Mobile App User Guide

Concur Invoice

Last Revised: October 3, 2018

This guide describes the current version, which is shown on the "Introduction" guide.

Applies to these mobile devices:

No:	iPhone
Yes:	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
- Eliminate late payments and manage cash outlays
- Streamline purchase requests and automate approvals

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Please Note:

- The SAP 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.

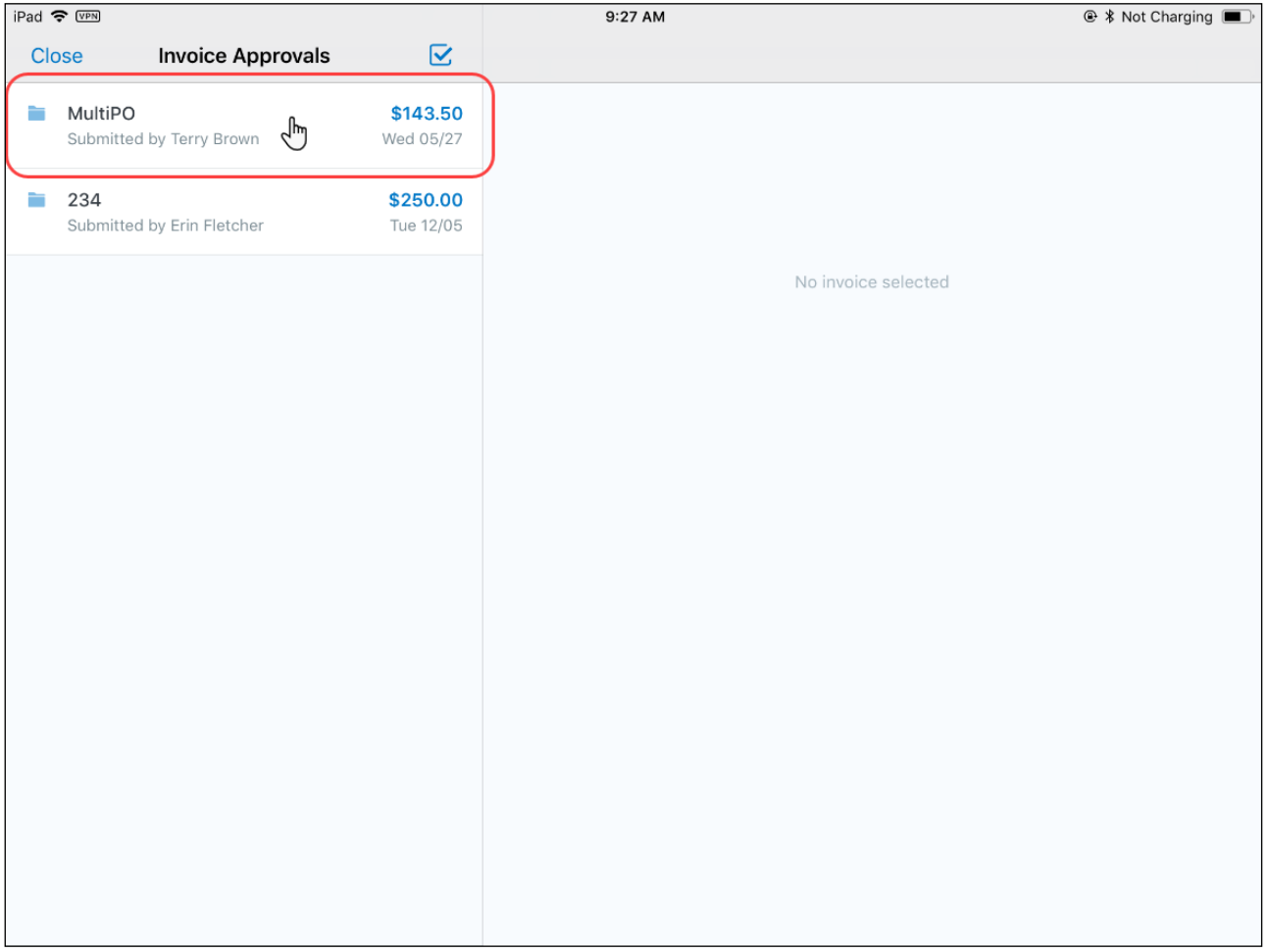
Invoice Approvals

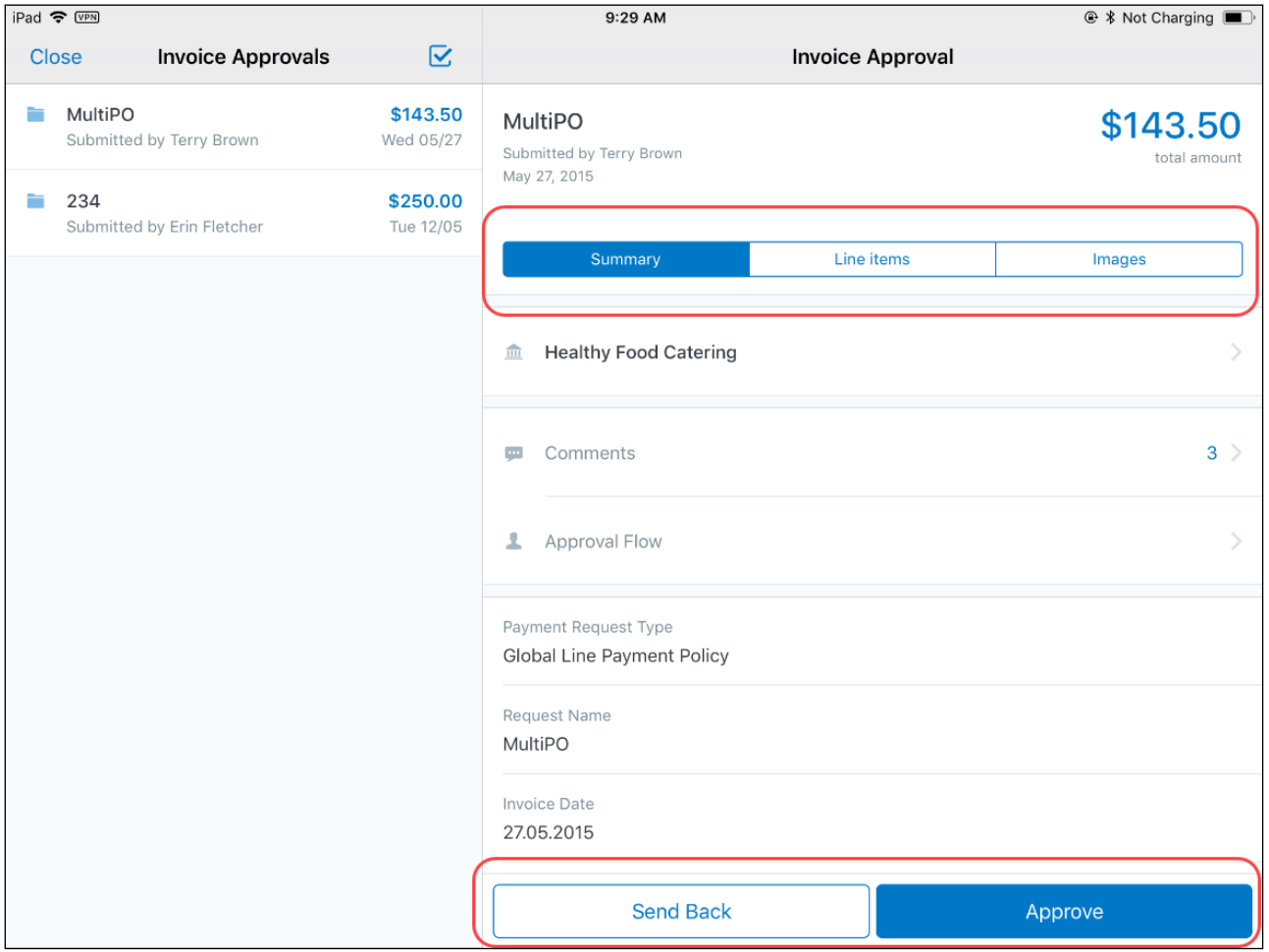
Payment Requests

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

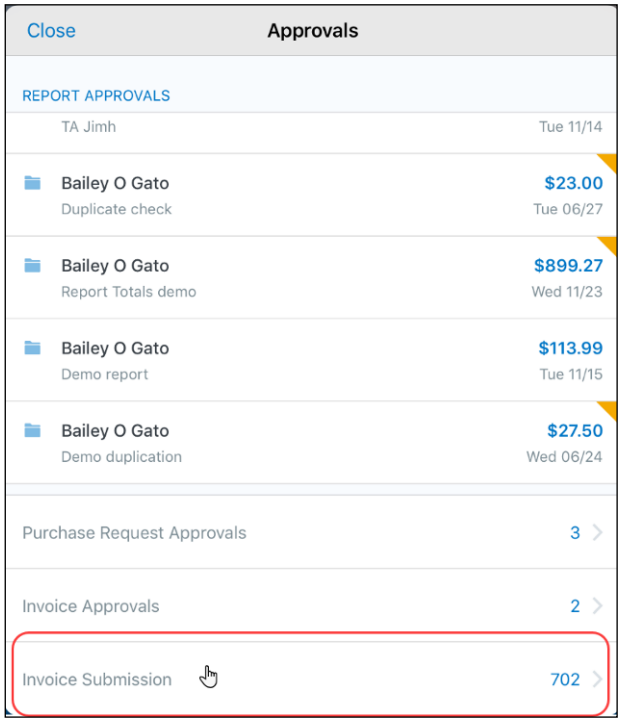
NOTE: This also includes Cost Object Approvals and Authorized Approvals.

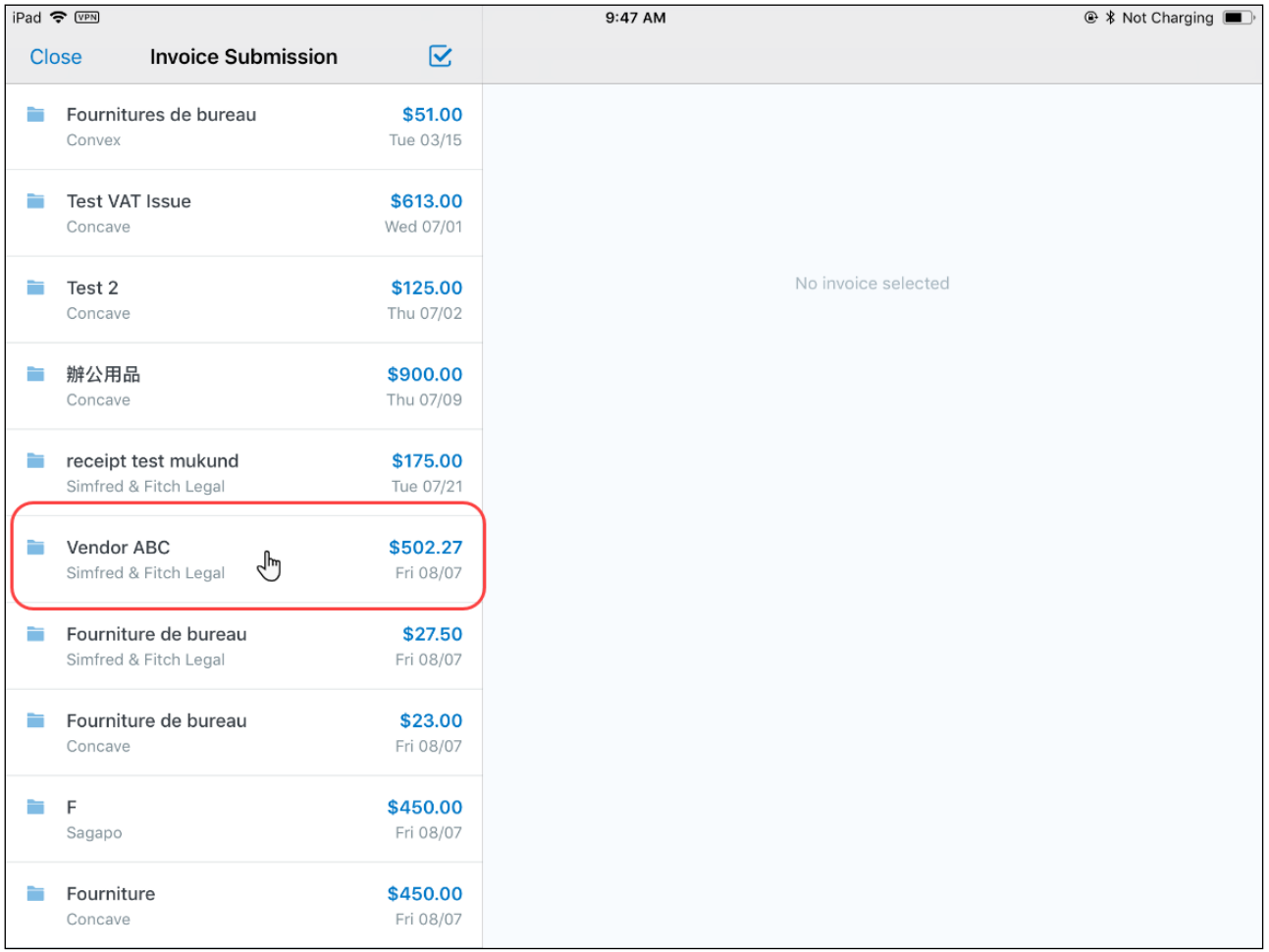
REVIEW AND APPROVE A PAYMENT REQUEST

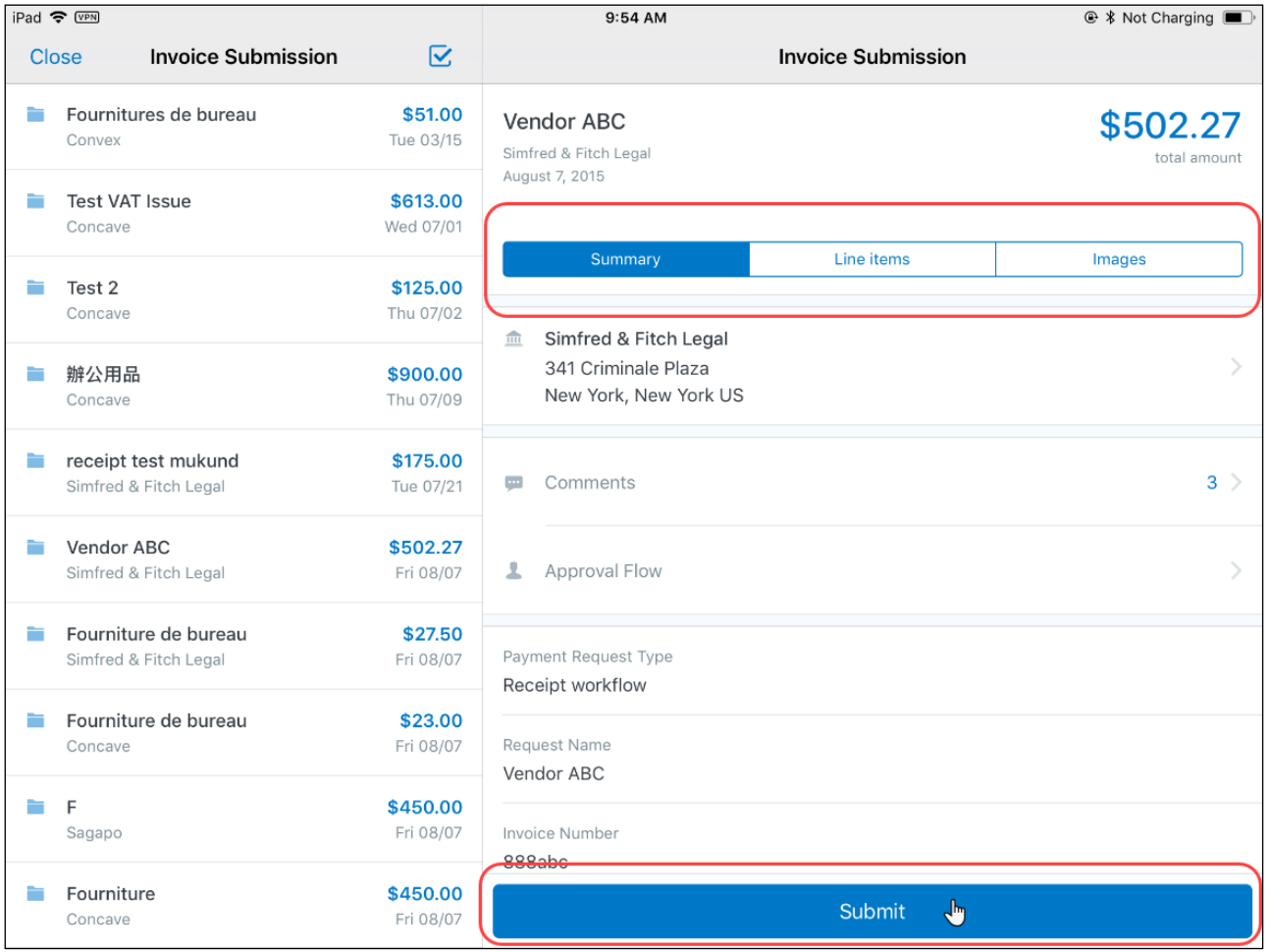
Screen(s)	Description/Action
	To review and approve a payment request: 1) On the **Invoice Approvals** screen, tap to open the desired payment request.

Screen(s)	Description/Action
	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.

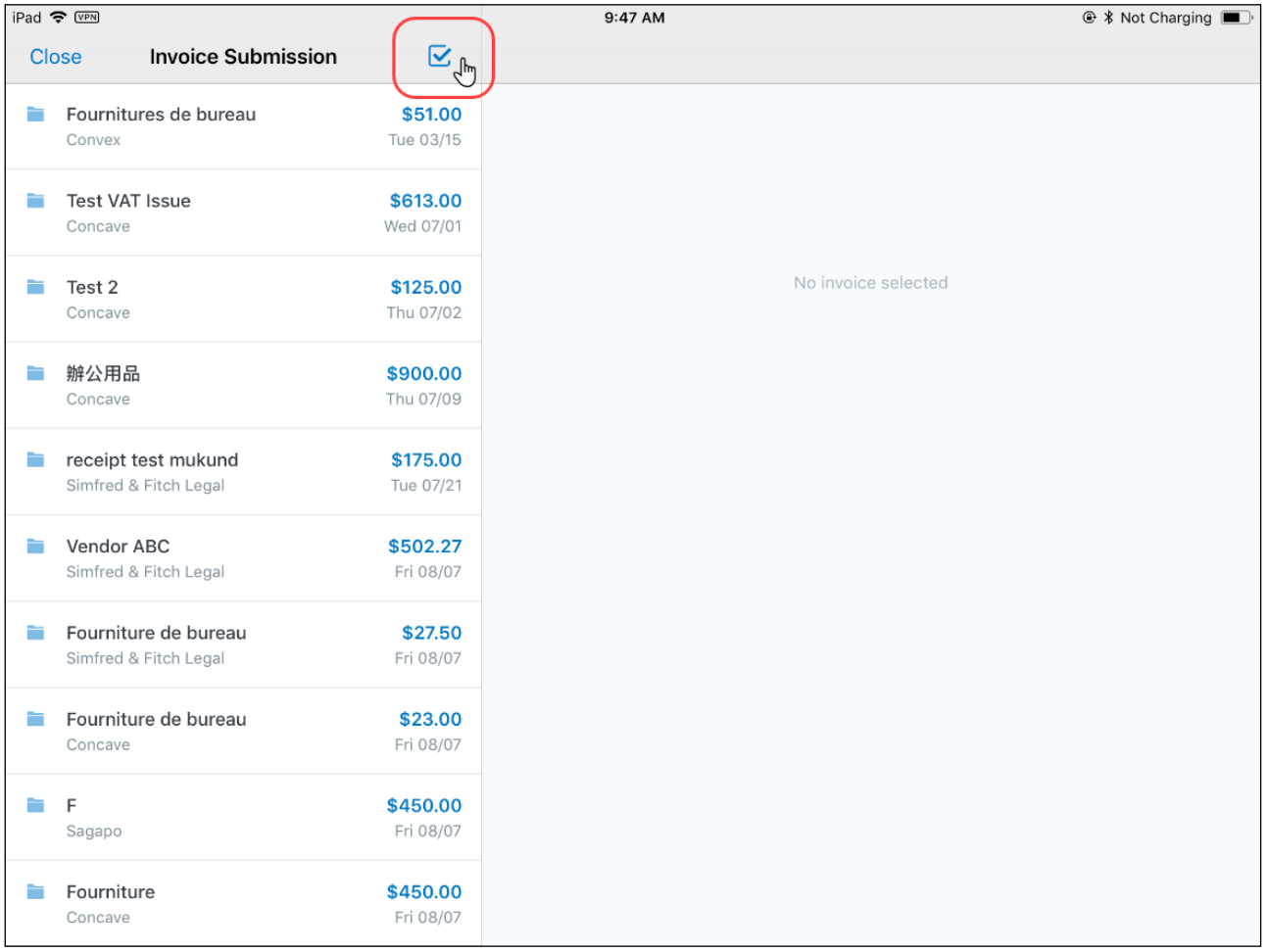
VIEW AND SUBMIT PAYMENT REQUESTS

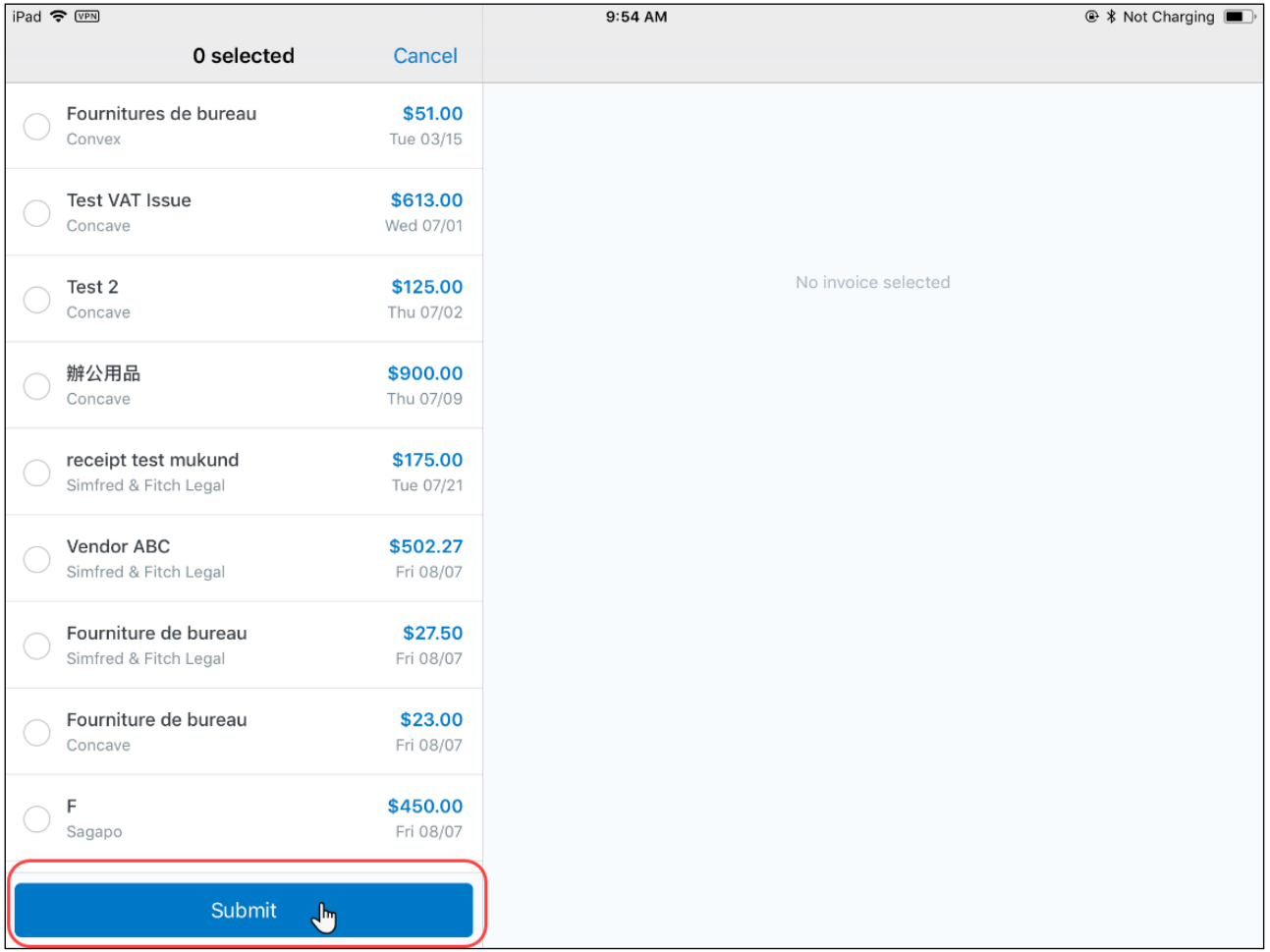
Screen(s)	Description/Action
	To view and submit a payment request: 1) On the **Approvals** screen, tap **Invoice Submission**.

Screen(s)	Description/Action
	2) On the **Invoice Submission** screen, tap to open the desired payment request.

Screen(s)	Description/Action
	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
	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.

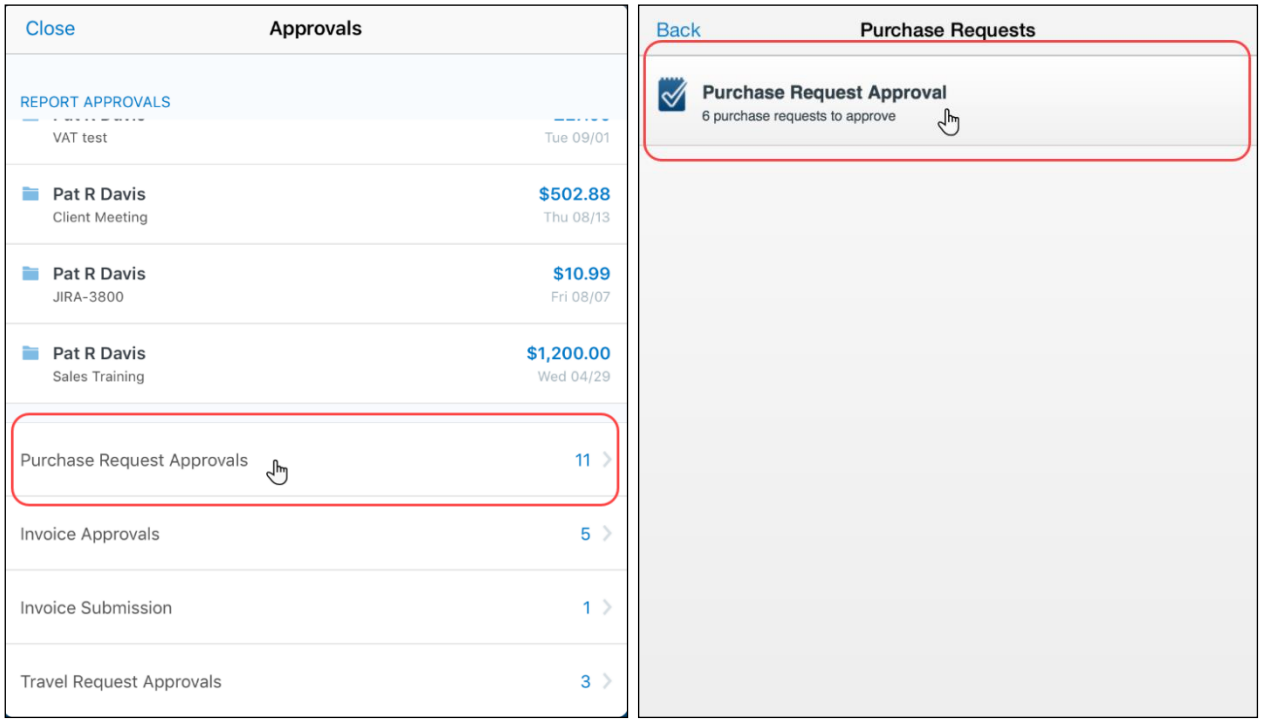
Screen(s)	Description/Action
	2) Tap the desired selection circles. 3) Tap **Submit**.

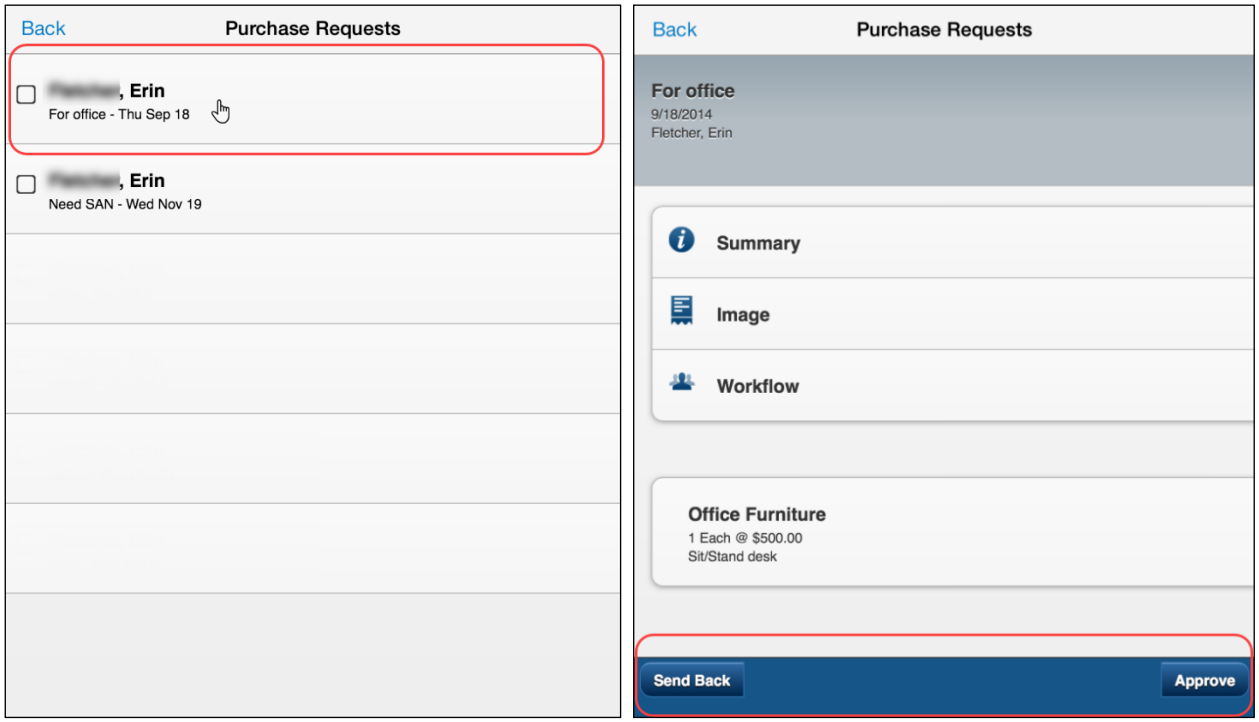
Purchase Requests

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
	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**.

Screen(s)	Description/Action
	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.