

SAP Concur Release Notes	
Expense Professional / Premium	
Month	Audience
Release Date: January 22, 2022 Initial Post: Friday, January 21, 2022	SAP Concur Client FINAL

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Release Notes

This document contains the release notes for Concur Expense professional edition.

NOTE: Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the [Shared Changes Release Notes](#).

File Transfer Updates

****Ongoing** SAP Concur Legacy File Move Migration**

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

Rotating PGP Key Available for File Transfers

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

Miscellaneous

****Ongoing** SAP Concur Homepage Changes**

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

Profile Menu Functional Changes Under Fiori Light Theme

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

NextGen UI

****Ongoing** Updated User Interface (UI) for Concur Expense End Users**

Information First Published	Information Last Modified	Automatic Transition Date
March 2018	Sep 17, 2020	Oct 1, 2022
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

The continued evolution of the Concur Expense solution user interface experience is the result of thoughtful design and research that provides a modern, intuitive, and streamlined experience for creating and submitting expense reports.

Concur Expense customers are now strongly encouraged to preview and then move to the NextGen UI well before the automatic transition date of **October 1, 2022**.

BUSINESS PURPOSE / CLIENT BENEFIT

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

Products and Users Affected

To take advantage of these improvements, Concur Expense customers who do not move before October 1, 2022 will be automatically transitioned to the NextGen UI for Concur 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:

- Concur Expense (Professional/Premium and Standard) end users only

NOTE: There are no changes for approvers, processors, or admins.

IMPORTANT: Timeline and Milestones

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

1. **Early Access Period:** March 2018 – July 2020

During this time, the updated UI was available to preview for customers worldwide. We encouraged administrators/power users to use the Early Access Period to preview the refreshed interface, update internal training materials, and prepare the organization for the transition.

2. **Opt-In Period:** July 2020 – September 2021

Following the Early Access Period was an open Opt-In Period. This milestone was marked by the delivery of most planned features as well as further overall product quality and stability.

Customers should use this period to plan their transition and move to the NextGen UI for Concur Expense when it is right for your business priorities. Some remaining features will become available throughout this period, so customers should plan their roll out accordingly.

3. **Active Move Period:** October 2021 – September 2022

This is the 12-month notice period we committed to for customers to complete the transition at their own pace before the automatic transition date.

Customers are strongly encouraged to complete the tasks necessary to ensure a smooth transition for their organization and then transition during the Active Move Period.

4. **Automatic Transition Date:** October 1, 2022

All customers will be automatically transitioned to the NextGen UI.

This ensures that we continue to offer a consistent user experience for all customers and allows for superior product innovation and support.

Transition Materials – Guides and Other Resources

We offer several guides, FAQs, release notes, and other resources to help in the transition. All 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 the NextGen UI for Concur Expense and the roles/permissions required.

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

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 edit either guide at will.

- **End-User guide:** This guide compares the existing UI to the NextGen UI for Concur Expense to help users become comfortable with the new experience.

This guide will be updated as needed during the Opt-In Period as the NextGen UI is being enhanced. Admins should review the guide often.

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

- **Release information:** During the Active Move Period, the release of enhancements will **not** be on the regular release schedule. Instead, we will provide 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.

Receipts

Support for Open Fixed-Layout Document (OFD) Receipt Format (December 2021)

Overview

The Fapiao Receipt Integration feature was released in the 2021 calendar year. This feature supports the capture and upload of fapiao to an expense according to Chinese regulatory and/or government authorities. A fapiao is issued by the State Taxation Administration of the People's Republic of China but provided by the merchant.

On December 20th, 2021, support for the Open Fixed-Layout Document (OFD) receipt file format was released. This format provides support for all legal receipt requirements including business transactions, employee reimbursement, and VAT deduction as applicable.

The feature is available to new and existing clients based in China and deployed to the China datacenter. Other datacenters are not included at this time.



For more information, refer to the [State Taxation Administration of the People's Republic of China](#).

BUSINESS PURPOSE / CLIENT BENEFIT

This feature supports the ongoing effort to include authorized receipt file formats for China fapiao.

Configuration / Feature Activation

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



For general information about this functionality, refer to the *Fapiao Receipt Integration for China* release note in the *January 2021 SAP Concur Release Notes – Expense Professional / Premium*.



For more information, refer to the *SAP Concur Fapiao Capture Mobile App User Guide* ([English](#); [Chinese](#)) and the *Concur Expense: Receipt Handling – Digital Receipts Setup Guide*.

Release Notes

Shared Planned Changes Moving to New Shared Changes Release Notes

Overview

Beginning with the January 2022 draft release notes, shared (SAP Concur cross-product) changes, shared planned changes, and changes to SAP Concur core technologies are published in a new document, *Shared Changes Release Notes*. This document replaces the current *Shared Planned Changes Release Notes*.

Shared and core technology features and changes include, but are not limited to:

- Security-related changes—for example, annual security certificate renewals, changes to support for security ciphers, changes in support for security protocols, and changes to username and password requirements.
- UI design changes that impact all products—for example, changes to the functionality or appearance of the SAP Concur home page, the addition or removal of links from the site header or footer, changes to the user profile page, and theme changes that impact the overall look and feel of the SAP Concur site.
- Sign-in process changes—for example, the addition or removal of sign-in features, URL changes, domain-name changes, and changes to verified email.
- Changes to production or test environments.
- Changes that impact site-wide settings, changes to global settings, and changes to pages for configuring site-wide or global settings—for example, changes to the User Administration page, changes to Product Settings for Standard Edition, and the introduction of new administration tools.

Previous Process

SAP Concur User Assistance published the *Shared Planned Changes Release Notes* in coordination with each monthly release. This document included shared and core features and changes that SAP Concur plans to implement in the future. When those changes were officially released, the release or implementation of the change was distributed and documented in the product-specific release notes—for example, the Concur Expense, Concur Invoice, Concur Request, or Concur Travel release notes.

New Process

Beginning in January 2022, the implementation of shared and core features, and changes to existing shared and core features are now documented in the new *Shared Changes Release Notes*. This applies both when the features and changes are planned changes and when they are officially released. The shared/core release notes will no longer be distributed to product-specific release notes.

Changes that are specific to one product and that impact that product's functionality or UI for admins or for end users will continue to be documented in that product's release notes.

BUSINESS PURPOSE / CLIENT BENEFIT

This change reduces duplication of information, ensures that the product-specific release notes contain product-specific information, and provides a single source for SAP Concur shared changes and changes to core technologies.

Configuration / Feature Activation

This process change occurred automatically.



For more information and for information about the implementation of shared and core features, changes to existing shared and core features, and planned changes to shared and core features, refer to the [SAP Concur Shared Changes Release Notes](#).

Site Settings

****Ongoing** Enable Report Number in Concur Expense Accounting Extracts (March 2022)**

Information First Published	Information Last Modified	Feature Target Release Date
November 2021	January 2022	March 2022
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

A new site setting, **Enable Report Number for Expense Accounting Extracts**, will be available in an upcoming release in Q1 of 2022 for all Concur Expense accounting extract file types. This setting lets the client elect to extract the **Report Number** field data instead of the **Report Key** field data by changing the extract output to include one and not the other. This change is reversible and can affect up to no more than 5 same-type extracts at the client site.

The result of this change is to extract the report number data in preference to the report key data, benefiting the client by including more meaningful output and aligning the extract process with future release improvements.

NOTE: At this time, no change is planned to the **Report Key** field's availability or functionality in any way. It is anticipated that this field will eventually be deprecated, with information and timelines shared with clients late in 2022 after all clients are alerted and prepared.

This functionality supports different accounting extracts, for example:

- Standard Accounting extract v.2
- Standard Accounting extract v.3
- Expense Pay / Employee Reimbursement extract
- Informational extract
- Any customized accounting extract that incorporates the **Report Key** field

BUSINESS PURPOSE / CLIENT BENEFIT

This feature prepares the client who is using accounting extracts for a change to field availability and supports future feature enhancements for extracts.

Configuration / Feature Activation

The Concur Expense admin role is required to access Site Settings and enable this functionality.



For more information, refer to the April edition of the *SAP Concur Release Notes Expense Professional / Premium* and the *Concur Expense: Site Settings Setup Guide*.

Test Entities

Test Entity Data Maintenance and Entity Deletion (Dec 6)

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

Web Services Admin

****Ongoing** Application Connector Username and Password Length Req Updated**

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

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.

NOTE: The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the [Shared Changes Release Notes](#).

There are no planned changes this month.

Client Notifications

Accessibility

Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the [Accessibility Updates](#) page.

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the [Concur Travel & Expense Supported Configurations](#) guide.

When changes to browser support are planned, information about those changes will also appear in the [Shared Changes Release Notes](#).

Additional Release Notes and Other Technical Documentation

Online Help

Any user can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources via online Help or directly on the SAP Help Portal.

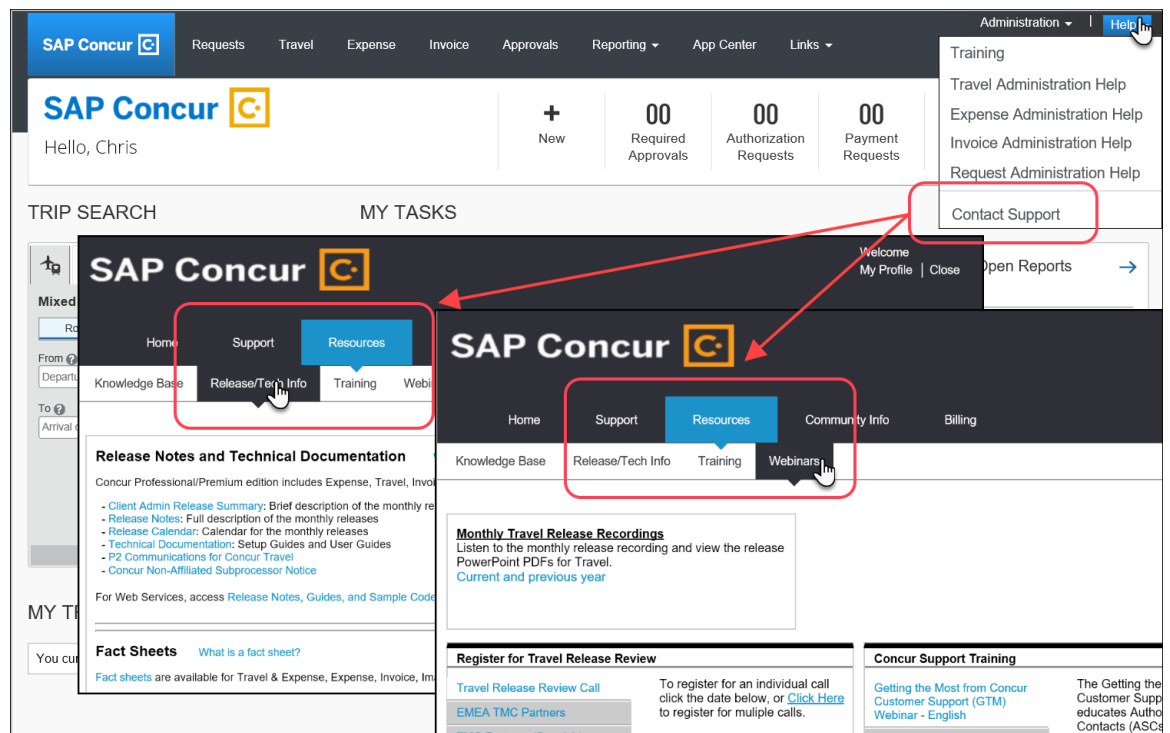
Use the links in the **Help** menu in the app, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (<https://help.sap.com>) to view the full set of documentation for your product.

SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the proper permissions, **Contact Support** appears on the **Help** menu. Click to access the SAP Concur support portal, then click **Resources**.

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



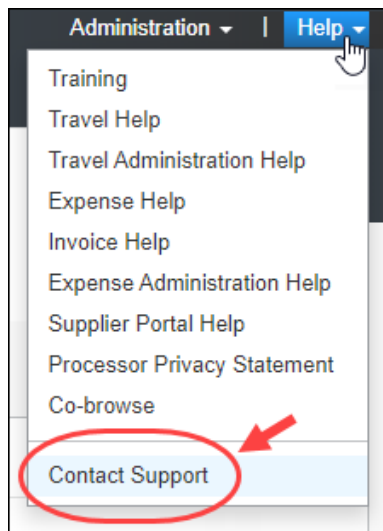
Cases

Check Support Case Status

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

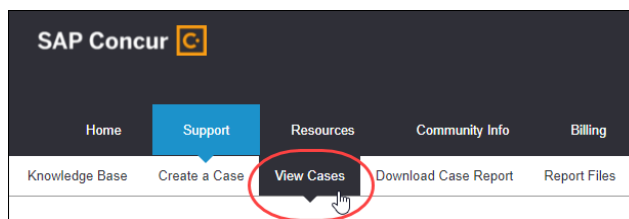
► **To check the status of a submitted case**

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

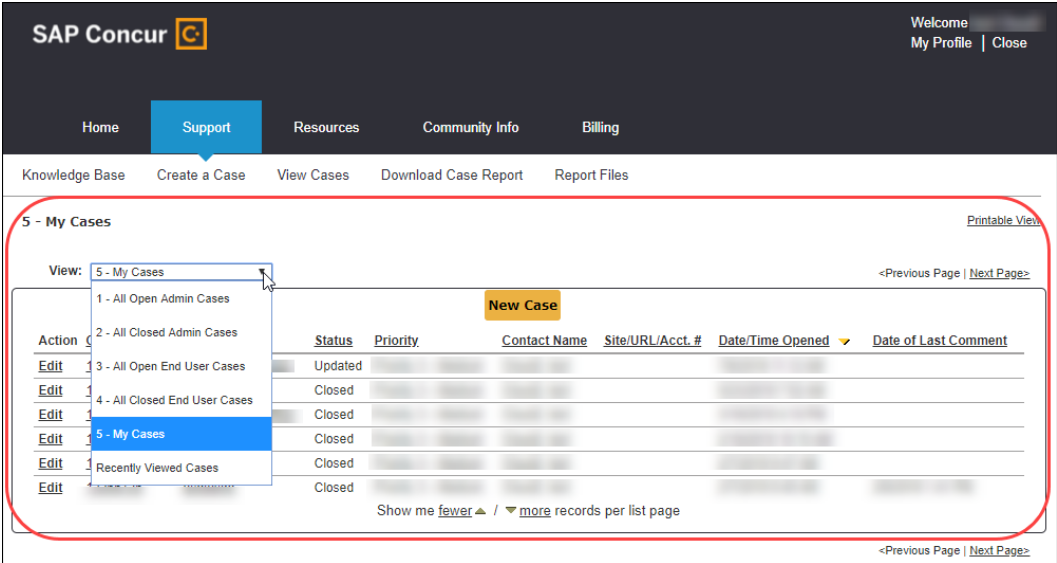


NOTE: If you do not have the option to contact SAP Concur support under the **Help** menu, then your company has chosen to support the SAP Concur service internally. Please contact your internal support desk for assistance.

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.



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