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| Mobile App User Guide  Concur 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:  Yes: iPhone  No: 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](#_Toc92890024)  [Payment Requests 2](#_Toc92890025)  [Review and Approve a Payment Request 2](#_Toc92890026)  [View and Submit Payment Requests 4](#_Toc92890027)  [Submit One or More Payment Requests 5](#_Toc92890028)  [Purchase Requests 6](#_Toc92890029)  [Review and Approve a Purchase Request 6](#_Toc92890030) | |
| * 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/*)). 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

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

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

#### Review and Approve a Payment Request

| Screen(s) | Description/Action |
| --- | --- |
| P44C3T2#yIS1 | To review and approve a payment request:  1) On the home screen, tap **Approvals**.  2) On the **Approvals** screen, tap **Invoice Approvals**. |
| P50C5T2#yIS1 P50C5T2#yIS2 | 3) On the **Invoice Approvals** screen, tap (to open) the desired invoice.  4) 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.   5) On the **Invoice** **Approval** screen, on the **Line Items** tab, tap the desired line item.  6) On the **Item Detail** screen:   * Review the quantity, price, image, etc. * Tap **Distributions** to view the percentages.   7) On the **Invoice** **Approval** screen, on the **Images** tab, view the invoice image.  8) When ready, tap **Approve** or **Send Back**. |

#### View and Submit Payment Requests

| Screen(s) | Description/Action |
| --- | --- |
| P71C3T3#yIS1 | To view and submit a payment request:  1) On the home screen, tap **Approvals**.  2) On the **Approvals** screen, tap **Invoice Submission**. |
| P77C5T3#yIS1 P77C5T3#yIS2 | 3) On the **Invoice Submission** screen, tap to open the desired payment request.  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 |
| --- | --- |
| P89C3T4#yIS1 P89C3T4#yIS2 | To submit one or more payment requests:  1) On the **Invoice Submission** screen, tap P91C4T4#yIS1 (upper-right corner). A selection circle appears to the left of each payment request.  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 Approvals.

#### Review and Approve a Purchase Request

| Screen(s) | Description/Action |
| --- | --- |
| P103C3T5#yIS1 P103C3T5#yIS2 | To review and submit purchase requests:  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**. |
| P110C5T5#yIS1 P110C5T5#yIS2 | 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 a request, you must provide a comment. |

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