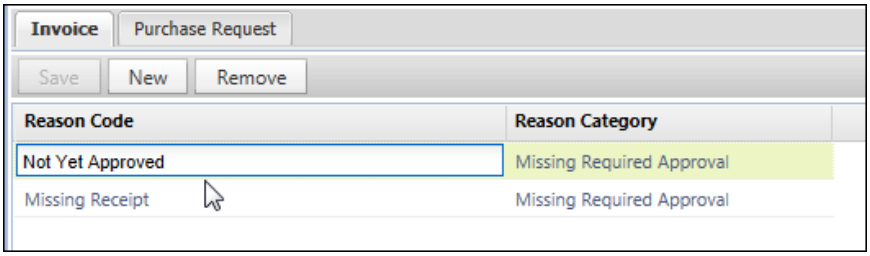
The feature is active once the first reason code is created and saved.

- ***To create a reason code:***

1. Click **Administration** > **Invoice Admin** > **Workflows** > **Reason Category and Codes** tab.

2. Click the **Invoice** or **Purchase Request** tab.

3. Click **New** and type a descriptive name for the reason code.

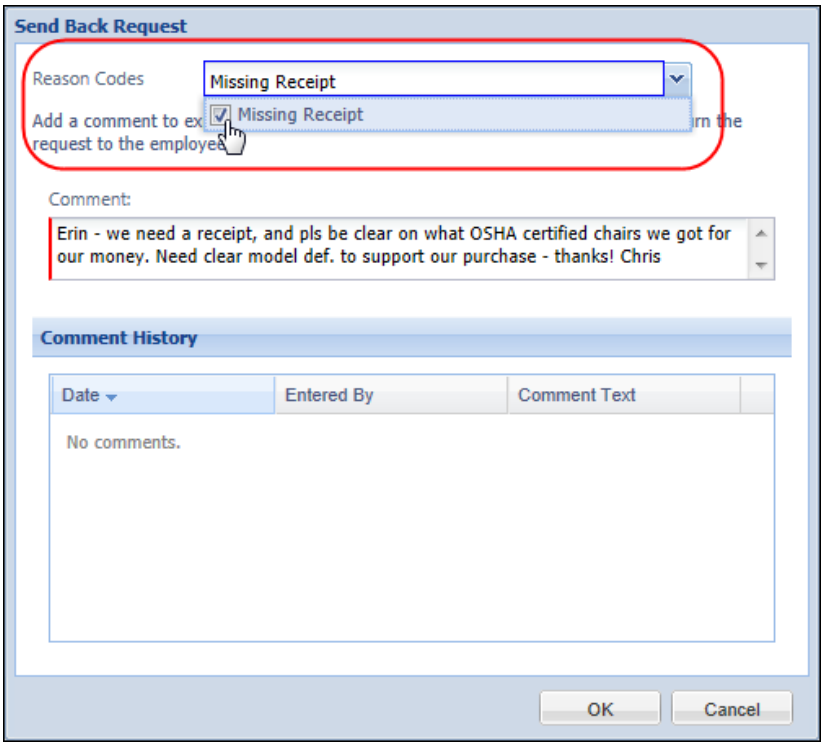


4. *Optional*: Continue clicking **Add** to add additional codes.

5. Click **Save** to save the codes.

To return the request with a reason code:

6. As an approver or processor, open the request to be returned.
7. Click **Send Back** to open the **Send Back Request** dialog box.
8. Select a reason from the **Reason Code** drop down list.



9. Fill in any remaining information, then click **OK** to return the request, with the reason code, to the user.

Refer to *Invoice: Workflows Setup Guide* for more information.

Workflow: Confirmation Agreements Feature

Overview

Included in this release is the Confirmation Agreements feature for the payment request workflow process. This feature allows a company to display a customized message whenever a user submits their request, or an approver approves a request. When the terms of the agreement statement are accepted by a user or approver, an audit trail entry with this information is created.

BUSINESS PURPOSE / CLIENT BENEFIT

The information made available by selecting codes provides the company with structured tracking of the reasons that requests are sent back, so that statistical analysis can point out areas for additional employee training or re-examination of the business policy rules.

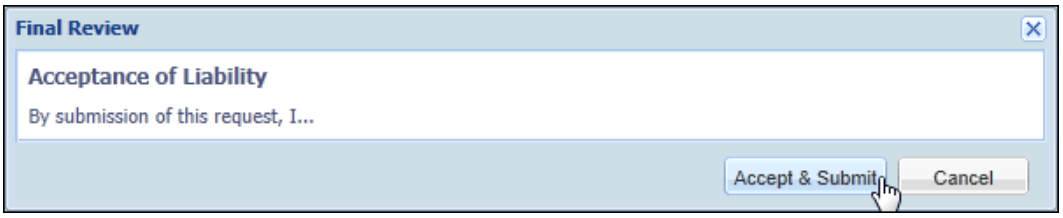
What the User Sees

When a user or approver is working under a workflow that specifies the use of confirmation agreements, the system displays that agreement in the body of the **Final Review/Confirmation** message boxes that appear on submit and approval actions. When the user has finished preparing the request and uploaded any associated receipts or other documentation, they are ready to submit the request and begin the workflow process.

1. From the **Payment Request List** page, select the unsubmitted payment request or purchase request to open it.

2. In the **Payment Request** page, click **Submit Request**.

3. The **Final Review** message box appears with the confirmation agreement text included.

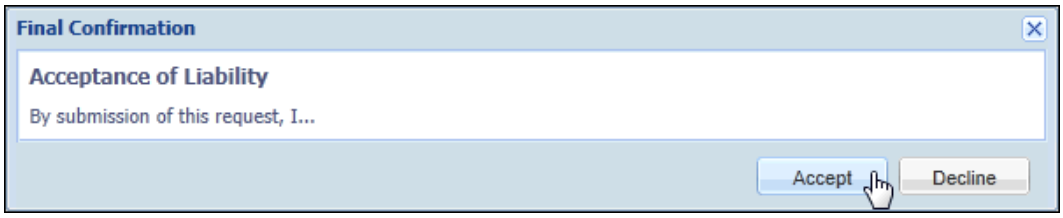


10. Click **Accept & Submit** to submit the request for workflow processing. Clicking **Cancel** prevents the report from being submitted and returns the user to the **Payment Request** page.

What the Admin Sees

The approver sees the **Final Confirmation** message box when approving a payment or purchase request. The approver may or may not see the same agreement seen by the user.

When the approver clicks **Approve**, the **Final Confirmation** message box appears. It may look much like the figure shown below.



The approver clicks **Accept** and a message appears to verify the approval. If the confirmation agreements feature is enabled, this will appear directly after dismissing this dialog box.

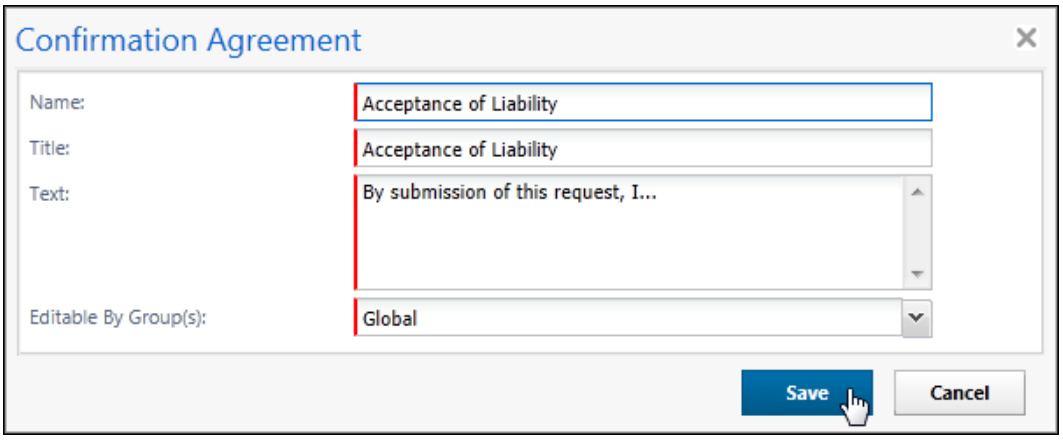
NOTE: Clicking **Decline** prevents the report from being approved and returns the approver to the **Payment Request List** page.

Configuration/Feature Activation

The administrator first configures one or more agreements with required text, then activates the specific agreement in one or more workflows.

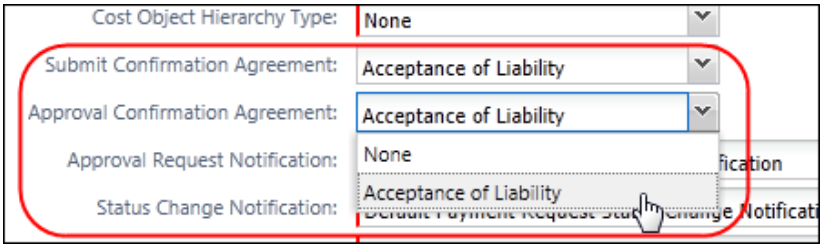
To create and activate a confirmation agreement for a workflow:

11. Click **Administration** > **Invoice Admin** > **Workflows**.
12. Select the **Confirmation Agreements** tab.
13. Click **New** to display the Confirmation of Agreement dialog box.



14. Complete the appropriate fields.
15. Click **Save**.

The agreement is now available for association with workflow. To do this, open the applicable workflow(s) and select the agreement to show for the submit and approval actions.



Refer to *Invoice: Workflows Setup Guide* for more information.

Workflow: Use Approve & Forward Request Button to Add Approver

Overview

An approver reviewing and approving requests can now quickly add a step and designate the step's approver using a new button, **Approve & Forward**. This feature allows the approver to add a step "on the fly" without having to access the Workflow tool to make this change.

NOTE: On update, this button is displayed based on current configuration of the client workflow settings – see *Configuration* below for more information.

BUSINESS PURPOSE / CLIENT BENEFIT

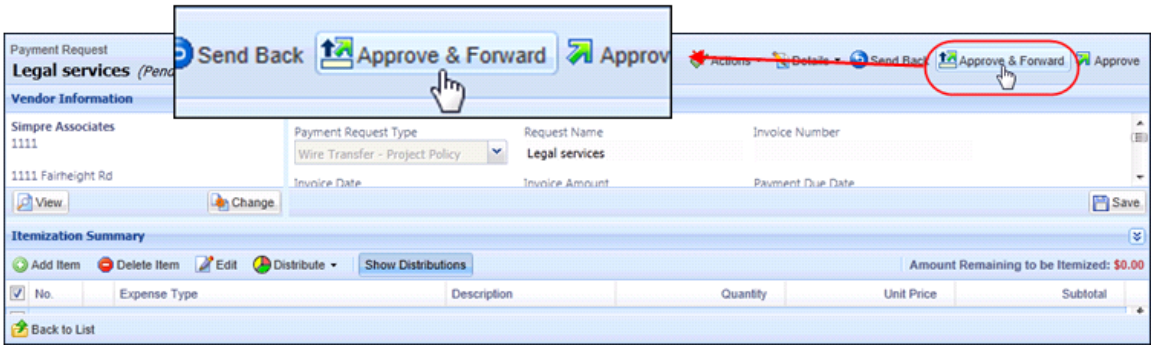
This update allows quick and accurate addition of approval steps that comply with the workflow configuration.

What the User Sees

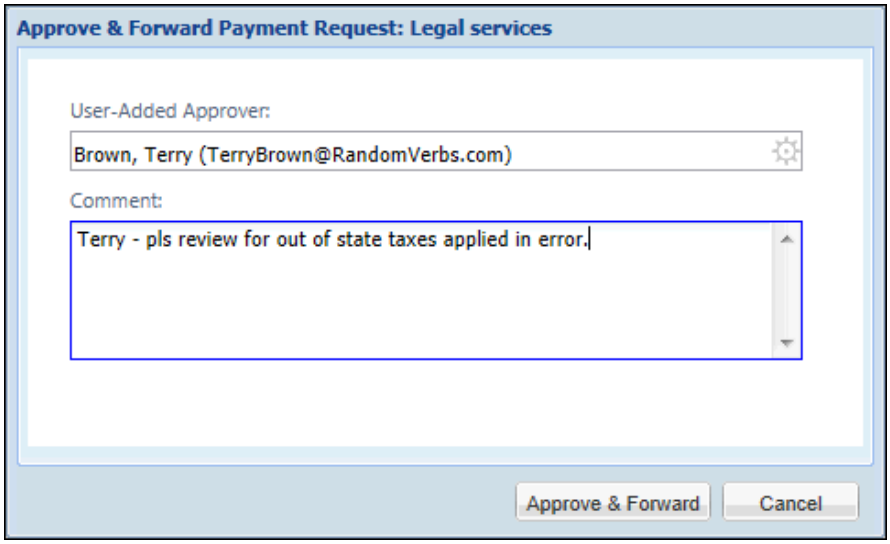
There is no change for the user.

What the Admin Sees

The button appears to the approver when they open the payment request and view it in the **Payment Request** page.



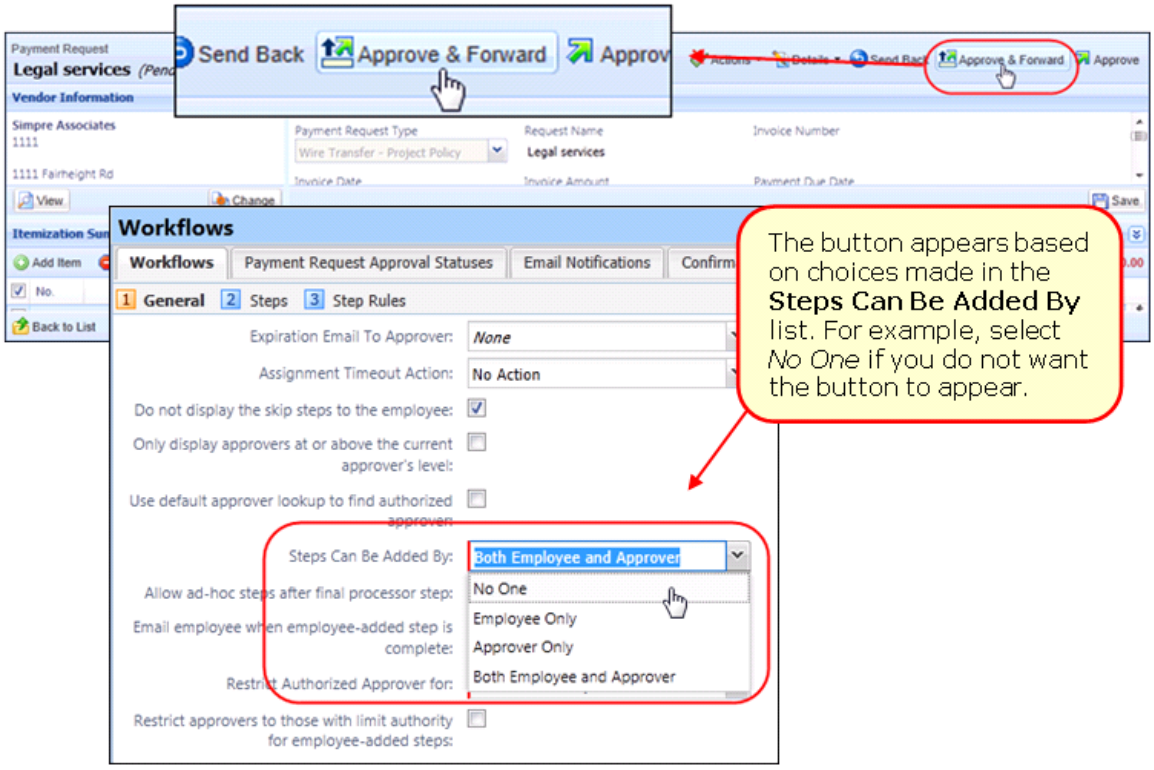
When they do this, the **Approve & Forward Payment Request** dialog box appears. Using the available options, the step is added and the approver selected by typing the name directly in **User-Added Approver**.



A comment may be added, and the additional step is saved and added to the audit trail.

Configuration/Feature Activation

The feature is active and the button displays when the **Steps Can Be Added By** setting is set to allow the approver to add steps to workflow.

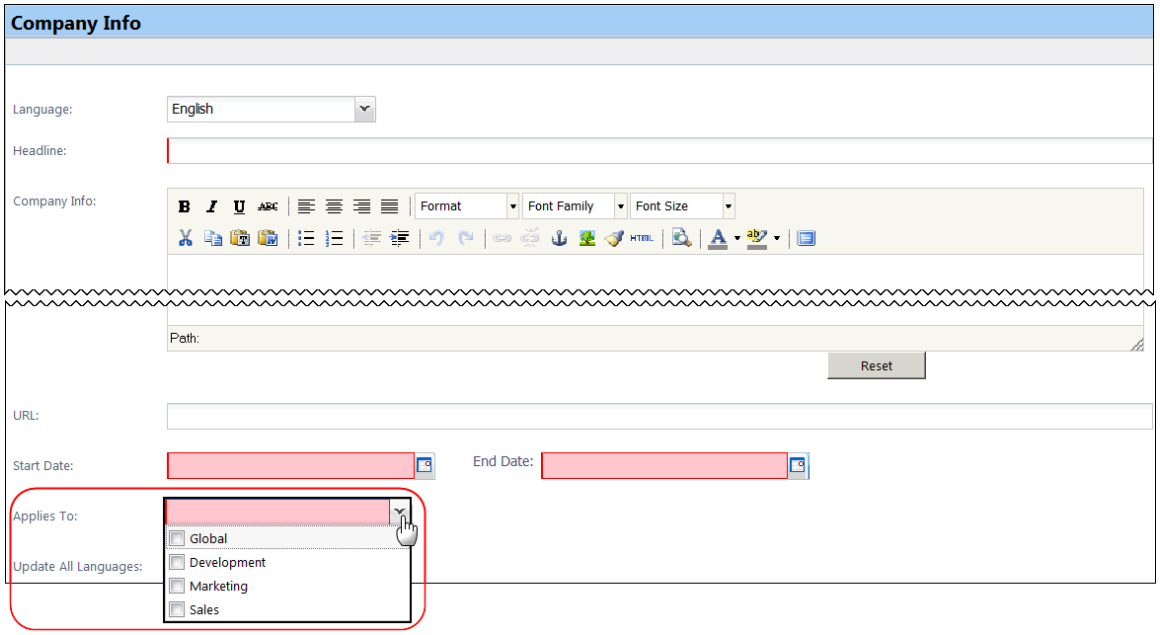


Company Info: Configurable by Employee Groups

Overview

With this release, the Company Info messages will become group-aware. This way, the Company Info admin can provide company-related information specific to the group – for example, only the users in the Sales group would see sales-related information.

To accomplish this, the **Company Info** page now has a required **Applies To** field where the admin selects the group or groups who will see the information.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement allows the client to direct specific Company Info messages to specific groups of users.

NOTE: At the time of the release, all existing messages will be automatically assigned to the Global group. If desired, after this release date, you can access an existing message and assign it to one or more desired groups.

What the User Sees

The user sees Company Info messages that are designed only for his/her group.

What the Admin Sees

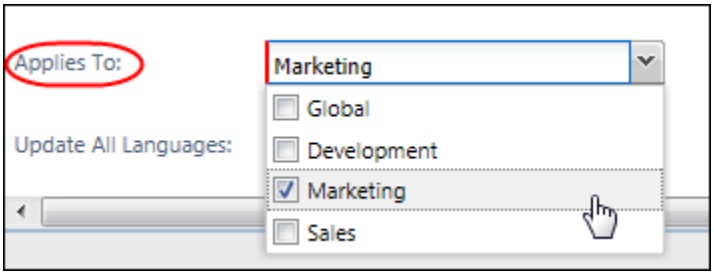
NOTE: This change applies to all Concur products that use the Company Info feature in Concur. The sample below describes the process in Invoice.

Creating a group-specific Company Info message:

16. Click **Administration** > **Invoice Admin** > **Company Info** (left menu).

17. Create the message as usual, as described in the *Shared: Company Info User Guide*.

18. In the **Applies To** list, either:
    - Click one or more groups.
    - Click *Global* if you want the message to be viewed by all groups.



Configuration/Feature Activation

This feature is automatically on. There are no additional configuration steps to activate or configure this feature.

Section 2: Supported Configurations

Internet Explorer V. 11: Best Practice for Use With Concur Products

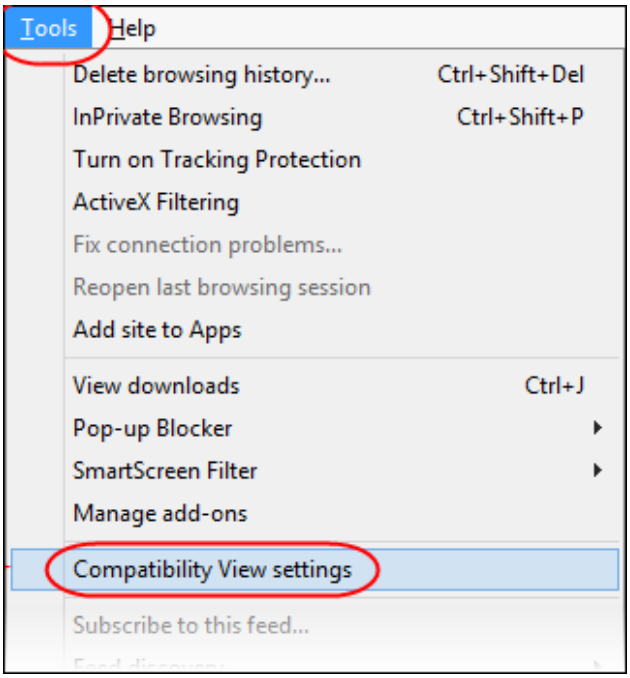
Overview

With the release of Microsoft Internet Explorer (IE) version 11.0 some issues have been identified that may cause problems when viewing and working with Concur products such as Expense, Invoice, and others.

To resolve these issues, it is strongly recommended that the client implement Compatibility Mode in IE v.11 by adding the Concur URL to the browser's compatibility list, available on the **Tools** menu of the browser.

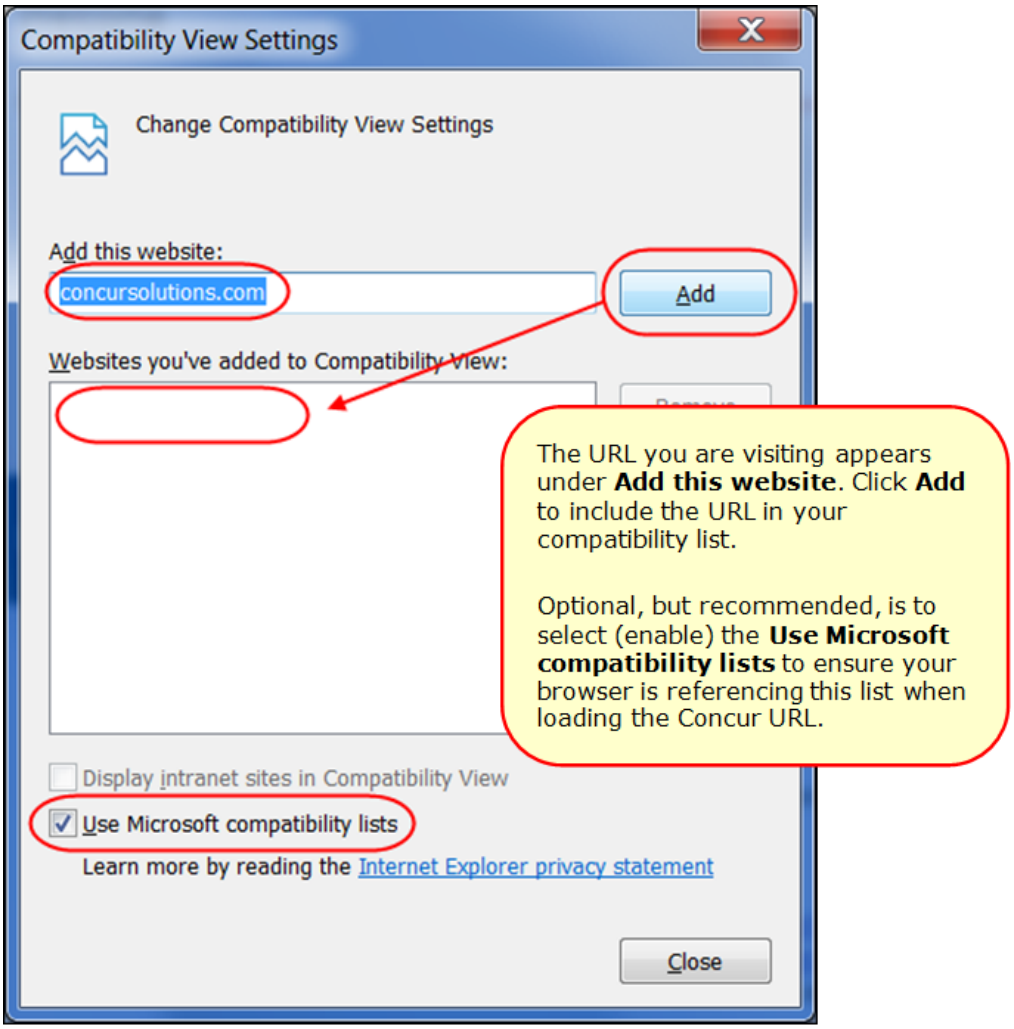
- ***To add Concur to your IE v. 11 compatibility list:***

1. In IE v.11, load the Concur page (for example, www.concursolutions.com).
2. Click **Tools** > **Compatibility View settings** to open the **Compatibility View Settings** dialog box.



Optional: If the **Tools** menu is not displayed, show this menu by pressing Alt.

3. Click **Add** to include the Concur URL in the **Websites you've added to Compatibility View** list.



TIP: Select (enable) the **Use Microsoft compatibility lists** option to ensure this list is used when accessing Concur products.

4. Click **Close**.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

📖 Refer to *Additional Release Notes, Webinars, and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

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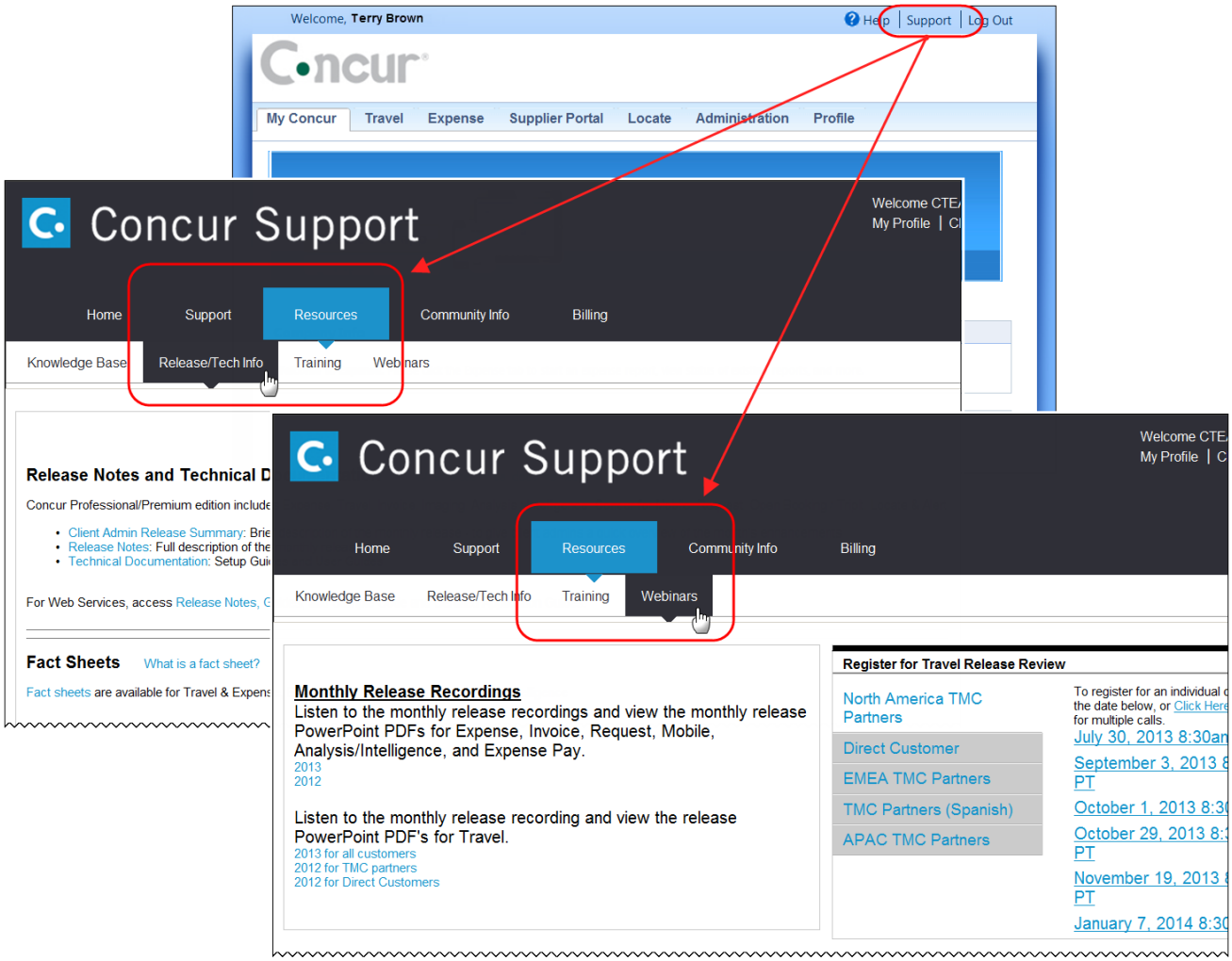
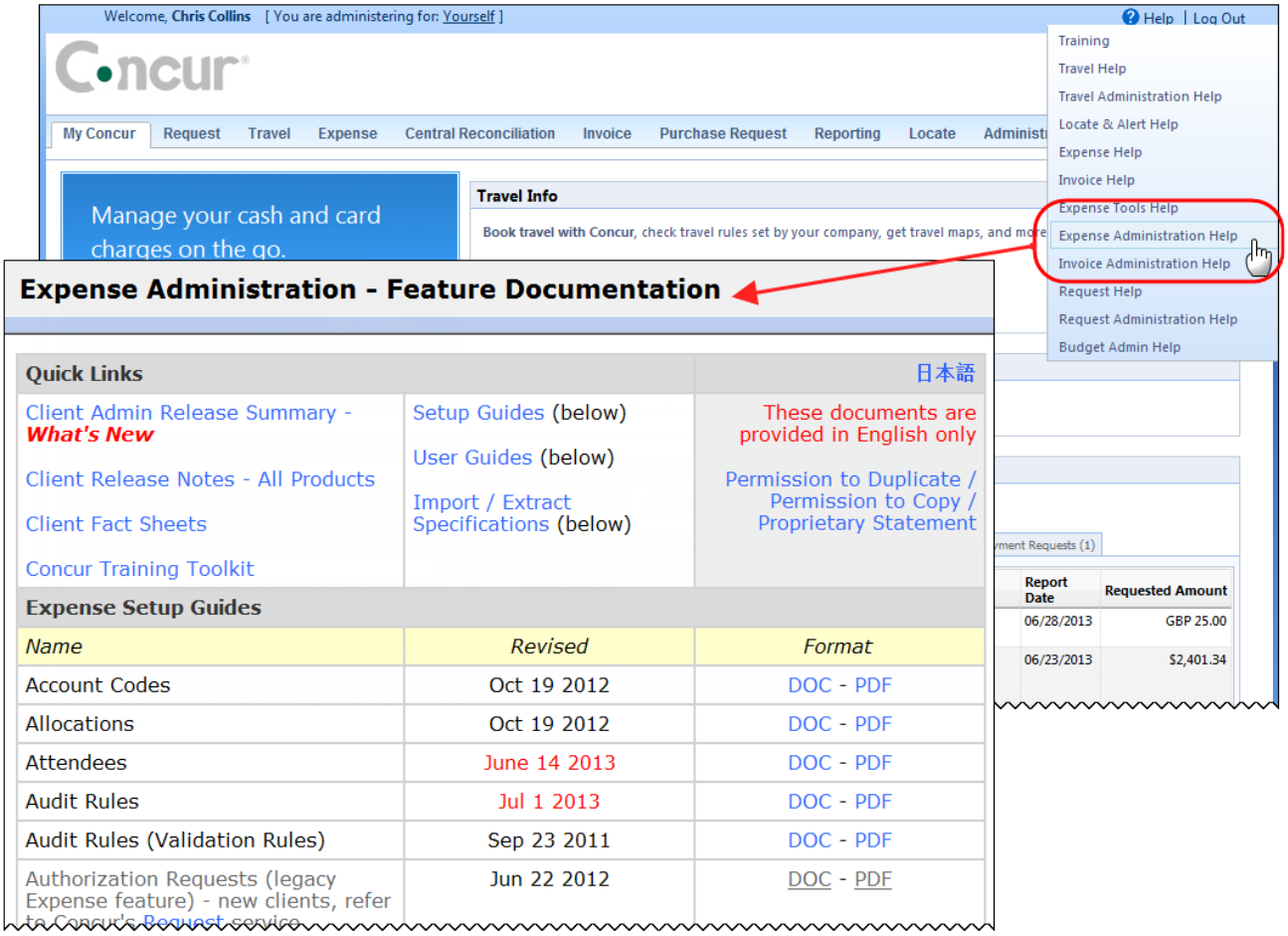


NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.



Concur Release Notes **Invoice Professional / Premium** *Includes:* Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
April 2014 Initial post: Friday April 11 10AM PT	***CLIENT – FINAL***

Contents

Release Notes

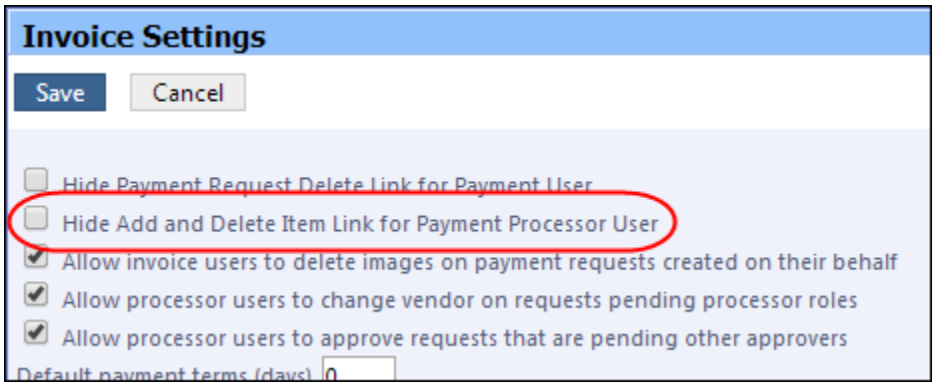
Section 1: Invoice Management

Invoice Settings: New Setting Options for Processors

Overview

A new setting, **Hide Add and Delete Item Link for Payment Processor User**, is added to Invoice Site Setting in this release. This setting applies to all processor roles (Processor, Processor Manager, Processor Audit), and lets a company allow or prevent processors from adding or deleting line items for any request pending approval by the manager or processor.

The setting is shown in the figure below, in its default state of cleared (disabled):



BUSINESS PURPOSE / CLIENT BENEFIT

This feature lets a company track the actions of their processors.

Configuration / Feature Activation

The Invoice Configuration administrator will see the new site setting in the Site Settings tool available in Invoice Settings.

- ***To prevent the processor from changing line items:***

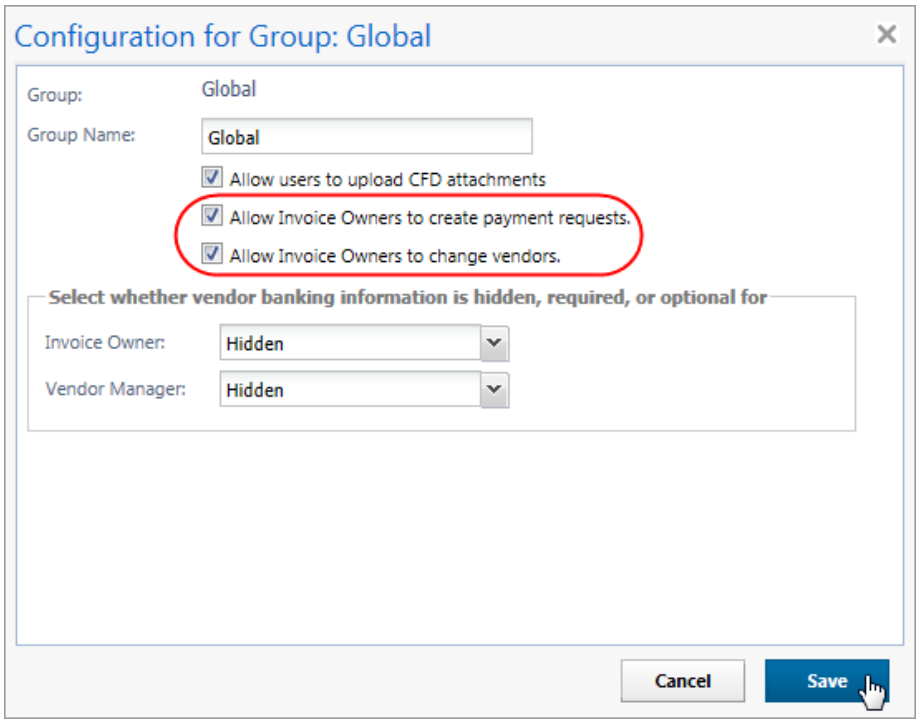
1. Click **Administration** > **Invoice Admin** > **Invoice Settings** (left menu).
2. In Invoice Settings, select (enable) the **Hide Add and Delete Item Link for Payment Processor User** setting.
3. Click **Save**.

Group Configurations: New Settings Control Invoice Owner Access

Overview

Two new settings in the Group Configurations tool let the administrator prevent the Invoice Owner from creating a request, or allowing them to change a vendor associated with a request.

These settings are shown in the figure below in their default state (enabled):



The settings work as follows:

- **Allow Invoice Owners in Group to Create Payment Requests (*Default = Enabled*):** Invoice Owner role will be able to create a payment request in Invoice.
- **Allow Invoice Owners to Change Vendors (*Default = Enabled*):** Invoice Owner role will be able to change the currently-assigned vendor to a different vendor for any payment request assigned to the owner by the AP User.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes allow greater control over who can create a payment request and who can change the vendor associated with a request..

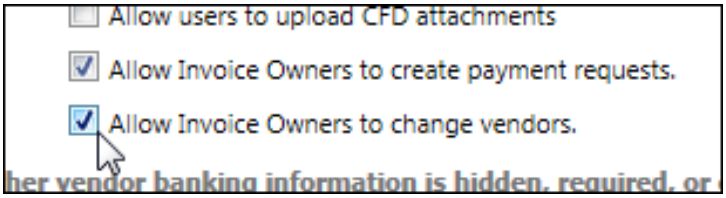
What the User Sees

The user is deprived of either the **Create Payment Request** link or the **Change Vendor** button (or both) based on the configuration of these options.

Configuration / Feature Activation

- ***To use the new feature:***

1. Click **Administration** > **Invoice Admin** > **Group Configurations** (left menu).
2. Select a group under the **Invoice** tab, then click **Modify**.
3. In the **Configuration for Group** dialog box, select (enable) or clear (disable) the check box associated with option you are working with.



4. Click **Save**.

Approve & Forward Request Functionality Added for Purchase Requests

Overview

With this release the ability for an approver to select an additional approver for a payment request is now extended to the Purchase Request functionality in Invoice. This means any approver working with purchase requests may now decide to approve the request, then designate an additional approver "on the fly" without having to access the workflow tool to make this change.

For more information about this functionality and how it applies to payment requests, refer to the March *Invoice Professional / Premium* release notes.

BUSINESS PURPOSE / CLIENT BENEFIT

This update allows quick and accurate addition of approval steps that comply with the workflow configuration.

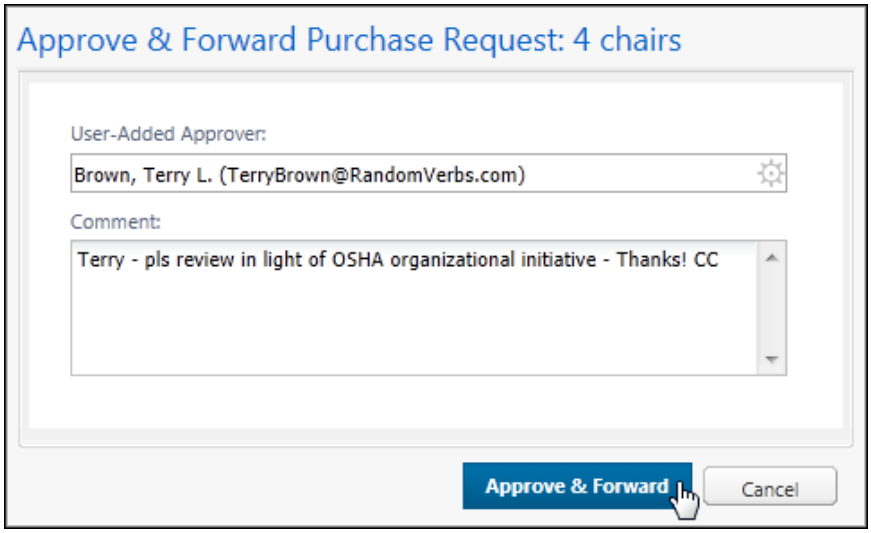
What the User Sees

There is no change for the user.

What the Admin Sees

The button appears to the purchase request approver when they open the purchase request and view it in the **Approve Requests** page.

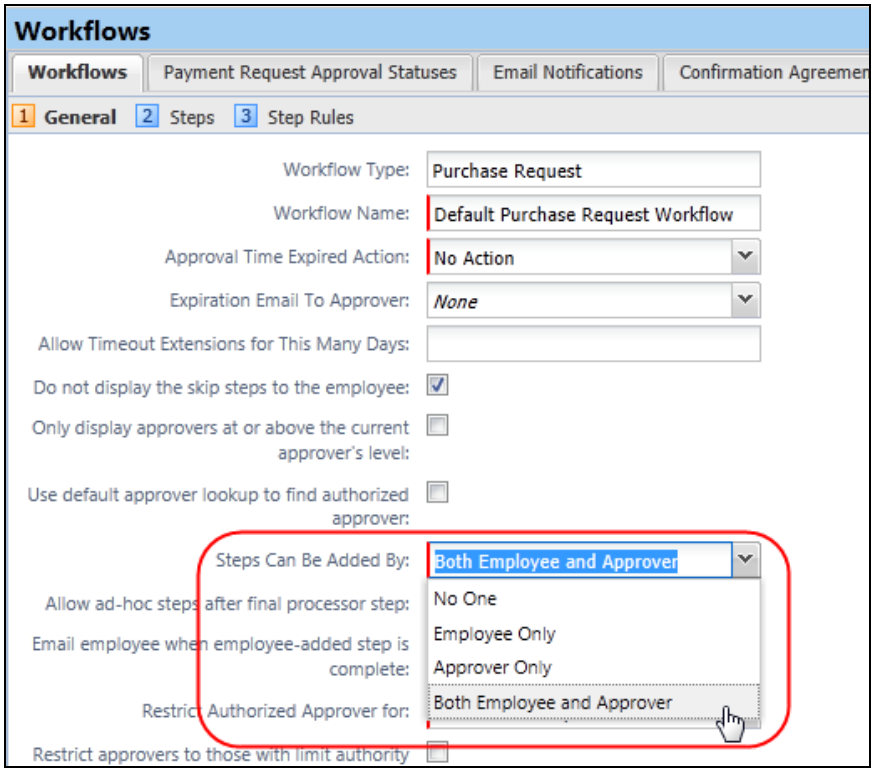
When they do this, the **Approve & Forward Payment Request** dialog box appears. Using the available options, the step is added and the approver selected by typing the name directly in **User-Added Approver**.



A comment is optional. The additional step is saved and added to the audit trail.

Configuration/Feature Activation

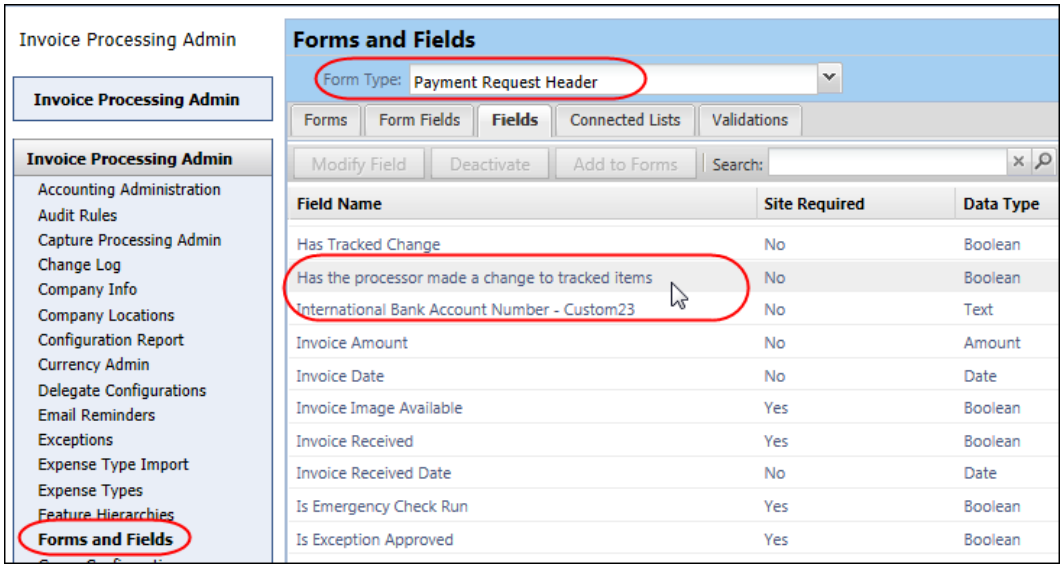
The feature is active and the button displays when the **Steps Can Be Added By** setting is set to allow the approver to add steps to the Purchase Request workflow.



Track Processor Change to Request Using New Header Field

Overview

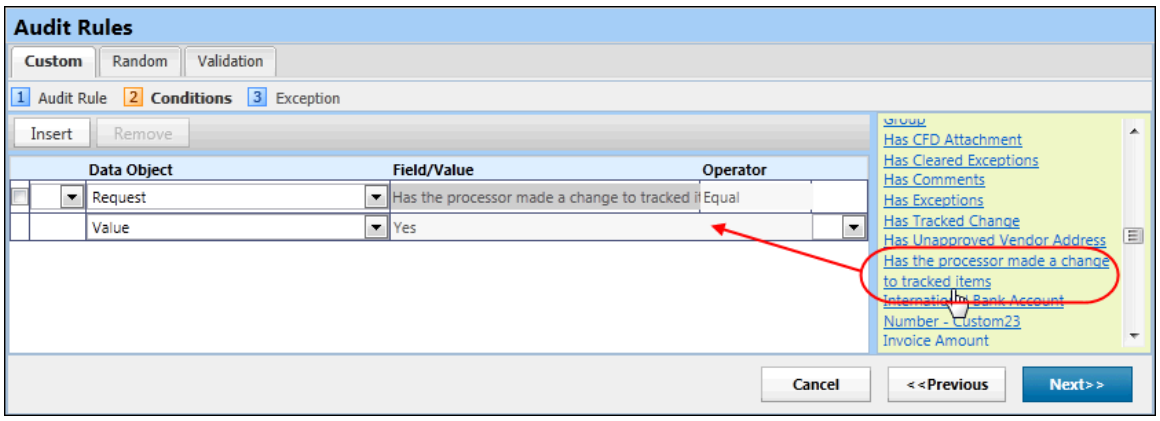
Companies that would like flag all requests where a processor changes a field may now use a new field and audit rule object available in this release. The new field, **Has the processor made a change to tracked items**, is available on the Fields tab when the Request Payment Header options is selected in Forms and Fields.



When you add this field to the form, it will auto-select if the processor changes a value. For example, the Expense Type and Amount fields, of if a change is made to add or remove a line item.

Available In Audit Rules

You may create an audit rule that flags all requests whose check box value is selected in order to provide a clear view of changes made by processors.

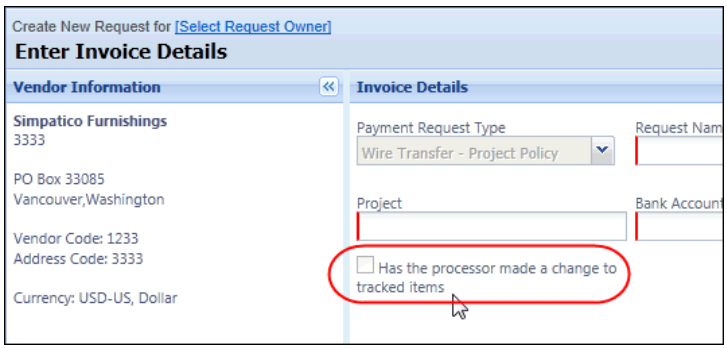


BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement gives the client the ability to track their processor's actions with greater precision and clarity.

What the User and Admin See

All users will see a check box on the header form of the request they are creating – it is set as a read-only **Has the processor made a change to tracked items** field by default:



NOTE: Use the Forms and Fields tool to change access rights to this field.

Configuration/Feature Activation

To use the new feature:

- **Step 1:** Use the Forms and Fields tool to add the field to the Payment Request Header form
- **Step 2:** (*Optional*) – Create an audit rule to flag requests with the field attribute

NOTE: A Service Request may need to be submitted to Support in order to access the tools and configure this feature.

Recall Email and Status Change Emails Now Sent

Overview

An email notification is now sent to an approver under the following conditions:

- **Pending Approval:** Whenever a request is submitted and pending approval
- **Recalled by Invoice Owner:** Whenever a request is recalled by the Invoice Owner

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement adds additional email notification actions that help the client's organizational workflow with clear communication of a request's status.

What the User Sees

The user will see no change.

What the Approver Sees

The approver will now receive email notifications when a request is pending their approval and when a request is recalled by the request originator.

Configuration / Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Section 2: Supported Configurations

Internet Explorer V. 11: Best Practice for Use With Concur Products

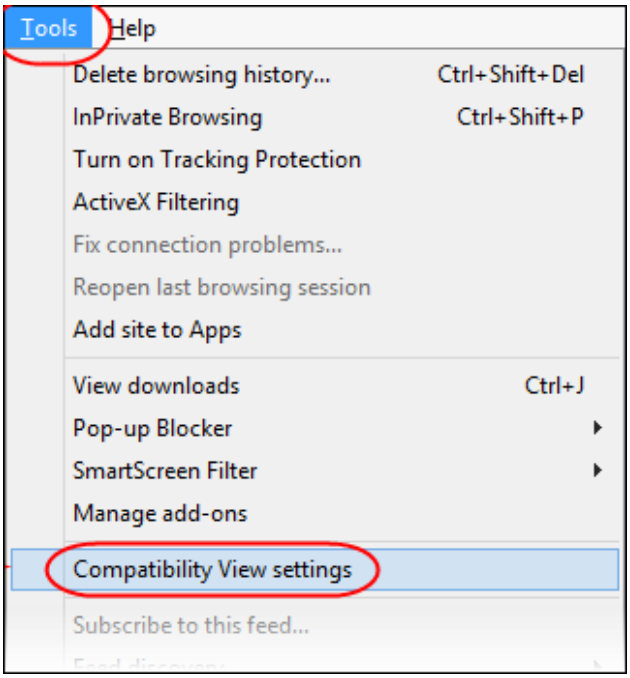
Overview

With the release of Microsoft Internet Explorer (IE) version 11.0 some issues have been identified that may cause problems when viewing and working with Concur products such as Expense, Invoice, and others.

To resolve these issues, it is strongly recommended that the client implement Compatibility Mode in IE v.11 by adding the Concur URL to the browser's compatibility list, available on the **Tools** menu of the browser.

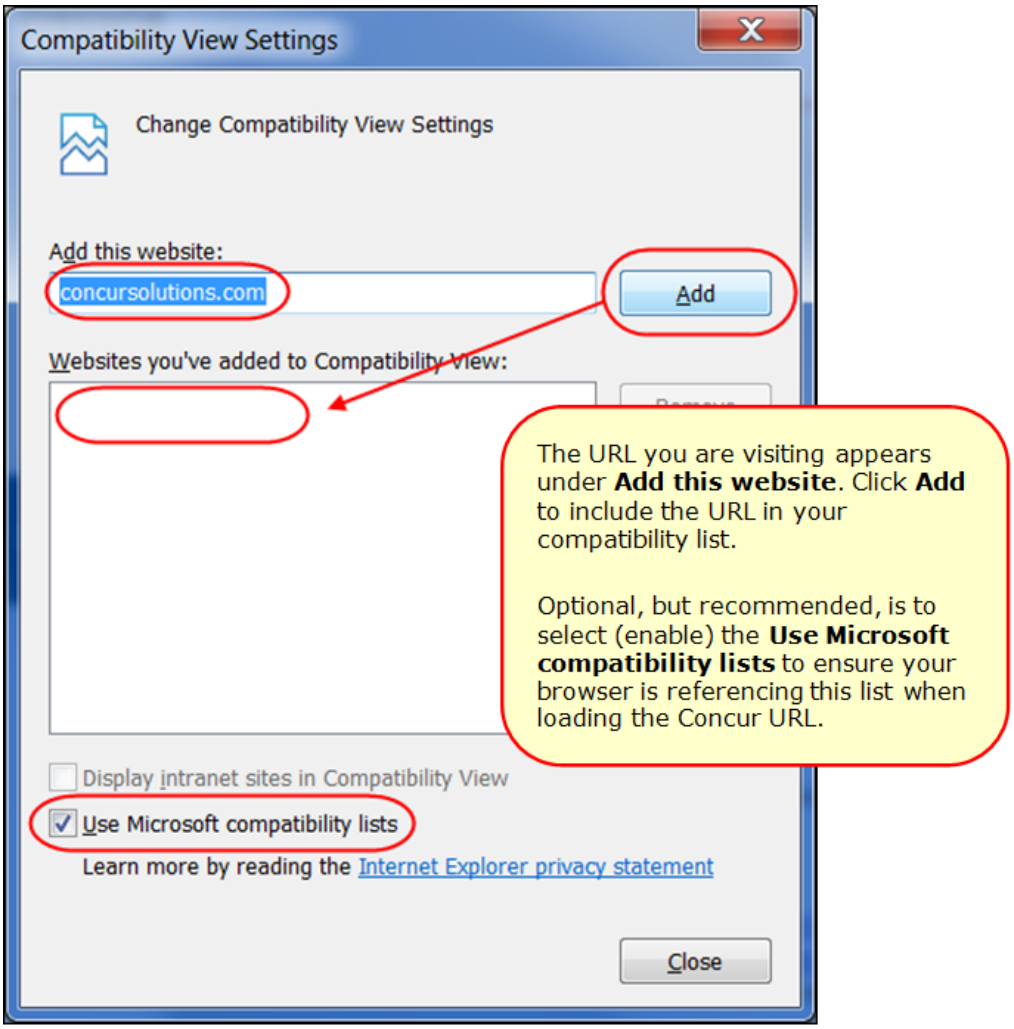
- ***To add Concur to your IE v. 11 compatibility list:***

1. In IE v.11, load the Concur page (for example, www.concursolutions.com).
2. Click **Tools** > **Compatibility View settings** to open the **Compatibility View Settings** dialog box.



Optional: If the **Tools** menu is not displayed, show this menu by pressing Alt.

3. Click **Add** to include the Concur URL in the **Websites you've added to Compatibility View** list.



TIP: Select (enable) the **Use Microsoft compatibility lists** option to ensure this list is used when accessing Concur products.

4. Click **Close**.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

📖 Refer to *Additional Release Notes, Webinars, and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

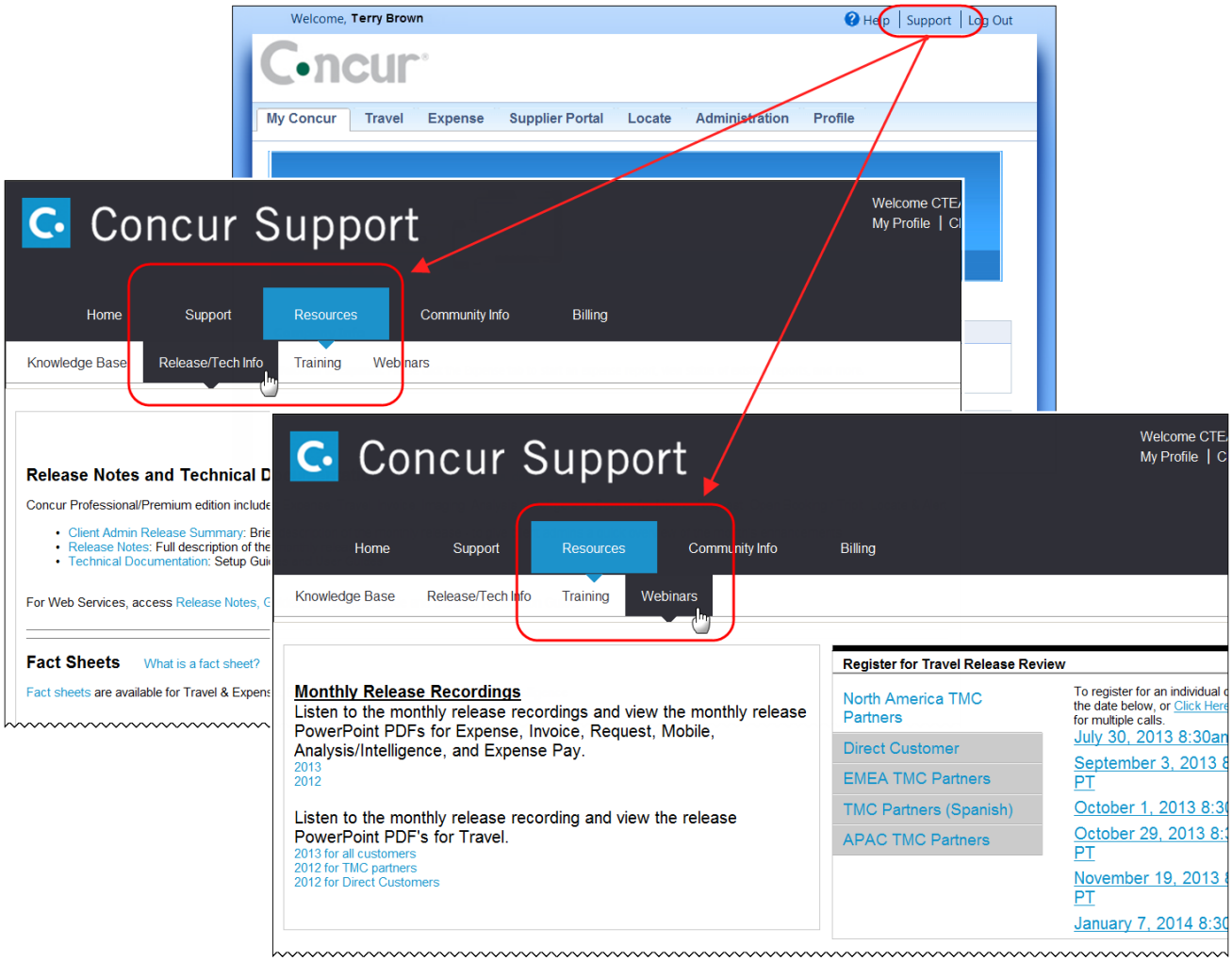
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then – in the Concur Support portal – click **Resources**.

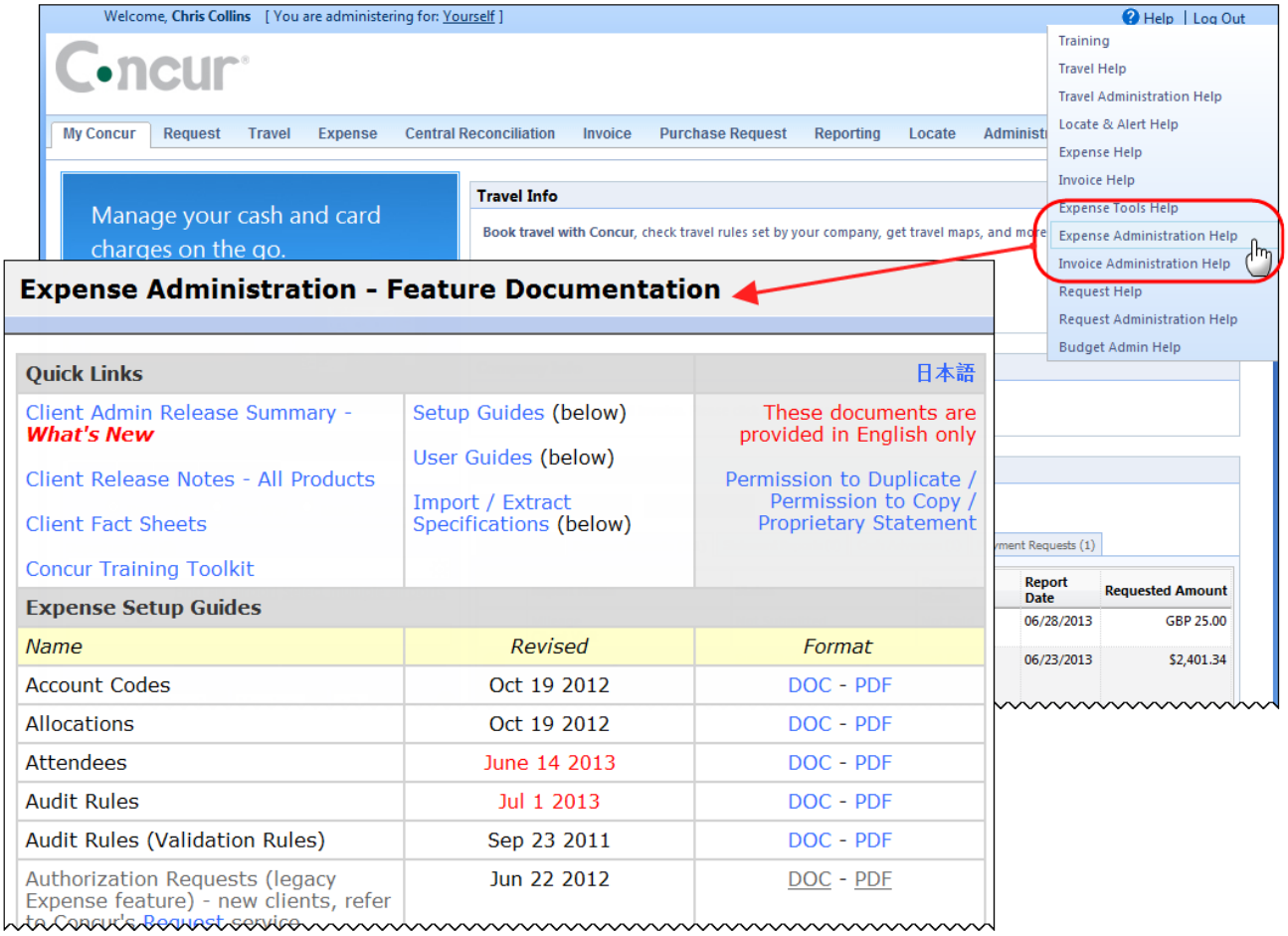
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.



Concur Release Notes **Invoice Professional/Premium** *Includes:* Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
May 2014 Update #1: Wednesday, May 21, 4:00 PM PT	Client—***FINAL***

Contents

Release Notes

Section 1: Invoice Management

Vendor Manager Role Is Now a Group-Aware Role

Overview

With this release, the Vendor Manager role is now a Group-aware role, meaning this role can be assigned to any configured Vendor Access Group or, by default, be associated to the Global group (as is the current behavior). By making this role Group-aware, the user who is assigned this role is now effectively limited to working only with those vendors associated within that group or groups.

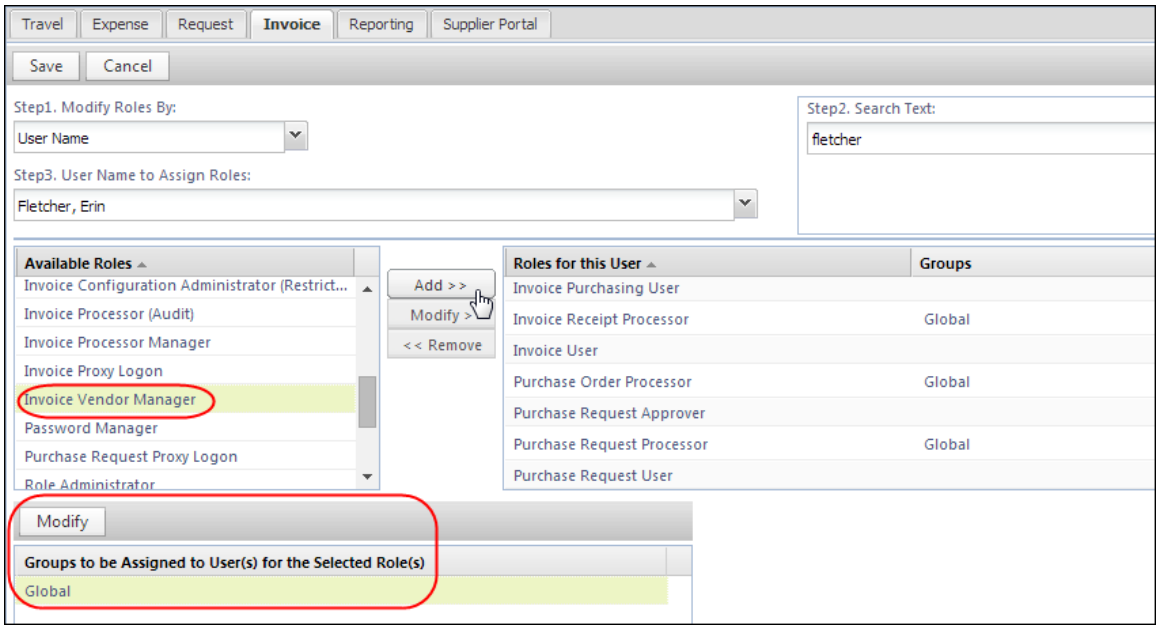
BUSINESS PURPOSE/CLIENT BENEFIT

By making the Vendor Manager role Group-aware, the users with this role assignment can be limited in what vendors they can manage. For a large company, a strategy of assigning managers to selected vendors, by group assignment, can reduce fraud and align resources to regional or departmental differences.

What the Admin Sees

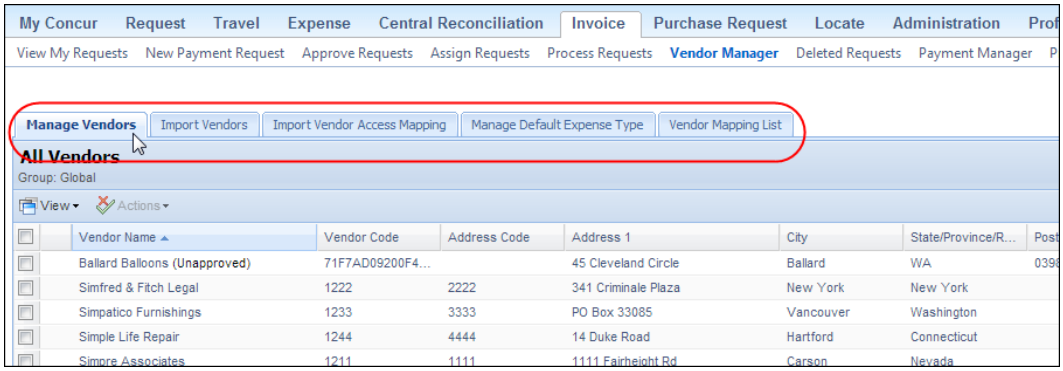
User Admin

The User Admin role will now see the **Groups to be Assigned to the User(s) for the Selected Role(s)** option when assigning the Vendor Manager role to a user. Using the group list, the User Admin can select a group for the Vendor Manager here.



Vendor Manager

The Vendor Manager is limited to working with only those vendors who share the same group assignment. This means only vendors within a group will appear for configuration and management when working with all options on all tabs of the **Invoice** > **Vendor Manager** tool.



Specifically, this limitation applies to actions such as importing vendors, assigning a default user or expense type for the vendor, and mapping a user to a default list of vendors with which they can work.

Configuration

The feature relies on the Vendor Access Mapping import that is used to create the groups to which vendors are assigned. These groups, in turn, are those that the vendor is allowed or prevented from accessing.

This means the Vendor Admin will need to create the hierarchy, via a list, that reflects the vendor grouping and sub-grouping the company wants to put in place. Once this is done, the import is used to map each vendor to the desired group.

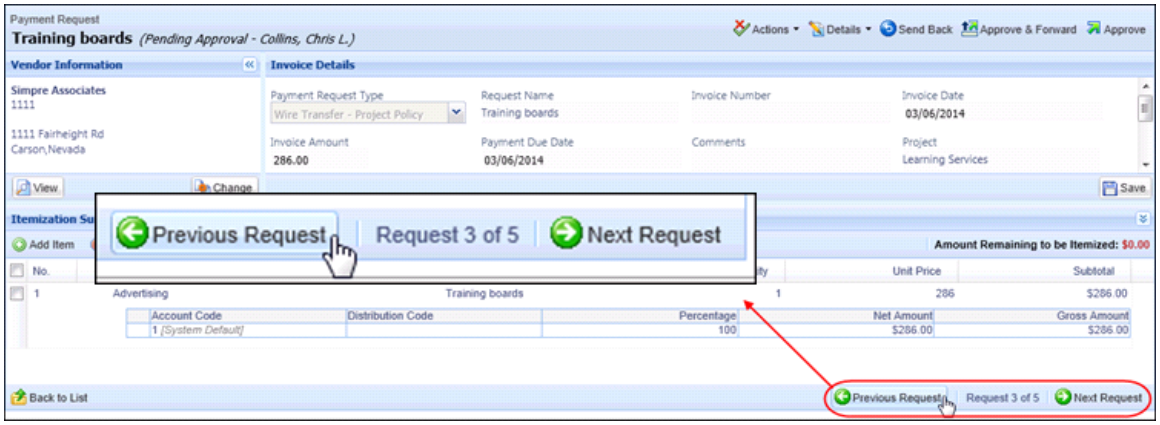
NOTE: The client may need to submit a Service Request to Support to configure certain areas of this feature.

Refer to *Invoice: Vendor Manager User Guide* and the *Invoice: Vendor Employee Access Import User Guide* for more information.

Approver: Move Between Requests by Using New Navigation Buttons

Overview

With this release, the Approver can now move between previously approved requests by using the new **Previous Request** and **Next Request** buttons. This functionality allows the Approver to navigate quickly between these requests types.



NOTE: This functionality does not extend to requests with a status of *Pending Approval*.

Business Purpose/Client Benefit

This feature allows the approver to scan previously approved requests quickly.

What the Admin Sees

The Approver will now see these buttons when working with any set of requests returned using the **Requests you Approved...** queries on the **Payment Request List** page.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Refer to the online Help for more information.

Use Vendor Address Code to Assign a Default User and Expense Type

Overview

We have now expanded the ability to assign a default invoice owner and a default expense type to a specific vendor by allowing you to assign defaults at the Vendor Address Code value/level. In the past, you could only assign a vendor "Acme" one default owner/expense type. Now you can assign ALL locations associated with ACME (Acme East; Acme West) to an individual vendor owner/expense type.

This means that the administrator can assign default owner Bill Smith to Acme in New York, while Acme in Los Angeles can have a default owner of Sue Johnson. The distinguishing criterion is now based on the address code assigned to the vendor location.

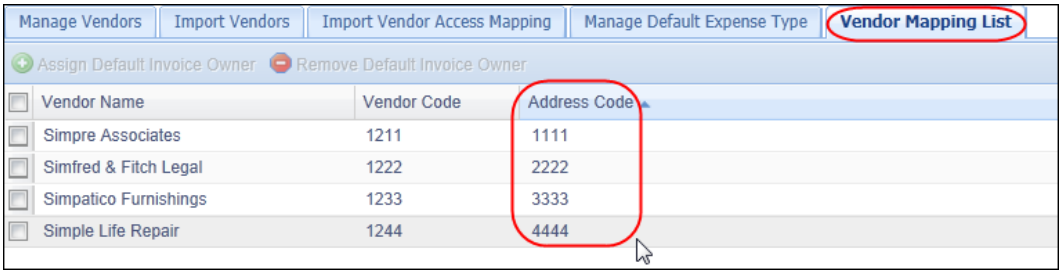
BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement resolves the business case where identical vendor attributes prevent the Vendor Manager from understanding which vendor they are working with when they assign default vendor attributes.

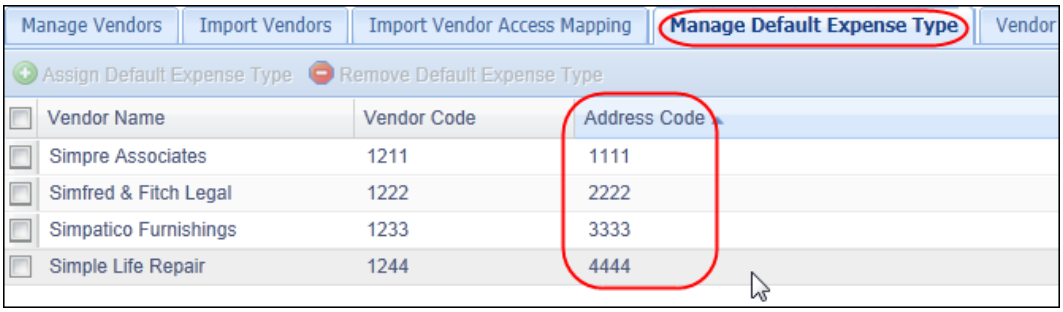
What the Admin Sees

The Vendor Manager will now see an additional column, **Address Code**, when he/she works with the Vendor Manager tool. This column appears in the tabs:

- **Vendor Mapping List:** Used to assign a default user to a vendor:



- **Manage Default Expense Type:** Used to assign a default expense type to a vendor:



Configuration/Feature Activation

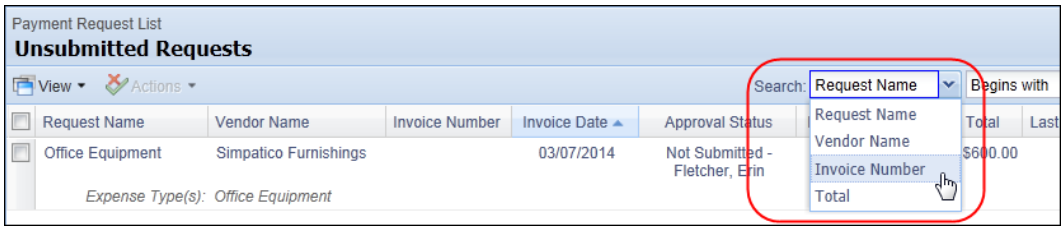
The feature is automatically on; there are no additional configuration or activation steps.

Refer to *Invoice: Vendor Manager User Guide* for more information.

Invoice Number Added as Search Criteria Value on Request List Page

Overview

The **Payment Request List** page search functionality is now enhanced with the addition of the *Invoice Number* value as a search criteria parameter.



This update lets both the request submitter and the Approver quickly locate the request they want simply by entering all or part of the request number of the invoice, and then selecting the new value in the Search list.

BUSINESS PURPOSE/CLIENT BENEFIT

This feature allows fast retrieval of a payment request by entering the invoice number.

What the User and Admin See

Both the original request submitter and the approver will now see *Invoice Number* as a value they can select by using the Search functionality on the **Request List** page.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Workflow Settings: Additional Options Now Available

Two new settings are added to the Workflows Settings tab for this release.

Filter to Only Those Cost Objects That Apply to Approver

Overview

Currently, when a cost object approver reviews a payment request and its entries, they are able to see all cost objects and the total amount. With this release, the view can now be filtered so that only the line item and amount totals with cost objects that apply to that approver are visible.

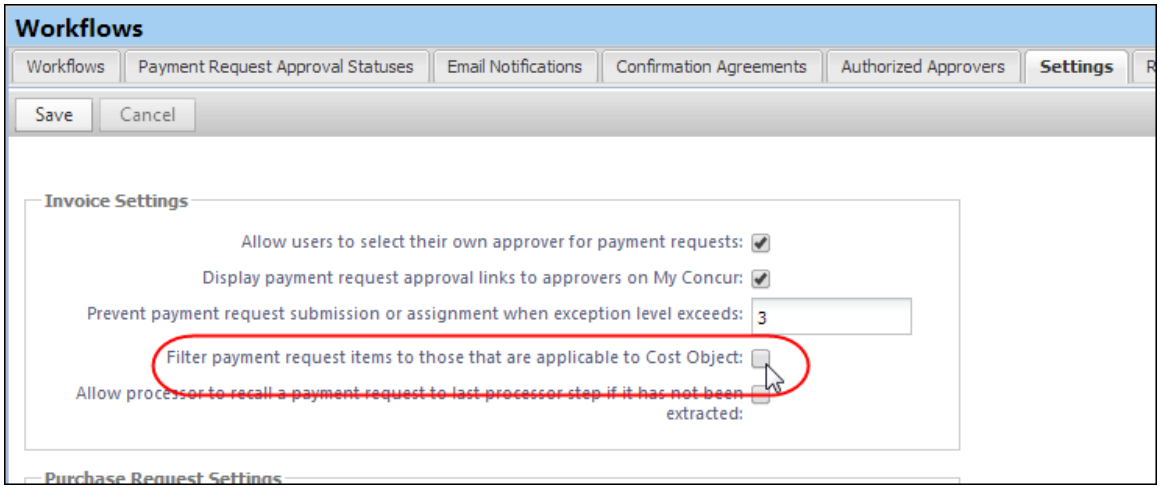
This new setting is not designed to fully hide the other cost object information. It simply filters it out of the display, making it easier for a cost object approver to focus on the items that apply to him/her.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement clears the view for the cost object approver, allowing him/her to evaluate the entries, price, and total quickly for a successful approval step.

What the Admin Sees

The Workflow administrator will now see the **Filter payment request items to those that are applicable to Cost Object** setting in the **Settings** tab of the Workflows tool.



Configuration/Feature Activation

Use the following procedure to select (enable) this setting (cleared (disabled) by default).

To enable this setting and filter the cost object view:

1. Click **Administration** > **Invoice Admin** > **Workflows** (left menu).
2. Click the **Settings** tab.
3. Select the **Filter payment request items to those that are applicable to Cost Object** setting.
4. Click **Save**.

Allow Processor to Recall Payment Request to Last Processor Step

Overview

Any payment request that is not yet extracted, and has completed the processor approval step can now be recalled to the last processor step. This feature lets the processor place a request back into workflow if there is a reason to avoid payment and have the request reviewed by a processor.

The feature works by enabling a setting that then displays the **Recall Request to Processor** button.

Note that, when returned to the last processor, any workflow Skip step included in the request's original workflow is ignored.

BUSINESS PURPOSE/CLIENT BENEFIT

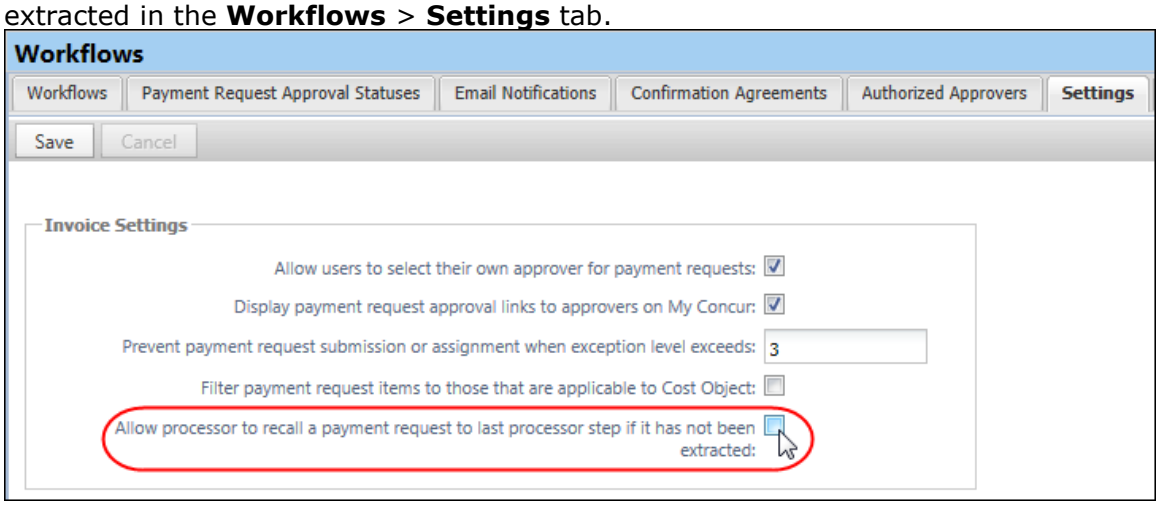
This enhancement lets a processor put a payment request into the last processor step if there are any issues with the request that require additional review.

What the Admin Sees

The Processor role will now see the **Recall Request to Processor** button if the payment request:

- Is not yet extracted, or sent for payment, but has finished the processor workflow review
- Is not currently in a Processor workflow review step – this function is unavailable whenever a request is pending a processor review

The Invoice Configuration administrator will now see a new setting, **Allow processor to recall a payment request to last processor step** if it has not been extracted in the **Workflows** > **Settings** tab.



Configuration/Feature Activation

Use the following procedure to select (enable) this setting (cleared (disabled) by default).

To enable this setting and allow recall to the last processor:

1. Click **Administration** > **Invoice Admin** > **Workflows** (left menu).
2. Click the **Settings** tab.
3. Select the **Allow processor to recall a payment request to last processor step** setting.
4. Click **Save**.

Refer to *Invoice: Workflows – General Information Setup Guide* for more information on these new settings..

Processor: List Item Search Supports Code Value When Creating Query

Overview

Concur has added a new check box in the **Query Builder** which enables you to search by list item code.

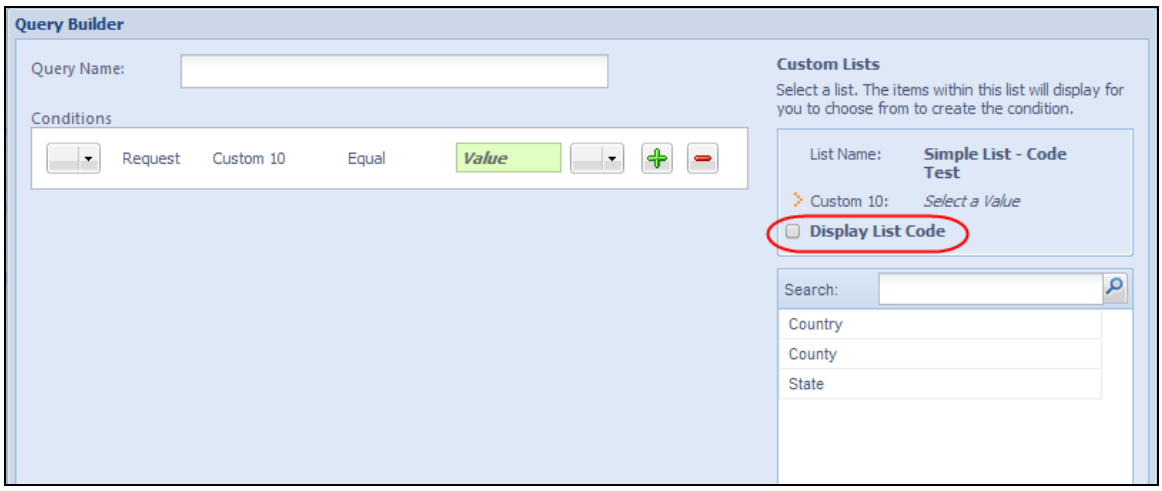
NOTE: The feature is only available when you search for list items.

BUSINESS PURPOSE/CLIENT BENEFIT

This feature enables you to perform searches more accurately and to avoid receiving duplicate list items for instance.

What the User Sees

If the user has a processor role, he/she can now see new a check box, **Display List Code**, in the **Query Builder**. When the user selects (enables) this check box, the list code appears together with the list item.



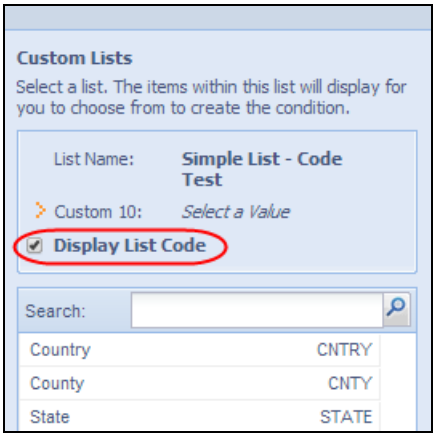
Feature Activation

Activate the feature in the **Query Builder**.

To activate the Display List Code feature:

1. Click **Invoice** > **Process Request** > **Query** > **New Query**.
   The Query Builder window appears.

2. Select (enable) the **Display List Code** check box.



📖 Refer to *Invoice: Processor User Guide* for more information about building queries.

Coming Soon The Concur User Experience Evolution

Organizations and their end users are holding their enterprise solutions to higher standards as the requirements of their business change – wanting their enterprise solutions to be intuitive, effortless, integrated, and efficient. Concur is committed to delivering the best Travel, Expense, Invoice, and related solutions for its 20,000+ clients worldwide, and is building a solid foundation that will be leveraged to meet these challenges.

The Concur User Experience Evolution is a key initiative that will accomplish three primary goals.

- Modernize the user experience and increase the usability of Concur applications, while maintaining the ability to apply and enforce company policies
- Implement features and functionality in a manner that provides clients with the maximum benefits for their Travel, Expense, and Invoicing needs, while minimizing change-management impacts
- Allow effortless navigation and access to features for all products on the web and mobile devices

Concur's goal is to continue to enhance the user experience to ensure products meet each client's evolving needs. This, along with technology and competitive influencers, are key inputs to internal strategies and used to inspire innovation. As Concur drives to provide the best solutions for clients, Concur will continue to improve the interface to meet that need. The evolving user experience will start in 2014 and will be ongoing as Concur continues to strive for excellence in partnership with clients.

Specific product lines impacted are:

- Travel (Standard, Professional)
- Expense (Standard, Professional, Small Business)
- Invoice Management (Standard, Professional)
- Request (Professional)
- TripLink

Key features and enhancements are:

- Enhanced Home and Expense pages with effortless navigation and a modern consumer-based application "Look-and-Feel"
- A streamlined travel summary and booking workflow process
- Consistent terminology and iconography – across all product lines including Travel, Expense, and Invoice
- A dashboard design with logical grouping of like functions and tasks to minimize the number of popups or pages required to complete a specified task

- A facts and stats section with key metrics and other helpful information for the user
- Actions, alerts, and notifications that are clearly defined and visible
- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Schedule

Implementation of the enhanced UI will start for select clients in August 2014. General release is scheduled to begin in October 2014 and will run through early 2015. General release clients will be allowed to preview the enhanced interface and related changes during this period. They can toggle between the current interface and the enhanced one, as required for their specific needs.

Resources

Concur will launch a formal communication and client engagement plan that will run through implementation and include webinars, videos, formal messaging, and an online website dedicated to the evolution. Clients can also leverage standard support channels as well as social media to stay informed or provide feedback.

Section 2: Resolved Cases

The following cases were resolved for this release.

Case ID	Case/Defect Description
04679052	**Invoice / Vendor Custom Field** The Custom vendor field type is case sensitive, and should instead be case insensitive to support a search where the user does not know the case of the vendor they are searching for.
04679037	**Invoice / Audit Rules** Add the "Does Not Begin With" operator for the Detail Allocation data object to help client with validation issues.

Section 3: Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Microsoft Internet Explorer Version 7.x Retirement December 2014

Overview

Support for the Microsoft Internet Explorer (IE) version 7.0 browser under Concur products will end December 31, 2014. Clients using IE v. 7.0 are *strongly* advised to update to the latest IE browser version (v. 11.0) no later than August 1, 2014. This will ensure that clients can comfortably transition by the December 31 deadline.

Background

Microsoft ended support for this version of their IE browser in accordance with their product lifecycle program. Concur has continued support to ensure clients could transition to a newer browser in a timely manner.

📖 Refer to *Browser Support* in the *Concur: Supported Configurations* document for more information about supported browsers under Concur products.

Internet Explorer V. 11: Best Practice for Use With Concur Products

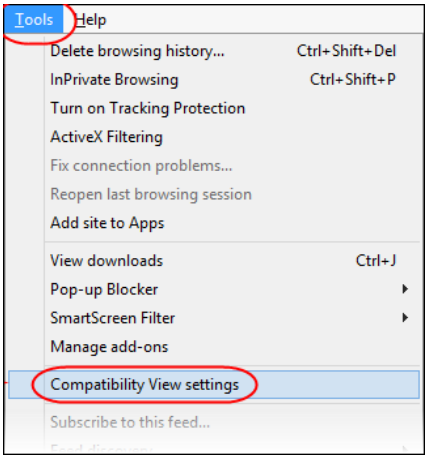
Overview

With the release of Microsoft Internet Explorer (IE) version 11.0 some issues have been identified that may cause problems when viewing and working with Concur products such as Expense, Invoice, and others.

To resolve these issues, it is strongly recommended that the client implement Compatibility Mode in IE v.11 by adding the Concur URL to the browser's compatibility list, available on the **Tools** menu of the browser.

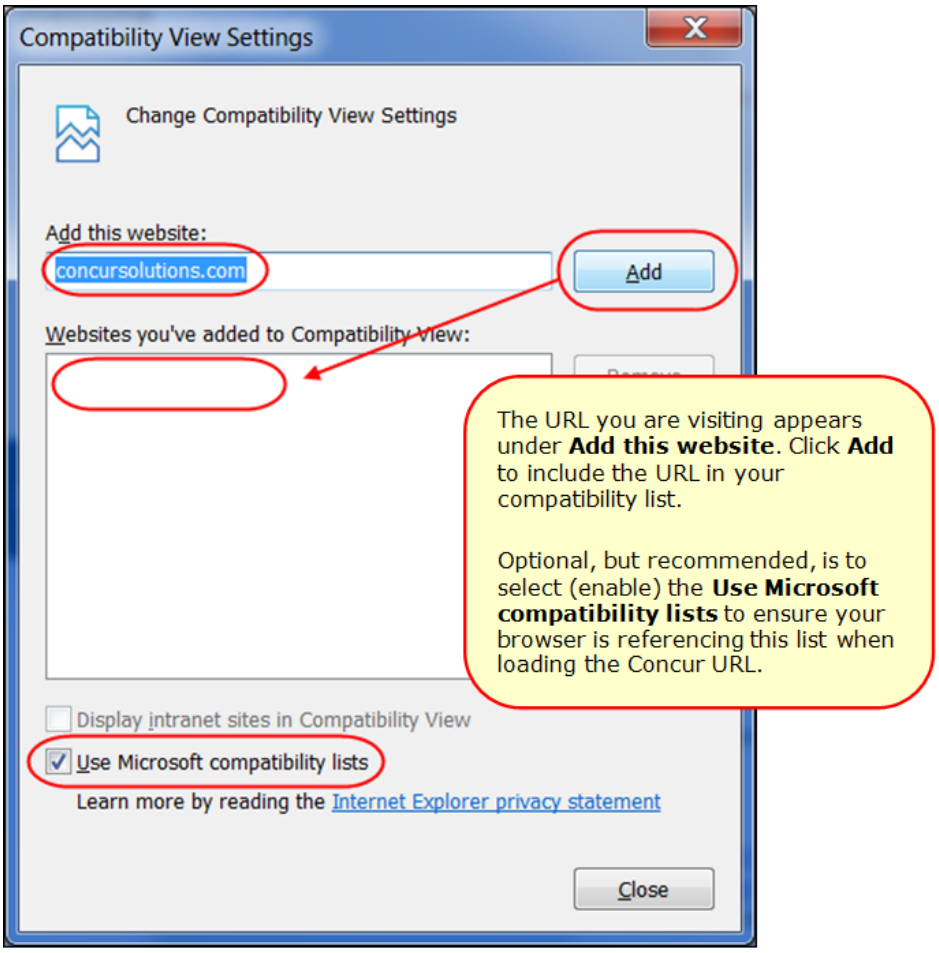
▶ ***To add Concur to your IE v. 11 compatibility list:***

1. In IE v.11, load the Concur page (for example, www.concursolutions.com).
2. Click Tools > Compatibility View settings to open the Compatibility View Settings dialog box.



Optional: If the **Tools** menu is not displayed, show this menu by pressing Alt.

3. Click **Add** to include the Concur URL in the **Websites you've added to Compatibility View** list.



TIP: Select (enable) the **Use Microsoft compatibility lists** option to ensure this list is used when accessing Concur products.

4. Click **Close**.

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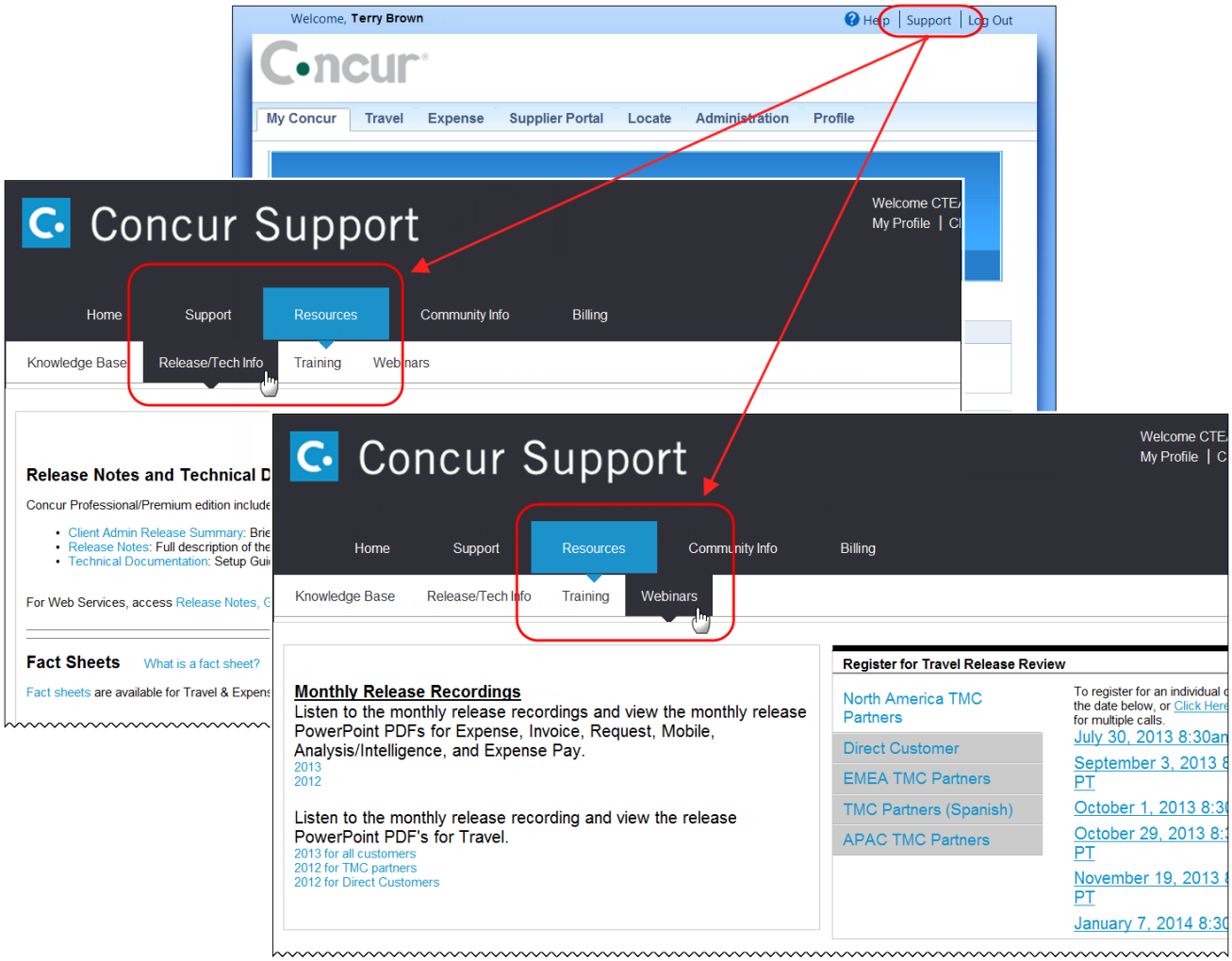

NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

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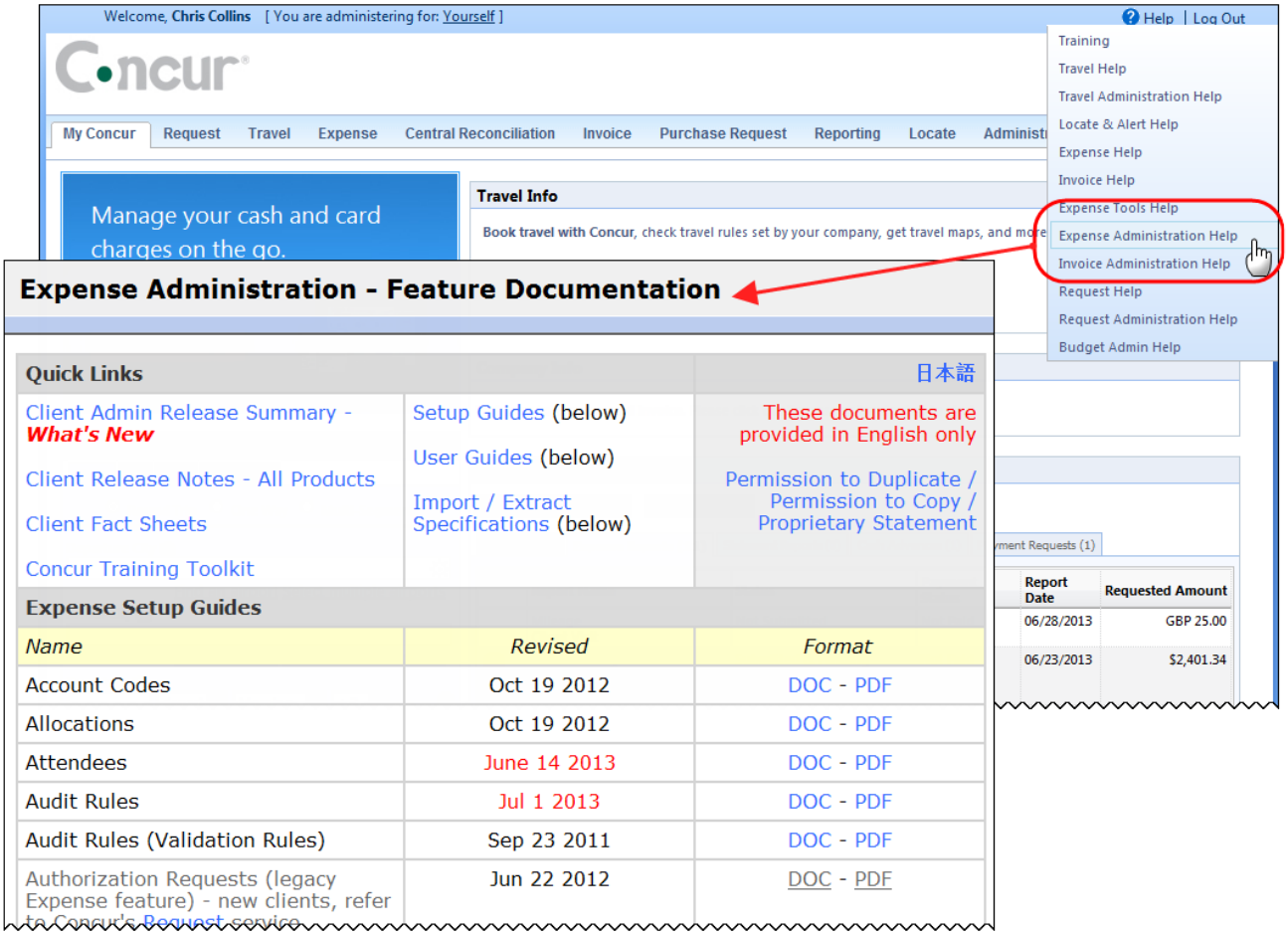


Concur Release Notes **Invoice Professional/Premium** *Includes:* Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
June 2014 Initial Post: Thursday June 12 10PM PST	Client—***FINAL***

Contents

Release Notes

Invoice Management

AP User Role Is Now a Group-Aware Role

Overview

With this release, the AP User role is now a Group-aware role. By making the AP User role Group-aware, the users with this role assignment can be limited in what unassigned requests they can assign, and to whom. For a large company, a strategy of matching Vendor Access groups to regions means unassigned requests with regional attributes are managed and assigned by the AP User for that region, thus filtering the work and the view of unassigned requests.

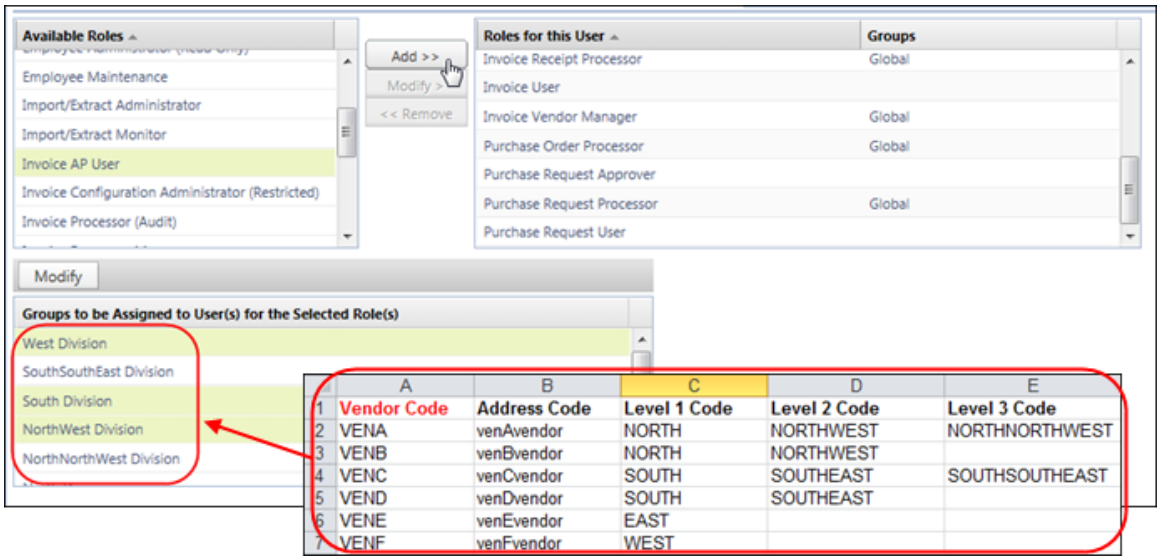
BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement lets a company filter and route unassigned requests to their AP Users by region or similar based on how their Vendor Access groups are configured.

What the User Admin Sees

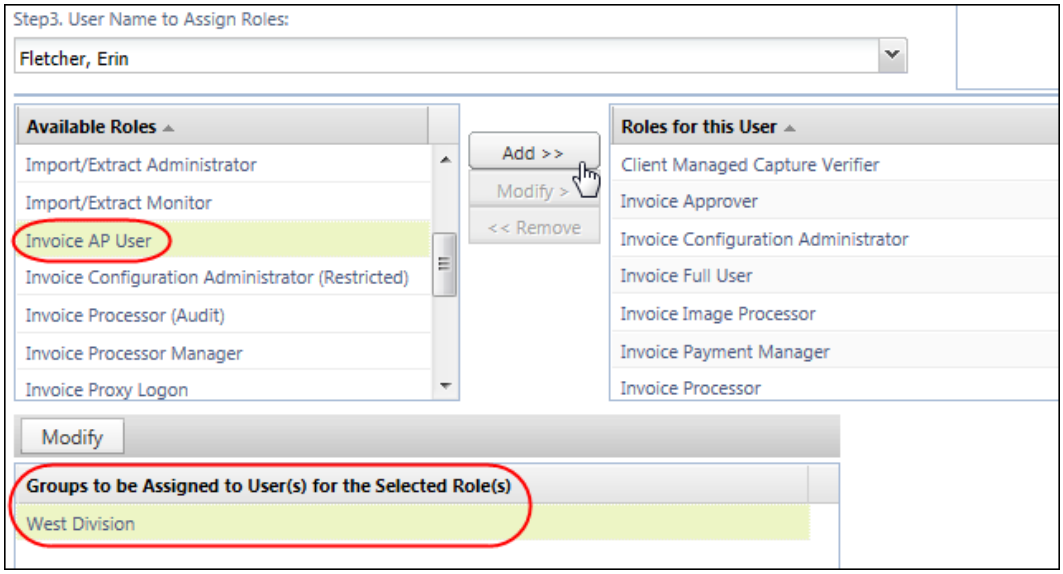
The User Admin role will now see the **Groups to be Assigned to the User(s) for the Selected Role(s)** option when assigning the Invoice AP User role to a user. Note that the groups listed for selection are not traditional "Groups" as created using the Group Configurations tool, but instead the groups imported and managed using the Vendor Manager tool's import functionality.

In the figure below, the XLS import includes the hierarchies and the vendors assigned to one or more groups.



These groups represent the configured company hierarchy that drives what region (in the example above) a vendor is assigned to, and thus also what region the AP User is assigned to by association.

In the figure below, Erin Fletcher is assigned to, and may now work with, VendorF (VENF) *only*, as this is the only vendor group available to her.



PROCESSOR ROLE ASSIGNMENT AND UNASSIGNED REQUESTS VIEW

Please note that, if the Processor or Processor Manager role is assigned along with the AP User role, the processor view takes precedence. This means that, if the Processor is assigned the Global group, this view is the default, and the list of unassigned requests will represent all those created under the same group.

Configuration

The feature relies on the Vendor Access Mapping import that is used to create the groups to which AP Users are assigned. These groups, in turn, are those that this role is allowed or prevented from accessing.

The following steps are required to implement the feature:

- Vendor Admin creates the vendor hierarchy that reflects the vendor grouping and sub-grouping the company wants to put in place, and then imports this data
- The User Admin assigns the AP User role choosing one or more groups for the user or import with overnight employee import

NOTE: The client may need to submit a Service Request to Support to configure certain areas of this feature.

THE VENDOR ACCESS GROUP FEATURE - INFORMATION

Since the AP User is now a group-aware role, you will need to configure your access groups to align with the business objective (that is regional or other attribute). This feature is described in the *May 2014 Invoice Professional release notes*, and in the documents referenced below.

📖 Refer to *Invoice: AP User User Guide*, *Invoice: Vendor Manager User Guide* and the *Invoice: Vendor Employee Access Import User Guide* for more information.

Vendor Manager: Include or Exclude from Capture Processing

Overview

Concur has added a new option whereby the Vendor Manager can select whether to include or exclude the vendor that is available to select through the OCR engine when using the Capture Processing tool.

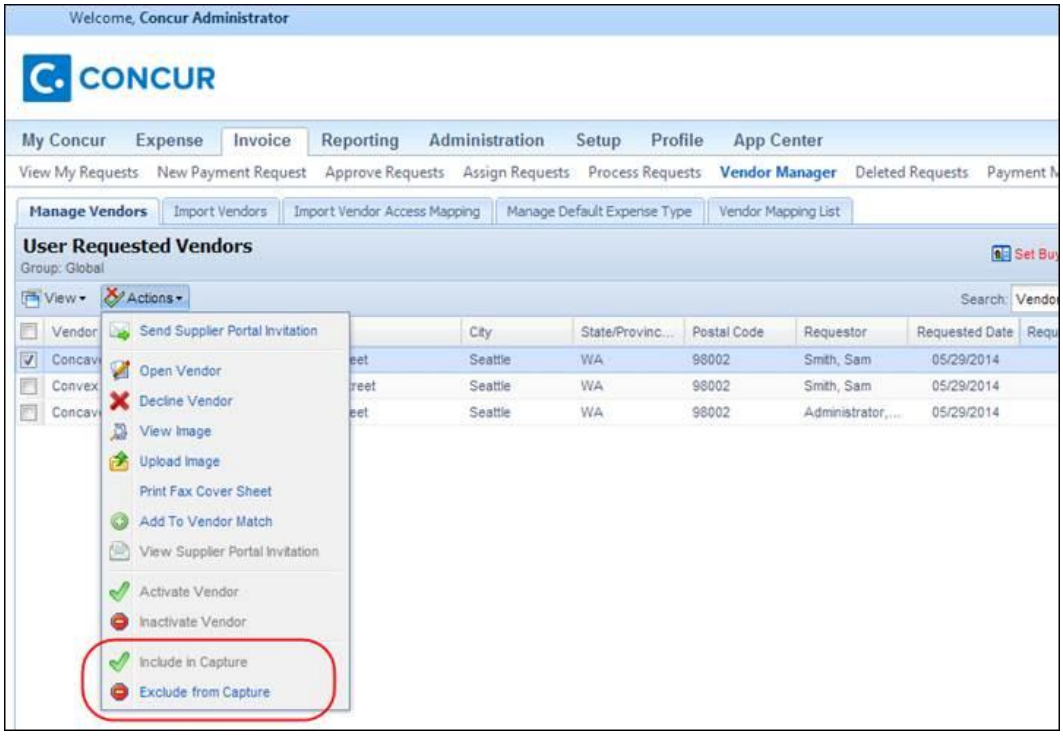
For example, this may be useful when there is cross-department billing within a company and clients have set themselves up as vendors. By filtering out this vendor from the OCR engine the capture process will be more accurate at finding the correct vendor for the request.

BUSINESS PURPOSE/CLIENT BENEFIT

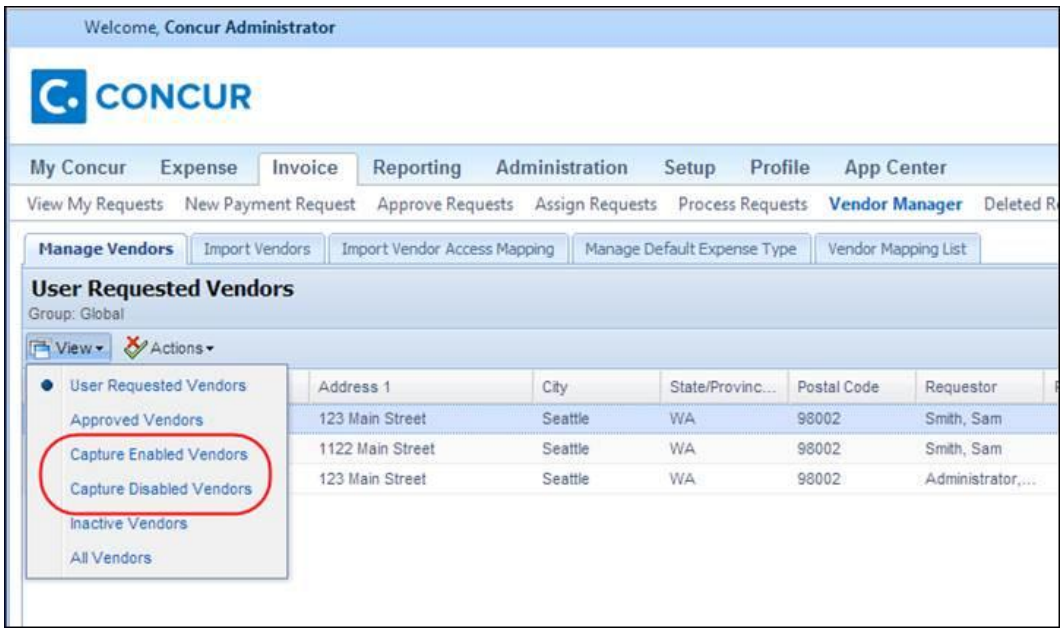
The new capture processing option provides better accuracy at selecting the correct vendor the first time.

What the Vendor Manager Sees

A user with the Vendor Manager role has the option to prevent selected vendors from being included in requests processed through OCR. In the **Actions** menu, the Vendor Manager may select either **Include in Capture** or **Exclude from Capture**.



If the Vendor Manager would like to see a list of either capture enabled vendors or capture disabled vendors, he/she can do this in the **View** menu by selecting **Capture Enabled Vendors** or **Capture Disabled Vendors**.



If the Vendor Manager is importing vendors by using the template that is available in the **Import Vendor** tab, he/she may select Y/N in the **Vendor Visible For Content Extraction** column.

Coming Soon The Concur User Experience Evolution

Organizations and their end users are holding their enterprise solutions to higher standards as the requirements of their business change – wanting their enterprise solutions to be intuitive, effortless, integrated, and efficient. Concur is committed to delivering the best Travel, Expense, Invoice, and related solutions for its 20,000+ clients worldwide, and is building a solid foundation that will be leveraged to meet these challenges.

The Concur User Experience Evolution is a key initiative that will accomplish three primary goals.

- Modernize the user experience and increase the usability of Concur applications, while maintaining the ability to apply and enforce company policies
- Implement features and functionality in a manner that provides clients with the maximum benefits for their Travel, Expense, and Invoicing needs, while minimizing change-management impacts
- Allow effortless navigation and access to features for all products on the web and mobile devices

Concur's goal is to continue to enhance the user experience to ensure products meet each client's evolving needs. This, along with technology and competitive influencers, are key inputs to internal strategies and used to inspire innovation. As Concur drives to provide the best solutions for clients, Concur will continue to improve the interface to meet that need. The evolving user experience will start in 2014 and will be ongoing as Concur continues to strive for excellence in partnership with clients.

Specific product lines impacted are:

- Travel (Standard, Professional)
- Expense (Standard, Professional, Small Business)
- Invoice Management (Standard, Professional)
- Request (Professional)
- TripLink

Key features and enhancements are:

- Enhanced Home and Expense pages with effortless navigation and a modern consumer-based application "Look-and-Feel"
- A streamlined travel summary and booking workflow process
- Consistent terminology and iconography – across all product lines including Travel, Expense, and Invoice
- A dashboard design with logical grouping of like functions and tasks to minimize the number of popups or pages required to complete a specified task
- A facts and stats section with key metrics and other helpful information for the user
- Actions, alerts, and notifications that are clearly defined and visible

- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Schedule

Implementation of the enhanced UI will start for select clients in August 2014. General release is scheduled to begin in October 2014 and will run through early 2015. General release clients will be allowed to preview the enhanced interface and related changes during this period. They can toggle between the current interface and the enhanced one, as required for their specific needs.

Resources

Concur will launch a formal communication and client engagement plan that will run through implementation and include webinars, videos, formal messaging, and an online website dedicated to the evolution. Clients can also leverage standard support channels as well as social media to stay informed or provide feedback.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Microsoft Internet Explorer Version 7.x Retirement December 2014

Overview

Support for the Microsoft Internet Explorer (IE) version 7.0 browser under Concur products will end December 31, 2014. Clients using IE v. 7.0 are *strongly* advised to update to the latest IE browser version (v. 11.0) no later than August 1, 2014. This will ensure that clients can comfortably transition by the December 31 deadline.

Background

Microsoft ended support for this version of their IE browser in accordance with their product lifecycle program. Concur has continued support to ensure clients could transition to a newer browser in a timely manner.

📖 Refer to *Browser Support* in the *Concur: Supported Configurations* document for more information about supported browsers under Concur products.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

Refer to *Additional Release Notes, Webinars, and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

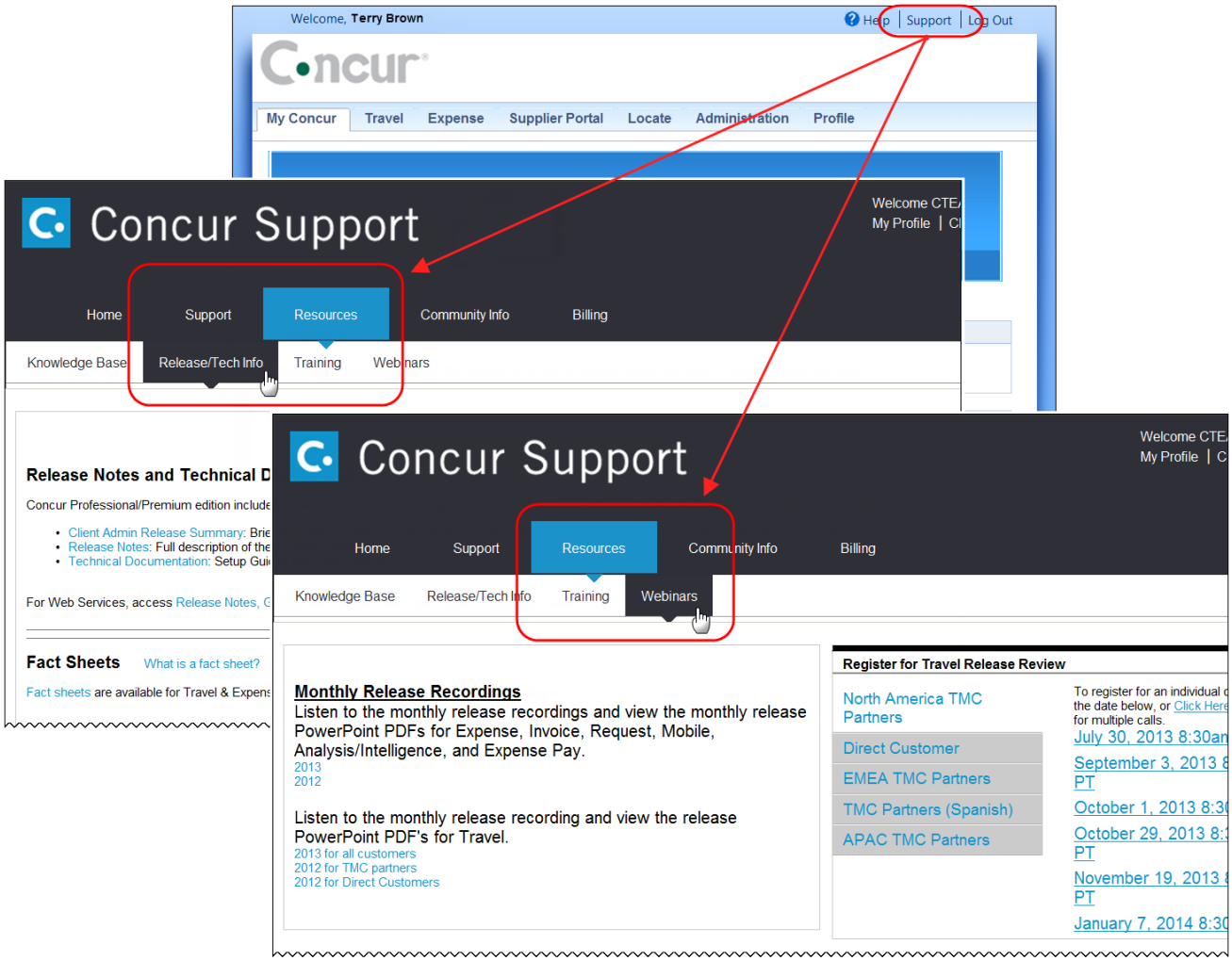
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then – in the Concur Support portal – click **Resources**.

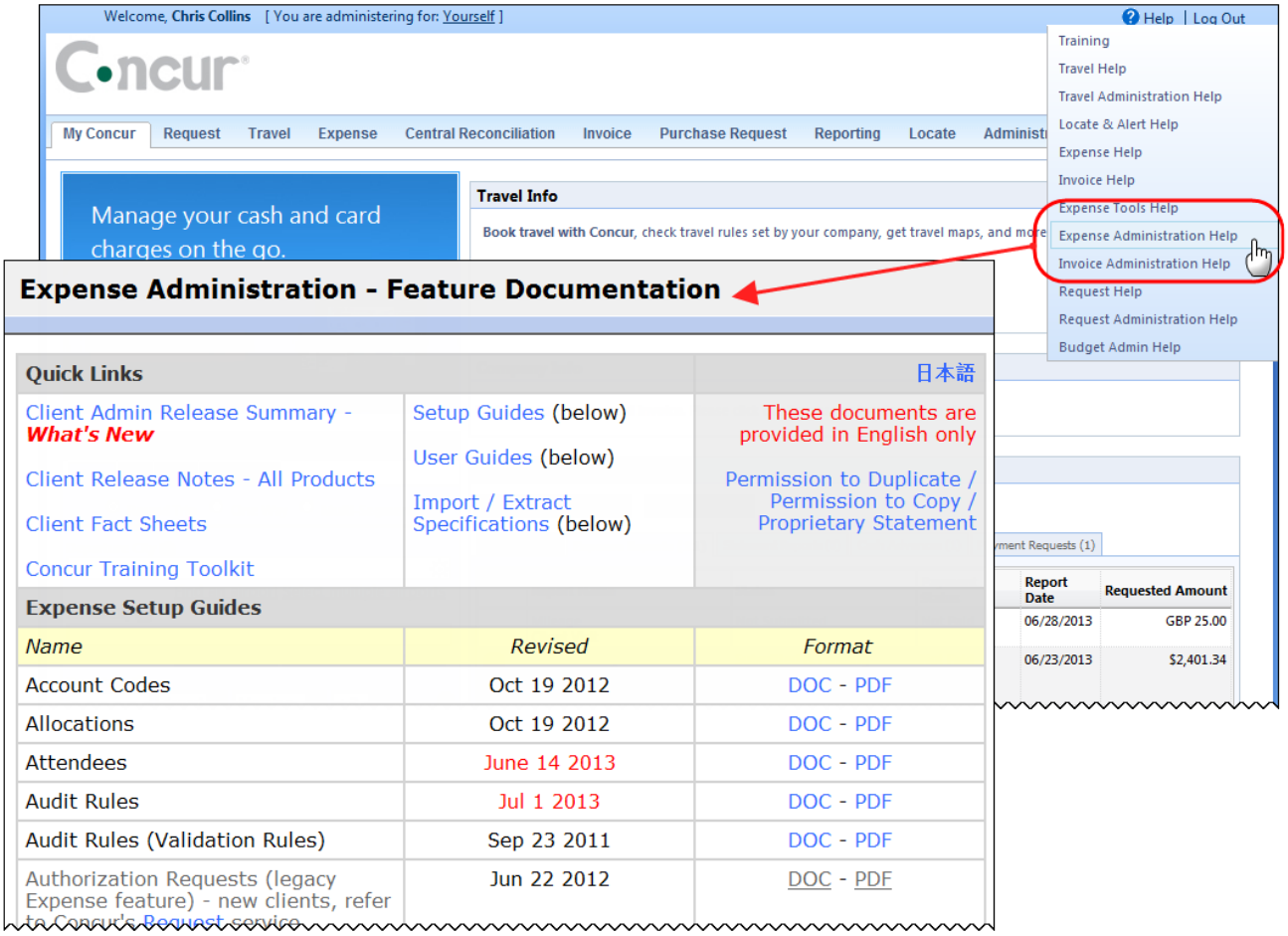
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.



Concur Release Notes **Invoice Professional/Premium** Includes: Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
July 2014 Update #1: Thursday, July 17, 10:45 AM PT	Concur Clients

Contents

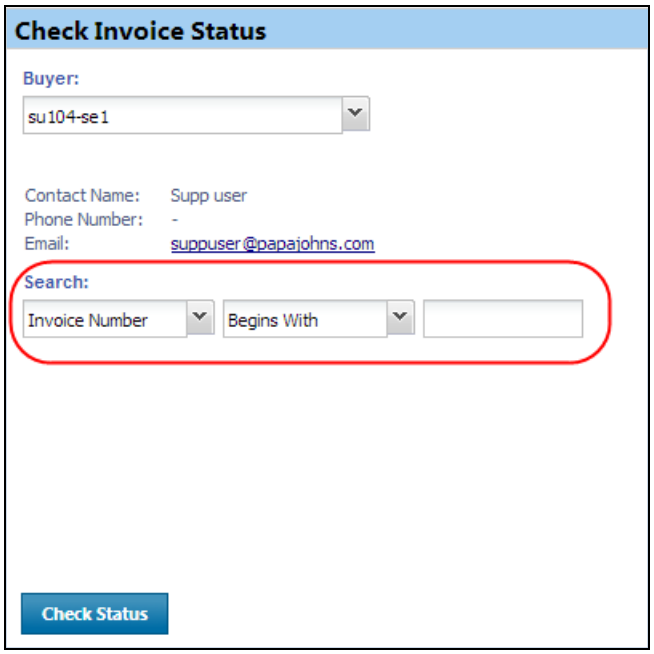
Release Notes

Invoice Management

Supplier Portal: More Search Options on Invoice Statuses

Overview

To ensure that Suppliers can find and view the status of their invoices easily, Concur has added search options for invoices in the **Check Invoice Status** window on the Supplier Portal.

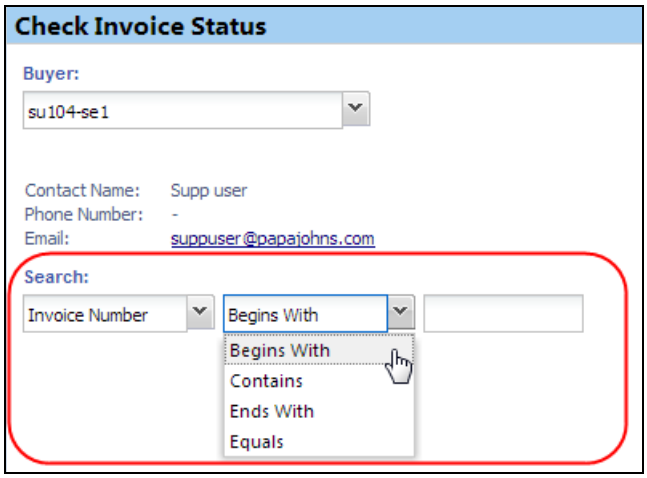


BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement makes it easier for Suppliers to search for invoice statuses.

What the Supplier Sees

The Supplier will have more search options when they search for invoice statuses.



The following search options are available.

Search Option	Operator	Selector
Invoice Date	Select one of the following: • Equals • Before • After	Calendar Date Selector
Invoice Number	Select one of the following: • Begins With • Contains • Ends With • Equals	Text Entry Field
Payment Status	Select one of the following: • Equals • Does not Equal	Select one of the following: • Cancelled • Extracted • Not Paid • Paid • Pending Payment • Voided
Amount	Select one of the following: • Equals • Less Than • Less Than or Equal • Greater Than or Equal • Greater Than	Numeric Entry Field

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

📖 Refer to *Invoice: Supplier Portal User Guide* for more information.

Allocation: Create Allocation Favorites

Overview

Concur end users often allocate many expenses in an identical manner. For example, they will allocate 20% of an expense to Cost Center A, and 80% to Cost Center B. The Allocation Favorites feature allows the user to save a group of allocations, to use on other expenses.

When the user applies these allocation favorite "sets" to another expense, the system validates the data in those stored allocation records to ensure any project codes or other list fields are still valid, and alerts the user if the user needs to correct data. The user adds the allocation to the expense, and then the user can edit the allocation just like a manually entered allocation row.

This feature is applicable to both purchase requests and payment requests.

NOTE: Before you create and manage your favorite allocations, you must configure the Payment Request Allocation form in **Forms and Fields** in **Invoice Admin**.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides speed of data entry, allowing users to allocate certain expenses in a nearly identical manner.

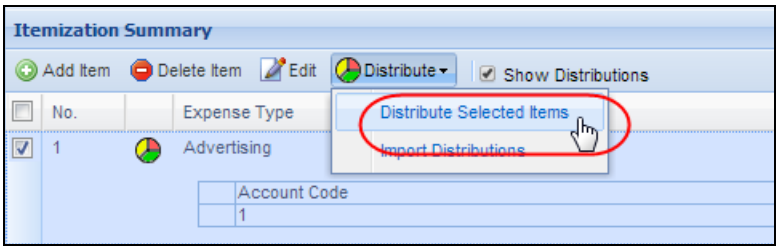
What the User Sees

Users will have the option to edit, assign, and remove favorite allocations that they have created.

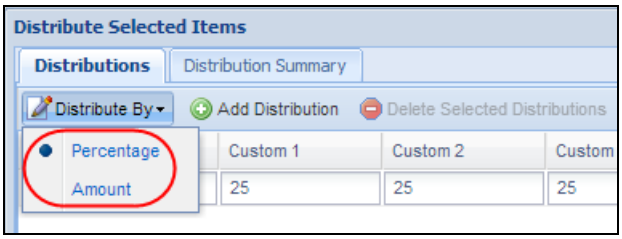
MANAGE FAVORITE ALLOCATIONS

▸ ***To create allocation favorites:***

1. Create a payment request.
2. Add items (expenses) to the payment request.
3. Click **Save**.
4. Click **Distribute** > **Distribute Selected Items**.



5. In the **Distribute By** menu, select if you would like to distribute the allocation by amount or percentage.



The columns that appear on the **Distribution** page vary depending on your configuration in **Forms and Fields** in **Invoice Admin**.

NOTE: You can use the **Add Distribution** button to correctly identify and budget the expense to the accounting system. For example, use this if your need to spread your expenses across several projects or departments.

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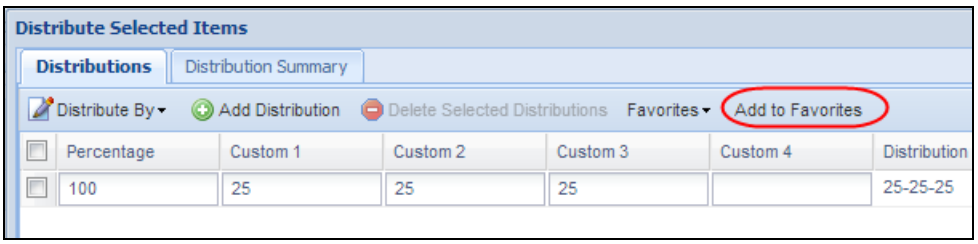
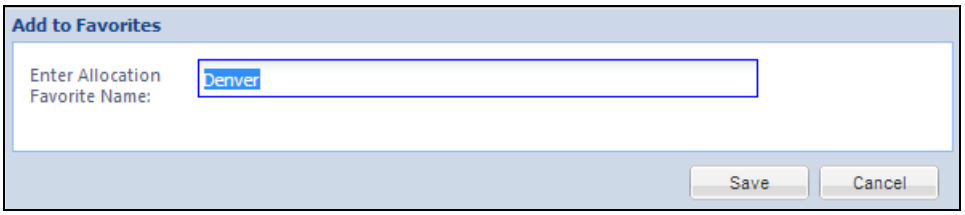
6. Click **Add to Favorites**.

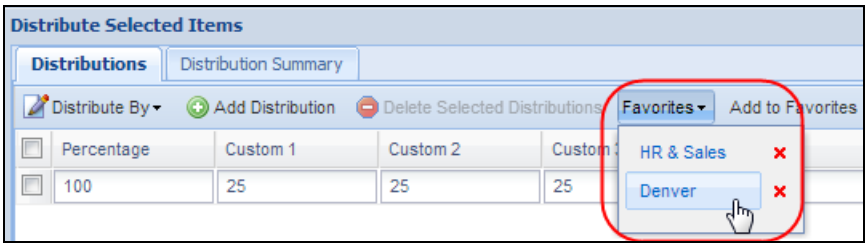


The **Add to Favorites** screen opens.

7. Enter a name for the allocation favorite and then click **Save**.



The system adds the allocation to your favorites, which you can see if you click **Favorites**.

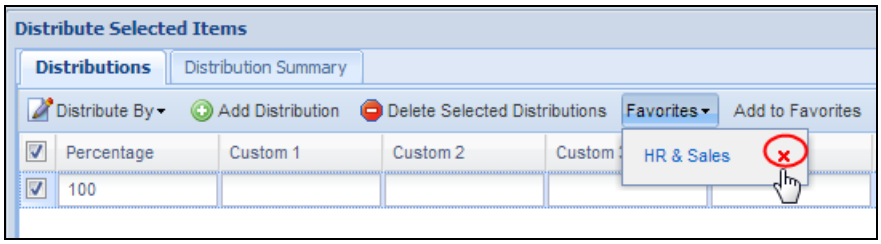


To assign your allocation favorites:

To assign your allocation favorites, follow the *To create allocation favorite* procedure that is described above. However, instead of clicking **Add to Favorites**, in the **Favorites** menu, select the favorite allocation that you would like to use.

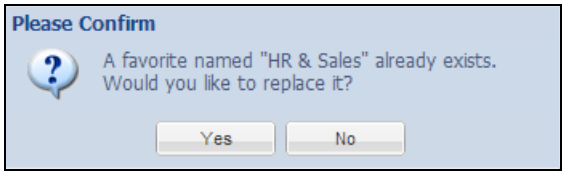
To remove allocation favorites

Over time, allocation favorites will become incorrect or obsolete. The user can remove out-of-date allocation favorites by clicking on the red X icon next to the name as shown in the figure below.



To edit allocation favorites

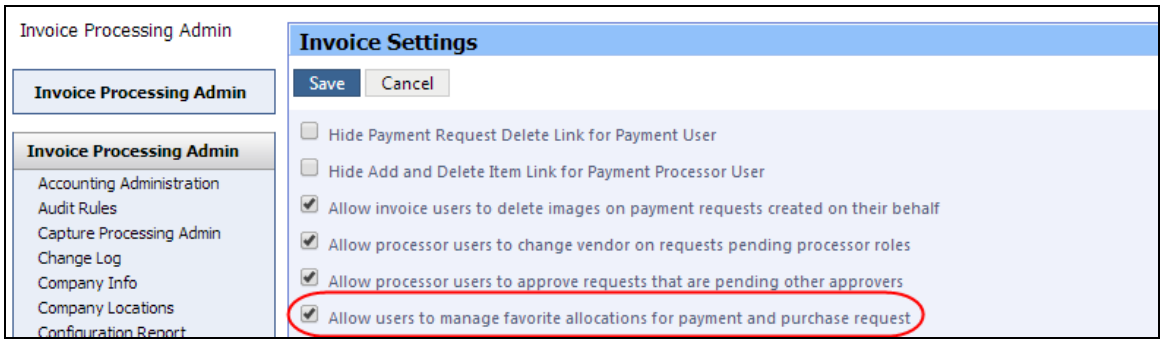
The user can update the set by using it on an expense, making needed corrections, and then saving the resulting allocations to the same allocation favorite name. The system will confirm that the user wants to overwrite the existing set.



On the **Distribution Summary** page of the **Distribute Selected Items** window, the user may view a summary of a distribution he/she made of a particular line item.

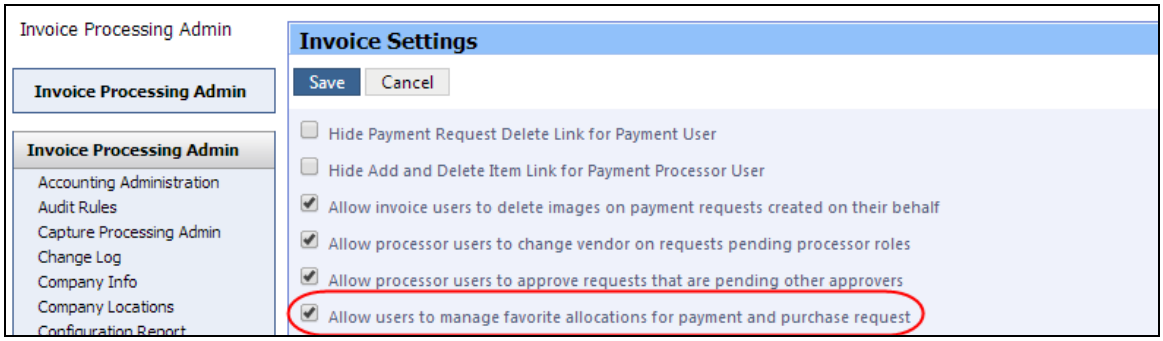
What the Administrator Sees

Concur has selected (enabled) this feature by default which the Invoice Admin may change in **Invoice Settings**.



Configuration/Feature Activation

Concur has selected (enabled) this feature by default. All companies that use allocations will have it available to their users. If you do not wish to have this feature on for your users, you may turn it off. Do this by using options on the **Invoice Settings** page of **Invoice Admin**. Select the **Allow users to manage favorite allocations** check box to enable this feature and turn off the feature by clearing (disabling) the check box.



Refer to *Invoice: Allocations Setup Guide* and *Invoice: Invoice Settings Setup Guide* for more information.

Recurring Invoice: New Options to Manage Invoice Numbers

Overview

To make it easier for clients to manage invoice numbers when creating recurring invoices, Concur is introducing additional options to handle recurring invoices for Invoice Users. These options enable an Invoice user to move invoices into his/her ERP system without manual intervention.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides more options for clients who use the recurring invoice feature and provides a solution for duplicate invoice number challenges.

What the User Sees

The Invoice user will now have three options to handle invoice numbers for recurring invoices.

- **Copy Invoice Number from current payment request**: This is the current behavior and will be the default option.
- **Blank out Invoice Number**: Concur does not copy the invoice number from a current payment request, but instead blanks out the invoice number.

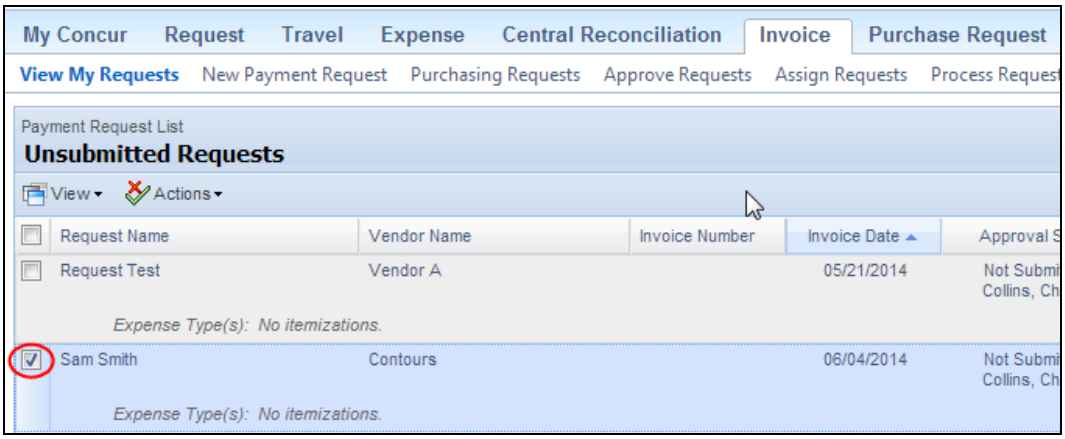
NOTE: This might not be the optimal solution if the **Invoice Number** is a required field in the client's configuration of Invoice.

- **Copy Invoice Number from current request, but add auto-incrementing value as a suffix**: Concur maintains the invoice number, and then adds a hyphen and number to the end of the invoice number to make it unique. For example, if the invoice number is 1234, then the recurring invoice numbers that are created from that template will be 1234-001, 1234-002, and so on.

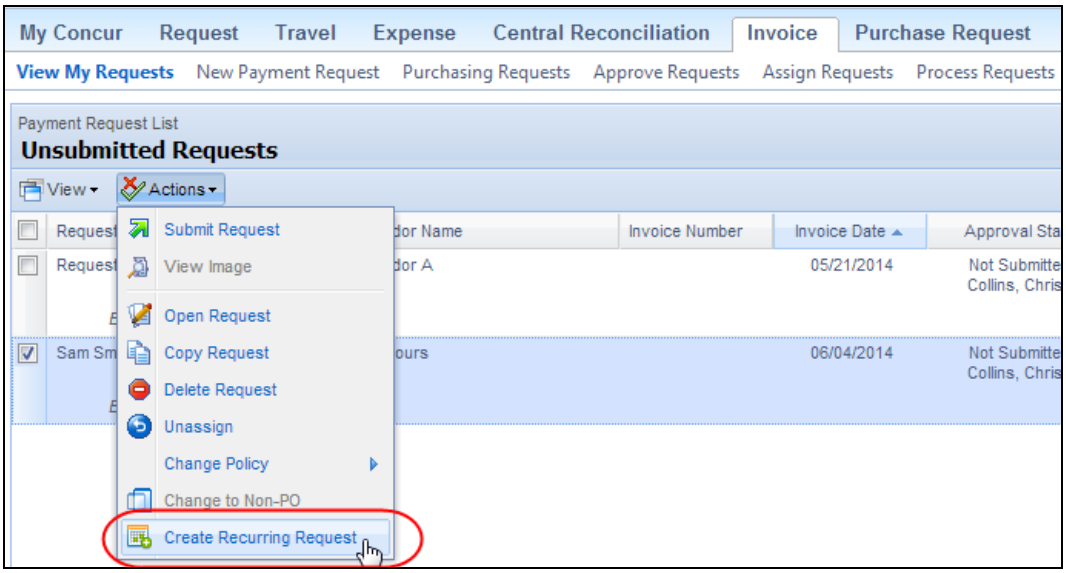
To manage invoice numbers

1. Locate the payment request from which you would like to create a recurring invoice.

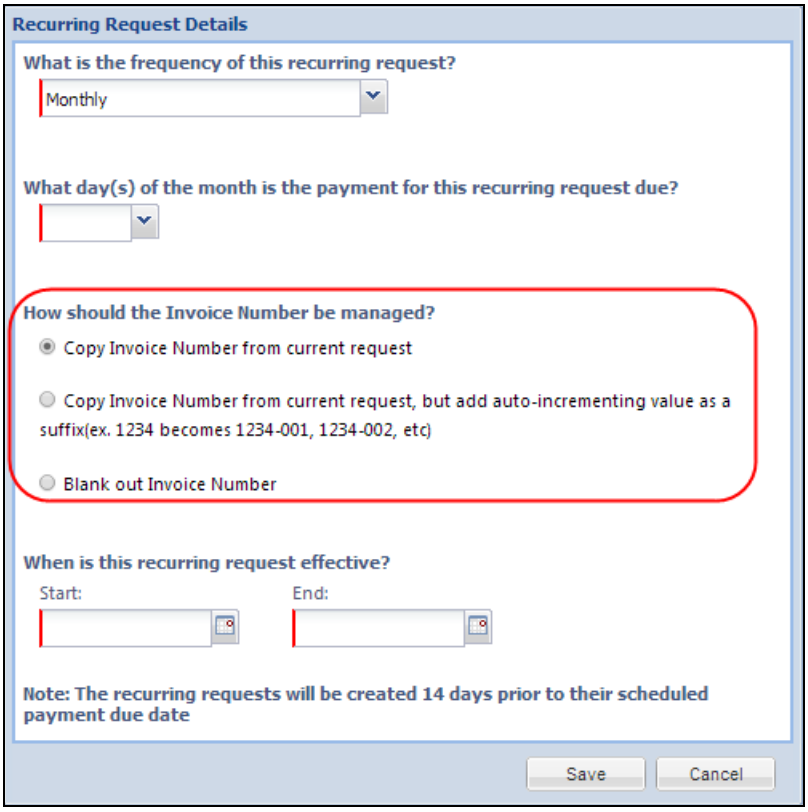
2. Select the payment request by selecting (enabling) the checkbox next to the payment request, or open the payment request by double-clicking it.



3. Click **Actions** > **Create Recurring Request**.



The **Recurring Request Details** window appears.



4. In the **How should the Invoice Number be managed?** list, select one of the three options.
   Ensure that you have selected the other options in the window too.

5. Click **Save**.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Refer to *Invoice: Invoice Settings Setup Guide* for more information.

Processor: New Fields Track Processer Changes to a Request

Overview

Concur has added three new fields that can cause the **Has the processor made a change to tracked items** check box to be (selected) enabled on the payment request form. This means that when a processor makes a change to any of these fields, the system notifies the client about this change by auto-selecting the check box.

The three new fields are:

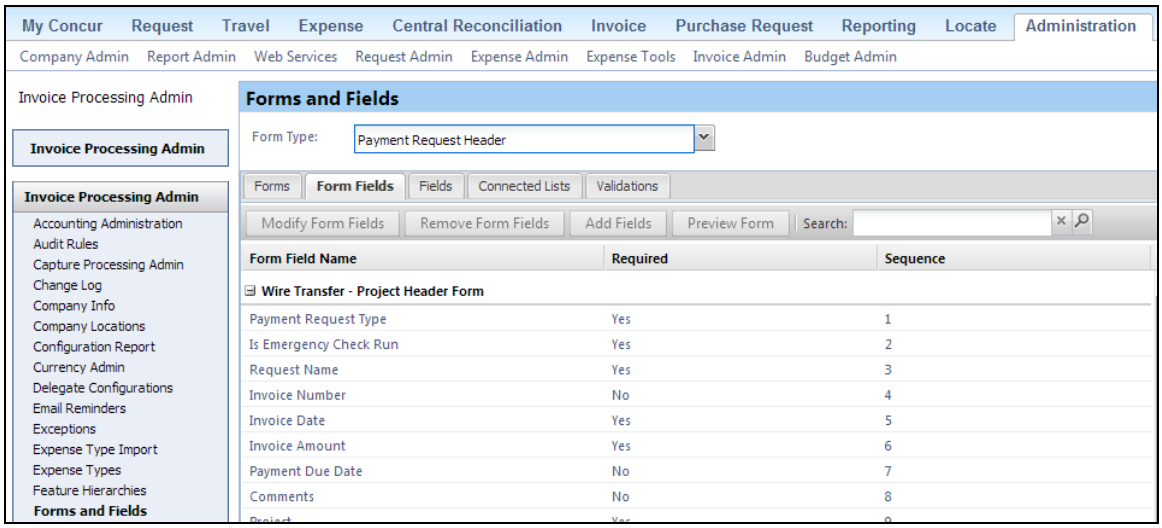
- Invoice Date
- Invoice Number
- Vendor Remittance Address

BUSINESS PURPOSE/CLIENT BENEFIT

These added fields enhance the already existing feature with more options to keep track of changes made by the Processor.

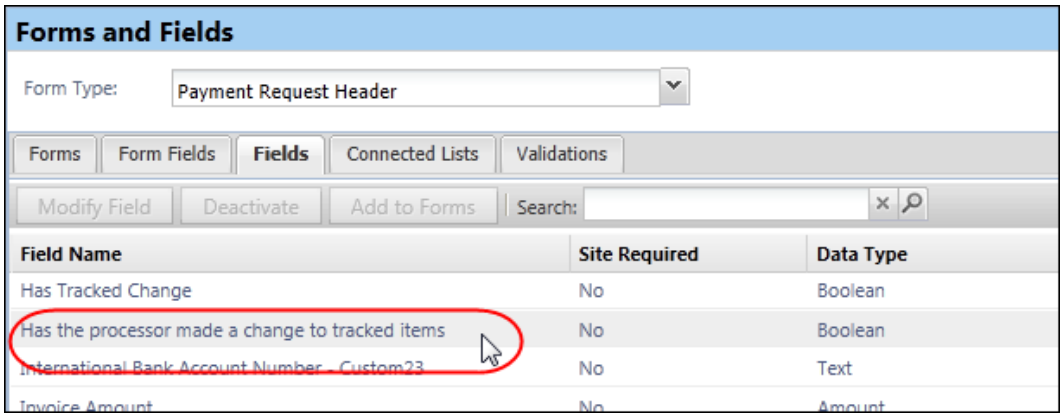
What the Admin Sees

The Administrator will now see the auto-selection of the **Has the processor made a change to tracked items** check box in the header form based on any changes to the three new fields that support this feature.



Configuration/Feature Activation

The admin uses the **Invoice Admin** > **Forms and Fields** page to add the **Has the processor made a change to tracked items** field to their header form.



NOTE: The client may need to submit a service request to Concur Support to have the field added.

Refer to *Invoice: Forms and Fields Setup Guide* and *Invoice: Audit Rules Setup Guide* for more information.

Invoice Settings: New Setting Options for Approvers

Overview

Invoice Settings has now a new setting, **Hide Add and Delete Item Link for Approver Manager**. This setting applies to all approver roles, and lets a company allow or prevent approvers from adding or deleting line items for any payment request that is pending approval by the manager.

BUSINESS PURPOSE/CLIENT BENEFIT

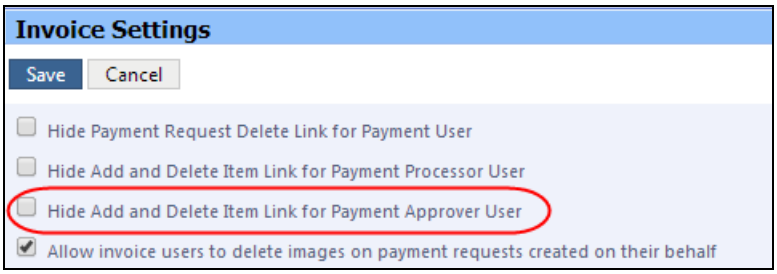
This feature lets a company track the actions of their approvers.

Configuration/Feature Activation

The Invoice Configuration administrator will see the new site setting in **Invoice Settings**. Concur has disabled this feature by default.

To prevent the approver from changing line items:

1. Click **Administration** > **Invoice Admin** > **Invoice Settings** (left menu).
2. In **Invoice Settings**, select (enable) the **Hide Add and Delete Item Link for Payment Approver** check box.



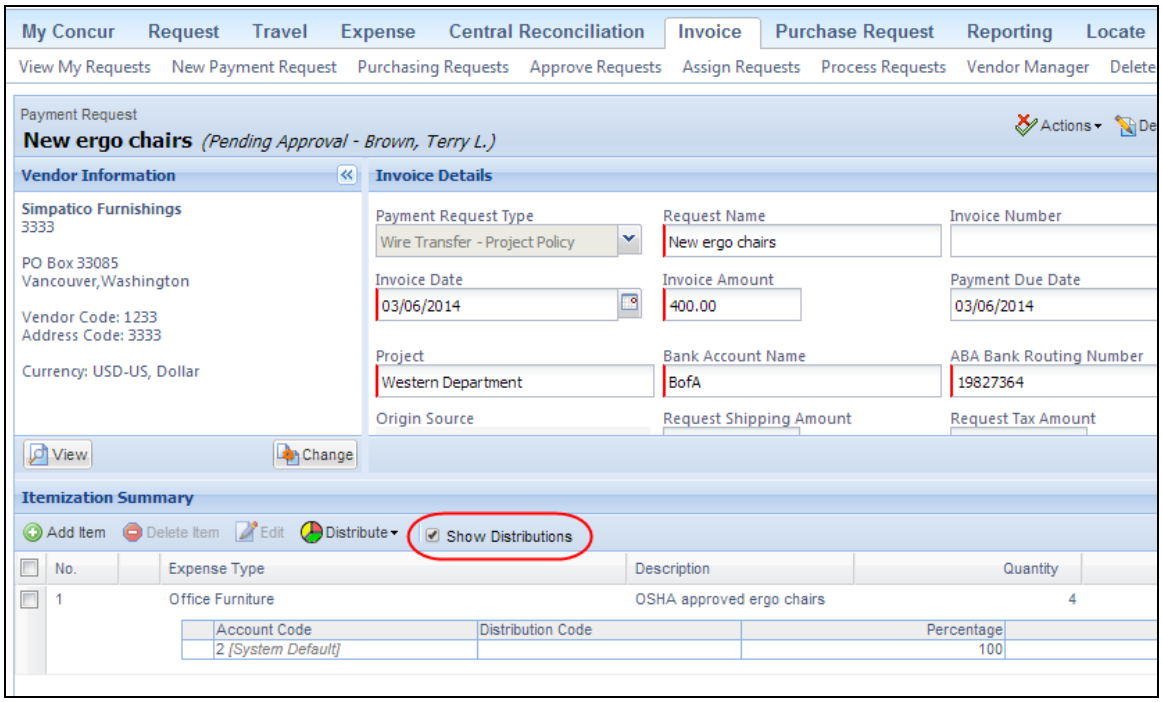
3. Click **Save**.

Refer to *Invoice: Invoice Settings Setup Guide* for more information.

Allocation: Show Distribution Button Changed to Check Box

Overview

As part of improving the user experience, Concur has changed the **Show Distribution** button to a check box.



Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Refer to *Invoice: Allocations Setup Guide* for more information.

User Interface: Change in Red Text

Overview

To increase text contrast, we have modified all red text in Concur to be a slightly darker red (#df0000).

This is a sample of standard red (#ff0000).

This is a sample of the darker red (#df0000).

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

User Admin: Change Alphabetic List to Tabs

Overview

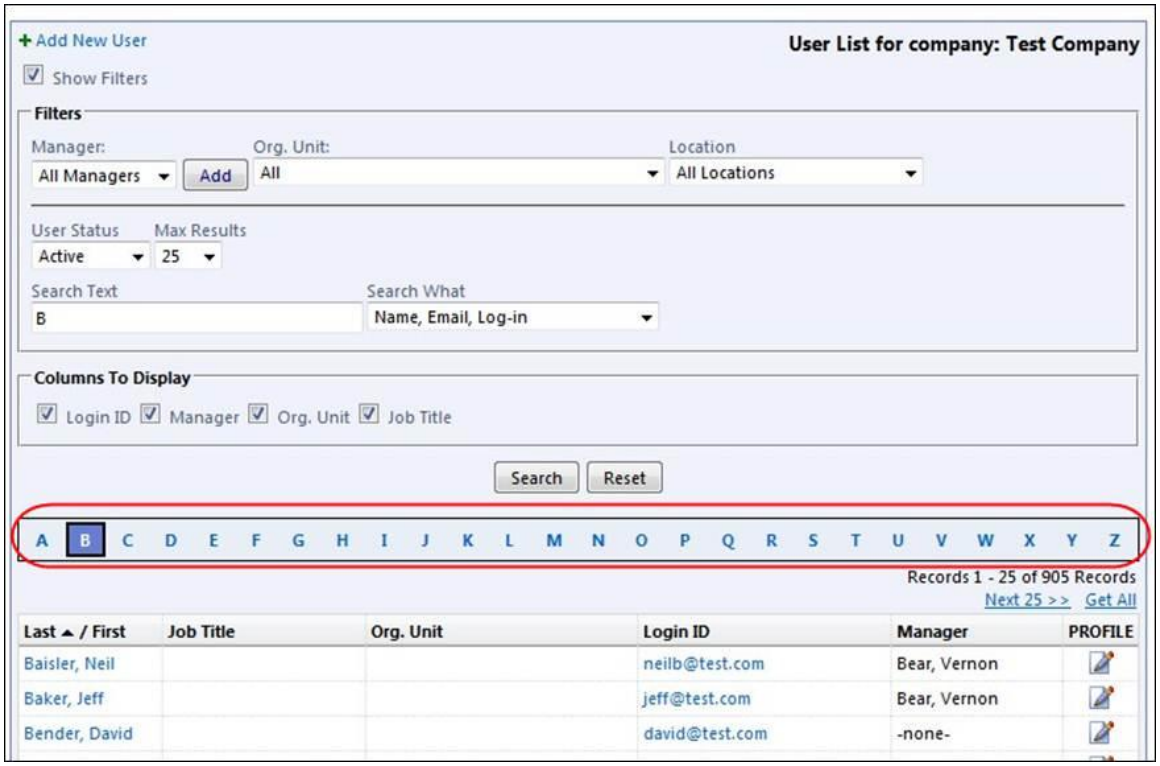
With this release, the alphabetic list on the User Admin page has changed from clickable letters to tabs representing each letter of the alphabet.

USER/CUSTOMER BENEFIT

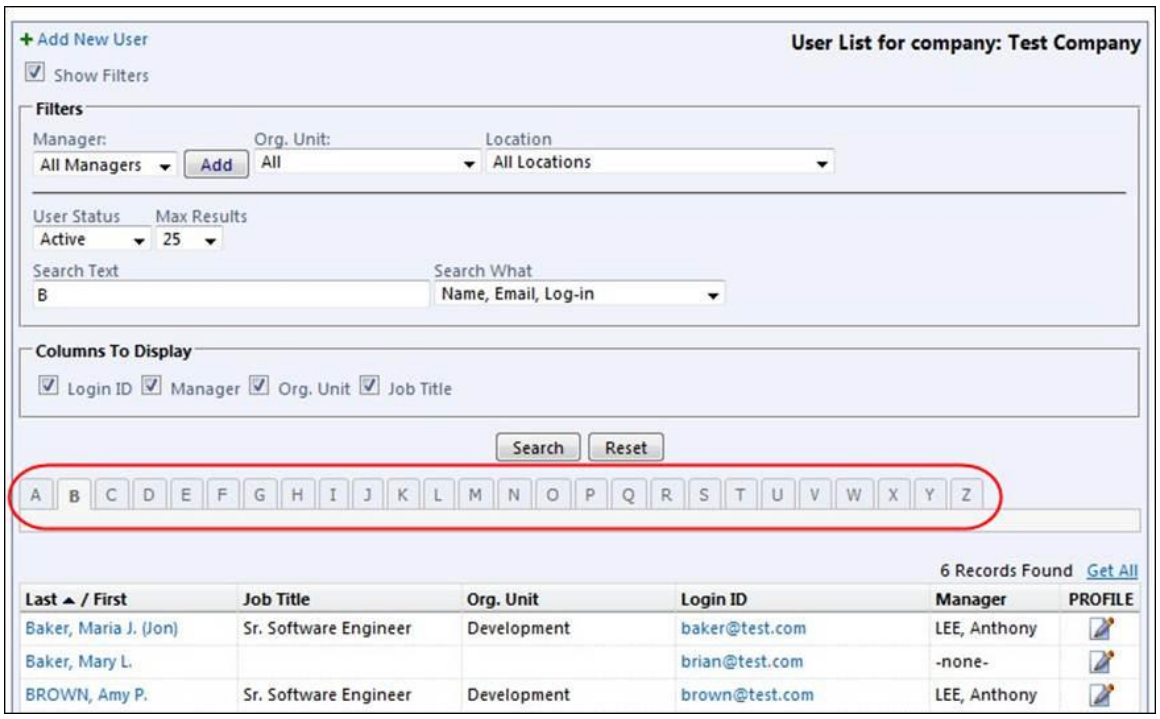
When this type of content appears as tabs, assistive technology users can quickly navigate to the content, easily skip over it, and easily orient themselves within it. When it is not, the user has to find it by moving through the entire page and cannot skip over it.

What the Admin Sees

Previous display:



Current display:



Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

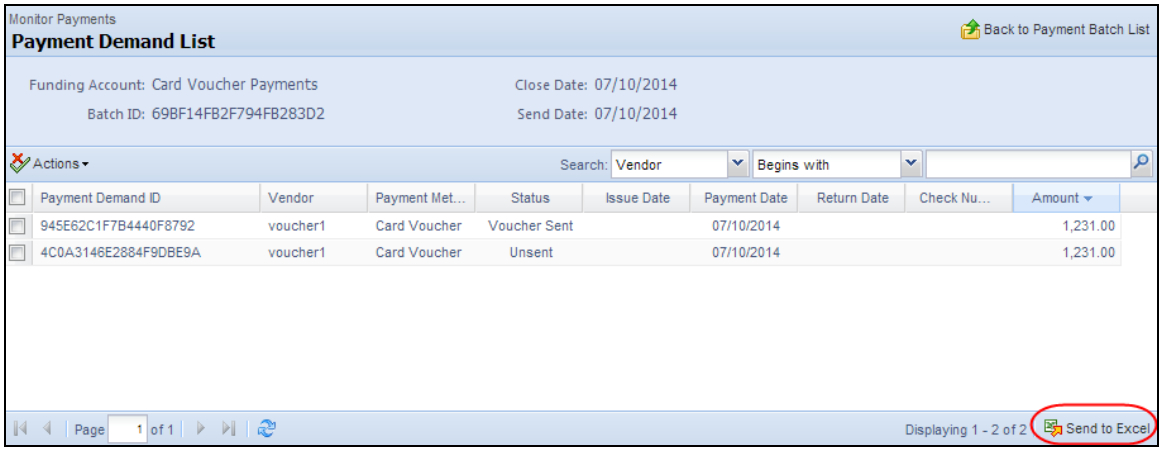
Payment Manager: Send to Excel Functionality Added

Overview

Clients can now view payment requests in a given batch in real time, instead of using the reporting solution, which the system only updates on a nightly basis. By using the **Send to Excel** functionality on the **Payment Demand List** page in Payment Manager, clients can export data to an Excel spreadsheet where they can access payment data, such as Payment Demand ID, Vendor, Payment Method, Status, Funding Date, Payment Date, Return Date, Check Number, and Amount. This is similar to the functionality that already exists on the **Requests Ready For Processing** page.

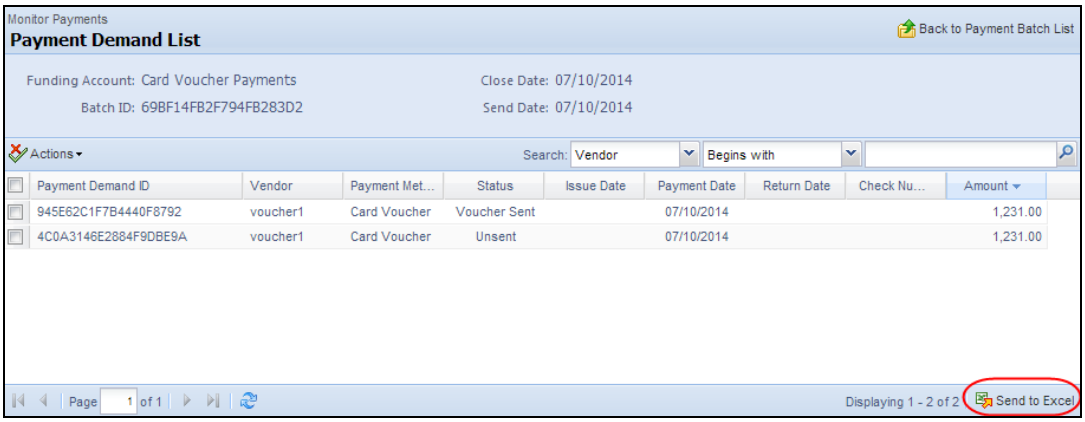
What the Payment Manager Sees

The Payment Manager will see the **Send to Excel** button in the **Payment Demand List** page.



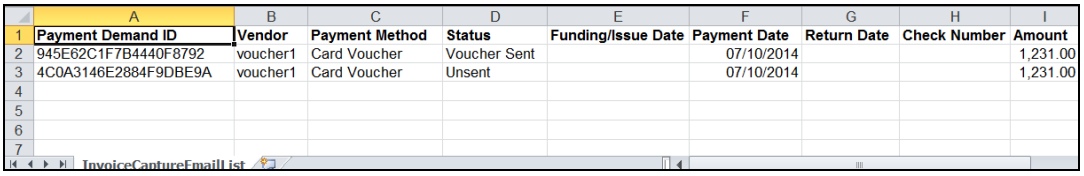
To export data to an Excel spreadsheet:

1. On the **Payment Batch List** page in **Payment Manager**, select the relevant filters to find the batch that you want to export, and then click **Search**.
2. In the list of results, double-click the batch that you want to export to Excel. The **Payment Demand List** page appears.
3. Click **Send to Excel**.



This opens an Excel spreadsheet with the data that you exported.

NOTE: The Send to Excel feature exports all records on all pages from the **Payment Demand List** page. This means that if you have records on more than one page, the system exports all of them.



	A	B	C	D	E	F	G	H	I
1	Payment Demand ID	Vendor	Payment Method	Status	Funding/Issue Date	Payment Date	Return Date	Check Number	Amount
2	945E62C1F7B4440F8792	voucher1	Card Voucher	Voucher Sent		07/10/2014			1,231.00
3	4C0A3146E2884F9DBE9A	voucher1	Card Voucher	Unsent		07/10/2014			1,231.00
4									
5									
6									
7									

InvoiceCaptureEmailList

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Refer to *Invoice: Invoice Pay User Guide* for more information.

Coming Soon The Concur User Experience Evolution – Professional Edition

Overview

Organizations and their end users are holding their enterprise solutions to higher standards as the requirements of their business change – wanting their enterprise solutions to be intuitive, effortless, integrated, and efficient. Concur is committed to delivering the best Travel, Expense, Invoice, and related solutions for its 20,000+ clients worldwide, and is building a solid foundation that will be leveraged to meet these challenges.

The Concur User Experience Evolution is a key initiative that will accomplish three primary goals.

- Modernize the user experience and increase the usability of Concur applications, while maintaining the ability to apply and enforce company policies

- Implement features and functionality in a manner that provides clients with the maximum benefits for their Travel, Expense, and Invoicing needs, while minimizing change-management impacts
- Allow effortless navigation and access to features for all products on the web and mobile devices

Concur's goal is to continue to enhance the user experience to ensure products meet each client's evolving needs. This, along with technology and competitive influencers, are key inputs to internal strategies and used to inspire innovation. As Concur drives to provide the best solutions for clients, Concur will continue to improve the interface to meet that need. The evolving user experience will start in 2014 and will be ongoing as Concur continues to strive for excellence in partnership with clients.

Specific product lines impacted are:

- Travel (Standard, Professional)
- Expense (Standard, Professional, Small Business)
- Invoice Management (Standard, Professional)
- Request (Professional)
- TripLink

Key features and enhancements are:

- Enhanced Home and Expense pages with effortless navigation and a modern consumer-based application "Look-and-Feel"
- A streamlined travel summary and booking workflow process
- Consistent terminology and iconography – across all product lines including Travel, Expense, and Invoice
- A dashboard design with logical grouping of like functions and tasks to minimize the number of popups or pages required to complete a specified task
- A facts and stats section with key metrics and other helpful information for the user
- Actions, alerts, and notifications that are clearly defined and visible
- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Schedule and Activation – Professional Edition

Implementation of the enhanced UI will start for approved early-adopter clients in August 2014. General release is scheduled to begin in October 2014 and will run through early 2015. During this time, general-release clients will be allowed to preview the enhanced interface and related changes.

There will be several options available for users to become familiar with the enhanced UI and introduce it in the company:

- By admin
- By selected users
- By groups/travel classes
- For the entire company

All of these options are described below as well as the role/permission that an admin must have in order to make the enhanced UI available to users

---

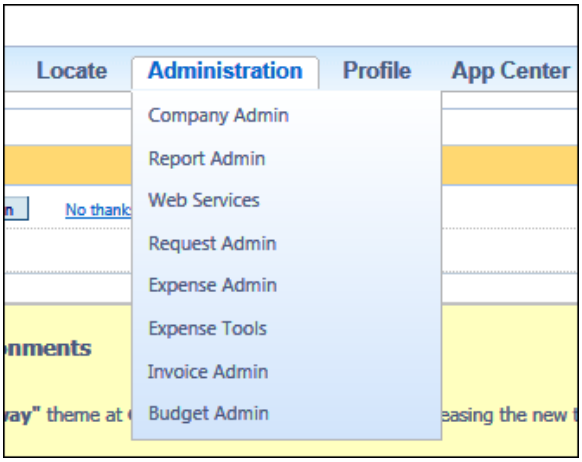
NOTE: As the availability period approaches, you will receive more information (and screen samples) about how these tasks are completed.

By Admin

The admin can individually toggle between the current interface and the enhanced UI for his/her own work session. Only that admin sees the enhanced UI; no other users are impacted. This way, the admin can learn about the changes before enabling it for other users.

Who can do this?

If an admin's roles/permissions provide access to the **Administration** menu, then the admin will be able to toggle the enhanced UI for himself/herself.

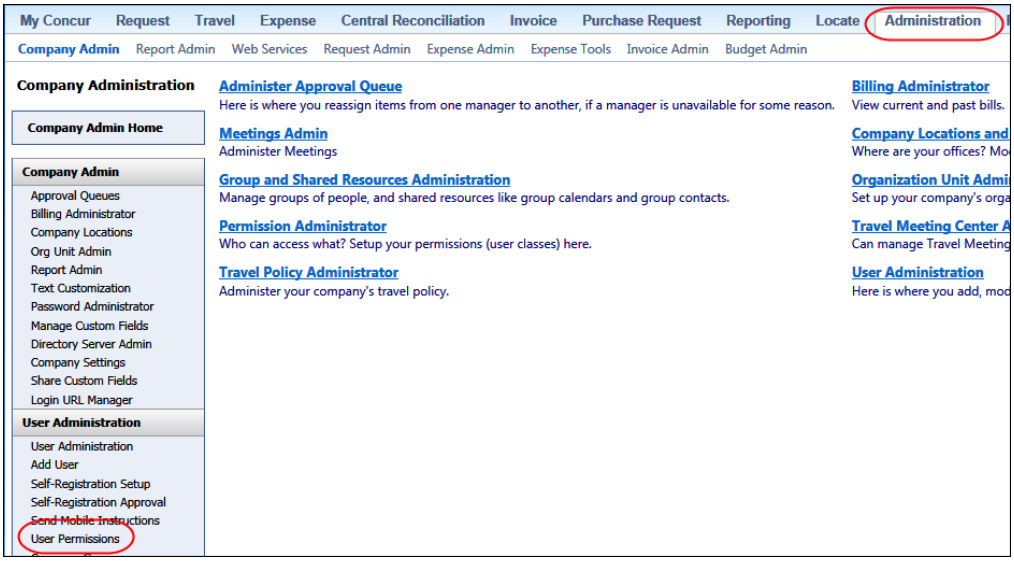


By Selected Users

The admin can turn on the enhanced UI for selected individual users, for example, a selected set of admin assistants or power users. These users will likely act as a resource to help others during the transition.

Who can do this?

If an admin's roles/permissions provide access to the **User Permissions** option on the left menu, then the admin will be able to enable the enhanced UI for individual users.



BY GROUPS/TRAVEL CLASSES

The admin can turn on the enhanced UI for selected groups of users. This allows deployment of the enhanced UI to any new implementations of divisions or groups immediately and it also allows the company to gradually rollout the new UI.

Who can do this?

- For Expense, Invoice, and Request – the admin can provide access by Employee Group. The admin must have one of these:
  - Expense Configuration Administrators assigned to the global level
  - Invoice Configuration Administrators assigned to the global level
  - Request Configuration Administrators assigned to the global level
- For Travel – the admin can provide access by group. The admin must be able to access the **User Permissions** option on the left menu and can assign the proper permission to a group or travel class.

ENTIRE COMPANY

The admin can turn on the enhanced UI of all users.

Who can do this?

- For Expense, Invoice, and Request – the admin can provide access by Employee Group. The admin must have one of these:
  - Expense Configuration Administrators assigned to the global level
  - Invoice Configuration Administrators assigned to the global level
  - Request Configuration Administrators assigned to the global level
- For Travel – the admin can provide access by travel configuration. The admin must have the Travel System Admin permissions.

IMPORTANT!!

If the company has multiple admins and multiple Concur products, be aware that coordination is required among the admin team to achieve the desired results. Be aware that a user will have access if an admin provides him/her access in ***any*** of the ways described above.

For example, assume that a company uses Concur Travel and Expense. Further assume that the Expense admin wants to provide access to only a select set of individuals while the Travel admin wants to assign access to an entire travel class. The result is that ***everyone*** in that travel class who is also an Expense user will have access to the ***entire*** Travel and Expense UI.

Resources

Concur will launch a formal communication and client engagement plan that will run through implementation and include webinars, videos, formal messaging, and an online website dedicated to the evolution. Clients can also leverage standard support channels as well as social media to stay informed or provide feedback.

Resolved Cases

The following issues were resolved with this service release.

NOTE: This is a *representative* list of case fixes for this release; some issues may not be represented within this document.

Case ID	Case/Defect Description
5012246	**Invoice/Invoice Pay** A payment request fails to be extracted because no journal entry is created. This is happening because the Unit Price value for the single line item equals zero, resulting in no journal entry for the General Ledger (GL).
4915175	**Invoice/Test User** The Test User functionality fails for user loading a purchase order (PO) and attempting to perform a Receipt import for this same request. An error message of *The PO Number is missing or invalid* appears.
4919560	**Invoice/Invoice Delegates** A delegate is allowed to approve the payment request they create on behalf of the user they are delegating for.
4856499	**Invoice/Invoice Pay** The Payment Confirmation import is failing to show any record of a payment made for a payment request incorporating both a Void payment method and a reissued Check payment method type.
4852051	**Invoice/Line Items** The system is removing the comma used by clients in the **Amount** value (123,45), causing the incorrect amount to appear for a line item (12345). Instead, the system should honor the use of a comma.
4916511	**Invoice/Payment Manager** The system is incorrectly using the vendor record to determine the Payment Method value, when it should instead be using the value provided within the payment request itself.
4993176	**Invoice/Payment Request** A payment request created by the AP User and assigned to an Invoice Owner for final coding is incorrectly causing an exception error, *Payment Request was created by you. You cannot approve your own Payment Request* to display.
4890674	**Invoice/Processor** If a processor opens a request and clicks **Send Back to Employee**, and that request is coincidently open for this action when the extract is run, the request is incorrectly sent back to the Invoice Owner. Under these conditions, the send back functionality should not be available and the system should not perform the send back action.

Case ID	Case/Defect Description
5002352	**Invoice/Currency Format** A user who specified a comma format for their currency preference is finding that the system will not honor the comma format for their currency.
5015736	**Invoice/Approver** Client request to prevent the approver from access to the Add/Delete Line Item functionality. To do this, add an option to Invoice Settings that prevents the approver from adding or deleting line items. **NOTE:** See the *Invoice Settings: New Setting Options for Approvers* section in this document for a description of this new feature
4790988	**Invoice/Processor Excel Export** The Excel export available to the processor is not including the approver's name under Pending Authorized Approver, but does include this value under Pending Approver Status.
By Client Email	**Invoice/Vendor Custom Field** Allow hyphen in US bank account numbers.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Microsoft Internet Explorer Version 7.x Retirement December 2014

Overview

Support for the Microsoft Internet Explorer (IE) version 7.0 browser under Concur products will end December 31, 2014. Clients using IE v. 7.0 are *strongly* advised to update to the latest IE browser version (v. 11.0) no later than August 1, 2014. This will ensure that clients can comfortably transition by the December 31 deadline.

Background

Microsoft ended support for this version of their IE browser in accordance with their product lifecycle program. Concur has continued support to ensure clients could transition to a newer browser in a timely manner.

📖 Refer to *Browser Support* in the *Concur: Supported Configurations* document for more information about supported browsers under Concur products.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

📖 Refer to *Additional Release Notes, Webinars, and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

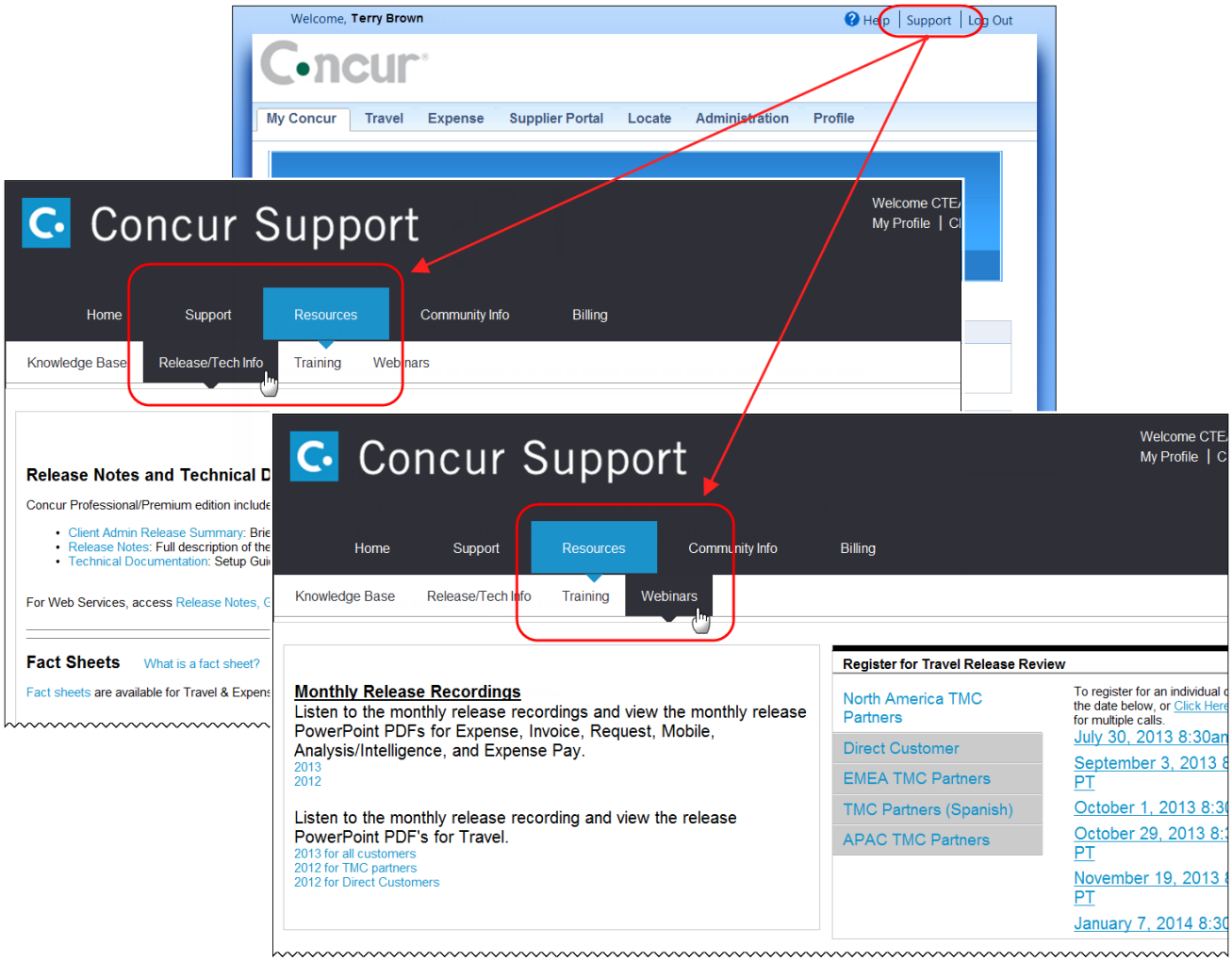
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then, in the Concur Support portal, click **Resources**.

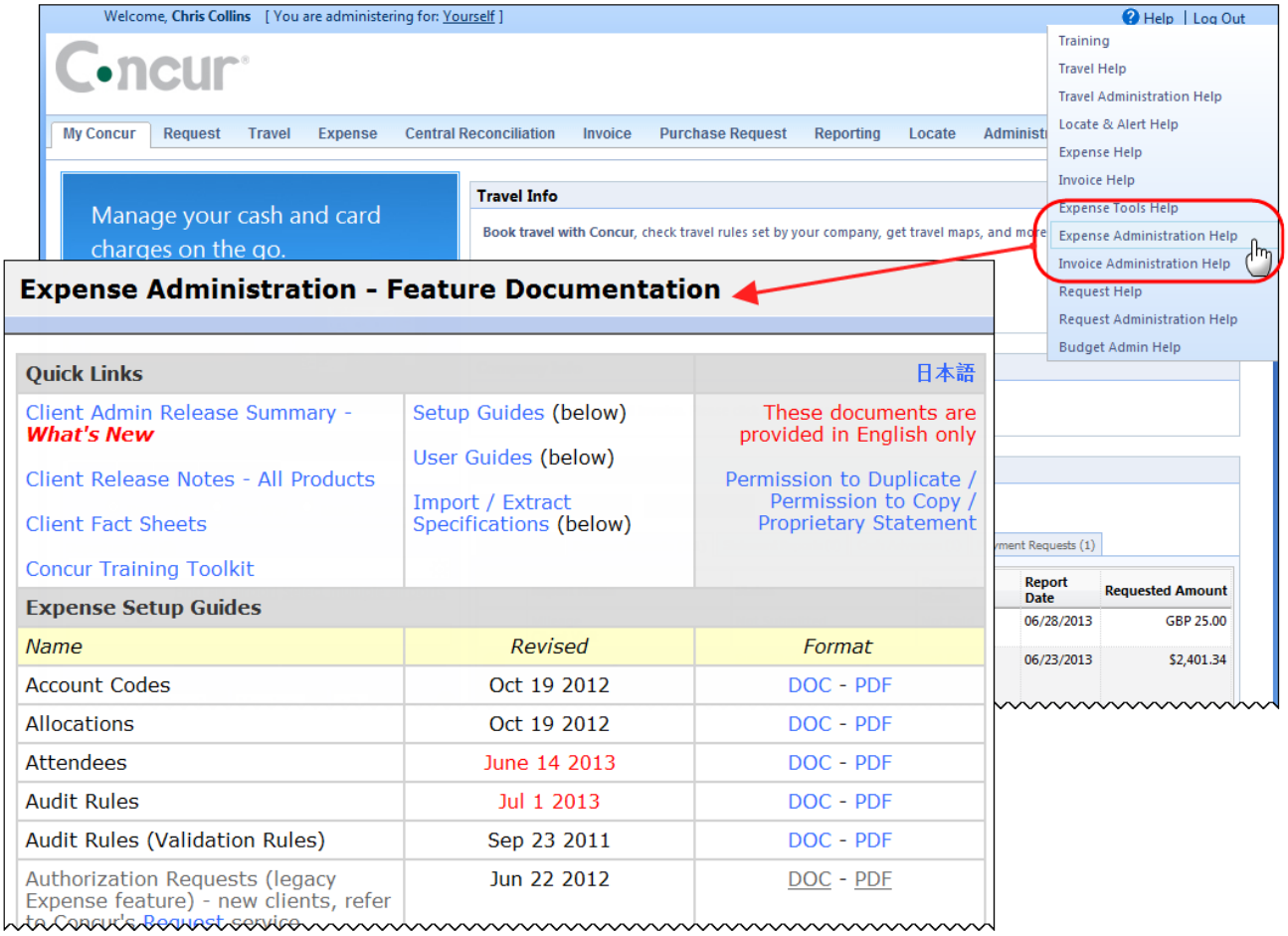
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout *other than* Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help: Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.



Concur Release Notes **Invoice Professional/Premium** Includes: Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
August 2014 Friday, August 22 4:00 PM PT	Concur Clients

Contents

Release Notes

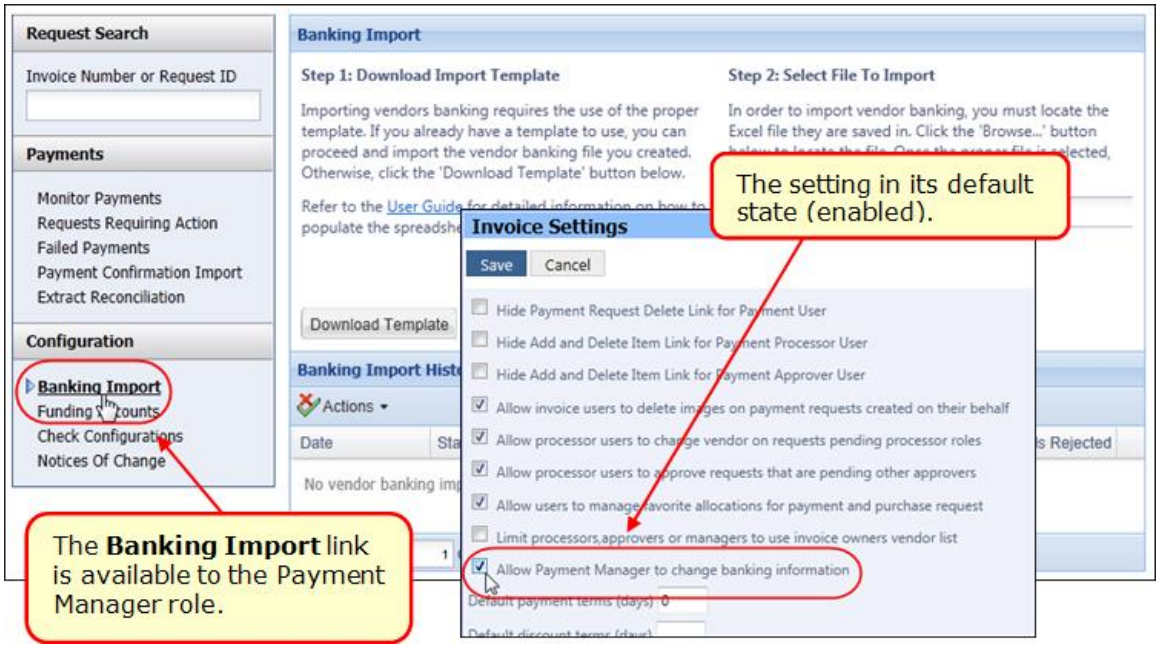
Invoice Management

Invoice Pay: Restrict Changes to Bank Information by Import

Overview

Invoice Settings has now a new setting, **Allow Payment Manager to change banking information**. This setting applies exclusively to the Payment Manager role, and gives a company the flexibility to allow or prevent the Payment Manager from importing banking information using the **Banking Import** link in Payment Manager.

Concur has selected (enabled) this setting by default, which means that all existing and future Payment Manager role assignments can access this link and change banking information.

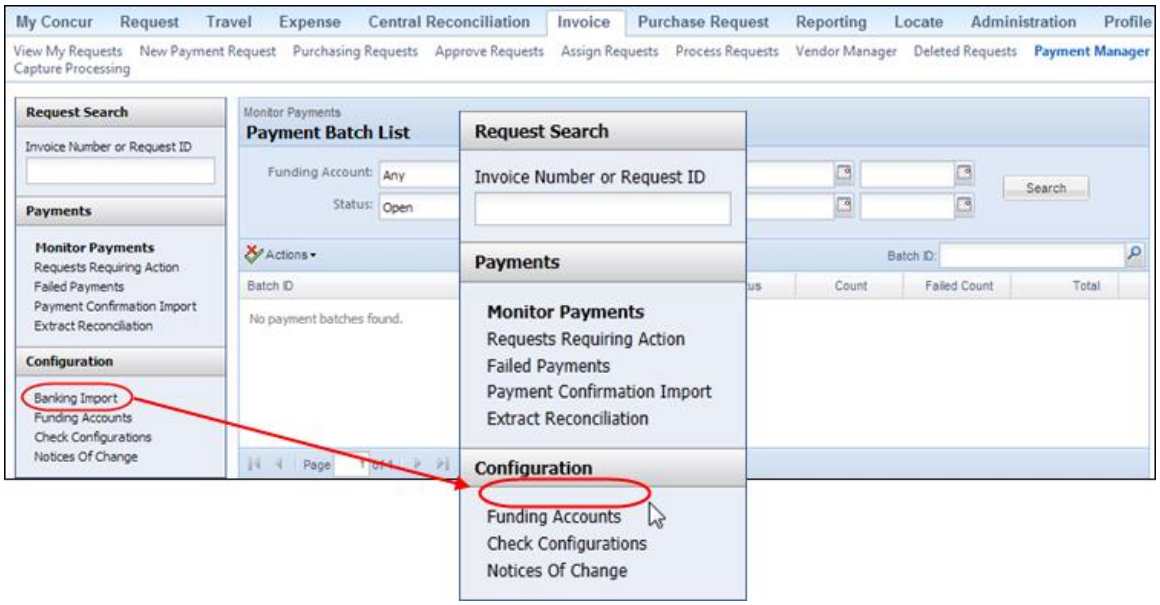


BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement reduces the potential of fraud by restricting the Payment Manager from importing (and changing) bank information.

What the Payment Manager Sees

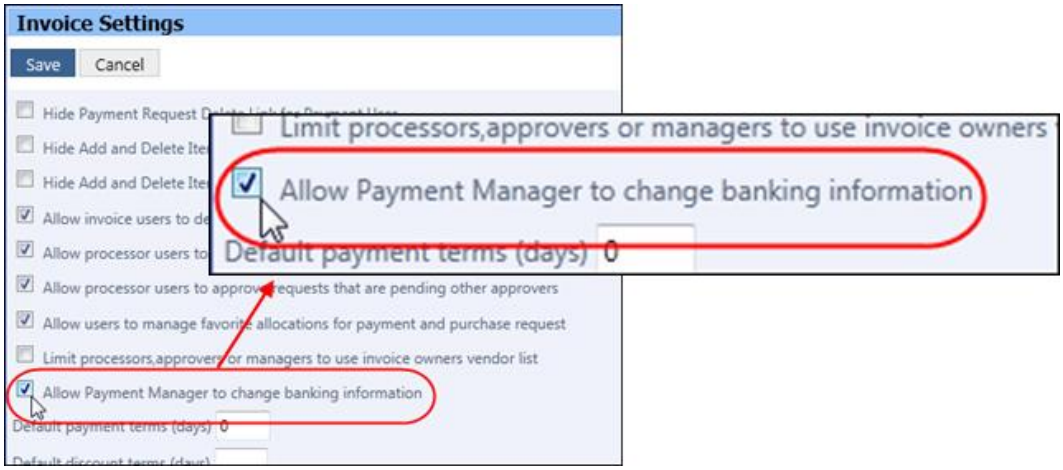
Since Concur has enabled this feature by default, the Payment Manager sees the **Banking Import** option in the **Configuration** list of Payment Manager.



If the Invoice Admin disables the feature, the **Banking Import** link and all import functionality are no longer available for the Payment Manager role.

What the Administrator Sees

The Admin sees a new setting, **Allow Payment Manager to change banking information**, in **Invoice Settings**.



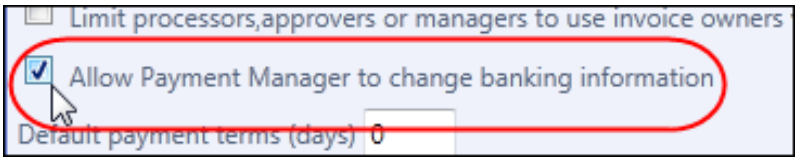
Configuration/Feature Activation

The Invoice Configuration administrator will see the new site setting in **Invoice Settings**. Concur has enabled this feature by default.

- ***To prevent the Payment Manager from changing banking information:***

  1. Click **Administration** > **Invoice Admin** > **Invoice Settings** (left menu).

2. In **Invoice Settings**, clear (disable) the **Allow Payment Manager to change banking information** check box.



3. Click **Save**.

Refer to *Invoice: Invoice Settings Setup Guide* and *Invoice: Invoice Pay Setup Guide* for more information.

Invoice Settings: Restrict Processor to Employee's Vendor Set

Overview

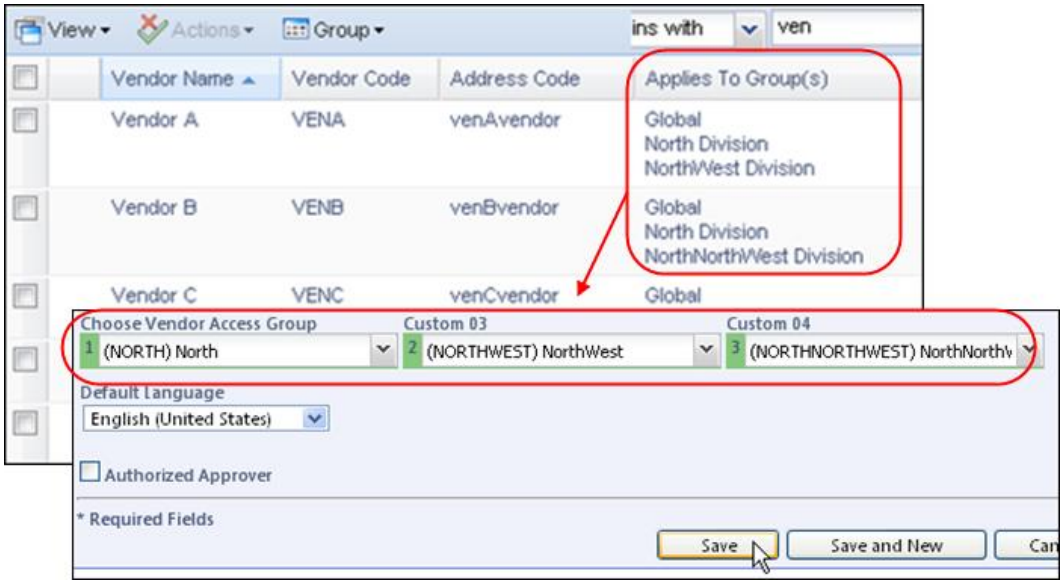
Invoice Settings has now a new setting, **Limit the Processor and Processor Manager roles to employee's vendor access list**. This setting is designed to work with the Vendor Employee Access feature by allowing the processor access only to those vendors the employee is configured to work with when changing vendors on a submitted payment request.

NOTE: The processor is limited to changing the vendor only for this user's requests; they have full access to all vendors in all other vendor actions they perform.

The result is that admin changes to vendor assignment include only those vendors to which the payment request originator has access. This ensures the restriction set on vendor access using the Vendor Employee Access feature is honored at all role levels, and a non-allowed vendor can never be associated to requests created under these restrictions.

How It Works

This feature works by aligning the availability of vendors for both the employee and the admins that will work with the employee's requests. In the figure below, vendors are assigned to specific groups and the employee is likewise assigned to groups these vendors share.



The outcome is that the user's available vendor set is identical to those the processor can select when changing a vendor on a request if the **Limit the Processor and Processor Manager roles to employee's vendor access list** setting is enabled.

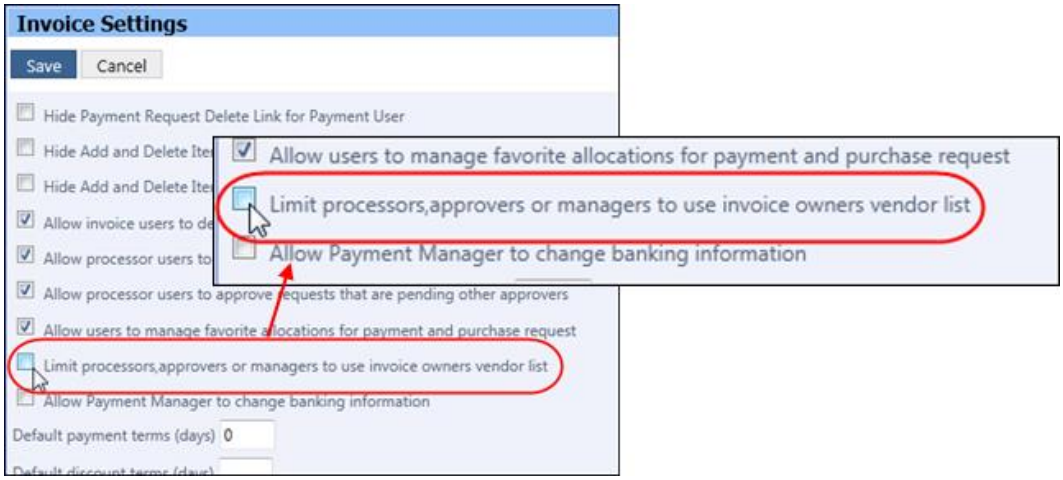
📖 Refer to *Invoice: Vendor Employee Access User Guide* for more information about this feature.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement aligns the allowable group of vendors the employee and the processor can work with, providing consistency and preventing disallowed vendors from being incorrectly assigned to a request.

What the Administrator Sees

The Admin sees a new setting, **Limit the Processor and Processor Manager roles to employee's vendor access list**, in Invoice Settings.



Please note that the processor retains access to all vendors for all other vendor-related actions; only the assignment of a new vendor and the pool of available vendors is restricted if the user works under the Vendor Employee Access feature.

Configuration/Feature Activation

The Invoice Configuration administrator will see the new site setting in **Invoice Settings**. Concur has disabled this feature by default.

▸ ***To restrict the processor to a user's employee vendor access list:***

1. Click **Administration** > **Invoice Admin** > **Invoice Settings** (left menu).
2. In **Invoice Settings**, clear (disable) the **Limit the Processor and Processor Manager roles to employee's vendor access list** check box.

3. Click **Save**.

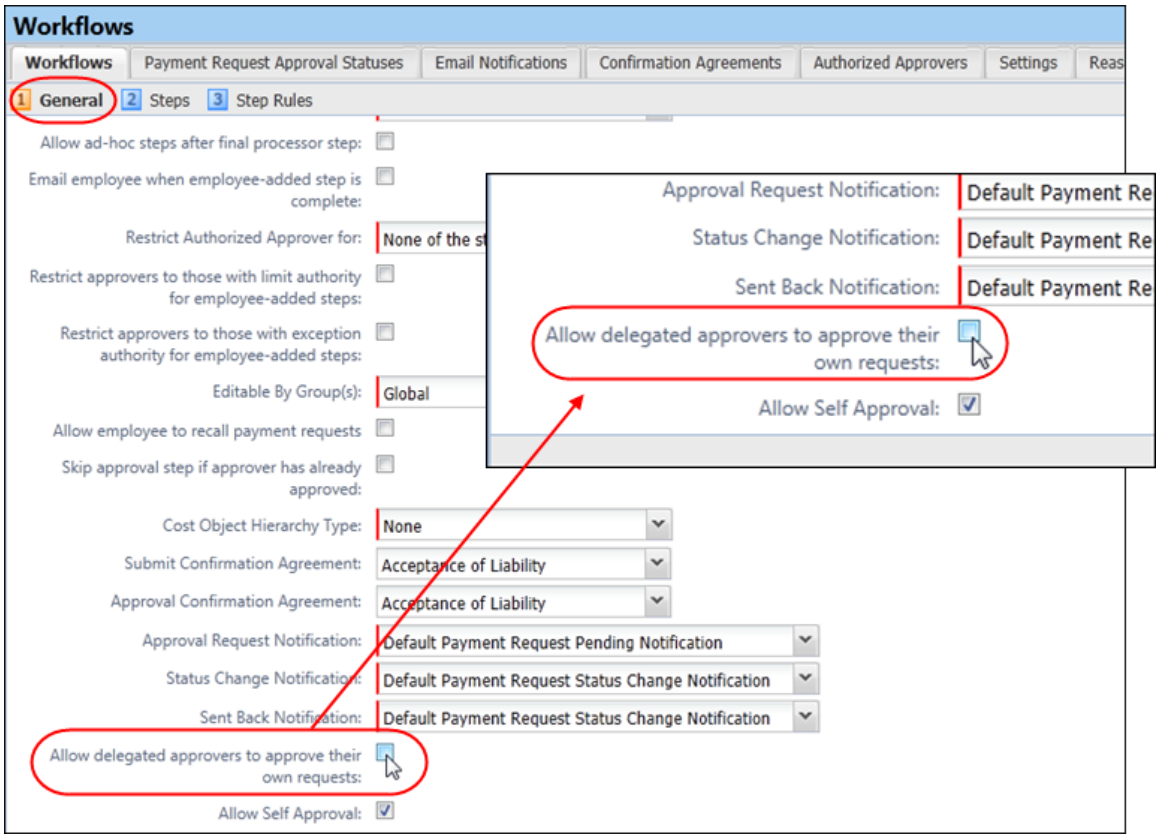
📖 Refer to *Invoice: Invoice Settings Setup Guide* and *Invoice: Vendor Employee Access User Guide* for more information.

Workflow Settings: Allow Delegate and AP User to Self-Approve

Overview

A new setting, **Allow delegated approvers to approve their own requests**, is now available in the **General** step on the **Workflows** page when creating or editing a workflow. This setting applies to users acting as delegates to Approvers ("delegated approver"), and to AP Users. The setting lets a company allow or prevent these users from approving payment requests that they have created on behalf of an Approver, or as an AP User.

The setting check box is shown in the figure below in its default state of cleared (disabled):



BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement gives the client the flexibility to choose whether they want to allow delegated approvers to approve their own requests.

What the Administrator Sees

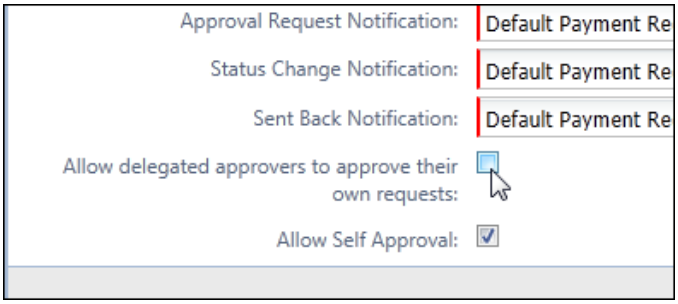
The Admin sees a new setting, **Allow delegated approvers to approve their own requests**, in the **General** step on the **Workflows** page.

Configuration/Feature Activation

The Invoice administrator configures the new site setting on the **Workflows** page. Concur has disabled this feature by default.

To allow delegated approvers to approve their own requests

1. Click **Administration** > **Invoice Admin** > **Workflows** (left menu).
2. On the **Workflows** page, double-click the workflow for which you want this feature enabled.
3. Select (enable) the **Allow delegated approvers to approve their own requests** check box.



4. Click **Done**.

Refer to *Invoice: Workflows General Information Setup Guide* for more information.

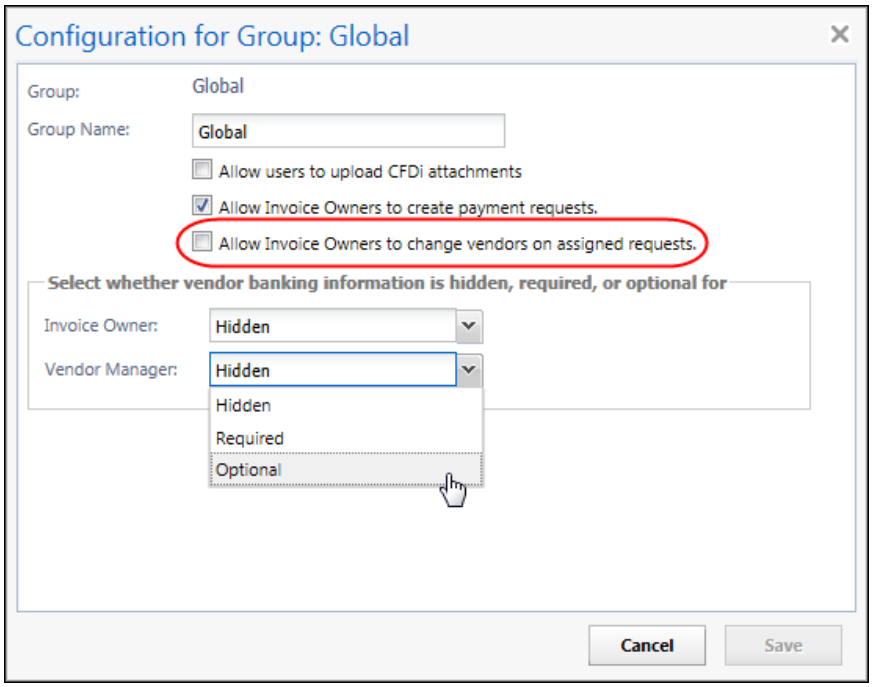
Group Configurations: Change to Invoice Owner Vendor Selection

Overview

The Group Configurations setting **Allow Invoice Owner to change vendors** is changed both in function and label name for this release. The functionality is changed to apply the right to change a vendor only to requests *assigned* to the Invoice Owner. This means a distinction exists between an assigned request, and those created by the Invoice Owner. If the user created the request, he/she have permissions to change the vendor. If the request was assigned, this setting allows or prevents users from changing the vendor.

To support this, Concur has also changed the label to **Allow Invoice Owner to change vendors for assigned requests**, and the default is disabled so the owner cannot change the vendor. The setting is shown in the figure below in its default

state (disabled), which means that the admin must select (enable) the setting to allow a change of vendor by the Invoice Owner.



BACKGROUND

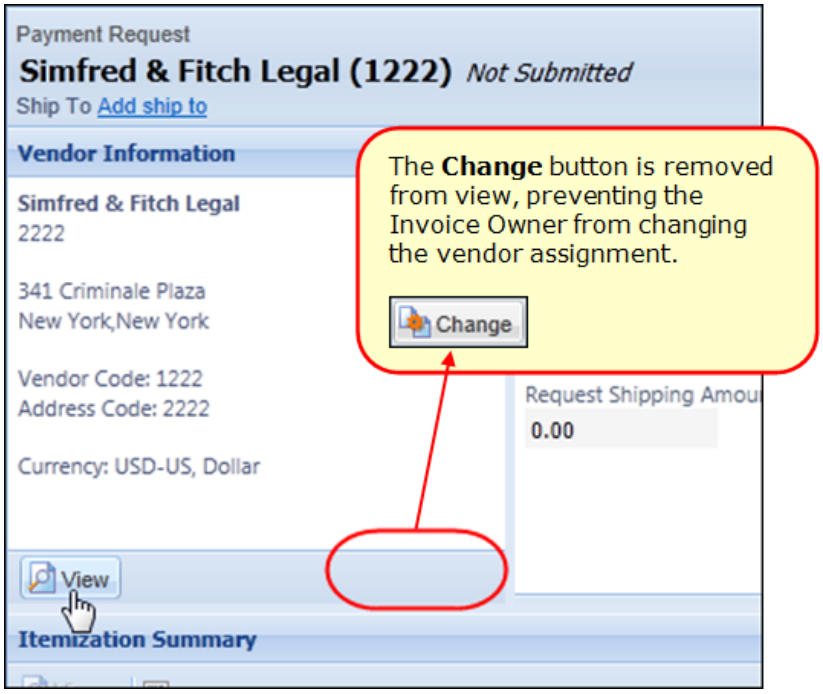
As background, this setting was included in an earlier service release to support functionality that allows or prevents an Invoice Owner from changing a vendor. When enabled (the default), *all* Invoice Owners were allowed to change the vendor on requests they created themselves or were assigned by the AP User or otherwise, such as using Capture Processing. With this release, that change is restricted to the request type – assigned, or created by the Invoice Owner.

USER/CUSTOMER BENEFIT

This enhancement lets the admin lock the assigned vendor and not allow vendor selection changes for any request assigned to the Invoice Owner.

What the Invoice Owner Sees

The default view of the **Vendor Information** section of the request allows viewing in read-only format, and the **Change** button is removed from display for the Invoice Owner (if the request was assigned to them).

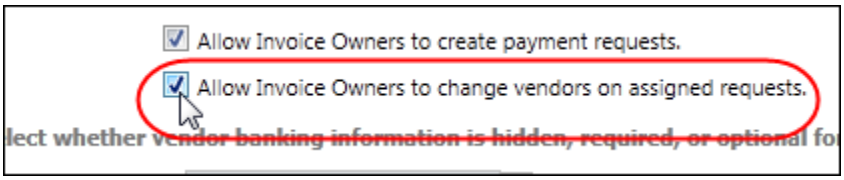


Configuration/Feature Activation

The Invoice administrator will see the new site setting on the **Configuration for Group** page. Concur has disabled this feature by default.

To allow an Invoice Owner to change vendors for any request

1. Click **Administration** > **Invoice Admin** > **Group Configurations** (left menu).
2. On the **Invoice** tab, select the policy and click **Modify**.
3. Select (enable) the **Allow Invoice Owners to change vendors on assigned requests** check box.



4. Click **Save**.

Refer to *Invoice: Group Configurations Setup Guide* for more information.

Site Timeout Warning

Overview

Concur now displays a new window that allows a user to extend their session when a timeout is imminent.

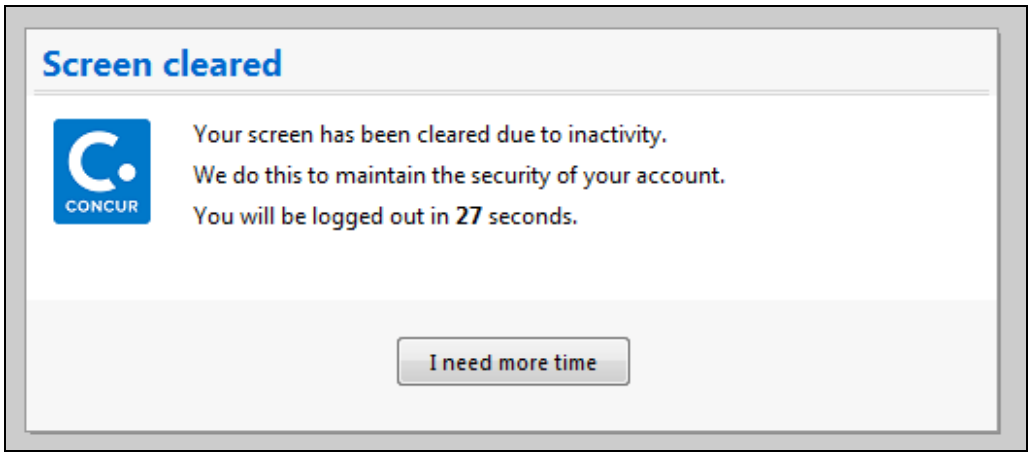
This feature does not change any existing session timeout settings. It simply adds a new warning window in place of the existing page when the timeout is approaching that allows the user to request more time.

USER/CUSTOMER BENEFIT

People with disabilities such as vision or dexterity impairments, or cognitive limitations may require more time to read content or to perform functions such as filling out online forms. If Web functions are time-dependent, it will be difficult for some users to perform the required action before a time limit occurs. This may render the service inaccessible to them. This feature allows the users to request additional time to complete their actions.

What the User Sees

If the user clicks **I need more time** within the allowed time interval, he/she will resume their Concur session, with the session timeout countdown restarted.



If the user does not take action before the timeout interval, the system will log out the user, and return him/her to the login page. Companies configured to use Single Sign On (SSO) will return to the company defined timeout page for their company.

NOTE: The client configures the timeout period, and it can range between 30 and 120 minutes. The window appears halfway through the timeout period, and remains up until the session timeout period completes.

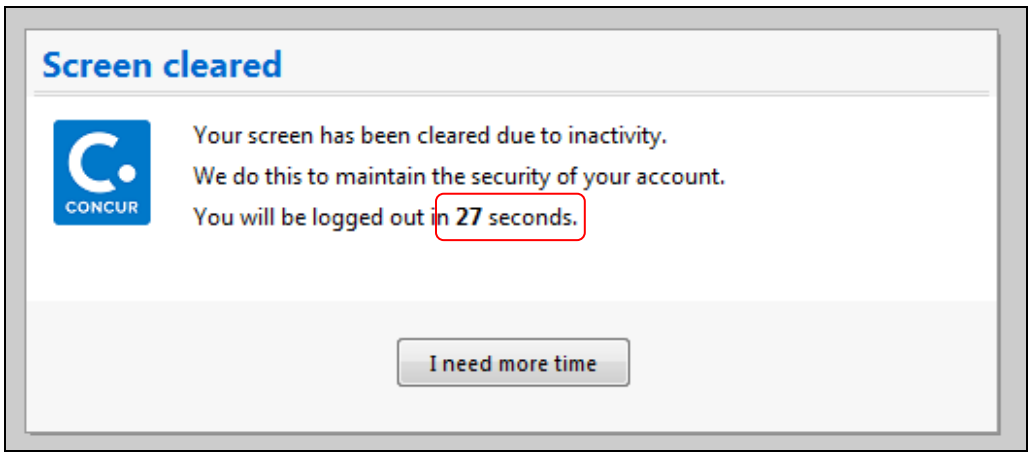
Configuration/Feature Activation

These features are automatically on; there are no additional configuration or activation steps.

Optional Configuration Setting

A company may optionally elect to enable an additional layer of security. A new idle time setting defines the period from the appearance of this window that the user has to click **I need more time** on the timeout window independently from the full session timeout.

NOTE: Concur configures this setting. Contact Concur Client Services to update this setting for your company.



When this time is exceeded without the user clicking the **I need more time** button, the account will be locked and the user will see a password entry field to allow re-authentication from the current window.

NOTE: Concur does not recommend this setting for clients with SSO. If users are not familiar with their login passwords, the company should not enable this setting.

Concur Internal Staff must configure this setting. This setting is controlled by a module property, **Session Idle Timeout**. This module property should be set to 0 to disable the password prompts. This is a separate module property from the one that determines the session timeout length, called **Session Timeout**. The **Session Timeout** module property must be set to 30-120 minutes.

Coming Soon The Concur User Experience Evolution

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Key features and enhancements are:

- Enhanced Home and Expense pages with effortless navigation and a modern consumer-based application "Look-and-Feel"
- A streamlined travel summary and booking workflow process
- Consistent terminology and iconography – across all product lines including Travel, Expense, and Invoice
- A dashboard design with logical grouping of like functions and tasks to minimize the number of popups or pages required to complete a specified task
- A facts and stats section with key metrics and other helpful information for the user
- Actions, alerts, and notifications that are clearly defined and visible
- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Schedule and Activation

Implementation of the enhanced UI will start for approved early-adopter clients in August 2014. General release is scheduled to begin in October 2014 and will run through early 2015. During this time, general-release clients will be allowed to preview the enhanced interface and related changes.

There will be several options available for users to become familiar with the enhanced UI and introduce it in the company:

- By admin
- By selected users
- By groups/travel classes
- For the entire company

All of these options are described below as well as the role/permission that an admin must have in order to make the enhanced UI available to users

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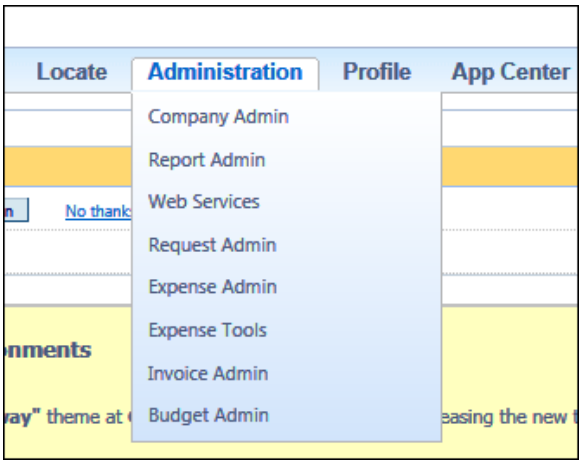
NOTE: As the availability period approaches, you will receive more information (and screen samples) about how these tasks are completed.

BY ADMIN

The admin can individually toggle between the current interface and the enhanced UI for his/her own work session. Only that admin sees the enhanced UI; no other users are impacted. This way, the admin can learn about the changes before enabling it for other users.

Who can do this?

If an admin's roles/permissions provide access to the **Administration** menu, then the admin will be able to toggle the enhanced UI for himself/herself.

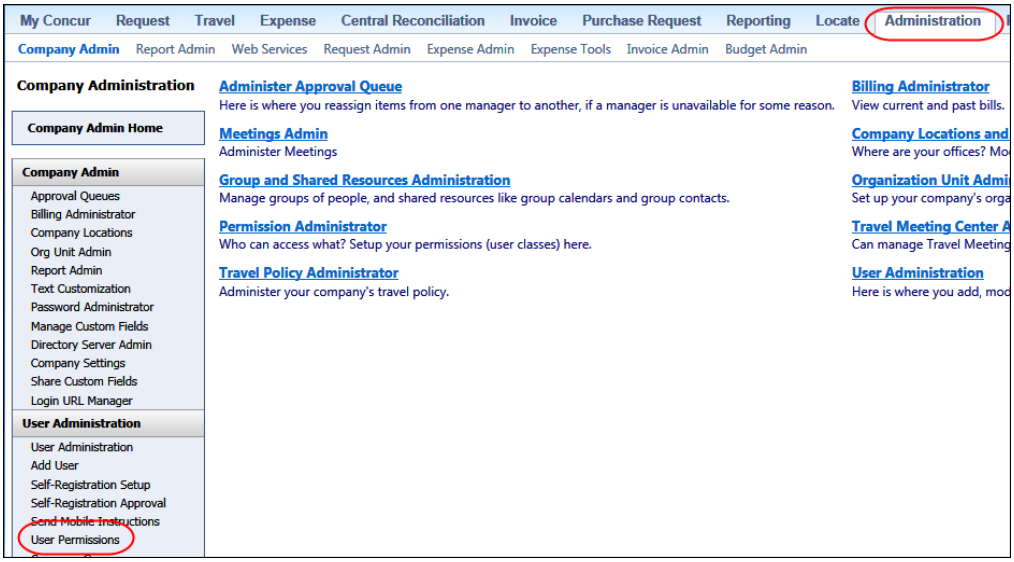


By Selected Users

The admin can turn on the enhanced UI for selected individual users, for example, a selected set of admin assistants or power users. These users will likely act as a resource to help others during the transition.

Who can do this?

If an admin's roles/permissions provide access to the **User Permissions** option on the left menu, then the admin will be able to enable the enhanced UI for individual users.



By Groups/Travel Classes

The admin can turn on the enhanced UI for selected groups of users. This allows deployment of the enhanced UI to any new implementations of divisions or groups immediately, and it allows the company to rollout the new UI gradually.

Who can do this?

- For Expense, Invoice, and Request: The admin can provide access by Employee Group. The admin must have one of these:
    - Expense Configuration Administrators assigned to the global level
    - Invoice Configuration Administrators assigned to the global level
    - Request Configuration Administrators assigned to the global level
- For Travel: The admin can provide access by group. The admin must be able to access the **User Permissions** option on the left menu and can assign the proper permission to a group or travel class.

Entire Company

The admin can turn on the enhanced UI of all users.

Who can do this?

- For Expense, Invoice, and Request: The admin can provide access by Employee Group. The admin must have one of these:
  - Expense Configuration Administrators assigned to the global level
  - Invoice Configuration Administrators assigned to the global level
  - Request Configuration Administrators assigned to the global level
- For Travel: The admin can provide access by travel configuration. The admin must have the Travel System Admin permissions.

IMPORTANT!

If the company has multiple admins and multiple Concur products, be aware that coordination is required among the admin team to achieve the desired results. Be aware that a user will have access if an admin provides him/her access in *any* of the ways described above.

For example, assume that a company uses Concur Travel and Expense. Further, assume that the Expense admin wants to provide access to only a select set of individuals while the Travel admin wants to assign access to an entire travel class. The result is that *everyone* in that travel class who is also an Expense user will have access to the *entire* Travel and Expense UI.

Resources

Here is a link for a quick look:
https://www.concur.com/en-us/introducing-concur-user-experience-updates

Clients can look at the new user interface, read about some of the changes and how these changes impact their business, and provide feedback.

Later, Concur will provide additional communications, webinars, videos, and messaging. Clients can also leverage standard support channels as well as social media to stay informed and provide feedback.

Resolved Cases

The following issues were resolved with this service release.

NOTE: This is a *representative* list of case fixes for this release; some issues may not be represented within this document.

Case ID	Case/Defect Description
N/A	**Invoice/Capture Processing** The system is not opening and processing files sent in the DAT and EML file extension types. Include support for these email extension types.
N/A	**Invoice/Capture Processing** The client can now use Shift+Tab keystroke combination to remove an empty line item row from display.
4974973	**Invoice/Vendor Selection** A processor is able to select from vendors in their hierarchy instead of the expected restriction to working only with vendors in the Invoice Owner's vendor list.
4986401	**Invoice/Processor Query** Searching by List Item Code is only searching on the second level Name criteria, and is ignoring the first level of the connected list.
05015666	**Invoice/Vendor Management** The *Allow Invoice Owner to Change Vendor* check box is not working as expected. 📖 Refer to *Changes to Invoice Owner Vendor Selection* in this document for more information.
5017808	**Invoice/Workflow** A request with custom approval status can be approved by an approver even when this approver is not permitted to approve the request via a setting disallowing approval for requests pending a different approver.
5022327	**Invoice/Workflow** A request that generates an exception and should be disallowed from moving through workflow is incorrectly allowed to be approved and advanced in workflow.
05023050	**Invoice/Workflow** The optional Has Processor Tracked Change field is not auto-selecting to track the change performed by the processor.
5042835	**Invoice/Vendor Upload** Cannot upload vendors via an HTTPS upload scenario – an exception appears.
5043649	**Invoice/Delegates** Employee is denied ability to edit delegate details – is restricted to only adjusting the email setting.

Case ID	Case/Defect Description
05054071	**Invoice/Policies** Changing a payment request to a different policy causes the Journal Type field to incorrectly change to a non-default value.
5081762	**Invoice/Employee Import** The Employee ID field, if left blank, is incorrectly causing Invoice to overwrite the existing value in the system.
5081840	**Invoice/Workflow** Invoices are incorrectly "locked" in the approval process and are not proceeding through workflow.
5083373	**Invoice/Purchase Request** The Search function is not allowing the requestor to return a list of purchase requests by a last name.
05094298	**Invoice/Workflow** An approver can add comments to a payment request, then delete them, then input new comments but find that these new comments are not retained on the request.
05105840	**Invoice/Capture Processing** In the Verification step, the Exception Approval drop down list is defaulting to *Yes* and the client wants it to default to *No*.
5027372	**Invoice/Purchase Order Matching** A Purchase Order Matching rule is not working correctly when the line item total is a negative amount.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Internet Explorer 7: To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

The first step in the process is to evolve the user experience with a focus on a redesigned interface and foundational changes in key areas of functionality. We will be delivering a redesigned, modern user interface for all products on http://www.concursolutions.com:

- Modern consumer based application look-and-feel that will be applied across all products
- Consistent terminology, iconography, and interaction across web and mobile applications
- Dashboard design with grouping of like functions and tasks and positioning key steps needed to complete a process at logical locations on the page

This refresh takes advantage of the most recent web browser technologies to provide users with a premium user experience. *As a result, IE 7 will no longer be a supported browser for users when they are transitioned to the new user interface;* ***for the best user experience, Concur recommends IE 10 or higher, as well as Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher****.*

What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads "Attention Concur User: Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT department to determine when and how to upgrade."

Users can click **Close** on any page to get more space, but it will appear again on every subsequent page.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

Refer to *Additional Release Notes, Webinars, and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

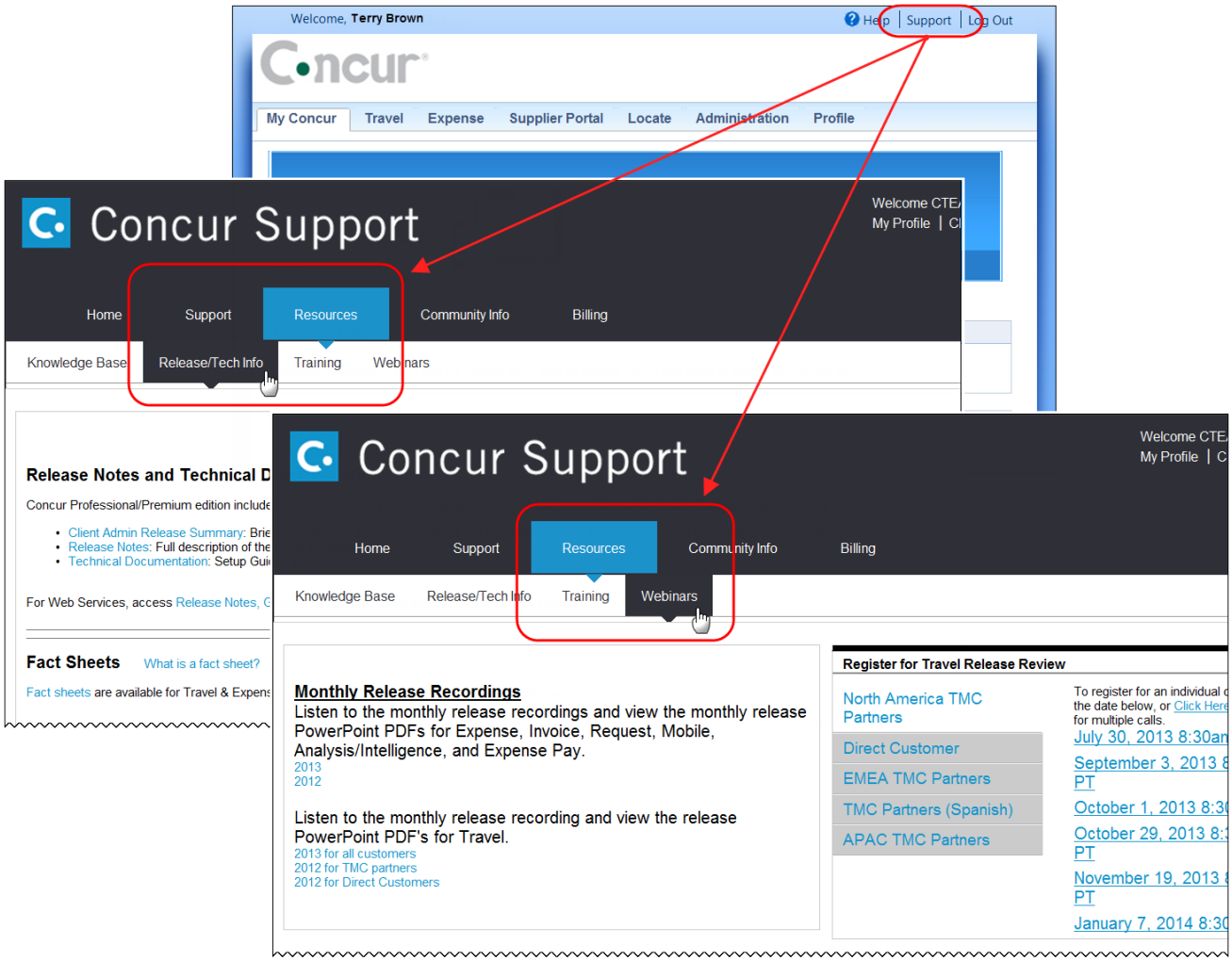
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then, in the Concur Support portal, click **Resources**.

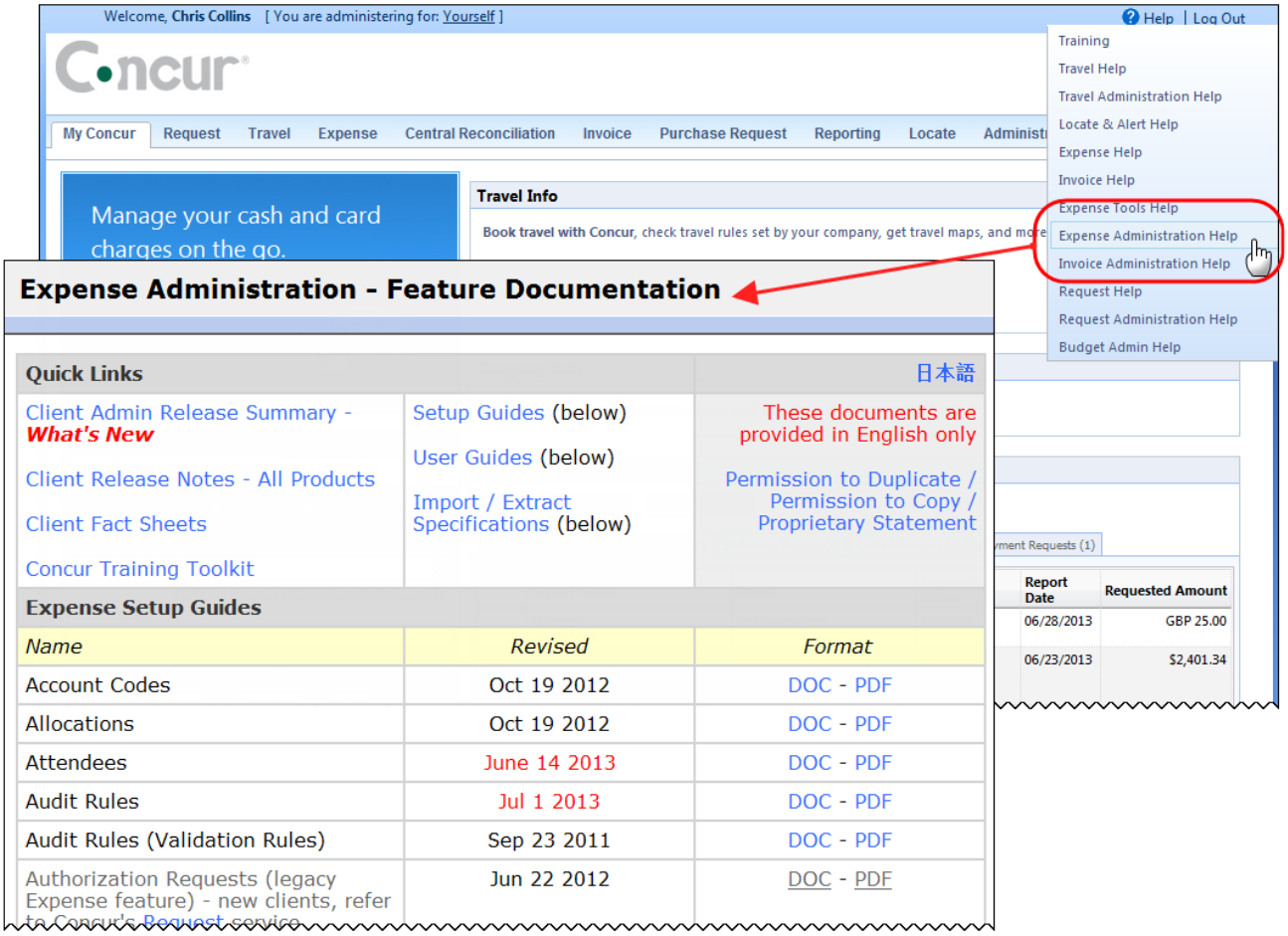
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout *other than* Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help: Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.

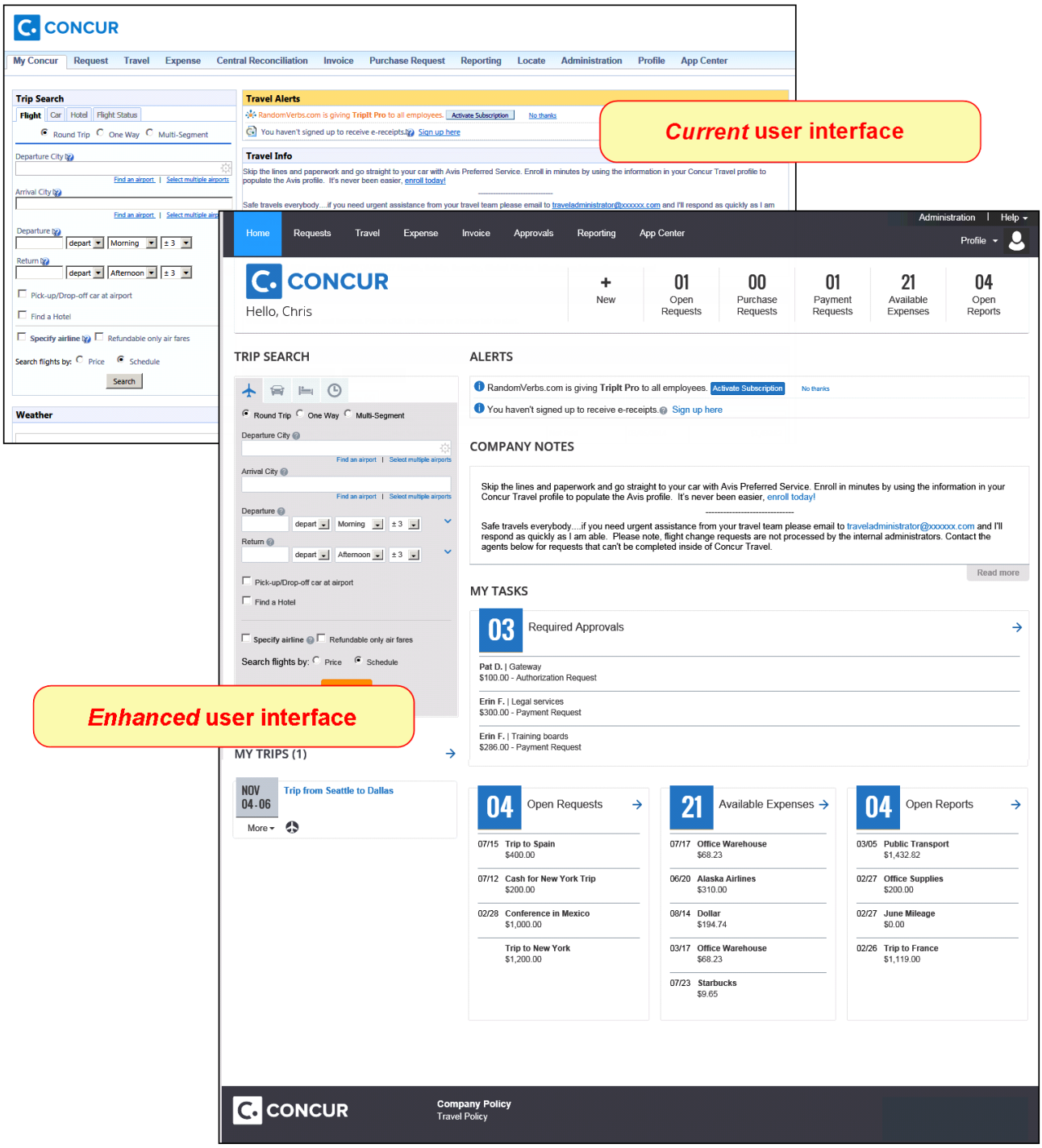


Concur Release Notes **Invoice Professional/Premium** Includes: Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
September 2014 Update #1: Thursday, September 18, 10:00 AM PT	Concur Clients

Contents

Two User Interfaces: Enhanced UI

In October, the transition from the *current* user interface to the *enhanced* user interface will begin.



As described previously in the monthly release notes, the enhanced UI brings some long-awaited usability enhancements—some are significant (perhaps involving navigation changes) while others are minor (involving only look-and-feel).

Quick Look

Take a quick look at the enhanced UI:
https://www.concur.com/en-us/introducing-concur-user-experience-updates

Getting Ready: Transition Guides

Two guides are available to help you and your users understand the enhancements. The "highlights" guide (about 13 pages) is designed for end users and describes the most significant changes that impact them. The "comprehensive" guide (about 70 pages) is designed for admins. It describes:

- The steps required ***before*** transitioning to the enhanced UI
- The preview period for the admin, for selected users, for selected groups, and for the entire company
- All of the enhancements—both significant and minor

To help with your training needs, you can provide the guides to your admins and/or end users "as is," you can use any or all of either guide to create your own training materials, or you can cut, copy, paste, delete or otherwise edit either guide at will.

Access the guides here:
http://www.concurtraining.com/customers/tech_pubs/GW/_TransGuidesProf.htm

Release Notes: Sample Screens and Menu Navigation

For screen samples, the monthly release notes may show the *current* UI, the *enhanced* UI, or both. Over time, all screen samples will appear only in the *enhanced* UI.

In those cases where the menu navigation is different, we will provide both sets of steps.

Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
   – or –
   In the *enhanced* UI, click **Profile** > **Profile Settings** > **Other Settings** (left menu).

Release Notes

Invoice Management

Purge Test Transactions from System Now Available

Overview

When the client has completed all testing in Invoice, the administrator can purge the test transactions from the system by using the user interface. This feature applies to payment requests, purchase orders, and purchase requests. The administrator does not need to be a Test User to perform this task. To purge test transaction, Concur has added a new setting, **Purge Test User Transaction**, on the **Test User Setting** page.

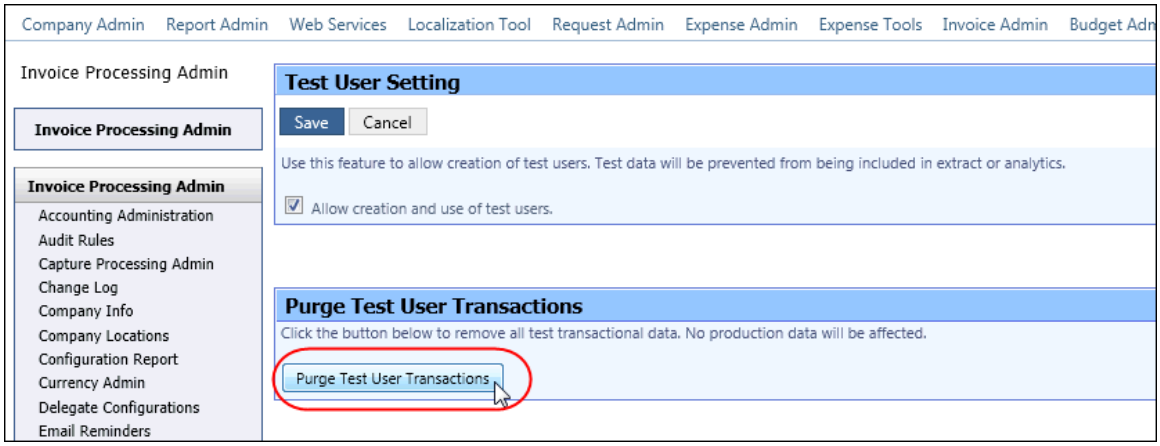
BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement will facilitate rollout of new functionality or a new region/business unit for a client who has Invoice in production. The system will only remove the test transactions while the legitimate transactions remain in the system.

For a client who is ready to go live and have been using test users to validate Concur Invoice functionality, there will not be any production data left from the test users, and the system will remove the transactions from the database.

What the Administrator Sees

The admin sees a new setting, **Purge Test User Transactions**, in **Test User Admin**.

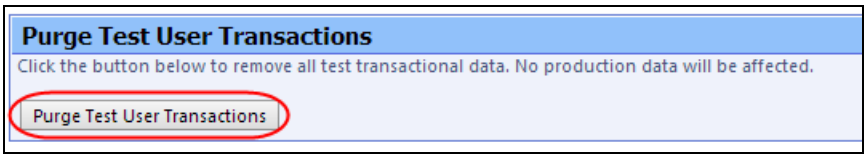


Configuration/Feature Activation

The administrator removes the test employee transactions using options in the **Test User Admin** tool.

To purge test transactions from the system:

1. Click **Administration** > **Invoice Admin** > **Test User Admin** (left menu).
2. In **Test User Admin**, click the **Purge Test User Transactions** button.



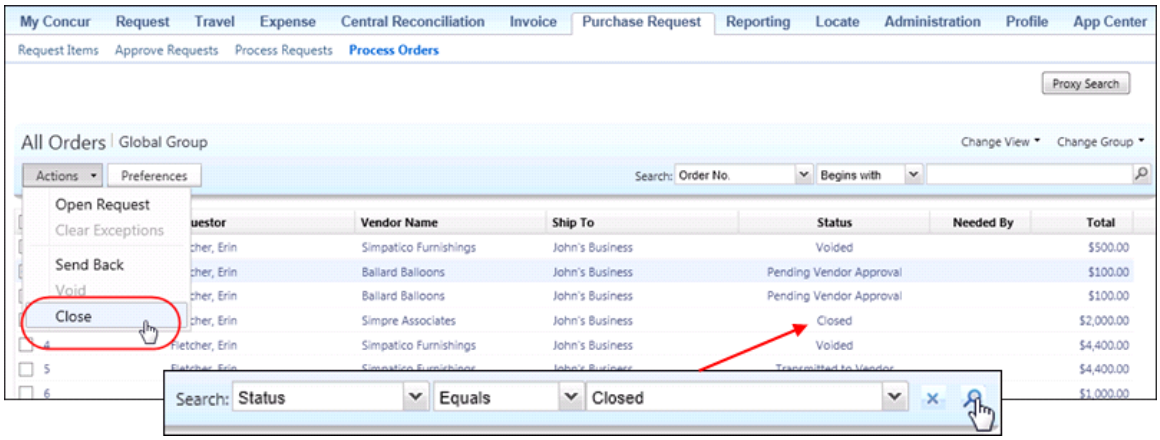
A list with all the removed test user transactions appears on the page.

For more information, refer to *Shared: Test User Setup Guide*.

Processor: New "Closed" Status for Purchase Order

Overview

Purchase Order Processors will now have an option to close a purchase order (PO). This feature will help processors to have a better overview of their POs and their statuses, and to know which action they need to take for each PO. In addition, if the processor wants to see a list of closed POs, they can now do so by selecting *Status* and *Closed* in the Search area.

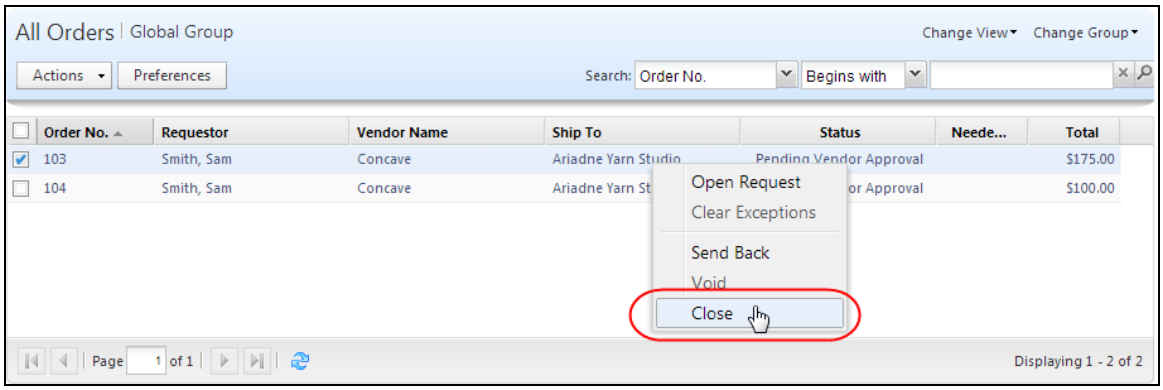


BUSINESS PURPOSE/CLIENT BENEFIT

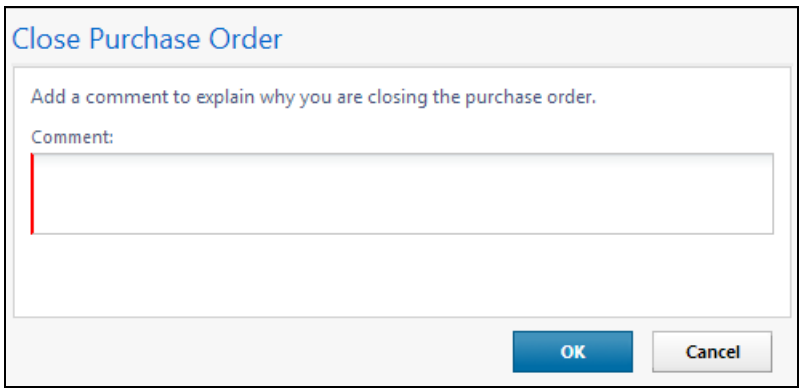
This enhancement helps customers to manage the PO process more efficiently in their company.

What the Processor Sees

The processor will see a new option, **Close**, on the **Actions** menu and all pages where there is a list of purchase orders.



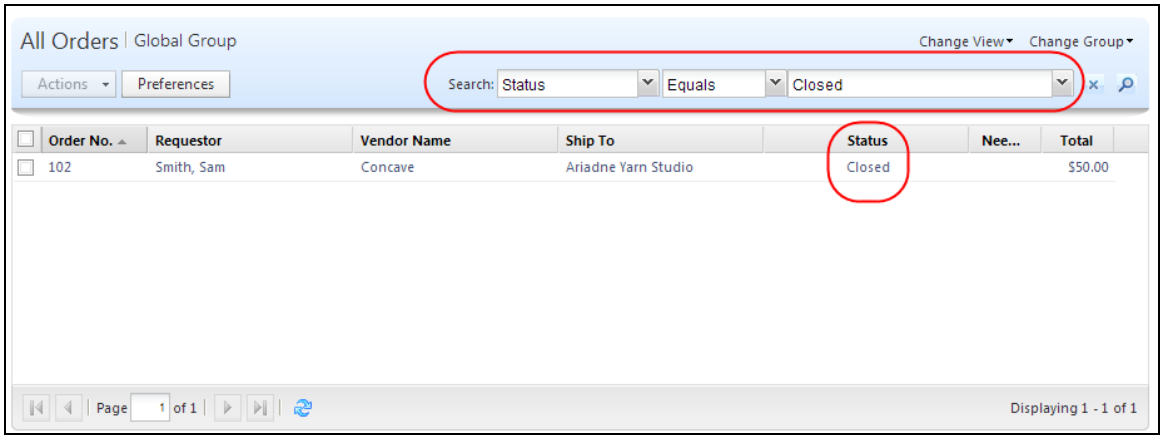
When the processor clicks **Close**, the **Close Purchase Order** window appears. The processor must then add a comment about why he/she wants to close the PO.



When the processor has closed the PO, it will no longer appear in the list of that page.

In addition, a closed PO will not be available in the list of active POs for matching invoices.

If the processor wants to search on the closed POs, he/she can now do so by selecting *Status Equals Closed* in the search area. The page will list all the closed POs.



NOTE: Please note that the Invoice user cannot copy a request if it is associated to a closed PO.

NOTE: If the client uses an external purchasing system, a standard PO import into Concur Invoice can update any PO with a *Closed* status.

Configuration/Feature Activation

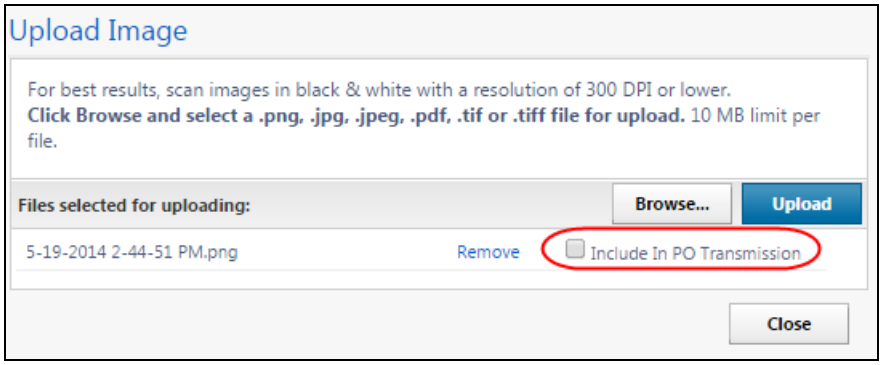
These features are automatically on; there are no additional configuration or activation steps.

For more information, refer to *Invoice Purchase Request and Purchase Order User Guide*.

Purchase Order: Ability to Add Supporting Documents

Overview

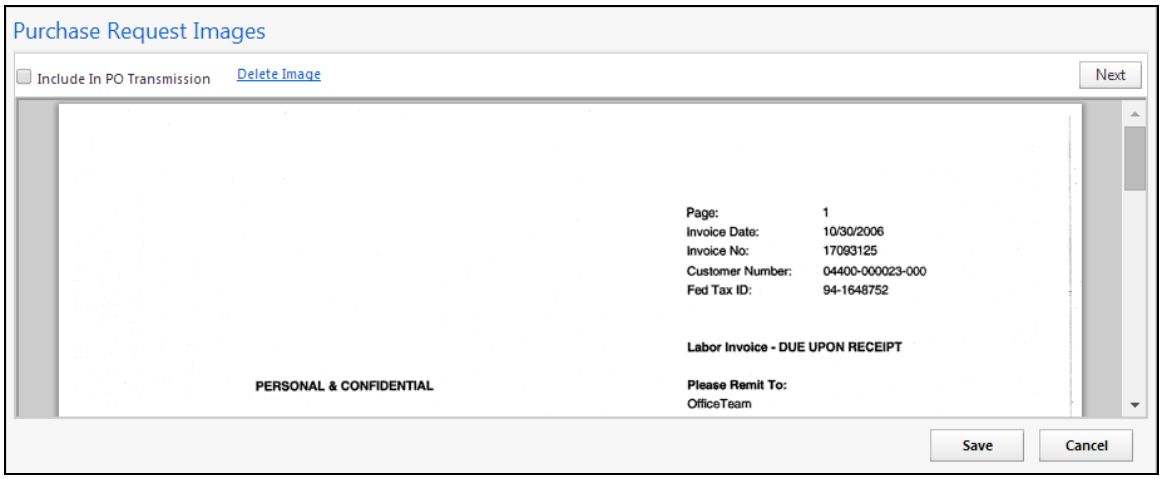
A Purchase Request Owner can now attach supporting documents to a purchase order that transmits to a vendor using the Include in PO Transmission feature available in the **Upload Image** window. In addition, a Purchase Request Owner can choose documents that are already available for a purchase request and attach these documents for the vendor.



Concur has also implemented a new window, **Purchase Request Images**, where the **Include in PO Transmission** check box appears. This new window is accessible via the **View Image Gallery** link.

If there are several images attached to the purchase request, the Purchase Request Owner can use the **Next** and **Previous** button to toggle between the different images.

The Purchase Request Owner can also delete an image by clicking **Delete Image** in the **Purchase Request Images** window.

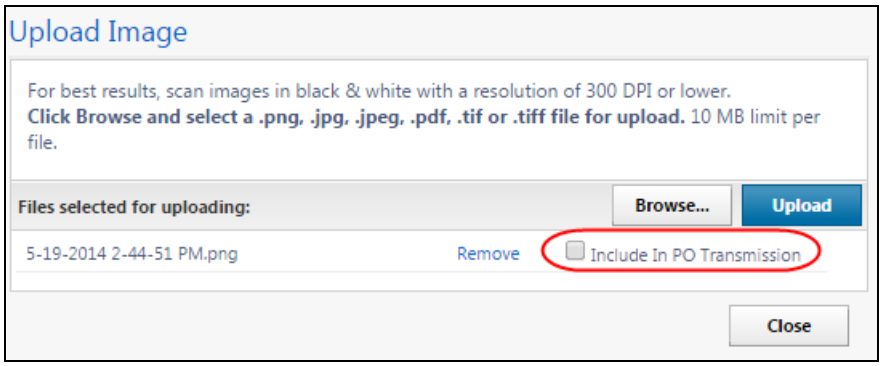


BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides clients with more control over the process by letting them include any PDF (or other image format) for contract terms, pricing spreadsheets, or special instructions in the PO transmission.

What the Purchase Request Owner Sees

The Purchase Request Owner will see a new check box, **Include in PO Transmission**, which enables him/her to select the images that should be included in the PO transmission to the vendor.

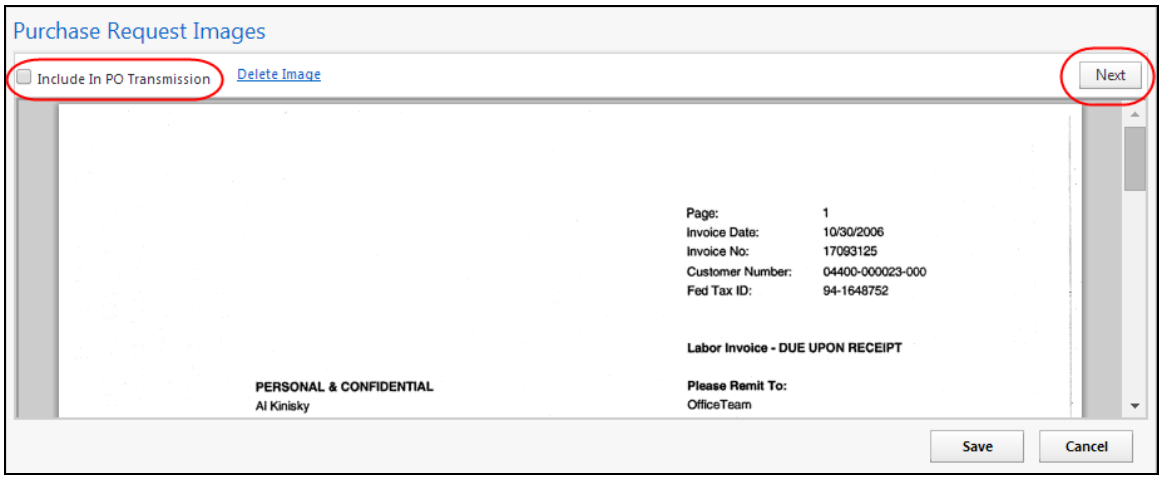


To include image in PO Transmission:

1. On the **Request** page, in the **Actions** menu, select **Upload image**. The **Upload Image** window appears.
2. Click **Browse** to select the desired image to upload.
3. Select image by double-clicking it, or by selecting it and clicking **Open**.
4. Click **Upload**.
5. Select the **Include in PO transmission** check box.

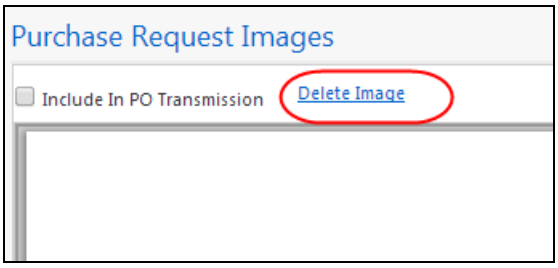
6. Click **Close**.

In addition, the Purchase Requst Owner will see a new window, **Purchase Request Images**, where he/she can include images in the PO transmittion by checking the **Include in PO Transmission** check box, delete images by clicking **Delete Image**, and toggle between images by using the **Next** and **Previous** buttons. To access this window, on the **Request Items** page, click **View Image Gallery**.

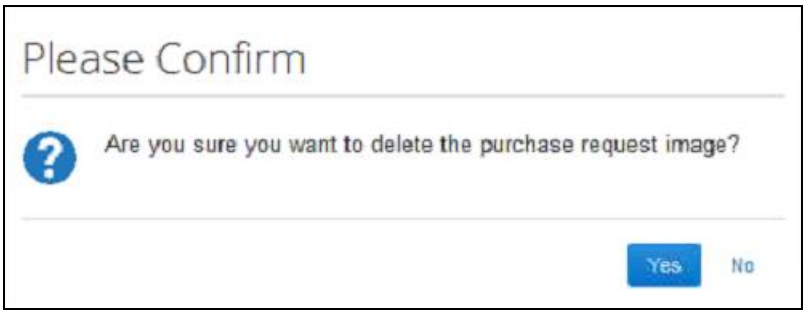


To delete an image:

1. In the **Purchase Request Images** window, click **Delete Image**.



The **Please Confirm** window appears.



2. Click **Yes**. Once you have deleted an image, the next image, if there is one, appears.

What the Approver and Processor See

The approver and processor will be able to see the same functionality that the Purchase Request Owner sees. However, they will not be able to delete images.

Configuration/Feature Activation

These features are automatically on; there are no additional configuration or activation steps.

📖 For more information, refer to *Invoice: Purchase Request and Purchase Order User Guide* and *Invoice: Purchase Request and Purchase Order Setup Guide*.

Purchase Order: Ability to Create a Purchase Order Extract

Overview

The Purchase Order (PO) module of Invoice Management now supports PO data extract to the client financial system using a new Purchase Order overnight extract-processing job. This update complements the existing PO import, and the use of client-side reporting tools to generate a PO early accrual report.

Default fields will be available in the extract, and the client can work with Concur to add fields to this configurable data feed file. Selected fields include:

- Purchase Order Key
- PO Number
- Order Date
- Order Type
- Name
- *Other fields by default*
- *Additional non-default fields as available*

NOTE: The system only picks up newly created purchase orders from the last time a successful PO extract ran. The PO status or amount might have changed. However, the system only extracts the PO once.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement allows the client to receive a complete copy of purchase order data into the client's ERP system enabling the customer to generate early accrual reports.

What the Administrator Sees

The Concur Import/Extract administrator will now see a new Purchase Order extract option for the client entity, and may work with this extract on the client's behalf just as they do for any other extract.

Configuration/Feature Activation

The client will work with Concur to configure the purchase order extract data file to their specifications.

📖 For more information, refer to *Chapter 19: Invoice Purchase Order Extract* specification of the *Invoice: Import and Extract File Specifications* document, and the *Invoice: Purchase Request and Purchase Order User Guide* and *Invoice: Purchase Request and Purchase Order Setup Guide*.

Invoice Pay: Credit Handling Now Available

Overview

In this release, Concur has provided new Invoice Pay credit handling. The client can configure this functionality for each funding account. When enabled, the functionality includes the following features:

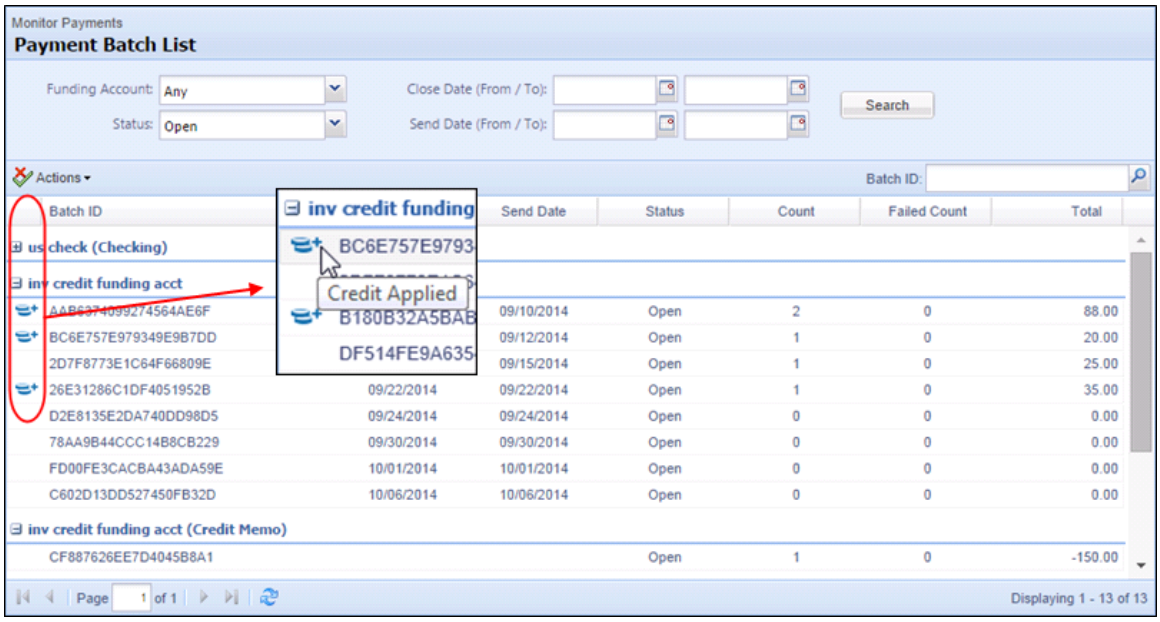
- Vendor credits can be applied automatically to invoice payments. Invoice payments for less than the credit amount are not sent, allowing the client to use up their existing credit. Once there is an invoiced amount higher than the vendor credit, Invoice Pay will send a payment for the remaining balance. The credit information will be included in the remittance file.
- The **Payment Batch List** and **Payment Demand List** pages now include a column with a new icon for credits in the batch. The **Payment Demand List** page also includes the **Credit Amount** and **Paid Amount** values in the list header.
- The **Payment Batch List** page displays a new batch type, Credit Memo, which appears when there is an outstanding credit with a vendor. There can be one Credit Memo batch per funding account.
- The **Funding Account** page now has an **Apply Credit Memos** option where the Payment Manager can enable credit handling.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides robust vendor credit handling.

What the Payment Manager Sees

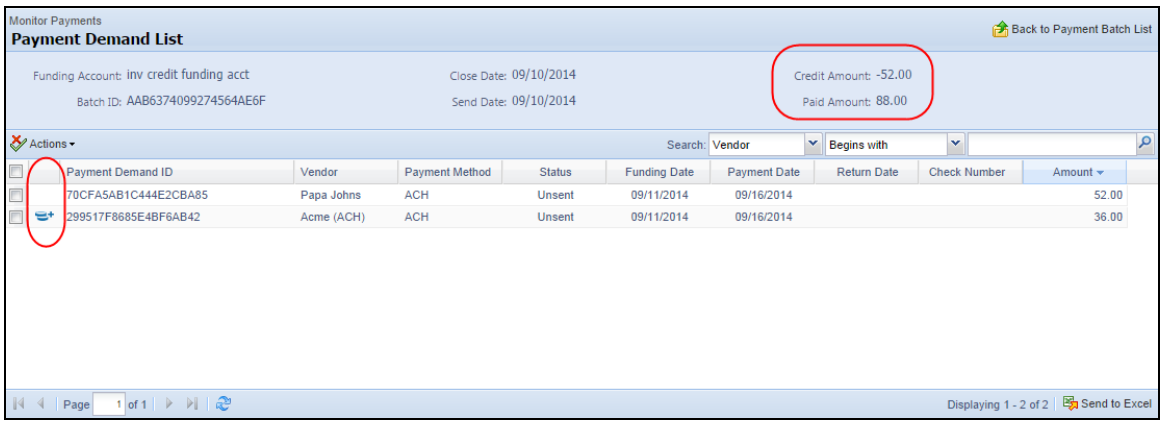
The Payment Manager will see a new column with a new credit icon on the **Payment Batch List** page. This icon will be displayed only if a batch includes a credit.



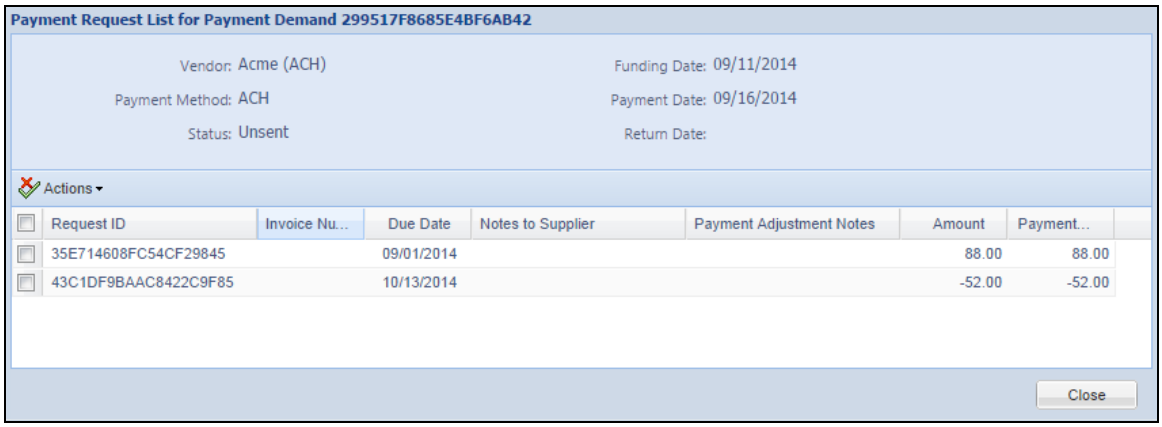
On the **Payment Demand List** page, a **Credit Memo** icon will appear if the payment demand includes a credit. If there are credits available, the Credit Memo batch type appears and will be referenced each time a batch is run to determine if there are any available credits that can be used to offset the incoming debits. As long as there are available credits, the status of the Credit Memo batch will always be *Open*.

NOTE: There will only be one Credit Memo batch per funding account.

Two new values have also been implemented on the header of the page, **Credit Amount** and **Paid Amount**. The credit amount represents the total dollar value of the credits included in the batch, and the paid amount is the total amount to be paid out.



The Payment Manager selects **View Payment Request** in the **Actions** menu or double-clicks the payment demand with the **Credit Memo** icon to see the payment request list for this particular payment demand showing the credit amount and the paid amount.



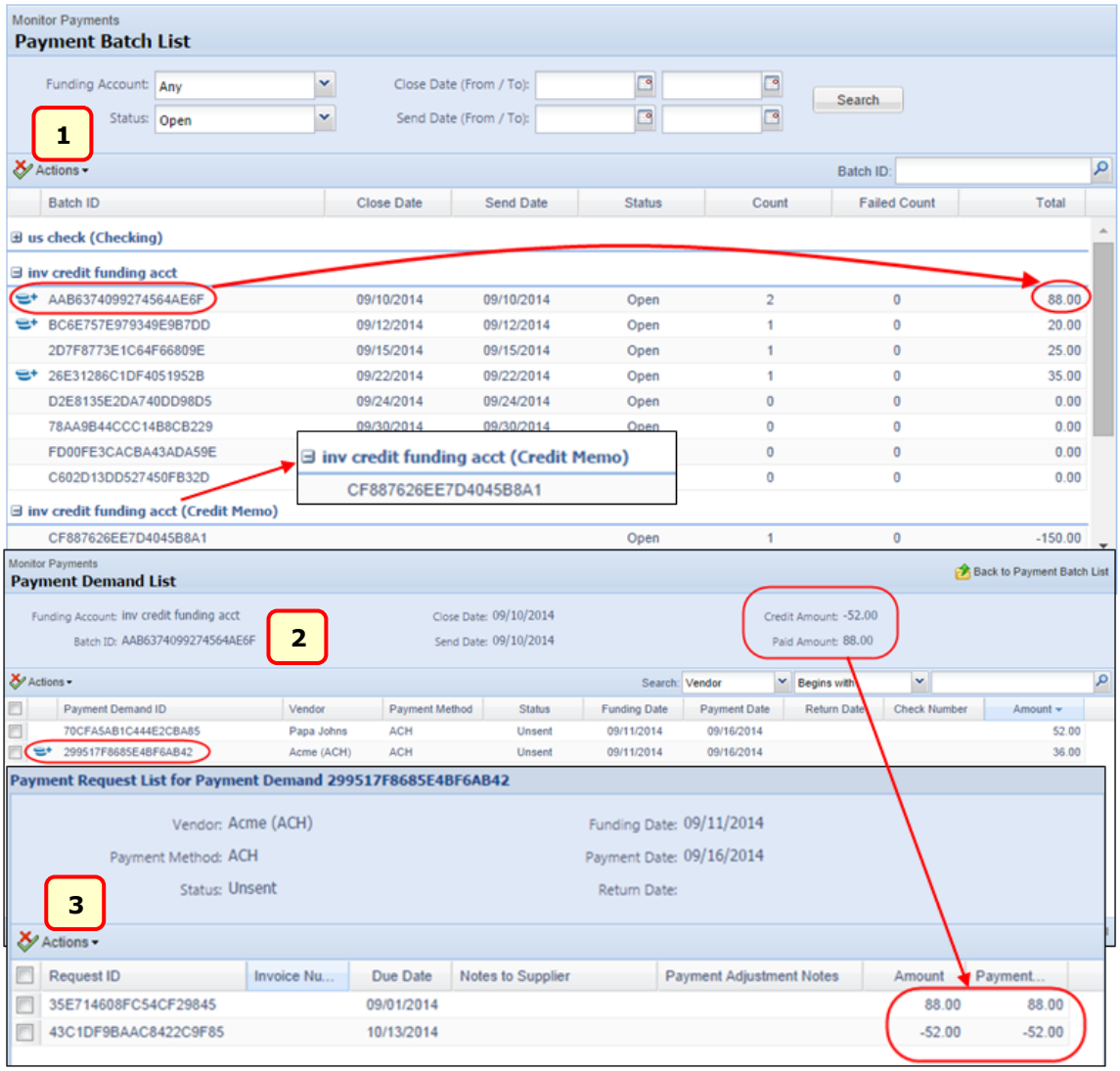
Example 1:

On the Payment Batch List page (image number 1 below), the **Credit Memo** icon indicates that the system applied credit to this batch and that $88.00 still needs to be paid out.

The line item in **inv credit funding acct (Credit Memo)** on the **Payment Batch List** page indicates that there is a credit of $-150.00 that will be used for future invoices.

On the **Payment Demand List** page (image number 2 below), the **Credit Amount** and the **Paid Amount** values show information about the batch. The credit amount of $-52.00 is included in the Acme payment demand, which the Credit Memo icon indicates.

If the Payment Manager double-clicks the Acme payment demand, he/she will see the **Payment Request List** page (image number 3 below) for this payment demand, which shows the paid amount of $88.00 and the credit amount of $-52.00.



Example 2:

Assume that we have a payment demand with both new debits and credits. A credit of $750.00 is loaded into the payment demand first, followed by a debit of $500.00. In this example, the amount of the credit exceeds the amount of the debit. The credit offsets the full amount of debit, and the vendor receives no payment. The vendor will only receive payment once the debit surpasses the credit.

Example 3:

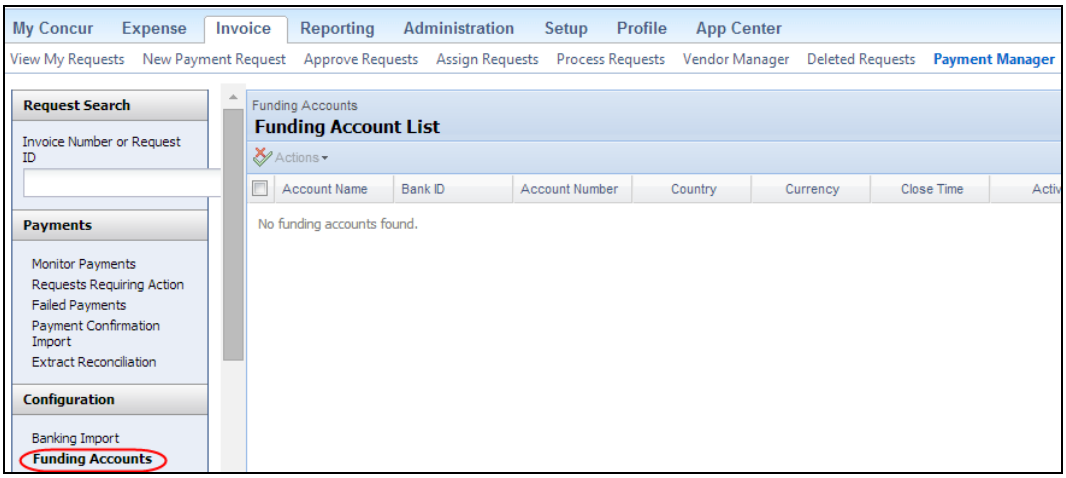
Assume that we have a payment demand with both new debits and credits. This time a debit of $500.00 exceeds the vendor credit amount of $200.00. The credit amount is first loaded into the payment demand, followed by the debits. The system applies the full credit to the debit, and the remaining balance of $300.00 is paid to the vendor. In this case, the vendor credit is $0.00.

Configuration/Feature Activation

This feature is available to clients who have purchased Invoice Pay. The Payment Manager enables this feature on the **Funding Account** page.

To enable credit handling:

1. Click **Invoice** > **Payment Manager** > **Funding Accounts** (left menu).



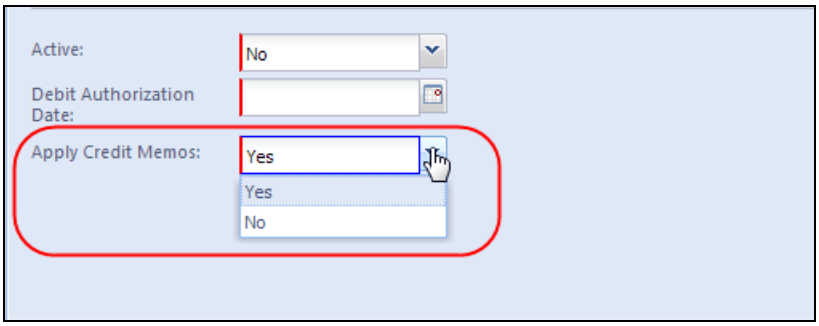
2. On the **Funding Account List** page, click **Add Funding Account** (this example), or select an existing funding account and click **Actions** > **Edit**.

The **Funding Account** window appears.

3. Enter all the required information and any optional fields that you want to use.

   For more information, refer to the *Invoice: Invoice Pay Setup Guide*.

4. In the **Apply Credit Memos** list, select *Yes* to enable the credit handling feature.



For current clients, the default value will be *No* for all funding accounts. For net new clients or any new funding accounts, the default value will be *Yes*.

For more information, refer to *Invoice: Invoice Pay User Guide* and *Invoice: Invoice Pay Setup Guide*.

Capture Processing: Use Email Address to Filter Vendor Availability

Overview

The list of vendors available for assignment to an invoice can now be filtered based on the email used by the supplier when sending the invoice. This means that the "To" email address provided to the supplier can filter the list of vendors that the admin or system can work with, resulting in more accurate vendor assignment.

Applies to Both Versions of Capture Processing

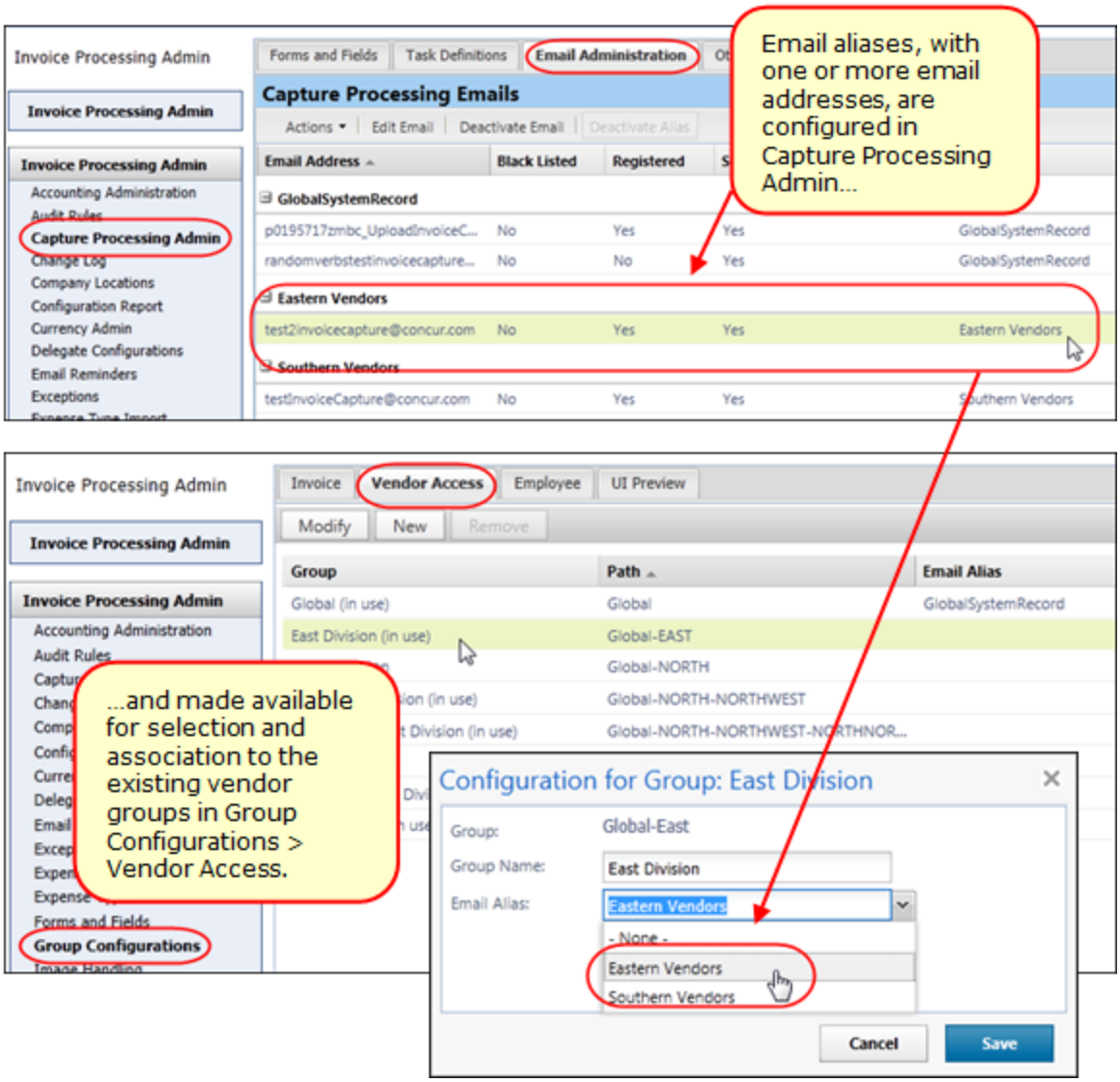
This feature functionality works in both the Client-Managed and Service-based versions of Capture Processing where the OCR process selects a vendor from a list of vendors as configured by the client. The Verifier role in client-managed can search for vendors using the email alias associated with the vendor group, returning only those vendors for selection, or may select any vendor in the system. Admins using the Service-based offering will work with the entire Global Vendor Group list.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides more accurate vendor assignment both in OCR processing and manually, when selecting from the pool of available vendors.

How It Works

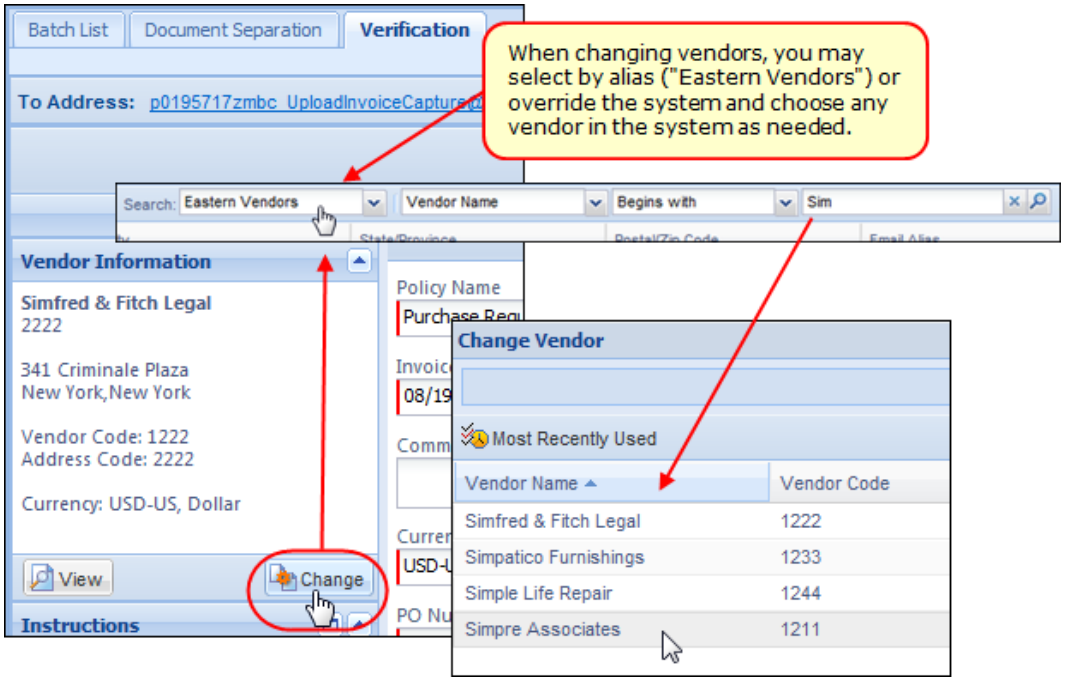
This feature works by leveraging the *Vendor Access Mapping* feature used by clients to associate vendors to Invoice Owners and expense types. Using these same vendor groups, this feature extends the functionality by allowing association of these groups to email aliases made up of one or more email addresses.



This means that, when the supplier is assigned a "To" email address, that email instructs the system to only display for selection those vendors within the assigned "vendor email" group.

What the Capture Processing Admin Sees

For the admin working in Capture Processing (Client-Managed), all vendors available for selection are based directly on the email address they provided to their supplier (by way of the alias the email address is assigned to). The system is also instructed to work only with these vendors, resulting in post-OCR vendor assignments aligned directly with the available vendor pool.



The vendors that display are based on the Capture Processing offering:

- **Client Managed:** Changing the vendor should display the vendors associated with the email alias. The search can be changed to other email aliases or to global to display all.
- **Concur Managed Service:** Changing the vendor and searching on a name will display a list from all vendors, not just from the email alias.

Configuration/Feature Activation

The configuration steps are as follows, and assume the client is using Vendor Import Access Mapping functionality to group their vendors:

- **Step 1:** Activate the Vendor Segregation feature (see procedure below) to expose the functionality in the user interface.
- **Step 2:** Create the Vendor Groups using the Vendor Import Access Mapping functionality of Group Configurations.

  For more information, refer to *Invoice: Vendor Access Mapping Import User Guide*.

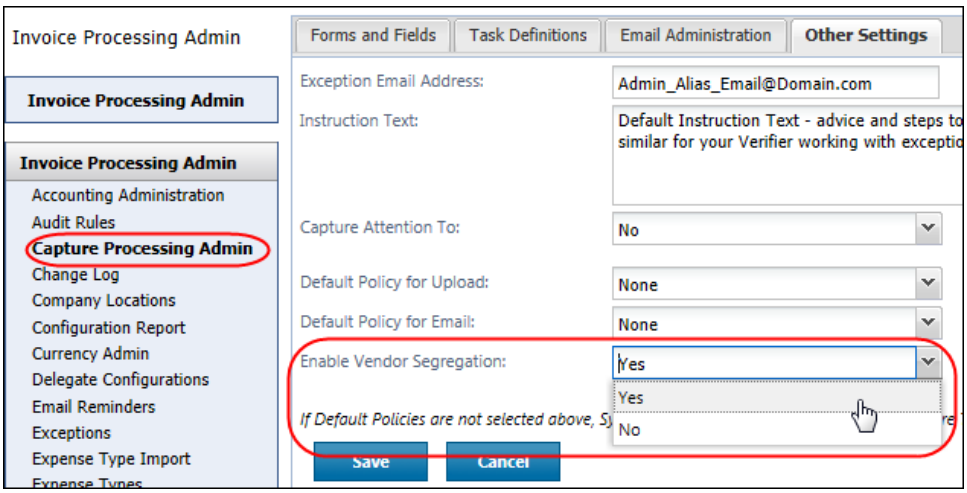
- **Step 3:** Create the email aliases and add the email addresses you want grouped within the alias (for example, assume Eastern Division alias, with Eastern-based supplier's assigned email address of "eastern1invoicecapture@concur.com", "eastern2invoicecapture@concur.com", etc.).
- **Step 4:** Using **Group Configurations** > **Vendor Access**, assign a vendor group its email alias.
- **Step 5:** Distribute the email address to the supplier based on your preferred vendor list for that supplier.

The procedures below may require that the client submit a Service Request to Support if they lack access to the configuration tool.

To activate the Vendor Segregation feature:

1. Click **Administration** > **Invoice Admin** > **Capture Processing Admin** > **Other Settings**.

2. In the **Enable Vendor Segregation** list, click *Yes*.



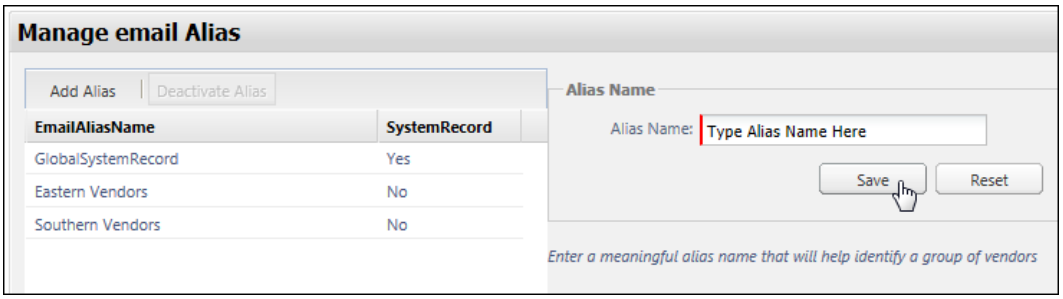
3. Click **Save**.

Now, the functionality appears in **Group Configuration** > **Vendor Access**, and using the following procedure, both the parent alias and its child email addresses (one or more) may be configured.

To create an alias and add email addresses for Vendor Segregation:

1. Click **Administration** > **Invoice Admin** > **Capture Processing Admin** > **Email Administration**.

2. Create an alias by clicking **Actions** > **Manage Email Alias** and, in the **Manage Email Alias** window, click **Add Alias**.



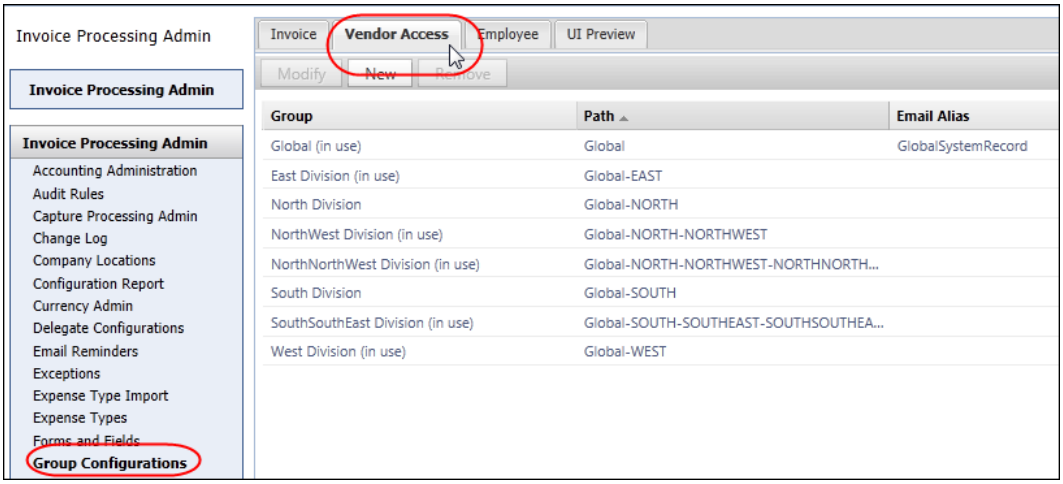
3. Type the name of the alias in the **Alias Name** field, click **Save**, and then click **OK** in the confirmation message that appears.

4. (Optional): Continue adding additional aliases using the steps above.
5. Click **Close**.
6. Add email addresses by clicking **Actions** > **Add Email**.
7. In the **Add Email** window, type the email address, and configure the following options:
   - **Black Listed:** Mark this email as black listed. Typically, this is used as an indicator that the email is not suitable for use on a temporary or even permanent basis.
   - **Registered:** Mark the email as registered with Concur after the Technical Consultant has added it to Concur's email address system.
   - **Alias Name:** Select any of the aliases created in the steps above to associate this email address within the alias.
8. Click **Save**.

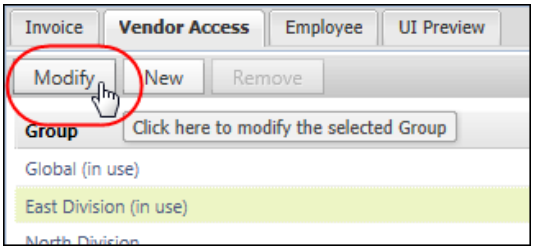
⚠ Important: If you use this procedure to add emails, ensure that a Concur Technical Consultant also registers the emails in Concur's email system.

To associate (or edit) a vendor group with a registered email alias:

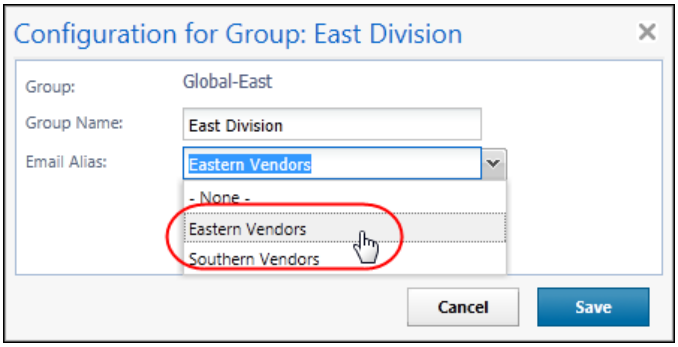
1. Click **Administration** > **Invoice Admin** > **Group Configurations** > **Vendor Access** tab.



2. In the **Group** list, select a vendor group, and then click **Modify**.



3. In the **Configuration for Group** window, select the preferred email alias from the **Email Alias** list.

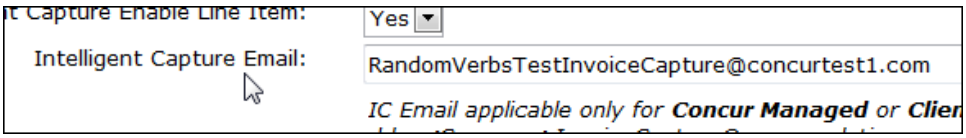


4. Click **Save**.

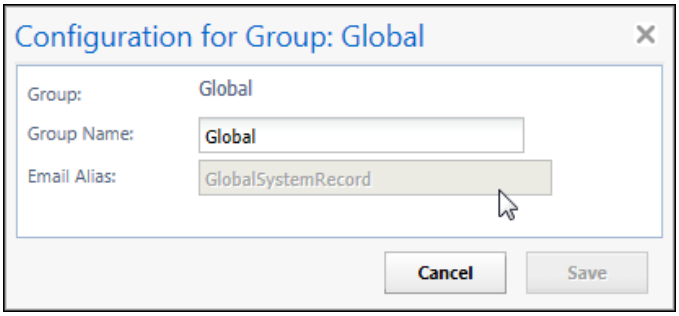
Additional Information About This Feature

Please note the following when working with this feature:

- **Hosted Management Console (HMC) Change:** HMC now incorporates a single, dedicated system email associated with the Global group as a "backstop" so that all clients will have all vendors for selection under the Global group. This change means no additional (secondary) email is available following this release, only the single **Intelligent Capture Email** option.



- **A Read-Only, Single System-Based Email Is Enforced:** As above, a single email associated with the Global group ensures all vendors are available to the client by default (absent of configuration of this feature). This is enforced by a read-only user interface when working with the GlobalSystemRecord email alias.

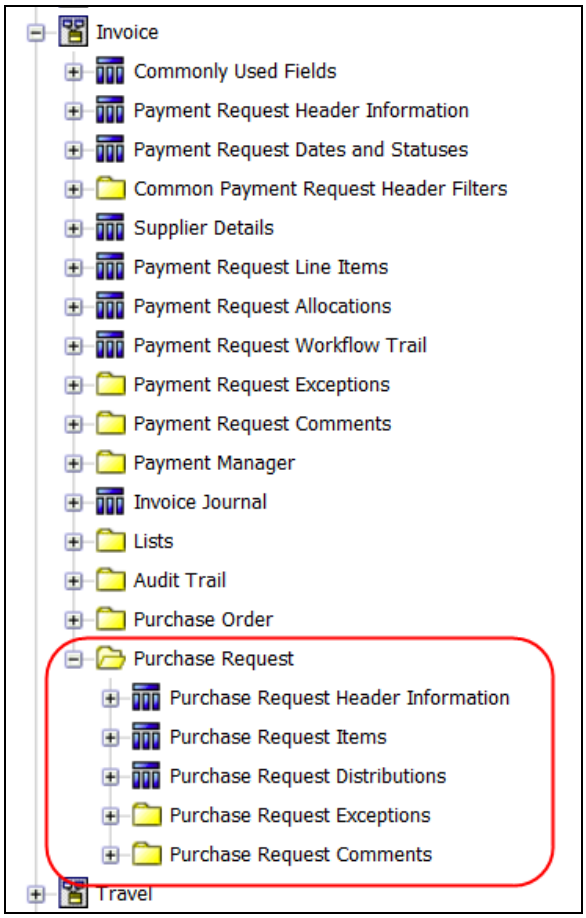


- **Activating the "To" Emails for the Client:** The Technical Consultant will need to activate the emails with the Concur email system by submitting an OPI on behalf of the client.

For more information, refer to the *Invoice: Capture Processing (Client-Managed) Setup Guide*.

Purchase Request Data Available in Concur Insight

With this release, Concur has added Purchase Request data to the Invoice folder in the reporting data model.



If your role allows you to create or modify reports, you can now use the Purchase Request data in your reports. Purchase Request data will be added to the standard reports in a future release.

📖 For more information, refer to the Concur Insight release notes for September.

Resolved Cases

The following issues were resolved with this service release.

NOTE: This is a *representative* list of case fixes for this release; some issues may not be represented within this document.

Case ID	Case/Defect Description
4889448	**Invoice/Expense Type Import** Copy down of expense type is failing when PET code is used as value.
5081171	**Invoice/Test User** An approved purchase order created by a Test User is visible in both the PR Processor and PO Processor screens to regular non-Test Users.
5120285	**Invoice/Capture Processing** Invoices are hung in process, and cannot be deleted or moved forward for assignment.
5228388	**Invoice/Localized Text Display** Invoice is not displaying Japanese text even when the user has set their system to this language / locale.
5228986	**Invoice/Workflows** Self-approval is not available to the admin even though this option is allowed using the Workflows tool.
5234081	**Invoice/Capture Processing** The Transaction ID field is not displaying correctly in the user interface.
5236750	**Invoice/Intelligent Capture** The Transaction ID field is not displaying correctly in the user interface.
5255003	**Invoice/Localization** The Invoice header and entry forms are only displaying fields in English.
5284541	**Invoice/Gateway** The Invoice tab is not appearing in the new enhanced user interface.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Internet Explorer 7: To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

The first step in the process is to evolve the user experience with a focus on a redesigned interface and foundational changes in key areas of functionality. We will be delivering a redesigned, modern user interface for all products on http://www.concursolutions.com:

- Modern consumer based application look-and-feel that will be applied across all products
- Consistent terminology, iconography, and interaction across web and mobile applications
- Dashboard design with grouping of like functions and tasks and positioning key steps needed to complete a process at logical locations on the page

This refresh takes advantage of the most recent web browser technologies to provide users with a premium user experience. *As a result, IE 7 will no longer be a supported browser for users when they are transitioned to the new user interface;* ***for the best user experience, Concur recommends IE 10 or higher, as well as Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher****.*

What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads *Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT Department to determine when and how to upgrade.*

Users can click **Close** on any page to get more space, but it will appear again on every subsequent page.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

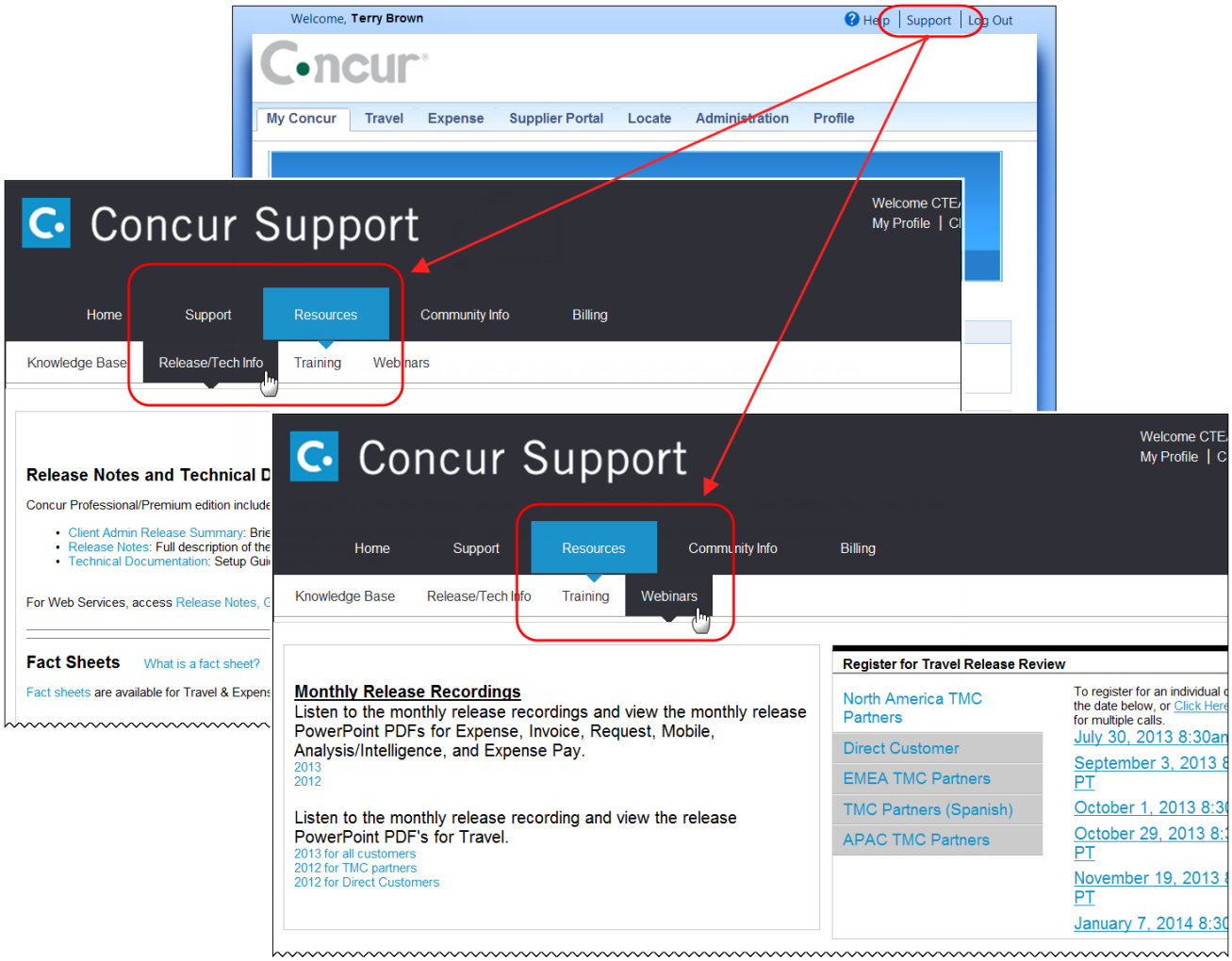
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then, in the Concur Support portal, click **Resources**.

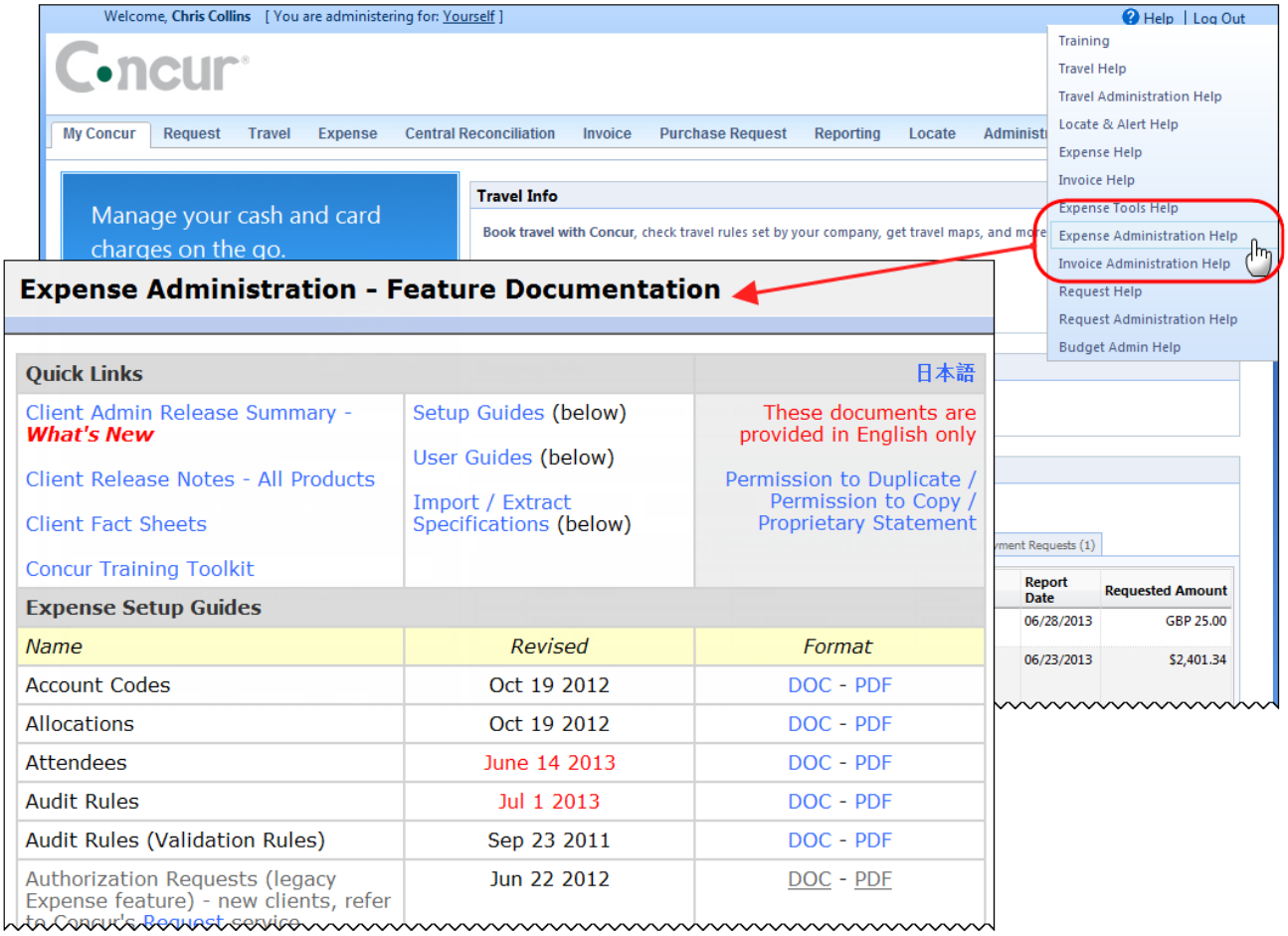
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout *other than* Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help: Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.

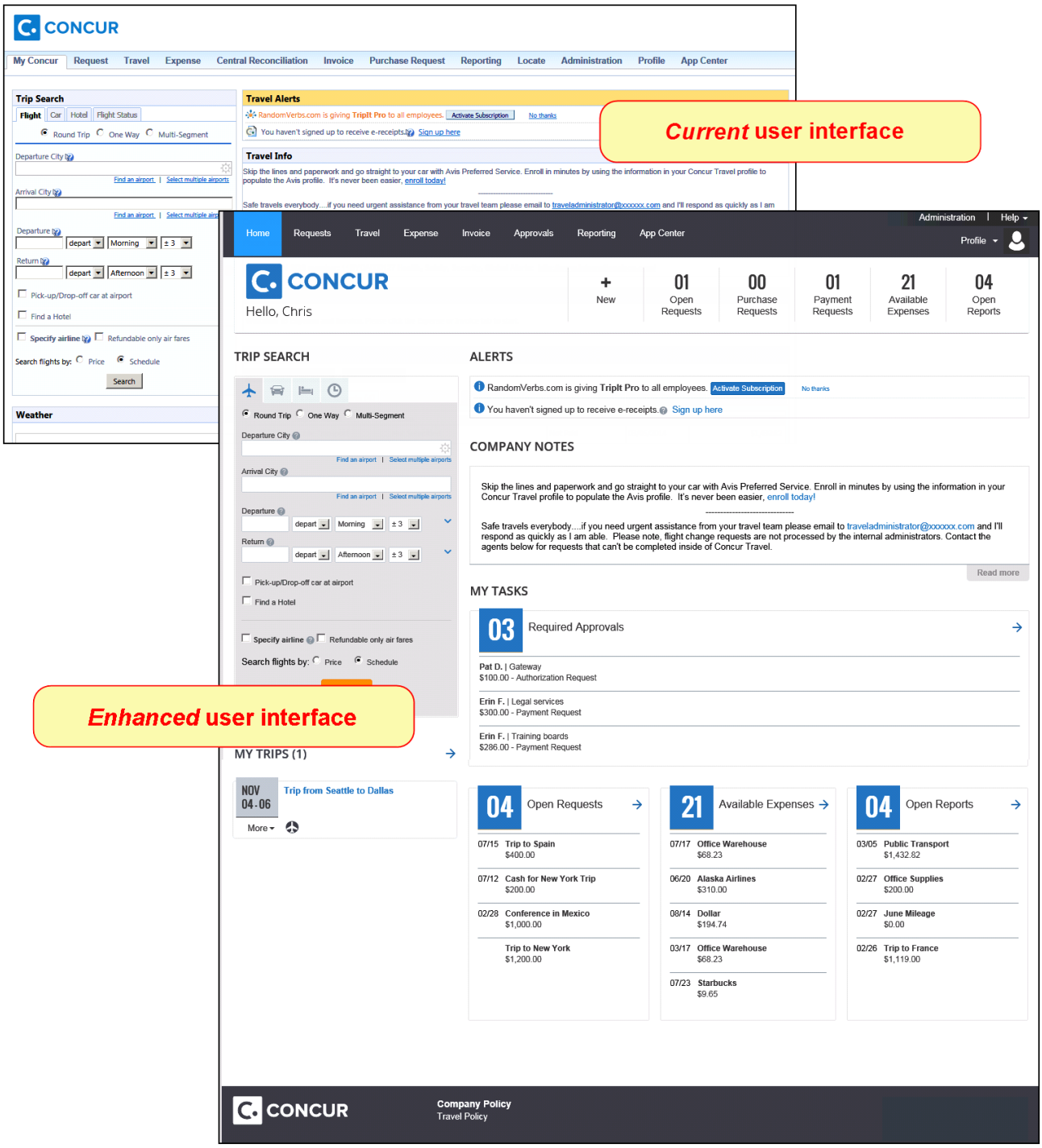


Concur Release Notes **Invoice Professional/Premium** Includes: Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
October 2014 Initial Post: Friday, October 17, 3:00 PM PT	Concur Clients

Contents

Two User Interfaces: Enhanced UI

In October, the transition from the *current* user interface to the *enhanced* user interface will begin.



As described previously in the monthly release notes, the enhanced UI brings some long-awaited usability enhancements—some are significant (perhaps involving navigation changes) while others are minor (involving only look-and-feel).

Quick Look

Take a quick look at the enhanced UI:
https://www.concur.com/en-us/introducing-concur-user-experience-updates

Getting Ready: Transition Guides

Two guides are available to help you and your users understand the enhancements. The "highlights" guide (about 13 pages) is designed for end users and describes the most significant changes that impact them. The "comprehensive" guide (about 70 pages) is designed for admins. It describes:

- The steps required *before* transitioning to the enhanced UI
- The preview period for the admin, for selected users, for selected groups, and for the entire company
- All of the enhancements—both significant and minor

To help with your training needs, you can provide the guides to your admins and/or end users "as is," you can use any or all of either guide to create your own training materials, or you can cut, copy, paste, delete or otherwise edit either guide at will.

Access the guides here:
http://www.concurtraining.com/customers/tech_pubs/GW/_TransGuidesProf.htm

Release Notes: Sample Screens and Menu Navigation

For screen samples, the monthly release notes may show the *current* UI, the *enhanced* UI, or both. Over time, all screen samples will appear only in the *enhanced* UI.

In those cases where the menu navigation is different, we will provide both sets of steps.

Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
   – or –
   In the *enhanced* UI, click **Profile** > **Profile Settings** > **Other Settings** (left menu).

Preview Options

Overview

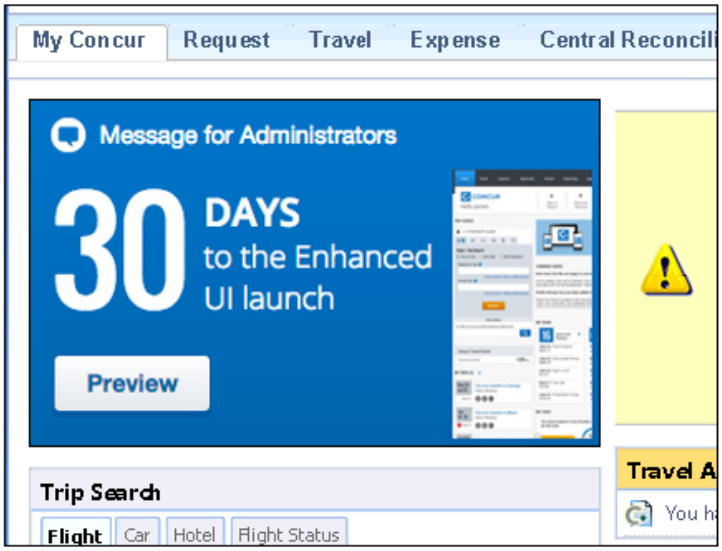
Concur has provided several options for users to become familiar with the enhanced UI and introduce it in the company during the preview period. The enhanced UI may be activated:

- **For the individual admin:** This provides the administration team time to familiarize themselves with the change and to update any documentation or training materials before their users are exposed to the change.
- **For selected users:** This allows the company to have selected users get familiar with the enhanced UI before their peers, allowing for admin assistants or super users to help their colleagues during the company rollout.
- **For groups/travel classes:** This allows deployment of the enhanced UI to any new implementations of divisions or groups immediately and allows the company to roll out the new UI gradually.
- **For the entire company:** This turns on the enhanced UI for the entire company, so that companies eager to switch may do so on their own timeline in advance of the final cutover in 2015.

These options are available in the **User Experience Settings** page for qualified administrators, and, in some cases, from selected administrative pages dealing with user or group management. All of these options are described below as well as the role/permission that an admin must have in order to make the enhanced UI available to users.

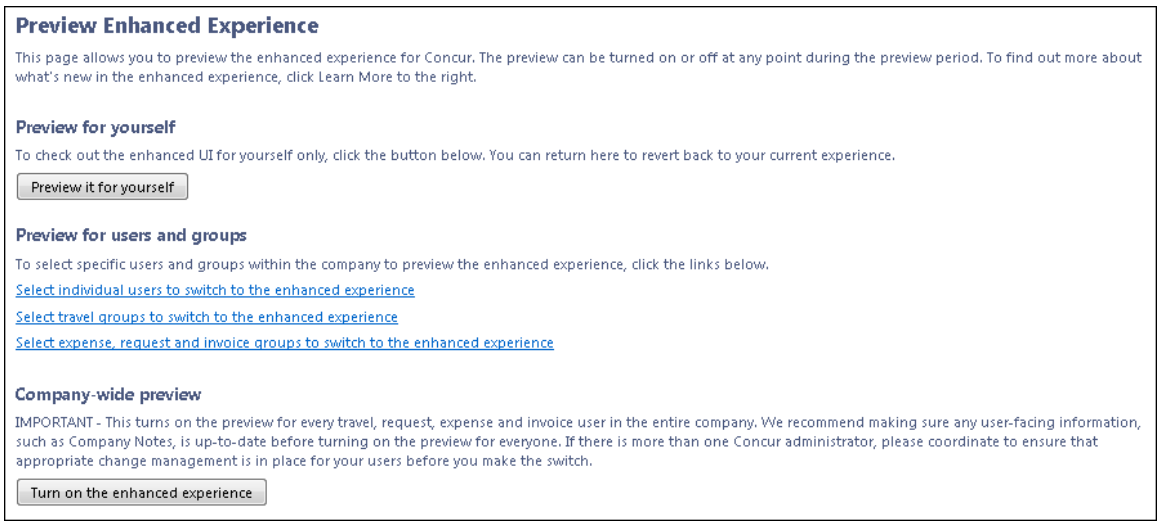
What the Admin Sees

On login to Concur, administrators will see new messaging on the **My Concur** page advising them of the transition process and a countdown to the mandatory cutover date.



By clicking the button in this message, the admin sees the new **User Experience Settings** page, which will display the options that the user's roles and permissions allow. The admin may also access this page via **Administration** > **User Experience Settings**.

NOTE: A user who is assigned to the enhanced UI via any of the available options will see it throughout the application.

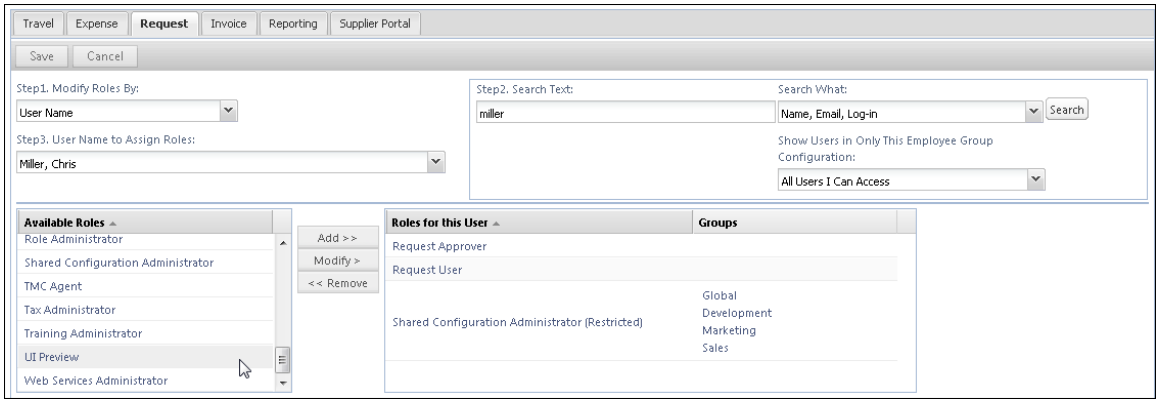


Detailed information about each of these options, and the roles that may use them, is available in the transition guide.

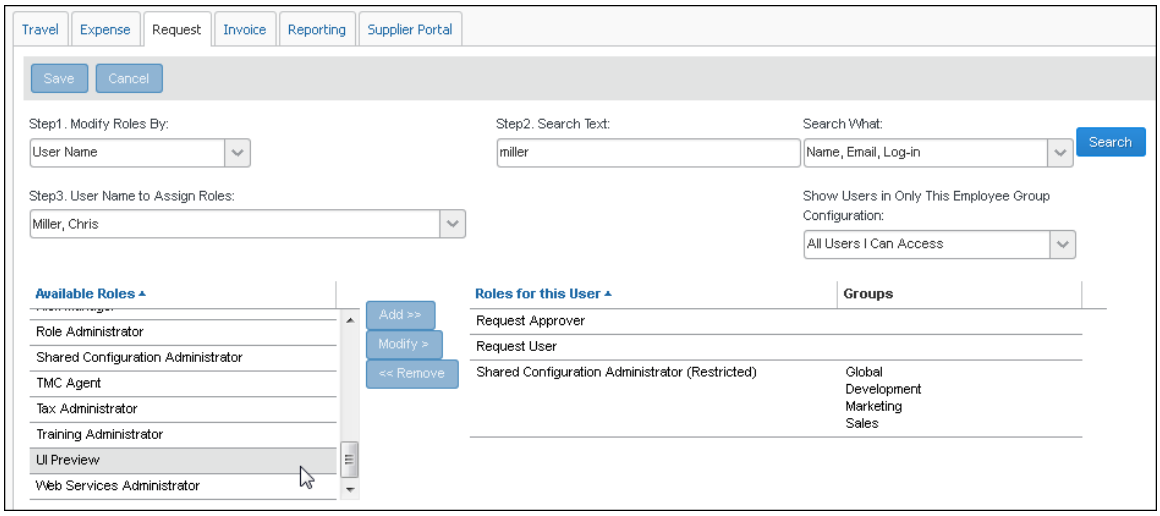
UI Preview Role

The admin sees the new **UI Preview** role in User Permissions.

Current UI:



Enhanced UI:



This role can be assigned to individual users. Once the user is assigned this role, their next login will take them to the enhanced UI.

NOTE: For some clients, the UI Preview user role may appear on the **Travel** tab of **User Permissions** before the October release. Do ***not*** assign this user role until after the October release.

Configuration/Feature Activation

This administrative preview feature is automatically on with the October release; there are no additional configuration or activation steps. This feature cannot be disabled unless the entire company is moved to the enhanced UI.

Release Notes

Invoice Management

Vendor Managers Can Work With Vendors in Different Policy Groups

Overview

In order for Vendor Managers to work with vendors more efficiently, Concur has added a new vendor form field that is available through the vendor import. This enhancement makes it possible for Vendor Managers to view vendor information on a different vendor form than the one to which the Vendor Manager is associated. The client can populate the **Vendor Form Name** field in the import file. For example, one record in this file can be populated with the form name "Vendor Form France," and the next record with the form name "Vendor Form Australia." When the client imports the file, the Vendor Manager will be able to see the vendor form fields for the vendors in both France and Australia.

The Vendor Manager can view the vendor form in the **Vendor Form Name** field, and thus work with vendors who, for example, are based in different countries and might have different vendor forms.

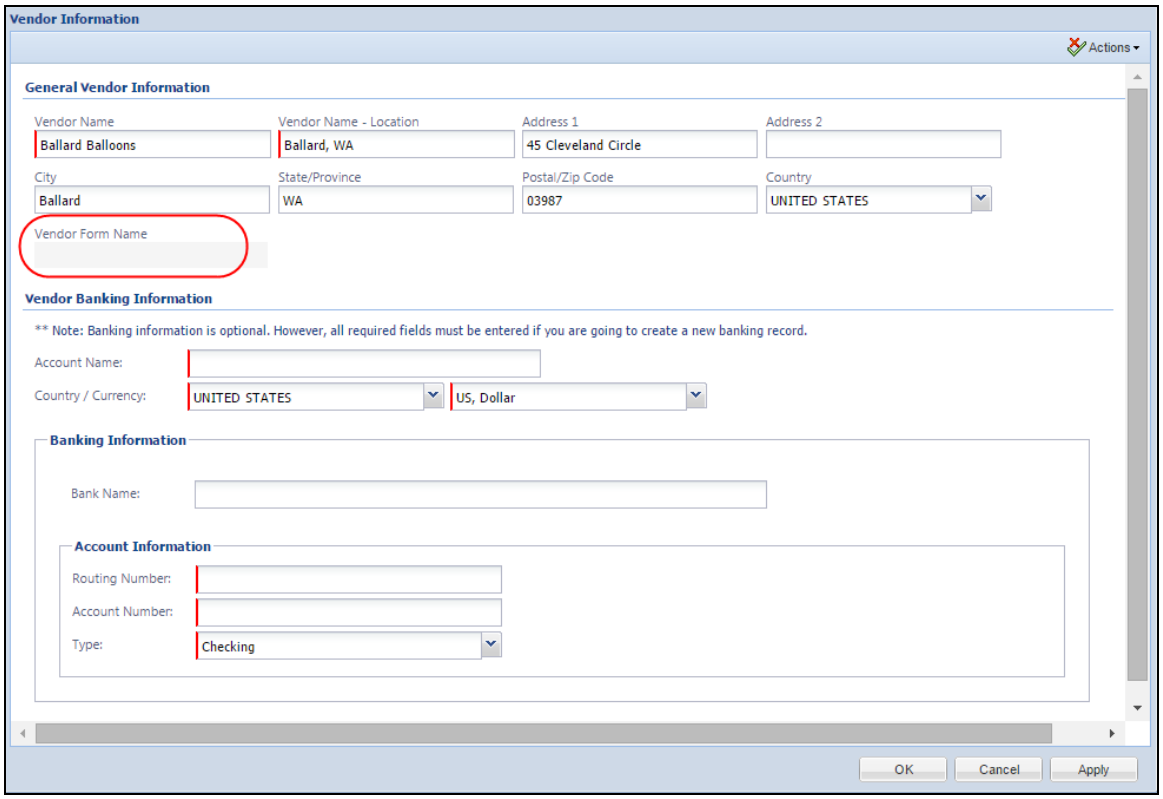
If the customer does not populate the **Vendor Form Name** field, the Vendor Form that displays is based on the Vendor Manager's Group and associated Policy. This means that the Vendor Manager will only see the Vendor Form with which he is associated. This is the current behavior of the application today.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement enables clients to work with vendors who have more than one vendor form within a company.

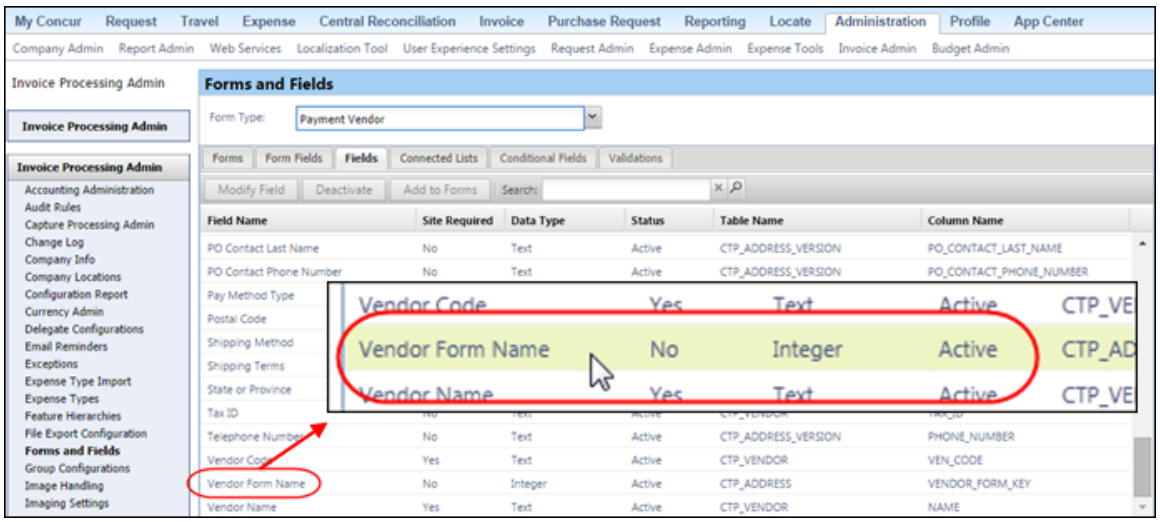
What the Vendor Manager Sees

If the client has populated the **Vendor Form Name** field in the import file with a vendor form name, the Vendor Manager will see a new **Vendor Form** field (read-only) on all payment vendor forms associated with a vendor. While the Vendor Manager cannot change the form name in the **Vendor Form** field, he/she can see and work with all the fields associated with this vendor form.



What the Administrator Sees

On the **Forms and Fields** page, the administrator will see the new **Vendor Form Name** field that he/she can add to all Payment Vendor forms.



Configuration/Feature Activation

This feature is automatically on; there are no additional configuration or activation steps. However, to take advantage of this feature, the administrator needs to add the **Vendor Form Name** field to the Vendor forms, and in the Vendor

Import/Upload, the client must specify a form name in the **Vendor Name Form** field.

For more information, refer to the *Vendor Manager User Guide*, the *Forms and Fields Setup Guide*, the *Vendor Import User Guide*, and *Chapter 4: Approved Vendor Import V3 (Current)* in the *Import and Extract File Specifications* document.

Invoice Pay

Payment Manager Can Change Date of Card Voucher Payments

Overview

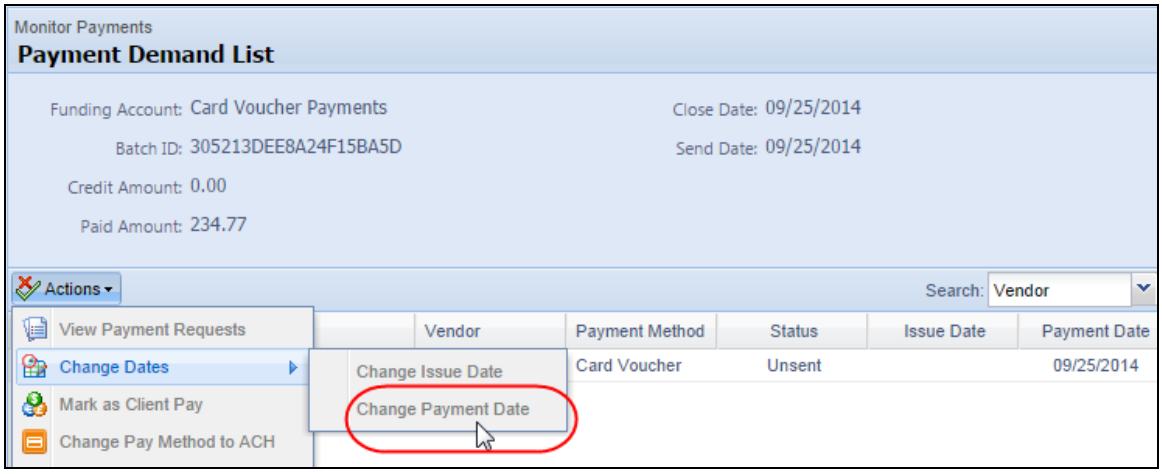
Clients may now adjust the payment date of a card voucher payment. Clients can use this functionality to pay early for a discount, or to manage cash, or research an issue with goods received. To do this, the client uses the Change Dates functionality in Payment Manager.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides clients with the flexibility to pay card vouchers earlier or later depending on their business needs.

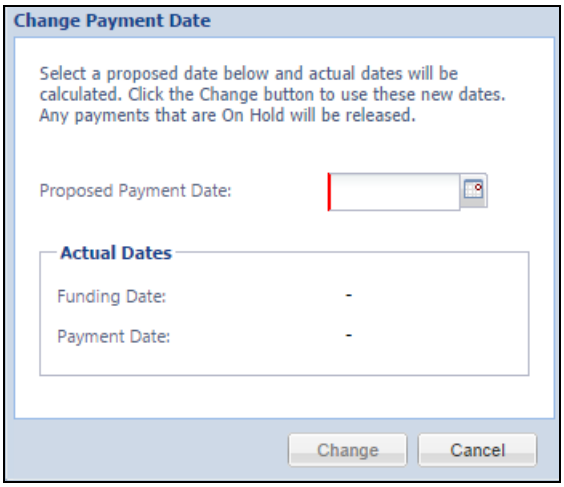
What the Payment Manager Sees

The Payment Manager will be able to change the date of a card voucher payment on the **Payment Demand List** page.



To change the payment date:

1. In the **Actions** menu, select **Change Dates**, and then click **Change Payment Date**. The **Change Payment Date** window appears.



2. In the **Proposed Payment Date** field, type the desired date, or use the date picker to select the date.

3. Click **Change**.

Configuration/Feature Activation

This feature is automatically on; there are no additional configuration or activation steps.

For more information about card vouchers, refer to the *Invoice: Invoice Pay User Guide*.

Australia Currency Now Supported (ACH) in Invoice Pay

Overview

Invoice Pay Australia is a fully managed, in-country payment service where:

- The funding currency is Australian Dollar (AUD)
- All payments are made in Australian Dollar (AUD)
- The client's funding bank account and payees' bank accounts must be in Australia.

Invoice Pay Australia consists of the Concur process of electronic transfer of payment using ACH beginning with the close of the payment batch, and ending with a credit for payment in the vendor's bank.

To accommodate this change, the **Funding Account** window and the **Request New Vendor** window now display fields related to AUD payments. These fields appear automatically once the Payment Manager selects *Australia* in the **Country/Currency** list.

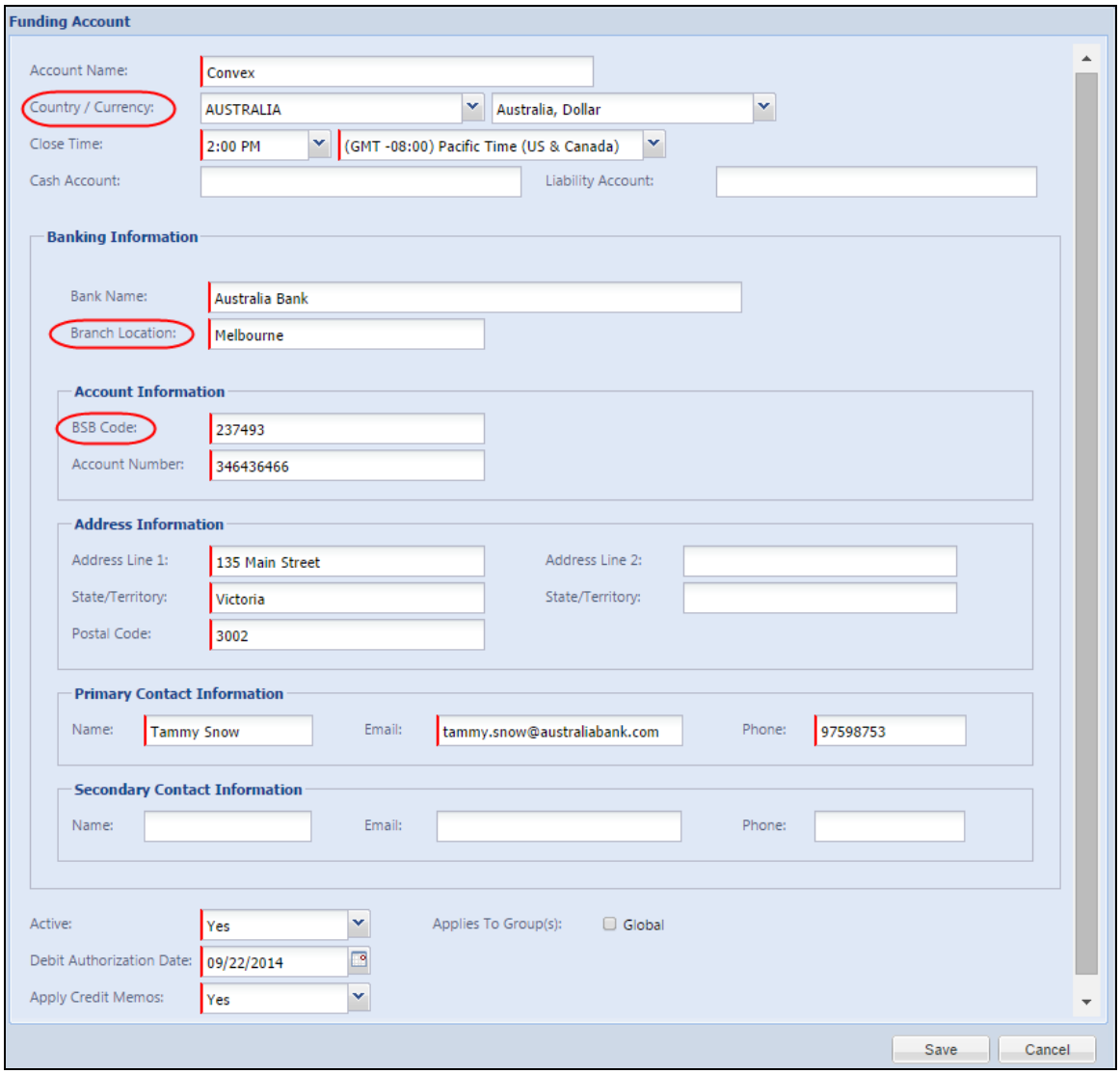
NOTE: Clients can also import Australian vendor banking information through the Vendor Bank Import.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides support for a new country and currency.

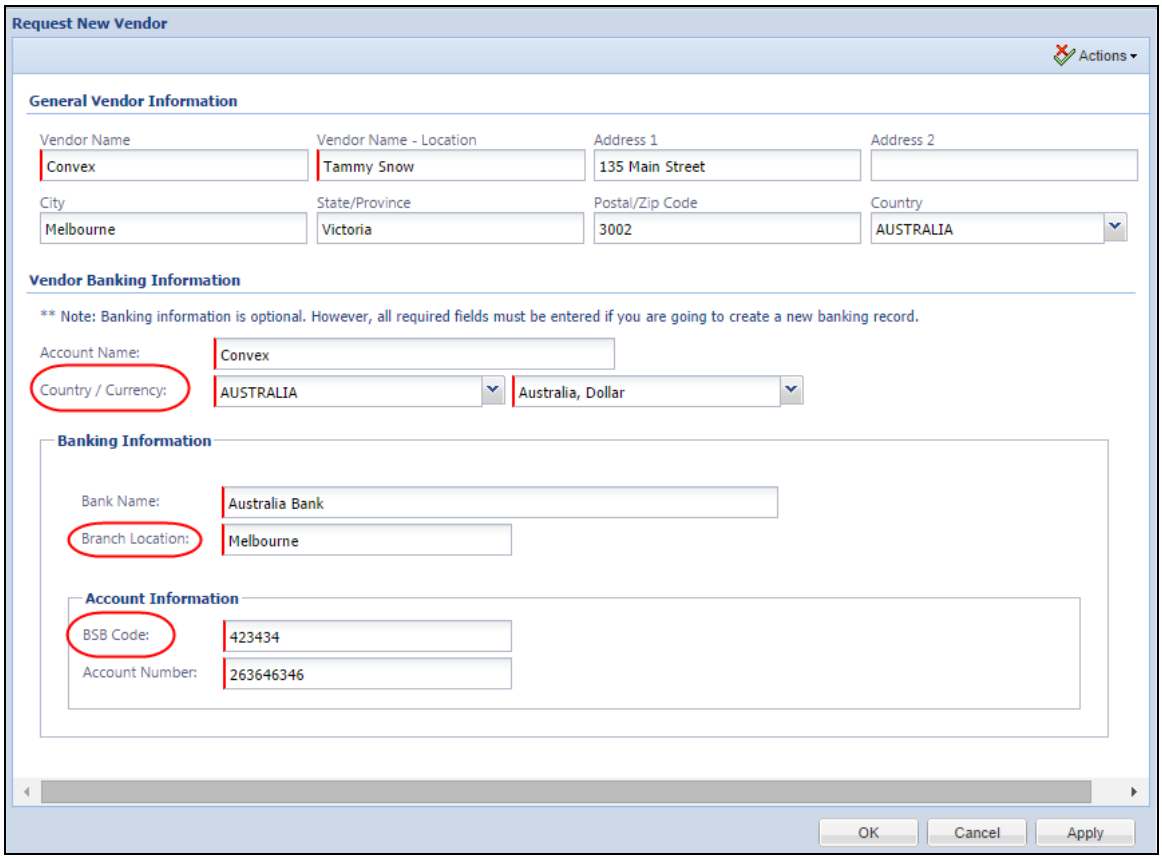
What the Payment Manager Sees

The Payment Manager will see *Australia* as a new option in the **Country/Currency** list of the **Funding Account** window. Once the Payment Manager selects this option, the **Branch Location** field and the **BSB Code** field appears.



What the Vendor Manager Sees

In the **Request New Vendor** window, the Vendor Manager will see the same new option as the Payment Manager sees in the **Funding Account** window. When the Vendor Manager requests a new vendor and selects *Australia* in the **Country/Currency** list, the **Branch Location** and the **BSB Code** fields appear.



Configuration/Feature Activation

Other than the required configuration to create the import file, manually set up a new ACH bank account, or create a new funding account, no additional configuration is required to use this feature.

📖 For more information, refer to the Invoice Pay – All Documents page, and also refer to the *Vendor Banking Import User Guide* and *Chapter 4: Approved Vendor Import V3 (Current)* in the *Import and Extract File Specifications* document.

Capture Processing

Vendor Segregation Now Applies to Upload

With this release, the ability to filter vendor selection based on the email alias is now extended to the Upload Batch feature functionality. This means that, when a batch is uploaded locally by the Invoice Capture Processing Verifier role, only vendors associated with the email alias you select will be available for association with requests generated by the invoices in the uploaded batch.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement extends the ability to filter vendors based on the email address to the Upload Batch functionality.

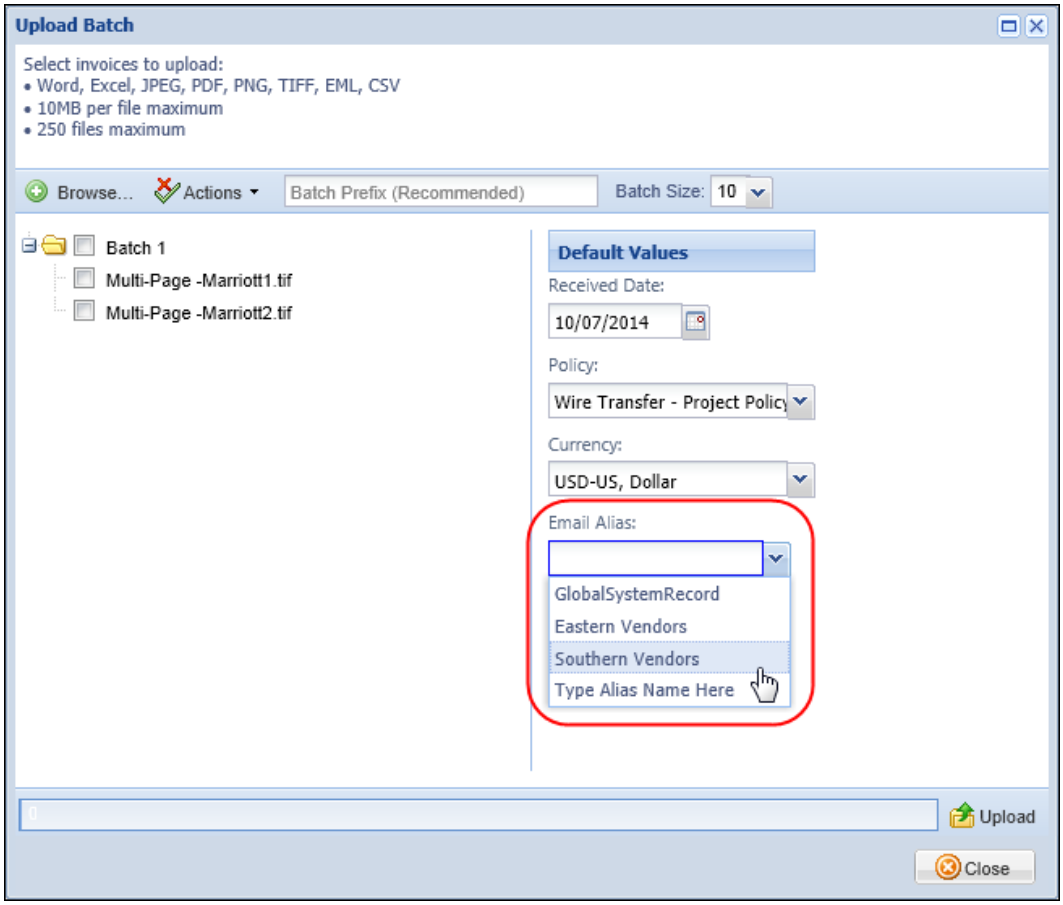
How It Works

The feature works by introducing a new selection process when uploading the batch locally. Now, when uploading the batch, the Verifier selects the email alias with which he/she wants the batch associated. By doing this, the vendors that can be selected are based on the email alias to which they have been associated.

What the Invoice Capture Processing Verifier Sees

The Invoice Capture Processing Verifier will now see a new selection process when uploading the batch locally. Now, when uploading the batch, the Verifier selects the email alias with which they want the batch associated. By doing this, the vendors that can be selected are based on the email alias to which they have been associated.

In the figure below, an alias is chosen from the **Email Alias** list before uploading, ensuring that the requests created from this batch will reflect those vendors associated with the email addresses included in the chosen email alias:



NOTE: As with emailed batches, the Verifier using the Client-Managed version has the ability to override the filtering of vendors, and select any vendor they choose during the **Verification** step.

For more information, refer to *Invoice: Capture Processing User Guide*.

Resolved Cases

The following issues were resolved with this service release.

NOTE: This is a *representative* list of case fixes for this release; some issues may not be included within this document.

Case ID	Case/Defect Description
5284541	**Invoice/Enhanced User Interface** The Invoice menu is not appearing.
5263713	**Invoice/Workflow** The Skip Step is not proceeding to the second step, but is instead bypassing multiple steps and proceeding directly to the processor step.
5228388 5255003	**Invoice/Japan Public Transport** It appears the Invoice Header and Entry forms are not localized into any language other than English.
5231816	**Invoice/Processor** The Processor Tracked Changes flag is not updated if the user updated the Invoice number with a zero prefix.
5162094	**Invoice/MRU List** The Purchase Request Details form is not displaying the Most Recently User (MRU) list as expected.
5273624	**Invoice/Purchase Order Matching** The **Approve** button does not appear to be working.
5282052	**Invoice/Purchase Order** The **PO Needed By** date field appears in date & time format on the PO rather than just the date as entered on the associated Purchase Request.
5281798	**Invoice/Purchase Order** The **Purchase Order Ship To** address lines 1 & 2 do not appear correctly on the PO. Instead, they display as overlapped, and information is missing.
5304180	**Invoice/Purchase Request** The client is unable to submit a purchase request due to multiple attachments.
5256559 5234532 5281404	**Invoice/Expense Types** The Code identifier of an expense type is incorrectly appearing – this should instead be the label of the expense type.
5306284	**Invoice/Invoice Pay** The client is unable to search for a batch number as expected when working in Monitor Payments of Payment Manager.
5299828 5318489	**Invoice/Approver** When approving requests the total page count appears in the left-bottom corner, and increments as the client pages through entries, but the client does not see the new entries while paging.

Case ID	Case/Defect Description
5326866	**Invoice/Purchase Order** the Purchase Order Processor role cannot view purchase orders.
5291716	**Invoice/Audit Trail** The PO audit trail does not include changes to **PO Header** and **Line Item** fields.
5289423	**Invoice/Capture Processing** Email sent with an attached PDF file using a smartphone is not proceeding through Capture Processing system.
5367774	**Invoice/Request List** The **Payment Request** List doesn't display all the transactions when selecting any option for **Requests Approved** except the option **All**.
5060296	**Invoice/AREA** When using the **Approve & Forward** button, the approver is required to add a comment. Once the comment is added all comments are duplicated when clicking **Details** > **Comments**. However, the comments are not added as expected if the **Approve & Forward** button functionality is not used.
4889448	**Invoice/Copy Down** The expected copy down action is not occurring with Capture invoices.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Internet Explorer 7: To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

The first step in the process is to evolve the user experience with a focus on a redesigned interface and foundational changes in key areas of functionality. We will be delivering a redesigned, modern user interface for all products on http://www.concursolutions.com:

- Modern consumer based application look-and-feel that will be applied across all products
- Consistent terminology, iconography, and interaction across web and mobile applications
- Dashboard design with grouping of like functions and tasks and positioning key steps needed to complete a process at logical locations on the page

This refresh takes advantage of the most recent web browser technologies to provide users with a premium user experience. *As a result, IE 7 will no longer be a supported browser for users when they are transitioned to the new user interface.* ***For the best user experience, Concur recommends IE 10 or higher, as well as Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher****.*

What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads *Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT Department to determine when and how to upgrade.*

Users can click **Close** on any page to get more space, but it will appear again on every subsequent page.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

For information about accessing the other release notes and the monthly browser certifications, refer to the *Additional Release Notes, Webinars, and Technical Documentation* section in this document.

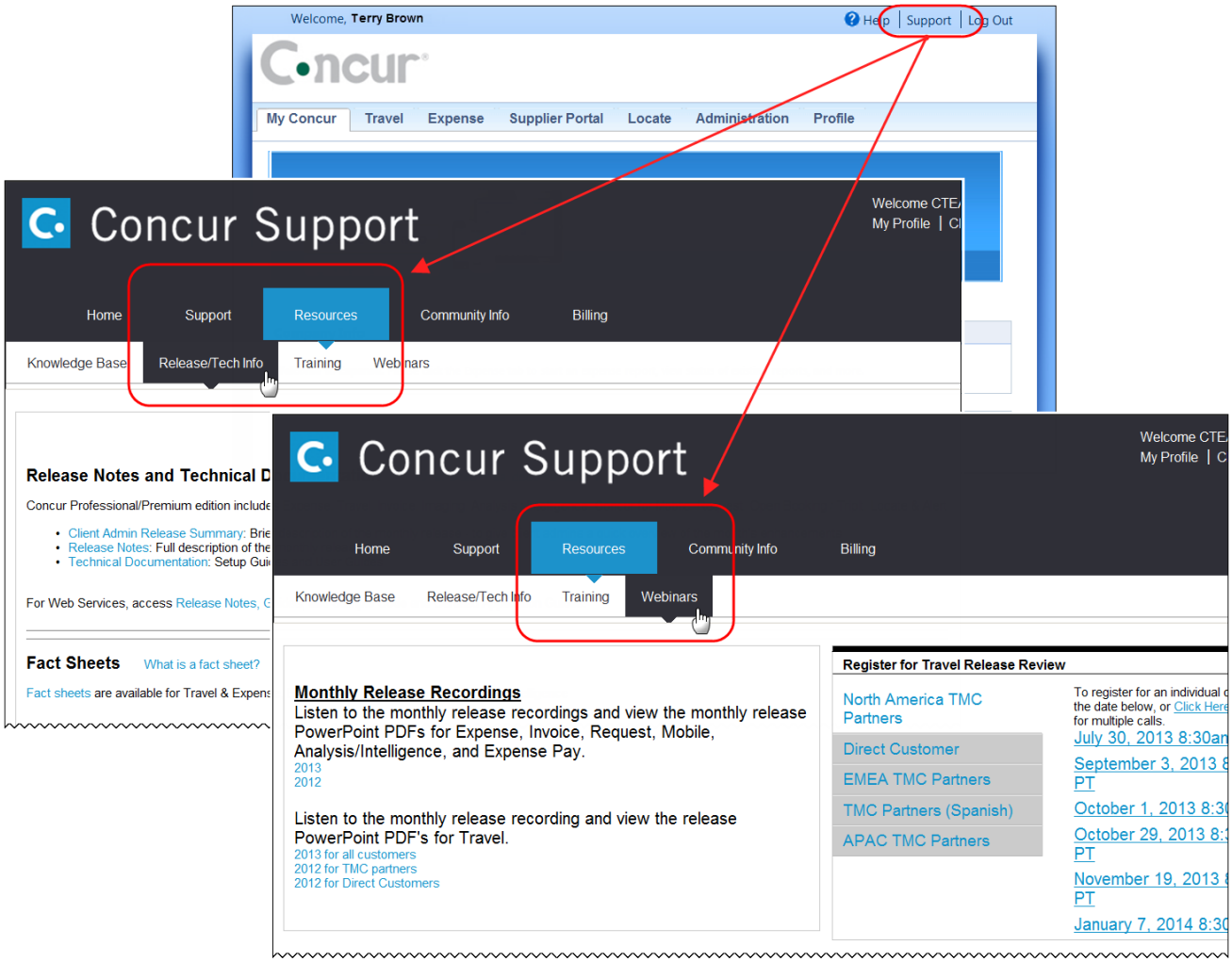
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then, in the Concur Support portal, click **Resources**.

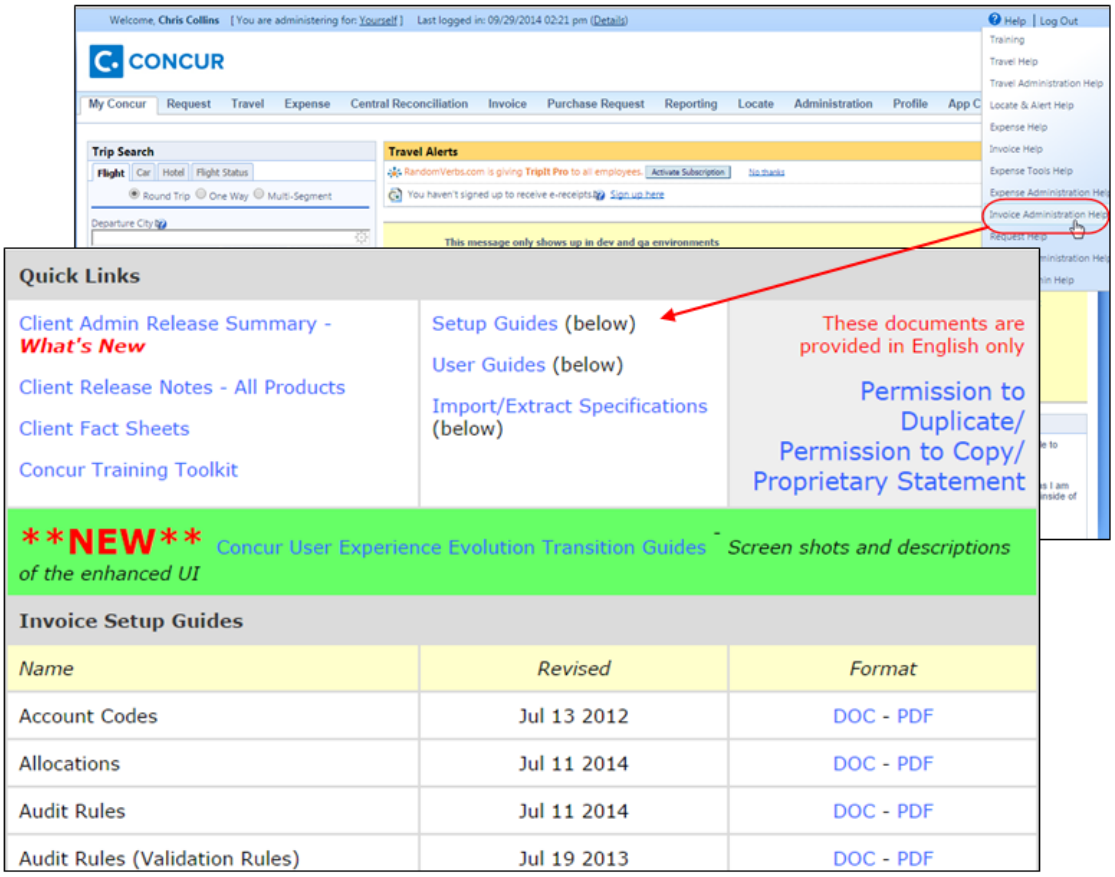
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout *other than* Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help: Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.

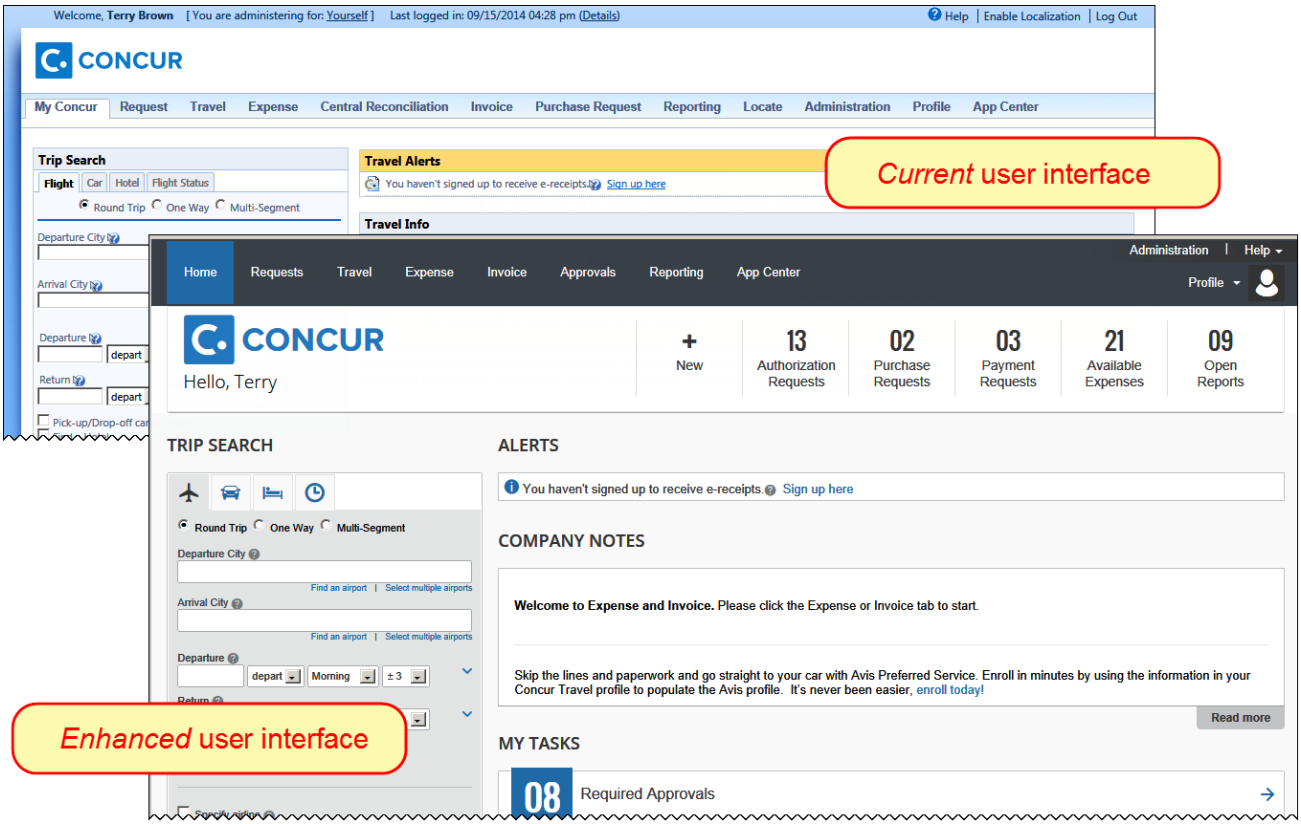


Concur Release Notes **Invoice Professional/Premium** Includes: Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
November 2014 Update #1: Thursday, November 20, 1:00 PM PT	Concur Clients

Contents

Two User Interfaces: Enhanced UI

Concur is in the process of transitioning from the *current* user interface to the *enhanced* user interface.



The enhanced UI brings some long-awaited usability enhancements – some are significant (perhaps involving navigation changes) while others are minor (involving only look-and-feel).

This Guide: Sample Screens and Menu Navigation

For screen samples, this guide may show the *current* UI, the *enhanced* UI, or both. Over time, all screen samples will appear only in the *enhanced* UI.

In those cases where the menu navigation is different, both sets of steps are shown. Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
   – or –
   In the *enhanced* UI, click **Profile** > **Profile Settings** > **Other Settings** (left menu).

Transition Guides

Two guides are available to help clients understand the enhancements:
http://www.concurtraining.com/customers/tech_pubs/GW/_TransGuidesProf.htm

The "highlights" guide (about 13 pages) is designed for end users and describes the most significant changes that affect them. The "comprehensive" guide (about 70 pages) is designed for admins. It describes:

- The steps required ***before*** transitioning to the enhanced UI
- The preview period for the admin, for selected users, for selected groups, and for the entire company
- All of the enhancements—both significant and minor

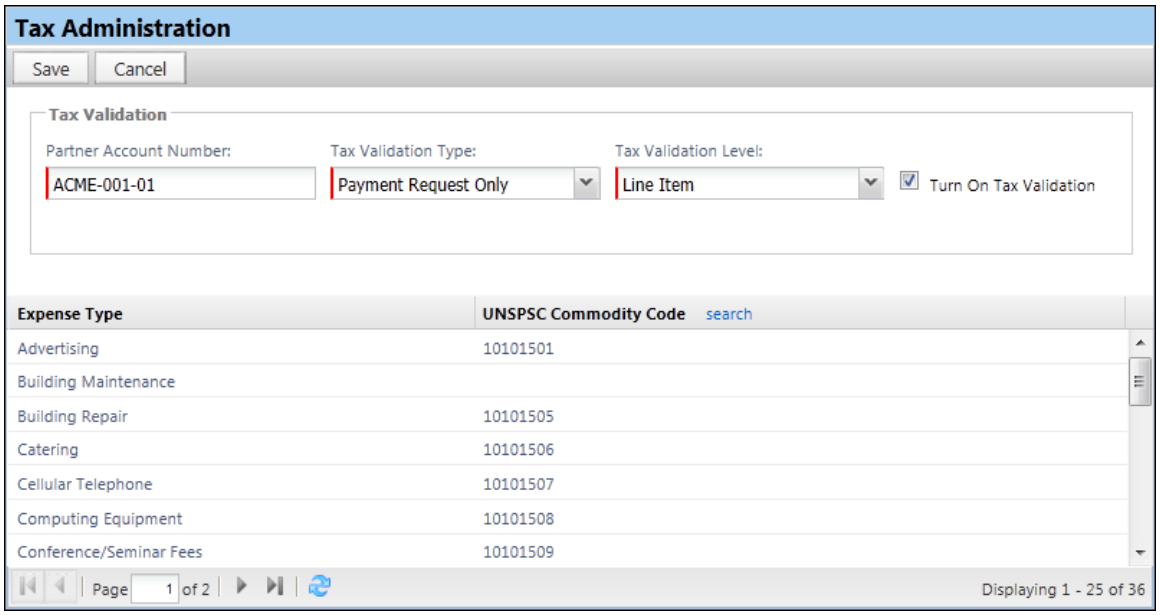
Release Notes

Invoice Management

Now Available: Tax Validation of Tax Amounts by Service

Overview

Concur now supports a Tax Administration feature that lets a client use a tax service provider to automatically process, validate, and pass back accurate tax verification data for their payment requests. This means that the client can apply the very latest state- and municipality-specific tax requirements to the tax amounts provided by a vendor, ensuring compliance with tax requirements and more accurate tax totals.



BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides options for clients who wish to validate tax amount and reduces the risk for them to over pay tax amounts to vendors, or to under pay tax amounts to vendors and be subject to fines and/or legal actions by the regulating authority.

Configuration/Feature Activation

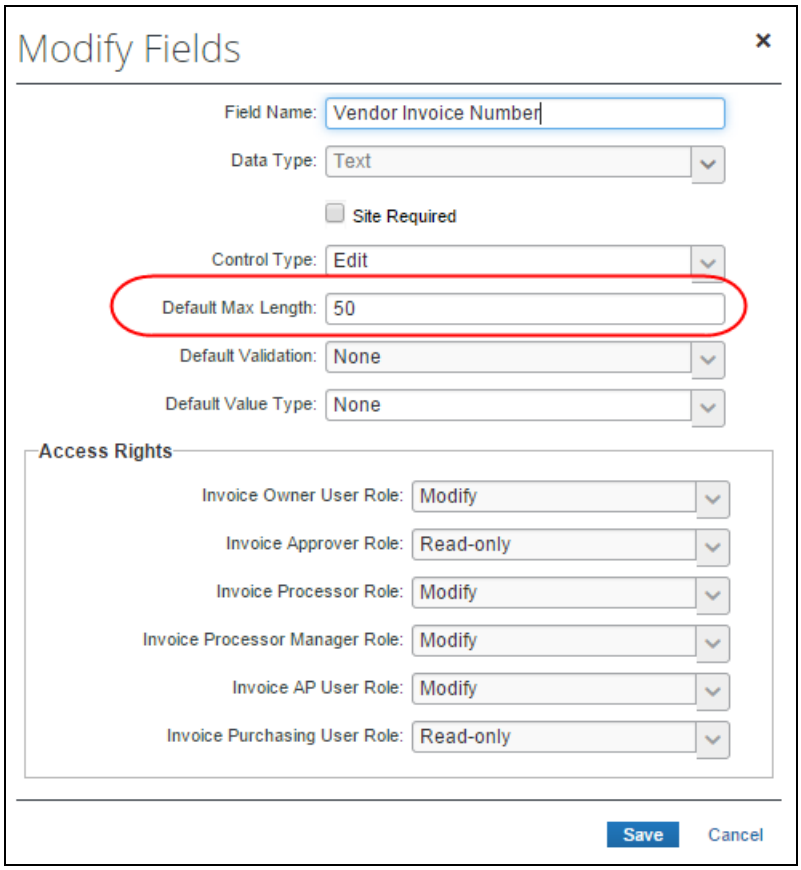
The client should contact their Invoice representative or their Concur Account Manager for information about costs and contract requirements in preparation for activation of the Tax Validation feature.

For more information, refer to the *Invoice: Tax Administration Setup Guide*.

Increase Maximum Default Field Length of Invoice Numbers

Overview

In order to accommodate for clients whose customers are using long invoice numbers, Concur has now increased the maximum default field length of invoice numbers from 32 to 50 characters. Existing clients who has kept the maximum default length of 32 characters will now have 50 characters. For net new clients, 50 characters will be the maximum default length for invoice numbers.



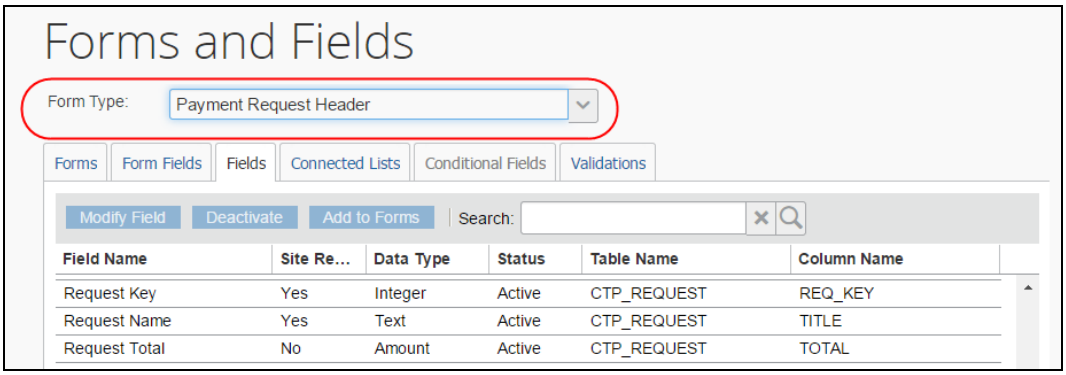
What the Administrator Sees

The administrator may modify the maximum default field length of invoice numbers on the **Forms and Fields** page in Invoice Admin.

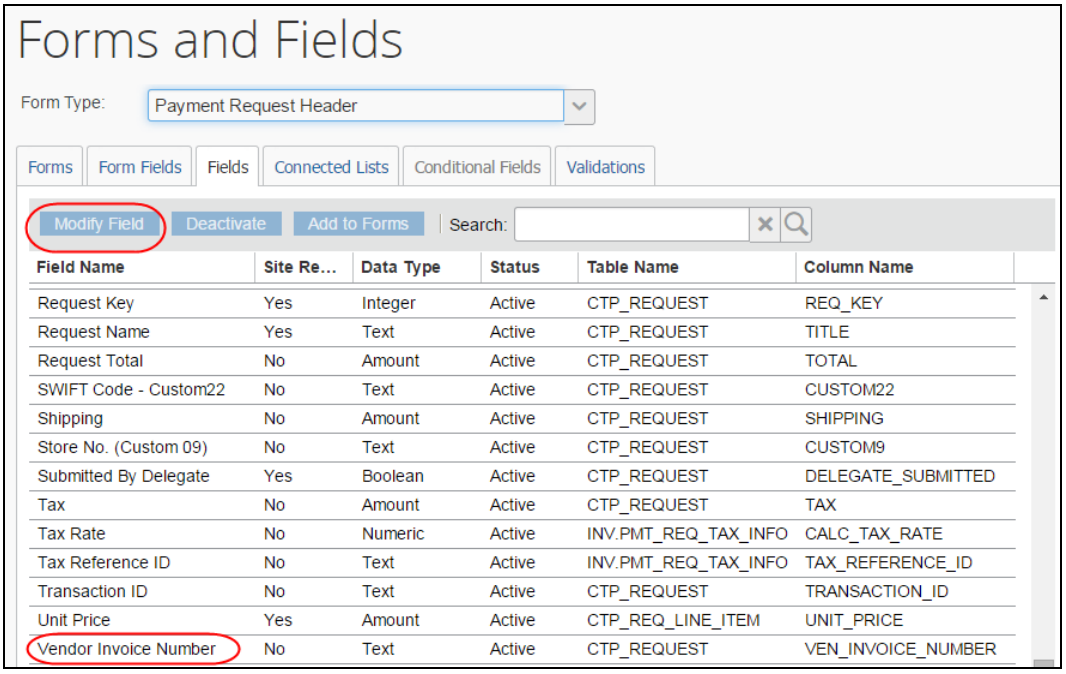
To modify the maximum default field length of invoice numbers

1. In the *current* UI, click **Administration** > **Invoice Admin** > **Forms and Fields** (left menu)
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice** > **Forms and Fields** (left menu)

2. In the **Form Type** list, select *Payment Request Header*.

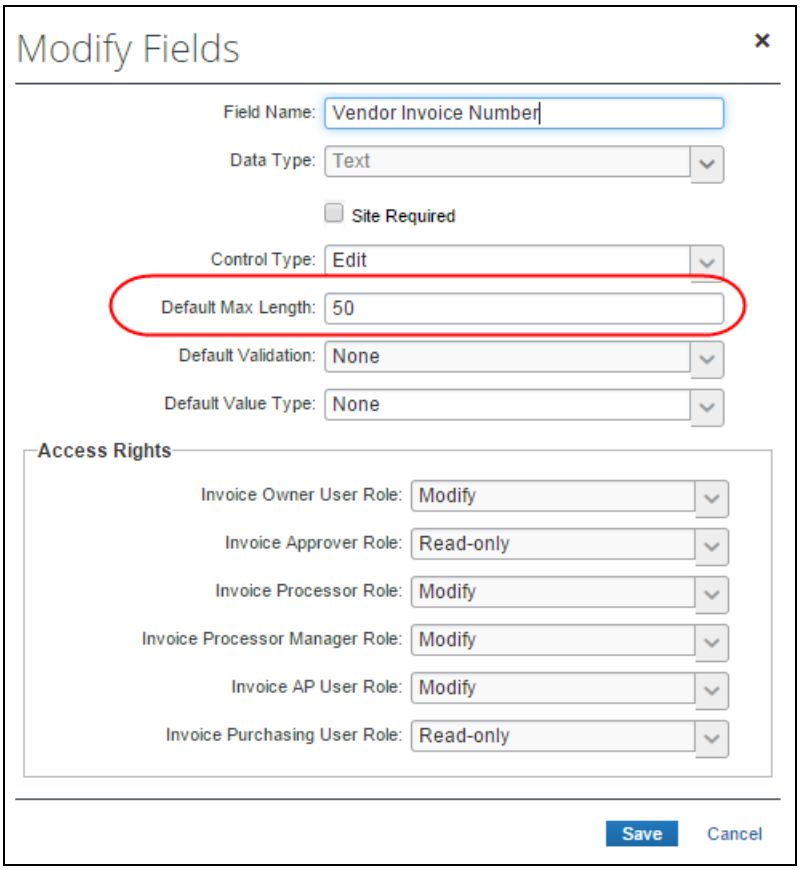


3. Select the **Vendor Invoice Number** field, and then click the **Modify Field** button.



The **Modify Fields** window appears.

4. In the **Default Max Length** field, enter the desired length of the invoice number (up to 50 characters).



5. Click **Save**.

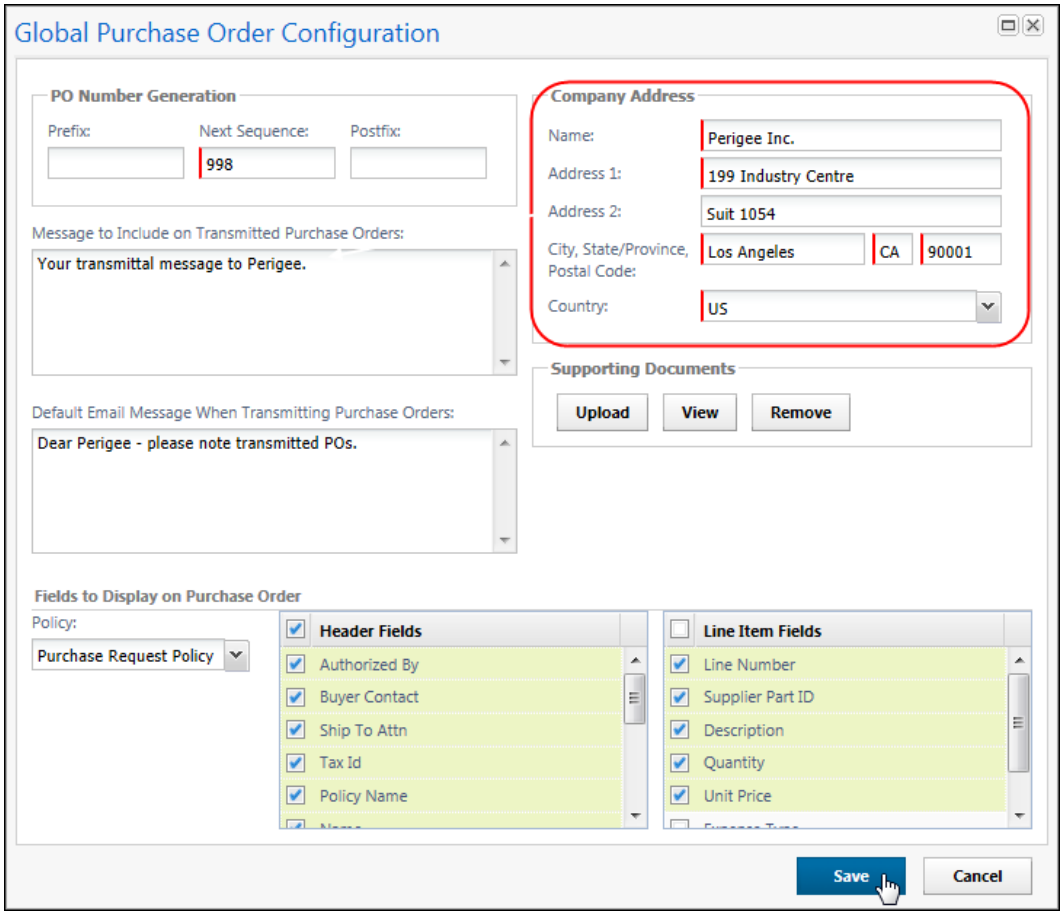
Configuration/Feature Activation

This feature is automatically on; there are no additional configuration or activation steps.

Purchase Order: Company-Specific PO Configuration Now Available

Overview

With this release, the Purchase Order (PO) Processor can now create a purchase order communication configuration customized specifically for any subsidiary of a parent company the client works with. This is useful whenever the company wants to use the subsidiary company name and other details instead of the parent company collateral when communicating with vendors.



The following attributes are now available for customized PO communications:

- Name and address of the company from where the PO originated
- Prefix and postfix based on the preferences of the company from where the PO originated
- Email message and email body setup based on the company from which the email originated

NOTE: If the administrator changes the **Header Fields** or the **Line Items Fields** options on the **Purchase Order Configuration** page for the parent company or one of its subsidiaries, this change impacts all the forms belonging to the company because these fields are shared across the forms.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement enables clients to have a clearer communication path between their subsidiaries and their suppliers when they send out their purchase orders.

How It Works

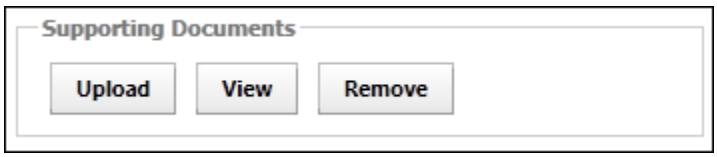
The key change with this release is that a PO configuration is no longer a single set of attributes applied to the Global Group and, by inheritance, to all sub-Groups. Now,

each PO configuration is "Group aware", and each PO Processor's Group configuration dictates what configuration is applied to the PO that clients transmit.

This is why the first task when creating a PO configuration is to select a Group "within" which the configuration will be created, and whose attributes will apply to all transmittals performed by PO Processors in the same Group hierarchy. The system applies inheritance, as with any Group, and if no configuration exists for a Group, attributes in the Global Group configuration are applied to the PO transmission.

Include Supporting Documents With the PO Transmittal

In this release, Concur has also included a new section in the **Purchase Order Configuration** window called **Supporting Documents**.



The clients may use this function to upload one or more documents that will be included in the transmittal of the PO. These documents may explain specific legal requirements, or provide a contact list, or any other information that the company may want the vendor to be aware of.

Configuration/Feature Activation

The administrator needs to perform one purchase order configuration for each subsidiary in the **Purchase Order Configuration** window in Invoice Admin.

To configure purchase orders for subsidiaries

1. In the *current* UI, click **Administration** > **Invoice Admin** > **Purchase Order Configuration** (left menu)
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice** > **Purchase Order Configuration** (left menu)

2. On the **Purchase Order Configurations** page, select one of the invoice groups in the list that you would like to use, and then click either **New** to add a new PO configuration, or click **Modify** to change the current PO configuration.

   NOTE: If you click **New**, you need to select an invoice group in the **Invoice Groups** list. You create invoice groups in **Group Configurations** (left menu) in Invoice Admin.

3. Fill in all the details in window. The **Supporting Documents** section is new and enables client to include documents in the PO transmittal.

NOTE: If you change the header and line item fields, please note that that change affects all forms belonging to the specific company since these fields are shared across the forms.

4. Click **Save**.

For more information, refer to the *Invoice: Purchase Request and Purchase Order Setup Guide*.

Vendor Form Name Field Populated When Requesting New Vendor

Overview

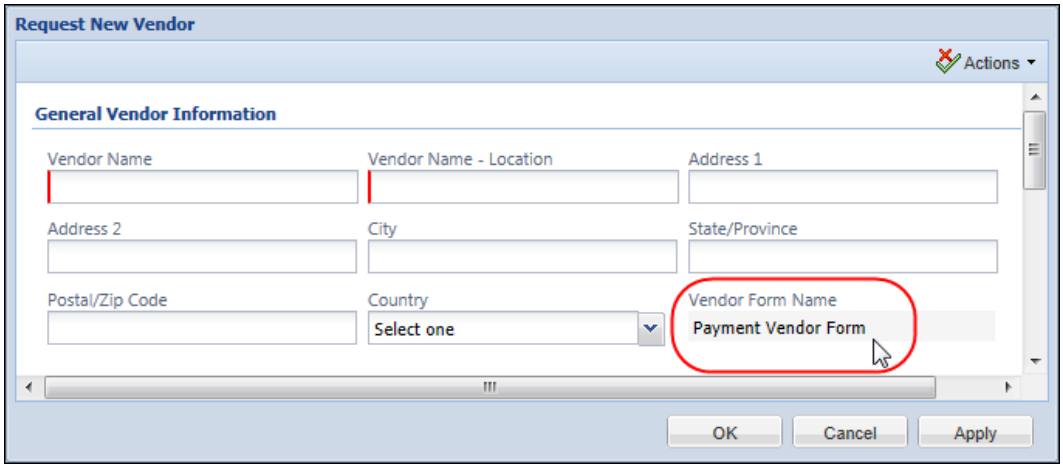
In the October release, Concur introduced a new feature that supports a centralized Vendor Manager's ability to view and work with vendors outside of the Vendor Manager's assigned Group. With this release, Concur has extended this feature for newly requested vendors by adding the **Vendor Form Name** field to the **Request New Vendor** form. Now, when requesting a new vendor, the form name associated with that vendor populates the **Vendor Form Name** field.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement completes the Vendor Form Name feature by giving clients another way to populate the **Vendor Form Name** field and thereby make it easier for them to work with multiple vendor forms.

What the Vendor Manager and User Requesting a Vendor Sees

The Vendor Manager and any user requesting a new vendor, when creating a request, will now see the **Vendor Form Name** field populated inn the **Request New Vendor** window if the client has added that field to the Payment Vendor form.



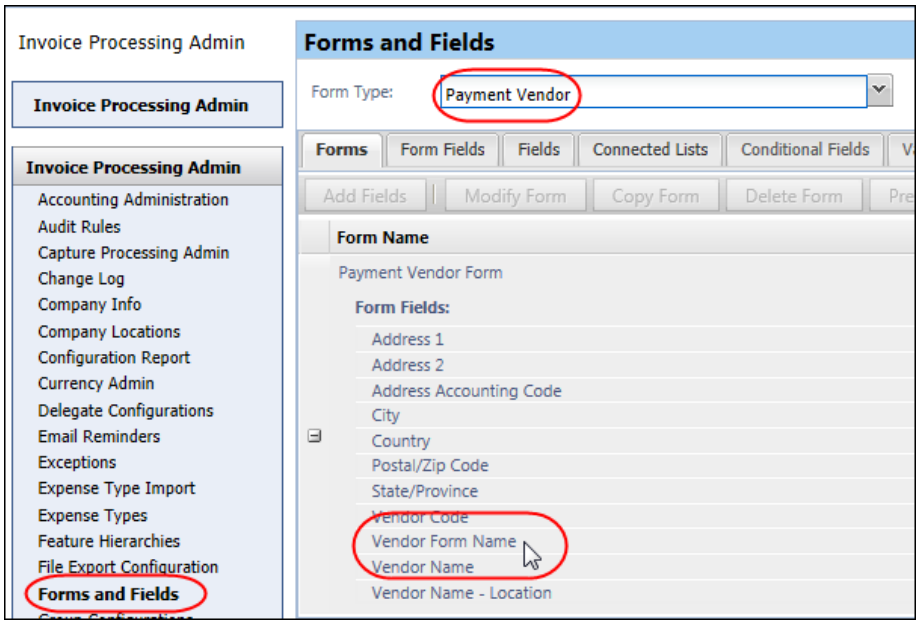
MERGING APPROVED AND UNAPPROVED VENDORS

The following rules apply when the Vendor Manager merges Approved and Unapproved vendors and the **Vendor Form Name** field is present:

***Approved* Vendor**	***Unapproved* Vendor**	**Result of Vendor Merge**
No **Vendor Form Name** field/value	Has **Vendor Form Name** field/value	The **Vendor Form Name** field value of the Unapproved vendor is used for the Approved vendor.
Has **Vendor Form Name** field/value	No **Vendor Form Name** field/value	The **Vendor Form Name** field value of the Approved vendor is used for the Unapproved vendor.
Has **Vendor Form Name** field/value	Has **Vendor Form Name** field/value	The **Vendor Form Name** field value of the Approved vendor is used for the Unapproved vendor.

Configuration/Feature Activation

The Invoice Configuration administrator will need to add the **Vendor Form Name** field to the Payment Vendor form. The client may need to contact Concur Support to request this change.



For more information, refer to the *Invoice: Forms and Fields Setup Guide*, *Invoice: Purchase Request and Purchase Order User Guide*, and the *Invoice: Vendor Manager User Guide*.

Purchase Requester Can Now Be Auto-Assigned as Invoice Owner

Overview

With this release, the AP User role no longer needs to assign Invoice Owners manually for purchase requests generated by Purchase Requesters. Companies can now assign owners to these requests since the requester at the company is often the user who should be managing the resulting invoice.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement makes the client's work more efficient by automating the assignment process of Invoice Owners to invoices generated by a purchase request.

How It Works

The administrator first has to enable the feature on the **Invoice Settings** page. Now, if an imported payment request is associated with a PO number, the system will try to find the purchase request associated with that PO, and then assign all resulting invoices to the owner of the purchase request.

This behavior applies to any new, unsubmitted payment request proceeding into workflow, and whenever a PO is switched during a payment request update, again provided the user has not yet submitted the request.

What the Administrator Sees

Apart from enabling the feature in Invoice Admin, the administrator will see no other changes, as the system auto-assigns the invoices to the Invoice Owner without intervention.

Configuration/Feature Activation

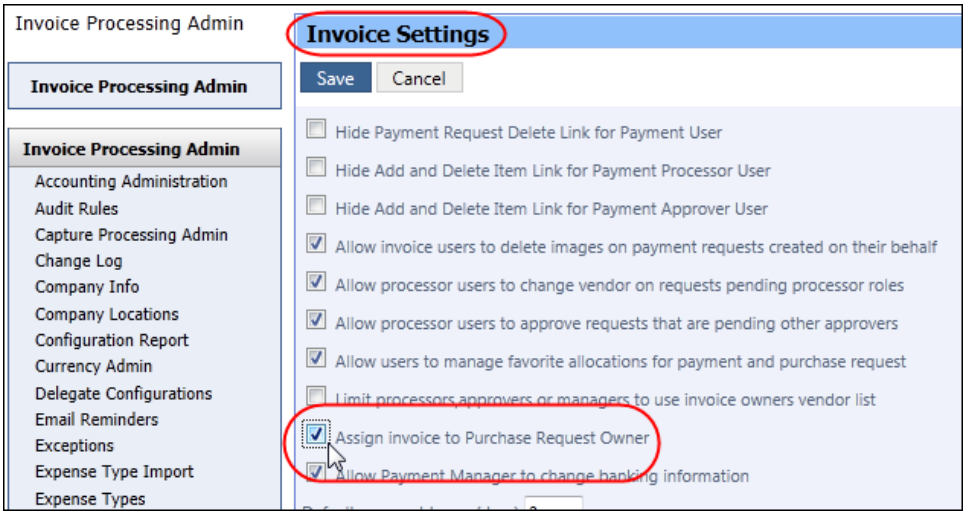
The administrator uses the Invoice Site Settings tool to enable this feature, which Concur has disabled by default.

To enable the auto-assignment of Invoice Owner to invoices:

1. In the *current* UI, click **Administration** > **Invoice Admin**
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice**

2. Click **Invoice Settings**.

3. In **Invoice Settings**, select the **Assign invoice to Purchase Request Owner** setting.



4. Click **Save**.

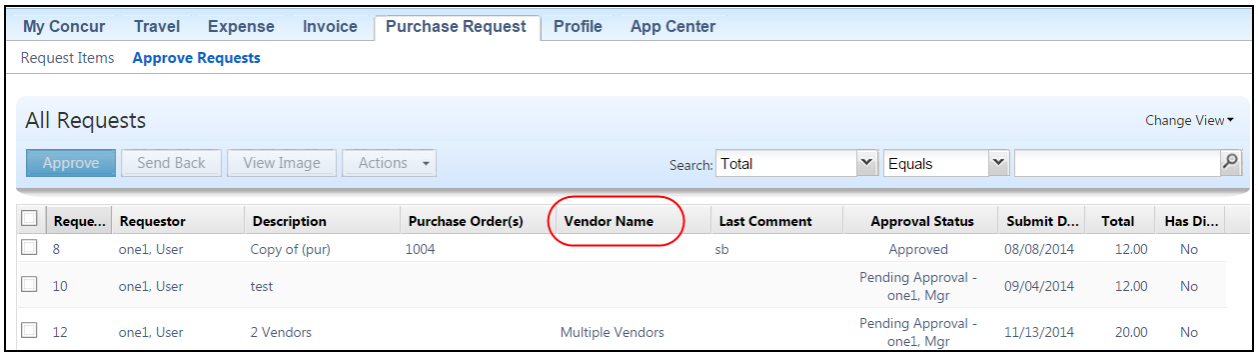
For more information, refer to the *Invoice: Site Settings User Guide*, and *Invoice: Purchase Request and Purchase Order User Guide*.

Vendor Column Added to Purchase Request List View

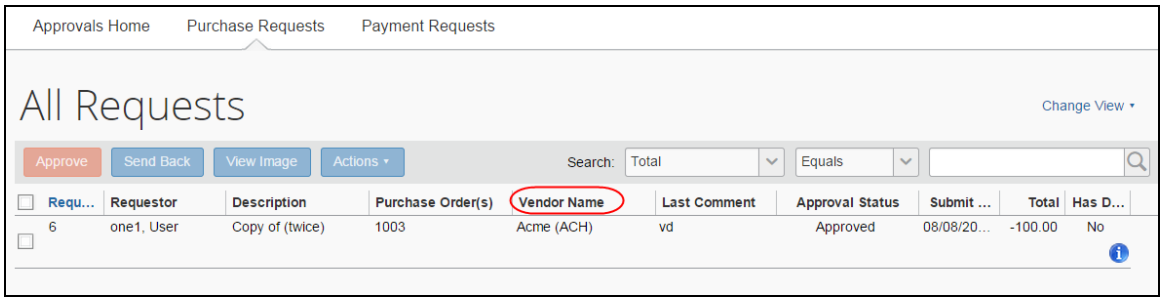
Overview

Sometimes Purchase Request Processors need to manage and prioritize their requests based on the vendors with which they are working. In order to facilitate Purchase Request Processors work, Concur has added a **Vendor Name** column to the **Approve Request** and the **Process Orders** pages, which enable processors to view the vendors of each request.

Current UI:



Enhanced UI:



BUSINESS PURPOSE/CLIENT BENEFIT

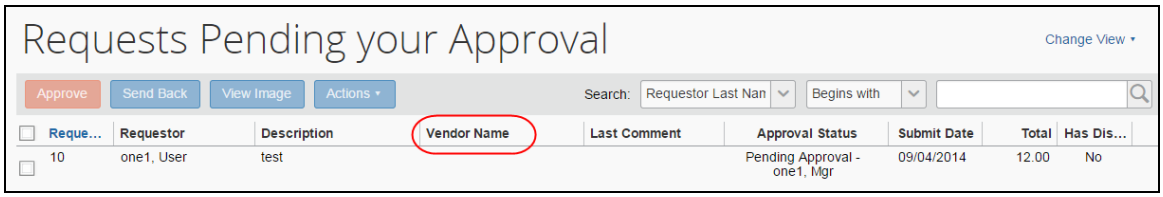
This enhancement enables clients to work more efficiently with their purchase requests by allowing them to see the vendors with which they are working.

What the Purchase Request Processor Sees

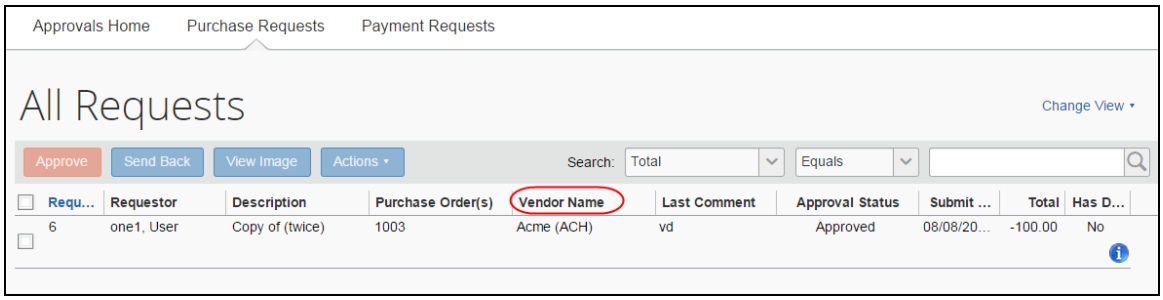
The Purchase Request Processor will see a new column, **Vendor Name**, on the following pages:

- **Requests Pending your Approval**
- **All Requests**
- **Requests Pending Processor Review**

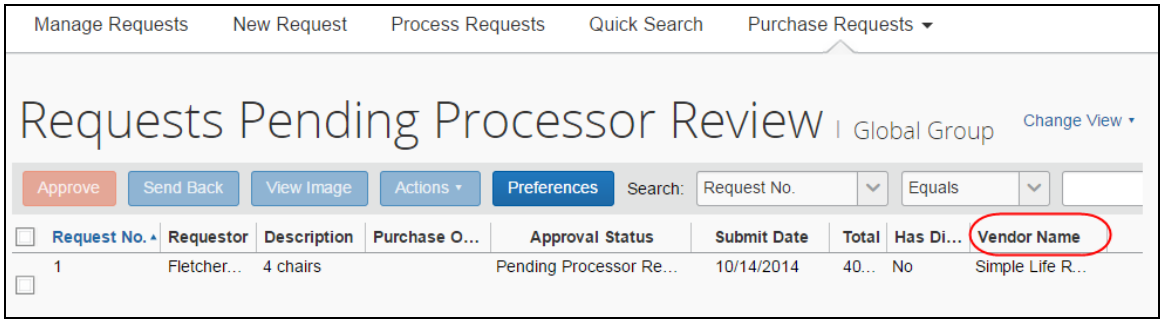
The **Vendor Name** column (displayed by default) on the **Requests Pending your Approval** page in the *enhanced* UI:



The **Vendor Name** column (displayed by default) on the **All Requests** page in the *enhanced* UI:

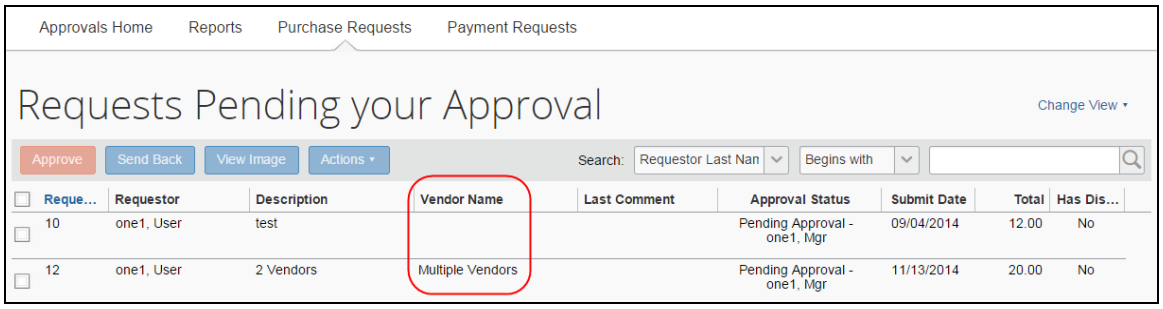


The **Vendor Name** column (not displayed by default) **Request Pending Processor Review** page in the *enhanced* UI:



The Purchase Request Processor may add the **Vendor Name** column to the **Process Request** page by clicking **Preferences** and then adding the column.

If there are multiple vendors, the **Vendor Name** column will display the text "Multiple Vendors."



Configuration/Feature Activation

This feature is automatically on; there are no additional configuration or activation steps.

Capture Processing

New Rejected Status When User Rejects Documents

With this release, the *Failed* status assigned to documents (or batches) rejected by the system or the Verifier is now applied only when the system rejects the documents. However, when the Verifier decides the documents cannot be used, a *Rejected* status is applied to these user-rejected documents.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement clearly differentiates between a system rejection (*Failed*) and a user-initiated rejection (*Rejected*).

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

For more information, refer to the *Invoice: Capture Processing (Client-Managed) Setup Guide*.

Resolved Cases

The following issues were resolved with this service release.

NOTE: This is a *representative* list of case fixes for this release; some issues may not be included within this document.

Case ID	Case/Defect Description
5486788	**Invoice/Enhanced User Interface** The **Tools** menu is missing for the Invoice product.
5357717 5418034	**Invoice/Process Request** Performing a Save and Run for a query under the Japanese locale results in an application error.
5378983	**Invoice/Processor Export to Excel** Exporting the Processor view to Excel returns inconsistent data in the spreadsheet.
5365298	**Invoice/API Request** The GET Purchase Orders (v3.0) API does not return the Allocation Array data as expected.
5186264	**Invoice/Purchase Order** A PO cannot be deleted.
5432348	**Invoice/Invoice Capture** An order cannot be submitted if the invoice detail contains a PO number.
5428996	**Invoice/Approver and Processor** A user with the combined roles of Approver and Processor can incorrectly access and work with requests not assigned to them.
5437407 5437217	**Invoice/Policies** The client does not have access to the default policy if they are working under multiple policies.
5428980	**Invoice/Workflow** The skip step rule for purchase requests is not referring to the Requester's Profile as expected.
5240958	**Invoice/Audit Rules** The field update action based on the validation audit rule incorrectly clears the field instead of updating it.
5432590 5440480 5427289 5464982	**Invoice/Approver Comments** An approver adding text to the **Comment** field finds that the system is not retaining the comment.

Case ID	Case/Defect Description
5461976	**Invoice/Confirmation Agreement** The User Submit agreement does not display to a user when submitting a payment request from the **PO Matching Summary** tab, but the audit trail records an agreement action when the request is submitted.
5035397	**Invoice/AREA** The value for the **Date** field is not cleared when sending requests back from the processor, resulting in incorrect data when performing the accounting extract.
5316650	**Invoice/Payment Request Import** A *Failure* status is applied to a PR import that only partially fails, and so should be assigned the *Completed With Errors* message.
5156259	**Invoice/Approvers** The system is setting the *Is Limit Approved* flag to *Yes* based on the submitter's signing authority, not on the approver's signing authority.
5411418	**Invoice/Capture Processing** Emails with invoice attachments are failing, and cannot be reprocessed.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Internet Explorer 7: To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

The first step in the process is to evolve the user experience with a focus on a redesigned interface and foundational changes in key areas of functionality. We will be delivering a redesigned, modern user interface for all products on http://www.concursolutions.com:

- Modern consumer based application look-and-feel that will be applied across all products

- Consistent terminology, iconography, and interaction across web and mobile applications
- Dashboard design with grouping of like functions and tasks and positioning key steps needed to complete a process at logical locations on the page

This refresh takes advantage of the most recent web browser technologies to provide users with a premium user experience. *As a result, IE 7 will no longer be a supported browser for users when they are transitioned to the new user interface.* ***For the best user experience, Concur recommends IE 10 or higher, as well as Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher****.*

What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads *Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT Department to determine when and how to upgrade.*

Users can click **Close** on any page to get more space, but it will appear again on every subsequent page.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

📖 For information about accessing the other release notes and the monthly browser certifications, refer to the *Additional Release Notes, Webinars, and Technical Documentation* section in this document.

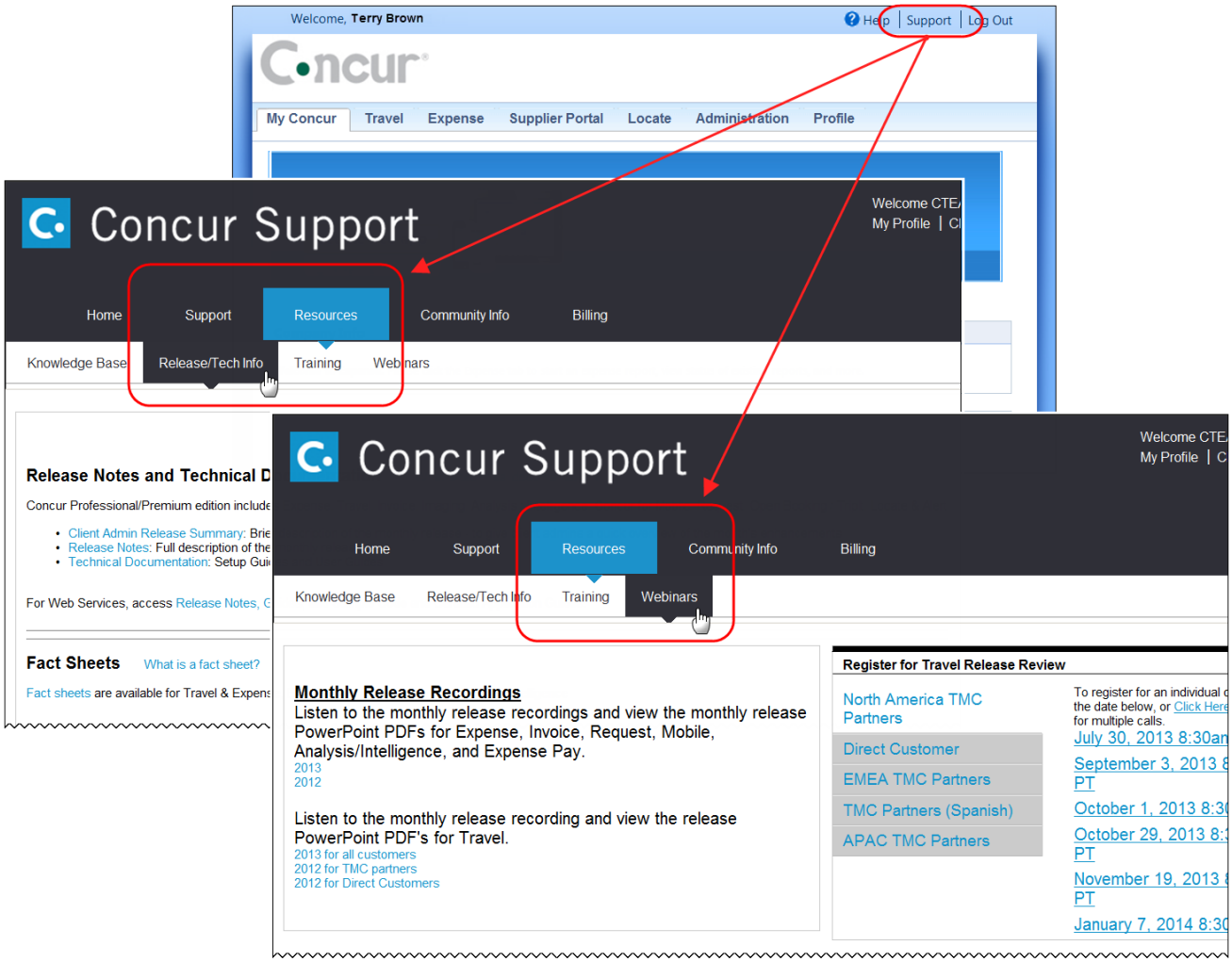
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then, in the Concur Support portal, click **Resources**.

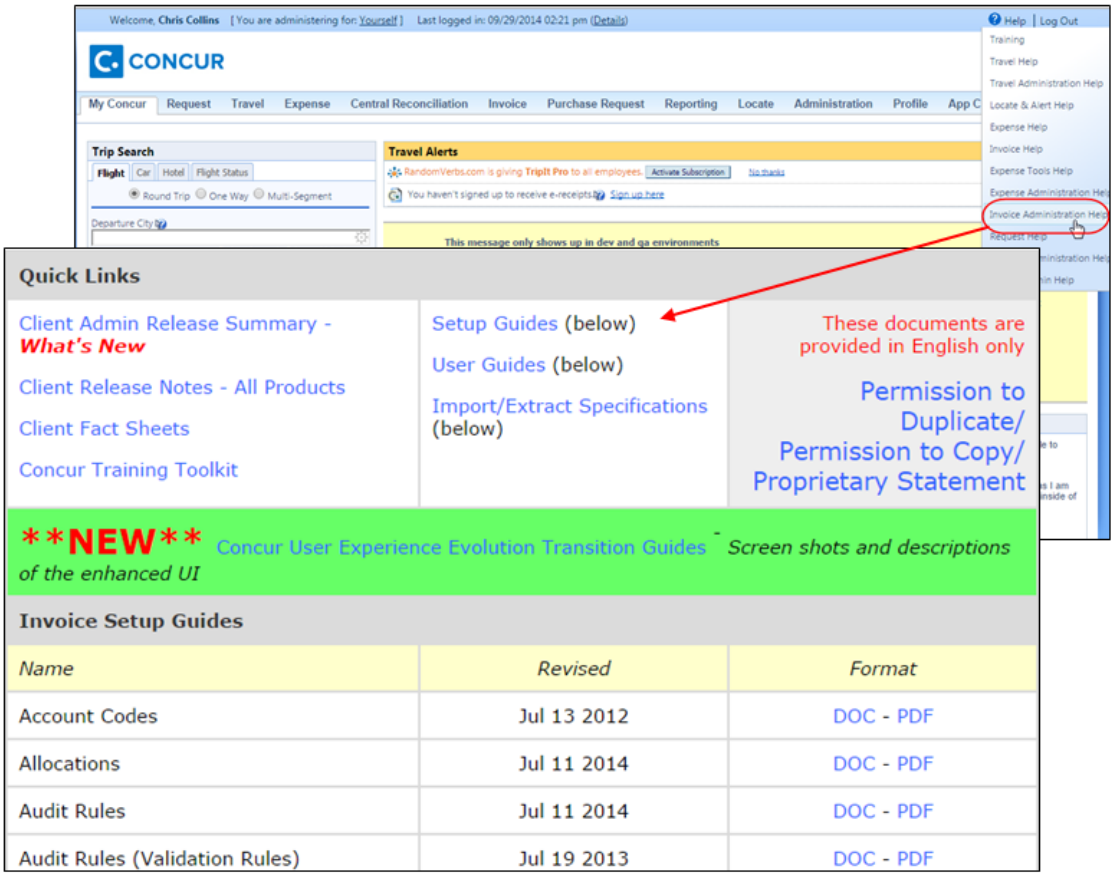
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout *other than* Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help: Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.

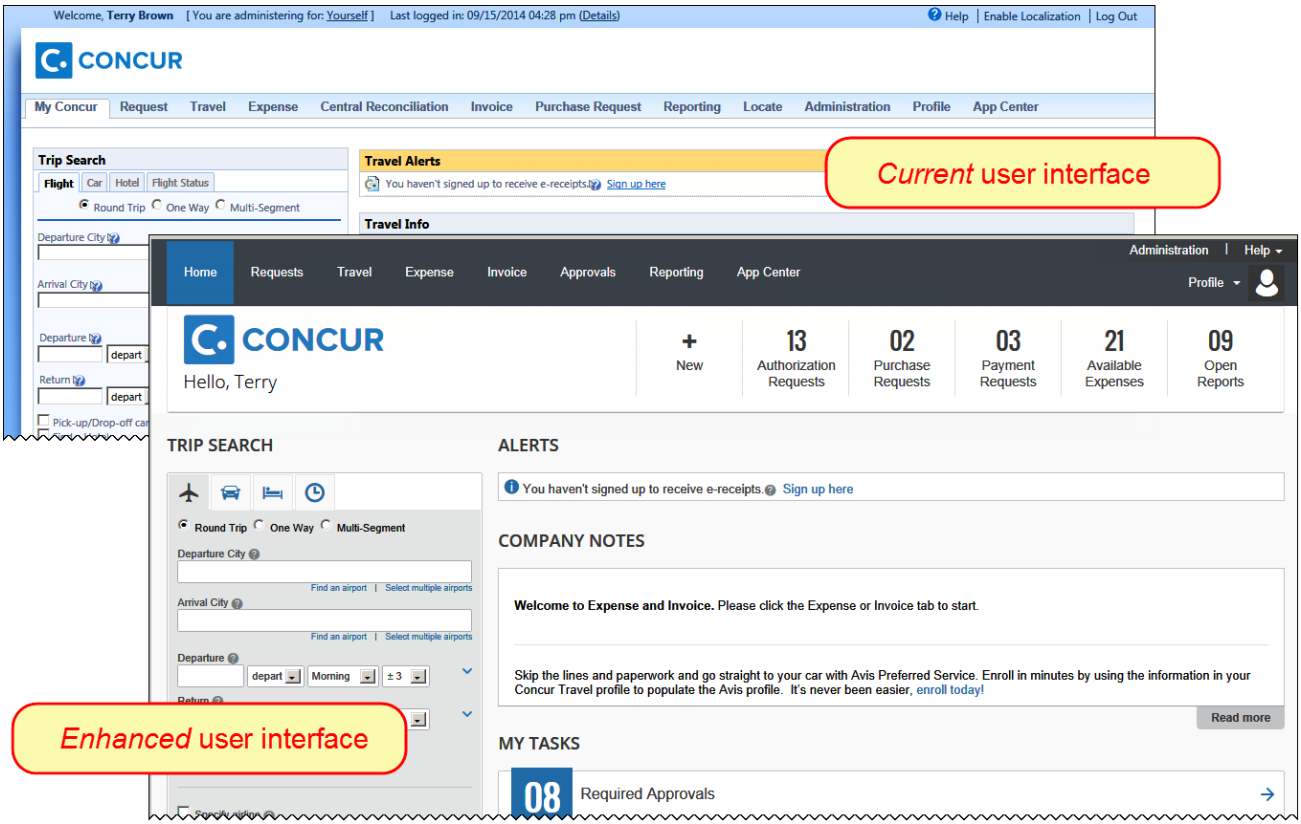


Concur Release Notes **Invoice Professional/Premium** Includes: Invoice Processing, Invoice Capture, Invoice Check Payments, Invoice Purchase Order Matching	
Month	**Audience**
December 2014 Initial Post: Friday, December 12, 2:00 PM PT	Concur Clients

Contents

Two User Interfaces: Enhanced UI

Concur is in the process of transitioning from the *current* user interface to the *enhanced* user interface.



The enhanced UI brings some long-awaited usability enhancements—some are significant (perhaps involving navigation changes) while others are minor (involving only look-and-feel).

This Guide: Sample Screens and Menu Navigation

For screen samples, this guide may show the *current* UI, the *enhanced* UI, or both. Over time, all screen samples will appear only in the *enhanced* UI.

In those cases where the menu navigation is different, both sets of steps are shown. Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
   – or –
   In the *enhanced* UI, click **Profile** > **Profile Settings** > **Other Settings** (left menu).

Transition Guides

Two guides are available to help clients understand the enhancements:
http://www.concurtraining.com/customers/tech_pubs/GW/_TransGuidesProf.htm

The "highlights" guide (about 13 pages) is designed for end users and describes the most significant changes that affect them. The "comprehensive" guide (about 70 pages) is designed for admins. It describes:

- The steps required *before* transitioning to the enhanced UI
- The preview period for the admin, for selected users, for selected groups, and for the entire company
- All of the enhancements—both significant and minor

Release Notes

Invoice Management

Supplier Portal Invitations Made Easier

Overview

Concur now provides an option where Vendor Managers can update a Supplier Portal invitation for a vendor without having to create a new group that includes the new vendor. This means that Vendor Managers can invite additional vendors to the Supplier Portal if the vendors have the same vendor codes but different address codes. If this is the case, Invoice enables the **Send Supplier Portal Invitation** link. When the Vendor Manager clicks this link, the **Please Confirm** window appears and the Vendor Manager can add the new vendor address to the existing invitation, which allows visibility for those requests by using this new vendor.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement enables Vendor Manager to add vendors to the Supplier Portal more efficiently.

What the Vendor Manager Sees

When the Vendor Manager invites an additional vendor who has the same vendor code but different address code of an already existing vendor, the Vendor Manager will now see a **Please Confirm** window when clicking the **Send Supplier Portal Invitation** button.

Configuration/Feature Activation

This feature is automatically on; there are no additional configuration or activation steps.

For more information, refer to the *Invoice: Supplier Portal User Guide*.

Changes to Duplicate Invoice Check

Overview

To check for invoice duplicates, Invoice uses Vendor and Invoice Number. In this release, Concur has added Invoice Status (*Canceled*, *Deleted*, or *Voided*) as a new parameter for checking duplication of invoices. This means that if the status of an invoice is voided, for example, and the client submits a new invoice with the same invoice number as the voided invoice, this new invoice will pass through the system without being flagged as a duplicate.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement makes this feature more robust by providing an additional check for duplication of invoices.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

📖 For more information, refer to the *Invoice: Audit Rules Setup Guide*.

New Fields and Folders in Concur Insight Essentials/Intelligence

Overview

With this release, additional data is available in the Concur Insight Essentials/Intelligence model. They are:

- **Field:** Invoice > Purchase Order > Purchase Order Request > ***Status***
- **Folders and Fields:** Invoice > Purchase Order > Purchase Order Request > ***Supplier Details*** (with all associated fields and subfolders)

Clients can use this data in custom reports and, in a future release, the data will be available in standard reports.

📖 For more information, refer to the *Concur Insight (formerly Analysis/Intelligence)* Release Notes for December.

Automatically Transmit Purchase Orders

Overview

Concur has improved purchase order processing by reducing a workflow step and thereby enabling the purchase order to be transmitted to the supplier automatically. Once the administrator has activated this feature, Invoice will transmit the purchase orders from the approved purchase request directly to the supplier.

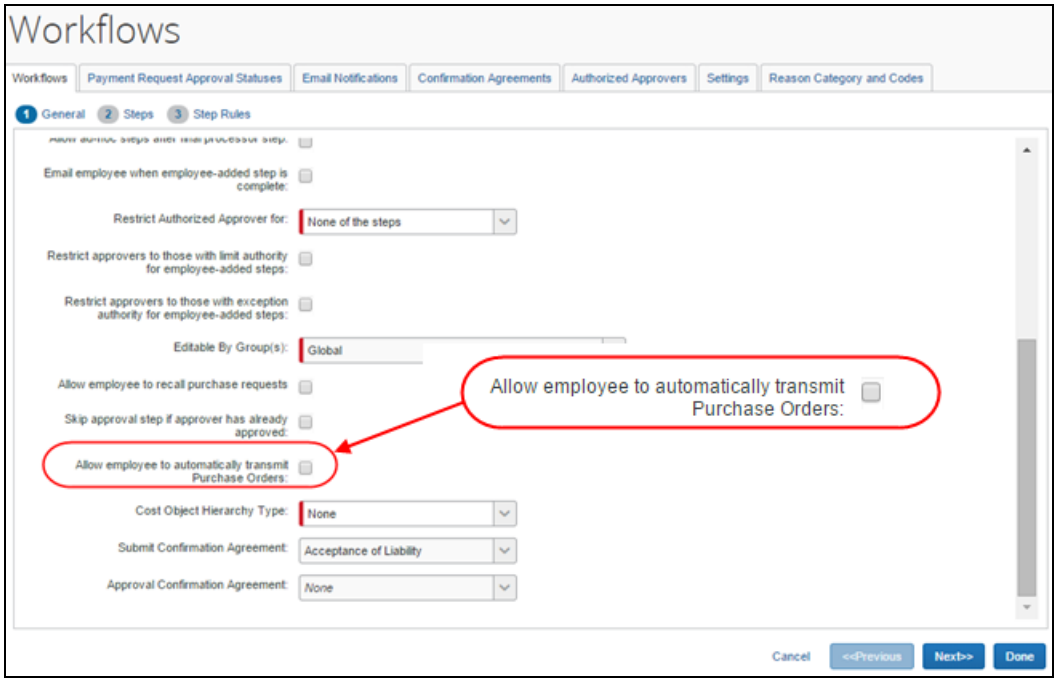
NOTE: If the purchase request contains incorrect data, such as an incorrect vendor email address, Invoice will not transmit the purchase request automatically, but instead it will require manual PO processing.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement reduces the lifecycle of the purchase order process, and reduces manual intervention.

What the Administrator Sees

The administrator will see a new setting, **Allow employee to automatically transmit Purchase Orders**, in Workflows.



Configuration/Feature Activation

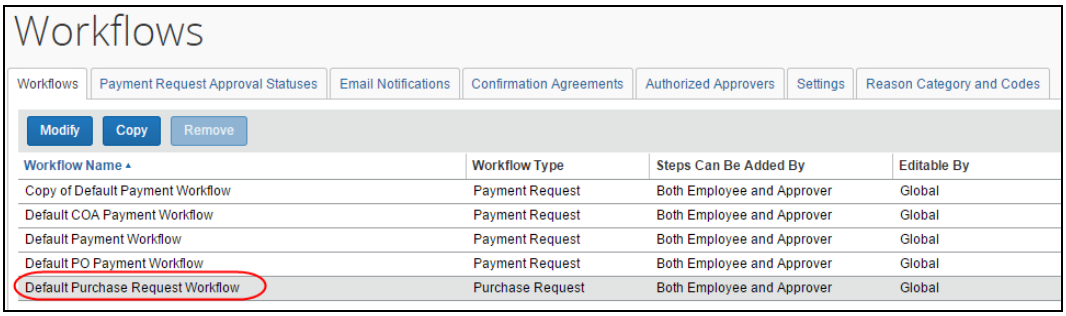
The administrator may activate this feature in Workflow.

To automatically transmit purchase orders:

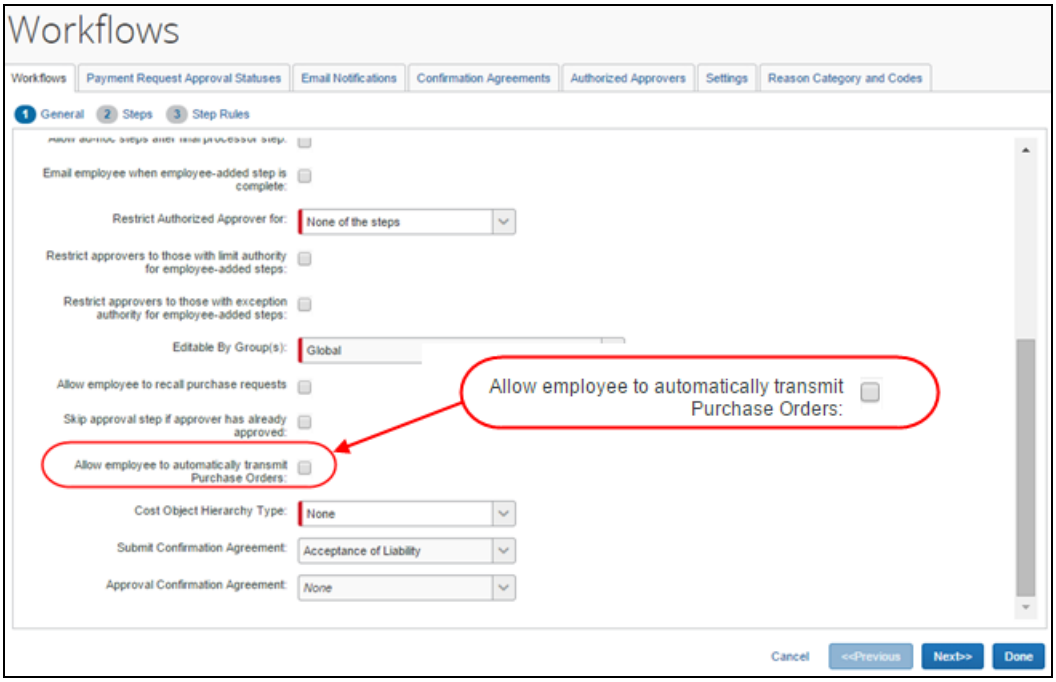
1. In the *current* UI, click **Administration** > **Invoice Admin**
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice**.

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

3. Double-click the *Default Purchase Request Workflow*.



4. Select (enable) the **Allow employee to automatically transmit Purchase Orders** option.



5. Click **Done**.

For more information, refer to the *Invoice: Purchase Request and Purchase Order Setup Guide* and the *Invoice: Purchase Request and Purchase Order User Guide*.

Purchase Request Owners Can Process Their Purchase Orders

Overview

Clients who do not have a dedicated procurement function can now let their Purchase Request Owners process their own purchase orders. This means that the employee can request items, have their managers approve the request, and then the employee can process the purchase request including transmitting the purchase order. The Purchase Request Owner will have access to the **Purchase Order** page and perform the same tasks as the PO Processor. Apart from processing and transmitting the

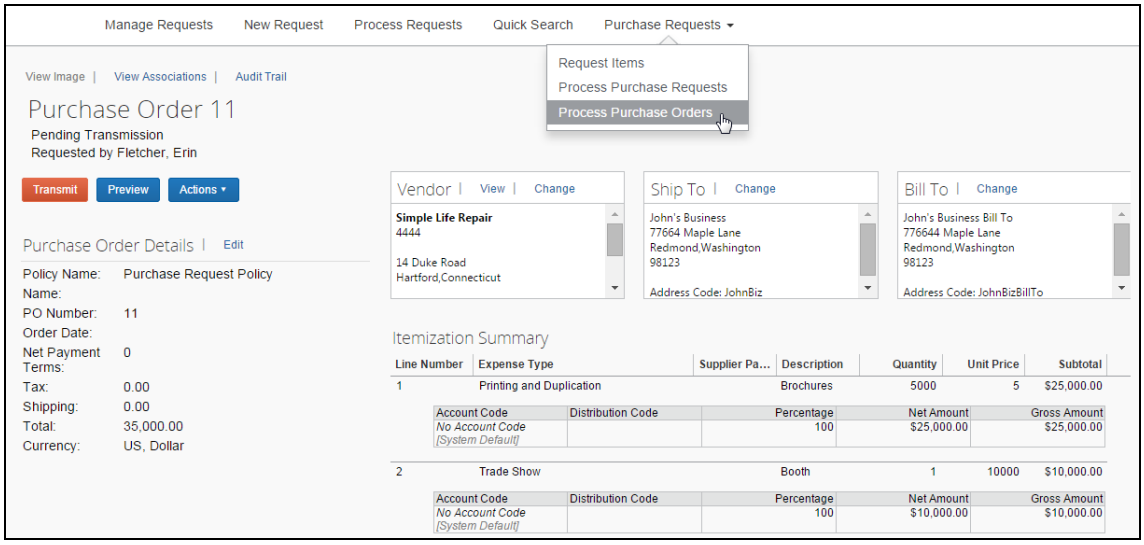
purchase order, the Purchase Request Owner may also use the **Send Back**, **Void**, and **Close** options.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides a more efficient way for clients to process purchase requests.

What the Purchase Request Owner Sees

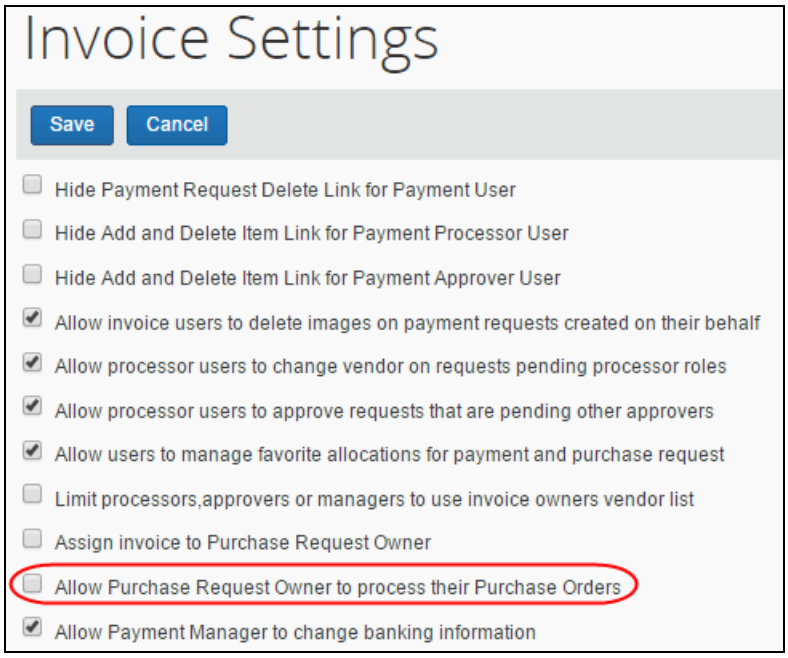
The Purchase Request Owner will now see the **Purchase Order** page by clicking **Process Purchase Orders** in the **Purchase Requests** menu.



NOTE: The Purchase Request Owner will only be able to see his/her own purchase orders.

What the Administrator Sees

The administrator will see a new setting, **Allow Purchase Request Owner to process their Purchase Orders**, in Invoice Settings.



To allow purchase request owners to process their own purchase orders

1. In the *current* UI, click **Administration** > **Invoice Admin**
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice**.

2. Click **Invoice Settings** (left menu). The **Invoice Settings** page appears.

3. Select (enable) the **Allow Purchase Request Owner to process their Purchase Orders** option.

4. Click **Save**.

For more information, refer to the *Invoice: Invoice Settings Setup Guide*, the *Invoice: Purchase Request and Purchase Order Setup Guide*, and the *Invoice: Purchase Request and Purchase Order User Guide*.

Training Admin: New Training Materials (English and Latin American Spanish)

Overview

In the November release, Concur replaced the English training content that is available through the Training Admin tool. With the December release, Concur will replace the Latin American Spanish training content that is available through the Training Admin tool. New content that matches the Concur User Evolution Experience will replace the existing training content. If you have activated training for your company from the options provided in the Training Administrator module, the content on that toolkit will be updated automatically to the new demos and guides. Clients cannot opt out of this process. We encourage you to review and update your custom training toolkit after the December release to add and update items based on the new content.

Clients with a custom training URL (configured on the Alternate URL tab in Training Administration) are not affected by this change.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides helpful training content to introduce users to the enhanced user interface.

Configuration/Feature Activation

The feature is automatically on for clients using English and Latin American Spanish; there are no additional configuration or activation steps. Training items in other languages will not be altered, and will receive updates in subsequent releases.

If the administrator does not want their users to view the updated training modules, he/she have the following options:

- **Deactivate the enhanced training modules, and create custom training module links that point to the previous content.**
- **Create a custom training site that includes links to the old training modules, then direct the Training help link there.** Over the course of the next several months, all of the Concur-provided resources will be updated to the enhanced UI across all languages. A client who wishes to retain the current UI and does not wish to perform the steps listed above each month as resources are updated may choose to create a custom training page to use until they are ready to move their users to the enhanced UI.
  To replace the entire site, first build the page that will be used for the new training site in your company's intranet.

Clients can find the URLs to the training modules for the current UI on the Training Toolkit page:

http://www.concurtraining.com/customers/concur/trainingtoolkit/onetouch.asp

The following processes explain how to complete these actions.

Deactivating the enhanced UI training:

1. In the *current* UI, click **Administration** > **Invoice Admin**
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice**.

2. Click **Training Administration** (left menu). The **Simulation Resources** page appears.

3. Select **English** or **Latin American Spanish**.

4. Clear (disable) the **Active** check box for the desired simulations.

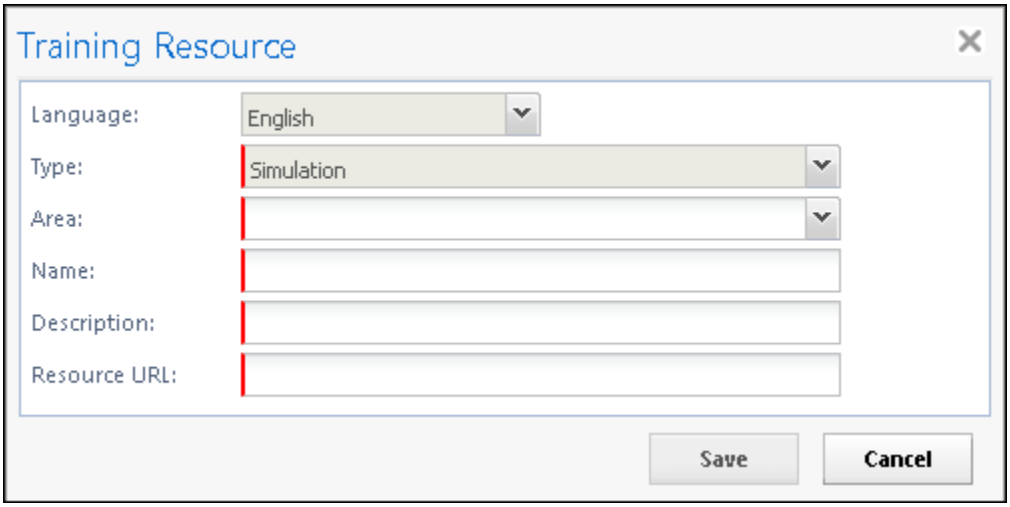
Adding a link to a previous training module:

1. In the *current* UI, click **Administration** > **Invoice Admin**
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice**.

2. Click **Training Administration** (left menu). The **Simulation Resources** page appears.

3. Select **English** or **Latin American Spanish**, and then click **New**.

4. Enter the details of the training resource, including the URL.



5. Click **Save**.

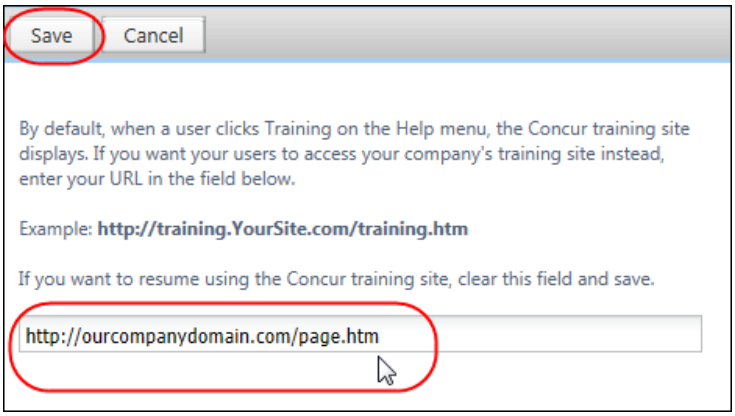
Directing users to a different training site:

1. In the *current* UI, click **Administration** > **Invoice Admin**
   - or -
   In the *enhanced* UI, click **Administration** > **Invoice**.

2. Click **Training Administration** (left menu). The **Training Configuration** page appears.

3. Click the **Alternate URL** tab.

4. Using standard URL syntax (Invoice will prompt if errors), type the address you would like the Training link to open when clicked. This may be the Concur current UI training toolkit, or a custom training site of your own.



5. Click **Save**.

Classic Integration Administrator Retirement

Overview

The Integration Administrator (Restricted) tool and most portions of the Integration Administrator tool in the classic user interface will be retired in the January 2015 release. The retirement will affect all sub-pages of Integration Administrator except the **Configure Extracts, Company Cards** and **System Log** sub-pages. Concur has already moved all the functionality on the retired sub-pages to Import/Extract Monitor and Import/Extract Administrator in the current/enhanced user interface. After the January release, the admins will only see the **Configure Extracts**, **Company Cards** and **System Log** sub-pages in the classic Integration Administrator.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement removes pages that Concur has transitioned to the current/enhanced user interface.

Configuration/Feature Activation

This feature is automatically on for all clients; no additional configuration or activation is required.

📖 For more information, refer to the *Shared: Import/Extract Monitor User Guide* and *Shared: Import/Extract Administrator User Guide*.

Clone Test User

Overview

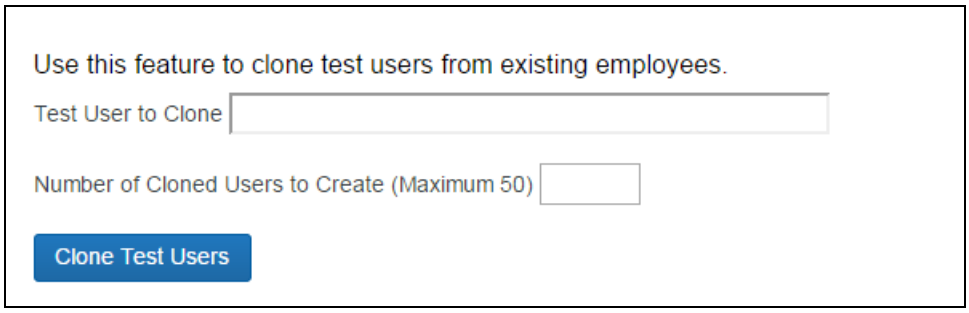
Clients are now able to automate the process of creating test users to test new functionality in Invoice quicker and more efficiently. To do this, the client can clone an already existing user and thereby create the desired number of test users (up to 50 at a time, 999 in total) to test workflow and new features.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement enables clients to create test users quickly and efficiently, which reduces the time from testing to go live with the Invoice Professional product.

What the Administrator Sees

The administrator will see a new section, **Clone Test Users**, on the **Test User Admin** page in Administration.



The administrator may delete test users via employee upload or via an import job.

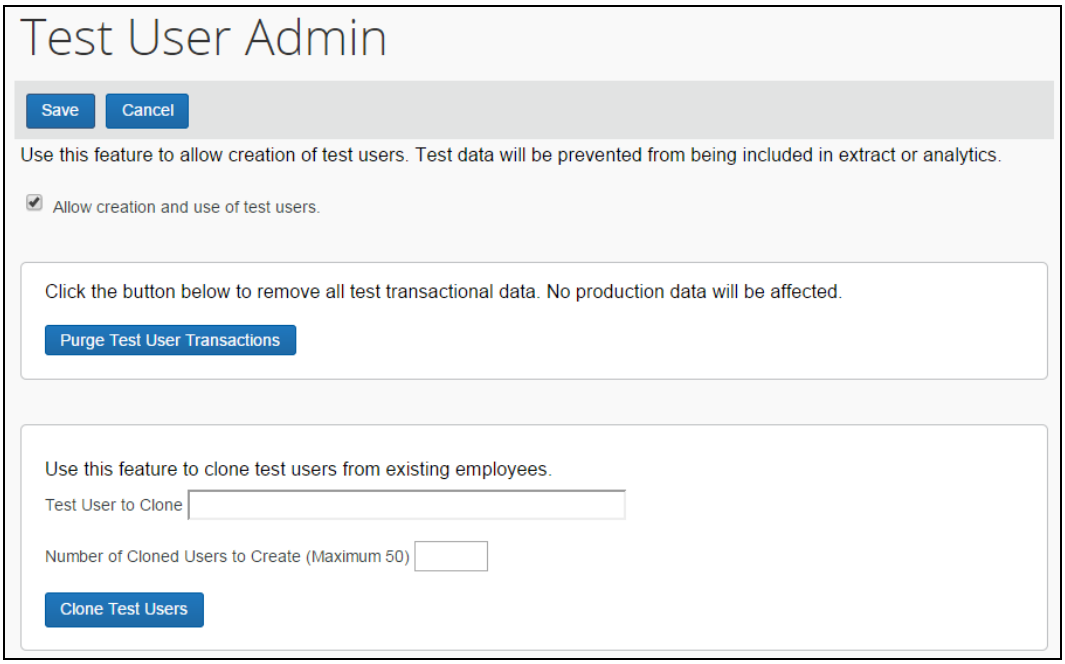
Configuration/Feature Activation

The administrator will be able to clone test users on the **Test User Admin** page in Administration.

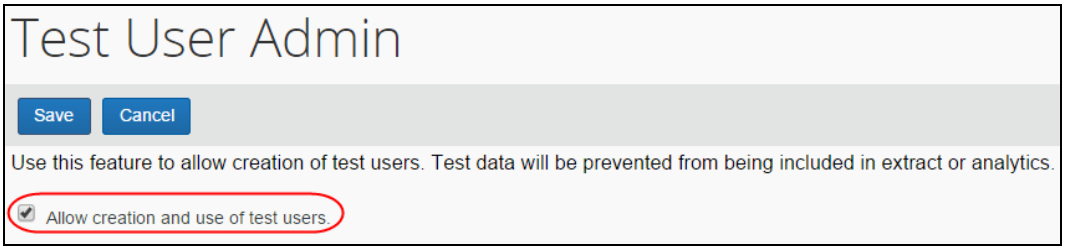
To clone test users

1. In the *current* UI, click **Administration** > **Invoice Admin**
   - or -
   In the enhanced UI, click **Administration** > **Invoice**.

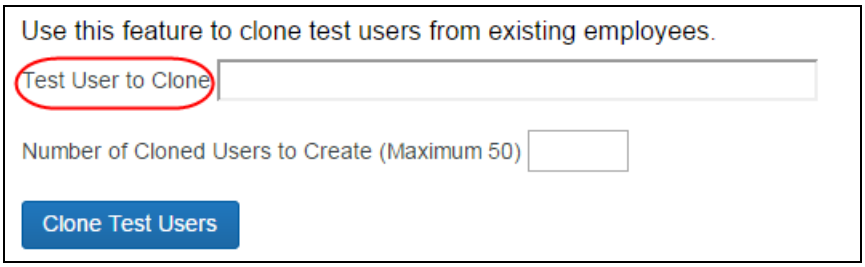
2. Click **Test User Admin** (left menu). The **Test User Admin** page appears.



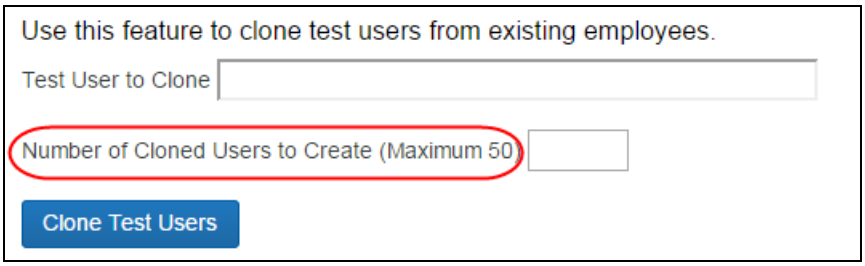
3. Select (enable) the **Allow creation and use of test users** check box to view the **Clone Test Users** section.



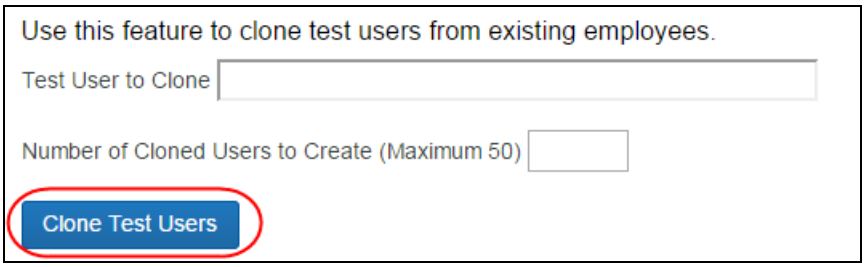
4. In the **Test User to Clone** field, type in the user that you would like to clone. Once you start typing in the user name, the system will search and return a match if one exists.



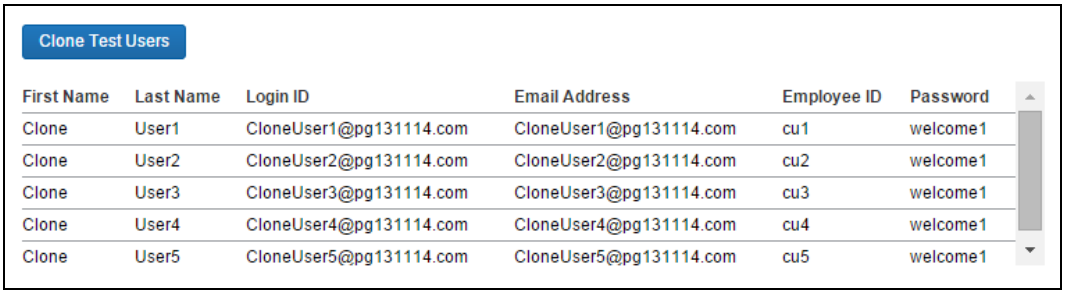
5. In the **Number of Cloned Users to Create (Maximum 50)** field, type the number of test users that you would like to use for testing in Invoice.



6. Click **Clone Test Users**.



The test users appear in a table below the **Clone Test Users** button.



First Name	Last Name	Login ID	Email Address	Employee ID	Password
Clone	User1	CloneUser1@pg131114.com	CloneUser1@pg131114.com	cu1	welcome1
Clone	User2	CloneUser2@pg131114.com	CloneUser2@pg131114.com	cu2	welcome1
Clone	User3	CloneUser3@pg131114.com	CloneUser3@pg131114.com	cu3	welcome1
Clone	User4	CloneUser4@pg131114.com	CloneUser4@pg131114.com	cu4	welcome1
Clone	User5	CloneUser5@pg131114.com	CloneUser5@pg131114.com	cu5	welcome1

These test users will have the same permissions, roles, and groups as the source user from which they were cloned. However, their preferences will not be copied over but instead set to the default preferences.

For more information, refer to the *Shared: Test User Setup Guide*.

Standard Accounting Extract (SAE) Version 3 Now Available

A new Standard Accounting Extract (SAE), Version 3, is available with this release. This extract contains additional fields to expand on the capabilities provided by the current version, Version 2. Clients may take advantage of this new extract by working with Concur and their IT department.

Clients Requiring UUID Data for January Mexican Financial Requirements

Mexico-based clients requiring a UUID data value in their financial systems for all of their XML-based CFDi electronic receipt types may take advantage of the new **Report Entry XML Receipt UUID** field in the Version 3 extract to satisfy this requirement.

Note that this change will require close coordination with your IT financial systems support personnel. Today, the client can work with Concur Support to add this field to their existing Version 2 extract in a field position that they are not currently using.

You may:

- **Elect today** to add the **Report Entry Xml Receipt UUID** field to your existing accounting extract based on Version 2 SAE in an unused position
- **In the future (available before the end of 2014)**, take advantage of the new version 3 SAE's multiple new fields (including the UUID field) to add flexibility to your extract process

  This will involve a larger project with your IT team, but may yield benefits going forward for your company.

NOTE: *Clients need take no action, as no changes will occur on release*. The client must specifically request this change.

For more information about the capture of the UUID for Mexican CFDi files, refer to the November Expense Professional/Premium release notes.

Payment Request Accounting Extract Also Updated for UUID Field Support

The Payment Request Accounting extract is also updated with the new **Report Entry XML Receipt UUID** field, and clients can draw on this new field for support of new Mexican SAT regulations requiring the UUID data be resident in the client's financial system.

Configuration/Feature Activation

NO CHANGES WILL OCCUR UNLESS REQUESTED. All clients may elect to adopt the new Version 3 SAE for its additional fields, and will require close coordination with Concur and your IT department.

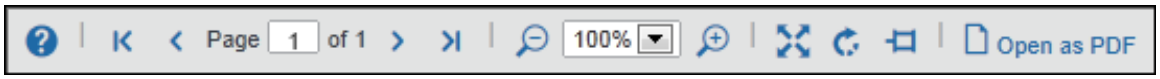
For more information, refer to *Chapter 8: Payment Request Accounting Extract V2 (Current)*, and *Chapter 13: Standard Accounting Extract, Version 2* of the *Expense – Import and Extract Specifications*.

Capture Processing

Client-Managed: Enhanced Toolbar for Verification Page

Overview

An enhanced toolbar is now available in the **Verification** page for use in working with the displayed invoice image. This toolbar lets the Verifier role page, zoom, resize, and pin images, and download and open the original PDF within a separate window.



This feature change supports display and management consistency across different browsers. It also supports the upcoming release of a fully interactive image display that will support copy actions from the image to the destination fields.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement brings standardized display tool management, and supports additional features to be included in upcoming service releases.

Configuration/Feature Activation

This feature is automatically on; there are no additional configuration or activation steps.

For more information, refer to the *Invoice: Capture Processing User Guide*.

Both Capture Versions: Invoice Owner Info Now Moved to Header to Improve Verification Process

Overview

With this service release, Concur has enhanced the action of assigning or re-assigning an invoice owner during the verification step. This is achieved by moving the optional **Assign Request To** field to the request header instead of above it, and incorporating all assignment functionality into this single field instead of across several controls.

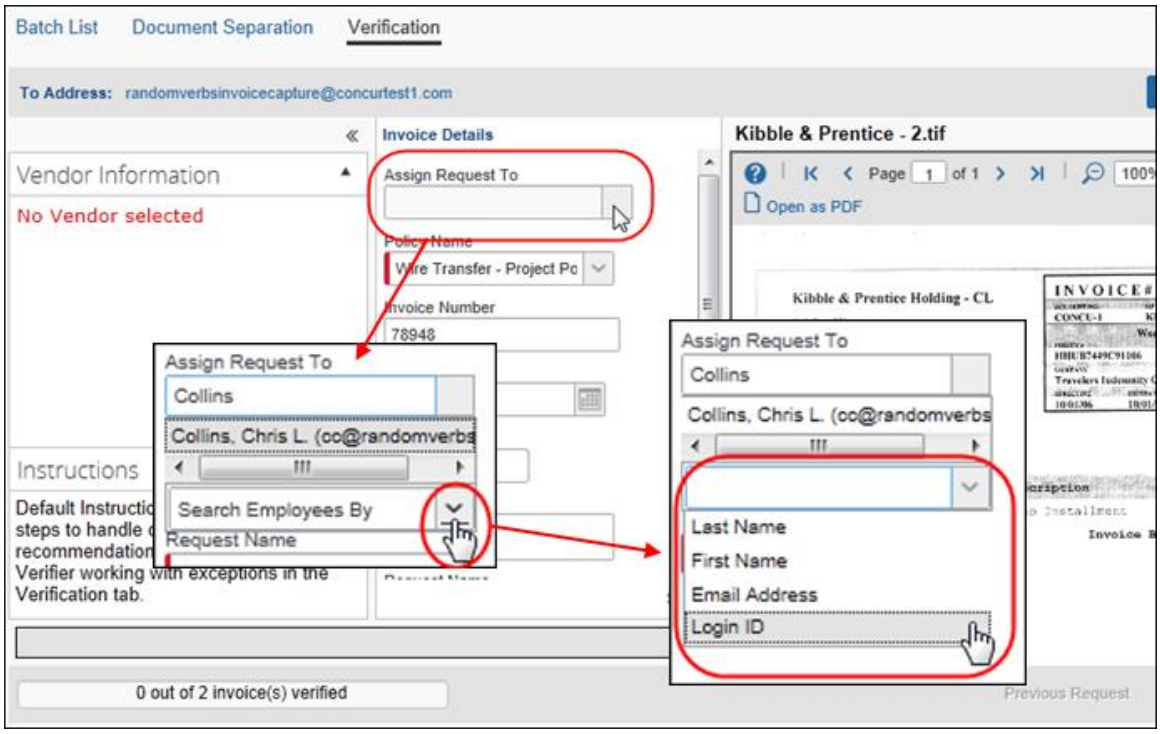
BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement improves the display and access when assigning a processed request to an invoice owner.

What the Verifier Sees

Prior to this release, the invoice owner assignment functionality resided *above* the header and was divided into different control types. This method of display and assignment action could result in missing this critical step during verification.

With this release, this information is now displayed in the optional **Assign Request To** field *within* the request header.

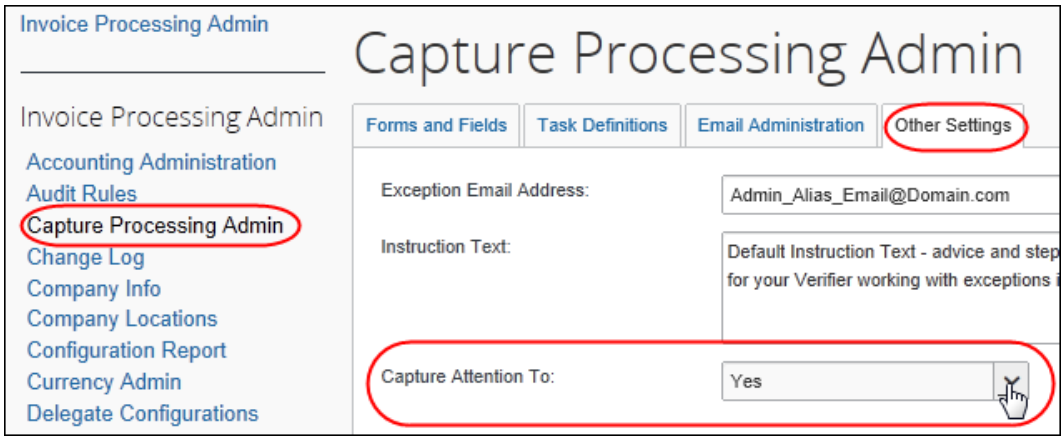


This change brings clarity to request assignment information, and improves the assignment function by incorporating both a "type ahead" method of search, and a drop down set of search attibutes that can be used to find the invoice owner.

NOTE: The Copy Down action for this field is enforced by default. This means that best practice is to code this field prior to verifying the remaining fields.

Configuration/Feature Activation

The **Assign Request To** field is an *optional* field, and is added to the request header using the **Capture Attention To** setting on the **Administration** > **Invoice Admin**> **Capture Processing Admin** > **Other Settings** page in the *current* UI, or on the **Administration** > **Invoice** > **Capture Processing Admin** > **Other Settings** page in the *enhanced* UI.



The administrator selects *Yes* from the list and clicks **Save** to display this field in the **Invoice Details** section of the request header.

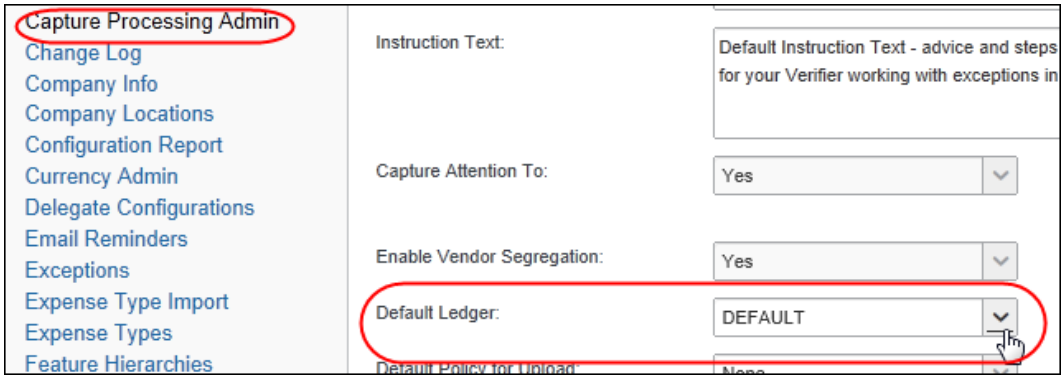
For more information, refer to the *Invoice: Capture Processing Setup Guide* and the *Invoice: Capture Processing User Guide*.

Client-Managed: Multiple Ledger Clients May Now Select a Preferred Ledger

Overview

Clients using more than one ledger at their company can now specify which ledger they want associated with the payment request output generated by Capture Processing. Doing this prevents incorrect account codes from being unintentionally associated with requests created in Capture Processing.

This feature is available as a new setting, **Default Ledger**, on the **Administration** > **Invoice Admin** > **Capture Processing Admin** > **Other Settings** page in the *current* UI, or on the **Administration** > **Invoice** > **Capture Processing Admin** > **Other Settings** page in the *enhanced* UI.



The administrator selects the correct ledger from the drop down list, and then clicks **Save**.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement lets the client decide what set of account codes to apply to their payment requests created by Capture Processing.

Configuration/Feature Activation

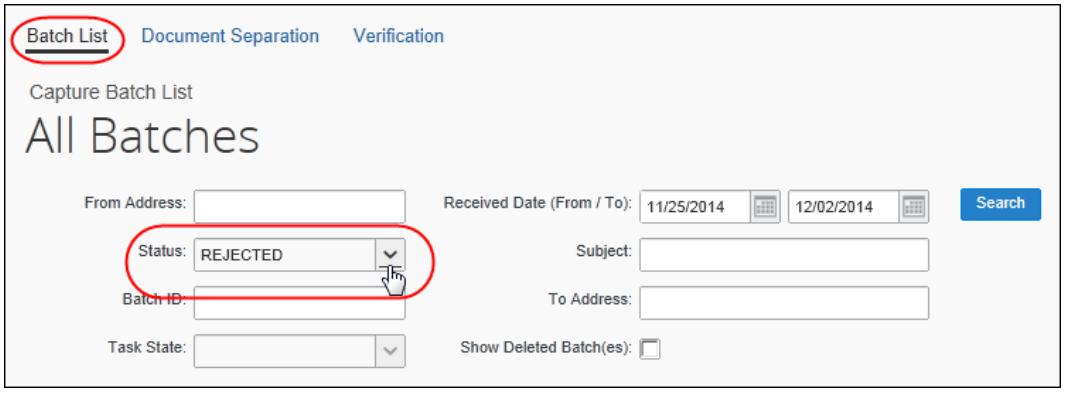
This feature is automatically on; there are no additional configuration or activation steps other than selecting the ledger.

For more information, refer to the *Invoice: Capture Processing Setup Guide* and the *Invoice: Capture Processing User Guide*.

Both Capture Versions: Rejected Status Added to the Status Field of Capture Batch List Page

Overview

In an earlier service release, Concur added a *Rejected* status to Capture Processing to differentiate between those batches rejected by the system (*Failed*) and those by the user (new *Rejected* status). With this release, the admin can now use this status as a search criterion in the **Status** field of the **Capture Batch List** page.



Now, by specifying a search with the *Rejected* status, the system will return all documents and batches that the user (and not the system) decided should not be processed by Capture Processing.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement adds another useful search criterion to the **Batch List** page.

CONFIGURATION/FEATURE ACTIVATION

This feature is automatically on; there are no additional configuration or activation steps.

For more information, refer to the *Invoice: Capture Processing User Guide*.

Resolved Cases

The following issues were resolved with this service release.

NOTE: This is a *representative* list of case fixes for this release; some issues may not be included within this document.

Case ID	Case/Defect Description
5534442	**Invoice/Invoice Assignment** The user is being logged out when attempting to assign an invoice.
5439738	**Invoice/Delegates** There is a disparity between how delegate functionality works in the current user interface and the Enhanced user interface.
5369696	**Invoice/PO Workflow** The system is failing to generate purchase orders when the Approval workflow step preceding the Vendor Approval step is set to auto-approve and then perform a Skip step.
5447830 5490025	**Invoice/Forms & Fields** Custom fields are not performing a Copy Down action of values when the vendor is changed or a new vendor specified for the request.
5457637	**Invoice/Forms & Fields** The Copy Down action is not being performed when copying down from Org Unit (Purchase Request Details) to the Purchase Order Custom fields.
4960314 5410935 5259587	**Invoice/Expense Types** Expense types are not listed in alphabetical order as expected when choosing for a new payment request.
5520308	**Invoice/Capture Processing** If a vendor is not found, and is manually coded in, the associated Invoice Owner for this vendor is not automatically added as expected.
5473505	**Invoice/Processor** A search using the Request ID criteria fails to return any results even though there are results to display.
5542980	**Invoice/Workflow** An Unexpected Error (UE) is generated when an invoice is submitted for the Approval step under COA after processing for up to 3 minutes at a time.
5463337	**Invoice/Recurring Request** A payment request created using the Recurring Request feature cannot be edited under the Japanese locale.
5495663	**Invoice/Purchase Orders** The Purchase Order Preview function is showing the incorrect date of "today" rather than the correct date of order.
5552092	**Invoice/Hierarchies** Expense policies appear instead of the correct Invoice policies when setting up a hierarchy for an account code structure.

Case ID	Case/Defect Description
5551998	**Invoice/Capture Processing** The **Back to Payment Request** link is failing to bring the user to the request when clicked in the View Capture Details mode of display.
5538651	**Invoice/Capture Processing** The AP User role is unable to assign an Invoice Owner value for invoices processed by Invoice Capture.
5587353	**Invoice/Capture Processing** Batches with a status of *Failed* are not appearing in the **Capture Batch List** page.
5590916	**Invoice/Currencies** No values are appearing for the **Currency List** window when the user attempts to add a currency using **Invoice Admin** > **Currency Admin**.
5606586	**Invoice/System** Users are noting slowness when attempting to review invoices.
05207317	**Invoice/Purchase Requests** The default assignment of the user's **Ship To Address** value is changed for this release. Previously, the system captured the user's *first* address value and set it as the default value for all requests. Now, the user has the following options when assigning an address to a purchase request. They may: • Select *None* in Profile to prevent any default address from being set • Select any available address for their purchase request, without setting any default • Make a selected address their default via a check box option - *OR* - If a default address is set, remove that default address and return to a value of *None* as default address, or select a different address as the default **TIP:** Use the **Set Default Address** field in Profile to see what the current default address is for a user.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Internet Explorer 7: To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

The first step in the process is to evolve the user experience with a focus on a redesigned interface and foundational changes in key areas of functionality. We will be delivering a redesigned, modern user interface for all products on http://www.concursolutions.com:

- Modern consumer based application look-and-feel that will be applied across all products
- Consistent terminology, iconography, and interaction across web and mobile applications
- Dashboard design with grouping of like functions and tasks and positioning key steps needed to complete a process at logical locations on the page

This refresh takes advantage of the most recent web browser technologies to provide users with a premium user experience. *As a result, IE 7 will no longer be a supported browser for users when they are transitioned to the new user interface.* ***For the best user experience, Concur recommends IE 10 or higher, as well as Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher****.*

What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads *Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT Department to determine when and how to upgrade.*

Users can click **Close** on any page to get more space, but it will appear again on every subsequent page.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

📖 For information about accessing the other release notes and the monthly browser certifications, refer to the *Additional Release Notes, Webinars, and Technical Documentation* section in this document.

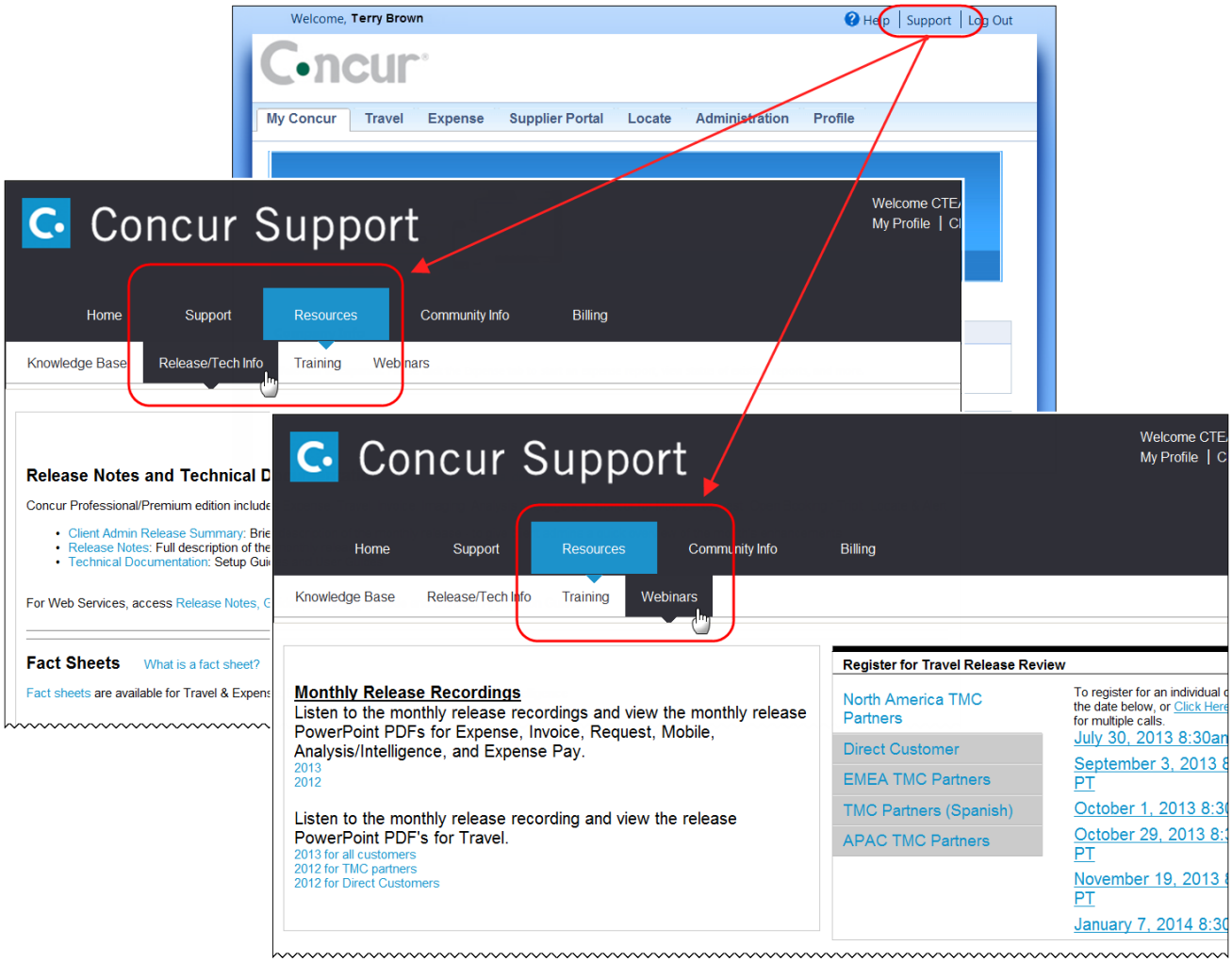
Additional Release Notes, Webinars, and Technical Documentation

Concur Support Portal

Access release notes, webinars, and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then, in the Concur Support portal, click **Resources**.

- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout *other than* Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help: Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.