SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Monday, January 30, 2023 Initial Post: Monday, January 30	SAP Concur Client ***FINAL***

Contents

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Release Notes

No Release Notes This Month

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.

Audit Checks

Planned Changes Addition of In Workflow Checks in Verify

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	--	March 15, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

In an upcoming release, you will have the option to configure the following six new **In Workflow (Reports Pending Audit Review)** checks:

- Duplicate Receipt
- Duplicate Transaction
- Online Generated Receipt
- Duplicate Meal Claim
- Unreasonable Amount
- Improper Merchant Category

The **Anomaly and Fraud Events** page along with the **Out of workflow (Anomaly and Fraud Events)** checks will be discontinued later this year. You now have equivalent **In workflow** checks to configure within the **Audit Profile**.

Once the new **In workflow** checks are created, it is recommended that you stop using and delete the **Out of workflow** checks to prevent duplication. Editing the existing **Out of workflow** checks is still optional until the checks are removed by SAP Concur at the end of July 30, 2023.

NOTE: Once the **Out of workflow** checks are deleted from your **Audit Profile**, it is not possible to add them again. Please ensure the new **In workflow** checks are added to your **Audit Profile** before you delete any **Out of workflow** checks.

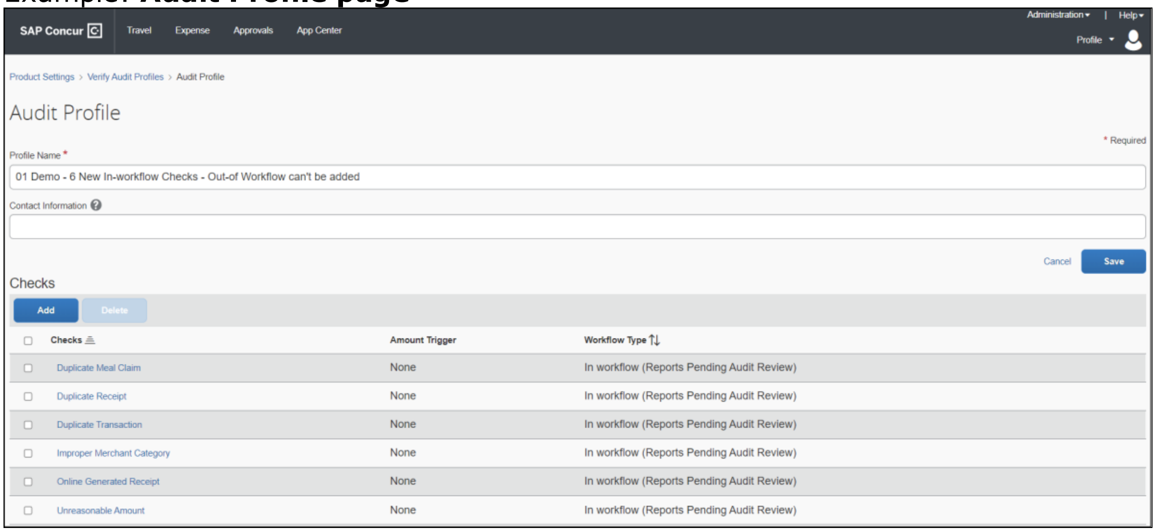
BUSINESS PURPOSE / CLIENT BENEFIT

The new change comprises of additional **In workflow** checks which will provide increased compliance for customers by raising exceptions and will stop the reports in Verify prior to their approval and payment.

Administrator Experience

Verify administrators will see six new checks under **In workflow** that will be configurable.

Example: **Audit Profile page**



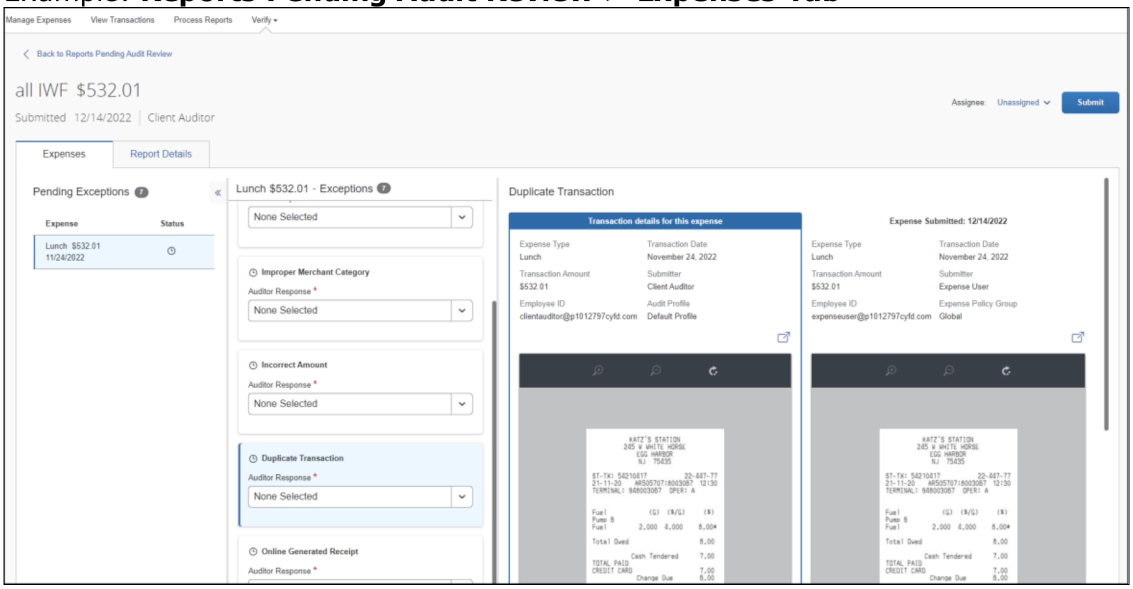
End-User Experience

If Verify raises an exception as a result of any of the six new checks, they will be displayed on the **Reports Pending Audit Review > Report selected > Expenses** tab in the same way any other **In workflow** checks are displayed.

The six new checks have more details displayed on the screen than the rest of the **In workflow** checks.

Use the « button to minimize the left column and view a larger display of the exception details.

Example: **Reports Pending Audit Review > Expenses Tab**



Configuration / Feature Activation

To add a new check to an audit profile

1. For Professional users, to access Verify settings, go to **Administration > Expense > Verify**.
2. For Standard users, go to **Administration > Expense > Policy > Advanced Settings > Verify**.
3. The **Verify Audit Profile** page displays. Click a profile name to view it on a new page and edit.
4. In the **Checks** section, click **Add**.
5. From a list of checks in the **Check Name** dropdown under **In workflow (Reports Pending Audit Review)**, select the required check.

   NOTE: We recommend that you open the **Out of workflow** check in a separate window to enable copying the configuration if required, and only when the **In workflow** check is setup, delete the **Out of workflow** version of the check.

6. Under the **Conditions** section, set the desired amount trigger, expense types, approval reasons, and any other parameters for the check.
7. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

Planned Changes Unreasonable Amount Modification

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	--	March 15, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

In the **Unreasonable Amount** check, the **Unreasonable Amount Percentage** field will be renamed to **Exception Volume,** and it will come included with a slider bar. Customers enabling this check can use the slider bar to set the threshold percentage for a meal expense. They can choose the volume based on if they want exceptions to be raised anywhere between 1% to 20% top spend amounts.

For example, if customers set the **Exception Volume** to 5%, exceptions will be raised for expense amounts that are at the top 5% for each location. This value will also impact the number of exceptions that will be raised. The higher the percentage, the more exceptions raised.

BUSINESS PURPOSE / CLIENT BENEFIT

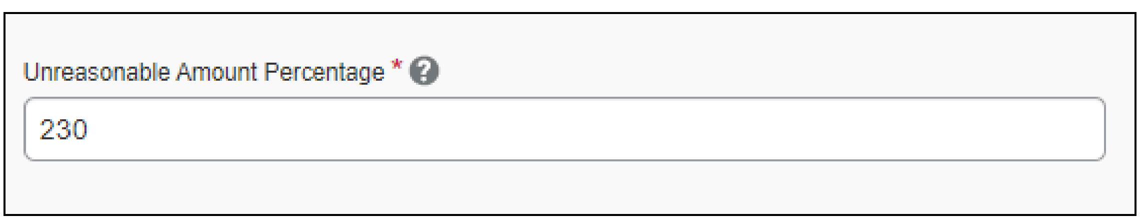
These modifications will be included to support the new configurations. They also allow administrators to control the volume of exceptions they wish to be raised to the auditors and reports to be stopped due to unreasonable meal amounts.

For auditors, the modifications will help them easily comprehend how unreasonable the spend amount is when compared to others.

Administrator Experience

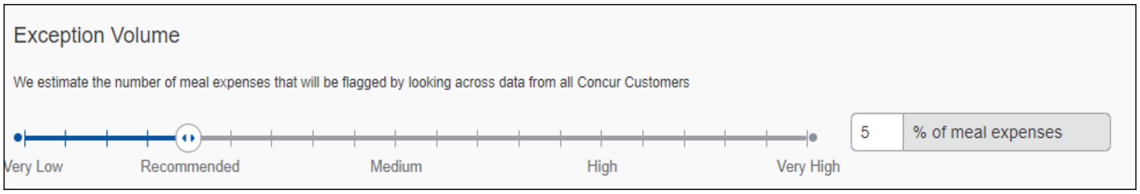
BEFORE REMOVAL

Prior to March 15, 2023, when users navigate to **Verify Audit Profiles > Audit Profile > Check Details** to set the **Unreasonable Amount Percentage**, they see a percentage already filled in as the initial default. They are also able to make changes to this threshold percentage as required.



After Removal

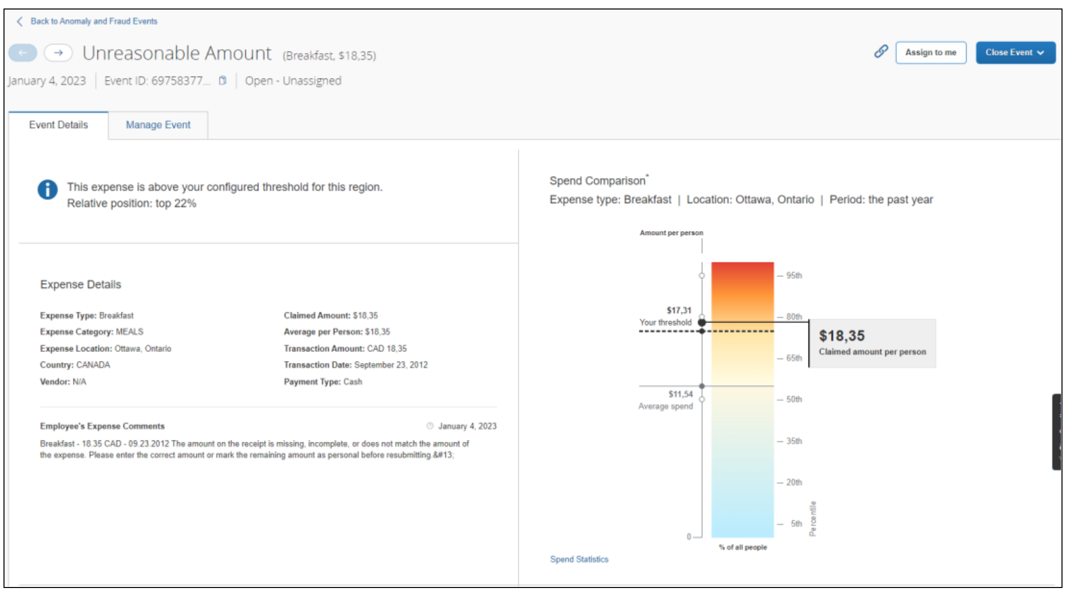
As of March 15, 2023, administrators will no longer see the **Unreasonable Amount Percentage** field as it has been renamed to **Exception Volume**. This modification will include a slider bar with a corresponding percentage field. There will also be a possibility to add an approval reason to pass this exception.



End-User Experience

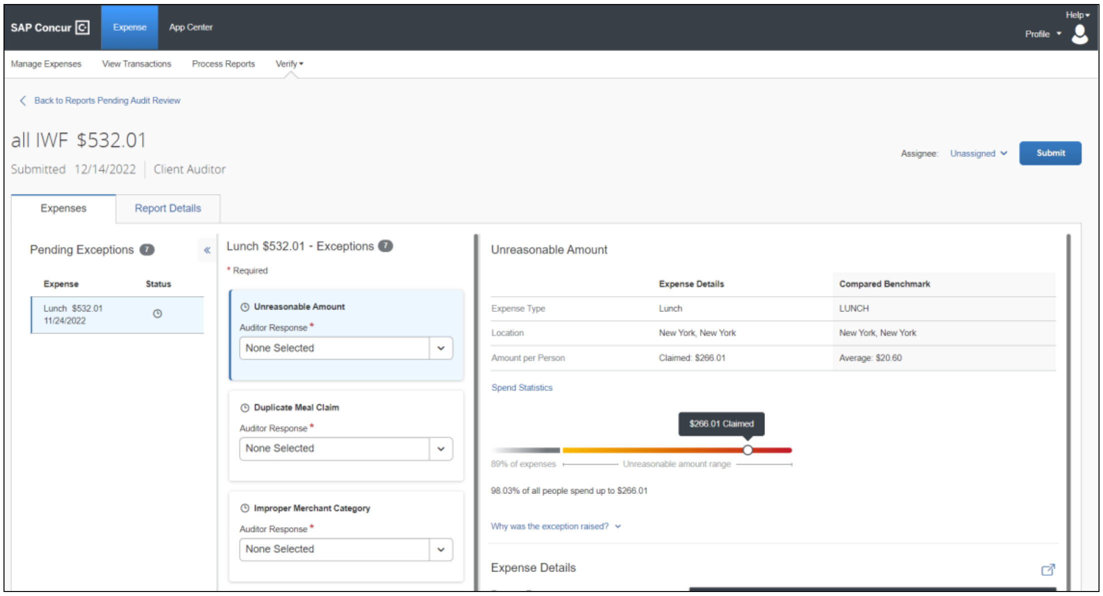
Before Removal

Prior to March 15, 2023, when administrators navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details, they see a graph that explains the value by which the expense amount has crossed the threshold percentage.



AFTER REMOVAL

As of March 15, 2023, users will see a table with expense comparison data and a simplified horizontal bar chart displaying the claimed amount and percentage of users that spend under this amount.



Configuration / Feature Activation

You need to add a new **In workflow** version of the **Unreasonable Amount** check and set up the exception volume you wish to have. The default is SAP Concur's recommended volume.

Planned Changes Removal of Out of Workflow Checks from Verify

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	--	July 30, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will re-assign the **Out of workflow (Anomaly and Fraud Events)** checks to be a part of **In workflow (Reports Pending Audit Review)** checks.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain editable until July 30, 2023. SAP recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**.

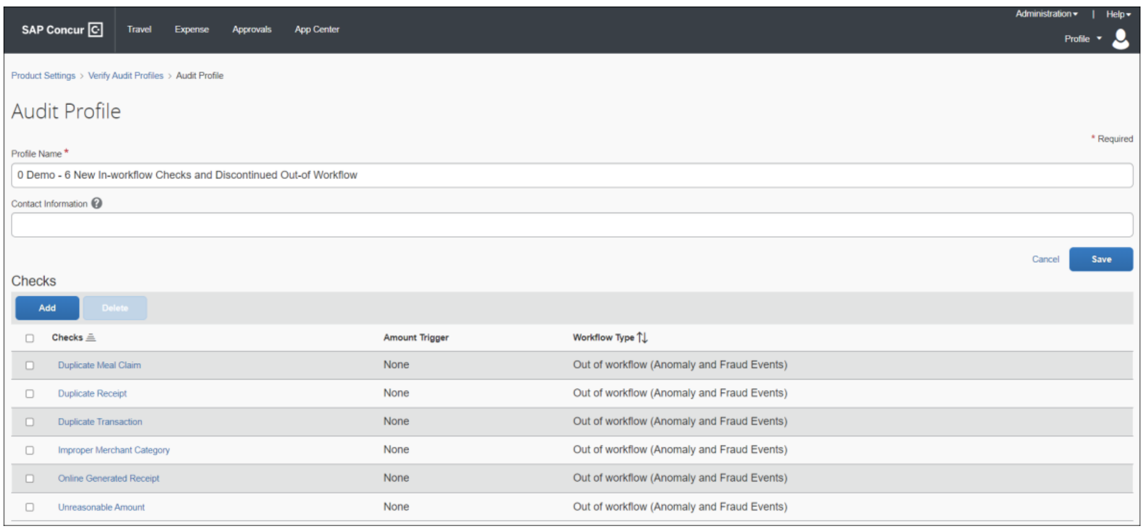
The **Anomaly and Fraud Events** section will continue to display until October 30, 2023, but the existing **Out of workflow** checks will be removed from Verify's audit profile after July 30, 2023. The ability to add new events will also be discontinued after this date.

Business Purpose / Client Benefit

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 30, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until October 30, 2023. However, the **Out of workflow** checks will be removed from Verify's audit profile by SAP Concur at the end of July 30, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until October 30, 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example.

Client Notifications

Accessibility

Accessibility Updates

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

Subprocessors

SAP Concur Non-Affiliated Subprocessors

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

To access the SAP Concur Sub-processors List:

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

   NOTE: SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to *Your New Support User ID (S-user)*.

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

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

When changes to browser support are planned, information about those changes will also appear in the *Shared Changes Release Notes*.

Additional Release Notes and Other Technical Documentation

Online Help

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

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (https://help.sap.com).

SAP Concur Support Portal – Selected Users

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

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

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

SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Monday, March 6, 2023 Initial Post: Monday, March 6	SAP Concur Client ***FINAL***

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Legal Disclaimer

Release Notes

Audit

Comment to Employee Field

Overview

The **Comment to Employee** field is a predefined and localized end-user specific message that communicates audit exceptions to the submitter. This field is enabled when a check is flagged for an exception on the **Reports Pending Audit Review** page.

Previously, the **Comment to Employee** field was configured with a default message that could not be changed. However, the integration of this feature into Verify ensures that the administrator can now edit the **Comment to Employee** field. This text can be customized for their organization and is different from the default text that Verify provides.

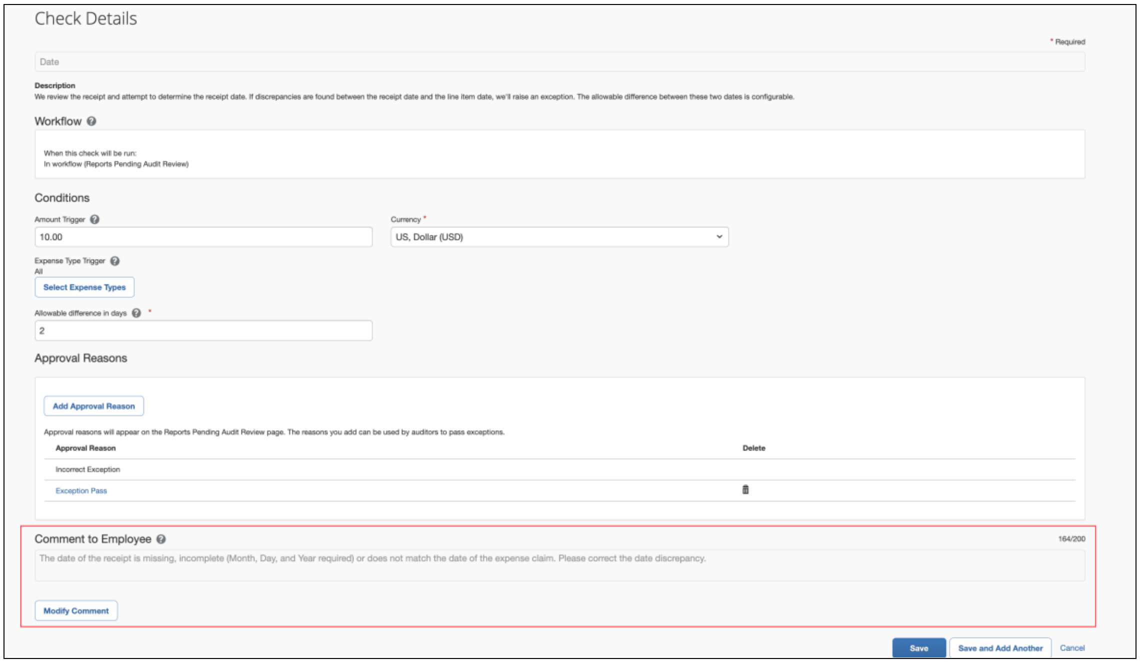
For each exception, be aware that if the auditor modifies the comment, then the localization of the edited text will be unavailable.

BUSINESS PURPOSE / CLIENT BENEFIT

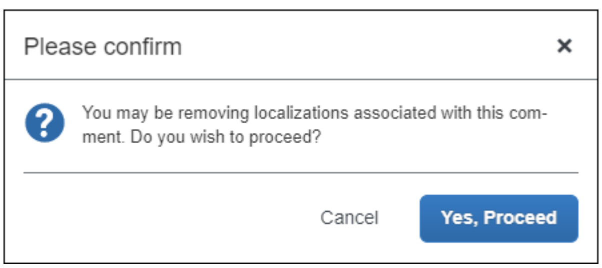
Auditors can efficiently use customized comments pre-filled by administrators to provide a clear and concise explanation of the audit exception and what the user needs to do to resolve it.

Administrator Experience

Navigate to **Verify Audit Profiles > Audit Profile > Check Details** to see the **Comment to Employee** field. To edit this text, click **Modify Comment**.



A pop-up dialog informs the user that editing the default text in the **Comment to Employee** field will remove any associated localizations. Click the **Yes, Proceed** to continue with the changes.



Click **Reset to Default** to revert any changes.

Configuration / Feature Activation

This feature is automatically enabled, and no configuration is required.

Reports

Changes to Auditor Response Selection

Overview

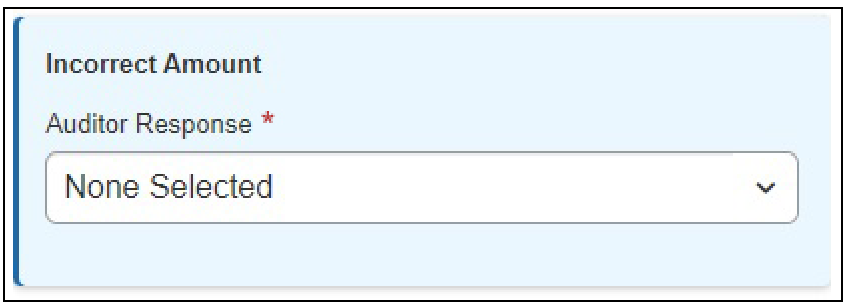
The options for the **Auditor Response** dropdown are now revised. The revised dropdown enables the auditors to select their decisions for each of the exception raised in Verify. The exception can be passed or failed and returned to the employee.

BUSINESS PURPOSE / CLIENT BENEFIT

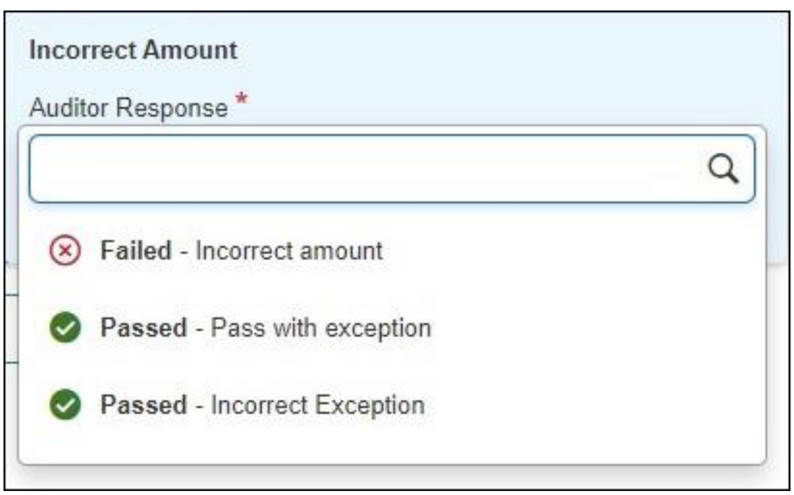
Responding to exceptions is the main activity that auditors perform in Verify. This current modification improves the auditor's experience with Verify by displaying all the available responses and thereby, increases their productivity.

Auditor Experience

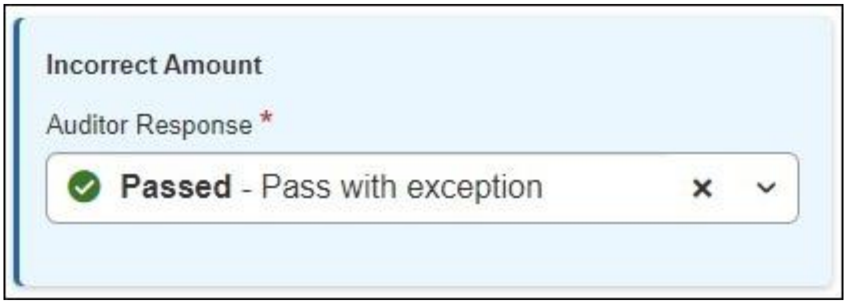
The default selection of the **Auditor Response** dropdown is **None Selected**. This means that a response must be chosen.



Clicking the dropdown displays the list of responses available for selection.



To modify the selection made, click **X** on the right to revert to **None Selected.** This enables the user to choose a different response.



Configuration / Feature Activation

This feature is automatically enabled, and no configuration is required.

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will re-assign the **Out of workflow (Anomaly and Fraud Events)** checks to be a part of the **In workflow (Reports Pending Audit Review)** checks.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**.

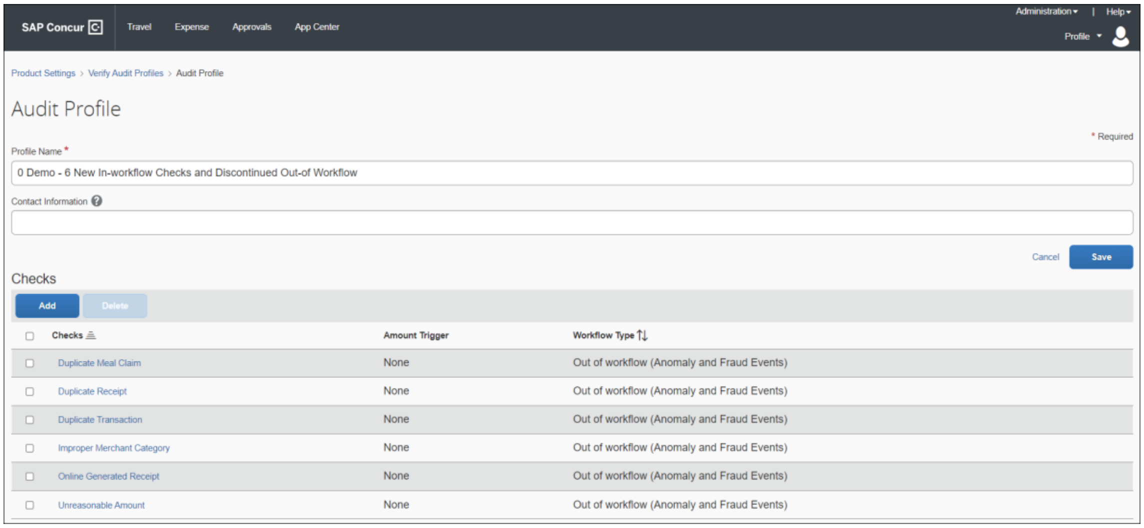
The **Anomaly and Fraud Events** section will continue to display until the end of October 2023, but the existing **Out of workflow** checks will be removed from the audit profiles on July 31, 2023. The ability to add new events will also be discontinued after this date.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example.

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Release Notes

Audit Checks

Addition of In Workflow Checks

Overview

In Verify, you have the option to configure the following six new **In Workflow (Reports Pending Audit Review)** checks:

- Duplicate Receipt
- Duplicate Transaction
- Online Generated Receipt
- Duplicate Meal Claim
- Unreasonable Amount
- Improper Merchant Category

The **Anomaly and Fraud Events** page along with the post-payment **Out of workflow (Anomaly and Fraud Events)** checks will be gradually discontinued later this year. These checks can be now added as pre-payment **In workflow (Reports Pending Audit Review)** checks within the **Audit Profile**.

Once the new **In workflow** checks are created, it is recommended that you stop using and delete the **Out of workflow** checks to prevent duplication. Editing the existing **Out of workflow** checks is still optional until the checks are removed by SAP Concur on July 31, 2023.

NOTE: Once the **Out of workflow** checks are deleted from your **Audit Profile**, it is not possible to add them again. Please ensure the new **In workflow** checks are added to your **Audit Profile** before you delete any **Out of workflow** checks.

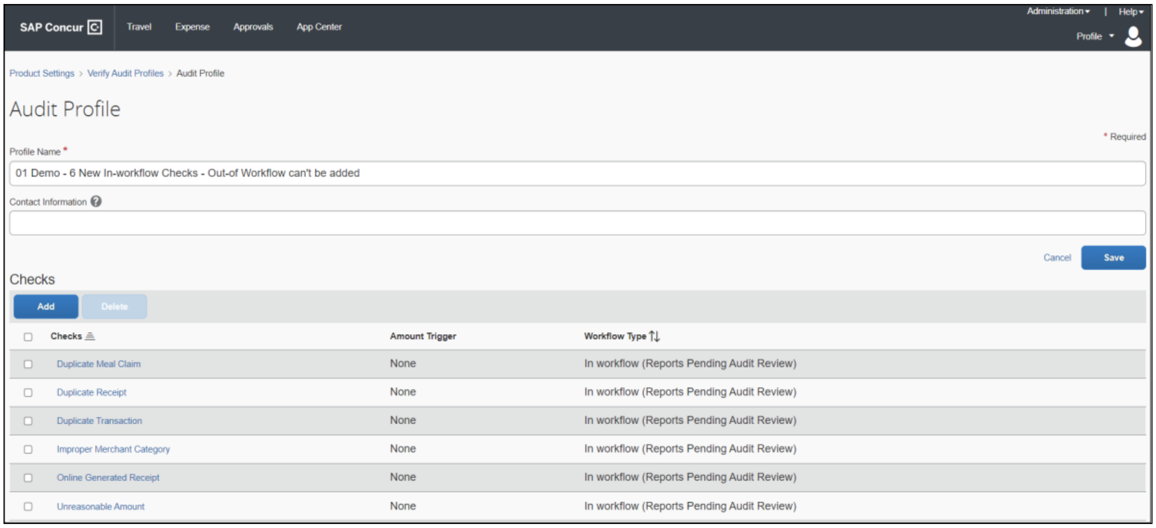
BUSINESS PURPOSE / CLIENT BENEFIT

The new **In workflow** checks provide increased compliance for customers by raising exceptions and stop the reports in Verify prior to their approval and payment.

Administrator Experience

Verify administrators see six new checks under **In workflow** that are configurable.

Example: **Audit Profile page**



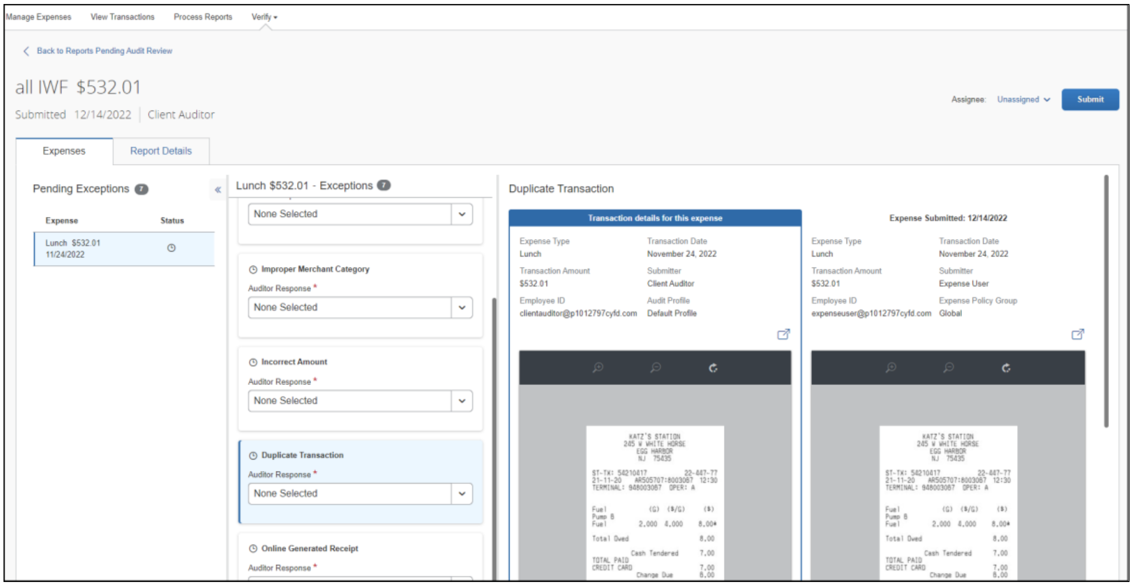
End-User Experience

If Verify raises an exception as a result of any of the six new checks, they display on the **Reports Pending Audit Review > Report selected > Expenses** tab in the same way any other **In workflow** checks are displayed.

The six new checks have more details displayed on the screen than the rest of the **In workflow** checks.

Use the button to minimize the left column and view a larger display of the exception details.

Example: **Reports Pending Audit Review > Expenses Tab**



Configuration / Feature Activation

To add a new check to an audit profile

1. For Professional users, to access Verify settings, go to **Administration > Expense > Verify**.
2. For Standard users, go to **Administration > Expense > Policy > Advanced Settings > Verify**. The **Verify Audit Profile** page displays.
3. Click a profile name to view it on a new page and edit.
4. In the **Checks** section, click **Add**.
5. From a list of checks in the **Check Name** dropdown under **In workflow (Reports Pending Audit Review)**, select the required check.

   NOTE: We recommend that you open the **Out of workflow** check in a separate window to enable copying the configuration if required. When the **In workflow** check is set up, Delete the **Out of workflow** version of the check only when the **In workflow** check is set up.

6. In the **Conditions** section, set the desired amount trigger, expense types, approval reasons, and any other parameters for the check.
7. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

Unreasonable Amount Modification

Overview

In the **Unreasonable Amount** check, the **Unreasonable Amount Percentage** field is renamed to **Exception Volume,** and it is included with a slider bar. Customers enabling this check can use the slider bar to set the threshold percentage for a meal expense. They can choose the volume based on if they want exceptions to be raised anywhere between 1% to 20% top spend amounts.

For example, if customers set the **Exception Volume** to 5%, exceptions are raised for expense amounts that are at the top 5% for each location. This value also impacts the number of exceptions that will be raised. The higher the percentage, the more exceptions raised.

BUSINESS PURPOSE / CLIENT BENEFIT

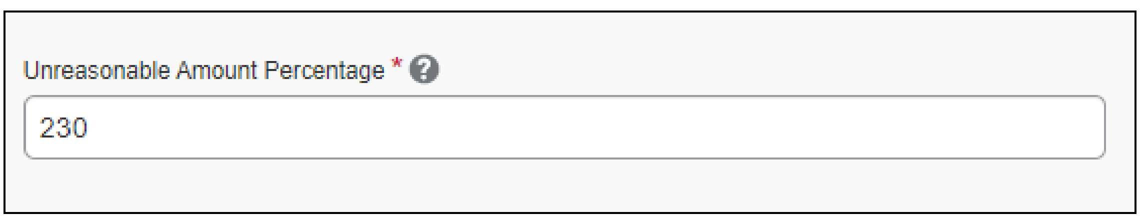
These modifications are included to support the new configurations. They also enable administrators to control the volume of exceptions they wish to be raised to the auditors and reports to be stopped due to unreasonable meal amounts.

For auditors, the modifications help them easily comprehend how unreasonable the spend amount is when compared to others.

Administrator Experience

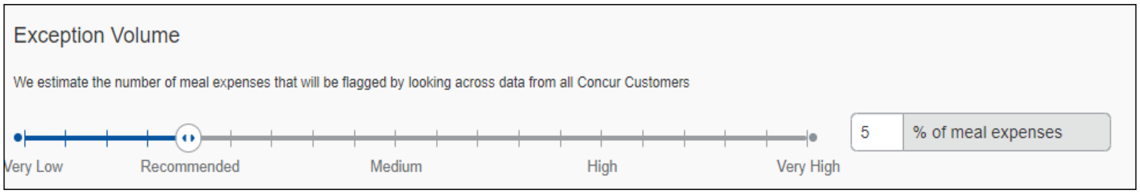
BEFORE REMOVAL

Prior to March 15, 2023, when users navigated to **Verify Audit Profiles > Audit Profile > Check Details** to set the **Unreasonable Amount Percentage**, they saw a percentage already filled in as the initial default. They were also able to make changes to this threshold percentage as required.



After Removal

As of March 15, 2023, administrators can no longer see the **Unreasonable Amount Percentage** field as it has been renamed to **Exception Volume**. This modification includes a slider bar with a corresponding percentage field. There is also a possibility to add an approval reason to pass this exception.



End-User Experience

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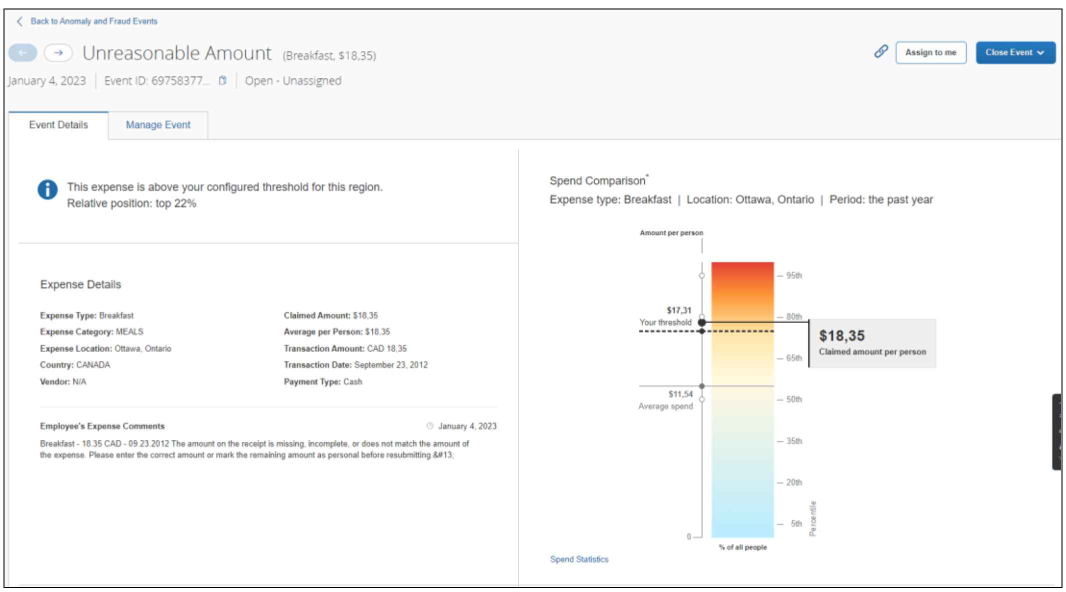
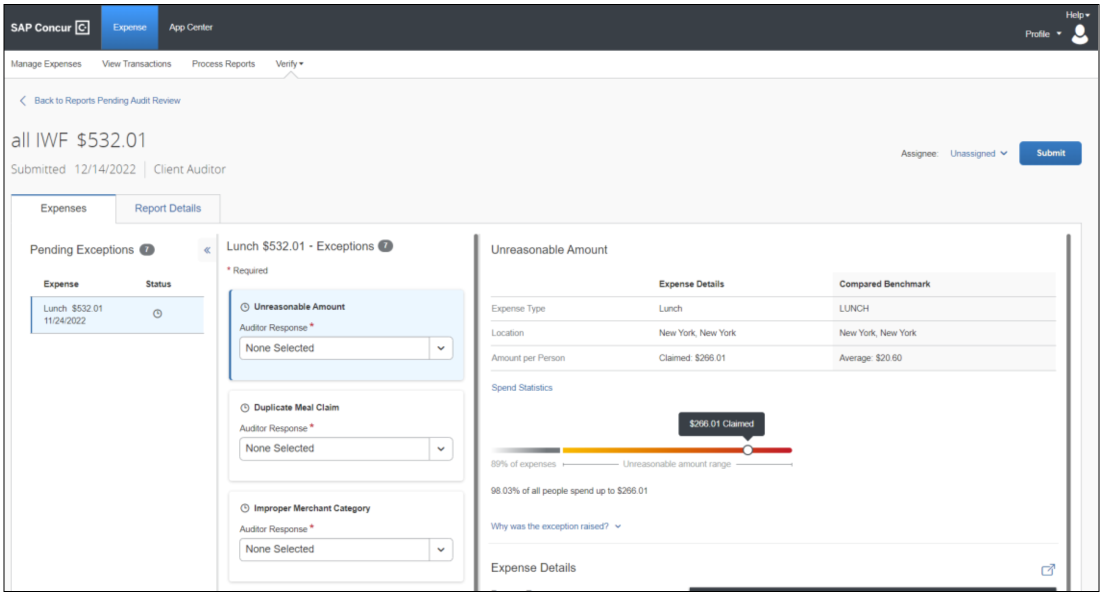


AFTER REMOVAL

As of March 15, 2023, users can see a table with expense comparison data and a simplified horizontal bar chart displaying the claimed amount and percentage of users that spend under this amount.



Configuration / Feature Activation

You need to add a new **In workflow** version of the **Unreasonable Amount** check and set up the exception volume you wish to have. The default volume is what SAP Concur recommends.

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will re-assign the **Out of workflow (Anomaly and Fraud Events)** checks to be a part of the **In workflow (Reports Pending Audit Review)** checks.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**.

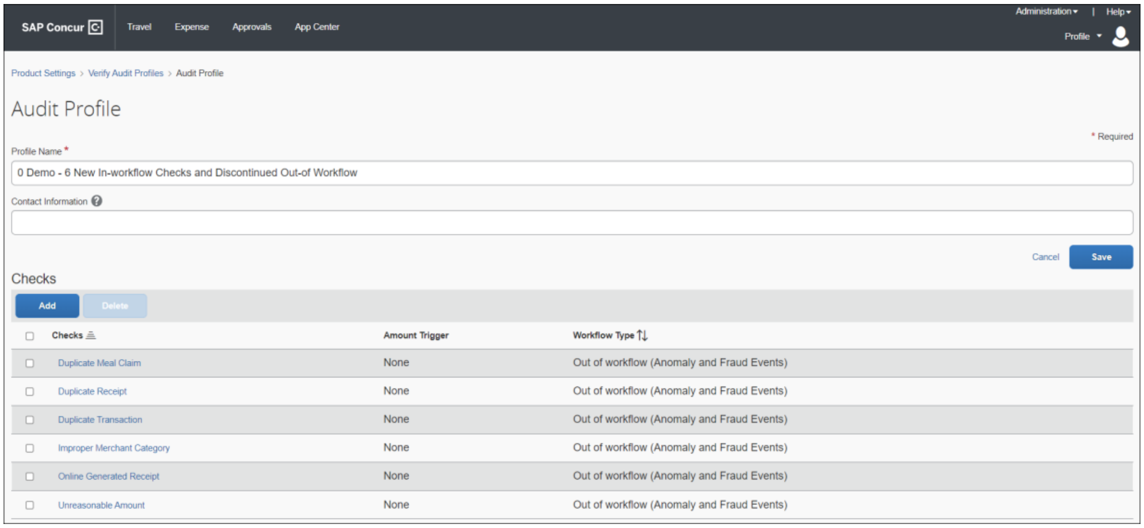
The **Anomaly and Fraud Events** section will continue to display until the end of October 2023, but the existing **Out of workflow** checks will be removed from the audit profiles on July 31, 2023. The ability to add new events will also be discontinued after this date.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example.

Client Notifications

Accessibility

Accessibility Updates

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

Subprocessors

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Supported Browsers

Supported Browsers and Changes to Support

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SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Monday, May 1, 2023 Initial Post: Monday, May 1	SAP Concur Client ***FINAL***

Contents

Legal Disclaimer

Release Notes

No Release Notes This Month

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

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January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will remove the existing **Out of workflow (Anomaly and Fraud Events)** checks from the audit profiles on July 31, 2023. These checks have been re-assigned as **In workflow (Reports Pending Audit Review)** checks. No new events will be raised after July 31, 2023.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain active and editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

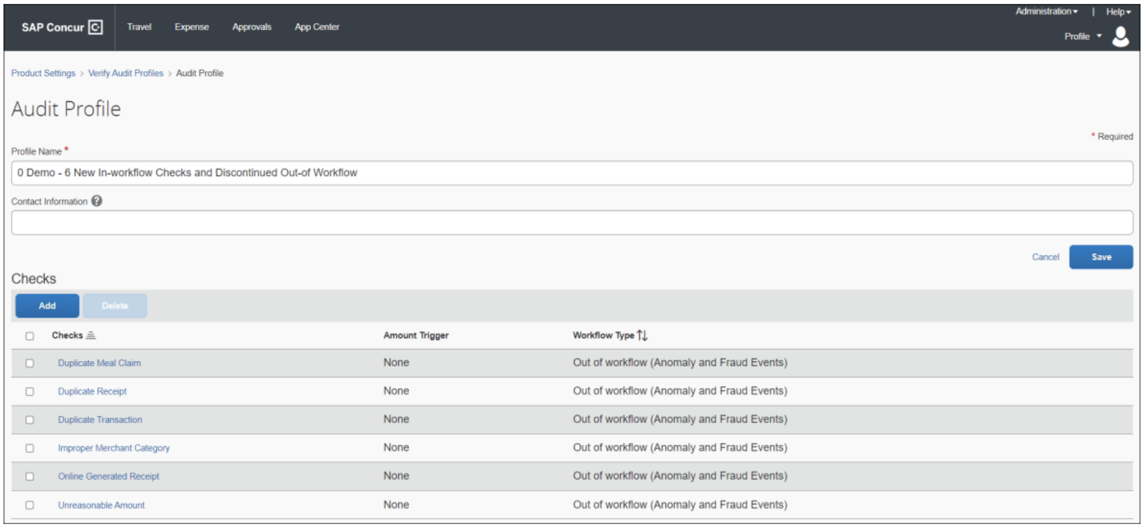
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



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Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

Information First Published	Information Last Modified	Feature Target Release Date
May 1, 2023	--	October 30, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Targeted for October 30, 2023, SAP Concur will remove the **Anomaly and Fraud Events** section from Verify. The ability to view or access old events will also be discontinued after this date.

Additionally, the Verify Events Auditor role will be removed from the user interface.

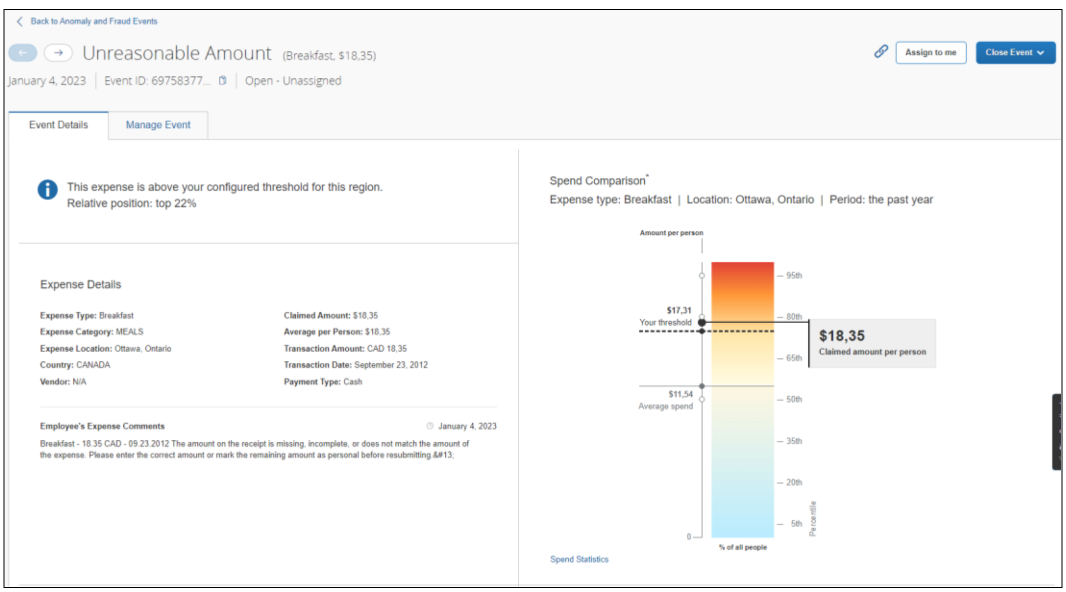
BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

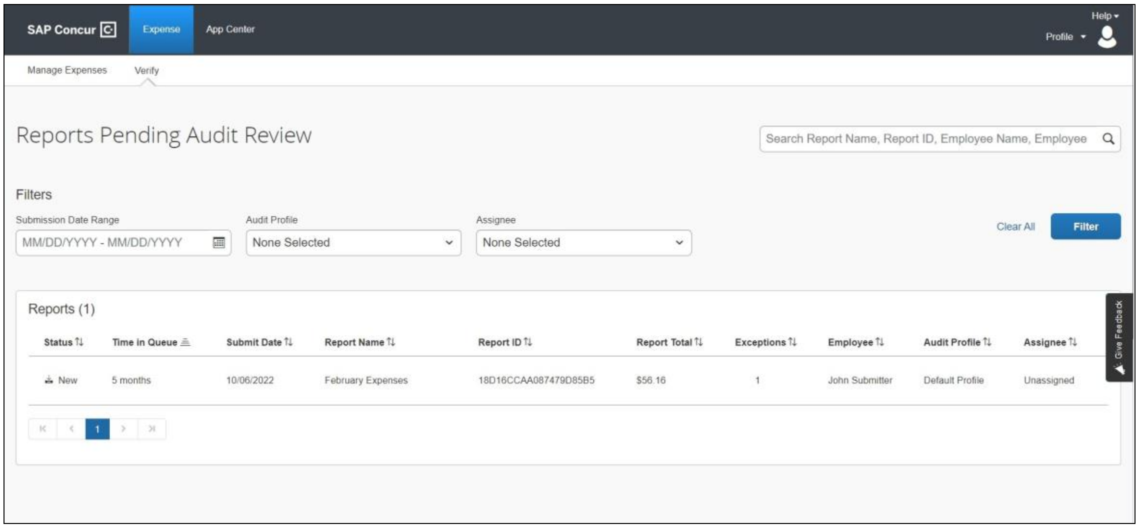
BEFORE REMOVAL

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



After Removal

As of October 2023, users will no longer see **Anomaly and Fraud Events** section in Verify. Only **Reports Pending Audit Review** section will continue to exist.



Configuration / Feature Activation

There will be no configuration or activation steps.

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SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Friday, May 12, 2023 Initial Post: Friday, May 12	SAP Concur Client ***FINAL***

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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

No Release Notes This Month

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.

Miscellaneous

Planned Changes User Panel for In-Product Survey Participants

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

Overview

Targeted for June, a new survey feature, User Panel, will be available for Concur Expense users currently participating in the in-product survey. This update will let the user provide direct feedback to SAP Concur.

NOTE: Companies who are not participating in the in-product survey will not see the user panel.

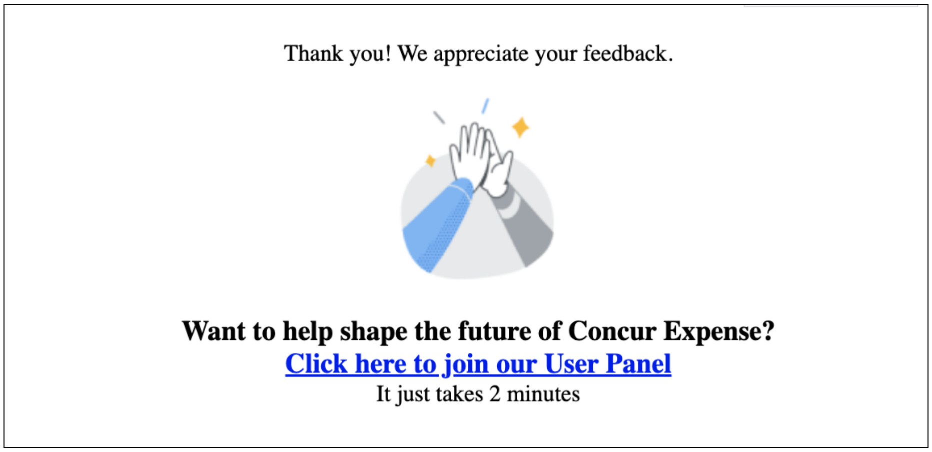
No survey information will be shared outside of SAP Concur as per SAP policy.

BUSINESS PURPOSE / CLIENT BENEFIT

This new survey will allow users to participate in the development of SAP Concur product(s), resulting in an improved experience and satisfaction overall.

End-User Experience

SAP Concur will directly contact approximately 40% of users who elect to provide feedback and they will be asked to share their experience. Additionally, they may be invited to discuss their experience with SAP Concur in a formalized setting but are under no obligation whatsoever to do so if asked. The user may opt-out at any time for any reason.



DECLINING PARTICIPATION IN THE IN-PRODUCT AND USER PANEL EXPERIENCE

Customers can choose to opt-out of the User Panel feedback feature at any time. This can be done only at the entity level, not at a user level. To do so, submit a ticket to SAP Concur support requesting that this experience be turned off. To opt back in, submit a ticket to SAP Concur support requesting that this experience be turned on.

Configuration / Feature Activation

The feature is automatically available only if the client is currently participating in the Concur Expense in-product survey.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will remove the existing **Out of workflow (Anomaly and Fraud Events)** checks from the audit profiles on July 31, 2023. These checks have been re-assigned as **In workflow (Reports Pending Audit Review)** checks. No new events will be raised after July 31, 2023.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain active and editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

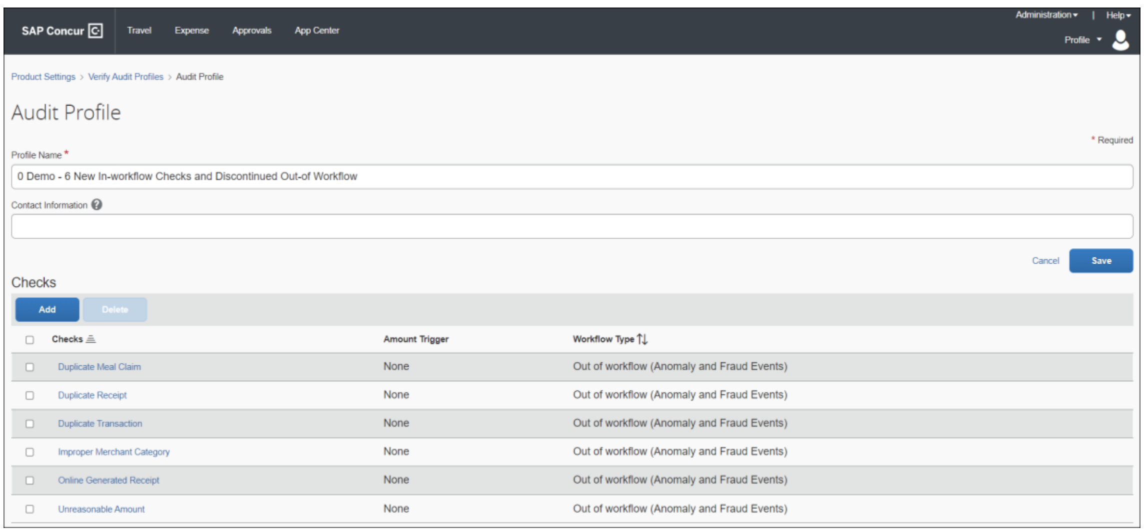
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

Business Purpose / Client Benefit

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

Information First Published	Information Last Modified	Feature Target Release Date
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BUSINESS PURPOSE / CLIENT BENEFIT

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End-User Experience

BEFORE REMOVAL

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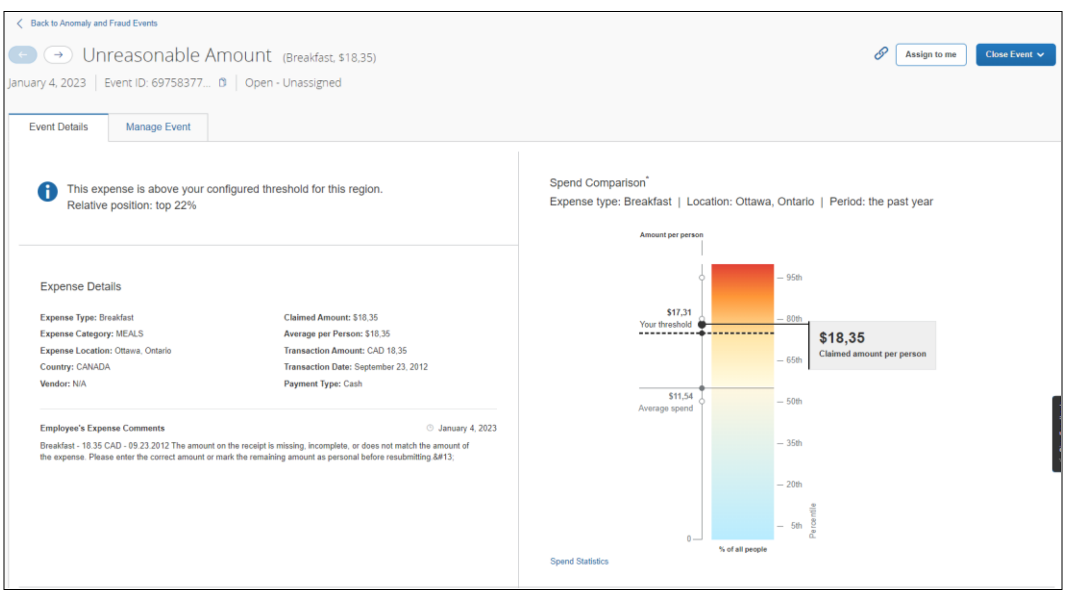

After Removal

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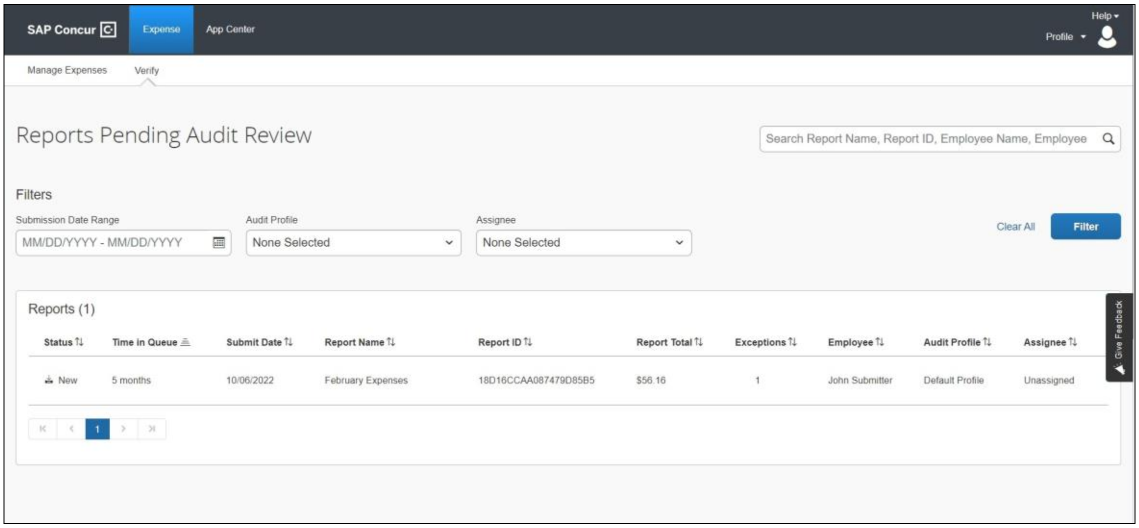

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SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Friday, June 16, 2023 Initial Post: Friday, May 12	SAP Concur Client ***FINAL***

Contents

Legal Disclaimer

Release Notes

Miscellaneous

User Panel for In-Product Survey Participants

Information First Published	Information Last Modified	Feature Target Release Date
May 12, 2023	--	June 12, 2023
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Overview

A new survey feature, User Panel, is available for Concur Expense users currently participating in the in-product survey. This update lets the user provide direct feedback to SAP Concur.

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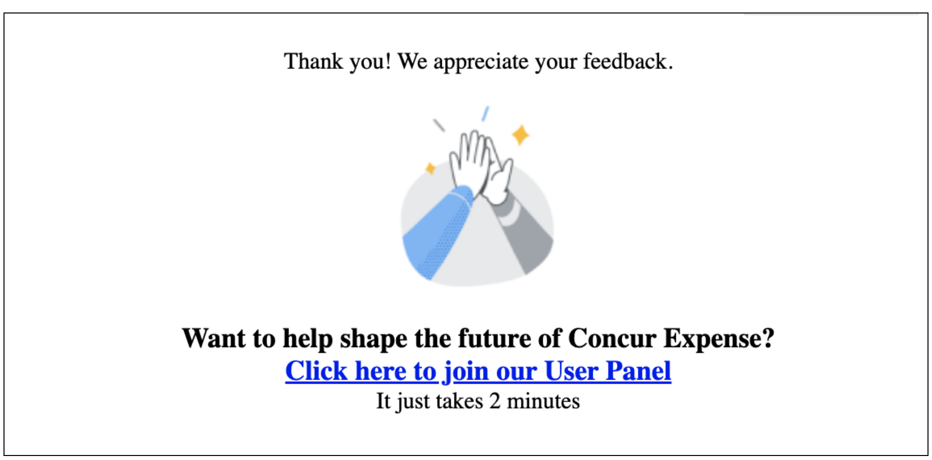

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Configuration / Feature Activation

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Planned Changes

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Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

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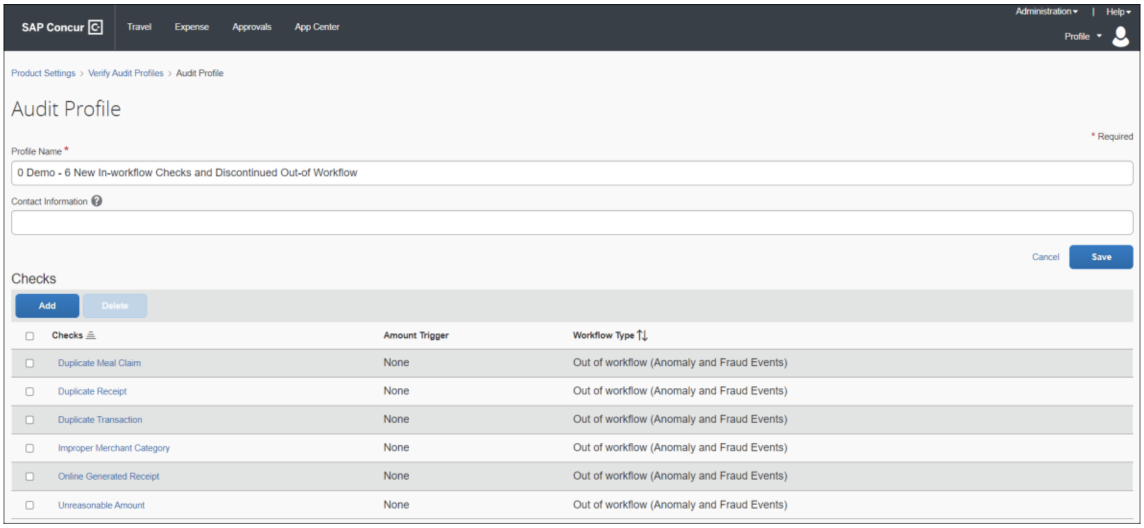

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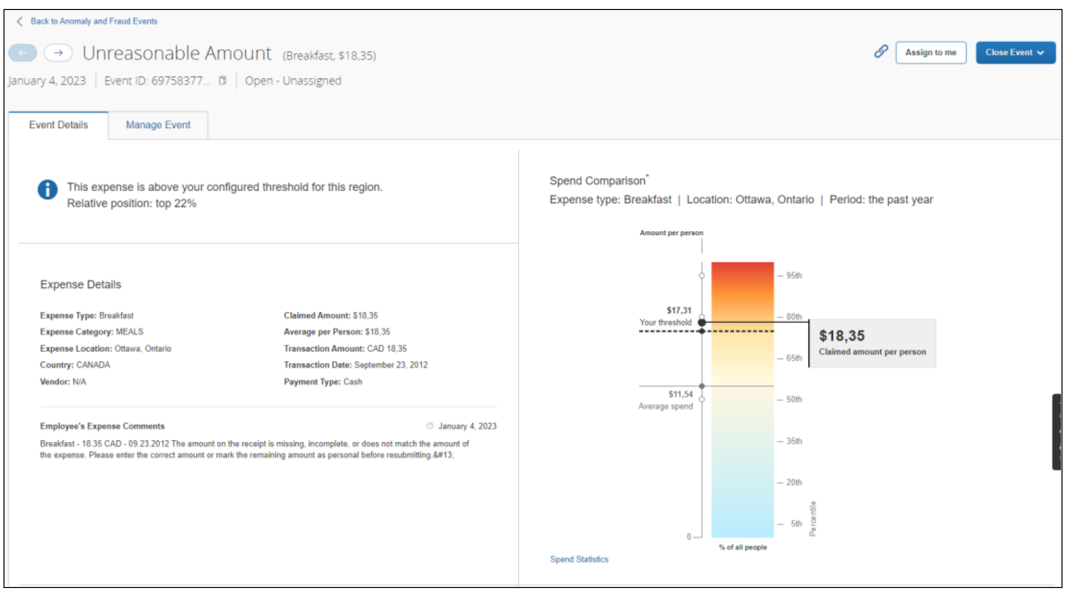

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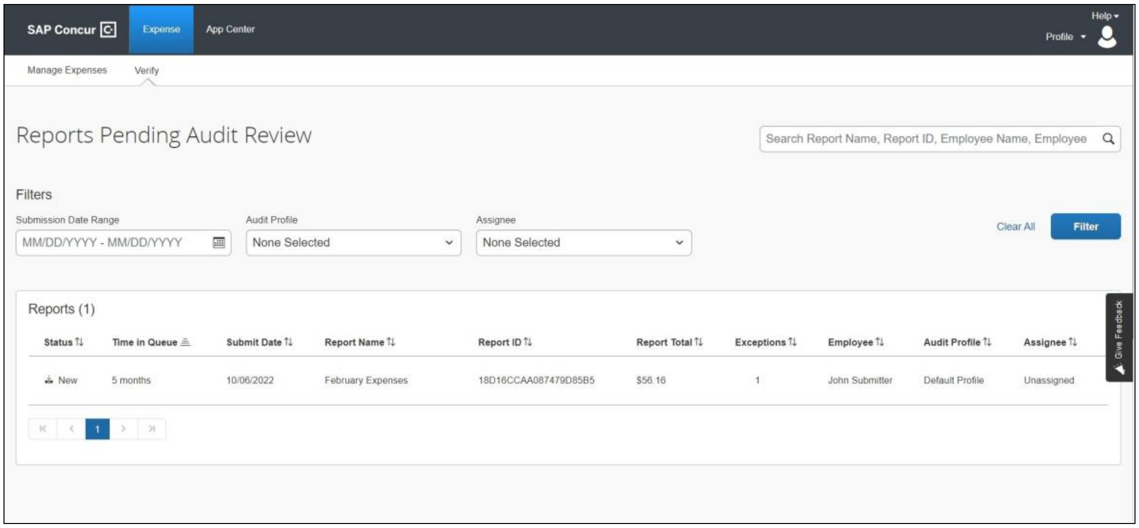

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- Click **Webinars** for recorded and live webinars.

SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Friday, June 22, 2023 Initial Post: Friday, May 12	SAP Concur Client ***FINAL***

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Release Notes

Audit Checks

New Old Date Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Old Date** is added to Verify. The transaction dates from the expense report are reviewed to see if they fall within the acceptable time frame. If Verify cannot confirm these transactions as acceptable, an exception is raised.

The acceptable time frame is configurable in days.

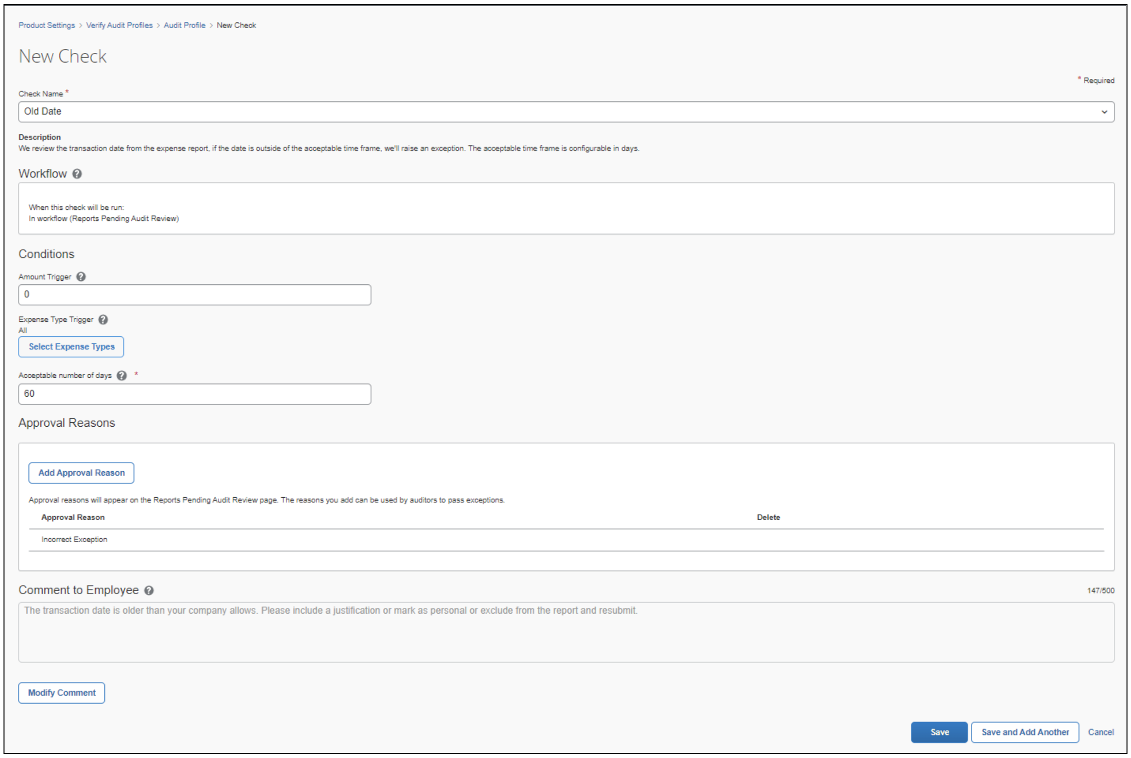
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if a transaction date falls outside the acceptable time frame, an exception is raised on the **Reports Pending Audit Review** page. Use the **Acceptable number of days** field to configure the time frame.



Configuration / Feature Activation

To add the Old Date check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. Enter the desired value in the **Acceptable number of days** field.
7. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.

8. (Optional) Modify the text in the **Comment to Employee** field.

9. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Configured Expense Type Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Configured Expense Type** is added. Verify reviews all the expense types from an expense report. If the expense type on the report is on the configured list of expense types, an exception is raised.

This check can be used to stop expenses that may require further review for any reason. Some examples are expenses that require comments, forms, or pre-authorization.

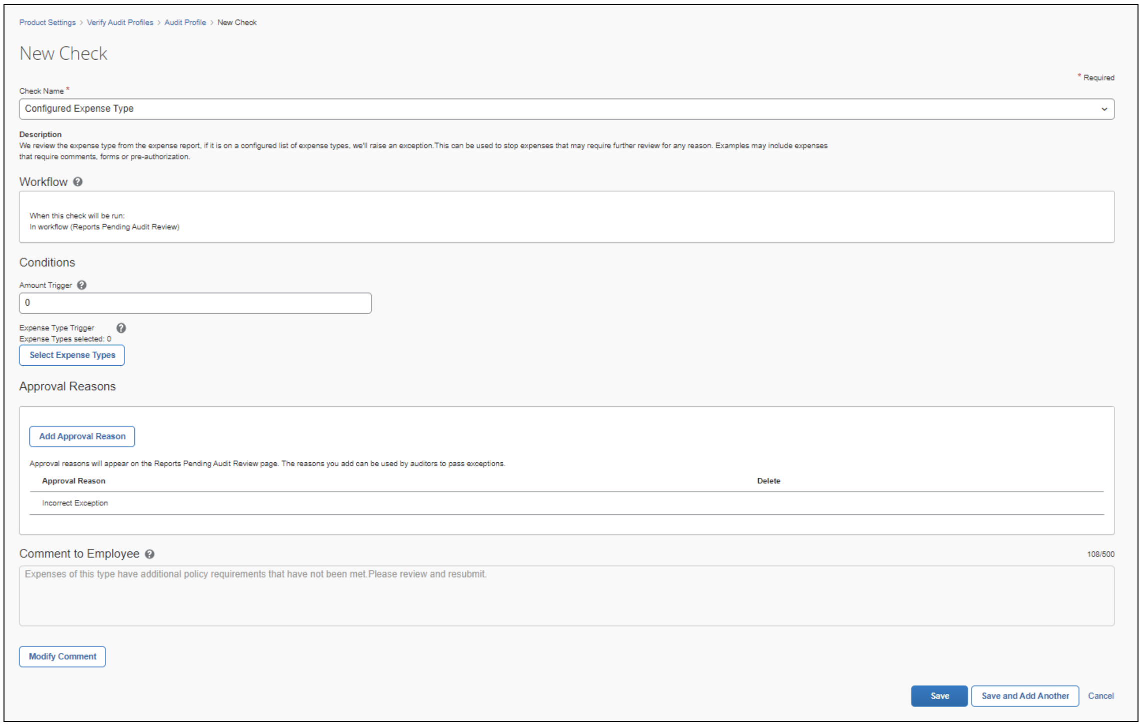
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense type on the report is on the configured list of expense types, then an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Configured Expense Type check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Configured Expense Type** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. (Optional) Modify the text in the **Comment to Employee** field.

8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Company Card Not Used Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Company Card Not Used** is added. Verify reviews the payment method from the expense report and, if an expense is paid for using any other method other than a company card, an exception is raised.

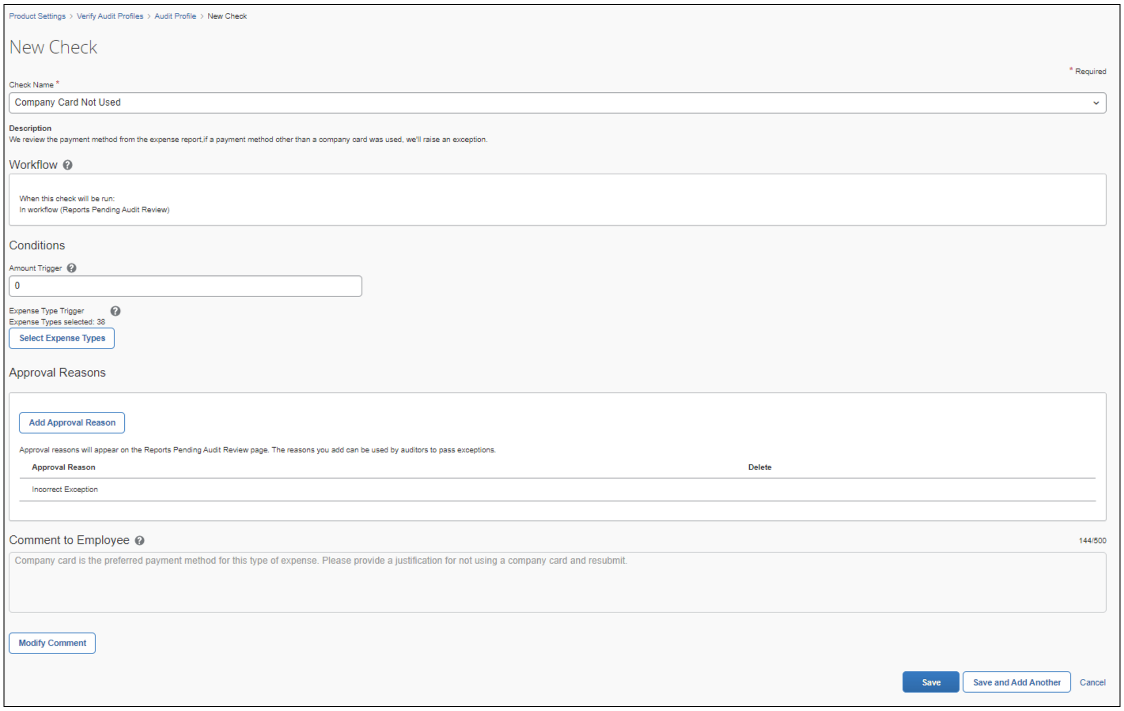
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense is paid for by any other card other than a company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Company Card Not Used check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. If required, modify the text in the **Comment to Employee** field.

8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Personal Use Of Company Card Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Personal Use Of Company Card** is added. Verify reviews the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, an exception is raised.

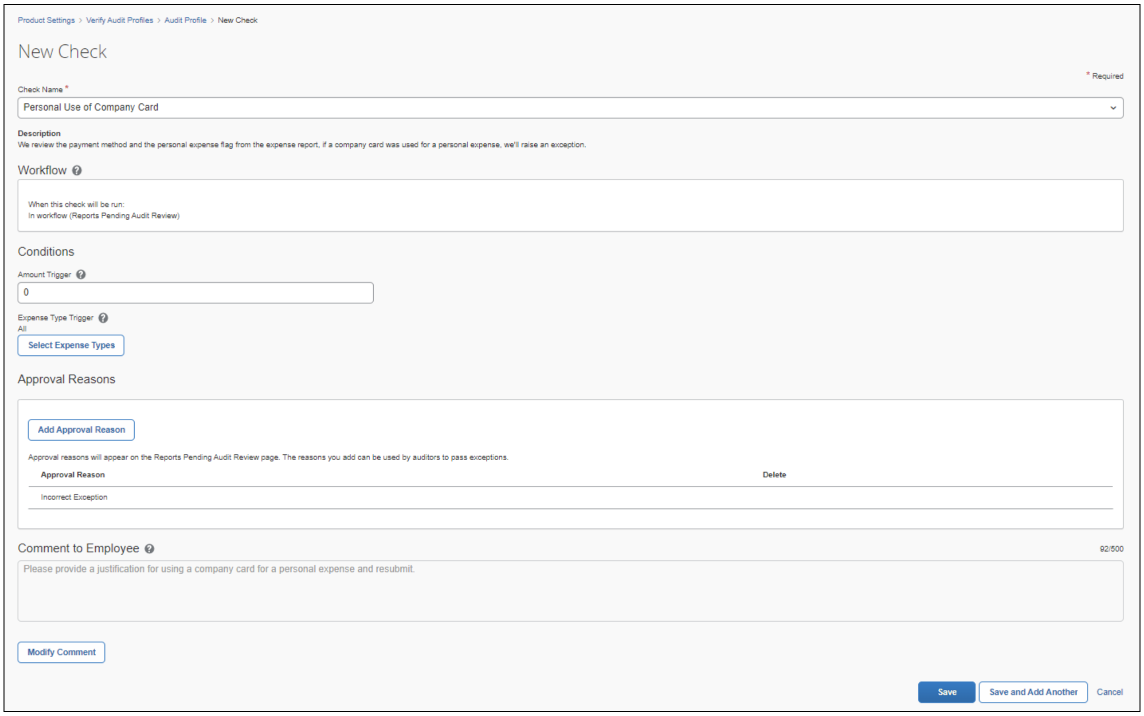
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if there is a personal expense made using the company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Personal Use Of Company Card check to an audit profile

1. Open the **Verify Audit Profiles** page.
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7. If required, modify the text in the **Comment to Employee** field.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will remove the existing **Out of workflow (Anomaly and Fraud Events)** checks from the audit profiles on July 31, 2023. These checks have been re-assigned as **In workflow (Reports Pending Audit Review)** checks. No new events will be raised after July 31, 2023.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain active and editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

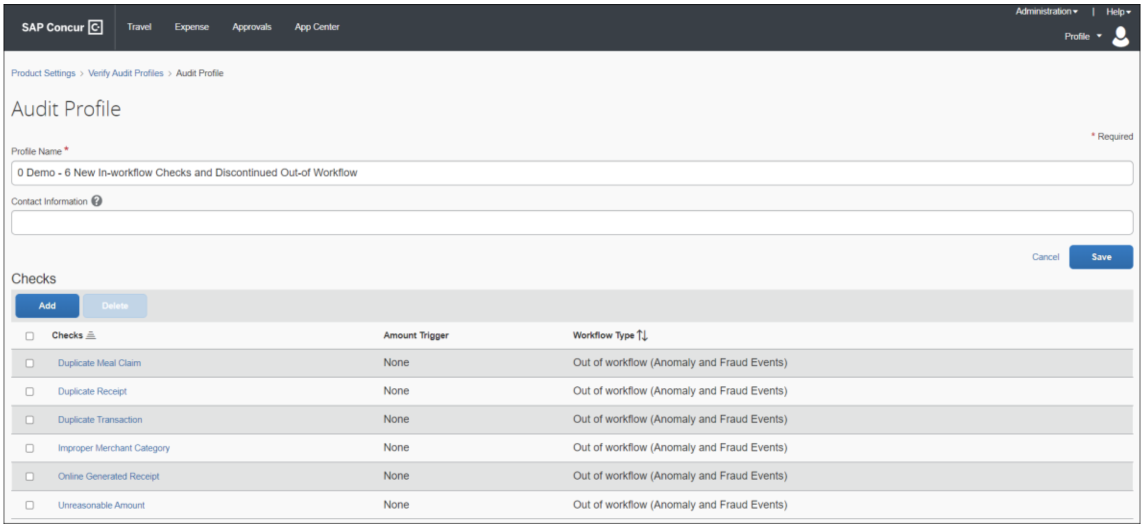
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

Information First Published	Information Last Modified	Feature Target Release Date
May 1, 2023	--	October 30, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Targeted for October 30, 2023, SAP Concur will remove the **Anomaly and Fraud Events** section from Verify. The ability to view or access old events will also be discontinued after this date.

Additionally, the Verify Events Auditor role will be removed from the user interface.

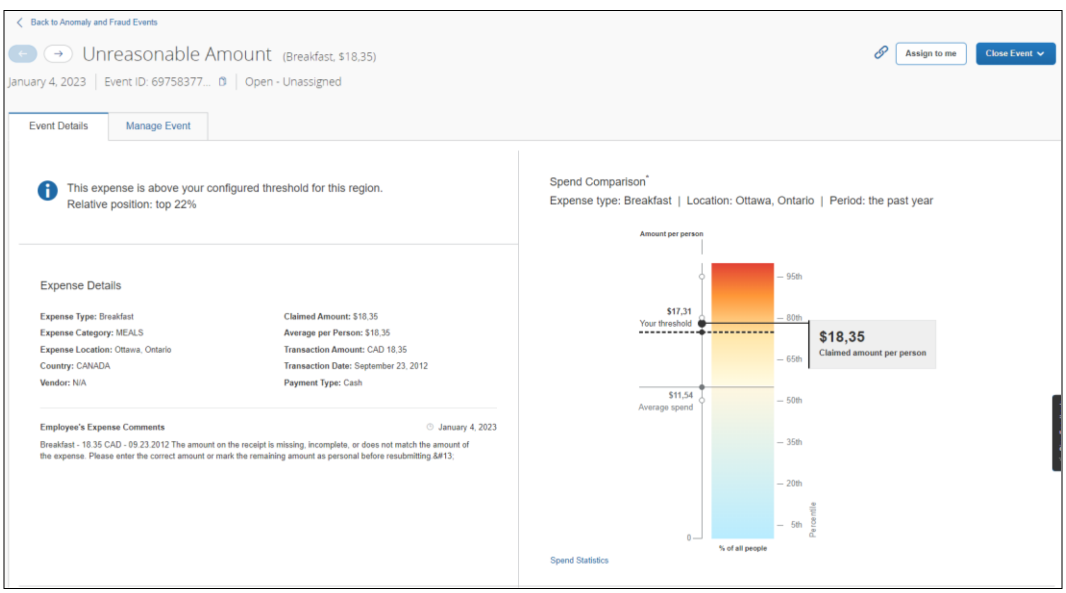
Business Purpose / Client Benefit

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

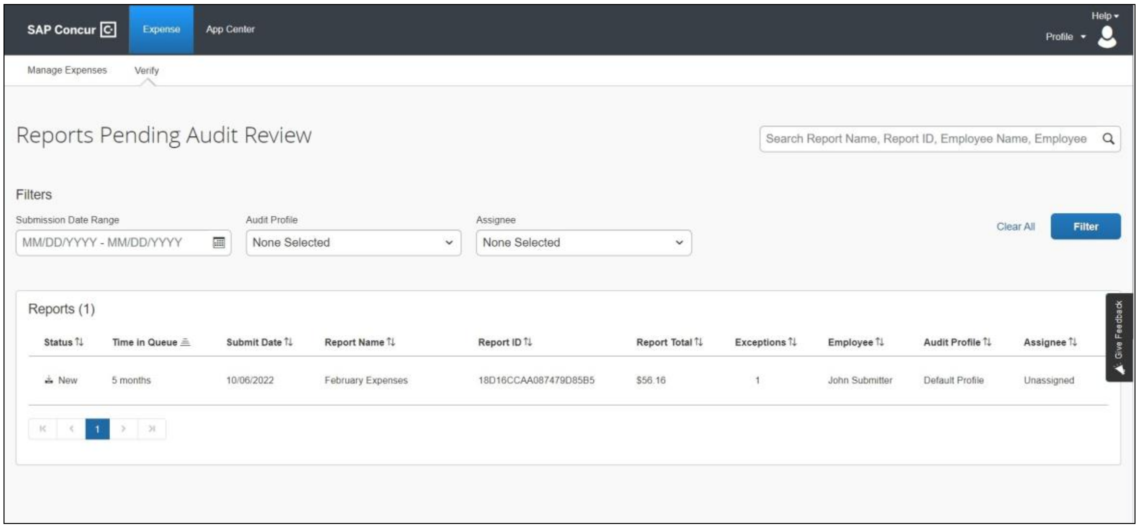
Before Removal

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



AFTER REMOVAL

As of October 2023, users will no longer see **Anomaly and Fraud Events** section in Verify. Only **Reports Pending Audit Review** section will continue to exist.



Configuration / Feature Activation

There will be no configuration or activation steps.

Client Notifications

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

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

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

   NOTE: SAP customers must sign into the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to *Your New Support User ID (S-user)*.

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

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

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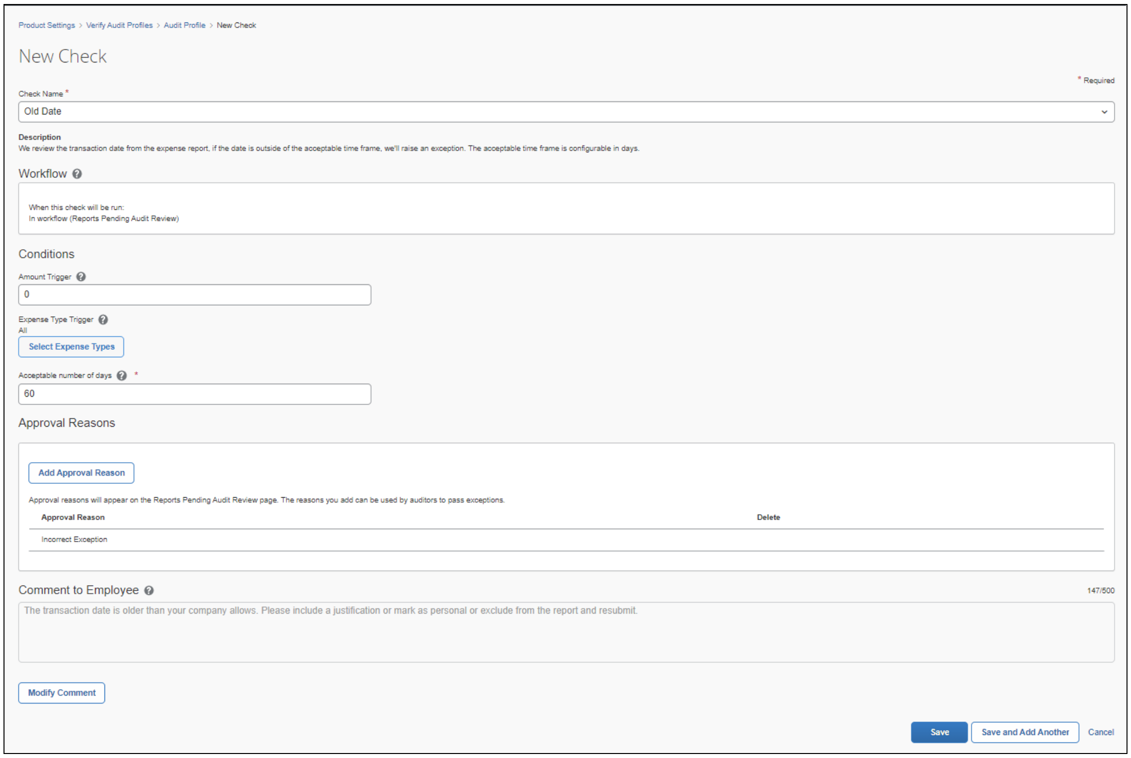

Configuration / Feature Activation

To add the Old Date check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. Enter the desired value in the **Acceptable number of days** field.
7. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.

8. (Optional) Modify the text in the **Comment to Employee** field.

9. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Configured Expense Type Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Configured Expense Type** is added. Verify reviews all the expense types from an expense report. If the expense type on the report is on the configured list of expense types, an exception is raised.

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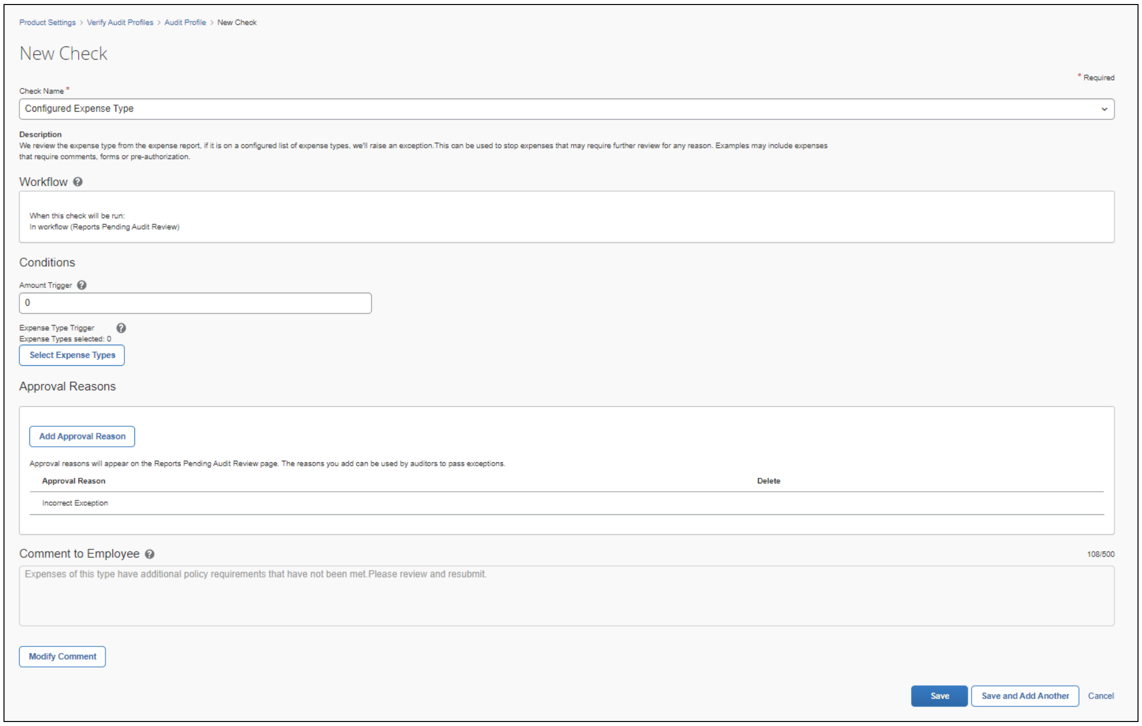
Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense type on the report is on the configured list of expense types, then an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Configured Expense Type check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Configured Expense Type** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. (Optional) Modify the text in the **Comment to Employee** field.

8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Company Card Not Used Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Company Card Not Used** is added. Verify reviews the payment method from the expense report and, if an expense is paid for using any other method other than a company card, an exception is raised.

BUSINESS PURPOSE / CLIENT BENEFIT

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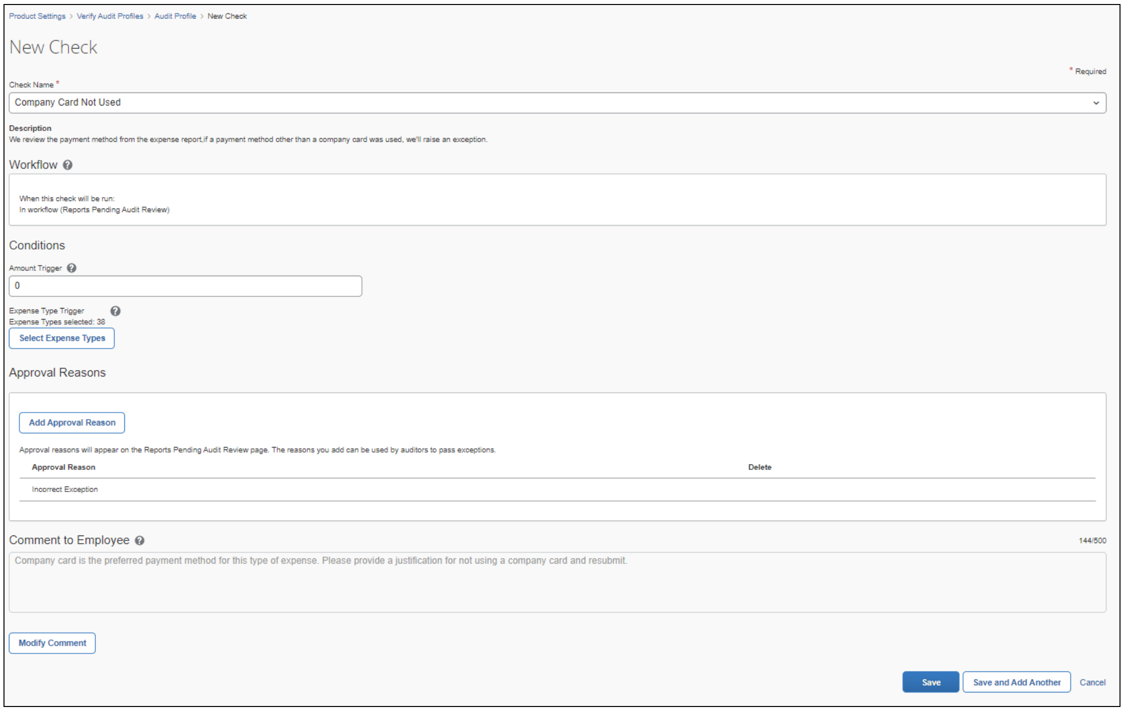

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New Personal Use Of Company Card Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Personal Use Of Company Card** is added. Verify reviews the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, an exception is raised.

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Administrator Experience

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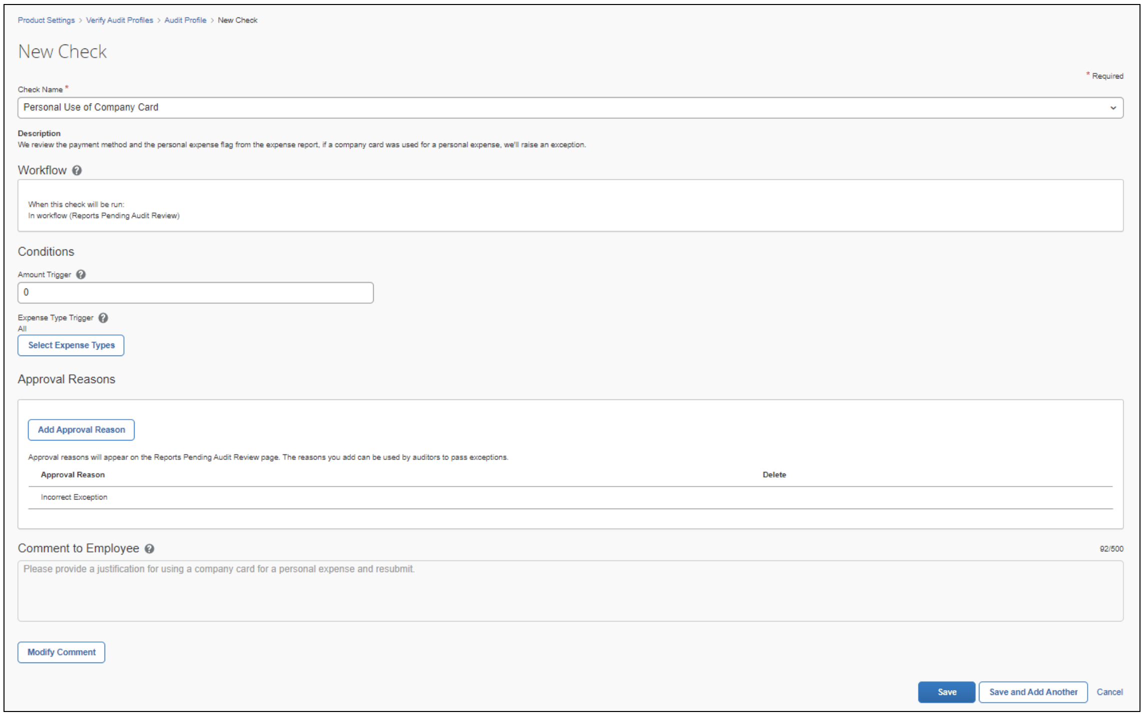

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1. Open the **Verify Audit Profiles** page.

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3. Select the **Old Date** check from the dropdown list of checks.

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5. Review if the required **Expense Types** are selected and make changes as desired.

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Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
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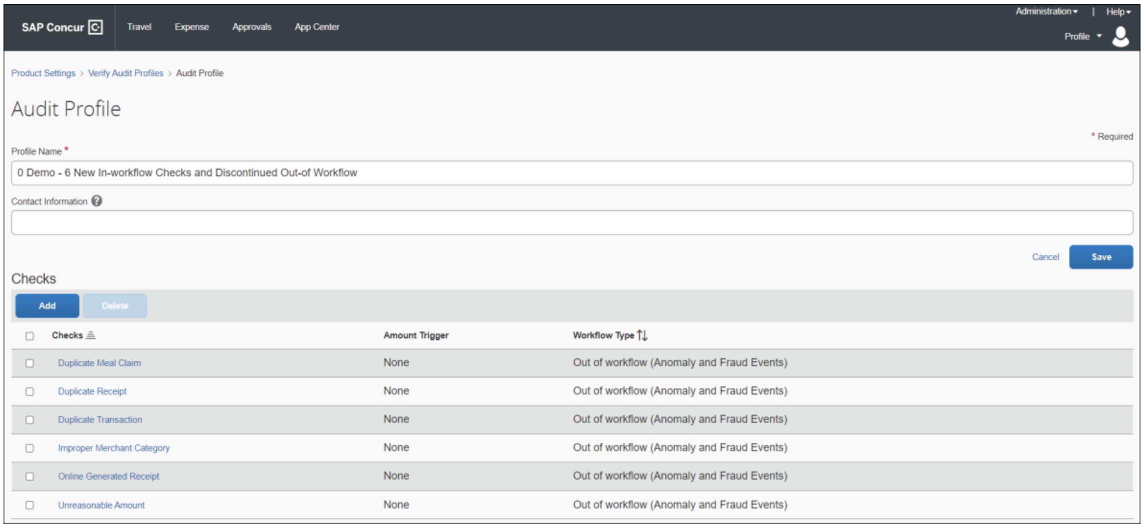
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

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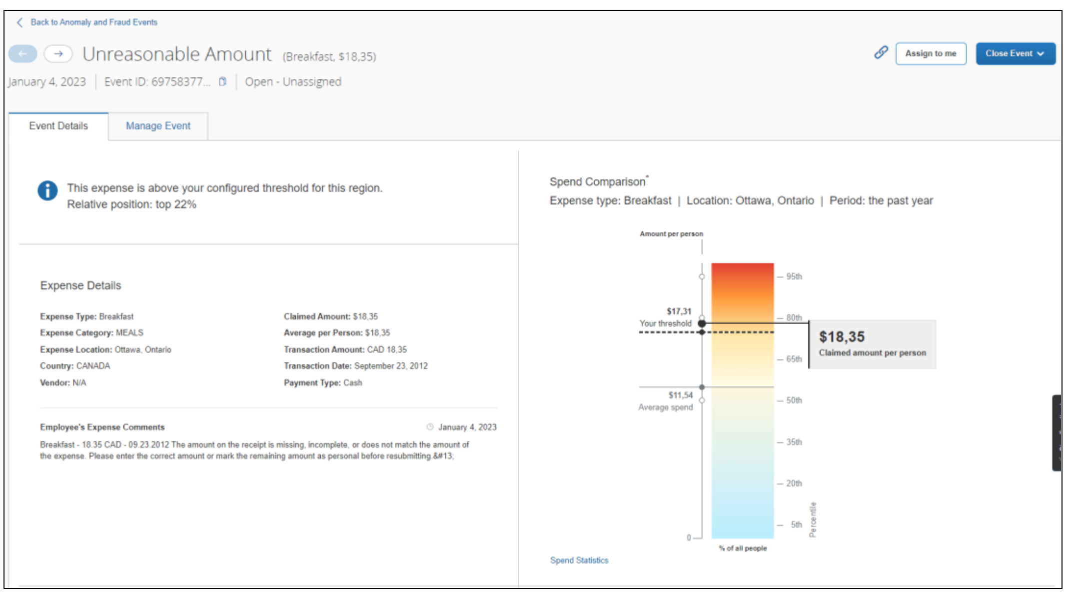
Business Purpose / Client Benefit

This feature is intended to support the customer’s ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

Before Removal

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



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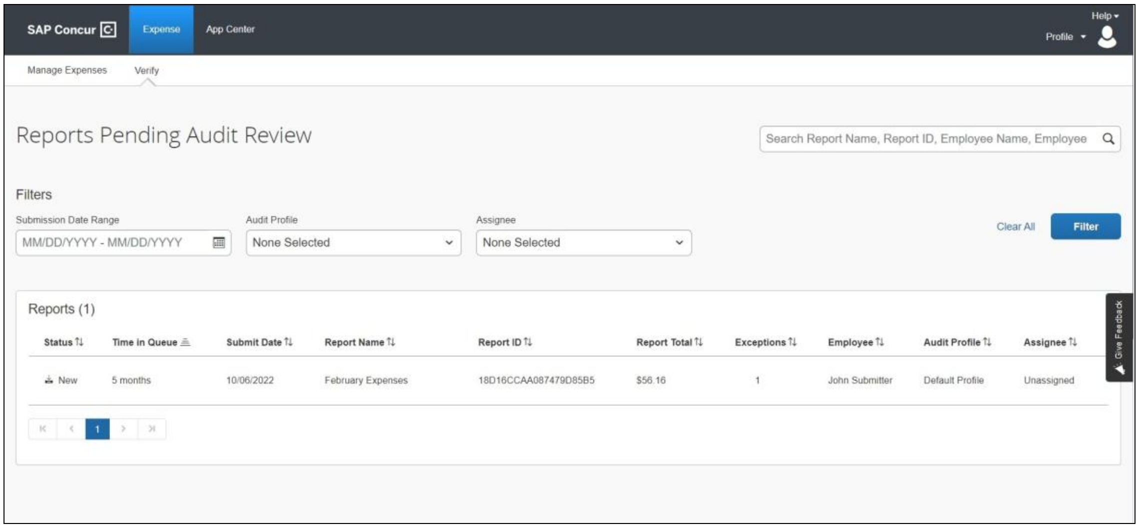

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   NOTE: SAP customers must sign into the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to *Your New Support User ID (S-user)*.

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

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

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Release Notes

Miscellaneous

User Panel for In-Product Survey Participants

Overview

As of June 12th, 2023, a new survey feature, User Panel, is available for Concur Expense users currently participating in the in-product survey. This update lets the user provide direct feedback to SAP Concur.

NOTE: Companies who are not participating in the in-product survey will not see the user panel.

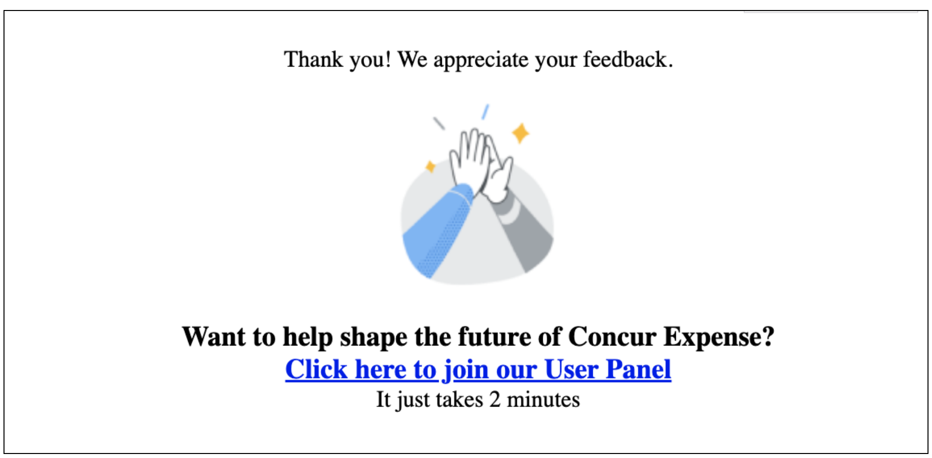
No survey information will be shared outside of SAP Concur as per SAP policy.

BUSINESS PURPOSE / CLIENT BENEFIT

This new survey allows users to participate in the development of SAP Concur product(s), resulting in an improved experience and satisfaction overall.

End-User Experience

SAP Concur directly contacts approximately 40% of users who elect to provide feedback and they will be asked to share their experience. Additionally, they may be invited to discuss their experience with SAP Concur in a formalized setting but are under no obligation whatsoever to do so if asked. The user may opt-out at any time for any reason.



DECLINING PARTICIPATION IN THE IN-PRODUCT AND USER PANEL EXPERIENCE

Customers can choose to opt-out of the User Panel feedback feature at any time. This can be done only at the entity level, not at a user level. To do so, submit a ticket to SAP Concur support requesting that this experience be turned off. To opt back in, submit a ticket to SAP Concur support requesting that this experience be turned on.

Configuration / Feature Activation

The feature is automatically available only if the client is currently participating in the Concur Expense in-product survey.

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will remove the existing **Out of workflow (Anomaly and Fraud Events)** checks from the audit profiles on July 31, 2023. These checks have been re-assigned as **In workflow (Reports Pending Audit Review)** checks. No new events will be raised after July 31, 2023.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain active and editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

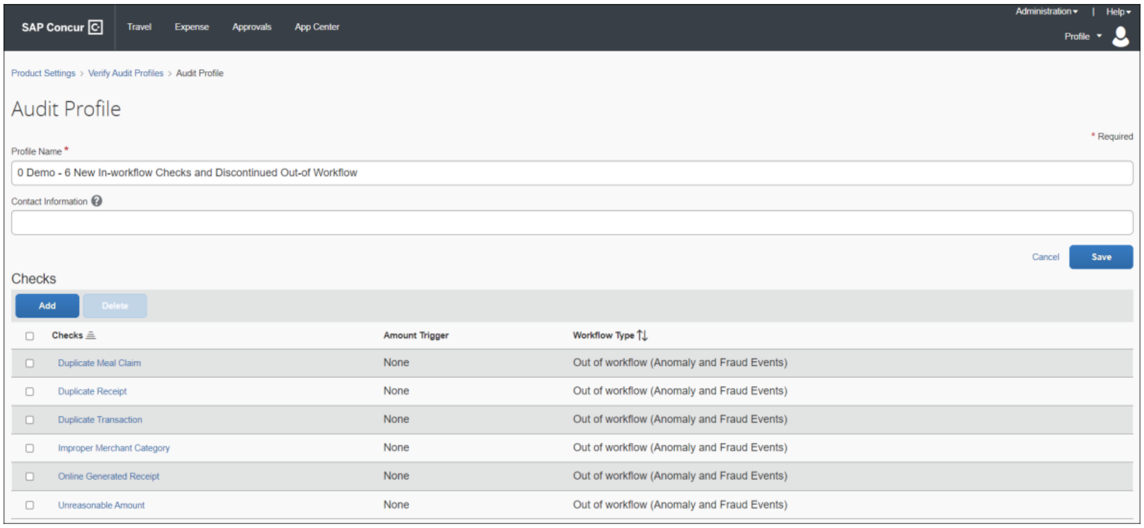
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

Information First Published	Information Last Modified	Feature Target Release Date
May 1, 2023	--	October 30, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Targeted for October 30, 2023, SAP Concur will remove the **Anomaly and Fraud Events** section from Verify. The ability to view or access old events will also be discontinued after this date.

Additionally, the Verify Events Auditor role will be removed from the user interface.

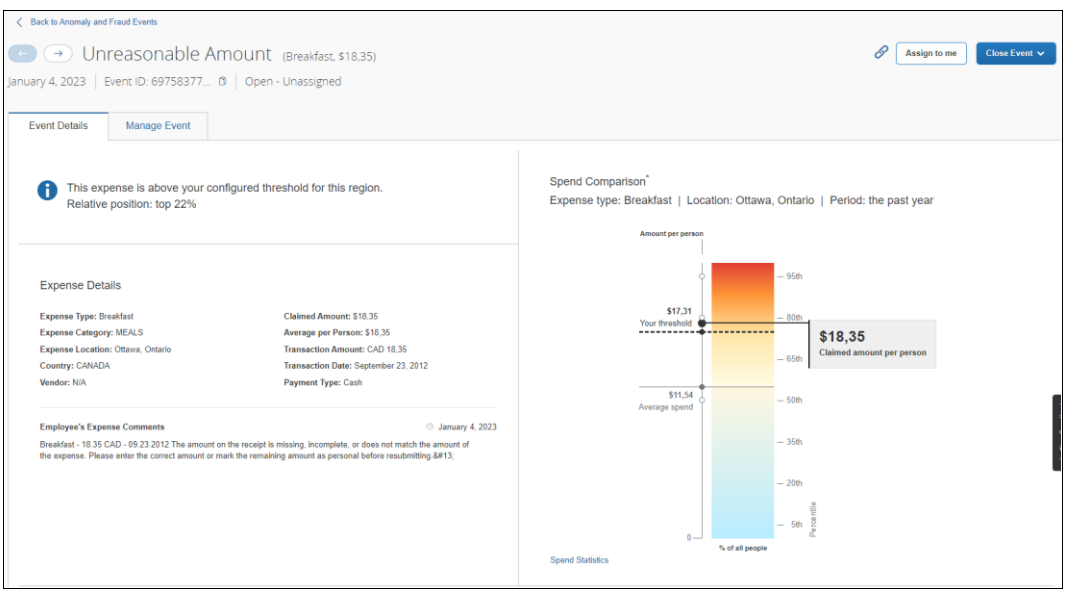
BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

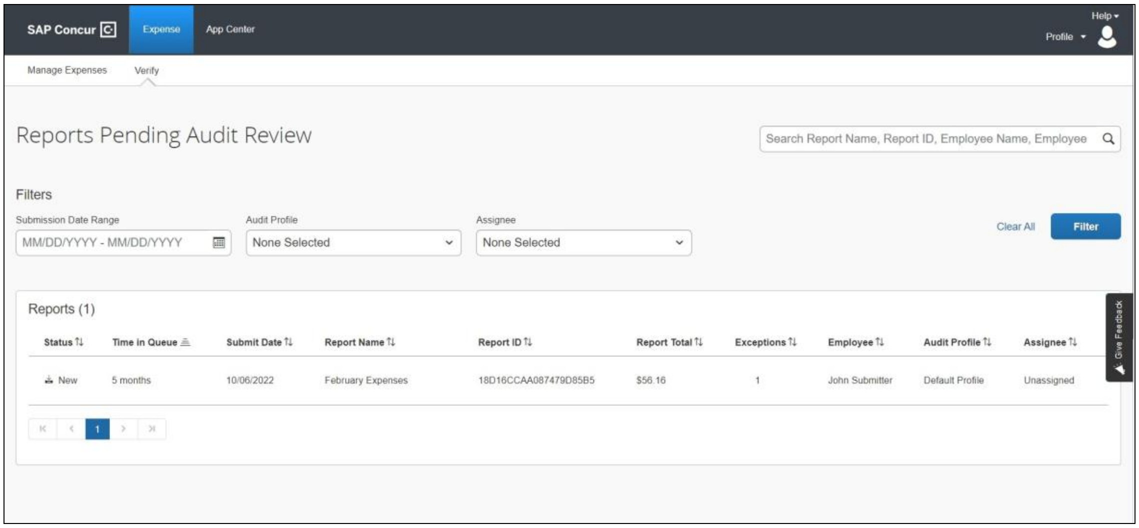
BEFORE REMOVAL

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



AFTER REMOVAL

As of October 2023, users will no longer see **Anomaly and Fraud Events** section in Verify. Only **Reports Pending Audit Review** section will continue to exist.



Configuration / Feature Activation

There will be no configuration or activation steps.

Client Notifications

Accessibility

Accessibility Updates

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

In-Product User Assistance

Client Customized Content

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

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

Subprocessors

SAP Concur Non-Affiliated Subprocessors

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

To access the SAP Concur Sub-processors List:

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3. On the *SAP Sub-processors / Data Transfer Factsheets* page, type "Concur" in the **Search** field.

4. In the **Title** column, click **SAP Concur Sub-processors List**.

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

When changes to browser support are planned, information about those changes will also appear in the *Shared Changes Release Notes*.

Additional Release Notes and Other Technical Documentation

Online Help

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

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (https://help.sap.com).

SAP Concur Support Portal – Selected Users

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

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

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

- Click **Release/Tech Info** for release notes, technical documents, etc.
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SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Friday, June 22, 2023 Initial Post: Friday, June 22	SAP Concur Client ***FINAL***

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Release Notes

Audit Checks

New Old Date Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Old Date** is added to Verify. The transaction dates from the expense report are reviewed to see if they fall within the acceptable time frame. If Verify cannot confirm these transactions as acceptable, an exception is raised.

The acceptable time frame is configurable in days.

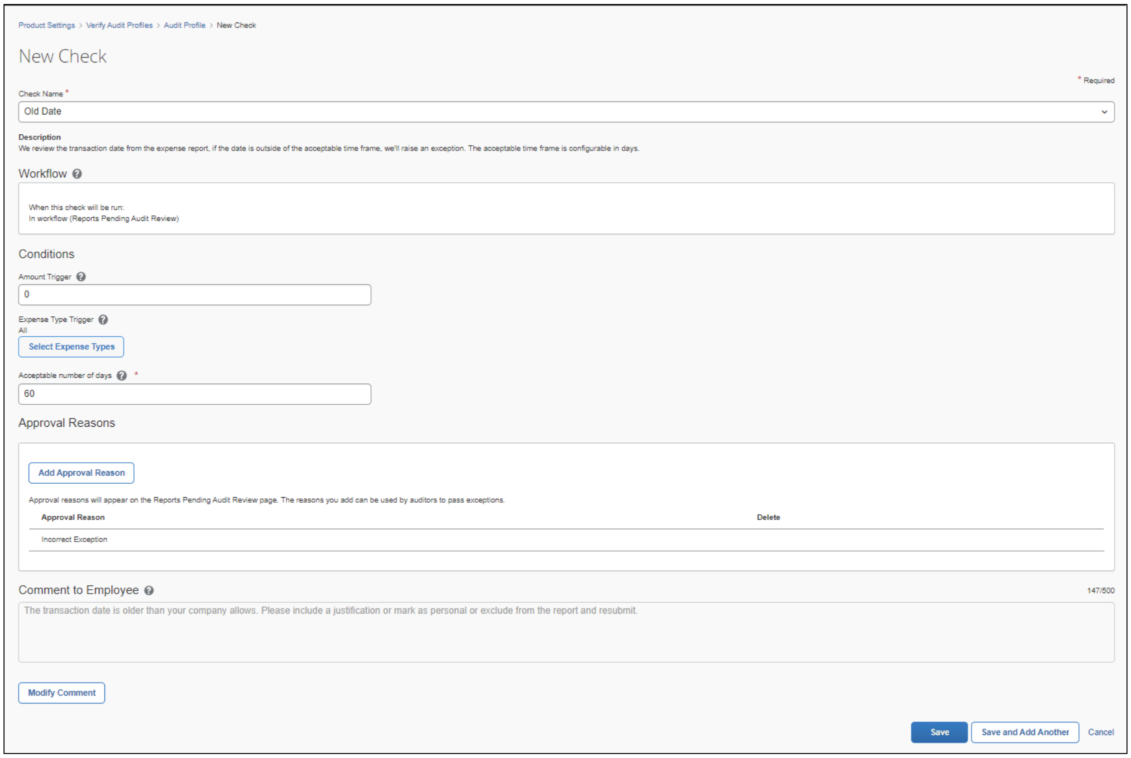
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if a transaction date falls outside the acceptable time frame, an exception is raised on the **Reports Pending Audit Review** page. Use the **Acceptable number of days** field to configure the time frame.



Configuration / Feature Activation

To add the Old Date check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. Enter the desired value in the **Acceptable number of days** field.
7. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.

8. (Optional) Modify the text in the **Comment to Employee** field.

9. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Configured Expense Type Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Configured Expense Type** is added. Verify reviews all the expense types from an expense report. If the expense type on the report is on the configured list of expense types, an exception is raised.

This check can be used to stop expenses that may require further review for any reason. Some examples are expenses that require comments, forms, or pre-authorization.

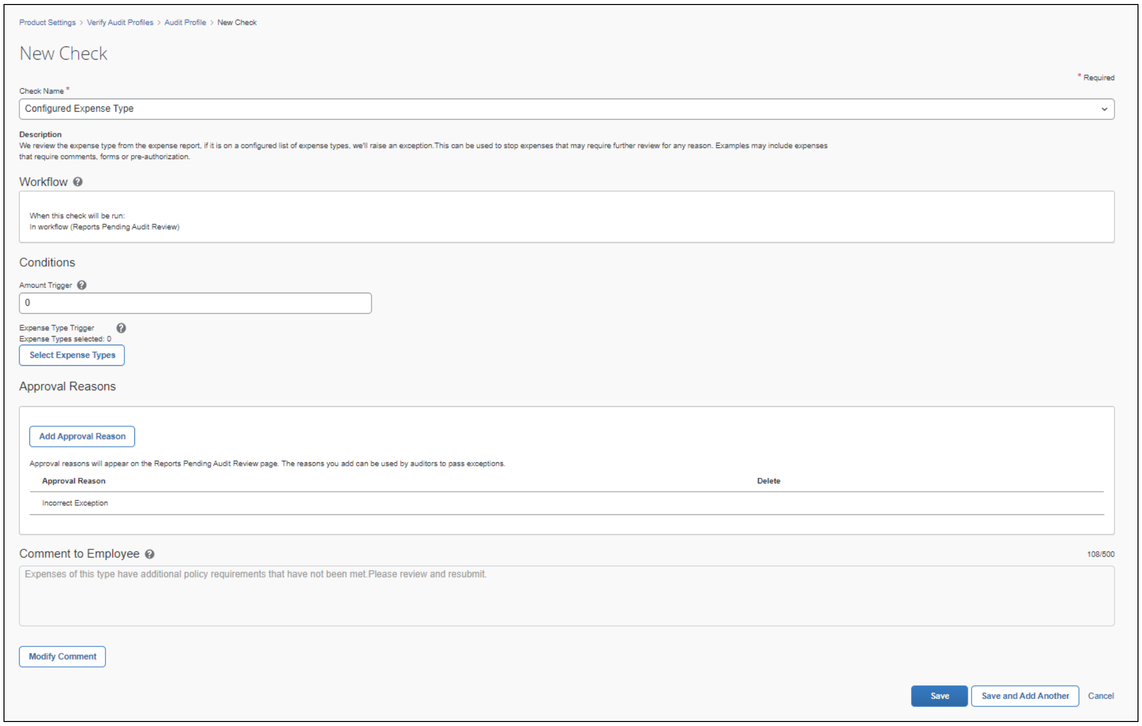
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense type on the report is on the configured list of expense types, then an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Configured Expense Type check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Configured Expense Type** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. (Optional) Modify the text in the **Comment to Employee** field.

8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Company Card Not Used Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Company Card Not Used** is added. Verify reviews the payment method from the expense report and, if an expense is paid for using any other method other than a company card, an exception is raised.

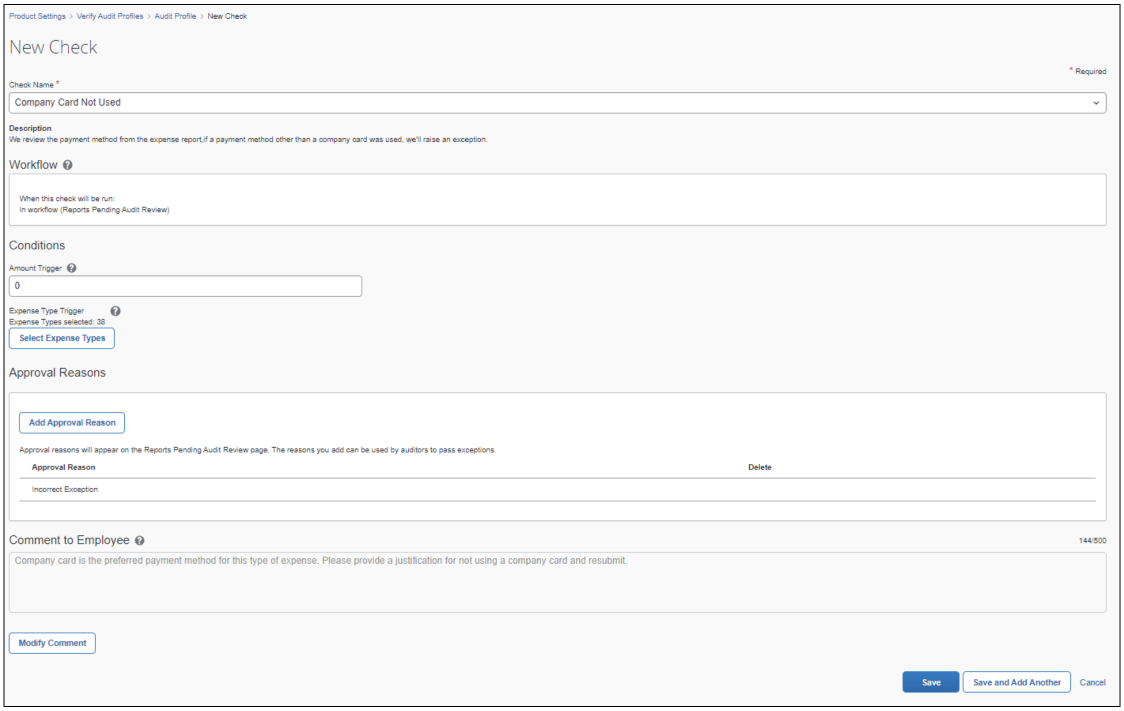
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense is paid for by any other card other than a company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Company Card Not Used check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. If required, modify the text in the **Comment to Employee** field.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Personal Use Of Company Card Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Personal Use Of Company Card** is added. Verify reviews the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, an exception is raised.

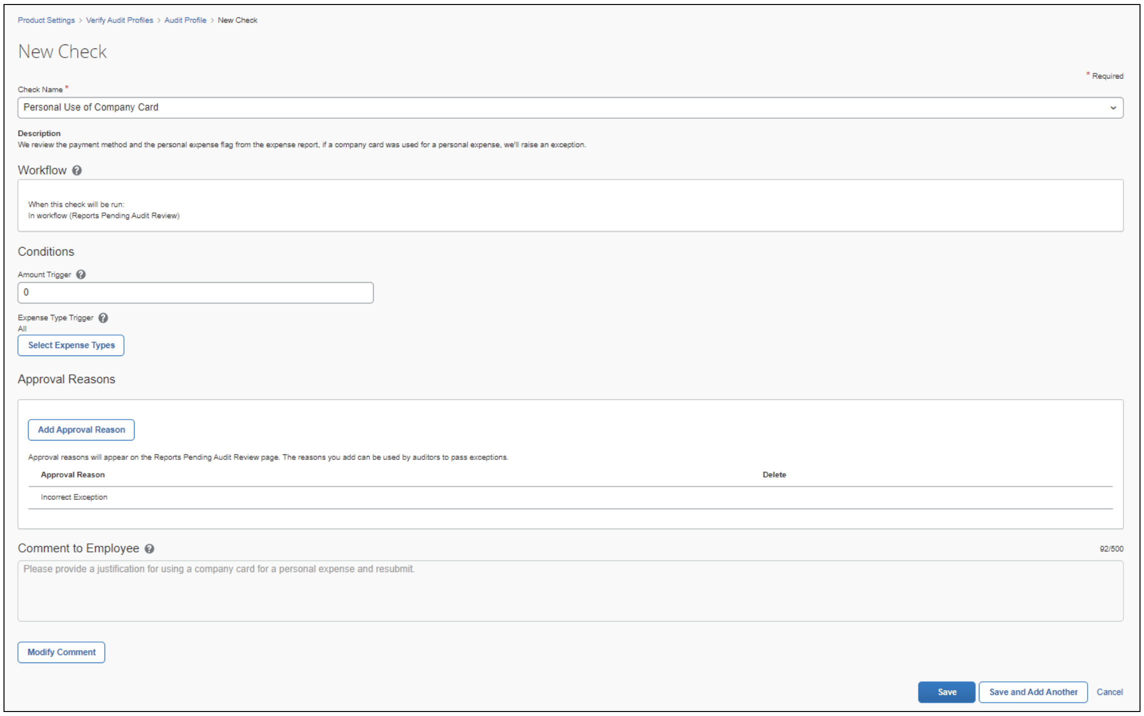
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if there is a personal expense made using the company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Personal Use Of Company Card check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. If required, modify the text in the **Comment to Employee** field.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

Check Name Modifications

Overview

The names of two **In workflow (Report Pending Audit Review)** checks, raising in-workflow exceptions, are modified:

- **Expense Type**: changes to **Incorrect Expense Type**
- **Date**: changes to **Incorrect Date**

BUSINESS PURPOSE / CLIENT BENEFIT

These check names are being renamed to clearly reflect its purpose and why exceptions are raised.

Configuration/Feature Activation

No configuration will be required.

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

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There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain active and editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

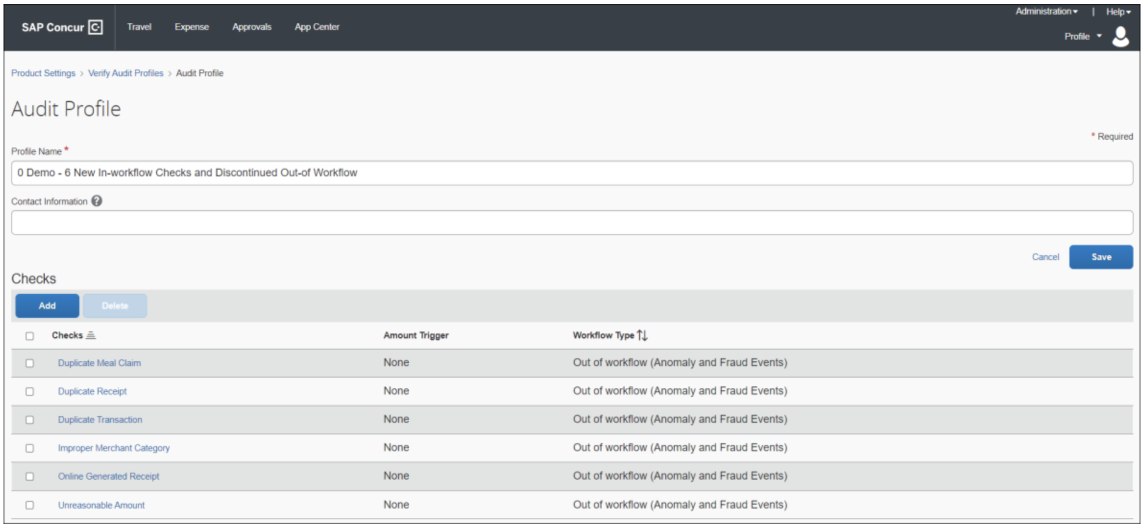
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer’s ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

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Targeted for October 30, 2023, SAP Concur will remove the **Anomaly and Fraud Events** section from Verify. The ability to view or access old events will also be discontinued after this date.

Additionally, the Verify Events Auditor role will be removed from the user interface.

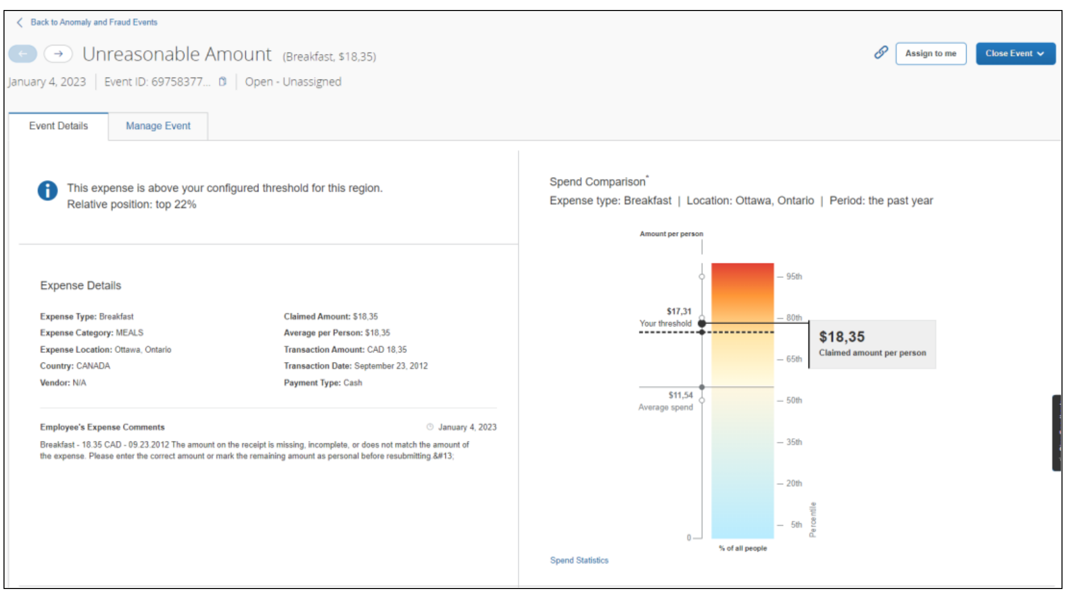
Business Purpose / Client Benefit

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

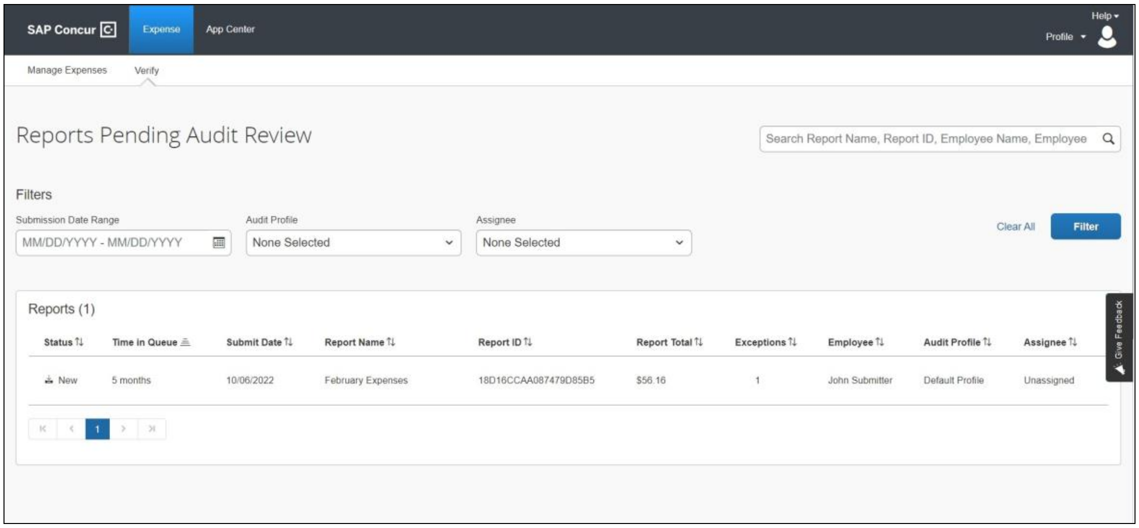
Before Removal

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



AFTER REMOVAL

As of October 2023, users will no longer see **Anomaly and Fraud Events** section in Verify. Only **Reports Pending Audit Review** section will continue to exist.



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Release Notes

Audit Checks

New Old Date Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Old Date** is added to Verify. The transaction dates from the expense report are reviewed to see if they fall within the acceptable time frame. If Verify cannot confirm these transactions as acceptable, an exception is raised.

The acceptable time frame is configurable in days.

BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
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Administrator Experience

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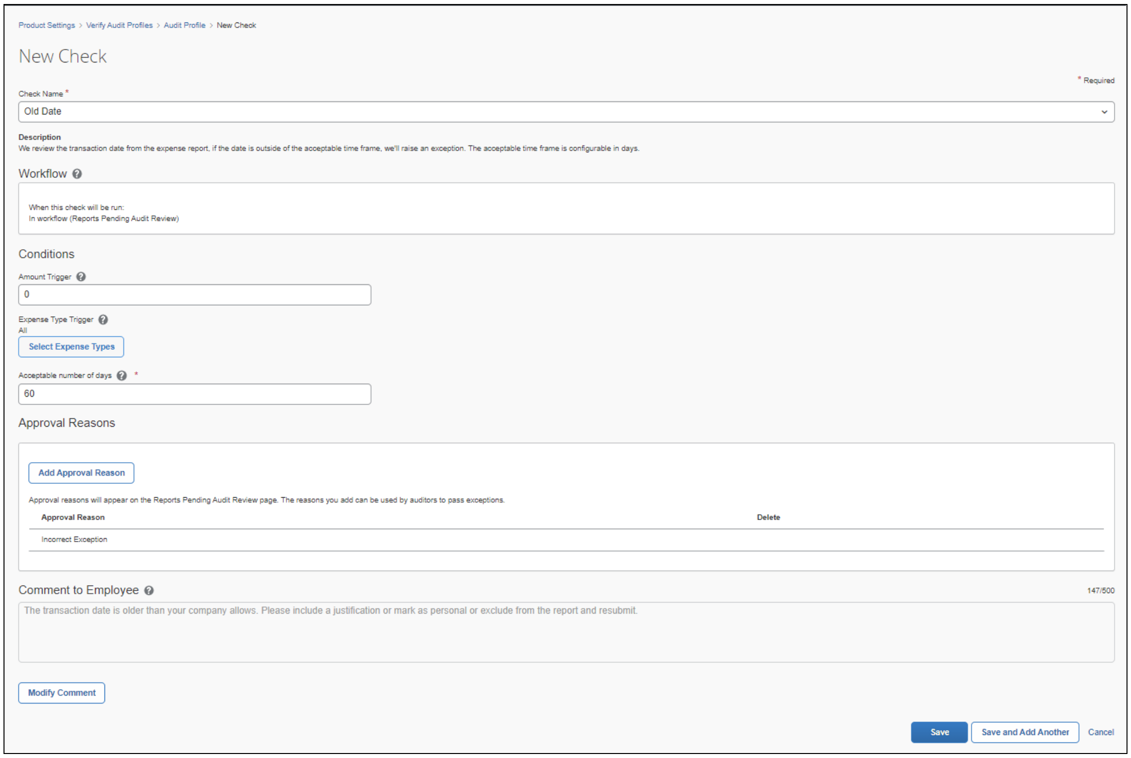


Configuration / Feature Activation

To add the Old Date check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. Enter the desired value in the **Acceptable number of days** field.
7. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.

8. (Optional) Modify the text in the **Comment to Employee** field.

9. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Configured Expense Type Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Configured Expense Type** is added. Verify reviews all the expense types from an expense report. If the expense type on the report is on the configured list of expense types, an exception is raised.

This check can be used to stop expenses that may require further review for any reason. Some examples are expenses that require comments, forms, or pre-authorization.

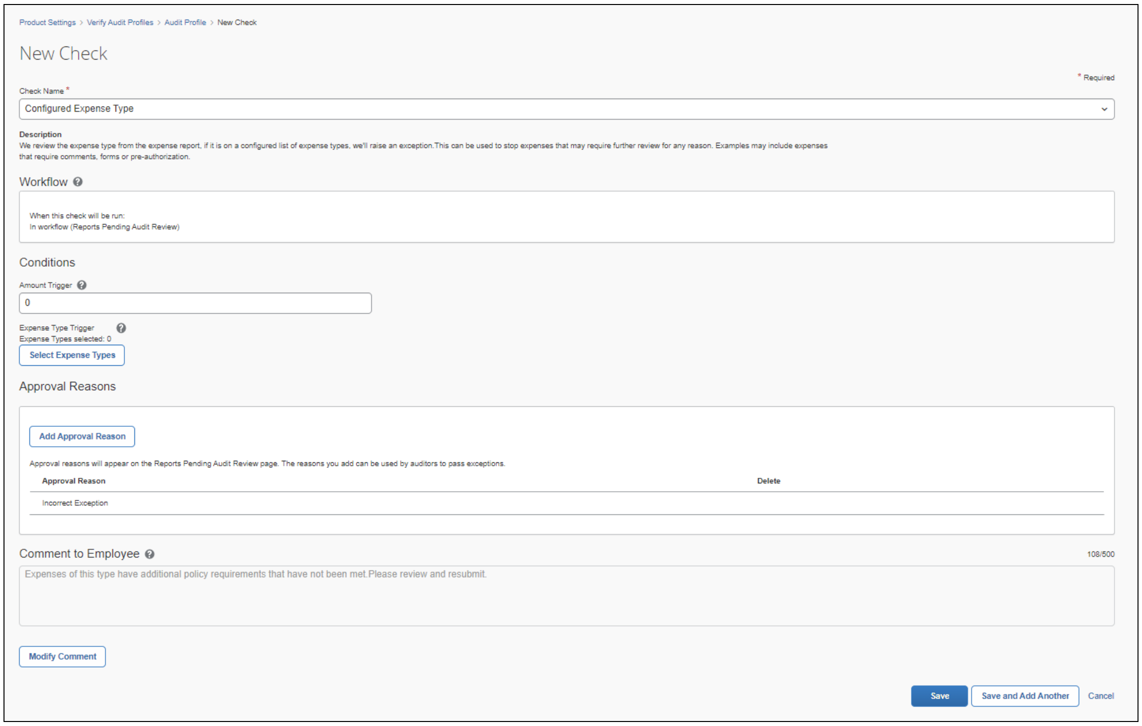
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense type on the report is on the configured list of expense types, then an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Configured Expense Type check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Configured Expense Type** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. (Optional) Modify the text in the **Comment to Employee** field.

8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Company Card Not Used Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Company Card Not Used** is added. Verify reviews the payment method from the expense report and, if an expense is paid for using any other method other than a company card, an exception is raised.

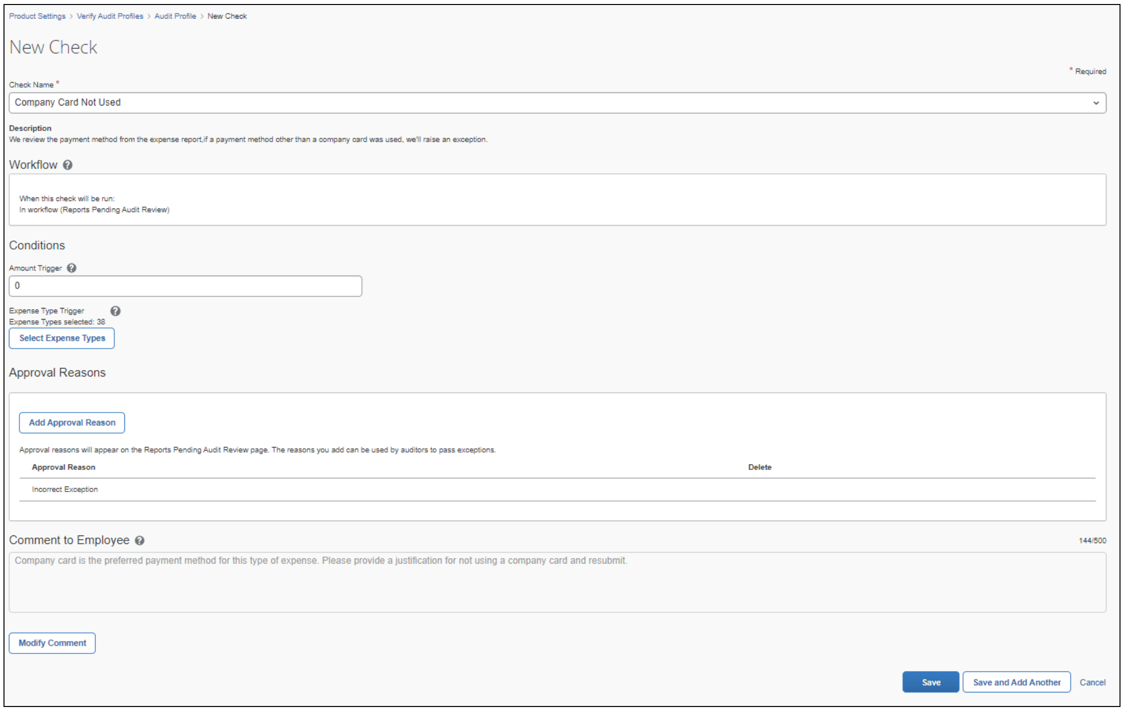
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense is paid for by any other card other than a company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Company Card Not Used check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Company Card Not Used** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. If required, modify the text in the **Comment to Employee** field.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Personal Use Of Company Card Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Personal Use Of Company Card** is added. Verify reviews the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, an exception is raised.

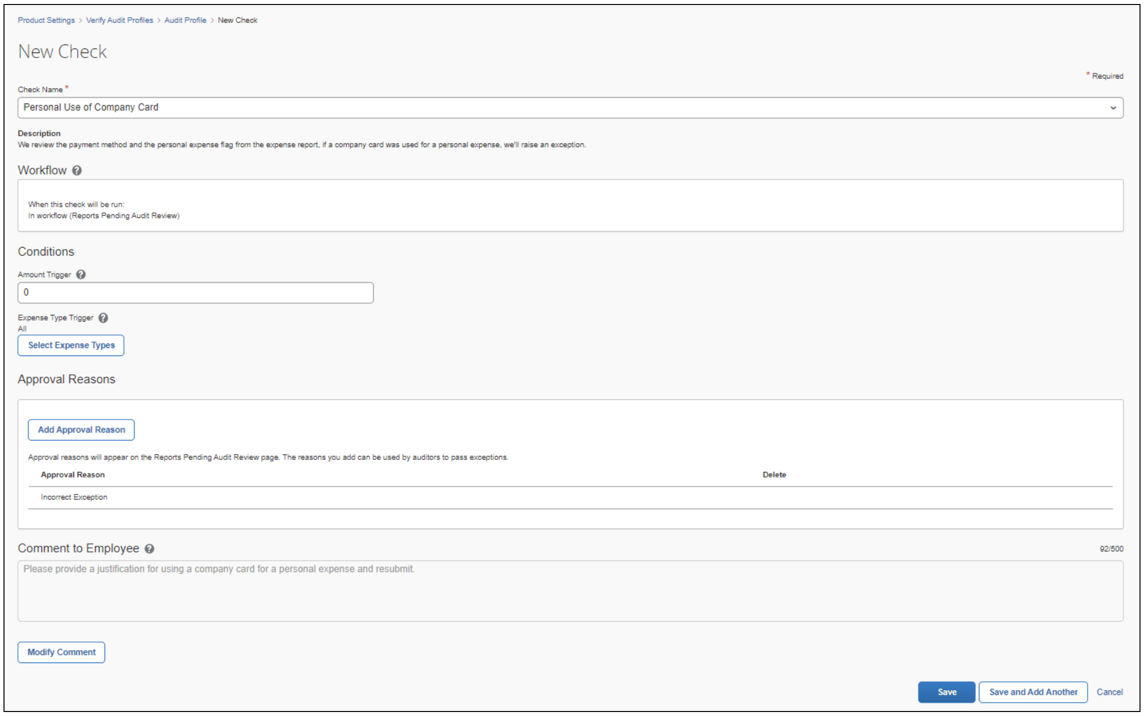
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if there is a personal expense made using the company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Personal Use Of Company Card check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Personal Use of Company Card** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. If required, modify the text in the **Comment to Employee** field.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

Check Name Modifications

Overview

The names of two **In workflow (Report Pending Audit Review)** checks, raising in-workflow exceptions, are modified:

- **Expense Type**: changes to **Incorrect Expense Type**
- **Date**: changes to **Incorrect Date**

BUSINESS PURPOSE / CLIENT BENEFIT

These check names are being renamed to clearly reflect its purpose and why exceptions are raised.

Configuration/Feature Activation

No configuration will be required.

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will remove the existing **Out of workflow (Anomaly and Fraud Events)** checks from the audit profiles on July 31, 2023. These checks have been re-assigned as **In workflow (Reports Pending Audit Review)** checks. No new events will be raised after July 31, 2023.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain active and editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

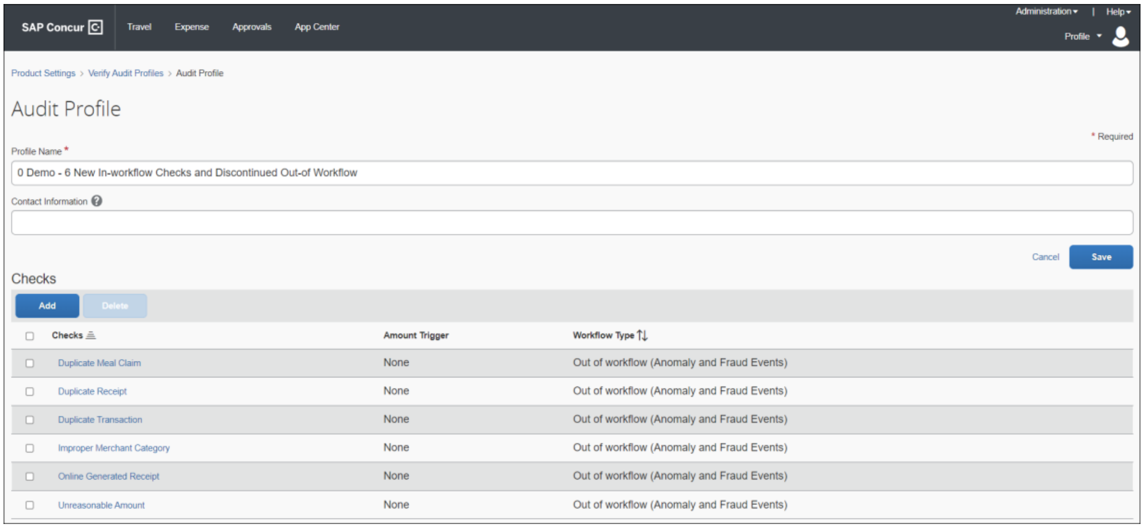
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

Information First Published	Information Last Modified	Feature Target Release Date
May 1, 2023	--	October 30, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Targeted for October 30, 2023, SAP Concur will remove the **Anomaly and Fraud Events** section from Verify. The ability to view or access old events will also be discontinued after this date.

Additionally, the Verify Events Auditor role will be removed from the user interface.

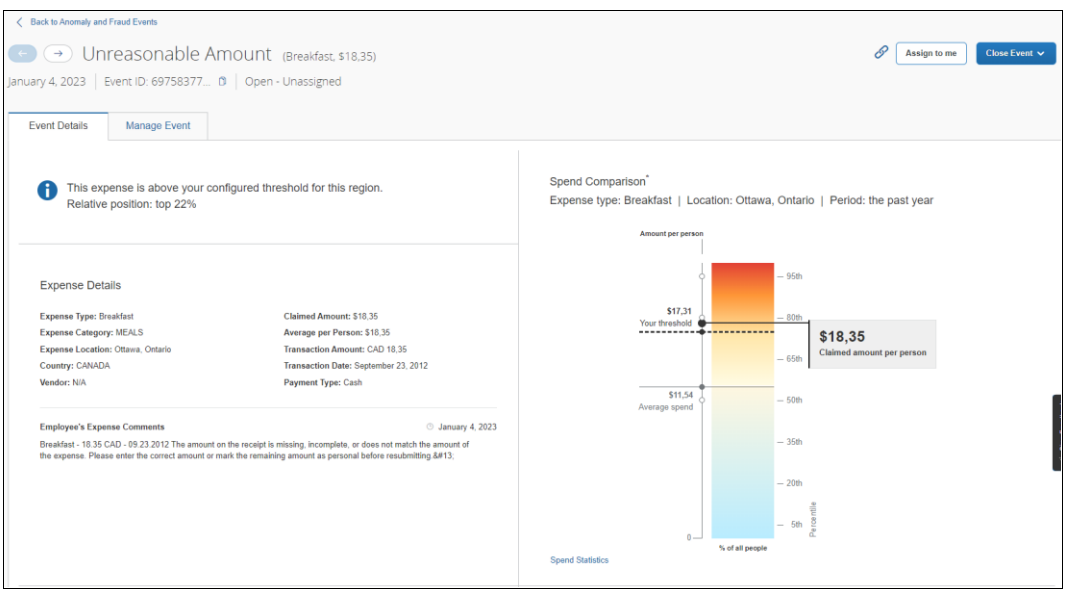
BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

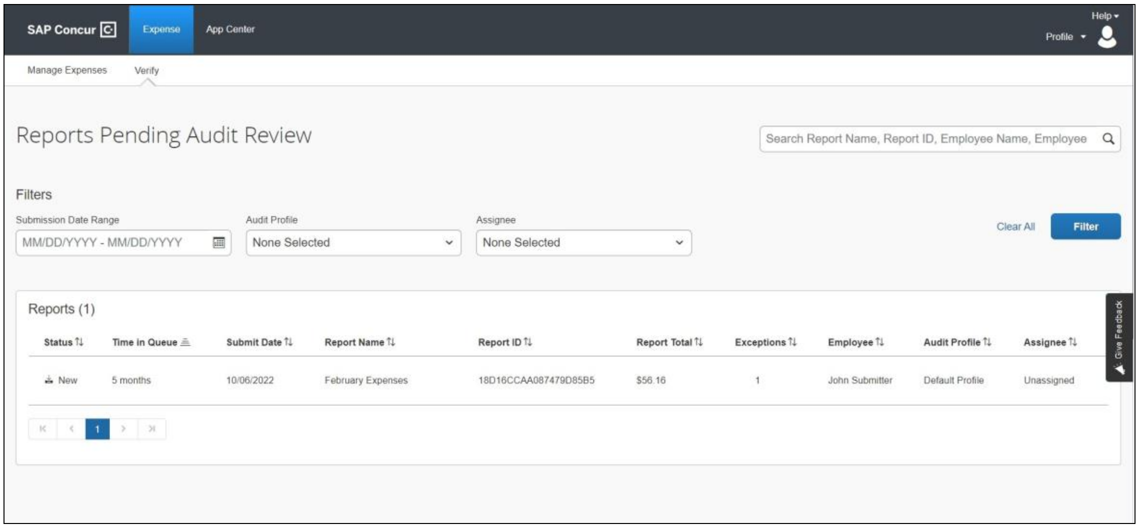
BEFORE REMOVAL

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



AFTER REMOVAL

As of October 2023, users will no longer see **Anomaly and Fraud Events** section in Verify. Only **Reports Pending Audit Review** section will continue to exist.



Configuration / Feature Activation

There will be no configuration or activation steps.

Client Notifications

Accessibility

Accessibility Updates

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

In-Product User Assistance

Client Customized Content

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

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

Subprocessors

SAP Concur Non-Affiliated Subprocessors

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To access the SAP Concur Sub-processors List:

1. Click the following link to navigate to the *SAP Sub-processors / Data Transfer Factsheets* page:
   SAP Sub-processors / Data Transfer Factsheets

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

   NOTE: SAP customers must sign into the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to *Your New Support User ID (S-user)*.

3. On the *SAP Sub-processors / Data Transfer Factsheets* page, type "Concur" in the **Search** field.

4. In the **Title** column, click **SAP Concur Sub-processors List**.

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

When changes to browser support are planned, information about those changes will also appear in the *Shared Changes Release Notes*.

Additional Release Notes and Other Technical Documentation

Online Help

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

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (https://help.sap.com).

SAP Concur Support Portal – Selected Users

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

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

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

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

SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Thursday, June 22, 2023 Initial Post: Thursday, June 22	SAP Concur Client ***FINAL***

Contents

Legal Disclaimer

Release Notes

Audit Checks

New Old Date Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Old Date** is added to Verify. The transaction dates from the expense report are reviewed to see if they fall within the acceptable time frame. If Verify cannot confirm these transactions as acceptable, an exception is raised.

The acceptable time frame is configurable in days.

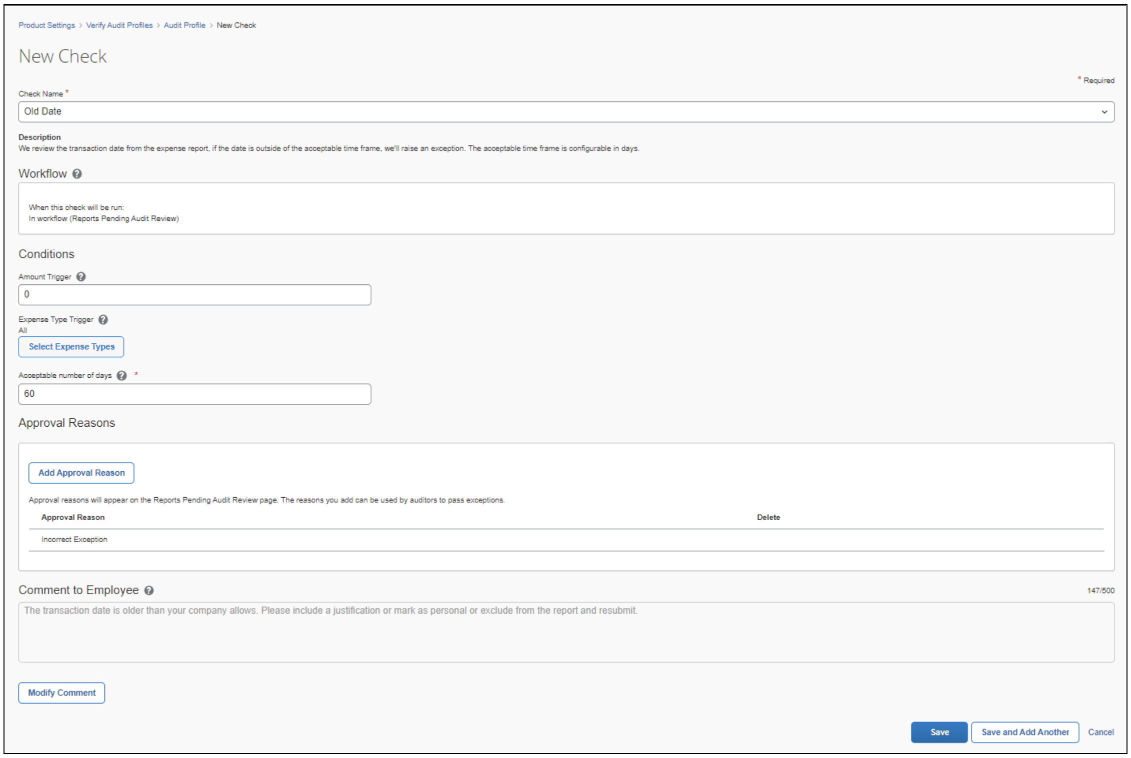
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if a transaction date falls outside the acceptable time frame, an exception is raised on the **Reports Pending Audit Review** page. Use the **Acceptable number of days** field to configure the time frame.



Configuration / Feature Activation

To add the Old Date check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Old Date** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. Enter the desired value in the **Acceptable number of days** field.
7. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.

8. (Optional) Modify the text in the **Comment to Employee** field.

9. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Configured Expense Type Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Configured Expense Type** is added. Verify reviews all the expense types from an expense report. If the expense type on the report is on the configured list of expense types, an exception is raised.

This check can be used to stop expenses that may require further review for any reason. Some examples are expenses that require comments, forms, or pre-authorization.

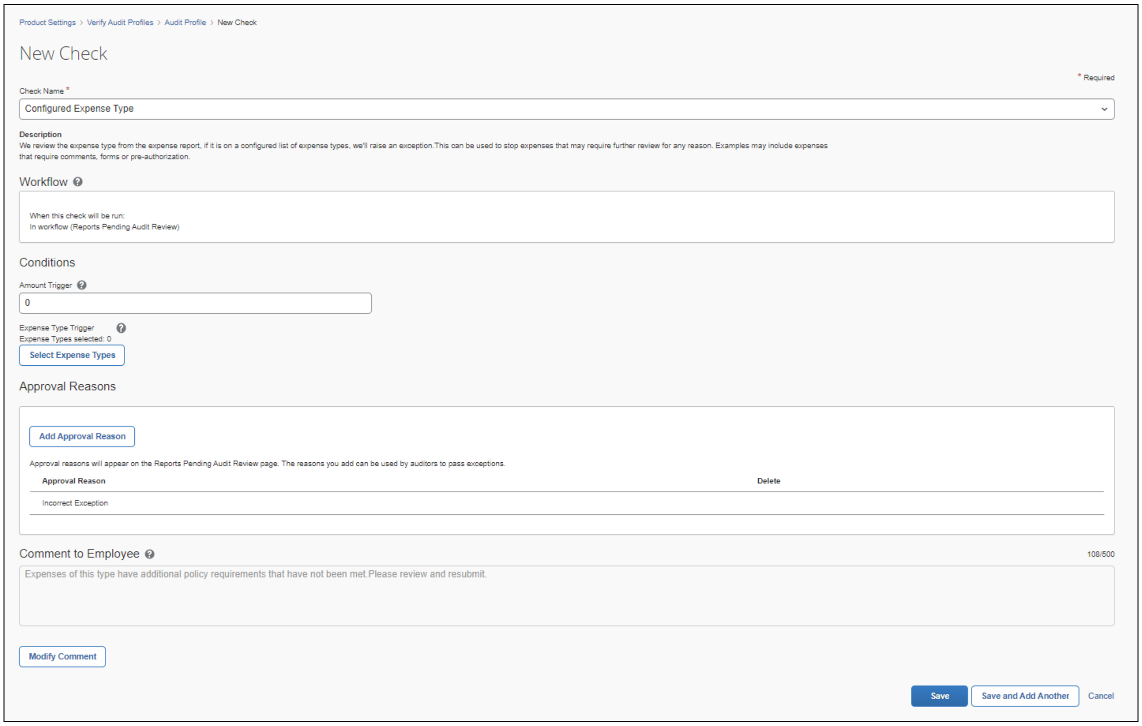
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense type on the report is on the configured list of expense types, then an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Configured Expense Type check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Configured Expense Type** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. (Optional) Modify the text in the **Comment to Employee** field.

8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Company Card Not Used Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Company Card Not Used** is added. Verify reviews the payment method from the expense report and, if an expense is paid for using any other method other than a company card, an exception is raised.

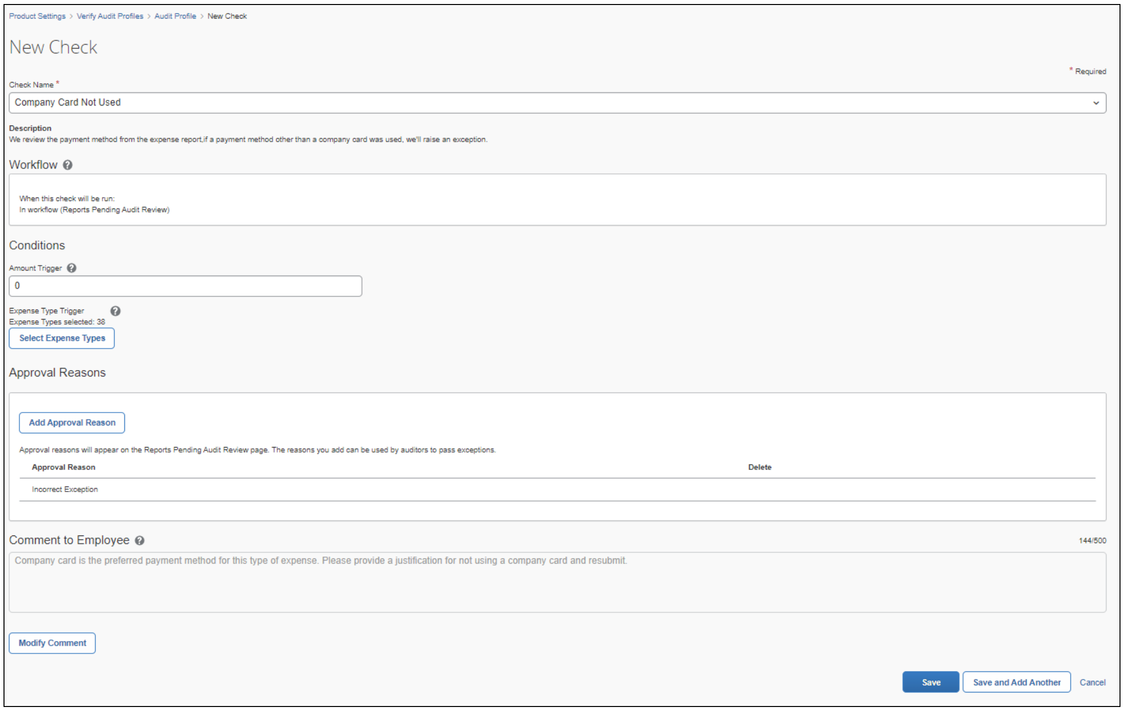
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if an expense is paid for by any other card other than a company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Company Card Not Used check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Company Card Not Used** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. If required, modify the text in the **Comment to Employee** field.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

New Personal Use Of Company Card Check

Overview

An **In workflow (Report Pending Audit Review)** check called **Personal Use Of Company Card** is added. Verify reviews the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, an exception is raised.

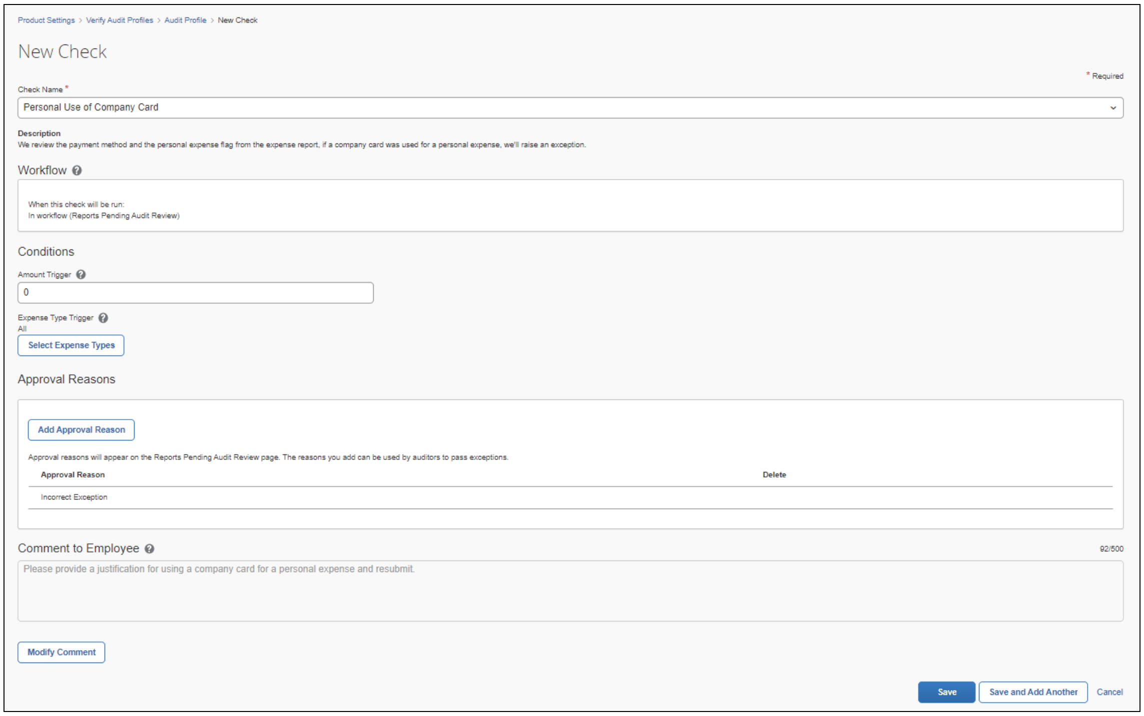
BUSINESS PURPOSE / CLIENT BENEFIT

This check is intended to provide the following:

- Increases the amount of policy variation that can be enforced using Verify.
- Helps identify common issues early in the workflow and thereby, improves reimbursement speed.
- Improves auditor efficiency by reducing the manual effort required to check the reports for some scenarios.

Administrator Experience

The new check is available for configuration in Verify. Once configured, if there is a personal expense made using the company card, an exception is raised on the **Reports Pending Audit Review** page.



Configuration / Feature Activation

To add the Personal Use Of Company Card check to an audit profile

1. Open the **Verify Audit Profiles** page.
2. In the **Check** section, click **Add**.
3. Select the **Personal Use of Company Card** check from the dropdown list of checks.
4. Under the **Conditions** section, in the **Amount Trigger** field, enter the maximum amount for line items that can be ignored by this check.
5. Review if the required **Expense Types** are selected and make changes as desired.
6. (Optional) Click **Add Approval Reason** and enter an approval reason or brief policy description when prompted.
7. If required, modify the text in the **Comment to Employee** field.
8. Click **Save**. Changes made to the audit profile will now apply to any newly submitted reports.

Check Name Modifications

Overview

The names of two **In workflow (Report Pending Audit Review)** checks, raising in-workflow exceptions, are modified:

- **Expense Type**: changes to **Incorrect Expense Type**
- **Date**: changes to **Incorrect Date**

BUSINESS PURPOSE / CLIENT BENEFIT

These check names are being renamed to clearly reflect its purpose and why exceptions are raised.

Configuration/Feature Activation

No configuration will be required.

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.

Audit Checks

Planned Changes Removal of Out of Workflow Checks (Jul 31)

Information First Published	Information Last Modified	Feature Target Release Date
January 30, 2023	March 6, 2023	July 31, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

SAP Concur will remove the existing **Out of workflow (Anomaly and Fraud Events)** checks from the audit profiles on July 31, 2023. These checks have been re-assigned as **In workflow (Reports Pending Audit Review)** checks. No new events will be raised after July 31, 2023.

There will be no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks will remain active and editable until July 31, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

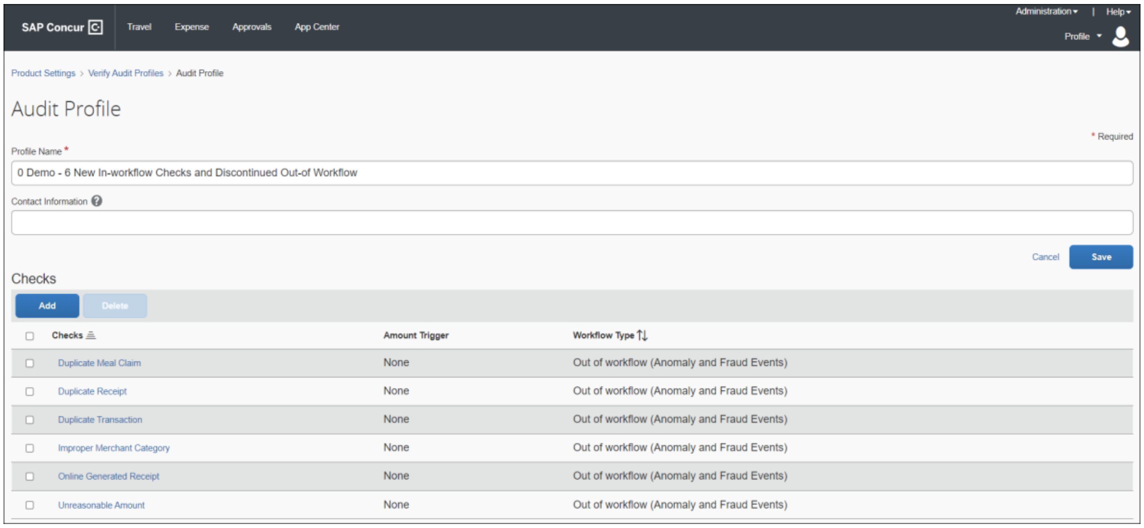
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators will be able to view and edit the **Out of workflow** checks until July 31, 2023. After this date, SAP Concur will remove the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks will be removed from the audit profiles by SAP Concur on July 31st, 2023, thus no longer raising new events. The **Anomaly and Fraud Events** page will continue to display until the end of October 2023.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until the end of July. The **In workflow** checks can be configured regardless.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

Information First Published	Information Last Modified	Feature Target Release Date
May 1, 2023	--	October 30, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Targeted for October 30, 2023, SAP Concur will remove the **Anomaly and Fraud Events** section from Verify. The ability to view or access old events will also be discontinued after this date.

Additionally, the Verify Events Auditor role will be removed from the user interface.

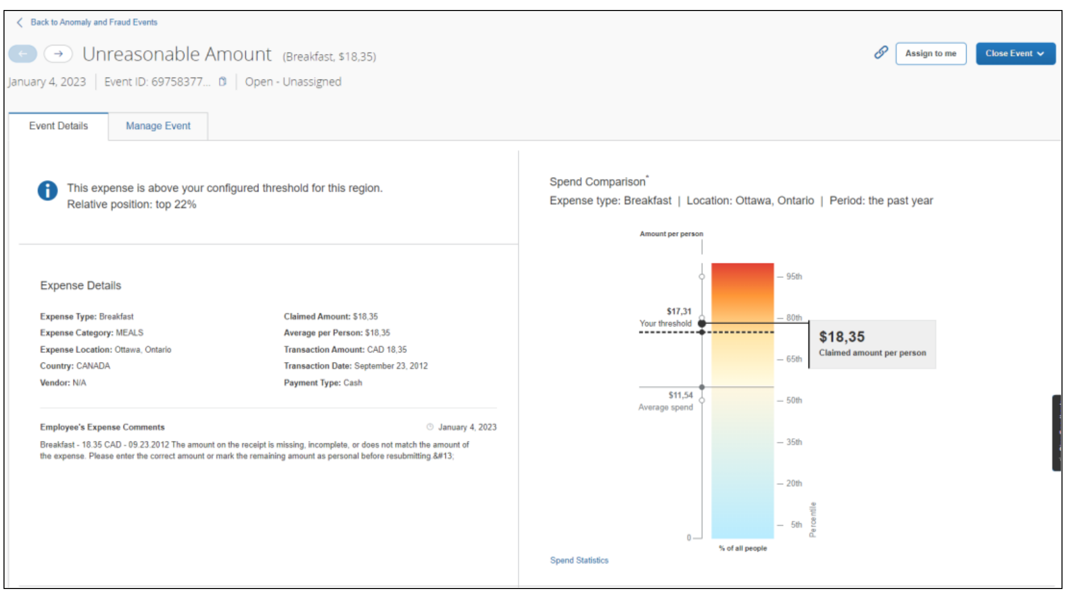
BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

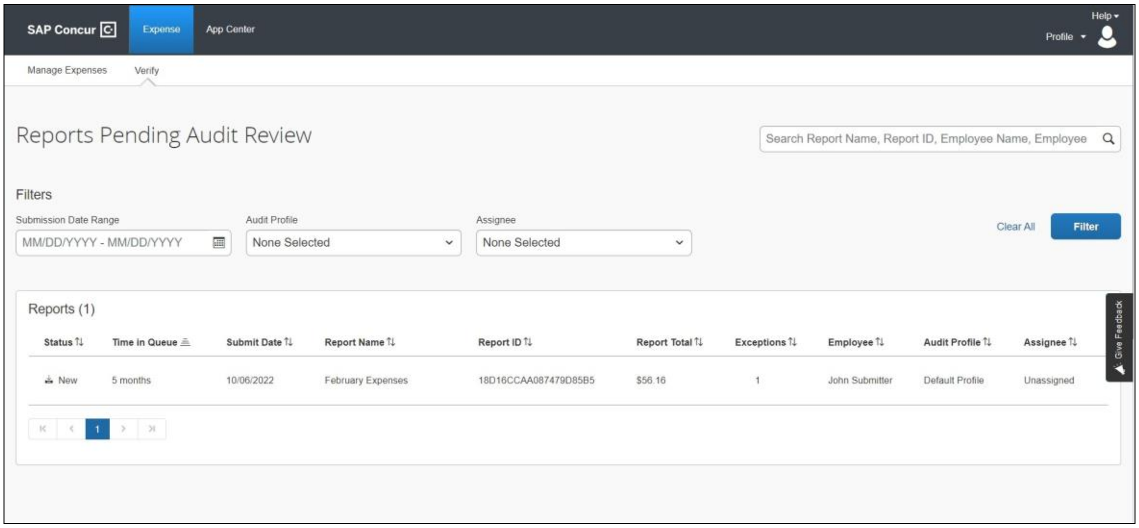
BEFORE REMOVAL

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



After Removal

As of October 2023, users will no longer see **Anomaly and Fraud Events** section in Verify. Only **Reports Pending Audit Review** section will continue to exist.



Configuration / Feature Activation

There will be no configuration or activation steps.

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NOTE: SAP customers must sign into the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to *Your New Support User ID (S-user)*.

3. On the *SAP Sub-processors / Data Transfer Factsheets* page, type "Concur" in the **Search** field.

4. In the **Title** column, click **SAP Concur Sub-processors List**.

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

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SAP Concur Release Notes **Verify Professional and Standard**	
Month	**Audience**
Release Date: Thursday, August 3, 2023 Initial Post: Thursday, August 3	SAP Concur Client ***FINAL***

Contents

Legal Disclaimer

Release Notes

Audit Checks

Removal of Out of Workflow Checks

Overview

SAP Concur has removed the existing **Out of workflow (Anomaly and Fraud Events)** checks from the audit profiles on August 3rd, 2023. These checks have been re-assigned as **In workflow (Reports Pending Audit Review)** checks. No new events can be raised after August 3rd, 2023.

There is no possibility to add a new **Out of workflow** check. The existing **Out of workflow** checks have remained active and editable until August 3rd, 2023. SAP Concur recommends that you use the existing checks as an example on how to configure the new checks in **In workflow**. Please remove the **Out of workflow** checks once the **In workflow** checks are fully configured.

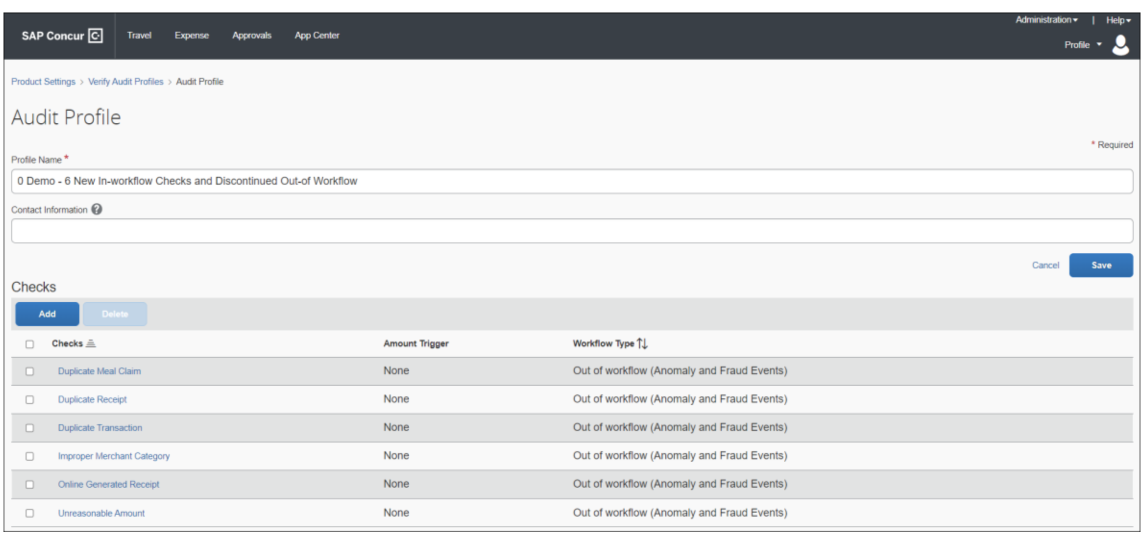
The **Anomaly and Fraud Events** section and related events will continue to display until the end of October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

Administrator Experience

Administrators were able to view and edit the **Out of workflow** checks until August 3rd, 2023. Now, SAP Concur has removed the existing **Out of workflow** checks.



Auditor Experience

Auditors will be able to view the **Anomaly and Fraud Events** page and the related events until the end of October 2023. However, the **Out of workflow** checks were removed from the audit profiles by SAP Concur on August 3rd, 2023, thus no longer raising new events.

Configuration / Feature Activation

Your administrator can add the new **In workflow** checks based on the **Out of workflow** checks as an example until August 3rd, 2023. The **In workflow** checks can be configured regardless.

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.

Audit Events

Planned Changes Removal of Anomaly and Fraud Events (Oct 30)

Information First Published	Information Last Modified	Feature Target Release Date
May 1, 2023	--	October 30, 2023
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Targeted for October 30, 2023, SAP Concur will remove the **Anomaly and Fraud Events** section from Verify. The ability to view or access old events will also be discontinued after this date.

Additionally, the Verify Events Auditor role will be removed from the user interface.

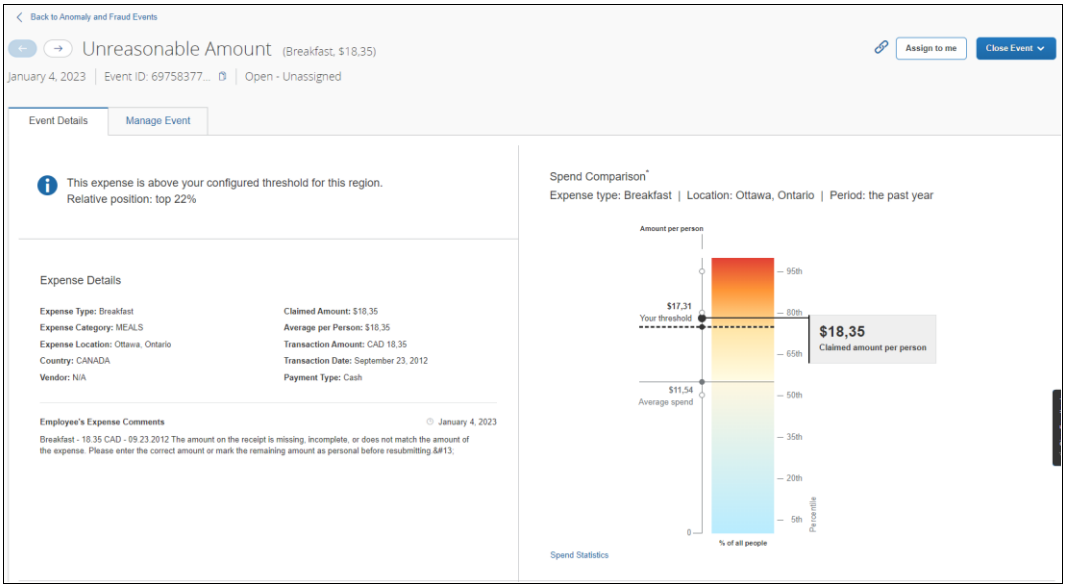
BUSINESS PURPOSE / CLIENT BENEFIT

This feature is intended to support the customer's ability to perform effective audits before payments are completed, thereby increasing compliance.

End-User Experience

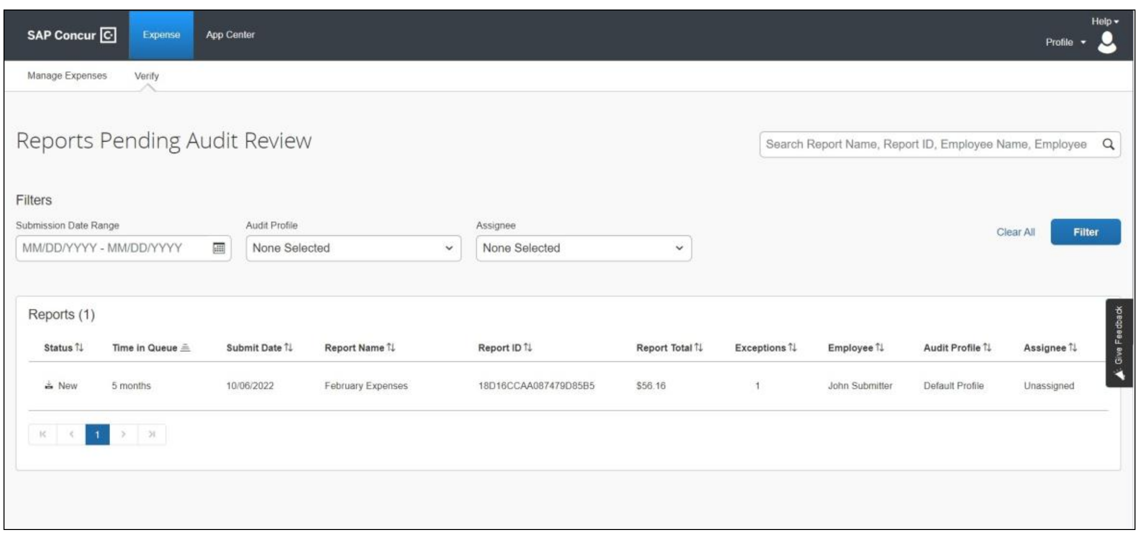
BEFORE REMOVAL

Prior to October 2023, administrators can navigate to **Expense > Verify > Anomaly and Fraud Events** to view the event details and manage events.



AFTER REMOVAL

As of October 2023, users will no longer see **Anomaly and Fraud Events** section in Verify. Only **Reports Pending Audit Review** section will continue to exist.



Configuration / Feature Activation

There will be no configuration or activation steps.

Miscellaneous

Planned Changes Verify Release Notes To Be Published With Monthly Expense Release

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

Overview

Core SAP Concur products such as Concur Expense are deployed on a monthly schedule. To support this monthly deployment, the Concur Expense release notes are published with draft and finalized content for several features, solutions, and services, also on a monthly basis.

As Verify is a service used with expense reports, SAP Concur will begin deployment of enhancements and updates to the Verify service on a monthly basis, starting in September 2023. This also means that release notes information for Verify will be included with the Concur Expense Release Notes for September 2023 and onward. Stand-alone Verify Release Notes will then be discontinued as of September 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

To provide customers with a consistent deployment schedule and published documentation experience for all SAP Concur products, the Verify release and release notes publication will align closer to the same timeframe as the other core SAP Concur products (for example, Concur Expense, Concur Travel, Concur Invoice, and Concur Request).

📖 To locate release note documentation, refer to *Additional Release Notes and Other Technical Documentation* in these release notes.

Client Notifications

Accessibility

Accessibility Updates

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

In-Product User Assistance

Client Customized Content

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

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

Subprocessors

SAP Concur Non-Affiliated Subprocessors

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

To access the SAP Concur Sub-processors List:

1. Click the following link to navigate to the *SAP Sub-processors / Data Transfer Factsheets* page:
   SAP Sub-processors / Data Transfer Factsheets

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

   NOTE: SAP customers must sign into the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to *Your New Support User ID (S-user)*.

3. On the *SAP Sub-processors / Data Transfer Factsheets* page, type "Concur" in the **Search** field.

4. In the **Title** column, click **SAP Concur Sub-processors List**.

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the *Concur Travel & Expense Supported Configurations* guide.

When changes to browser support are planned, information about those changes will also appear in the *Shared Changes Release Notes*.

Additional Release Notes and Other Technical Documentation

Online Help

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

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (https://help.sap.com).

SAP Concur Support Portal – Selected Users

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

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

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

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