

# SAP Concur Release Notes

## Shared Changes

Includes cross-product and site-wide changes for:  
Professional Edition, Standard Edition, and Small Business Edition

Month	Audience
Release Date: February 24, 2024 Initial Post: Friday, February 23, 2024	Client FINAL

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# Release Notes

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This document contains shared release notes and planned changes. Shared release notes and planned changes document features and changes that apply to SAP Concur solutions site-wide or to multiple SAP Concur products and services. They include but are not limited to:

- Security-related features and changes such as annual security certificate renewals and changes in support for security ciphers and protocols.
- Site-wide UI features and changes such as changes to the home page, changes to the site header or footer, or the implementation of new site-wide UI themes.
- Sign-in process features and changes such as the addition or removal of sign-in features, URL changes, and domain name changes.
- Production and test environment features and changes.
- Global settings or administration page features and changes such as the addition of new site-wide settings or changes to the design of the administration pages.
- Changes to processes such as where and when release notes are published.

For New Features and Changes that apply to a single product and/or service see the release notes for that product or service. Links to the product and service-specific release notes can be found on the following pages:

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

# File Transfer

## **\*\*Ongoing\*\* New IP Addresses for DNS Endpoints**

Information First Published	Information Last Modified	Feature Target Release Date
February 23, 2024	--	February 17 and April 27, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### **Applies to:**

**All Products | All Editions**

### **Overview**

On February 17, 2024, the DNS Endpoint IP addresses assigned to EU2 (mft-eu2.concursolutions.com) were changed to the following:

- 35.158.86.168
- 52.57.240.84
- 3.78.40.190

On April 27, 2024, the DNS Endpoint IP addresses assigned to US2 (mft-us2.concursolutions.com) will be changed to the following:

- 54.218.238.142
- 35.81.128.239
- 44.240.39.69

---

**NOTE:** Because IP addresses are subject to change, for clients who allow list incoming network traffic, SAP Concur recommends allow-listing the DNS endpoint rather than the associated IP addresses.

---

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

This change helps to improve the security of SAP Concur solutions.

### **Admin Experience**

This change is transparent to most clients.

Clients who allow-list IP addresses, must update their allow lists.

### **Configuration / Feature Activation**

This change occurs automatically.

If your company uses allow lists and you have allow-listed the previous IP addresses, you must update your allow list. SAP Concur recommends allow-listing the file

transfer DNS endpoint (mft-eu2.concursolutions.com or mft-us2.concursolutions.com) rather than allow-listing the associated IP addresses.

## Financial Integration

### Manually Resync Large Amounts of Xero and QuickBooks Online Data

Information First Published	Information Last Modified	Feature Target Release Date
February 9, 2024	--	February 24, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Applies to:

[Expense, Invoice | Standard Edition](#)

#### Overview

SAP Concur has added the ability to manually resync large amounts of Xero and QuickBooks Online financial data. This feature enables clients to clear and refresh large amounts of data through the **Accounting** page in SAP Concur solutions.

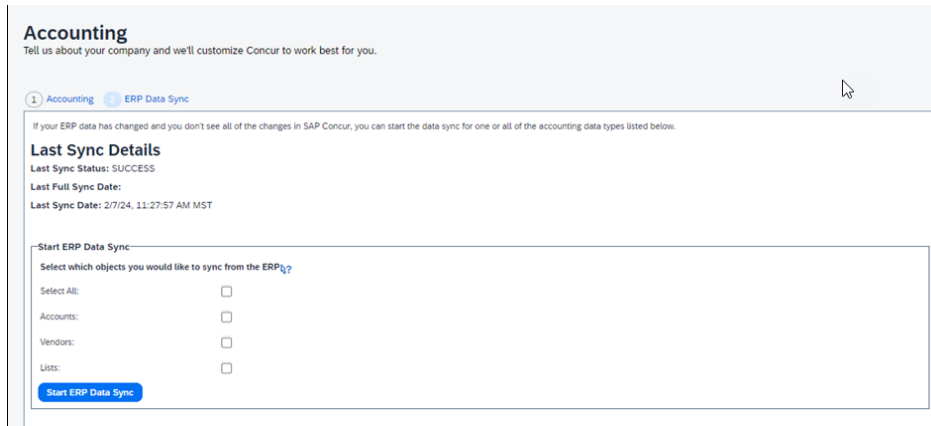
#### BUSINESS PURPOSE / CLIENT BENEFIT

With this addition, clients will no longer have to create a support ticket to refresh large amounts of Xero or QuickBooks Online data.

#### Admin Experience

The admin has access to the data sync feature on the **Accounting** page in SAP Concur solutions. They can choose to resync all or some of the following data objects:

- All objects
- Accounts
- Vendors
- Lists



### **Configuration / Feature Activation**

This feature is automatically available to all clients with Xero and to QuickBooks Online client with more than 5000 vendors or 5000 accounts.

## **Home Page**

### **\*\*Ongoing \*\* SAP Concur Homepage Changes**

<b>Information First Published</b>	<b>Information Last Modified</b>	<b>Feature Target Release Date</b>
December 4, 2020	January 19, 2024	Q4 2021 – January/February 2024
Any changes since the previous monthly release are highlighted <b>in yellow</b> in this release note.		

#### **Applies to:**

**All Products | All Editions**

#### **Overview**

In Q4, 2021, SAP Concur began redirecting clients to a new homepage. The appearance of the new homepage is identical to the previous SAP Concur homepage. The new homepage has enhanced functionality when services become temporarily unavailable.

The roll out of the new homepage is phased:

**Phase 1:** In October of 2021, SAP Concur began redirecting Concur Expense, Concur Invoice, and Concur Request clients in the US Datacenter to the new homepage.

**Phase 2:** In December 2021, SAP Concur began redirecting Concur Expense, Concur Invoice, and Concur Request clients in the EU Datacenter to the new homepage.



**Phase 3:** In late January/early February 2024, SAP Concur will begin redirecting the remaining clients in the US and EU datacenters to the new homepage. The remaining clients include those with Concur Travel standalone or Concur Travel with Expense, Invoice, and/or Request.

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

This change ensures that the SAP Concur homepage is available even when some services are unavailable and improves the consistency of the sign in experience.

### **What the User Sees**

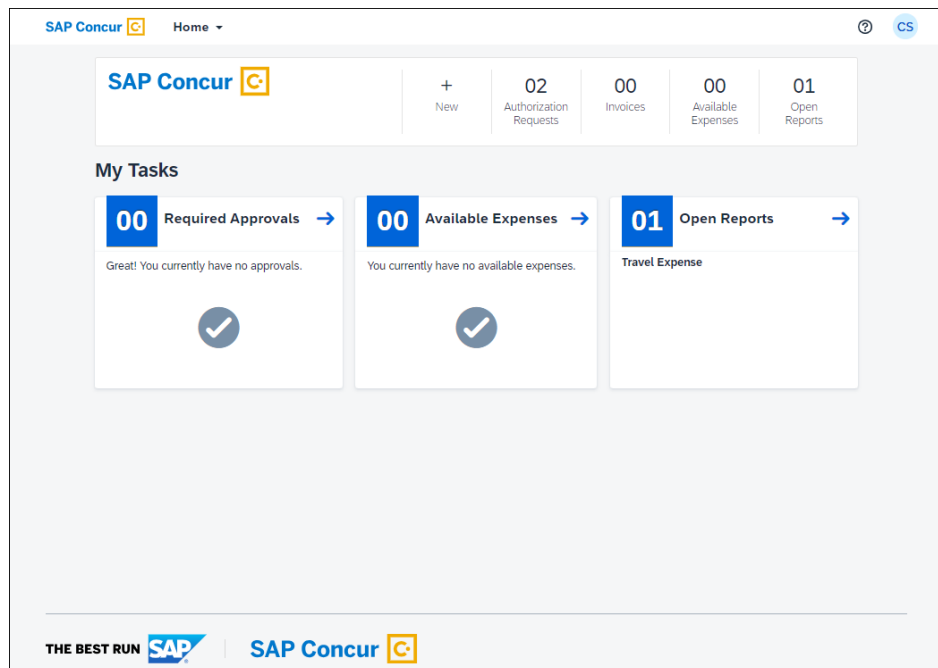
With the old homepage, when a user signs into their SAP Concur products, they see their homepage.

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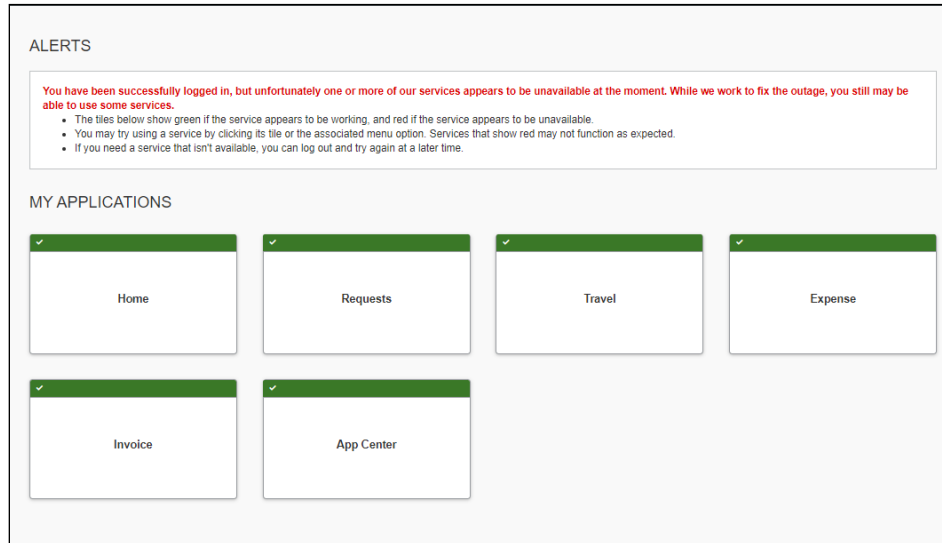
**NOTE:** The appearance of the homepage varies depending on which products and services are enabled for the client and the permissions assigned to the user.

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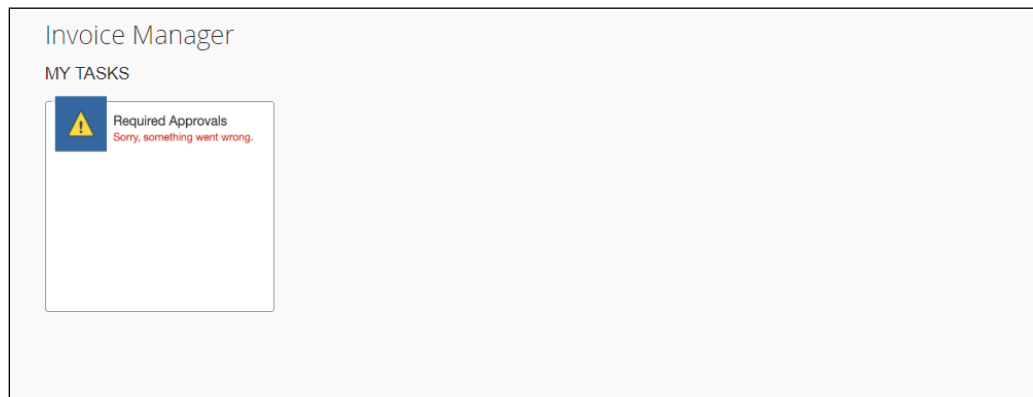
### **Example Home Page**



If some products or services are unavailable while other products and services are up and running, a modified version of the user's homepage similar to the following appears:



After a client is migrated to the new homepage, if one or more services are unavailable, when a user signs in to their SAP Concur products, they will see the usual homepage, but if the user navigates to a page for a service that is unavailable, they will see a page similar to the following:



After migration to the new homepage, if all services are available, this change is transparent to the user and they see a homepage that is identical to the pre-migration homepage.

### **Configuration / Feature Activation**

This change occurs automatically; there are no configuration or activation steps.

# Import/Extract

## Add Test User Account Through Employee Import Record 305

Information First Published	Information Last Modified	Feature Target Release Date
February 23, 2024	--	Late February / Early March
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### Applies to:

**Expense, Invoice, Request | Professional Edition**

### Overview

In late February/early March, SAP Concur plans to add an **Is Test User** field to Employee Import record type 305.



For information about Employee Import record type 305, refer to [Shared: Employee Import Specification](#).

The **Is Test User** field enables admins to create test user accounts through the Employee Import feature.



For more information about test user accounts, refer to the [Shared: Test User Setup Guide](#).

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**NOTE:** A test user can only be configured when the user account is created.

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### BUSINESS PURPOSE / CLIENT BENEFIT

This change enables admins to create test users through the Employee Import feature.

Previously, test users could be created manually by selecting the **Is a Test User** option during user account creation and via the User Provisioning Service (UPS) API.



For information about manually creating a test user, refer to the [Shared: Test User Setup Guide](#). For information about the UPS API, refer to [User Provisioning Service](#) on the SAP Concur developer portal.

### Admin Experience

When formatting the employee import file, position number 99 (Is Test User) of the 305 record type can be set to **Y**. When set to **Y** the relevant user account is set to **Is Test User**.

The **Is Test User** field has the following characteristics:

- If the field is set to **Y**, the new user account is a test user account.

- If the field is set to **N**, the new user account is not a test user.
- If the field is left blank, the new user account is not a test user.
- The **Is Test User** field can only be set to **Y** when the user account is created.
  - ◆ An existing user account cannot be converted to a test user account.
  - ◆ A test user account cannot be converted to a user account.

After the account is imported, the **Is a Test User** field on the user account page in SAP Concur is checked (enabled).

The screenshot shows the 'Expense and Invoice Settings' form in SAP Concur. The 'Is a Test User?' checkbox is checked and highlighted with a red box. Other fields include Employee Administration Country/Region, Country of Residence, Region, State/Province, Reimbursement Currency, Expense Audit Required, Reimbursement Method, and Default Language.

### Configuration / Feature Activation

This change occurs automatically.

## Profile Settings / Security

### \*\*Ongoing\*\* Temporary Security Changes to User Profile

Information First Published	Information Last Modified	Feature Target Release Date
July 6, 2023	December 8, 2023	June 28, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Applies to:

**Travel, Expense, Invoice, Request | Professional & Standard**

#### Overview

The evolving cybersecurity landscape requires that SAP Concur temporarily adopt the following security measures when editing the following profile options for an end-user:

#### End User Experience

##### Email 1

- If an end user changes an email address in the **Email Addresses** section of the **My Profile - Personal Information** page, a confirmation email is sent to both the old and updated email addresses. For example, if a user changes the email address associated with **Email 1**, a confirmation email is sent to both

the previous (changed) and new **Email 1** addresses. And if the **Email 2** email address is changed, a confirmation email is sent to both the old and new **Email 2** email addresses.

- Existing profile settings that prevent the email change notification from being sent are ignored and the emails are sent to the end-user as stated in the previous bullet.

### **Last Name**

- **End users who sign in via SSO:** End users who sign in to SAP Concur Solutions via SSO can update the **Last Name** field on the **My Profile - Personal Information** page.
- **End users who sign in using a username and password:** The system prevents users who sign in using a username and password from updating the **Last Name** field on the **My Profile - Personal Information** page. An administrator can change the information in the **Last Name** field through the **User Administration** page.

### **Administrator Experience**

- Administrators can still change the **Last Name** field of a user's profile through the **User Administration** page.
- Administrators can also continue to update the **Last Name** field of a user's profile through the Concur API, import file, and feed options.

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

These changes help to ensure the integrity of SAP Concur client data.

### **Accounts Disabled by SAP Concur**

During routine monitoring activities, SAP Concur may notice abnormal changes to user profiles including name, primary email address, secondary email address, and potentially fraudulent travel bookings. The accounts within your environment that may be linked to fraudulent activity may be disabled. To reenable these accounts, please work directly with your account administrator, or SAP Concur Support. We encourage all clients to adhere to strong password security measures and configurations. For further information, please visit the Password Security article on the SAP Help Portal [Password Security | SAP Help Portal](#).

### **Configuration / Feature Activation**

This security change is enforced by default for all applicable products. No change to this behavior is available to the client at this time and the client will be notified of any changes they may need to make in a future release.

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**!** **IMPORTANT:** These changes are temporary and will be reversed in the future: clients will be informed of these changes in a subsequent release.

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# SAP Concur

## New SAP Concur Brand Logo

Information First Published	Information Last Modified	Feature Target Release Date
January 12, 2024	February 09, 2024	February 16, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### Applies to:

**All Products | All Editions**

### Overview

On February 16, 2024, SAP plans to update the SAP Concur brand logo. The new logo appears in all UI themes including the legacy Concur Gateway theme and all SAP Fiori with Horizon themes for SAP Concur.

### BUSINESS PURPOSE / CLIENT BENEFIT

With this update, the SAP Concur logo better aligns with SAP branding.

### User Experience

The updated logo appears in the SAP Concur UI.

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**NOTE:** The SAP Concur logo differs slightly depending on the part of the UI you are viewing and the configured visual theme. For example, the background color will change if you switch from Fiori for Horizon Morning to Fiori for Horizon Evening.

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### Current Logo Example



### Updated Logo Example



### Configuration / Feature Activation

This change occurs automatically.

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**NOTE:** SAP Concur plans to make this change on February 16, 2024, however, it might take a few days for the change to be deployed to all data centers.

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## SAP Concur Integrations

### Funds and Grants Integration with Concur Solutions Now Supports SAP S/4HANA Cloud Public Edition

Information First Published	Information Last Modified	Feature Target Release Date
February 23, 2024	--	February 2, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Applies to:

[Expense, Request | Professional Edition](#)

#### Overview

With the October 2023 release, the Funds and Grants Integration with Concur Solutions SAP was released for certain SAP S/4HANA editions and versions. With the February 2024 release, the Funds and Grants Integration with Concur Solutions is now also available for SAP S/4HANA Cloud Public Edition.

The Funds and Grants Integration with Concur Solutions enables automatic funds check and funds reservation against funds, grants, and budgets maintained within SAP.

#### BUSINESS PURPOSE / CLIENT BENEFIT

This change expands the SAP S/4HANA editions supported by the Funds and Grants Integration with Concur Solutions.

#### Prerequisites

The following prerequisites are required to use the Funds and Grants Integration with Concur Solutions:

- Financial integration with SAP Integration with Concur Solutions (ICS)
- Concur Expense Professional/Premium Edition
- (Optional) Concur Request Professional/Premium Edition (if your organization wants to use pre-spend reservations of funds)
- SAP S/4HANA 2023 with Public Sector Management, SAP S/4HANA Cloud Private Edition 2023 with Public Sector Management, or SAP S/4HANA Cloud Public Edition

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**NOTE:** The SAP Funds and Grants integration with Concur Solutions cannot be used concurrently with Concur Budget.

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## Configuration / Feature Activation

Refer to your SAP S/4HANA documentation for information about the SAP S/4HANA editions and versions.



For more information about the SAP Funds and Grants integration with Concur Solutions, refer to the *Shared: Funds and Grants Integration with Concur Solutions Setup Guide for Professional Edition*.

## SAP Concur User Assistance

### **\*\*Ongoing\*\* Links From the SAP Concur Solutions UI to Product Documentation Being Removed**

Information First Published	Information Last Modified	Feature Target Release Date
May 12, 2023	January 12, 2024	Ongoing in 2023-2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Applies to:

[All Products](#) | [All Editions](#)

#### Overview

Some pages in the SAP Concur solutions UI include links to product documentation or other content. In June 2023, SAP Concur began removing these links. Work to remove the links will continue in 2024.

The SAP Help Portal is the central source for all product documentation, release notes, and other content. SAP Concur clients can use the [SAP Concur](#) page on the SAP Help Portal to find the complete library of SAP Concur solutions documentation.

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

Because the links to product documentation from the SAP Concur solutions UI point to English-only content, the experience is not optimal for users that view the UI in languages other than English. In addition, direct links to a single document prevent the user from viewing and navigating the entire content library.

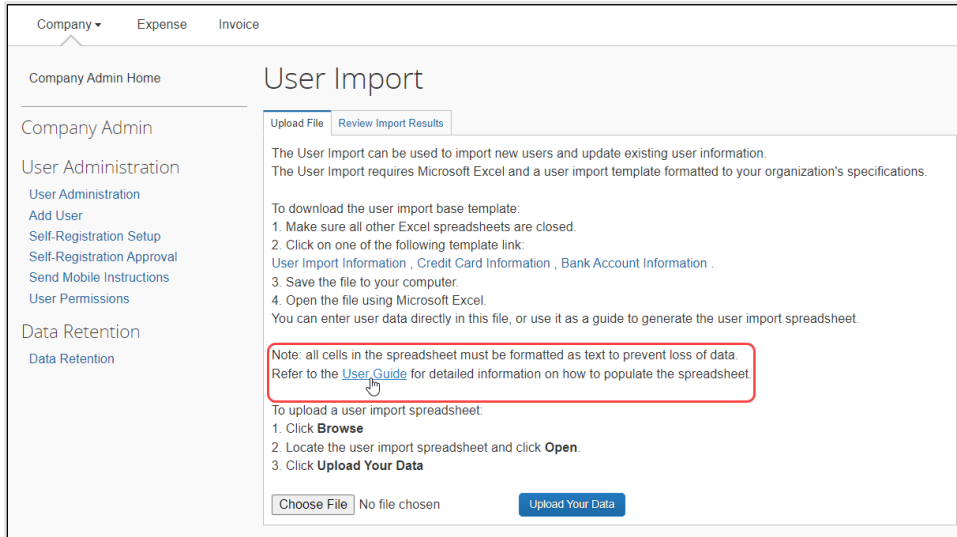
To align with SAP best practices, in June 2023, SAP Concur began removing direct links from the SAP Concur solutions UI that point to product documentation on [concurtraining.com](#). This process will continue in 2024.

#### **Admin and End-User Experience**

SAP Concur solutions UI pages with links to product documentation will be updated to remove the links.



## Example



### Configuration / Feature Activation

This change is being made in phases, starting in 2023 and continuing in 2024.

## SAP Fiori Themes

### \*\*Ongoing\*\* SAP Fiori Horizon Themes for Concur Mobile and Web

Information First Published	Information Last Modified	Feature Target Release Date
February 10, 2023	January 19, 2024	Phased release: May 2023 through April 10, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Applies to:

**All Products | All Editions**

#### Overview

SAP Concur has adopted the SAP Fiori with Horizon visual design theme family as the default appearance for SAP Concur solutions.

Implementation of the SAP Fiori with Horizon visual design theme impacts the look and feel of SAP Concur solutions by updating fonts, font sizes, icons, colors, and shapes. In addition, in both the SAP Concur mobile and web UI, navigation from the home page is slightly modified.

Introduction of the new design themes has been phased beginning on May 20, 2023. SAP Concur plans to fully implement the new themes, decommissioning the current, legacy (Gateway) theme, on April 10, 2024.

---

**NOTE:** The legacy (Gateway) theme is not available to new clients. New clients automatically default to the Fiori for Horizon Morning Horizon theme.

---

## **BUSINESS PURPOSE / CLIENT BENEFIT**

These changes improve the overall user experience, better support accessibility features, and help provide a consistent user experience across all SAP products.

### ***Admin Experience***

#### **MOBILE**

SAP Concur has implemented SAP Fiori with Horizon in the Mobile app.

#### **WEB UI**

SAP Concur began implementing SAP Fiori with Horizon themes in phases beginning in May 2023:

**Phase 1 – May 20, 2023, and June 22, 2023:** On May 20, 2023, SAP Concur implemented **Theme Settings** for SAP Concur Professional edition clients and for most Standard edition clients. On June 22, 2023, **Theme Settings** were enabled for the remaining Standard edition clients.

During phase 1, admins with the required permissions accessed **Theme Settings** to choose between the following options:

- **Legacy Concur UI:** End users only see the legacy Concur Gateway theme.
- **Legacy Concur UI and Fiori Horizon:** End users see the legacy Concur Gateway theme by default. On the **Profile Settings > System Settings** page, they can choose between the Concur Gateway theme, Morning Horizon, Evening Horizon, and high contrast themes.  
Default theme: Concur Gateway
- **Fiori Horizon:** End users see Morning Horizon by default. On the **Profile Settings > System Settings** page they can choose between the Morning Horizon, Evening Horizon, and high contrast themes.  
Default theme: Morning Horizon

Theme Settings

**Legacy Concur UI**  
*Users only see Concur Gateway theme*

**Legacy Concur UI and Fiori with Horizon**  
*Users can choose between Concur Gateway, Morning Horizon, Evening Horizon and high contrast themes*  
Default theme: Concur Gateway

**Fiori with Horizon**  
*Users can choose between Morning Horizon, Evening Horizon and high contrast themes*  
Default theme: Morning Horizon

Save

**Phase 2 – Beginning October 2, 2023:** On October 2, 2023, SAP Concur began setting Morning Horizon as the default SAP Concur UI theme for most clients.

---

**NOTE:** Clients in the China Datacenter entered Phase 2 on January 8, 2024. As of January 8, 2024, these clients will proceed to Phase 3 on April 10, 2024, as documented in the sections that follow.

---

New clients automatically default to the Morning Horizon theme. Existing SAP Concur client admins have access to **Theme Settings** and can revert to the legacy Concur Gateway theme.

---

**NOTE:** Admins for preexisting Concur entities can choose either the legacy Concur Gateway theme or SAP Horizon for Fiori themes. A hybrid option that enables both sets of themes is not available.

---

**Phase 3 – April 10, 2024:** SAP Concur plans to decommission the legacy Concur Gateway theme. When it is decommissioned, Morning Horizon will become the default theme and end users will be able to choose between Morning Horizon, Evening Horizon, and high contrast themes. The Gateway theme and **Theme Settings** will no longer be available. Users who have not yet enabled Horizon for Fiori themes will automatically be switch to Morning Horizon.

---

**NOTE: Clients with SAP Fiori Quartz themes:** On October 2, 2023, SAP Concur will decommission the SAP Fiori 3 Quartz themes and clients with SAP Fiori 3 Quartz themes will automatically default to the SAP Fiori with Horizon visual themes.

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### ***Implementation Schedule for Clients with Concur Budget***

Currently, some screens in Budget are not fully compatible with Horizon for Fiori themes.

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**NOTE:** This does not impact SAP Concur mobile app. Budget clients already have access to the new theme on the mobile app.

---

To address this issue, clients with Budget will be migrated to the new themes on the following schedule:

**Phase 1 – October 2023:** During phase 1, Budget clients can opt in to the Horizon for Fiori themes. The opt-in phase will last approximately 90 days.

**Phase 2 – January 8, 2024:** on January 8, 2024, Morning Horizon will become the default SAP Concur UI theme for clients with Budget. The process of updating all existing SAP Concur clients to the new default setting might take some time.

---

**NOTE:** New clients with Budget will automatically default to the Morning Horizon theme. The legacy (Gateway) theme is not available to new clients.

---

When Morning Horizon becomes the default UI theme for clients with Budget in January, existing SAP Concur client admins will have access to **Theme Settings** and will be able to revert to the legacy Concur Gateway theme.

---

**NOTE:** As of January 8, when Morning Horizon becomes the default UI theme for clients with Budget, there will no longer be a hybrid option in **Theme Settings**. Client must configure either the legacy (Gateway) theme or the default Horizon for Fiori themes.

---

**Phase 3 – April 10, 2024:** On April 10, 2024, SAP Concur plans to decommission the legacy Concur Gateway theme for all clients, including clients with Budget. When it is decommissioned, Morning Horizon will become the default theme and end users will be able to choose between Morning Horizon, Evening Horizon, and high contrast themes.

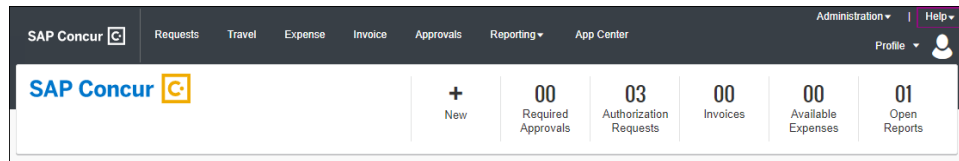
### **TMC Experience**

The **Theme Settings** page is available in Global View.

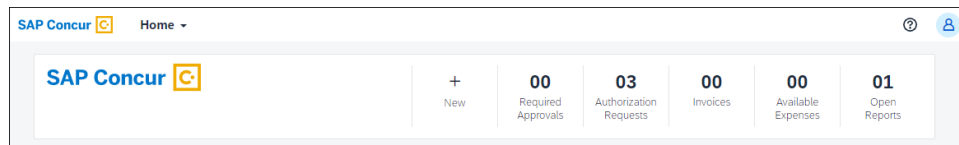
### **End User Experience**

With the SAP Fiori with Horizon visual design themes, the overall look of SAP Concur solutions is updated with new fonts, icons, colors, and shape design.

### **LEGACY PAGE DESIGN EXAMPLE**



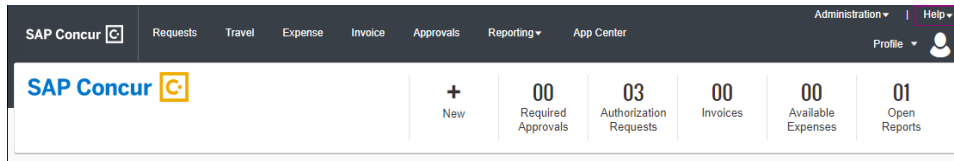
### **SAP FIORI WITH HORIZON DESIGN EXAMPLE**



Navigation from the SAP Concur home page is also slightly modified so that it is simpler and more consistent with other SAP products.

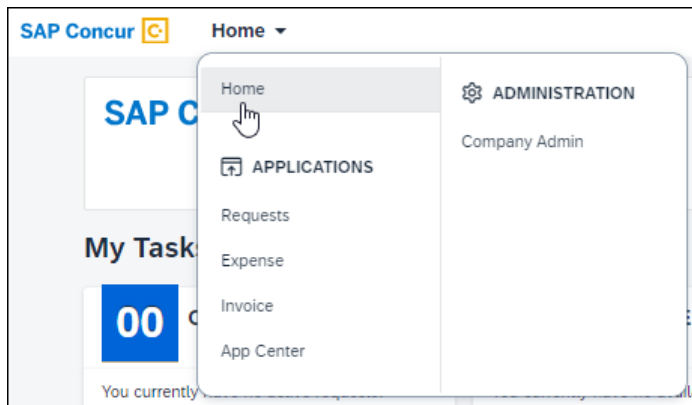
### **LEGACY HOME PAGE NAVIGATION**

With the legacy theme, navigation from the home page relies on product tabs and the **Administration** menu.



## SAP Fiori With Horizon Home Page Navigation

With the SAP Fiori with Horizon visual design theme, navigation from the Concur home page to Concur product and administration pages is consolidated in the **Home** menu.



### Configuration / Feature Activation

SAP Concur is implementing these changes through a phased approach that began in May 2023 and is targeted to be completed in April 2024.

## Sign-In Page

### Hide/Show Password Icon

Information First Published	Information Last Modified	Feature Target Release Date
January 12, 2024	February 23, 2024	February 19, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### Applies to:

**All Products | All Editions**

#### Overview

On February 19, 2024, SAP Concur added an icon to the SAP Concur Sign-In page. The new icon enables users to hide or show their password during sign in.

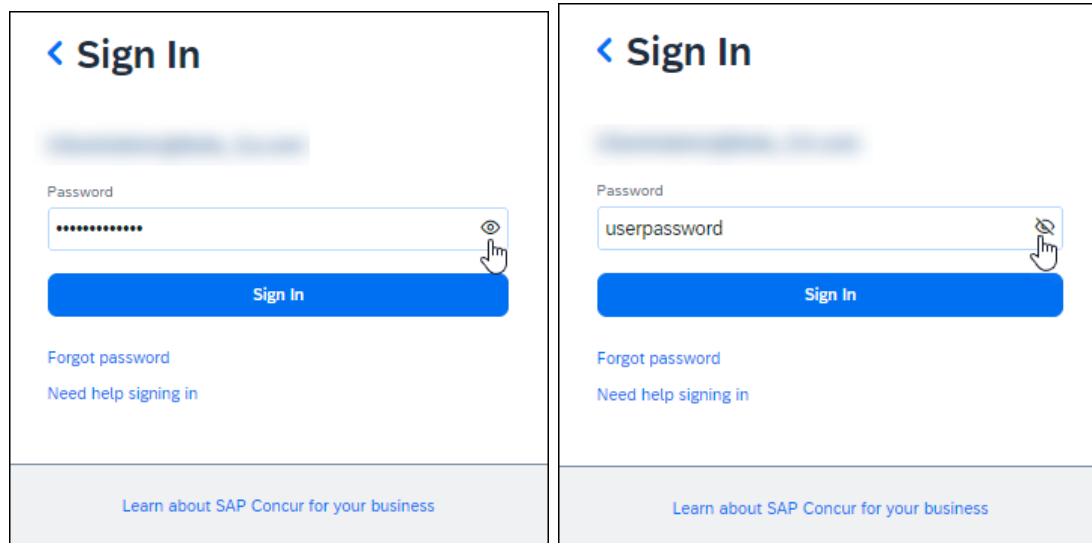
## BUSINESS PURPOSE / CLIENT BENEFIT

This change enables users to view the password they are entering to ensure it is correct or to hide the password to ensure it cannot be seen by others.

### End-User Experience

An eye icon is available to the right of the password field. Clicking the icon hides (displays as asterisks) or shows the password.

### Examples



### Configuration / Feature Activation

This change occurred automatically.

# User Administration

## Preferred Name Field to be Added to User Admin Pages and Imports

Information First Published	Information Last Modified	Feature Target Release Date
February 9, 2024	February 23, 2024	February 28, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### Applies to:

[All Products](#) | [All Editions](#)

### Overview

On February 28, 2024, SAP Concur plans to add a **Preferred Name** field to the user account management pages in SAP Concur Standard edition and to the user import/export spreadsheets in both Standard and Professional editions.

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**NOTE:** The **Preferred Name** field is already available on the user administration pages in SAP Concur Professional Edition.

---

### BUSINESS PURPOSE / CLIENT BENEFIT

The preferred name field enables an admin to specify the name by which a user prefers to be referred when their preferred name differs from their given name.

### Admin Experience

The preferred name field is available on the **Add User** and **Edit User** pages in Standard edition. The **Preferred Name** column replaces the **Nickname** column in the user import spreadsheet in both Standard and Professional edition.

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**NOTE:** If an admin imports users with an older version of the spreadsheet that has the **Nickname** column, entries in the **Nickname** column will be added to the **Preferred Name** field.

---

### Configuration / Feature Activation

This change occurs automatically.

# Planned Changes

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The following features and changes are targeted for future releases. SAP Concur solutions reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

## Authentication

### **\*\*Planned Changes\*\* HMAC Authentication to be Decommissioned**

Information First Published	Information Last Modified	Feature Target Release Date
December 1, 2023	--	Q3 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

#### **Applies to:**

**All Products | All Editions**

#### **Overview**

SAP Concur support for Hash-Based Message Authentication Code (HMAC) was deprecated in July 2021. In Q3 of 2024 the HMAC service will be decommissioned and authentication to SAP Concur solutions through HMAC will no longer work.

SAP Concur provides a Single Sign-On self-service option that enables client admins to setup their SAML v2 connections without involving an SAP Concur support representative. SAML v2 supports the use of multiple identity providers.



For more information about the Single Sign-On self-service option, refer to the [Shared: Single Sign-On Overview](#) and the [Shared: Single Sign-On Setup Guide](#).

#### **ACTION REQUIRED**

If you are already using SSO or another supported authentication method other than HMAC, you do not need to take any action.

If you are using only HMAC to access SAP Concur solutions, to avoid disruption of service, you must update your authentication method before HMAC is decommissioned in Q3 of 2024.

If users attempt to authenticate to SAP Concur solutions through HMAC after the HMAC service is decommissioned in Q3 of 2024, they will be denied access.

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

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



## Configuration / Feature Activation

This change will occur automatically.



More information about this change will be provided in future release notes.

## \*\*Planned Changes\*\* Sign In To SAP Concur Without a Password

Information First Published	Information Last Modified	Feature Target Release Date
February 9, 2024	--	Q2 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### Applies to:

**All Products | All Editions**

### Overview

In Q2 2024, SAP Concur plans to enable users who sign in to SAP Concur solutions with a username and password to sign in without a password. When the feature is enabled, a user who does not want to enter a password during sign in will have the option to send a one-time link to the email address associated with their SAP Concur personal profile.

### BUSINESS PURPOSE / CLIENT BENEFIT

For users who do not want to enter a password during sign in, this feature enables the user to sign in quickly and efficiently through a one-time link.

### End-User Experience

During the sign-in process, users will have the option to send a sign-in link to the **Email 1** and/or **Email 2** email address configured in the **Email Addresses** section of the **My Profile – Personal Information** page in SAP Concur solutions.

Users who do not have access to the **Email Addresses** section of the **My Profile – Personal Information** page—for example, invoice-only users—must have a valid email address associated with their user account. The email address associated with their account can be confirmed by their company’s Concur user administrator.

## Configuration / Feature Activation

This change will occur automatically.

# File Transfer

## **\*\*Planned Changes\*\* Cipher Security Policy Change for Clients and Vendors**

Information First Published	Information Last Modified	Feature Target Release Date
February 9, 2024	--	April 16, 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### **Applies to:**

**All Products | All Editions**

### **Overview**

This release note is intended for technical staff responsible for file transmissions with SAP Concur solutions. For our clients and vendors participating in data exchange through SFTP, SAP Concur plans to make changes that provide greater security for those file transfers.

On April 16, 2024, SAP Concur plans to update its file transfer security policy from TransferSecurityPolicy-2020-06 to TransferSecurityPolicy-2022-03.

This release note pertains to the following file transfer DNS endpoints:

- EU2 AWS Transfer Site: mft-eu2.concursolutions.com
- US2 AWS Transfer Site: mft-us2.concursolutions.com

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**!** **IMPORTANT:** If you are using client software that does not support TransferSecurityPolicy-2022-03, you must move to supported SFTP client software before April 16, 2024.

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For more information about transfer security policies, including a list of supported cryptographic algorithms, refer to [Security polices for AWS Transfer Family](#) and [Cryptographic Algorithms](#) on the AWS documentation web site.

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

This change provides greater security for file transfers.

### **Configuration / Feature Activation**

This change occurs automatically.



For more information about SAP Concur file transfers, refer to [Shared: AWS File Transfer for Clients and Vendors](#).

# Import/Extract

## **\*\*Planned Changes\*\* User Data Extract Feature**

Information First Published	Information Last Modified	Feature Target Release Date
January 19, 2024	--	Future Release
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### **Applies to:**

**Travel w/Expense, Expense, Invoice, Request | Professional & Standard**

### **Overview**

In a future release, SAP Concur plans to implement a feature that enables a company administrator with either the Import/Extract Administrator or Import/Extract Monitor role to extract user data. The user data extract feature will be available from the **User Data Extracts** tab on the **Import/Extract Monitor** and **Import/Extract Administrator** pages.

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**NOTE:** With the January 2024 release, in preparation for the release of the user data extract feature, the **User Data Extracts** tab was added to the **Import/Extract Monitor** and **Import/Extract Administrator** pages and is visible to administrators with permission to view those pages. This tab is not currently functional.

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

When it becomes available, the user data extract feature will enable client administrators to request and download user data without requiring that they contact SAP Concur support for assistance.

### **Configuration / Feature Activation**

This change will occur automatically; The new tab and future feature are only visible to client administrators with the required roles.



More information about this feature will be added in future release notes.

# SAP Concur

## **\*\*Planned Changes\*\* New SAP Concur Outbound IP Addresses to be Added**

Information First Published	Information Last Modified	Feature Target Release Date
February 9, 2024	--	Mid-May 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### **Applies to:**

**All Products | All Editions**

### **Overview**

In mid-May 2024, SAP Concur plans to increase the outbound IP addresses used to transfer data from SAP Concur to clients.

Most clients will not need to take any action when this change is made. However, clients who use IP address allow lists to restrict inbound traffic from SAP Concur solutions, will need to add the new IP addresses to their allow lists.

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

These changes help to ensure the stability, reliability, and availability of SAP Concur solutions.

### **Configuration / Feature Activation**

This change will occur automatically. Most clients do not need to take an action. Clients who use allow lists must add the new IP Addresses to their allow lists.



More information about this change, including information about how to get the new IP addresses, will be included in future release notes.

# SAP Concur User Assistance

## **\*\*Planned Changes\*\* SAP Concur Product Documentation Moving to the SAP Help Portal**

Information First Published	Information Last Modified	Feature Target Release Date
June 9, 2023	September 15, 2023	Q3 2024
Any changes since the previous monthly release are highlighted in yellow in this release note.		

### **Applies to:**

**All Product | All Editions**

### **Overview**

Currently, most SAP Concur product documentation is published to [concurtraining.com](https://concurtraining.com). SAP Concur User Assistance is targeting the third quarter of 2024 to publish all product documentation (such as setup and user guides) to the [SAP Help Portal](#).

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**NOTE:** Some SAP Concur product documentation, such as the monthly admin summaries and end user help topics, is already published to the [SAP Help Portal](#). The [SAP Help Portal](#) also provides links to the product documentation published to [concurtraining.com](https://concurtraining.com) so clients are encouraged to bookmark and start using the SAP Help Portal now to access product documentation.

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**!** **IMPORTANT:** In 2024, after the product documentation is moved to the [SAP Help Portal](#), links and bookmarks that point to the **tech\_pubs** folder on [concurtraining.com](https://concurtraining.com) will stop working. Please update your links and bookmarks to the [SAP Help Portal](https://help.sap.com/docs/SAP_CONCUR) ([https://help.sap.com/docs/SAP\\_CONCUR](https://help.sap.com/docs/SAP_CONCUR)).

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

The [SAP Help Portal](#) has improved search capabilities and there is a mechanism for clients to provide feedback. This change also aligns with SAP best practices for the publication of product documentation and prepares the content for future user assistance innovations.

### **Admin Experience**

The SAP Concur solutions setup guides, user guides, and fact sheets will continue to be available from the [concurtraining.com](https://concurtraining.com) landing pages until the product documentation is moved to the [SAP Help Portal](#).

Admins can find links to the full SAP Concur product documentation library from the [SAP Help Portal](#).

Please be aware that during this transition there will be procedures and images that do not precisely match your implementation. For example, when SAP Fiori UI themes

are implemented, home page navigation is consolidated under the SAP Concur **Home** menu.



For more information, refer to the [SAP Fiori with Horizon Visual Theme for SAP Concur Solutions](#) FAQ.

### **ACTION ITEM**

Ensure that you update any custom configuration that you may have that references the **tech\_pubs** folder on concurtraining.com ([https://www.concurtraining.com/customers/tech\\_pubs/](https://www.concurtraining.com/customers/tech_pubs/)\*) to point to the [SAP Help Portal](#) ([https://help.sap.com/docs/SAP\\_CONCUR](https://help.sap.com/docs/SAP_CONCUR)) instead. Custom configuration that may be impacted by this change can come from several sources such as Training Admin, Company Info, and the new travel experience Configurable Message Boards.

### ***End-User Experience***

End users who access help topics from within SAP Concur solutions will not experience any changes because those help topics are already available from the [SAP Help Portal](#) through links provided in the products.

### **DOWNLOADING PDFs**

Content available from the SAP Help Portal can be selected and downloaded as a custom PDF file. From the SAP Help Portal, click **Download PDF** > **Create Custom PDF**, select the desired topics from the left navigation pane, and click **Create PDF**.



For a video that includes these clicks, refer to the **Using Online Help** topic available from the SAP Help Portal.

## Example

The screenshot displays the SAP Help Portal interface for 'Concur Expense Professional Edition Administration Help'. The left navigation menu has a red box around the 'Using Online Help' link, with a red arrow pointing to the main content area. The main content area features a search bar, a 'Using Online Help' title, and a 'Note' section. Below the note is a 'Search for topics in Help' section with a list of steps: 1. Type a keyword in the search field and press Enter or click the magnifying glass. 2. Click the appropriate topic title. A video player is embedded, showing a 'Welcome to the SAP Help Portal' screen with a search bar and various product categories. The video player has a play button and a caption: 'Watch the video linked below to learn more about using the SAP Help Portal:'. Below the video player is a link: 'Open this video in a new window'.

## Configuration / Feature Activation

The location change will happen automatically; there are no configuration or activation steps.

The exact date that the product documentation will be available from the [SAP Help Portal](#) will be provided in future release notes.

# Client Notifications

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## Accessibility

### Accessibility Enhancements

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

## Gender Diversity

### Gender Diversity Planned Features and Changes

SAP Concur is committed to supporting gender diversity. Over time we plan to implement product changes to help ensure that SAP Concur solutions support gender non-binary users. These changes will include but are not limited to support for preferred names, non-binary gender options in travel preferences, and non-binary titles.

These planned changes reflect [SAP's commitment to supporting gender diversity](#) and enable gender non-binary users to enter consistent information when making travel arrangements and entering personal information into SAP Concur solutions.

Timelines and details about these ongoing changes will be provided in the [SAP Concur release notes](#).

## In-Product User Assistance

### Client Customized Content

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

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



# Subprocessors

## SAP Concur Non-Affiliated Subprocessors

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

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

1. Click the following link to navigate to the *SAP Sub-processors / Data Transfer Factsheets* page:  
[SAP Sub-processors / Data Transfer Factsheets](#)
2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

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

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

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

# Supported Browsers

## Supported Browsers and Changes to Support

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



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

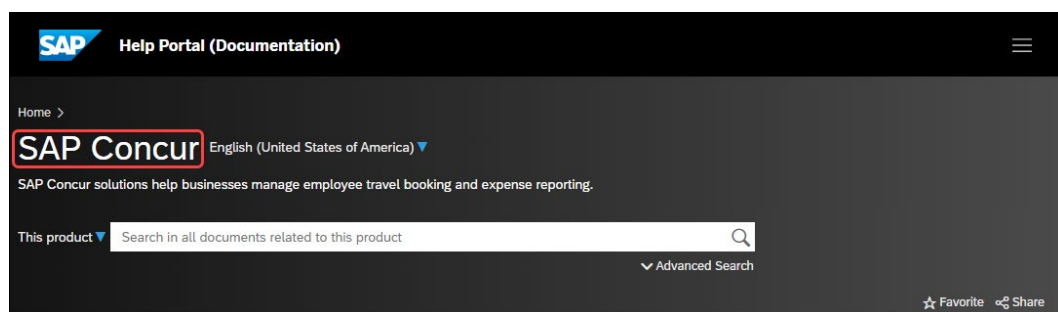
# Additional Release Notes and Other Technical Documentation

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## Online Help

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

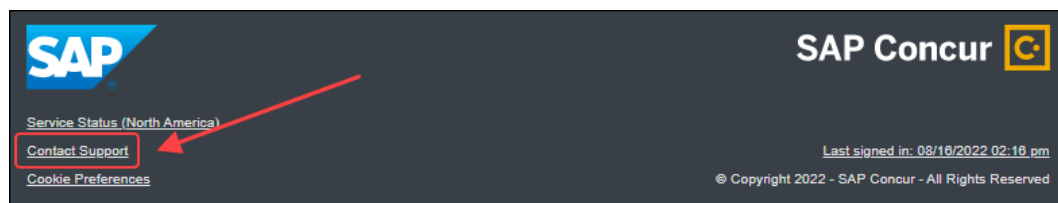
To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or visit the [SAP Concur solutions page](#).



## SAP Concur Support Portal – Selected Users

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

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



Click **Contact Support** to access the SAP Concur support portal, then click **Resources**.

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

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