Concur Invoice Release Notes **Concur Standard**		
Month	**Includes**	**Audience**
February 2013	Invoice Standard	Concur Clients

Contents

Release Notes – February 2013

Features For This Release

The following features are included in this service release.

Support for Intuit QuickBooks Desktop for Bill Transactions

With this release the Invoice Standard user can now draw on any version of the Intuit QuickBooks Desktop accounting software for their Bill type transactions. QuickBooks is a popular solution for creating and maintaining Bill transactions for each payee that requires reimbursement.

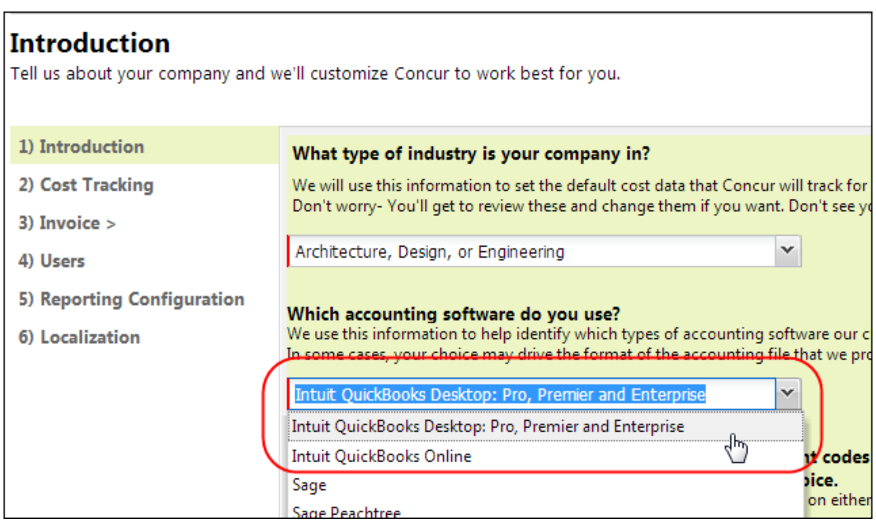
Activating and Configuring QuickBooks

The steps below are a general overview of tasks you will follow to integrate QuickBooks with Invoice. You should have your QuickBooks liability code, accounting codes, and other information available to complete setup.

- Activate QuickBooks in the Setup Wizard
- Input the Account Codes for your Expense Types
- Map Classes using Cost Tracking Objects
- Test - Generate the IIF File by Extract and Import into QuickBooks

Activating QuickBooks in the Setup Wizard

When configuring Invoice, the Setup Wizard lets the user select their accounting software. To activate QuickBooks, select the *Intuit QuickBooks Desktop* selection under **Which accounting software do you use?** as shown in the figure below:

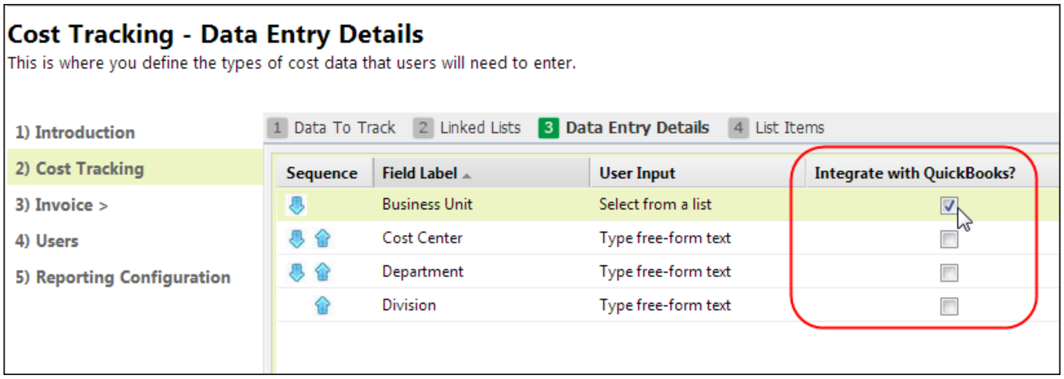


Changes Made By Invoice When Selecting QuickBooks

By selecting this choice, Invoice automatically changes selected features to accommodate your choice as described in no general order below

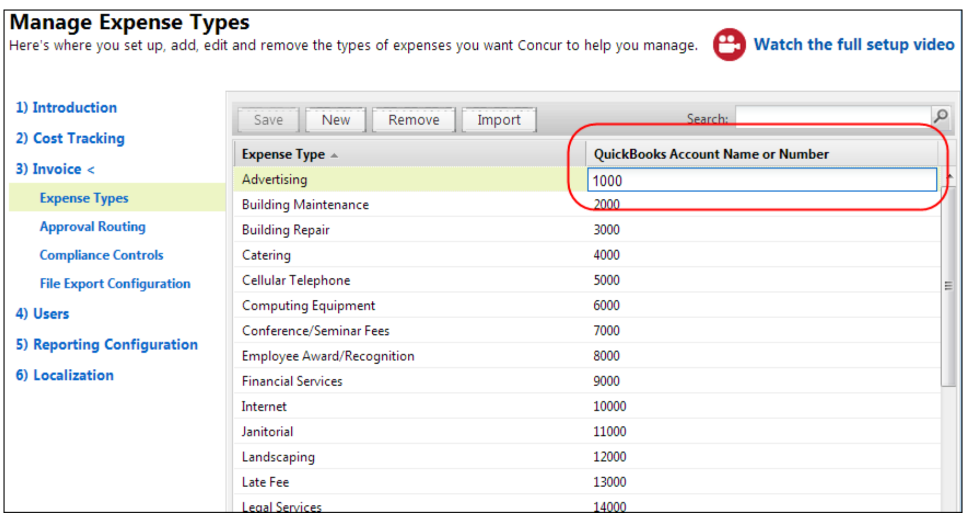
Cost Tracking

When adding Cost Objects, the Data Entry Details step includes an additional column, Integrate with QuickBooks?. Selecting a custom field in this way adds it as a Class object in QuickBooks.



Invoice > Expense Types

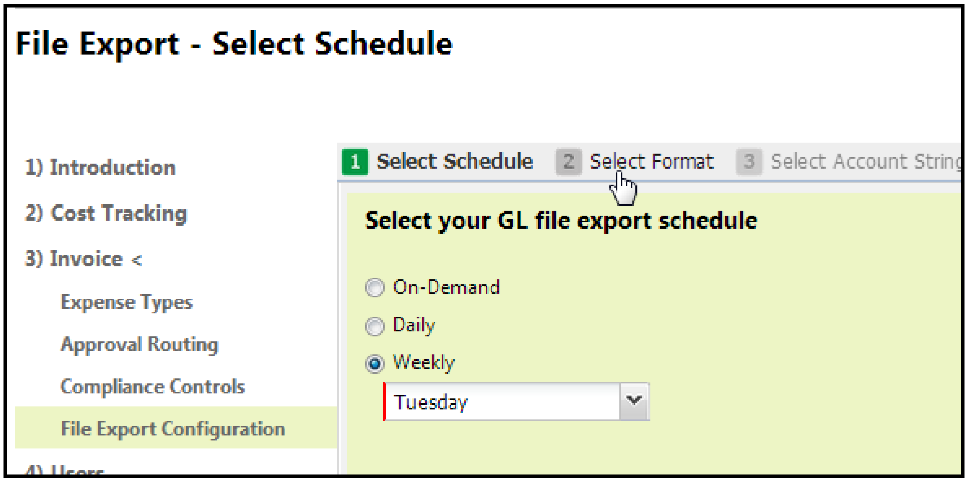
The Expense Types step also renames the accounting codes column to Quickbooks Account Name or Number:



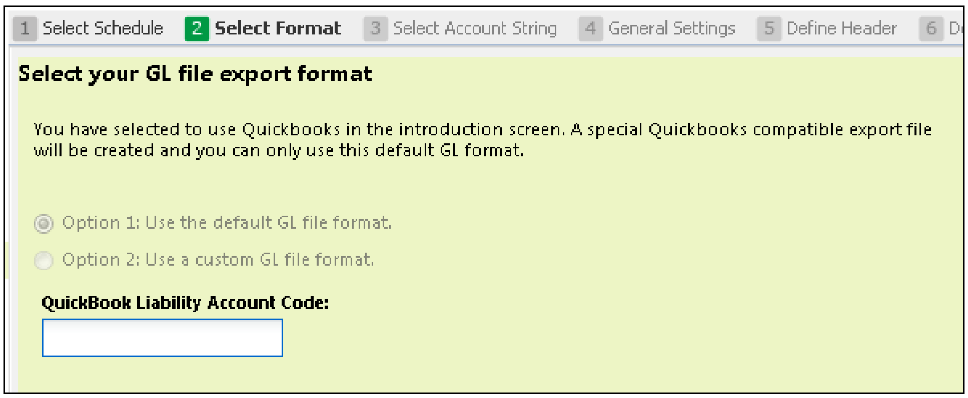
Invoice > File Export Configuration

The File Export Configuration step is reduced to options in two tabs, the others pre-set to generate the .IIF file by your QuickBooks selection.

First, select the schedule on which your extract will be generated:



Once you set the schedule, click the **Select Format** tab and type the required code provided by QuickBooks into the **QuickBook Liability Account Code** text box:



After Setup – Changes to the Vendor Import Template

Within Vendor Manager, the import vendor functionality is changed by resetting the *Vendor Import* column to *QuickBooks Vendor ID* for ease of identification to the QuickBooks user:

Concur Invoice Release Notes **Concur Standard**		
Month	**Includes**	**Audience**
July 2012	Invoice Standard	Concur Clients

Contents

Release Notes – July 2012

Features For This Release

The following features are included in this service release.

Invoice Due Date Field Added to Header Form

Overview

With this release the Invoice Due Date field is now added by default on the header form, directly after the amount field.

This addition satisfies the needs for those financial systems that require this field, and is made available without need to use the Invoice Pay module.

Business Purpose

This feature adds a field that is often a requirement for financial systems used by clients.

Refer to *Invoice Setup Guide for Concur Standard* for more information.

Concur Invoice Release Notes **Concur Standard**		
Month	**Includes**	**Audience**
August 2013	Invoice Standard	Concur Clients

Contents

Release Notes – August 2013

Features For This Release

The following features are included in this service release.

Invoice Pay: ACH Payments Are Now Sent in CTX EDI 820 Format

Overview

> ***Business Purpose***
>
> *This feature changes invoice payments so that the CTX EDI format is now used.*

With this release, a new format will be used for Invoice ACH payments. The new format, CTX EDI 820, addresses compliance requirements for financial systems that process invoice payment requests.

This will provide better visibility to invoices being paid by the supplier, and will enable some suppliers to automatically apply the payment to outstanding account receivables.

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.
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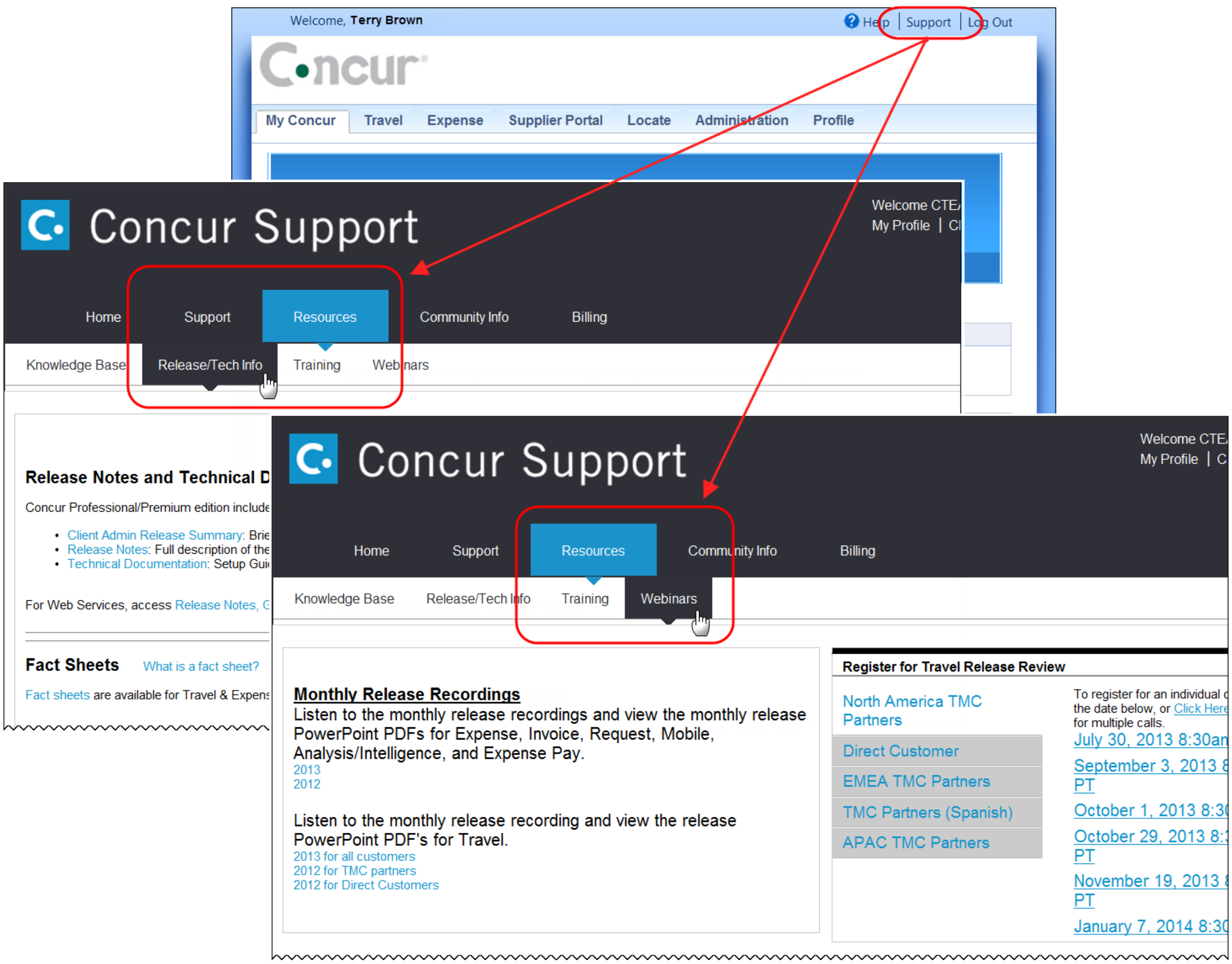
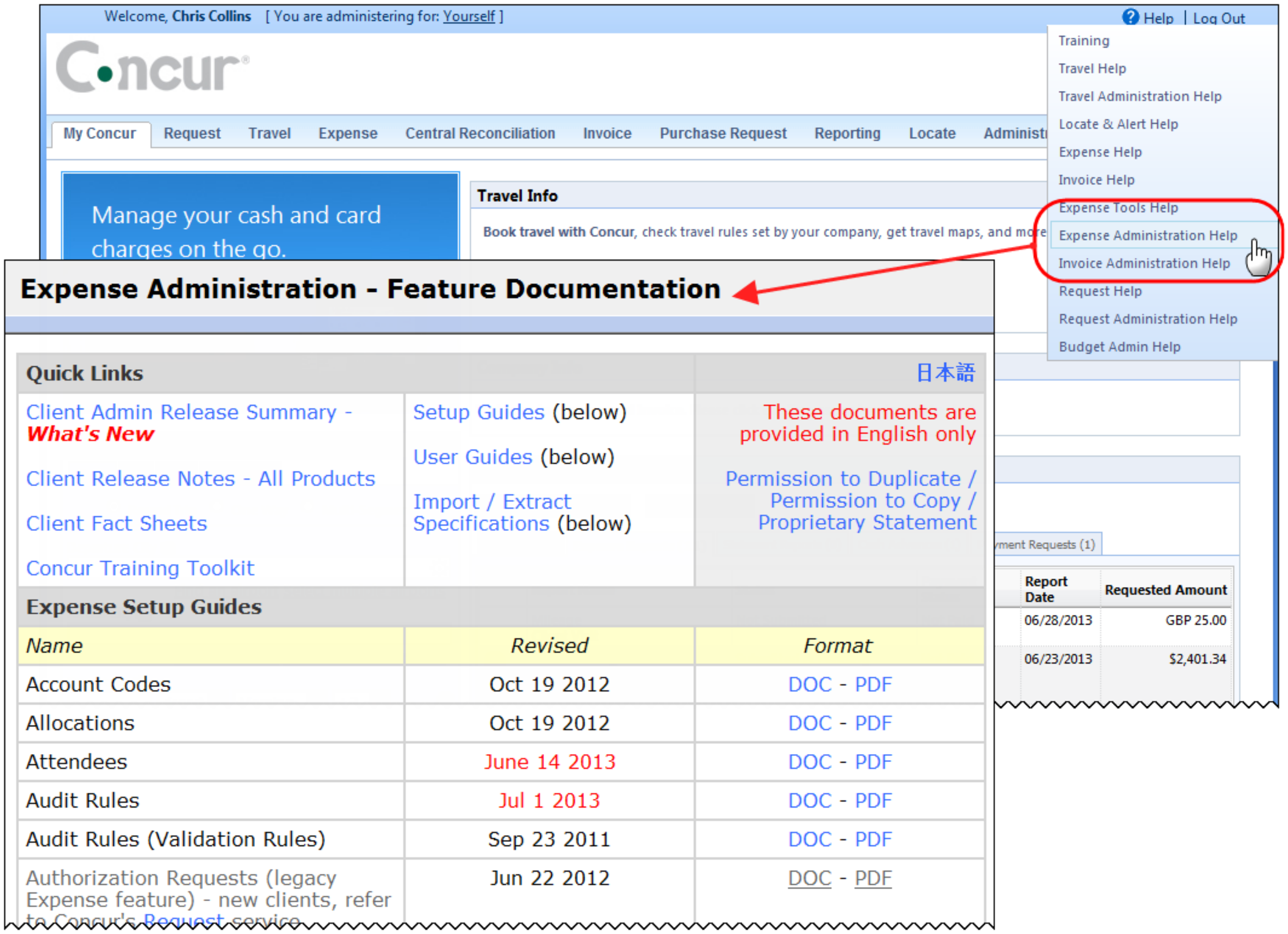


Online Help – Admins

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



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Concur Invoice Release Notes **Concur Standard**		
Month	**Includes**	**Audience**
September 2013	Invoice Standard	Concur Clients

Contents

Release Notes – September 2013

Features For This Release

The following features are included in this service release.

Payment Manager – Activate New Account to Replace Inactive Account

Overview

> ***Business Purpose***
>
> *This enhancement allows the clients to inactivate their primary account and activate a new one, and allow processing of both accounts.*

With this release a client can now create a new funding account and designate it as the new, active account for a selected group. This feature facilitates periodic change management associated with bank funding accounts. For example, if you change to a new corporate bank, you can add the new bank as Funding Account B, and inactivate the old bank's Funding Account A. Invoices already in the system using Funding Account A will progress through until paid. New invoices created after the change will use Funding Account B.

NOTE: Reminder – Invoice Standard supports a *single* account per currency.

How It Works

This feature works by allowing the user to create a new funding account that the system automatically defaults to Inactive. The user next deactivates the existing, active account and replaces it with the new account by activating it. Note that the system prompts the user if they attempt to activate a second account for a group (Global, as shown in the figure below).

The two accounts work together within the group as follows:

- Payment demands in the inactive account continue to process, but once these scheduled payments are completed, no new invoices are accepted for the deactivated account (or accounts, since many deactivated accounts may exist for a single group)

- New invoices automatically route to the new, active funding account associated with the group

This feature can also be used to make changes to the check configuration template. For example, let's say your current check signatory is no longer an employee of your company. You can set up a new funding account, and create a new check configuration that uses the new, correct check signature image file.

Configuration

The Payment Manager role creates the new funding account.

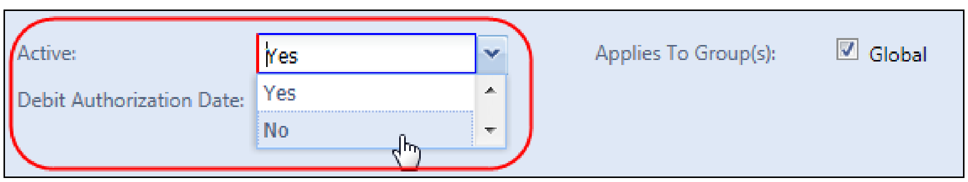
- ***To create and activate the new funding account for the group:***

1. Click **Invoice** > **Payment Manager** > **Funding Accounts** to display the **Funding Account List** page.

2. Click **Add Funding Account** and fill out the **Funding Account** page to create your new account, then click **Save**.

3. Select and open the current funding account for the group in order to deactivate it.

4. Select *No* from the **Active** dropdown list, then click **Save**.



5. Open your new funding account and, for the step above, select *Yes* as the value for **Active** and click **Save** – this activates your new account for the group.

Refer to *Invoice: Invoice Pay Setup Guide* and *Invoice: Invoice Pay User Guide* for more information.

Route an Invoice by Mapping a Default Invoice Owner to a Vendor

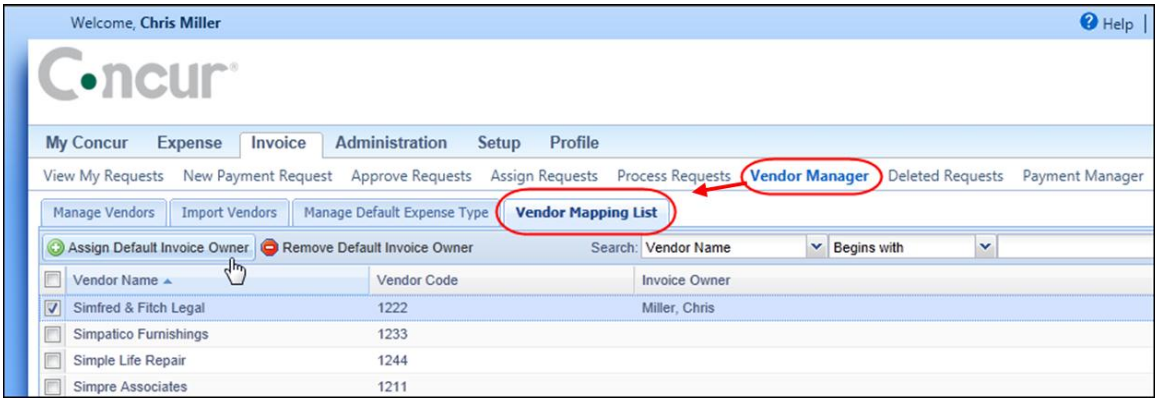
Overview

Business Purpose

This enhancement moves a function to a more logical location for the administrator.

The ability to map a vendor to a default Invoice Owner is included in this service release. This feature is used whenever a vendor should be associated with a default Invoice User so that a request is automatically routed to the specified employee. This ensures an association is made if none other is specified through import or otherwise.

The new tab and options are available by clicking **Invoice** > **Vendor Manager** > **Vendor Mapping List** as shown in the figure below:



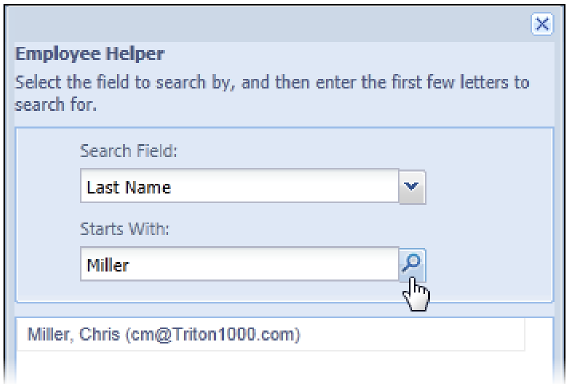
Configuration

To associate a default invoice owner to the vendor:

1. With the **Vendor Mapping List** tab open, search for the vendor or vendors to associate to an invoice owner.
   - **Vendor Name or Code:** The unique code assigned to the vendor, or the name of the vendor, matched to all or part of the name or code (Begins With, Contains, etc.)
   - **Employee First or Last Name:** The name, first or last, of the currently-assigned Invoice Owner, matched to all or part of the name (Begins With, Contains, etc.) - this lets you re-assign to a new owner.

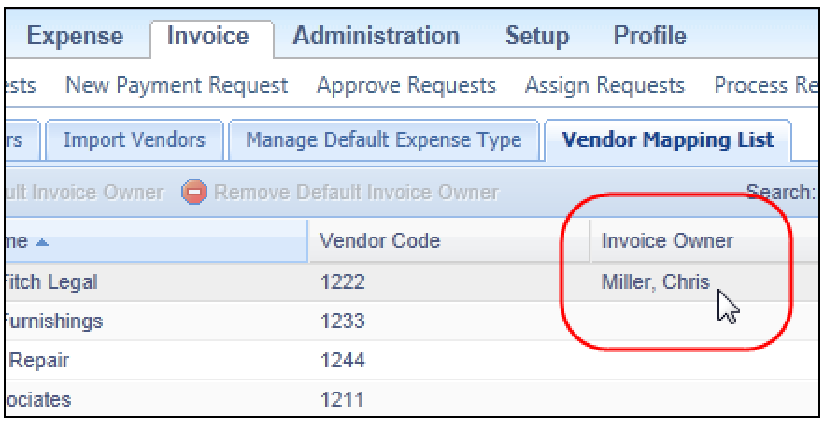
   NOTE: User-requested and deleted vendors do *not* appear for matching.

2. Click the magnifying glass () icon to begin the search.
3. Select one or more vendors that will be assigned (or re-assigned) to an Invoice Owner.
   TIP: You do not need to unassign an assigned vendor; the action of assignment automatically unassigns the previous owner.
4. Click **Assign Default Invoice Owner** to open the **Employee Helper** window, and type the search criteria based on the selection in **Search Field** (Last Name, First Name, Email Address, or Logon ID).



5. Click **Assign** to assign the new Invoice Owner to the vendor.

This association is now displayed under the **Invoice Owner** column in the list table of vendors.



Refer to *Invoice Administration User Guide* for Concur Standard for more information.

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

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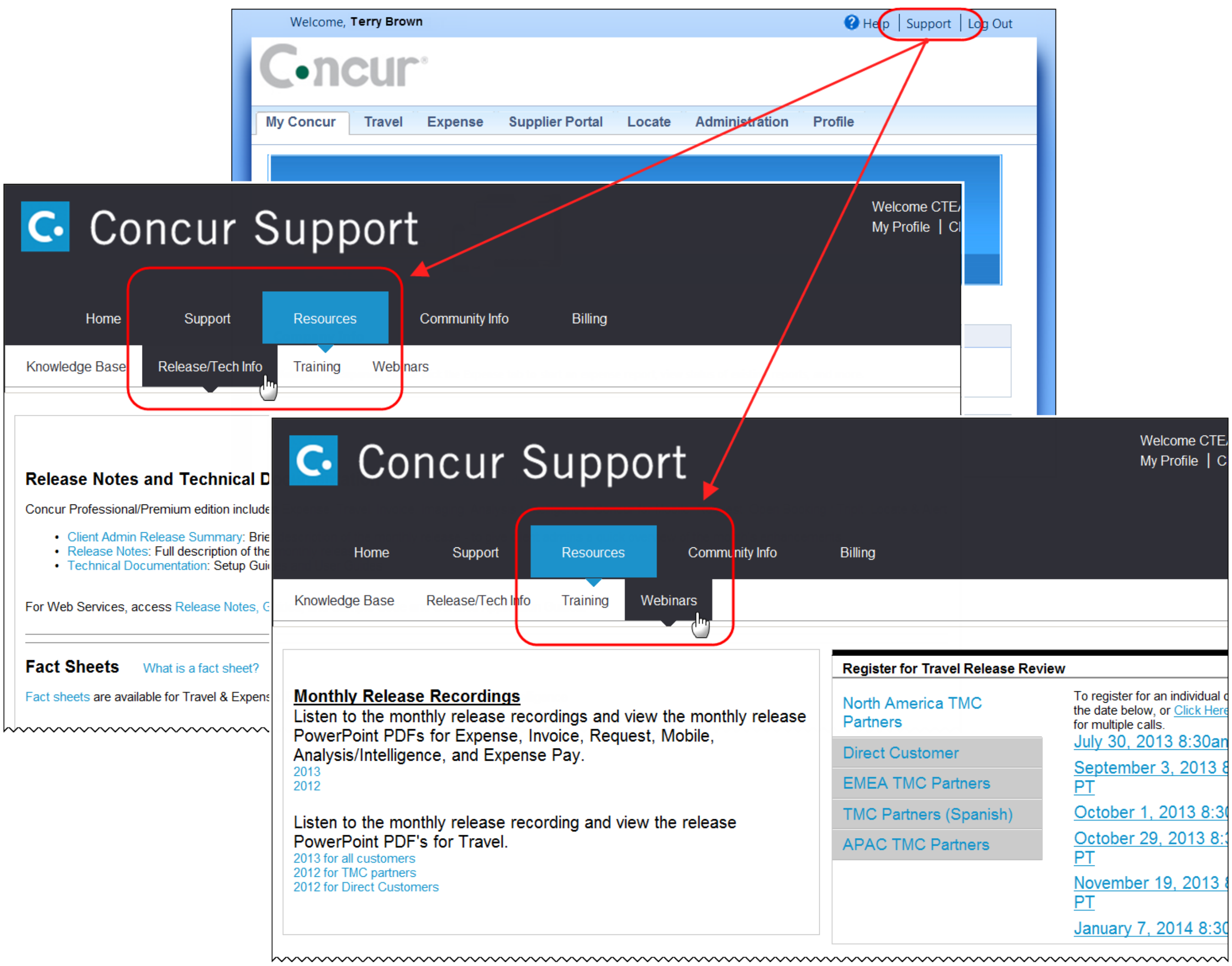

NOTE: If you use a user interface layout ***other than*** Blue Sky (set on the travel configuration page), be aware that you have to click **Help** in order to access the **Support** link.

Online Help – Admins

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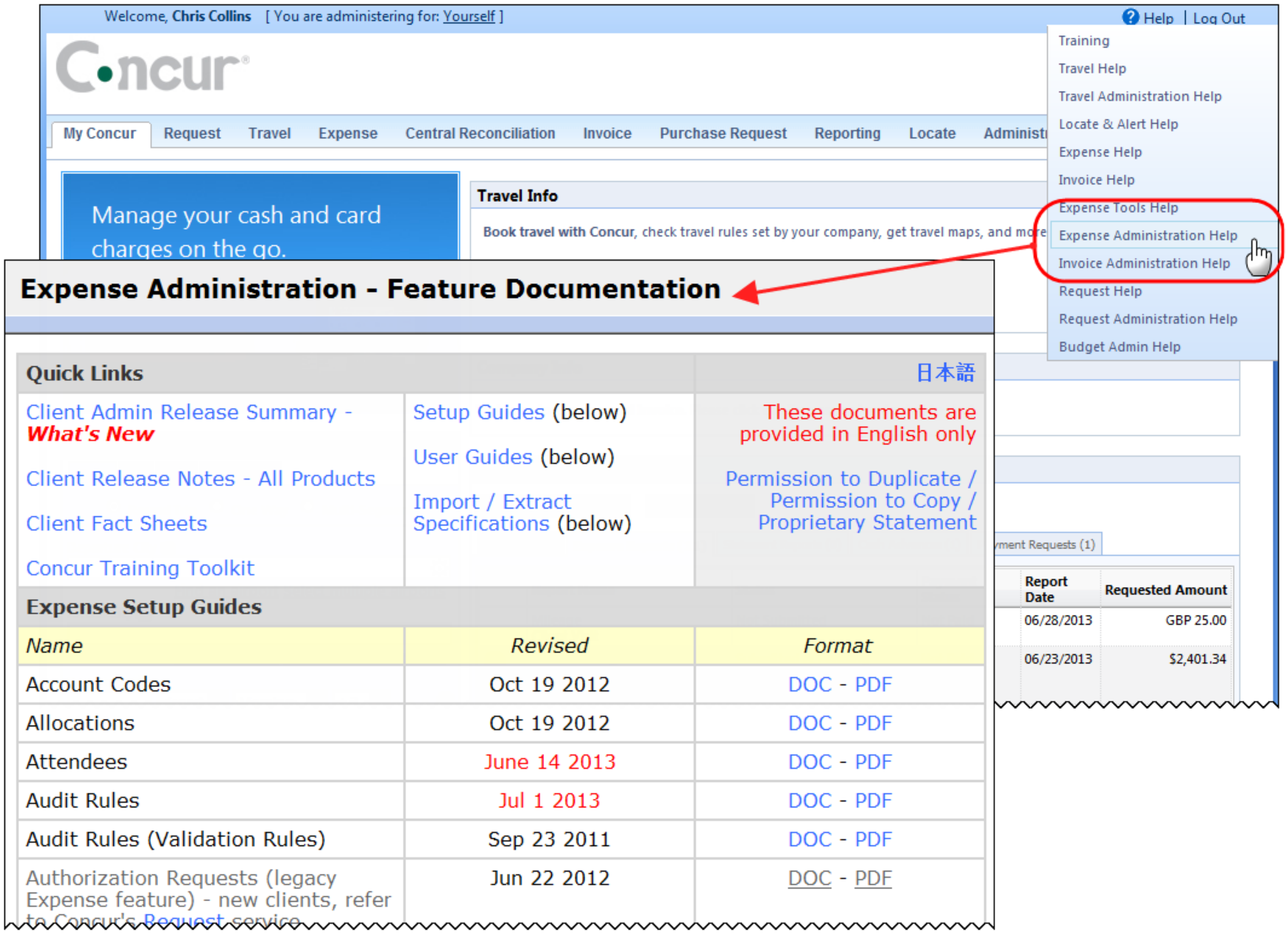

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Concur Invoice Release Notes Concur Standard		
Month	**Includes**	**Audience**
October 2013	Invoice Standard	Concur Clients

Contents

Release Notes – October 2013

Features For This Release

The following features are included in this service release.

Pay Confirmation and Positive Pay Extract Now Available

Overview

> ***Business Purpose***
>
> *This enhancement adds new extract capabilities to Invoice Standard.*

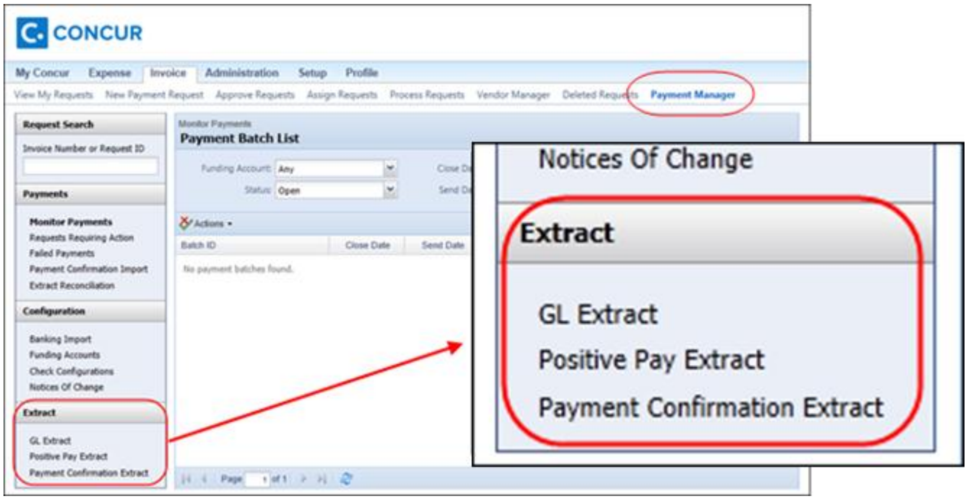
The Invoice Pay administrator can now take advantage of two new extracts when working within the Payment Manager tool. These new extracts, *Payment Confirmation* and *Positive Pay*, let the administrator view final payment amount details paid under Invoice Pay, and prevent check fraud when working with the *Check* payment type, respectively.

The two new extracts are used as follows:

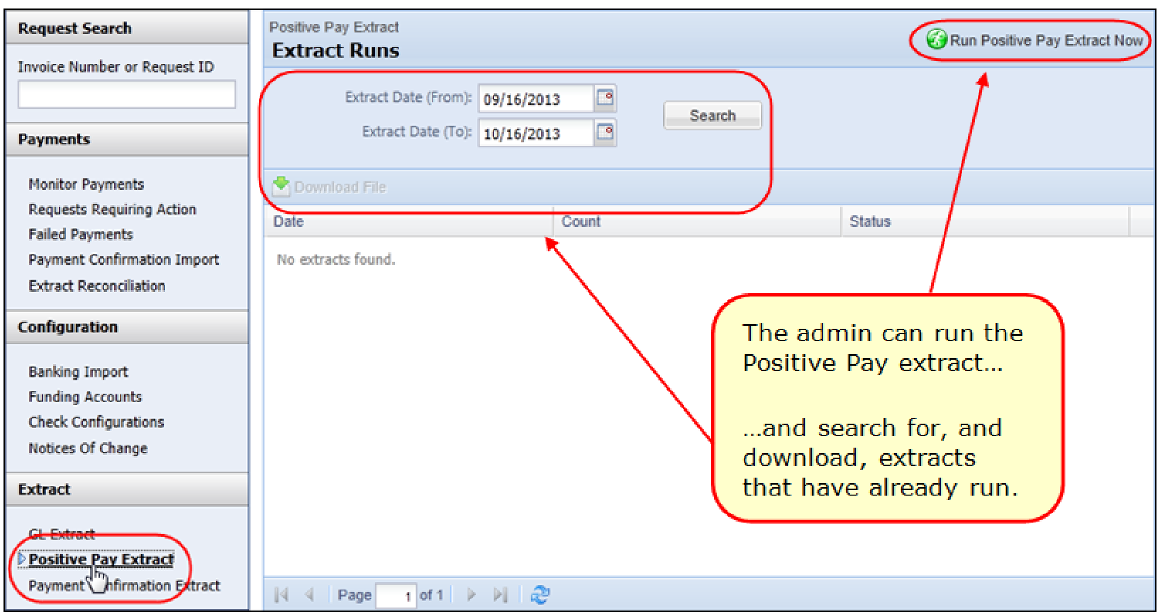
- **The Payment Confirmation Extract:** The Invoice Pay administrator uses the Payment Confirmation extract to view final payment amount details paid under Invoice Pay. This is useful whenever the client needs visibility into final Invoice Pay payment methods and amounts, and the original (estimated) pay data provided to the client financial system by the SAE is different than the actual final pay data resident in Invoice Pay.
- **The Positive Pay Extract:** The Invoice Pay administrator uses the Positive Pay extract to assist them when paying by the Check payment type. Positive Pay is a best practice method of preventing check fraud, by transmitting daily check information to a corporate bank, thereby only allowing payment of listed, verified checks.

What the Administrator Sees

When opening Payment Manager, the administrator will now see two new links under a new **Extract** menu (as well as the **GL Extract** link, previously under the **Payments** menu):



Each link opens a screen with options that let the administrator run an extract, and search and download the results in file format. The **Positive Pay Extract** screen is shown in the figure below:



The **Payment Confirmation Extract** screen is virtually identical, with the same options that allow a search and download, and the ability to run the extract "on demand" using the **Run Payment Confirmation Extract Now** link.

Configuration

To enable this functionality and display the links, two settings must be configured in Hosted Management Console (HMC):

- **Enable Invoice Extract Download:** Click the entity name directly after opening it using **Company Entity Management**, then enable this setting using the **Settings** link.

- **Enable Invoice Pay:** Click **Feature Wizard** for the entity after opening it using **Company Entity Management**, clicking the setting on the first page, at the bottom of the page.

Refer to *Invoice Administration User Guide for Concur Standard* for more information.

Alternate Account Code Support Now Included in Introduction Step

Overview

> ***Business Purpose***
>
> *This enhancement brings the alternate account codes functionality to Invoice Standard.*

With this release, a company can elect to map their Invoice expense types to "alternate" account codes maintained in the company's General Ledger (GL). By doing this, a company can enforce at the line item and/or user level the mapping of a selected expense type to that alternate code instead of the "default" account codes they also enter into the Invoice system.

How It Works

This feature works by adding a field, **Is Billable?**, to the line item and/or to the user's **User Information** page when the Setup administrator enables alternate codes. The administrator will use the following steps to configure this functionality:

Step 1: During Introduction, one of three options is selected

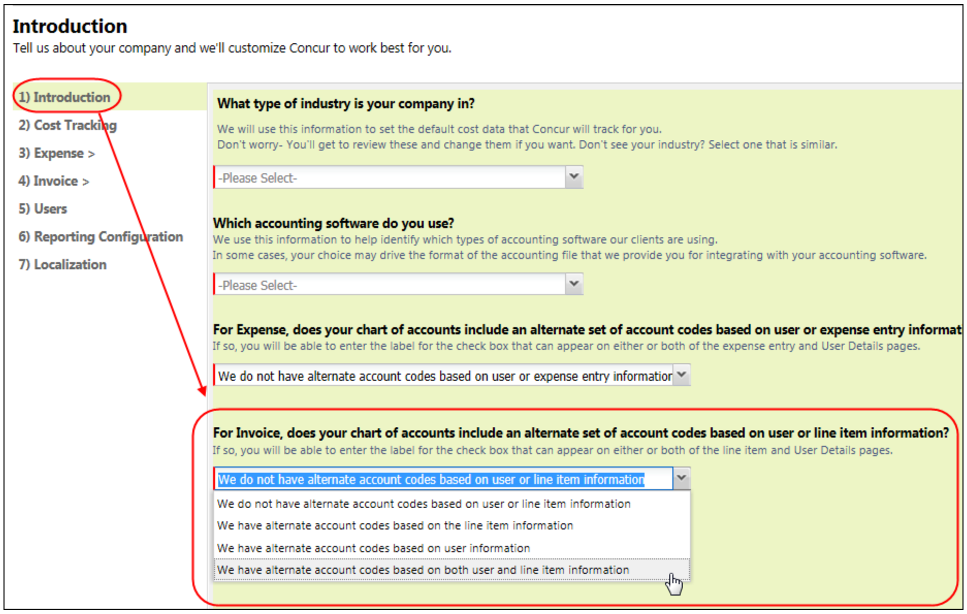
Step 2: (*Optional*) - The field is renamed from **Is Billable?**

Step 3: The alternate account codes are entered using:

- **Import:** A secondary column for alternate account codes made available when this option is selected and the template first filled out and then imported into the system.
- **Manual Entry:** During Setup > Expense Types, each alternate account code is manually entered into the appropriate column

STEP 1: SELECT AN ALTERNATE ACCOUNT CODE OPTION

The administrator selects an option using the Introduction Setup step:

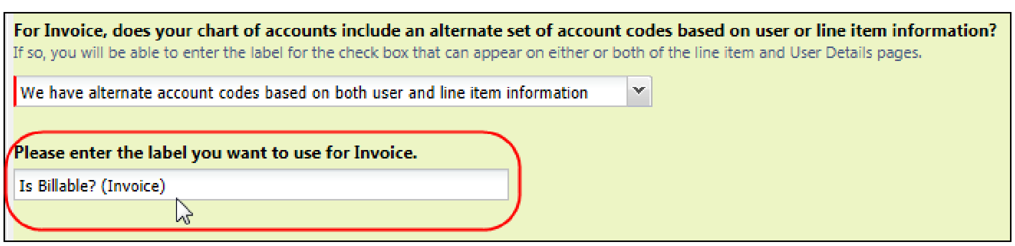


Depending on the Setup selection, the **Is Billable?** field behaves as follows:

- **At the Line Item Level:** The user is able to select or clear the check box as they enter line items so that the alternate codes are used or not used, respectively.
- **At the User Level:** The administrator configures the check box for the user at this level to enable/disable alternate code mapping for the given user every time they specify an expense type at the line item level – the user is restricted from changing this behavior.
- **At both the Line Item and User Level:** The field is added at both levels.

STEP 2: (OPTIONAL) – RENAME THE IS BILLABLE? FIELD

The administrator may rename the field to something more intuitive to the user within their company. This is done directly after **Step 1**, using the text box that displays if any of the three options are selected:

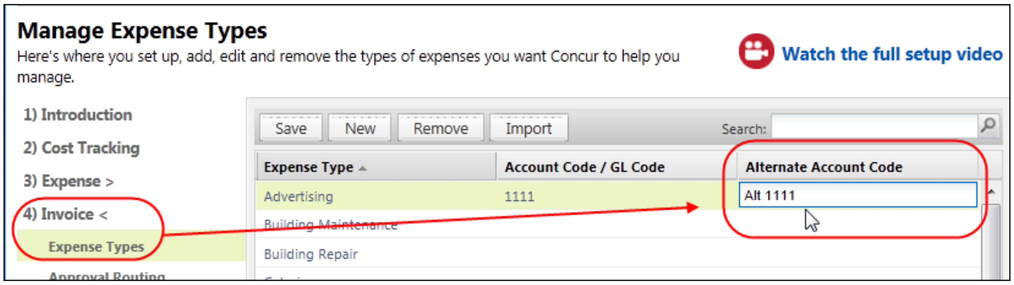


STEP 3: IMPORT OR MANUALLY ENTER THE ALTERNATE ACCOUNT CODES

The alternate account codes are added by the Setup administrator using either the import functionality, or by inputting the codes directly into the user interface. Both options are available by selecting **Invoice** > **Expense Types**.

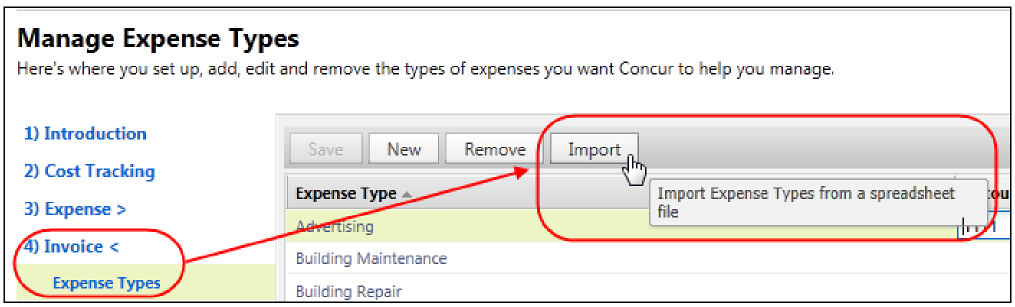
Manually Entering the Alternate Account Codes

The alternate account codes are entered using options directly on the **Manage Expense Types** page, which now displays the *Alternate Account Code* column:

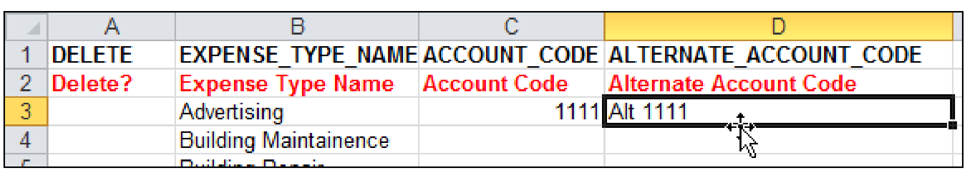


Importing Your Alternate Account Codes

Alternate account codes may also be entered using the on-demand import template available for download on the same page (above):

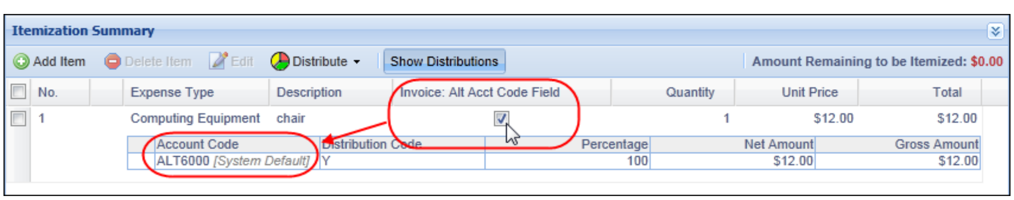


The template that you download includes an additional column, Alternate Account Code, that is used to enter and then import the codes:



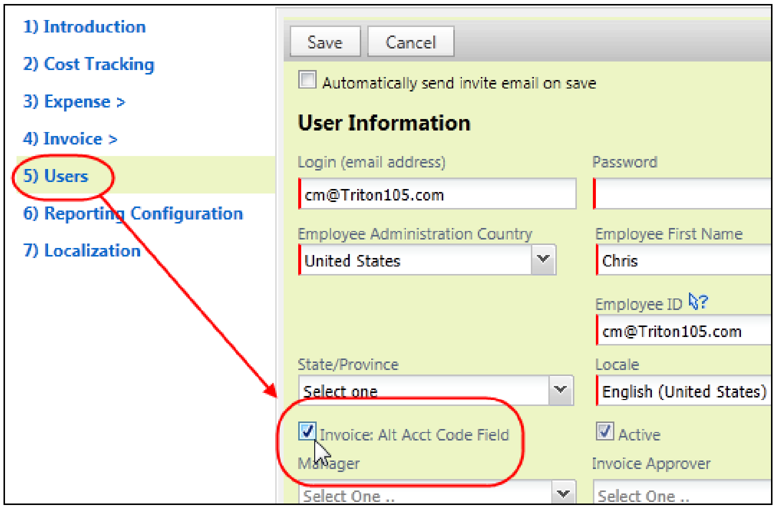
What the User and Administrator Sees

The user will see the check box at the line item level, when they are completing their request. Note in the figure below that the "Alt6000" alternate account code is used when the check box is selected (enabled).



Clicking the check box opens the line item, where they can elect to clear or select the check box as required.

The administrator working with the user through the Setup > Users function will see the check box (renamed to Alt Acct Code Field for clarity) in the **User Information** page:



Here they can select the default action they want to the user to always conform to.

Refer to *Invoice Setup Guide for Concur Standard* for more information.

Payment Demands Can Be Moved from an Inactive to an Active Funding Account

Overview

With this release, clients will now be able to move payment demands that are currently tied to one or more inactive funding accounts to a primary active funding account.

> ***Business Purpose***
>
> *This enhancement now allows payment demands to be moved from one or more inactive funding accounts to a primary active funding account.*

Clients can configure multiple funding accounts but only one of these accounts can be active. Because of this, there may be times when payment demands become associated with an inactive funding account and must be associated with an active funding account. The following describes how a client can perform this function.

How This Works

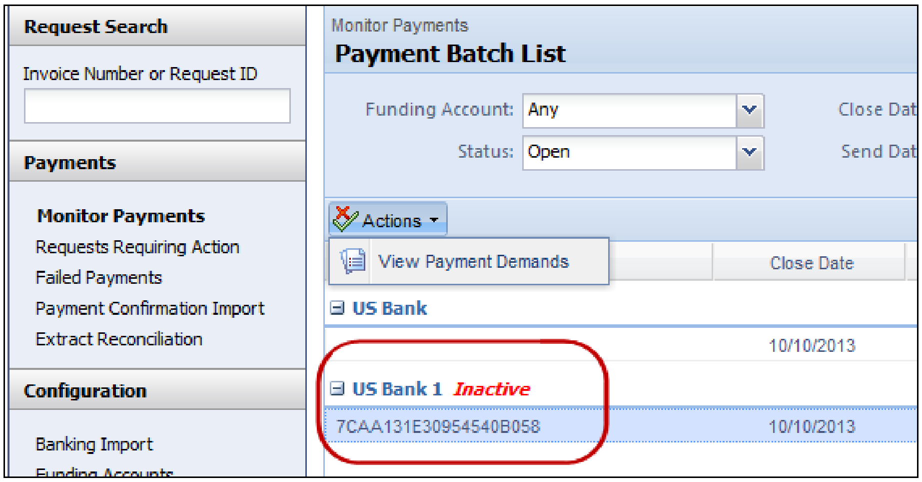
The client can move a payment demand from either the:

- **Monitor Payments** screen
- **Failed Payments** screen

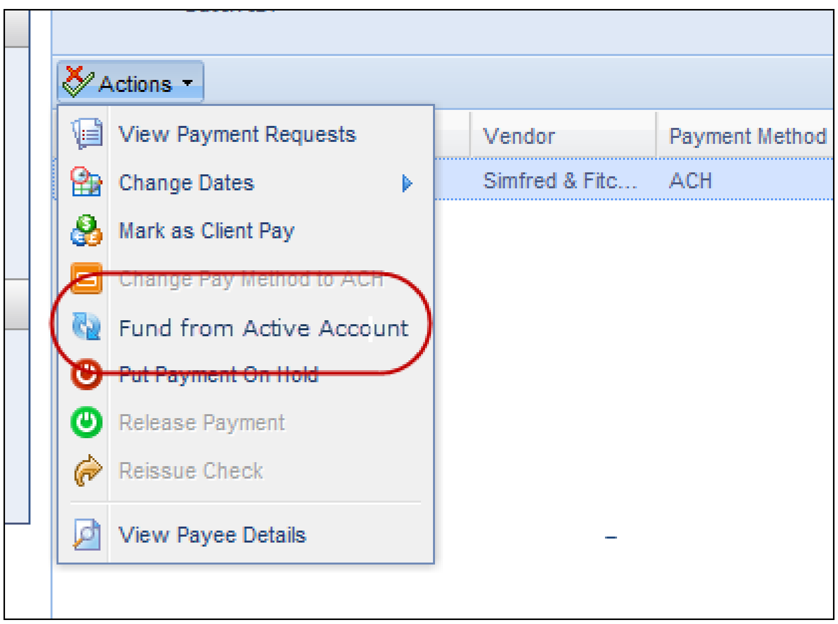
Moving Payment Demands Listed Under Monitor Payments

To move a payment demand from an inactive to an active funding account:

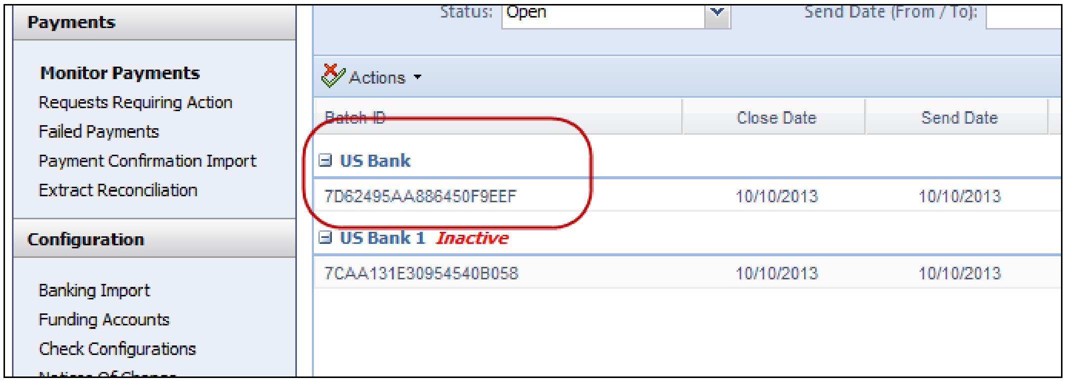
1. From **Payment Manager** > **Monitor Payments**, select the payment demand that you want to move from an inactive funding account to a primary active account.
2. Click **Actions** > **View Payment Demands**.



3. Click **Actions** and in the list, click **Fund from Active Account**.



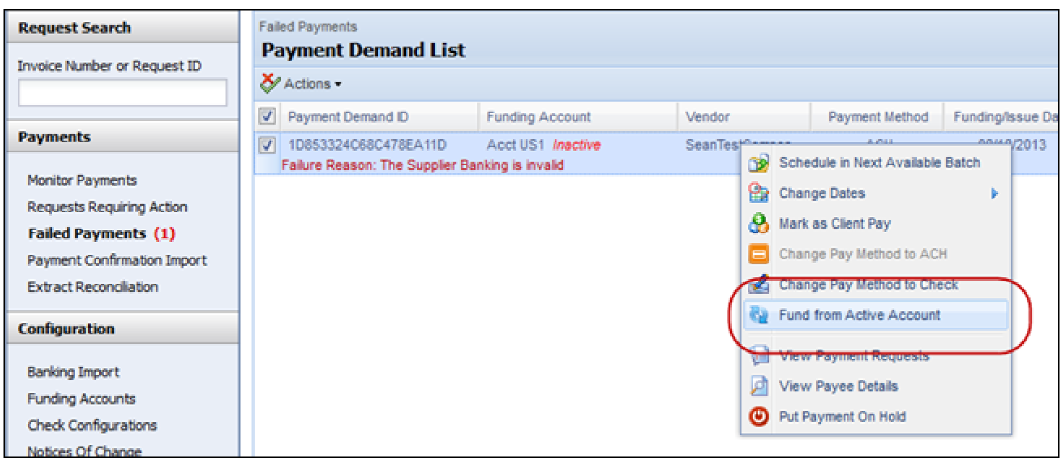
4. The selected payment demand is moved to the active funding account.



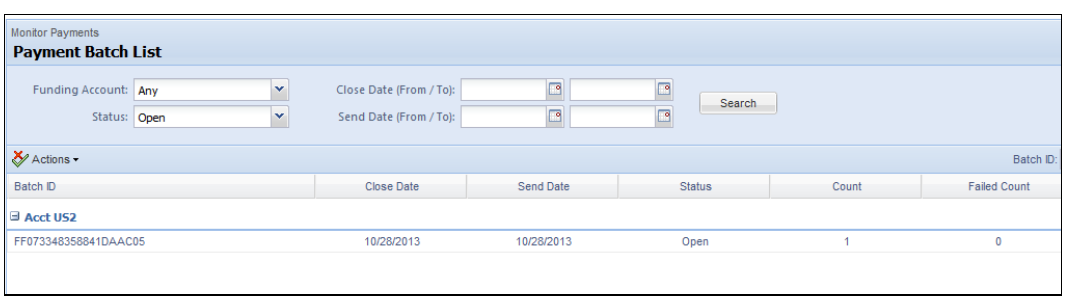
Moving Payment Demands Listed Under Failed Payments

To move a failed payment demand from an inactive to an active funding account:

1. Click **Failed Payment** to open the **Failed Payments** page, then select one or more payment demands.
2. Click **Actions** > **Fund from Active Account** (or, as in the figure below, right-click the demand directly):



3. The payment demand that failed is moved to a new payment demand that is funded from an active account.



Refer to *Invoice User Guide for Concur Standard* for more information.

Configuration

No additional configuration is required to use this feature.

Supported Configurations

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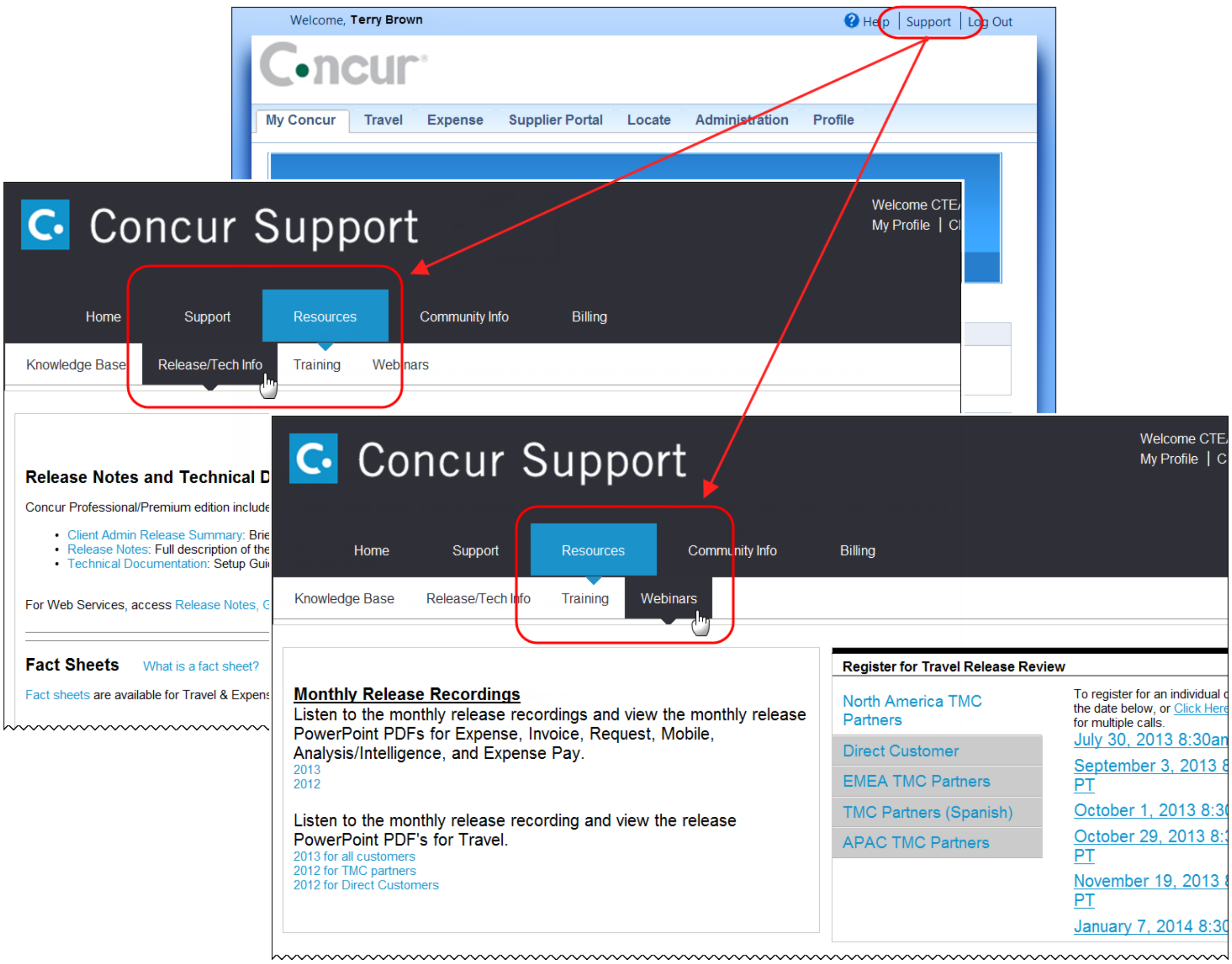

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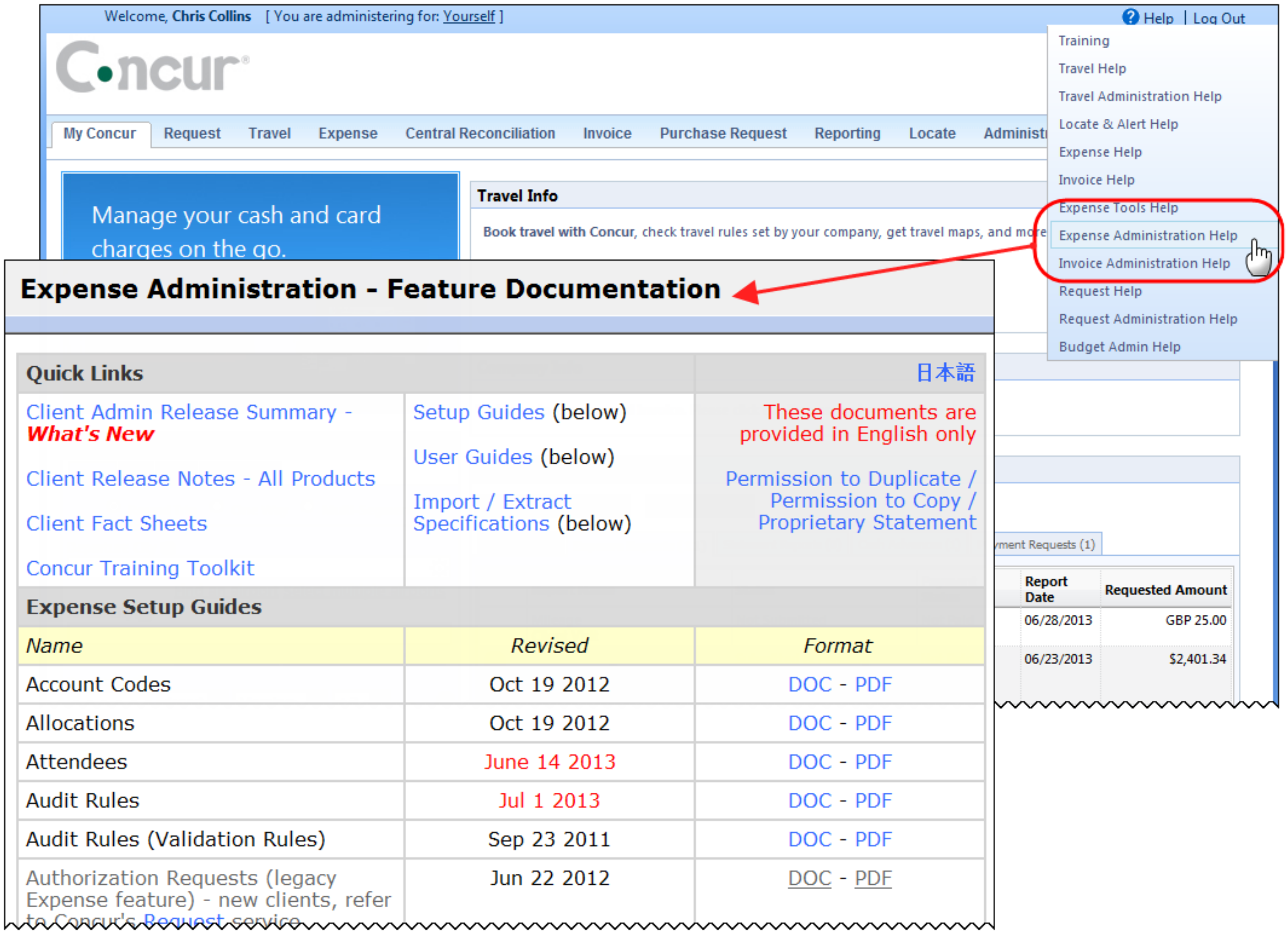

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Concur Invoice Release Notes **Concur Standard**		
Month	**Includes**	**Audience**
November 2013	Invoice Standard	Concur Clients

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Release Notes – November 2013

Features For This Release

The following features are included in this service release.

Enter Vendor Banking Information When Requesting a New Vendor

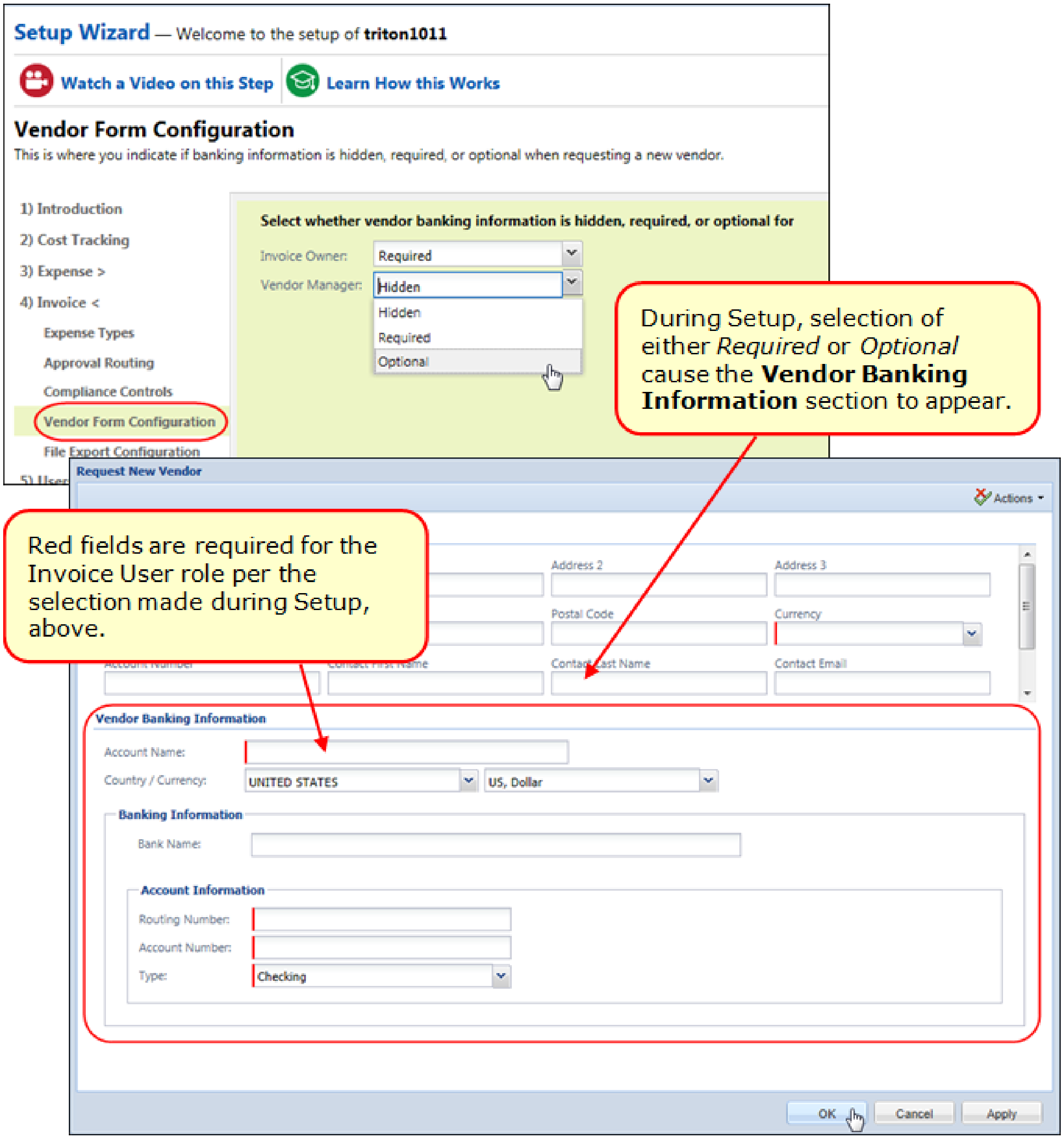
Overview

> ***Business Purpose***
>
> *This enhancement lets a user provide a vendor's banking information as they request that the new vendor be added to Invoice.*

With this release the *Invoice Owner* and *Vendor Manager* roles can now enter vendor banking information when requesting a new vendor. This is done by adding a new **Setup** step, **Vendor Form Configuration**, that includes options to hide, make optional, or require the entry of banking data for a newly-requested vendor. Doing this gives the administrator flexibility in deciding which of these roles should provide vendor banking information, and if the data is required to be entered or not at the time the request is made.

HOW IT WORKS

This feature works by adding a new Setup step, **Vendor Form Configuration**, that includes options to assign by role requirements to provide vendor data when requesting a new vendor. The assigning by role enforces the display or suppression of the **Vendor Banking Information** section in the **Request New Vendor** screen, and, if displayed, either make entry of data optional or required by role:

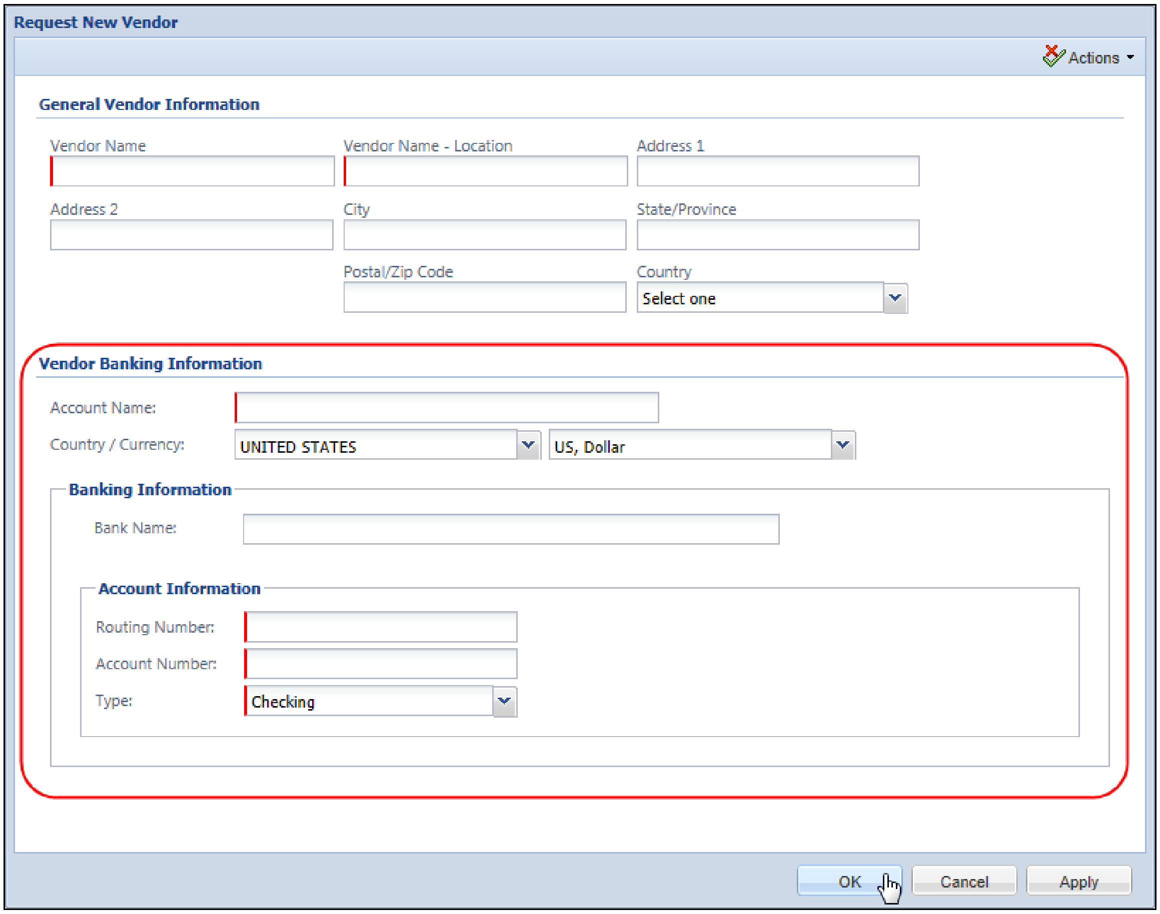


The administrator selects an option for each role during configuration and the **Vendor Banking Information** section displays to the user or not as based on the following choices:

- **Hidden:** The section does not appear, and there is nothing for the user to see or fill out.
- **Required:** The section appears, and all fields that must logically be filled out are marked as Required (Red highlight) - the user cannot successfully complete the new vendor request without putting the necessary data into the fields.
- **Optional:** The section appears, but no enforcement of data entry is required unless the user fills in one or more Required fields – under this condition, all Required fields *must* be filled out.

What the User Sees

If this information should be supplied and either Required or Optional is selected, the **Vendor Banking Information** section appears in the **Request New Vendor** screen, directly under **General Vendor Information**. In the figure below, the user must fill out the fields in order to successfully request a new vendor:



Please note the following when using this feature:

- Users without the Invoice Owner or Vendor Manager roles will never see the **Vendor Banking Information** section
- The **Account Number** field is masked on submission of the form, and only the Vendor Manager may edit this field – the Invoice Owner is prevented from doing this even if they originated the request
- If a setting of *Optional* is applied to a role, that user must provide both the **Bank Account** and **Routing Number** data – one cannot be provided without the other or the system will display an error message
- In the event a vendor already exists in Invoice (match), the new banking information is used if no information is already associated with the prior vendor

Configuration

The administrator must configure each role as described above to display the **Vendor Banking Information** section, and assign the requirements for data input (Optional; Required) for each role as well.

Refer to *Invoice Setup Guide for Concur Standard* and the *Invoice Administration Guide User Guide for Concur Standard* for more information.

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

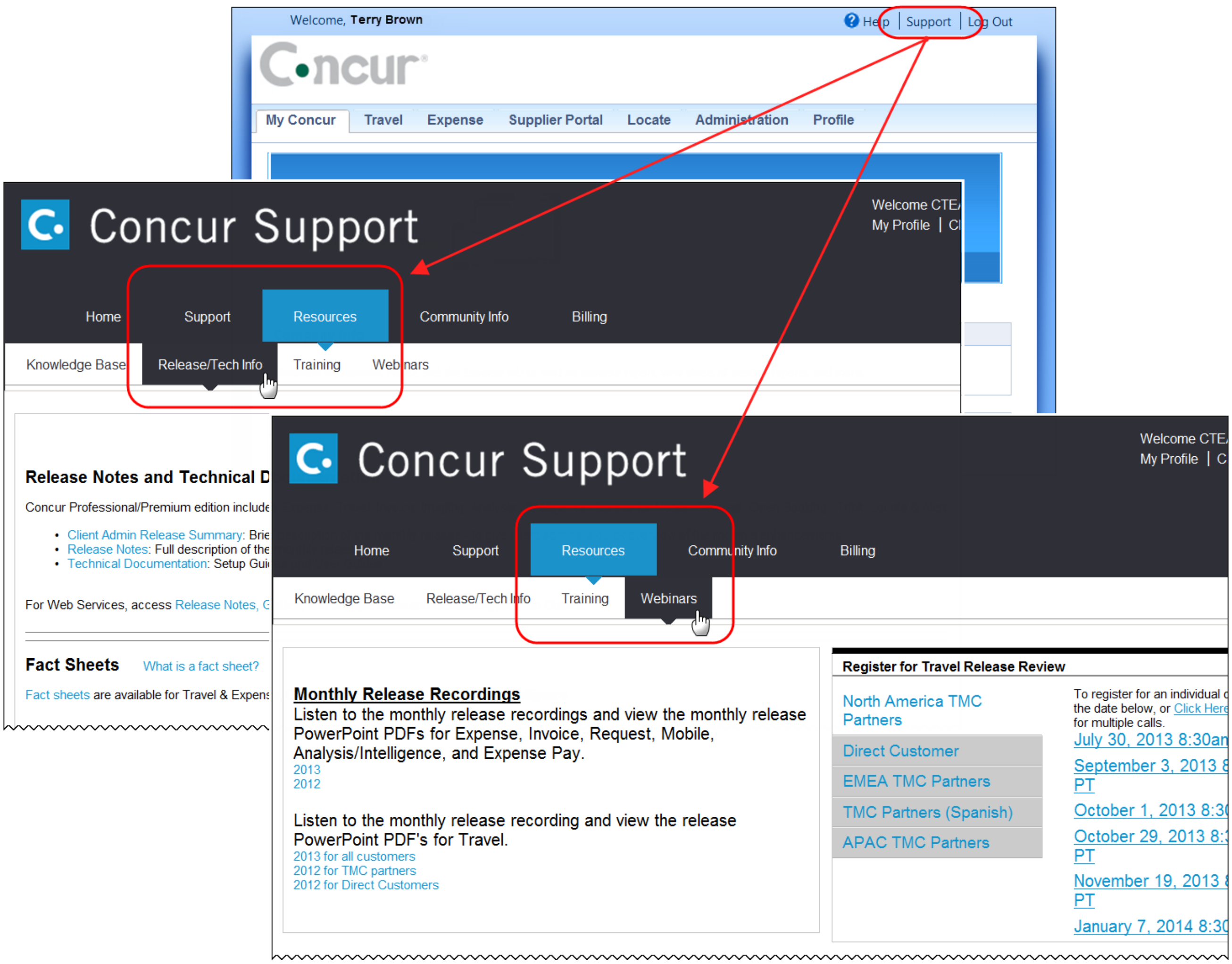
The following documentation changes are included in this service release.

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**.

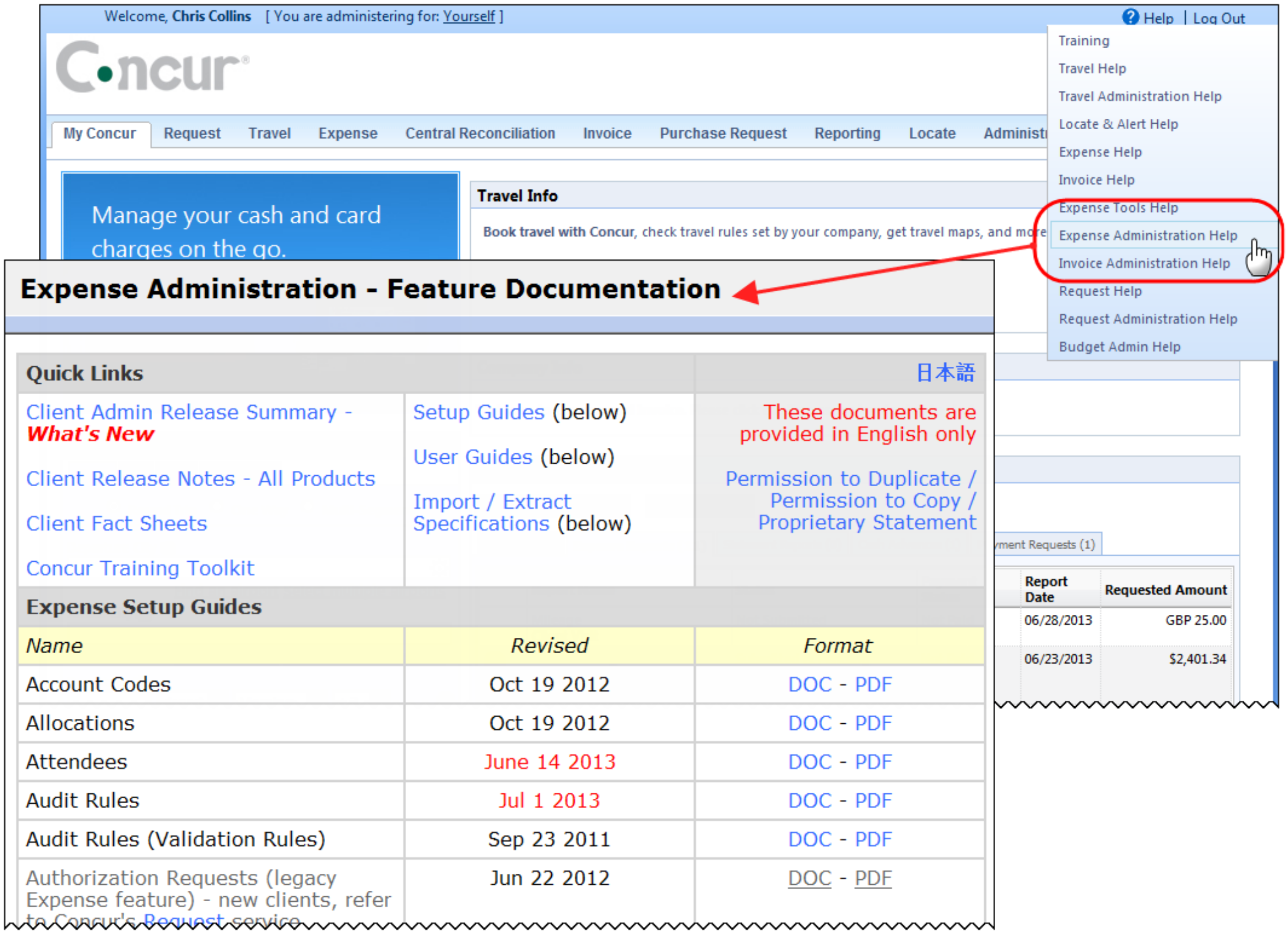
- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



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.



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Invoice Management, November 2013

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Published by Concur Technologies, Inc.
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