Mobile Release Enhancements April-October 2017

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1. iPhone/iPad Approval Updates: The approval screen was redesigned for a more consistent look and feel. Located in the Report Approvals section, you will notice *earmarks* that indicate that there are exceptions:

![Screenshot of Report Approvals with earmark]

Dane Eggler
December Expenses
Wed 1/25

Joanne Phillips
December Expenses
Thur 1/30
2. Android - Manage Multiple Items in the Expense List: Delete or move multiple items to a report from the Expenses screen:

Android – Manage Multiple Items in the Expense List

Concur’s mobile app now makes it easier for you to work on multiple items on the Expenses screen.

To delete or move multiple items to a report on the Expenses screen on your Android:

1) On the Expenses screen, long press a desired item to activate multi-selection mode.
2) To add additional items to the selection, single-tap them.
3) To remove items from the selection, single-tap them.
4) After selecting the desired items, you can:
   - Tap to delete the selected items.
   - Tap to add the selected items to a report.
3. **iPhone/iPad – Report List Updates**: Redesigned to make it easier to keep track of multiple reports. You can now view up to 100 reports, view red and yellow earmarked reports flagged for exceptions, view unsubmitted, submitted and returned reports, copy, and delete unsubmitted reports, etc.

**iPhone – Report List Updates**

The **Reports** screen has been updated on Concur’s mobile app.

The updates are listed below:

- The **Reports** screen has been redesigned to make it easier for you to track of multiple reports.
- On the **Reports** screen, you can now view up to 100 reports.
- In the **Active** section you can:
  - View unsubmitted, submitted, and returned reports
  - Copy reports
  - Delete unsubmitted reports
  - View red and yellow earmarked reports flagged for exceptions
- In the **History** section, you can view reports that have been approved or sent for payment.

To locate the **Active** section on the **Reports** screen on your iPhone:
4. **Android – New Expense Location Option:** Now available are the “most recently used” locations - which you can now find at the top of the Location list – while selecting a location for a manually entered expense.
5. **iPhone/iPad - Expense Swipe Options:** A new, simpler swipe action that is now available for existing expenses. Users can swipe from the right to left to perform the following actions on existing expenses:
   a. For a receipt item, delete or create a mobile expense
   b. For a credit card charge, e-receipt, or an expense, delete or move to a report
   c. For analyzing receipts, delete or stop the analysis process
   d. For failed analysis, delete or retake the image or create an expense
For a credit card charge, e-receipt, or expense, the user can delete or move it to an expense report. To do so, the user swipes the charge/e-receipt/expense. When the user taps Move, the Select Report screen appears. The user can create a new report or select an existing report.

For a receipt, the user can delete the receipt or use the receipt to create a mobile expense. To do so, the user swipes the receipt. When the user taps Expense, the receipt appears on the Expense screen. The user completes the fields and taps Save.
6. iPad – Allocations: Create, Edit, and Delete Allocations: With this release, iPad users can now allocate an expense by manually selecting the allocation percentage and cost center. From the Expense Details window, the user taps Allocations. Once the user taps on Allocations, they will need to tap on New Allocation (or the + sign on the upper-right side of the screen), fills out the fields that appear, and saves the new allocation. The New Allocation button will appear if the expense is not yet allocated. To add additional allocations, the user taps the +.

To allocate expenses on your iPad:
The user can tap the + sign on the upper-right side of the screen to continue adding allocations. The user can review the percentage allocated and remaining percentage at the bottom of the screen. In addition, users can edit allocations by tapping anywhere on the Allocation row. To delete allocations for an expense, users can tap the trash can icon on the upper-right side of the screen.
### Expense Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Center</th>
<th>Allocated</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>NPS</td>
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<td>50%</td>
</tr>
<tr>
<td></td>
<td>No</td>
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<tr>
<td></td>
<td>List</td>
<td>(B) Blue</td>
<td></td>
</tr>
<tr>
<td>Production</td>
<td>Concur Labs</td>
<td>$50.00</td>
<td>50%</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
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</tr>
</tbody>
</table>

This sample shows the expenses are 100% allocated.
Icon

Once the items are successfully allocated, an Allocation icon appears with the expense and itemizations as well as the report level.
7. **Android – View Allocations:** With this release, Android users and approvers will now be able to view allocations. While users will still need to use the web version of Concur to create, edit, and delete allocations, they will now be able to use their Android phones to view allocations.

1) With the expense report open, tap **Allocation Summary.** The allocations and amounts appear.
2) When done, tap (upper-left corner) to return to the expense report.

8. **Android / iPhone / iPad – Mileage Calculator**
Android / iPhone / iPad – Mileage Calculator (using Google Maps) Feature Now Available for Car Mileage

Concur is pleased to announce that the mobile mileage feature is now available. Mobile users can use Google Maps to provide trip distances, making car mileage expenses easier than ever.

The Mileage Calculator can be used for both personal and company car mileage. The example below shows personal mileage, using the Mileage icon on the home screen. For company car mileage, the user creates an expense as usual and selects the Company Car Mileage (or something similar) expense type. After that, both types work the same way – as shown below.

1) On the home screen, tap the Mileage icon (lower-right corner).
   NOTE: This icon appears only if the company’s configuration includes personal car mileage.
2) On the Select Report screen, either:
   - Add to an existing report by selecting the report.
   - or –
   - Tap + (upper-right corner) to create a new report. Complete the steps to create the new report.
3) On the Add Car Mileage screen, tap Add Route.
4) On the **Distance Calculator** screen, in the **Start Location** field, start typing the initial location.
5) Select from the list of locations. The selected location appears on the map.

6) On the **Distance Calculator** screen, in the **Add Destination** field, start typing the ending location.
7) Select from the list of locations. The selected location appears on the map along with the mileage (lower-right corner).

8) On the **Distance Calculator** screen, you have several additional options:
   - Tap **Add Destination** to add another destination.
   - Tap **Options** (upper-right corner) to choose to avoid tolls or highways.
   - If an alternate route is available (shown as a gray line), you can select that route.

9) When done, tap **Use Route**. The mileage and the reimbursement amount appear on the **Add Car Mileage** screen.
1) To make additional adjustments, on the **Add Car Mileage** screen, tap **Route Details**.
2) On the **Route Details** screen, click (upper-right corner) to access the menu. Using the menu, you can:
   - Edit any portion of the trip
   - or
   - Designate part of the trip as personal
3) To edit a route:
   - On the menu, tap **Edit Route**.
   - Make the desired changes, using the same steps as when you created the route.

4) To designate part of the trip as personal:
   - On the menu, tap **Set Segment as Personal**.
   - On the **Set Personal** screen, select the segment that is personal.
   - Tap **Done**. On the **Route Details** screen, the personal distance shows at the top of the screen and the personal segment shows "(personal)."
5) To deduct commute mileage:
- On the **Route Details** screen, tap **Deduct Commute Distance**.
- Define the starting and ending points using the map.
- Select whether the commute is one way or round trip.
- When done, tap **Use Route**. The adjusted amount and distance appears on the **Add Car Mileage** screen.

6) Tap **Save**. The expense is saved to the expense report.