

SAP Concur Release Notes	
Analysis / Intelligence	
Month	Audience
Release Date: April 2024 Initial Post: April 19, 2024	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

Moved Fields: Meal Type and Lodging Type Fields

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

Description: The **Meal Type**, **Meal Type Code**, **Lodging Type**, and **Lodging Type Code** fields are now moved from the **Fixed Travel Allowance Calculations** folder to the **Fixed Travel Allowance Calculations > Deductions** folder. Moving the fields helps improve the report output for these fields. These fields in the model are for use with the new Travel Allowance Service.



For more information about the Travel Allowance Service, refer to the Travel Allowance Service (Current) [guides](#).

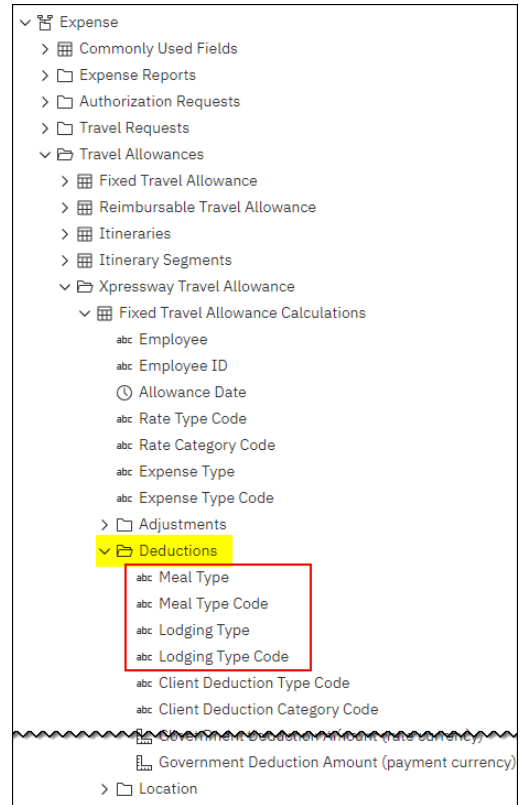
Expense > Travel Allowances

The moved travel allowance-related folders and fields for Expense are:

- **Folder:** Expense > Travel Allowances > Xpressway Travel Allowance > Fixed Travel Allowance Calculations > Deductions

Field:

- ◆ Meal Type
- ◆ Meal Type Code
- ◆ Lodging Type
- ◆ Lodging Type Code



Report Changes

There are no report changes this month.

Other Changes

There are no other changes this month.

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](#).

Other Changes

****Planned Changes** Update to IBM Cognos Version 11.2.4**

Information First Published	Information Last Modified	Feature Target Release Date
April 12, 2024	--	Q2 2024
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 from v11.1.7 to v11.2.4 for Analysis and Intelligence. Version 11.2.4 is an IBM Long Term Support (LTS) release.

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

- Enhancements to the user interface (UI):
 - ◆ More modern looking interface
 - ◆ New menu icon for accessing Cognos features
 - ◆ Updated navigation for reports and report actions

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

Update Schedule

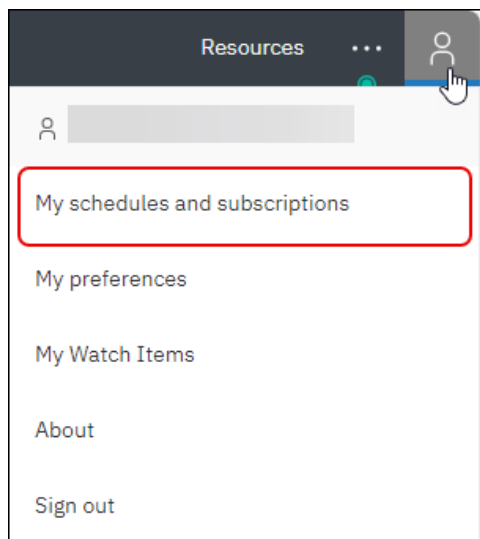
We are planning to update the Analysis/Intelligence UI in groups of customers. We will update the UI automatically for each group of customers over a weekend, avoiding some weekends around holidays.

We are 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 v11.2.4 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 v11.1.7 in **My schedules and subscriptions:**



Additional information will be available in future release notes.

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.

Gender Diversity

Gender Diversity Planned Features and Changes

SAP Concur is committed to supporting gender diversity. Over time we plan to implement product changes to help ensure that SAP Concur solutions support gender non-binary users. These changes will include but are not limited to support for preferred names, non-binary gender options in travel preferences, and non-binary titles.

These planned changes reflect [SAP's commitment to supporting gender diversity](#) and enable gender non-binary users to enter consistent information when making travel arrangements and entering personal information into SAP Concur solutions.

Timelines and details about these ongoing changes will be provided in the SAP Concur release notes:

- [Standard Edition](#)
- [Professional Edition](#)

In-Product User Assistance

Client Customized Content

If your company creates customized content for SAP Concur solutions through a user assistance tool such as SAP Enable Now or Concur User Assistant by WalkMe, the changes described in these release notes might affect your customized content. SAP Concur recommends reviewing the monthly release notes for all of your SAP Concur solutions as well as the Shared Changes Release Notes to confirm whether any of the planned or released changes might impact your internal, customized content.

If any changes in a release impact your content, work with your internal teams to update your content accordingly.

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the *SAP Sub-processors / Data Transfer Factsheets* page.

▶ **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 \(S-user\)](#) and to the [Learn All About S-User IDs](#) blog post.

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.

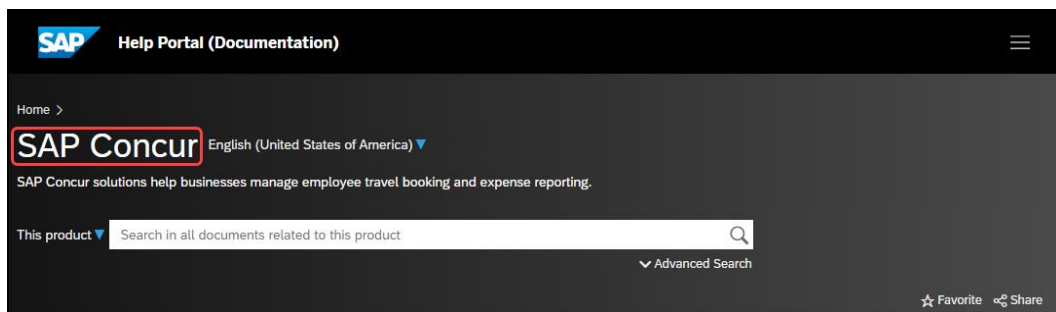
When changes to browser support are planned, information about those changes will also appear in the [Shared Changes Release Notes](#).

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 directly 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 visit the [SAP Concur solutions page](#).



To access the product documentation for Analysis and Intelligence from the SAP Help Portal, on the [SAP Concur](#) page, click the **Analysis/Intelligence User Guides (English Only)** link in the **Product Assistance** section.

SAP Help Portal (Documentation) Browse by Product SAP Learning Journeys What's New

Home >

SAP Concur

 2023_09 ▾ English (United States of America) ▾ Draft

SAP Concur solutions help businesses manage employee travel booking and expense reporting.

This product ▾ Search in all documents related to this product [Advanced Search](#)

☆ Favorite

What's New

Use the following links to find information about recent changes.

Professional Edition Release Note Summaries Translated summaries of the monthly Professional Edition release notes	Standard Edition Release Note Summaries Translated summaries of the monthly Standard Edition release notes
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Product Assistance


Use the following links to find documentation for each SAP Concur solution.

Concur Expense Concur Expense helps businesses manage employee spend.	Concur Request Concur Request helps companies plan spend.	Concur Invoice Concur Invoice allows companies to better manage their supplier and vendor spend.
Concur Travel Concur Travel allows companies to manage employee travel spend.	Analysis/Intelligence User Guides (English Only) Help for Cognos Reporting Tools for Professional and Standard Editions	Analytics User Guides (English Only) Help for Analytics Essentials and Analytics for Standard Edition

Analysis / Intelligence Documentation – concurtraining.com

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

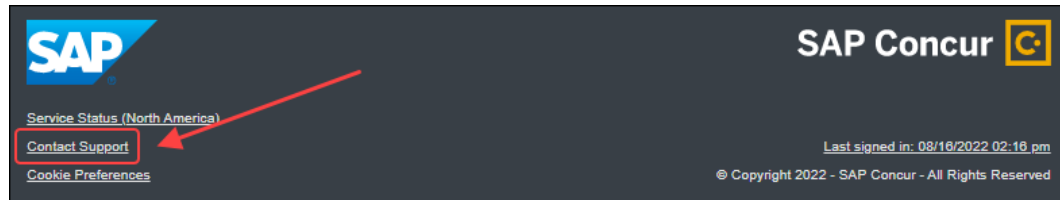
http://www.concurtraining.com/customers/tech_pubs/Docs/Cognos/CTE_chp.htm

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

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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