

Concur Mobile App Quick Overview



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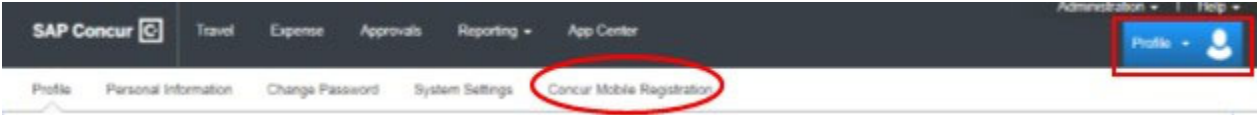
Mobile app overview

The Concur mobile app is designed to enhance the expense reporting experience. The Mobile app allows employees to capture receipts by taking pictures of them to record expenses. This also allows employees to create an expense report as the expenses occur. It also allows employees who have traveled to add their per diem.

To begin using your mobile app, you must **register** for the Concur mobile app and **download** the mobile app on to your device.

Registering for the mobile app

1. From the Concur website home page on your computer, click Profile > Profile Settings > Mobile Registration along the top of your screen.



2. Make note of login details displayed on the screen in Concur

Company code
User name: Uniqname@umich.edu

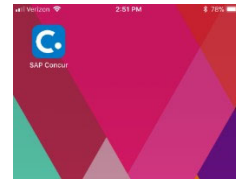
<h3>Review your login details</h3> <p>To log in to the Concur for mobile app, simply tap on "Company Code Sign In" after downloading the Concur for Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.</p> <p>Company Code: UG2VNX</p> <p>Alternatively, you can use your Concur username and a mobile PIN. Click Forgot Mobile PIN in the left hand menu to reset your existing PIN.</p> <p>Concur Username: NZAIDI@umich.edu</p>	<h3>Download the app</h3> <p>Download icons for Apple, Android, Windows Phone, and Windows.</p> <p>Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app:</p> <p><input type="text" value="NZAIDI@umich.edu"/> <input type="button" value="Send Link"/></p>
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3. Download the app on your mobile device from the screen shown above or from the app store on your phone or device.

NOTE: Since mobile functionality changes from time to time, best practice is to ensure your app is updated timely.

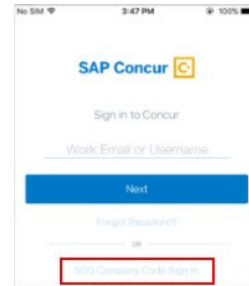
Launching the mobile app

1. Log in to the Concur Mobile app on your device (Phone/Tablet)



2. Enter Username (UNIQNAME@umich.edu)

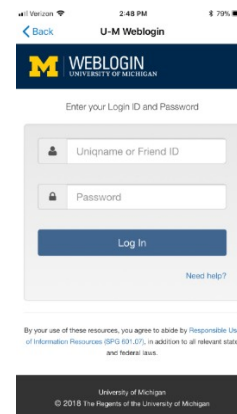
Click on **Company Sign On**



3. Enter the company code retrieved during the mobile registration and click on **Proceed to Sign In**



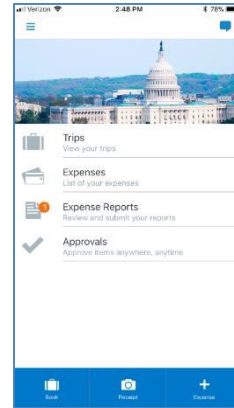
4. Enter your uniqname and university password similar to what you do when logging in from a computer and click **Log In**



Using the mobile app

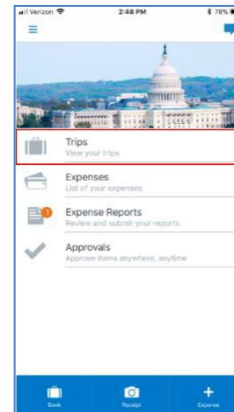
Home page

- Trips
- Expenses
- Expense Reports
- Approvals



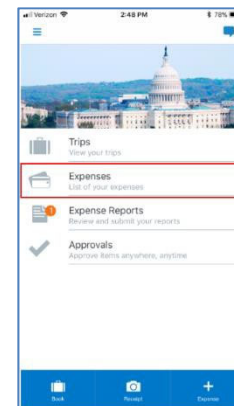
Trips

- View itineraries / trip statuses
- Get flight status updates
- Manage your trips



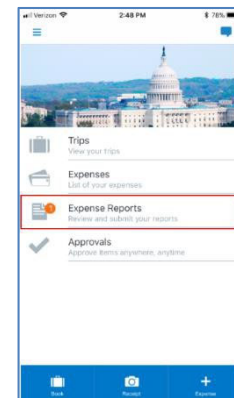
Expenses

- View Pending expenses
- View PCard expenses
- View Quick expenses



Expense Reports

- Create expense reports
- Reconcile expenses within a report

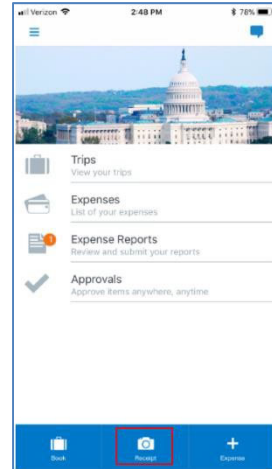


Receipts

Take pictures of receipts and save them to your Receipts Store to be used later for assigning to an expense line or expense report.

Please note that a PCard expense may not appear on a mobile device for two to three days.

Also note that the original receipts may need to be retained for a period of time. For more information, please visit: <http://spg.umich.edu/policy/604.01>

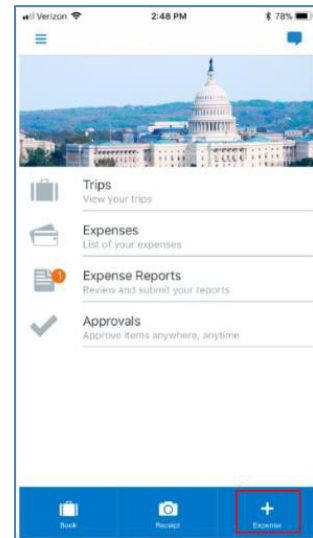


Expenses

Enter a quick expense with basic information from your mobile device. These expenses can be assigned to an expense report from your mobile device and through the online system.

Per Diem

Create an itinerary with your departure dates and return dates from your mobile device. You can make adjustments to your itinerary right from your device or through the online system.



Recommended usage

- Create/ view itineraries / trip statuses
- Create expense lines or reports
- Update existing reports
- Upload and manage receipts



Do not use the mobile app for:

- Itemizing your PCard expenses. You can still, however, itemize your out-of-pocket expenses on the mobile device
- Changing expense types on existing expense lines

The following functionality is not yet available on the mobile app and should be done using Concur through a computer:

- Updating default allocations on expenses, including updating the ICRX flag
- Adding/updating workflows

Quick tips

- Always remember to update your report name, which is assigned by default on the mobile device (e.g., Report name MM.DD.YY Report is assigned on the iPhone)
- Deleting expense lines on the following devices:
 - iPhone/iPad – Perform a left swipe on expense line and delete
 - Android – Perform a long press on the expense line

Information for delegates

Delegates supporting employees who use the mobile app can perform the following actions in Concur using a computer:

- Start an expense report based on receipts uploaded by travelers
- Update or complete an expense report started by a traveler

Information for approvers

A mobile device is not recommended for use while approving reports. The mobile app doesn't allow for any ad-hoc approvers to be added. In addition, receipts might be harder to review on a mobile device, because screen sizes are typically much smaller.