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| Mobile App User Guide  SAP Concur Fapiao Capture  A mini app within the WeChat™ app  **Last Revised: October 24, 2022** | | **NOTE:** The mini app user interface will appear and respond similarly across the iOS and Android platforms. | Applies to these mobile devices:  Yes: iPhone  Yes: iPad  Yes: Android | |
| **IMPORTANT:** Be aware that your company's configuration may not allow for all 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. | | | | |
| The SAP Concur Fapiao Capture mini app - within the WeChat™\* app - provides the ability to capture and upload a fapiao\*\* to an expense according to Chinese regulatory or government authorities.  The mini app provides the following benefits for mobile users:   * A fapiao solution in compliance with the State Taxation Administration of the People's Republic of China and as provided by the merchant * A quicker and more efficient reimbursement and VAT reporting process * The ability to capture VAT fapiao and non-VAT fapiao documents * A faster way to capture and merge multiple documents into one e-receipt transaction   \* WeChat™ - developed by Tencent – is a Chinese social media, mobile payment, and messaging app.  \*\* A fapiao is a legal receipt required for business transactions, employee reimbursement, and VAT deduction. A fapiao is issued by the State Taxation Administration of the People's Republic of China but is provided by the merchant.  Note: If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.  Note: This feature is currently available for the Greater China market only. | | [Sign In 2](#_Toc117595957)  [Sign into SAP Concur Fapiao Capture Mini App 2](#_Toc117595958)  [Sign in via email passcode 5](#_Toc117595959)  [Capture 6](#_Toc117595960)  [Capture a Fapiao With the Camera 7](#_Toc117595961)  [Capture a Fapiao From Existing Photos 9](#_Toc117595962)  [Capture Multiple Fapiaos From Existing Photos 10](#_Toc117595963)  [Scan a QR Code to Capture a VAT Fapiao 12](#_Toc117595964)  [Capture a VAT Fapiao From the WeChat™ Wallet 14](#_Toc117595965)  [Capture a VAT Fapiao From chats in WeChat™ 16](#_Toc117595966)  [Attachment 18](#_Toc117595967)  [Add an Attachment to a Fapiao 18](#_Toc117595968)  [Delete 19](#_Toc117595969)  [Delete a Verfied Fapiao 19](#_Toc117595970)  [Select Multiple Fapiaos 20](#_Toc117595971)  [Delete Multiple Fapiaos 21](#_Toc117595972)  [Exceptions 22](#_Toc117595973)  [Unkown Fapiao Type Exception 22](#_Toc117595974)  [Fapiao With Incorrect Data 24](#_Toc117595975)  [Submission of Fapiao on its issued date 25](#_Toc117595976)  [Notice from Tax Bureau 26](#_Toc117595977)  [Submit 27](#_Toc117595978)  [Send a Single Fapiao to Concur Expense 28](#_Toc117595979)  [Send Multiple Fapiaos to Concur Expense 29](#_Toc117595980)  [View Fapiaos Sent to Concur Expense 30](#_Toc117595981)  [View Submitted Fapiaos in Concur Expense 31](#_Toc117595982)  [View Certified Fapiao Icon 32](#_Toc117595983)  [More Options 32](#_Toc117595984)  [Settings 32](#_Toc117595985)  [Access Allowed Purchasers 32](#_Toc117595986)  [Allow OCR or QR for E-Fapaio 35](#_Toc117595987)  [Access the FAQ 38](#_Toc117595988)  [Access the Feature Updates 39](#_Toc117595989)  [Sign Out of the SAP Concur Fapiao Capture Mini App 40](#_Toc117595990)  [Exit the SAP Concur Fapiao Capture Mini App 41](#_Toc117595991) | | |

**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.

## Sign In

### Sign into SAP Concur Fapiao Capture Mini App

You can sign into the SAP Concur Fapiao Capture mini app, by opening the WeChat™ app on your iPhone and then searching for the **SAP Concur 发票助手** within the WeChat™ app.

| Screen(s) | Description/Action |
| --- | --- |
| P77C3T2#yIS1 P77C3T2#yIS2 | To sign into the SAP Concur Fapiao Capture mini app:  1) On your iPhone screen, tap the **WeChat™** logo.  2) On the WeChat™ home screen, enter **SAP Concur 发票助手** in the search field.  **NOTE:** If you have previously used the mini app, you can also find it by swiping down from top of the WeChat™ home screen to view the mini app list.  3) On the search results screen, tap **SAP Concur 发票助手**. |
| P85C5T2#yIS1 P85C5T2#yIS2 | 1) On the **Sign in with SAP Concur** screen, enter your username in the Username field and tap **Continue**.  2) Tap the radio button to accept the End User Agreement  **NOTE:** You use the same username to sign into all SAP Concur apps. |
| P94C7T2#yIS1 P94C7T2#yIS2  P95C7T2#yIS1 P95C7T2#yIS2 | You can sign in by entering your password or having a passcode emailed to you.  To sign in with your password:    1 Tap ’Password’ to enter the password page.  2. Enter your password and tap ‘Sign In’ to enter the system.  If you want to sign in with a different username, tap the back button.  **NOTE:** If this is your first time signing into the SAP Concur Fapiao Capture mini app, an onboarding tutorial will appear on the **SAP Concur 发票助手** screen. |

### Sign in via email passcode

| Screen(s) | Description/Action |
| --- | --- |
| P116C3T3#yIS1 P116C3T3#yIS2 | If you don’t know your password, you can sign in via email passcode as follows:   1. Tap ‘Email Passcode’ to trigger an email to your inbox. The email will be sent to the first email address you entered in your Concur profile. 2. Retrieve the passcode contained in the email. 3. Enter the passcode in the SAP Concur Fapiao Capture mini app. 4. Tap ‘Sign In’.   Note: The passcode is valid for 24 hours. |
| P127C5T3#yIS1 | You can also tap ‘here’ to get the QR code, which will be displayed on a webpage. |
| P134C7T3#yIS1 | Then, on your mobile phone, tap ‘Sign in using QR code’ to scan it from the webpage. |
| P138C9T3#yIS1 | **NOTE:** If this is your first time signing into the SAP Concur Fapiao Capture mini app, an onboarding tutorial will appear on the **SAP Concur 发票助手** screen. |

## Capture

You can capture the following supported fapiaos in the SAP Concur Fapiao Capture mini app:

* General VAT fapiao in paper form
* General VAT- Roll fapiao in paper form
* Special VAT fapiao in paper form
* Special VAT fapiao in PDF form
* General VAT fapiao in electronic form as stored in the WeChat™ Wallet
* General VAT fapiao in PDF form
* General VAT fapiao in OFD form
* Official China Rail tickets
* Official airline tickets issued by China Aviation
* Official taxi fapiao
* Official fix amount fapiao
* Receipt in electronic form as stored in the WeChat™ Wallet
* Toll fee fapiao

### Capture a Fapiao With the Camera

You can capture a fapiao in the SAP Concur Fapiao Capture mini app, by using the camera on your iPhone.

| Screen(s) | Description/Action |
| --- | --- |
| P163C3T4#yIS1 P163C3T4#yIS2 | To capture a fapiao in the SAP Concur Fapiao Capture mini app:  1) On the **SAP Concur 发票助手** screen, tap P165C4T4#yIS1 (lower-left corner).  2) On the camera screen, tap P166C4T4#yIS1. |
| P168C5T4#yIS1 P168C5T4#yIS2 | 3 On the next camera screen, tap **Use Photo** (lower-right corner).  4) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, Fapiao Capture verifies and extracts the fapiao information from the captured photo. |
| P172C7T4#yIS1 P172C7T4#yIS2 | Once the system has finished verifying the fapiao, the verified fapiao appears on the **To be Sent** tab on the **SAP Concur发票助手**screen.  For VAT fapiaos, the【验】stamp implies that a validation has been performed against the State Taxation Administration of the People's Republic of China.  5) On the **To Be Sent** tab, tap on the desired verified fapiao.  6) On the **Detail** screen:   * Fill in the fields (if any) and make the desired selections. * Tap **Send to Concur** (bottom of the screen).   **NOTE:** For VAT fapiao, you can edit ***only*** the **Transaction Date** field. While for non-VAT fapiao (taxi, air, train etc.), you can edit ***all*** of the fields.  7) When done, tap **Send to Concur** to submit the verified fapiao to Concur Expense. |

### Capture a Fapiao From Existing Photos

You can capture a fapiao from existing photos on the **Recents** screen in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P187C3T5#yIS1 P187C3T5#yIS2 | To capture a fapiao from existing photos on the **Receipts** screen:  1) On the **SAP Concur 发票助手** screen, tap P189C4T5#yIS1.  2) On the **Recents** screen, you can do the following:   * Tap the desired existing photo * Tap **Preview** to preview the selected fapiao photo * Tap **Done** to capture the existing fapiao photo * Tap **Cancel** to exit the **Recents** screen   **NOTE:** The **Done** button displays the amount of selected fapiao photos in parenthesis. |
| P197C5T5#yIS1 P197C5T5#yIS2 | 3) Once the desired fapiao photo is selected on the **Recents** screen, tap **Done**.  4) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, Fapiao Capture verifies and extracts the fapiao information from the captured photo. |
| P201C7T5#yIS1 P201C7T5#yIS2 | Once the system has verified the fapiao, the information appears on the **To Be Sent** tab on the **SAP Concur 发票助手** screen.  5) On **To Be Sent** tab, tap on the desired verified fapiao.  6) On the **Detail** screen:   * Fill in the fields (if any) and make the desired selections * Tap **Send to Concur** (bottom of the screen)   7) When done, tap **Send to Concur** to submit the verified fapiao to Concur Expense. |

### Capture Multiple Fapiaos From Existing Photos

You can capture a multiple fapiaos from existing photos on the **Recents** screen in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P214C3T6#yIS1 P214C3T6#yIS2 | To capture multiple fapiaos from existing photos on the **Receipts** screen:  1) On the **SAP Concur 发票助手** screen, tap P216C4T6#yIS1.  2) On the **Recents** screen, select the desired photos and then tap **Done**. |
| P219C5T6#yIS1 P219C5T6#yIS2 | 3) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, Fapiao Capture verifies and extracts the fapiao information from the captured photo.  Once the system has verified the multiple fapiao, the information then appears on the **To Be Sent** tab on the **SAP Concur 发票助手** screen.  4) On the **To Be Sent** tab, tap on the desired verified fapiao. |
| P224C7T6#yIS1 P224C7T6#yIS2 | 5) On the **Multiple Fapiao** screen, you can:   * Tap the photo (top of the screen) to view the full screen of multiple verified fapiao photos * Tap the desired verified fapiao to view/edit the fapiao details on the **Detail** screen * Swipe the desired verified fapiao to the left to delete it |
| P230C9T6#yIS1 P230C9T6#yIS2 | 6) When done, tap **Send to Concur** to submit the multiple verified fapiao information to Concur Expense. |

### Scan a QR Code to Capture a VAT Fapiao

You can scan a QR code to capture a VAT fapiao in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P238C3T7#yIS1 P238C3T7#yIS2 | To scan a QR code to capture a VAT fapiao:  1) On the **SAP Concur 发票助手** screen, tap P240C4T7#yIS1.  2) Select **Import from scanning QR code**.  3) On the camera screen,  you can do the following:   * Scan the VAT fapiao QR code * Tap P245C4T7#yIS1 to go to the **Recents** screen * Tap P246C4T7#yIS1to go back to the **SAP Concur 发票助手** screen   **NOTE:** The QR code scan option is not available for non-VAT fapiaos. |
| P249C5T7#yIS1 P249C5T7#yIS2 | 3) Once the VAT fapiao QR Code has been scanned, tap P250C6T7#yIS1 to go to the **Recents** screen.  4) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, Fapiao Capture verifies and extracts the fapiao information from the captured photo. |
| P253C7T7#yIS1 P253C7T7#yIS2 | Once the system has finished verifying the fapiao, the verified fapiao appears on the **To be Sent** tab on the **SAP Concur发票助手** screen.  For VAT fapiaos, the【验】stamp implies that a validation has been performed against the State Taxation Administration of the People's Republic of China.  5) On the **To Be Sent** tab, tap on the desired verified fapiao.  On the **Detail** screen:   * Fill in the fields (if any) and make the desired selections * Tap **Send to Concur** (bottom of the screen)   6) When done, tap **Send to Concur** to submit the verified fapiao to Concur Expense. |

### Capture a VAT Fapiao From the WeChat™ Wallet

You can capture a VAT fapiao in the SAP Concur Fapiao Capture mini app via the WeChat™ Wallet.

| Screen(s) | Description/Action |
| --- | --- |
| P267C3T8#yIS1 P267C3T8#yIS2 | To capture a VAT fapiao via the WeChat™ Wallet:  1) On the **SAP Concur 发票助手** screen, tap P269C4T8#yIS1.  2) On the **SAP Concur 发票助手 Apply** window, tap **Allow** to obtain your electronic fapiao from the WeChat™ Wallet.  **NOTE:** The **SAP Concur 发票助手 Apply** window only appears the first time you capture a VAT fapiao via the WeChat™ Wallet.  3) On the **Receipts List** screen, select the desired receipt. |
| P274C5T8#yIS1 P274C5T8#yIS2 | 4) On the **Receipts List** screen, tap **OK** (lower-right corner).  **NOTE:** The **OK** button displays the amount of selected receipts in parenthesis.  5) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, Fapiao Capture verifies and extracts the fapiao information from the original file.  Once the system has finished verifying the fapiao, the verified fapiao appears on the **To be Sent** tab on the **SAP Concur发票助手** screen.  For VAT fapiaos, the【验】stamp implies that a validation has been performed against the State Taxation Administration of the People's Republic of China. |
| P281C7T8#yIS1 P281C7T8#yIS2 | 6) On the **To Be Sent** tab, tap on the desired verified fapiao.  7) On the **Detail** screen:   * Fill in the fields (if any) and make the desired selections * Tap **Send to Concur** (bottom of the screen)   8) When done, tap **Send to Concur** to submit the verified fapiao to Concur Expense. |

### Capture a VAT Fapiao From chats in WeChat™

You can capture a VAT fapiao in the SAP Concur Fapiao Capture mini app via the chats in WeChat™. This procedure is applicable for PDF and OFD formats available in the chats of WeChat™.

| Screen(s) | Description/Action |
| --- | --- |
| P293C3T9#yIS1 P293C3T9#yIS2  P294C3T9#yIS1 P294C3T9#yIS2 | To capture a VAT fapiao via the WeChat™ chat conversation:  1) On the **SAP Concur 发票助手** screen, tap P296C4T9#yIS1.  2) Select **Import from chat(PDF/OFD)**.  3) Select the required chat conversation.  4) Select the desired PDF/OFD file.  **NOTE:** You can select multiple files in the same chat conversation. |
| P304C5T9#yIS1 P304C5T9#yIS2 | 5) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, Fapiao Capture verifies and extracts the fapiao information from the imported PDF/OFD file.  Once the system has finished verifying the fapiao, the verified fapiao appears on the **To be Sent** tab on the **SAP Concur发票助手** screen.  For VAT fapiaos, the【验】stamp implies that a validation has been performed against the State Taxation Administration of the People's Republic of China.  6)On the **To Be Sent** tab, tap on the desired verified fapiao. |
| P310C7T9#yIS1 | 6) On the **Detail** screen:   * Fill in the fields (if any) and make the desired selections * Tap **Send to Concur** (bottom of the screen)   7) When done, tap **Send to Concur** to submit the verified fapiao to Concur Expense. |

**Note**: You can find the uploaded PDF/ODF files in Concur Expense. For more information refer to Concur documentation.

## Attachment

### Add an Attachment to a Fapiao

You can add four attachments at most to a fapiao in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P323C3T10#yIS1 P323C3T10#yIS2 | To add an attachment to a fapiao:  1) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, tap on the desired verified fapiao.  2) On the **Detail** screen**,** tapP326C4T10#yIS1 (lower-right corner).  3) On the window, you can either tap:   * Camera *-or-* * Gallery *-or-* * Cancel   **NOTE:** For this example, we will tap **Gallery** to attach a receipt to a fapiao transaction. |
| P333C5T10#yIS1 P333C5T10#yIS2 | 4) On the window, tap **Gallery**.  5) On the **Recents** screen, select the desired attachment.  Fapiao Capture processes the attachment.  Once Fapiao Capture processes the receipt attachment, a message appears – on the **Attachment** screen - confirming the attachment was added. |

## Delete

### Delete a Verfied Fapiao

You can delete a verified fapiao – ***only*** before sending it to Concur Expense - in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P345C3T11#yIS1 | To delete a verified fapiao:  1) From the **SAP Concur 发票助手**, on the **To Be Sent** tab, swipe the desired verified fapiao to the left.  2) Tap **Delete**. |
| P350C5T11#yIS1 | The verified fapiao no longer appears on the **To Be Sent** tab on the **SAP Concur 发票助手** screen. |

### Select Multiple Fapiaos

You can select multiple fapiaos that are validated and non-validated in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P358C3T12#yIS1 P358C3T12#yIS2 | To select multiple fapiaos:  1) From the **SAP Concur 发票助手**, on the **To Be Sent** tab, swipe any fapiao to the left.  2) Tap **Select.**  Multiple selections on the left for all the displayed fapiaos appears. |
| P366C5T12#yIS1 | 3) On the **Selectable Fapiao** screen, select any of the desired fapiaos to delete or send.  4)Tap **Delete** to delete the fapiaos at once or tap **Send to Concur** to send the fapiaos to concur at once. |

### Delete Multiple Fapiaos

You can delete multiple fapiaos – ***only*** before sending them to Concur Expense - in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P376C3T13#yIS1 P376C3T13#yIS2 | To delete multiple fapiaos:  1) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, tap on the desired multiple fapiao.  2) On the **Multiple Fapiao** screen, tap **Delete all Fapiao** (lower-left corner). |
| P381C5T13#yIS1 P381C5T13#yIS2 | 3) On the **Delete all Fapiao?** window, tap **Delete**.  The multiple fapiao no longer appear on the **To Be Sent** tab on the **SAP Concur 发票助手** screen. |

## Exceptions

### Unkown Fapiao Type Exception

| Screen(s) | Description/Action |
| --- | --- |
| P390C3T14#yIS1 P390C3T14#yIS2 | To view an unknown fapiao type exception:  1) On the **SAP Concur 发票助手** screen, tap P392C4T14#yIS1 (lower-left corner).  2) On the camera screen, tap P393C4T14#yIS1. |
| P395C5T14#yIS1 P395C5T14#yIS2 | 3) On the next camera screen, tap **Use Photo** (lower-right corner).  4) On the **SAP Concur 发票助手** screen, Fapiao Capture attempts to verify the captured photo.  Once the system has failed to verify the fapiao, an \*unknown fapiao type exception appears on the **To Be Sent** tab on the **SAP Concur 发票助手** screen, indicating an unknown fapiao type.  5) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, tap on the desired fapiao type.  **NOTE**: In this example, the unknown fapiao is a fixed amount fapiao. |
| P402C7T14#yIS1 P402C7T14#yIS2 | 6) On the **Manual Input** screen,fill in the fields (if any), make the desired selections, and then tap **Save** (lower-right corner).  \*Unknown fapiaos include:   * Electronic VAT fapiao in OFD format, including both general and special VAT * Fixed amount fapiao * Vehicle sales fapiao * Freight Special fapiao * Traffic fee fapiao * Secondhand vehicle fapiao   **NOTE:** If a fapiao is unknown, you can manually input the information, or swipe left - on the unknown fapiao - to delete it and then submit it via the mobile app or the web version of the app.  **NOTE:** Once the unknown fapiao has been saved, you can send it to Concur Expense.  7) On the **Detail** screen, tap **Send to Concur**. |
| P415C9T14#yIS1 P415C9T14#yIS2 | 8) On the menu, tap **Send**.  Once the fapiao has been sent to Concur Expense, you can view it in the SAP Concur mobile app.  For further information on viewing submitted fapiaos in the mobile app, refer to the *View Submitted Fapiaos in Concur Expense* section of this guide. |

### Fapiao With Incorrect Data

| Screen(s) | Description/Action |
| --- | --- |
| P424C3T15#yIS1 P424C3T15#yIS2 | To view a fapiao with an incorrect data exception:  1) On the **SAP Concur 发票助手** screen, tap P426C4T15#yIS1 (lower-left corner).  2) On the camera screen, tap P427C4T15#yIS1.  3) On the next camera screen, tap **Use Photo** (lower-right corner).  4) On the **SAP Concur 发票助手** screen, Fapiao Capture fails to verify the captured photo.  Once the system has failed to verify the fapiao, the unverified fapiao appears on the **To Be Sent** tab on the **SAP Concur 发票助手** screen. |
| P432C5T15#yIS1 P432C5T15#yIS2 | 5) On the **To Be Sent** tab, tap the desired fapiao.  The **Detail** screen appears with an alert detailing a fapiao with an incorrect data exception at the top of the screen.  **NOTE**: In this example, the fapiao details need to be manually updated to correct the data.  6) On the **Detail** screen, fill in the correct details. |
| P438C7T15#yIS1 P438C7T15#yIS2 | 7) On the **Detail** screen, tap **Validate Fapiao** (bottom of the screen).  8) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, Fapiao Capture verifies and extracts the fapiao information from the captured photo.  Once the system has finished verifying the fapiao, the verified fapiao appears on the **To be Sent** tab on the **SAP Concur发票助手** screen.  For VAT fapiaos, the【验】stamp implies that a validation has been performed against the State Taxation Administration of the People's Republic of China  9) On the **Detail** screen, tap **Send to Concur** to submit the verified fapiao to Concur Expense. |

### Submission of Fapiao on its issued date

The fapiao uploaded on the same day of its issued date cannot be validated immediately. The data usually appears in the tax bureau’s database on the next day.

| (s) Screen | Description/Action |
| --- | --- |
| P450C3T16#yIS1 P450C3T16#yIS2 | To process the fapiao on its issued date:  1) On the **To Be Sent** tab, tap th4e desired expense.  **NOTE**: The *Waiting For Validation* message implies that the fapiao on its issued date cannot be validated for the time being.  2) The **Detail** screen appears with an alert detailing a fapiao cannot be validated at its issued date.   **NOTE:** The system will perform the validation automatically the next day. The validation result will be updated the next day. |
| P455C5T16#yIS1 P455C5T16#yIS2 | 3) On the **Detail** screen, tap **Send** to perform auto-validation the next day. The system will send the fapiao to Concur if it can be successfully validated. The warning message will be updated accordingly.  4) On the **Send this Fapiao to Concur?** window, tap **Send**.  5) On the **Auto process flow** window, you can review the following fapiao capture process steps:   * **Collect Fapiao** * **Validate Fapiao automatically (Next day)** * **Send to Concur automatically (Next day)**   6) Tap **OK** after reviewing the fapiao capture process steps.  **NOTE**: Please ensure the attachments are in place before tapping **Send**. You cannot modify or delete the fapiao after you send the fapiaos. |

### Notice from Tax Bureau

The system displays a warning message if there is an upgrade from Tax Bureau. This upgrade may or may not impact the city you live in but the warning message is visible to all users.

|  |  |
| --- | --- |
|  |  |
| P473C3T17#yIS1 | The warning message appears as a banner on the top of the main screen. It shows the scheduled date for the tax upgrade.  You can tap here to see a detailed information on the tax upgrade.  Note: It is recommended to go through the detailed information of the warning message as the tax upgrade details can be different for different cities.  NOTE: The validation process is halted during the tax upgrade period. You can upload your fapiaos, but they cannot be validated. |

## Submit

Before sending a VAT fapiao to Concur Expense, SAP Concur executes the following action:

* A validation is performed against the State Taxation Administration of the People's Republic of China
* A duplication check is performed

**NOTE:** SAP cannot guarantee the compliance of fapiao receipts - if you are not using the SAP Concur mini app in the WeChat™ mobile app - to capture and upload receipts to Concur Expense.

### Send a Single Fapiao to Concur Expense

You can send a single fapiao to Concur Expense from the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P491C3T18#yIS1 P491C3T18#yIS2 | To send a single fapiao to Concur Expense:  1) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, swipe the desired verified fapiao to the left.  2) Tap **Send**.  3) On the **Detail** screen, tap **Send to Concur**. |
| P497C5T18#yIS1 P497C5T18#yIS2 | 4) On the **Send this Fapiao to Concur?** window, tap **Send**.  5) On the **Overview of Fapiao Flow** window, you can review the following fapiao capture process steps:   * **Collect Fapiao** * **Concur data / add attachment** * **Send to Concur** * **Manage expense report**   6) Once done with reviewing the fapiao capture process steps, tap **OK**.  **NOTE:** After submission, the original uploaded file (PDF/OFD) can be downloaded in Concur web. |

### Send Multiple Fapiaos to Concur Expense

You can send multiple fapiaos to Concur Expense from the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P511C3T19#yIS1 P511C3T19#yIS2 | To send multiple fapiaos to Concur Expense:  1) From the **SAP Concur 发票助手** screen, on the **To Be Sent** tab, tap the desired multiple fapiao.  3) On the **Multiple Fapiao** screen, tap **Send to Concur**.  4) On the **Send multiple Fapiao to Concur?** window, tap **Send**. |
| P517C5T19#yIS1 P517C5T19#yIS2 | 5) On the **Overview of Fapiao Flow** window, you can review the following fapiao capture process steps:   * **Collect Fapiao** * **Concur data / add attachment** * **Send to Concur** * **Manage expense report**   6) Once done with reviewing the fapiao capture process steps, tap **OK**.  A message appears on the **Multiple Fapiao** screen indicating the multiple fapiao has been sent to Concur Expense. |

### View Fapiaos Sent to Concur Expense

You can view verified fapiaos previously sent to Concur Expense in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P531C3T20#yIS1 P531C3T20#yIS2 | To view the verified fapiaos previously sent to Concur Expense:   * On the **SAP Concur 发票助手** screen, tap the **Sent** tab.   The **Sent** tab appears with a list of fapiaos previously sent to Concur Expense. |

### View Submitted Fapiaos in Concur Expense

You can view submitted fapiaos - in Concur Expense - within the SAP Concur mobile app.

**NOTE:** You will need to sign into the SAP Concur mobile app to view the submitted fapiaos in Concur Expense within the mobile app.

| Screen(s) | Description/Action |
| --- | --- |
| P542C3T21#yIS1 P542C3T21#yIS2 | To view submitted fapiaos in Concur Expense:  1) On the **SAP Concur 发票助手** screen, tap **Expenses**.  2) On the **Expenses** screen, tap the desired fapiao. |
| P547C5T21#yIS1 | The **Expense** screen appears with the fapiao information displayed at the top of the screen. |

### View Certified Fapiao Icon

| Screen(s) | Description/Action |
| --- | --- |
| P554C3T22#yIS1 | If a fapiao is certified, you will see a certified icon in expense reports, expenses, and receipts indicating that the fapiao is validated from the original records in the SAP Concur Fapiao mini app within the WeChat™\* app. |

## More Options

### Settings

#### Access Allowed Purchasers

##### Configure the Allowed Purchasers Option

You can manage the Allowed Purchasers configuration option of the SAP Concur Fapiao Capture mini app.

**NOTE:** Only users with the Expense Processor or Processor Manager roles can manage the configuration of the mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P567C3T23#yIS1P567C3T23#yIS2  P569C3T23#yIS1 | To manage the **Allowed Purchasers** option:  1) On the **SAP Concur 发票助手** settings screen, tap **Allowed Purchasers**.  2) On the **Allowed Purchasers** screen, you can do the following:   * **Block personal Fapiao:** Once this setting is enabled, the mini program no longer sends personal Fapiao to Concur Expense.   **NOTE:** By default, the SAP Concur Fapiao Capture mini app allows fapiao with any purchaser names. * **Import From WeChat:**  You can import existing purchaser names from WeChat directly. After it is added to the list, you can still edit the purchaser information. * **Add Purchaser:** You can add a new purchaser. * Tap on the desired purchaser.  **NOTE:** The **Company Name** and **Tax ID \*** fields need to be filled out before saving the new purchaser's details. |
| P578C5T23#yIS1 | The **Purchaser Information** screen appears with the purchaser's details.  **NOTE:** You can tap **Delete** (bottom of the screen) to remove the purchaser's information for the mini app. |

##### Work With the Allowed Purchasers Option

Once the allowed purchasers are setup in the configuration, the system will check corresponding information for every fapiao which will apply to all employee side. An error message appears if the purchaser’s name is not in the allowed list.

**NOTE:** Users are unable to process the fapiao in the mini program.

| Screen(s) | Description/Action |
| --- | --- |
| P587C3T24#yIS1 | To work with the **Allowed Purchasers** option:  1) Tap **Delete** to delete the file.  **NOTE:** If the mini app shows an error message indicating that the purchaser’s name is not allowed and that the fapiao cannot be used, you can only delete the fapiao.  The **Validate Fapiao** button is disabled. |

#### Allow OCR or QR for E-Fapaio

##### Configure E-Fapiao Upload Method

The **Allow OCR or QR for E-Fapiao** option lets you enable or disable the upload of e-fapiao as an image or by scanning the QR code. This is dependent on the company’s regulation. If your company requires you to upload the original e-fapiao file, then this option will be disabled.

**NOTE**: Only users with Expense Processor or Processor Manager roles can manage this configuration.

|  |  |
| --- | --- |
|  |  |
| P602C3T25#yIS1P602C3T25#yIS2  P603C3T25#yIS1 | To manage the Allow OCR or QR for e-Fapiao setting.   1. On the **SAP Concur** 发票助手 **Settings** screen, enable or disable the **Allow OCR or QR for e-Fapiao** option.   **NOTE:** Enabling this option will allow you to upload e-fapiaos through an image or by scanning the QR code without the original file. If this option is disabled, you need to upload the original PDF or OFD format files.  **NOTE:** By default, this option will always be enabled. Users who have Expense Processor or Processor Manager roles can disable or enable this functionality.  A message is displayed when you enable the option. |

##### Work with E-Fapiao Upload Method

Disabling the **Allow OCR or QR for e-fapiao** option will trigger the system to check the upload source for all the e-fapiaos that the user uploads. An error message appears if the fapiao is not original and the file is not validated.

|  |  |
| --- | --- |
|  |  |
| P623C3T26#yIS1 | To manage images or scanned copies of e-Fapiao:  The system will show an error message indicating that an original file is required if you haven’t uploaded the original e-fapiao.  There are two options to manage an e-fapiao uploaded as an image or as a QR scanned copy.  1) Tap **Delete** to delete the uploaded file.  2) Tap **Import E-Fapiao** to upload the original e-fapiao. |

### Access the FAQ

You can access the **FAQ** to view help topics

| Screen(s) | Description/Action |
| --- | --- |
| P636C3T27#yIS1 P636C3T27#yIS2 | To access the **FAQ**:  1) On the **SAP Concur 发票助手** screen, tap P638C4T27#yIS1 (upper-left corner).  2) On the **SAP Concur 发票助手** screen, tap **FAQ**. |
| P641C5T27#yIS1 | The **FAQ** screen appears. |

### Access the Feature Updates

You can access the **Feature Updates** in the SAP Concur Fapiao Capture mini app.

| Screen(s) | Description/Action |
| --- | --- |
| P649C3T28#yIS1 P649C3T28#yIS2 | To access the **Feature Updates**:  1) On the **SAP Concur 发票助手** screen, tap P651C4T28#yIS1 (upper-left corner).  2) On the **SAP Concur 发票助手** screen, tap **Feature Updates**. |
| P654C5T28#yIS1 | The **Features updates** screen appears. |

### Sign Out of the SAP Concur Fapiao Capture Mini App

You can sign out of the SAP Concur Fapiao Capture mini app within the WeChat™ app.

| Screen(s) | Description/Action |
| --- | --- |
| P662C3T29#yIS1 P662C3T29#yIS2 | To sign out of the SAP Concur Fapiao Capture mini app:  1) On the **SAP Concur 发票助手** screen, tap P664C4T29#yIS1 (upper-left corner).  2) On the **SAP Concur 发票助手** screen, tap **Sign Out**. |
| P667C5T29#yIS1 | 3) On the **Sign out?** window, tap **Ok**.  You have now signed out of the SAP Concur Fapiao Capture mini app. |

### Exit the SAP Concur Fapiao Capture Mini App

You can exit the SAP Concur Fapiao Capture mini app within the WeChat™ app.

| Screen(s) | Description/Action |
| --- | --- |
| P676C3T30#yIS1 | To exit the SAP, Concur Fapiao Capture mini app:   * On the **SAP Concur 发票助手** screen, tap P678C4T30#yIS1 (upper-right corner).   You have now exited the mini app. |

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