

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

Release Notes 1

 No Release Notes This Month1

Planned Changes..... 2

 Audit Checks2

 Planned Changes Addition of In Workflow Checks in Verify2

 Planned Changes Unreasonable Amount Modification5

 Planned Changes Removal of Out of Workflow Checks from Verify7

Client Notifications..... 9

 Accessibility9

 Accessibility Updates9

 Subprocessors.....9

 SAP Concur Non-Affiliated Subprocessors9

 Supported Browsers.....10

 Supported Browsers and Changes to Support 10

Additional Release Notes and Other Technical Documentation11

 Online Help11

 SAP Concur Support Portal – Selected Users11

Legal Disclaimer

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

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

Release Notes

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

SAP Concur

Travel Expense Approvals App Center

Administration Help

Profile

Product Settings > Verify Audit Profiles > Audit Profile

Audit Profile

Profile Name * * Required

01 Demo - 6 New In-workflow Checks - Out-of Workflow can't be added

Contact Information

Cancel Save

Checks

Add Delete

Checks	Amount Trigger	Workflow Type ↑↓
☐ Duplicate Meal Claim	None	In workflow (Reports Pending Audit Review)
☐ Duplicate Receipt	None	In workflow (Reports Pending Audit Review)
☐ Duplicate Transaction	None	In workflow (Reports Pending Audit Review)
☐ Improper Merchant Category	None	In workflow (Reports Pending Audit Review)
☐ Online Generated Receipt	None	In workflow (Reports Pending Audit Review)
☐ Unreasonable Amount	None	In workflow (Reports Pending Audit Review)

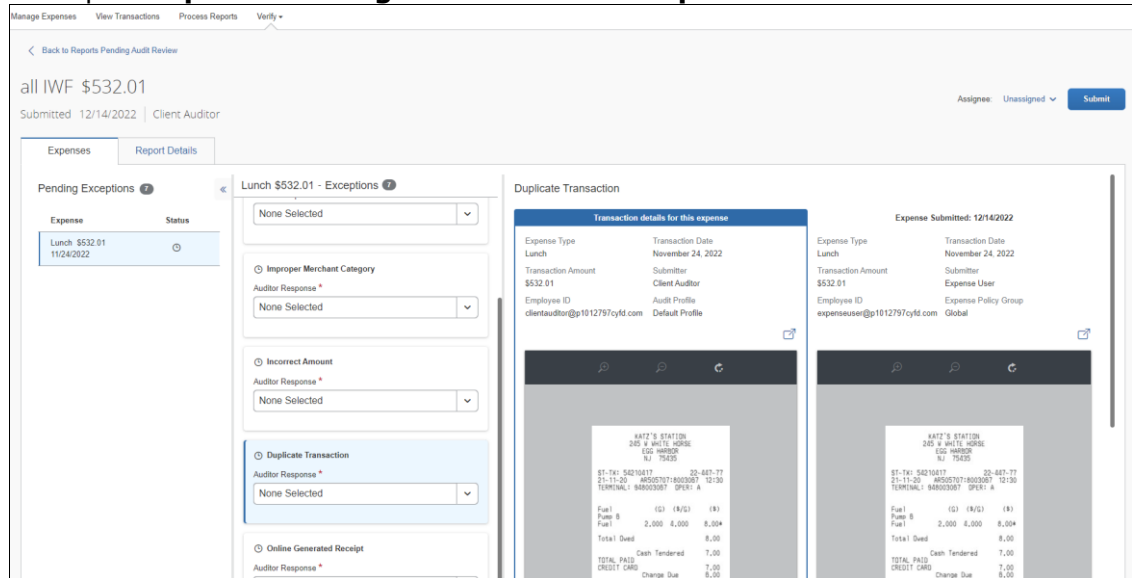
End-User Experience

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



The screenshot displays the 'Reports Pending Audit Review' interface with the 'Expenses' tab selected. On the left, under 'Pending Exceptions', there is a table with one entry: 'Lunch \$532.01 11/24/2022'. The center panel shows the 'Lunch \$532.01 - Exceptions' details, with a dropdown menu set to 'None Selected'. Below this, there are sections for 'Improper Merchant Category', 'Incorrect Amount', 'Duplicate Transaction' (which is highlighted), and 'Online Generated Receipt'. Each section has an 'Auditor Response' dropdown, also set to 'None Selected'. The right panel shows 'Transaction details for this expense' and 'Expense Submitted: 12/14/2022'. It includes a table with transaction details and two images of receipts from 'KATZ'S STATION'.

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

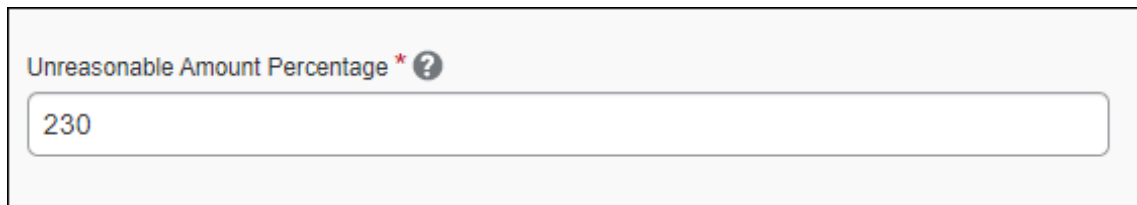
These modifications will be included to support the new configurations. They also allow administrators to control the volume of exceptions they wish to be raised to the auditors and reports to be stopped due to unreasonable meal amounts.

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.



Unreasonable Amount Percentage * ?

230

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.

Exception Volume

We estimate the number of meal expenses that will be flagged by looking across data from all Concur Customers

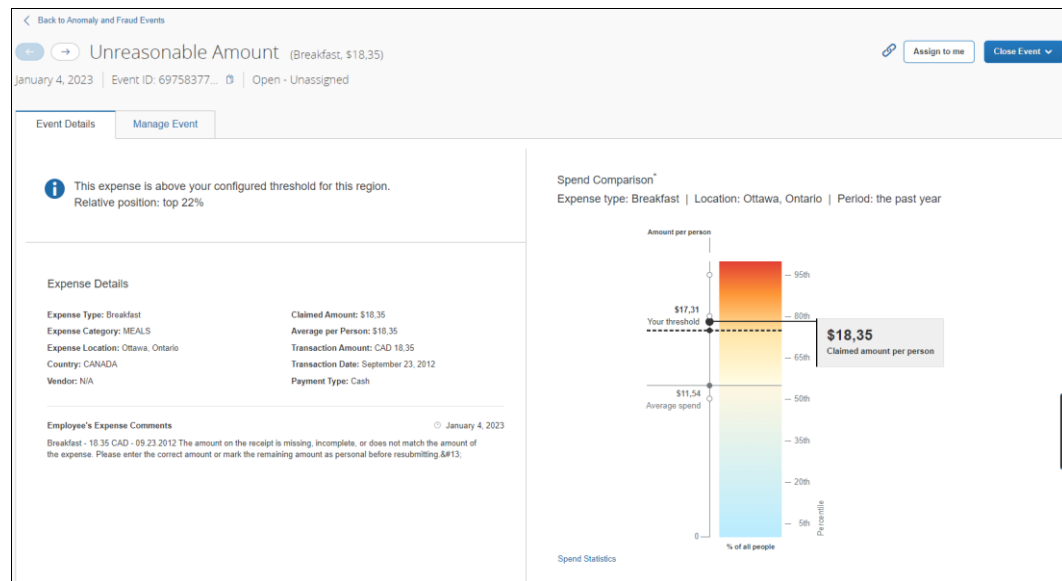
Very Low Recommended Medium High Very High

5 % of meal expenses

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.

The screenshot shows the SAP Concur 'Verify' page for a pending audit review. The main section is titled 'Lunch \$532.01' and shows a submitted date of 12/14/2022. The 'Report Details' tab is active, displaying a table of 'Pending Exceptions'. The first exception is 'Unreasonable Amount' for the expense 'Lunch \$532.01' dated 11/24/2022. The 'Auditor Response' is 'None Selected'. Below this, there are sections for 'Duplicate Meal Claim' and 'Improper Merchant Category', both also with 'None Selected' responses. To the right, the 'Unreasonable Amount' section shows 'Expense Details' (Lunch, New York, New York) and 'Compared Benchmark' (LUNCH, New York, New York). It also displays 'Spend Statistics' with a horizontal bar chart showing the claimed amount (\$266.01) and the benchmark (\$20.60). The chart indicates that 89% of expenses are within the unreasonable amount range and 98.03% of all people spend up to \$266.01. The 'Expense Details' section is also visible at the bottom right.

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.

SAP Concur | Travel | Expense | Approvals | App Center | Administration | Help

Product Settings > Verify Audit Profiles > Audit Profile

Audit Profile

Profile Name * * Required

0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow

Contact Information ?

Cancel Save

Checks

Add Delete

Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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

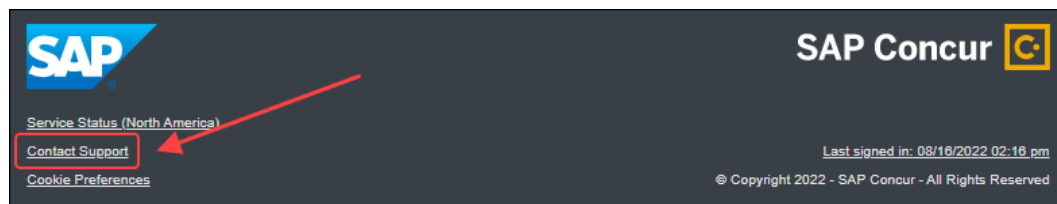
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

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: Monday, March 6, 2023 Initial Post: Monday, March 6	SAP Concur Client FINAL

Contents

Release Notes	1
Audit	1
Comment to Employee Field	1
Reports	3
Changes to Auditor Response Selection.....	3
Planned Changes.....	5
Audit Checks	5
Planned Changes Removal of Out of Workflow Checks (Jul 31).....	5
Client Notifications.....	7
Accessibility	7
Accessibility Updates	7
Subprocessors.....	7
SAP Concur Non-Affiliated Subprocessors	7
Supported Browsers.....	8
Supported Browsers and Changes to Support	8
Additional Release Notes and Other Technical Documentation	9
Online Help	9
SAP Concur Support Portal – Selected Users	9

Legal Disclaimer

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

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

Release Notes

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**.

Check Details

Date * Required

Description
We review the receipt and attempt to determine the receipt date. If discrepancies are found between the receipt date and the line item date, we'll raise an exception. The allowable difference between these two dates is configurable.

Workflow

When this check will be run:
In workflow (Reports Pending Audit Review)

Conditions

Amount Trigger 10.00

Currency * US, Dollar (USD)

Expense Type Trigger All [Select Expense Types](#)

Allowable difference in days * 2

Approval Reasons

[Add Approval Reason](#)

Approval reasons will appear on the Reports Pending Audit Review page. The reasons you add can be used by auditors to pass exceptions.

Approval Reason	Delete
Incorrect Exception	
Exception Pass	

Comment to Employee 164/200

The date of the receipt is missing, incomplete (Month, Day, and Year required) or does not match the date of the expense claim. Please correct the date discrepancy.

[Modify Comment](#)

[Save](#) [Save and Add Another](#) [Cancel](#)

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.

Please confirm

You may be removing localizations associated with this comment. Do you wish to proceed?

[Cancel](#) [Yes, Proceed](#)

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

Comment to Employee

This expense appears to be a duplicated meal claimed within multiple expense reports or by multiple attendees for the same meal time. Please include a justification or mark as personal or exclude from the report and resubmit.

[Reset to Default](#)

[Save](#) [Save and Add Another](#) [Cancel](#)

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.

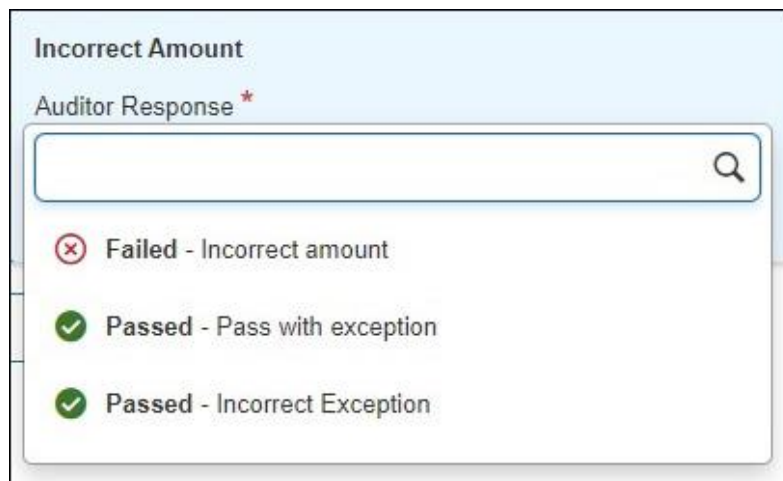
Auditor Experience

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



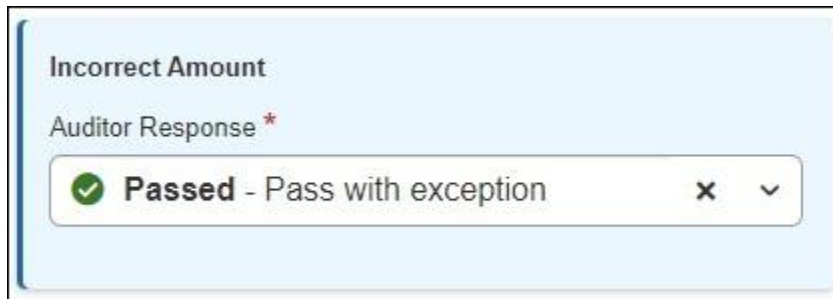
A screenshot of a light blue rectangular box representing a form. At the top, the text "Incorrect Amount" is displayed. Below it, the label "Auditor Response *" is shown. Underneath the label is a dropdown menu with a white background and a thin border. The text "None Selected" is visible inside the dropdown, and a small downward-pointing chevron icon is on the right side of the dropdown box.

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



A screenshot of the same light blue rectangular box as before, but with the dropdown menu open. The dropdown menu is a white box with a thin border and a search icon (magnifying glass) in the top right corner. It contains three list items, each with a circular icon on the left and text on the right. The first item has a red circle with a white 'x' and the text "Failed - Incorrect amount". The second item has a green circle with a white checkmark and the text "Passed - Pass with exception". The third item has a green circle with a white checkmark and the text "Passed - Incorrect Exception".

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



The screenshot shows a light blue rectangular box with a thin border. Inside the box, the text "Incorrect Amount" is at the top. Below it, the text "Auditor Response" is followed by a red asterisk. A dropdown menu is open, showing a green checkmark icon, the text "Passed - Pass with exception", and two icons on the right: a grey "X" and a grey downward arrow.

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

☐ Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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

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

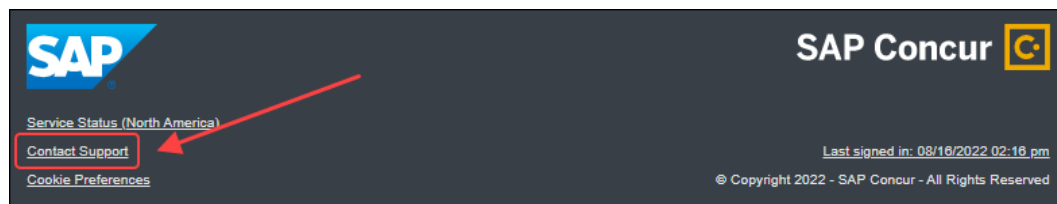
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

SAP Concur Release Notes Verify Professional and Standard	
Month	Audience
Release Date: Wednesday, March 15, 2023 Initial Post: Wednesday, March 15	SAP Concur Client FINAL

Contents

- Release Notes 1**
 - Audit Checks1**
 - Addition of In Workflow Checks.....1
 - Unreasonable Amount Modification4
- Planned Changes..... 7**
 - Audit Checks7**
 - **Planned Changes** Removal of Out of Workflow Checks (Jul 31).....7
- Client Notifications..... 9**
 - Accessibility9**
 - Accessibility Updates9
 - Subprocessors.....9**
 - SAP Concur Non-Affiliated Subprocessors9
 - Supported Browsers.....10**
 - Supported Browsers and Changes to Support 10
- Additional Release Notes and Other Technical Documentation11**
 - Online Help11**
 - SAP Concur Support Portal – Selected Users.....11**

Legal Disclaimer

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

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

Release Notes

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**

SAP Concur

Travel Expense Approvals App Center

Administration Help

Profile

Product Settings > Verify Audit Profiles > Audit Profile

Audit Profile

Profile Name * Required

01 Demo - 6 New In-workflow Checks - Out-of Workflow can't be added

Contact Information

Cancel Save

Checks

Add Delete

Checks	Amount Trigger	Workflow Type ↑↓
☐ Duplicate Meal Claim	None	In workflow (Reports Pending Audit Review)
☐ Duplicate Receipt	None	In workflow (Reports Pending Audit Review)
☐ Duplicate Transaction	None	In workflow (Reports Pending Audit Review)
☐ Improper Merchant Category	None	In workflow (Reports Pending Audit Review)
☐ Online Generated Receipt	None	In workflow (Reports Pending Audit Review)
☐ Unreasonable Amount	None	In workflow (Reports Pending Audit Review)

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

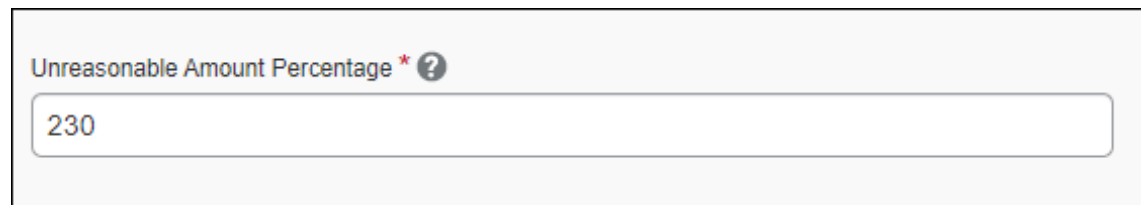
These modifications are included to support the new configurations. They also enable administrators to control the volume of exceptions they wish to be raised to the auditors and reports to be stopped due to unreasonable meal amounts.

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.

A screenshot of a web form element. At the top, the text 'Unreasonable Amount Percentage' is displayed in a light blue font, followed by a red asterisk and a question mark icon. Below this text is a white input field with a thin grey border. The number '230' is entered into this field.

AFTER REMOVAL

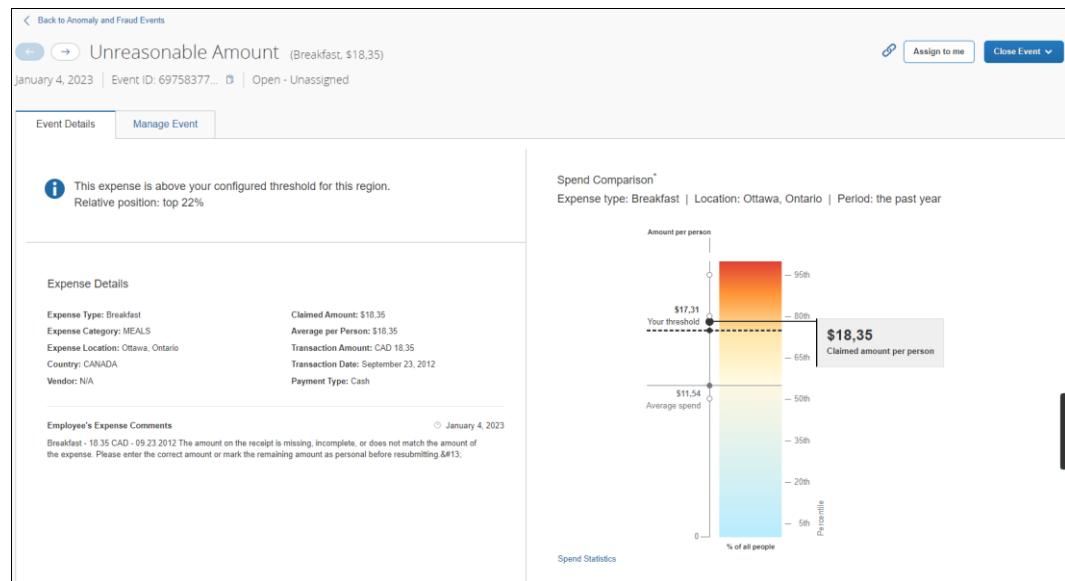
As of March 15, 2023, administrators can no longer see the **Unreasonable Amount Percentage** field as it has been renamed to **Exception Volume**. This modification includes a slider bar with a corresponding percentage field. There is also a possibility to add an approval reason to pass this exception.

The screenshot shows a configuration interface for 'Exception Volume'. At the top, it says 'Exception Volume' and 'We estimate the number of meal expenses that will be flagged by looking across data from all Concur Customers'. Below this is a horizontal slider bar with five labels: 'Very Low', 'Recommended', 'Medium', 'High', and 'Very High'. A blue circle with a white dot is positioned on the 'Recommended' label. To the right of the slider is a text input field containing the number '5' and a label '% of meal expenses'.

End-User Experience

BEFORE REMOVAL

Prior to March 15, 2023, when administrators navigated to **Expense > Verify > Anomaly and Fraud Events** to view the event details, a graph was shown to explain the value by which the expense amount has crossed the threshold percentage.



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.

The screenshot displays the SAP Concur Expense report interface. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header shows 'all IWF \$532.01', 'Submitted: 12/14/2022', and 'Client Auditor'. A 'Submit' button is visible in the top right corner.

The 'Report Details' section is active, showing a table of 'Pending Exceptions' with columns 'Expense' and 'Status'. The first exception is 'Lunch \$532.01' with a status of 'Unreasonable Amount'.

The 'Unreasonable Amount' exception details are shown in a modal window. It includes a table for 'Expense Details' and 'Compared Benchmark'.

Expense Details		Compared Benchmark
Expense Type	Lunch	LUNCH
Location	New York, New York	New York, New York
Amount per Person	Claimed: \$266.01	Average: \$20.60

Below the table, there is a 'Spend Statistics' section with a horizontal bar chart. The chart shows the 'Unreasonable amount range' and the 'Claimed' amount of \$266.01. The text below the chart states: '89% of expenses: Unreasonable amount range' and '98.03% of all people spend up to \$266.01'.

The 'Expense Details' section at the bottom right shows the 'Expense Type' as 'Lunch' and the 'Location' as 'New York, New York'.

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**.

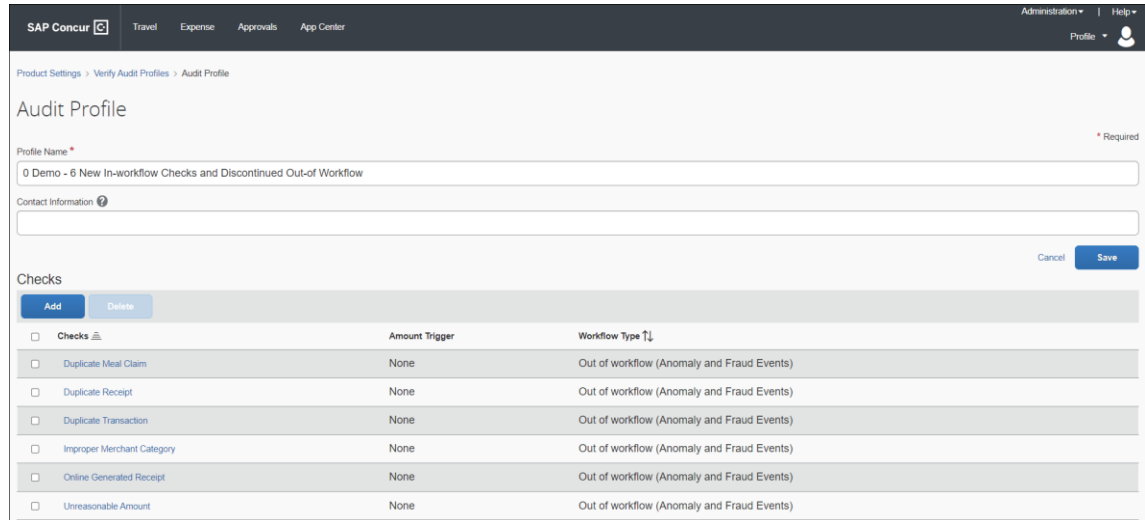
The **Anomaly and Fraud Events** section will continue to display until the end of October 2023, but the existing **Out of workflow** checks will be removed from the audit profiles on July 31, 2023. The ability to add new events will also be discontinued after this date.

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.



SAP Concur

Travel Expense Approvals App Center

Administration Help

Profile

Product Settings > Verify Audit Profiles > Audit Profile

Audit Profile

* Required

Profile Name *

0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow

Contact Information

Cancel Save

Checks

Add Delete

Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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

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

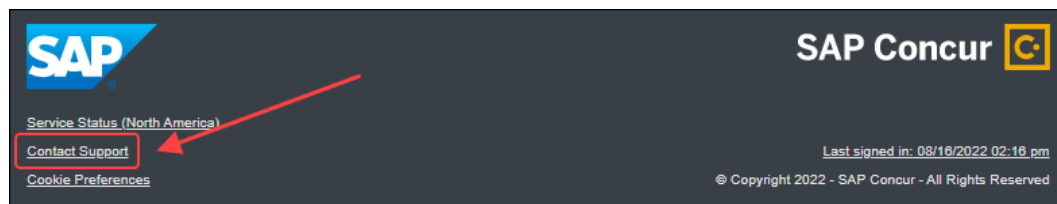
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

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

Release Notes 1

 No Release Notes This Month1

Planned Changes..... 2

 Audit Checks2

 Planned Changes Removal of Out of Workflow Checks (Jul 31).....2

 Audit Events4

 Planned Changes Removal of Anomaly and Fraud Events (Oct 30).....4

Client Notifications..... 6

 Accessibility6

 Accessibility Updates6

 Subprocessors.....6

 SAP Concur Non-Affiliated Subprocessors6

 Supported Browsers.....7

 Supported Browsers and Changes to Support7

Additional Release Notes and Other Technical Documentation 8

 Online Help8

 SAP Concur Support Portal – Selected Users8

Legal Disclaimer

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

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

Release Notes

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)**

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

☐ Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

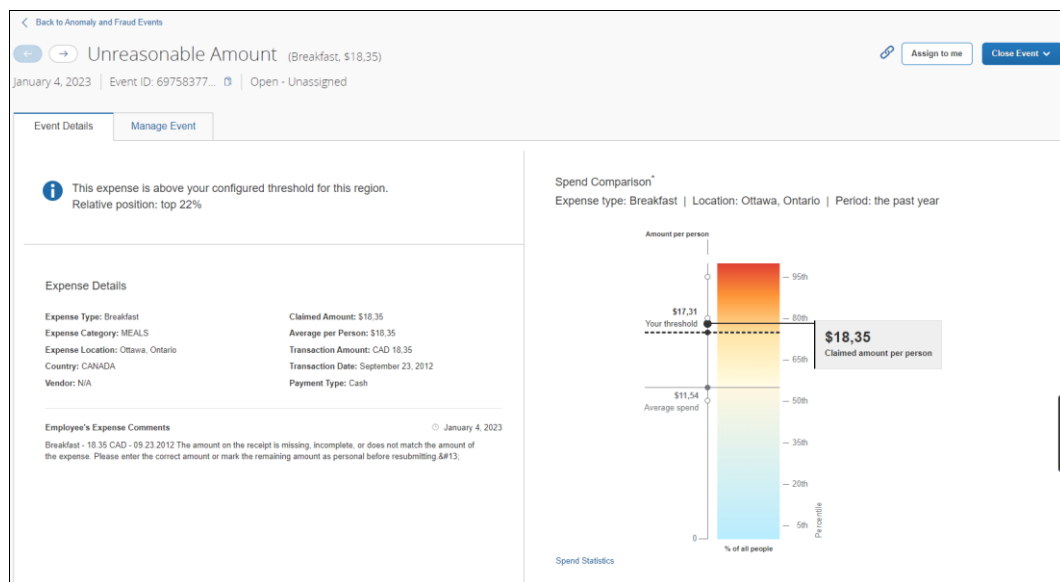
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify interface for 'Reports Pending Audit Review'. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header shows 'Manage Expenses' and 'Verify'. A search bar is located at the top right. Below the header, there are filters for 'Submission Date Range' (MM/DD/YYYY - MM/DD/YYYY), 'Audit Profile' (None Selected), and 'Assignee' (None Selected). A 'Filter' button is present. The main content area displays a table with one report. The table has columns for Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report shown is 'February Expenses' with a total of \$56.16 and 1 exception. A 'Give Feedback' button is visible on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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.

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

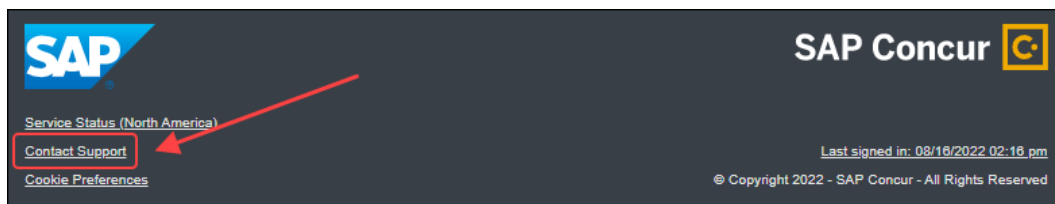
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

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

Contents

Release Notes 1

No Release Notes This Month1

Planned Changes..... 2

Miscellaneous.....2

 Planned Changes User Panel for In-Product Survey Participants2

Audit Checks3

 Planned Changes Removal of Out of Workflow Checks (Jul 31).....3

Audit Events.....5

 Planned Changes Removal of Anomaly and Fraud Events (Oct 30).....5

Client Notifications..... 7

Accessibility7

 Accessibility Updates7

Subprocessors.....7

 SAP Concur Non-Affiliated Subprocessors7

Supported Browsers.....8

 Supported Browsers and Changes to Support8

Additional Release Notes and Other Technical Documentation 9

Online Help9

SAP Concur Support Portal – Selected Users9

Legal Disclaimer

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

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

Release Notes

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.

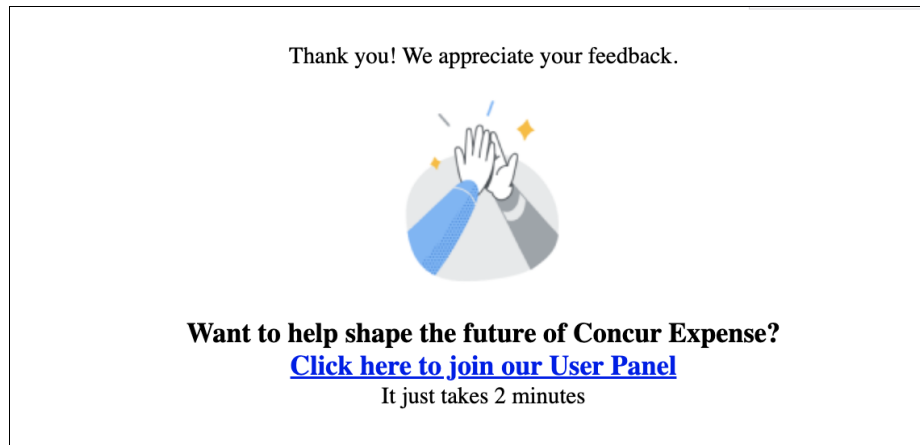
No survey information will be shared outside of SAP Concur as per SAP policy.

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.

Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

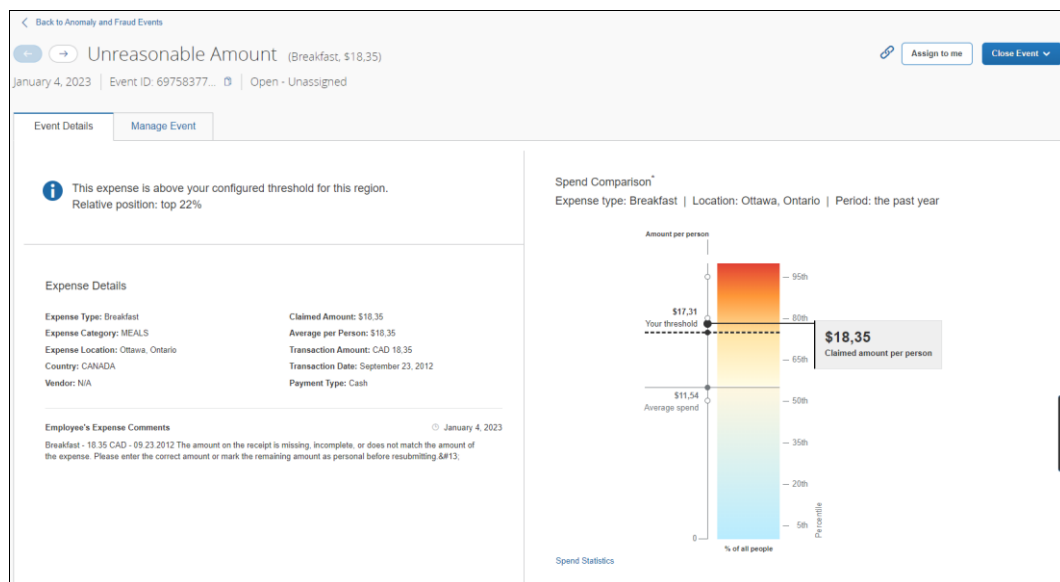
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the 'Reports Pending Audit Review' page in the SAP Concur Verify application. The page has a dark header with 'SAP Concur' and 'Expense' tabs. Below the header, there are tabs for 'Manage Expenses' and 'Verify'. The main content area is titled 'Reports Pending Audit Review' and includes a search bar. Below the search bar, there are filters for 'Submission Date Range', 'Audit Profile', and 'Assignee'. The 'Audit Profile' and 'Assignee' filters are currently set to 'None Selected'. A 'Filter' button is visible. Below the filters, there is a table with one report. The table has columns for Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report shown is 'February Expenses' with a total of \$56.16 and 1 exception. A 'Give Feedback' button is located on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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.

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

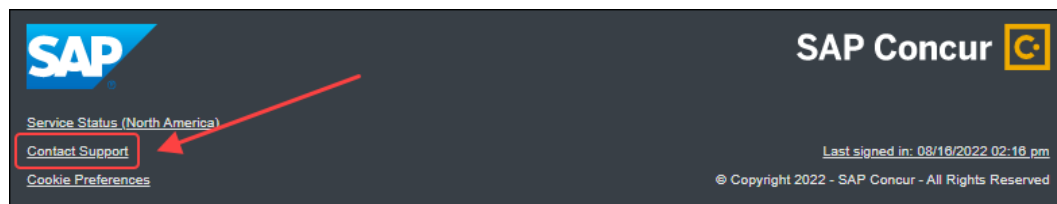
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

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

Release Notes	1
Miscellaneous.....	1
User Panel for In-Product Survey Participants	1
Planned Changes.....	3
Audit Checks	3
Planned Changes Removal of Out of Workflow Checks (Jul 31).....	3
Audit Events.....	5
Planned Changes Removal of Anomaly and Fraud Events (Oct 30).....	5
Client Notifications.....	7
Accessibility	7
Accessibility Updates	7
Subprocessors.....	7
SAP Concur Non-Affiliated Subprocessors	7
Supported Browsers.....	8
Supported Browsers and Changes to Support	8
Additional Release Notes and Other Technical Documentation	9
Online Help	9
SAP Concur Support Portal – Selected Users.....	9

Legal Disclaimer

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

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

Release Notes

Miscellaneous

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

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.

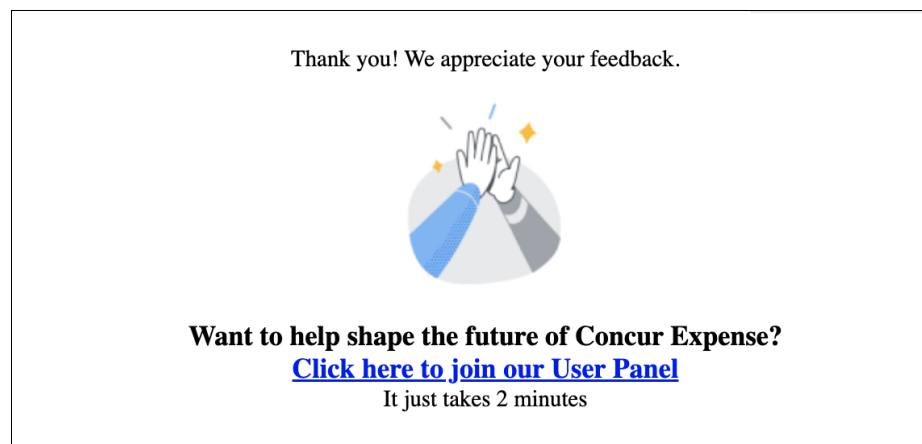
No survey information will be shared outside of SAP Concur as per SAP policy.

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

☐ Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

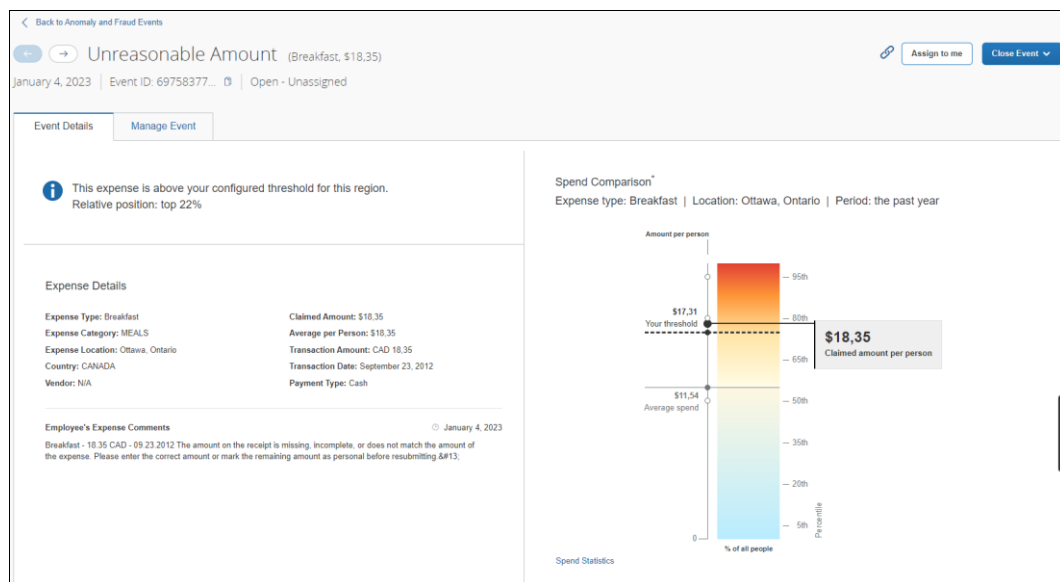
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify interface for 'Reports Pending Audit Review'. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header has 'Manage Expenses' and 'Verify'. A search bar is located at the top right. Below the header, there are filters for 'Submission Date Range' (MM/DD/YYYY - MM/DD/YYYY), 'Audit Profile' (None Selected), and 'Assignee' (None Selected). A 'Filter' button is on the right. The main content area displays a table with one report. The table has columns: Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report shown is 'February Expenses' with a total of \$56.16 and 1 exception. A 'Give Feedback' button is on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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.

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

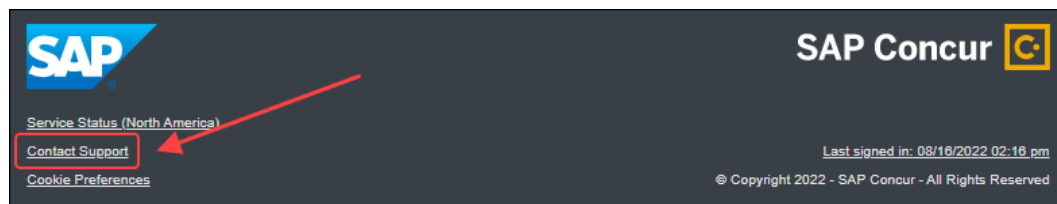
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

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

Contents

Release Notes 1

Audit Checks1

 New Old Date Check 1

 New Configured Expense Type Check.....3

 New Company Card Not Used Check5

 New Personal Use Of Company Card Check7

Planned Changes..... 9

Audit Checks9

 Planned Changes Removal of Out of Workflow Checks (Jul 31).....9

Audit Events11

 Planned Changes Removal of Anomaly and Fraud Events (Oct 30)..... 11

Client Notifications.....13

Accessibility13

 Accessibility Updates 13

Subprocessors.....13

 SAP Concur Non-Affiliated Subprocessors 13

Supported Browsers.....14

 Supported Browsers and Changes to Support 14

Additional Release Notes and Other Technical Documentation15

Online Help15

SAP Concur Support Portal – Selected Users.....15

Legal Disclaimer

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

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

Release Notes

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu currently showing 'Old Date'. A description states: 'We review the transaction date from the expense report, if the date is outside of the acceptable time frame, we'll raise an exception. The acceptable time frame is configurable in days.' The 'Workflow' section has a text box with 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field set to '0', an 'Expense Type Trigger' dropdown set to 'All' with a 'Select Expense Types' button, and an 'Acceptable number of days' field set to '60'. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception' with a 'Delete' link. The 'Comment to Employee' section has a text box with the placeholder 'The transaction date is older than your company allows. Please include a justification or mark as personal or exclude from the report and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons. A user count '147/500' is visible in the top right corner.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a '* Required' indicator in the top right corner.

The form contains the following sections:

- Check Name ***: A dropdown menu with 'Configured Expense Type' selected.
- Description**: A text area with the following text: 'We review the expense type from the expense report. If it is on a configured list of expense types, we'll raise an exception. This can be used to stop expenses that may require further review for any reason. Examples may include expenses that require comments, forms or pre-authorization.'
- Workflow ?**: A text area with the text: 'When this check will be run: In workflow (Reports Pending Audit Review)'.
- Conditions**:
 - Amount Trigger ?**: A text input field with the value '0'.
 - Expense Type Trigger ?**: A text input field with the value 'Expense Types selected: 0'. Below it is a button labeled 'Select Expense Types'.
- Approval Reasons**:
 - A button labeled 'Add Approval Reason'.
 - A table with the following content:

Approval Reason	Delete
Incorrect Exception	
- Comment to Employee ?**: A text area with the text: 'Expenses of this type have additional policy requirements that have not been met. Please review and resubmit.' The character count '108/500' is shown in the top right corner. Below the text area is a button labeled 'Modify Comment'.

At the bottom right, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur Verify. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a red asterisk indicating it is required, containing the text 'Company Card Not Used'. Below this is a 'Description' section with the text: 'We review the payment method from the expense report. If a payment method other than a company card was used, we'll raise an exception.' The 'Workflow' section shows a diagram with a box labeled 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section has an 'Amount Trigger' field set to '0'. Below that is an 'Expense Type Trigger' section with the text 'Expense Types selected: 35' and a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception' with a 'Delete' link. The 'Comment to Employee' section has a text area with the text: 'Company card is the preferred payment method for this type of expense. Please provide a justification for not using a company card and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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.

Product Settings > Verify Audit Profiles > Audit Profile > New Check

New Check

Check Name * * Required

Personal Use of Company Card

Description

We review the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, we'll raise an exception.

Workflow ?

When this check will be run:
In workflow (Reports Pending Audit Review)

Conditions

Amount Trigger ?

0

Expense Type Trigger ?

All

Select Expense Types

Approval Reasons

Add Approval Reason

Approval reasons will appear on the Reports Pending Audit Review page. The reasons you add can be used by auditors to pass exceptions.

Approval Reason	Delete
Incorrect Exception	

Comment to Employee ? 62/500

Please provide a justification for using a company card for a personal expense and resubmit.

Modify Comment

Save Save and Add Another Cancel

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.

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

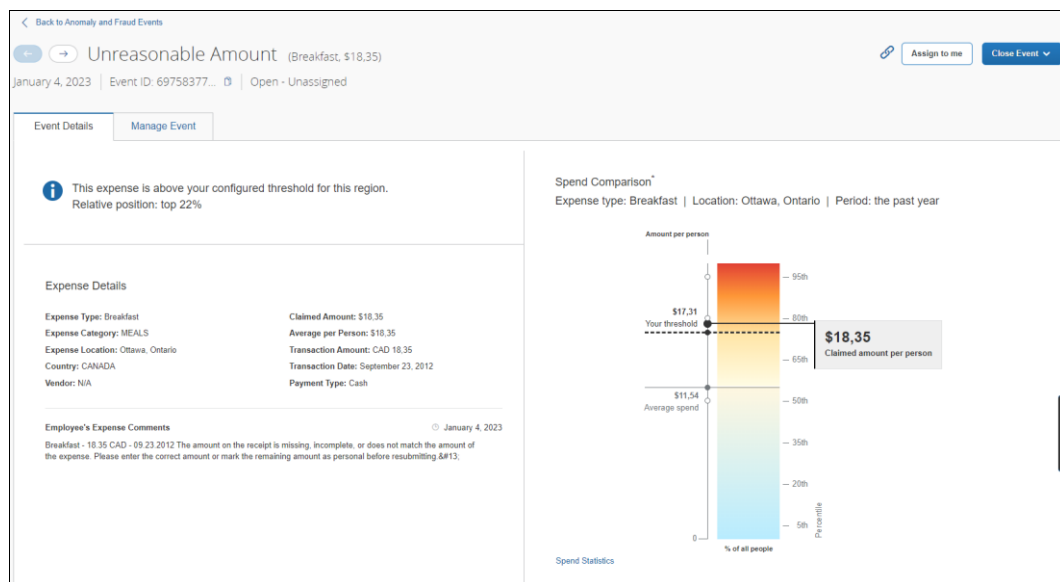
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify interface for 'Reports Pending Audit Review'. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header has 'Manage Expenses' and 'Verify'. A search bar is located at the top right. Below the header, there are filters for 'Submission Date Range' (MM/DD/YYYY - MM/DD/YYYY), 'Audit Profile' (None Selected), and 'Assignee' (None Selected). A 'Filter' button is on the right. The main content area displays a table with one report. The table has columns: Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report shown is 'February Expenses' with a total of \$56.16 and 1 exception. A 'Give Feedback' button is on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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.

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

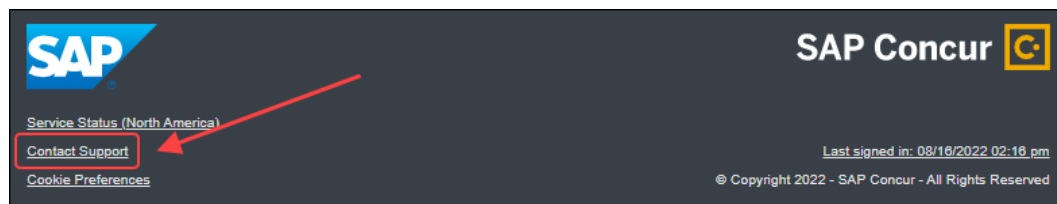
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

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

Contents

Release Notes

1

Audit Checks

1

New Old Date Check

1

New Configured Expense Type Check

3

New Company Card Not Used Check

5

New Personal Use Of Company Card Check

7

Planned Changes

9

Audit Checks

9

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

9

Audit Events

11

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

11

Client Notifications

13

Accessibility

13

Accessibility Updates

13

Subprocessors

13

SAP Concur Non-Affiliated Subprocessors

13

Supported Browsers

14

Supported Browsers and Changes to Support

14

Additional Release Notes and Other Technical Documentation

15

Online Help

15

SAP Concur Support Portal – Selected Users

15

Legal Disclaimer

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

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

Release Notes

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.

The screenshot displays the 'New Check' configuration interface. At the top, the breadcrumb trail reads: 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The main title is 'New Check'. Below it, there's a 'Check Name' field with a dropdown menu currently showing 'Old Date'. A 'Description' section explains that the check reviews transaction dates from expense reports and raises exceptions if they fall outside a configurable time frame. The 'Workflow' section has a text box stating 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field set to '0', an 'Expense Type Trigger' dropdown set to 'All' with a 'Select Expense Types' button, and an 'Acceptable number of days' field set to '60'. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one entry: 'Incorrect Exception'. The 'Comment to Employee' section has a text box with a placeholder comment and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a '* Required' indicator in the top right corner.

The form contains the following sections:

- Check Name ***: A text input field with the value 'Configured Expense Type' and a dropdown arrow.
- Description**: A text area with the text: 'We review the expense type from the expense report. If it is on a configured list of expense types, we'll raise an exception. This can be used to stop expenses that may require further review for any reason. Examples may include expenses that require comments, forms or pre-authorization.'
- Workflow ?**: A text area with the text: 'When this check will be run: In workflow (Reports Pending Audit Review)'.
- Conditions**:
 - Amount Trigger ?**: A text input field with the value '0'.
 - Expense Type Trigger ?**: A text input field with the value 'Expense Types selected: 0' and a 'Select Expense Types' button.
- Approval Reasons**:
 - An 'Add Approval Reason' button.
 - A table with the following content:

Approval Reason	Delete
Incorrect Exception	
- Comment to Employee ?**: A text area with the text: 'Expenses of this type have additional policy requirements that have not been met. Please review and resubmit.' and a character count '108/500'.
- A 'Modify Comment' button.
- At the bottom right, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a red asterisk indicating it is required, containing the text 'Company Card Not Used'. Below this is a 'Description' section with the text: 'We review the payment method from the expense report. If a payment method other than a company card was used, we'll raise an exception.' The 'Workflow' section has a text box stating: 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field with the value '0' and an 'Expense Type Trigger' section with the text 'Expense Types selected: 35' and a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception' with a 'Delete' link. The 'Comment to Employee' section has a text box with the text: 'Company card is the preferred payment method for this type of expense. Please provide a justification for not using a company card and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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.

Product Settings > Verify Audit Profiles > Audit Profile > New Check

New Check

Check Name * * Required

Personal Use of Company Card

Description

We review the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, we'll raise an exception.

Workflow ?

When this check will be run:
In workflow (Reports Pending Audit Review)

Conditions

Amount Trigger ?

0

Expense Type Trigger ?

All

Select Expense Types

Approval Reasons

Add Approval Reason

Approval reasons will appear on the Reports Pending Audit Review page. The reasons you add can be used by auditors to pass exceptions.

Approval Reason	Delete
Incorrect Exception	

Comment to Employee ? 62/500

Please provide a justification for using a company card for a personal expense and resubmit.

Modify Comment

Save Save and Add Another Cancel

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.

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

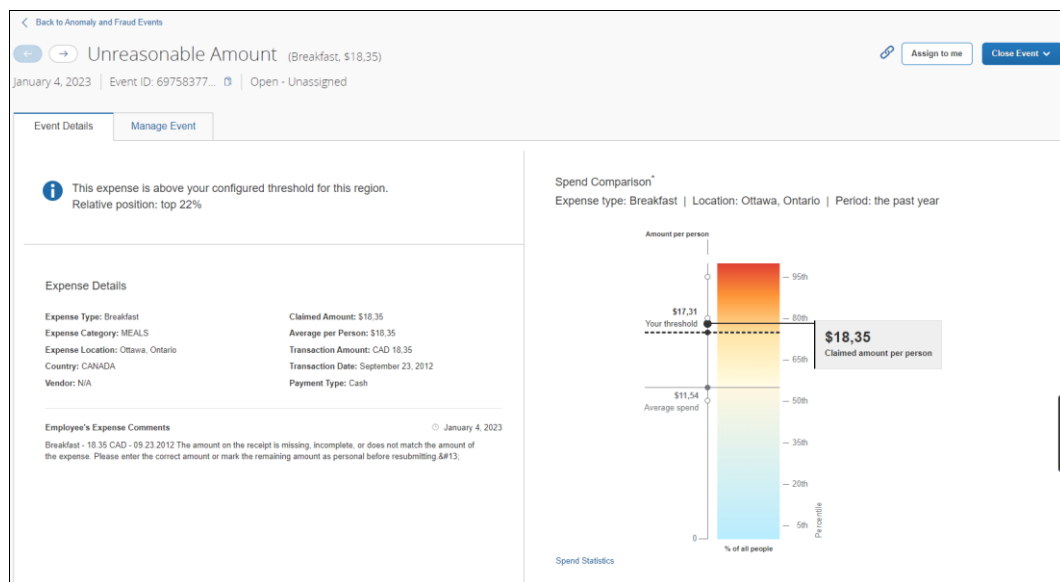
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify interface for 'Reports Pending Audit Review'. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header has 'Manage Expenses' and 'Verify'. A search bar is located at the top right. Below the header, there are filters for 'Submission Date Range' (MM/DD/YYYY - MM/DD/YYYY), 'Audit Profile' (None Selected), and 'Assignee' (None Selected). A 'Filter' button is on the right. The main content area displays a table with one report. The table has columns: Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report shown is 'February Expenses' with a total of \$56.16 and 1 exception. A 'Give Feedback' button is on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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.

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

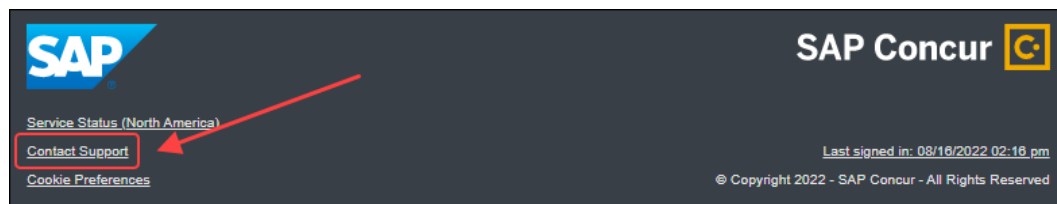
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.

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

Release Notes

Miscellaneous.....

User Panel for In-Product Survey Participants

Planned Changes.....

Audit Checks

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

Audit Events.....

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

Client Notifications.....

Accessibility

Accessibility Updates

Subprocessors.....

SAP Concur Non-Affiliated Subprocessors

Supported Browsers.....

Supported Browsers and Changes to Support

Additional Release Notes and Other Technical Documentation

Online Help

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

Legal Disclaimer

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

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

Release Notes

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.

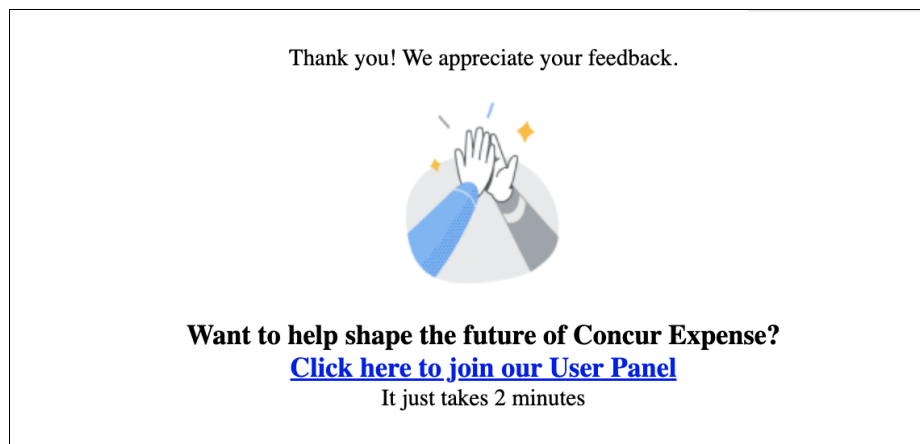
No survey information will be shared outside of SAP Concur as per SAP policy.

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

☐ Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

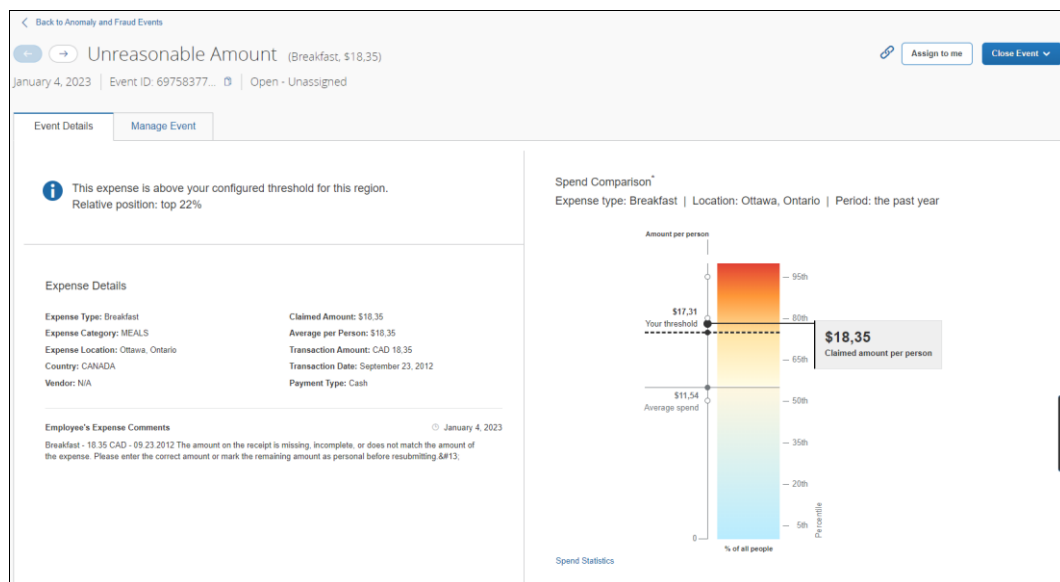
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify interface for 'Reports Pending Audit Review'. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header has 'Manage Expenses' and 'Verify'. A search bar is located at the top right. Below the header, there are filters for 'Submission Date Range' (MM/DD/YYYY - MM/DD/YYYY), 'Audit Profile' (None Selected), and 'Assignee' (None Selected). A 'Filter' button is on the right. The main content area displays a table with one report. The table has columns: Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report shown is 'February Expenses' with a total of \$56.16 and 1 exception. A 'Give Feedback' button is on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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:**

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

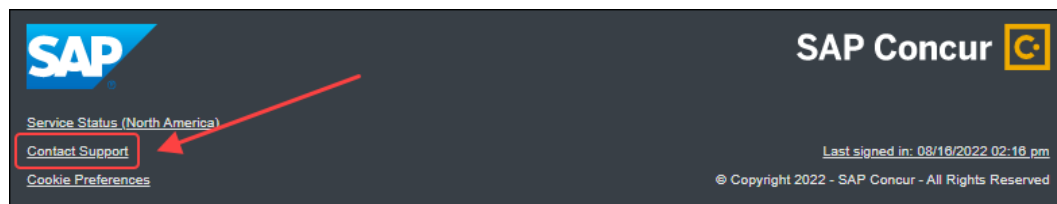
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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: Friday, June 22, 2023 Initial Post: Friday, June 22	SAP Concur Client FINAL

Contents

Release Notes 1

Audit Checks1

 New Old Date Check 1

 New Configured Expense Type Check.....3

 New Company Card Not Used Check5

 New Personal Use Of Company Card Check7

 Check Name Modifications9

Planned Changes.....10

Audit Checks10

 Planned Changes Removal of Out of Workflow Checks (Jul 31)..... 10

Audit Events.....12

 Planned Changes Removal of Anomaly and Fraud Events (Oct 30)..... 12

Client Notifications.....14

Accessibility14

 Accessibility Updates 14

In-Product User Assistance14

 Client Customized Content 14

Subprocessors.....14

 SAP Concur Non-Affiliated Subprocessors 14

Supported Browsers.....15

 Supported Browsers and Changes to Support 15

Additional Release Notes and Other Technical Documentation16

Online Help16

SAP Concur Support Portal – Selected Users.....16

Legal Disclaimer

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

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

Release Notes

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu currently showing 'Old Date'. A 'Description' section explains that the check reviews transaction dates from expense reports and raises exceptions if the date is outside the acceptable time frame. The 'Workflow' section has a text box stating 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field set to '0', an 'Expense Type Trigger' dropdown set to 'All' with a 'Select Expense Types' button, and an 'Acceptable number of days' field set to '60'. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception' with a 'Delete' link. The 'Comment to Employee' section has a text box with the placeholder 'The transaction date is older than your company allows. Please include a justification or mark as personal or exclude from the report and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons. A user ID '147/000' is visible in the top right corner.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a '* Required' indicator in the top right corner.

The form contains the following sections:

- Check Name ***: A dropdown menu with 'Configured Expense Type' selected.
- Description**: A text area with the following text: 'We review the expense type from the expense report. If it is on a configured list of expense types, we'll raise an exception. This can be used to stop expenses that may require further review for any reason. Examples may include expenses that require comments, forms or pre-authorization.'
- Workflow ?**: A text area with the text: 'When this check will be run: In workflow (Reports Pending Audit Review)'.
- Conditions**:
 - Amount Trigger ?**: A text input field with the value '0'.
 - Expense Type Trigger ?**: A text input field with the value 'Expense Types selected: 0'. Below it is a button labeled 'Select Expense Types'.
- Approval Reasons**:
 - A button labeled 'Add Approval Reason'.
 - A table with the following structure:

Approval Reason	Delete
Incorrect Exception	
- Comment to Employee ?**: A text area with the text: 'Expenses of this type have additional policy requirements that have not been met. Please review and resubmit.' The character count '108/500' is shown in the top right corner. Below the text area is a button labeled 'Modify Comment'.

At the bottom right, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a red asterisk indicating it is required, containing the text 'Company Card Not Used'. Below this is a 'Description' section with the text: 'We review the payment method from the expense report. If a payment method other than a company card was used, we'll raise an exception.' The 'Workflow' section has a text box stating: 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field with the value '0'. Below this is an 'Expense Type Trigger' section with a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception'. The 'Comment to Employee' section has a text box with the text: 'Company card is the preferred payment method for this type of expense. Please provide a justification for not using a company card and resubmit.' At the bottom right are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur Verify. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu showing 'Personal Use of Company Card'. A description states: 'We review the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, we'll raise an exception.' The 'Workflow' section indicates 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section has an 'Amount Trigger' field set to '0' and an 'Expense Type Trigger' dropdown set to 'All' with a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception' with a 'Delete' button. The 'Comment to Employee' section has a text area with the placeholder 'Please provide a justification for using a company card for a personal expense and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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)**

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

☐ Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

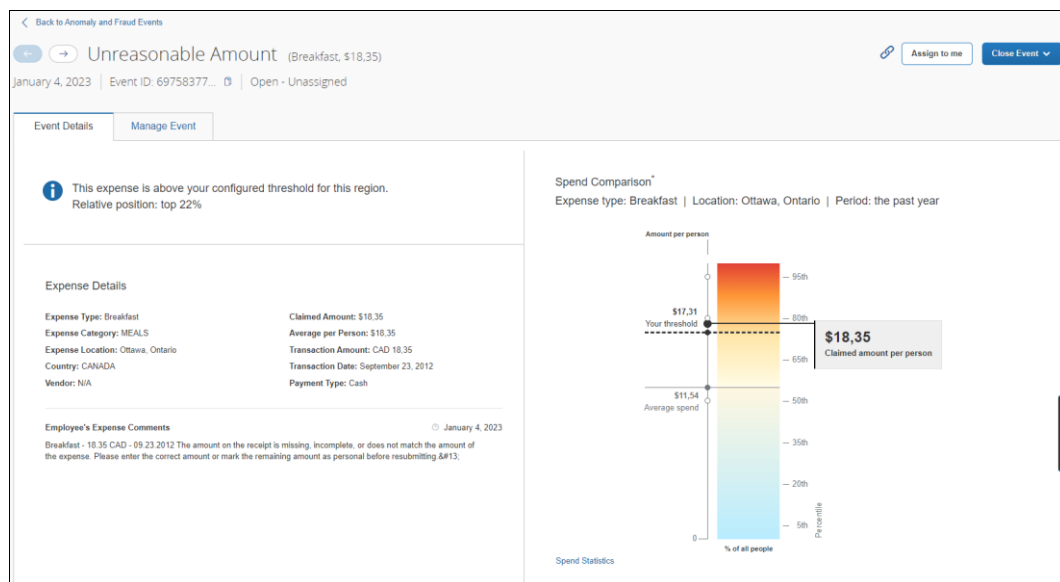
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify web application. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The user's profile is visible in the top right corner. The main heading is 'Reports Pending Audit Review'. Below the heading is a search bar with the placeholder text 'Search Report Name, Report ID, Employee Name, Employee'. Under the 'Filters' section, there are three dropdown menus: 'Submission Date Range' (set to 'MM/DD/YYYY - MM/DD/YYYY'), 'Audit Profile' (set to 'None Selected'), and 'Assignee' (set to 'None Selected'). There are 'Clear All' and 'Filter' buttons. The 'Reports (1)' section displays a table with the following data:

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

At the bottom of the table, there is a pagination control showing '1' of 1 items.

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:**

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

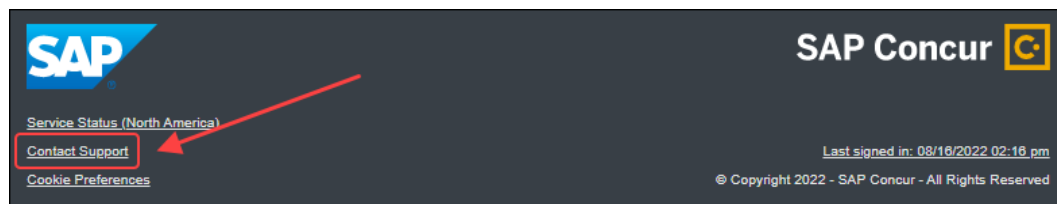
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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: Friday, June 22, 2023 Initial Post: Friday, June 22	SAP Concur Client FINAL

Contents

Release Notes 1

Audit Checks1

 New Old Date Check 1

 New Configured Expense Type Check.....3

 New Company Card Not Used Check5

 New Personal Use Of Company Card Check7

 Check Name Modifications9

Planned Changes.....10

Audit Checks10

 Planned Changes Removal of Out of Workflow Checks (Jul 31)..... 10

Audit Events.....12

 Planned Changes Removal of Anomaly and Fraud Events (Oct 30)..... 12

Client Notifications.....14

Accessibility14

 Accessibility Updates 14

In-Product User Assistance14

 Client Customized Content 14

Subprocessors.....14

 SAP Concur Non-Affiliated Subprocessors 14

Supported Browsers.....15

 Supported Browsers and Changes to Support 15

Additional Release Notes and Other Technical Documentation16

Online Help16

SAP Concur Support Portal – Selected Users.....16

Legal Disclaimer

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

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

Release Notes

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu currently showing 'Old Date'. A description states: 'We review the transaction date from the expense report, if the date is outside of the acceptable time frame, we'll raise an exception. The acceptable time frame is configurable in days.' The 'Workflow' section has a text box with the value 'In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field set to '0', an 'Expense Type Trigger' dropdown set to 'All' with a 'Select Expense Types' button, and an 'Acceptable number of days' field set to '60'. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception' with a 'Delete' link. The 'Comment to Employee' section has a text box with the placeholder text 'The transaction date is older than your company allows. Please include a justification or mark as personal or exclude from the report and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a '* Required' indicator in the top right corner.

The form contains the following sections:

- Check Name ***: A text input field with the value 'Configured Expense Type' and a dropdown arrow.
- Description**: A text area with the text: 'We review the expense type from the expense report. If it is on a configured list of expense types, we'll raise an exception. This can be used to stop expenses that may require further review for any reason. Examples may include expenses that require comments, forms or pre-authorization.'
- Workflow ?**: A text area with the text: 'When this check will be run: In workflow (Reports Pending Audit Review)'.
- Conditions**:
 - Amount Trigger ?**: A text input field with the value '0'.
 - Expense Type Trigger ?**: A text input field with the value 'Expense Types selected: 0' and a 'Select Expense Types' button.
- Approval Reasons**:
 - An 'Add Approval Reason' button.
 - A table with the following content:

Approval Reason	Delete
Incorrect Exception	
- Comment to Employee ?**: A text area with the text: 'Expenses of this type have additional policy requirements that have not been met. Please review and resubmit.' and a character count '108/500'.
- A 'Modify Comment' button.
- At the bottom right, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu showing 'Company Card Not Used'. A description states: 'We review the payment method from the expense report. If a payment method other than a company card was used, we'll raise an exception.' The 'Workflow' section indicates the check will run in the 'Reports Pending Audit Review' workflow. The 'Conditions' section has an 'Amount Trigger' field set to '0' and an 'Expense Type Trigger' dropdown set to 'All'. There is a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception'. The 'Comment to Employee' section has a text area with the text: 'Company card is the preferred payment method for this type of expense. Please provide a justification for not using a company card and resubmit.' At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu currently showing 'Personal Use of Company Card'. A red asterisk and the word 'Required' are next to this field. Below this is a 'Description' section with the text: 'We review the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, we'll raise an exception.' The 'Workflow' section has a text box with the text: 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field with the value '0' and an 'Expense Type Trigger' dropdown menu currently showing 'All'. Below the dropdown is a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Approval Reason' (Incorrect Exception) and a 'Delete' button. The 'Comment to Employee' section has a text box with the placeholder text: 'Please provide a justification for using a company card for a personal expense and resubmit.' and a 'Modify Comment' button. At the bottom right are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

☐ Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

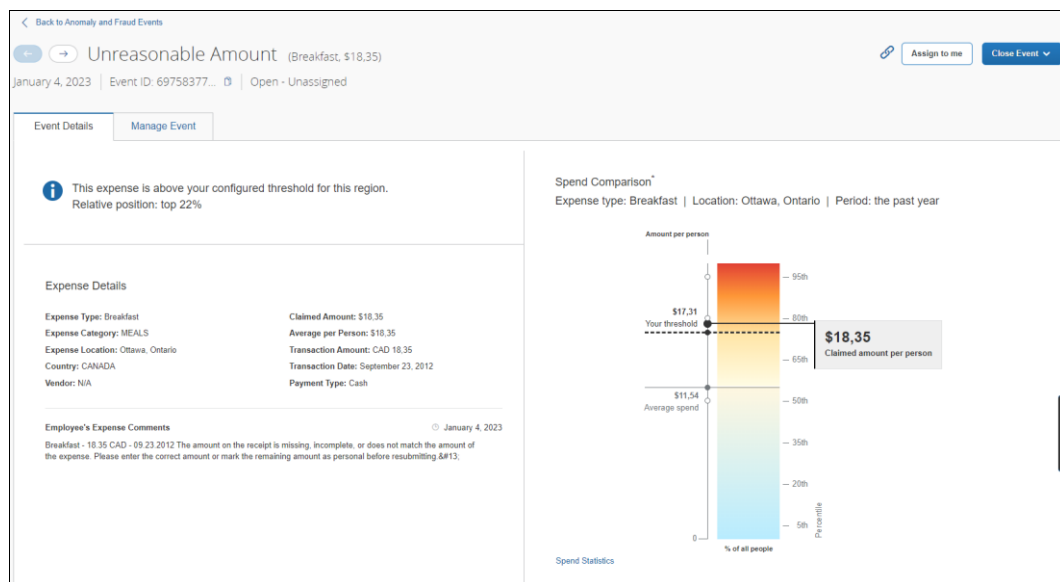
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify interface for 'Reports Pending Audit Review'. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header has 'Manage Expenses' and 'Verify'. A search bar is located at the top right. Below the header, there are filters for 'Submission Date Range' (MM/DD/YYYY - MM/DD/YYYY), 'Audit Profile' (None Selected), and 'Assignee' (None Selected). A 'Filter' button is on the right. The main content area shows a table with one report. The table has columns: Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report is 'New', '5 months' in queue, submitted on '10/06/2022', titled 'February Expenses', with Report ID '18D16CCAA087479D85B5', a total of '\$56.16', 1 exception, submitted by 'John Submitter', with a 'Default Profile' and 'Unassigned' assignee. A 'Give Feedback' button is on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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:**

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

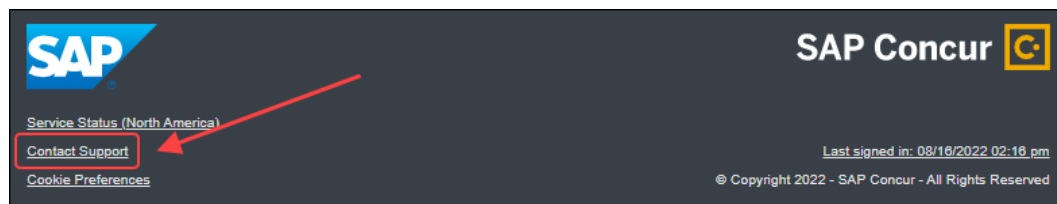
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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

Release Notes 1

Audit Checks1

 New Old Date Check 1

 New Configured Expense Type Check.....3

 New Company Card Not Used Check5

 New Personal Use Of Company Card Check7

 Check Name Modifications9

Planned Changes.....10

Audit Checks10

 Planned Changes Removal of Out of Workflow Checks (Jul 31)..... 10

Audit Events.....12

 Planned Changes Removal of Anomaly and Fraud Events (Oct 30)..... 12

Client Notifications.....14

Accessibility14

 Accessibility Updates 14

In-Product User Assistance14

 Client Customized Content 14

Subprocessors.....14

 SAP Concur Non-Affiliated Subprocessors 14

Supported Browsers.....15

 Supported Browsers and Changes to Support 15

Additional Release Notes and Other Technical Documentation16

Online Help16

SAP Concur Support Portal – Selected Users.....16

Legal Disclaimer

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

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

Release Notes

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu currently showing 'Old Date'. A 'Description' section explains that the check reviews transaction dates from expense reports and raises exceptions if the date is outside the acceptable time frame. The 'Workflow' section has a text box stating 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field set to '0', an 'Expense Type Trigger' dropdown set to 'All' with a 'Select Expense Types' button, and an 'Acceptable number of days' field set to '60'. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Approval Reason' (Incorrect Exception) and a 'Delete' button. The 'Comment to Employee' section has a text box with the placeholder 'The transaction date is older than your company allows. Please include a justification or mark as personal or exclude from the report and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a '* Required' indicator in the top right corner.

The form is divided into several sections:

- Check Name ***: A text input field containing 'Configured Expense Type'.
- Description**: A text area with the following text: 'We review the expense type from the expense report. If it is on a configured list of expense types, we'll raise an exception. This can be used to stop expenses that may require further review for any reason. Examples may include expenses that require comments, forms or pre-authorization.'
- Workflow ?**: A text area with the text: 'When this check will be run: In workflow (Reports Pending Audit Review)'.
- Conditions**:
 - Amount Trigger ?**: A text input field containing '0'.
 - Expense Type Trigger ?**: A text input field containing 'Expense Types selected: 0'. Below it is a button labeled 'Select Expense Types'.
- Approval Reasons**:
 - A button labeled 'Add Approval Reason'.
 - A table with the following structure:

Approval Reason	Delete
Incorrect Exception	
- Comment to Employee ?**: A text area with the text: 'Expenses of this type have additional policy requirements that have not been met. Please review and resubmit.' In the top right corner of this section is the text '108/500'. Below the text area is a button labeled 'Modify Comment'.

At the bottom right of the page are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a red asterisk indicating it is required, containing the text 'Company Card Not Used'. Below this is a 'Description' section with the text: 'We review the payment method from the expense report. If a payment method other than a company card was used, we'll raise an exception.' The 'Workflow' section shows 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section has an 'Amount Trigger' field set to '0' and an 'Expense Type Trigger' section with 'Expense Types selected: 35' and a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Incorrect Exception' with a 'Delete' link. The 'Comment to Employee' section has a text area with the text: 'Company card is the preferred payment method for this type of expense. Please provide a justification for not using a company card and resubmit.' and a 'Modify Comment' button. At the bottom right are 'Save', 'Save and Add Another', and 'Cancel' buttons.

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.

The screenshot shows the 'New Check' configuration page in SAP Concur. The breadcrumb trail at the top is 'Product Settings > Verify Audit Profiles > Audit Profile > New Check'. The page title is 'New Check'. There is a 'Check Name' field with a dropdown menu currently showing 'Personal Use of Company Card'. A red asterisk and the word 'Required' are next to this field. Below this is a 'Description' section with the text: 'We review the payment method and the personal expense flag from the expense report. If a company card was used for a personal expense, we'll raise an exception.' The 'Workflow' section has a text box with the value 'When this check will be run: In workflow (Reports Pending Audit Review)'. The 'Conditions' section includes an 'Amount Trigger' field with the value '0' and an 'Expense Type Trigger' dropdown menu with the value 'All'. Below the dropdown is a 'Select Expense Types' button. The 'Approval Reasons' section has an 'Add Approval Reason' button and a table with one row: 'Approval Reason' (Incorrect Exception) and a 'Delete' button. The 'Comment to Employee' section has a text box with the placeholder text 'Please provide a justification for using a company card for a personal expense and resubmit.' and a 'Modify Comment' button. At the bottom right are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

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.

The screenshot shows the SAP Concur 'Audit Profile' configuration page. The breadcrumb trail is 'Product Settings > Verify Audit Profiles > Audit Profile'. The page title is 'Audit Profile'. There is a 'Profile Name' field with the value '0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow'. Below it is a 'Contact Information' field. At the bottom right are 'Cancel' and 'Save' buttons. A section titled 'Checks' contains an 'Add' button and a table of existing checks.

☐ Checks	Amount Trigger	Workflow Type
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

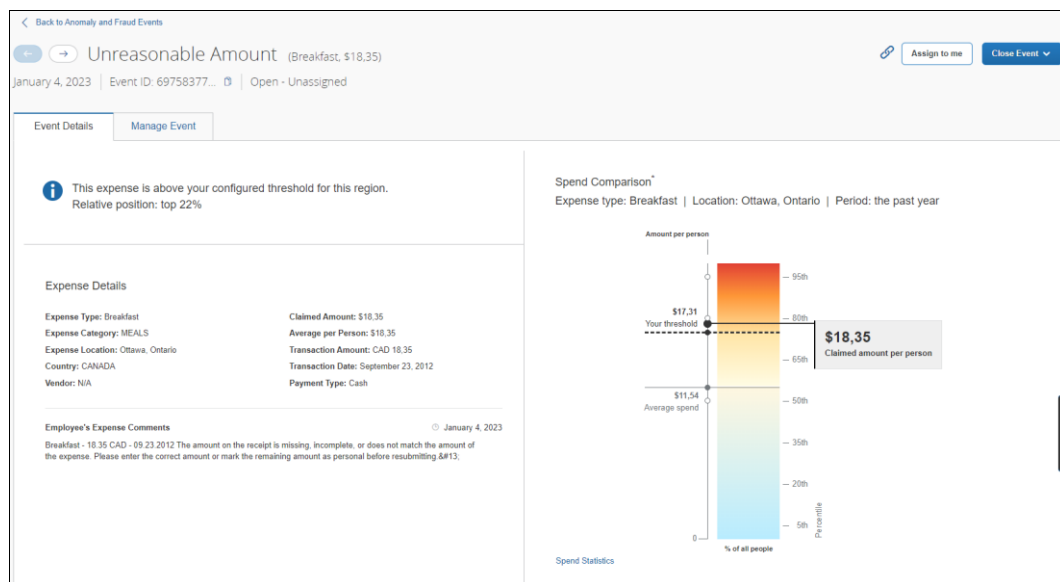
BUSINESS PURPOSE / CLIENT BENEFIT

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.

The screenshot shows the SAP Concur Verify interface for 'Reports Pending Audit Review'. The top navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The main header has 'Manage Expenses' and 'Verify'. A search bar is located at the top right. Below the header, there are filters for 'Submission Date Range' (MM/DD/YYYY - MM/DD/YYYY), 'Audit Profile' (None Selected), and 'Assignee' (None Selected). A 'Filter' button is on the right. The main content area displays a table with one report. The table has columns: Status, Time in Queue, Submit Date, Report Name, Report ID, Report Total, Exceptions, Employee, Audit Profile, and Assignee. The report shown is 'February Expenses' with a total of \$56.16 and 1 exception. A 'Give Feedback' button is on the right side of the table.

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087479D85B5	\$56.16	1	John Submitter	Default Profile	Unassigned

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:**

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

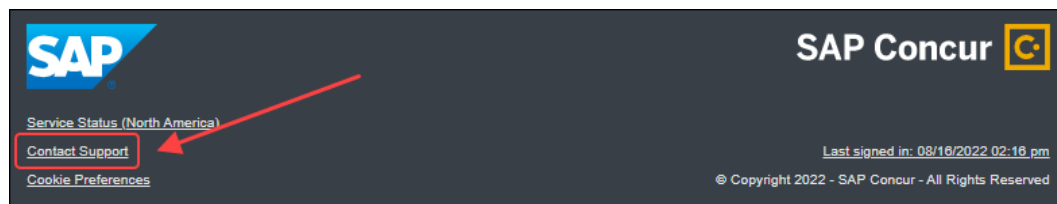
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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, August 3, 2023 Initial Post: Thursday, August 3	SAP Concur Client FINAL

Contents

- Release Notes 1**
 - Audit Checks1**
 - Removal of Out of Workflow Checks 1
- Planned Changes..... 3**
 - Audit Events.....3**
 - **Planned Changes** Removal of Anomaly and Fraud Events (Oct 30)..... 3
 - Miscellaneous.....5**
 - **Planned Changes** Verify Release Notes To Be Published With Monthly Expense Release..... 5
- Client Notifications..... 6**
 - Accessibility6**
 - Accessibility Updates 6
 - In-Product User Assistance6**
 - Client Customized Content 6
 - Subprocessors.....6**
 - SAP Concur Non-Affiliated Subprocessors 6
 - Supported Browsers.....7**
 - Supported Browsers and Changes to Support 7
- Additional Release Notes and Other Technical Documentation 8**
 - Online Help8**
 - SAP Concur Support Portal – Selected Users.....8**

Legal Disclaimer

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

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

Release Notes

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.

SAP Concur

Travel Expense Approvals App Center

Administration Help

Profile

Product Settings > Verify Audit Profiles > Audit Profile

Audit Profile

Profile Name * * Required

0 Demo - 6 New In-workflow Checks and Discontinued Out-of Workflow

Contact Information ⓘ

Cancel Save

Checks

Add Delete

Checks	Amount Trigger	Workflow Type ↑↓
☐ Duplicate Meal Claim	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Duplicate Transaction	None	Out of workflow (Anomaly and Fraud Events)
☐ Improper Merchant Category	None	Out of workflow (Anomaly and Fraud Events)
☐ Online Generated Receipt	None	Out of workflow (Anomaly and Fraud Events)
☐ Unreasonable Amount	None	Out of workflow (Anomaly and Fraud Events)

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.

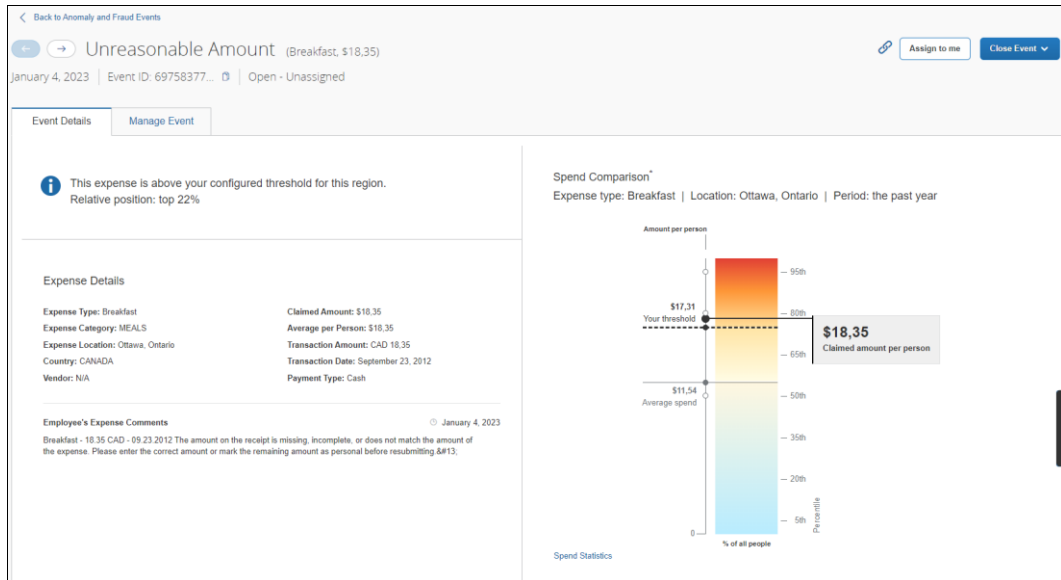
BUSINESS PURPOSE / CLIENT BENEFIT

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.

SAP Concur Expense App Center

Manage Expenses Verify

Reports Pending Audit Review

Search Report Name, Report ID, Employee Name, Employee

Filters

Submission Date Range: MM/DD/YYYY - MM/DD/YYYY

Audit Profile: None Selected

Assignee: None Selected

Clear All Filter

Reports (1)

Status	Time in Queue	Submit Date	Report Name	Report ID	Report Total	Exceptions	Employee	Audit Profile	Assignee
New	5 months	10/06/2022	February Expenses	18D16CCAA087478D95B5	\$56.16	1	John Submitter	Default Profile	Unassigned

1

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

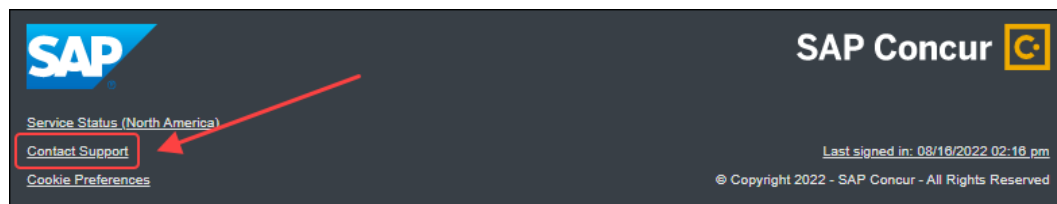
You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

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.