

SAP Concur Release Notes Analysis / Intelligence	
Month	Audience
Release Date: January 22, 2022 Initial Post: Friday, January 21, 2022	Client – FINAL

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Release Notes

This document contains the release notes for Analysis and Intelligence.

NOTE: Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the [Shared Changes Release Notes](#).

Model Changes

New Fields: Meal Type Code and Lodging Type Code

With this release, there are new travel allowance-related fields for Expense.

Description: The new **Meal Type Code** and **Lodging Type Code** fields will allow users to report on additional daily allowance information for travel allowances. These fields were added to the model for use with the new Travel Allowance Service.

NOTE: The Travel Allowance Service is a limited availability feature. The classic Travel Allowance feature remains available to all clients.

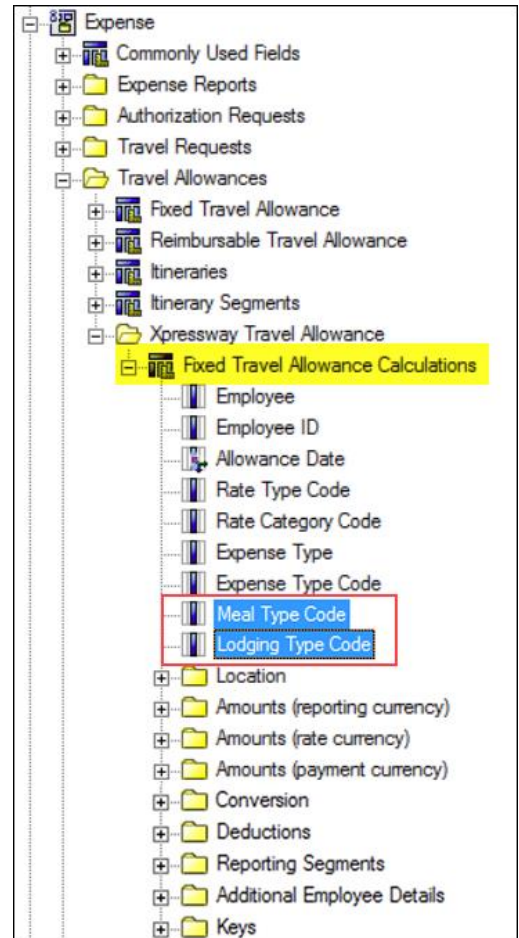


For general information about travel allowance solutions, refer to the Travel Allowance (classic) and Travel Allowance Service (NextGen UI) [guides](#).

Expense > Xpressway Travel Allowance

The new travel allowance-related fields for Expense are:

- **Folder:** Expense > Travel Allowances > Xpressway Travel Allowance > Fixed Travel Allowance Calculations
- Field:**
 - ◆ Meal Type Code
 - ◆ Lodging Type Code



Updated Translation for Attendee Terms (Traditional Chinese) – Model

Overview

With the September 2021 release, SAP Concur changed the following terms in the Traditional Chinese version of the SAP Concur user interface to bring consistency to the translation of Attendee(s):

English Term	Current Translation	Updated Translation
Attendee	出席者	參與者
Attendees	出席者	參與者

With the December 2021 release, SAP Concur changed these terms in the Traditional Chinese version of the applicable reports and report **Prompts** pages in Analysis and Intelligence.

With the January 2022 release, SAP Concur changed these terms in the Traditional Chinese version of the Cognos data model. Now that these terms are changed in the data model, any custom reports created using Chinese (Taiwan) that contain the attendee columns need to be updated to the new version of the attendee columns.

NOTE: This change might impact your company's internal documentation or training materials.

BUSINESS PURPOSE / CLIENT BENEFIT

These revisions provide a more accurate translation and improved user experience.

Configuration / Feature Activation

There are no configuration or activation steps; this change occurred automatically.

Report Changes

There are no report changes this month.

Other Changes

File Transfer Updates: **Ongoing**** SAP Concur Legacy File Move Migration**

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Release Notes: Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

File Transfer Updates: Rotating PGP Key Available for File Transfers

This feature is now documented in the [Shared Changes Release Notes](#).



For more information, refer to *Release Notes: Shared Planned Changes Moving to New Shared Changes Release Notes* in this document.

Release Notes: Shared Planned Changes Moving to New Shared Changes Release Notes

Overview

Beginning with the January 2022 draft release notes, shared (SAP Concur cross-product) changes, shared planned changes, and changes to SAP Concur core technologies are published in a new document, *Shared Changes Release Notes*. This document replaces the current *Shared Planned Changes Release Notes*.

Shared and core technology features and changes include, but are not limited to:

- Security-related changes—for example, annual security certificate renewals, changes to support for security ciphers, changes in support for security protocols, and changes to username and password requirements.
- UI design changes that impact all products—for example, changes to the functionality or appearance of the SAP Concur home page, the addition or removal of links from the site header or footer, changes to the user profile page, and theme changes that impact the overall look and feel of the SAP Concur site.
- Sign-in process changes—for example, the addition or removal of sign-in features, URL changes, domain-name changes, and changes to verified email.

- Changes to production or test environments.
- Changes that impact site-wide settings, changes to global settings, and changes to pages for configuring site-wide or global settings—for example, changes to the User Administration page, changes to Product Settings for Standard Edition, and the introduction of new administration tools.

Previous Process

SAP Concur User Assistance published the *Shared Planned Changes Release Notes* in coordination with each monthly release. This document included shared and core features and changes that SAP Concur plans to implement in the future. When those changes were officially released, the release or implementation of the change was distributed and documented in the product-specific release notes—for example, the Concur Expense, Concur Invoice, Concur Request, or Concur Travel release notes.

New Process

Beginning in January 2022, the implementation of shared and core features, and changes to existing shared and core features are now documented in the new *Shared Changes Release Notes*. This applies both when the features and changes are planned changes and when they are officially released. The shared/core release notes will no longer be distributed to product-specific release notes.

Changes that are specific to one product and that impact that product's functionality or UI for admins or for end users will continue to be documented in that product's release notes.

BUSINESS PURPOSE / CLIENT BENEFIT

This change reduces duplication of information, ensures that the product-specific release notes contain product-specific information, and provides a single source for SAP Concur shared changes and changes to core technologies.

Configuration / Feature Activation

This process change occurred automatically.



For more information and for information about the implementation of shared and core features, changes to existing shared and core features, and planned changes to shared and core features, refer to the [SAP Concur Shared Changes Release Notes](#).

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

NOTE: The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the [Shared Changes Release Notes](#).

Report Changes

****Planned Changes** Removed Report: User Rating Summary – Travel**

Information First Published	Information Last Modified	Feature Target Release Date
June 2021	August 13, 2021	TBD
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

The User Rating Summary – Travel report will be removed from the **Analysis - Standard Reports** folder in Analysis and the **Intelligence - Standard Reports** folder in Intelligence.

The User Rating Summary – Travel report will be removed from our standard report offering as there has been minimal utilization, and we want to ensure we are investing in standard reports that bring the most value to our customers.

We are currently working on a new solution for capturing detailed and actionable feedback about our products and services.



For more information, refer to the *Miscellaneous | **Planned Changes** 5-Star Rating Replaced with New Survey* release note in the August 2021 Concur Travel release notes.

If you need to retain your existing user rating data, you can download your historical data before the report is removed.

Additional information will be available in future release notes.

Location of the Report

The User Rating Summary – Travel report is currently located here:

- Analysis - Standard Reports > Administration
- Intelligence - Standard Reports > Administration

Other Changes

Planned Changes Update to IBM Cognos Version 11

Information First Published	Information Last Modified	Feature Target Release Date
July 2020	October 8, 2021	TBD
Any changes since the previous monthly release are highlighted in yellow in this release note.		

Overview

Analysis and Intelligence are powered by IBM® Cognos®. Cognos will be updated to v11 for Analysis and Intelligence.

This update will bring some enhancements to Analysis and Intelligence, such as the following:

- Enhancements to the user interface (UI):
 - ◆ More modern looking interface
 - ◆ Instead of hovering over actions such as 'run a report', 'schedule a report', and more menu items, they can be found with just a right click.
- Existing Report Studio will be renamed to **Report** in Cognos v11
 - ◆ Includes data element searching within the Concur Data Warehouse Model

NOTE: Standard Reports and existing data elements offered within the Concur Data Warehouse Model will remain unchanged.



For more information, refer to [Cognos 11 User Interface Update](#).

Additional information will be available in future release notes.

Update Schedule

In advance of this update, we launched an early access program on July 10, 2021. This is not open for other customers to join, but it provides an opportunity for us to prepare for the full update.

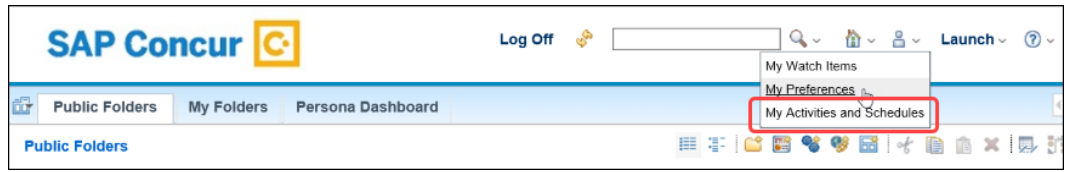
After the early access program, we are planning to update the Analysis/Intelligence UI in groups of customers. We will update the UI automatically for each group of customers over a weekend, avoiding some weekends around holidays. We are planning to start this in November 2021 for some customers, and the update will continue into 2022.

We are updating by entity; customers with multiple entities or test sites may have different update timeframes across all their sites. You will receive a 30-day notification before we update your solution.

Due to technical reasons, we are not able to schedule any specific entity's update; the dates are planned to be pre-determined, and customers cannot move to Cognos v11 earlier or later.

NOTE: Customers should pause on authoring new reports on the Friday before they are scheduled to be updated. Any reports in progress over their update weekend may not be reflected after the update. After the update, Schedule Owners may need to renew their credentials in order to maintain or create report schedules and jobs.

Any scheduled reports queued during the assigned weekend update window will not run, similar to your experience during a regularly scheduled maintenance window. Be aware of any scheduled reports you currently have running on a weekly, monthly, or other cadence. Only the owner of the schedule can view this. You can find the re-occurring report schedules as shown below in Cognos 10 in **My Activities and Schedules**:



Client Notifications

Accessibility

Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the [Accessibility Updates](#) page.

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

Supported Browsers

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the [Concur Travel & Expense Supported Configurations](#) guide.

When changes to browser support are planned, information about those changes will also appear in the [Shared Changes Release Notes](#).

Additional Release Notes and Other Technical Documentation

Online Help


Any user can access release notes, setup guides, user guides, admin summaries, monthly browser certifications, supported configurations, and other resources via online Help or directly on the SAP Help Portal.

Use the links in the **Help** menu in the app, or search for your SAP Concur product (Concur Expense, Concur Invoice, Concur Request, or Concur Travel) on the SAP Help Portal (<https://help.sap.com>) to view the full set of documentation for your product.

Analysis / Intelligence Documentation – concurtraining.com

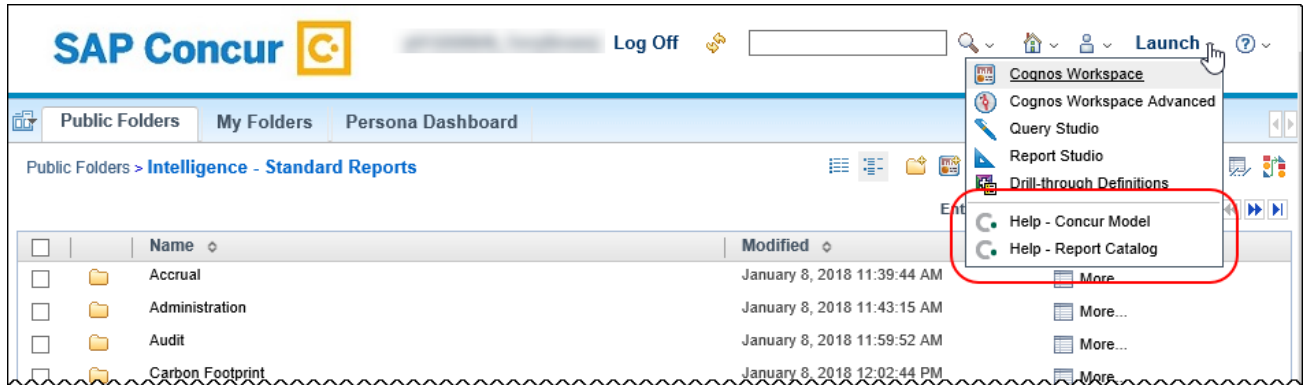
The Analysis / Intelligence documentation is available on the **Help for Cognos Reporting Tools** page:

http://www.concurtraining.com/customers/tech_pubs/Docs/Cognos/ CTE_chp.htm

Help for Cognos Reporting Tools - Analysis/Intelligence User Guides		SAP Concur 
<ul style="list-style-type: none"> These documents are provided in English only. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change without prior notice. Always clear your cache before clicking a link below. This will ensure that your machine has not cached an older version. SAP Concur Processor Privacy Policy - and- SAP Concur Marketing Privacy Policy Permission to Duplicate / Permission to Copy / Proprietary Statement 		<p>Examples:</p> <p>Most frequently used Expense data model relationships</p> <p>Most frequently used Invoice data model relationships</p> <p>Most frequently used Travel data model relationships</p> <p>Join points between the different datasets</p>
Overview	Revised	Format
Overview	Feb 9 2019	DOC - PDF
Best Practices - Expense Configuration for Analysis/Intelligence	Aug 18 2018	DOC - PDF
Default Reports		
Default Reports - Summary guide, brief descriptions	Jun 24 2020	DOC - PDF
Samples of Reports by Folder - Catalog, full descriptions, sample prompts, sample output	Jun 24 2020	**FULL BOOK-PDF** **INDIVIDUAL CHAPTERS**
Other User Guides		
Actionable Analytics (Intelligence/Premium)	Oct 4 2018	DOC - PDF
Bursting (Intelligence/Premium)	Jun 10 2020	DOC - PDF
Dashboard Metrics (Intelligence/Premium)	Apr 26 2010	DOC - PDF
Supplier Service (Intelligence/Premium)	Aug 14 2015	DOC - PDF
Data Model		
Data Model - Expense Folder	Jun 24 2020	DOC - PDF
Data Model - Invoice Folder	Apr 13 2019	DOC - PDF
Data Model - Travel Folder	Dec 7 2019	DOC - PDF
Data Model - Budget Folder	Dec 9 2016	DOC - PDF
Data Model - Meetings Folder	Oct 14 2017	DOC - PDF
Data Model - Configuration Folder	Jan 12 2019	DOC - PDF

Analysis / Intelligence Documentation – Cognos

You can also access the Concur Analysis / Intelligence documentation from Cognos. In Cognos, click **Launch > Help – Concur Model** or **Help – Report Catalog**.

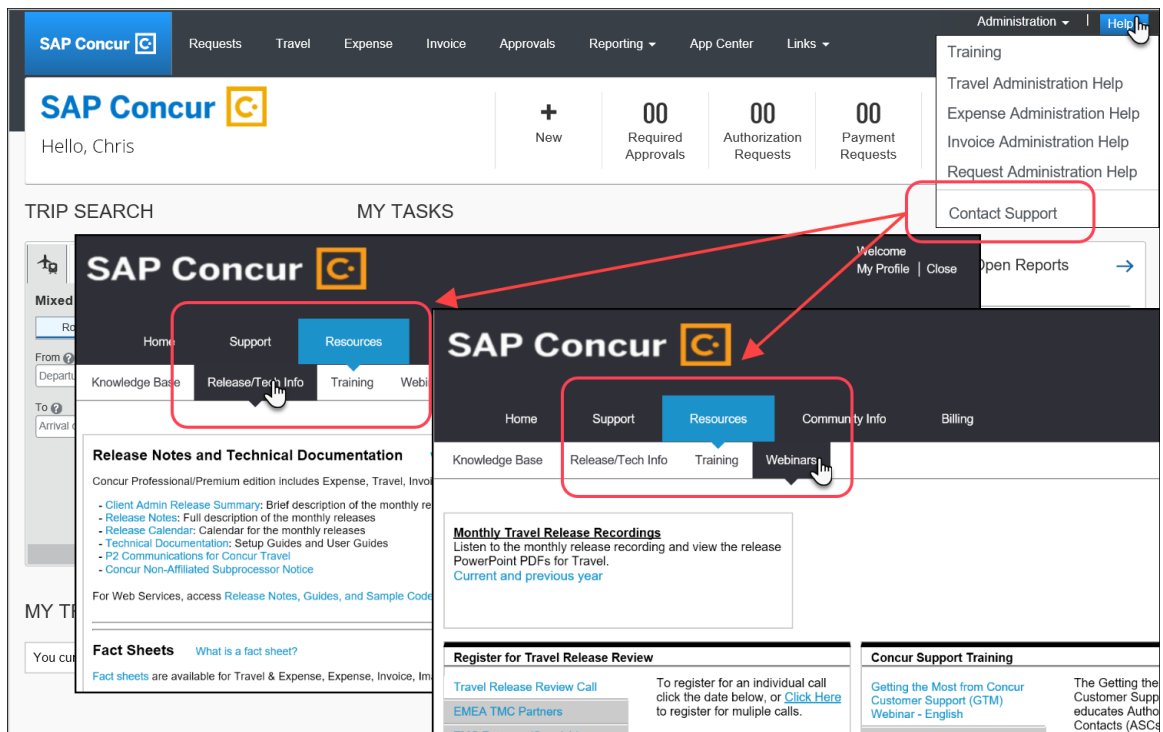


SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the proper permissions, **Contact Support** appears on the **Help** menu. Click to access the SAP Concur support portal, then click **Resources**.

- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.



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