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| Mobile App User Guide  Budget  **Last Revised: July 5, 2023** | This guide describes the current version, which is shown on the "[Introduction](https://www.concurtraining.com/customers/tech_pubs/MobileDocs/_MOBdoc_CCC.htm)" guide. | | Applies to these mobile devices:  Yes: iPhone  No: iPad  Yes: Android |
| **IMPORTANT:** Be aware that your company's configuration may not allow for all of the features described here. Generally, if a feature is not available in your configuration of the web version of SAP Concur, then it is not available in the mobile app. | | | |
| Budget provides users with the budget management tools - with actionable insights - that helps them to prevent overspend.  With Budget, users can:   * Capture and consolidate data for a holistic view of spending across their organization * Control and adjust their budget to changing business needs * Improve the accuracy and timeliness of their spend | | [Budget 1](#_Toc92890944)  [iPhone 3](#_Toc92890945)  [View Your Budget 3](#_Toc92890946)  [View an Unapproved Invoice Details in Budget 5](#_Toc92890947)  [Android 6](#_Toc92890948)  [View Your Budget 6](#_Toc92890949)  [View an Unapproved Invoice Details in Budget 7](#_Toc92890950) | |

**Please Note:**

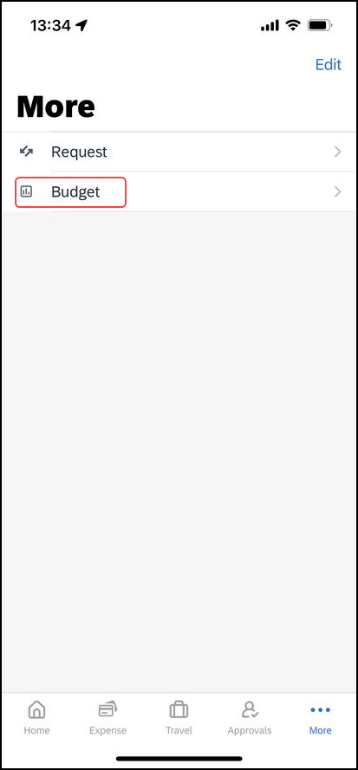
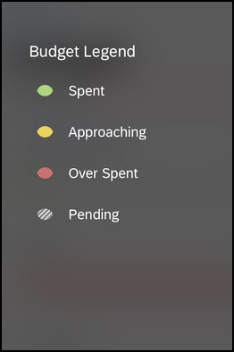
* TheSAP Concur app for iOS and Android supports universal links, i.e. links that navigate directly to the app if it is installed or to the website if not.
* Such links are included in notification emails from SAP Concur related to the expense report changes.
* Universal link support for customers own use is currently not supported.
* Some security solutions may block the links embedded into email from opening the app directly. The proper exceptions for the security policy should be configured for SAP Concur universal link URLs (pattern to match: https://\*.concursolutions.com/\*). Known cases are:
* MDM/MAM policy that prescribes to open any link tapped in Outlook mobile app only in specified browser.
* Outlook mail server phishing protection that wraps all link embedded into e-mails to open the safety check service first.

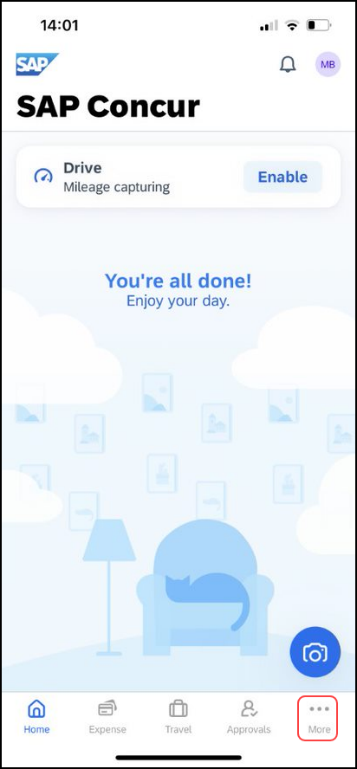
## Budget

On the home screen, tap the  and select **Budgets** to see your budget in a yearly, quarterly, and monthly view.

You can toggle between budgets and approvals to see – in real time – if there is enough budget remaining to allow approval of an expense.

**NOTE:** You will be sent push notifications if your budget is approaching its limit or is over limit.





## iPhone

### View Your Budget

| Screen(s) | Description/Action |
| --- | --- |
|  | To view your budget:  1) On the home screen, tap the **More** icon and then select **Budget**. **NOTE:** The "striped" section of the colored bar indicates pending spend.  2) On the **Budgets** screen, tap the desired budget. **NOTE:** The date represents where "today" is in relation to the budget start and end date.  3) On the **Budget Details** screen, tap thebudget section. |
|  | The **Budget Overview** screen appears.  **NOTE:** The **Top Spend** chart reflects the overall totals for ***all*** products associated with the budget. |

***View an Unapproved Expense Details in Budget***

| Screen(s) | Description/Action |
| --- | --- |
|  | To view an unapproved expense details in a budget:  1) On the home screen, tap **Approvals**.  2) On the **Report** **Approvals** screen, tap the desired expense report.  3) On the **Report Approval** screen, tap the screen to view the unapproved expense report details in Budget.  4) On the **Budgets** screen, tap the budget associated with the expense report.  The **Budget Details** screen appears.  **NOTE:** The budget icon will appear in the upper-right corner of the **Report Approval** screen, if there is a budget associated with the expense report. |

### View an Unapproved Invoice Details in Budget

| Screen(s) | Description/Action |
| --- | --- |
| P81C3T4#yIS1 | To view an unapproved invoice details in a budget:  1) On the home screen, tap **Approvals**.  2) On the **Approvals** screen, tap **Invoice Approvals**.  3) On the **Invoice Approvals** screen, tap the desired payment request.  4) On the **Invoice Approval** screen, tap the screen to view the unapproved payment request details in Budget.  5) On the **Budgets** screen, tap the budget associated with the invoice. |
|  | The **Budget Overview** screen appears.  **NOTE:** The budget icon will appear in the upper-right corner of the **Invoice Approval** screen, if there is a budget associated with the payment request. |

## Android

### View Your Budget

| Screen(s) | Description/Action |
| --- | --- |
|  | To view your budget:  1) On the home screen, tap **Budgets**. **NOTE:** The "striped" section of the colored bar indicates pending spend.  2) On the **Budgets** screen, tap the desired budget. **NOTE:** The date represents where "today" is in relation to the budget start and end date.  3) On the **Budget Overview** screen, tap the budget section. |
|  | The **Budget Details** screen appears.  **NOTE:** The resulting chart reflects the overall totals for ***all*** products associated with the budget. |

***View an Unapproved Expense Details in Budget***

| Screen(s) | | Description/Action |
| --- | --- | --- |
|  | To view an unapproved expense details in a budget:  1) On the home screen, tap **Approvals**.  2) On the **Report** **Approvals** screen, tap the desired expense report.  3) On the **Report Approval** screen, tap the screen to view the unapproved expense report details in Budget.  4) On the **Budgets** screen, tap the budget associated with the expense report.  The **Budget Details** screen appears.  **NOTE:** The budget icon will appear in the upper-right corner of the **Report Approval** screen, if there is a budget associated with the expense report. | |

### View an Unapproved Invoice Details in Budget

| Screen(s) | Description/Action |
| --- | --- |
|  | To view an unapproved invoice details in a budget:  1) On the home screen, tap **Approvals**.  2) On the **Approvals** screen, tap **Invoice Approvals**.  3) On the **Invoice Approvals** screen, tap the desired payment request.  4) On the **Invoice Approvals** screen, tap the screen to view the unapproved payment request details in Budget.  5) On the **Budgets** screen, tap the budget associated with the invoice. The **Budget Overview** screen appears.  **NOTE:** The budget icon will appear in the upper-right corner of the **Invoice Approvals** screen, if there is a budget associated with the payment request. |

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