

SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.65 - Associated web release: January 2019 Initial Post: Wednesday, February 6, 8:30 AM PT	Client – FINAL

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Version Information.....	3
Supported Phone OS	3
Mobile Version	3
Release Notes	5
iPhone / iPad – Operating System Update	5
Android – Operating System Update	5
Reminder Android / iPhone / iPad – ExpenseIt: On-Device Receipt Recognition	5
On-Device Receipt Recognition - iPhone	6
On-Device Receipt Recognition - Android.....	7
Reminder Android / iPhone / iPad – Multipage Receipt Capture in ExpenseIt	8
Capture Multipage Receipts on Your iPhone Device	9
Capture Multipage Receipts on Your Android Device.....	10
Android ONLY – New Create Report Process and Report Details Screen	11
Overview.....	11
Enable/Disable for Changes	13

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Summary

Android

- Android – Operating System Update
- Android ONLY – New Create Report Process and Report Details Screen
- ****Reminder**** Android / iPhone / iPad – ExpenseIt: On-Device Receipt Recognition
- ****Reminder**** Android / iPhone / iPad – Multipage Receipt Capture in ExpenseIt
- Minor issue fixes

iPhone / iPad

- iPhone / iPad – Operating System Update
- ****Reminder**** Android / iPhone / iPad – ExpenseIt: On-Device Receipt Recognition
- ****Reminder**** Android / iPhone / iPad – Multipage Receipt Capture in ExpenseIt
- Minor issue fixes

Version Information

Supported Phone OS

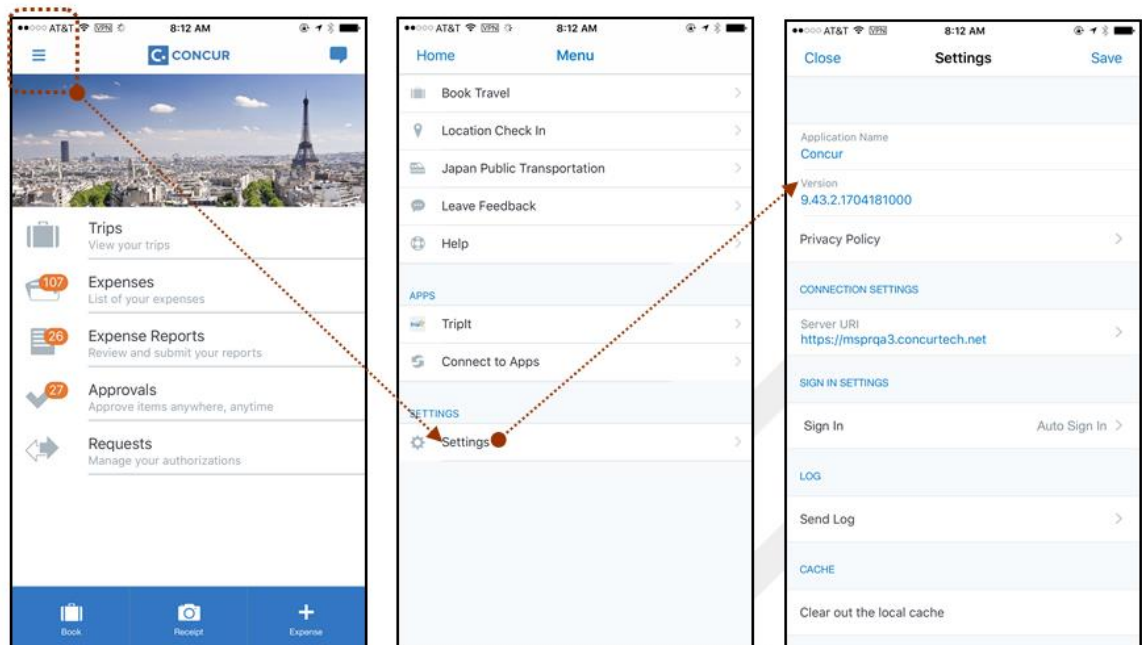
Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.65.0	February 5, 2019	Update via App Store
Android	9.65.1	February 5, 2019	Update via Google Play

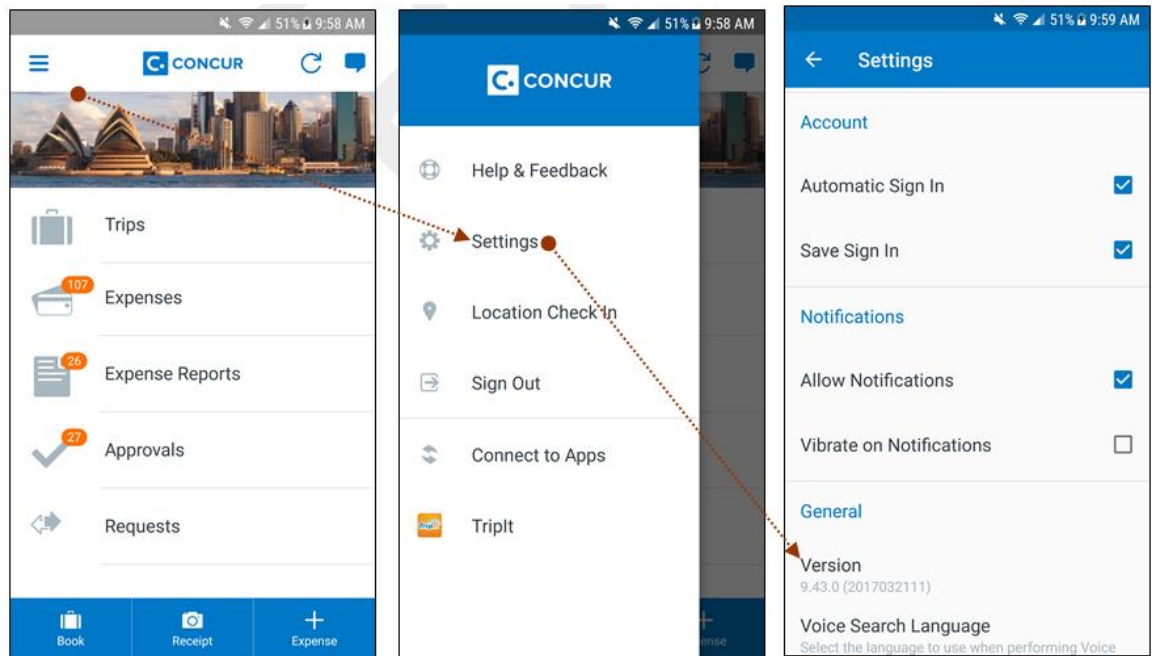
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

iPhone / iPad – Operating System Update

SAP Concur updates the minimum operating system regularly in order to ensure the best possible experience for mobile users. With this release, SAP Concur will update the minimum operating system to iOS 11.

The December release (9.64) was the **final** release for version 10 of the iPhone / iPad operating system.

Please ensure that the operating system on all user devices has been updated to at least iOS 11.

Be aware that users will not be forced to upgrade their device's operating system, but users on older operating systems will not be able to install versions of the SAP Concur mobile app after v9.64.

NOTE: For SAP Concur – and all other mobile apps – encourage your users to keep their operating systems (and devices, if possible) current.

Android – Operating System Update

SAP Concur updates the minimum operating system regularly in order to ensure the best possible experience for mobile users. With this release, SAP Concur will update the minimum operating system to API 23 (v6.0).

The December release (9.64) will be the **final** release for versions v5.0, 5.1 (Android Lollipop API 22 & 23) of the Android operating system.

Please ensure that the operating system on all user devices has been updated to at least API 23 (v6.0).

Be aware that users will not be forced to upgrade their device's operating system, but users on older operating systems will not be able to install versions of the SAP Concur mobile app after v9.64.

NOTE: For SAP Concur – and all other mobile apps – encourage your users to keep their operating systems (and devices, if possible) current.

****Reminder** Android / iPhone / iPad – ExpenseIt: On-Device Receipt Recognition**

This feature was implemented after the December (9.64) release and this release note is a reminder that this feature is now fully implemented and ready to use.

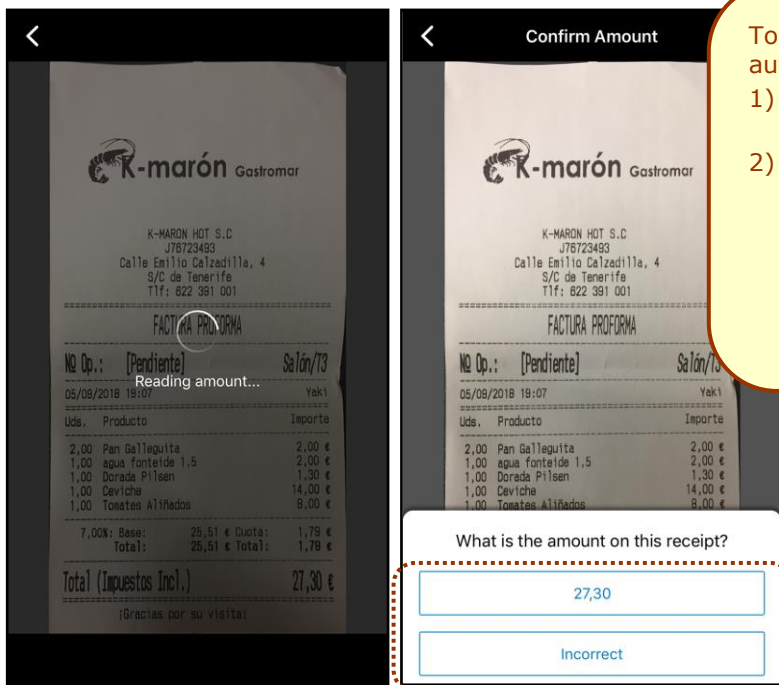
With this release, ExpenseIt users now have access to the new ExpenseIt on-device receipt recognition feature - within the SAP Concur mobile app. Adding this technology enables users to process certain receipt information directly from the SAP Concur mobile app, instead of that information being processed in a server.

On-device processing will increase both speed and accuracy as well as allow SAP Concur to support an offline experience.

When the user captures a receipt in ExpenseIt the on-device receipt recognition feature will pick the top amount found on the receipt and propose it for use. If the amount is not found or incorrect, the user can enter it manually.

On-Device Receipt Recognition - iPhone

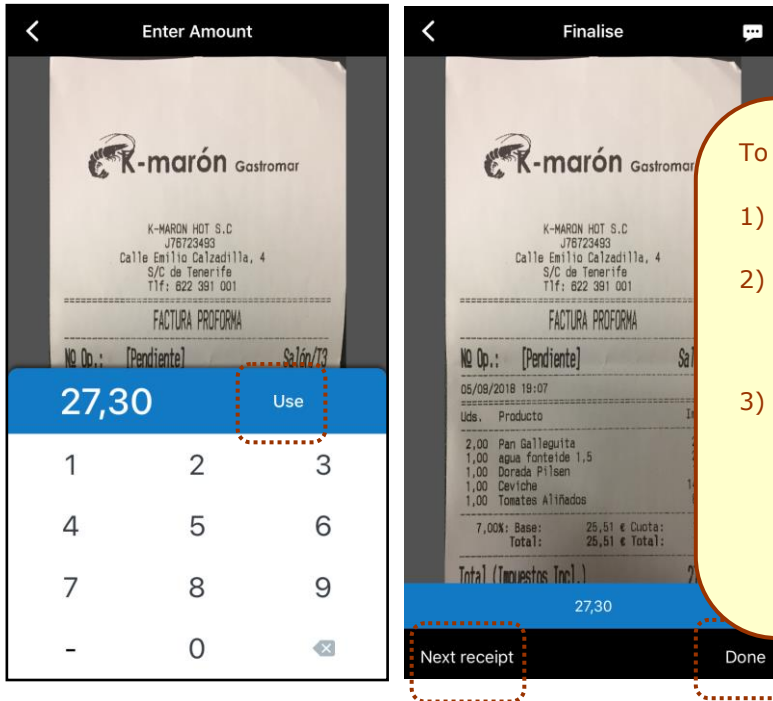
Automatically Detect Receipt Amount



To convert a receipt amount automatically in ExpenseIt:

- 1) On the home screen, tap **ExpenseIt**.
- 2) On the **Confirm Amount** screen, either:
 - ♦ Tap the amount.
 - or-
 - ♦ Tap **Incorrect** to enter an appropriate amount.

Manually Enter the Correct Receipt Amount

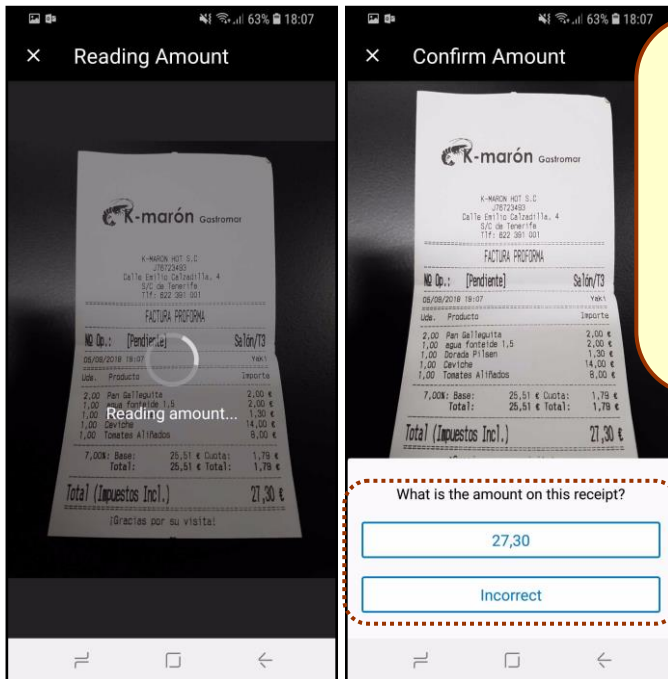


To manually enter the correct receipt amount:

- 1) On the **Confirm Amount** screen, tap **Incorrect**.
- 2) On the **Enter Amount** screen, enter the appropriate amount and tap **Use** when finished.
- 3) On the **Finalise** screen, either:
 - ♦ Tap **Next receipt** to go to the next receipt.
 - or-
 - ♦ Tap **Done** to finish.

On-Device Receipt Recognition - Android

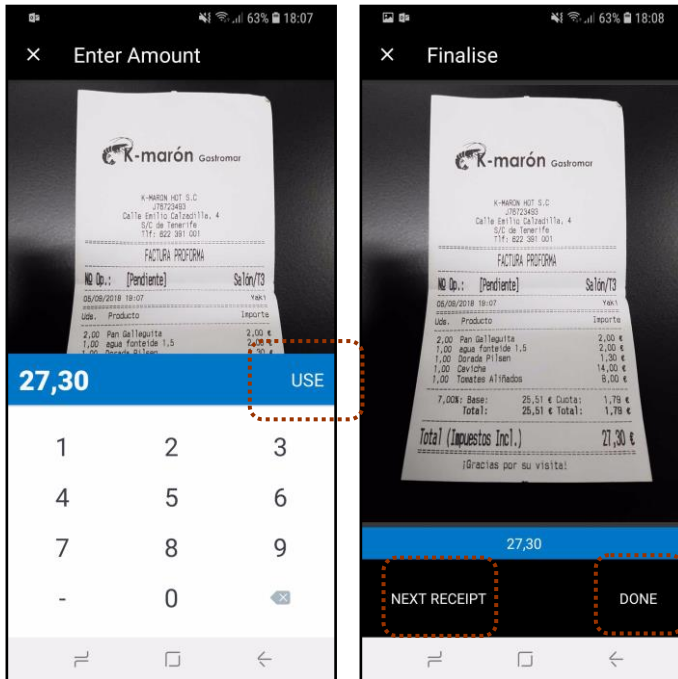
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- 1) On the home screen, tap **ExpenseIt**.
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Manually Enter the Correct Receipt Amount



To manually enter the correct receipt amount:

- 1) On the **Confirm Amount** screen, tap **Incorrect**.
- 2) On the **Enter Amount** screen, enter the appropriate amount and tap **Use** when finished.
- 3) On the **Finalise** screen, either:
 - ♦ Tap **Next receipt** to go to the next receipt.
 - or-
 - ♦ Tap **Done** to finish.

****Reminder** Android / iPhone / iPad – Multipage Receipt Capture in ExpenseIt**

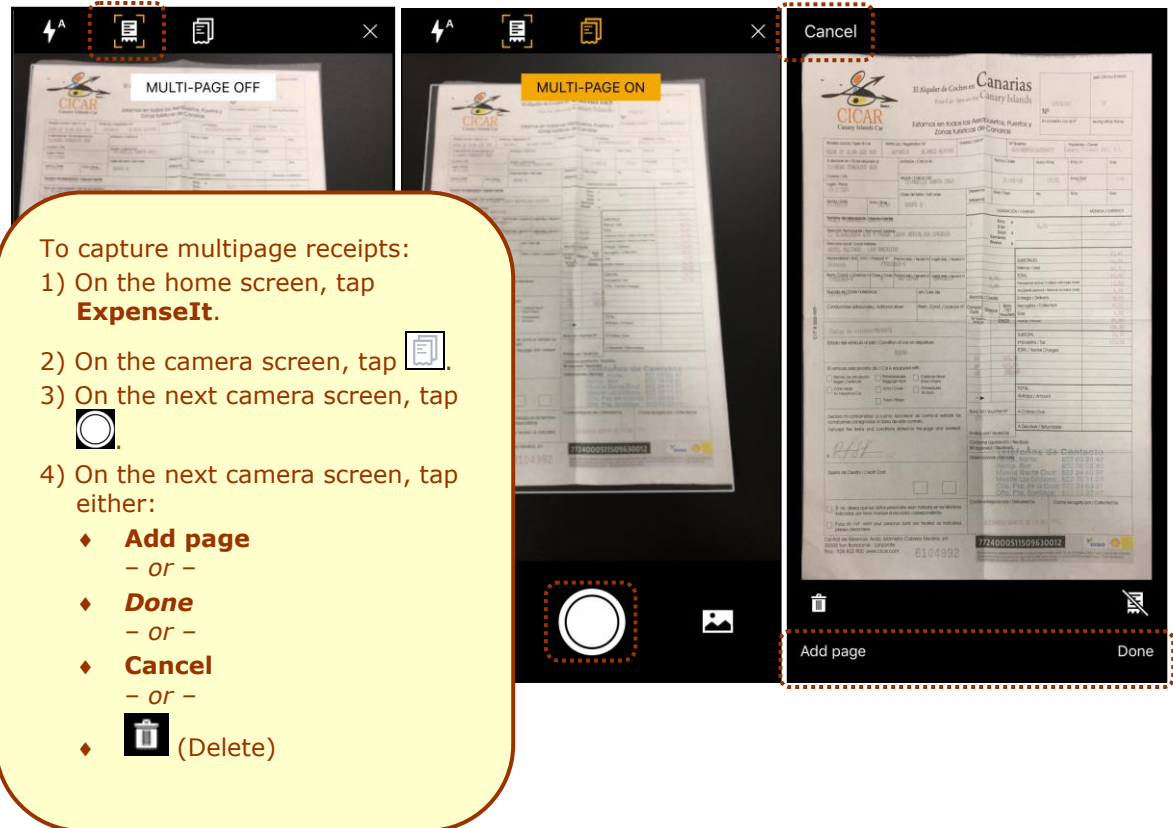
This feature was implemented after the December (9.64) release and this release note is a reminder that this feature is now fully implemented and ready to use.

With this release, SAP Concur announces that the new multipage capture feature will be available to ExpenseIt users in the SAP Concur mobile app. This feature enhances the user experience and will be available to ExpenseIt users over a period of time.

This feature enables users to capture their receipts with multiple pages (for example hotel invoices or phone bills) directly into the SAP Concur mobile app, instead of sending an email or by other means.

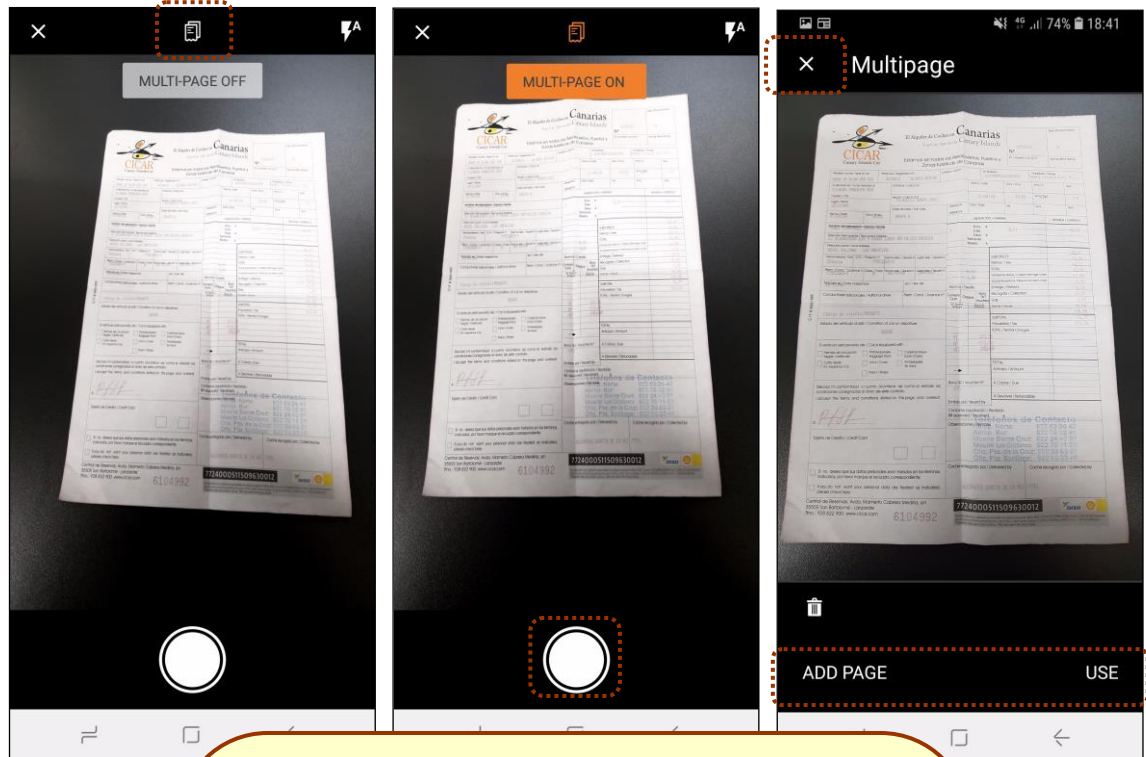
Capture Multipage Receipts on Your iPhone Device

iPhone







Capture Multipage Receipts on Your Android Device

Android



To capture multipage receipts:

- 1) On the home screen, tap **ExpenseIt**.
- 2) On the camera screen, tap .
- 3) On the next camera screen, tap .
- 4) On the next camera screen, tap either:
 - ♦ **Add page**
– or –
 - ♦ **Use**
– or –
 - ♦  (Exit)
– or –
 - ♦  (Delete)

Android ONLY – New Create Report Process and Report Details Screen

Overview

Earlier this year, the new **Report List** screen was launched on iOS with the **Active** and **History** tabs, allowing users to more easily view their active and prior reports. With this release, SAP Concur is excited to introduce improvements to this experience - **for Android users only** - by creating a new report and viewing the report screen with in the SAP Concur mobile app.

The new screens are designed to bring a more consistent, clean, and easy-to-use experience for users. For report creation, we have focused on better utilizing in-page editing and how users are able to select from lists, calendars, etc.

AT&T 11:36 AM

× Create New Report CREATE

Report Name*
New Expense Report

Report Date*
Mon, Nov 26

Policy*
RnD - Dev - Expense Policy

Business Purpose

City
London

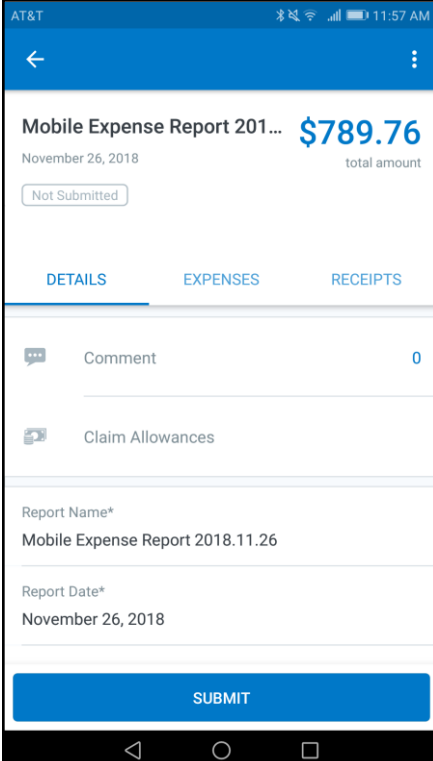
Country Code*
US

Con-Custom 10

Con-Custom 11

Organization
Research and Development

The new report screen continues this streamlined experience by allowing users to more easily toggle between their report header information, the list of available expenses, and any receipts that are presently attached to the report. With this improved view, users will be able to glean more information about their expense report in a shorter period of time, expediting expense report creation and submission.



AT&T 11:57 AM

Mobile Expense Report 201... **\$789.76**
November 26, 2018 total amount
Not Submitted

DETAILS EXPENSES RECEIPTS

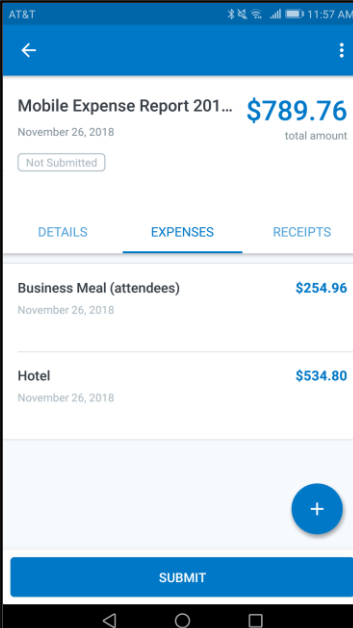
Comment 0

Claim Allowances

Report Name*
Mobile Expense Report 2018.11.26

Report Date*
November 26, 2018

SUBMIT



AT&T 11:57 AM

Mobile Expense Report 201... **\$789.76**
November 26, 2018 total amount
Not Submitted

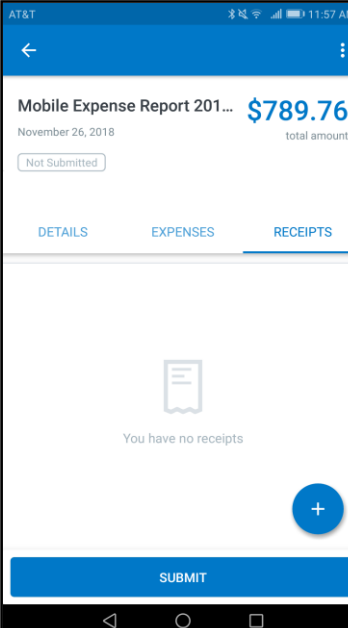
DETAILS EXPENSES RECEIPTS

Business Meal (attendees) **\$254.96**
November 26, 2018

Hotel **\$534.80**
November 26, 2018

+

SUBMIT



AT&T 11:57 AM

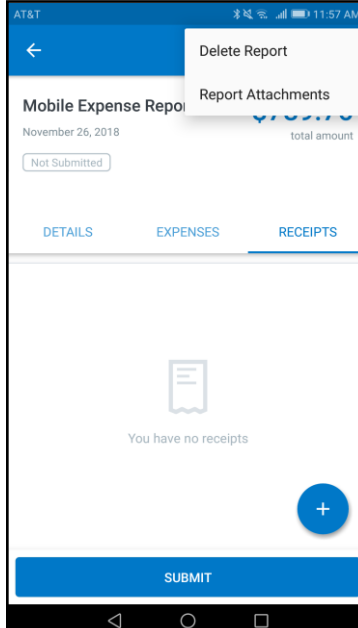
Mobile Expense Report 201... **\$789.76**
November 26, 2018 total amount
Not Submitted

DETAILS EXPENSES RECEIPTS

You have no receipts

+

SUBMIT



AT&T 11:57 AM

Mobile Expense Report 201... **\$789.76**
November 26, 2018 total amount
Not Submitted

DETAILS EXPENSES RECEIPTS

You have no receipts

+

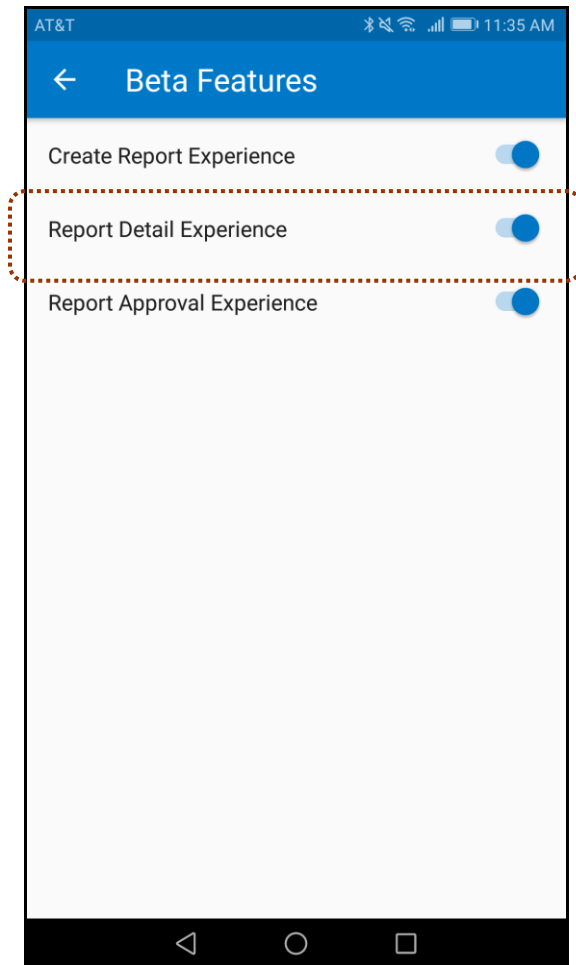
SUBMIT

Delete Report

Report Attachments

Enable/Disable for Changes

This new experience can be enabled/disabled via the **Report Detail Experience** toggle, which the user can find by navigating from the side-menu on the home screen to **Concur Settings > Beta Features**. This option can be utilized if a user encounters a blocking issue and they need to continue working in the legacy version of the **Report Details** screen.



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<div>SAP Concur Release Notes</div> <div>SAP Concur's mobile app</div>	
Month	Audience
Version 9.66 - Associated web release: February 2019 Initial Post: Monday, February 25, 5:45 PM PT	Client – FINAL

Contents

Summary

Android.....

iPhone / iPad

Version Information.....

Supported Phone OS

Mobile Version

Release Notes

2

2

2

3

3

3

5

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Summary

Android

- Minor issue fixes

iPhone / iPad

- Minor issue fixes

Version Information

Supported Phone OS

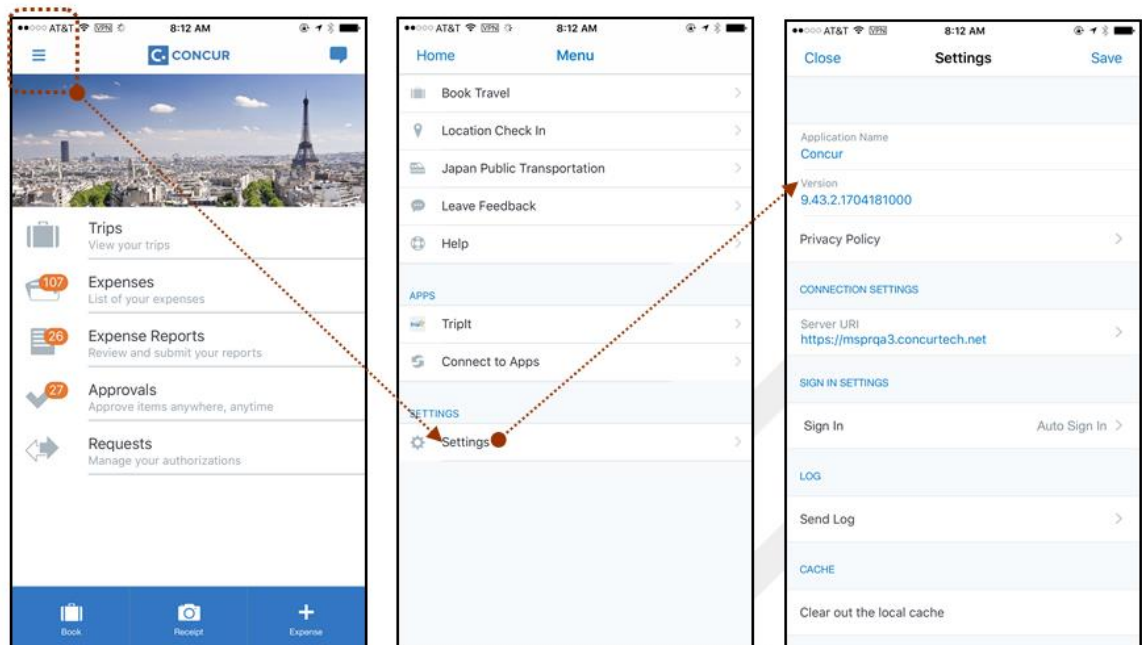
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Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.66	February 25, 2019	Update via App Store
Android	9.66	February 25, 2019	Update via Google Play

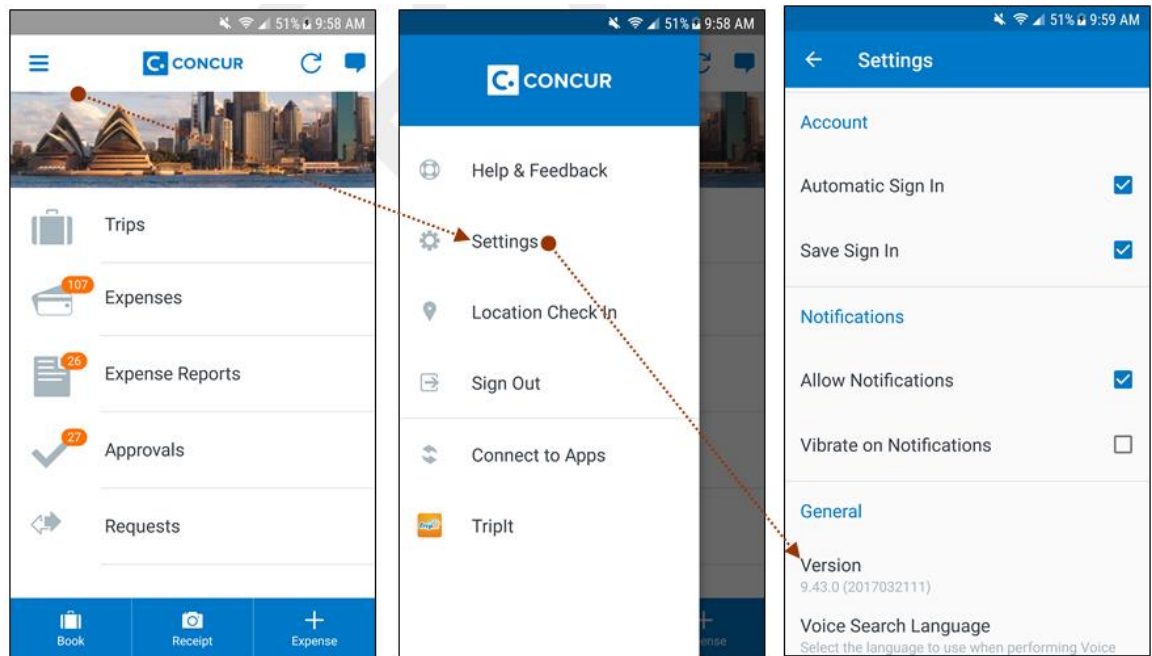
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

None this month

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Version 9.67 - Associated web release: March 2019 Initial Post: Wednesday, April 10, 3:00 PM PT	<i>Client – FINAL</i>

Contents

Summary 2

 Android.....2

 iPhone / iPad2

Version Information..... 3

 Supported Phone OS3

 Mobile Version3

Release Notes 5

 Android / iPhone / iPad – Itinerary Screen Update5

 Access Itinerary Information.....5

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Summary

Android

- Android / iPhone / iPad – Itinerary Screen Update
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Itinerary Screen Update
- Minor issue fixes

Version Information

Supported Phone OS

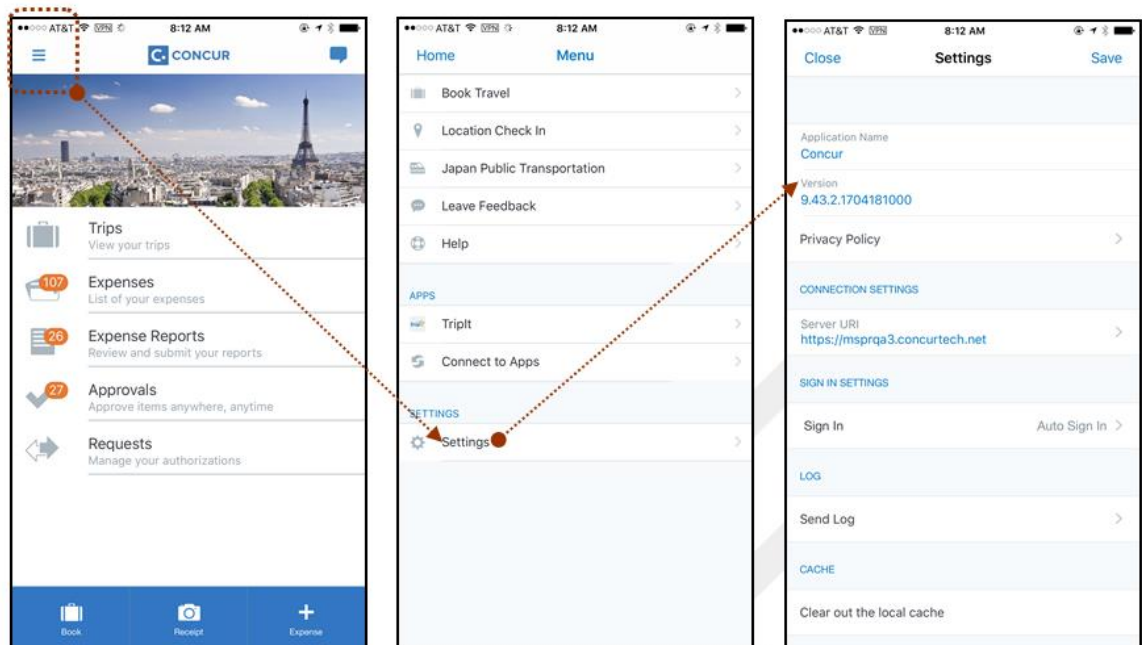
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Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.67.1	April 10, 2019	Update via App Store
Android	9.67.2	April 10, 2019	Update via Google Play

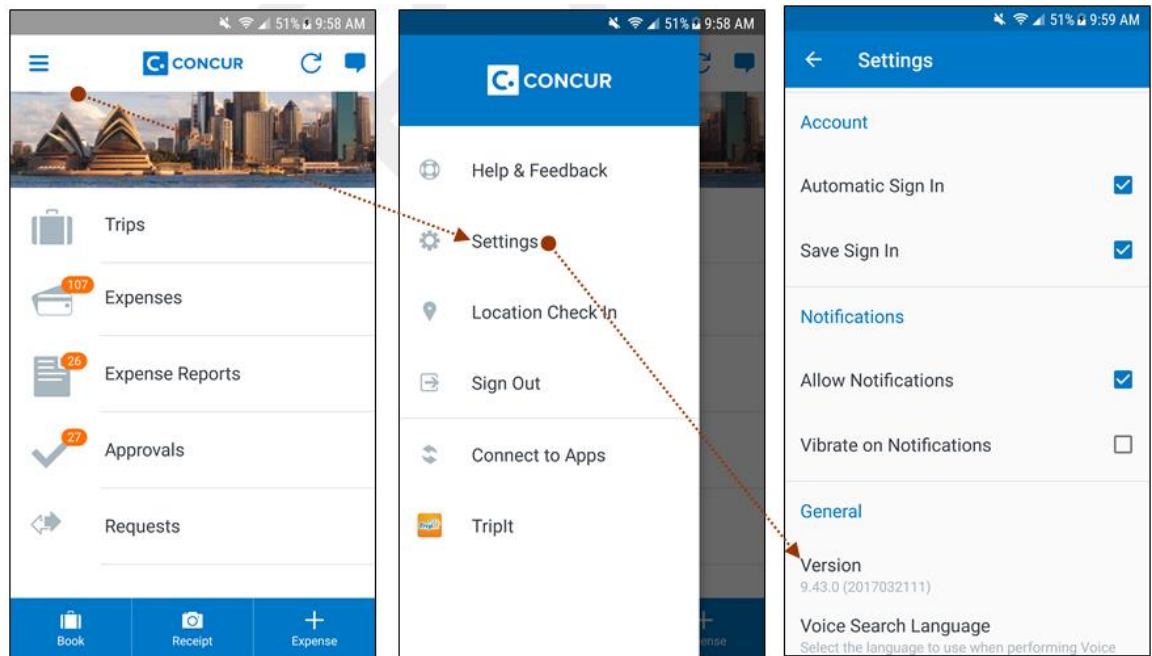
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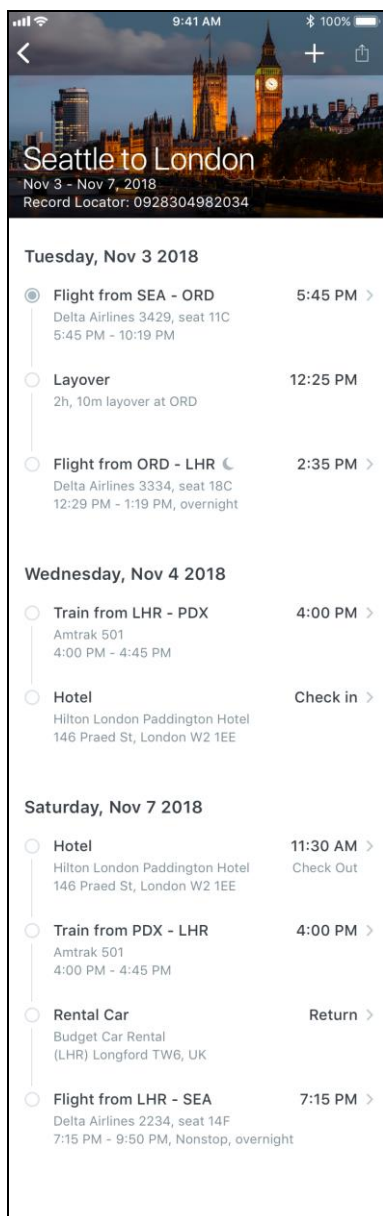
Release Notes

Android / iPhone / iPad – Itinerary Screen Update

With this release, SAP Concur mobile app users will be able to access the newly redesigned itinerary screen within the mobile app. This update enables users to access information offline and share details via messaging.

Access Itinerary Information

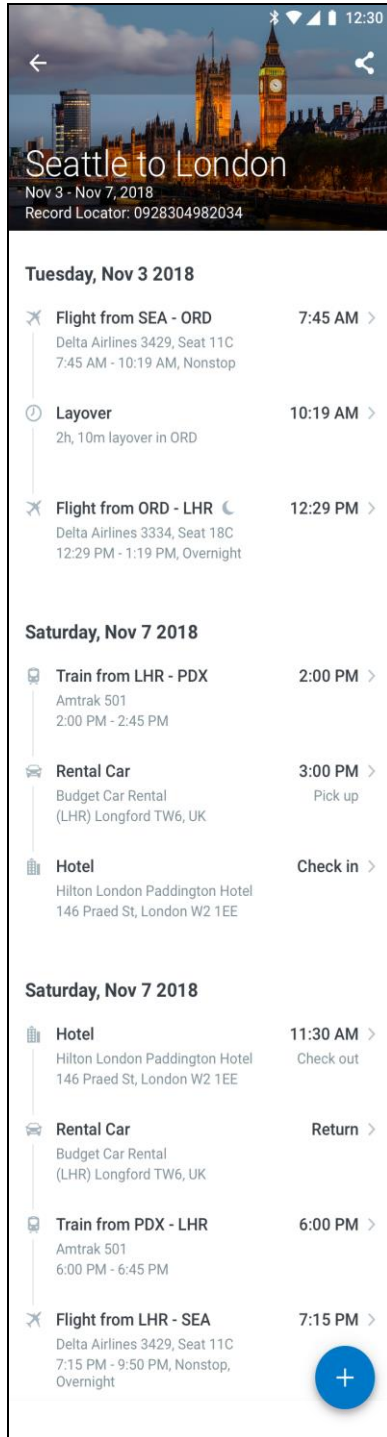
iPhone



To access your itinerary:

- 1) On the home screen, tap **Trips**.
 - 2) On the **Trips** screen, tap the desired trip.
- The itinerary screen appears.

Android



To access your itinerary:

- 1) On the home screen, tap **Trips**.
 - 2) On the **Trips** screen, tap the desired trip.
- The itinerary screen appears.

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Contents

Summary 2

 Android.....2

 iPhone / iPad2

Version Information..... 3

 Supported Phone OS3

 Mobile Version3

Release Notes 5

 Android / iPhone / iPad – Report Recall5

 Recall an Expense Report5

 Android / iPhone / iPad – Mini Profile8

 View Your Mini Profile8

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iPhone / iPad

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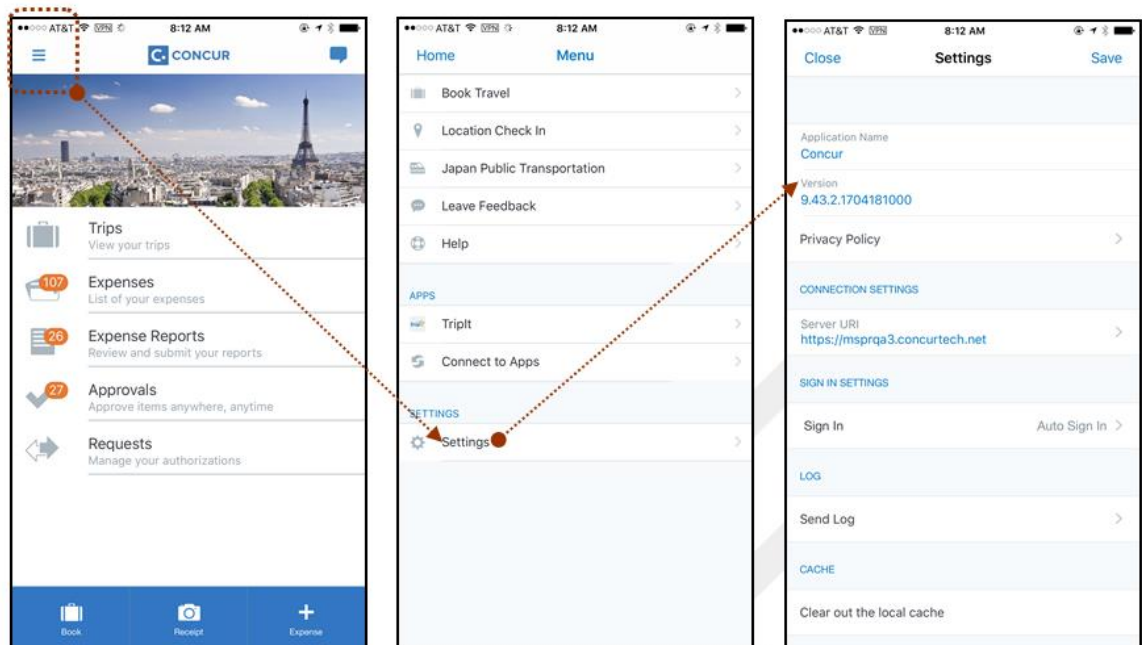
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Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.68	April 26, 2019	Update via App Store
Android	9.68	April 26, 2019	Update via Google Play

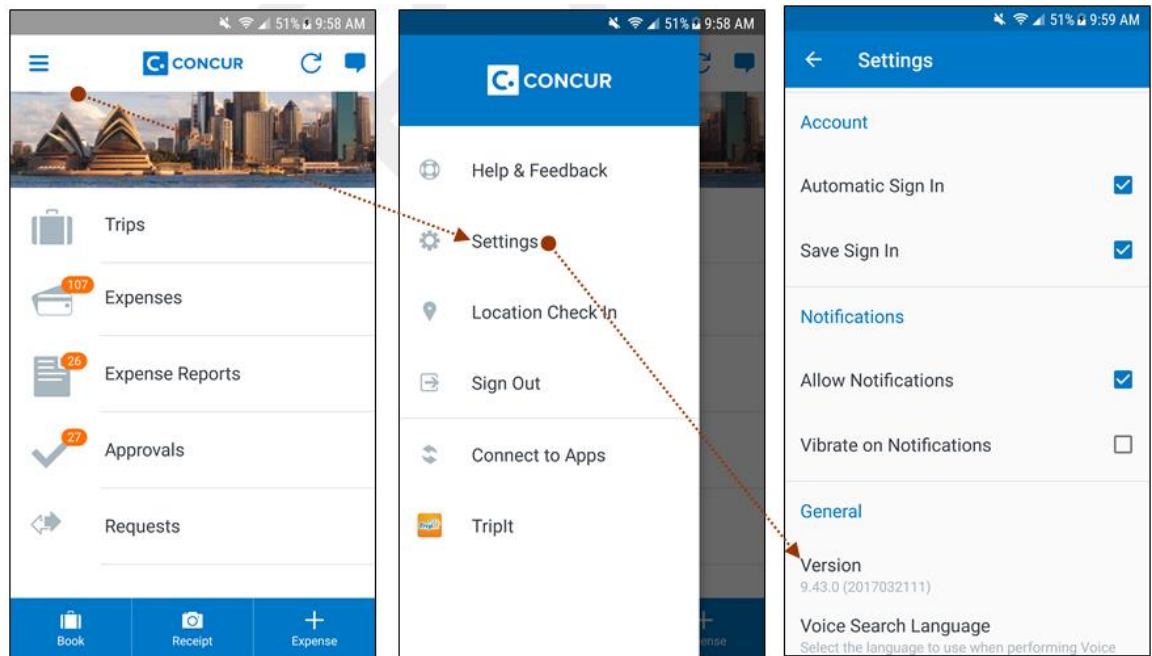
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



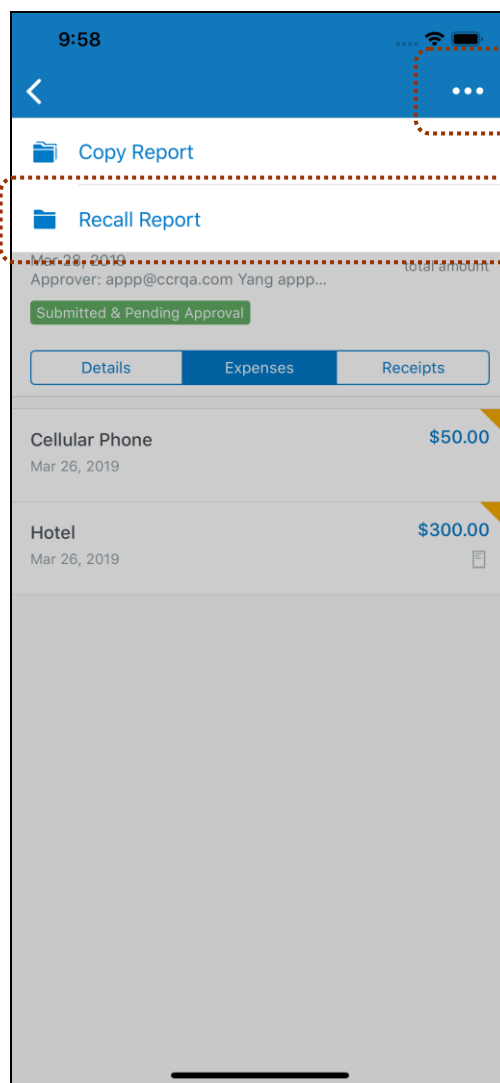
Release Notes

Android / iPhone / iPad – Report Recall


With this release, SAP Concur mobile app users can now recall expense reports from within the mobile app.

Recall an Expense Report

iPhone



To recall a report:

- 1) On the home screen, tap **Expense Reports**.
- 2) On the **Reports** screen, tap the desired submitted report.
- 3) On the report screen, tap  (upper-right corner).
- 4) On the menu, tap **Recall Report**.

iPad

10:03 AM Thu Apr 18

Close Reports +

Active History

Copy Report

Recall Report

Team lunch
Oct 25, 2018
\$630.00
Sent Back to Employee

Travel
Oct 25, 2018
\$1,000.00
Sent Back to Employee

Mobile expense for October
Oct 3, 2018
\$14.77
Sent Back to Employee

Trip to LA
Oct 3, 2018
\$80.00
Sent Back to Employee

Team lunch
Aug 2, 2018
\$40.25
Sent Back to Employee

iPhone XS
Jul 19, 2018
\$1,000.00
Sent Back to Employee

SUBMITTED

Copy of Trip to NYC
Oct 25, 2018
\$626.45
Approved & In Accounting Review

9.62
Oct 12, 2018
\$8.98
Approved & In Accounting Review

06.21.18 Report
Jun 21, 2018
\$50.00
Approved & In Accounting Review

06.21.18 Report
Jun 21, 2018
\$100.00
Approved & In Accounting Review

Demo test
Jun 21, 2018
\$200.00
Approved & In Accounting Review

Car Rental
May 14, 2019
\$600.00

Lunch
Oct 25, 2018
\$26.45
OODLES NOODLE BAR AND GRI - Bellevue, Washington

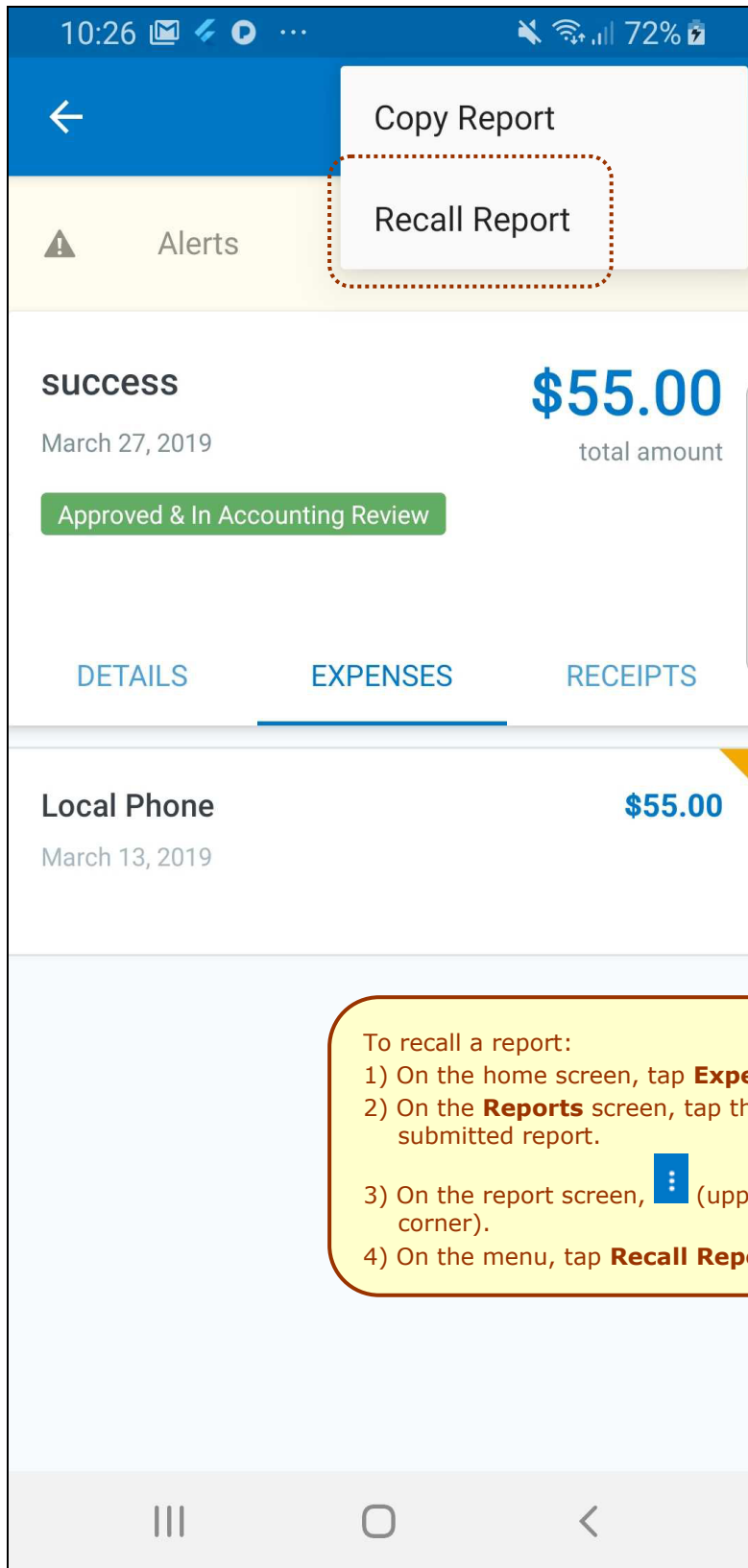
total amount

Details Expenses Receipts


To recall a report:

- 1) On the home screen, tap **Expense Reports**.
- 2) On the **Reports** screen, tap the desired submitted report.
- 3) On the report screen, tap (upper-right corner).
- 4) On the menu, tap **Recall Report**.

Android



To recall a report:

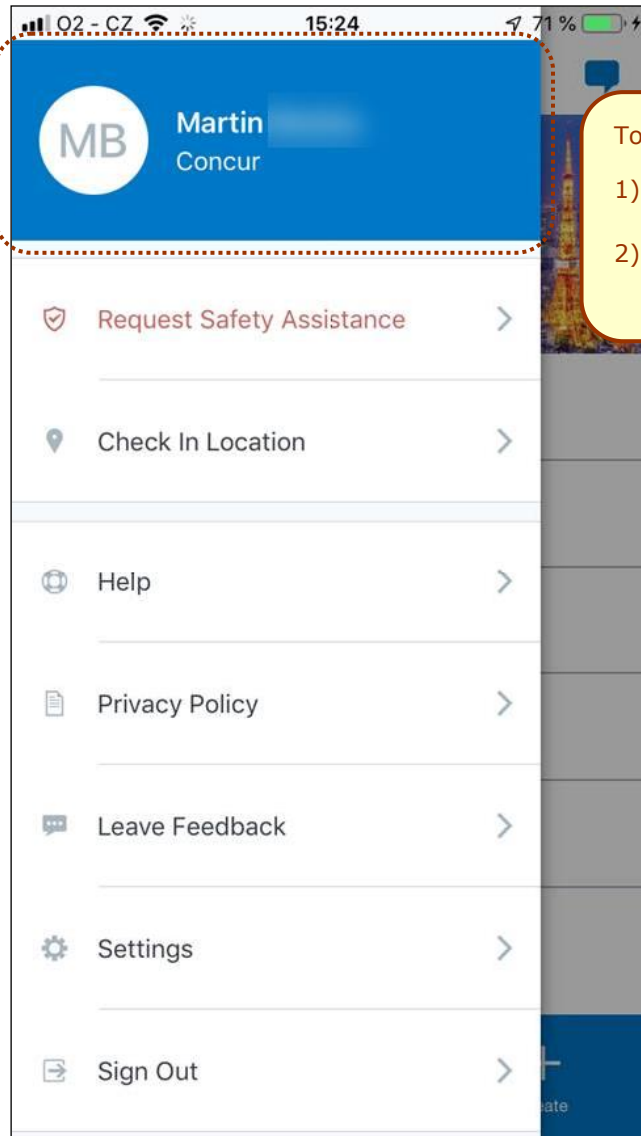
- 1) On the home screen, tap **Expense Reports**.
- 2) On the **Reports** screen, tap the desired submitted report.
- 3) On the report screen,  (upper-right corner).
- 4) On the menu, tap **Recall Report**.

Android / iPhone / iPad – Mini Profile


With this release, SAP Concur mobile app users will be able to view their full name, initial, and company name - on the new mini profile - at the top of the menu screen.

View Your Mini Profile

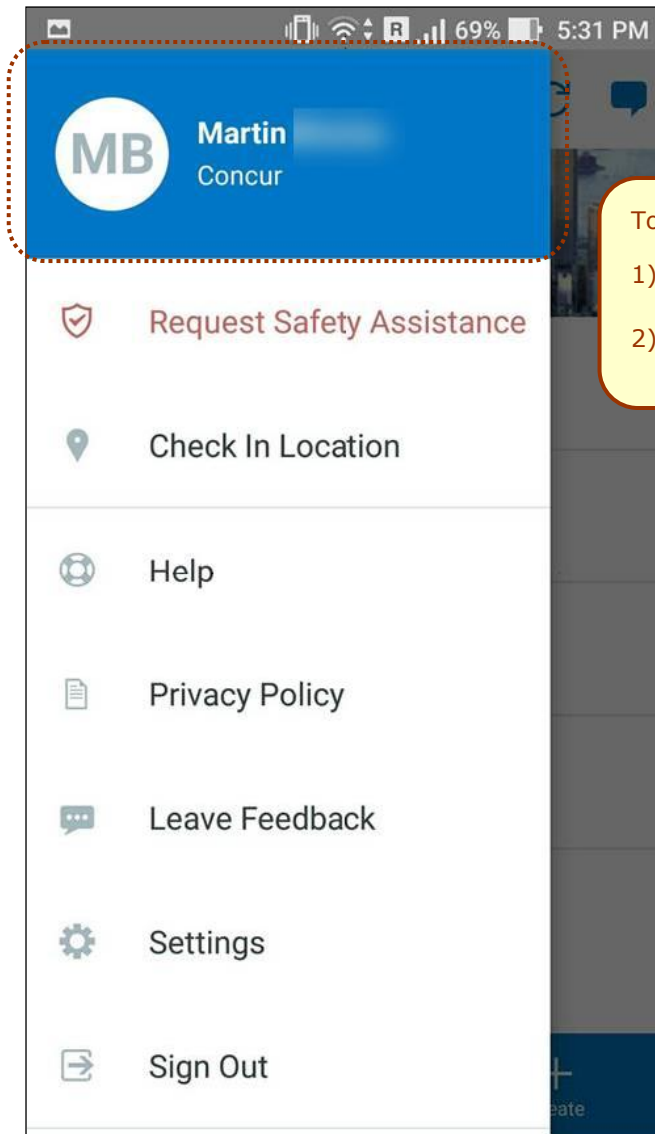
iPhone




To view your mini profile:

- 1) On the home screen, tap  (upper-left corner).
- 2) On the menu screen, view your mini profile.

Android



To view your mini profile:

- 1) On the home screen, tap  (upper-left corner).
- 2) On the menu screen, view your mini profile.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.68 - Associated web release: April 2019 Update #1: Tuesday, May 7, 2:45 PM PT	Client – FINAL

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Version Information.....	3
Supported Phone OS	3
Mobile Version	3
Release Notes	5
Android / iPhone / iPad – Report Recall	5
Recall an Expense Report	5
Android / iPhone / iPad – Mini Profile	8
View Your Mini Profile	8

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Summary

Android

- Android / iPhone / iPad – Report Recall
- Android / iPhone / iPad – Mini Profile
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Report Recall
- Android / iPhone / iPad – Mini Profile
- Minor issue fixes

Version Information

Supported Phone OS

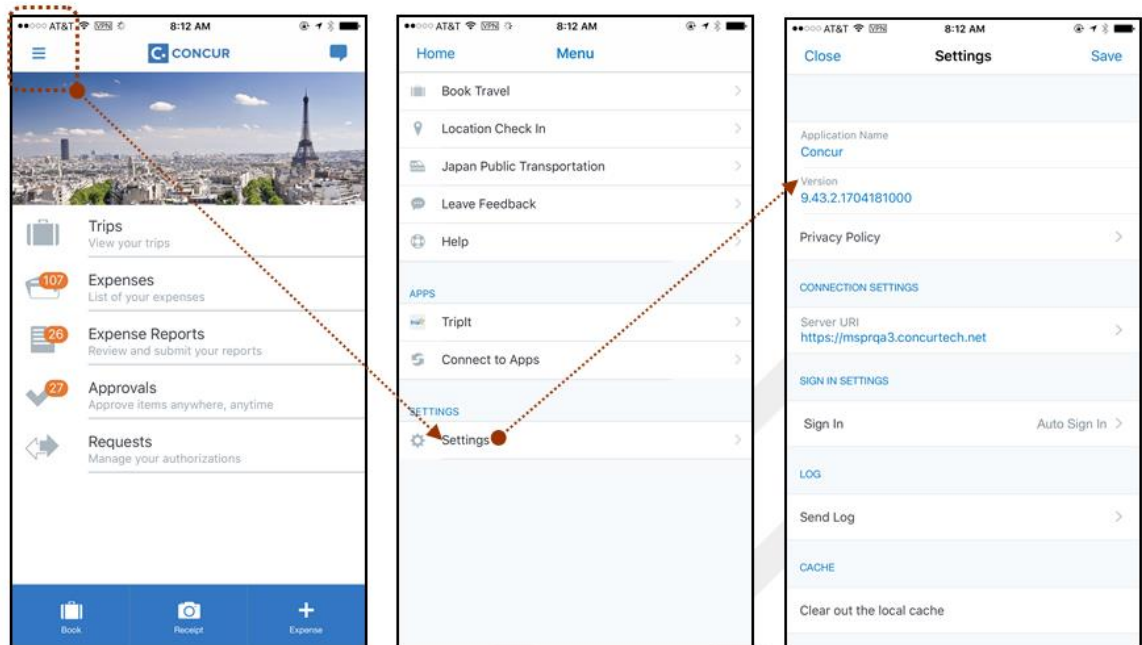
Device	Operating System
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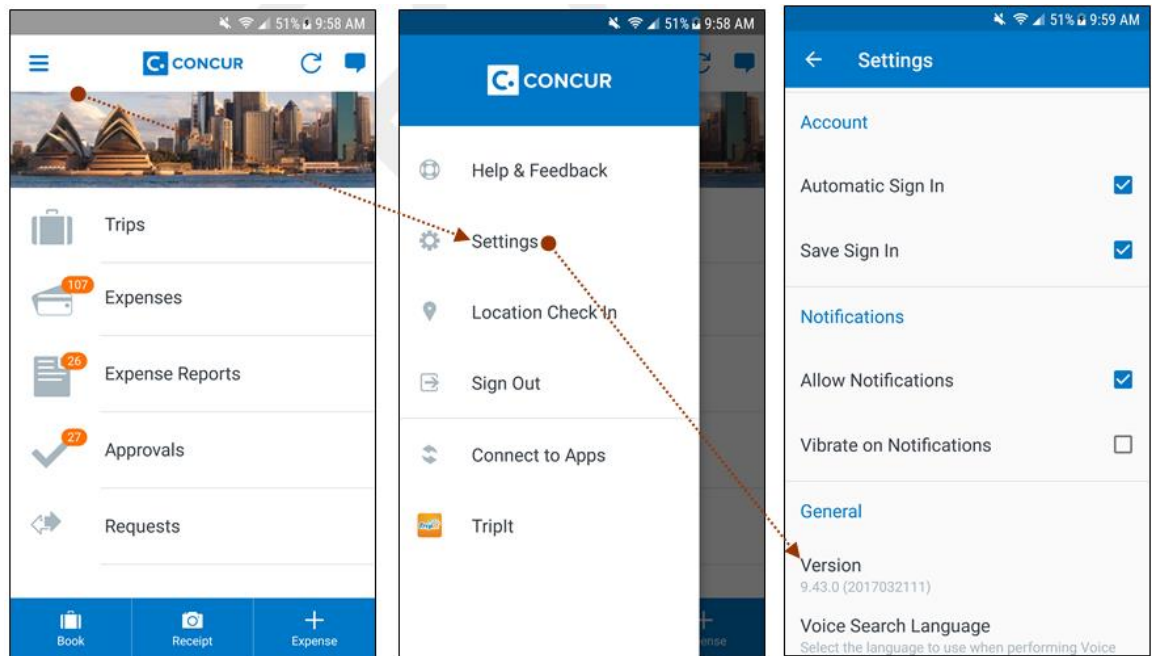
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Locate Version Information on the Android

To check the version number on the Android:



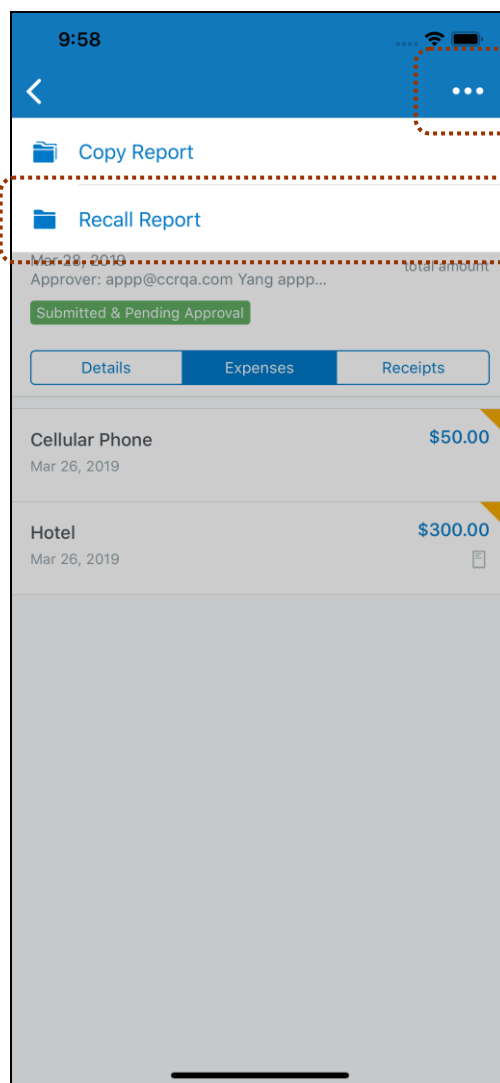
Release Notes

Android / iPhone / iPad – Report Recall


With this release, SAP Concur mobile app users can now recall expense reports from within the mobile app (if the company's configuration allows).

Recall an Expense Report

iPhone



To recall a report:

- 1) On the home screen, tap **Expense Reports**.
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Jun 21, 2018
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06.21.18 Report \$100.00
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Demo test \$200.00
Jun 21, 2018
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Car Rental \$600.00
May 14, 2019

Lunch \$26.45
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OODLES NOODLE BAR AND GRI - Bellevue, Washington

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Recall Report

total amount

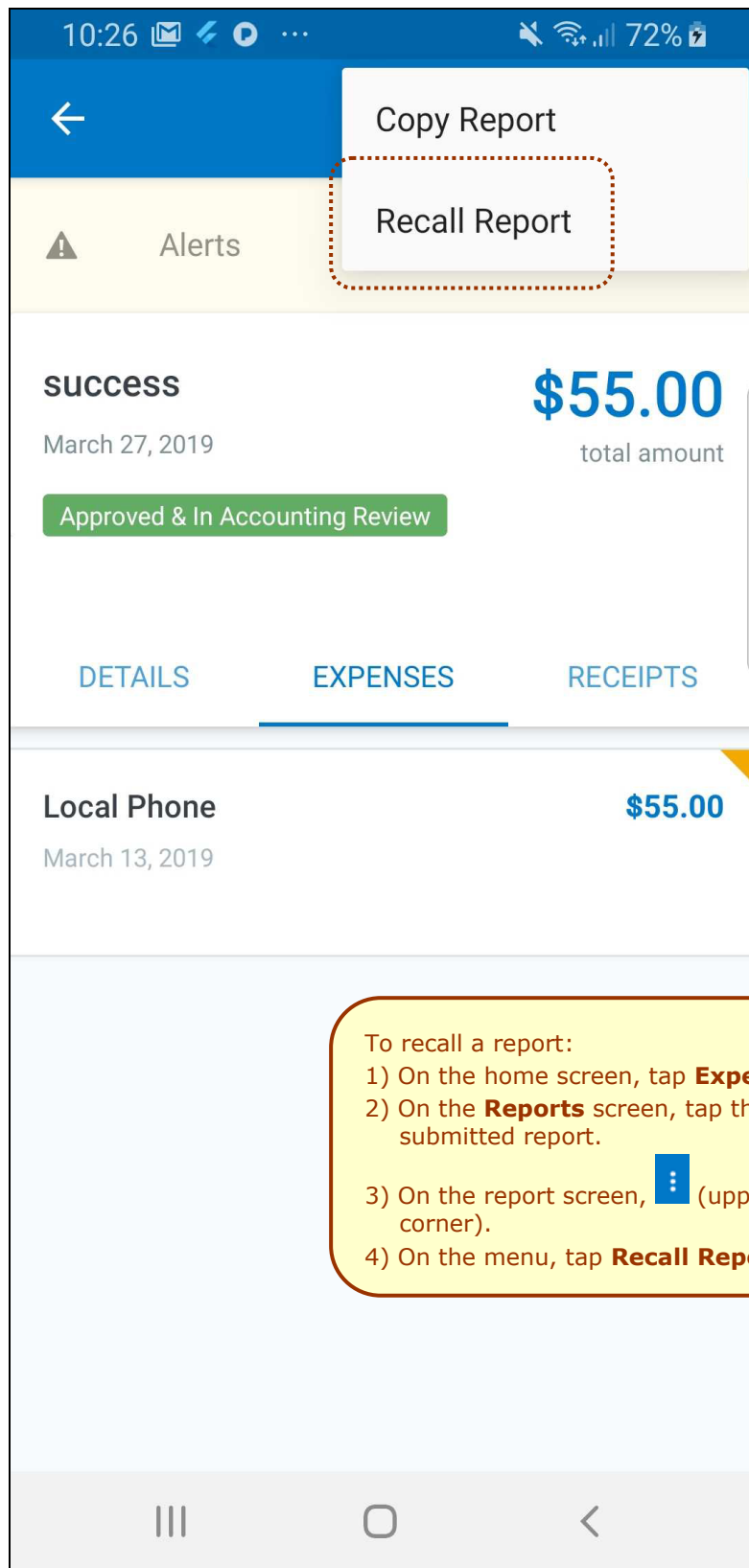
Approved & In Accounting Review

Details Expenses Receipts

To recall a report:

- 1) On the home screen, tap **Expense Reports**.
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- 4) On the menu, tap **Recall Report**.

Android

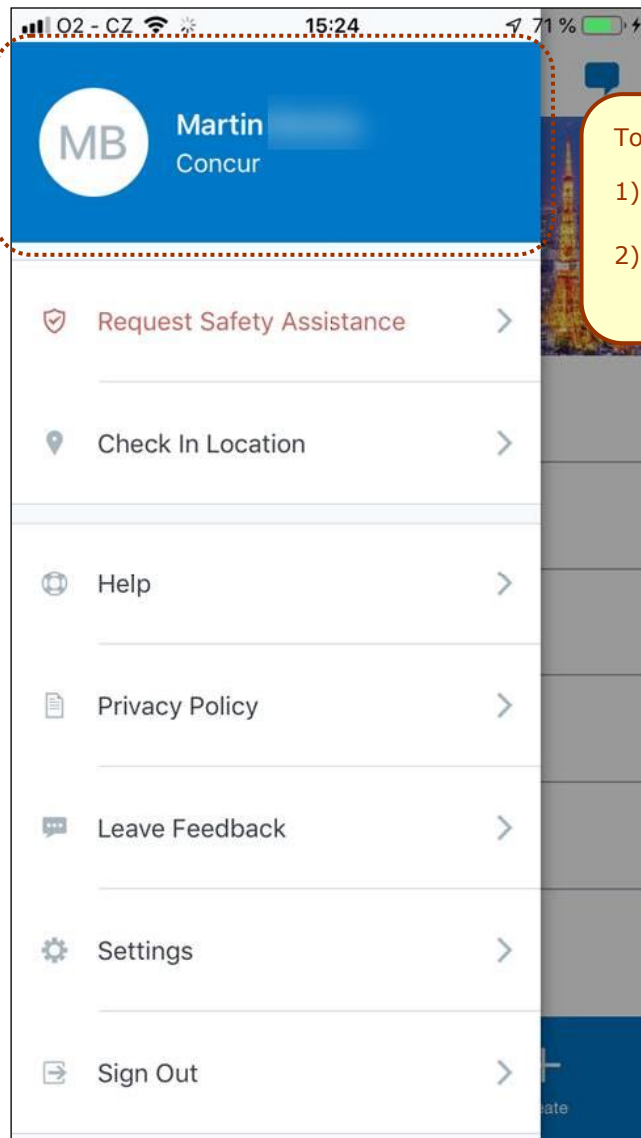


Android / iPhone / iPad – Mini Profile


With this release, SAP Concur mobile app users will be able to view their full name, initial, and company name - on the new mini profile - at the top of the menu screen.

View Your Mini Profile

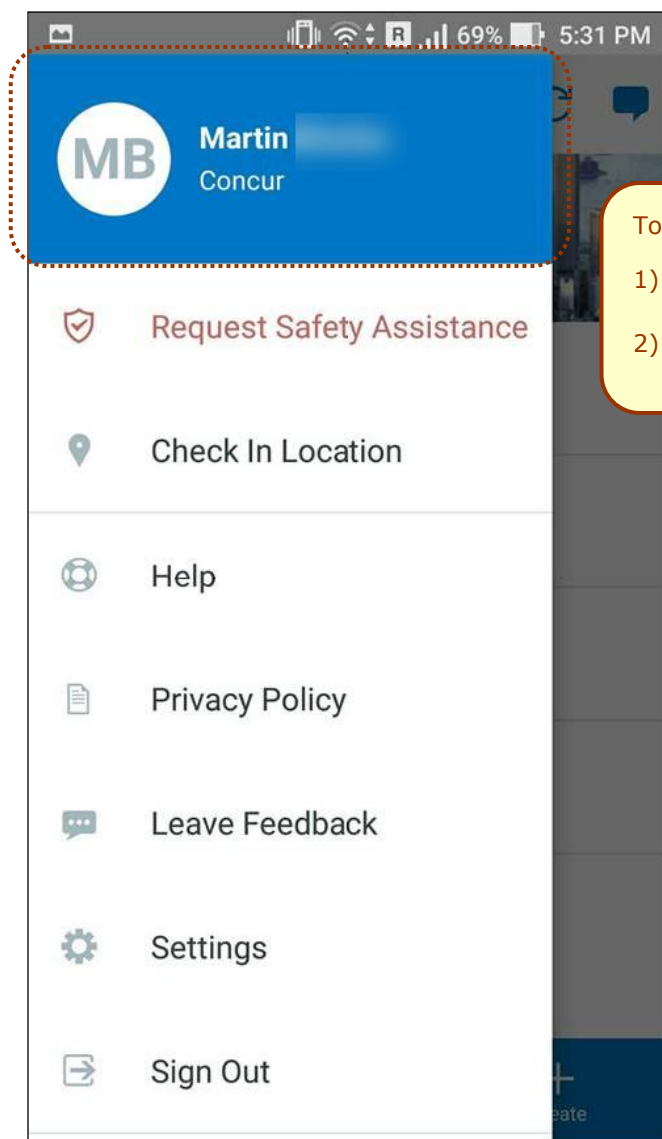
iPhone




To view your mini profile:

- 1) On the home screen, tap  (upper-left corner).
- 2) On the menu screen, view your mini profile.

Android



To view your mini profile:

- 1) On the home screen, tap  (upper-left corner).
- 2) On the menu screen, view your mini profile.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.69 - Associated web release: May 2019 Initial Post: Thursday, June 6, 3:50 PM PT	<i>Client – FINAL</i>

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Planned Changes.....	2
Version Information.....	3
Supported Phone OS	3
Mobile Version	3
Release Notes	5
Android / iPhone / iPad – Company Bill Statement Report Approval Capability	5
Planned Changes.....	6
Planned Changes Android / iPhone / iPad – Concur Request Mobile Setting in Product Settings – Standard Edition Only.....	6

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Summary

Android

- Android / iPhone / iPad – Company Bill Statement Report Approval Capability
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Company Bill Statement Report Approval Capability
- Minor issue fixes

Planned Changes

- ****Planned Changes**** Android / iPhone / iPad – Concur Request Mobile Setting in Product Settings – Standard Edition Only

Version Information

Supported Phone OS

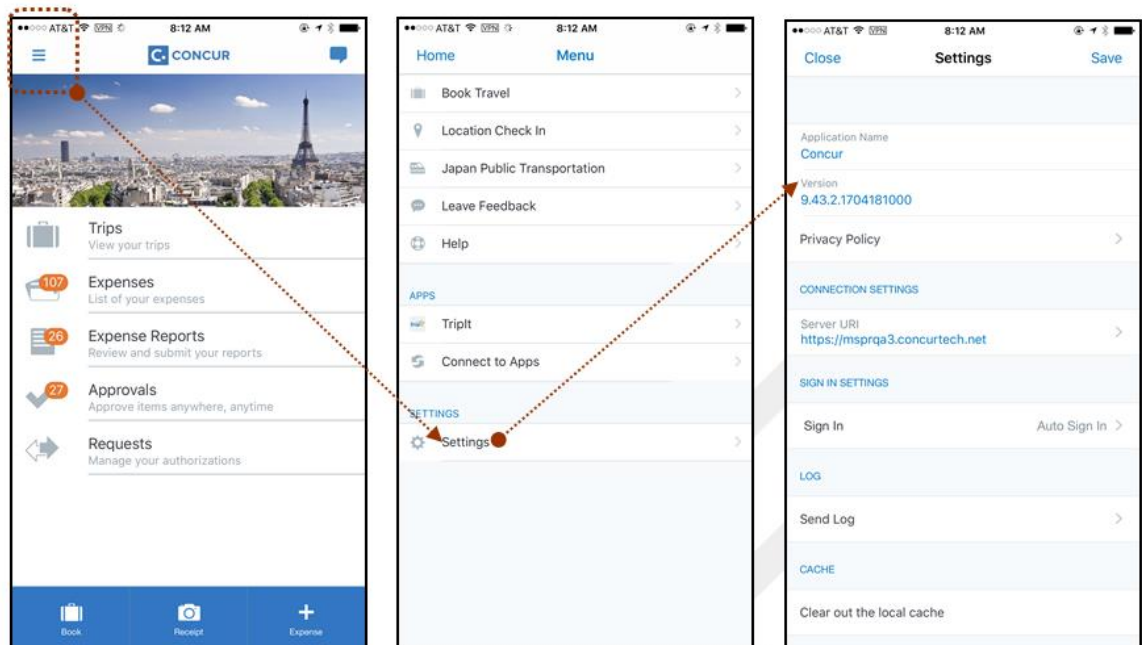
Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
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Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.69	June 6, 2019	Update via App Store
Android	9.69	June 6, 2019	Update via Google Play

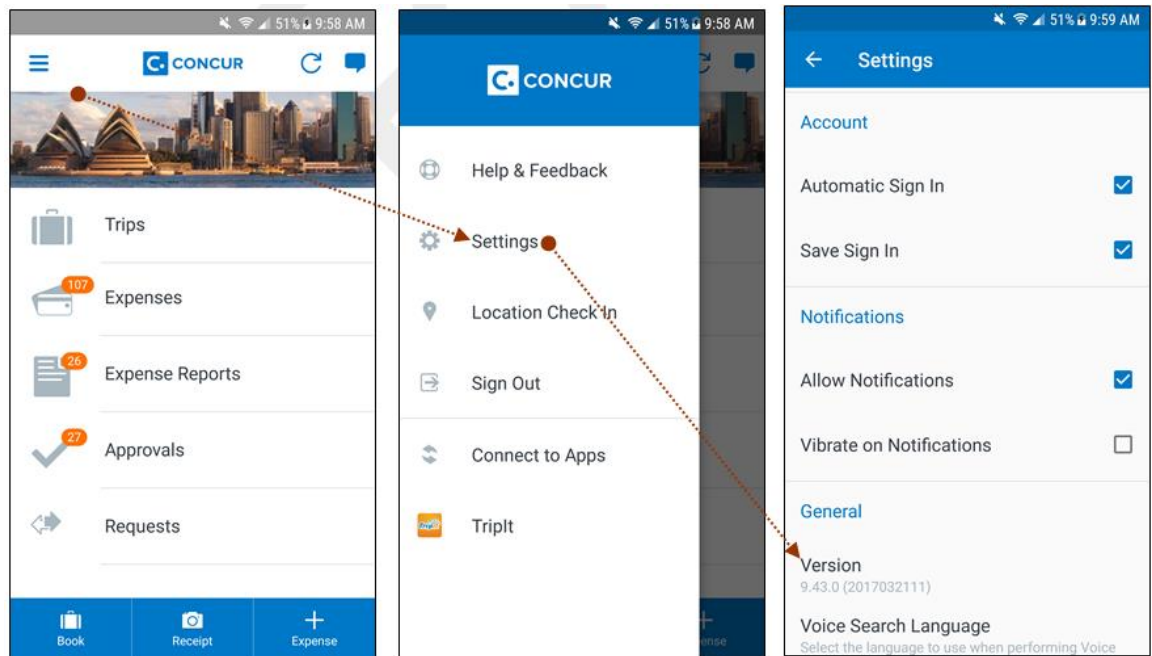
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Company Bill Statement Report Approval Capability

With this release, Company Bill Statement approvers will now be able to approve Company Bill Statement reports in the SAP Concur mobile app.

NOTE: If your company assigned you permissions to approve Company Bill Statement reports in the web version of SAP Concur, then you can now approve them – like any other expense report - in the mobile app.

Planned Changes

****Planned Changes** Android / iPhone / iPad – Concur Request Mobile Setting in Product Settings – Standard Edition Only**

Concur Request administrators can now find the Concur Request Mobile Setting in Product Settings on the **Mobile Settings for Request** page.

When this setting is enabled, users can create new requests using the SAP Concur mobile app.



For more information about this update, refer to the *Concur Request Mobile Setting in Product Settings* release note included in the June release notes.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.70 - Associated web release: June 2019 Initial Post: Thursday, July 11, 10:15 AM PT	<i>Client – FINAL</i>

Contents

Summary 2

 Android.....2

 iPhone / iPad2

Version Information..... 3

 Supported Phone OS3

 Mobile Version3

Release Notes 5

 Reminder Android / iPhone / iPad – Company Bill Statement Report Approval Capability5

 Android / iPhone / iPad – Concur Request Mobile Setting in Product Settings – Standard Edition Only.....5

Planned Changes..... 6

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Summary

Android

- ****Reminder**** Android / iPhone / iPad – Company Bill Statement Report Approval Capability
- Android / iPhone / iPad – Concur Request Mobile Setting in Product Settings – Standard Edition Only
- Minor issue fixes

iPhone / iPad

- ****Reminder**** Android / iPhone / iPad – Company Bill Statement Report Approval Capability
- Android / iPhone / iPad – Concur Request Mobile Setting in Product Settings – Standard Edition Only
- Minor issue fixes

Version Information

Supported Phone OS

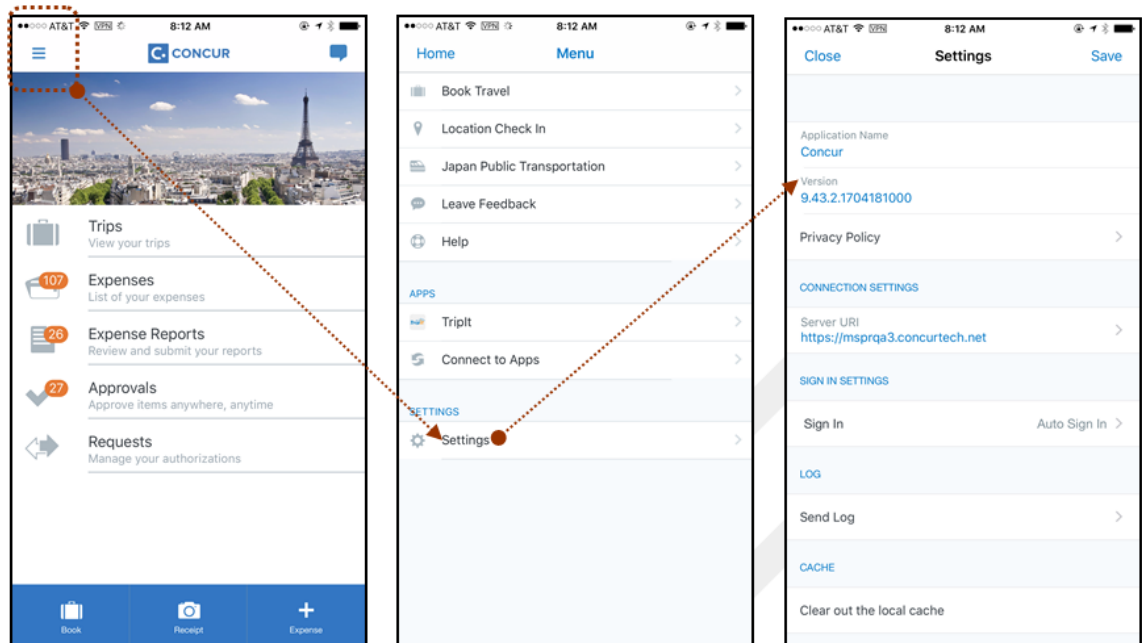
Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.70	July 2, 2019	Update via App Store
Android	9.70	July 2, 2019	Update via Google Play

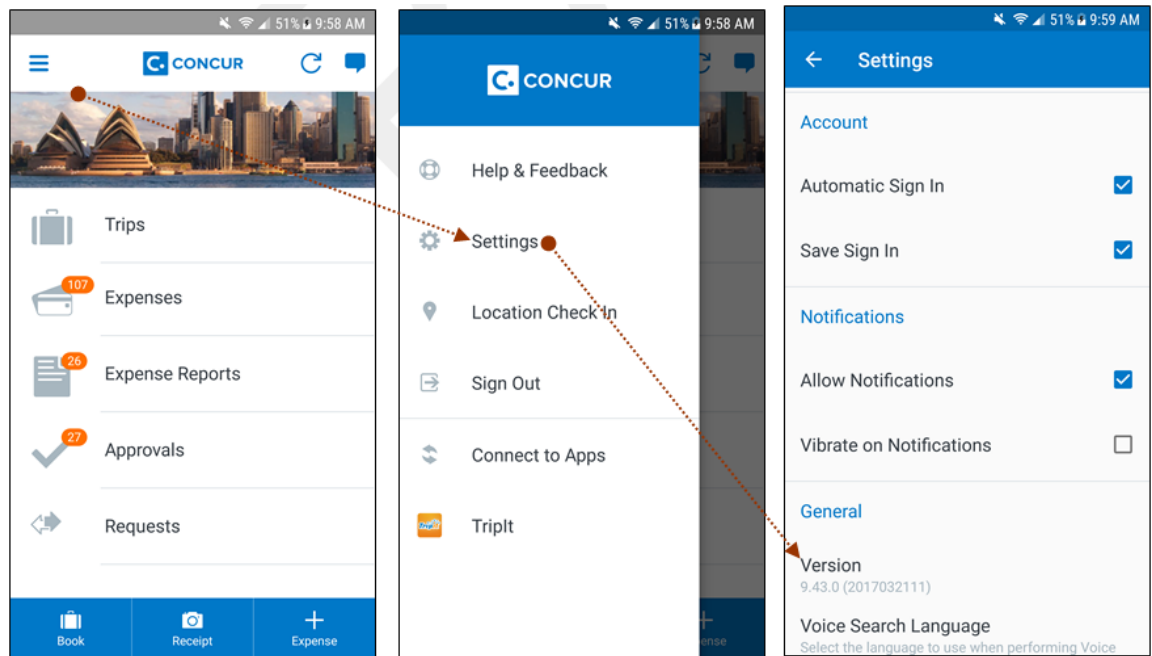
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

****Reminder** Android / iPhone / iPad – Company Bill Statement Report Approval Capability**

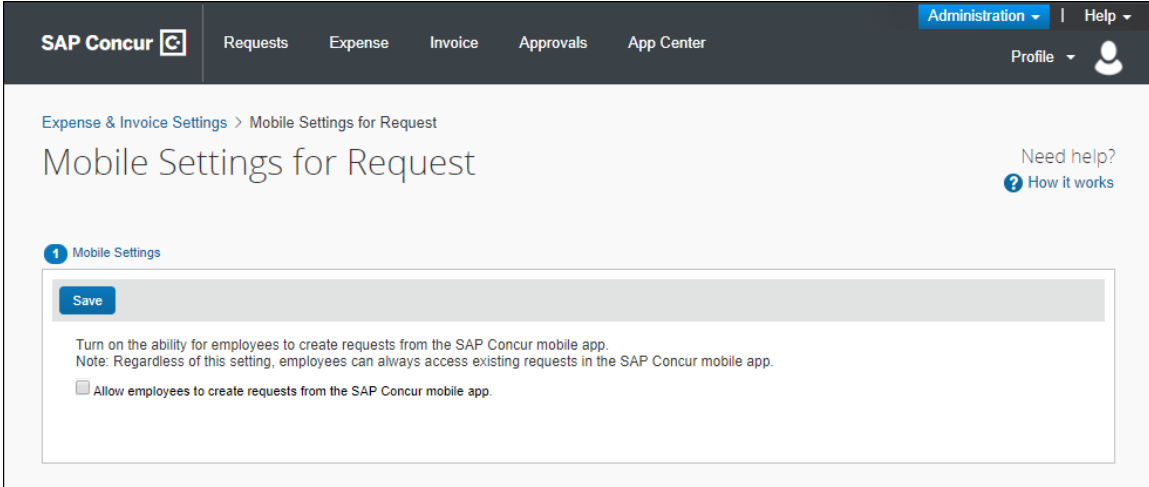
This feature was implemented after the May (9.69) release and this release note is a reminder that this feature is now fully implemented and ready to use.

With this release, Company Bill Statement approvers will now be able to approve Company Bill Statement reports in the SAP Concur mobile app.

NOTE: If your company assigned you permissions to approve Company Bill Statement reports in the web version of SAP Concur, then you can now approve them – like any other expense report - in the mobile app.

Android / iPhone / iPad – Concur Request Mobile Setting in Product Settings – Standard Edition Only

Concur Request administrators can now find the Concur Request Mobile Setting in Product Settings on the **Mobile Settings for Request** page.



When this setting is enabled, users can create new requests using the SAP Concur mobile app.



For more information about this update, refer to the *Concur Request Mobile Setting in Product Settings* release note included the June release notes.

Planned Changes

None this month

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.71 - Associated web release: July 2019 Initial Post: Friday, August 9, 9:00 AM PT	Client – FINAL

Contents

Summary 2

 Android.....2

 iPhone / iPad2

Version Information..... 3

 Supported Phone OS3

 Mobile Version3

Release Notes 5

Planned Changes..... 6

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Summary

Android

- Minor issue fixes

iPhone / iPad

- Minor issue fixes

Version Information

Supported Phone OS

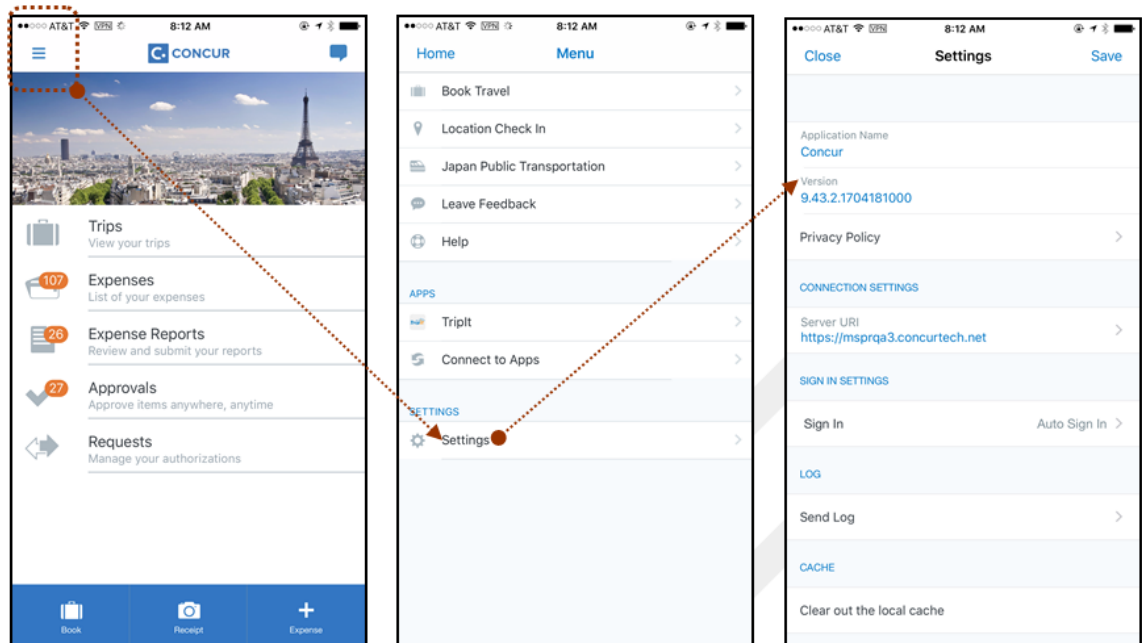
Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.71	August 9, 2019	Update via App Store
Android	9.71.1	August 9, 2019	Update via Google Play

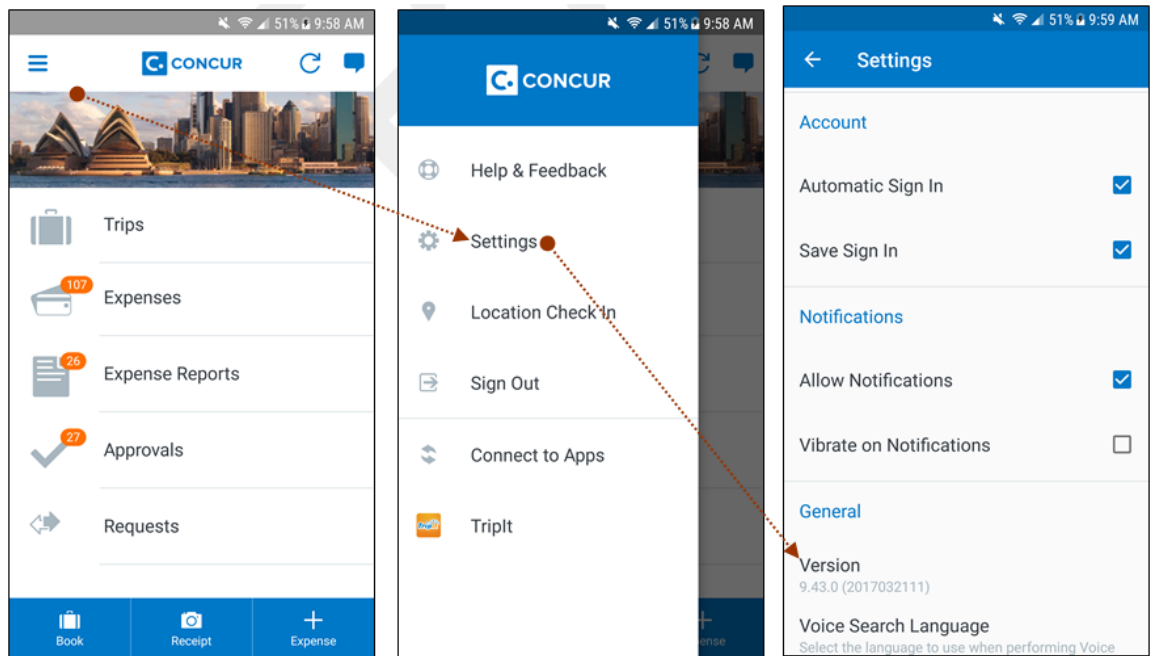
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

None this month

Planned Changes

None this month

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.71 - Associated web release: July 2019 Initial Post: Friday, August 9, 9:00 AM PT	Client – FINAL

Contents

Summary 2

 Android.....2

 iPhone / iPad2

Version Information..... 3

 Supported Phone OS3

 Mobile Version3

Release Notes 5

Planned Changes..... 6

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Summary

Android

- Minor issue fixes

iPhone / iPad

- Minor issue fixes

Version Information

Supported Phone OS

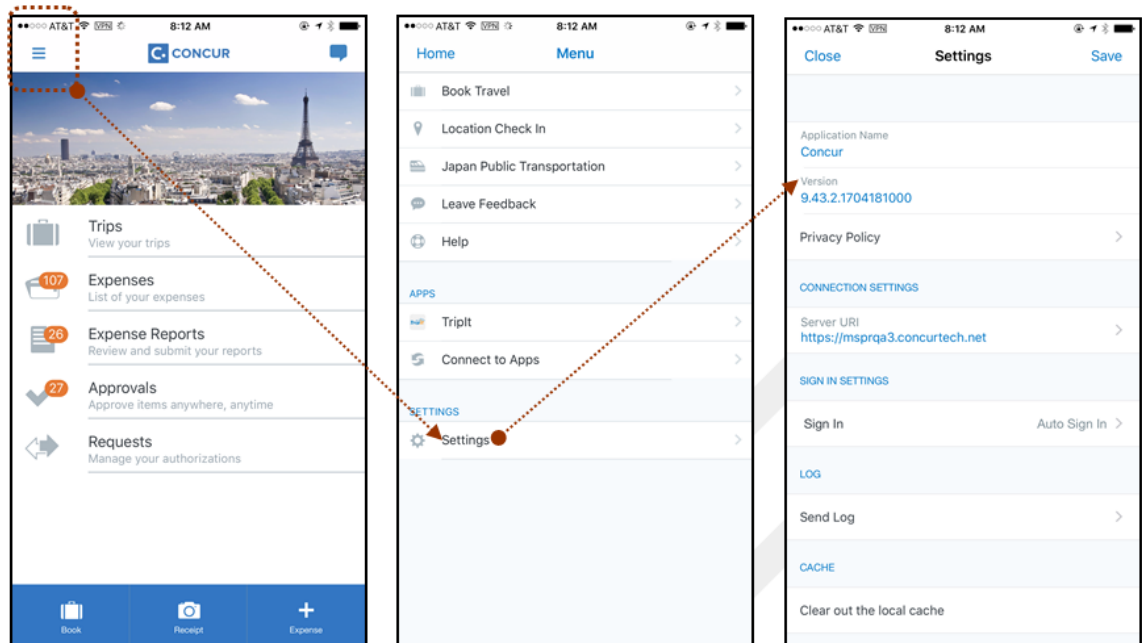
Device	Operating System
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Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Version

Platform	Latest version	Available	How to update
iPhone/iPad	9.71.1	August 9, 2019	Update via App Store
Android	9.71	August 9, 2019	Update via Google Play

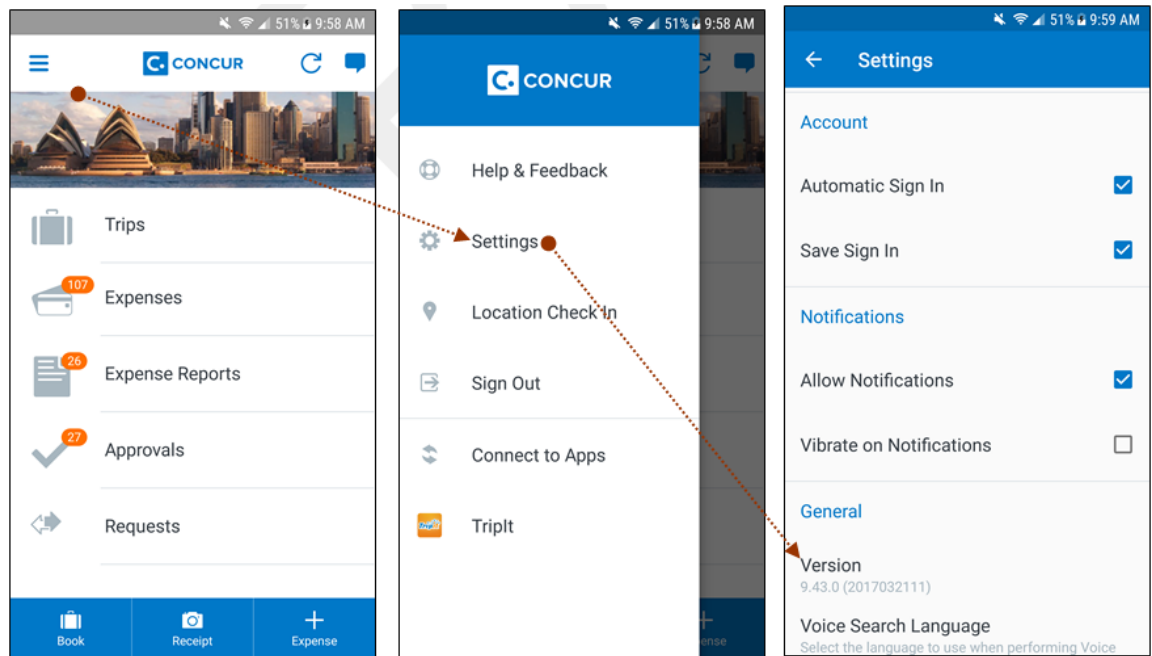
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

None this month

Planned Changes

None this month

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.72 - Associated web release: August 2019 Initial Post: Thursday, September 5, 5:45 PM PT	Client – FINAL

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Planned Changes.....	2
Version Information.....	3
Supported Phone OS	3
Mobile Versions.....	3
Latest Supported Mobile Versions	3
Release Notes	5
Android / iPhone / iPad – Updated Expense Screen Available for Approvers	5
Access the Expense Screen	6
Planned Changes.....	16
Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy	16
Overview.....	16
Planned Change Android / iPhone / iPad – Updated Request Workflow	17
Overview.....	17
Request Workflow Updates	18
Create a New Request	20
Submit a Request.....	26

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Summary

Android

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Change**** Android / iPhone / iPad – Updated Request Workflow

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

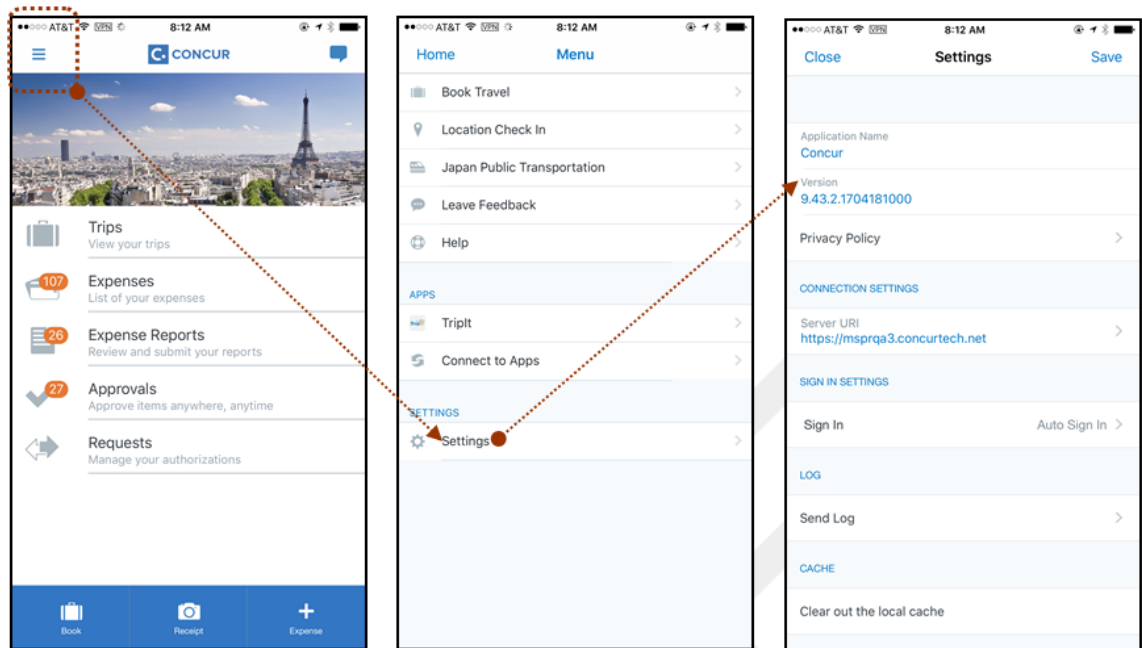
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.72	September 5, 2019	Update via App Store
Android	9.72	September 5, 2019	Update via Google Play

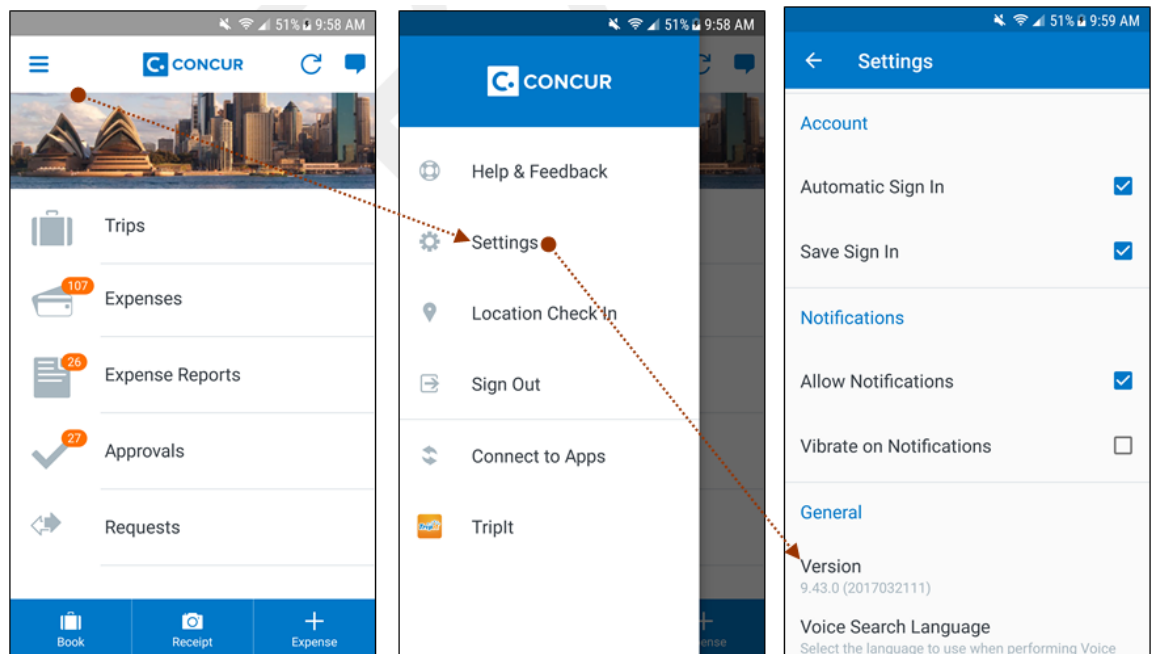
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Updated Expense Screen Available for Approvers

With this release, the **Expense** screen - for approvers - has been updated in the SAP Concur mobile app.

Updates are listed below:

- The **Expense** screen has been redesigned to make it easier for approvers to access expense details.
- On the **Expense** screen, approvers can now view a preview of an attached receipt at the top of the screen.

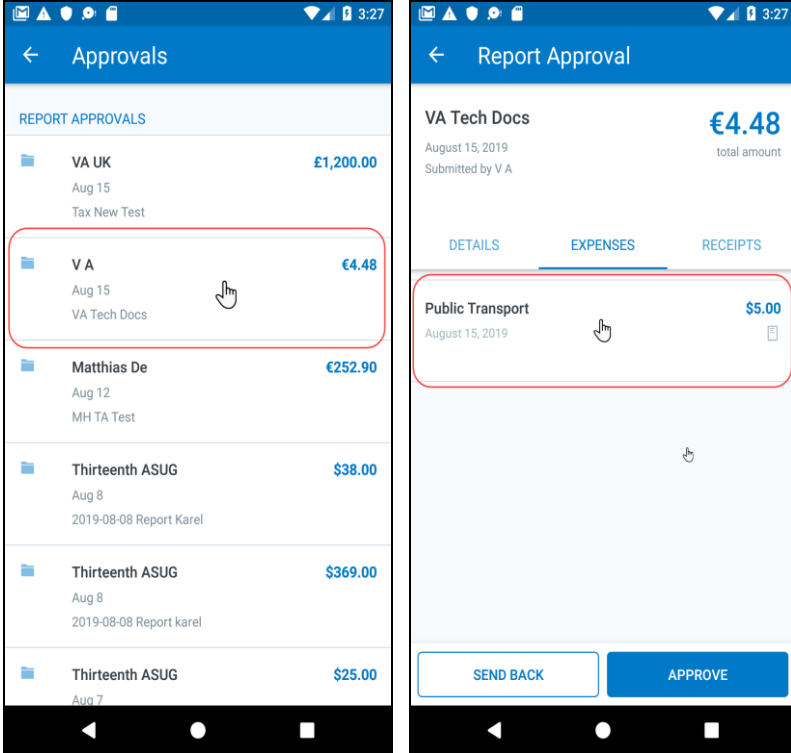
NOTE: A receipt will need to be attached to the expense, before you can see the receipt preview at the top of the screen.

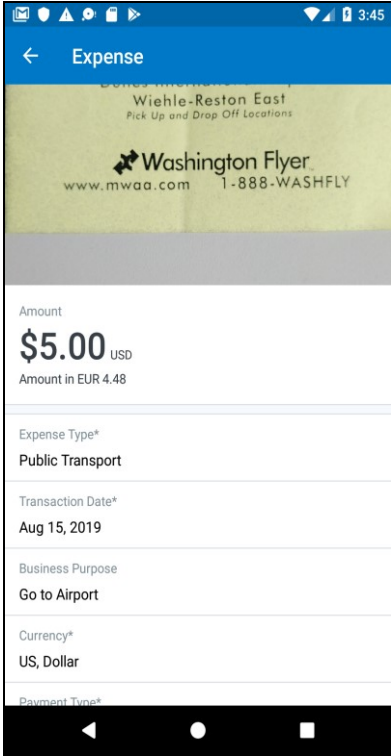
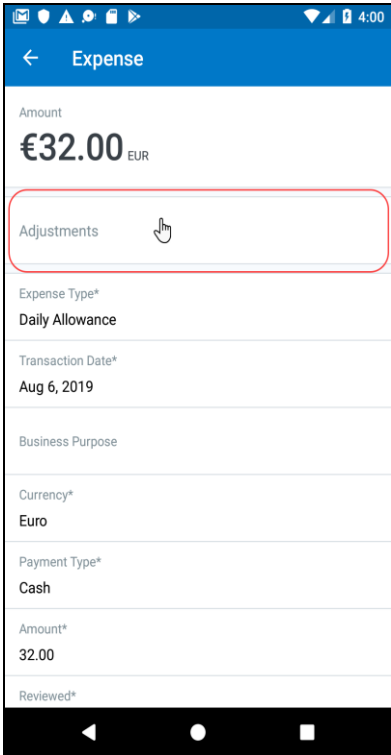
- To allow approvers easier access to amount details (such as transaction amount, posted amount, and exchange rate), the **Amount** field has been moved to the top of the expense details list.
- Navigation for the following intricate expense details have been added (below the **Amount** field) to the **Expense** screen:
 - ♦ Attendees
 - ♦ Itemizations
 - ♦ Allocations
 - ♦ Mileage Route for Mileage expenses
 - ♦ Travel Allowance expense adjustments

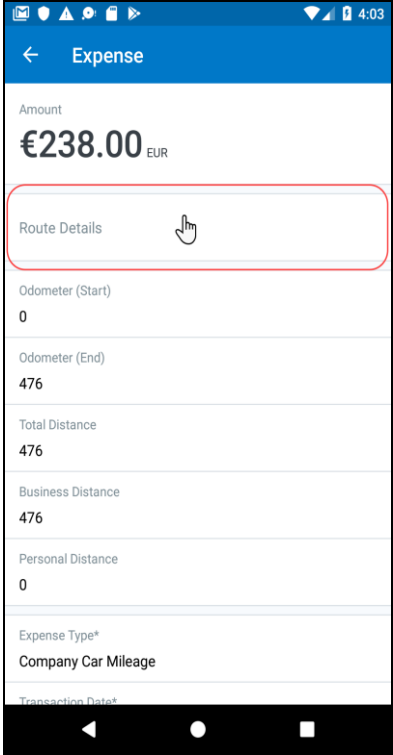
NOTE: Intricate expense details (for example, attendees, itemizations, allocations, etc.) will need to be added to the expense, before these options will appear on the **Expense** screen.

Access the Expense Screen

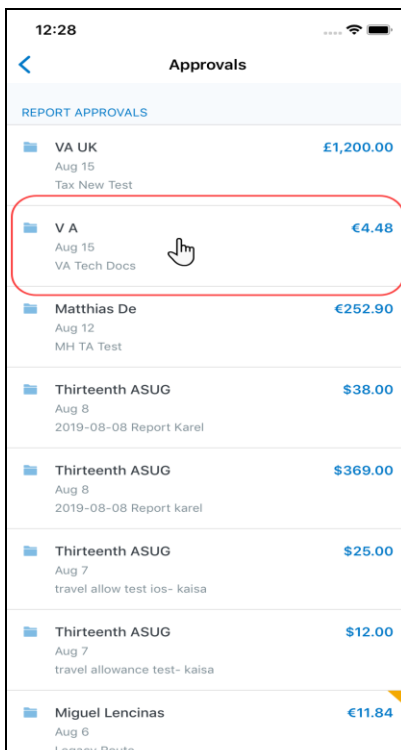
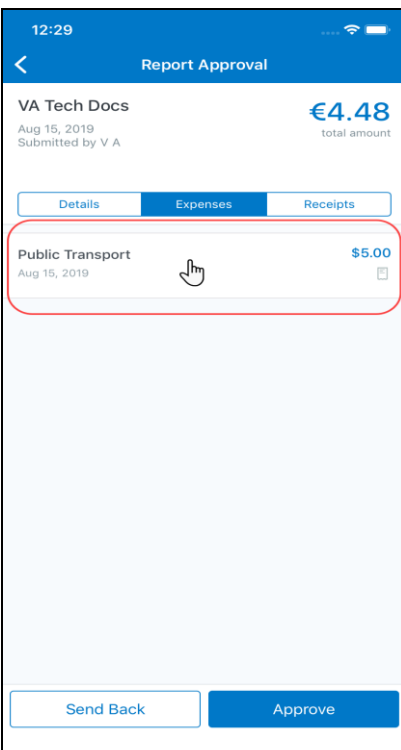
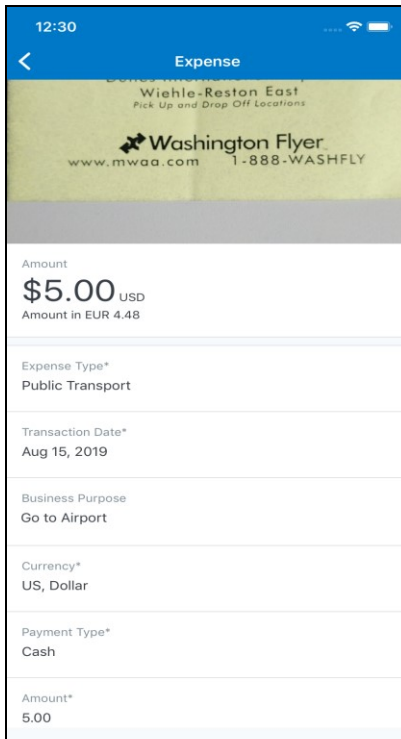
Android

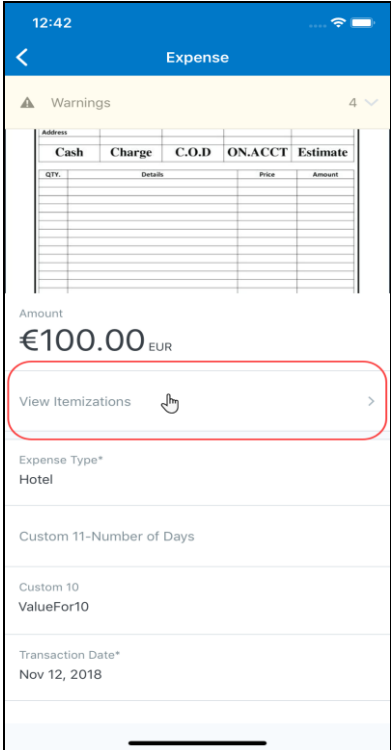
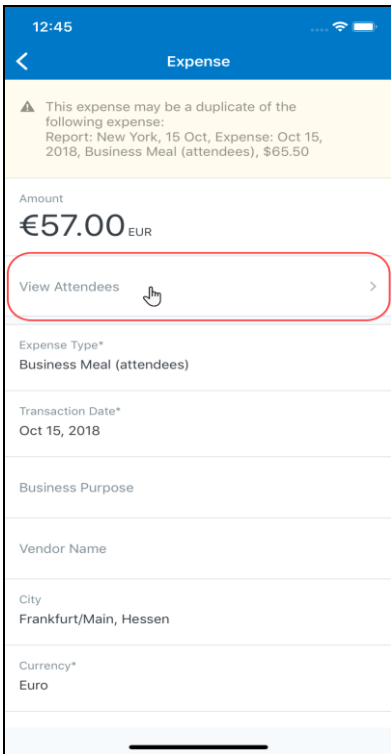
Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Approvals. 2) On the Approvals screen, tap the desired expense report awaiting approval. 3) On the Report Approval screen, tap the desired expense.

Screen(s)	Description/Action
	<p>4) On the Expense screen, review the expense details.</p>
	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

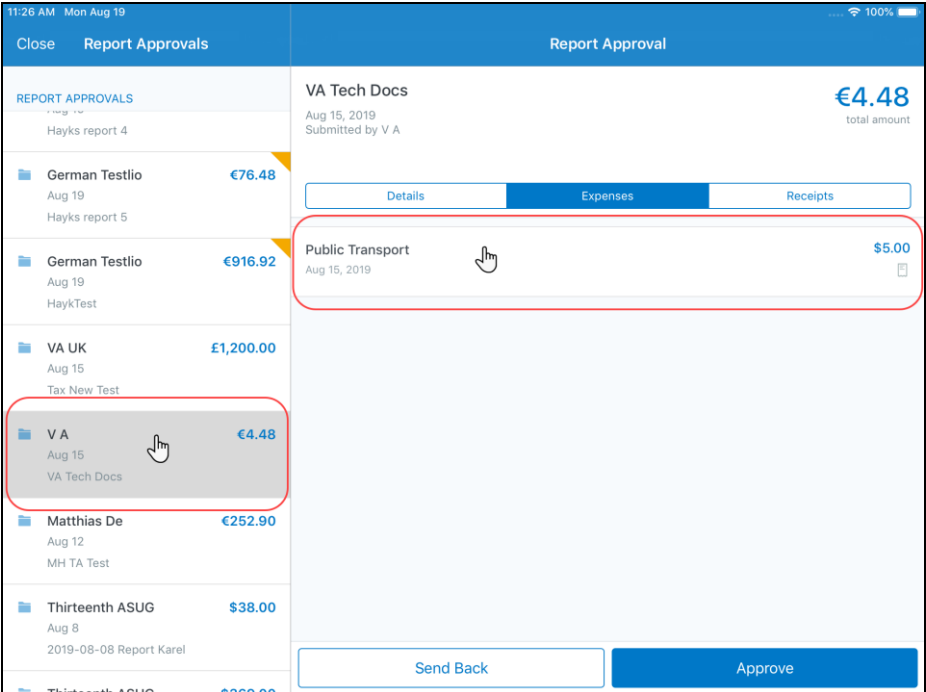
iPhone

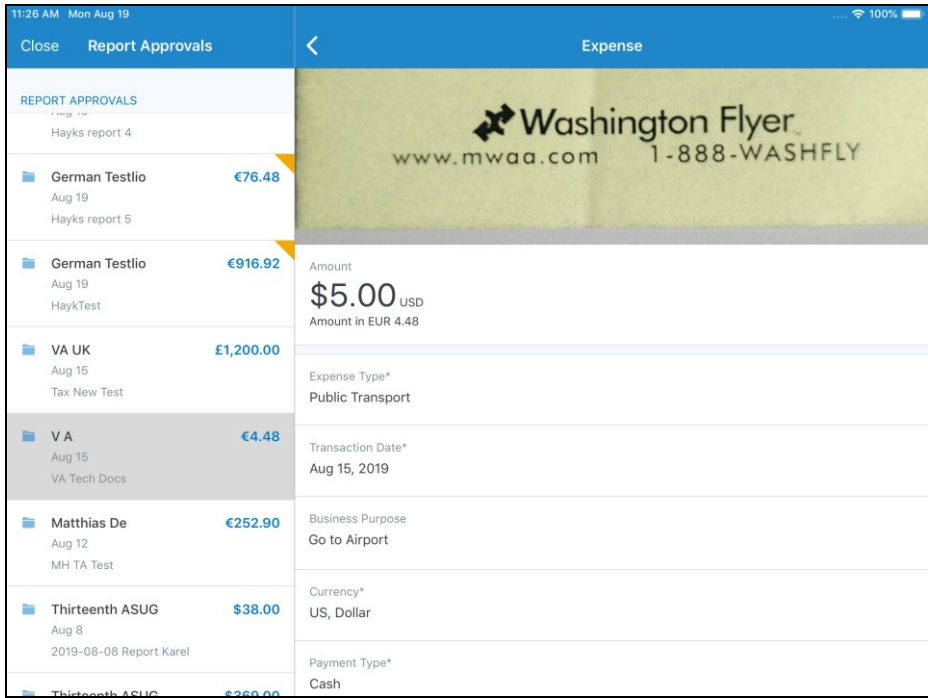
Screen(s)	Description/Action
	
	<p>4) On the Expense screen, review the expense details.</p>

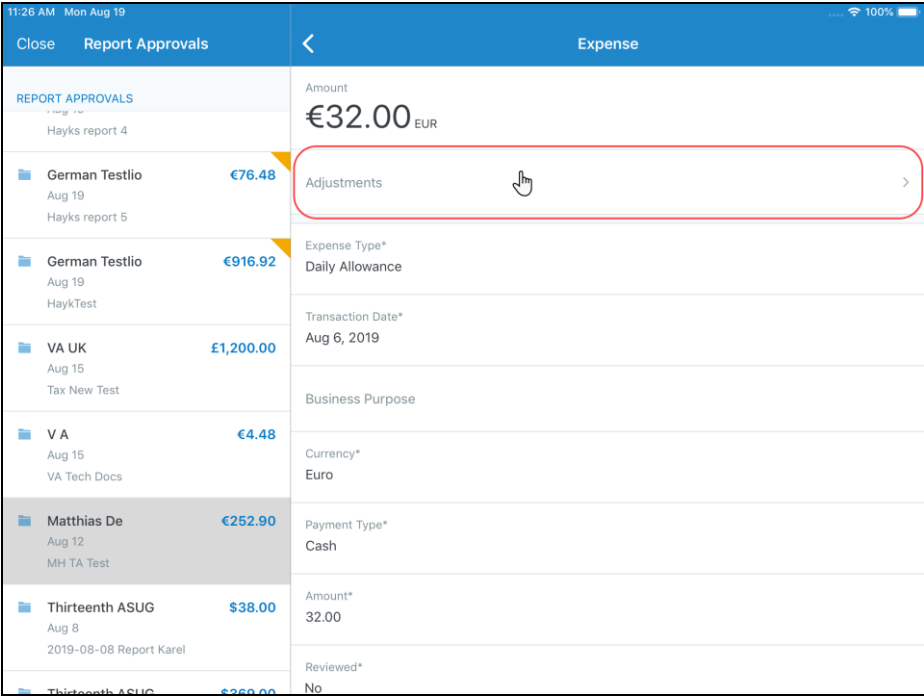
Screen(s)	Description/Action
	<p>To access itemization details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap View Itemizations.
	<p>To access attendee details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap View Attendees.

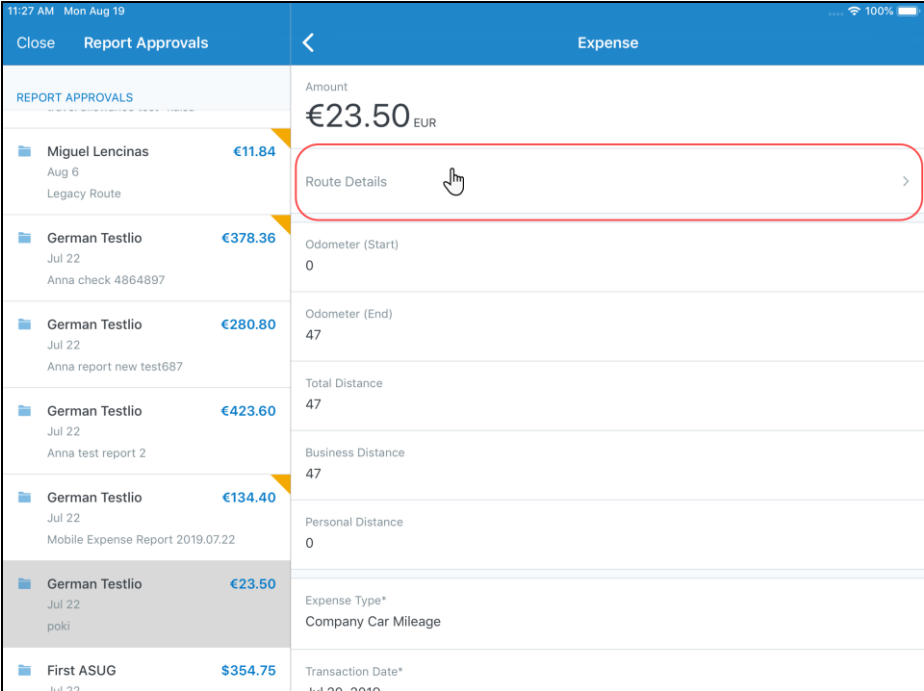
iPad

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap Report Approvals.

Screen(s)	Description/Action
 <p>The screenshot displays the 'Report Approvals' screen in the SAP Concur mobile app. On the left, a list of reports is shown, including 'VA Tech Docs' (€4.48), 'German Testlio' (€76.48), 'German Testlio' (€916.92), 'VA UK' (£1,200.00), 'Matthias De' (€252.90), and 'Thirteenth ASUG' (\$38.00). The 'VA Tech Docs' report is highlighted with a red box. On the right, the details of the 'VA Tech Docs' report are shown, including a total amount of €4.48 and a list of expenses. The 'Public Transport' expense is highlighted with a red box and has a value of \$5.00. The bottom of the screen features 'Send Back' and 'Approve' buttons.</p>	<p>3) On the Report Approvals screen, tap the desired expense report awaiting approval.</p> <p>4) On the Report Approval screen, tap the desired expense.</p>

Screen(s)	Description/Action
 <p>The screenshot displays the 'Expense' screen in the SAP Concur mobile app. The top bar shows the time as 11:26 AM on Monday, August 19, and the battery level at 100%. The screen is divided into two main sections. The left section, titled 'REPORT APPROVALS', lists several expense reports with their respective amounts and dates. The right section, titled 'Expense', provides detailed information for a selected report, including the amount in USD and EUR, the expense type (Public Transport), the transaction date (Aug 15, 2019), the business purpose (Go to Airport), the currency (US Dollar), and the payment type (Cash).</p>	<p>5) On the Expense screen, review the expense details.</p>

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen in the SAP Concur mobile app. The top bar is blue with 'Expense' in white. Below the bar, the 'Amount' is displayed as '€32.00 EUR'. A red box highlights the 'Adjustments' button, which has a hand icon pointing to it. The left side of the screen shows a list of expense reports, including 'German Testlio', 'VA UK', 'VA', 'Matthias De', and 'Thirteenth ASUG'. The right side shows details for the selected report, including 'Expense Type*' (Daily Allowance), 'Transaction Date*' (Aug 6, 2019), 'Business Purpose', 'Currency*' (Euro), 'Payment Type*' (Cash), 'Amount*' (32.00), and 'Reviewed*' (No).</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

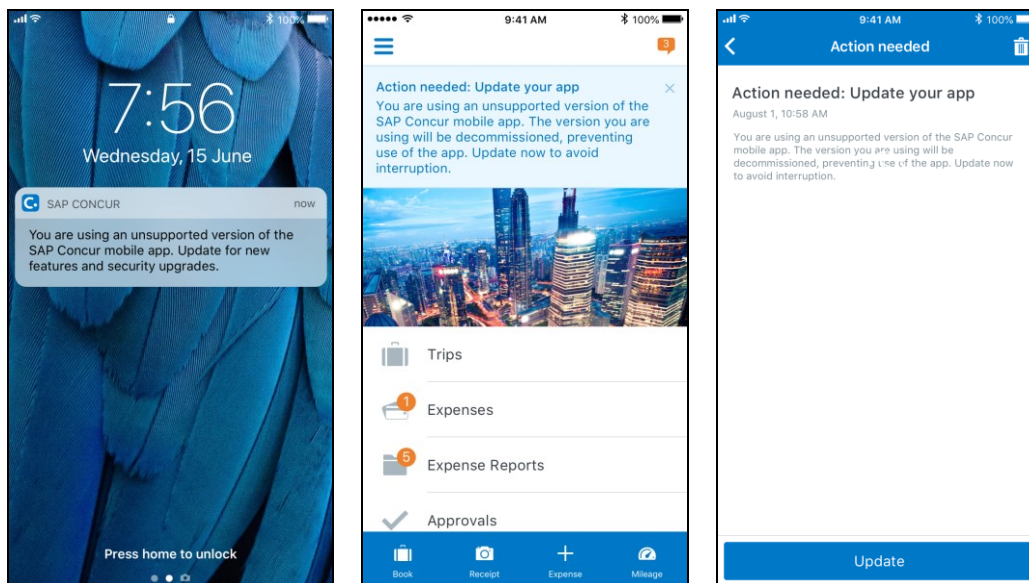
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

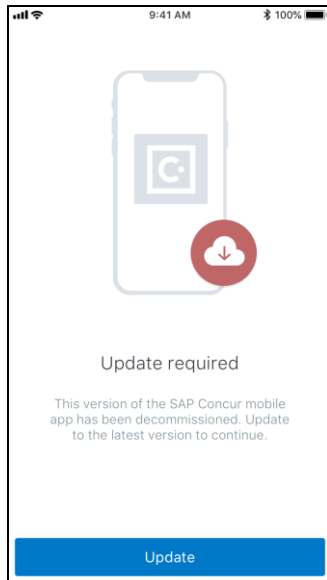
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Change** Android / iPhone / iPad – Updated Request Workflow**

Overview

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request workflow within the mobile app.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Workflow Updates

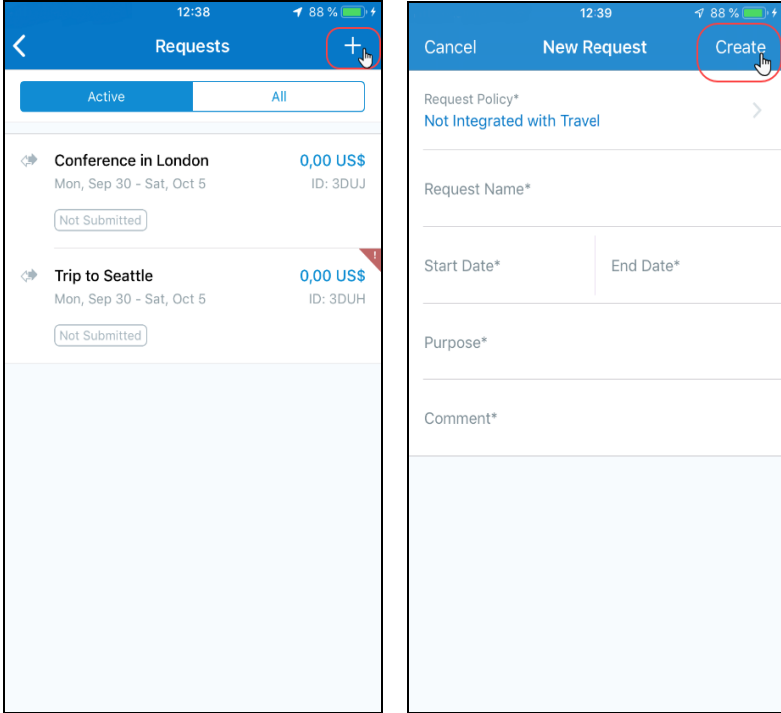
The updates include:

- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- All fields - including custom fields - are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also"
 - Create a new request

- Modify a request
- View all tabs
- Edit attach, view, and print attached images
- Add a comment on the header
- Print a request
- Submit a request
- View unsubmitted and submitted requests
- View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments
 - Delete segments
 - ♦ In the new **Expense** tab, you can:
 - View expense details
 - ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request

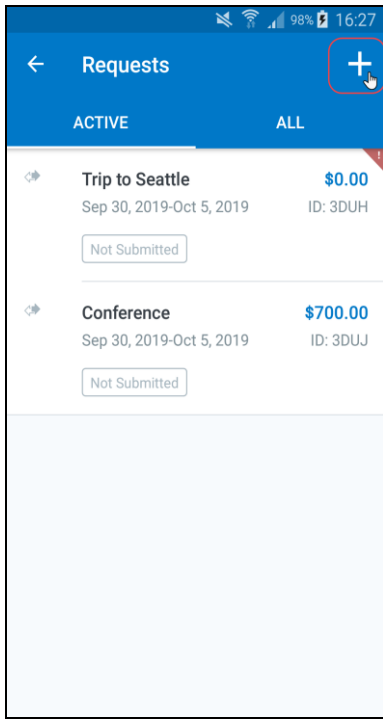
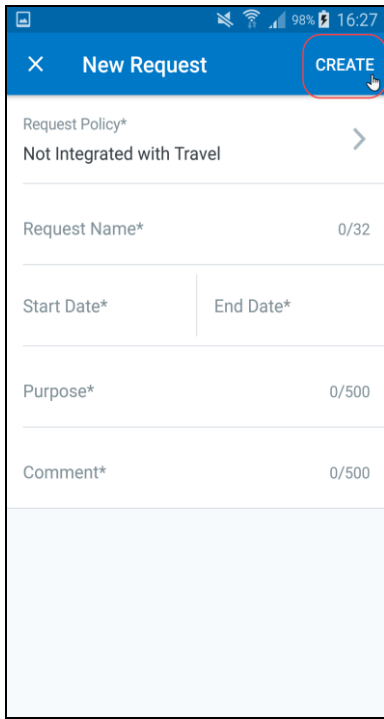

iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap + (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

iPad

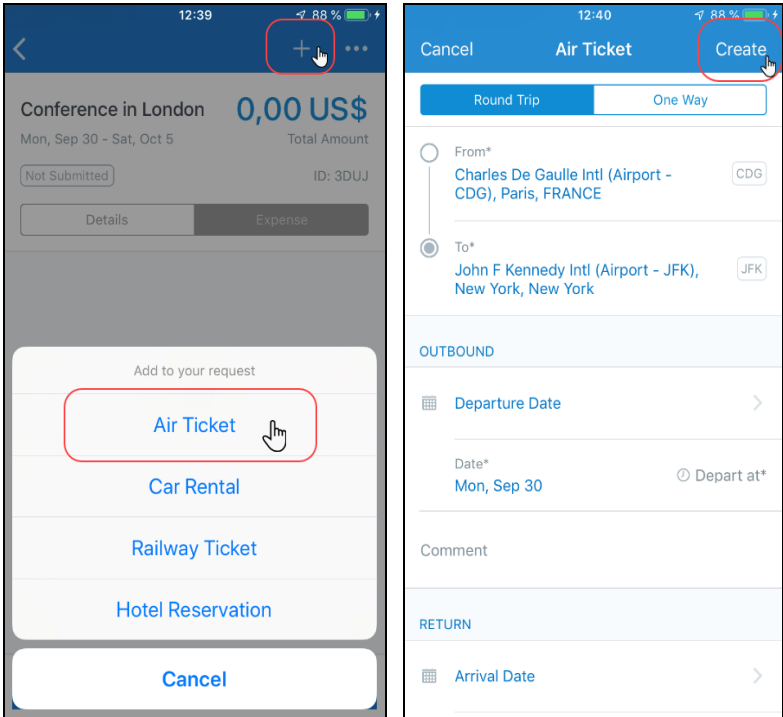

Screen(s)	Description/Action
<screen shots coming soon>	To create a new request: 1) On the home screen, tap Requests . 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Android

Screen(s)	Description/Action	
		<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap  (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

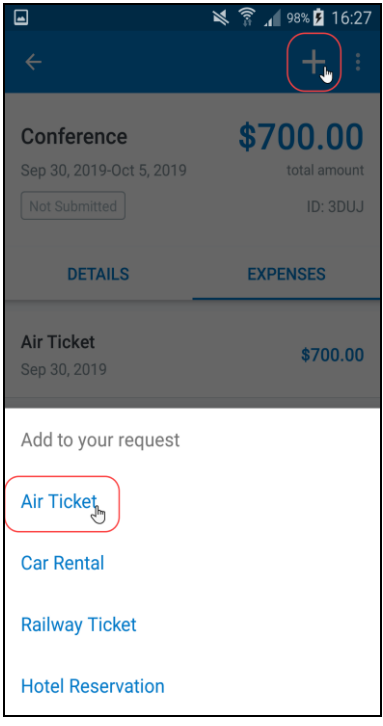
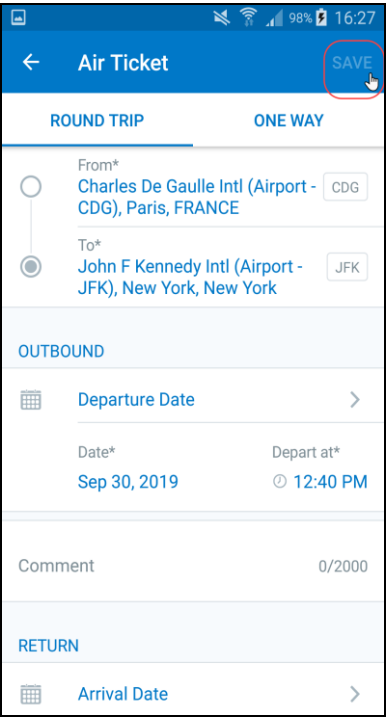
IPHONE

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal with the following options: Air Ticket, Car Rental, Railway Ticket, Hotel Reservation, and Cancel. The 'Air Ticket' option is highlighted with a red box and a hand icon. The right screenshot shows the 'Air Ticket' details screen with the following fields: From* (Charles De Gaulle Intl (Airport - CDG), Paris, FRANCE), To* (John F Kennedy Intl (Airport - JFK), New York, New York), OUTBOUND (Departure Date, Date*, Mon, Sep 30, Depart at*), and RETURN (Arrival Date). The 'Create' button in the top right corner is highlighted with a red box and a hand icon.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

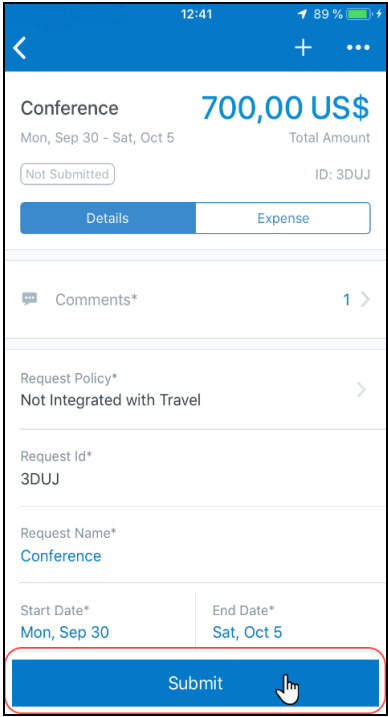
Screen(s)	Description/Action
<screen shots coming soon>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

Android

Screen(s)	Description/Action
	
<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired. 	

Submit a Request

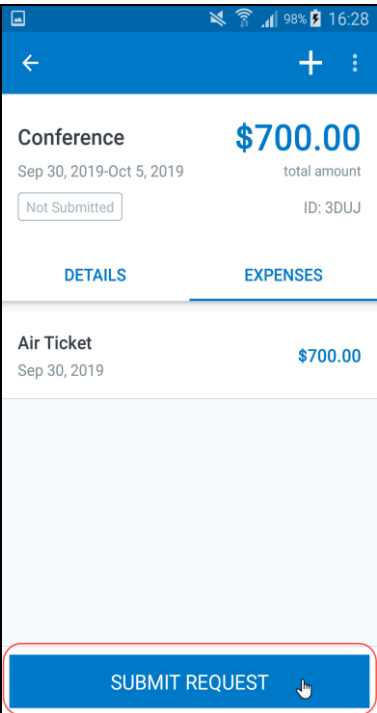
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
<screen shots coming soon>	To submit a request: <ul style="list-style-type: none">• On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.72 - Associated web release: August 2019 Update #1: Thursday, September 12, 1:45 PM PT	Client – FINAL

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Planned Changes.....	2
Version Information.....	3
Supported Phone OS	3
Mobile Versions.....	3
Latest Supported Mobile Versions	3
Release Notes	5
Android / iPhone / iPad – Updated Expense Screen Available for Approvers	5
Access the Expense Screen	6
Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings	17
Overview.....	17
Planned Changes.....	20
Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy	20
Overview.....	20
Planned Change Android / iPhone / iPad – Updated Request Workflow	21
Overview.....	21
Request Workflow Updates	22
Create a New Request	24
Submit a Request.....	30

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Summary

Android

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Change**** Android / iPhone / iPad – Updated Request Workflow

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

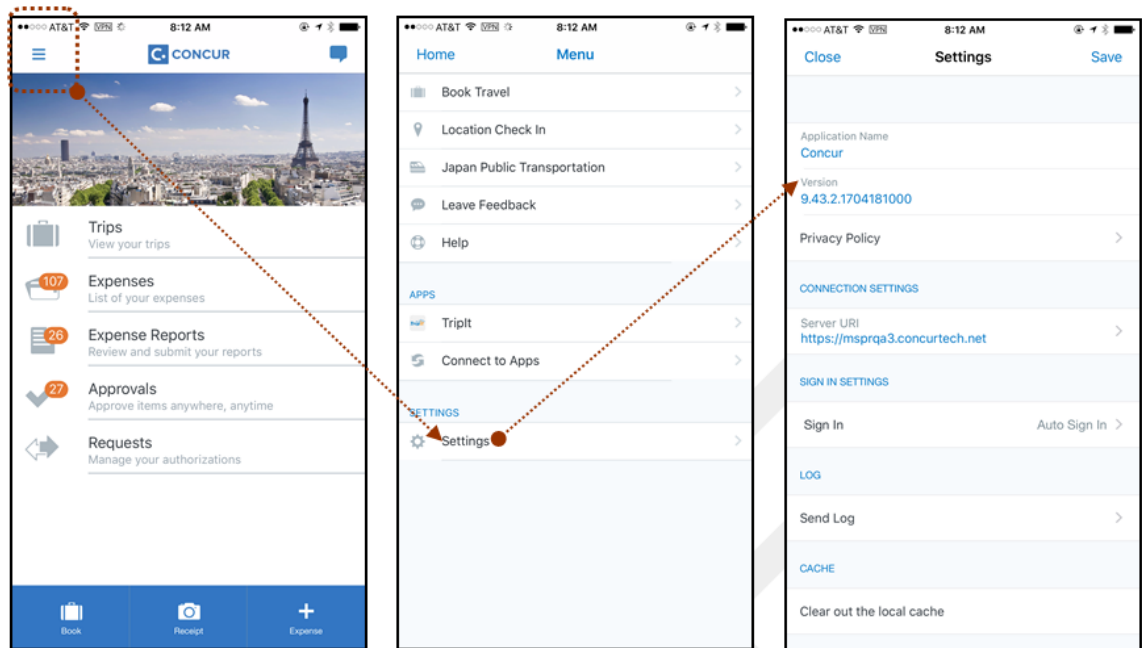
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.72	September 5, 2019	Update via App Store
Android	9.72	September 5, 2019	Update via Google Play

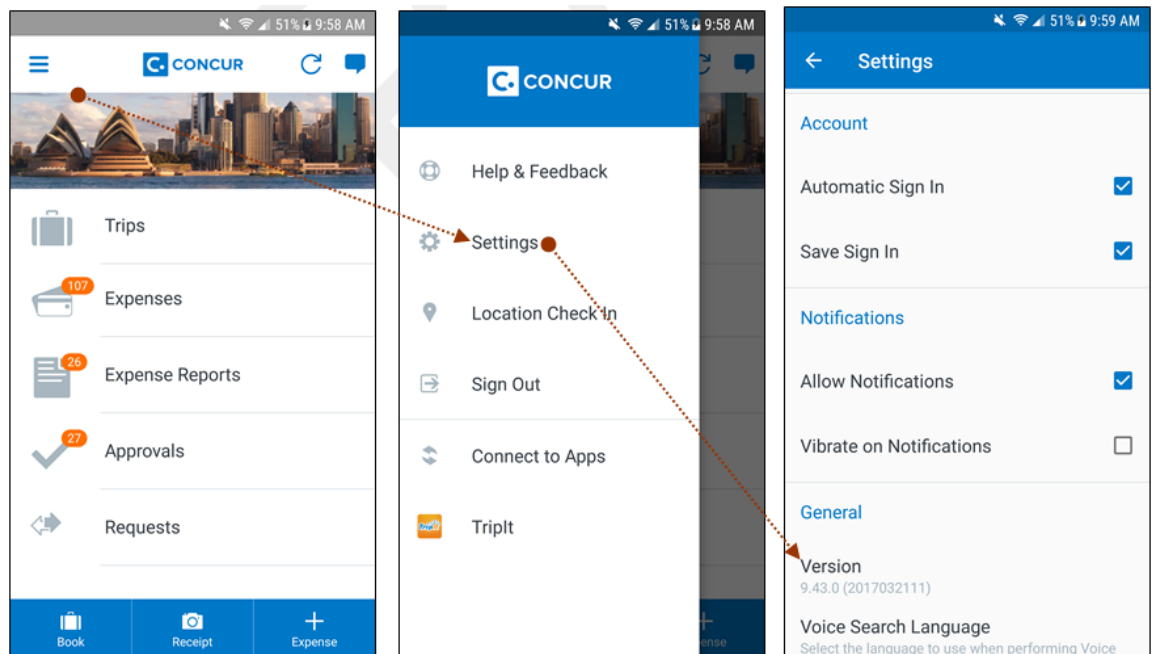
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Updated Expense Screen Available for Approvers

With this release, the **Expense** screen - for approvers - has been updated in the SAP Concur mobile app.

Updates are listed below:

- The **Expense** screen has been redesigned to make it easier for approvers to access expense details.
- On the **Expense** screen, approvers can now view a preview of an attached receipt at the top of the screen.

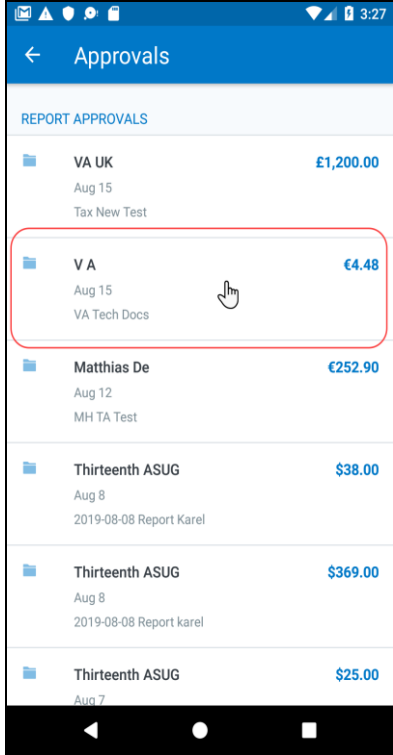
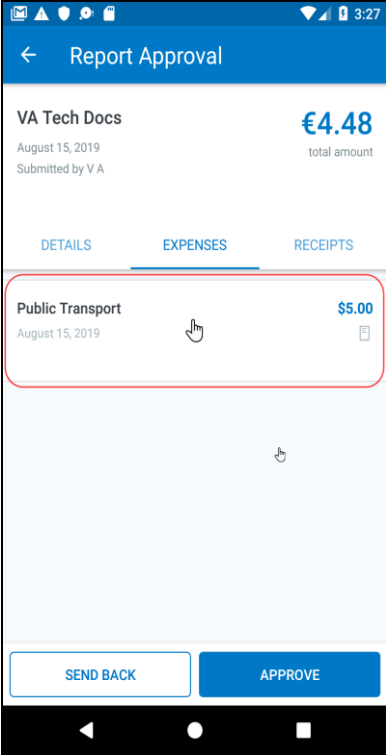
NOTE: A receipt will need to be attached to the expense, before you can see the receipt preview at the top of the screen.

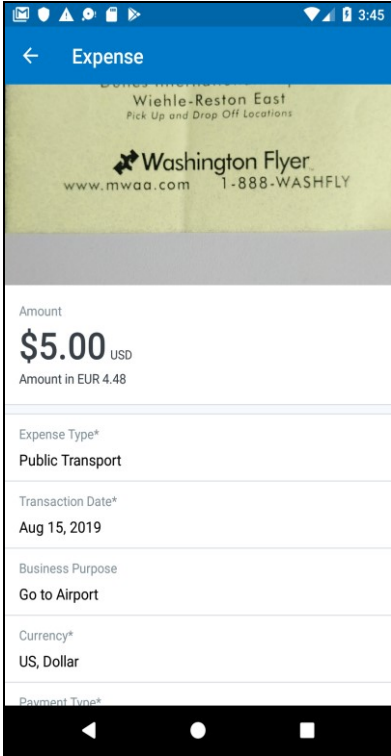
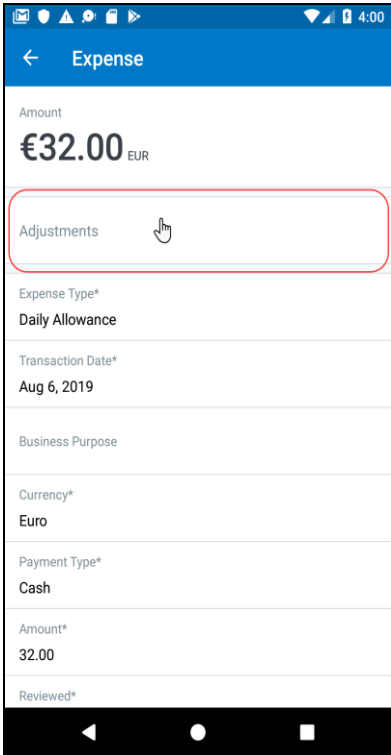
- To allow approvers easier access to amount details (such as transaction amount, posted amount, and exchange rate), the **Amount** field has been moved to the top of the expense details list.
- Navigation for the following intricate expense details have been added (below the **Amount** field) to the **Expense** screen:
 - ♦ Attendees
 - ♦ Itemizations
 - ♦ Allocations
 - ♦ Mileage Route for Mileage expenses
 - ♦ Travel Allowance expense adjustments

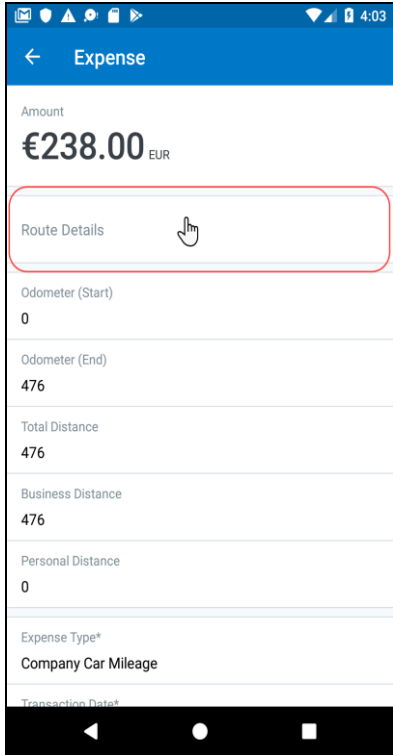
NOTE: Intricate expense details (for example, attendees, itemizations, allocations, etc.) will need to be added to the expense, before these options will appear on the **Expense** screen.

Access the Expense Screen

Android

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap the desired expense report awaiting approval.3) On the Report Approval screen, tap the desired expense.
	

Screen(s)	Description/Action
 <p>Expense</p> <p>Wiehle-Reston East Pick Up and Drop Off Locations</p> <p>Washington Flyer www.mwaa.com 1-888-WASHFLY</p> <p>Amount \$5.00 USD Amount in EUR 4.48</p> <p>Expense Type* Public Transport</p> <p>Transaction Date* Aug 15, 2019</p> <p>Business Purpose Go to Airport</p> <p>Currency* US, Dollar</p> <p>Payment Type*</p>	<p>4) On the Expense screen, review the expense details.</p>
 <p>Expense</p> <p>Amount €32.00 EUR</p> <p>Adjustments</p> <p>Expense Type* Daily Allowance</p> <p>Transaction Date* Aug 6, 2019</p> <p>Business Purpose</p> <p>Currency* Euro</p> <p>Payment Type* Cash</p> <p>Amount* 32.00</p> <p>Reviewed*</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

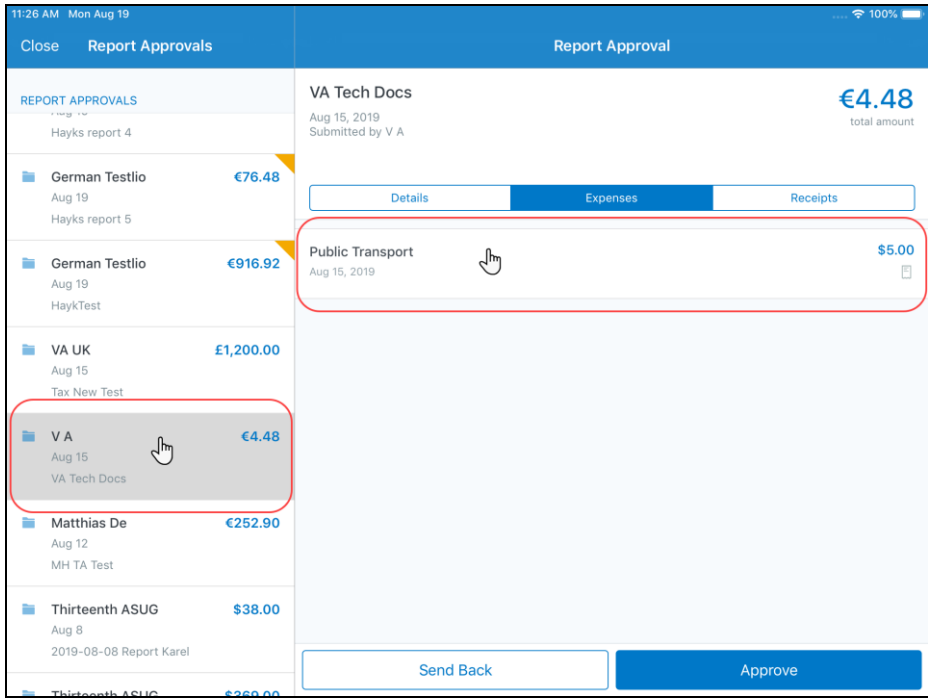
iPhone

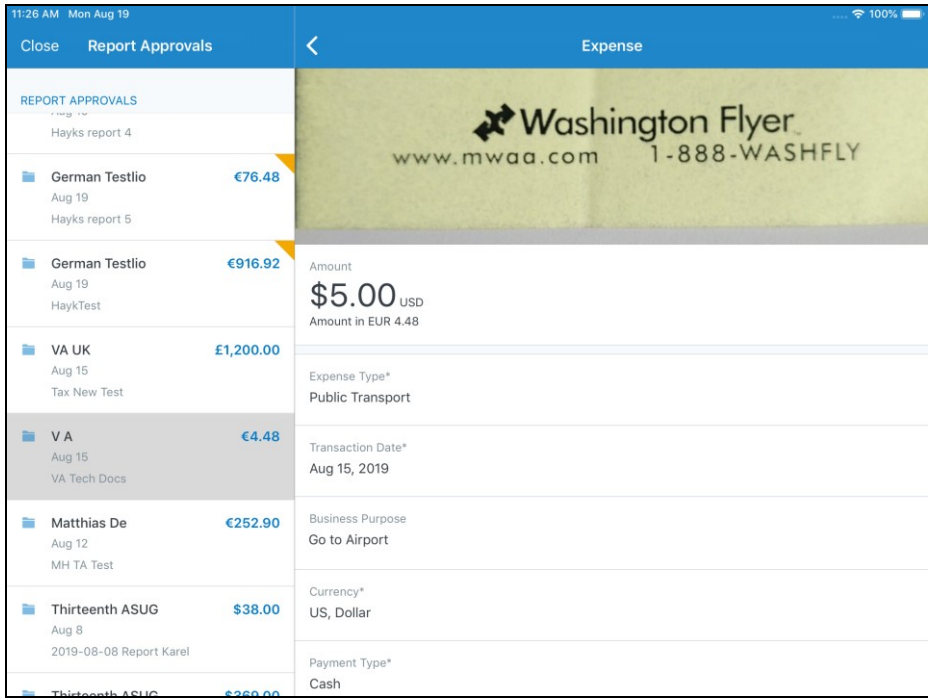
Screen(s)	Description/Action
<div><div><div>12:28</div><div>< Approvals</div><div>REPORT APPROVALS</div><div><div>VA UK</div><div>Aug 15</div><div>Tax New Test</div><div>£1,200.00</div></div><div><div>V A</div><div>Aug 15</div><div>VA Tech Docs</div><div>€4.48</div></div><div><div>Matthias De</div><div>Aug 12</div><div>MH TA Test</div><div>€252.90</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report Karel</div><div>\$38.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report karel</div><div>\$369.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allow test ios- kaisha</div><div>\$25.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allowance test- kaisha</div><div>\$12.00</div></div><div><div>Miguel Lencinas</div><div>Aug 6</div><div>Legacy Route</div><div>€11.84</div></div></div></div> <div><div><div>12:29</div><div>< Report Approval</div><div>VA Tech Docs</div><div>Aug 15, 2019</div><div>Submitted by V A</div><div>€4.48</div><div>total amount</div><div>Details Expenses Receipts</div><div><div>Public Transport</div><div>Aug 15, 2019</div><div>\$5.00</div></div><div>Send Back Approve</div></div></div> <td><p>To access the Expense screen:</p><ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap the desired expense report awaiting approval.3) On the Report Approval screen, tap the desired expense.</td>	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap the desired expense report awaiting approval.3) On the Report Approval screen, tap the desired expense.
<div><div><div>12:30</div><div>< Expense</div><div><div>Wiehle-Reston East</div><div>Pick Up and Drop Off Locations</div><div>Washington Flyer</div><div>www.mwaa.com 1-888-WASHFLY</div></div><div>Amount</div><div>\$5.00 USD</div><div>Amount in EUR 4.48</div><div>Expense Type*</div><div>Public Transport</div><div>Transaction Date*</div><div>Aug 15, 2019</div><div>Business Purpose</div><div>Go to Airport</div><div>Currency*</div><div>US, Dollar</div><div>Payment Type*</div><div>Cash</div><div>Amount*</div><div>5.00</div></div></div> <td><ol style="list-style-type: none">4) On the Expense screen, review the expense details.</td>	<ol style="list-style-type: none">4) On the Expense screen, review the expense details.

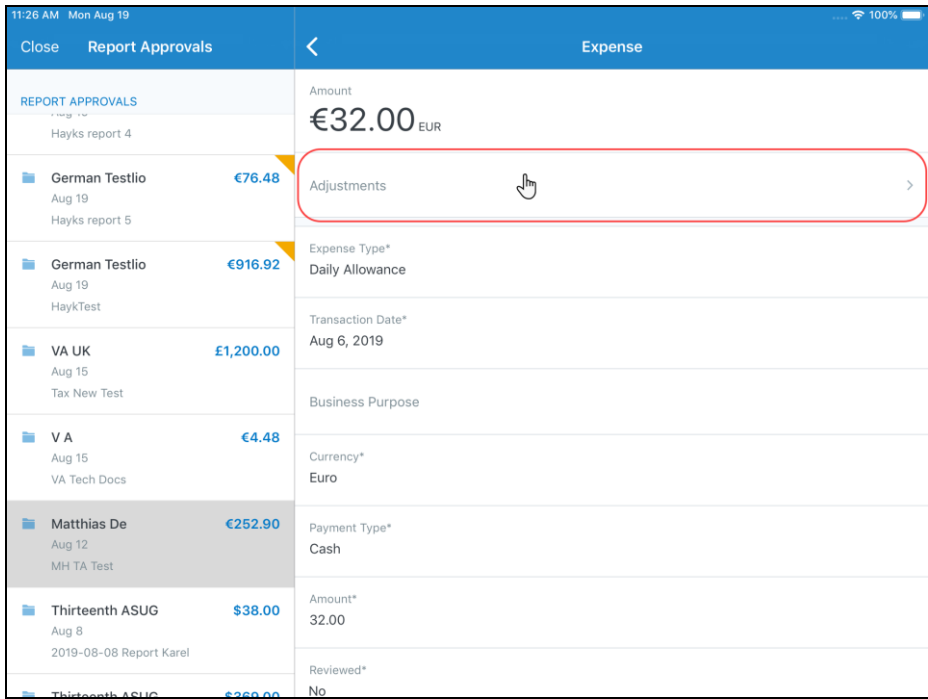
Screen(s)	Description/Action																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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colspan="2">Address</th></tr><tr><th>Cash</th><th>Charge</th></tr><tr><th>C.O.D</th><th>ON,ACCT</th></tr><tr><th>Estimate</th><th></th></tr></thead><tbody><tr><td>QTY</td><td>Details</td></tr><tr><td></td><td>Price</td></tr><tr><td></td><td>Amount</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td><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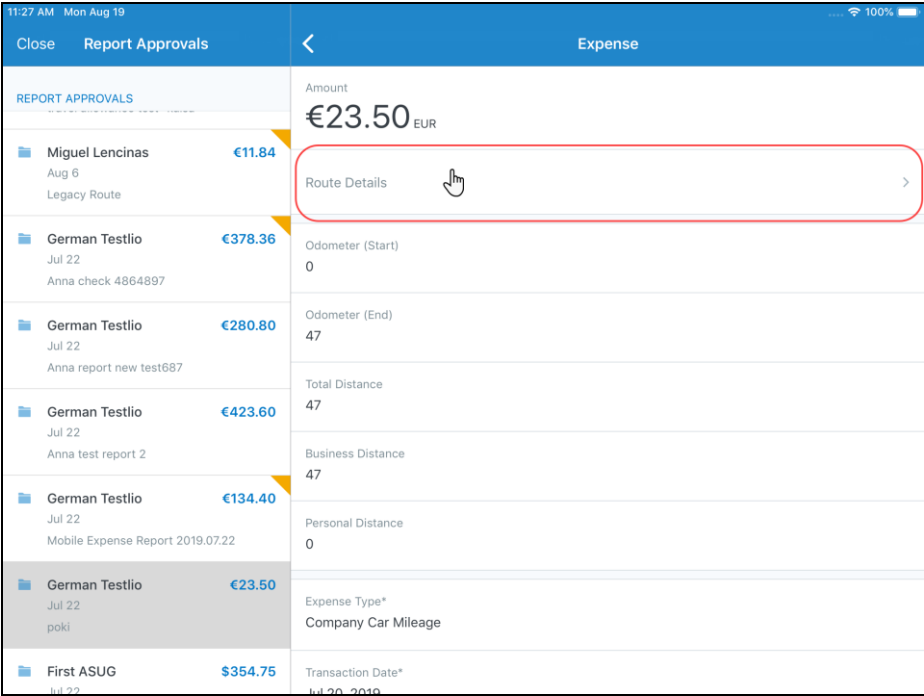
iPad

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap Report Approvals.

Screen(s)	Description/Action
	<p>3) On the Report Approvals screen, tap the desired expense report awaiting approval.</p> <p>4) On the Report Approval screen, tap the desired expense.</p>

Screen(s)	Description/Action
 <p>The screenshot displays the 'Expense' screen in the SAP Concur mobile app. The top bar shows the time as 11:26 AM on Monday, August 19, and the battery level at 100%. The screen is divided into two main sections. The left section, titled 'REPORT APPROVALS', lists several expense reports with their respective amounts and dates. The right section, titled 'Expense', provides detailed information for a selected report, including the amount in USD and EUR, the expense type (Public Transport), the transaction date (Aug 15, 2019), the business purpose (Go to Airport), the currency (US Dollar), and the payment type (Cash).</p>	<p>5) On the Expense screen, review the expense details.</p>

Screen(s)	Description/Action
	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings

Overview

With this release, admins now have access to the new **High Security Account (HSA)** and **Mobile Authentication Lifetime** settings on the **Company Settings** page within the web version of SAP Concur.

High Security Account (HSA)

For customers with significant security requirements, this new setting provides the option to prevent the encryption key to be stored on the user's mobile device. Because of this, users will be required to create an additional application password that will decrypt their data in memory.

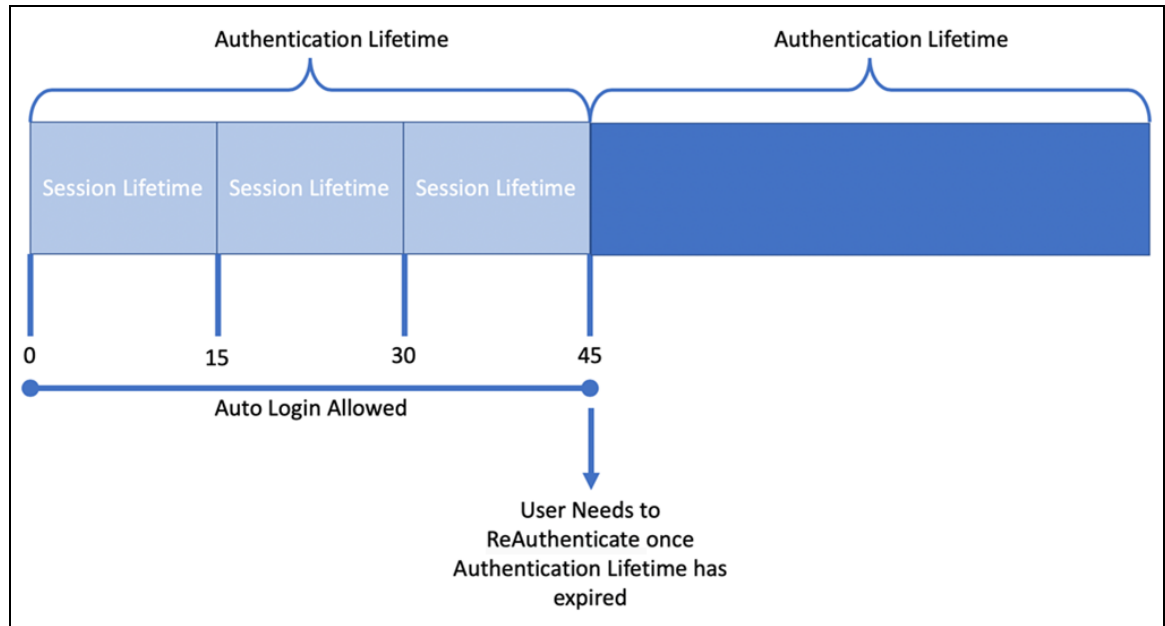
This passcode will need to be entered with every cold start of the mobile app. A cold start refers to an app's starting from scratch. For example, a cold start can happen when a user launches the mobile app - for first time - since re-starting their mobile device.

To add an additional password, the user must create it when they first set up the SAP Concur mobile app on their mobile device. If their company has the **High Security Account (HSA)** setting turned on, the user will be asked – during the initial setup of the app - to add an additional password, which they will need to enter with every cold start of the mobile app.

Mobile Authentication Lifetime

This new setting/module property allows admins to set timeouts - anywhere from 15 minutes to 120 days (172,799 minutes) – to a user's account. When the user's account times out they will need to re-authenticate their account.

If the user needs to re-authenticate their account, they can do this - the usual way - by entering the combination of credentials that are required by their company to sign into the mobile app.



NOTE: Session Lifetime is for all users and is the time that a user is allowed to stay connected. Once the Session Lifetime expires, a user can no longer use auto-login to authenticate back into the connected session. The maxed timeout for Session Lifetime is 2 hours. Authentication Lifetime determines how long the user can auto-login after the session expires. Authentication Lifetime is always longer than Session Lifetime.

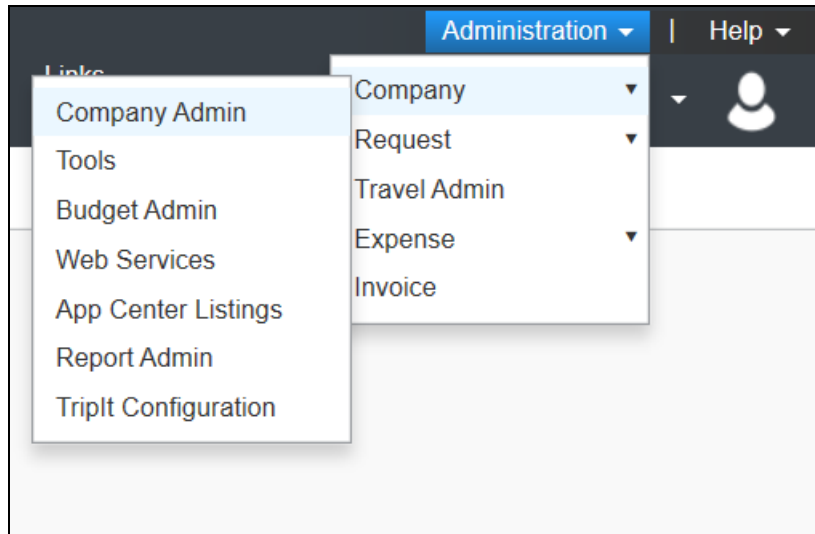
BUSINESS PURPOSE / CUSTOMER BENEFIT

This setting/module property allows for more security for SAP Concur mobile app user authentication.

What the Administrator Sees

► To access the Company Settings screen:

1. On the home screen, click **Administration > Company > Company Admin > Company Settings**.



The screen **Company Settings** screen appears.

Company Admin Home

Company Admin

- Approval Queues
- Billing Administrator
- Company Locations
- Menu Administrator
- Org Unit Admin
- Report Admin
- Text Customization
- Password Administrator
- Import Data
- Manage Custom Fields
- Calendar Integration Admin
- Company Settings
- Share Custom Fields
- Login URL Manager

Company Settings

Below is a list of company settings that can be modified for your site.
To edit, change the value of the company settings and the Save options will appear.
Details on a given company setting are noted in the quick help text next to each module property name.

Here are all Company Settings for CommaSavvy

Property Config: Company Wide

Setting Name	Setting Value	Save Value
High Security Account (HSA) ?	<input type="checkbox"/>	
Mobile Authentication Lifetime ?	172799	
Enable Total Trip Cost? ?	<input type="checkbox"/>	
Dual Fare Display (Sabre Only) ?	<input checked="" type="checkbox"/>	
Allow Sponsored Users? ?	<input checked="" type="checkbox"/>	

Configuration / Feature Activation

The change is automatically available. There are no additional configuration or activation steps.

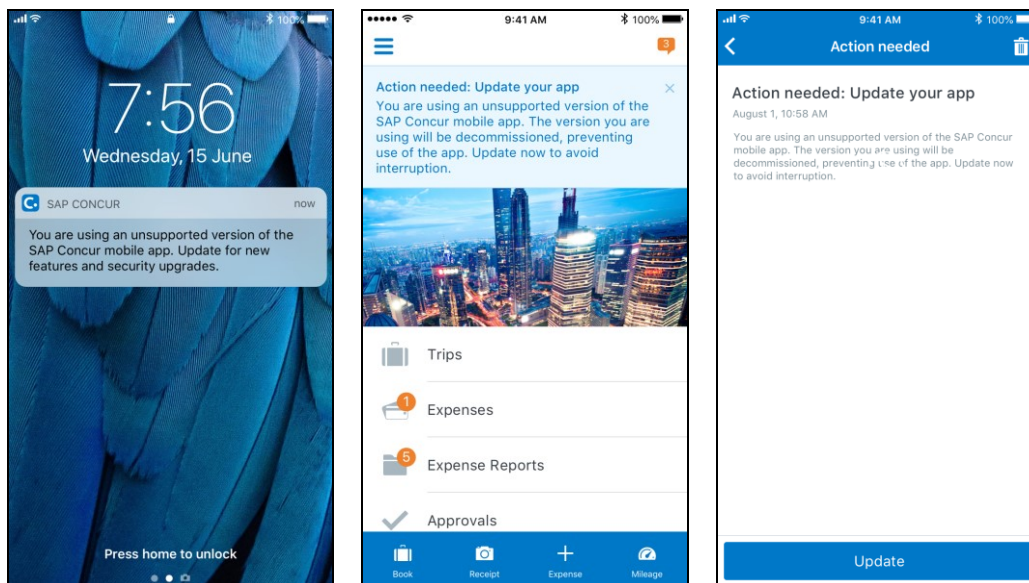
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

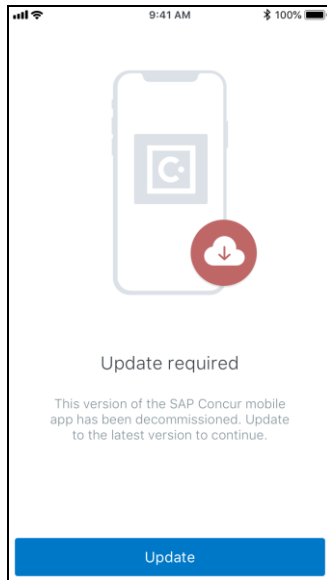
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Change** Android / iPhone / iPad – Updated Request Workflow**

Overview

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request workflow within the mobile app.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Workflow Updates

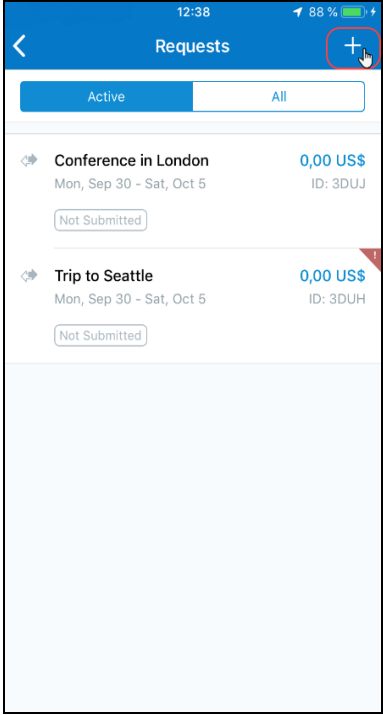
The updates include:

- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- All fields - including custom fields - are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also"
 - Create a new request

- Modify a request
- View all tabs
- Edit attach, view, and print attached images
- Add a comment on the header
- Print a request
- Submit a request
- View unsubmitted and submitted requests
- View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments
 - Delete segments
 - ♦ In the new **Expense** tab, you can:
 - View expense details
 - ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request

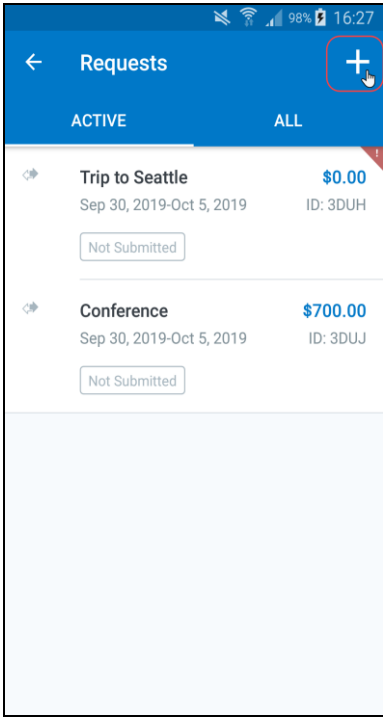

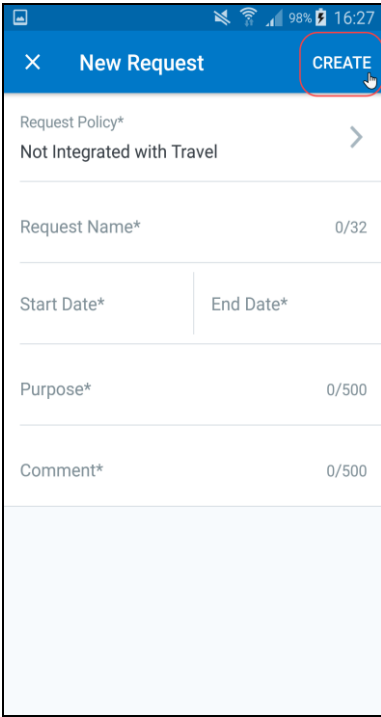
iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap + (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

iPad

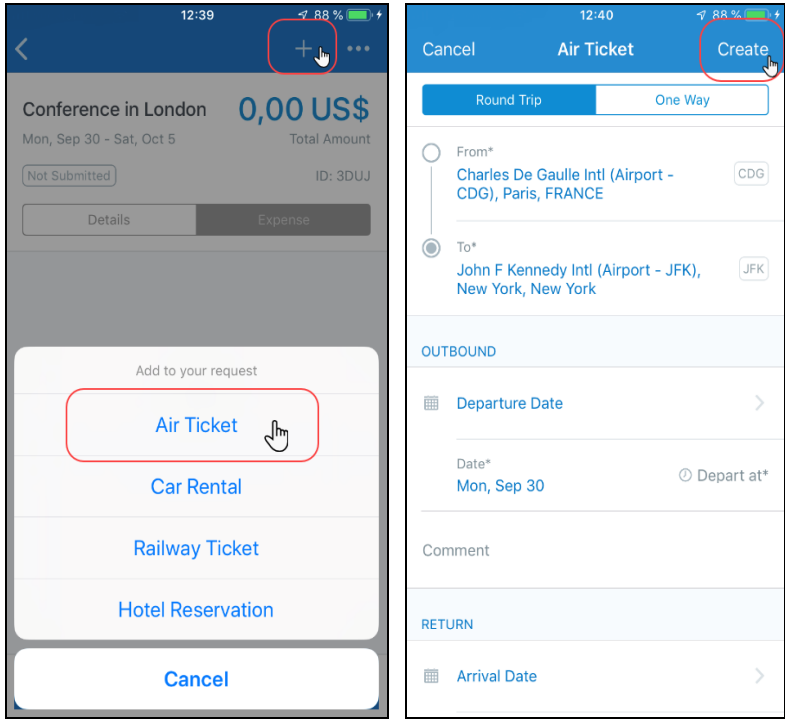

Screen(s)	Description/Action
<screen shots coming soon>	To create a new request: 1) On the home screen, tap Requests . 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Android

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap  (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).
	

Add Segments to a Request

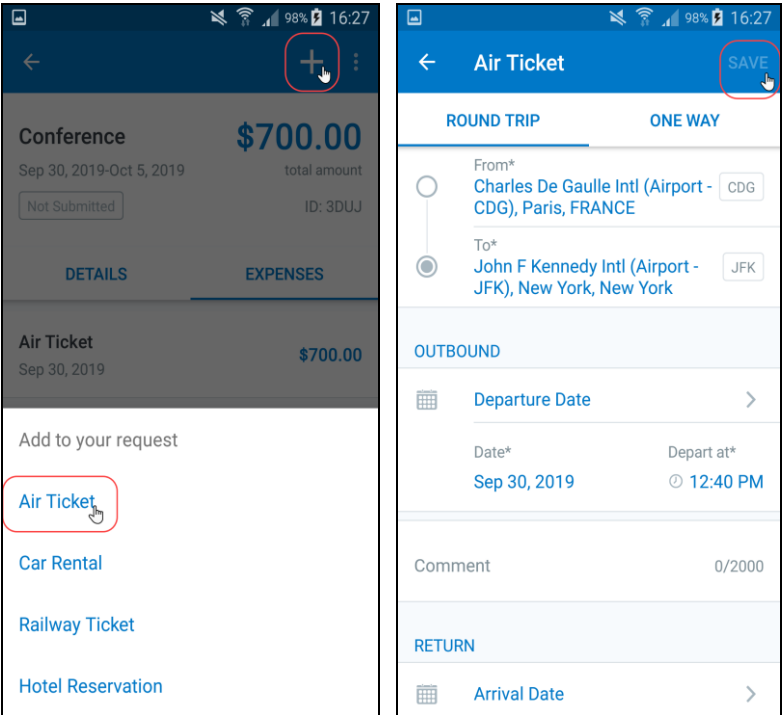
IPHONE

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' dialog. It has a title bar with a back arrow, a plus icon, and a three-dot menu icon. The main content area lists 'Air Ticket', 'Car Rental', 'Railway Ticket', and 'Hotel Reservation'. The 'Air Ticket' option is highlighted with a red box and a hand icon. Below the list is a 'Cancel' button. The right screenshot shows the 'Air Ticket' details screen. It has a title bar with 'Cancel', 'Air Ticket', and 'Create' buttons. The 'Create' button is highlighted with a red box and a hand icon. The main content area shows flight details: 'From*' (Charles De Gaulle Intl (Airport - CDG), Paris, FRANCE), 'To*' (John F Kennedy Intl (Airport - JFK), New York, New York), 'OUTBOUND' section with 'Departure Date' (Mon, Sep 30) and 'Return' section with 'Arrival Date'. There is also a 'Comment' field.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

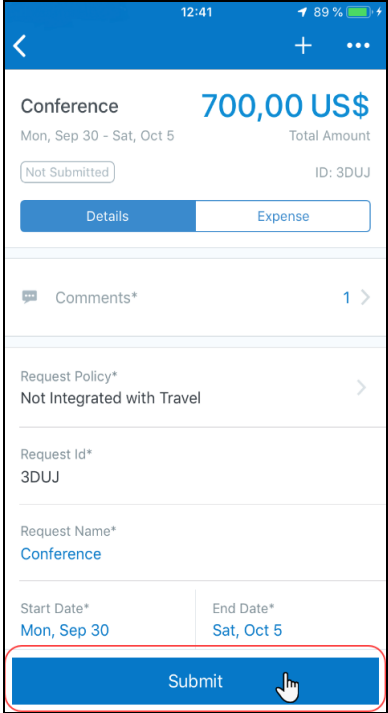
Screen(s)	Description/Action
<screen shots coming soon>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

Android

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Conference' details screen. At the top, it displays 'Conference' with a total amount of '\$700.00'. Below this, there are tabs for 'DETAILS' and 'EXPENSES'. Under 'EXPENSES', an 'Air Ticket' is listed for 'Sep 30, 2019' with an amount of '\$700.00'. Below the list, there is a section 'Add to your request' with links for 'Air Ticket', 'Car Rental', 'Railway Ticket', and 'Hotel Reservation'. The 'Air Ticket' link is highlighted with a red circle.</p> <p>The right screenshot shows the 'Air Ticket' details screen. It has a 'SAVE' button in the top right corner, highlighted with a red circle. The screen displays flight details: 'ROUND TRIP' selected, 'ONE WAY' as an option, 'From*' as 'Charles De Gaulle Intl (Airport - CDG), Paris, FRANCE', and 'To*' as 'John F Kennedy Intl (Airport - JFK), New York, New York'. It also shows 'OUTBOUND' and 'RETURN' sections with fields for 'Departure Date', 'Date*', 'Depart at*', and 'Arrival Date'. A 'Comment' field is also present.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Submit a Request

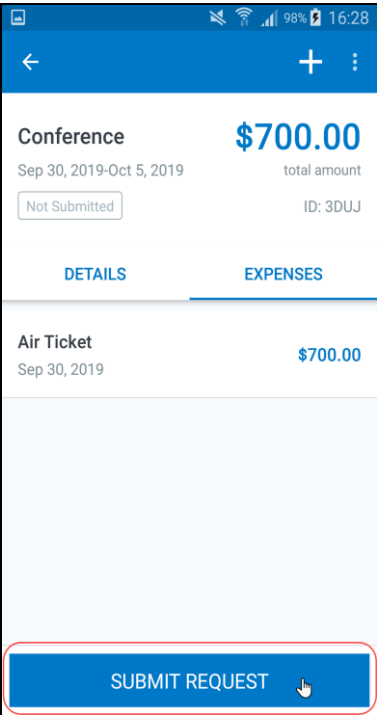
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
<screen shots coming soon>	To submit a request: <ul style="list-style-type: none">• On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.72 - Associated web release: August 2019 Update #2: Friday, September 13, 9:45 AM PT	Client – FINAL

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Planned Changes.....	2
Version Information.....	3
Supported Phone OS	3
Mobile Versions.....	3
Latest Supported Mobile Versions	3
Release Notes	5
Android / iPhone / iPad – Updated Expense Screen Available for Approvers	5
Access the Expense Screen	6
Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings	16
Overview.....	16
Planned Changes.....	19
Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy	19
Overview.....	19
Planned Change Android / iPhone / iPad – Updated Request Workflow	20
Overview.....	20
Request Workflow Updates	21
Create a New Request	23
Submit a Request.....	29

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Summary

Android

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Change**** Android / iPhone / iPad – Updated Request Workflow

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

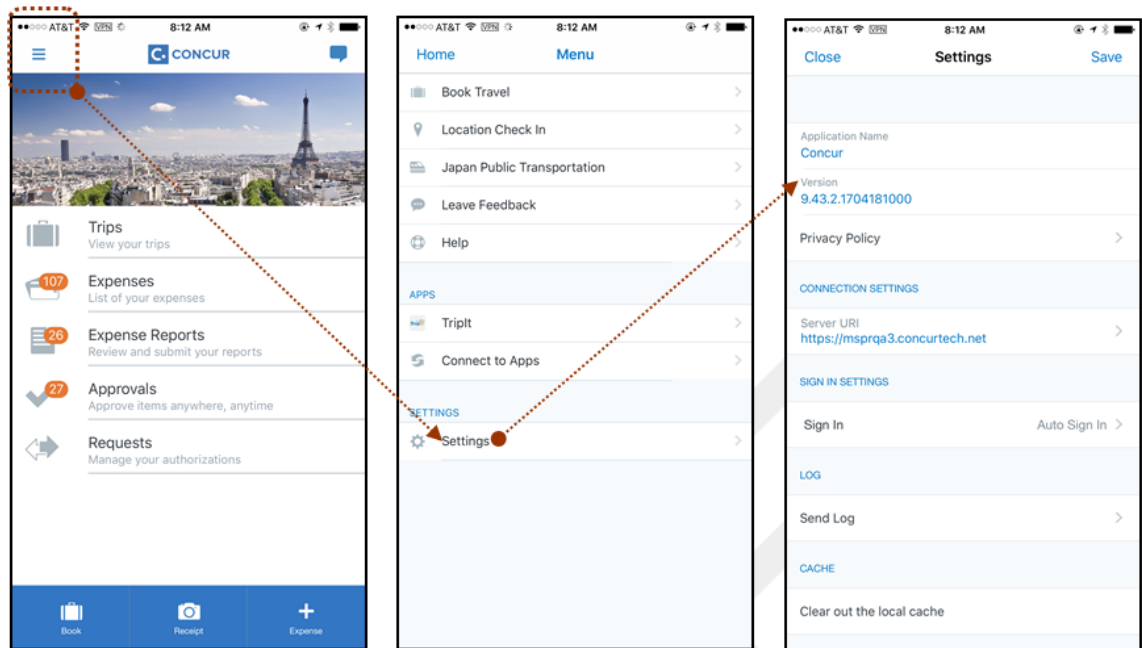
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.72	September 5, 2019	Update via App Store
Android	9.72	September 5, 2019	Update via Google Play

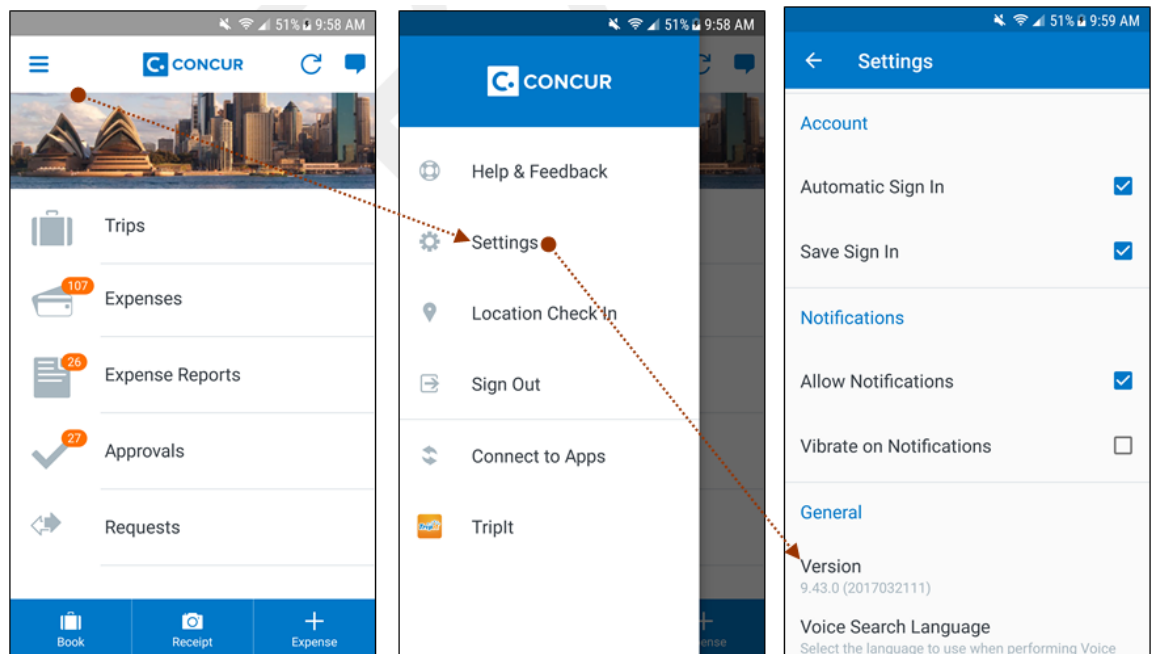
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Updated Expense Screen Available for Approvers

With this release, the **Expense** screen - for approvers - has been updated in the SAP Concur mobile app.

Updates are listed below:

- The **Expense** screen has been redesigned to make it easier for approvers to access expense details.
- On the **Expense** screen, approvers can now view a preview of an attached receipt at the top of the screen.

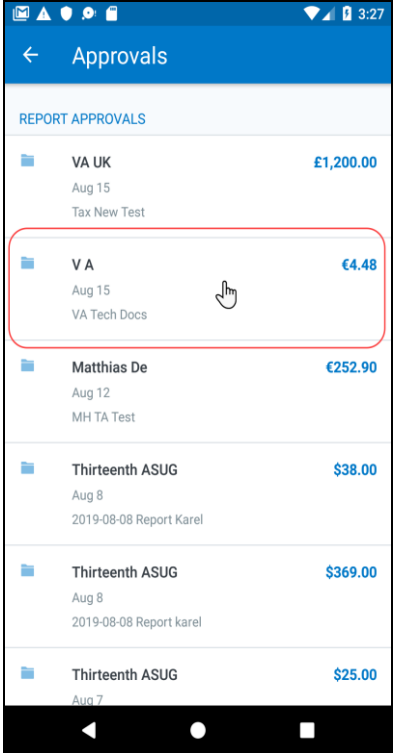
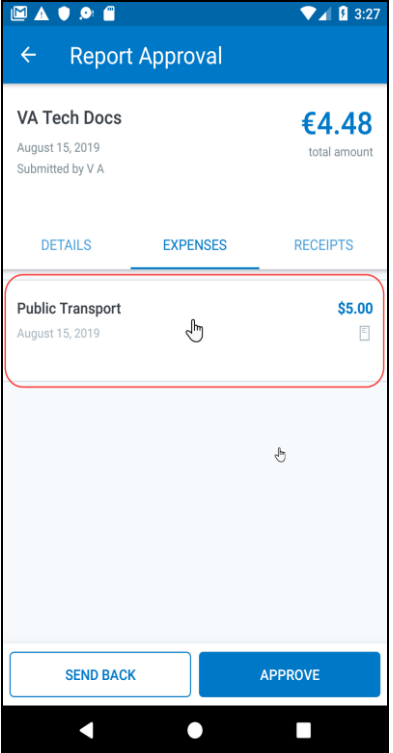
NOTE: A receipt will need to be attached to the expense, before you can see the receipt preview at the top of the screen.

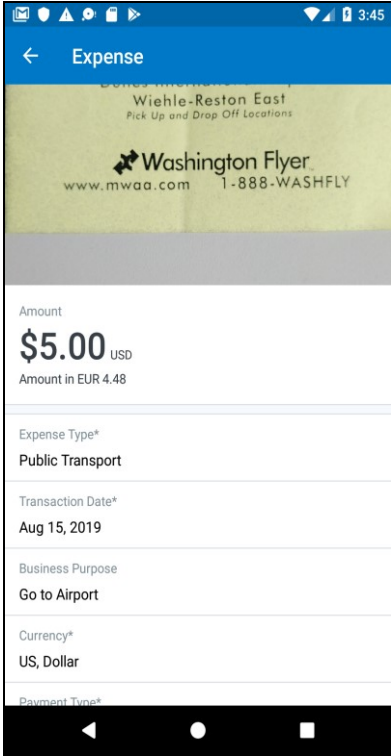
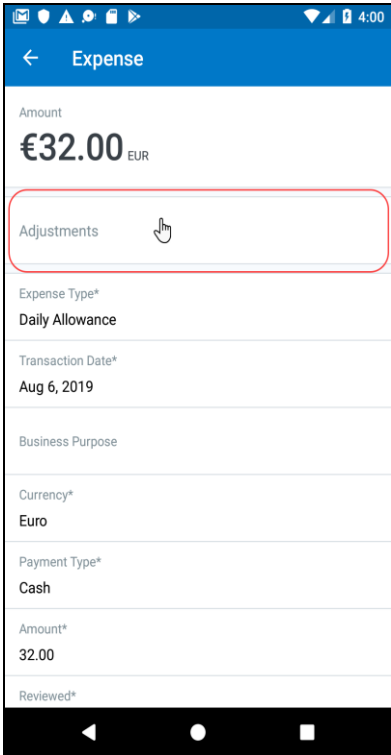
- To allow approvers easier access to amount details (such as transaction amount, posted amount, and exchange rate), the **Amount** field has been moved to the top of the expense details list.
- Navigation for the following intricate expense details have been added (below the **Amount** field) to the **Expense** screen:
 - ♦ Attendees
 - ♦ Itemizations
 - ♦ Allocations
 - ♦ Mileage Route for Mileage expenses
 - ♦ Travel Allowance expense adjustments

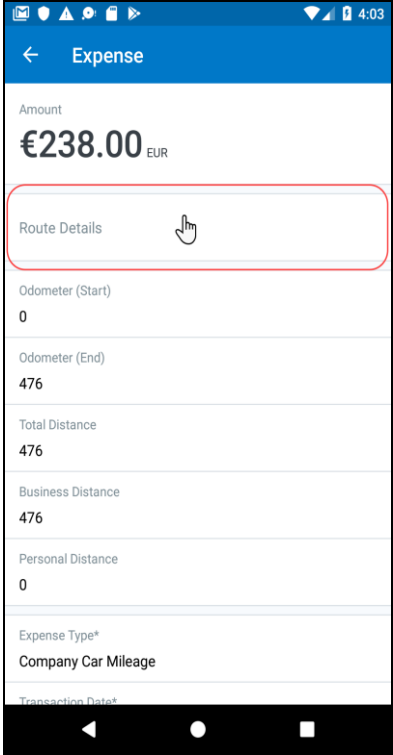
NOTE: Intricate expense details (for example, attendees, itemizations, allocations, etc.) will need to be added to the expense, before these options will appear on the **Expense** screen.

Access the Expense Screen

Android

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Approvals. 2) On the Approvals screen, tap the desired expense report awaiting approval. 3) On the Report Approval screen, tap the desired expense.
	

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: \$5.00 USD (Amount in EUR 4.48) Expense Type*: Public Transport Transaction Date*: Aug 15, 2019 Business Purpose: Go to Airport Currency*: US, Dollar Payment Type* 	<p>4) On the Expense screen, review the expense details.</p>
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: €32.00 EUR Expense Type*: Daily Allowance Transaction Date*: Aug 6, 2019 Business Purpose Currency*: Euro Payment Type*: Cash Amount*: 32.00 Reviewed* <p>The 'Adjustments' button is highlighted with a red box and a hand icon.</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

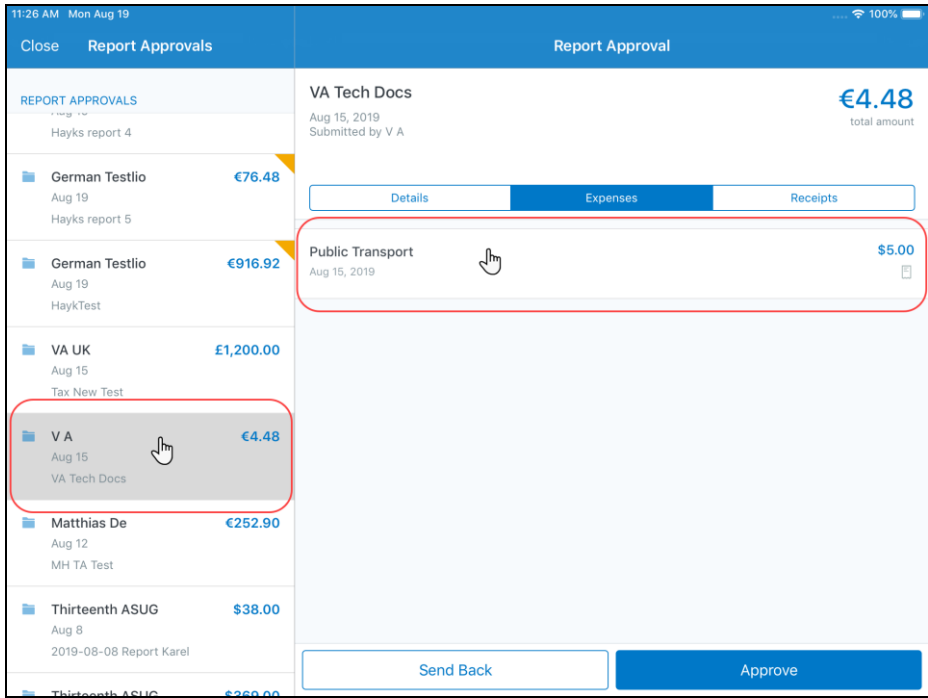
iPhone

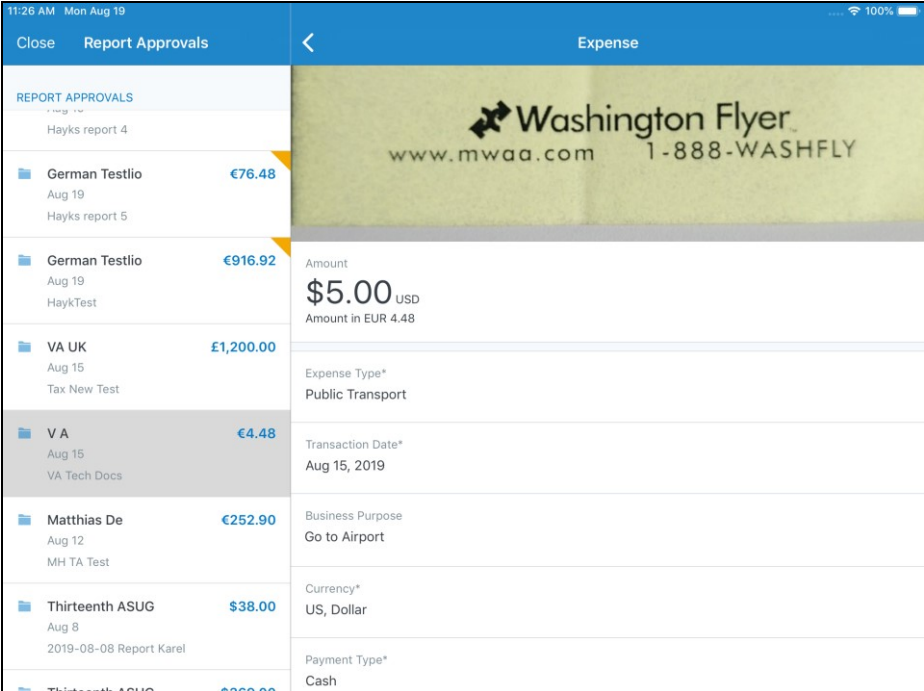
Screen(s)	Description/Action
<div><div>12:28</div><div><div><</div><div>Approvals</div></div><div>REPORT APPROVALS</div><div><div><div>VA UK</div><div>Aug 15</div><div>Tax New Test</div><div>£1,200.00</div></div><div><div>V A</div><div>Aug 15</div><div>VA Tech Docs</div><div>€4.48</div></div><div><div>Matthias De</div><div>Aug 12</div><div>MH TA Test</div><div>€252.90</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report Karel</div><div>\$38.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report karel</div><div>\$369.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allow test ios- kaisha</div><div>\$25.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allowance test- kaisha</div><div>\$12.00</div></div><div><div>Miguel Lencinas</div><div>Aug 6</div><div>Legacy Route</div><div>€11.84</div></div></div></div> <div><div>12:29</div><div><div><</div><div>Report Approval</div></div><div>VA Tech Docs</div><div>Aug 15, 2019</div><div>Submitted by V A</div><div>€4.48</div><div>total amount</div><div><div>Details</div><div>Expenses</div><div>Receipts</div></div><div><div>Public Transport</div><div>Aug 15, 2019</div><div>\$5.00</div></div><div><div>Send Back</div><div>Approve</div></div></div> <div><p>To access the Expense screen:</p><ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap the desired expense report awaiting approval.3) On the Report Approval screen, tap the desired expense.</div>	<div><div>12:30</div><div><div><</div><div>Expense</div></div><div><div>Wiehle-Reston East</div><div>Pick Up and Drop Off Locations</div><div>Washington Flyer</div><div>www.mwaa.com 1-888-WASHFLY</div></div><div>Amount</div><div>\$5.00 USD</div><div>Amount in EUR 4.48</div><div>Expense Type*</div><div>Public Transport</div><div>Transaction Date*</div><div>Aug 15, 2019</div><div>Business Purpose</div><div>Go to Airport</div><div>Currency*</div><div>US, Dollar</div><div>Payment Type*</div><div>Cash</div><div>Amount*</div><div>5.00</div></div> <div><ol style="list-style-type: none">4) On the Expense screen, review the expense details.</div>

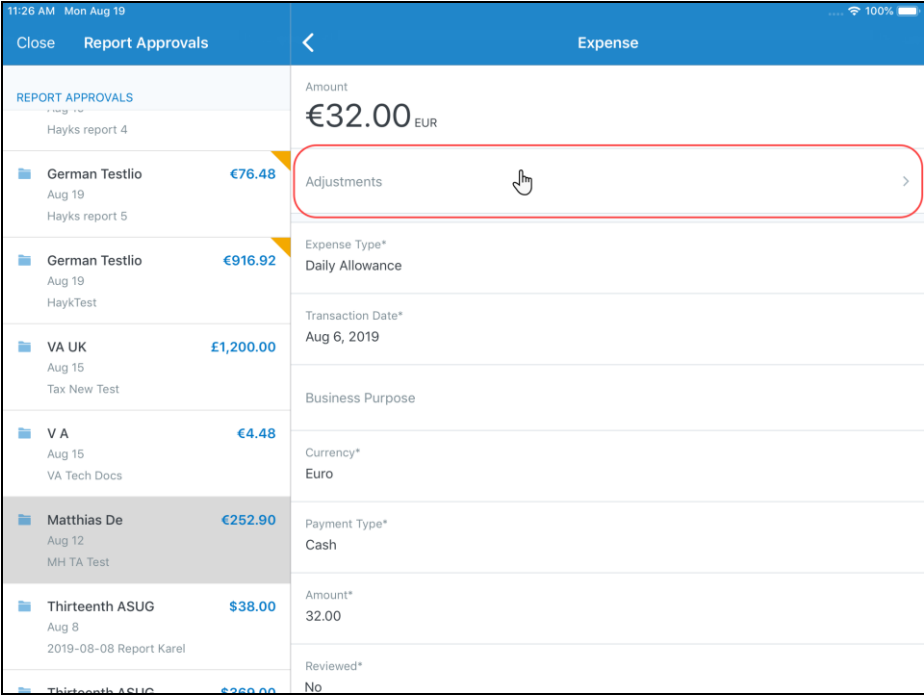
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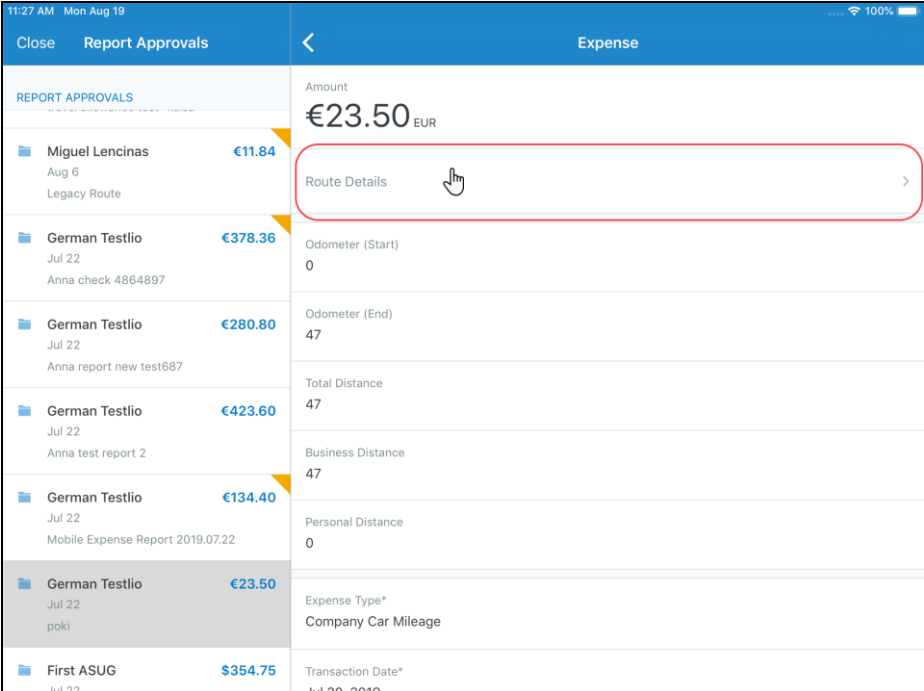
iPad

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap Report Approvals.

Screen(s)	Description/Action
	<p>3) On the Report Approvals screen, tap the desired expense report awaiting approval.</p> <p>4) On the Report Approval screen, tap the desired expense.</p>

Screen(s)	Description/Action
 <p>The screenshot displays the 'Expense' screen in the SAP Concur mobile app. On the left, a list of expense reports is visible, including 'German Testlio' (€76.48), 'German Testlio' (€916.92), 'VA UK' (£1,200.00), 'V A' (€4.48), 'Matthias De' (€252.90), and 'Thirteenth ASUG' (\$38.00). The right side shows the details for a selected report, which is a \$5.00 USD expense for 'Public Transport' on 'Aug 15, 2019' for the purpose of 'Go to Airport'. The currency is 'US, Dollar' and the payment type is 'Cash'.</p>	<p>5) On the Expense screen, review the expense details.</p>

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen in the SAP Concur mobile app. The top bar is blue with 'Expense' in white. Below the bar, the 'Amount' is displayed as €32.00 EUR. A red box highlights the 'Adjustments' button, which is located below the amount. The left side of the screen shows a list of expense reports, including 'German Testlio', 'VA UK', 'VA', 'Matthias De', and 'Thirteenth ASUG'. The right side shows details for the selected report, including 'Expense Type*' (Daily Allowance), 'Transaction Date*' (Aug 6, 2019), 'Business Purpose', 'Currency*' (Euro), 'Payment Type*' (Cash), 'Amount*' (32.00), and 'Reviewed*' (No).</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings

Overview

With this release, admins now have access to the new **High Security Account (HSA)** and **Mobile Authentication Lifetime** settings on the **Company Settings** page within the web version of SAP Concur.

High Security Account (HSA)

For customers with significant security requirements, this new setting provides the option to prevent the encryption key to be stored on the user's mobile device. Because of this, users will be required to create an additional application password that will decrypt their data in memory.

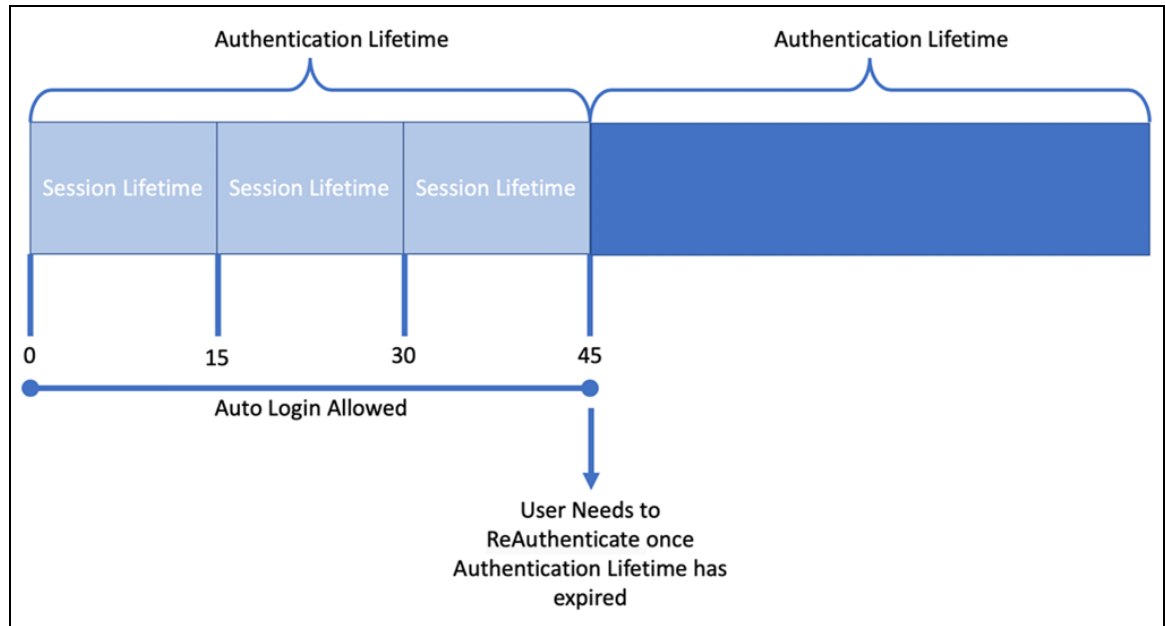
This passcode will need to be entered with every cold start of the mobile app. A cold start refers to an app's starting from scratch. For example, a cold start can happen when a user launches the mobile app - for first time - since re-starting their mobile device.

To add an additional password, the user must create it when they first set up the SAP Concur mobile app on their mobile device. If their company has the **High Security Account (HSA)** setting turned on, the user will be asked – during the initial setup of the app - to add an additional password, which they will need to enter with every cold start of the mobile app.

Mobile Authentication Lifetime

This new setting/module property allows admins to set timeouts - anywhere from 15 minutes to 120 days (172,799 minutes) – to a user's account. When the user's account times out they will need to re-authenticate their account.

If the user needs to re-authenticate their account, they can do this - the usual way - by entering the combination of credentials that are required by their company to sign into the mobile app.



NOTE: Session Lifetime is for all users and is the time that a user is allowed to stay connected. Once the Session Lifetime expires, a user can no longer use auto-login to authenticate back into the connected session. The maxed timeout for Session Lifetime is 2 hours. Authentication Lifetime determines how long the user can auto-login after the session expires. Authentication Lifetime is always longer than Session Lifetime.

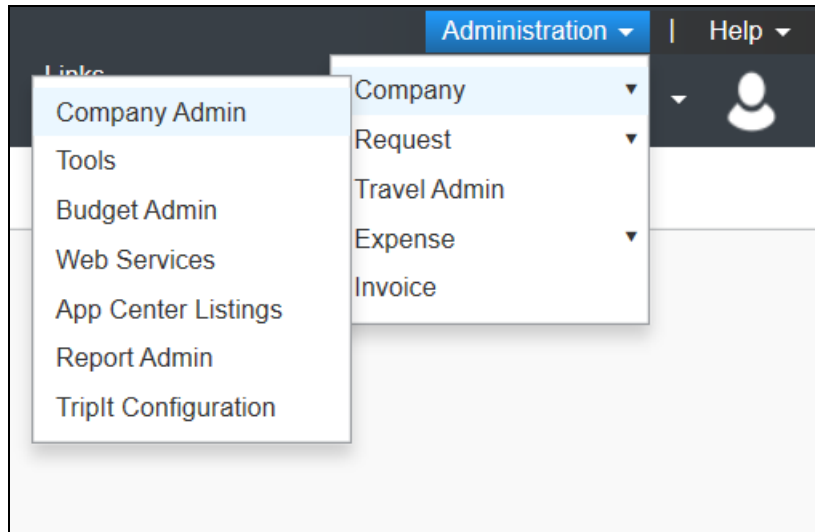
BUSINESS PURPOSE / CUSTOMER BENEFIT

This setting/module property allows for more security for SAP Concur mobile app user authentication.

What the Administrator Sees

► To access the Company Settings screen:

1. On the home screen, click **Administration > Company > Company Admin > Company Settings**.



The screen **Company Settings** screen appears.

Company Admin Home

Company Admin

- Approval Queues
- Billing Administrator
- Company Locations
- Menu Administrator
- Org Unit Admin
- Report Admin
- Text Customization
- Password Administrator
- Import Data
- Manage Custom Fields
- Calendar Integration Admin
- Company Settings
- Share Custom Fields
- Login URL Manager

Company Settings

Below is a list of company settings that can be modified for your site.
To edit, change the value of the company settings and the Save options will appear.
Details on a given company setting are noted in the quick help text next to each module property name.

Here are all Company Settings for CommaSavvy

Property Config: Company Wide

Setting Name	Setting Value	Save Value
High Security Account (HSA) ?	<input type="checkbox"/>	
Mobile Authentication Lifetime ?	172799	
Enable Total Trip Cost? ?	<input type="checkbox"/>	
Dual Fare Display (Sabre Only) ?	<input checked="" type="checkbox"/>	
Allow Sponsored Users? ?	<input checked="" type="checkbox"/>	

Configuration / Feature Activation

The change is automatically available. There are no additional configuration or activation steps.

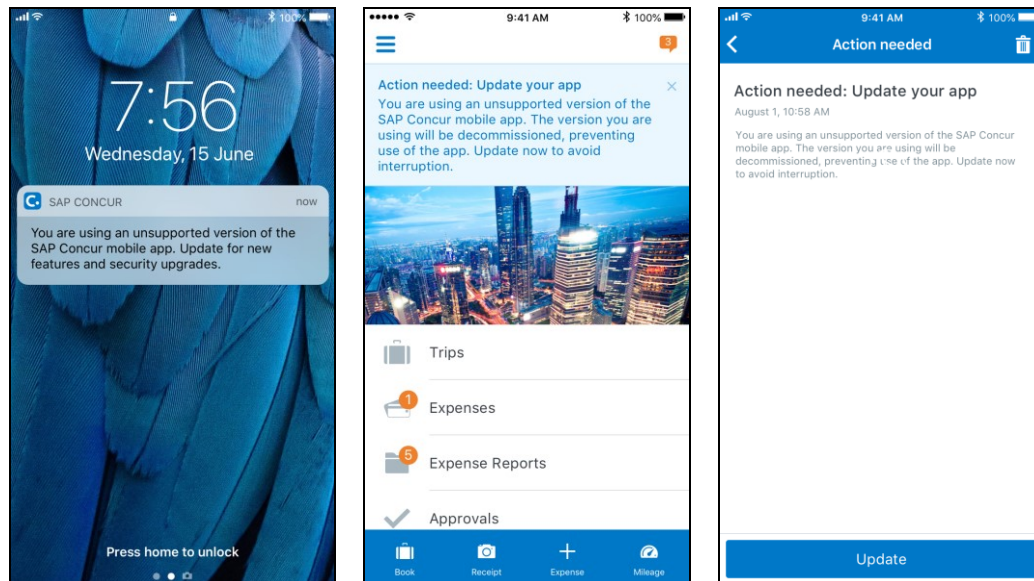
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

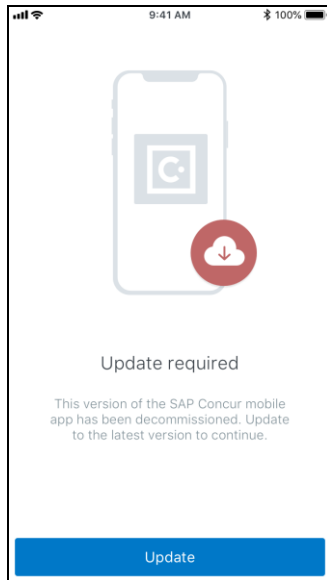
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Change** Android / iPhone / iPad – Updated Request Workflow**

Overview

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request workflow within the mobile app.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Workflow Updates

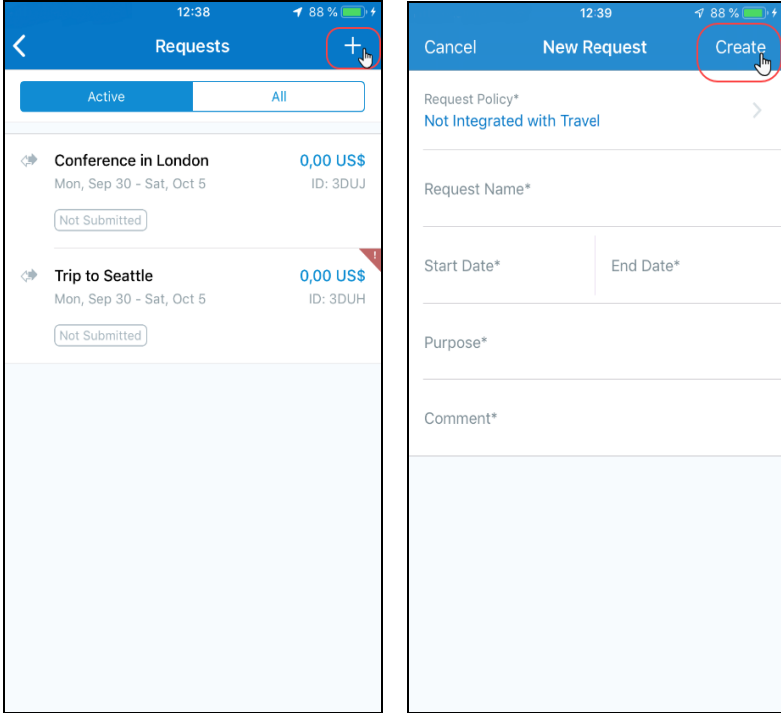
The updates include:

- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- All fields - including custom fields - are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request

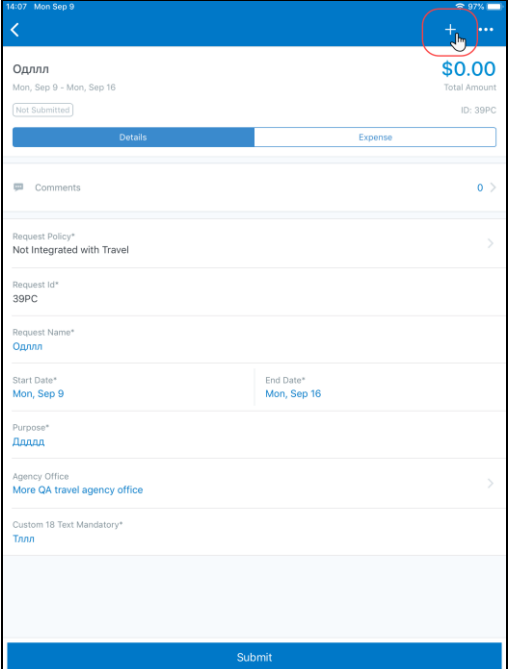
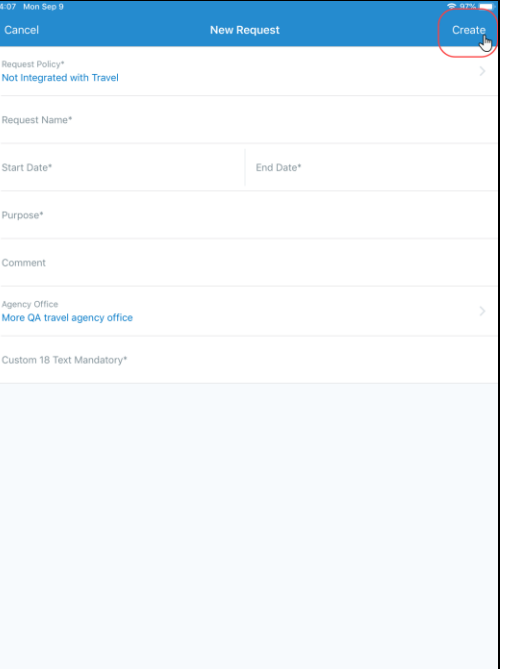
- Modify a request
- View all tabs
- Edit attach, view, and print attached images
- Add a comment on the header
- Print a request
- Submit a request
- View unsubmitted and submitted requests
- View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments
 - Delete segments
 - ♦ In the new **Expense** tab, you can:
 - View expense details
 - ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap + (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

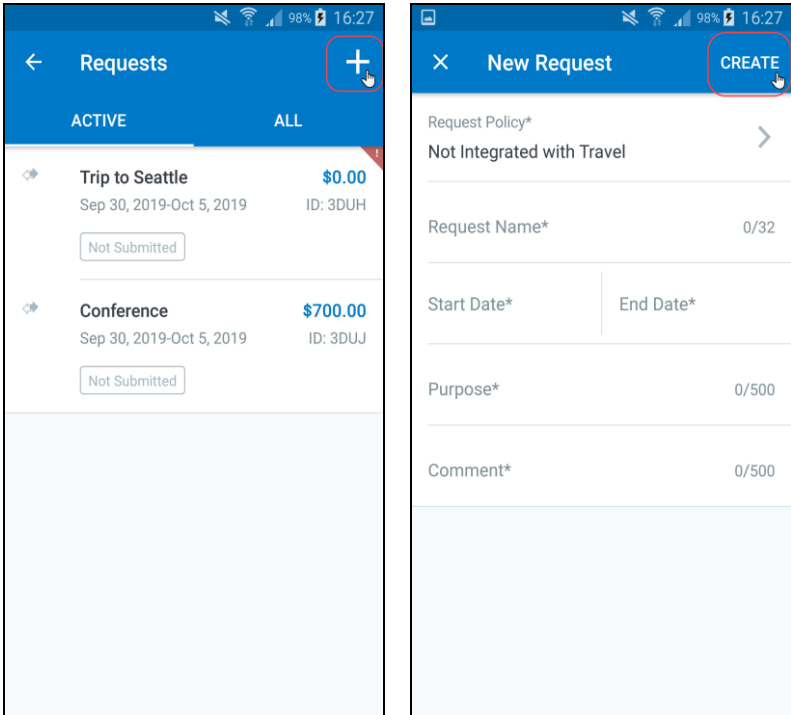

iPad

Screen(s)	Description/Action
	

To create a new request:

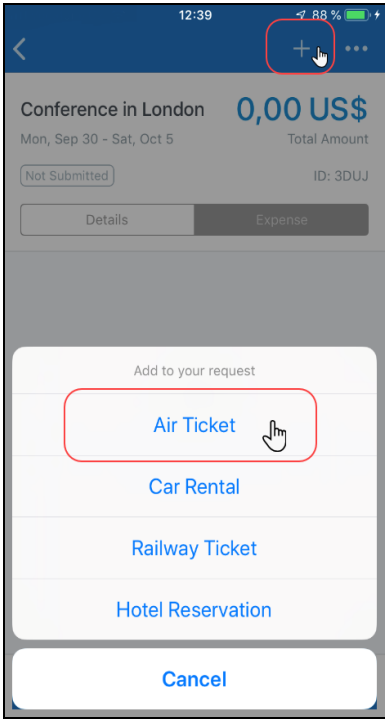

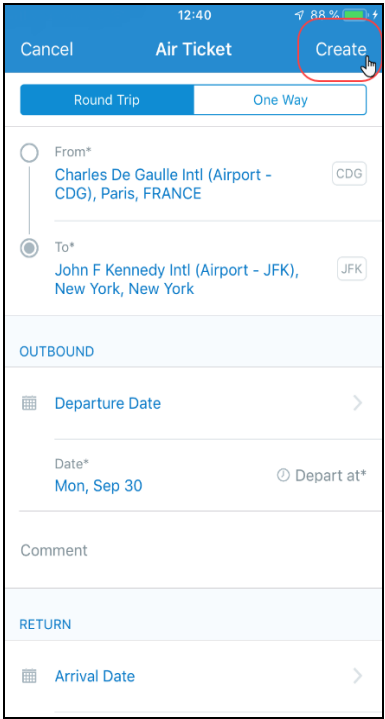
- 1) On the home screen, tap **Requests**.
- 2) On the request details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

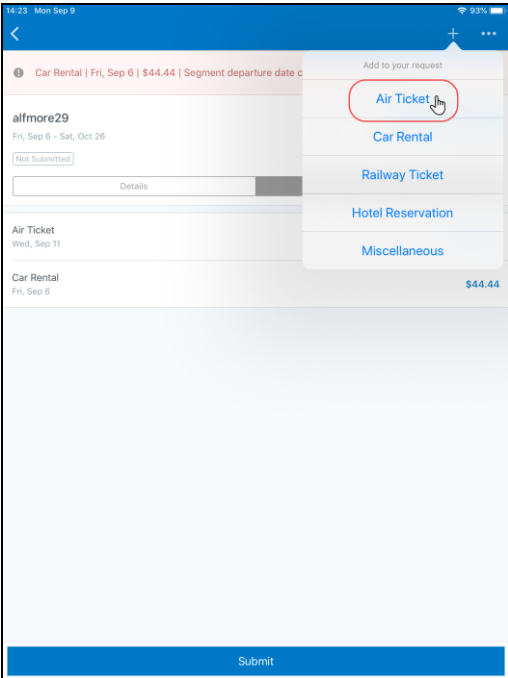
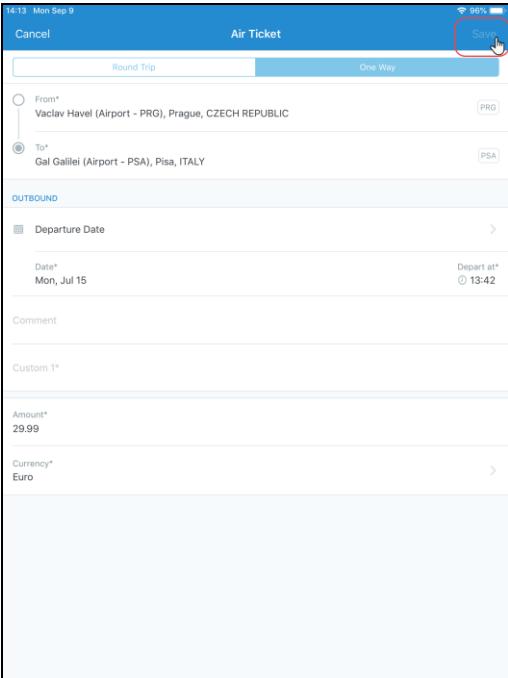
Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

IPHONE

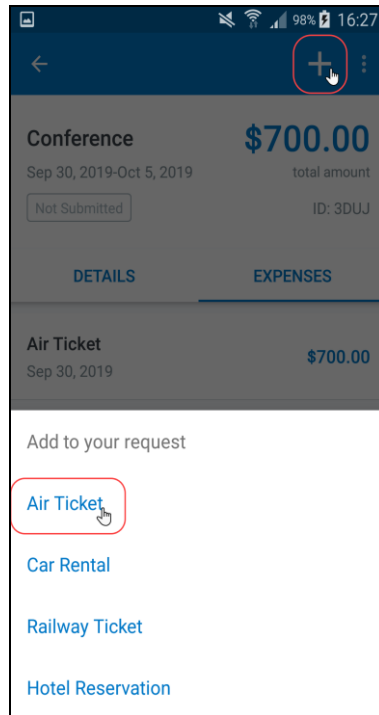
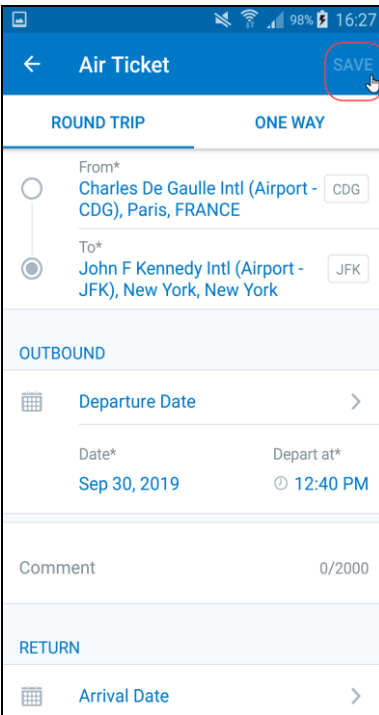
Screen(s)	Description/Action
	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.
	

iPad

Screen(s)	Description/Action
	

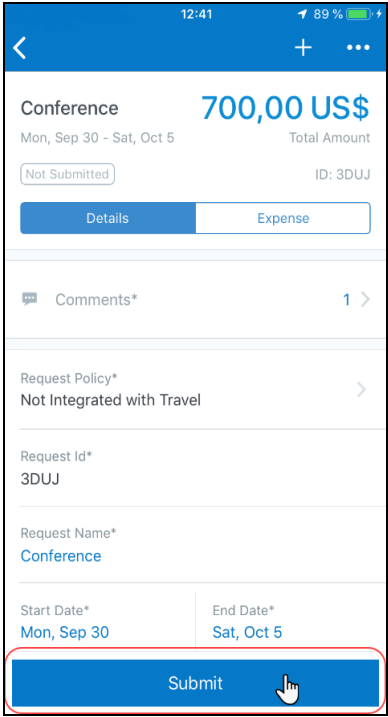
- To add segments to a request:
- 1) On the request details screen, in the **Details** tab, tap **+** (upper-right corner).
 - 2) On the various segment screens, fill in the fields and make the desired selections.
 - 3) When done, on the segment screen, tap **Save** (upper-right corner) to return to request detail screen.
 - 4) Add other segments as desired.

Android

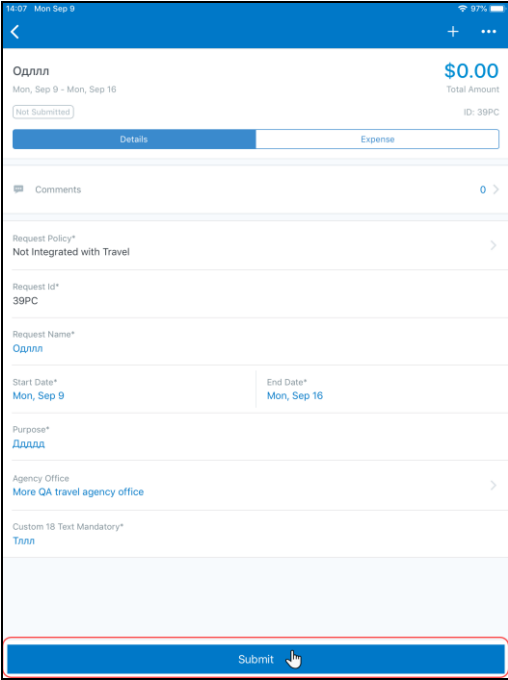
Screen(s)	Description/Action
	
<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the Requests screen, in the Details tab, tap + (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen.4) Add other segments as desired.	

Submit a Request

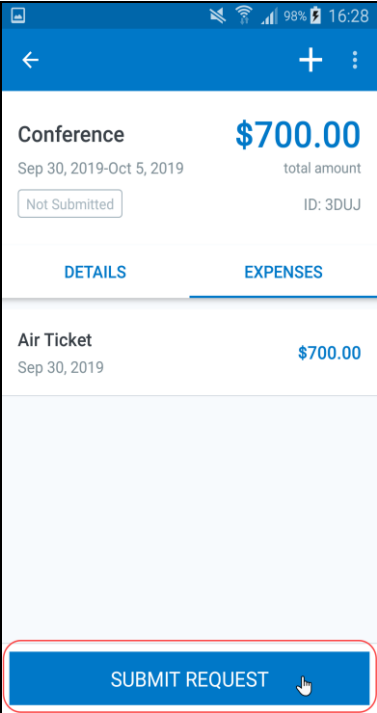
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.72 - Associated web release: August 2019 Update #2: Friday, September 13, 9:45 AM PT	Client – FINAL

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Planned Changes.....	2
Version Information.....	3
Supported Phone OS	3
Mobile Versions.....	3
Latest Supported Mobile Versions	3
Release Notes	5
Android / iPhone / iPad – Updated Expense Screen Available for Approvers	5
Access the Expense Screen	6
Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication	
Lifetime Company Settings	16
Overview.....	16
Planned Changes.....	19
Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy	19
Overview.....	19
Planned Change Android / iPhone / iPad – Updated Request Workflow	20
Overview.....	20
Request Workflow Updates	21
Create a New Request	23
Submit a Request.....	29

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Summary

Android

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Change**** Android / iPhone / iPad – Updated Request Workflow

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

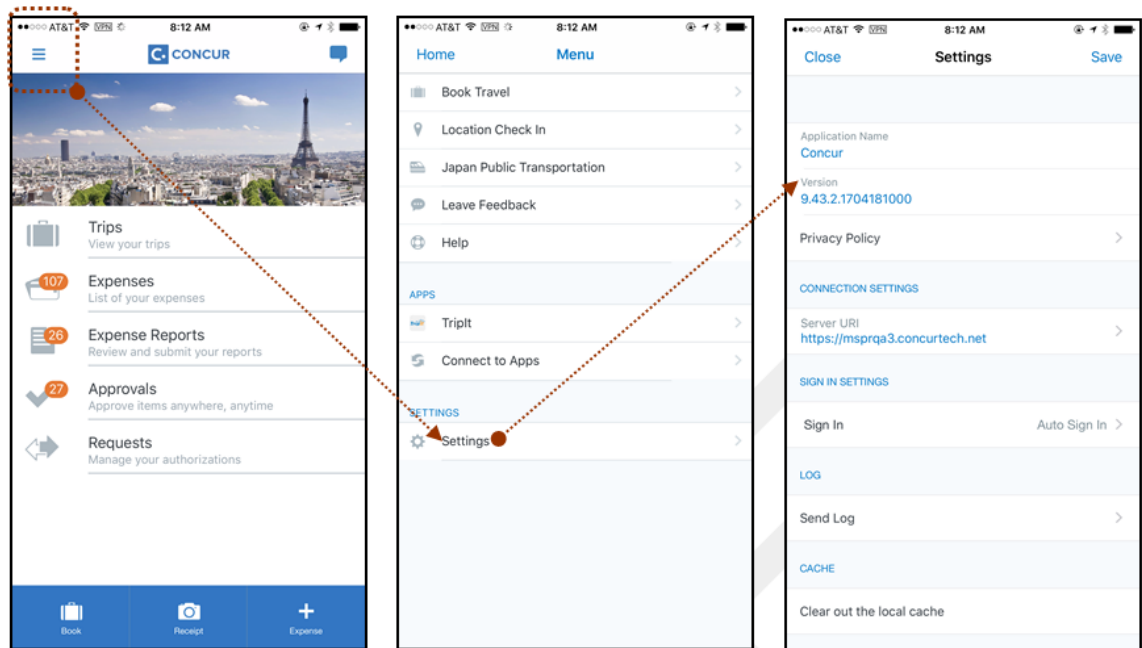
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.72	September 5, 2019	Update via App Store
Android	9.72	September 5, 2019	Update via Google Play

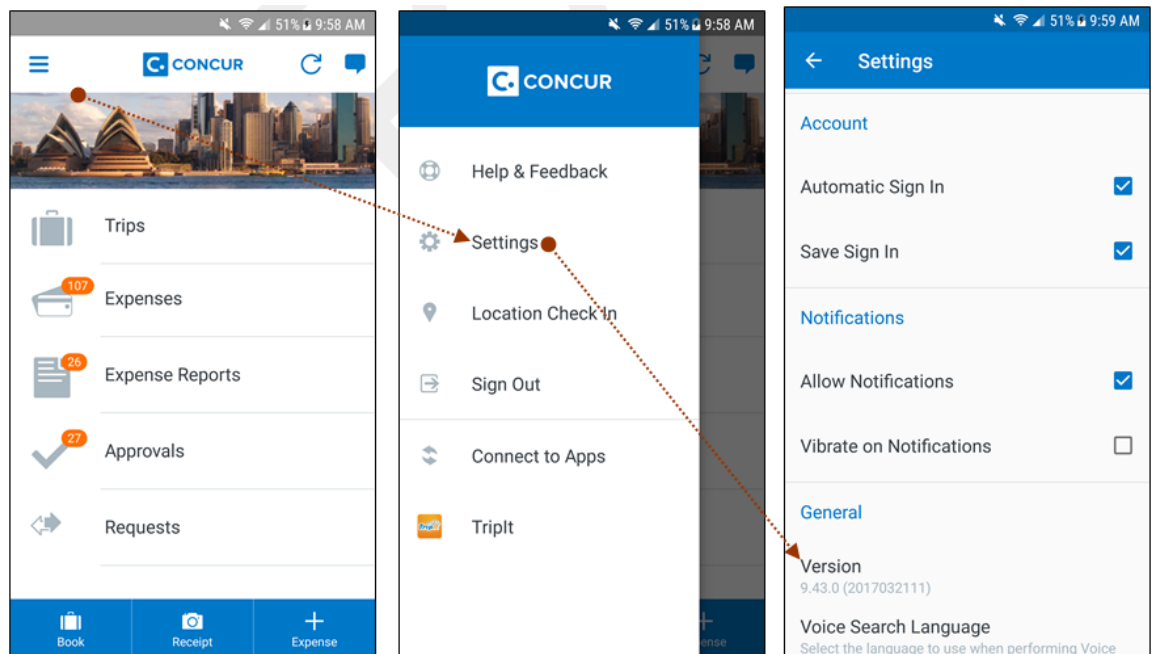
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Updated Expense Screen Available for Approvers

With this release, the **Expense** screen - for approvers - has been updated in the SAP Concur mobile app.

Updates are listed below:

- The **Expense** screen has been redesigned to make it easier for approvers to access expense details.
- On the **Expense** screen, approvers can now view a preview of an attached receipt at the top of the screen.

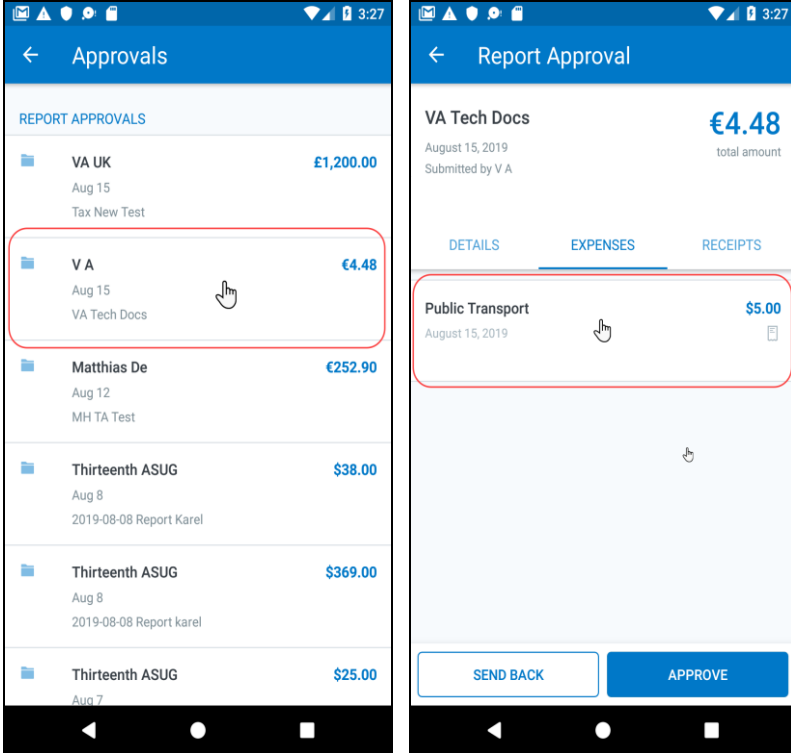
NOTE: A receipt will need to be attached to the expense, before you can see the receipt preview at the top of the screen.

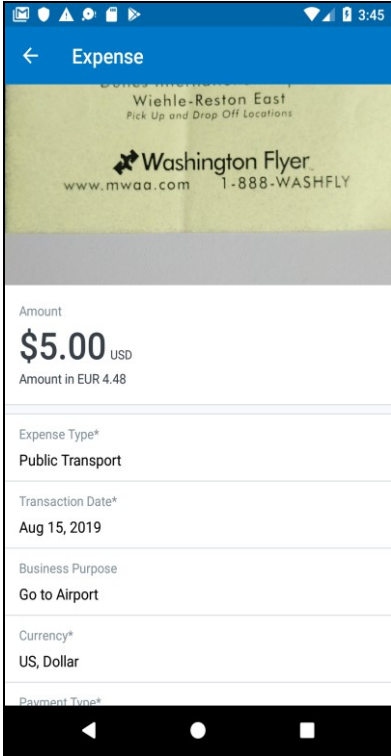
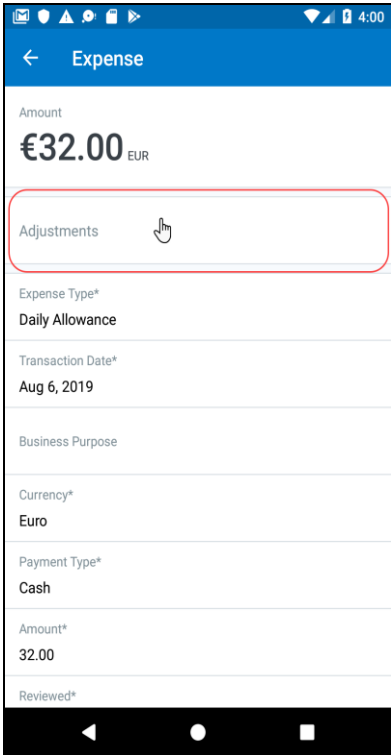
- To allow approvers easier access to amount details (such as transaction amount, posted amount, and exchange rate), the **Amount** field has been moved to the top of the expense details list.
- Navigation for the following intricate expense details have been added (below the **Amount** field) to the **Expense** screen:
 - ♦ Attendees
 - ♦ Itemizations
 - ♦ Allocations
 - ♦ Mileage Route for Mileage expenses
 - ♦ Travel Allowance expense adjustments

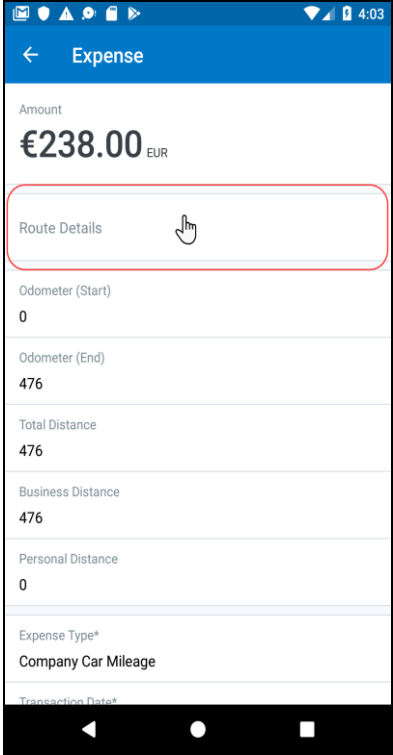
NOTE: Intricate expense details (for example, attendees, itemizations, allocations, etc.) will need to be added to the expense, before these options will appear on the **Expense** screen.

Access the Expense Screen

Android

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Approvals. 2) On the Approvals screen, tap the desired expense report awaiting approval. 3) On the Report Approval screen, tap the desired expense.

Screen(s)	Description/Action
	<p>4) On the Expense screen, review the expense details.</p>
	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

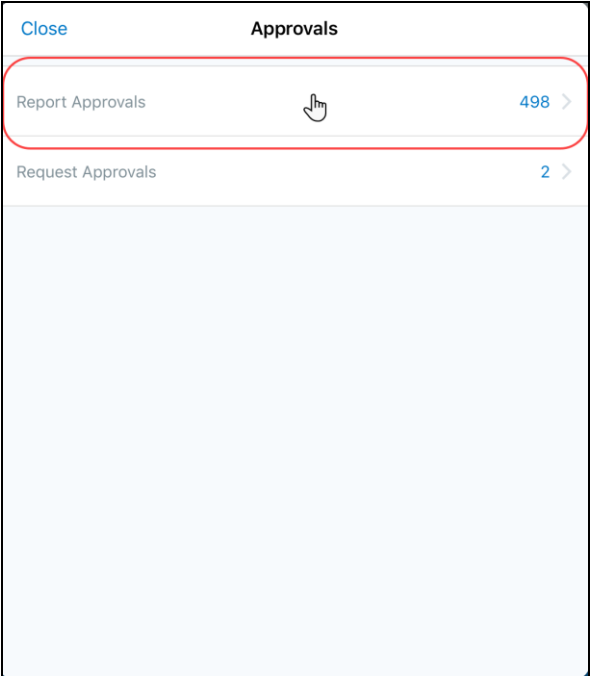
Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

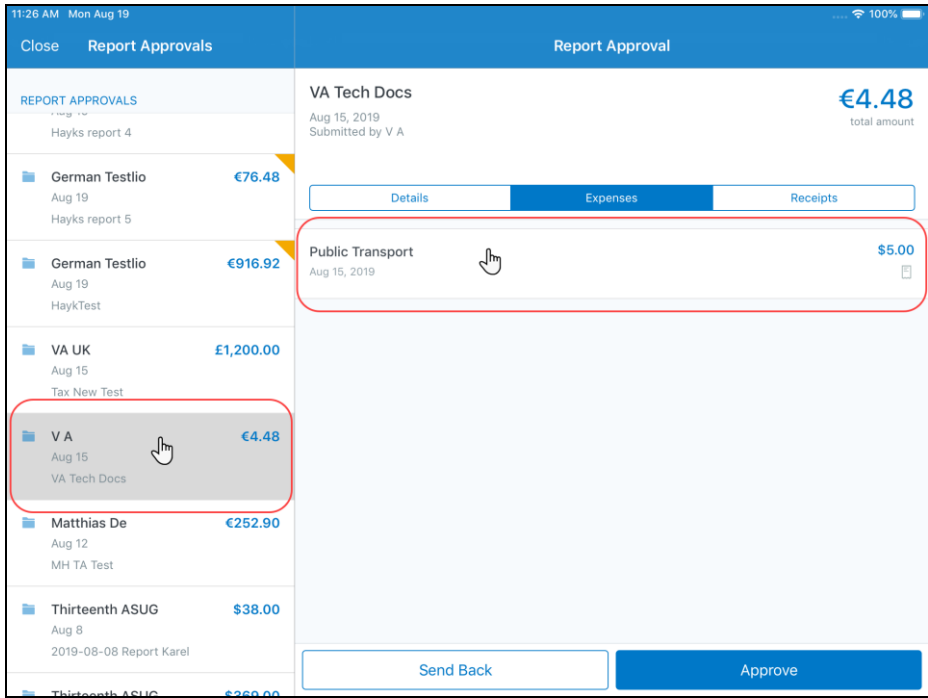
iPhone

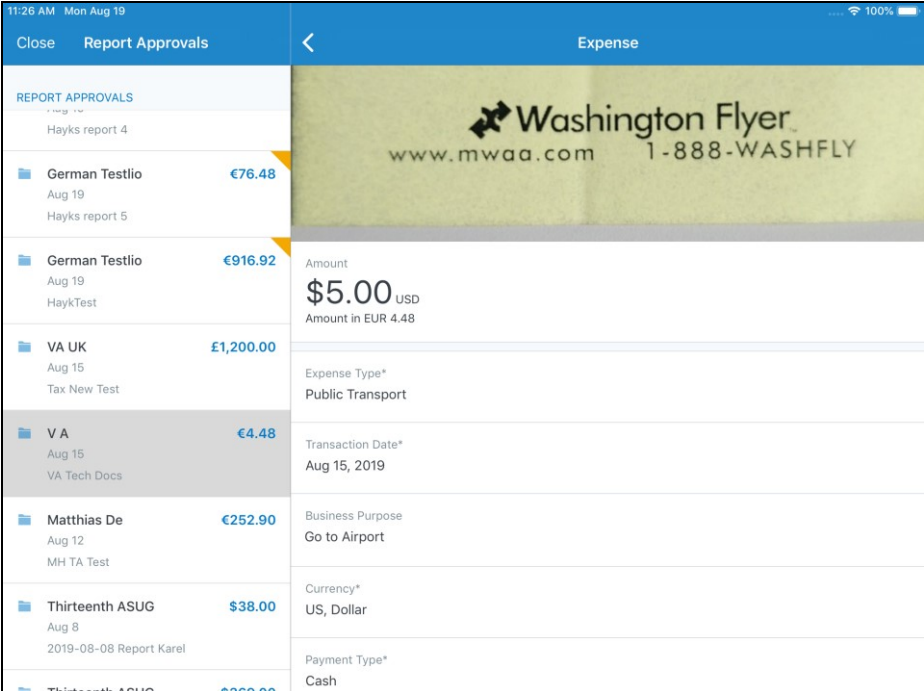
Screen(s)	Description/Action
<div><div><div>12:28</div><div><div><</div><div>Approvals</div></div><div>REPORT APPROVALS</div><div><div><div>VA UK</div><div>Aug 15</div><div>Tax New Test</div><div>£1,200.00</div></div><div><div>V A</div><div>Aug 15</div><div>VA Tech Docs</div><div>€4.48</div></div><div><div>Matthias De</div><div>Aug 12</div><div>MH TA Test</div><div>€252.90</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report Karel</div><div>\$38.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report karel</div><div>\$369.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allow test ios- kaisha</div><div>\$25.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allowance test- kaisha</div><div>\$12.00</div></div><div><div>Miguel Lencinas</div><div>Aug 6</div><div>Legacy Route</div><div>€11.84</div></div></div></div></div> <div><div><div>12:29</div><div><div><</div><div>Report Approval</div></div><div>VA Tech Docs</div><div>Aug 15, 2019</div><div>Submitted by V A</div><div>€4.48</div><div>total amount</div><div><div>Details</div><div>Expenses</div><div>Receipts</div></div><div><div>Public Transport</div><div>Aug 15, 2019</div><div>\$5.00</div></div><div><div>Send Back</div><div>Approve</div></div></div></div> <div><p>To access the Expense screen:</p><ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap the desired expense report awaiting approval.3) On the Report Approval screen, tap the desired expense.</div>	
<div><div><div>12:30</div><div><div><</div><div>Expense</div></div><div><div>Wiehle-Reston East</div><div>Pick Up and Drop Off Locations</div><div>Washington Flyer</div><div>www.mwaa.com 1-888-WASHFLY</div></div><div>Amount</div><div>\$5.00 USD</div><div>Amount in EUR 4.48</div><div>Expense Type*</div><div>Public Transport</div><div>Transaction Date*</div><div>Aug 15, 2019</div><div>Business Purpose</div><div>Go to Airport</div><div>Currency*</div><div>US, Dollar</div><div>Payment Type*</div><div>Cash</div><div>Amount*</div><div>5.00</div></div></div> <div><ol style="list-style-type: none">4) On the Expense screen, review the expense details.</div>	

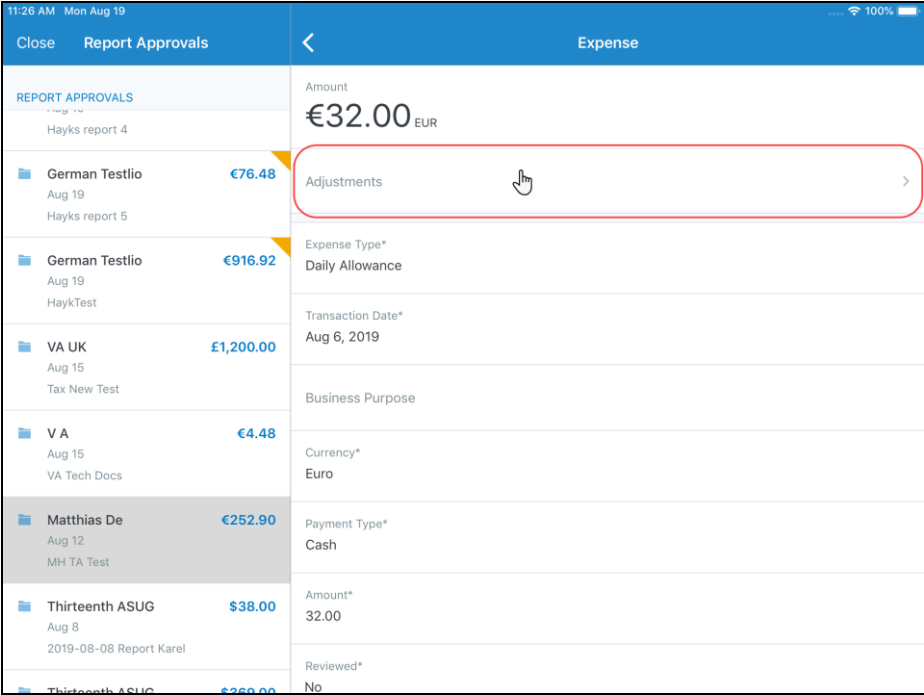
Screen(s)	Description/Action																																																																						
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QTY	Details	Price	Amount																																																																				
<div><div><div>12:45</div><div>< Expense</div><div>This expense may be a duplicate of the following expense: Report: New York, 15 Oct, Expense: Oct 15, 2018, Business Meal (attendees), \$65.50</div><div>Amount</div><div>€57.00 EUR</div><div>View Attendees</div><div>Expense Type* Business Meal (attendees)</div><div>Transaction Date* Oct 15, 2018</div><div>Business Purpose</div><div>Vendor Name</div><div>City Frankfurt/Main, Hessen</div><div>Currency* Euro</div></div></div>	<div>To access attendee details on the Expense screen:</div> <div><div>On the Expense screen, tap View Attendees.</div></div>																																																																						

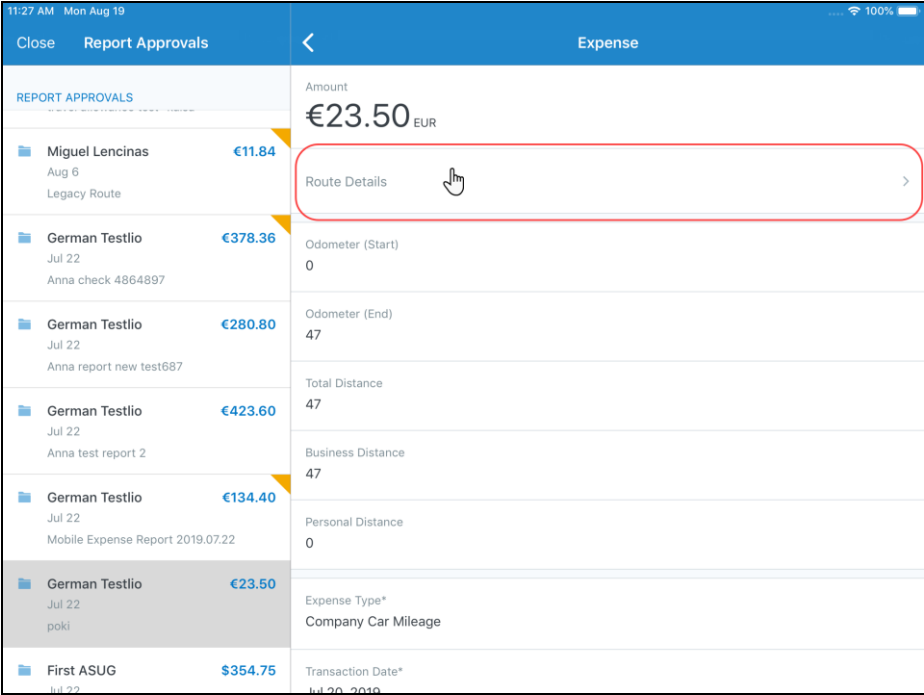
iPad

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap Report Approvals.

Screen(s)	Description/Action
	<p>3) On the Report Approvals screen, tap the desired expense report awaiting approval.</p> <p>4) On the Report Approval screen, tap the desired expense.</p>

Screen(s)	Description/Action
 <p>The screenshot displays the 'Expense' screen in the SAP Concur mobile app. On the left, a list of expense reports is visible, including 'German Testlio', 'VA UK', 'V A', 'Matthias De', and 'Thirteenth ASUG'. The right side shows the details for a selected report, with fields for Amount (\$5.00 USD), Expense Type (Public Transport), Transaction Date (Aug 15, 2019), Business Purpose (Go to Airport), Currency (US, Dollar), and Payment Type (Cash). The background of the detailed view features a 'Washington Flyer' logo and the website 'www.mwaa.com'.</p>	<p>5) On the Expense screen, review the expense details.</p>

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen in the SAP Concur mobile app. The top bar is blue with 'Expense' in white. Below the bar, the 'Amount' is displayed as €32.00 EUR. A red box highlights the 'Adjustments' button, which is located below the 'Amount' and above the 'Expense Type*' field. The 'Expense Type*' field is set to 'Daily Allowance'. Other fields include 'Transaction Date*' (Aug 6, 2019), 'Business Purpose', 'Currency*' (Euro), 'Payment Type*' (Cash), 'Amount*' (32.00), and 'Reviewed*' (No). The left sidebar shows a list of expense reports with their respective amounts and dates.</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
 <p>The screenshot displays the 'Expense' screen in the SAP Concur mobile app. The interface is split into two main sections. The left section, titled 'REPORT APPROVALS', lists several expense reports with their amounts and dates. The right section provides details for the selected report, including the total amount, route details (highlighted with a red box and a hand icon), odometer readings, total and business distances, personal distance, expense type, and transaction date.</p>	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings

Overview

With this release, admins now have access to the new **High Security Account (HSA)** and **Mobile Authentication Lifetime** settings on the **Company Settings** page within the web version of SAP Concur.

High Security Account (HSA)

For customers with significant security requirements, this new setting provides the option to prevent the encryption key to be stored on the user's mobile device. Because of this, users will be required to create an additional application password that will decrypt their data in memory.

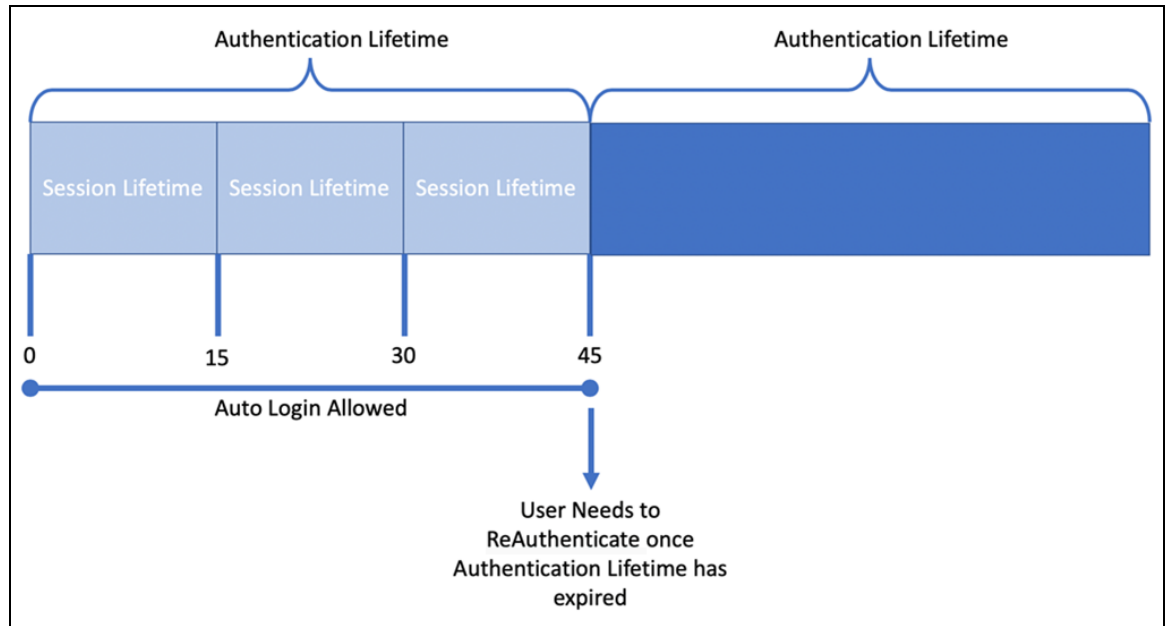
This passcode will need to be entered with every cold start of the mobile app. A cold start refers to an app's starting from scratch. For example, a cold start can happen when a user launches the mobile app – for the first time – since re-starting their mobile device.

To add an additional password, the user must create it when they first set up the SAP Concur mobile app on their mobile device. If their company has the **High Security Account (HSA)** setting turned on, the user will be asked – during the initial setup of the app – to add an additional password, which they will need to enter with every cold start of the mobile app.

Mobile Authentication Lifetime

This new setting/module property allows admins to set timeouts – anywhere from 15 minutes to 120 days (172,799 minutes) – to a user's account. When the user's account times out they will need to re-authenticate their account.

If the user needs to re-authenticate their account, they can do this – the usual way – by entering the combination of credentials that are required by their company to sign into the mobile app.



NOTE: Session Lifetime is for all users and is the time that a user is allowed to stay connected. Once the Session Lifetime expires, a user can no longer use auto-login to authenticate back into the connected session. The maxed timeout for Session Lifetime is 2 hours. Authentication Lifetime determines how long the user can auto-login after the session expires. Authentication Lifetime is always longer than Session Lifetime.

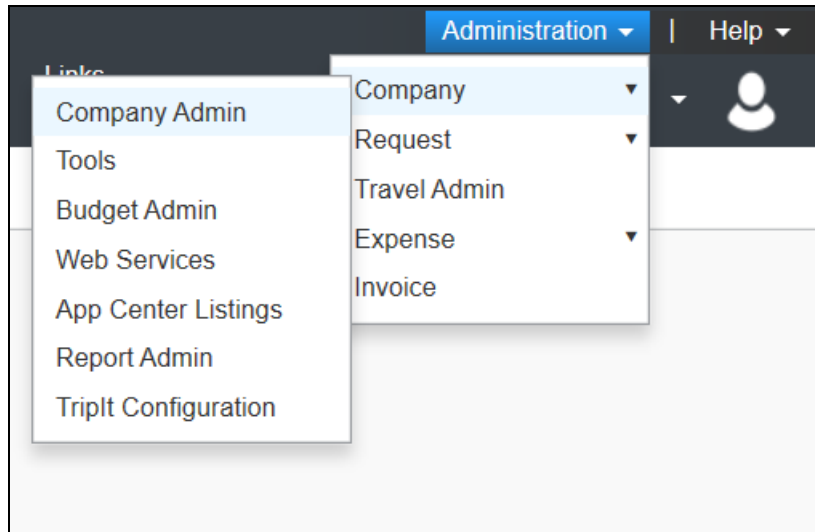
BUSINESS PURPOSE / CUSTOMER BENEFIT

This setting/module property allows for more security for SAP Concur mobile app user authentication.

What the Administrator Sees

► To access the Company Settings screen:

1. On the home screen, click **Administration > Company > Company Admin > Company Settings**.



The screen **Company Settings** screen appears.

Company Admin Home

Company Admin

- Approval Queues
- Billing Administrator
- Company Locations
- Menu Administrator
- Org Unit Admin
- Report Admin
- Text Customization
- Password Administrator
- Import Data
- Manage Custom Fields
- Calendar Integration Admin
- Company Settings
- Share Custom Fields
- Login URL Manager

Company Settings

Below is a list of company settings that can be modified for your site.
To edit, change the value of the company settings and the Save options will appear.
Details on a given company setting are noted in the quick help text next to each module property name.

Here are all Company Settings for CommaSavvy

Property Config: Company Wide

Setting Name	Setting Value	Save Value
High Security Account (HSA)	<input type="checkbox"/>	
Mobile Authentication Lifetime	172799	
Enable Total Trip Cost	<input type="checkbox"/>	
Dual Fare Display (Sabre Only)	<input checked="" type="checkbox"/>	
Allow Sponsored Users	<input checked="" type="checkbox"/>	

Configuration / Feature Activation

The change is automatically available. There are no additional configuration or activation steps.

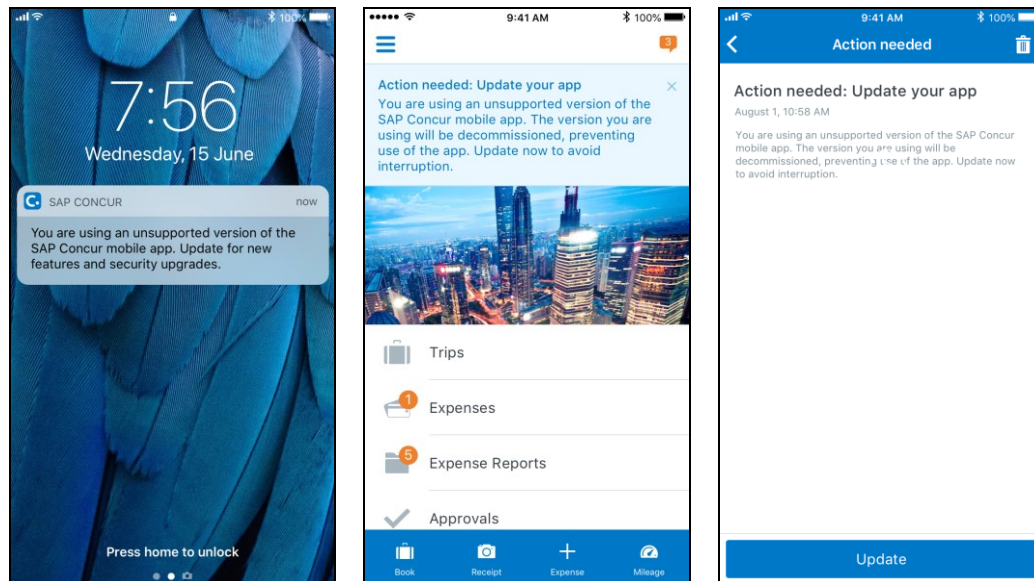
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

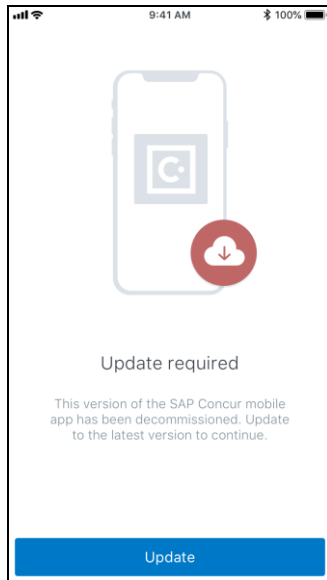
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Change** Android / iPhone / iPad – Updated Request Workflow**

Overview

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request workflow within the mobile app.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Workflow Updates

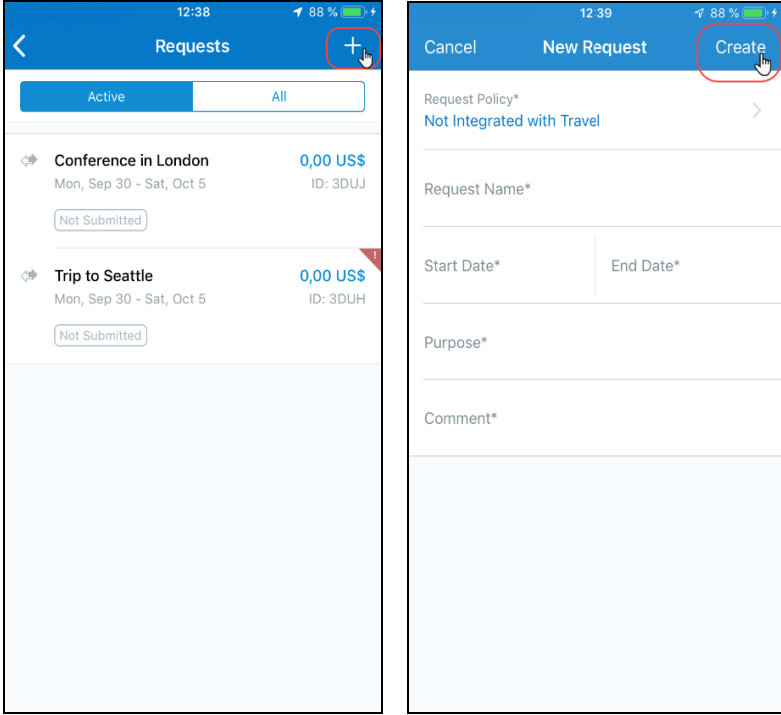
The updates include:

- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- All fields - including custom fields - are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request

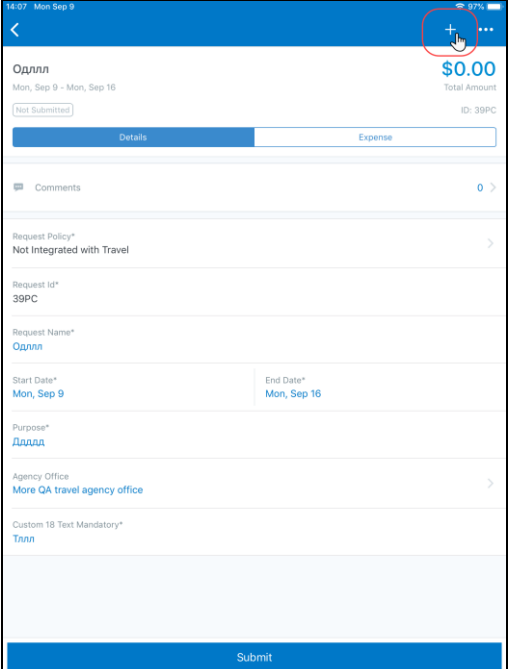
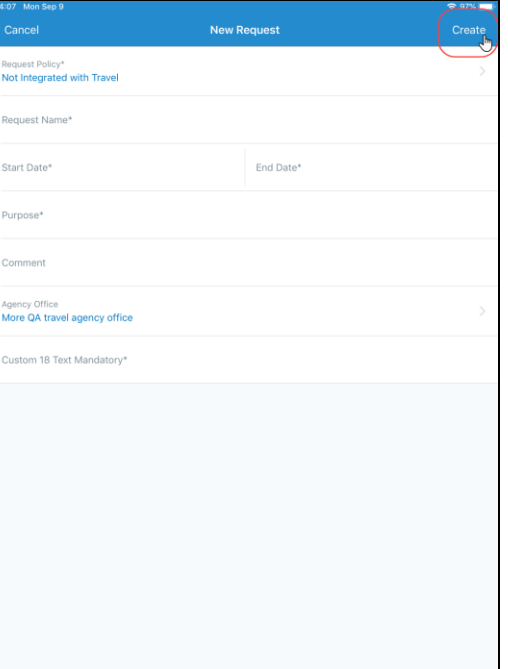
- Modify a request
- View all tabs
- Edit attach, view, and print attached images
- Add a comment on the header
- Print a request
- Submit a request
- View unsubmitted and submitted requests
- View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments
 - Delete segments
 - ♦ In the new **Expense** tab, you can:
 - View expense details
 - ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap + (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

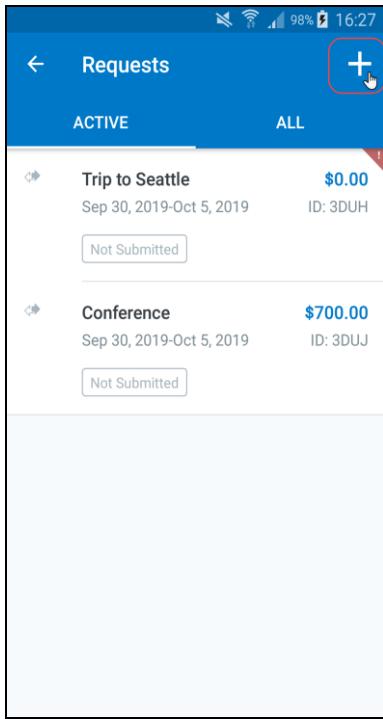
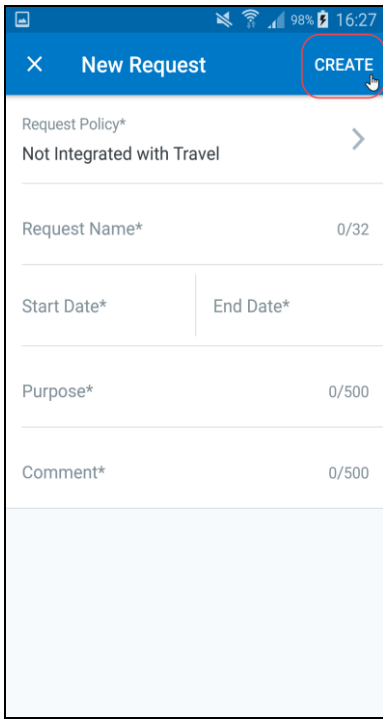

iPad

Screen(s)	Description/Action
	

To create a new request:

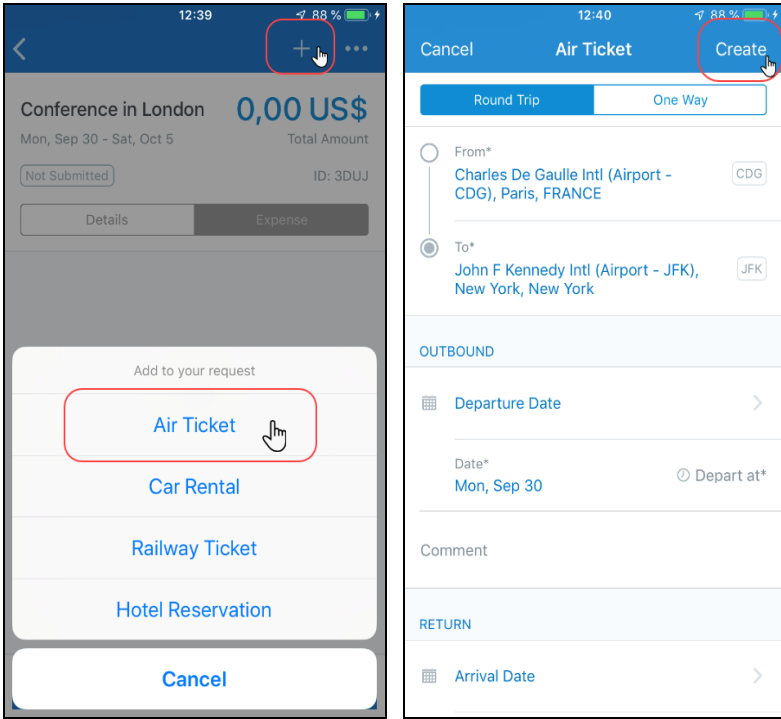

- 1) On the home screen, tap **Requests**.
- 2) On the request details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

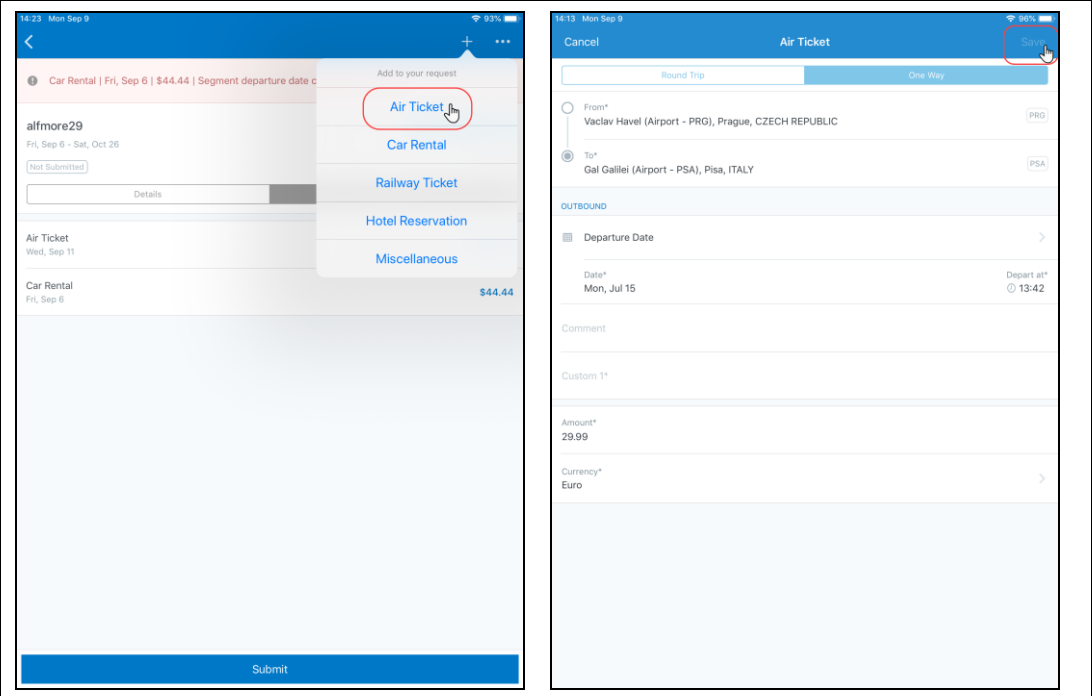
Screen(s)	Description/Action	
		<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap  (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

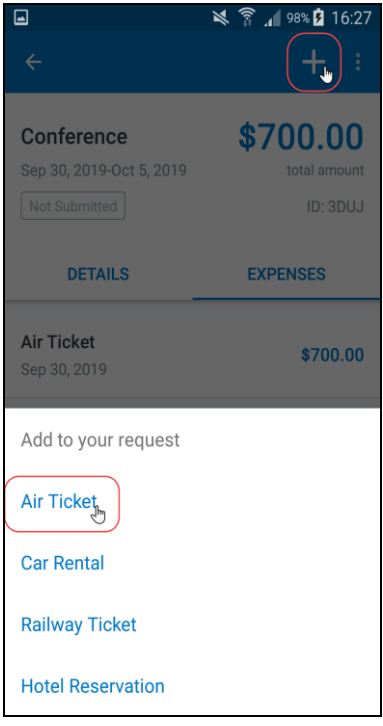
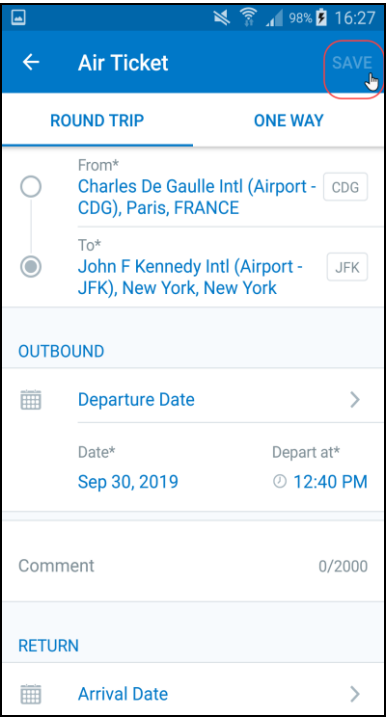
IPHONE

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal with 'Air Ticket' selected. The right screenshot shows the 'Air Ticket' details screen with the 'Create' button highlighted.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

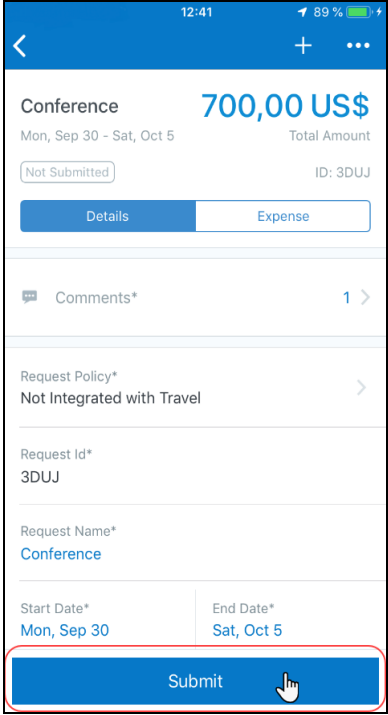
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' menu with 'Air Ticket' highlighted. The right screenshot shows the 'Air Ticket' segment screen with the 'Save' button highlighted in the top right corner.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the request details screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Android

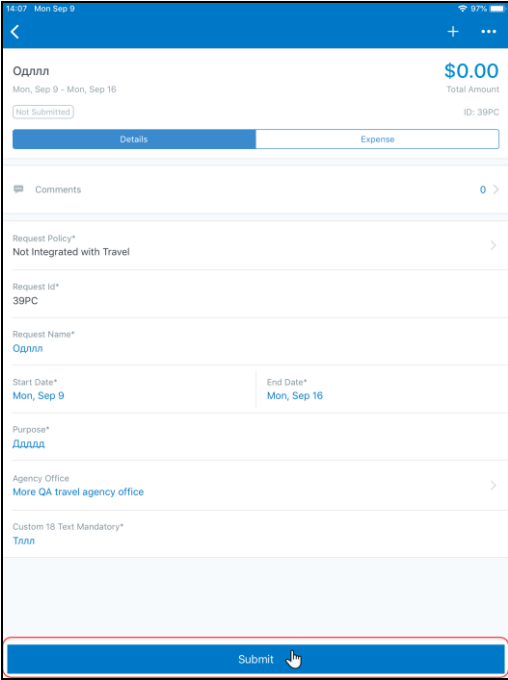
Screen(s)	Description/Action
	
<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired. 	

Submit a Request

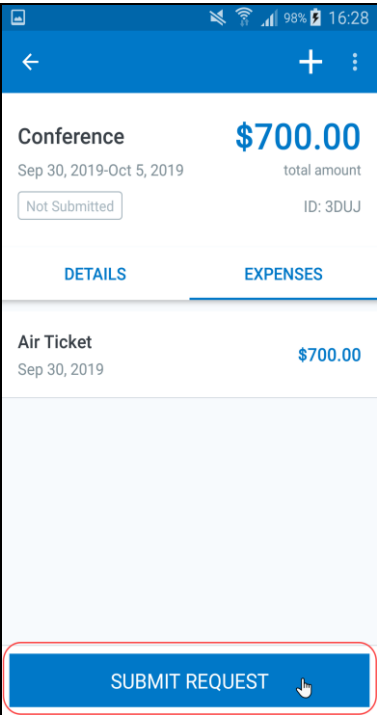
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

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<div>SAP Concur Release Notes</div> <div>SAP Concur's mobile app</div>	
Month	Audience
Version 9.73 - Associated web release: September 2019 Initial Post: Tuesday, October 8, 6:15 PM PT	Client – FINAL

Contents

Summary	3
Android.....	3
iPhone / iPad	3
Planned Changes.....	3
Version Information.....	4
Supported Phone OS	4
Mobile Versions.....	4
Latest Supported Mobile Versions	4
Release Notes	6
Android / iPhone / iPad – Mobile Request Updates	6
Overview.....	6
Request Updates	6
Create a New Request	8
Submit a Request.....	14
Planned Changes.....	17
Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy.....	17
Overview.....	17
Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page	18
Overview.....	18

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Summary

Android

- Android / iPhone / iPad – Mobile Request Feature Updates
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Mobile Request Feature Updates
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Changes**** Android / iPhone / iPad – Redesign of the Sign In Page

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

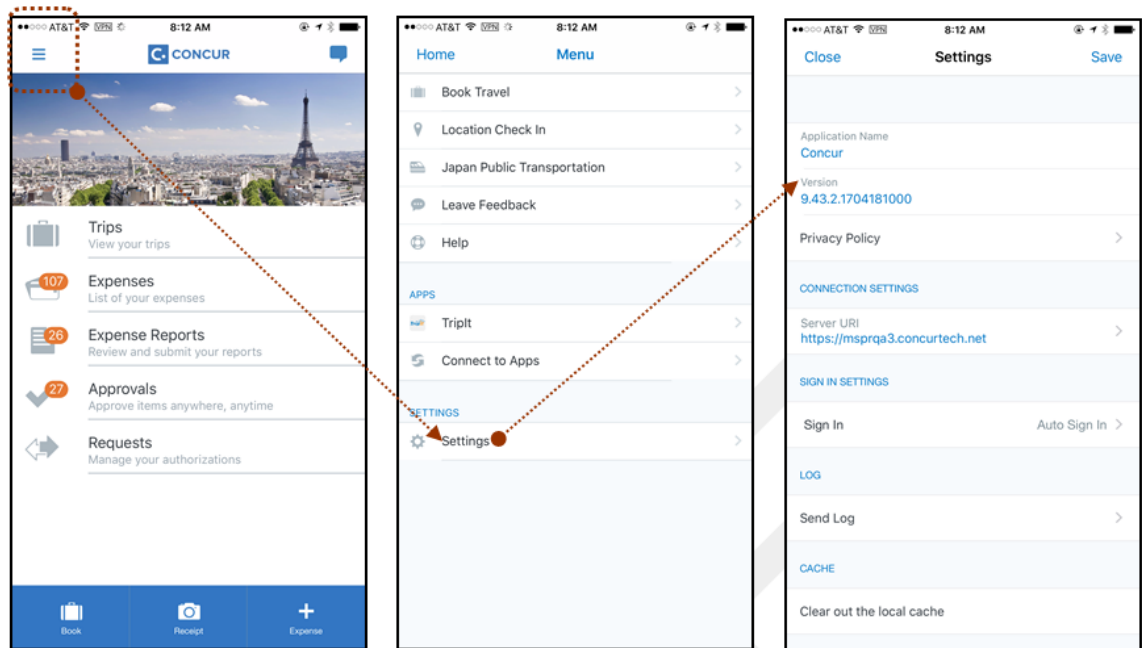
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.73	October 8, 2019	Update via App Store
Android	9.73.1	October 8, 2019	Update via Google Play

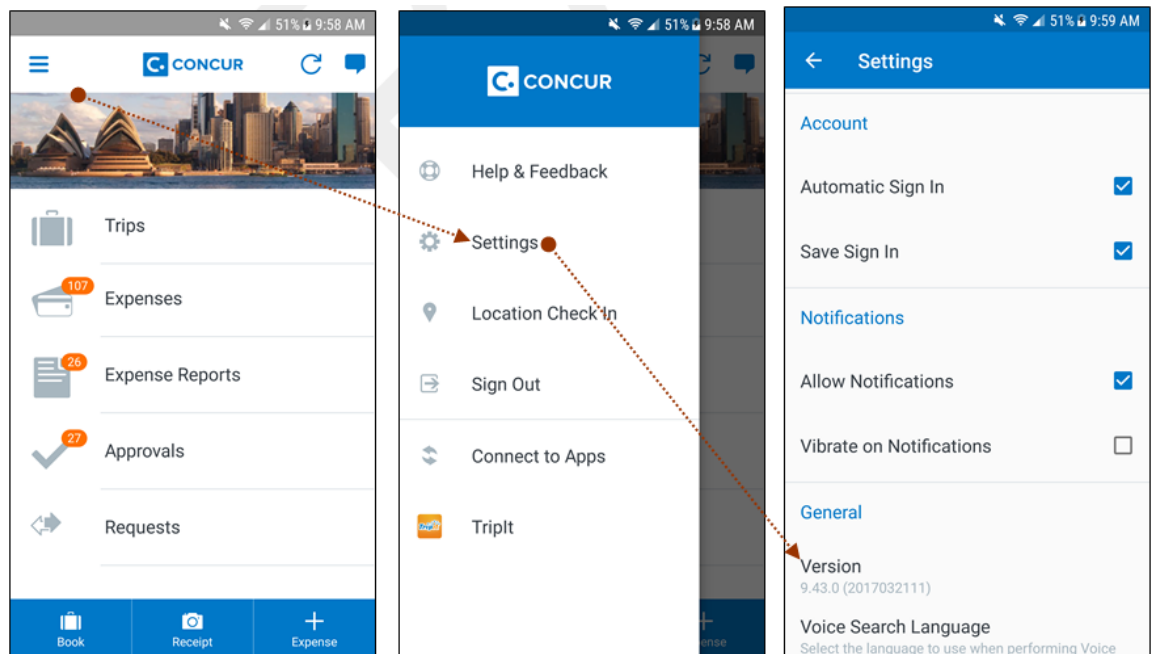
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Mobile Request Updates

Overview

We are pleased to announce an improved Concur Request experience for SAP Concur mobile app users. We listened to customer feedback and suggestions and then we reworked the entire process – start to finish.

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request screens and features, as described below.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Updates

The updates include:

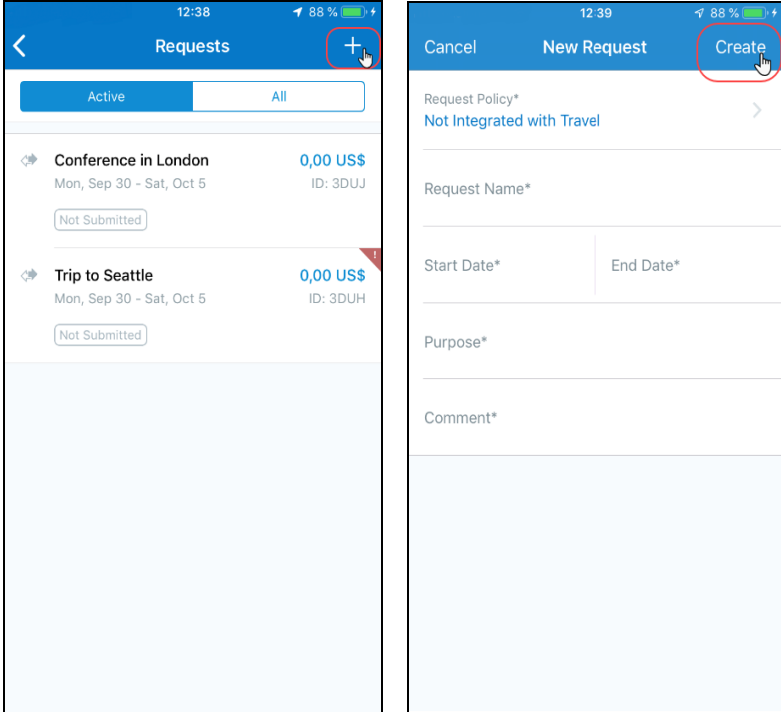
- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- Custom fields are now supported on the **New Request** screen and the **Details** tab on the request details screen.
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 - Add a comment on the header
 - Print a request

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 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests
 - View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments

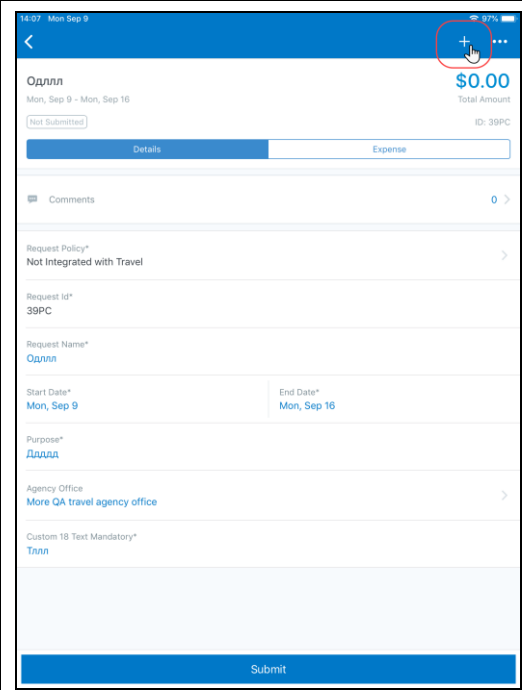
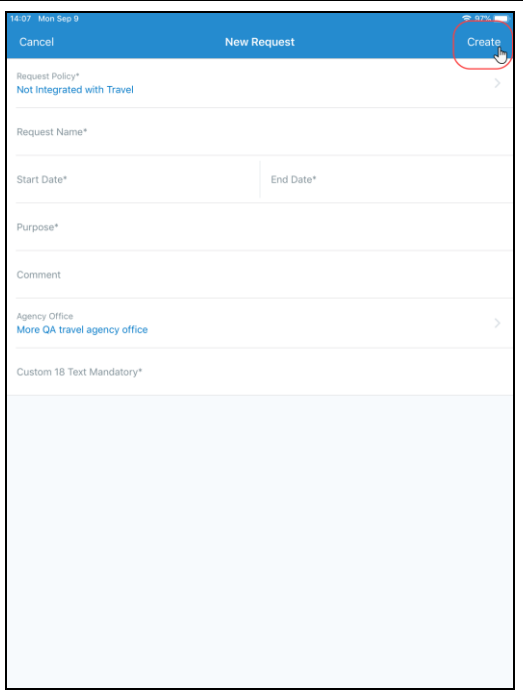
- Delete segments
- ♦ In the new **Expense** tab, you can:
 - View expense details
- ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap + (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

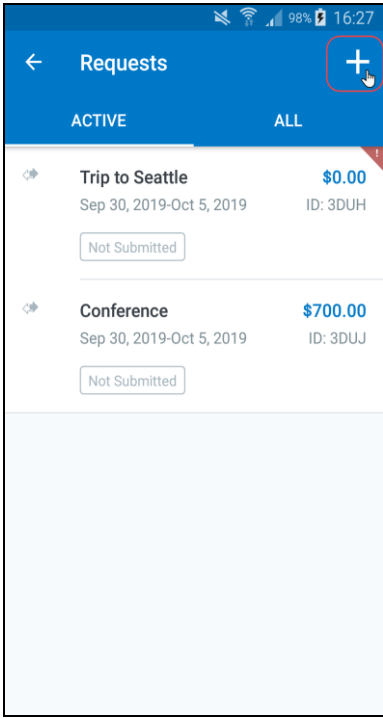
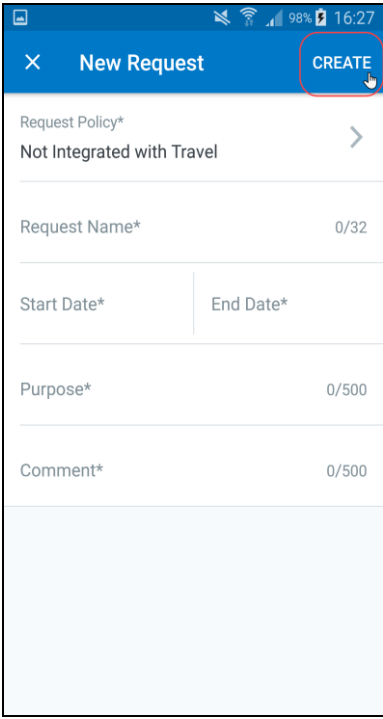

iPad

Screen(s)	Description/Action
	

To create a new request:

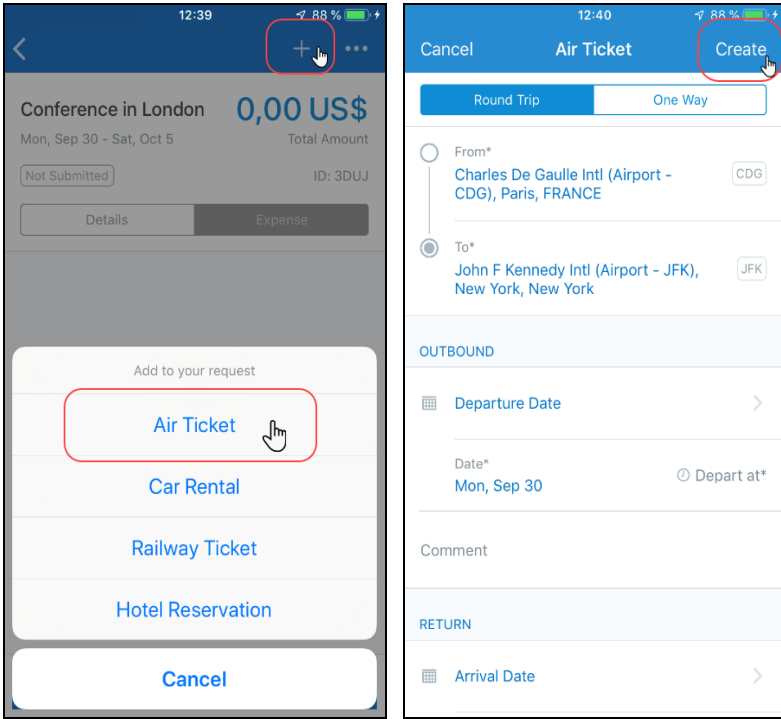

- 1) On the home screen, tap **Requests**.
- 2) On the requests details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

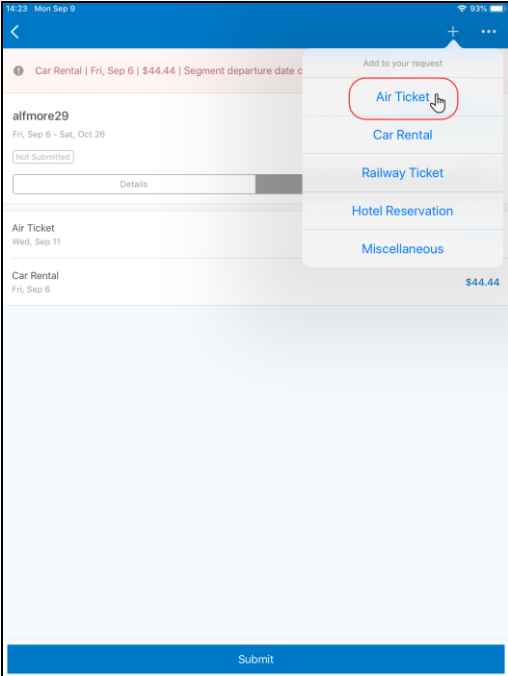
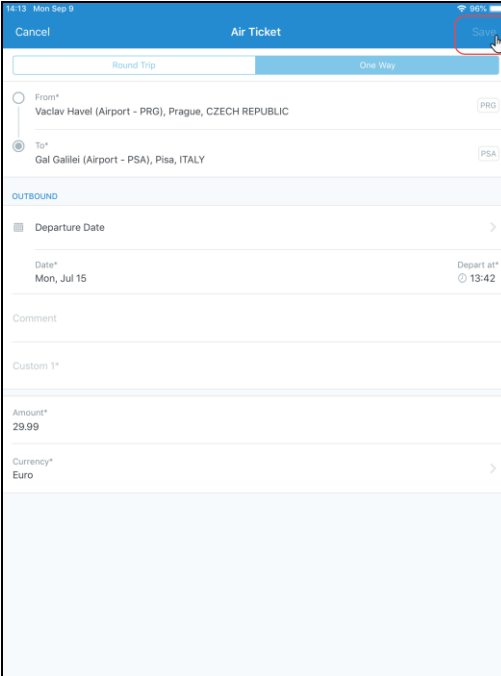
Screen(s)	Description/Action
	 <p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

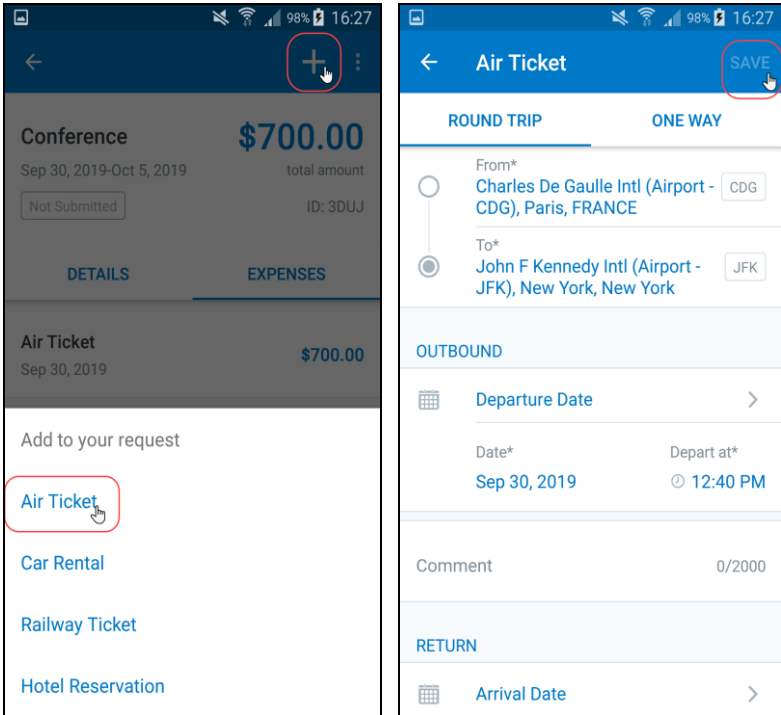
IPHONE

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal with the following options: Air Ticket, Car Rental, Railway Ticket, Hotel Reservation, and Cancel. The 'Air Ticket' option is highlighted with a red box and a hand icon. The right screenshot shows the 'Air Ticket' details screen with the following fields: From* (Charles De Gaulle Intl (Airport - CDG), Paris, FRANCE), To* (John F Kennedy Intl (Airport - JFK), New York, New York), OUTBOUND (Departure Date, Date*, Mon, Sep 30, Depart at*), and RETURN (Arrival Date). The 'Create' button in the top right corner is highlighted with a red box and a hand icon.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

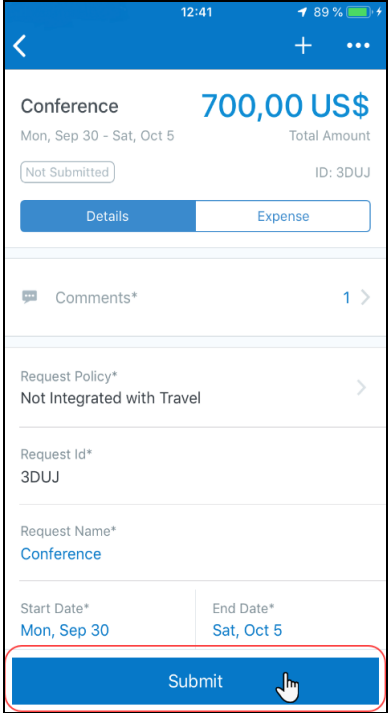
Screen(s)		Description/Action
		<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the request details screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Android

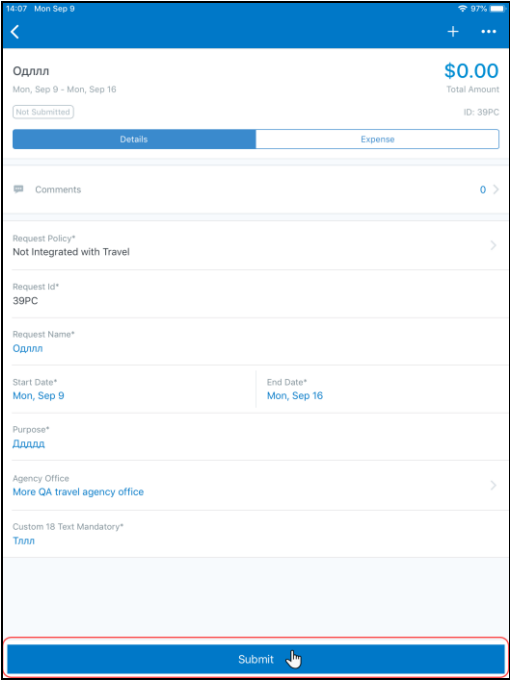
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Conference' screen with a total amount of \$700.00. A red circle highlights a '+' icon in the top right corner. The right screenshot shows the 'Air Ticket' screen with flight details. A red circle highlights a 'SAVE' button in the top right corner.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Submit a Request

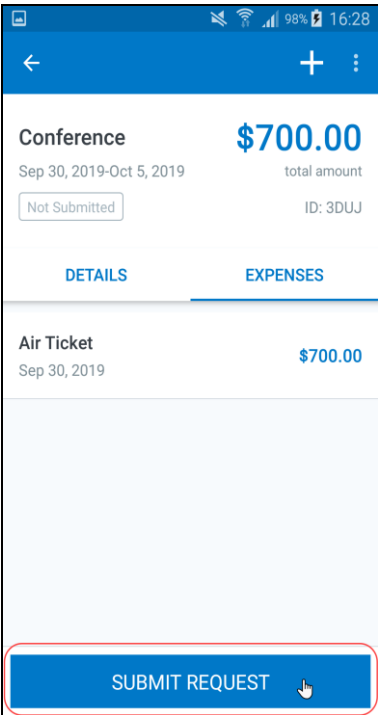
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

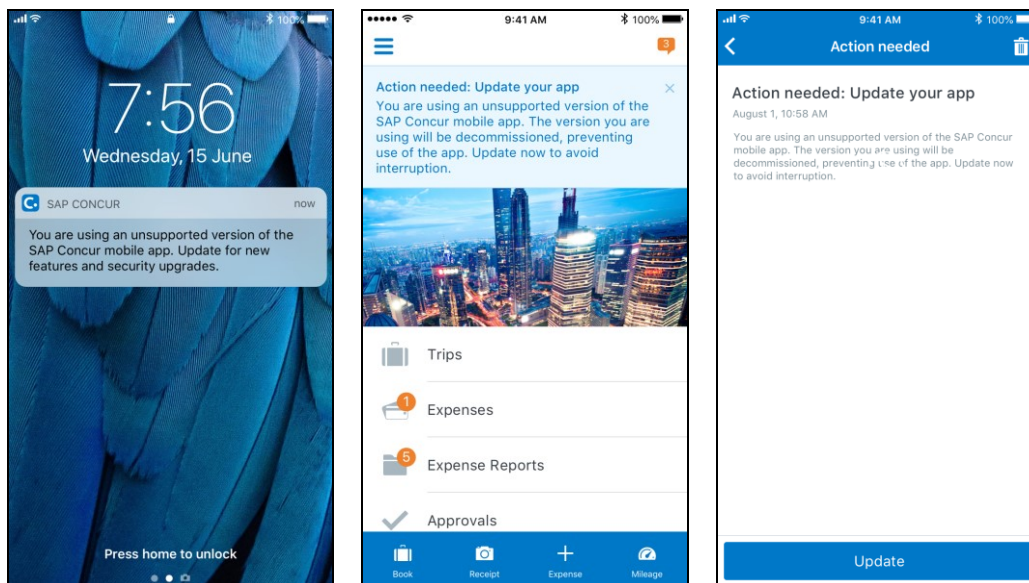
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

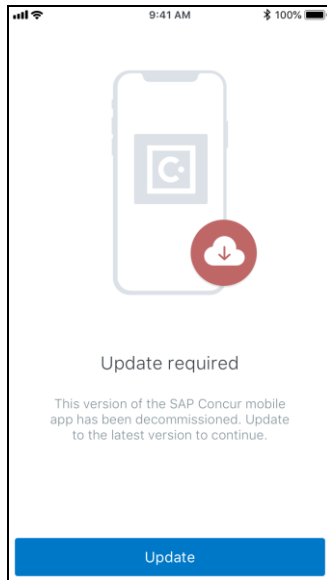
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation


The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

There will be additional changes, which will be described in future release notes.



Sign In


Username

Next

[Forgot Username?](#)

[Privacy Policy](#)

[Not a Concur user yet? Try Test Drive](#)



Sign In

concurcoretest@outlook.com

Sign in with Okta (Demo)

Sign in with Okta (Muttala)

Sign in with Azure AD (Test)

[Sign in with your password](#)

[Privacy Policy](#)

[Not a Concur user yet? Try Test Drive](#)

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.73 - Associated web release: September 2019 Initial Post: Tuesday, October 8, 6:15 PM PT	Client – FINAL

Contents

Summary 3

 Android.....3

 iPhone / iPad3

 Planned Changes.....3

Version Information..... 4

 Supported Phone OS4

 Mobile Versions.....4

 Latest Supported Mobile Versions.....4

Release Notes 6

 Android / iPhone / iPad – Mobile Request Updates6

 Overview.....6

 Request Updates6

 Create a New Request8

 Submit a Request.....14

Planned Changes..... 17

 Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy17

 Overview.....17

 Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page18

 Overview.....18

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Summary

Android

- Android / iPhone / iPad – Mobile Request Feature Updates
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Mobile Request Feature Updates
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Changes**** Android / iPhone / iPad – Redesign of the Sign In Page

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

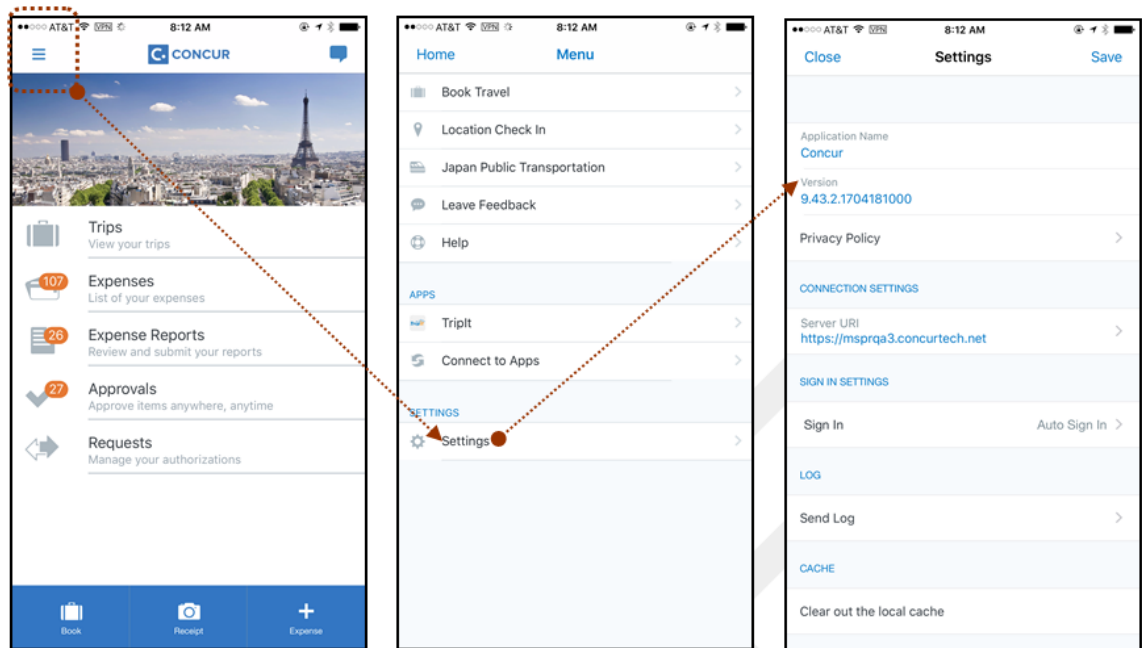
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.73	October 8, 2019	Update via App Store
Android	9.73.1	October 8, 2019	Update via Google Play

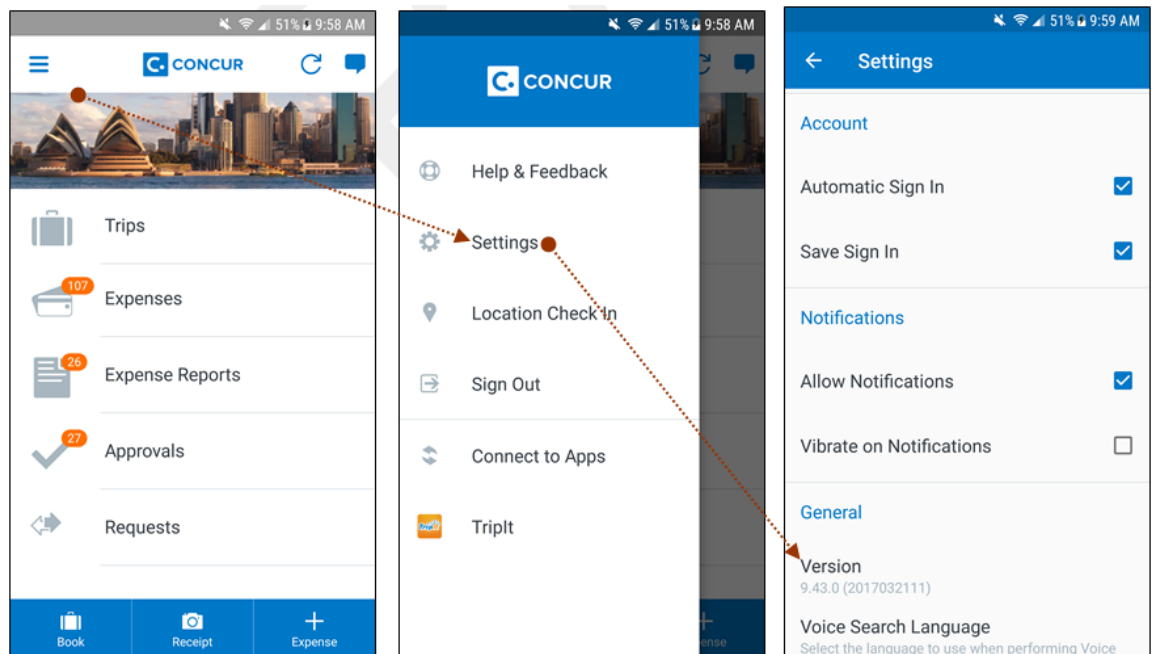
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Mobile Request Updates

Overview

We are pleased to announce an improved Concur Request experience for SAP Concur mobile app users. We listened to customer feedback and suggestions and then we reworked the entire process – start to finish.

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request screens and features, as described below.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Updates

The updates include:

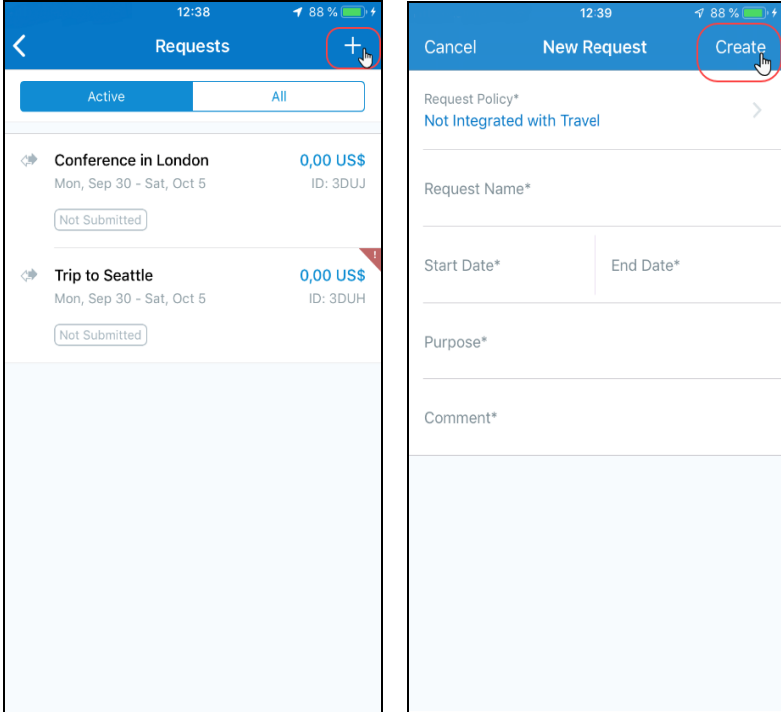
- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- Custom fields are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - ♦ In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request

- Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests
 - View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments

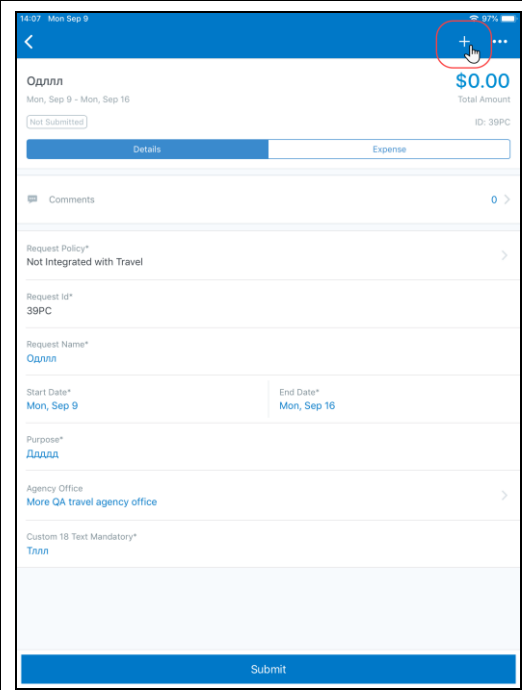
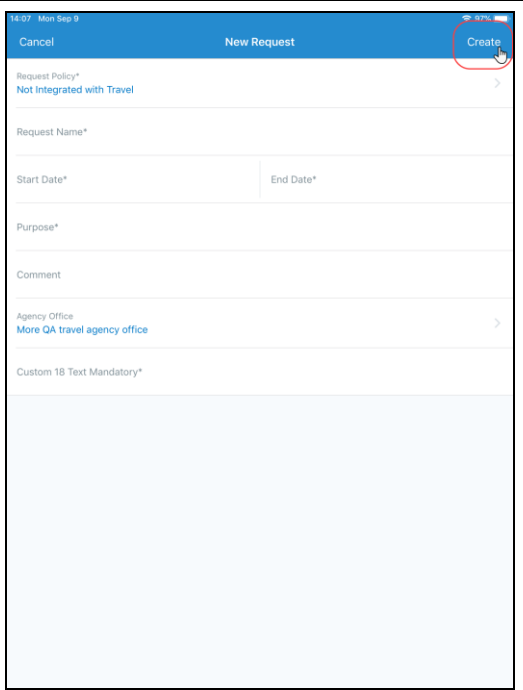
- Delete segments
- ♦ In the new **Expense** tab, you can:
 - View expense details
- ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap + (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

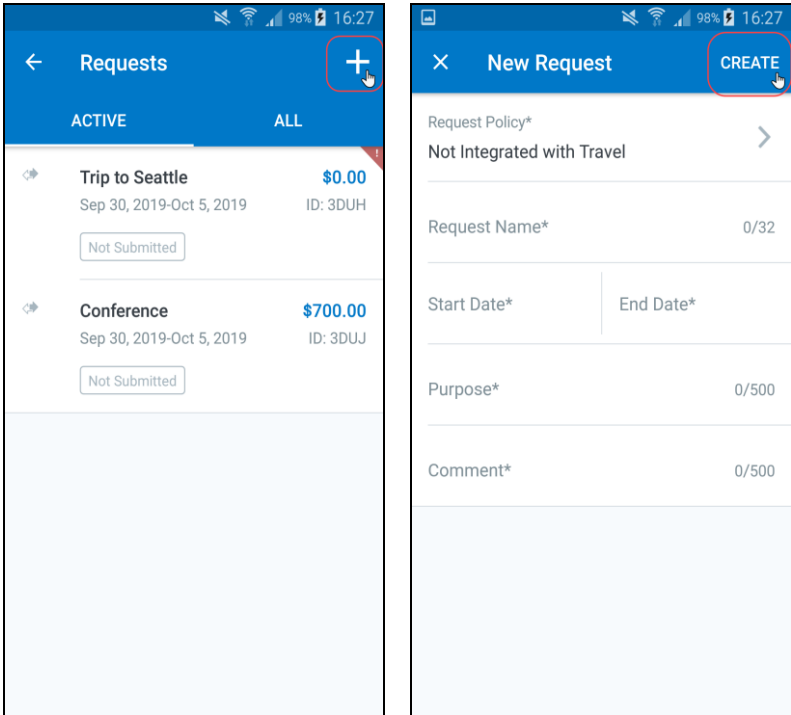

iPad

Screen(s)	Description/Action
	

To create a new request:

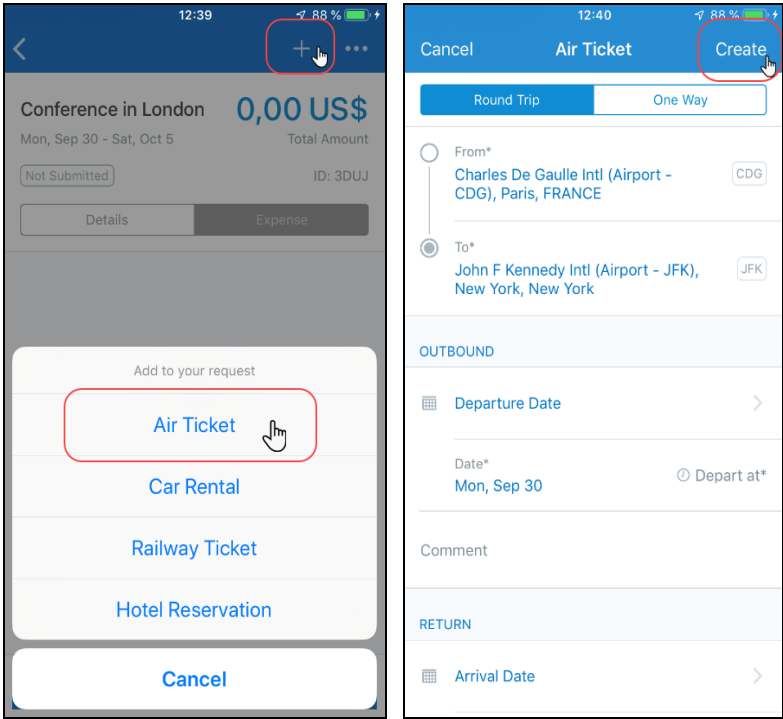

- 1) On the home screen, tap **Requests**.
- 2) On the requests details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

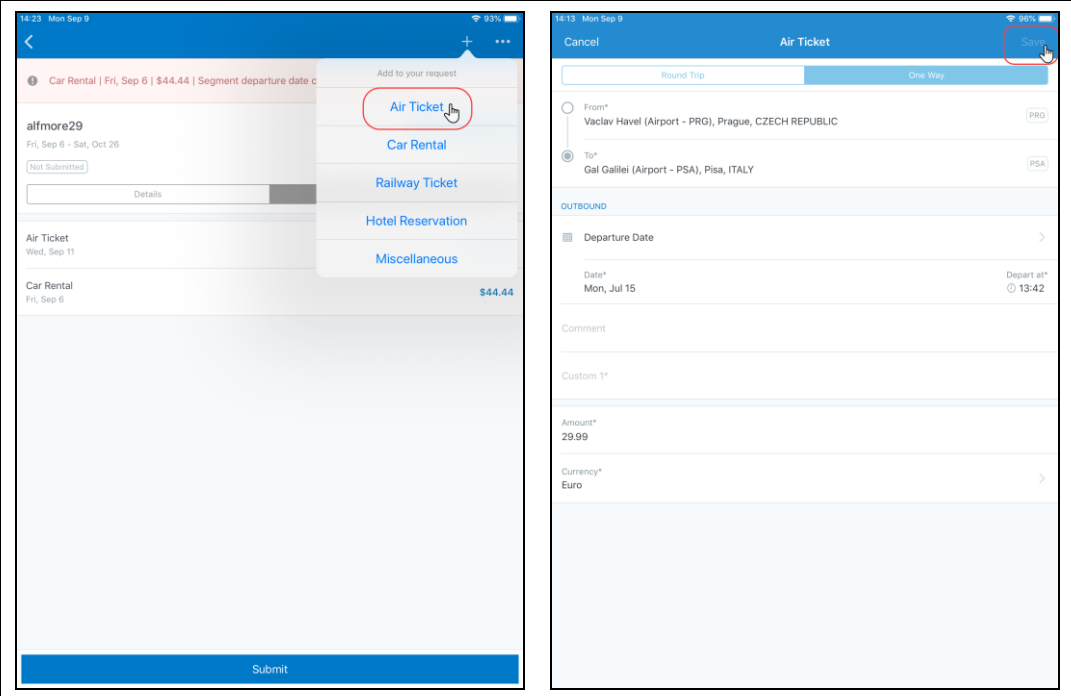
Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

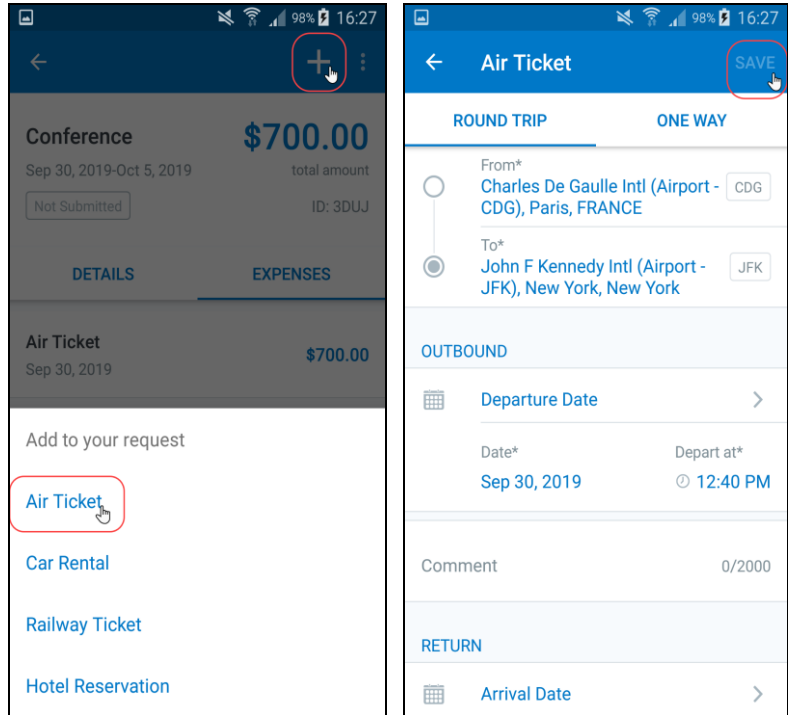
IPHONE

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal with 'Air Ticket' selected. The right screenshot shows the 'Air Ticket' details screen with the 'Create' button highlighted.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

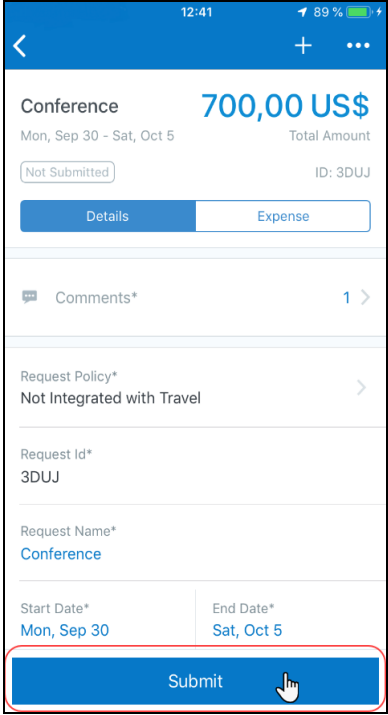
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' menu with 'Air Ticket' highlighted. The right screenshot shows the 'Air Ticket' details screen with the 'Save' button highlighted in the top right corner.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the request details screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Android

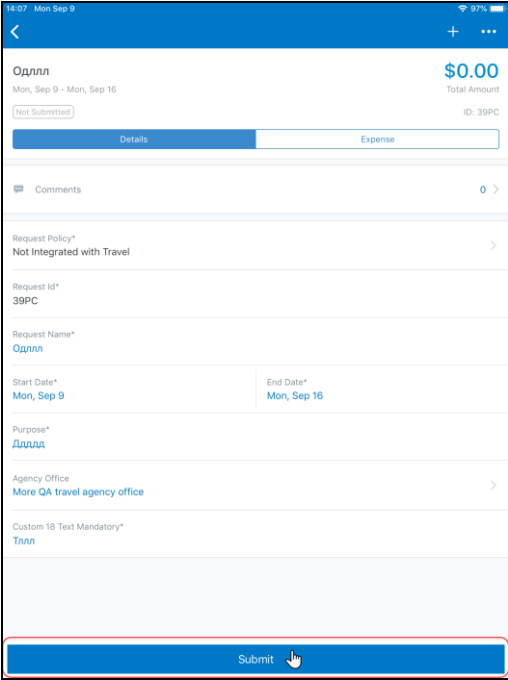
Screen(s)	Description/Action
	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Submit a Request

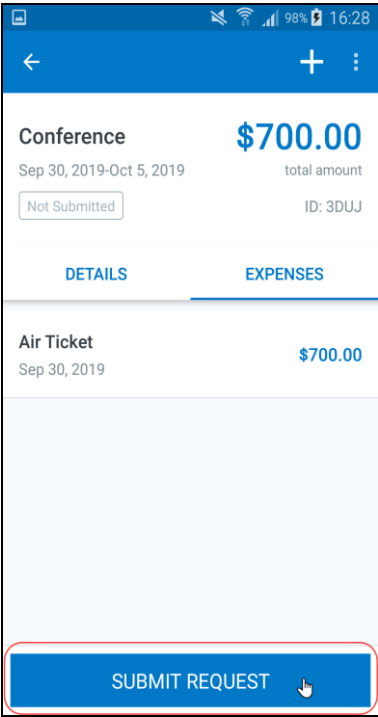
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

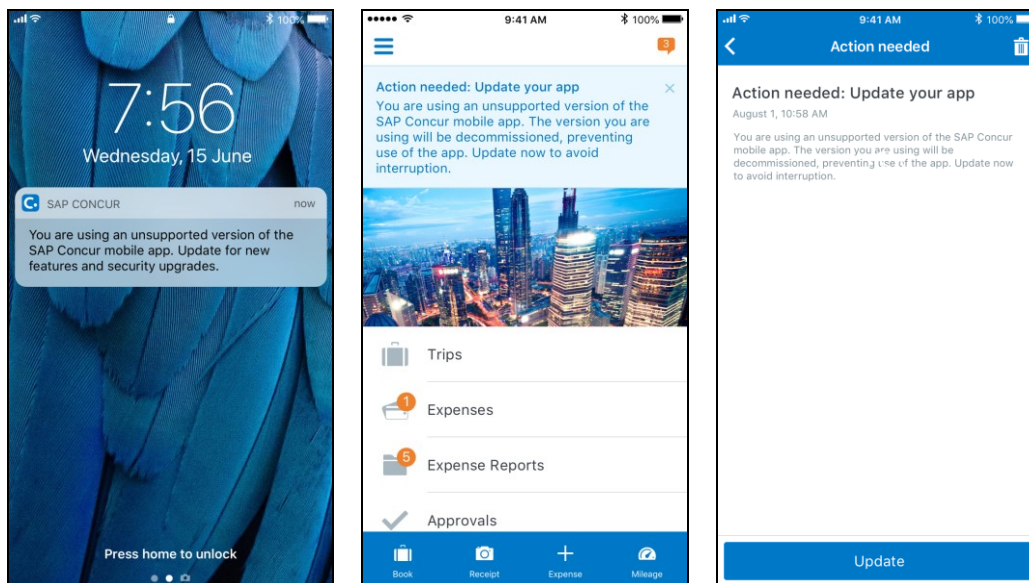
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

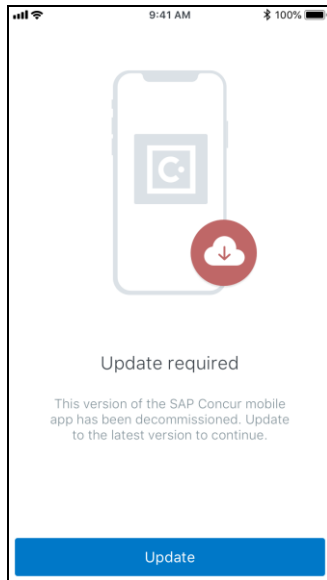
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Configuration / Feature Activation


The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

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Sign In


Username

Next

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Sign In

concurcoretest@outlook.com

Sign in with Okta (Demo)

Sign in with Okta (Muttala)

Sign in with Azure AD (Test)

Sign in with your password

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.74 - Associated web release: October 2019 Initial Post: Friday, November 1, 8 AM PT	Client – Final

Contents

Summary	3
Android.....	3
iPhone / iPad	3
Planned Changes.....	3
Version Information.....	4
Supported Phone OS	4
Supported Mobile Versions	4
Deprecating Mobile Versions	4
Latest Supported Mobile Versions	4
Release Notes	6
Android / iPhone / iPad – Receipt Digitization.....	6
Android / iPhone / iPad – Mobile Request Updates	8
Overview.....	8
Request Updates	8
Create a New Request	10
Submit a Request.....	16
Ongoing Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy.....	19
Overview.....	19
Planned Changes.....	21
Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page	21
Overview.....	21

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Summary

Android

- Android / iPhone / iPad – Receipt Digitization
- Android / iPhone / iPad – Mobile Request Feature Updates
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Receipt Digitization
- Android / iPhone / iPad – Mobile Request Feature Updates
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

Planned Changes

- ****Planned Changes**** Android / iPhone / iPad – Redesign of the Sign In Page

Version Information

Supported Phone OS

Device	Operating System
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Supported Mobile Versions

Note the following:

- Applicable for 9.73 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.
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NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.



For more information on the retention policy, refer to this [FAQ](#).

Deprecating Mobile Versions

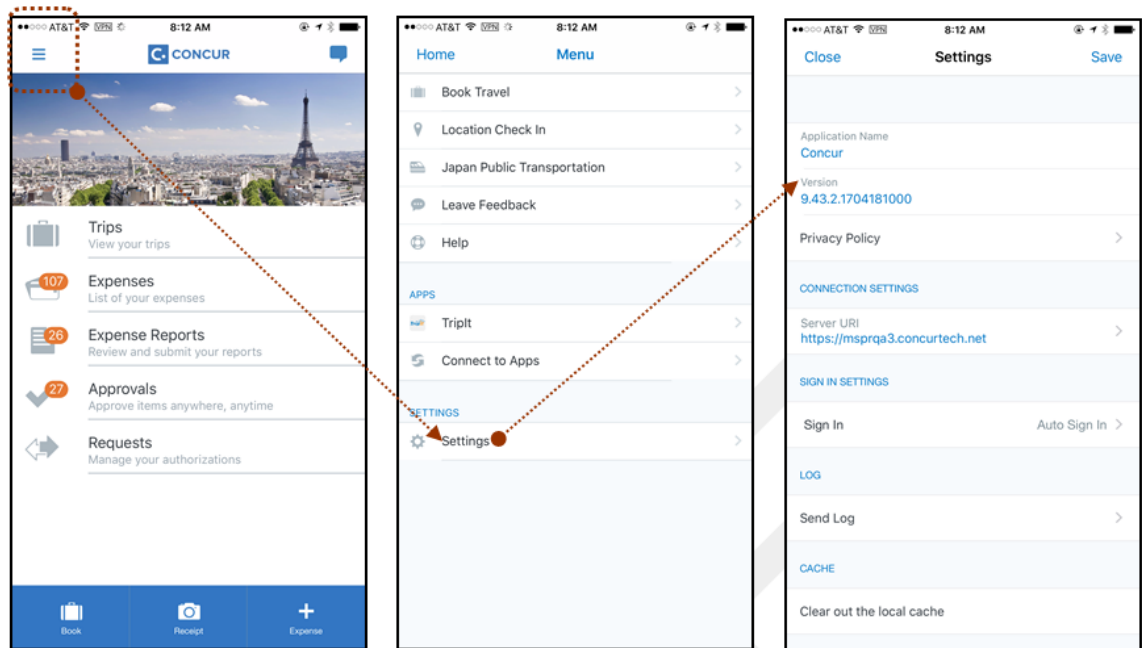
Platform	Deprecating Version
iPhone/iPad	9.68
Android	9.68

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.74	November 1, 2019	Update via App Store
Android	9.74	November 1, 2019	Update via Google Play

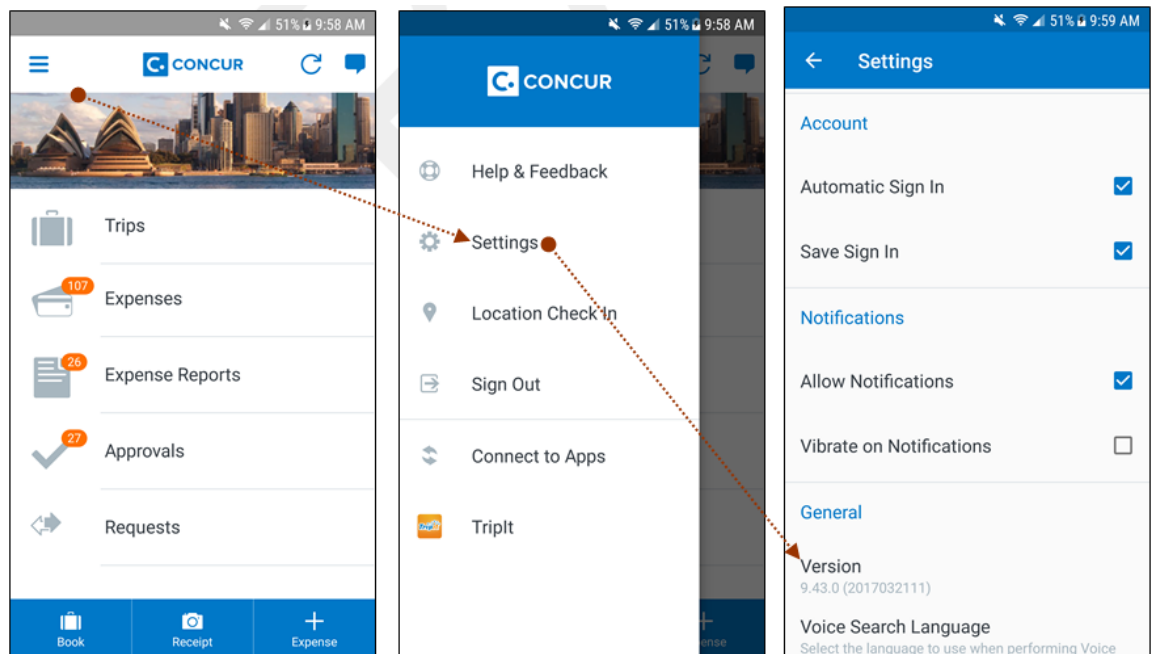
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Receipt Digitization

With the last mobile release (9.73), SAP Concur mobile app users – with Spain and France configurations **only** – can now convert paper receipts into digital copies with legal value according to their country's regulatory or government policies.

Additional countries will be included in future releases.

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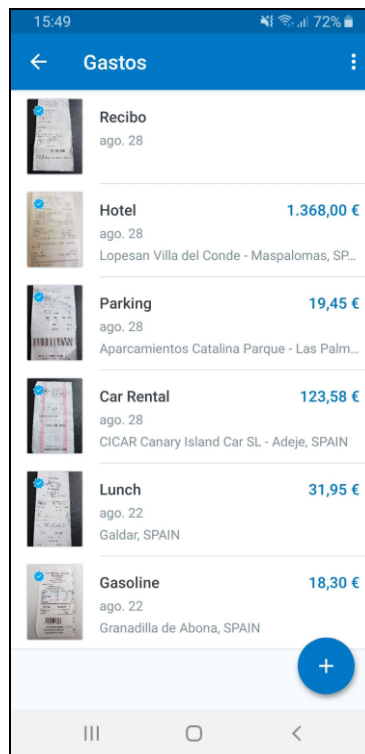
- This feature is currently available for the Professional edition. In a future release, this feature will become available for the Standard edition for France and Spain.
- Whether a customer is using the existing UI or NextGen Expense, the certified icon appears in the mobile app. However, the certified icon appears **only** in the web version of NextGen Expense; it does not appear in the existing UI. In order to take full advantage of this feature, customers must use NextGen Expense.
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- Expense report entry receipt
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After a short time, the images will display a stamp confirming the digitization.



NOTE: For France and Spain mobile app users, receipts captured via gallery or share will not be digitized in accordance to the local regulations. Also, if the user attaches a receipt directly to the report header, it will not be digitized.

For more information about the receipt digitization feature, refer to the [Receipt Digitization Mobile App User Guide](#) for the iPhone.

Android / iPhone / iPad – Mobile Request Updates

Overview

We are pleased to announce an improved Concur Request experience for SAP Concur mobile app users. We listened to customer feedback and suggestions and then we reworked the entire process – start to finish.

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request screens and features, as described below.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Updates

The updates include:

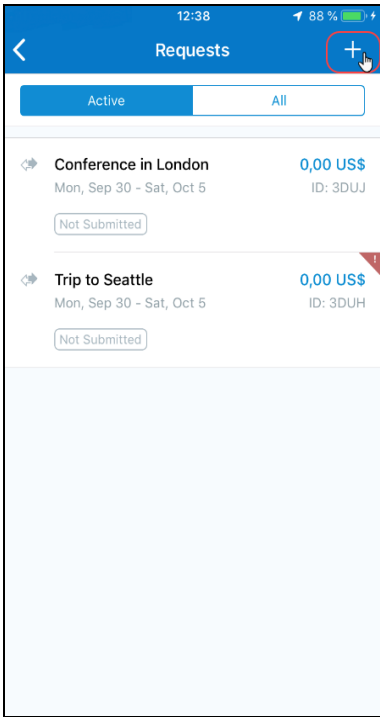
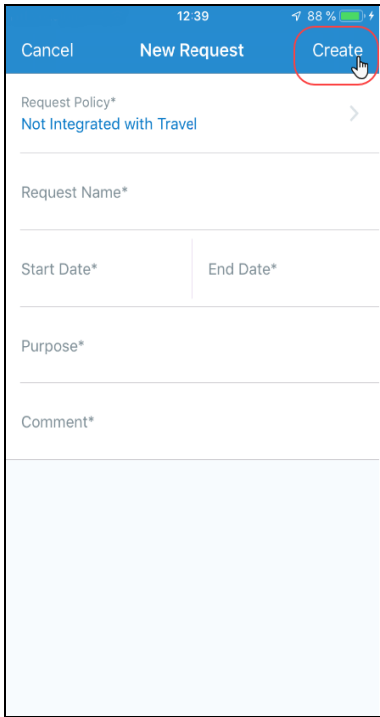
- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- Custom fields are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The Requests screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - ♦ In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs

- Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests
 - View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details

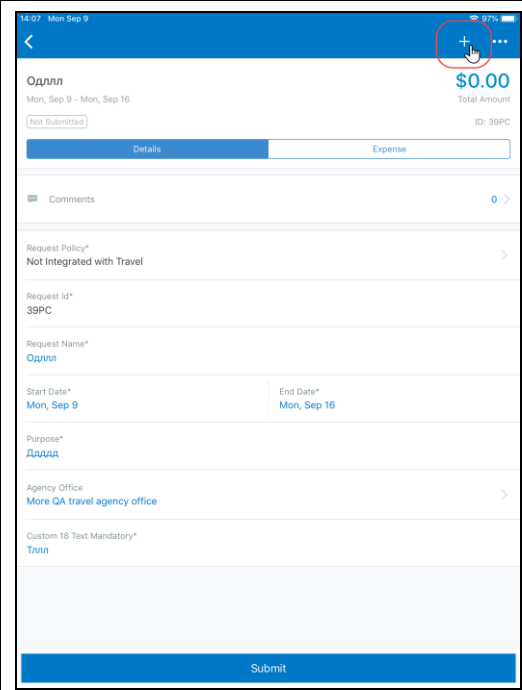
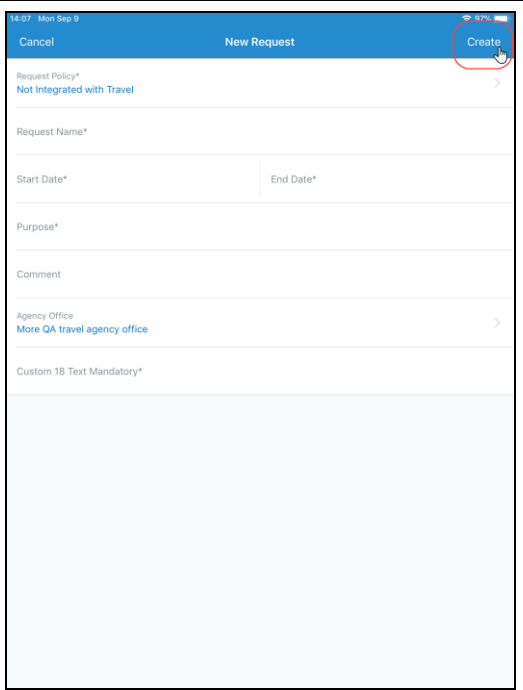
- Create segments
 - View segments
 - Modify segments
 - Delete segments
- ◆ In the new **Expense** tab, you can:
 - View expense details
 - ◆ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap + (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).
	

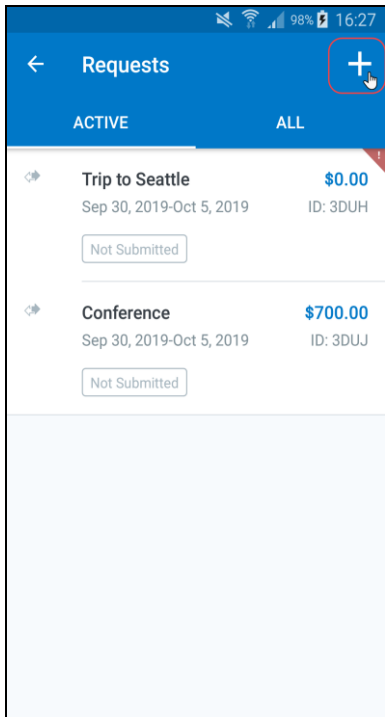
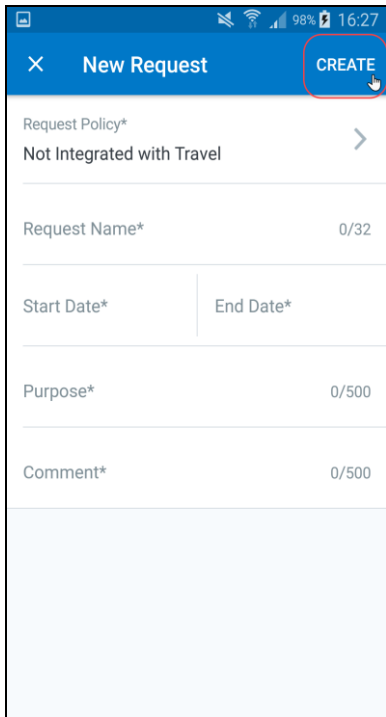

iPad

Screen(s)	Description/Action
	

To create a new request:

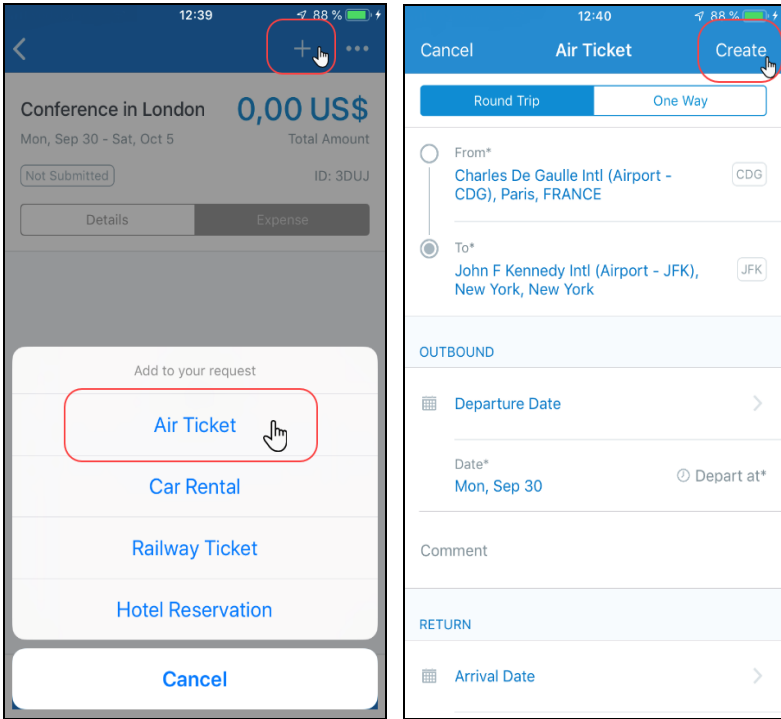

- 1) On the home screen, tap **Requests**.
- 2) On the requests details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

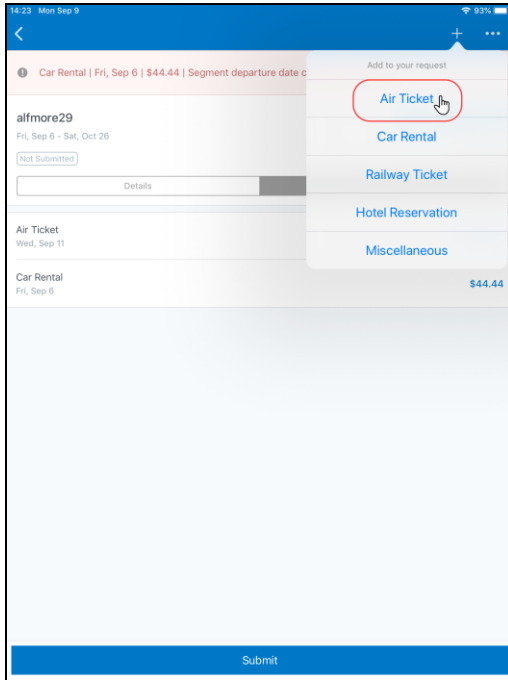
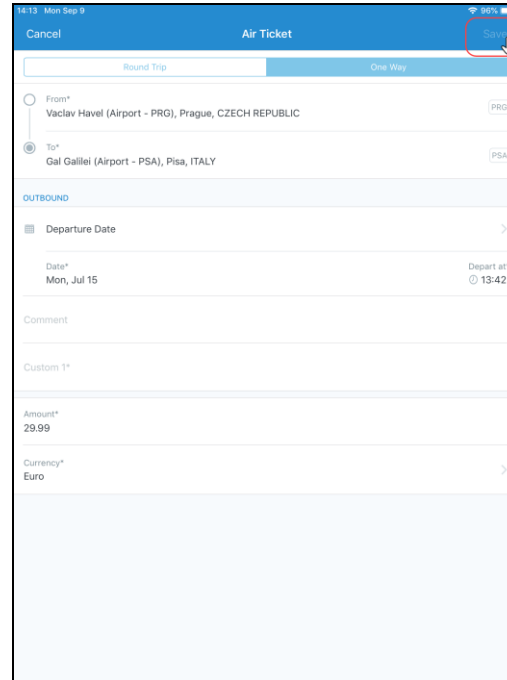
Screen(s)	Description/Action	
		<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap  (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

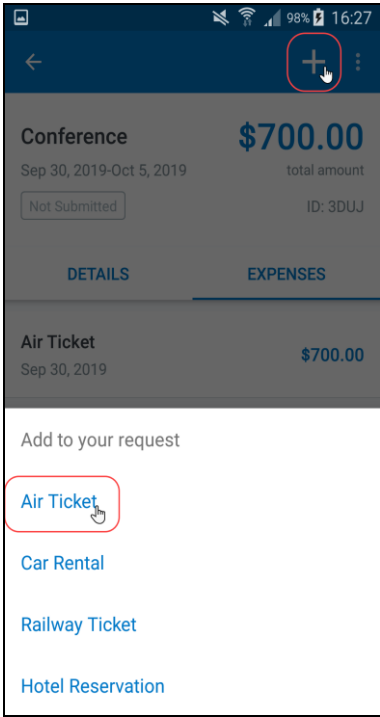
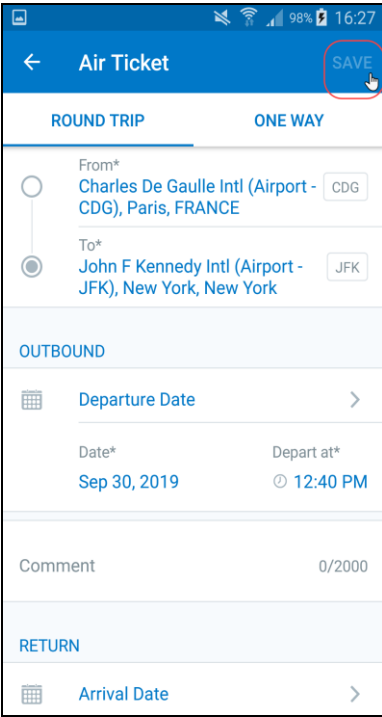
IPHONE

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal with 'Air Ticket' selected. The right screenshot shows the 'Air Ticket' details screen with the 'Create' button highlighted.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

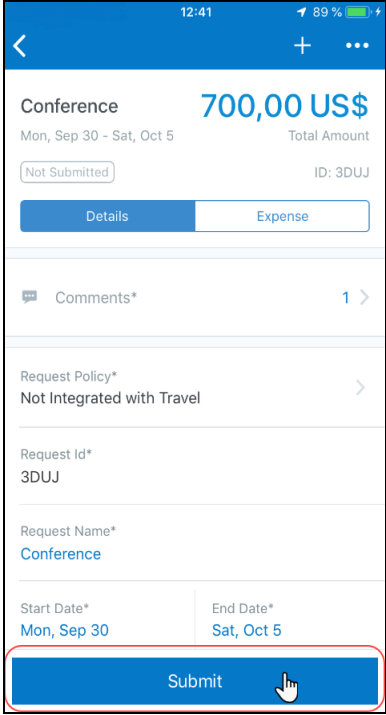
Screen(s)		Description/Action
		<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the request details screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Android

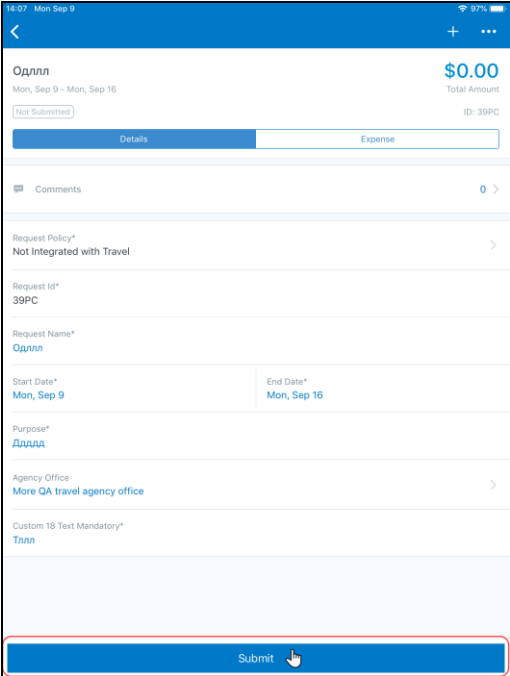
Screen(s)	Description/Action
	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the Requests screen, in the Details tab, tap + (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen.4) Add other segments as desired.
	

Submit a Request

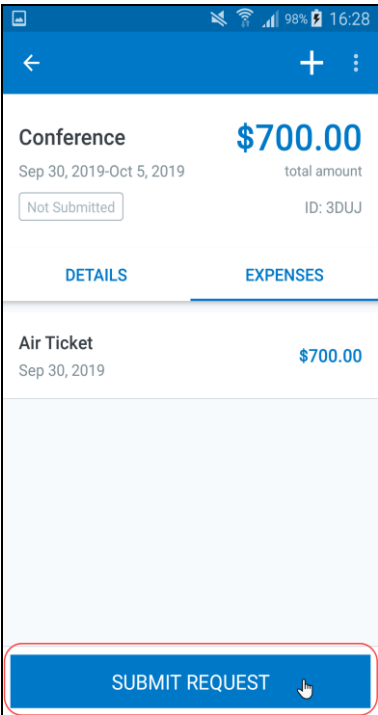
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none"> On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

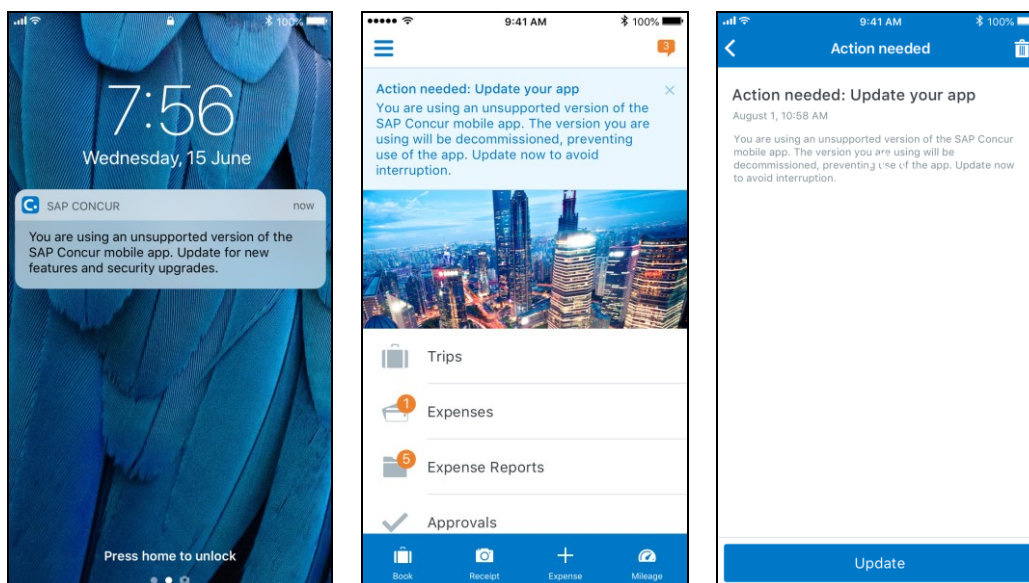
****Ongoing** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

Information First Published	Information Last Modified	Feature Target Release Date
October 14, 2019	—	April 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

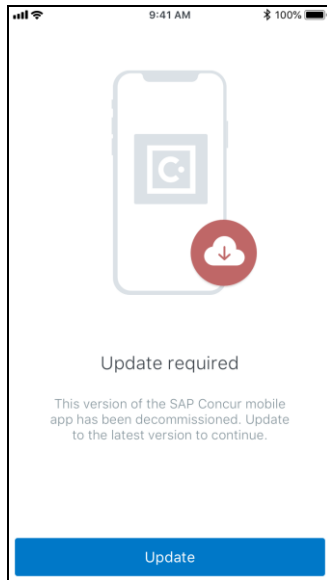
Overview

With this release, SAP Concur is proud to introduce the new deprecation policy for the mobile app. With this new policy, SAP Concur is no longer managing the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur notifies them - through a Message Center message and push notifications – that they are no longer using a supported version of the app.



When the current mobile version of the app is older than the last 7 versions, users see an upgrade notice on the login page and are no longer able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.73 lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy encourages users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

Planned Changes

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

There will be additional changes, which will be described in future release notes.

The image displays two side-by-side mobile app sign-in screens for SAP Concur.

Left Screen (Current Design):

- Header: SAP Concur logo.
- Section: Sign In.
- Form: Username field containing "concurcoretest@outlook.com".
- Button: Next.
- Link: Forgot Username?
- Footer: Privacy Policy, Not a Concur user yet? Try Test Drive.

Right Screen (Proposed Design):

- Header: SAP Concur logo.
- Section: Sign In.
- Text: concurcoretest@outlook.com.
- Buttons: Sign in with Okta (Demo), Sign in with Okta (Muttals), Sign in with Azure AD (Test).
- Link: Sign in with your password.
- Footer: Privacy Policy, Not a Concur user yet? Try Test Drive.

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Contents

Summary	3
Android.....	3
iPhone / iPad	3
Planned Changes.....	3
Version Information.....	4
Supported Phone OS	4
Supported Mobile Versions	4
Deprecating Mobile Versions	4
Latest Supported Mobile Versions	4
Release Notes	6
Android / iPhone / iPad – Receipt Digitization.....	6
Android / iPhone / iPad – Mobile Request Updates	8
Overview.....	8
Request Updates	8
Create a New Request	10
Submit a Request.....	16
Ongoing Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy.....	19
Overview.....	19
Planned Changes.....	21
Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page	21
Overview.....	21

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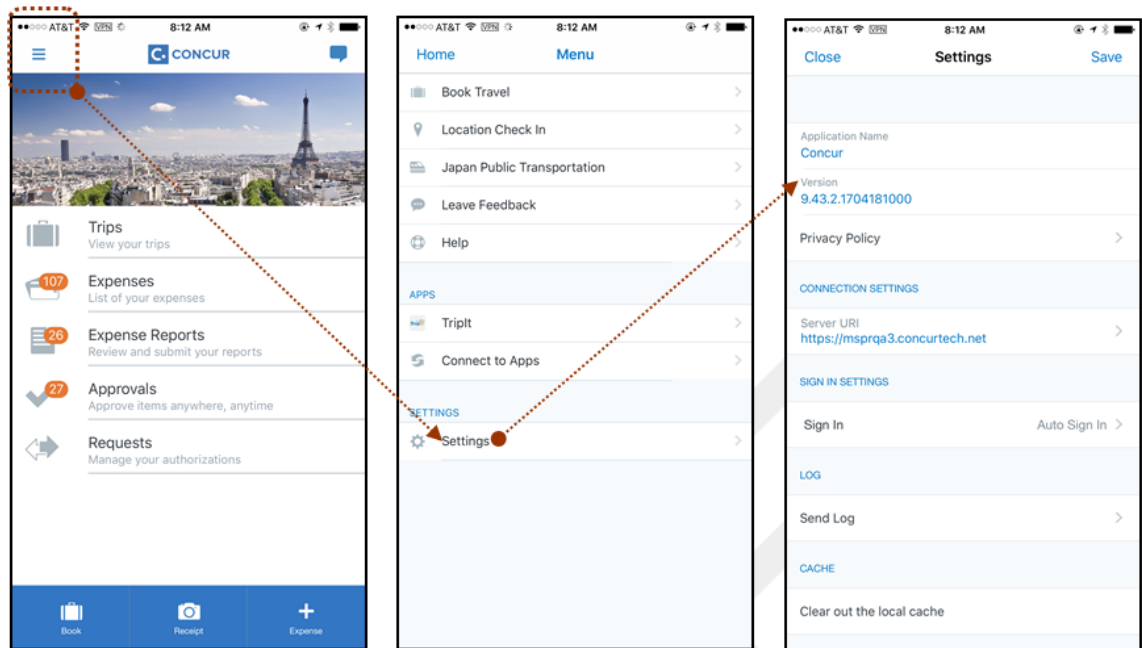
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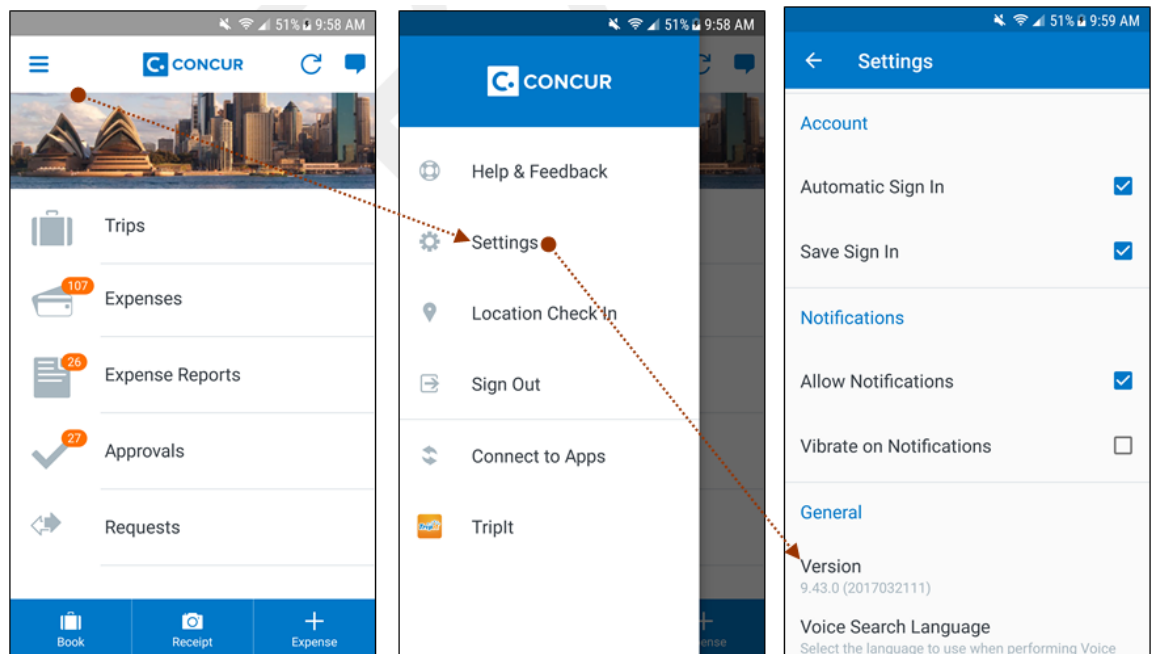
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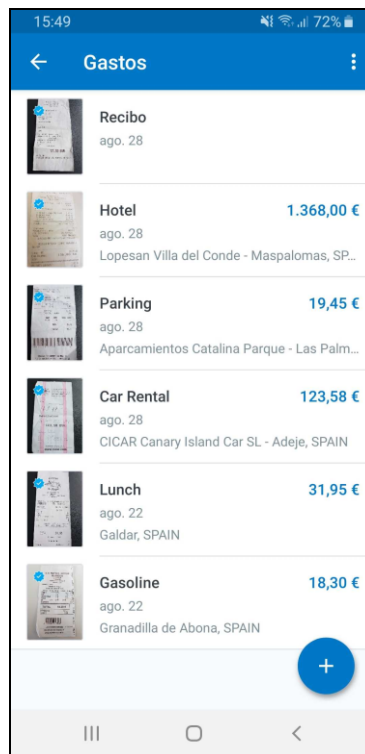
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Overview

We are pleased to announce an improved Concur Request experience for SAP Concur mobile app users. We listened to customer feedback and suggestions and then we reworked the entire process – start to finish.

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request screens and features, as described below.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Updates

The updates include:

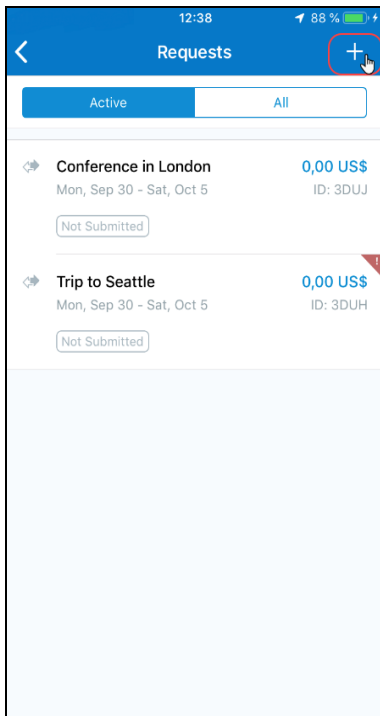
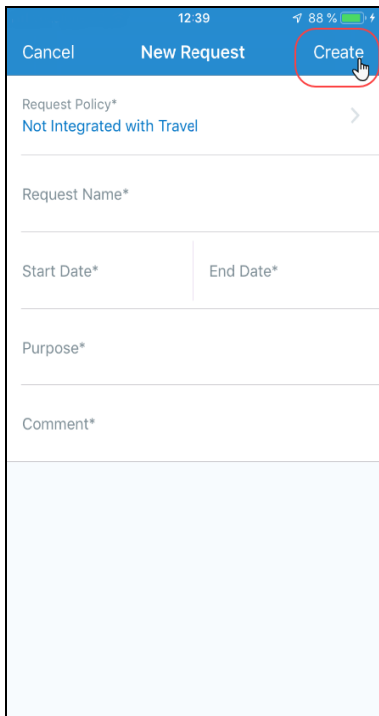
- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- Custom fields are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The Requests screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - ♦ In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs

- Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests
 - View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details

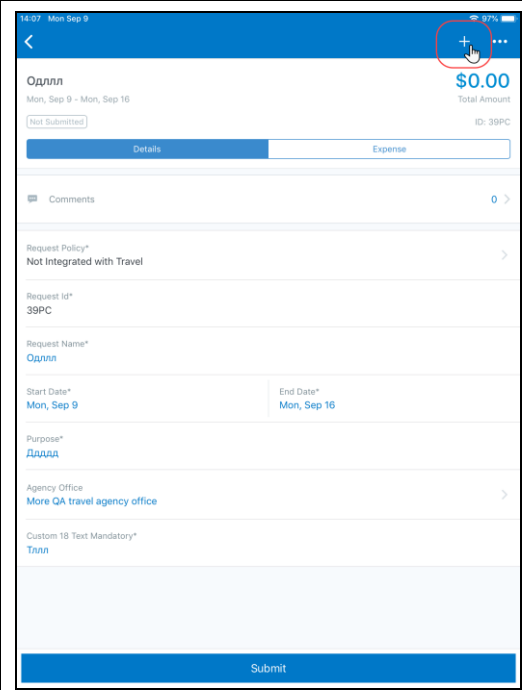
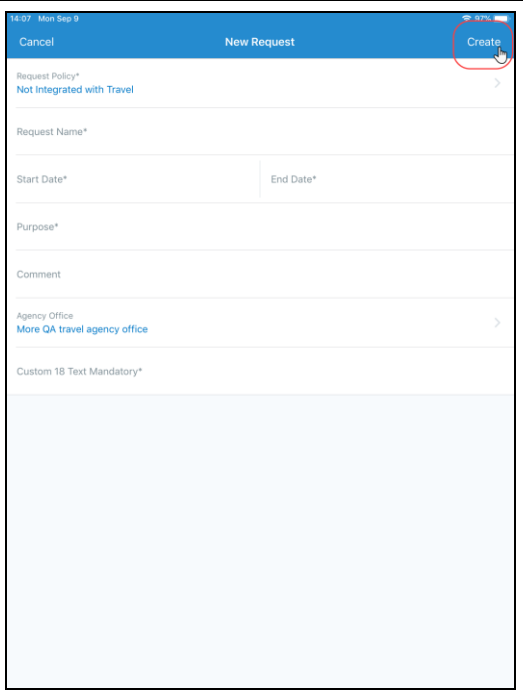
- Create segments
 - View segments
 - Modify segments
 - Delete segments
- ◆ In the new **Expense** tab, you can:
 - View expense details
 - ◆ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap + (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).
	

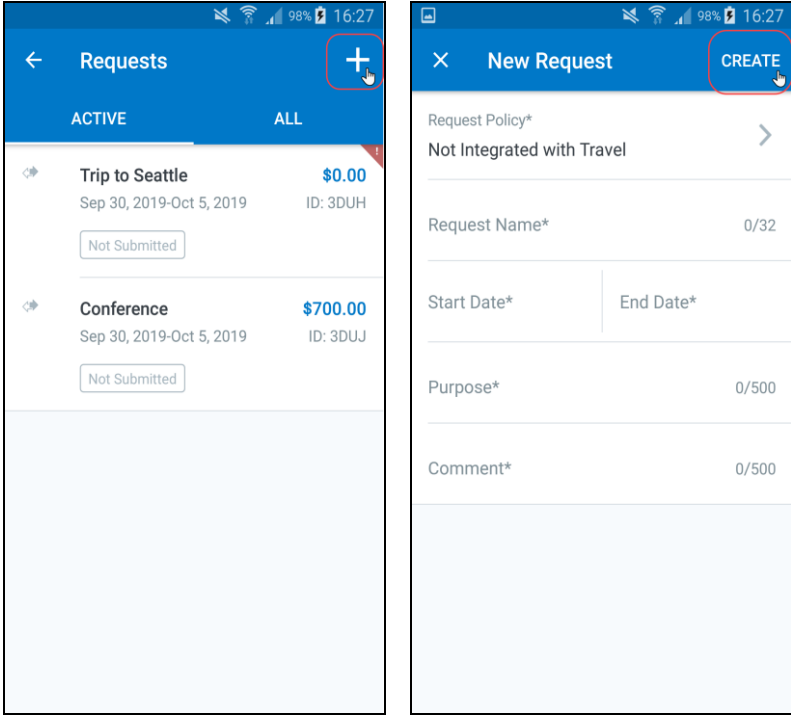

iPad

Screen(s)	Description/Action
	

To create a new request:

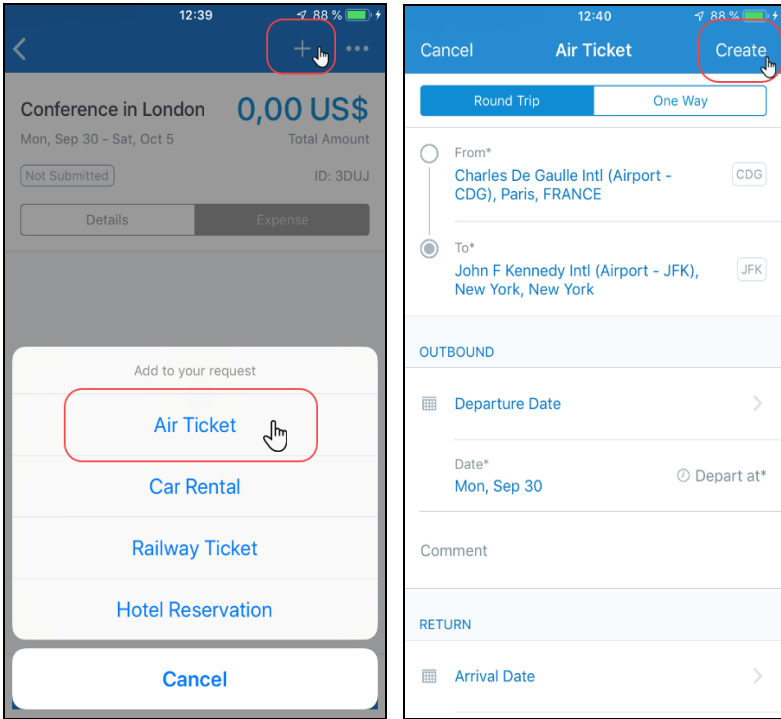

- 1) On the home screen, tap **Requests**.
- 2) On the requests details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

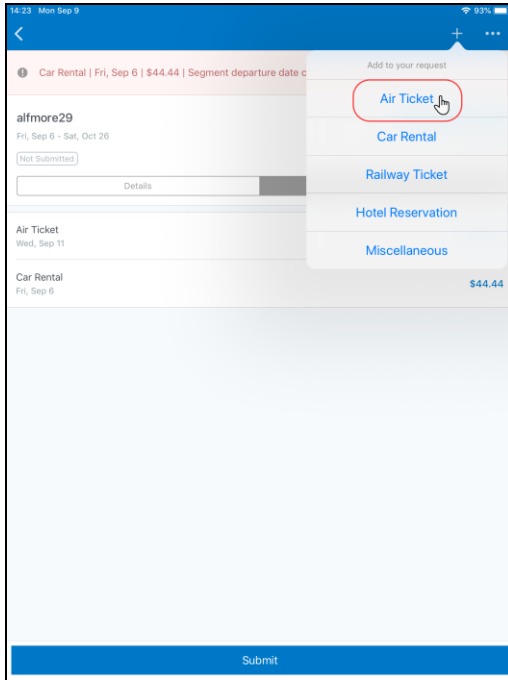
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Requests' screen. At the top, there is a blue header bar with a back arrow, the title 'Requests', and a '+' icon in the top right corner. Below the header, there are two tabs: 'ACTIVE' and 'ALL'. The 'ACTIVE' tab is selected. The main content area shows two request items: 'Trip to Seattle' with a status of 'Not Submitted' and a balance of '\$0.00', and 'Conference' with a status of 'Not Submitted' and a balance of '\$700.00'. The right screenshot shows the 'New Request' screen. At the top, there is a blue header bar with a close 'X' icon, the title 'New Request', and a 'CREATE' button in the top right corner. Below the header, there are several form fields: 'Request Policy*' (with a dropdown arrow), 'Request Name*' (with a character count of 0/32), 'Start Date*' and 'End Date*' (date pickers), 'Purpose*' (with a character count of 0/500), and 'Comment*' (with a character count of 0/500).</p>	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

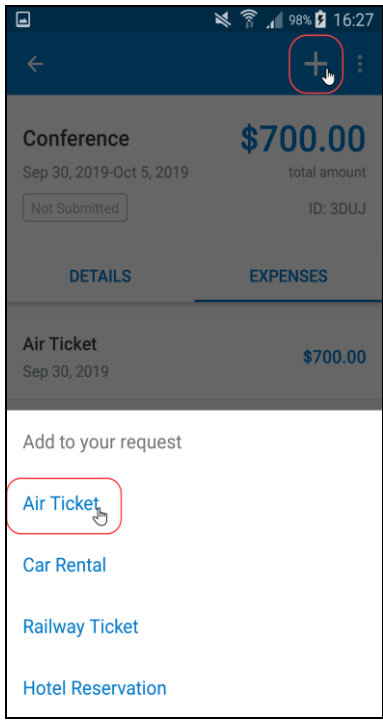
IPHONE

Screen(s)	Description/Action
	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

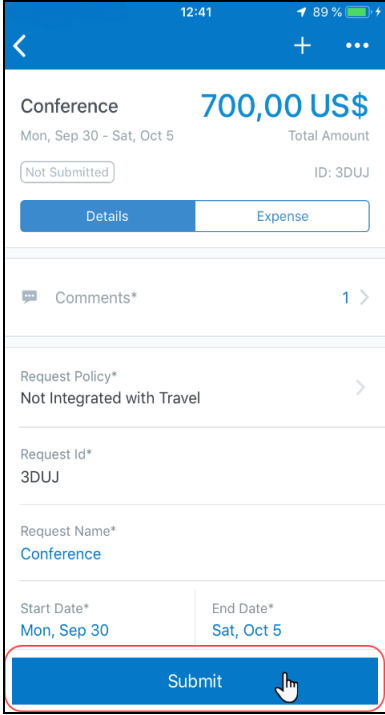
Screen(s)	Description/Action
	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the request details screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Android

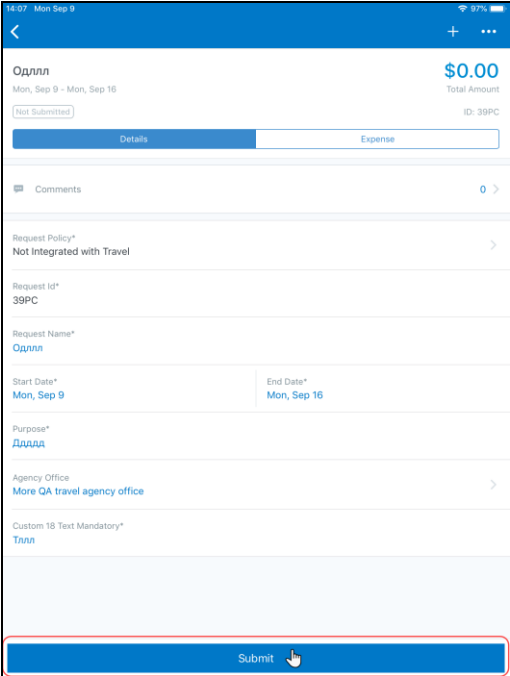
Screen(s)	Description/Action
	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the Requests screen, in the Details tab, tap + (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen.4) Add other segments as desired.

Submit a Request

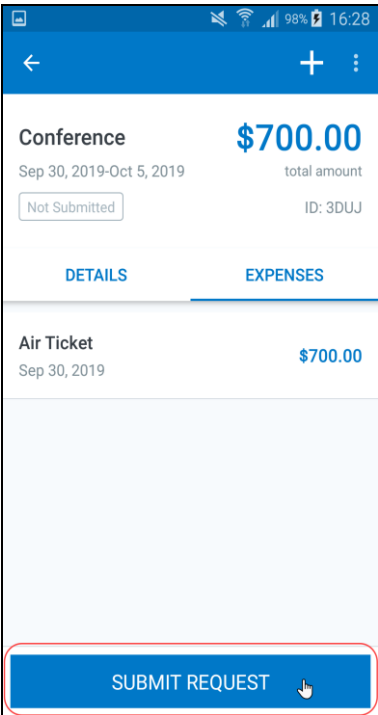
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none"> On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

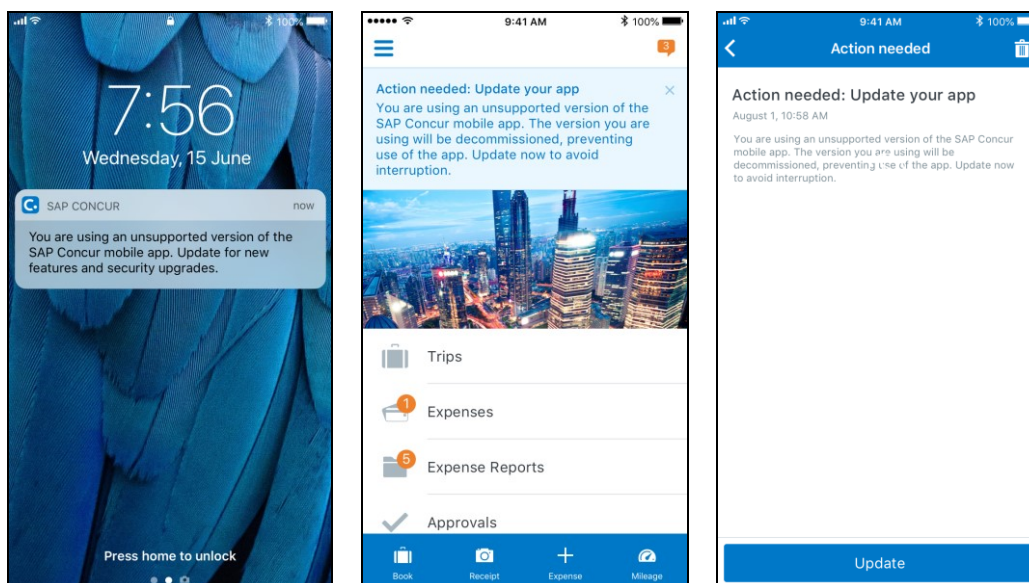
****Ongoing** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

Information First Published	Information Last Modified	Feature Target Release Date
October 14, 2019	—	April 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

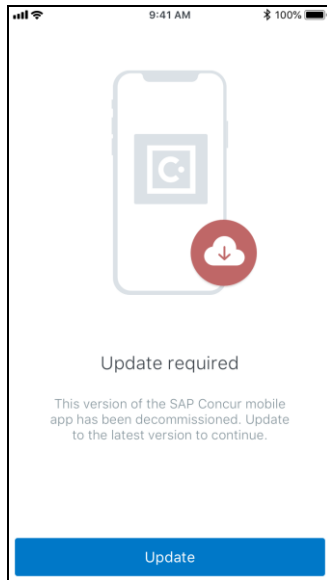
Overview

With this release, SAP Concur is proud to introduce the new deprecation policy for the mobile app. With this new policy, SAP Concur is no longer managing the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur notifies them - through a Message Center message and push notifications – that they are no longer using a supported version of the app.



When the current mobile version of the app is older than the last 7 versions, users see an upgrade notice on the login page and are no longer able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.73 lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy encourages users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

Planned Changes

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

There will be additional changes, which will be described in future release notes.

The image displays two side-by-side mobile app sign-in screens for SAP Concur.

Left Screen (Current Design):

- Header: SAP Concur logo.
- Title: Sign In.
- Form: Username field containing "concurcoretest@outlook.com".
- Button: Next.
- Link: Forgot Username?
- Footer: Privacy Policy, Not a Concur user yet? Try Test Drive.

Right Screen (Proposed Design):

- Header: SAP Concur logo.
- Title: Sign In.
- Text: concurcoretest@outlook.com.
- Buttons: Sign in with Okta (Demo), Sign in with Okta (Muttals), Sign in with Azure AD (Test), Sign in with your password.
- Footer: Privacy Policy, Not a Concur user yet? Try Test Drive.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.72 - Associated web release: August 2019 Update #3: Friday, November 14, 2:30 PM PT	Client – FINAL

Contents

Summary 2

 Android.....2

 iPhone / iPad2

 Planned Changes.....2

Version Information..... 3

 Supported Phone OS3

 Mobile Versions.....3

 Latest Supported Mobile Versions.....3

Release Notes 5

 Android / iPhone / iPad – Updated Expense Screen Available for Approvers5

 Access the Expense Screen6

 Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication
Lifetime Company Settings 16

 Overview..... 16

Planned Changes..... 19

 Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy19

 Overview..... 19

 Planned Change Android / iPhone / iPad – Updated Request Workflow 20

 Overview..... 20

 Request Workflow Updates 21

 Create a New Request 23

 Submit a Request..... 29

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Summary

Android

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Change**** Android / iPhone / iPad – Updated Request Workflow

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

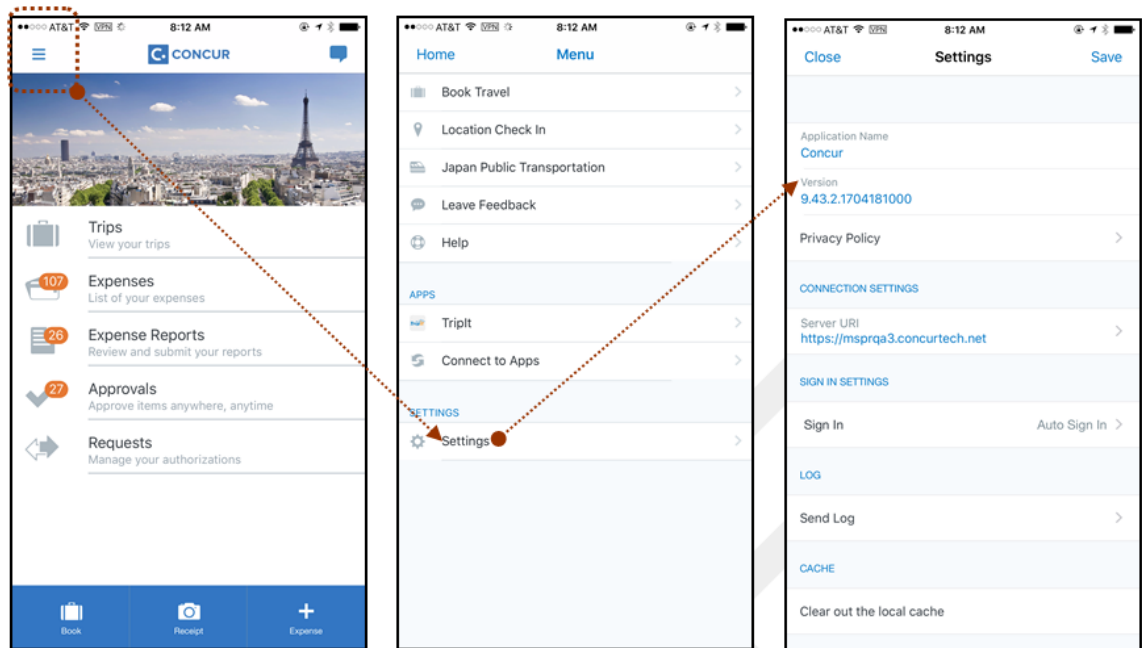
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.72	September 5, 2019	Update via App Store
Android	9.72	September 5, 2019	Update via Google Play

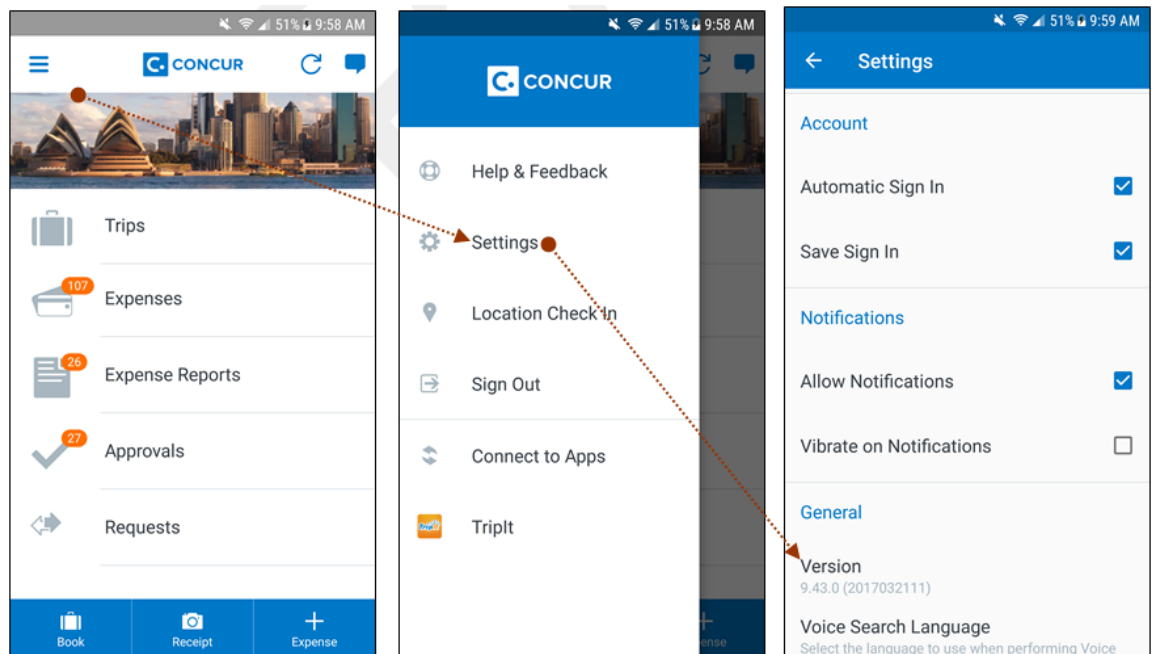
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Updated Expense Screen Available for Approvers

With this release, the **Expense** screen - for approvers - has been updated in the SAP Concur mobile app.

Updates are listed below:

- The **Expense** screen has been redesigned to make it easier for approvers to access expense details.
- On the **Expense** screen, approvers can now view a preview of an attached receipt at the top of the screen.

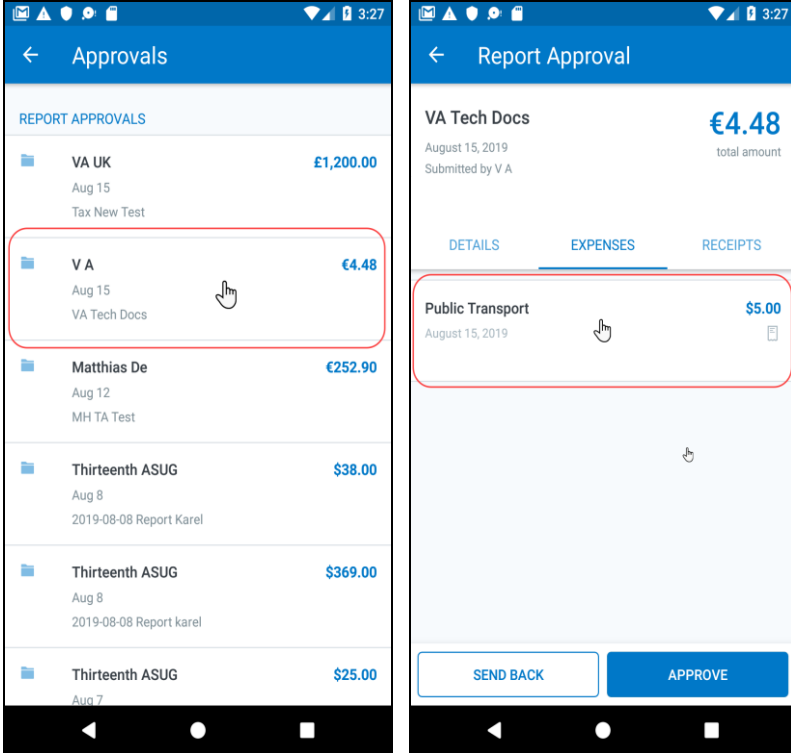
NOTE: A receipt will need to be attached to the expense, before you can see the receipt preview at the top of the screen.

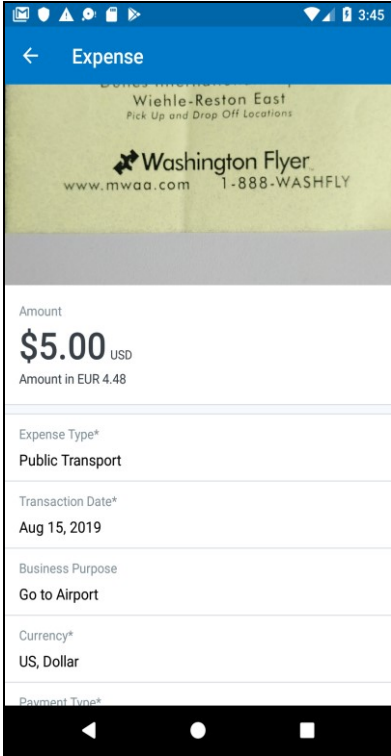
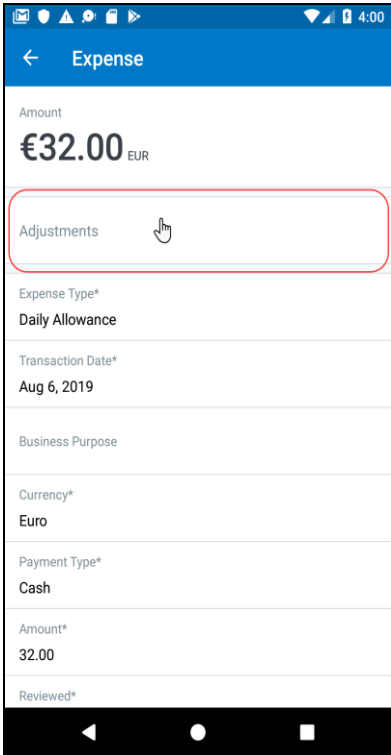
- To allow approvers easier access to amount details (such as transaction amount, posted amount, and exchange rate), the **Amount** field has been moved to the top of the expense details list.
- Navigation for the following intricate expense details have been added (below the **Amount** field) to the **Expense** screen:
 - ♦ Attendees
 - ♦ Itemizations
 - ♦ Allocations
 - ♦ Mileage Route for Mileage expenses
 - ♦ Travel Allowance expense adjustments

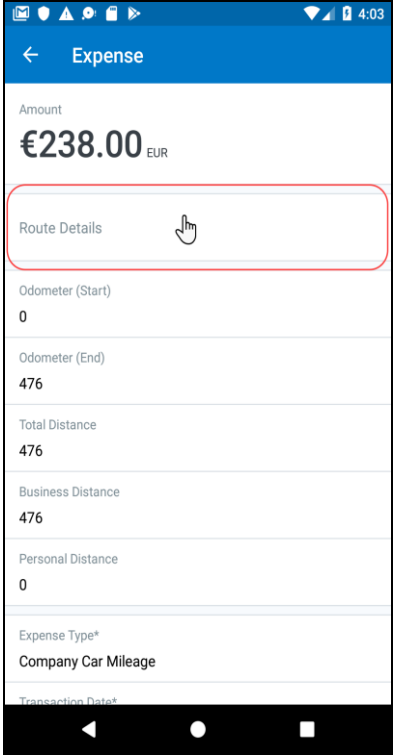
NOTE: Intricate expense details (for example, attendees, itemizations, allocations, etc.) will need to be added to the expense, before these options will appear on the **Expense** screen.

Access the Expense Screen

Android

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Approvals. 2) On the Approvals screen, tap the desired expense report awaiting approval. 3) On the Report Approval screen, tap the desired expense.

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: \$5.00 USD (Amount in EUR 4.48) Expense Type*: Public Transport Transaction Date*: Aug 15, 2019 Business Purpose: Go to Airport Currency*: US, Dollar Payment Type* 	<p>4) On the Expense screen, review the expense details.</p>
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: €32.00 EUR Expense Type*: Daily Allowance Transaction Date*: Aug 6, 2019 Business Purpose Currency*: Euro Payment Type*: Cash Amount*: 32.00 Reviewed* <p>The 'Adjustments' button is highlighted with a red box and a hand icon.</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

iPhone

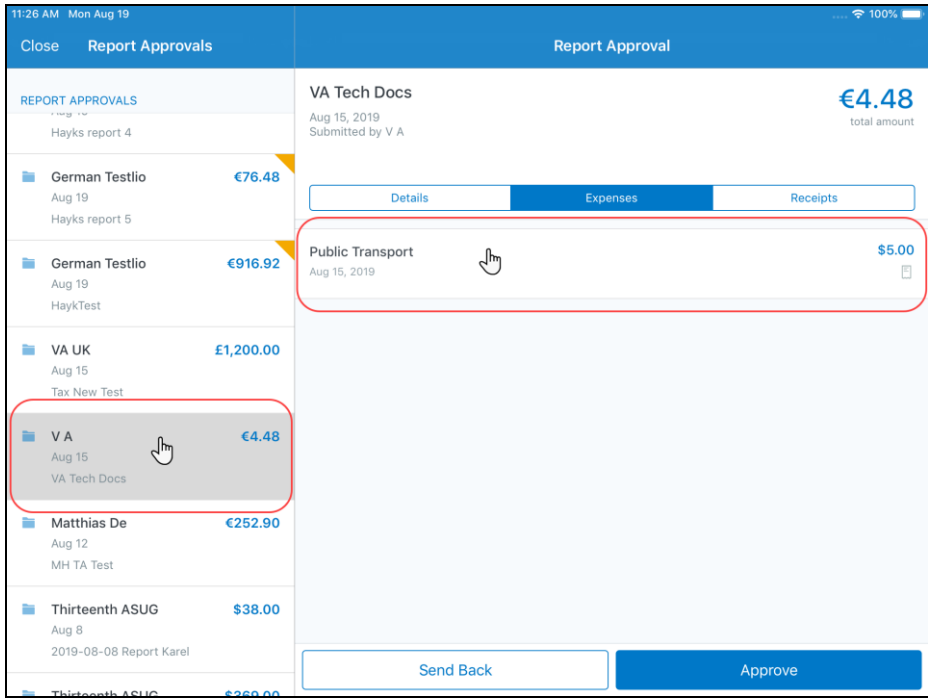
Screen(s)	Description/Action
<div><div><div>12:28</div><div>< Approvals</div><div>REPORT APPROVALS</div><div><div>VA UK</div><div>Aug 15</div><div>Tax New Test</div><div>£1,200.00</div></div><div><div>V A</div><div>Aug 15</div><div>VA Tech Docs</div><div>€4.48</div></div><div><div>Matthias De</div><div>Aug 12</div><div>MH TA Test</div><div>€252.90</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report Karel</div><div>\$38.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report karel</div><div>\$369.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allow test ios- kaisha</div><div>\$25.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allowance test- kaisha</div><div>\$12.00</div></div><div><div>Miguel Lencinas</div><div>Aug 6</div><div>Legacy Route</div><div>€11.84</div></div></div></div> <div><div><div>12:29</div><div>< Report Approval</div><div>VA Tech Docs</div><div>Aug 15, 2019</div><div>Submitted by V A</div><div>€4.48</div><div>total amount</div><div>Details Expenses Receipts</div><div><div>Public Transport</div><div>Aug 15, 2019</div><div>\$5.00</div></div><div>Send Back Approve</div></div></div> <div><div>To access the Expense screen:</div><div>1) On the home screen, tap Approvals.</div><div>2) On the Approvals screen, tap the desired expense report awaiting approval.</div><div>3) On the Report Approval screen, tap the desired expense.</div></div>	<div><div><div>12:30</div><div>< Expense</div><div><div>Wiehle-Reston East</div><div>Pick Up and Drop Off Locations</div><div>Washington Flyer</div><div>www.mwaa.com 1-888-WASHFLY</div></div><div>Amount</div><div>\$5.00 USD</div><div>Amount in EUR 4.48</div><div>Expense Type*</div><div>Public Transport</div><div>Transaction Date*</div><div>Aug 15, 2019</div><div>Business Purpose</div><div>Go to Airport</div><div>Currency*</div><div>US, Dollar</div><div>Payment Type*</div><div>Cash</div><div>Amount*</div><div>5.00</div></div></div> <div><div>4) On the Expense screen, review the expense details.</div></div>

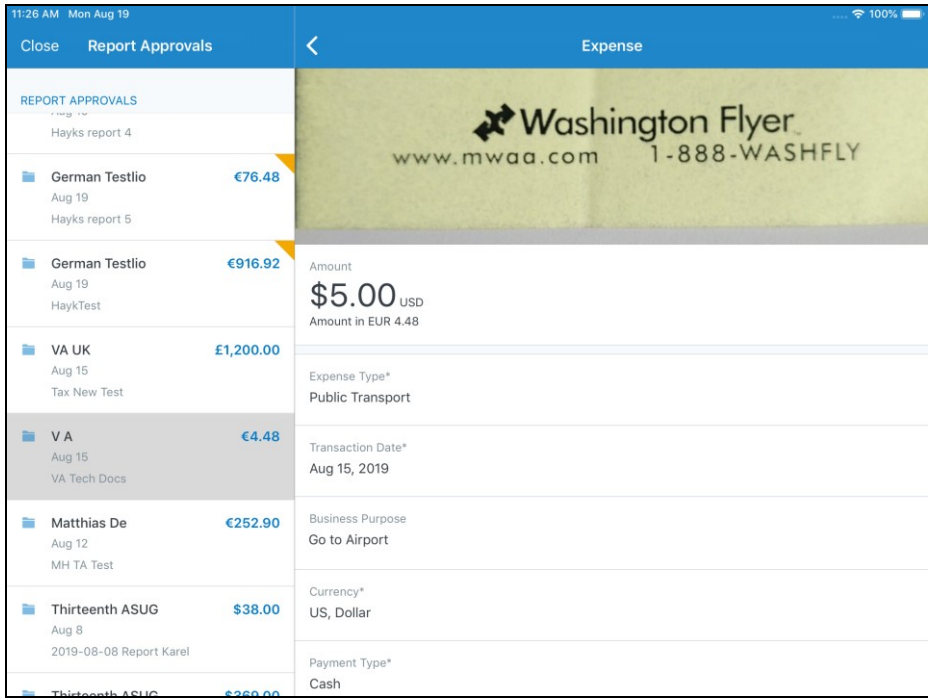
Screen(s)	Description/Action																																																																		
<div><div>12:42</div><div><div><</div><div>Expense</div></div><div><div>Warnings</div><div>4</div></div><div><table><tr><td colspan="5">Address</td></tr><tr><td>Cash</td><td>Charge</td><td>C.O.D</td><td>ON.ACCT</td><td>Estimate</td></tr><tr><td>QTY</td><td>Details</td><td>Price</td><td>Amount</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table></div><div>Amount</div><div>€100.00EUR</div><div>View Itemizations</div><div>Expense Type* Hotel</div><div>Custom 11-Number of Days</div><div>Custom 10 ValueFor10</div><div>Transaction Date* Nov 12, 2018</div></div> <tr><td>To access itemization details on the Expense screen:</td></tr> <tr><td><ul style="list-style-type: none">On the Expense screen, tap View Itemizations.</td></tr>	Address					Cash	Charge	C.O.D	ON.ACCT	Estimate	QTY	Details	Price	Amount																																																				To access itemization details on the Expense screen:	<ul style="list-style-type: none">On the Expense screen, tap View Itemizations.
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<ul style="list-style-type: none">On the Expense screen, tap View Itemizations.																																																																			

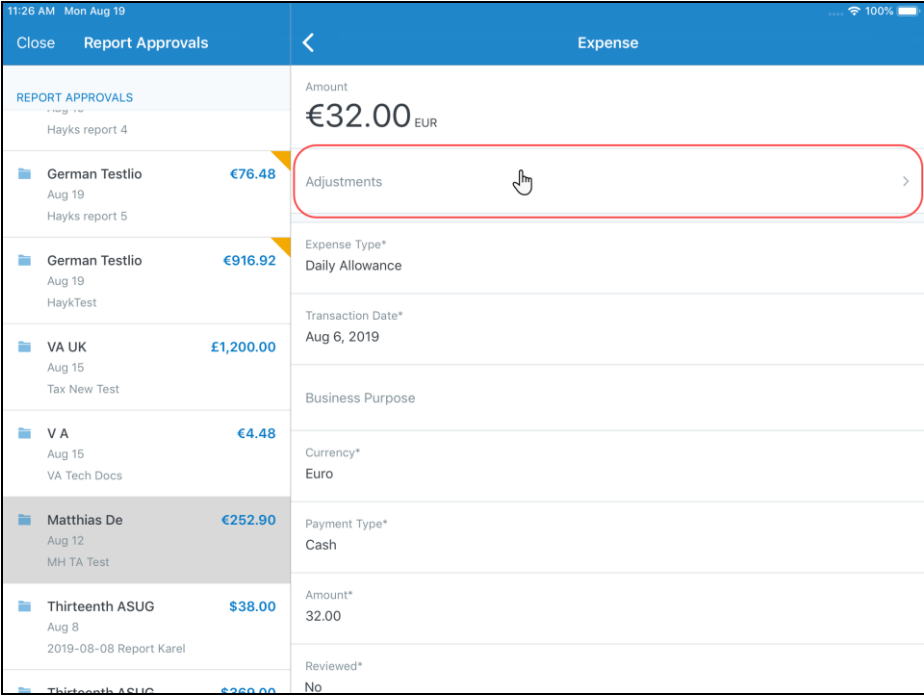
<div><div>12:45</div><div><div><</div><div>Expense</div></div><div><div>This expense may be a duplicate of the following expense: Report: New York, 15 Oct, Expense: Oct 15, 2018, Business Meal (attendees), \$65.50</div></div><div>Amount</div><div>€57.00EUR</div><div>View Attendees</div><div>Expense Type* Business Meal (attendees)</div><div>Transaction Date* Oct 15, 2018</div><div>Business Purpose</div><div>Vendor Name</div><div>City Frankfurt/Main, Hessen</div><div>Currency* Euro</div></div>	To access attendee details on the Expense screen:
	<ul style="list-style-type: none">On the Expense screen, tap View Attendees.

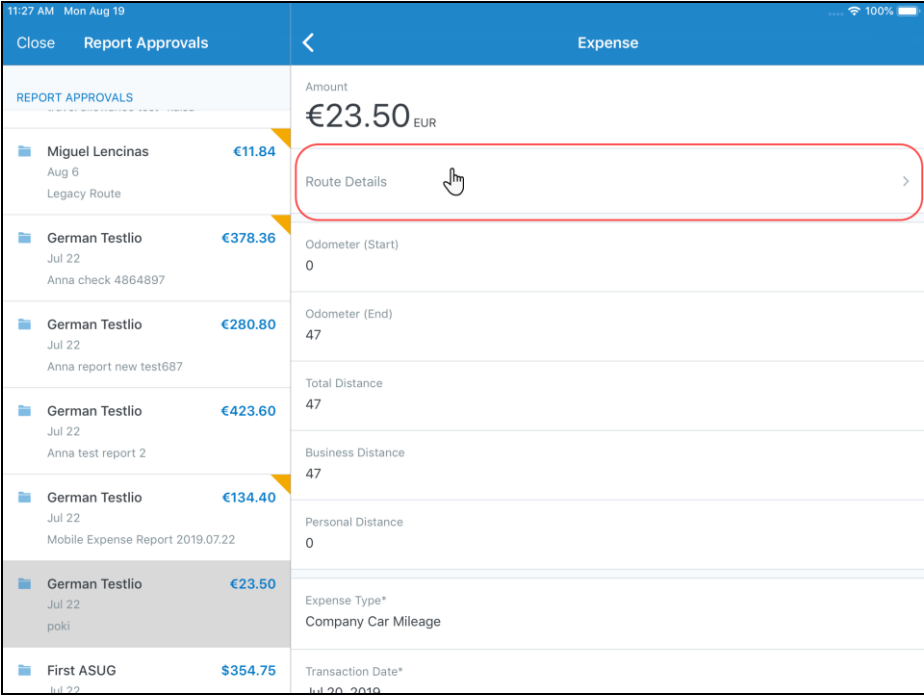
iPad

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap Report Approvals.

Screen(s)	Description/Action
 <p>The screenshot displays the 'Report Approvals' screen in the SAP Concur mobile app. The left sidebar lists several reports, including 'VA Tech Docs' (€4.48), which is highlighted with a red box and a hand icon indicating it is the selected report. The main area shows the details for 'VA Tech Docs', including the date 'Aug 15, 2019' and the submitter 'Submitted by V A'. Below this, there are tabs for 'Details', 'Expenses', and 'Receipts'. The 'Expenses' tab is selected, showing a list of expenses, with 'Public Transport' (Aug 15, 2019, \$5.00) highlighted by a red box and a hand icon. At the bottom of the screen, there are two buttons: 'Send Back' and 'Approve'.</p>	<p>3) On the Report Approvals screen, tap the desired expense report awaiting approval.</p> <p>4) On the Report Approval screen, tap the desired expense.</p>

Screen(s)	Description/Action
 <p>The screenshot displays the 'Expense' screen in the SAP Concur mobile app. On the left, a list of expense reports is visible, including 'German Testlio' (€76.48), 'German Testlio' (€916.92), 'VA UK' (£1,200.00), 'V A' (€4.48), 'Matthias De' (€252.90), and 'Thirteenth ASUG' (\$38.00). The right side shows the details of a selected expense: Amount \$5.00 USD (Amount in EUR 4.48), Expense Type* Public Transport, Transaction Date* Aug 15, 2019, Business Purpose Go to Airport, Currency* US, Dollar, and Payment Type* Cash.</p>	<p>5) On the Expense screen, review the expense details.</p>

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen in the SAP Concur mobile app. The top bar is blue with 'Expense' in white. Below the bar, the 'Amount' is displayed as €32.00 EUR. A red box highlights the 'Adjustments' button, which has a hand icon pointing to it. The left side of the screen shows a list of expense reports with details like 'German Testlio', 'VA UK', 'VA', 'Matthias De', and 'Thirteenth ASUG'. The right side shows details for the selected report, including 'Expense Type*' (Daily Allowance), 'Transaction Date*' (Aug 6, 2019), 'Business Purpose', 'Currency*' (Euro), 'Payment Type*' (Cash), 'Amount*' (32.00), and 'Reviewed*' (No).</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen in the SAP Concur mobile app. At the top, there's a status bar with the time 11:27 AM, date Mon Aug 19, and battery level 100%. Below the status bar, there's a blue header with 'Close', 'Report Approvals', and a back arrow. The main content area is divided into two sections. The left section, titled 'REPORT APPROVALS', lists several expense reports with their amounts: Miguel Lencinas (€11.84), German Testlio (€378.36), German Testlio (€280.80), German Testlio (€423.60), German Testlio (€134.40), German Testlio (€23.50), and First ASUG (\$354.75). The right section shows details for the selected report, including Odometer (Start) 0, Odometer (End) 47, Total Distance 47, Business Distance 47, Personal Distance 0, Expense Type* Company Car Mileage, and Transaction Date* Jul 20, 2019. A red box highlights the 'Route Details' button with a hand icon pointing to it.</p>	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings

Overview

With this release, admins now have access to the new **High Security Account (HSA)** and **Mobile Authentication Lifetime** settings on the **Company Settings** page within the web version of SAP Concur.

High Security Account (HSA)

For customers with significant security requirements, this new setting provides the option to prevent the encryption key to be stored on the user's mobile device. Because of this, users will be required to create an additional application password that will decrypt their data in memory.

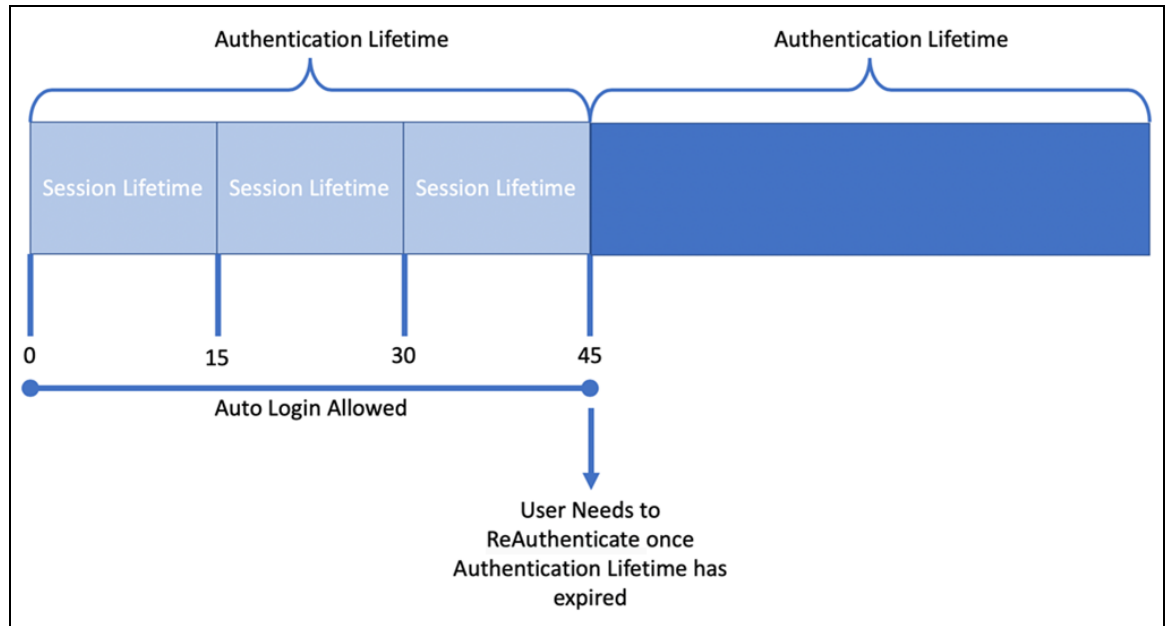
This passcode will need to be entered with every cold start of the mobile app. A cold start refers to an app's starting from scratch. For example, a cold start can happen when a user launches the mobile app – for the first time – since re-starting their mobile device.

To add an additional password, the user must create it when they first set up the SAP Concur mobile app on their mobile device. If their company has the **High Security Account (HSA)** setting turned on, the user will be asked – during the initial setup of the app – to add an additional password, which they will need to enter with every cold start of the mobile app.

Mobile Authentication Lifetime

This new setting/module property allows admins to set timeouts – anywhere from 15 minutes (900 seconds) to 120 days (172799 minutes) – to a user's account. When the user's account times out they will need to re-authenticate their account.

If the user needs to re-authenticate their account, they can do this – the usual way – by entering the combination of credentials that are required by their company to sign into the mobile app.



NOTE: Session Lifetime is for all users and is the time that a user is allowed to stay connected. Once the Session Lifetime expires, a user can no longer use auto-login to authenticate back into the connected session. The maxed timeout for Session Lifetime is 2 hours. Authentication Lifetime determines how long the user can auto-login after the session expires. Authentication Lifetime is always longer than Session Lifetime.

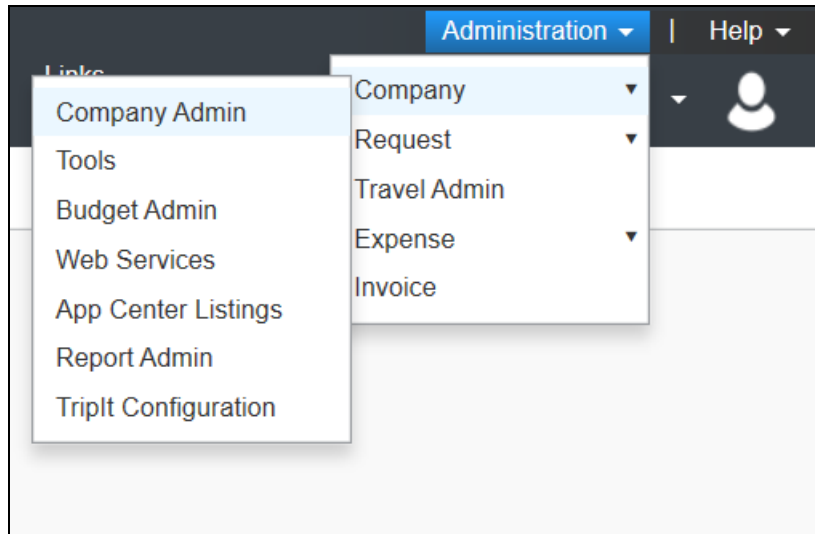
BUSINESS PURPOSE / CUSTOMER BENEFIT

This setting/module property allows for more security for SAP Concur mobile app user authentication.

What the Administrator Sees

► To access the Company Settings screen:

1. On the home screen, click **Administration > Company > Company Admin > Company Settings**.



The screen **Company Settings** screen appears.

Company Admin Home

Company Admin

- Approval Queues
- Billing Administrator
- Company Locations
- Menu Administrator
- Org Unit Admin
- Report Admin
- Text Customization
- Password Administrator
- Import Data
- Manage Custom Fields
- Calendar Integration Admin
- Company Settings
- Share Custom Fields
- Login URL Manager

Company Settings

Below is a list of company settings that can be modified for your site.
To edit, change the value of the company settings and the Save options will appear.
Details on a given company setting are noted in the quick help text next to each module property name.

Here are all Company Settings for CommaSavvy

Property Config: Company Wide

Setting Name	Setting Value	Save Value
High Security Account (HSA)	<input type="checkbox"/>	
Mobile Authentication Lifetime	172799	
Enable Total Trip Cost	<input type="checkbox"/>	
Dual Fare Display (Sabre Only)	<input checked="" type="checkbox"/>	
Allow Sponsored Users	<input checked="" type="checkbox"/>	

Configuration / Feature Activation

The change is automatically available. There are no additional configuration or activation steps.

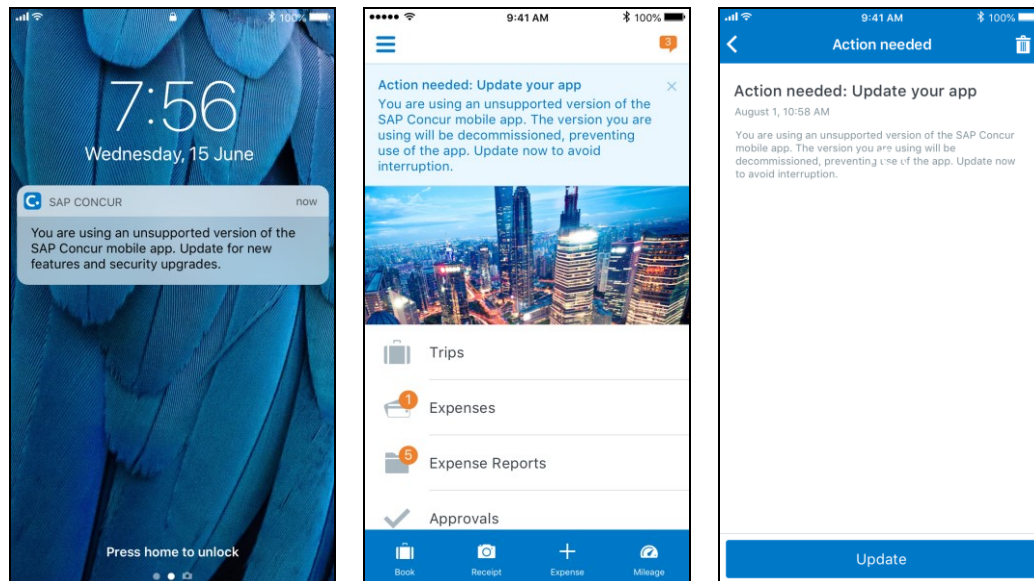
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

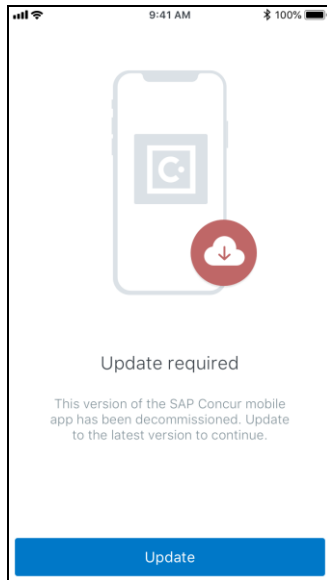
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Change** Android / iPhone / iPad – Updated Request Workflow**

Overview

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request workflow within the mobile app.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Workflow Updates

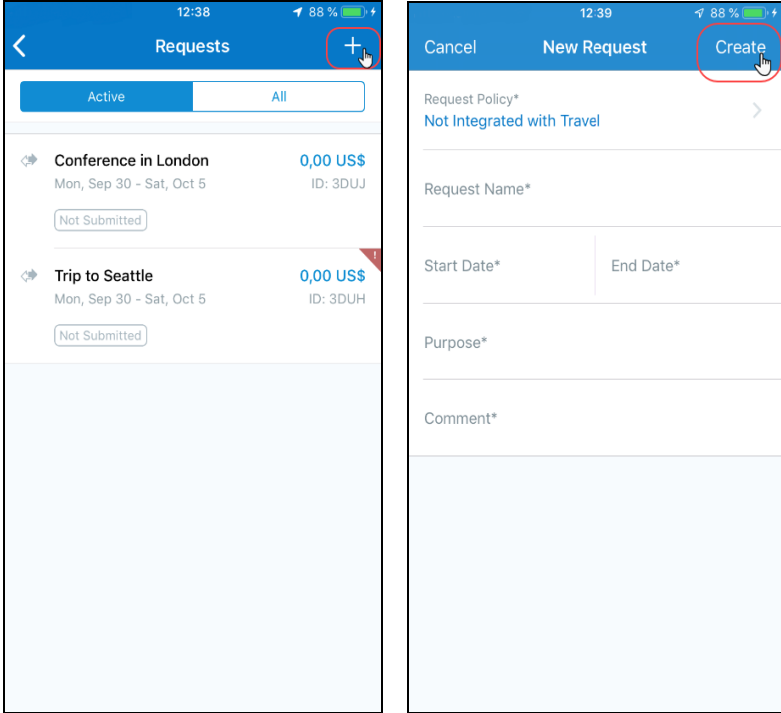
The updates include:

- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- All fields - including custom fields - are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request

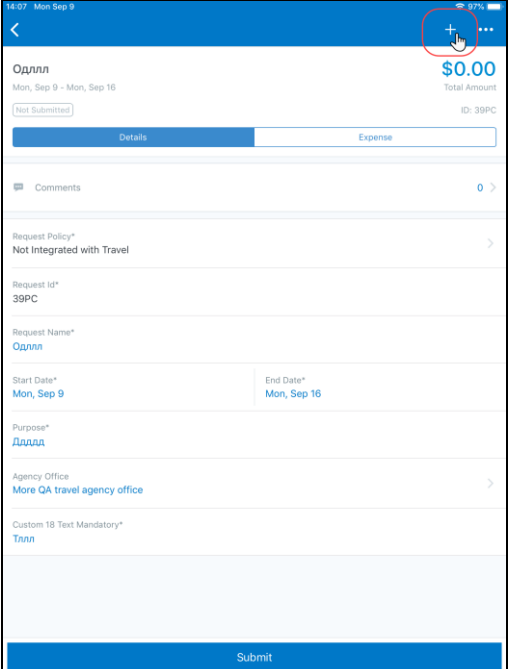
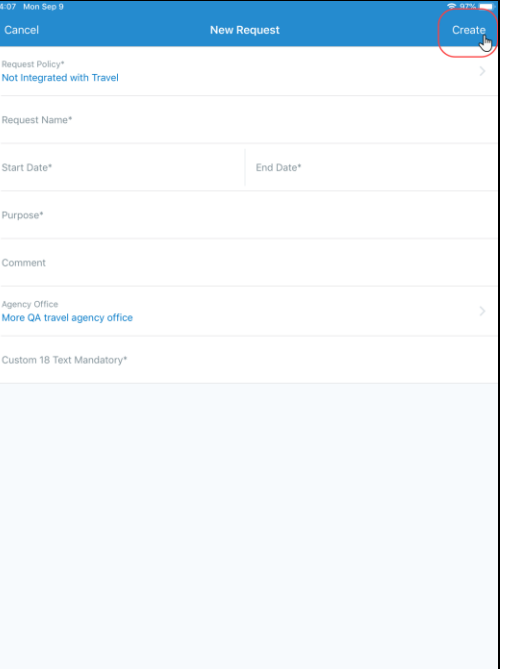
- Modify a request
- View all tabs
- Edit attach, view, and print attached images
- Add a comment on the header
- Print a request
- Submit a request
- View unsubmitted and submitted requests
- View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments
 - Delete segments
 - ♦ In the new **Expense** tab, you can:
 - View expense details
 - ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap + (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

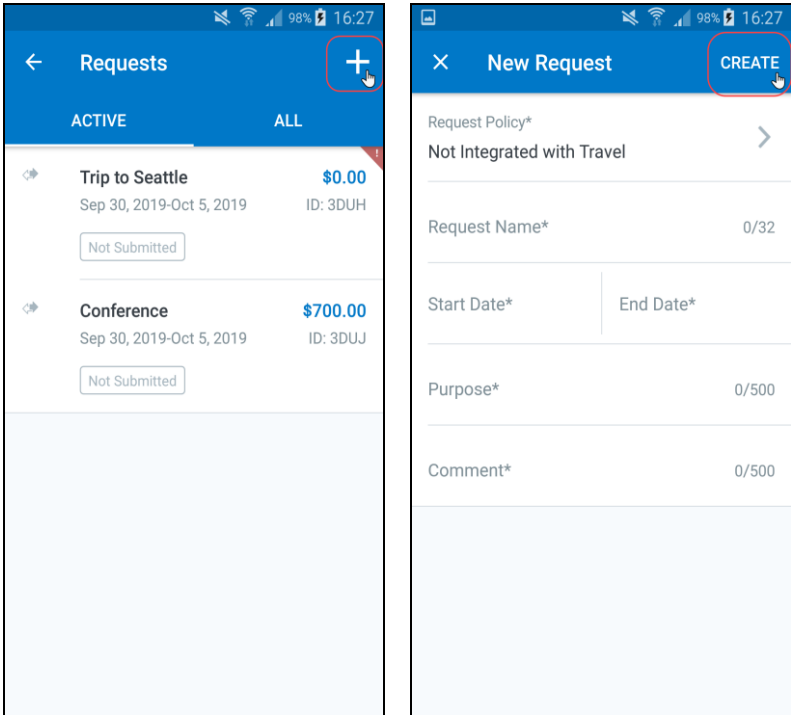

iPad

Screen(s)	Description/Action
	

To create a new request:

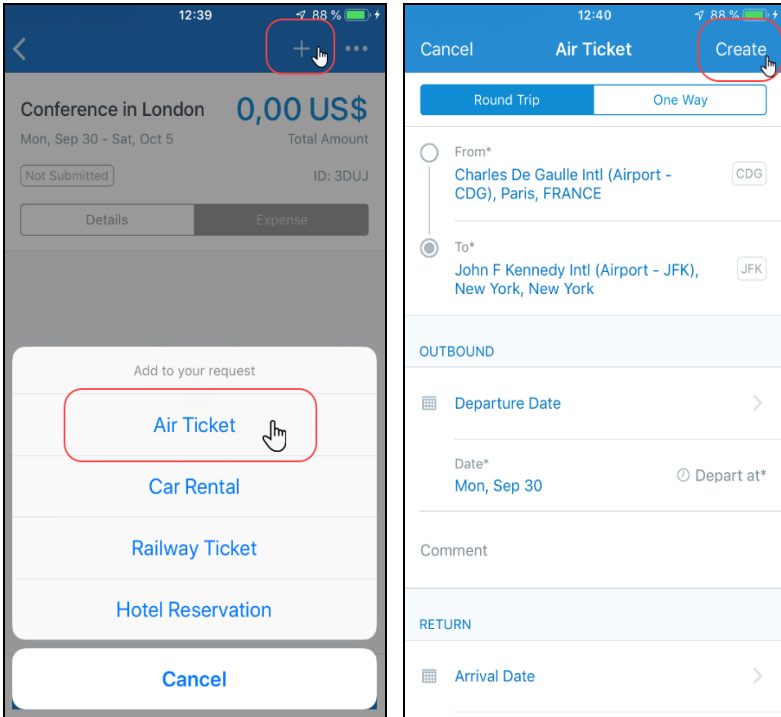

- 1) On the home screen, tap **Requests**.
- 2) On the request details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

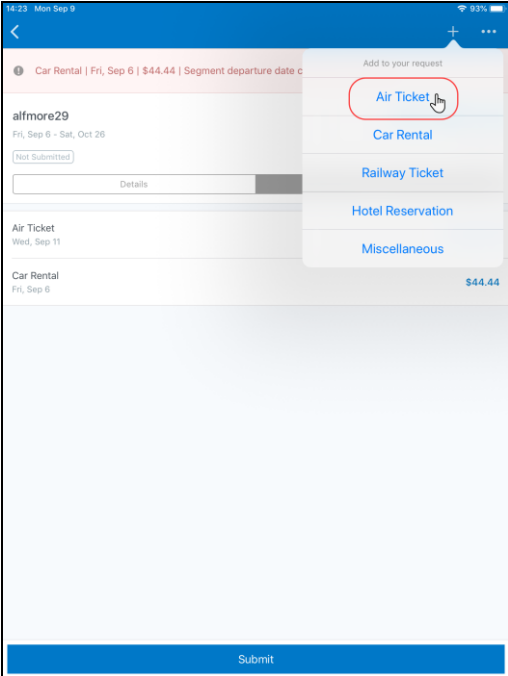
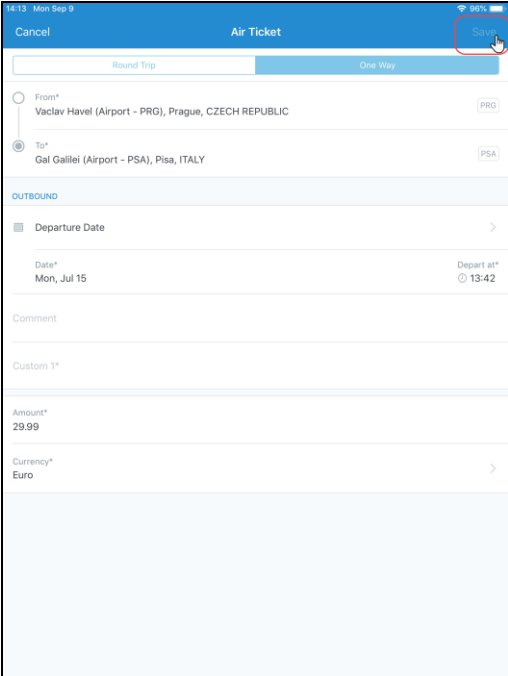
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Requests' screen. It has a blue header with a back arrow, the title 'Requests', and a '+' icon in the top right corner. Below the header are tabs for 'ACTIVE' and 'ALL'. The main content area lists two requests: 'Trip to Seattle' with a balance of '\$0.00' and 'Conference' with a balance of '\$700.00'. Each request has a 'Not Submitted' button. The right screenshot shows the 'New Request' screen. It has a blue header with a close 'X' icon, the title 'New Request', and a 'CREATE' button in the top right corner. The form includes fields for 'Request Policy*' (with a dropdown arrow), 'Request Name*' (0/32), 'Start Date*' and 'End Date*' (date pickers), 'Purpose*' (0/500), and 'Comment*' (0/500).</p>	<p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

IPHONE

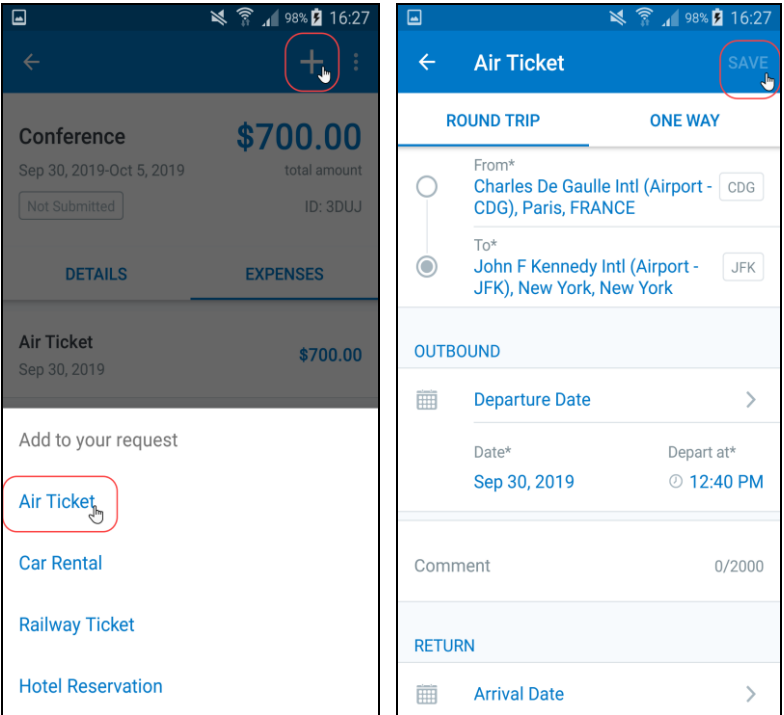
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal. It has a title 'Add to your request' and a list of options: 'Air Ticket', 'Car Rental', 'Railway Ticket', 'Hotel Reservation', and 'Cancel'. The 'Air Ticket' option is highlighted with a red box and a hand icon. The right screenshot shows the 'Air Ticket' details screen. It has a title 'Air Ticket' and a 'Create' button in the top right corner, which is highlighted with a red box and a hand icon. The screen also shows flight details: 'From* Charles De Gaulle Intl (Airport - CDG), Paris, FRANCE' and 'To* John F Kennedy Intl (Airport - JFK), New York, New York'. There are sections for 'OUTBOUND' and 'RETURN' with fields for 'Departure Date' and 'Arrival Date'.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

Screen(s)	Description/Action
 <p>The screenshot shows a request details screen for 'alfmore29'. The 'Add to your request' menu is open, and the 'Air Ticket' option is highlighted with a red circle. The menu also includes 'Car Rental', 'Railway Ticket', 'Hotel Reservation', and 'Miscellaneous'. The 'Submit' button is at the bottom.</p>	 <p>The screenshot shows the 'Air Ticket' segment screen. The 'Save' button in the top right corner is highlighted with a red circle. The screen displays flight details, including 'From' (Vaclav Havel Airport - PRG), 'To' (Gal Galilei Airport - PSA), 'Departure Date' (Mon, Jul 15), and 'Amount' (29.99).</p>

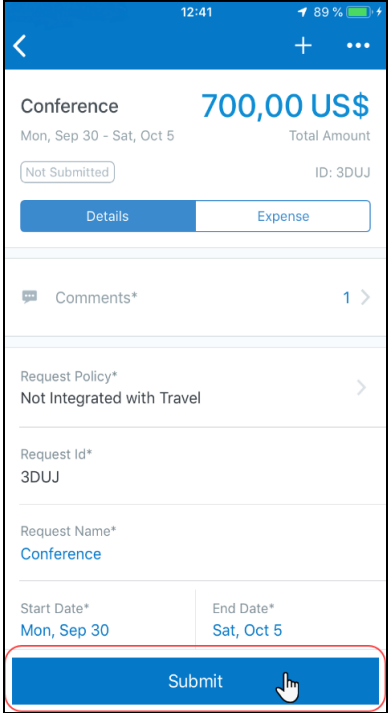
- To add segments to a request:
- 1) On the request details screen, in the **Details** tab, tap **+** (upper-right corner).
 - 2) On the various segment screens, fill in the fields and make the desired selections.
 - 3) When done, on the segment screen, tap **Save** (upper-right corner) to return to request detail screen.
 - 4) Add other segments as desired.

Android

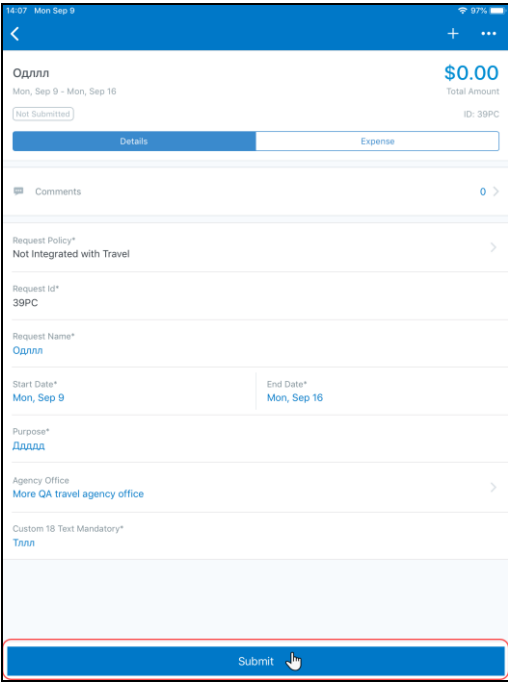
Screen(s)	Description/Action
	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Submit a Request

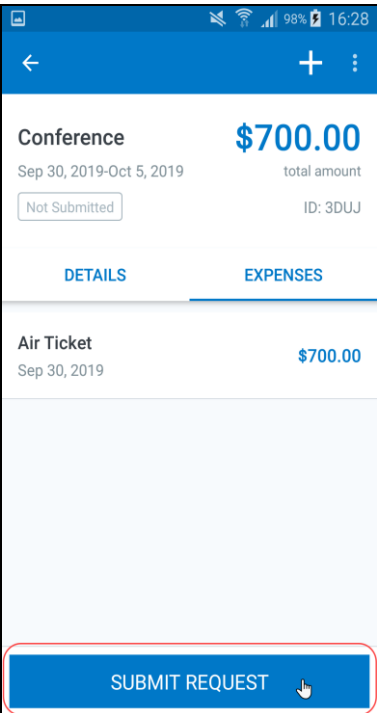
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.72 - Associated web release: August 2019 Update #3: Thursday, November 14, 2:30 PM PT	Client – FINAL

Contents

Summary	2
Android.....	2
iPhone / iPad	2
Planned Changes.....	2
Version Information.....	3
Supported Phone OS	3
Mobile Versions.....	3
Latest Supported Mobile Versions	3
Release Notes	5
Android / iPhone / iPad – Updated Expense Screen Available for Approvers	5
Access the Expense Screen	6
Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings	16
Overview.....	16
Planned Changes.....	19
Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy	19
Overview.....	19
Planned Change Android / iPhone / iPad – Updated Request Workflow	20
Overview.....	20
Request Workflow Updates	21
Create a New Request	23
Submit a Request.....	29

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Summary

Android

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Change**** Android / iPhone / iPad – Updated Request Workflow

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

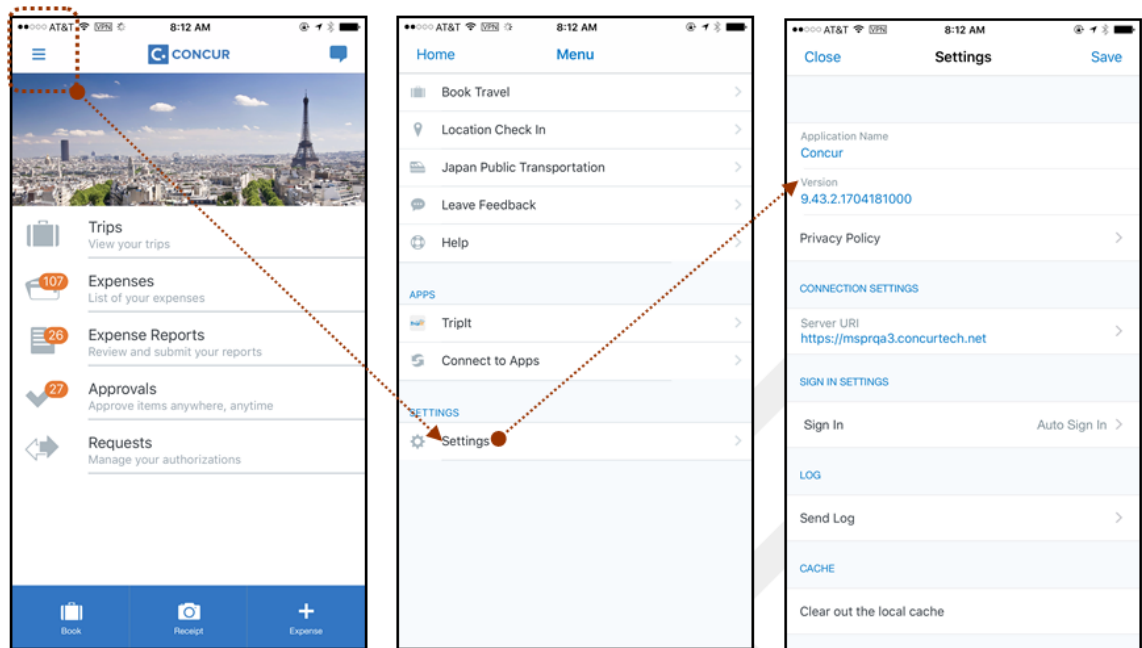
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.72	September 5, 2019	Update via App Store
Android	9.72	September 5, 2019	Update via Google Play

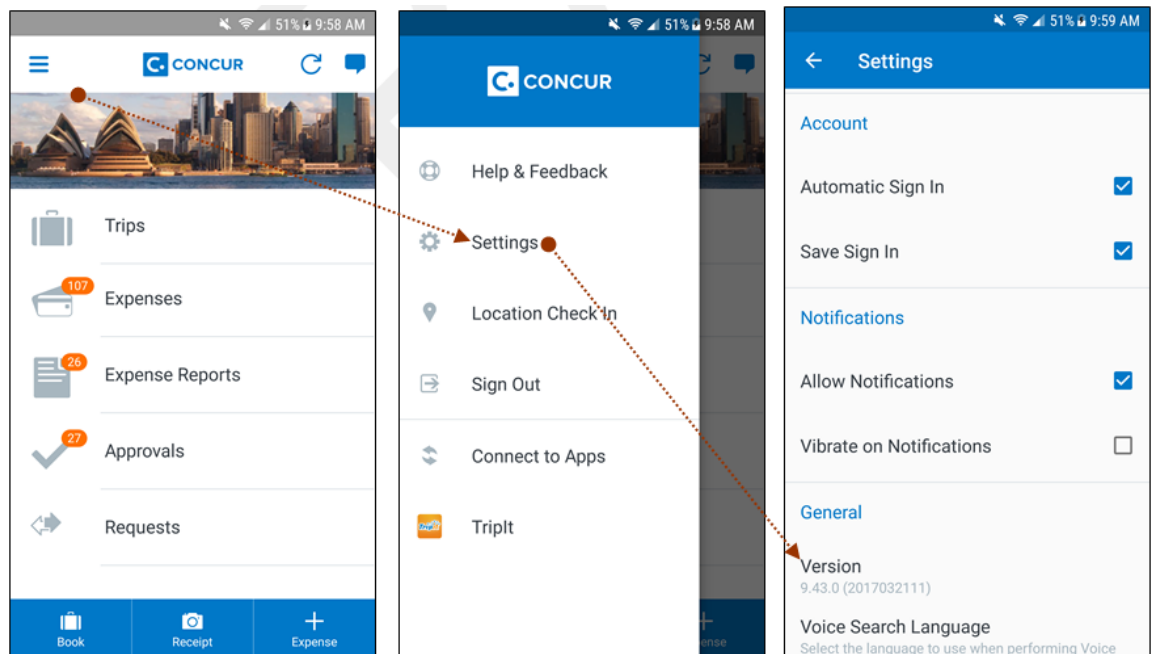
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Updated Expense Screen Available for Approvers

With this release, the **Expense** screen - for approvers - has been updated in the SAP Concur mobile app.

Updates are listed below:

- The **Expense** screen has been redesigned to make it easier for approvers to access expense details.
- On the **Expense** screen, approvers can now view a preview of an attached receipt at the top of the screen.

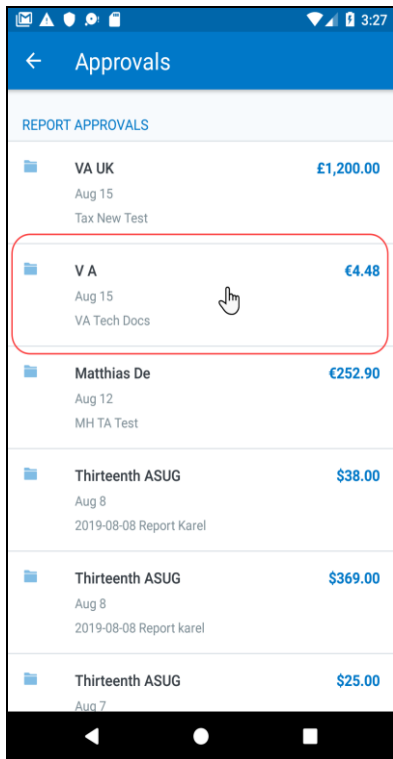
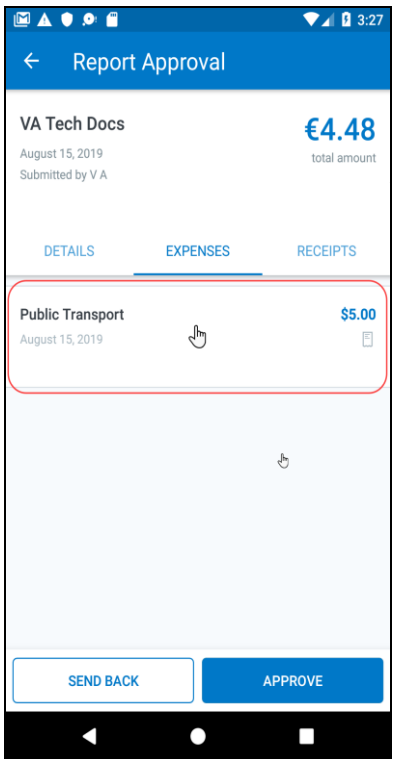
NOTE: A receipt will need to be attached to the expense, before you can see the receipt preview at the top of the screen.

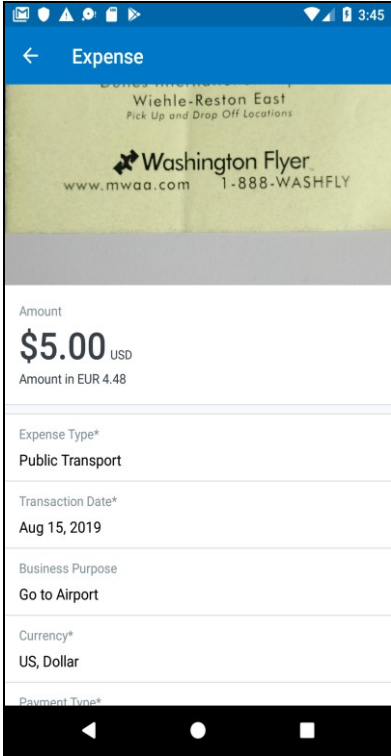
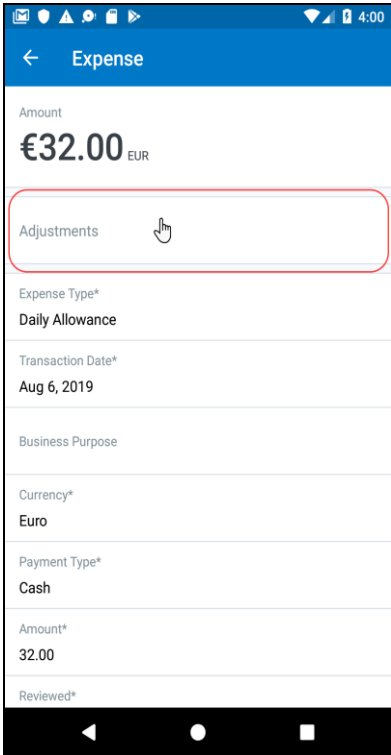
- To allow approvers easier access to amount details (such as transaction amount, posted amount, and exchange rate), the **Amount** field has been moved to the top of the expense details list.
- Navigation for the following intricate expense details have been added (below the **Amount** field) to the **Expense** screen:
 - ♦ Attendees
 - ♦ Itemizations
 - ♦ Allocations
 - ♦ Mileage Route for Mileage expenses
 - ♦ Travel Allowance expense adjustments

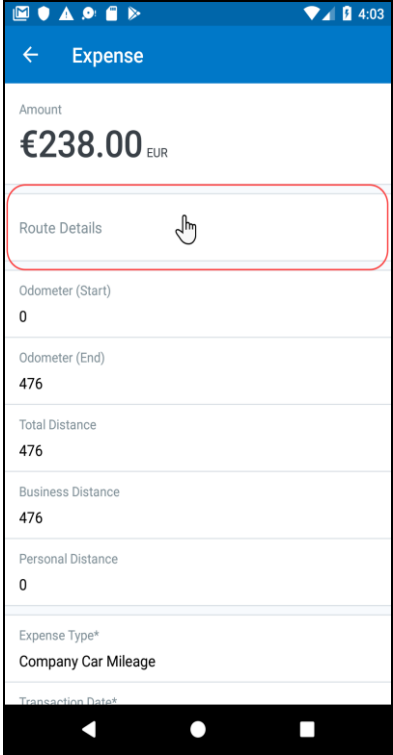
NOTE: Intricate expense details (for example, attendees, itemizations, allocations, etc.) will need to be added to the expense, before these options will appear on the **Expense** screen.

Access the Expense Screen

Android

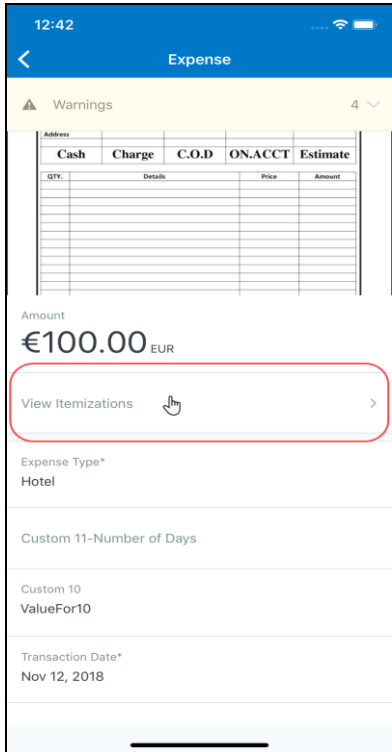
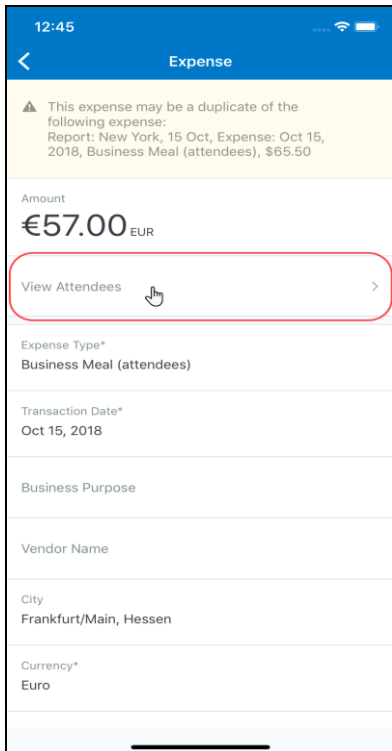
Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Approvals. 2) On the Approvals screen, tap the desired expense report awaiting approval. 3) On the Report Approval screen, tap the desired expense.
	

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: \$5.00 USD (Amount in EUR 4.48) Expense Type*: Public Transport Transaction Date*: Aug 15, 2019 Business Purpose: Go to Airport Currency*: US, Dollar Payment Type* 	<p>4) On the Expense screen, review the expense details.</p>
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: €32.00 EUR Expense Type*: Daily Allowance Transaction Date*: Aug 6, 2019 Business Purpose Currency*: Euro Payment Type*: Cash Amount*: 32.00 Reviewed* <p>The 'Adjustments' button is highlighted with a red box and a hand icon.</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

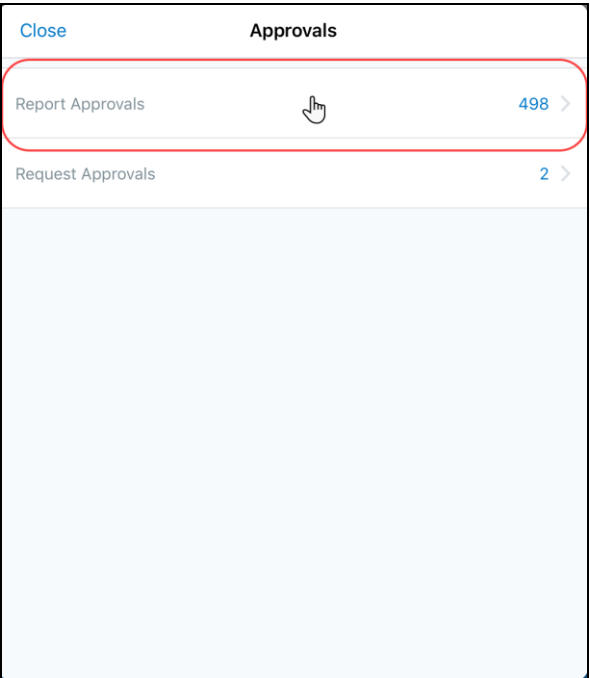
Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

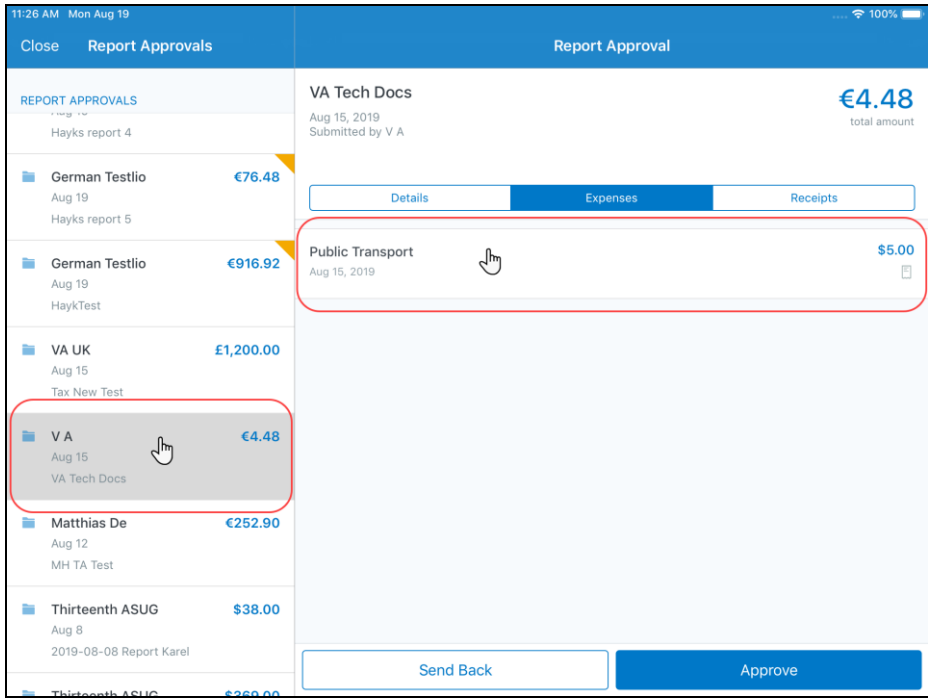
iPhone


Screen(s)	Description/Action
<div><div><div>12:28</div><div>< Approvals</div><div>REPORT APPROVALS</div><div><div>VA UK</div><div>Aug 15</div><div>Tax New Test</div><div>£1,200.00</div></div><div><div>V A</div><div>Aug 15</div><div>VA Tech Docs</div><div>€4.48</div></div><div><div>Matthias De</div><div>Aug 12</div><div>MH TA Test</div><div>€252.90</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report Karel</div><div>\$38.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report karel</div><div>\$369.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allow test ios- kaisha</div><div>\$25.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allowance test- kaisha</div><div>\$12.00</div></div><div><div>Miguel Lencinas</div><div>Aug 6</div><div>Legacy Route</div><div>€11.84</div></div></div></div> <div><div><div>12:29</div><div>< Report Approval</div><div>VA Tech Docs</div><div>Aug 15, 2019</div><div>Submitted by V A</div><div>€4.48</div><div>total amount</div><div>Details Expenses Receipts</div><div><div>Public Transport</div><div>Aug 15, 2019</div><div>\$5.00</div></div><div>Send Back Approve</div></div></div> <div><div>To access the Expense screen:</div><div>1) On the home screen, tap Approvals.</div><div>2) On the Approvals screen, tap the desired expense report awaiting approval.</div><div>3) On the Report Approval screen, tap the desired expense.</div></div>	<div><div><div>12:30</div><div>< Expense</div><div><div>Wiehle-Reston East</div><div>Pick Up and Drop Off Locations</div><div>Washington Flyer</div><div>www.mwaa.com 1-888-WASHFLY</div></div><div>Amount</div><div>\$5.00 USD</div><div>Amount in EUR 4.48</div><div>Expense Type*</div><div>Public Transport</div><div>Transaction Date*</div><div>Aug 15, 2019</div><div>Business Purpose</div><div>Go to Airport</div><div>Currency*</div><div>US, Dollar</div><div>Payment Type*</div><div>Cash</div><div>Amount*</div><div>5.00</div></div></div> <div><div>4) On the Expense screen, review the expense details.</div></div>

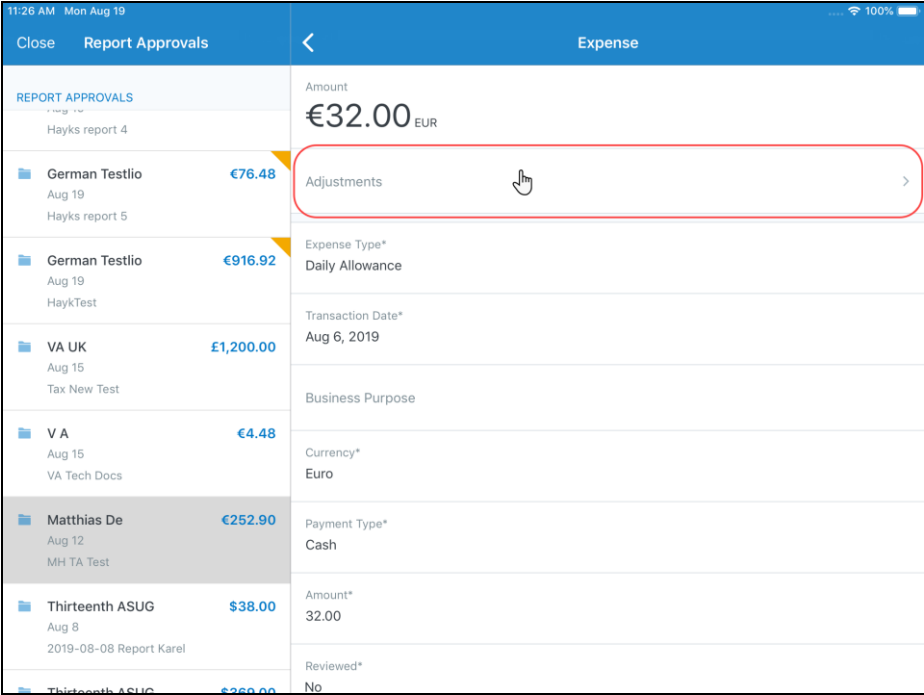
Screen(s)	Description/Action
	<p>To access itemization details on the Expense screen:</p> <ul style="list-style-type: none">On the Expense screen, tap View Itemizations.
	<p>To access attendee details on the Expense screen:</p> <ul style="list-style-type: none">On the Expense screen, tap View Attendees.

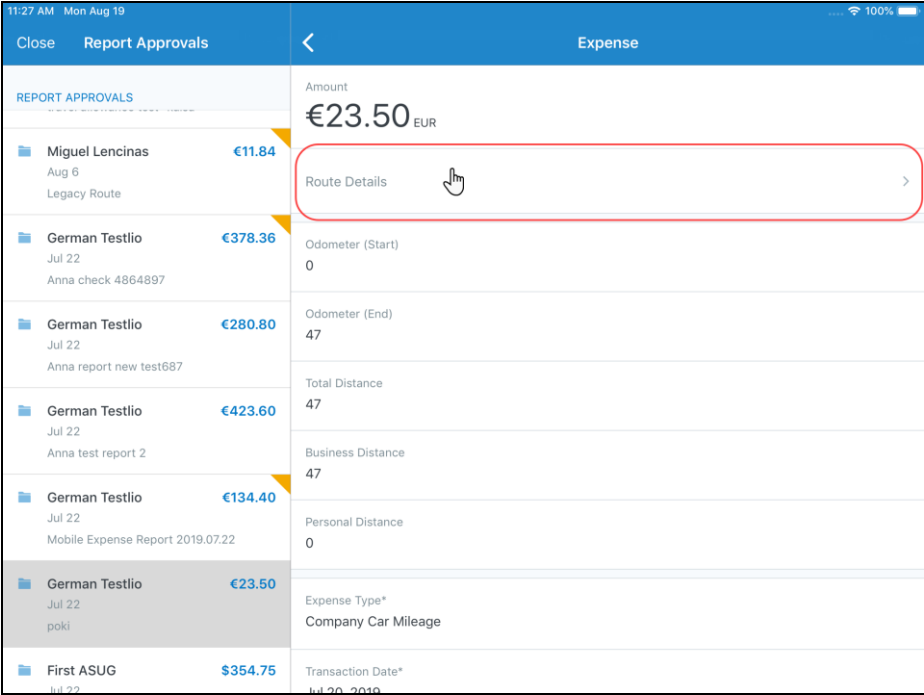
iPad

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap Report Approvals.

Screen(s)	Description/Action
 <p>The screenshot displays the 'Report Approvals' screen in the SAP Concur mobile app. On the left, a list of reports is shown, including 'VA Tech Docs' with a total amount of €4.48. A red box highlights this entry. On the right, the details of the selected report are shown, including a tab for 'Expenses' and a list of expense items. One item, 'Public Transport', is highlighted with a red box and has a value of \$5.00. The bottom of the screen features 'Send Back' and 'Approve' buttons.</p>	<p>3) On the Report Approvals screen, tap the desired expense report awaiting approval.</p> <p>4) On the Report Approval screen, tap the desired expense.</p>

Screen(s)	Description/Action
<div><div><div>11:26 AM Mon Aug 19</div><div>Close Report Approvals</div><div>REPORT APPROVALS</div><div>Hayks report 4</div><div>German Testlio €76.48</div><div>Aug 19</div><div>Hayks report 5</div><div>German Testlio €916.92</div><div>Aug 19</div><div>HaykTest</div><div>VA UK £1,200.00</div><div>Aug 15</div><div>Tax New Test</div><div>V A €4.48</div><div>Aug 15</div><div>VA Tech Docs</div><div>Matthias De €252.90</div><div>Aug 12</div><div>MH TA Test</div><div>Thirteenth ASUG \$38.00</div><div>Aug 8</div><div>2019-08-08 Report Karel</div><div>Thirteenth ASUG €250.00</div></div><div><div>Expense</div><div><div>Amount</div><div>\$5.00 USD</div><div>Amount in EUR 4.48</div><div>Expense Type*</div><div>Public Transport</div><div>Transaction Date*</div><div>Aug 15, 2019</div><div>Business Purpose</div><div>Go to Airport</div><div>Currency*</div><div>US, Dollar</div><div>Payment Type*</div><div>Cash</div></div></div></div> <div><div>5) On the Expense screen, review the expense details.</div></div>	

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen in the SAP Concur mobile app. The top bar is blue with 'Expense' in white. Below the bar, the 'Amount' is displayed as €32.00 EUR. A red box highlights the 'Adjustments' button, which has a hand icon pointing to it. The left side of the screen shows a list of expense reports, including 'German Testlio', 'VA UK', 'VA', 'Matthias De', and 'Thirteenth ASUG'. The right side shows details for the selected report, including 'Expense Type*' (Daily Allowance), 'Transaction Date*' (Aug 6, 2019), 'Business Purpose', 'Currency*' (Euro), 'Payment Type*' (Cash), 'Amount*' (32.00), and 'Reviewed*' (No).</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings

Overview

With this release, admins now have access to the new **High Security Account (HSA)** and **Mobile Authentication Lifetime** settings on the **Company Settings** page within the web version of SAP Concur.

High Security Account (HSA)

For customers with significant security requirements, this new setting provides the option to prevent the encryption key to be stored on the user's mobile device. Because of this, users will be required to create an additional application password that will decrypt their data in memory.

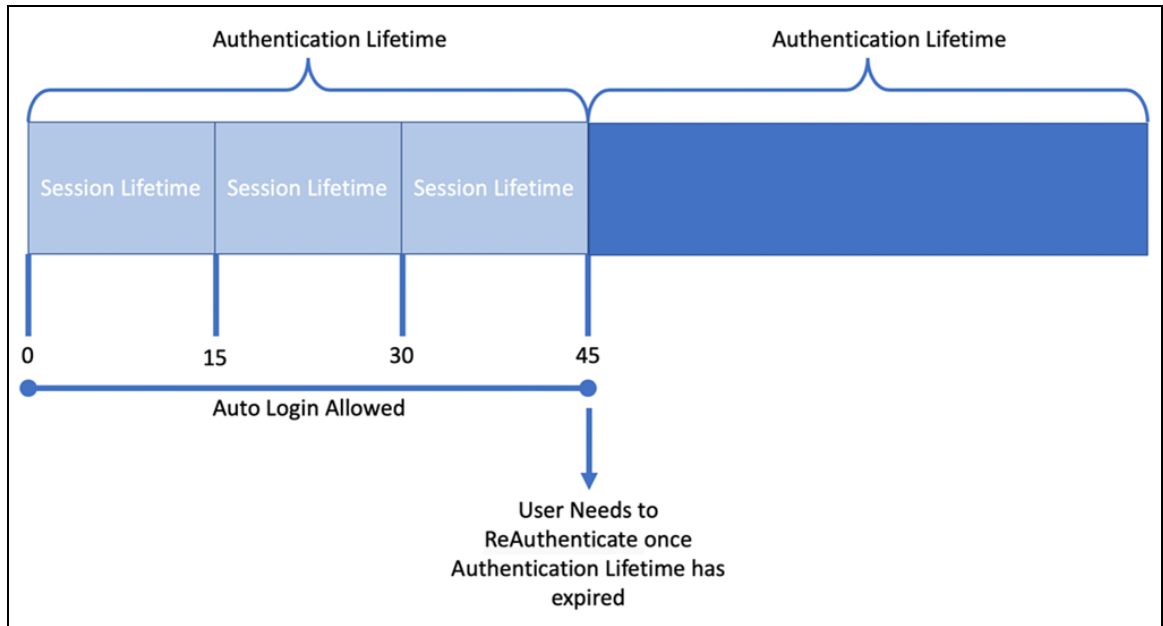
This passcode will need to be entered with every cold start of the mobile app. A cold start refers to an app's starting from scratch. For example, a cold start can happen when a user launches the mobile app – for the first time – since re-starting their mobile device.

To add an additional password, the user must create it when they first set up the SAP Concur mobile app on their mobile device. If their company has the **High Security Account (HSA)** setting turned on, the user will be asked – during the initial setup of the app – to add an additional password, which they will need to enter with every cold start of the mobile app.

Mobile Authentication Lifetime

This new setting/module property allows admins to set timeouts – anywhere from 15 minutes (900 seconds) to 120 days (172,799 minutes) – to a user's account. When the user's account times out they will need to re-authenticate their account.

If the user needs to re-authenticate their account, they can do this – the usual way – by entering the combination of credentials that are required by their company to sign into the mobile app.



NOTE: Session Lifetime is for all users and is the time that a user is allowed to stay connected. Once the Session Lifetime expires, a user can no longer use auto-login to authenticate back into the connected session. The maxed timeout for Session Lifetime is 2 hours. Authentication Lifetime determines how long the user can auto-login after the session expires. Authentication Lifetime is always longer than Session Lifetime.

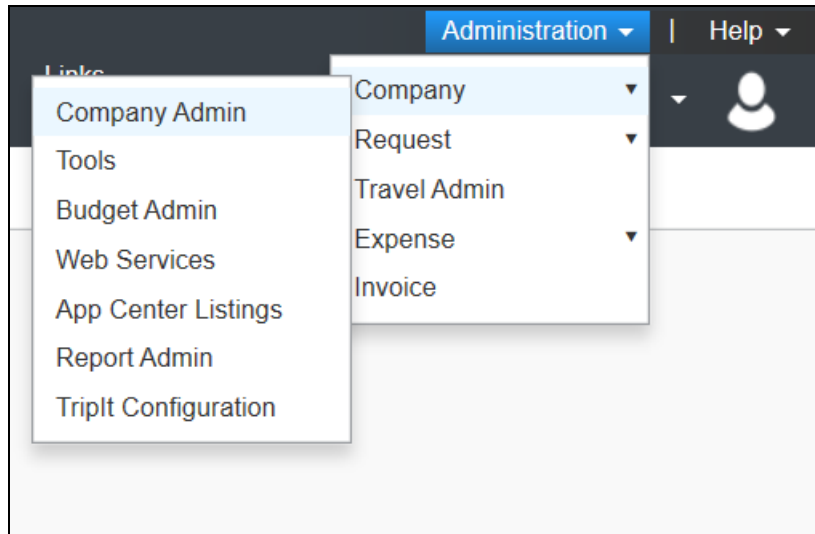
BUSINESS PURPOSE / CUSTOMER BENEFIT

This setting/module property allows for more security for SAP Concur mobile app user authentication.

What the Administrator Sees

► ***To access the Company Settings screen:***

1. On the home screen, click **Administration > Company > Company Admin > Company Settings**.



The screen **Company Settings** screen appears.

Company Admin Home

Company Admin

- Approval Queues
- Billing Administrator
- Company Locations
- Menu Administrator
- Org Unit Admin
- Report Admin
- Text Customization
- Password Administrator
- Import Data
- Manage Custom Fields
- Calendar Integration Admin
- Company Settings
- Share Custom Fields
- Login URL Manager

Company Settings

Below is a list of company settings that can be modified for your site.
To edit, change the value of the company settings and the Save options will appear.
Details on a given company setting are noted in the quick help text next to each module property name.

Here are all Company Settings for CommaSavvy

Property Config: Company Wide

Setting Name	Setting Value	Save Value
High Security Account (HSA)	<input type="checkbox"/>	
Mobile Authentication Lifetime	172799	
Enable Total Trip Cost	<input type="checkbox"/>	
Dual Fare Display (Sabre Only)	<input checked="" type="checkbox"/>	
Allow Sponsored Users	<input checked="" type="checkbox"/>	

Configuration / Feature Activation

The change is automatically available. There are no additional configuration or activation steps.

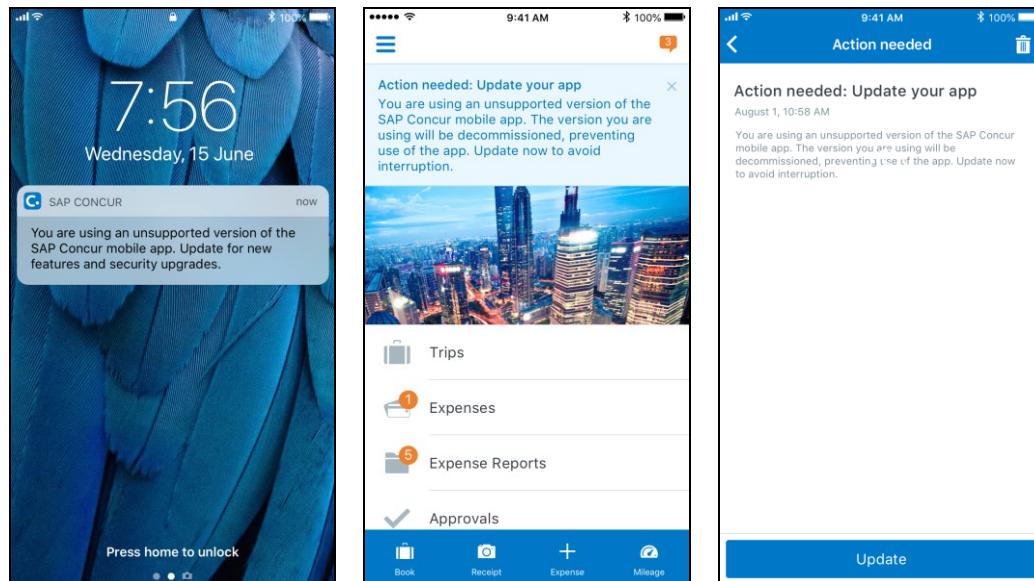
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

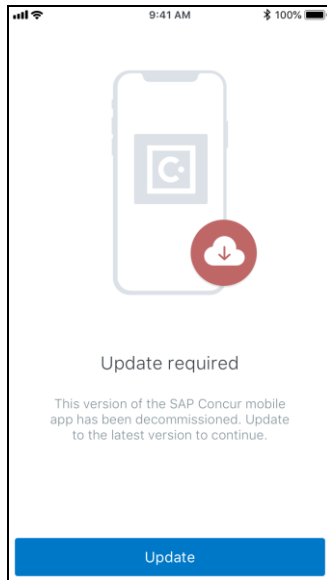
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Change** Android / iPhone / iPad – Updated Request Workflow**

Overview

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request workflow within the mobile app.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Workflow Updates

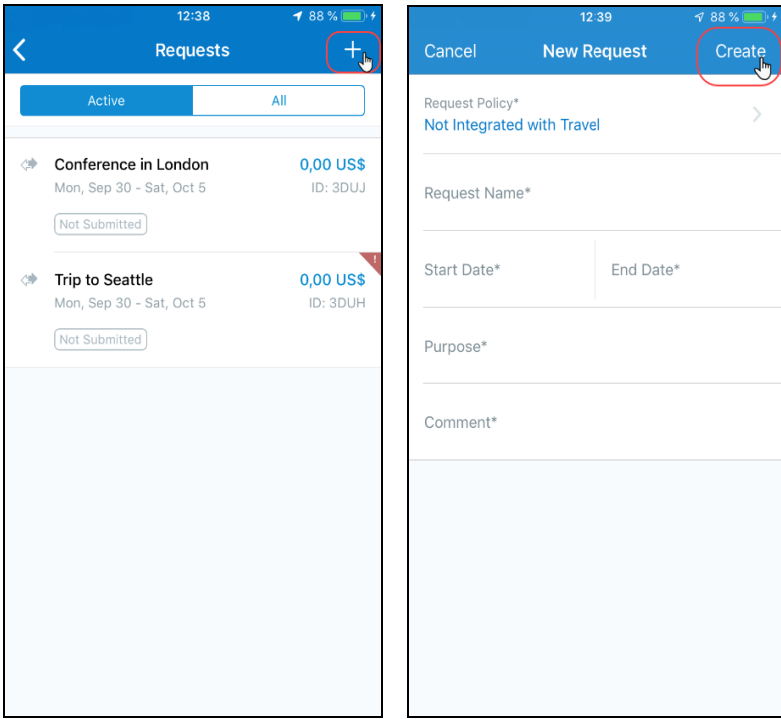
The updates include:

- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- All fields - including custom fields - are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request

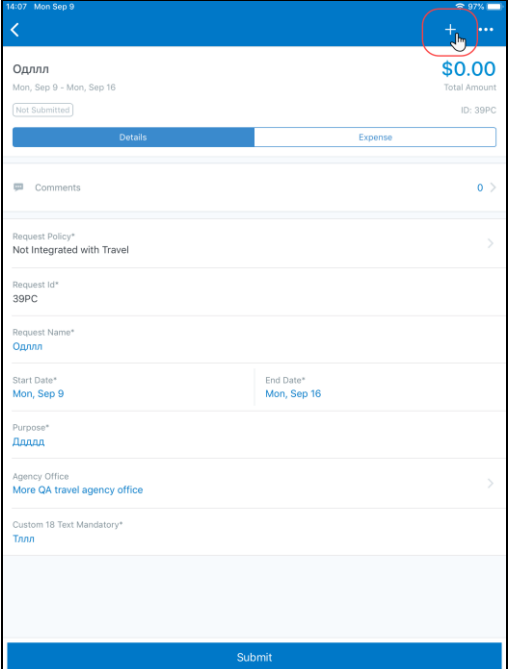
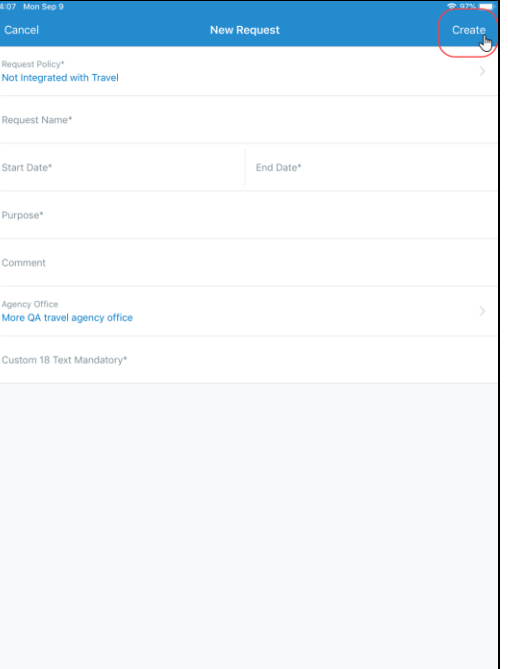
- Modify a request
- View all tabs
- Edit attach, view, and print attached images
- Add a comment on the header
- Print a request
- Submit a request
- View unsubmitted and submitted requests
- View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments
 - Delete segments
 - ♦ In the new **Expense** tab, you can:
 - View expense details
 - ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap + (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

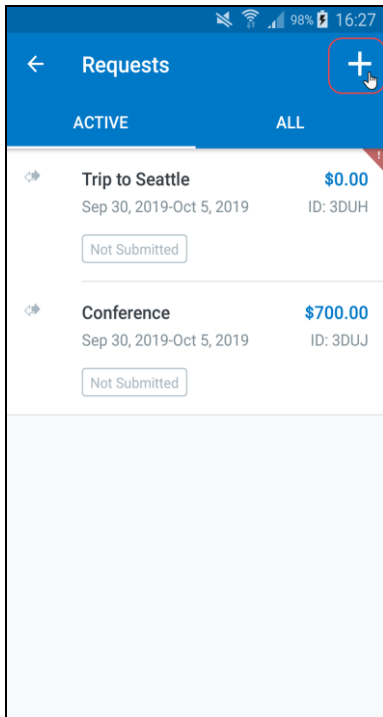
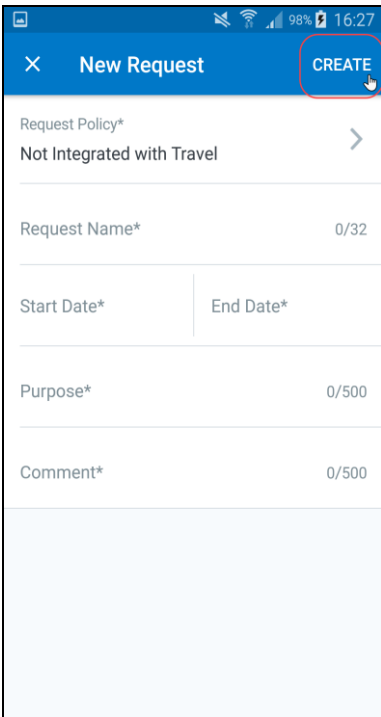

iPad

Screen(s)	Description/Action
	

To create a new request:

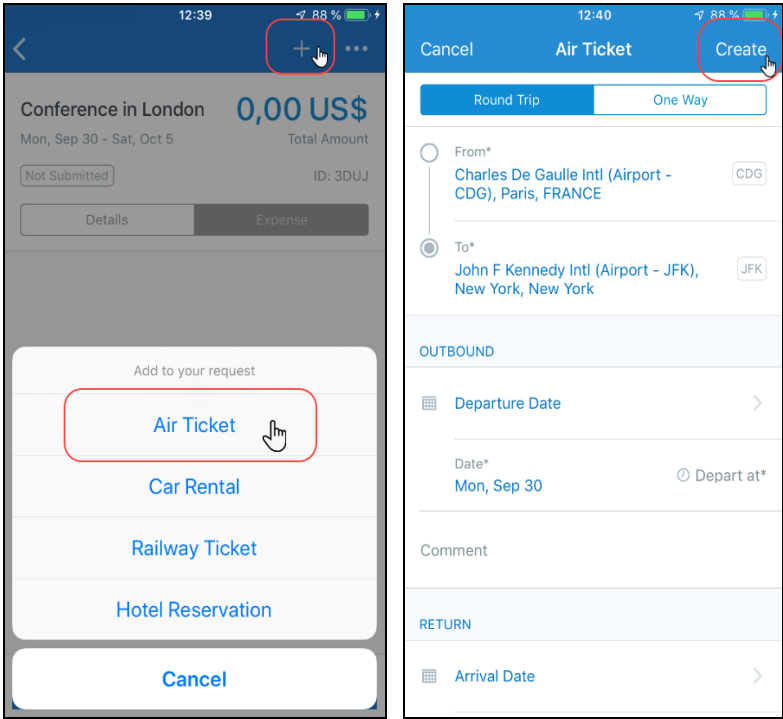

- 1) On the home screen, tap **Requests**.
- 2) On the request details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

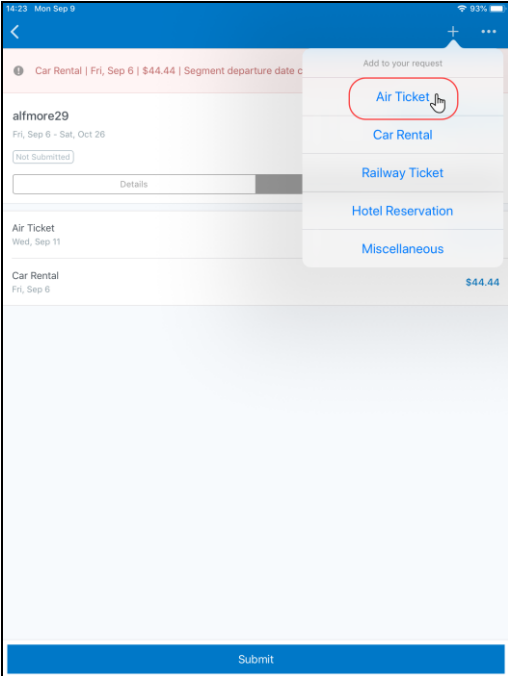
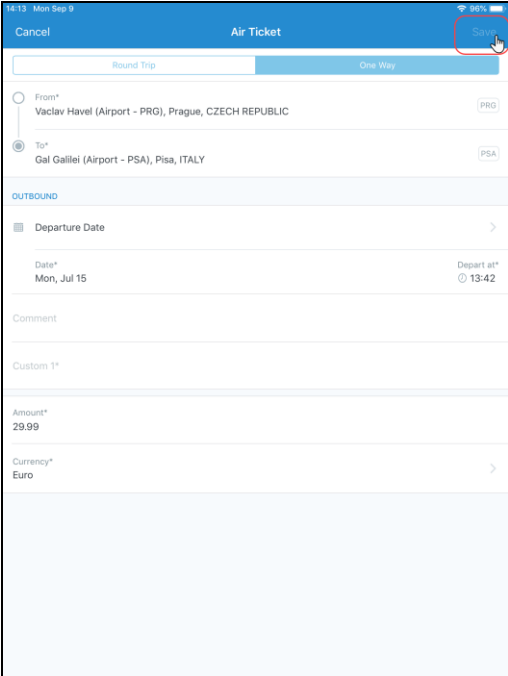
Screen(s)	Description/Action	
		<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap  (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

IPHONE

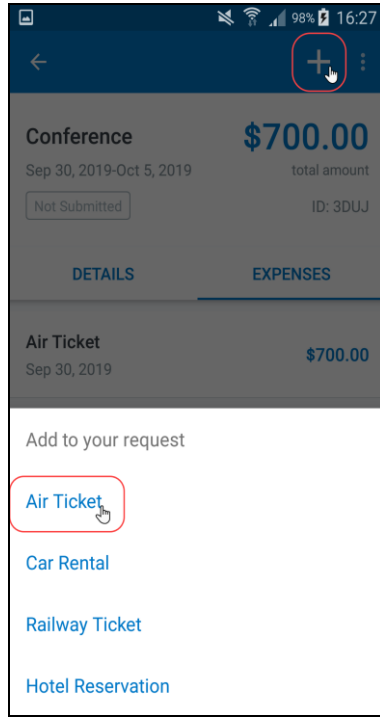
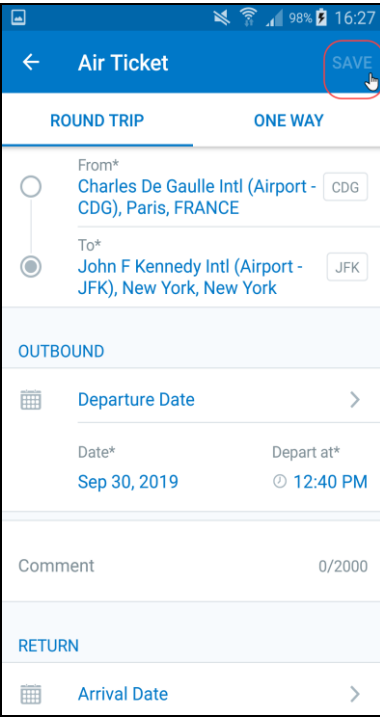
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal with 'Air Ticket' selected. The right screenshot shows the 'Air Ticket' details screen with the 'Create' button highlighted.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

Screen(s)	Description/Action
 <p>The screenshot shows a request details screen for 'alfmore29'. A red circle highlights the 'Air Ticket' option in the 'Add to your request' menu. Other options include 'Car Rental', 'Railway Ticket', 'Hotel Reservation', and 'Miscellaneous'. The 'Submit' button is at the bottom.</p>	 <p>The screenshot shows the 'Air Ticket' segment screen. A red circle highlights the 'Save' button in the top right corner. The screen displays flight details, including 'From' (Vaclav Havel Airport - PRG), 'To' (Gal Galilei Airport - PSA), 'Departure Date' (Mon, Jul 15), and 'Amount' (29.99).</p>

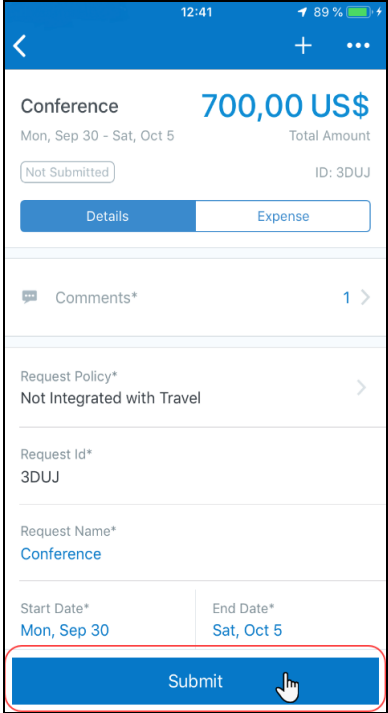
- To add segments to a request:
- 1) On the request details screen, in the **Details** tab, tap **+** (upper-right corner).
 - 2) On the various segment screens, fill in the fields and make the desired selections.
 - 3) When done, on the segment screen, tap **Save** (upper-right corner) to return to request detail screen.
 - 4) Add other segments as desired.

Android

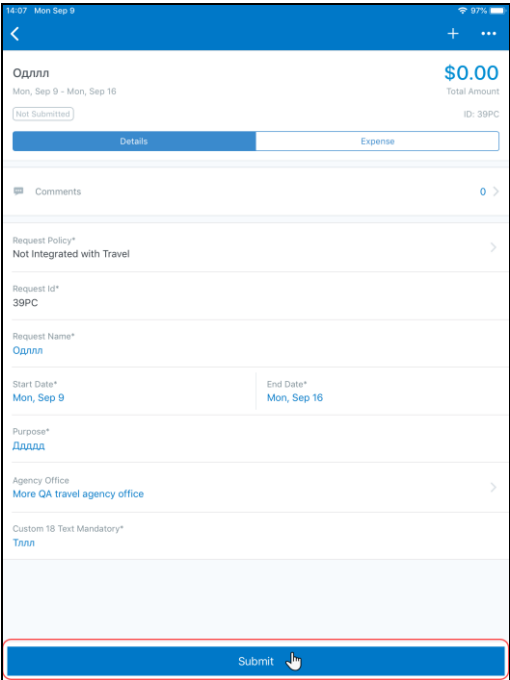
Screen(s)	Description/Action
	
<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired. 	

Submit a Request

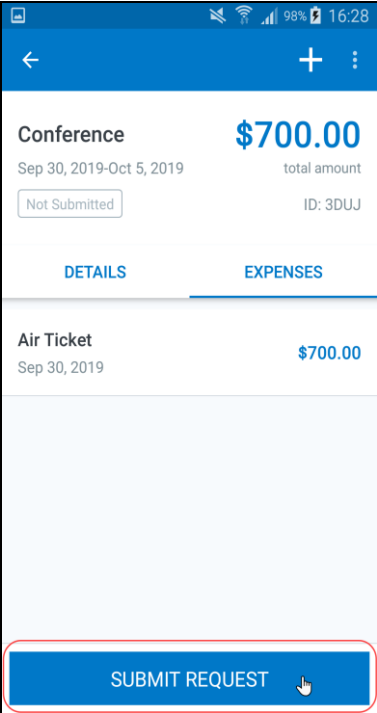
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.75 - Associated web release: November 2019 Initial Post: Monday, December 16, 5:00 PM PT	Client – FINAL

Contents

Summary	3
Android.....	3
iPhone / iPad	3
Planned Changes.....	3
Version Information	4
Supported Phone OS	4
Supported Mobile Versions	4
Deprecating Mobile Versions	4
Latest Supported Mobile Versions	4
Release Notes	6
Android / iPhone / iPad – Features Now Available in the China Data Center	6
Android ONLY – Select From Multiple Policies While Creating a Request Option	6
Select a Policy While Creating a New Request	7
Ongoing Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy	7
Overview.....	7
Planned Changes.....	10
Planned Changes Security Communication Protocols for Callouts	10
Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page	11
Overview.....	11

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Summary

Android

- Android / iPhone / iPad – Features Now Available in the China Data Center
- Android ONLY – Select From Multiple Policies While Creating a Request
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Features Now Available in the China Data Center
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

Planned Changes

- ****Planned Changes**** Security Communication Protocols for Callouts
- ****Planned Changes**** Android / iPhone / iPad – Redesign of the Sign In Page

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Supported Mobile Versions

Note the following:

- Applicable for 9.74 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.
- If you have a version of the app older than the last 7 versions on your mobile device, you will see an upgrade notice on the login page and will need to update the app to the latest version or you will no longer be able to access the SAP Concur mobile app on your device.

NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.



For more information on the retention policy, refer to this [FAQ](#).

Deprecating Mobile Versions

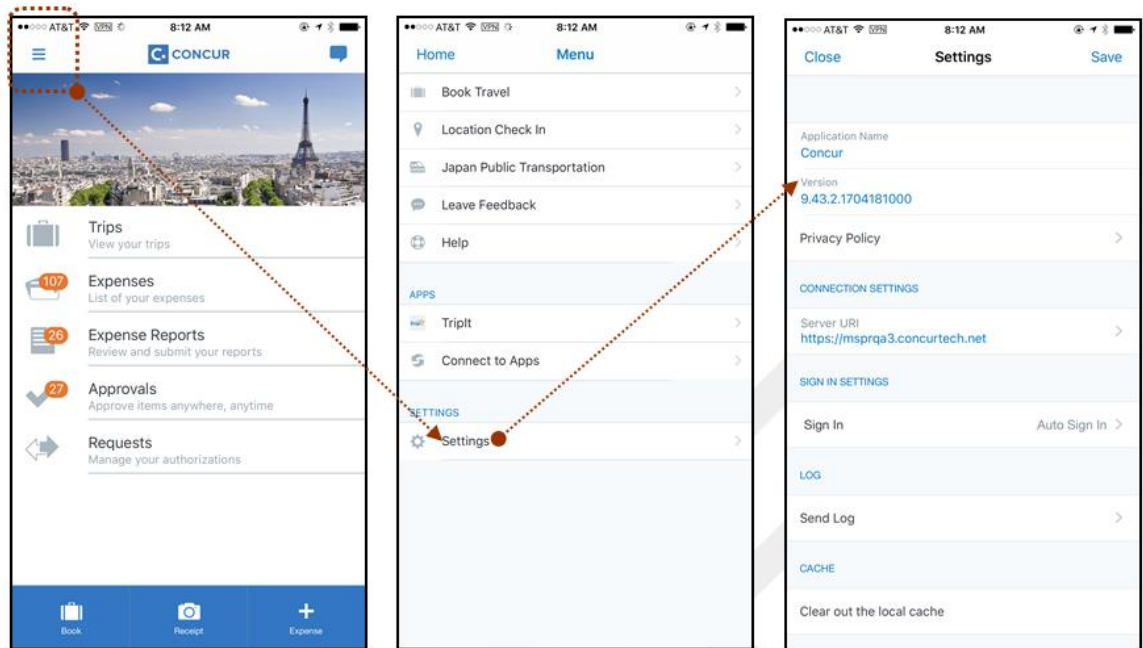
Platform	Deprecating Version
iPhone/iPad	9.69
Android	9.69

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.75.1	12/15/2019	Update via App Store
Android	9.75.1	12/15/2019	Update via Google Play

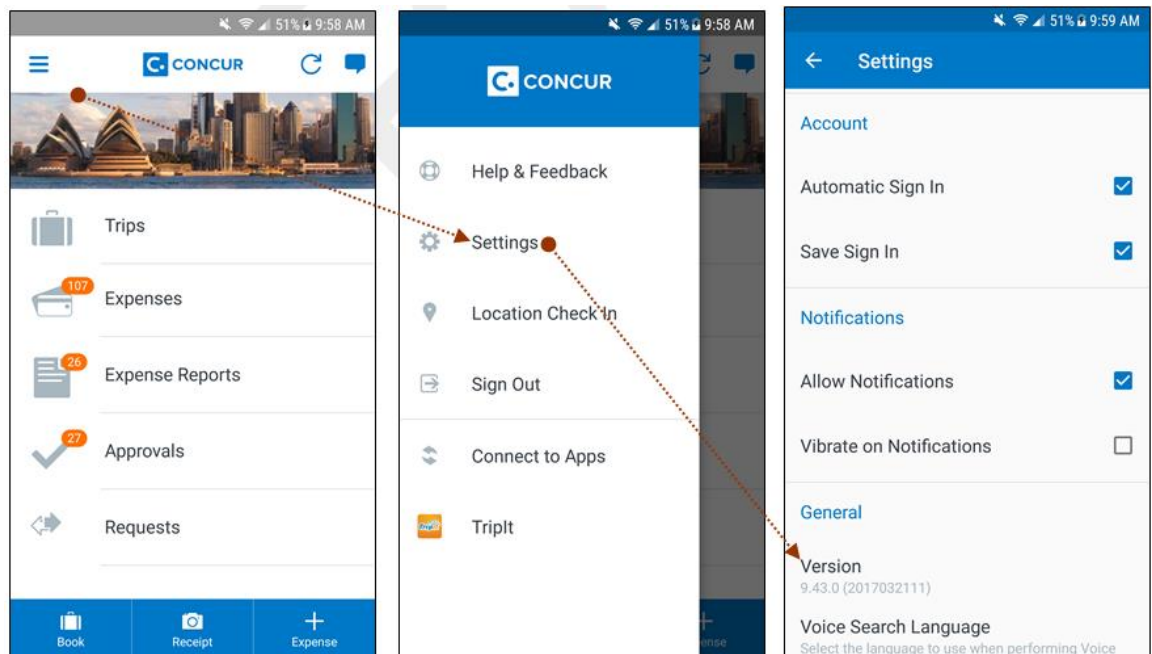
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Features Now Available in the China Data Center

With this release, many SAP Concur mobile app features will be available to customers who use the China data center. This includes creating a new report and the report details experience. Users will be able to recall a report, attach missing receipt declarations to a report, view budgets, manage allocations, and approve company bill statement reports. There is also a new specialized view for Cost Object Approvers within the mobile app.

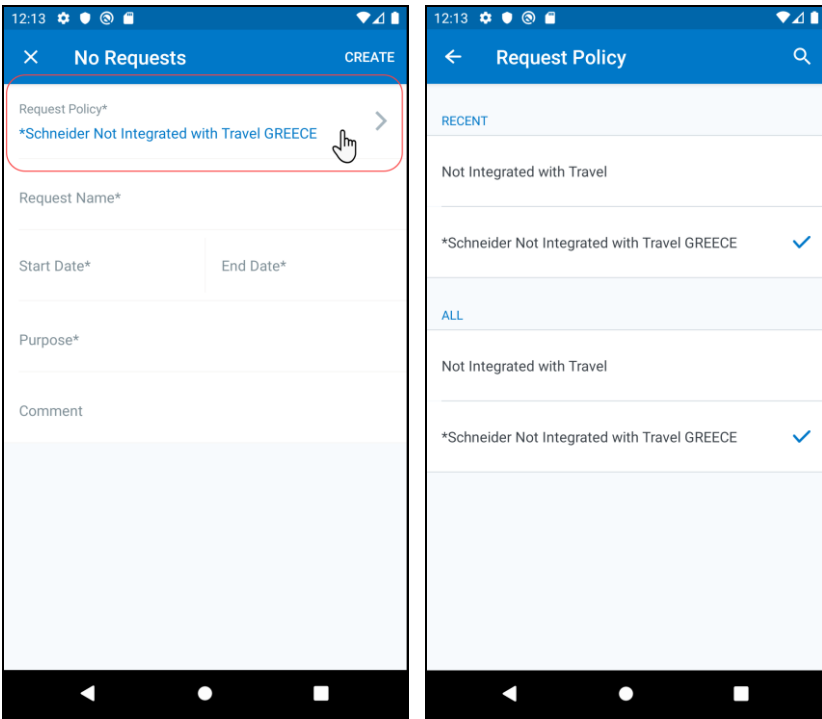
NOTE: These features are *already* available to customers using the US (North America) and EMEA data centers.

Android ONLY – Select From Multiple Policies While Creating a Request Option

With this release, Request users can now select from multiple policies while creating a request within the SAP Concur mobile app. If a user can select a different policy while creating a request on the web version of SAP Concur, then they can now also do the same thing within the mobile app version.

NOTE: This functionality is *already* available to iPhone users.

Select a Policy While Creating a New Request

Screen(s)	Description/Action
	<p>To select a policy while creating a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap + (upper-right corner). 3) On the No Requests screen, tap the Request Policy field. 4) On the Request Policy screen, tap to select the desired policies.

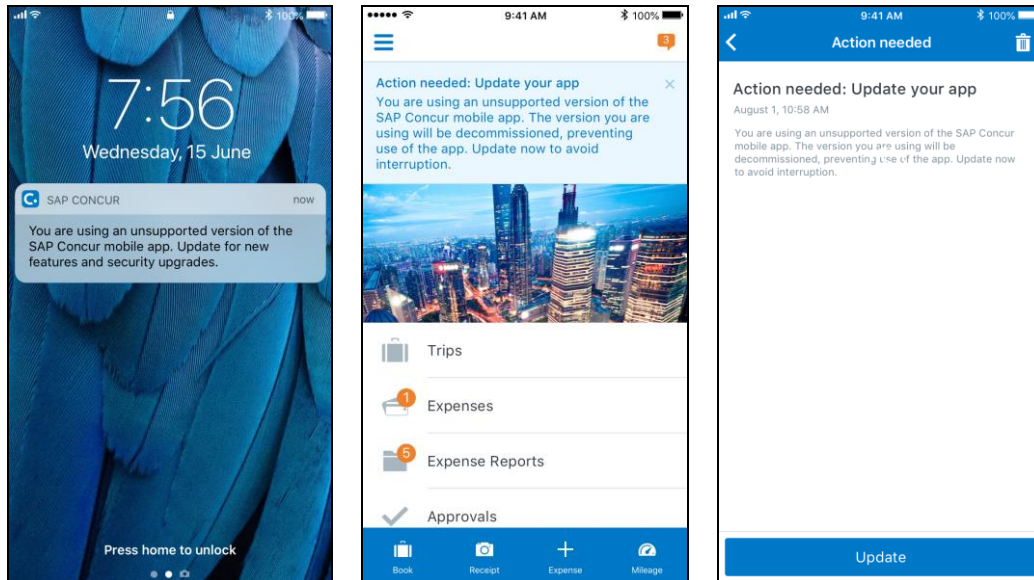
Ongoing Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy

Information First Published	Information Last Modified	Feature Target Release Date
October 14, 2019	—	April 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

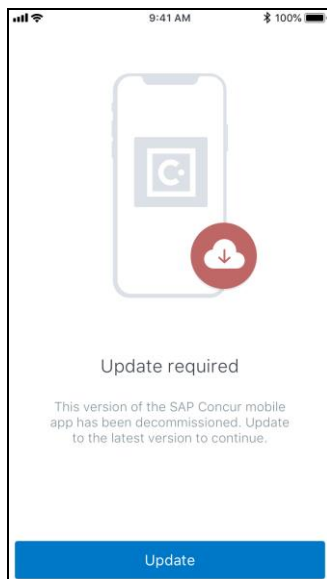
Overview

With this release, SAP Concur is proud to introduce the new deprecation policy for the mobile app. With this new policy, SAP Concur is no longer managing the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur notifies them - through a Message Center message and push notifications – that they are no longer using a supported version of the app.



When the current mobile version of the app is older than the last 7 versions, users see an upgrade notice on the login page and are no longer able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.73 lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy encourages users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

Planned Changes

****Planned Changes** Security Communication Protocols for Callouts**

Applies to:	Expense	Invoice	Request	Travel	Other
Edition(s)	Professional, Standard	—	Professional, Standard	—	Concur's mobile app
Information First Published		Information Last Modified		Feature Target Release Date	
November 2019		—		December 31, 2019	
Any changes since the previous monthly release are highlighted in yellow in this release note.					

Overview

Clients that use or plan to use SAP Concur [callouts](#) (for example, Send Notification, Launch External URL, Fetch List, and Fetch Attendee) need to ensure they meet the SAP Concur security standards. To reduce security risk for our clients and SAP Concur, we are giving companies until the end of 2019 to make the required update for callouts. If clients have security protocols below our standard after December 31, 2019, their callouts will stop working in January 2020.

To use callouts, clients need to ensure that the TLS version 1.1 or greater is used for the encryption protocols of the client's endpoint. Also, clients using callouts need to ensure their callout host endpoint uses and prioritizes one or more ECDHE cipher suites with an equivalent key length greater than or equal to 2,048 bits, such as one of the ciphers listed below.

EXAMPLES OF CIPHERS TO USE

TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 (0xc030)

TLS_ECDHE_RSA_WITH_AES_128_GCM_SHA256 (0xc02f)

TLS_ECDHE_RSA_WITH_CHACHA20_POLY1305_SHA256 (0xcca8)

TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 (0xc028)

TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA256 (0xc027)

TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA (0xc014)

TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA (0xc013)

BUSINESS PURPOSE/CLIENT BENEFIT

Reduce security risk for the client that use callouts and SAP Concur.

Configuration/Feature Activation

Existing customers will need to be updated if they are not compliant with the stated security standards. New companies configuring callouts will need to ensure they use security protocols and authentication methods that meet these standards.



For more information about SAP Concur callouts, refer to [Callouts and Application Connectors](#).

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

There will be additional changes, which will be described in future release notes.

The image displays two side-by-side mobile app sign-in screens. The left screen represents the current design, featuring the SAP Concur logo at the top, a 'Sign In' heading, a 'Username' label, a text input field containing 'concurcoretest@outlook.com', a blue 'Next' button, a 'Forgot Username?' link, a 'Privacy Policy' link, and a footer link 'Not a Concur user yet? Try Test Drive'. The right screen represents the proposed redesign, featuring the same logo and heading, but with the username field pre-filled with 'concurcoretest@outlook.com'. Below this, there are three buttons for identity providers: 'Sign in with Okta (Demo)', 'Sign in with Okta (Muttals)', and 'Sign in with Azure AD (Test)'. A link for 'Sign in with your password' is positioned below these buttons. The 'Privacy Policy' link and footer link remain at the bottom.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.72 - Associated web release: August 2019 Update #3: Thursday, November 14, 2:30 PM PT	Client – FINAL

Contents

Summary 2

 Android.....2

 iPhone / iPad2

 Planned Changes.....2

Version Information..... 3

 Supported Phone OS3

 Mobile Versions.....3

 Latest Supported Mobile Versions.....3

Release Notes 5

 Android / iPhone / iPad – Updated Expense Screen Available for Approvers5

 Access the Expense Screen6

 Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication
Lifetime Company Settings 16

 Overview..... 16

Planned Changes..... 19

 Planned Changes Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy19

 Overview..... 19

 Planned Change Android / iPhone / iPad – Updated Request Workflow 20

 Overview..... 20

 Request Workflow Updates 21

 Create a New Request 23

 Submit a Request..... 29

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Summary

Android

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Updated Expense Screen Available for Approvers
- Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings
- Minor issue fixes

Planned Changes

- ****Planned Change**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- ****Planned Change**** Android / iPhone / iPad – Updated Request Workflow

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Mobile Versions

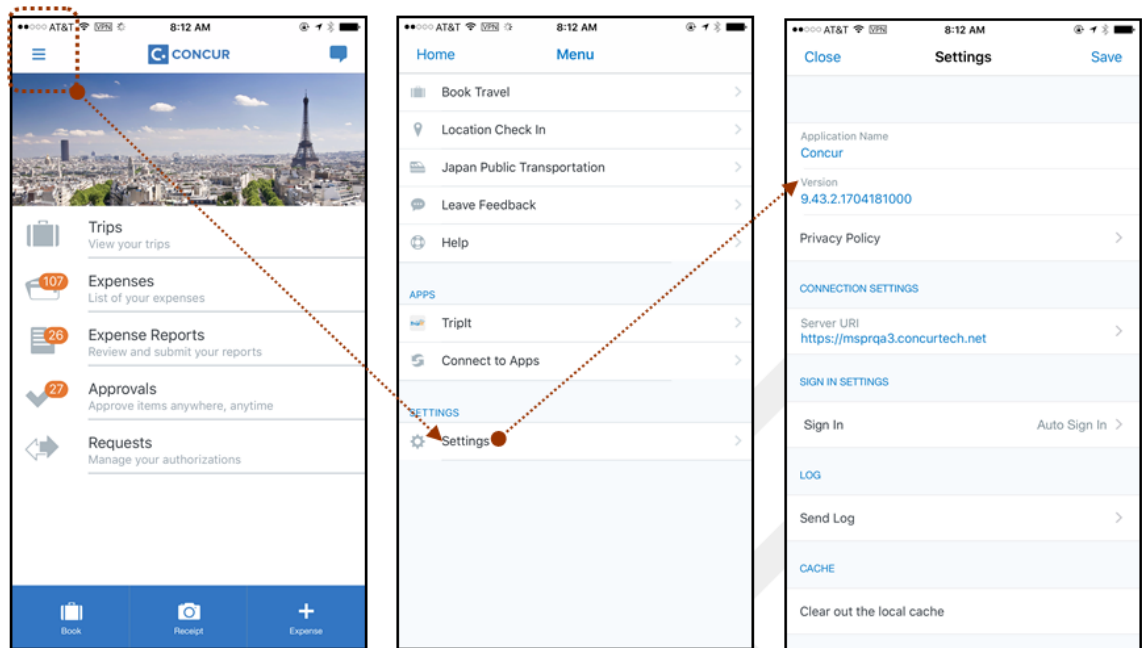
NOTE: Applicable for 9.72 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.72	September 5, 2019	Update via App Store
Android	9.72	September 5, 2019	Update via Google Play

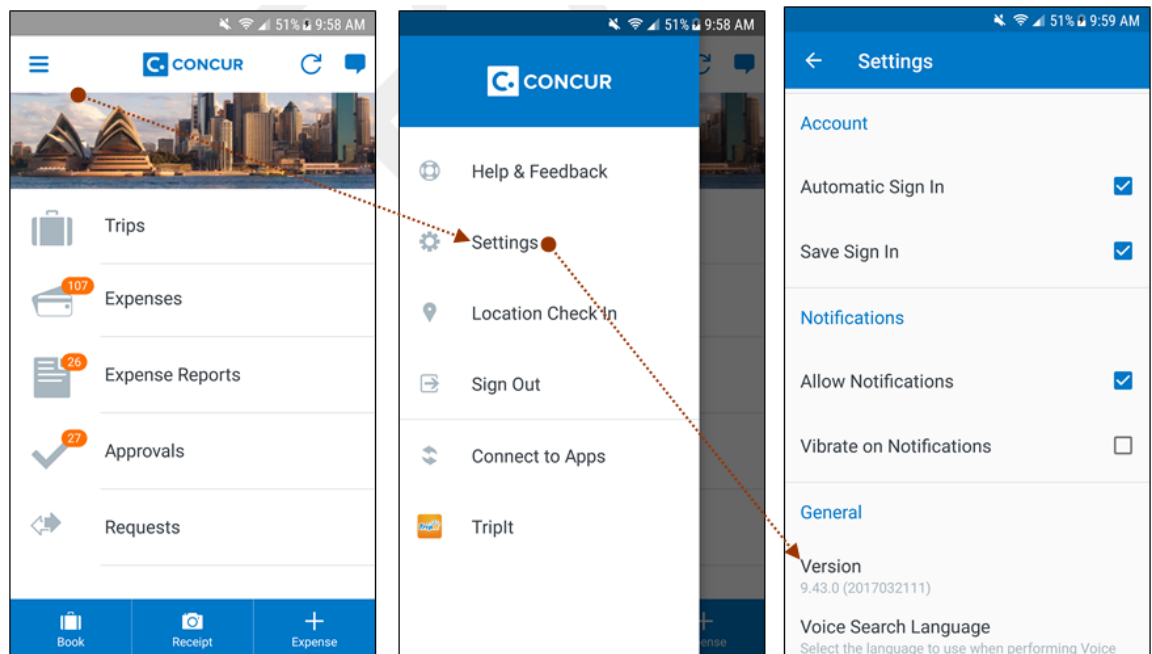
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Updated Expense Screen Available for Approvers

With this release, the **Expense** screen - for approvers - has been updated in the SAP Concur mobile app.

Updates are listed below:

- The **Expense** screen has been redesigned to make it easier for approvers to access expense details.
- On the **Expense** screen, approvers can now view a preview of an attached receipt at the top of the screen.

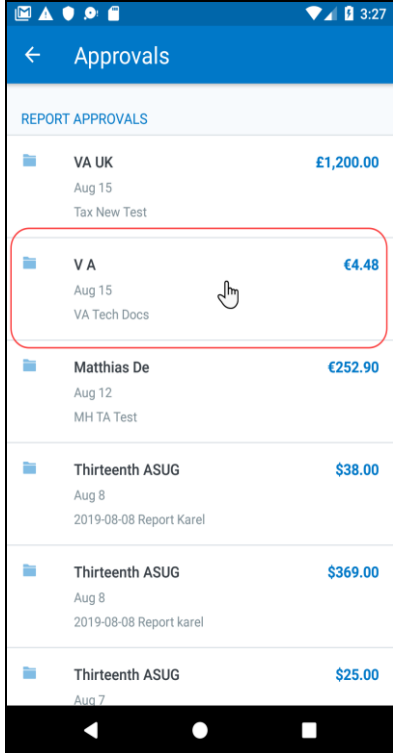
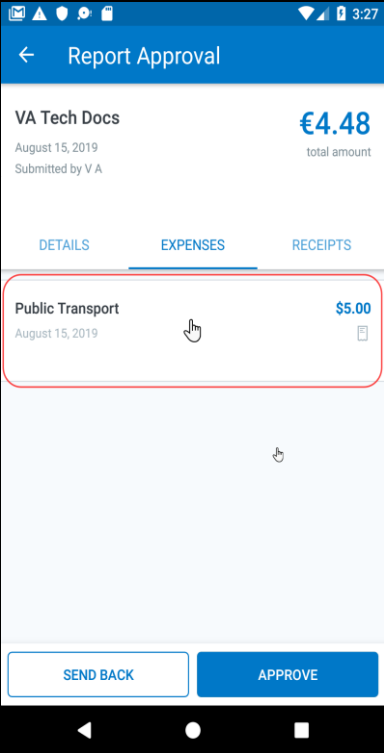
NOTE: A receipt will need to be attached to the expense, before you can see the receipt preview at the top of the screen.

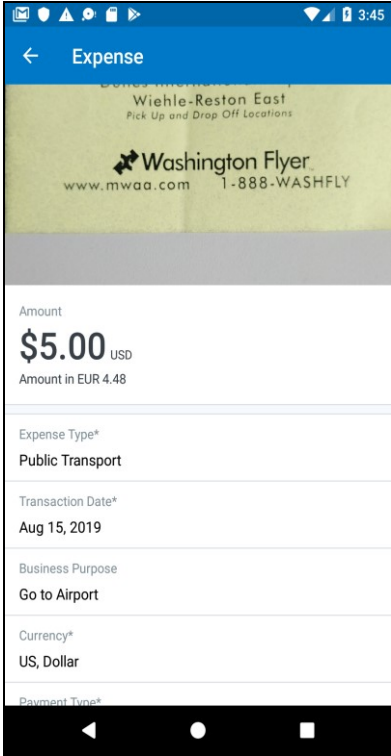
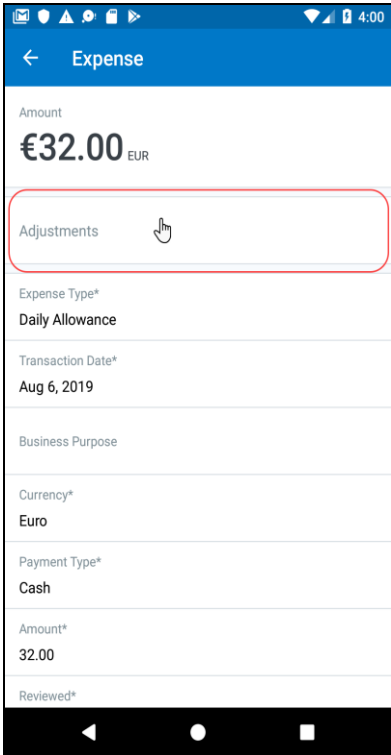
- To allow approvers easier access to amount details (such as transaction amount, posted amount, and exchange rate), the **Amount** field has been moved to the top of the expense details list.
- Navigation for the following intricate expense details have been added (below the **Amount** field) to the **Expense** screen:
 - ♦ Attendees
 - ♦ Itemizations
 - ♦ Allocations
 - ♦ Mileage Route for Mileage expenses
 - ♦ Travel Allowance expense adjustments

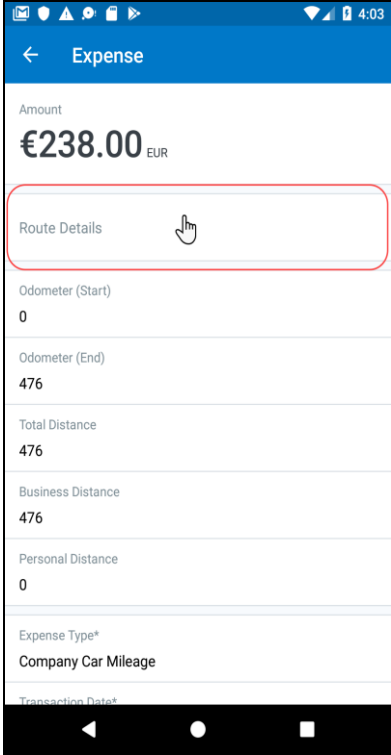
NOTE: Intricate expense details (for example, attendees, itemizations, allocations, etc.) will need to be added to the expense, before these options will appear on the **Expense** screen.

Access the Expense Screen

Android

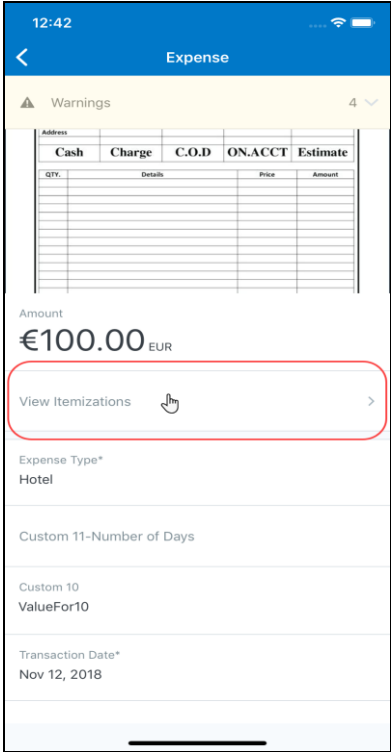
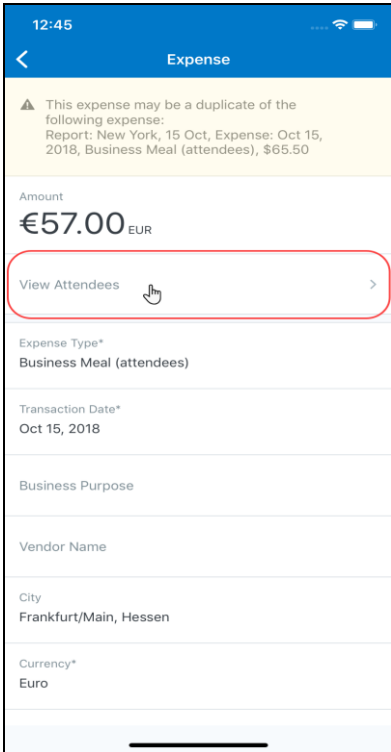
Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap the desired expense report awaiting approval.3) On the Report Approval screen, tap the desired expense.
	

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: \$5.00 USD (Amount in EUR 4.48) Expense Type*: Public Transport Transaction Date*: Aug 15, 2019 Business Purpose: Go to Airport Currency*: US, Dollar Payment Type* 	<p>4) On the Expense screen, review the expense details.</p>
 <p>The screenshot shows the 'Expense' screen with the following details:</p> <ul style="list-style-type: none"> Amount: €32.00 EUR Expense Type*: Daily Allowance Transaction Date*: Aug 6, 2019 Business Purpose Currency*: Euro Payment Type*: Cash Amount*: 32.00 Reviewed* <p>The 'Adjustments' button is highlighted with a red box and a hand icon.</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

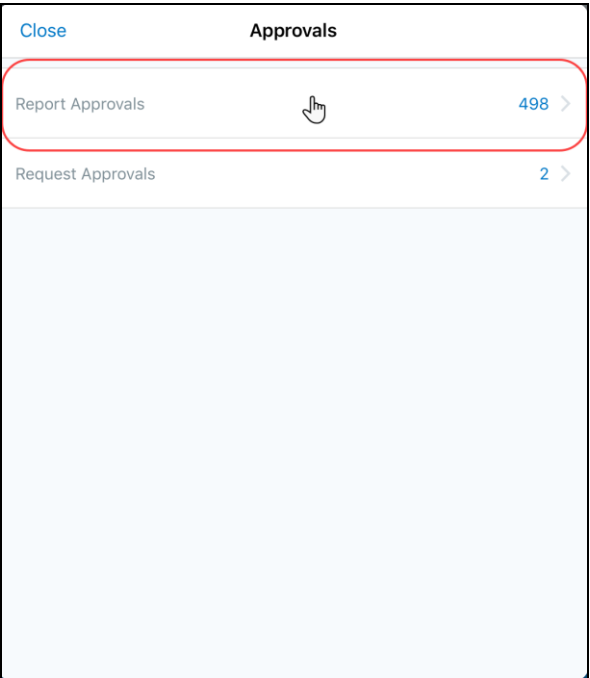
Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

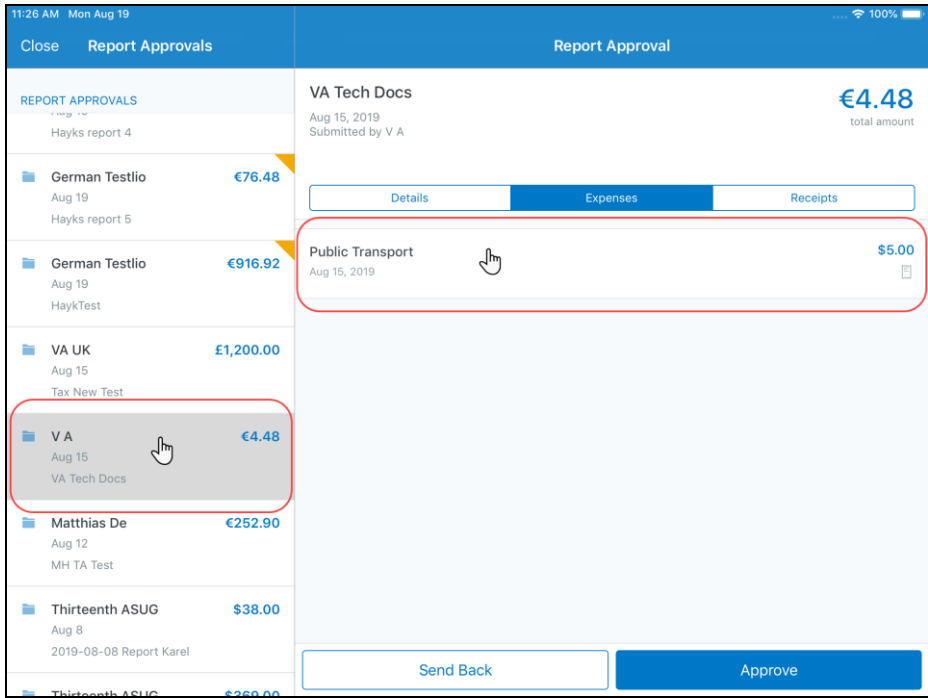
iPhone

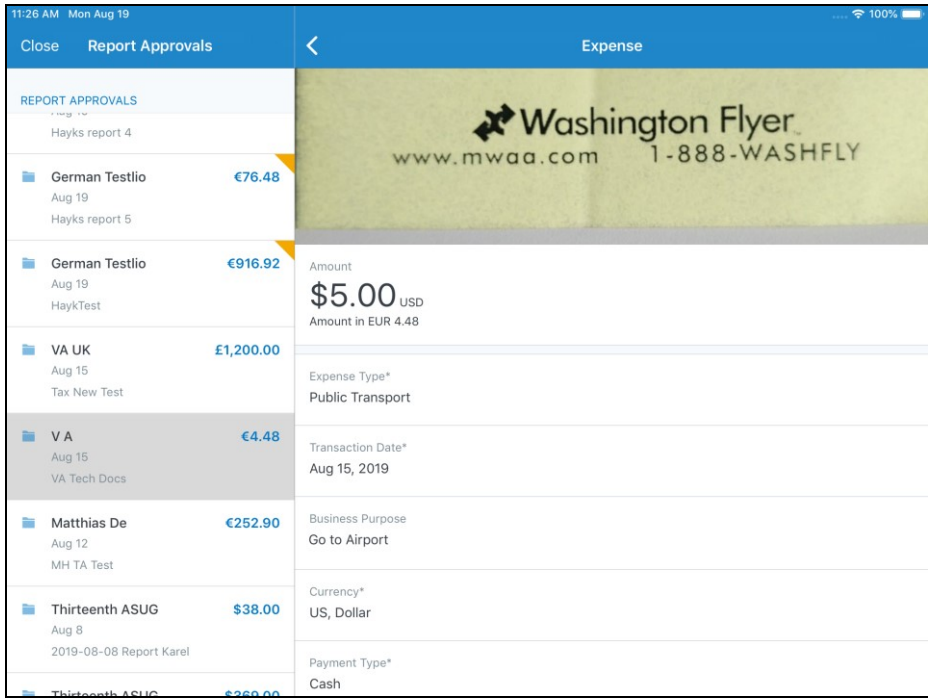
Screen(s)	Description/Action
<div><div><div>12:28</div><div>< Approvals</div><div>REPORT APPROVALS</div><div><div>VA UK</div><div>Aug 15</div><div>Tax New Test</div><div>£1,200.00</div></div><div><div>V A</div><div>Aug 15</div><div>VA Tech Docs</div><div>€4.48</div></div><div><div>Matthias De</div><div>Aug 12</div><div>MH TA Test</div><div>€252.90</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report Karel</div><div>\$38.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 8</div><div>2019-08-08 Report karel</div><div>\$369.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allow test ios- kaisha</div><div>\$25.00</div></div><div><div>Thirteenth ASUG</div><div>Aug 7</div><div>travel allowance test- kaisha</div><div>\$12.00</div></div><div><div>Miguel Lencinas</div><div>Aug 6</div><div>Legacy Route</div><div>€11.84</div></div></div></div> <div><div><div>12:29</div><div>< Report Approval</div><div>VA Tech Docs</div><div>Aug 15, 2019</div><div>Submitted by V A</div><div>€4.48</div><div>total amount</div><div>Details Expenses Receipts</div><div><div>Public Transport</div><div>Aug 15, 2019</div><div>\$5.00</div></div><div>Send Back Approve</div></div></div> <div><p>To access the Expense screen:</p><ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap the desired expense report awaiting approval.3) On the Report Approval screen, tap the desired expense.</div>	
<div><div><div>12:30</div><div>< Expense</div><div><div>Wiehle-Reston East</div><div>Pick Up and Drop Off Locations</div><div>Washington Flyer</div><div>www.mwaa.com 1-888-WASHFLY</div></div><div>Amount</div><div>\$5.00 USD</div><div>Amount in EUR 4.48</div><div>Expense Type*</div><div>Public Transport</div><div>Transaction Date*</div><div>Aug 15, 2019</div><div>Business Purpose</div><div>Go to Airport</div><div>Currency*</div><div>US, Dollar</div><div>Payment Type*</div><div>Cash</div><div>Amount*</div><div>5.00</div></div></div> <div><ol style="list-style-type: none">4) On the Expense screen, review the expense details.</div>	

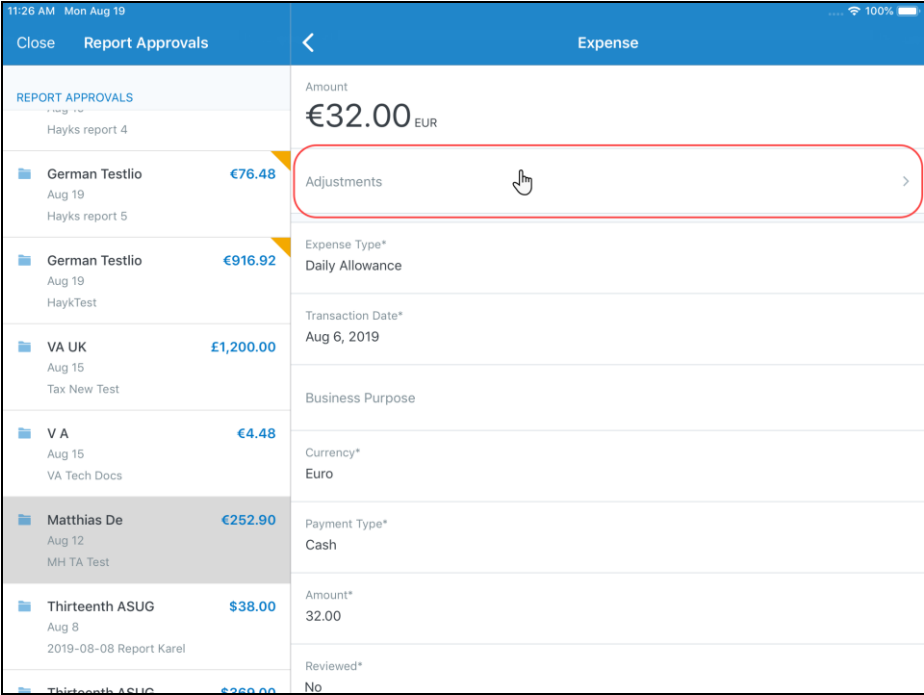
Screen(s)	Description/Action
	<p>To access itemization details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap View Itemizations.
	<p>To access attendee details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap View Attendees.

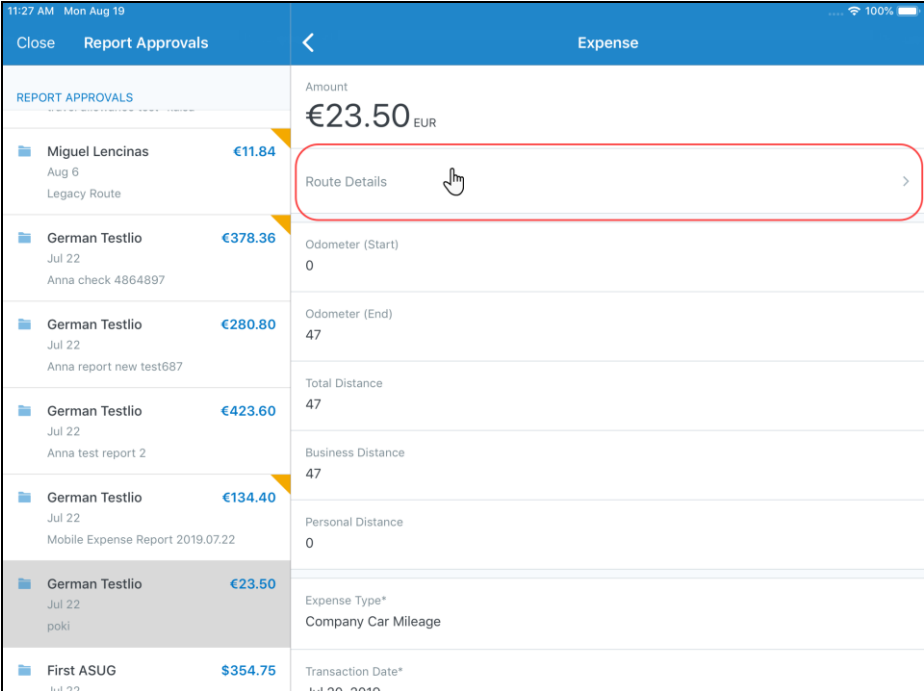
iPad

Screen(s)	Description/Action
	<p>To access the Expense screen:</p> <ol style="list-style-type: none">1) On the home screen, tap Approvals.2) On the Approvals screen, tap Report Approvals.

Screen(s)	Description/Action
 <p>The screenshot shows the 'Report Approvals' screen in the SAP Concur mobile app. The left sidebar lists several reports, including 'VA Tech Docs' (€4.48), 'German Testlio' (€76.48), 'German Testlio' (€916.92), 'VA UK' (£1,200.00), 'Matthias De' (€252.90), and 'Thirteenth ASUG' (\$38.00). The 'VA Tech Docs' report is highlighted with a red box and a hand icon. The main area shows the details of the selected report, 'VA Tech Docs', with a total amount of €4.48. Below the total, there are tabs for 'Details', 'Expenses', and 'Receipts'. The 'Expenses' tab is selected, showing a list of expenses, including 'Public Transport' (\$5.00), which is also highlighted with a red box. At the bottom, there are 'Send Back' and 'Approve' buttons.</p>	<p>3) On the Report Approvals screen, tap the desired expense report awaiting approval.</p> <p>4) On the Report Approval screen, tap the desired expense.</p>

Screen(s)	Description/Action
 <p>The screenshot displays the 'Expense' screen in the SAP Concur mobile app. The left sidebar shows a list of expense reports with details like the reporter's name, date, and amount. The main area shows the details of a selected expense, including the amount in USD and EUR, the expense type (Public Transport), the transaction date (Aug 15, 2019), the business purpose (Go to Airport), the currency (US, Dollar), and the payment type (Cash).</p>	<p>5) On the Expense screen, review the expense details.</p>

Screen(s)	Description/Action
 <p>The screenshot shows the 'Expense' screen in the SAP Concur mobile app. The top bar is blue with 'Expense' in white. Below the bar, the 'Amount' is displayed as €32.00 EUR. A red box highlights the 'Adjustments' button, which has a hand icon pointing to it. The left side of the screen shows a list of expense reports, including 'German Testlio', 'VA UK', 'VA', 'Matthias De', and 'Thirteenth ASUG'. The right side shows details for the selected report, including 'Expense Type*' (Daily Allowance), 'Transaction Date*' (Aug 6, 2019), 'Business Purpose', 'Currency*' (Euro), 'Payment Type*' (Cash), 'Amount*' (32.00), and 'Reviewed*' (No).</p>	<p>To access adjustments details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Adjustments.

Screen(s)	Description/Action
	<p>To access route details on the Expense screen:</p> <ul style="list-style-type: none"> On the Expense screen, tap Route Details.

Android / iPhone / iPad – New High Security Account (HSA) and Mobile Authentication Lifetime Company Settings

Overview

With this release, admins now have access to the new **High Security Account (HSA)** and **Mobile Authentication Lifetime** settings on the **Company Settings** page within the web version of SAP Concur.

High Security Account (HSA)

For customers with significant security requirements, this new setting provides the option to prevent the encryption key to be stored on the user's mobile device. Because of this, users will be required to create an additional application password that will decrypt their data in memory.

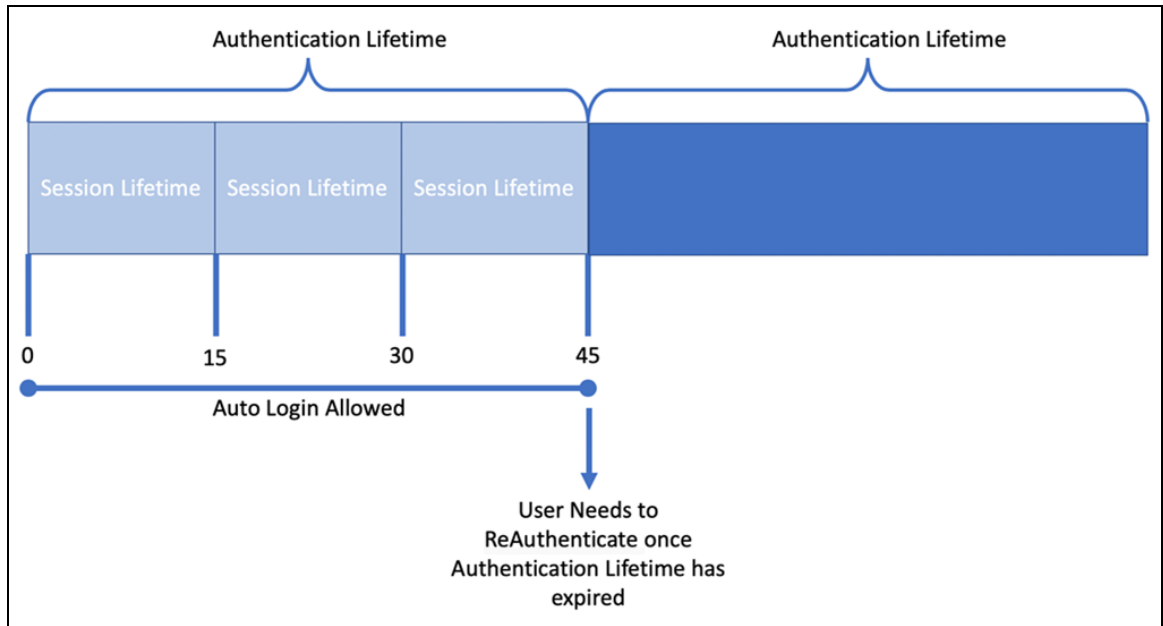
This passcode will need to be entered with every cold start of the mobile app. A cold start refers to an app's starting from scratch. For example, a cold start can happen when a user launches the mobile app – for the first time – since re-starting their mobile device.

To add an additional password, the user must create it when they first set up the SAP Concur mobile app on their mobile device. If their company has the **High Security Account (HSA)** setting turned on, the user will be asked – during the initial setup of the app – to add an additional password, which they will need to enter with every cold start of the mobile app.

Mobile Authentication Lifetime

This new setting/module property allows admins to set timeouts – anywhere from 15 minutes (900 seconds) to 120 days (172,799 minutes) – to a user's account. When the user's account times out they will need to re-authenticate their account.

If the user needs to re-authenticate their account, they can do this – the usual way – by entering the combination of credentials that are required by their company to sign into the mobile app.



NOTE: Session Lifetime is for all users and is the time that a user is allowed to stay connected. Once the Session Lifetime expires, a user can no longer use auto-login to authenticate back into the connected session. The maxed timeout for Session Lifetime is 2 hours. Authentication Lifetime determines how long the user can auto-login after the session expires. Authentication Lifetime is always longer than Session Lifetime.

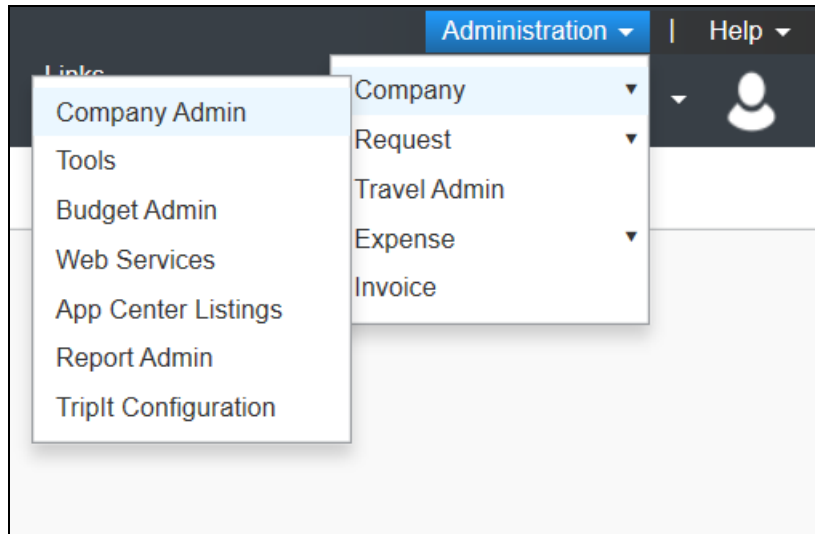
BUSINESS PURPOSE / CUSTOMER BENEFIT

This setting/module property allows for more security for SAP Concur mobile app user authentication.

What the Administrator Sees

► ***To access the Company Settings screen:***

1. On the home screen, click **Administration > Company > Company Admin > Company Settings**.



The screen **Company Settings** screen appears.

Company Admin Home

Company Admin

- Approval Queues
- Billing Administrator
- Company Locations
- Menu Administrator
- Org Unit Admin
- Report Admin
- Text Customization
- Password Administrator
- Import Data
- Manage Custom Fields
- Calendar Integration Admin
- Company Settings
- Share Custom Fields
- Login URL Manager

Company Settings

Below is a list of company settings that can be modified for your site.
To edit, change the value of the company settings and the Save options will appear.
Details on a given company setting are noted in the quick help text next to each module property name.

Here are all Company Settings for CommaSavvy

Property Config: Company Wide

Setting Name	Setting Value	Save Value
High Security Account (HSA) ?	<input type="checkbox"/>	
Mobile Authentication Lifetime ?	172799	
Enable Total Trip Cost? ?	<input type="checkbox"/>	
Dual Fare Display (Sabre Only) ?	<input checked="" type="checkbox"/>	
Allow Sponsored Users? ?	<input checked="" type="checkbox"/>	

Configuration / Feature Activation

The change is automatically available. There are no additional configuration or activation steps.

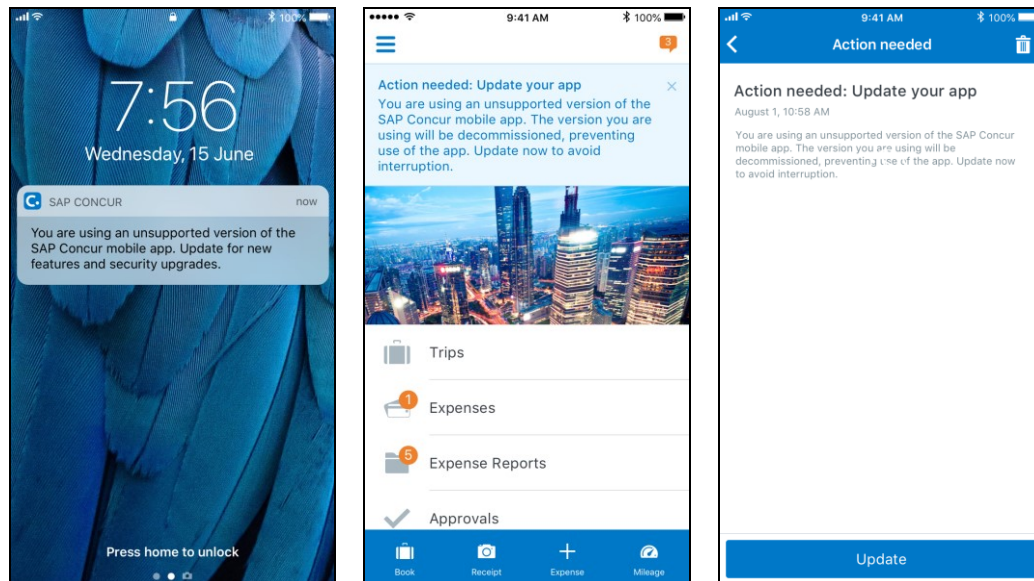
Planned Changes

****Planned Changes** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

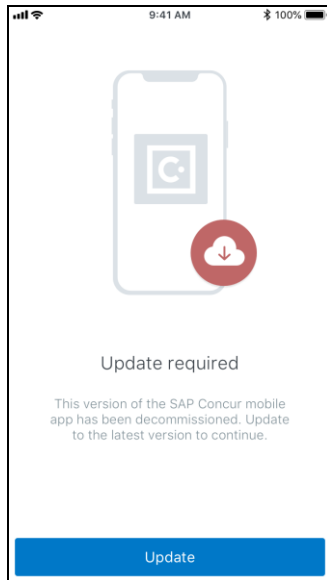
Overview

SAP Concur will introduce a new deprecation policy for the mobile app. With this new deprecation policy, SAP Concur will no longer manage the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur will notify them - through a Message Center message and push notifications – that they are no longer using a supported version of the app. These messages are targeted to be sent out to users starting with the October (9.74) mobile app release.



When the current mobile version of the app is older than the last 7 versions, users will see an upgrade notice on the login page and will no longer be able to access the SAP Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.72 will lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy will encourage users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

****Planned Change** Android / iPhone / iPad – Updated Request Workflow**

Overview

Over the next two releases, SAP Concur mobile app users will have access to the newly redesigned Request workflow within the mobile app.

Schedule

The updates will be available – to all SAP Concur mobile app users – as follows:

- **iOS (iPhone/iPad):** September release (9.73)
- **Android:** October release (9.74)

Request Workflow Updates

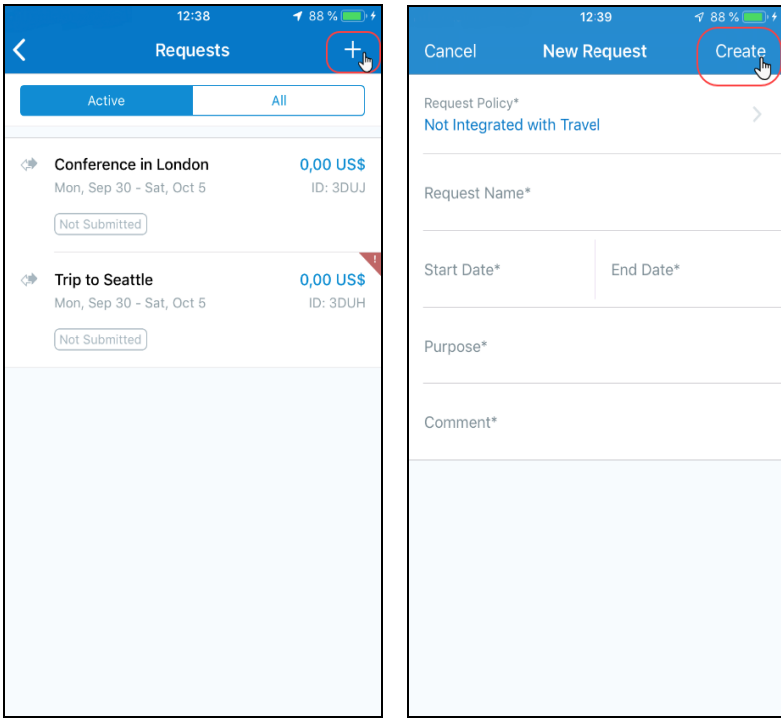
The updates include:

- The multiple policies per user feature is now available to SAP Concur mobile users whose company allows them to select from multiple policies.
- All fields - including custom fields - are now supported on the **New Request** screen and the **Details** tab on the request details screen.
- The **Requests** screen was enhanced to make it easier for the user to access request information. The new **Active** and **All** tabs were added, and their details include:
 - In the new **Active** tab, you can access:
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - ♦ In the **Active** tab, you can also:
 - Create a new request
 - Modify a request
 - View all tabs
 - Edit attach, view, and print attached images
 - Add a comment on the header
 - Print a request
 - Submit a request
 - View unsubmitted and submitted requests.
- In the new **All** tab, users can access:
 - Unsubmitted requests
 - Sent back requests
 - Requests currently being processed by a Request Administrator
 - Requests currently awaiting TMC Agent processing
 - Requests processed by TMC Agents
 - Requests processed by a Request Administrator
- ♦ In the **All** tab, users can also:
 - Create a new request

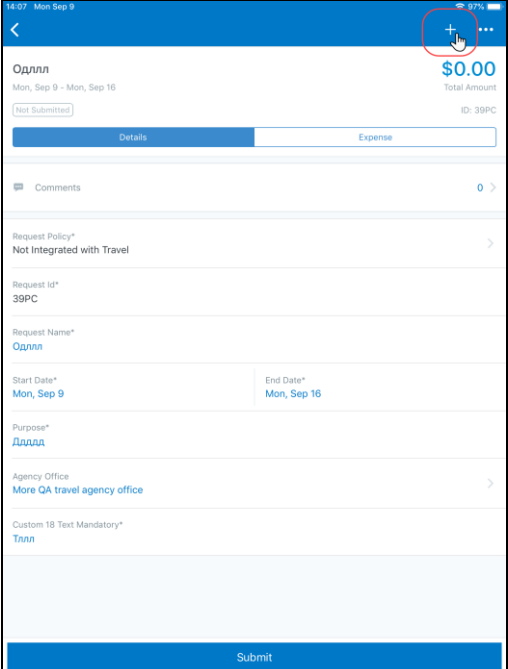
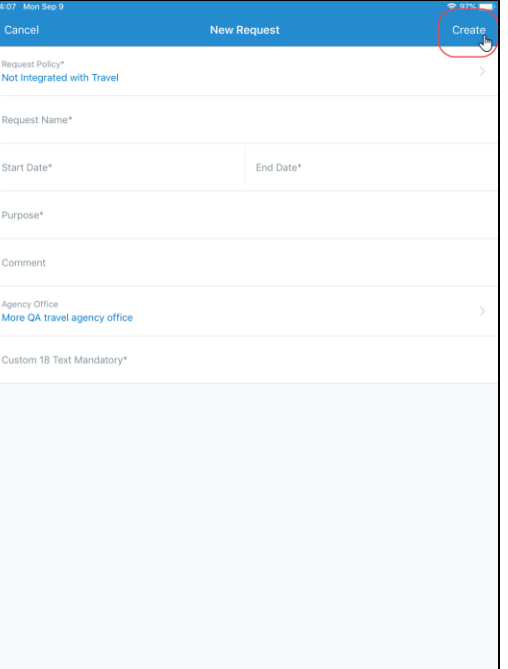
- Modify a request
- View all tabs
- Edit attach, view, and print attached images
- Add a comment on the header
- Print a request
- Submit a request
- View unsubmitted and submitted requests
- View approved and processed requests
- ♦ View red and yellow earmarked requests flagged for exceptions
- The request details screen was enhanced to make it easier for the user to access request information. The new **Details** and **Expense** tabs were added, and their details include:
 - ♦ On the top of the request details screen, easily review the following request details:
 - Total amount
 - Submission status
 - Request name
 - Requested dates
 - Request ID
 - ♦ In the new **Details** tab, you can:
 - View all fields
 - Fill in fields
 - Modify request details
 - Create segments
 - View segments
 - Modify segments
 - Delete segments
 - ♦ In the new **Expense** tab, you can:
 - View expense details
 - ♦ A new segments menu was added to the request details screen, which includes these segment options:
 - Air Ticket
 - Car Rental
 - Railway Ticket
 - Hotel Reservation

Create a New Request


iPhone

Screen(s)	Description/Action
	<p>To create a new request:</p> <ol style="list-style-type: none">1) On the home screen, tap Requests.2) On the Requests screen, tap + (upper-right corner).3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

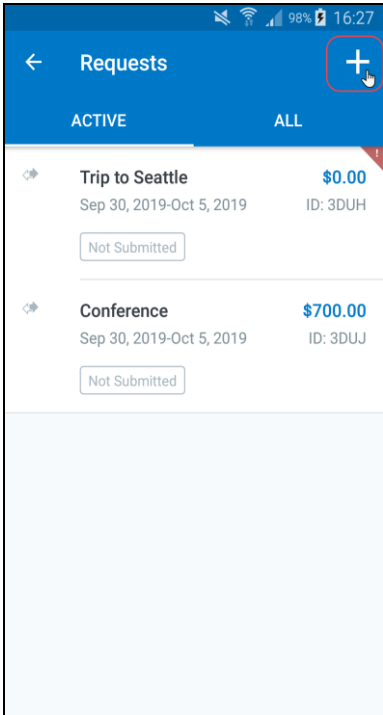
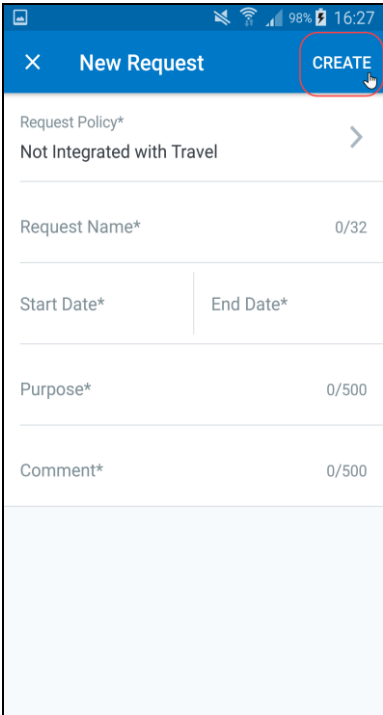

iPad

Screen(s)	Description/Action
	

To create a new request:

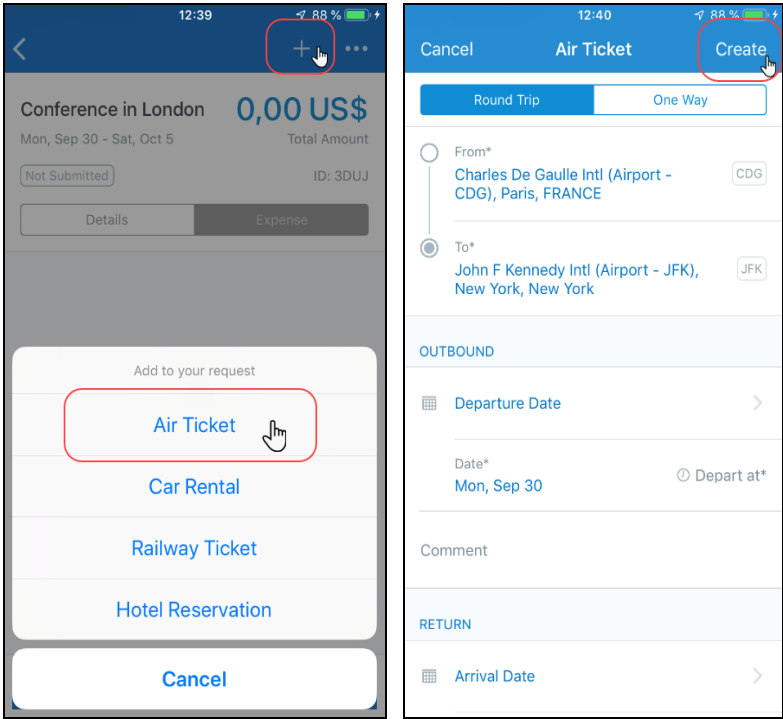

- 1) On the home screen, tap **Requests**.
- 2) On the request details screen, tap  (upper-right corner).
- 3) On the **New Request** screen, fill in the location and date fields. When done, tap **Create** (upper-right corner).

Android

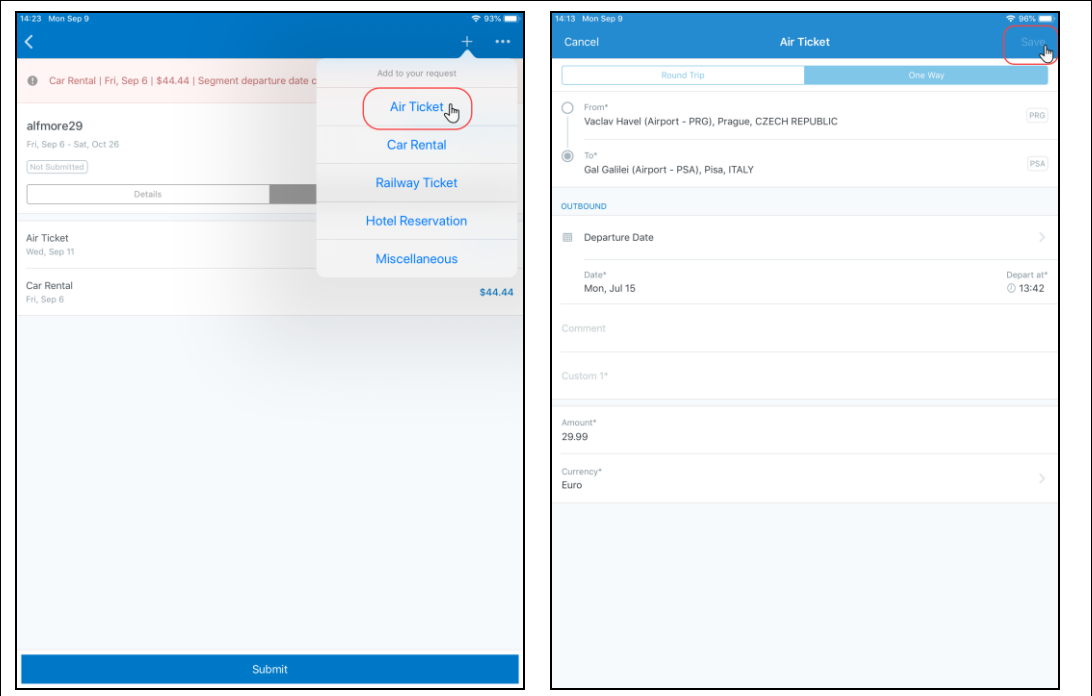
Screen(s)	Description/Action
	 <p>To create a new request:</p> <ol style="list-style-type: none"> 1) On the home screen, tap Requests. 2) On the Requests screen, tap  (upper-right corner). 3) On the New Request screen, fill in the location and date fields. When done, tap Create (upper-right corner).

Add Segments to a Request

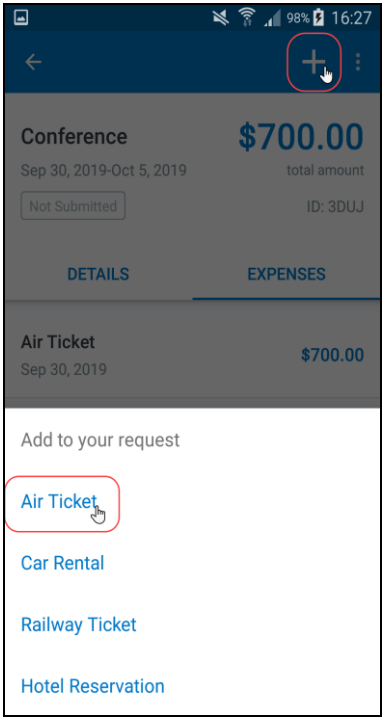
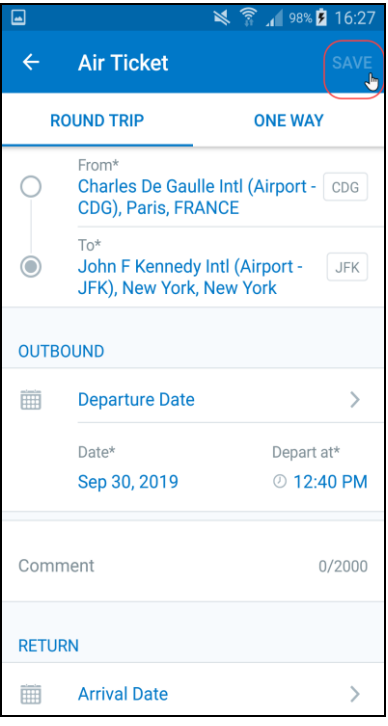
IPHONE

Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' modal with 'Air Ticket' selected. The right screenshot shows the 'Air Ticket' details screen with the 'Create' button highlighted.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none">1) On the request details screen, in the Details tab, tap  (upper-right corner).2) On the various segment screens, fill in the fields and make the desired selections.3) When done, on the segment screen, tap Create (upper-right corner) to return to request detail screen.4) Add other segments as desired.

iPad

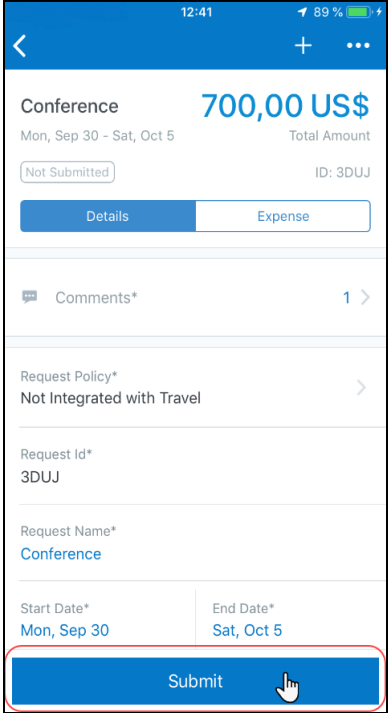
Screen(s)	Description/Action
 <p>The left screenshot shows the 'Add to your request' menu with 'Air Ticket' highlighted. The right screenshot shows the 'Air Ticket' segment screen with a 'Save' button highlighted in the top right corner.</p>	<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the request details screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired.

Android

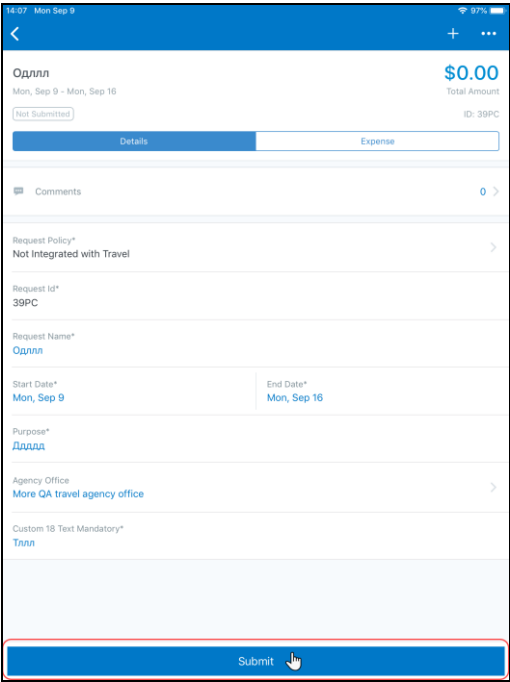
Screen(s)	Description/Action
	
<p>To add segments to a request:</p> <ol style="list-style-type: none"> 1) On the Requests screen, in the Details tab, tap + (upper-right corner). 2) On the various segment screens, fill in the fields and make the desired selections. 3) When done, on the segment screen, tap Save (upper-right corner) to return to request detail screen. 4) Add other segments as desired. 	

Submit a Request

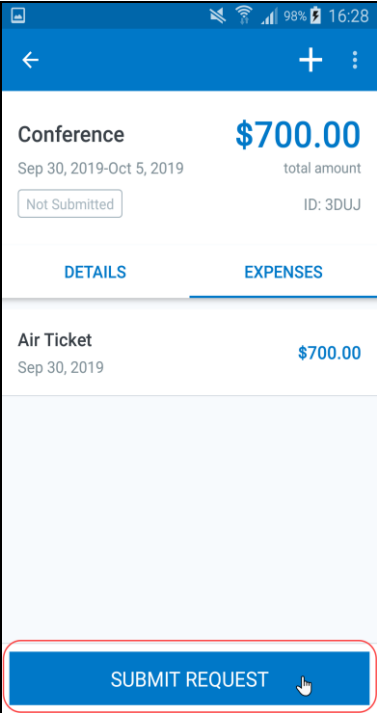
iPhone

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

iPad

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit.

Android

Screen(s)	Description/Action
	<p>To submit a request:</p> <ul style="list-style-type: none">On the request details screen, tap Submit Request.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.76 - Associated web release: December 2019 Initial Post: Thursday, February 6, 3 PM PT	Client – FINAL

Contents

Summary	3
Android.....	3
iPhone / iPad	3
Planned Changes.....	3
Version Information.....	4
Supported Phone OS	4
Supported Mobile Versions	4
Deprecating Mobile Versions	4
Latest Supported Mobile Versions	4
Release Notes	6
Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users	6
Android ONLY – New Camera Aide Feature	6
Android ONLY – New Integrated Gallery Camera Feature.....	8
Ongoing Android / iPhone / iPad – Security Communication Protocols for Callouts	11
Ongoing Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy.....	12
Overview.....	12
Planned Changes.....	14
Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page	14
Overview.....	14

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Summary

Android

- Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users
- Android ONLY – New Camera Aide Feature
- Android ONLY – New Integrated Gallery Camera Feature
- ****Ongoing**** Android / iPhone / iPad – Security Communication Protocols for Callouts
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users
- ****Ongoing**** Android / iPhone / iPad – Security Communication Protocols for Callouts
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

Planned Changes

- ****Planned Changes**** Android / iPhone / iPad – Redesign of the Sign In Page

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Supported Mobile Versions

Note the following:

- Applicable for 9.74 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.
- If you have a version of the app older than the last 7 versions on your mobile device, you will see an upgrade notice on the login page and will need to update the app to the latest version or you will no longer be able to access the SAP Concur mobile app on your device.

NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.



For more information on the retention policy, refer to this [FAQ](#).

Deprecating Mobile Versions

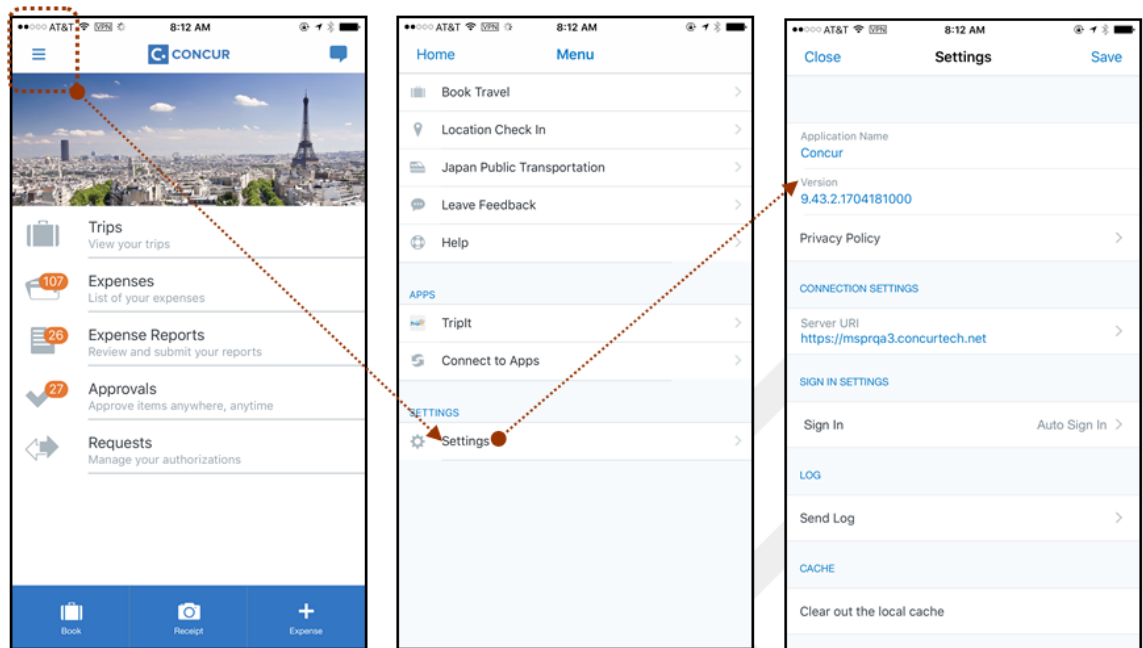
Platform	Deprecating Version
iPhone/iPad	9.69
Android	9.69

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.76	February 6, 2020	Update via App Store
Android	9.76	February 6, 2020	Update via Google Play

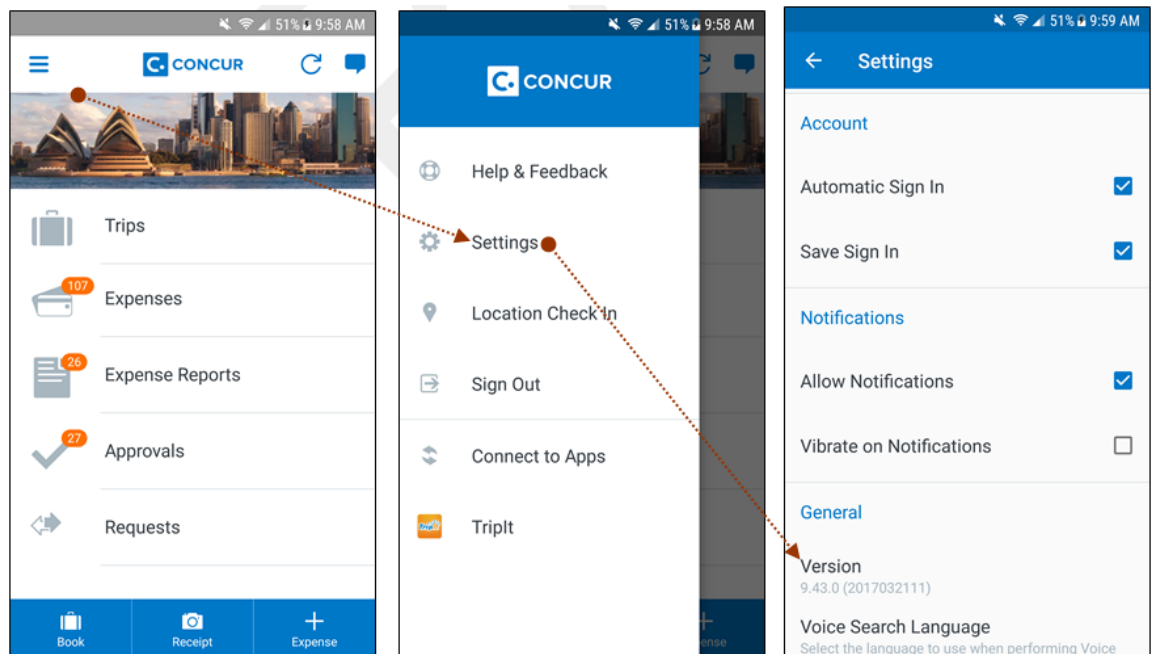
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users

Customers that use ADSF as their third-party SSO provider and have issues with SSO within the corporate network, need to know the following:

- SAP Concur mobile in-app web views do not support Windows Integrated Authentication (WIA)
- SAP Concur mobile in-app web views may have a user agent that matches one of the templates enlisted in `WIASupportedUserAgentStrings`. Find more information about these templates here: <https://docs.microsoft.com/en-us/windows-server/identity/ad-fs/operations/configure-intranet-forms-based-authentication-for-devices-that-do-not-support-wia>

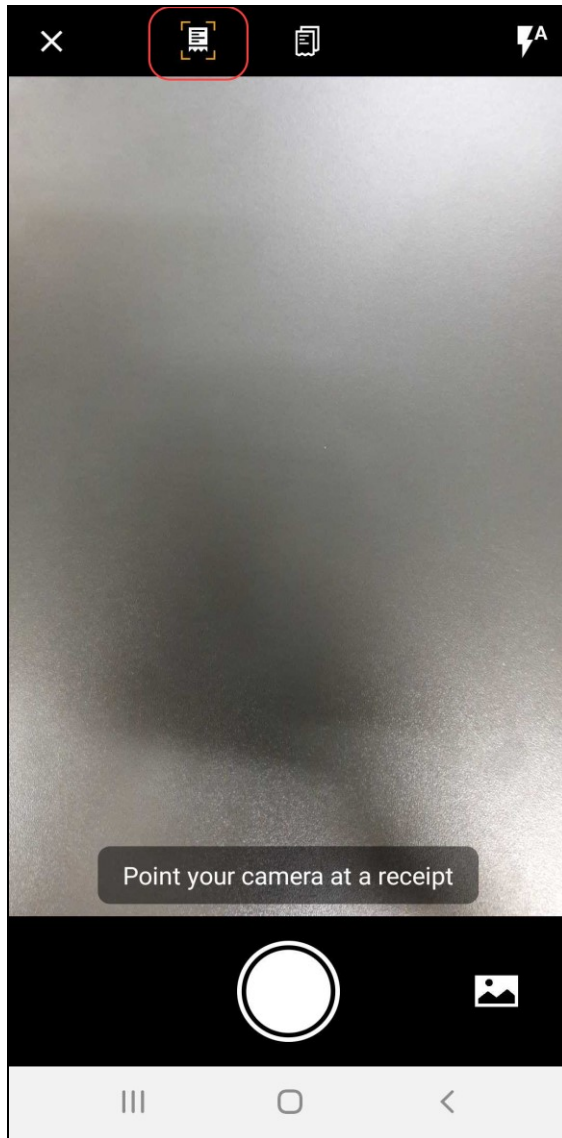
Android ONLY – New Camera Aide Feature

With this release, mobile users can now capture higher quality receipt images - with the new camera aide feature - within the SAP Concur mobile app. This feature is available to most users during this release and to all mobile users over the following months.

When the camera aide feature is enabled, users will see hints at the bottom of the camera screen on how to capture better images. If the receipt is well positioned, this feature will also crop out the areas without text.



When the camera aide feature is enabled, the camera aide icon will appear on the upper-left corner of the camera screen.



Android ONLY – New Integrated Gallery Camera Feature

With this release, SAP Concur added a new built-in gallery within the mobile app. Mobile users can now select images - captured from their mobile device - without leaving the SAP Concur mobile app



To access the new built-in gallery, the user taps on the gallery icon (lower-right corner) on the camera screen.



****Ongoing** Android / iPhone / iPad – Security Communication Protocols for Callouts**

Applies to:		Expense	Invoice	Request	Travel	Other
Edition(s)	Professional, Standard	—	Professional, Standard	—	SAP Concur's mobile app	
Information First Published		Information Last Modified		Feature Target Release Date		
November 2019		—		December 31, 2019		
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

Clients that use or plan to use SAP Concur [callouts](#) (for example, Send Notification, Launch External URL, Fetch List, and Fetch Attendee) need to ensure they meet the SAP Concur security standards. To reduce security risk for our clients and SAP Concur, we are giving companies until the end of 2019 to make the required update for callouts. If clients have security protocols below our standard after December 31, 2019, their callouts will stop working in January 2020.

To use callouts, clients need to ensure that the TLS version 1.1 or greater is used for the encryption protocols of the client's endpoint. Also, clients using callouts need to ensure their callout host endpoint uses and prioritizes one or more ECDHE cipher suites with an equivalent key length greater than or equal to 2,048 bits, such as one of the ciphers listed below.

EXAMPLES OF CIPHERS TO USE

TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 (0xc030)

TLS_ECDHE_RSA_WITH_AES_128_GCM_SHA256 (0xc02f)

TLS_ECDHE_RSA_WITH_CHACHA20_POLY1305_SHA256 (0xcca8)

TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 (0xc028)

TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA256 (0xc027)

TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA (0xc014)

TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA (0xc013)

BUSINESS PURPOSE/CLIENT BENEFIT

Reduce security risk for the client that use callouts and SAP Concur.

Configuration/Feature Activation

Existing customers will need to be updated if they are not compliant with the stated security standards. New companies configuring callouts will need to ensure they use security protocols and authentication methods that meet these standards.



For more information about SAP Concur callouts, refer to [Callouts and Application Connectors](#).

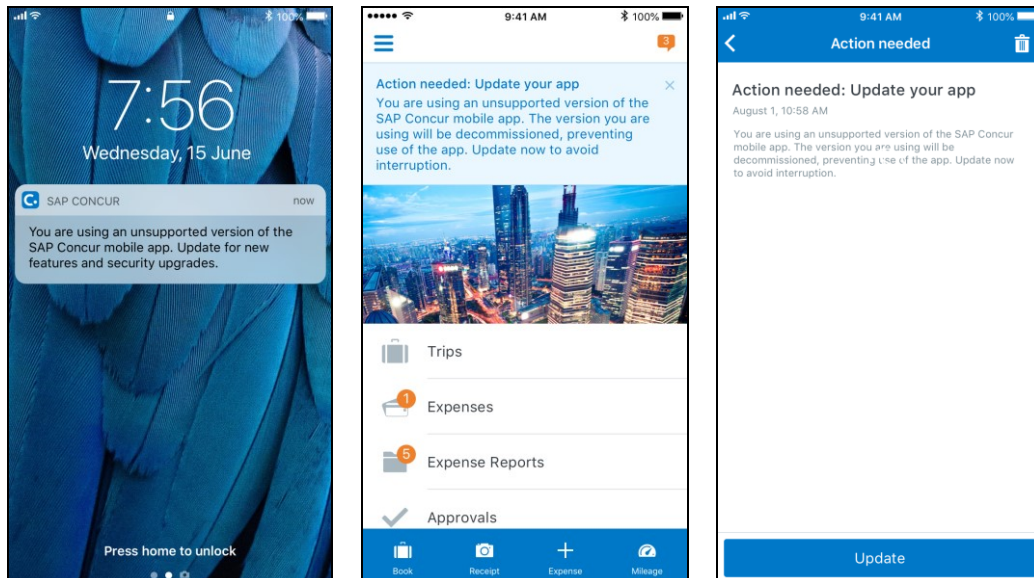
****Ongoing** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

Information First Published	Information Last Modified	Feature Target Release Date
October 14, 2019	—	April 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

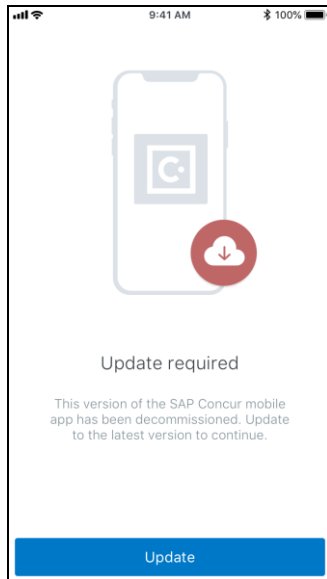
With this release, SAP Concur is proud to introduce the new deprecation policy for the mobile app. With this new policy, SAP Concur is no longer managing the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur notifies them - through a Message Center message and push notifications – that they are no longer using a supported version of the app.



When the current mobile version of the app is older than the last 7 versions, users see an upgrade notice on the login page and are no longer able to access the SAP

Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.73 lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy encourages users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

Planned Changes

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

There will be additional changes, which will be described in future release notes.

The image displays two side-by-side mobile app sign-in screens. Both screens feature the SAP Concur logo at the top. The left screen shows a standard sign-in flow with a 'Sign In' header, a 'Username' label, a text input field containing 'concurcoretest@outlook.com', a blue 'Next' button, a 'Forgot Username?' link, a 'Privacy Policy' link, and a footer link 'Not a Concur user yet? Try Test Drive'. The right screen shows a redesigned flow with a back arrow in the top left, the same SAP Concur logo, a 'Sign In' header, the email 'concurcoretest@outlook.com' displayed above a list of three sign-in buttons: 'Sign in with Okta (Demo)', 'Sign in with Okta (Muttals)', and 'Sign in with Azure AD (Test)'. Below these is a 'Sign in with your password' link. It also includes a 'Privacy Policy' link and the same footer link as the left screen.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.76 - Associated web release: December 2019 Initial Post: Thursday, February 6, 3 PM PT	Client – FINAL

Contents

Summary 3

 Android.....3

 iPhone / iPad3

 Planned Changes.....3

Version Information..... 4

 Supported Phone OS4

 Supported Mobile Versions4

 Deprecating Mobile Versions4

 Latest Supported Mobile Versions.....4

Release Notes 6

 Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users6

 Android ONLY – New Camera Aide Feature6

 Android ONLY – New Integrated Gallery Camera Feature.....8

 Ongoing Android / iPhone / iPad – Security Communication Protocols for Callouts 11

 Ongoing Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy..... 12

 Overview..... 12

Planned Changes..... 14

 Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page 14

 Overview..... 14

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Summary

Android

- Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users
- Android ONLY – New Camera Aide Feature
- Android ONLY – New Integrated Gallery Camera Feature
- ****Ongoing**** Android / iPhone / iPad – Security Communication Protocols for Callouts
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users
- ****Ongoing**** Android / iPhone / iPad – Security Communication Protocols for Callouts
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

Planned Changes

- ****Planned Changes**** Android / iPhone / iPad – Redesign of the Sign In Page

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Apple iPad	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
Google Android	Version 5.1 – users can continue to use SAP Concur version 9.64 Version 6.0 or greater – users will be able to upgrade to the current version

Supported Mobile Versions

Note the following:

- Applicable for 9.74 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.
- If you have a version of the app older than the last 7 versions on your mobile device, you will see an upgrade notice on the login page and will need to update the app to the latest version or you will no longer be able to access the SAP Concur mobile app on your device.

NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.



For more information on the retention policy, refer to this [FAQ](#).

Deprecating Mobile Versions

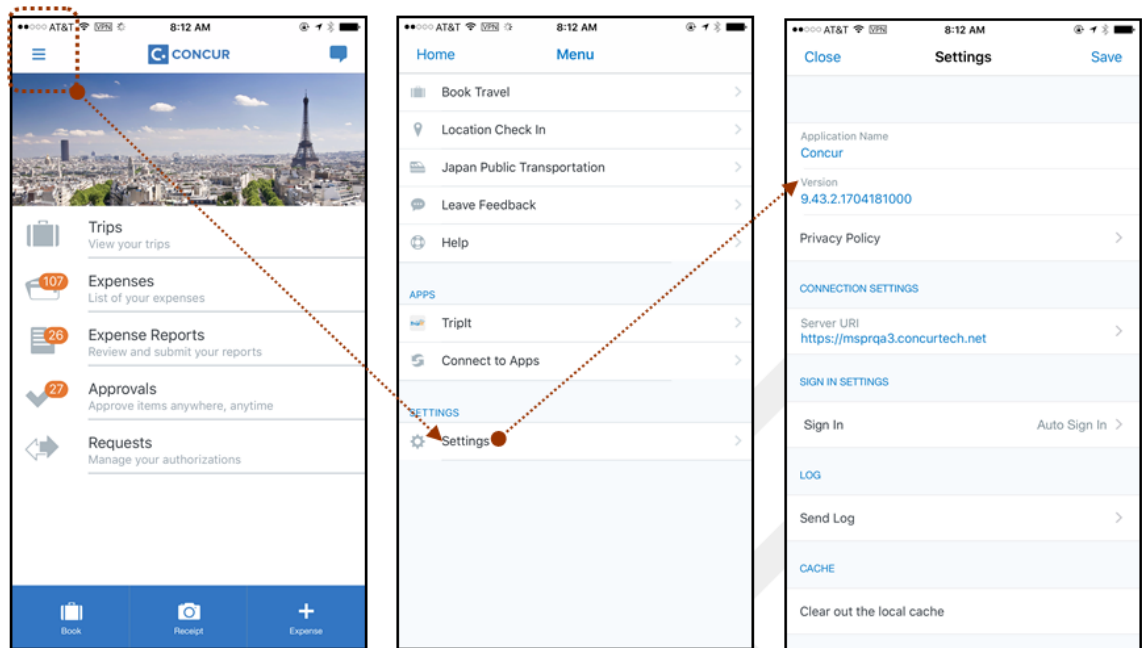
Platform	Deprecating Version
iPhone/iPad	9.69
Android	9.69

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.76	February 6, 2020	Update via App Store
Android	9.76	February 6, 2020	Update via Google Play

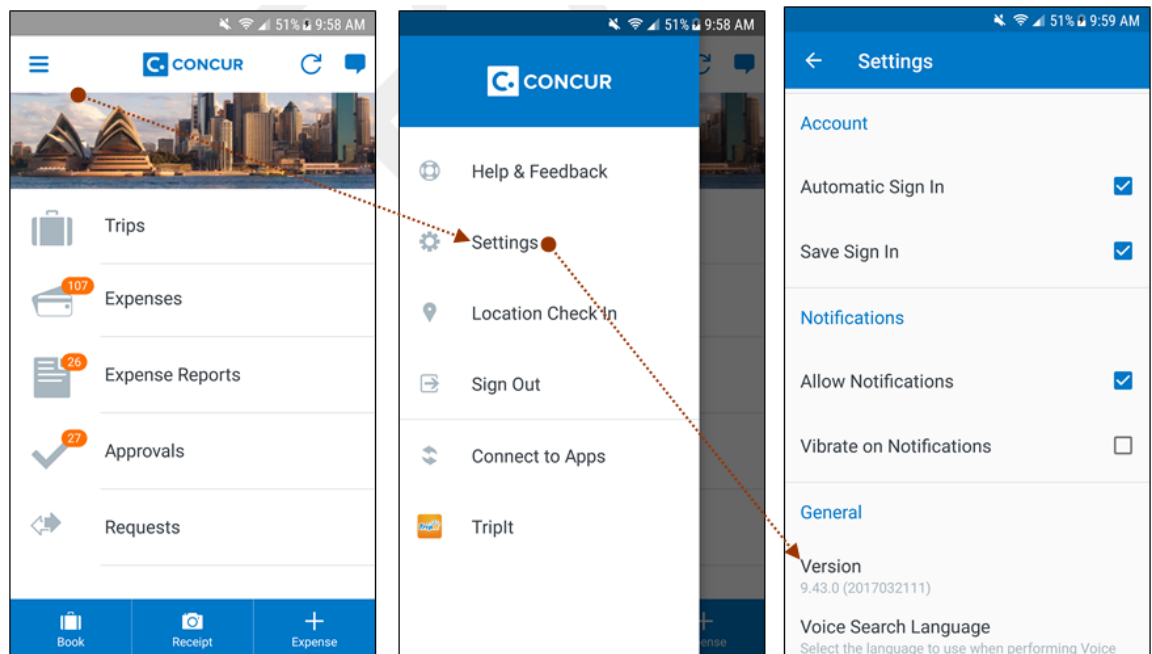
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

To check the version number on the Android:



Release Notes

Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users

Customers that use ADSF as their third-party SSO provider and have issues with SSO within the corporate network, need to know the following:

- SAP Concur mobile in-app web views do not support Windows Integrated Authentication (WIA)
- SAP Concur mobile in-app web views may have a user agent that matches one of the templates enlisted in `WIASupportedUserAgentStrings`. Find more information about these templates here: <https://docs.microsoft.com/en-us/windows-server/identity/ad-fs/operations/configure-intranet-forms-based-authentication-for-devices-that-do-not-support-wia>

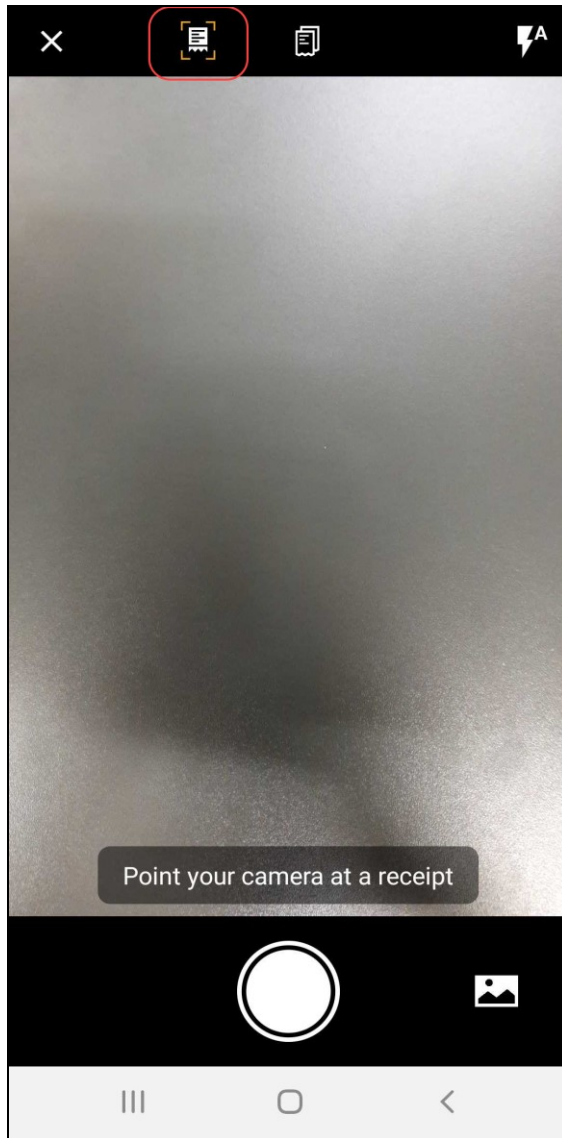
Android ONLY – New Camera Aide Feature

With this release, mobile users can now capture higher quality receipt images - with the new camera aide feature - within the SAP Concur mobile app. This feature is available to most users during this release and to all mobile users over the following months.

When the camera aide feature is enabled, users will see hints at the bottom of the camera screen on how to capture better images. If the receipt is well positioned, this feature will also crop out the areas without text.



When the camera aide feature is enabled, the camera aide icon will appear on the upper-left corner of the camera screen.



Android ONLY – New Integrated Gallery Camera Feature

With this release, SAP Concur added a new built-in gallery within the mobile app. Mobile users can now select images - captured from their mobile device - without leaving the SAP Concur mobile app.



To access the new built-in gallery, the user taps on the gallery icon (lower-right corner) on the camera screen.



****Ongoing** Android / iPhone / iPad – Security Communication Protocols for Callouts**

Applies to:	Expense	Invoice	Request	Travel	Other
Edition(s)	Professional, Standard	—	Professional, Standard	—	SAP Concur's mobile app
Information First Published		Information Last Modified		Feature Target Release Date	
November 2019		—		December 31, 2019	
Any changes since the previous monthly release are highlighted in yellow in this release note.					

Overview

Clients that use or plan to use SAP Concur [callouts](#) (for example, Send Notification, Launch External URL, Fetch List, and Fetch Attendee) need to ensure they meet the SAP Concur security standards. To reduce security risk for our clients and SAP Concur, we are giving companies until the end of 2019 to make the required update for callouts. If clients have security protocols below our standard after December 31, 2019, their callouts will stop working in January 2020.

To use callouts, clients need to ensure that the TLS version 1.1 or greater is used for the encryption protocols of the client's endpoint. Also, clients using callouts need to ensure their callout host endpoint uses and prioritizes one or more ECDHE cipher suites with an equivalent key length greater than or equal to 2,048 bits, such as one of the ciphers listed below.

EXAMPLES OF CIPHERS TO USE

TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 (0xc030)

TLS_ECDHE_RSA_WITH_AES_128_GCM_SHA256 (0xc02f)

TLS_ECDHE_RSA_WITH_CHACHA20_POLY1305_SHA256 (0xcca8)

TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 (0xc028)

TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA256 (0xc027)

TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA (0xc014)

TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA (0xc013)

BUSINESS PURPOSE/CLIENT BENEFIT

Reduce security risk for the client that use callouts and SAP Concur.

Configuration/Feature Activation

Existing customers will need to be updated if they are not compliant with the stated security standards. New companies configuring callouts will need to ensure they use security protocols and authentication methods that meet these standards.



For more information about SAP Concur callouts, refer to [Callouts and Application Connectors](#).

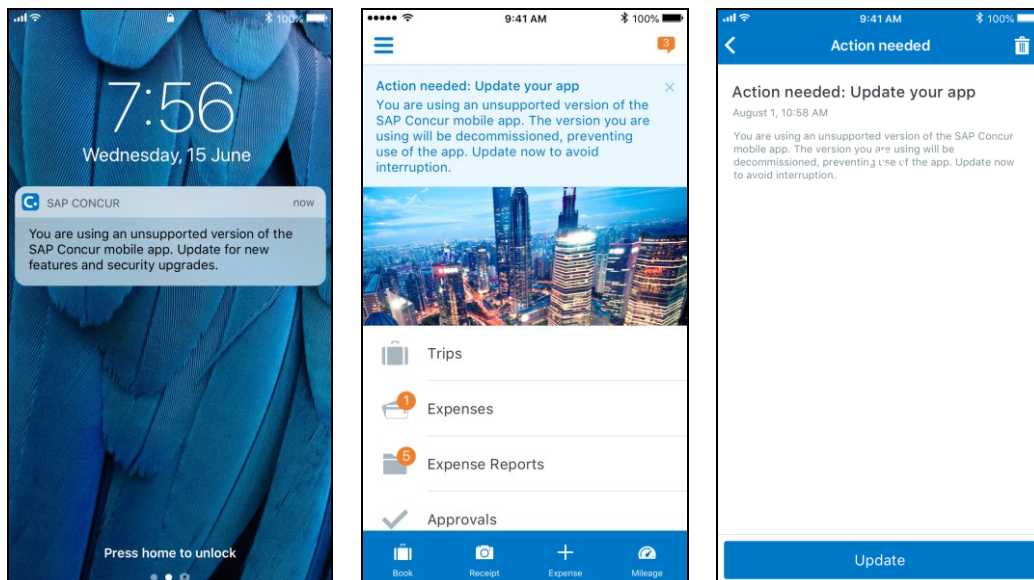
****Ongoing** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

Information First Published	Information Last Modified	Feature Target Release Date
October 14, 2019	—	April 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

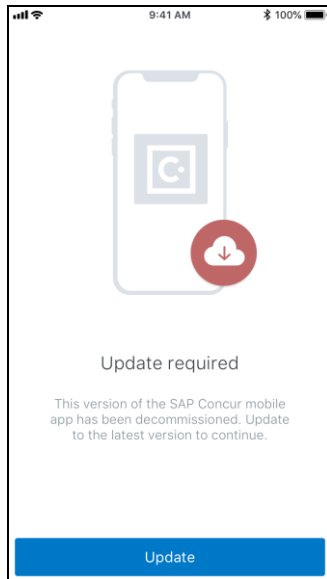
With this release, SAP Concur is proud to introduce the new deprecation policy for the mobile app. With this new policy, SAP Concur is no longer managing the requirements of the older versions of the mobile app, which allows resources to focus on current mobile features and enhancements. It also defines the process of marking attributes or features that should be inaccessible to users.

When the current mobile app version on a user's device is older than the two latest versions, SAP Concur notifies them - through a Message Center message and push notifications - that they are no longer using a supported version of the app.



When the current mobile version of the app is older than the last 7 versions, users see an upgrade notice on the login page and are no longer able to access the SAP

Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.73 lose access to the SAP Concur mobile app.



NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.

For more information about the retention policy review this [FAQ](#).

Additional information about this policy will be provided in future release notes.

BUSINESS PURPOSE / CUSTOMER BENEFIT

This policy encourages users to use the most recent version of the mobile app with current features available on the app. It also provides users with more stable versions of the app that are better maintained.

Configuration / Feature Activation

The change is automatically enabled. There are no additional configuration or activation steps.

Planned Changes

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

There will be additional changes, which will be described in future release notes.

The image displays two side-by-side mobile app sign-in screens for SAP Concur.

Left Screen (Current Design):

- Header: SAP Concur logo.
- Section: Sign In.
- Form: Username field with the text "concurcoretest@outlook.com".
- Button: Next.
- Link: Forgot Username?
- Footer: Privacy Policy, Not a Concur user yet? Try Test Drive.

Right Screen (Planned Design):

- Header: SAP Concur logo.
- Section: Sign In.
- Form: Username field with the text "concurcoretest@outlook.com".
- Buttons: Sign in with Okta (Demo), Sign in with Okta (Mutuals), Sign in with Azure AD (Test), Sign in with your password.
- Link: Privacy Policy.
- Footer: Not a Concur user yet? Try Test Drive.

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SAP Concur Release Notes SAP Concur's mobile app	
Month	Audience
Version 9.76 - Associated web release: December 2019 Update #1: Monday, February 10, 8:30 AM PT	Client – FINAL

Contents

Summary	3
Android.....	3
iPhone / iPad	3
Planned Changes.....	3
Version Information.....	4
Supported Phone OS	4
Supported Mobile Versions	4
Deprecating Mobile Versions	4
Latest Supported Mobile Versions	4
Release Notes	6
Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users	6
Android ONLY – New Camera Aide Feature	6
Android ONLY – New Integrated Gallery Camera Feature.....	8
Ongoing Android / iPhone / iPad – Security Communication Protocols for Callouts	11
Ongoing Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy.....	12
Overview.....	12
Planned Changes.....	14
Planned Changes Android / iPhone / iPad – Redesign of the Sign In Page	14
Overview.....	14

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Summary

Android

- Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users
- Android ONLY – New Camera Aide Feature
- Android ONLY – New Integrated Gallery Camera Feature
- ****Ongoing**** Android / iPhone / iPad – Security Communication Protocols for Callouts
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

iPhone / iPad

- Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users
- ****Ongoing**** Android / iPhone / iPad – Security Communication Protocols for Callouts
- ****Ongoing**** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy
- Minor issue fixes

Planned Changes

- ****Planned Changes**** Android / iPhone / iPad – Redesign of the Sign In Page

Version Information

Supported Phone OS

Device	Operating System
Apple iPhone	Version 10.0 – users can continue to use SAP Concur version 9.64 Version 11.0 or greater – users will be able to upgrade to the current version
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Supported Mobile Versions

Note the following:

- Applicable for 9.74 and newer: If the current mobile app on your mobile device is older than the two latest versions, you will be notified - through a Message Center message and push notifications – that you should update the app to the latest version.
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NOTE: The SAP Concur mobile app will not be removed from mobile devices that have a version of the app older than the last 7 versions.



For more information on the retention policy, refer to this [FAQ](#).

Deprecating Mobile Versions

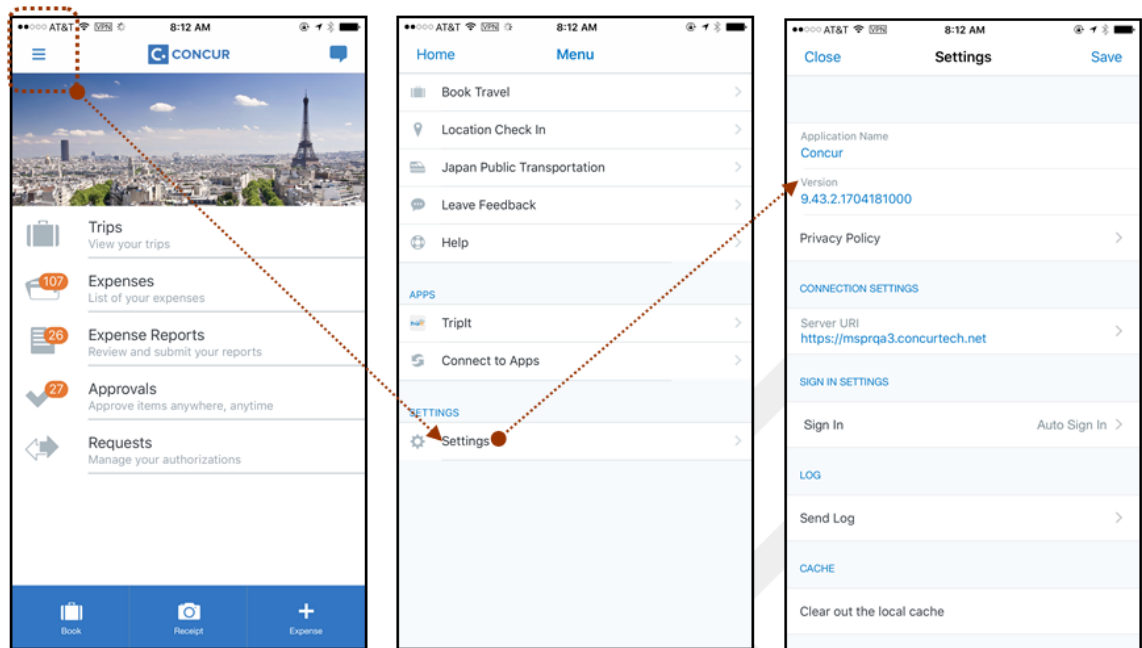
Platform	Deprecating Version
iPhone/iPad	9.69
Android	9.69

Latest Supported Mobile Versions

Platform	Latest Version	Available	How to Update
iPhone/iPad	9.76	February 6, 2020	Update via App Store
Android	9.76	February 6, 2020	Update via Google Play

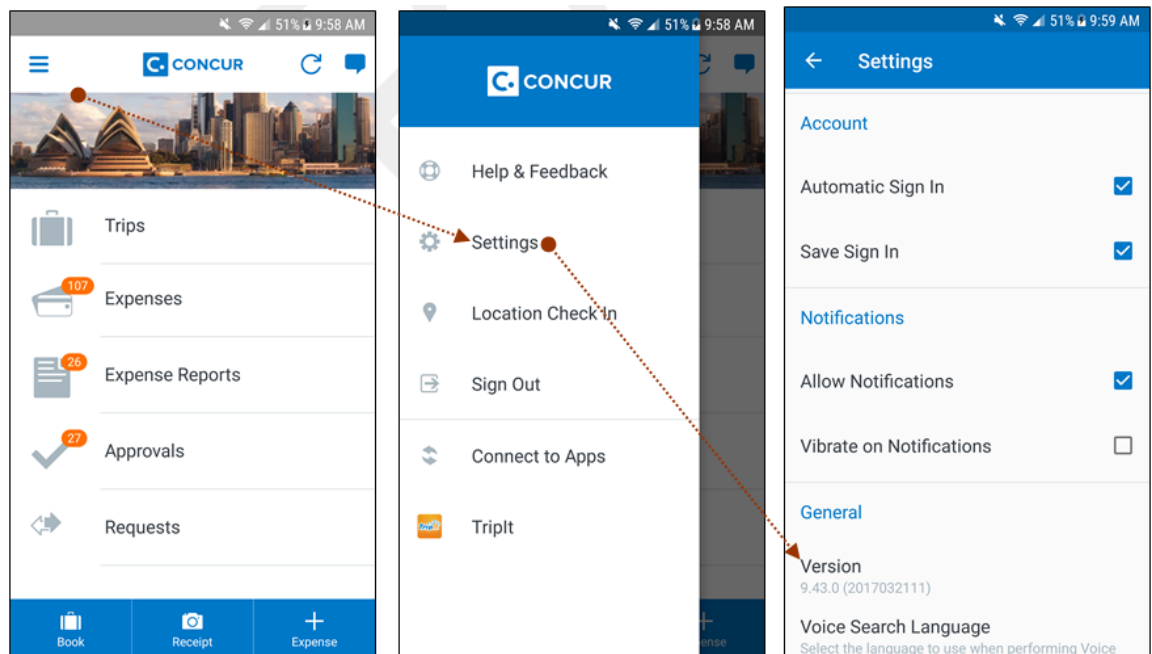
Locate Version Information on the iPhone

To check the version number on the iPhone:



Locate Version Information on the Android

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Release Notes

Android / iPhone / iPad – Windows Integrated Authentication (WIA) Unsupported for ADSF SSO Provider Users

Customers that use ADSF as their third-party SSO provider and have issues with SSO within the corporate network, need to know the following:

- SAP Concur mobile in-app web views do not support Windows Integrated Authentication (WIA)
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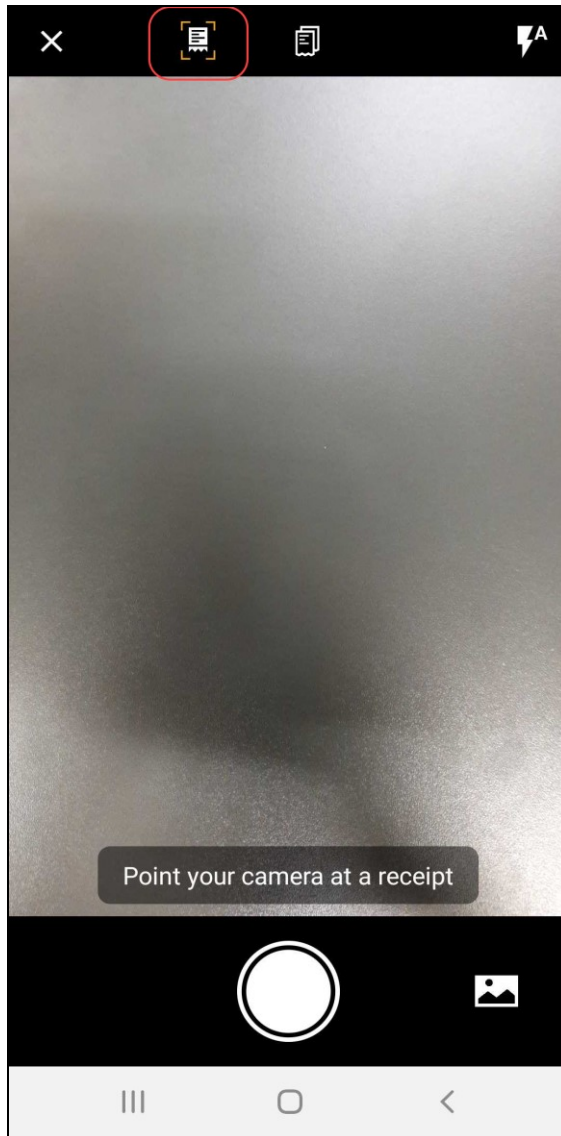
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To access the new built-in gallery, the user taps on the gallery icon (lower-right corner) on the camera screen.



****Ongoing** Android / iPhone / iPad – Security Communication Protocols for Callouts**

Applies to:		Expense	Invoice	Request	Travel	Other
Edition(s)	Professional, Standard	—	Professional, Standard	—	SAP Concur's mobile app	
Information First Published		Information Last Modified		Feature Target Release Date		
November 2019		—		December 31, 2019		
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

Clients that use or plan to use SAP Concur [callouts](#) (for example, Send Notification, Launch External URL, Fetch List, and Fetch Attendee) need to ensure they meet the SAP Concur security standards. To reduce security risk for our clients and SAP Concur, we are giving companies until the end of 2019 to make the required update for callouts. If clients have security protocols below our standard after December 31, 2019, their callouts will stop working in January 2020.

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EXAMPLES OF CIPHERS TO USE

TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 (0xc030)

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TLS_ECDHE_RSA_WITH_CHACHA20_POLY1305_SHA256 (0xcca8)

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Reduce security risk for the client that use callouts and SAP Concur.

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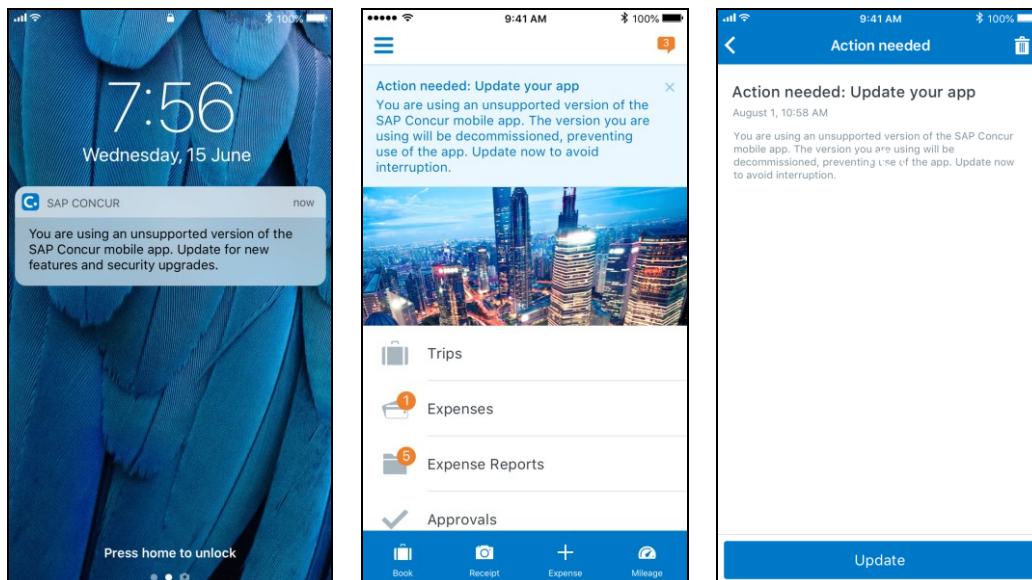
****Ongoing** Android / iPhone / iPad – SAP Concur Mobile App Deprecation Policy**

Information First Published	Information Last Modified	Feature Target Release Date
October 14, 2019	—	April 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

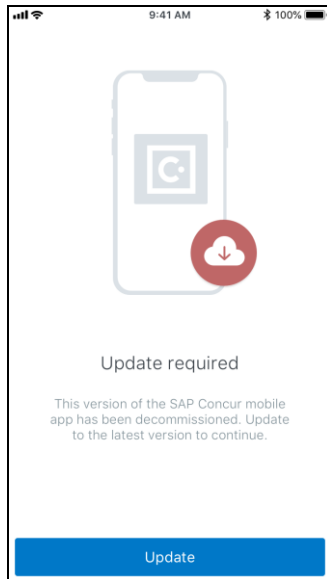
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Concur mobile app on their mobile device. Targeted for April 2020 (9.79), users with versions older than 9.73 lose access to the SAP Concur mobile app.



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Planned Changes

****Planned Changes** Android / iPhone / iPad – Redesign of the Sign In Page**

Overview

Targeted for the first quarter of 2020, the Mobile **Sign In** page will be redesigned and improved. The enhancements will improve the user experience, improve security, and simplify configuration. It will also assist customers who use more than one Identity Provider (like OKTA or Azure) for Single Sign-On (SSO).

There will be additional changes, which will be described in future release notes.

The image displays two side-by-side mobile app sign-in screens for SAP Concur.

Left Screen (Current Design):

- Header: SAP Concur logo.
- Title: Sign In.
- Form: Username field containing "concurcoretest@outlook.com".
- Button: Next.
- Link: Forgot Username?
- Footer: Privacy Policy, Not a Concur user yet? Try Test Drive.

Right Screen (Proposed Design):

- Header: SAP Concur logo.
- Title: Sign In.
- Text: concurcoretest@outlook.com.
- Buttons: Sign in with Okta (Demo), Sign in with Okta (Muttals), Sign in with Azure AD (Test), Sign in with your password.
- Footer: Privacy Policy, Not a Concur user yet? Try Test Drive.

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