

# Neo Product Update

NEO 23.1

SERVICE PACK 1

## Product Highlights

### *JANUARY 2023*

The Neo Product Team is proud to announce that the first release of 2023 was deployed as of 21 January 2023!

Many features have been introduced into both the Neo travel and expense modules.

The multi-VAT feature was introduced for Neo Expense in our Neo 23.1 version. Details on these new features are available in the latest release notes, available on Neo Drive. In both this service pack and upcoming communications, even more improvements will be announced for multi-VAT.

Please reach out to your contacts at Neo if you would like to know more about the features for Neo travel and expense!

## AT A GLANCE

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## DEFINITION OF COMPANY SCOPES IN ADMIN SUITE

The option to define a company scope where users with administrator-level access can manage was integrated into Neo for Admin Suite in a previous version of Neo.

The screenshot shows the 'Administrators: Business Unit A' section of the Neo Admin Suite. A modal window is open for editing the 'Administration Scope' for the user 'DOE John, - john.doe@acme.com'. The modal displays a list of company scopes: 'Business Unit A', 'Business Unit B', 'France' (highlighted), and 'My Root Company'. The 'Save' and 'Cancel' buttons are visible.

Defining a scope for these users is a best practice since it prevents having to set up distinct accounts for administrators and reporting managers from their main Neo traveler account. This practice is also more secure as those profiles can then be managed through the customer's automated HR feed (Dataloading or Profile API), so that there is no risk of these profiles lingering in Neo if people leave the company or change internal positions and then lose their Neo admin/reporting privileges.

Further improvements had been made towards this process since Neo 21.1. This includes Neo supporting administrator and reporting scopes in Profile API as well as the support for SSO direct link to both admin and reporting modules (amongst other pages), whether in IdP-initiated or SP-initiated mode.

The screenshot shows the 'Local SAML Configuration: My Root Company' page. The 'Access to Admin Suite' section is highlighted with a red box, showing the 'IdP-initiated URL' and 'SP-initiated URL' fields. The 'IdP-initiated URL' is 'https://w.mykds.com/dispatch/redirect/corporate/ST/Saml2HttpPostResponseHandler.ashx' and the 'SP-initiated URL' is 'https://w.mykds.com/dispatch/redirect/corporate/Saml2HttpPostRequestSender.ashx?AssertionIssuer=&RelayState=app.administratorWorkspace'. The 'Apply Modifications' button is visible.



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# NEO TRAVEL

## [GDS] TRAVELFUSION: SUPPORT OF THE TITLE “MS”

MADE FOR...?	Traveler   Arranger   Travel Manager
ACTIVATION REQUIRED?	No

### SYNOPSIS

Travelfusion now allows users to choose the title Ms. (rather than Mrs.).

When this title is chosen, it will now appear in the airline record.

# NEO EXPENSE

## [MULTI-VAT] EXPENSE LINE HISTORY

MADE FOR...?	Accountant
ACTIVATION REQUIRED?	No

### SYNOPSIS

Changes are displayed in the history of an expense line when the accountant directly edits the VAT / deductible VAT information, or edits the fields which effect the VAT / deductible VAT.

Now, the multi-VAT feature allows users to see which VAT is updated in the history of an expense line.

**History details** ×

01/02/2023 16:10  
Mr User A  
Created.

01/02/2023 16:10  
Mr User A  
Receipt file 95e8ee36-9155-47b7-ace9-213a62173259.pdf uploaded.

02/02/2023 08:51  
Mr Accountant A  
VAT amount has changed from 0.50 EUR to 0.59 EUR for the VAT 10% VAT rule

02/02/2023 08:51  
Mr Accountant A  
Deductible VAT amount has changed from 0.50 EUR to 0.59 EUR for the VAT 10% VAT rule.

## [MULTI-VAT] NEW “ACCOUNTANT ONLY” MODE

MADE FOR...?	Accountant
ACTIVATION REQUIRED?	No

### USE CASE

On a dinner receipt in France, food and non-alcoholic drinks are taxed at 10% while alcoholic drinks are taxed at 20%.

### SYNOPSIS

Neo now supports a new mode for multi-VAT applied to different items: “Multi-VAT – The accountant allocates the VAT amount to one or several VAT rules.”

With this mode, the VAT section will not be displayed to users. The default VAT rule is selected, and the VAT amount is automatically calculated.

Only the accountant has access to the VAT section; and only they are able to edit VAT information in multi-VAT.

# PLATFORM

## [ADMIN SUITE] DIALOGUE BOX FOR COMPANY DELETION

MADE FOR...?	Neo Admin
ACTIVATION REQUIRED?	No

### SYNOPSIS

The deletion confirmation page has been updated for clarity when the data for trips, expenses or user profile data has been deleted. This has been performed for the following reasons:

- To now mention the name of the company being deleted, which will aim to avoid any mistake
- Explain what will happen to user profiles, trips, and expense data.
- Provide guidance if data must be removed from Neo earlier than the normal retention duration.

