

Getting ready for the Irish new Enhanced Reporting Requirement with SAP Concur

October 2023

Getting your SAP Concur data ready

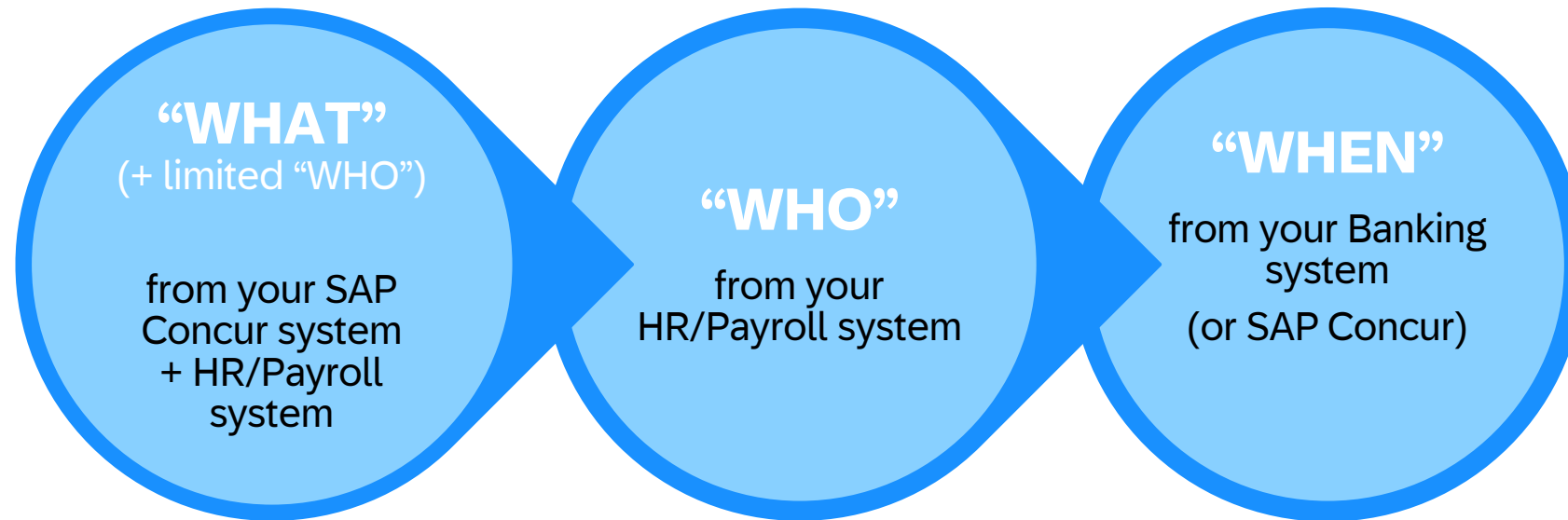
Requirement

According to the [new regulation](#), companies must report on a select set of reimbursements made to employees, in the right format, on or before payment is made to your employees based in Ireland. The report must be fed through to the Irish Revenue Online Services (ROS). This requirement comes into effect on 1st January 2024.

Where can we help?

SAP Concur can help you make **configuration changes** to your expense types or policies to ensure that the data you capture is granular enough for reporting purposes. We can also help you set up and schedule an SAP Concur **custom report** that you can then enhance with your set of HR/payroll/banking data.

Reporting components



SAP Concur can provide you the details of the expenses made by your employees in a given period. A report can be tailored and scheduled for you based on your requirements.

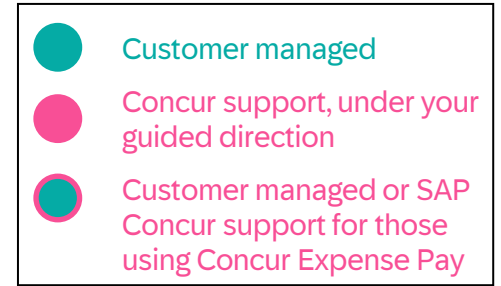
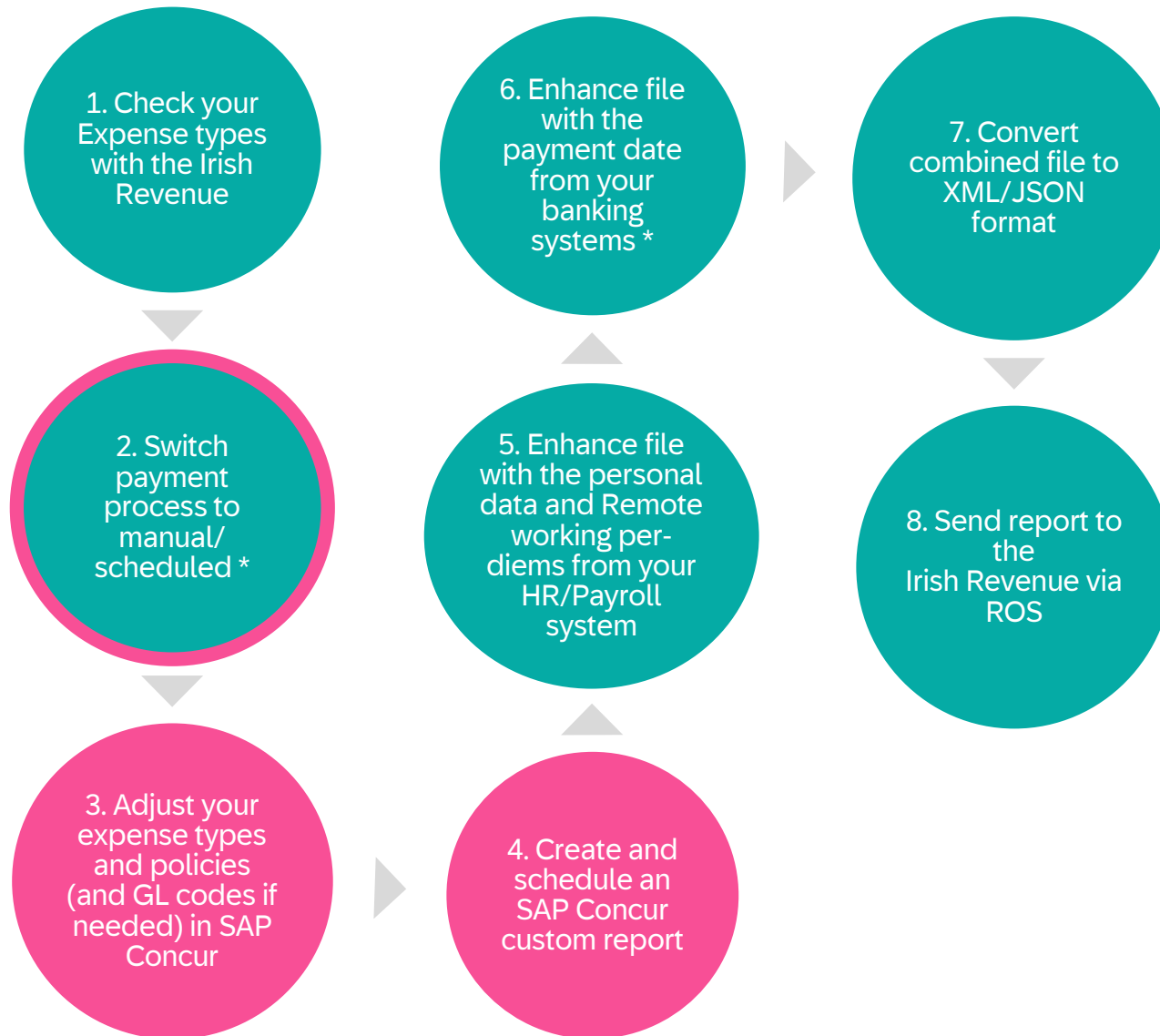
*Note that Remote working per-diem*s are typically managed in the HR/Payroll systems.

SAP Concur recommends against adding a copy of the employee details relevant to the enhanced reporting in the SAP Concur system as custom fields, as we cannot guarantee GDPR compliance. Indeed, custom fields in SAP Concur have limited encryption and would also be visible to everyone with access to the reporting and/or user profile administration. Please involve your Data Security Officer.

SAP Concur can only provide the data that is approved to be sent for Payment, but has no access to the date when the reimbursement is actually made to the employee.

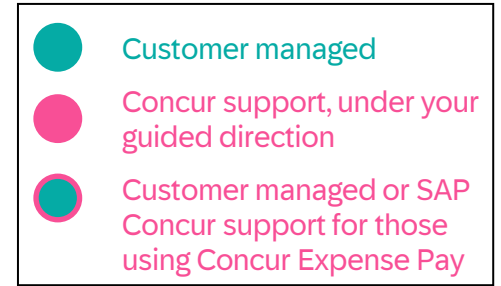
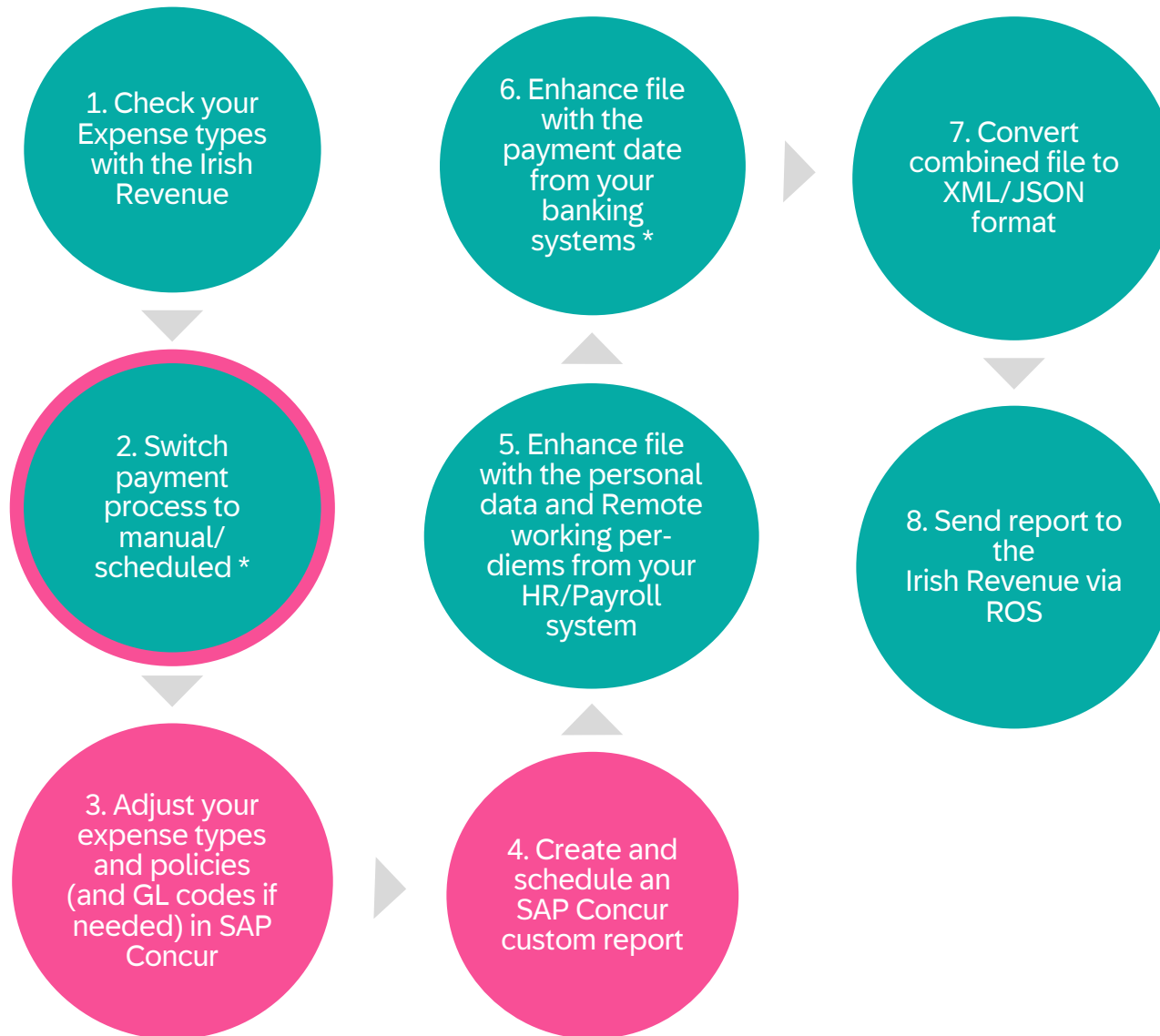
Should you decide to use the "sent for payment" data from Concur, you will need to consider how to address the reporting where payment issues delayed the reimbursement.

Generic recommended process (non-SAP ERP customers)



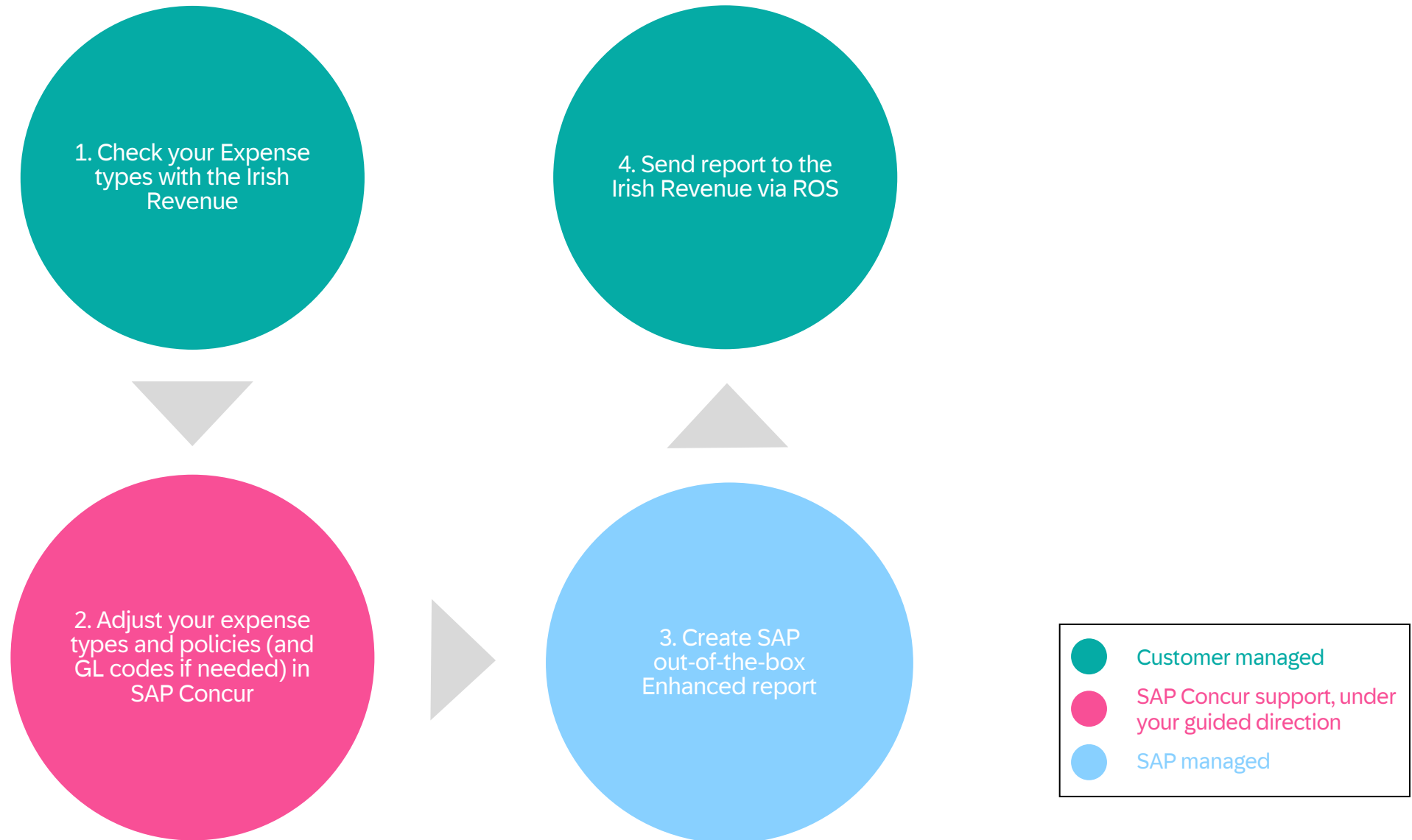
* 2. and 6. depend on how you decide to handle the “WHEN” (payment date)

Generic recommended process – SAP ECC customers

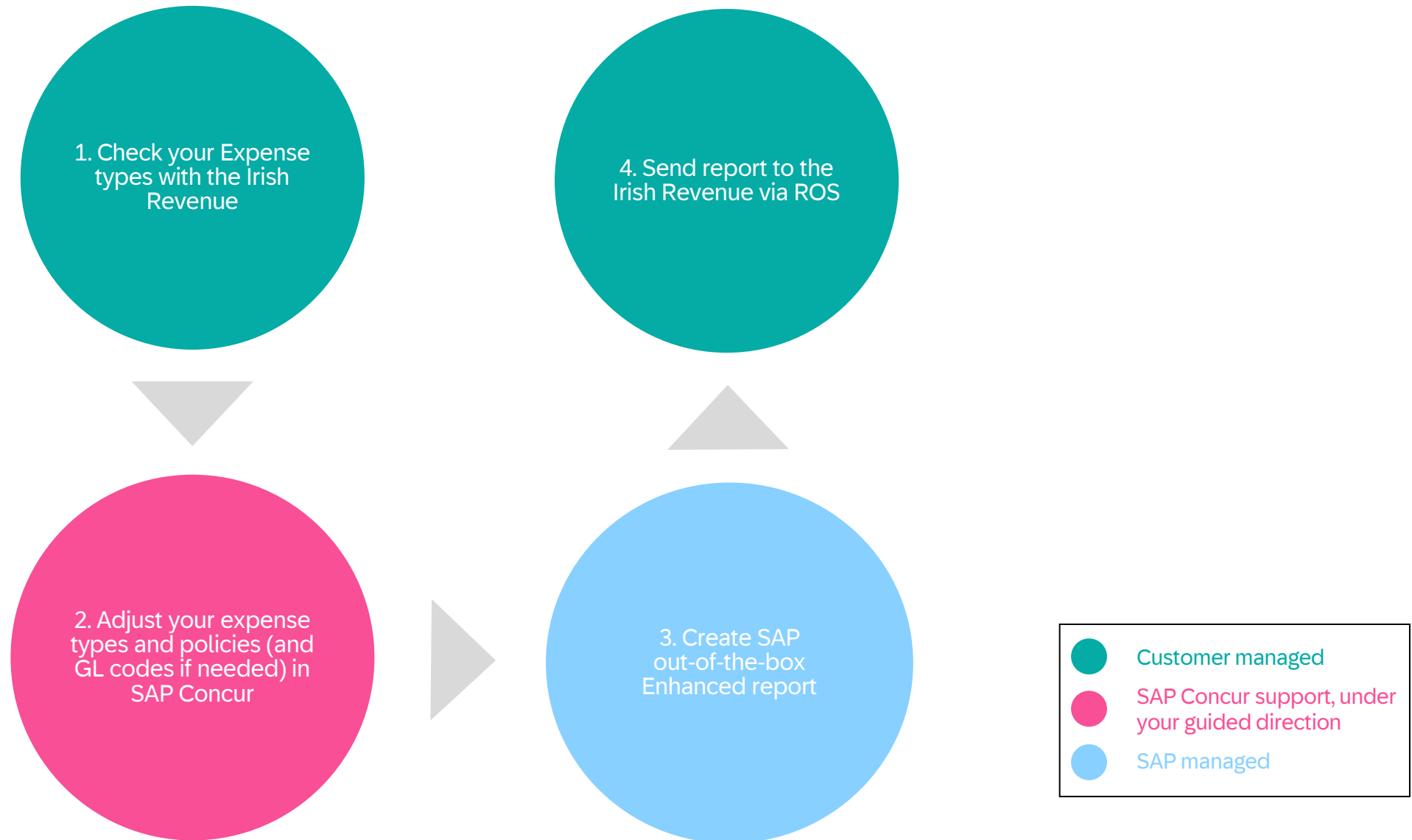


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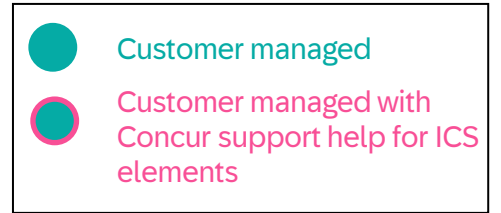
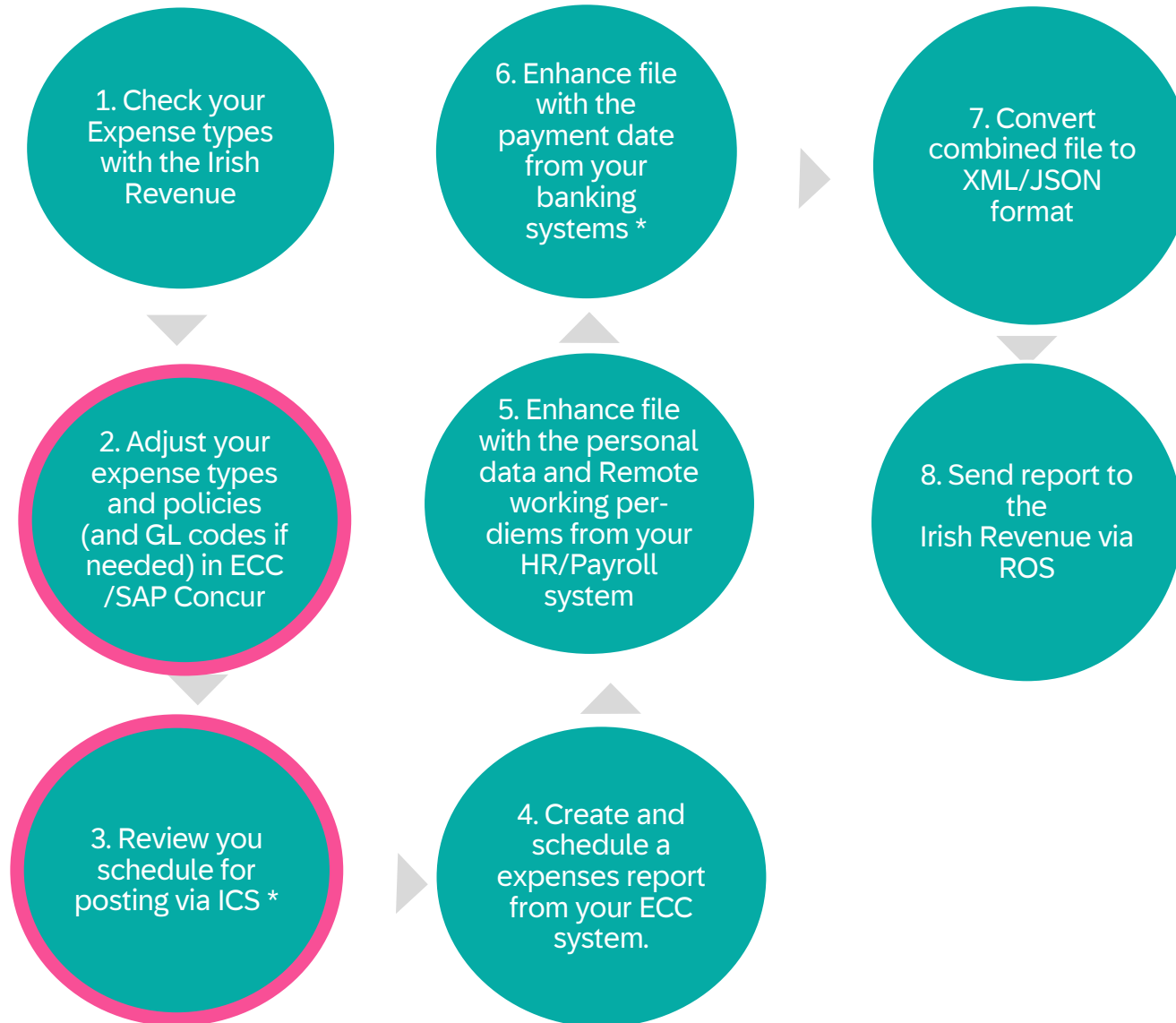
Generic recommended process – SAP S/4HANA customers paying T&E in Finance



Generic recommended process – SAP customers paying T&E in Payroll



Generic recommended process (SAP ECC / ICS customers)



* 3 and 6. depend on how you decide to handle the “WHEN” (payment date)

In more details... SAP Concur configuration

Adjust the expense types, policies (and GL codes if needed) in SAP Concur

1. Is your current **Policy** dedicated to Ireland or is it combined with other countries?


2. What **Expense types** are you using today? Are they granular enough or do they need adjustments?

3. If the expense types are not granular enough and need to be adjusted, should there be a **policy change**?



You can open a “MyEnquiries” ticket with the Irish Revenue to get assistance on grouping your expenses into the relevant groups.

In more details... Data extraction



Create and
schedule an
SAP Concur
custom report

1. Which **data extraction method** from SAP Concur would work best for you?

- Build a custom report yourself with Analysis/Intelligence (not recommended; effort and expertise required; scheduling not available for Analysis)
- Purchase a One-off custom report
- Request a custom report from your current Consultative Intelligence service
- Web services (not recommended as this would create complexity for you)

2. When should the **data file be scheduled** so you receive it on time before payment is made?

Note that our reporting is refreshed daily, so a 24h delay is to be expected.