|  |  |  |
| --- | --- | --- |
| Mobile App User GuideConcur Invoice**Last Revised: October 3, 2018** | 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: No: iPhoneYes: iPad No: 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. |
| With Concur Invoice, users can automate invoice processing with speed and efficiency and a new way to monitor and manage spending to maximize your profitability. Concur Invoice features include: * Capture invoices using machine learning
* Stay on top of spending
 | [Invoice Approvals 1](#_Toc92890143)[Payment Requests 2](#_Toc92890144)[Review and Approve a Payment Request 3](#_Toc92890145)[View and Submit Payment Requests 5](#_Toc92890146)[Submit One or More Payment Requests 8](#_Toc92890147)[Purchase Requests 10](#_Toc92890148)[Review and Approve a Purchase Request 10](#_Toc92890149) |
| * Eliminate late payments and manage cash outlays
* Streamline purchase requests and automate approvals
 |

**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/\*](https://*.concursolutions.com/%2A)). 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.

## Invoice Approvals

### Payment Requests

If you are a request approver, you can access the requests that require you to approve or submit.

**NOTE:** This also includes Cost Object Approvals and Authorized Approvals.

#### Review and Approve a Payment Request

| Screen(s) | Description/Action |
| --- | --- |
| Invoice Approvals - Tap to open the desired payment request. | To review and approve a payment request: 1) On the **Invoice Approvals** screen, tap to open the desired payment request. |
| Invoice Approvals -  A list of payment requests ready to process.  Invoice Approval - Tap the Summary, Line Items, and Images tabs to access and review all information. When done, tap Send Back or Approve. | 2) On the **Invoice Approval** screen, on the **Summary** tab:* Tap **Comments** to review or add comments.
* Tap **Approval Flow** for the approval information.
* Tap the vendor name for vendor details.

3) On the **Invoice Approval** screen, on the **Line Items** tab, tap the desired line item.4) On the **Item Detail** screen:* Review the quantity, price, image, etc.
* Tap **Distributions** to view the percentages.

5) On the **Invoice Approval** screen, on the **Images** tab, view the invoice image.6) When ready, tap **Approve** or **Send Back**.**NOTE:** If you send back a request, you must provide a comment. |

#### View and Submit Payment Requests

| Screen(s) | Description/Action |
| --- | --- |
| Approvals - Tap Invoice Submission | To view and submit a payment request:1) On the **Approvals** screen, tap **Invoice** **Submission**. |
| Invoice Submission - Tap the desired payment request. | 2) On the **Invoice Submission** screen, tap to open the desired payment request. |
| Invoice Submission -  A list of payment requests ready for processing.  Invoice Submission -   To review the payment request details, tap the Summary, Line Items, and Images tabs. When done, tap Submit. | 4) On the **Invoice Submission screen**, tap the **Summary**, **Line Items**, and **Images** tabs to access and review all information.5) When done, tap **Submit**. |

#### Submit One or More Payment Requests

| Screen(s) | Description/Action |
| --- | --- |
| Invoice Submission - To approve / return one ore more payment requests, tap the check mark icon (upper-right corner). A selection circle appears to the lef of each payment request. | To submit one or more payment requests:1) On the **Invoice Submission** screen, tap  (upper-right corner). A selection circle appears to the left of each payment request. |
| <#> Selected - To approve / return one or more payment requests, tap the desired select circles to the left of each payment request. Then, tap Send Back or Approve. | 2) Tap the desired selection circles. 3) Tap **Submit**. |

### Purchase Requests

Use **Approvals** on the home screen to approve purchase requests (if you are an approver).

**NOTE:** This also includes Cost Object Approvals and Authorized Approval**s.**

#### Review and Approve a Purchase Request

| Screen(s) | Description/Action |
| --- | --- |
| Approvals - Tap Purchase Request Approvals. Purchase Requests - Tap Purchase Request Approval | To review and approve a purchase request: 1) On the home screen, tap **Approvals**.2) On the **Approvals** screen, tap **Purchase Request Approvals**.3) On the **Purchase Requests** screen, tap **Purchase Request Approval**. |
| Purchase Requests - Tap the desired purchase request. Purchase Requests - View request details on the Summary, Distributions,  Workflow, and Purchase Request vendor pages. When done, tap Approve or Send Back. | 4) On the next screen, tap to open the desired payment request.5) On the **Purchase Requests** screen:* View the request details (summary, images, distributions, etc.)
* Tap **Approve** or **Send Back**.**NOTE:** If you send back, you must provide a comment.
 |

**☼**