

SAP Concur Release Notes	
Expense Professional / Premium	
Month	Audience
Release Date: February 15, 2020 Initial Post: Friday, February 14, 10:00 AM PT	Client <b>FINAL</b>

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# Release Notes

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## Admin

### Connected List Data Type Now Available for Expense Attendee Form - *Retracted*

In the November 2019 release notes, the *Connected List Data Type Now Available for Expense Attendee Form* release note was accidentally published before the official release of this new functionality, which is currently targeted for a future release.

The Connected List data type functionality is part of the planned future direction of the product that is currently on our longer-range roadmap. More information will be published about this functionality when the entire feature is ready to be officially released.

This connected list functionality will not be universally supported for attendee records, and will only be available for very specific use cases for employee attendees (SYSEMP).

## Authentication

### **\*\*Ongoing\*\* Deprecation of HMAC Initiates Migration to SSO Self-Service**

Information First Published	Information Last Modified	Feature Target Release Date
July 12, 2019	October 23, 2019	Phase I: July 2019 Phase II: July 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

*These changes are part of the SAP Concur continued commitment to maintaining secure authentication.*

### Overview

SAP Concur will soon begin the deprecation process of removing Hash-Based Message Authentication Code (HMAC) as an SSO option. The replacement service for HMAC is SAML SSO is a self-service method of setup whereby client admins have access within SAP Concur to complete their SAML connections.

Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released (targeted for Q1 2020). The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation includes two phases:

#### Phase I:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. (See below for more information.)
- Clients prepare for onboarding new clients using the new SSO self-service tool, which is targeted for release in Q1 2020.
- Once the SSO tool is available, customers will be notified via release notes about the official deprecation date of HMAC. As of the official deprecation date, no new clients can be onboarded using HMAC; new clients must be onboarded using the new SSO self-service tool.
- Existing clients using HMAC need to be migrated using the new SSO self-service tool.

#### **Phase II:**

- Clients continue migrating existing HMAC clients to the new SSO self-service tool.
- Shut down the HMAC service after everyone has migrated from HMAC to the new SSO self-service tool. Phase II is targeted to end mid-year 2020.

#### **BUSINESS PURPOSE / CLIENT BENEFIT**

This change provides better security and improved support for users logging in to SAP Concur products and services.

#### ***Important – Migration for TMCs***

Travel Management Companies (TMCs) will be largely impacted and should begin testing SAML SSO now to prepare for migration to the new SSO self-service tool.

TMCs need to set up SAML SSO instead of HMAC for their new clients. Setting up SAML SSO now allows more time for TMCs to test the SSO self-service tool and train internal staff to assist clients.

To prepare for Phase I of the HMAC deprecation:

- TMCs first need to support SAML 2.0. TMCs need to contract for or develop their SAML 2.0 solution. TMCs need to have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that need more information can open a case with SAP Concur support. TMCs do not need to use the online order form to request setup.

#### ***Important – Migration for Legacy HMAC Clients***

Clients should begin testing SSO immediately to prepare for migration to the new SSO self-service tool.

To prepare for Phase I of the HMAC deprecation:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.

- Clients can configure the SSO self-service tool as soon as it is released in Q1 2020.

### **More Information**



For more information, refer to *Authentication | \*\*Planned Changes\*\* Single Sign-On (SSO) Self-Service Option* in the [Shared Planned Changes](#) release notes.

## **Cards**

### **Amex Virtual Card Support (US and AU)**

#### **Overview**

With the new Amex Virtual Card solution, transaction payment data can now be imported into the GL 1025 American Express card feed along with financial transaction data. Previously, transaction data would have been manually input.

The Amex Virtual Card solution offers the ability to:

- Leverage virtual account numbers tied to specific pre-authorized users, payment amounts, and date ranges.
- Reduce concerns about fraud, tighten expense controls, and minimize paper checks.
- See transactions automatically updated in Concur Expense, streamlining the payment process and reducing manual reconciliation.

#### **Regional Considerations**

This feature is available to new and existing clients in the United States and Australia, and those who have configurations in these two countries.

#### **Requirements**

Clients who wish to use Amex Virtual Card Support must have the following:

- Concur Expense
- A dedicated corporate card feed

#### **BUSINESS PURPOSE / CLIENT BENEFIT**

This change streamlines the card transactional data import and reduces errors associated with manual data input.

#### **Configuration / Feature Activation**

Clients who want to use the virtual card functionality need to contact SAP Concur support to schedule set up of the corporate card feed and have it configured to their instance of Concur Expense.

Card administrators will be required to onboard the new service with American Express and will be responsible for setting up profiles and creating virtual cards from the Amex GO portal. Failure to complete the required set up on the Amex GO portal will impact transactions being properly routed to the correct employee.

If administrators wish to use a sample feed file, select *American Express GL 1025* as the import definition file.



For general information about this functionality, refer to the *Expense: Lodge Account Setup Guide* and *Expense: Company Card & Company Bill Statement Administrator User Guide*.

## Enhanced Matching for Visa VCF Hotel and Car Rental Transactions

### Overview

For clients who use Visa card feeds with Visa Commercial Format (VCF) 4.0 and 4.4 formats, SAP Concur enhanced the matching functionality for hotel and car rental transactions. With this change, all existing and new configurations for **Employee ID from Passenger Specific Data** automatically extend to also check hotel and car rental data, depending on the type of transaction.

To reflect this change in functionality, the field on the **Configure Field Labels for Lodge Account** page was renamed. The **Employee ID from Passenger Specific Data** field was renamed **Employee ID from Passenger Specific or Car Rental or Hotel Specific Data**.

### BUSINESS PURPOSE / CLIENT BENEFIT

This change facilitates fewer orphaned lodge transactions that require manual employee assignment by a company card administrator.

### What the Admin Sees

The **Configure Field Labels for Lodge Account** page displays the renamed **Employee ID from Passenger Specific or Car Rental or Hotel Specific Data** field.

**Configure Field Labels for Lodge Account: Lodge ABC** ✕

**i** Select the appropriate Lodge specification and then provide labels for each of the desired fields. Use the drop-down to indicate which field contains the Employee ID or Request ID used for matching a transaction to the employee for expensing. If the Lodge specification isn't listed, verify that the job has been created.

Select Lodge Import Format: Visa VCF 4.0 ▼

Specification Field Name	Expense Field Label	Field Type
Client Reference 5 from Passenger Specific Data		
Customer Code/CRI		
<b>Employee ID from Passenger or Car Rental or Hotel Specific Data</b>		
G/L Number from Passenger Specific Data		
Purchase Identification Description		

Save Cancel

The navigation to see this user interface change is: **Administration** (menu) > **Company** > **Tools** > **Company Card** > **Manage Accounts** (tab) > **New** (button) > **Save & Configure** (button).

**NOTE:** This change does not apply to other providers' VCF formats such as USBank, ANZ, etc.

### Configuration / Feature Activation

These changes are automatically available; there are no configuration or activation steps.



For more information, refer to the *Expense: Lodge Card Setup Guide*.



## Transactions with Inactive Expense Types Now Assigned to Company Bill Statement

### Overview

All card transactions, including those with inactive expense types, will now automatically be added to the Company Bill Statement (CBS) report. This change includes expense types that are not active for a policy.

### BUSINESS PURPOSE / CLIENT BENEFIT

This change helps improve statement-based card programs by ensuring that all card transactions are automatically assigned to the Company Bill Statement report.

### What the User Sees

In the Statement Report, users will now see card transactions with inactive expense types automatically assigned an *Undefined* expense type. Users will see an error message on the Statement Report next to these transactions and will need to select a valid expense type before submitting the report.

Expense Type	Date	Amount	Exception
Undefined	01/04/2020	\$210.00	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	01/05/2020	\$220.00	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	02/01/2020	\$200.00	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Expense Type	Date	Expense Type	Amount	Reimbursed
Undefined	02/01/2020	CROWN PLAZA 2, Chester, UK	\$200.00	\$200.00
Undefined	02/01/2020	Room Rate CROWN PLAZA 2, Chester, UK	\$203.00	\$203.00
Undefined	01/05/2020	CROWN PLAZA 2, Chester, UK	\$220.00	\$220.00
Undefined	01/05/2020	Room Rate CROWN PLAZA 2, Chester, UK	\$223.00	\$223.00
Undefined	01/04/2020	CROWN PLAZA 2, Chester, UK	\$210.00	\$210.00
Undefined	01/04/2020	Room Rate CROWN PLAZA 2, Chester, UK	\$213.00	\$213.00

### Configuration / Feature Activation

This change is automatically available; there are no additional configuration or activation steps.



For general information about this functionality, refer to the *Expense: Company Card Administrator User Guide*.

## E-Receipts

### Reconnection Required for Uber Users (Jan 29)

#### Overview

As described in the September 2019 version of these release notes, Uber planned on deprecating an older connection method, called **SMTP or "Receipt Images via Email"**. On January 29, 2020, Uber and Concur Expense deprecated this connection method.

#### BUSINESS PURPOSE / CLIENT BENEFIT

Uber recently updated their Concur Expense integration to the more robust SAP Concur **Receipts v4** API. With expanded availability and benefits via the App Center integration, the secondary "Receipt Images via Email" connection was discontinued.

#### What the User Sees

The body of the initial and reminder emails from Uber asks users to reconnect either by logging into the SAP Concur App Center, clicking connect, and following the on-screen instructions, or by disconnecting and reconnecting to Concur Expense in the Uber mobile app (Payment section > Business Profiles).

#### Configuration / Feature Activation

Uber and SAP Concur made this change automatically.



For general information about this functionality, refer to the *Uber Receipts Fact Sheet*.

## File Transfer Updates

### HTTPS Protocol No Longer Allowed for File Transfer (Feb 24)

#### Overview

This release note is intended for the technical staff responsible for file transmissions with SAP Concur. For our customers and vendors participating in data exchange through various secure file transfer protocols, SAP Concur is making changes that provide greater security for those file transfers.

Beginning February 24, 2020 at 2 PM PST, connections via the HTTPS protocol will no longer be allowed when connecting to the SAP Concur file transfer system.

- Existing HTTPS file transfer accounts must switch to SFTP with SSH Key Authentication before February 24, 2020.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com
- st-eu.concursolutions.com
- st-cge.concursolutions.com
- st-cge-dr.concursolutions.com
- vs.concursolutions.com
- vs.concurcdc.cn

#### **BUSINESS PURPOSE / CLIENT BENEFIT**

These changes provide greater security for file transfers.

#### **Configuration / Feature Activation**

If assistance is required, please contact SAP Concur support.



For more information, refer to the [Shared: File Transfer for Customers and Vendors User Guide](#).

## **TLS v1.1 SSL Protocol Not Allowed for File Transfers**

#### **Overview**

This release note is intended for technical staff responsible for file transmissions with SAP Concur. For our customers and vendors participating in data exchange through various secure file transfer protocols, SAP Concur has made changes that provide greater security for those file transfers.

The TLS 1.1 (Transport Layer Security) SSL protocol has been removed from our SAP Concur file transfer system allowed list.

- This relates to the FTPS and HTTPS file transfer protocols.
- The HTTPS file transfer protocol will not be allowed beginning on February 24, 2020. If you are currently using HTTPS, we suggest migrating to SFTP with key authentication.



For more information, refer to the *HTTPS Protocol No Longer Allowed for File Transfer (Feb 24, 2020)* release note in this document.

This announcement pertains to the following file transfer DNS endpoints:

- st.concursolutions.com
- st-eu.concursolutions.com
- st-cge.concursolutions.com
- st-cge-dr.concursolutions.com

- vs.concursolutions.com
- vs.concurcdc.cn

**BUSINESS PURPOSE / CLIENT BENEFIT**

These changes provide greater security for file transfers.

**Configuration / Feature Activation**

If assistance is required, please contact SAP Concur support.



For more information, refer to the [Shared: File Transfer for Customers and Vendors User Guide](#) and the [Transport Layer Security 1.1 End of Support FAQ](#).

**Next Generation (NextGen) Expense****\*\*Ongoing\*\* New User Interface for Concur Expense End Users**

Information First Published	Information Last Modified	Feature Target Release Date
March 2018	—	TBD
Any changes since the previous monthly release are highlighted in yellow in this release note.		

*Update: In order to respond to and take advantage of feedback from customers, and to align with SAP Concur's commitment to ensure a smooth and successful transition, we are working on a revised deployment strategy for Next Generation Expense.*

**Overview**

SAP Concur is dedicated to the consistent improvement of our products, not only the features they provide, but also the experience of using those features. How users interact with technology changes over time, along with needs and expectations. We are constantly listening to our customers and soliciting feedback on how we can improve the user experience.

NextGen Expense is the continued evolution of the SAP Concur user experience. It was built from extensive user research and data analytics that include 680 1:1 conversations, 58 usability studies, 3,000+ survey responses, and 1.3B monthly user actions.

Customers will have the ability to preview and then opt in to NextGen Expense before the mandatory cutover.

**BUSINESS PURPOSE / CLIENT BENEFIT**

The result is the next generation of the Expense user interface designed to provide a modern, consistent, and streamlined user experience. This technology not only provides an enhanced UI, but also allows SAP Concur to react more quickly to customer requests to meet changing needs as they happen.

## **Products and Users Affected**

In order to take advantage of these improvements, Expense customers will be required to transition to NextGen Expense. The following provides information about the timeline and resources available to ensure this process is smooth and efficient for all users.

These UI changes apply to:

- All editions of Concur Expense (Professional/Premium and Standard)
- End users; there are no changes for approvers, processors, or admins

## **IMPORTANT: Timeline and Milestones**

There are three important milestones for customers as they transition from the existing UI to NextGen Expense.

- **We are currently in the Preview Period:** During this time, the new UI is available to customers worldwide. We encourage administrators/power users to use the Preview Period to become familiar with the new interface and process flows. This is also an excellent time to begin updating internal training materials and preparing the organization for the mandatory transition.

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**NOTE:** During the Preview Period, not all features from the existing UI will be available in NextGen Expense. New features and enhancements will continue to become available. ***The Preview Period is not intended to be the final product; it is intended to let customers get a head start on learning about the new UI and preparing for the transition.***

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- **General Availability (Opt In Period):** Following the Preview Period is General Availability. During this period, NextGen Expense will be complete; all features from the existing UI will be available.

Customers should use this period to execute their organization's transition plan to the NextGen Expense UI.

- **Mandatory Cutover to NextGen Expense: *All customers will be required to move to NextGen Expense.*** This ensures that SAP Concur continues to offer a consistent user experience for all customers and allows for superior product support.

Customers are encouraged to complete the tasks necessary to ensure a smooth transition for their organization during the Preview Period and then transition during General Availability.

## **Transition Materials – Guides and Other Resources**

SAP Concur offers several guides, FAQs, release notes, and other resources to aid in the transition. All of the information that an organization needs to get started is available here:

- [Professional Edition](#)
- [Standard Edition](#)

The links above provide access to the following:

- **Admin guides, FAQs, transition resources:** The admin guide provides information about accessing NextGen Expense and the roles/permissions required.

Along with the admin guide, there are FAQs, other resources (such as email templates and other training materials), and a list of features that are not yet available in NextGen Expense. All of these can be used to help customers prepare their users for NextGen Expense.

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**NOTE:** To help with training needs, customers can use the admin guide and end-user guide "as is" or they can use any part of them to create training materials. Customers can cut, copy, paste, delete, or otherwise edit either guide at will.

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- **End-User guide:** This guide compares the existing UI to NextGen Expense to help users become comfortable with the new experience. This guide will be updated regularly during the Preview Period as the UI is being finalized and enhanced. Admins should review the guide often.

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**NOTE:** Like the admin guide, the organization can cut, copy, paste, delete, or otherwise edit this guide at will.

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- **Release information:** During the Preview Period, the release of enhancements will **not** be on the regular SAP Concur release schedule. Instead, SAP Concur provides special release notes and information about features and enhancements that are nearing release.

### ***Get Started***

Customers are encouraged to use the transition materials described above and develop a plan for the transition.

### ***More Information***

Additional information will be available in future release notes.

## **Quick Expense**

### **\*\*Ongoing\*\* Quick Expense v1 and Quick Expense v3 Retirement and Decommission**

Information First Published	Information Last Modified	Feature Target Release Date
September 2019	December 2, 2019	March 31, 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### **Overview**

Effective March 31, 2020, the Quick Expense v1 and Quick Expense v3 APIs will be retired and decommissioned. We encourage all current users to migrate to [Quick Expense v4](#) as soon as possible.

Please refer to the [deprecation policy](#) for definitions and additional information.

### **BUSINESS PURPOSE /CLIENT BENEFIT**

This update removes two outdated APIs.

## **Security Enhancements**

### **Graphics No Longer Supported for Printed Reports/Invoices (Jan 31)**

#### **Overview**

Customers could use the Printed Report (or Printed Invoice) feature to configure and customize their own expense reports, invoices, and requests that were emailed, displayed online, or printed. Customers could also add graphics (generally logos).

As of January 31, 2020 – in order to meet security requirements – SAP Concur no longer supports graphics of any sort in expense reports, invoices, and requests that are configured using the Printed Report (or Printed Invoice) feature.

#### **BUSINESS PURPOSE /CLIENT BENEFIT**

This change provides greater security for SAP Concur customers.

#### **What the User Sees**

The user, whether viewing or printing an expense report, invoice, or request no longer sees graphics (generally logos).

#### **Configuration / Feature Activation**

The change occurred automatically; the graphics no longer display.

Though not required, each company may want to review their configurations, remove the HTML code for the graphic, and make any desired formatting or layout changes.



Refer to these guides for more information about modifying the configuration. These guides still refer to the ability to add graphics. This information will be removed after the release.

- *Expense: Printed Reports Configuration Setup Guide*
- *Invoice: Printed Invoice Configuration Setup Guide*
- *Authorization Request: Printed Reports Configuration Setup Guide*

## Support Ending for TLS v 1.1 Encryption Protocol (Feb 20)

### Overview

SAP Concur is announcing an end-of-support cycle for version 1.1 of the Transport Layer Security (TLS) encryption protocol, while continuing support for the more secure version 1.2 of TLS. As background, the TLS protocol allows secure back and forth communications between a phone or computer and a cloud-based service.

Refusal of TLS v.1.1 connections will commence on February 20, 2020.

### BUSINESS PURPOSE/CLIENT BENEFIT

SAP Concur is taking this step after careful consideration of our customers' security and ease of upgrade to the newer, more secure version 1.2 of TLS. This end-of-support plan for TLS v 1.1 ensures our clients are communicating with SAP Concur solutions in a safer and more secure manner using TLS v 1.2.

### What the Customer Sees

If the customer or user ensures they are using a TLS v 1.2-compliant browser, there will be no change in the way users interact with SAP Concur. If the browser is not compliant, users will not be able to sign in to SAP Concur.

In general, the use of less-secure TLS connections can lead to exposed data, resulting in compromised sessions across any TLS channel of communication (for example, SAP Concur services).

### AFFECTED DEVICES

In general, browsers using TLS to establish inbound / outbound communication channels with SAP Concur services are affected, for example connections across:

- Users attempting to log in to SAP Concur solutions
- APIs
- Bulk upload via SFTP
- Connectors
- FTP / PGP
- SAP Integrations
- Other



The ability of a browser to comply by upgrade to TLS v 1.2 will depend on the company's support for the specific browser, for example Microsoft (Edge), Google (Chrome), and others.



Refer to *Client Browsers* in the *Concur Travel & Expense Supported Configurations* guide for information about supported browsers.

### INFORMATIONAL BANNER TO DISPLAY

An informational banner (below) will display when a user attempts to log in using a browser that does not support TLS v 1.2 and later and thus cannot negotiate a connection. The intent is to alert the user to this upcoming change using an informational-only message with a link to additional useful information.

## Upgrade your browser to connect to Concur

To access [concursolutions.com](https://concursolutions.com), we recommend upgrading your browser to the latest version or contacting your organization's technical support for help.

What's happening? Your browser is using an outdated security standard (TLS 1.1). Unsupported browsers include Internet Explorer (IE) version 7 and lower, as well as IE 8, 9, and 10 with default settings. Additionally, older versions of Chrome, Safari and Firefox may not meet these standards.

[FAQs and Instructions](#)

### Configuration / Feature Activation

Transitioning to support for TLS v 1.2 and later may simply require updating security settings of your browser. In most instances, the company already has the support in place and need only identify non-compliant browsers and upgrade these user's browsers to newer versions.

Please check with the department in your company that is responsible for browser compliance and ensure they are aware of this upcoming change.

For more information, refer to the [Transport Layer Security 1.1 End of Support FAQ](#).

## Workflow

### Updated Link in Expense Report Status Change Emails (Feb 26)

#### Overview

During the last calendar week in February, email notifications for "Expense Report Status Change" emails will include a link directly to the relevant expense report for users who are already logged in.

Users who are not already logged in will be directed to the SAP Concur log in page.

**⚠ IMPORTANT:** This change will be compatible with Single Sign On (SSO) functionality.

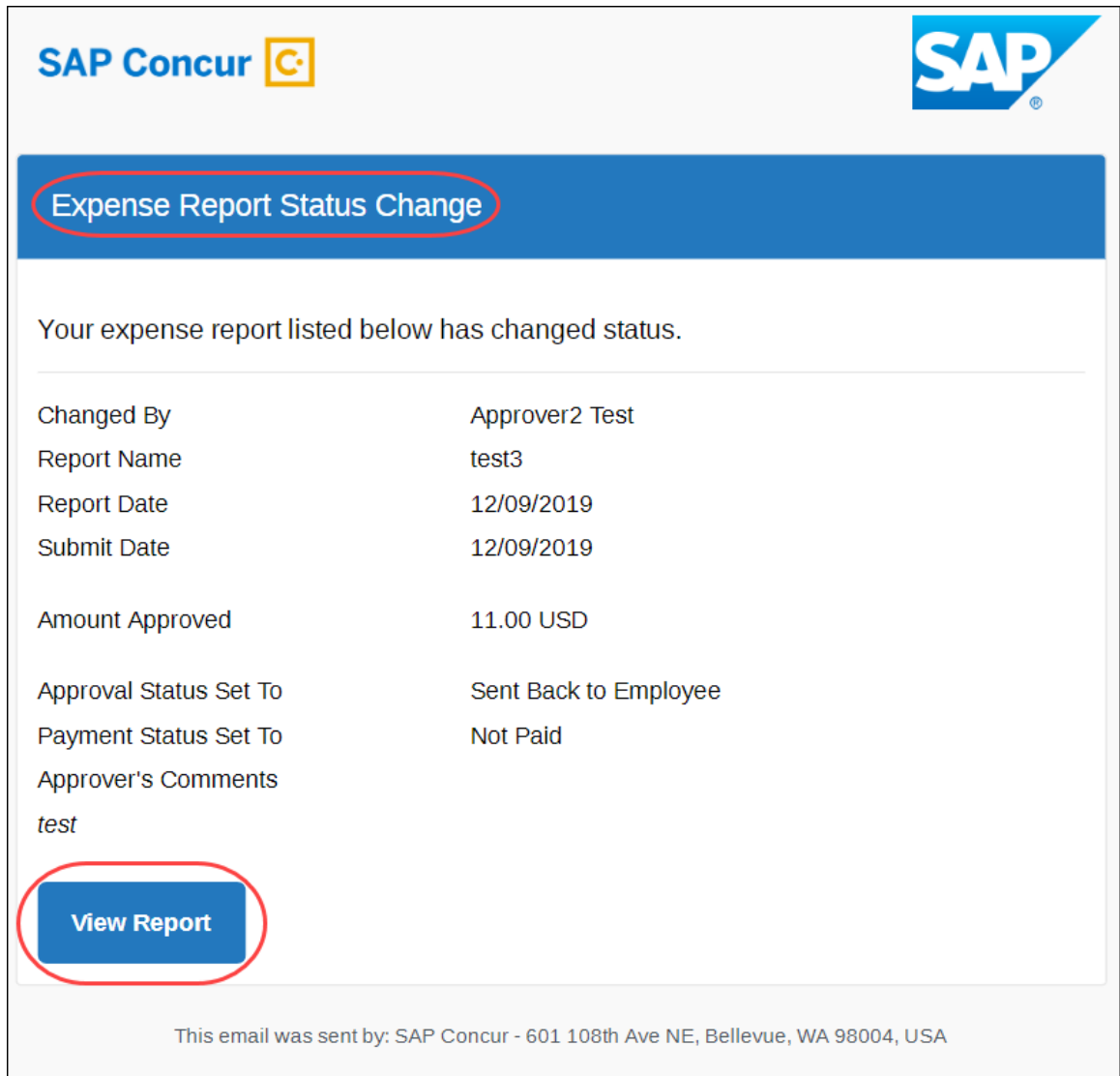
The contents of the email will not change. Only the destination of the **View Report** button will be updated.



#### **BUSINESS PURPOSE / CLIENT BENEFIT**

This change is an added convenience for end users.

#### **What the User Sees**

The appearance of the contents of the "Expense Report Status Change" email will not change.



**SAP Concur**  

**Expense Report Status Change**

Your expense report listed below has changed status.

Changed By	Approver2 Test
Report Name	test3
Report Date	12/09/2019
Submit Date	12/09/2019
Amount Approved	11.00 USD
Approval Status Set To	Sent Back to Employee
Payment Status Set To	Not Paid
Approver's Comments	test

**View Report**

This email was sent by: SAP Concur - 601 108th Ave NE, Bellevue, WA 98004, USA

**Configuration / Feature Activation**

The change to the destination of the button will be automatically made; there will be no configuration or activation steps.

For more information, refer to the *Expense: Workflow Email Notifications Setup Guide*.

# Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

**⚠ IMPORTANT:** These Planned Changes may not be all of the upcoming enhancements and modifications that affect this SAP Concur product or service. The Planned Changes that apply to multiple SAP Concur products and/or services are in a consolidated document. Please review the additional Planned Changes available in the [Shared Planned Changes Release Notes](#).

## Cards

### **\*\*Planned Changes\*\* Amex Business Card Connection (US)**

Information First Published	Information Last Modified	Feature Target Release Date
May 2019	October 23, 2019	Q1 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### **Overview**

SAP Concur will soon offer an American Express (Amex) business card connection. The Amex Business Card direct connect feature will allow customers to connect Amex business credit cards while in Concur Expense.

The Amex Business Card feature provides the following functionality:

- Provides an automatic daily refresh of transactions from Amex to SAP Concur (Concur Expense users do not need to sign into Amex to refresh transactions)
- Offers compatibility with SAP Concur Expense Assistant
- Allows the primary card holder to manage transactions without having to view all supplemental card transactions
- Supports Delegate and Proxy capabilities on transactions
- Provides transaction currency handling for foreign transactions
- Includes viewing available transactions
- Includes Concur Analytics for Standard reporting (including unsubmitted transactions)

**NOTE:** Planned enhancements include card administration capabilities and mass registration by the primary card holder.

**NOTE:** The new Amex Business Card Connection is only for American Express Business cards. This feature does not apply to any existing or future Amex corporate card programs.

This feature is targeted for Q1 2020. Additional countries will be included in future releases.

**BUSINESS PURPOSE / CLIENT BENEFIT**

This feature provides SAP Concur customers with a business card connection.

***Configuration / Feature Activation***

Configuration information will be provided in a future release note.

## **Financial Integration**

### **\*\*Planned Changes\*\* SAP Payroll Integration**

***Overview***

SAP Concur has created a new integration with SAP, to connect Concur Expense with SAP Payroll. This integration is built on the SAP ICS (Integration with Concur Services) for SAP ECC, S/4HANA (on-premise), or SAP S/4HANA Cloud, and requires that clients have Financial Posting configured and utilized. The integration polls Concur Expense for eligible payroll documents and pulls them into SAP Payroll for processing.

**BUSINESS PURPOSE/CLIENT BENEFIT**

This integration allows clients using the Financial Integration to pull payroll information from Concur Expense Professional Edition to SAP Payroll.

**What the Admin Sees**

The **Payroll Integration** page allows the client administrator to configure the payroll settings and payroll wage types per Expense group:

The screenshot shows the 'Payroll Integration' page with three tabs: 'Payroll Settings', 'Wage Types' (selected), and 'Transfer Failures'. A dropdown menu at the top prompts 'Please Select an Expense Group'. Below this, there are several input fields: 'Enable Payroll Reimbursements' (checkbox), 'Cash Advance Clearing Wage Type', 'Personal Expense Clearing Wage Type', 'Payroll Clearing Account Code', and 'Benefits in Kind Wage Type'. A section titled 'Default Wage Types' contains six more input fields: 'Payment Relevant Individual Taxable', 'Payment Relevant Flat Rate Taxable', 'Payment Relevant Non-Taxable', 'Non-Payment Relevant Individual Taxable', 'Non-Payment Relevant Flat Rate Taxable', and 'Non-Payment Relevant Non-Taxable'. At the bottom, there are 'Save' and 'Cancel' buttons.

The client administrator can also manage failed payroll transfers and resend payroll documents:

Payroll Integration						
<div>Payroll Settings Wage Types Transfer Failures</div>						
<input type="checkbox"/> Report ID	Report Name	Total Posted Amount	Submit Date	Employee ID	First Name	Last Name
<input checked="" type="checkbox"/> 15995B424C474B5F...	HZ Company Paid wit...	100	04/16/2018	1846329	Traveller	USA
<input type="checkbox"/> 96AE126793814004B...	007	102	08/07/2018	00020239	Traveller	Germany
<input type="checkbox"/> 62C69B1CFF9749B7...	1-day trip	42	08/07/2018	00020239	Traveller	Germany
<input type="checkbox"/> 22C610657885469EB...	Report3dayTrip	182	08/07/2018	00020239	Traveller	Germany
<input type="checkbox"/> 5A640F9BE0E34D9C...	Report1-daytrip	84	08/07/2018	00020239	Traveller	Germany
<input type="checkbox"/> BA30E2EA5A1F4069...	Testtag 3 new Tax Cal...	200	08/08/2018	00020239	Traveller	Germany
<input type="checkbox"/> 1AED05EADE7F4A6...	Testtag 3 new Tax Cal...	160	08/08/2018	00020239	Traveller	Germany
<input type="checkbox"/> 5B6F9A2232944BC5...	HZ Itemize	100	09/01/2017	00020239	Traveller	Germany
<input type="checkbox"/> A19F2A61BC244931...	HZ 3MR	48	09/06/2017	20240	Heiko X	Zimmermann
<input type="checkbox"/> 0307052123AD430D9...	ZGC Test US	15.56	09/25/2017	23597	Gunilla	Carbol
<div>Retry Payroll Transfer</div>						

### Configuration/Feature Activation

This integration is in Early Access for clients using the SAP ICS with Concur Expense and one of the following SAP ERPs:

- SAP ECC 6.0 or higher
- SAP S/4HANA (on-premise)
- SAP S/4HANA Cloud

The general availability target for this integration is February 2020.

For more information, refer to the *Expense: Payroll Integration for SAP ECC, SAP S/4HANA, and SAP S/4HANA Cloud Setup Guide*.

## Workflow

### \*\*Planned Changes\*\* Retirement of Email Confirmation for Faxed Receipt Images

#### Overview

SAP Concur will retire the email message that is currently provided to a user confirming that Concur Expense has received a faxed receipt image.

This release note is specifically about the retirement of the email message. SAP Concur continues to support faxed receipt images.

**BUSINESS PURPOSE / CLIENT BENEFIT**

This change allows SAP Concur to focus resources on alternate methods for receiving information using contemporary communication tools.

***Configuration / Feature Activation***

The change will be made automatically; there will be no retirement or deactivation steps.



# Client Notifications

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## Browser Certifications and Supported Configurations

### Monthly Browser Certifications and Supported Configurations

The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

The *Concur Travel & Expense Supported Configurations – Client Version* guide is available with the setup guides, user guides, and other technical documentation.



For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

## Subprocessors

### SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available here: [SAP Concur list of Subprocessors](#)

If you have questions or comments, please reach out to: [Privacy-Request@Concur.com](mailto:Privacy-Request@Concur.com)

# Additional Release Notes and Other Technical Documentation

## Online Help – Admins

Any user with any "admin" role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources via online Help.

The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Invoice, Approvals, Reporting, App Center, and Links. A 'Help' dropdown menu is open, showing options like Training, Expense Help, and Expense Administration Help. Below the navigation bar, there is a section for 'TRIP SEARCH' and 'MY TASKS'. The main content area is titled 'Using Online Help' and contains a list of links for administrators, including 'Expense Professional Administration Guides'. A table of 'Expense Setup Guides' is also visible, listing documents like 'Account Codes', 'Allocations', and 'Attendees' with their revision dates and formats.

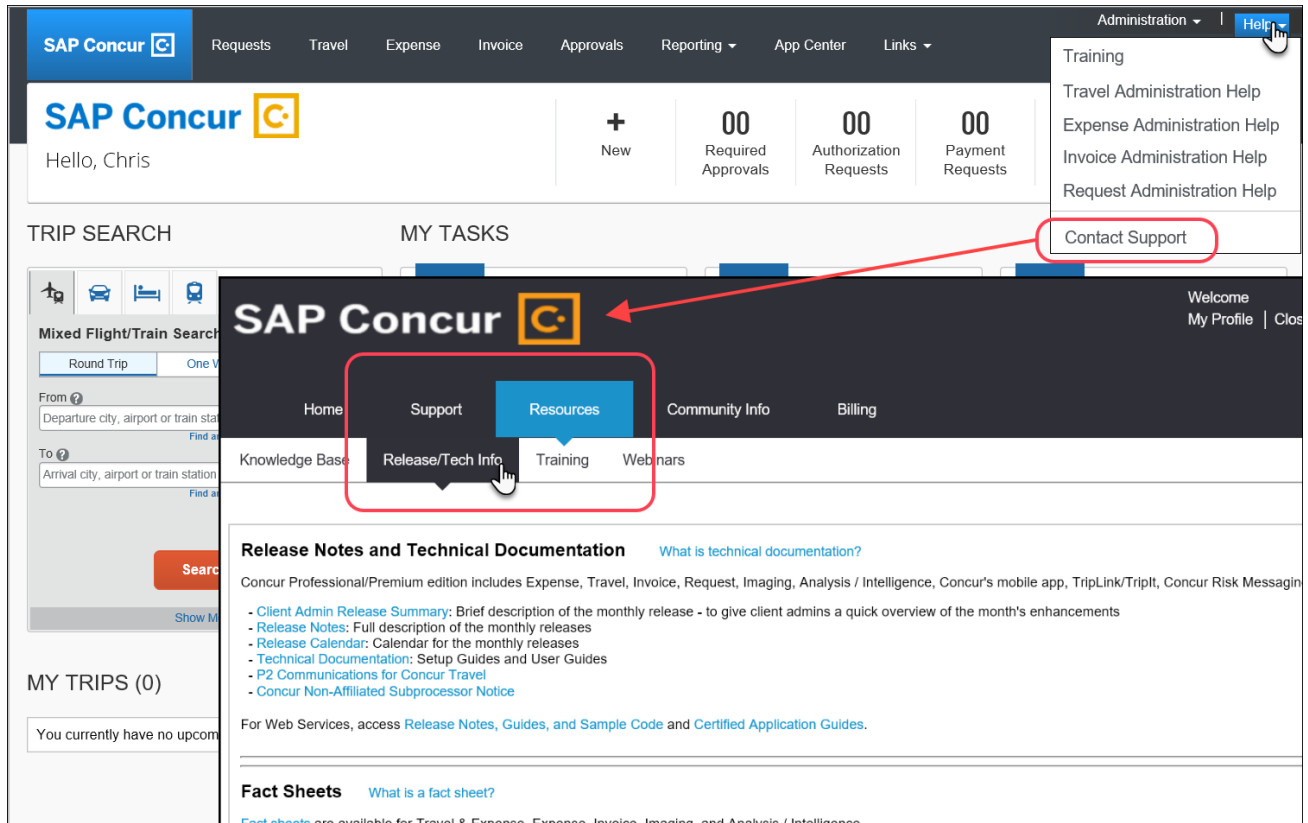
Name	Revised	Format
Account Codes	Jan 10 2017	DOC - PDF
Allocations	Sep 20 2013	DOC - PDF
Attendees	Mar 6 2017	DOC - PDF

## SAP Concur Support Portal – Selected Users

Selected users within the company can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources via the SAP Concur support portal.

*Additional Release Notes and Other Technical Documentation: SAP Concur Support Portal – Selected Users*

If a user has the proper SAP Concur support portal permissions, then the **Contact Support** option is available to them on the **Help** menu. The user clicks **Help > Contact Support**. On the support page, the user clicks **Resources > Release/Tech Info**.



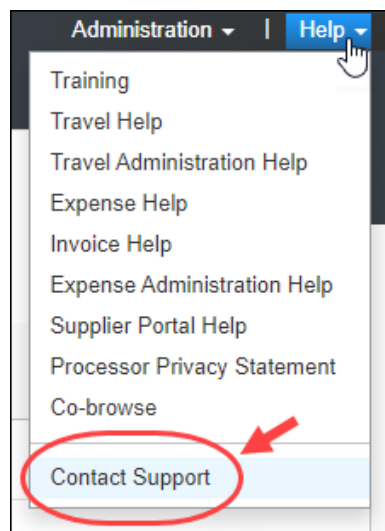
# Cases

## Check Support Case Status

The steps in this procedure provide instructions for checking whether a case is resolved.

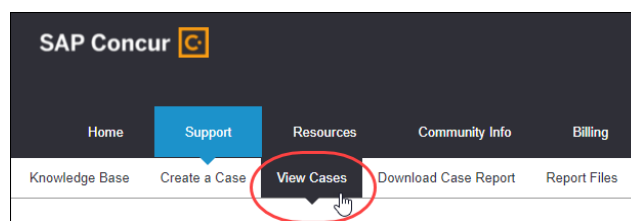
► **To check the status of a submitted case**

1. Log on to <https://concursolutions.com/portal.asp>.
2. Click **Help** > **Contact Support**.

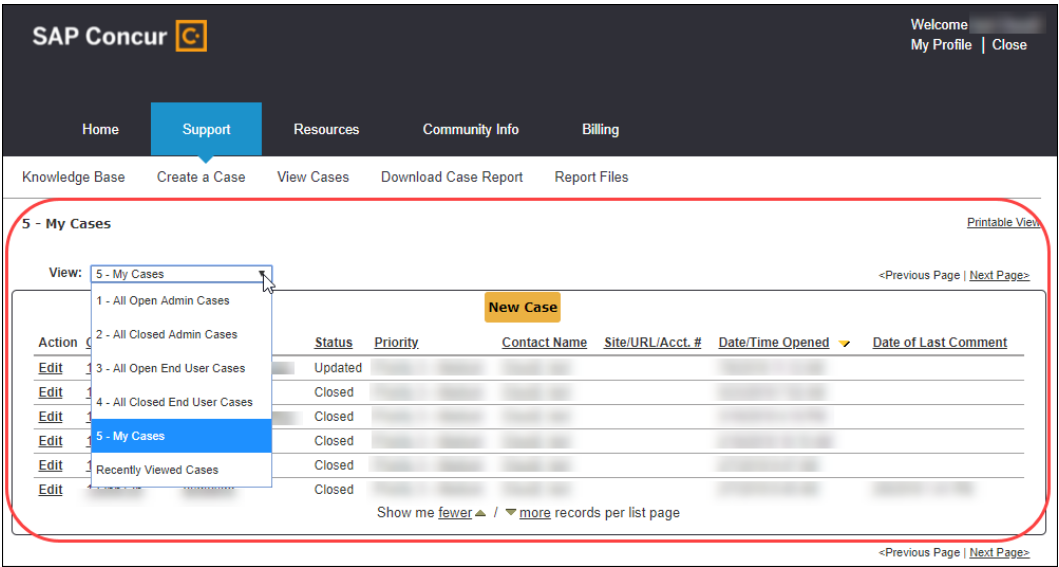


**NOTE:** If you do not have the option to contact SAP Concur support under the **Help** menu, then your company has chosen to support the SAP Concur service internally. Please contact your internal support desk for assistance.

3. Click **Support** > **View Cases**.



4. In the table, view the desired type of cases based on the **View** list selection. Search results are limited to each company's own cases.



## Example

This release's (case) fixes include, *but are not limited to*, the following:

Case ID	Description
11673115	<b>Smart Expenses</b> Attendees were removed when a match between a manual entry and smart expense was accepted. <i>The code has been updated and this issue is no longer reproducible.</i>

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