PUBLIC

Integrating SAP S/4HANA Systems with SAP Concur

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SAP Integration with Concur Solutions – Setup Guide

Connecting SAP S/4HANA with SAP Concur

THE BEST RUN

7 Business Add-Ins (BAdIs) - Overview

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1 Introduction

Welcome to the integration scenario that enables you to connect your SAP on-premise system with SAP Concur.

This guide covers Employee, Cost Objects, Financial Posting, Payroll, and Travel Requests. You can also find the documentation directly in the system while implementing, for instance as part of the guided activities. This setup guide is a collection of all available information for you to read as a coherent document.

In the area of Travel and Expense Management, employee master data is sent from the SAP to the Concur system. As a result, the employees receive a user for the Concur system and can create expenses. To assign the expenses to cost objects, the cost object master data is exported from SAP to Concur. The data is then available in Concur list(s) and can be selected from the corresponding entry help when allocating expenses. It is **very important** to know that if data is changed in the Concur system only, the SAP system is not automatically updated accordingly. A re-export from the SAP system is the only way to synchronize the data again. At the moment, it is not possible to protect the synchronized data on Concur side. For this reason, remember to make changes to the master data in the original system.

As soon as a submitted expense report is approved, it lands in the Concur queue from where it is imported into the SAP system to be posted. If a payroll system is connected, the process is repeated for the corresponding payroll document.

The data exchange between the SAP and Concur systems is called the *Feedback Loop*. You' ll find more information about this topic in the *Concur Documents* chapter.

2 Prerequisites in the Concur System

For information about the configuration steps you need to carry out in the Concur system, please refer to the *SAP ICS for SAP ERP: On-Premise and S/4HANA: On Premise* guide which you can find on the SAP Help Portal:

1. Go to sap.help.com.
2. Call up the *Integrating SAP On-Premise Systems with SAP Concur* product page.
3. Choose *SAP Integration with Concur Solution Guides* under the *SAP Concur Documentation* section on the right.

There you' ll find all required settings for the following areas:

- Partner application activation
- Required roles for the API calls
- Group configuration for the API calls
- List creation for the cost object hierarchy
- Form maintenance, for instance, for employee vendor ID
- Configure Copy Down of cost objects to allocation level
- Processor step
- Specify accounts
- Specify tax codes
- Specify wage types for payroll

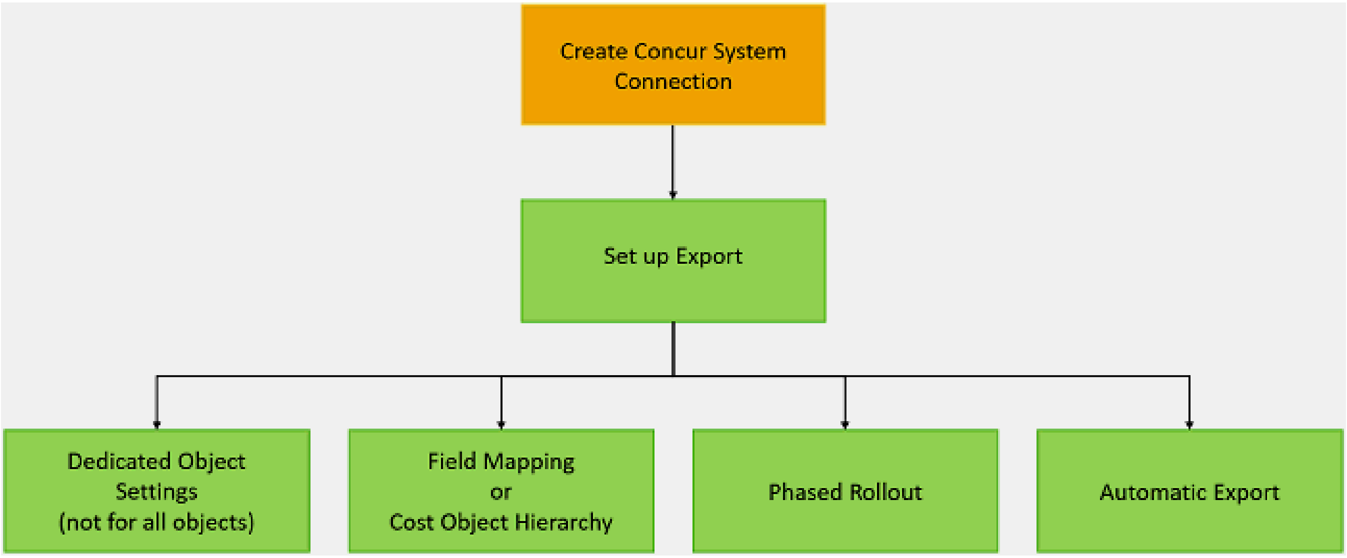
3 Setting Up the SAP System

We have prepared guided activities (wizards) to help you set up the integration. Use transaction *CTE_SETUP* to call up the *Setting Up the Integration with SAP Concur* screen, where you' ll find all activities that you previously selected for your integration.

- *System*
  This is the starting point from where you can set up the actual connection between the systems. Choose *Create Connection* if you' re setting up the connection for the first time or *Change Connection* to modify your settings. The *Setting Up the System Connection* wizard opens which leads you through every configuration step.
- *Employee*
  Helps you configure all related travel and expense data.
- *Cost Object Types*
  Use these wizards to export cost objects of the different cost object types. You need them to assign expenses to the cost objects and to post your expenses accordingly.
  - *Cost Center*
  - *Internal Order*
  - *Network*
  - *Network Activity*
  - *Sales Order Item*
  - *Maintenance Order*
  - *Production Order* (for PP - production planning)
  - *QM Order*
  - *Project WBS Element (Work Breakdown Structure)*
- *Exchange Rate*
  Ensures that your SAP and Concur systems are using the same exchange rates.
- *Financial Posting*
  Includes cash advances and expense reports.
  For expense reports, you also have the opportunity to enable credit cards that are billed to the employee but paid by the company (**I**ndividually **B**illed **C**ompany **P**aid). To ensure PCI compliance, Concur provides SAP with a token instead of the credit card number. The card number itself is never stored in the SAP system. When the number is needed for the payment run, create an SAP certificate by using the *Generate Certificate* button. With this certificate, the card number can be encrypted by Concur. The credit card number can then only be decrypted by the SAP system, if the certificate was generated successfully and the client credentials were specified in the *Setting Up the System Connection* wizard.
  In addition, you can allow the import of attachments assigned to expense reports. After the expense report was posted successfully, any attachments that were appended to the expense report are retrieved by the system and added to the financial document.
- *Payroll*
  Use the respective expense report data to pay out your employees within a payroll run or for tax purposes. This integration activity considers tax-relevant travel allowances for meal and lodging.
- *Travel Request*
  Import and manage travel requests to reserve budget for future trips.

The following functions are used for all export activities:

- Dedicated Object Settings: Not required for all export definitions and used, for example, for the Employee ID or Vendor ID selection.
- Field Mapping or Cost Object Hierarchy: Used to map the SAP fields to the Concur fields.
- Phased Rollout: Allows you to select certain objects to be exported to the Concur system.
- Automatic Export: As opposed to a manual export, the automatic export option ensures that all relevant objects are exported to the Concur system as soon as they are changed in the SAP system. You can also set an export start date for time-dependent objects.



Important: Before you can start setting up the integration with SAP Concur, ensure that the necessary client SSL certificates are installed. More information on which certificates are needed and how to install them can be found in *SAP Note 2914977 - FAQ: Concur Certificates, Authentication, and Connectivity.*

Navigating on the *Setting Up the Integration with SAP Concur* Screen

By double-clicking a cell, you are directed to the following screens:

- *System Key*, *RFC Destination* and *Default Languag*e - leads you to the *Communication Monitor*.
- Empty cell (no traffic light icon) - leads you to the appropriate wizard with which you can set up the respective activity.
- Cell with green traffic light icon for all Export activities (master data) - leads you to the manual export screen.
- Cell with green traffic light icon for all Import activities (*Financial Posting*, *Payroll*, *Travel Request*) - leads you to the *Concur Documents* screen.
- Cell with yellow traffic light icon indicating you need to verify your client credentials - leads you to the *System Setup* wizard so you can adjust the credentials.
- Cell with yellow traffic light icon indicating that a certificate is missing - leads you to the *Generate Certificate* screen.

Alternatively, you can also place the cursor in a cell and right click your mouse to view all available navigation options.

Deleting a Connection

You can also delete an existing connection for which you've already imported/exported objects: on the *Setting Up the Integration with Concur* screen, click the activity whose integration you want to delete, for example *System* or *Financial Posting*, and choose *Delete Connection*, *Delete Import*, or *Delete Export* - depending on the object.

If you haven't replicated any data yet, you can simply delete the system connection. However, if you've already imported/exported objects, you must delete all integrations first before deleting the system connection.

Keep in mind that the entire imported/exported data will also be deleted! Therefore, before you delete a system connection, ensure that **ALL** Concur documents in the feedback loop are completed, meaning they have the status *obsolete* or *confirmed* or they are *new* and no acknowledgement has been sent yet.
Caution: If you don't complete the feedback loop, inconsistencies in the Concur system are very likely to occur and you will no longer be able to reimburse expenses!

If you've created an SAP system copy for which you want to delete the connection with Concur, you can proceed with the deletion as the original documents must be handled in the original SAP system and not in the copy. The Concur documents are not affected by this deletion.

See Also

For further information, please refer to *SAP Note 2922806 - FAQ: General Information about the Concur Integration*.

If you want to receive direct notification about important integration updates, for instance crucial security upgrades, send a mail with the subject "Subscribe", your name, and company name to: sapconcurintegration@sap.com.
Please note that this channel is **not** intended for error handling or to address requirements!

Specify Field Mapping

On the *Setting Up the Integration with SAP Concur* screen, choose *Employee* or *Purchase Order* and select *Specify Field Mapping*. In the table, you can map the SAP fields to their matching Concur fields.

For all field mappings created by the wizards, the system generates a default which you can adjust here, if required.

The following fields are available:

- *Concur Form Type*: Specifies which form type is addressed in the Concur system.
- *Concur Field ID*: ID used in the form type. Specifies the field which will be filled.
- *Concur Field Name*: Helps to better identify the field ID.
- *SAP Table Name*: Table the data is derived from.
- *SAP Field Name*: Field the data is derived from.
- *SAP Implementation Code*: SAP provides default implementations for specific fields which you can select here.
  If you require a different mapping, you can implement it in the BAdIs that are provided for each integration object.
- *Conversion Code*: SAP offers different conversion options. The standard conversion (field is empty) compresses the SAP value before the export, meaning all leading and closing blanks are removed.
- *Code Mapping Exists*: Indicates that an additional code value mapping exists. The code values can be mapped with the *Specify Code Mapping* button.

For the *Employee* field mapping, the selection of the *SAP Table Name* is replaced by the following fields:

- *Infotype*: Personnel Administration (PA) infotype the data is derived from.
- *Subtype*: Subtype of an infotype.

Note: If the standard and offered mapping doesn' t suffice, you can implement the required function in the offered BAdI for each integration object. This allows you to map and fill out the fields individually. The SAP field mapping and SAP implementation of fields that are mapped in the BAdIs must be deleted for performance reasons. Also, if you want to avoid that a Concur field which is mapped to an SAP field is overwritten, you can set the value **%?CTE_API_NULL?%** using BAdI `BADI_CTE_HCM_EE_DATA_CHANGE` (Change Employee Data).

If certain fields are not listed in the *Specify Field Mapping* table, add them to the Concur standard employee form first:

1. In the Concur system, go to *Administration* -> *Expense* -> *Expense Admin*.
2. In the *Expense Admin* section, choose *Forms and Fields* and select form type *Employee*.
3. Expand the relevant form field and choose *Add Fields*.
4. Restart the *Employee* wizard without making any changes. Don' t forget to choose *Complete* in the last step.
5. In the *Specify Field Mapping* table, you can now update the mapping for the newly added form fields.

Important when using the *Automatic Export* option:

Add all relevant info types to the *Specify Field Mapping* table and map them to a Concur field. Otherwise, no change pointers will be created in which case the changes won' t be considered for the export.

Specify Code Mapping

The code value mapping allows you to map SAP codes to Concur codes. Following is an example with gender codes:

While SAP uses *1 = male* and *2 = female*, you' ll find *F = female* and *M = male* in the Concur system.

Specify those generic mappings in the code value mapping and the export will convert them automatically. To do so, on the *Specify Field Mapping* screen, choose *Specify Code Mapping*.

- *Concur Field ID*: Specifies the Concur field for which the code value mapping is defined.
- *Concur Code Value*: Value mapped to the SAP code value.
- *SAP Code Value*: Value mapped to the Concur code value.

Export Without Restrictions or Phased Rollout

For the wizards you use to export objects, you can choose between *Export Without Restrictions* and *Phased Rollout (Restricted Export):*

- *Export Without Restrictions*
  All available objects are exported to the Concur system.
- *Phased Rollout*
  Once you' ve enabled the phased rollout for any of your exported objects in the wizard, use the two tables (*Generic Definition* and *Single Objects*) to specify the export areas.
  What is the difference between the two tables?
  - *Generic Definition* contains a set of area-defining fields which are used to select all relevant objects for the phased rollout. These fields are also available on the selection screen of the object' s manual export. It is important that you fill in the fields from left to right meaning empty columns in between are not allowed. For example, if you only fill in the last column and leave all preceding columns empty, an error message is shown.
  - *Single Objects* allows you to add individual objects to the export even though they don' t fulfill the criteria specified in the *Generic Definition* table. Hence, these single objects are always exported regardless of the *Generic Definition* settings. If you' ve added an object to the *Single Objects* table, you can' t delete it manually. However, you can use the *Revoke* function instead.

  Remember to click *Start* in the *Initial Export* column to activate your settings. Without this step, none of the objects can be exported.
  You can also revoke the initial export - except for purchase orders. As a result, the objects in the Concur system are deleted and excluded from the phased rollout.
  If you want to delete an object right away, note that this is only possible if it has already been exported for the current system connection.
  As for duplicate entries, these are automatically combined.

  - **Including objects**
    If you include an object in **both** tables and revoke the export in one table, the object will be deleted! Therefore, make sure to export the relevant object again manually.
    If you include objects in the phased rollout that were deleted manually beforehand, they will not be exported until a manual export is triggered again.
  - **Excluding objects**
    To exclude objects from the export to Concur, enter a *Validity Date*. Objects whose validity ended before this date are not considered for the export. However, if these objects were already exported previously, they are deleted/deactivated in the Concur system. Objects that are valid on this date or later will be included in the phased rollout.
    As soon as you exclude an object from an export - either manually or with the *Revoke* function of the phased rollout - it will not be exported to Concur anymore, even if you' ve changed the object in the meantime.

Manual or Automatic Export

In the Export wizards, you can choose between *Manual* and *Automatic Export*. If you choose the *Automatic Export* option, you can still always export items manually, for instance in case of inconsistencies or for test purposes.

The job scheduling is valid in all receiving systems and client specific.In the *Batch User* field, enter the user authorized for the job processing.

Before you schedule an export, check for any existing generic schedules using transaction SM37.

You can also assign a specific application server to the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

The automatic export works with batch jobs that are scheduled for the report mentioned in the corresponding export wizard. Also, change pointers are used so that changes, for example to the employee name, are automatically exported too. Don' t forget to enable change pointer handling with transaction BD61.

If a change pointer doesn' t trigger the export, you can check your entries using transaction *BD52*. Each object has a corresponding message type starting with CTE_*.

To go to the next step, choose *Continue*.

Queue Handling

Read below how unsuccessfully exported objects are dealt with and what happens when object changes are to take place in the future:

- Changes not exported due to an error:
  If an object attribute has changed, the object is added to the corresponding change pointer based on which the object is exported to Concur. As a result, the attribute change is marked as completed in the change pointer - even if the export was not successful (for example, because the Concur system was not available at the time). Hence, this change would not be reconsidered for further automatic exports. Therefore, the object is moved to the queue containing today' s date. In the next automatic export run, all entries that haven' t been processed yet will be considered as well as those from the queue. To ensure the change is eventually exported successfully, this process is repeated three times. After three failed attempts, the object is moved to the queue with tomorrow' s date and considered three times again, and so forth.
- Changes to take place in the future:
  Changes that are not valid immediately, but apply to a future date, are also specified in the change pointer. During an automatic export run the change pointer entries are considered and if a certain change is not relevant yet, it is not included in the export. Instead, the changed object is moved to the queue ready to be exported at the given time.

3.1 Setting Up the System Connection

1 Start

Let's connect you with your Concur system. You can create new point-to-point connections or edit existing ones. You can also choose to connect via middleware.

Once you've set up the integration, you can directly log in to the Concur system: on the *Setting Up the Integration with SAP Concur* screen, choose *System* -> *Sign In to Concur*, and select either *With Single Sign-On* or *Without Single Sign-On*.

Single Sign-On

Concur supports Single Sign-On (SSO) via SAML (Security Assertion Markup Language). SAML uses the HTTPS protocol to transfer SSO assertions across the Internet. An assertion is a string of XML that communicates and validates a user's identity between the identity provider (your company's directory) and the service provider (SAP Concur).

Prerequiste: You already have an identity provider (IDP) tenant account, either *SAP ERP IDP*, or a *third-party IDP*, for example SCI (SAP Cloud Identity). SCI is a cloud-based authentication and federation service to which you generally authenticate by providing an email address and a password. This email address then usually corresponds to a user in Concur.

How to specify an identity provider:

1. On the *Setting Up the Integration with SAP Concur* screen, choose *Environment* -> *Setup* -> *Specify Identity Provider for SSO*. Choose an identity provider:
   a) *SAP ERP IDP*
   The user is authenticated based on the email ID. If a Concur account exists, the user is granted access to the Concur system.
   b) *Third Party IDP*
   Enter the URL to which the user will be redirected for authentication purposes. If the authentication is successful, the third party generates an assertion (SAML) and sends it to Concur together with the Concur login ID. Concur receives and validates the request and grants or denies access accordingly.
   Note that SCI is also regarded as a third-party provider.
2. Save your entries.

If you don't enable single sign-on, the users will be directed to the Concur homepage and can sign in using their credentials.

Ready to go? Choose *Continue*.

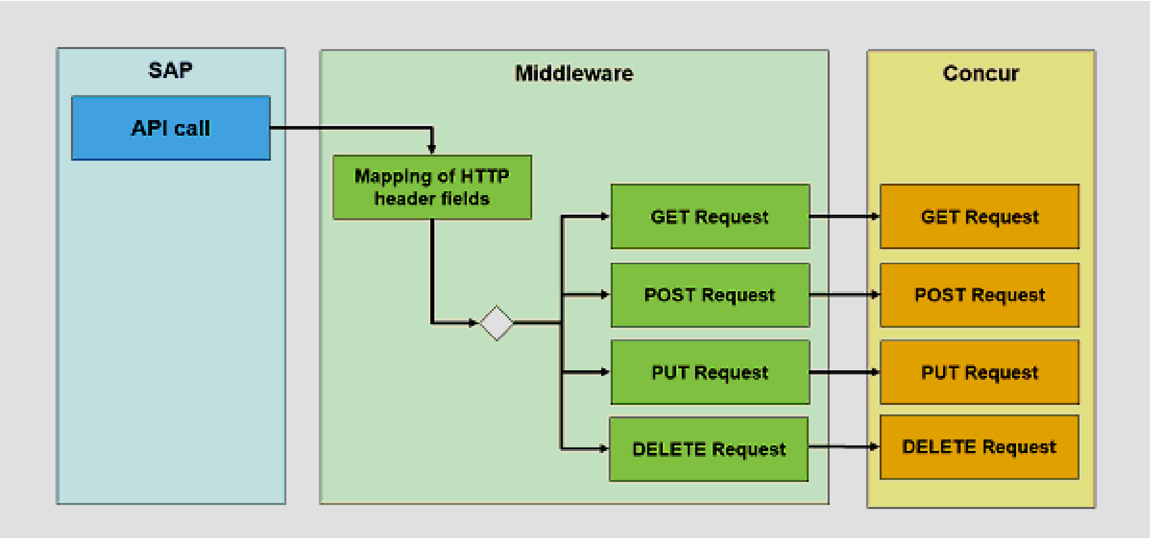
2 Specify Target System

First, select whether you want to set up a direct connection or if you prefer to use middleware.

Specify the target system for the http requests by entering an *RFC Destination* (Remote Function Call) and a *Description*. If you want to use an existing *RFC Destination* which you created with transaction SM59, you can use the input help to select it. For a direct connection, the *Concur Host, Port*, and *Default Language* are already specified, but you can also change them, if required. The *Concur Host* depends on the data center, e.g., **www.concursolutions.com** for US production, **eu1.concursolutions.com** for EMEA production, or **www.concurcdc.cn** for CN production.

Important: For the connection to work, please make sure **not** to add http or https to the host name.
If you're using a proxy that requires a user and password, you can enter those credentials too.

Following is an example of a middleware connection:



If you opt to use middleware, enter the *Middleware Host*, *Path Prefix, User* and *Password* and / or *SSL Certificate.* Again, please make sure **not** to add http or https to the host name.

After you' ve saved this information, it will be available in transaction SM59.

The middleware functions purely as a routing mechanism that redirects the original message to the Concur system.

In the middleware itself, map the following http attributes:

- targetAuthorization to Authorization
- targetURL (containing Concur host and target API) to the field addressing the receiving URL

In addition, make sure that the integration flow accepts all the header fields that are sent:

- targetURL
- targetAuthorization
- Accept
- content-type
- content-length
- concur-correlationid
- X-ConsumerKey
- company Id

Further information:

- The complete integration flow is based on charset=utf-8
- The response from Concur must be passed on to the SAP system without modifications. If the Concur system is not available, an HTTP 500 with an error text in the body is expected.

- The integration flow must support all HTTP methods (GET, PUT, POST, DELETE). DELETE is currently only needed for the vendor integration.

For SAP Cloud Platform Integration, you can use the integration content provided on the SAP Content Hub. Go to *https://cloudintegration.hana.ondemand.com/*, click *Integration*, and search for **Concur**.

Default Language

Select the default language for the data that is exported to Concur:

- Cost object names/descriptions are read in the default language. If no name/description for cost objects exists in this language, meaning no translation is available, the name/description is read in the language of the company code. If the name/description is not available in the company code language either, the ID is sent instead. Note that you can change the name/description using the *Change Cost Object Data* BAdI.
- Within the Communication Monitor all object names/descriptions are displayed in the default language.
- Messages that are raised during the posting of Concur documents are sent in the default language as part of the confirmation. Therefore, don' t forget to create/translate messages in the default language.

Mapping Service

The mapping service ensures that all documents are imported efficiently into the corresponding system.

If you' re setting up the system connection for the first time, the mapping service function is enabled per default and cannot be deselected.

If you' ve already set up the system connection, you can decide whether you want to enable the mapping service. However, once you' ve selected the service and have saved your settings, you can no longer deselect it.

To go to the next step, choose *Continue*.

3 Enter Secret and Consumer Key

Now enter the *Consumer Key*, *Secret*, and *Concur Company ID*.

In general, you will receive these credentials from your Concur representative after having signed the contract for the integration.

If you have purchased the web service feature, you' ll find the Consumer Key and Secret in the Concur system under *Administration* -> *Company* -> *Web Services*. For the Concur Company ID, please contact your Concur representative.

Under *Register Partner Application,* check if *SAP Integration* is available, otherwise create it.
You can use the same partner application for all target systems. However, if you want to split your authorizations, you can also create multiple partner applications and assign APIs to them accordingly.

Which APIs do you need?

For master data export select:

- Financial Integration - Migrate transactions from Concur to external systems
- List Items - Add, Update, or Delete List Items
- Users - Add or Update User Accounts

For financial posting select:

- Financial Integration - Migrate transactions from Concur to external systems
- Expense Report - Add, Approve, or Update Expense Reports
- Extract - Request Extract of Available Data
- Imaging - Add or Retrieve Report and Line Item Images
  (for the purpose of importing attachments)

To go to the next step, choose *Continue*.

4 Assign Access Token

Specify the Concur *User* and *Password*. Use the same credentials as for the *Partner Application* registration.

With these credentials the system will request both the access and refresh token from the Concur system and save them to the secure store.

To go to the next step, choose *Continue*.

5 Client Credentials

Concur introduced a new authentication process that is used for the IBCP credit card payment and for the mapping service. You are therefore required to enter additional information about *Gateway Host, Client Secret*, and *Company UUID*.

The *Gateway Host* depends on the location of your data center. You must use one of the following URLs:

- For US:
  - Production: us.api.concursolutions.com
  - Implementation: us-impl.api.concursolutions.com
- For EMEA:
  - Production: emea.api.concursolutions.com
  - Implementation: emea-impl.api.concursolutions.com
- For CN:
  - Production: cn.api.concurcdc.cn

For the *Client ID*, *Client Secret, Company UUID*, and if you have doubts concerning the location of your data center, please contact your Concur representative.

To go to the next step, choose *Continue*.

3.2 Setting Up the Employee Export

1 Start

Use this wizard to set up the Employee export to your Concur system

Before you get started, please make yourself familiar with the following:

- Prior to the employee export, make sure to export cost centers first, followed by managers.
  If your employee record contains other attributes with export dependency, you will also have to export them beforehand. For example, if you use *Connected Lists* in your Concur employee form, the list values need to exist in Concur before you can export employees with these values.
  If you' re using cost object list levels other than the default entries, remember to adjust the field mapping under *Employee* -> *Specify Field Mapping*.
- Future changes to the employee data will be exported automatically in due time (only valid for automatic export).
- Employees will be exported to the Concur system with status *active* if:
  - the employment status of the employee is active (infotype 0000) in the SAP system.
  - the entry date is less than or equals today and the leaving date is greater than or equals today.
  - the employees are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
- Employees will be exported to the Concur system with status *inactive* if:
  - the employment status of the employee is **not** active (infotype 0000) in the SAP system.
  - the employee was exported in the past and now has employment status *not active* or the leaving date is before today.
- Changes made to inactive employees will not be exported to Concur. Only the data which was valid when the employees were last active will be exported. You can adjust the retention periods per country using transaction SPRO -> *SAP Reference IMG* -> *Personnel Management* -> *Personnel Administration* -> *Tools* -> *Data Privacy* -> *Block* -> *Check the End of Purpose* -> *Define Retention Period for Data for Employees Who Have Left the Company*.
- Passwords with which employees can sign into the SAP Concur system are **not** sent automatically. We recommend that new users request an initial password on the logon screen by choosing *Forgot your password?*

To modify employee export data, you can implement `BADI_CTE_HCM_EE_DATA_CHANGE` which you' ll find under *Employee* -> *BAdI Implementations.*

To go to the next step, choose *Continue*.

2 Employee ID

Please select whether your Concur Employee ID is identified by:

- *Central Person ID*
  Every person exists once only in the Concur system with the Central Person ID as Concur Employee ID.

or

- *Person ID (Infotype 709)*
  Every person exists once only in the Concur system with the Person ID as Concur Employee ID.
  To be able use the Person ID, activate the External Person ID first. For details on how to activate the

ID, use transaction SPRO and go to *SAP Customizing Implementation Guide -> Personnel Management -> Personal Administration -> Customizing Procedures -> Settings for Concurrent Employment -> Activate External Person ID*.

or

- *Personnel Number*
  Every person can exist multiple times in the Concur system. For each personnel number in the SAP system a new Concur user is created.
  Important: In addition to the personnel number, the central person is always required since the selection takes place using the most recent logical database PNPCE. In a standard HCM system, a central person exists per personnel number. However, if you are using the HR mini master in a distributed system environment, make sure that the central person is also distributed along with the mini master infotype records.

To update an employee in the Concur system, the *Employee ID* and *LoginID* are required. *Central Person ID* and *Personnel Number* are supported without restrictions. If you use *Person ID (Infotype 709)* to update an employee and this value changed in the SAP system, you need to update the *Employee ID* in the Concur system before you can export the employee again.

To go to the next step, choose *Continue*.

3 Field Mapping

Below is the employee field mapping which will be generated based on the Concur standard employee form.
This form is linked to the employee group *Global* and can be found in the Concur system under *Administration -> Expense -> Expense Admin -> Group Configurations -> Employee -> Global.*

If you need to change and enhance the mapping, go to the *Setting Up the Integration with SAP Concur* screen and choose *Employee* -> *Specify Field Mapping*.

To go to the next step, choose *Continue*.

4 Phased Rollout

Choose one of the following export options:

- *Export Without Restrictions*
  Filter criteria do not apply. You can, however, select a date in which case all employees whose validity ended before this date are not considered for the export.
- *Phased Rollout (Restricted Export)*
  Contains filter criteria for company code and personnel area. The sequence of the filters determines which rule has priority.

Keep in mind that when the phased rollout option is selected, only those employees can be exported that match the filter criteria. To start the initial export for the specified employees, go to the *Setting Up the Integration with SAP Concur* screen and select *Set Up Export*. There you can always adjust the phased rollout settings under *Employee -> Phased Rollout*.

To go to the next step, choose *Continue*.

5 Automatic Export

You can automatically export employees with changed infotypes or subtypes that have Concur field assignments. To do so, select the *Automatic Export* option and schedule the job below. The scheduling is valid across all receiving systems.

Note that the *Automatic Export* settings are client-specific. In the *Batch User* field, enter the user authorized for the job processing.

Before you schedule an export, check for any existing generic schedules using transaction SM37.

Remember that you can always export employees manually with transaction CTE_EMPLOYEE_EXP - even if you' ve selected the *Automatic Export* option.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then choose *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, choose *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

Changes to the organizational management that involve new manager assignments are also automatically forwarded to the Concur system. To activate the change documents for organizational management objects, use transaction SPRO and proceed as follows:

1. Display the SAP Reference IMG using F5.
2. In the structure, select *Personnel Management -> Organizational Management -> Basic Settings*.
3. Execute *Activate Change Documents*.
4. In the table, enter the following values:

Plan Version	Object Type	Infotype	Subtype	Active
01	O	1001	A002	X
01	S	1001	A008	X
01	S	1001	A012	X

Note: The standard implementation covers the organizational hierarchy only. The position hierarchy is **not** considered.

To go to the next step, choose *Continue*.

6 Locales

Setting Locales per Country

Concur supports various locales, while all systems support at least en_US.

For more information, see:

https://developer.concur.com/tools-support/reference/locale-codes.html

Initially, the setting is defaulted to en_US for all countries (ISO code = *empty*). Although you cannot delete the initial setting, you may specify additional locales per country in the table below. If you want to use a locale for several countries, leave the *ISO Code* field empty and under *Locale*, enter your preferred locale. As a consequence, all relevant countries which you did not list specifically in the table will be assigned this locale.

For **example** you chose the following settings:
- ISO code DE (Germany) and locale de_DE
- ISO code ES (Spain) and locale es_ES

- ISO code *empty* and locale en_US

Result: All available countries apart from Germany and Spain will use locale en_US. An employee based in France, for instance, will therefore automatically receive locale en_US.

Caution: If you choose a locale that is not supported by the target Concur system, the employee export will fail.

3.3 Cost Object Export

3.3.1 Setting Up the Cost Center Export

1 Start

Use this wizard to set up the Cost Center export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Future changes to the cost center data will be exported automatically in due time (only valid for automatic export).
- Cost centers will be exported to the Concur system if:
  - the cost center is still valid (start date is less than or equals today; end date is greater than or equals today).
  - the cost centers are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - the *Actual primary costs* checkbox is **not** selected in the SAP system, meaning the cost center is relevant for financial posting.
    You can find this setting with transaction KS03 on the *Control* tab.
  - the cost center name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- Cost centers will be deleted in the Concur system if:
  - the cost center validity has expired.
  - the *Actual primary costs* checkbox is selected in the SAP system, meaning the cost center is not relevant for financial posting.

    You can find this setting with transaction KS03 on the *Control* tab.
  - the cost center no longer exists in the SAP system (only valid for automatic export).

To modify the cost center export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE` which you' ll find under *Cost Center* -> *BAdI Implementations.*

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *CC* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list

- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you've finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don't need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don't contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you don't want to export all of your cost centers but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported cost centers.

Note that if you try to export a cost center that isn't specified in the phased rollout, the export will not work. The initial export of the specified cost centers must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Cost Center* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you've completed this wizard. If you don't want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

If you select *Export Without Restrictions* instead, you can select a validity date. Cost centers whose validity ended before this date are not considered for the export.

To go to the next step, choose *Continue*.

4 Automatic Export

You can export cost centers automatically. To do so, select the *Automatic Export* option and schedule the batch job below. The scheduling is valid in all receiving systems. In the *Batch User* field, enter the user authorized for the job processing. If you are using different cost object types, don't schedule all jobs at the same time as this may cause the system to overload.Note that the scheduling is client-specific. Before you schedule an export, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.

2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always export cost centers manually - even if you' ve selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, click *Cost Center* -> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.2 Setting Up the Internal Order Export

1 Start

Use this wizard to set up the Internal Order export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Future changes to the internal order data will be exported automatically in due time (only valid for automatic export).
- Internal orders will be exported to the Concur system if:
  - the order category is set to *1* (Internal Order) in the SAP system.
  - the internal orders are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - they contain a company code.
  - the record is posting-relevant.
    To verify that this is the case, use transaction KO03 and on the *Control data* tab, check that *RFBU - FI: Postings* is listed amongst the *Allowed transactions.*
  - the internal order name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- Internal orders will be deleted in the Concur system if:
  - the object is **not** relevant for posting.
    Use transaction KO03 and on the *Control data* tab, verify that *RFBU - FI: Postings* is **not** listed amongst the *Allowed transactions.*
  - the internal order no longer exists in the SAP system (only valid for automatic export).

To modify the internal order export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Internal Order* -> *BAdI Implementations*.

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *IO* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you' ve finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don't need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don't contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you do not want to export all your internal orders but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported internal orders.

Note that if you try to export an internal order that isn't specified in the phased rollout, the export will not work. The initial export of the specified internal orders must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Internal Order* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you've completed this wizard. If you don't want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue.*

4 Automatic Export

You can export internal orders automatically. All relevant internal orders (see phased rollout) are transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems.

After selecting the *Automatic Export* option below, schedule the batch job. In the *Batch User* field, enter the user authorized for the job processing.

If you are using different cost object types, don't schedule all jobs at the same time as this may cause the system to overload.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.

3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always export internal orders manually - even if you' ve selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, click *Internal Order* -> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.3 Setting Up the Network Export

1 Start

Use this wizard to set up the Network Header export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Network headers will be exported to the Concur system if:
  - the order category is set to *20* (network) in the SAP system.
  - the account assignment is set to *1* (header-assigned network) in the SAP system.
  - the WBS (Work Breakdown Structure) element in the SAP system is not initial.
  - the project definition in the SAP system is not initial.
  - the network headers are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - the record is posting-relevant.
    To verify that this is the case, use transaction CN33 and under *Edit* -> *Status* -> *System / User Status* on the *Business processes* tab, check that *FI: Postings* is listed amongst the permitted transactions.
    Note: In SAP systems, the status of a network header is managed in a status object.
  - the network header name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- Network headers will be deleted in the Concur system if:
  - they are **not** relevant for posting. Use transaction CN33 and under *Edit* -> *Status* -> *System / User Status* on the *Business processes* tab, check that *FI: Postings* is **not** listed amongst the permitted transactions.
  - the network header no longer exists in the SAP system (only valid for automatic export).

To modify the network header export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Network* -> *BAdI Implementations*.

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *NW* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you've finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don't need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don't contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you do not want to export all your networks but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported networks.

Note that if you try to export a network that isn't specified in the phased rollout, the export will not work. The initial export of the specified networks must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Network* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you've completed this wizard. If you don't want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue.*

4 Automatic Export

You can export networks automatically. All changed networks that are relevant (see phased rollout) will be transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems. In the *Batch User* field, enter the user authorized for the job processing, select the *Automatic Export* option, and schedule the batch job. If you are using different cost object types, don't schedule all jobs at the same time as this may cause the system to overload.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.

4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always export networks manually - even if you' ve selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, click *Network* -> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.4 Setting Up the Network Activity Export

1 Start

Use this wizard to set up the Network Activity export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Network activities will be exported to the Concur system if:
  - the order category is set to *20* (Network) in the SAP system.
  - the network activities are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - the account assignment is set to *2* (Activity Assigned Network) in the SAP system.
  - the WBS (Work Breakdown Structure) element in the SAP system is not initial.
  - the record is posting-relevant.
    To verify that this is the case, use transaction CJ20N and under *Edit* -> *Status* -> *System / User Status* on the *Business processes* tab, check that *FI: Postings* is listed amongst the permitted transactions.
    Note: In SAP systems, the status of a network activity is managed in a status object.
  - the network activity name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- Network activities will be deleted in the Concur system if:
  - the object is **not** relevant for posting. Use transaction CJ20N and under *Edit* -> *Status* -> *System / User Status* on the *Business processes* tab, check that *FI: Postings* is **not** listed amongst the permitted transactions.
  - the activities no longer exist in the SAP system (only valid for automatic export).

To modify the network activity export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Network Activity* -> *BAdI Implementations*.

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *NA* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you' ve finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don' t need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don' t contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you do not want to export all your network activities but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported network activities.

Note that if you try to export a network activity that isn' t specified in the phased rollout, the export will not work. The initial export of the specified network activities must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Network Activity* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you' ve completed this wizard. If you don' t want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue*.

4 Automatic Export

You can export network activities automatically. All changed network activities that are relevant (see phased rollout) will be transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems. In the *Batch User* field, enter the user authorized for the job processing, select the *Automatic Export* option, and schedule the batch job. If you are using different cost object types, don' t schedule all jobs at the same time as this may cause the system to overload.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.

4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always export networks activities manually - even if you' ve selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, click *Network Activity* -> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.5 Setting Up the Project WBS Element Export

1 Start

Use this wizard to set up the Project WBS Element export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Project WBS elements will be exported to the Concur system if:
  - the elements are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - the record is posting-relevant.
  - the record is marked as an account assignment element.
    To verify that this is the case, use transaction CJ12 and check that the *Acct asst elem.* checkbox in section Operative indicators is selected.
    Additionally, you can use CJ13 and under *Edit* -> *Status* -> *System / User Status* on the *Business processes* tab, check that *FI: Postings* is listed amongst the permitted transactions.
    In SAP systems, the status of project WBS elements is managed in a status object.
  - the project WBS element name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- Project WBS elements will be deleted in the Concur system if:
  - they are **not** relevant for posting.
    Use transaction CJ13 and under *Edit* -> *Status* -> *System / User Status* on the *Business processes* tab, check that *FI: Postings* is **not** listed amongst the permitted transactions.
  - they no longer exist in the SAP system (only valid for automatic export).

To modify the project WBS element export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Project WBS Element* -> *BAdI Implementations.*

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *PJ* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you' ve finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don' t need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don' t contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Field Mapping

In this step, maintain the mapping for the cost object assignment at the expense report header and the expense entry level. The mapping at the allocation level is taken from the setup defined in the *Financial Posting* wizard.

Additionally, if you' d like to replace the description of confidential projects with its ID, then select the corresponding checkbox below.

To go to the next step, choose *Continue*.

4 Phased Rollout

If you do not want to export all of your projects but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported projects.

Note that if you try to export a project element that isn' t specified in the phased rollout, the export will not work. The initial export of the specified projects must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Project WBS Element* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you' ve completed this wizard. If you don' t want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue*.

5 Automatic Export

You can export project WBS elements automatically. All relevant projects (see phased rollout) are transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems.After selecting the *Automatic Export* option below, schedule the batch job. In the *Batch User* field, enter the user authorized for the job processing.

If you are using different cost object types, don' t schedule all jobs at the same time as this may cause the system to overload.If you' re using change pointers, ensure that the *ChangeDocuments* checkbox is selected. To verify this, use transaction OPSA, select the line with the Project Profile, and click the *Details* button. On the *Control* tab, you can find the *ChangeDocuments* checkbox in the top right corner.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always export project WBS elements manually - even if you' ve selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, click *Project WBS Element* -> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.6 Setting Up the Sales Order Item Export

1 Start

Use this wizard to set up the Sales Order export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Future changes of the sales order data will be exported automatically in due time (only valid for automatic export).
- Sales orders will be exported to the Concur system if:
  - the record is posting-relevant.
    To verify that this is the case, use transaction VA03 and under *Goto* -> *Item* -> *Status* click *Obj. status and* on the *Business process* tab, check that *FI: Postings* is listed amongst the permitted transactions.
  - the sales orders are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - the sales order name is available in the *Default language* which was selected in the *System Setup* wizard in the *Specify Target System* step.
- Sales orders will be deleted in the Concur system if:
  - they are **not** relevant for posting.
    To verify that this is the case, use transaction VA03 and under *Goto* -> *Item* -> *Status* click *Obj. status and* on the *Business process* tab, check that *FI: Postings* is **not** listed amongst the permitted transactions.
  - they no longer exist in the SAP system (only valid for automatic export).

To modify the sales order export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Sales Order Item* -> *BAdI Implementations*.

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *SO* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you' ve finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don' t need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don' t contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you do not want to export all of your sales order items but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported sales order items.

Note that if you try to export a sales order item that isn' t specified in the phased rollout, the export will not work. The initial export of the specified sales order items must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Sales Order Item* -> *Phased Rollout.* The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you' ve completed this wizard. If you don' t want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue*.

4 Automatic Export

You can export sales order items automatically. All changed sales order items that are relevant (see phased rollout) will be transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems. In the *Batch User* field, enter the user authorized for the job processing, select the *Automatic Export* option, and schedule the batch job. If you are using different cost object types, don' t schedule all jobs at the same time as this may cause the system to overload.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application

server.

6. Save your entries.

You can always export sales order items manually - even if you've selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, click *Sales Order Item* -> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.7 Setting Up the Maintenance Order Export

1 Start

Use this wizard to set up the Maintenance Order export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Future changes to the maintenance order data will be exported automatically in due time (only valid for automatic export).
- Maintenance orders will be exported to the Concur system if:
    - the order category is set to *30* (Maintenance Order) in the SAP system.
    - the maintenance orders are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
    - they contain a company code.
    - the record is posting-relevant.
      To verify that this is the case, use transaction IW33 and on the *Display Maintenance Order* screen, click the *Status* icon next to the *Syst. Status* field. Choose the *Business processes* tab and check that *FI: Postings* are permitted (green traffic light).
    - the maintenance order name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- Maintenance orders will be deleted in the Concur system if:
    - the object is **not** relevant for posting.
      Use transaction IW33 and on the *Control data* tab, verify that *RFBU - FI: Postings* is **not** listed amongst the *Allowed transactions*.
    - the maintenance order no longer exists in the SAP system (only valid for automatic export).

To modify the maintenance order export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Other Cost Objects* -> *Maintenance Order* -> *BAdI Implementations*.

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *MO* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you' ve finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don' t need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don' t contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you do not want to export all your maintenance orders but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported maintenance orders.

Note that if you try to export an order that isn' t specified in the phased rollout, the export will not work. The initial export of the specified maintenance orders must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Other Cost Objects* -> *Maintenance Order* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you' ve completed this wizard. If you don' t want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue*.

4 Automatic Export

Prerequisite: The automatic export function uses change pointer handling. Use transaction OIOE to activate change pointers for maintenance orders.

You can export maintenance orders automatically. All changed projects that are relevant (see phased rollout) will be transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems. In the *Batch User* field, enter the user authorized for the job processing, select the *Automatic Export* option, and schedule the batch job. If you are using different cost object types, don' t schedule all jobs at the same time as this may cause the system to overload.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.

2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always export maintenance orders manually - even if you' ve selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, choose *Other Cost Objects* -> *Maintenance Orders*-> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.8 Setting Up the QM Order Export

1 Start

Use this wizard to set up the QM Order export to your Concur system .

Before you get started, please make yourself familiar with the following:

- Future changes to the QM order data will be exported automatically in due time (only valid for automatic export).
- QM orders will be exported to the Concur system if:
  - the order category is set to 6 (QM Order) in the SAP system.
  - the QM orders are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - they contain a company code.
  - the record is posting-relevant.
    To verify that this is the case, use transaction KKF3 and on the *Control data* tab, check that *RFBU - FI: Postings* is listed amongst the *Allowed transactions*.
  - the QM order name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- QM orders will be deleted in the Concur system if:
  - the object is **not** relevant for posting.
    Use transaction KKF3 and on the *Control data* tab, verify that *RFBU - FI: Postings* is **not** listed amongst the *Allowed transactions*.
  - the QM order no longer exists in the SAP system (only valid for automatic export).

To modify the QM order export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Other Cost Objects* -> *QM Order* -> *BAdI Implementations*.

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *QM* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you' ve finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don' t need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don' t contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you do not want to export all your QM orders but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported QM orders.

Note that if you try to export a QM order that isn' t specified in the phased rollout, the export will not work. The initial export for the specified orders must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Other Cost Objects* -> *QM Order* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you' ve completed this wizard. If you don' t want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue*.

4 Automatic Export

You can export QM orders automatically. All changed projects that are relevant (see phased rollout) will be transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems. In the *Batch User* field, enter the user authorized for the job processing, select the *Automatic Export* option, and schedule the batch job. If you are using different cost object types, don' t schedule all jobs at the same time as this may cause the system to overload.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server for the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application

server.

6. Save your entries.

You can always export QM orders manually - even if you've selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, choose *Other Cost Objects* -> *QM Orders*-> *Manual Export*.

To go to the next step, choose *Continue*.

3.3.9 Setting Up the Production Order Export

1 Start

Use this wizard to set up the Production Order export in the area of production planning (PP) to your Concur system .

Before you get started, please make yourself familiar with the following:

- Future changes to the production order data will be exported automatically in due time (only valid for automatic export).
- Production orders will be exported to the Concur system if:
  - the order category is set to *10* (Production Order) in the SAP system.
  - the production orders are included in the selection criteria specified in the *Phased Rollout* step of this wizard.
  - they contain a company code.
  - the record is posting-relevant.
    To verify that this is the case, use transaction CO03 and on the *Production order Display* screen, click the *Status* icon next to the *Status* field. Choose the *Business processes* tab and check that *FI: Postings* are permitted (green traffic light).
  - the production order name is available in the *Default language* which was selected in the *Specify Target System* step of the *System Setup* wizard.
- Production orders will be deleted in the Concur system if:
  - the object is **not** relevant for posting.
    Use transaction CO03 and on the *Control data* tab, verify that *RFBU - FI: Postings* is **not** listed amongst the *Allowed transactions*.
  - the production order no longer exists in the SAP system (only valid for automatic export).

To modify the production order export data, you can implement `BADI_CTE_FIN_COBJ_DATA_CHANGE`: go to *Other Cost Objects* -> *Production Order* -> *BAdI Implementations*.

To go to the next step, choose *Continue*.

2 Cost Object Hierarchy

In this step, specify the hierarchy of the cost object types which will be transferred to Concur.

The *Cost Object Type* is set to *PP* by default, but you can adjust it, if required.

While the current cost object ID is always listed last, the system automatically assigns the cost object type to the preceding level.

You also have the option to add custom fields so that you can determine customer-specific list levels. Remember to adjust the settings in the BAdI for the custom field to work. On the *Manage Custom Fields* screen, you can then check your BAdI implementations accordingly. Once you' ve added the custom field, you' ll be able to select it from the drop-down list in the *Field Name* column.

Prerequisite: You have already created at least one list for the cost object types in the Concur system.

Two types of lists exist:

- Single-level list
- Multi-level list (so-called *connected list*)

Below, please make sure to enter the list name exactly as used in the Concur system. A non-existing list name will cause the API call to fail. After you've finished, you can check the API calls of the wizard on the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Check Connection*.

You have two options to handle the cost objects with lists in Concur:

- All cost object types are combined in **one list**:
  The SAP cost objects are exported to the same list.
  Use the *Cost Object Type* field to differentiate between cost objects.
- All cost object types are distributed between **different lists**:
  The specific list contains cost objects of the assigned SAP cost object type only, meaning you don't need the cost object type entry in the table below.

Note that certain *List Level - Field Name* combinations are not possible due to individual dependencies. An information pop-up is shown accordingly.

Caution: If you delete cost object data in the SAP system, the integration automatically deletes all corresponding superordinate hierarchy levels that don't contain data in the Concur system. Therefore, if you also use other methods to export cost objects to Concur (for instance, manually or via a flat file), be aware that this data is not included in the integration and consequently might be deleted!
To avoid this risk, you can export all existing cost object data using the integration only, in which case no data will be overlooked and deleted.

To go to the next step, choose *Continue*.

3 Phased Rollout

If you do not want to export all your production orders but need a generic way to export them via company code or controlling area, you can use the phased rollout function to specify the area of exported production orders.

Note that if you try to export an order that isn't specified in the phased rollout, the export will not work. The initial export of the specified production orders must be triggered manually. To do so, go to the *Setting Up the Integration with SAP Concur* screen and choose *Other Cost Objects* -> *Production Order* -> *Phased Rollout*. The *Phased Rollout* screen opens. In the *Initial Export* column, choose *Start*. You can also change the phased rollout settings there, if required.

Also, please note that the phased rollout data is exported as soon as you've completed this wizard. If you don't want the data to be exported right away, please use the table on the *Phased Rollout* screen (see path above) instead.

To go to the next step, choose *Continue*.

4 Automatic Export

Prerequisite: The automatic export function uses change pointer handling. Unfortunately, change pointer handling for production orders is not supported in the SAP standard. Refer to SAP Note 390635 to find out how to activate it in your system. For change pointers related to the status of the object, start transaction OPL8 and activate the *Status Change Documents* per plant and order type.

Once the production orders are changed, you can export them automatically. All changed orders that are relevant (see phased rollout) will be transferred to the Concur system accordingly. The job scheduling is valid in all receiving systems. In the *Batch User* field, enter the user authorized for the job processing, select the *Automatic Export* option, and schedule the batch job. If you are using different cost object types, don't schedule all jobs at the same time as this may cause the system to overload.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

1. In addition, you can assign a specific application server for the scheduled batch job:
2. Run transaction SM37 to open the *Simple Job Selection* screen.
3. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
4. In the *Job status* section, select *Released* only, and then click *Execute*.
5. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.
6. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
7. Save your entries.

You can always export production orders manually - even if you' ve selected the *Automatic Export* option: on the *Setting Up the Integration with SAP Concur* screen, choose *Other Cost Objects* -> *Production Orders*-> *Manual Export*.

To go to the next step, choose *Continue*.

3.4 Exchange Rate Export

3.4.1 Overview

In the following chapter, you can find information on setting up the Exchange Rate integration.

As a **prerequisite**, your Concur system must have the enhancement scope expense.exchangerate.writeonly installed.

There are also a few things to be aware of when it comes to the Exchange Rate export:

- Factor conversions are done automatically.
- Reference currencies are not considered.
- Any exchange rate type that is configured for the buying or selling rate is not sent to Concur.
- Currency pairs that have only one currency, i.e. USD to USD, will not be considered for export.
- A check is executed for each currency to determine if another currency matches the ISO code. If the check finds another currency, then the primary currency is exported.
- The wizard exports the currency pairs that you have maintained in table *TCURR*. However, if you have chosen to allow the inversion of currency rate pairs in Concur, then Concur can calculate the reverse.
  For example, you maintained and exported the currency pair USD to EUR but not EUR to USD. When an employee creates an expense report with expense entries in euros, Concur can exchange the amount from EUR to USD.

To begin setting up the Exchange Rate export, choose *Exchange Rate* -> *Set Up Export* from the *Setting Up the Integration with SAP Concur* screen.

3.4.2 Setting Up the Exchange Rate Export

1 Start

Use this wizard to set up the Exchange Rate export to your Concur system

To go to the next step, choose *Continue*.

2 Set the exchange rate type

In this step, specify the *exchange rate type* that will be transferred to Concur. *Standard translation at average rate* is the recommended exchange rate type as it is required by FI for posting and clearing purposes. If you select a different exchange rate type, then problems may arise when posting and clearing.

Before continuing, we require that you confirm that you have the right to use the exchange rates. This right can be fulfilled either because you own the exchange rates yourself or because you are authorized to use them. To confirm your right to use the exchange rates, please select the corresponding box below.

To go to the next step, choose *Continue.*

3 Automatic Export

Now determine if you' d like to manually export your exchange rates or have them be automatically exported.

If you select *automatic export*, all exchange rates will be sent to the Concur system according to the scheduling you define below. The job scheduling is valid in all receiving systems.

If you have created your own job that uses the CTE standard import report and you switch from automatic to manual imports, then please be aware that all jobs, including the one you have scheduled, will no longer run.

In the *Batch User* field, enter the user authorized for the job processing.

Note that the scheduling is client specific. Also, before you schedule an import, check any generic export scheduling with the help of transaction SM37.

Additionally, you can assign a specific application server to the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then select *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, choose *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always export the exchange rates manually, even if you' ve selected the *Automatic Export*. To do this, choose *Exchange Rate* -> *Manual Export* from the *Setting Up the Integration with SAP Concur* screen.

Choose *Continue* to proceed to the next step.

3.5 Financial Posting Import

3.5.1 Overview

If you want to integrate your financial systems with Concur, this chapter is for you.

Once you' ve set up the integration, you' ll be able to import Concur documents (expense reports - incl. attachments, cash advances) which were created and approved in the Concur system, into your financial system.

What happens to the Concur document once it is imported?
First, a precheck is run to ensure the master and configuration data, such as company code and currency, exists. To avoid duplicate postings, the check also verifies that the document hasn' t already been posted.As a next step, the document is analyzed according to a set of supported use cases. If a certain posting use case is not supported, you can implement it yourself using a BAdI: go to the *Setting Up the Integration with SAP Concur* screen and choose *Financial Posting* -> *BAdI Implementations*. You can also split documents using a BAdI. Make sure to make your changes before the document is posted.

The type of posting depends on what is specified for the payer and payee in Concur. The payee can be the employee or a credit card company, for example. If you are using a payroll system or Expense Pay to reimburse your employees, the expense report is not posted directly to the employee (vendor) account but to either a payroll or Expense Pay clearing account.

In many cases, employees append attachments to their expense reports. Hence, you can also import these so they are added to the financial document. In the *Financial Posting* wizard, you' ll be asked to choose where to store the attachments: *Generic Object Service* or *ArchiveLink*.
Important: If you plan to use ArchiveLink, make sure you already have a content repository available. For the Generic Object Service, no prerequisites need to be fulfilled.

If you are also integrating your funds/grants management system, note that the budget reservation (commitment), for which a travel request was created, is canceled and the actual expenses are posted afterwards with the expense report. For more information, see the Travel Request Import chapter.

To set up the financial integration, on the *Setting Up the Integration with SAP Concur* screen, choose *Financial Posting* -> *Set Up Import*.

3.5.2 Setting Up the Financial Posting Import

1 Start

Use this wizard to set up the Financial Posting import from your Concur system

Note that not all Concur use cases are supported, but you can use the following BAdIs to implement posting-relevant deviations:

- `BADI_CTE_FIN_POST_DOC_CHANGES` - for minor field changes
- `BADI_CTE_FIN_POST_USES_CASES` - for customer-specific report entries
- `BADI_CTE_FIN_POST_ADJUST_DOC` - to change the posting data

To access the BAdIs, choose *Financial Posting* -> *BAdI Implementations*.

Ready to go? Choose *Continue*.

2 Concur Document Types

Depending on the integration activities you initially enabled on the *Setting Up the Integration with SAP Concur* screen, the respective Concur document types are listed below. Select the Concur document type(s) you want to import.

To go to the next step, choose *Continue.*

3 General Settings

Per default, only real postings are considered. However, by selecting the checkbox below, you can also allow test user postings in your system.

If you want to pass on the payment status of successfully posted expense reports to your Concur system, select the *Enable Payment Notifications* checkbox below. As a result, the column *Payment Status* is displayed on the *Concur Documents* screen. The status (*partially paid*, *paid)* is sent to Concur accordingly. You can deselect this option again at any time. However, keep in mind that payment notification will cease with **immediate effect**.

In the next section, determine how your financial documents should be created. Financial documents can be created *per expense report*, *expense report entry*, or *expense report entry determined by the company code*. Note that you must maintain the company code if you opt to create your financial documents per expense report entry determined by the company code. You can do this by choosing *Financial Posting* -> *Company Code Determination* from the *Setting Up the Integration with SAP Concur* screen. Your choice will take effect for all newly imported documents and documents that have been acknowledged but not yet posted.

Note that if you should need to create your documents differently than from the options below, e.g. the financial document is created per vendor, then you must use a BAdI implementation.

Important: It' s the company code that the employee belongs to rather than the expense entry' s company code that determines if a split occurs when *per expense report entry determined by the company code* is selected.

Finally, choose one of the two available expense account options that will be valid for all accounts:

- *Accounts as Used in Concur*
  In this case, the accounts must exist with identical IDs in both the Concur and SAP system.
- *Treat Concur Accounts as Symbolic Accounts*
  If you choose this option, go to the *Setting Up the Integration with SAP Concur* screen and choose *Financial Posting -> Symbolic Accounts*. There you can specify your account mappings. In the *General Modification* column, enter the symbolic account and in the *Account* column,

choose the actual account.

To go to the next step, choose *Continue*.

4 Posting Settings

Now select a *posting date*. There are a number of options to choose from, but please be aware that if you select *today* to be your posting date, the posting date will be determined by the system' s time zone and not the user' s.

If you want to avoid a posting date that lies in a financial closing period, choose *Recalculate* to automatically choose the first day in which postings are possible again. Please note that the date chosen by the system when the *recalculate* option is selected is determined either by the employee vendor or the payroll reconciliation account. The following accounts are not currently used for this feature:

- Expense
- Tax
- Credit card
- Credit card vendor
- External payment providers

Then enter a financial *document type* to classify the accounting documents.

If you want to enable payment with IBCP credit cards, select the checkbox below.

Once you' ve completed the wizard, the traffic light on the *Setting Up the Integration with SAP Concur* screen (in the *Financial Posting* column) will turn green. Without the generated certificate and the client credentials, the traffic light remains yellow, meaning IBCP credit cards cannot be used. Note that the posting process as such is not affected by the traffic lights. For instance, when you check the connection and an error is raised with a red light, this does **not** mean that the entire posting has failed, but rather that the detokenization procedure wasn' t successful.

During the payment run, the SAP system calls the Concur service with the credit card token to receive the encrypted credit card number. This number can be decrypted using the generated certificate.

You can find an example source code (in function module CTE_FIN_PT_PAYMEDIUM_SAMPLE_06) that shows you how to fill out the credit card number in one of the customer reference fields of payment media.

- Register event module 06 with the corresponding function module to fill out the credit card number for your payment medium format in transaction OBPM3.
- Map the additional reference field to the correct field of the payment file. Use transaction DMEE (Data Medium Exchange Engine) and select the right *tree type* and *format tree* for your payment media.

To have your clearing reference ID from cash advances and credit cards maintained by the `XREF` fields, select the corresponding box below. Up to three `XREF` fields with a total of 44 characters are available.

If FI document splitting is active for your general ledger, you can optimize its posting behavior by selecting *Optimize posting behavior for FI document splitting*. If selected, we recommend that you implement *SAP Note 2953858* and use the created document type for your Concur postings.

Additionally, optimizing the posting behavior will impact the condensing behavior for all three line item types in that only the entries that have the same logical transaction will be condensed independently of the settings made below. The condensing options will therefore be disabled.

Now determine if you' d like your clearing account, vendor, or tax line items to be condensed or not via the boxes below. By choosing the boxes, you can see each individual line item belonging to the same clearing account, vendor, or tax. Please be aware that only the clearing account lines for the payroll and Expense Pay reimbursement methods will not be condensed; the clearing account lines for all other methods will still be condensed even if you select the corresponding box below. It is possible to select any combination of the boxes and your preferences will take effect for documents that have not yet been posted. Note that when the document is a delta, postings will not be made for line items when the amounts add up to zero even if you have opted against condensing any of these line items.

To go to the next step, choose *Continue*.

5 Filter Definition

If you want to connect multiple systems with Concur, select a relevance filter below to restrict the import of posting documents. Without a relevance filter, all postings are considered for this system.

For expense reports, choose whether you want the filter entries and the company code to be derived from the Concur *Employee Fields* or the *Header Fields*.

Note: Discrepancies involving the company code and/or cost center may arise if you select header fields and those fields are editable in Concur. In such cases, we recommend either selecting the employee fields instead or maintaining an extra read-only field or fields that pull the information from the employee level and bring it to the header level.

In the table, enter the corresponding criteria with which the filter can identify the posting-relevant documents, for instance, if you selected relevance filter Country, enter US and GB. Optionally, you can click *Default Logical System* in which case the system ID will be added automatically.

If you are using **cash advances** in addition to expense reports:
If you choose employee fields for expense reports, the same filter criteria is applied to cash advances. However, if you determine header fields for expense reports, make sure to also select a relevance filter for cash advances. Usually, the filter field in the FI system is part of the cost object list.

Once you' ve completed this wizard, the traffic light on the *Setting Up the Integration with SAP Concur* screen (in the *Financial Posting* column) will turn green. Note, however, that if you are using the Mapping Service and the client credentials you previously entered in the *System Setup* wizard were changed, or your SAP system is not registered for the mapping service yet, the traffic light will switch to yellow. In this case, please run through the *System Setup* wizard again and adjust the client credentials.

Choose *Continue* to go to the next step.

6 Account Definition

For the posting process, the SAP system requires the company code and vendor account information.

Depending on what was selected on the previous screen, the company code entries are derived from the Concur employee custom or header custom fields. Please specify the custom field that contains the company code in the corresponding field below.

You can only select a different company code for **cash advances** if, on the previous screen, you chose *Header Fields* for expense reports. Otherwise, the value you select for expense reports is also applied to cash advances.

You should, however, be aware of the following:

- Ideally, employees are replicated with the corresponding personnel numbers. This assures that you will not encounter errors when it comes to other processes like intercompany posting or billing for example.

- For tax determination, Concur uses the employee' s country of residence while SAP uses the employee' s company code. To prevent issues, ensure that the country of residence matches the company code.

Vendor Determination:
The necessary information for the vendor account is provided in *Custom17* - one of the custom fields.

This can either be:

- the *Vendor Account ID* directly
- the *Personnel Number* plus the *Company Code*
- or the *User ID (*Employee Central*)* plus the *Company Code*

The *Vendor Account ID* and *Personnel Number* can be obtained from within this financial system. The *User ID (*Employee Central*)* is required for the standard integration with SAP SuccessFactors Employee Central and can only be retrieved with the *Compound Employee API*, meaning it is **not** visible in the financial system. In the Employee Central system, you' ll find the *Company Code* under *Jobinfo* -> *Company*.

To go to the next step, choose *Continue*.

7 Cost Object Mapping

Here you can assign the Concur *Cost Object Type* and *ID* to the SAP cost object types.

Only those cost object types that you configured during the integration setup are listed.

If you combined different cost object types in one list during the setup of your cost object integration, you also have to specify the cost object type in the table below. However, if all cost object types are distributed between different lists, you only need to specify the cost object ID here.

The custom field entries are derived from the Concur expense report allocation fields. Should you be using multiple lists for your cost objects, ensure that the company code you specify in the table below matches the company code of the cost center. The company code of the other cost objects is determined directly from the cost object itself.

Note for customers who are not using the standard export function:

In case you are missing a certain cost object type in the table below, run the corresponding wizard and make sure to set the export to **manual**. This allows you to map the missing cost object types without exporting them.

The following is an example for the cost object mapping:

- Cost Center Object Type: Custom3
- Cost Center Object ID: Custom4
- Logical System Object ID: Custom1
- Company Code Object ID: Custom2

To go to the next step, choose *Continue*.

8 Attachments

If you want to enable the import of attachments for expense reports, select the checkbox below.

You can either store the attachments using the *Generic Object Services* (GOS) or *ArchiveLink* for which an optical archive must be installed.

As for the *content repository* for ArchiveLink: if an http content server entry exists, the corresponding value of table CREP is automatically set as default in the field below. You can view table CREP using transaction SE16. If no server entry exists, create one first: on the *Setting Up the Integration with SAP Concur* screen, choose *Environment* -> *Setup* -> *Attachments* -> *Content Repositories*. Without the server entry, you will not be able to complete this step for ArchiveLink.

The *global document type* is set to *CTE_DOCS*, but you can change this, for instance, if you already have a document type you would like to use. You can add new document types using transaction OAC2.

You can display (and change) the available global document types, content repositories and links for content repositories on the *Setting Up the Integration with SAP Concur* screen: go to *Environment* -> *Setup* -> *Attachments*.

Next, specify which posting documents you want to assign attachments to:

- All documents of the expense report
  In some cases, various documents can belong to an expense report, for example for intercompany postings. Correspondingly, you can enable attachments to be assigned to all of these documents.
- All documents containing the employee' s company code
  Enables you to assign attachments to all documents containing the employee' s company code.

By using Business Add-In `BADI_CTE_FIN_HANDLE_ATTACHMENT`, you can also decide individually for which Concur documents you want to allow the import of attachments and for which posting documents you want to store them.

To go to the next step, choose *Continue*.

9 Automatic Import

Now determine if the postings should be imported manually or automatically by choosing the corresponding option below. The job scheduling created for automatic imports is valid in all receiving systems.If you have created your own job that uses the CTE standard import report and you switch from automatic to manual imports, then please be aware that all jobs, including the one you have scheduled, will no longer run.

In the *Batch User* field, enter the user who is authorized for the job processing.

Note that the scheduling is client-specific. Also, before you schedule an import, check for any existing generic schedules using transaction SM37.

In addition, you can assign a specific application server to the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then select *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, choose *Job* -> *Change*.
5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.
6. Save your entries.

You can always import objects manually with transaction CTE_POST_IMP - even if you' ve selected the *Automatic Import* option.

To go to the next step, choose *Continue*.

10 Deviating Currencies

The currency standard within the Concur and SAP systems are defined differently: while the currency codes in the Concur system comply with ISO standard 4217, SAP decided to use real decimals and they therefore differ from the ISO definition.

To manage these different approaches, you can adapt the affected currencies in the SAP system.

For example, the *ISO 4217* definition of New Taiwan Dollar (TWD) is specified with two decimals while in everyday work 0 decimals are used which is also represented in the SAP system.

If you need a standard conversion for TWD, add the currency to the *Deviating Currencies* list. To do so, on the *Setting Up the Integration with SAP Concur* screen, select *Financial Posting*or *Payroll*or *Funds/Grants Management*

and choose *Deviating Currencies*. The SAP system will then automatically round the amount according to the SAP system setup settings in table *TCURX - Decimal Places in Currencies*. If no entry exists for the currency in table *TCURX*, the amounts are automatically rounded to two decimal places.

Examples for deviations:

- COP (Colombia - Colombian Peso)
- HUF (Hungary - Forint)
- IDR (Indonesia - Rupiah)
- LAK (Lao People's Democratic Republic - Kip)
- TWD (Taiwan Province, People's Republic of China - PR New Taiwan Dollar)

The standard rounding is performed on entry level whereas the net amount is calculated from the rounded gross amount minus the sum of all rounded tax amounts. As a consequence, the sum of all rounded gross amounts might differ from the document's total amount.

If the currently implemented standard rounding method does not suit your needs, you can implement your own logic using the following BAdI implementations:

- `BADI_CTE_FIN_POST_ROUNDING` - for expense reports and cash advances (financial posting)
- `BADI_CTE_HCM_PY_ROUNDING` - for expense reports (payroll)
- `BADI_CTE_FGM_POST_ROUNDING` - for travel requests (funds/grants management)

For more information, please refer to the respective BAdI documentation.

11 Tax Jurisdiction Codes

Tax jurisdiction codes are used in Canada to identify a region's set of tax rules and regulations. The codes used in Concur (Subcodes) differ from those used in the SAP system. From the *Setting Up the Integration with SAP Concur* screen, select *Financial Posting* and choose *Tax Jurisdiction Codes*. Then use the table below to map the codes accordingly.
Note that the table is system independent, meaning all connected Concur systems must use the same tax jurisdiction code per country subcode.

Following are the default Concur country subcodes:

- CA-AB: Alberta
- CA-BC: British Columbia
- CA-MB: Manitoba
- CA-NB: New Brunswick
- CA-NL: Newfoundland and Labrador

- CA-NS: Nova Scotia
- CA-NT: Northwest Territories
- CA-NU: Nunavut
- CA-ON: Ontario
- CA-PE: Prince Edward Island
- CA-QC: Quebec
- CA-SK: Sasketchewan
- CA-YT: Yukon Territory

In the table, first enter the required Concur codes and in the *SAP Tax Jurisdiction Code* column, use the F4-Help to map the corresponding SAP code.

To handle foreign receipts, you first need to specify the default jurisdiction code in your SAP system.

You can do this with transaction SPRO. Click *SAP Reference IMG* and follow this path:
Financial Accounting -> Financial Accounting Global Seetings -> Tax on Sales/Purchases -> Posting -> Assign Tax Codes for Non-Taxable Transactions

3.6 Payroll Import

3.6.1 Overview

This chapter provides details about the integration of payroll.

If you' re using an SAP Payroll application to reimburse your employees, note that the expense report is not posted directly to the employee (vendor) account, but to a payroll clearing account.

You might also be using payroll for tax purposes only and handle employee payments using an individual financial system.

Irrespective of whether you are using payroll to reimburse your employees or for tax purposes, the expense report must be posted successfully and confirmed in a financial system before the corresponding payroll document can be imported from the Concur system.

When a payroll document is processed, infotype 0579 entries are generated with the corresponding wage types. You can use transaction PA20/PA30 to display the external wage components per employee.

Employees who no longer work for the company are blocked as soon as the retention period is over. As of this point, payroll-relevant changes are no longer possible. You can adjust the retention periods per country using transaction SPRO: *SAP Reference IMG* -> *Personnel Management* -> *Personnel Administration* -> *Tools* -> *Data Privacy* -> *Block* -> *Check the End of Purpose* -> *Define Retention Period for Data for Employees Who Have Left the Company.*

To handle country-specific travel allowances for meal and lodging, ensure that the Concur Travel Allowance service is active.

Legal requirements are currently only supported for Germany. Following are two common use cases:

- Let' s say you are entitled to 24 Euros meal allowances per day during your trip (statutory rate). Your company, however, grants 50 Euros per day. Since your company grants more than double of the statutory rate allowance, 2 Euros must be taxed **individually**.
- For one-day trips, generally no allowances are granted at all. However, if you' ve been invited to a meal by a customer or business partner, you are obliged to provide this information as it is relevant for taxation.

On the *Setting Up the Integration with SAP Concur* screen, select the line with the system in question and choose *Payroll* -> *Set Up Import*. A wizard will guide you through the setup process.

3.6.2 Setting Up the Payroll Import

1 Start

Use this wizard to set up the payroll data import from your Concur system

Prerequisite: You' ve already installed note 2431746 or the corresponding support package so that the subtype can be read correctly.

The payroll integration is based on data which is stored in infotype 0579, subtype CTE0. All entries are combined per wage type, start date, and country-specific container. Hence, for all expenses that have the same values for these fields, only one infotype 0579 record is created. This consolidated record contains the total amount of all related expenses.

If you add infotype 0579 records in your `BAdI_CTE_HCM_PY_ADJUST_DOC` implementation, keep in mind that no more than 998 records with the same start date can be created. If you haven' t implemented note 2646952, you can only create a maximum of 50 records. More records will cause the posting to fail. For further details, please refer to the BAdI documentation.

To be able to use infotype 0579 in the payroll run, the following changes are required:

1. Create a new rule using transaction PE02.
   Following is an example rule:
   NNNN Recurring payments/deductions and supplementary payments
   ```
   |-*
    |--****
     |--AMT= BETRG [Set]
     |--NUM= ANZHL [Set]
     |--TABLEP0579 [Read table fields]
    |--VARGBORIGI  [Tab. field VVVV v.ky]
      |---****
      |---CTE0
       |--OPIND [Operation indicator]
       |--XV0X099CTE [Exit]
       |--ADDWT * OT [Output table]
   ```
   Important: Please consider the **space after** *AMT=* and *NUM=*.
   For further information about the subtree elements, in transaction PE02 enter rule NNNN, select the element, and choose F1.

2. Adjust the *Personnel Calculation* schemas using transaction PE01. The schemas must include the processing of infotype 0579 and each entry must resemble the following format:
   `P0579 NNNN GEN NOAB`
   Note: If infotype 0579 is already being used in existing schemas, you also have to adapt the corresponding rules.

3. For external payments, assign all wage types to wage type groups:
   SPRO -> SAP Reference IMG -> Payroll -> Payroll International -> External Wage Components -> Define Wage Types

4. Assign all wage types to subtypes:
   SPRO -> SAP Reference IMG -> Payroll -> Payroll International -> External Wage Components -> Permit Wage Types for the Interface

Ready to go? Choose *Continue*.

2 General Settings

Below you can allow test user postings. However, make sure to use this function in test environments only.

If you are connecting multiple systems, select a relevance filter. This way, only specific documents are accepted by the SAP system. For payroll documents, choose whether you want the filter entries and company code to be derived from the Concur *Employee Fields* or the *Header Fields*.

In the table, enter the corresponding criteria with which the filter can identify the posting-relevant documents. For instance, if you selected relevance filter Country, enter US and GB. Optionally, you can choose *Default Logical System* in which case the system ID will be added automatically.

The filter fields need to have a corresponding field maintained in Concur. Typically, an additional employee field is used to define the HCM system.

Note: An HCM system must be maintained when the FI and HCM systems are two separate systems.

To go to the next step, choose *Continue*.

3 Posting Settings

Now select a *reference date* for the payroll period. There are a number of options to choose from, but please be aware that if you select *today* to be your reference date, the reference date will be determined by the system' s time zone and not the user' s.

Then enter the *company code* in the appropriate field. Depending on what was selected on the previous screen, the company code entries are derived from the Concur employee custom or header custom fields.

Then define where the personnel number should be derived from so as to define the employee. Note that if your employee data is stored in a different system, you' ll have several options to choose from:

- *Personnel Number*
  Use this option if the employee' s personnel number is stored in any of your custom fields.
- *Custom 17: Vendor Account ID*
  You' ve stored the Vendor ID in the *Custom 17* field of your Concur system. Now select in which of your Custom or OrgUnit fields the company code information is stored as this information is required to determine the employee.
- *Custom 17: User ID (Employee Central)*
  You' ve stored the Employee Central User ID in the *Custom17* field of your Concur system. Now select in which of your Custom or OrgUnit fields the company code information is stored as this information is required to determine the employee.

However, if your employee data is stored in the same system, the employee will automatically be determined as defined in the *Employee Export* wizard.

To go to the next step, choose *Continue*.

4 Automatic Import

If you want the data to be imported automatically, select the *Automatic Import* option below.

The job scheduling is valid across all receiving systems and client-specific. In the *Batch User* field, enter the user who is authorized for the job processing. Before you schedule an import, check for any existing generic schedules using transaction SM37.

You can also assign a specific application server to the scheduled batch job:

1. Run transaction SM37 to open the *Simple Job Selection* screen.
2. In the *Job name* field, enter **CTE*** and as *User name*, type *****.
3. In the *Job status* section, select *Released* only, and then click *Execute*.
4. On the *Job Overview* screen, select the job and in the menu bar, click *Job* -> *Change*.

5. The *Change Job* screen opens. In the *Exec Target* field, use the F4 help to select an application server.

6. Save your entries.

To go to the next step, choose *Continue*.

5 Deviating Currencies

The currency standard within the Concur and SAP systems are defined differently: while the currency codes in the Concur system comply with ISO standard 4217, SAP decided to use real decimals and they therefore differ from the ISO definition.

To manage these different approaches, you can adapt the affected currencies in the SAP system.

For example, the *ISO 4217* definition of New Taiwan Dollar (TWD) is specified with two decimals while in everyday work 0 decimals are used which is also represented in the SAP system.

If you need a standard conversion for TWD, add the currency to the *Deviating Currencies* list. To do so, on the *Setting Up the Integration with SAP Concur* screen, select *Financial Posting*or *Payroll*or *Funds/Grants Management*

and choose *Deviating Currencies*. The SAP system will then automatically round the amount according to the SAP system setup settings in table *TCURX - Decimal Places in Currencies*. If no entry exists for the currency in table *TCURX*, the amounts are automatically rounded to two decimal places.

Examples for deviations:

- COP (Colombia - Colombian Peso)
- HUF (Hungary - Forint)
- IDR (Indonesia - Rupiah)
- LAK (Lao People' s Democratic Republic - Kip)
- TWD (Taiwan Province, People' s Republic of China - PR New Taiwan Dollar)

The standard rounding is performed on entry level whereas the net amount is calculated from the rounded gross amount minus the sum of all rounded tax amounts. As a consequence, the sum of all rounded gross amounts might differ from the document' s total amount.

If the currently implemented standard rounding method does not suit your needs, you can implement your own logic using the following BAdI implementations:

- `BADI_CTE_FIN_POST_ROUNDING` - for expense reports and cash advances (financial posting)
- `BADI_CTE_HCM_PY_ROUNDING` - for expense reports (payroll)
- `BADI_CTE_FGM_POST_ROUNDING` - for travel requests (funds/grants management)

For more information, please refer to the respective BAdI documentation.

3.7 Travel Request

3.7.1 Overview

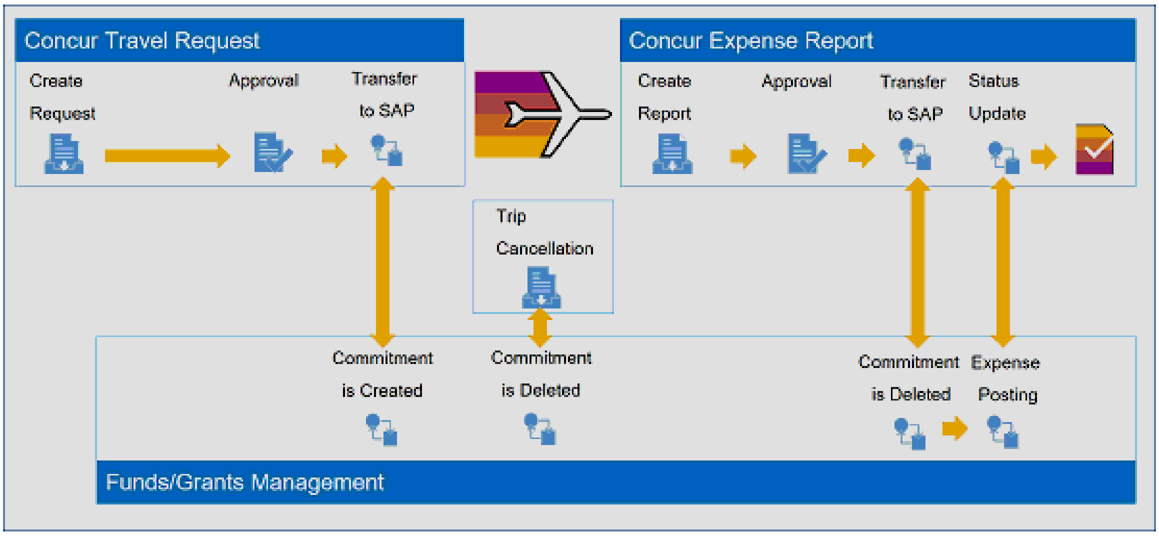
This chapter is designed to give you an overview of the Travel Request integration.

In combination with either predictive accounting or public sector management for Funds/Grants Management, this integration allows you to anticipate future expenses by reserving budget. This reserved budget is then known as a commitment.

Prerequisites:

- For use with **predictive accounting**: The scope item 4Q0 has been activated.
- For use with **Funds/Grants Management**: The software component EA-PS 800 has been installed and all necessary configurations for PSM-FM and/or PSM-GM have been completed.
- You' ve set up the Financial Posting import using the wizard.

Note: Either predictive accounting or Funds/Grants Management can be activated at one time.



After a travel request was created and approved in the Concur system, it is exported to SAP where a commitment is created and the available budget is reduced accordingly.

When the associated expense report is approved and forwarded to SAP, the commitment entry is deleted at that point since the reserved budget was allocated to the trip and the employee can be reimbursed accordingly.

In case the trip is canceled, then a canceled travel request is imported and posted, deleting the commitment. On the *Concur Documents* screen, you' ll find the initial document marked as *Revision Number 1*. The canceled travel request will have a new revision number, e.g. *Revision Number 2*.

Important: You must manually link the travel request to the expense report so that the commitment will be deleted after SAP has posted the expense report. If there are multiple expense reports for 1 travel request, then you must link that same travel request to each expense report. This is also valid if you have 1 expense report for multiple travel requests.

Document Key

The travel request' s *Document Key*, which can be identified on the *Concur Documents* screen, is used to identify its corresponding commitment. In predictive accounting, this is your *SrcDocNo*; if you're using Funds/Grants Management, this is your *RefDocNo*.

Use with Funds/Grants Management

If you're using this feature with Funds/Grants Management, then choosing *Environment* -> *Funds/Grants Management* will let you manage the funds, grants, commitment items, and budget periods. Note that you must first activate the cost objects via *Financial Posting* -> *Activate Funds/Grants Management Objects*.

There are, however, a few restrictions to consider:

- Funded Programs: currently, it is not possible to enter this cost object type directly to create commitments. Therefore, if you're using funded programs, calculate them using derivations.
- Earmarked funds are not supported.
- The SAP native integration uses gross amounts to calculate the commitments as net amounts are not available in the travel request. Nevertheless, you can use a BAdI to implement a net conversion method if you'd prefer to use net amounts.

To begin, set up the import by choosing *Travel Request* -> *Set Up Import* from the *Setting Up the Integration with SAP Concur*. A wizard will guide you through the process.

3.7.2 Setting Up the Travel Request Import

1 Start

Use this wizard to set up the Travel Request import from your Concur system

These travel requests are used to create commitments.

Before continuing, please consider the following:

- Cash advances are not considered for predictive accounting.
- Travel requests for intercompany postings are not supported if the personnel number (PERNR) can' t be determined from the value maintained in field Custom17.

Ready to go? Choose *Continue*.

2 General Settings

Per default, only real postings are included in the import. However, by choosing the checkbox below, you can also accept test user postings in your system. We recommend allowing test user postings in test environments only.

You have connected multiple systems and don' t want to allow all posting documents coming from the Concur system? In this case, select a relevance filter, for instance a Custom or OrgUnit field, and enter the corresponding values in the table below. If you want to add your logical system as a value, choose *Default Logical System*.

The relevance filter entries are derived from the Concur employee fields and compare the selected field of the employee data with the entered values. Without a filter, all postings will be considered.

To go to the next step, choose *Continue*.

3 Posting Settings

Several fields on this screen are automatically filled based on your settings in either the *Financial Posting* wizard or from the previous screen.

The *Financial Posting* wizard determines the fields *Document Types*, *Account Determination*, and *Vendor Determination (Custom17)*.

Whether you need to select a company code or not is based on the settings you chose in the previous step. If you opted to use the employee fields, then the company code is determined by the *Financial Posting* wizard. If you chose to use the header fields, then you must select the field that maintains the company code.

Finally, select a posting date. There a number of options to choose from, but please be aware that if you select *today* to be your posting date, the posting date will be determined by the system' s time zone and not the user' s.

To go to the next step, choose *Continue*.

4 Cost Object Mapping

Here you can assign the cost object type and ID used in your Concur system to the SAP cost object types. Only those cost object types that you configured in your SAP system are shown.

If you combined different cost object types in one list during the setup of your cost object integration, you also have to specify the cost object type in the table below. However, if all cost object types are distributed
between different lists, you only need to specify the cost object ID here.

The custom field entries are derived from the Concur travel request allocation fields.

To go to the next step, choose *Continue*.

5 Automatic Import

If you want the travel requests to be imported automatically, select the *Automatic Import* option below. The job scheduling created for automatic imports is valid in all receiving systems.

In the *Batch User* field, enter the user authorized for the job processing.

Note that the scheduling is client specific. Also, before you schedule an import, check for existing generic schedules using transaction SM37.

Of course, you can always import travel requests manually with transaction CTE_DOC_IMP - even if you've selected the *Automatic Import* option.

To continue using the wizard, choose *Continue*.

4 Communication Monitor

The *Communication Monitor* allows you to oversee the success of your imports and exports. Access the monitor from the *Setting Up the Integration with SAP Concur* screen by choosing *System* -> *Communication Monitor* or by using transaction CTE_MONI.

All objects and documents are listed for which the integration wizards have been completed. If no export or import exists, all columns will show 0 accordingly. As soon as the first export or import is completed, you can find the total amount of exported objects or imported documents in the *Replicated Objects* column.

Ideally, the sum of the *Successful Objects*, *Failed Objects*, and *Objects To Be Processed* matches the number of *Replicated Objects* for imported objects. For exported objects, the sum of the *Successful Objects*, *Deleted Objects*, and *Objects Not Created* matches the number of *Replicated Objects*.

The Concur list name is displayed to distinguish between the different types of cost objects. Objects used in multiple lists, e.g. company code, are displayed several times in the monitor. Different list levels are shown in descending order, just like in the Concur system.

However, note that sublist levels don' t contain numbers in the column *Objects To Be Processed*.

Viewing the Logs

If you chose the automatic export or import option in the wizards, the objects and documents will be processed according to their schedule.

For an overview of the different manual and automated run logs, select a line and choose *Show Run Logs* -> *Batch Processing (Automatic)* or *Dialog Processing (Manual)*.

If you want to search for the existing logs directly, use transaction SLG1. In the *Object* field, enter `CONCUR_INTEGRATION` and in the *Subobject* field, select the relevant object and then choose *Execute*.

As a result, all object logs for that particular processing from the last 4 weeks are displayed on a new screen. You can also display all logs in one go, too, by selecting *Show All* instead. If you choose to display all logs, you can quickly identify which runs were automatic and which were manual. In column *Mode*, automatic runs are marked as *Batch processing* while manual runs are named *Dialog processing*. Note: Because the logs are periodically deleted, it is possible that the number of logs shown and the number in column *Failed Objects* differ.

Refreshing the Table

The columns *Check Performed* and *Duration in Seconds* provide you with a quick reference as to when the information on this screen was last updated and how long it took. You can also view this information for all exports when you click on any value that' s greater than 0.

The figures on this screen are automatically recalculated with every exported object and imported document when the last recalculation was done more than 4 hours ago for that specific object type. However, you can also ensure that the numbers you see are current by highlighting the line in question and choosing *Refresh*.

It is also possible to refresh an object after you' ve clicked on a value greater than 0. You should be aware, however, that when you refresh one cost object type, **all** cost object types will be refreshed regardless of which screen you' re refreshing from.

Navigating on the Communication Monitor Screen

Forward navigation to more detailed information is available for objects and documents whose values are greater than 0. If *N/A* is present in the table, this means that forward navigation is not possible for that specific object or document.

If you click on the number belonging to an exported object in the columns *Replicated Objects*, *Successful Objects*, and *Deleted Objects*, the system shows you a list of which objects were exported and when the last successful export date was. You can also view the HTTP log for an export object, e.g. because the data in Concur differs from that in the SAP system, by highlighting the object in question and choosing *Show HTTP Logs*. HTTP logs are available for all main list levels like cost center but are not available for sublist levels like company code.

Note that authorization CTE_DISPLAY_HTTP_LOG is required to view the logs.

Clicking on an exported object listed in the columns *Objects Not Created*, *Objects Not Updated*, *Objects Not Deleted*, and *Failed Objects* will show you a list of all errors. You can then double-click a line for a detailed view which provides instructions on how to resolve the error and informs you which specific object is affected. Should you need to view the HTTP log for an object in one of these 4 columns, you can do so from the detailed view by highlighting the object in question and choosing *Show HTTP Logs*. After resolving the error, a re-export of the object should be successful.

The forward navigation of exported objects in column *Objects To Be Processed* shows you the next export date and the last successful export date for each individual object.

The forward navigation for documents in the columns *Replicated Objects*, *Successful Objects*, *Deleted Objects*, and *Objects To Be Processed* displays the *Concur Documents* screen with a default view. For example, if you' d like to view the expense reports found in the column *Deleted Objects*, then the system will display the *Concur Documents* screen with the expense reports that have document status *reversed* or *obsolete*.

Like with the failed objects, clicking one of the document types under *Failed Objects* will also show you a list of all errors. Here, too, you can double-click a line for a detailed view which provides instructions on how to resolve the error and informs you which specific document is affected. After resolving the error, a re-import of the document should be successful.

Note that there is a difference between objects and documents that are categorized as *failed objects* and the objects and documents that are *objects to be processed*. *Failed Objects* are those that could neither be created nor updated. For documents, these are the documents that have errors. *Objects To Be Processed* contains the objects that haven' t been processed for export yet, e.g. objects with future changes. The documents that weren' t processed after the import are also listed in this column.

Restrictions

1. The number of single displayed objects is limited to 150,000. Therefore, if 200,000 objects are listed under *Replicated Objects*, then only the first 150,000 objects are shown when you click that number.
2. The number of listed detailed logs is limited to 10,000. This means that you will see the detailed logs for the first 10,000 objects only if more than 10,000 *failed objects* exist.
3. If the number of *deleted objects* differs from the number of objects displayed in the detailed view, a delay in the database synchronization may be the cause.
4. By clicking on the sublist level of a cost object, a message will inform you that logs are available for the cost objects in the list. You can click the logs of the appropriate cost object for more details.
5. If you want to analyze logs that aren' t displayed, you can search for them directly using transaction SLG1.

5 Concur Documents

To track and evaluate what happened to the Concur documents that were transferred to the SAP system, go to the *Setting Up the Integration with SAP Concur* screen and click the button for the respective import function, for instance *Financial Posting*, and then select *Concur Documents*.

We distinguish between the following document types:

- Expense Report: the company credits the employee or credit card provider
- Cash Advance: the employee requests the money before traveling
- Travel Request: triggers the creation of a commitment to reserve budget for the trip (prior to an expense report)
- Payroll Document: used to reimburse the employee or for tax purposes

Use *Search* to view the documents that were already imported into the SAP system from Concur.

Attachments

For expense reports, you can also import attachments. Note that you have to enable this function in the *Financial Posting* wizard first. As soon as the expense report has been posted successfully, the associated attachments are retrieved from the Concur system. Currently, only attachments can be imported for expense entries; importing attachments at the header level is not supported.

The *Attachments Retrieved* column indicates that a check was performed verifying that all available attachments were imported. However, only attachments of newly imported expense reports are considered in this process. You can import attachments for older documents using the manual process: *Feedback Loop* -> *Step-by-step* -> *Retrieve Attachments*.

If the number of retrieved attachments differs from the total number of available attachments, then attachments were subsequently removed in Business Add-In BADI_CTE_FIN_HANDLE_ATTACHMENT, using method RESTRICT_ATTACHMENTS.

In case you are missing certain attachments, go to the aforementioned BAdI and add the attachments again.

For deltas, it is also possible to append new attachments to or delete old attachments from an expense report. Here is a clearer overview of what happens to attachments during a zero or delta posting, if applicable, when the:

- **New entry & reversal entry have the same attachment ID**
  - Zero: No changes are made.
    Delta: The attachment is linked to the new FI document and the link to the previous FI document is still saved.
- **New entry & reversal entry have different attachment IDs**
  - Zero: The old attachment is deleted and the new attachment is linked to the entry' s initial booking.
    Delta: The old attachment is deleted from the previous FI document; the new attachment is linked to the new FI document
- **New entry has an attachment ID while the reversal entry does not**
  - Zero: The attachment is linked to the previous FI document.
    Delta: The attachment is linked to the new FI document.
- **New entry doesn't have an attachment ID while the reversal entry does**

- Zero: This is currently not supported.
  Delta: The old attachment is deleted from the previous FI document.

- **Only a new entry exists (i.e., there's no reversal entry)**
  - Delta: The attachment is added to the new FI document.
- **Only a reversal entry exists (i.e., the entry was deleted)**
  - Delta: The attachment is deleted from the previous FI document.

To view the attachments, select the line with the respective expense report and click *Display* -> *Attachments*. The *Business Document Navigator* opens where you can find the attachments listed in the *General documents* folder. You can also view attachments from within the financial document itself: click *Display* -> *Posted Document.* On the *Display Document* screen, click the *Services for Object* button in the top left corner and select *Attachment List*. If attachments are available, they will be listed accordingly.

The number of attachments displayed in the table may differ from the amount in the financial document. This is due to the fact that attachments can be manually added to or deleted from the financial document which is not reflected in the table on the *Concur Documents* screen.

Note: In some cases, more than one attachment might be appended to one expense item. These attachments are consolidated into one PDF file in the financial document. This consolidated version is counted as **one** overall attachment - regardless of how many individual attachments are collected within the file. Thus, if two attachments were appended to expense type *taxi*, the *Number of Attachments* column will show one.

Currency Conversion

Before the documents arrive in the SAP system, the amounts are already converted into the currency defined in the Concur employee master data.
For example, an employee based in France who is reimbursed in Euros, submits an expense report worth 1,500 USD. Before the document arrives in the SAP system, the amount was converted from USD to EUR in the Concur system.
You can see this in the JSON document: on the *Concur Documents* screen, select a line and click *Display* -> *Original File (JSON format)*. Scroll to section "report" and check the currency specified for "employeeCurrencyAlphaCode". This is the currency defined in the Concur employee master data into which the amount was converted.

Note that currency exchange discrepancies can occur in intercompany scenarios or when credit cards are used.

Document Statuses

The documents can have the following statuses:

- *New*
  Documents that are retrieved from the Concur financial posting queue.
- *New (Runtime Error)*
  New documents for which a dump occurred during posting.
- *Successful*
  Documents that are posted successfully in the current system.
- *Failed*
  Documents that failed to be posted in the current system.

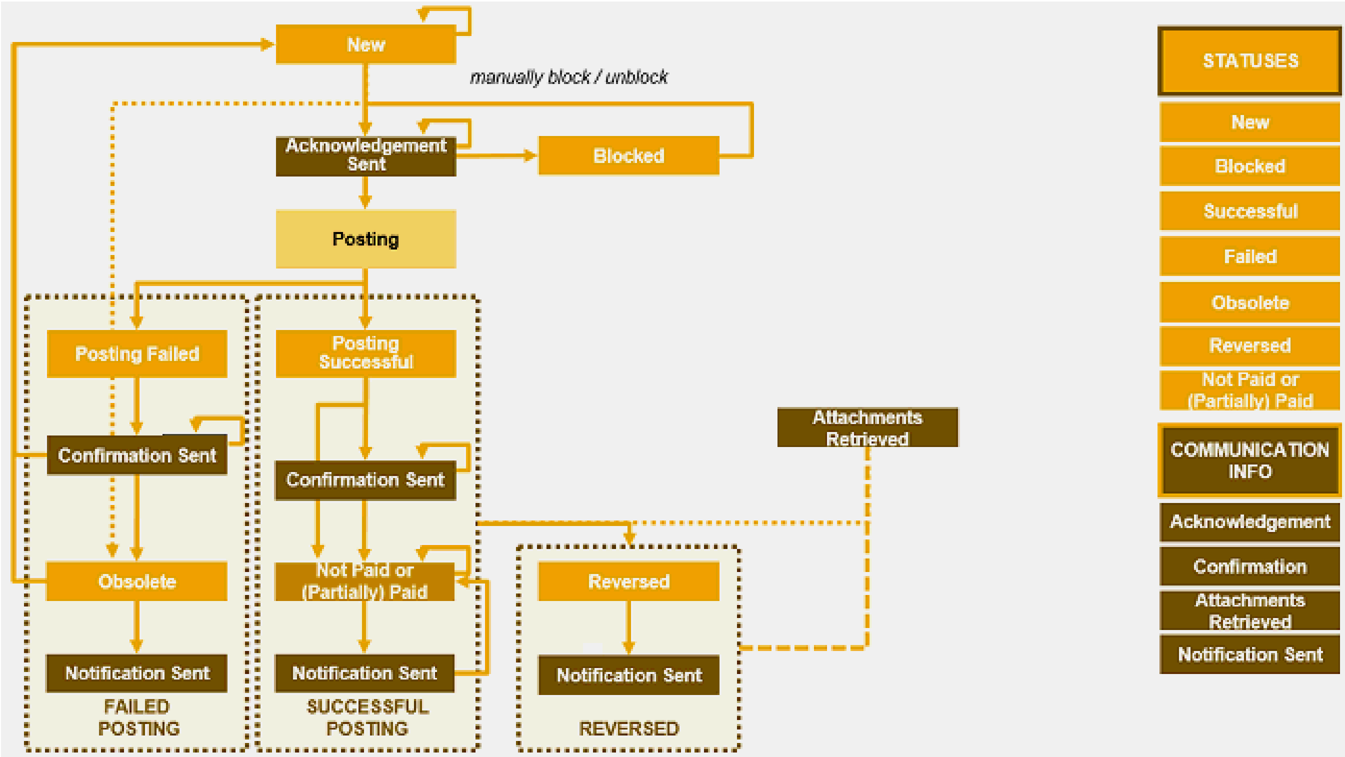
- *Blocked (Temporarily)*
  This status can be used to **temporarily** prevent the document from being posted.
  To put a document on hold, select the line with the document and click *Document* -> *Temporarily Block*.
- *Blocked (Runtime Error)*
  Indicates that a document which was previously marked as *New (Runtime Error)* is now blocked to prevent the document from constantly dumping during posting. You can either *unblock* the document and try to post it manually or set it to *obsolete*.
- *Obsolete*
  Shows that a document is no longer relevant.
- *Reversed*
  Indicates that a successfully posted document was reversed.
- *Successful (Cleared)*
  Used for travel requests whose associated expense report was posted successfully and thereby fully clears the commitment.

The following notifications are sent to Concur:

- *Acknowledgement*
  Used to notify the Concur system that the document arrived in the SAP system with status *New.*
- *Confirmation*
  Concur is notified about whether the documents were posted successfully or not. For failed postings, additional details are included in the notification.
- *Payment Status*
  If you enabled payment notifications in the *Financial Posting* wizard, the payment status for expense reports is sent to Concur to conclude the notification process. The possible statuses are: *not paid*, *partially paid*, *paid*, and *not relevant*. *Not relevant* is set when the document does not apply to vendors, for instance Expense Pay, credit cards (CBCP), payroll payment, or in the case of a zero posting.
  Not paid is the initial status and not sent to Concur. With the next payment run/synchronization, the status changes to *partially paid*, *paid*, or *not relevant* and is passed on to Concur accordingly.
  Note that expense reports that are transferred before activating this functionality will show an initial value in the *Payment Status* column.

You can track the statuses and notifications with the *Document Protocol* which you' ll find by clicking *Display*.

Note: Depending on the document type, the column *ID* (*Employee ID / Vendor ID*) either relates to the employee ID or the vendor ID coming from the Concur system.



The complete cycle of the document processing is called the feedback loop. Let' s explain its purpose using expense reports as an example:

1. After approval, the expense report document arrives in the Concur financial posting queue.
2. If automatic import is enabled, the expense report is automatically retrieved from the queue by the SAP system. The document status is *New*.
3. An acknowledgement is sent to the Concur system that the expense report arrived and was accepted by the SAP system.
4. Now the document is posted - either successfully or it fails. A confirmation is sent accordingly. In the case of an error, the employee or administrator can correct the expense report in the Concur system and re-submit it in which case it will be forwarded to the financial posting queue again. If enabled, attachments are now retrieved from the Concur system and the payment notification is passed on eventually.

Navigating on the *Concur Documents* Screen

By **double-clicking** the respective cell, you are directed as follows:

Document Type, *Document Key*, *Document ID*, *Revision Number*, *Document Name*, *Employee/Vendor ID* and *Created* - displays the financial document (if posting was successful).

Document Status, Acknowledgement Sent, Confirmation Sent - leads you to the Document Protocol.

Attachments Retrieved - leads you to the Business Document Navigator where you can view the attachments.

Payment Status, *Payment Status Sent* - leads you to the *Payment Status* screen.

Modified by Customer, *Customer Modification* - leads you to the *Customer Modifications* screen.

Changed - displays the Original File (JSON Format).

Alternatively, you can also place the cursor in a cell and right-click your mouse to view all available navigation options.

Manual Processing

You can also trigger the loop manually, for instance, if one of the steps fails. To do so, click *Feedback Loop* -> *Step-by-Step* and then start by *importing the documents from the queue*, followed by *Send Acknowledgement*, *Post*, and *Send Confirmation* to conclude the process. Next, you can retrieve attachments if applicable.

If you enabled payment notification in the *Financial Posting* wizard, click *Document* -> *Synchronize Payment Status* and then send the *Payment Status* to Concur by clicking *Feedback Loop* -> *Step-by-Step* -> *Send Payment Status*.

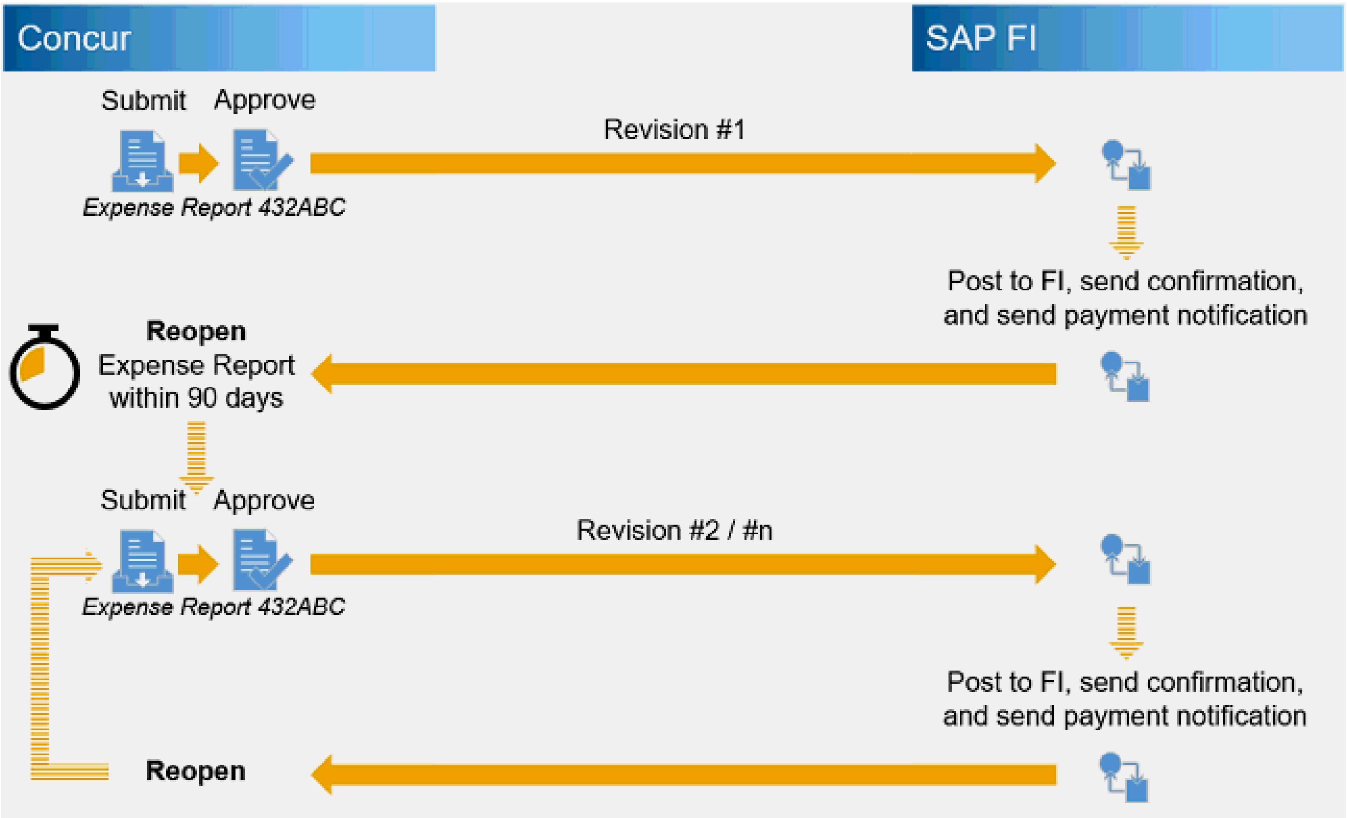
Important: the steps mentioned above must be repeated and completed for **every** document type!

When using the Travel Request integration, process the travel request first, followed by the expense report, and payroll document - if you' re using the payroll function to reimburse your employees.To view a successfully posted document, go to *Display* -> *Posted Document*.

Delta Handling

A delta belonging to an expense report is handled similarly to the expense report itself. Let' s take a look at how a delta fits in with the feedback loop that uses the payment notification feature:

1. The SAP system picks up an expense report from the queue where it is identified as Revision Number 1.
2. This document begins the feedback loop. Once the SAP system confirms the financial posting of the document, the 90-day period to submit a delta begins.
3. The document completes the rest of the feedback loop in its entirety.
4. Only once SAP confirms the payment can you reopen the document in Concur, make the necessary changes, and resubmit the document as a delta.
5. The SAP system picks up the delta and identifies it as Revision Number 2.
6. The delta completes the feedback loop.
7. Should it be necessary, you can submit a second delta, i.e. a Revision Number 3, at this time.



By checking the *Revision Number* column on the *Concur Documents* screen, you can quickly identify if the SAP system imported a delta for an expense report. As the initial document is marked with a "1" in this column, deltas are identified with a number higher than one. The number appearing in the column indicates how many versions of an expense report in total the system has imported so far.

When it comes to deltas, there are a few things to keep in mind. It is important to know that there is a 90-day period where deltas can be submitted. This period begins once SAP has sent the posting confirmation. However, if you have enabled the payment notification feature, you will not be able to submit a delta until after the payment notification has been sent for the current revision. Depending on your system configuration, this may mean that you have less than 90 days to submit a delta. Finally, you can submit as many deltas as you like during this timeframe. Note, though, that only the most recent version is ever valid.

Setting Documents to Obsolete

For documents that have the status *New*, *Blocked*, and *Failed*, you have the option to set them to obsolete by clicking *Document* -> *Set to Obsolete*.
This step can be necessary, for instance, if you don't want an expense report that contains errors and whose posting consequently fails, to remain in the regular queue. Although obsolete documents are technically regarded as failed documents that run through the feedback loop and forward a notification of failure to Concur accordingly, they do not appear in the list of failed documents. New documents that have not yet been acknowledged are set to obsolete and can be re-imported from the queue right away.

When you choose to set a new or blocked acknowledged document to obsolete, you'll be prompted to provide a reason. In the *Document Protocol*, you'll see that the posting failed and - in the detailed information section - that the document was set to obsolete due to the reason provided earlier on.

At a later stage, it might turn out that the document is relevant after all and is re-submitted in the Concur system. As soon as the documents are picked up from the queue again, the status of the previously obsolete document switches to *new*.

Synchronizing the Payment Status

To verify that the status of **successfully** posted documents reflects the result of the current payment run, you can select the line(s) with the document(s) in question and choose *Document* -> *Synchronize Payment Status*. If the status in the *Payment Status* column differs from the current status of the payment run, it is updated accordingly. This change is then also shown in the *Document Protocol* (click *Display*) as *Payment* plus the amount and currency.

Reverse Posting

A document that was posted successfully can be reversed, for example because it was posted by mistake. Select the line(s) with the document(s) in question and choose *Document* -> *Reverse Posting*.
Note that a reverse posting is only possible as long as no line items have been cleared. To reverse a document after line items have been paid, the clearing reference information needs to be reset first.

- **Expense Reports, Cash Advances**
  You'll be prompted to provide a reason and the posting date to avoid reversing a document in a financial closing period. After you've received the success message, you can double-click the document ID to display both documents - the successfully posted and the reversed document.
  Note that the financial document is reversed, not the expense report as such. Keep this in mind if you have several documents relating to one expense report. Although you'll notice a status change in the table (*reversed*), no information is sent to the Concur system regarding the reversal, and the employees will therefore not see any changes in their expense report.
  Also, if you plan to post a reversed document after all, you must do so manually as the documents are no longer included in the standard feedback loop process. However, no information will be sent to Concur notifying the employees that their documents were eventually posted manually.
- **Delta**
  For expense reports, it is possible to reverse any and all deltas but be aware that information about delta reversals is not sent to Concur.
  Important: Reversing a delta increases your chance for errors and is done at your own risk. There is **no** support for errors arising from delta reversals.
- **Payroll Documents**
  You can reverse payroll documents without providing a reason and date.
  Once you've reversed the posting, all infotype 579 records for the related payroll documents are deleted. Therefore, it will then no longer be possible to display the details for these infotype records - neither for the successfully posted nor the reversed document.
- **Travel Requests**
  To reverse the posting of travel requests that are used with Funds/Grants Management, you needn't provide a reason or date.
  After reversing the posting, you can display the document journal where you'll see that the previously committed amount (reserved budget) was deducted again.

Payment Status

Prerequisite: You enabled payment notification in the *Financial Posting* wizard.

This screen shows you the payment status for the vendor line items of a Concur document. Please pay special attention to the icons located in the first column.

A green icon in the table indicates that the information in Financials (FI) and the information we have received is in sync, i.e. the information matches; line items that were manually set to *paid* will also have a green icon. A yellow icon, however, indicates any discrepancy that causes the information to be out of sync, i.e. the information does not match. For both green and yellow icons, more detailed information is provided when you hover your mouse over the icon. Note that for entries with a yellow icon, the latest status of the payment run in FI might not be displayed on the *Concur Documents* screen.

Remember that the displayed payment status on the *Concur Documents* screen corresponds with the payment status on the *Payment Status* screen and that the status of the vendor line items matches the latest payment run in FI.

You can also display the posting document and the clearing receipt by double-clicking the fields of the respective columns.

When using this feature, there are several things to be aware of:

- This feature is only available for expense reports and when done through FI. The payment status for CBCP expenses and payments made through payroll are currently not supported.
- No payment status is sent to Concur if the document' s status is *failed* or *obsolete*.
- Reverse posting is only possible as long as no line items have been cleared. To reverse a document after line items have been paid, the clearing needs to be reset first. Documents with manually paid line items can be reversed directly without needing to reset the clearing.
  The payment status of reversed documents will not be sent to Concur.
- The partial payment of one vendor line item is not supported, and the line item will therefore be handled as *not paid*. Once the line item has been fully cleared, a payment status will be sent to Concur.
- When a *paid* status has been sent to Concur and then FI resets the payment, the payment status will revert to either *not paid* or *partially paid* in the *Concur Documents* table. This new status is sent to Concur; however, Concur does not currently support changes to the payment status once a *paid* status has been received.
- Clearing postings are used to determine the payment status. If no clearing reference information is available, it is possible to manually set the document' s payment status to *paid*; note that it is impossible to manually set the document' s payment status to *partially paid*.
- The *Document Protocol* will log if you manually synchronize the payment status and manually set the status to *paid*.
- In the Concur system, the expense report' s audit trail also displays the line items that have been paid. These line items will show EFT (electronic funds transfer) as the *received payment* and the clearing reference as the *transaction number*. Manually generated clearing references, indicated via "MANUAL", are also displayed.

Synchronizing the Payment Status

If there is at least one entry with a yellow icon and the *Clearing Reference* field is populated, you can manually get the latest payment status for that document.

To do this, click *Synchronize Payment Status*. This will then synchronize the status and pass it on to Concur, either automatically in the next feedback loop run or, if you have chosen to do this manually, on the *Concur Documents* screen, click *Feedback Loop* -> *Step-by-Step* -> *Send Payment Status*.

Please note that you should not synchronize the payment status manually but wait for the payment run instead if you have a yellow icon without clearing reference information and the payment run has not yet started.

Setting the Status to Paid

In cases where you have at least one line item marked with a yellow icon despite it already being paid, you can manually set the document' s payment status to *paid*. Note that you will only be able to do this once. Setting the status to *paid* should only be done in exceptional cases, e.g. a software glitch that prohibits the system from knowing that a line item has been paid, as *paid* is the final status and it cannot be changed.

To do this, click *Set Status to Paid*. The corresponding document' s payment status will then be set to *paid* on the *Concur Documents* screen. In the next feedback loop run, the new status will be passed on to Concur, either automatically or, if you have chosen to do this manually, on the *Concur Documents* screen, click *Feedback Loop* -> *Step-by-Step* -> *Send Payment Status*.

Please be aware that once you have manually set the status to *paid*, you will not be able to synchronize the payment status anymore from the *Payment Status* screen. Additionally, synchronizing the payment status on the *Concur Documents* screen will have no effect.

Customer Modifications

Prior to posting, Concur Documents can be modified using BAdIs, for instance to meet your business standards.

For information about the individual BAdIs, please refer to the BAdI documentation which you' ll find on the *Setting Up the Integration with Concur* screen: click the integration activity, for instance *Financial Posting*, and select *BAdI Implementations*.

On the *Concur Documents* screen, modified documents are tagged accordingly in the *Modified* column. You will also see a brief description in the *Customer Modifications* column which you can double-click for more information. As a result, the *Customer Modifications* screen opens.

Click on a change log entry in the table. Both the original and the modified file are displayed below the table allowing you to compare the two files to quickly locate errors. You can also download the files, if required.

For the JSON you can also perform a consistency check, show the content as XML and switch between the complete and the reduced file display. In addition, a *value search* allows you to locate specific terms in the original and the modified file:

1. On the *Value Search* pop-up, in the *Find* field, enter the term you want to search for and click *Search*.
   The number of hits is shown for the original and the modified version.
2. Optional: Select an entry you are particularly interested in. Again, you can do this for the original and the modified file.
3. Click OK.
   As a result, all hits that include the search term are highlighted in yellow.
   The entry/entries you selected optionally are highlighted in green.

6 Data Protection and Privacy

Data Disclosure

Transaction CTE_DATA_DISCLOSURE allows you to view all data that is stored for an employee within the integration process. Start the transaction and enter the Concur System and the Concur Employee ID for the employee whose data you want to view. You can also display the associated JSON data of the expense reports, by selecting the *Include JSON Data* checkbox.

To be able to track whose data was viewed and by whom, disclosures are logged. You can read the logs using transaction SLG1; in the *Object field*, enter **CONCUR_INTEGRATION**, and in the *Subobject* field, enter **GDPR_DISCLOSURE**. If you want to check the logs for a certain employee, in the *External ID* field, enter the Concur Employee ID. To monitor all logs that were displayed by an individual user, in the *Log Triggered By* section, enter the user name.

Data Destruction

If you're authorized, you can use transaction CTE_DATA_DESTRUCTION to permanently delete Concur employee data in all systems. Note, however, that any associated data, for instance postings in the financial system, isn't automatically deleted.

You can either delete the data for an **individual employee** by entering the *Concur Employee ID*, or select a *Cut-Off Date* up to which all data will be deleted for **every employee**.

The data stored in the tables is not subject to any retention periods. Hence, no check is made whether the data has already been stored long enough.

When you choose to run the transaction, a confirmation pop-up requires you to verify your request for deletion to ensure that no data is deleted by accident. Once the data is deleted, it cannot be retrieved anymore. Therefore, you can also perform a test run first by checking the *Run in Test Mode* option.

Caution: The data destruction will fail, if

- you entered an invalid date, for example, that lies in the future;
- a document exists in the system, for which an acknowledgement has already been sent, but that hasn't completed the feedback loop yet (confirmation has not been sent to Concur);
- an expense report can still be submitted as a delta; deleting becomes possible again after the 90 days have passed.

Data destruction runs are logged. You can view the logs using transaction SLG1; in the *Object field*, enter **CONCUR_INTEGRATION**, and in the *Subobject* field, enter **GDPR_DESTRUCTION**.

Report *RPUDELPN*

If an employee is deleted using the central deletion report RPUDELPN, any associated data is automatically deleted within the integration activity as well. For more information about the report, start transaction SE38 and run report *RPUDELPN*. On the *Delete Personnel Numbers Completely* screen, click the info icon to display the documentation.

Data Display Log

Since JSON files can contain sensitive data, logs are generated with information about which user displayed which protocol. Access the logs using transaction SLG1 and in the *Object* field, enter **CONCUR_INTEGRATION**, and in the *Subobject* field, enter **GDPR_READ_ACCESS**.

Note that HTTP logs are excluded from read access logging, but are therefore deleted automatically after 90 days (default). Also, specific permission is required to view HTTP logs (CTE_DISPLAY_HTTP_LOG).

Blocked Employees

Prerequisite: All documents related to the blocked employee must have completed the feedback loop first. Otherwise blocking is rejected.

Before employees are exported to Concur (either manually or automatically), a check identifies blocked employees and excludes them from the export.

In the unlikely event that a document (expense report, cash advance, or travel request) is imported for an employee that is set to blocked, an inconsistency is apparent as the employee should have been blocked in the Concur system as well. As of version EhP7, a precheck detects whether the vendor is set to *blocked* in which case you will be informed via an error message that you can delete the incoming Concur data using the data destruction report. The same applies to payroll documents for which a prechecks determines whether the personnel number is set to *blocked* (available as of EhP4).

7 Business Add-Ins (BAdIs) - Overview

There are a number of Business Add-Ins (BAdIs) for you to adjust the integration to fit your individual needs. On the *Setting Up the Integration with SAP Concur* screen, which you can reach with transaction CTE_SETUP, choose the integration activity - for example *Financial Posting* - and select *BAdI Implementations*.

The following chapters provide descriptions of all available SAP-Concur integration BAdIs. Besides general use case descriptions and standard implementation settings, you' ll find information about requirements and impediments - if applicable. To better understand when the specific BAdIs can prove to be useful, we' ve also added examples. At this point, we' d like to state that the examples are not recommendations and are subject to change at any time.

Note: we accept no liability for incorrect use of the BAdIs and won' t offer support for errors that may result from incorrect implementation.

7.1 Finance BAdIs

7.1.1 Posting Expense Reports and Cash Advances

The Posting BAdIs enable you to adjust the posting data according to your company' s requirements:

For small adjustments, for instance, if you want to change the posting date or the vendor, you can use `BADI_CTE_FIN_POST_DOC_CHANGES` (*Minor Field Changes*).

More extensive changes, for example, to table content and the structure of an expense report, can be made with `BADI_CTE_FIN_POST_ADJUST_DOC` (*Change Posting Data*).

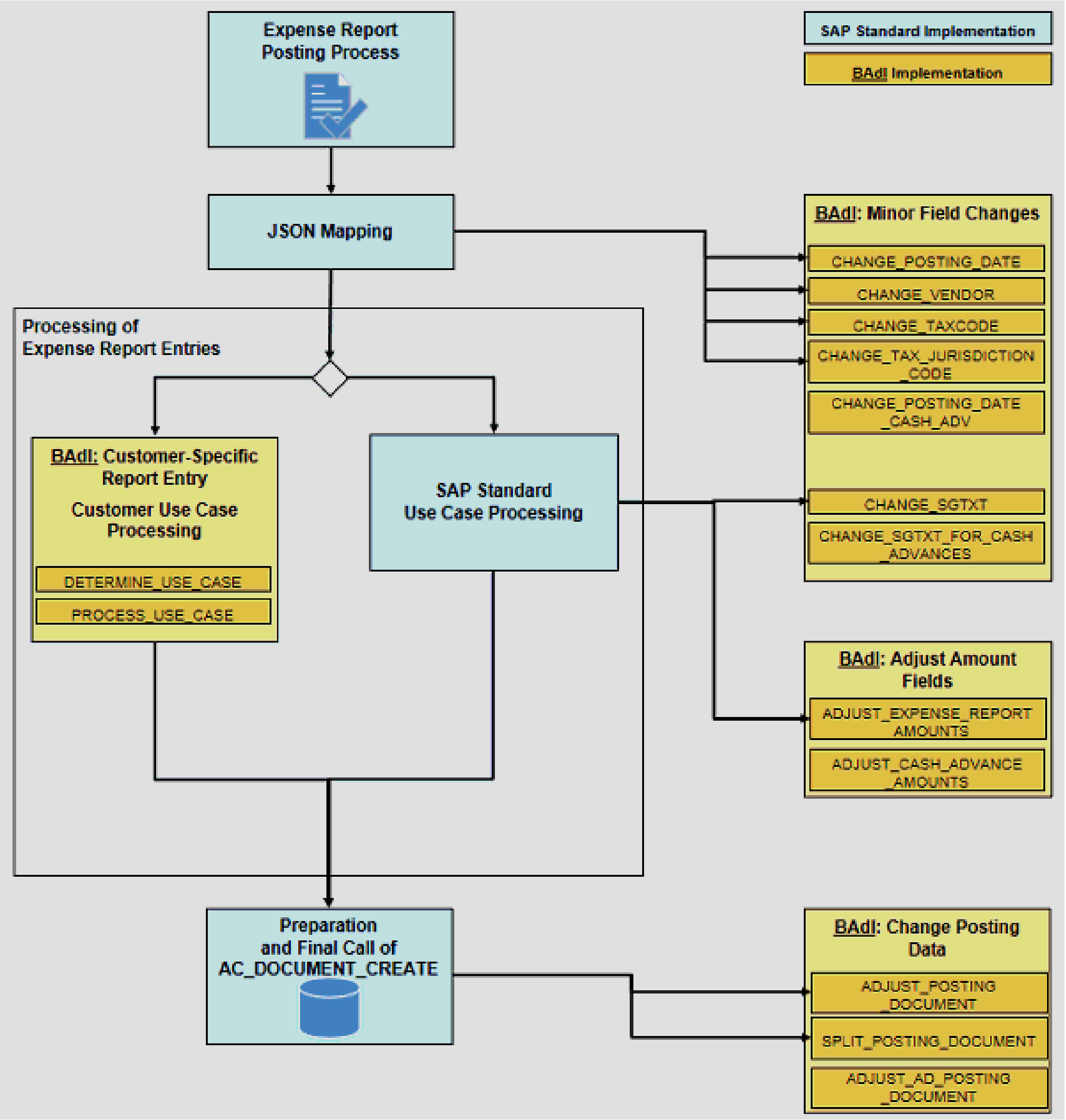
If you want to modify an entire process, such as reimplement the expense report handling that includes the calling of function module `AC_DOCUMENT_CREATE`, use `BADI_CTE_FIN_POST_USE_CASES` (*Customer-Specific Report Entry*).

The changes implemented with the three BAdIs above are also reflected in the *Concur Documents* table which you can view using transaction CTE_DOC_MONI. Depending on the type of change, you' ll find a corresponding entry in the *Customer Modifications* column: *Minor field changes*, *Posting data changes*, and *Customer-specific report entry*.

To add and map customer-specific fields that are not available in the standard structure, use `BADI_CTE_FIN_POST_DATA_CHANGE` (*Enhance Incoming Posting Data*). All changes you implement with this Business Add-In, will not be visible in the *Concur Documents* table as the changes don' t affect the standard posting structure.

`BADI_CTE_FIN_POST_ROUNDING` (*Adjust Amount Fields According to Decimal Places of Deviating Currency*) allows you to round amounts in expense reports and cash advances. The adjusted documents are also displayed in the *Concur Documents* table and are marked as *Minor field changes*.

Important for Message Handling: When implementing BAdIs, please note that we only support message types E (error message) and A (abend/termination). All other message types are not considered. Also, please remember to provide the message classes in the same language you selected as default in the *Setting Up the System Connection* wizard.


Expense Report
Posting Process
SAP Standard Implementation
BAdI Implementation
JSON Mapping
BAdI: Minor Field Changes
CHANGE_POSTING_DATE
CHANGE_VENDOR
CHANGE_TAXCODE
CHANGE_TAX_JURISDICTION_CODE
CHANGE_POSTING_DATE_CASH_ADV
CHANGE_SGTXT
CHANGE_SGTXT_FOR_CASH_ADVANCES
Processing of
Expense Report Entries
BAdI: Customer-Specific
Report Entry
Customer Use Case
Processing
DETERMINE_USE_CASE
PROCESS_USE_CASE
SAP Standard
Use Case Processing
BAdI: Adjust Amount
Fields
ADJUST_EXPENSE_REPORT_AMOUNTS
ADJUST_CASH_ADVANCE_AMOUNTS
Preparation
and Final Call of
AC_DOCUMENT_CREATE
BAdI: Change Posting
Data
ADJUST_POSTING_DOCUMENT
SPLIT_POSTING_DOCUMENT
ADJUST_AD_POSTING_DOCUMENT

7.1.1.1 Enhance Incoming Posting Data from Concur

Use

By default, only posting-relevant fields from the Concur system are used in the SAP structure and tables. With Business Add-In `BADI_CTE_FIN_POST_DATA_CHANGE` you can therefore map additional fields from the JSON document to the corresponding *Additional Fields* substructure of the JSON section (Header, Entry, or Allocation level) and even add fields, for instance, to include employee data as well as custom and org unit data.

Note that this BAdI is only valid for expense reports. For cash advances, please use `BADI_CTE_FIN_POST_AD_ADD_DATA`.

Standard Settings

The available methods are:

- `MAP_REPORT_ADDITIONAL_DATA`: Map any JSON field of the *Report* or the *Employee* section in the *Additional Data* substructure of *Report* structure IS_REPORT_DATA.
- `MAP_ENTRY_ADDITIONAL_DATA`: Map any JSON field of the *Expense Entry* section (or subsections) in the *Additional Data* substructure of *Entry* structure IS_ENTRY_DATA.
- `MAP_ALLOCATION_ADDITIONAL_DATA`: Map any JSON field of the *Allocation* section (or subsections) in the *Additional Data* substructure of *Allocation* structure IS_ALLOCATION_DATA.

Example

You want to apply the expense report purpose to the tax line that is currently stored in *ALLOCATION_CUSTOM15_CODE*:

Implement method `MAP_ALLOCATION_ADDITIONAL_DATA` and fill out *ET_ALLOCATION_ADDITIONAL_DATA* with one line including:

- Name: *REPORT_PURPOSE* or any semantical name you want to use to identify your additional field.
- Value: The content of field *ALLOCATION_CUSTOM15_CODE* in the incoming JSON document.

Now implement `BADI_CTE_FIN_POST_DOC_CHANGES` to make use of this additional field in your posting.

In this example, you can implement method `CHANGE_SGTXT` and in parameter `CV_SGTXT`, return the *VALUE* field of the *Allocation Additional Data* substructure (with the semantical name *REPORT_PURPOSE*) of parameter `IS_ENTRY_DATA`.

Sample coding for adding a field of the JSON file to the additional fields section for later use:

```
DATA Is_add_data LIKE LINE OF et_entry_additional_data.
Is_add_data-name = 'ENTRY_DESCRIPTION'.
Is_add_data-value = is_entry_data-entry_description.
INSERT Is_add_data INTO TABLE et_entry_additional_data.
```

7.1.1.2 Minor Field Changes

Use

Business Add-In `BADI_CTE_FIN_POST_DOC_CHANGES` allows you to change individual posting data fields before proceeding with the posting.

Standard Settings

The available methods of the interface are:

- `CHANGE_POSTING_DATE`: Change the posting date for expense reports.
- `CHANGE_SGTXT`: Change the line item text for expense reports.
- `CHANGE_TAXCODE`: Change tax code, tax reclaim code, non-domestic code, and/or tax condition type of an expense report' s tax line item. In addition, specify whether the tax of the current tax item is domestic or non-domestic.

  Please also use this method if:

  - you want to update the tax code and the tax jurisdiction code at the same time or
  - you want to determine the tax jurisdiction before the tax code has been defined

  You can transfer the tax jurisdiction code to method `CHANGE_TAX_JURISDICTION_CODE` using a class attribute, if required.
- `CHANGE_TAX_JURISDICTION_CODE`: Change the tax jurisdiction code of an expense entry.
- `CHANGE_VENDOR`: Exchange the employee vendor in the vendor line item of an expense report or cash advance. Note that credit card vendors can' t be updated.
- `CHANGE_SGTXT_FOR_CASH_ADVANCES`: Change the line item text for cash advances.
- `CHANGE_POSTING_DATE_CASH_ADV`: Change the posting date for cash advances.

Examples

- **Changing the Posting Date**
  The posting is normally set to the current date or to a date which is transferred from Concur. Alternatively, you can configure that the next open posting period is automatically chosen: in the *Setting Up the Posting Import* wizard, go to step *Expense - Posting Settings*, and select the *Recalculate date if financial period is closed* checkbox. Depending on the posting period settings in SAP, the selected date might no longer be valid. There is an option to automatically look for other periods that don' t lie in the past. If specific company settings are in place that determine the posting period, you can use methods `CHANGE_POSTING_DATE` for expense reports and `CHANGE_POSTING_DATE_CASH_ADV` for cash advances.
- **Changing the Line Item Text**
  - Delete all employee-specific details from the texts to meet data security standards.
  - Replace the employee ID with the employee' s name.
- **Changing the Employee Vendor**
  The HR system, from which the employees were exported to Concur, doesn' t contain any information about the employee' s vendor. Nor does the FI system contain the personnel number.

Nevertheless, based on the employee ID and Custom17 entry, the employee' s vendor can still be determined.

- **Changing the Tax Code Information**
    - You' ve connected several FI systems with Concur while the tax customizing of the FI systems differ. You use symbolic data in the Concur tax configuration and in the relevant FI system you replace these symbolic parameters with the actual data, for instance, based on a customer-specific mapping table.
    - A German employee travels to France and wants to enter a receipt that includes French tax. The BAdI allows you to include the calculated French tax in your posting. Without the BAdI, the non-domestic tax code applies with a tax amount that equals 0.

7.1.1.3 Customer-Specific Report Entry

Use

Business Add-In `BADI_CTE_FIN_POST_USE_CASES` allows you to define and manage individual use cases which are not supported by the standard Concur integration, such as customer-specific tax postings, cash vs. credit card expenses, and customer-specific postings of non-taxable items. To implement customer-specific logics, we encourage you to choose this Business Add-In, not `BADI_CTE_FIN_POST_DATA_CHANGE` (*Enhance Incoming Posting Data from Concur*).

Standard Settings

The current methods of the interface are:

- `DETERMINE_USE_CASE`: Determine a customer use case and tax use case ID for a given document entry. For your distinct use case ID, use a namespace starting with Z. In addition, you receive the information about which use case and tax use case ID have been defined by the standard coding.
- `PROCESS_USE_CASE`: Provides you with the use case ID and tax use case ID as well as the document data. Note that you have to determine the posting information for the actual document entry which includes the header data, line item data, currency, and tax data.

Caution: Make sure to implement **both** methods as they are interdependent.

Examples

For individual posting uses cases, a company-specific logic must be implemented. For instance, instead of using a clearing account for CBCP credit card items, an expense account is used. This expense account requires a cost object assignment, too.

First, determine the posting line items for CBCP items in method `DETERMINE_USE_CASE` and specify a distinct use case ID.

In method `PROCESS_USE_CASE` you can then implement your individual coding for the new use case ID and define the expense account, including the cost object assignment.

A further example use case for implementing this BAdI is to delete all expense items containing CBCP credit card transactions when you don' t want the expense report to trigger FI postings for these transactions.

7.1.1.4 Change Posting Data

Use

Business Add-In `BADI_CTE_FIN_POST_ADJUST_DOC` allows you to change the expense report data available in the FI posting format which will be handed over to function module `AC_DOCUMENT_CREATE`. Note that this is the last chance to adjust the posting data before it is posted to FI.

If you' ve elected to have your financial documents created either per expense report entry or per expense report entry determined by company code, then please be aware that your document has already been split according to your determination in the *Financial Posting* wizard.

Standard Settings

The available methods are:

- `ADJUST_POSTING_DOCUMENT`: Change the expense report posting data that' s been mapped to the FI posting structure.
- `SPLIT_POSTING_DOCUMENT`: Change the expense report posting data that' s been mapped to the FI posting structure and split expense report postings into multiple documents.
- `ADJUST_AD_POSTING_DOCUMENT`: Change the cash advance posting data that' s been mapped to the FI posting structure.

If you plan to change data, but don' t need to split documents, we suggest that you implement `ADJUST_POSTING_DOCUMENT` only. Should you want to make changes **and** split documents in another way than per expense report entry, we recommend you use the `SPLIT_POSTING_DOCUMENT` method.

Both methods provide a relation table containing the information which posting item belongs to which expense report entry and which expense report allocation can be found in the JSON document coming from the Concur system.
Therefore, if you implement both methods and delete or add new item lines, you need to ensure you keep the relation table in sync.

Also, expense report postings are not split automatically within the standard implementation except for splits done per expense report entry, intercompany postings, and postings with 1000 or more line items.

Examples

- **Change Postings**
  - The Indian tax handling process requires additional information to be sent from Concur to the financial posting document. Consequently, some Concur custom fields contain the new information.
    Method `ADJUST_POSTING_DOCUMENT` allows you to transfer this data to the corresponding fields of the posting interface. The respective fields are *GST_PART*, *PLC_SUP*, and *HSN_SAC* and can be found in table *CT_ACCIT*.
    Note that we suggest you also implement `BADI_CTE_FIN_POST_DATA_CHANGE`, to be able to extract the Concur additional fields from the JSON document.
  - Replacing the employee-specific vendor with a one-time vendor.
  - Determining payment terms.
  - Replacing the CBCP clearing account with the credit card provider' s vendor account.

- **Split Postings**
  - For countries where additional splitting, e.g. at the vendor level, is legally required.

7.1.1.5 Change Settings for Attachment Handling

Use

Use Business Add-In `BADI_CTE_FIN_HANDLE_ATTACHMENT` to implement a specific attachment logic, for instance to prevent certain attachments from being imported into the SAP system.

Standard Settings

The following methods are available:

- `RESTRICT_ATTACHMENTS`: Use this filtering option to determine which attachments you want to import and which files you want to exclude, for instance because they are not relevant for the posting process.
- `FI_DOC_ASSIGNMENT`: Use this method to change the default assignment settings, for example, if more than one financial document is created.
  Important: Each attachment must be assigned to at least one financial document.

7.1.1.6 Adjust Amount Fields According to Decimal Places of Deviating Currency

Use

You can use Business Add-In `BADI_CTE_FIN_POST_ROUNDING` to round amounts in expense reports or cash advances with different decimal places as defined within *ISO 4217* (currency codes). The implementation of this BAdI is only required if the standard rounding option provided by SAP does not suit your business needs.

For more information about deviating currencies, refer to chapter *Setting Up the Posting Import*, section *Deviating Currencies*, in the *Setup Guide*.

Requirements

Your BAdI implementation is only used for expense reports or cash advances that are assigned to a currency specified as deviating currency. To specify a deviating currency, go to the *Setting Up the Integration with Concur* screen, and select *Financial Posting* -> *Deviating Currency*.

Note that before your BAdI implementation is applied, the amounts for the expense reports and cash advances are automatically rounded according to the entry in table TCURX (Decimal Places in Currencies). If no entry exists for the currency in table TCURX, the amounts are rounded to two decimal places.

Standard Settings

Two methods are available:

1. **`ADJUST_EXPENSE_REPORT_AMOUNTS` - for expense reports**
   Parameters:
   - `IT_ORIGINAL_AMOUNT_DATA`
     Contains the original amounts with ISO 4217 decimal places coming from Concur.
   - `CT_ROUNDED_AMOUNT_DOC_DATA`
     Contains the rounded amounts according to table TCURX.

   Only *Total Approved Amount* (`CT_ROUNDED_AMOUNT_DOC_DATA` - `TOTAL_APPROVED_AMOUNT`), *Cash Advance Amount* (`CT_ROUNDED_AMOUNT_DOC_DATA` - `CASH_ADVANCE` - `CASH_ADVANCE_AMOUNT`), *Gross Amount*, *Net of Tax Amount*, *Net of Reclaim Amount*, and *Card Gross Amount* (`CT_ROUNDED_AMOUNT_DOC_DATA` - `ENTRY - ALLOCATION - JOURNAL`), as well as *Tax Amount* and *Tax Reclaim Amount* (`CT_ROUNDED_AMOUNT_DOC_DATA` - `ENTRY - ALLOCATION - TAX`) are considered for the posting of expense reports. Changes to other fields are **not** considered!

   Caution: A SORT or INSERT/APPEND statement on table CT_ROUNDED_AMOUNT_DOC_DATA is not allowed.

   The standard rounding for an expense report entry is implemeted in the following way:
   NetofTaxAmount = rounded GrossAmount - sum of all rounded TaxAmounts
   NetofReclaimAmount = rounded GrossAmount - sum of all rounded TaxReclaimAmounts

   Also, if you have further amount fields in the *Additional Data* structures of the expense report (within Report, Entry, or Allocation structure), implement `BADI_CTE_FIN_POST_DATA_CHANGE` to handle the rounding of amounts.

2. **`ADJUST_CASH_ADVANCE_AMOUNTS` - for cash advances**
   Parameters:
   - `IT_ORIGINAL_AMOUNT_DATA`
     Contains the original amounts with ISO 4217 decimal places coming from Concur.
   - `CT_ROUNDED_AMOUNT_DOC_DATA`
     Contains the rounded amounts according to table TCURX.

   Only *Card Transaction Amount* (`CT_ROUNDED_AMOUNT_DOC_DATA - CARD_TRANSACTION_AMOUNT`) and *Amount* (`CT_ROUNDED_AMOUNT_DOC_DATA - JOURNAL_DATA_AMOUNT`) are considered for the posting of cash advances. Changes to other fields are **not** considered!

   Caution: A SORT or INSERT/APPEND statement on table CT_ROUNDED_AMOUNT_DOC_DATA is not allowed.

7.1.1.7 Process the Financial Posting Document

Use

The Business Add-In `BADI_CTE_FIN_POST_PROC_STRUC` deactivates the standard automatic condensing of journal records that belong to the same allocation block for specified company codes.

If you decide to implement this BAdI, please ensure that the financial posting is correct. SAP is not responsible for any errors and will **not** deliver any support or corrections for implemented BAdIs.

Standard Settings

Use method `DO_NOT_CONDENSE_JOURNALS` with the following parameters:

- `IV_COMPANY_CODE_EMPLOYEE` - Contains the company code exempted from the standard condensing.
- `EV_DO_NOT_CONDENSE` - Contains an "X" to deactivate the standard condensing.

Example

- For tax purposes, you need to see all clearing account and/or vendor line items belonging to the specified company code.

7.1.1.8 Add Data for Cash Advances

Use

Note that this BAdI is only valid for **cash advances**.

By default, only posting-relevant Concur fields are used in the SAP structure and tables. With Business Add-In `BADI_CTE_FIN_POST_AD_ADD_DATA`, you can therefore map additional fields of the JSON document to the corresponding *Additional Fields* substructure of the JSON section, for instance, to include employee data as well as custom and org unit data.

For expense reports, please use `BADI_CTE_FIN_POST_DATA_CHANGE`.

Standard Settings

Use method `MAP_AD_ADDITIONAL_DATA` to map any JSON field of the *Employee Data* or *Cash Advance* section in the *Additional Data* substructure of *Cash Advance* structures IS_EMPLOYEE_DATA or IS_CASH_ADVANCE_DATA.

7.1.2 Cost Objects

7.1.2.1 Change Cost Object Data

Use

You can use Business Add-In `BADI_CTE_FIN_COBJ_DATA_CHANGE` to change the name of a cost object in the Concur list or to exclude a cost object from the export so it is no longer considered. This can be done using `EXCLUDE_FROM_EXPORT_IND`. Note that excluding an object from an export does not result in its deletion in the Concur system. If you want to delete an object in the Concur system, you can use `DELETE_INDICATOR`.
Note that if you implement both indicators, `EXCLUDE_FROM_EXPORT_IND` dominates, meaning the object will be excluded from the export, but **not** deleted.

Also, this BAdI is filter-dependent, meaning you use the relevant cost object type as filter criterion for your implementation. You can view the types using the F4 help, for example CC for cost center.

Important: To avoid malfunction when you' ve added further object types (OTYPES) as filter criteria, use import parameter IV_OTYPE to ensure your implementation is performed cost-object-type-specific.

Standard Settings

You only need to add those cost objects to export parameter *ET_COST_OBJECT_CHANGES* which should either be excluded from the export or for which a name change is required.

The import table *IT_COST_OBJECT_DATA* and export table *ET_COST_OBJECT_CHANGES* contain field *SAP_COST_OBJECT_KEY* to identify the record.

Example

A name change can be necessary for language reasons. The system exports the cost objects in the Concur default language. You can determine the default language in the System Setup wizard with transaction CTE_SETUP. If the cost object name/description was not entered in the Concur default language, the system tries to read the object in the language of the company code. In case there' s no hit, the cost object ID is used as the cost object name. Also, you might want to prevent certain cost objects from being exported, for example, if the phased rollout method does not fit your needs.

Note that an empty *Name* field is not supported. If you don' t enter a name, the SAP default name is automatically applied.

7.1.2.2 Customer-Specific Hierarchy Level for Concur List

Use

You can implement Business Add-In `BADI_CTE_FIN_COBJ_FILL_LEVEL` filter-dependently to determine the codes and values for a customer-specific list level within the Concur list.

Requirements

Before you can start implementing the BAdI, use transaction CTE_SETUP, and in the *Setting Up the Cost Center Export* wizard, choose *Manage Custom Fields* to specify your custom field.

As long as you haven' t created and activated the BAdI implementation for your custom field, an error message is displayed when you try to export your cost object.

Standard Settings

Start implementing the BAdI using the ID of your new custom field as filter value.

BAdI method `GET_LEVEL_DATA` must return an export entry in table `ET_COST_OBJECT_LEVEL` for every input entry of table `IT_COST_OBJECT_API_LEVEL`. The input and export tables both contain `COST_OBJECT_API_KEY` to identify the records. It is also possible to return multiple export entries in table `ET_COST_OBJECT_LEVEL` for every input entry.

Should you need to delete an object in cases of multiplicity, you can use `DELETE_INDICATOR`. In cases of single objects, use Business Add-in `BADI_CTE_FIN_COBJ_DATA_CHANGE`.

Examples

- **Staffing List**
  You want cost objects to be available for certain employees only. Hence, the connected list should include the employee ID at a specific level. The cost objects are imported into method `GET_LEVEL_DATA` and, if the object should be assigned to multiple employees, it is now possible to return a list of employees.
- **Company Code**
  You want WBS elements to be exported to every company code for which they are allowed to be used.
- **Logical System**
  The logical system can' t be clearly identified.
- **Region Code**
  Specify individual regions, for instance, to support region-specific approvals.

7.2 HCM BAdIs

7.2.1 Change Employee Data

Use

You can use Business Add-In `BADI_CTE_HCM_EE_DATA_CHANGE` to adapt the data of an employee which is exported to Concur, or to exclude an employee from an export. Note that excluding an object from an export does not result in its deletion in the Concur system.

Caution: Do not use this BAdI to change an employee ID or to add an employee to an export. To add an employee to an export, you can enhance the data in the Phased Rollout settings or, in case of a manual export, adjust the selection criteria.

Standard Settings

Use parameter `CT_EE_DATA` of method `ADAPT_DATA` to modify the employee data and to remove an employee from the table to exclude him or her from an export.

Examples

- Determining the *LEDGER_KEY* if multiple ledgers are in use
- Determining the manager: Per default, the manager is determined by the reporting line unit. Hence, in the field mapping, the SAP implementation code `EE_RLU_MANAGER_ID` is set. If you want the manager to be determined differently, for example, by the cost center to which the employee is assigned, you can do so using this BAdI.
- Determining whether an employee should receive the approver role in case the SAP logic does not apply
- Determining the *CASH_ADVANCE_ACCOUNT_CODE* if multiple accounts are used, for instance company-code-specific. Please check the code mapping which is available for the employee field mapping (CashAdvanceAccountCode).

7.2.2 Payroll

7.2.2.1 Enhance Incoming Data from Concur

Use

By default, only payroll relevant Concur fields are used in the SAP structure and tables. With Business Add-In `BADI_CTE_HCM_ADDITIONAL_DATA` you can therefore map additional fields from the JSON document to the corresponding *Additional Fields* substructure of the JSON section (Header or Employee level) and even add fields, for instance, to include employee data as well as custom and org unit data.

The BAdI is required to transfer the content of the custom field to `BADI_CTE_HCM_PY_ADJUST_DOC` with which you can adjust the payroll data.

Standard Settings

The available methods are:

- `MAP_ENTRY_ADDITIONAL_DATA` to map any JSON field of the *Entry* section (or subsections) in the *Additional Data* substructure of *Entry* structure `IS_ENTRY_DATA`.
- `MAP_REPORT_AND_EE_ADD_DATA` to map any JSON field of the *Report* or the *Employee* section in the *Additional Data* substructure of *Report* structure `IS_REPORT_DATA`.
- `MAP_TRAVEL_ALLOW_ADD_DATA` to map any JSON field of the *Travel Allowances* section (or subsections) in the *Additional Data* substructure of *Travel Allowances* structure `IS_TRAVEL_ALLOWANCE_DATA`.

Example

Free Meal Indicator Germany

In Germany, employees who receive a free meal from their company are required to report this in their yearly salary statement. The indicator (= *M*) must be set irrespective of the number of meals and value. Currently, this indicator is not determined automatically based on deductions of meal per diems. Hence, the indicator needs to be determined using a workaround, for example with a Concur custom field on expense report header level, that is defined as Boolean (*Yes/No*) and shows *Free meal received?* on the UI. If the field content is set to *Yes*, information is added during the processing of the payroll document. With this additional information, wage type */417* is included in the payroll processing and later displayed as meal indicator on the pay stub.

7.2.2.2 Minor Field Changes

Use

Business Add-In `BADI_CTE_HCM_PY_DOC_CHANGES` allows you to adjust payroll data fields.

Standard Settings

The available methods are:

- `CHANGE_POSTING_DATE`: Change the reference date of the payroll document.
- `CHANGE_PERNR`: Change or fill out the personnel number (PERNR).

If the dates provided are not sufficient, use this BAdI to add individual dates.

7.2.2.3 Change Infotype Data

Use

Business Add-In `BADI_CTE_HCM_PY_ADJUST_DOC` allows you to change the determined wage type data that is saved in infotype 0579, subtype CTE0.

Only one infotype 0579 record is created for expenses containing the same values per wage type, start date and country-specific container. This consolidated record contains the total amount of all related expenses. This step is performed **before** the BAdI is called. Please consider this when changing or adding infotype 0579 records to your BAdI implementation.

Standard Settings

Use method `ADJUST_INFOTYPE_DATA` to change the infotype data of payroll documents.

Example

If you want to split your payments and reimburse your employees only partially via payroll (depending on the expense type), you can use this BAdI to exclude certain expense types from the payroll document.

7.2.2.4 Adjust Amount Fields According to Decimal Places of Deviating Currency

Use

You can use this BAdI to round amounts in expense reports (payroll) with different decimal places as defined within *ISO 4217* (currency codes). The implementation of this BAdI is only required if the standard rounding option provided by SAP does not suit your business needs.

Requirements

Your BAdI implementation is only used for expense reports that are assigned to a currency specified as deviating currency. To specify a deviating currency, on the *Setting Up the Integration with Concur* screen, select *Payroll* -> *Deviating Currency*.

Note that before your BAdI implementation is applied, the amounts for the expense reports and cash advances are automatically rounded according to the entry in table TCURX (Decimal Places in Currencies). If no entry exists for the currency in table TCURX, the amounts are rounded to two decimal places.

Standard Settings

The BAdI contains method `ADJUST_PAYROLL_AMOUNTS` with the following parameters:

- `IT_ORIGINAL_AMOUNT_DATA`
  Contains the original amounts with ISO 4218 decimal places coming from Concur.
- `CT_ROUNDED_AMOUNT_DOC_DATA`
  Contains the rounded amounts according to table TCURX.

Only *Payroll Relevant Amount* (`CT_ROUNDED_AMOUNT_DOC_DATA - ENTRY-PAYROLL_DATA -`

PAYROLL_RELEVANT_AMOUNT), *Cash Advance Amount* and *Cash Advance Returns Amount* (CT_ROUNDED_AMOUNT_DOC_DATA - CASH_ADVANCE), and *Benefit in Kind Amount* (CT_ROUNDED_AMOUNT_DOC_DATA - TRAVEL_ALLOWANCES - BENEFIT_IN_KIND_AMOUNT) are considered for the posting of expense reports (payroll).

Caution: A SORT or INSERT/APPEND statement on table CT_ROUNDED_AMOUNT_DOC_DATA is not allowed.

Also, if you have further amount fields in the *Additional Data* structures of the expense report (within Header structure), implement BADI_CTE_HCM_ADDITIONAL_DATA to handle the rounding of the amounts.

7.3 Travel Request BAdIs

7.3.1 Enhance Travel Request Posting Data

Use

By default, only posting-relevant fields from the Concur system are used in the SAP structure and tables. With Business Add-In `BADI_CTE_FGM_POST_DATA_CHANGE` you can therefore map additional fields from the JSON document to the corresponding Additional Fields substructure of the JSON section (Request Header, Entry, or Allocation level) and even add fields, for instance, to include employee data as well as custom and org unit data.

Standard settings

The available methods are:

- MAP_REQ_HEADER_ADDITIONAL_DATA: use this method to map data of travel request structure IS_REQUEST_HEADER_DATA or IS_EMPLOYEE_DATA.
- MAP_REQ_ENTRY_ADDITIONAL_DATA: Map any JSON field of the travel request Entry section (or subsections) in the Additional Data substructure of Entry structure IS_REQUEST_ENTRY_DATA.
- MAP_ALLOCATION_ADDITIONAL_DATA: Map any JSON field of the Allocation section in the Additional Data substructure of Allocation structure IS_ALLOCATION_DATA.

Example

When travel request data is imported from Concur, the amounts remain unchanged. Hence, if employees enter amounts that include VAT, the commitments will also include VAT. If you are using a custom field that allows the employees to mark their entries as gross or net amounts, you can include this custom field in the additional fields so that it is transferred to Business Add-In `BADI_CTE_FGM_POST_ADJUST_DOC`. With this information a recalculation can be triggered to change the commitment amounts.

7.3.2 Change Incoming Travel Request Posting Data

Use

Business Add-In `BADI_CTE_FGM_POST_ADJUST_DOC` allows you to change the trip lines and amounts available in the Funds/Grants Management posting format which will be handed over to function module BAPI_ACC_TRAVEL_POST. Note that this is the last chance to adjust the data before it is posted.

Standard settings

Use method ADJUST_POSTING_DOCUMENT to change the travel request posting data that' s been mapped to the post trip structure.

Example

When travel request data is imported from Concur, the amounts remain unchanged. Hence, if employees enter amounts that include VAT, the commitments will also include VAT. You might require the commitments to be based on net amounts (excluding VAT) though. Use this BAdI to adjust the original amounts in table CT_TRIP_AMOUNTS.

7.3.3 Adjust Amount Fields According to Decimal Places of Deviating Currency

Use

You can use the Business Add-In `BADI_CTE_FGM_POST_ROUNDING` to round amounts in travel requests with different decimal places as defined within ISO 4217 (currency codes). The implementation of this BAdI is only required if the standard rounding option provided by SAP does not suit your business needs.

Requirements

Your BAdI implementation is only used for travel requests that are assigned to a currency specified as deviating currency. To specify a deviating currency, on the *Setting Up the Integration with SAP Concur* screen, select *Travel Request* -> *Deviating Currency*.

Note that before your BAdI implementation is applied, the amounts for the travel requests are automatically rounded according to the entry in table TCURX (Decimal Places in Currencies). If no entry exists for the currency in table TCURX, the amounts are rounded to two decimal places.

Standard Settings

The BAdI contains method ADJUST_TRAVEL_REQUEST_AMOUNTS with the following parameters:

- IT_ORIGINAL_AMOUNT_DATA

Contains the original amounts with ISO 4218 decimal places coming from Concur.

- CT_ROUNDED_AMOUNT_DOC_DATA

Contains the rounded amounts according to table TCURX.

Only Travel Request Relevant Amount (CT_ROUNDED_AMOUNT_DOC_DATA - REQUEST_ENTRY - ALLOCATION - GROSS_AMOUNT) is considered for the posting of travel requests.

Caution: A SORT or INSERT/APPEND statement on table CT_ROUNDED_AMOUNT_DOC_DATA is not allowed.

Also, if you have further amount fields in the Additional Data structures of the travel request (within Header structure), implement BADI_CTE_FGM_POST_DATA_CHANGE to handle the rounding of the amounts.

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