

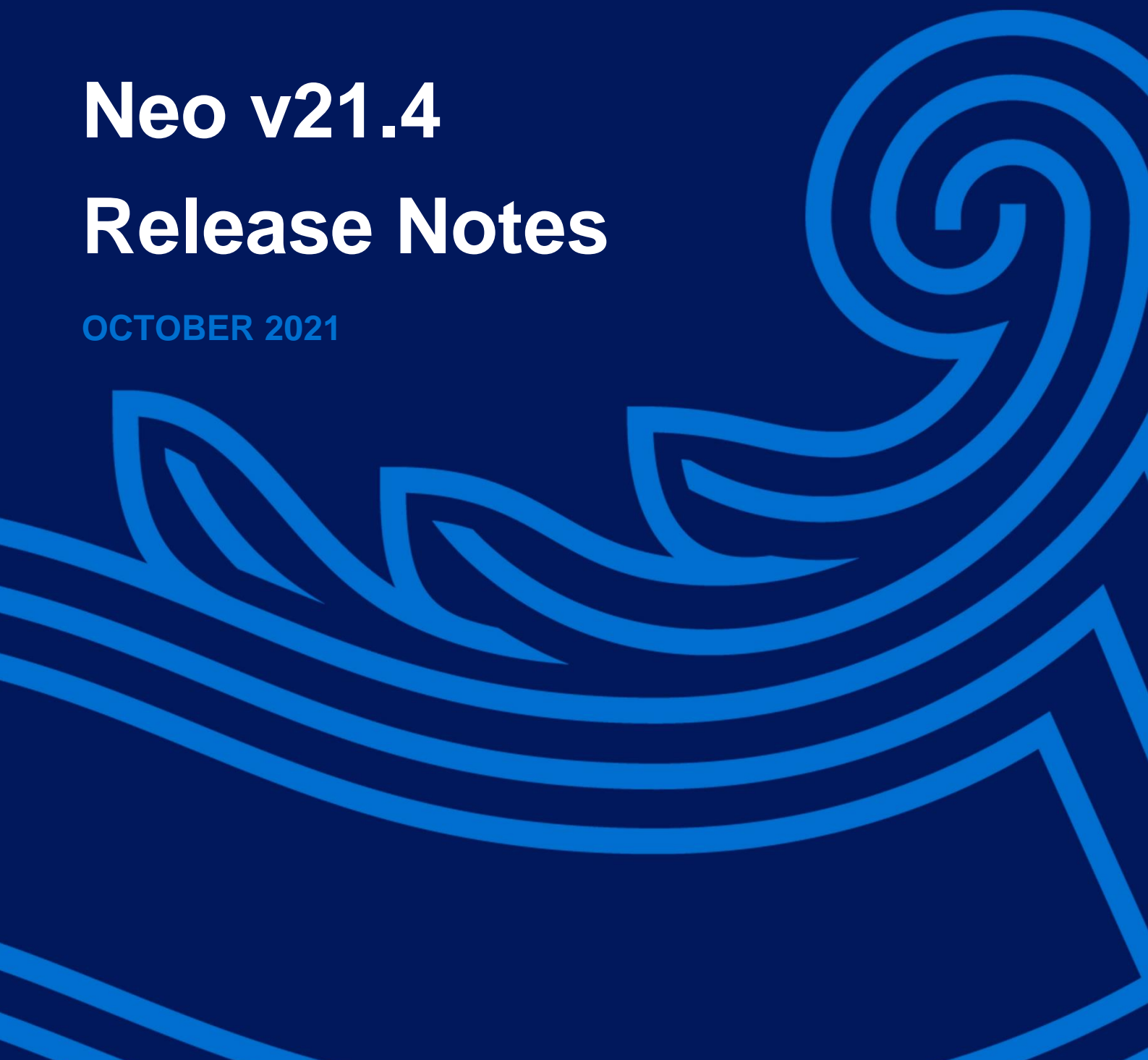
neo



GLOBAL  
BUSINESS  
TRAVEL

# Neo v21.4 Release Notes

OCTOBER 2021





# Table of Contents

|                                                                                 |           |
|---------------------------------------------------------------------------------|-----------|
| <b>TRAVEL</b> .....                                                             | <b>3</b>  |
| <b>[AIR] IMPROVEMENTS FOR RESPONSE TIME</b> .....                               | <b>4</b>  |
| <b>[TRANSPORT] NEW HEADERS FOR TRANSPORT, CAR, TAXI &amp; HOTEL</b> .....       | <b>5</b>  |
| <b>[TRANSPORT] MIGRATION OF PRE-BOOKING STEPS</b> .....                         | <b>9</b>  |
| <b>[TRANSPORT] TRANSPORT EXPERIENCE FLOW IMPROVEMENTS</b> .....                 | <b>10</b> |
| <b>[CAR RENTALS] PRICE CONSIDERATION IN ALGORITHM FOR RECOMMENDATIONS</b> ..... | <b>11</b> |
| <b>[CAR RENTALS] IMPROVEMENTS FOR CLOSED AGENCIES</b> .....                     | <b>12</b> |
| <b>[HOTELS] NUMBER OF RESERVATIONS DISPLAYED ON HOTEL CARDS</b> .....           | <b>14</b> |
| <b>[HOTELS] OPTIMIZATION OF SEARCH BY NAME LOGIC</b> .....                      | <b>15</b> |
| <b>[EMAILS] END OF PLAIN TEXT EMAILS</b> .....                                  | <b>16</b> |
| <b>[EMAILS] PART 2: IMPROVEMENTS FOR EMAILS SENT BY NEO</b> .....               | <b>17</b> |
| <b>[RAIL] RENFE</b> .....                                                       | <b>18</b> |
| <b>[SNCF] MIGRATION FOR RYO</b> .....                                           | <b>20</b> |
| <b>[PLATFORM] NEXT STEPS TOWARDS THE END OF MANUAL SEARCH</b> .....             | <b>21</b> |
| <b>NEO MOBILE APP</b> .....                                                     | <b>22</b> |
| <b>[MOBILE] APPROVAL NOTIFICATIONS</b> .....                                    | <b>23</b> |
| <b>[MOBILE] EMPTY STATE SCREEN INTEGRATION</b> .....                            | <b>24</b> |
| <b>NEO EXPENSE</b> .....                                                        | <b>25</b> |
| <b>[ACCOUNTING MODULE] NEW PENDING LIST FOR ACCOUNTANTS</b> .....               | <b>26</b> |
| <b>[OCR] SCANNED RECEIPTS: VAT AUTOMATICALLY FILLED IN</b> .....                | <b>28</b> |



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# TRAVEL



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## [AIR] IMPROVEMENTS FOR RESPONSE TIME

|               |           |
|---------------|-----------|
| GDS SUPPORTED | N/A       |
| COUNTRY       | All       |
| ACTIVATION    | Automatic |

### SYNOPSIS

During this new version, the teams at Neo have worked on the time needed to manage received data from different partners (GDS and direct links). This endeavor made it possible to reduce the processing time for air in Neo by up to 80%.

## [TRANSPORT] NEW HEADERS FOR TRANSPORT, CAR, TAXI & HOTEL

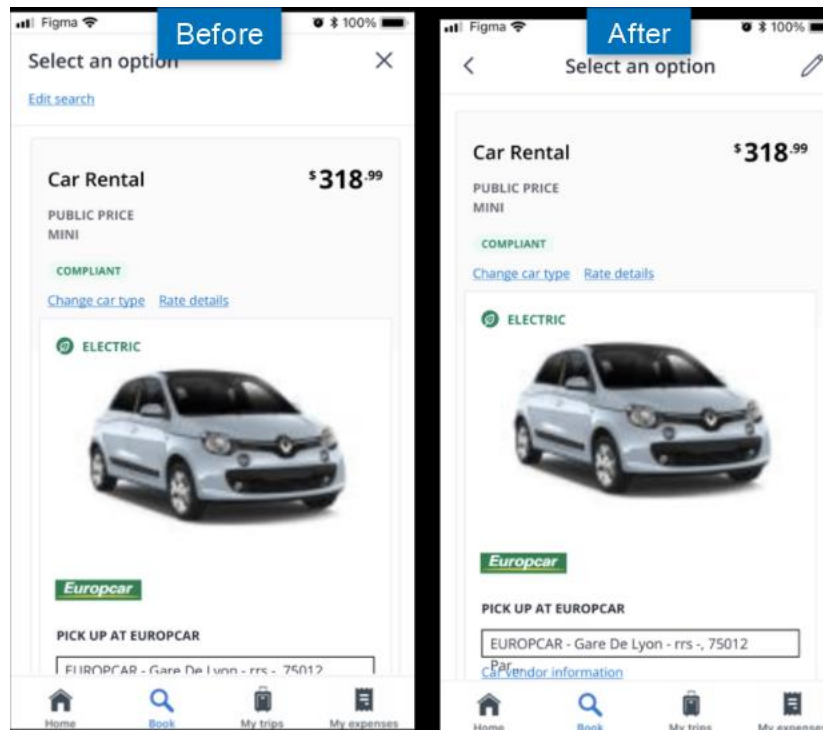
|                   |                           |
|-------------------|---------------------------|
| GDS SUPPORTED     | All                       |
| COUNTRY           | All                       |
| ACTIVATION        | Automatic                 |
| AVAILABLE ON ...? | Desktop   Tablet   Mobile |

### SYNOPSIS

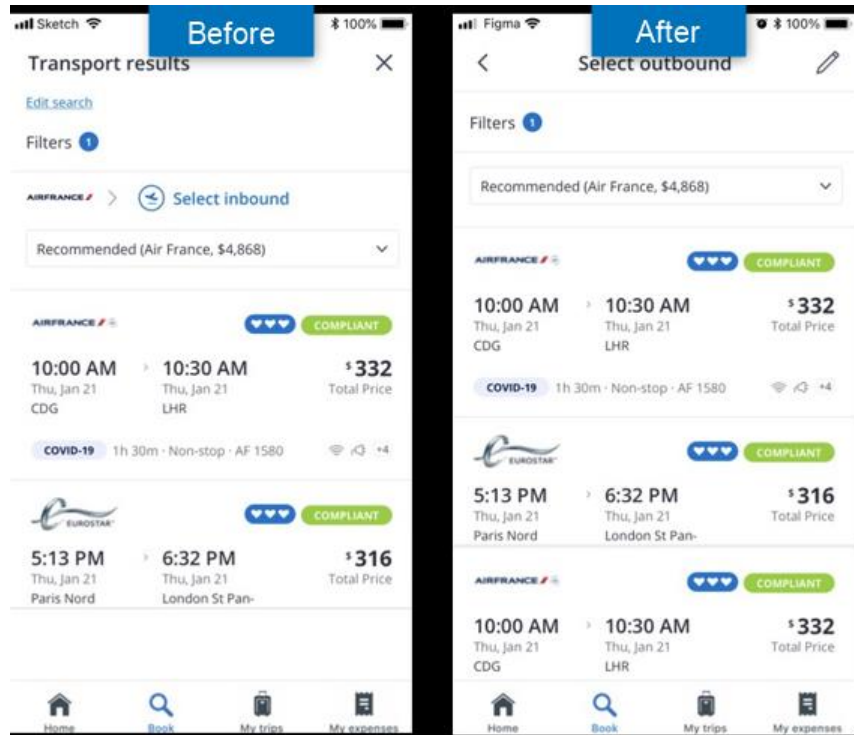
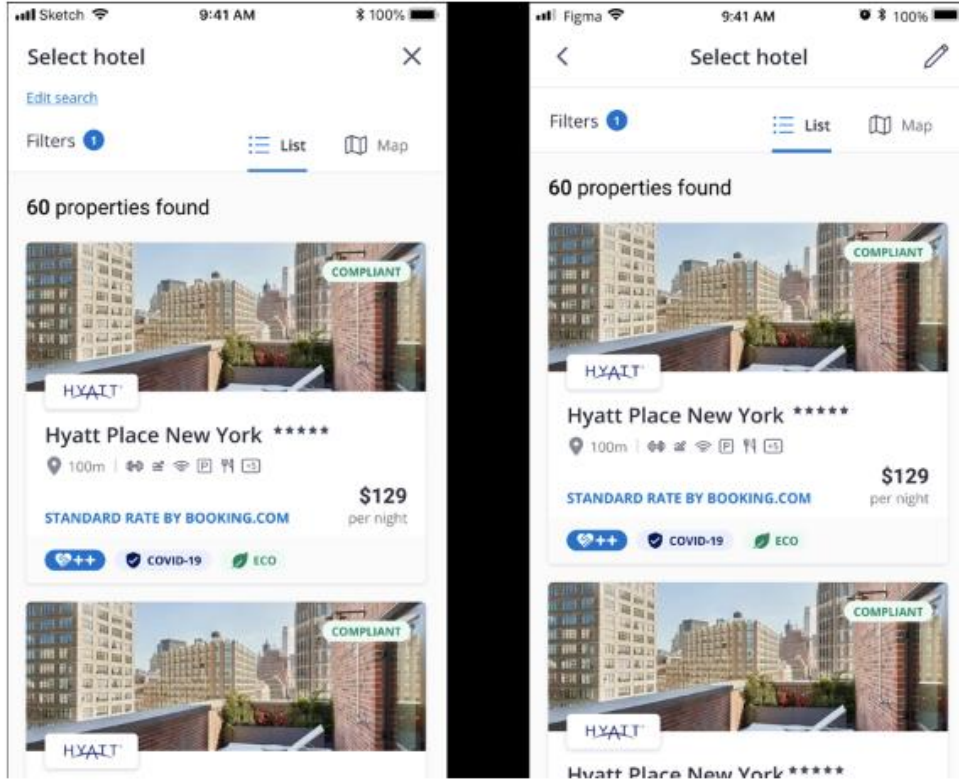
For clarity and ease of use, headers will have a unified design throughout the Neo application on all devices.

Additionally, accessibility for all users will be improved.

On mobile devices, users can remove the top bar to gain screen space by clicking on the X.







[Back to itinerary](#)

## Transport results

Non-stop only | 
  Companies | 
  Price | 
  Airport/station | 
  Connections | 
  CO2 emissions | 
  Compliant only

AIRFRANCE UVF - MNL > [Select outbound](#)

| Recommended<br>Air France, \$134                                                                                                                                                                                                                                                                                | Earliest<br>Air France, Jan 12 - 4:15 PM                                                                                                                                                                                                                                                                        | Fastest<br>Air France, 1h 15m                                                                                                                                                                                                                                                                                                | Cheapest<br>Air France, \$134 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <p><b>8:15 PM (ORY)</b><br/>Tue, Jan 12</p> <p><b>9:35 PM (MRS)</b><br/>Tue, Jan 12</p> <p><b>1h 20m</b><br/>Non-stop</p> <p><b>Light</b><br/>Coach (V)</p> <p><b>\$ 134</b><br/>Total Price</p> <p><a href="#">Change Fare/class</a> · <a href="#">View seats</a></p> <p>COVID-19 AF 6024</p> <p>COMPLIANT</p> | <p><b>6:15 PM (ORY)</b><br/>Tue, Jan 12</p> <p><b>7:35 PM (MRS)</b><br/>Tue, Jan 12</p> <p><b>1h 20m</b><br/>Non-stop</p> <p><b>Light</b><br/>Coach (T)</p> <p><b>\$ 194</b><br/>Total Price</p> <p><a href="#">Change Fare/class</a> · <a href="#">View seats</a></p> <p>COVID-19 AF 6020</p> <p>COMPLIANT</p> | <p><b>6:39 PM</b><br/>Tue, Jan 12<br/>Paris Gare De Lyon</p> <p><b>9:57 PM</b><br/>Tue, Jan 12<br/>Marseille St Charles</p> <p><b>3h 18m</b><br/>Non-stop</p> <p><b>Premiere</b><br/>First (C)</p> <p><b>\$ 177</b><br/>Total Price</p> <p><a href="#">Change Fare/class</a></p> <p>COVID-19 Train 6127</p> <p>COMPLIANT</p> |                               |

[Back to itinerary](#)

## Select an option

**Car rental** COMPLIANT AMEX PACK [Rate details](#) | MINI [Change vehicle type](#) | **\$270.16**

**AVIS**

**PICK UP AT AVIS RENT-A-CAR**

AVIS - Hall 2 Pasteur 5 Place Des Martyrs, 75014 Paris, Fra...  
[Agency information](#)

January 12, 2021 - 7:30 PM  
Pick-up time

1.2km  
From search location

**AVIS**

**DROP OFF AT AVIS RENT-A-CAR**

AVIS - Hall 2 Pasteur 5 Place Des Martyrs, 75014 Paris, Fra...  
[Agency information](#)

January 22, 2021 - 8:00 PM  
Drop-off time

1.2km  
From search location

Category : Mini, 2-3 Door, Manual, A/C  
Type : PEUGEOT 108  
Details : Unlimited mileage

COVID-19 [View safety measures](#)

[Select](#)

**Car rental** NO FARE FOUND



- New link “back to search” or “back to itinerary” displayed
- “Edit Search” button now displayed on the right corner
- “Outbound” and “Inbound” changed for “Departure” and “Return” Trips

The image shows two screenshots of the transport results page. The top screenshot, labeled "Before", shows a search for "NCE - Nice, Wed, 24 Nov — ORY - Paris Orly, Wed, 24 Nov". The page has a search bar with filters for Stops, Companies, Price, Airport/Station, Connections, CO2 emissions, and Compliant only. A "Select outbound" button is visible. The bottom screenshot, labeled "After", shows the same search criteria but with a "Choose departing trip" button instead of "Select outbound". A new "Edit search" button has been added to the top right corner of the results area.



## [TRANSPORT] MIGRATION OF PRE-BOOKING STEPS

|                          |                           |
|--------------------------|---------------------------|
| <b>GDS SUPPORTED</b>     | All                       |
| <b>COUNTRY</b>           | All                       |
| <b>ACTIVATION</b>        | Automatic                 |
| <b>AVAILABLE ON ...?</b> | Desktop   Tablet   Mobile |

### SYNOPSIS

To create an improved user experience, pre-booking steps are being redesigned over the next few releases of Neo. Changes in this release will include that providing mandatory information has been made the first step in the booking flow. This step is only presented once, or when an update is requested.

### Before 21.4 release

### After 21.4 release

### NEXT STEPS

In upcoming versions of Neo, more features are expected such as the content hub, the step for hotel cancellations as well as special services.

## [TRANSPORT] TRANSPORT EXPERIENCE FLOW IMPROVEMENTS

|                   |           |
|-------------------|-----------|
| GDS SUPPORTED     | All       |
| COUNTRY           | All       |
| ACTIVATION        | Automatic |
| AVAILABLE ON ...? | Desktop   |

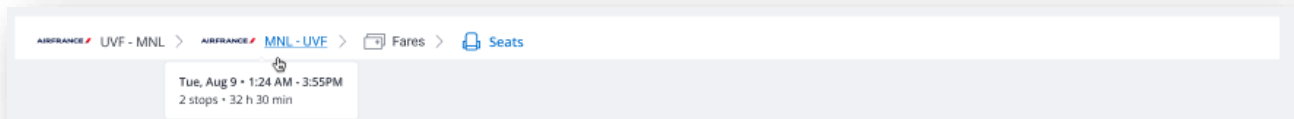
### SYNOPSIS

To provide an improved user experience, several updates have been made in the transport flow. These updates provide enhancements for the transport experience.

### DETAILED SCOPE

These updates include:

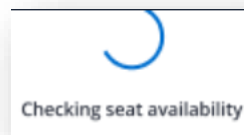
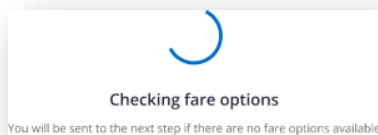
- An added tooltip in the transport wizard which includes travel segment information (e.g. flight, time...)



- When loading a step, the wizard has new step information, which informs the user that a step is being loaded



- Animation by a loader have been integrated which depend on actions done in the tool, searching for fare or map





## [CAR RENTALS] PRICE CONSIDERATION IN ALGORITHM FOR RECOMMENDATIONS

|                   |                           |
|-------------------|---------------------------|
| GDS SUPPORTED     | All                       |
| COUNTRY           | All                       |
| ACTIVATION        | Automatic                 |
| AVAILABLE ON ...? | Desktop   Tablet   Mobile |

### SYNOPSIS

The sorting order for displaying car rental suppliers has been improved with the inclusion of a price criterion in Neo's recommendation algorithm.

Now three criteria are considered for sorting car rental suppliers:

- Company preference
- Distance of the agency from the search location
- Price of the recommended car rental (generally the cheapest compliant option)

Customers who have no preferred car rental companies or several equally preferred companies for the same destination will get recommendations that consider pricing as a key differentiator. This is because price will be a truly differentiating criteria that distance alone is not always.

For instance, when renting from an airport, all agencies from different suppliers are just a few meters away from each other so distance does not really matter in that case. Therefore, considering price will greatly improve the logic of the sorting.

| Distance from the search location | Price of the cheapest compliant option | Supplier Preference | Former Ranking | New Ranking |
|-----------------------------------|----------------------------------------|---------------------|----------------|-------------|
| Agency parking indicated at 1.6km | €83                                    | Preferred           | 1              | 1           |
| Agency parking indicated at 2.3km | €70                                    | -                   | 5              | 2           |
| Agency parking indicated at 1.1km | €81                                    | -                   | 2              | 3           |
| Agency parking indicated at 1.9km | €92                                    | -                   | 4              | 4           |
| Agency parking indicated at 1.2km | €114                                   | -                   | 3              | 5           |



## [CAR RENTALS] IMPROVEMENTS FOR CLOSED AGENCIES

|                   |                           |
|-------------------|---------------------------|
| GDS SUPPORTED     | All                       |
| COUNTRY           | All                       |
| ACTIVATION        | Automatic                 |
| AVAILABLE ON ...? | Desktop   Tablet   Mobile |

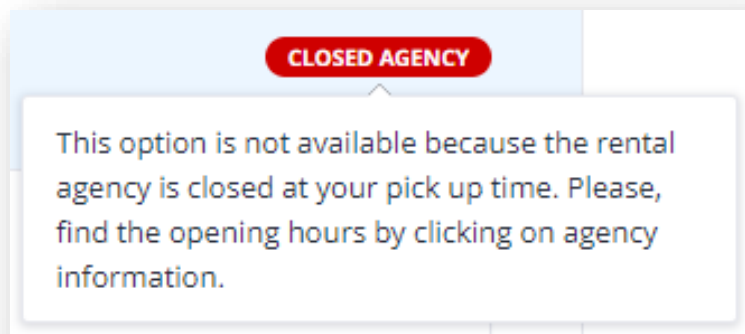
### SYNOPSIS

To accommodate users' needs and improve the user experience, travelers can now check the opening times of agencies which are closed.

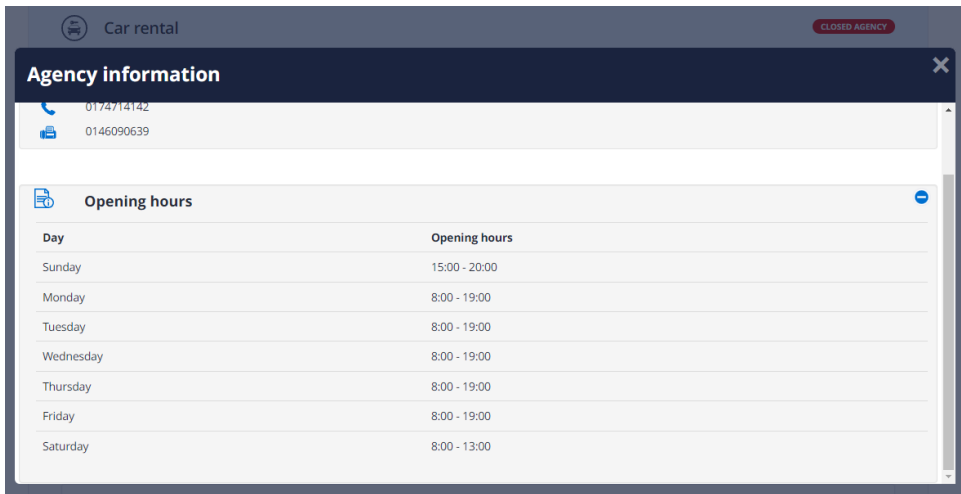
Closed car rental agencies will now be displayed in the pickup and drop off selection drop-down lists. They will be clearly tagged as closed. However, the traveler will still be able to select them and check their opening times.



### Closed Agency in Drop-down list



## Closed Agency Tooltip

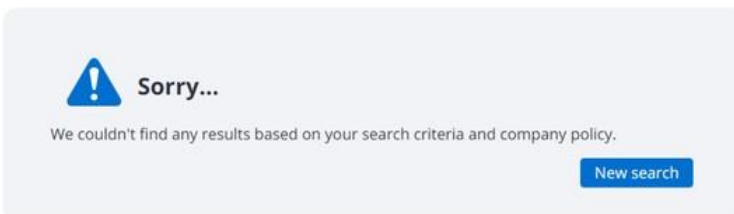


## Opening Hours Pop-in

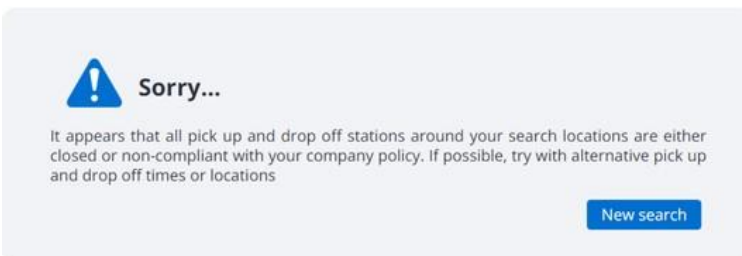
### ERROR MESSAGES FOR CLOSED AGENCIES

If applicable, Neo will now display to the traveler a message indicating precisely why no results were found for their car rental search and inviting them to try with alternative pick up and/or drop off times or locations.

#### BEFORE



#### AFTER



## [HOTELS] NUMBER OF RESERVATIONS DISPLAYED ON HOTEL CARDS

|                   |                           |
|-------------------|---------------------------|
| GDS SUPPORTED     | All                       |
| COUNTRY           | All                       |
| ACTIVATION        | Automatic                 |
| AVAILABLE ON ...? | Desktop   Tablet   Mobile |

### SYNOPSIS

The number of reservations, also called booking history, is computed at the traveler' sub-unit's level (excluding parent and child entities). This takes into consideration the last rolling three years and is updated automatically once a day.

**Hyatt Place New York Mid-town South field hotel** ★★★★★ COMPLIANT  
 100m from search location  
 Breakfast available  
**\$129** TTC per night [View hotel](#)  
 STANDARD RATE BY BOOKING.COM  
 BOOKED 2 TIMES COVID-19





## [HOTELS] OPTIMIZATION OF SEARCH BY NAME LOGIC

|                   |                           |
|-------------------|---------------------------|
| GDS SUPPORTED     | All                       |
| COUNTRY           | All                       |
| ACTIVATION        | Automatic                 |
| AVAILABLE ON ...? | Desktop   Tablet   Mobile |

### SYNOPSIS

Neo's internal hotel name search algorithm now distinguishes between relevant and irrelevant keywords to avoid false positive searches.

For example, a search for "Mercure Sao Paulo Moema Hotel" in Sao Paulo will only consider the keywords "Mercure" and "Moema" as relevant.

The search for the office establishment "Paris Consulting Group" in Paris will take into consideration all keywords to be irrelevant. As a result, Neo will not regard a hotel that includes the word "Paris" in its name as being the subject of the search.

Neo's internal hotel name search algorithm now distinguishes between relevant and irrelevant keywords to avoid the display of error messages indicating that Neo could not find the requested hotel while the requested location is not a hotel (but usually an office).



## [EMAILS] END OF PLAIN TEXT EMAILS

|               |           |
|---------------|-----------|
| GDS SUPPORTED | All       |
| COUNTRY       | All       |
| ACTIVATION    | Automatic |

### SYNOPSIS

As shared in the previous releases, plain text emails for online trips are now decommissioned.

### DETAILED SCOPE

It will no longer be possible to deactivate HTML emails, signifying that administrators cannot return to plain text emails.

**NOTE:** For now, plain text format emails will be kept for offline emails only.

### OUT OF SCOPE

- Offline module emails



## [EMAILS] PART 2: IMPROVEMENTS FOR EMAILS SENT BY NEO

|               |           |
|---------------|-----------|
| GDS SUPPORTED | All       |
| COUNTRY       | All       |
| ACTIVATION    | Automatic |

### SYNOPSIS

Following enhancements done towards emails in the last two versions of Neo, another improvement has been introduced for emails which are sent by Neo.

### DETAILED SCOPE

If a service cannot be booked due to errors made during the booking process, this appears in the emails as seen in these examples:

**Trip summary** COMPLIANT

Trip name: Munich Main Station 18/09/2021 (KQP43G)  
Trip number: Online\_0481\_TripCounter

|                        |                               |
|------------------------|-------------------------------|
| <b>TRAVELLER</b>       | Mr Phil Bear                  |
| TOTAL BOOKED           | 258.72 EUR                    |
| CARBON EMISSIONS       | 160 kg of CO2                 |
| TRIP DOCUMENT DELIVERY | Agency fulfillment / E-ticket |

|                                                             |            |
|-------------------------------------------------------------|------------|
| <b>Frankfurt - Munich (Deutsche Bahn)</b>                   | 20.90 EUR  |
| Failed to book this train service.                          |            |
| <b>Munich - Paris (KLM Royal Dutch Airlines/Air France)</b> | 220.82 EUR |
| This ticket must be issued before 12 Sep 2021               |            |

[Manage booking](#)

**Traveller** Mr Phil Bear

**TRAIN** Failed to book this train service.

CONFIRMATION NO. Deutsche Bahn 307880429

**Departure**

|               |                        |
|---------------|------------------------|
| TRAIN STATION | Frankfurt Main Station |
| DATE / TIME   | 18 Sep 2021 / 11:54    |

**Arrival**

|               |                     |
|---------------|---------------------|
| TRAIN STATION | Munich Main Station |
| DATE / TIME   | 18 Sep 2021 / 15:12 |

TRAIN INFO ICE 623



## [RAIL] RENFE

|                          |                           |
|--------------------------|---------------------------|
| <b>GDS SUPPORTED</b>     | Amadeus                   |
| <b>COUNTRY</b>           | Spain                     |
| <b>ACTIVATION</b>        | On request                |
| <b>AVAILABLE ON ...?</b> | Desktop   Tablet   Mobile |

### SYNOPSIS

The reservation of train in Spain is made possible through the Renfe direct link. Renfe is the national Spanish rail company.

**IMPORTANT:** Pre-requisite Renfe – GBT Client commercial agreement/ contract is required for Renfe activation in Neo.

### DETAILED SCOPE

- The Renfe Spanish Rail Direct Connect via Neo provides all the content available via the Renfe API: High-Speed train (AVE), long and medium distance as well as regional content (AVANT).
- Public, corporate or subscription rates bookable in Spanish domestic direct trains.
- Credit cards whether personal or lodge cards can be used as form of payment.
- Credit cards accepted by Renfe: AX, DC, CA, VI (only if issued in Spain).
- The Neo user will receive a ticket in PDF format within the Neo confirmation email.
- The PDF Renfe train ticket can also be loaded from Neo.

### RENFE LIMITATION

- Only direct trains are supported.
- Seat selection and special services are not available.
- Cancellations and Modifications are managed offline only.

## RENFE LOOK AND FEEL

The screenshot shows a user interface for booking a train. At the top, there's a navigation bar with 'GLOBAL BUSINESS TRAVEL', 'HOME', 'APPROVAL', 'ARRANGE', and 'TRAVEL'. Below this, a timeline shows the journey: Tue 14 Dec (Sevilla Santa Justa) to Tue 14 Dec 09:25 (Cordoba Central Railway Station) for €23.35, and Wed 15 Dec 09:47 (Cordoba Central Railway Station) to Wed 15 Dec 10:34 (Sevilla Santa Justa) for €23.35. A summary card shows the total price of €46.70 for a 'Train' service, which is 'COMPLIANT' and 'Why2'. The itinerary details show two segments: 08:43 to 09:25 (42m, non-stop) and 09:47 to 10:34 (47m, non-stop), both on 'Company Corpo rate' (Turista/Estandar (Y)).

Your journey has been reserved (Sevilla Santa Justa 28/06/2021 -#LWRXX8)

Para [wave.support@kds.com](mailto:wave.support@kds.com) en nombre de [Neo.Itin.Do.Not.Reply@kds.com](mailto:Neo.Itin.Do.Not.Reply@kds.com)

Si hay problemas con el modo en que se muestra este mensaje, haga clic aquí para verlo en un explorador web.

- Train 02070, Madrid-Puerta De Atocha 0700 - Sevilla Santa Justa 0938.ics 2 KB
- Train 02191, Sevilla Santa Justa 1945 - Madrid-Puerta De Atocha 2217.ics 2 KB
- PSSJY5-RV60F01M.pdf 600 KB
- Trip summary.pdf 24 KB

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe

The email content features a blue suitcase icon with a checkmark. The main heading is 'Your trip has been booked'. Below it, a 'Trip summary' card shows the trip name 'Sevilla Santa Justa 28/06/2021 (LWRXX8)' and trip number '1001794826'. The traveler is 'Mr Vernon Bear', arranged by 'Mr Vernon Bear' for a total of '140.80 EUR' with '40 kg of CO2' emissions. The trip document delivery is via 'E-ticket'.

The ticket details show the origin 'MADRID-P.ATOCHA' on 28/06/2021 at 07:00 and destination 'SEVILLA S.JUSTA' on 28/06/2021 at 09:38. The ticket is for '1º Clase' and 'AVE 02070 TURISTA PLUS'. The total price is 70,30 € IVA. The ticket is issued by 'RENTA VIAJEROS S.L.'.

The advertisement features the Renfe logo and the text 'ESTAMOS EN CONTACTO'. It promotes the 'Billete Personalizado' (Personalized Ticket) for the Madrid-Sevilla route, highlighting safety and comfort. It includes icons for 'EXTRAJERAR LAS CONDICIONES DE VIAJE' and 'Billete Personalizado'.



## [SNCF] MIGRATION FOR RYO

|               |           |
|---------------|-----------|
| GDS SUPPORTED | Amadeus   |
| COUNTRY       | France    |
| ACTIVATION    | Automatic |

### SYNOPSIS

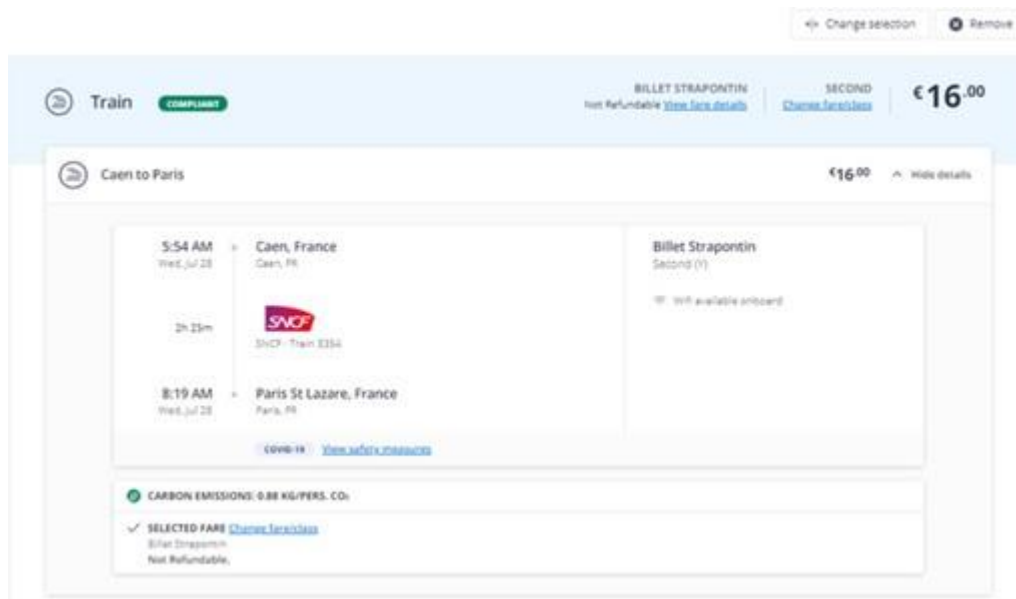
In advance for the RYO migration, activated by the SNCF on 20 October 2021, Neo is now prepared to adapt to the necessary changes.

1st class, 2nd class are proposed as well as "strapontin" (folding seat, non refundable), along with 3 different levels of flexibilities. Additionally, some fares are exchangeable before departure. New offers include WIFI and New Trains.

### DETAILED SCOPE

RYO stands for "Réserver, Yields, Offre". This concerns the French regional TER trains. The region of Normandie will be the first to migrate for certain routes.

French regions will have the possibility to keep 100% of their routes in the current Etoile inventory, or to move some of them (those eligible, such as Krono+, formerly "Intercité") to the S3 inventory (S3 Passenger) for RYO trains.







## [PLATFORM] NEXT STEPS TOWARDS THE END OF MANUAL SEARCH

|                      |           |
|----------------------|-----------|
| <b>GDS SUPPORTED</b> | All       |
| <b>COUNTRY</b>       | All       |
| <b>ACTIVATION</b>    | Automatic |

### OLD TRIPS IN NEO VIEW

#### SYNOPSIS

Trips which were previously created in KCR (Corporate) will be displayed in Neo view. They will appear in read-only format and no action can be taken on those trips.

If necessary, users will have to contact the travel agency to modify the trip offline.

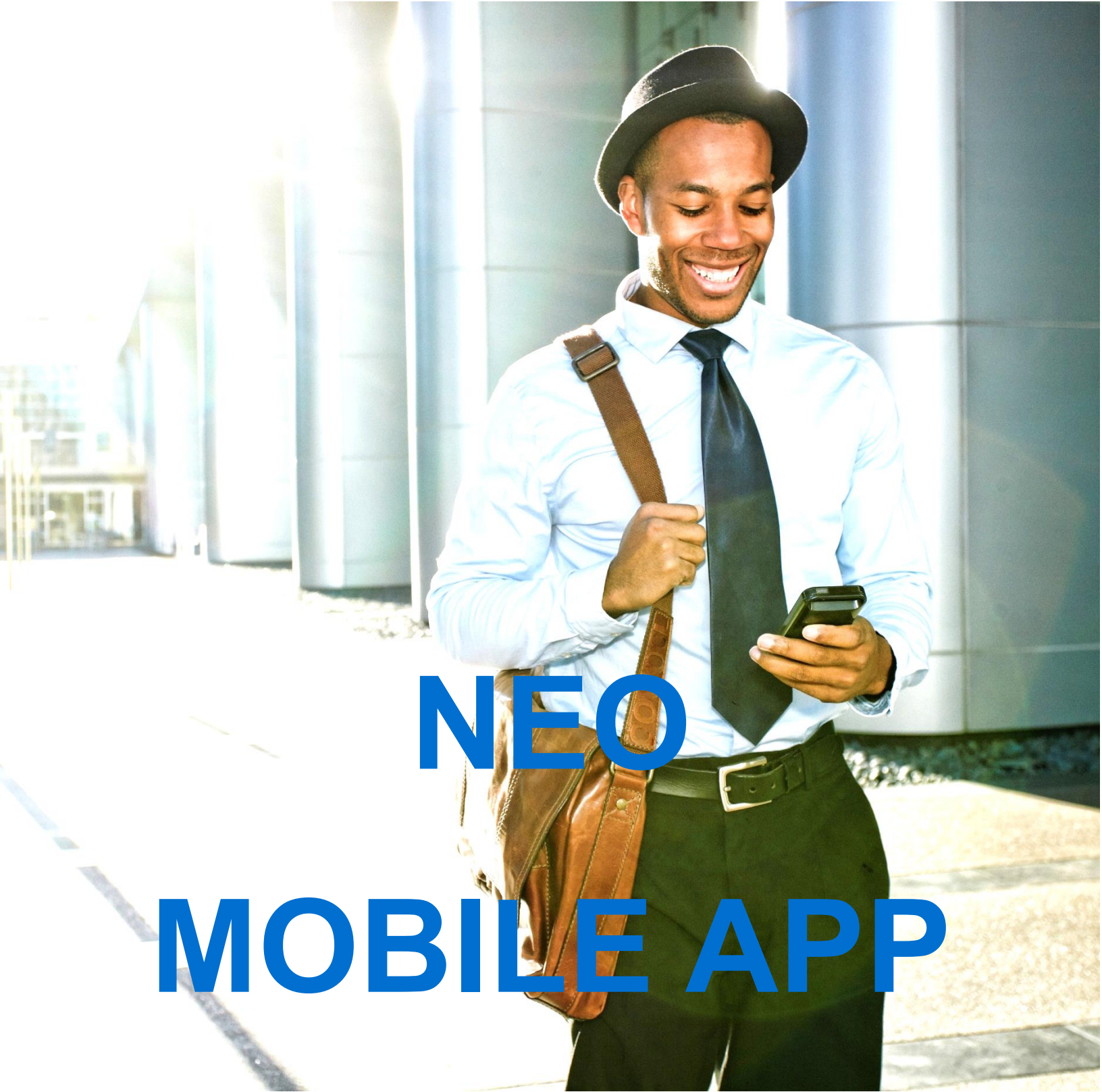
#### OUT OF SCOPE

The following are not affected by this feature:

- Offline module trips
- Multi-traveler trips (SNCF and other suppliers)



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**MOBILE APP**

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## [MOBILE] APPROVAL NOTIFICATIONS

|               |                                                 |
|---------------|-------------------------------------------------|
| GDS SUPPORTED | N/A                                             |
| COUNTRY       | All                                             |
| ACTIVATION    | Automatic<br>Only applicable for Neo mobile App |

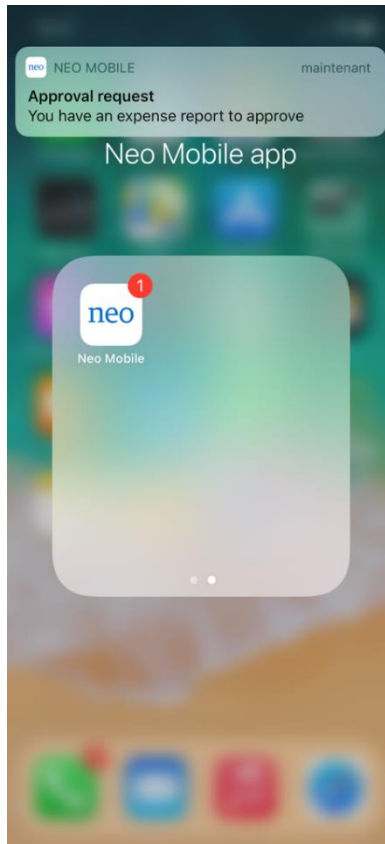
### SYNOPSIS

On the Neo Mobile application, pending trips and expense reports sent for approval now trigger notifications which are displayed on the approver's mobile device.

The number of pending trips and expense reports to be approved is also shown with the red push icon on the app.

**Important:** the mobile account will have to be reactivated by the user in order for the notifications to be sent (activation process has to be done again in order to get the approval notifications).

**This feature is compatible with both iOS and Android devices.**



## [MOBILE] EMPTY STATE SCREEN INTEGRATION

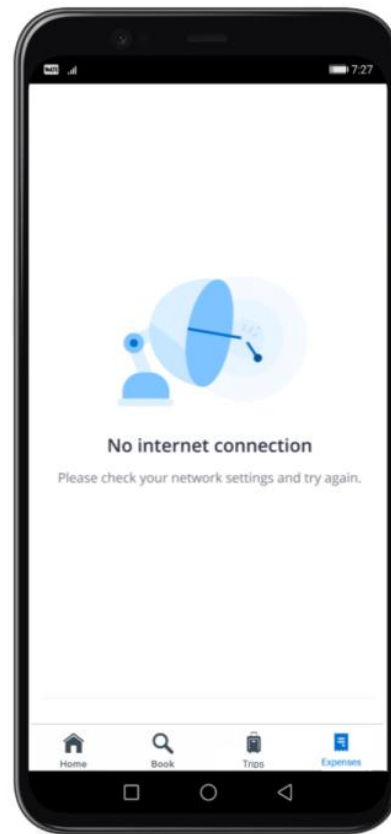
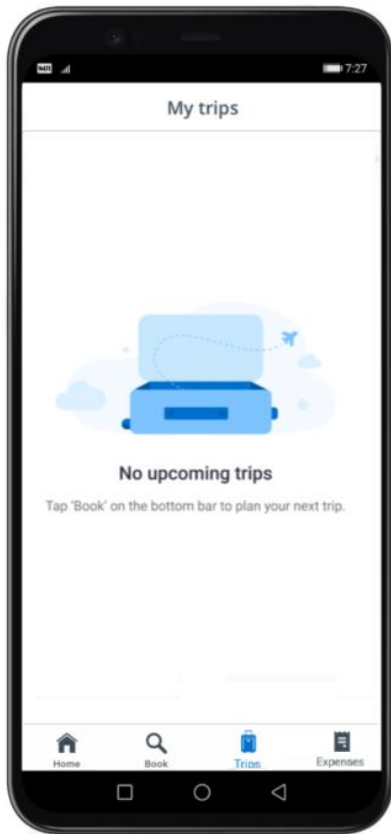
|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>GDS SUPPORTED</b> | N/A                                             |
| <b>COUNTRY</b>       | All                                             |
| <b>ACTIVATION</b>    | Automatic<br>Only applicable for Neo mobile App |

### SYNOPSIS

With the objective to increase user satisfaction and improve the Neo mobile experience, empty state screens have been integrated in the Neo mobile app.

Users will now see a clear message on the Neo mobile application which explains to them why a screen is empty and what can they do about it. Empty states are displayed in the following situations:

- Empty trip list
- No network connection







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# NEO EXPENSE

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## [ACCOUNTING MODULE] NEW PENDING LIST FOR ACCOUNTANTS

|              |                                   |
|--------------|-----------------------------------|
| MADE FOR...? | Accountant                        |
| COUNTRY      | All                               |
| ACTIVATION   | On request if Neo expense enabled |

### SYNOPSIS

The accounting module is currently undergoing a complete redesign in order to give an improved user experience to accountants and help them manage expense reports more efficiently. Step by step, a new interface will be delivered to users, as well as enhancements on the features and components within this module.

From Neo v21.4, accountants can use the new expense reports pending list.

This new version will require an activation per customer in Admin Suite. Please contact your account manager for more details.

### WHAT'S NEW?

#### For Neo Mobile:

A user-friendly interface will be integrated into the Accounting module. Additionally, an enhanced list display will be clearer and more efficient to use.

Further new functionalities have been added to the list. This includes:

- Employee's company
- Last approval status
- A new accounting decision
  - For accountants who approve expense reports after managers, the **disagreement** button has been replaced by the **Put on hold** button. This button has the same behavior as the previous **Disagree** button. By giving it a new name, the functionality of this button is made clearer to users.
  - The accounting status remains as rejected which is the same as at present.
  - This feature enables to **Put on hold** the expense report which requires further attention before being approved. These expense reports are then highlighted in the pending list with a flag icon, and can also be filtered by clicking on the **On hold filter** button.



## Accounting management

Type expense report ID Open Report

Reports to control Export Search

On hold (15) ×

| Expense report name       | Employee                               | Compliance | Amount               | Approval Status         |
|---------------------------|----------------------------------------|------------|----------------------|-------------------------|
| August 2021 (4)<br>180036 | Mr British Traveller<br>United Kingdom | COMPLIANT  | 10.61 GBP            | APPROVED <span>✖</span> |
| June 2021<br>179711       | Mr British Traveller<br>United Kingdom | COMPLIANT  | 110 GBP<br>150 GBP ⓘ | APPROVED <span>✖</span> |

## Accounting management

Type expense report ID Open Report

Reports to control Export Search

On hold (15)

| Expense report name        | Employee                                | Compliance    | Amount               | Approval Status         |
|----------------------------|-----------------------------------------|---------------|----------------------|-------------------------|
| August 2021 (4)<br>180036  | Mr British Traveller<br>United Kingdom  | COMPLIANT     | 10.61 GBP            | APPROVED <span>✖</span> |
| August 2021 (3)<br>180035  | Mr British Traveller<br>United Kingdom  | COMPLIANT     | 20 GBP               | REQUESTED               |
| June 2021<br>179711        | Mr British Traveller<br>United Kingdom  | COMPLIANT     | 110 GBP<br>150 GBP ⓘ | APPROVED <span>✖</span> |
| May 2021 (2)<br>179626     | Mr British Accountant<br>United Kingdom | COMPLIANT     | 10.61 GBP            | APPROVED <span>✖</span> |
| March 2021 (3)<br>179470   | Mr British Traveller<br>United Kingdom  | NON COMPLIANT | 15 GBP<br>500 GBP ⓘ  | APPROVED <span>✖</span> |
| February 2021<br>179078    | Mr British Traveller<br>United Kingdom  | COMPLIANT     | 33.66 GBP            | APPROVED <span>✖</span> |
| January 2021 (2)<br>179057 | Mr British Traveller<br>United Kingdom  | COMPLIANT     | 88.41 GBP            | APPROVED <span>✖</span> |

**This new list is the first version of the new accounting module, and does not yet include all features available from the previous version such as:**

- Multi-approvals from the list
- The expense reports which have been already received agreements and are pending payment will not be displayed.
- PDF files can only be downloaded from the expense report
- The list will display up to 200 expense reports.



## [OCR] SCANNED RECEIPTS: VAT AUTOMATICALLY FILLED IN

|              |           |
|--------------|-----------|
| MADE FOR...? | Traveller |
| COUNTRY      | All       |
| ACTIVATION   | Automatic |

### SYNOPSIS

When a receipt is scanned using OCR technology, the VAT rate will be automatically selected if the VAT rate read by the OCR matches the rate of one of the configured VAT rules.

The VAT rate and VAT amount will be automatically filled-in by the information read by the OCR on the receipt, or calculated based on the VAT rule

This feature works for single VAT and for manual VAT configurations only.



# GLOBAL BUSINESS TRAVEL

## ABOUT NEO

American Express Global Business Travel, the world's largest TMC, acquired KDS and its flagship offering, Neo™, in 2016 as part of its vision for a complete and modern business travel experience. Neo is an award-winning, unified SaaS platform that streamlines the end-to-end processes for arranging and managing business travel while helping to automate travel-related expense management. Neo also unifies the complex ecosystem of travel suppliers and payment providers, making everything accessible through one simple interface. The elegant, easy-to-use tool help companies increase productivity and turn travel spend into an investment for growth.