

SAP Concur Release Notes Analysis / Intelligence	
Month	Audience
Release Date: August 20, 2022 Initial Post: Friday, August 19, 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

Removed Field: Has IC Card

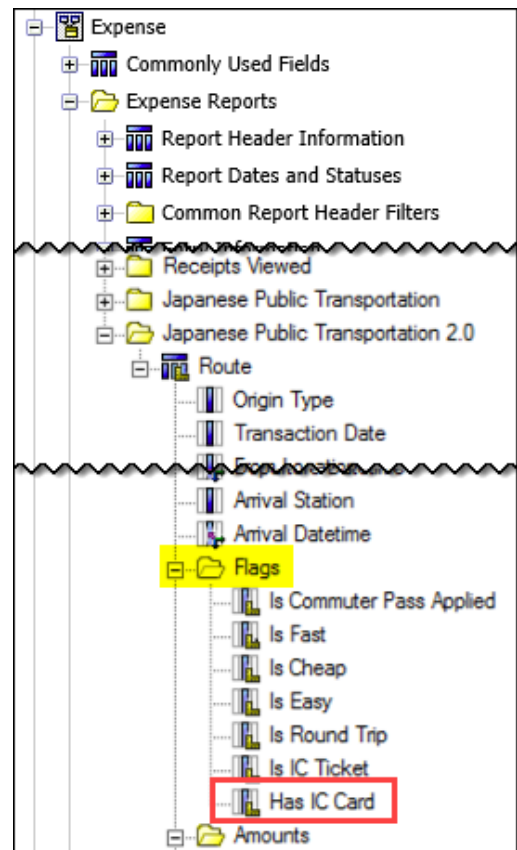
With this release, a Japanese Public Transportation (JPT) 2.0-related field is removed for Expense.

Description: The **Has IC Card** field is removed from the **Japanese Public Transportation 2.0** folder. This field is not needed in the JPT 2.0 data model because in JPT 2.0, we can determine the source of the JPT 2.0 route (Route Search-RSRC or IC Card e-receipt-CARD) by the **Origin Type** field value.

Expense > Expense Reports

The removed JPT 2.0-related field for Expense is:

- **Folder:** Expense > Expense Reports > Japanese Public Transportation 2.0 > Route > Flags
- Fields:**
 - ◆ Has IC Card



Report Changes

New Report: IC Card Utilization Rate (JPT 2.0) (Japan)

Overview

The IC Card Utilization Rate (JPT 2.0) report is a new version of the existing IC Card Utilization Rate report that is specifically designed to only provide data from the JPT (Japan Public Transport) 2.0 feature in the NextGen UI for Concur Expense. The IC Card Utilization Rate report provides utilization rates for IC Cards. The IC Card Utilization Rate report can help Intelligence clients determine the degree of governance and business efficiency for IC card usage using the IC Card data. The report provides IC Card utilization rates by company, division, and users.

NOTE: The IC Card Utilization Rate (JPT 2.0) report does not include the **Number of IC Card Users** page that is available on the original IC Card Utilization Rate report for JPT 1.0. The **Number of IC Card Users** page is based on the **Registration Date** field in the JPT 1.0 data model. The JPT 2.0 data model does not contain the **Registration Date** field.

Similar insight into the IC card usage status by division is available from the **IC Card Utilization Rate by Division (Number of Transactions)** page of the IC Card Utilization Rate (JPT 2.0) report.

The IC Card Utilization Rate (JPT 2.0) report is only available to Intelligence clients using the JPT (Japan Public Transport) 2.0 feature in the NextGen UI for Concur Expense.

Report Prompts

IC Card Utilization Rate

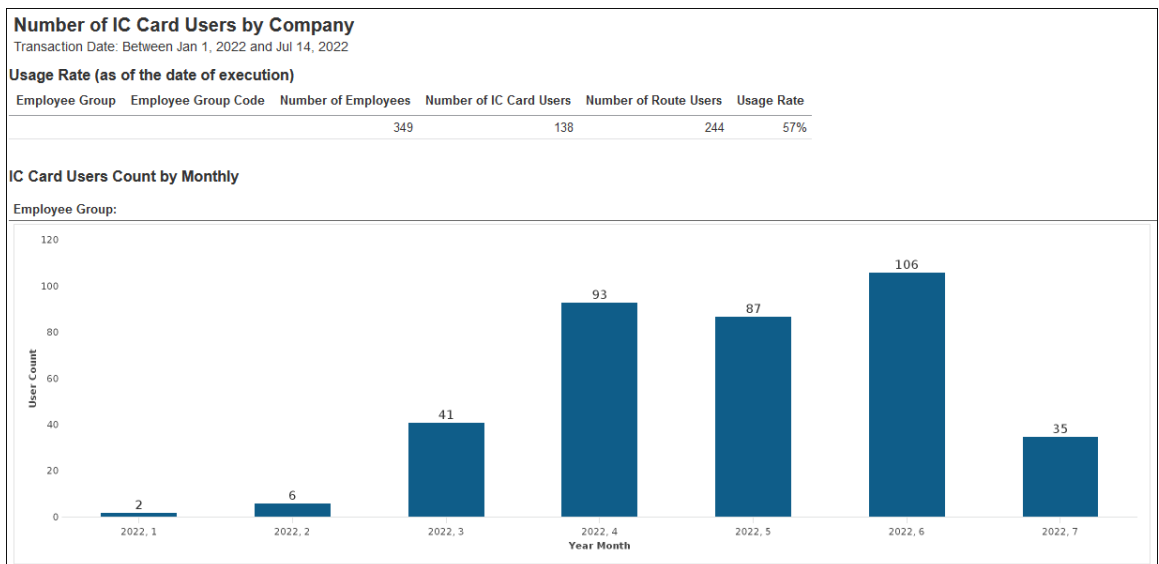
Prompts

Transaction Date	Employee Group	Company
<p>From:</p> <p>* Jan 1, 2022 <input type="text" value="Jan 1, 2022"/> </p> <p>To:</p> <p>* Jul 14, 2022 <input type="text" value="Jul 14, 2022"/> </p>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center;">Select all Deselect all</p>	<div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="background-color: #cccccc; width: 100px; height: 100px; margin: 5px;"></div> <p style="text-align: center;">Select all Deselect all</p>
<input type="button" value="Cancel"/>		<input type="button" value="OK"/>

Report Output

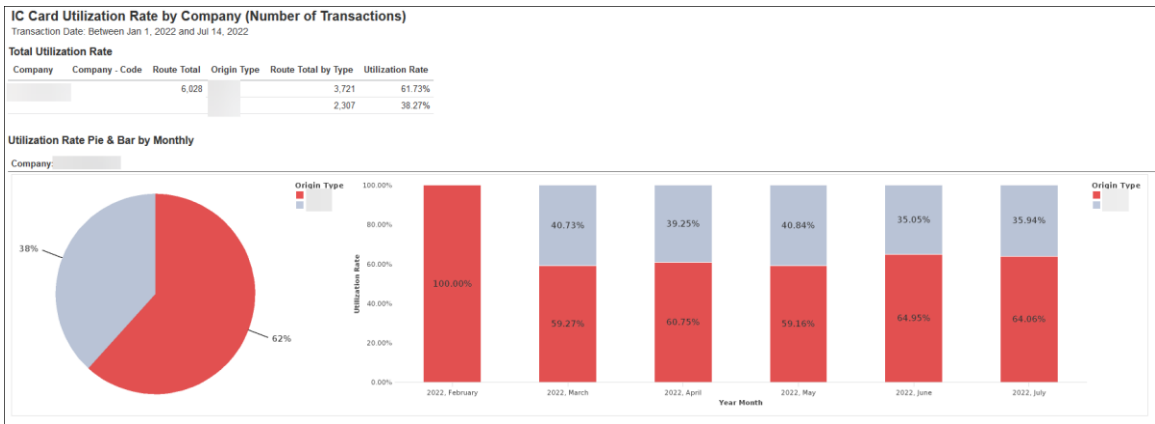
This report includes these columns:

- Employee Group
- Employee Group Code
- Number of Employees
- Number of IC Card Users
- Number of Route Users
- Usage Rate
- Division
- Division – Code
- Employee Key
- Average
- Company
- Company – Code
- Route Total
- Origin Type
- Route Total by Type
- Utilization Rate
- Number of Route
- %



Number of IC Card Users by Division (as of the date of execution)

Employee Group	Employee Group Code	Division	Division Code	Number of Employees	Number of IC Card Users	Usage Rate
				1	0	0.00%
				1	0	0.00%
				31	3	9.68%
				38	7	18.42%
				38	13	34.21%
				67	25	37.31%
				34	13	38.24%
				26	10	38.46%
				111	71	63.96%
				1	1	100.00%



IC Card Utilization Rate by Division (Number of Transactions)
Transaction Date: Between Jan 1, 2022 and Jul 14, 2022

Company: [Redacted]

	2022											
	February		March		April		May		June		July	
	Number of Route	%	Number of Route	%	Number of Route	%	Number of Route	%	Number of Route	%	Number of Route	%
			6	46.15%	61	62.89%	36	63.16%	59	65.56%	14	66.67%
			7	53.85%	36	37.11%	21	36.84%	31	34.44%	7	33.33%
			161	77.78%	733	73.74%	811	71.02%	877	75.93%	125	80.65%
			46	22.22%	261	26.26%	331	28.98%	278	24.07%	30	19.35%
					10	9.17%	30	18.75%	22	19.47%	2	10.53%
					25	100.00%	99	90.83%	130	81.25%	91	80.53%
							17	26.56%	16	24.62%		
					10	100.00%	47	73.44%	36	72.00%	49	75.38%
					2	16.67%	31	39.74%	36	43.90%	43	44.33%
					10	83.33%	47	60.26%	46	56.10%	54	55.67%
					13	43.33%	80	47.34%	62	36.26%	117	55.71%
					17	56.67%	89	52.66%	109	63.74%	93	44.29%
					8	53.33%	61	60.40%	48	56.47%	67	60.36%
					7	46.67%	40	39.60%	37	43.53%	44	39.64%
			9	100.00%	19	48.72%	46	50.00%				
					20	51.28%	46	50.00%			1	100.00%
					2	40.00%	3	20.00%			2	15.38%
					3	60.00%	12	80.00%			11	84.62%
							1	100.00%				
							5	100.00%			5	100.00%
									3	100.00%		

Location of the Report

The report is located here:

- Intelligence - Standard Reports > Market Specific Reports > Japan



More information about the IC Card Utilization Rate (JPT 2.0) report will be available in Chapter 13: *Folder – Market Specific Reports* in the *Standard Reports by Folder* guide.

Default Year Updated for Date Fields on the Prompts Page

Overview

For some reports, the default year for a date field on a report's **Prompts** page will now default to the current year.

BUSINESS PURPOSE / CLIENT BENEFIT

This update helps prevent inadvertently running reports for a large date range when there are years of data in the database for a report to pull from.

Affected Reports

The default year for date fields on the **Prompts** page is updated to the current year for the following reports in the **Analysis - Standard Reports** and **Intelligence - Standard Reports** folders:

- **Range Type** field updated for Administration > Expense and Travel Overview
- **Year** field updated for Audit > Report Entry Exceptions
- **Year** field updated for Audit > Report Header Exceptions
- **Transaction Year** field updated for Expense Processing > Expense Accounting Analysis
- **Process Payment Year** field updated for Invoice > Request Header Exceptions
- **Process Payment Year** field updated for Invoice > Request Line Item Exceptions

End-User Experience

The date field on a report's **Prompts** page defaults to the current year.

In this example, when the **Year to Date** option is selected for the **Range Type** field, the report will generate the year-to-date data for the current year, 2022.

The screenshot shows a dialog box titled "EXPENSE AND TRAVEL OVERVIEW" with a sub-section "Prompts". Inside the prompts area, there is a field labeled "Range Type:" with a blue background. To its right are two radio button options: "Year to Date" (which is selected) and "Month Range". Below these options are two buttons: "Cancel" and "Finish".

In this example, the **Transaction Year** field defaults to the current year, 2022.

The image shows a dialog box titled "Expense Accounting Analysis". It contains two main sections under the heading "Prompts". The first section, "Transaction Year:", features a list of years from 2020 to 2030. The year 2022 is highlighted in blue and enclosed in a red rectangular box. Below the list are the options "Select all" and "Deselect all". The second section, "Payment Status:", is currently empty. At the bottom of the dialog are "Cancel" and "Finish" buttons.

Configuration / Feature Activation

This update is automatically available; there are no additional configuration or activation steps.

Other Changes

****Ongoing** Update to IBM Cognos Version 11**

Information First Published	Information Last Modified	Feature Target Release Date
July 2020	April 15, 2022	Ongoing in 2022
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.

Update Schedule

The Cognos v11 update is underway. This update to the Analysis/Intelligence UI happens automatically for customers over a weekend, so be sure on the Friday prior to the Cognos v11 update to save any reports in-progress, just as you would during a typical release.

The update occurs to an entire server simultaneously and each server can contain hundreds or thousands of entities. Customers with multiple entities or test sites may have different update dates for their entities and sites. We are trying to give customers as much advance notice of the update as possible.

When your entity is scheduled for an update, you will see a notification within the Analysis/Intelligence application. Unfortunately, for technical reasons, we are not able to individualize the schedule for each customer, such as updating specific entities earlier or later.

Update Preparation

In anticipation of the update, please visit the [Cognos 11 User Interface Update](#) website where you will find information on the new features and enhancements this update brings.

Also, following the update, you may need to renew your credentials in order to restart any scheduled reports. It only takes a few mouse clicks, and the steps are described on page 5 of the [FAQ](#).

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](#).

Model Changes

Planned Changes Removed Field: Associated Mobile Entry Key

Information First Published	Information Last Modified	Feature Target Release Date
August 19, 2022	--	September 2022
Any changes since the previous monthly release are highlighted in yellow in this release note.		

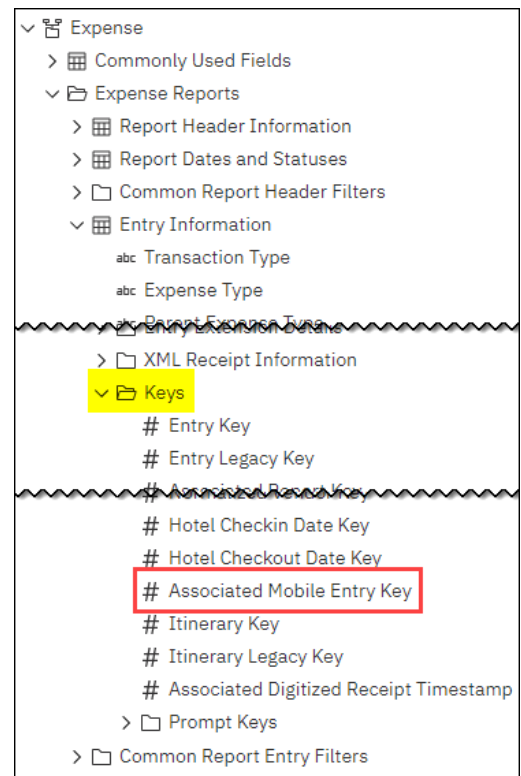
In a future release, a mobile-related field will be removed for Expense.

Description: The **Associated Mobile Entry Key** field will be removed because this field no longer populates report data and the field is being deprecated.

Expense > Expense Reports

The removed mobile-related field for Expense will be:

- **Folder:** Expense > Expense Reports > Entry Information > Keys
- Fields:**
 - ◆ Associated Mobile Entry Key



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](#)

▶ **To access the SAP Concur Sub-processors List:**

1. Click the following link to navigate to the *SAP Sub-processors / Data Transfer Factsheets* page:
[SAP Sub-processors / Data Transfer Factsheets](#)
2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

NOTE: SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to [Your New Support User ID \(S-user\)](#).

3. On the *SAP Sub-processors / Data Transfer Factsheets* page, type "Concur" in the **Search** field.
4. In the **Title** column, click **SAP Concur Sub-processors List**.

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


You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, 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>).

Analysis / Intelligence Documentation – concurtraining.com

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

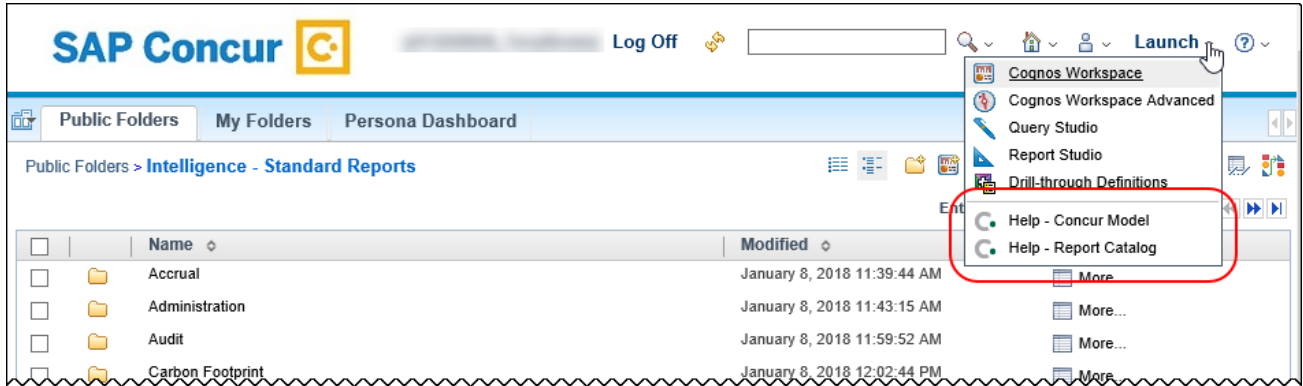
http://www.concurtraining.com/customers/tech_pubs/Docs/Cognos/ CTE_chp.htm

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

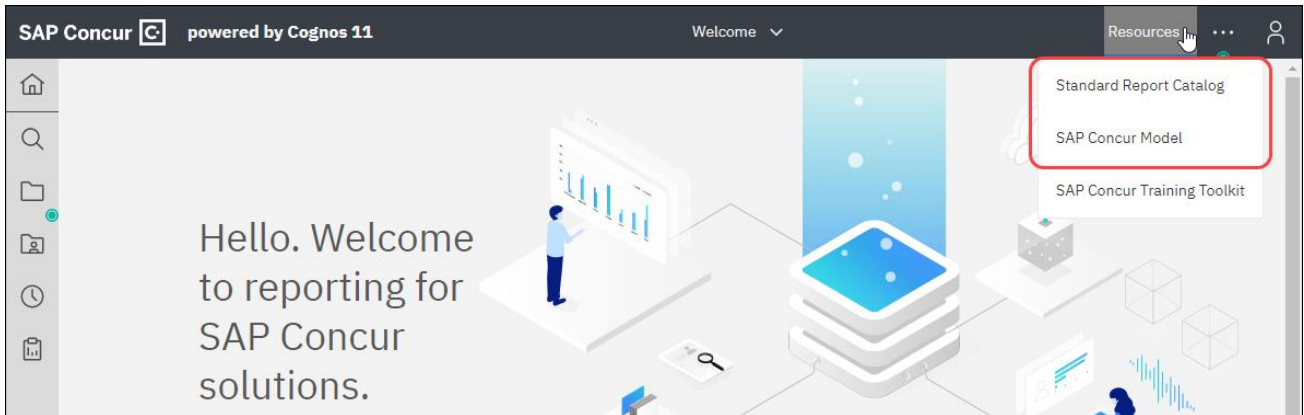
Analysis / Intelligence Documentation – Cognos

You can also access the Concur Analysis / Intelligence documentation from Cognos.

In Cognos 10, click **Launch > Help – Concur Model** or **Help – Report Catalog**.



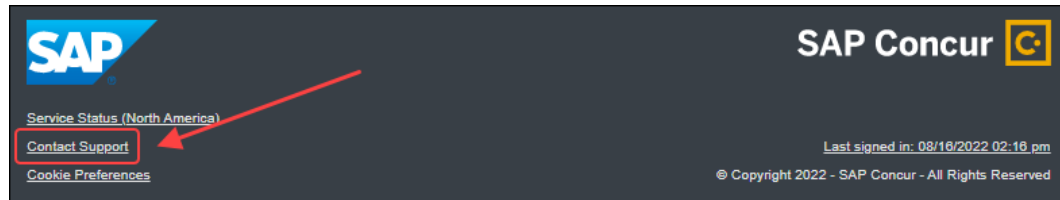
In Cognos 11, click **Resources > SAP Report Catalog** or **SAP Concur Model**.



SAP Concur Support Portal – Selected Users

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

If you have the required permissions, **Contact Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.



Click **Contact Support** 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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