Concur Expense Release Notes **Concur Standard**		
Month	**Includes**	**Audience**
January 2014	Expense, Imaging, Expense Pay, Audit Service	Concur Clients

Contents

Release Notes

This document contains the release notes for the Expense functionality for Concur Standard edition. Clients with the Travel product should review the Travel release notes, located on the Concur Support portal.

Features For This Release

The following features are included in this service release.

Linked Lists Can Now Have up to Five Levels

Overview

Concur has enhanced the linked list functionality to support lists with up to five levels. Prior to this release, linked lists could only have two levels. In addition, you can now configure the behavior for the fields at each level in the list, in four different locations in the application.

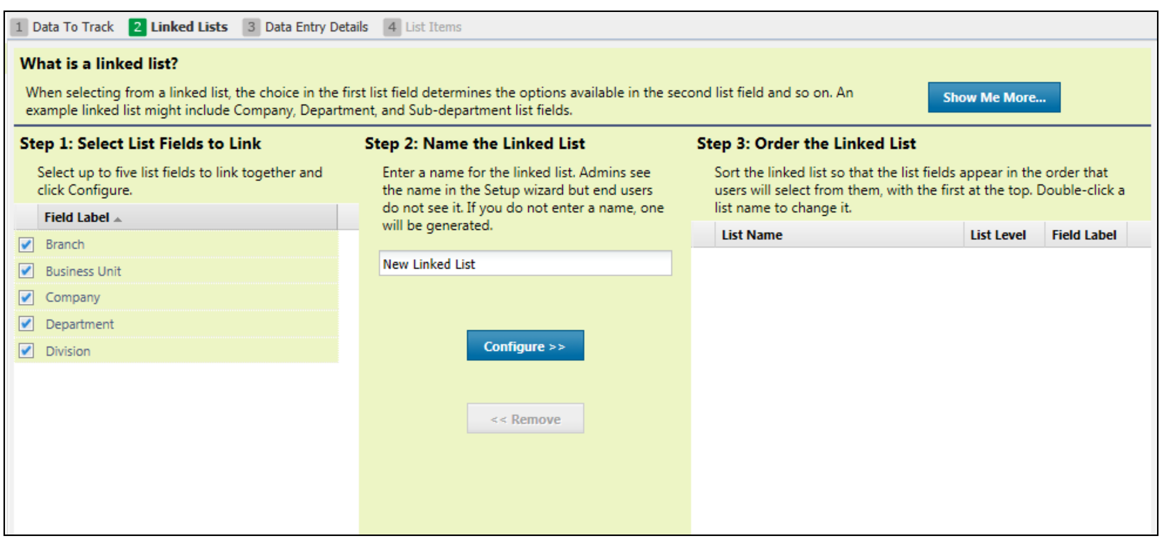
> ***Business Purpose***
>
> *This enhancement provides greater flexibility when creating linked lists.*

What the User Sees

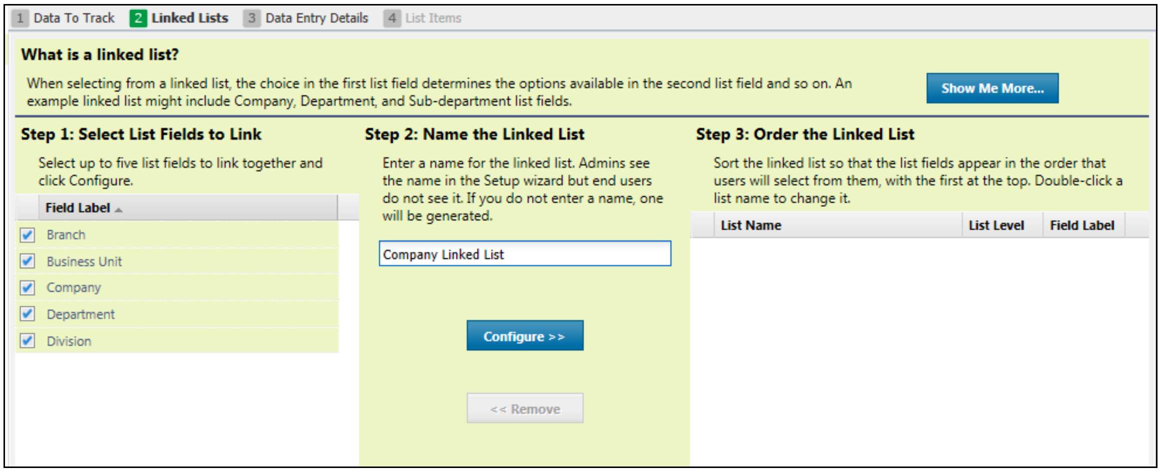
After the administrator selects the desired fields on the **Cost Tracking - Data to Track** step, he/she can configure linked lists.

LINKED LISTS STEP

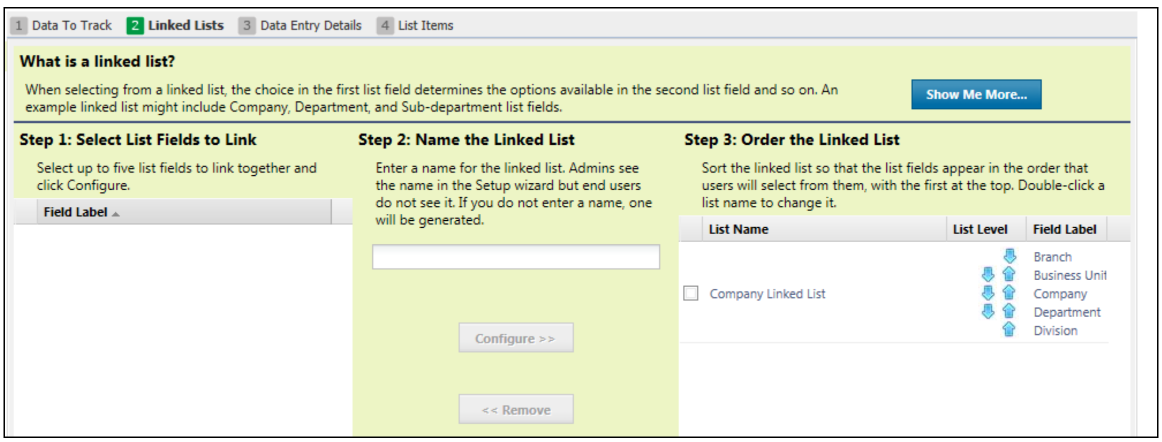
In **Linked Lists** > **Step 1**, the admin selects the check boxes for the fields to add to the list.



In **Linked Lists** > **Step 2**, the admin names the list. Then the admin clicks **Configure**. The fields appear in the right pane.



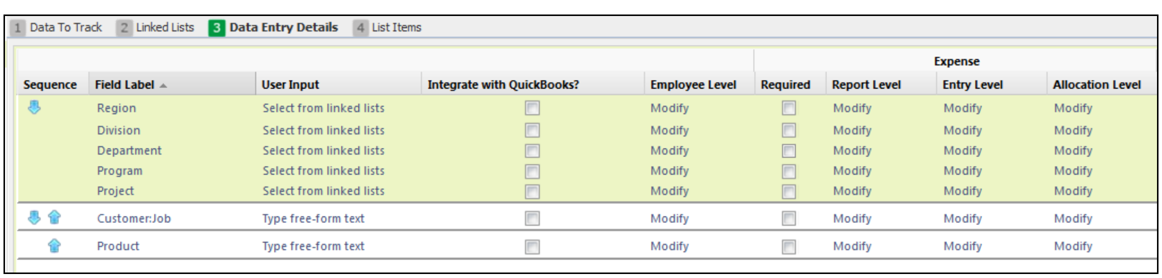
In **Linked Lists** > **Step 3**, the user arranges the list fields in the correct order.



Data Entry Details Step

On the **Data Entry Details** page, each field in a linked list now has its own behavior setting for each level in the application. You can set each field to one of the following behavior options:

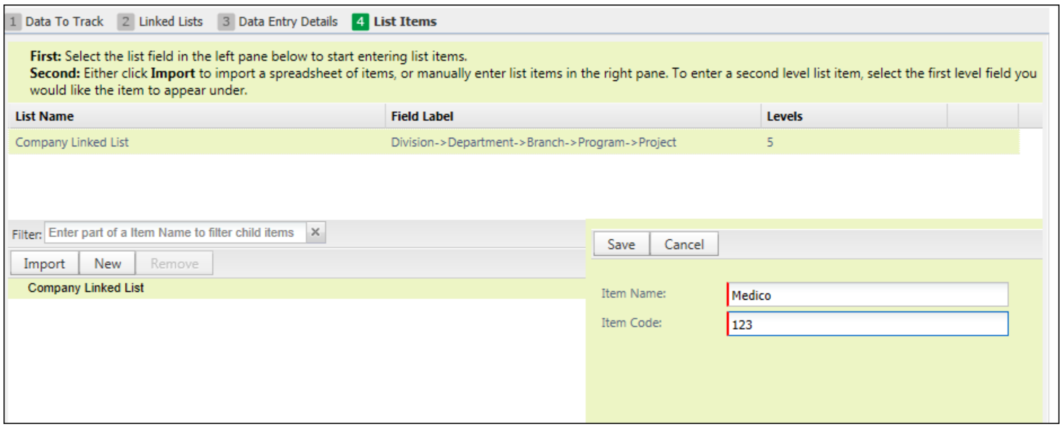
- Modify
- Read-only
- Hidden



NOTE: If you set the first linked list field to *Hidden*, all the linked list fields will be read-only (grayed out) for that application level, regardless of their setting.

List Items Step

You can now enter list items normally. The Import functionality has been updated to include up to five levels of list items.



Configuration

No additional configuration is required to use this feature.

Employee Reimbursements: Clients Can Now Schedule Batches with Multiple Days of the Week

Overview

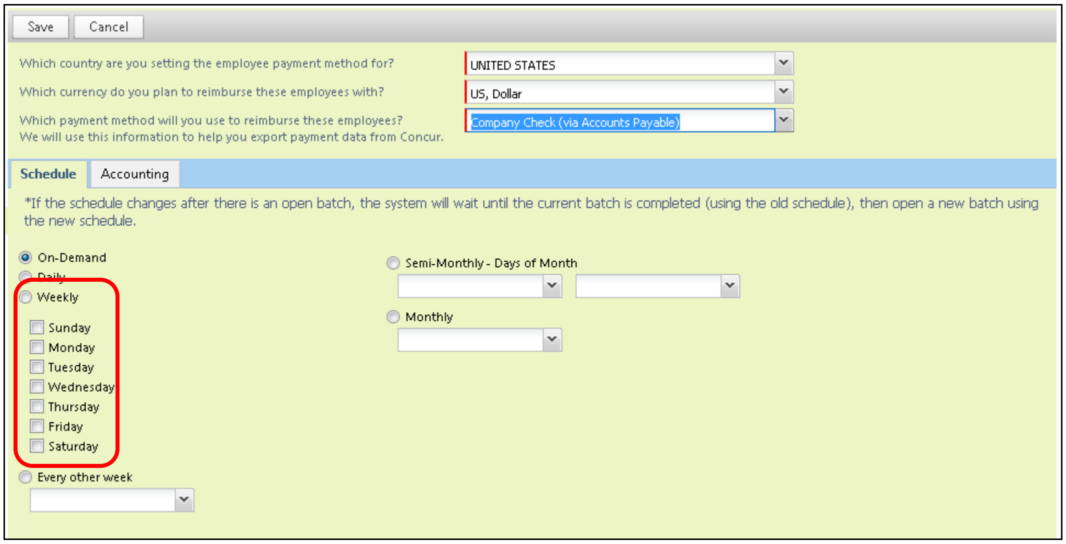
Concur has updated the batch scheduling options for reimbursement batches so that administrators can close batches weekly on multiple weekdays.

Business Purpose

This enhancement provides more scheduling flexibility for reimbursement batches.

- ***To schedule batches with multiple days of the week:***

1. Select **Setup** > **Employee Reimbursements**.
2. Select the desired reimbursement method.
3. Click **Modify**.
4. On the **Schedule** tab, select **Weekly**.



5. Select the desired days for the batch schedule.
6. Click **Save**.

Configuration

No additional configuration is required to use this feature.

User Import: Updated User Import Spreadsheet Template

Overview

Concur has corrected an issue where the default User Import spreadsheet was not correctly handing the Travel custom fields.

> ***Business Purpose***
>
> *This update allows admins to import users with Travel custom fields successfully – without a workaround.*

IMPORTANT!

Many clients used a workaround: They downloaded the default spreadsheet, modified it, and used their saved spreadsheet for their user imports.

With this release, the client can no longer reuse the modified spreadsheet to import Travel custom field data. The client must download the updated default spreadsheet and use it for future imports.

Using an old modified spreadsheet will cause the import of the Travel custom fields to fail.

NOTE: This applies ***only*** to clients who have modified the default spreadsheet for Travel custom fields. If the client does not have Travel (Standard edition) or if the client does not use Travel custom fields, an existing saved spreadsheet will still work; no action is necessary.

Configuration

No additional configuration is required to use this feature.

New Field Added to Expense Report Header

Overview

Concur has updated the expense report header page to include the Employee Administration Country field. This field indicates which country's settings apply to the user.

Business Purpose

This enhancement provides more information about the user.

Configuration

No additional configuration is required to use this feature.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Refer to *Documentation Updates* in this guide for more information.

Documentation Updates

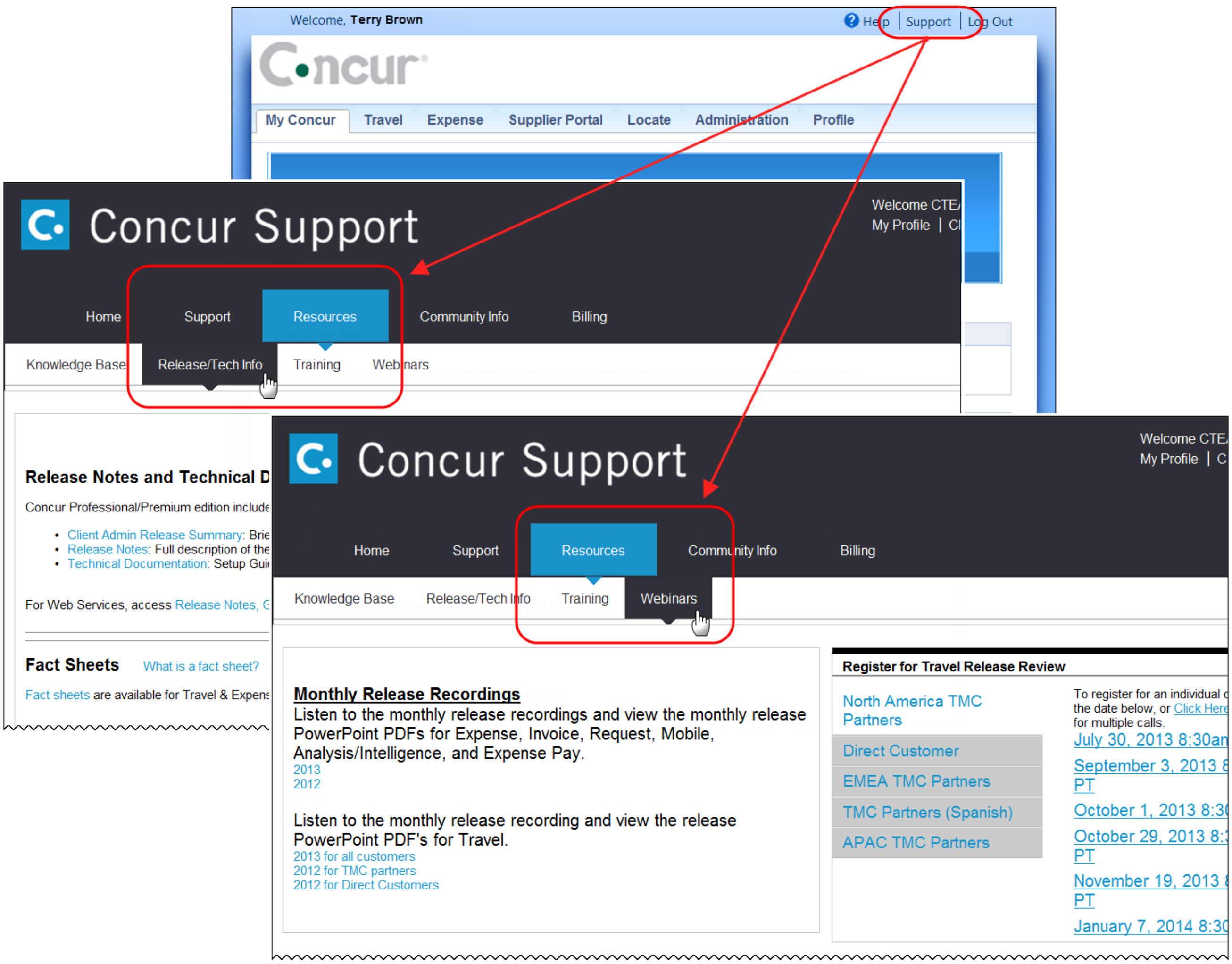
The following documentation changes are included in this service release.

Concur Support Portal

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

If you have the proper permissions, the **Support** menu is available to you in Concur. Click **Support** and then – in the Concur Support portal – click **Resources**.

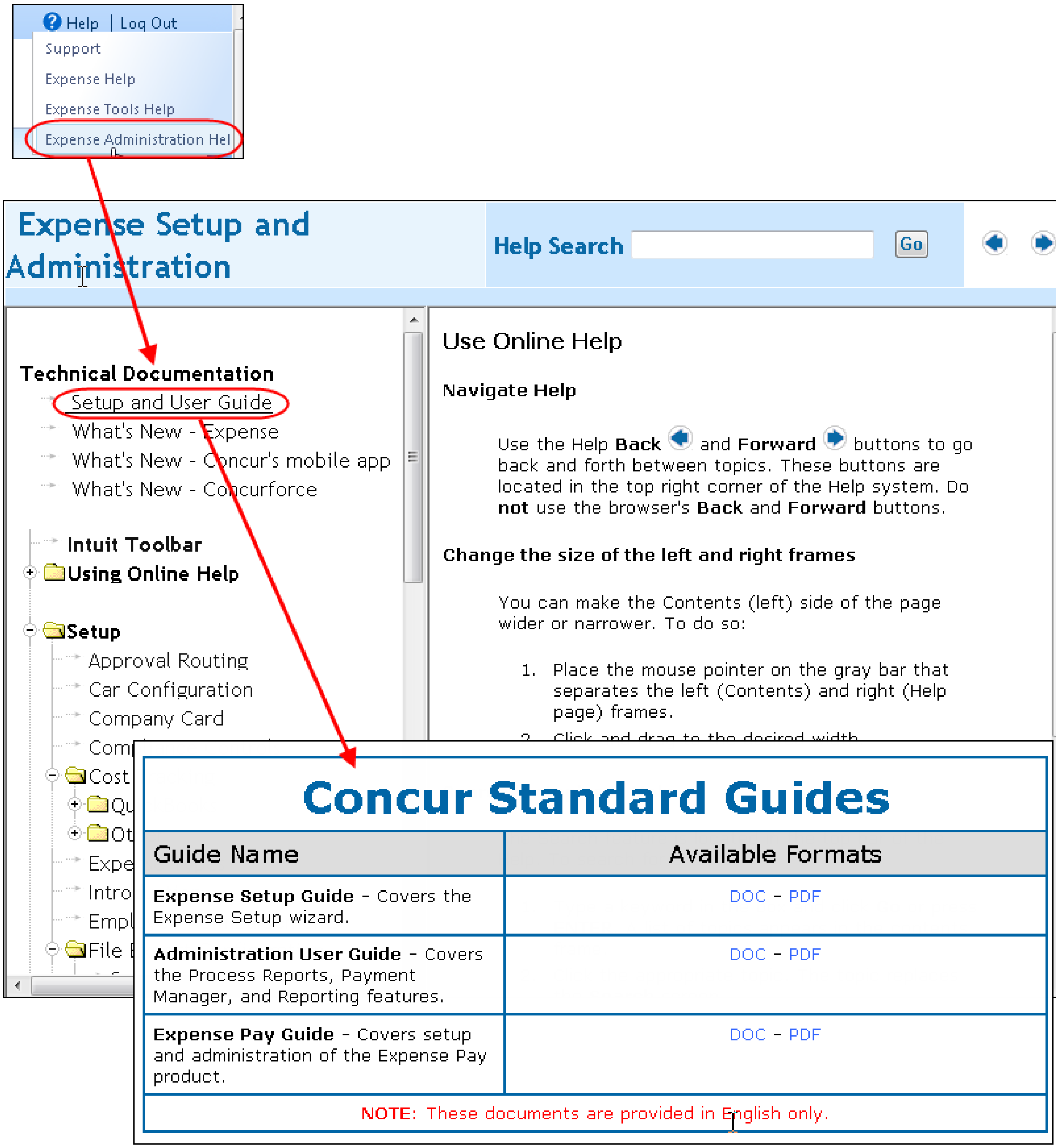
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using online help in Concur.



Resolved Issues

Case ID	Description
03822843 04233670	**Credit Cards:** Users no longer have to delete and re-add their personal US bank credit cards in Concur.
04583083 04540081	**Expense:** New mileage rate are now being saved.
04574668	**QuickBooks Online - Credit Card:** The credit card transactions are now transferring into QuickBooks Online.

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Expense, January 2014

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Concur Expense Release Notes **Concur Standard**		
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February 2014	Expense, Imaging, Expense Pay, Audit Service	Concur Clients

Contents

Feature Reminder

This section includes release notes for existing features that are not being fully utilized.

Setup - Compliance Controls: Submit an Expense with Affidavit

Overview

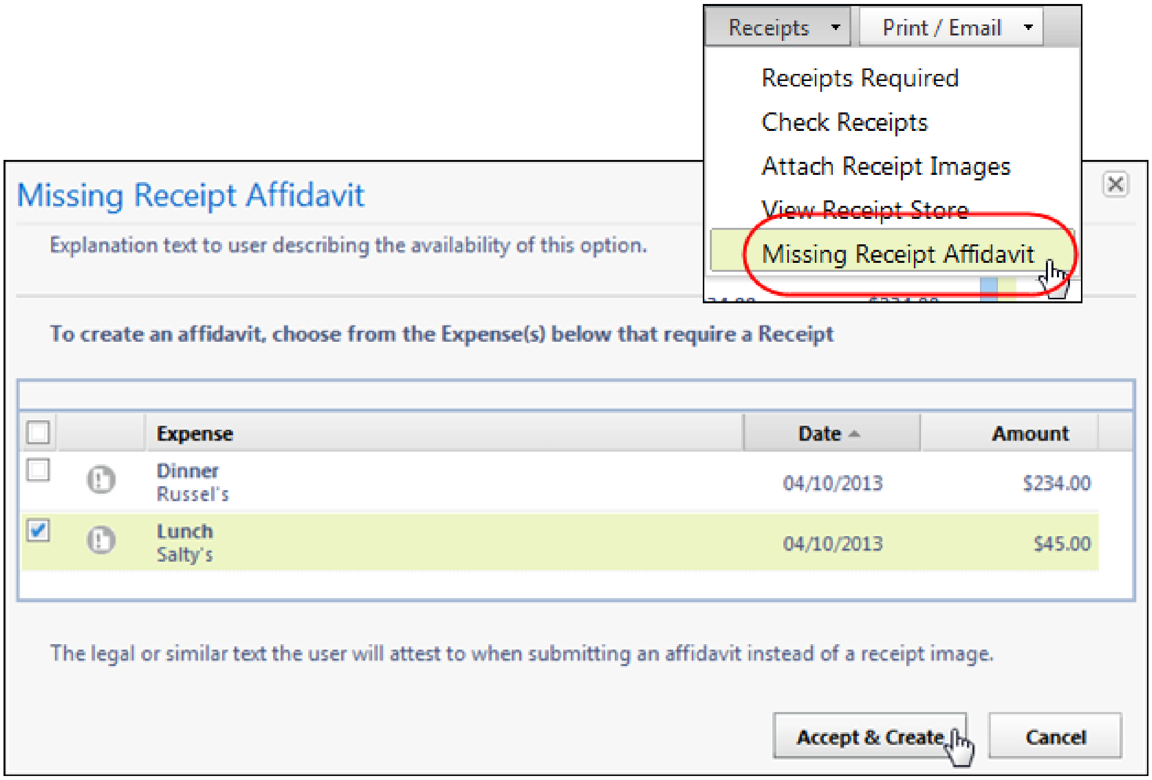
When a user must add receipt images to expense report line items, but cannot provide them, they may instead agree to digitally sign an affidavit that can be submitted instead of the actual imaged receipts. This way, the report may be submitted in a timely manner and at the same time comply with company policy on receipt submittal. This new option automates the paper process of printing and signing an affidavit form and attaching an image of that form to the expense in lieu of the receipt image.

BUSINESS PURPOSE / CLIENT BENEFIT

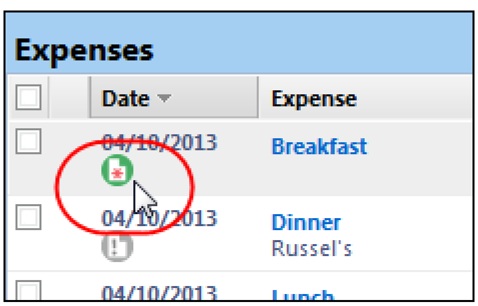
This enhancement provides a method for users to fill out a missing receipt affidavit.

How It Works – What the User Sees

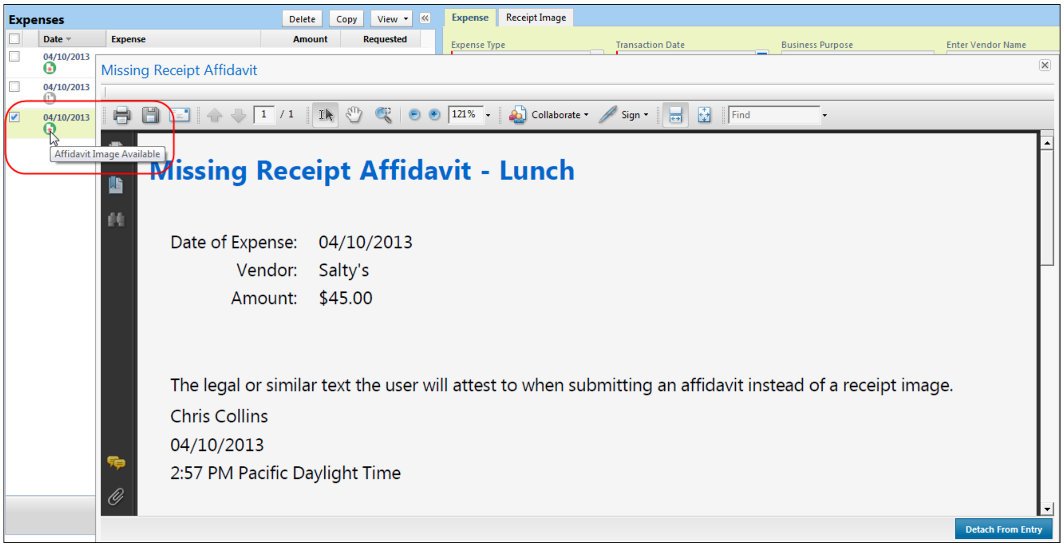
A user who lacks a receipt image for one or more of their report entries clicks **Receipts** > *Missing Receipt Affidavit* to open the **Missing Receipt Affidavit** dialog box. Here, they can view company-provided text that explains the affidavit process at the top, and the acceptance text at the bottom:



The user selects each entry requiring a receipt image where the original receipt has been lost or is otherwise not available for documentation of the expense, and then clicks **Accept & Create**. The system then creates an image of the affidavit statement, attaches it to the entry or entries, and creates a record of the date, time, employee name, and other details for review purposes. A missing affidavit icon is displayed on the line entry:

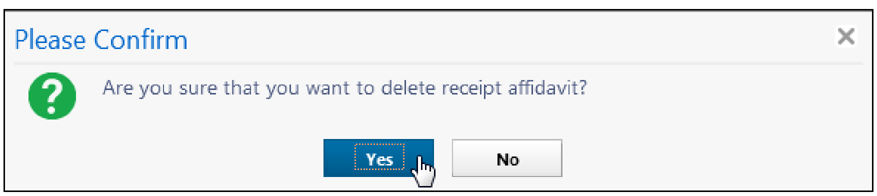


By hovering over this icon, the user, approver, and processor can quickly review details of the affidavit:



Deleting and Replacing the Affidavit Receipt Image

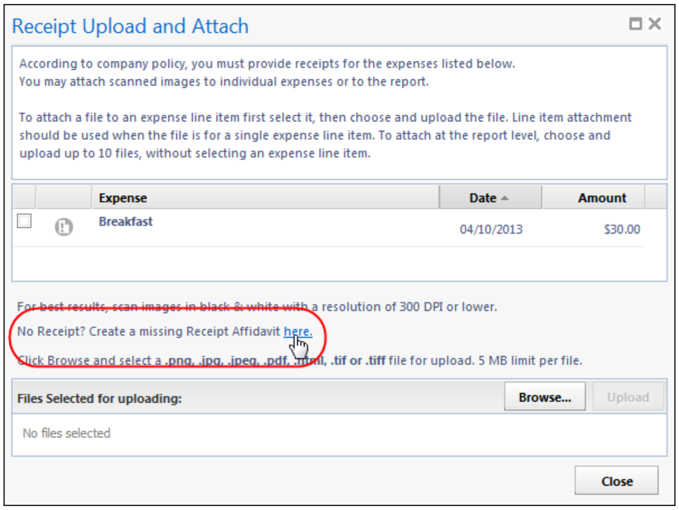
If at a later date the correct receipt image becomes available the user simply hovers over the icon and clicks **Detach From Entry**. Clicking **Yes** in the confirmation message box removes the affidavit and the flag on this entry, returning it to its original state.



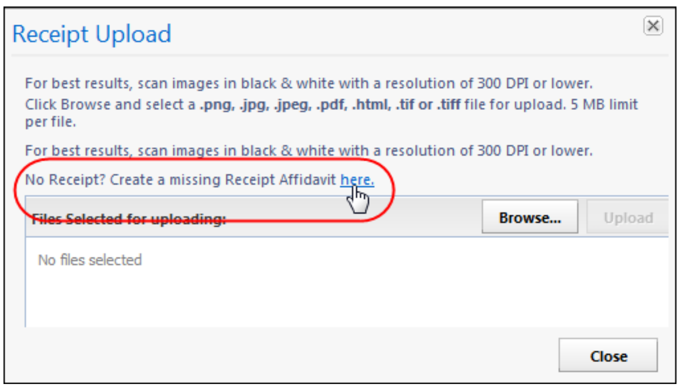
Accessing the Affidavit Option

Users who may not be aware of the affidavit option are alerted in several areas of the user interface, where they can click a link to open the **Missing Receipt Affidavit** dialog box. These areas include:

- **Receipts > Attach Receipt Images command:** With the entry open, the user clicks *Attach Receipt Images*:



- **Receipt Store > Upload button:** From Receipt Store, when the user clicks the **Upload** button:

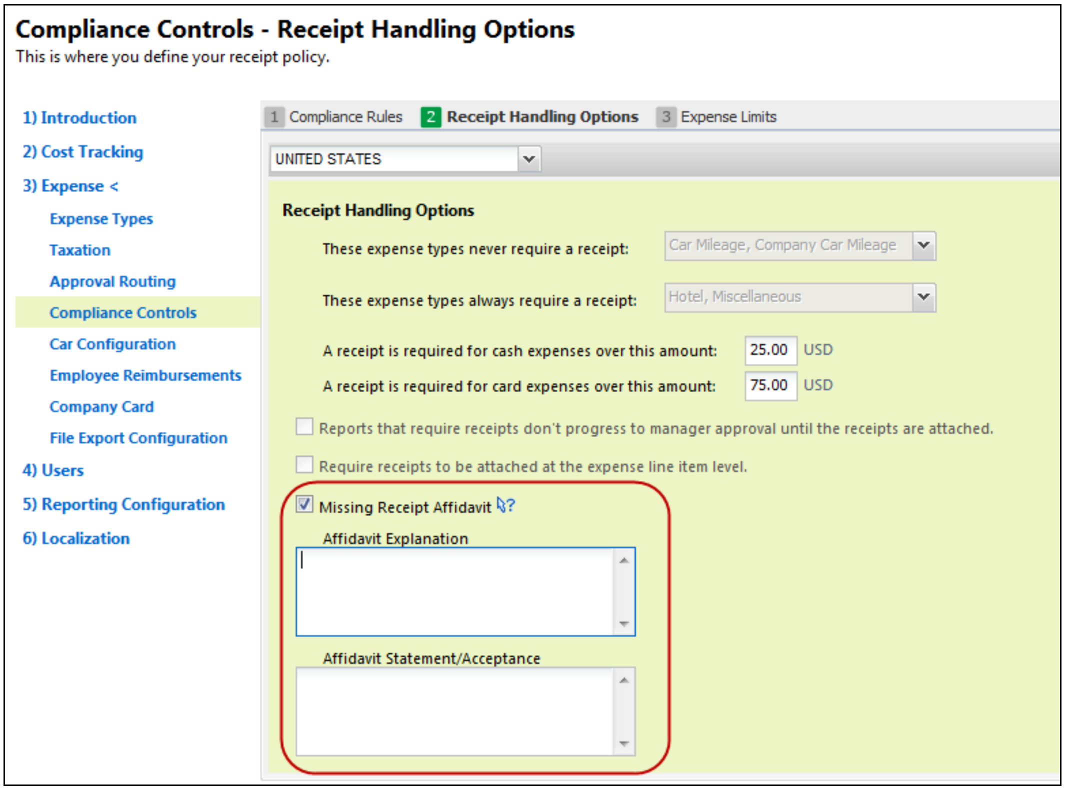


- **Attach Receipt button in Entry View:** With entry open, click **Attach Receipt**:

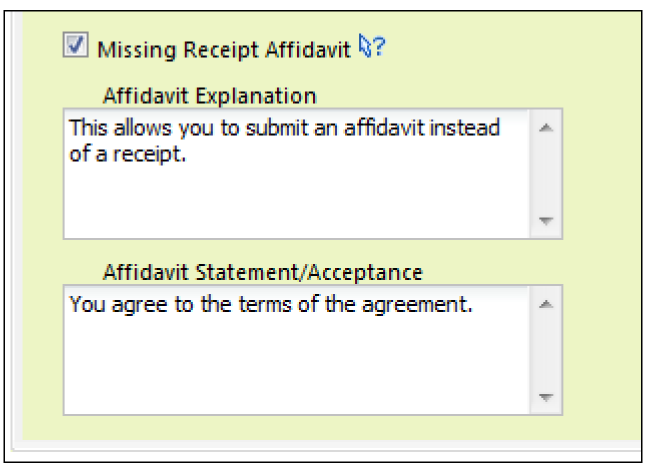
Configuration

To activate this feature:

1. In **Setup**, select **Compliance Controls** > **Receipt Handling Options**.
2. Select **Missing Receipt Affidavit**.



3. You can enter an explanation of what the missing receipt affidavit is for and the terms of this agreement.



4. Click **Next** to save.

Release Notes

This document contains the release notes for the Expense functionality for Concur Standard edition. Clients with the Travel product should review the Travel release notes, located on the Concur Support portal.

Companies Can Now Track up to Ten Account Codes for Each Expense Type

Overview

Concur has enhanced the account code functionality to support up to ten account codes per expense type. The administrator configures a list or check box field that has up to ten list items or two check box states that the user selects from when creating an expense entry. The expense type and list item/check box state combination determines which account code is assigned to the expense.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides expanded accounting options.

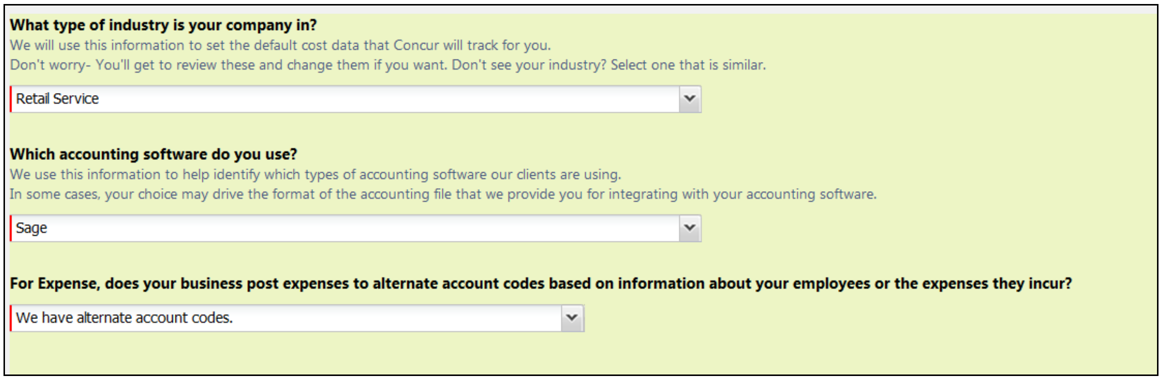
Configuration / Feature Activation

The administrator completes the following steps to configure this feature:

1. Activate the alternate account code feature.
2. Select or create a field to drive account codes.
3. Configure the field as the account code driver.
4. Create the list items for the field, if necessary.
5. Enter the default account codes for all expense types (if not already configured).
6. Enter the alternate account codes for the expense type and list item/check box state combinations that vary from the default.

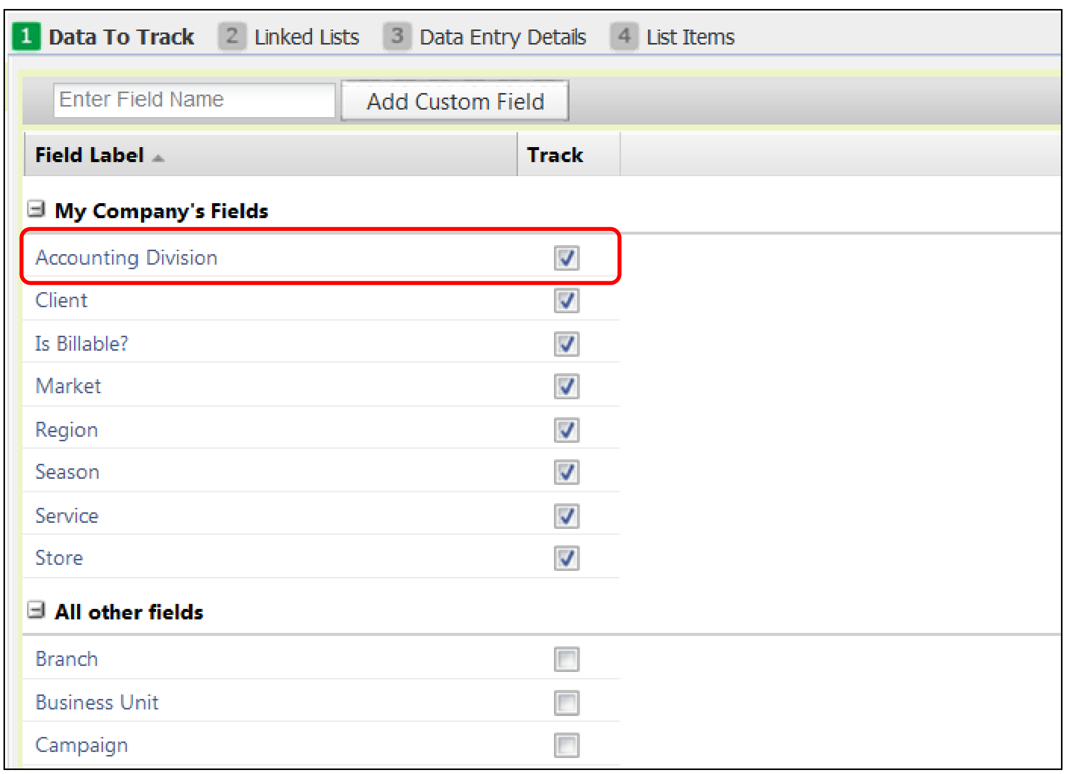
INTRODUCTION

The administrator enables the alternate account code functionality by setting the **For Expense, does your business post expenses to alternate account codes based on information about your employees or the expenses they incur?** field to **We have alternate account codes**.



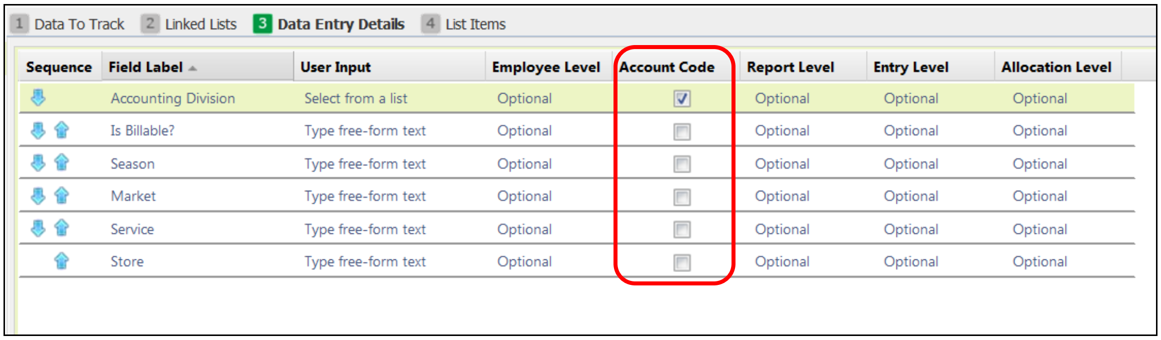
COST TRACKING – DATA TO TRACK

The administrator can select an existing field or create a new field that will be the driver for the account codes. The following fields are not eligible to be used as the account code driver: Fields that import data from QuickBooks, or fields that import data using the Salesforce Connector.



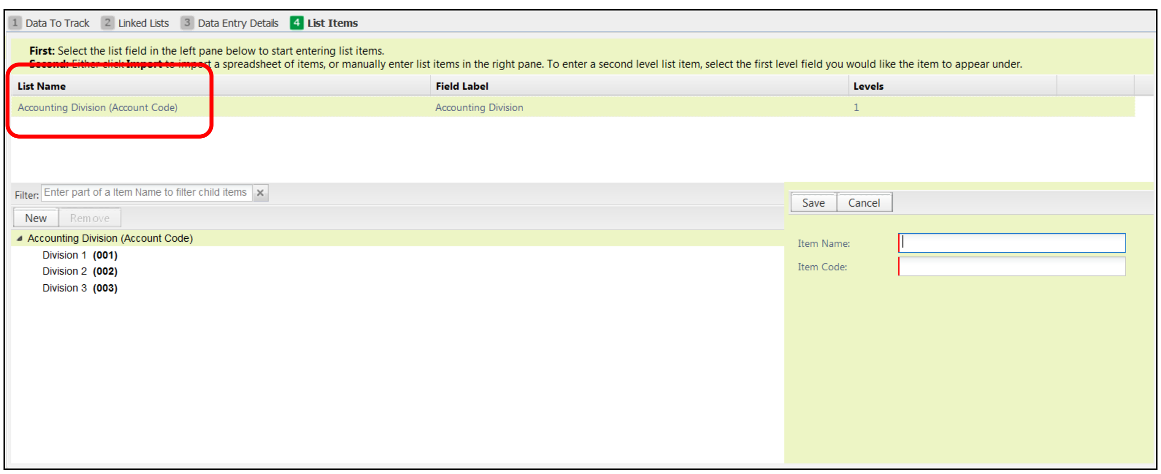
Cost Tracking – Data Entry Details

The administrator can select (enable) the **Account Code** check box for the field to drive account codes. The field must have a **User Input** value of *Select from a list, Linked List*, or *Check a box*. Only the first level field of a linked list is available to be used as the account code driver.



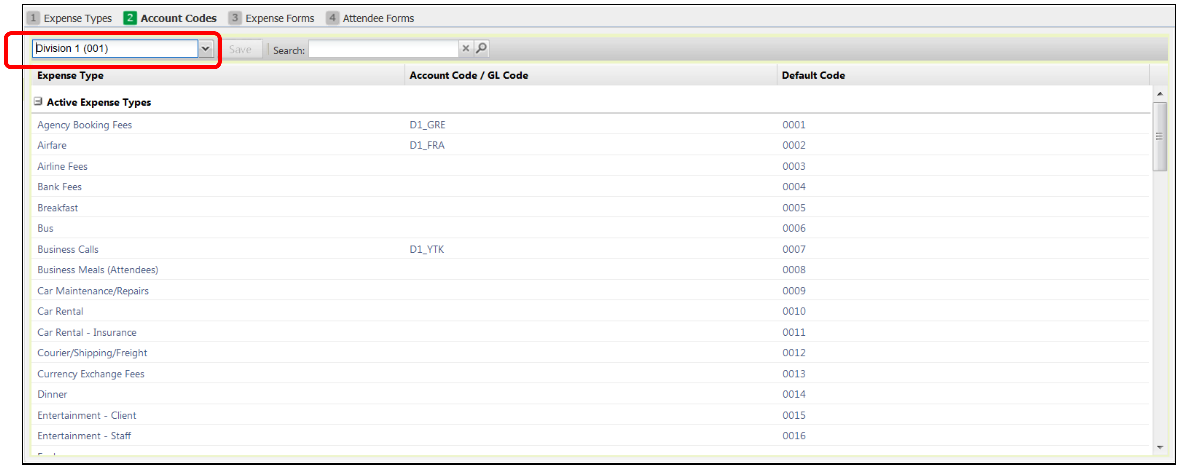
Cost Tracking - List Items

The field the administrator selected to drive the account codes will be marked as such. The administrator enters the list items (up to ten) for the field on this page. These are the values the end user selects from when creating their expense entries. The **Import** button is not available for the account code driver field. If the administrator selected a check box field to drive the account codes, the field will not appear on this page, as it has a standard list containing the Yes (selected) or No (cleared) values.

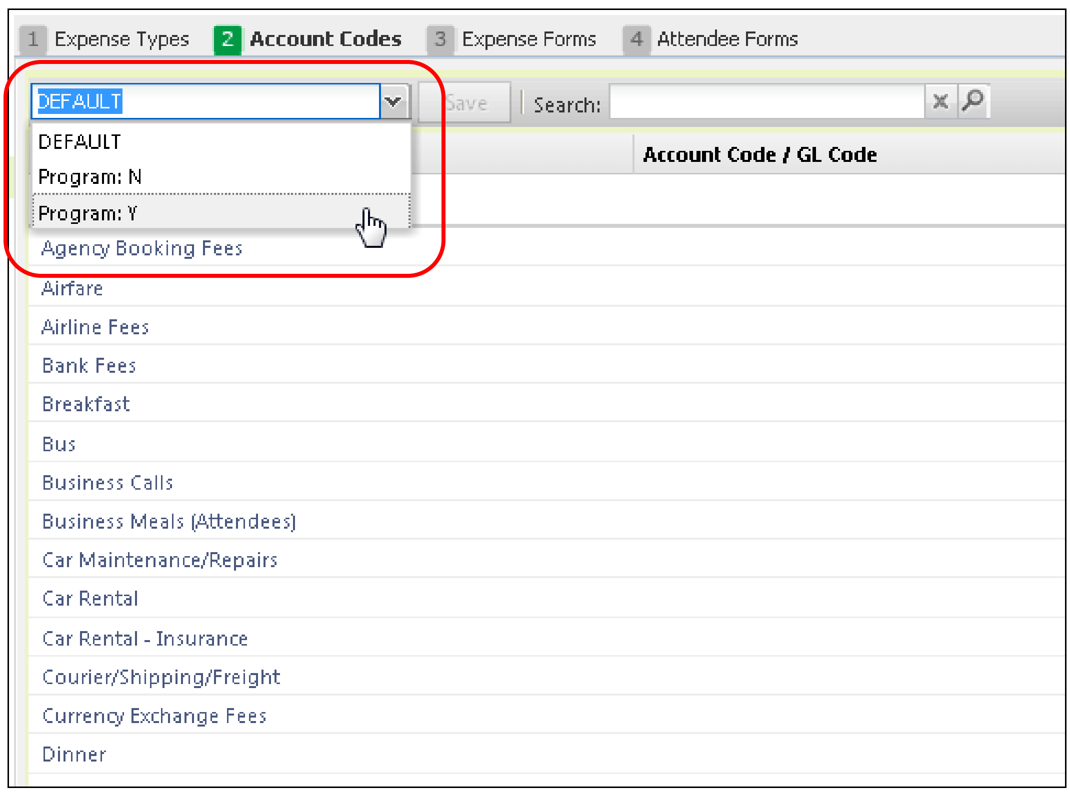


Expense Types – Account Codes

The account codes functionality has been moved to a separate step under **Expense Types**. The Account Codes step allows the administrator to set the default account codes for each expense type (if not already configured). The administrator can then set the alternate account codes for the expense type and list item/check box state combinations. The Default Code column shows the default value that will be used if the specific expense type and list item combination does not have an alternate account code configured. Because of this, the administrator only needs to enter the account codes that vary from the default. The administrator selects the list item to set account codes for that item.



If you are using a check box as your alternate account code driver, the *<fieldname>:Y* and *<fieldname>:N* options appear:



Cost Tracking: Is Billable Field Now Available on Data to Track Step

Overview

Prior to this release, the **Is Billable** field automatically appeared on the expense entry pages when the admin indicated that the company used alternate account codes on the **Introduction** page. In the February release, the **Is Billable** field is now available as a cost tracking field on the **Data to Track** step. The field can still be used to determine account codes, if it is selected as the driver of account codes on **the Data Entry Details** step.

For more information, refer to the *Account Codes* release note above.

1 Data To Track 2 Linked Lists 3 **Data Entry Details** 4 List Items

Sequence	Field Label	User Input	Employee Level	Account Code	Report Level	Entry Level	Allocation Level
	Accounting Division	Select from a list	Optional	☑	Optional	Optional	Optional
	Is Billable?	Type free-form text	Optional	☐	Optional	Optional	Optional
	Season	Type free-form text	Optional	☐	Optional	Optional	Optional
	Market	Type free-form text	Optional	☐	Optional	Optional	Optional
	Service	Type free-form text	Optional	☐	Optional	Optional	Optional
	Store	Type free-form text	Optional	☐	Optional	Optional	Optional

Clients that were using the **Is Billable** field or a renamed version of the field prior to this release will have their configuration converted to the new functionality:

- On the **Data to Track** step, the field will be selected.
- On the **Expense Types**: **Account Codes** step, the list item values of *Y* and *N* will be associated with the default and alternate account codes.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides a new cost tracking field for clients to use, and maintains existing client configuration.

Configuration / Feature Activation

No additional configuration is required to use this feature.

Cost Tracking: New User Input Option

Overview

Concur has enhanced the **Cost Tracking**: **Data Entry Details** step to include a new option in the **User Input** list: *Check a box*. The administrator can select this option to have the field appear as a check box at the selected application levels.

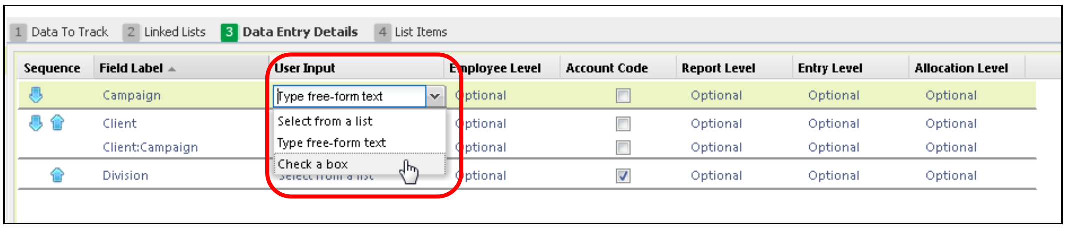
Business Purpose / Client Benefit

This enhancement gives clients a new field type to use when configuring their cost tracking fields.

Process

- ***To set a field to be a check box:***

1. Select **Setup** > **Cost Tracking > Data Entry Details**.
2. For the desired field, select *Check a box* in the **User Input** column.



3. Click **Next** to save your changes.

Configuration / Feature Activation

No additional configuration is required to use this feature.

Cost Tracking: Fields Can be set to Required for Individual Levels

Overview

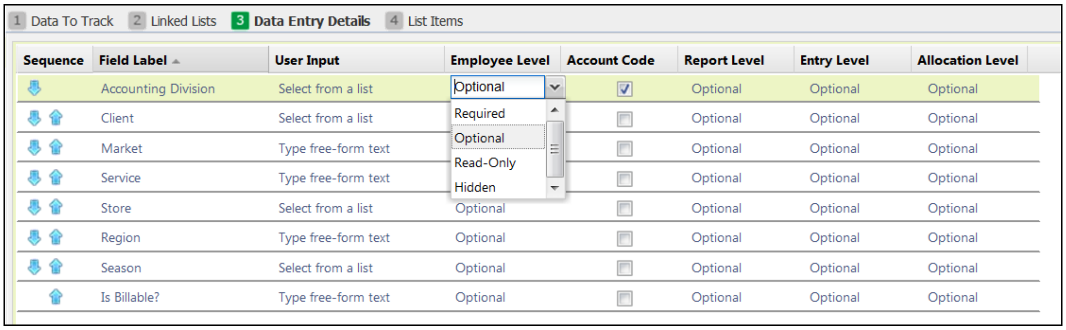
Concur has removed the Required checkbox (which applied to all levels) because it is now included in the access level drop-down options. Also, the **Modify** item has been renamed to **Optional**.

Business Purpose / Client Benefit

This enhancement allows administrators to set whether a field is required on a level-by-level basis.

What the Admin Sees

The administrator sees the *Required* option for each level on the **Cost Tracking > Data Entry Details** page.


1 Data To Track 2 Linked Lists 3 Data Entry Details 4 List Items

Sequence	Field Label	User Input	Employee Level	Account Code	Report Level	Entry Level	Allocation Level
	Accounting Division	Select from a list	Optional		Optional	Optional	Optional
	Client	Select from a list	Required		Optional	Optional	Optional
	Market	Type free-form text	Optional		Optional	Optional	Optional
	Service	Type free-form text	Read-Only		Optional	Optional	Optional
			Hidden				
	Store	Select from a list	Optional		Optional	Optional	Optional
	Region	Type free-form text	Optional		Optional	Optional	Optional
	Season	Select from a list	Optional		Optional	Optional	Optional
	Is Billable?	Type free-form text	Optional		Optional	Optional	Optional

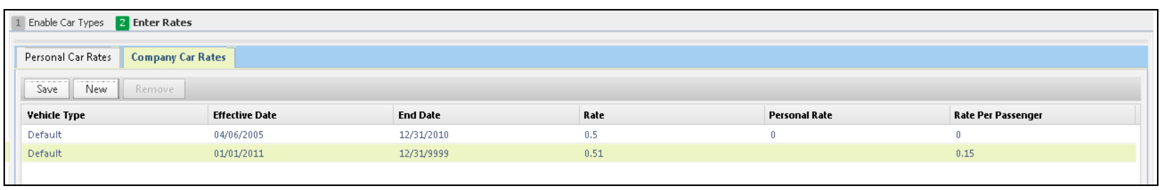
Configuration

No additional configuration is required to use this feature.

Car Configuration: New Personal and Passenger Rates for Company Cars

Overview

Concur has enhanced the **Car Configuration: Enter Rates** step for company cars to allow administrators to set a separate rate of mileage reimbursement for passengers or for personal use of the car.


1 Enable Car Types 2 Enter Rates

Personal Car Rates | Company Car Rates

Save New Remove

Vehicle Type	Effective Date	End Date	Rate	Personal Rate	Rate Per Passenger
Default	04/06/2005	12/31/2010	0.5	0	0
Default	01/01/2011	12/31/9999	0.51		0.15

The mileage rates are applied in addition to the car mileage rate:

Reimbursement rate for Company Cars: (Rate * Business Miles) + (Personal Rate * Personal Miles) + (Rate Per Passenger * Business Miles * Number of passengers)

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement gives companies a way to reimburse users for additional passengers or personal mileage in their company car mileage expenses.

Configuration / Feature Activation

▸ ***To set the additional mileage rates:***

1. Select **Setup** > **Car Configuration > Enter Rates**.
2. Click **Company Car Rates**.
3. In the **Rate Per Passenger** column, add the desired rate.

4. Click **Save**.

Car Configuration: Accounting Step is Retired

Overview

As a result of the Account Codes and Cost Tracking enhancements in this release (described above), Concur has removed the need for the **Accounting** step.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement streamlines setup.

Configuration

No additional configuration is required to use this feature.

Mileage Forms Now Have a Comment Field

Overview

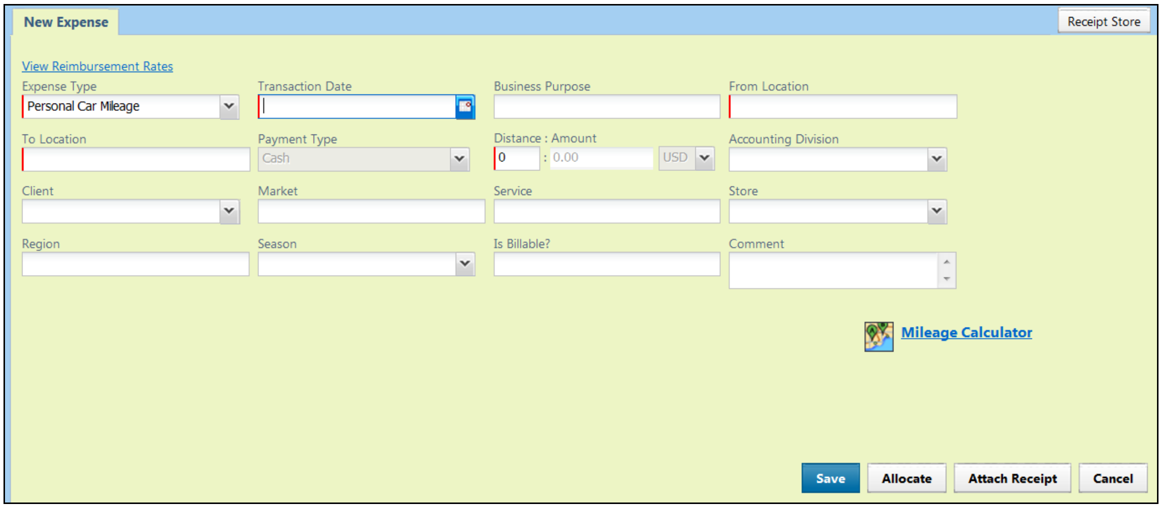
Concur has added a comment field to the personal and company car mileage forms. This field is hidden by default, but may be configured as optional or required.

BUSINESS PURPOSE / CLIENT BENEFIT

Users can use this field to inform the approver of details such as a lost receipt or a detour in their route.

What the User Sees

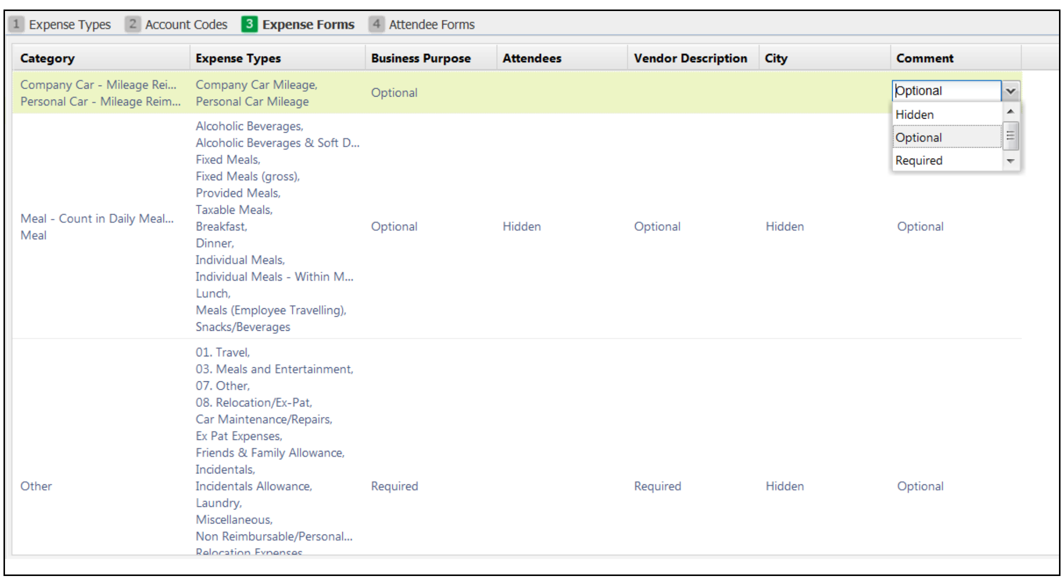
After the administrator enables the field, it displays on the New Expense page for **Company Car – Mileage Reimbursement** and **Personal Car – Mileage Reimbursement**.



Configuration

To enable the Comment field:

1. Select **Setup > Expense > Expense Types > Expense Forms**.
2. In the **Category** column, locate the row for **Company Car – Mileage Reimbursement, Personal Car – Mileage Reimbursement**.
3. In the **Comment** column, select the desired behavior.



Additional Release Notes and Technical Documentation

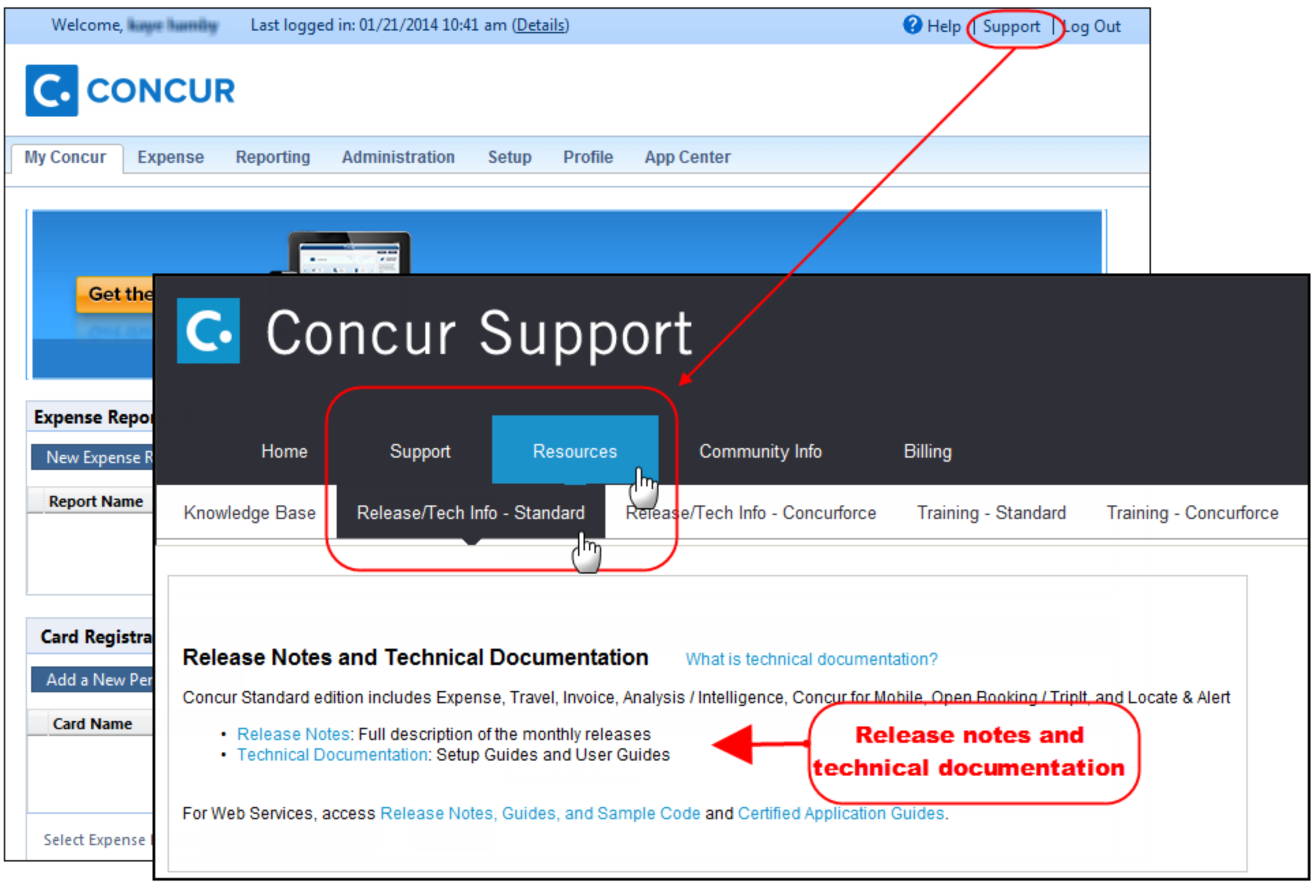
Concur Support Portal

You can access release notes and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

Click **Support** and then – in the Concur Support Portal – click **Resources**.

Click **Release/Tech Info - Standard** for release notes, technical documents, etc.



Online Help – Admins

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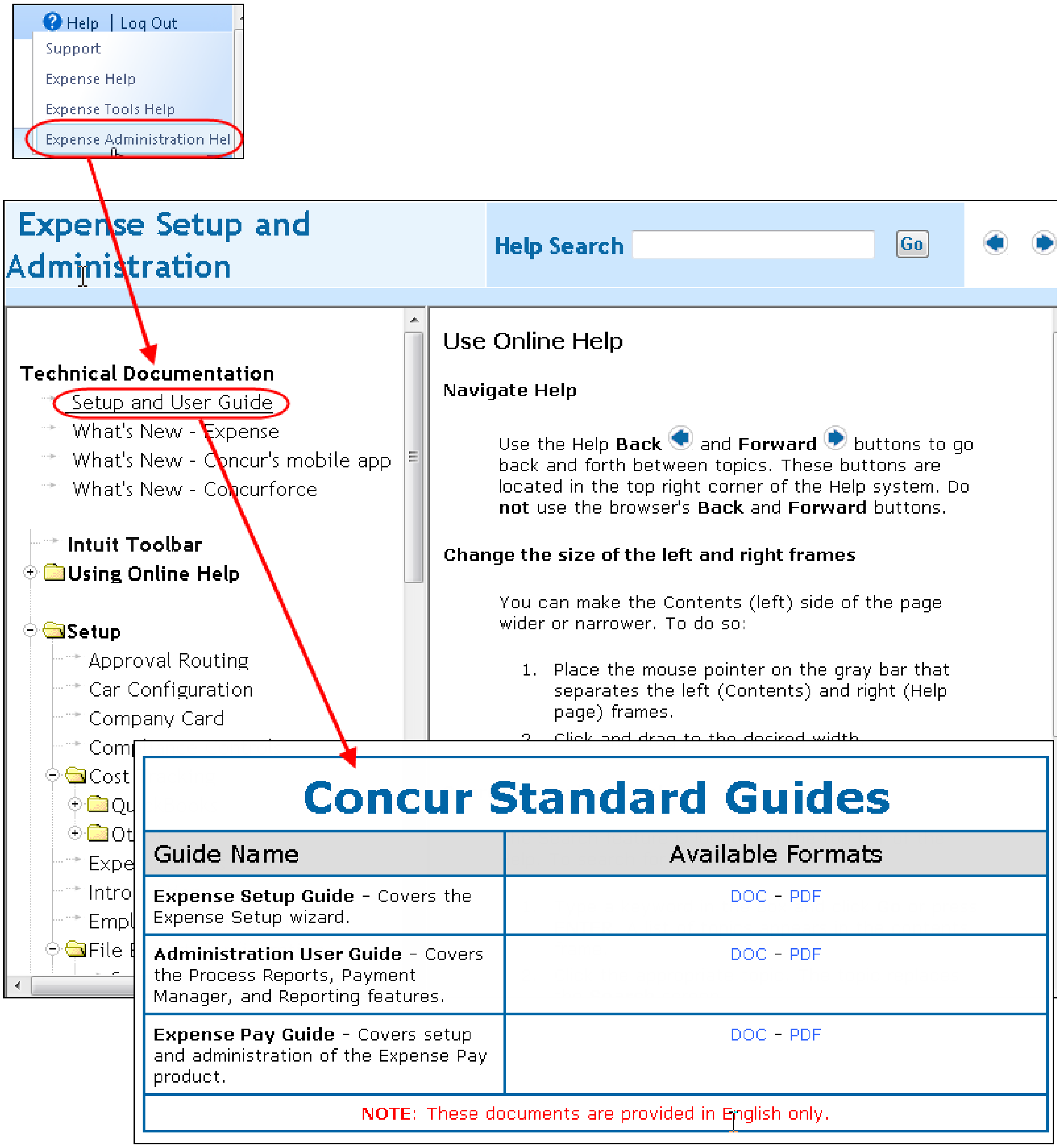

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Resolved Issues

None this release.

Legal Notice

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Expense, February 2014

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Concur Expense Release Notes **Concur Standard**		
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Release Notes

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Policy Groups Now Available

Overview

Concur has enhanced Setup to allow administrators to create policy groups, up to 5 for each country. Each group can have different expense types and expense limits. This feature includes the following functionality:

- New **Policy Groups** step in Setup: This page allows the administrator to create (and rename) up to 5 groups per country. The groups are assigned a group code that is visible on this page. Admins may delete groups.
- Updated **Expense Types** step in Setup: This page allows the administrator to activate, deactivate, and change limits for expense types at either the default level for the country, or at the individual group level.
- Updated **Users** step in Setup: This page allows the administrator to set the group the user is in, either manually on the **User Information** page, or through the User Import. The User Import requires the group code that is displayed on the **Policy Groups** page.

Business Purpose / Client Benefit

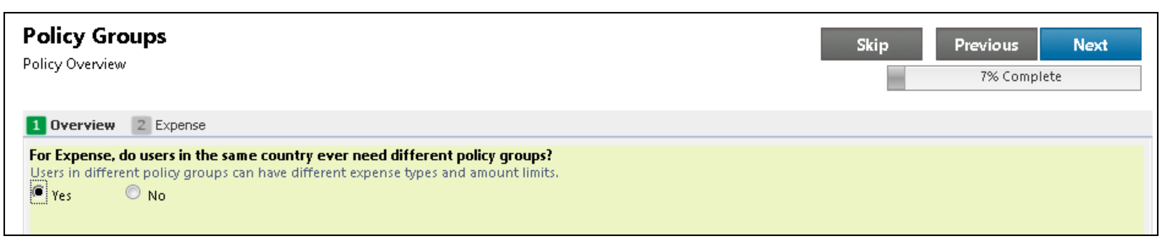
This enhancement provides the ability to tailor expense types and limits to specific groups of users.

Configuration / Feature Activation

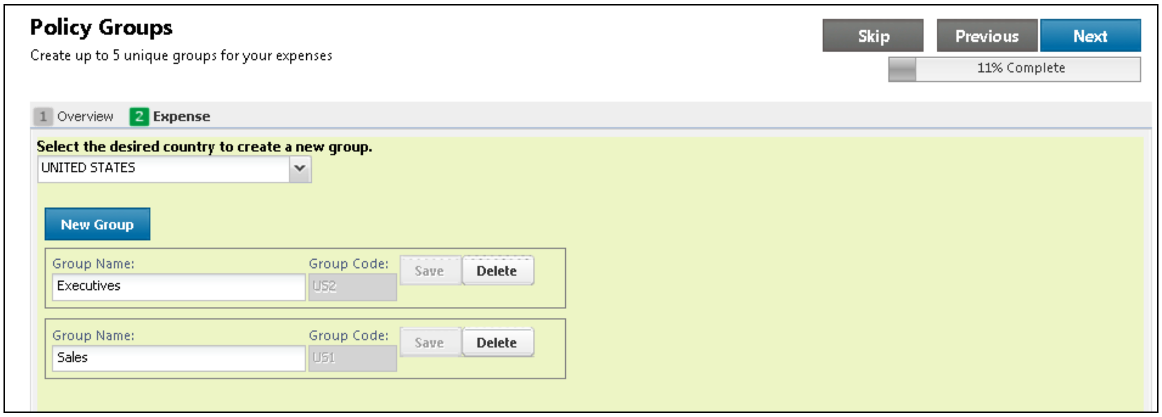
The administrator completes the following steps to configure this feature:

Policy Groups

The administrator enables policy groups by selecting **Yes** for the **For Expense, do users in the same country ever need different policy groups?** question.

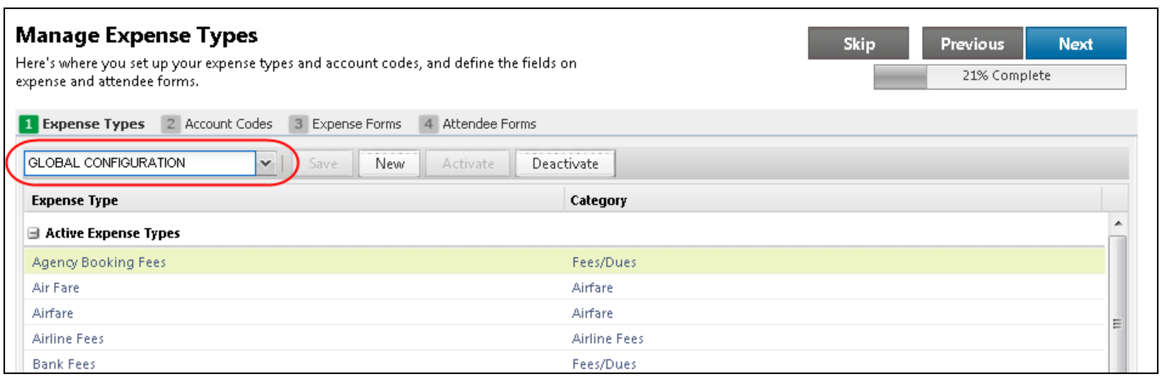


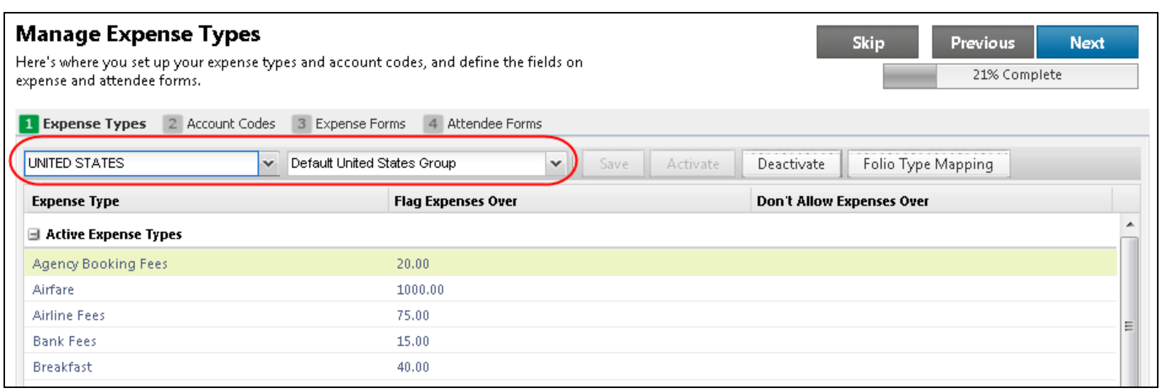
On the **Expense** step of the **Policy Groups** step, the admin creates the necessary groups for each country.

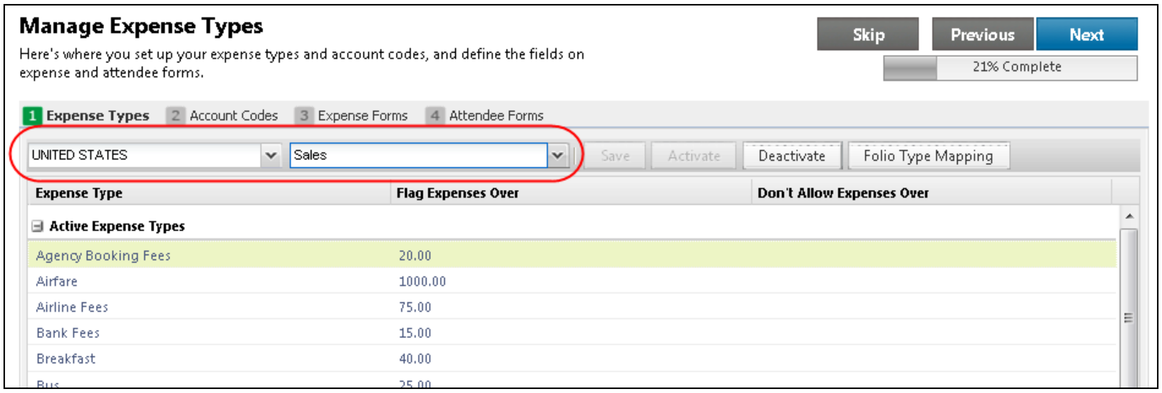


Expense Types

The administrator can configure the global default settings, the default settings for the selected country, or configure the group settings.

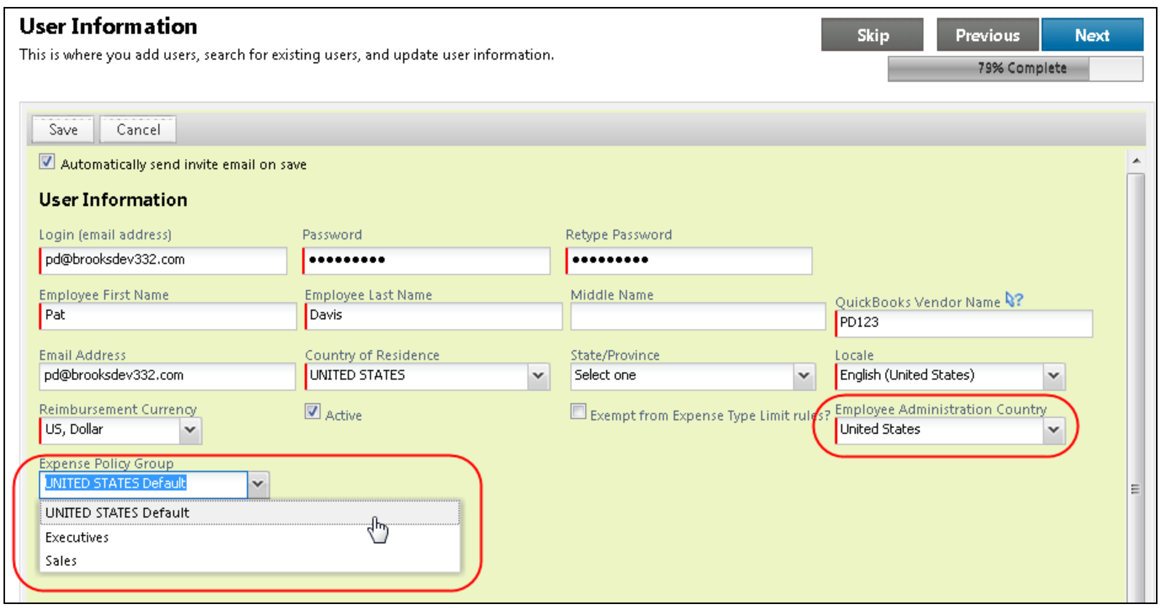






Users

The **User Information** page has been updated to include the group information. The admin can select the user's country in the **Employee Administration Country** field, and if that country has groups configured, the **Expense Policy Group** field will appear. The administrator uses the **Expense Policy Group** field to assign the user's group.

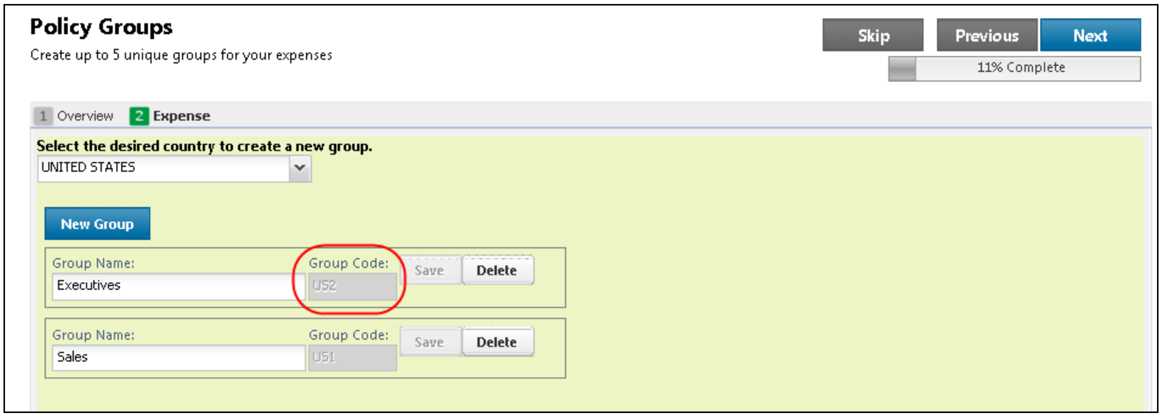


User Import

The User Import already included the Employee Administrator Country field. In this release, the import template now includes the **Expense Policy Group** field, which is used to set the user's group.

Q	R
Custom21Code	OrgUnit1Code
Employee Administration Country	Expense Policy Group

This field is populated with the group code that displays on the **Policy Groups** page:



New Countries Available

Overview

Concur has enhanced the Expense product to support new countries. The new countries receive the following functionality:

- **Expense Types**: The new countries have best practice default selections for active and inactive expense types.
- **User Information**: New Locale field allows the administrator to select a user's language locale. This field only appears if you have multiple countries.
- **Taxation**: Basic VAT configuration based on current government rates (except China and India).
- **Company Card**: New card programs for the new countries.
- **Car Configuration**: New standard car types and rates for new countries. Some countries have basic mileage criteria.
- **Compliance Controls**: Country-specific options (same as existing countries) and standard configurations for new countries. Administrators can set expense limits over time for each country.

The new countries are:

- Austria
- Belgium
- Czech Republic
- Denmark
- France
- Germany
- Indonesia

- Ireland
- Italy
- Japan
- Korea
- Mexico
- Netherlands
- New Zealand
- Norway
- Philippines
- Poland
- Singapore
- Spain
- Sweden
- Switzerland
- Taiwan
- Thailand
- Viet Nam

Business Purpose / Client Benefit

This enhancement allows global companies to use Standard Expense with country-specific configuration.

Configuration / Feature Activation

Concur can activate new countries for existing Expense clients. Contact Concur Client Services for more information.

Expense Pay: New Countries Supported

Overview

Concur has enhanced Expense Pay for Standard Expense to support new countries. If a client has Expense Pay, the new country support is included when the countries are activated for Standard Expense. The supported countries are:

Country	Expense Pay Supported Currencies
Austria	EUR

Country	Expense Pay Supported Currencies
Belgium	EUR
Switzerland	CHF, EUR
Germany	EUR
Denmark	EUR
Spain	EUR
France	EUR
Ireland	EUR
Italy	EUR
Mexico	MXN
Netherlands	EUR
New Zealand	NZD
Sweden	SEK, EUR
Singapore	SGD

Business Purpose / Client Benefit

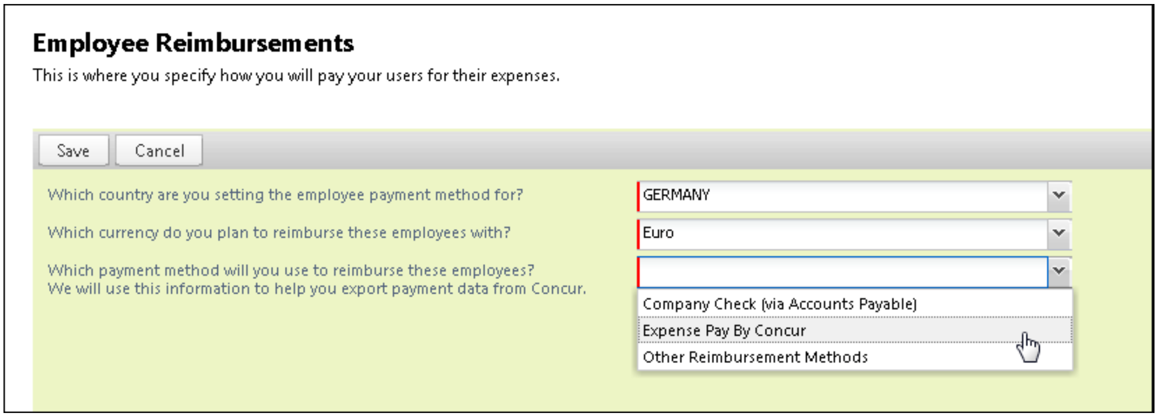
This enhancement provides Expense Pay support in several new countries.

Configuration / Feature Activation

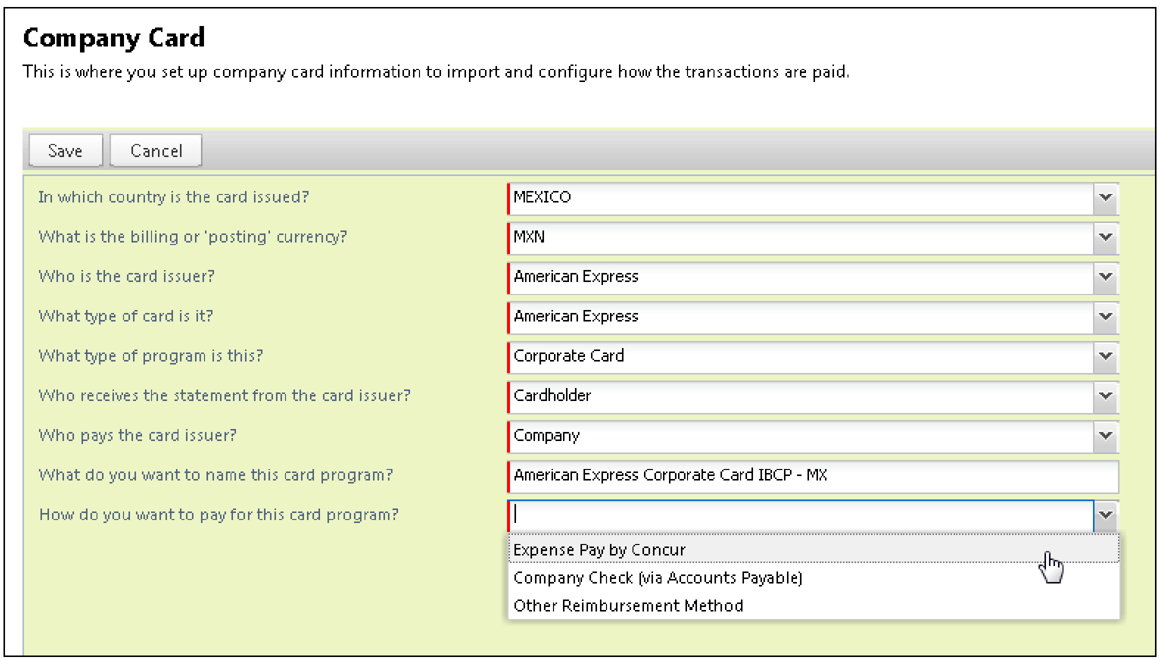
This feature is available to clients with Expense Pay who have activated these countries for Standard Expense. Country-specific Expense Pay configuration (debit authorization, etc) must be completed before using Expense Pay in the new countries. Contact Concur Client Services for more information.

Setup

The new countries use the same processes in Setup as the previous countries. The **Employee Reimbursements** page will show the *Expense Pay* payment method option for valid country/currency pairs:



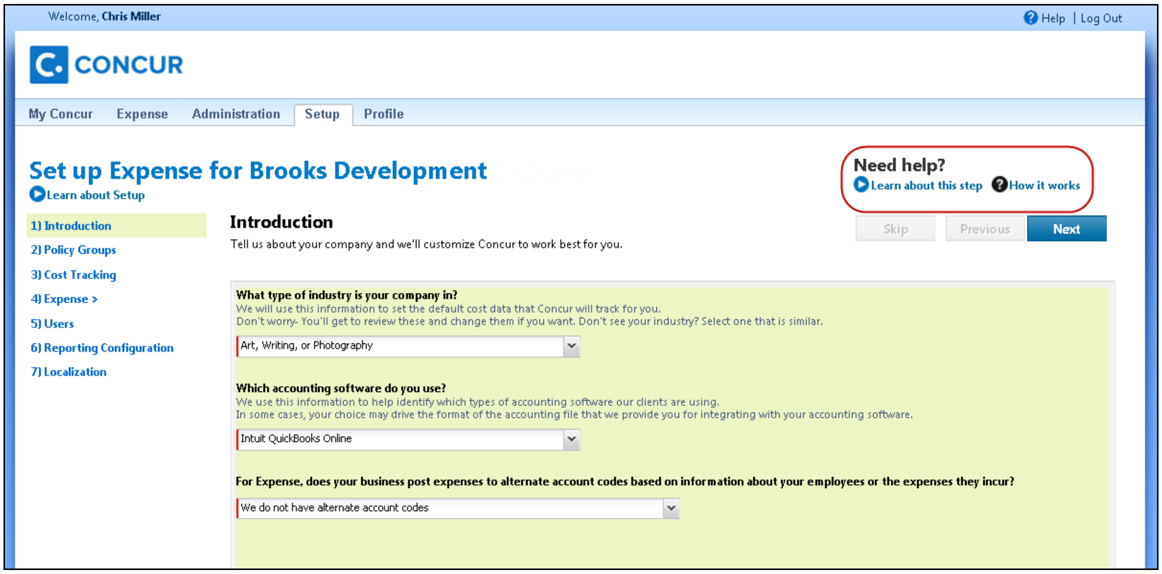
The **Company Card** page will show the *Expense Pay* payment option when supported card programs for the countries are selected:



Expense Setup Page Header Redesign

Overview

Concur has redesigned the page header for the Expense Setup wizard. The **Learn How This Works** and **Watch A Video** buttons have been renamed and moved to the right:



The rest of the header has been re-aligned.

Business Purpose / Client Benefit

This enhancement provides a cleaner visual interface for the **Setup** pages.

Configuration

No additional configuration is required to use this feature.

Cost Tracking Labels Updates for France

Overview

Concur has updated the following Cost Tracking labels in European French:

Key	Previous French	Current French
PROPERTY	Propriété	Activité
BRANCH	Division	Branche
CLIENTCAMPAIGN	Client : campagne	Client : Campagne

Key	Previous French	Current French
CUSTOMERPROJECT	Client : projet	Client : Projet
CLIENTPROJECT	Client : service	Client : Service
CUSTOMERJOB	Client : projet	Client : Tâche
DEPARTMENT	Département	Département
STORE	Mémoriser	Dépôt
ACHIERFLD	est facturable ?	Facturable
LOCATION	Emplacement	Localisation
CLIENTMATTER	Affaire du client	Sujet client
JOB	Projet	Tâche
PRACTICEAREA	Zone d'entraînement	Territoire
BUSINESS_UNIT	Unité commerciale	Unité opérationnelle

Business Purpose / Client Benefit

This enhancement ensures that field labels are accurate and unique.

Configuration

No additional configuration is required to use this feature.

Additional Release Notes and Technical Documentation

New Process Reports Guide Now Available

Concur now provides a separate guide for the features of the **Process Reports** page. The Process Reports information has been removed from the Concur Administration Guide.

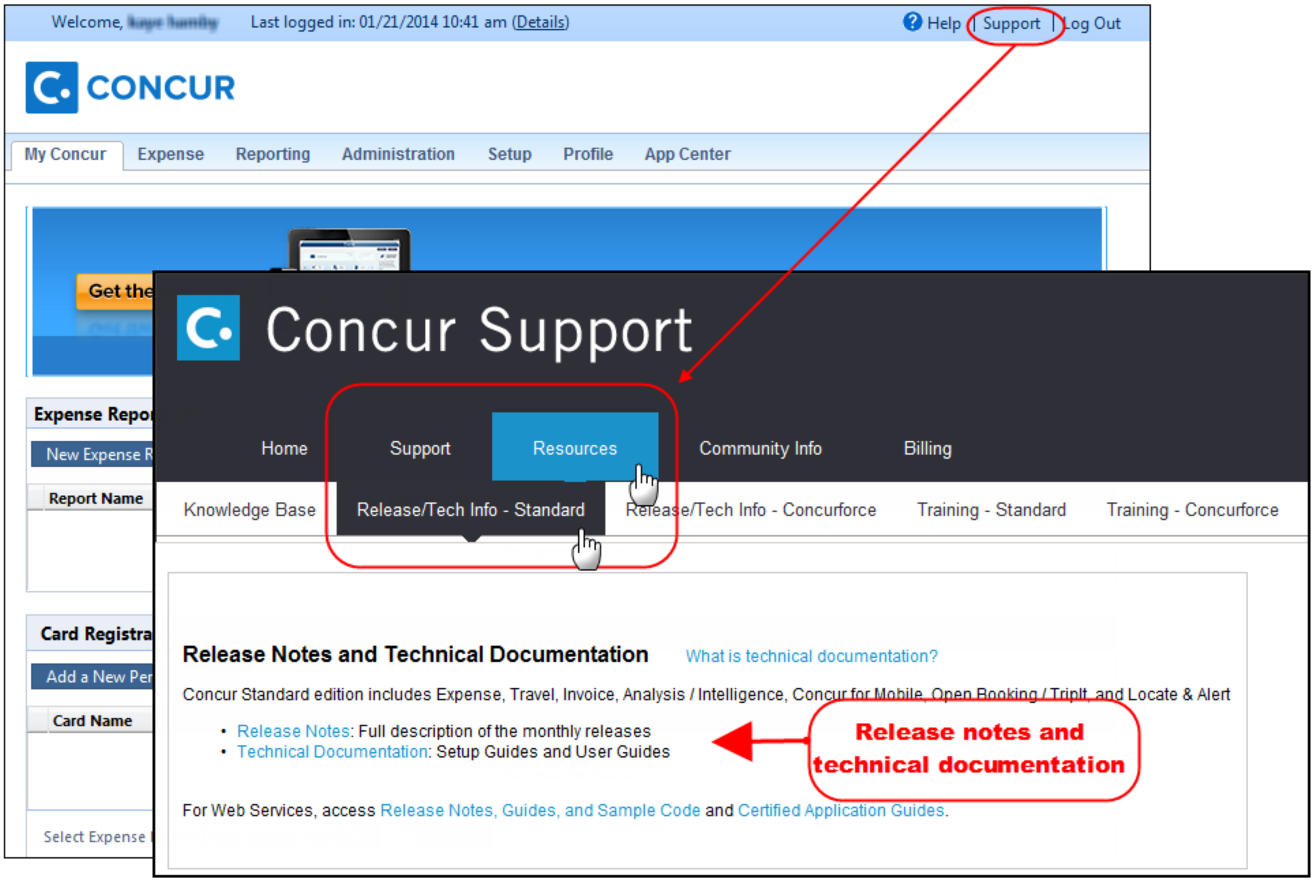
Concur Support Portal

You can access release notes and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

Click **Support** and then – in the Concur Support Portal – click **Resources**.

Click **Release/Tech Info - Standard** for release notes, technical documents, etc.



Online Help – Admins

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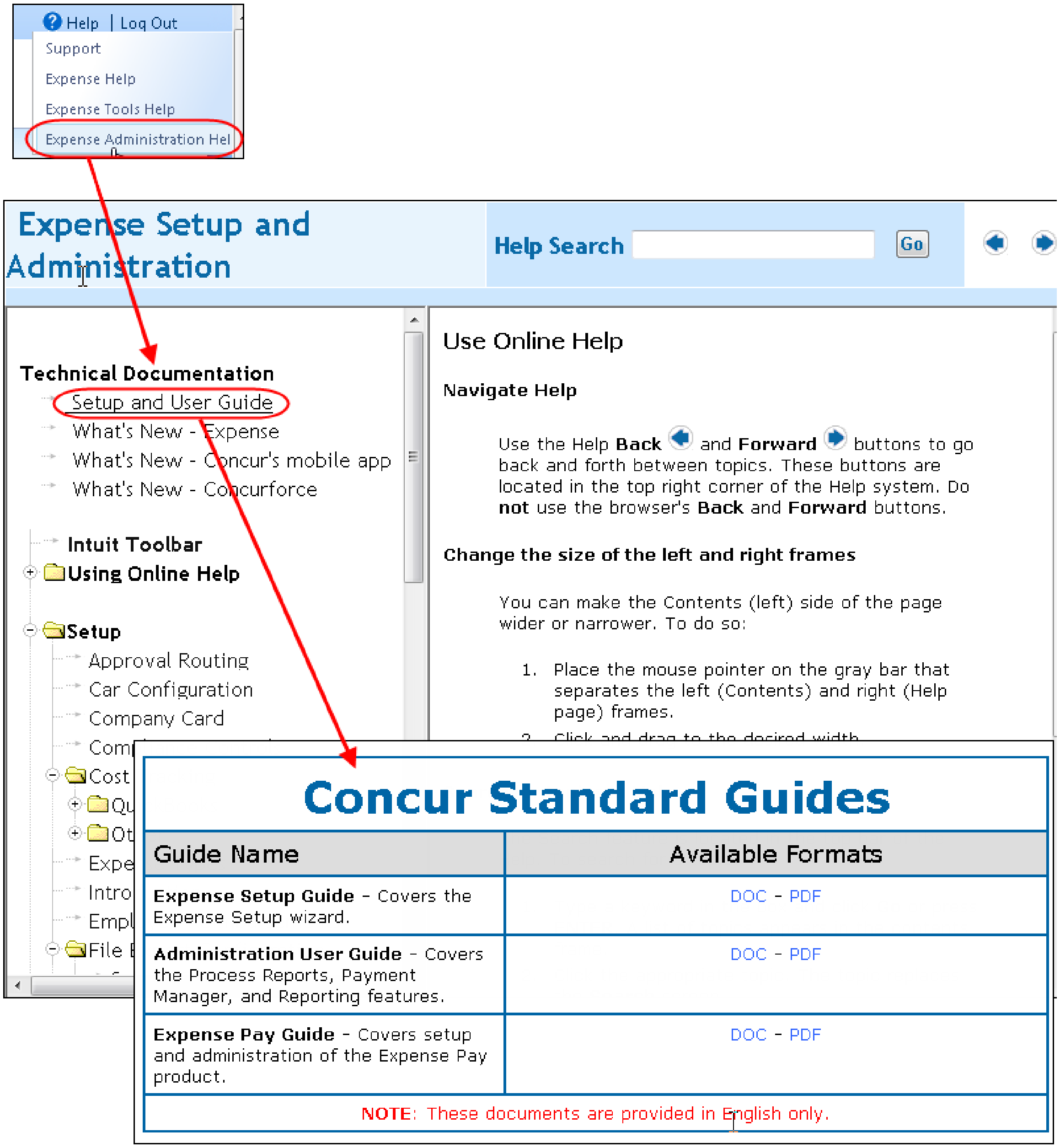

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Resolved Issues

Case ID	Description
04653641	**Importing Charges:** UK users are now able to successfully import credit card charges into expense reports.
04647158	**Passwords:** Users are no longer being constantly prompted at logon to change passwords.

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Expense, March 2014

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Concur Expense Release Notes **Concur Standard**		
Month	**Includes**	**Audience**
April 2014	Expense, Imaging, Expense Pay, Audit Service	Concur Clients

Contents

Release Notes

This document contains the release notes for the Expense functionality for Concur Standard edition. Clients with the Travel product should review the Travel release notes, located on the Concur Support portal.

Expense Approver: New Previous/Next Report Buttons

Overview

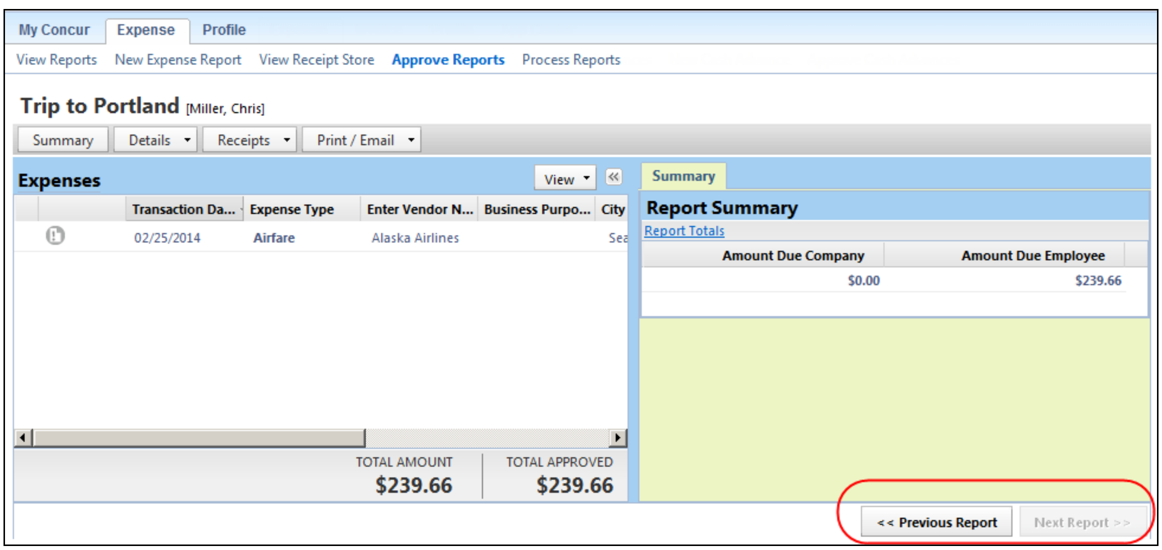
With this release, **Next Report** and **Previous Report** buttons appear at the bottom of the approver's view of the expense report page. These buttons appear for all previously approved reports, when the approver is reviewing historical data. They do ***not*** appear for reports pending review, where the approver needs to take action to approve or return the report.

BUSINESS PURPOSE / CLIENT BENEFIT

For approvers, these new buttons makes navigating through expense reports much easier and the review of historical data faster.

What the Approver Sees

The Expense approver clicks the **Next Report** or **Previous Report** button to navigate quickly through historical reports.



Configuration / Feature Activation

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

New Approval Routing: Routing and Recall Options

Overview

- **Routing** - Concur has provided new options for routing approvals. The two pre-existing choices are renamed for simplicity. Each choice continues to have a link to a flow diagram. The four (total) choices are now:

    1) **Manager > Processor**

    NOTE: Previously named "**Option 1: Route to the employee's manager, then to the administrator**".

    2) **Manager > Authorized Approver > Processor**

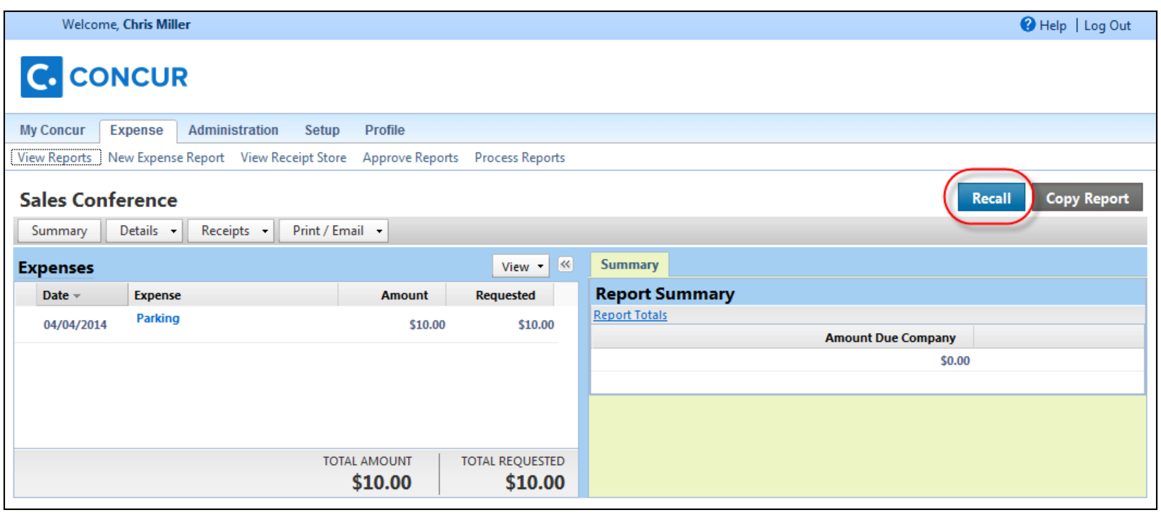
    NOTE: Previously named "Option 2: Route to employee's manager, then if necessary to a manager with approval authority for that report amount, then to the administrator".

    3) **Manager > Second Approver > Processor**

    4) **Manager > Manager's Manager (up to 5 levels) > Processor**

- **Recall** - Also, as an administrator you may now allow employees to recall submitted reports. This new check box is enabled by default.

    The submitter clicks the **Recall** button to edit a submitted report.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement allows greater flexibility for approval workflows.

Configuration / Feature Activation

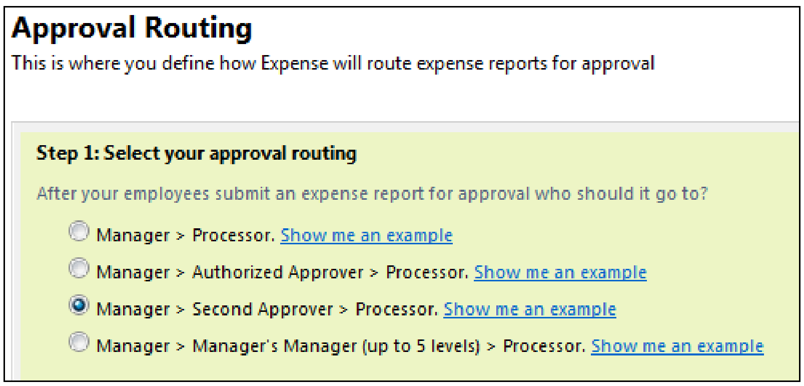
The administrator completes the following steps to configure this feature:

APPROVAL ROUTING

The administrator enables the new options on the **Approval Routing** page of Setup.

▶ *To enable a second approver:*

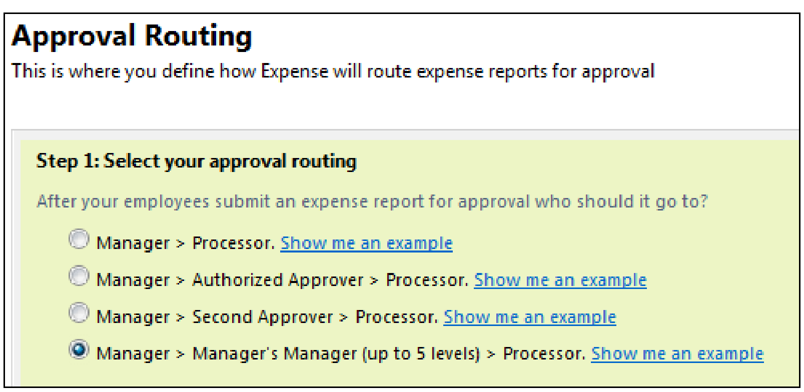
1. In **Setup**, select **Expense** > **Approval Routing**.
2. Select **Manager** > **Second Approver** > **Processor**.



3. Click **Next**.
4. In **Users**, for each employee, select someone from the **Second Approver** list and click **Save**.

▶ *To enable up to five levels of managerial approval:*

1. In **Setup**, select **Expense** > **Approval Routing**.
2. Select **Manager** > **Manager's Manager (up to 5 levels)** > **Processor**.



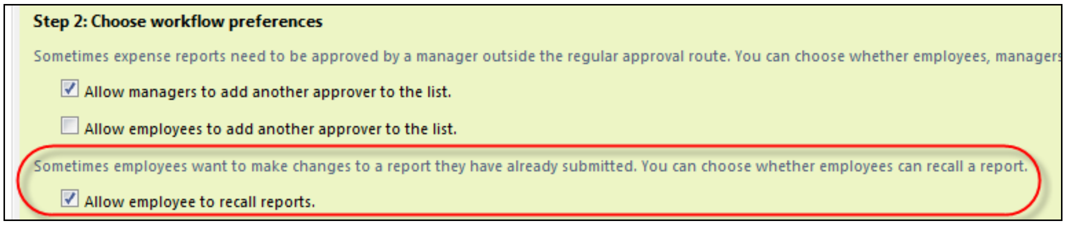
3. Click **Next**.

4. In **Users**, for each approver, enter a **Can Limit Approve** amount and click **Save**.

To prevent employees from recalling submitted reports:

1. In **Setup**, select **Expense** > **Approval Routing**.

2. Clear (disable) the **Allow employee to recall reports** check box.



3. Click **Next**.

Data Entry Details: Save and Cancel Buttons

Overview

Concur has provided **Save** and **Cancel** buttons on the **Cost Tracking – Data Entry Details** page of Setup. It is no longer necessary to click **Next** to save changes.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides consistency with the other Setup steps and pages by allowing changes to be cancelled or saved.

Configuration / Feature Activation

To cancel changes:

1. In **Setup**, select **Cost Tracking** > **Data Entry Details**.

2. Click **Cancel**.

To save changes:

1. In **Setup**, select **Cost Tracking** > **Data Entry Details**.

2. Click **Save**.

Mexico Tax Invoice: XML Uploads/Attach CFD

Overview

If your entity uses the Mexico country pack, Concur has provided your travelers with a new button to upload an XML tax invoice to a line item on their expense report.

Mexico has mandated that vendors provide a digital tax invoice in XML format for any reimbursable expense. A company must receive and store this file in order to claim the expense for tax purposes, and must be able to produce the original file in case of audit. To meet this requirement, the user can upload and store the official digital tax invoice XML file (Comprobante Fiscal Digital, or CFD) in an expense report.

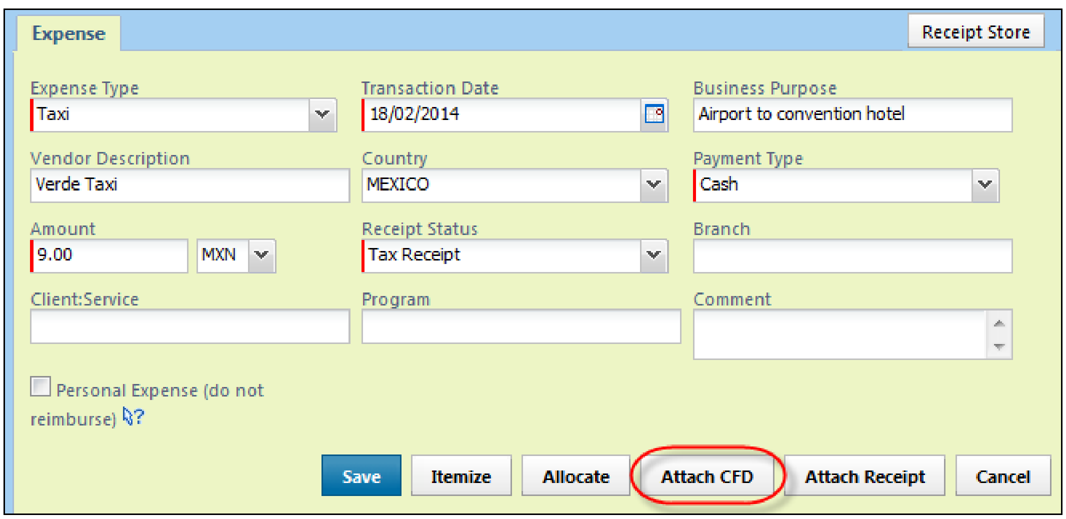
BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement allows companies that do business in Mexico to comply with regulatory requirements.

Configuration / Feature Activation

To attach a digital tax invoice (CFD) file:

1. Select an expense entry.
2. On the **Expense** tab, click **Attach CFD**.

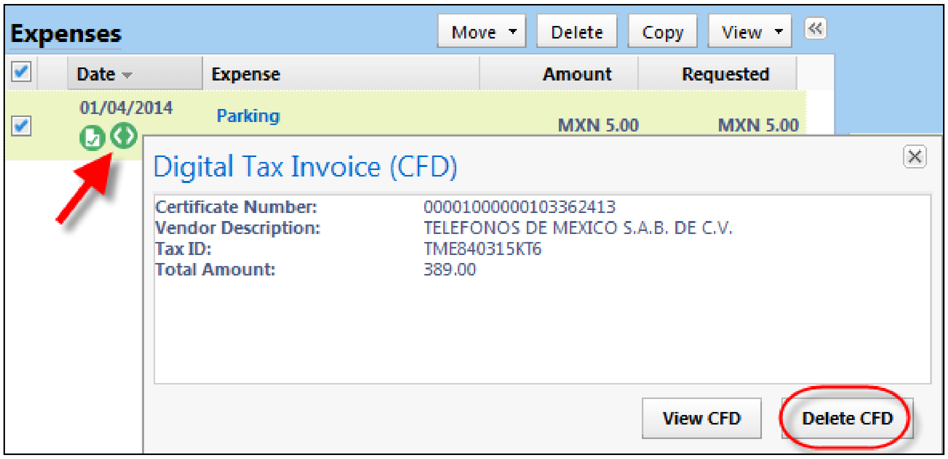


NOTE: The button does not display if a CFD file is already attached.

3. Click **Browse**.
4. Navigate to the location of the tax receipt file and click **Open**.
5. Click **Upload**. A green icon appears next to the entry under Expenses.

To delete a digital tax invoice (CFD) file:

1. Hover over the CFD icon ().



2. Click **Delete CFD**.

New Languages Now Available

Overview

The following languages are now available:

- Japanese (Locale: ja_JP)
- Chinese (China, Locale: zh_CN)
- Chinese (Taiwan, Locale: zh_TW)

The language locales can be assigned to users on the **User Details** page of Setup, or by using the spreadsheet User Import.

BUSINESS PURPOSE / CLIENT BENEFIT

These enhancements provide greater functionality for global companies.

Configuration / Feature Activation

No additional configuration is required to use these features.

Expense Pay: Multiple Funding Accounts for Same Currency Now Available

Overview

Prior to this release, the administrator could only create one Expense Pay funding account per currency. In the April release, the administrator can now create multiple funding accounts for a single currency, if the countries are unique. This allows the administrator to create Euro funding accounts for different countries.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement supports Eurozone funding accounts.

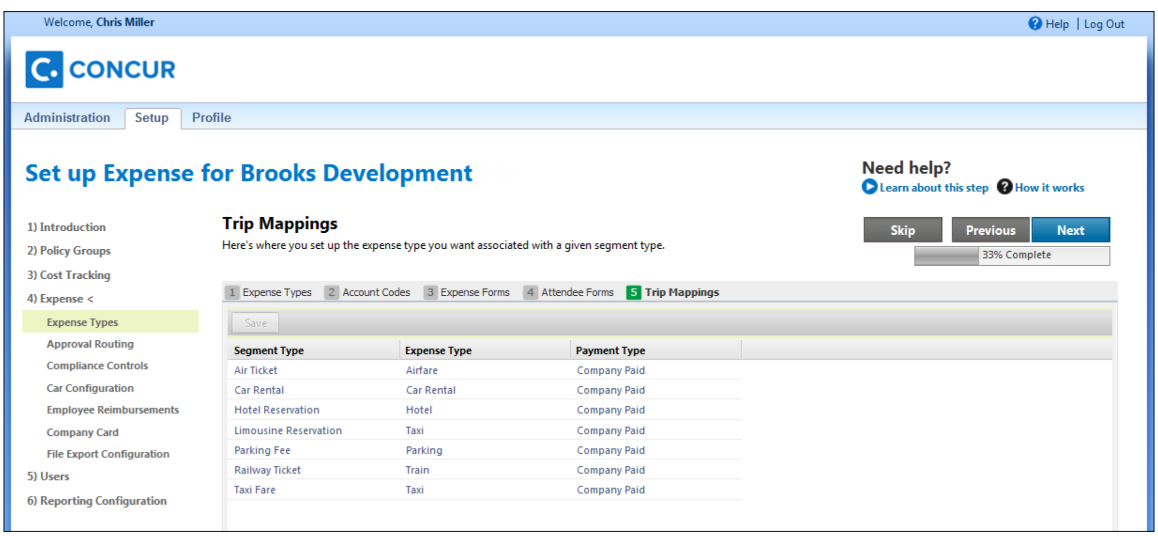
Configuration / Feature Activation

No additional configuration is required to use this feature.

Travel Integration: Page Renamed to Trip Mapping and Moved

Overview

The **Travel Integration** page of Setup has been renamed to **Trip Mapping** and moved to be a step in the **Expense Types** step of Setup. The page allows the administrator to select the default expense type and payment type for travel segments that users import into Expense. The travel segments may come from associated Concur Travel bookings, TripIt entries, or other sources.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides better visibility of the mapping between expense types and travel segments.

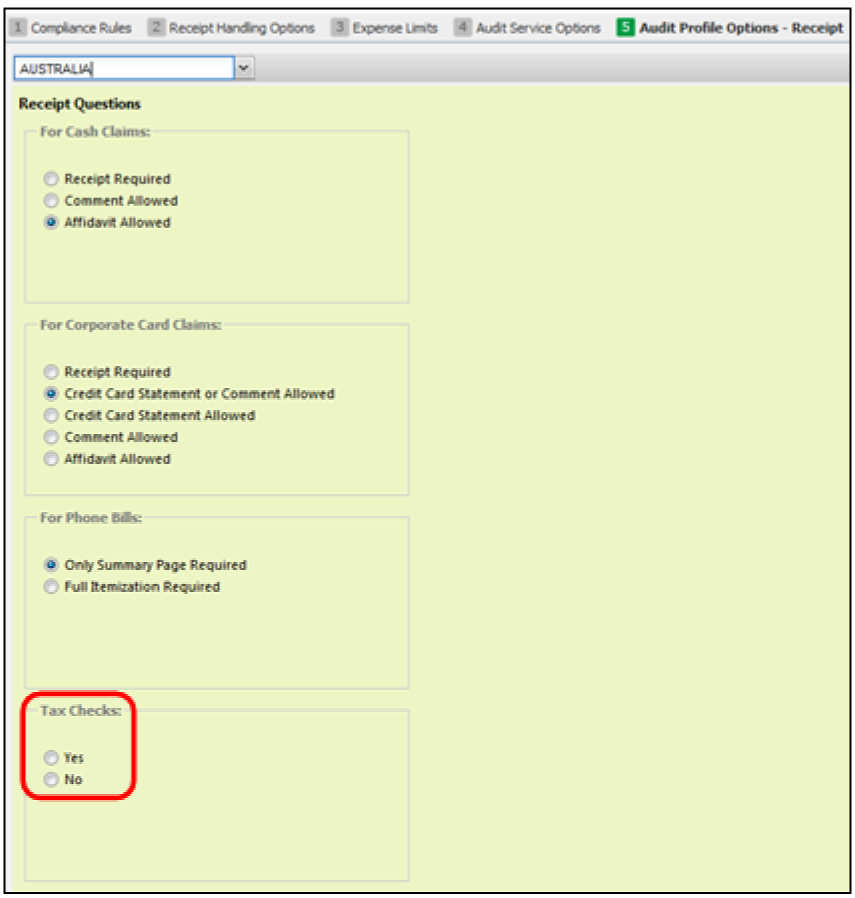
Configuration / Feature Activation

This page is now available to all clients, not just clients with Travel. No additional configuration is required to use this feature.

Audit Service: Audit Profile Options – Receipt Tax Checks Now Available for Australia

Overview

Clients using the Policy Audit product in Australia now have access to the Tax Checks receipt options. The **Audit Profile Options – Receipt** page now includes a country list, and when Australia is selected as the country, the administrator can enable or disable Tax Checks:



If **Tax Checks** is set to **Yes**, report auditors are able to change the receipt status and tax amounts on expense reports.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides more audit options for Australia.

Configuration / Feature Activation

This feature is only available to clients with the Audit Service in Australia, and UK clients that do not use the Compliance product.

VAT Release Notes

NOTE: Concur does not provide a guarantee on the VAT rates, but will make all attempts to keep the rates updated. Rate changes will be documented in this section of the monthly release notes.

Standard VAT Configuration

Overview

In the March 2014 release, Concur added support for 24 new countries. The countries that collect VAT all have a standard single-level VAT configuration. This release note details the standard configuration, which went into effect with the March release.

The new country support includes taxation rate maintenance. Concur will keep the rates updated to the current standards, but cannot provide a guarantee that the rates will always match as rates are updated. Tax rate changes will be announced in the monthly release notes. The clients do not set their own tax rates, which matches the existing functionality for UK, Canada, and Australia.

Concur creates a number of tax groups for each country, based on the standard set of rates.

The following table lists the tax groups created for each country:

Rate Type	Tax Group	Tax Form	Tax Rate	Reclaim
Standard	Standard	None	Standard	100%
	Standard 50% Reclaim	None	Standard	50%
	Standard No Reclaim	None	Standard	0%
Zero	Zero	None	Zero	0%
Reduced	Reduced	None	Reduced	100%
	Reduced No Reclaim	None	Reduced	0%

Rate Type	Tax Group	Tax Form	Tax Rate	Reclaim
Super Reduced	Super Reduced	None	Super Reduced	100%
	Super Reduced No Reclaim	None	Super Reduced	0%
Reduced 3	Reduced 3	None	Reduced 3	100%
All	All Rates	All Rates: List containing all tax rates for a country e.g. Standard (19%) Reduced (7%) Zero (0%)	All Tax Rates	100% for Non Zero Rates
All	All Rates Non Reclaimable	All Rates: List containing all tax rates for a country e.g. Standard (19%) Reduced (7%) Zero (0%)	All Tax Rates	0%

EXPENSE TYPES

Expense types are mapped to tax groups for each country, based on best practices.

OPTIONS

Clients can:

1. Activate or deactivate a tax authority
2. View tax groups
3. Modify expense type tax group mapping
4. Modify reclaim codes

Tax List Items Include Previous Rate Information

The tax list items now provide the previous rate and the current rate for three months after the rate changes. Example:

Prior to 1st Apr 2014: List Item - Standard (20%)

From 1st Apr 2014 to 1st Jul 2014: List Item - Standard (21%; previously 20%)

On 1st Jul 2014: List Item - Standard (21%)

New Domestic/International Travel Tax Groups

Concur now supports two new tax groups for all single-level VAT countries:

- Domestic/International
- Domestic/International Non-Reclaimable

These groups are used to appropriately track VAT expenses on international trips. Each tax group will have a tax form containing list items for Domestic Travel and International Travel.

VAT will be recoverable in the Domestic/International tax group for any Domestic Travel list items.

Unused Tax Groups Are Now Hidden

When a tax group rate expires, it will stop appearing on the **Tax Groups for Tax Authority** page. If the tax group still has expense types mapped to it, it will continue to appear until an administrator has removed all the expense types from the tax group.

Canada Update

HST-PEI (Harmonized Sales Tax in Prince Edward Island)

There are now separate Goods and Services Tax (GST) amounts for VAT:

- **31 March 2014** (up to and including)
- **1 April 2014** (and later)

HST-BC (Harmonized Sales Tax in British Columbia)

This tax authority is retired as of 1 April 2014.

Japan Update

As of April 1, 2014, the Consumption Tax Rate increases from 5% to 8%.

Additional Release Notes and Technical Documentation

Concur Support Portal

You can access release notes and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

Click **Support** and then – in the Concur Support Portal – click **Resources**.

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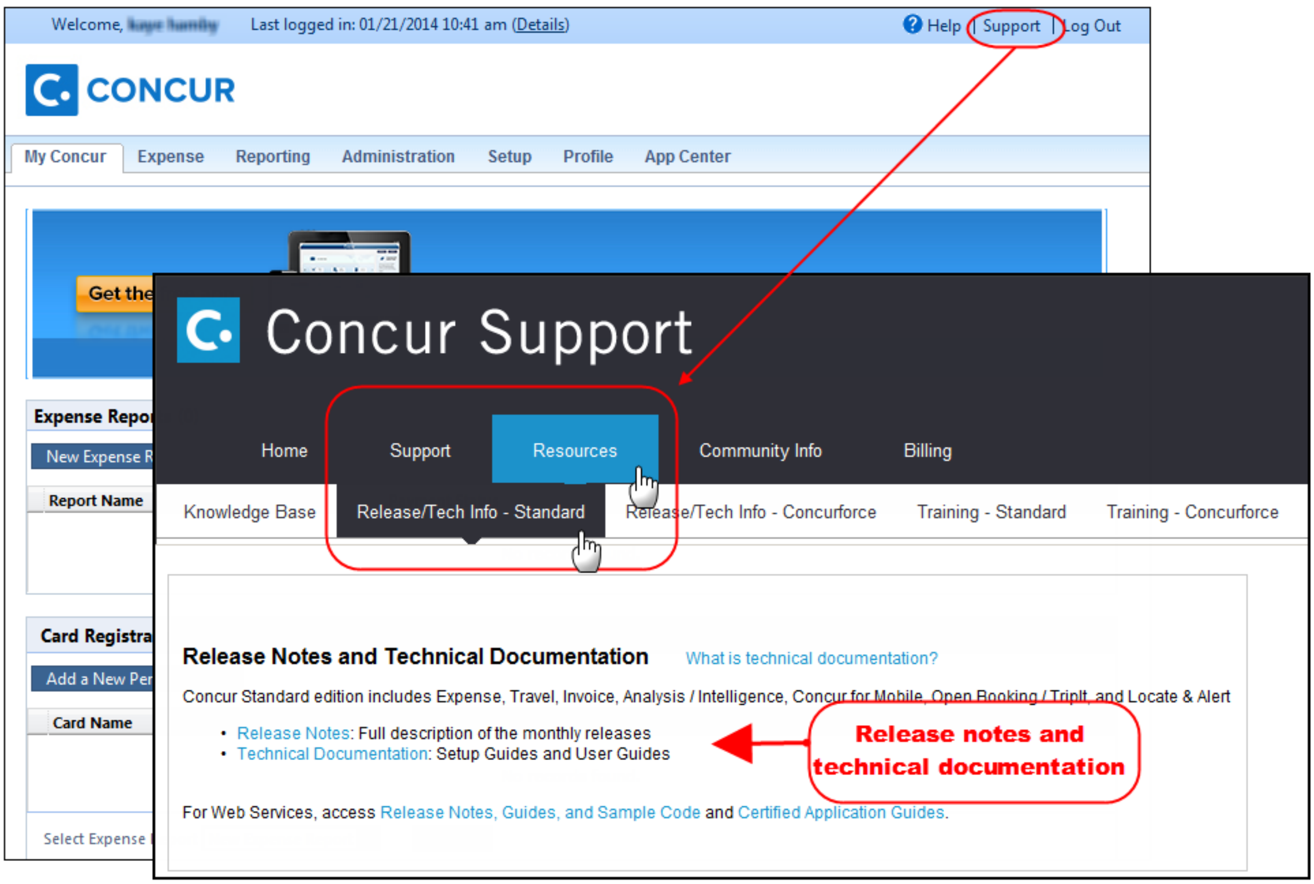

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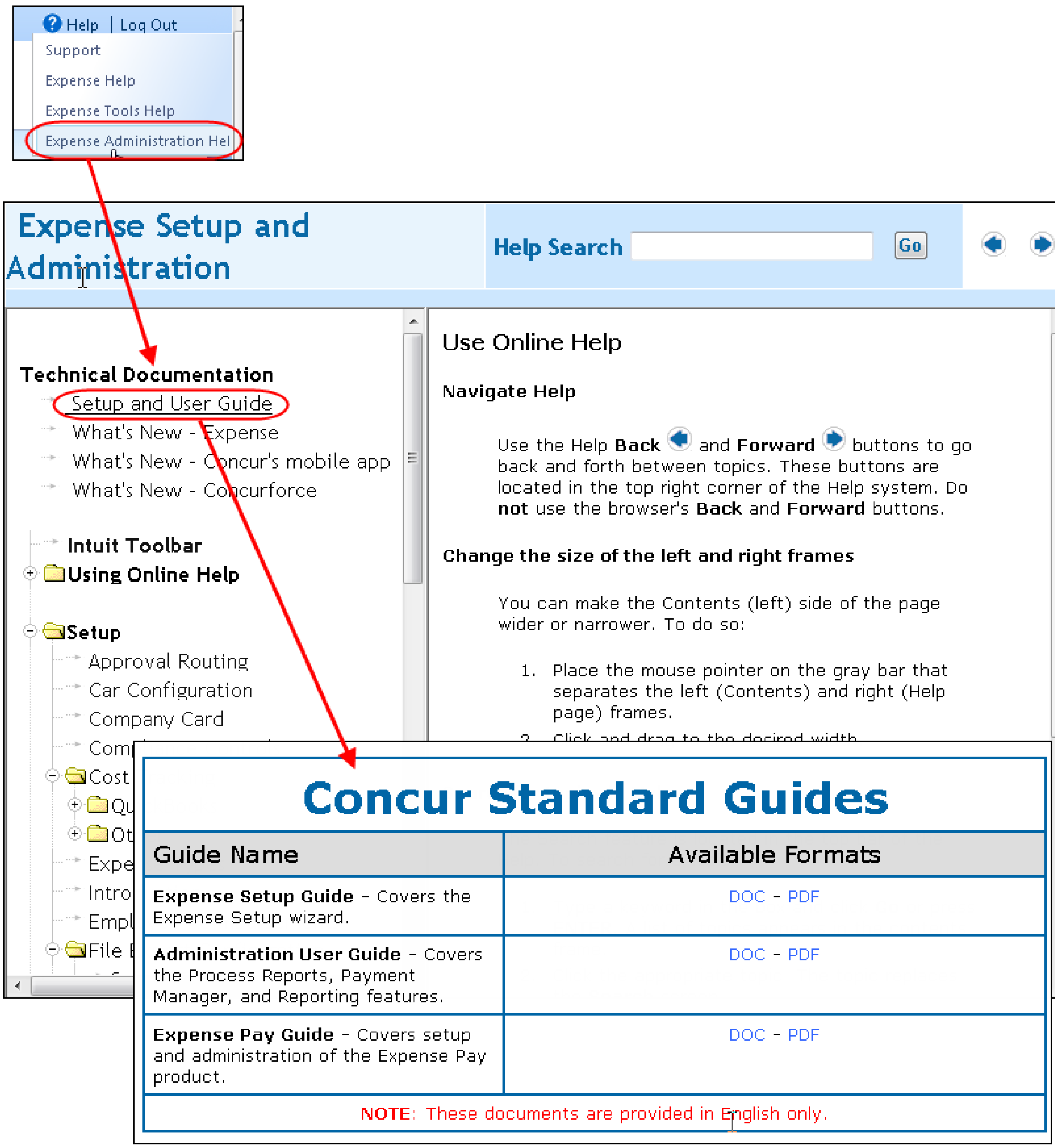

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Resolved Issues

Case ID	Description
04705018	**Users**: Managers whose names contain apostrophes now display correctly.
04729222	**Expense Types:** It is again possible to deactivate expense types.
04542849	**French Translation**: The [Meals] Tips field correctly reads *Pourboires* not *Conseils*.
04789254	**New Users:** By default, new users have submit and approve permission.
N/A	**User Import**: The sample template is now updated with the latest User Import fields.

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Expense, April 2014

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Concur Release Notes **Expense Standard**	
Month	**Audience**
May 2014 Update #1: Wednesday, May 21, 5:00 PM PT	Concur Client ***FINAL***

Contents

Release Notes

This document contains the release notes for the Expense functionality for Concur Standard Edition. Clients with other products such as Invoice and Travel should review those release notes, located on the Concur Support portal.

Coming Soon The Concur User Experience Evolution

Organizations and their end users are holding their enterprise solutions to higher standards as the requirements of their business change – wanting their enterprise solutions to be intuitive, effortless, integrated, and efficient. Concur is committed to delivering the best Travel, Expense, Invoice, and related solutions for its 20,000+ clients worldwide, and is building a solid foundation that will be leveraged to meet these challenges.

The Concur User Experience Evolution is a key initiative that will accomplish three primary goals.

- Modernize the user experience and increase the usability of Concur applications, while maintaining the ability to apply and enforce company policies
- Implement features and functionality in a manner that provides clients with the maximum benefits for their Travel, Expense, and Invoicing needs, while minimizing change-management impacts
- Allow effortless navigation and access to features for all products on the web and mobile devices

Concur's goal is to continue to enhance the user experience to ensure products meet each client's evolving needs. This, along with technology and competitive influencers, are key inputs to internal strategies and used to inspire innovation. As Concur drives to provide the best solutions for clients, Concur will continue to improve the interface to meet that need. The evolving user experience will start in 2014 and will be ongoing as Concur continues to strive for excellence in partnership with clients.

Specific product lines impacted are:

- Travel (Standard, Professional)
- Expense (Standard, Professional, Small Business)
- Invoice Management (Standard, Professional)
- Request (Professional)
- TripLink

Key features and enhancements are:

- Enhanced Home and Expense pages with effortless navigation and a modern consumer-based application "Look-and-Feel"
- A streamlined travel summary and booking workflow process

- Consistent terminology and iconography – across all product lines including Travel, Expense, and Invoice
- A dashboard design with logical grouping of like functions and tasks to minimize the number of popups or pages required to complete a specified task
- A facts and stats section with key metrics and other helpful information for the user
- Actions, alerts, and notifications that are clearly defined and visible
- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Schedule

Implementation of the enhanced UI will start for select clients in August 2014. General release is scheduled to begin in October 2014 and will run through early 2015. General release clients will be allowed to preview the enhanced interface and related changes during this period. They can toggle between the current interface and the enhanced one, as required for their specific needs.

Resources

Concur will launch a formal communication and client engagement plan that will run through implementation and include webinars, videos, formal messaging, and an online website dedicated to the evolution. Clients can also leverage standard support channels as well as social media to stay informed or provide feedback.

Compliance Rules: Added Rules

Overview

Concur has added three new settings for cross-charges, requiring comments, and random audits:

- **Flag if expense cost object does NOT match employee cost object for the following: {***select one or more from the list***}**
- **The following expense types require comments: {***select one or more from the list***}**
- **What percentage of submitted reports do you want to randomly select for processor audit?**

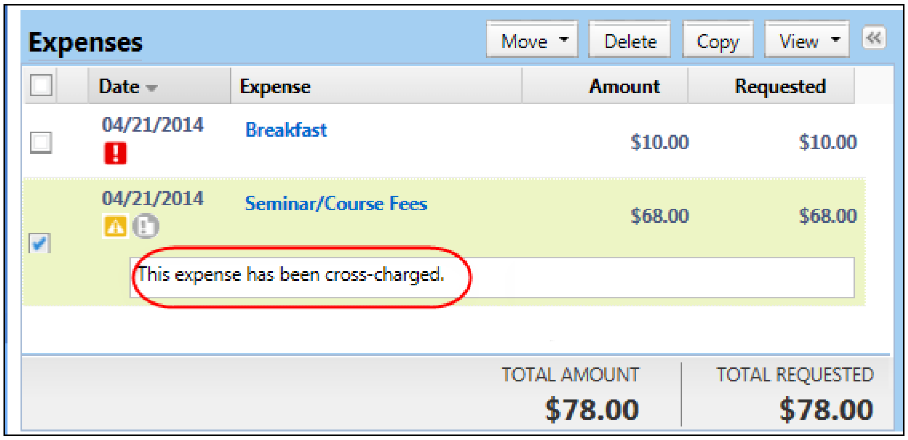
NOTE: This new setting is not the same as the Audit Service. To purchase the Audit Service, contact Concur Client Support.

BUSINESS PURPOSE/CLIENT BENEFIT

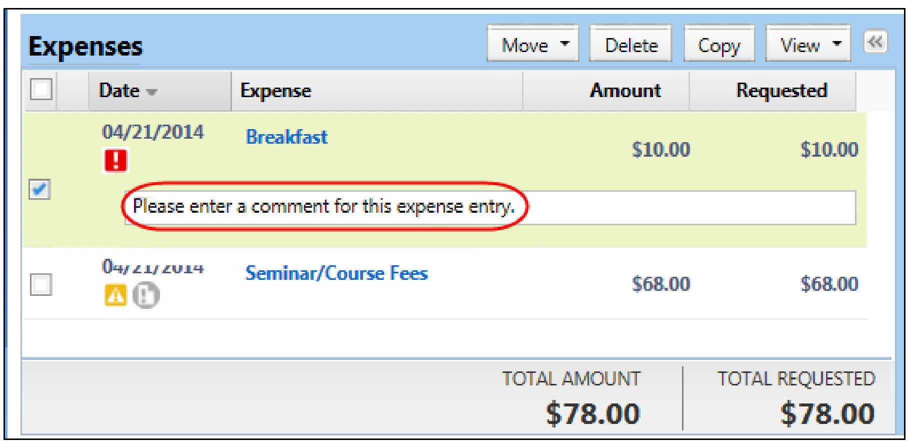
These additional settings facilitate greater compliance with company standards.

What the User Sees

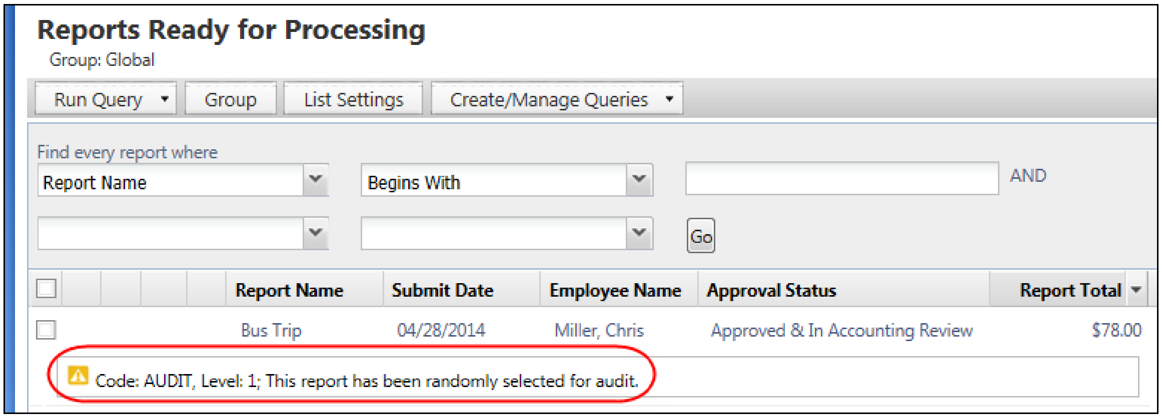
Enable the cross-charges rule and submitters, approvers, and report processors may see this exception:



Enable the require comments rule and submitters may see this exception:

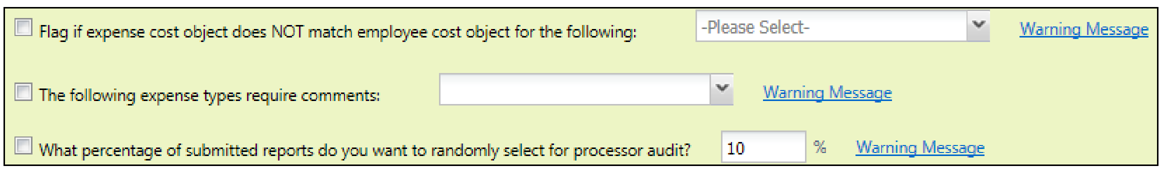


Enable the random audit rule and report processors may see this exception:



What the Administrator Sees

The **Compliance Rules** page has three new settings.



Configuration/Feature Activation

Configure these rules on the **Compliance Rules** page of Setup.

To activate the compliance control rules:

1. Select the check boxes and enter the values for the desired rules:

Field	Description
Flag if expense cost object does NOT match employee cost object for the following {*select one or more from the list*}	When selected, Concur flags expense reports containing cross–charges with an exception that reads, "**Expenses have been cross-charged.**" This exception is visible to submitters, approvers and report processors. **Example**: Configuration Summary: • The Cost Object selected on the **Compliance Controls** page of Setup is *Store.* • The employee creating an expense report is *Chris Miller.* • The value of the Store field in Chris Miller's profile on the **Users** page is *34.* Scenario: If Chris Miller's report contains an expense entry or expense entry allocation for any store other than 34, the entry is a cross-charge.
The following expense types require comments {*select one or more from the list*}	When selected, Concur flags expense reports missing comments for the selected expense types with an exception that reads, "**Comments are required for expenses of certain types.**" This exception is visible to submitters, approvers and report processors. **NOTE**: This setting creates blocking exceptions. In other words, if selected, expense reports without these comments cannot be submitted.
What percentage of submitted reports do you want to randomly select for processor audit?	The percentage audit determines the chance of an audit (for example, a 10% chance). That is, the system flags 10% of the reports submitted by the selected group or groups for audit. (The maximum is 100%.) When selected, Concur flags random expense reports with an exception that reads, "**This report has been randomly selected for audit.**" This exception is visible to report processors. **NOTE**: Averages are the basis of the random audit rule. In the long term, the system flags the desired percent of reports. In the short term, the exact percentage of reports audited may be slightly more or less than the configured percentage number.

2. (Optional) Click **Warning Message** to edit the messages the users see when the rule is violated.

3. Click **Next,** to save your changes.

Expense Report Audit Trail: Updated with Comments When User Emails Detailed Report

Overview

When a user, approver, or processor chooses to email a detailed report, Concur places an entry in the audit trail for the report, indicating the date/time and the email address the email was sent to. In the May 2014 release, Concur enhanced the audit trail entry with the following additional information:

- The name of the person sending the email
- The content of the comments added to the body of the email, to a maximum of 1300 characters. Any additional characters will be truncated.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides greater visibility when users choose to email report details.

Configuration/Feature Activation

No additional configuration is required.

QuickBooks Integration: QuickBooks Online Update

Overview

As part of normal maintenance, Concur has created a new API for the Concur QuickBooks Connector for QuickBooks Online integration.

BUSINESS PURPOSE/CLIENT BENEFIT

This new API resolves a case escalation and allows vendor credit/bill refunds to successfully post in QuickBooks Online.

This functionality currently exists for QuickBooks Desktop users and this change creates integration parity between QuickBooks Online and QuickBooks Desktop.

Configuration/Feature Activation

No additional configuration is required.

New Document: Client Admin Release Summary

Overview

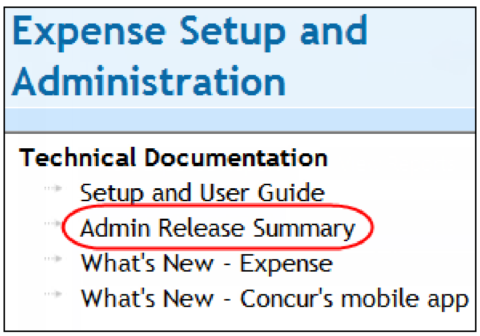
For the busy client admins, the new Client Admin Release Summary provides a brief description of the monthly enhancements as well as easy access to the full set of monthly release notes.

BUSINESS PURPOSE / CLIENT BENEFIT

Management now has simplified, high-level visibility on new features.

What the Administrator Sees

The **Expense Administration Help** now has a link to the Client Admin Release Summaries.



Configuration/Feature Activation

No configuration is required.

Setup Documentation: Reorganized Presentation

Overview

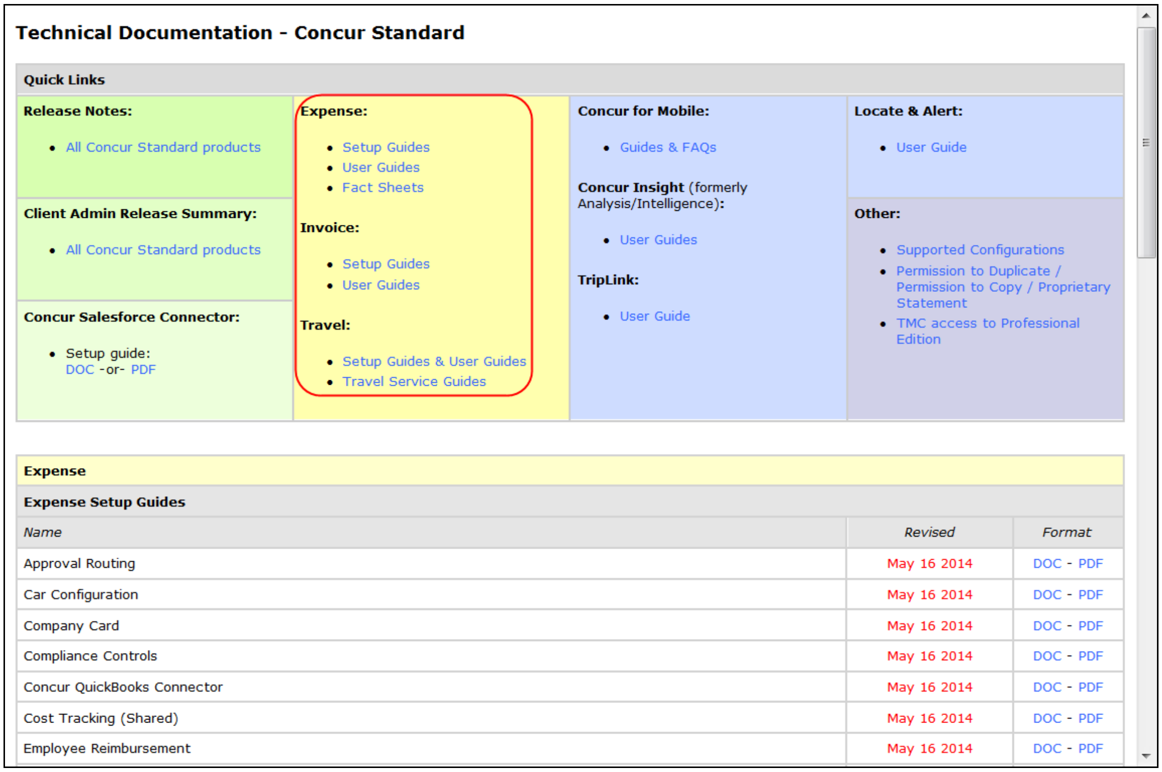
The *Expense Setup Guide for Concur Standard* and the *Invoice Setup Guide for Concur Standard* are now a larger set of smaller documents.

BUSINESS PURPOSE / CLIENT BENEFIT

Smaller documents mean Administrators have a faster way to access information. Scanning the new list of feature document hyperlinks saves time compared to finding a particular feature's section in a larger document.

What the Administrator Sees

Use the links at the top of the page to move quickly from the Expense Setup Guide links at the top of the list to the other guides and fact sheets below.



Technical Documentation - Concur Standard

Quick Links

Release Notes:

- All Concur Standard products

Client Admin Release Summary:

- All Concur Standard products

Concur Salesforce Connector:

- Setup guide: DOC -or- PDF

Expense:

- Setup Guides
- User Guides
- Fact Sheets

Invoice:

- Setup Guides
- User Guides

Travel:

- Setup Guides & User Guides
- Travel Service Guides

Concur for Mobile:

- Guides & FAQs

Concur Insight (formerly Analysis/Intelligence)**:**

- User Guides

TripLink:

- User Guide

Locate & Alert:

- User Guide

Other:

- Supported Configurations
- Permission to Duplicate / Permission to Copy / Proprietary Statement
- TMC access to Professional Edition

Expense

Expense Setup Guides

Name	*Revised*	*Format*
Approval Routing	May 16 2014	DOC - PDF
Car Configuration	May 16 2014	DOC - PDF
Company Card	May 16 2014	DOC - PDF
Compliance Controls	May 16 2014	DOC - PDF
Concur QuickBooks Connector	May 16 2014	DOC - PDF
Cost Tracking (Shared)	May 16 2014	DOC - PDF
Employee Reimbursement	May 16 2014	DOC - PDF

Configuration/Feature Activation

No configuration is required.

Supported Configurations

Monthly browser certifications, both current and planned, are available on the **Release Notes** page.

Microsoft Internet Explorer Version 7.x Retirement December 2014

Overview

Support for the Microsoft Internet Explorer (IE) version 7.0 browser under Concur products will end December 31, 2014. Clients using IE v. 7.0 are *strongly* advised to update to the latest IE browser version (v. 11.0) no later than August 1, 2014. This will ensure that clients can comfortably transition by the December 31 deadline.

BACKGROUND

Microsoft ended support for this version of their IE browser in accordance with their product lifecycle program. Concur has continued support to ensure clients could transition to a newer browser in a timely manner.

Refer to *Browser Support* in the *Concur: Supported Configurations* document for more information about supported browsers under Concur products.

Internet Explorer V. 11: Best Practice for Use with Concur Products

Overview

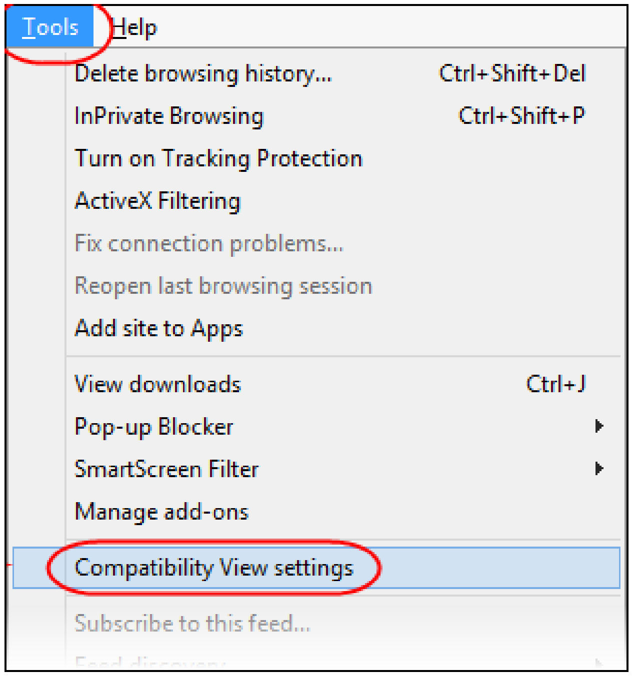
With the release of Microsoft Internet Explorer (IE) version 11.0 some issues have been identified that may cause problems when viewing and working with Concur products such as Expense, Invoice, and others.

To resolve these issues, we strongly recommend that the client implement Compatibility Mode in IE v.11 by adding the Concur URL to the browser's compatibility list, available on the **Tools** menu of the browser.

To add Concur to your IE v. 11 compatibility list:

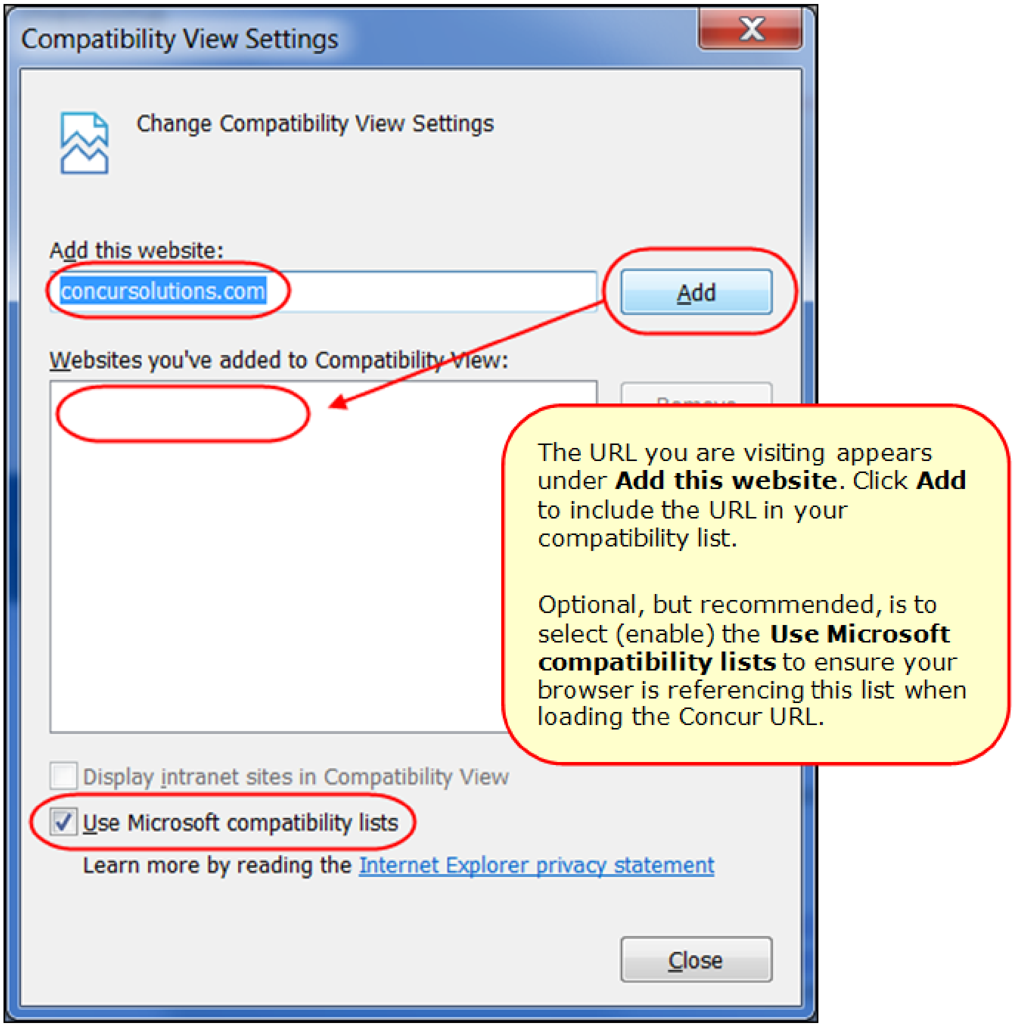
1. In IE v.11, load the Concur page (for example, www.concursolutions.com).

2. Click **Tools** > **Compatibility View settings** to open the **Compatibility View Settings** dialog box.



Optional: Press Alt to display the **Tools** menu.

3. Click **Add** to include the Concur URL in the **Websites you've added to Compatibility View** list.



TIP: Ensure that this list applies when accessing Concur products by selecting (enabling) the **Use Microsoft compatibility lists** option.

4. Click **Close**.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

📖 Refer to *Additional Release Notes and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

Additional Release Notes and Technical Documentation

App Center: New Dedicated Release Notes

Overview

Concur is now providing dedicated release notes for the App Center. These release notes detail the applications scheduled for release in the upcoming month on the App Center. There is a new row for the App Center on the Release Notes landing page, available to clients from the Concur Support Portal:

Client Support portal

Release Notes - Concur Standard

Concur Solution	**Additional Release Notes:** Read the release notes below if you use these services.
Expense (includes Expense Pay)	App Center
Travel	Mobile app
Invoice	TripLink
	Concur Insight Essentials (formerly Analysis)
	Locate & Alert
	Web Services Platform
	Monthly Browser Certification

Notes:

- *If you cannot access the current release notes, please clear your browser cache and try again.*
- These documents are provided in English only.

Business Purpose / Client Benefit

This enhancement provides advance notification to administrators before App Center application releases.

Configuration/ Feature Activation

No additional configuration is required.

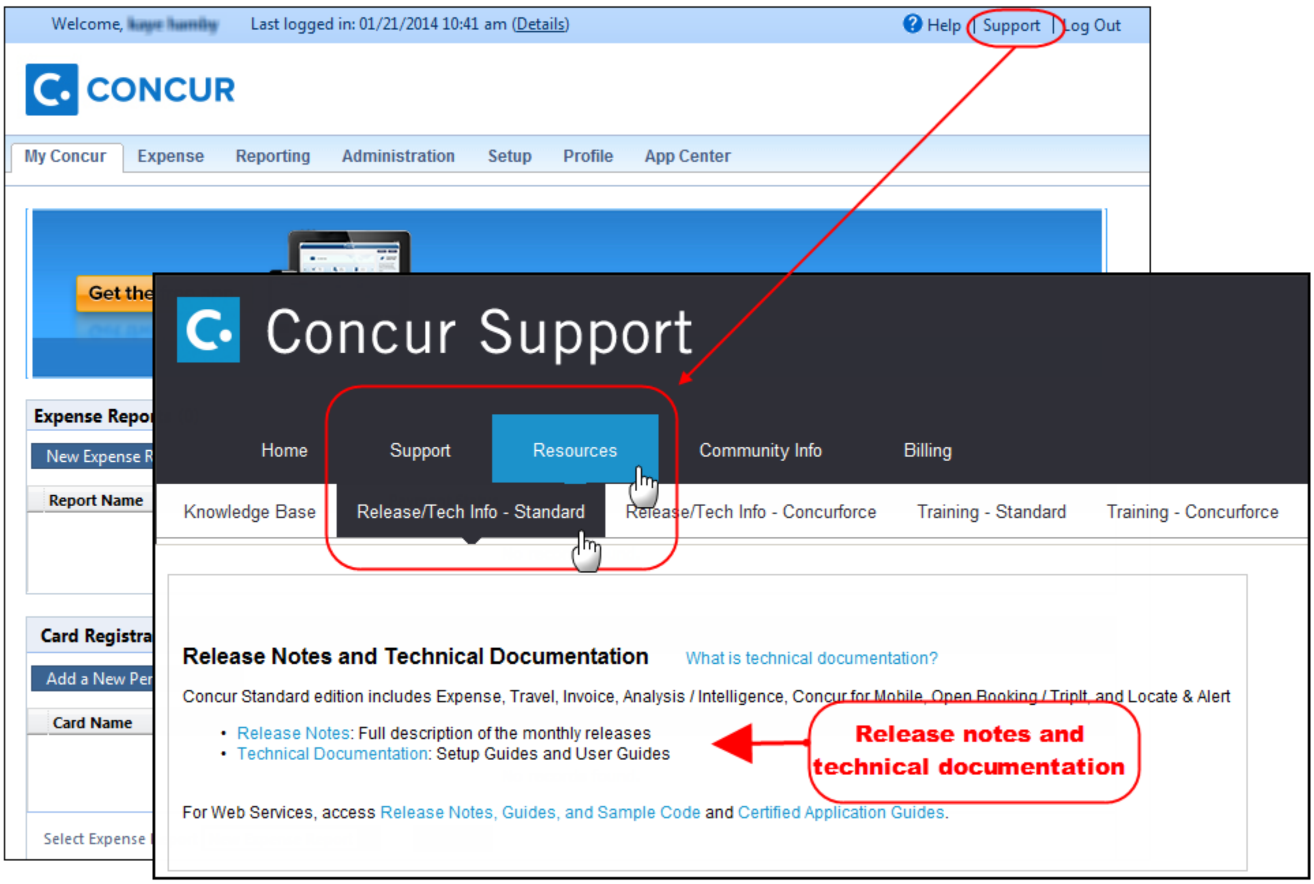
Concur Support Portal

You can access release notes and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

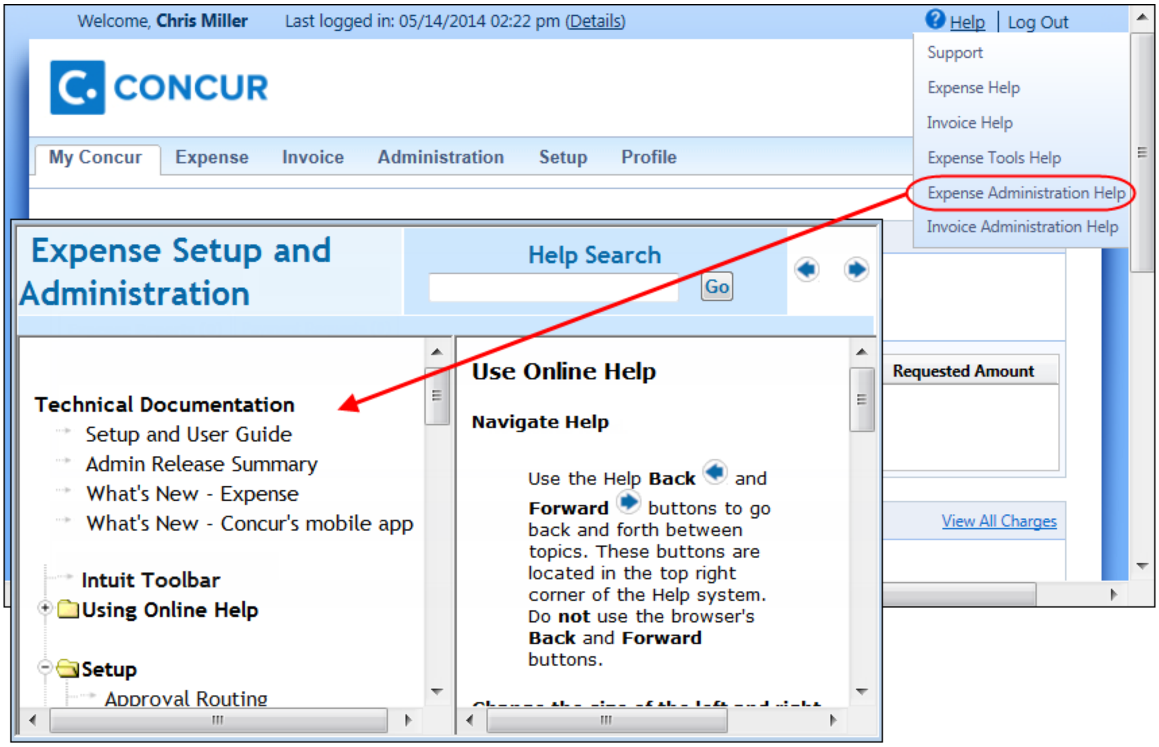
Click **Support**, and then, in the Concur Support Portal, click **Resources**.

Click **Release/Tech Info - Standard** for release notes, technical documents etc.



Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using Help in Concur.



Resolved Issue

Case ID	Description
04819238	**Payment Manager**: Lodge card transactions are successfully processed.

Release Notes **Expense Standard**	
Month	**Audience**
June 2014 Initial Post: Friday, June 13, 1:00 PM PT	Concur Client **FINAL**

Contents

Release Notes

This document contains the release notes for the Expense functionality for Concur Standard Edition. Clients with other products such as Invoice and Travel should review those release notes, located on the Concur Support portal.

Coming Soon The Concur User Experience Evolution

Organizations and their end users are holding their enterprise solutions to higher standards as the requirements of their business change – wanting their enterprise solutions to be intuitive, effortless, integrated, and efficient. Concur is committed to delivering the best Travel, Expense, Invoice, and related solutions for its 20,000+ clients worldwide, and is building a solid foundation that will be leveraged to meet these challenges.

The Concur User Experience Evolution is a key initiative that will accomplish three primary goals.

- Modernize the user experience and increase the usability of Concur applications, while maintaining the ability to apply and enforce company policies
- Implement features and functionality in a manner that provides clients with the maximum benefits for their Travel, Expense, and Invoicing needs, while minimizing change-management impacts
- Allow effortless navigation and access to features for all products on the web and mobile devices

Concur's goal is to continue to enhance the user experience to ensure products meet each client's evolving needs. This, along with technology and competitive influencers, are key inputs to internal strategies and used to inspire innovation. As Concur drives to provide the best solutions for clients, Concur will continue to improve the interface to meet that need. The evolving user experience will start in 2014 and will be ongoing as Concur continues to strive for excellence in partnership with clients.

Specific product lines impacted are:

- Travel (Standard, Professional)
- Expense (Standard, Professional, Small Business)
- Invoice Management (Standard, Professional)
- Request (Professional)
- TripLink

Key features and enhancements are:

- Enhanced Home and Expense pages with effortless navigation and a modern consumer-based application "Look-and-Feel"
- A streamlined travel summary and booking workflow process

- Consistent terminology and iconography – across all product lines including Travel, Expense, and Invoice
- A dashboard design with logical grouping of like functions and tasks to minimize the number of popups or pages required to complete a specified task
- A facts and stats section with key metrics and other helpful information for the user
- Actions, alerts, and notifications that are clearly defined and visible
- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Resources

Concur will launch a formal communication and client engagement plan that will run through implementation and include webinars, videos, formal messaging, and an online website dedicated to the evolution. Clients can also leverage standard support channels as well as social media to stay informed or provide feedback.

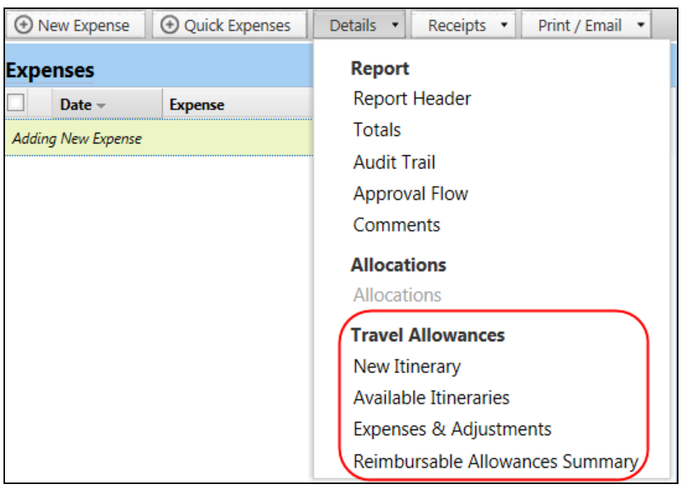
Travel Allowance for Germany Now Available

Overview

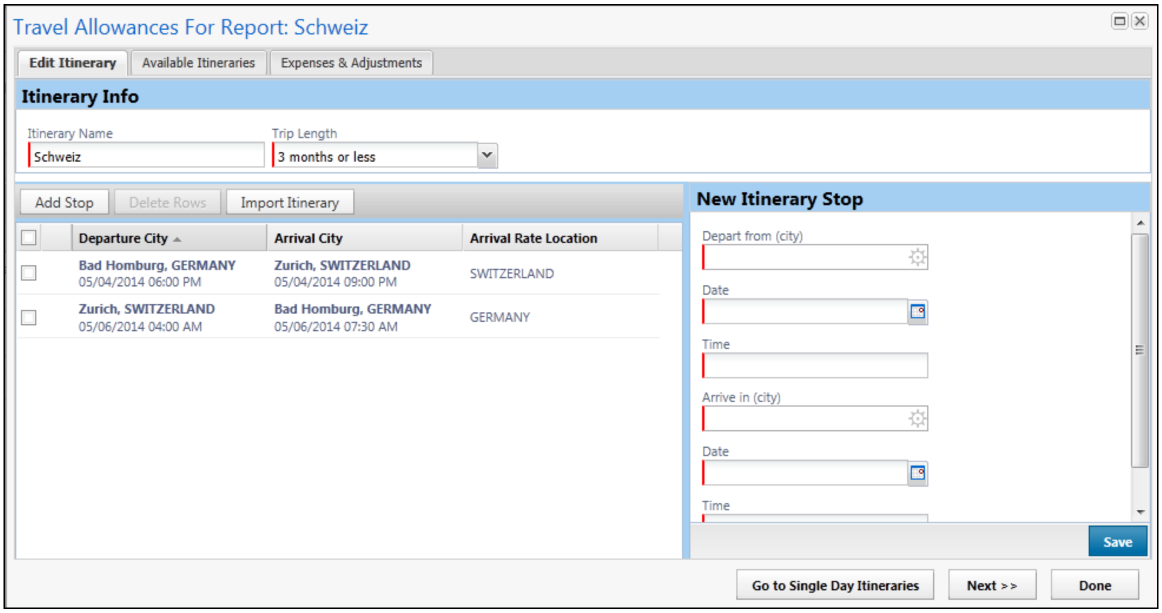
Travel Allowance (TA) is now available for clients that have the country configuration for Germany. This feature includes best practices configuration of the German regulatory requirements around travel allowances. A company may reimburse its employees' travel expenses according to a schedule of set reimbursement rates, commonly known as "per diem" or "travel allowance" rates.

What the User Sees

Users, whose profile is configured with an **Employee Administration Code** of *Germany*, see **Travel Allowances** on their **Details** drop-down.



The user provides their journey information, so that the system knows the location to use for their allowance basis.

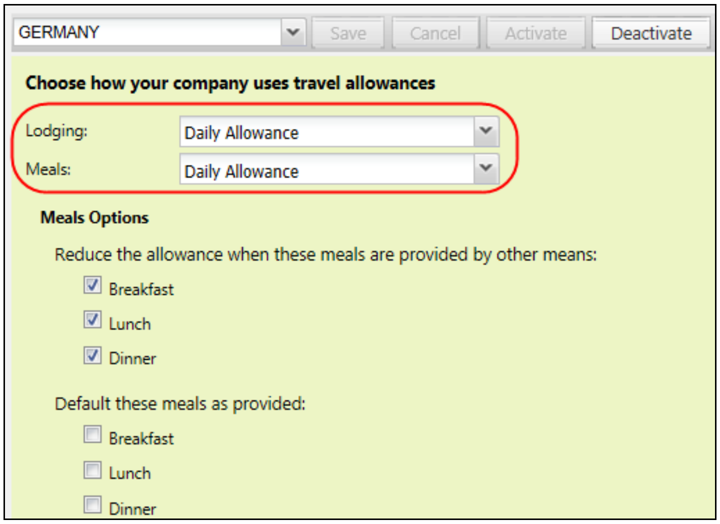


Next, the user provides information about each day of the trip.

Then, based on the options selected by the admin, the system will either create daily allowance expenses or track the difference between actual expenses and the tax-free amount allowed by the German rules.

What the Admin Sees

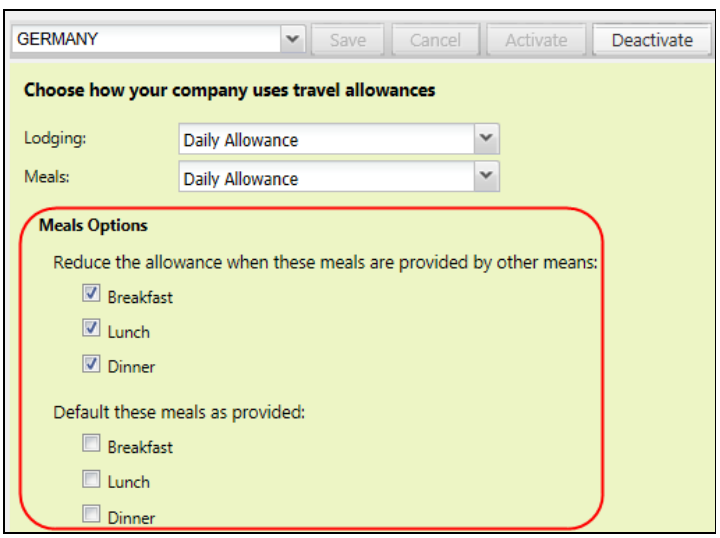
The administrator selects if and what type of allowance is used for meals and for lodging within the Setup Wizard.



Options are:

- Daily Allowance
- Not Used
- Actual expenses (with over limit tracking)
- Actual expenses up to allowed limit

The administrator also configures meal options.



Configuration/Feature Activation

The administrator configures this feature on the **Travel Allowance** page of Setup.

To configure Travel Allowance

1. On the **Expense** > **Travel Allowance** page of Setup, select an option from the **Lodging** list.
2. Select an option from the **Meals** list.
3. (Optional) Select (enable) the check boxes for the desired meal options.
4. Click **Save**.

For more information, refer to the *Travel Allowance Setup Guide*.

New Feature for ExpenseIt Users with American Express

Overview

Clients who use Concur Expense, ExpenseIt, ***and*** American Express (Amex) should be aware that Amex will soon be releasing the real-time notification feature. With this feature, when a user's Amex card is used, Amex will send a notification to the user's iPhone or Android mobile device asking if the user wants to capture the receipt image for ExpenseIt.

Then, the user can snap a picture of the receipt and have ExpenseIt automatically create an expense entry using the receipt details.

Business Purpose / Client Benefit

This is a great reminder for users to snap the picture immediately instead of waiting until numbers of receipts accumulate. Also, even if the user does not want to capture the receipt, this notification serves as an additional security measure – it notifies the user whenever his/her Amex card is used.

Configuration/ Feature Activation

Activation of the real-time notification feature is fully controlled by Amex. Amex will phase-in the feature to groups of its clients, starting the first of June.

NOTE: This feature is currently available only to Amex clients based in the United States and Australia.

If a Concur client has the real-time notification feature turned ON for its user base but an individual user does not want to use it, that user can disable push notifications on his/her device (in the ExpenseIt app under Settings).

If you have any questions, please contact Concur Client Support.

Supported Configurations

Microsoft Internet Explorer Version 7.x Retirement Schedule

Overview

Support for the Microsoft Internet Explorer (IE) version 7.0 browser under Concur products will end December of 2014. Clients are strongly advised to plan the update to a newer version of the IE browser if they are currently implementing 7.x as their primary browser.

BACKGROUND

Microsoft ended support for this version of their IE browser in accordance with their product lifecycle program. Concur has continued support to ensure clients could transition to a newer browser in a timely manner.

📖 Refer to *Browser Support* in the *Concur: Supported Configurations* document for more information about supported browsers under Concur products.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

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Additional Release Notes and Technical Documentation

Standard Edition

You can access release notes and other technical documentation on the Concur Support Portal.

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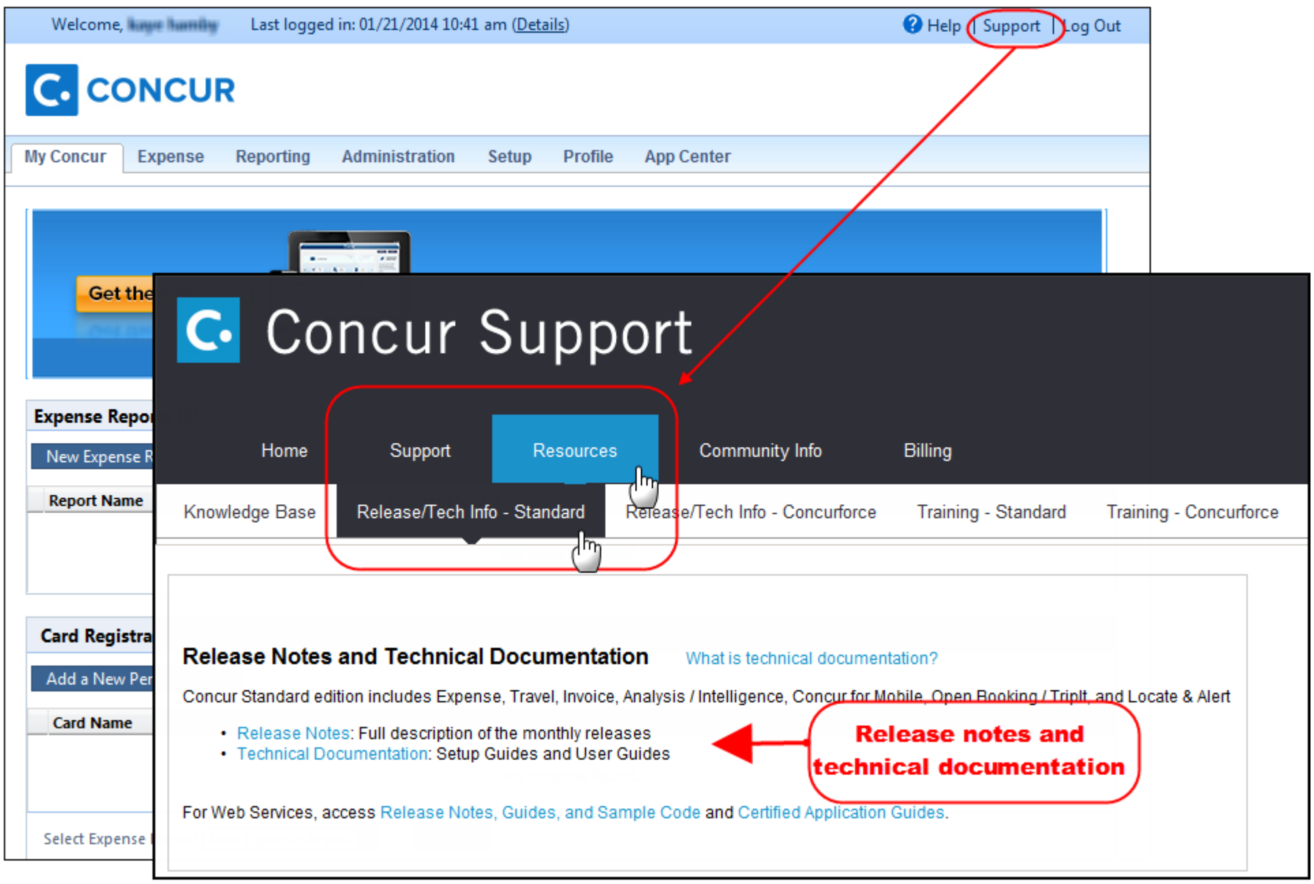

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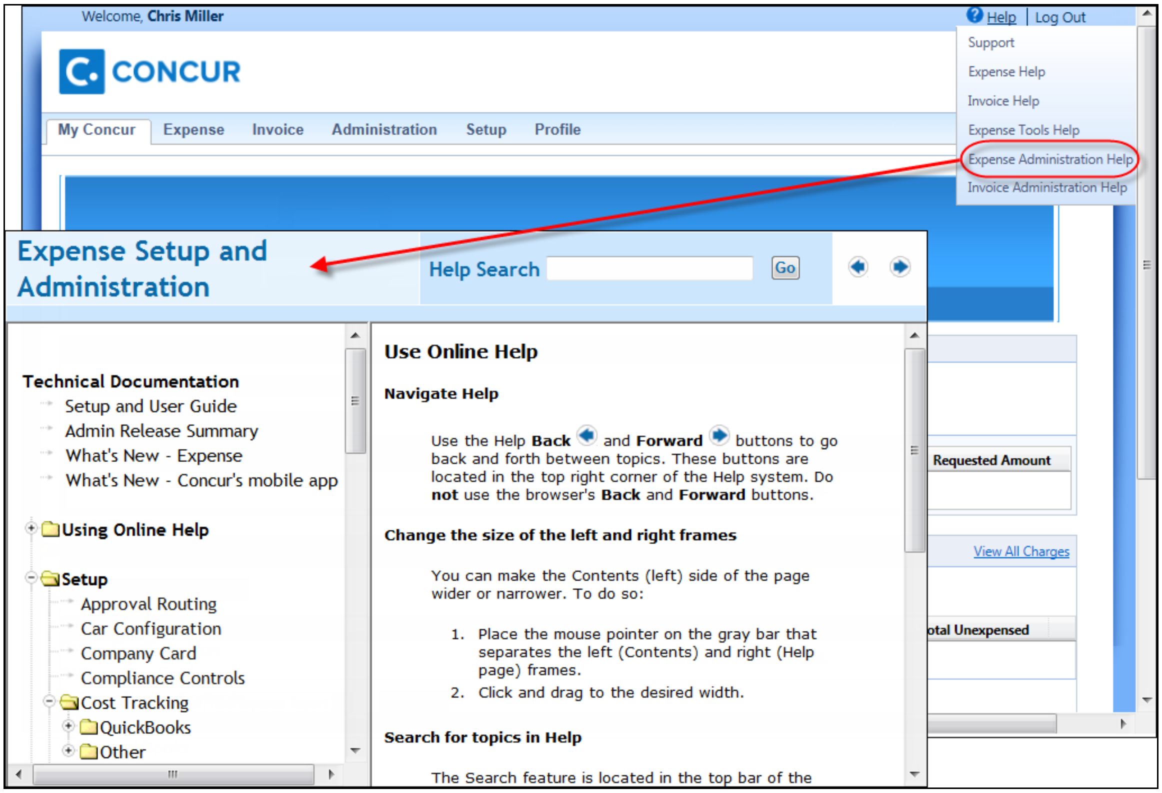

Release Notes Expense Standard	
Month	**Audience**
July 2014 Update #1: Thursday, July 17, 11:30 AM PT	Concur Client FINAL

Contents

Release Notes

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Overview

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- Actions, alerts, and notifications that are clearly defined and visible
- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Schedule and Activation – Standard Edition

General release is scheduled to begin in October 2014 and will run through early 2015. During this time, any user with access to the **Setup** tab can turn on the enhanced UI for just themselves or for the entire company.

Resources

Concur will launch a formal communication and client engagement plan that will run through implementation and include webinars, videos, formal messaging, and an online website dedicated to the evolution. Clients can also leverage standard support channels as well as social media to stay informed or provide feedback.

User Interface: Change in Red Text

Overview

To increase text contrast, we have modified all red text in Concur to be a slightly darker red (#df0000).

This is a sample of standard red (#ff0000).

This is a sample of the darker red (#df0000).

Configuration/Feature Activation

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

Compliance Rules Page: Added Sections

Overview

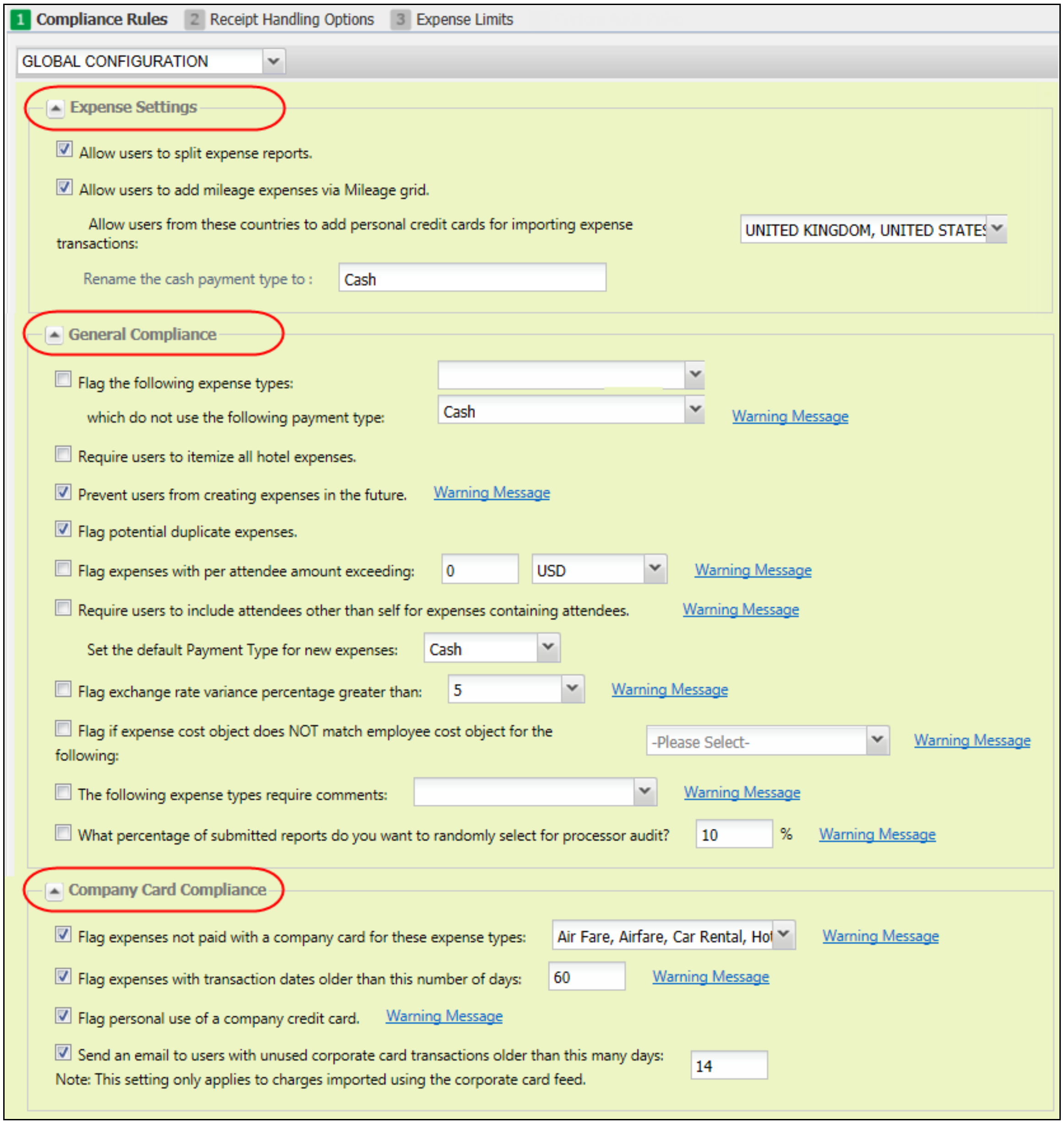
Concur has divided the **Compliance Rules** page into three sections.

BUSINESS PURPOSE/CLIENT BENEFIT

This allows administrators to more easily understand and quickly find settings.

What the Administrator Sees

The sections are **Expense Settings**, **General Compliance**, and **Company Card Compliance**.



Configuration/Feature Activation

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

Payment Types: Added Ability to Rename

Overview

Administrators can rename the *Cash* payment type as seen by users during expense entry. Clients with multiple countries can localize the new name into different languages.

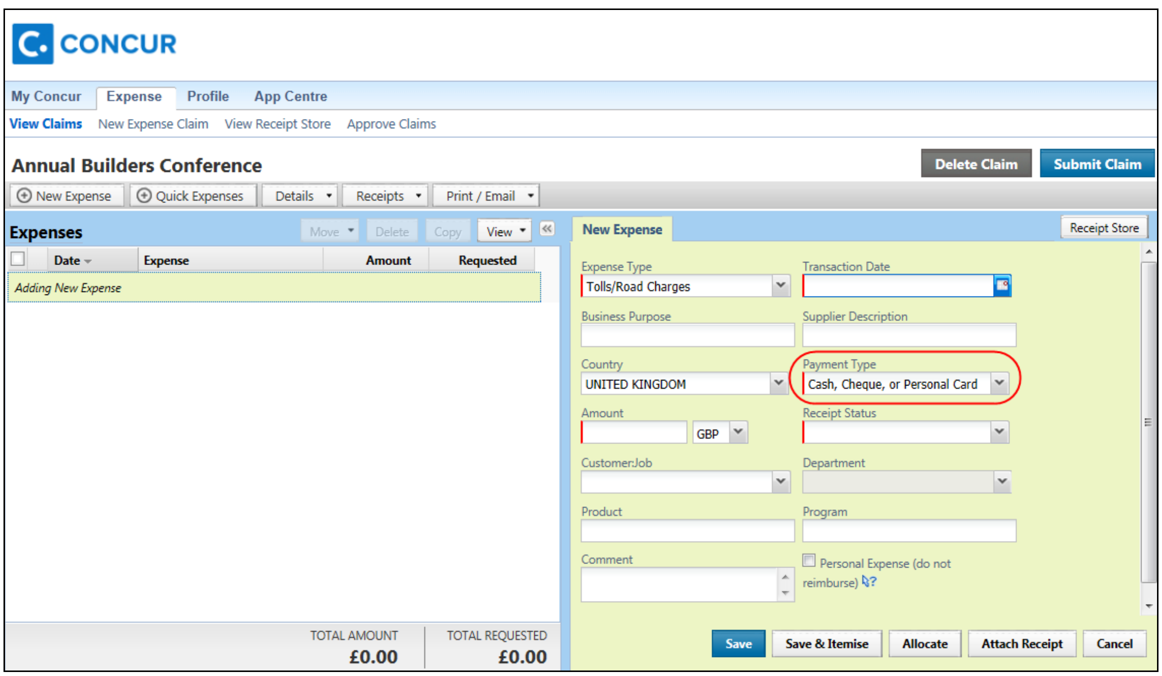
BUSINESS PURPOSE/CLIENT BENEFIT

This allows administrators to replace the accounting term *Cash* (describing the payment type for out of pocket expenses) with a custom label more intuitive to users.

Administrators defining a custom label can also localize that label for different countries. For example, the administrator may want their **US English** users and their **UK English** users to see different values for the *Cash* payment type. The administrator may rename **Cash** to **Cash, Check, or Personal Card** for **US English** users and to **Cash, Cheque, or Personal Card** for **UK English** users.

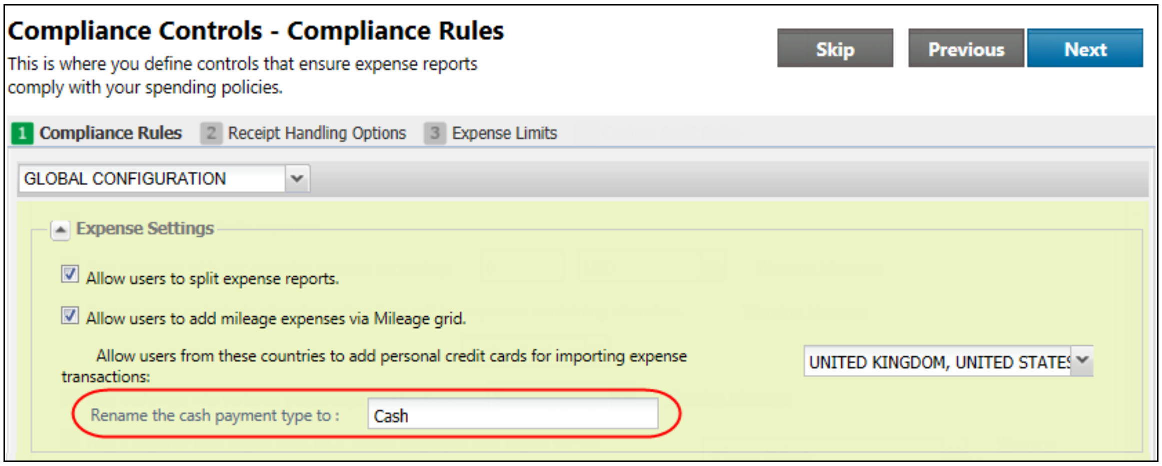
What the User Sees

If the administrator renames the Cash payment type, the new text displays wherever the *Cash* payment type displays in the system.

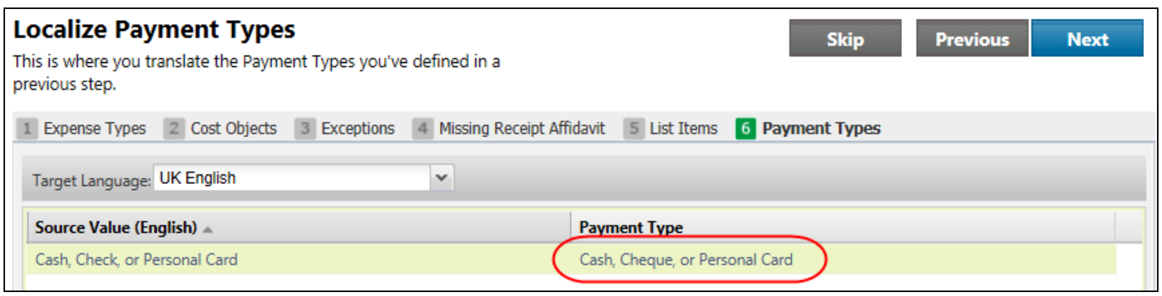


What the Administrator Sees

The **Compliance Rules** page of Setup displays the new setting.



The **Localization** step of Setup has a new page named **Payment Types**.



Configuration/Feature Activation

The administrator renames the Cash payment type on the **Compliance Rules** page of Setup.

To rename the payment type:

1. On the **Compliance Rules** page, enter the custom text in the **Rename the cash payment type to** field.
2. Click **Next**, to save your changes.

NOTE: This will be the default (US English) text for your company. Customize this text for other languages using the **Payment Types** page.

To customize the payment type by country:

1. On the **Payment Types** page (of the **Localization** step of Setup), select the desired target language.
2. Enter the custom text in the **Payment Type** column for the **Source Value (English)** source value.
3. Click **Next**, to save your changes.

Receipt Report: Added Cost Tracking Fields

Overview

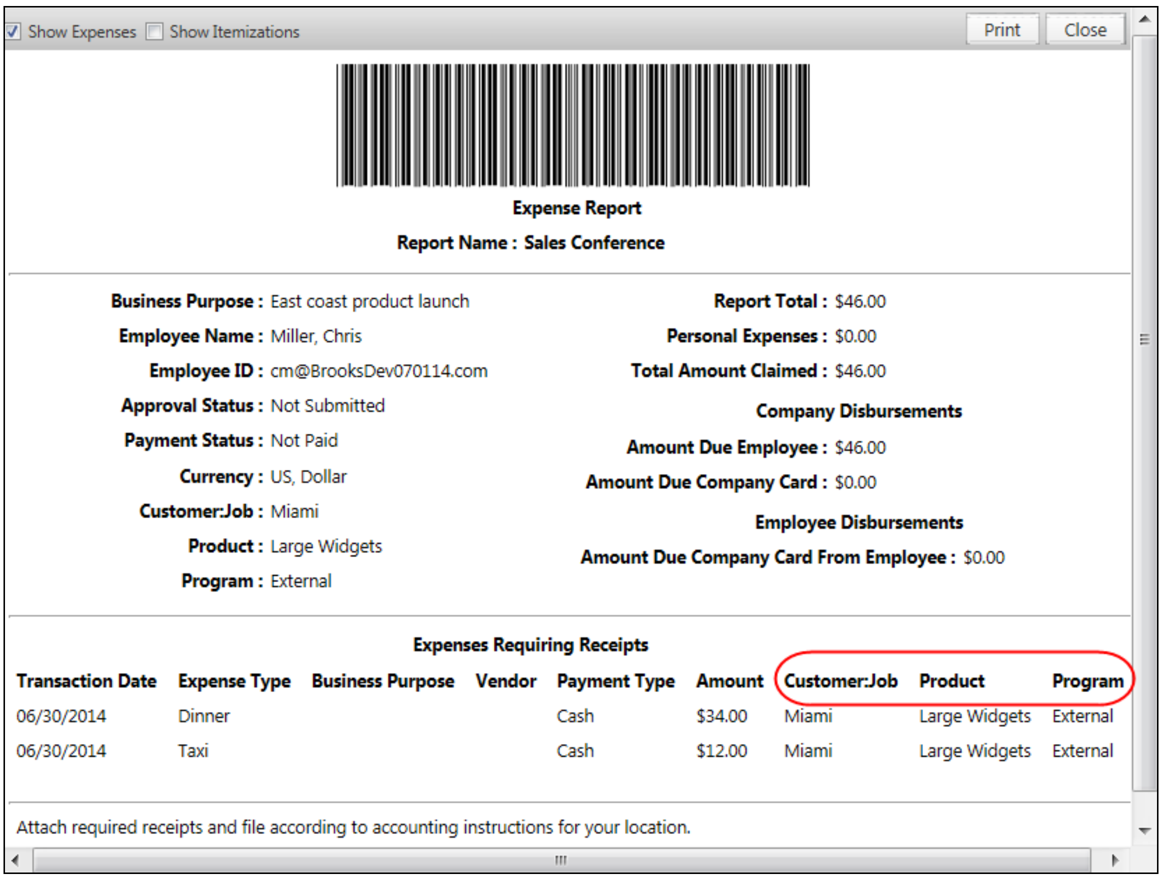
Receipt Reports now display the configured cost tracking fields. Prior to this release, these fields only appeared on Detail Reports for the expense line items.

BUSINESS PURPOSE/CLIENT BENEFIT

This feature facilitates report consistency.

What the User Sees

The user sees the Receipt Report's new layout that includes the configured cost tracking fields, such as **Customer:Job**, **Product**, and **Program**.


Show Expenses Show Itemizations Print Close

Expense Report

Report Name : Sales Conference

Business Purpose : East coast product launch
Employee Name : Miller, Chris
Employee ID : cm@BrooksDev070114.com
Approval Status : Not Submitted
Payment Status : Not Paid
Currency : US, Dollar
Customer:Job : Miami
Product : Large Widgets
Program : External

Report Total : $46.00
Personal Expenses : $0.00
Total Amount Claimed : $46.00

Company Disbursements

Amount Due Employee : $46.00
Amount Due Company Card : $0.00

Employee Disbursements

Amount Due Company Card From Employee : $0.00

Expenses Requiring Receipts

Transaction Date	Expense Type	Business Purpose	Vendor	Payment Type	Amount	Customer:Job	Product	Program
06/30/2014	Dinner			Cash	$34.00	Miami	Large Widgets	External
06/30/2014	Taxi			Cash	$12.00	Miami	Large Widgets	External

Attach required receipts and file according to accounting instructions for your location.

Configuration/Feature Activation

The feature is automatically on; there are no additional configuration or activation steps. Any fields configured on the **Cost Tracking** page of Setup will automatically appear in this report (unless they are specifically hidden on the **Data Entry Details** page of Setup for the Expense Entry level).

User Guide Documentation: Reorganized Presentation

Overview

The *Expense Administration Guide for Concur Standard* is now a larger set of smaller documents. The new set of documentation includes a standalone guide for the available extract fields, and separate guides for the administrative tools (Payment Manager, Company Card Admin, etc.).

BUSINESS PURPOSE / CLIENT BENEFIT

Smaller documents mean users have a faster way to access information. Scanning the new list of document hyperlinks saves time compared to finding a particular section in a larger document.

What the User Sees

Use the **User Guides** link at the top of the landing page to move quickly to the updated list.

Expense User Guides		
Name	*Revised*	*Format*
Change Log	July 11 2014	DOC - PDF
Company Card Admin	July 11 2014	DOC - PDF
Expense Pay	June 13 2014	DOC - PDF
Payment Manager	July 11 2014	DOC - PDF
Pharmaceutical/Medical Device Manufacturers	July 11 2014	DOC - PDF
Process Reports	May 16 2014	DOC - PDF
Reporting	July 11 2014	DOC - PDF
Web Services	July 11 2014	DOC - PDF

Use the **Expense Extract User Guides** link at the top of the landing page to move quickly to the new list.

Expense Extract User Guides		
Name	*Revised*	*Format*
Accounting Extract - Export File	July 11 2014	DOC - PDF
Accounting Extract - Export File for QuickBooks IIF	July 11 2014	DOC - PDF
Pharma/Medical Devices Attendee Extract	July 11 2014	DOC - PDF

Configuration/Feature Activation

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

Approval Time Out: Non-configurable (10 days, approver's approver)

Overview

If a second approver exists, and the first approver does not handle an expense report within 10 days, then the system will automatically forward the expense report to the second approver.

BUSINESS PURPOSE / CLIENT BENEFIT

This functionality keeps expense reports moving through the workflow.

Configuration/Feature Activation

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

Supported Configurations

Microsoft Internet Explorer Version 7.x Retirement Schedule

Overview

Support for the Microsoft Internet Explorer (IE) version 7.0 browser under Concur products will end December of 2014. Clients are strongly advised to plan the update to a newer version of the IE browser if they are currently implementing 7.x as their primary browser.

BACKGROUND

Microsoft ended support for this version of their IE browser in accordance with their product lifecycle program. Concur has continued support to ensure clients could transition to a newer browser in a timely manner.

📖 Refer to *Browser Support* in the *Concur: Supported Configurations* document for more information about supported browsers under Concur products.

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

Refer to *Additional Release Notes and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

Additional Release Notes and Technical Documentation

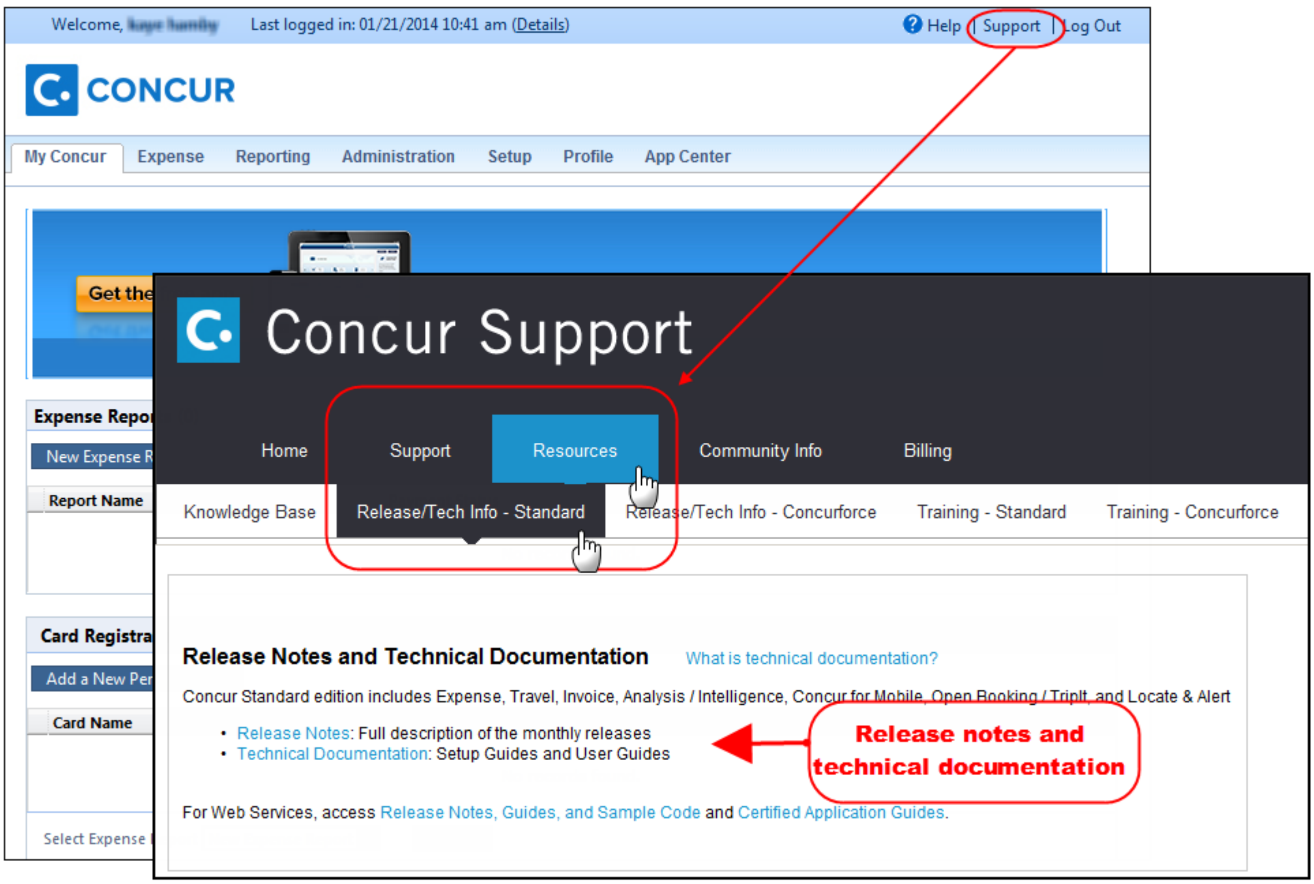
Standard Edition

You can access release notes and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

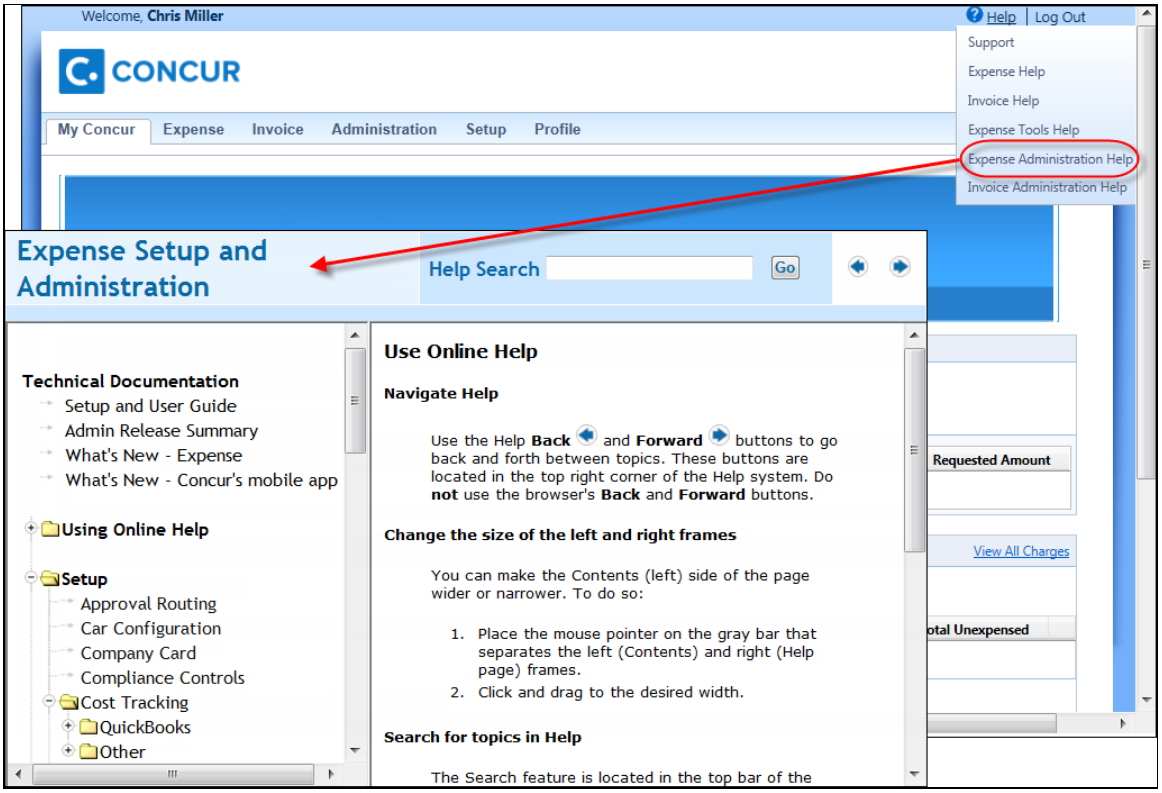
Click **Support**, and then, in the Concur Support Portal, click **Resources**.

Click **Release/Tech Info - Standard** for release notes, technical documents etc.



Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using Help in Concur.



Resolved Issues

Case ID	Description
120907-000952	**Approval Workflow**: After 10 days in the default approving manager's approval queue, the system automatically moves the report on to the approver's approver for approval.

Release Notes **Expense Standard**	
Month	**Audience**
August 2014 Friday, August 22, 11:00 AM PT	Concur Client

Contents

Release Notes

This document contains the release notes for the Expense functionality for Concur Standard Edition. Clients with other products such as Invoice and Travel should review those release notes, located on the Concur Support portal.

Coming Soon The Concur User Experience Evolution

Organizations and their end users are holding their enterprise solutions to higher standards as the requirements of their business change – wanting their enterprise solutions to be intuitive, effortless, integrated, and efficient. Concur is committed to delivering the best Travel, Expense, Invoice, and related solutions for its 20,000+ clients worldwide, and is building a solid foundation that will be leveraged to meet these challenges.

The Concur User Experience Evolution is a key initiative that will accomplish three primary goals.

- Modernize the user experience and increase the usability of Concur applications, while maintaining the ability to apply and enforce company policies
- Implement features and functionality in a manner that provides clients with the maximum benefits for their Travel, Expense, and Invoicing needs, while minimizing change-management impacts
- Allow effortless navigation and access to features for all products on the web and mobile devices

Concur's goal is to continue to enhance the user experience to ensure products meet each client's evolving needs. This, along with technology and competitive influencers, are key inputs to internal strategies and used to inspire innovation. As Concur drives to provide the best solutions for clients, Concur will continue to improve the interface to meet that need. The evolving user experience will start in 2014 and will be ongoing as Concur continues to strive for excellence in partnership with clients.

Specific product lines impacted are:

- Travel (Standard, Professional)
- Expense (Standard, Professional, Small Business)
- Invoice Management (Standard, Professional)
- Request (Professional)
- TripLink

Key features and enhancements are:

- Enhanced Home and Expense pages with effortless navigation and a modern consumer-based application "Look-and-Feel"
- A streamlined travel summary and booking workflow process

- Consistent terminology and iconography – across all product lines including Travel, Expense, and Invoice
- A dashboard design with logical grouping of like functions and tasks to minimize the number of popups or pages required to complete a specified task
- A facts and stats section with key metrics and other helpful information for the user
- Actions, alerts, and notifications that are clearly defined and visible
- Vastly improved smart matching of expenses and receipts as a result of combining key functions on the same page
- Easy access to help, support, and other key resources

Schedule

Implementation of the enhanced user interface (UI) will start for approved early-adopter clients in August 2014. General release is scheduled to begin in October 2014 and will run through early 2015. During this time, general-release clients will be allowed to preview the enhanced interface and related changes.

There will be two options available for users to become familiar with the enhanced UI and introduce it in the company:

- By Administrator
- For the entire company

NOTE: As the availability period approaches, you will receive more information (and screen samples) about how these tasks are completed.

By Admin

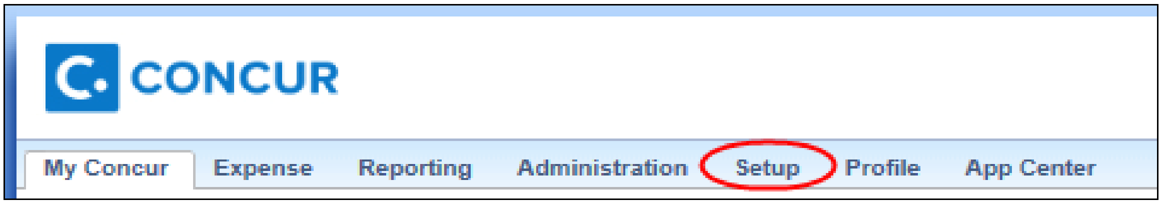
The administrator can individually toggle between the current interface and the enhanced UI for his/her own work session. Only that administrator sees the enhanced UI; no other users are impacted. This way, the administrator can learn about the changes before enabling it for other users.

Entire Company

The administrator can turn on the enhanced UI of all users and will also be able to revert back to the prior UI if necessary.

WHO CAN DO THIS?

The administrator will be able to enable the enhanced UI for himself/herself or for the company.



⚠ IMPORTANT!
If your company has multiple administrator and multiple Concur products, be aware that coordination is required among the admin team to ensure all are ready to switch the company to the enhanced user interface.

Resources

Here is a link for a quick look:
https://www.concur.com/en-us/introducing-concur-user-experience-updates

NOTE: In the sneak peek, it says that the enhanced UI can be piloted by the admin, selected users/groups, and the whole company. For Standard Edition clients, this option applies to the admin and the whole company – not selected users/groups.

Clients can look at the new user interface, read about some of the changes and how these changes impact their business, and provide feedback.

Later, Concur will provide additional communications, webinars, videos, and messaging. Clients can also leverage standard support channels as well as social media to stay informed and provide feedback.

Approval Time Out: Now Configurable

Overview

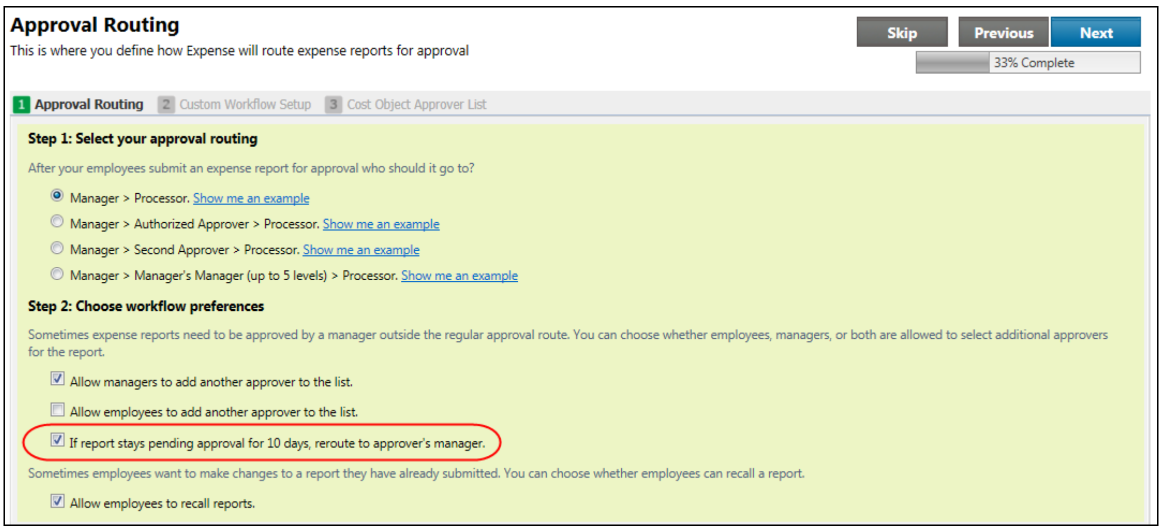
Administrators can turn off the approval timeout feature for Expense.

BUSINESS PURPOSE/CLIENT BENEFIT

When this feature is disabled, the system does not impose a time limit on approvers to review pending expense reports.

What the Administrator Sees

The **Approval Routing** page displays the new setting.



Refer to *Expense: Approval Routing Setup Guide for Concur Standard Edition* for more information.

Configuration/Feature Activation

The approval time out feature is automatically on.

To turn off the approval time out:

On the **Approval Routing** page, clear (disable) the **If report stays pending approval for 10 days, reroute to approver's manager** check box.

Credit Cards: Added New Card Programs

Overview

Two new credit card programs are available in Setup when configuring automatic data feeds from your bank(s).

- Bankers Trust (VISA)
- Randolph-Brooks Federal Credit Union (MasterCard)

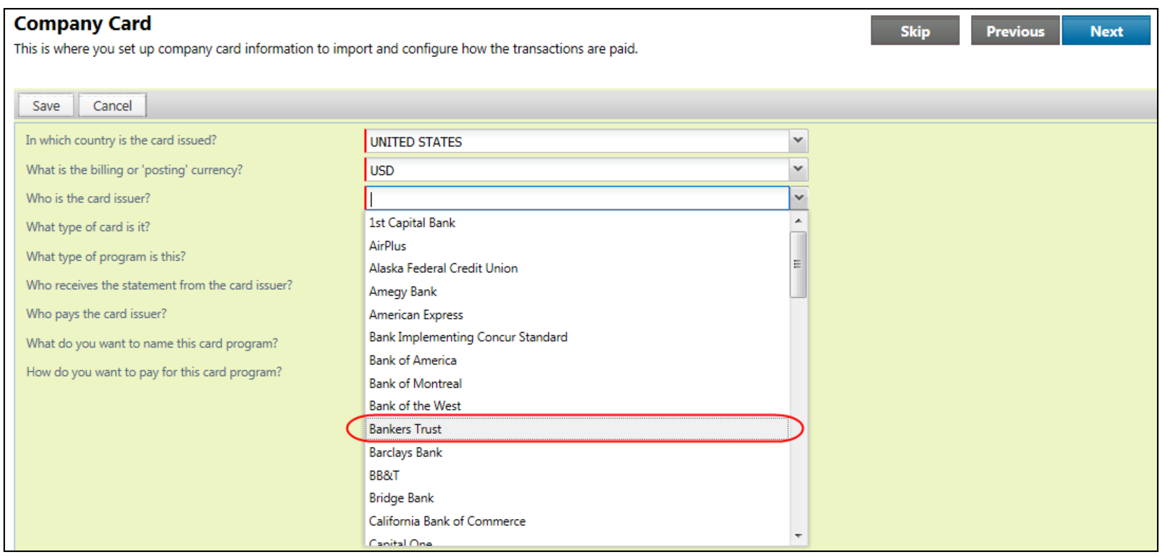
BUSINESS PURPOSE/CLIENT BENEFIT

Additional automated options expedite processing of credit card expenses.

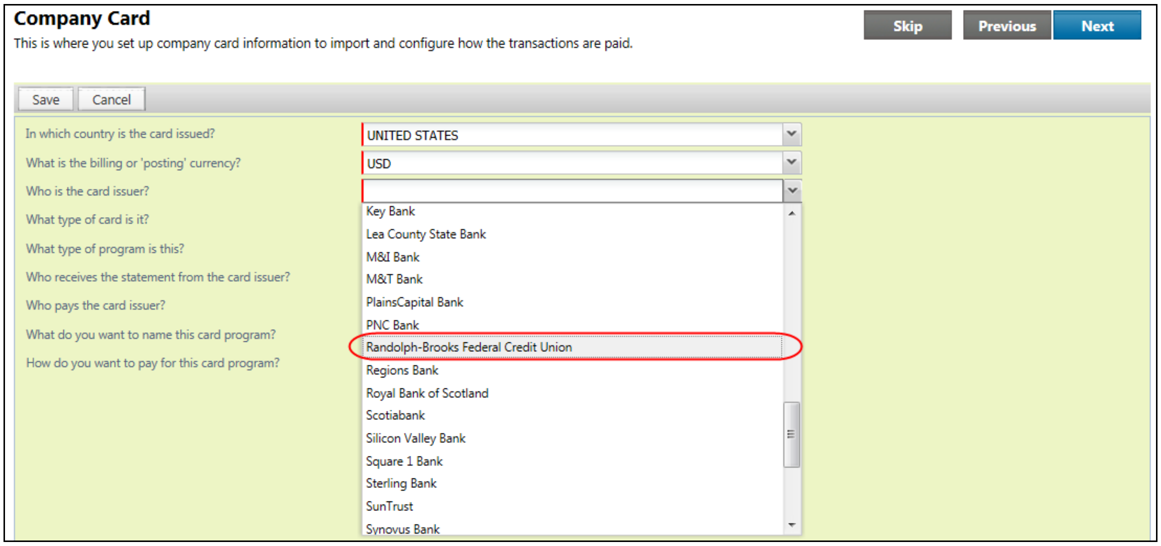
What the Administrator Sees

The **Company Card** page has new choices in the **Who is the card issuer** list.

Banker's Trust (VISA):



Randolph-Brooks Federal Credit Union (MasterCard):



Configuration/Feature Activation

The **Company Card** page automatically lists the new issuers; there are no additional configuration or activation steps.

The procedure for adding new cards has not changed.

Refer to *Expense: Company Card Setup Guide for Concur Standard Edition* for more information.

Compliance Rules: Added General Compliance Settings

Overview

Two general compliance settings are now configurable by company Admins:

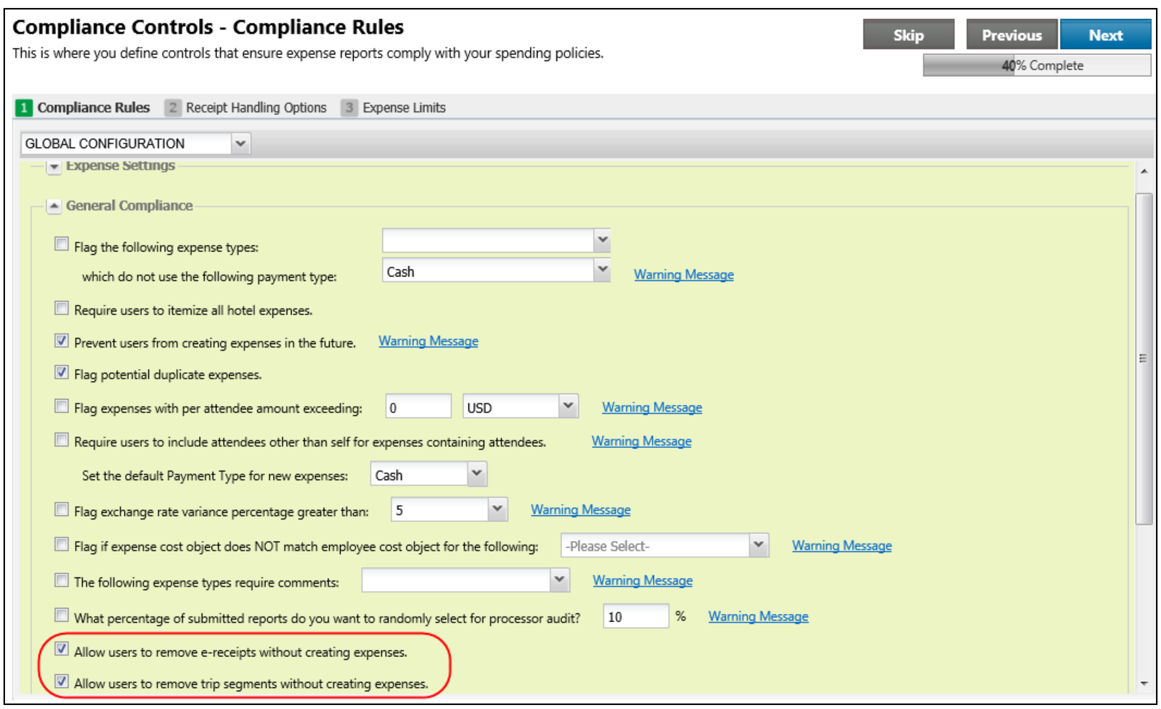
- Allow users to remove e-receipts without creating expenses
- Allow users to remove trip segments without creating expenses

Business Purpose/Client Benefit

Administrators can now prevent users from removing e-receipts and/or trip segments without using them in an expense report.

What the Administrator Sees

The **Compliance Controls – Compliance Rules** page displays the new check boxes.



Configuration/Feature Activation

These settings are automatically on; there are no additional configuration or activation steps.

To prevent removal of unused e-receipts:

On the **Compliance Controls – Compliance Rules** page, clear (disable) the **Allow users to remove e-receipts without creating expenses** check box.

To prevent removal of unused trip segments:

On the **Compliance Controls – Compliance Rules** page, clear (disable) the **Allow users to remove trip segments without creating expenses** check box.

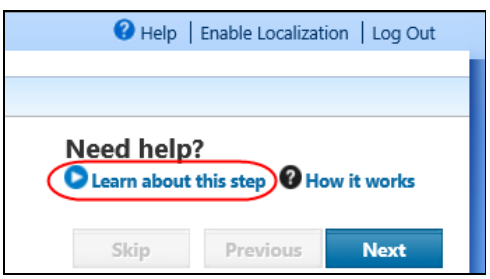
Training Video: Added to Setup Wizard

Overview

The **Travel Allowance** page now has a link to a training video from Learning Services.

What the Administrator Sees

The video is available from a **Learn about this step** link on the **Travel Allowance** page of Setup.



Configuration/Feature Activation

This link is automatically displayed; there are no additional configuration or activation steps.

Receipt Report: Added Grid Lines

Overview

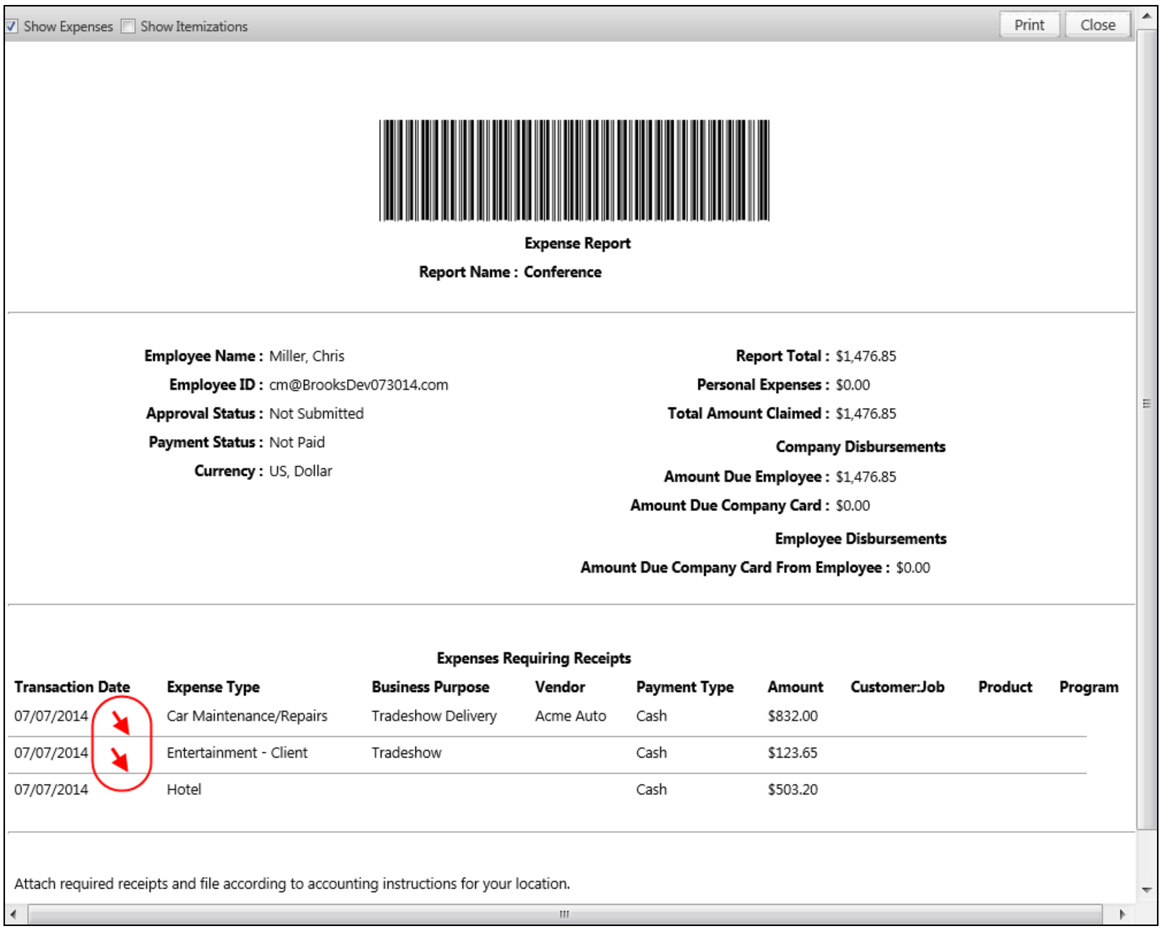
Lines have been added between the rows on the Receipt Report.

BUSINESS PURPOSE/CLIENT BENEFIT

The Receipt Report is easier to read.

What the User Sees

The Receipt Report displays grid lines between the rows of transactions.



Configuration/Feature Activation

This functionality is automatically on; there are no additional configuration or activation steps.

New Site Timeout Warning

Overview

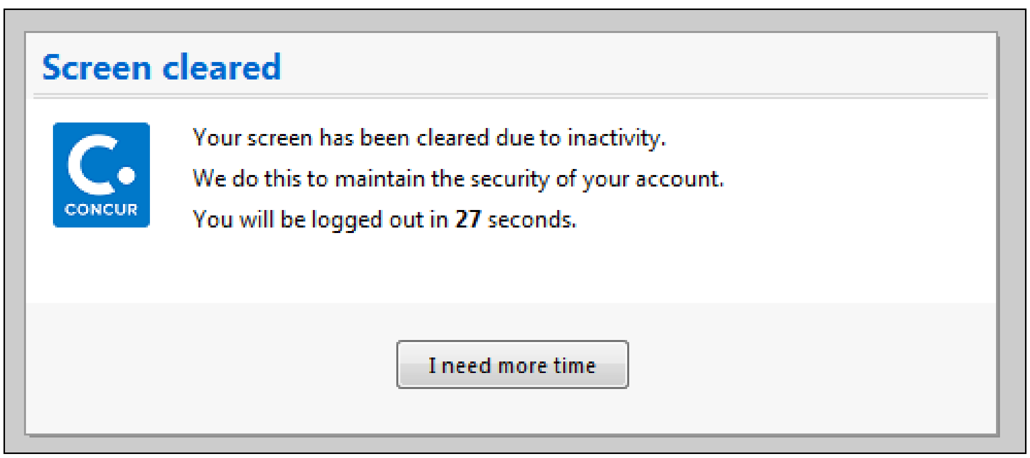
Concur now displays a new popup that allows a user to extend their session when a time-out is imminent.

This feature does not change any existing session timeout settings- it simply adds a new warning dialog in place of the existing page when the timeout is approaching that allows the user to request more time.

User/Customer Benefit

People with disabilities such as vision or dexterity impairments, or cognitive limitations may require more time to read content or to perform functions such as filling out online forms. If Web functions are time-dependent, it will be difficult for some users to perform the required action before a time limit occurs. This may render the service inaccessible to them. This feature allows the users to request additional time to complete their actions.

What the User Sees



If the user clicks **I need more time** within the allowed time interval, they will resume their Concur session, with the session timeout countdown restarted.

If the user does not take action before the timeout interval, the user will be logged out of the system and returned to the login page. Companies configured to use Single Sign On (SSO) will return to the company-defined timeout page for their company.

NOTE: The timeout period is configured by client, and can range between 30-120 minutes. The popup appears halfway through the timeout period, and remains up until the session timeout period completes.

Configuration/Feature Activation

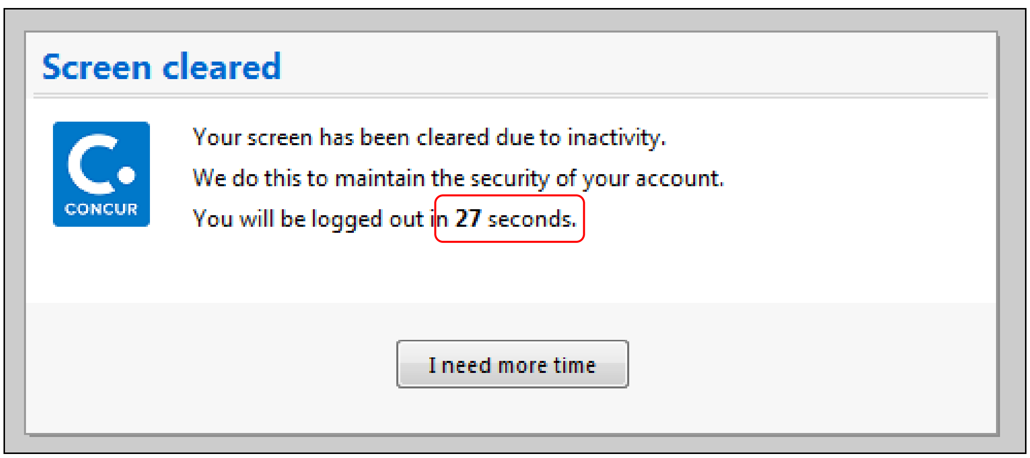
The feature is automatically on; there are no additional configuration or activation steps required.

Optional Configuration Setting

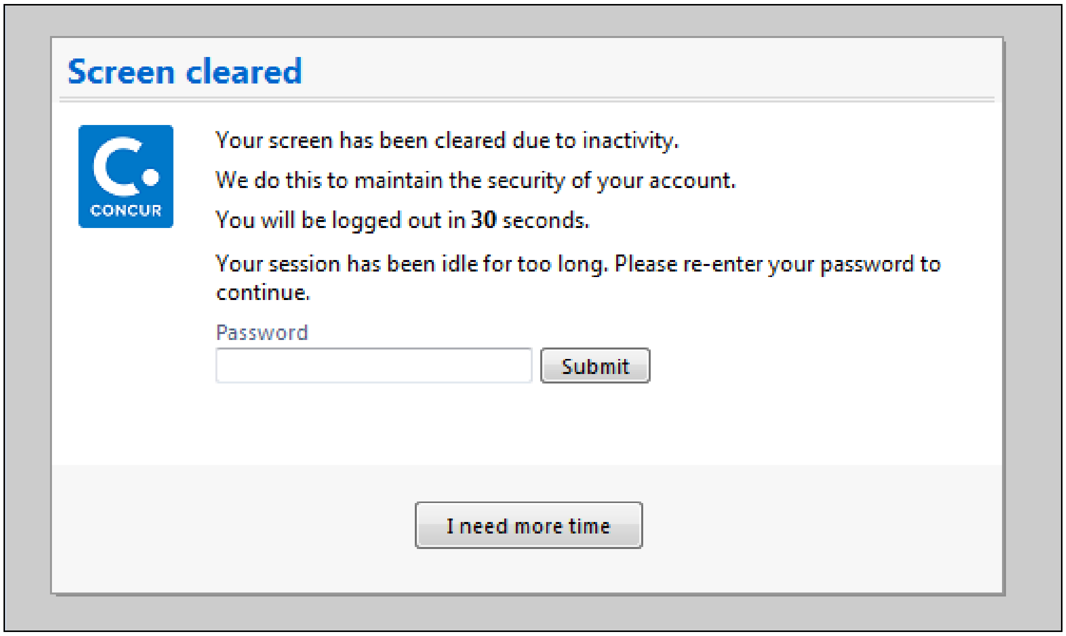
NOTE: This setting is configured by Concur. Contact Concur Client Services to update this setting for your company.

A company may optionally elect to enable an additional layer of security. A new idle time setting defines the period of time from the appearance of this dialog that the user has to click **I need more time** on the timeout dialog independently from the full session timeout.

NOTE: This setting is not recommended for clients with SSO. If users are not familiar with their login passwords, the company should not enable this setting.



When this time is exceeded without the user clicking the **I need more time** button, the account will be locked and the user will see a password entry field to allow re-authentication from the current dialog.



The user must re-enter his/her password and click **Submit** to unlock the account and re-activate the session. Users who require additional time to complete entry of their password may click **I need more time** to extend the time permitted to accomplish this re-activation task.

The user may make three attempts to correctly enter their password and re-activate the session; after the third unsuccessful attempt the user is logged out

If this re-authentication occurs before the session timeout interval expires, then the session will be restored. If the session times out, then the user is returned to the login page.

Netherlands Company Car: New

Overview

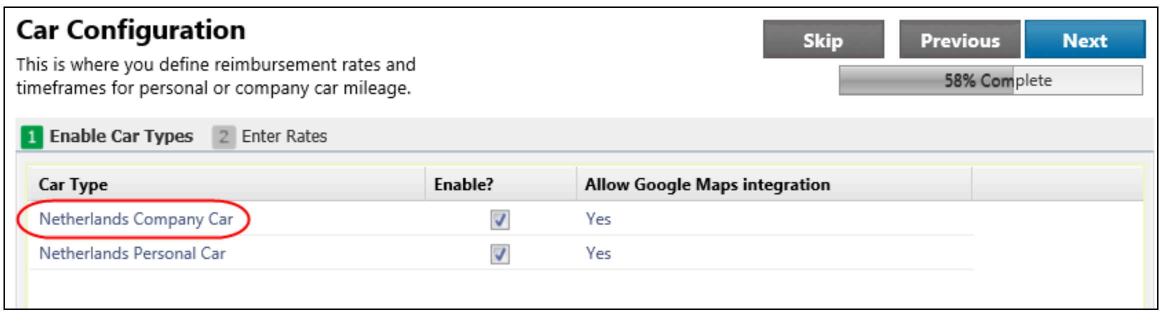
The **Car Configuration** page in Setup now has company car settings. Administrators can configure reimbursement rates, additional passenger rates, and personal rates for company cars in Holland.

Business Purpose/Client Benefit

Administrators now have the ability to reimburse company car mileage for The Netherlands.

What the Administrator Sees

The **Enable Car Types** page displays the new **Netherlands Company Car** type.



The Enter Rates page displays a new tab, **Company Car Rates**.

NOTE: By default, this feature is enabled with a rate of 0 EUR.

Configuration/Feature Activation

This functionality is automatically displayed; there are no additional configuration or activation steps.

Supported Configurations

Internet Explorer 7 – To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with [WCAG 2.0 AA] from the World Wide Web Consortium (W3C) and [Section 508 of the US Rehabilitation Act of 1973]
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

The first step in the process is to evolve the user experience with a focus on a redesigned interface and foundational changes in key areas of functionality. We will be delivering a redesigned, modern user interface for all products on http://www.concursolutions.com:

- Modern consumer based application look-and-feel that will be applied across all products
- Consistent terminology, iconography, and interaction across web and mobile applications
- Dashboard design with grouping of like functions and tasks and positioning key steps needed to complete a process at logical locations on the page

This refresh takes advantage of the most recent web browser technologies to provide users with a premium user experience. *As a result, IE 7 will no longer be a supported browser for users when they are transitioned to the new user interface;* ***for the best user experience, Concur recommends IE 10 or higher, as well as Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher****.*

What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads: *Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT Department to determine when and how to upgrade.*

Users can click **Close** on any page to get more space, but it will appear again on every subsequent page.

Configuration / Feature Activation

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

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

Refer to *Additional Release Notes and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

Additional Release Notes and Technical Documentation

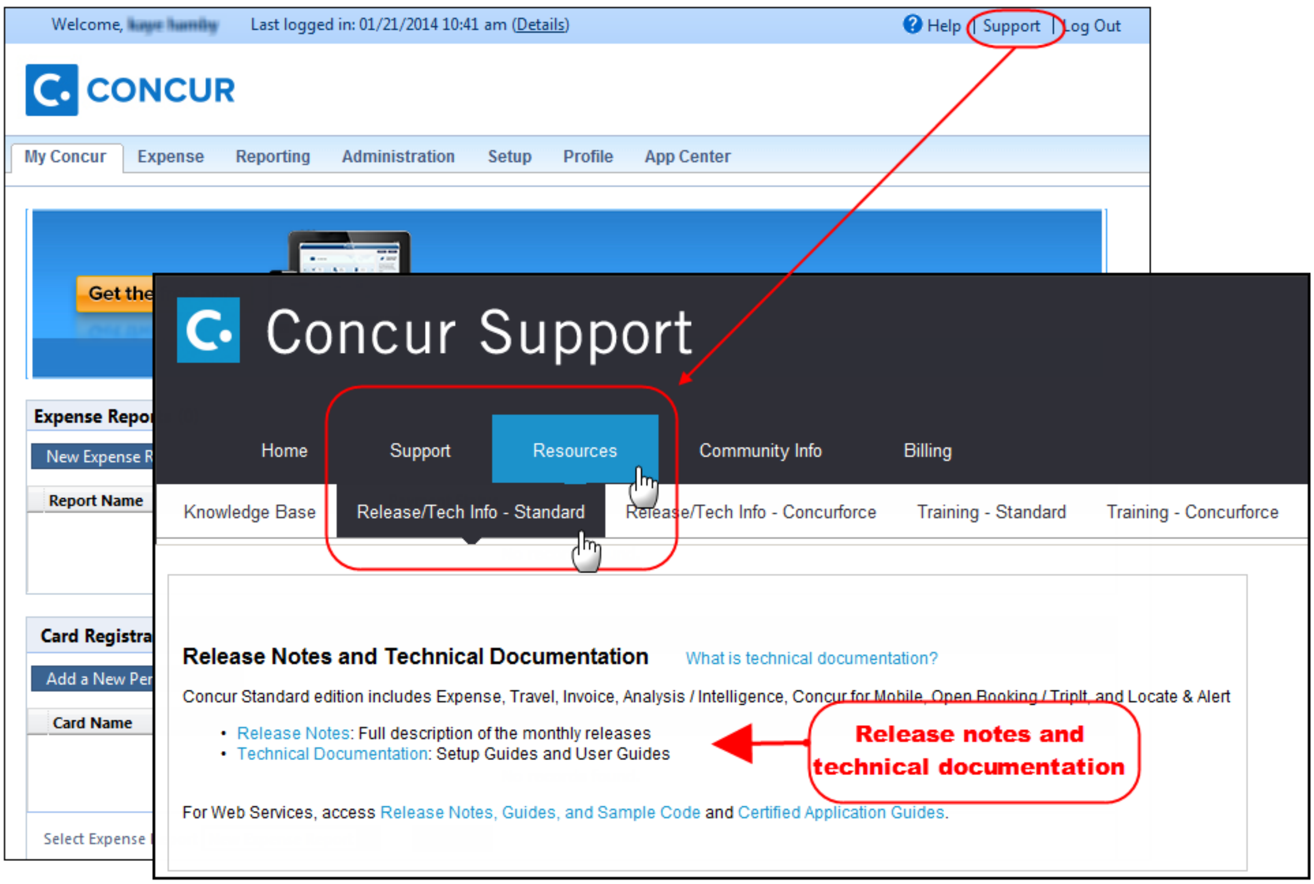
Standard Edition

You can access release notes and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

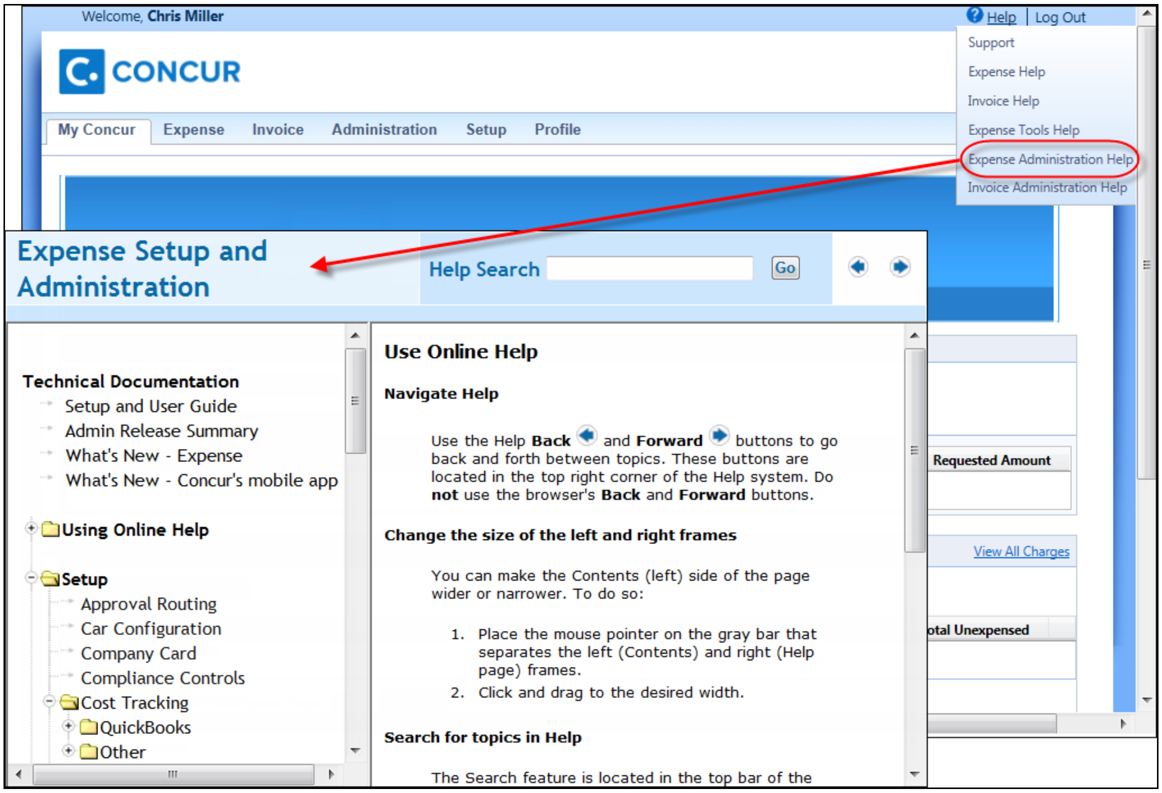
Click **Support**, and then, in the Concur Support Portal, click **Resources**.

Click **Release/Tech Info - Standard** for release notes, technical documents etc.



Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using Help in Concur.



Resolved Issues

Case ID	Description
05042088	The system message is clarified and reads, "You cannot copy this report because a different expense policy has come into effect since you created it. Please create a new report.”

Release Notes **Expense Standard**	
Month	**Audience**
September 2014 Thursday September 11, 5:00 PM PT	Concur Client FINAL

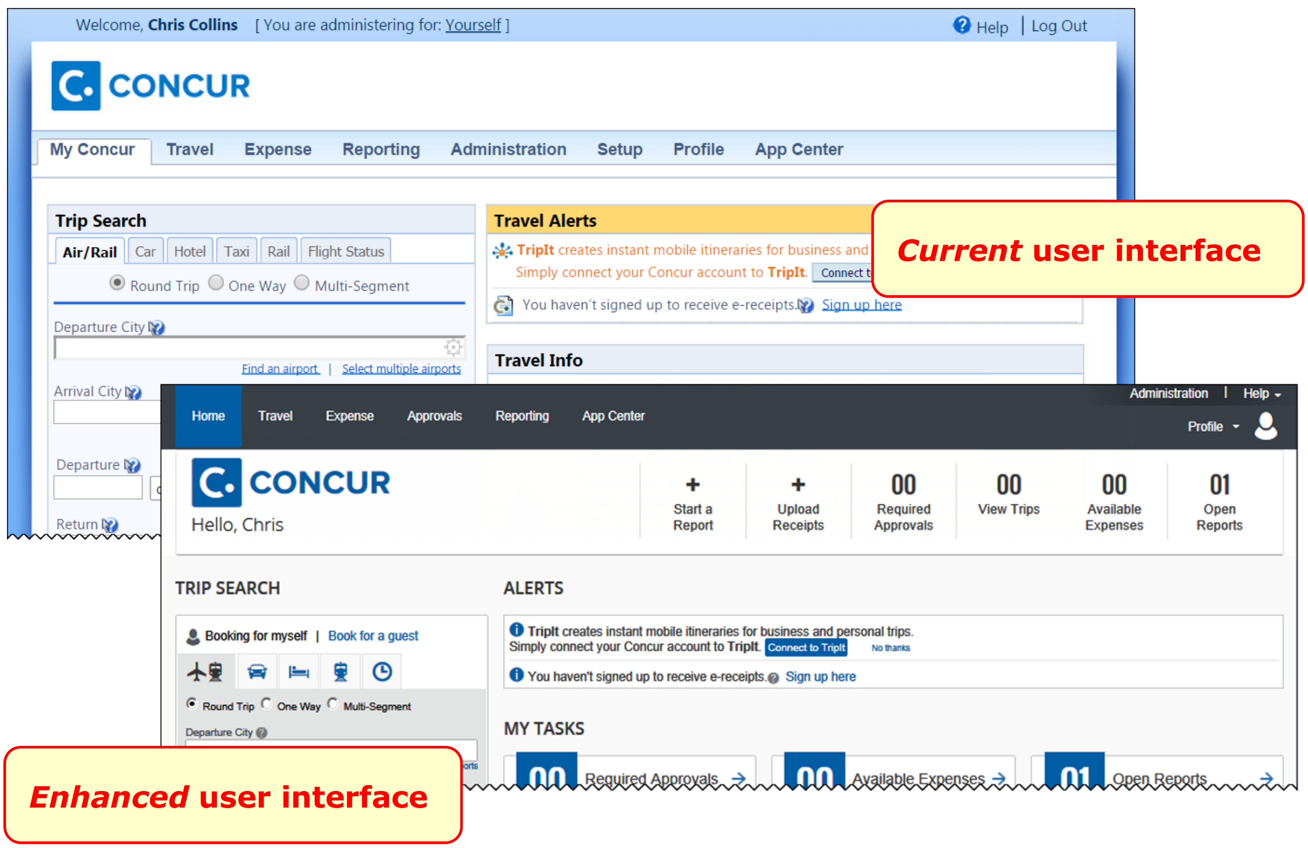
Contents

Release Notes

This document contains the release notes for the Expense functionality for Concur Standard Edition. Clients with other products such as Invoice and Travel should review those release notes, located on the Concur Support portal.

Two User Interfaces – Enhanced UI

In October, the transition from the *current* user interface to the *enhanced* user interface will begin.



As described previously in the monthly release notes, the enhanced UI brings some long-awaited usability enhancements – some are significant (perhaps involving navigation changes) while others are minor (involving only look-and-feel).

Getting Ready – Transition Guides

Two guides are available to help you and your users understand the enhancements. The "highlights" guide (about 13 pages) is designed for end users and describes the most significant changes that impact them. The "comprehensive" guide (about 70 pages) is designed for admins. It describes:

- The steps required ***before*** transitioning to the enhanced UI
- The preview period for the admin and for the entire company
- All of the enhancements – both significant and minor

To help with your training needs, you can provide the guides to your admins and/or end users "as is" – or you use any or all of either guide to create your own training materials – or you can cut, copy, paste, delete or otherwise edit either guide at will.

Access the guides here:
http://www.concurtraining.com/customers/tech_pubs/GW/_TransGuidesStd.htm

Release Notes – Sample Screens and Menu Navigation

For screen samples, the monthly release notes may show the *current* UI, the *enhanced* UI, or both. Over time, all screen samples will appear only in the *enhanced* UI.

In those cases where the menu navigation is different, we will provide both sets of steps. Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
   – or –
   In the *enhanced* UI, click **Profile** > **Profile Settings** > **Other Settings** (left menu).

Credit Cards: Added New Card Programs

Overview

Six new credit card programs are available in Setup when configuring automatic data feeds from your bank(s).

- BBVA
- First Tennessee Bank
- Hancock Bank
- MB Financial Bank
- ServisFirst Bank
- Veridian Credit Union

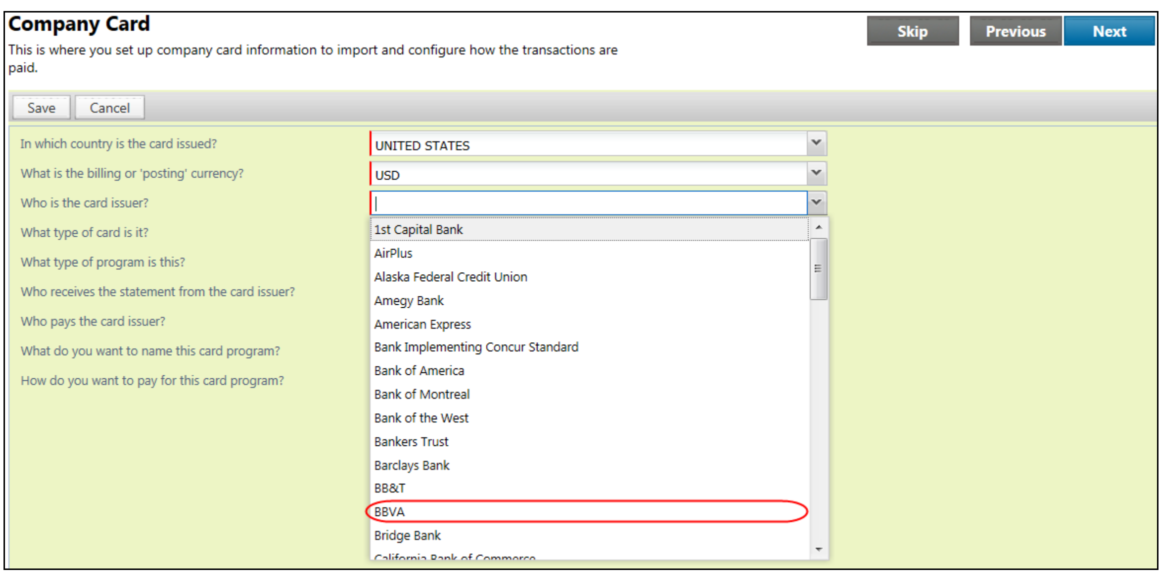
Business Purpose/Client Benefit

Additional automated options expedite processing of credit card expenses.

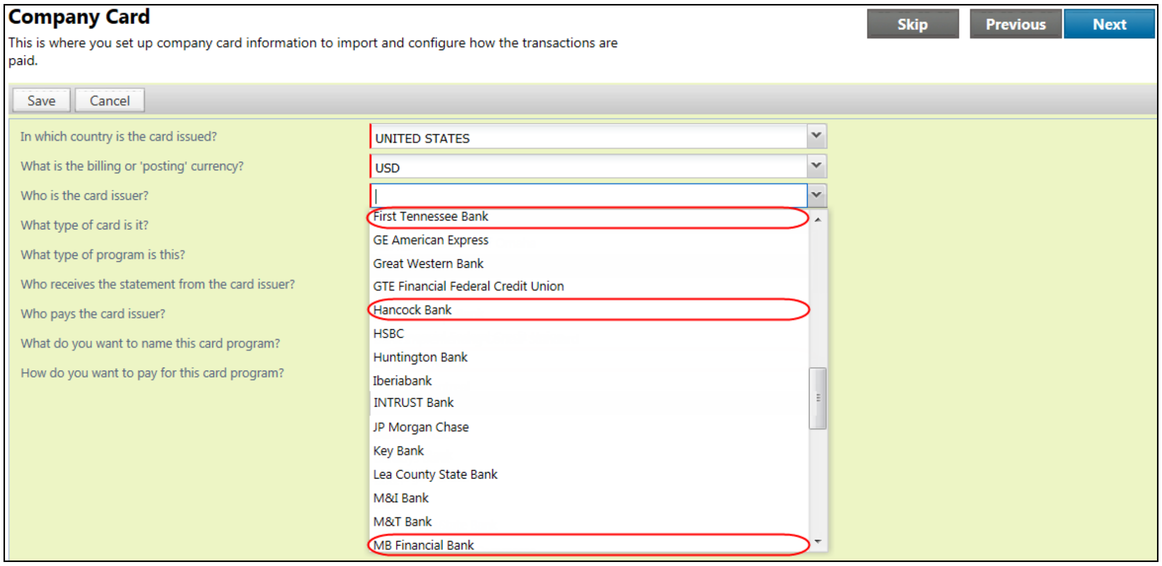
What the Administrator Sees

The **Company Card** page has new choices in the **Who is the card issuer** list.

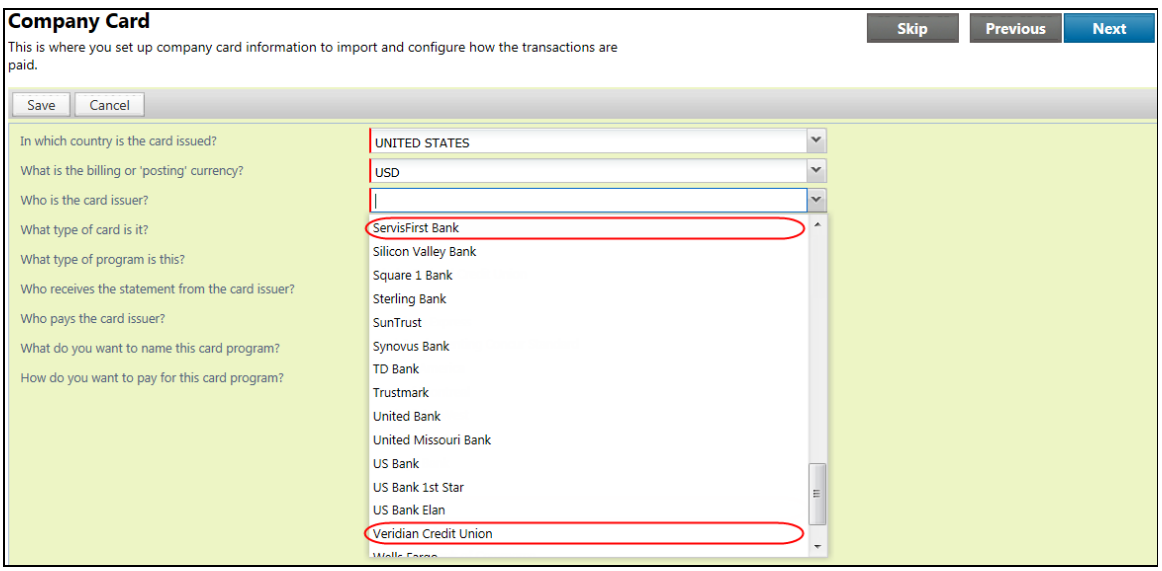
BBVA:



First Tennessee Bank, Hancock Bank, and MB Financial Bank:



ServisFirst Bank and Veridian Credit Union:



Configuration/Feature Activation

The **Company Card** page automatically lists the new issuers; there are no additional configuration or activation steps.

The procedure for adding new cards has not changed.

Refer to *Expense: Company Card Setup Guide for Concur Standard Edition* for more information.

JPT Route Search: Displays Hour(s) and Minutes, Not Just Minutes

Overview

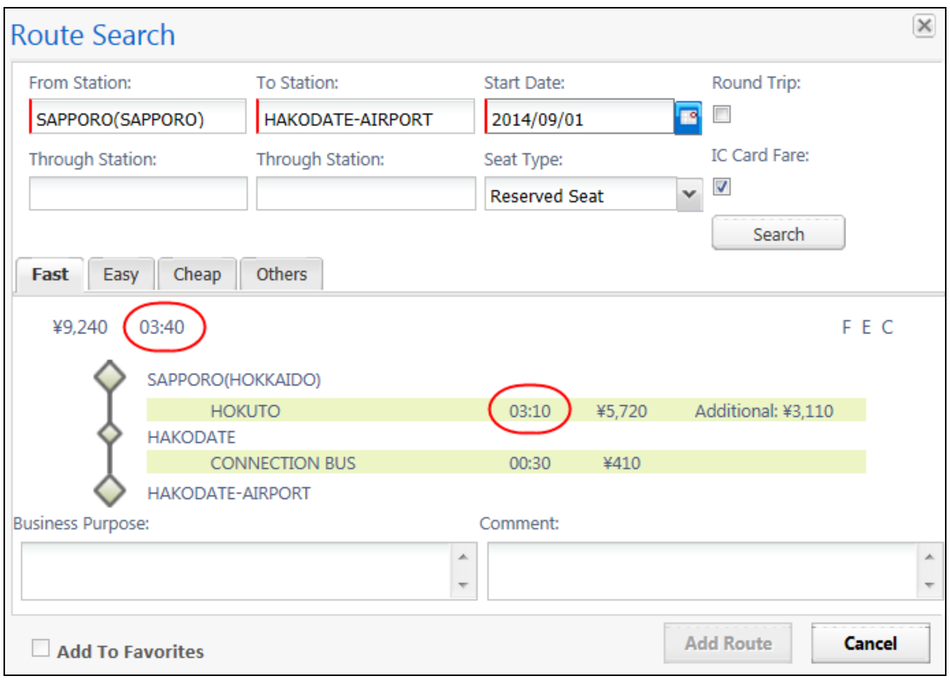
The Japan Public Transportation (JPT) route search results now display time in hours and minutes.

BUSINESS PURPOSE/CLIENT BENEFIT

The format is easier to read and is consistent with the current Jorudan standard.

What the User Sees

The **Route Search** window shows hours and minutes. For example, the travel time from Sapporo to Hokadate totals 3 hours and 40 minutes. Of that total travel time, three hours and ten minutes is by rail and 30 minutes is by bus.



Configuration/Feature Activation

The **Route Search** window automatically displays time in the new format; there are no additional configuration or activation steps.

The procedure for searching for a route has not changed.

VAT Updates

UK: New Diesel Fuel Rates

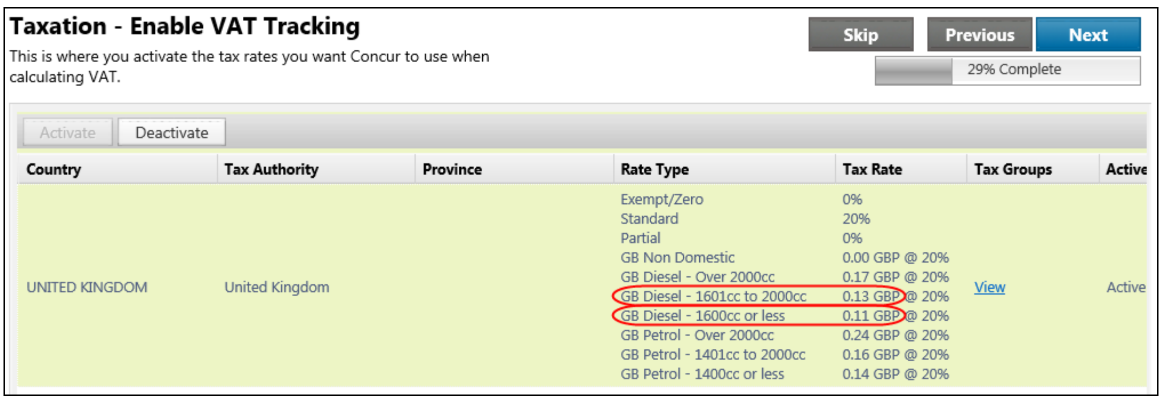
Overview

Her Majesty's Revenue and Customs (HMRC) announced two Advisory Fuel Rates (AFRs) changes for diesel engines.

- For an engine size of 1600cc or less, the fuel rate has decreased from 12p to 11p per mile.
- For an engine size of 1601cc to 2000cc, the fuel rate has decreased from 14p to 13p per mile.

What the Administrator Sees

New rates display on the **Taxation – Enable VAT Tracking** page of Setup.



Taxation - Enable VAT Tracking

This is where you activate the tax rates you want Concur to use when calculating VAT.

Skip | Previous | Next

29% Complete

Activate | Deactivate

Country	Tax Authority	Province	Rate Type	Tax Rate	Tax Groups	Active
UNITED KINGDOM	United Kingdom		Exempt/Zero Standard Partial GB Non Domestic GB Diesel - Over 2000cc GB Diesel - 1601cc to 2000cc GB Diesel - 1600cc or less GB Petrol - Over 2000cc GB Petrol - 1401cc to 2000cc GB Petrol - 1400cc or less	0% 20% 0% 0.00 GBP @ 20% 0.17 GBP @ 20% 0.13 GBP @ 20% 0.11 GBP @ 20% 0.24 GBP @ 20% 0.16 GBP @ 20% 0.14 GBP @ 20%	View	Active

Configuration/Feature Activation

For new clients, Concur automatically defines **VAT** calculations; there are no additional configuration or activation steps.

NOTE: Any existing clients will need to make the change themselves as expense type tax group mapping is managed by clients.

Supported Configurations

Internet Explorer 7 – To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

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- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

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- Dashboard design with grouping of like functions and tasks and positioning key steps needed to complete a process at logical locations on the page

This refresh takes advantage of the most recent web browser technologies to provide users with a premium user experience. *As a result, IE 7 will no longer be a supported browser for users when they are transitioned to the new user interface;* ***for the best user experience, Concur recommends IE 10 or higher, as well as Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher****.*

What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads: *Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT Department to determine when and how to upgrade.*

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Configuration / Feature Activation

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

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

Refer to *Additional Release Notes and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

Additional Release Notes and Technical Documentation

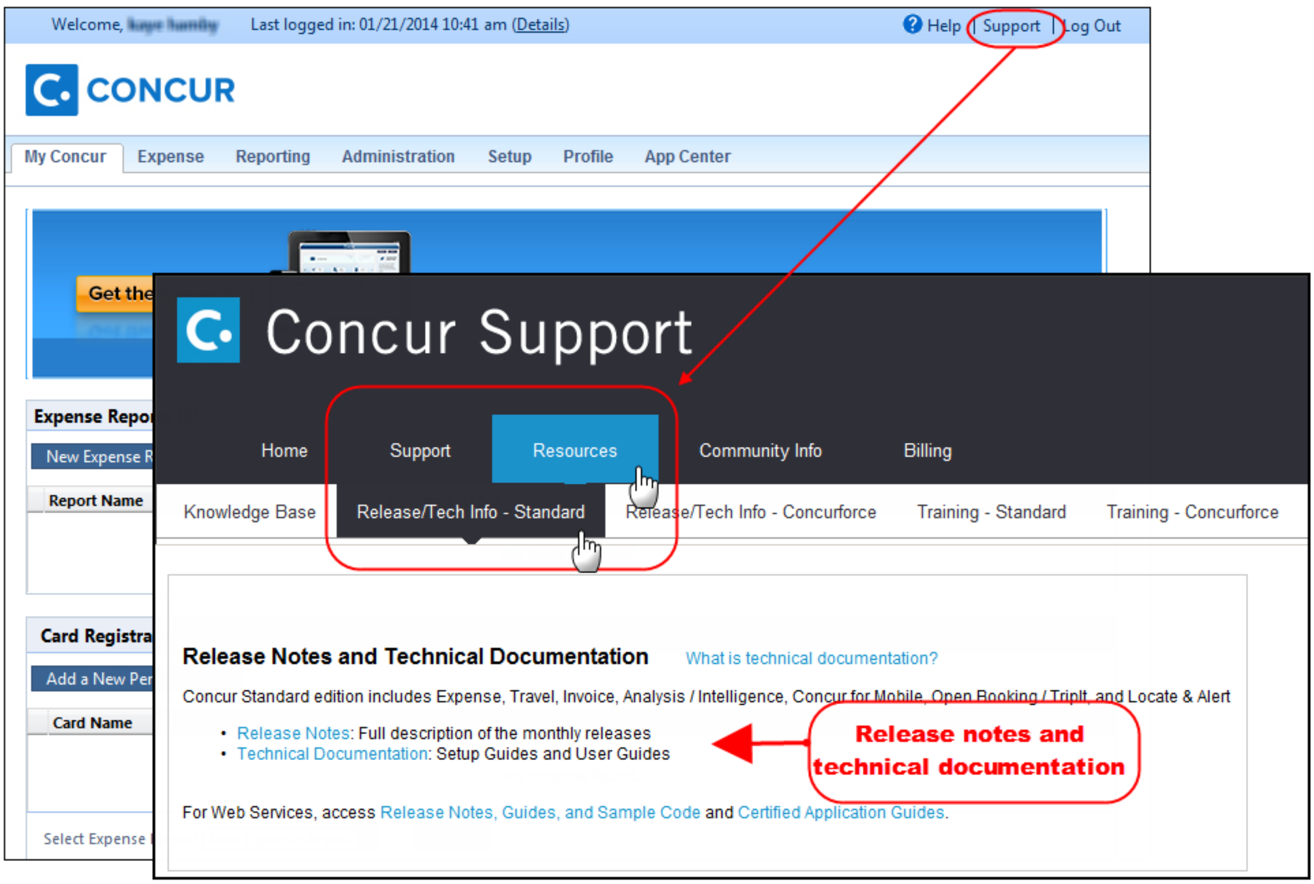
Standard Edition

You can access release notes and other technical documentation on the Concur Support Portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

Click **Support**, and then, in the Concur Support Portal, click **Resources**.

Click **Release/Tech Info - Standard** for release notes, technical documents etc.



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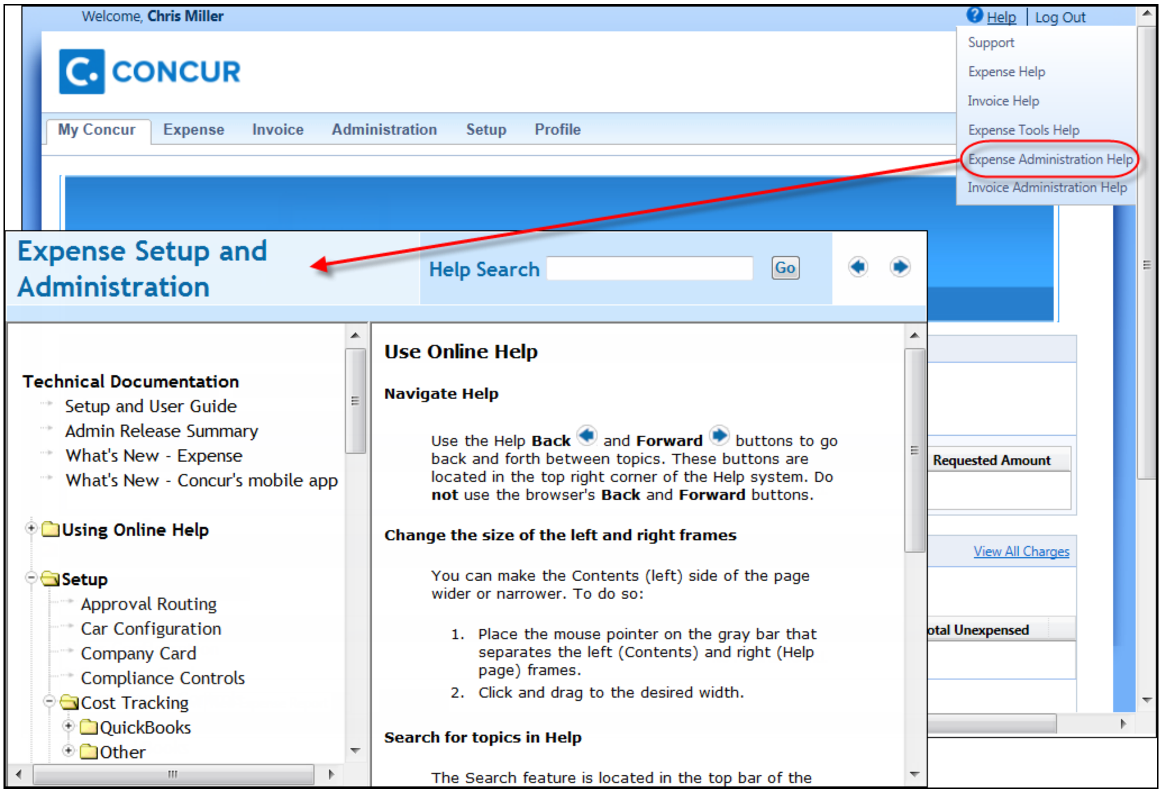
Users with an admin role can access release notes, technical documents, and other resources using Help in Concur.



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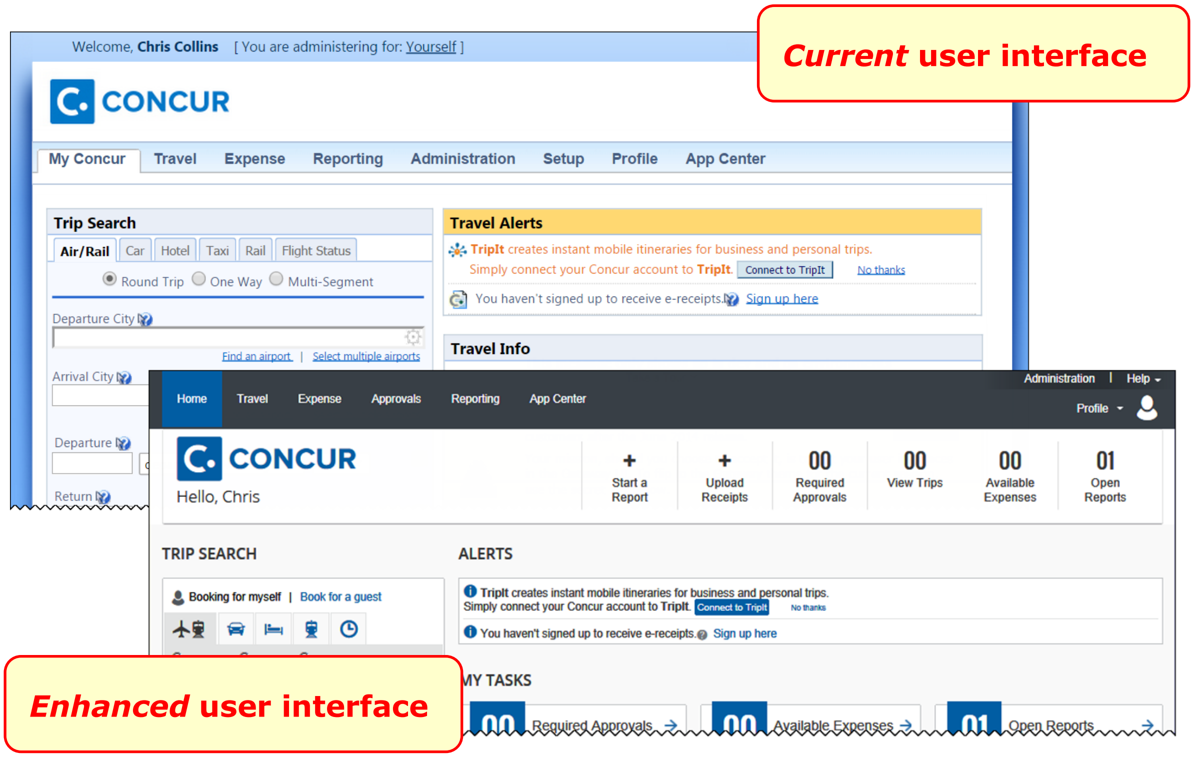
October 2014 Initial Post: Friday, Oct 17, 10:00 AM PT	Concur Client FINAL

Contents

Two User Interfaces – Enhanced UI

In October, the transition from the *current* user interface to the *enhanced* user interface will begin.



As described previously in the monthly release notes, the enhanced UI brings some long-awaited usability enhancements; some are significant (perhaps involving navigation changes) while others are minor (involving only look-and-feel).

Getting Ready: Transition Guides

Two guides are available to help you and your users understand the enhancements. The "highlights" guide (about 13 pages) is designed for end users and describes the most significant changes that impact them. The "comprehensive" guide (about 70 pages) is designed for admins. It describes:

- The steps required *before* transitioning to the enhanced UI
- The preview period for the admin and for the entire company
- All of the enhancements—both significant and minor

To help with your training needs, you can provide the guides to your admins and/or end users "as is," use any or all of either guide to create your own training materials, or you can cut, copy, paste, delete or otherwise edit either guide at will.

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http://www.concurtraining.com/customers/tech_pubs/GW/_TransGuidesStd.htm

Release Notes: Sample Screens and Menu Navigation

For screen samples, the monthly release notes may show the *current* UI, the *enhanced* UI, or both. Over time, all screen samples will appear only in the *enhanced* UI.

In those cases where the menu navigation is different, we will provide both sets of steps.

Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
   – or –
   In the *enhanced* UI, click **Profile** > **Profile Settings** > **Other Settings** (left menu).

Preview Options

Overview

Concur has provided several options for users to become familiar with the enhanced UI and introduce it in the company during the preview period. The enhanced UI may be activated:

- For the individual admin: This provides the administration team time to familiarize themselves with the change and to update any documentation or training materials before their users are exposed to the change.
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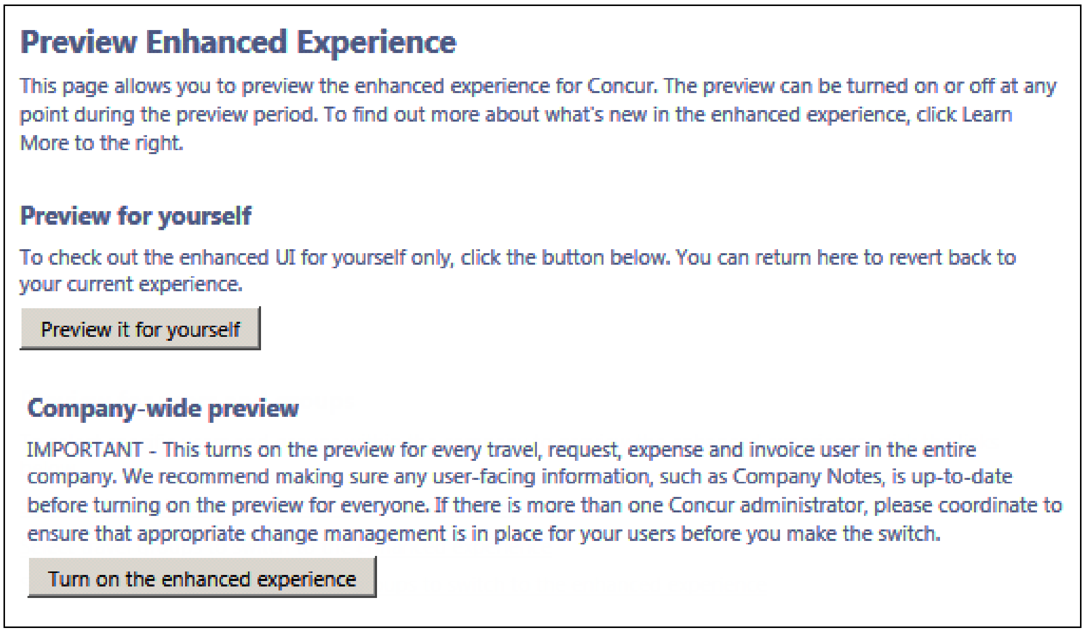
These options are available in the **User Experience Settings** page for qualified administrators. All of these options are described below as well as the role/permission that an admin must have in order to make the enhanced UI available to users.

What the Admin Sees

On login to Concur, administrators will see new messaging on the **My Concur** page advising them of the transition process and a countdown to the mandatory cutover date.

By clicking the button in this message, the admin sees the new **User Experience Settings** page, which will display the options that the user's roles and permissions allow. The admin may also access this page via **Administration** > **User Experience Settings**.



Detailed information about each of these options, and the roles that may use them, is available in the transition guide.

Release Notes

This section contains the release notes for the expense functionality of Concur Standard Edition. Clients with other products should review those release notes, located on the Concur Support portal.

Credit Cards

New Card Programs

New credit card programs are available in Setup when configuring automatic data feeds from your bank(s).

- Bank of Montreal (United States, Visa, Corporate or Purchasing)
- Electronic Funds Source (United States, MasterCard, Purchasing)
- HSBC (Ireland, MasterCard, Corporate or Purchasing)
- Langley Federal Credit Union (United States, Visa, Corporate)
- National Bank of Canada (Canada, MasterCard, Corporate or Purchasing)

BUSINESS PURPOSE/CLIENT BENEFIT

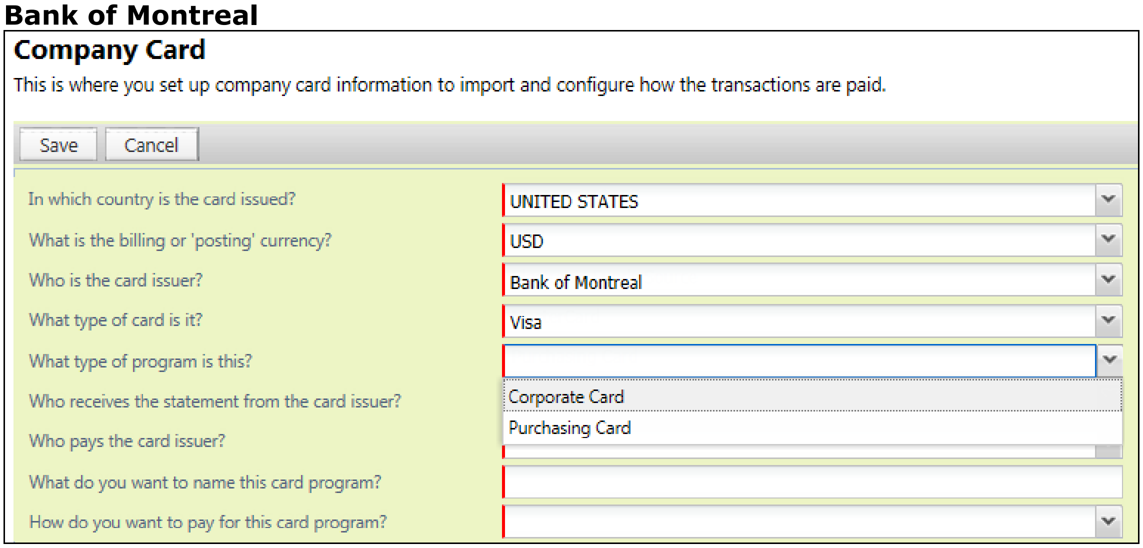
The additional automated options can expedite processing of credit card expenses.

What the Administrator Sees

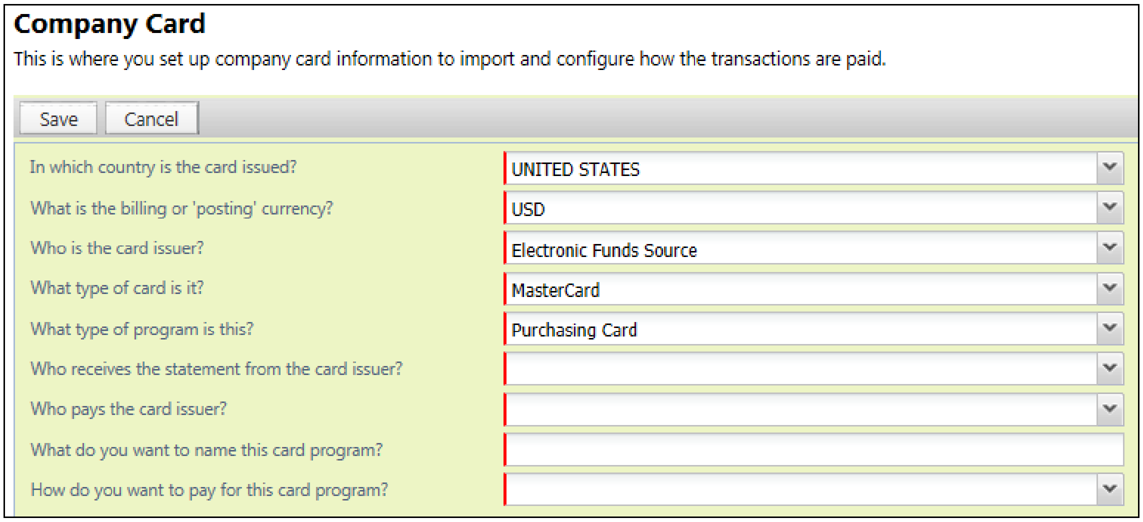
The **Company Card** page has new choices.

CURRENT **UI**

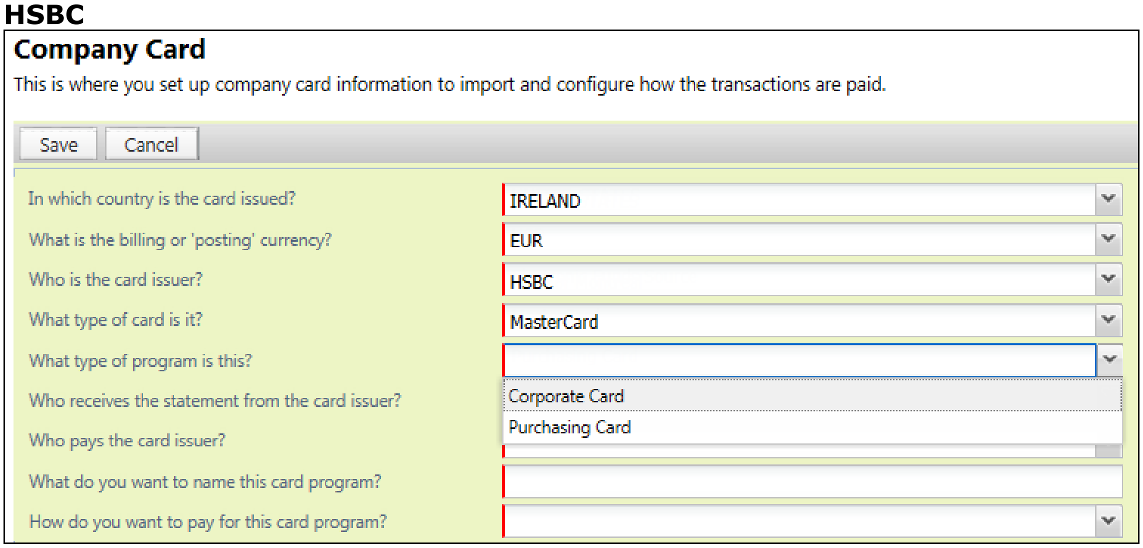
Bank of Montreal



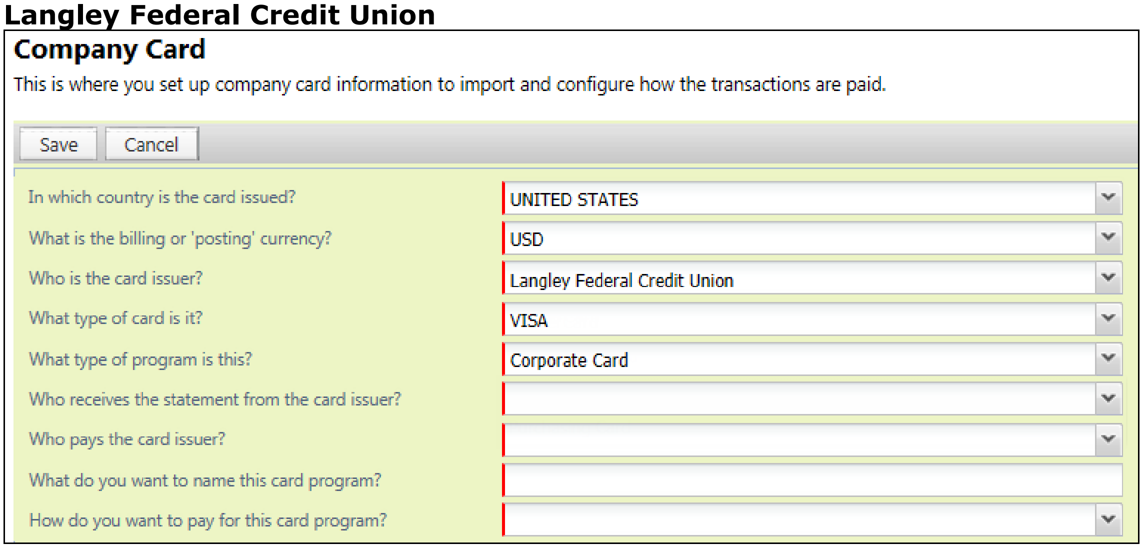
Electronic Funds Source



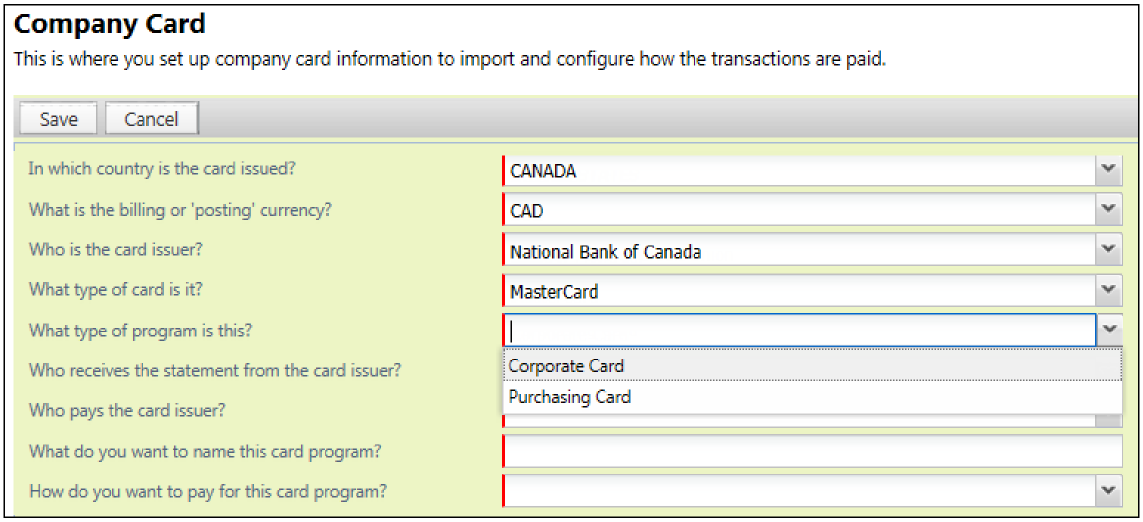
HSBC



Langley Federal Credit Union



National Bank of Canada



Company Card

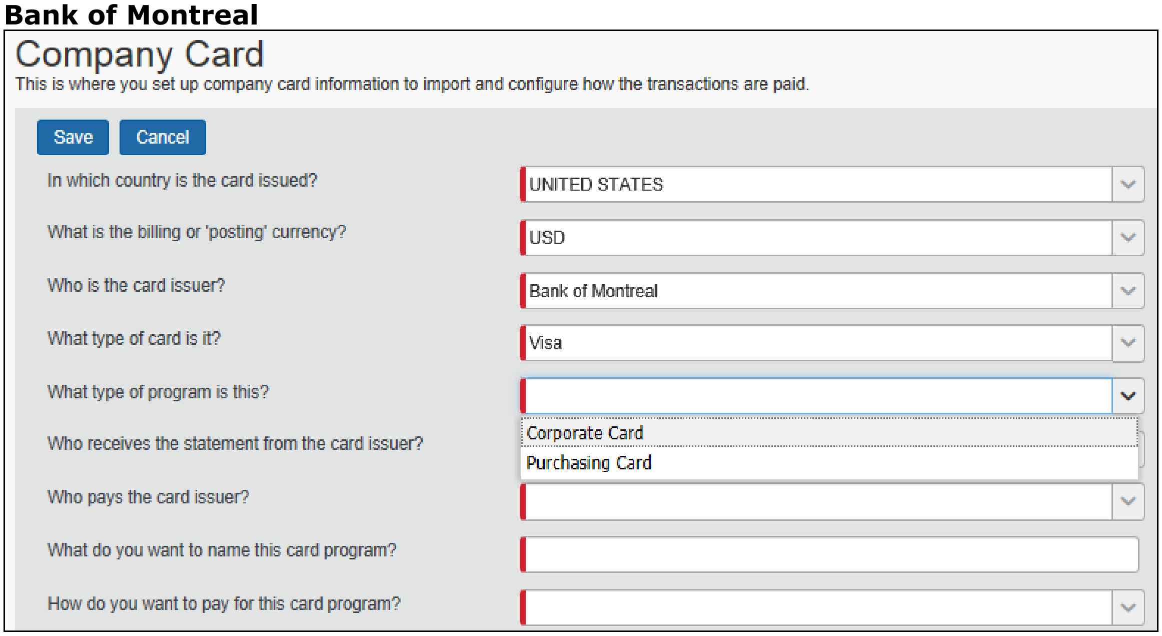
This is where you set up company card information to import and configure how the transactions are paid.

Save | Cancel

In which country is the card issued?	CANADA
What is the billing or 'posting' currency?	CAD
Who is the card issuer?	National Bank of Canada
What type of card is it?	MasterCard
What type of program is this?	Corporate Card Purchasing Card
Who receives the statement from the card issuer?	
Who pays the card issuer?	
What do you want to name this card program?	
How do you want to pay for this card program?	

ENHANCED UI

Bank of Montreal



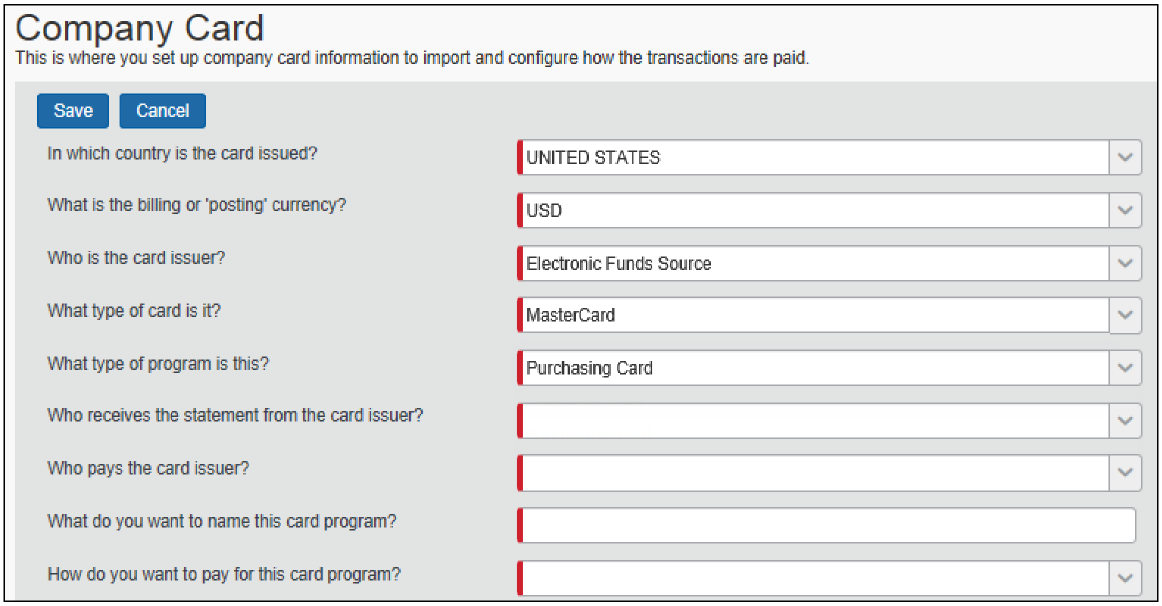
Company Card

This is where you set up company card information to import and configure how the transactions are paid.

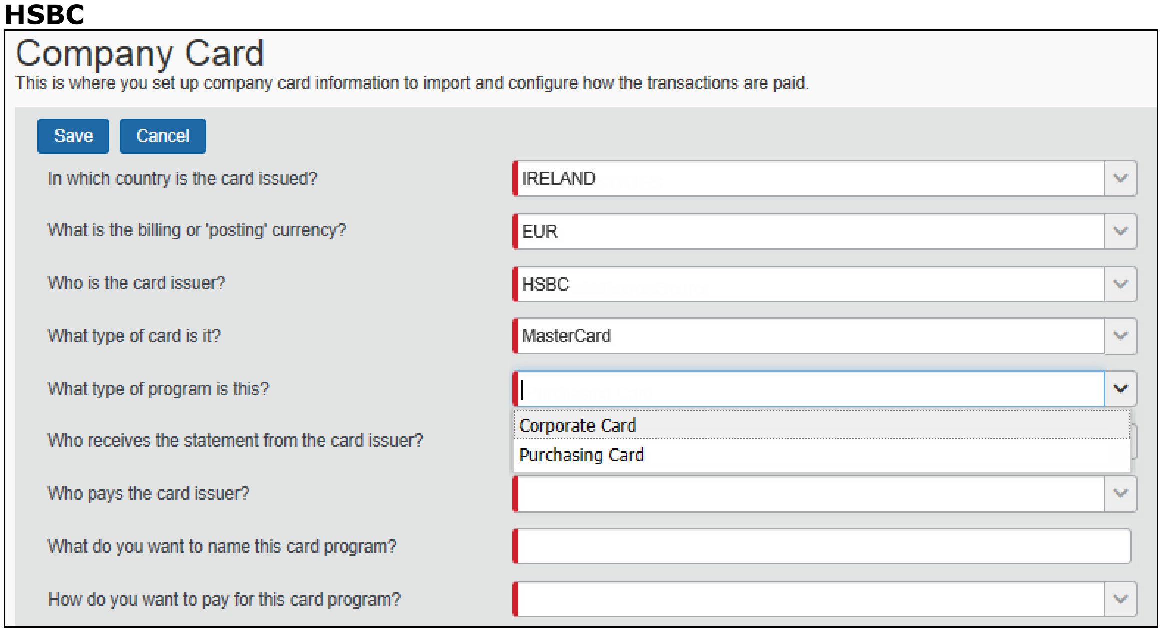
Save | Cancel

In which country is the card issued?	UNITED STATES
What is the billing or 'posting' currency?	USD
Who is the card issuer?	Bank of Montreal
What type of card is it?	Visa
What type of program is this?	Corporate Card Purchasing Card
Who receives the statement from the card issuer?	
Who pays the card issuer?	
What do you want to name this card program?	
How do you want to pay for this card program?	

Electronic Funds Source



HSBC



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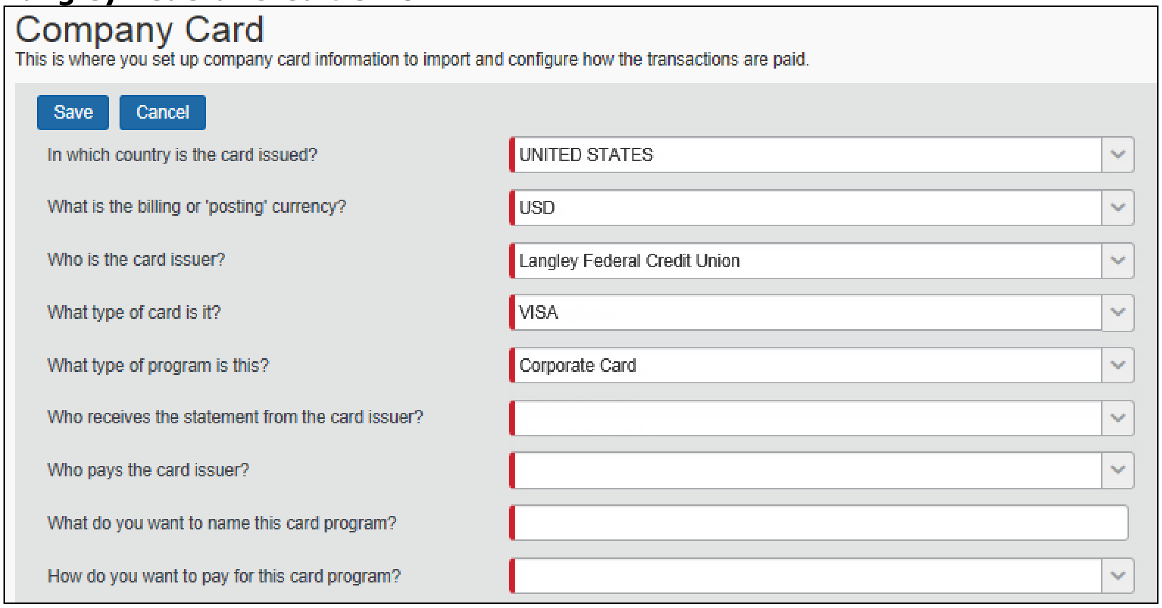

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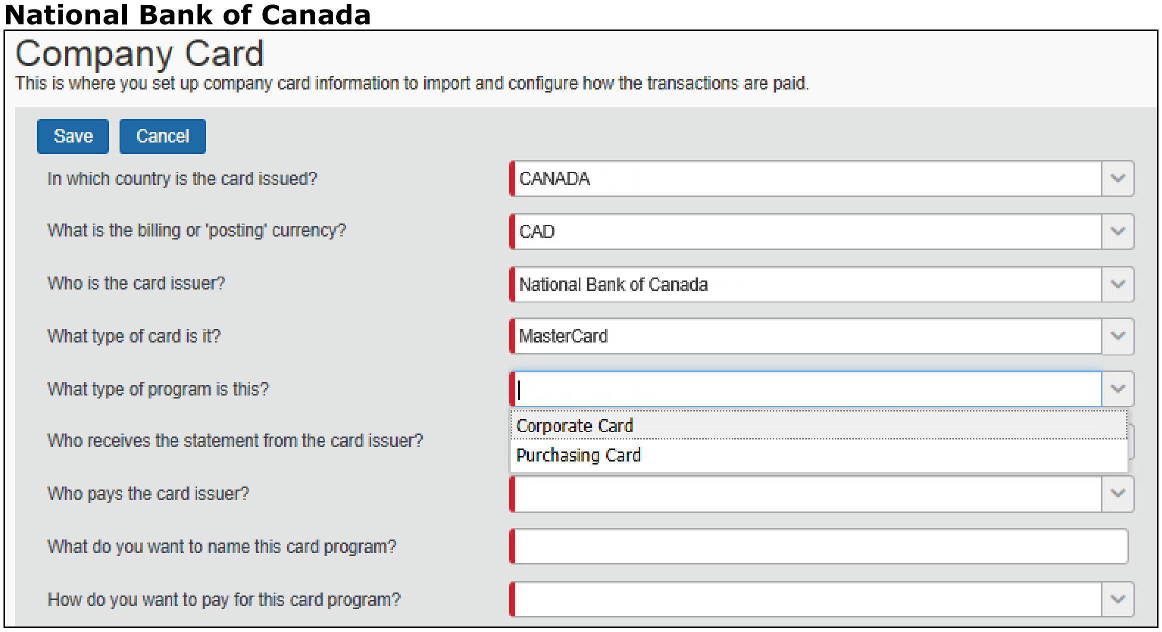


Configuration/Feature Activation

The **Company Card** page automatically lists the new issuers; there are no additional configuration or activation steps.

The procedure for adding new cards has not changed.

The path to the **Company Card** page in the *enhanced* UI is **Administration** > **Expense** > **Company Card**.

For more information, refer to *Expense: Company Card Setup Guide for Concur Standard Edition*.

Concur Salesforce Connector

Track Expense Cost Object by any Salesforce Object Feature Now Available

Overview

In Concur Expense, a cost object is a business object that a company wants to use to track expenses. It can be anything a company finds important to their business, for cost tracking.

Cost objects can be simple, such as a single business object like Department, or linked, meaning there are two or more objects connected in a hierarchy such as Event-Product-Cost Center.

Concur Expense users can associate their expenses to one or more cost objects. Concur Expense keeps track of all expenses for all users for each cost object. These are aggregated into total cost for paid and unpaid expenses.

The Track Expense Cost Object by any Salesforce Object feature allows Salesforce administrators to select one or more Salesforce objects to be Concur Expense cost objects. The administrator can configure multiple Expense cost object/Salesforce object mappings.

BUSINESS PURPOSE/CLIENT BENEFIT

This enhancement provides the ability to track expenses in Concur by Salesforce objects, enabling reporting and analysis in both Expense and Salesforce.

ONE TO THREE LEVELS

On the **Cost Tracking Configuration** tab Salesforce, administrators can configure their cost objects. For each cost object, they select the Salesforce objects that they would like Concur Expense users to track expenses against. The administrator can select:

- A single Salesforce object for a simple Expense cost object

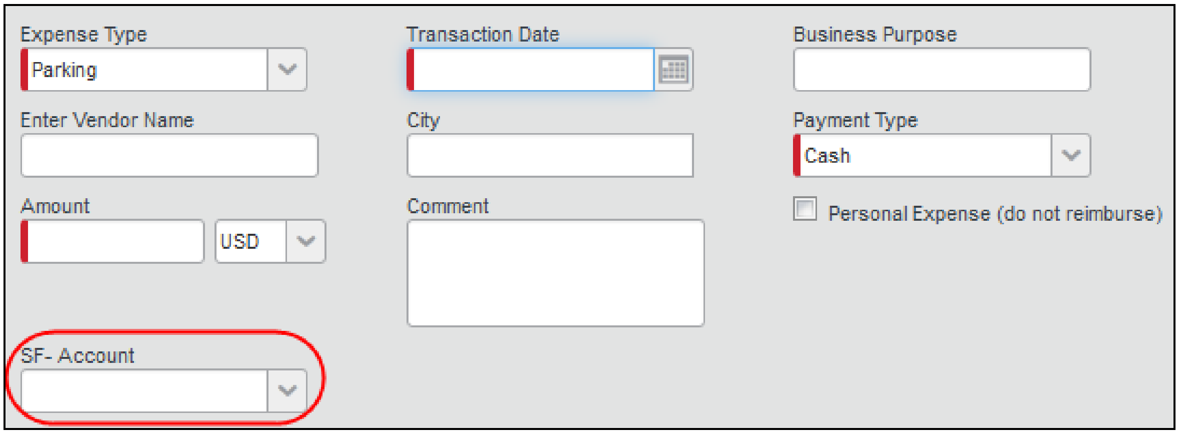
  -and/or-

- Multiple Salesforce objects (up to three) for Expense connected list cost objects

The administrator can configure as many cost objects as necessary, and can utilize both cost objects connected to a single Salesforce object and cost objects connected to multiple Salesforce objects at the same time.

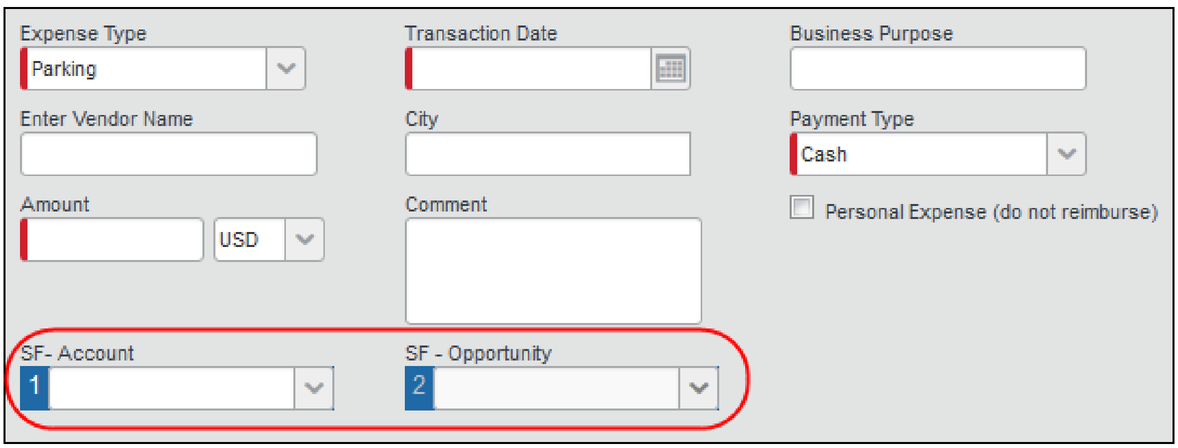
One Salesforce Object

If the administrator selects a single Salesforce object to track, the connector will create a single-level list in Expense, which is associated to a simple list field:



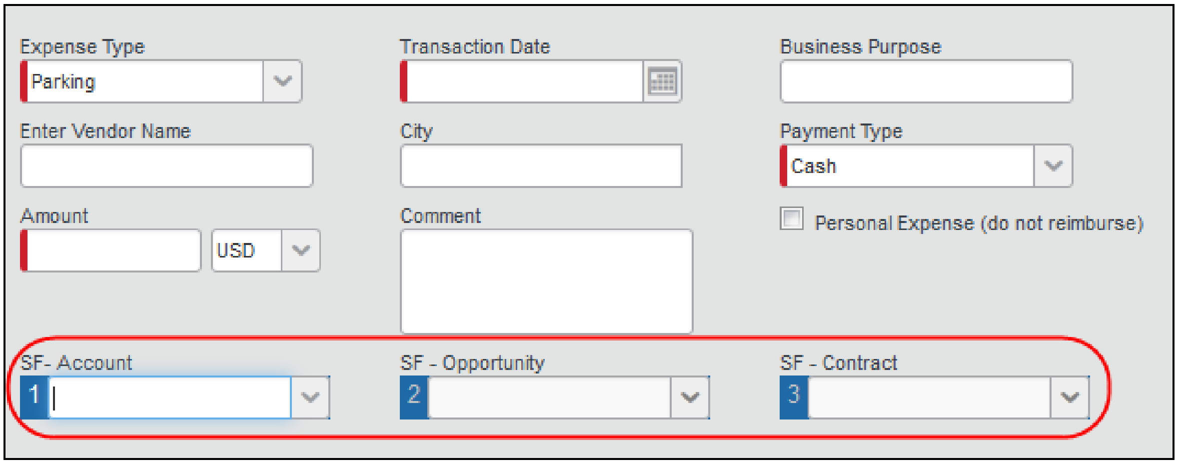
Two Objects

If the administrator selects two Salesforce objects to track, the connector will create a two-level linked list in Expense, which is associated to two-level linked list fields:



Three Objects

If the administrator selects three Salesforce objects to track, the connector will create a three-level linked list in Expense, which is associated to three-level linked list fields:



The fields are added to the **Cost Tracking** > **Data to Track** page of Setup. The connector also creates linked lists on the **Cost Tracking** > **Linked Lists** page for any two or three level objects. These lists use Salesforce as their data source instead of Concur Expense. When Expense users access these list fields, Concur Expense will call out to Salesforce and fetch relevant list items for these users.

NOTE: Salesforce controls what objects users can access, so the users must have access to the objects in Salesforce to see the list items in Concur.

How does the cost data get into Salesforce?

When the user selects a list value in the field in an expense report entry, Concur saves the list item value with the expense amount. When the report is submitted, the amount is added to the total for Unpaid Expenses. When the report is approved for payment, the amount is moved to the Paid Expenses total for the associated Salesforce object.

The Connector gets the aggregate spend for cost objects by running a job in Salesforce. The connector sets a daily job to run 2:00 AM, and the administrator can choose to add hourly jobs, running at different minutes of each hour. This job gets the total unpaid and paid expenses for each cost object from Concur Expense and stores these values into these two custom fields for each Salesforce object:

- Accruing/Unpaid Expense Total
- Final/Paid Expense Total

📖 Refer to the *Shared: Concur Salesforce Connector Setup Guide for Concur Standard Edition* for more information.

Configuration/Feature Activation

This feature is only available to clients using the Concur Salesforce Connector.

Accounting Extract

Account Codes map to Items instead of to an Item's Parent Field

Overview

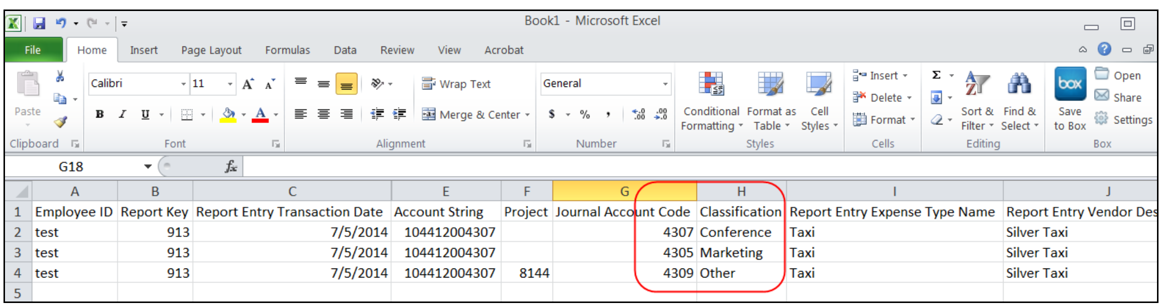
You will only see this change if you use allocations. The Journal Account Code column in the Accounting Extract spreadsheet reflects the mapped General Ledger Account code for the expense type's list value (selected at the allocation.)

BUSINESS PURPOSE/CLIENT BENEFIT

When expense type fields contain items that use differing codes, the extract uses the more accurate code for the item rather than the code of the field.

What the Administrator Sees

When the Account Code field (for example, "Classification") is a list of items (for example, "Conference," "Market," "Other," and so on) the Standard Extract's Journal Account Code display the code for the list item.



	A	B	C	E	F	G	H	I	J
1	Employee ID	Report Key	Report Entry Transaction Date	Account String	Project	Journal Account Code	Classification	Report Entry Expense Type Name	Report Entry Vendor Des
2	test	913	7/5/2014	104412004307		4307	Conference	Taxi	Silver Taxi
3	test	913	7/5/2014	104412004307		4305	Marketing	Taxi	Silver Taxi
4	test	913	7/5/2014	104412004307	8144	4309	Other	Taxi	Silver Taxi
5									

Configuration/Feature Activation

There are no additional configuration or activation steps.

The procedures for configuring account codes and generating the standard extract have not changed.

📖 For more information, refer to *Shared: Cost Tracking Setup Guide for Concur Standard Edition*.

Value-Added Tax (VAT)

Netherlands Hotel Tax Group

Overview

The VAT for Hotel expenses has moved from the Standard group (21% tax rate) to the Reduced group (6% tax rate.)

BUSINESS PURPOSE/CLIENT BENEFIT

This change maintains VAT legislative compliance for businesses in the Netherlands.

What the Administrator Sees

The **Tax Groups for Tax Authority: NL Tax Authority** has been updated show that **Hotel** is now in the **Reduced** group.

Tax Groups for Tax Authority: NL Tax Authority

Group Name	Expense Types	Tax Condition	Tax Rate
		Reduced	Reduced - 6%
Domestic/International	Airfare	International Tra... Domestic Travel	Zero - 0% Domestic Travel ...
Domestic/International No...		International Tra... Domestic Travel	Zero - 0% Domestic Travel ...
Reduced	Bank Fees, Entertainment - Staff, Hotel, Professional Subscriptions/Dues	Always	Reduced - 6%
Reduced No Reclaim	Breakfast, Dinner, Entertainment - Client, Individual Meals, Lunch, Newspapers/Books /Magazines	Always	Reduced - 6%
Standard	Alcoholic Beverages, Car Maintenance/Repairs, Car Rental, Courier/Shipping/Freight, Fuel, Internet/Online Fees, Marketing/Promotional Costs, Mobile/Cellular Phone, Office Equipment/Hardware, Office Supplies/Software, Parking, Printing/Photocopying/Stationery, Seminar/Course Fees, Telephone/Fax, Tuition/Training Reimbursement	Always	Standard - 21%

Configuration/Feature Activation

The **Taxation** page automatically lists Hotel in the Reduced group; there are no additional configuration or activation steps.

The procedure for activating VAT tracking has not changed.

For more information, refer to *Expense: Taxation Setup Guide for Concur Standard Edition*.

Supported Configurations

Internet Explorer 7: To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
- Architecting the back-end technology to allow for the short-term changes and to better position Concur's products for changes in the future while reducing end-user impact

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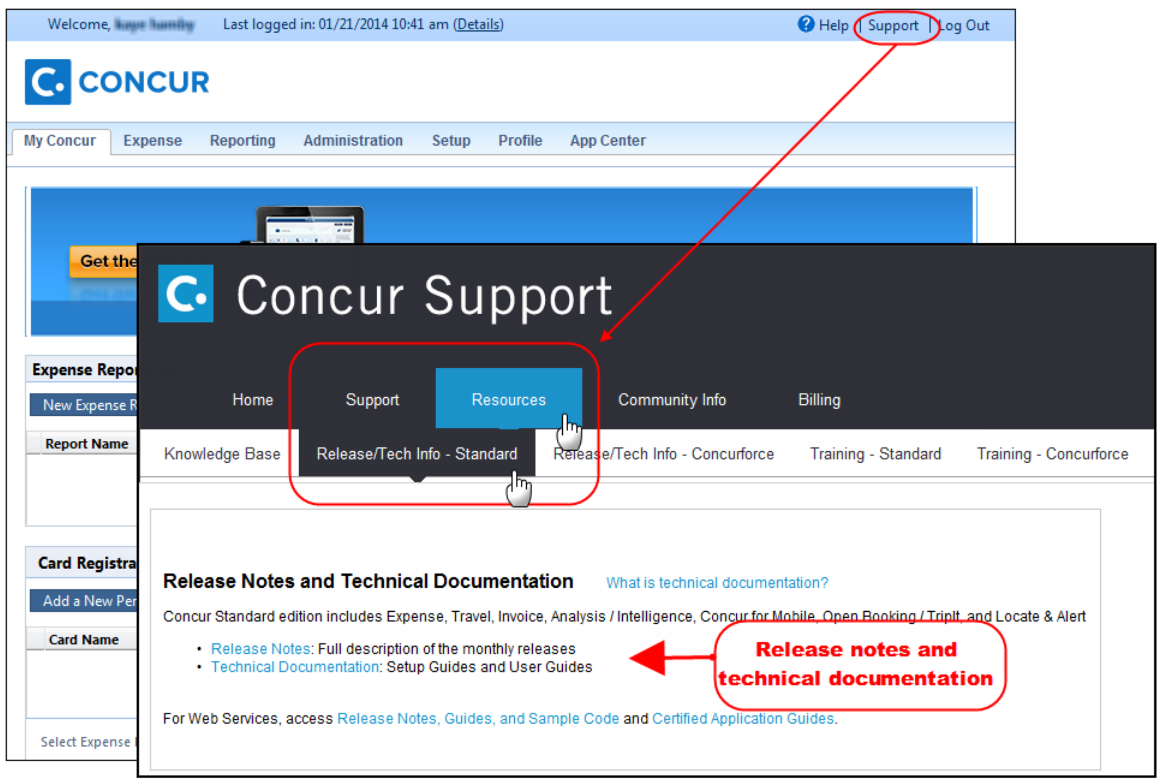

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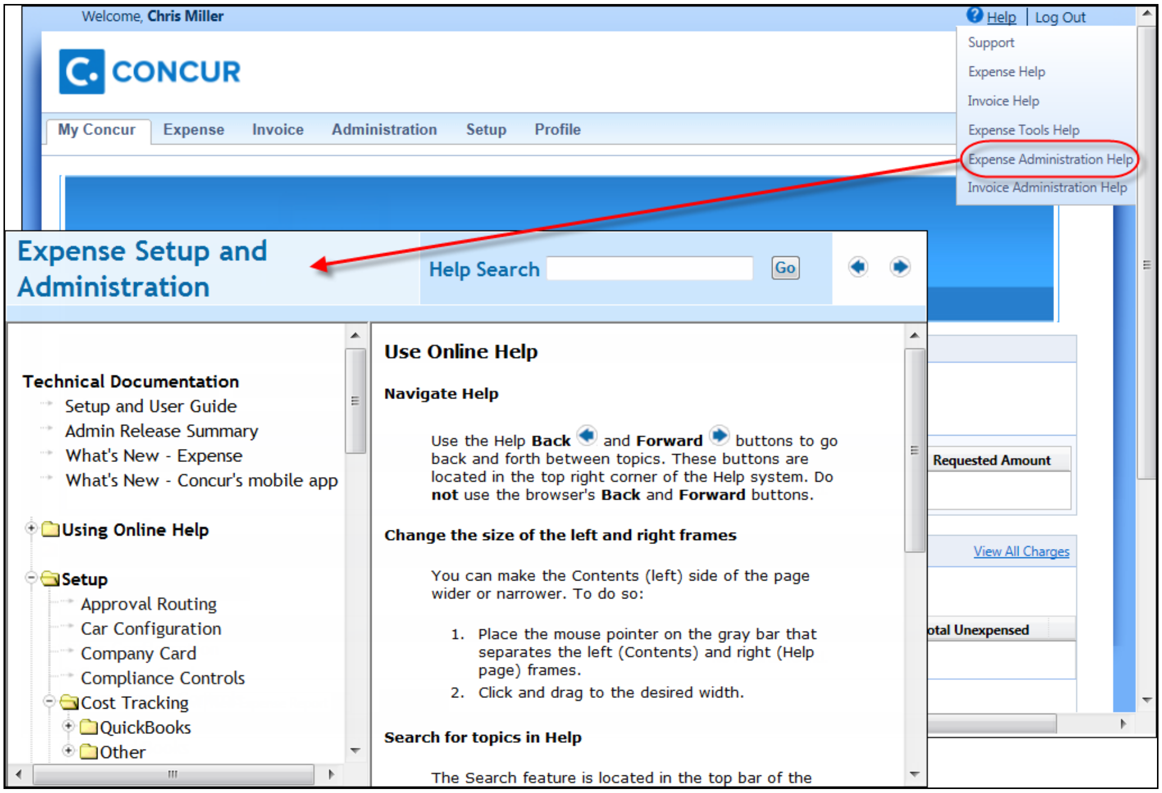

Resolved Issues

Case ID	Description
05124544	**Expense Pay**: The trace number is now available in Cognos reporting (for reconciliation) and in the extract (available to Financial Connector.)
05153571 05183825	**Payment Confirmation**: This workflow step generates as expected without duplicate emails.
05265864	**QuickBooks Connector**: Data is successfully going from Concur to QuickBooks Online in all cases.
05267866	**QuickBooks Connector**: Administrators can successfully add QuickBooks users to Concur with email addresses.
05260907	**Attendees**: Concur is no longer removing default attendees for imported card charge with no expense type defined when the expense type is set.
05292050	**Inactive Expense Type**: Inactive expense types are correctly displayed on the Account Codes page.
05309896	**Japan Localization**: The Japanese localization error when creating a new report from the MyConcur page is corrected.
04968787 05259183 05371099	**Smart Expenses**: User can now successfully delete Smart Expenses.
04901572	**Smart Expenses**: Imported credit card transactions now map properly to expense types.
05332135	**QuickBooks Online Import**: Send data is now successful for credit card expenses itemized into sub expenses.
05316013	**Bulk Edits**: It is no longer possible to update hidden fields, such as the *Is Personal* field.
05382727	**Mileage**: Users in Ireland as country of residence who are subject to UK expense policies can now enter mileage expenses.
05204599	**Salesforce Connector**: Field handling is improved for lists exceeding 500 entries.
05348052	**Canada VAT**: The factored tax calculation for meals is adjusted to exclude tip amounts.
05346592	**ERP Tax**: Australian clients with a double-line extract who use Concur Fringe Benefits Tax functionality in the tax module in conjunction with the Attendee Status field (choice of "Travelling" or "Not Travelling") on the Attendee Detail form now see all tax amounts reflected in the extract.
05289273	**QuickBooks Connector**: Account names for Other Fixed Assets and Fixtures and Furniture fields now correctly synchronize from QB to Concur.
05382763	**Cash Advance**: The Unsubmitted Usage column displays the unused portion of the cash advance on the Cash Advance Admin page.

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November 2014 Initial Post: Friday, November 14, 8:15 AM PT	Concur Client FINAL

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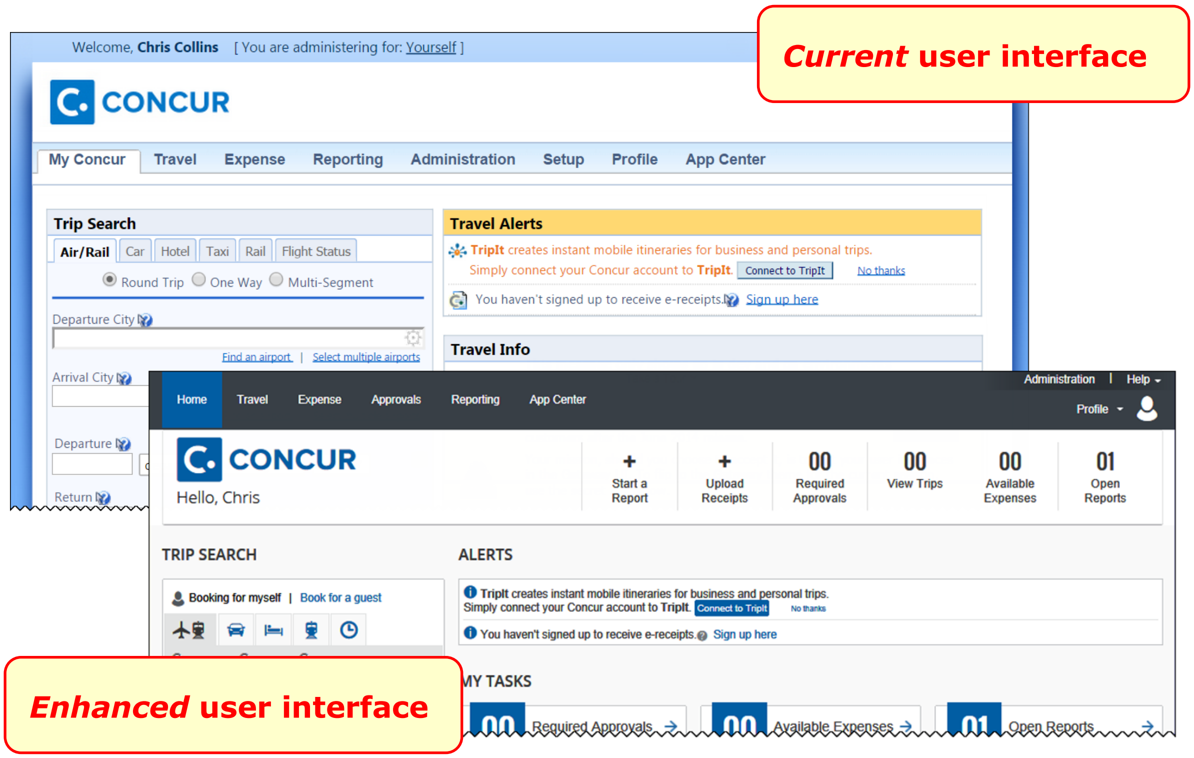
Concur is in the process of transitioning from the *current* user interface to the *enhanced* user interface.



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Access the guides here:
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In those cases where the menu navigation is different, we will provide both sets of steps.

Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
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Concur has provided several options for users to become familiar with the enhanced UI and introduce it in the company during the preview period. The enhanced UI may be activated:

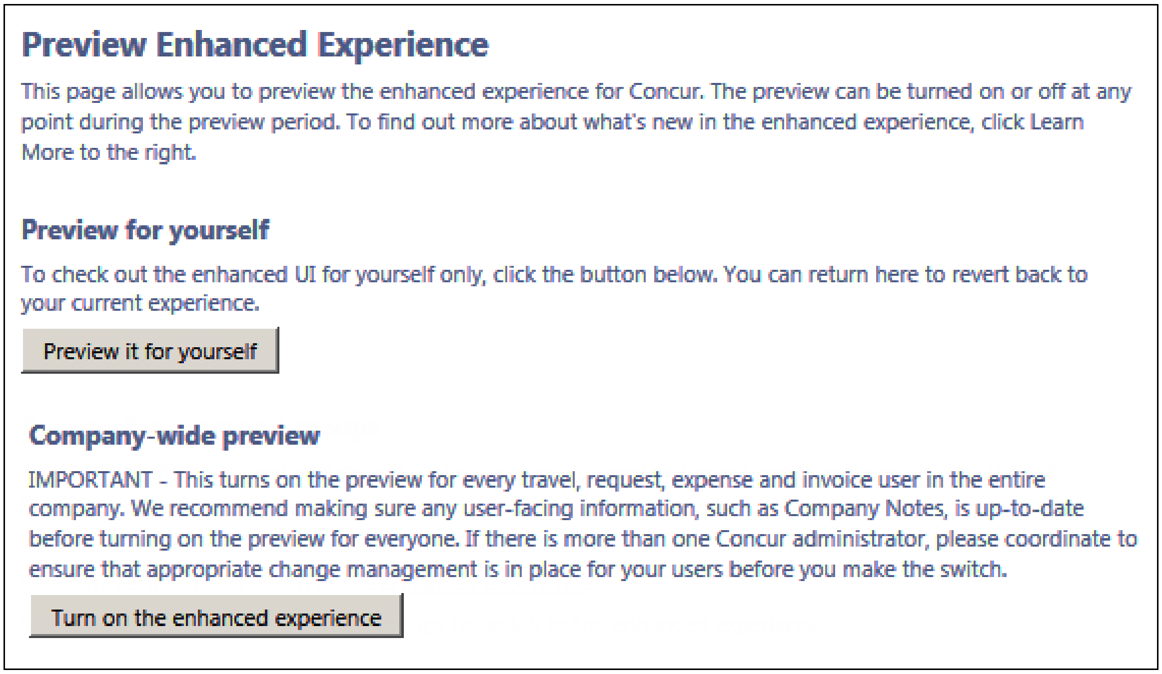
- For the individual admin: This provides the administration team time to familiarize themselves with the change and to update any documentation or training materials before their users are exposed to the change.
- For the entire company: This turns on the enhanced UI for the entire company, so that companies eager to switch may do so on their own timeline in advance of the final cutover in 2015.

These options are available in the **User Experience Settings** page for qualified administrators. All of these options are described below as well as the role/permission that an admin must have in order to make the enhanced UI available to users.

What the Admin Sees

On login to Concur, administrators will see new messaging on the **My Concur** page advising them of the transition process and a countdown to the mandatory cutover date.

By clicking the button in this message, the admin sees the new **User Experience Settings** page, which will display the options that the user's roles and permissions allow. The admin may also access this page via **Administration** > **User Experience Settings**.



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Release Notes

This section contains the release notes for the expense functionality of Concur Standard Edition. Clients with other products should review those release notes, located on the Concur Support portal.

Company Card

Additional Bank (First Hawaiian Bank) Available in Setup

New credit card programs are available in Setup when configuring automatic data feeds from your bank(s).

- **First Hawaiian Bank** (US, MasterCard, Purchasing or Corporate)
- **Merchants and Manufacturers Bank** (US, VISA, Corporate)
- **Park Sterling Bank** (US, MasterCard, Corporate)

BUSINESS PURPOSE/CLIENT BENEFIT

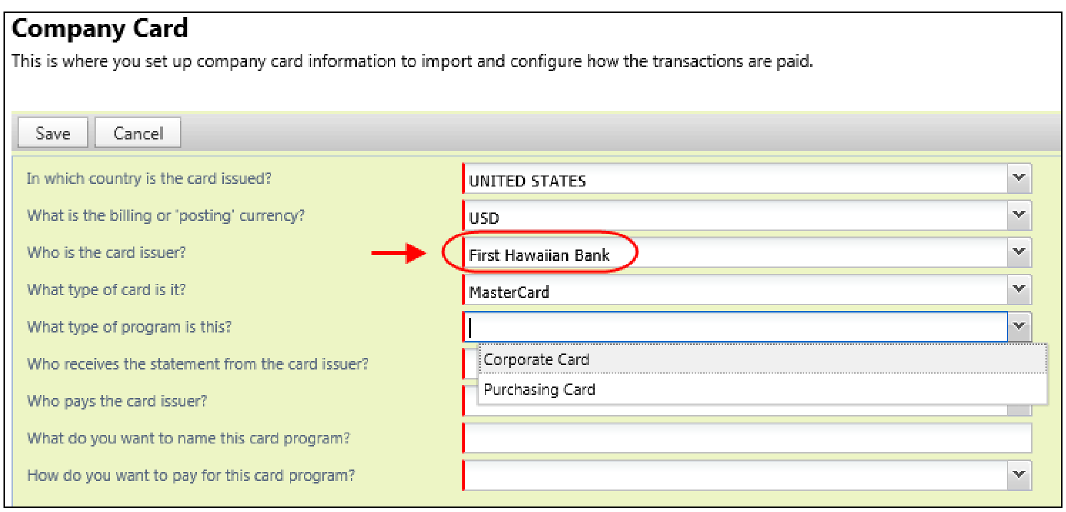
The additional automated options can expedite processing of credit card expenses.

What the Administrator Sees

The **Company Card** page has new choices.

***CURRENT* UI**

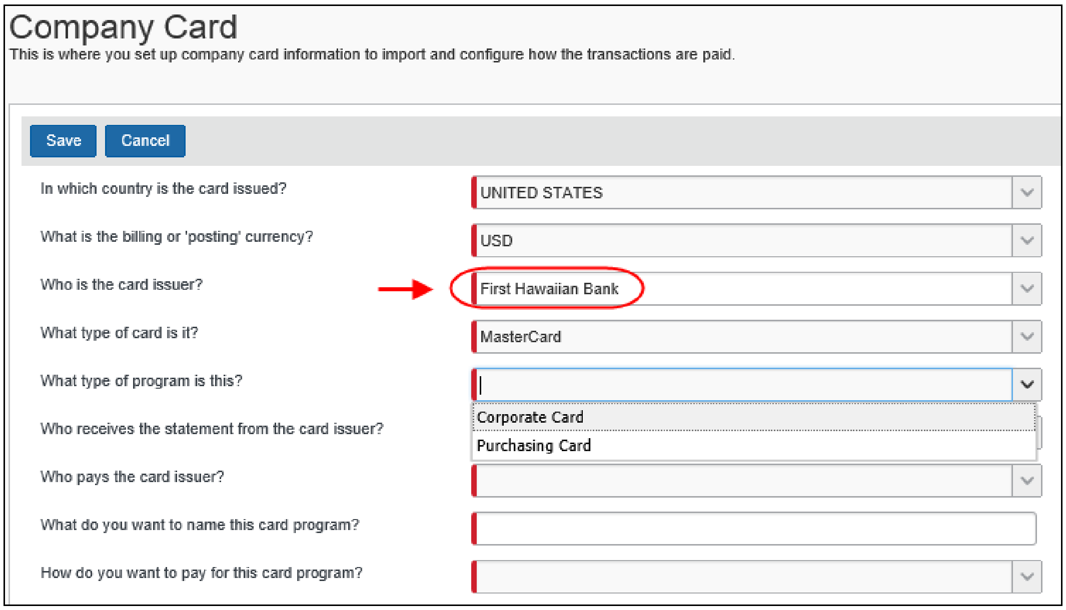
First Hawaiian Bank



***Current* UI**

***Enhanced* UI**

First Hawaiian Bank



Configuration/Feature Activation

The **Company Card** page automatically lists the new issuers; there are no additional configuration or activation steps.

The procedure for adding new cards has not changed.

The path to the **Company Card** page in the *enhanced* UI is **Administration** > **Expense** > **Company Card**.

For more information, refer to *Expense: Company Card Setup Guide for Concur Standard Edition*.

Exit Survey

Rating Survey Simplified and Less Frequent

The rating survey that displays after users submit expense reports has been modified. In the November 2014 release, the rating window contains only one item to rate, and will display only once per 30-day period per employee.

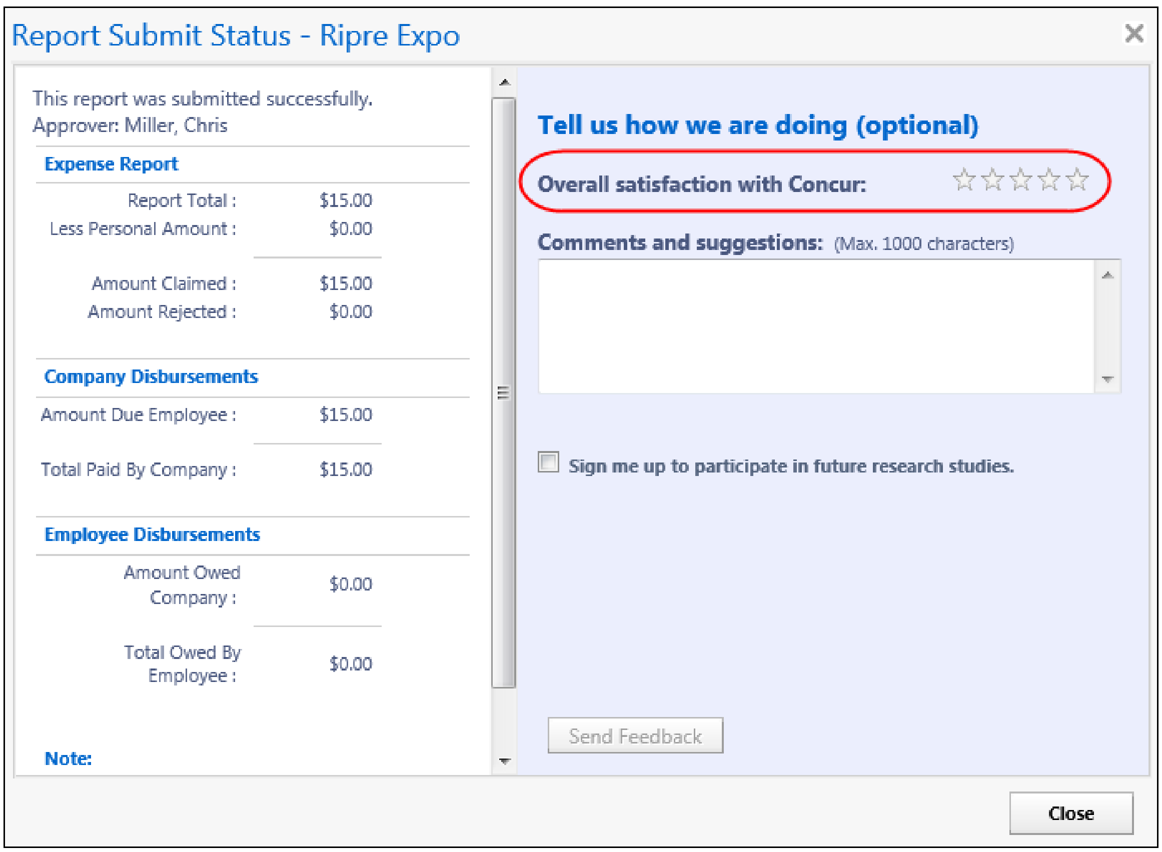
Business Purpose/Client Benefit

Decreasing the length of the survey and its frequency saves employees' time.

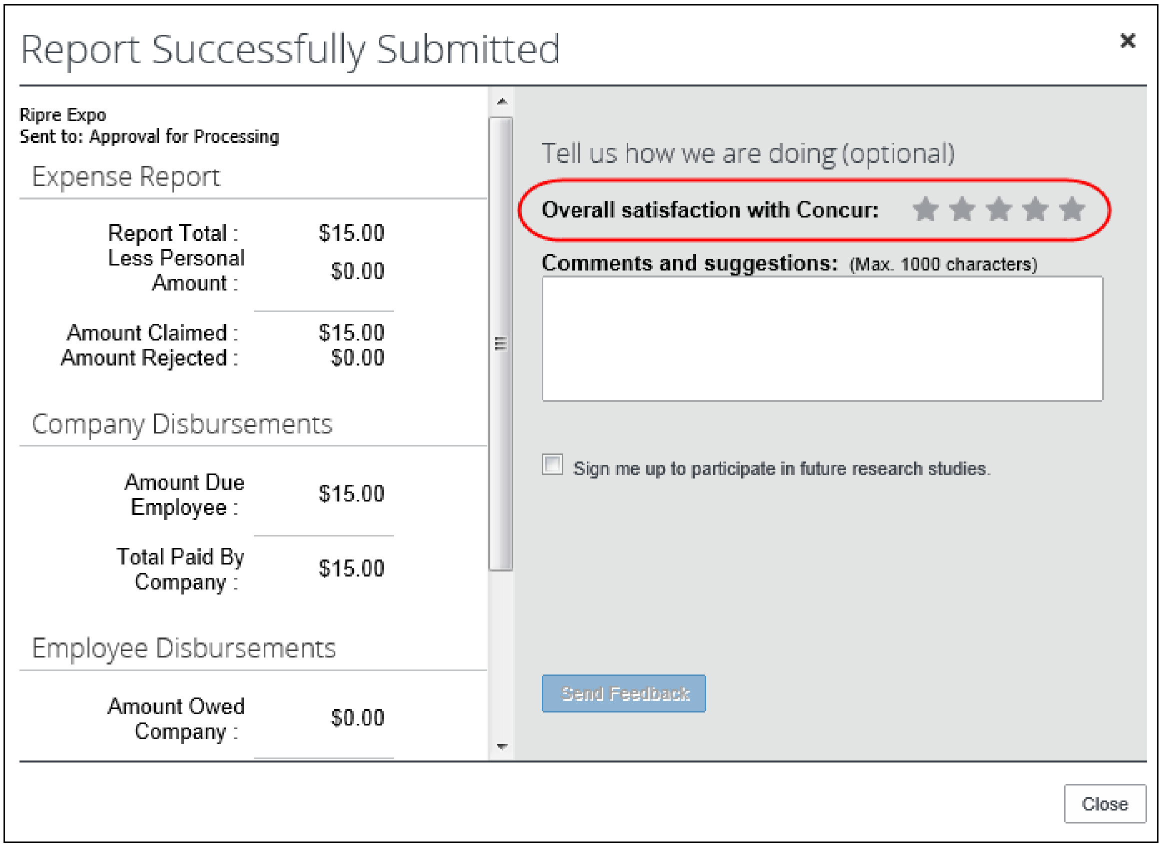
What the User Sees

The updated **Report Submit Status** window displays.

Current UI



***ENHANCED* UI**



Configuration/Feature Activation

The updated survey window automatically appears; there are no additional configuration or activation steps.

Account Codes Setup

Enhancements for Easier Data Entry

The improvements to page navigation include the following:

- You can tab through the account code list
    - Pressing *Tab* or *Enter* moves the cursor to the next **Account Code** field, top to bottom. Use *Enter* after editing a field.
    - Pressing *Shift* + *Tab* moves the cursor to the previous **Account Code** field, bottom to top.
- It is easier to copy and paste a value into an account code field. When the cursor is in an **Account Code** field, the value is highlighted automatically so you do not have to select it.

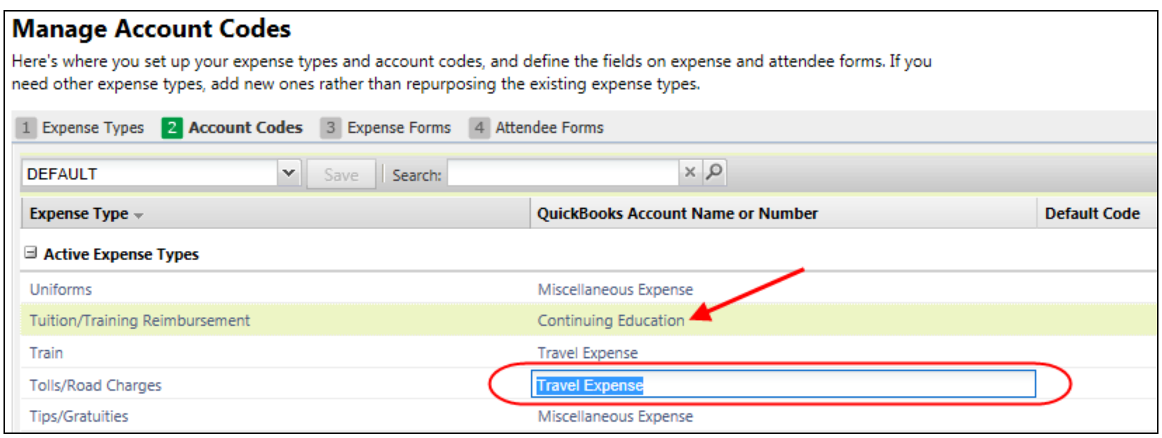
The **Search** field filters on **Expense Types**, **Account Code**, and **Default Account Code**.

BUSINESS PURPOSE/CLIENT BENEFIT

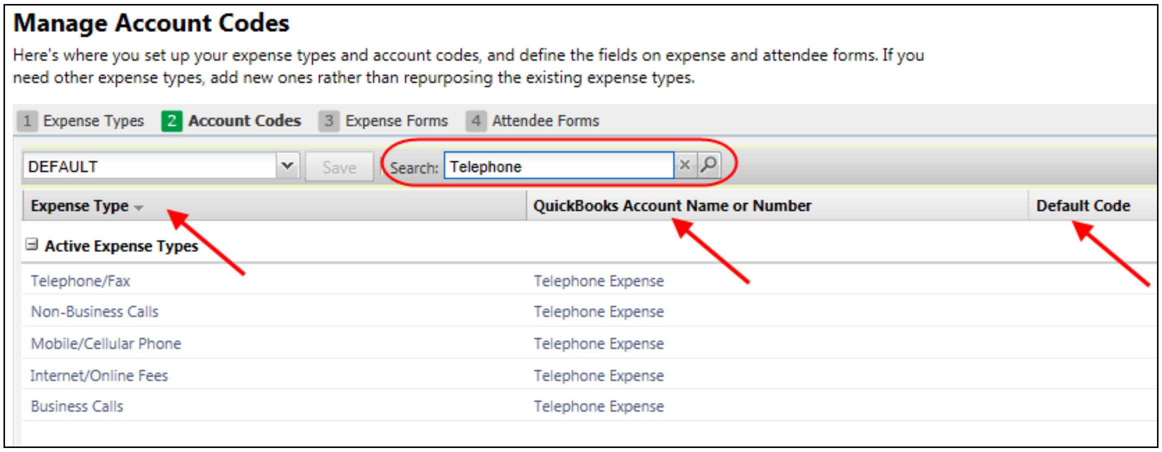
Fewer keystrokes and clicks will save time when navigating the **Account Code** page.

What the Administrator Sees

For example, the navigation and highlighting changes can be seen by clicking **Continuing Education** in the account column and pressing *Tab* twice.



The Search field now returns values found in any of the three columns.



Configuration/Feature Activation

The **Account Codes** page automatically displays these navigation and search changes; there are no additional configuration or activation steps.

The procedure for configuring Account Codes has not changed.

For more information, refer to *Expense: Expense Types Setup Guide for Concur Standard Edition*.

Supported Configurations

Internet Explorer 7: To Be Discontinued

Overview

Concur will be refreshing the web-based user interface to implement features and functionality that will provide clients with an enhanced experience for our solutions, while minimizing impact to their organizations and the change they need to manage. This refresh will help respond to feedback from our clients by:

- Enhancing the user's experience for all of Concur's products by modernizing the user interface
- Complying with WCAG 2.0 AA from the World Wide Web Consortium (W3C) and Section 508 of the US Rehabilitation Act of 1973
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What the User Sees

Users who log in to Concur with Internet Explorer 7 (IE7) will now see a banner at the top of every page that reads *Support for this version of Internet Explorer (7) will be discontinued in Dec 2014. Please contact your Concur Administrator or IT Department to determine when and how to upgrade.*

Users can click **Close** on any page to get more space, but it will appear again on every subsequent page.

Configuration/Feature Activation

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

Monthly Browser Certifications

Monthly browser certifications, both current and planned, are available with the other Concur monthly release notes.

Refer to *Additional Release Notes, Webinars, and Technical Documentation* in this document for information about accessing the other release notes and the monthly browser certifications.

Additional Release Notes and Technical Documentation

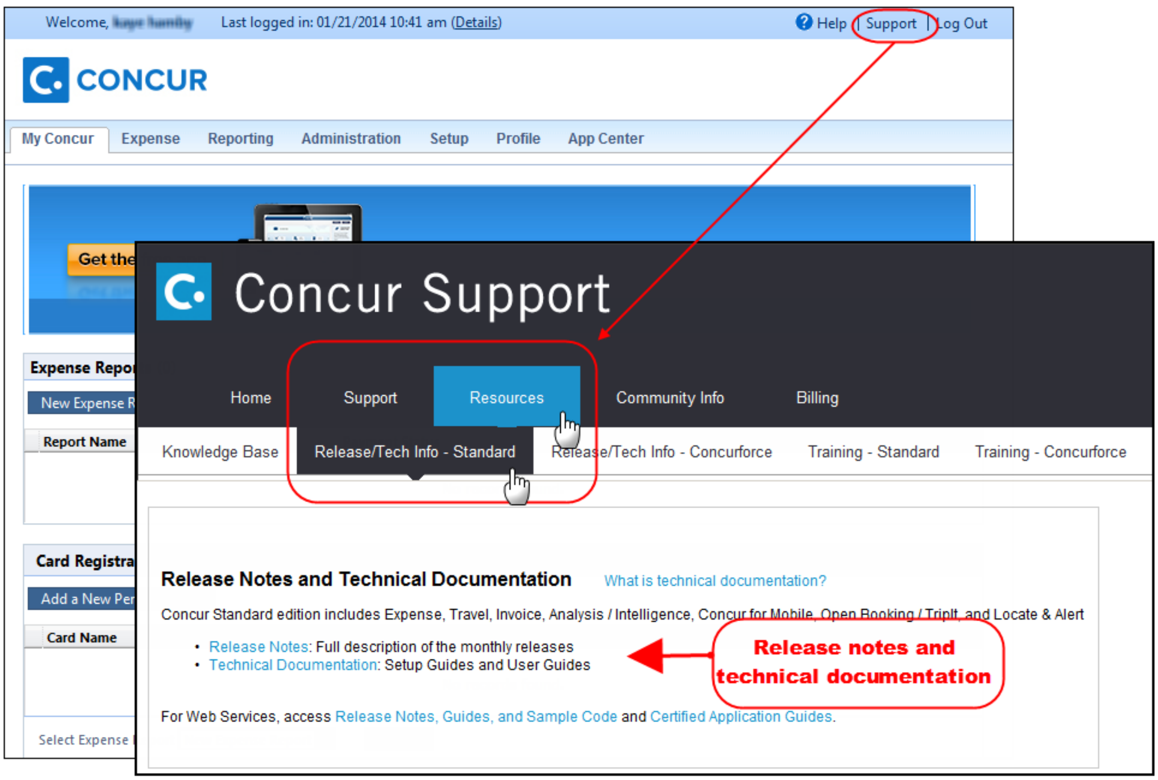
Concur Support Portal

You can access release notes and other technical documentation on the Concur Support portal.

If you have the proper permissions, the **Support** menu is available to you in Concur.

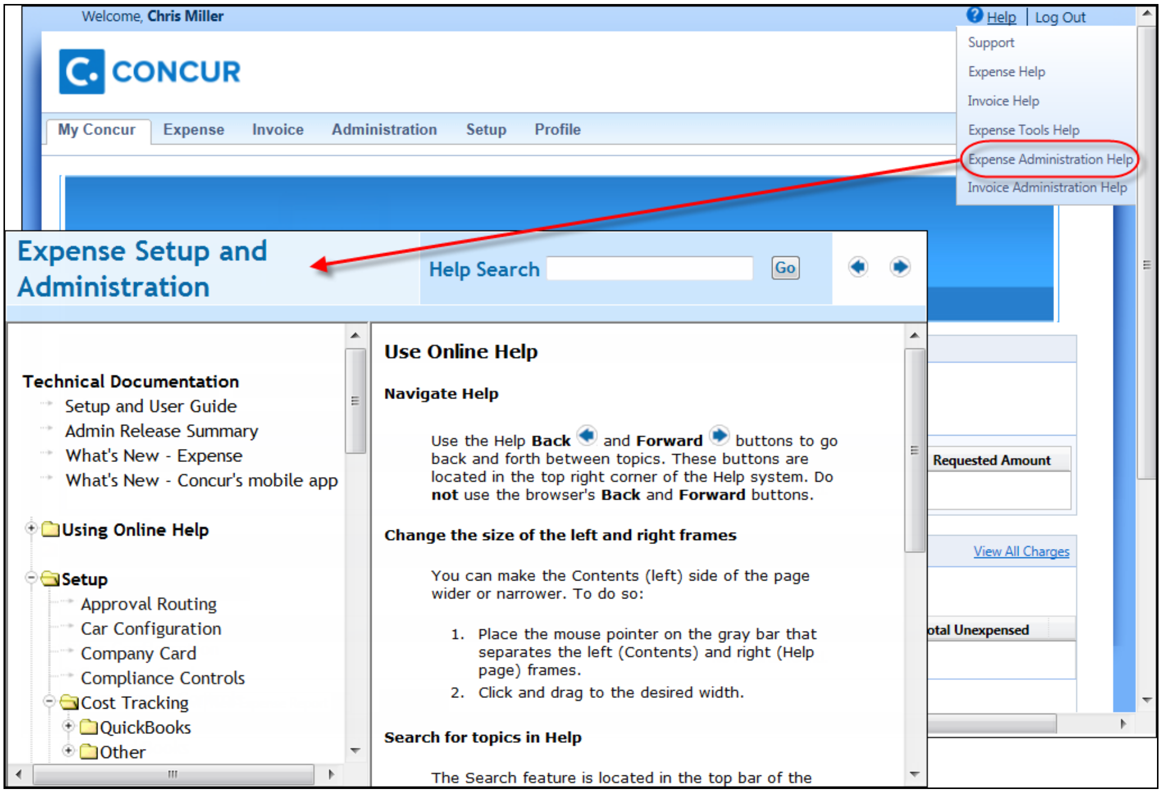
Click **Support**, and then, in the Concur Support Portal, click **Resources**.

Click **Release/Tech Info - Standard** for release notes, technical documents etc.



Help – Admins

Users with an admin role can access release notes, technical documents, and other resources using Help in Concur.



Resolved Issues

The following issues were resolved with this service release.

NOTE: Please note this is a representative list of case fixes for this release and some issues may not be included within this document. To check the status of a submitted case, log on to https://concursolutions.com/portal.asp and enter your Case ID.

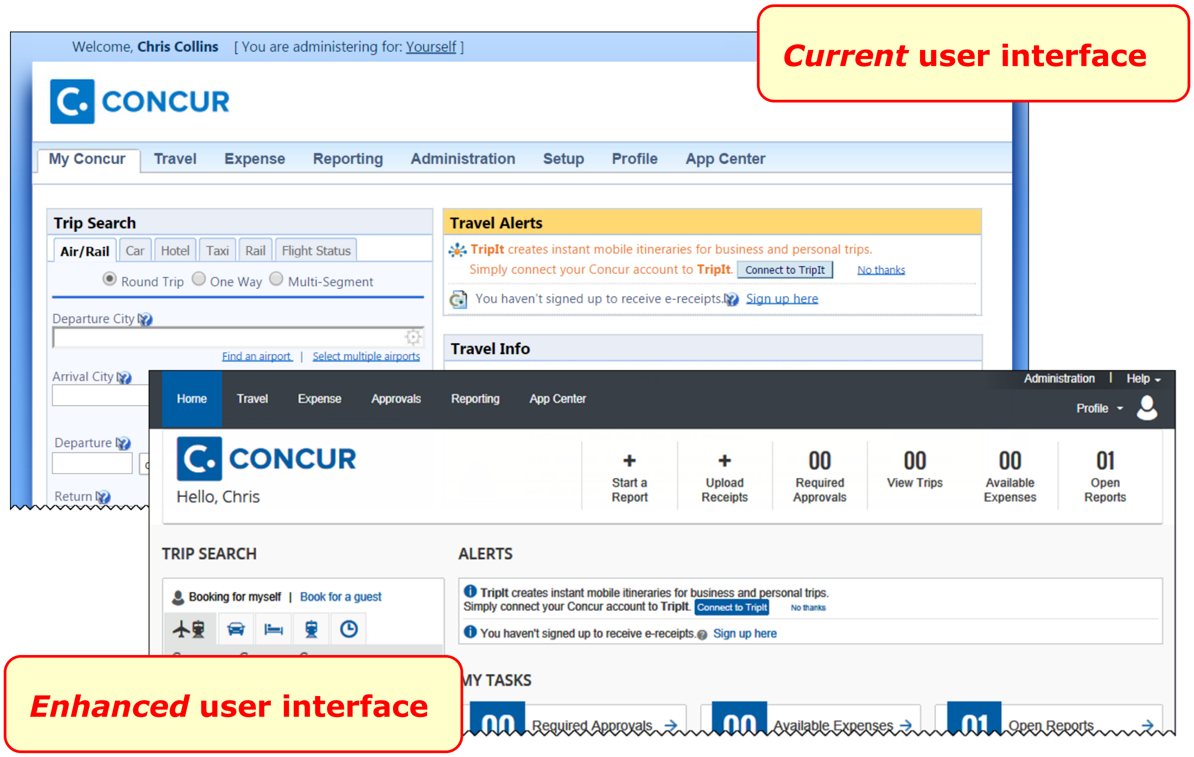
Case ID	Description
04858365	Billable expenses are tagged as Billable when posted in QuickBooks.
05190633	Expense Pay: Non-Expense Pay employee reimbursements are no longer saved with the Expense Pay funding account.
05167482	Each batch has its own extract.
05355063	QuickBooks Connector: Data for employee batches to Intuit using the QuickBooks Connector synchronizes even when the data contains an ampersand character.
05336552	Salesforce Connector: Allocations are saved even when linked lists are used.
05448547 05459599	The approval time expire job succeeds and reports are advanced through the workflow.
05434659	Intuit: List items can be successfully removed from the List Items page in Setup.
05453552	Internet Explorer 9: The response time is improved. (EMEA DC)

Concur Release Notes Expense Standard	
Month	**Audience**
December 2014 Friday, December 12, 2014, 10:00 AM	Concur Client FINAL

Contents

Two User Interfaces – Enhanced UI

Concur is in the process of transitioning from the *current* user interface to the *enhanced* user interface.



The enhanced UI brings some long-awaited usability enhancements – some are significant (perhaps involving navigation changes) while others are minor (involving only look-and-feel).

Getting Ready: Transition Guides

Two guides are available to help you and your users understand the enhancements. The "highlights" guide (about 13 pages) is designed for end users and describes the most significant changes that impact them. The "comprehensive" guide (about 70 pages) is designed for admins. It describes:

- The steps required *before* transitioning to the enhanced UI
- The preview period for the admin and for the entire company
- All of the enhancements—both significant and minor

Access the guides here:
http://www.concurtraining.com/customers/tech_pubs/GW/_TransGuidesStd.htm

Release Notes: Sample Screens and Menu Navigation

For screen samples, the monthly release notes may show the *current* UI, the *enhanced* UI, or both. Over time, all screen samples will appear only in the *enhanced* UI.

In those cases where the menu navigation is different, we will provide both sets of steps.

Example:

1. In the *current* UI, click **Profile** > **Other Settings** (left menu).
   – or –
   In the *enhanced* UI, click **Profile** > **Profile Settings** > **Other Settings** (left menu).

Preview Options

Overview

Concur has provided several options for users to become familiar with the enhanced UI and introduce it in the company during the preview period. The enhanced UI may be activated:

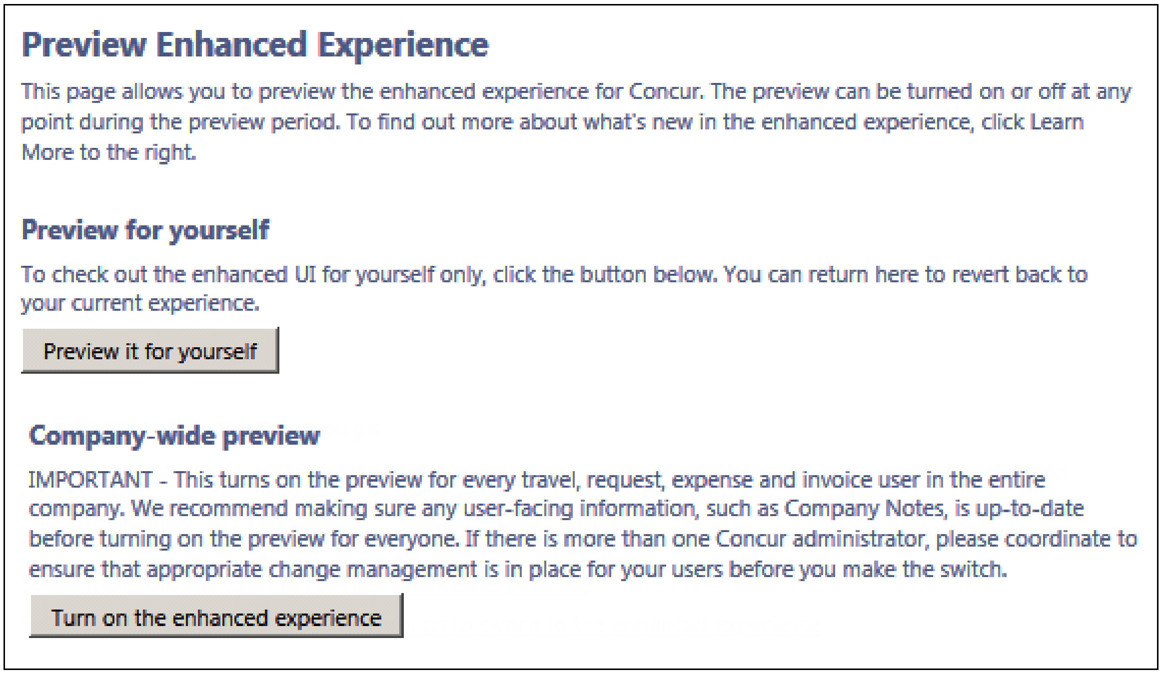
- For the individual admin: This provides the administration team time to familiarize themselves with the change and to update any documentation or training materials before their users are exposed to the change.
- For the entire company: This turns on the enhanced UI for the entire company, so that companies eager to switch may do so on their own timeline in advance of the final cutover in 2015.

These options are available in the **User Experience Settings** page for qualified administrators. All of these options are described below as well as the role/permission that an admin must have in order to make the enhanced UI available to users.

What the Admin Sees

On login to Concur, administrators will see new messaging on the **My Concur** page advising them of the transition process and a countdown to the mandatory cutover date.

By clicking the button in this message, the admin sees the new **User Experience Settings** page, which will display the options that the user's roles and permissions allow. The admin may also access this page via **Administration** > **User Experience Settings**.



Detailed information about each of these options, and the roles that may use them, is available in the transition guide.

Release Notes

This section contains the release notes for the expense functionality of Concur Standard Edition. Clients with other products should review those release notes, located on the Concur Support portal.

VAT

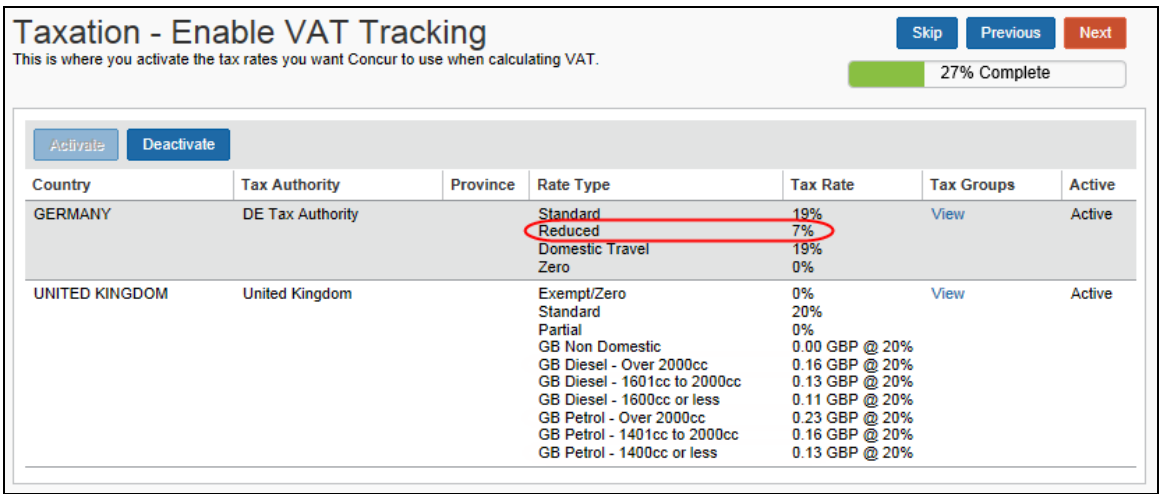
German Travel Allowance – Updated Travel Allowance Rates

As of January 1, 2015, the Domestic Travel Tax Rate of 19% is obsolete and a 7% Reduced rate exists for hotels.

BUSINESS PURPOSE/CLIENT BENEFIT

Businesses maintain best-practice tax compliance.

What the Administrator Sees



Country	Tax Authority	Province	Rate Type	Tax Rate	Tax Groups	Active
GERMANY	DE Tax Authority		Standard Reduced Domestic Travel Zero	19% 7% 19% 0%	View	Active
UNITED KINGDOM	United Kingdom		Exempt/Zero Standard Partial GB Non Domestic GB Diesel - Over 2000cc GB Diesel - 1601cc to 2000cc GB Diesel - 1600cc or less GB Petrol - Over 2000cc GB Petrol - 1401cc to 2000cc GB Petrol - 1400cc or less	0% 20% 0% 0.00 GBP @ 20% 0.16 GBP @ 20% 0.13 GBP @ 20% 0.11 GBP @ 20% 0.23 GBP @ 20% 0.16 GBP @ 20% 0.13 GBP @ 20%	View	Active

Configuration/Feature Activation

The **Taxation** page automatically displays the new rate; there are no additional configuration or activation steps.

United Kingdom: HM Revenue and Customs (HMRC) has reduced Advisory Fuel Rates (AFRs)

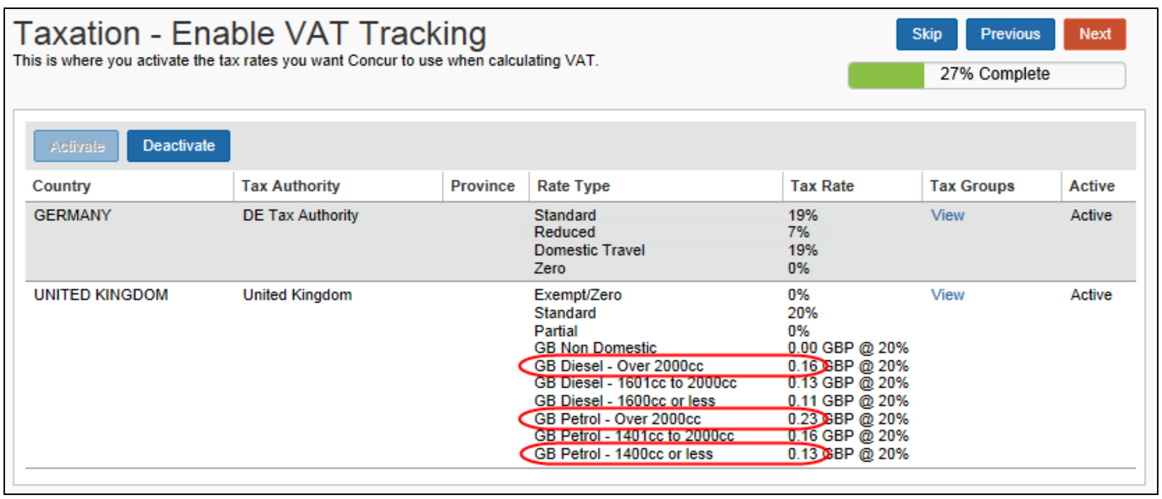
As of December 1, 2014, the following rates apply:

- Petrol 1400cc or less: Rate reduced from 14p to 13p
- Petrol over 2000cc: Rate reduced from 24p to 23p
- Diesel over 2000cc: Rate reduced from 17p to 16p

BUSINESS PURPOSE/CLIENT BENEFIT

Businesses maintain best-practice tax compliance.

What the Administrator Sees



Configuration/Feature Activation

The **Taxation** page automatically displays the new rates; there are no additional configuration or activation steps.

Concur Salesforce Connector

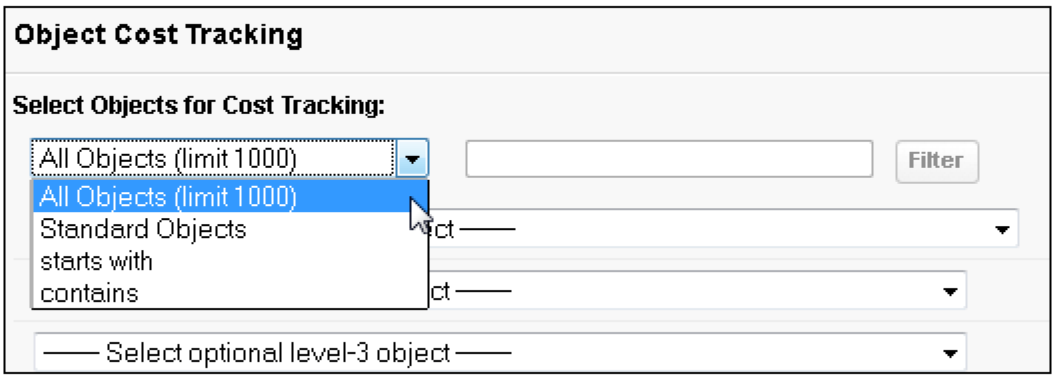
New Object Filter for Admins

Overview

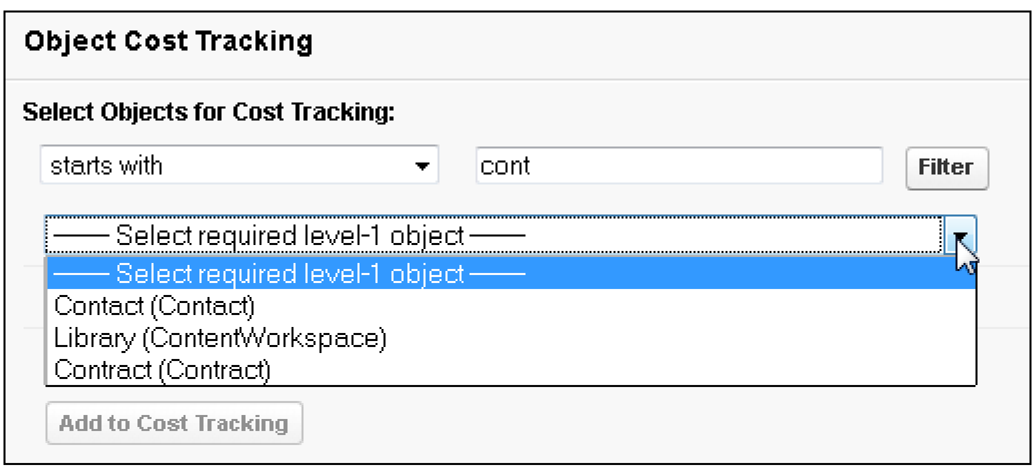
The **Cost Tracking Configuration** and **Concur Connector Admin Tools** pages of the Concur Salesforce Connector have been enhanced with additional object search options. Clients with over 1000 objects in Salesforce can now filter the list of objects by selecting All Objects, Standard Objects, or two different methods to search for text.

What the Admin Sees

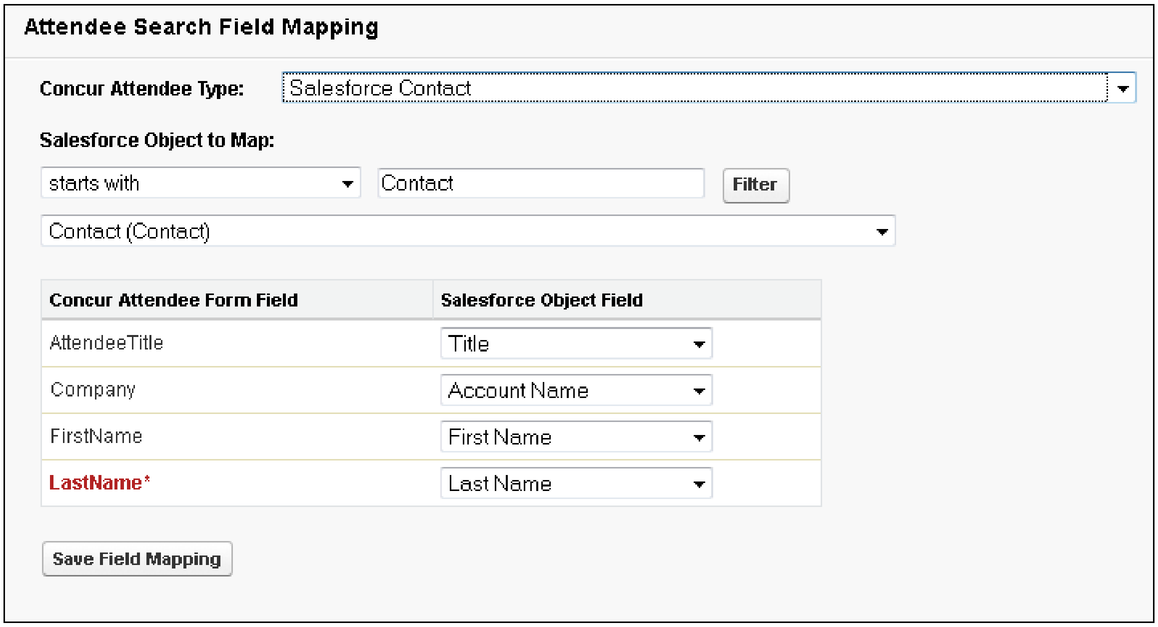
The filters appear in the **Object Cost Tracking** section of the **Cost Tracking Configuration** page.



If the admin selects *starts with* or *contains*, they can enter text in the text box, and click Filter to limit the list of objects. The text filter is based on the object name, not the object label.



The filter also appears in the **Attendee Search Field Mapping** section of the **Concur Connector Admin Tools** page, and contains the same options for filtering the object list.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement allows clients with large numbers of objects to filter the object list to make the desired object easier to locate.

Configuration/Feature Activation

This feature requires the latest connector version. Contact Concur Client Support to get the package installation information.

Search Behavior Enhanced

Overview

Concur has updated the Concur Salesforce Connector to streamline the search process for users. Prior to this release, when a user searched in a field used by the connector, the search would be an "equals" search by default. If the user entered a wildcard (*), the search would be a "starts with" search.

In the December 2014 release, the search logic is modified as follows:

- Searching with no wildcards results in a "starts with" search.
- Searching with a wildcard at the end of the string results in a "starts with" search (same as the previous result).
- Searching with a wildcard at the beginning of the string results in a "contains" search.

BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides the expected search behavior.

Configuration/Feature Activation

This feature is automatically on for all clients with the Concur Salesforce Connector; no additional configuration or activation is required.

Expense Pay

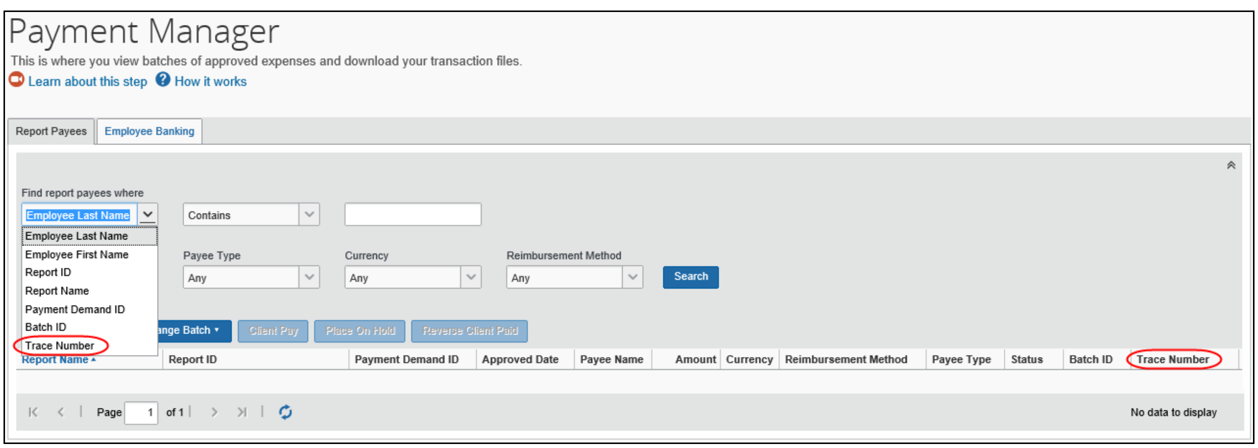
Payment Trace Number Available in Payment Manager

Overview

NOTE: This feature will only be used by a small group of clients. If you do not currently require the Trace Number, you will not need to make any changes to your process.

The Payment Trace Number for payment demands has been added to the Report Payees tab in the Monitor Payees section of Payment Manager. The Trace Number is now available in the following ways:

- There is a new **Trace Number** column on the tabs that displays the payment trace number whenever it is present.
- The **Find** area now includes Trace Number in the **Find report payees where** field.



BUSINESS PURPOSE / CLIENT BENEFIT

This enhancement provides additional information that some clients can use to reconcile payments.

Configuration/Feature Activation

This feature is automatically on for all clients with Expense Pay; no additional configuration or activation is required.

Intuit Integration

QBO Liability Account Code List

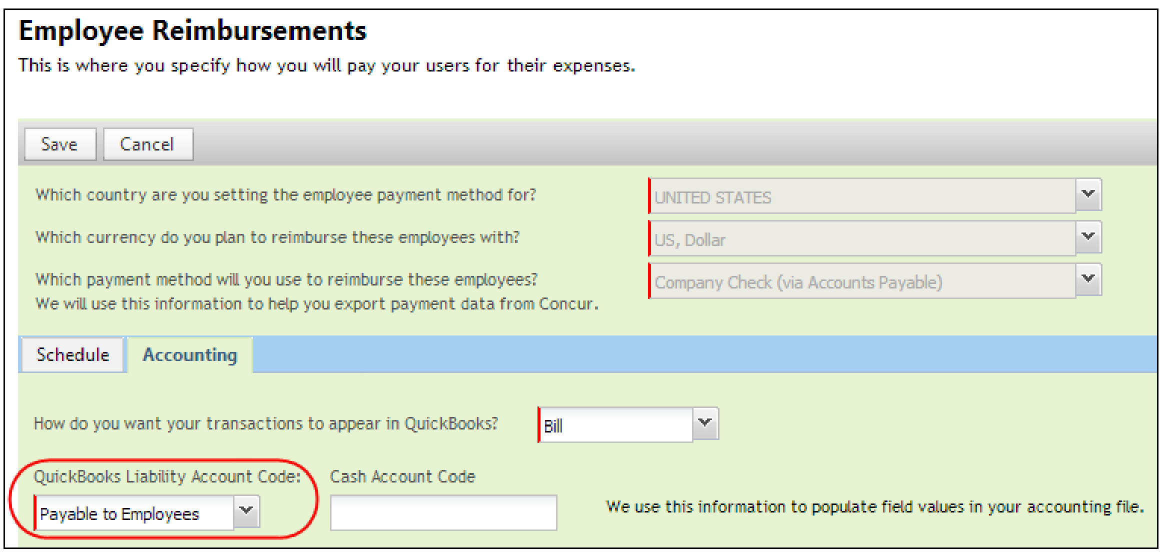
For QB Online clients, the **Employee Reimbursements** page of Setup displays the **QuickBooks Liability Account Code** list, populated by QuickBooks.

BUSINESS PURPOSE/CLIENT BENEFIT

This feature accommodates QBO Plus customers who may have more than one AP account.

What the Administrator Sees

The **Employee Reimbursements** page displays the **QuickBooks Liability Account Code** field, which is now a list field populated by QuickBooks.



Configuration/Feature Activation

The field displays automatically for QB Online clients; there are no additional configuration or activation steps.

There is no change to QB Desktop clients' experience or configuration.

The procedure for setting up employee reimbursements has not changed.

For more information, refer to *Expense: Employee Reimbursement Setup Guide for Concur Standard Edition*.

QuickBooks Transaction Dates Now Editable

Overview

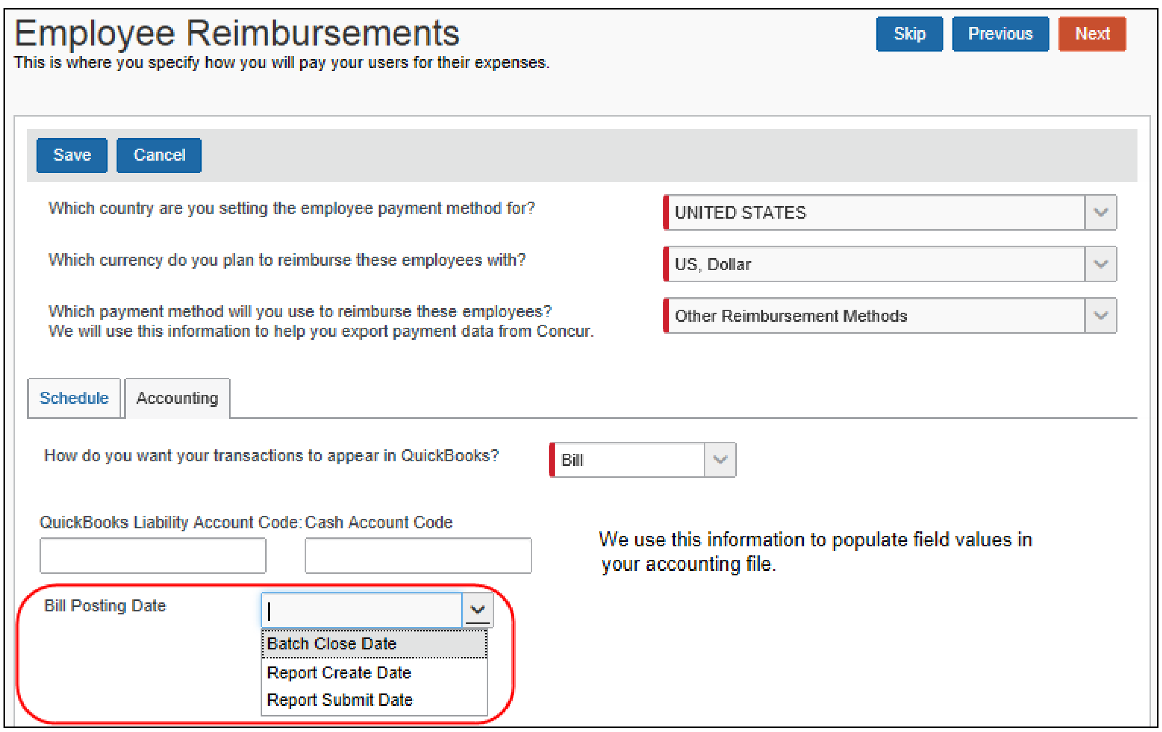
Admins can configure the date the system uses to post the bills in QuickBooks to use the **Batch Close Date** (the historical default), the **Report Create Date**, or the **Report Submit Date**.

BUSINESS PURPOSE/CLIENT BENEFIT

Expenses are more accurately posted to the appropriate financial period.

What the Administrator Sees

A new Bill Posting Date list is available on the **Accounting** tabs of both the **Employee Reimbursements** page of Setup and the **Company Card** page of Setup.



Configuration/Feature Activation

This new list displays automatically on for all clients using the QuickBooks Connector and posting transactions as Bills in QuickBooks; no additional configuration or activation is required.

Company Card

Additional Banks Available in Setup

New credit card programs are available in Setup when configuring automatic data feeds from your bank(s).

- **BBVA** (US, MasterCard, IBIP/IBCP/CBCP, Corporate)
- **Danske Bank** (GB, MasterCard, IBIP/IBCP/CBCP, Corporate)
- **Pinnacle Financial Partners** (US, MasterCard, IBIP/IBCP/CBCP, Corporate)

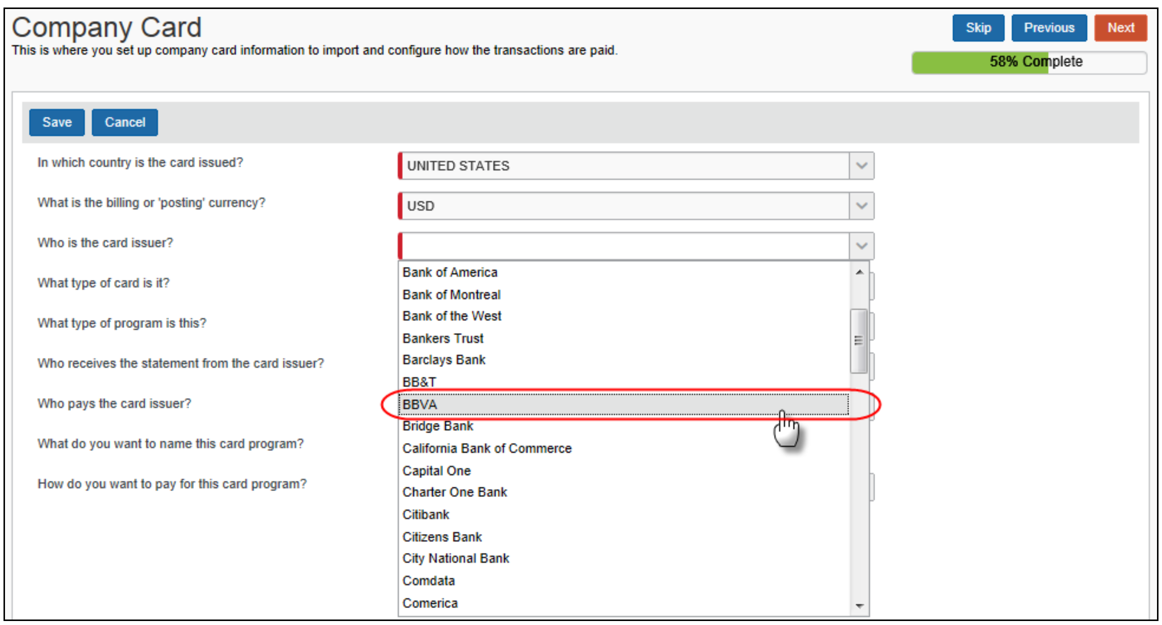
BUSINESS PURPOSE/CLIENT BENEFIT

The additional automated options can expedite processing of credit card expenses.

What the Administrator Sees

The **Company Card** page has new card issuer choices.

For example:



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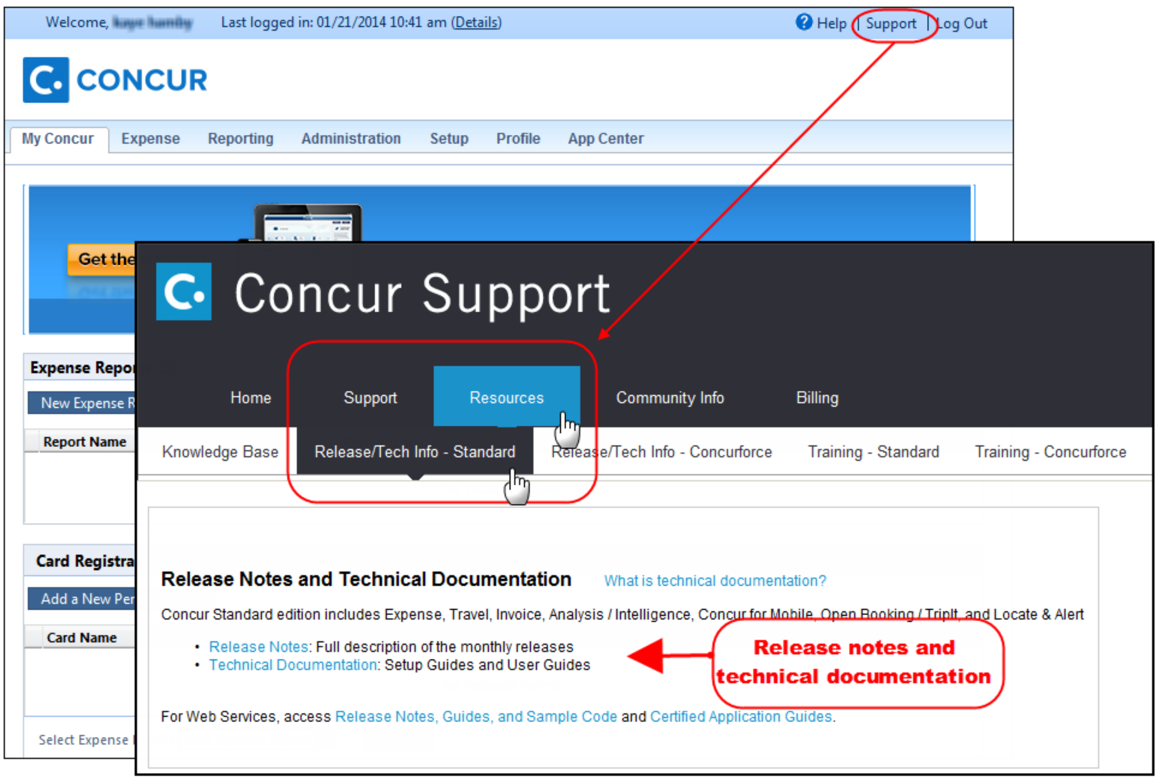

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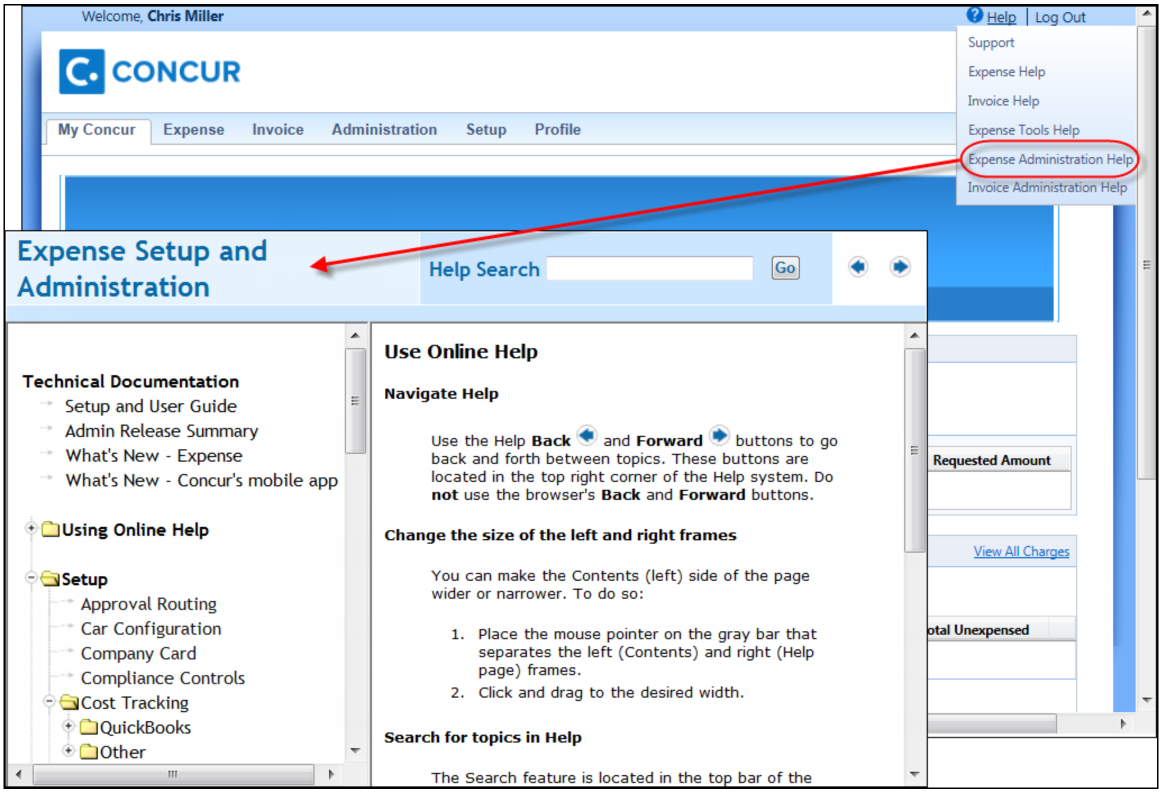

Resolved Issues

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