SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: January 12, 2019 Initial Post: Friday, January 11, 1:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

Security Update to File Transfer Authentication 1

SAP Concur Email: **Ongoing** Email Infrastructure Change - Add IP Addresses to Safe Send List 1

SAP Concur Email: **Ongoing** Updated Email Format 2

Expense 4

New Unexpensed Amount Column in Export Data on Budget Dashboard 4

Planned Changes 5

All Products 5

Budget: **Planned Changes** Workflows Soon Available 5

Company Administration: **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur 6

Training Administration: **Planned Changes** Optimizing and Relocating the Page 6

Test User Admin: **Planned Changes** Retiring the Purge Test User Transactions Functionality 7

SAP Concur: **Planned Changes** New SAP Concur Sign In Page 8

Miscellaneous: **Planned Changes** Archive Deactivated User Data 18

Concur Expense and Concur Request 22

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019 22

Client Notifications 23

Subprocessors 23

SAP Concur Non-Affiliated Subprocessors Notice 23

Browser Certifications 23

Monthly Browser Certifications and Support Configurations..... 23

Additional Release Notes and Other Technical Documentation..... 24

Online Help – Admins.....24

SAP Concur Support Portal – Selected Users.....26

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Security Update to File Transfer Authentication

Overview

SAP Concur will update an authentication setting for clients who transfer files to/from SAP Concur, targeting January 16, 2019. The updated setting will lock out user accounts after five failed authentication attempts. Some accounts are already using this setting. This change will update *all* accounts to this setting.

This authentication change does not impact the main SAP Concur application login, only the file transfer process is affected.

The affected URLs are:

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

Clients who have been locked out of their accounts can contact SAP Concur support to unlock their accounts.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security for clients when accessing extract and import files.

Configuration / Feature Activation

This change will be implemented automatically.

SAP Concur Email: **Ongoing** Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services throughout the first quarter of 2019. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

SAP Concur Email: **Ongoing** Updated Email Format

Overview

SAP Concur is in the process of updating the format of all email notifications. These changes will provide a fresher, consistent look-and-feel across all SAP Concur services.

BUSINESS PURPOSE / CLIENT BENEFIT

The intent is to provide a consistent, updated look for users.

IMPORTANT

Note the following:

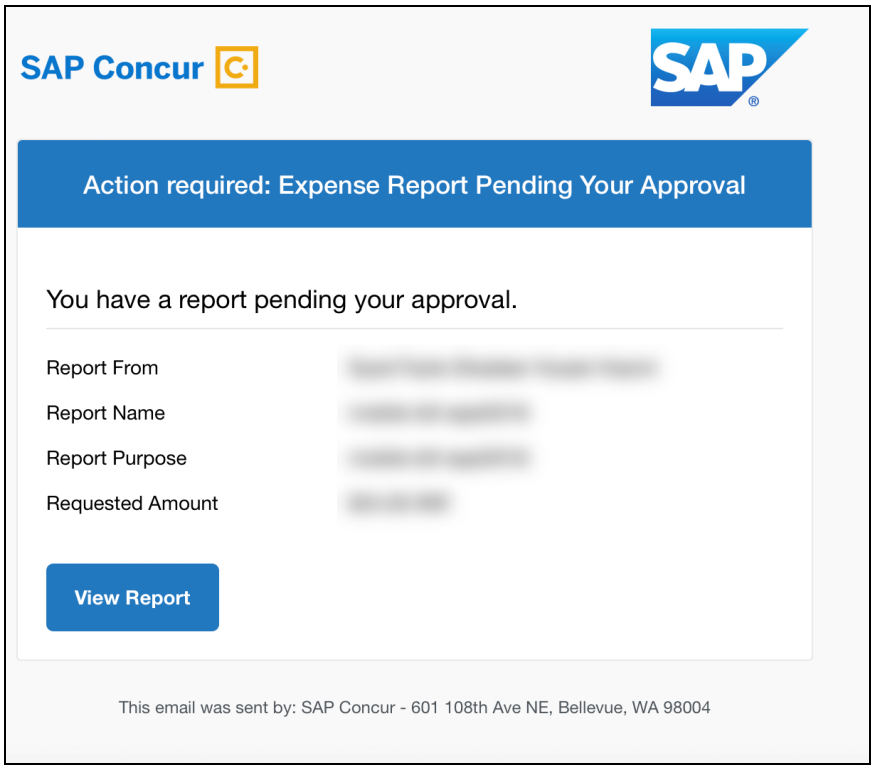
- The email content has not changed – just the look and feel.
- The changes will appear over time. Each product team (Expense, Invoice, Travel, etc.) decides when to use the new format. Timing will be based on resource availability and the priority of other scheduled enhancements.
- Do not expect that all product emails will change at the same time. For example, perhaps Expense approval email will be first, and then other Expense notifications will follow.
- There is no assigned end date to the project. Expect that the changes may take longer than a year.

- Each team will provide release notes when their new emails are scheduled to appear.

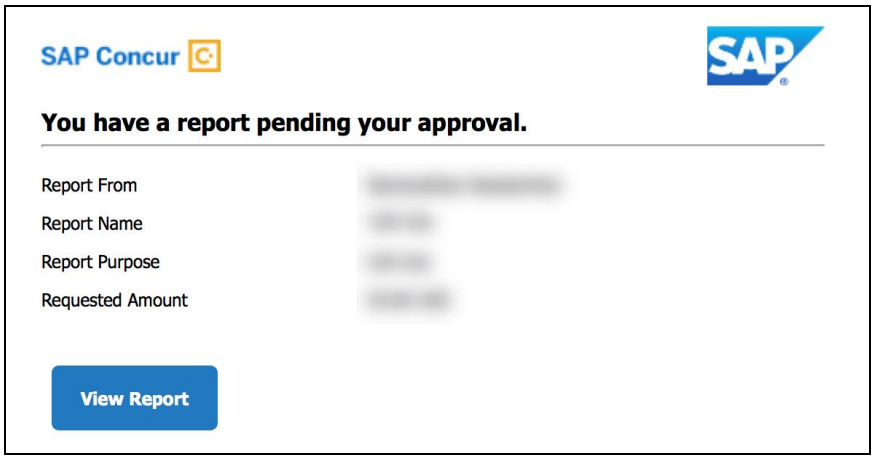
What the User Sees

The Expense approval email is shown below. Over time, all emails generated from SAP Concur will have a similar look.

New Format



Current Format



Configuration / Feature Activation

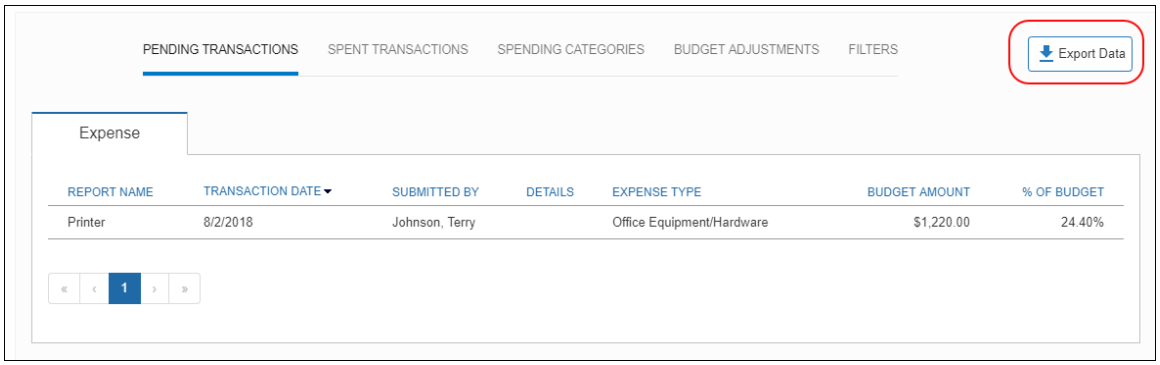
This change will occur, over time, automatically; there are no additional configuration or activation steps.

Expense

New Unexpensed Amount Column in Export Data on Budget Dashboard

Overview

With this release, clients will be able to export unexpensed amounts of pending items when they use the Export Data functionality on the Budget Dashboard. The unexpensed amounts enable budget owners to view the balance of the expense items that have not been submitted yet and are a combination of unsubmitted expense reports and available expenses which are not attached to an expense report.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement enables clients to view exported unexpensed amounts.

What the Budget Dashboard User Sees

The Budget Dashboard user will see a new **Unexpensed Amount** column in the Excel spreadsheet in the Export Data functionality.

Configuration / Feature Activation

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

Planned Changes

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

All Products

Budget: **Planned Changes** Workflows Soon Available

Overview

In a future release, workflows will be available for Budget. Workflows define how the system routes invoices, expense reports, and requests through approval and processing steps. The flexible workflow feature for Budget that SAP Concur offers allows companies to design workflows specifically tailored to their unique needs.

Without budget review, budgets may become fully consumed well before the end of a period or year leaving an organization with limited options and budget owners with, for example, exceeded budgets. In addition, early spending means that more important (to the organization) spending will be declined because lesser important spending consumed the budget early on.

Combining budget review in the workflow adds value. Audit rules and workflow step rules can help organizations to add in controls when it makes sense to fine tune to an organization's specific needs.

Equally important is the determination when a spending item is regarded as committed toward a budget. In most organizations, the commit is when a spending item is paid; it went through most if not all approval steps. In other organizations, the commit occurs much earlier. As soon as a purchase request or an authorization request is approved it is regarded as "promised".

BUSINESS PURPOSE / CLIENT BENEFIT

This feature will provide clients with control over the budget spend, for example, to avoid exceeded budgets too early in a budget period or budget year.

Configuration / Feature Activation

The administrator needs to configure this feature on the **Workflows** page by clicking **Administration** > **Invoice** or **Expense**.

Company Administration: **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur which provides SAP Concur clients with a self-service option for setting up SSO for their organization. SSO is currently supported for Concur Expense, Concur Invoice, Concur Request, and Concur Travel.

Other SAP Concur products and services are outside the scope of this initial release.

The new Manage Single Sign-On (SSO) feature will be accessible from the **Administration > Company > Company Admin** page.

NOTE: This new feature does not affect Concur Travel clients who are already using the Security Keys feature.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Training Administration: **Planned Changes** Optimizing and Relocating the Page

Overview

To simplify the **Training Administration** page, the functionality and content will be changing.

In addition to content changes, access to the **Training Administration** page will move from **Company Admin** to **Tools**.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes will make the Training Administration feature easier to find and use.

Configuration / Feature Activation

The changes will be automatically available; additional information about potential configuration or activation steps will be provided in a later version of these release notes.

📖 For general information about the Training Administration feature, refer to the *Shared: Training Administration Setup Guide*.

Test User Admin: **Planned Changes** Retiring the Purge Test User Transactions Functionality

Overview

SAP Concur is retiring the functionality in the Test User Admin feature that removes the transactions of test users from Concur Expense, Concur Invoice, Concur Travel, and Concur Request.

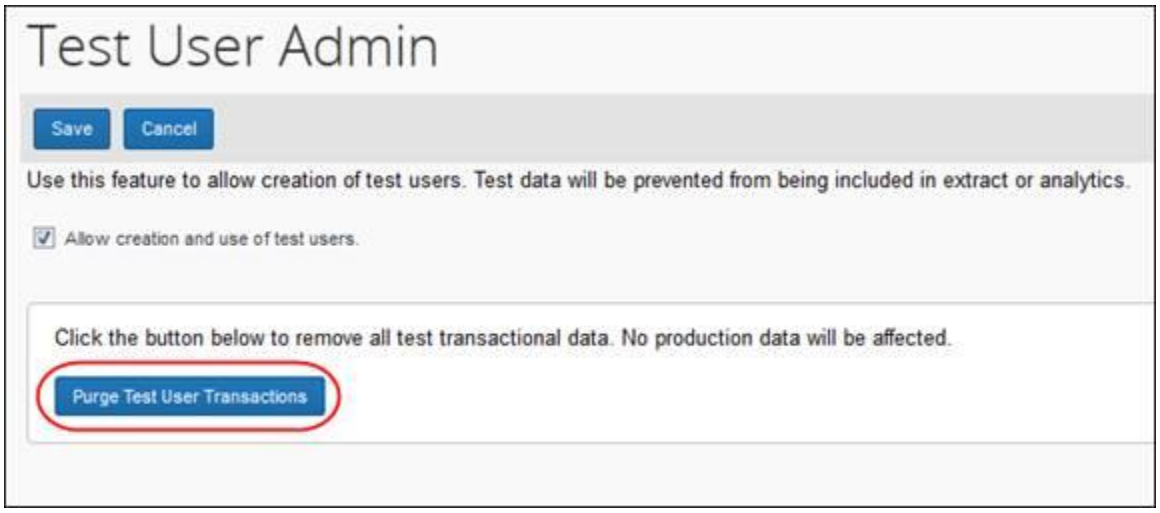
BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow SAP Concur to devote more resources to development and maintenance of features that are used by many or most of our clients.

What the Admin Sees

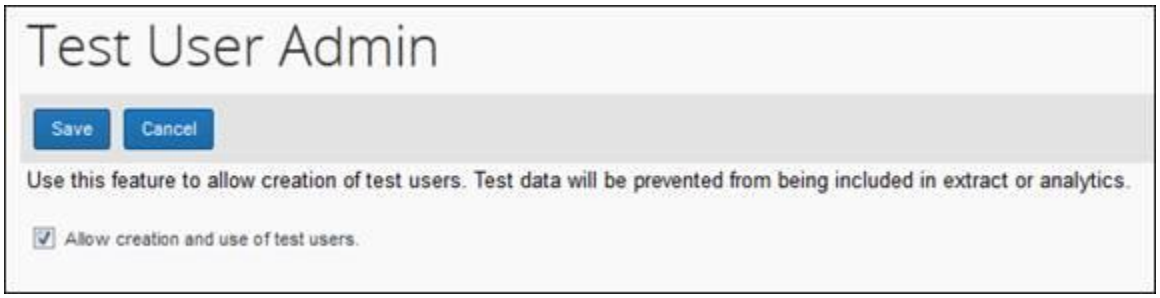
The **Test User Admin** page will no longer display the **Purge Test User Transactions** button.

Before



NOTE: To access the page, click **Administration** > **Expense** (or **Invoice** or **Requests**) > **Test User Admin**.

After



Configuration / Feature Activation

The functionality will automatically be removed.

📖 For general information about the Test User Admin feature, refer to the *Shared: Test User Setup Guide*.

SAP Concur: **Planned Changes** New SAP Concur Sign In Page

Overview

SAP Concur is planning to add a new **Sign In** page, providing an updated login experience for users who log in with user name and password credentials. Current Single Sign-On (SSO) users will log in without having to enter additional credentials. This feature is planned for 2019.

The new **Sign In** page feature includes the following:

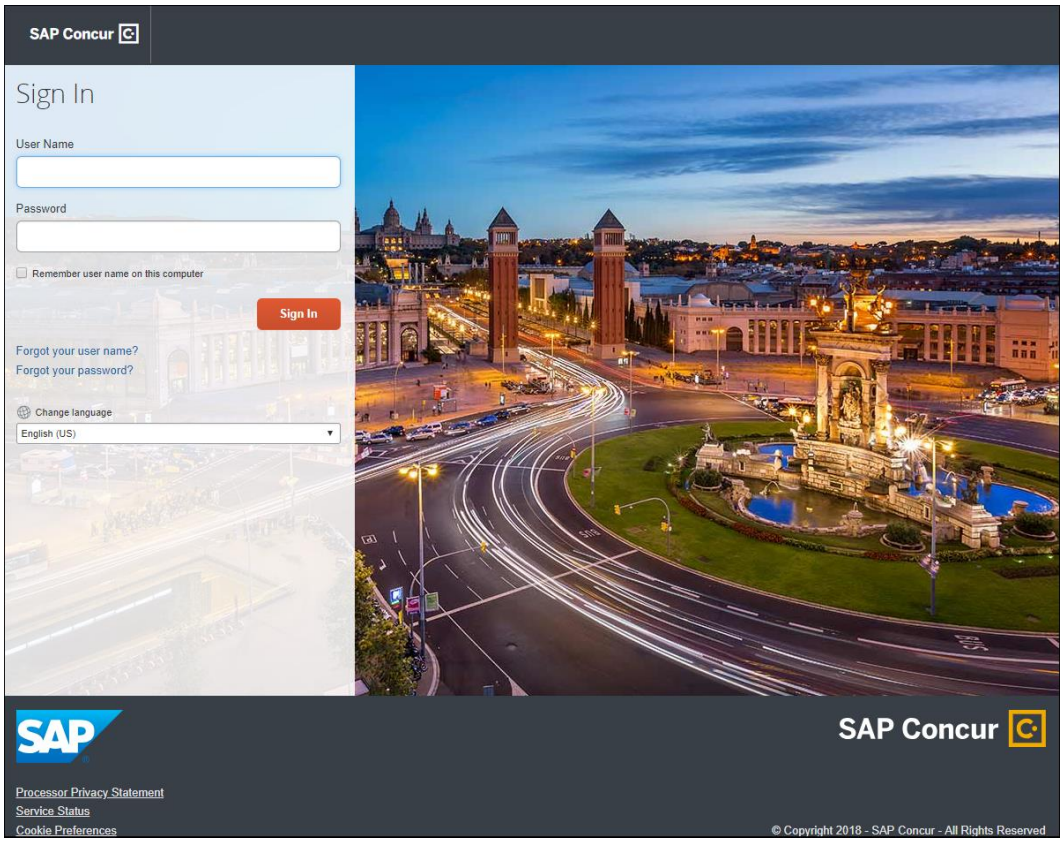
- **Two-step login**: provides enhanced security, meets current industry standards, and provides a better log in success rate
- **Multi-account login**: allows administrators to log in with multiple accounts
- **Password hint removal**: provides better security for users and SAP Concur
- **User avatar**: enhances the user experience (planned for a future release)

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, more convenient experience for users logging in to SAP Concur products and services.

What the User Sees – Current Sign In Page

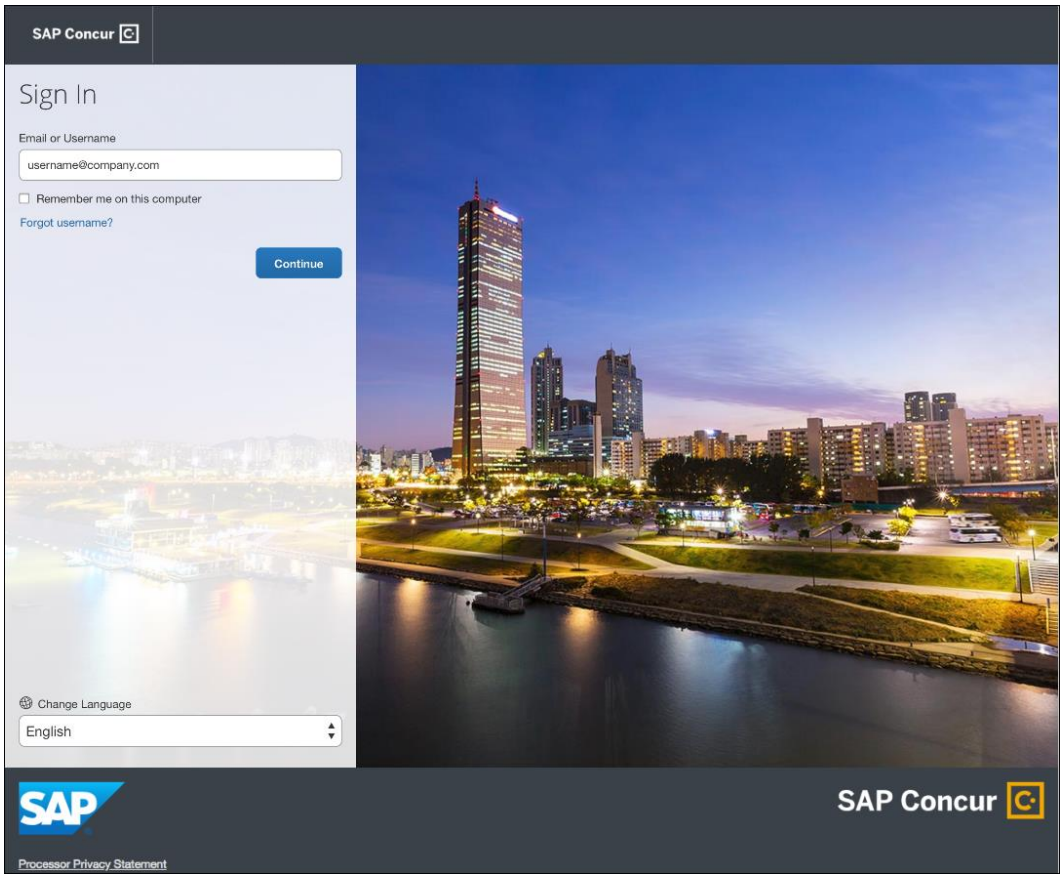
The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the User Sees – New Sign In Page

The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email or username. The user can select the **Remember me on this computer** check box, so their email or username is stored and will not have to be reentered the next time they log in to SAP Concur.

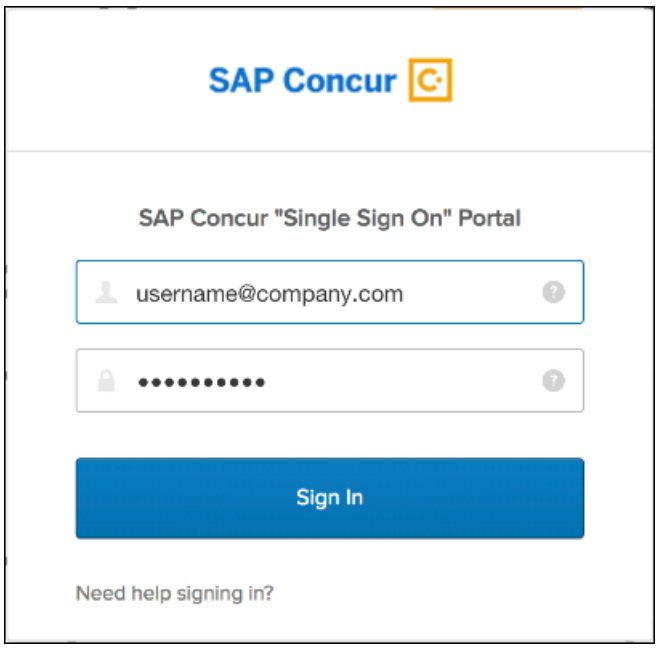
After entering their email or username, the user will then click **Continue**.



Depending on the client's implementation of SAP Concur, users will then be directed to the designated Identity Provider (IdP) Single Sign-On portal or an additional **Sign In** page.

SSO USERS

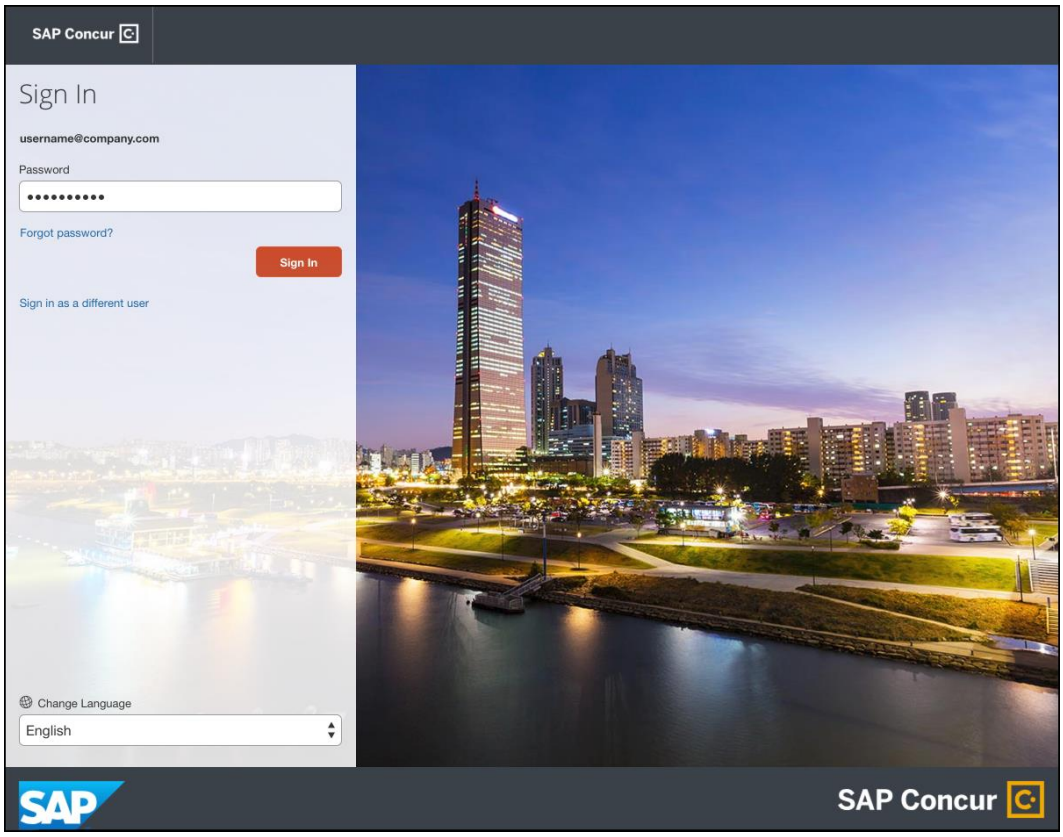
When the designated Identity Provider (IdP) Single Sign-On portal appears (similar to the one shown below), the user will enter their email or username, and their password, and then click **Sign In**. After being authenticated, the user will be directed to the SAP Concur **Home** page.



After being authenticated, the user will be directed to the SAP Concur **Home** page.

USERS WITH USERNAMES AND PASSWORDS

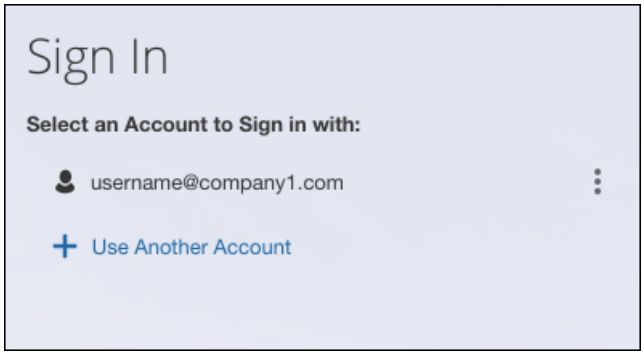
The user will be directed to an additional **Sign In** page. The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.



Once the user's password is verified, the SAP Concur **Home** page appears.

RETURN USERS

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or user name displayed on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.



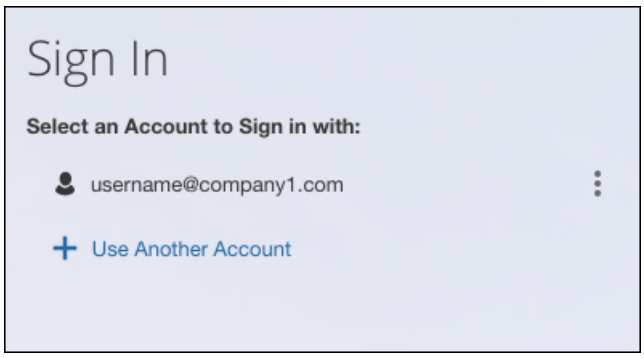
The user will click on their username, and then and then one of the following occurs:

- **SSO Users**: The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords**: On the **Sign In** page, the user will enter a password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

USERS WITH MULTIPLE ACCOUNTS

SAP Concur users with multiple login accounts have more than one login option depending on the user role or account they want to use. The user will first log in to SAP Concur using one of their accounts. Once successfully logged in, the user logs out of the system.

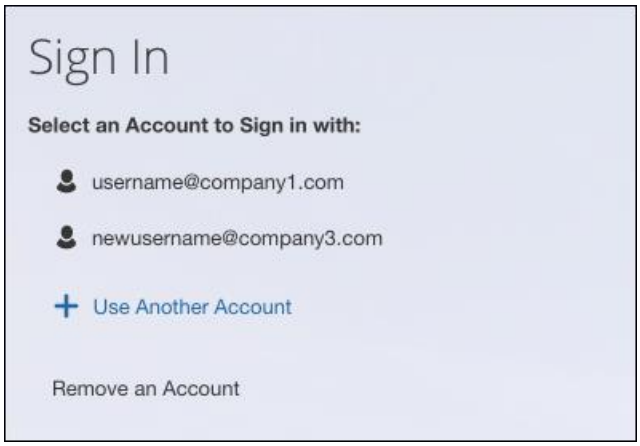
To add another account, on the **Sign In** page, the user clicks the **Use Another Account** link.



The next login step depends on the account type the user wishes to use:

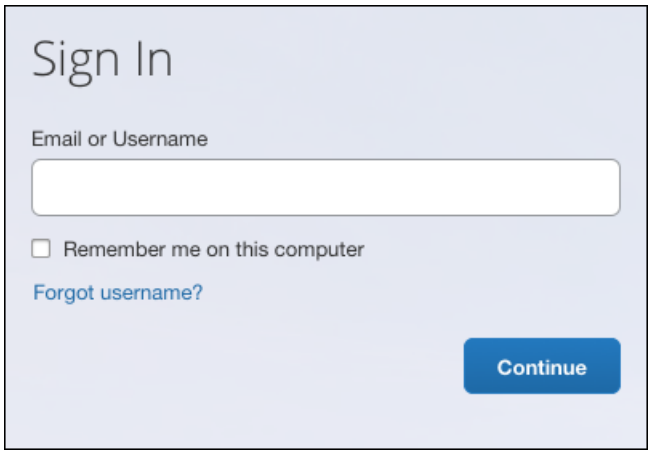
- **SSO Account**: If the user selects an account with SSO credentials, the user will enter an email, then the user will be directed to the IdP Single Sign-On portal. Once the user is authenticated, the SAP Concur **Home** page appears.
- **Username and Password**: The user is directed to an additional **Sign In** page to enter a password. The user then clicks **Sign In**. Once the user is authenticated, the SAP Concur **Home** page appears.

When all of the accounts have been added, a return user will select the account they want to use to log in to SAP Concur.

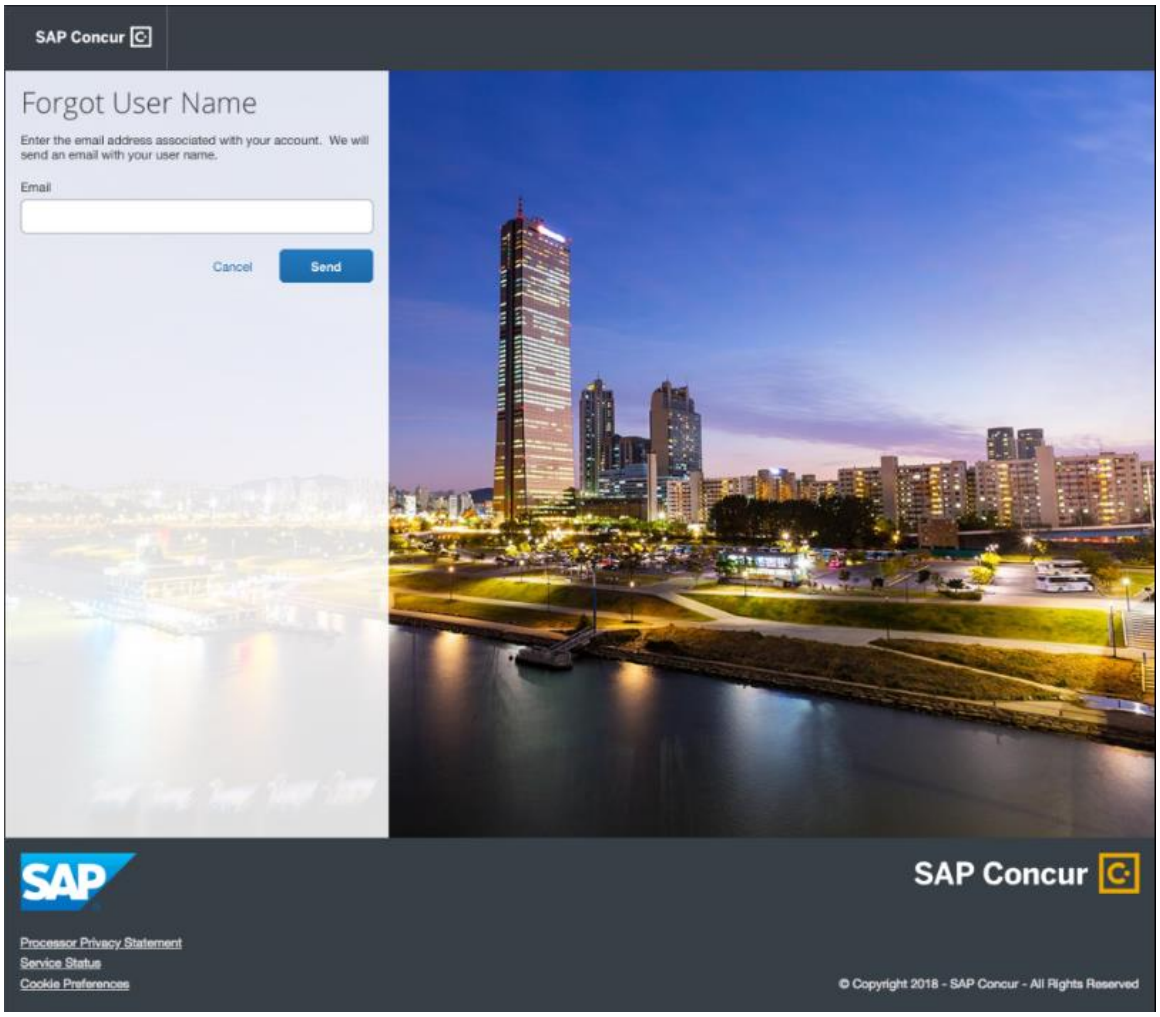


FORGOT USER NAME

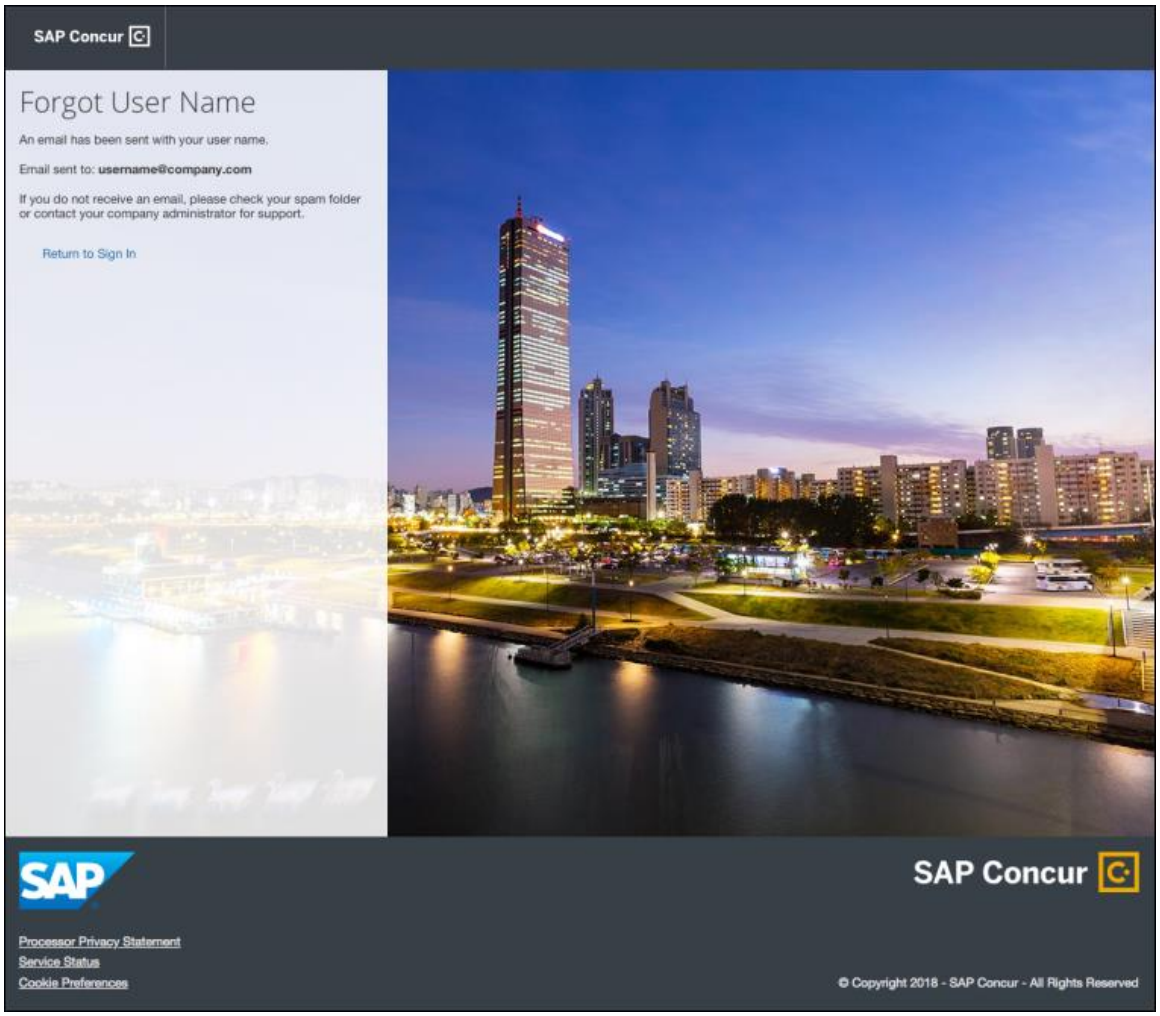
If a user forgets their user name, the user will click the **Forgot username?** link on the **Sign In** page.



Next, the **Forgot User Name** page appears. On the **Forgot User** Name page, the user will enter their email and click **Send** to have an email sent to a verified email account. The email will contain their user name.



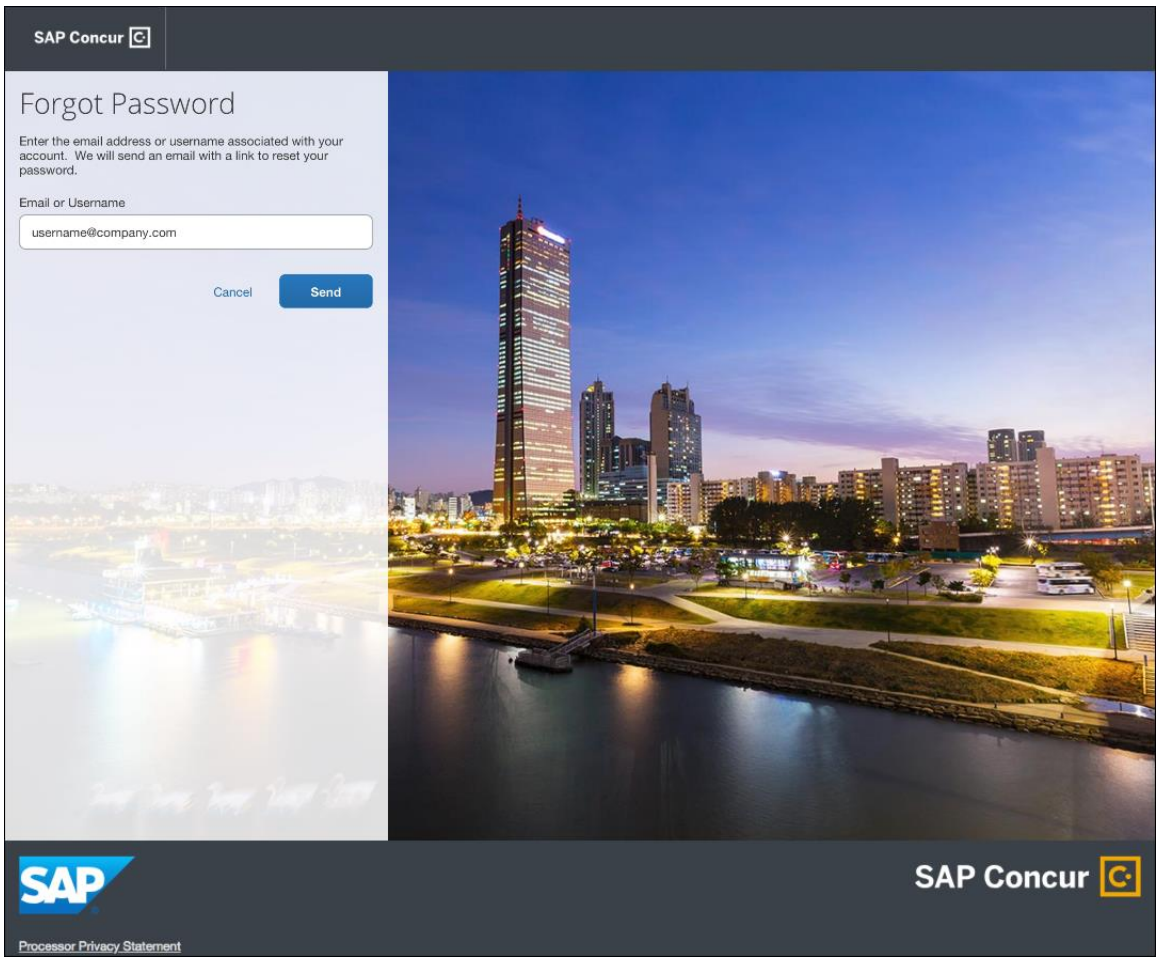
The user will see an on-screen affirmation indicating that an email was sent to them. The user will click **Return to Sign In** page to return to the **Sign In** page.



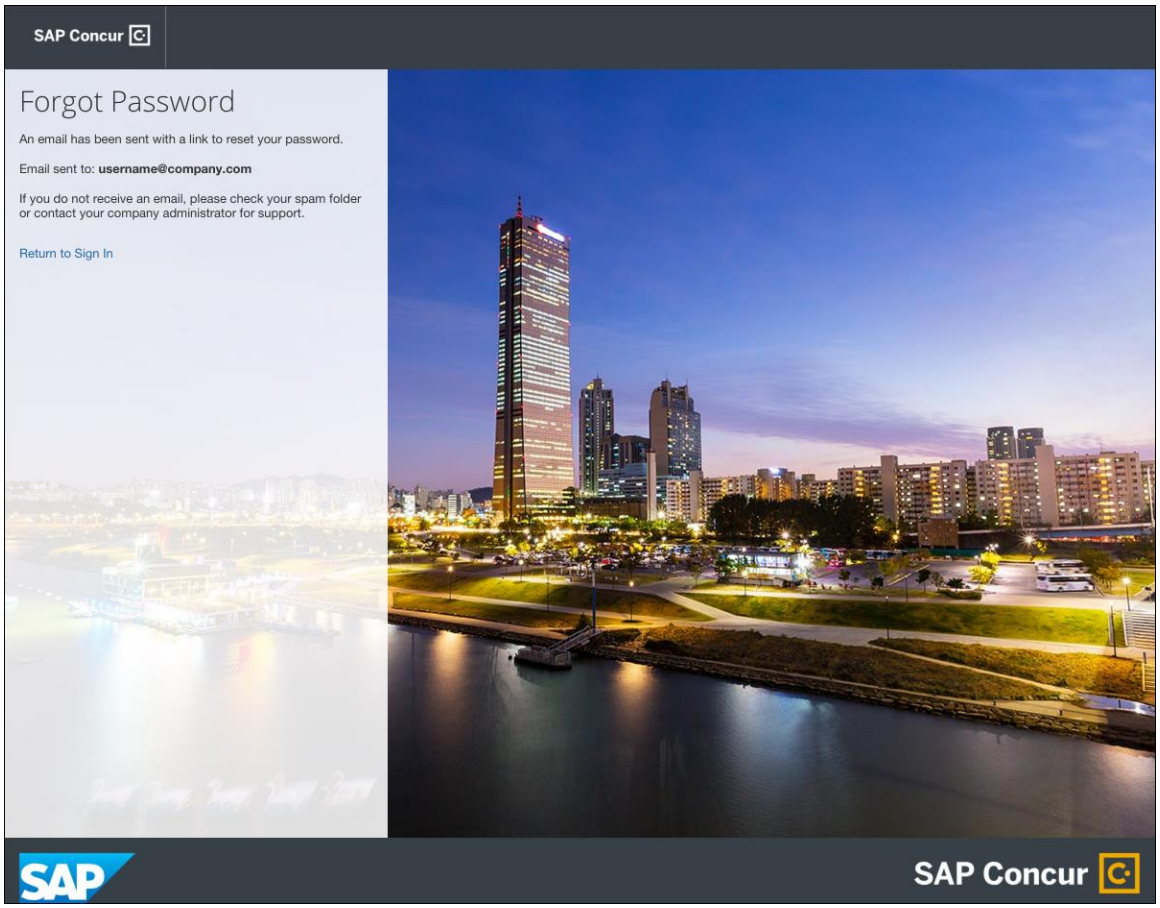
INVALID PASSWORD

If a user forgets their password, an on-screen message will appear alerting the user. The user will then click **Send** to have a password reset email sent to their verified email account.

SAP Concur compares the email address entered by the user to the email address in the user's SAP Concur profile. If the email addresses match, then SAP Concur generates a one-time sign-in token (link) that can be used for one hour.



The user will see an on-screen affirmation indicating that an email was sent to them. The user will click **Return to Sign In** page to return to the **Sign In** page.



Configuration / Feature Activation

Configuration information will be provided in a future release note.

Miscellaneous: **Planned Changes** Archive Deactivated User Data

Overview

As SAP Concur continues to grow, steps must be taken to enhance and improve the performance of our system so that we can meet customer expectations and the needs of their business.

Our overall goal is to significantly improve the performance of SAP Concur services by reducing the amount of data that is stored in our Production datastore. By reducing the data in the Production system, we can use server memory much more efficiently, which reduces processing time for transactions. For this reason, SAP Concur is developing an archive process for users who have been deactivated by

their employers for *at least three years*. The archive process moves this "deactivated" user data from our Production datastore to a separate Reporting datastore.

NOTE: The Reporting datastore contains data that is not tied to active expense reports or travel itineraries. The information in the Reporting datastore is still available for reporting in Concur Intelligence, but it is not readily available from the SAP Concur application itself.

BUSINESS PURPOSE / CLIENT BENEFIT

Moving deactivated user data will provide faster processing time for transactions. In addition, it provides a more secure environment for inactive user's personal information.

IMPORTANT!

We are currently piloting the process and evaluating the results. Our goal is to ensure that customers are not negatively affected, that we have considered all pertinent scenarios, and that the archiving process provides the desired results.

There is no targeted date for the implementation of this new process. We will announce via release notes well ahead of time.

Additional Information in Future Release Notes

This release note provides basic, general information about the process. Greater detail – for example, about reactivating an archived user, user imports, and admin functions – will be provided in future release notes.

What the User Sees

This change will provide faster processing times and greater stability of the system.

FAQ

Q. How often will SAP Concur archive deactivated user data?

A. SAP Concur intends to archive deactivated user information on a reoccurring basis, similar to how we perform other system tuning tasks. Whether the archive process runs nightly, weekly, or on some other frequency will be adjusted to ensure that we obtain the benefits of the data archiving without impacting system performance.

Q. Which users will SAP Concur move to the Reporting datastore?

A. The current policy of SAP Concur will be to move – from Production to Reporting – the user profile information for any user who has had their access to SAP Concur services revoked by their employer – in other words – they have been "marked inactive" in the SAP Concur system. A user must be deactivated for *over 3 years* without having been re-activated to be a candidate for archival.

Q. What impacts, if any, will I see in my Production system when a user is moved to the Reporting datastore?

A. *For Professional Edition*, the most significant difference would occur in **Company Admin > User Administration**.

However, once user information is archived:

- From within User Administration, if the **Use Travel Advanced Filters** option is chosen, the user will not be visible.
- From within User Administration, if the **Use Expense Advanced Filters** option is chosen, you will be able to see the user in search results as deactivated.
    - If you click the user's name, you will receive an error message: *The selected user exists in the Concur Expense or Concur Invoice application, but the user contains conflicting or missing data. Contact SAP Concur support to request help in resolving this error.*
    - If you click the icon in the **Profile** column, you will receive the generic error message.
    - If you click the user's login ID, you will see no historical login information for that user.
- If another user has the Self-Assigning Assistant permission or the user is a Proxy who can act on behalf of a user in an assigned group and searches for the archived user, the archived user will appear as inactive. If the other user tries to act on behalf of the archived user, the employee will receive an "switching user" error message.
- From within Concur Travel administration, the user will not be searchable from User Administration. For within Concur Expense or Concur Invoice administration, the user will still be visible when viewing inactive users. Concur Expense and Invoice administration source user data from the Expense entity datastores, which are not currently subject to the SAP Concur Archival process.

For Standard Edition, locate users via **Administration > Expense Settings > Users** or **Administration > Travel Settings > Manage Users**, whichever applies.

Q. What do I do if an employee leaves my company for over three years, and then returns?

A. SAP Concur plans to provide a user interface that a company's User Administrator can use to reactivate the user.

- These users will not have access to any of their past travel history.
- For Expense, the user would have access to their expense history if:
  - That history has not been removed by a Data Retention policy.
  - The HR Employee ID for the user is the same as when they were last active in the SAP Concur System.

If either of these circumstances do not apply, then the user would not have access to their previous expense reports or other Expense data.

Q. Will Data Retention features work on archived users?

A. Yes. Regardless of where the user data is located – in the Production datastore or the Reporting datastore – user data will be obfuscated as per the requirements defined in the Data Retention feature.

Q. Once a user has been archived, is there any way to restore that user?

A. SAP Concur is looking into ways to help administrators re-activate their users without opening a support case.

Q. After a user's information has been archived, will we be able to view the user's expense reports and receipts online within Concur Expense?

A. Yes. Processors will be able to search for expense reports from archived users. They can search by Report ID or Employee Name and can view all receipts from within Concur Expense once they have selected an expense report.

Please note that you will not be able to use the Proxy feature to see a former employee's expense report. You will see an error message should you attempt this.

Q. After a user's information has been archived, will an approver be able to see the archived user's expense reports that this approver approved in the past?

A. Yes, if an approver clicks **Approvals > Reports** and then clicks **View > All Reports you Approved**, then these expense reports will be visible. Approvers will be able to view the receipts for those expense reports.

Configuration / Feature Activation

The change will occur automatically; there are no additional configuration or activation steps.

Concur Expense and Concur Request

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired June 30, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur offers, which released earlier this year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Support Configurations

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

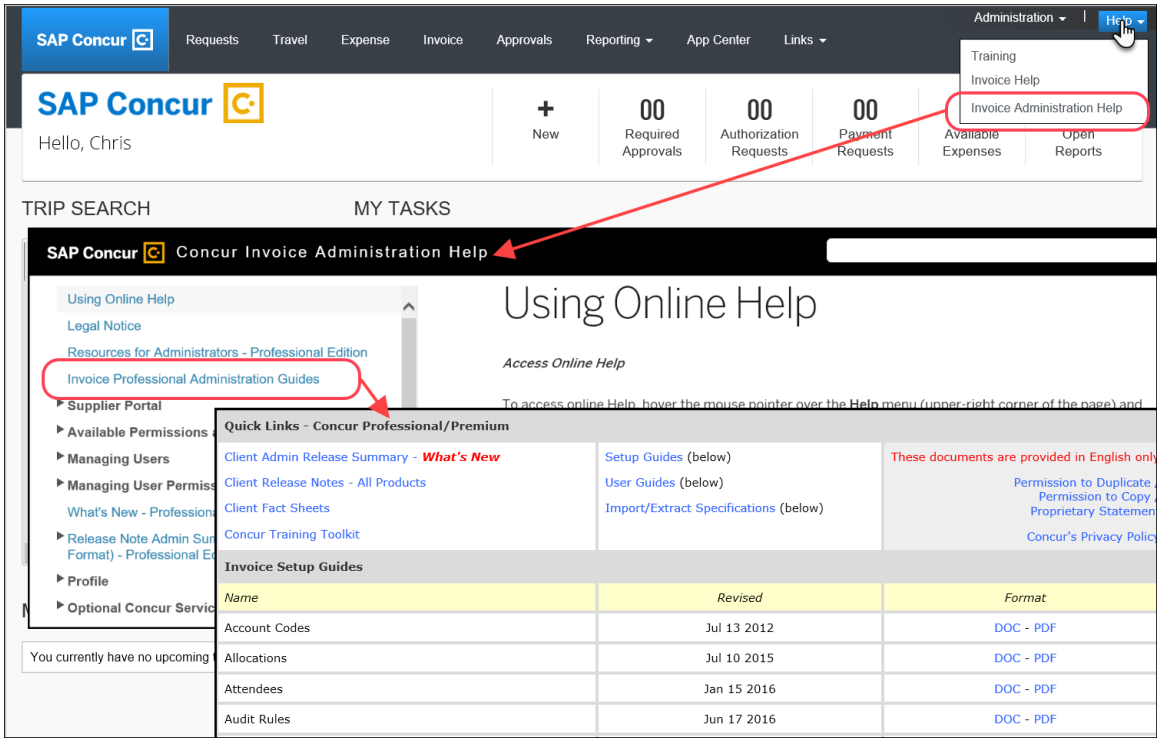
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

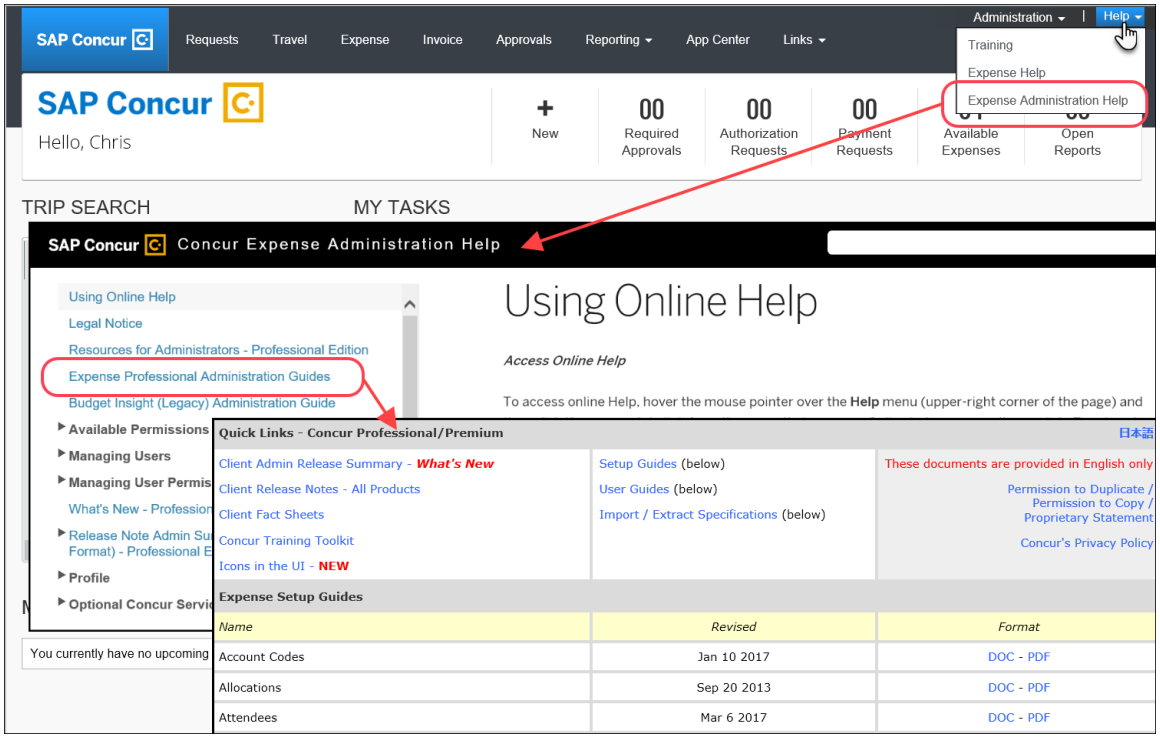
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

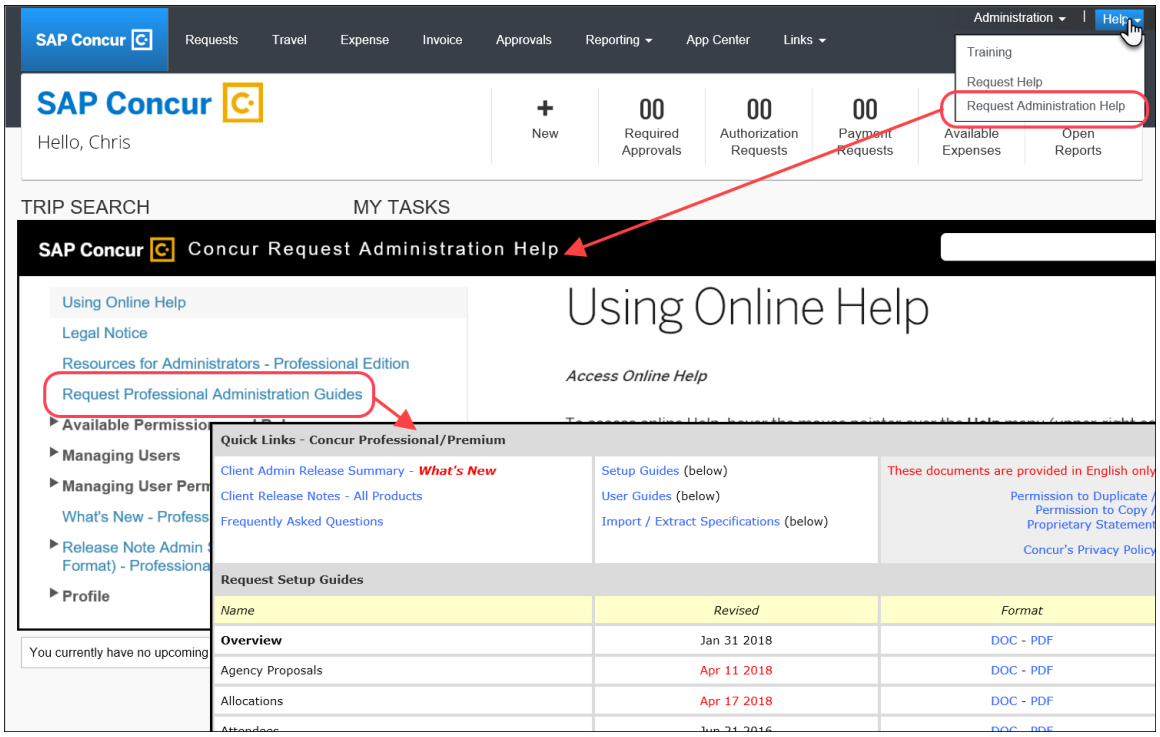
Invoice Administration Help



Expense Administration Help



Request Administration Help



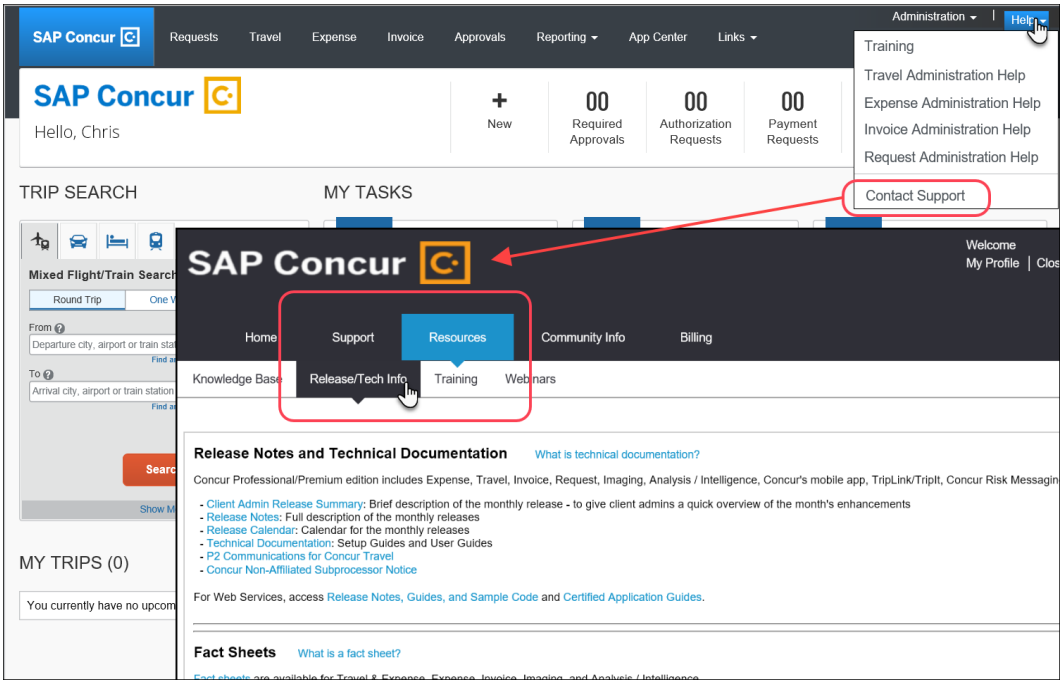
SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.

2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: February 9, 2019 Initial Post: Friday, February 8, 12:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

Budget Dashboard: Compare Budget Consumption Against Time 1

SAP Concur Support Portal: Available Security Questions 4

SAP Concur Email: **Ongoing** Email Infrastructure Change - Add IP Addresses to Safe Send List 7

SAP Concur Email: **Ongoing** Updated Email Format 7

Reminder: No Personal or Sensitive Data in Custom Fields 9

Planned Changes 11

All Products 11

Budget: **Planned Changes** Workflows Soon Available 11

Company Administration: **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur 12

Training Administration: **Planned Changes** Optimizing and Relocating the Page 12

Test User Admin: **Planned Changes** Retiring the Purge Test User Transactions Functionality 13

SAP Concur: **Planned Changes** New SAP Concur Sign In Page 14

Miscellaneous: **Planned Changes** Archive Deactivated User Data 24

Concur Expense and Concur Request 25

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019 25

Client Notifications 26

Subprocessors 26

SAP Concur Non-Affiliated Subprocessors Notice 26

Browser Certifications 26

Monthly Browser Certifications and Support Configurations..... 26

Additional Release Notes and Other Technical Documentation..... 27

Online Help – Admins.....27

SAP Concur Support Portal – Selected Users.....29

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Dashboard: Compare Budget Consumption Against Time

Overview

SAP Concur has released a feature where clients can view the consumption of their budget per budget period on a timeline on the bar charts of the Budget Dashboard. The timeline compares the budget consumption against time. If the budget consumption is equally spread on each day of the budget period, clients can see if consumption is ahead or behind schedule.

BUSINESS PURPOSE / CLIENT BENEFIT

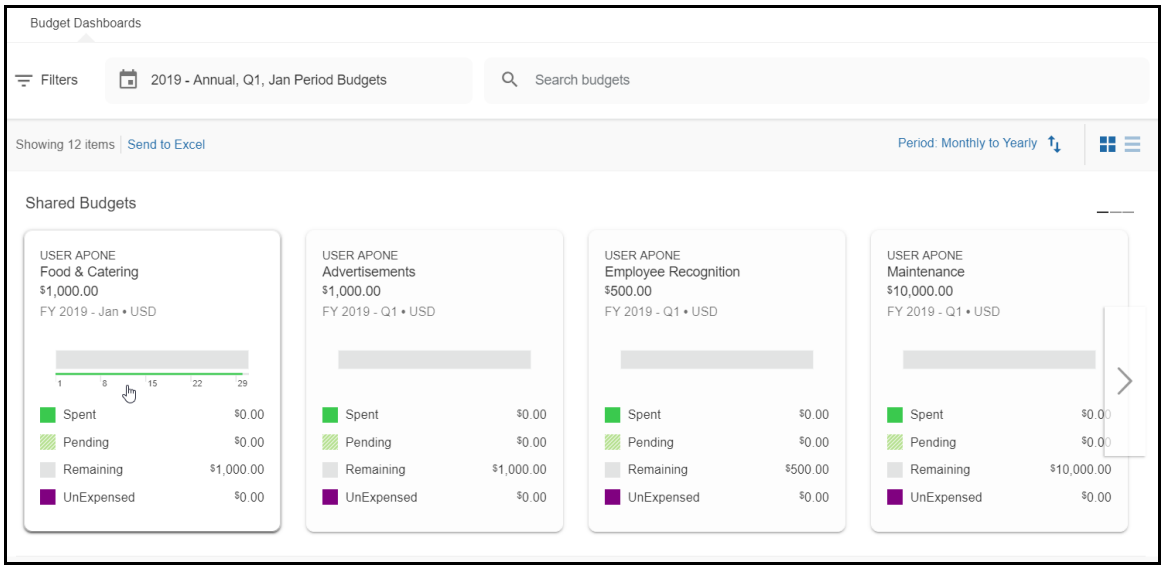
This feature helps clients keep track of their spent budget to ensure the budget is not overspent.

What the User Sees

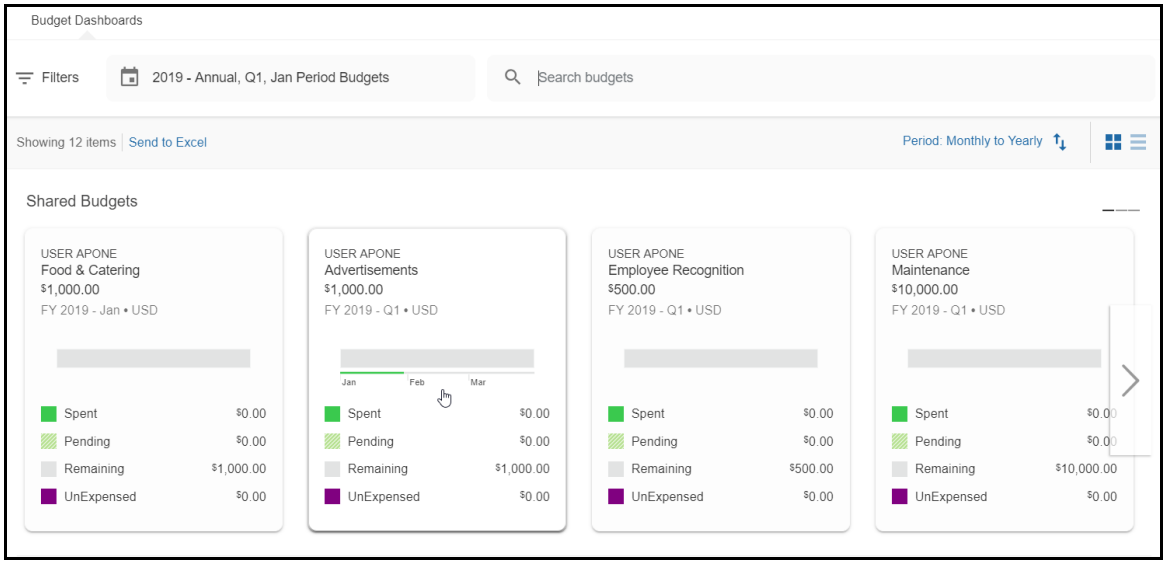
The user sees a timeline on the **Overview** page and **Budget Details** page of the Budget Dashboard.

To see the timeline on the **Overview** page, users must hover the pointer over the tile of a budget.

This view shows a timeline of the budget period for January with the days of the month.

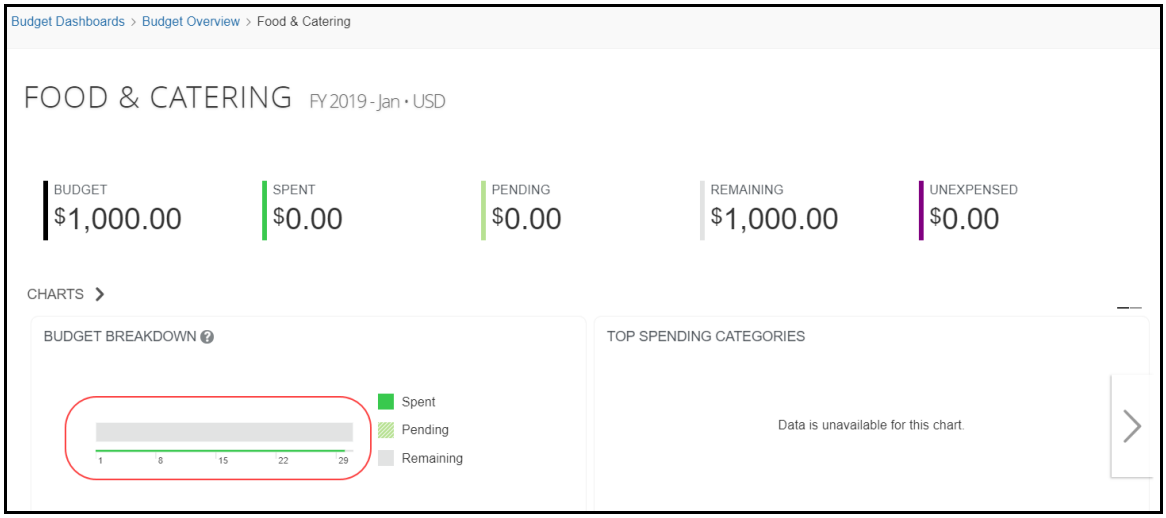


This view shows a timeline of the budget period for the first quarter of the year with January, February, and March.

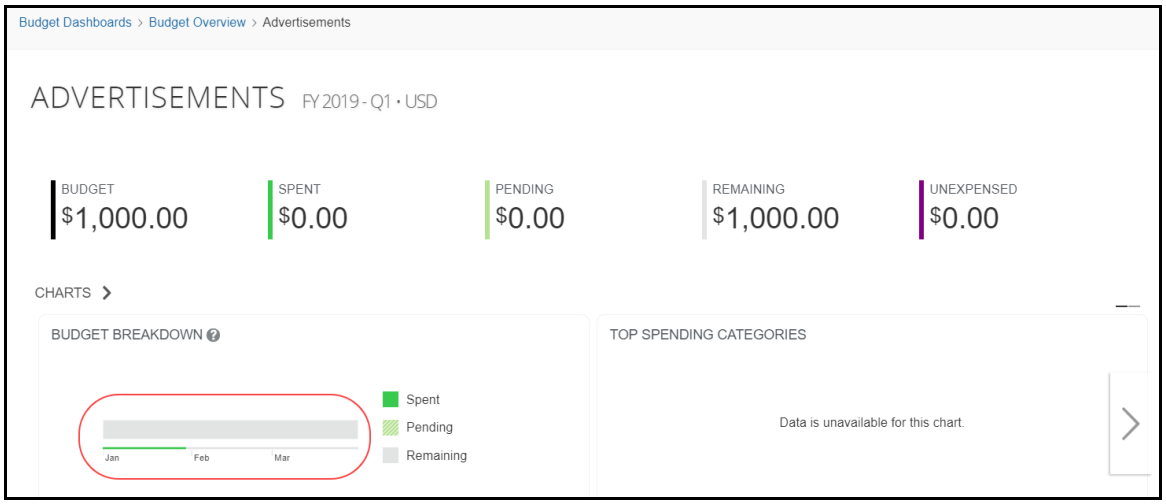


When users navigate to the **Details** page, they see the timeline by default without having to hover the pointer over the tile.

This view shows a timeline of the budget period for January with the days of the month.



This view shows a timeline of the budget period for January with the days of the month.



Configuration / Feature Activation

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

For more information, refer to the *Shared: Budget Setup Guide for Standard Edition.*

SAP Concur Support Portal: Available Security Questions

Overview

Prior to 2017, Authorized Support Contacts (ASCs) using the SAP Concur support portal were required to answer security questions prior to interacting with support. This feature was retired while it was being redesigned.

As of January 3, the feature is again available.

BUSINESS PURPOSE / CLIENT BENEFIT

Clients appreciate this feature because it provides another layer of security. It prevents someone from impersonating:

- An ASC and then requesting an improper or unexpected configuration change

  – or –

- An end user and then accessing their confidential data

What the ASC Sees

ASCs can turn on the Security Questions feature, as described below. The Security Questions feature:

- Is optional and OFF by default
- Can be enable by any ASC for the following users:
  - ASCs within the company
  - End users within the company (if they use the User Support Desk service)
  - ASCs ***and*** end users within the company (if they use the User Support Desk service)

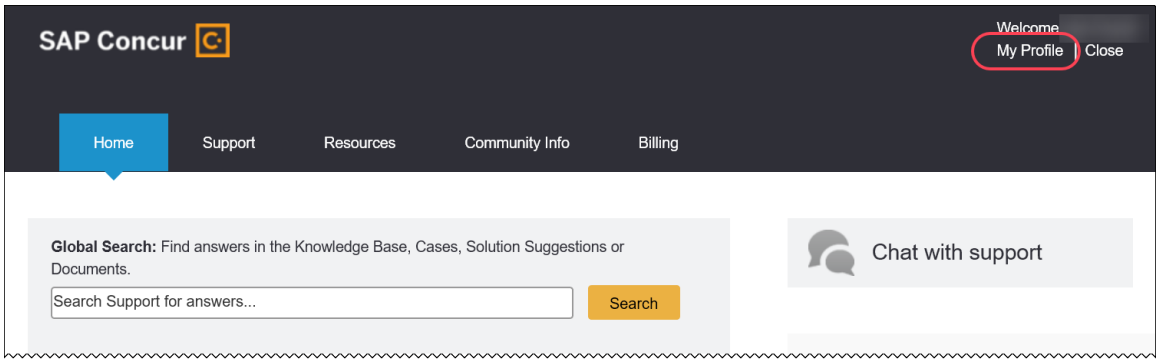
Be aware that:

- If an ASC enables the feature, then it is enabled for all the company's ASCs/end users (depending on the option selected when enabled).
- Using security questions applies to everyone, but each ASC/end user defines which security questions they answer.
- Any other ASC can disable the feature or change which audience has to answer the questions.
- All ASCs within a company should discuss and agree on their plan for this feature. The actions of the ASC enabling/disabling the feature or changing the audience is not logged. It is very important that all ASCs in a company agree on how this feature will work for their company and who can make changes.

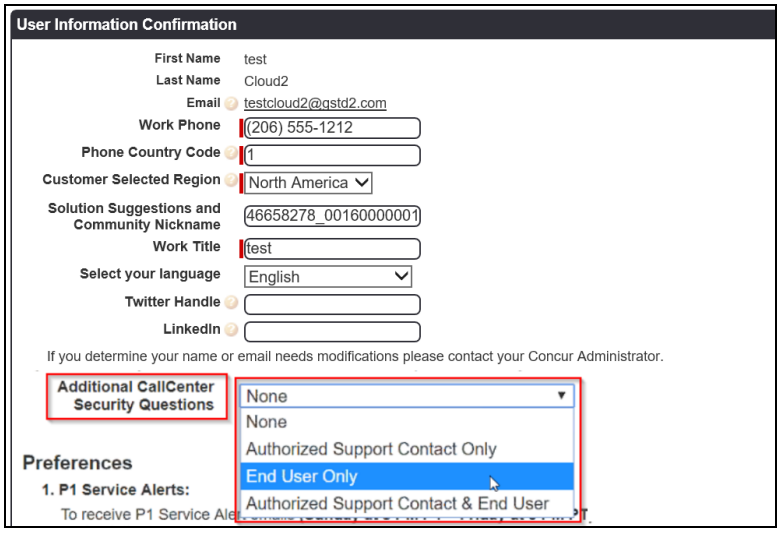
SAP Concur cannot enable this feature on behalf of a company or an ASC.

ENABLE OR DISABLE THE FEATURE

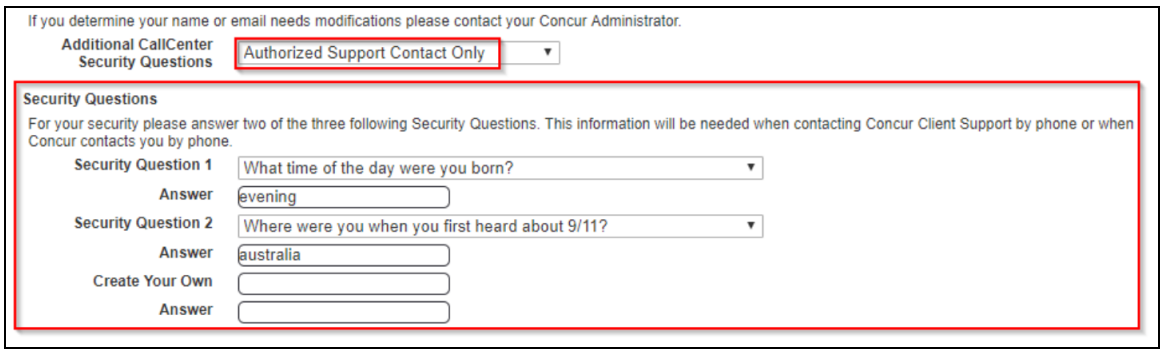
The ASC can enable/disable the feature in **My Profile** in the SAP Concur support portal.



On the **User Information Confirmation** page, the new **Additional Call Center Security Questions** section is used to enable the feature. The ASC can also define the security questions they want to answer.



When the ASC selects an option other than *None*, the section expands so the ASC can choose their desired questions.



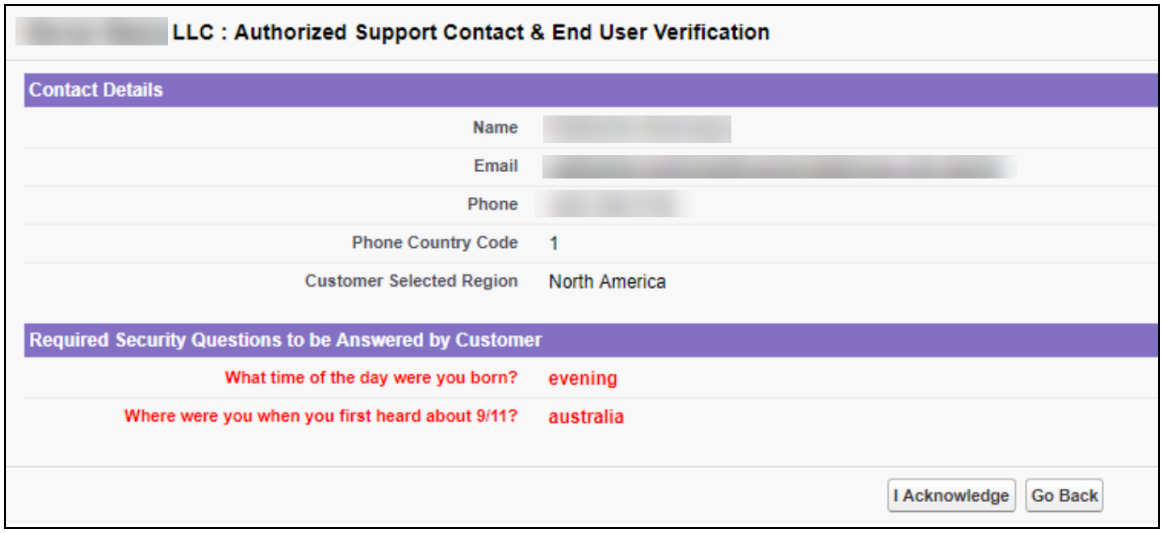
NOTE: Regarding the questions and answers provided by the ASC, they apply only to that ASC. They will be available only in that ASC's profile; they will not be seen by other ASCs or end users.

How it Works

Once the feature is enabled, when ASCs/end users (depending on the option selected when enabled) sign in to the SAP Concur support portal, they are presented with their **User Information Confirmation** page. They must answer their security questions and save.

NOTE: Once they have entered their answers, those answers are visible only to them and to SAP Concur employees.

Then, when the ASC and/or end user calls SAP Concur (or asks SAP Concur to call them back), the SAP Concur support employee will access the caller's record and ask the security questions.



Then:

- If the caller answers the questions correctly, the support employee clicks **I Acknowledge** and the call continues.
- If the caller cannot answer the questions correctly, the support employee clicks **Go Back**. The caller is instructed to sign in to the SAP Concur support portal and review the questions/answers and make any necessary changes. The changes will be immediate, and the questions can be asked again of the caller or the caller can call back once they update their questions.

Chat is not affected by the security questions. Since the user has already signed in with the proper credentials, the SAP Concur support employee will simply click **I Acknowledge**.

Configuration / Feature Activation

The feature is currently available.

SAP Concur Email: **Ongoing** Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services throughout the first quarter of 2019. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

SAP Concur Email: **Ongoing** Updated Email Format

Overview

SAP Concur has provided a release note about the updated email notifications for several months. ***Be aware that we will discontinue this release note in two months.***

IMPORTANT

Note the following:

- The email content has not changed – just the look and feel has been updated.
- The changes will appear over time. Each product team (Expense, Invoice, Travel, etc.) decides when to use the new format. Timing will be based on resource availability and the priority of other scheduled enhancements.

NOTE: One sample from Expense is shown below. No other samples from other products will be shown in these release notes.

- Do not expect that all product emails will change at the same time. For example, the Expense approval email might be first, and then other Expense notifications might follow.
- There is no assigned end date for the project. The changes might take longer than a year.

IMPORTANT for SSO Clients

For clients who use SSO, a lengthy URL might be replaced with www.concursolutions.com. For example, the URL in the expense report status change email might be replaced. Because some URLs can reach 200 characters in length, the decision was made to provide the www.concursolutions.com link instead, providing a better experience for users.

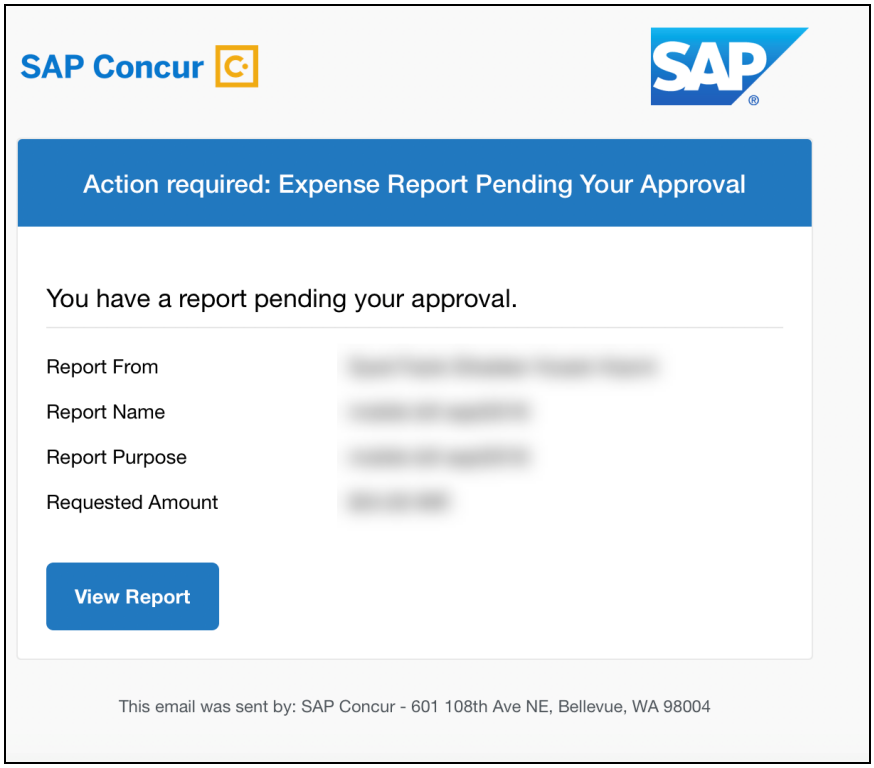
NOTE: Even though clients can define URLs that are an acceptable length, the SAP Concur system appends additional characters – primarily to satisfy mobile requirements – and those extra characters can extend the URL up to 200 characters.

The link in the email still works as it always has – redirecting the user for proper SSO authentication. The user can see the underlying URL at any time by hovering the mouse pointer over the www.concursolutions.com link.

This change does not affect those emails where the user clicks a button – instead of a link – to access Concur Expense.

What the User Sees

New email look-and-feel:



Configuration / Feature Activation

This change will occur, over time, automatically; there are no additional configuration or activation steps.

Reminder: No Personal or Sensitive Data in Custom Fields

Overview

All companies must take all reasonable steps to protect the personal and sensitive information of their employees. Per recommended security-related best practices, custom fields should not contain personal or sensitive data.

⚠ **IMPORTANT: *Data in custom fields is not encrypted.*** The client is solely responsible for any liability resulting or arising from improper use.

Next Steps

If your company is currently using custom fields to store personal or sensitive data (for example, Social Security numbers, family member names, or any other

personally identifying information), you should plan to remove this information from your existing fields within the service and modify your current configuration.

Refer to the FAQ for additional information.

Planned Changes

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

All Products

Budget: **Planned Changes** Workflows Soon Available

Overview

In a future release, workflows will be available for Budget. Workflows define how the system routes invoices, expense reports, and requests through approval and processing steps. The flexible workflow feature for Budget that SAP Concur offers allows companies to design workflows specifically tailored to their unique needs.

Without budget review, budgets may become fully consumed well before the end of a period or year leaving an organization with limited options and budget owners with, for example, exceeded budgets. In addition, early spending means that more important (to the organization) spending will be declined because lesser important spending consumed the budget early on.

Combining budget review in the workflow adds value. Audit rules and workflow step rules can help organizations to add in controls when it makes sense to fine tune to an organization's specific needs.

Equally important is the determination when a spending item is regarded as committed toward a budget. In most organizations, the commit is when a spending item is paid; it went through most if not all approval steps. In other organizations, the commit occurs much earlier. As soon as a purchase request or an authorization request is approved it is regarded as "promised".

BUSINESS PURPOSE / CLIENT BENEFIT

This feature will provide clients with control over the budget spend, for example, to avoid exceeded budgets too early in a budget period or budget year.

Configuration / Feature Activation

The administrator needs to configure this feature on the **Workflows** page by clicking **Administration** > **Invoice** or **Expense**.

Company Administration: **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur which provides SAP Concur clients with a self-service option for setting up SSO for their organization. SSO is currently supported for Concur Expense, Concur Invoice, Concur Request, and Concur Travel.

Other SAP Concur products and services are outside the scope of this initial release.

The new Manage Single Sign-On (SSO) feature will be accessible from the **Administration > Company > Company Admin** page.

NOTE: This new feature does not affect Concur Travel clients who are already using the Security Keys feature.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Training Administration: **Planned Changes** Optimizing and Relocating the Page

Overview

To simplify the **Training Administration** page, the functionality and content will be changing.

In addition to content changes, access to the **Training Administration** page will move from **Company Admin** to **Tools**.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes will make the Training Administration feature easier to find and use.

Configuration / Feature Activation

The changes will be automatically available; additional information about potential configuration or activation steps will be provided in a later version of these release notes.

📖 For general information about the Training Administration feature, refer to the *Shared: Training Administration Setup Guide*.

Test User Admin: **Planned Changes** Retiring the Purge Test User Transactions Functionality

Overview

SAP Concur is retiring the functionality in the Test User Admin feature that removes the transactions of test users from Concur Expense, Concur Invoice, Concur Travel, and Concur Request.

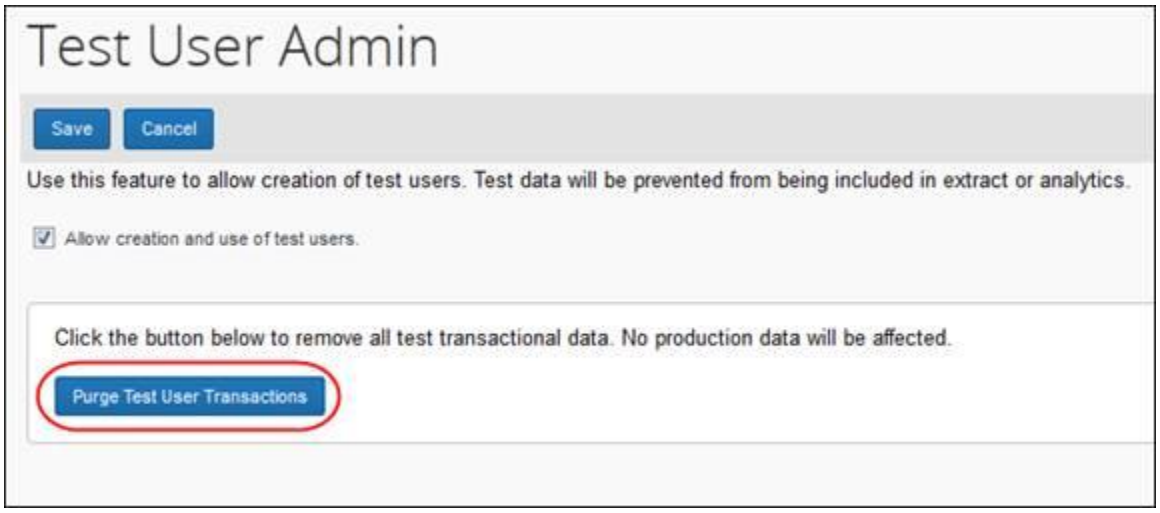
BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow SAP Concur to devote more resources to development and maintenance of features that are used by many or most of our clients.

What the Admin Sees

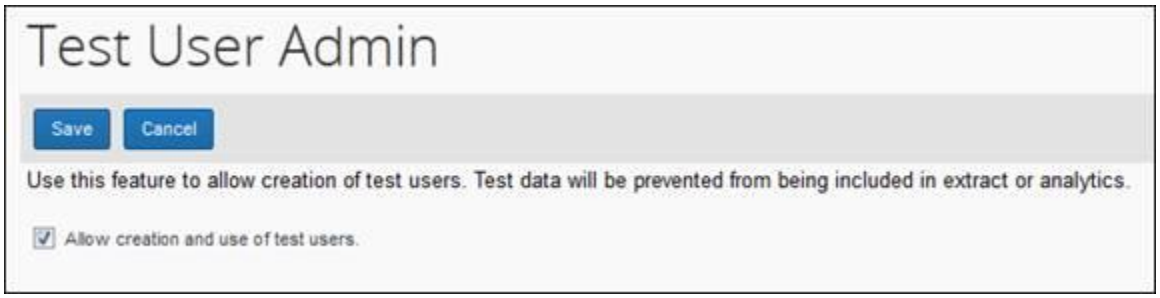
The **Test User Admin** page will no longer display the **Purge Test User Transactions** button.

Before



NOTE: To access the page, click **Administration** > **Expense** (or **Invoice** or **Requests**) > **Test User Admin**.

After



Configuration / Feature Activation

The functionality will automatically be removed.

📖 For general information about the Test User Admin feature, refer to the *Shared: Test User Setup Guide*.

SAP Concur: **Planned Changes** New SAP Concur Sign In Page

Overview

SAP Concur is planning to add a new **Sign In** page, providing an updated login experience for users who log in with user name and password credentials. Current Single Sign-On (SSO) users will log in without having to enter additional credentials. This feature is planned for 2019.

The new **Sign In** page feature includes the following:

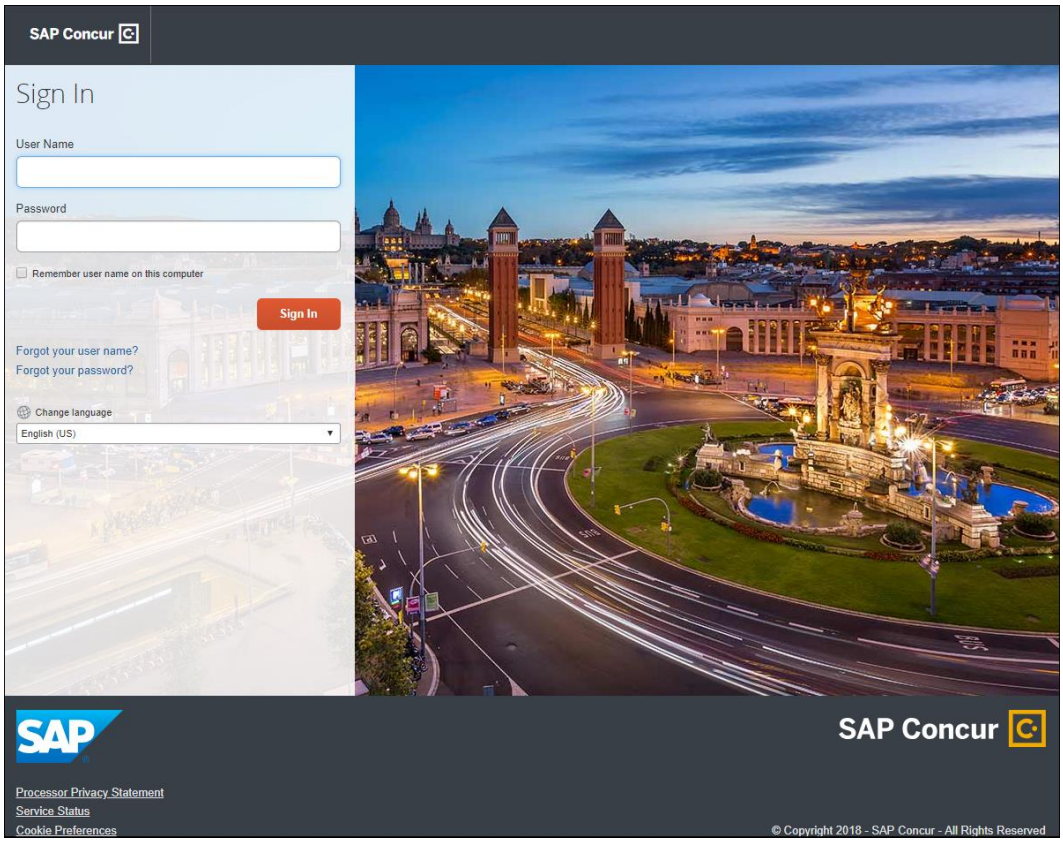
- **Two-step login**: provides enhanced security, meets current industry standards, and provides a better log in success rate
- **Multi-account login**: allows administrators to log in with multiple accounts
- **Password hint removal**: provides better security for users and SAP Concur
- **User avatar**: enhances the user experience (planned for a future release)

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, more convenient experience for users logging in to SAP Concur products and services.

What the User Sees – Current Sign In Page

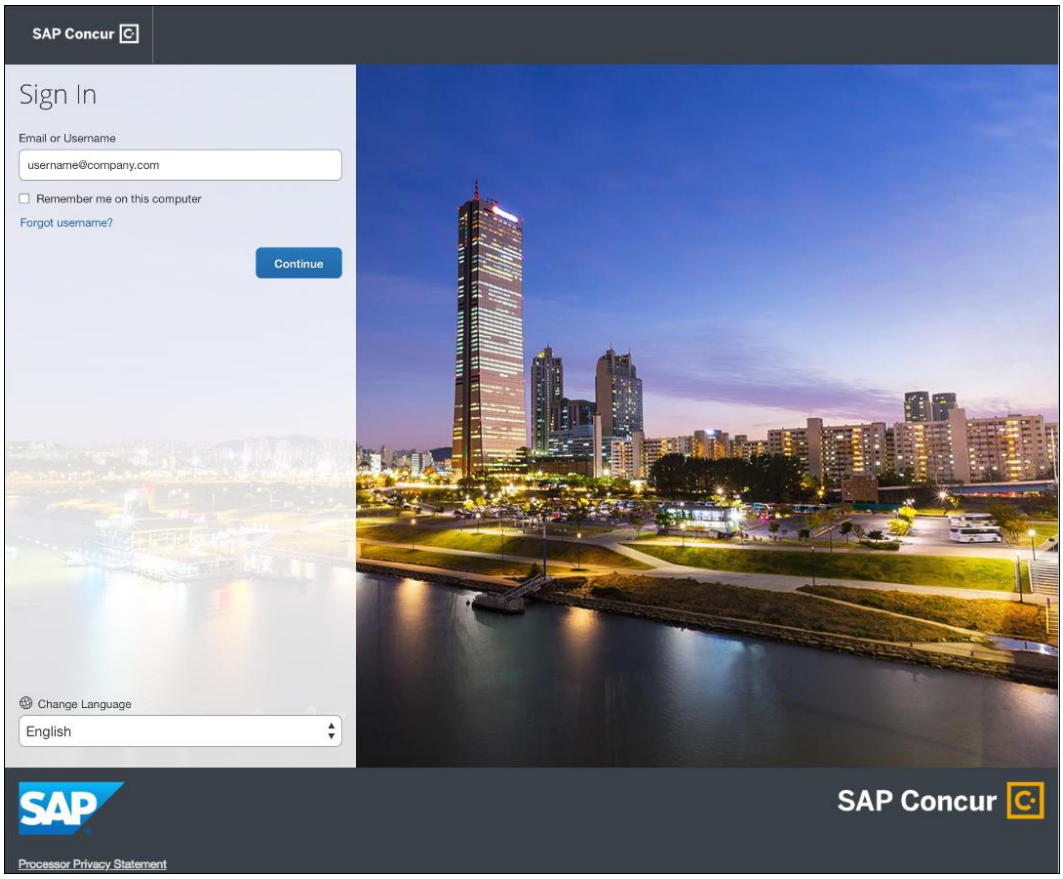
The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the User Sees – New Sign In Page

The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email or username. The user can select the **Remember me on this computer** check box, so their email or username is stored and will not have to be reentered the next time they log in to SAP Concur.

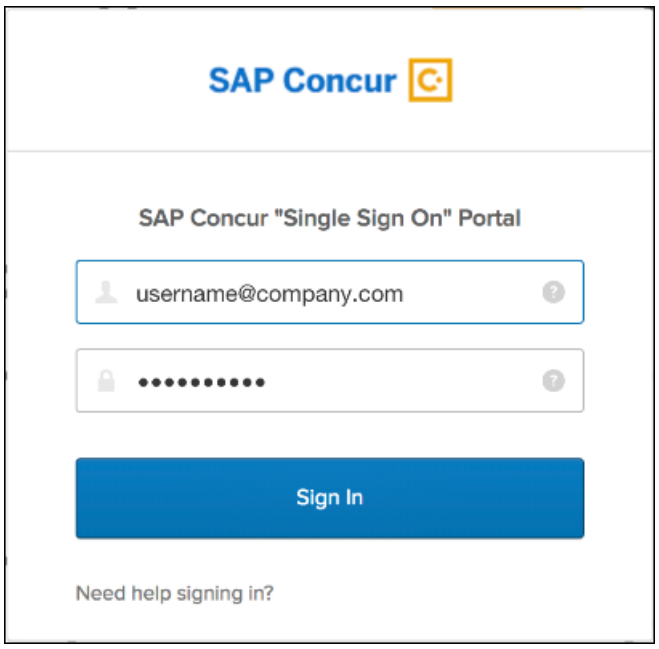
After entering their email or username, the user will then click **Continue**.



Depending on the client's implementation of SAP Concur, users will then be directed to the designated Identity Provider (IdP) Single Sign-On portal or an additional **Sign In** page.

SSO USERS

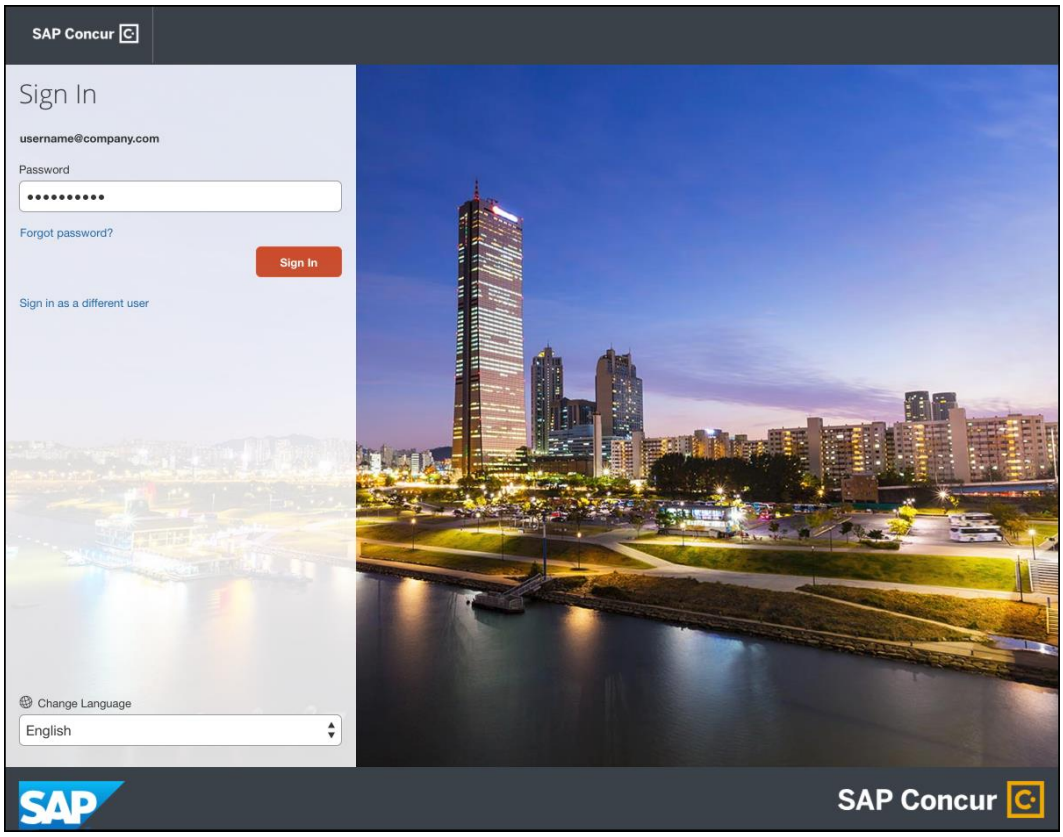
When the designated Identity Provider (IdP) Single Sign-On portal appears (similar to the one shown below), the user will enter their email or username, and their password, and then click **Sign In**. After being authenticated, the user will be directed to the SAP Concur **Home** page.



After being authenticated, the user will be directed to the SAP Concur **Home** page.

USERS WITH USERNAMES AND PASSWORDS

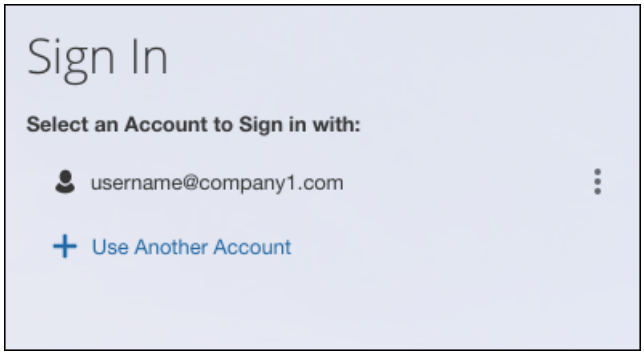
The user will be directed to an additional **Sign In** page. The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.



Once the user's password is verified, the SAP Concur **Home** page appears.

RETURN USERS

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or user name displayed on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.



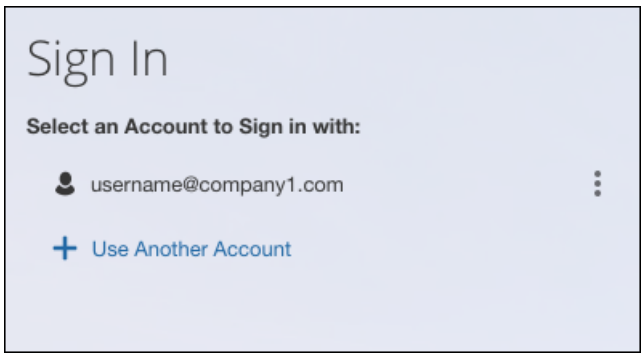
The user will click on their username, and then and then one of the following occurs:

- **SSO Users**: The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords**: On the **Sign In** page, the user will enter a password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

USERS WITH MULTIPLE ACCOUNTS

SAP Concur users with multiple login accounts have more than one login option depending on the user role or account they want to use. The user will first log in to SAP Concur using one of their accounts. Once successfully logged in, the user logs out of the system.

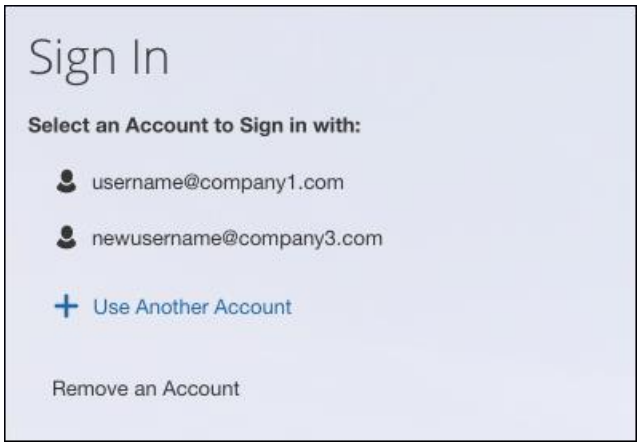
To add another account, on the **Sign In** page, the user clicks the **Use Another Account** link.



The next login step depends on the account type the user wishes to use:

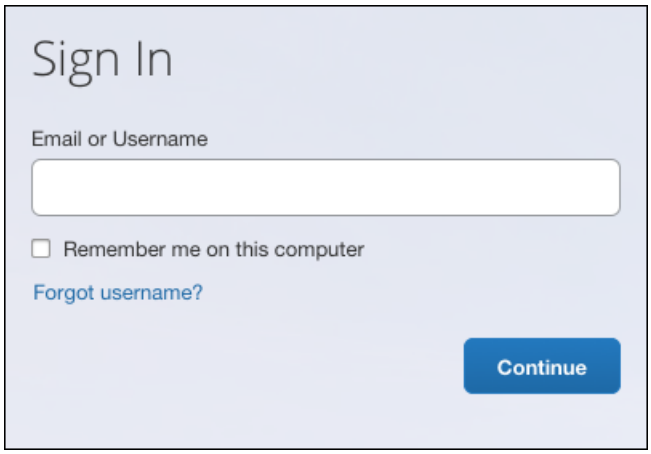
- **SSO Account**: If the user selects an account with SSO credentials, the user will enter an email, then the user will be directed to the IdP Single Sign-On portal. Once the user is authenticated, the SAP Concur **Home** page appears.
- **Username and Password**: The user is directed to an additional **Sign In** page to enter a password. The user then clicks **Sign In**. Once the user is authenticated, the SAP Concur **Home** page appears.

When all of the accounts have been added, a return user will select the account they want to use to log in to SAP Concur.

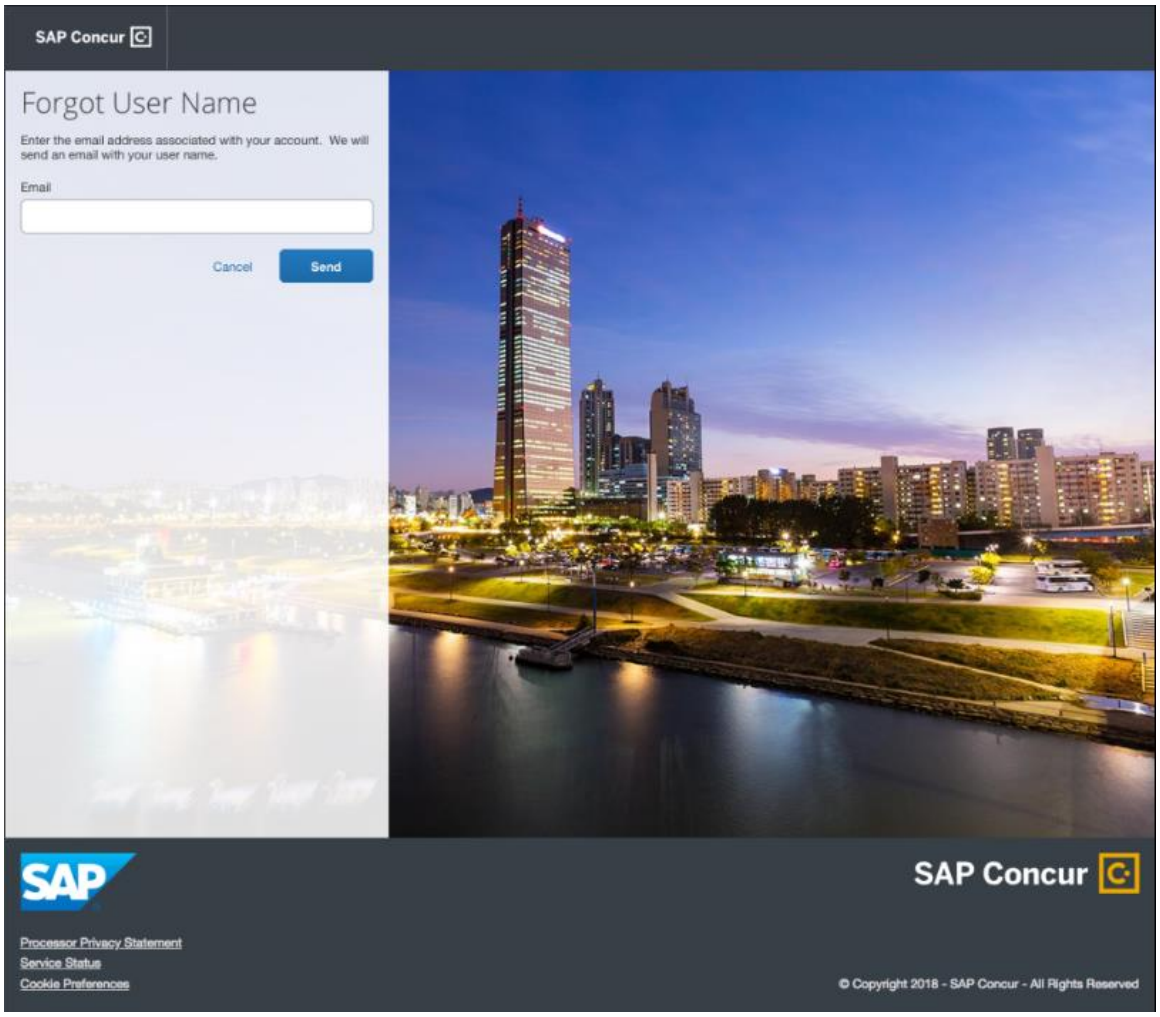


FORGOT USER NAME

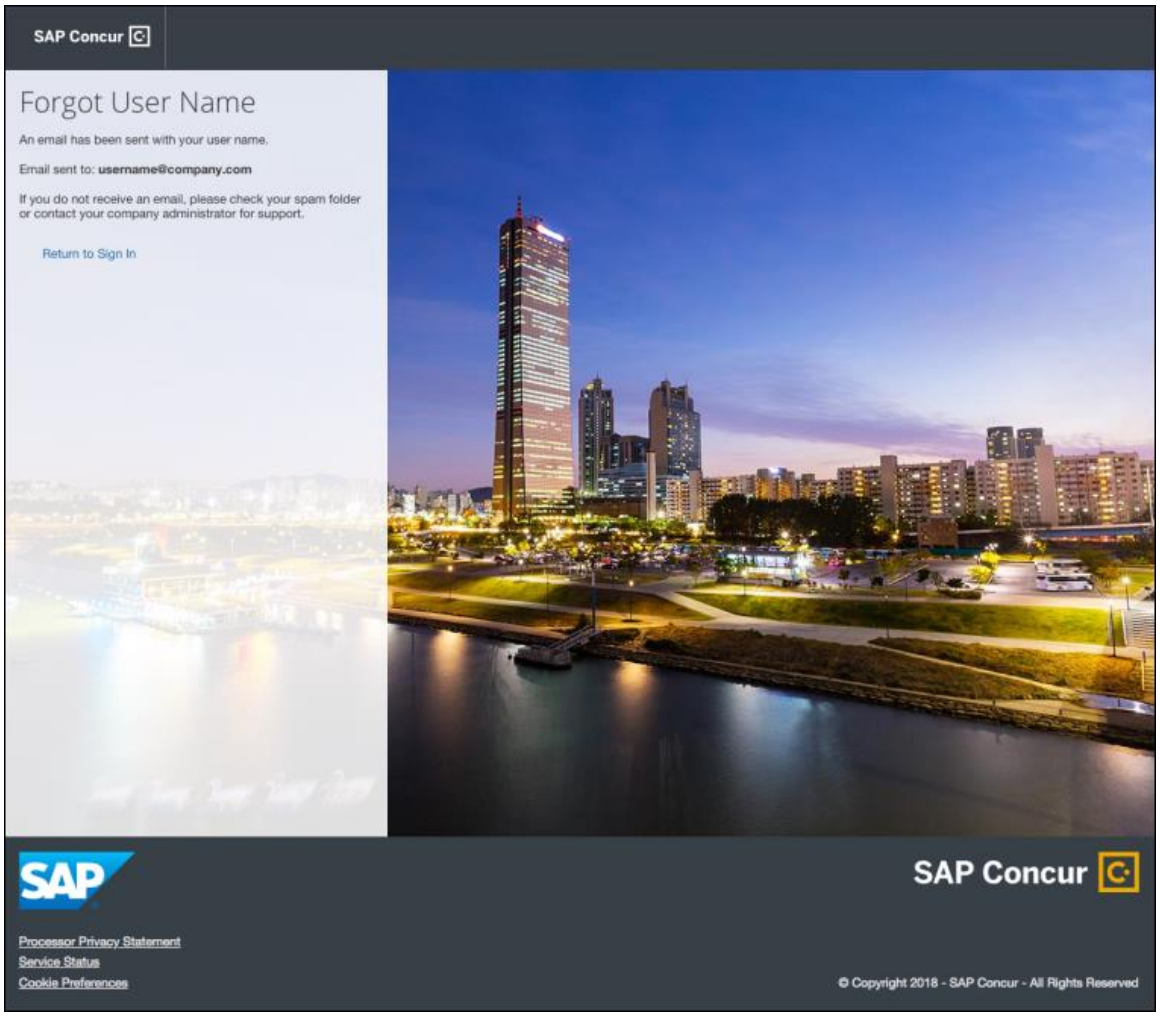
If a user forgets their user name, the user will click the **Forgot username?** link on the **Sign In** page.



Next, the **Forgot User Name** page appears. On the **Forgot User** Name page, the user will enter their email and click **Send** to have an email sent to a verified email account. The email will contain their user name.



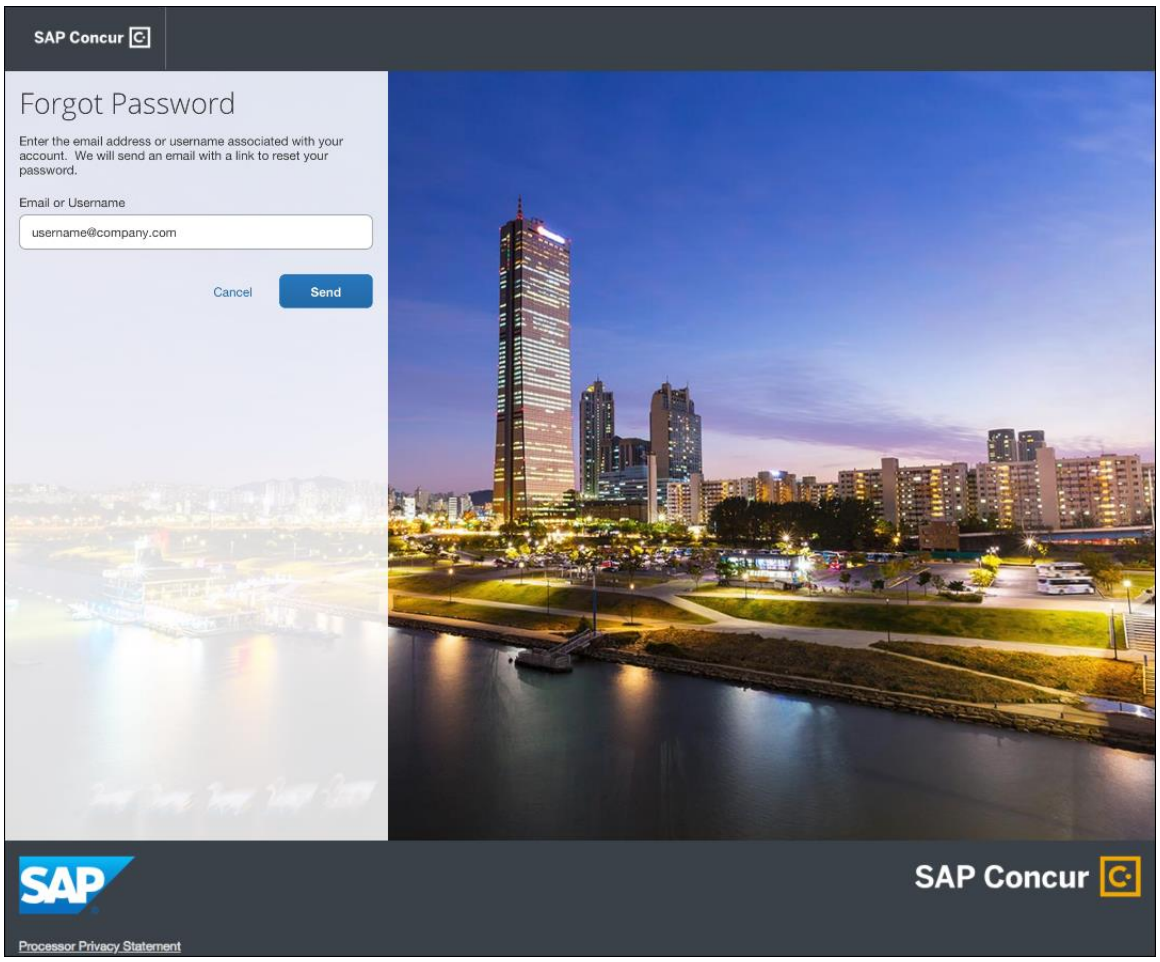
The user will see an on-screen affirmation indicating that an email was sent to them. The user will click **Return to Sign In** page to return to the **Sign In** page.



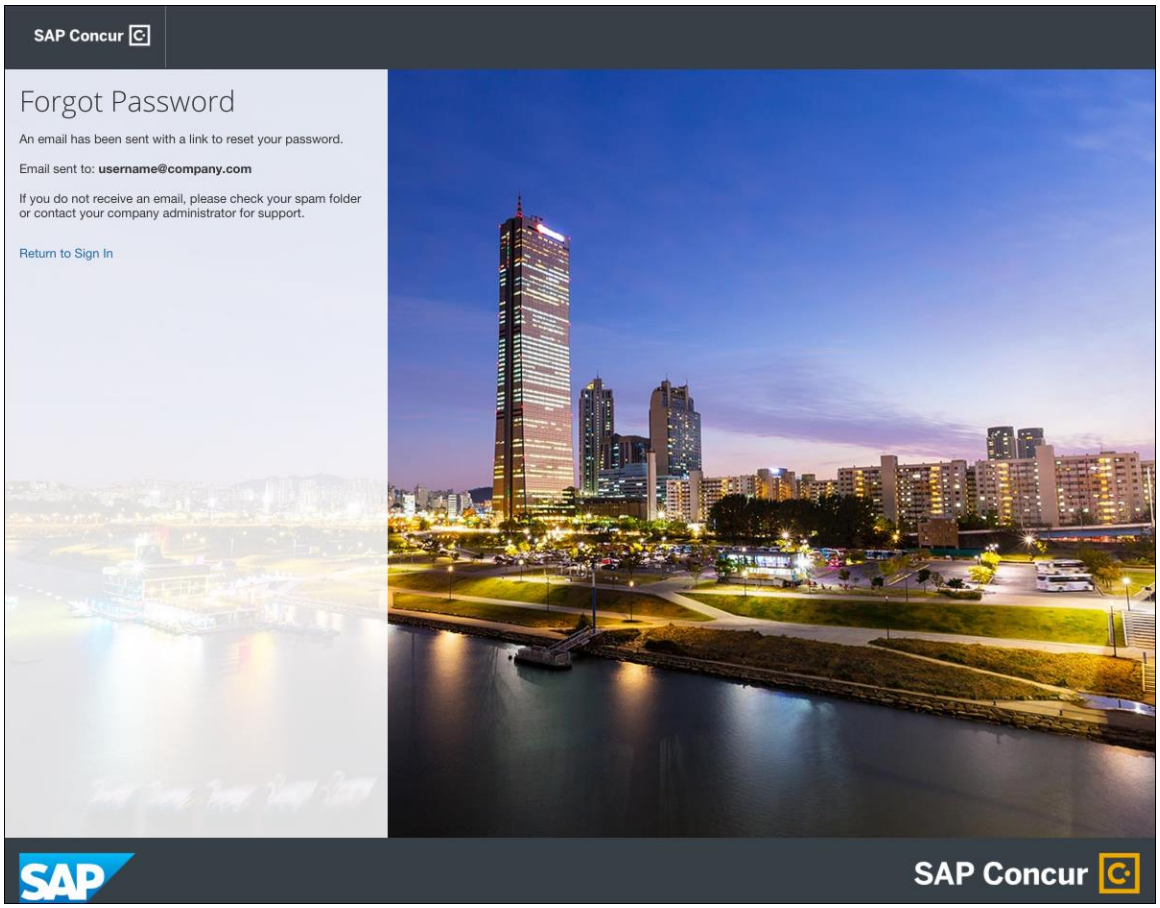
INVALID PASSWORD

If a user forgets their password, an on-screen message will appear alerting the user. The user will then click **Send** to have a password reset email sent to their verified email account.

SAP Concur compares the email address entered by the user to the email address in the user's SAP Concur profile. If the email addresses match, then SAP Concur generates a one-time sign-in token (link) that can be used for one hour.



The user will see an on-screen affirmation indicating that an email was sent to them. The user will click **Return to Sign In** page to return to the **Sign In** page.



Configuration / Feature Activation

Configuration information will be provided in a future release note.

Miscellaneous: **Planned Changes** Archive Deactivated User Data

This information will no longer appear in the release notes.

📖 For more information about deactivated users, refer to the *General Information: Archiving Deactivated User Data Fact Sheet*.

Concur Expense and Concur Request

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired June 30, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur offers, which released earlier this year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Support Configurations

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



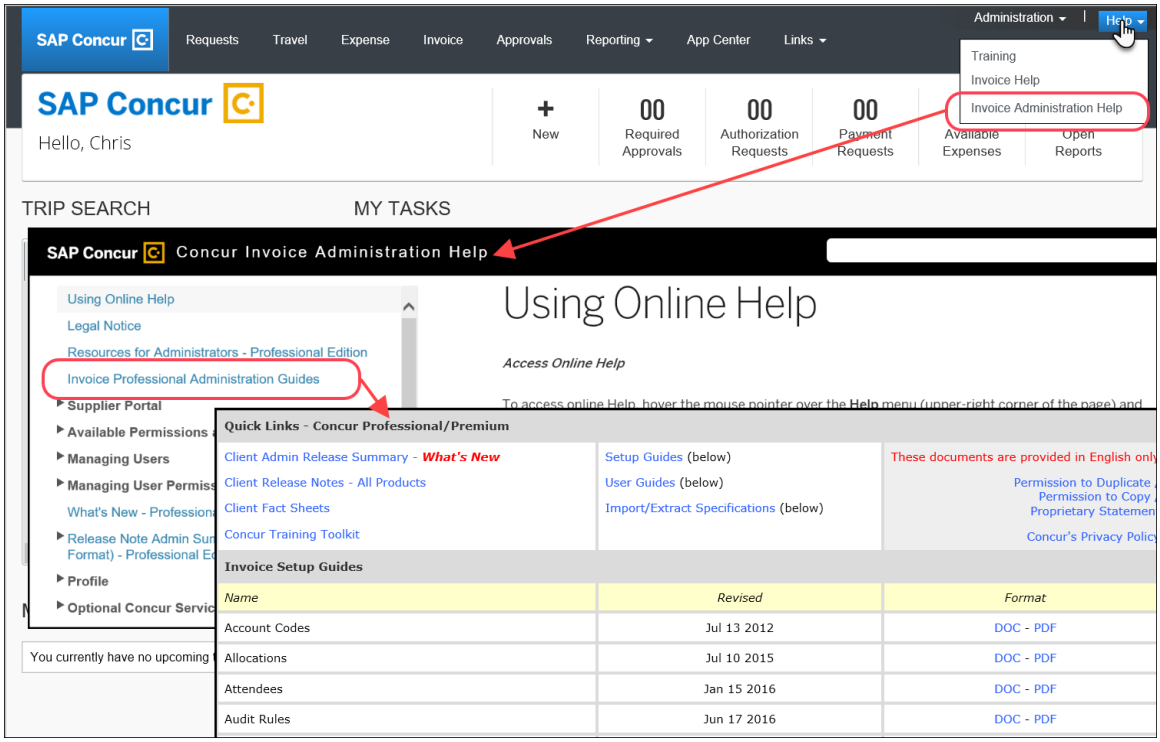
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

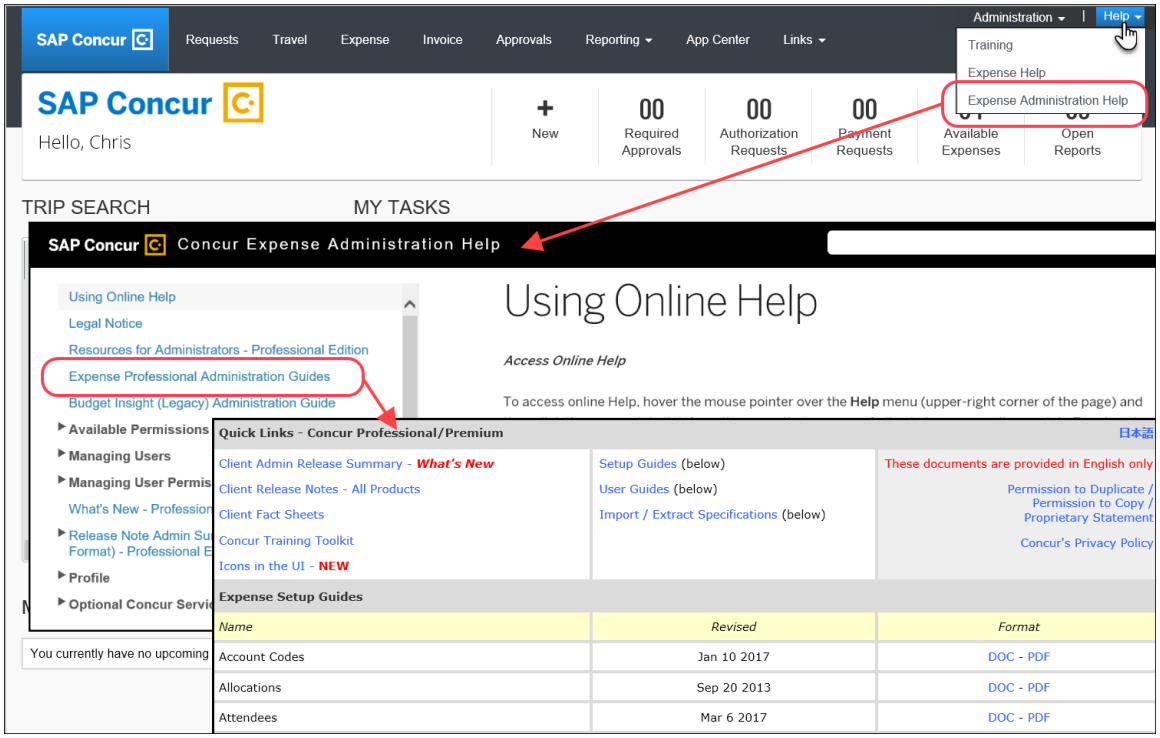
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

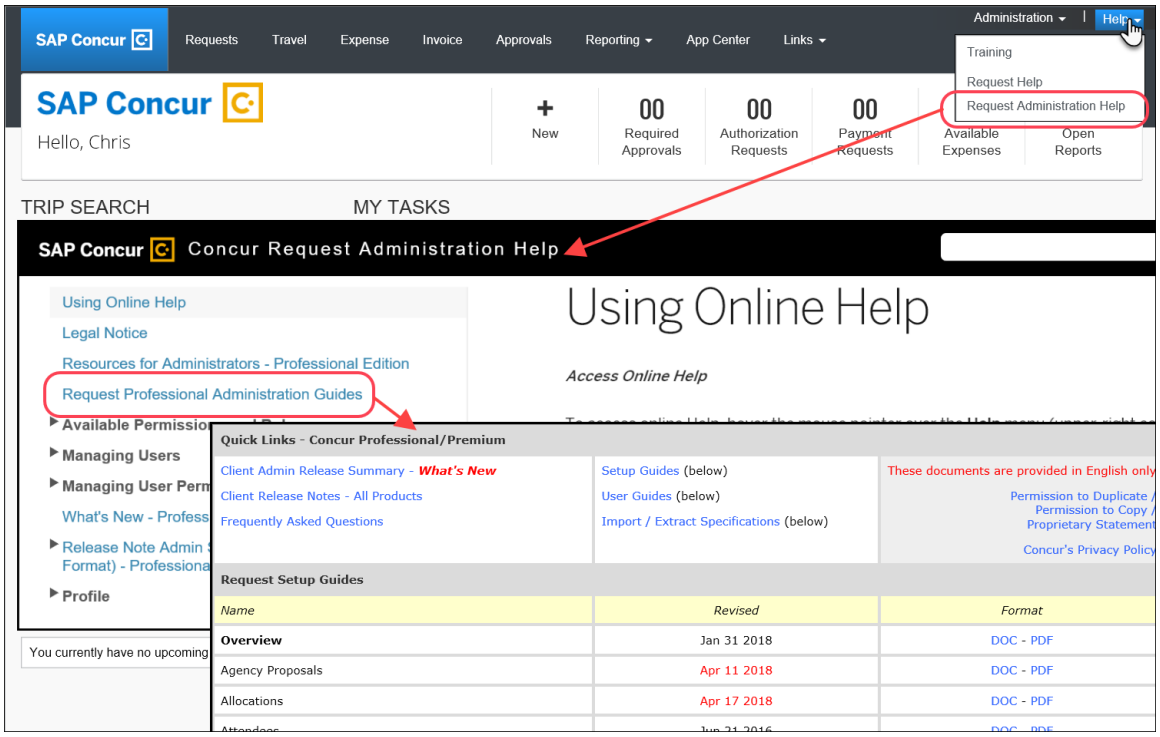
Invoice Administration Help



Expense Administration Help



Request Administration Help

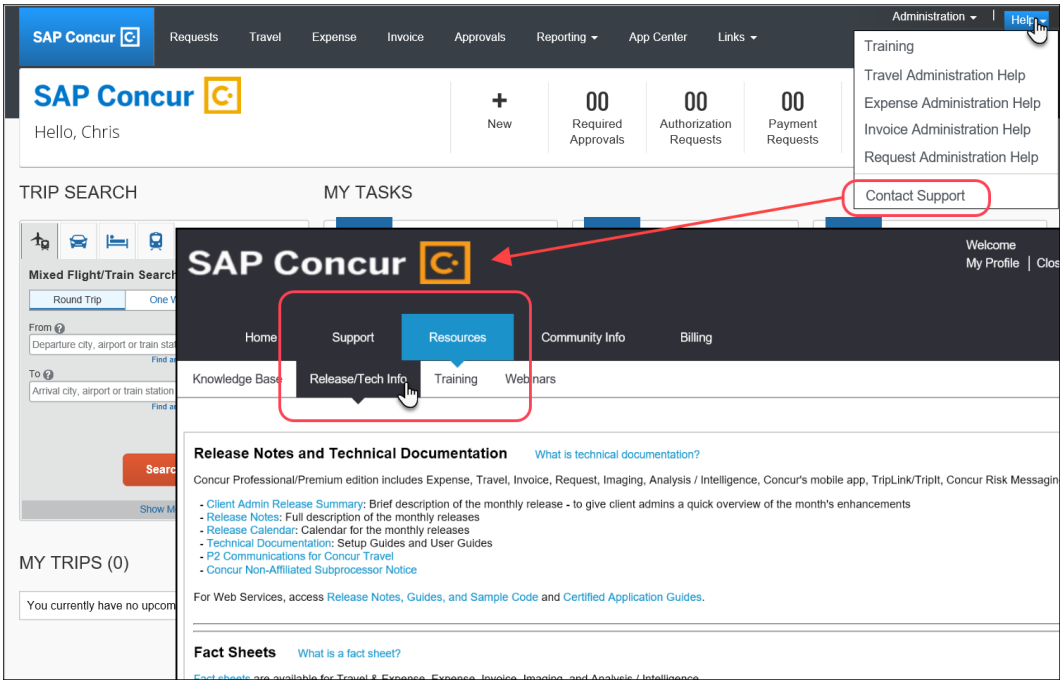


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: February 9, 2019 Updated #1: Tuesday, February 19, 3:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

Budget Dashboard: Compare Budget Consumption Against Time 1

SAP Concur Support Portal: Available Security Questions 4

SAP Concur Email: **Ongoing** Email Infrastructure Change - Add IP Addresses to Safe Send List 7

SAP Concur Email: **Ongoing** Updated Email Format 7

Reminder: No Personal or Sensitive Data in Custom Fields 9

New SSL Certificate for concursolutions.com 10

Planned Changes 11

All Products 11

Budget: **Planned Changes** Workflows Soon Available 11

Company Administration: **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur 12

Training Administration: **Planned Changes** Optimizing and Relocating the Page 12

Test User Admin: **Planned Changes** Retiring the Purge Test User Transactions Functionality 13

SAP Concur: **Planned Changes** New SAP Concur Sign In Page 14

Miscellaneous: **Planned Changes** Archive Deactivated User Data 24

Concur Expense and Concur Request 25

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019 25

Client Notifications 26

Subprocessors 26

SAP Concur Non-Affiliated Subprocessors Notice 26

Browser Certifications **26**
Monthly Browser Certifications and Support Configurations 26
Additional Release Notes and Other Technical Documentation **27**
Online Help – Admins **27**
SAP Concur Support Portal – Selected Users **29**

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Dashboard: Compare Budget Consumption Against Time

Overview

SAP Concur has released a feature where clients can view the consumption of their budget per budget period on a timeline on the bar charts of the Budget Dashboard. The timeline compares the budget consumption against time. If the budget consumption is equally spread on each day of the budget period, clients can see if consumption is ahead or behind schedule.

BUSINESS PURPOSE / CLIENT BENEFIT

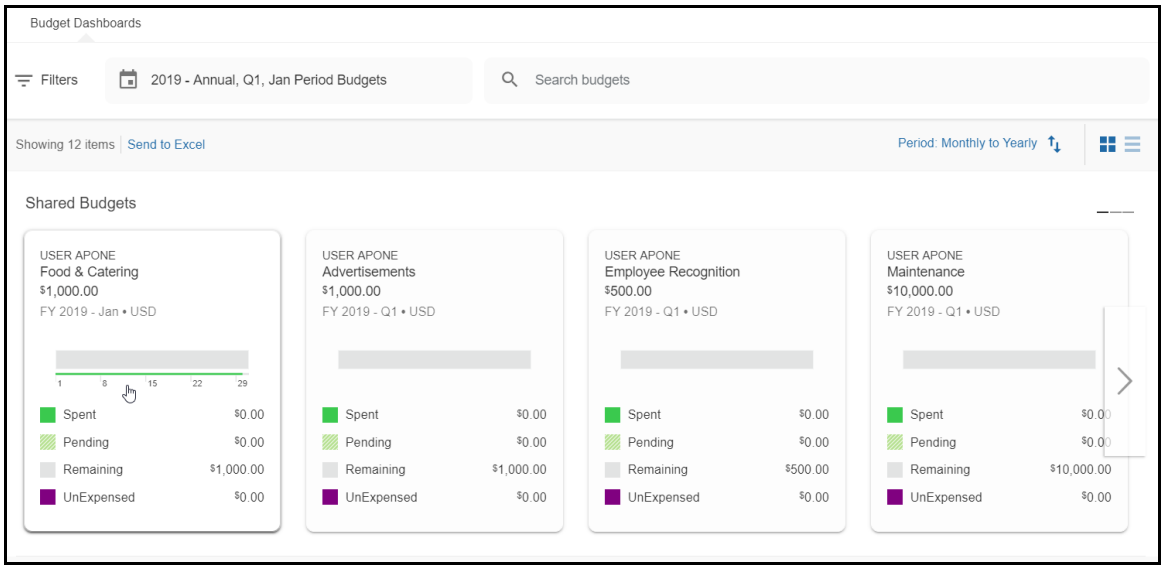
This feature helps clients keep track of their spent budget to ensure the budget is not overspent.

What the User Sees

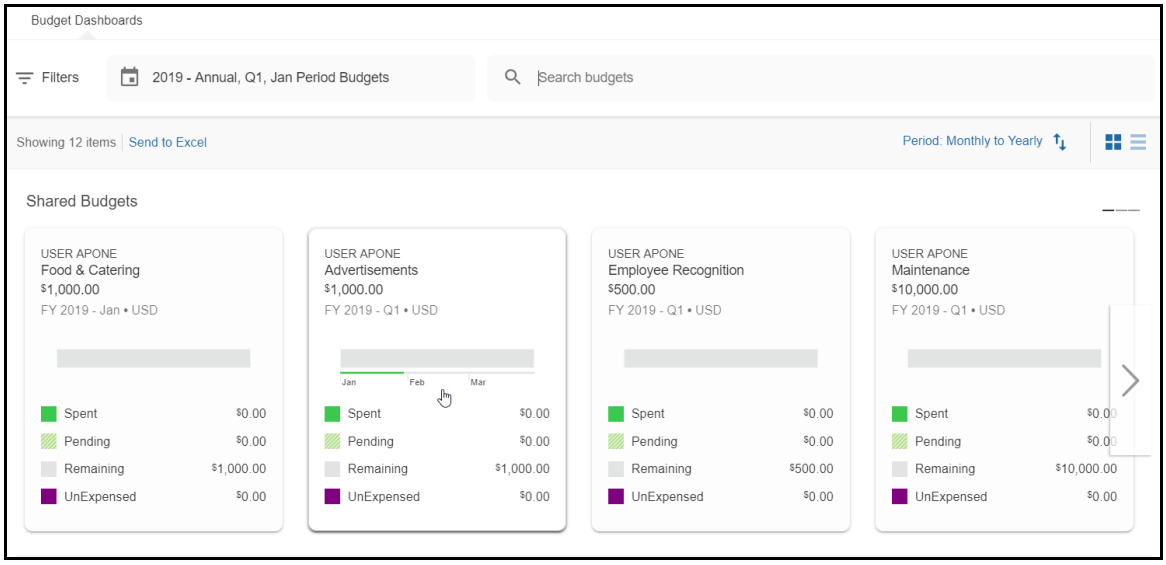
The user sees a timeline on the **Overview** page and **Budget Details** page of the Budget Dashboard.

To see the timeline on the **Overview** page, users must hover the pointer over the tile of a budget.

This view shows a timeline of the budget period for January with the days of the month.

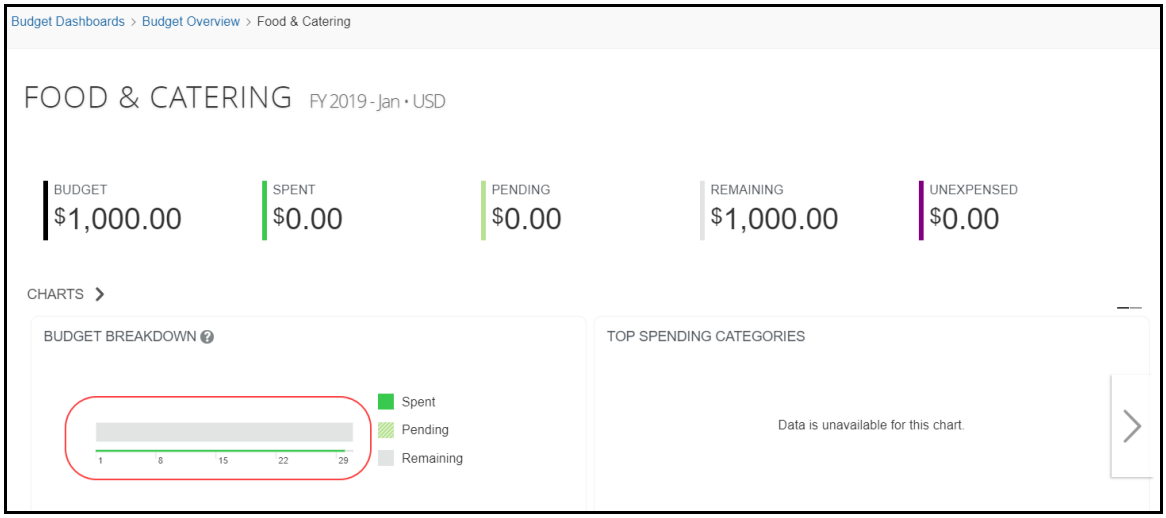


This view shows a timeline of the budget period for the first quarter of the year with January, February, and March.

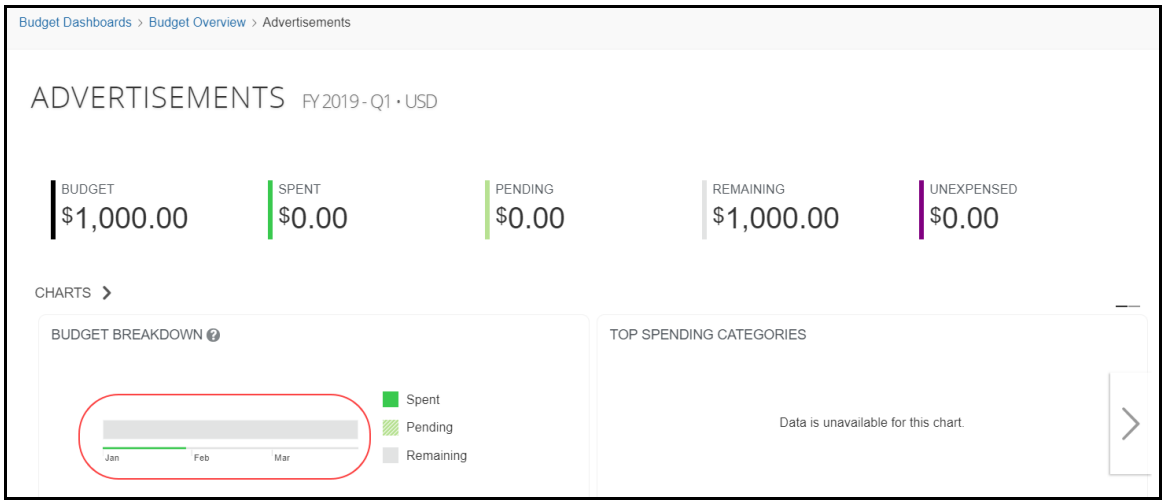


When users navigate to the **Details** page, they see the timeline by default without having to hover the pointer over the tile.

This view shows a timeline of the budget period for January with the days of the month.



This view shows a timeline of the budget period for January with the days of the month.



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide for Standard Edition.*

SAP Concur Support Portal: Available Security Questions

Overview

Prior to 2017, Authorized Support Contacts (ASCs) using the SAP Concur support portal were required to answer security questions prior to interacting with support. This feature was retired while it was being redesigned.

As of January 3, the feature is again available.

BUSINESS PURPOSE / CLIENT BENEFIT

Clients appreciate this feature because it provides another layer of security. It prevents someone from impersonating:

- An ASC and then requesting an improper or unexpected configuration change

  – or –

- An end user and then accessing their confidential data

What the ASC Sees

ASCs can turn on the Security Questions feature, as described below. The Security Questions feature:

- Is optional and OFF by default
- Can be enable by any ASC for the following users:
  - ASCs within the company
  - End users within the company (if they use the User Support Desk service)
  - ASCs ***and*** end users within the company (if they use the User Support Desk service)

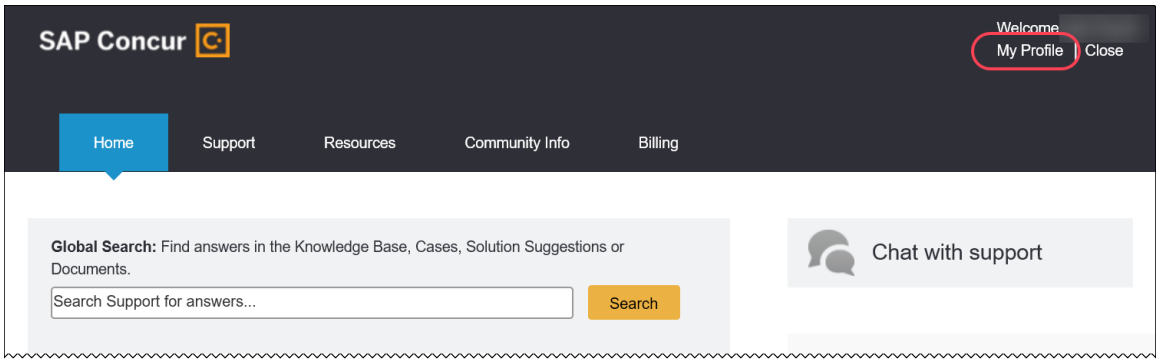
Be aware that:

- If an ASC enables the feature, then it is enabled for all the company's ASCs/end users (depending on the option selected when enabled).
- Using security questions applies to everyone, but each ASC/end user defines which security questions they answer.
- Any other ASC can disable the feature or change which audience has to answer the questions.
- All ASCs within a company should discuss and agree on their plan for this feature. The actions of the ASC enabling/disabling the feature or changing the audience is not logged. It is very important that all ASCs in a company agree on how this feature will work for their company and who can make changes.

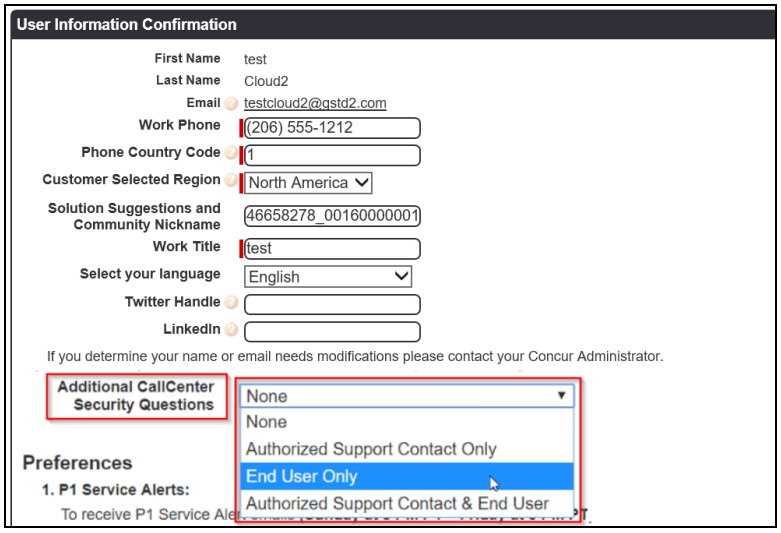
SAP Concur cannot enable this feature on behalf of a company or an ASC.

ENABLE OR DISABLE THE FEATURE

The ASC can enable/disable the feature in **My Profile** in the SAP Concur support portal.



On the **User Information Confirmation** page, the new **Additional Call Center Security Questions** section is used to enable the feature. The ASC can also define the security questions they want to answer.



When the ASC selects an option other than *None*, the section expands so the ASC can choose their desired questions.



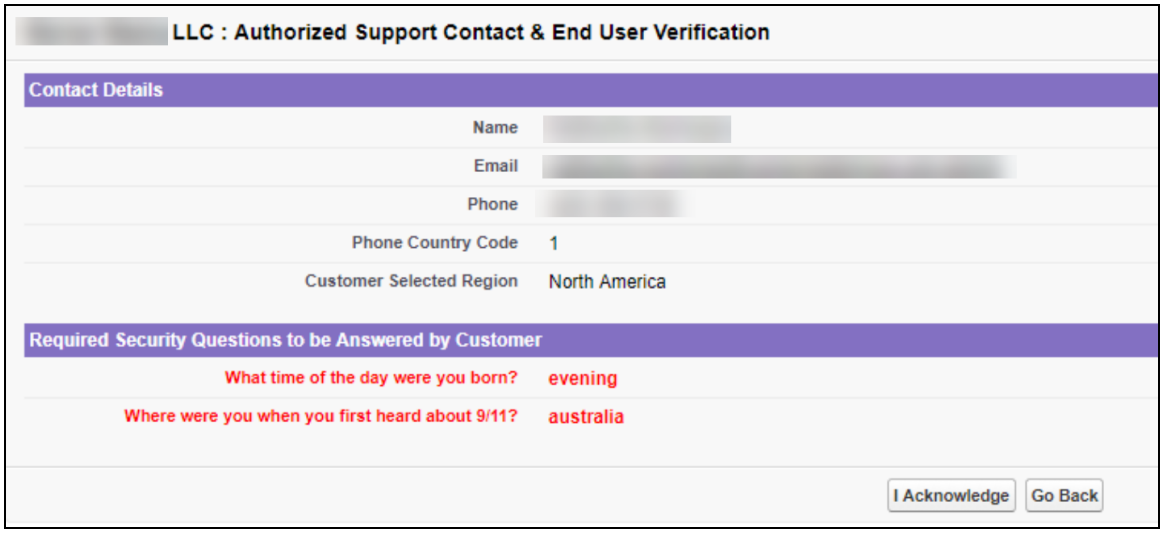
NOTE: Regarding the questions and answers provided by the ASC, they apply only to that ASC. They will be available only in that ASC's profile; they will not be seen by other ASCs or end users.

How it Works

Once the feature is enabled, when ASCs/end users (depending on the option selected when enabled) sign in to the SAP Concur support portal, they are presented with their **User Information Confirmation** page. They must answer their security questions and save.

NOTE: Once they have entered their answers, those answers are visible only to them and to SAP Concur employees.

Then, when the ASC and/or end user calls SAP Concur (or asks SAP Concur to call them back), the SAP Concur support employee will access the caller's record and ask the security questions.



Then:

- If the caller answers the questions correctly, the support employee clicks **I Acknowledge** and the call continues.
- If the caller cannot answer the questions correctly, the support employee clicks **Go Back**. The caller is instructed to sign in to the SAP Concur support portal and review the questions/answers and make any necessary changes. The changes will be immediate, and the questions can be asked again of the caller or the caller can call back once they update their questions.

Chat is not affected by the security questions. Since the user has already signed in with the proper credentials, the SAP Concur support employee will simply click **I Acknowledge**.

Configuration / Feature Activation

The feature is currently available.

SAP Concur Email: **Ongoing** Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services throughout the first quarter of 2019. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

SAP Concur Email: **Ongoing** Updated Email Format

Overview

SAP Concur has provided a release note about the updated email notifications for several months. ***Be aware that we will discontinue this release note in two months.***

IMPORTANT

Note the following:

- The email content has not changed – just the look and feel has been updated.
- The changes will appear over time. Each product team (Expense, Invoice, Travel, etc.) decides when to use the new format. Timing will be based on resource availability and the priority of other scheduled enhancements.

NOTE: One sample from Expense is shown below. No other samples from other products will be shown in these release notes.

- Do not expect that all product emails will change at the same time. For example, the Expense approval email might be first, and then other Expense notifications might follow.
- There is no assigned end date for the project. The changes might take longer than a year.

IMPORTANT for SSO Clients

For clients who use SSO, a lengthy URL might be replaced with www.concursolutions.com. For example, the URL in the expense report status change email might be replaced. Because some URLs can reach 200 characters in length, the decision was made to provide the www.concursolutions.com link instead, providing a better experience for users.

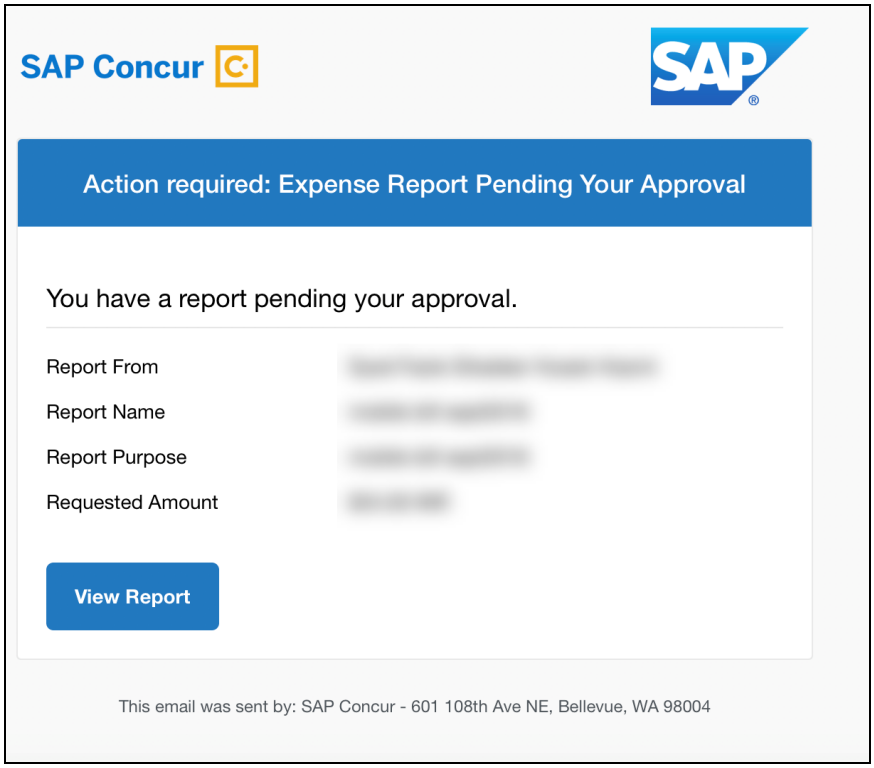
NOTE: Even though clients can define URLs that are an acceptable length, the SAP Concur system appends additional characters – primarily to satisfy mobile requirements – and those extra characters can extend the URL up to 200 characters.

The link in the email still works as it always has – redirecting the user for proper SSO authentication. The user can see the underlying URL at any time by hovering the mouse pointer over the www.concursolutions.com link.

This change does not affect those emails where the user clicks a button – instead of a link – to access Concur Expense.

What the User Sees

New email look-and-feel:



Configuration / Feature Activation

This change will occur, over time, automatically; there are no additional configuration or activation steps.

Reminder: No Personal or Sensitive Data in Custom Fields

Overview

All companies must take all reasonable steps to protect the personal and sensitive information of their employees. Per recommended security-related best practices, custom fields should not contain personal or sensitive data.

⚠ **IMPORTANT: *Data in custom fields is not encrypted.*** The client is solely responsible for any liability resulting or arising from improper use.

Next Steps

If your company is currently using custom fields to store personal or sensitive data (for example, Social Security numbers, family member names, or any other

personally identifying information), you should plan to remove this information from your existing fields within the service and modify your current configuration.

Refer to the FAQ for additional information.

New SSL Certificate for concursolutions.com

Overview

In an effort to ensure the ongoing security of our products and services, SAP Concur has issued a new concursolutions.com SSL certificate. ***The current certificate will expire on March 16, 2019.***

Any client who has pinned this expiring certificate will need to update to the new certificate prior to March 16, 2019. If the pinned certificate is not updated prior to March 16, 2019, the client's organization and users will experience disruption to SAP Concur products and services.

Clients who have not pinned the certificate do not need to take any action as the new certificate is updated automatically. Most clients do not pin the certificate.

Please be aware: As an enhancement to our Security and Compliance program, this certificate will be updated on an annual basis.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

The new SSL certificate can be downloaded here:
http://assets.concur.com/concurtraining/cte/en-us/concursolutions.cert.pem

Planned Changes

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

All Products

Budget: **Planned Changes** Workflows Soon Available

Overview

In a future release, workflows will be available for Budget. Workflows define how the system routes invoices, expense reports, and requests through approval and processing steps. The flexible workflow feature for Budget that SAP Concur offers allows companies to design workflows specifically tailored to their unique needs.

Without budget review, budgets may become fully consumed well before the end of a period or year leaving an organization with limited options and budget owners with, for example, exceeded budgets. In addition, early spending means that more important (to the organization) spending will be declined because lesser important spending consumed the budget early on.

Combining budget review in the workflow adds value. Audit rules and workflow step rules can help organizations to add in controls when it makes sense to fine tune to an organization's specific needs.

Equally important is the determination when a spending item is regarded as committed toward a budget. In most organizations, the commit is when a spending item is paid; it went through most if not all approval steps. In other organizations, the commit occurs much earlier. As soon as a purchase request or an authorization request is approved it is regarded as "promised".

BUSINESS PURPOSE / CLIENT BENEFIT

This feature will provide clients with control over the budget spend, for example, to avoid exceeded budgets too early in a budget period or budget year.

Configuration / Feature Activation

The administrator needs to configure this feature on the **Workflows** page by clicking **Administration** > **Invoice** or **Expense**.

Company Administration: **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur which provides SAP Concur clients with a self-service option for setting up SSO for their organization. SSO is currently supported for Concur Expense, Concur Invoice, Concur Request, and Concur Travel.

Other SAP Concur products and services are outside the scope of this initial release.

The new Manage Single Sign-On (SSO) feature will be accessible from the **Administration > Company > Company Admin** page.

NOTE: This new feature does not affect Concur Travel clients who are already using the Security Keys feature.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Training Administration: **Planned Changes** Optimizing and Relocating the Page

Overview

To simplify the **Training Administration** page, the functionality and content will be changing.

In addition to content changes, access to the **Training Administration** page will move from **Company Admin** to **Tools**.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes will make the Training Administration feature easier to find and use.

Configuration / Feature Activation

The changes will be automatically available; additional information about potential configuration or activation steps will be provided in a later version of these release notes.

📖 For general information about the Training Administration feature, refer to the *Shared: Training Administration Setup Guide*.

Test User Admin: **Planned Changes** Retiring the Purge Test User Transactions Functionality

Overview

SAP Concur is retiring the functionality in the Test User Admin feature that removes the transactions of test users from Concur Expense, Concur Invoice, Concur Travel, and Concur Request.

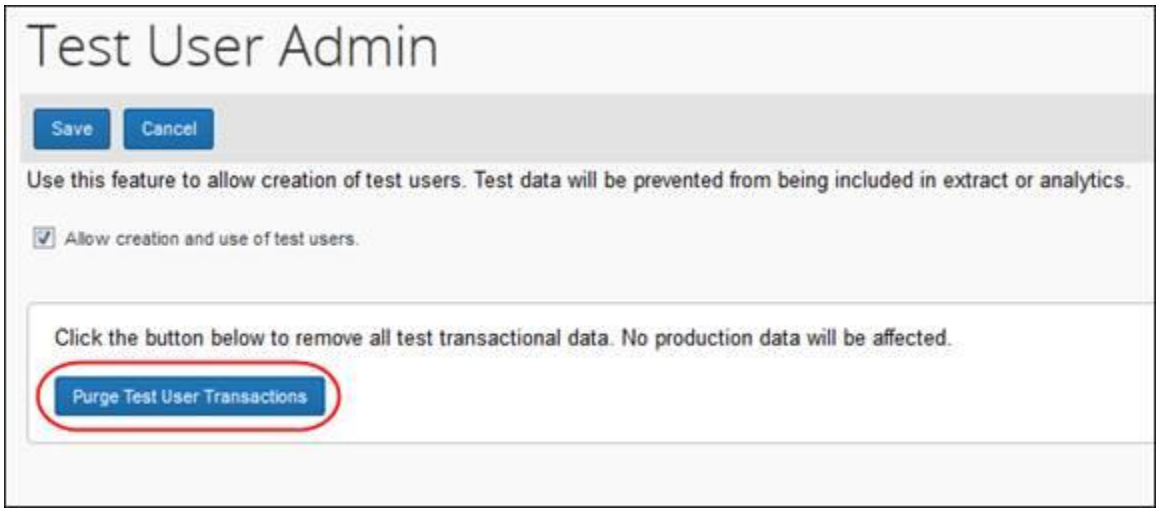
BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow SAP Concur to devote more resources to development and maintenance of features that are used by many or most of our clients.

What the Admin Sees

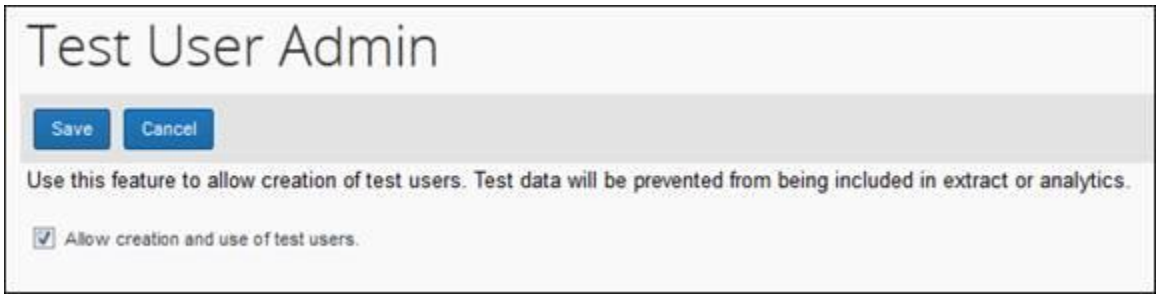
The **Test User Admin** page will no longer display the **Purge Test User Transactions** button.

Before



NOTE: To access the page, click **Administration** > **Expense** (or **Invoice** or **Requests**) > **Test User Admin**.

After



Configuration / Feature Activation

The functionality will automatically be removed.

📖 For general information about the Test User Admin feature, refer to the *Shared: Test User Setup Guide*.

SAP Concur: **Planned Changes** New SAP Concur Sign In Page

Overview

SAP Concur is planning to add a new **Sign In** page, providing an updated login experience for users who log in with user name and password credentials. Current Single Sign-On (SSO) users will log in without having to enter additional credentials. This feature is planned for 2019.

The new **Sign In** page feature includes the following:

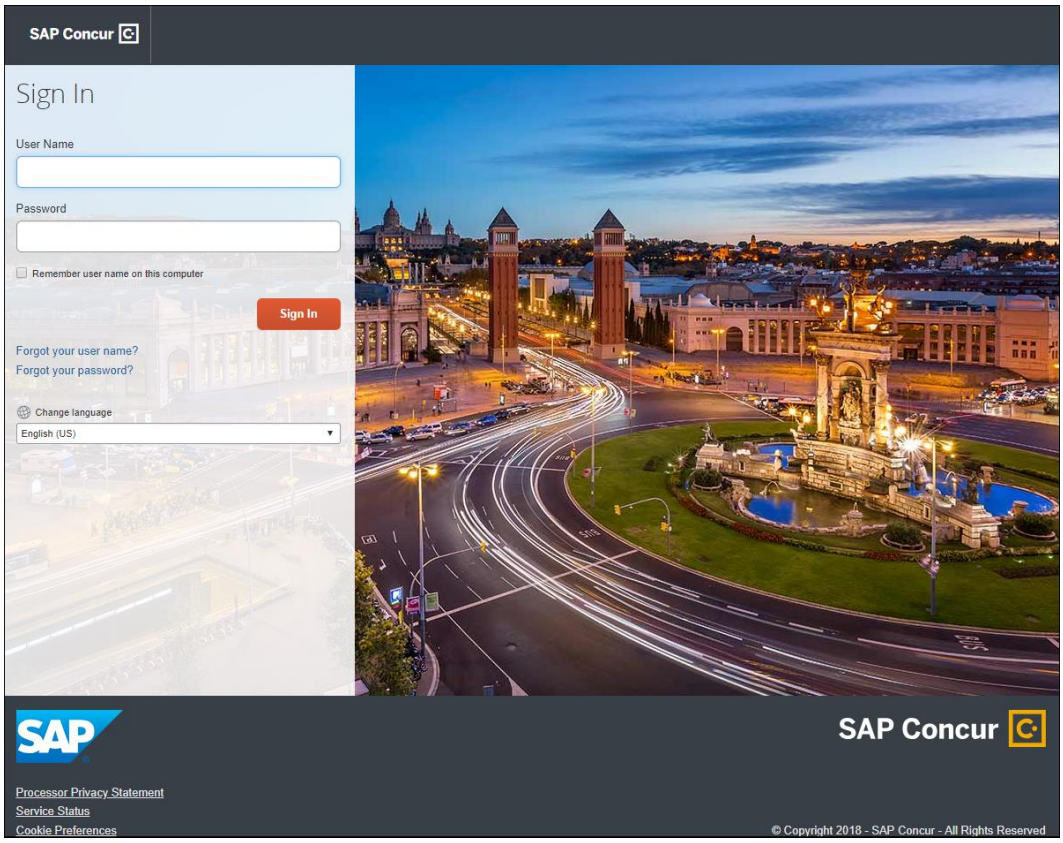
- **Two-step login**: provides enhanced security, meets current industry standards, and provides a better log in success rate
- **Multi-account login**: allows administrators to log in with multiple accounts
- **Password hint removal**: provides better security for users and SAP Concur
- **User avatar**: enhances the user experience (planned for a future release)

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, more convenient experience for users logging in to SAP Concur products and services.

What the User Sees – Current Sign In Page

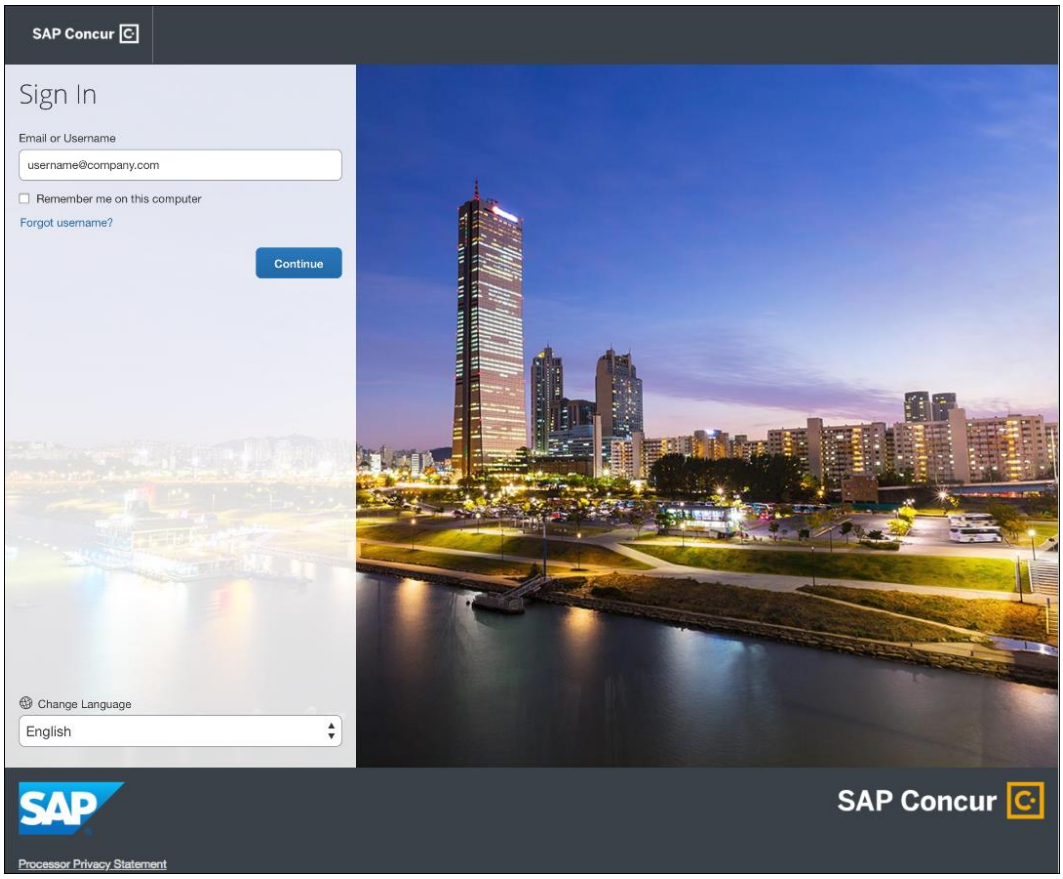
The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the User Sees – New Sign In Page

The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email or username. The user can select the **Remember me on this computer** check box, so their email or username is stored and will not have to be reentered the next time they log in to SAP Concur.

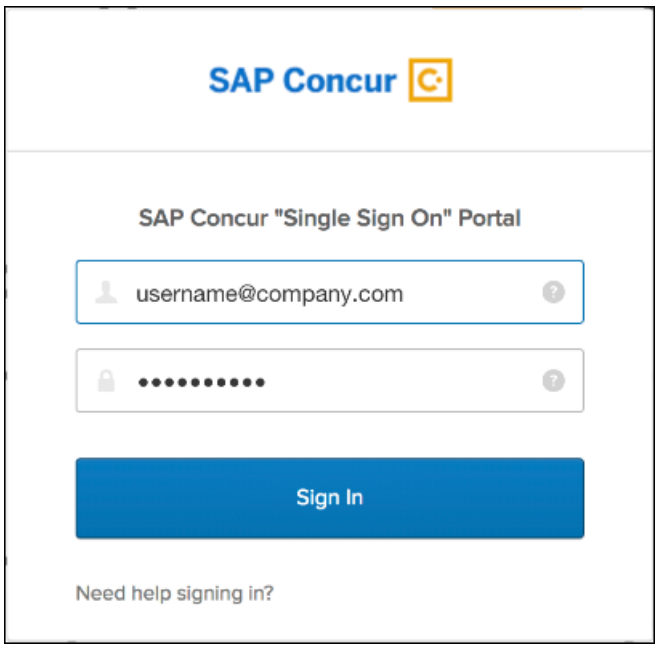
After entering their email or username, the user will then click **Continue**.



Depending on the client's implementation of SAP Concur, users will then be directed to the designated Identity Provider (IdP) Single Sign-On portal or an additional **Sign In** page.

SSO USERS

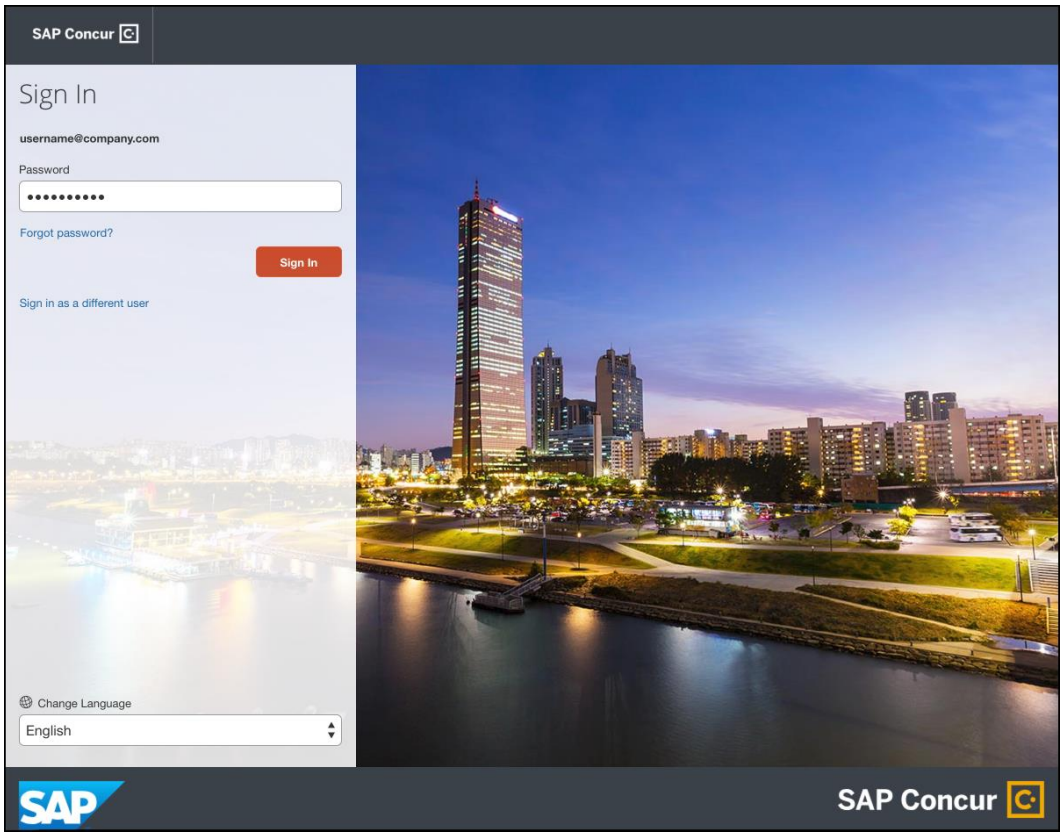
When the designated Identity Provider (IdP) Single Sign-On portal appears (similar to the one shown below), the user will enter their email or username, and their password, and then click **Sign In**. After being authenticated, the user will be directed to the SAP Concur **Home** page.



After being authenticated, the user will be directed to the SAP Concur **Home** page.

USERS WITH USERNAMES AND PASSWORDS

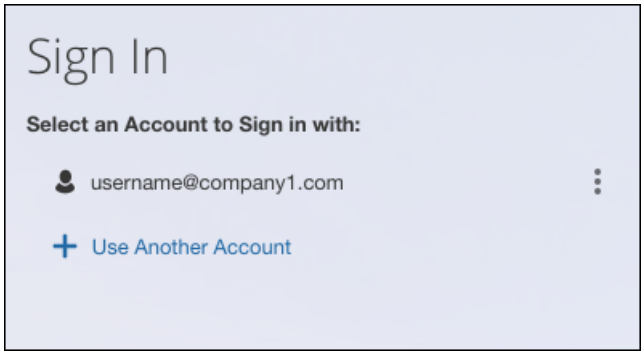
The user will be directed to an additional **Sign In** page. The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.



Once the user's password is verified, the SAP Concur **Home** page appears.

RETURN USERS

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or user name displayed on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.



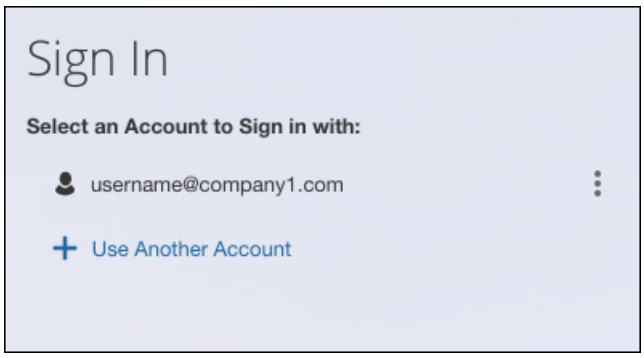
The user will click on their username, and then and then one of the following occurs:

- **SSO Users**: The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords**: On the **Sign In** page, the user will enter a password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

USERS WITH MULTIPLE ACCOUNTS

SAP Concur users with multiple login accounts have more than one login option depending on the user role or account they want to use. The user will first log in to SAP Concur using one of their accounts. Once successfully logged in, the user logs out of the system.

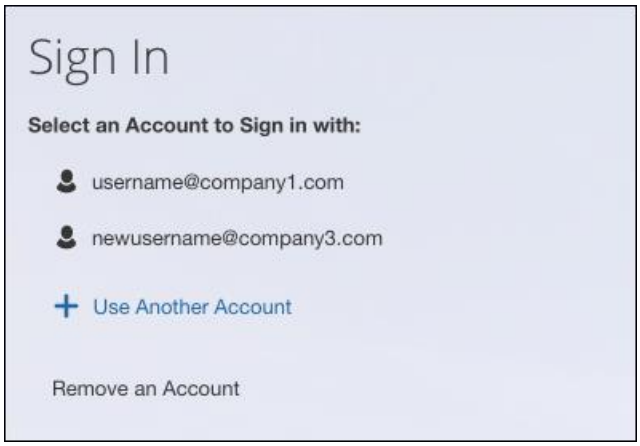
To add another account, on the **Sign In** page, the user clicks the **Use Another Account** link.



The next login step depends on the account type the user wishes to use:

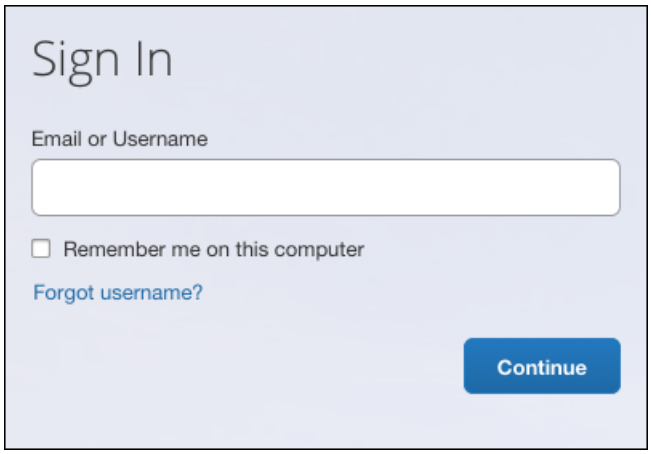
- **SSO Account**: If the user selects an account with SSO credentials, the user will enter an email, then the user will be directed to the IdP Single Sign-On portal. Once the user is authenticated, the SAP Concur **Home** page appears.
- **Username and Password**: The user is directed to an additional **Sign In** page to enter a password. The user then clicks **Sign In**. Once the user is authenticated, the SAP Concur **Home** page appears.

When all of the accounts have been added, a return user will select the account they want to use to log in to SAP Concur.

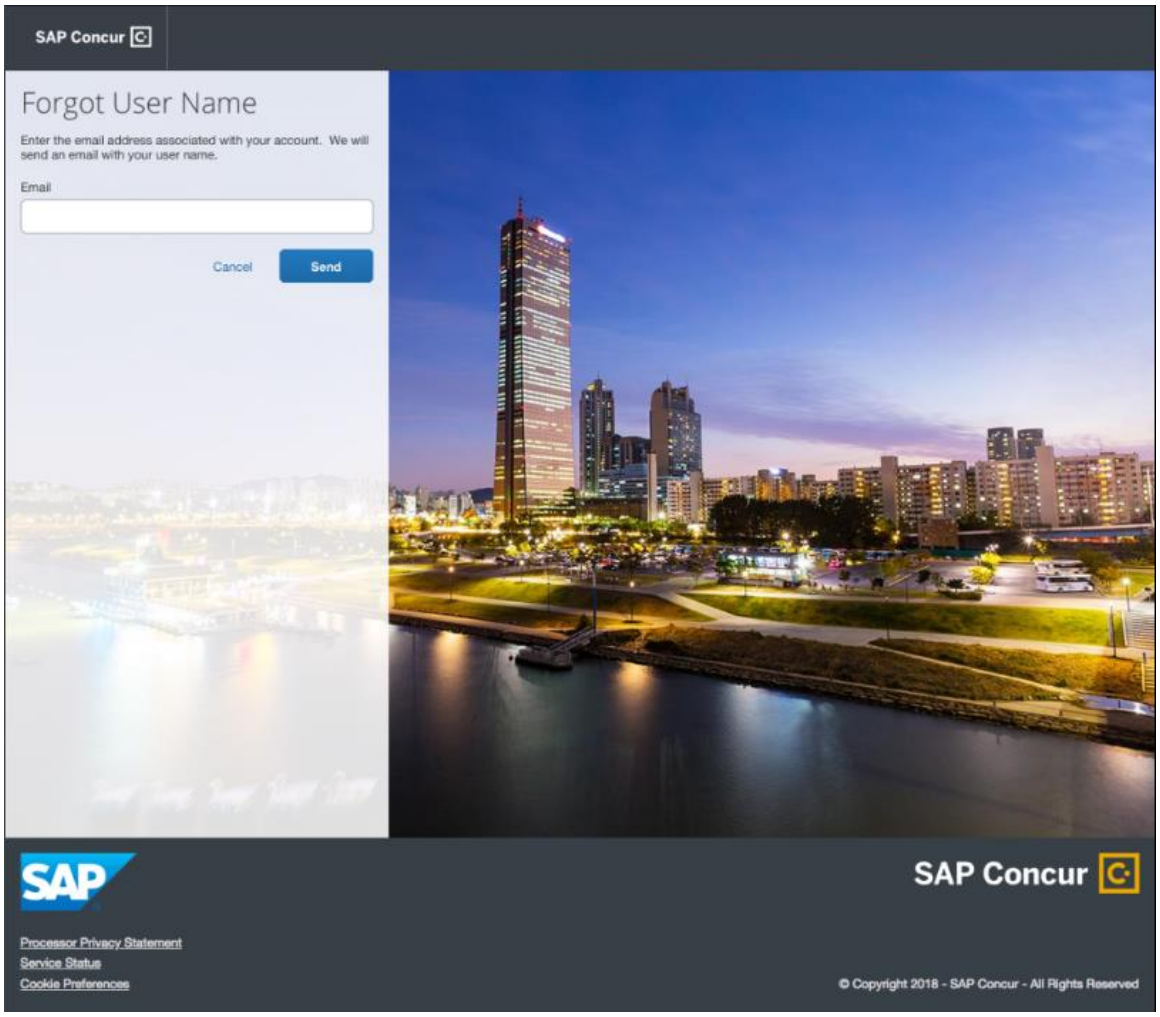


FORGOT USER NAME

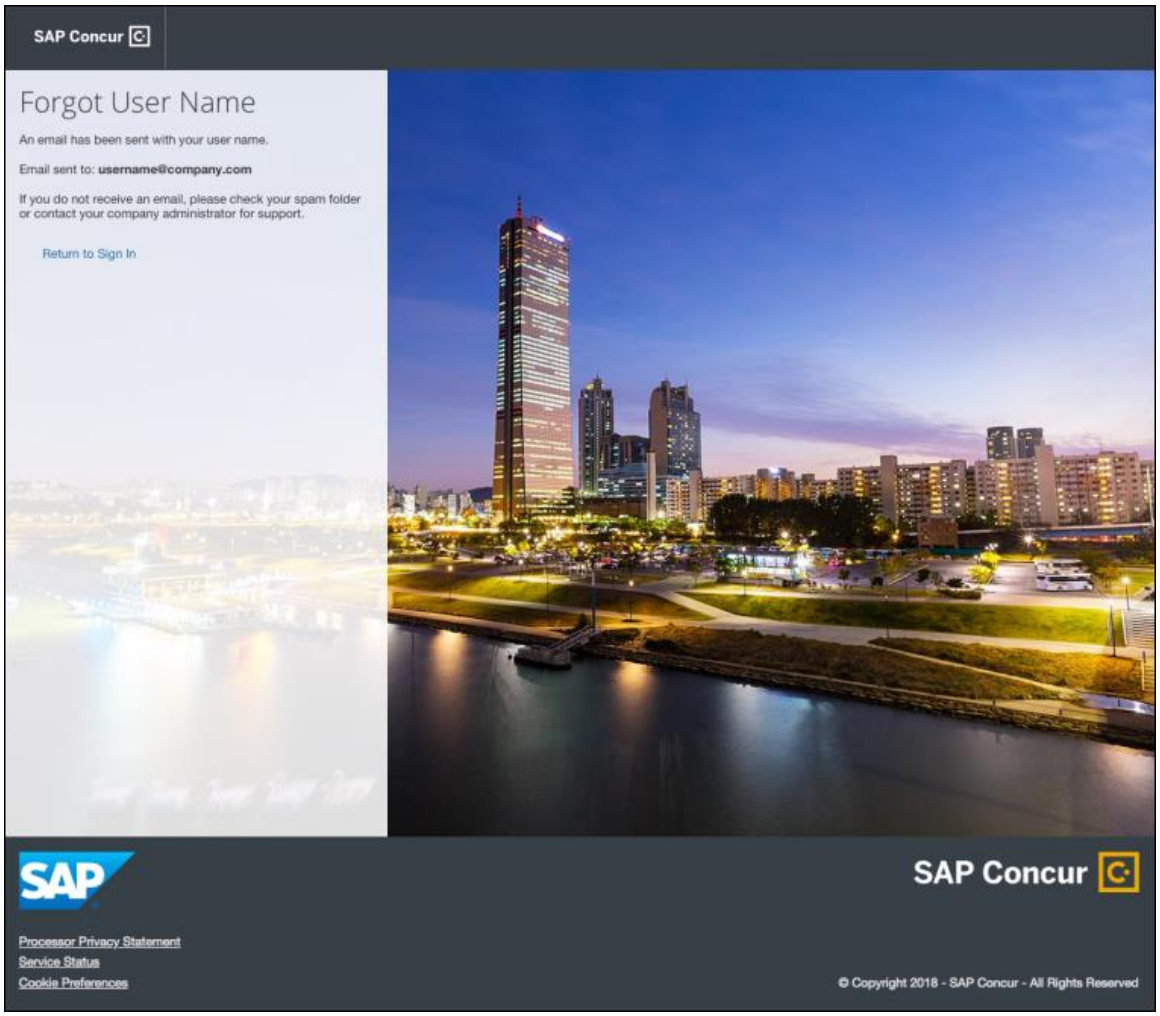
If a user forgets their user name, the user will click the **Forgot username?** link on the **Sign In** page.



Next, the **Forgot User Name** page appears. On the **Forgot User** Name page, the user will enter their email and click **Send** to have an email sent to a verified email account. The email will contain their user name.



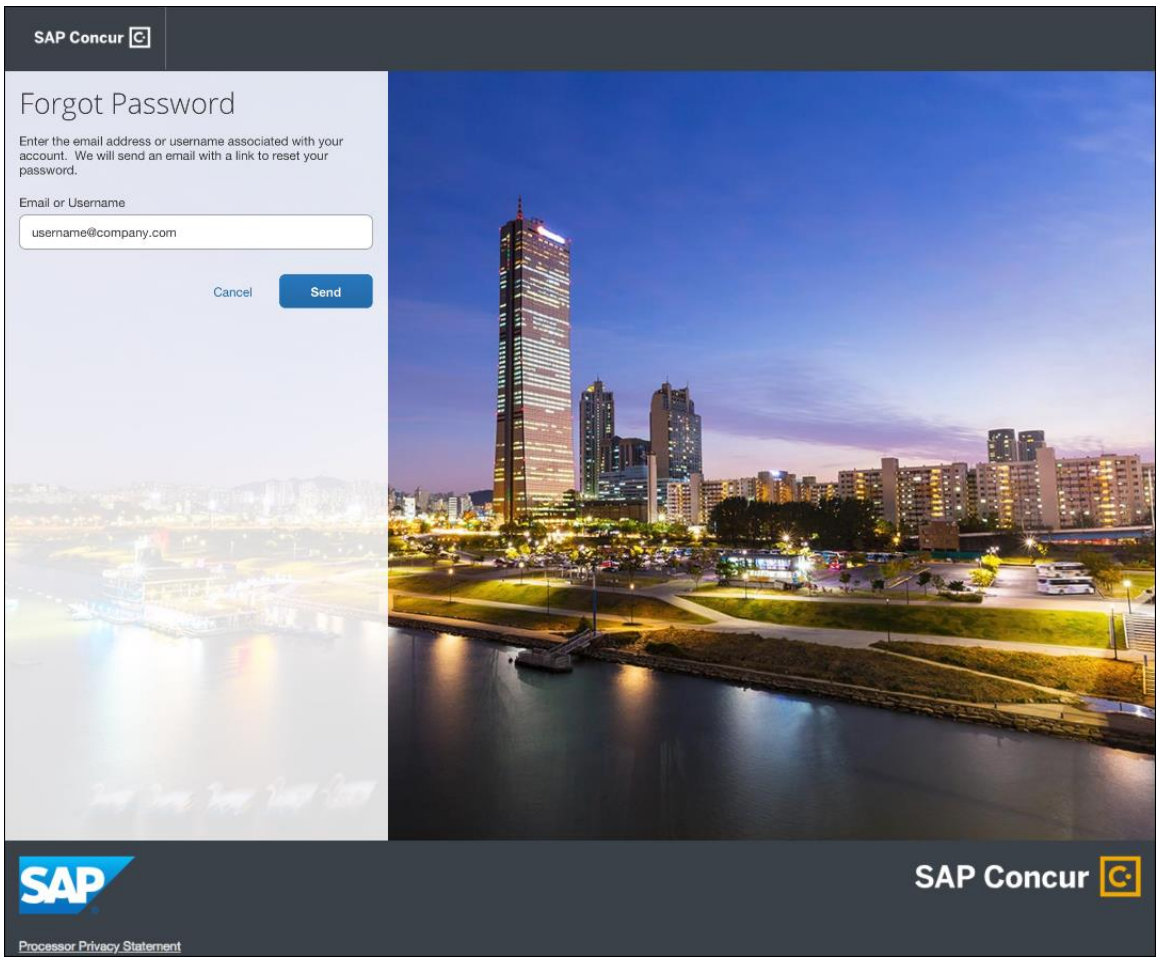
The user will see an on-screen affirmation indicating that an email was sent to them. The user will click **Return to Sign In** page to return to the **Sign In** page.



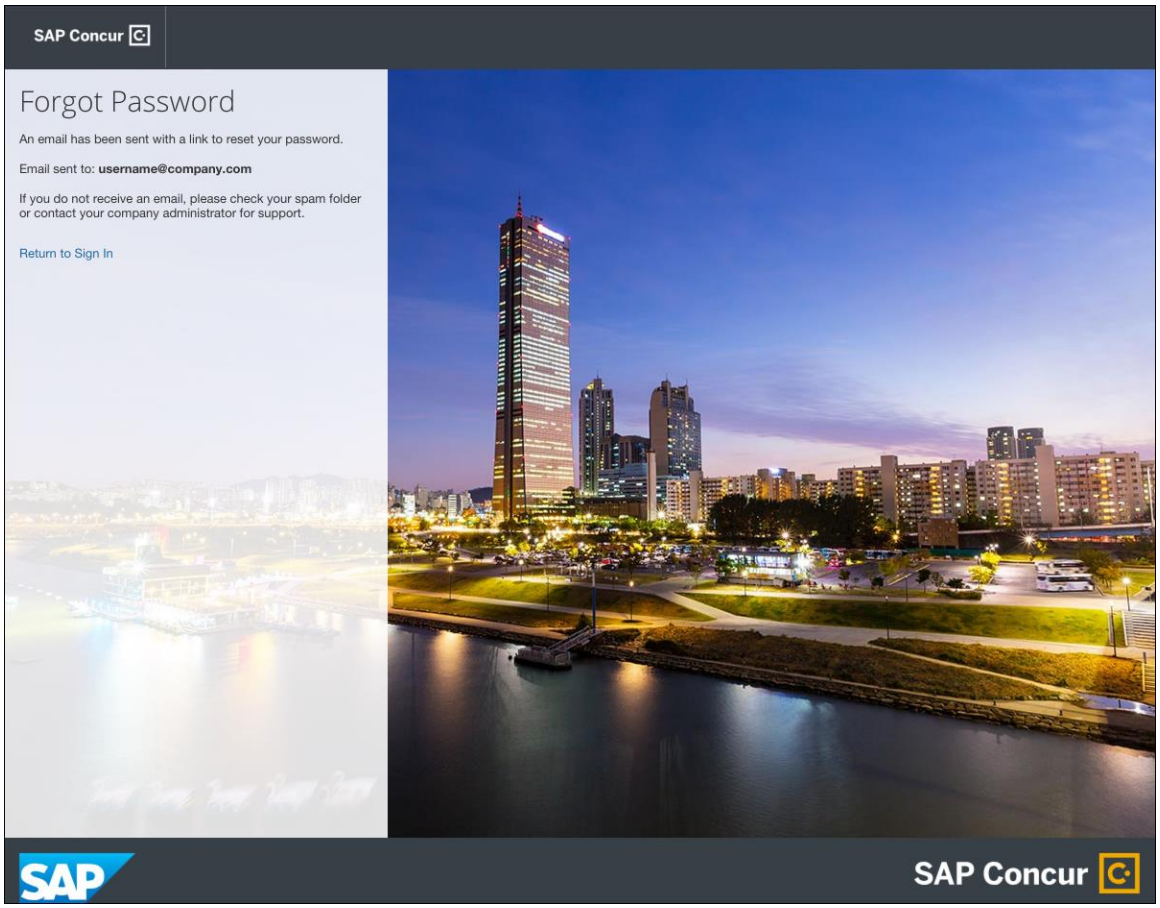
INVALID PASSWORD

If a user forgets their password, an on-screen message will appear alerting the user. The user will then click **Send** to have a password reset email sent to their verified email account.

SAP Concur compares the email address entered by the user to the email address in the user's SAP Concur profile. If the email addresses match, then SAP Concur generates a one-time sign-in token (link) that can be used for one hour.



The user will see an on-screen affirmation indicating that an email was sent to them. The user will click **Return to Sign In** page to return to the **Sign In** page.



Configuration / Feature Activation

Configuration information will be provided in a future release note.

Miscellaneous: **Planned Changes** Archive Deactivated User Data

This information will no longer appear in the release notes.

📖 For more information about deactivated users, refer to the *General Information: Archiving Deactivated User Data Fact Sheet*.

Concur Expense and Concur Request

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired June 30, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur offers, which released earlier this year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Support Configurations

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

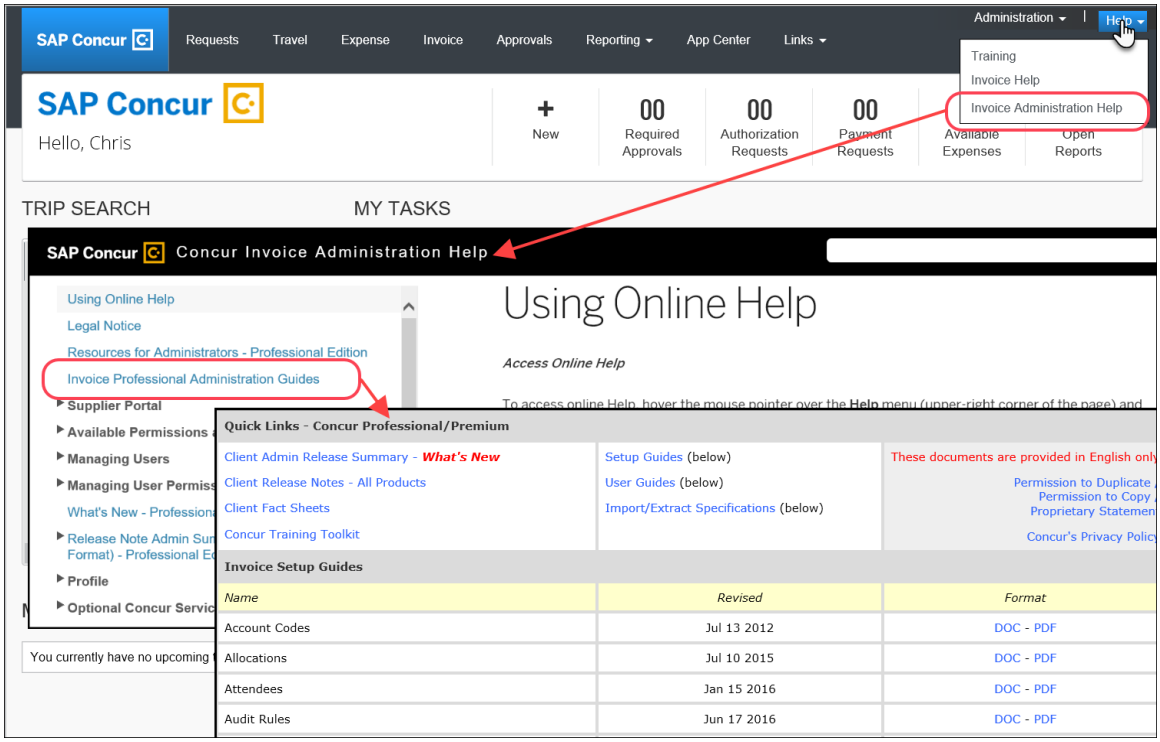
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

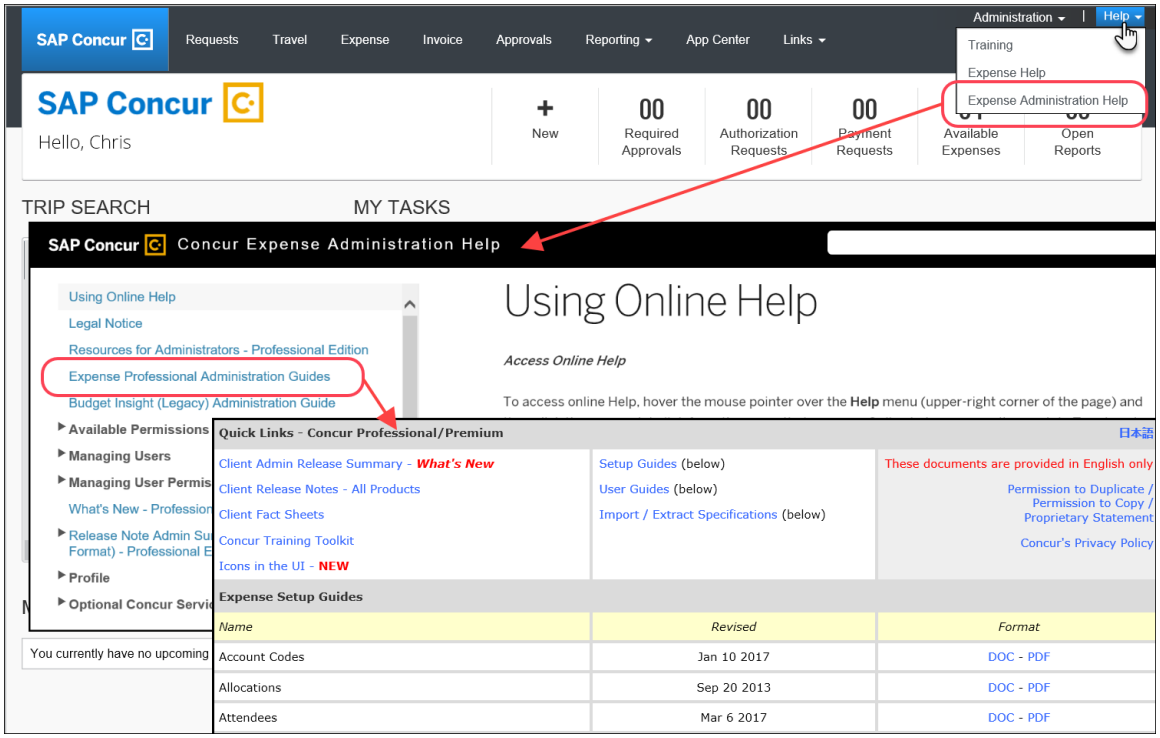
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

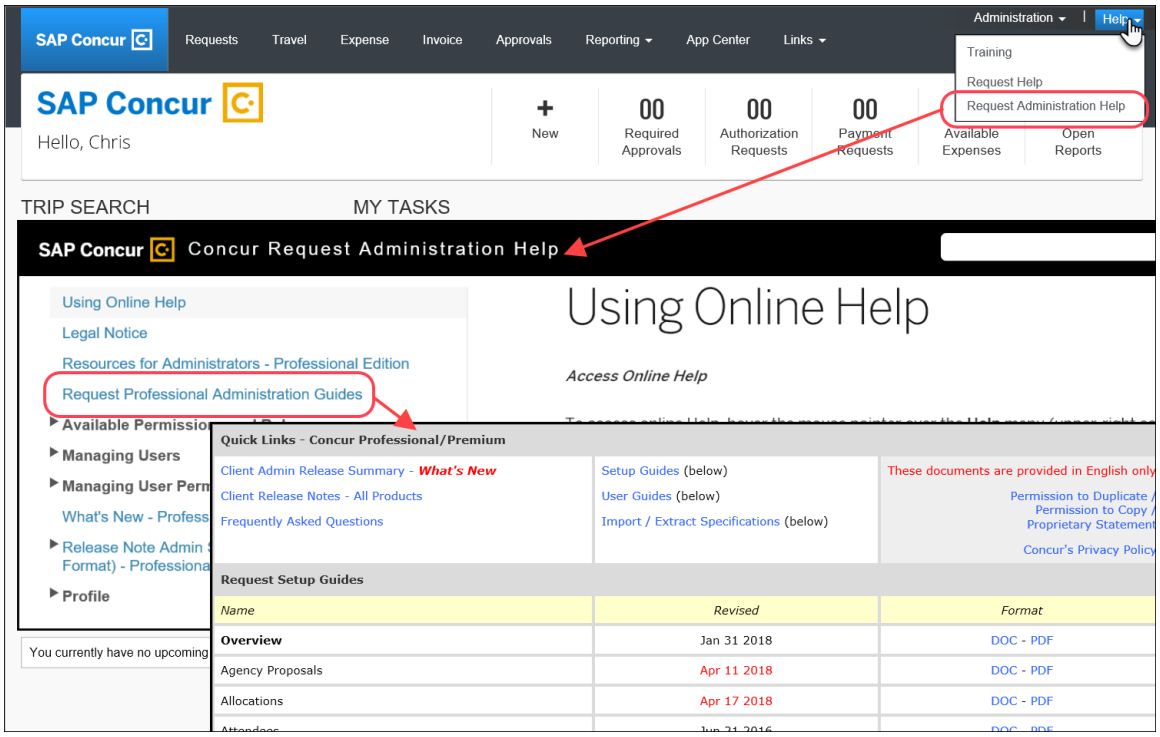
Invoice Administration Help



Expense Administration Help



Request Administration Help



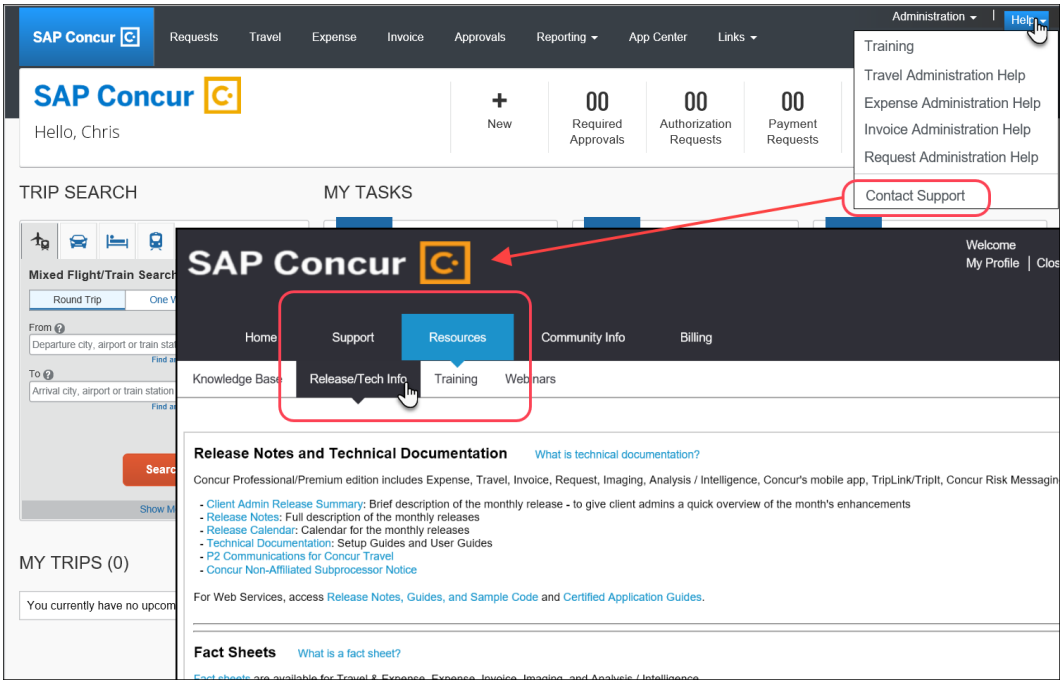
SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.

2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: March 16, 2019 Initial Post: Friday, March 15, 2:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

Search and Filter Functionality Now Available in Budget Items 1

Now Possible to Calculate Budget Percentages for Zero Amount Budget Items in Audit Rules 2

New Payment Request Budget Submit Event in Audit Rules 4

Messaging for Concur Open and Personalized Concur Open 5

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List 6

Ongoing Updated Email Format 7

Reminder: No Personal or Sensitive Data in Custom Fields 9

New SSL Certificate for concursolutions.com 9

Planned Changes 11

All Products 11

Planned Changes Budget Workflows Soon Available 11

Planned Changes New Forgot Password Page and Related Feature Deprecation 12

Planned Changes No Future Bulk Password Resets or Updates via Import File 18

Planned Changes Deprecation of Composite Logins 19

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur 23

Planned Changes Optimizing and Relocating the Page 23

Planned Changes Retiring the Purge Test User Transactions Functionality 24

Planned Changes New SAP Concur Sign In Page 25

Concur Expense and Concur Request 31

Planned Changes Budget Insight (Legacy) to Retire in 2019 31

Concur Invoice 32

Planned Changes Payment Request(s) Renamed to Invoice(s) 32

Client Notifications 33

Subprocessors 33

SAP Concur Non-Affiliated Subprocessors Notice 33

Browser Certifications 33

Monthly Browser Certifications and Support Configurations 33

Additional Release Notes and Other Technical Documentation 34

Online Help – Admins 34

SAP Concur Support Portal – Selected Users 36

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

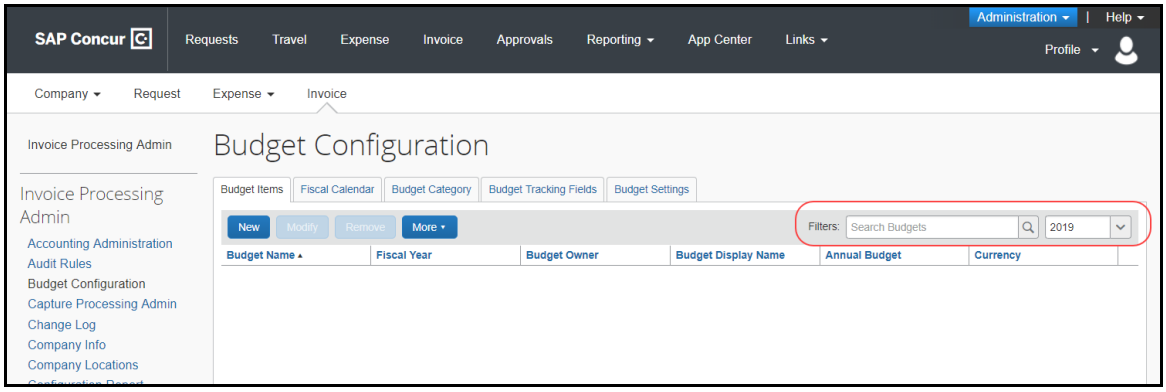
All Products

Search and Filter Functionality Now Available in Budget Items

Overview

Clients who have many budget items will now be able to find and update these quicker with the new search and filter functionality in Budget Items. Clients can search and filter on budget name, budget description, owner name, and owner email.

In addition, there is a list of fiscal years which clients can use to filter and search for budget items. The list will show the current year as default.



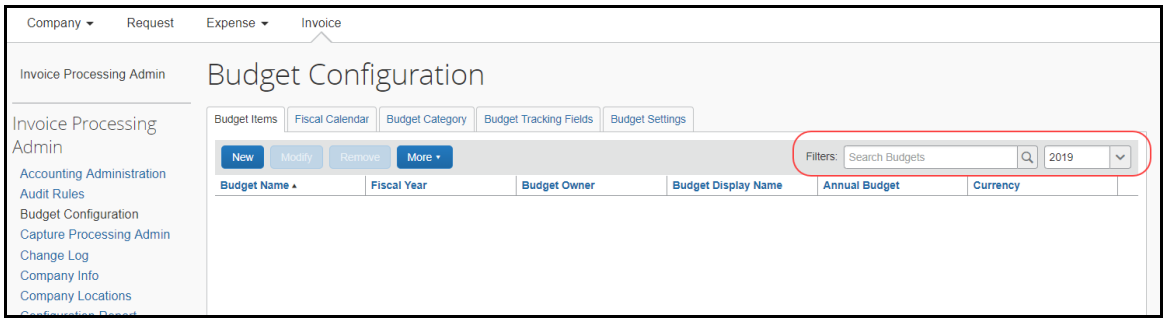
The search and filter functionalities are not applicable to exports at this point.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature makes it easier for clients to search for and update budget items.

What the Budget Administrator Sees

The user with the Budget Administrator role will see a new search field and a list from which to filter on fiscal year.



Configuration / Feature Activation

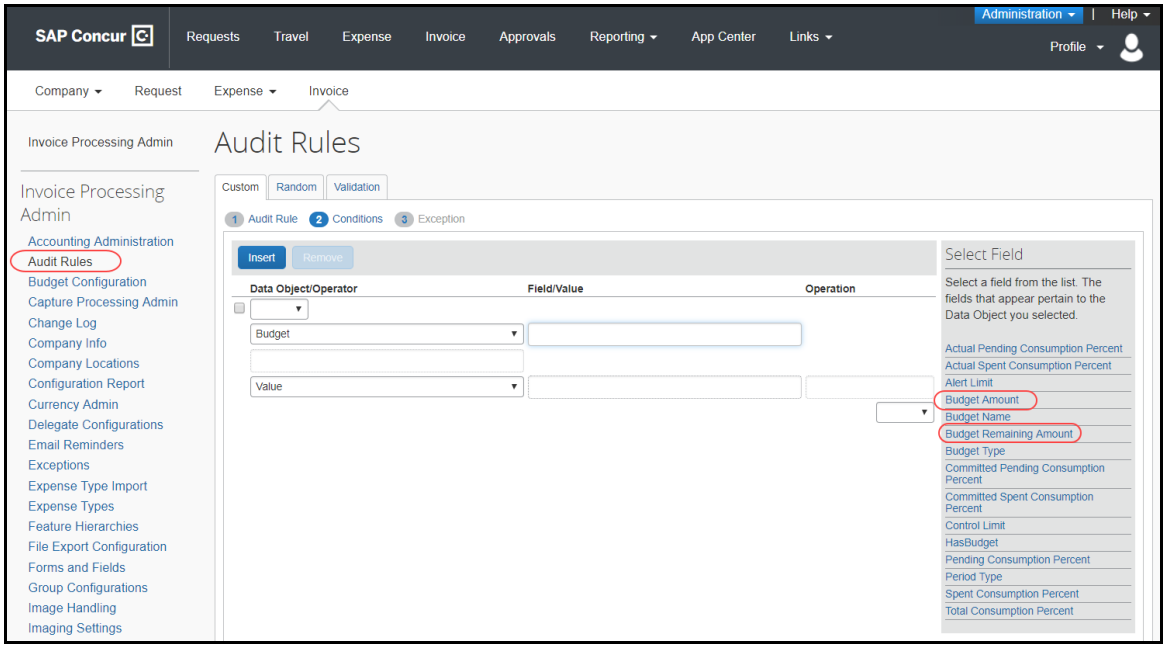
This change is automatically available; there are no additional configuration or activation steps.

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Now Possible to Calculate Budget Percentages for Zero Amount Budget Items in Audit Rules

Overview

Clients who use zero amount budgets to track expense items will now be able to create audit rules to calculate budget percentages for zero amount budget items in Audit Rules to ensure that spend does not hit a zero-amount budget. For this feature, clients will be able to use *Budget Amount* and *Budget Remaining Amount* options in Audit Rules.



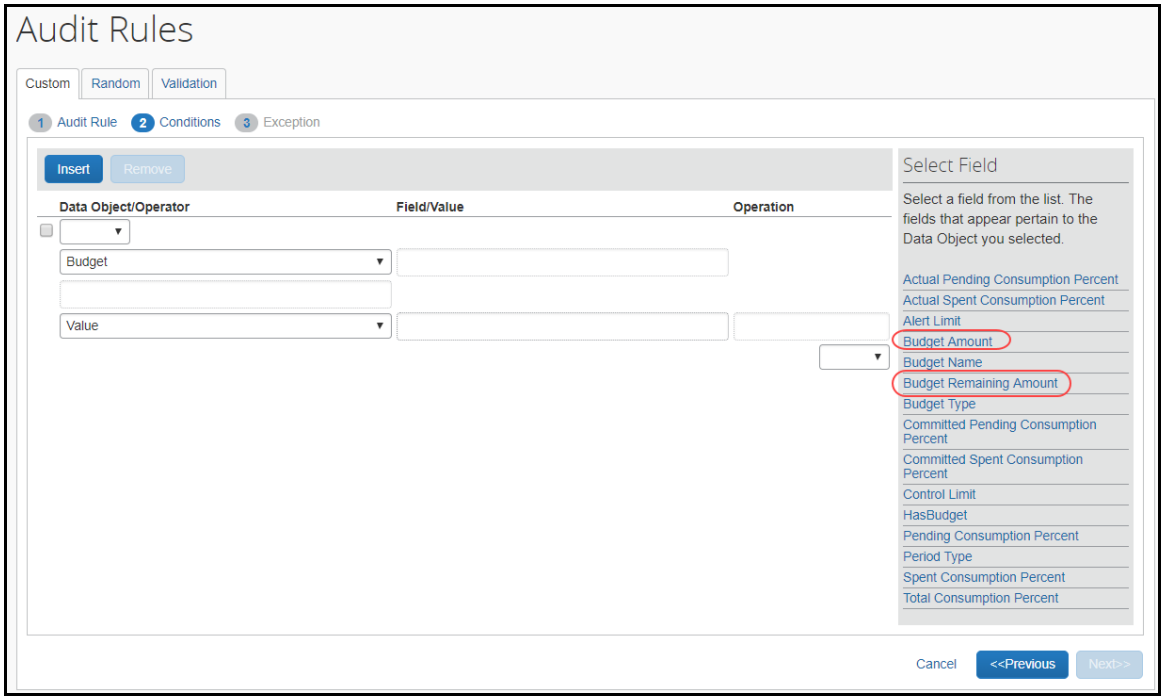
If the remaining budget amount is zero or greater than zero, the total consumption percentage will use zero. If the remaining budget amount is negative, the consumption percentage will use 999.

BUSINESS PURPOSE / CLIENT BENEFIT

These new audit rule options give clients visibility and ensure that spend does not hit a zero-amount budget.

What the Budget Administrator Sees

The user with the Budget Administrator role will see the new *Budget Amount* and *Budget Remaining Amount* options in Audit Rules.



Configuration / Feature Activation

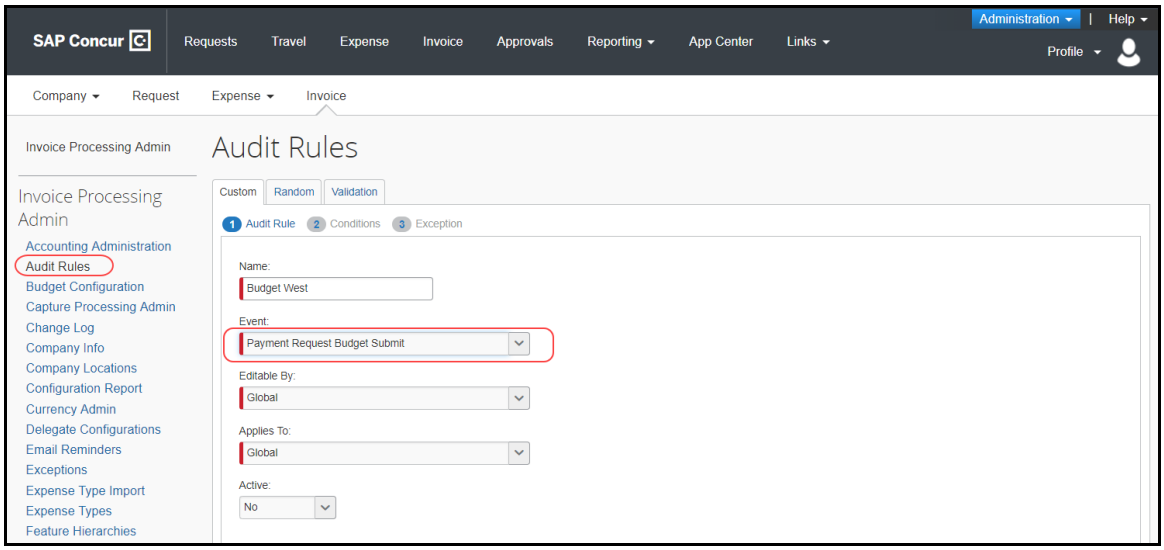
This change is automatically available. However, clients must configure and activate the audit rule to use it.

📖 For more information, refer to the *Shared: Budget Setup Guide*.

New Payment Request Budget Submit Event in Audit Rules

Overview

To enhance audit rules for Budget, SAP Concur has redesigned the budget audit rules so that Budget has its own new *Payment Request Budget Submit* event in Audit Rules.

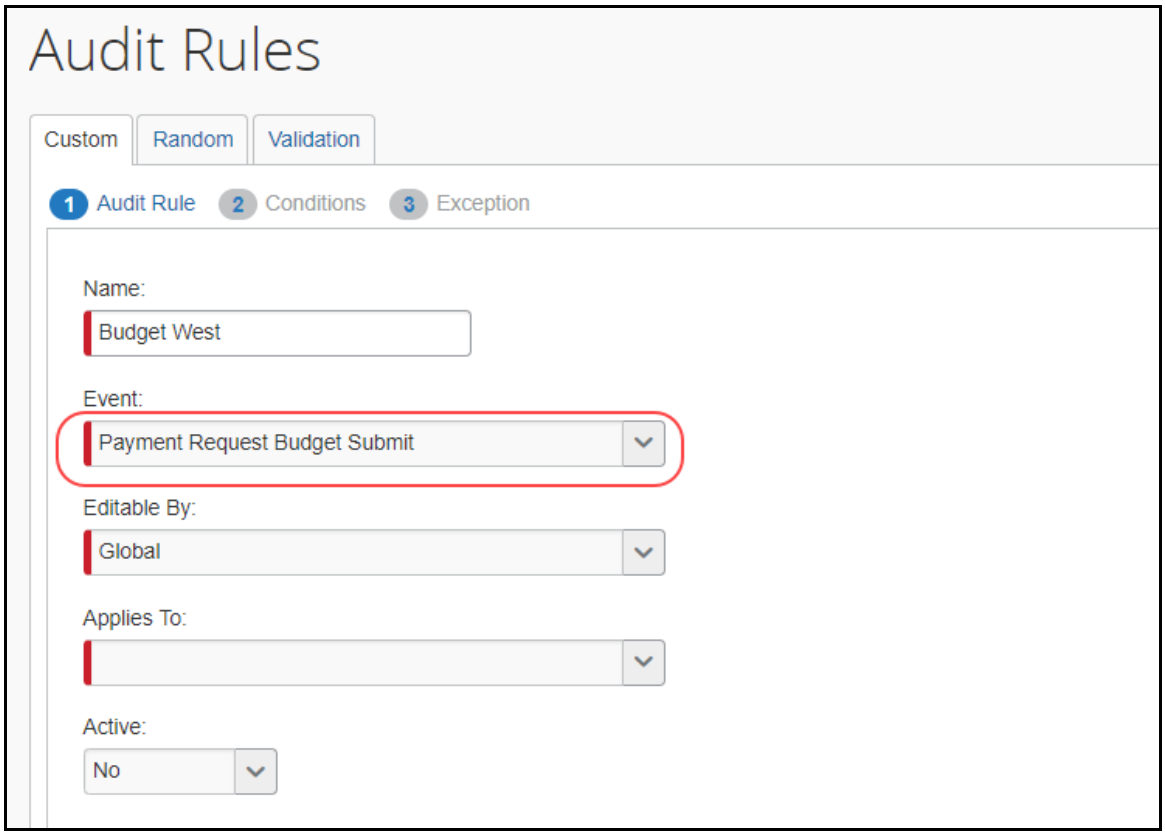


BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with enhanced support for complex audit rules.

What the Budget Administrator Sees

The user with the Budget Administrator role will see a new event, *Payment Request Budget Submit*, when configuring their audit rules.



Configuration / Feature Activation

This change is automatically available. However, clients must configure and activate the audit rule to use it.

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Messaging for Concur Open and Personalized Concur Open

Overview

Concur Open and Personalized Concur Open users can subscribe to email notifications about the SAP Concur products they use. As part of the subscription process, SAP Concur sends a verification email to the user. The user must click **Verify** in the email in order to receive the notifications.

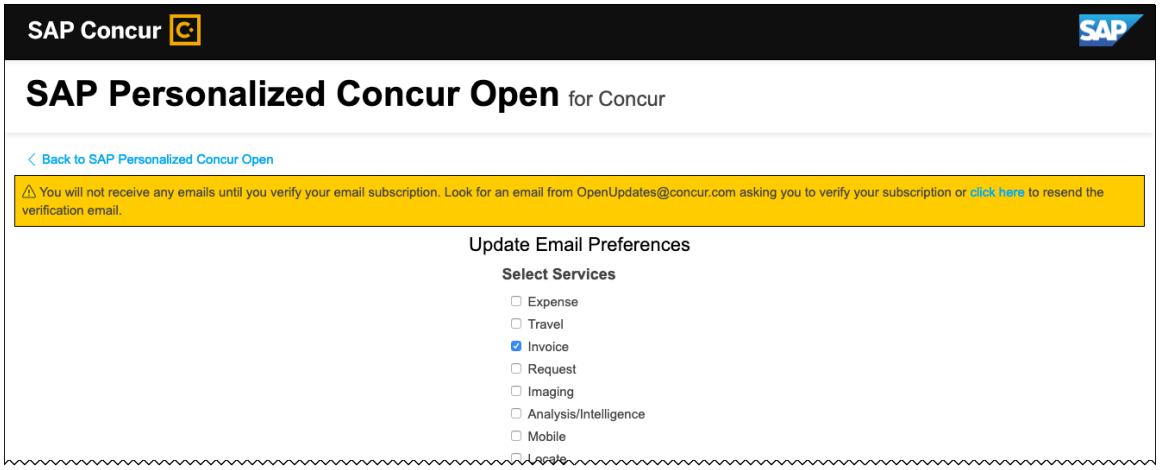
Because some users are not completing the verification step, SAP Concur has added a reminder to the subscription page.

NOTE: This message appears ***only*** if the subscriber has not responded to the verification email.

For more information about Personalized Concur Open, refer to the *Personalized Concur Open* fact sheet.

What the User Sees

The following highlighted message appears on the Personalized Concur Open subscription page.



A similar message appears for Concur Open users.

Configuration / Feature Activation

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

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services throughout the first quarter of 2019. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

Ongoing Updated Email Format

Overview

SAP Concur has provided a release note about the updated email notifications for several months. ***Be aware that we will discontinue this release note after this month.***

IMPORTANT

Note the following:

- The email content has not changed – just the look and feel has been updated.
- The changes will appear over time. Each product team (Expense, Invoice, Travel, etc.) decides when to use the new format. Timing will be based on resource availability and the priority of other scheduled enhancements.

  NOTE: One sample from Expense is shown below. No other samples from other products will be shown in these release notes.

- Do not expect that all product emails will change at the same time. For example, the Expense approval email might be first, and then other Expense notifications might follow.
- There is no assigned end date for the project. The changes might take longer than a year.

IMPORTANT for SSO Clients

For clients who use SSO, a lengthy URL might be replaced with www.concursolutions.com. For example, the URL in the expense report status change email might be replaced. Because some URLs can reach 200 characters in length, the decision was made to provide the www.concursolutions.com link instead, providing a better experience for users.

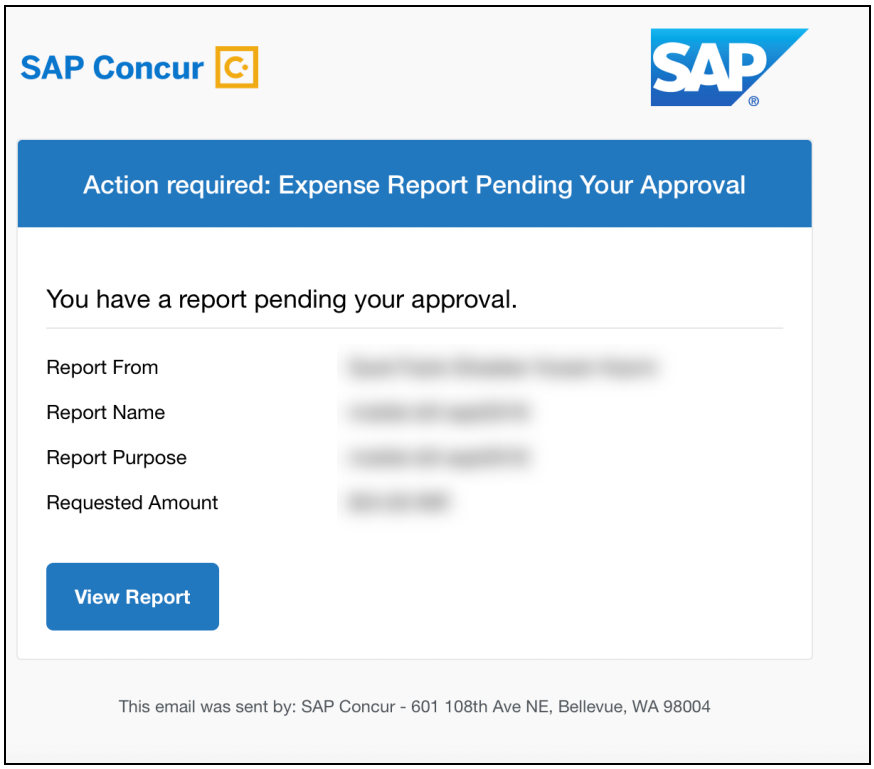
NOTE: Even though clients can define URLs that are an acceptable length, the SAP Concur system appends additional characters – primarily to satisfy mobile requirements – and those extra characters can extend the URL up to 200 characters.

The link in the email still works as it always has – redirecting the user for proper SSO authentication. The user can see the underlying URL at any time by hovering the mouse pointer over the www.concursolutions.com link.

This change does not affect those emails where the user clicks a button – instead of a link – to access Concur Expense.

What the User Sees

New email look-and-feel:



Configuration / Feature Activation

This change will occur, over time, automatically; there are no additional configuration or activation steps.

Reminder: No Personal or Sensitive Data in Custom Fields

Overview

All companies must take all reasonable steps to protect the personal and sensitive information of their employees. Per recommended security-related best practices, custom fields should not contain personal or sensitive data.

⚠ **IMPORTANT**: ***Data in custom fields is not encrypted.*** The client is solely responsible for any liability resulting or arising from improper use.

Next Steps

If your company is currently using custom fields to store personal or sensitive data (for example, Social Security numbers, family member names, or any other personally identifying information), you should plan to remove this information from your existing fields within the service and modify your current configuration.

Refer to the FAQ for additional information.

New SSL Certificate for concursolutions.com

Overview

In an effort to ensure the ongoing security of our products and services, SAP Concur has issued a new concursolutions.com SSL certificate. ***The current certificate will expire on March 16, 2019.***

Any customer who has pinned this expiring certificate will need to update to the new certificate prior to March 16, 2019. If the pinned certificate is not updated prior to March 16, 2019, your organization and users will experience disruption to SAP Concur products and services.

Customers who have not pinned the certificate do not need to take any action as the new certificate is updated automatically. Most customers do not pin the certificate.

Please be aware: As an enhancement to our Security and Compliance program, this certificate will be updated on an annual basis.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides ongoing security for our products and services.

Configuration / Feature Activation

Please consult with your IT department to check if this applies to you.

The new SSL certificate can be accessed here:
http://assets.concur.com/concurtraining/cte/en-us/concursolutions.cert.pem

Supply this URL to your IT department.

To save the certificate, click the link above, select all the text in the browser, copy it to a file, then name the file concursolutions.cert.pem.

Planned Changes

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

All Products

Planned Changes Budget Workflows Soon Available

Overview

In a future release, workflows will be available for Budget. Workflows define how the system routes invoices, expense reports, and requests through approval and processing steps. The flexible workflow feature for Budget that SAP Concur will offer allows companies to design workflows specifically tailored to their unique needs.

Without budget review, budgets may become fully consumed well before the end of a period or year leaving an organization with limited options and budget owners with, for example, exceeded budgets. In addition, early spending means that more important (to the organization) spending will be declined because lesser important spending consumed the budget early on.

Combining budget review in the workflow adds value. Audit rules and workflow step rules can help organizations to add in controls when it makes sense to fine tune to an organization's specific needs.

Equally important is the determination when a spending item is regarded as committed toward a budget. In most organizations, the commit is when a spending item is paid; it went through most if not all approval steps. In other organizations, the commit occurs much earlier. As soon as a purchase request or an authorization request is approved it is regarded as "promised".

BUSINESS PURPOSE / CLIENT BENEFIT

This feature will provide clients with control over the budget spend, for example, to avoid exceeded budgets too early in a budget period or budget year.

Configuration / Feature Activation

The administrator needs to configure this feature on the **Workflows** page by clicking **Administration** > **Invoice** or **Expense**.

Planned Changes New Forgot Password Page and Related Feature Deprecation

Overview

SAP Concur will add a new Forgot Password feature to the SAP Concur **Sign In** page, providing an updated login experience for users who log in with user name and password credentials.

When the new Forgot Password feature is released (targeted for May 11th), the following existing **Forgot Password** page functionality will be deprecated:

- **Security Questions:** Users will no longer receive security question prompts for login authentication.
- **On-page text:** Company custom text will no longer be displayed.
- **Password hints:** The option, **Send me an email with my password hint**, will no longer be available.

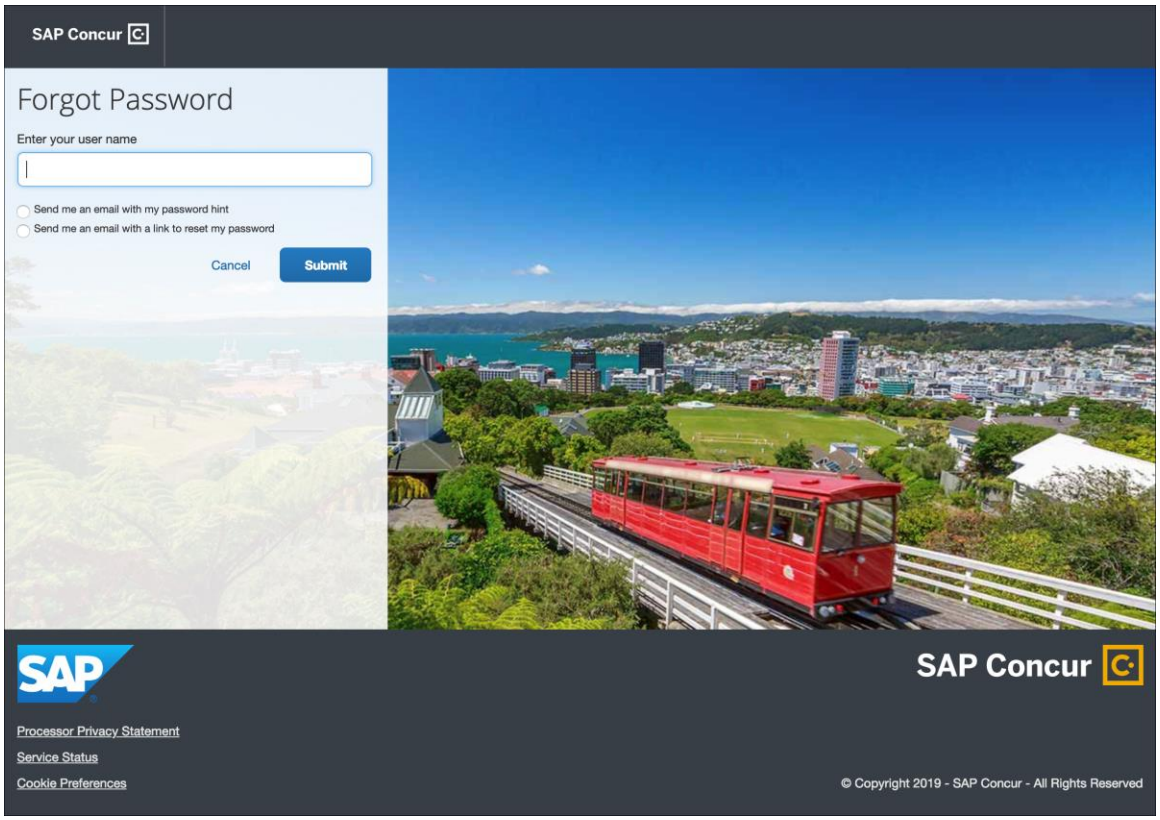
NOTE: SP Concur currently plans to release the Forgot Password feature in advance of the planned New SAP Concur **Sign In** page. For more information, refer to the ***Planned Changes** New SAP Concur Sign In Page* release note in this document.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides greater security for user passwords and streamlines the user experience.

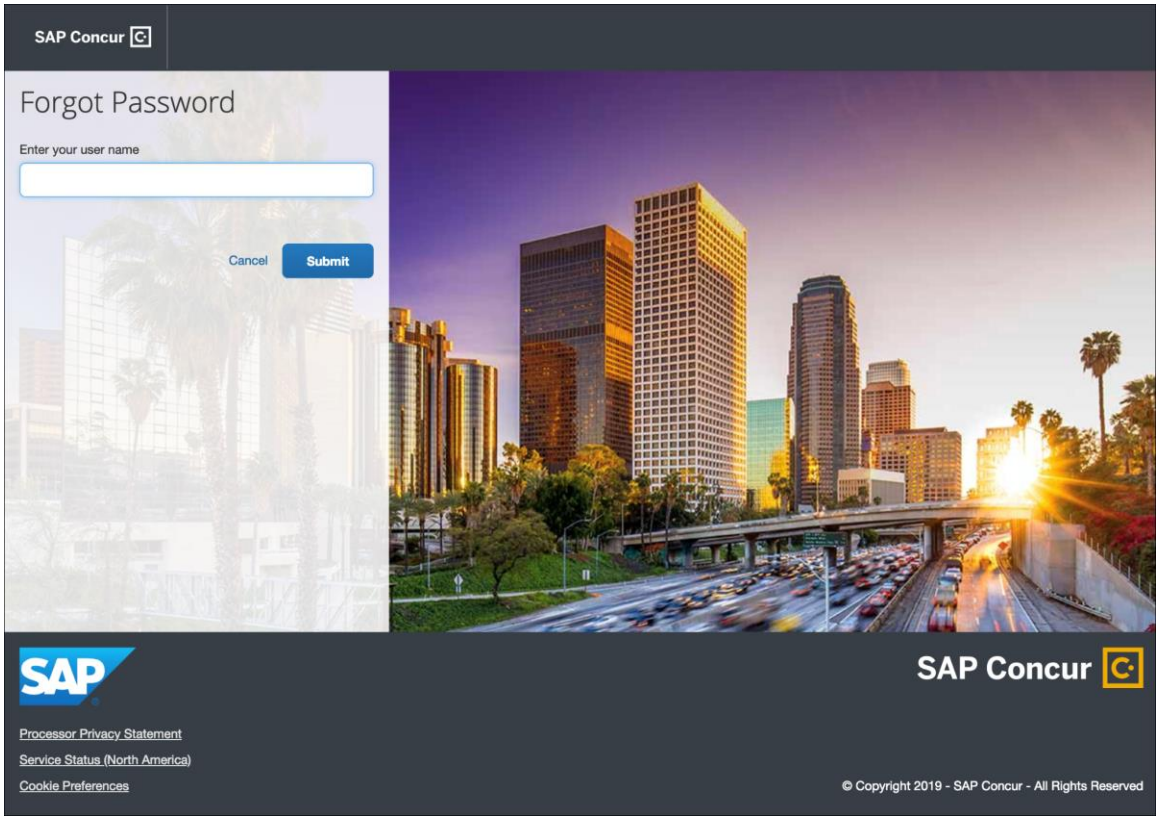
What the User Sees – Current Forgot Password Page

When a user enters an incorrect password on the SAP Concur **Sign In** page (www.concursolutions.com) and clicks the **Forgot Password?** link, a **Forgot Password** page displays. This page has options for the user to have an email sent to a verified account that includes a password hint or a link to reset the password. Some companies also have custom text that displays on this page.

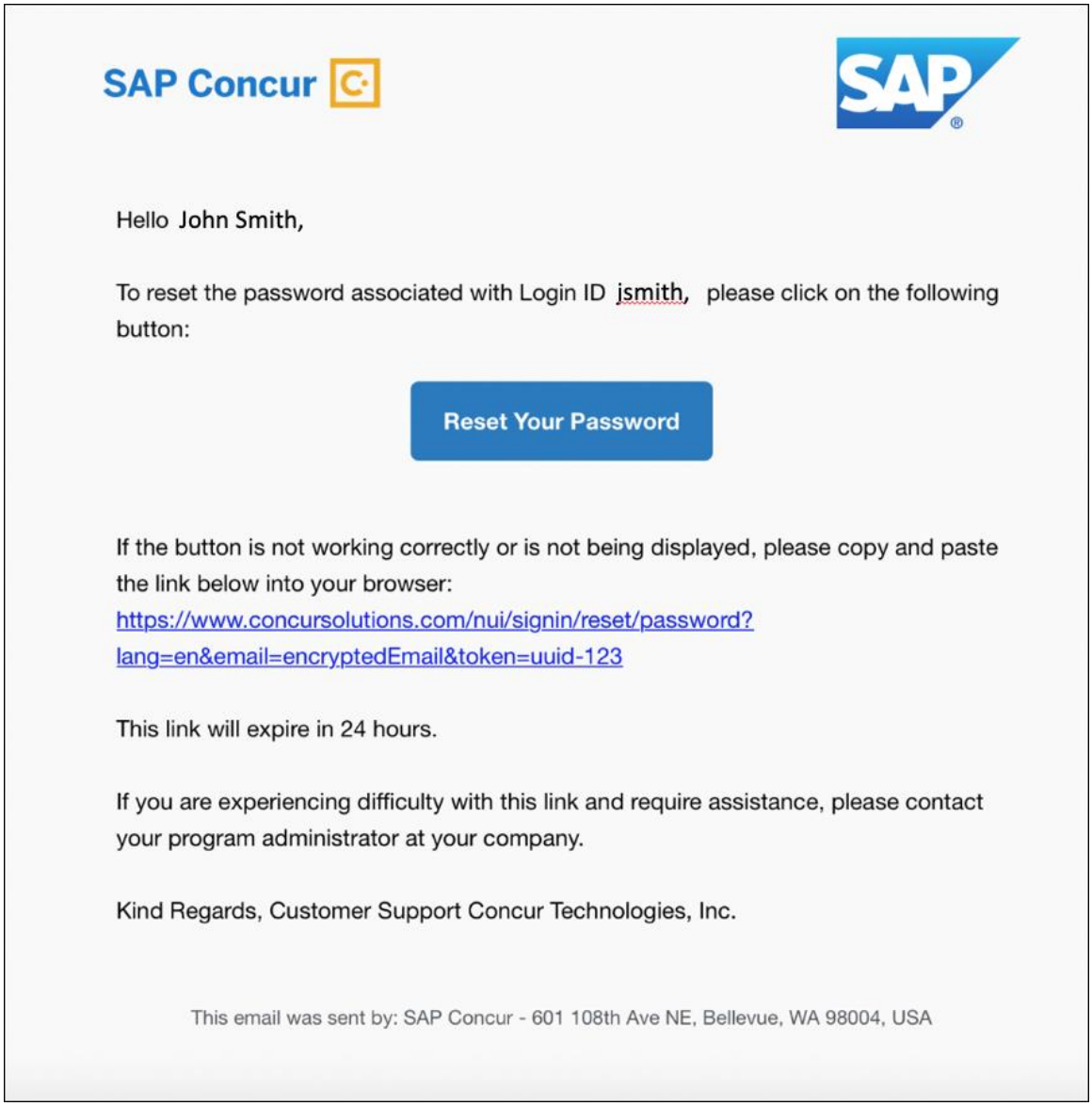


What the User Sees – New Forgot Password Page

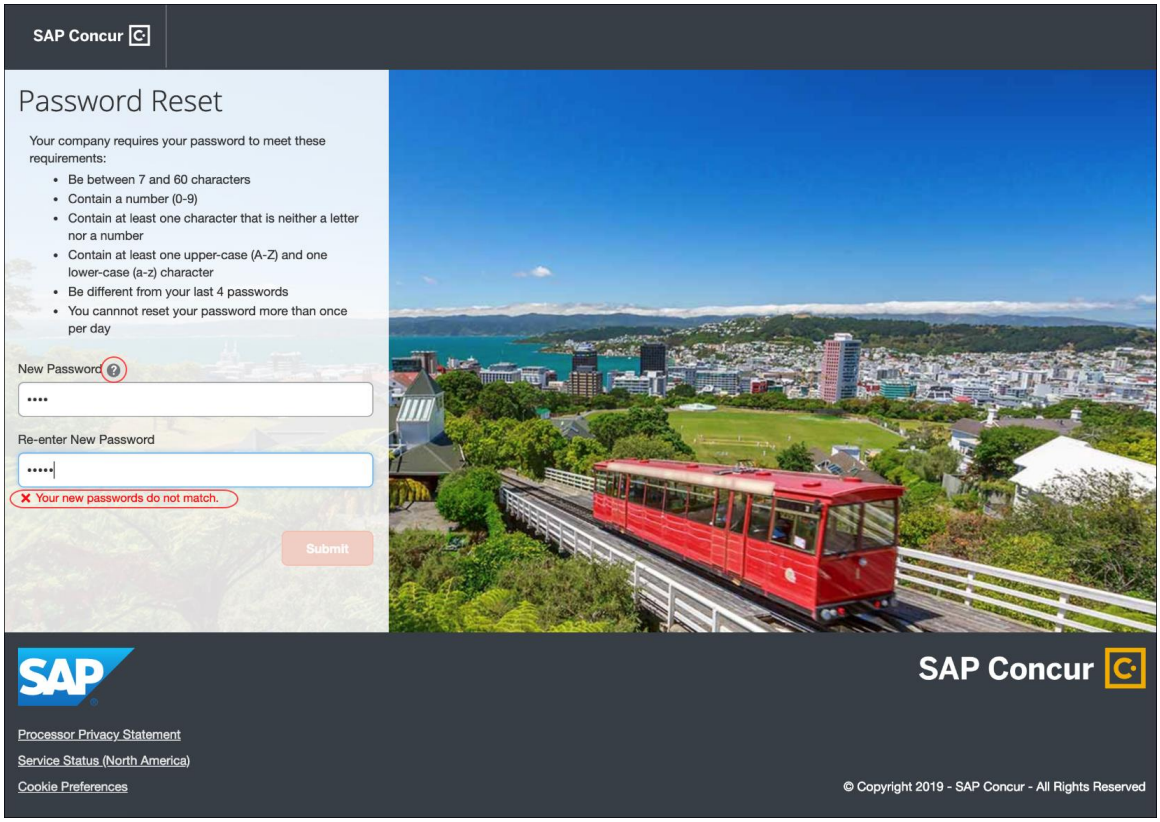
When a user enters an incorrect password on the SAP Concur **Sign In** page (www.concursolutions.com) and clicks the **Forgot Password?** link, a new **Forgot Password** page will display. The user will enter their user name and click **Submit**. A reset password notification email will then be sent to the user's verified email account.



The user will open the reset password notification email, which includes a one-time reset password link that is valid for 24 hours. The user will click the **Reset Your Password** icon in the email.



The **Password Reset** page opens in the user's browser.

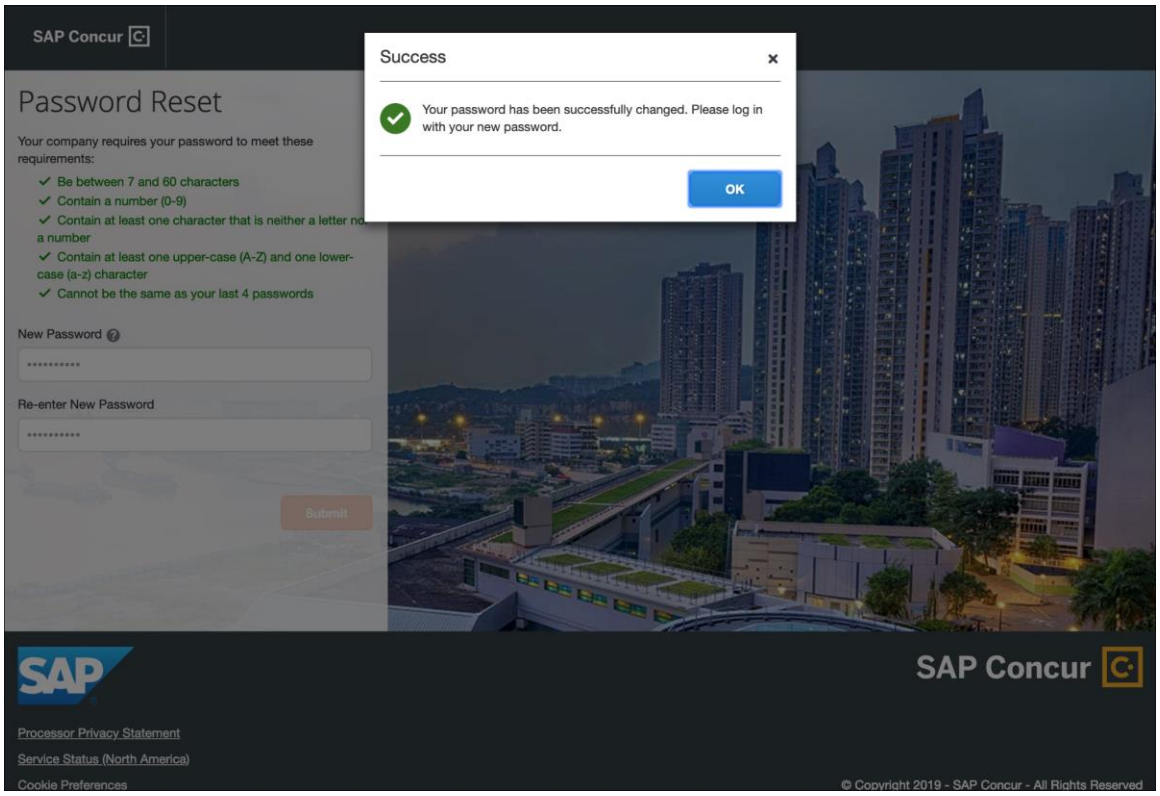


The user will see the company's password policy display on the page. The user will enter a new password in the **New Password** and **Re-enter New Password** fields. If the passwords do not match, an on-page message alerts the user.

The user can also click on the **Password Help Info** icon to view a hint to make the password stronger.

The user then clicks the **Submit** button to create the new password.

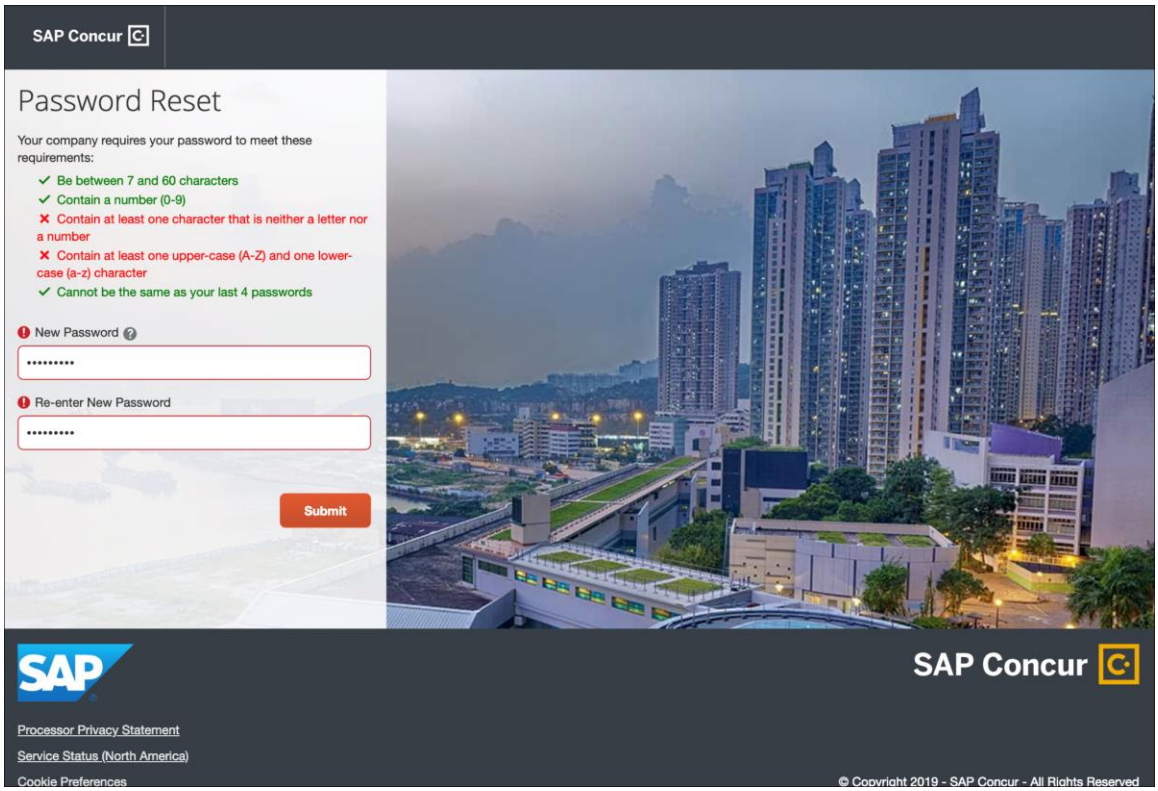
Once the password is validated, the user will see a message confirming that the new password has been successfully created.



The user will click **OK**. The user will be directed to www.concursolutions.com to log in with the new password.

FAILED PASSWORDS

If the new password fails validation, the **Password Reset** page will display errors to help the user create a password that meets their company requirements.



Configuration / Feature Activation / Feature Deprecation

Additional information will be provided in a future version of the release notes.

Planned Changes No Future Bulk Password Resets or Updates via Import File

Overview

In a future release, the ability to reset or update user passwords through the User Import and Employee Import features, will be removed. The ability to set the password for new users during the initial import through the User Import and Employee import features will still be available.

NOTE: At this time, SAP Concur plans on providing a bulk password reset tool in the future.

USER IMPORT

The password field will remain available in the downloadable Excel template, but will only be read during an initial import of the file, or when creating a new user in the system. Subsequent uses of the field will be ignored by the system.

📖 For general information about this functionality, refer to the *Shared: User Import User Guide*.

EMPLOYEE IMPORT

The password fields will remain available in the 100, 300, 305, and 310 records sets, but will only be read during an initial import of the file, or when creating a new user in the system. Subsequent uses of the field will be ignored by the system. The update and replace password features on the 100 record will no longer be used.

📖 For general information about this functionality, refer to the *Shared: Employee Import Specification*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides greater security for user passwords.

Configuration / Feature Activation

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

Planned Changes Deprecation of Composite Logins

Overview

Composite login functionality allows users to use a login ID that does not include a domain to log in to SAP Concur products.

All users who use only their username (ex: johndoe) to log in will need to use their **CTE Login Name** rather than their login ID to log in to SAP Concur products.

SAP Concur will no longer support composite login sign-in page URLs. The typical URL for a composite login page includes the name of the entity (ex: entity=pxxxxxxxxx) and looks like this: https://www.concursolutions.com/signin.asp?entity=pxxxxxxxxx.

All clients will be using the standard **Sign In** page to access SAP Concur products. The standard sign in page is https://www.concursolutions.com/nui/signin.

Deprecation of the composite login pages for www.concursolutions.com is targeted for May 11th, 2019.

IMPACTS TO USERS

Users who log in to a composite login page (https://www.concursolutions.com/signin.asp?entity=pxxxxxxxxx) ***and*** do not use the at (@) symbol in their user name will need to contact their company administrator to get their **CTE Login Name**. User passwords remain the same.

Single Sign-On functionality is not impacted by this change. The following users will not be impacted because they do not log in using https://www.concursolutions.com:

- SAP Concur web SSO
- Concur mobile username/password
- Concur mobile SSO

BUSINESS PURPOSE / CLIENT BENEFIT

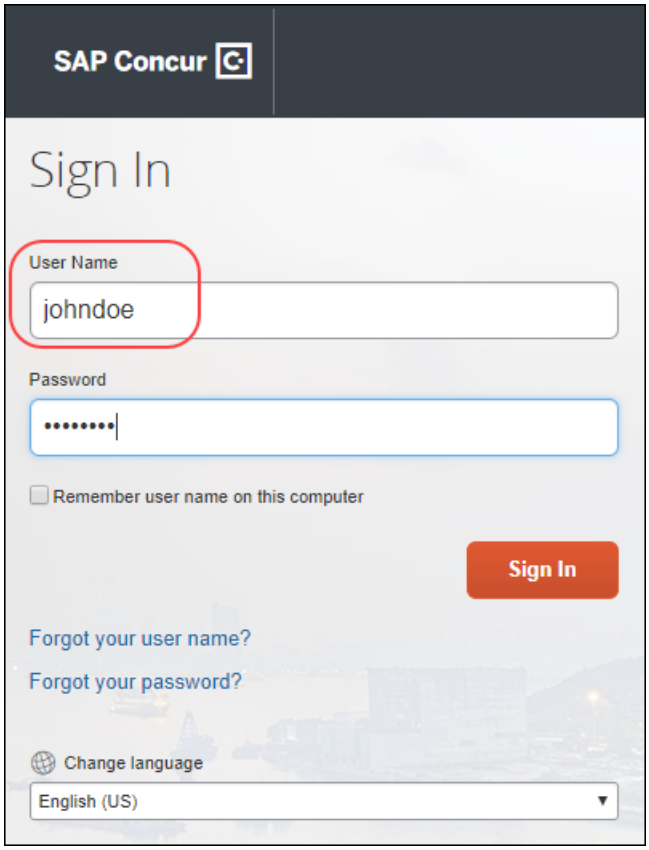
Deprecating this feature improves login stability and login success rates, while reducing login dependency.

What the User Sees

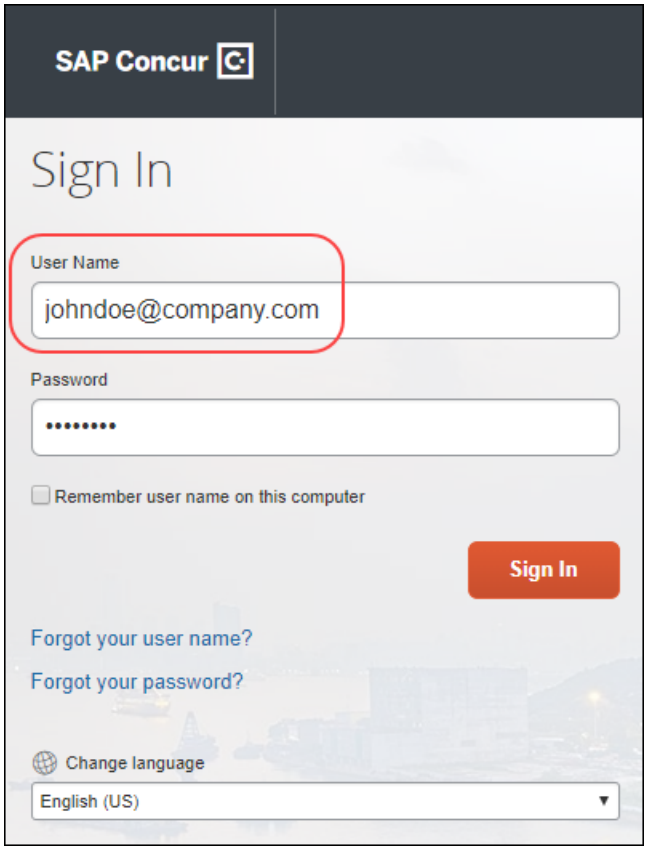
Users are currently seeing a message on composite login pages about the planned deprecation.

All users who use only their username (ex: johndoe) to log in will need to use their **CTE Login Name** rather than their login ID to log in to SAP Concur products.

Before

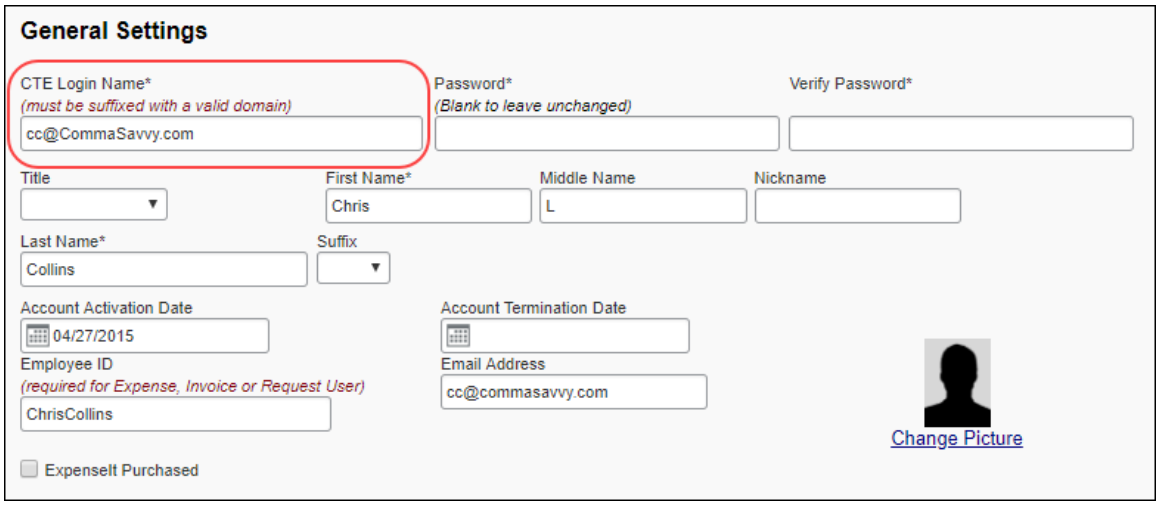

SAP Concur
Sign In
User Name
johndoe
Password
Remember user name on this computer
Sign In
Forgot your user name?
Forgot your password?
Change language
English (US)

After



What the Admin Sees

On the **User Administration** page, in the **General Settings** section, admins will see the **CTE Login Name** for each user.



NOTE: For future employee imports, include the domain name for users who previously did not have a domain name in the Concur Expense database.

Configuration / Feature Activation

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

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur which provides SAP Concur clients with a self-service option for setting up SSO for their organization. SSO is currently supported for Concur Expense, Concur Invoice, Concur Request, and Concur Travel.

Other SAP Concur products and services are outside the scope of this initial release.

The new Manage Single Sign-On (SSO) feature will be accessible from the **Administration > Company > Company Admin** page.

NOTE: This new feature does not affect Concur Travel clients who are already using the Security Keys feature.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Planned Changes Optimizing and Relocating the Page

Overview

To simplify the **Training Administration** page, the functionality and content will be changing.

In addition to content changes, access to the **Training Administration** page will move from **Company Admin** to **Tools**.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes will make the Training Administration feature easier to find and use.

Configuration / Feature Activation

The changes will be automatically available; additional information about potential configuration or activation steps will be provided in a later version of these release notes.

📖 For general information about the Training Administration feature, refer to the *Shared: Training Administration Setup Guide*.

Planned Changes Retiring the Purge Test User Transactions Functionality

Overview

SAP Concur is retiring the functionality in the Test User Admin feature that removes the transactions of test users from Concur Expense, Concur Invoice, Concur Travel, and Concur Request.

BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow SAP Concur to devote more resources to development and maintenance of features that are used by many or most of our clients.

What the Admin Sees

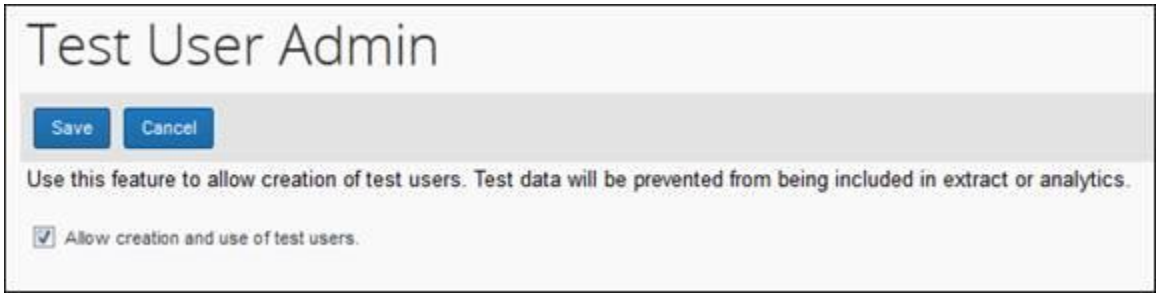
The **Test User Admin** page will no longer display the **Purge Test User Transactions** button.

Before



NOTE: To access the page, click **Administration** > **Expense** (or **Invoice** or **Requests**) > **Test User Admin**.

After



Configuration / Feature Activation

The functionality will automatically be removed.

📖 For general information about the Test User Admin feature, refer to the *Shared: Test User Setup Guide*.

Planned Changes New SAP Concur Sign In Page

Overview

SAP Concur is planning to add a new **Sign In** page, providing an updated login experience for users who log in with a user name and password credentials. Current Single Sign-On (SSO) users will be able to start the SSO login process at www.concursolutions.com. This feature is planned for 2019.

The new **Sign In** page feature includes the following:

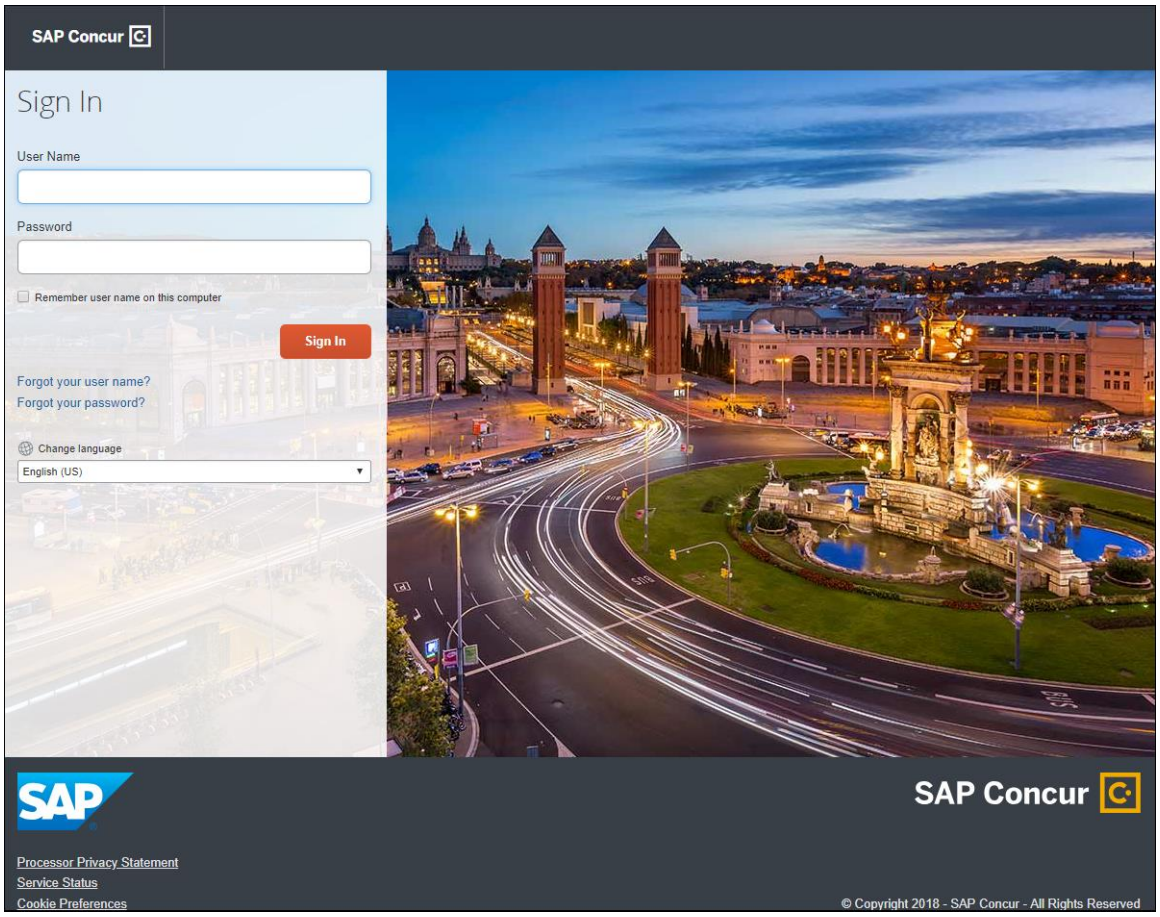
- **Two-step login:** provides enhanced security, meets current industry standards, and provides a better login success rate
- **Multi-account login:** allows administrators to log in with multiple accounts (planned for a future release)
- **User avatar:** enhances the user experience (planned for a future release)

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, convenient experience for users logging in to SAP Concur products and services.

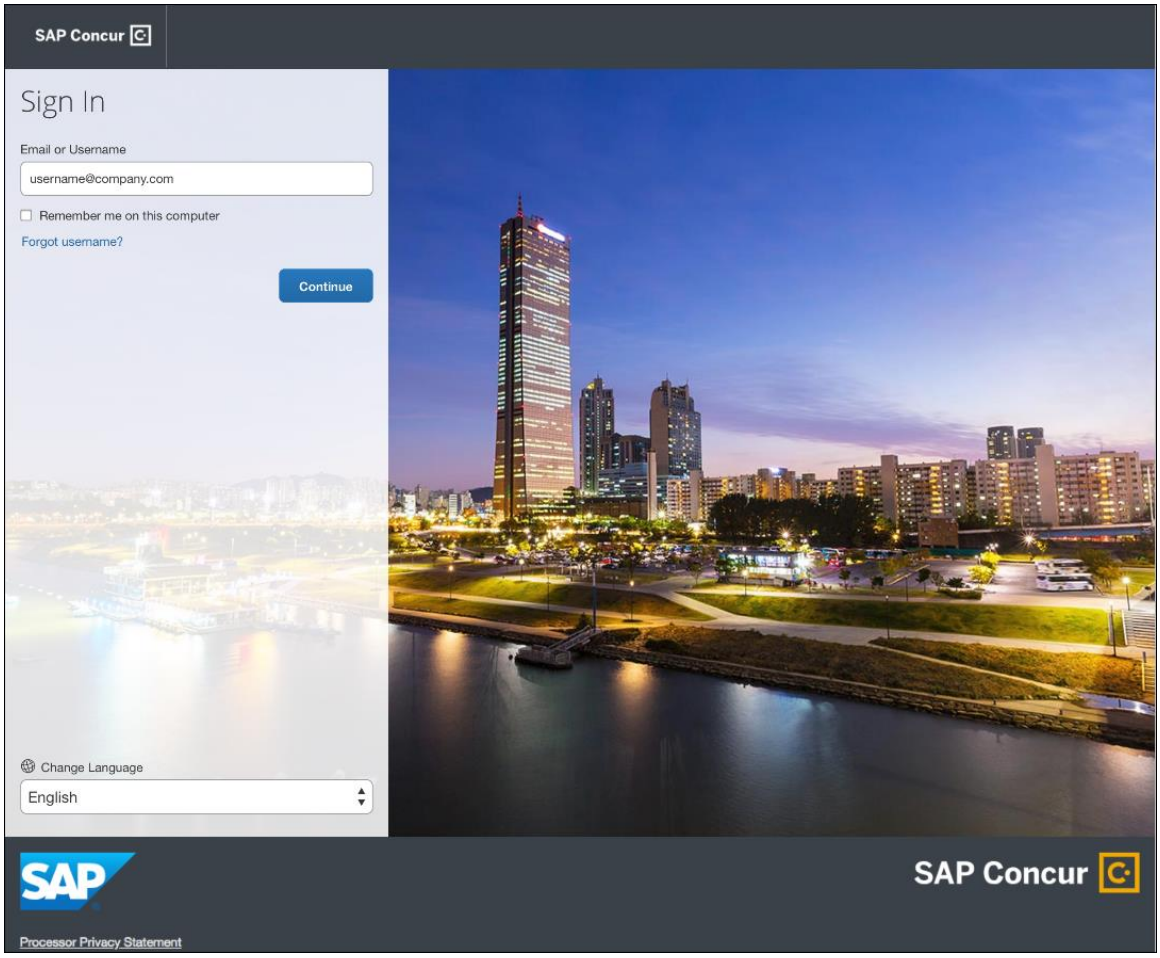
What the User Sees – Current Sign In Page

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the User Sees – New Sign In Page

The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email or username. The user can select the **Remember me on this computer** check box, so their email or username displays the next time they log in to SAP Concur. The user will then click **Continue**.



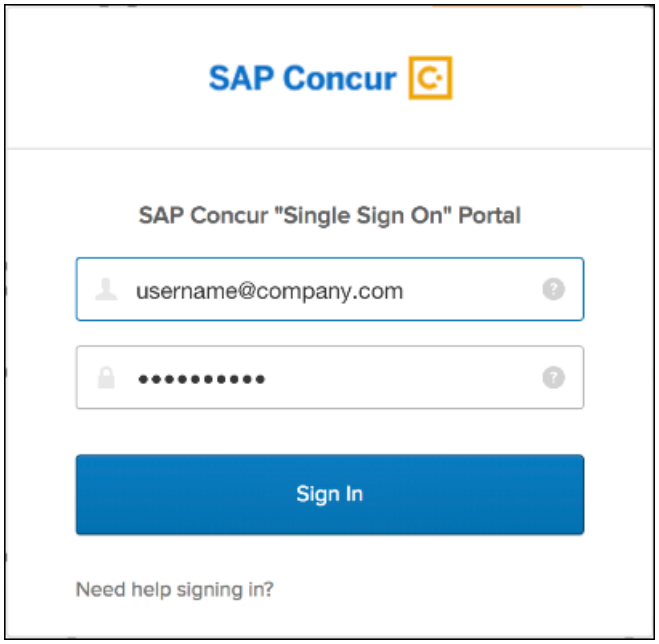
Depending on the customer's implementation of SAP Concur, users will then be directed to the designated Identity Provider (IdP) Single Sign-On portal or an additional **Sign In** page.

NOTE: If a company has not used the planned feature, Manage Single Sign-On, to migrate to the new SSO service at SAP Concur, users will be directed to a password login page to log in using a username and password. For more information, refer to the ***Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

NOTE: Once the planned feature, Manage Single Sign-On, is released for general availability, companies who have test/training users should leave the SSO enforcement setting as *SSO Optional* on the **Manage Single Sign-On** page. Test/training users will then be directed to an intermediate password login page to log in at www.concursolutions.com using existing SSO or enter their password. If a company selects *SSO Required* on the new **Manage Single Sign-On** page, then all test/training users will be blocked and directed to log in at www.concursolutions.com with a username and password.

SSO USERS

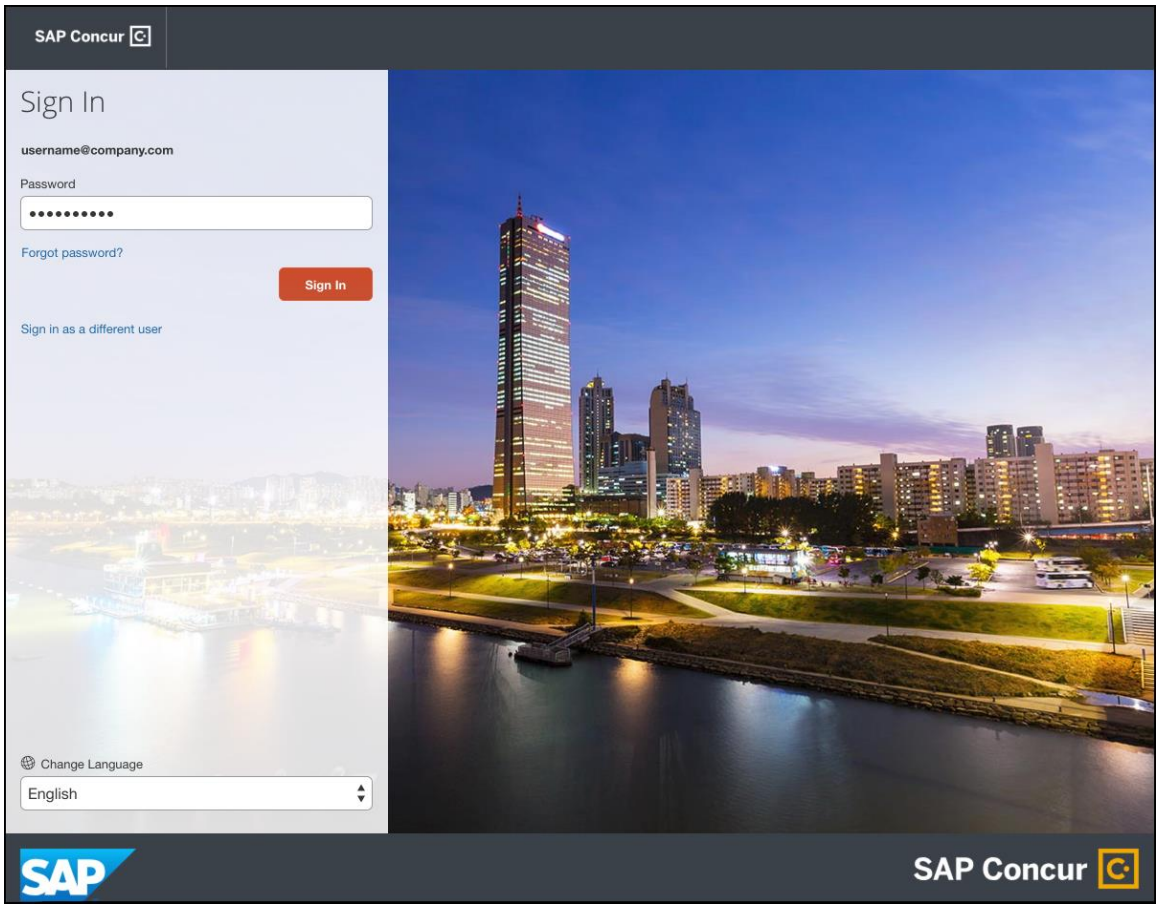
When the designated Identity Provider (IdP) Single Sign-On portal appears (similar to the one shown below), the user will enter their email or username and password, then click **Sign In**.



After being authenticated, the user will be directed to the SAP Concur **Home** page.

USERS WITH USERNAMES AND PASSWORDS

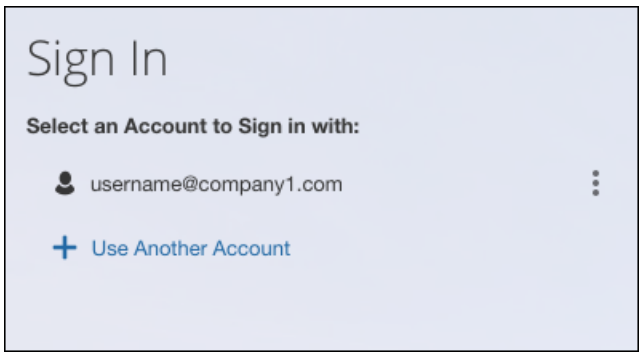
The user will be directed to an additional **Sign In** page. The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.



Once the user's password is verified, the SAP Concur **Home** page appears.

RETURN USERS

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or user name display on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.



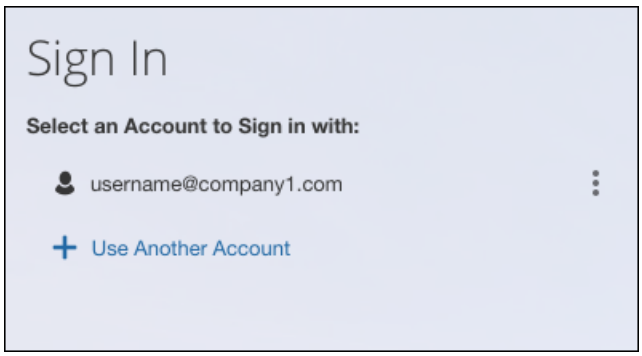
The user will click on their email or username, and then one of the following occurs:

- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** On the **Sign In** page, the user will enter as password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

USERS WITH MULTIPLE ACCOUNTS

SAP Concur users with multiple login accounts have more than one login option depending on the user role or account they want to use. The user will first log in to SAP Concur using one of their accounts. Once successfully logged in, the user logs out of the system.

To add another account, on the **Sign In** page, the user clicks the **Use Another Account** link.

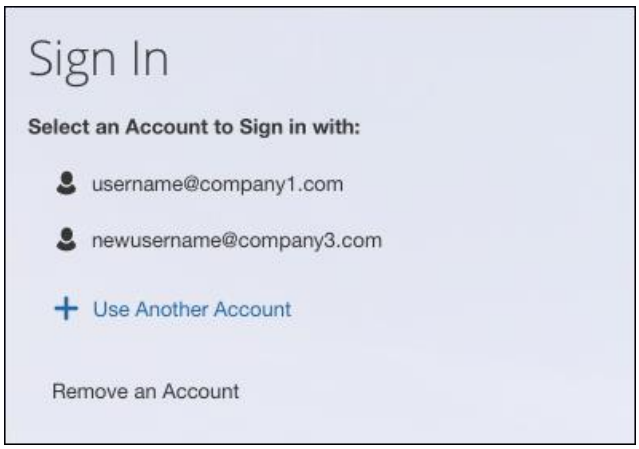


The next login step depends on the account type the user wishes to use:

- **SSO Account:** If the user selects an account with SSO credentials, the user will enter an email, then the user will be directed to the IdP Single Sign-On portal. Once the user is authenticated, the SAP Concur Home page appears.

- **Username and Password:** The user is directed to an additional **Sign In** page to enter a password. The user then clicks **Sign In**. Once the user is authenticated, the SAP Concur **Home** page appears.

When all accounts are added, a return user will select the account they want to use to log in to SAP Concur.



FORGOT PASSWORD

📖 For more information about **Forgot Password** functionality, refer to ***Planned Changes ** New Forgot Password Page and Related Feature Deprecation* in this document.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

Concur Expense and Concur Request

Planned Changes Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired June 30, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur offers, which released earlier this year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Concur Invoice

Planned Changes Payment Request(s) Renamed to Invoice(s)

Overview

In a future release, SAP Concur will replace instances of the term "payment request" and its iterations with the term "invoice" and its iterations. These changes will be made in the user interface, the Concur Invoice documentation, and in all other SAP Concur product documentation where it appears.

NOTE: The term change is targeted for the April release.

BUSINESS PURPOSE / CLIENT BENEFIT

This change helps to ensure that the terminology used in SAP Concur is consistent with industry standard terminology.

Configuration / Feature Activation

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

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Support Configurations

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

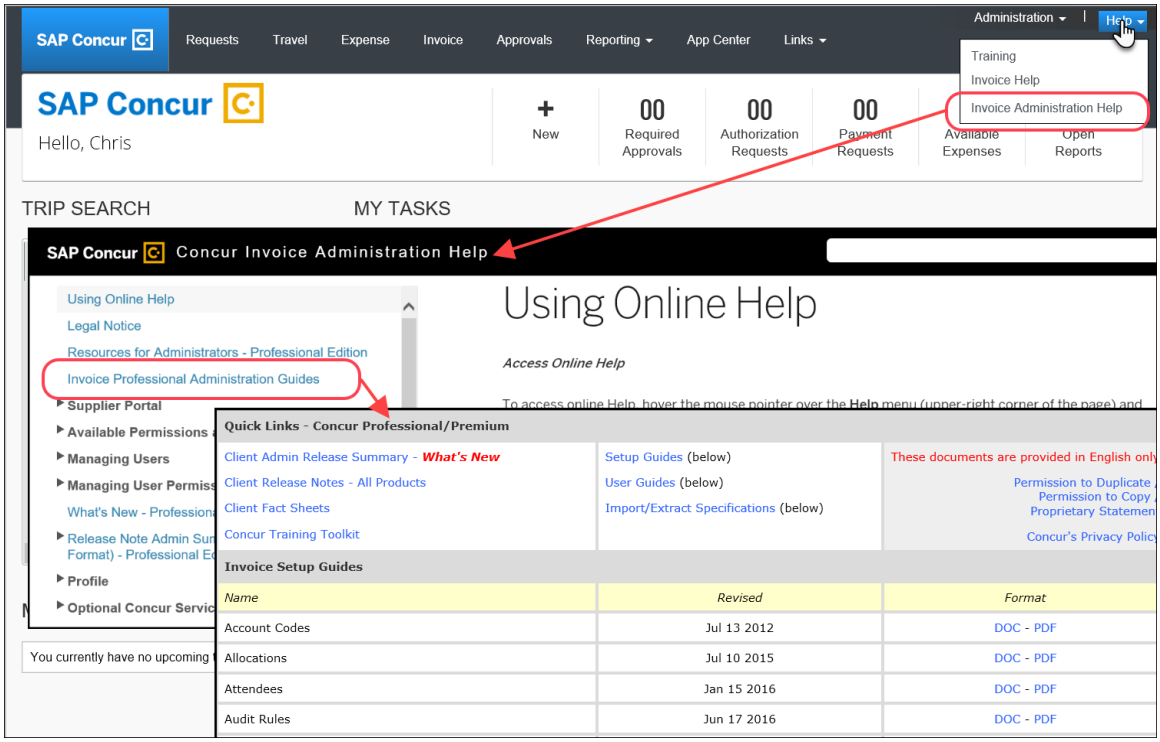
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

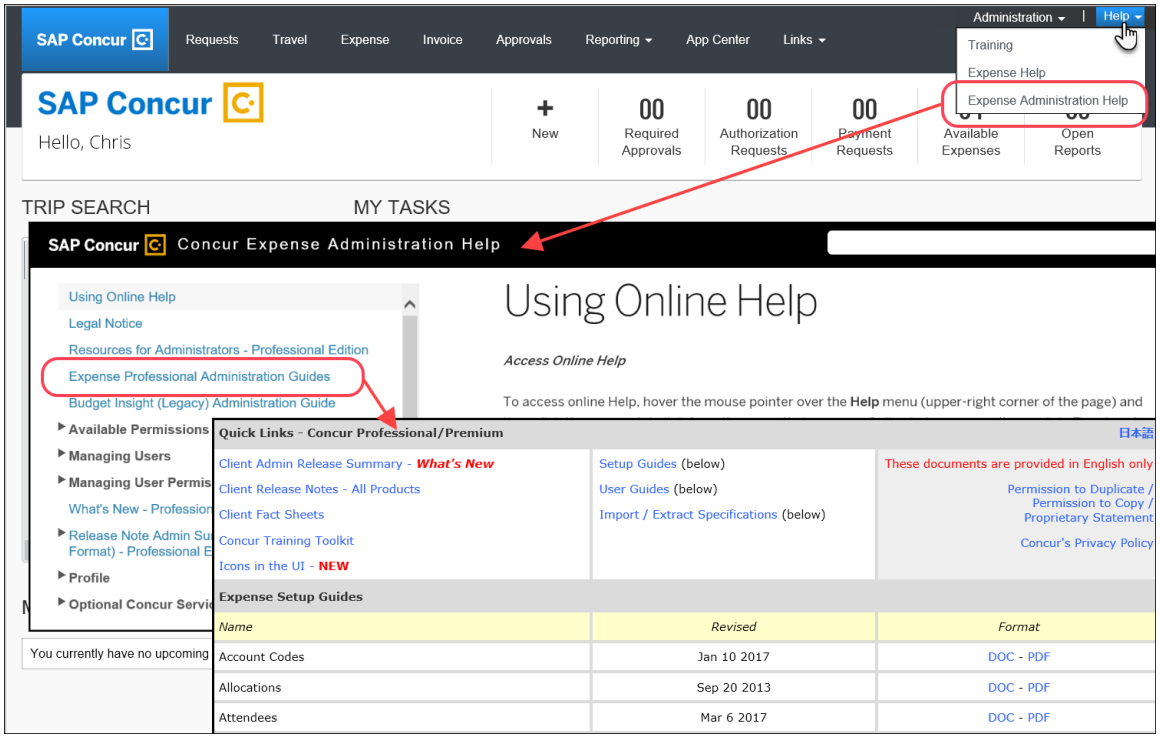
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

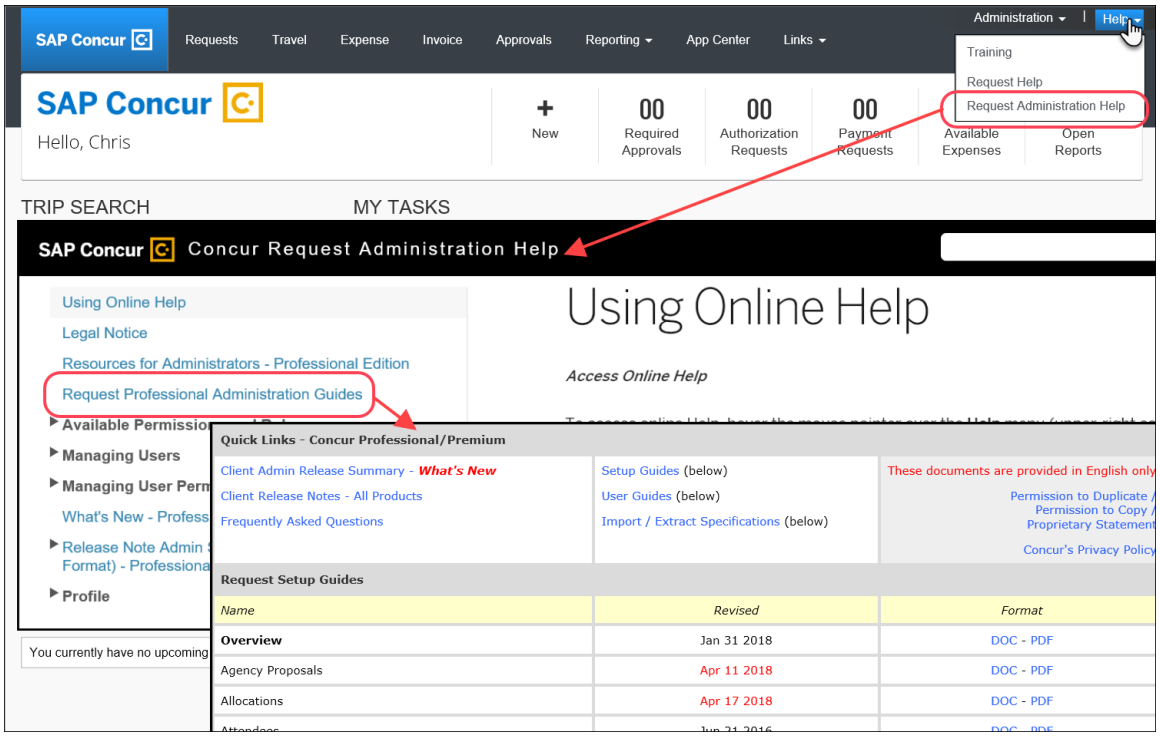
Invoice Administration Help



Expense Administration Help



Request Administration Help



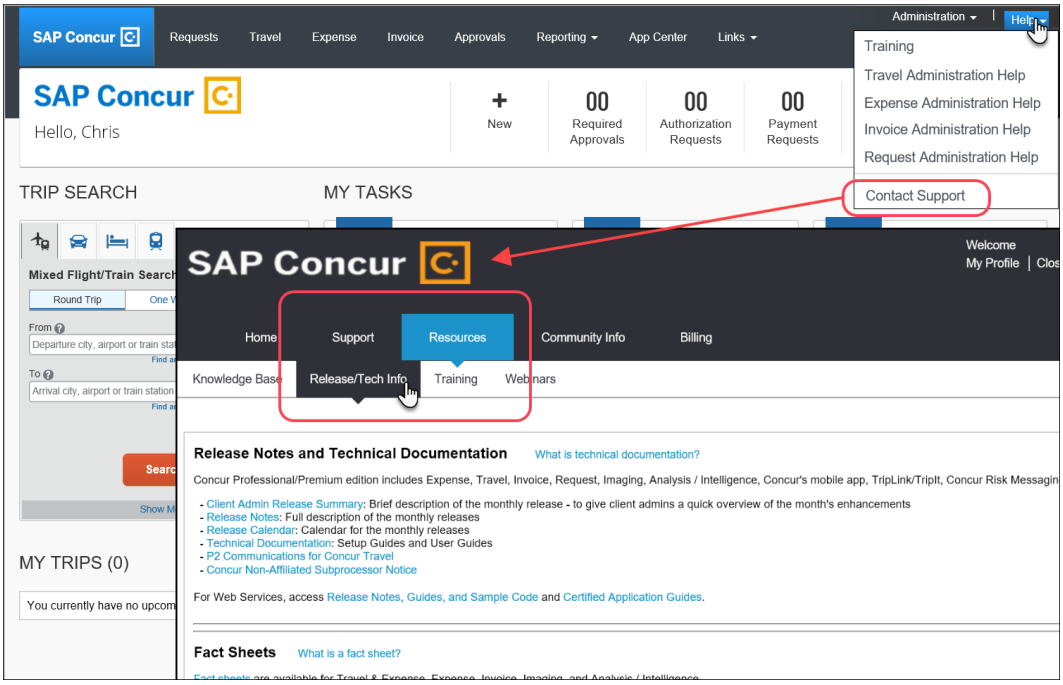
SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.

2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes **Budget for Professional/Premium** Includes: Concur Expense, Concur Invoice, and Concur Request	
Month	**Audience**
Release Date: April 13, 2019 Initial Post: Friday, April 12, 12:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

Workflows for Budget Now Available 1

Import and Extract Budget Item Data Now by Employee ID 4

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List 5

Reminder: No Personal or Sensitive Data in Custom Fields 6

Concur Invoice 6

Payment Request(s) Renamed to Invoice(s) 6

Planned Changes 8

All Products 8

Planned Changes SAP Concur Product Access Changes 8

Planned Changes Forgot Password Feature, Security Questions, and Password Custom Text 8

Planned Changes No Future Bulk Password Resets or Updates via Import File 19

Planned Changes Composite Logins to Be Deprecated 20

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur 25

Planned Changes Optimizing and Relocating the Page 26

Planned Changes Retiring the Purge Test User Transactions Functionality 27

Planned Changes New SAP Concur Sign In Page 28

Concur Expense and Concur Request 34

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019 34

Client Notifications 36

Subprocessors 36

SAP Concur Non-Affiliated Subprocessors Notice 36
Browser Certifications 36
Monthly Browser Certifications and Support Configurations 36

Additional Release Notes and Other Technical Documentation 37
Online Help – Admins 37
SAP Concur Support Portal – Selected Users 39

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Workflows for Budget Now Available

Overview

Workflows are now available for Budget. Workflows define how the system routes invoices, expense reports, and requests through approval and processing steps. The flexible workflow feature for Budget that SAP Concur offers allows companies to design workflows specifically tailored to their unique needs.

Without budget review, budgets may become fully consumed well before the end of a period or year leaving an organization with limited options and budget owners with, for example, exceeded budgets. In addition, early spending means that more important (to the organization) spending will be declined because lesser important spending consumed the budget early on.

Combining budget review in the workflow adds value. Audit rules and workflow step rules can help organizations to add in controls when it makes sense to fine tune to an organization's specific needs.

Equally important is the determination when a spending item is regarded as committed toward a budget. In most organizations, the commit is when a spending item is paid; it went through most if not all approval steps. In other organizations, the commit occurs much earlier. As soon as a purchase request or an authorization request is approved it is regarded as committed.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature will provide clients with control over the budget spend to, for example, avoid exceeded budgets too early in a budget period or budget year.

IMPORTANT TO NOTE

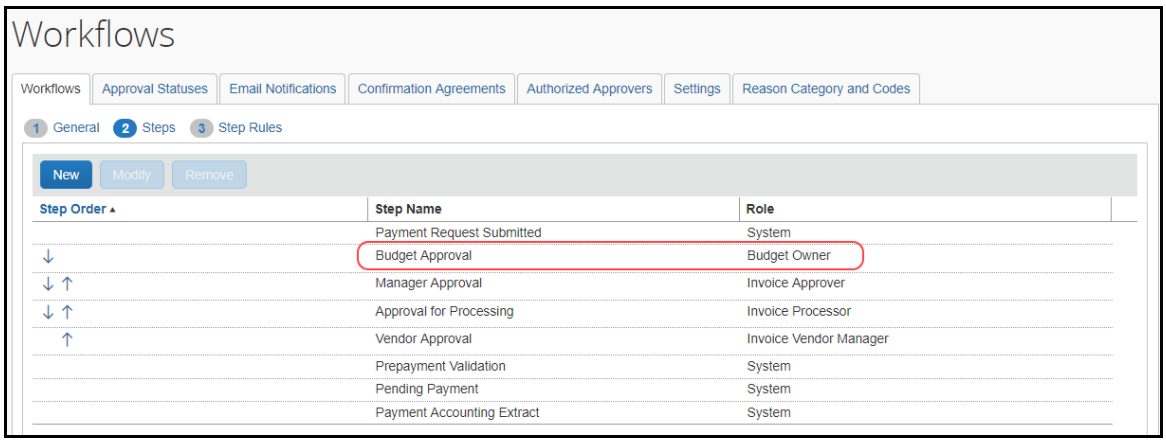
Clients should note the following:

- If clients are using the old Concur Expense user interface, the budget approval step does not display the budget approver on the mobile app until after the step in the workflow. This also means that the budget approval step does not work if clients use the mobile app to approve expense reports that include budget.
- Japanese clients who use e-Bunsho and China Data Center clients must use the old Concur Expense UI. Thus, SAP Concur recommends that these clients do not approve budgets on the mobile app.

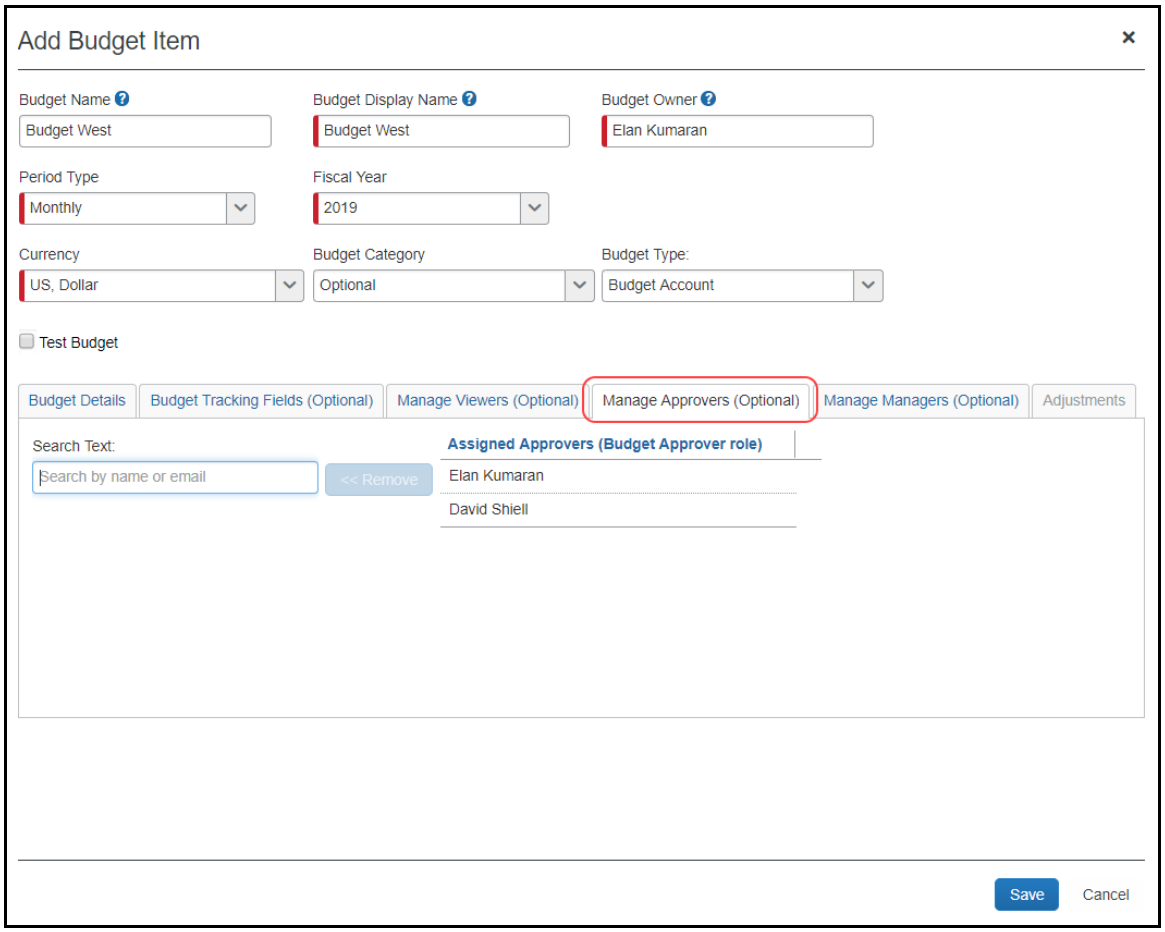
- The approval flow windows on the mobile app, available for Concur Invoice only, do not display the budget approver until after the budget approval step is completed. However, this does not prevent anyone from approving invoices for Budget.

What the Admin Sees

The admin will see the new *Budget Approval* step available in the Workflows tool.



In addition, they will see a new **Manage Approvers (Optional)** tab in the **Add Budget Item** and **Modify Budget Item** windows in Budget Items.

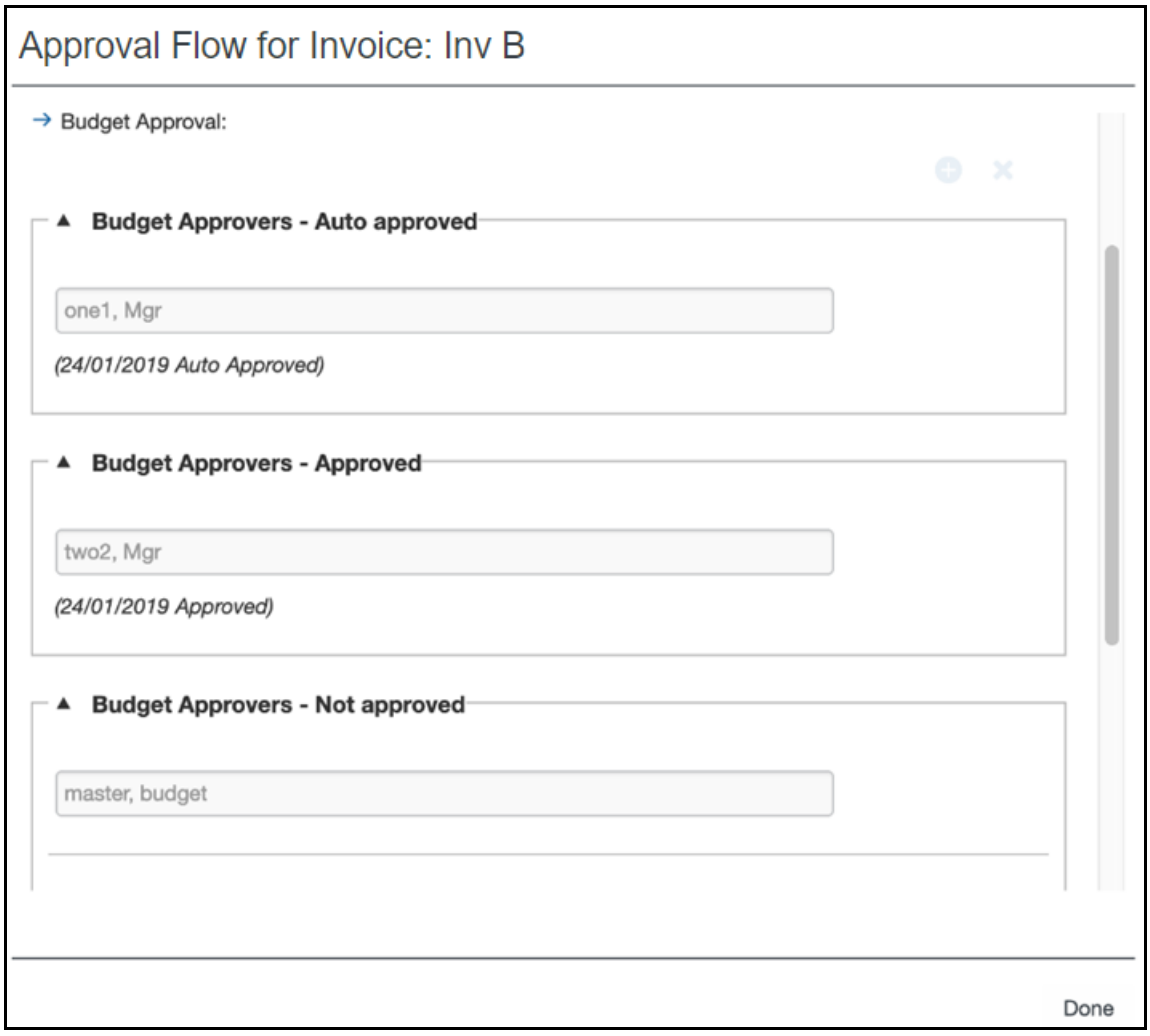


NOTE: There is a limit of five budget approvers per budget item.

What the Approver Sees

The approver will see the budget approvers in the **Approval Flow** window. The window displays budgets that are approved, auto approved, and not approved.

NOTE: Concur Expense and purchase request on mobile do not have the approval flow windows.



Configuration / Feature Activation

The administrator needs to configure this feature on the **Workflows** page by clicking **Administration** > **Invoice** or **Expense**.

📖 For more information, refer to the *Concur Budget Workflow Client Fact Sheet*.

Import and Extract Budget Item Data Now by Employee ID

Overview

Clients should now import and extract budget item data (budget owners, budget viewers, budget approvers, and budget managers) by using employee ID instead of email address in the **Budget Owner** and **Budget Viewer** columns, for example, of the Budget Item import.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature makes it easier for clients to map employee to budget role, because an employee ID is unique, whereas an email address might not always be. In addition, most import files that have user information use employee ID, so this enhancement will make it more consistent.

Configuration / Feature Activation

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

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services throughout the first quarter of 2019. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

Reminder: No Personal or Sensitive Data in Custom Fields

Overview

All companies must take all reasonable steps to protect the personal and sensitive information of their employees. Per recommended security-related best practices, custom fields should not contain personal or sensitive data.

⚠ **IMPORTANT**: ***Data in custom fields is not encrypted.*** The client is solely responsible for any liability resulting or arising from improper use.

Next Steps

If your company is currently using custom fields to store personal or sensitive data (for example, Social Security numbers, family member names, or any other personally identifying information), you should plan to remove this information from your existing fields within the service and modify your current configuration.

Refer to the FAQ for additional information.

Concur Invoice

Payment Request(s) Renamed to Invoice(s)

Overview

In a future release, SAP Concur will replace instances of the term "payment request" and its iterations with the term "invoice" and its iterations. These changes will be made in the user interface, the Concur Invoice documentation, and in all other SAP Concur product documentation where it appears.

The following terms will also change names:

- Request ID -> Invoice ID
- Payment Request -> Invoice
- Request Name -> Invoice Name
- Payment Request Type -> Policy

NOTE: At this point, imports, extracts, and any customizations performed by clients are not included in the term change. In addition, the term *Request Key* will not change either.

BUSINESS PURPOSE / CLIENT BENEFIT

This change helps to ensure that the terminology used in SAP Concur is consistent with industry standard terminology.

Configuration / Feature Activation

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

Planned Changes

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

All Products

Planned Changes SAP Concur Product Access Changes

Overview

Beginning in a future release (targeted for June), clients will access SAP Concur products and services via the following domains:

- *.concursolutions.com
- *.concurcdc.cn

This change is targeted for June 8, 2019.

Please contact appsec@sap.com for any questions regarding this change.

BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow customers to access SAP Concur services in a consistent, secure manner.

Configuration / Feature Activation

SAP Concur recommends clients migrate to one of the domains at their earliest convenience, if they are not already using one of them.

Planned Changes Forgot Password Feature, Security Questions, and Password Custom Text

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

Overview

In a future release, SAP Concur will add a new Forgot Password feature to the SAP Concur **Sign In** page, providing an updated experience for users who log in with user name and password credentials.

NOTE: This change does not affect customers that use SSO to log in to SAP Concur.

Currently, depending on a company's configuration, there might be several other options available for the forgotten password process. When the new Forgot Password feature becomes available (targeted for May 11), those additional options will be removed. The additional options that will be removed are as follows:

- **Security Questions:** Users will no longer receive security question prompts for login authentication.
- **On-page text:** Company custom text will no longer display.
- **Password hints:** The option, **Send me an email with my password hint**, will no longer be available.

All of these options are described on the following pages.

NOTE: The new Forgot Password feature is planned for release in advance of the planned New SAP Concur **Sign In** page. For more information, refer to the ***Planned Changes** New SAP Concur Sign In Page* release note in this document.

BUSINESS PURPOSE / CLIENT BENEFIT

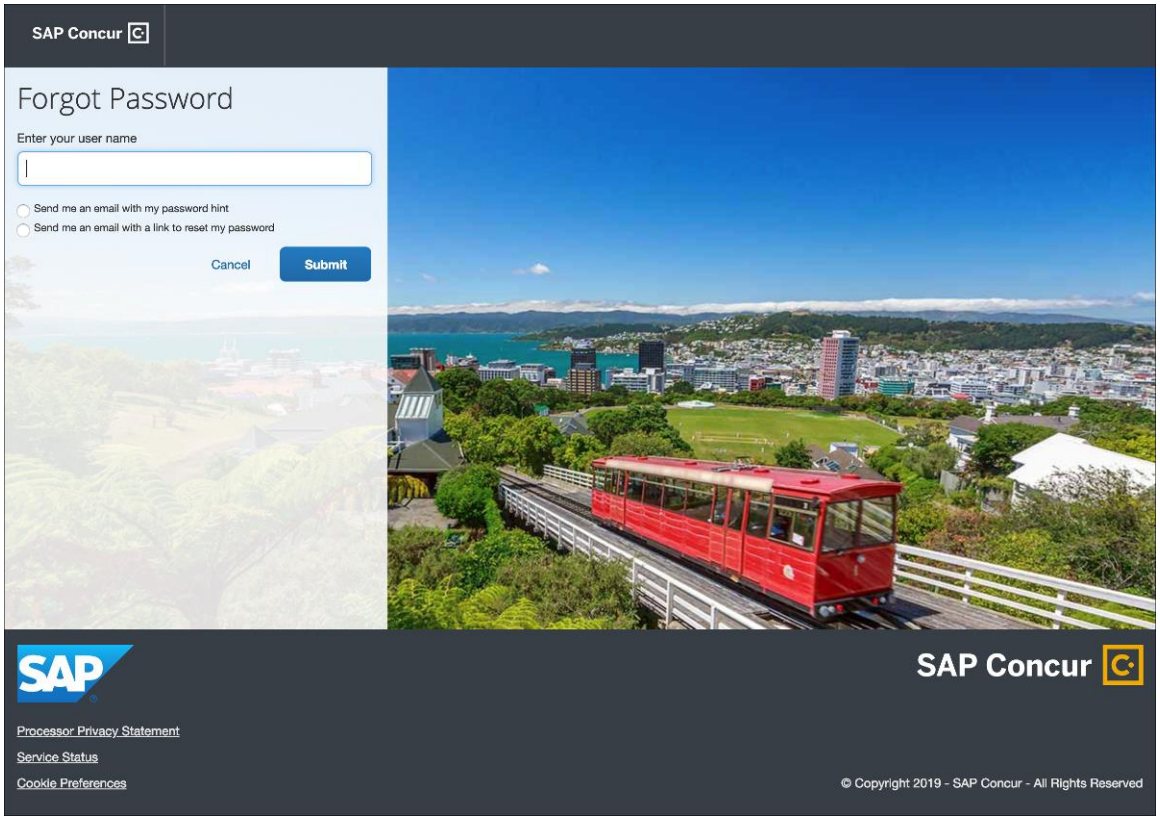
This feature provides greater security for user passwords and streamlines the user experience.

What the User Sees – Current Forgot Password Page and Process

Currently, if a user cannot remember their password and if the user clicks **Forgot your password?** on the SAP Concur **Sign In** page, the **Forgot Password** page displays.

Currently, additional options may be available, depending on the company's configuration. They are:

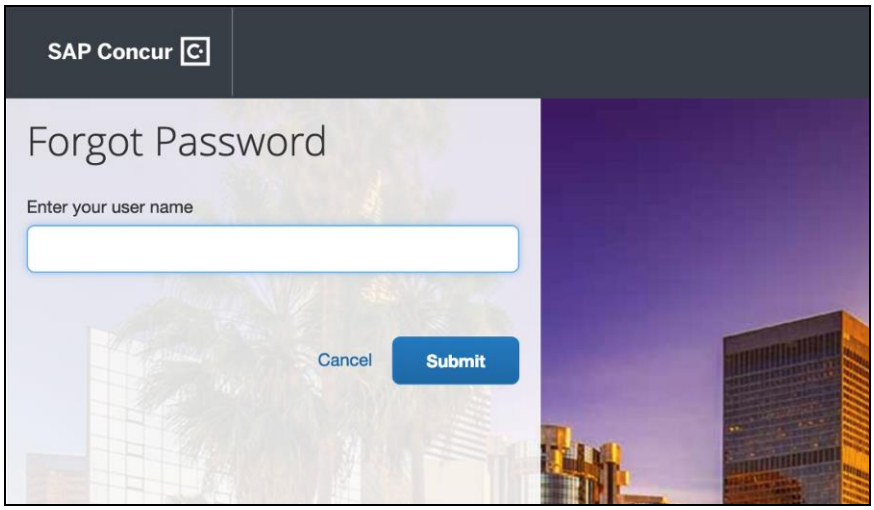
- The user may have an email sent to a verified email account that includes a password hint.
- The company may require the user to answer a set of security questions prior to getting an email with a link to reset their password.
- The company may also have custom text that displays on this page.



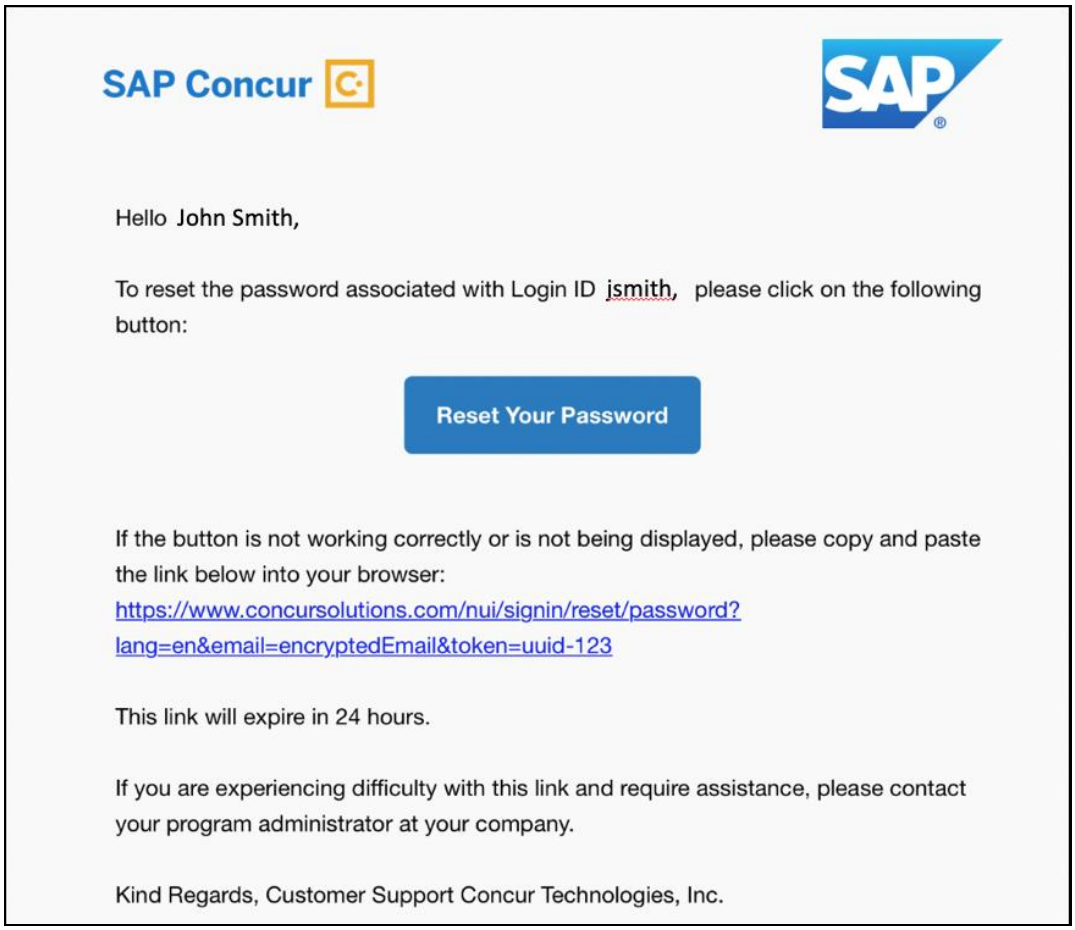
What the User Sees – New Forgot Password Page and Process

With the new feature, if a user cannot remember their password and if the user clicks **Forgot your password?** on the SAP Concur **Sign In** page, the **Forgot Password** page displays.

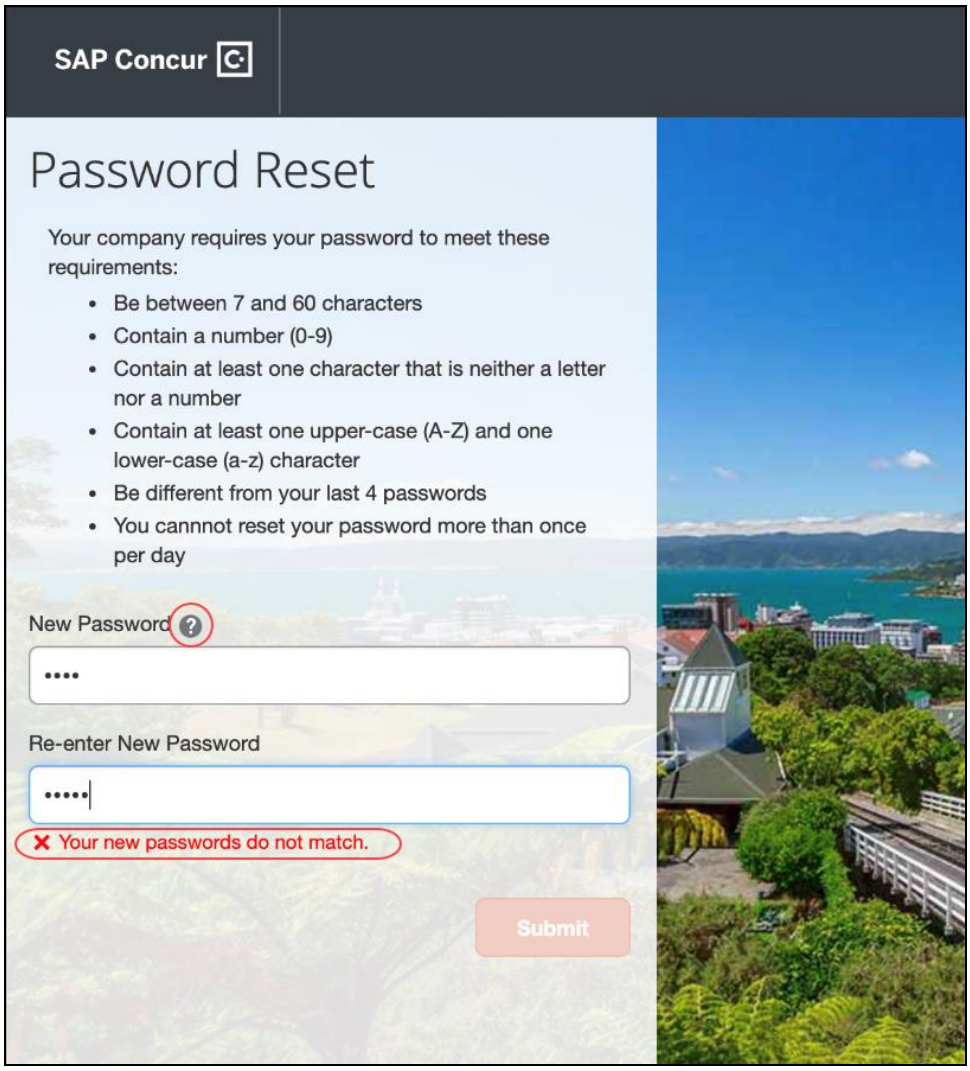
The user has only ***one*** option – the user will enter their user name and click **Submit**. If an SAP Concur account is found for the specified user name, a reset password email will be sent to the user's associated email address.



The user will open the reset password notification email, which includes a one-time reset password link that is valid for 24 hours. The user will click **Reset Your Password** in the email.



The **Password Reset** page opens in the user's browser.

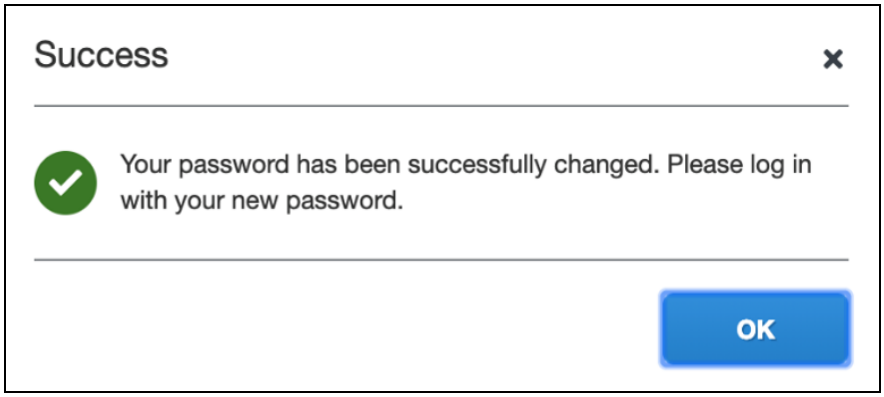


The company's password policy displays on the page. The user will enter a new password in the **New Password** and **Re-enter New Password** fields. If the passwords do not match, an on-page message alerts the user.

The user can also click **Password Help Info** to view a hint to make passwords stronger.

The user then clicks **Submit** to create the new password.

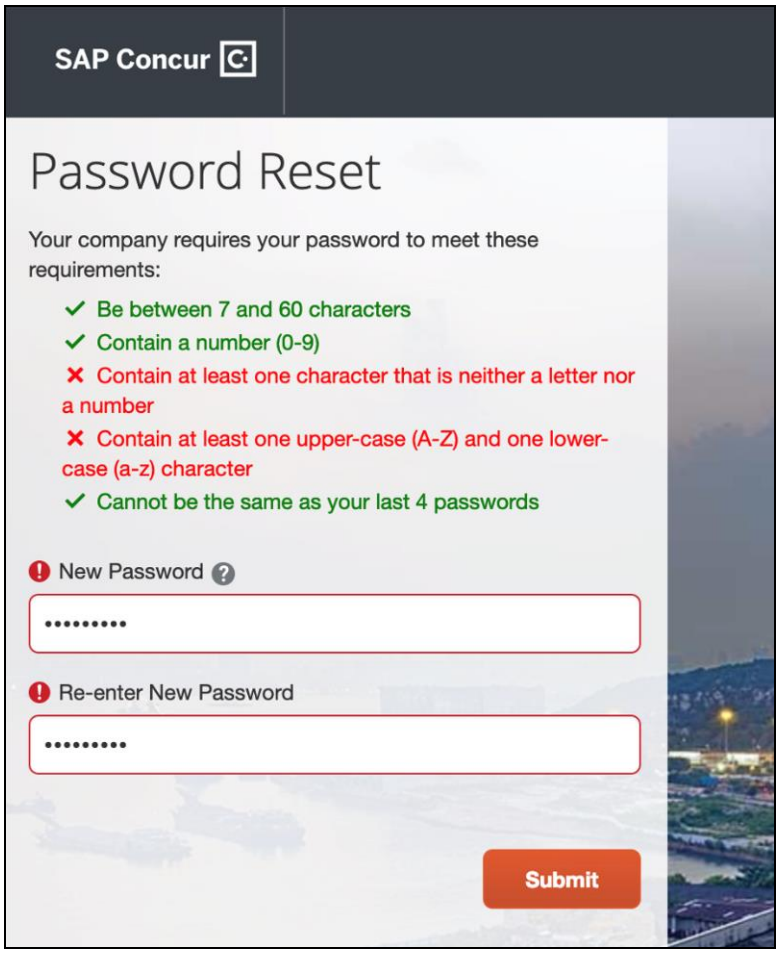
Once the password is validated, the user will see a message confirming that the new password has been successfully created.



The user will click **OK**. The user will be directed to www.concursolutions.com to log in with the new password.

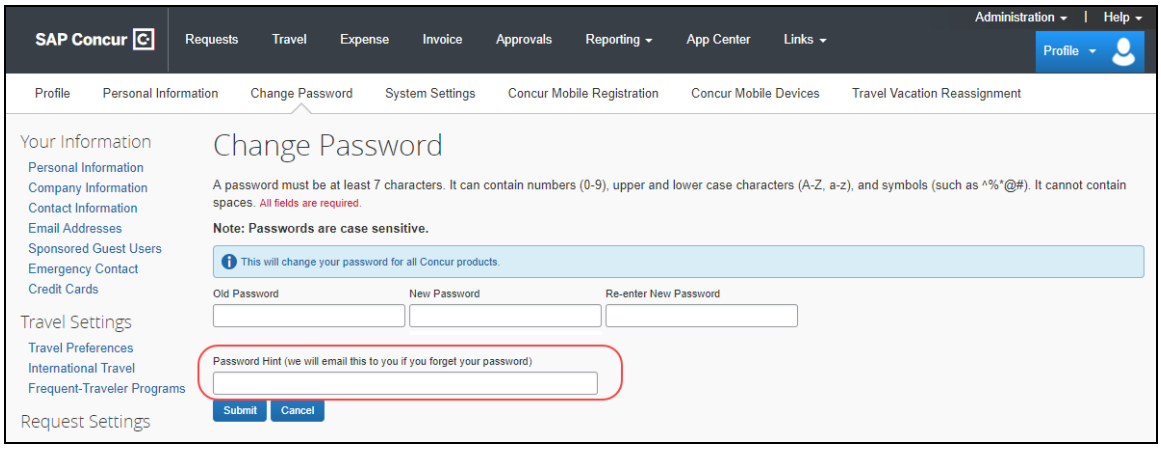
FAILED PASSWORDS

If the new password fails validation, the **Password Reset** page will display errors to help the user create a password that meets their company requirements.



Feature to be Removed – Password Hint

Currently, in **Profile > Profile Settings > Change Password**, the user can create a password hint. Then, if the user forgets their password and selects the **Send me an email with my password hint** option on the **Forgot Password** page, then an email that includes the hint will be sent to a verified email account.



When the new Forgot Password feature becomes available, this field will be removed from Profile.

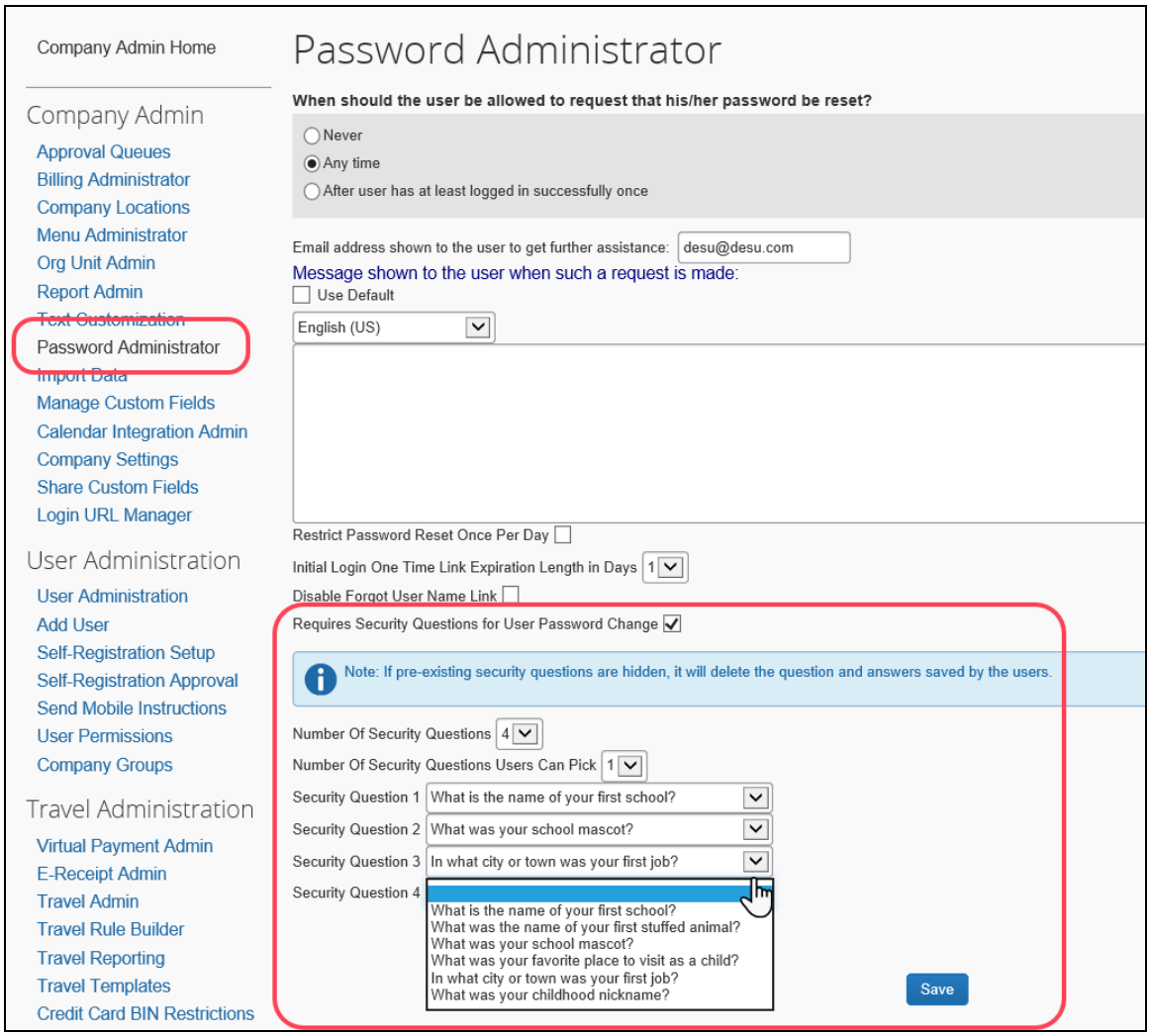
Feature to be Removed – Security Questions

Currently, depending on the company's configuration, the company may be able to configure security questions for users who have forgotten their passwords. If so, the Security Question functionality involves three parts:

- Company admin security question configuration
- End user security question configuration
- Security question challenge

SECURITY QUESTION CONFIGURATION

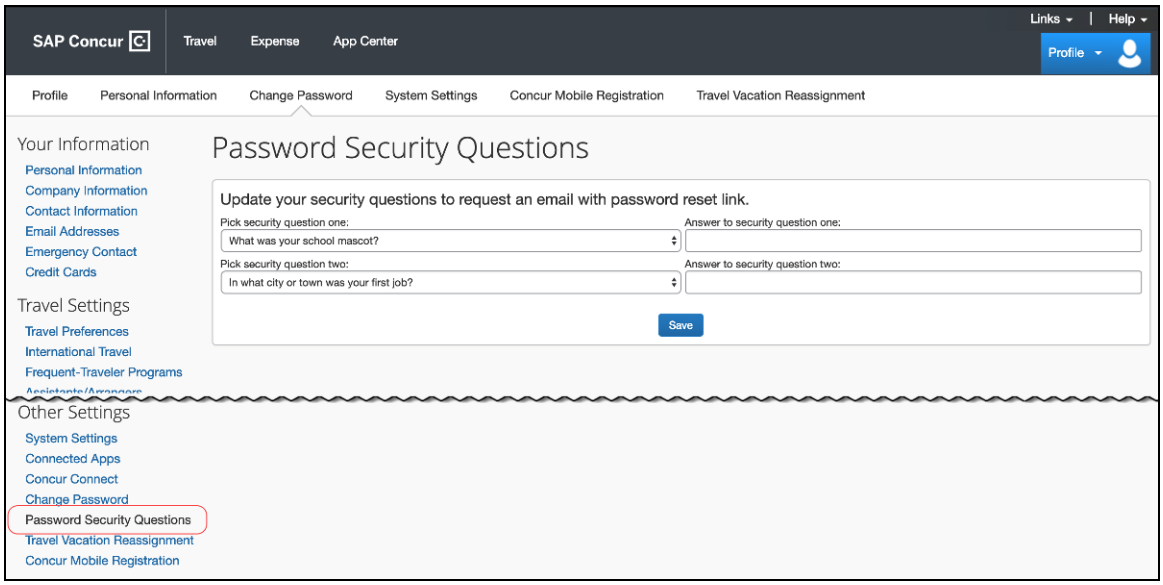
If the company's configuration allows, the **Password Administrator** page is available, which allows the admin to configure the questions. To access the page, the admin clicks **Administration > Company > Company Admin > Password Administrator**.



When the new Forgot Password feature becomes available, this section of the page will be removed.

END-USER CONFIGURATION

Currently, once the admin activates the security questions, the **Password Security Questions** page appears in Profile. It allows users to manage the security questions they will answer if they forget their password. To access the page, the user clicks **Profile > Profile Settings**. In the **Other Settings** section, the user clicks **Password Security Questions**.



When the new Forgot Password feature becomes available, this page and menu option will be removed.

SECURITY QUESTION CHALLENGE

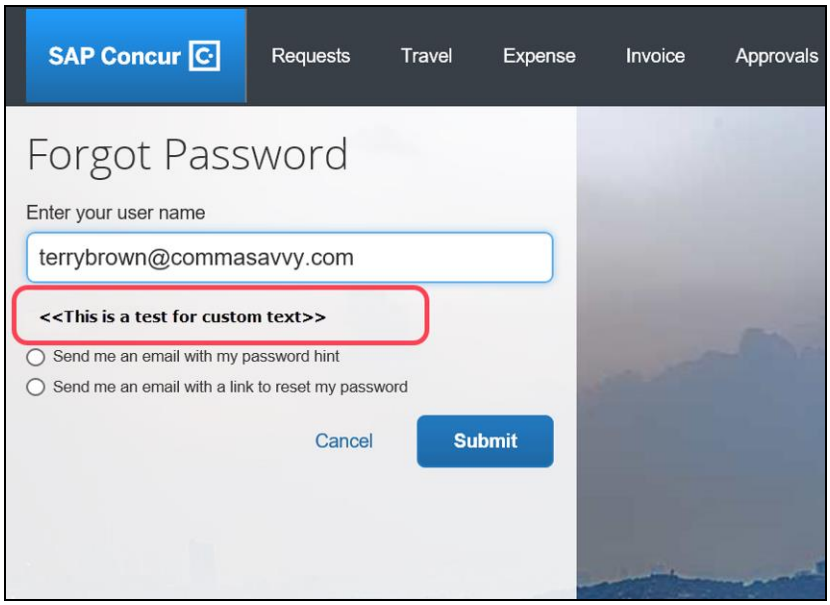
Currently, once configuration is complete, end users are challenged by security questions before a password reset link is sent out or before a password changed is saved.



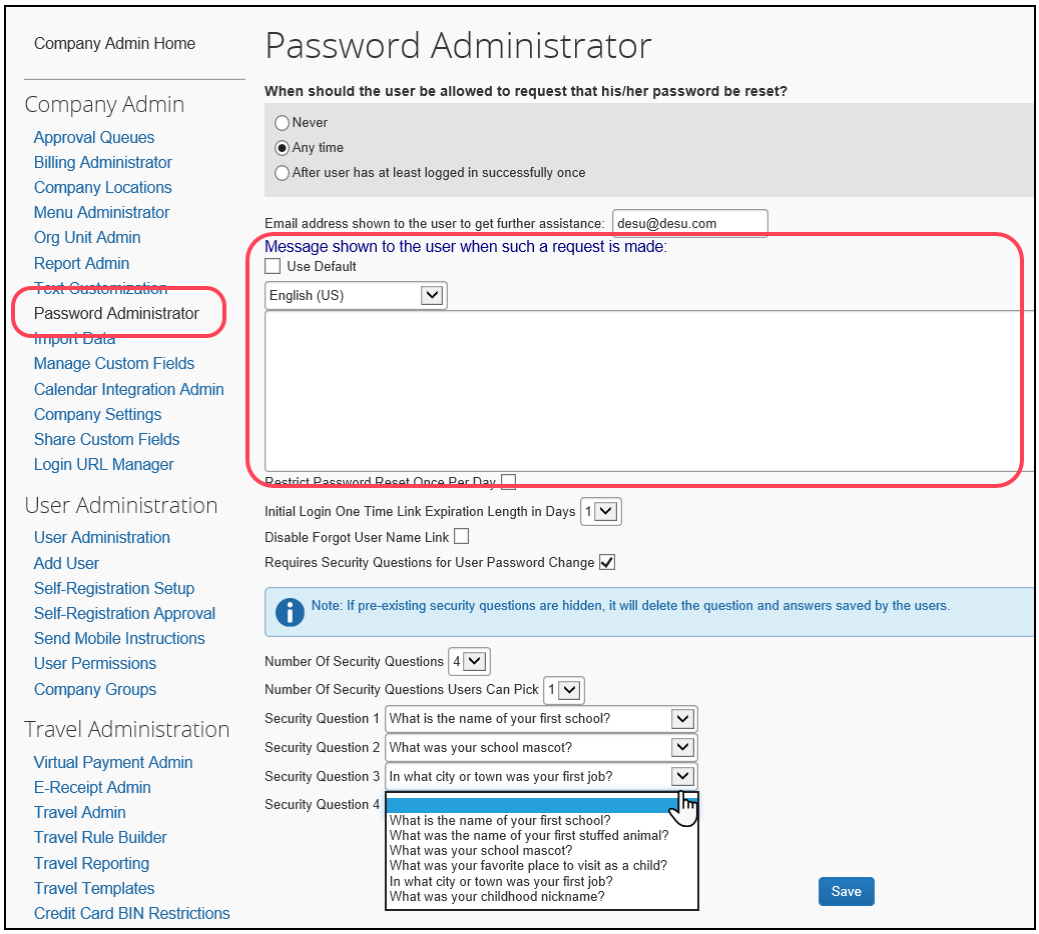
When the new Forgot Password feature becomes available, this page will be removed.

Feature to be Removed – Custom Text on the Forgot Password Page

Currently, depending on the company's configuration, the company may be able to provide custom text on the **Forgot Password** page.



If the company's configuration allows, the **Password Administrator** page is available, which allows the admin to define the custom text. To access the page, the admin clicks **Administration > Company > Company Admin > Password Administrator**.



When the new Forgot Password feature becomes available, this section of the page will be removed.

Configuration / Feature Activation / Feature Deprecation

This feature will be automatically available. There are no configuration steps.

Planned Changes No Future Bulk Password Resets or Updates via Import File

Overview

In a future release, the ability to reset or update user passwords through the User Import and Employee Import features, will be removed. The ability to set the password for new users during the initial import through the User Import and Employee import features will still be available.

NOTE: At this time, SAP Concur plans on providing a bulk password reset tool in the future.

USER IMPORT

The password field will remain available in the downloadable Excel template, but will only be read during an initial import of the file, or when creating a new user in the system. Subsequent uses of the field will be ignored by the system.

📖 For general information about this functionality, refer to the *Shared: User Import User Guide*.

EMPLOYEE IMPORT

The password fields will remain available in the 100, 300, 305, and 310 records sets, but will only be read during an initial import of the file, or when creating a new user in the system. Subsequent uses of the field will be ignored by the system. The update and replace password features on the 100 record will no longer be used.

📖 For general information about this functionality, refer to the *Shared: Employee Import Specification*.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides greater security for user passwords.

Configuration / Feature Activation

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

Planned Changes Composite Logins to Be Deprecated

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

Overview

In a future release, SAP Concur will no longer support composite login sign-in page URLs.

Composite login functionality allows users to use a login ID that does not include a domain to log in to SAP Concur products.

All users who use only their username (ex: johndoe) to log in will need to use their **CTE Login Name** rather than their login ID to log in to SAP Concur products.

NOTE: The **CTE Login Name** mentioned here is the login name that appears in the **CTE Login Name** field in **Administration > Company > Company Administration > User Administration**.

SAP Concur will no longer support composite login sign-in page URLs. The typical URL for a composite login page includes the name of the entity (ex:

entity=pxxxxxxxxx) and looks like this: https://www.concursolutions.com/signin.asp?entity=pxxxxxxxxx.

All clients will be using the standard **Sign In** page to access SAP Concur products. The standard sign in page is https://www.concursolutions.com/nui/signin.

Deprecation of the composite login pages for www.concursolutions.com is targeted for May 11, 2019.

NOTE: The employee import and other utilizations of composite logins are not yet being deprecated and will continue to function as they do currently. Only the user-facing portion of composite login is being deprecated at this time.

IMPACTS TO USERS

Users who log in to a composite login page (https://www.concursolutions.com/signin.asp?entity=pxxxxxxxxx) ***and*** do not use the at (@) symbol in their user name will need to click the **Forgot your user name?** link on the **Sign In** page to retrieve their user name without assistance (preferred) or contact their company administrator to get their **CTE Login Name**. User passwords remain the same.

Single Sign-On functionality is not impacted by this change. The following users will not be impacted because they do not log in using https://www.concursolutions.com:

- SAP Concur web SSO
- Concur mobile username/password
- Concur mobile SSO

BUSINESS PURPOSE / CLIENT BENEFIT

Deprecating this feature improves login stability and login success rates, while reducing login dependency.

What the User Sees

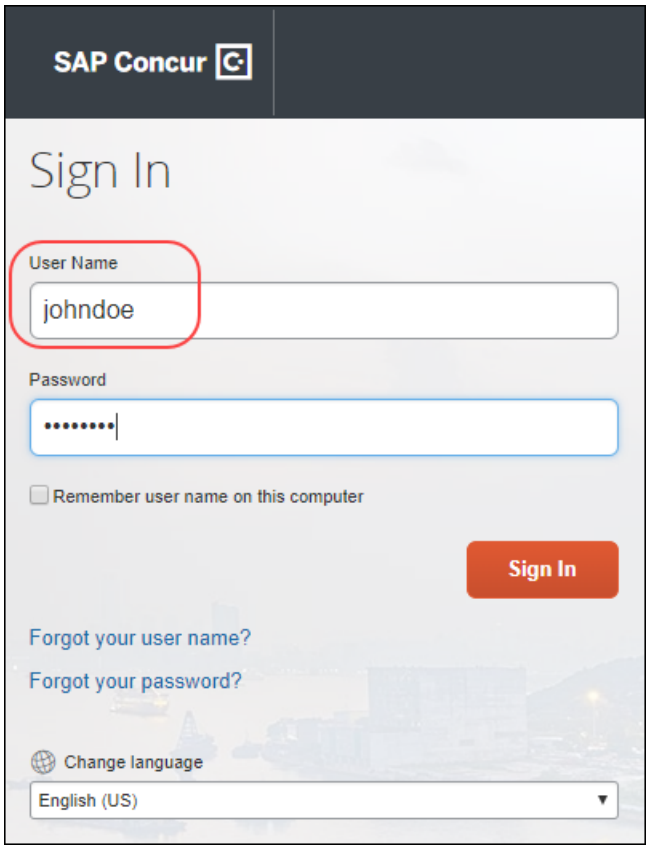
Users are currently seeing a message on composite login pages about the planned deprecation.



After the composite login feature is deprecated, these users will automatically be redirected to the **Sign In** page, https://www.concursolutions.com/nui/signin, and must use their full user name to sign in. User passwords remain the same.

BEFORE

The **Sign In** page when composite logins are supported.

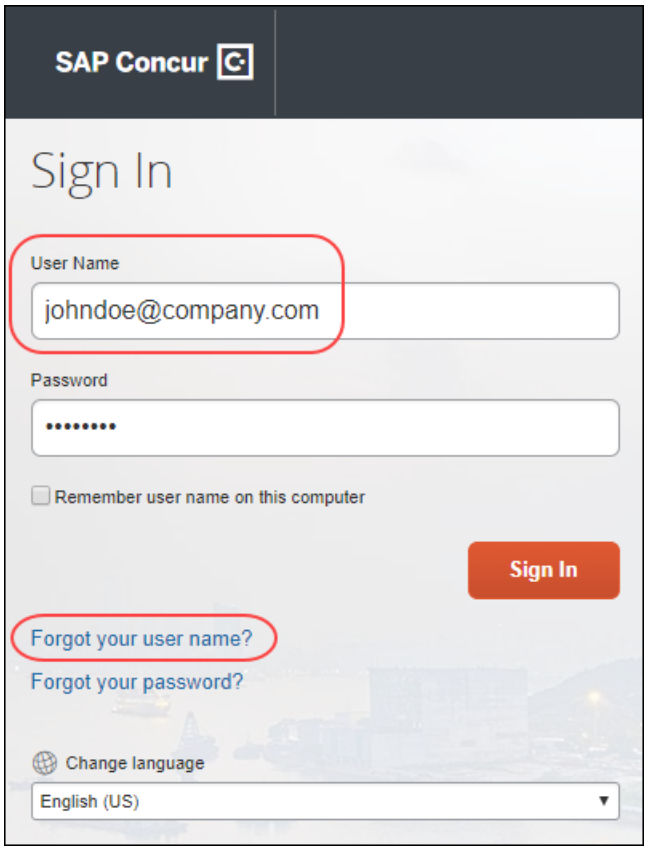


AFTER

On the new **Sign In** page, users who do not know their full user name can find it using one of the following options:

- Click the **Forgot your user name?** link
- Contact their company administrator

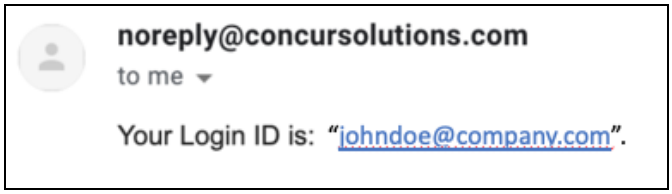
Users will be able to retrieve their user name, without assistance, by clicking the **Forgot your user name?** link on the **Sign In** page.



On the **Forgot User Name** page, the user will enter a valid email address associated with the SAP Concur account, then click the **Send E-mail** button.



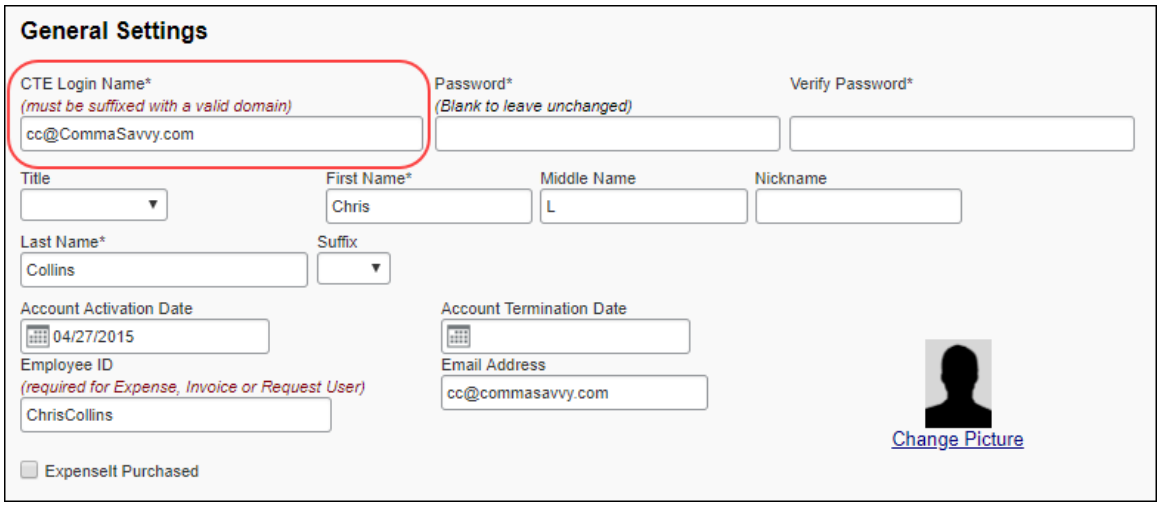
If the specified email address is associated with an SAP Concur account, an email will be sent to that address with the full user name included (as Login ID).



If the user chooses to contact their company administrator to get their full user name or if the **Forgot your user name?** option was unsuccessful, the company administrator can look up the user's full user name (visible to admins as in the **CTE Login Name**) and provide it to them.

What the Admin Sees

On the **User Administration** page, under **General Settings**, admins will see the **CTE Login Name** for each user.



NOTE: For future employee imports, include the domain name for users who previously did not have a domain name in the Concur Expense database.

Configuration / Feature Activation

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

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur

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

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur products which provides clients with a self-service option for setting up SSO for their organization. SSO is currently supported for Concur Expense, Invoice, Request, and Travel.

The new Manage Single Sign-On (SSO) feature is a replacement tool for clients using existing SSO configuration on the **Security Keys** page and a new tool for clients that now want to implement SSO at their organization. Existing SSO configuration on the **Security Keys** page and the new SSO Self-Service tool will be both be available until everyone has migrated to the new SSO Self-Service tool.

Other SAP Concur products and services are outside the scope of this initial release.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Planned Changes Optimizing and Relocating the Page

Overview

To simplify the **Training Administration** page, the functionality and content will be changing.

In addition to content changes, access to the **Training Administration** page will move from **Company Admin** to **Tools**.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes will make the Training Administration feature easier to find and use.

Configuration / Feature Activation

The changes will be automatically available; additional information about potential configuration or activation steps will be provided in a later version of these release notes.

📖 For general information about the Training Administration feature, refer to the *Shared: Training Administration Setup Guide*.

Planned Changes Retiring the Purge Test User Transactions Functionality

Overview

SAP Concur is retiring the functionality in the Test User Admin feature that removes the transactions of test users from Concur Expense, Concur Invoice, Concur Travel, and Concur Request.

BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow SAP Concur to devote more resources to development and maintenance of features that are used by many or most of our clients.

What the Admin Sees

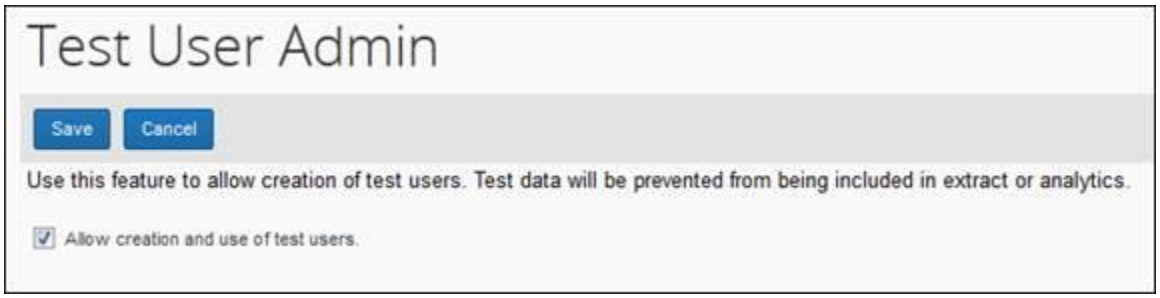
The **Test User Admin** page will no longer display the **Purge Test User Transactions** button.

Before



NOTE: To access the page, click **Administration** > **Expense** (or **Invoice** or **Requests**) > **Test User Admin**.

After



Configuration / Feature Activation

The functionality will automatically be removed.

📖 For general information about the Test User Admin feature, refer to the *Shared: Test User Setup Guide*.

Planned Changes New SAP Concur Sign In Page

Overview

SAP Concur is planning to add a new **Sign In** page, providing an updated login experience for users who log in with a user name and password credentials. Current Single Sign-On (SSO) users will be able to start the SSO login process at www.concursolutions.com. This feature is planned for 2019.

The new **Sign In** page feature includes the following:

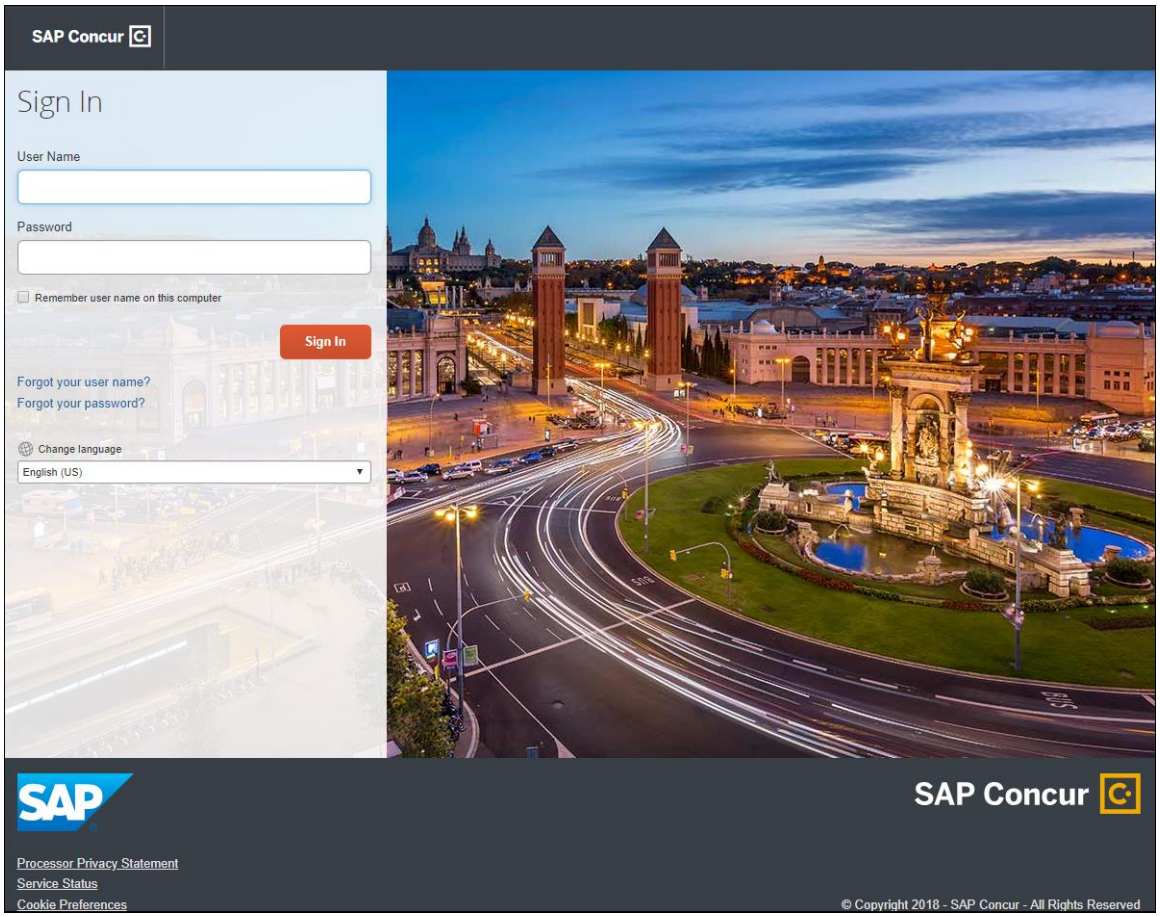
- **Two-step login:** provides enhanced security, meets current industry standards, and provides a better login success rate
- **Multi-account login:** allows administrators to log in with multiple accounts (planned for a future release)
- **User avatar:** enhances the user experience (planned for a future release)

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, convenient experience for users logging in to SAP Concur products and services.

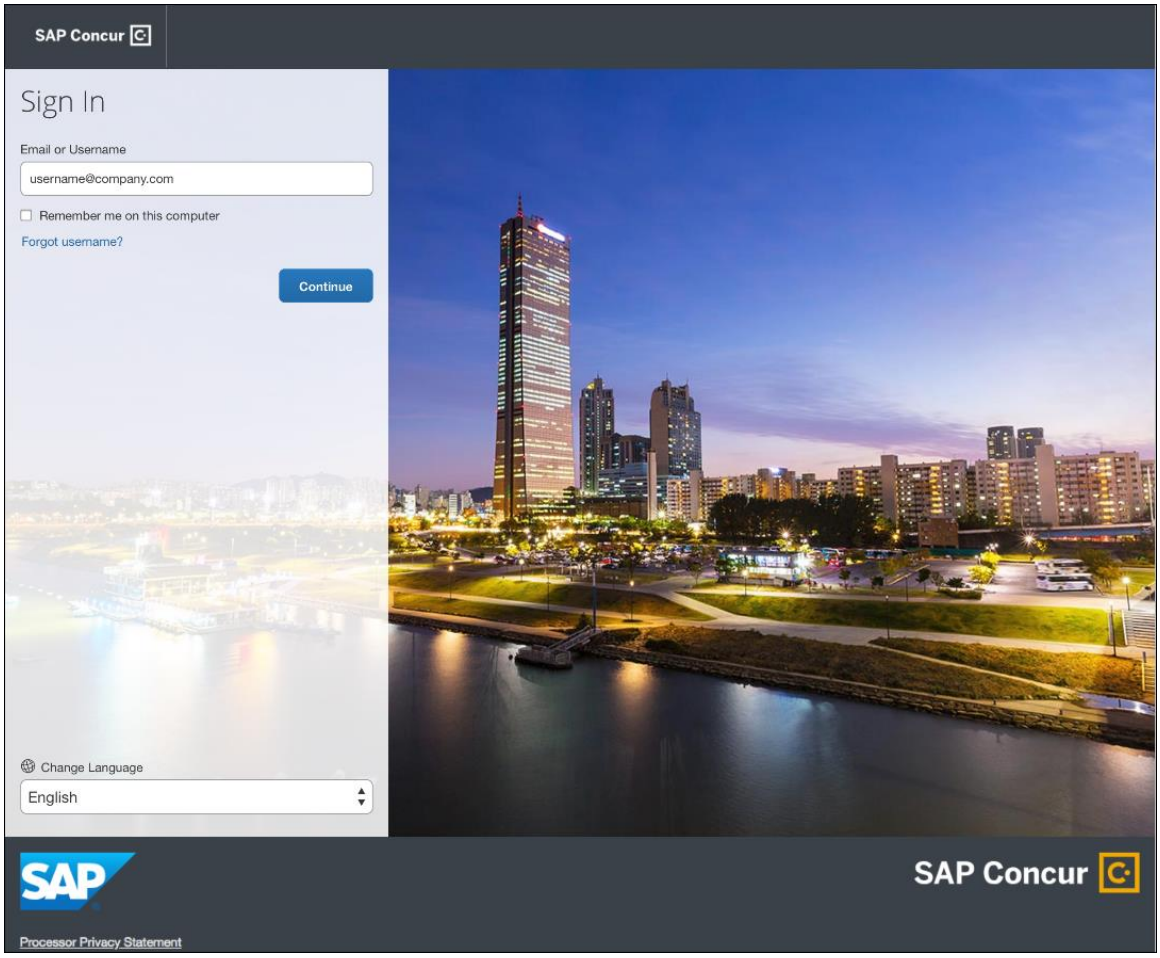
What the User Sees – Current Sign In Page

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the User Sees – New Sign In Page

The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email or username. The user can select the **Remember me on this computer** check box, so their email or username displays the next time they log in to SAP Concur. The user will then click **Continue**.



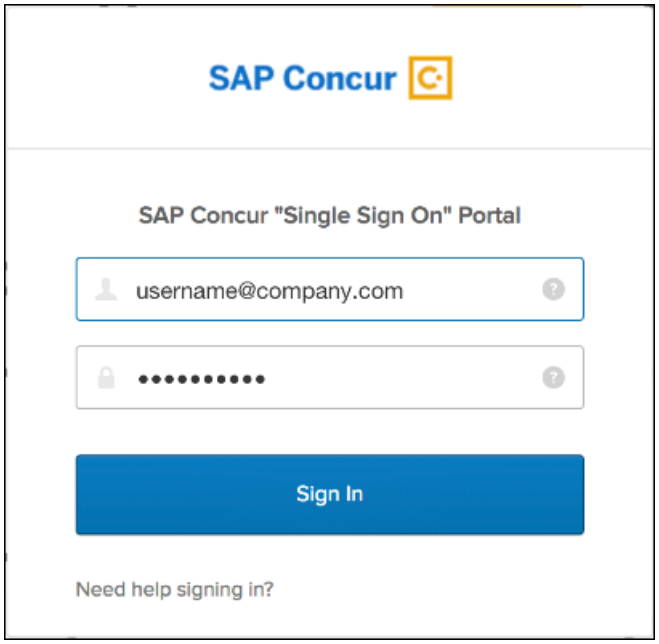
Depending on the customer's implementation of SAP Concur, users will then be directed to the designated Identity Provider (IdP) Single Sign-On portal or an additional **Sign In** page.

NOTE: If a company has not used the planned feature, Manage Single Sign-On, to migrate to the new SSO service at SAP Concur, users will be directed to a password login page to log in using a username and password. For more information, refer to the ***Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

NOTE: Once the planned feature, Manage Single Sign-On, is released for general availability, companies who have test/training users should leave the SSO enforcement setting as *SSO Optional* on the **Manage Single Sign-On** page. Test/training users will then be directed to an intermediate password login page to log in at www.concursolutions.com using existing SSO or enter their password. If a company selects *SSO Required* on the new **Manage Single Sign-On** page, then all test/training users will be blocked and directed to log in at www.concursolutions.com with a username and password.

SSO USERS

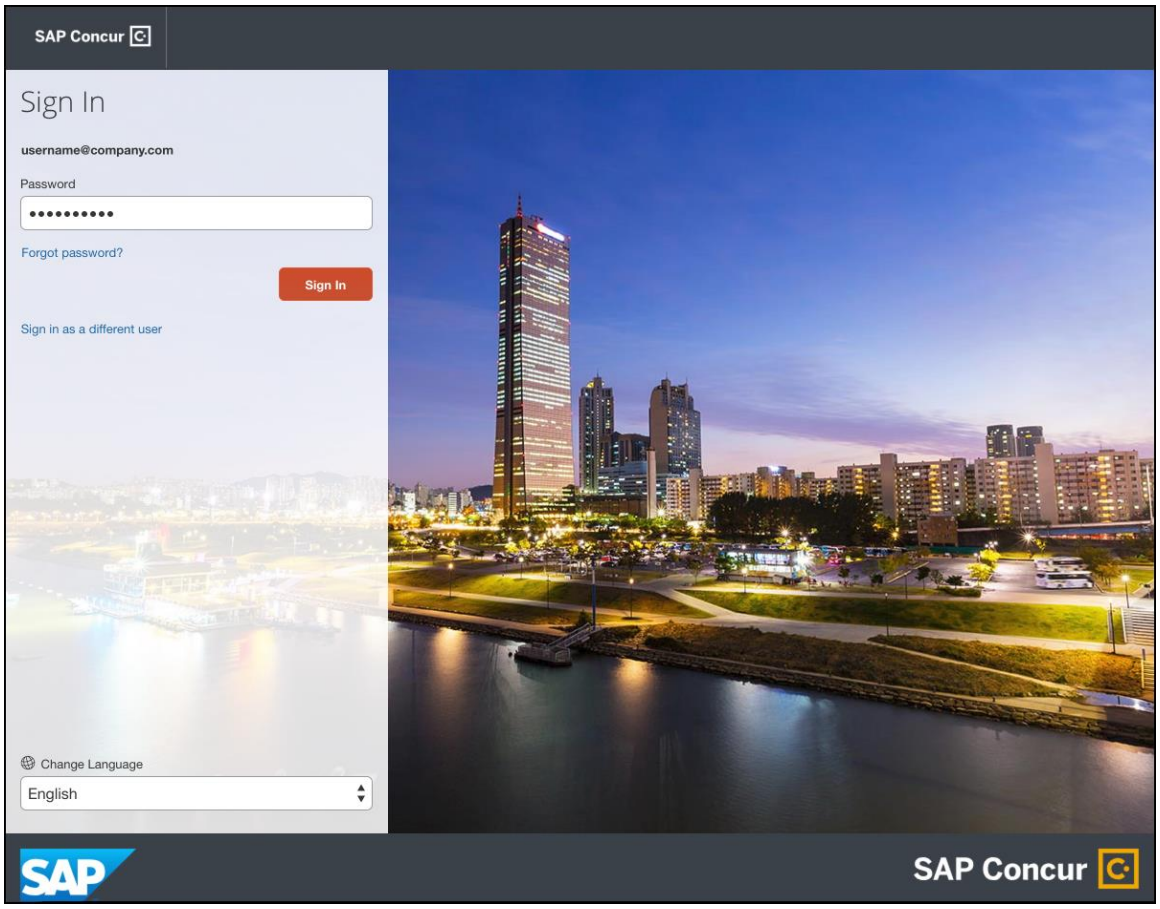
When the designated Identity Provider (IdP) Single Sign-On portal appears (similar to the one shown below), the user will enter their email or username and password, then click **Sign In**.



After being authenticated, the user will be directed to the SAP Concur **Home** page.

USERS WITH USERNAMES AND PASSWORDS

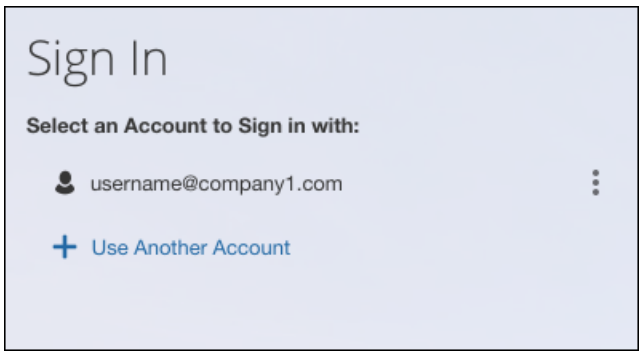
The user will be directed to an additional **Sign In** page. The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.



Once the user's password is verified, the SAP Concur **Home** page appears.

RETURN USERS

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or user name display on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.



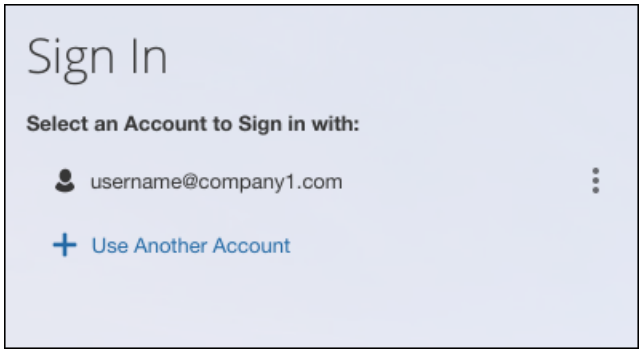
The user will click on their email or username, and then one of the following occurs:

- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** On the **Sign In** page, the user will enter as password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

USERS WITH MULTIPLE ACCOUNTS

SAP Concur users with multiple login accounts have more than one login option depending on the user role or account they want to use. The user will first log in to SAP Concur using one of their accounts. Once successfully logged in, the user logs out of the system.

To add another account, on the **Sign In** page, the user clicks the **Use Another Account** link.

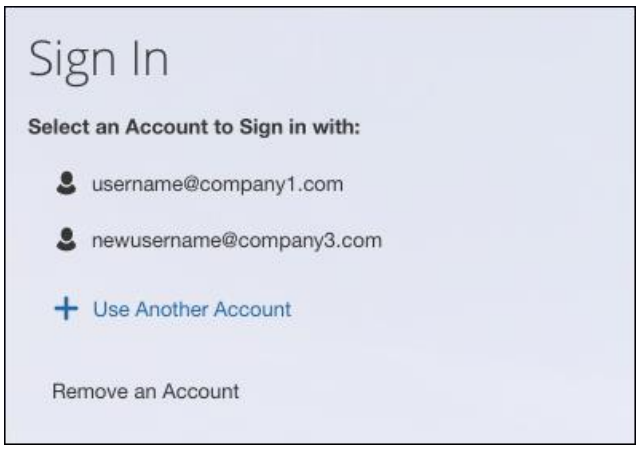


The next login step depends on the account type the user wishes to use:

- **SSO Account:** If the user selects an account with SSO credentials, the user will enter an email, then the user will be directed to the IdP Single Sign-On portal. Once the user is authenticated, the SAP Concur Home page appears.

- **Username and Password:** The user is directed to an additional **Sign In** page to enter a password. The user then clicks **Sign In**. Once the user is authenticated, the SAP Concur **Home** page appears.

When all accounts are added, a return user will select the account they want to use to log in to SAP Concur.



FORGOT PASSWORD

📖 For more information about **Forgot Password** functionality, refer to ***Planned Changes ** New Forgot Password Page and Related Feature Deprecation* in this document.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

Concur Expense and Concur Request

Budget Insight: **Planned Changes** Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired June 30, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur offers, which released earlier this year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Support Configurations

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



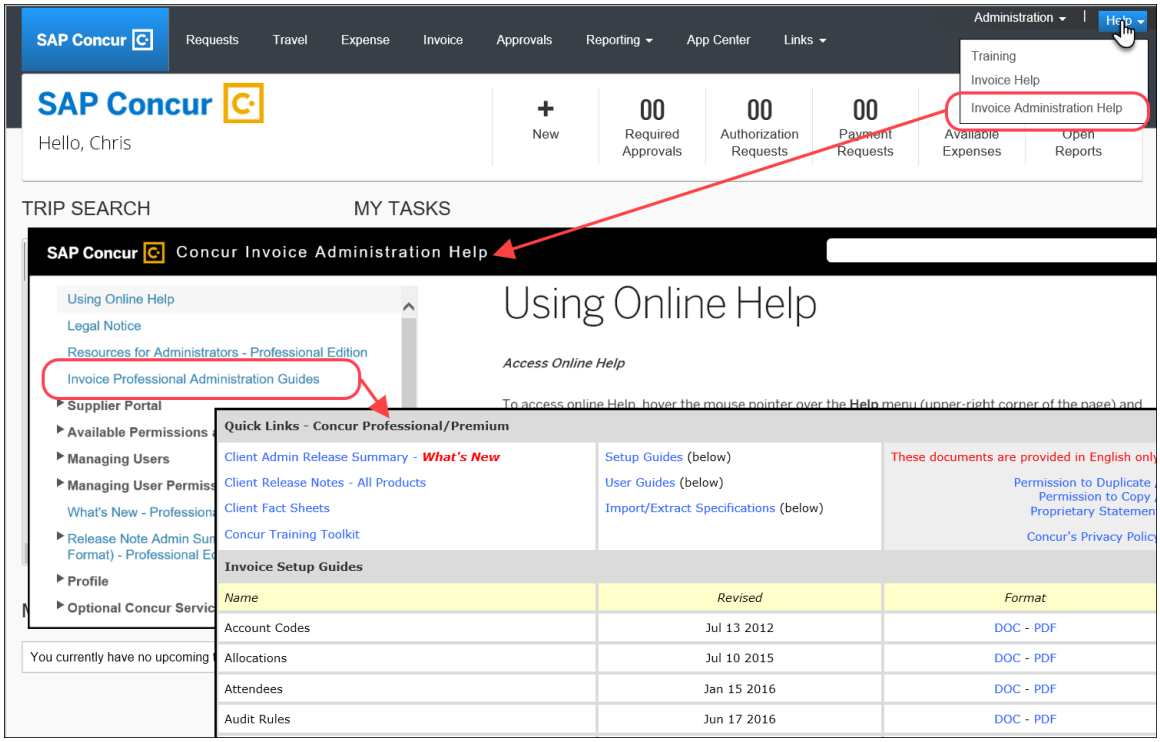
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

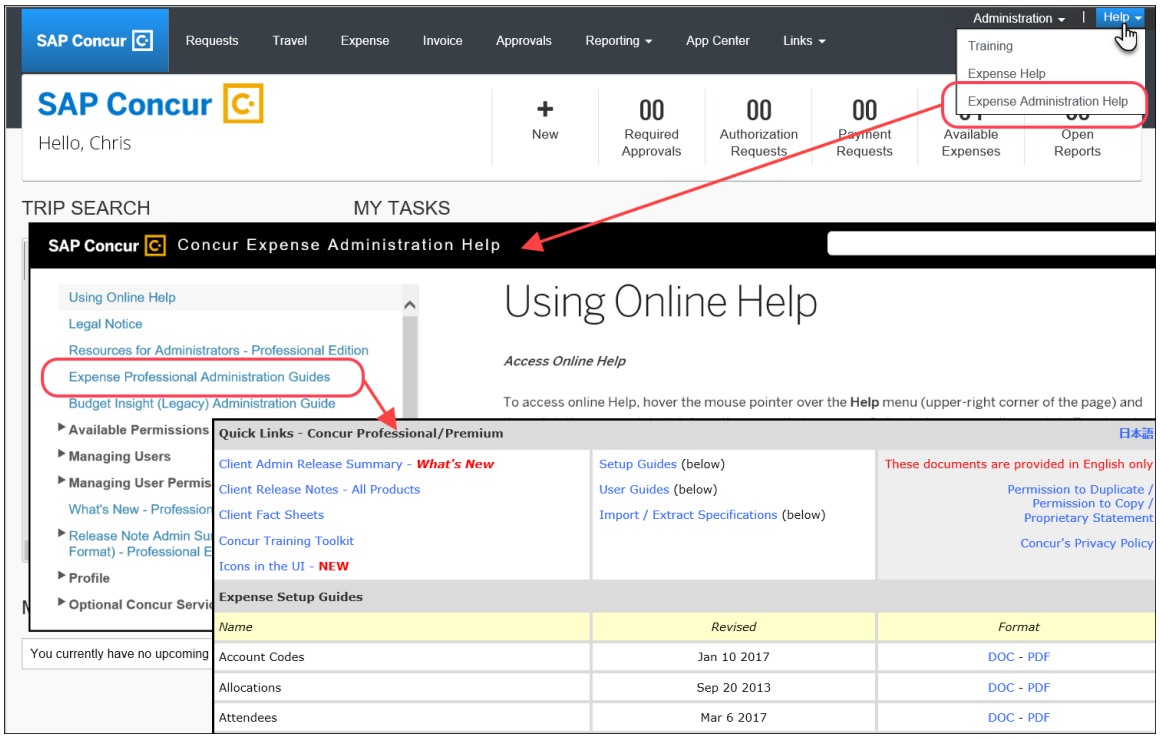
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

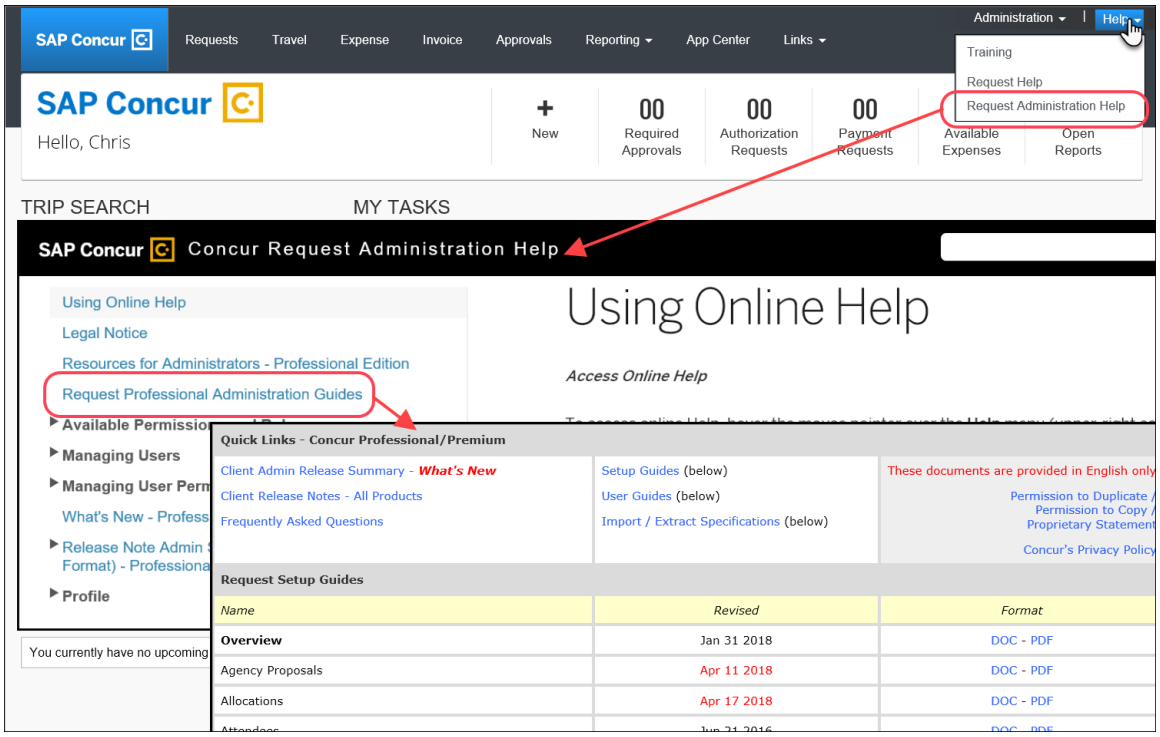
Invoice Administration Help



Expense Administration Help



Request Administration Help

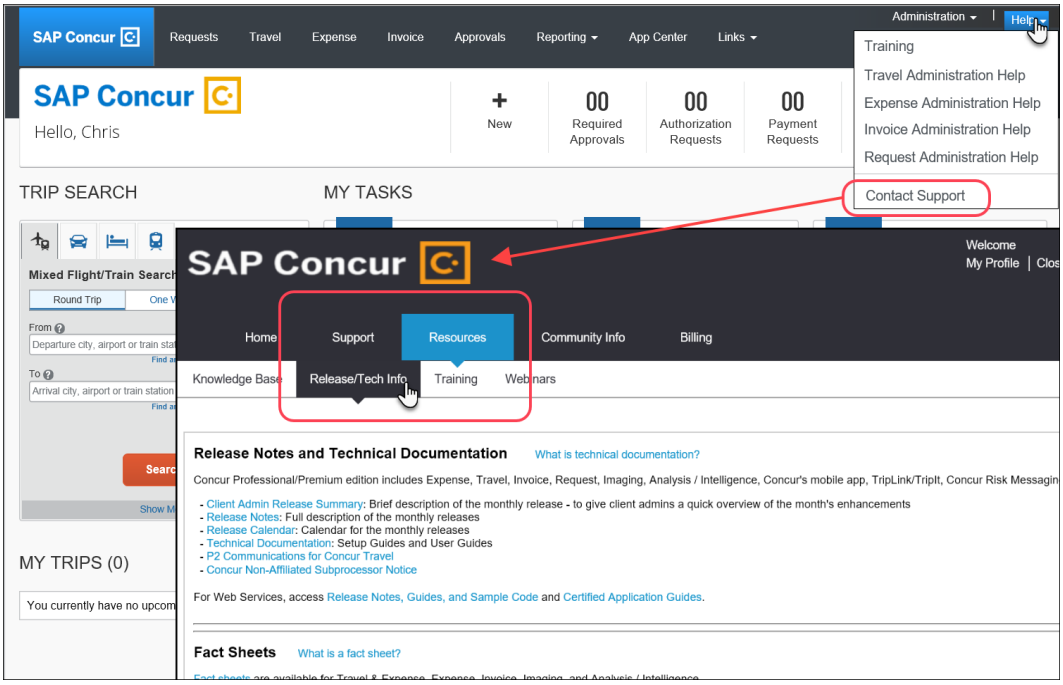


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes **Budget for Standard** Includes: Concur Expense, Concur Invoice, and Concur Request	
Month	**Audience**
Release Date: May 11, 2019 Initial Post: Friday, May 10, 3:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

New Budget Parameters to Audit Rule Notifications 1

Year-to-Date Budget Spend in Budget Dashboard 2

Created and Last Modified Dates Available in Budget Items 4

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Sender List 5

Reminder: No Personal or Sensitive Data in Custom Fields 6

Authentication: Forgot Password Feature, Security Questions, and Password Custom Text 6

Authentication: No Future Bulk Password Resets or Updates via Import File 15

Expense 16

Consume Expense Reports With or Without Tax Now Available 16

Planned Changes 18

All Products 18

Planned Changes SAP Concur Product Access Changes 18

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur 18

Planned Changes New SAP Concur Sign In Page 19

Client Notifications 26

Subprocessors 26

SAP Concur Non-Affiliated Subprocessors Notice 26

Browser Certifications 26

Monthly Browser Certifications and Supported Configurations 26

Additional Release Notes and Other Technical Documentation 27

Online Help – Admins 27
SAP Concur Support Portal – Selected Users 28

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the standard edition.

All Products

New Budget Parameters to Audit Rule Notifications

Overview

For clients to see which budget is matched with a spending item when an audit rule is triggered, SAP Concur now provides notifications to which clients can insert parameters. Clients can then receive messages on top of their screen notifying them that a budget with a certain description and owner is, for example, over the budget threshold.

The table below lists the available budget parameters.

Term	Description
%BudgetName%	The budget name of the first budget in response to the triggered audit rule.
%BudgetOwner%	The budget owner of the first matched budget item.
%First3Budgets%	Shows budget names and budget owners of the first three budget items.
%BudgetCount%	Shows number of matched budget items.
%BudgetDescription%	The budget display name users see in the Budget Dashboard.

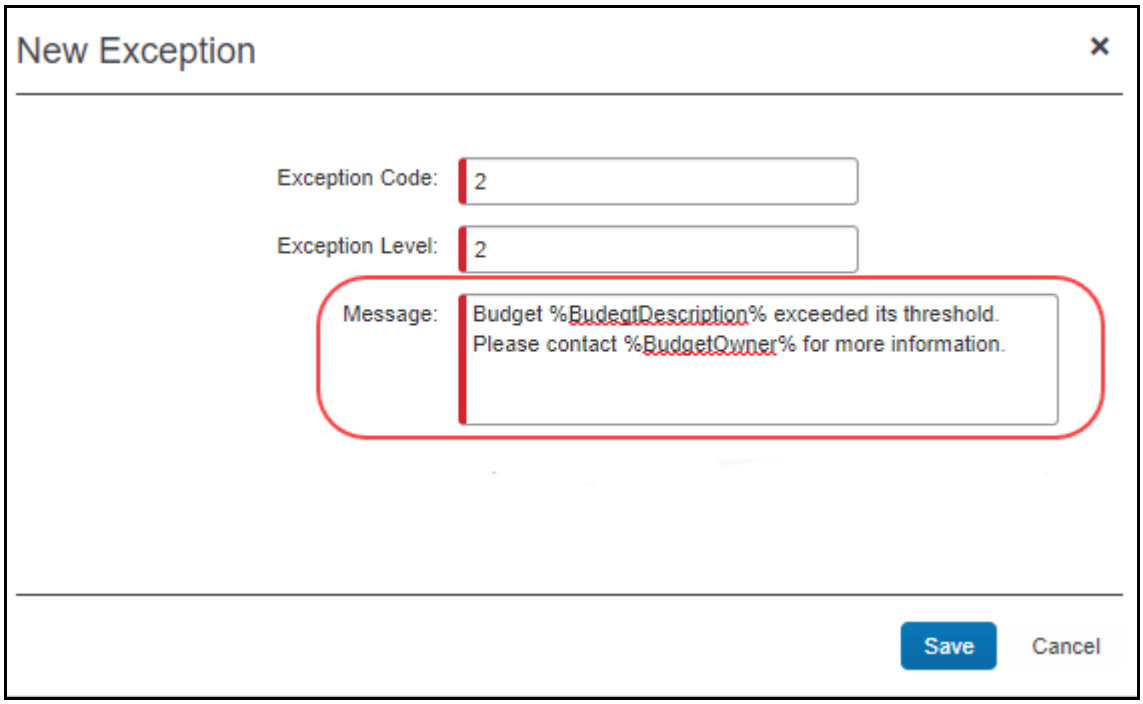
NOTE: This feature is only available to clients who use custom audit rules.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables clients to see which budget is failing and if one or more budgets are over the threshold, and thereby providing clients with important information to make budget decisions.

What the Admin Sees

The admin will be able to use the parameters in the **Message** field of the **New Exception** window on the **Exception** page in Custom Audit Rules.



Configuration / Feature Activation

Admin must configure this feature on the **Modify Compliance Controls** page which is accessed by clicking the **Invoice Compliance** link in Product Settings.

Year-to-Date Budget Spend in Budget Dashboard

Overview

With this release, clients will have an option in the card and list view on the **Budget Overview** page of the Budget Dashboard, where they can see year-to-date information about a budget. For monthly and quarterly budgets, the budget amount will be based on the budget amount of the current budget period plus prior budget periods of the current fiscal year.

NOTE: The yearly and date range budget will not have a year-to-date view.

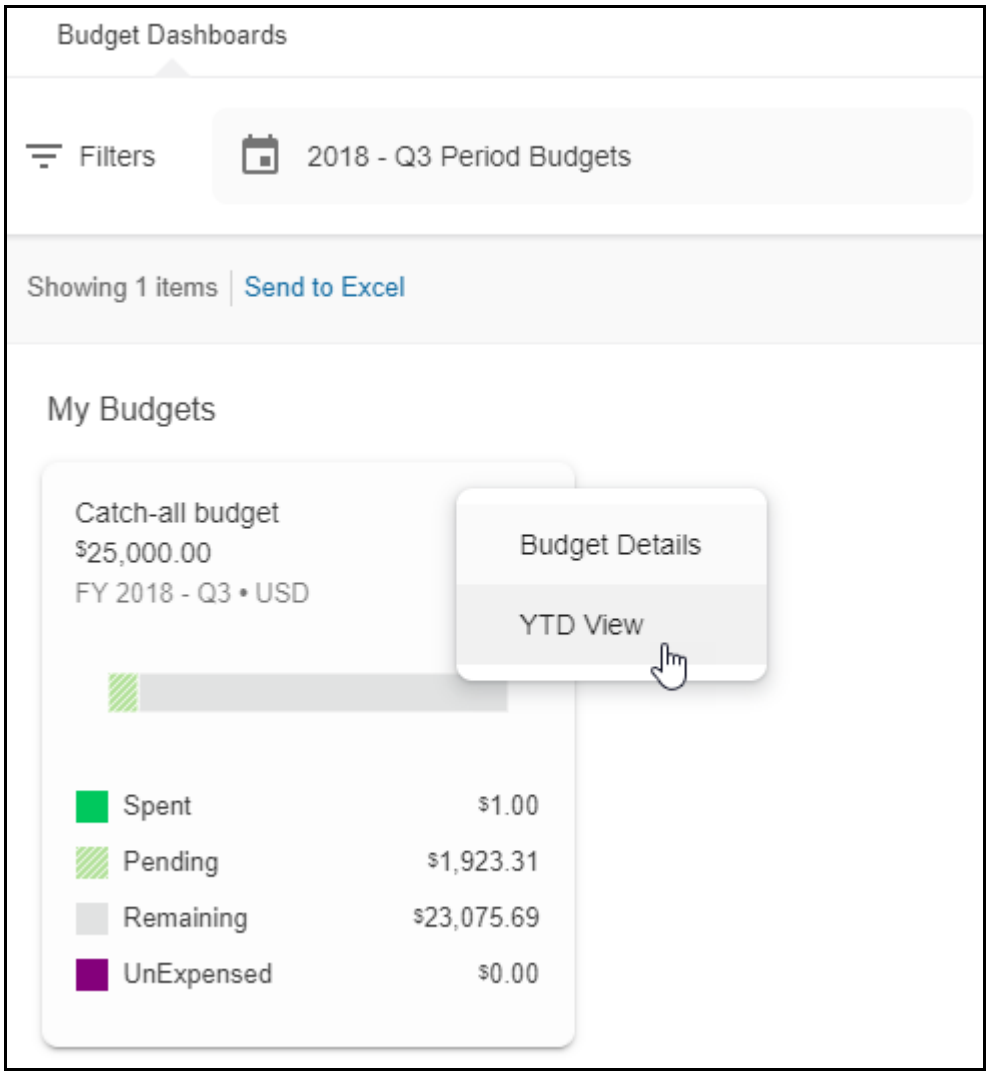
BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement gives clients a clearer view of how their budget spend is doing from the start of the fiscal year up until today.

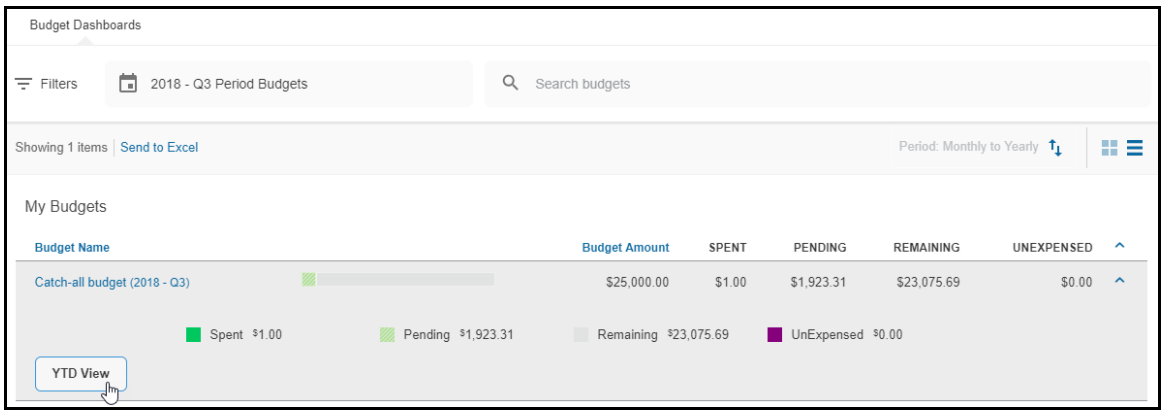
What the Budget Owner See

The Budget Owner will see a new **YTD View** option on in the card and list view on the **Budget Overview** page. For the **List** view, users must expand the budget by clicking the blue expansion arrow to the right.

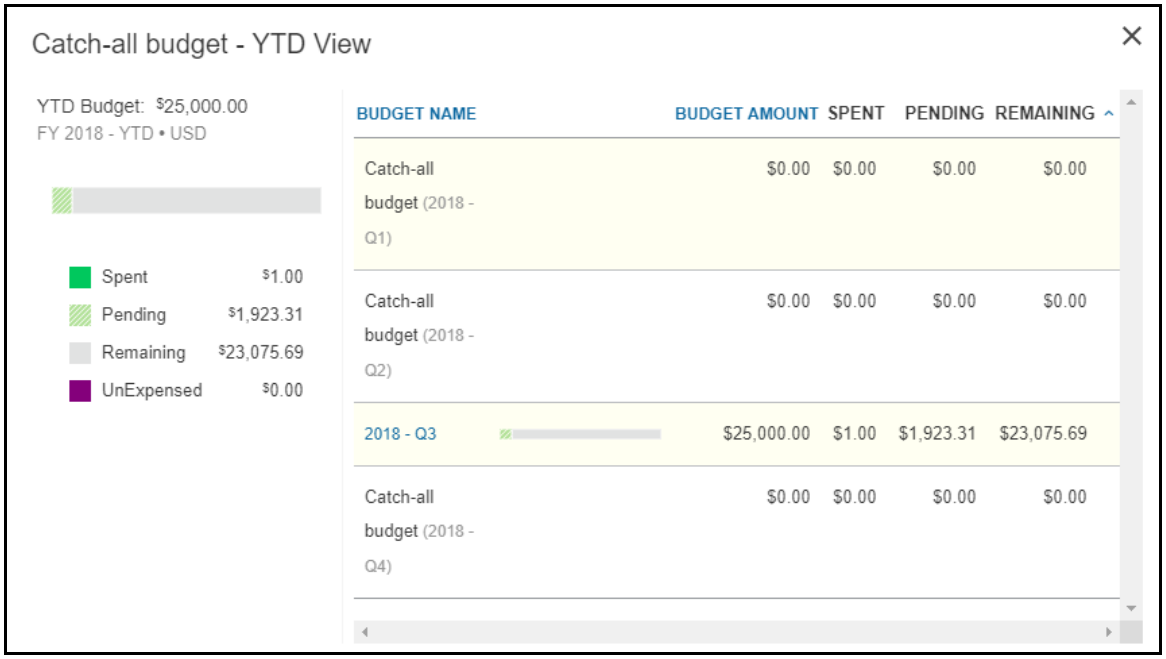
Card View



List View



Once the user clicks to open the year-to-date view, they will see the **YTD View** window.



Configuration / Feature Activation

This feature will be automatically available. There are no configuration steps.

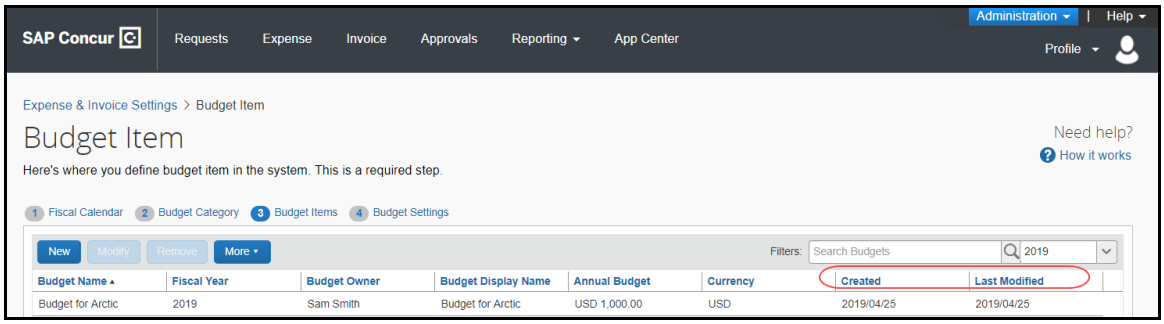
📖 For more information, refer to the *Shared: Budget Setup Guide for Standard Edition.*

Created and Last Modified Dates Available in Budget Items

Overview

Clients will now see two new columns, **Created** and **Last Modified**, in Budget Items. If an expense report, invoice, request, or purchase request was created before a budget item was created, clients will be able to tell if the budget was picked up by looking at the dates in these columns.

NOTE: If, for example, an invoice was paid before the budget item was created, clients must either contact SAP Concur support to recapture the missing invoice or create a budget adjustment.

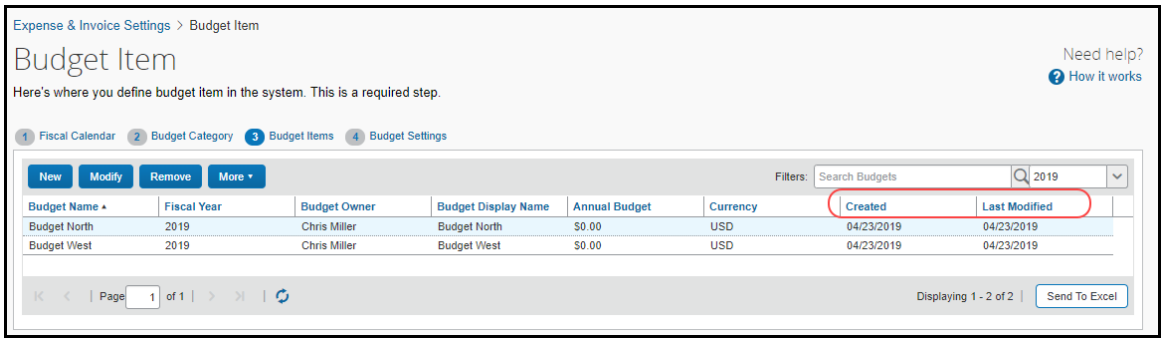


BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement will provide information about when budget items were created and modified to ensure a specific budget was included in the transaction.

What the Admin Sees

The admin sees two new columns, **Created** and **Last Modified**, in Budget Items.



Configuration / Feature Activation

This feature will be automatically available. There are no configuration steps.

For more information, refer to the *Shared: Budget Setup Guide for Standard Edition.*

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Sender List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

Reminder: No Personal or Sensitive Data in Custom Fields

Overview

All companies must take all reasonable steps to protect the personal and sensitive information of their employees. Per recommended security-related best practices, custom fields should not contain personal or sensitive data.

⚠ **IMPORTANT**: Data in custom fields is not encrypted. The client is solely responsible for any liability resulting or arising from improper use.

Next Steps

If your company is currently using custom fields to store personal or sensitive data (for example, Social Security numbers, family member names, or any other personally identifying information), you should plan to remove this information from your existing fields within the service and modify your current configuration.

Refer to the FAQ for additional information.

Authentication: Forgot Password Feature, Security Questions, and Password Custom Text

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

Overview

With this release, a new Forgot Password feature has been added to the SAP Concur **Sign In** page, providing an updated experience for users who log in with user name and password credentials.

NOTE: This change does not affect clients that use SSO to log in to SAP Concur.

Depending on a company's configuration, several other options for the forgotten password process might have been available. With this release, those additional options will be removed. The additional options that will be removed are as follows:

- **Security Questions:** Users will no longer receive security question prompts for login authentication.
- **On-page text:** Company custom text will no longer display.
- **Password hints:** The option, **Send me an email with my password hint**, will no longer be available.

All of these options are described on the following pages.

NOTE: The new Forgot Password feature is planned for release in advance of the new SAP Concur **Sign In** page. For more information, refer to the **Planned Changes** *New SAP Concur Sign In Page* release note in this document.

BUSINESS PURPOSE / CLIENT BENEFIT

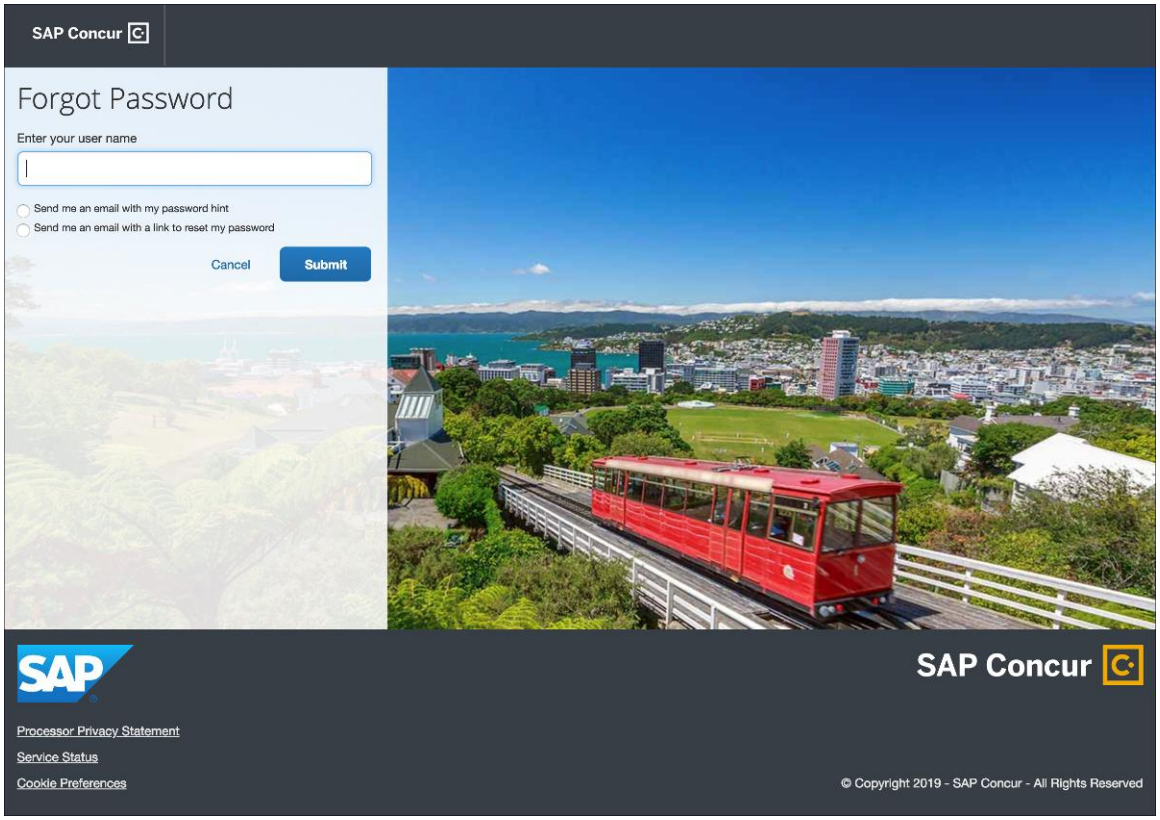
This feature provides greater security for user passwords and streamlines the user experience.

What the User Sees – Previous Forgot Password Page and Process

Previously, if a user could not remember their password and if they clicked **Forgot your password?** on the SAP Concur **Sign In** page, the **Forgot Password** page displayed.

Additional options might also have been available, depending on the company's configuration. The additional options were:

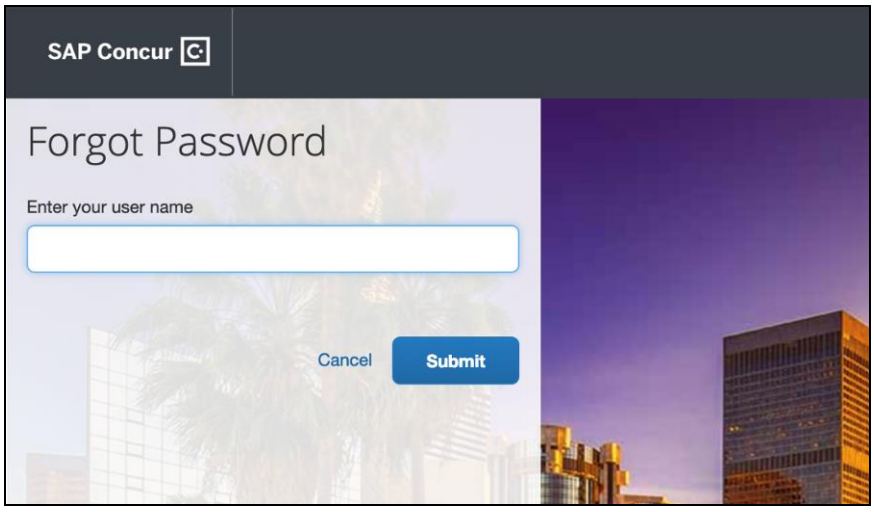
- The user could have an email sent to a verified email account that includes a password hint.
- The company could have required the user to answer a set of security questions prior to getting an email with a link to reset their password.
- The company might also have had custom text on this page.



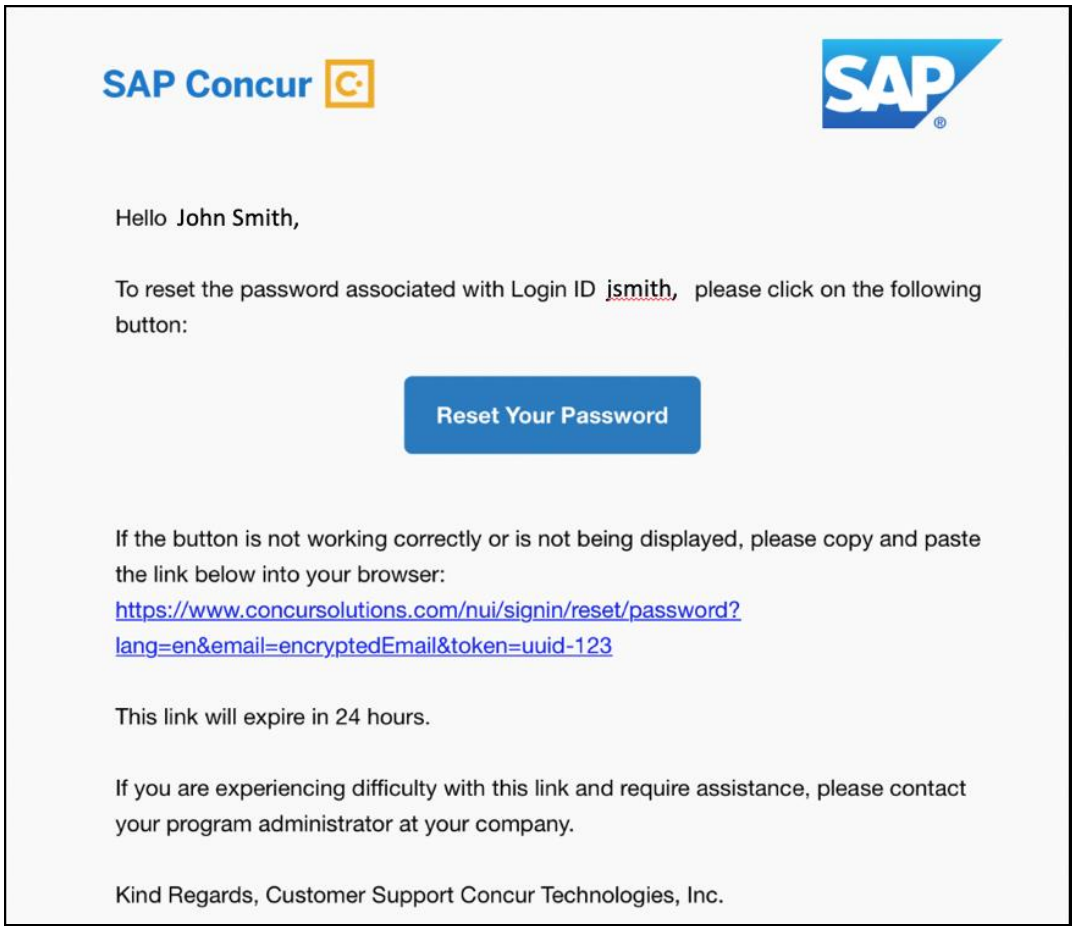
What the User Sees – New Forgot Password Page and Process

With this release, if a user cannot remember their password and if the user clicks **Forgot your password?** on the SAP Concur **Sign In** page, the **Forgot Password** page displays.

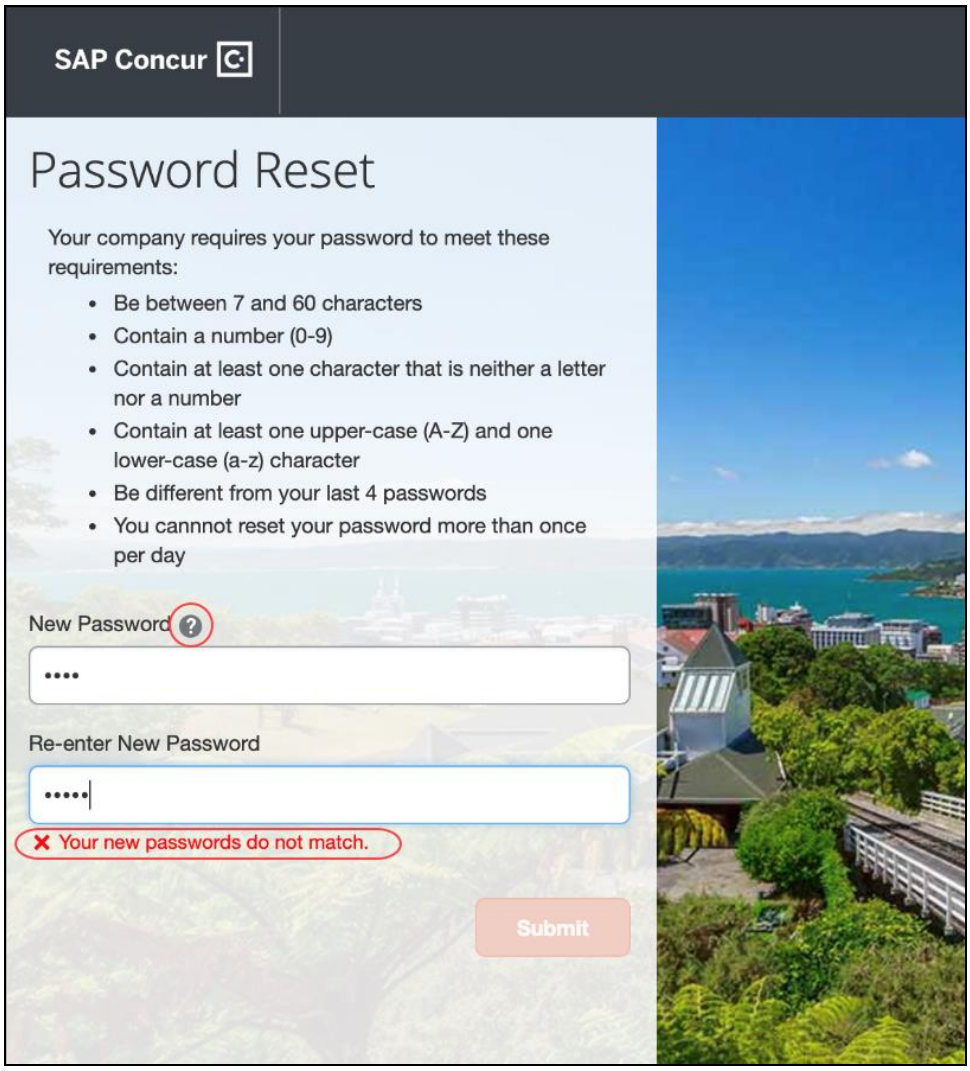
The user has only ***one*** option – the user enters their user name and clicks **Submit**. If an SAP Concur account is found for the specified user name, a reset password email is sent to the user's associated email address.



The user opens the reset password notification email, which includes a one-time reset password link that is valid for 24 hours. The user clicks **Reset Your Password** in the email.



The **Password Reset** page opens in the user's browser.

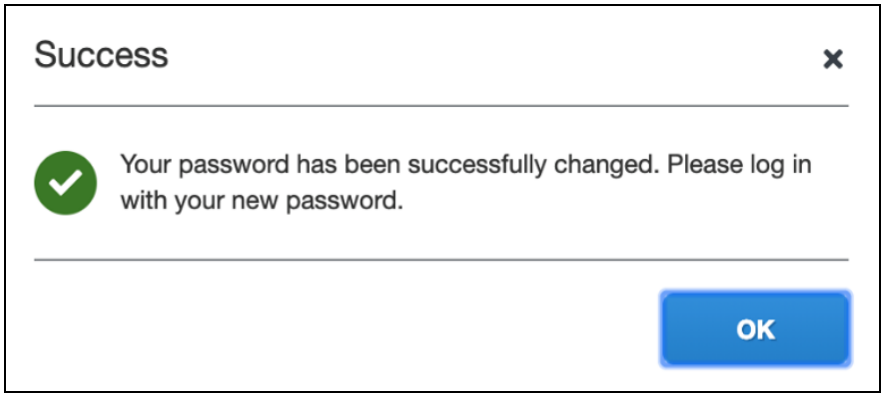


The company's password policy displays on the page. The user enters a new password in the **New Password** and **Re-enter New Password** fields. If the passwords do not match, an on-page message alerts the user.

The user can also click **Password Help Info** to view a hint to make passwords stronger.

The user clicks **Submit** to create the new password.

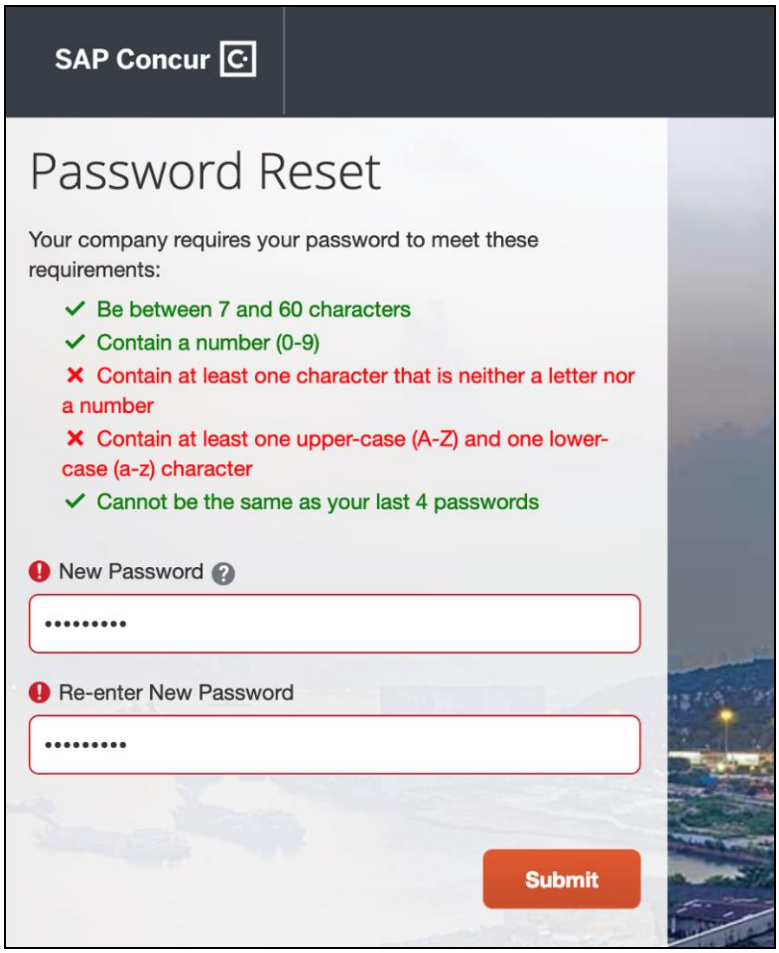
Once the password is validated, the user sees a message confirming that the new password has been successfully created.



The user clicks **OK**. The user is then directed to www.concursolutions.com to log in with the new password.

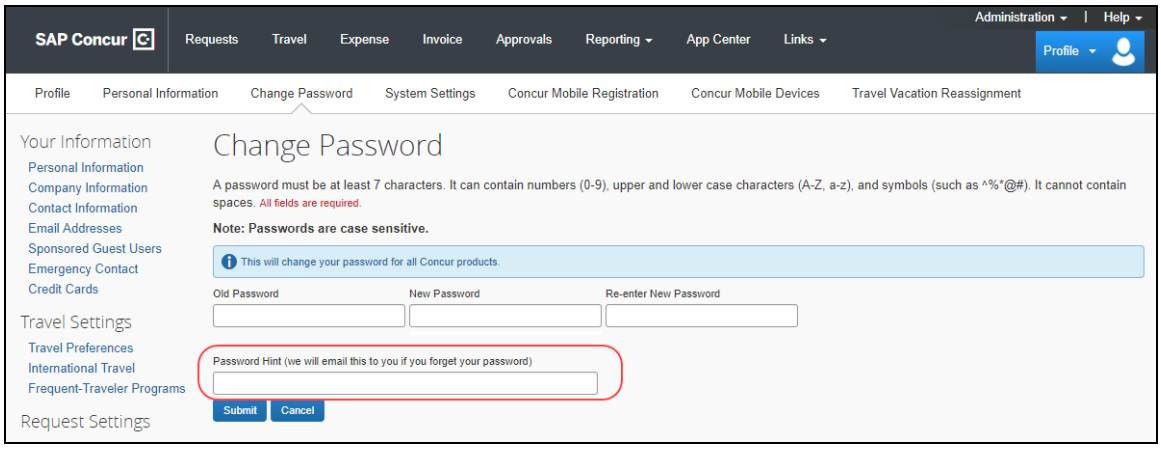
FAILED PASSWORDS

If the new password fails validation, the **Password Reset** page displays errors to help the user create a password that meets their company requirements.



Feature Removed – Password Hint

Previously, in **Profile > Profile Settings > Change Password**, the user could create a password hint. Then, if the user forgot their password and selected the **Send me an email with my password hint** option on the **Forgot Password** page, an email that included the hint was sent to a verified email account.

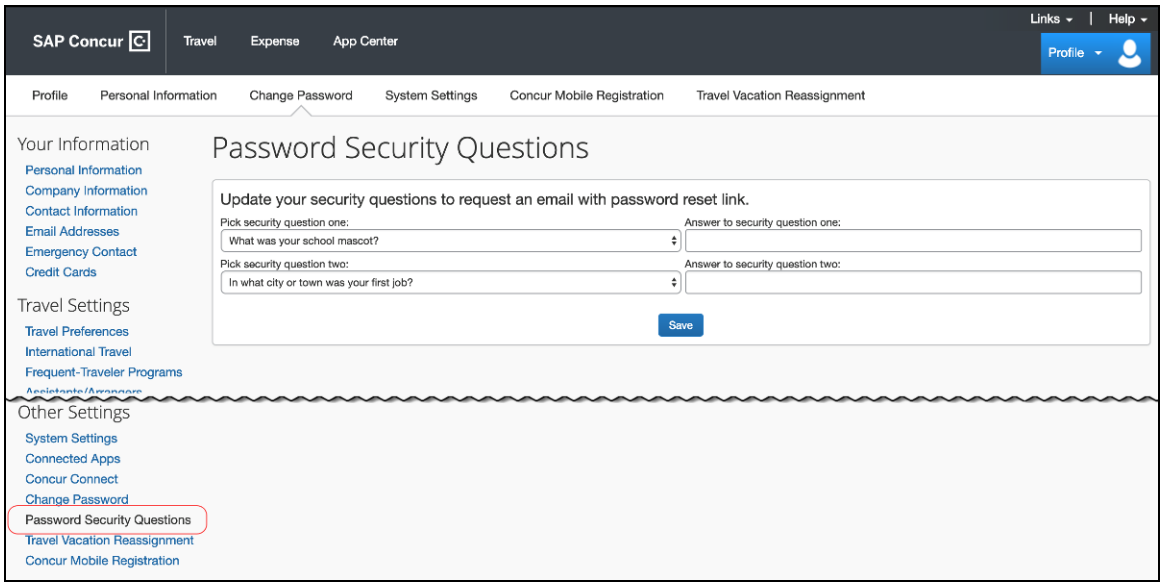


With this release, this field has been removed from Profile.

Feature Removed – Security Questions

Depending on the company's configuration, the company might have required users who forgot their passwords to answer security questions. The Security Question functionality also involved end-user configuration in Profile.

To access the page, the user clicked **Profile > Profile Settings**. In the **Other Settings** section, the user clicked **Password Security Questions**.



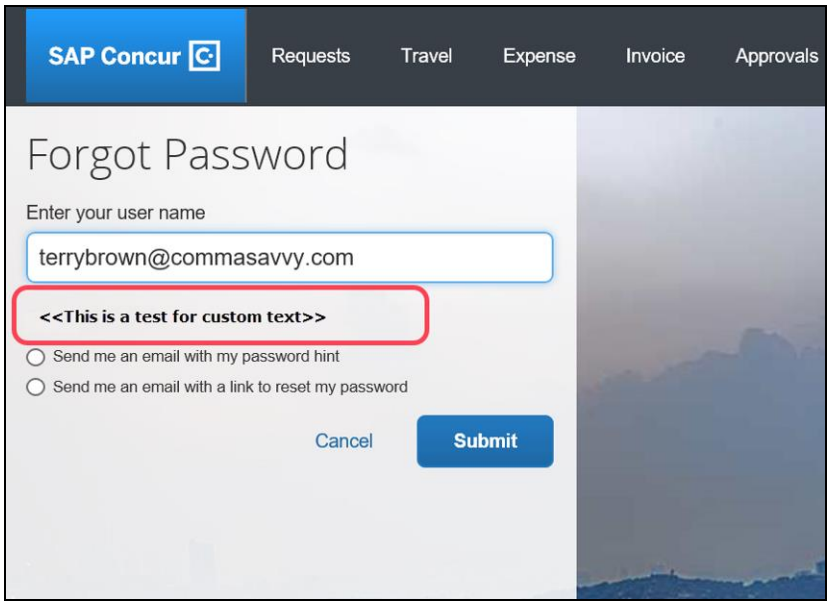
Then, the user was challenged by security questions before a password reset link was sent out or before a password changed was saved.



With this release, the **Password Security Questions** page and menu option have been removed, along with the security questions.

Feature Removed – Custom Text on the Forgot Password Page

Depending on the company's configuration, the company could have displayed custom text on the **Forgot Password** page.



With this release, this option and the custom text have been removed.

Configuration / Feature Activation / Feature Deprecation

This feature is automatically available. There are no configuration steps.

Authentication: No Future Bulk Password Resets or Updates via Import File

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

Overview

User passwords can no longer be reset or updated through the User Import and Employee Import features. You can still set the password for new users during the initial import through the User Import and Employee import features.

USER IMPORT

The password field is still available in the downloadable Excel template, but is only read during the initial import of the file, or when creating a new user in the system. Subsequent uses of the field are ignored by the system.

📖 For general information about this functionality, refer to the *Shared: User Setup Guide for Concur Standard Edition.*

EMPLOYEE IMPORT

The password fields are still available in the 100, 300, 305, and 310 records sets, but they are only read during the initial import of the file, or when creating a new user in the system. Subsequent uses of the fields are ignored by the system. The update and replace password features on the 100 record are no longer used.

📖 For general information about this functionality, refer to the *Shared: Employee Import User Guide for Concur Standard Edition*.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for user passwords.

Configuration / Feature Activation

These changes have been made automatically; there are no configuration or activation steps.

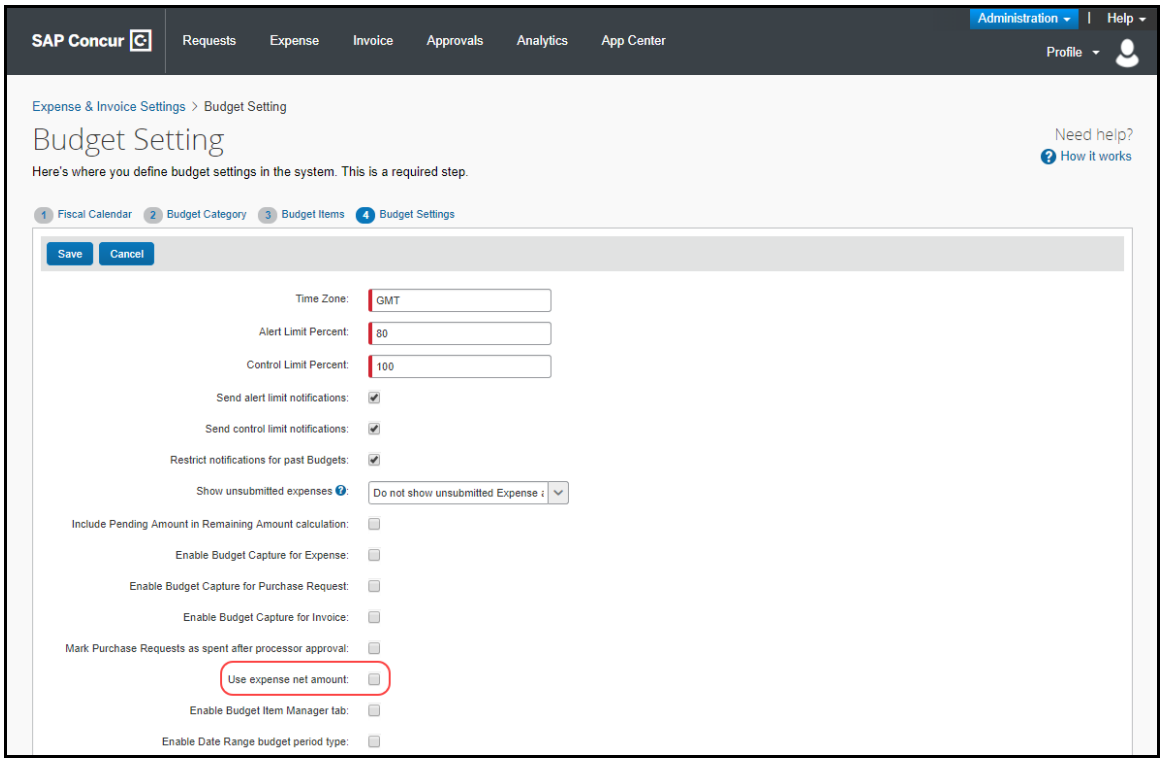
Expense

Consume Expense Reports With or Without Tax Now Available

Overview

Previously in Concur Expense, expense reports were consumed including tax. With this release, clients can now choose whether expense reports should be consumed with or without tax. In other words, previously only the gross amount was included. Now, when the **Use expense net amount** budget setting is selected (enabled) in Budget Configuration, the reclaim amount will be subtracted from the gross amount. This is useful in countries where companies can reclaim taxes from expense reports, for example, countries who use VAT.

NOTE: Some countries who use VAT might not be able to use this feature depending on country specific regulations.

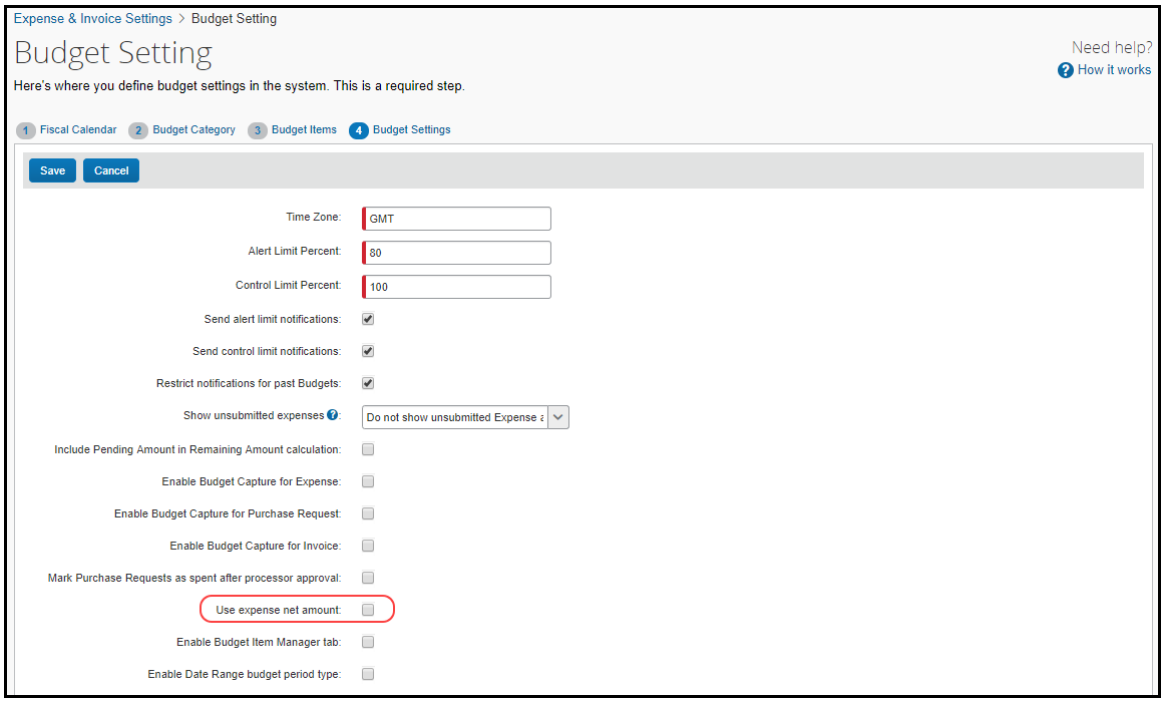


BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables a budget to consume only those amounts that cannot be reclaimed for tax authorities.

What the Admin Sees

The admin will see a new option, **Use expense net amount**, in Budget Settings.



Configuration / Feature Activation

To activate this feature, admins must select (enable) the **Use expense net amount** budget setting on the **Budget Settings** page in Budget Configuration.

📖 For more information, refer to the *Shared: Budget Setup Guide for Standard Edition.*

Planned Changes

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

All Products

Planned Changes SAP Concur Product Access Changes

Overview

Beginning in a future release (targeted for June), clients will access SAP Concur products and services via the following domains:

- *.concursolutions.com
- *.concurcdc.cn

This change is targeted for June 8, 2019.

Please contact appsec@sap.com for any questions regarding this change.

BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow customers to access SAP Concur services in a consistent, secure manner.

Configuration / Feature Activation

SAP Concur recommends clients migrate to one of the domains at their earliest convenience, if they are not already using one of them.

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur

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

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur products which provides clients with a self-service option for setting up SSO for their

organization. SSO is currently supported for Concur Expense, Invoice, Request, and Travel.

The new Manage Single Sign-On (SSO) feature is a replacement tool for clients using existing SSO configuration and a new tool for clients that now want to implement SSO at their organization. Existing SSO configuration and the new SSO Self-Service tool will both be available until everyone has migrated to the new SSO Self-Service tool.

Other SAP Concur products and services are outside the scope of this initial release.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Planned Changes New SAP Concur Sign In Page

Overview

SAP Concur is planning to add a new **Sign In** page, providing an updated login experience for users who log in with a user name and password credentials. Current Single Sign-On (SSO) users will be able to start the SSO login process at www.concursolutions.com. This feature is planned for 2019.

The new **Sign In** page feature includes the following:

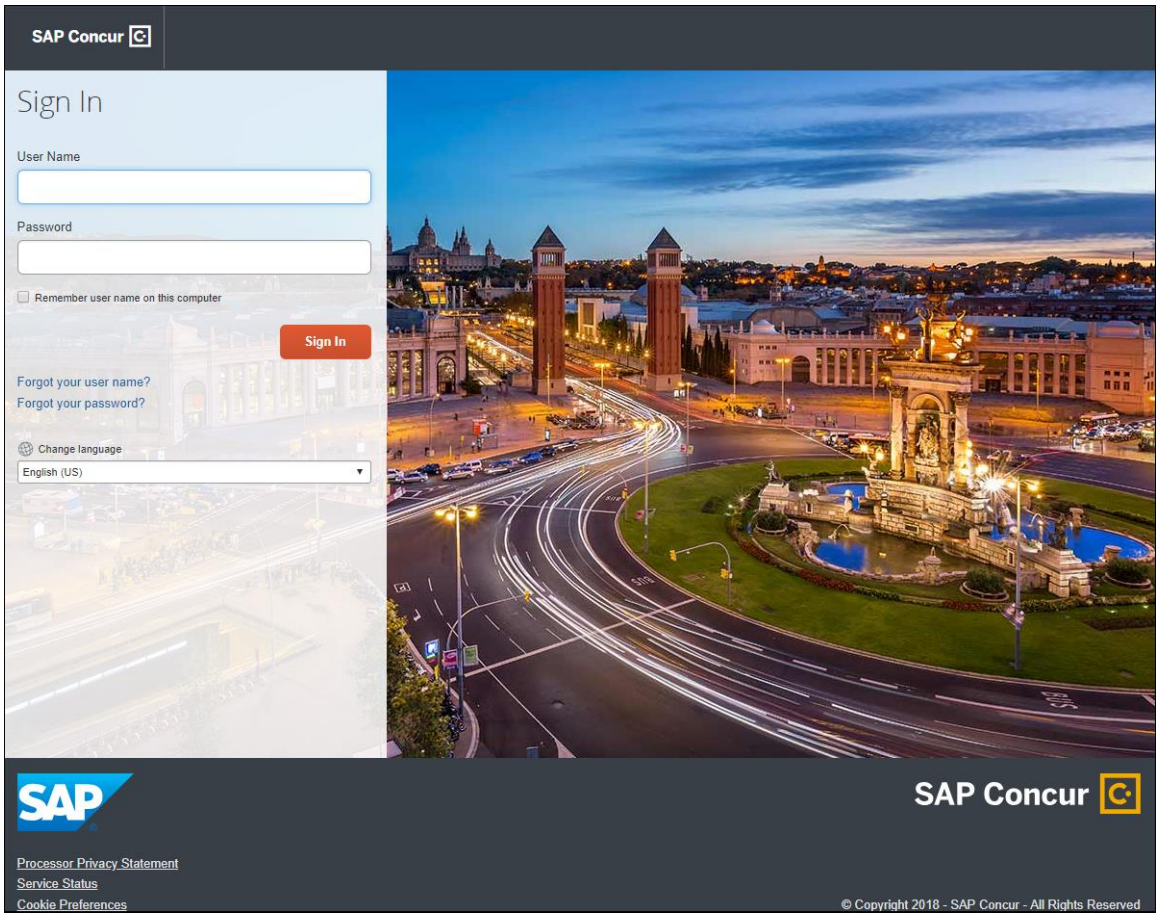
- **Two-step login:** provides enhanced security, meets current industry standards, and provides a better login success rate
- **Multi-account login:** allows administrators to log in with multiple accounts (planned for a future release)
- **User avatar:** enhances the user experience (planned for a future release)

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, convenient experience for users logging in to SAP Concur products and services.

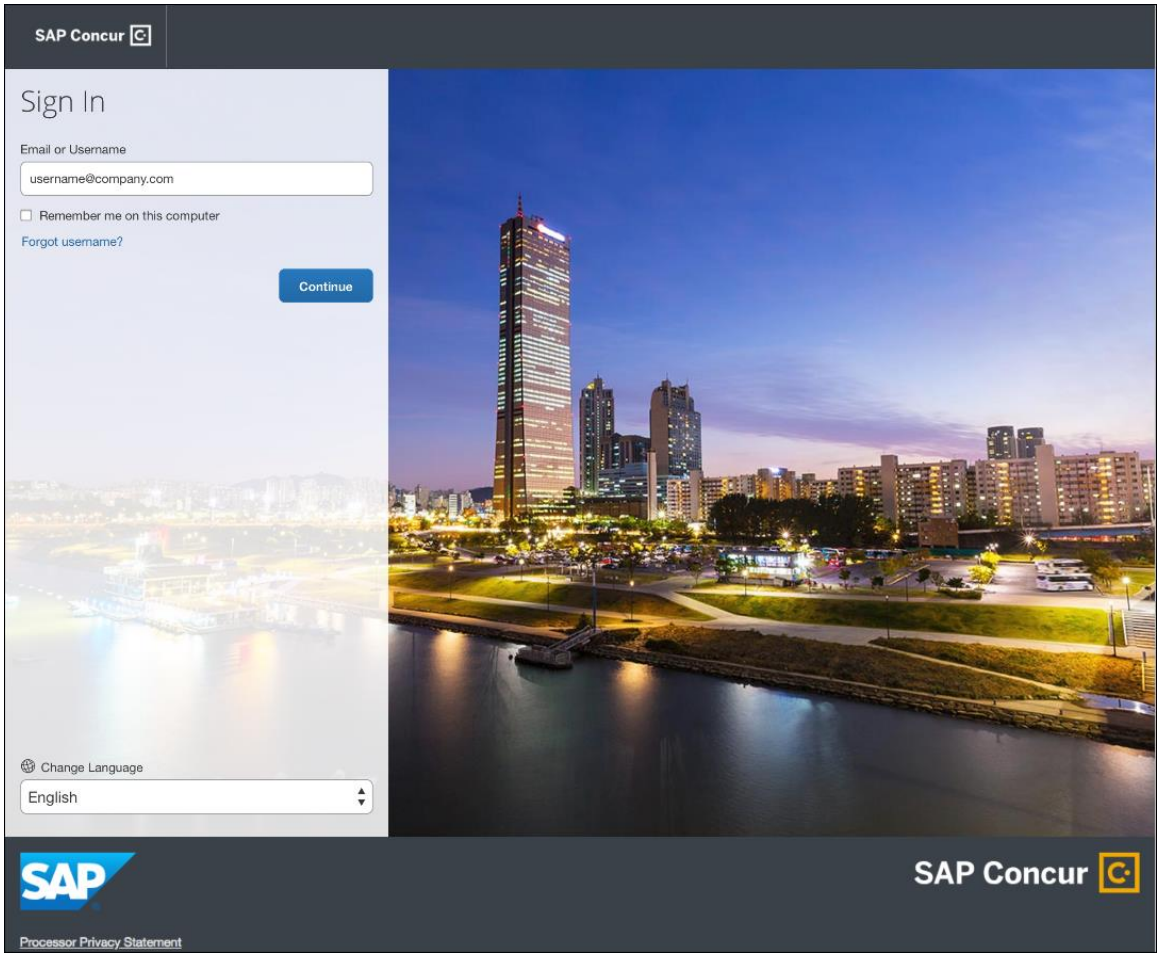
What the User Sees – Current Sign In Page

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the User Sees – New Sign In Page

The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email or username. The user can select the **Remember me on this computer** check box, so their email or username displays the next time they log in to SAP Concur. The user will then click **Continue**.



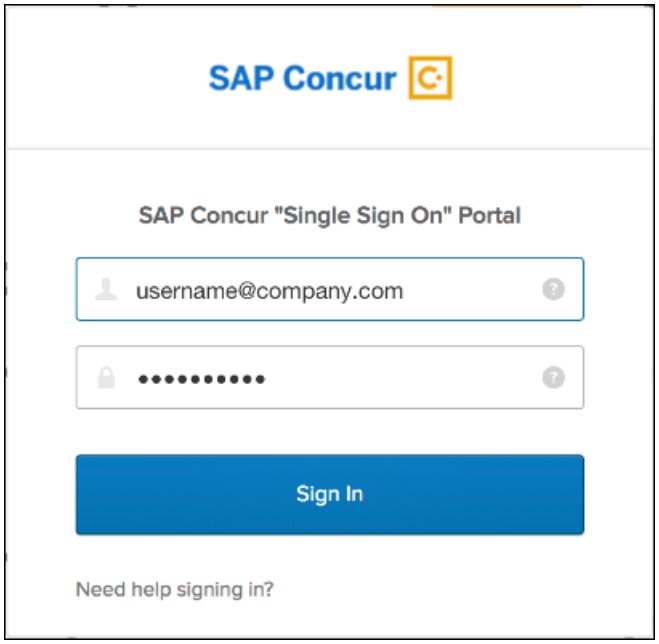
Depending on the customer's implementation of SAP Concur, users will then be directed to the designated Identity Provider (IdP) Single Sign-On portal or an additional **Sign In** page.

NOTE: If a company has not used the planned feature, Manage Single Sign-On, to migrate to the new SSO service at SAP Concur, users will be directed to a password login page to log in using a username and password. For more information, refer to the ***Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

NOTE: Once the planned feature, Manage Single Sign-On, is released for general availability, companies who have test/training users should leave the SSO enforcement setting as *SSO Optional* on the **Manage Single Sign-On** page. Test/training users will then be directed to an intermediate password login page to log in at www.concursolutions.com using existing SSO or enter their password. If a company selects *SSO Required* on the new **Manage Single Sign-On** page, then all test/training users will be blocked and directed to log in at www.concursolutions.com with a username and password.

SSO USERS

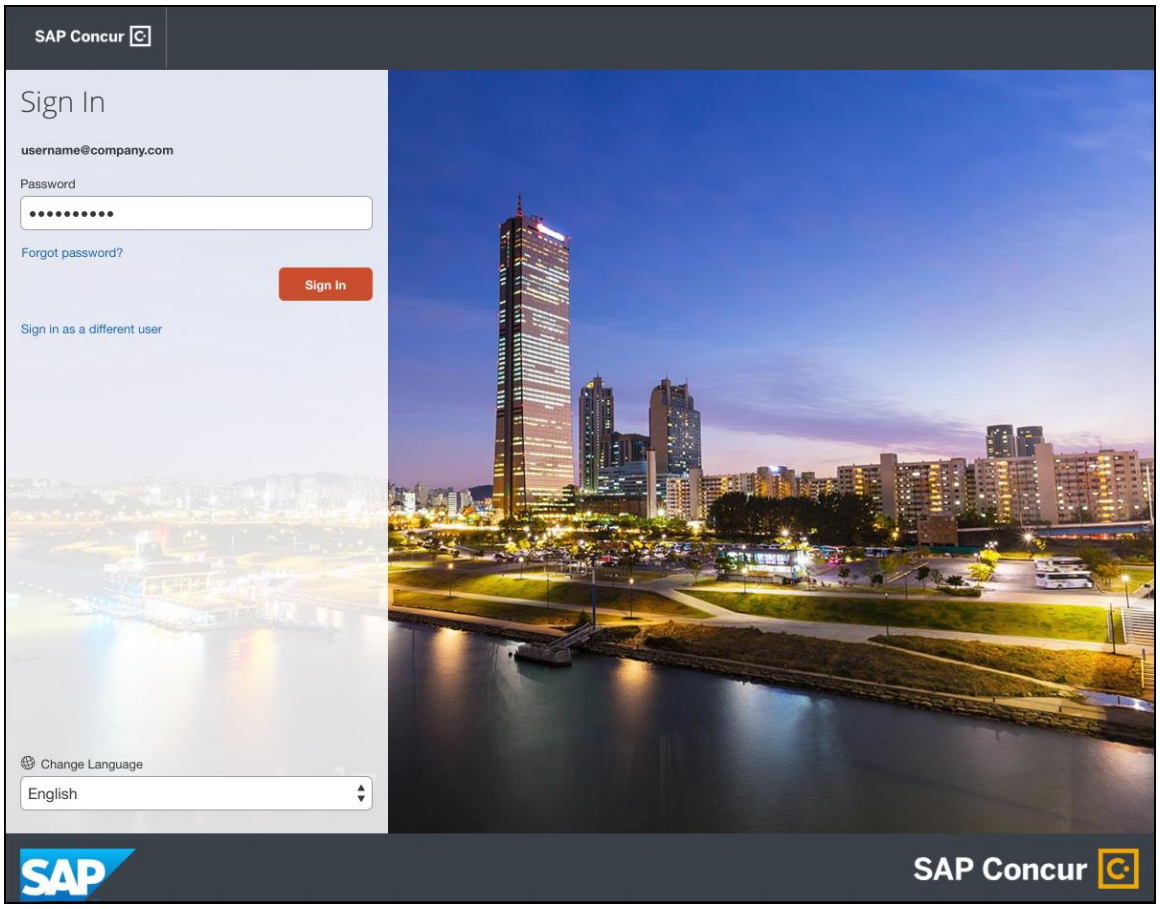
When the designated Identity Provider (IdP) Single Sign-On portal appears (similar to the one shown below), the user will enter their email or username and password, then click **Sign In**.



After being authenticated, the user will be directed to the SAP Concur **Home** page.

USERS WITH USERNAMES AND PASSWORDS

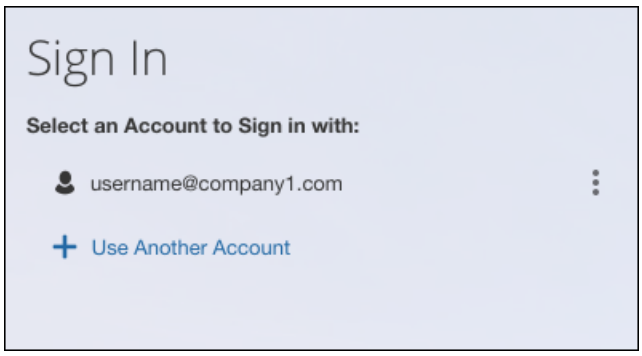
The user will be directed to an additional **Sign In** page. The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.



Once the user's password is verified, the SAP Concur **Home** page appears.

RETURN USERS

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or user name display on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.



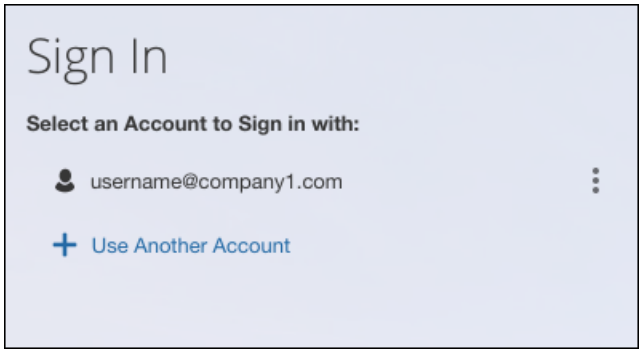
The user will click on their email or username, and then one of the following occurs:

- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** On the **Sign In** page, the user will enter as password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

USERS WITH MULTIPLE ACCOUNTS

SAP Concur users with multiple login accounts have more than one login option depending on the user role or account they want to use. The user will first log in to SAP Concur using one of their accounts. Once successfully logged in, the user logs out of the system.

To add another account, on the **Sign In** page, the user clicks the **Use Another Account** link.

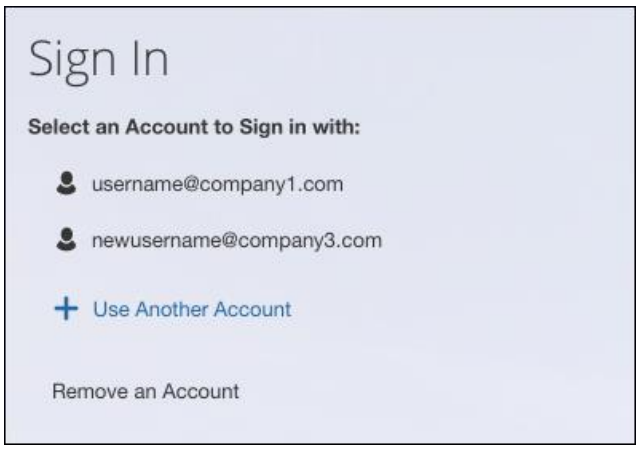


The next login step depends on the account type the user wishes to use:

- **SSO Account:** If the user selects an account with SSO credentials, the user will enter an email, then the user will be directed to the IdP Single Sign-On portal. Once the user is authenticated, the SAP Concur Home page appears.

- **Username and Password:** The user is directed to an additional **Sign In** page to enter a password. The user then clicks **Sign In**. Once the user is authenticated, the SAP Concur **Home** page appears.

When all accounts are added, a return user will select the account they want to use to log in to SAP Concur.



FORGOT PASSWORD

📖 For more information about Forgot Password functionality, refer to *Forgot Password Feature, Security Questions, and Password Custom Text* in this document.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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



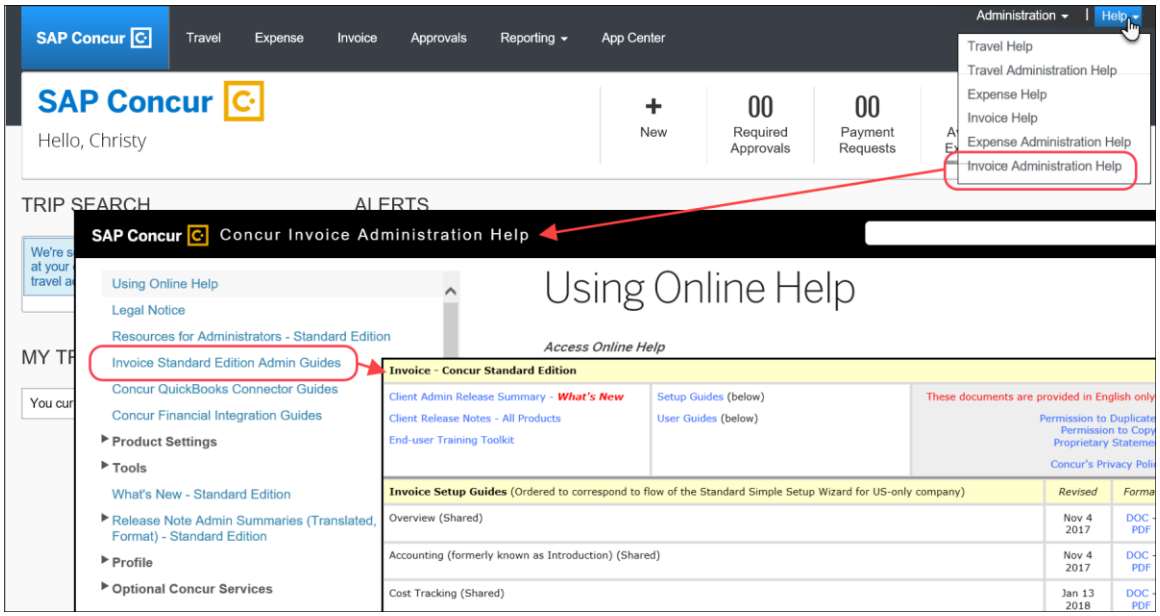
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

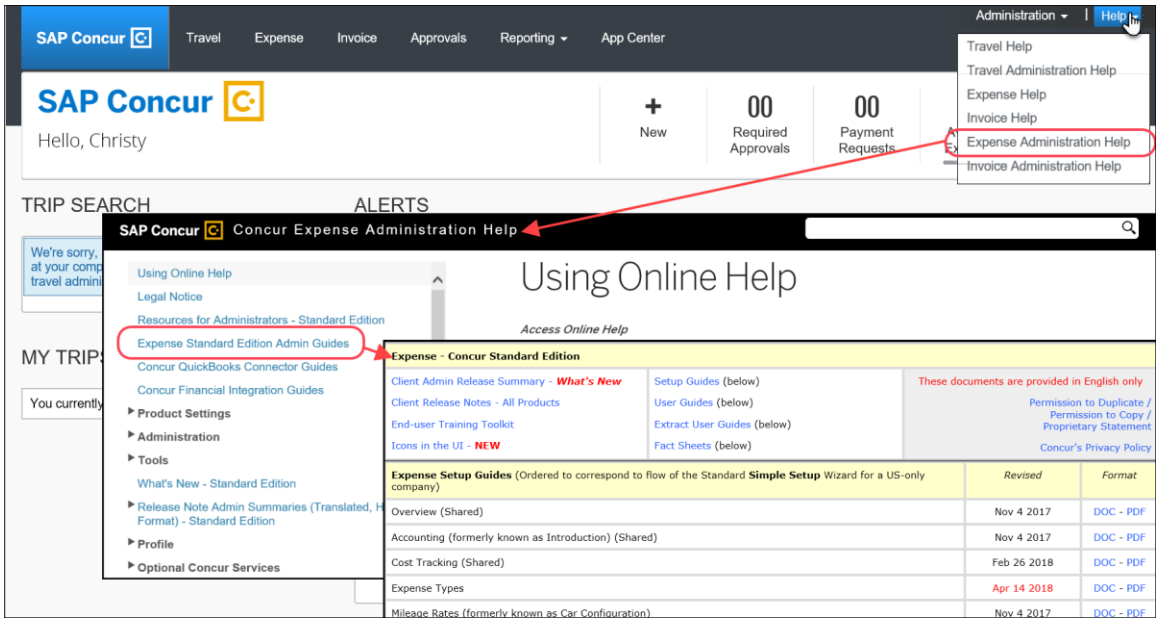
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

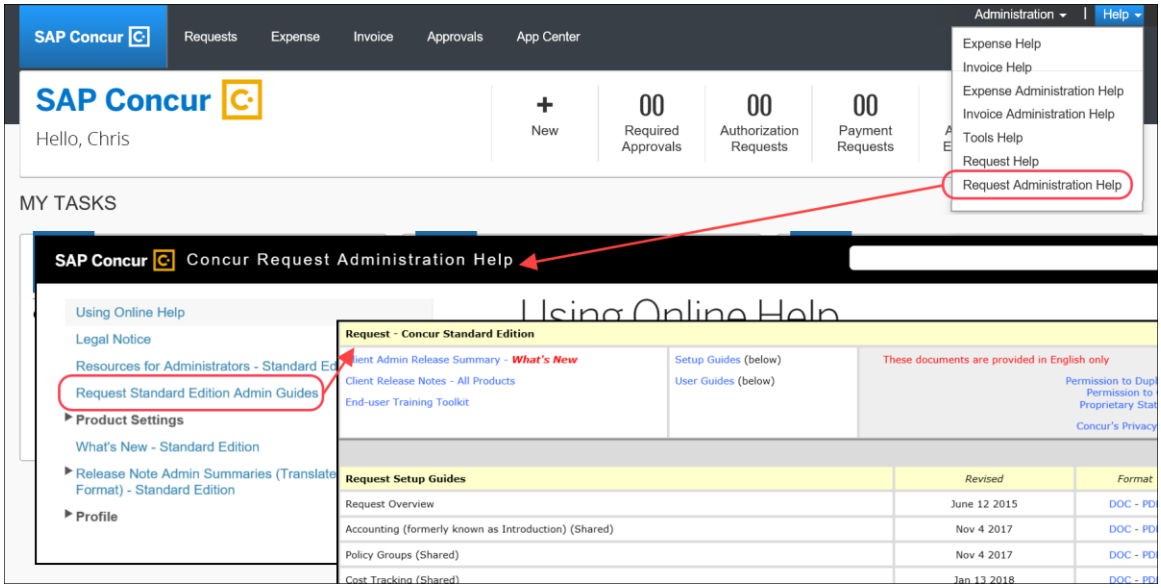
Invoice Administration Help



Expense Administration Help



Request Administration Help

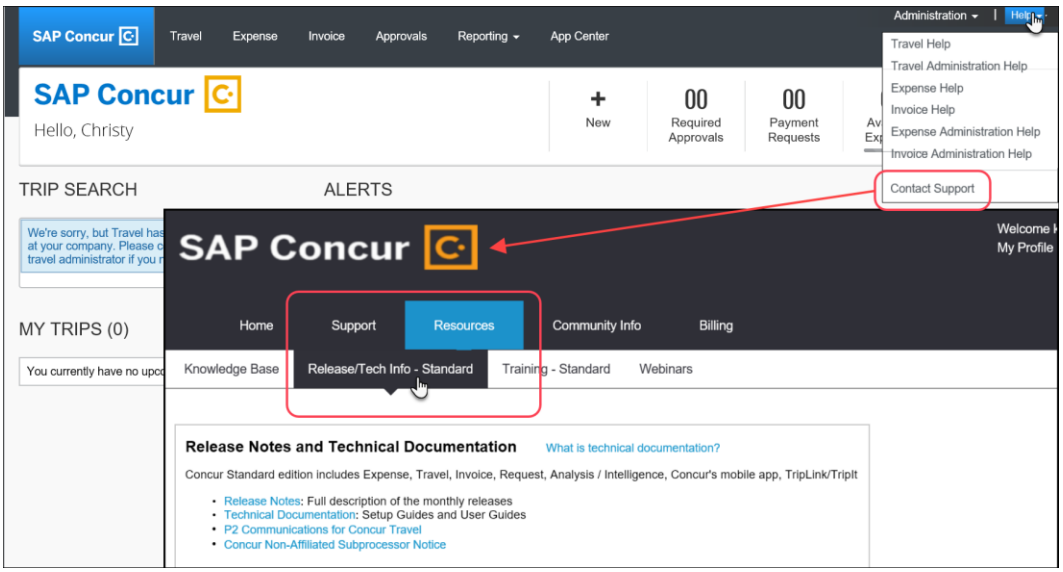


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: May 11, 2019 Initial Post: Friday, May 10, 3:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

New Budget Parameters to Audit Rule Notifications 1

Year-to-Date Budget Spend in Budget Dashboard 2

Created and Last Modified Dates Available in Budget Items 5

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List 6

Reminder: No Personal or Sensitive Data in Custom Fields 6

Authentication: Composite Logins Deprecated 7

Authentication: Forgot Password Feature, Security Questions, and Password Custom Text 11

Expense 22

Consume Expense Reports With or Without Tax Now Available 22

Invoice 24

Tracking Spend per Vendor Now Available 24

Authentication: No Future Bulk Password Resets or Updates via Import File 25

Planned Changes 27

All Products 27

Planned Changes SAP Concur Product Access Changes 27

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur 27

Planned Changes Optimizing and Relocating the Page Removed 28

Planned Changes Retiring the Purge Test User Transactions Functionality Removed 28

Planned Changes New SAP Concur Sign In Page 28

Concur Expense and Concur Request 34

Planned Changes Budget Insight (Legacy) to Retire in 2019 34

Client Notifications 36
Subprocessors 36
SAP Concur Non-Affiliated Subprocessors Notice 36
Browser Certifications 36
Monthly Browser Certifications and Supported Configurations 36

Additional Release Notes and Other Technical Documentation 37
Online Help – Admins 37
SAP Concur Support Portal – Selected Users 39

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

New Budget Parameters to Audit Rule Notifications

Overview

For clients to see which budget is matched with a spending item when an audit rule is triggered, SAP Concur now provides additional notifications to which clients can insert parameters for budgets. Clients can then receive messages on top of their screen notifying them that a budget with a certain description and owner is, for example, over the budget threshold.

The table below lists the available budget parameters.

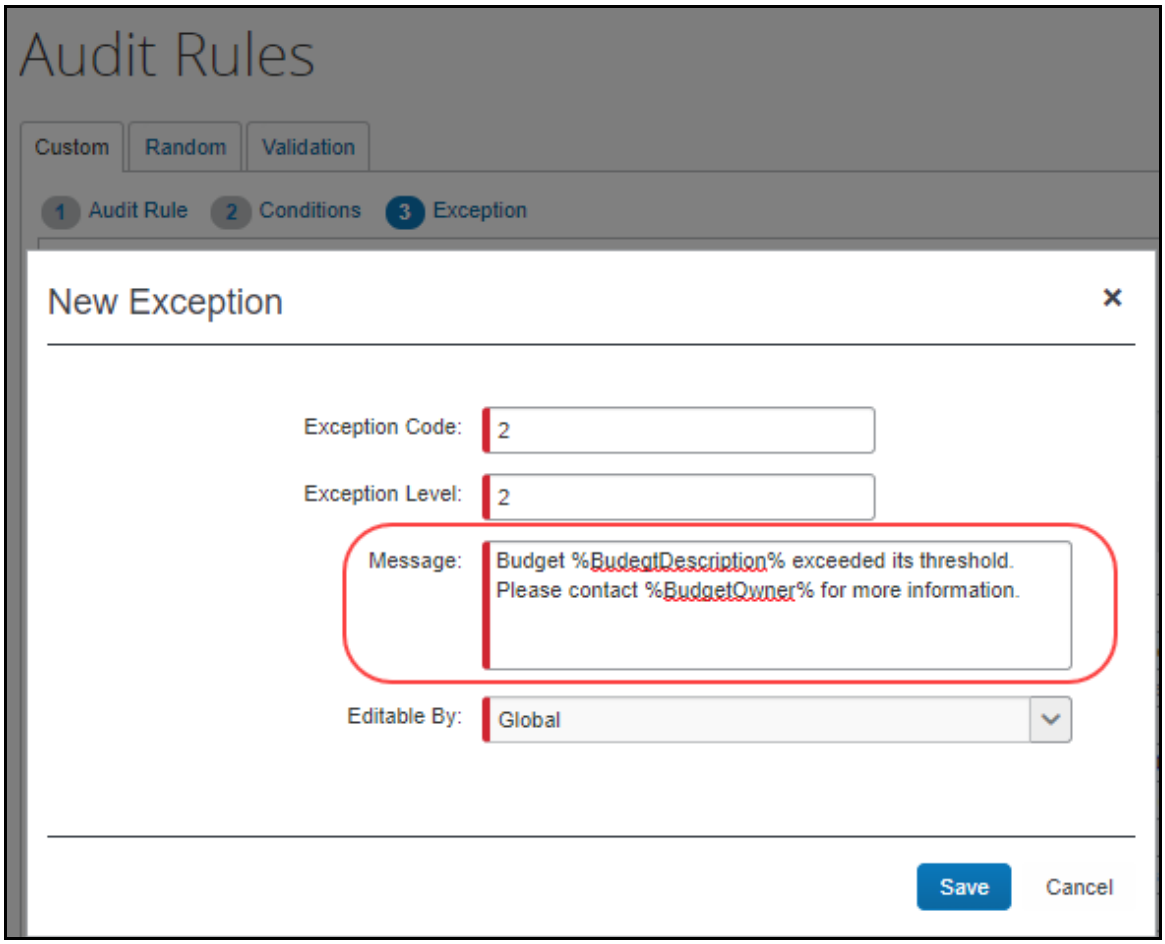
Term	Description
%BudgetName%	The budget name of the first budget in response to the triggered audit rule.
%BudgetOwner%	The budget owner of the first matched budget item.
%First3Budgets%	Shows budget names and budget owners of the first three budget items.
%BudgetCount%	Shows number of matched budget items.
%BudgetDescription%	The budget display name users see in the Budget Dashboard.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables clients to see which budget is failing and if one or more budgets are over the threshold, and thereby providing clients with important information to make budget decisions.

What the Admin Sees

The admin will be able to use the parameters in the **Message** field of the **New Exception** window on the **Exception** page in Audit Rules.



Configuration / Feature Activation

Admin must configure this feature in Audit Rules.

📖 For more information, refer to the *Shared: Budget Setup Guide* and the *Invoice: Audit Rules Setup Guide*.

Year-to-Date Budget Spend in Budget Dashboard

Overview

With this release, clients will have an option in the card and list view on the **Budget Overview** page of the Budget Dashboard, where they can see year-to-date information about a budget. For monthly and quarterly budgets, the budget amount will be based on the budget amount of the current budget period plus prior budget periods of the current fiscal year.

NOTE: The yearly and date range budget will not have a year-to-date view.

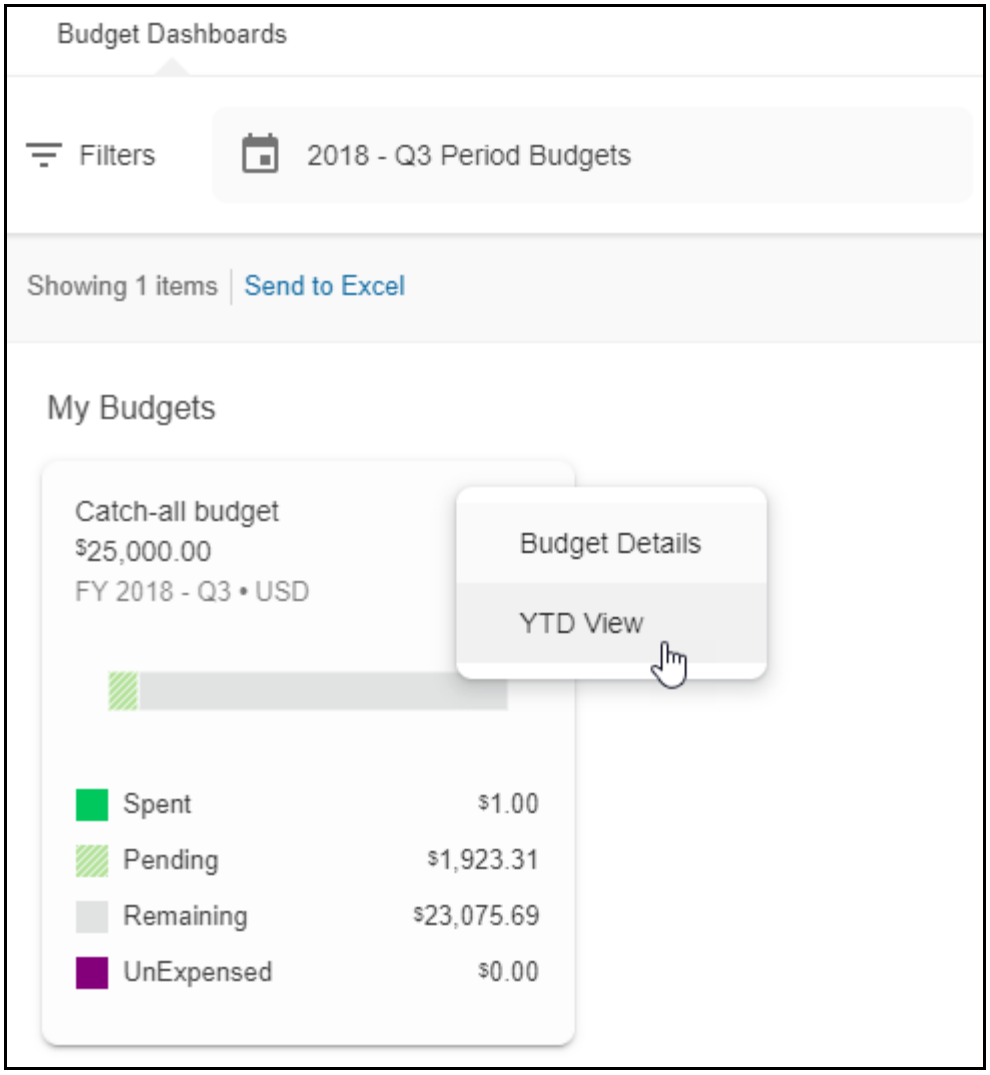
BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement gives clients a clearer view of how their budget spend is doing from the start of the fiscal year up until today.

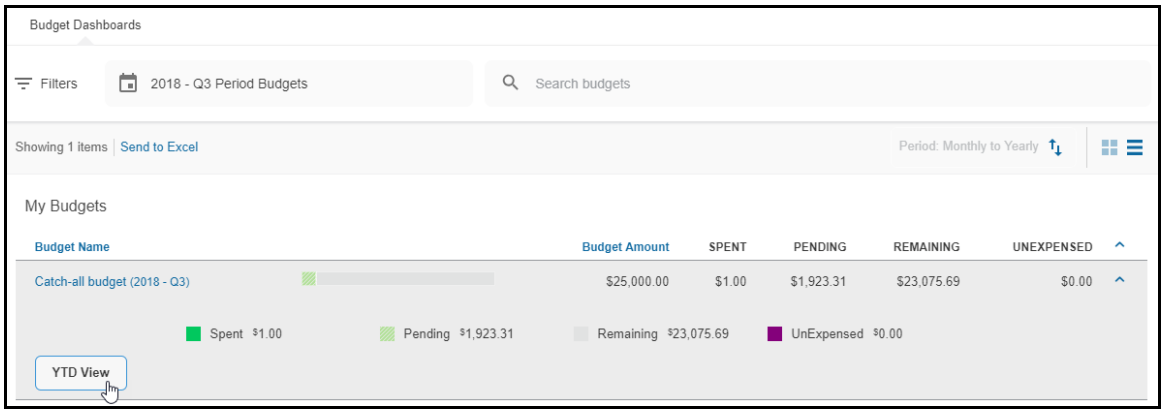
What the Budget Owner See

The Budget Owner will see a new **YTD View** option on in the card and list view on the **Budget Overview** page. For the **List** view, users must expand the budget by clicking the blue expansion arrow to the right.

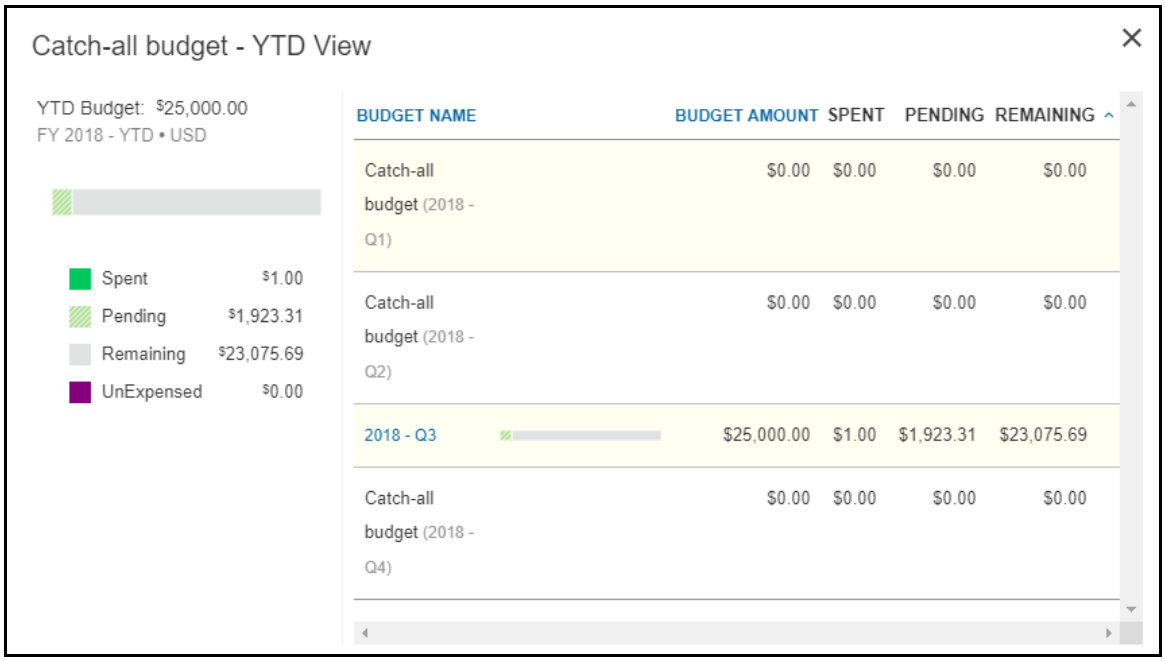
Card View



List View



Once the user clicks to open the year-to-date view, they will see the **YTD View** window.



Configuration / Feature Activation

This feature will be automatically available. There are no configuration steps.

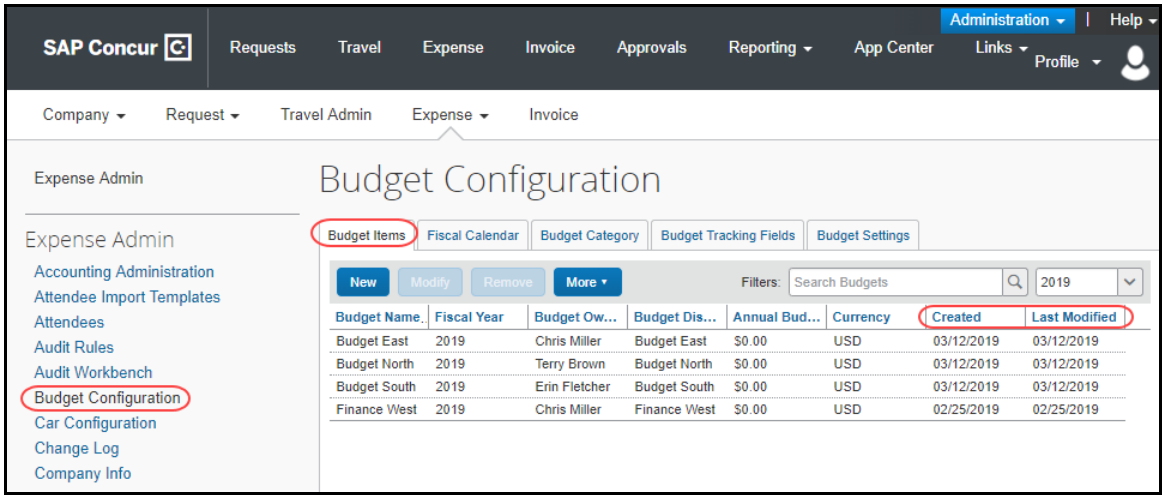
📖 For more information, refer to the *Shared: Budget Setup Guide*.

Created and Last Modified Dates Available in Budget Items

Overview

Clients will now see two new columns, **Created** and **Last Modified**, in Budget Items. If an expense report, invoice, request, or purchase request was created before a budget item was created, clients will be able to tell if the budget was picked up by looking at the dates in these columns.

NOTE: If, for example, an invoice was paid before the budget item was created, clients must either contact SAP Concur support to recapture the missing invoice or create a budget adjustment.

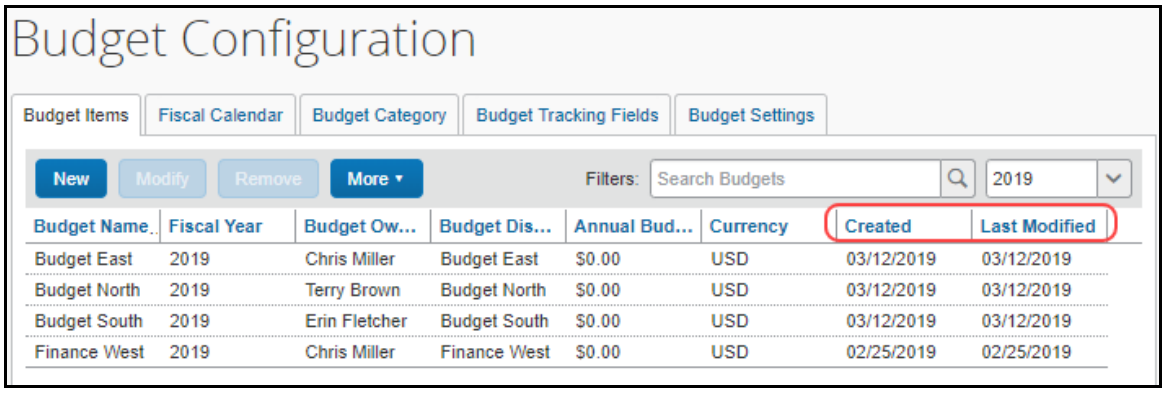


BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement will provide information about when budget items were created and modified to ensure a specific budget was included in the transaction.

What the Admin Sees

The admin sees two new columns, **Created** and **Last Modified**, in Budget Items.



Configuration / Feature Activation

This feature will be automatically available. There are no configuration steps.

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

Reminder: No Personal or Sensitive Data in Custom Fields

Overview

All companies must take all reasonable steps to protect the personal and sensitive information of their employees. Per recommended security-related best practices, custom fields should not contain personal or sensitive data.

⚠ **IMPORTANT**: ***Data in custom fields is not encrypted.*** The client is solely responsible for any liability resulting or arising from improper use.

Next Steps

If your company is currently using custom fields to store personal or sensitive data (for example, Social Security numbers, family member names, or any other personally identifying information), you should plan to remove this information from your existing fields within the service and modify your current configuration.

Refer to the FAQ for additional information.

Authentication: Composite Logins Deprecated

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

Overview

With this release, SAP Concur no longer supports composite login sign-in page URLs.

Composite login functionality allowed users to log in to SAP Concur products using a login ID that did not include a domain name.

All users who use only their username (ex: johndoe) to log in must now use their **CTE Login Name** rather than their login ID to log in to SAP Concur products.

NOTE: The **CTE Login Name** is the login name that appears in the **CTE Login Name** field in **Administration > Company > Company Administration > User Administration**.

The typical URL for a composite login page includes the name of the entity (ex: entity=pxxxxxxxxx) and looks like this: https://www.concursolutions.com/signin.asp?entity=pxxxxxxxxx.

All clients will now use the standard **Sign In** page to access SAP Concur products. The standard sign in page is located at the following address: https://www.concursolutions.com/nui/signin

IMPORTANT!

Only the user-facing portion of composite logins is being deprecated at this time. The employee import (scheduled, overnight) and the user import (on-demand, spreadsheet) are not affected. The import will succeed, and the full username will be formed just as it is currently. When composite login information is no longer accepted in the imports, information and instructions will be provided in the release notes.

IMPACTS TO USERS

Users who log in to a composite login page (https://www.concursolutions.com/signin.asp?entity=pxxxxxxxxx) ***and*** do not use the at (@) symbol in their user name must click the **Forgot your user name?** link on the **Sign In** page to retrieve their user name without assistance (preferred) or contact their company administrator to get their **CTE Login Name**. User passwords remain the same.

Single Sign-On functionality is not impacted by this change. The following users will not be impacted because they do not log in using https://www.concursolutions.com:

- SAP Concur web SSO
- Concur mobile username/password
- Concur mobile SSO

BUSINESS PURPOSE / CLIENT BENEFIT

Deprecating this feature improves login stability and login success rates, while reducing login dependency.

What the User Sees

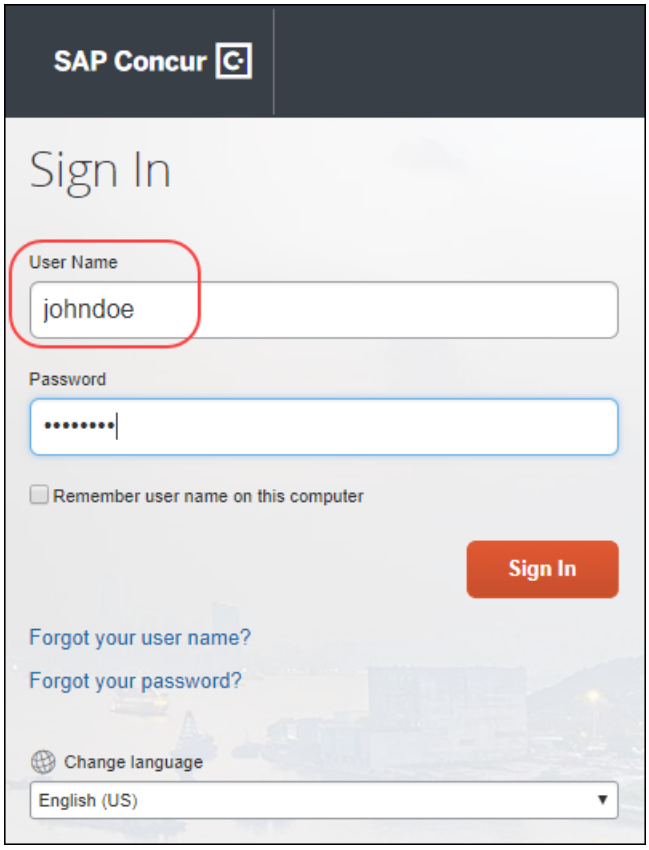
Users currently see a message on composite login pages about the deprecation.



For this release, the message will be removed and users will automatically be redirected to the **Sign In** page, https://www.concursolutions.com/nui/signin. They must use their full user name to sign in. User passwords remain the same.

BEFORE

The **Sign In** page prior to the change.

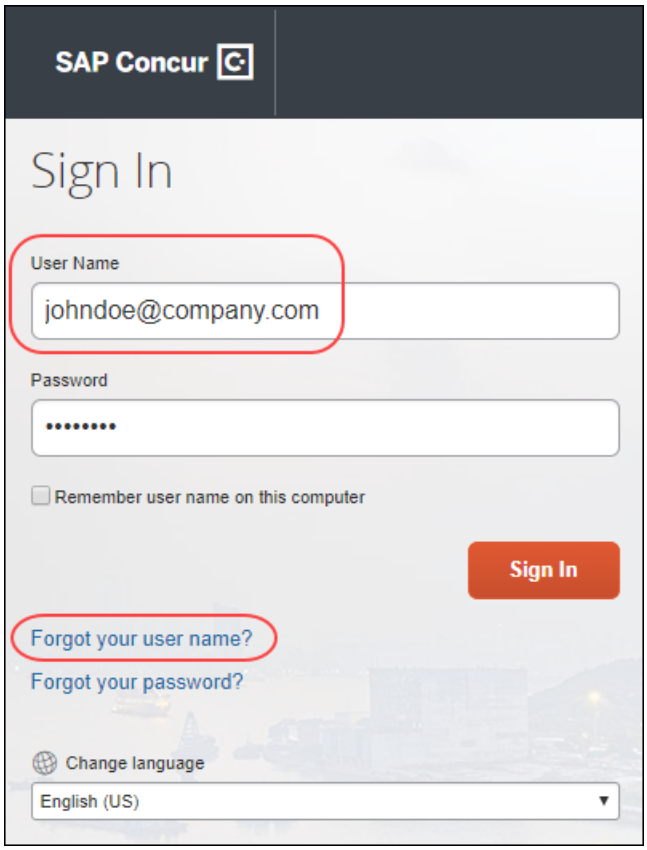


AFTER

On the new **Sign In** page, users who do not know their full user name can find it using one of the following options:

- Click the **Forgot your user name?** link
- Contact their company administrator

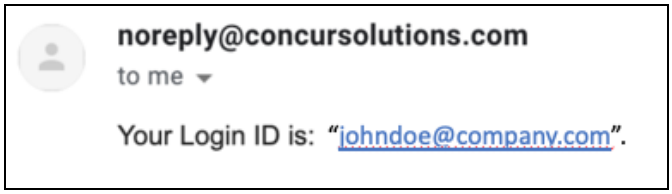
Users can retrieve their user name, without assistance, by clicking the **Forgot your user name?** link on the **Sign In** page.



On the **Forgot User Name** page, the user enters a valid email address associated with the SAP Concur account, then clicks the **Send E-mail** button.



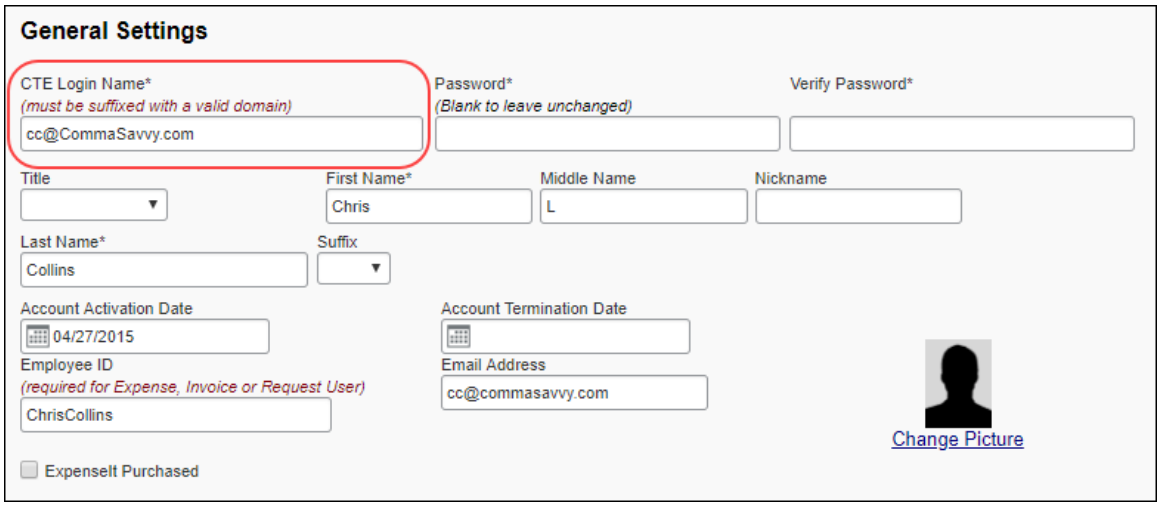
If the specified email address is associated with an SAP Concur account, an email is sent to that address with the full user name included (as Login ID).



If the user chooses to contact their company administrator to get their full user name or if the **Forgot your user name?** option was unsuccessful, the company administrator can look up the user's full user name (visible to admins as in the **CTE Login Name**) and provide it to them.

What the Admin Sees

On the **User Administration** page, under **General Settings**, admins see the **CTE Login Name** for each user.



NOTE: For future employee imports, include the domain name for users who previously did not have a domain name in the Concur database.

Configuration / Feature Activation

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

Authentication: Forgot Password Feature, Security Questions, and Password Custom Text

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

Overview

With this release, SAP Concur will add a new Forgot Password feature to the SAP Concur **Sign In** page, providing an updated experience for users who log in with user name and password credentials.

NOTE: This change does not affect customers that use SSO to log in to SAP Concur.

Depending on a company's configuration, several other options for the forgotten password process might have been available. With this release, those additional options will be removed. The additional options that will be removed are as follows:

- **Security Questions:** Users will no longer receive security question prompts for login authentication.
- **On-page text:** Company custom text will no longer display.
- **Password hints:** The option, **Send me an email with my password hint**, will no longer be available.

These options are described in this release note.

NOTE: The new Forgot Password feature is planned for release in advance of the new SAP Concur **Sign In** page. For more information, refer to the **Planned Changes** *New SAP Concur Sign In Page* release note in this document.

BUSINESS PURPOSE / CLIENT BENEFIT

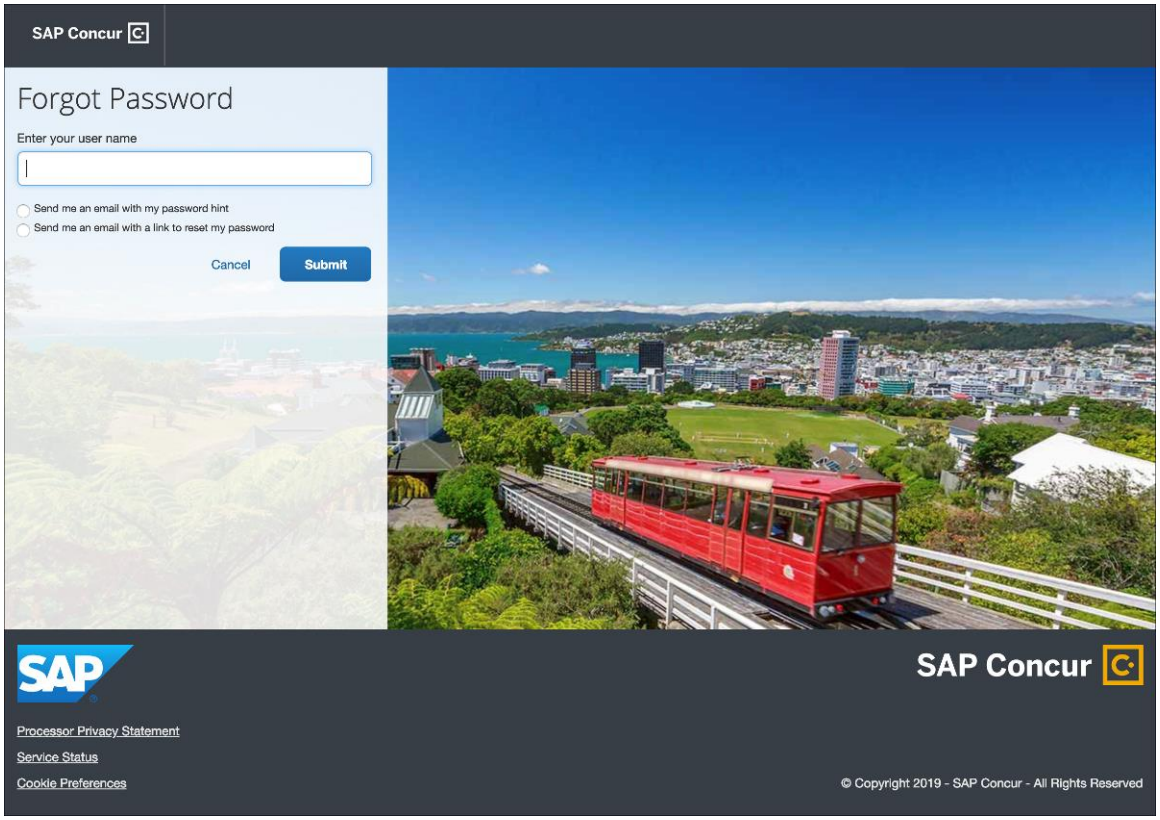
This feature provides greater security for user passwords and streamlines the user experience.

What the User Sees – Previous Forgot Password Page and Process

Previously, if a user could not remember their password and if they clicked **Forgot your password?** on the SAP Concur **Sign In** page, the **Forgot Password** page displayed.

Additional options might also have been available, depending on the company's configuration. The possible options were:

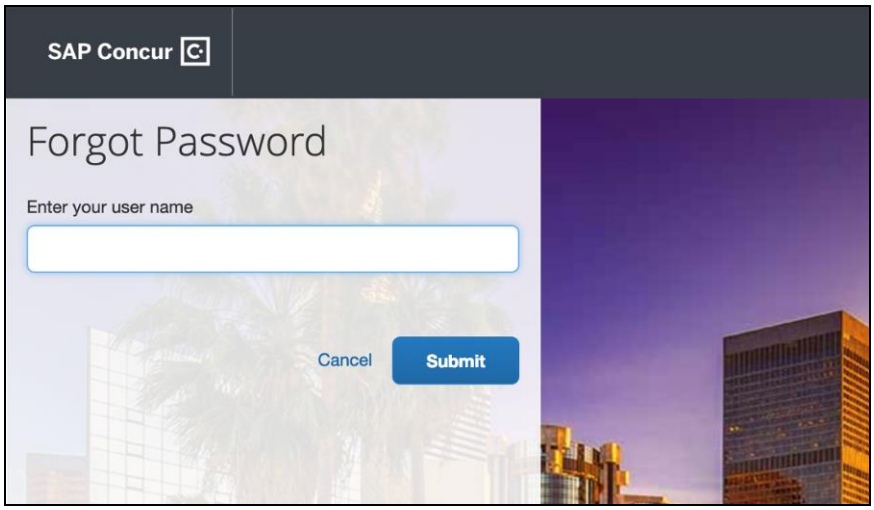
- The user could have an email sent to a verified email account that includes a password hint.
- The company could have required the user to answer a set of security questions prior to getting an email with a link to reset their password.
- The company might also have had custom text on this page.



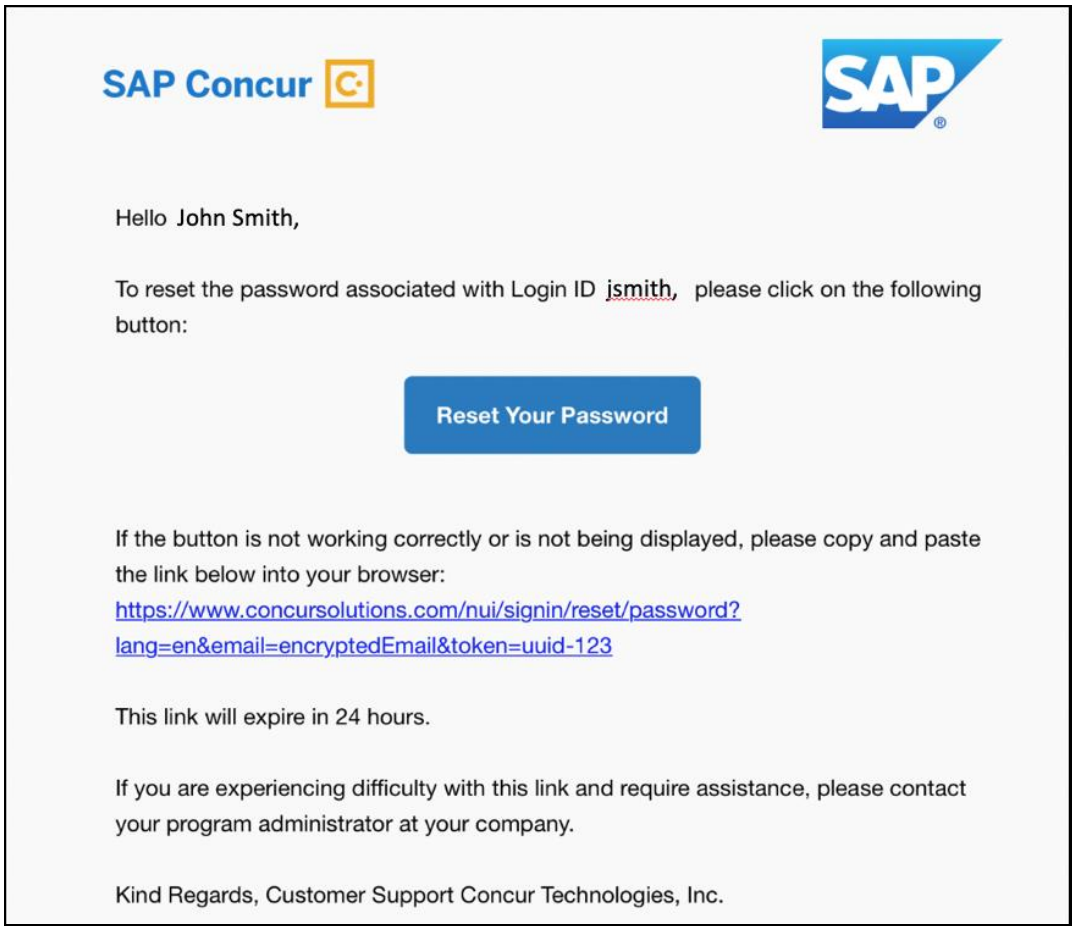
What the User Sees – New Forgot Password Page and Process

With the new feature, if a user cannot remember their password and if the user clicks **Forgot your password?** on the SAP Concur **Sign In** page, the **Forgot Password** page displays.

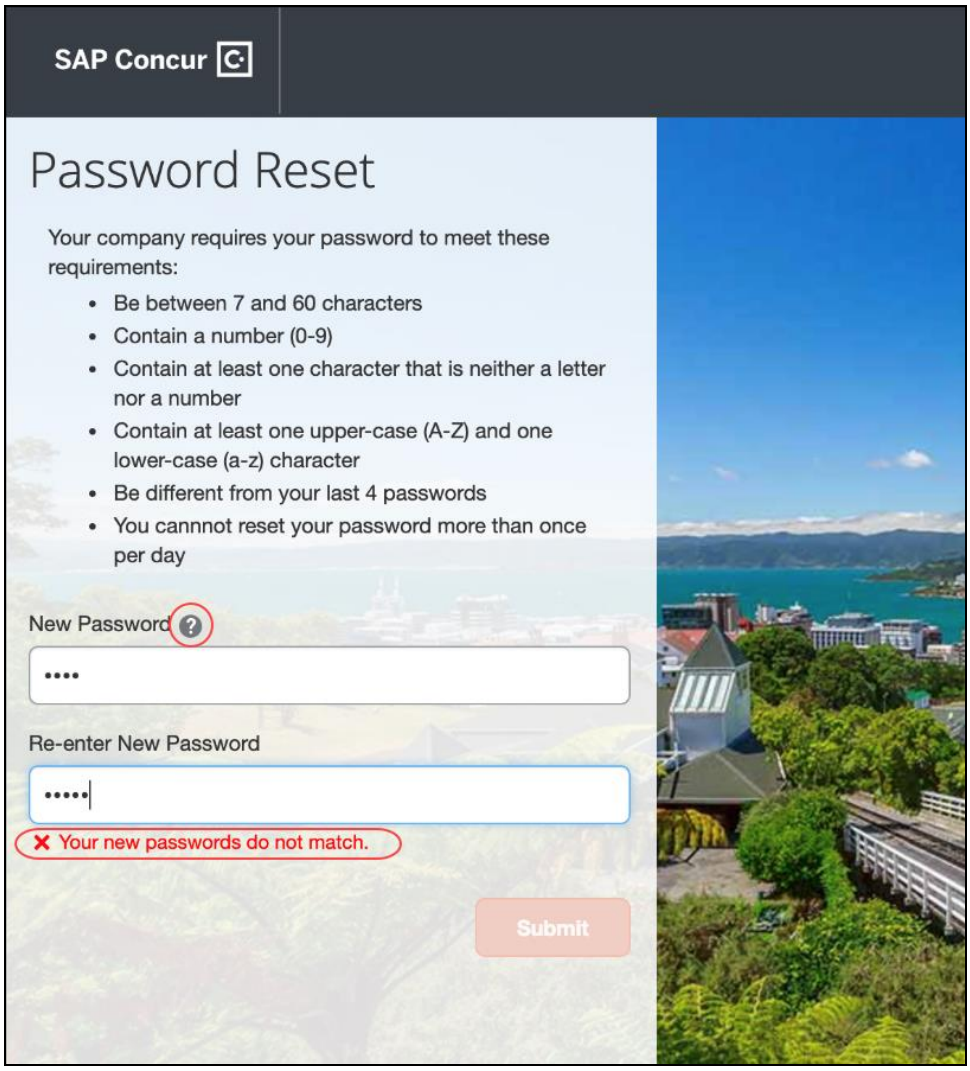
The user has only ***one*** option – the user enters their user name and clicks **Submit**. If an SAP Concur account is found for the specified user name, a reset password email is sent to the user's associated email address.



The user opens the reset password notification email, which includes a one-time reset password link that is valid for 24 hours. The user clicks **Reset Your Password** in the email.



The **Password Reset** page opens in the user's browser.

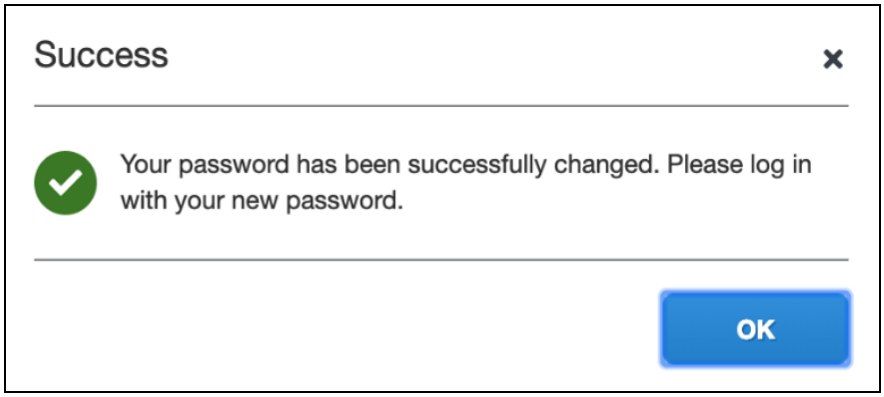


The company's password policy displays on the page. The user enters a new password in the **New Password** and **Re-enter New Password** fields. If the passwords do not match, an on-page message alerts the user.

The user can also click **Password Help Info** to view a hint to make passwords stronger.

The user clicks **Submit** to create the new password.

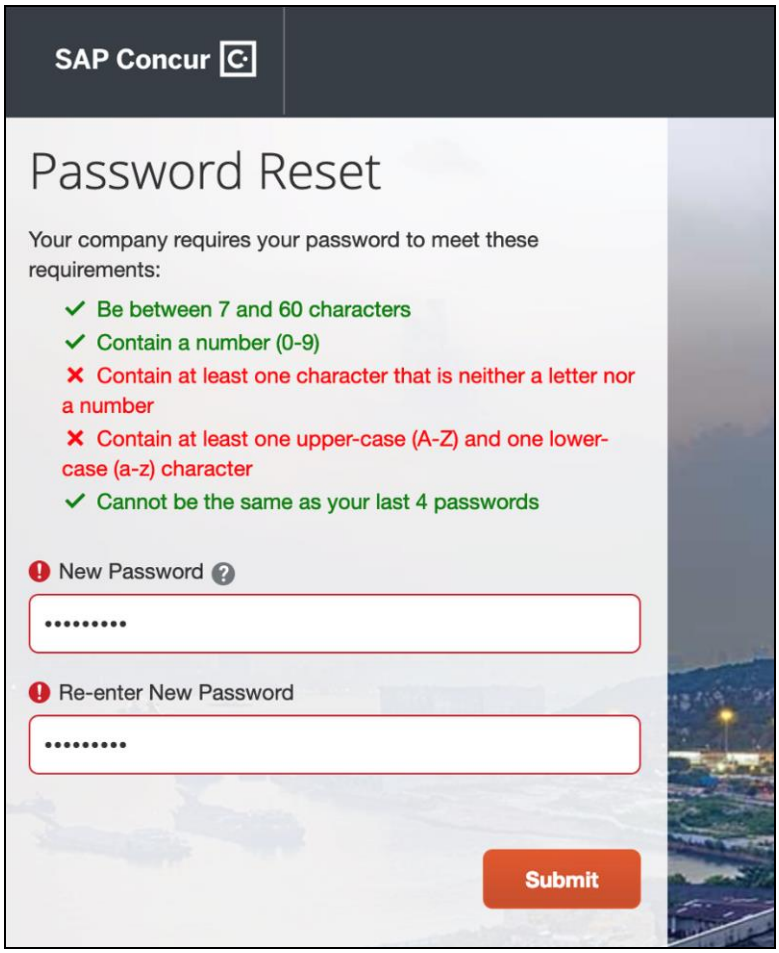
Once the password is validated, the user sees a message confirming that the new password has been successfully created.



The user clicks **OK**. The user is then directed to www.concursolutions.com to log in with the new password.

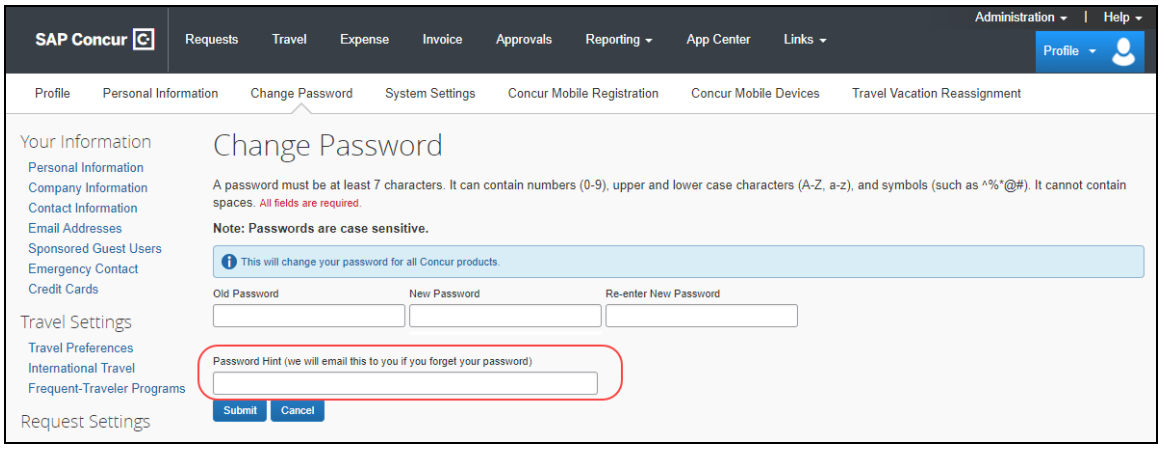
FAILED PASSWORDS

If the new password fails validation, the **Password Reset** page displays errors to help the user create a password that meets their company requirements.



Feature Removed – Password Hint

In **Profile > Profile Settings > Change Password**, the user could create a password hint. Then, if the user forgot their password and selected the **Send me an email with my password hint** option on the **Forgot Password** page, an email that included the hint was sent to a verified email account.



With this release, the **Password Hint** field will be removed from the **Profile** page.

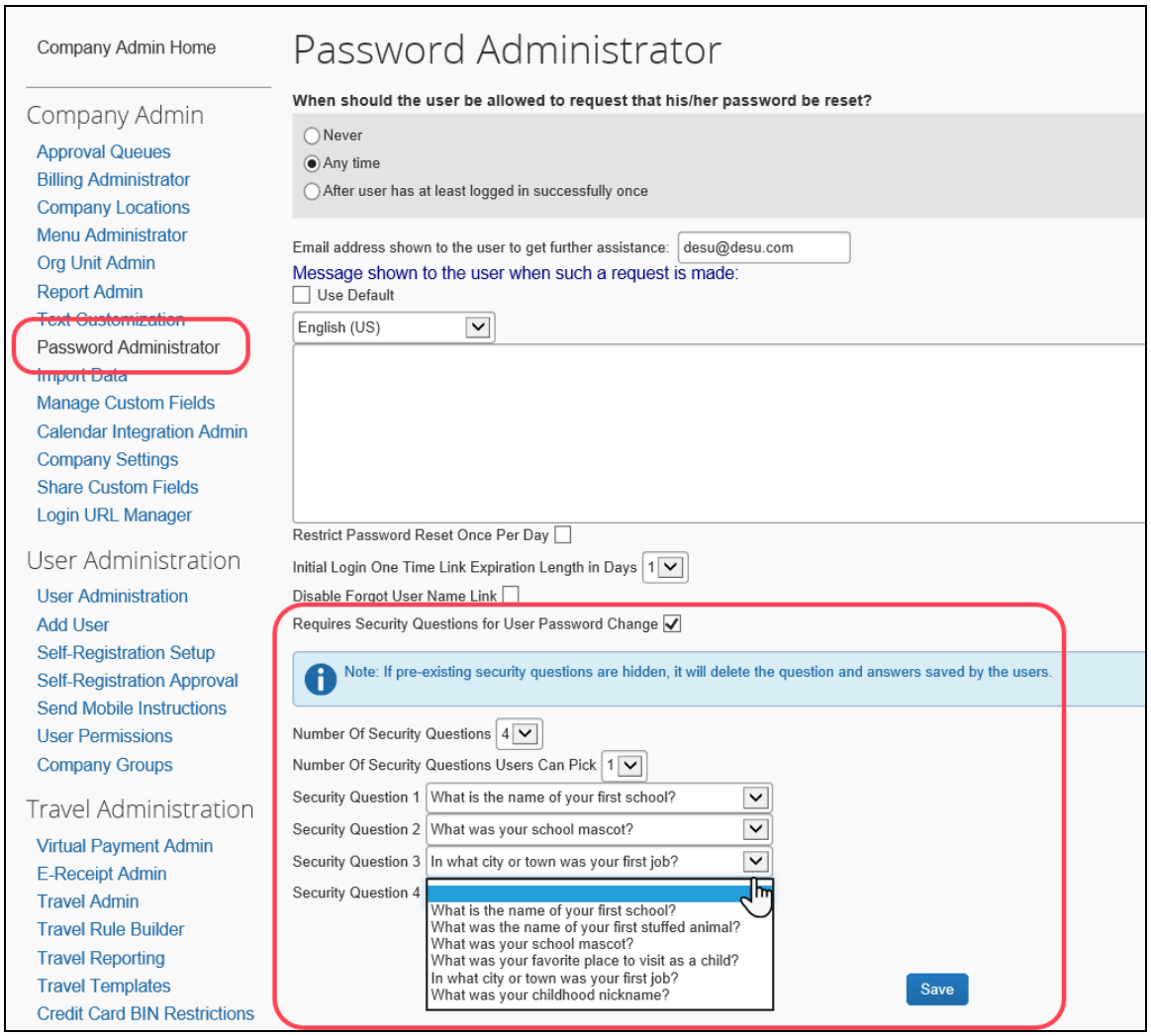
Feature Removed – Security Questions

Depending on the company's configuration, the company might have configured security questions for users who forgot their passwords. The Security Question functionality involved three parts:

- Company admin security question configuration
- End user security question configuration
- Security question challenge

SECURITY QUESTION CONFIGURATION

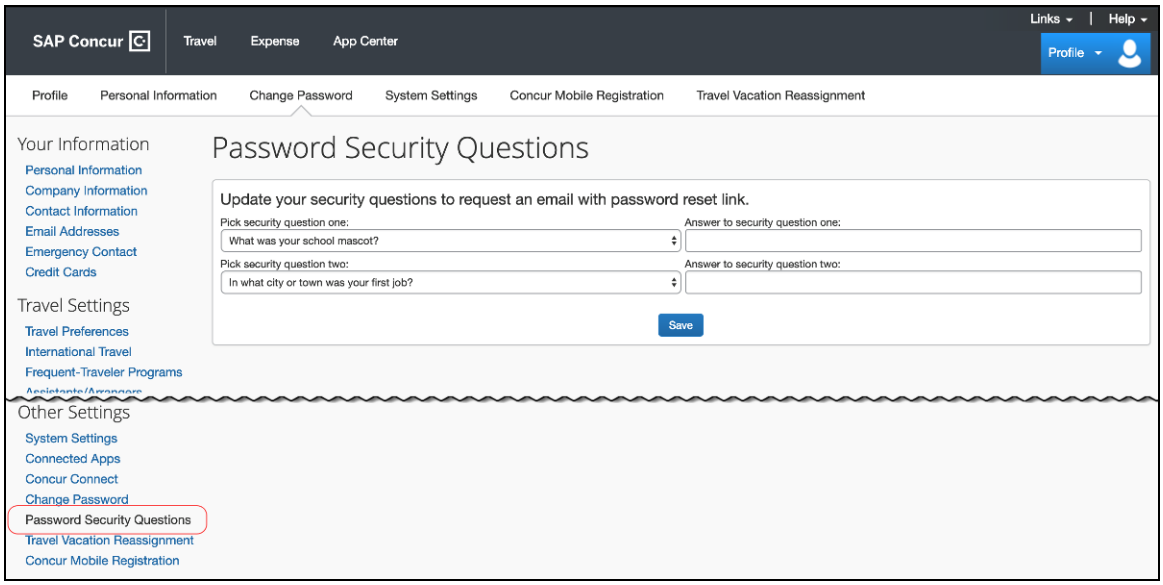
If the company's configuration allowed, the **Password Administrator** page was available. It enabled the admin to configure security questions. To access the page, the admin clicked **Administration > Company > Company Admin > Password Administrator**.



With this release, the security configuration section of the page has been removed.

END-USER CONFIGURATION

If the admin activated the security questions, the **Password Security Questions** page appeared in Profile. It enabled users to manage the security questions they were prompted to answer if they forgot their password. To access the page, the user clicked **Profile > Profile Settings**. In the **Other Settings** section, the user clicked **Password Security Questions**.



With this release, this page and menu option have been removed.

SECURITY QUESTION CHALLENGE

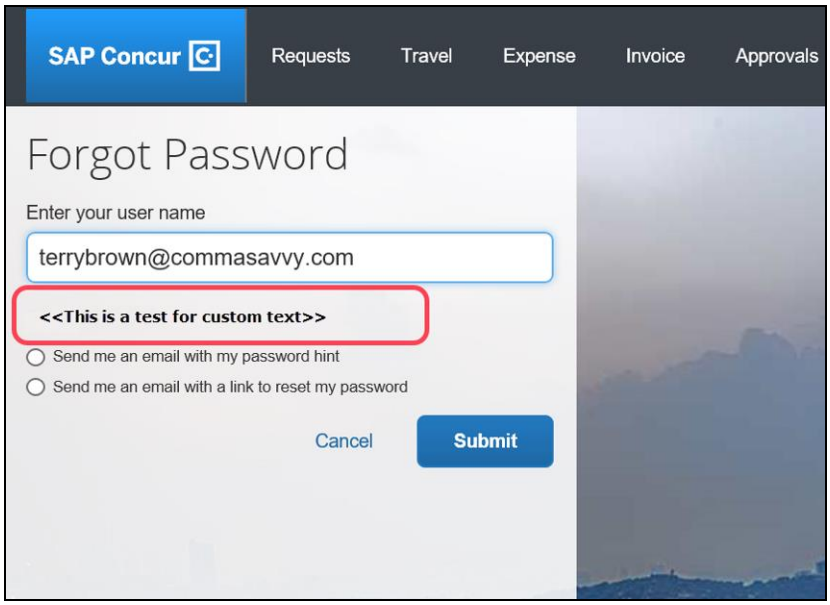
After configuration of the security questions was complete, end users were challenged by security questions before a password reset link is sent out or before a password changed was saved.



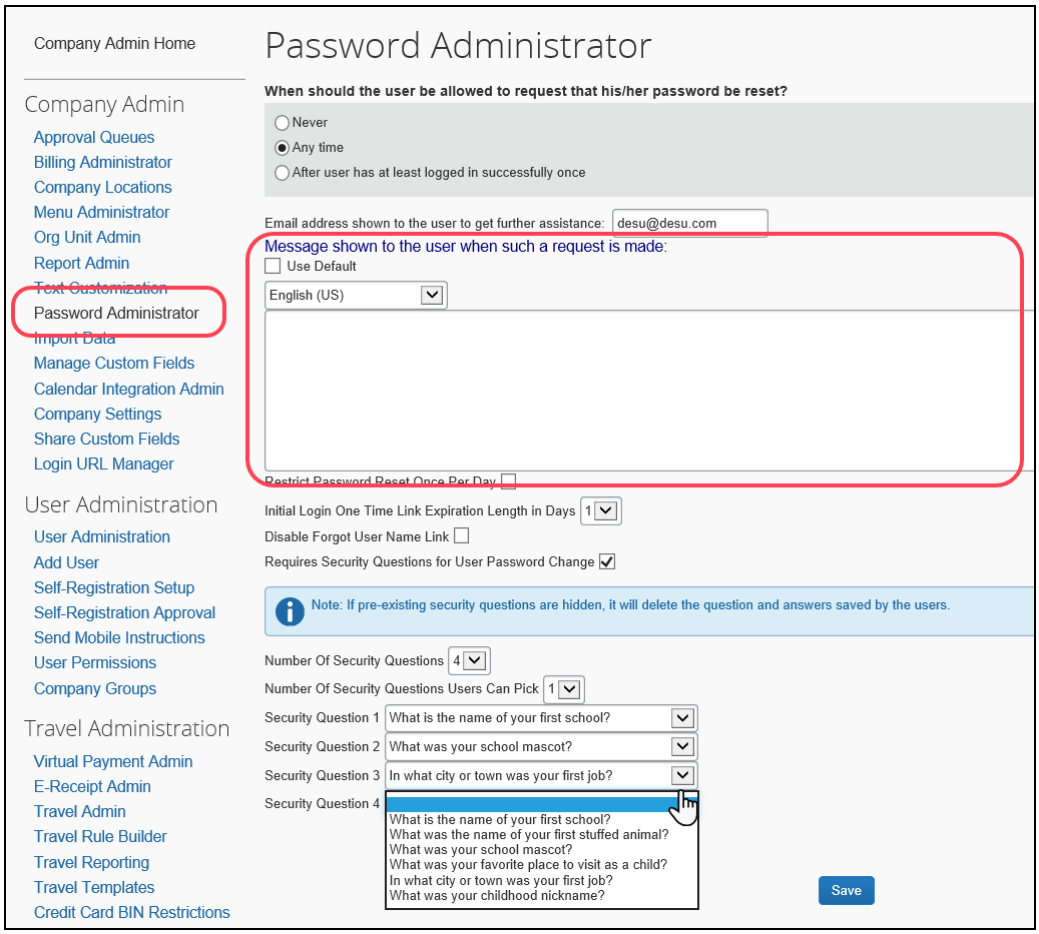
With this release, this page has been removed.

Feature Removed – Custom Text on the Forgot Password Page

Depending on their configuration, client could have provided custom text on the **Forgot Password** page.



If the **Password Administrator** page was available in Profile, it enabled the admin to define the custom text. To access the page, the admin clicked **Administration > Company > Company Admin > Password Administrator**.



With this release, this section of the page has been removed.

Configuration / Feature Activation / Feature Deprecation

This feature is automatically available. There are no configuration steps.

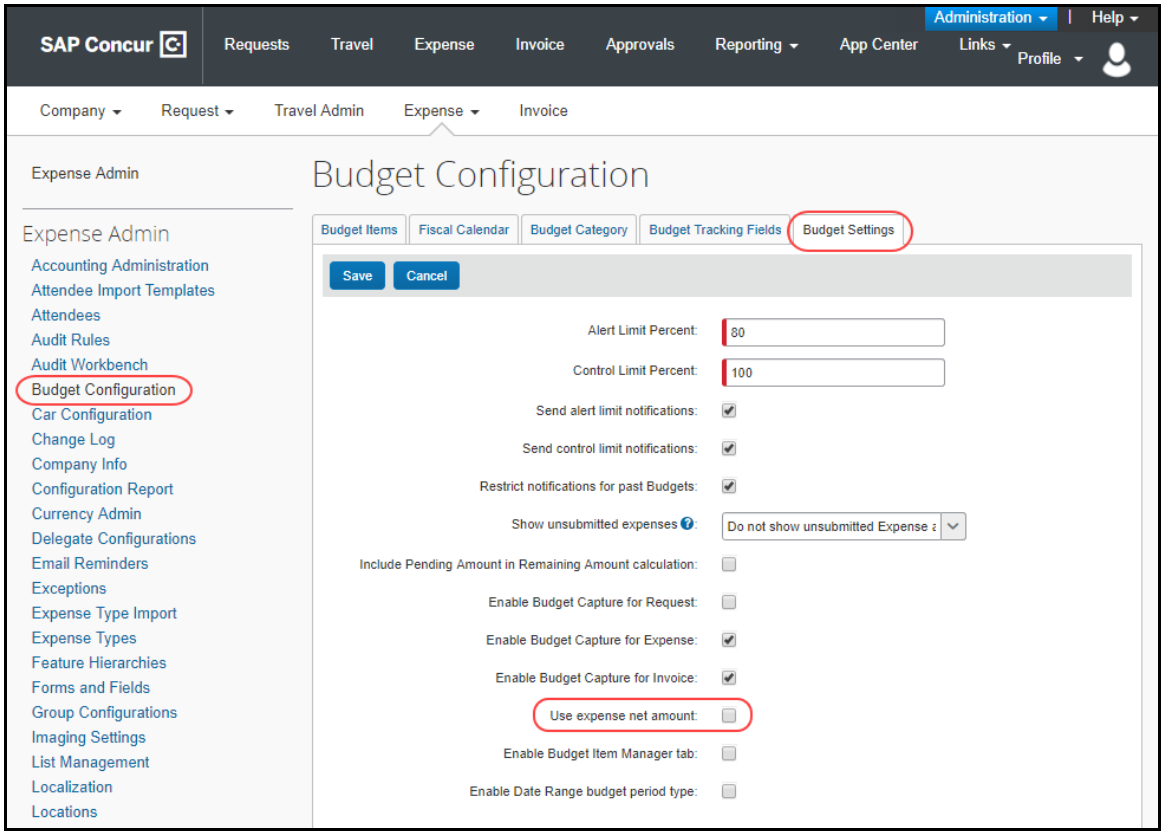
Expense

Consume Expense Reports With or Without Tax Now Available

Overview

Previously in Concur Expense, expense reports were consumed including tax. With this release, clients can now choose whether expense reports should be consumed with or without tax. In other words, previously only the gross amount was included. Now, when the **Use expense net amount** budget setting is selected (enabled) in Budget Configuration, the reclaim amount will be subtracted from the gross amount. This is useful in countries where companies can reclaim taxes from expense reports, for example, countries who use VAT.

NOTE: Some countries who use VAT might not be able to use this feature depending on country specific regulations.

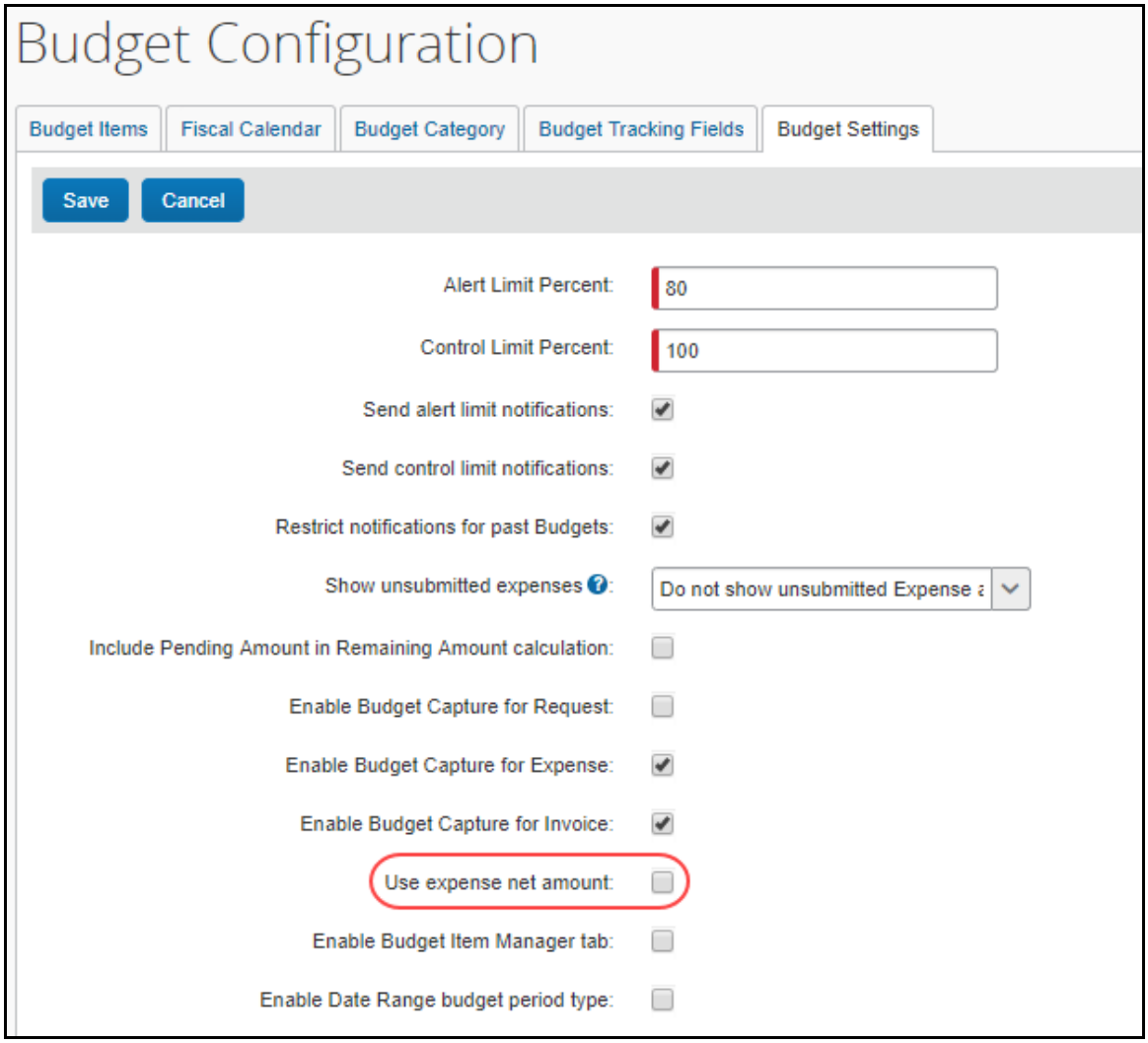


BUSINESS PURPOSE / CLIENT BENEFIT

This feature enables a budget to consume only those amounts that cannot be reclaimed for tax authorities.

What the Admin Sees

The admin will see a new option, **Use expense net amount**, in Budget Settings.



Configuration / Feature Activation

To activate this feature, admins must select (enable) the **Use expense net amount** budget setting on the **Budget Settings** page in Budget Configuration.

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Invoice

Tracking Spend per Vendor Now Available

Overview

Clients will now be able to track spend per vendor when they configure budget items for Concur Invoice. This is useful information if clients want to renegotiate better terms with a vendor or move to a different vendor who offers the same goods or services, but at a better price. In addition, a sudden increase in the spend amount to a vendor might warrant an investigation to check that no illicit spend has occurred.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature makes it easier for clients to track spend per vendor.

Configuration / Feature Activation

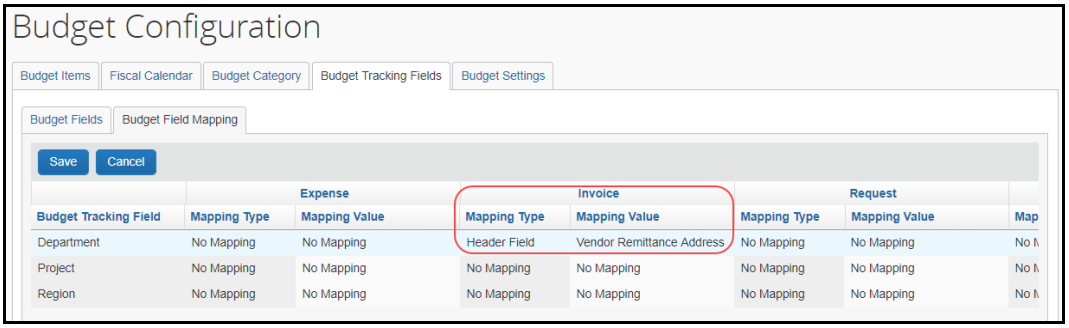
The admin must configure this feature in Budget Items and Budget Tracking Fields of Budget Configuration.

To configure budget to track spend per vendor

1. Click **Administration > Invoice > Budget Configuration**. The **Budget Configuration** page appears.
2. Click **Budget Tracking Fields** and then either add a new budget tracking field or click **Budget Field Mapping** and select an existing budget tracking field.

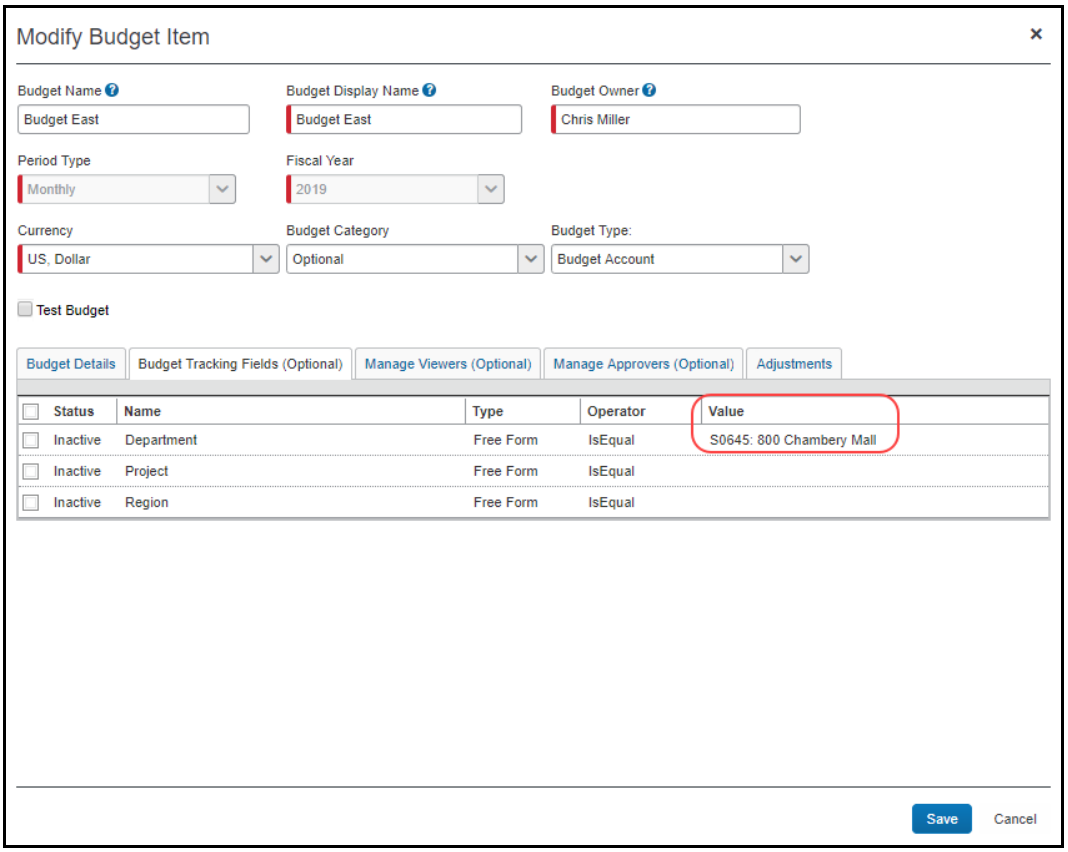
NOTE: The field must be a free form field.

3. In the **Invoice** section, select *Header Field* as **Mapping Type** and *Vendor Remittance Address* as **Mapping Value**.



4. Click **Save**.
5. Click the **Budget Items** tab.

6. Add a new budget item or open an existing one.
7. Click the **Budget Tracking Fields (Optional)** tab.
8. In the **Value** column, add the vendor code and address code (separated by comma) and then click **Save**.



For more information, refer to the *Shared: Budget Setup Guide*.

Authentication: No Future Bulk Password Resets or Updates via Import File

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

Overview

User passwords can no longer be reset or updated through the User Import and Employee Import features. You can still set the password for new users during the initial import through the User Import and Employee import features.

USER IMPORT

The password field is still available in the downloadable Excel template, but is only read during the initial import of the file, or when creating a new user in the system. Subsequent uses of the field are ignored by the system.

📖 For general information about this functionality, refer to the *Shared: User Import User Guide*.

EMPLOYEE IMPORT

The password fields are still available in the 100, 300, 305, and 310 records sets, but they are only read during the initial import of the file, or when creating a new user in the system. Subsequent uses of the fields are ignored by the system. The update and replace password features on the 100 record are no longer used.

📖 For general information about this functionality, refer to the *Shared: Employee Import Specification*.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for user passwords.

Configuration / Feature Activation

These changes have been made automatically; there are no configuration or activation steps.

Planned Changes

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

All Products

Planned Changes SAP Concur Product Access Changes

Overview

Beginning in a future release (targeted for June), clients will access SAP Concur products and services via the following domains:

- *.concursolutions.com
- *.concurcdc.cn

This change is targeted for June 8, 2019.

Please contact appsec@sap.com for any questions regarding this change.

BUSINESS PURPOSE / CLIENT BENEFIT

This change will allow customers to access SAP Concur services in a consistent, secure manner.

Configuration / Feature Activation

SAP Concur recommends clients migrate to one of the domains at their earliest convenience, if they are not already using one of them.

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur

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

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur products which provides clients with a self-service option for setting up SSO for their

organization. SSO is currently supported for Concur Expense, Invoice, Request, and Travel.

The new Manage Single Sign-On (SSO) feature is a replacement tool for clients using existing SSO configuration on the **Security Keys** page and a new tool for clients that now want to implement SSO at their organization. Existing SSO configuration on the **Security Keys** page and the new SSO Self-Service tool will be both be available until everyone has migrated to the new SSO Self-Service tool.

Other SAP Concur products and services are outside the scope of this initial release.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Planned Changes Optimizing and Relocating the Page Removed

SAP Concur is currently in the process of re-evaluating this change. With the May release, this item will be removed from the release notes. If this project is considered again, information will appear in the release notes.

Planned Changes Retiring the Purge Test User Transactions Functionality Removed

SAP Concur is currently in the process of re-evaluating this change. With the May release, this item will be removed from the release notes. If this project is considered again, information will appear in the release notes.

Planned Changes New SAP Concur Sign In Page

Overview

SAP Concur is planning to add a new **Sign In** page, providing an updated login experience for users who log in with a user name and password credentials. Current Single Sign-On (SSO) users will be able to start the SSO login process at www.concursolutions.com. This feature is planned for 2019.

The new **Sign In** page feature includes the following:

- **Two-step login:** provides enhanced security, meets current industry standards, and provides a better login success rate

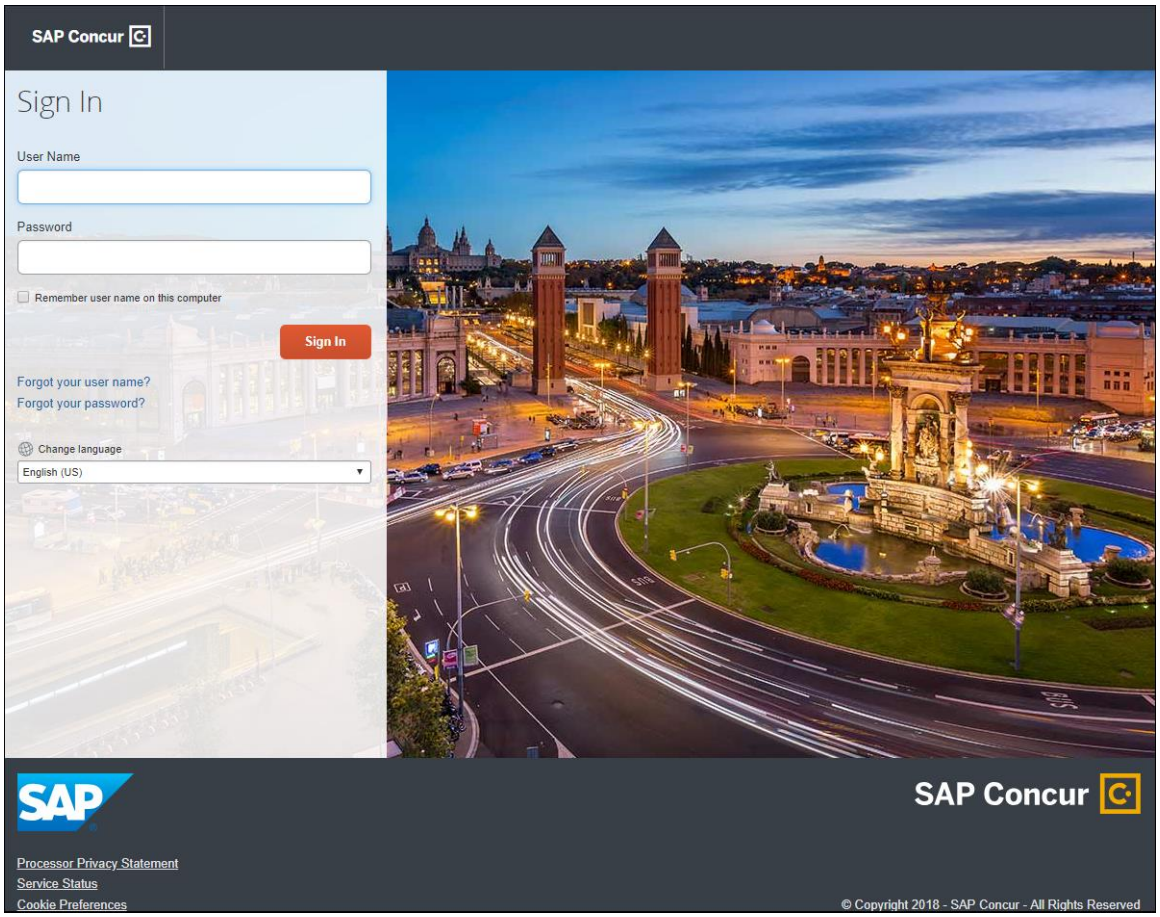
- **Multi-account login:** allows administrators to log in with multiple accounts (planned for a future release)
- **User avatar:** enhances the user experience (planned for a future release)

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, convenient experience for users logging in to SAP Concur products and services.

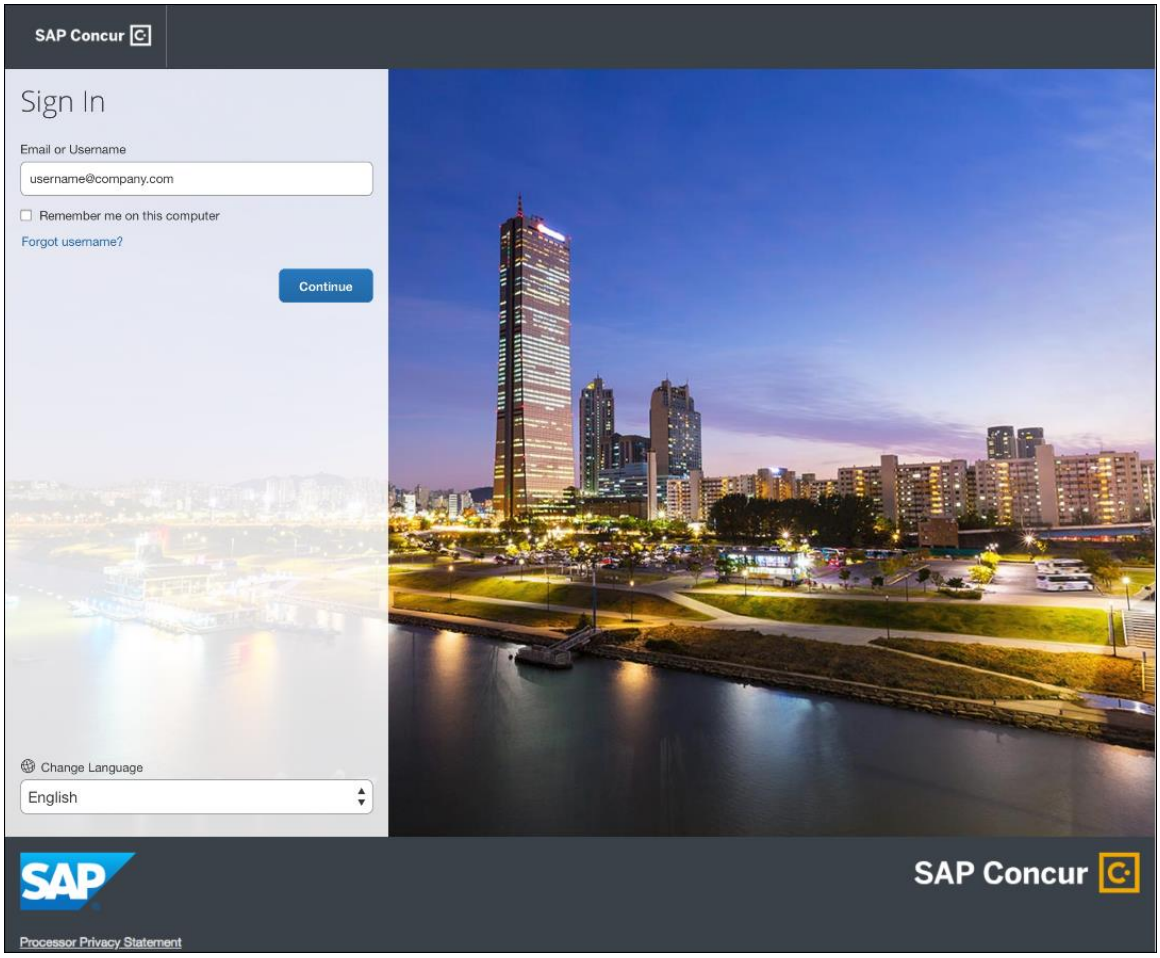
What the User Sees – Current Sign In Page

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the User Sees – New Sign In Page

The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email or username. The user can select the **Remember me on this computer** check box, so their email or username displays the next time they log in to SAP Concur. The user will then click **Continue**.



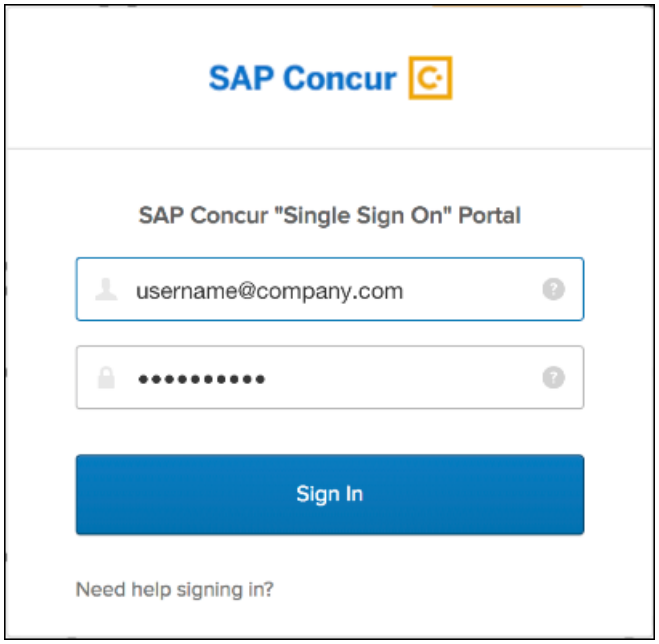
Depending on the customer's implementation of SAP Concur, users will then be directed to the designated Identity Provider (IdP) Single Sign-On portal or an additional **Sign In** page.

NOTE: If a company has not used the planned feature, Manage Single Sign-On, to migrate to the new SSO service at SAP Concur, users will be directed to a password login page to log in using a username and password. For more information, refer to the ***Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

NOTE: Once the planned feature, Manage Single Sign-On, is released for general availability, companies who have test/training users should leave the SSO enforcement setting as *SSO Optional* on the **Manage Single Sign-On** page. Test/training users will then be directed to an intermediate password login page to log in at www.concursolutions.com using existing SSO or enter their password. If a company selects *SSO Required* on the new **Manage Single Sign-On** page, then all test/training users will be blocked and directed to log in at www.concursolutions.com with a username and password.

SSO USERS

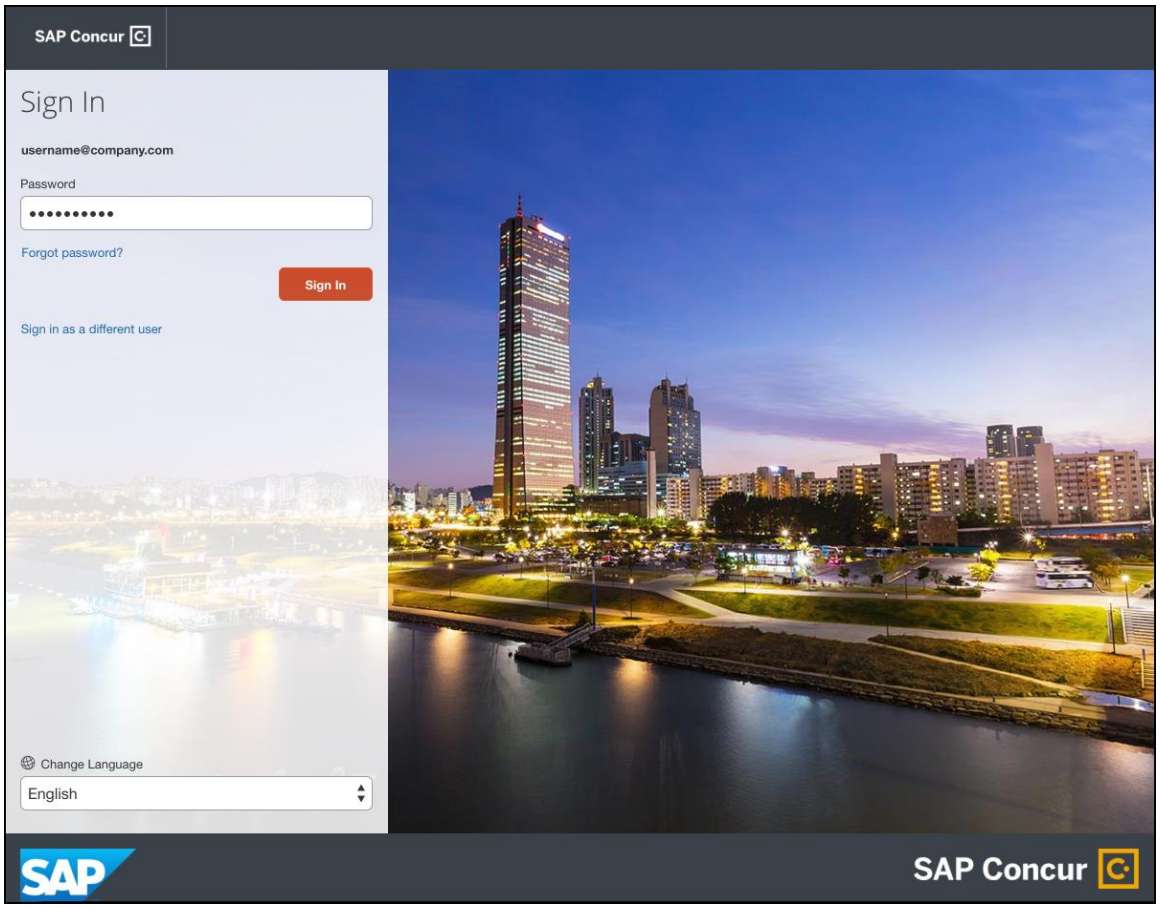
When the designated Identity Provider (IdP) Single Sign-On portal appears (similar to the one shown below), the user will enter their email or username and password, then click **Sign In**.



After being authenticated, the user will be directed to the SAP Concur **Home** page.

USERS WITH USERNAMES AND PASSWORDS

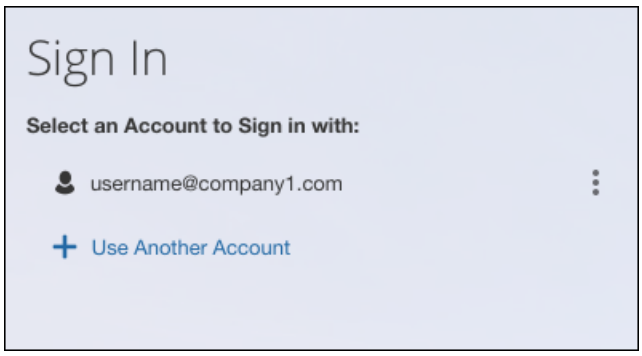
The user will be directed to an additional **Sign In** page. The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.



Once the user's password is verified, the SAP Concur **Home** page appears.

RETURN USERS

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or user name display on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.



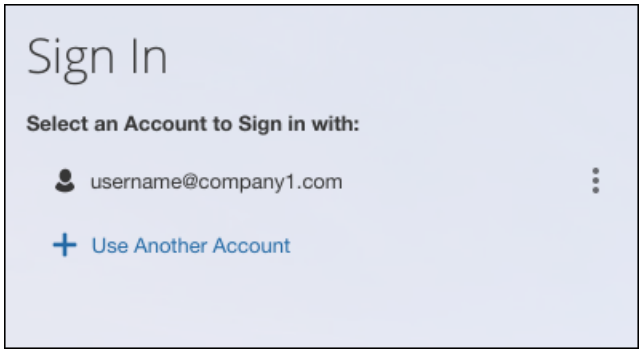
The user will click on their email or username, and then one of the following occurs:

- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** On the **Sign In** page, the user will enter as password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

USERS WITH MULTIPLE ACCOUNTS

SAP Concur users with multiple login accounts have more than one login option depending on the user role or account they want to use. The user will first log in to SAP Concur using one of their accounts. Once successfully logged in, the user logs out of the system.

To add another account, on the **Sign In** page, the user clicks the **Use Another Account** link.

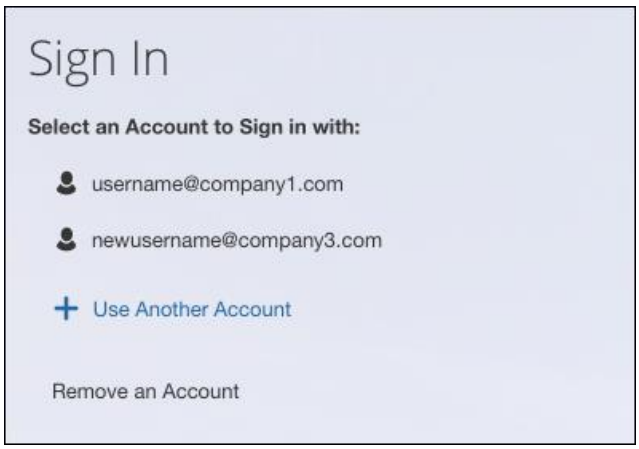


The next login step depends on the account type the user wishes to use:

- **SSO Account:** If the user selects an account with SSO credentials, the user will enter an email, then the user will be directed to the IdP Single Sign-On portal. Once the user is authenticated, the SAP Concur Home page appears.

- **Username and Password:** The user is directed to an additional **Sign In** page to enter a password. The user then clicks **Sign In**. Once the user is authenticated, the SAP Concur **Home** page appears.

When all accounts are added, a return user will select the account they want to use to log in to SAP Concur.



FORGOT PASSWORD

📖 For more information about Forgot Password functionality, refer to *Forgot Password Feature, Security Questions, and Password Custom Text* in this document.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

Concur Expense and Concur Request

Planned Changes Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired December 31, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur released last year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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



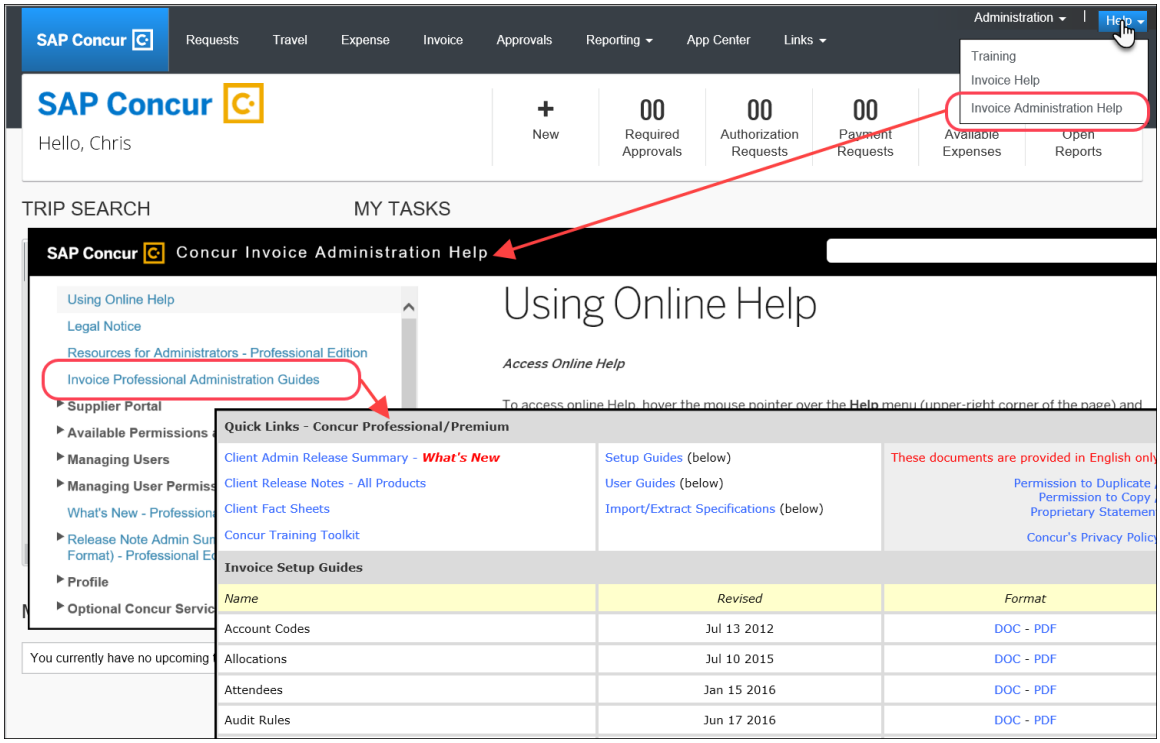
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

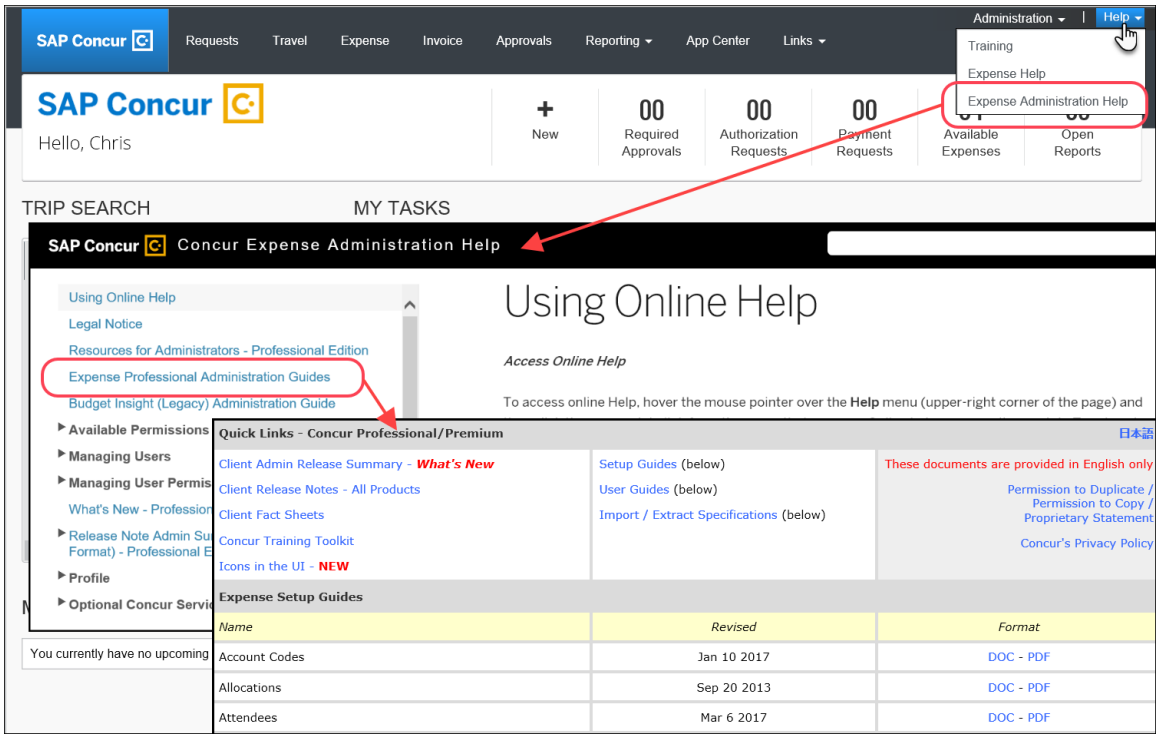
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

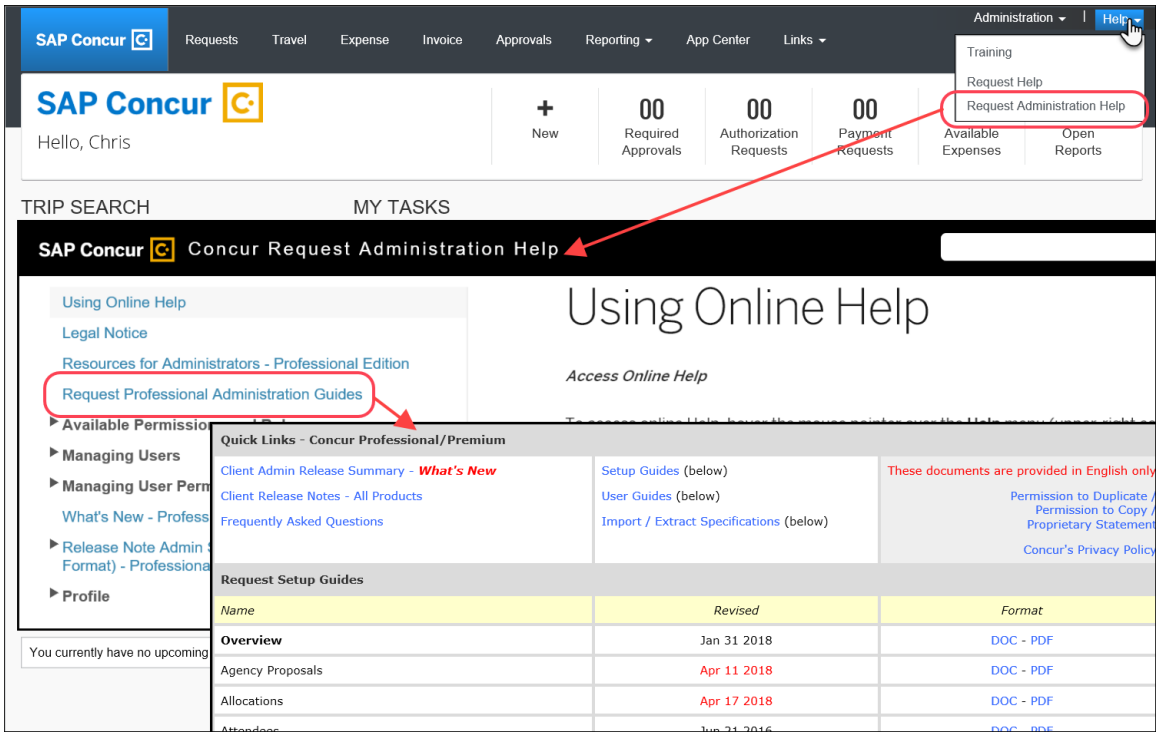
Invoice Administration Help



Expense Administration Help



Request Administration Help

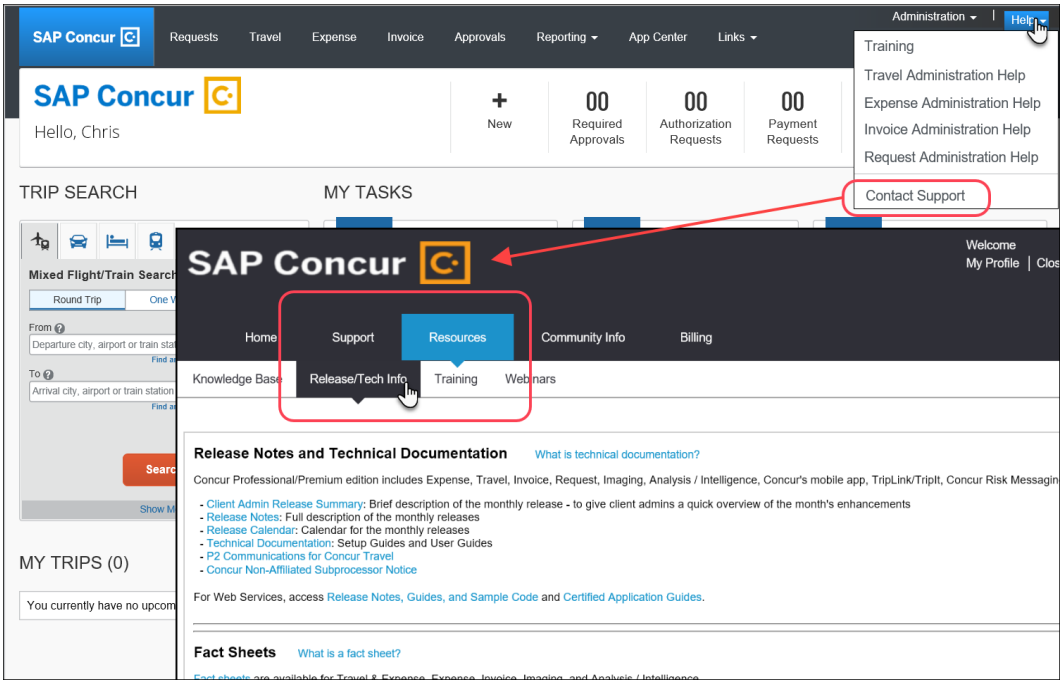


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: June 8, 2019 Initial Post: Friday, June 7, 2:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

Budget Items: Manage Manager's (Optional) Tab Name Change 1

Message When Budget Approver Step Is Skipped 3

Concur Administration: SAP Concur Product Access Changes 5

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List 6

Concur Request 7

Budget Categories: Parent Expense Types Available When Concur Request Is Enabled 7

Planned Changes 8

All Products 8

Planned Changes Workflow Step Renamed 8

Planned Changes Budget v4 API Available Soon Available 8

Planned Changes Change in IP Restrictions 9

Planned Changes Source IP Checking (EMEA) 10

Planned Changes Mandatory SFTP with SSH Key Authentication 11

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur (Q3 2019) 11

Planned Changes New SAP Concur Sign In Page 12

Concur Expense and Concur Request 21

Planned Changes Budget Insight (Legacy) to Retire in 2019 21

Client Notifications 23

Subprocessors 23

SAP Concur Non-Affiliated Subprocessors Notice 23

Browser Certifications **23**
Monthly Browser Certifications and Supported Configurations 23
Additional Release Notes and Other Technical Documentation **24**
Online Help – Admins **24**
SAP Concur Support Portal – Selected Users **26**

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Items: Manage Manager's (Optional) Tab Name Change

Overview

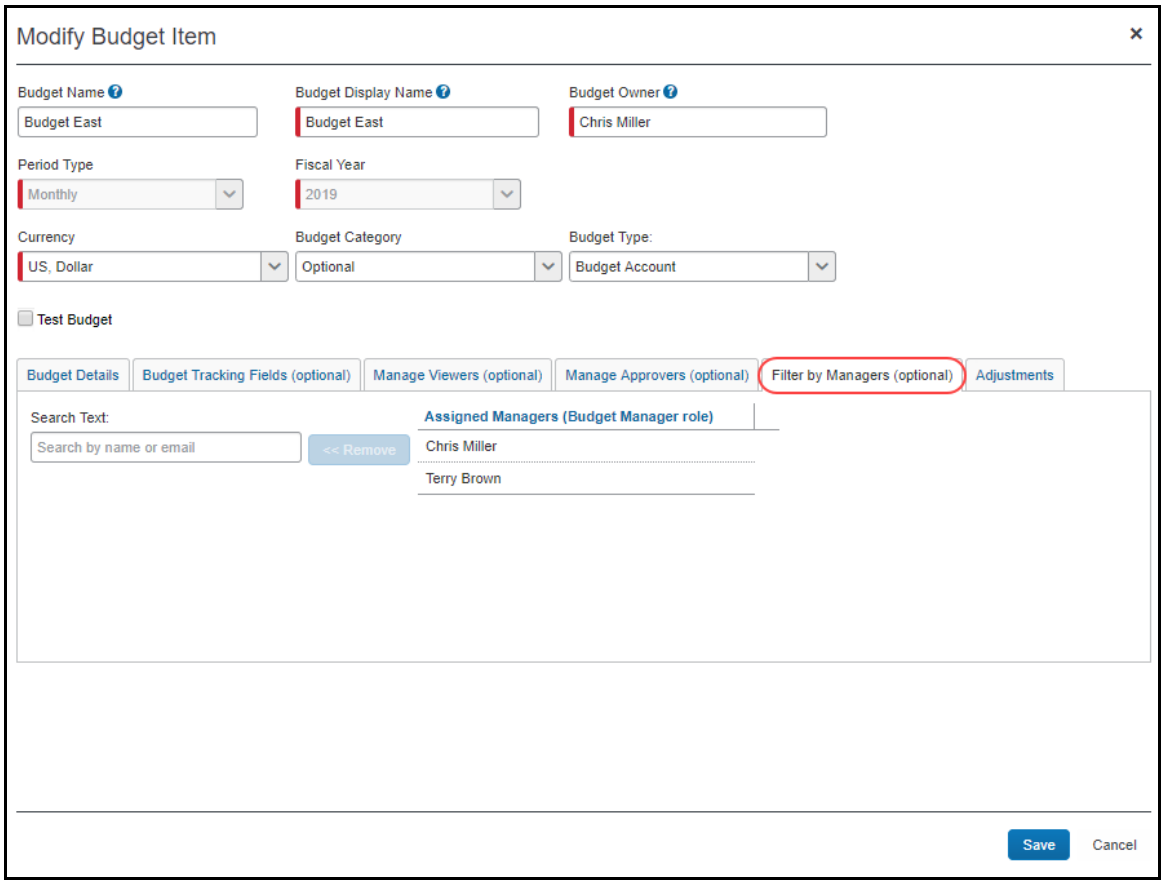
SAP Concur is renaming the **Manage Manager's (Optional)** tab to **Filter by Managers (optional)** in the **Add Budget Item** and **Modify Budget Item** windows in Budget Items. In addition, the **Enable Budget Item Manager Tab** option in Budget Settings will be renamed to **Enable filtering by Budget Manager**. The Filter by Manager functionality is intended for smaller companies that do not have departments or cost centers defined in SAP Concur and very large companies that do not assign cost centers to middle and lower management.

BUSINESS PURPOSE / CLIENT BENEFIT

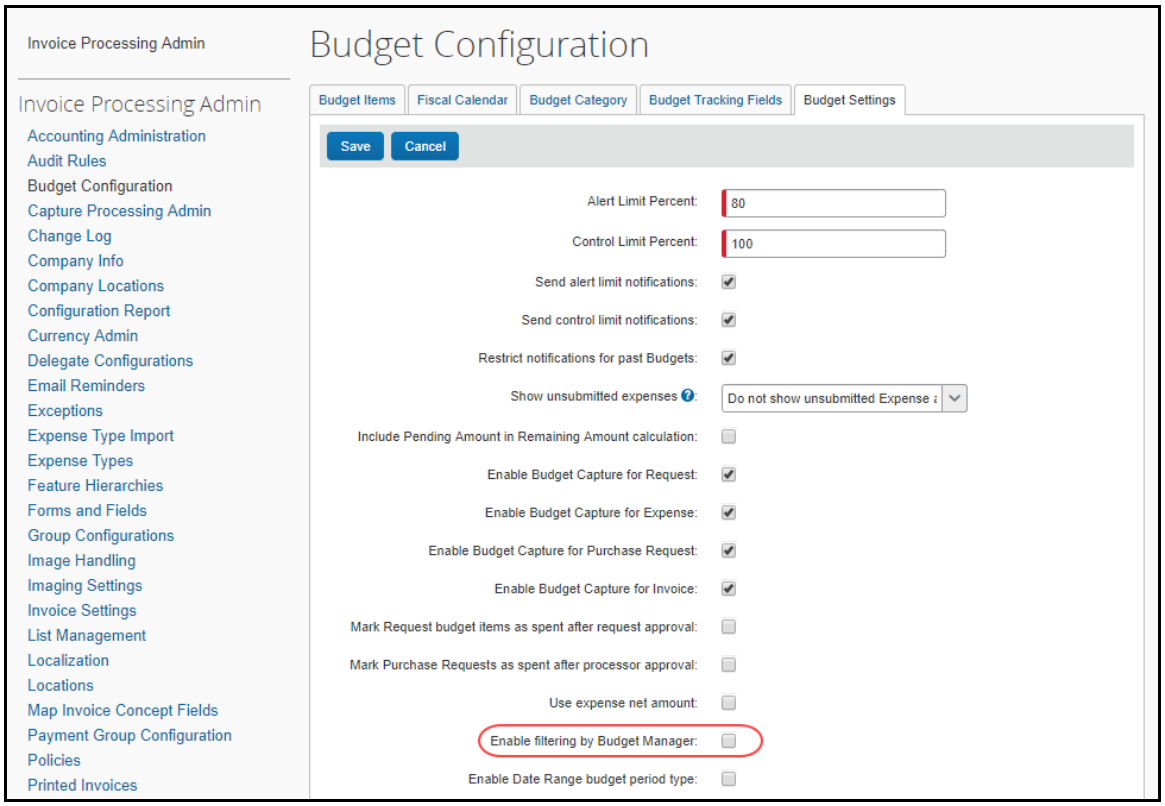
This enhancement will make it clearer for clients when to use this feature.

What the Budget Administrator Sees

The Budget Administrator will see the new name of the tab, **Filter by Managers (optional)**, in the **Add Budget Item** and **Modify Budget Item** windows in Budget Items.



In addition, the Budget Administrator will see the **Enable Budget Item Manager Tab** option in Budget Settings renamed to **Enable filtering by Budget Manager**.



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Message When Budget Approver Step Is Skipped

Overview

With this release, when a budget workflow step is skipped because the submitter or approver is also the budget approver or when no budgets or no budgets with approvers are matched, the **Approval Flow** window will display a message for why the budget approval step was skipped for the shown approver.

BUSINESS PURPOSE / CLIENT BENEFIT

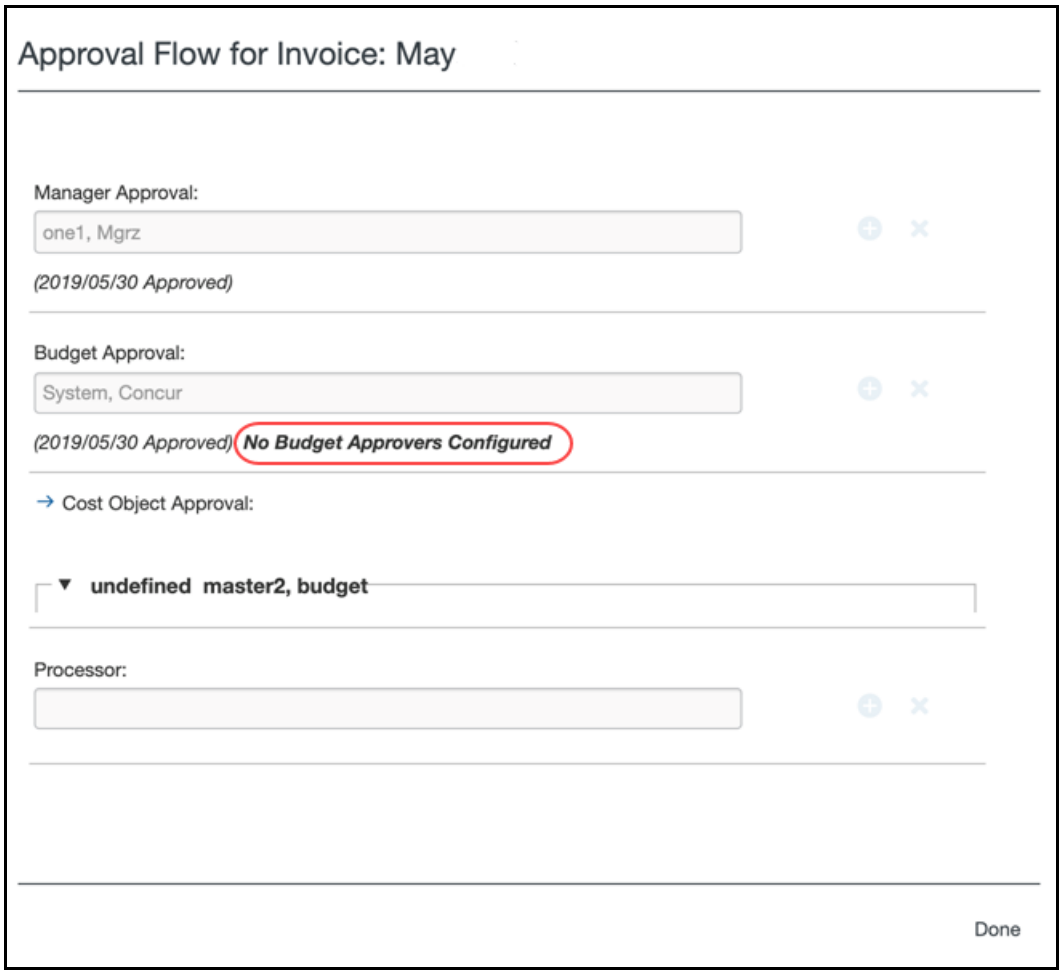
This enhancement makes it easier to understand why a budget approval step is skipped.

What the Approver Sees

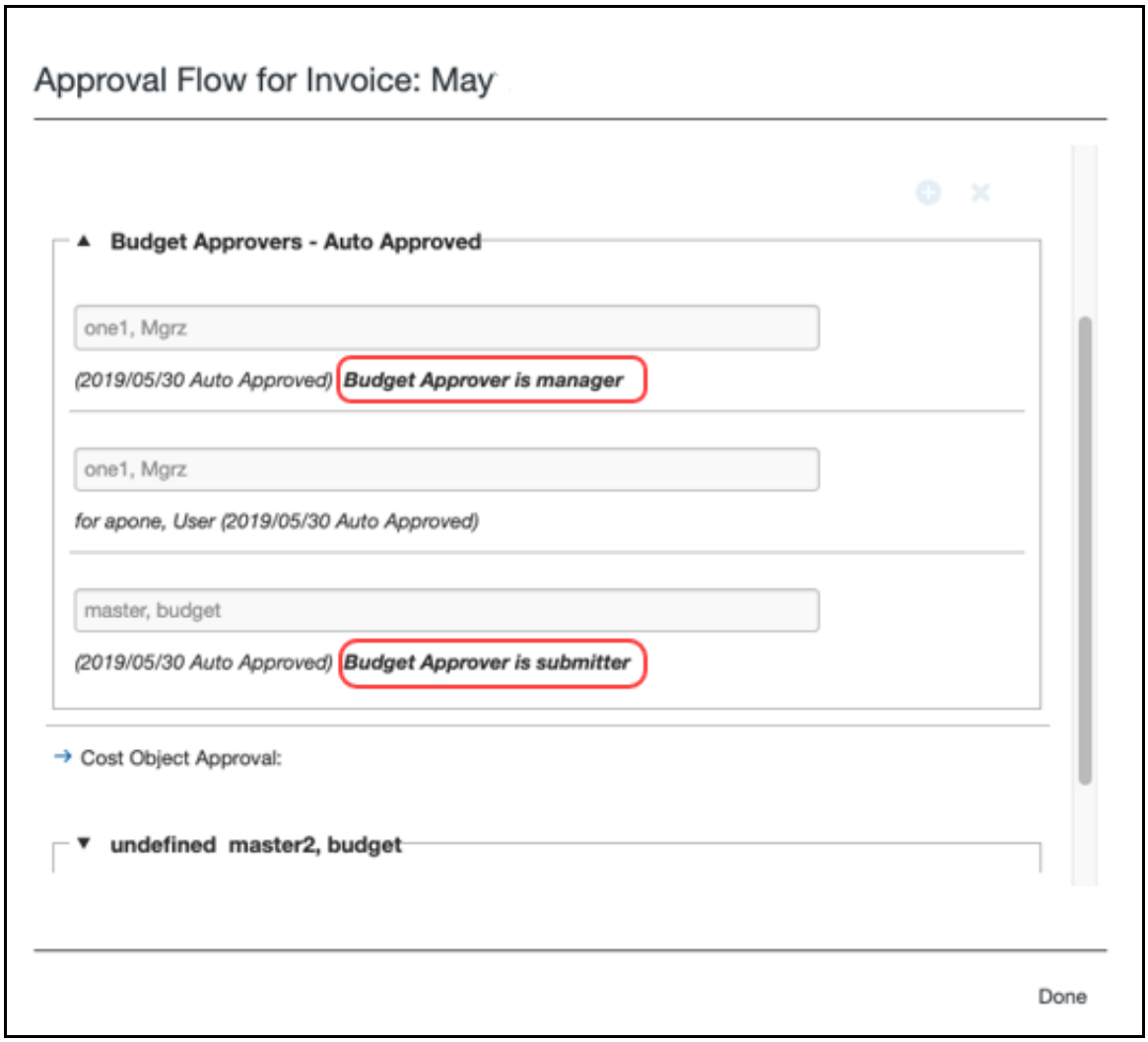
The approver will see a message about why the approver was skipped in the **Approval Flow** window. Some of the messages available are:

- **No Budget Approvers Configured:** This means that no budget approvers have been configured to approve budgets.
- **Budget Approver is manager:** This means that the budget approver is also the expense, invoice, request, or purchase request approver.
- **Budget Approver is submitter:** This means that the budget approver is also the submitter of the report, invoice, or request, and the assumption is that everyone will approve their own submissions.

No Budget Approvers Configured message.



Budget Approver is manager and *Budget Approver is submitter* messages.



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Concur Administration: SAP Concur Product Access Changes

Overview

With this release, clients must access SAP Concur products and services via the following domains:

- *.concursolutions.com
- *.concurcdc.cn

SAP Concur recommends clients migrate to the one of the domains at their earliest convenience, if they are not already using one of them.

Please contact appsec@sap.com for any questions regarding this change.

BUSINESS PURPOSE / CLIENT BENEFIT

This change allows clients to access SAP Concur services in a consistent, secure manner.

Configuration / Feature Activation

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

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

Concur Request

Budget Categories: Parent Expense Types Available When Concur Request Is Enabled

Overview

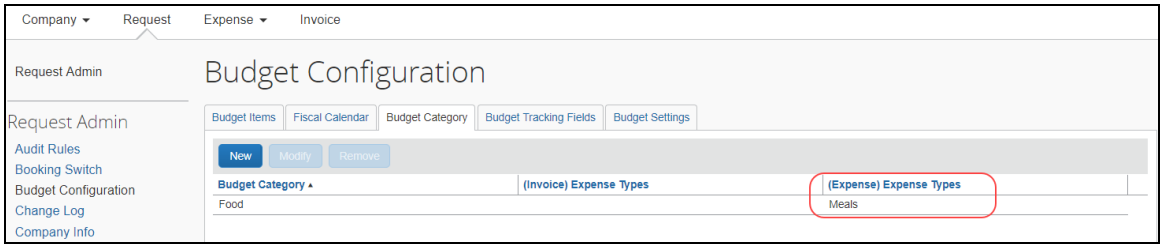
Concur Request clients will now be able to select parent expense types when Concur Request is enabled. This will make it easier when, for example, clients travel somewhere for a few days and do not know how many lunches and dinners they will eat. Instead of specifying several lunches and dinners, they can select the parent expense type (Meals).

BUSINESS PURPOSE / CLIENT BENEFIT

This feature makes it easier for clients to select an appropriate expense type when they do not have all the expense details.

What the Budget Administrator Sees

The user with the Budget Administrator role will see the parent expense types in Budget Categories when Concur Request is enabled.



Configuration / Feature Activation

This change is automatically available when Concur Request is enabled; there are no additional configuration or activation steps.

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Planned Changes

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

All Products

Planned Changes Workflow Step Renamed

Overview

With this release, SAP Concur will rename two terms in Workflows for clarification.

For Budget, the "Budget Owner" in the **Role** column on the **Workflows** page will be renamed "Budget Approver".

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement makes it easier for clients to see what product they use and what role they should use.

What the Budget Administrator Sees

The Budget Administrator will see the new term on the **Workflows** page.

Configuration / Feature Activation

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

Planned Changes Budget v4 API Available Soon Available

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.

- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Planned Changes Change in IP Restrictions

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

Overview

When a user signs in to SAP Concur, one of the validation processes includes checking for and adhering to any IP Restrictions (IPRs). IPRs are specific IPs or IP ranges that are defined by a company to restrict the IPs from which their users can sign in to SAP Concur. An IPR can be a string that contains a list of acceptable IP addresses and/or IP address patterns, for example: "170.242.6.43;170.243.70.42;170.243.70.43;171.159.*.*".

NOTE: IPRs are set and modified only by SAP Concur, using a Module Property. Though Module Properties are technically Travel settings, this one can be included in any custom configuration of Travel, Expense, Invoice, or Request. So, companies can use IPRs, even if they do not use Travel.

Currently, IPRs are set for each of a company's travel configurations, which creates maintenance issues for companies with many travel configurations and provides opportunities for errors. In addition, new travel configurations are not automatically included and can easily be forgotten.

Targeted for the August release, SAP Concur will change this setting from a configuration-level setting to a company-level setting. With this change, one set of IPRs will apply to the entire company.

Very few clients will be affected by this change. In addition, all of the affected clients will be contacted individually – in advance – by SAP Concur to make any required settings changes.

BUSINESS PURPOSE / CLIENT BENEFIT

Clients who use IPRs can be assured that the IPRs apply to the entire company.

What the User Sees

The user will see no difference in signing in or using any SAP Concur service.

Configuration / Feature Activation

This change will occur automatically; there are no additional configuration or activation steps. In addition, those clients who are affected by this change will be contacted by SAP Concur.

Planned Changes Source IP Checking (EMEA)

Overview

Beginning July 15th, 2019, SAP Concur will implement source Internet Protocol (IP) checking for all Europe, Middle East, and Africa (EMEA) file transfer accounts.

New Clients

During new client implementation, SAP Concur will add IP addresses for new clients to the SAP Concur access control list (ACL).

Existing Clients

Please contact SAP Concur support by July 1st, 2019 to have your source IP addresses added to the SAP Concur access control list (ACL).

NOTE: SAP Concur will add IP addresses from recent successful logins to the SAP Concur access control list (ACL).

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

Please contact SAP Concur support for further assistance.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

NOTE: The *Shared: File Transfer for Customers and Vendors User Guide* has been relocated from the fact sheets landing page to the user guides landing page.

Planned Changes Mandatory SFTP with SSH Key Authentication

Overview

Non-SFTP (Secure File Transfer Protocol) protocols and password authentication will eventually be deprecated.

New Clients

New file transfer accounts must use SFTP with Secure Shell (SSH) Key Authentication.

Existing Clients

Existing non-SFTP file transfer accounts will be required to switch to SFTP with SSH Key Authentication.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

NOTE: The *Shared: File Transfer for Customers and Vendors User Guide* has been relocated from the fact sheets landing page to the user guides landing page.

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur (Q3 2019)

(Release note updated: June 8)

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

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur products which provides clients with a self-service option for setting up SSO for their organization. SSO is currently supported for Concur Expense, Invoice, Request, and Travel.

The new Manage Single Sign-On (SSO) feature is a replacement tool for clients using an existing SSO configuration on the **Security Keys** page and a new tool for clients that want to implement SSO at their organization. The existing SSO configuration on the **Security Keys** page and the new SSO Self-Service tool will both be available until everyone has migrated to the new SSO Self-Service tool.

Other SAP Concur products and services are outside the scope of this initial release.

This feature is targeted for Q3 2019.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO and for existing SSO clients who must eventually migrate to the new SSO service to manage SSO for their users.

Important – Migration for Legacy SSO Clients

The Manage Single Sign-On feature is the tool that legacy SSO clients will use to migrate to the new SSO service. Client admins will configure the feature and connect to the new SSO service on the **Manage Single Sign-On** page.

In order for legacy SSO clients to use the new SAP Concur **Sign In** page, they must first migrate to the new SSO service included with this feature.



For more information, refer to the ***Planned Changes** New SAP Concur Sign In Page* release note in this document.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Planned Changes New SAP Concur Sign In Page

(Release note updated: June 8)

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

Overview

In a future release, the SAP Concur **Sign In** page will be updated, providing a new login experience for both direct SAP Concur username/password users and Single Sign-On (SSO) users. SSO users will be able to start the Service Provider (SP) initiated SSO login process at www.concursolutions.com.

The new **Sign In** page feature will include a two-step login process that will provide enhanced security, meet current industry standards, and provide a better login success rate. This feature is planned for 2019.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, more convenient experience for users logging in to SAP Concur products and services.

Important – Migration for Legacy SSO Clients

For legacy SSO clients who have not yet migrated to the new SSO service, their users can still log in as usual once the new service is released.

Once the new SSO service is released, the following will occur:

- If legacy SSO clients are not enforcing SSO login for all users, some of their users will log in at www.concursolutions.com and some will log in using their existing SSO login methods. Only the user interface (UI) on www.concursolutions.com will be changing for legacy SSO clients.
- If clients are enforcing SSO login for all users, then users will not be affected.

Eventually all clients must migrate to the new SSO service. The legacy SSO service will be available until all clients have migrated.



Refer to the ***Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

Impacts to TMC and Test Users

SSO enforcement affects all users. The SSO setting is a company-wide setting. Once the Manage Single Sign-On feature is released for general availability, there will be two options for the SSO setting. Most clients will use the *SSO Required* setting to enforce SSO for all users. However, an *SSO Optional* setting will be will be available for those clients who need more than one login, for example Travel Management Companies (TMCs) or test/training users.

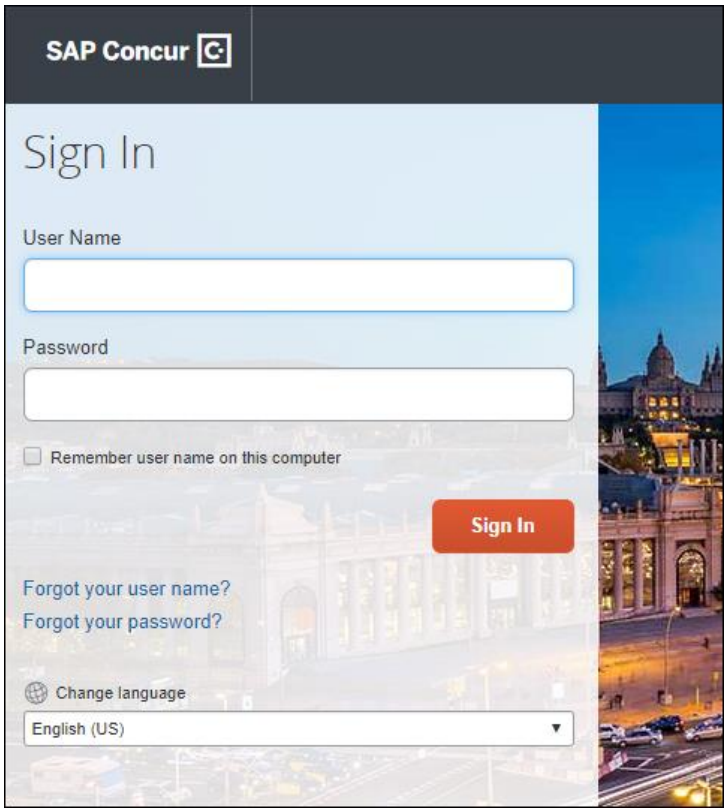
NOTE: The **Is a Test User** setting in a user's profile does not determine how or whether a user can log in to SAP Concur; this setting determines what the test user can see once logged into SAP Concur and ensures their test data will not affect real (production) data. For general information about this functionality, refer to the *Shared: Test User Setup Guide*.



For more information, refer to the *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

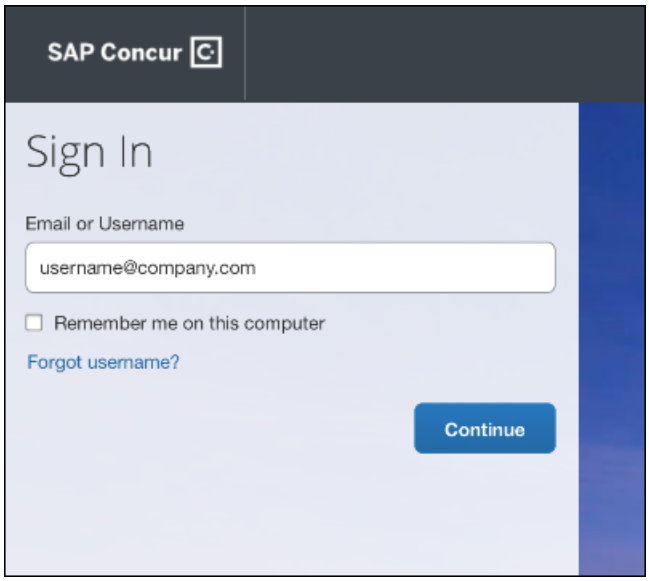
What the User Sees – Current Sign In Page Workflow

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the SSO User Sees – New Sign In Page Workflow

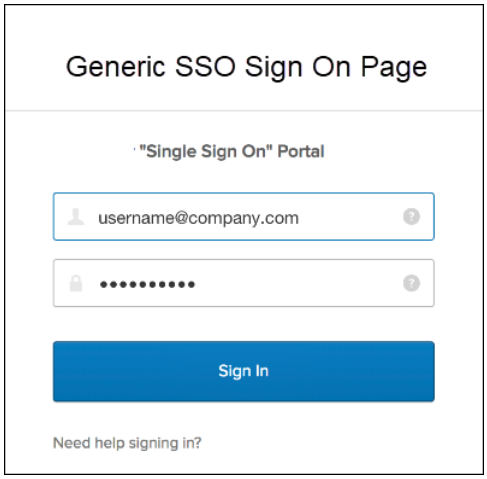
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email.

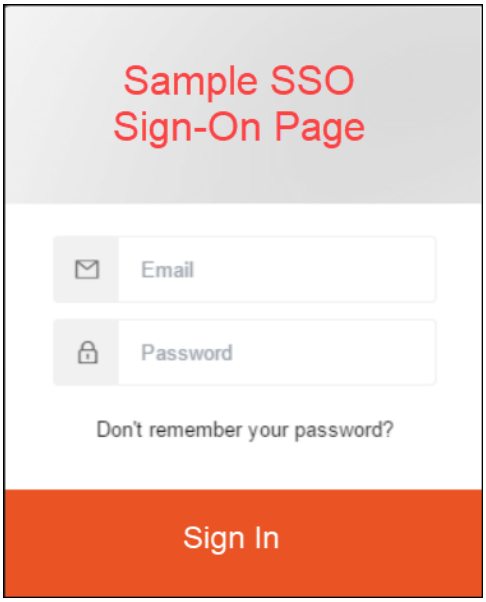


The user can select the **Remember me on this computer** check box, so their email displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The users will then be directed to their companies designated Identity Provider (IdP) SSO portal for authentication (the following examples are generic as each SSO portal page will be different for each company). The user will enter their email and password, then click **Sign In**.

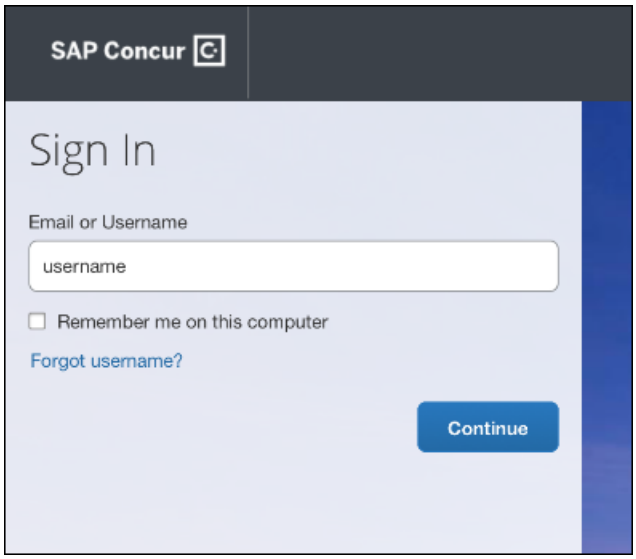




After being authenticated, the user will be directed to the SAP Concur **Home** page.

What the User with Username/Password Sees – New Sign In Page Workflow

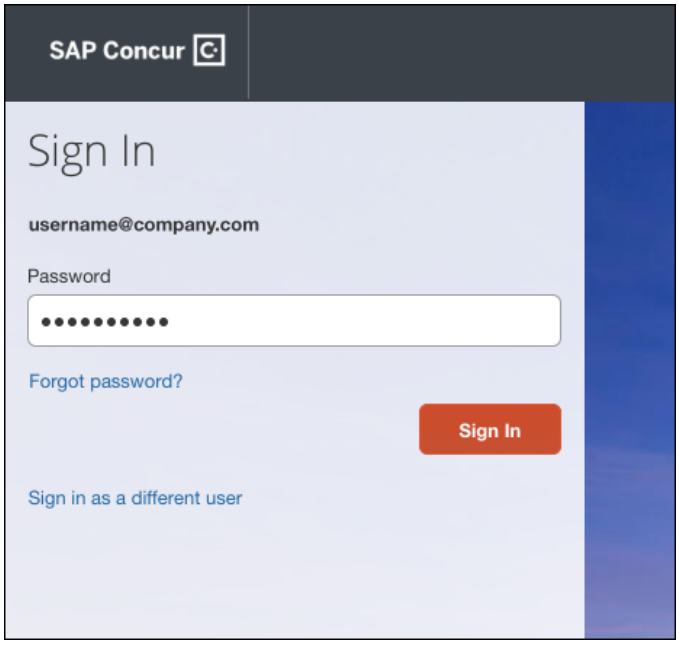
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their username.



The user can select the **Remember me on this computer** check box, so their username displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The user will then be directed to an additional **Sign In** page.



The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.

Once the user's password is verified, the SAP Concur **Home** page appears.

Return Users

If a returning user selected the **Remember me on this computer** check box during their initial login session, their email or username will be displayed on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.

The user will click on their email or username, and then one of the following will occur:

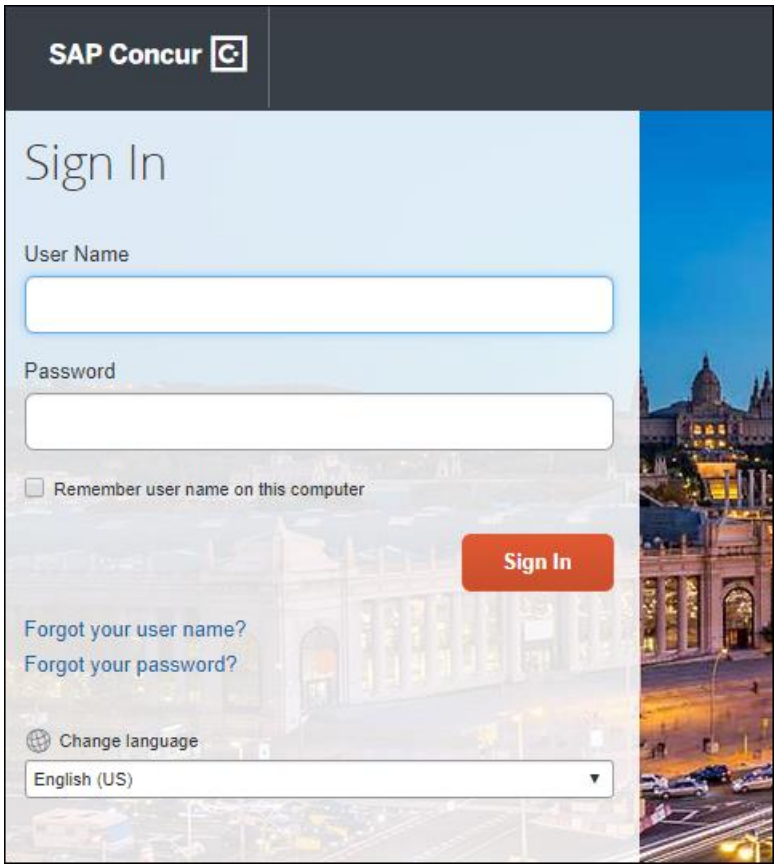
- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** The user is directed to another **Sign In** page where the user will enter a password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

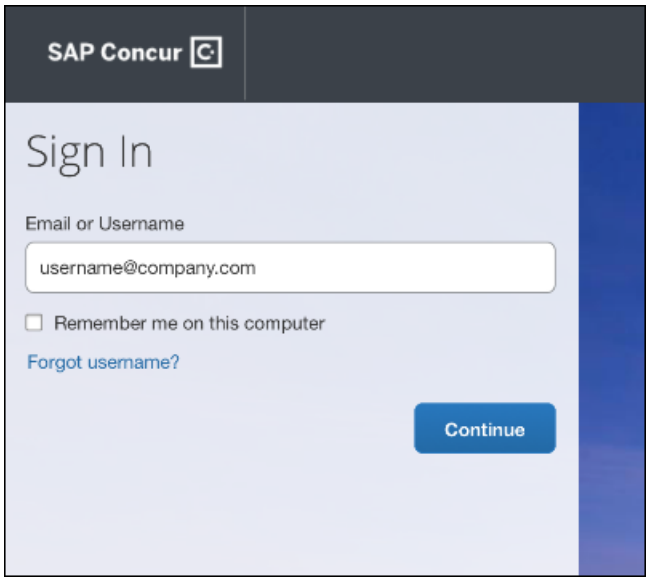
What the User Sees – Current Sign In Page Workflow

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the SSO User Sees – New Sign In Page Workflow

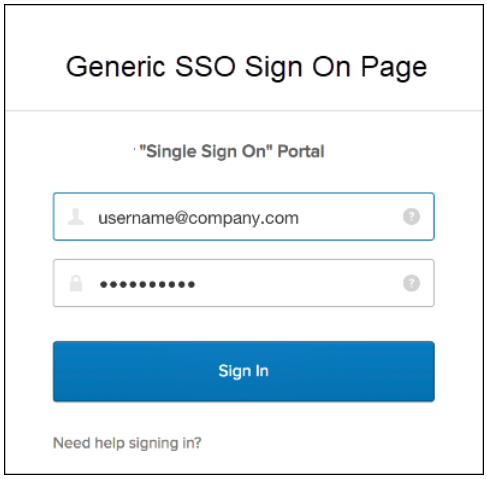
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email.

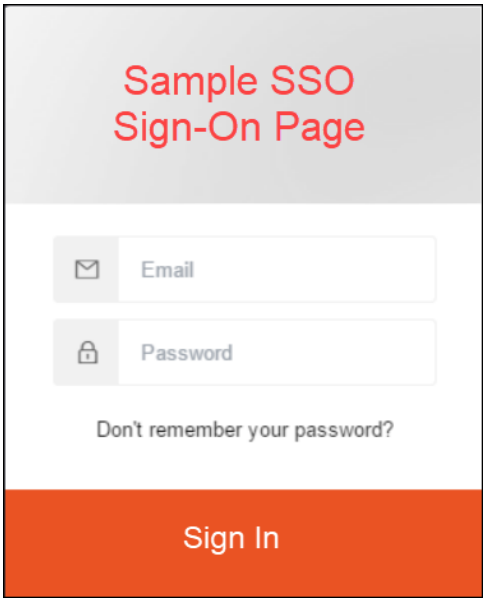


The user can select the **Remember me on this computer** check box, so their email displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The users will then be directed to their companies designated Identity Provider (IdP) SSO portal for authentication (the following examples are generic as each SSO portal page will be different for each company). The user will enter their email and password, then click **Sign In**.

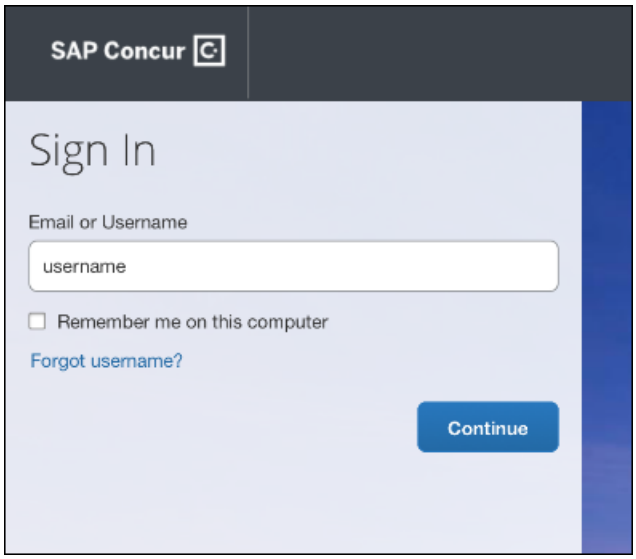




After being authenticated, the user will be directed to the SAP Concur **Home** page.

What the User with Username/Password Sees – New Sign In Page Workflow

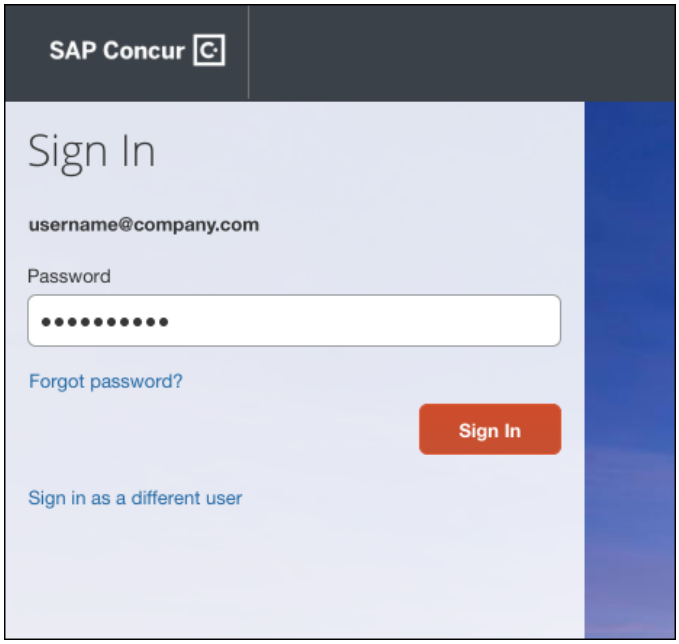
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their username.



The user can select the **Remember me on this computer** check box, so their username displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The user will then be directed to an additional **Sign In** page.



The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.

Once the user's password is verified, the SAP Concur **Home** page appears.

Return Users

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or username display on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.

The user will click on their email or username, and then one of the following occurs:

- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** The user is directed to another **Sign In** page where the user will enter a password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

Concur Expense and Concur Request

Planned Changes Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired December 31, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur released last year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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

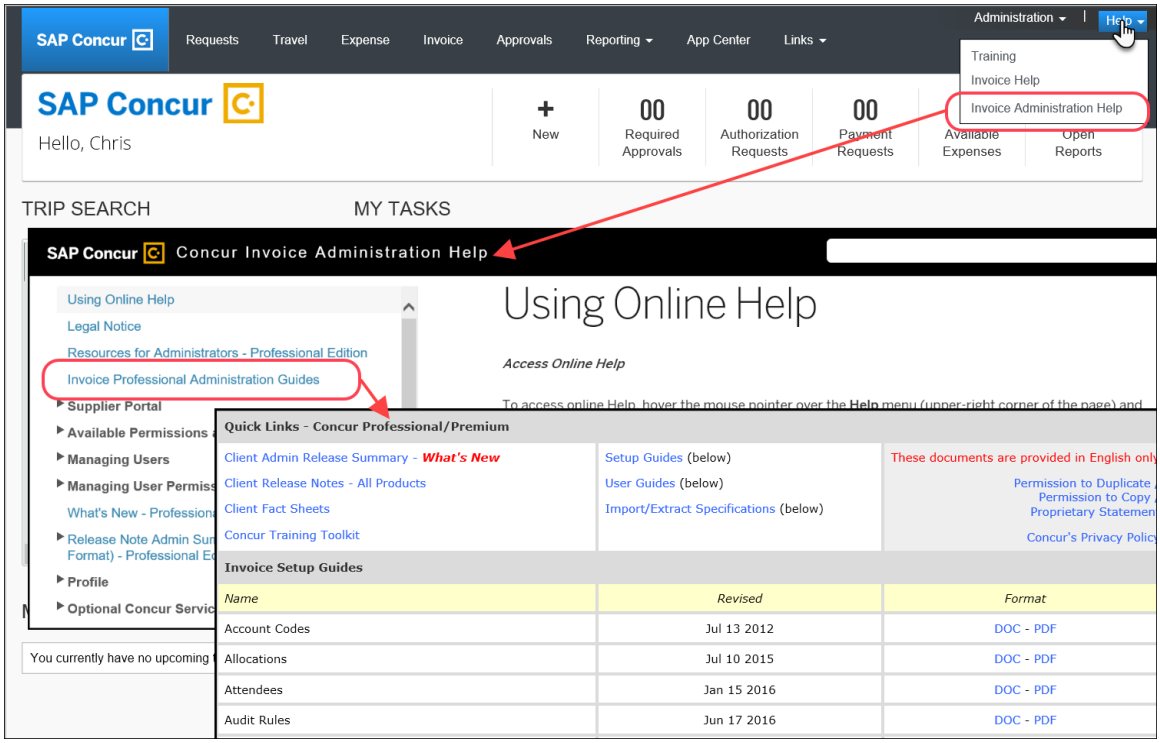
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

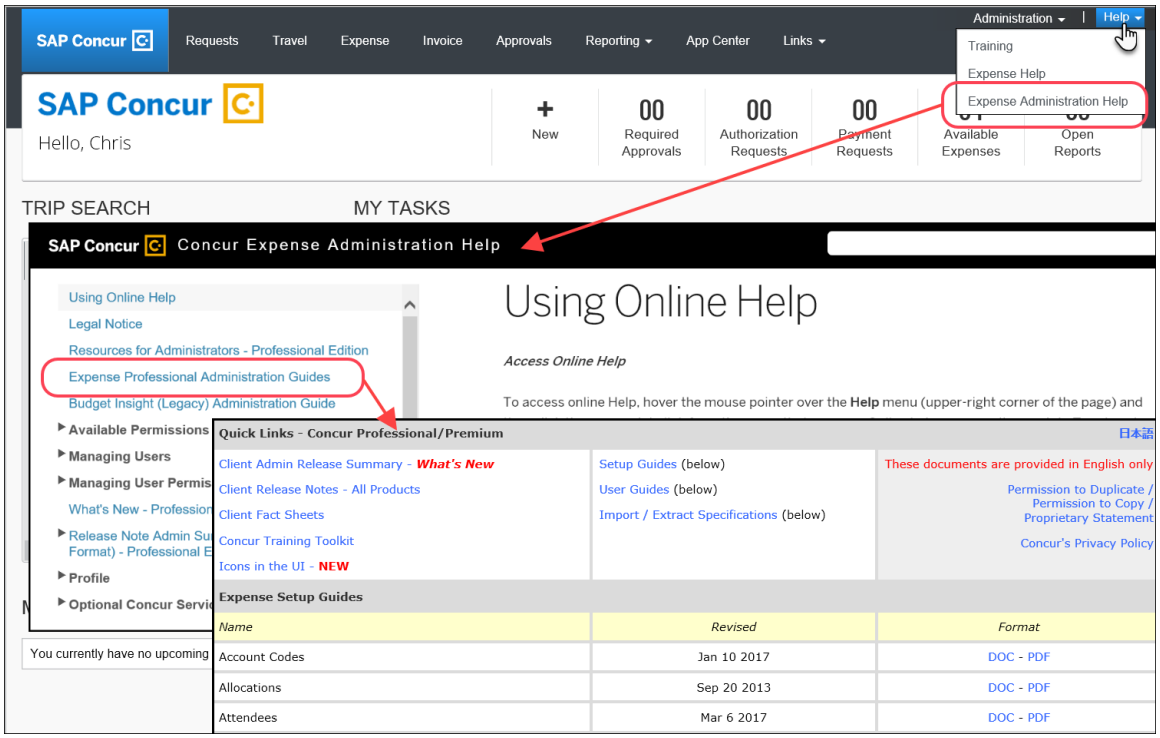
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

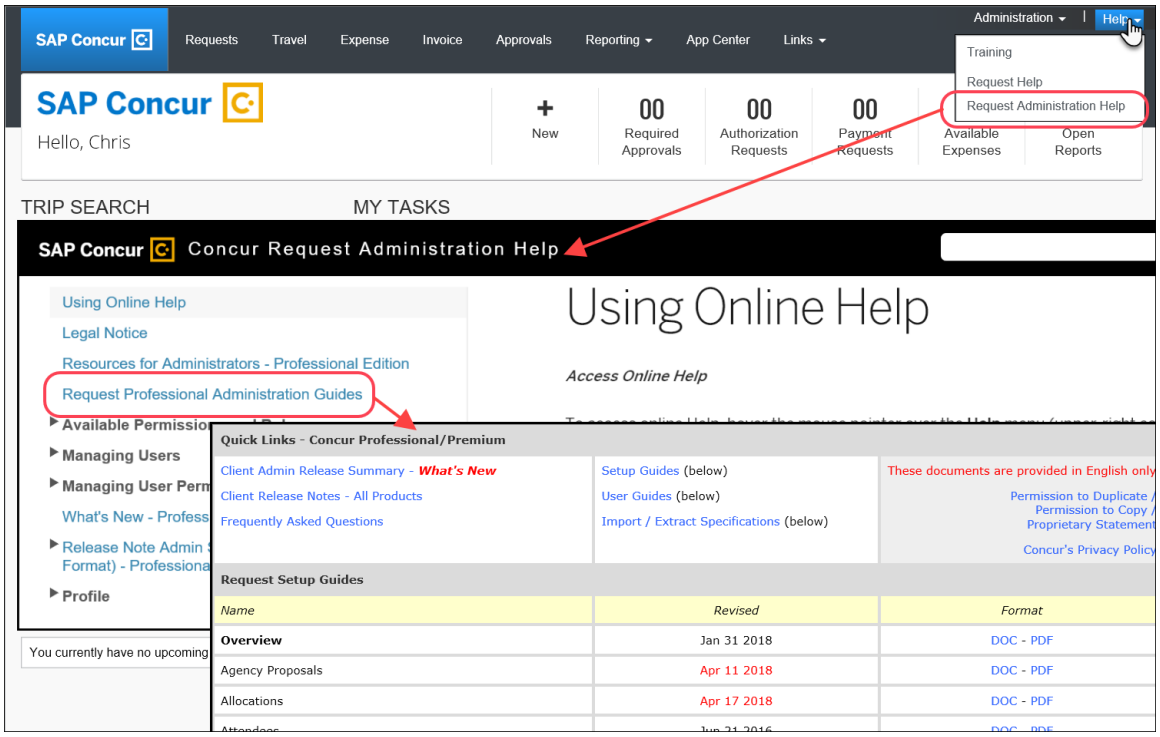
Invoice Administration Help



Expense Administration Help



Request Administration Help

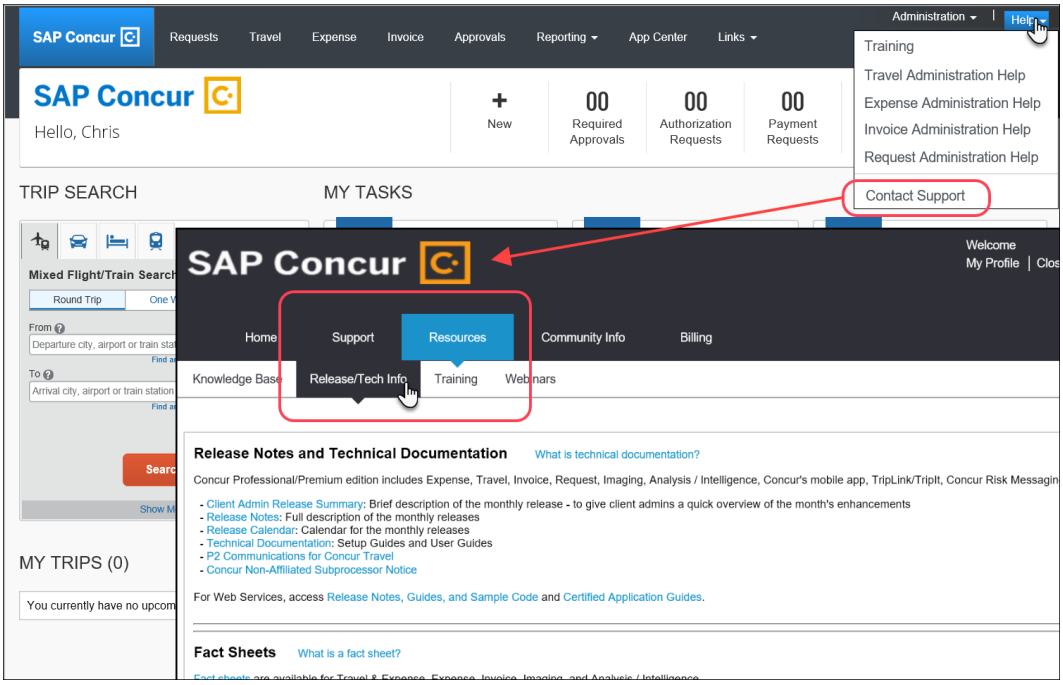


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: June 8, 2019 Initial Post: Friday, June 7, 2:00 PM PT	Client – FINAL

Contents

Release Notes 1

All Products 1

Budget Items: Manage Managers (Optional) Tab Name Change 1

Message When Budget Approver Step Is Skipped 3

Concur Administration: SAP Concur Product Access Changes 5

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List 6

Concur Request 7

Budget Categories: Parent Expense Types Available When Concur Request Is Enabled 7

Planned Changes 8

All Products 8

Planned Changes Workflow Step Renamed 8

Planned Changes Budget v4 API Available Soon Available 8

Planned Changes Change in IP Restrictions 9

Planned Changes Source IP Checking (EMEA) 10

Planned Changes Mandatory SFTP with SSH Key Authentication 11

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur (Q3 2019) 11

Planned Changes New SAP Concur Sign In Page 12

Concur Expense and Concur Request 21

Planned Changes Budget Insight (Legacy) to Retire in 2019 21

Client Notifications 23

Subprocessors 23

SAP Concur Non-Affiliated Subprocessors Notice 23

Browser Certifications **23**
Monthly Browser Certifications and Supported Configurations 23
Additional Release Notes and Other Technical Documentation **24**
Online Help – Admins **24**
SAP Concur Support Portal – Selected Users **26**

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Items: Manage Managers (Optional) Tab Name Change

Overview

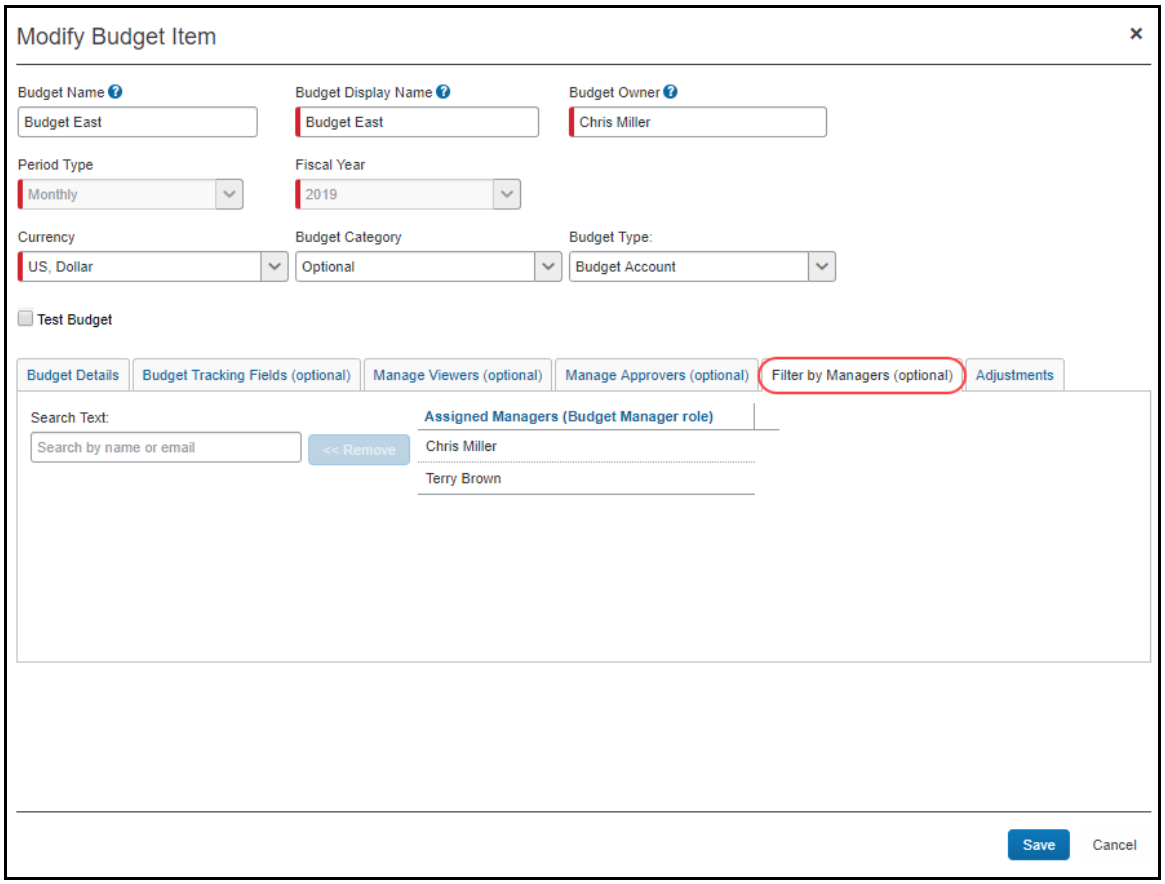
SAP Concur is renaming the **Manage Managers (Optional)** tab to **Filter by Managers (optional)** in the **Add Budget Item** and **Modify Budget Item** windows in Budget Items. In addition, the **Enable Budget Item Manager Tab** option in Budget Settings will be renamed to **Enable filtering by Budget Manager**. The Filter by Manager functionality is intended for smaller companies that do not have departments or cost centers defined in SAP Concur and very large companies that do not assign cost centers to middle and lower management.

BUSINESS PURPOSE / CLIENT BENEFIT

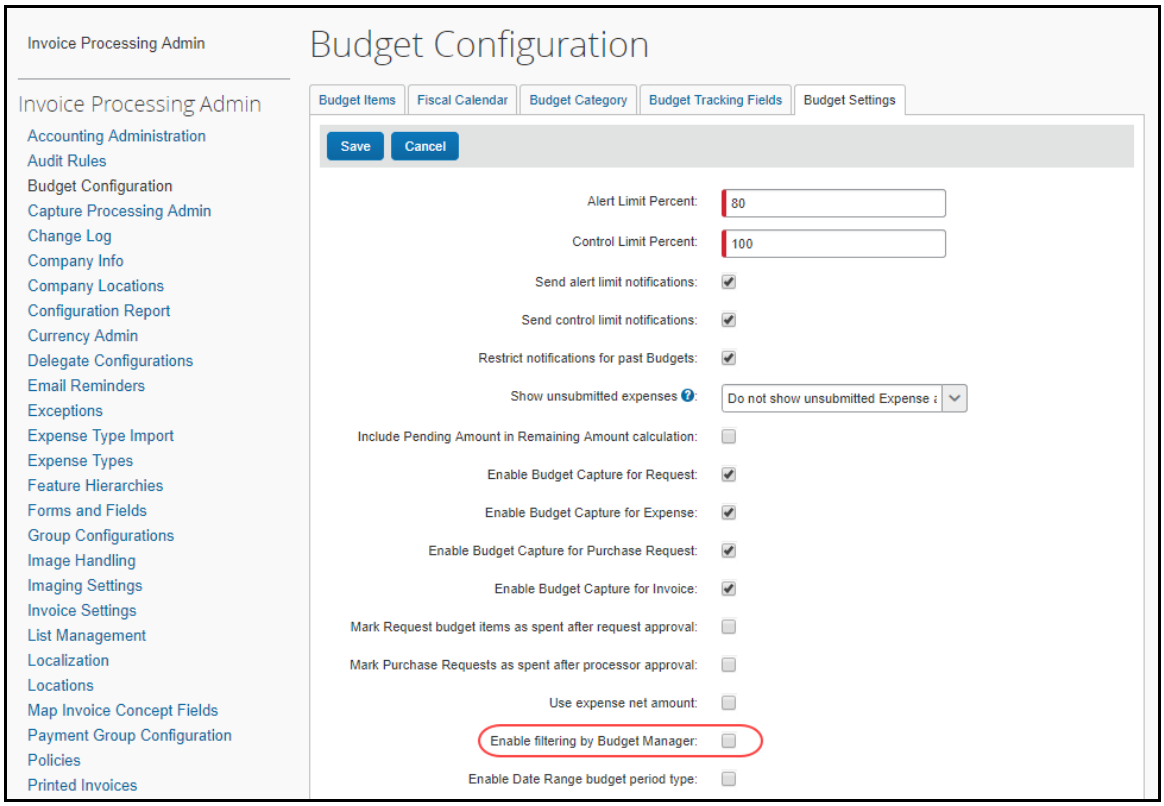
This enhancement will make it clearer for clients when to use this feature.

What the Budget Administrator Sees

The Budget Administrator will see the new name of the tab, **Filter by Managers (optional)**, in the **Add Budget Item** and **Modify Budget Item** windows in Budget Items.



In addition, the Budget Administrator will see the **Enable Budget Item Manager Tab** option in Budget Settings renamed to **Enable filtering by Budget Manager**.



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Message When Budget Approver Step Is Skipped

Overview

With this release, when a budget workflow step is skipped because the submitter or approver is also the budget approver or when no budgets or no budgets with approvers are matched, the **Approval Flow** window will display a message for why the budget approval step was skipped for the shown approver.

BUSINESS PURPOSE / CLIENT BENEFIT

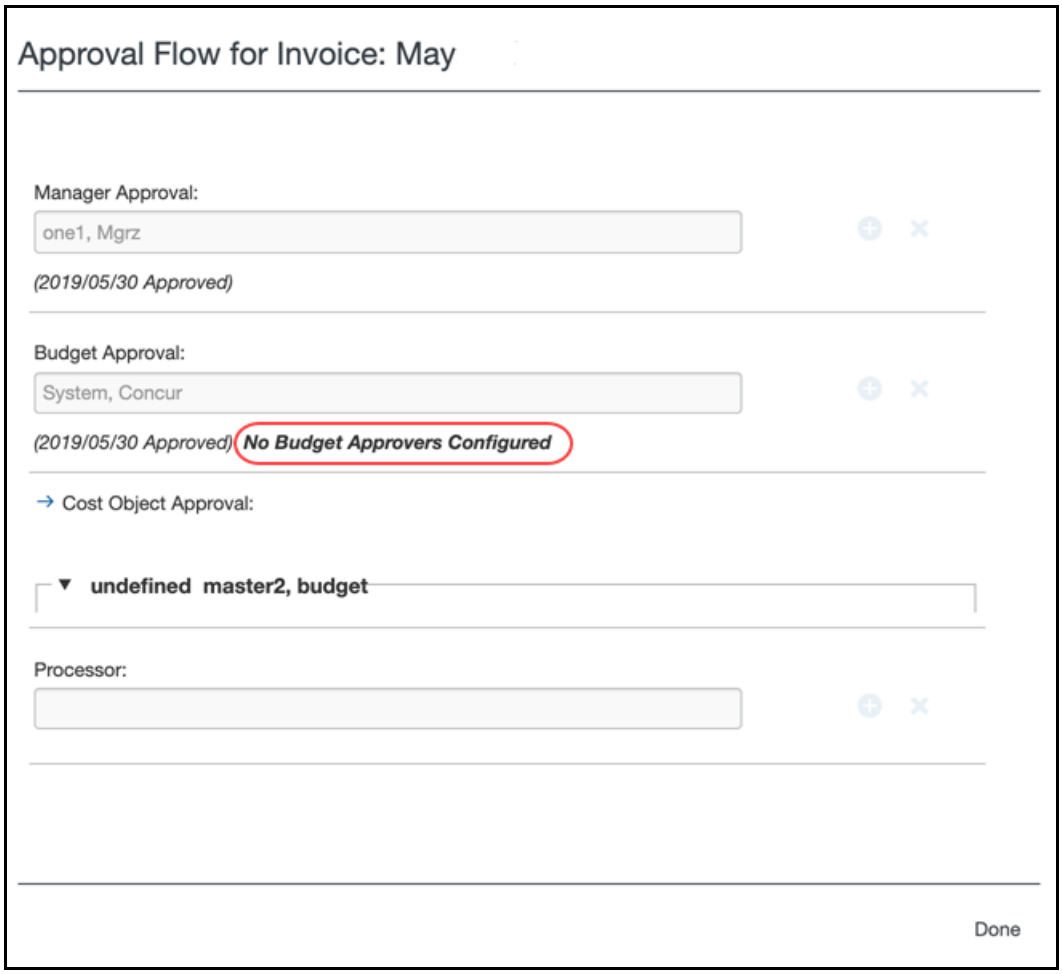
This enhancement makes it easier to understand why a budget approval step is skipped.

What the Approver Sees

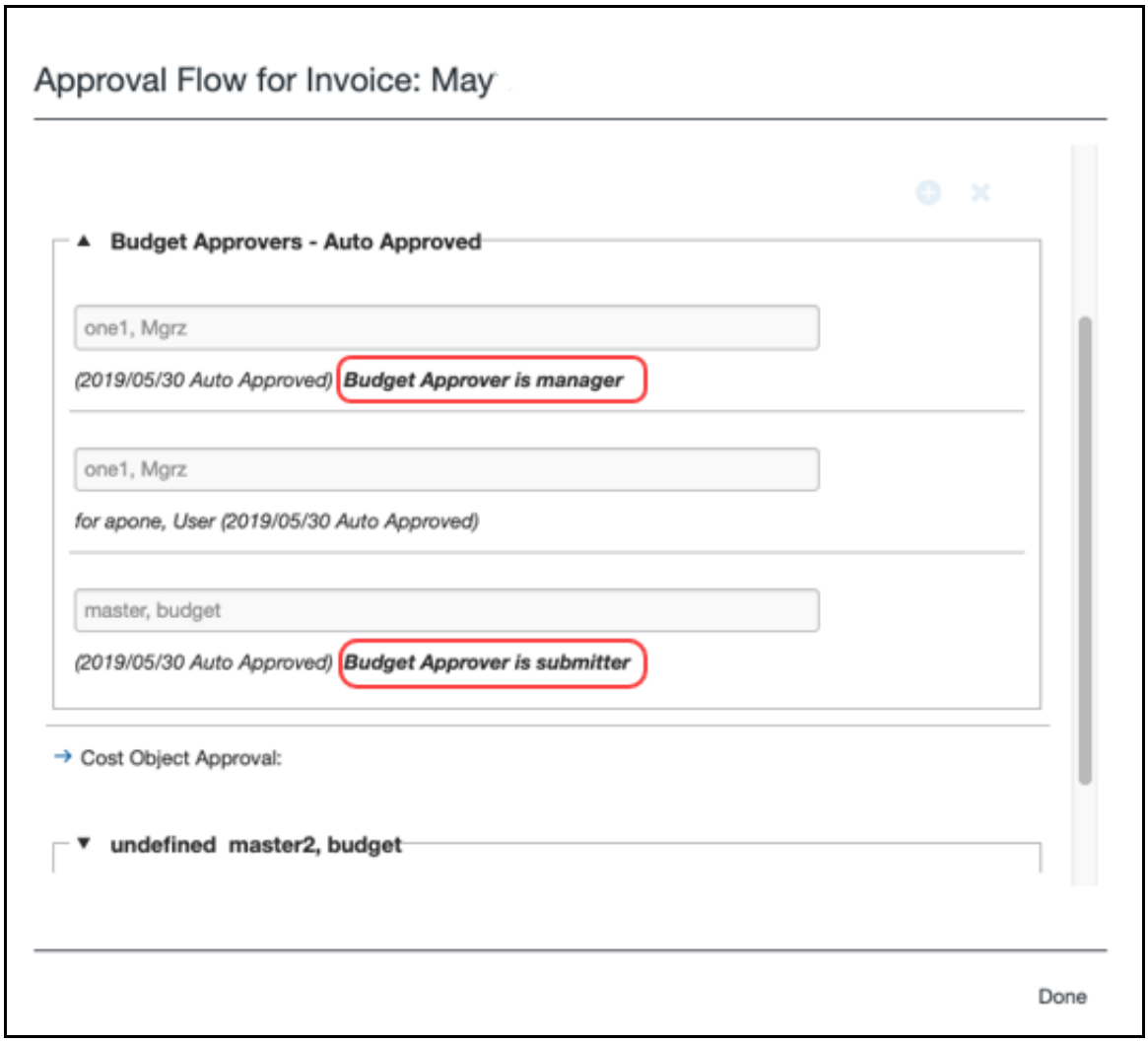
The approver will see a message about why the approver was skipped in the **Approval Flow** window. Some of the messages available are:

- **No Budget Approvers Configured:** This means that no budget approvers have been configured to approve budgets.
- **Budget Approver is manager:** This means that the budget approver is also the expense, invoice, request, or purchase request approver.
- **Budget Approver is submitter:** This means that the budget approver is also the submitter of the report, invoice, or request, and the assumption is that everyone will approve their own submissions.

No Budget Approvers Configured message.



Budget Approver is manager and *Budget Approver is submitter* messages.



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Concur Administration: SAP Concur Product Access Changes

Overview

With this release, clients must access SAP Concur products and services via the following domains:

- *.concursolutions.com
- *.concurcdc.cn

SAP Concur recommends clients migrate to the one of the domains at their earliest convenience, if they are not already using one of them.

Please contact appsec@sap.com for any questions regarding this change.

BUSINESS PURPOSE / CLIENT BENEFIT

This change allows clients to access SAP Concur services in a consistent, secure manner.

Configuration / Feature Activation

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

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

Concur Request

Budget Categories: Parent Expense Types Available When Concur Request Is Enabled

Overview

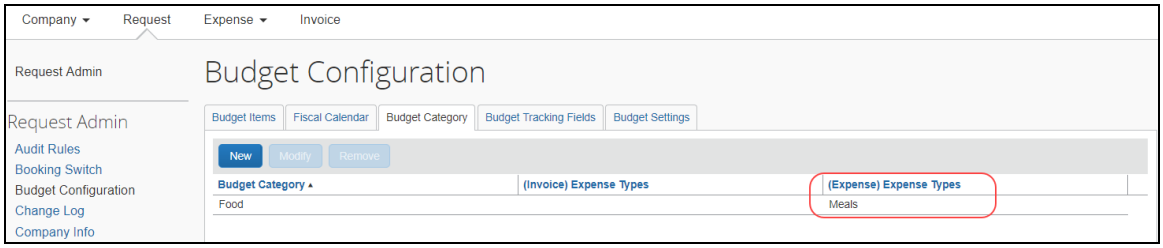
Concur Request clients will now be able to select parent expense types when Concur Request is enabled. This will make it easier when, for example, clients travel somewhere for a few days and do not know how many lunches and dinners they will eat. Instead of specifying several lunches and dinners, they can select the parent expense type (Meals).

BUSINESS PURPOSE / CLIENT BENEFIT

This feature makes it easier for clients to select an appropriate expense type when they do not have all the expense details.

What the Budget Administrator Sees

The user with the Budget Administrator role will see the parent expense types in Budget Categories when Concur Request is enabled.



Configuration / Feature Activation

This change is automatically available when Concur Request is enabled; there are no additional configuration or activation steps.

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Planned Changes

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

All Products

Planned Changes Workflow Step Renamed

Overview

With this release, SAP Concur will rename two terms in Workflows for clarification.

For Budget, the "Budget Owner" in the **Role** column on the **Workflows** page will be renamed "Budget Approver".

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement makes it easier for clients to see what product they use and what role they should use.

What the Budget Administrator Sees

The Budget Administrator will see the new term on the **Workflows** page.

Configuration / Feature Activation

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

Planned Changes Budget v4 API Available Soon Available

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.

- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Planned Changes Change in IP Restrictions

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

Overview

When a user signs in to SAP Concur, one of the validation processes includes checking for and adhering to any IP Restrictions (IPRs). IPRs are specific IPs or IP ranges that are defined by a company to restrict the IPs from which their users can sign in to SAP Concur. An IPR can be a string that contains a list of acceptable IP addresses and/or IP address patterns, for example: "170.242.6.43;170.243.70.42;170.243.70.43;171.159.*.*".

NOTE: IPRs are set and modified only by SAP Concur, using a Module Property. Though Module Properties are technically Travel settings, this one can be included in any custom configuration of Travel, Expense, Invoice, or Request. So, companies can use IPRs, even if they do not use Travel.

Currently, IPRs are set for each of a company's travel configurations, which creates maintenance issues for companies with many travel configurations and provides opportunities for errors. In addition, new travel configurations are not automatically included and can easily be forgotten.

Targeted for the August release, SAP Concur will change this setting from a configuration-level setting to a company-level setting. With this change, one set of IPRs will apply to the entire company.

Very few clients will be affected by this change. In addition, all of the affected clients will be contacted individually – in advance – by SAP Concur to make any required settings changes.

BUSINESS PURPOSE / CLIENT BENEFIT

Clients who use IPRs can be assured that the IPRs apply to the entire company.

What the User Sees

The user will see no difference in signing in or using any SAP Concur service.

Configuration / Feature Activation

This change will occur automatically; there are no additional configuration or activation steps. In addition, those clients who are affected by this change will be contacted by SAP Concur.

Planned Changes Source IP Checking (EMEA)

Overview

Beginning July 15th, 2019, SAP Concur will implement source Internet Protocol (IP) checking for all Europe, Middle East, and Africa (EMEA) file transfer accounts.

New Clients

During new client implementation, SAP Concur will add IP addresses for new clients to the SAP Concur access control list (ACL).

Existing Clients

Please contact SAP Concur support by July 1st, 2019 to have your source IP addresses added to the SAP Concur access control list (ACL).

NOTE: SAP Concur will add IP addresses from recent successful logins to the SAP Concur access control list (ACL).

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

Please contact SAP Concur support for further assistance.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

NOTE: The *Shared: File Transfer for Customers and Vendors User Guide* has been relocated from the fact sheets landing page to the user guides landing page.

Planned Changes Mandatory SFTP with SSH Key Authentication

Overview

Non-SFTP (Secure File Transfer Protocol) protocols and password authentication will eventually be deprecated.

New Clients

New file transfer accounts must use SFTP with Secure Shell (SSH) Key Authentication.

Existing Clients

Existing non-SFTP file transfer accounts will be required to switch to SFTP with SSH Key Authentication.

BUSINESS PURPOSE / CLIENT BENEFIT

These changes provide greater security for file transfers.

Configuration / Feature Activation

If assistance is required, please contact SAP Concur support.

📖 For more information, refer to the *Shared: File Transfer for Customers and Vendors User Guide*.

NOTE: The *Shared: File Transfer for Customers and Vendors User Guide* has been relocated from the fact sheets landing page to the user guides landing page.

Planned Changes Single Sign-On (SSO) Self-Service Option Coming to SAP Concur (Q3 2019)

(Release note updated: June 8)

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

Overview

Single Sign-On allows users to access multiple applications using one set of login credentials. Currently, SAP Concur has two methods for signing in: with a user name and password or using SSO with identity provider (IdP) credentials, such as a user's login credentials for their organization.

SAP Concur is planning to add a Manage Single Sign-On (SSO) feature to SAP Concur products which provides clients with a self-service option for setting up SSO for their organization. SSO is currently supported for Concur Expense, Invoice, Request, and Travel.

The new Manage Single Sign-On (SSO) feature is a replacement tool for clients using an existing SSO configuration on the **Security Keys** page and a new tool for clients that want to implement SSO at their organization. The existing SSO configuration on the **Security Keys** page and the new SSO Self-Service tool will both be available until everyone has migrated to the new SSO Self-Service tool.

Other SAP Concur products and services are outside the scope of this initial release.

This feature is targeted for Q3 2019.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides SAP Concur clients with a self-service option for setting up SSO and for existing SSO clients who must eventually migrate to the new SSO service to manage SSO for their users.

Important – Migration for Legacy SSO Clients

The Manage Single Sign-On feature is the tool that legacy SSO clients will use to migrate to the new SSO service. Client admins will configure the feature and connect to the new SSO service on the **Manage Single Sign-On** page.

In order for legacy SSO clients to use the new SAP Concur **Sign In** page, they must first migrate to the new SSO service included with this feature.



For more information, refer to the ***Planned Changes** New SAP Concur Sign In Page* release note in this document.

Configuration / Feature Activation

Configuration information will be coming in a future release note.

Planned Changes New SAP Concur Sign In Page

(Release note updated: June 8)

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

Overview

In a future release, the SAP Concur **Sign In** page will be updated, providing a new login experience for both direct SAP Concur username/password users and Single Sign-On (SSO) users. SSO users will be able to start the Service Provider (SP) initiated SSO login process at www.concursolutions.com.

The new **Sign In** page feature will include a two-step login process that will provide enhanced security, meet current industry standards, and provide a better login success rate. This feature is planned for 2019.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides better security and a faster, more convenient experience for users logging in to SAP Concur products and services.

Important – Migration for Legacy SSO Clients

For legacy SSO clients who have not yet migrated to the new SSO service, their users can still log in as usual once the new service is released.

Once the new SSO service is released, the following will occur:

- If legacy SSO clients are not enforcing SSO login for all users, some of their users will log in at www.concursolutions.com and some will log in using their existing SSO login methods. Only the user interface (UI) on www.concursolutions.com will be changing for legacy SSO clients.
- If clients are enforcing SSO login for all users, then users will not be affected.

Eventually all clients must migrate to the new SSO service. The legacy SSO service will be available until all clients have migrated.

📖 Refer to the ***Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

Impacts to TMC and Test Users

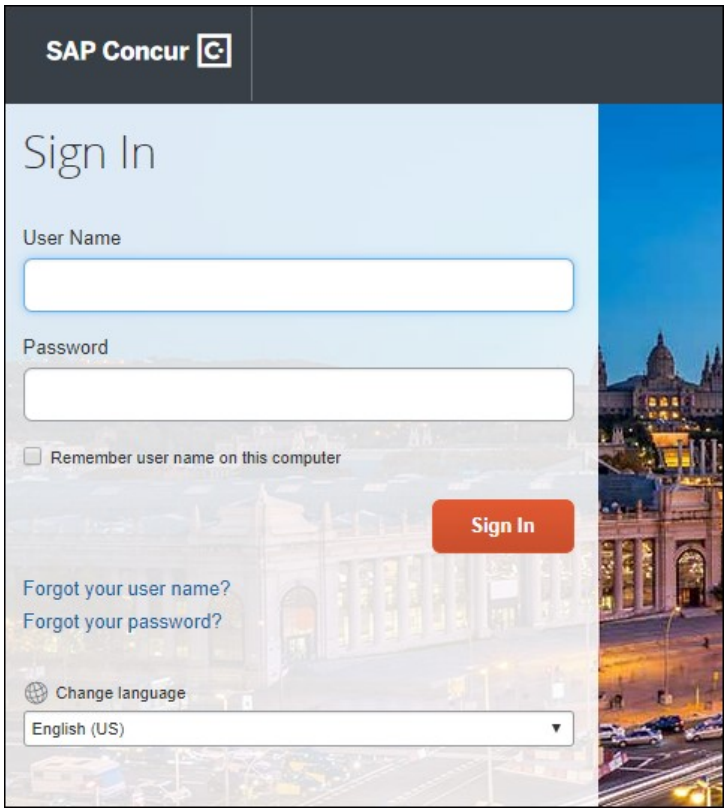
SSO enforcement affects all users. The SSO setting is a company-wide setting. Once the Manage Single Sign-On feature is released for general availability, there will be two options for the SSO setting. Most clients will use the *SSO Required* setting to enforce SSO for all users. However, an *SSO Optional* setting will be will be available for those clients who need more than one login, for example Travel Management Companies (TMCs) or test/training users.

NOTE: The **Is a Test User** setting in a user's profile does not determine how or whether a user can log in to SAP Concur; this setting determines what the test user can see once logged into SAP Concur and ensures their test data will not affect real (production) data. For general information about this functionality, refer to the *Shared: Test User Setup Guide*.

📖 For more information, refer to the *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in this document.

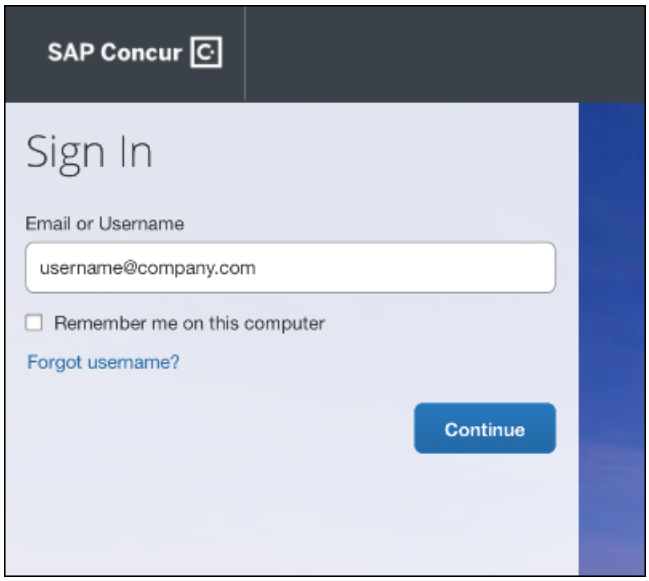
What the User Sees – Current Sign In Page Workflow

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the SSO User Sees – New Sign In Page Workflow

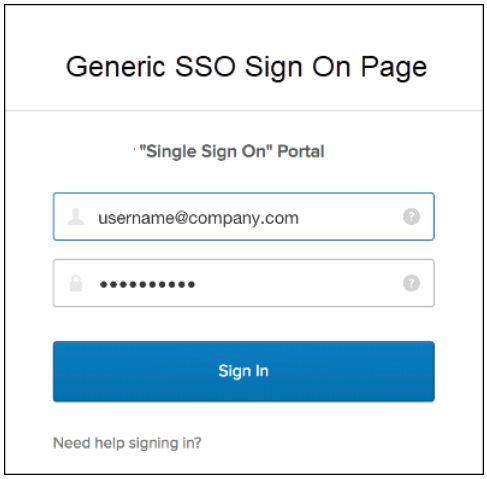
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email.

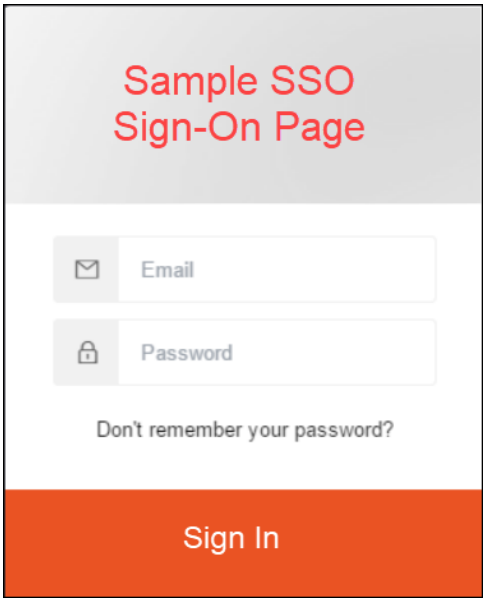


The user can select the **Remember me on this computer** check box, so their email displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The users will then be directed to their companies designated Identity Provider (IdP) SSO portal for authentication (the following examples are generic as each SSO portal page will be different for each company). The user will enter their email and password, then click **Sign In**.

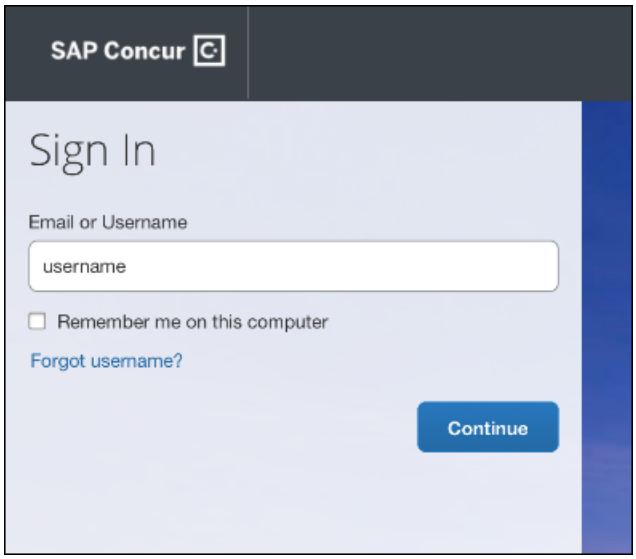




After being authenticated, the user will be directed to the SAP Concur **Home** page.

What the User with Username/Password Sees – New Sign In Page Workflow

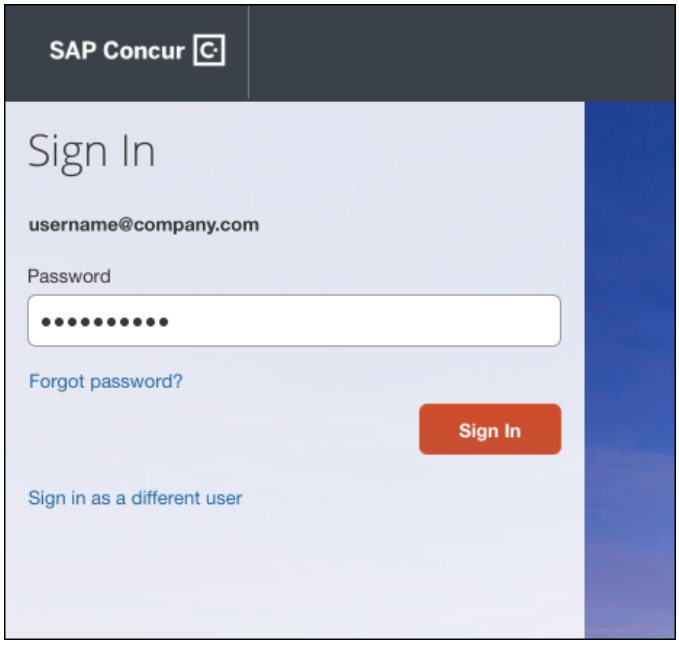
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their username.



The user can select the **Remember me on this computer** check box, so their username displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The user will then be directed to an additional **Sign In** page.



The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.

Once the user's password is verified, the SAP Concur **Home** page appears.

Return Users

If a returning user selected the **Remember me on this computer** check box during their initial login session, their email or username will be displayed on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.

The user will click on their email or username, and then one of the following will occur:

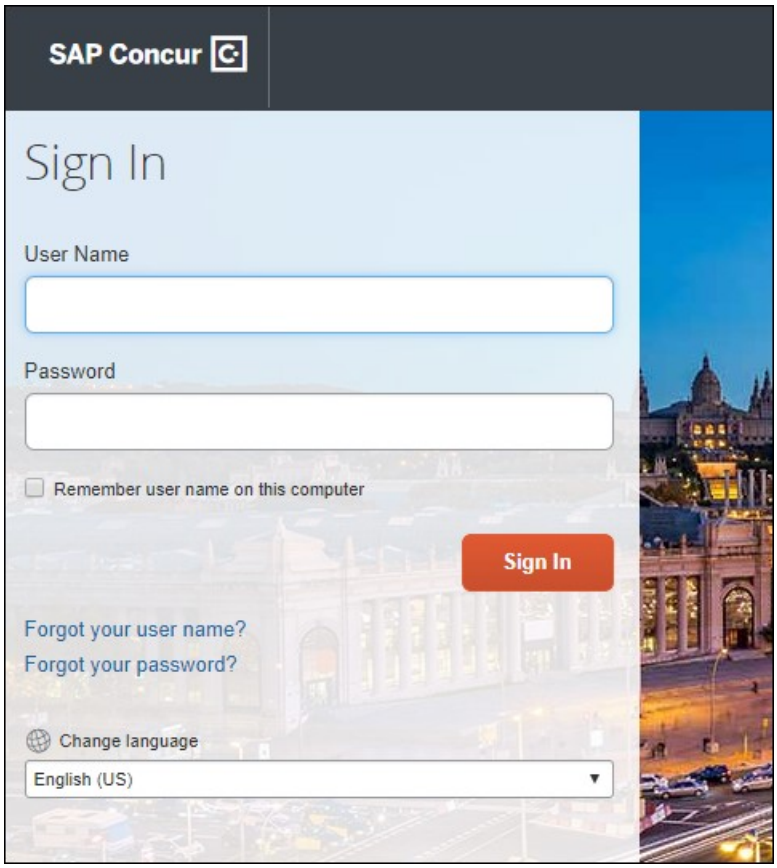
- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** The user is directed to another **Sign In** page where the user will enter a password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

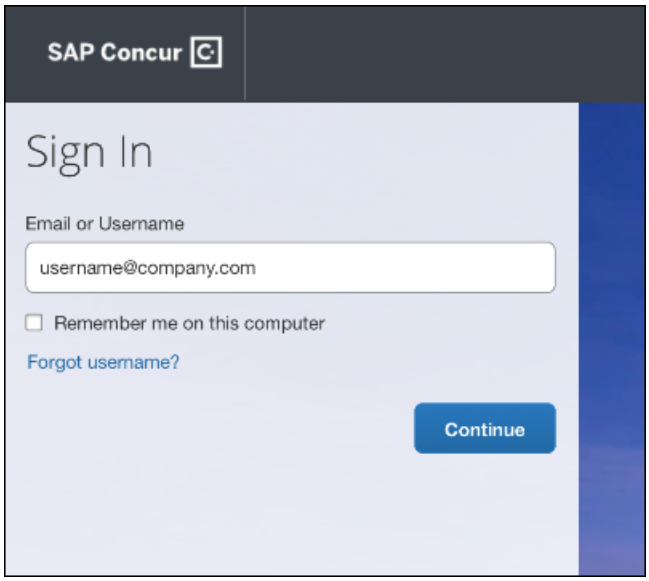
What the User Sees – Current Sign In Page Workflow

The SAP Concur **Sign In** page currently appears with **User Name** and **Password** fields, and a **Sign In** button. Once a user is authenticated, the SAP Concur **Home** page appears.



What the SSO User Sees – New Sign In Page Workflow

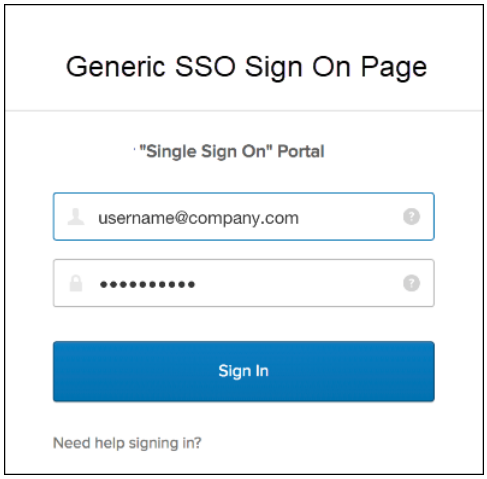
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their email.

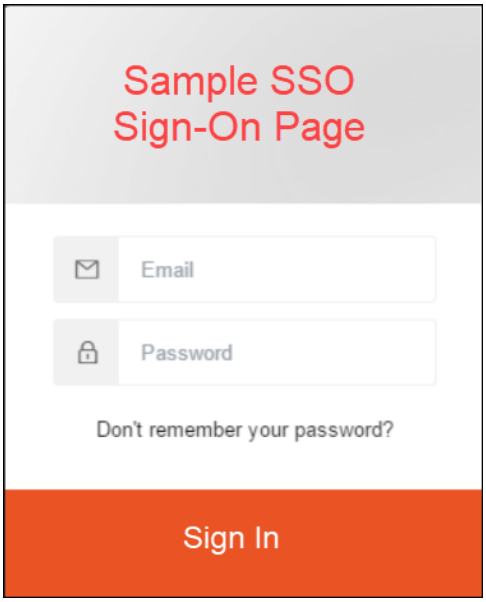


The user can select the **Remember me on this computer** check box, so their email displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The users will then be directed to their companies designated Identity Provider (IdP) SSO portal for authentication (the following examples are generic as each SSO portal page will be different for each company). The user will enter their email and password, then click **Sign In**.

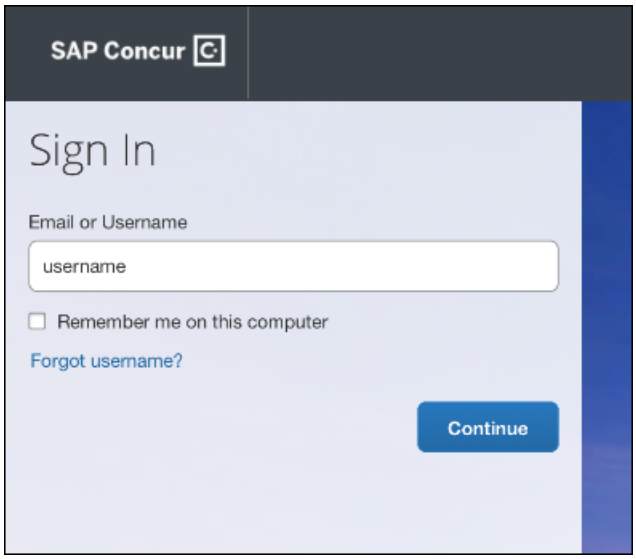




After being authenticated, the user will be directed to the SAP Concur **Home** page.

What the User with Username/Password Sees – New Sign In Page Workflow

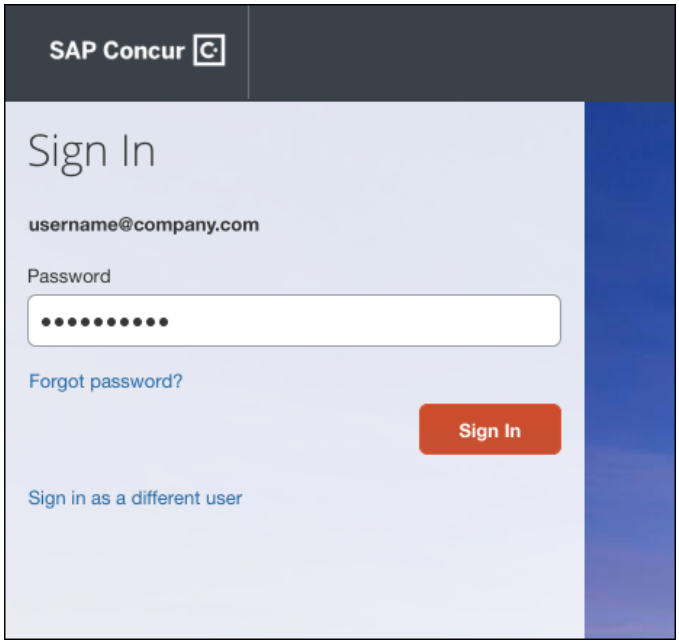
The new SAP Concur **Sign In** page will have an **Email or Username** field and a **Continue** button. The user will type in their username.



The user can select the **Remember me on this computer** check box, so their username displays the next time they log in to SAP Concur.

The user will then click **Continue**.

The user will then be directed to an additional **Sign In** page.



The user will enter a password and click **Sign In**. The system will then authenticate the user's credentials.

Once the user's password is verified, the SAP Concur **Home** page appears.

Return Users

If a returning user selected the **Remember me on this computer** check box during their initial login session, they will see their email or username display on the **Sign In** page. Users who did not select the **Remember me on this computer** check box will log in as they did initially.

The user will click on their email or username, and then one of the following occurs:

- **SSO Users:** The user will be directed to the SAP Concur **Home** page.
- **Users with Usernames and Passwords:** The user is directed to another **Sign In** page where the user will enter a password and then click **Sign In**. The user will then be directed to the SAP Concur **Home** page.

Configuration / Feature Activation

Configuration information will be provided in a future release note.

Concur Expense and Concur Request

Planned Changes Budget Insight (Legacy) to Retire in 2019

Overview

Budget Insight is a budget management tool that is being retired December 31, 2019. Clients who want to use budget functionality are recommended to purchase the new Budget product that SAP Concur released last year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional expense data from Concur Expense, Concur Invoice, Concur Travel and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to purchase the new Budget product that SAP Concur offers and that gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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

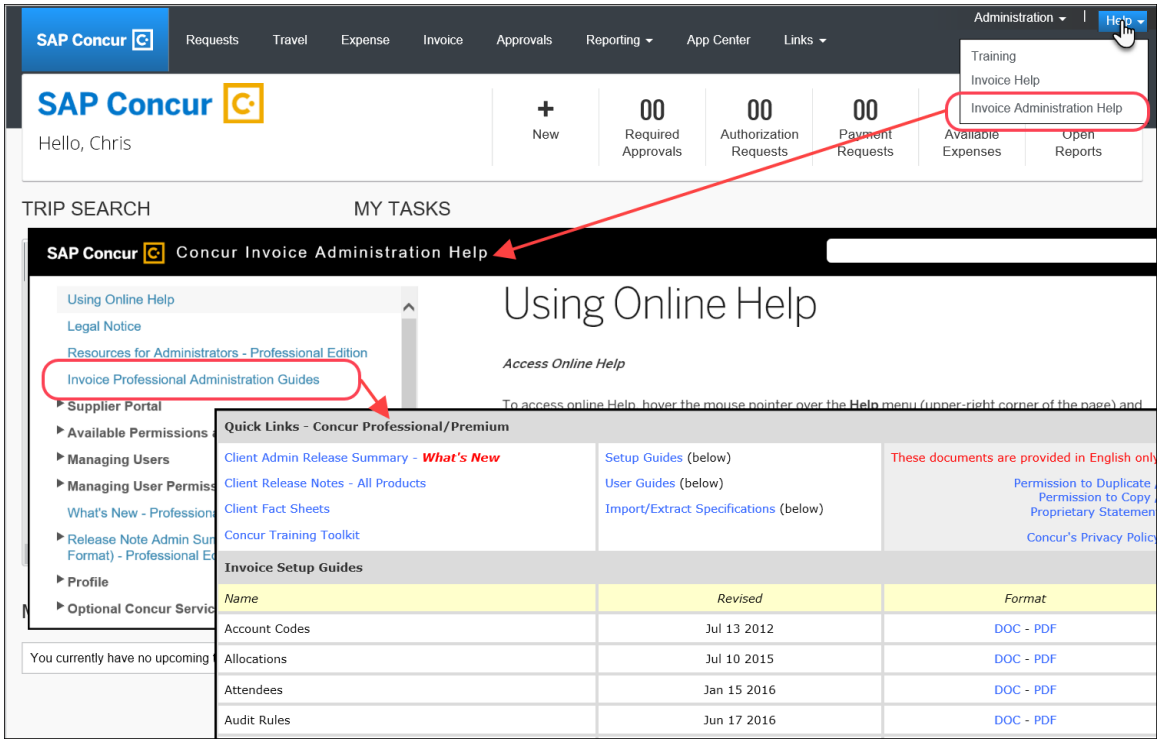
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

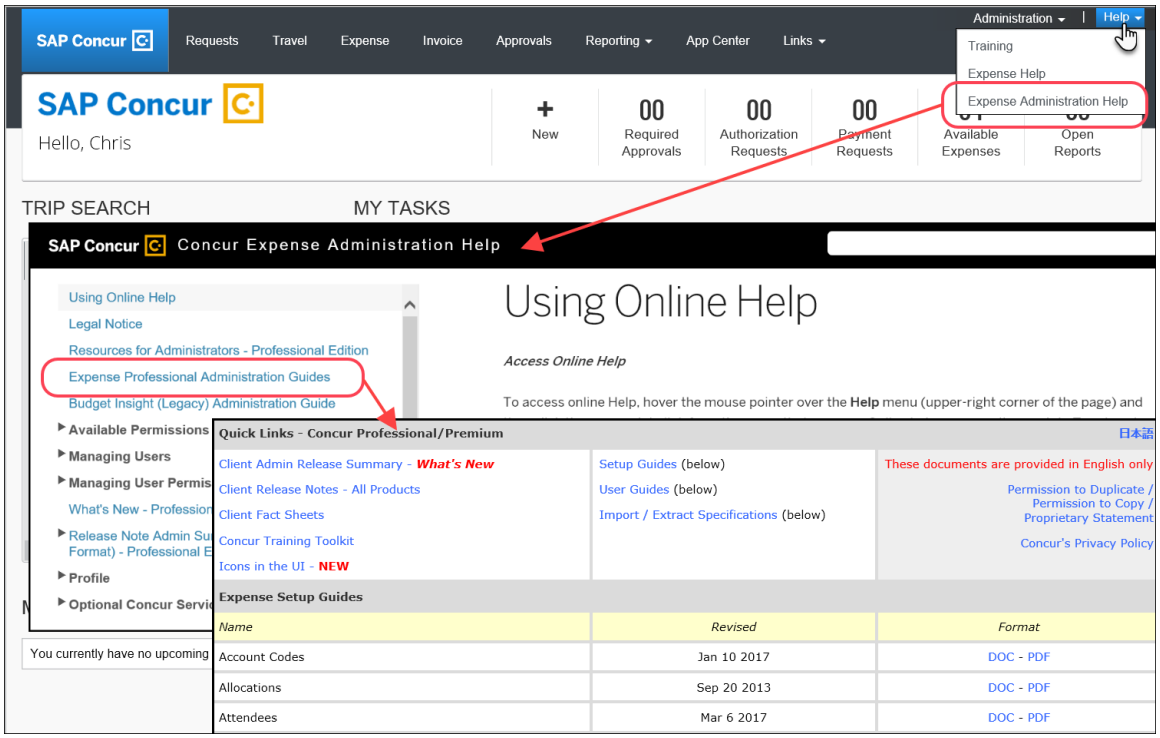
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

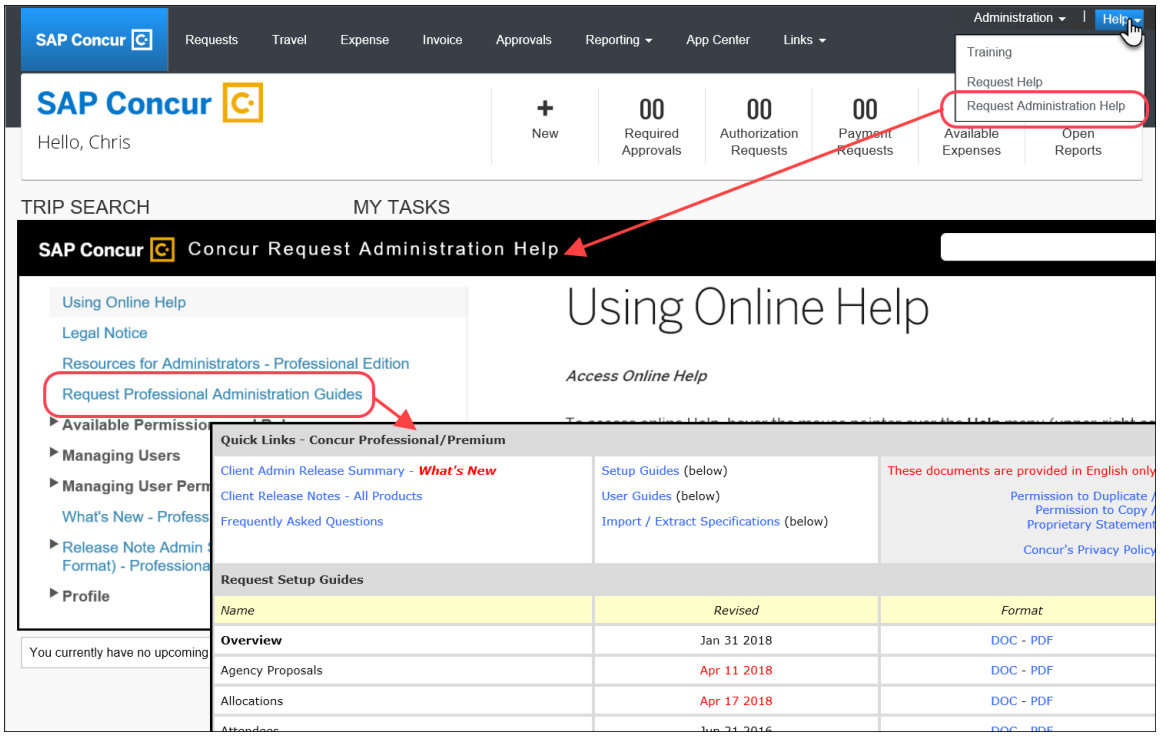
Invoice Administration Help



Expense Administration Help



Request Administration Help

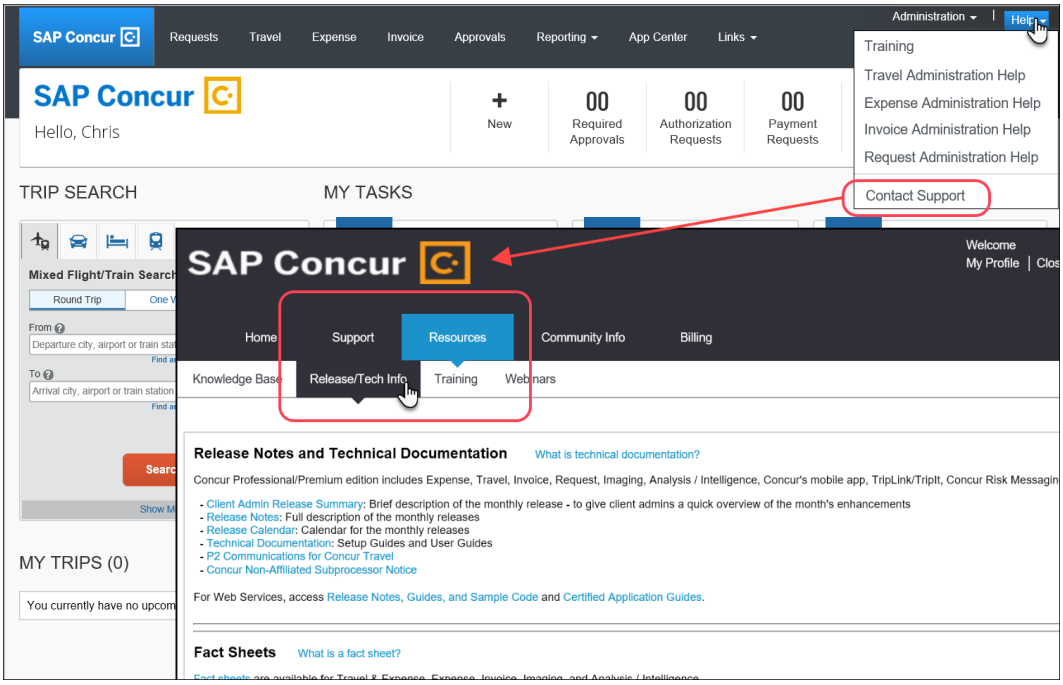


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes **Budget for Standard** Includes: Concur Expense, Concur Invoice, and Concur Request	
Month	**Audience**
Release Date: July 20, 2019 Initial Post: Friday, July 19, 8:15 AM PT	SAP Concur Client – FINAL

Contents

Release Notes 2

General 2

July 2019 Release Cancelled 2

Release Notes

General

July 2019 Release Cancelled

The July 2019 release is cancelled. The next release is scheduled for August 2019.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: August 17, 2019 Initial Post: Friday, August 16, 1:30 PM PT	SAP Concur Client – FINAL

Contents

Release Notes 1

All Products 1

File Extension Change to Exports in Budget 1

FTP Updates: Source IP Checking (EMEA) 1

Shared Planned Changes Release Notes Consolidated 1

SAP Concur Support: Screen Sharing for Authorized Support Contacts 2

Company Administration: Use of HTML Is Deprecated From the Company Info Headline Field 4

Updates for Concur Open and Personalized Concur Open 6

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service 9

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List 11

Planned Changes 12

All Products 12

Planned Changes Workflow Steps Renamed – STATUS UPDATE 12

Planned Changes Budget v4 API Available Soon Available 12

Client Notifications 14

Subprocessors 14

SAP Concur Non-Affiliated Subprocessors Notice 14

Browser Certifications 14

Monthly Browser Certifications and Supported Configurations 14

Additional Release Notes and Other Technical Documentation 15

Online Help – Admins 15

SAP Concur Support Portal – Selected Users.....17

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

File Extension Change to Exports in Budget

Overview

The Send to Excel feature of budget item lists and the export function from the Budget Dashboard will now use the .xlsx file extension for created excel files, which support up to one million rows.

This enhancement applies to all locations in Budget where clients can export and download files, such as in Budget Items and in the Budget Dashboard.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement will make it easier for clients who work with many spend and budget items (65K+), because they will be able to successfully complete the send to excel action with the .xlsx file extension.

Configuration / Feature Activation

The feature is automatically enabled; no additional configuration or activation steps required.

FTP Updates: Source IP Checking (EMEA)

This feature is no longer targeted for the current release. This release note has been moved to the *Shared Planned Changes* release notes.

Shared Planned Changes Release Notes Consolidated

Overview

With this release, SAP Concur has consolidated the shared Planned Changes release notes into one document, instead of having the Planned Changes information repeated in several sets of release notes.

This consolidated Planned Change information is provided ***in addition to*** the product-specific Planned Changes release notes. For example, if a planned change applies only to Travel, it will only be available in the Travel release notes. So, users

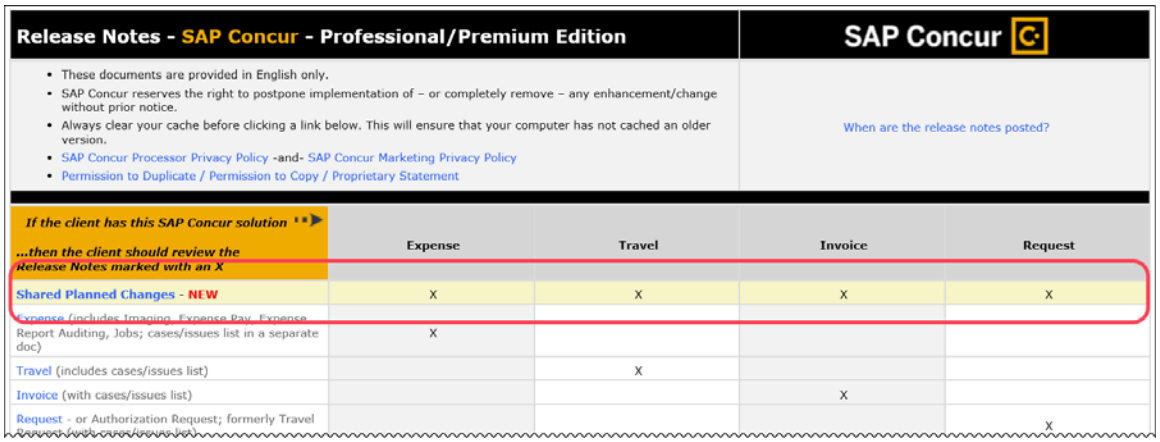
are encouraged to read the product-specific release notes as well as the Shared Planned Changes.

BUSINESS PURPOSE / CLIENT BENEFIT

This change allows users to find shared Planned Changes release notes in one place. It also makes it easier for clients to keep track of updates to the Planned Changes release notes.

What the User Sees

Users can access the new shared Planned Changes release notes document on the *SAP Concur Professional Release Notes* landing page.



Release Notes - SAP Concur - Professional/Premium Edition | **SAP Concur**

- These documents are provided in English only.
- SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change without prior notice.
- Always clear your cache before clicking a link below. This will ensure that your computer has not cached an older version.
- SAP Concur Processor Privacy Policy -and- SAP Concur Marketing Privacy Policy
- Permission to Duplicate / Permission to Copy / Proprietary Statement

When are the release notes posted?

If the client has this SAP Concur solution ...then the client should review the Release Notes marked with an X	Expense	Travel	Invoice	Request
Shared Planned Changes - NEW	X	X	X	X
Expense (includes Imaging, Expense Pay, Expense Report Auditing, Jobs; cases/issues list in a separate doc)	X			
Travel (includes cases/issues list)		X		
Invoice (with cases/issues list)			X	
Request - or Authorization Request; formerly Travel Request (with cases/issues list)				X

Configuration / Feature Activation

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

SAP Concur Support: Screen Sharing for Authorized Support Contacts

Overview

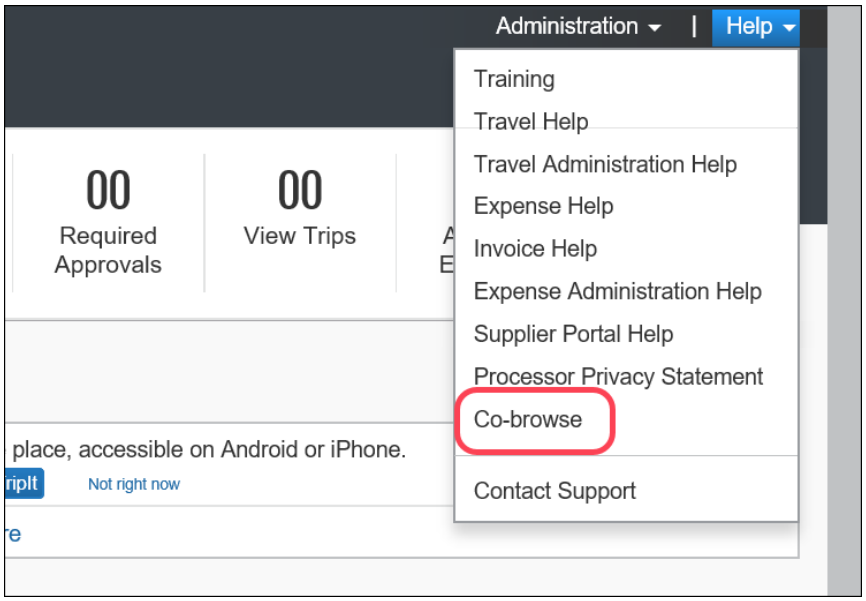
SAP Concur support is implementing the Co-browse feature, a screen-share application that is available to all clients with Authorized Support Contacts (ASCs).

BUSINESS PURPOSE / CLIENT BENEFIT

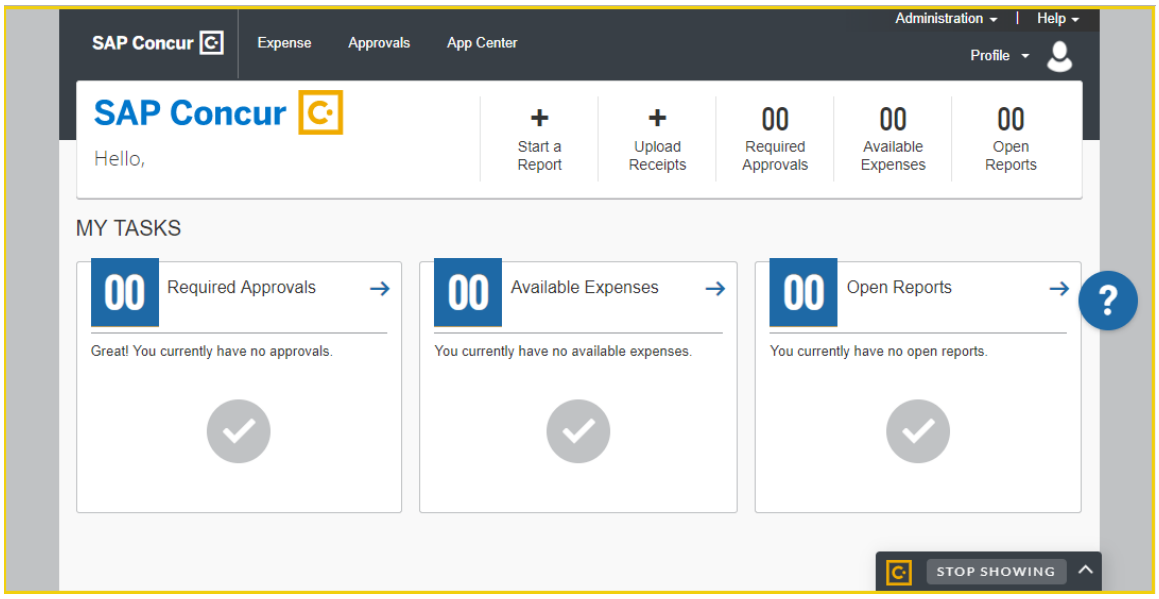
Screen sharing often makes a problem easier to describe, easier to understand, and quicker to resolve – saving time for ASCs and SAP Concur support.

How it Works

While the new feature is being phased in, ASCs may see the new **Co-browse** option on their **Help** menu.



Once the feature is fully implemented, if an ASC contacts SAP Concur support and if SAP Concur support believes a screen sharing session could be helpful, SAP Concur support will invite the ASC to click the link and share their screen. The pages shared with SAP Concur support will have a yellow border, clearly indicating to the ASC that they are sharing the screen.



The Co-browse feature allows SAP Concur support to see the concursolutions.com web page on the ASC's computer but no other webpage or application that is running on the ASC's computer. The ASC can stop sharing the screen at any time.

Note the following:

- If the ASC clicks the **Co-browse** link but is ***not*** on a call (or live chat) with SAP Concur support, there is no screen sharing. The process works only when the ASC and SAP Concur support are working together and the ASC provides permission.
- There is no way for SAP Concur support to access the ASC's screen without the ASC's permission.
- SAP Concur support cannot control the ASC's screen – Co-browse provides view-only access.
- SAP Concur support cannot see, collect, or record any personal information like passwords, credit cards, or passport details.
- SAP Concur support does not record the screen-sharing sessions.
- If the ASC clicks the **Co-browse** link before full implementation, SAP Concur support will inform the ASC that the feature is not yet available.

Configuration / Feature Activation

The feature is automatically enabled for ASCs. There are no additional configuration or activation steps.

Company Administration: Use of HTML Is Deprecated From the Company Info Headline Field

Overview

When configuring messages that appear to users in the **Company Notes** section of the home page, the use of HTML tags in the **Headline** field is no longer supported. HTML tags added to the **Headline** field will display as plain text in the **Company Notes** section of the home page. In addition, URLs in the **Headline** field are no longer automatically converted into live links.

The following functionality is not impacted by this change:

- The current functionality of the **Company Info** field
- The current functionality of the Concur Travel-specific configuration for notes
- The current functionality of the **URL** field; Text in the **Headline** field will display as a clickable link in the **Company Notes** section of the home page if a URL is entered in the **URL** field.

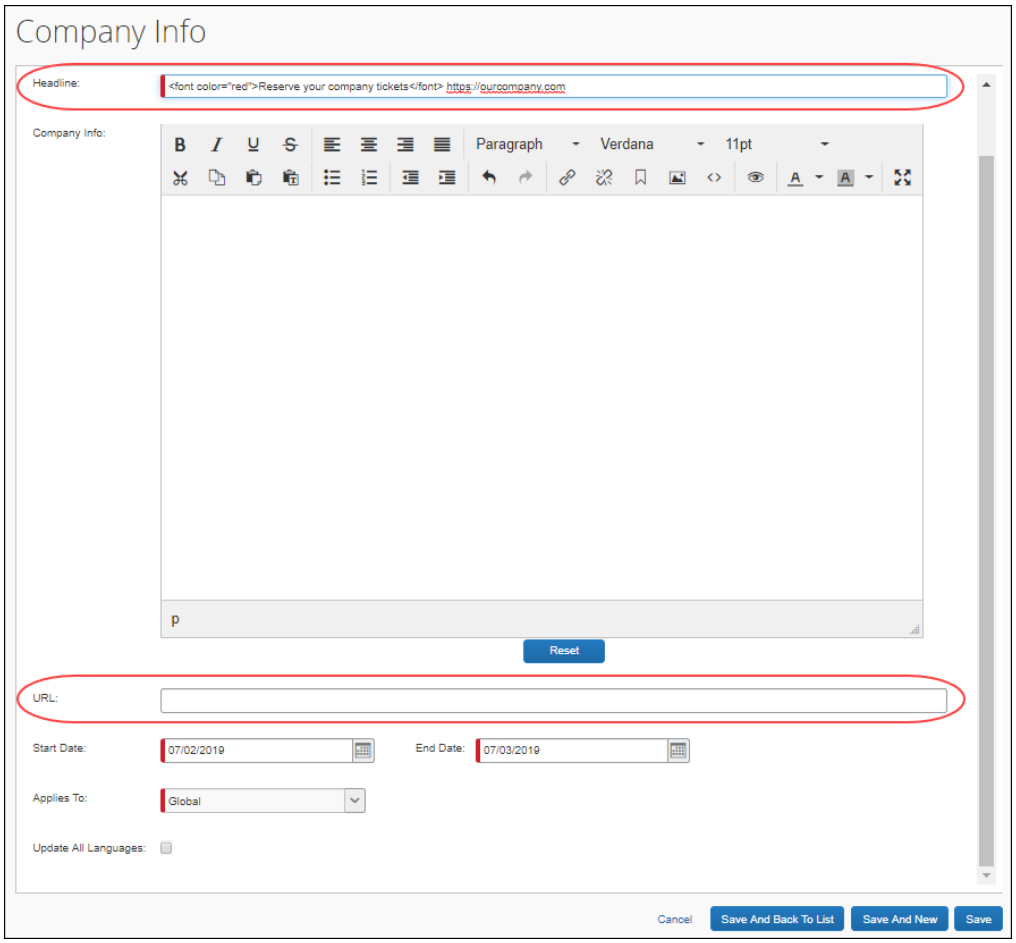
NOTE: Pre-existing company notes containing HTML tags will continue to honor the HTML tags and will have clickable links; however, if the configuration is updated, the updated configuration will be subject to the new restrictions.

BUSINESS PURPOSE / CLIENT BENEFIT

This change provides greater security for company data.

What the Admin Sees

HTML tags in the company info **Heading** field display as plain text in the **Company Notes** section on the home page. This includes hyperlinks.

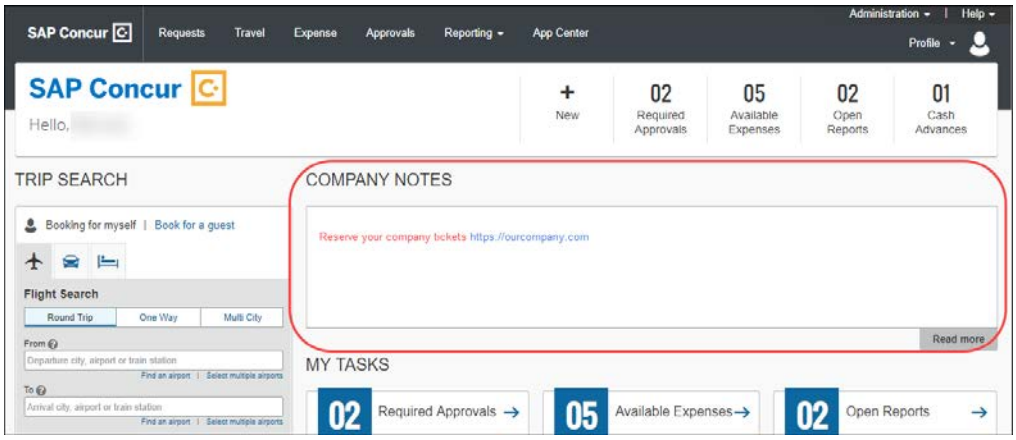


What the User Sees

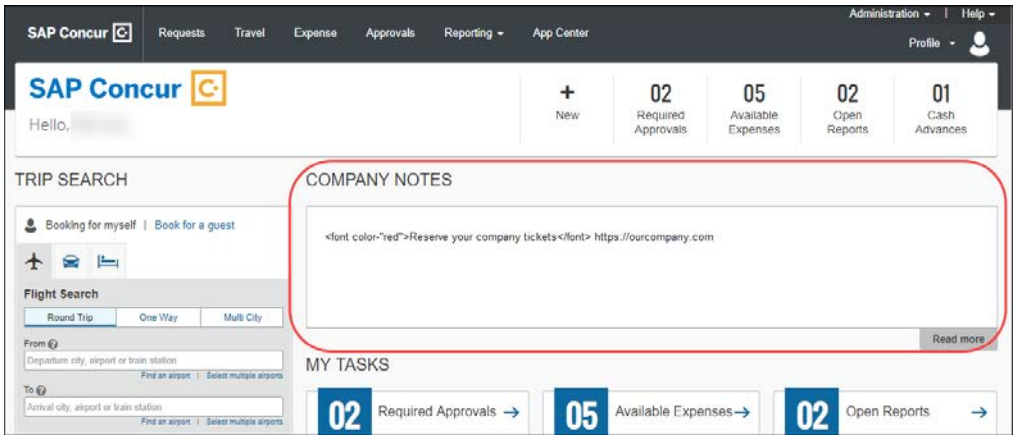
If HTML tags have been entered in the headline field during configuration, the user sees the HTML tags and any other text as plain text.

NOTE: If a URL has been added to the URL field during configuration of the company info, all of the headline text displays as a link to that URL.

Before Example



After Example



NOTE: This example shows how the heading text displays if no URL is entered into the **URL** field during configuration.

Configuration / Feature Activation

The change is automatically enforced; there are no configuration or activation steps.

For more information, refer to the *Shared: Company Info User Guide.*

Updates for Concur Open and Personalized Concur Open

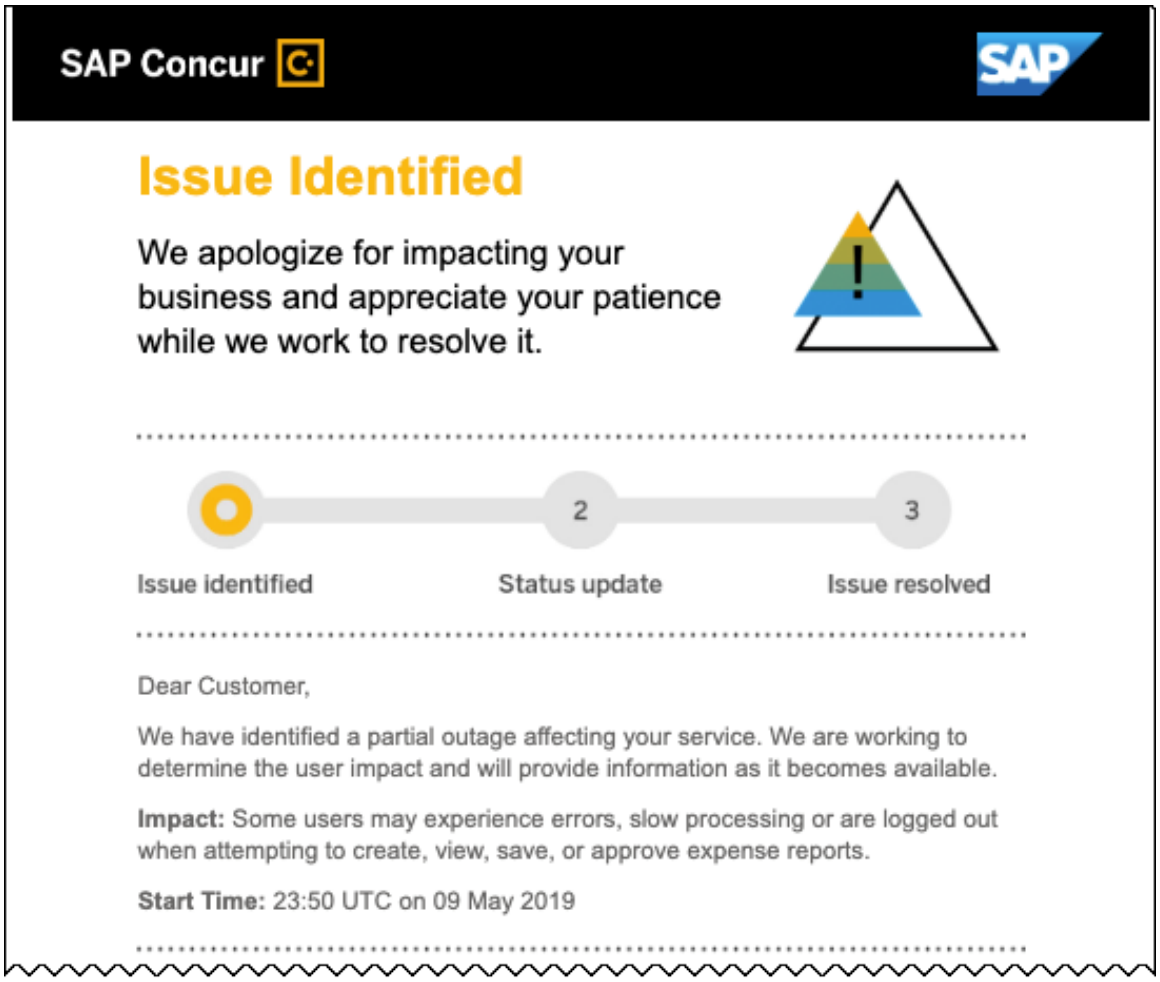
Overview

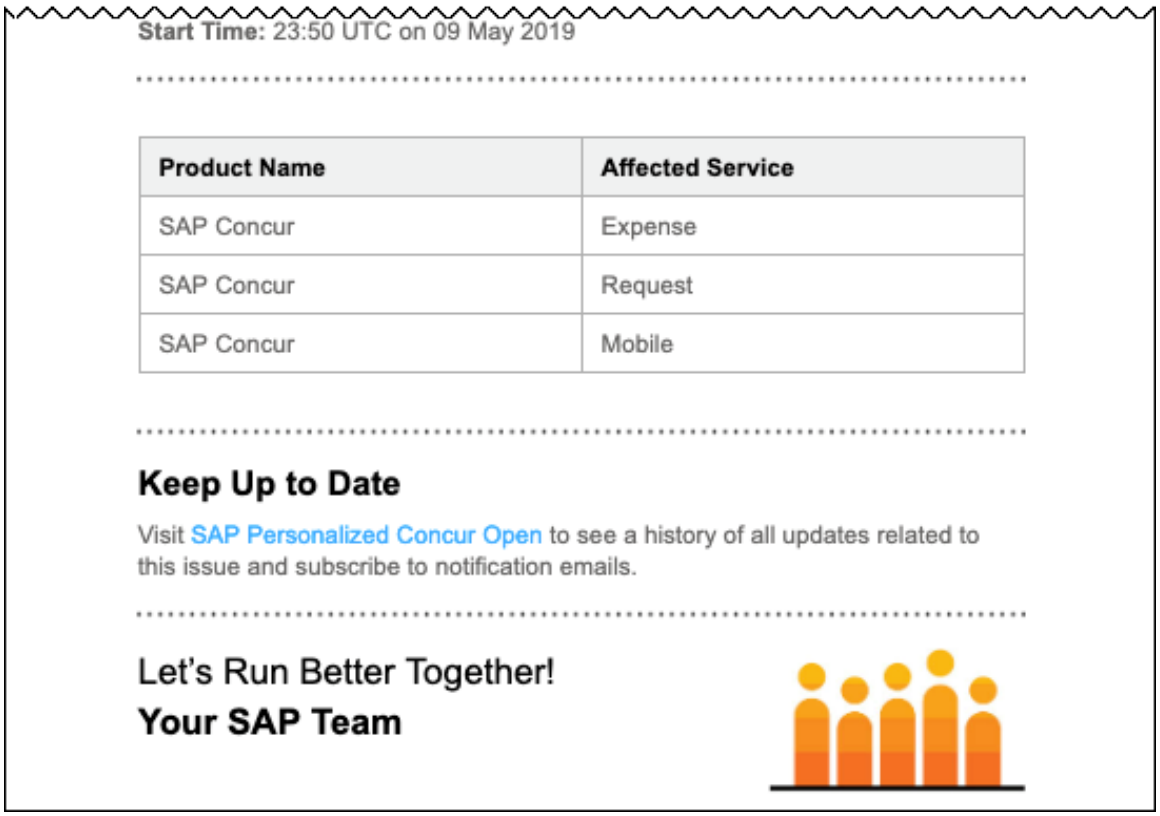
Over the next several weeks, users will see several enhancements to Concur Open and Personalized Concur Open.

What the User Sees

SUBSCRIBER EMAIL (CONCUR OPEN AND PERSONALIZED CONCUR OPEN)

The email sent to subscribers has been rebranded and styled to match the SAP experience while displaying an easier-to-read content layout. The content of the subscriber email has not changed, but the look-and-feel and the headings have been updated.





Start Time: 23:50 UTC on 09 May 2019

Product Name	Affected Service
SAP Concur	Expense
SAP Concur	Request
SAP Concur	Mobile

Keep Up to Date

Visit SAP Personalized Concur Open to see a history of all updates related to this issue and subscribe to notification emails.

Let's Run Better Together!
Your SAP Team

The current and new headings are:

Current Heading	New Heading
Initial Impact Assessment	Issue Identified
Confirmed Impact	Status Update
Update	
Resolved	Issue Resolved
After the Fact	Issue Identified and Resolved

NOTE: Just as before, subscriber email for Concur Open and Personalized Concur Open are provided in English only.

SERVICE STATUS DASHBOARD (CONCUR OPEN AND PERSONALIZED CONCUR OPEN)

When a user clicks the red or partial red dot to view status information on the **Service Status Dashboard** page, the information appears just as before but the headings have been updated to match the new subscriber email (as shown in the table above).

SERVICE STATUS HISTORY DASHBOARD (PERSONALIZED CONCUR OPEN)

Just as before, the link in the lower-left corner of the Personalized Concur Open **Service Status Dashboard** page provides access to the **Service Status History Dashboard** page. On that page:

- The current column heading of **Detailed RCA** has been changed to **Root Cause Analysis**.
- A link to view the Root Cause Analysis report for each P1 will appear in the **Root Cause Analysis** column.

Configuration / Feature Activation

These enhancements will be automatically available. There are no additional configuration or activation steps.

Ongoing Deprecation of HMAC Initiates Migration to SSO Self-Service

Information First published	Information Last Modified	Feature Target Release Date
July 12, 2019	—	Phase I: July 2019 Phase II: July 2020

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

Overview

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

Clients currently using HMAC are encouraged to migrate to the SSO self-service tool as soon as it is released. The new SSO self-service tool will be offered as a free feature to all clients. The new SSO self-service tool allows multiple portals (Identity Providers) to be added.

The HMAC deprecation process includes two phases:

Phase I:

- Clients need to have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients begin testing the new SSO self-service tool. Testing can begin as soon as July 2019 if preparation steps have been met. (See below for more information.)
- Clients prepare for onboarding new clients using the new SSO self-service tool, which is targeted to release in September 2019.

- As of November 1, 2019, no new clients will be onboarded using HMAC. New clients will be onboarded using the new SSO self-service tool.
- Existing clients using HMAC need to be migrated using the new SSO self-service tool.

Phase II:

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

BUSINESS PURPOSE / CLIENT BENEFIT

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

Important – Migration for TMCs

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

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

To prepare for Phase I of the HMAC deprecation:

- TMCs first need to support SAML 2.0. TMCs must contract for or develop their SAML 2.0 solution. TMCs must have an Identity Provider (IdP).
- Once support for SAML 2.0 is complete, TMCs that require more information can open a case with SAP Concur support. The new SSO self-service tool will be offered as a free feature to all clients. TMCs do not need to use the online order form to request setup.

Important – Migration for Legacy HMAC Clients

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

To prepare for Phase I of the HMAC deprecation:

- Clients must have an Identity Provider (IdP) or a custom SAML 2.0 solution.
- Clients can configure the SSO self-service tool as soon as it is released.

More Information



For more information, refer to the *Authentication | **Planned Changes** Single Sign-On (SSO) Self-Service Option Coming to SAP Concur* release note in the *Shared Planned Changes* release notes.

Ongoing Email Infrastructure Change - Add IP Addresses to Safe Send List

Information First published	Information Last Modified	Feature Target Release Date
—	—	—

Overview

SAP Concur is transitioning to a new email infrastructure for outbound email from our services to SAP Concur users. Because of this, companies who filter inbound email based on the sending IP address ***must*** add new IP addresses to their Safe Sender list to ensure that their users receive email from SAP Concur.

IMPORTANT: All Services Will Soon Be Affected

Initially, the issue described here affected only companies that use Concur Expense. Starting in January, email from other SAP Concur services (such as Concur Travel and Concur Pay) will move to the new email infrastructure.

We will continue to add other services. Please monitor the release notes for more information about the timing of the additional changes.

NOTE: Remember, this change affects only companies that filter incoming email based on IP addresses.

Configuration / Feature Activation

The new IP addresses are not published publicly but they are available by contacting SAP Concur support. If your company uses Concur Expense and if your company filters incoming email based on IP address, please work with your email server management team to ensure that all required Safe Sender lists for IP addresses are updated so that your users continue to receive SAP Concur email without interruption.

Planned Changes

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

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

All Products

Planned Changes Workflow Steps Renamed – STATUS UPDATE

Information First published	Information Last Modified	Feature Target Release Date
May 31, 2019	July 3, 2019	Not applicable

SAP Concur is currently in the process of re-evaluating this change. With the next release, this information will be removed. If this change is again considered, information will appear in the release notes document.

Planned Changes Budget v4 API Available Soon Available

Information First published	Information Last Modified	Feature Target Release Date
June 8, 2019	—	Q3 2019

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.
- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE / CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur.

📖 For more information, refer to the SAP Concur Developer Portal.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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



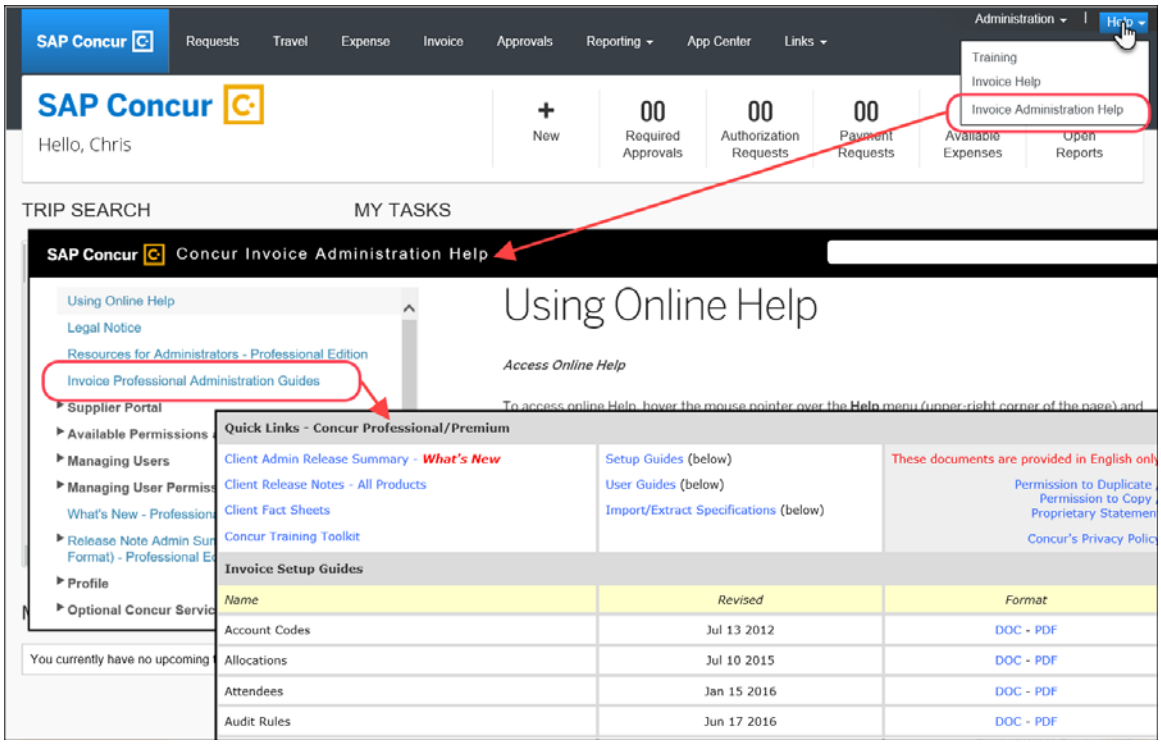
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

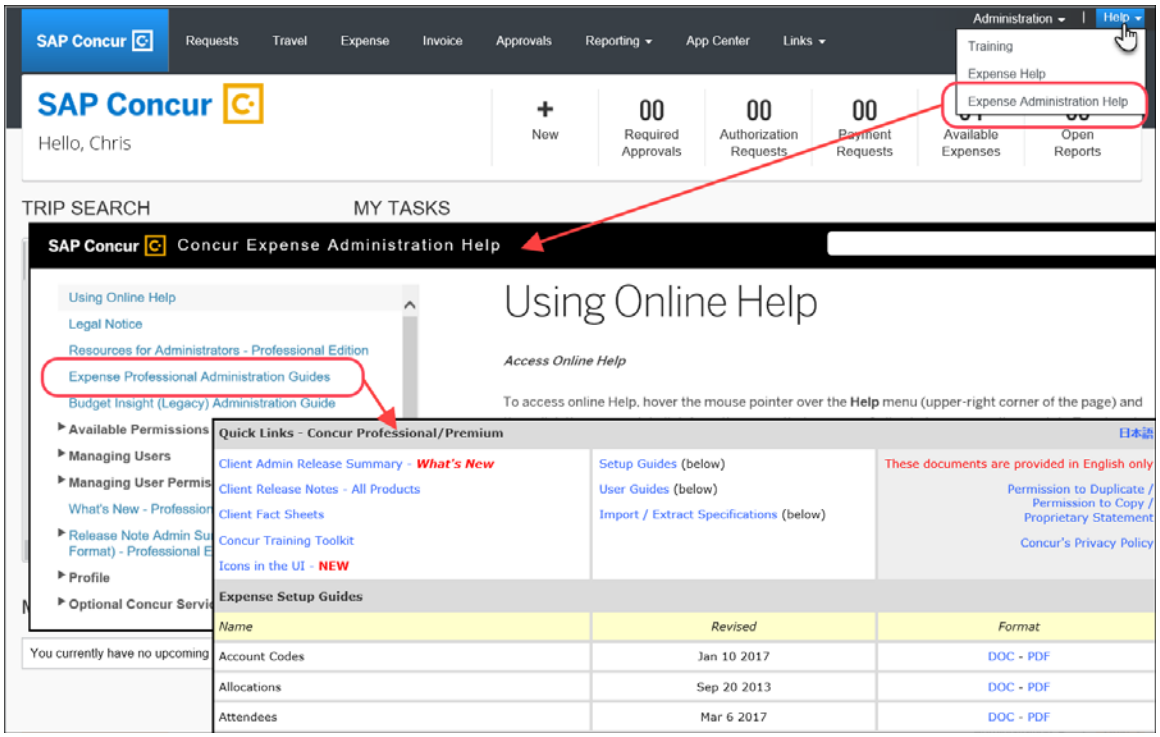
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

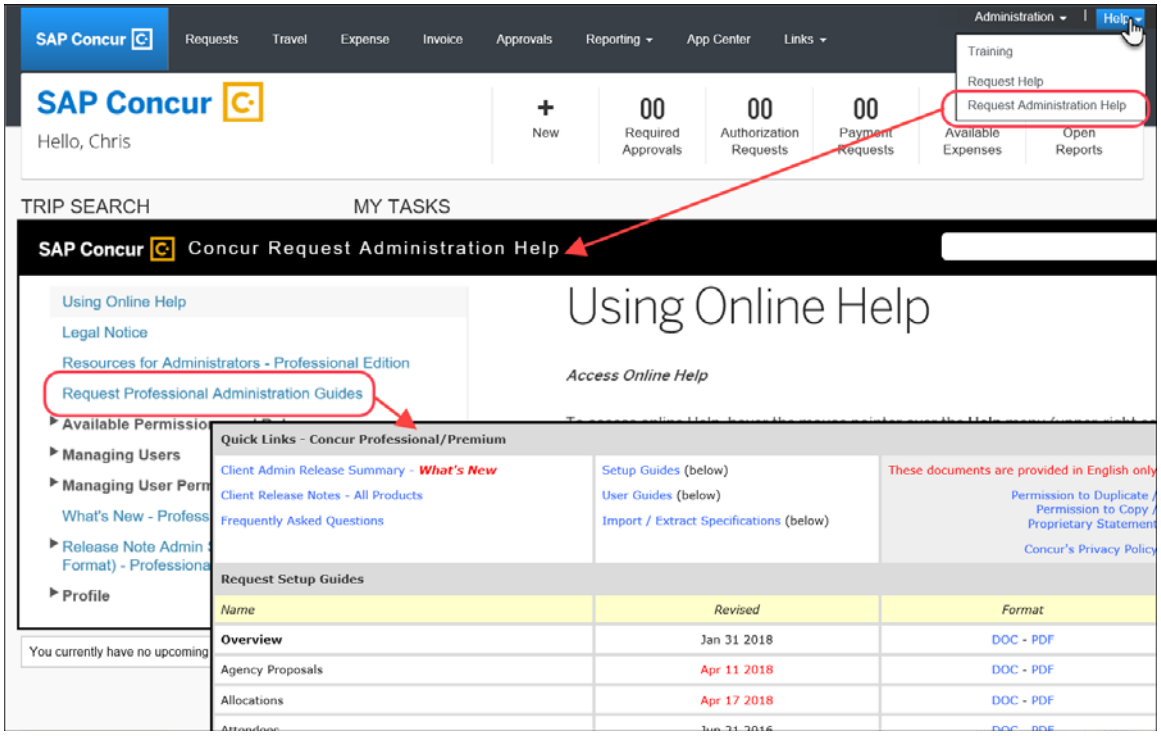
Invoice Administration Help



Expense Administration Help



Request Administration Help

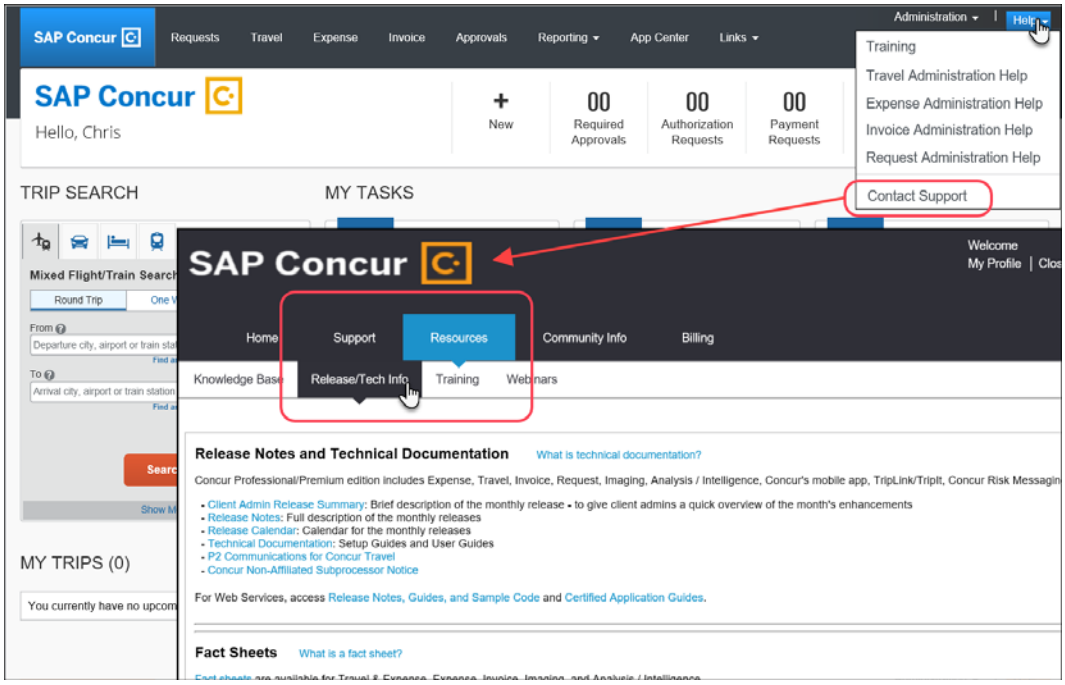


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes **Budget for Professional/Premium** Includes: Concur Expense, Concur Invoice, and Concur Request	
Month	**Audience**
Release Date: September 21, 2019 Initial Post: Friday, September 20, 12:00 PM PT	SAP Concur Client – FINAL

Contents

Release Notes 1

Expense 1

Export Behavior Change in Budget Dashboard When Do Not Show Unsubmitted Expense Amounts Option Selected (Enabled) 1

Planned Changes 2

All Products 2

Planned Changes Budget v4 API Soon Available 2

Client Notifications 4

Subprocessors 4

SAP Concur Non-Affiliated Subprocessors Notice 4

Browser Certifications 4

Monthly Browser Certifications and Supported Configurations 4

Additional Release Notes and Other Technical Documentation 5

Online Help – Admins 5

SAP Concur Support Portal – Selected Users 7

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

Expense

Export Behavior Change in Budget Dashboard When Do Not Show Unsubmitted Expense Amounts Option Selected (Enabled)

Overview

If an admin has selected (enabled) the **Do not show unsubmitted Expense amounts** option in the **Show unsubmitted expenses** setting in Budget Settings, unsubmitted items will not appear in the export performed from the Budget Dashboard. Previously, this behavior was not the case.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement will honor the **Do not show unsubmitted Expense amounts** option and thereby not show unsubmitted expense amounts in the export.

Configuration / Feature Activation

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

Planned Changes

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

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

All Products

Planned Changes Budget v4 API Soon Available

Information First published	Information Last Modified	Feature Target Release Date
June 8, 2019	—	Q3 2019

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.
- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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

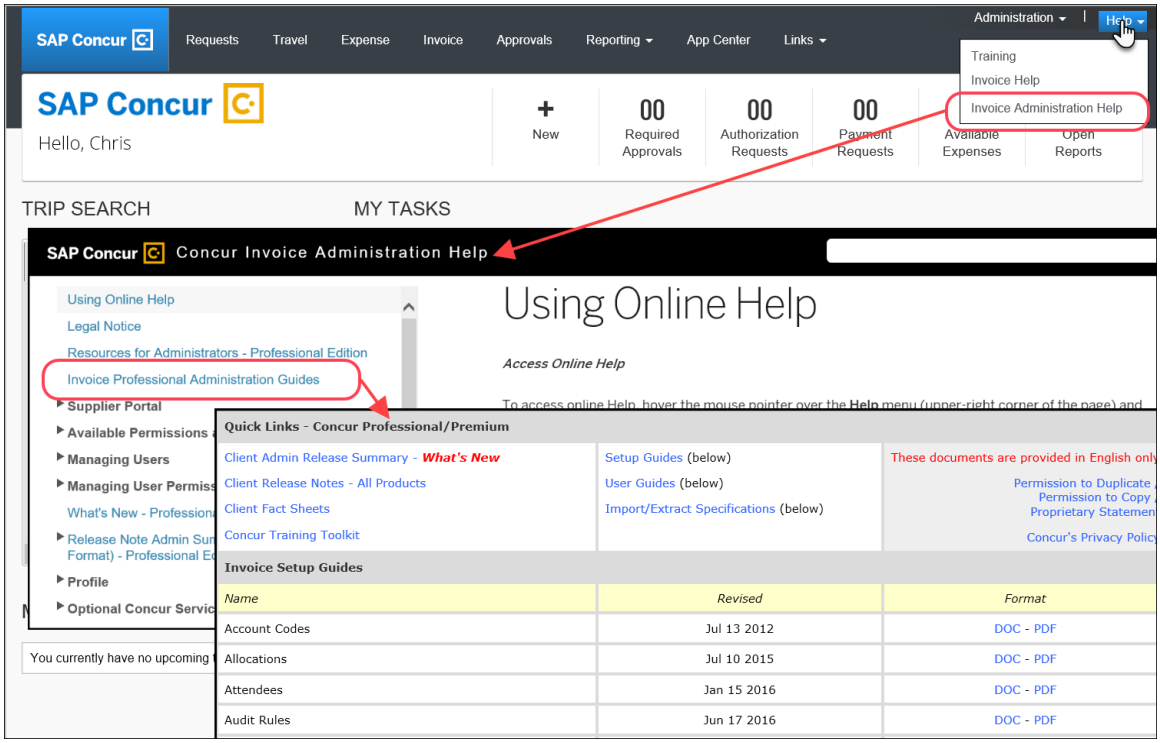
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

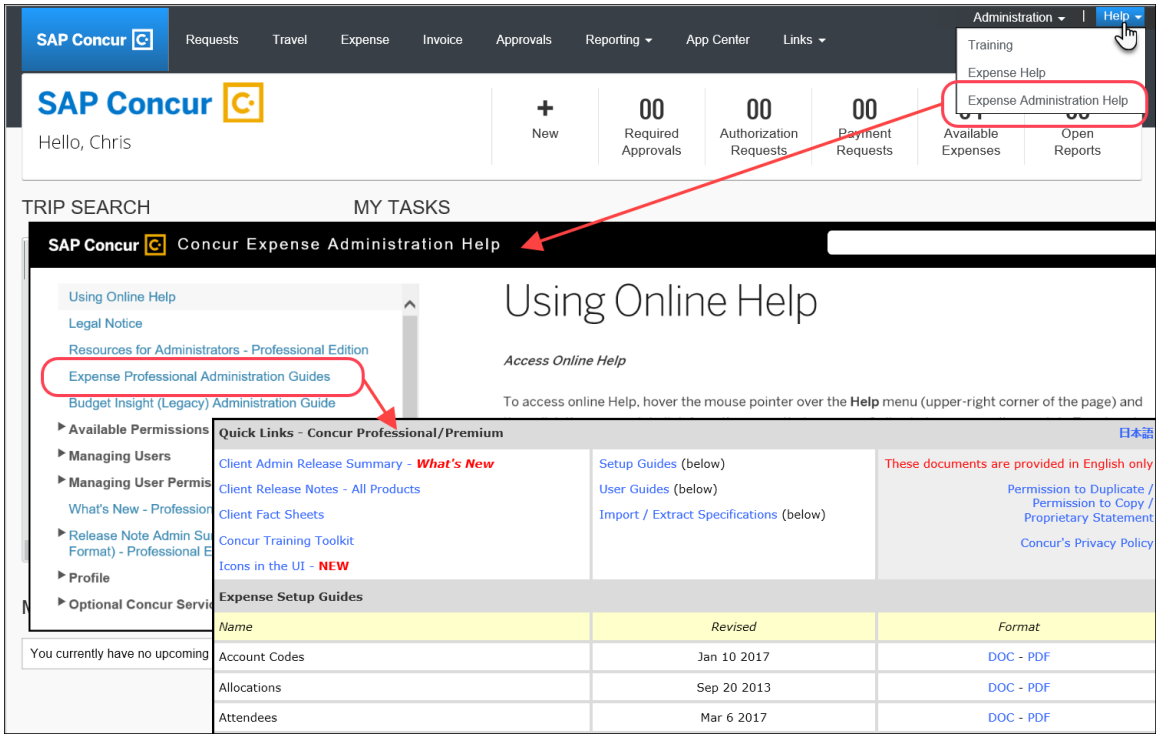
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

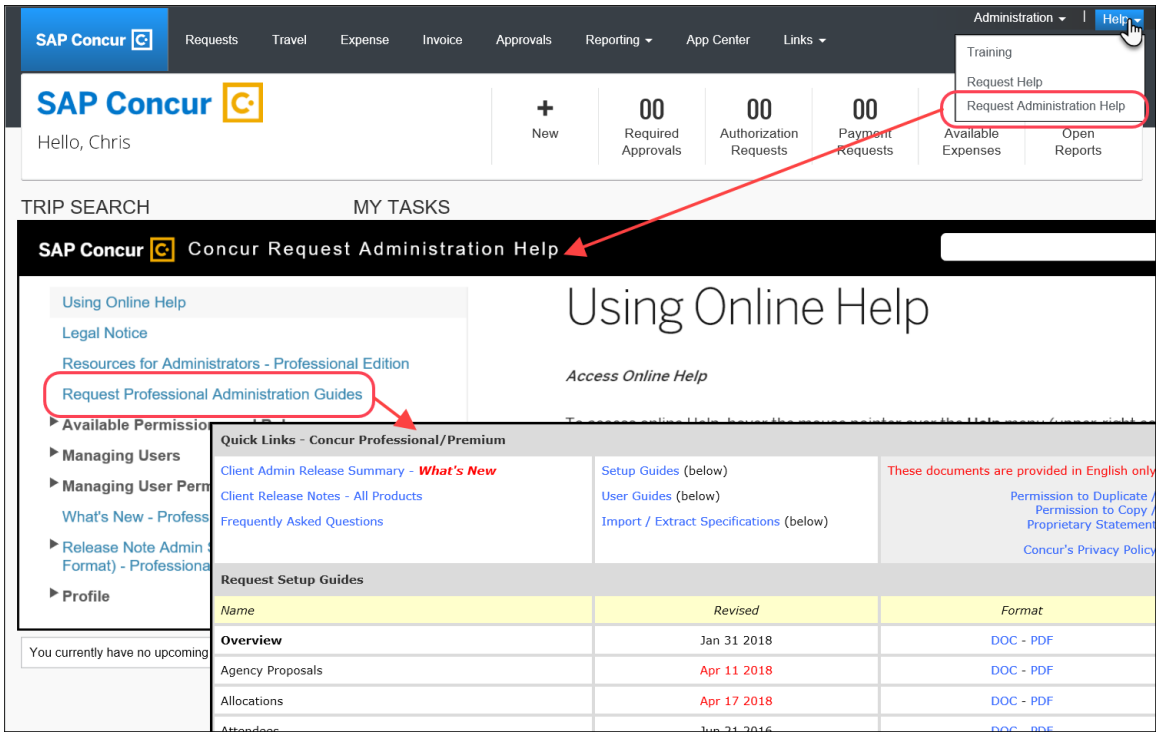
Invoice Administration Help



Expense Administration Help



Request Administration Help

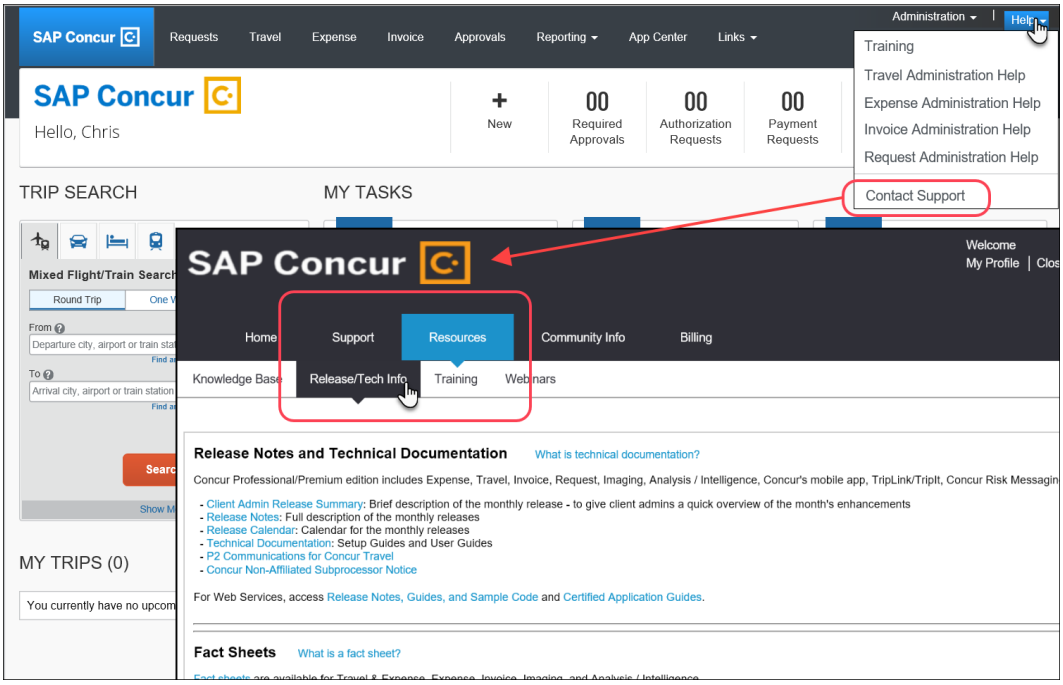


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes **Budget for Professional/Premium** Includes: Concur Expense, Concur Invoice, and Concur Request	
Month	**Audience**
Release Date: Oct 12, 2019 Initial Post: Thursday, Oct 3, 8:15 AM PT	SAP Concur Client – FINAL

Contents

Release Notes ii

General ii

October 2019 Release Cancelled ii

Release Notes

General

October 2019 Release Cancelled

The October 2019 release is cancelled. The next release is scheduled for November 2019.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: November 9, 2019 Initial Post: Friday, November 8, 11:00 AM PT	SAP Concur Internal FINAL

Contents

Release Notes 1

All Products 1

Budget Approver / Manager Role Behavior Change to Align With Regular Approver Role 1

Planned Changes 2

All Products 2

Planned Changes Budget v4 API Soon Available 2

Client Notifications 4

Subprocessors 4

SAP Concur Non-Affiliated Subprocessors Notice 4

Browser Certifications 4

Monthly Browser Certifications and Supported Configurations 4

Additional Release Notes and Other Technical Documentation 5

Online Help – Admins 5

SAP Concur Support Portal – Selected Users 7

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Approver / Manager Role Behavior Change to Align With Regular Approver Role

Overview

The Budget Approver / Manager role behavior is changed to align with the regular approver role. This means that users with the Budget Approver / Manager role will have the same access rights to spend item fields as regular approvers. Previously, budget approvers could not edit fields, which were grayed out, whereas now, if configured, budget approvers can edit fields.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides consistency between approver roles across products.

What the User Sees

If admins have configured fields to be modifiable, budget approvers will be able to edit these fields.

Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Planned Changes

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

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

All Products

Planned Changes Budget v4 API Soon Available

Information First published	Information Last Modified	Feature Target Release Date
June 8, 2019	—	Q3 2019

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.
- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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



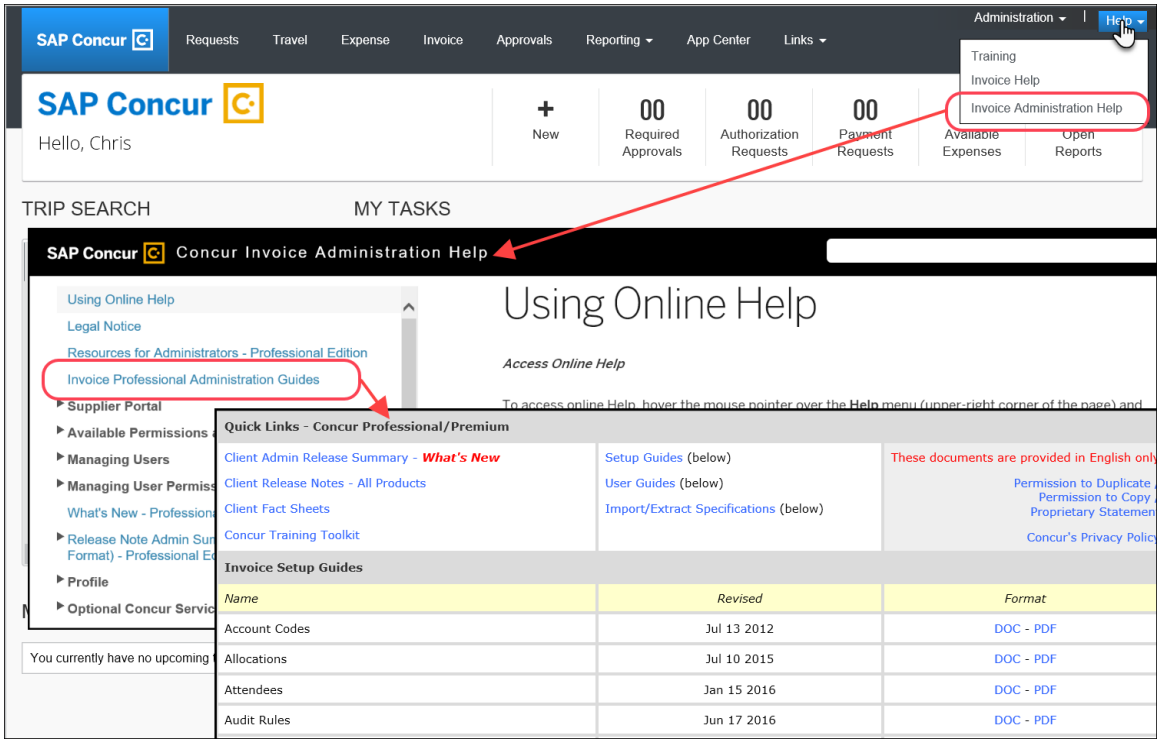
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

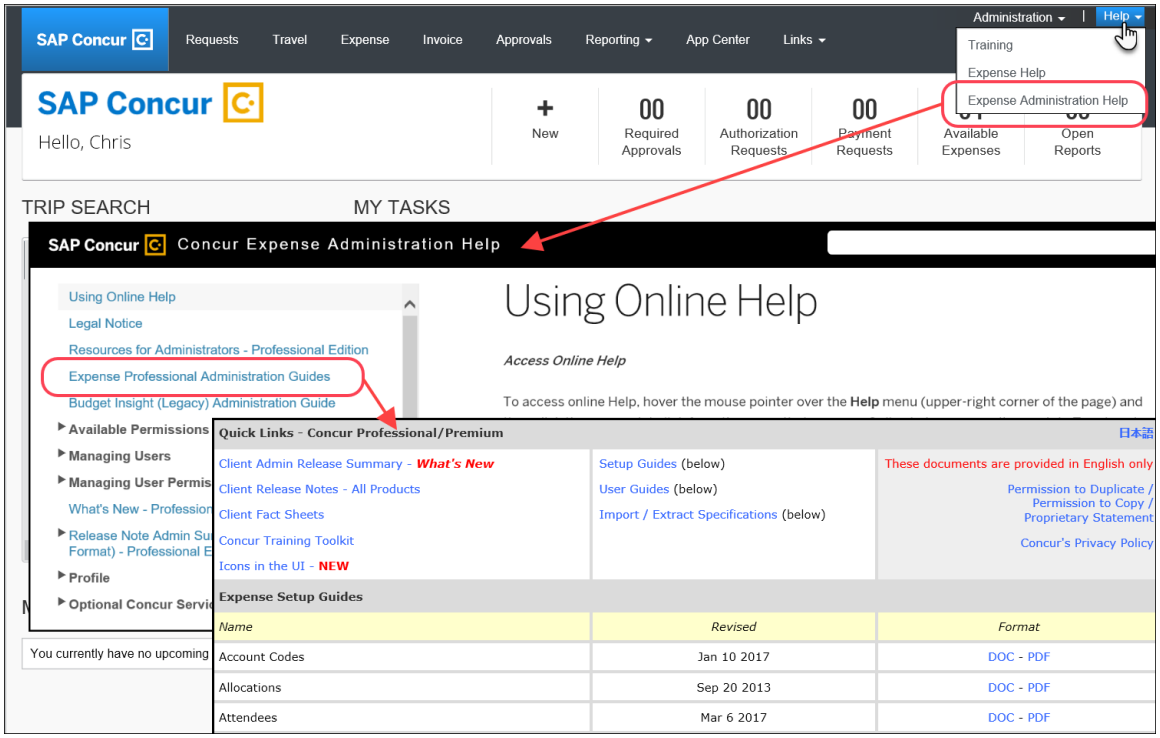
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

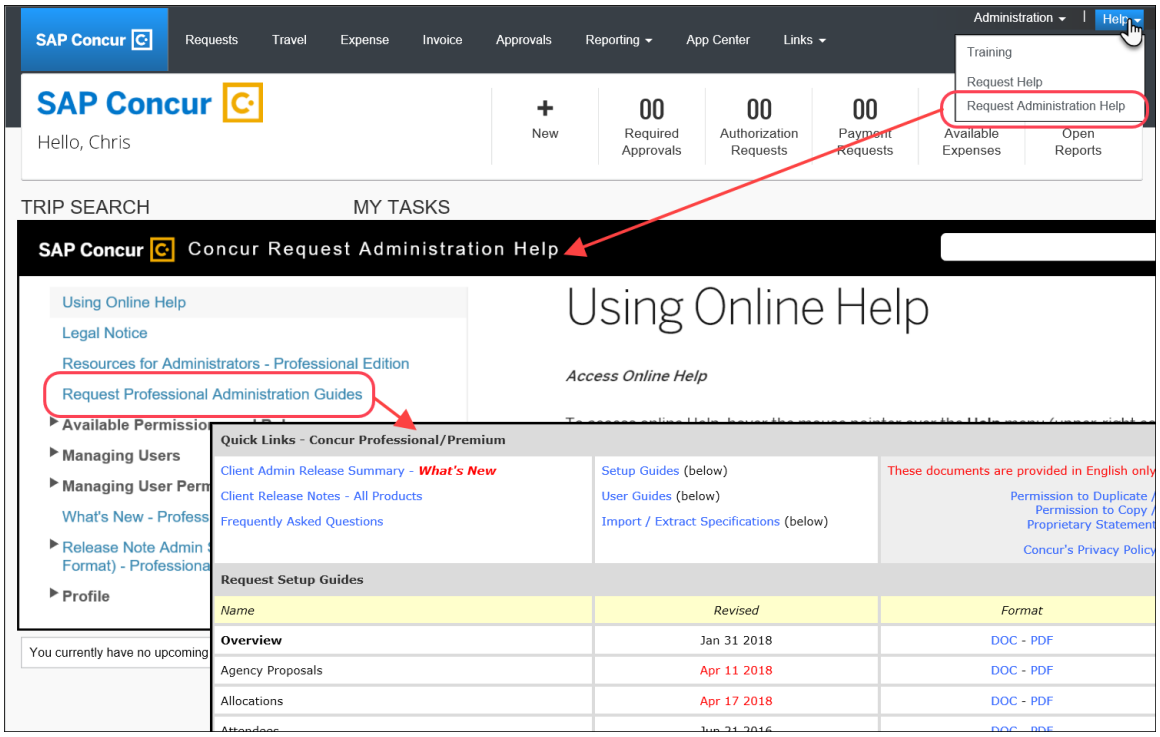
Invoice Administration Help



Expense Administration Help



Request Administration Help

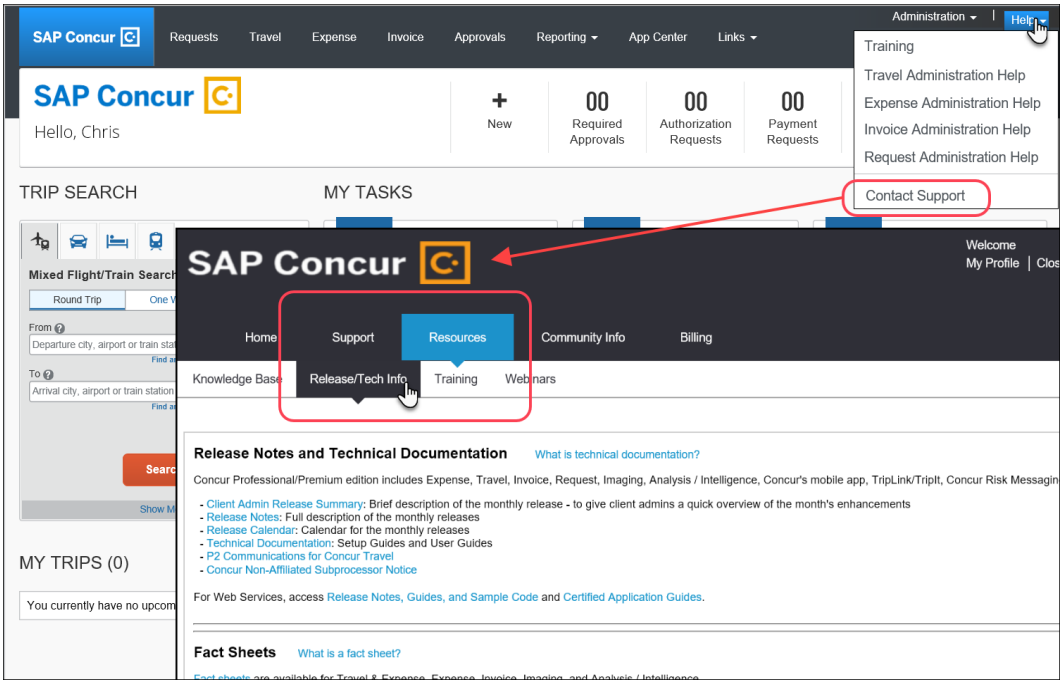


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: November 9, 2019 Initial Post: Friday, November 8, 11:00 AM PT	SAP Concur Client FINAL

Contents

Release Notes 1

All Products 1

Budget Approver / Manager Role Behavior Change to Align With Regular Approver Role 1

Planned Changes 2

All Products 2

Planned Changes Budget v4 API Soon Available 2

Client Notifications 4

Subprocessors 4

SAP Concur Non-Affiliated Subprocessors Notice 4

Browser Certifications 4

Monthly Browser Certifications and Supported Configurations 4

Additional Release Notes and Other Technical Documentation 5

Online Help – Admins 5

SAP Concur Support Portal – Selected Users 7

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Approver / Manager Role Behavior Change to Align With Regular Approver Role

Overview

The Budget Approver / Manager role behavior is changed to align with the regular approver role. This means that users with the Budget Approver / Manager role will have the same access rights to spend item fields as regular approvers. Previously, budget approvers could not edit fields, which were grayed out, whereas now, if configured, budget approvers can edit fields.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides consistency between approver roles across products.

What the User Sees

If admins have configured fields to be modifiable, budget approvers will be able to edit these fields.

Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Planned Changes

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

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

All Products

Planned Changes Budget v4 API Soon Available

Information First published	Information Last Modified	Feature Target Release Date
June 8, 2019	—	Q3 2019

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.
- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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

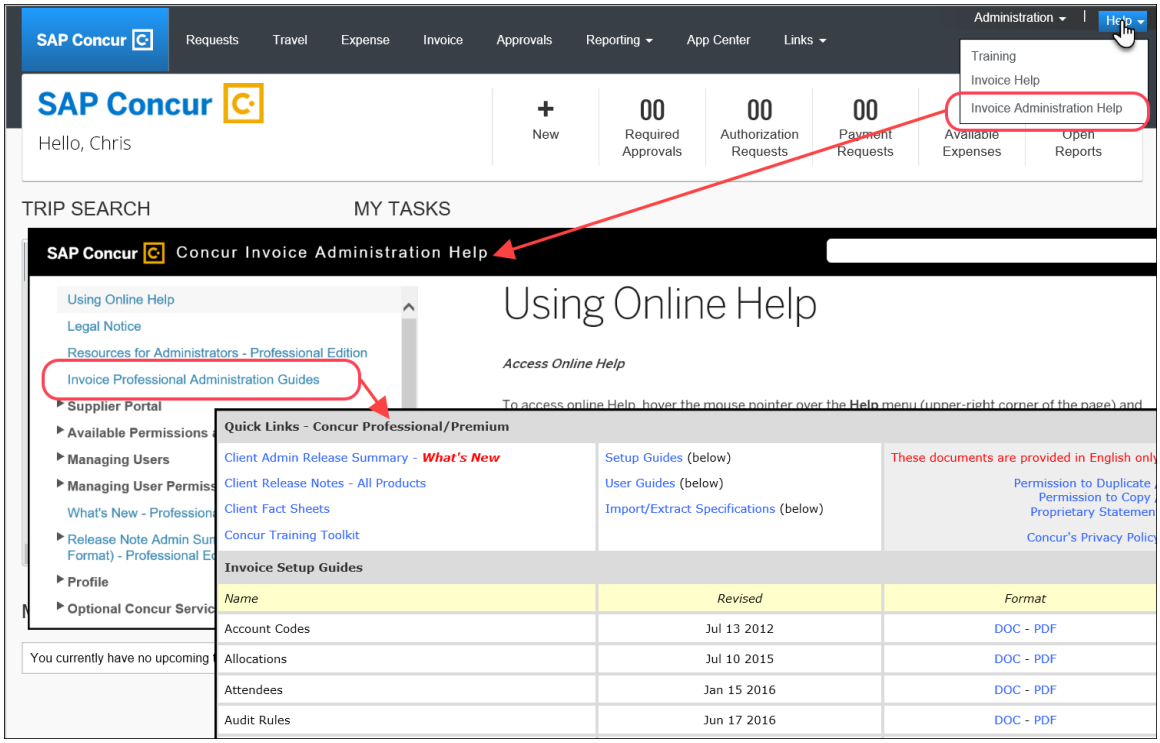
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

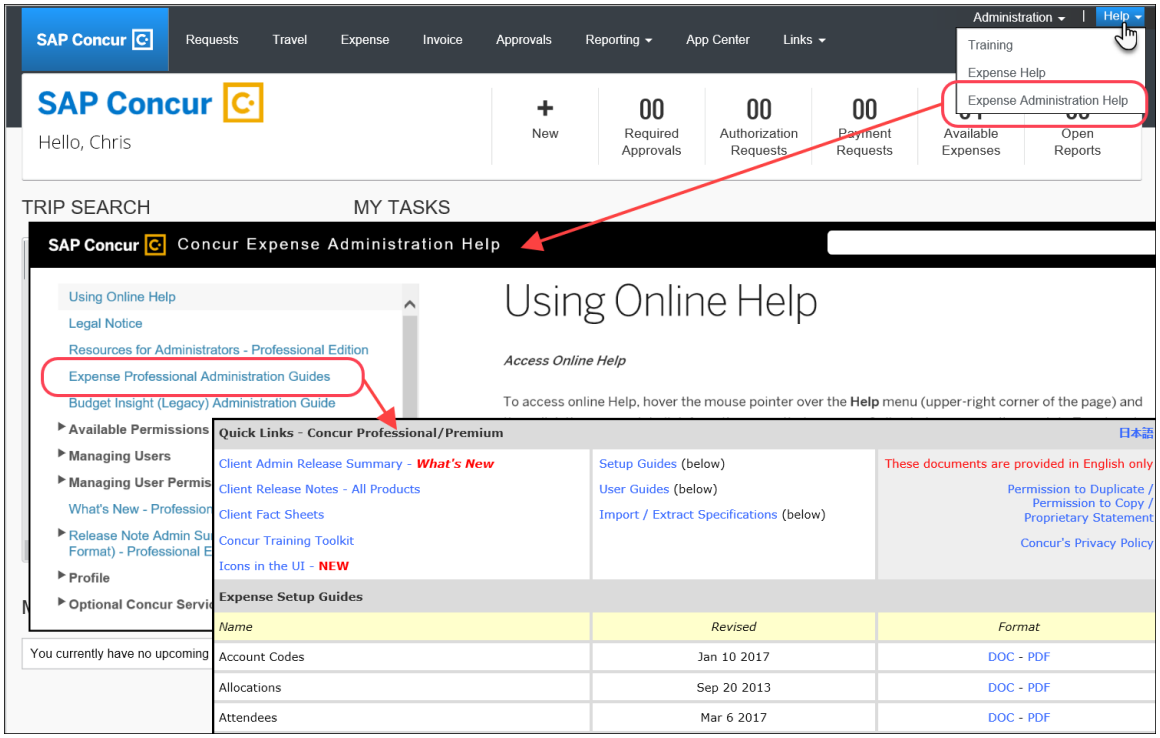
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

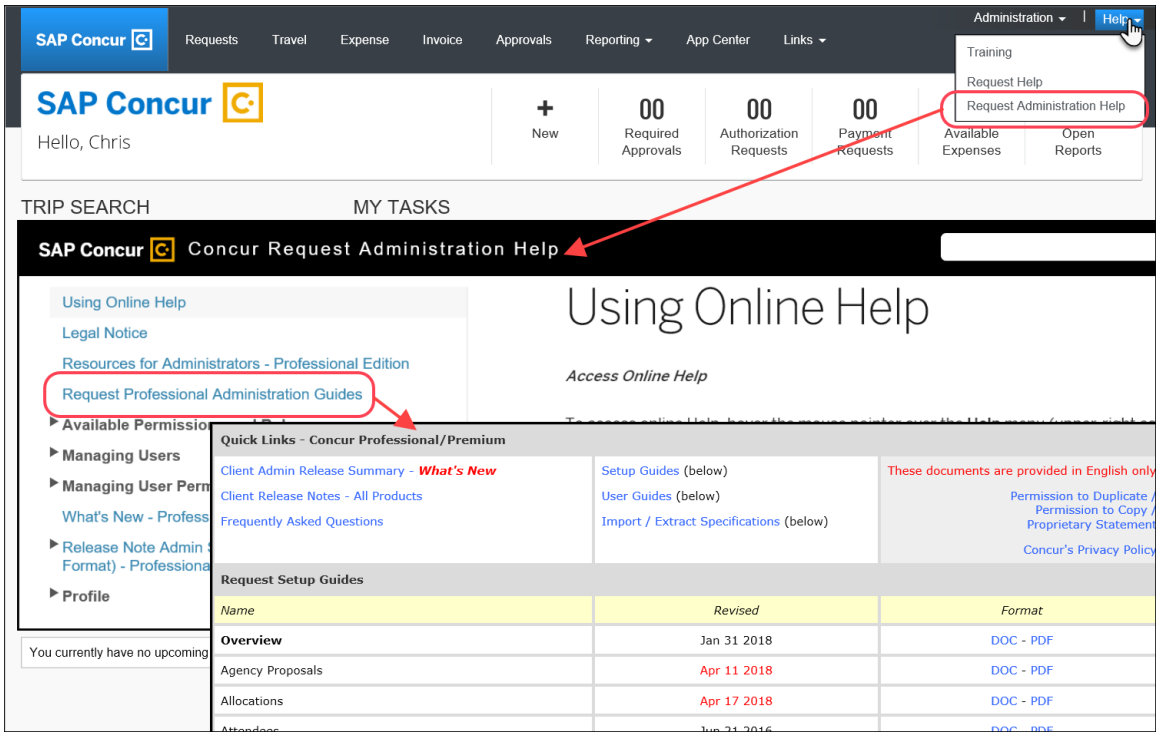
Invoice Administration Help



Expense Administration Help



Request Administration Help

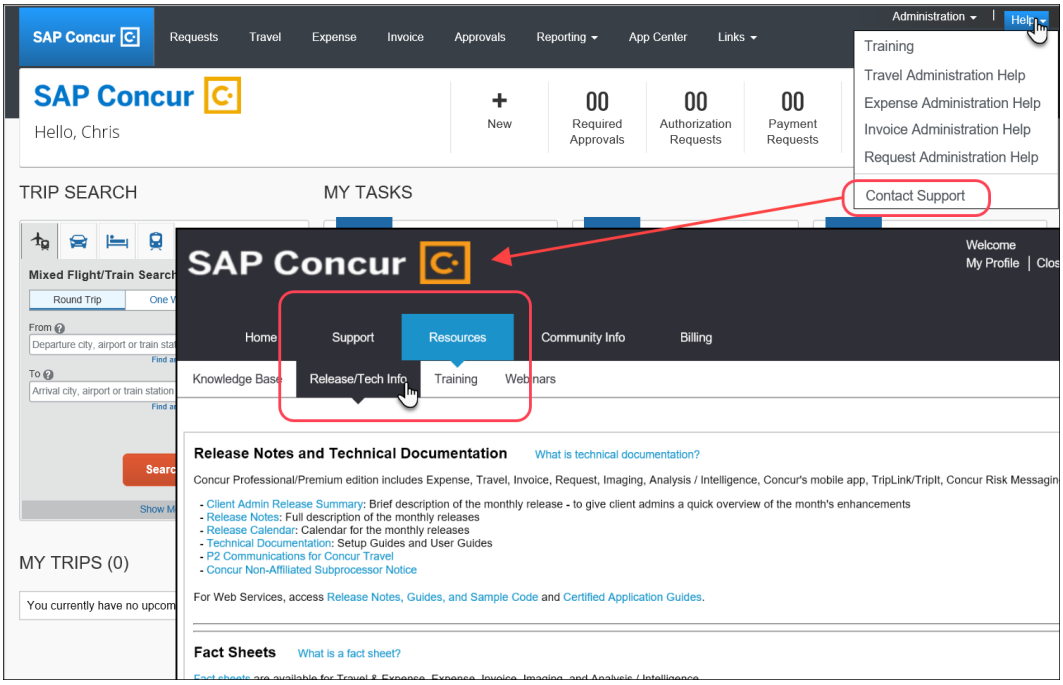


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes **Budget for Professional/Premium** Includes: Concur Expense, Concur Invoice, and Concur Request	
Month	**Audience**
Release Date: December 7, 2019 Initial Post: Friday, December 6, 12:00 PM PT	SAP Concur Client FINAL

Contents

Release Notes 1

All Products 1

Budget Item Import Now Shows Processing Status 1

Invoice and Purchase Request 2

New Mapping Value Added to Support Multiple Vendor Selection 2

Planned Changes 5

All Products 5

Planned Changes Budget v4 API Available Soon Available 5

Client Notifications 7

Subprocessors 7

SAP Concur Non-Affiliated Subprocessors Notice 7

Browser Certifications 7

Monthly Browser Certifications and Supported Configurations 7

Additional Release Notes and Other Technical Documentation 8

Online Help – Admins 8

SAP Concur Support Portal – Selected Users 10

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Item Import Now Shows Processing Status

Overview

Previously, when an admin ran a budget item import with, for example, many monthly budgets, the user interface would show a status of success and, later, once the import had completed it would show the number of records imported.

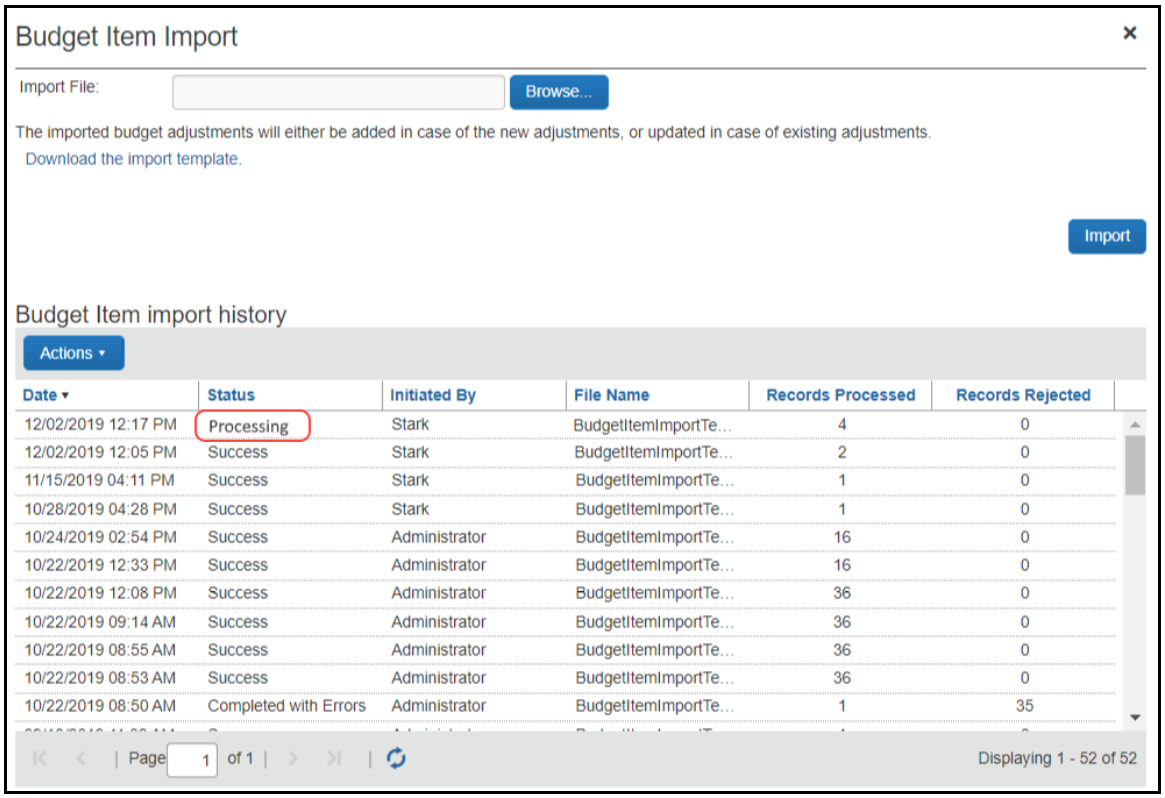
With this release, the budget item import will show a new *Processing* status when the admin runs a large budget item import. If the import takes a while, the admin can return at a later point when the import has finished and see a *Success* status if the import completed successfully.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides clearer information about the status of the import.

What the Admin Sees

The admin will see a new *Processing* status when they import budget items.



Configuration / Feature Activation

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

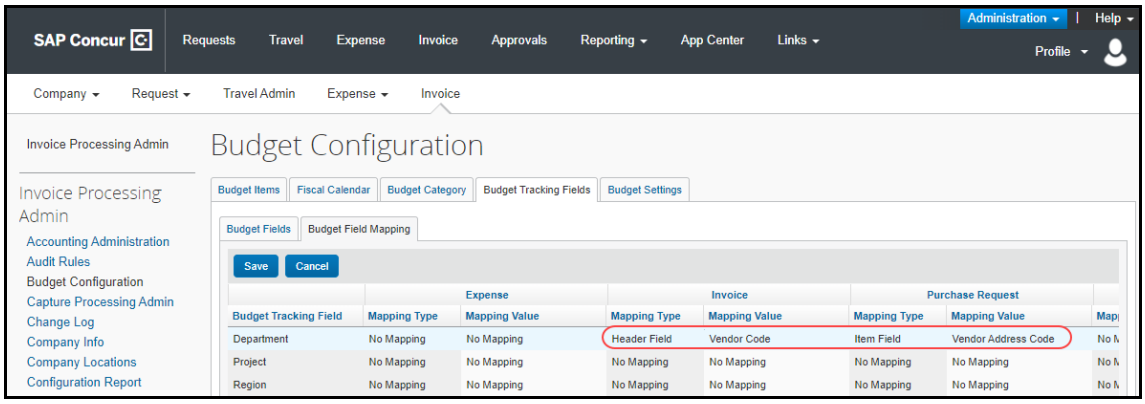
📖 For more information, refer to the *Shared: Budget Item Import User Guide*.

Invoice and Purchase Request

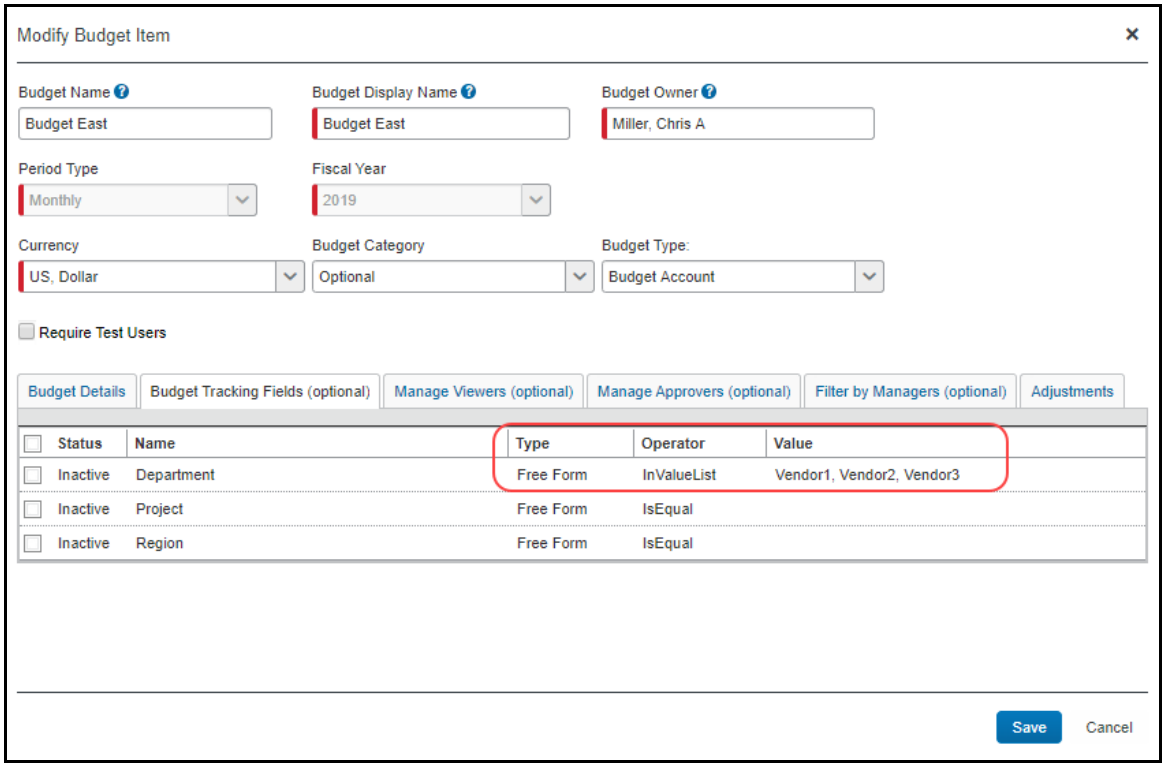
New Mapping Value Added to Support Multiple Vendor Selection

Overview

Concur Invoice now supports multiple vendor selection on a budget item filter, so that clients can filter invoices and purchase requests from a list of specific vendors. To do so, admins first need to select the *Header Field* (for invoices) or the *Item Field* (for purchase requests) mapping type and the new *Vendor Code* or *Vendor Address Code* mapping value.



When this is done, admins can enter multiple vendor codes separated by a comma when they select the *InValueList* operator on the **Add Budget Item** or **Modify Budget Item** window.



BUSINESS PURPOSE/CLIENT BENEFIT

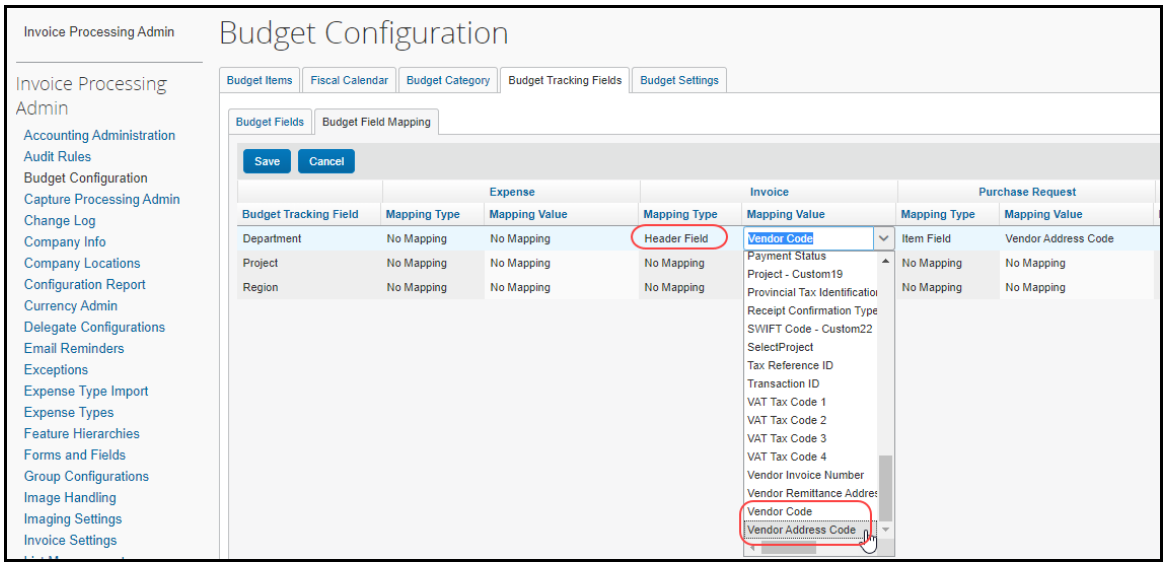
This enhancement allows clients to create budgets to track multiple vendors for a budget.

What the Admin Sees

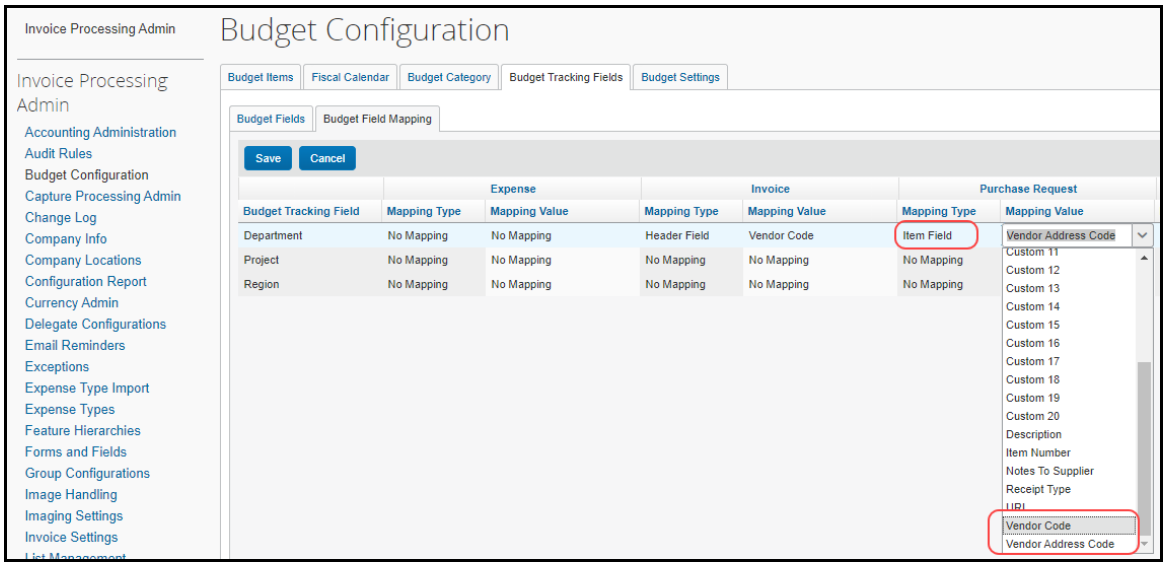
The admin will see the new *Vendor Code* and *Vendor Address Code* options in the **Mapping Value** columns in the Invoice and Purchase Request columns when they

click **Administration > Invoice > Budget Configuration > Budget Tracking Fields > Budget Field Mapping**.

Invoice column



Purchase Request column



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Planned Changes

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

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

All Products

Planned Changes Budget v4 API Available Soon Available

Information First published	Information Last Modified	Feature Target Release Date
June 8, 2019	December 7, 2019	Q1 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.
- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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

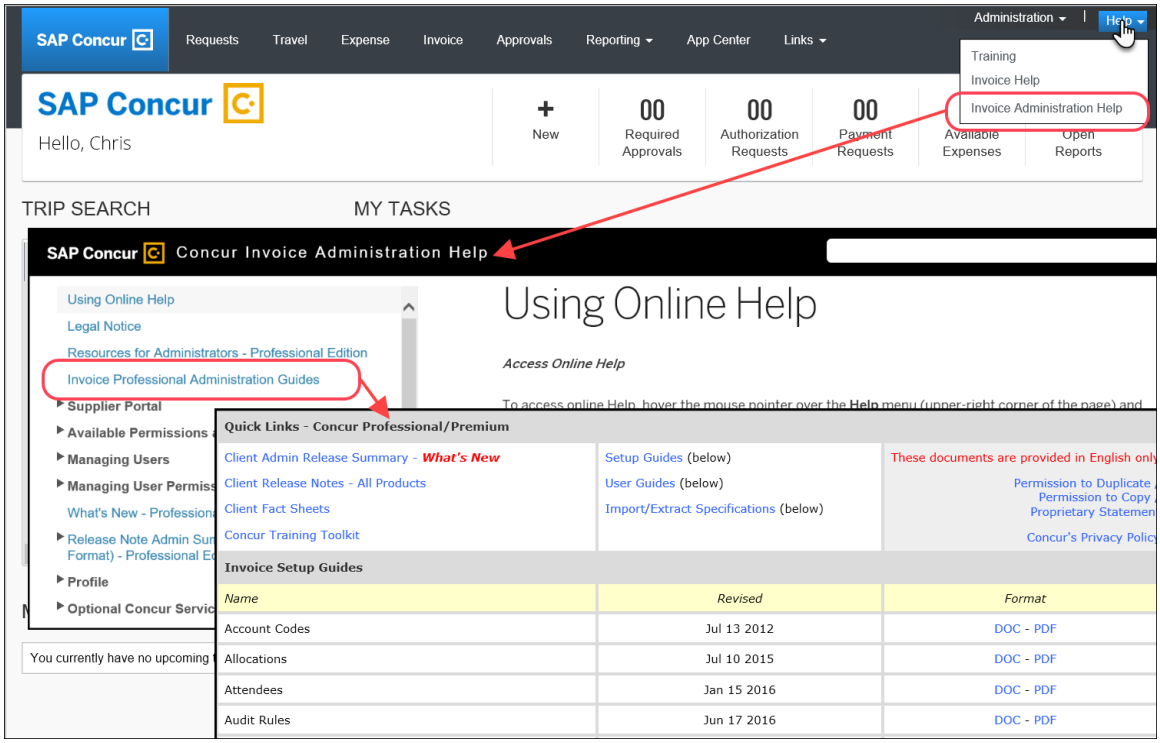
📖 For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

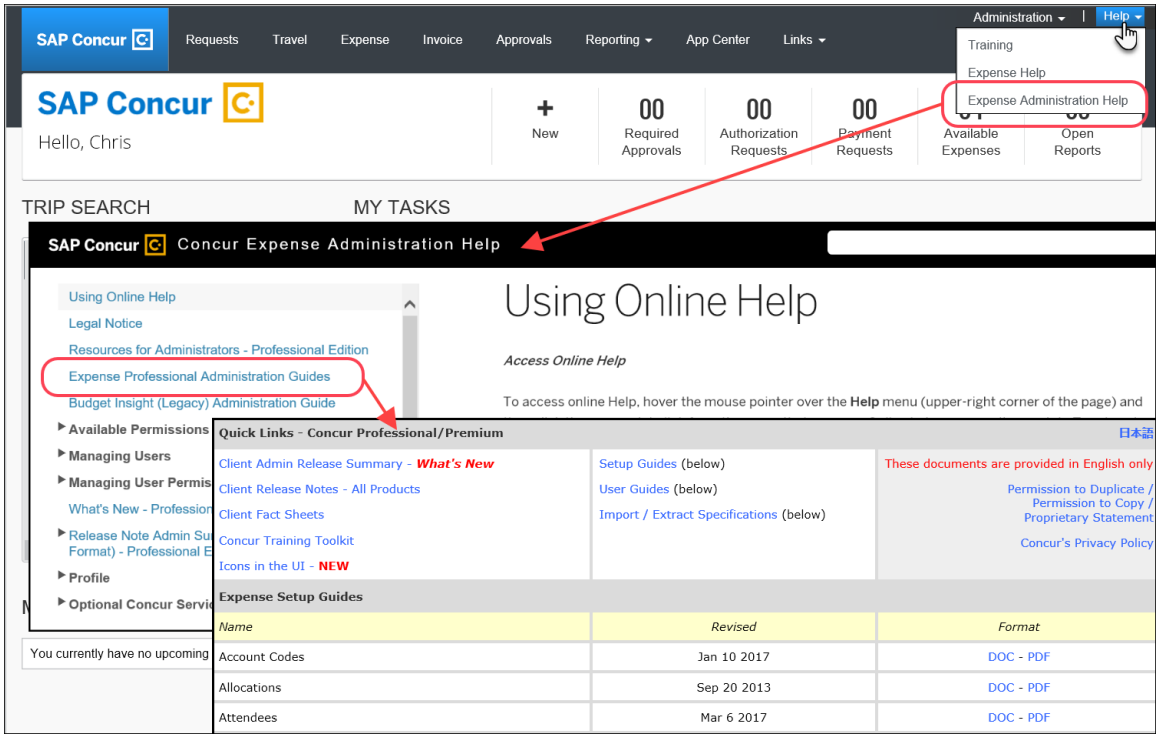
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

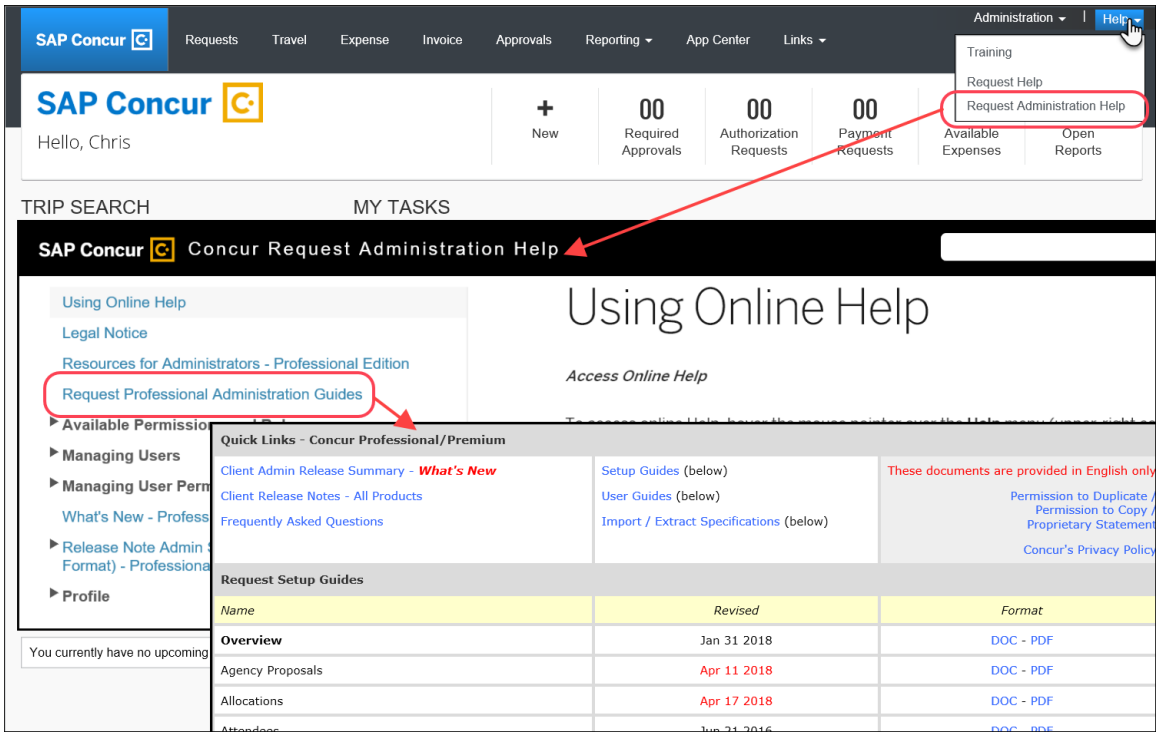
Invoice Administration Help



Expense Administration Help



Request Administration Help

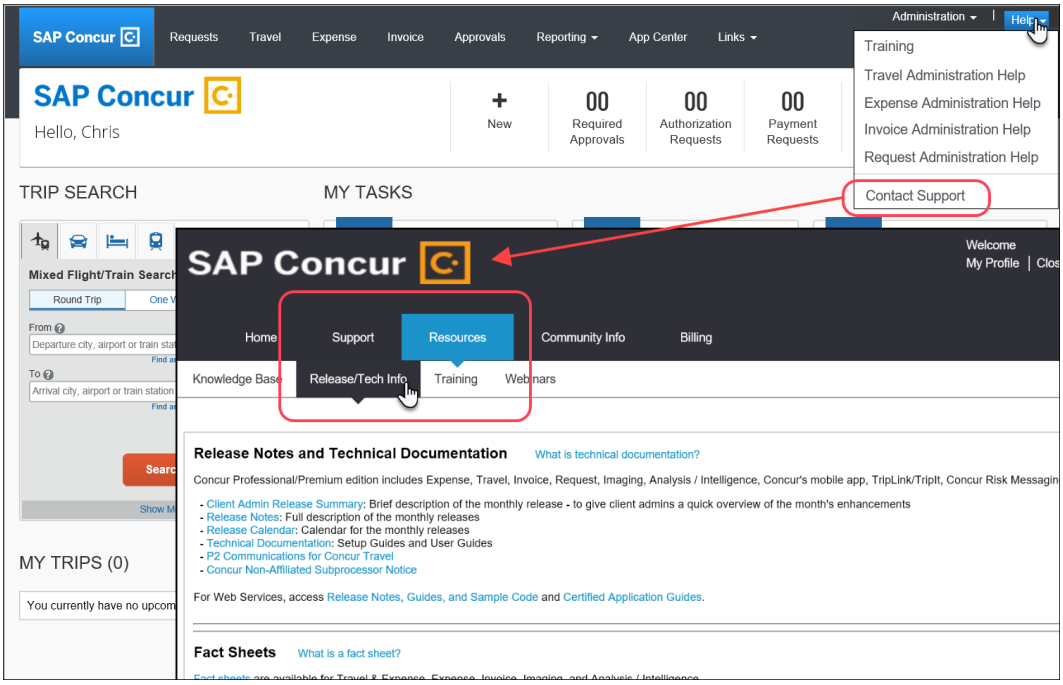


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: December 13, 2019 Update #1: Monday, December 9, 5:00 PM PT	SAP Concur Client FINAL

Effective date for these changes:

- December 7 for clients using the EMEA, China, and PSCC data centers
- December 13 for clients using the US (North America) data center

Contents

Release Notes 1

All Products 1

Budget Item Import Now Shows Processing Status 1

Invoice and Purchase Request 2

New Mapping Value Added to Support Multiple Vendor Selection 2

Planned Changes 5

All Products 5

Planned Changes Budget v4 API Available Soon Available 5

Client Notifications 7

Subprocessors 7

SAP Concur Non-Affiliated Subprocessors Notice 7

Browser Certifications 7

Monthly Browser Certifications and Supported Configurations 7

Additional Release Notes and Other Technical Documentation 8

Online Help – Admins 8

SAP Concur Support Portal – Selected Users 10

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Item Import Now Shows Processing Status

Overview

Previously, when an admin ran a budget item import with, for example, many monthly budgets, the user interface would show a status of success and, later, once the import had completed it would show the number of records imported.

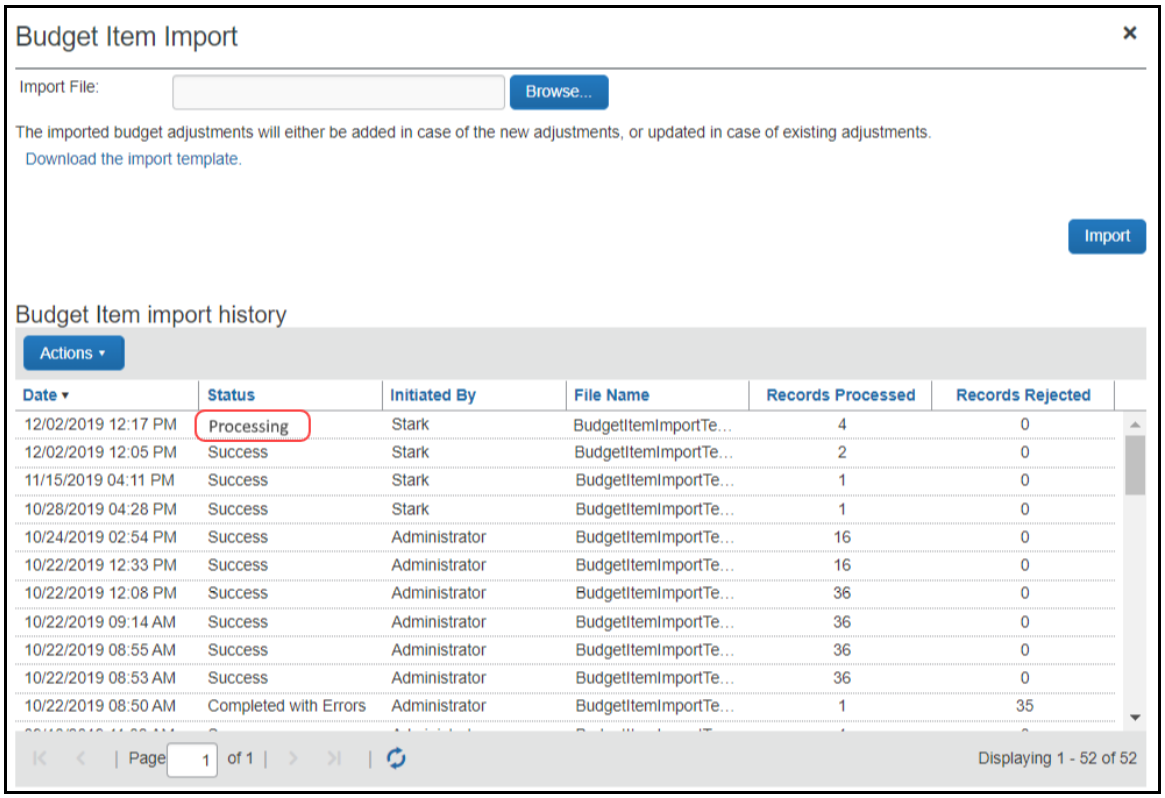
With this release, the budget item import will show a new *Processing* status when the admin runs a large budget item import. If the import takes a while, the admin can return at a later point when the import has finished and see a *Success* status if the import completed successfully.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides clearer information about the status of the import.

What the Admin Sees

The admin will see a new *Processing* status when they import budget items.



Configuration / Feature Activation

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

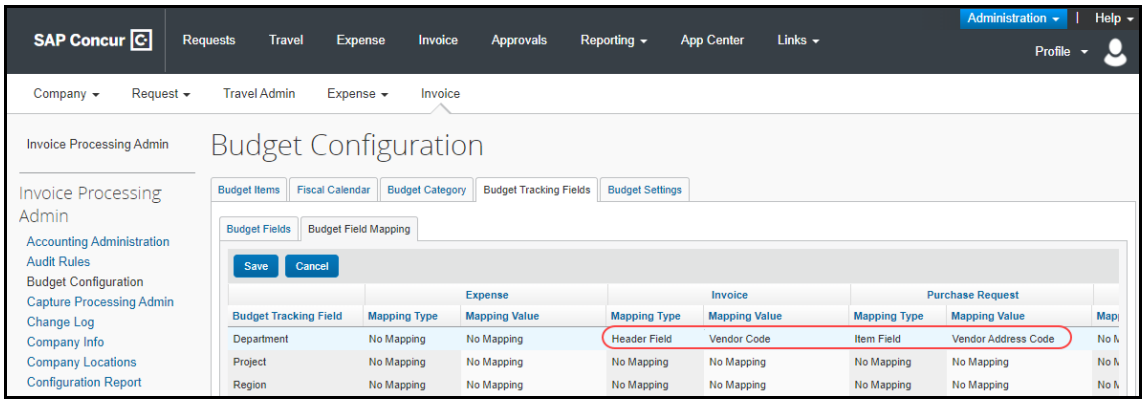
📖 For more information, refer to the *Shared: Budget Item Import User Guide*.

Invoice and Purchase Request

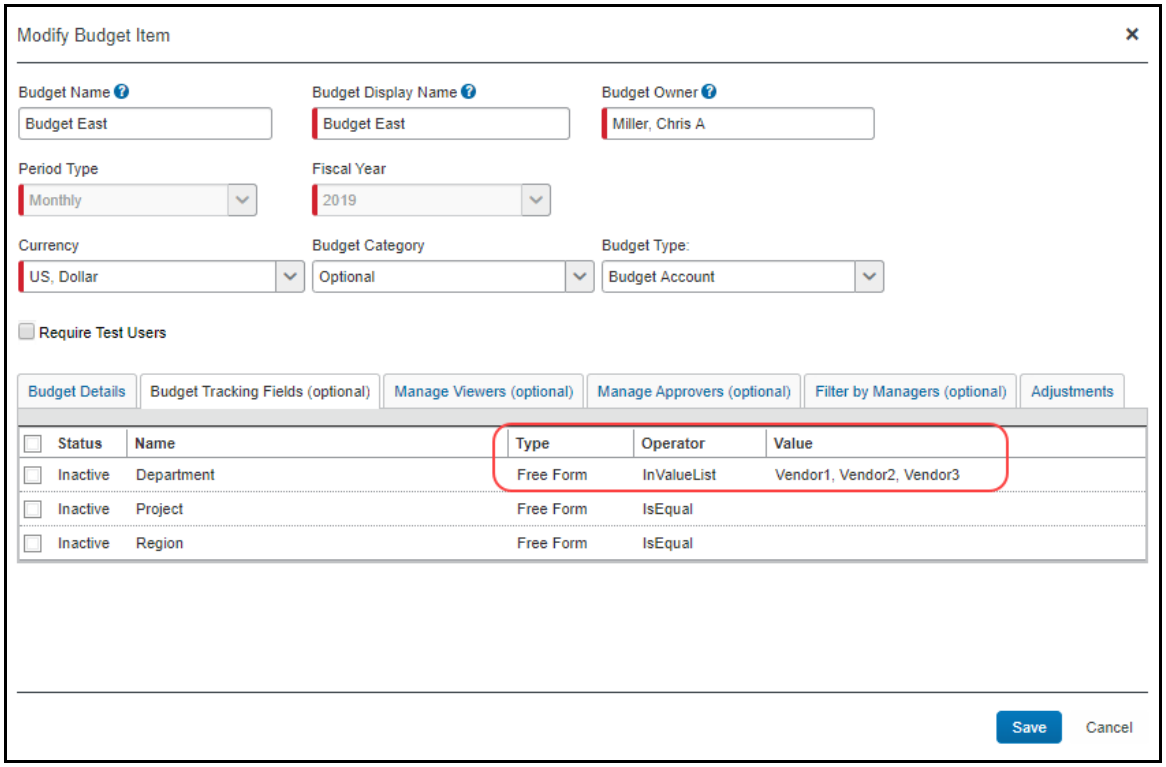
New Mapping Value Added to Support Multiple Vendor Selection

Overview

Concur Invoice now supports multiple vendor selection on a budget item filter, so that clients can filter invoices and purchase requests from a list of specific vendors. To do so, admins first need to select the *Header Field* (for invoices) or the *Item Field* (for purchase requests) mapping type and the new *Vendor Code* or *Vendor Address Code* mapping value.



When this is done, admins can enter multiple vendor codes separated by a comma when they select the *InValueList* operator on the **Add Budget Item** or **Modify Budget Item** window.



BUSINESS PURPOSE/CLIENT BENEFIT

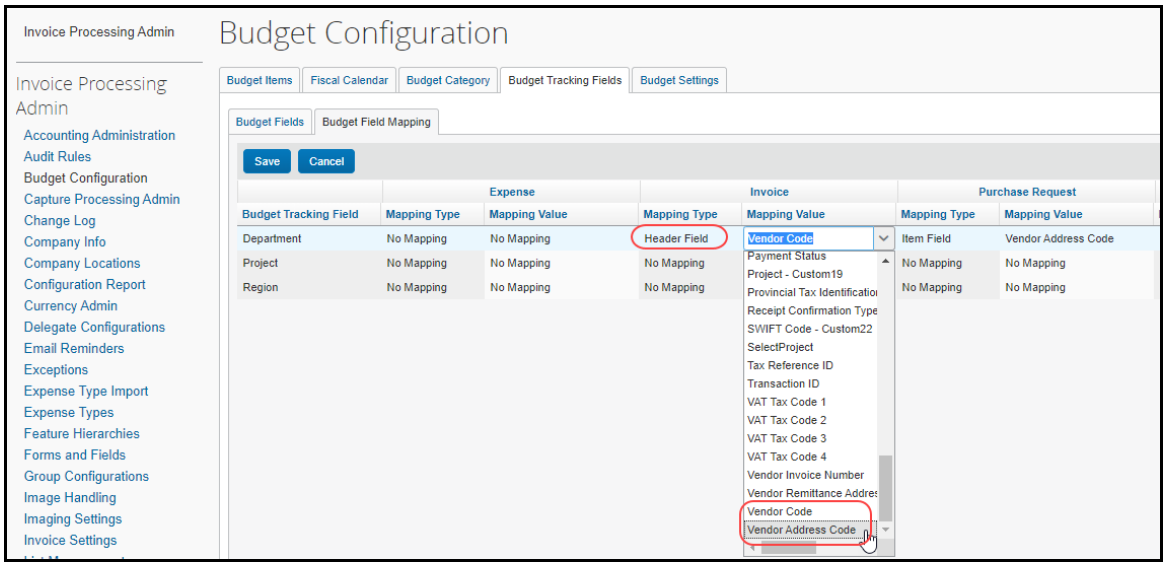
This enhancement allows clients to create budgets to track multiple vendors for a budget.

What the Admin Sees

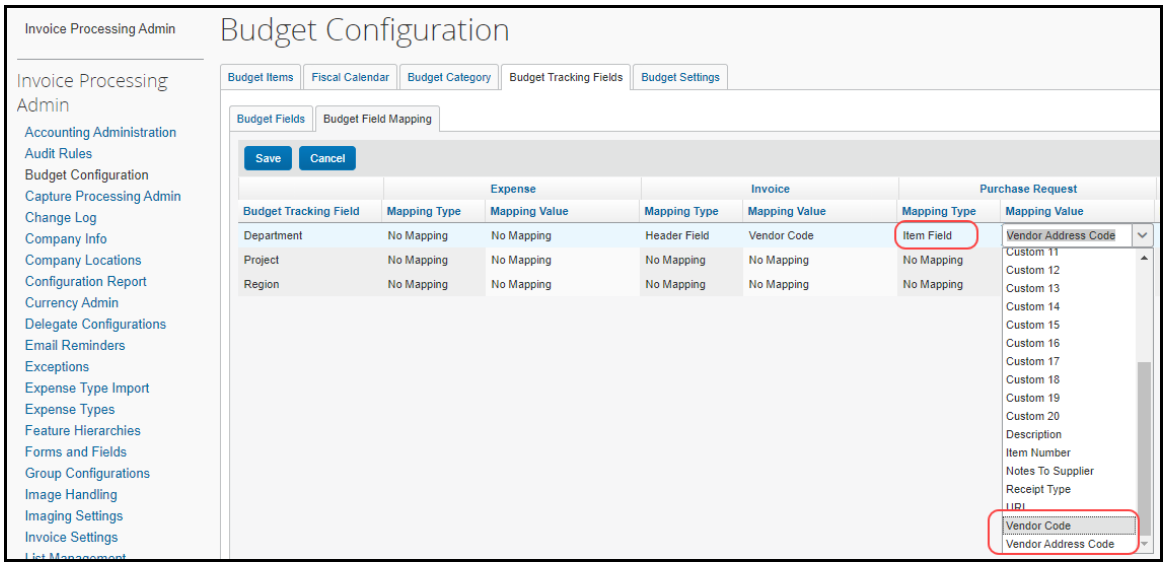
The admin will see the new *Vendor Code* and *Vendor Address Code* options in the **Mapping Value** columns in the Invoice and Purchase Request columns when they

click **Administration > Invoice > Budget Configuration > Budget Tracking Fields > Budget Field Mapping**.

Invoice column



Purchase Request column



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Planned Changes

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

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

All Products

Planned Changes Budget v4 API Available Soon Available

Information First published	Information Last Modified	Feature Target Release Date
June 8, 2019	December 7, 2019	Q1 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.
- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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



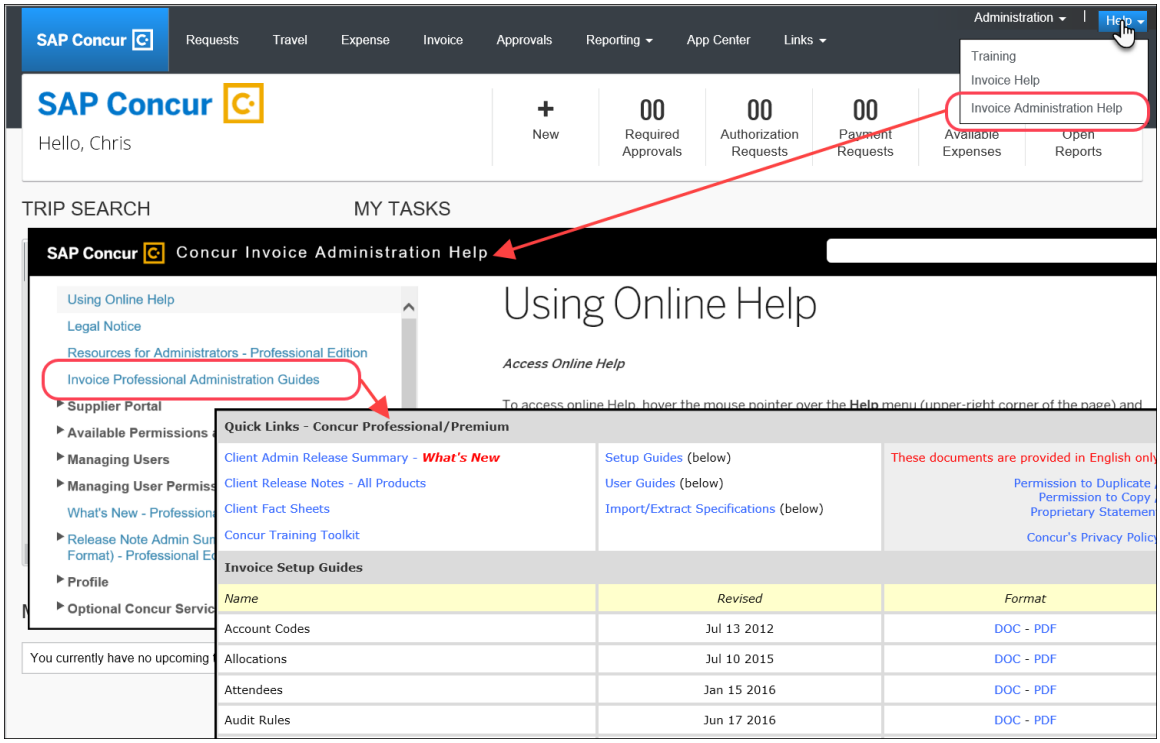
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

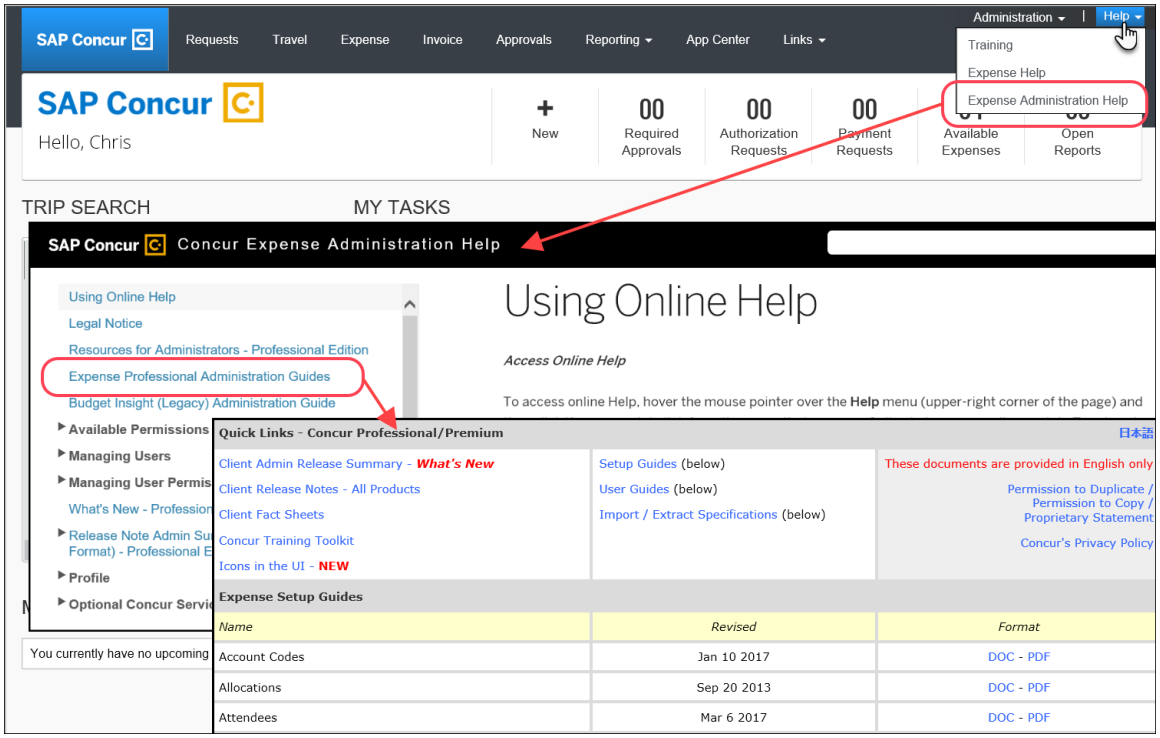
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

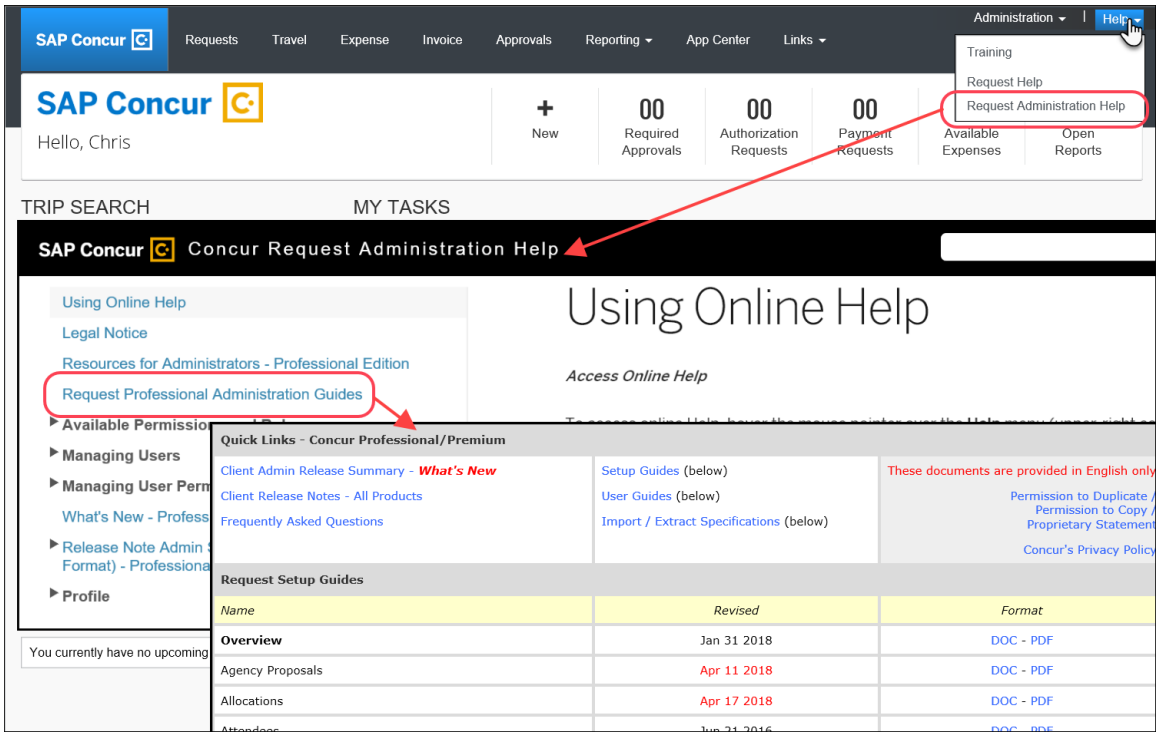
Invoice Administration Help



Expense Administration Help



Request Administration Help

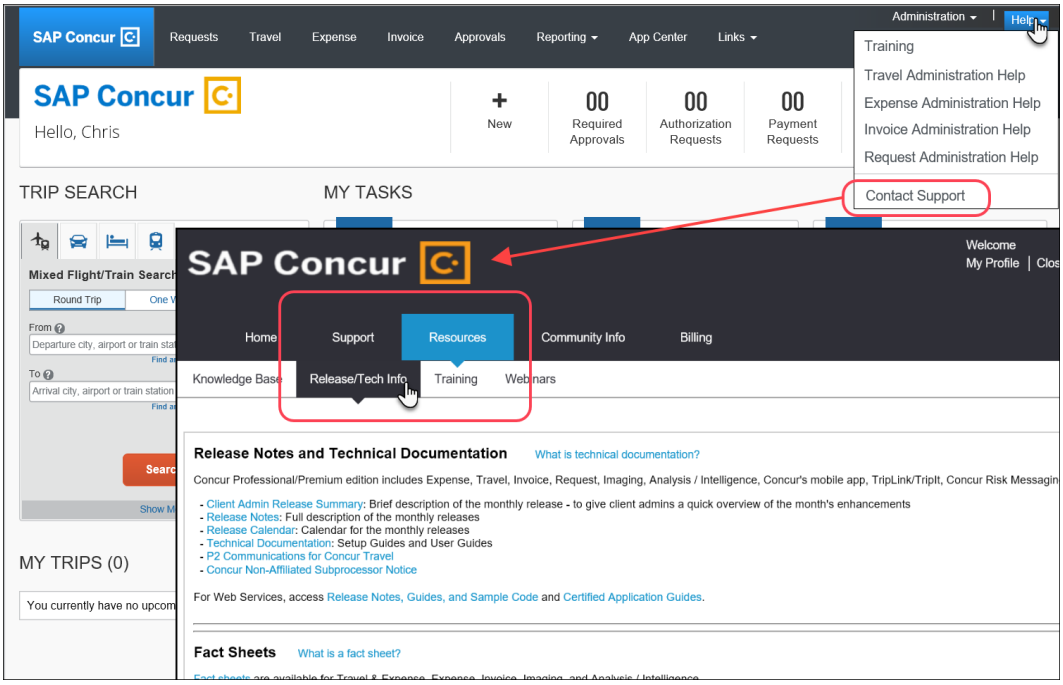


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

SAP Concur Release Notes

Budget for Professional/Premium

Includes: Concur Expense, Concur Invoice, and Concur Request

Month	Audience
Release Date: December 13, 2019 Update #2: Tuesday, January 7, 5:00 PM PT	SAP Concur Client FINAL

Effective date for these changes:

- December 7 for clients using the EMEA, China, and PSCC data centers
- December 13 for clients using the US (North America) data center

Contents

Release Notes 1

All Products 1

Budget Item Import Now Shows Processing Status 1

Invoice and Purchase Request 2

New Mapping Value Added to Support Multiple Vendor Selection 2

Concur Expense and Concur Request 5

Budget Insight (Legacy) Retires December 31 5

Planned Changes 6

All Products 6

Planned Changes Budget v4 API Available Soon Available 6

Client Notifications 8

Subprocessors 8

SAP Concur Non-Affiliated Subprocessors Notice 8

Browser Certifications 8

Monthly Browser Certifications and Supported Configurations 8

Additional Release Notes and Other Technical Documentation 9

Online Help – Admins 9

SAP Concur Support Portal – Selected Users 11

Legal Disclaimer

The information in this presentation is confidential and proprietary to SAP SE or an SAP affiliate company and may not be disclosed without the permission of SAP SE or the respective SAP affiliate company. This presentation is not subject to your license agreement or any other service or subscription agreement with SAP SE or its affiliated companies. SAP SE and its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation and SAP SE or an SAP affiliate company's strategy and possible future developments, products and or platforms directions and functionality are all subject to change and may be changed by SAP SE and its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise or legal obligation to deliver any material, code or functionality. This document is provided without a warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. This document is for informational purposes and may not be incorporated into a contract. SAP SE and its affiliated companies assume no responsibility for errors or omissions in this document, except if such damages were caused by SAP SE or an SAP affiliate company's willful misconduct or gross negligence.

All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Release Notes

This document contains the release notes for the Budget functionality in Concur Expense, Concur Invoice, and Concur Request for the professional edition.

All Products

Budget Item Import Now Shows Processing Status

Overview

Previously, when an admin ran a budget item import with, for example, many monthly budgets, the user interface would show a status of success and, later, once the import had completed it would show the number of records imported.

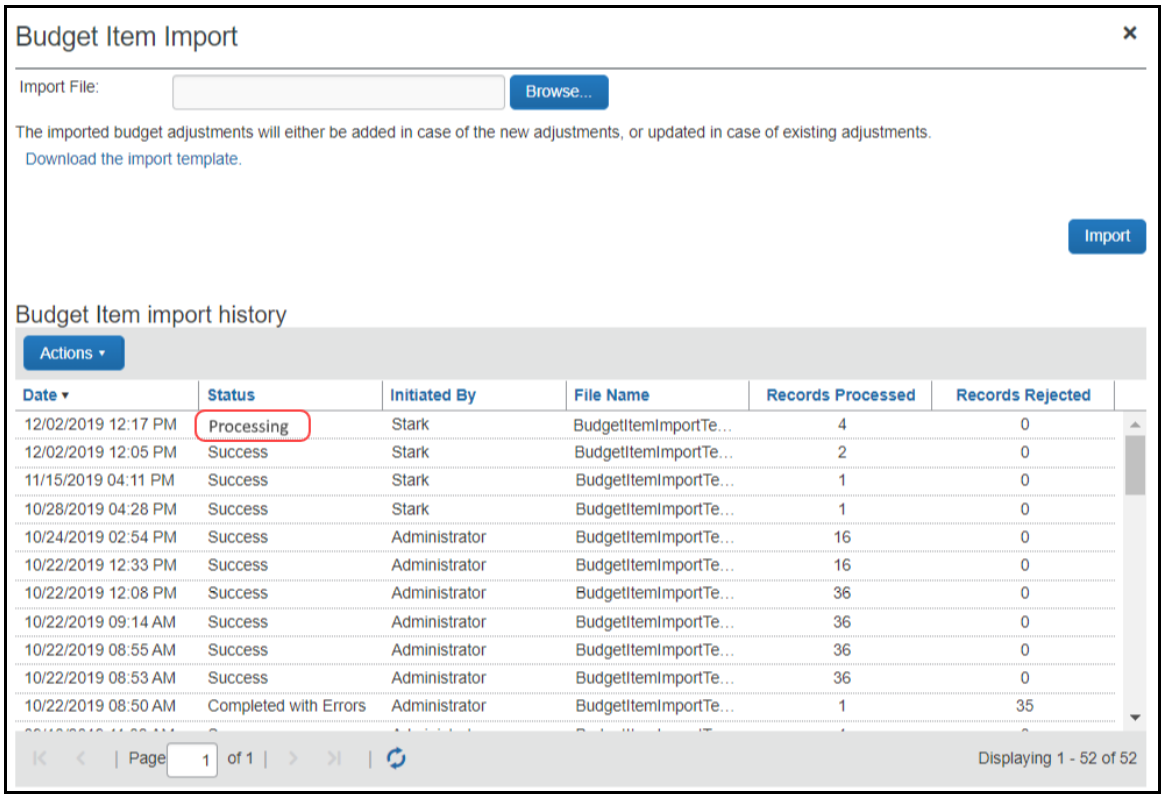
With this release, the budget item import will show a new *Processing* status when the admin runs a large budget item import. If the import takes a while, the admin can return at a later point when the import has finished and see a *Success* status if the import completed successfully.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides clearer information about the status of the import.

What the Admin Sees

The admin will see a new *Processing* status when they import budget items.



Configuration / Feature Activation

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

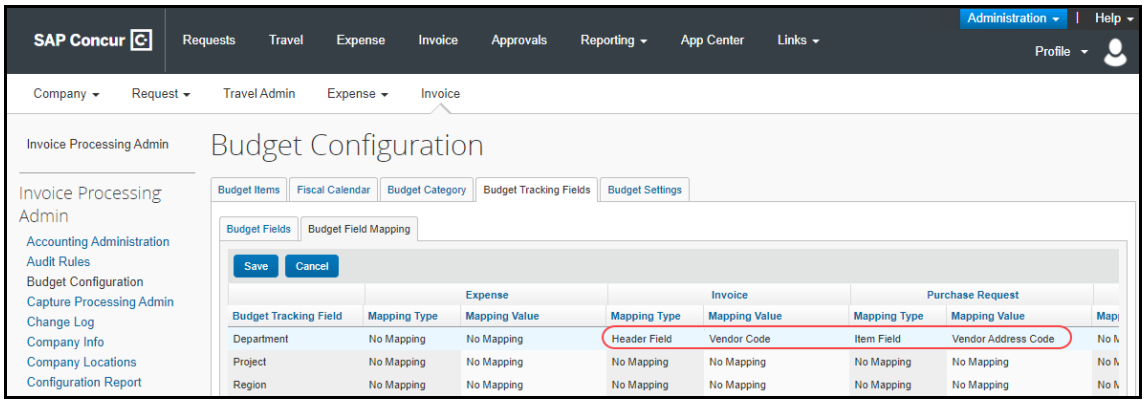
📖 For more information, refer to the *Shared: Budget Item Import User Guide*.

Invoice and Purchase Request

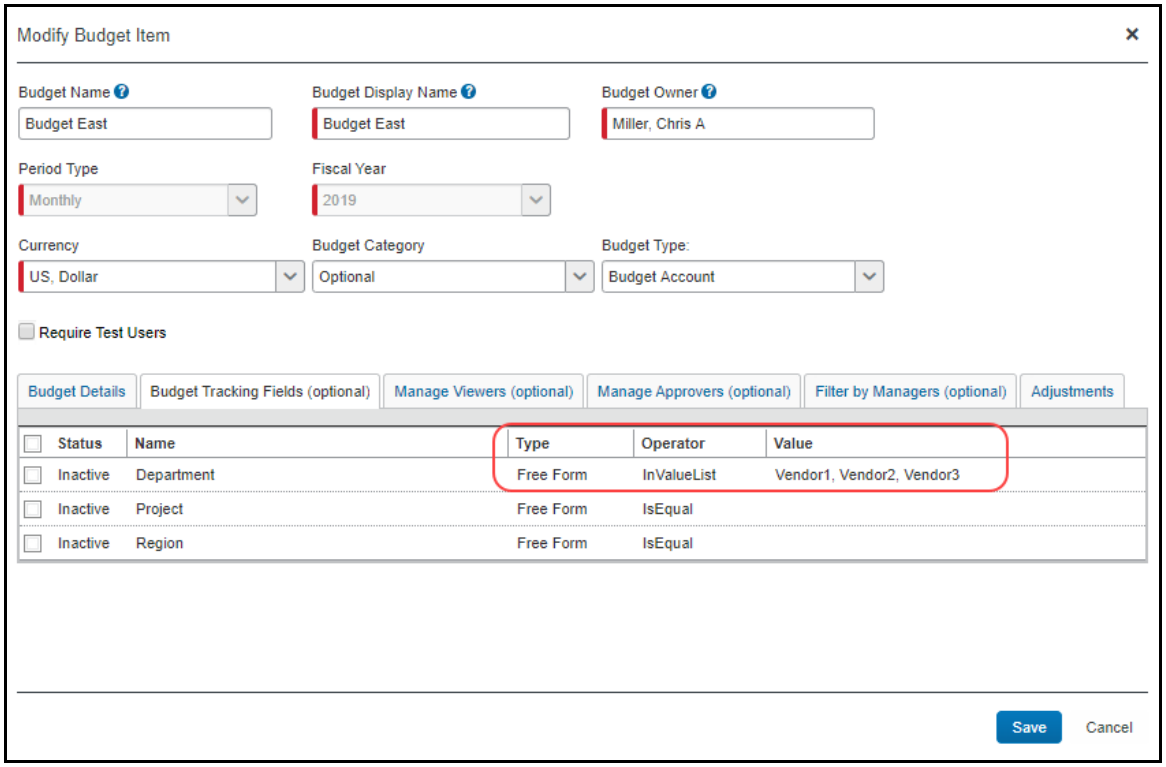
New Mapping Value Added to Support Multiple Vendor Selection

Overview

Concur Invoice now supports multiple vendor selection on a budget item filter, so that clients can filter invoices and purchase requests from a list of specific vendors. To do so, admins first need to select the *Header Field* (for invoices) or the *Item Field* (for purchase requests) mapping type and the new *Vendor Code* or *Vendor Address Code* mapping value.



When this is done, admins can enter multiple vendor codes separated by a comma when they select the *InValueList* operator on the **Add Budget Item** or **Modify Budget Item** window.



BUSINESS PURPOSE/CLIENT BENEFIT

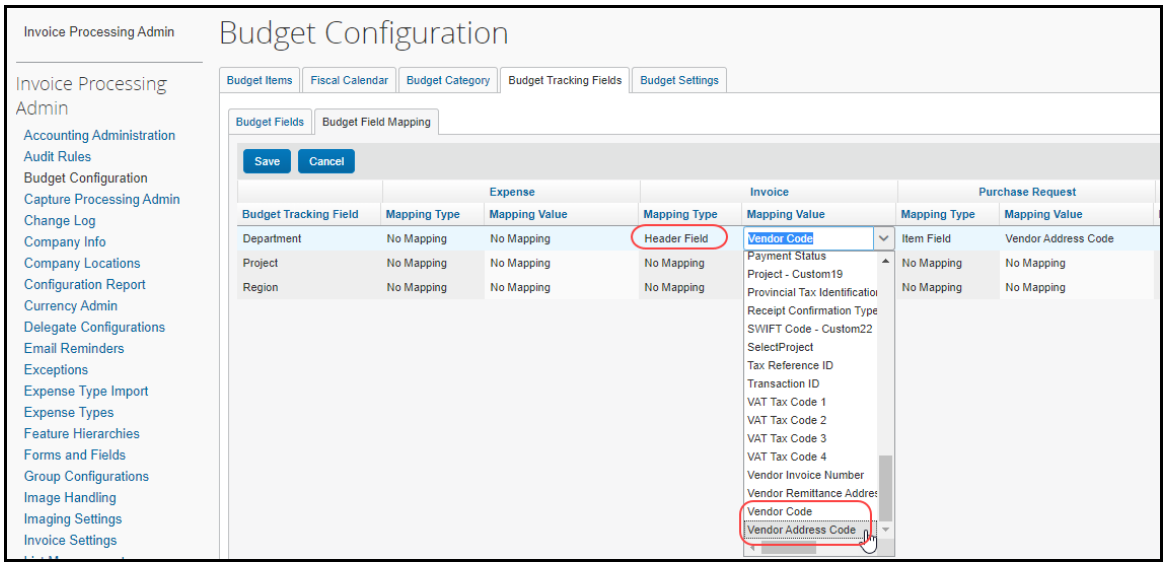
This enhancement allows clients to create budgets to track multiple vendors for a budget.

What the Admin Sees

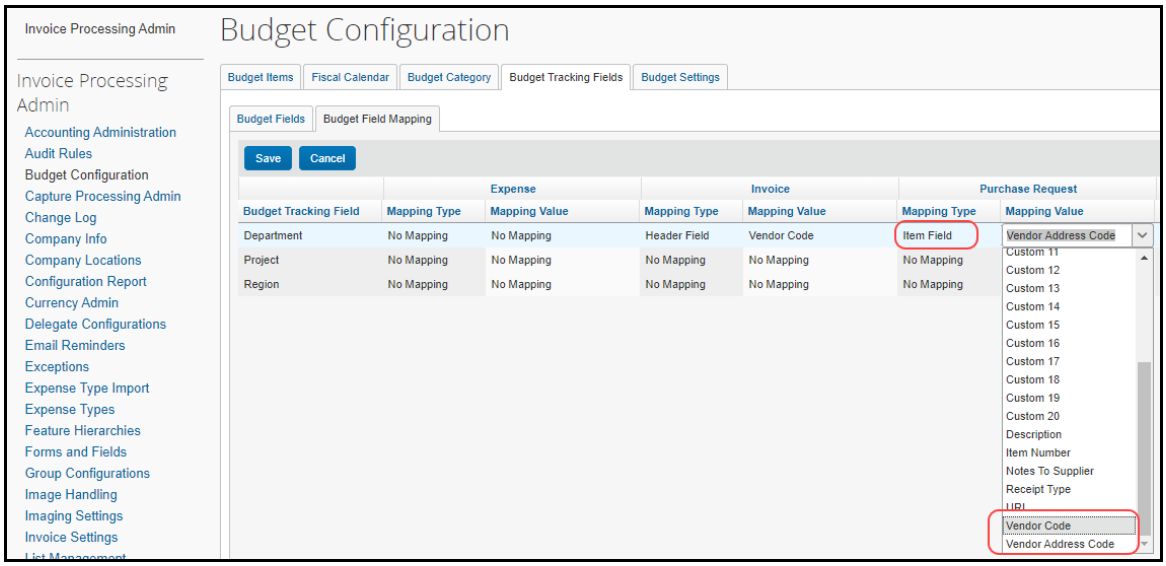
The admin will see the new *Vendor Code* and *Vendor Address Code* options in the **Mapping Value** columns in the Invoice and Purchase Request columns when they

click **Administration > Invoice > Budget Configuration > Budget Tracking Fields > Budget Field Mapping**.

Invoice column



Purchase Request column



Configuration / Feature Activation

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

📖 For more information, refer to the *Shared: Budget Setup Guide*.

Concur Expense and Concur Request

Budget Insight (Legacy) Retires December 31

Overview

Budget Insight is a budget management tool that is being retired December 31, 2019. Clients who want to use budget functionality are recommended to implement the new Budget product that SAP Concur released last year. The new Budget feature offers greater functionality, an improved UI, and additional integrations with SAP Concur products. Most notably is the inclusion of additional spend data from Concur Invoice and Purchase Request, in addition to Concur Expense and Concur Request (previously only data from Concur Expense and Concur Request were available).

NOTE: Clients should note that migrating from Budget Insight to Budget is not possible. Their current contract for Budget Insight will be terminated and they will be re-contracted on Budget, which requires a new implementation. However, clients will still have access to all Budget Insight functionality and data during re-implementation of Budget, even if implementation is after December 31, 2019. If clients would like to implement the new Budget product, they should contact their SAP Concur account team.

BUSINESS PURPOSE / CLIENT BENEFIT

The retirement of Budget Insight will provide clients with the opportunity to implement the new Budget product which gives greater value to clients by making budgets visible, actionable, and near real-time.

Configuration / Feature Activation

When Budget Insight retires, clients will no longer be able to report issues and receive support for this product.

Planned Changes

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

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

All Products

Planned Changes Budget v4 API Available Soon Available

Information First published	Information Last Modified	Feature Target Release Date
June 8, 2019	December 7, 2019	Q1 2020
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will be releasing the Budget v4 API for partner and client use in a future release. Budget v4 provides the following features:

- **Fiscal Calendar**: This API can GET, POST, and DELETE fiscal years and periods similar to the Fiscal Calendar UI in Budget Configuration.
- **Budget Category**: This API can GET, POST, and DELETE budget categories, and GET all expense types of a budget category.
- **Budget Items**: This API can GET, POST, and DELETE budget items including details such as period amounts, budget item tracking fields (cost objects), budget viewers, managers, and approvers.
- **Budget Tracking Field**: This API can GET all budget tracking fields.
- **Budget Adjustment**: This API can POST budget adjustments.
- **Global availability**: Budget v4 API is supported in all SAP Concur data centers.

BUSINESS PURPOSE/CLIENT BENEFIT

This new budget API enables clients (and partners) to integrate Budget with their ERP and HR systems to automate budget configuration and maintenance as well as importing external transactions not captured via SAP Concur through budget adjustments.

Configuration / Feature Activation

The Budget v4 API will be available to SAP Concur clients who have purchased Web Services, or partners who have contracted with SAP Concur. For more information, refer to the SAP Concur Developer Portal.

Client Notifications

Subprocessors

SAP Concur Non-Affiliated Subprocessors Notice

The list of non-affiliated subprocessors is available here: SAP Concur Non-Affiliated Subprocessors

If you have questions or comments, please reach out to: Privacy-Request@Concur.com

Browser Certifications

Monthly Browser Certifications and Supported Configurations

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



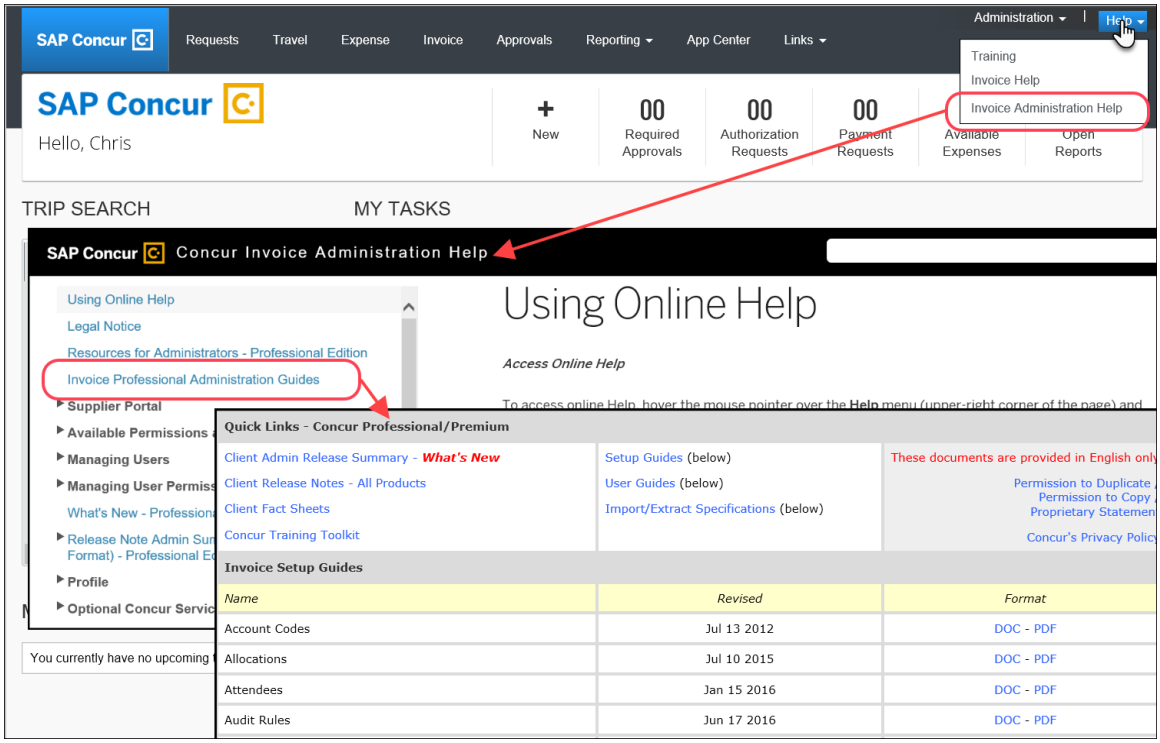
For information about accessing all release notes, browser certifications, setup guides, user guides, other technical documentation, and supported configurations, refer to the *Additional Release Notes and Other Technical Documentation* section in this document.

Additional Release Notes and Other Technical Documentation

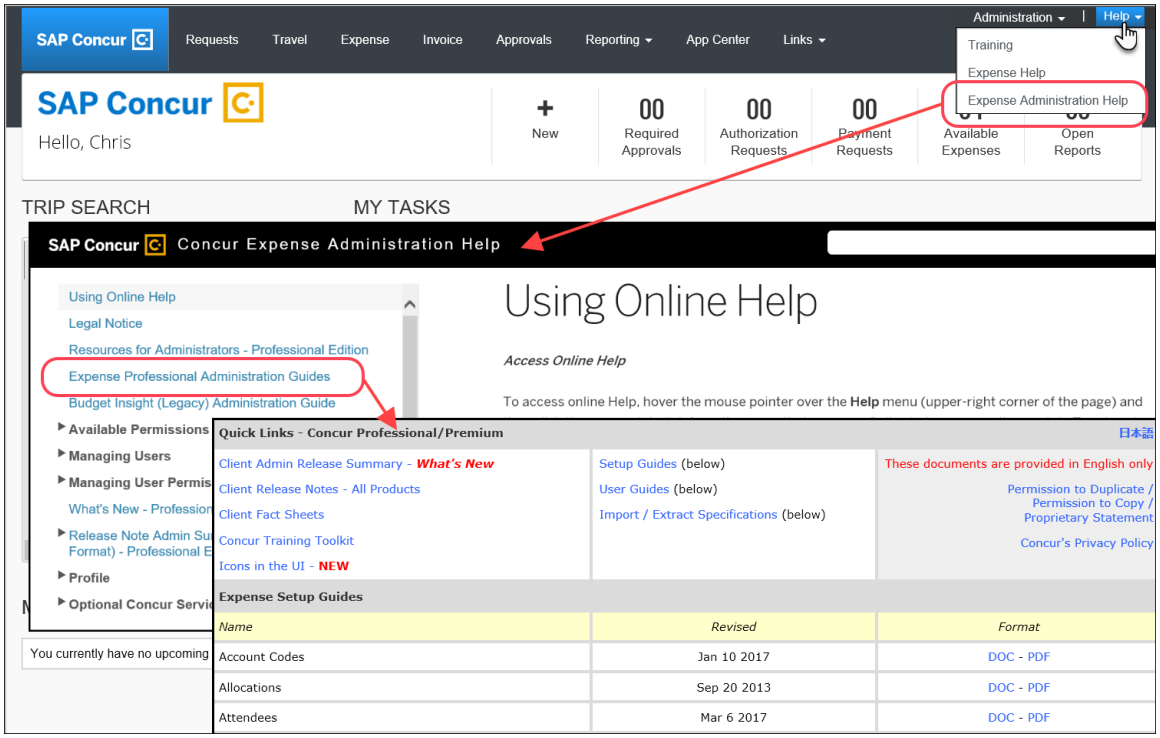
Online Help – Admins

A user who is assigned an admin role can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the **Expense Administration Help** or the **Invoice Administration Help**.

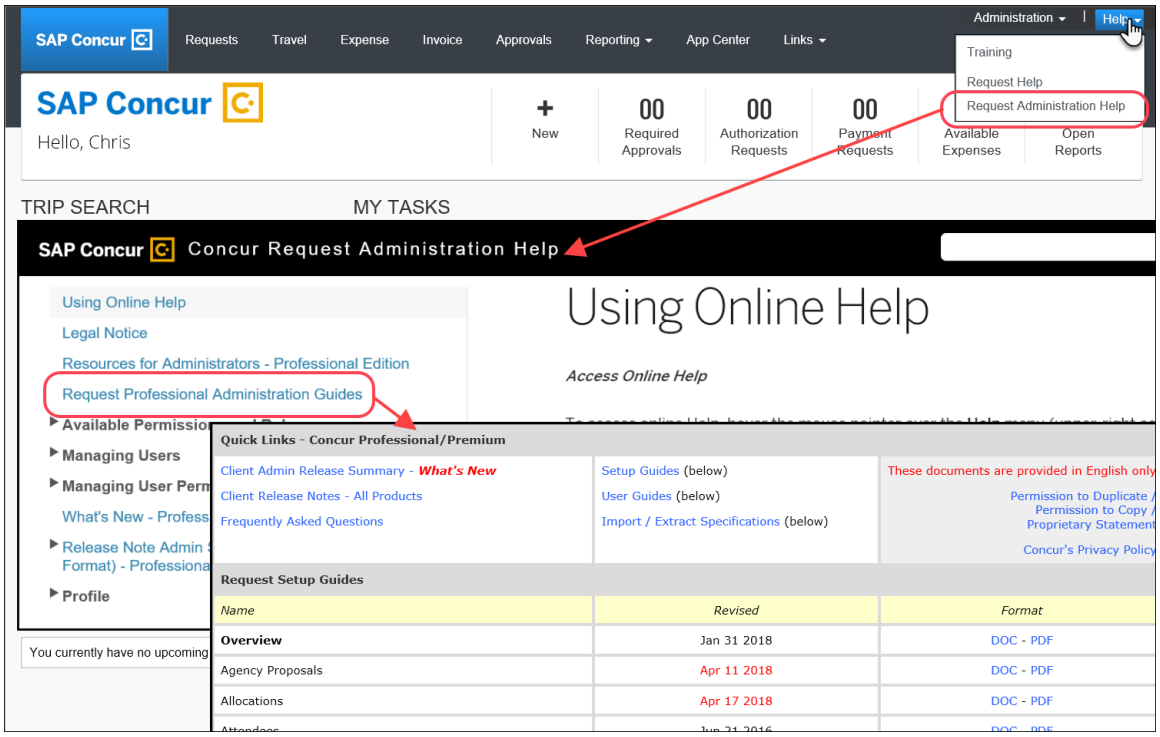
Invoice Administration Help



Expense Administration Help



Request Administration Help

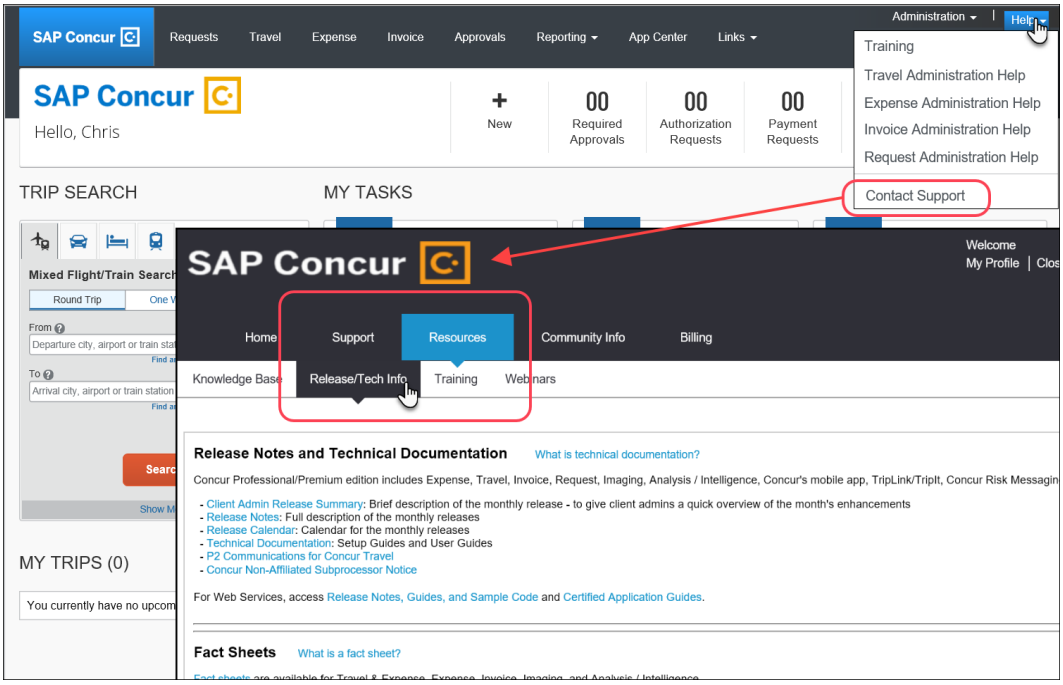


SAP Concur Support Portal – Selected Users

Users who are assigned the correct SAP Concur support portal permissions can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources through the SAP Concur support portal.

To access the SAP Concur support portal (for users with the correct permissions):

1. Click **Help > Contact Support**.
2. On the support page, click **Resources > Release/Tech Info**.



© 2019 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.