Concur Expense: Group Configurations for Expense

Setup Guide

Last Revised: October 14, 2023

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition

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Revision History

Date	Notes / Comments / Changes
October 14, 2023	Made the following updates in the *Procedures > Adding Groups* section: • Updated the description of the following settings: ♦ **Enable Financial Integration** ♦ **Enable Payroll Integration** ♦ **Enable Delta Posting** ♦ **Delta Posting Level** • Added the **Enable Funds and Grants Integration** setting
June 9, 2023	Added a note under the *Accessing the Group Configurations Tool* section.
November 14, 2022	Added information about the foreign exchange rate change based on the start or end date, or the default of the transaction date.
April 22, 2022	Added clarification regarding the In Use indicator.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 7, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
September 1, 2020	Added a note about the default payment *Cash* to the Editing Payment Types section.
May 1, 2020	Updated a reference note in the table for the Adding Groups section.
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
November 17, 2018	Added new list setting for trip-based Expense Assistant
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 5 2018	Updated the copyright; no other changes; cover date not updated
July 18 2017	Added a clarification note for Cash Advance expense types using **Update Cash Advance exchange rate on expense entries** enabled in **Group Settings**.
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated instances of he/she to they.
February 19 2016	Updated page/guide reference from Company Paid Travel Options to new name, Travel Segments Payment Types.
April 10 2015	Added the *Allow user to attach an image to a cash advance* setting.
February 20 2015	Removed references to the current UI; added the *Utilize rich card data for receipt handling* setting.

Date	Notes / Comments / Changes
January 16 2015	Removed the TripIt Pro setting and updated the screen shots to the enhanced UI.
September 24 2014	Added information about two user interfaces; no other content changes.
Jan 17 2014	Addition of setting to specify cash advance form, updated Configuration for Group page layout.
May 17 2013	Addition of setting allowing the cash advance exchange rate to automatically overwrite the existing exchange rate of the expense entry the advance is being associated with.
February 22 2013	Addition of setting allowing a cash advance to be applied only to those entries that have a matching currency and no other
December 28 2012	Made rebranding and/or copyright changes; no content changes
December 14 2012	A default payment type can now be specified via the Group Configurations tool.
November 16 2012	Addition of the *Allow user to link multiple cash advances to one expense report* to the Group Configurations dialog box.
February 2012	Changed copyright; no content change
November 18 2011	Clarified Cash Advance setting.
October 21 2011	Added information about new setting Allow user to upload XML tax receipts to support Mexican digital CFD reimbursable receipt types.
August 22 2011	Added information about TripIt Pro and Yodlee settings on the Configuration for Group page.
May 20 2011	Updated information on mapping Travel Reservation Payment Types.
March 18 2011	Updated content to the current user interface.
February 25 2011	No content changes: Updated title of guide to show this document relates to Group Configurations > Expense 📖 See *Shared: Group Configurations - Employee User Guide* for information about employee group configuration
December 31 2010	Updated the copyright and made rebranding changes; no content changes
March 19 2010	Added information about Attendee Types by group
December 2009	Changed to stand-alone setup guide; no content change
Jun. 2008 (SU 32)	Added information about the two available user interfaces: ♦ *Classic* user interface ♦ *Current* user interface
Mar. 2008 (SU29)	Changed all references of travel request to authorization request

Expense Group Configurations

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by Concur. In this case, the client must initiate a service request with Concur Client Support.

Section 2: Overview

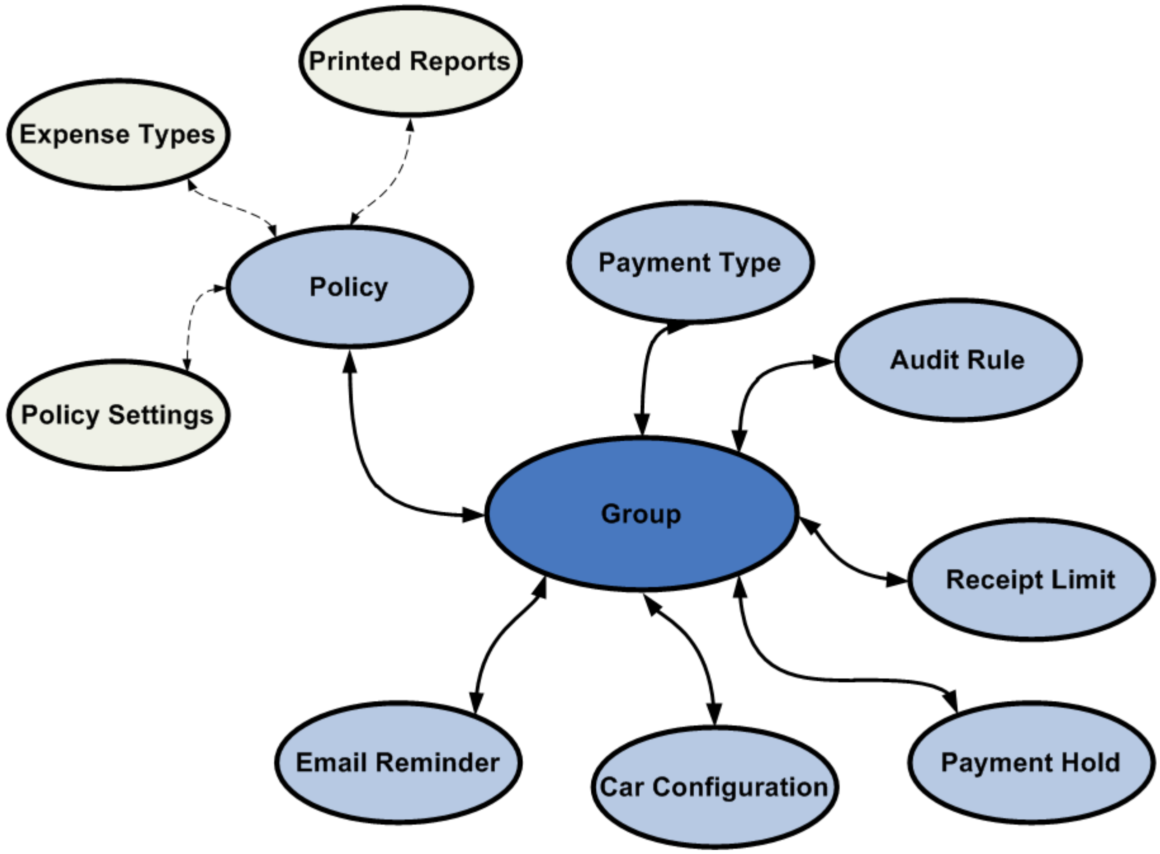
A group is a collection of users that share the same set of policies and configuration data. Hierarchical Groups are created in a series of steps:

1. Determine how you want to divide employees into Groups for a feature, such as expense or reporting, and identify the data fields that differentiate employees into these Groups.

2. In the Feature Hierarchies section of Expense Admin, you define a hierarchy for the feature that comprises the data fields identified in the previous step and associate a source list with the hierarchy.

3. In List Management, you create the source list associated with the Feature Hierarchies. The process of creating this list is equivalent to creating Groups since each item in the source list is in effect a group.

The Expense tab of Group Configurations within the Expense Admin is used to identify and configure the groups necessary to provide employees with different policies, cash advance options, audit rules, payment types, car configurations, receipt limits, payment hold configurations, and email reminders.



If a group does not require different configurations of these items, then you can set the created configurations above those groups to be inheritable. For example, if Global Group>Sales Division uses payment types of Cash, VISA, and AMEX, and selects to have groups below it inherit that group's characteristics, then Global Group>Sales Division>Inside Sales will also have payment types of Cash, VISA, and AMEX. However, if you want the Inside Sales group to have only Cash and AMEX, then you would have to create a separate group configuration for those people.

When creating a group, you create a group name and define the path to that group, starting at the top level and drilling down to the appropriate group that requires a different configuration, such as Global Group>Sales Division>Inside Sales.

The Group Configurations tool is not visible if you have the Expense Configuration administrator (Restricted) role.

📖 For more information on creating groups and basic group terminology, refer to the *Shared: Feature Hierarchies Setup Guide*.

The Employee tab of the Group Configurations page is used to associate configuration data with a group, such as which employee form applies to a group and whether or not the employee form is used by the groups below (inherited.) This relates to the employee hierarchy and is separate from the group configurations defined in this guide.

For more information on groups for employee hierarchies, refer to the *Shared: Group Configurations for Employees Setup Guide*.

Section 3: Procedures:

Accessing the Group Configurations Tool

The Expense tab of the Group Configurations page in Expense Admin controls group configurations for Expense.

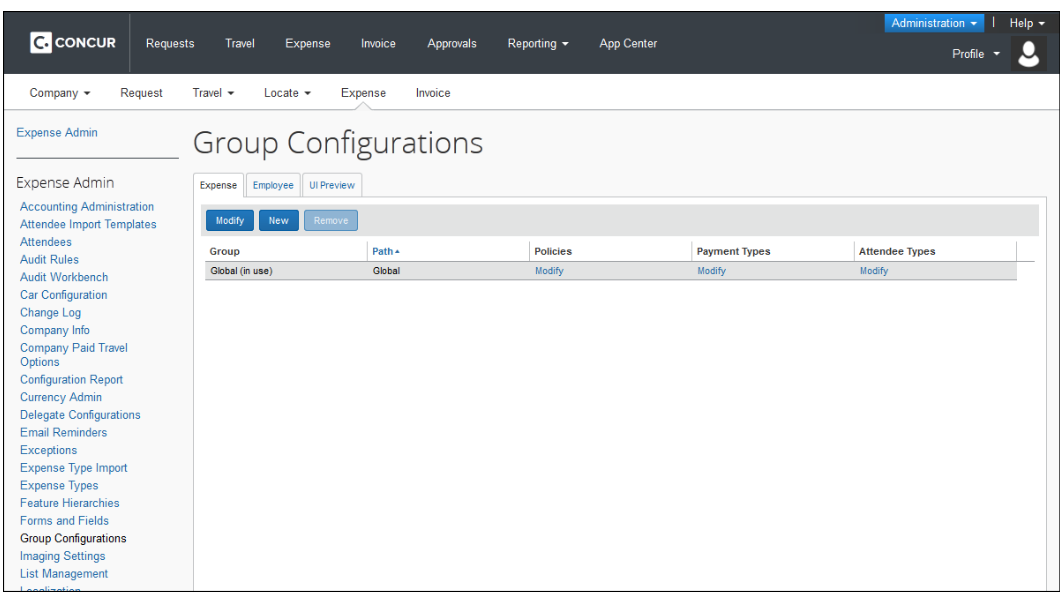
An Expense Configuration administrator can view group configuration information for any Groups that they have rights to. The administrator's group access rights are defined in User Permissions when assigning the Expense Configuration administrator role. They will have rights for the group defined and any group below it.

NOTE: Users with the **Expense Configuration Administrator (Restricted)** role can access (view but not edit) the Group Configurations page in Concur Expense.

To access the Group Configurations page:

1. Click **Administration** > **Expense**.

2. Click **Group Configurations**. The **Expense** tab of the **Group Configurations** page appears.



NOTE: The **Group Configurations** page displays all group aware features within the product for Expense. You do not have to configure all of these configurations using the **Groups Configurations** page; however, in order to create a new group, you must edit the policies and payment types to define what policies and payment types are active for this group.

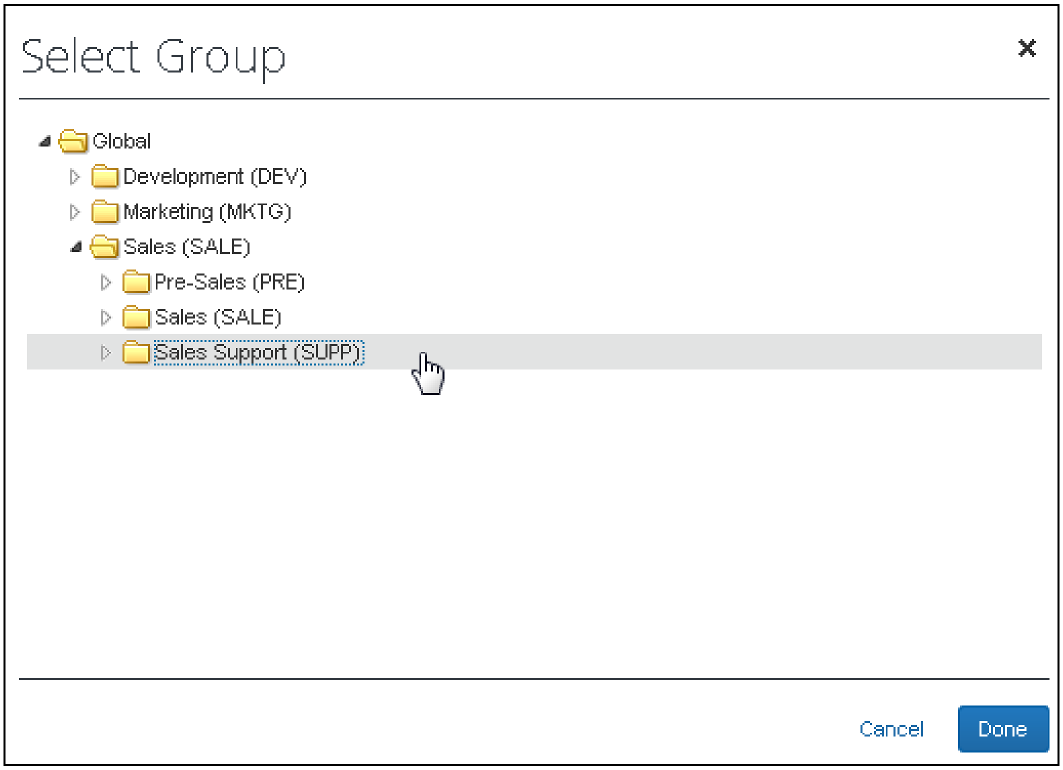
Adding Groups

You only create group configurations for groups where the policy, audit rules, payment types, car configurations, receipt limits, payment hold configurations, cash advance settings, and email reminders information is different for a particular group of employees. For example, if you have a hierarchy of Division>Department, and you want to create group configurations for Division A, Department A, and Department B. If there are more departments under Division A, but they can just use the Division A policies and the rest of the configuration data, then you do not need to create additional group configurations, such as Department C and D. When an employee creates an expense report, the policies that will appear will be either at that level or if those don't exist, then it would use the level above that group for it's policy, which is Department A's. Allowing the inheritance of a group reduces the number of groups that you have to create.

You can only create group configurations for groups for which you are assigned rights and for groups below those groups. For example, if you are the Expense Configuration administrator for the Global Group>Europe>Sales, then you could only create group configurations for Sales and below, such as Inside Sales and Outside Sales. You could not create any group configurations for anything above you, such as Europe, United States, or Global Group. Neither could you create group configurations for groups in a different part of the hierarchy such as Global Group > United States > Sales.

To add an expense group configuration:

1. On the **Expense** tab of the **Group Configurations** page, click **New**. The **Select Group** window appears.

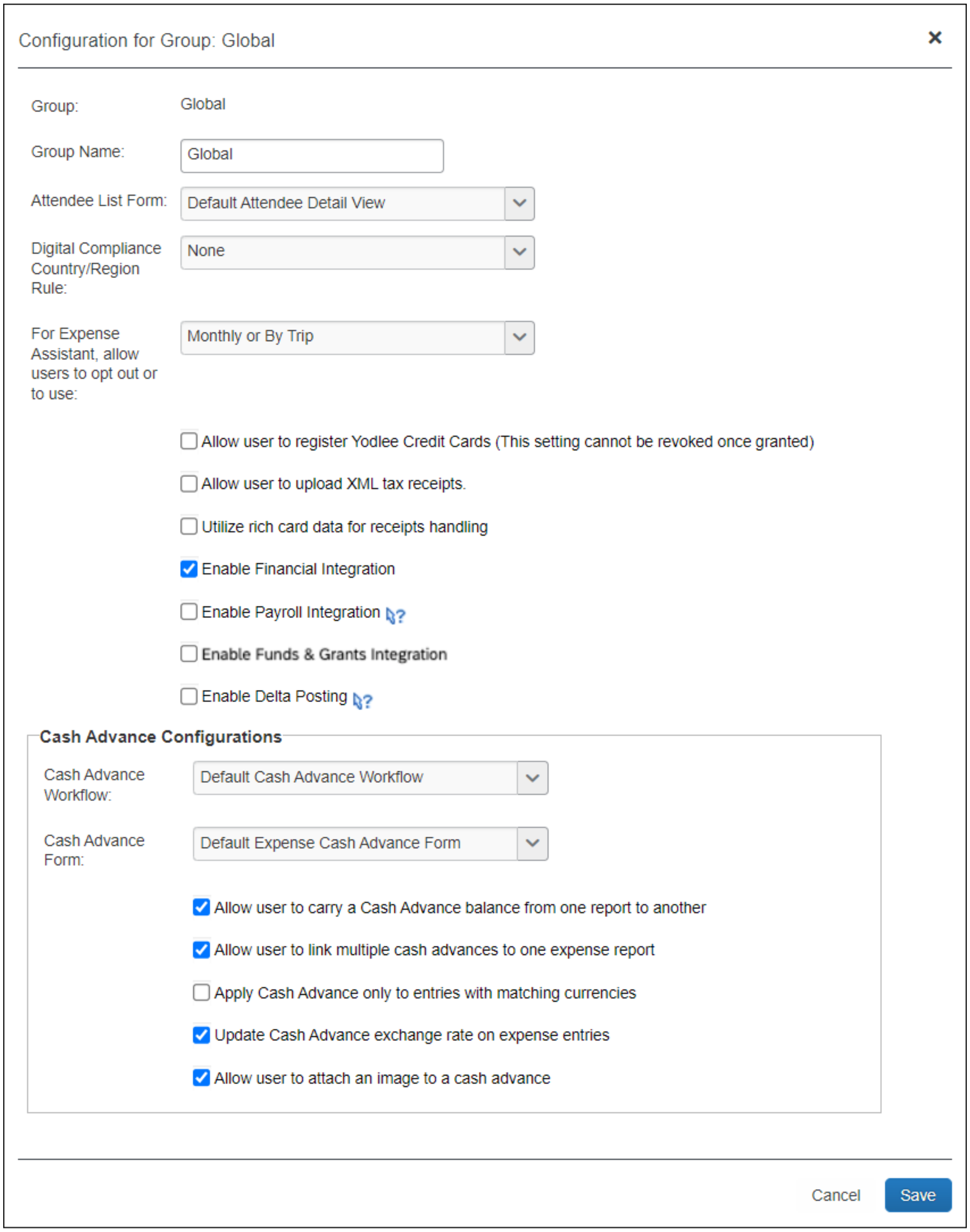


NOTE: If you do not define a group then it will inherit from the next level that is defined. You *always* inherit the policy for undefined groups.

2. Select the desired group.

3. Click **Done**.

The **Configuration for Group** window appears.



4. Make selections as follows:

Field	Description
Group Name	Type a unique name that describes this group. When creating other configurations, you will see the group name and not the group path, so make sure it is understandable of what group is being defined.

Field	Description
Attendee List Form	Select the attendee form that users in this group will see.
Digital Compliance Country/Region Rule	Select the country-specific rule applicable to the handling of receipts in digital format.
For Expense Assistant, allow users to opt out or to use:	Select how, or if, your user will use this feature. • **Monthly or By Trip** – Users in the group can enable Expense Assistant. If a user in the group enables Expense Assistant, the user can choose whether Expense Assistant automatically creates calendar-based or trip-based expense reports for that user. The user can only use one of these options, the user cannot use both. (Default) • **Monthly only** – Users in the group can enable calendar-based Expense Assistant. If a user in the group enables Expense Assistant, Expense Assistant will automatically create calendar-based expense reports for that user. • **By Trip only** – Users in the group can enable trip-based Expense Assistant. If a user in the group enables Expense Assistant, Expense Assistant automatically creates trip-based expense reports for that user. • **None** – Expense Assistant will not be available to users in the group.
Allow user to register Yodlee Credit Cards	If you want the users in this group to be able to import personal card charges using Yodlee, select this check box. Select (enable) this check box for each applicable group to ensure that the appropriate payment type is active. **NOTE:** This setting cannot be reversed once you have enabled it for your users. 📖 For more information, refer to the *Expense: Payment Types Setup Guide* and the *Expense: Personal Card Import Setup Guide*.
Allow user to upload XML tax receipts	If your users work with the Mexico requirements that XML digital CFD format for reimbursable receipts be uploaded and stored for auditing purposes, leave this check box selected (default). 📖 Refer to the *Expense: Receipt Handling – Digital Tax Invoice Setup Guide* for more information.
Utilize rich card data for receipt handling	Select this check box to activate the feature. Concur identifies company card transactions that have rich data and then Concur automatically: • Formats the transaction information into a receipt-like layout • Displays the formatted transaction information to users, approvers, and processors Then, if this **Utilize rich card data for receipts handling** check box is selected, Concur images the formatted transaction information and attaches it to the user's expense report (attaches to an *existing* image PDF if there is one or creates a *new* image PDF if there is not an existing one) when the user submits the report

Field	Description
Enable Financial Integration	Select to allow financial data to be shared between Concur Expense and external ERPs. **NOTE:** This setting must be enabled in order to use the **Enable Funds & Grants Integration** and **Delta Posting** settings.
Foreign Currency Exchange Rate Basis Date	Allows the Expense admin to set the foreign currency exchange rate based on one of the following three settings options: • **Transaction Date (Default):** Date the expense was incurred • **Report Start Date:** Trip start date as entered in the Report header • **Report End Date:** Trip end date as entered in the Report header **NOTE:** This setting should be changed from default behavior only in circumstances to meet regulator requirements for an Expense Group in select countries or regions.
Enable Payroll Integration	Enable to connect Concur Expense with payroll systems. The integration polls Concur Expense for eligible payroll documents and provides them via the Financial Integration Service (FIS) API for processing. The admin uses options on the **Payroll Integration** screen to determine the payroll wage types among other settings. For more information, refer to the *Expense: Payroll Integration Setup Guide*.
Enable Funds & Grants Integration	Enable to connect Concur Expense and Concur Request with the SAP S/4HANA Budget Integration with Public Sector Management. The integration enables automatic funds check and funds reservation against funds, grants, and budgets maintained within SAP. **NOTE:** The **Enable Financial Integration** setting must be enabled to use this feature. For more information, refer to the *Shared: Funds and Grants Integration with Concur Solutions Setup Guide for Professional Edition* on the SAP and SAP Concur Integration Documents page.
Enable Delta Posting	Allows users to reopen an expense report and change the report, including custom fields. The level of changes allowed is based on the posting level, 1 – 3, each of which provides increasing levels of changes to the report. **NOTE:** The **Enable Financial Integration** setting must be enabled to use this feature. For more information, refer to the ICS setup guides on the SAP and SAP Concur Integration Documents page.

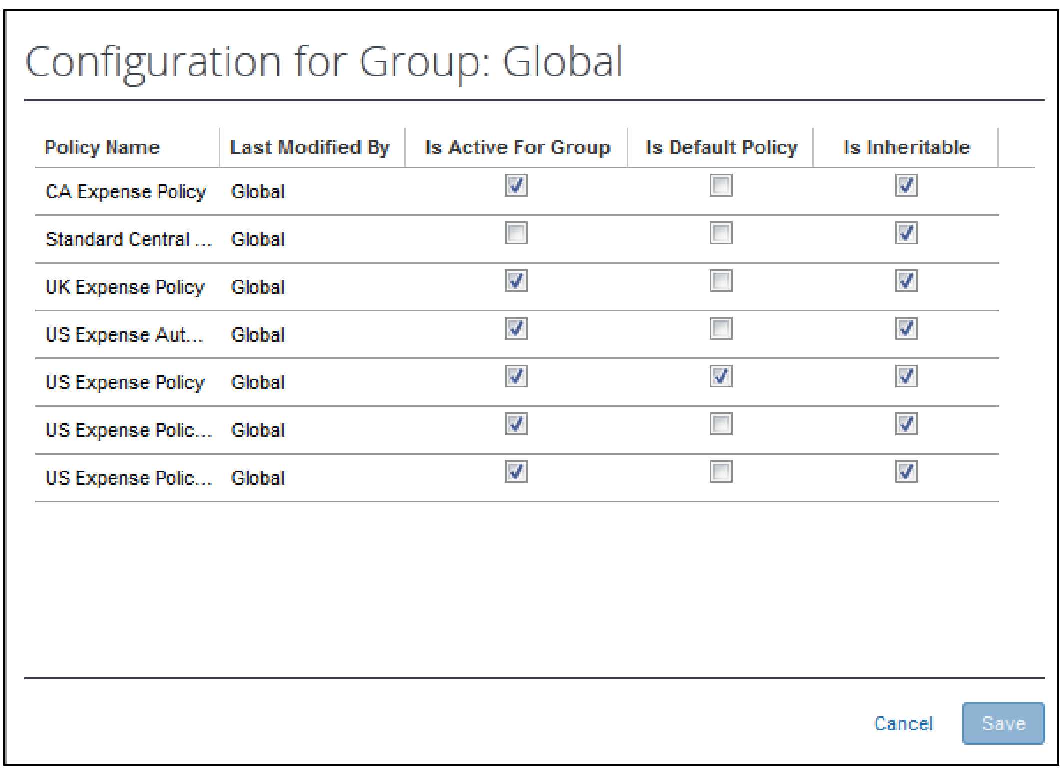
Field	Description
Delta Posting Level	Choose a level based on the changes to allow the user: • **Level 1:** Add and append receipt images and modify allocation and org unit fields • **Level 2:** All of above and • **Level 3:** All of above and modify number of attendees, amounts, add receipt images, and move entries between reports **NOTE:** The **Enable Delta Posting** setting must be enabled to use this feature.
Cash Advance Configurations	
Cash Advance Workflow	Select the cash advance workflow to be used by this group during the cash advance request process. This workflow is defined on the **Workflows** page of Expense Admin. If only the default cash advance workflow appears, then no other workflows have been created. **NOTE:** This selection is optional; your company may not support cash advances, in which case this should be **None**.
Cash Advance Form	Select the cash advance form to be used by this group. The forms are configured on the **Forms and Fields** page of Expense Admin.
Allow users to carry a cash advance balance from one report to another	If you allow this group to request cash advances, then you may choose to select this check box. If you activate this option, an employee that has an outstanding cash advance balance for the report, meaning that they still need to return a cash advance to the company, can pay the cash advance back on future expense reports. If you do not activate this option, any employee who submits an expense report with a cash advance included must have the cash advance owed field at zero; otherwise, the report cannot be submitted. **NOTE**: The credit card cash advances might use this setting, depending on their payment type: • For cards configured as IBCB, Expense never allows carry forward. • For cards configured as CBCP with offsets, Expense does allow the option to carry the advance forward and the application will look at this setting to see what the company has configured.
Allow user to link multiple cash advances to one expense report	Select this check box to allow employees working within this Group to associate two or more cash advances to a single expense report.
Apply Cash Advance only to entries with matching currencies	Select this check box to allow cash advance to be applied only to those entries that have a matching currency and no other.

Field	Description
Update Cash Advance exchange rate on expense entries	Select this check box to reset the exchange rate on an expense entry to that of the cash advance it is being associated with. Refer to *Expense: Cash Advance Setup Guide* for more information. **NOTE:** The exchange rate cannot be over written by the Cash Advance exchange rate for any expense that is partially approved or is a subordinate (child) expense even if **Update Cash Advance exchange rate on expense entries** is enabled in **Group Settings.**
Allow user to attach an image to a cash advance	Select this check box to expose the **Documents** tab on the cash advance. The user can use the **Documents** tab to attach and delete images. The approver and Cash Advance administrator can also attach images to the cash advance using the **Documents** tab.

For more information on cash advances, refer to the *Expense: Cash Advance Setup Guide*. For more information on workflows, refer to the *Expense: Workflow - General Information Setup Guide*.

5. Click **Save**. The **Group Configurations** page appears.

6. Click **Modify** in the **Policies** column. The **Configuration for Group** window appears.



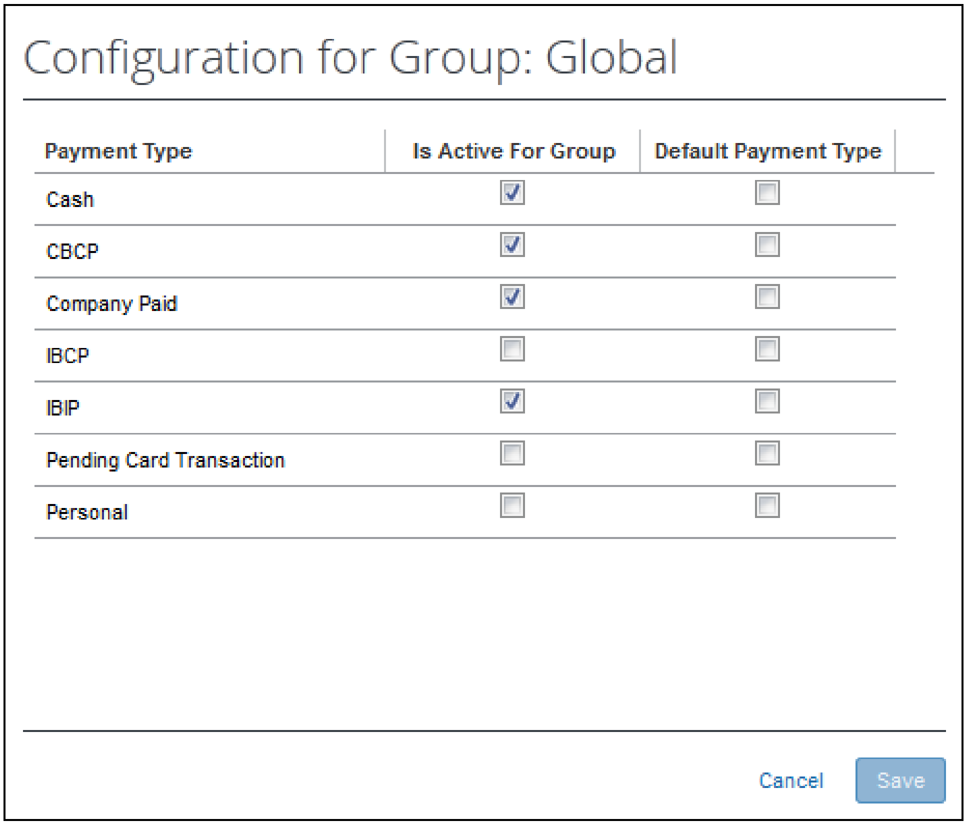
For more information on viewing and editing a policy, refer to the *Expense: Policies Setup Guide*.

7. Make selections as follows:

Field	Description
Is Active for Group	Select or clear the check box make the policy active or inactive for the new group. **NOTE:** If a policy is marked as **Active**, it is available for inclusion into an expense report created by a member of the selected group. If a policy is marked as **Inactive**, it is not available.
Is Default Policy	Select the check box to make the selected policy the default for the group. This means that when an employee creates an expense report, the policy that appears as a default will be the one selected here. **NOTE:** You will be unable to select a policy as a default if it is marked **Inactive**. In addition, if there is only one **Active** policy listed for a group, it will automatically be set to **Yes** in the **Is Default Policy** column. It cannot be changed to **No** until another policy available for the group is marked **Active**.
Is Inheritable	Select or clear the check box to set whether groups below this group will inherit the group settings. **NOTE**: If a group below this group does not have a configuration associated with it, *and* this group configuration does not allow inheritance, then when an employee creates an expense report, it will inherit policies from the group above this group rather than from this group.

8. Click **Save**. The **Group Configurations** page appears.

9. Click **Modify** in the **Payment Types** column. The **Configuration for Group** window appears.



10. Select the check box for each payment type that should be available for inclusion in an expense report for this group.

11. *Optional:* Select a single check box under **Default Payment Type** for the active payment type that will appear as the default (at the top of the list) for the user.

NOTE: The **Is Active for Group** check box may be either read-only or editable, depending upon the status of the group above this group in the hierarchy. If the group above has marked the payment type as **Active** then the payment type is set as active for all groups below and cannot be edited. If the payment type for the group above is inactive, then the payment type can be set to either active or inactive for the group below.

Not all payment types can be made inactive, as they are required by Expense. These payment types appear as read-only text.

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12. Click **Save**. The **Group Configurations** page appears.

Modifying Group Configurations

Group configurations are modified in three different locations.

Changing the Basic Configuration

- ***To view and edit basic information:***

1. Select the desired group configuration and click **Modify**. The **Configuration for Group** page appears.
2. Modify any information as required.
3. Click **Save**. The **Group Configurations** page appears.

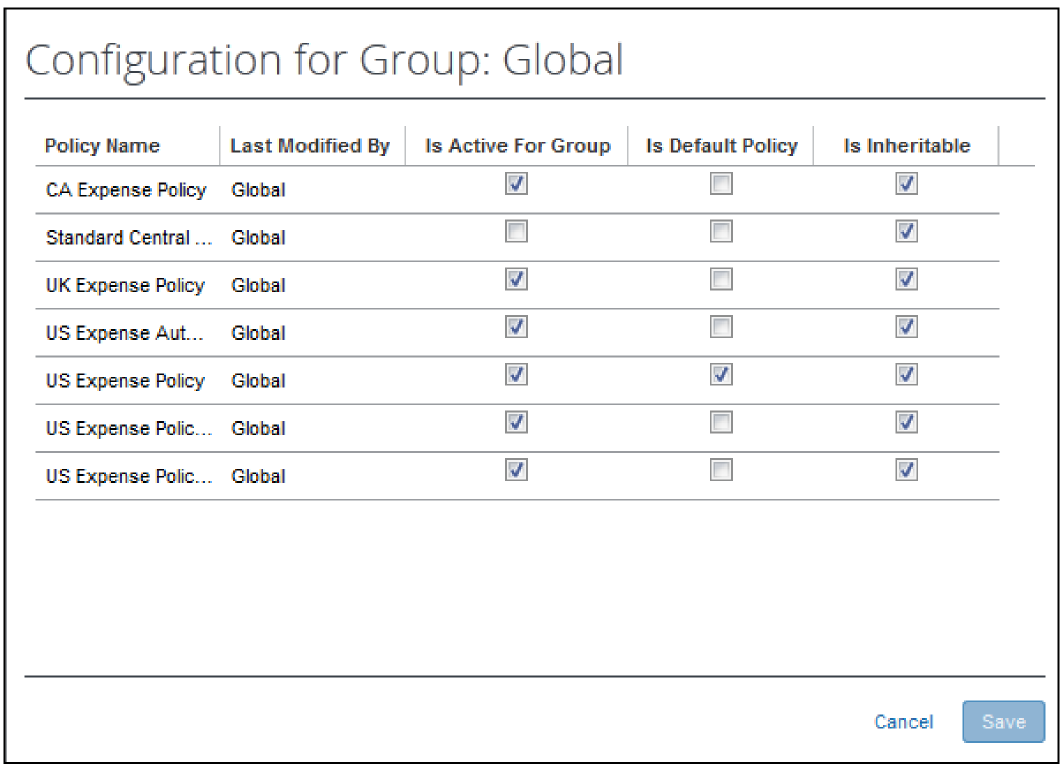
Changing the Active Policy

You can modify policy settings on the **Expense** tab of the **Group Configurations** page.

📖 For more information about policies, refer to the *Expense: Policies Setup Guide*.

- ***To view and edit policy information:***

1. Click the **Modify** link in the **Policies** column for a list of policy files available to the group. The **Configuration for Group** page appears.



2. Modify any information as required.
3. Click **Save**. The **Group Configurations** page appears.

Editing Payment Types

You can modify the payment type settings on the **Expense** tab of the **Group Configurations** page.

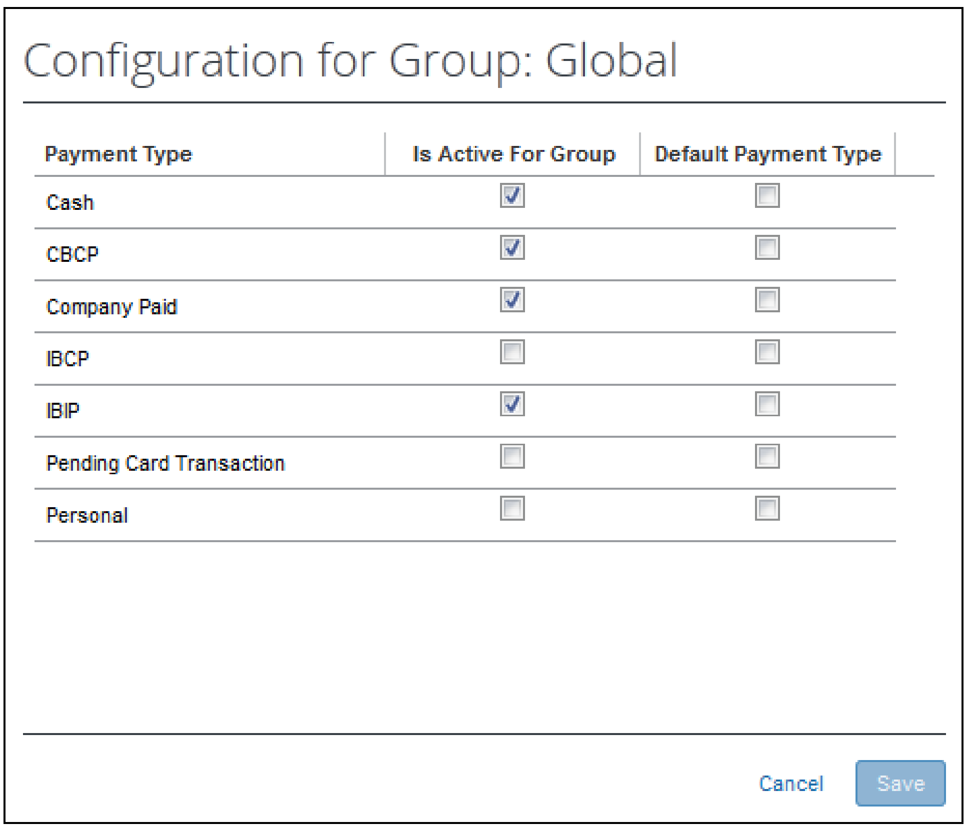
If a payment type is not marked active for the policy, it is not available for selection by employees in an expense report. For example, if the payment type of American Express is inactive, an employee cannot use American Express as a payment type in an expense report, even if that was the method of payment.

NOTE: The default payment type of *Cash* cannot be fully inactivated, as it will be used by the system in some circumstances regardless of status.

NOTE: Inactive payment types also cannot be mapped to travel reservation types used in Travel. Refer to *Mapping Payment Types to Travel Reservation Types* in this guide for additional information.

To view and edit payment type information:

1. Click the **Modify** link in the **Payment Types** column. The **Configuration for Group** window appears.



2. Modify any information as required.

3. Click **Save**. The **Group Configurations** page appears.

For more information on viewing and editing payment types, refer to the *Expense: Payment Types Setup Guide*.

Mapping Payment Types to Travel Reservation Types

Travel is a service that employees can use to book travel. When an employee completes a trip, then the employee can click a link in Travel to create an expense report that already contains trip information, such as airfare, car rental, and lodging expenses. For a travel booking reservation type selected in Travel to map appropriately to a payment type in Expense, you must supply a mapping of the payment type. This mapping is completed in the Travel Segments Payment Types page in Expense Admin.

Refer to the *Expense: Travel Segments Payment Types Setup Guide* for more information.

Deleting Group Configurations

Once a group configuration is deleted, the employees contained within that group inherit the policies of the group above in the hierarchy. If no policy has been defined at a higher level in the group hierarchy, then the policies and payment types of the Global Group apply.

NOTE: Although an Expense Configuration administrator can delete a group configuration, they cannot delete the group itself. Those values are based on the source list created in the system. Groups can be deleted only by deleting the corresponding list items in the Employee Groups List.

To delete a group configuration:

1. On the **Group Configurations** page, select the desired group.
2. Click **Remove**. A confirmation dialog box appears.
3. Click **Yes**. The selected group configuration is deleted.

NOTE: **In Use** is an indicator that a group configuration is directly referred to within the overall configuration, and therefore cannot be deleted until that related configuration is updated. This does not indicate that users are assigned to the group.

Some common examples of related configuration would be Company News records or conditions within Audit Rules.