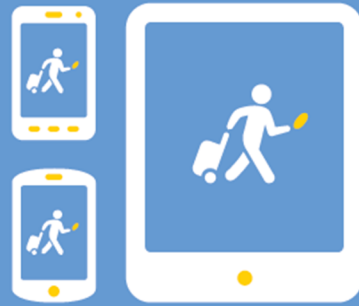


# Concur Mobile App Quick Overview



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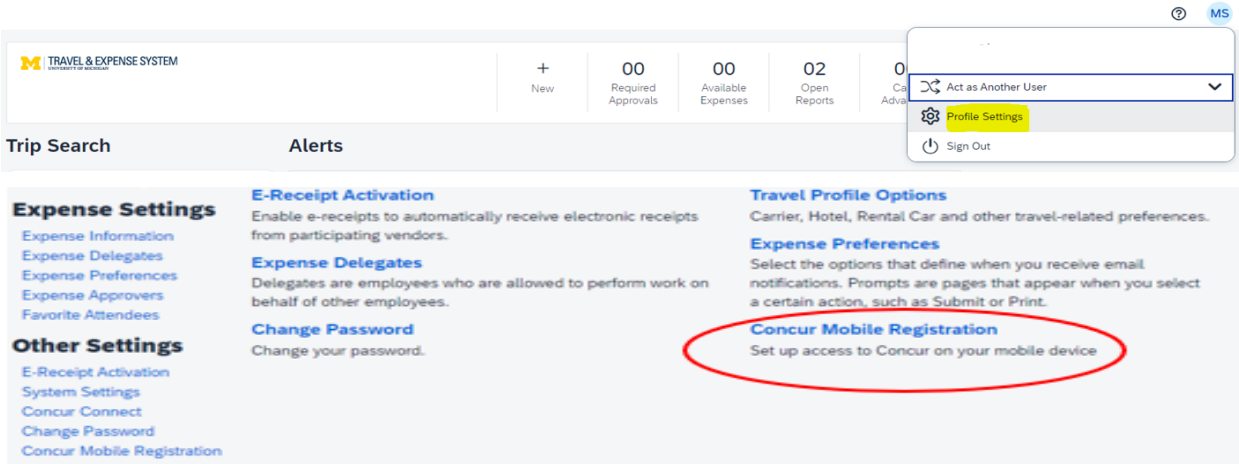
# Mobile app overview

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.

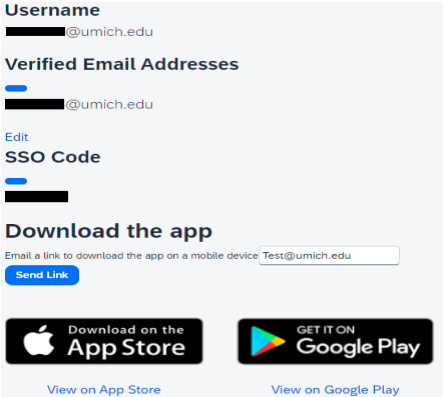
## Registering for the mobile app

1. From the Concur website home page on your computer, click the blue circle in the upper right corner with your initials > Profile Settings, then select Concur Mobile Registration



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

**Username:** Uniqname@umich.edu  
**SSO Code:** ABC123

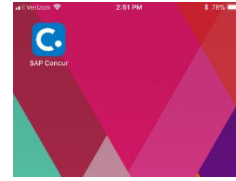


3. Download the app on your mobile device from the screen shown above or from the app store on your phone or device.

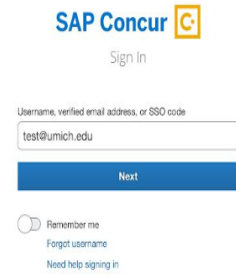
**NOTE: Since mobile functionality changes from time to time, best practice is to ensure your app is updated timely.**

## Launching the mobile app

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



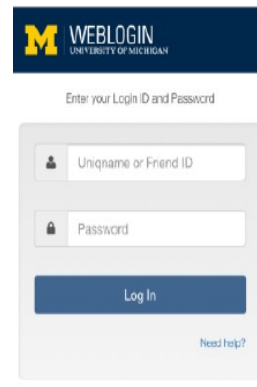
2. Enter verified email address (UNIQNAME@umich.edu) or SSO code retrieved during the mobile registration  
Click on **Next**



3. Select Sign in with **SSO**, or if this was entered above in step 2, proceed to step 3.



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

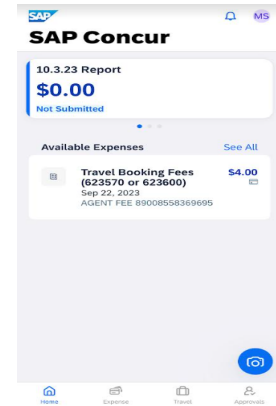


## Using the mobile app

### Home page

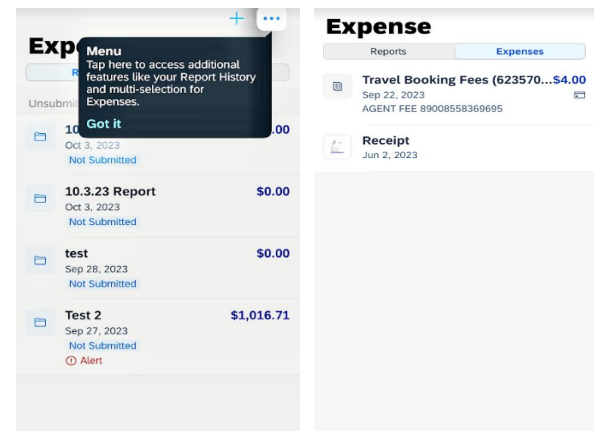
Navigation to:

- Expenses
- Approvals
- Travel - no longer used (*All travel is booked and managed in CTP/Lightning*)
- Profile (upper right corner)
- Message Center



### Expenses

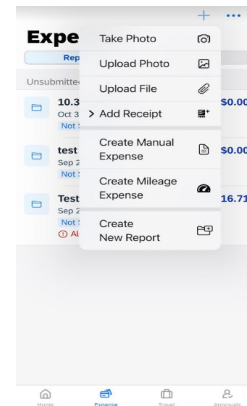
- Reports
  - Unsubmitted reports
    - Select an existing report to reconcile expenses
  - Report History
- Expenses
  - Available expenses
  - Available receipt images



### Expense Reports

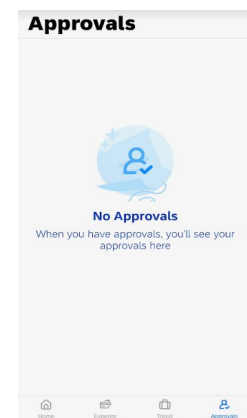
Click the plus sign to navigate to more expense tools

- Create New Report
- Create Mileage Expense
- Upload Files



### Approvals

- When you have approvals, you'll see them here

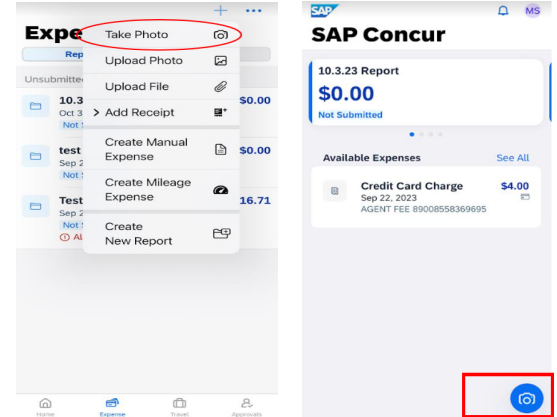


## Receipts

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

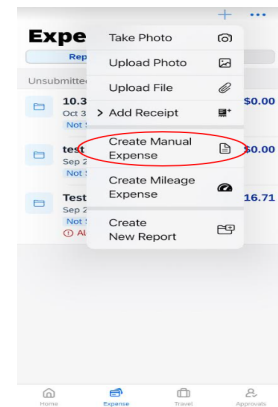
Please note that PCard/travel card expenses may not appear on a mobile device for two to three days.

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>



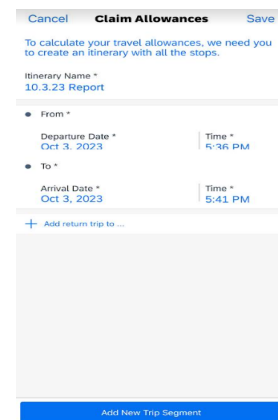
## Expenses

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 expense lines or reports
- Update existing reports
- Upload and manage receipts



### 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 when approving extensive reports. Due to the screen size, the device may not display intricate details and the receipts may be harder to review on a mobile device.