

<p><b>SAP Concur Release Notes</b></p> <p><b>Analytics Essentials and Analytics</b></p> <p>Available to Concur Standard</p>	
<b>Month</b>	<b>Audience</b>
Release Date: March 2021 Initial Post: <b>Wednesday, March 18, 2:30 PM PT</b>	Client <b>FINAL</b>

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# Release Notes

## New Report Column

### Is Active Column

#### Overview

With this release, Analytics Essentials and Analytics users can now access the new **Is Active** column in the **Employee Roles** report. The **Is Active** column displays whether an employee is active.

The **Employee Roles** report also has a new **Is Active** filter and a new **Employee ID** group.

#### What the User Sees

- ▶ **To access the new Is Active column in the Employee Roles report:**

Either:

- Click **All > Employee Roles**  
-or-
- Click **Expense > Employee Roles**

The screenshot shows the 'Employee Roles' report interface. On the left, there are three filter dropdowns: 'IS ACTIVE' (set to 'Is Active'), 'ROLE NAME' (set to 'Role Name'), and 'EMPLOYEE NAME' (set to 'Employee Name'). Below these filters are 'Cancel' and 'Update' buttons. The main table has columns for 'Employee Name', 'Employee ID', 'Is Active', and 'Role Name'. The 'Is Active' column is highlighted with a red box, and the 'Employee ID' and 'Role Name' columns in the dropdown menu are also highlighted with a red box.

Employee Name	Employee ID	Is Active	Role Name
Expense User			
Adam	1015	Yes	Expense User
Adam	1037	Yes	Expense User
Allen	1028	Yes	Expense User
Anil	1002	Yes	Expense User
Aryaa	1008	Yes	Expense User
boss	boss	Yes	Expense User
both	both	Yes	Expense User
caroline	caroline	Yes	Expense User
Caroline	1021	Yes	Expense User
caroline	caroline	Yes	Expense User

Users can use the new **Is Active** filter to filter the **Employee Roles** report by active and inactive employees.

The new **Employee ID** group allows users to group the employee data in the report by employee ID.



For more information on this report and others, refer to the [Analytics Essentials and Analytics Dashboards and Reports Catalog](#).

### **Configuration / Feature Activation**

These changes occurred automatically; there are no additional configuration or activation steps.

# Client Notifications

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## Browser Certifications and Supported Configurations

### Monthly Browser Certifications and Supported Configurations

The *SAP Concur Release Notes – Monthly Browser Certifications* document lists current and planned browser certifications. The document is available with the other SAP Concur monthly release notes.

The *Concur Travel & Expense Supported Configurations – Client Version* guide is available with the setup guides, user guides, and other technical documentation.

## Subprocessors

### SAP Concur Non-Affiliated Subprocessors

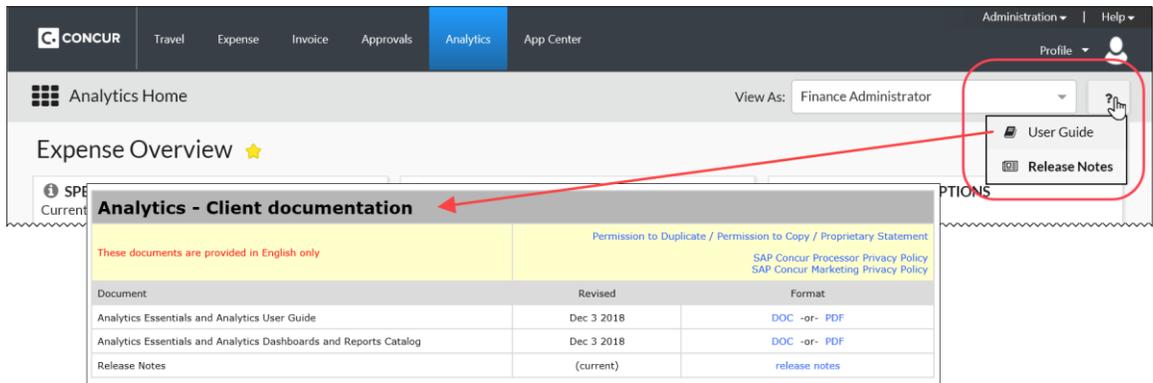
The list of non-affiliated subprocessors is available here: [SAP Concur list of Subprocessors](#)

If you have questions or comments, please reach out to: [Privacy-Request@Concur.com](mailto:Privacy-Request@Concur.com)

# User Guide, Catalog, and Release Notes

## Available Here

To access the help documentation, the user can click  in the upper-right corner of the page and then - in the **Format** column - either click the **DOC** or **PDF** links.



The screenshot shows the SAP Concur Analytics Home interface. The top navigation bar includes 'CONCUR', 'Travel', 'Expense', 'Invoice', 'Approvals', 'Analytics', and 'App Center'. The 'Analytics' tab is active. In the upper right corner, there is a 'Profile' dropdown menu and a help icon (question mark). A red circle highlights the help icon, and a red arrow points from it to a dropdown menu containing 'User Guide' and 'Release Notes'. Below this, a table titled 'Analytics - Client documentation' is visible. The table has columns for 'Document', 'Revised', and 'Format'. The 'Format' column contains links for 'DOC -or- PDF' and 'release notes'. A yellow banner at the top of the table states 'These documents are provided in English only'.

Document	Revised	Format
Analytics Essentials and Analytics User Guide	Dec 3 2018	DOC -or- PDF
Analytics Essentials and Analytics Dashboards and Reports Catalog	Dec 3 2018	DOC -or- PDF
Release Notes	(current)	release notes

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