

<b>SAP Concur Release Notes</b>	
<b>Concur Expense Professional / Premium</b>	
<b>Month</b>	<b>Audience</b>
Release Date: November 11, 2023 Update #1: November 15, 2023	Client <b>FINAL</b>

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# Release Notes

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

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**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](#).

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## RETRACTION - Attendees

### Report Submitter Now Included as Attendee Does Not Apply to Professional Edition of Expense

#### Overview

In a recent Expense Professional edition release note it was stated that the report owner creating an expense report with attendees would themselves be added automatically to the report.

Due to customer feedback about the impact of this change, this update will *not* be included in the Professional edition, but *only* in the Standard edition of Expense. Changes to the Professional edition are limited to those described below.

#### SELF-ADMINISTRATION FOR EXPENSE TYPES

After November 16, Expense configuration administrators will have the ability to maintain their own expense types configuration, including using the **Include user as an attendee by default** option. This new functionality allows your company to review and modify this setting to best suit your expense types and business needs.



For more information about a new feature in Expense Professional edition that allows the Expense administrator to create, modify, and delete their expense types, see *Expense Types - \*\*Planned Changes\*\* Self-administration for Expense Types Configuration Settings* release note in this document.

# Custom Localization for Services

## New Custom Localization Feature

### Overview

In addition to the classic Localization feature, SAP Concur now provides custom localization of text for services that adopts Custom Localization feature within Concur Expense. This feature allows admins to localize custom texts to a relevant language for their users.

When a new custom text is added to any service, the Custom Localization tool is also updated with this new text for translation.

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**!** **IMPORTANT:** All available services are displayed on the **Custom Localization** page. The first service enabled is the Travel Allowance Service. It is now possible to translate all custom parameters, such as trip types, meal types, lodging types, etc. into different languages.

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Custom Localization provides the following benefits:

- User-friendly in-line editing and updating of text
- Easier text accessibility due to distinguished domains and category items
- Higher data handling efficiency and reduced deployment cycle time
- Reduced exporting and importing time due to centralized data storage
- Enhanced searching and filtering capabilities along with support for partial text search
- Low error probability for domain services with minimal effort

An administrator with *Shared Configuration Administrator* role can access this feature.

It allows administrators to:

- Choose the target language for translation.
- Check the last modified details of text.
- Export and import large sets of data.
- Perform in-line edits.
- View the status or error messages of import and export, and translation functionality.
- Search and check the status of text.
- Filter the search results.

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**NOTE:** Custom Localization is not an upgrade of the existing Localization feature, but a completely new service.

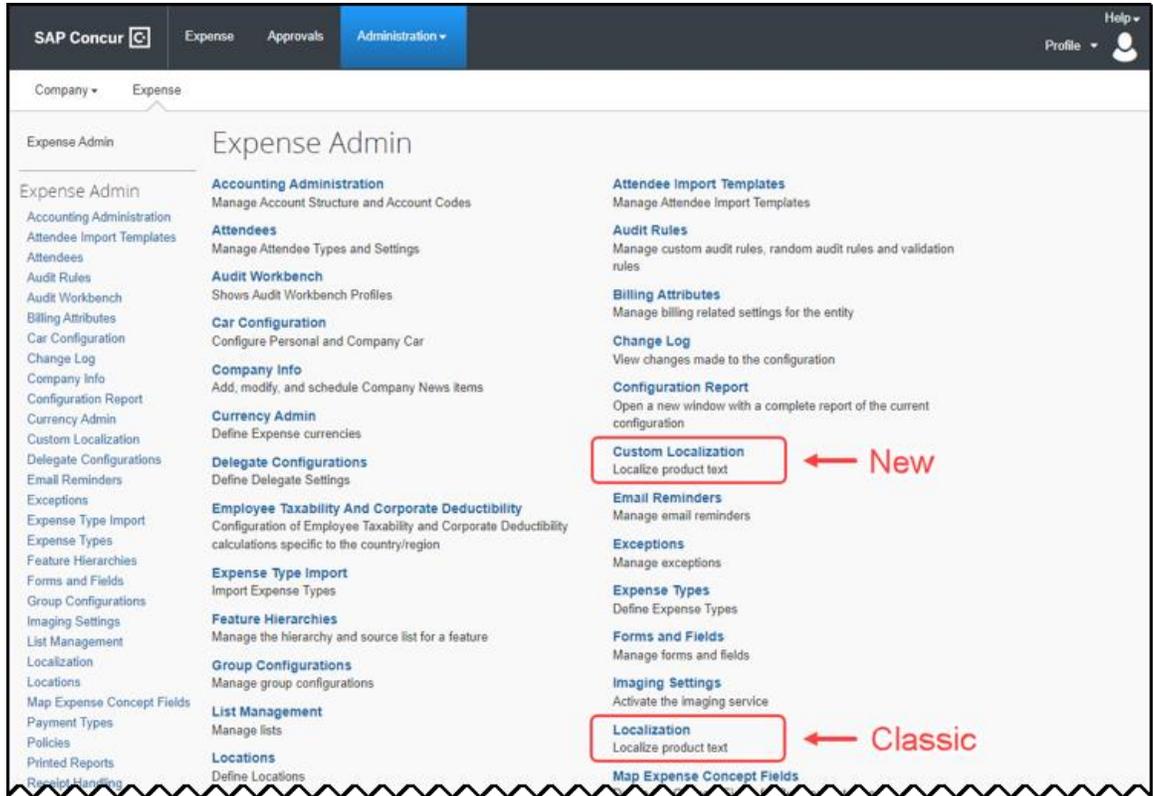
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**BUSINESS PURPOSE / CLIENT BENEFIT**

The new service provides increased flexibility for handling complex translation rules, improved user experience, and simplified localizations. It enables clients to maintain localization of custom text.

**Admin Experience**

On the **Expense Admin** page, administrators will see a new link, **Custom Localization**. The classic **Localization** link provides other functionality.



The admin can select **Custom Localization** and perform text translation either/or by:

- Manually translating individual text with the help of in-line edit functionality.
- Exporting all or selected text and then importing the translated file back into Concur Expense.

**Configuration / Feature Activation**

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



For more information, refer to the *Concur Expense: Custom Localization Service Setup Guide*.

# Expense

## Enhancements to Expense Report Itemizations

### Overview

With this release, we have added several usability enhancements to itemizations. They include:

- **General Enhancement to UI:** A **Save and Add Another** button is introduced to in the **Itemizations** screen to help speed up creating new itemizations. The **More Actions** menu is replaced with individual **Edit**, **Delete**, **Copy**, and **Allocate** buttons.
- **Additional Fields for Multi-Editing:** You can simultaneously edit the amount and date fields for multiple itemizations.

### BUSINESS PURPOSE / CLIENT BENEFIT

This update simplifies creating and editing itemizations and improves usability, thereby reducing time spent on them.

### End-User Experience

#### GENERAL ENHANCEMENT TO UI

When creating an expense report, in the **Itemizations** screen, a new **Save and Add Another** button is enabled to help user create itemizations faster.

The screenshot displays the SAP Expense Itemization interface. At the top, there are navigation tabs: "Manage Expenses", "Card Transactions", "Cash Advances", and "Processor". Below this, the main header shows "Hotel \$593.23" and the date "25/10/2023". There are two tabs: "Details" and "Itemizations".

Under the "Itemizations" tab, a summary table shows:

Amount	Itemized	Remaining
\$593.23	\$103.00	\$490.23

Below the summary is the "New Itemization" form. It includes the following fields and options:

- Expense Types \***: A dropdown menu with "Fuel" selected. A red asterisk indicates it is a required field.
- Recurring Every Night**: A checkbox that is currently unchecked.
- Transaction Date \***: A date field with "25/10/2023" entered. A red asterisk indicates it is a required field.
- Amount \***: An empty text input field. A red asterisk indicates it is a required field.
- Currency**: A dropdown menu with "US, Dollar (USD)" selected.
- Tax Posted Amount**: An empty text input field.
- Personal Expense (no reimbursement)**: A checkbox that is currently unchecked.

At the bottom of the form, there are three buttons: "Save Itemization", "Save and Add Another" (which is highlighted with a red box), and "Cancel".

The **More Actions** menu is replaced with individual **Edit**, **Delete**, **Copy**, and **Allocate** buttons to emphasize the different actions available.

The screenshot shows the 'Manage Expenses' interface for a 'Hotel \$593.23' expense dated 25/10/2023. The 'Itemizations' tab is active, showing a summary of the expense: Amount \$593.23, Itemized \$103.00, and Remaining \$490.23. A red box highlights the 'Edit', 'Delete', 'Copy', and 'Allocate' buttons. Below the buttons is a table with columns for Alerts, Date, Expense Type, and Requested.

<input type="checkbox"/>	Alerts↑↓	Date↑↔	Expense Type↑↓	Requested↑↓
<input type="checkbox"/>	✖	23/10/2023	Hotel	\$100.00
<input type="checkbox"/>	✖	23/10/2023	Hotel Tax	\$3.00

#### ADDITIONAL FIELDS FOR MULTI-EDITING

User can edit the **Amount** and **Transaction Date** fields for multiple itemizations simultaneously.

#### Configuration/Feature Activation

The functionality is available automatically; there will be no configuration or activation steps.

## Mileage Service

### Automated Mileage Rates for German Administrative Regions

#### Overview

With this release, support for self-updating automatic mileage rates and associated rules will be extended to eight regions in the German market. These regions include the following:

- Baden-Württemberg
- Bayern
- Berlin
- Brandenburg
- Hessen
- Nordrhein-Westfalen
- Sachsen-Anhalt
- Schleswig-Holstein

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**NOTE:** All other German regions will use the standard national rates.

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

This feature extends support regionally for German tax income law through automatic management of rates and regulatory requirements.

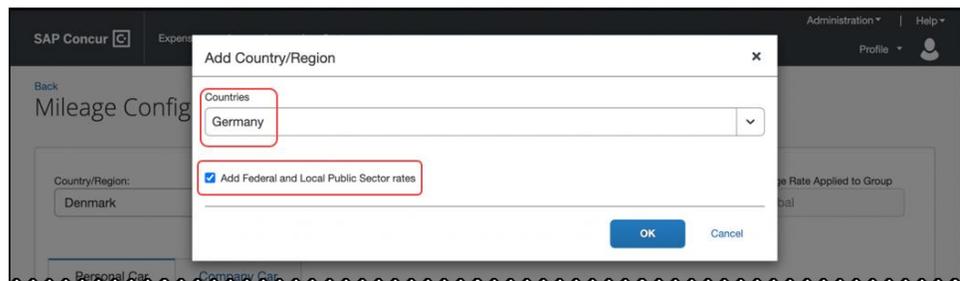
### **Administrator Experience**

Some of the regions may have a reimbursement cap for mileage.

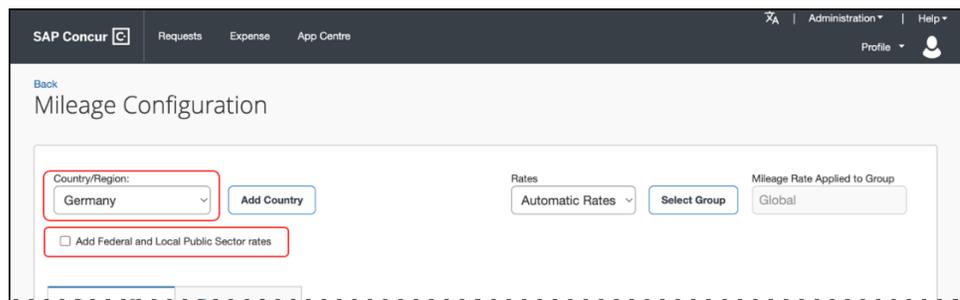
The administrator for Mileage Service in Germany will configure this feature by selecting Germany as their country, and then activating the public sector rates. Additionally, expense types and audit rules may be configured for further customization of rates for specific regions.

#### **▶ To apply public sector rates for Germany:**

1. Log in as Concur Admin (a user with the unrestricted Expense Configuration Administrator role).
2. Click **Administration > Expense > Expense Admin > Mileage Configuration**.
3. Perform the following actions based on the scenario:
  - ◆ **Initial Country Setup:** You are prompted for a country – select **Germany** then select **Add Federal and Local Public Sector rates**:



- ◆ **Country Already Selected:** select **Germany** then select **Add Federal and Local Public Sector rates**:



- Select the region from the **Province/State** list.

Country/Region: Germany Province/State: Baden-Wurtemberg

Custom Rates Mileage rates for this country/region

Personal Car Company Car

- Configure the regions for mileage rates as required.

### GROUP ASSIGNMENT – APPLYING RATES BY GROUPS

The administrator can take advantage of mileage rate assignment by group by setting their groups by region and further by creating specific expense types. This applies the same rates to all users within that group/region with flexibility.

Rates Custom Rates Select Group Mileage Rate Applied to Group Global

### EXPENSE TYPES – CONFIGURING FOR EXCEPTIONS

The administrator may create an expense type named Personal Car Mileage, used for all regions, then duplicate this expense type and name it Personal Car Mileage – Exceptions. Now, this duplicated expense type is made available to end-users in the four German Federal regions where the exception is authorized and available when creating the expense report.

Expense Type	Spend Category	Parent
Overnight	Lodging - Track Hotel Spending	03. Meals and Entertainment
Parking	Ground Transportation	02. Transportation
Passport/Visa Fees	Fees/Dues	06. Fees
Personal Car Mileage	Personal Car - Mileage Reimbursement	02. Transportation
Personal Car Mileage - Exceptions	Personal Car - Mileage Reimbursement	02. Transportation

The expense type is specified within an audit rule to enforce a cap for the expense. The use of the exception by region is also specified in the rule.

### AUDIT RULES – CONFIGURING FOR EXCEPTIONS

In the example below, four German Federal regions are included in a pair of audit rules that allow for an exception from the standard rate (130 EUR) for a higher rate (150 EUR). This is done by specifying the higher rate through the selected expense type when creating their report.

**Step 1 – Audit Rule | Step 2 – Conditions | Step 3 – Exception**

Create the audit rules as shown below.

The screenshot displays the SAP Audit Rules configuration interface, divided into three main sections:

- Audit Rule Section:** Shows the configuration for the audit rule itself. The Name is set to "Mileage limit 130". The Event is "Entry Save", Editable By is "Global", Applies To is "Global", and Active is "Yes".
- Conditions Section:** Shows three conditions defined for the rule:
  - Condition 1: Employee State/Province is in Berlin; Brandenburg; Sachsen-An.
  - Condition 2: Entry Is Mileage Higher Rate is Not Equal to Yes.
  - Condition 3: Entry Amount is Greater Than 130.00 EUR.
  - Condition 4: Entry Expense Type is Equal to Personal Car Mileage.
- Exception Section:** Shows the configuration for an exception. The Exception Visibility is "Traveler, Approver and Expense Processor". The Exception Code is "MILE130", the Exception Level is "99", and the Exception Text is "You have reach limited authorized caped amount of €130". Below this is a table of existing exceptions:

Code	Level	Editable By	Product Code	Message
CESITMIZ	99	Global	EXP	This entry must be itemized before the re...
CORPCMP2	99	Global	EXP	This expense is over the limit allowed by y...
MILE130	99	Global	EXP	You have reach limited authorized caped ...
MILE150	99	Global	EXP	You have reached authorized caped amou...
ATMCHECK	1	Global	EXP	Warning: This expense report contains a r...

A similar audit rule, with a cap of 150 EUR, makes a higher rate available by exception when creating the report.

**Step 1 – Audit Rule | Step 2 – Conditions | Step 3 – Exception**

In the example below, a cap of 100 EUR is applied to the Nordrhein-Westfalen region for the Global sub-group Group 1.

The image displays two screenshots of the SAP Audit Rules configuration interface. The top screenshot shows the 'Conditions' step (Step 2) where a rule is defined for 'Employee' in 'Nordrhein-Westfalen' with a 'Greater Than' condition on 'Amount' set to '100.00 EUR'. The bottom screenshot shows the 'Exception' step (Step 3) where an exception is configured with visibility for 'Traveller, Approver and Expense Processor', code 'GPSCAP', level '99', and text 'You have reached cap of 100'.

Please note the following when using this feature:

- The Mileage Calculator is disabled for users in these regions
- The first phase of this feature for Germany applies only to 8 of the 16 administrative regions

**Configuration / Feature Activation**

These changes are automatically enabled, and no additional configuration will be required.

-  For more information about including expense types in a Request policy, refer to *Mileage Service - Automated Mileage Rates Now Available for German Administrative Regions* in the November edition of the *Concur Request Professional Premium* release notes.
-  For more information about configuring the Mileage Service in Concur Expense, refer to the *Concur Expense: Mileage Service Setup Guide for Concur Professional Edition*.
-  For more information about expense types, refer to the *Concur Expense: Expense Types Setup Guide*.
-  For more information about audit rules, refer to the *Concur Expense: Audit Rules Setup Guide*.

**SAP/SAP Concur Integrations**

**\*\*Ongoing\*\* SAP Integration with Concur Solutions (ICS) for SAP ECC and SAP S/4HANA On-Premise Required Authentication Update**

Information First Published	Information Last Modified	Cutoff Date
Nov 2022	Oct 2023	Dec 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

**Overview**

SAP ICS customers are using two different authentication methods:

- Legacy authentication (without gateway)
- New gateway authentication based on Company JSON Web Token (JWT)

SAP Concur has now consolidated the different methods into one target method: the new gateway authentication based on the company JWT (aka OAuth2.0). Currently, we are using both, the old user and password-based legacy authentication for most of the API calls and a company JWT-based authentication via the API gateway for some dedicated APIs.

To ensure there's no disruption for connections between SAP ECC or SAP S/4HANA on-premise and SAP Concur, we have defined a transition period that allows a transformation from legacy authentication to company JWT-based authentication at your own pace. All customers must be using the company JWT-based authentication by December 31, 2023. After December 31, 2023, the legacy authentication will stop working.

You must enable your SAP ECC or SAP S/4HANA on-premise system to perform this transformation, including updating to a supported release/support package if necessary. Please refer to the following information for details about supported releases/support packages and configuration steps:

- [SAP Note 2914977](#) - FAQ: Concur Certificates, Authentication, and Connectivity

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**NOTE:** All customers should sign up for the ICS newsletter following the instructions in this note.

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- [Knowledge base Article 3079239](#) - Connection: Transformation to New Gateway
- [Knowledge base Article 3097704](#) - SAP ICS: Transformation to New Gateway is Failing

### **Production Sandbox Environments**

Customers with Production Sandbox Environment (PSE) entities that are using legacy authentication with ICS will need to perform maintenance to their authentication information ASAP to continue using ICS. Customers using the company JWT-based authentication are exempt from this maintenance.



For more information, refer to the *Production Sandbox Environment Login Updates* release note in the [SAP Concur Shared Changes Release Notes](#).

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

This authentication update provides improved security over the legacy authentication method.

### **Configuration / Feature Activation**

Please refer to the latest *SAP Integration with Concur Solutions* newsletter for more information about the configuration process.

## **Travel Allowance Service**

### **Accumulation Rules for Recurring Trips in Austria**

#### **Overview**

SAP Concur now enables the calculation of “starting phase” for recurring trips to the same location. When an employee frequently travels to the same location, it is assumed that the employee becomes familiar with the location after some starting phase. Thus, the travel allowance paid after the starting phase becomes taxable.

Travel to the same location means travel to the same community code in case of a domestic travel and travel to the same postal code in case of a foreign travel.

The calculation of the starting phase happens as per the following accumulation rules:

**1. 5-5-15-Day Rule:**

This rule calculates starting phase as a trip to the same location for a period of 5 continuous days, the period of 5 days with at least 1 trip per week, or any 15 days in a calendar year.

**2. 183-Day Rule:**

This rule calculates starting phase as an overnight trip to the same location for the period of 183 days in the duration of last 24 months.

Once the starting phase is over according to any of these rules, the tax-free travel allowance becomes 0.00 EUR.

In addition, SAP Concur also allows participants of collective agreement in Trade industry to use a **12-Day Rule** in their client-rate bundle. The rule calculates starting phase as 12 days of domestic travel in a calendar month, after which, the travel allowance is paid with a reduced rate.

**BUSINESS PURPOSE / CLIENT BENEFIT**

The clients get automated calculation of the starting phase as per the selected accumulation rule and a resultant amount of tax-free travel allowance.

**Configuration / Feature Activation**

The required adjustments for the 5-5-15-Day Rule and the 183-Day Rule are automatically available in the statutory rate bundles for Austria but the feature needs to be activated by the admin at the configuration code level to take effect. For the 12-Day Rule, the required adjustments need to be added to the client rate bundle.



For more information, refer to the [Concur Expense: Travel Allowance Austria Statutory Bundles Setup Guide](#).

## Planned Changes

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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.

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**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](#).

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## Attendees

### **\*\*Planned Changes\*\* Improvements to Visibility and Selection of Attendees**

Information First Published	Information Last Modified	Feature Target Release Date
October, 2023	--	Q4 2023
Any changes since the previous monthly release are highlighted <b>in yellow</b> in this release note.		

#### **Overview**

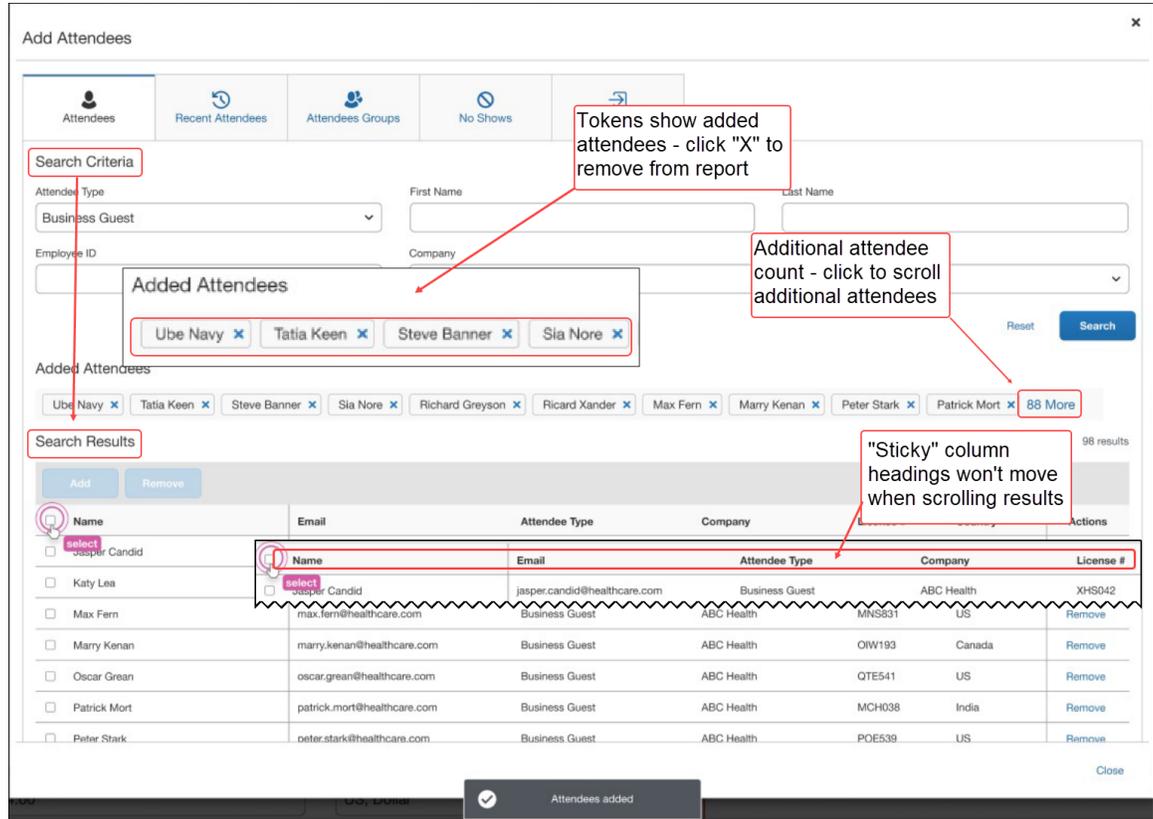
In an upcoming release the Attendees feature in Expense will be updated to improve the visibility and addition of Attendees to an expense report.

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

This change to the Attendees feature is part of the ongoing continuous improvement process for the user experience.

## End-User Experience

The end-user working with attendees in their expense report will now see an updated user interface that makes the task of searching, adding, and reviewing attendees in the report easier.



When the report is being configured for attendees, the end-user will now see the following changes to information they see in the **Add Attendees** screen:

- **Searching:** Search results are now listed below **Search Criteria** in rows featuring static "sticky" column headings that remain when scrolling
- **Adding Attendees:** Selecting each attendee, then clicking Add, completes the addition of one or more attendees with a single click
- **Identifying and Removing Attendees:** Attendees are shown above the **Search Results** section with additional count on a button – click to scroll additional attendees in the report

## Configuration / Feature Activation

This configuration change will automatically occur in an upcoming release.

## Audit Rules

### **\*\*Planned Changes\*\* Audit Rule Support for Employee's Start and Termination Dates**

Information First Published	Information Last Modified	Feature Target Release Date
November 9, 2023	--	November 16, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### **Overview**

You will now be able to build audit rules in Concur Expense utilizing the end-user's employment period, such as their employment start and termination dates. This rule ensures that users can create expenses incurred only during their employment period.

Additionally, you will be able to construct an audit rule that allows expenses a week or so before the start of the end-user's employment, for example, if a user had to incur work-related expenses before the start of their employment.

This feature applies to any data object with a date field. The date field will be compared to the employee object's start date or termination date.

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

This update helps customers identify expenses that fall outside of a user's employment period and helps mitigate fraudulent expense submissions.

### Administrator Experience

When creating audit rules using date fields, the administrator will see **Start Date** and **Termination Date** listed as fields associated with the employee object.

The screenshot shows the 'Audit Rules' configuration window. At the top, there are tabs for 'Custom', 'Random', and 'Validation'. Below these are three numbered steps: '1 Audit Rule', '2 Conditions', and '3 Exception'. The 'Conditions' step is active. It contains an 'Insert' button and a 'Remove' button. The main area is a table with three columns: 'Data Object/Operator', 'Field/Value', and 'Operation'. There are two rows of conditions. The first row has 'Report' as the Data Object/Operator, 'Submit Date' as the Field/Value, and 'Is Before' as the Operation. The second row has 'Employee' as the Data Object/Operator, 'Start Date' as the Field/Value, and 'Is After' as the Operation. Below the table, there are radio buttons for 'And' and 'Or', with 'Or' selected. To the right of the table is a 'Select Field' sidebar with a list of fields: 'Custom 05', 'Oldest Cash Advance Date', 'Start Date', and 'Termination Date'. At the bottom right, there are buttons for 'Cancel', '<<Previous', and 'Next>>'.

### End-User Experience

The end-user may see exceptions due to audit rules that use the user's employment start or termination date.

### Configuration / Feature Activation

The change occurs automatically; there are no additional configuration steps.

## Expense – User Interface (UI) Changes

### \*\*Planned Changes\*\* Navigation Path Now Displayed

Information First Published	Information Last Modified	Feature Target Release Date
October, 2023	--	November 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Overview

In an upcoming release, a navigation path will be displayed at the top of the **Manage Expenses** page and at the top of a report. Each part of the navigation path, except for the page you are currently on, is a link. Clicking a link in the navigation path will take you directly to that page or dialog.

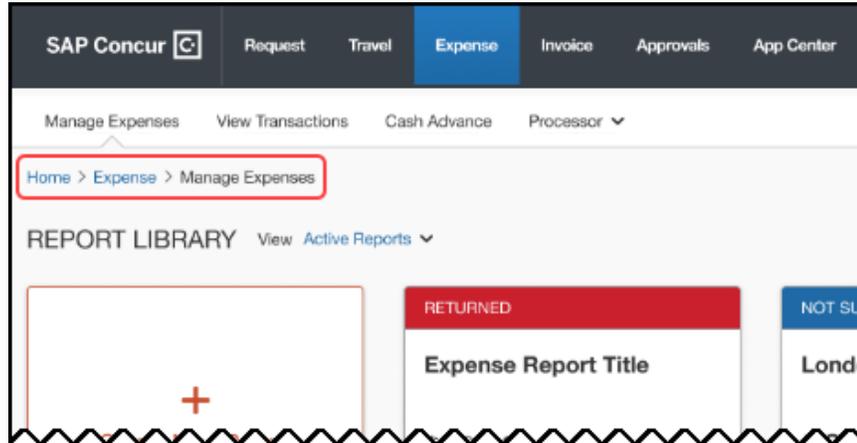
#### BUSINESS PURPOSE / CLIENT BENEFIT

This feature will provide context for the user’s navigation and reduces the number of clicks required to return to a prior view.

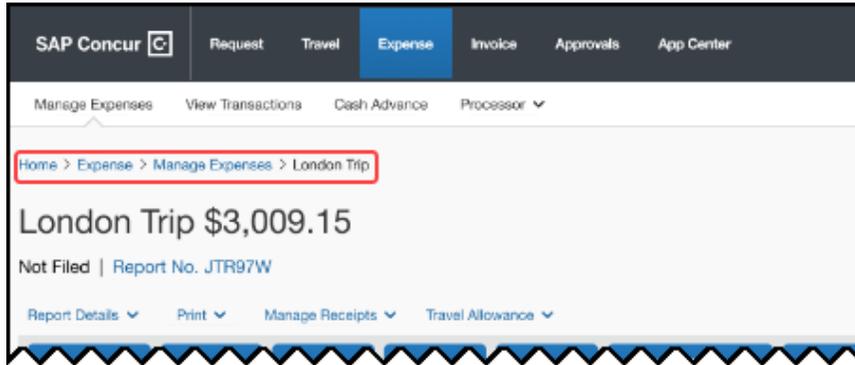
#### End-User Experience

The end-user will now see, in selected screens, the user interface names denoting the path they have followed, in screen and report naming format, at the top of their current view of Expense.

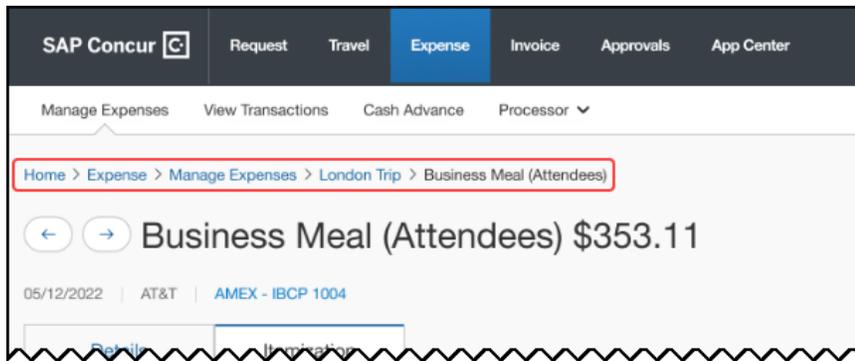
On the **Manage Expenses** page, the navigation path is displayed above the page name.



On a report, the navigation path is displayed above the report name.



On the expense entry page, the navigation path is displayed above the **Details** and **Itemizations** tabs.



### **Configuration / Feature Activation**

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

## Expense Types

### **\*\*Planned Changes\*\* Self-administration for Expense Types Configuration Settings**

Information First Published	Information Last Modified	Feature Target Release Date
November 9, 2023	--	November 16, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### **Overview**

Currently, Concur Expense customers with the **Expense Configuration Administrator (Restricted)** role are not able to modify their expense types configurations.

Targeted for November 16<sup>th</sup>, 2023, customers with the **Expense Configuration Administrator (Restricted)** role will be able to directly maintain their own configuration to create, modify, and delete their expense types.

Concur admins will be able to create or modify all aspects of an expense type, with the following exceptions:

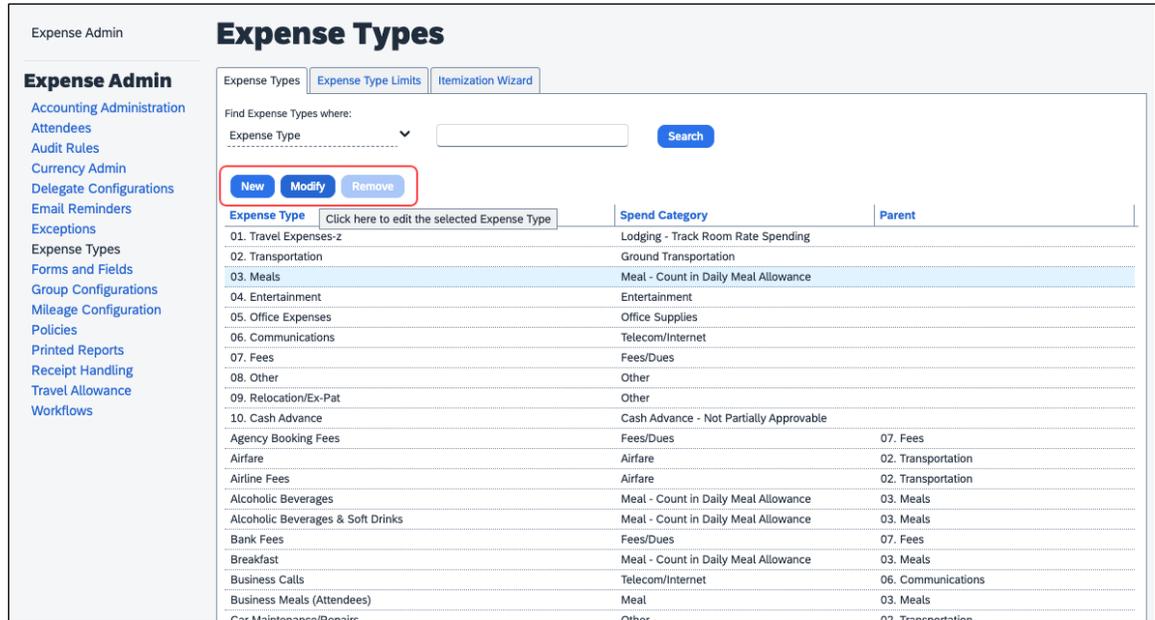
- Admins will not be able to view, create, modify, or delete calculation formulas associated with the expense type.
- Admins will not be able to create, modify, or delete itemization wizards. They will remain read-only.

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

This update enables Concur Administrators with the **Expense Configuration Administrator (Restricted)** role to edit their expense types configuration settings directly and have more flexibility and control over their settings, rather than contacting SAP Concur support to change their expense configurations.

### Administrator Experience

Customers with the **Expense Configuration Administrator (Restricted)** role will navigate to **Administration > Expense Admin > Expense Types** (left menu) to create, modify, or delete an expense type. Changes made to the expense types will be captured in the **Change Log**.



For assistance with calculation formulas or itemization wizards, contact SAP Concur support. For more information, see *Concur Expense: Expense Types Setup Guide*.

### Configuration / Feature Activation

The change occurs automatically; there are no additional configuration steps.

## Mileage (Legacy and Service)

### \*\*Planned Changes\*\* New Vehicle Types Added to Conform to Carbon Dioxide (CO2) Netherlands Regulatory Requirements

Information First Published	Information Last Modified	Feature Target Release Date
November, 2023	--	Q4 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### Overview

In an upcoming release, SAP Concur will update the Mileage Configuration tool in both the Legacy and Service versions to include new vehicle types for the Netherlands. The purpose of this update is to provide updated vehicle criteria to the client that conforms to new country-wide regulations requiring companies to report the total carbon dioxide (CO2) consumption on an annual schedule.

## BUSINESS PURPOSE / CLIENT BENEFIT

This feature supports the client's need to report the annual total consumption of CO2 across their fleet of vehicles used to conduct business.

## Administrator Experience

The Expense administrator will act based on the Mileage version they are using:

- **Legacy:** The end-user will need to select **Personal Car – Variable Rates** in the car configuration tool when configuring criteria match the new CO2 regulations and make these available to their end-users.

1 General 2 Distance Limits 3 Criteria 4 Rates

Configuration Name: Test

Car Type: Personal Car - Variable Rates

Accumulate Distance By: Personal Car - Variable Rates

Editable by: Company Car - Distance/No Reimbursement, Company Car - Variable Rates

Applies to:

- **Service:** The new rates are automatically available, and the administrator will need to alert their end-users to adopt the new vehicle types based on the Personal car and vehicle type it matches.

### Mileage Configuration

Country/Region: Netherlands

Add Country/Region

Rates: Automatic Rates

Select Group

Mileage Rate Applied to Group: Global

Personal Car Company Car

Show Historic Rates Save

Effective Date	Rate
01/01/2024	0.22
01/01/2023	0.21

## End-User Experience

When the Mileage administrator has confirmed and performed any configuration, the end-user applies the updated vehicle types based on the Mileage version they are using:

- **Legacy:** The end-user will next select the specific vehicle type created by their administrator, enter the custom rates, and save this configuration.
- **Service:** The new rates are available as options when opening the end-user's **Profile Settings > Vehicle Configuration** view.

Back

### Vehicle Configuration

You can use this page to register and manage vehicles for mileage necessary to register at least one vehicle.

Description \*

Ownership \*

Personal

Vehicle Type \*

- ✓ Car - 4 CV
- Car - 5 CV
- Car - 6 CV
- Car - 7 CV and Over
- Car - Electric - 4 CV
- Car - Electric - 5 CV
- Car - Electric - 6 CV
- Car - Electric - 7 CV and Over
- Car - Electric - Up to 3 CV

The end-user will now update their existing car configuration to match the choices, based on CV criteria, or choose the correct criteria when creating their new car configuration.

## Configuration / Feature Activation

The administrator will need to confirm and configure vehicle types as explained in this release note, and the end-user will need to match the vehicle criteria to the new or existing car(s) they are using for business travel.



For more information, refer to *Concur Expense: Mileage Service Setup Guide*.

## Receipts – ExpenseIt for Web

### \*\*Planned Changes\*\* ExpenseIt for Concur Solutions.com

Information First Published	Information Last Modified	Feature Target Release Date
November 15, 2023	--	Week of January 15, 2024 (Phased)
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Overview

Concur is bringing the power of ExpenseIt to concursolutions.com. Using ExpenseIt to automatically scan and create an expense from an uploaded receipt can save users time and significantly reduce the risk of report rejections or send backs.

Previously, only available on Concur Mobile, users for companies who have purchased ExpenseIt will now be able to upload receipts through familiar steps in Expense to automatically create expense entries for a report. To do this, ExpenseIt extracts key data from the receipt to automatically fill in expense details, while still giving users the flexibility to edit any values that require changes.

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

This reduces data entry effort for the end-user and provides the company with expanded awareness and benefit from ExpenseIt.

#### **Release Schedule**

ExpenseIt for Web will be released to all customers the week of January 15, 2024. Individual customers will be activated over the course of this week, so not all customers are enabled on the same day.

#### **EARLY ADOPTER OPT-IN SCHEDULE**

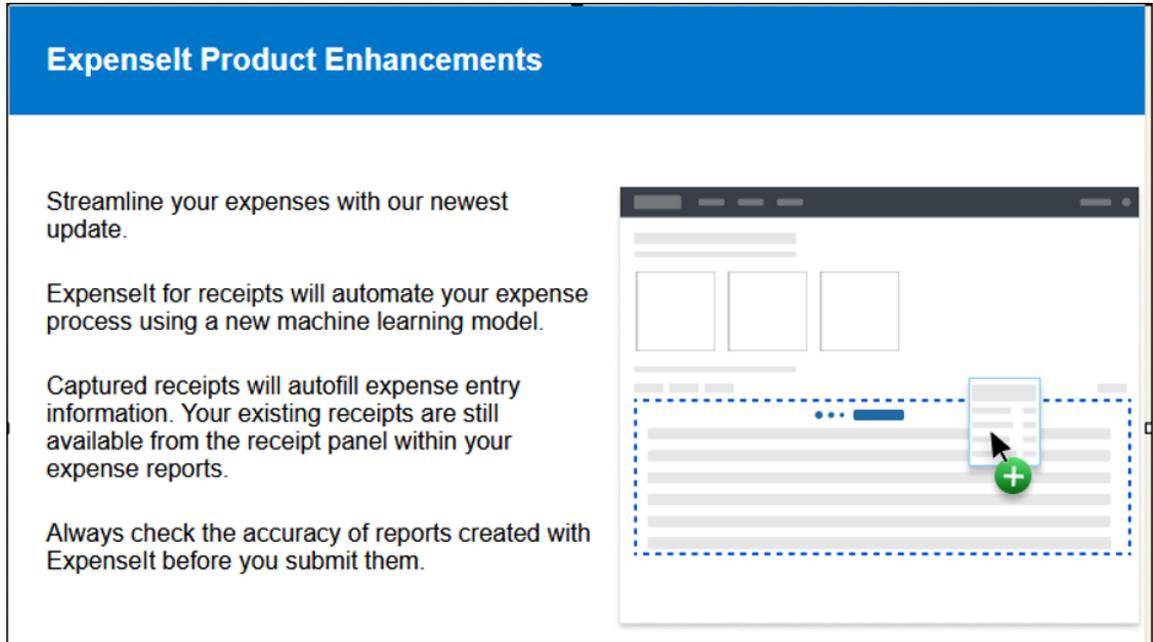
Customers that wish to be included in an Early Adopter program to begin using ExpenseIt for Web starting the week of December 4 may contact Concur Support to request this change. Requests to be included in the Early Adopter program must be received no later than November 30.

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

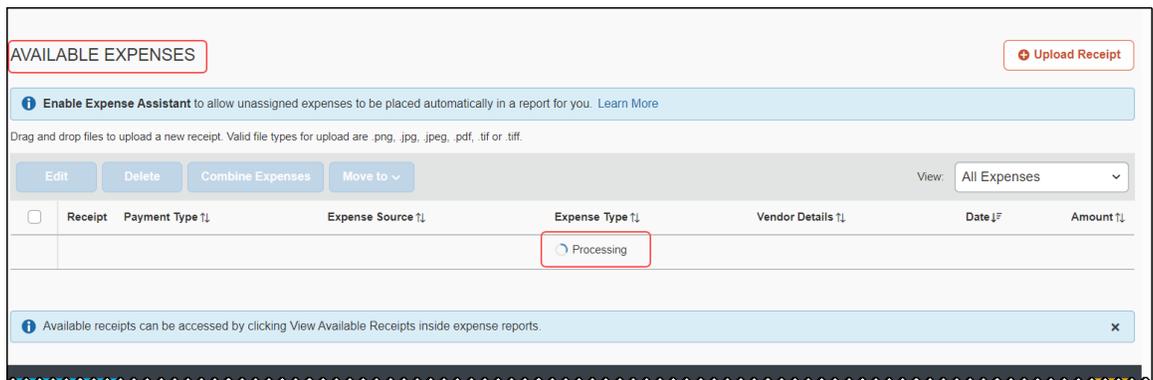
This reduces data entry effort for the end-user and provides the company with expanded awareness and benefit from ExpenseIt.

### End-User Experience

On release, this feature will alert the ExpenseIt end-user that new functionality is available by displaying the **ExpenseIt Product Enhancements** informational window when the end-user first logs in.



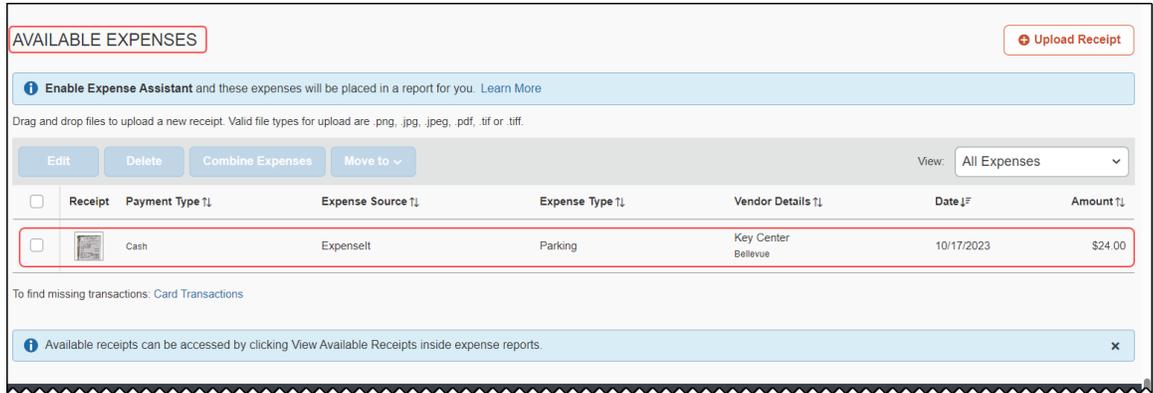
For end-users with ExpenseIt, all receipts uploaded from the **Manage Expenses** page on Concur.com or emailed to receipts@concur.com automatically appear for viewing on the **Available Expenses** section of the page.



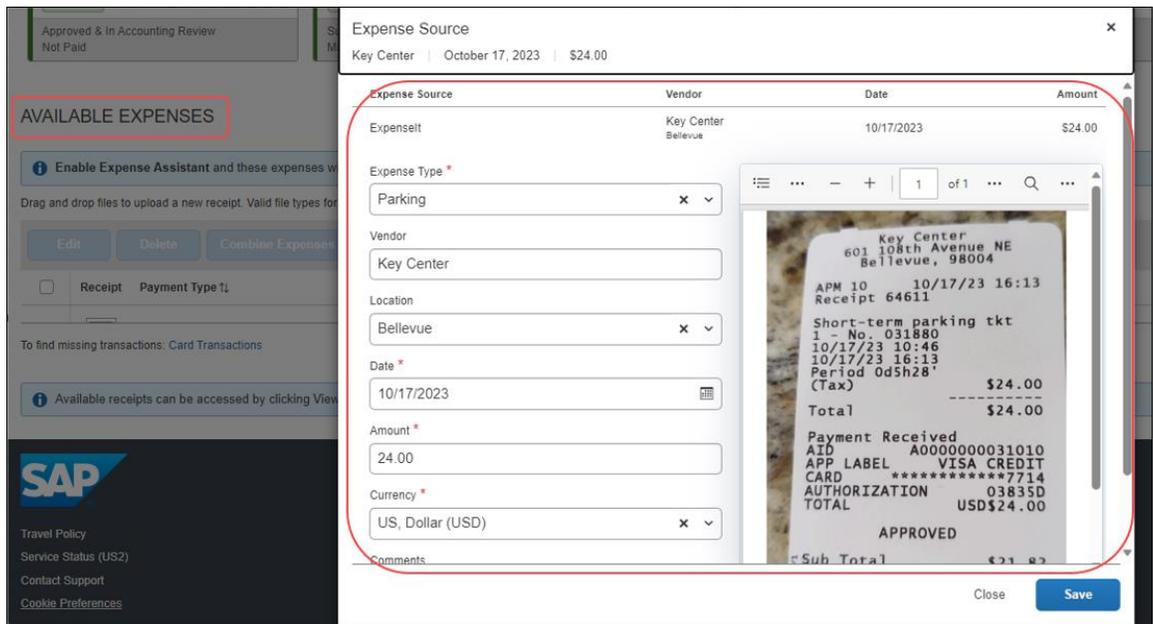
End-users can drag-n-drop receipts or use the **Upload Receipt** button to add one or more receipts at the same time, all processed by ExpenseIt. A blue bar appears under the expense table with information explaining the user interface – after review, dismiss by clicking the X to the right.

Once processed, a new expense is created for the end-user with the following fields pre-populated from data extracted or predicted from the receipt image:

Fields Pre-Populated by ExpenseIt's Data Extraction Functionality		
<b>Amount</b>	<b>Expense Type</b>	<b>Payment Type</b>
<b>Currency</b>	<b>Location</b>	
<b>Date</b>	<b>Vendor</b>	



If required, the end-user can edit the ExpenseIt results by select the ExpenseIt item from the **Available Expenses** list. Once selected, choose **Edit** to open the expense, make any necessary changes, and then save them.



### ADDITIONAL CHANGES TO THE USER INTERFACE

ExpenseIt end-users should note that the **Available Receipts** section is no longer available in the **Manage Expenses** page. Now, all receipt images (including receipts

created prior to this feature) are available and may be attached to expenses from within the expense report. To do this, open the report, select the target expense, click **Add Receipt**, and add a receipt from the new location for **Available Receipts**. Users can also use this method to add new images to an expense without processing by ExpenseIt.

### HANDLING OF NON-RECEIPT DOCUMENTS FOR THE EXPENSE REPORT

Documents to support the expense, such as approval emails, travel itineraries, registration confirmations, or other supporting documents are *not* emailed or uploaded through the **Manage Expense** page. Instead, end-users will manually attach those supporting documents to an expense or the expense report.

### IMPORTANT: THE VERIFICATION STEP

ExpenseIt saves time and reduces manual entry errors by extracting information from a receipt image to create and display an expense; however, the technology is not always 100% accurate. Users should always scan and verify ExpenseIt results using the edit function for needed corrections.

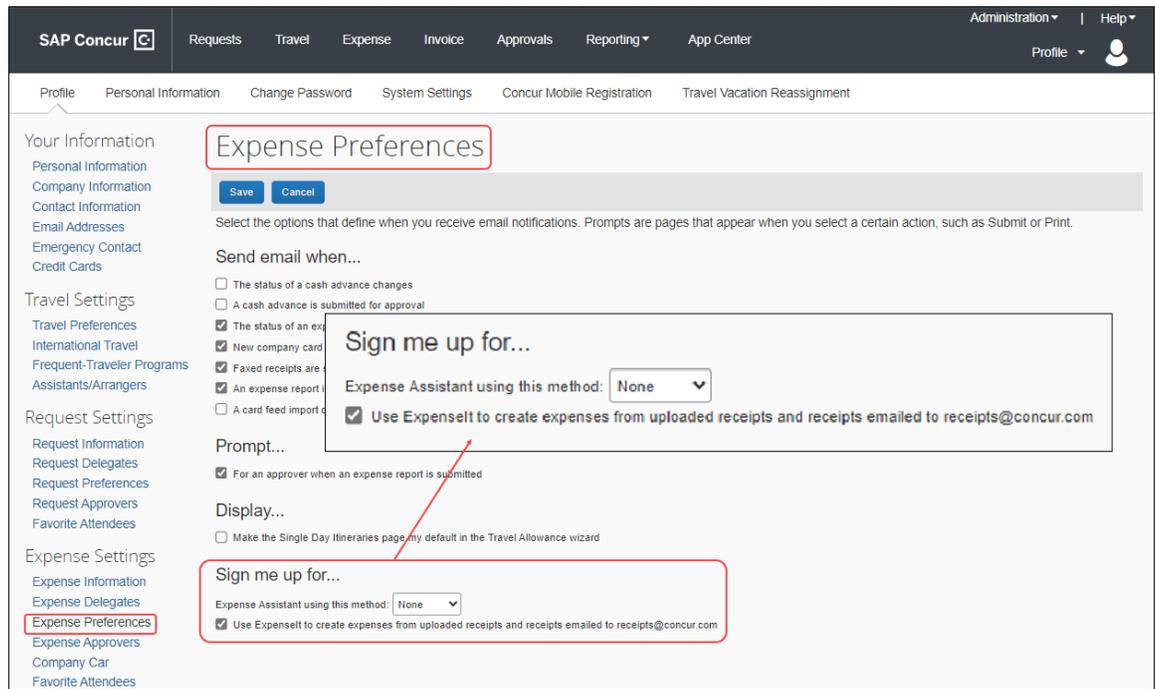
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**NOTE:** Deleting the item and re-uploading the same image will not produce different results.

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### DISABLING EXPENSEIT

The end-user may disable the use of ExpenseIt for the Web and remove the end-user interface and functionality described in this release note by clearing the **Use ExpenseIt to create expenses from uploaded receipts and receipts emailed to [receipts@concur.com](mailto:receipts@concur.com)** on **Profile Settings > Expense Preferences**.



**Configuration / Feature Activation**

No end-user action is required: ExpenseIt will be automatically enabled for all end-users on entities that have purchased ExpenseIt.

**Verify****\*\*Planned Changes\*\* Audit Reports: Automatic Display of Reports Available in Queue**

Information First Published	Information Last Modified	Feature Target Release Date
November 9, 2023	--	November 13, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

**Overview**

Targeted for November 13th, 2023, when an auditor completes a report review, and if there are further reports that require audit, Verify will display the next report in queue automatically for review. The extra action of having to navigate back to the report list to open the next report for auditing will be removed.

**BUSINESS PURPOSE / CLIENT BENEFIT**

This feature is intended to support the auditor's ability to perform multiple reviews quickly and effectively, thereby improving auditing experience.

**Auditor Experience**

When auditors must review multiple reports, when one report is approved or sent back, the next one in queue will display automatically for review. If there are no further reports to be reviewed, then the auditor will be directed back to the report list screen.

**Configuration / Feature Activation**

There will be no configuration or activation steps.

## Workflow

### \*\*Planned Changes\*\* Changes to Workflow Configuration Settings

Information First Published	Information Last Modified	Feature Target Release Date
November 9, 2023	--	November 16, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Overview

Currently, Concur Expense customers with the **Expense Configuration Administrator (Restricted)** role are only able to view the settings for workflow configuration that they maintain in Expense.

Targeted for November 16<sup>th</sup>, 2023, customers with the **Expense Configuration Administrator (Restricted)** role can change all the settings configured for workflow in Concur Expense, except the **Prevent report submission when exception level exceeds** item, which remains read-only.

#### BUSINESS PURPOSE / CLIENT BENEFIT

This update enables Concur Administrators with the **Expense Configuration Administrator (Restricted)** role to edit their Concur Expense configuration settings directly, rather than contacting SAP Concur support to change their expense workflow configuration.

#### End-User Experience

Customers with the **Expense Configuration Administrator (Restricted)** role can edit the settings maintained in the **Settings** tab on the **Workflow** page, except the **Prevent report submission when exception level exceeds** item, which remains read-only.

When the administrator changes the **Connect SAP Concur approvals with SAP Task Center** setting, note that after selecting this, the administrator will need to continue the rest of the connection process with the SAP Task Center. See the SAP Task Center Integration Setup Guide for details.

#### Configuration / Feature Activation

The change occurs automatically; there are no additional configuration steps.

# Client Notifications

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## 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.

## In-Product User Assistance

### Client Customized Content

If your company creates customized content for SAP Concur solutions through a user assistance tool such as SAP Enable Now or Concur User Assistant by WalkMe, the changes described in these release notes might affect your customized content. SAP Concur recommends reviewing the monthly release notes for all of your SAP Concur solutions as well as the Shared Changes Release Notes to confirm whether any of the planned or released changes might impact your internal, customized content.

If any changes in a release impact your content, work with your internal teams to update your content accordingly.

## Subprocessors

### SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the *SAP Sub-processors / Data Transfer Factsheets* page.

▶ **To access the SAP Concur Sub-processors List:**

1. Click the following link to navigate to the SAP Sub-processors / Data Transfer Factsheets page:  
[SAP Sub-processors / Data Transfer Factsheets](#)

2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

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**NOTE:** SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to [Your New Support User ID \(S-user\)](#) and to the [Learn All About S-User IDs](#) blog post.

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3. On the *SAP Sub-processors / Data Transfer Factsheets* page, type "Concur" in the **Search** field.
4. In the **Title** column, click **SAP Concur Sub-processors List**.

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

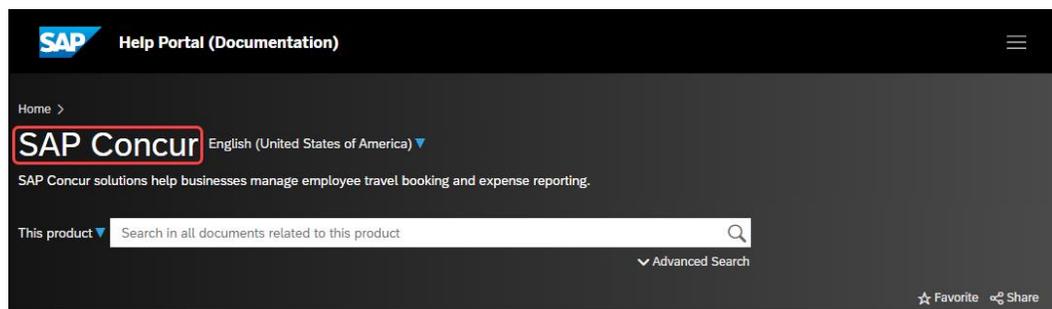
# Additional Release Notes and Other Technical Documentation

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## Online Help

You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or directly on the SAP Help Portal.

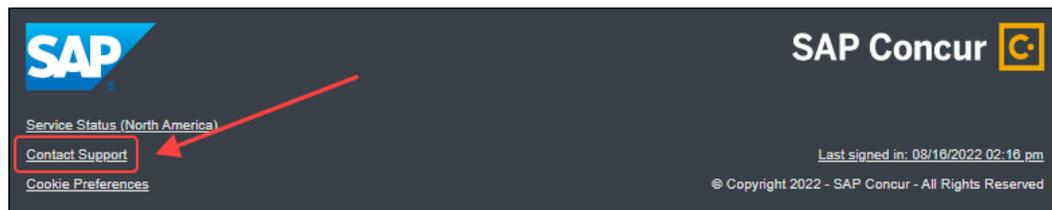
To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or visit the [SAP Concur solutions page](#).



## SAP Concur Support Portal – Selected Users

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

If you have the required permissions, **Contact Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.



Click **Contact Support** 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

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## 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**.

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**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.

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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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