

Concur
Mobile App
Quick Overview

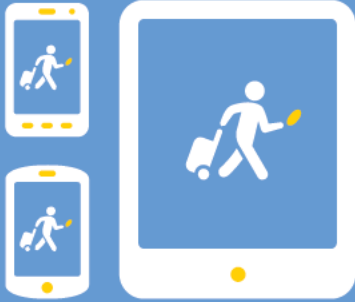


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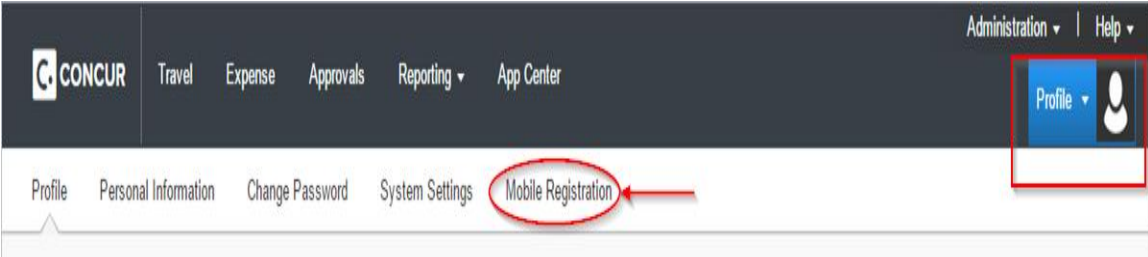
Mobile app overview

The Concur mobile app is designed to enhance the travel experience. The Mobile app allows travelers to book travel arrangements, arrange for ground transportation, and check flight statuses, among other things. In addition, travelers are able to capture receipts by taking pictures of receipts to record expenses while traveling. This also allows travelers to create an expense report as the expenses occur.

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

Review your login details

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.

Company Code: UG2VNX

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.

Concur Username: NZAIDI@umich.edu

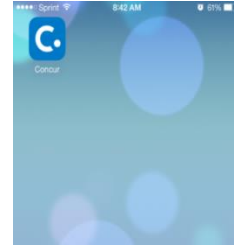
Download the app

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.

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

Launching the mobile app

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

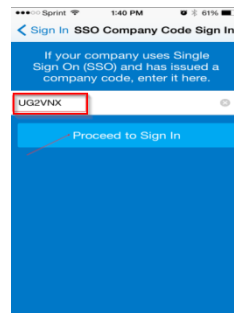


2. Enter Username (UNIQNAME@umich.edu)

Click on **Company Sign On**



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



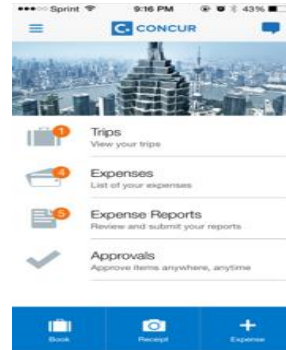
4. Enter your uniqname and university password similar to what you do when logging in from a computer and click **Log In**



Using the mobile app

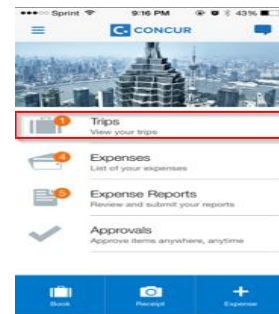
Home page

- Trips
- Expenses
- Expense Reports
- Approvals
- Book / Receipt / Expense



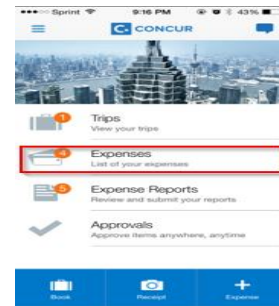
Trips

- Book air, hotel, car, and rail
- View itineraries / trip statuses
- Get flight status updates
- Manage your trips



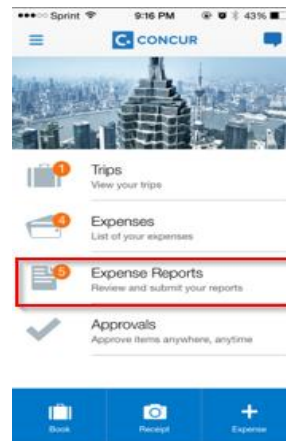
Expenses

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



Expense Reports

- Create expense reports
- Reconcile expenses within a report



Book

- Air
- Hotel
- Car
- Rail



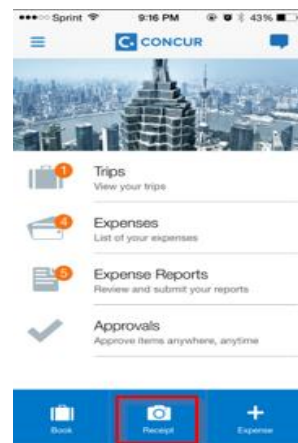
Receipts

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 will need to be retained for 12 months. For more information, please visit:

finance.umich.edu/system/files/Concur_and_Records_Retention.pdf



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.



Recommended usage

- Book air, hotel, car, and rail
- 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
- Submitting expense reports unless your per diem has already been added to it through the web based system

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

- Creating per diems
- Updating default allocations on expenses, including updating the ICRX flag
- Adding/updating workflows
- Finding stopover information as it is not available on the mobile device.
- Southwest booking is not available on the mobile device

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, if you are not the final approver. 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.