SAP Concur Mobile App QuickStart Guide (Mobile Android)

SAP Concur
SAP

Document Revision History

Date	Description	Version	Author
06/03/2019	Concur Mobile Android QuickStart Guide	1.0	SAP Concur
12/03/2020	Formatting Updates	1.1	SAP Concur
11/12/2021	Removed the Creating a Pin topic	1.2	SAP Concur
10/12/2023	Updated to Horizon screens and added new proprietary statement and logos in footer.	1.3	SAP Concur

Table of Contents

Signing on to Concur Mobile Android

1. To sign in to SAP Concur, on your Android device, from the **Sign In** screen, enter your **Username**, **email address**, or **SSO code**.

Note: If your company has set up SSO to enable your access to SAP Concur and you are not able to sign in, contact your company's IT department.

After you enter your username, you can slide the **Remember me** toggle button to store your password, so you don't have to enter it the next time you sign in to SAP Concur from this device.

If you have forgotten your username, press the **Forgot username** link.

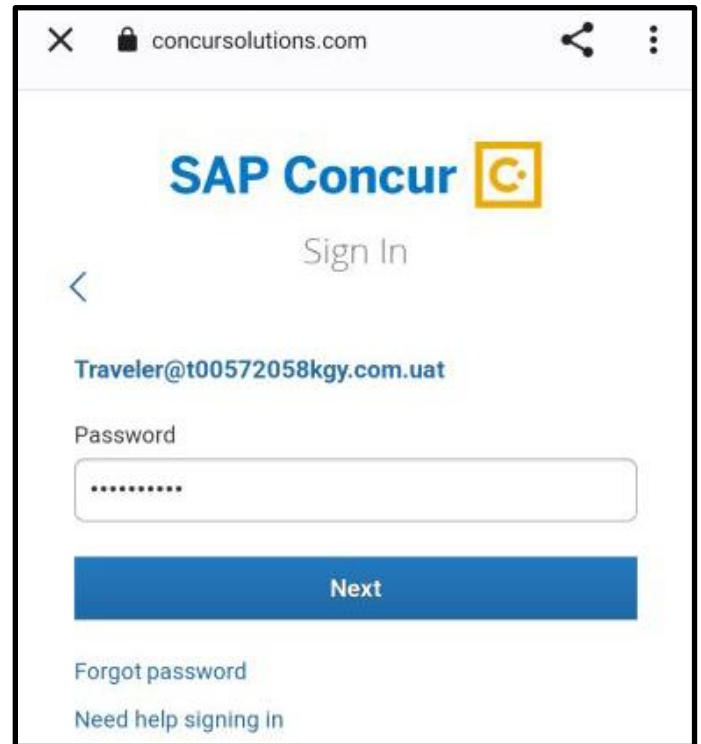2. To continue signing in, press **Next**.

4
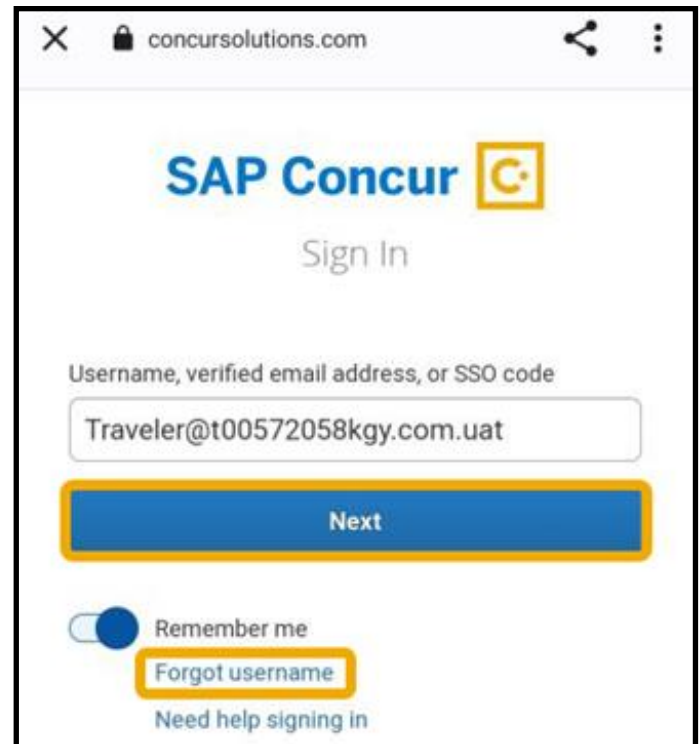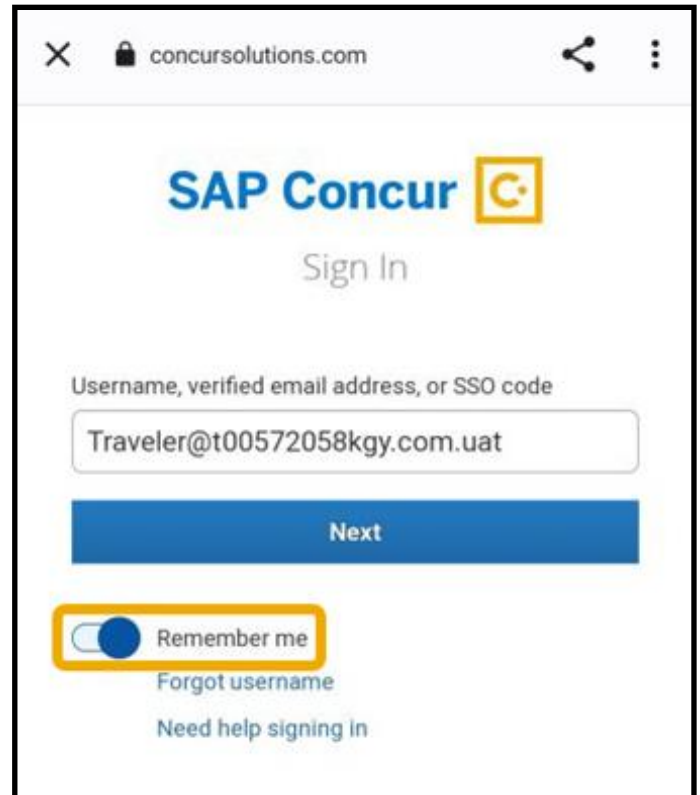
3. Enter your **Password**.

If this is your initial log in to SAP Concur, you will enter the temporary password that was provided to you.

Note: Your password is case sensitive. **SAP Concur** encourages the use of strong and unique passwords, along with two-factor authentication to further strengthen your security.

For more information about password security, visit **Protect Your SAP Concur Cloud** on the **SAP Help Portal**.

If you have forgotten your password, press the **Forgot password** link.

4. After you enter your password, press **Next**.

5
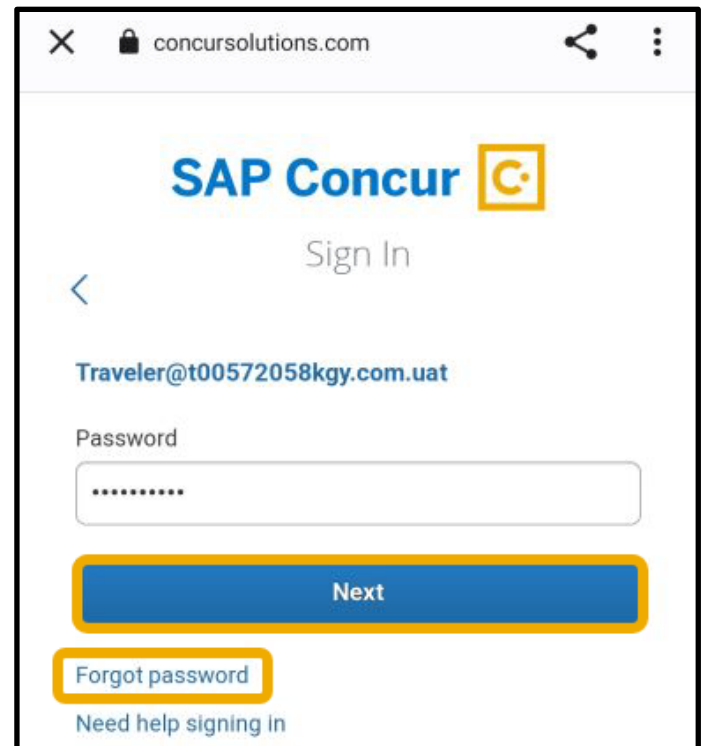
You must set up two-factor authentication to continue signing in.

5. To add your SAP Concur account to the authenticator app, scan the QR code on the **Sign In** page.

Note: You can use an authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code. If you can't scan the QR code, select the **Set up manually with a key** link.

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Sign In

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Traveler@t00572058kgy.com.uat

Set Up Two-factor Authentication
You must set up two-factor authentication to continue sign-in. Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.

Can't scan the QR code?
Set up manually with a key

Authentication Code

Sign In

6. Copy the six-digit code that was generated from the app into the **Authentication Code** field, and then press **Sign In**.

Authentication Code

******

Sign In

6
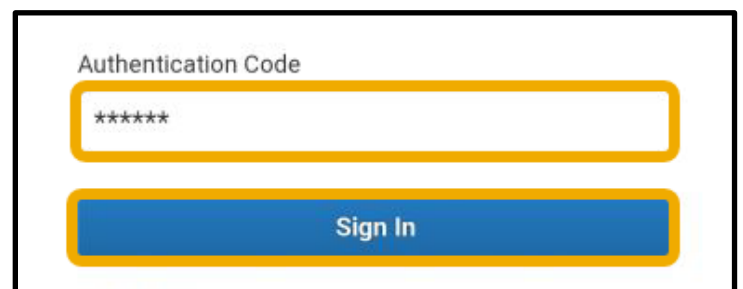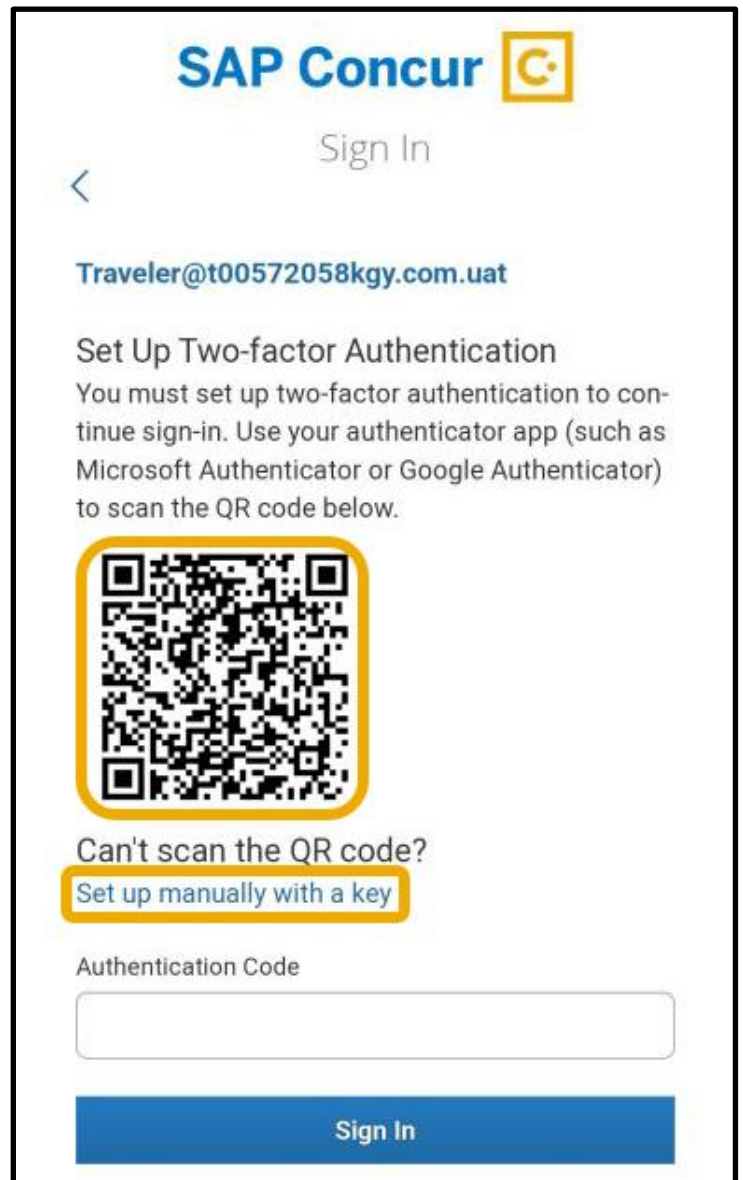
7. Press the **SAP Concur** menu icon to see a list of options and partner apps that make it easy for you to navigate and perform your travel and expense tasks.
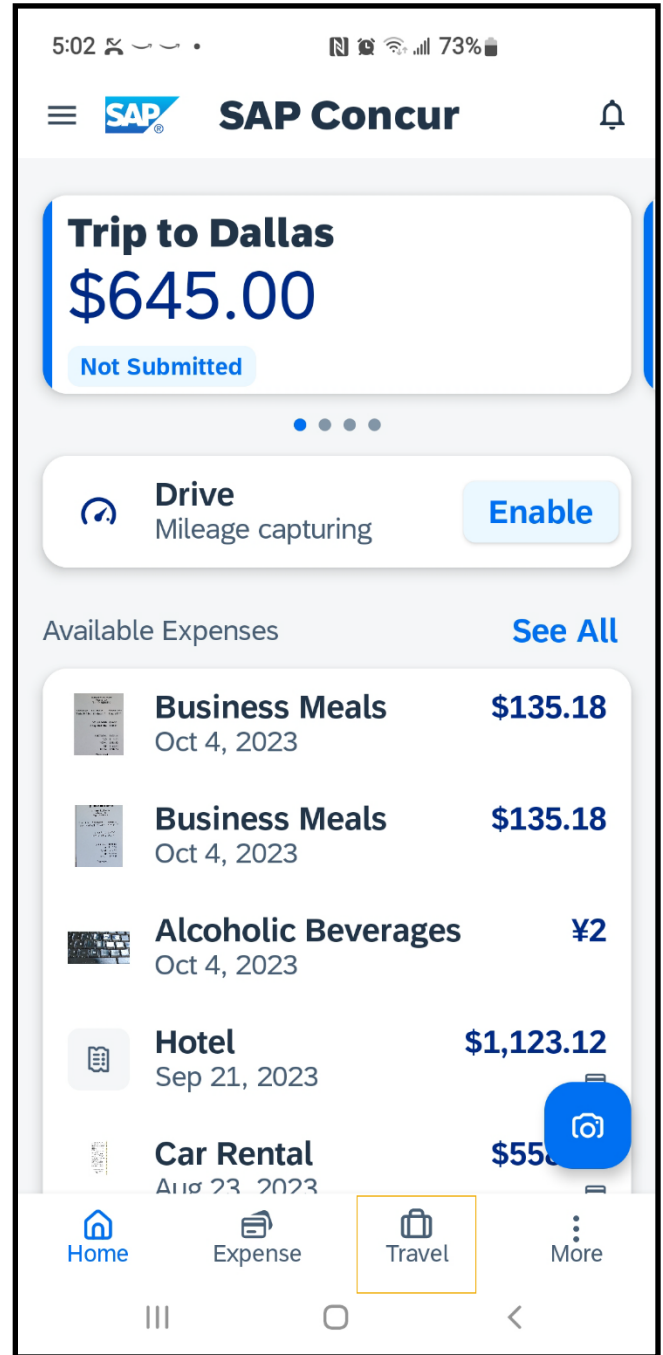
You can use the menu items along the bottom of the screen to access your **Home** screen, **Expense**, **Travel**, and **More**.
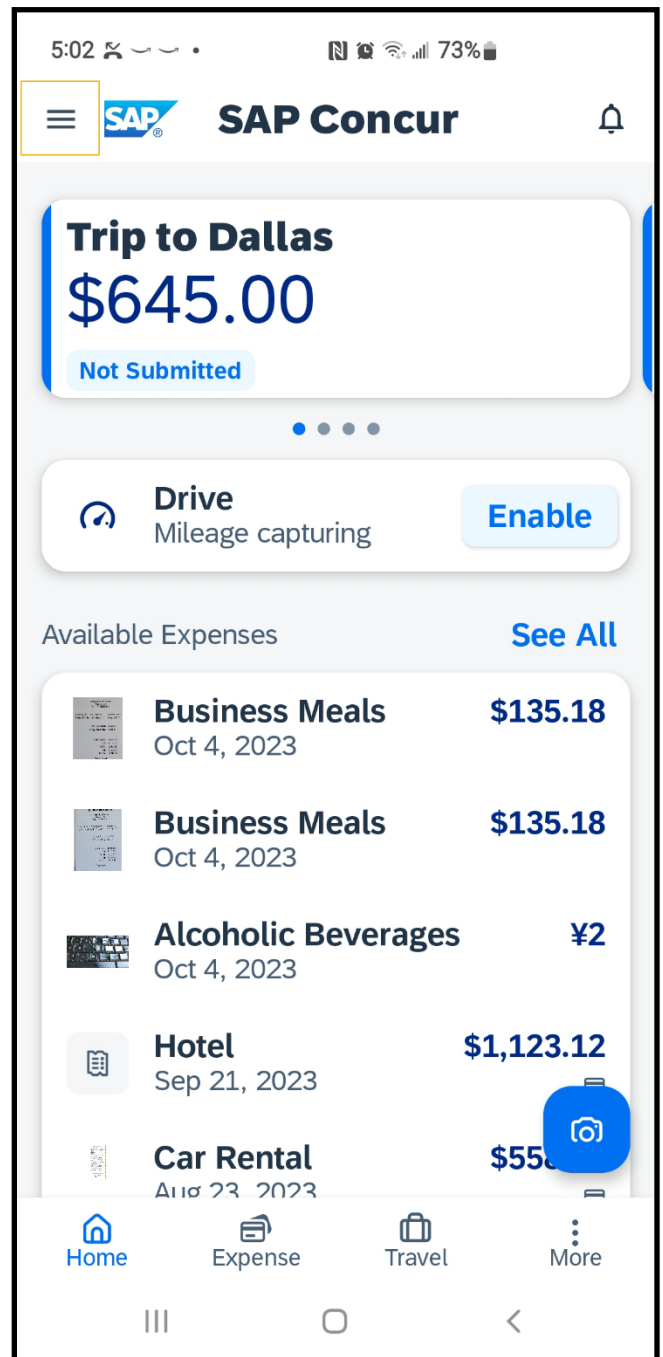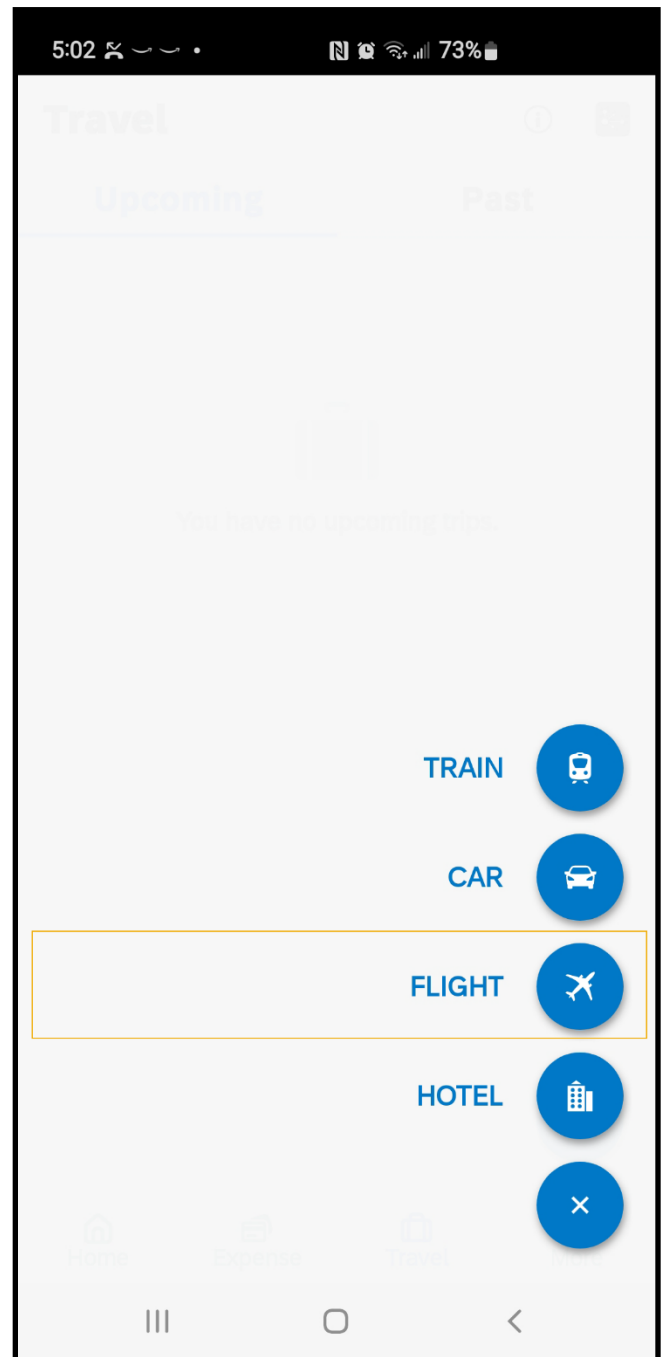
Booking a Trip

You can use the mobile application to make travel reservations. In this example, you will see how to book a flight.

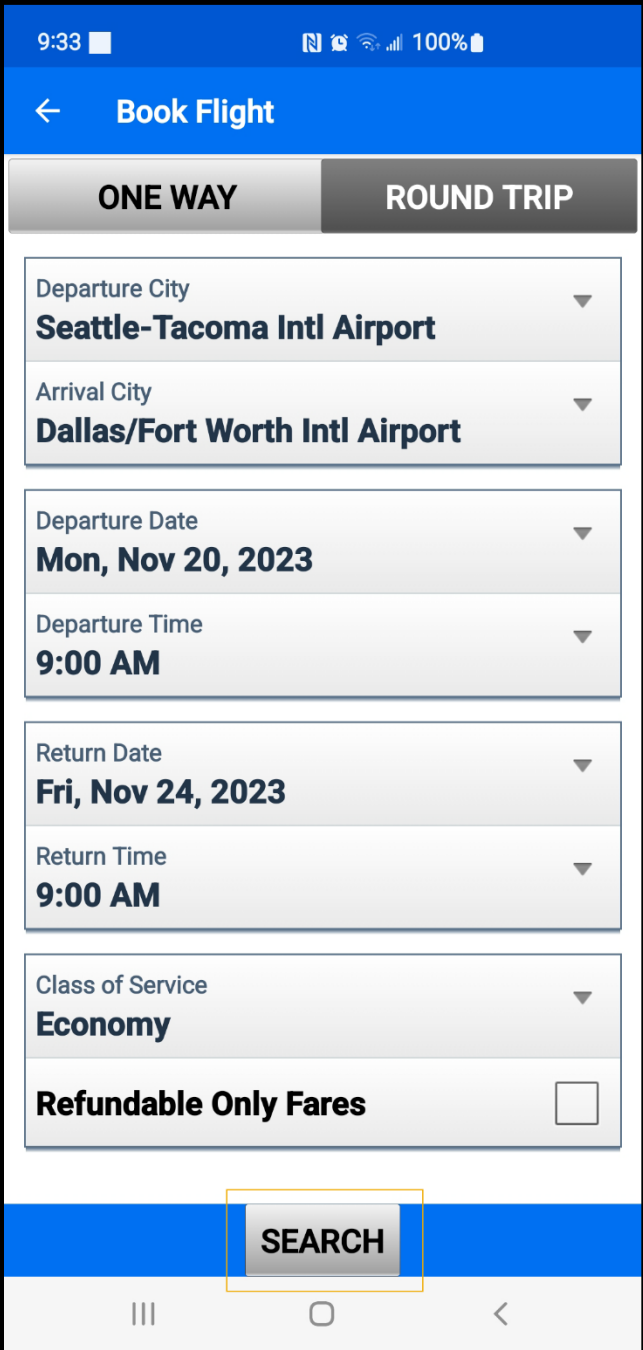1. To book travel segments, on the **SAP Concur** home page, press the **Travel** icon.

2. To start searching for a flight, press **Flight**.

9

Your designated home airport will appear in the **Departure City** field.

3. Enter your **Departure** and **Arrival City**.
4. Enter your **Departure** and **Return Date** and **Time**.
5. Scroll down to verify or change the **Class of Service** and **Refundable Only Fares** options, and then press **Search**.
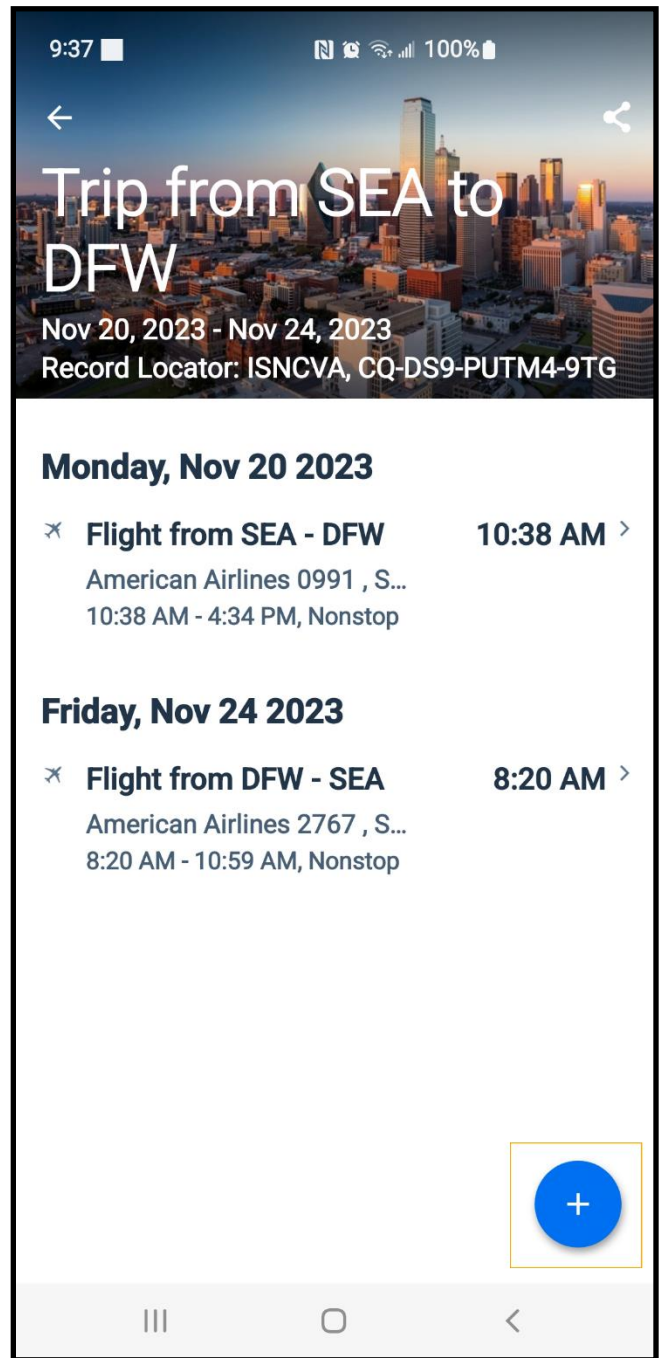
The fight search results appear. You can scroll down, to see other flight options.

6. Press **Reserve**.
7. Press **OK** to confirm that you want to reserve this flight.

11
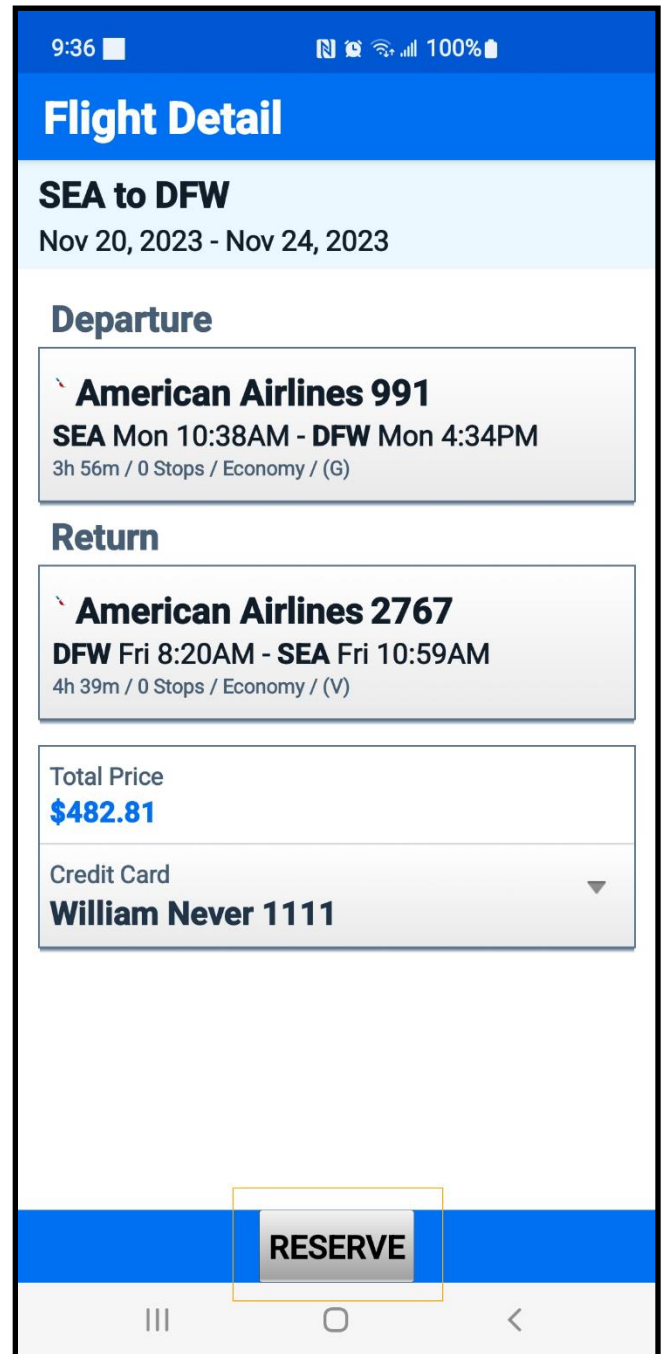
8. Review your travel itinerary. You can add a hotel or rental car, as needed, by pressing the **plus (+)** icon.

See the **Booking a Hotel** and **Booking a Rental Car** tip sheets for more information.


12

Creating an Expense Report

Using the SAP Concur mobile application, you can create new expense reports.

You can create expense reports by selecting expenses, and then creating an expense report for those expenses. You can also create a new expense report and then add expenses to it later. In this guide, you will see how to use both methods.
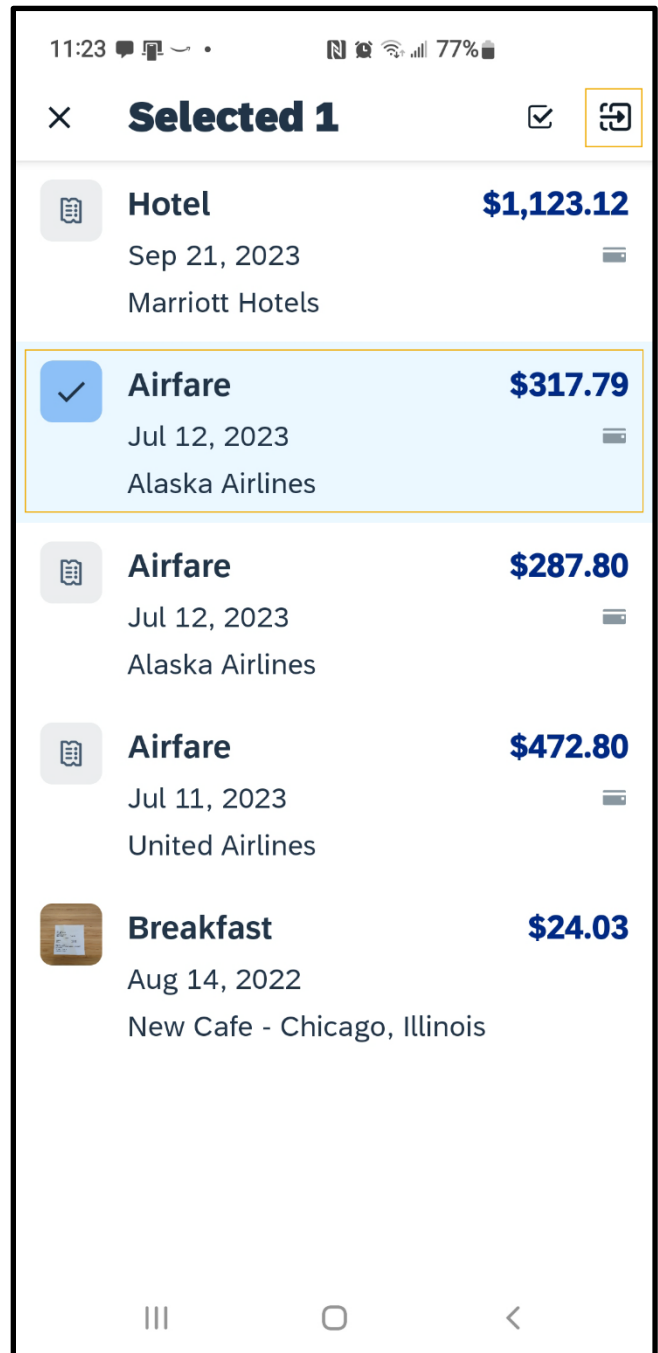
Adding expenses to an existing expense report

1. On the **SAP Concur** home screen, press **Expense**.

13
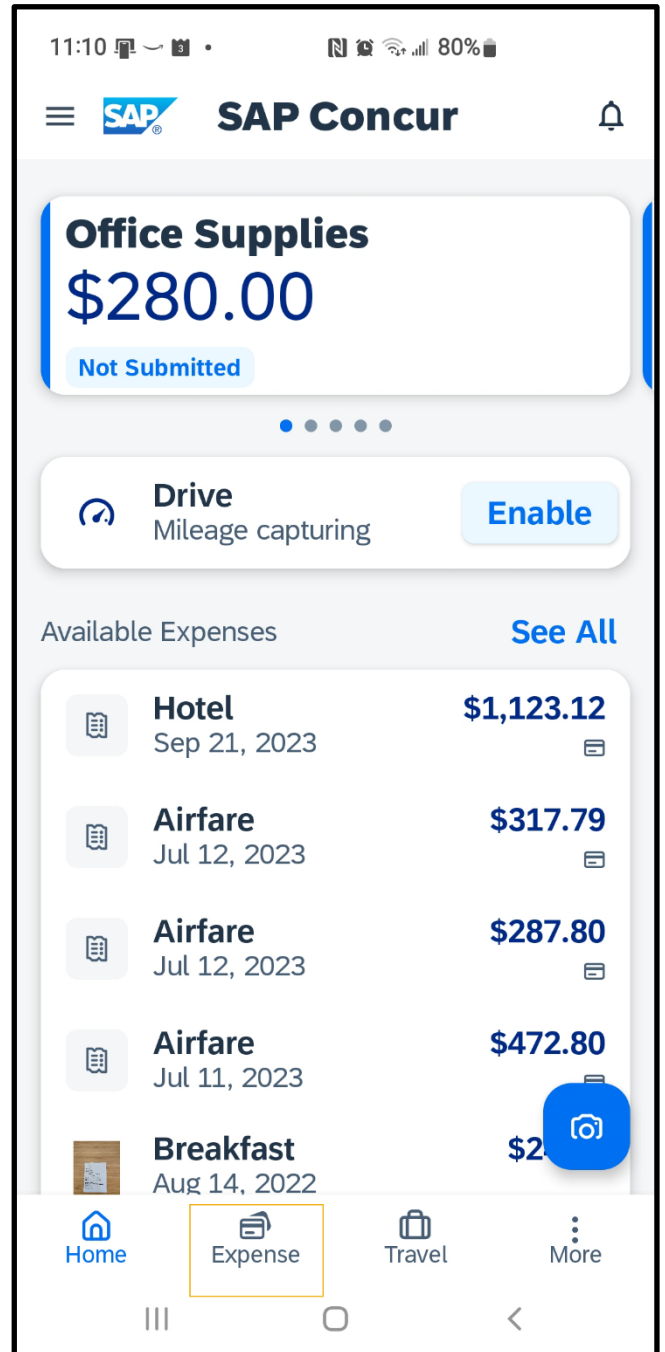
2. Long-press an expense to select it.
3. Select any additional expenses that you want to add to your expense report, and then press the **import** icon in the upper right corner.
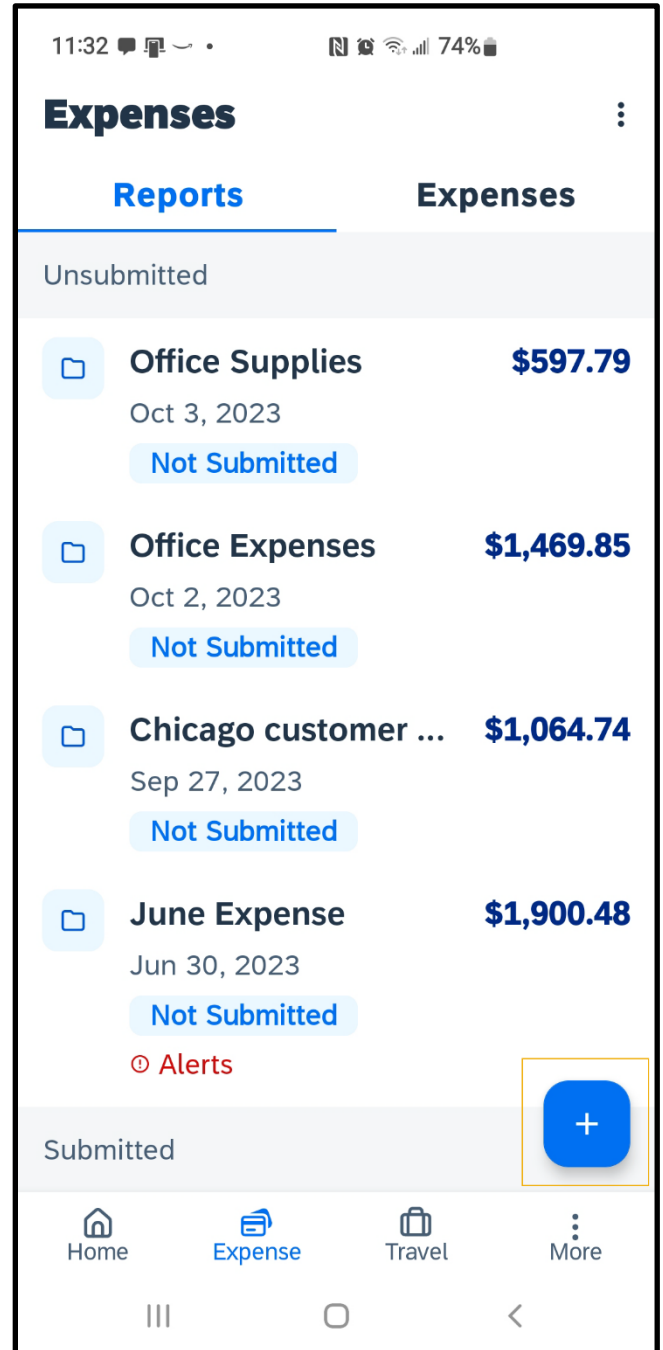
The selected expenses are added to your report.

Adding expenses to a new expense report

1. On the **Select Report** screen, press the **plus (+)** icon and then press **Create New Report**.

The report is assigned a default **Report Name**. You can accept the default or change it. In this example, you will use the default report name.

11:32

Expenses

Reports   **Expenses**

Unsubmitted

📁 **Office Supplies**   **$597.79**
Oct 3, 2023
Not Submitted

📁 **Office Expenses**   **$1,469.85**
Oct 2, 2023
Not Submitted

📁 **Chicago customer ...**   **$1,064.74**
Sep 27, 2023
Not Submitted

📁 **June Expense**   **$1,900.48**
Jun 30, 2023
Not Submitted
⊙ Alerts

Submitted

+

Home   Expense   Travel   More

15

2. Add expenses the same way as above.

In the SAP Concur mobile application, all your company's custom fields are available and all required fields (indicated in red) are enforced.

The expense report is created and includes the selected expenses.

3. Press the **Report** back arrow to return to the **Expenses** screen.


16
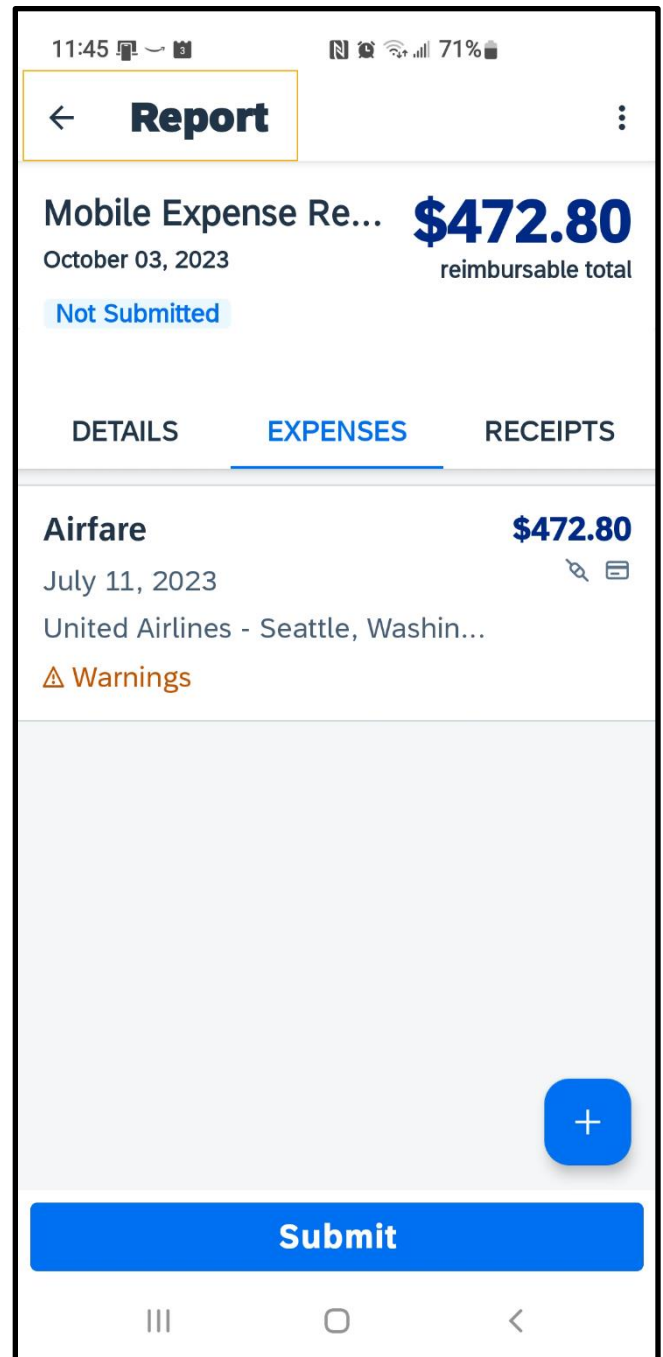
Creating Manual Expenses

You can create Manual Expenses, which are new expenses that are not attached to an expense report. Because Manual Expenses are not attached to an expense report, you only need to enter basic information, such as the expense type, transaction date, amount, and any required receipts.

You can complete custom fields and other required fields when you add the expense to an expense report.

If a Manual Expense is associated with a corporate card transaction, the system will attempt to match the two items when the card charge is imported from the bank.
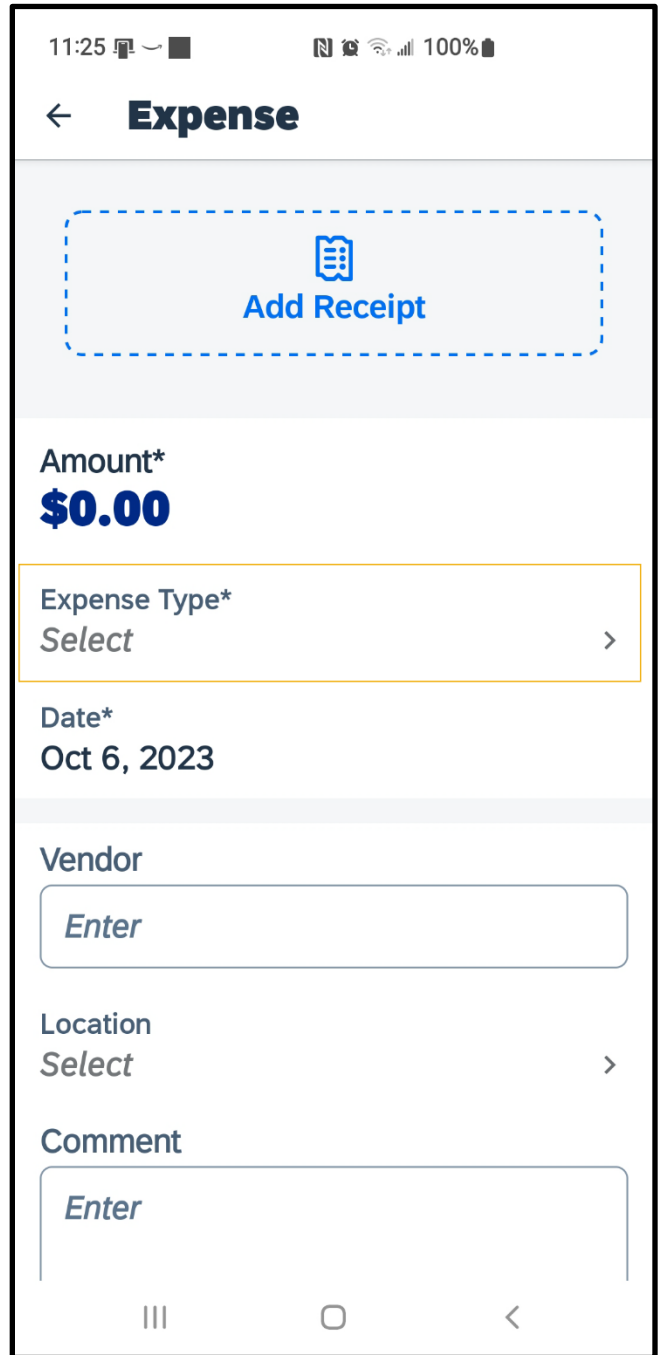
1. On the **SAP Concur** home screen, press **Expense**.

17
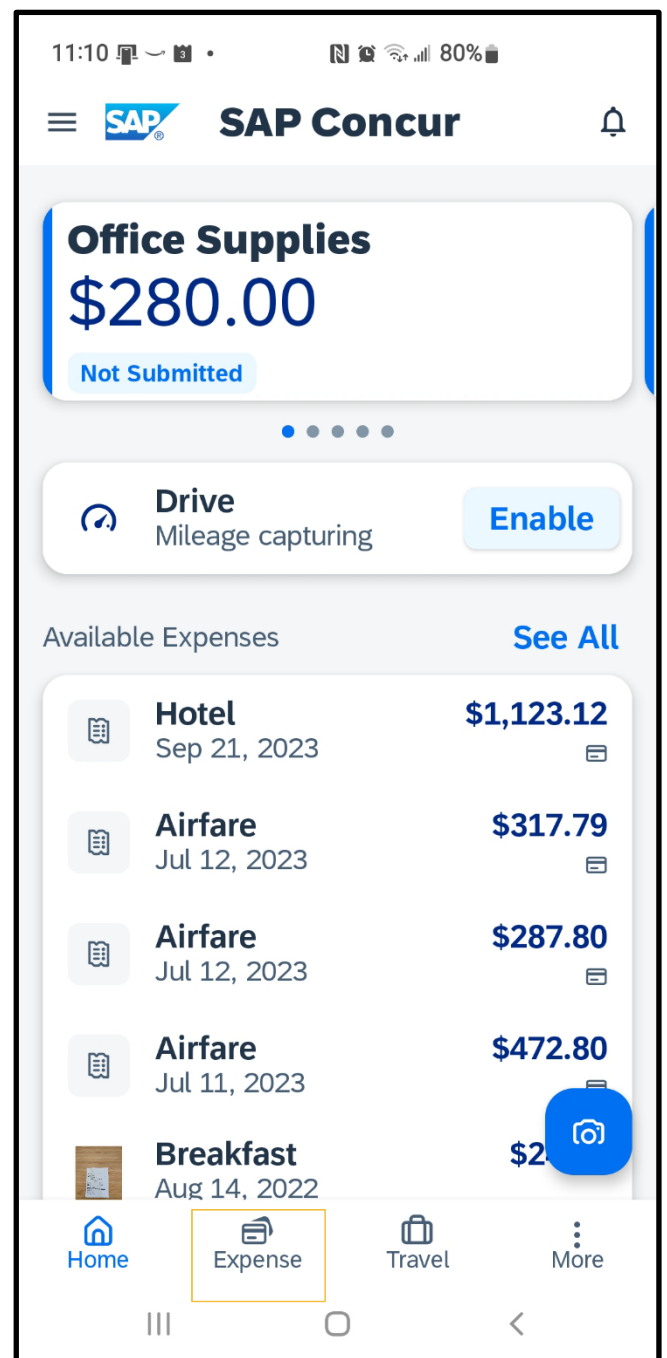
2. Press the **plus (+)** icon and then press **Create Manual Expense**.
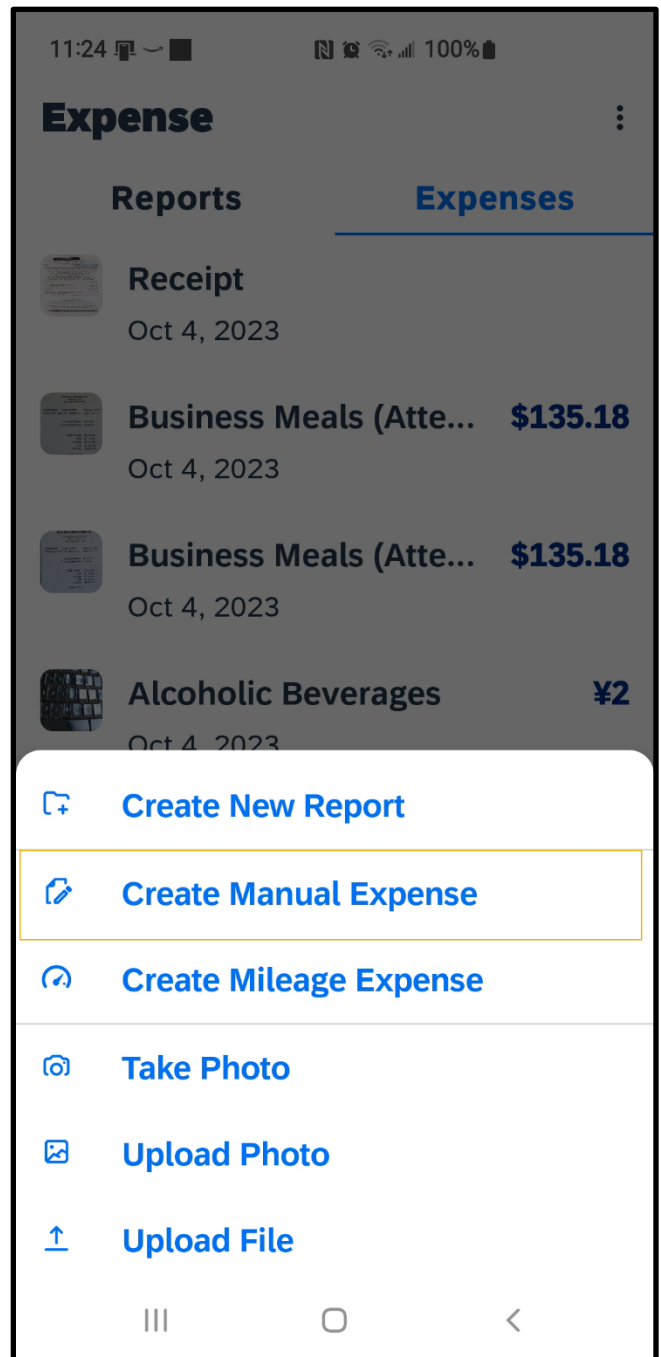
3. Press **Expense Type**, and then select an expense type.

> 11:25 N 100%
>
> ← **Expense**
>
> ┌─────────────────────────┐
> │   📄   │
> │   **Add Receipt**   │
> └─────────────────────────┘
>
> Amount*
> **$0.00**
>
> Expense Type*
> *Select*   ›
>
> Date*
> **Oct 6, 2023**
>
> Vendor
> ┌─────────────────────────┐
> │ *Enter*   │
> └─────────────────────────┘
>
> Location
> *Select*   ›
>
> Comment
> ┌─────────────────────────┐
> │ *Enter*   │
> └─────────────────────────┘
>
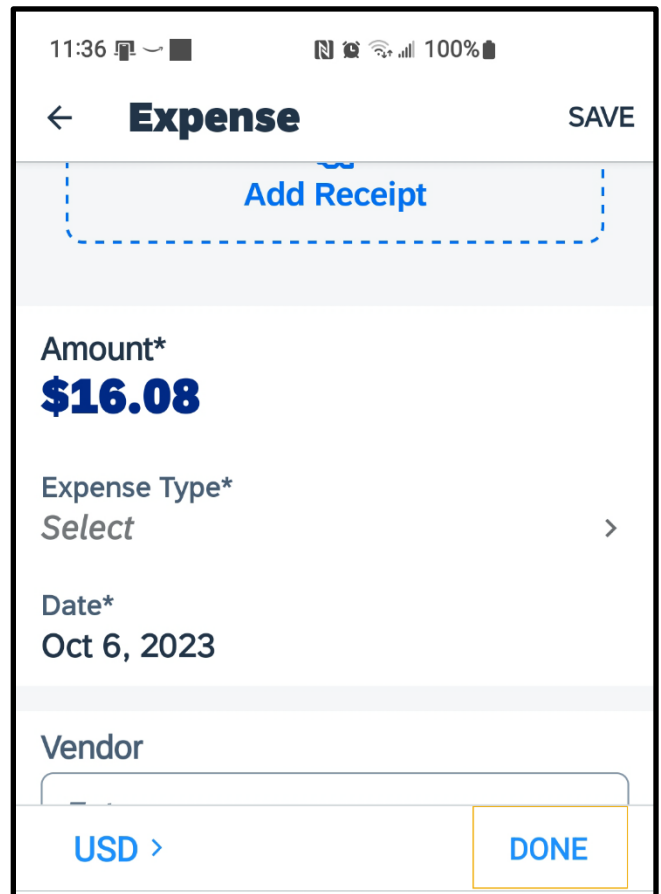> III   ○   ‹

19

4. Press **Amount**, and then enter the amount of the expense.
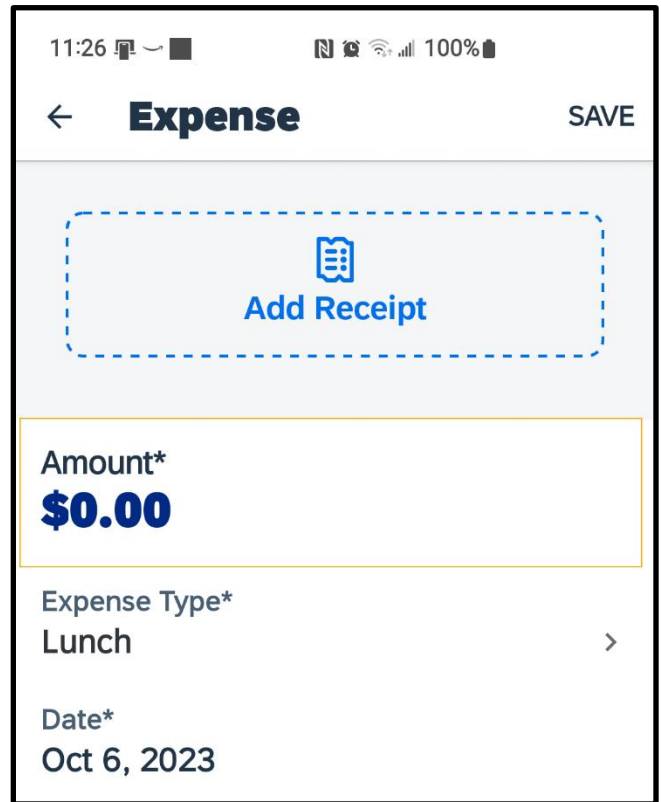
You can also change the currency type as needed.

5. Press **Done**.

In the SAP Concur mobile application, all your company's custom fields are available and all required fields (indicated by an asterisk *) are enforced.

20

Attach a receipt. You can use your device's camera to take a picture of your receipt or browse through your gallery of existing images to find a receipt image.
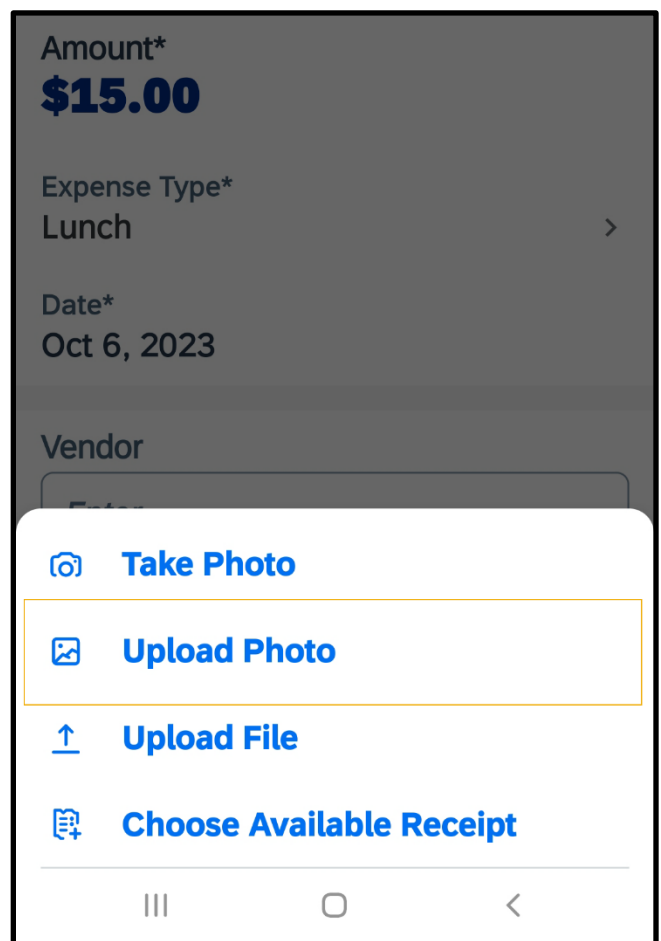
In this example, you will see how to attach an existing image.

6. Press the **Add Receipt** icon.
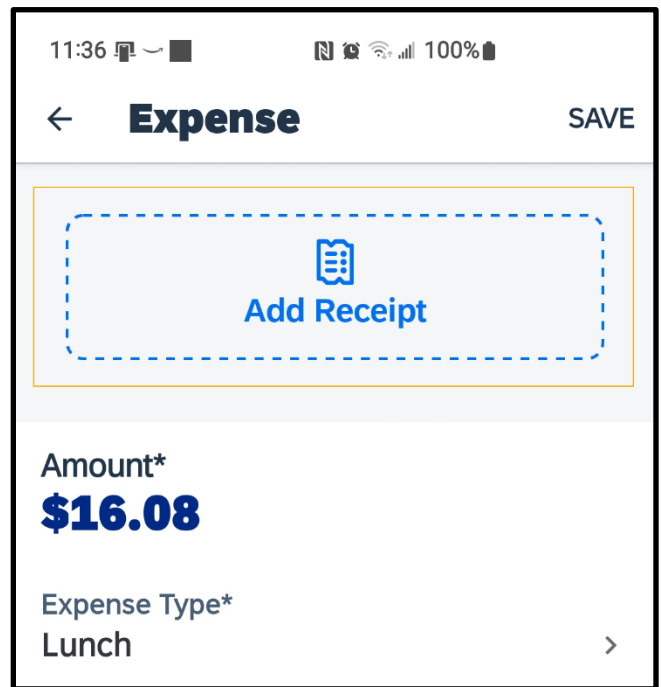
Select where you want to attach the receipt from **– Camera**, **From Library**, or **Available Receipts**
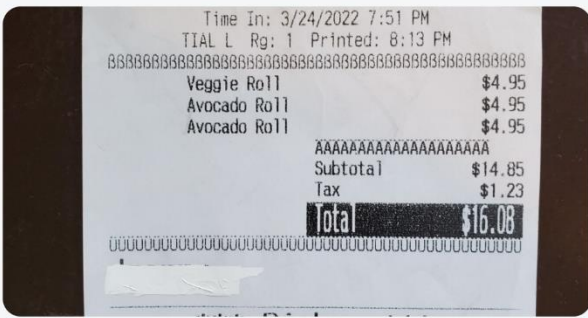
7. For this example, press **From Library** to attach the receipt from the library.

21

8. Select the appropriate image file.
9. Complete the **Date** and **Optional** fields, as needed, and then press **Save**.
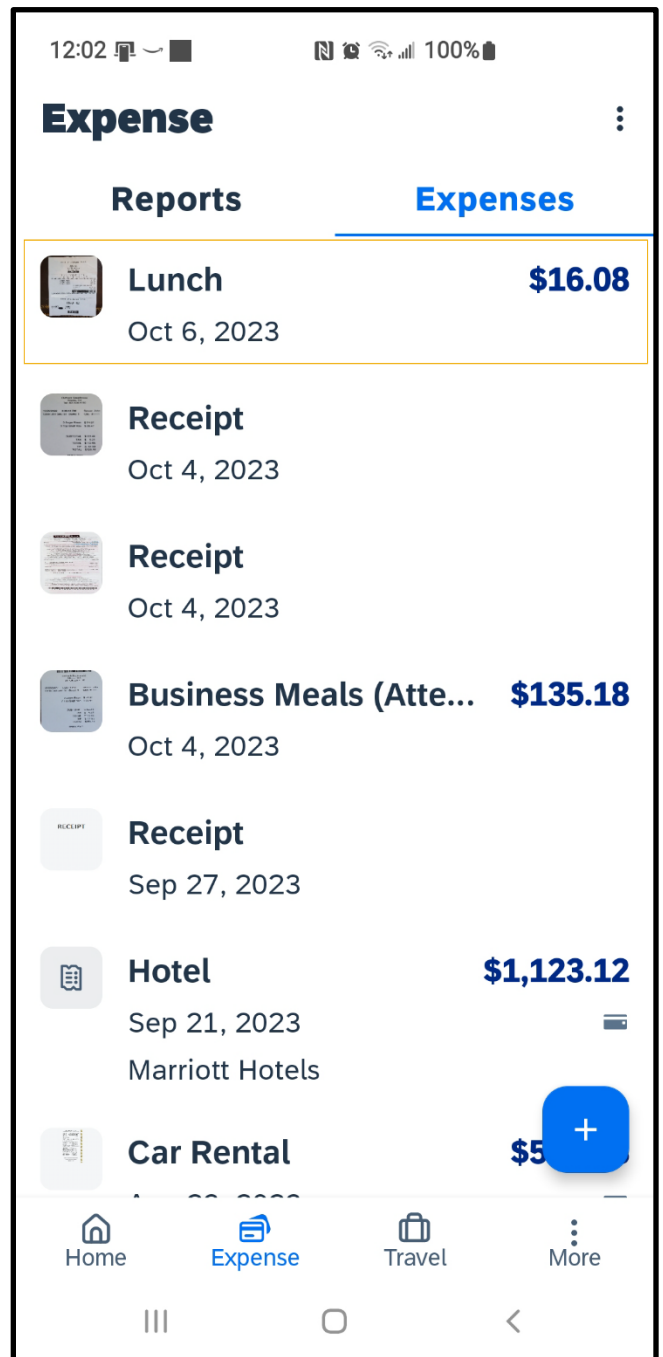
The manual expense is added to the list of unassigned expenses.

Avoiding Duplicate Expense Transactions

When your Mobile expenses are created manually with the **Create** feature, they do not automatically match with your company card charges, or with your ExpenseIt created expenses. Therefore, the expense can appear as a duplicate.

One way to avoid duplicate expense transactions is to use ExpenseIt for receipt capture and expense creation instead of using the **Create** feature. ExpenseIt will create expense entries for you from the receipt image and automatically populate your expense details when it is added to a report. Note that ExpenseIt is a paid add-on service, so you might not have this option available on your SAP Concur mobile app.

If your company does not have ExpenseIt or a company credit card, you can use the **Create Manual Expense** feature to create a Mobile expense. This feature is a quick way to enter the basic expense entry details so that you don't forget to enter the expense.

Note: When you create a mobile expense, it does not show any of your company's custom fields, so when you add the Mobile expense to a report, you will need to input additional information.

If you have a company card, transactions might take up to three business days to process and will then be added to your Expenses. We recommend that you wait for your company card transaction to display in your Expenses, and then simply attach your required receipt before adding it to a new or existing expense report.

After the expense is available, you need to attach a receipt image before submitting your report for approval.

1. If you need to attach a receipt image to an *existing* company card expense, press **Expense**.
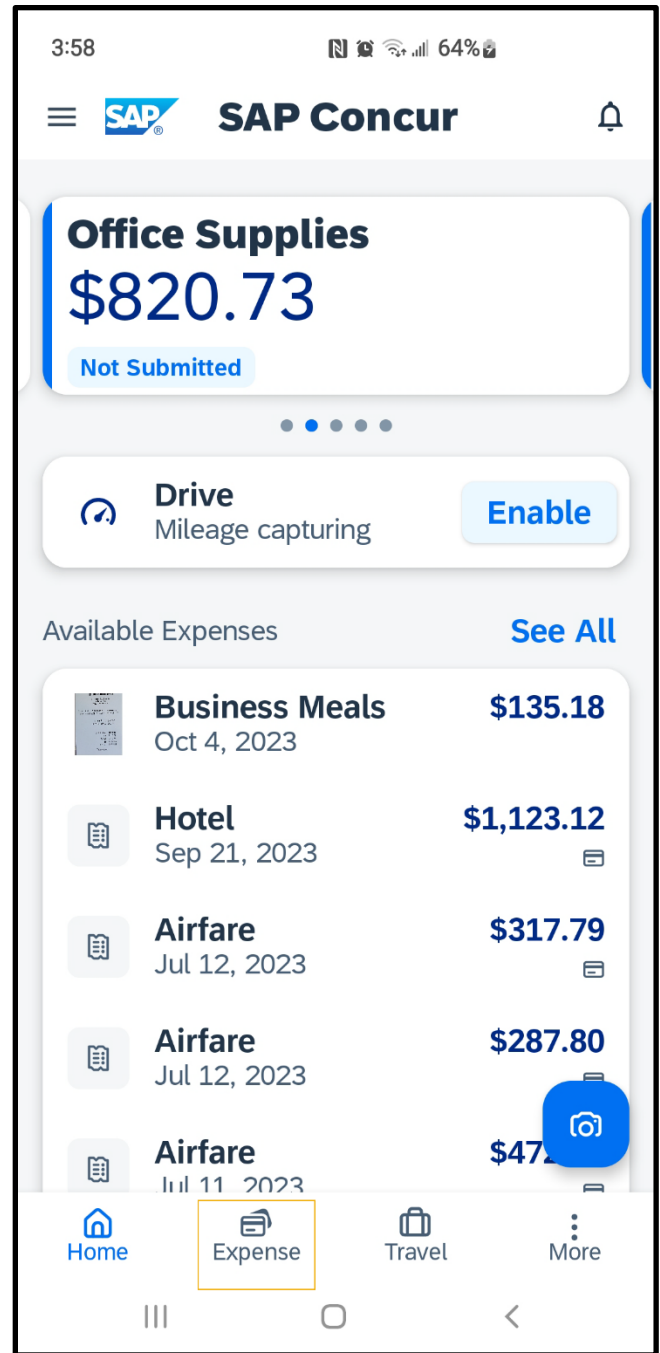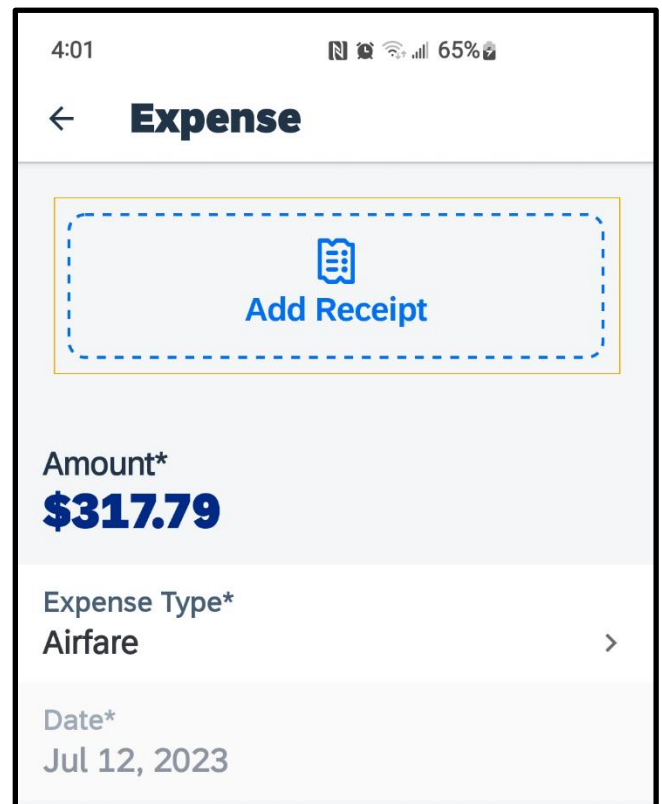
2. Press the expense that you want to add the receipt to.

Note: Contact your administrator if the expense does not appear within three business days.
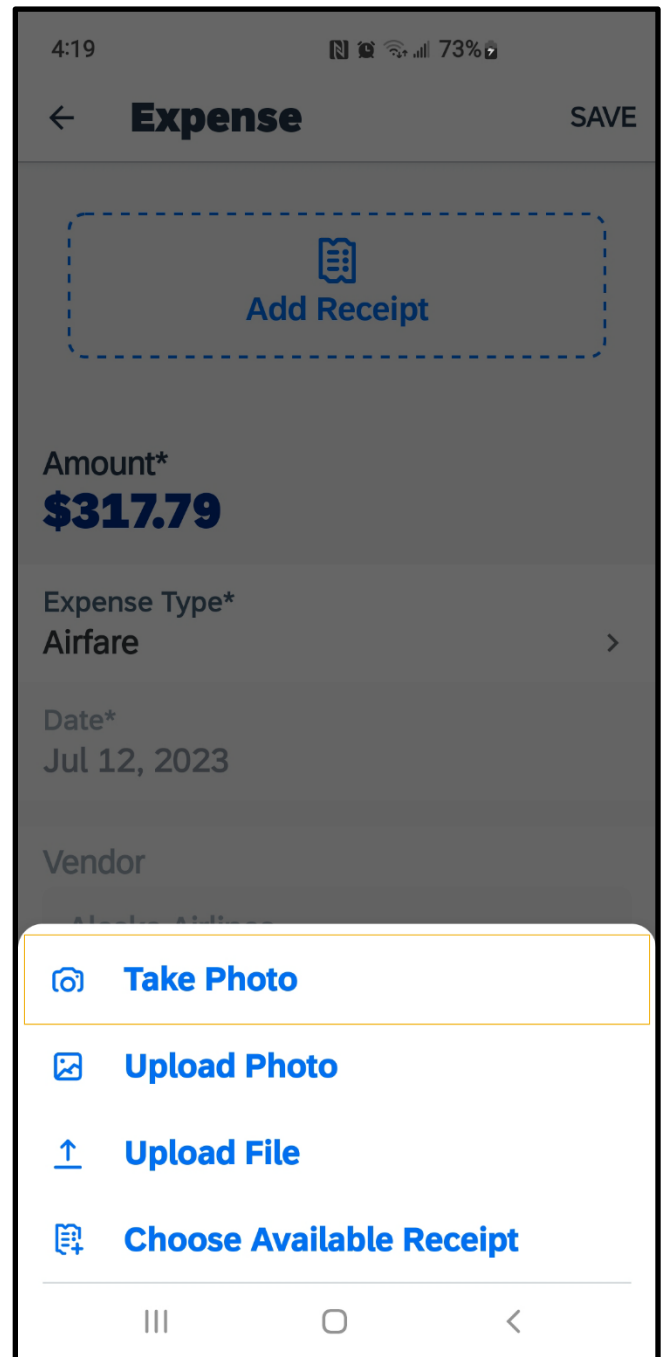
The Expense details are displayed with the information from your card transaction.

3. Press **Add Receipt**.

You can add your receipts from your device's camera, photo library, or **Available Receipts**.
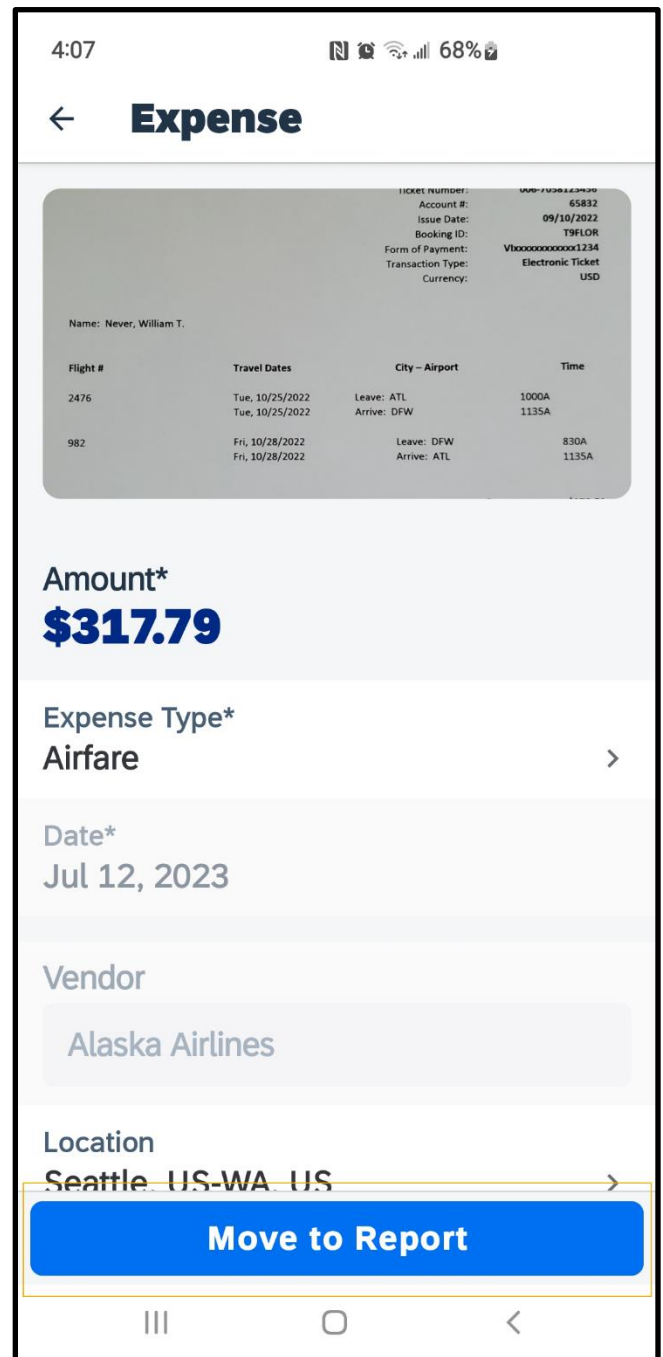
4. For this example, press **Take Photo**

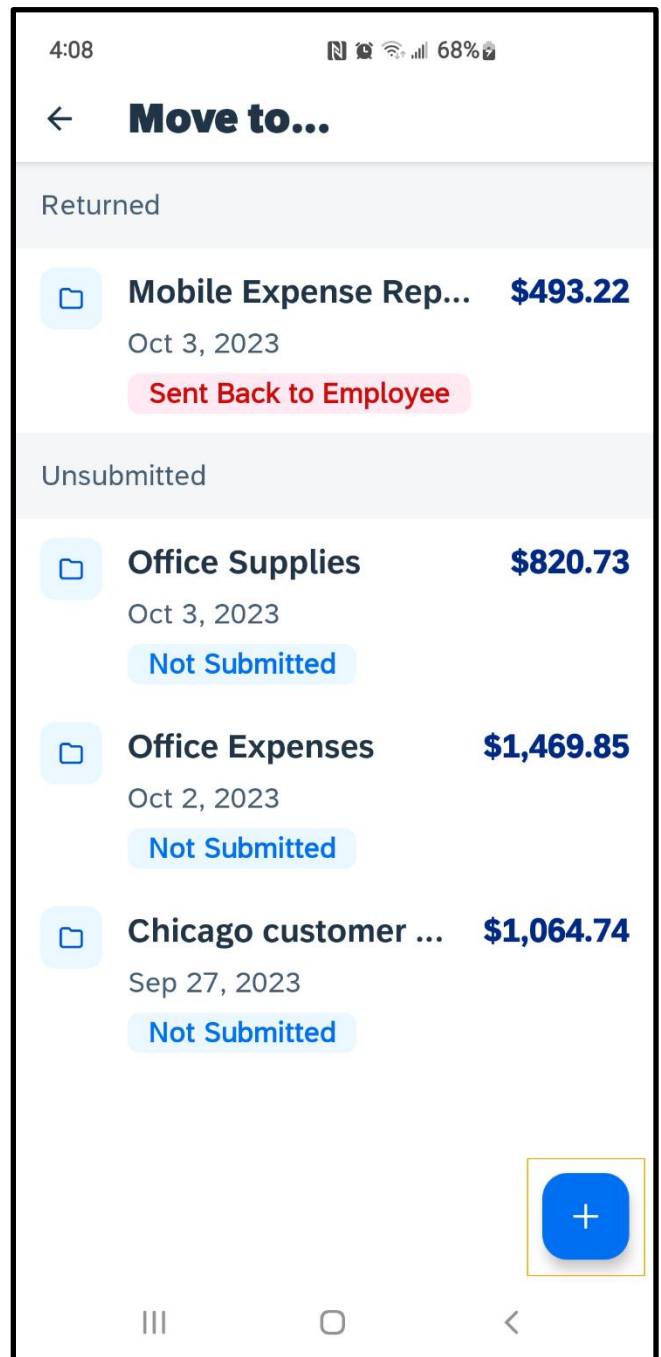5. Press the **Capture** button to take a picture of the receipt.

The receipt is now attached to the expense, and you can save it for later use, or move it to a report.

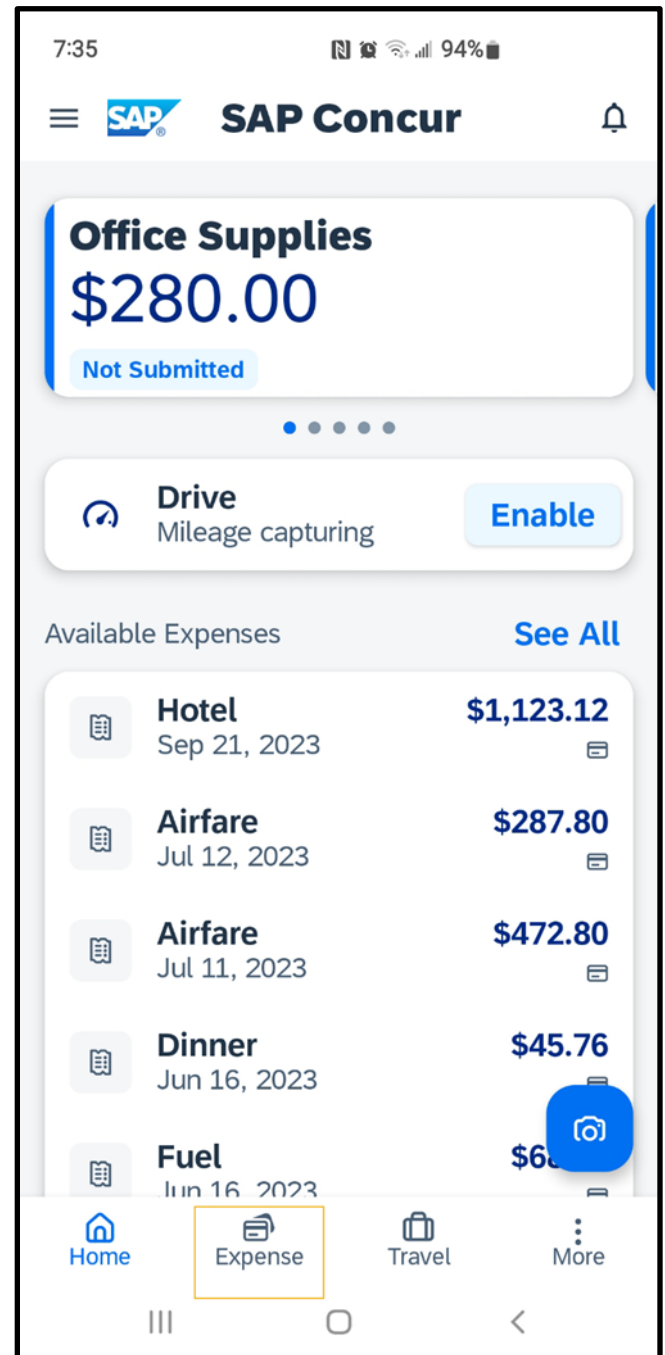6. For this example, press **Move To Report**.

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You can add the expense to an existing report or press the **plus +** icon to create a new report.

30

Working with Company Card Charges

In the SAP Concur mobile application, imported company card transactions are available in the **Expenses** section.

1. To add corporate card charges to an expense report, press **Expense**.

Under Expenses, you will see a list of unassigned expenses, which includes all expenses within the SAP Concur system that you have not attached to an expense report. This might include ExpenseIt transactions that you created in the mobile application and unassigned corporate card transactions.

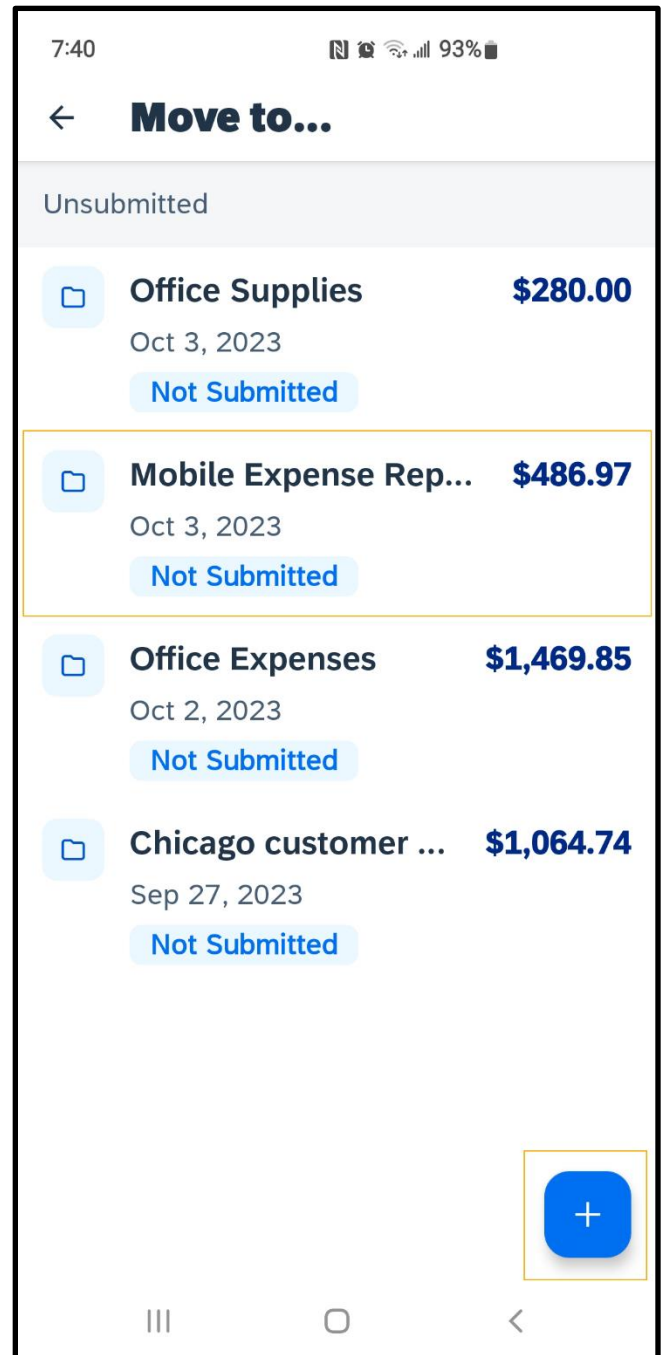The **Credit Card** icons indicate that the expenses are corporate card charges.

2. To add company card charges to an expense report, long press the expense you want to add.
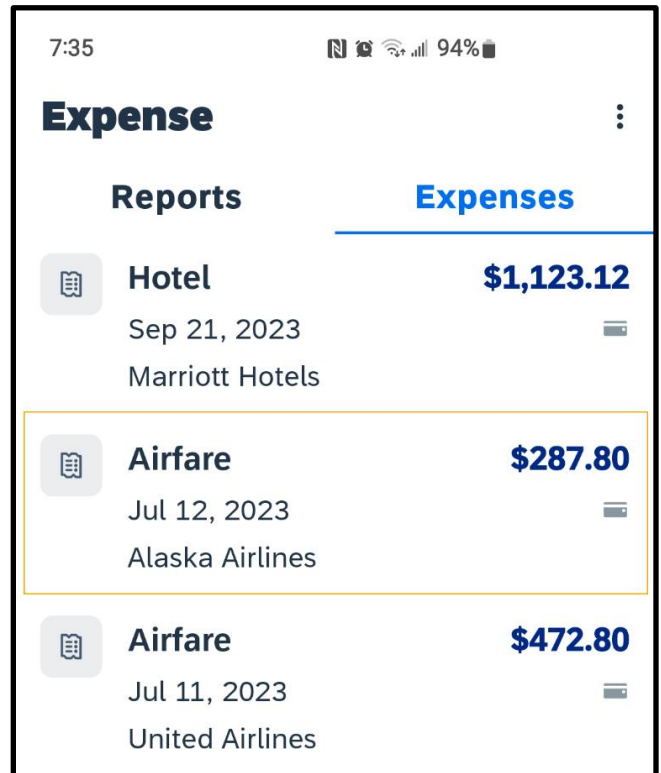
3. Select the expenses that you want to add.
4. When you are done selecting your expenses, press the **Move to Report** icon.

32
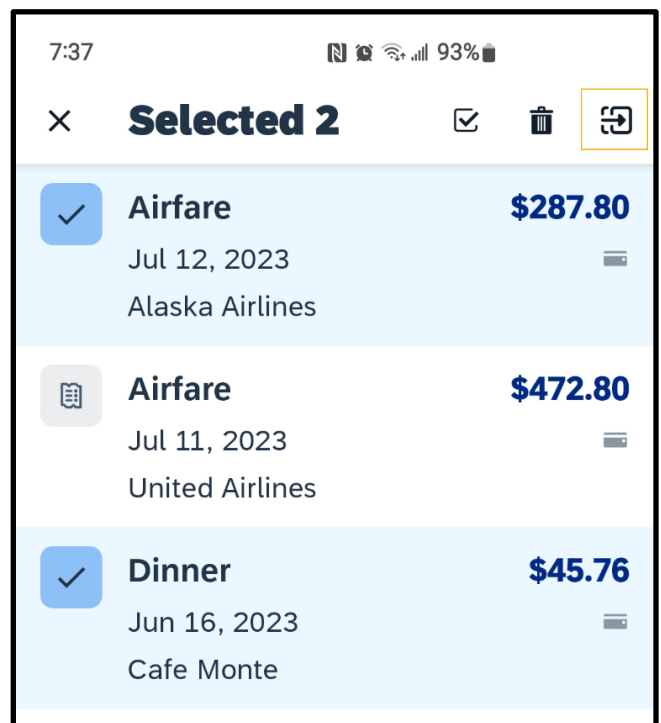
A list of unsubmitted reports is displayed. You can select a report that you want to move the charges to or select the **plus +** icon to move charges to a new report. The charges are added to the report.

7:40

← **Move to...**

Unsubmitted

📁 **Office Supplies**   **$280.00**
Oct 3, 2023
Not Submitted

📁 **Mobile Expense Rep...**   **$486.97**
Oct 3, 2023
Not Submitted

📁 **Office Expenses**   **$1,469.85**
Oct 2, 2023
Not Submitted

📁 **Chicago customer ...**   **$1,064.74**
Sep 27, 2023
Not Submitted

+

33

5. Select **Reports** to view a list of unsubmitted reports and then select the report that the charges were added to.

34
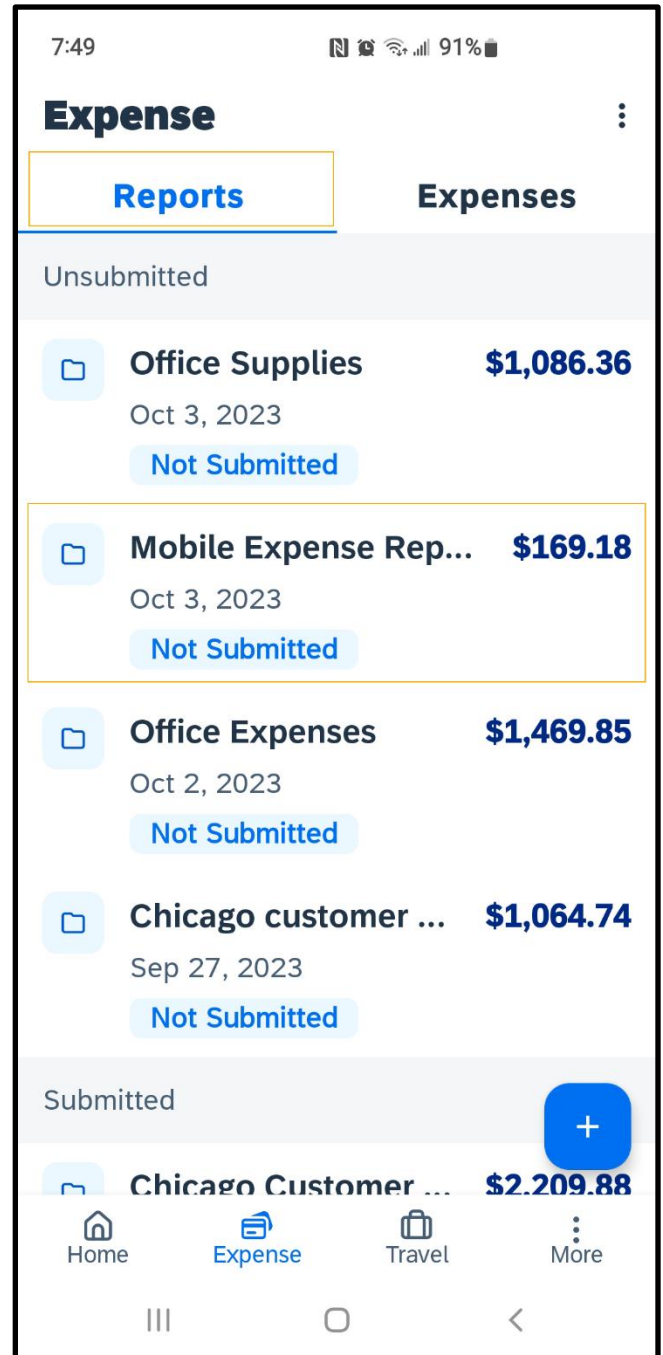
You can select a charge to edit it and view more options such as the details, adding a receipt, or deleting the expense from this expense report.

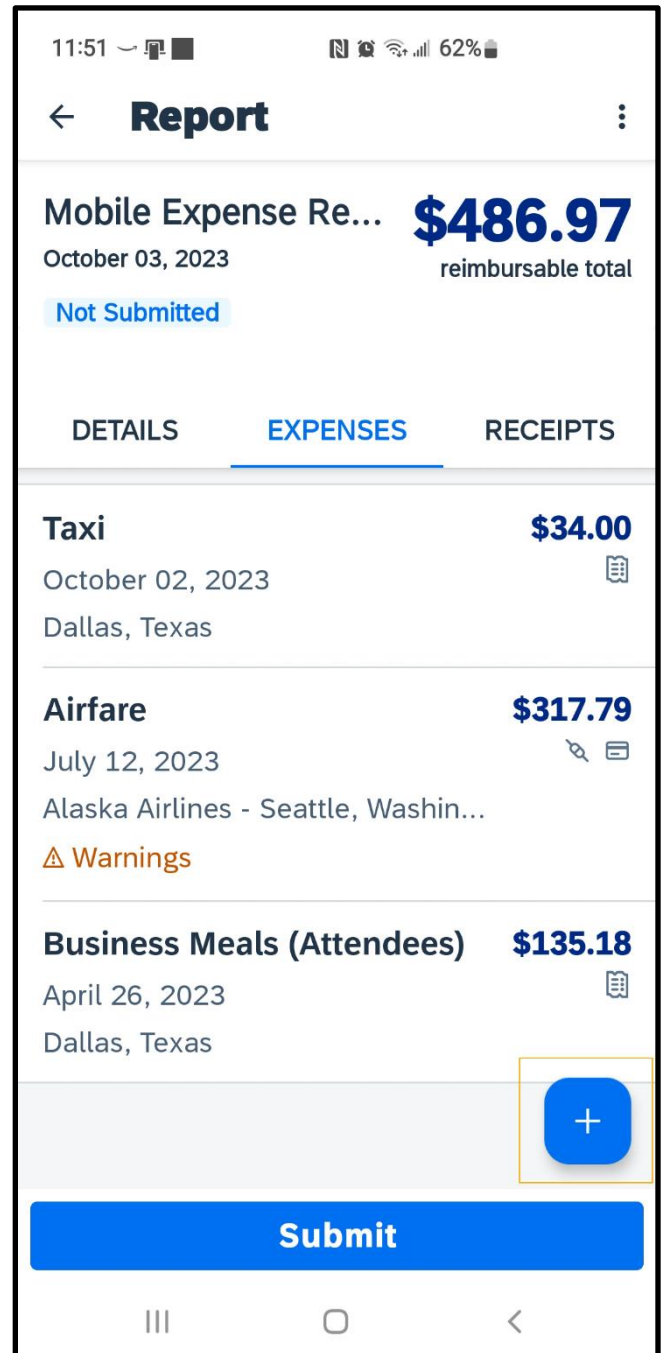6. Press **Submit**. The report is submitted for approval.
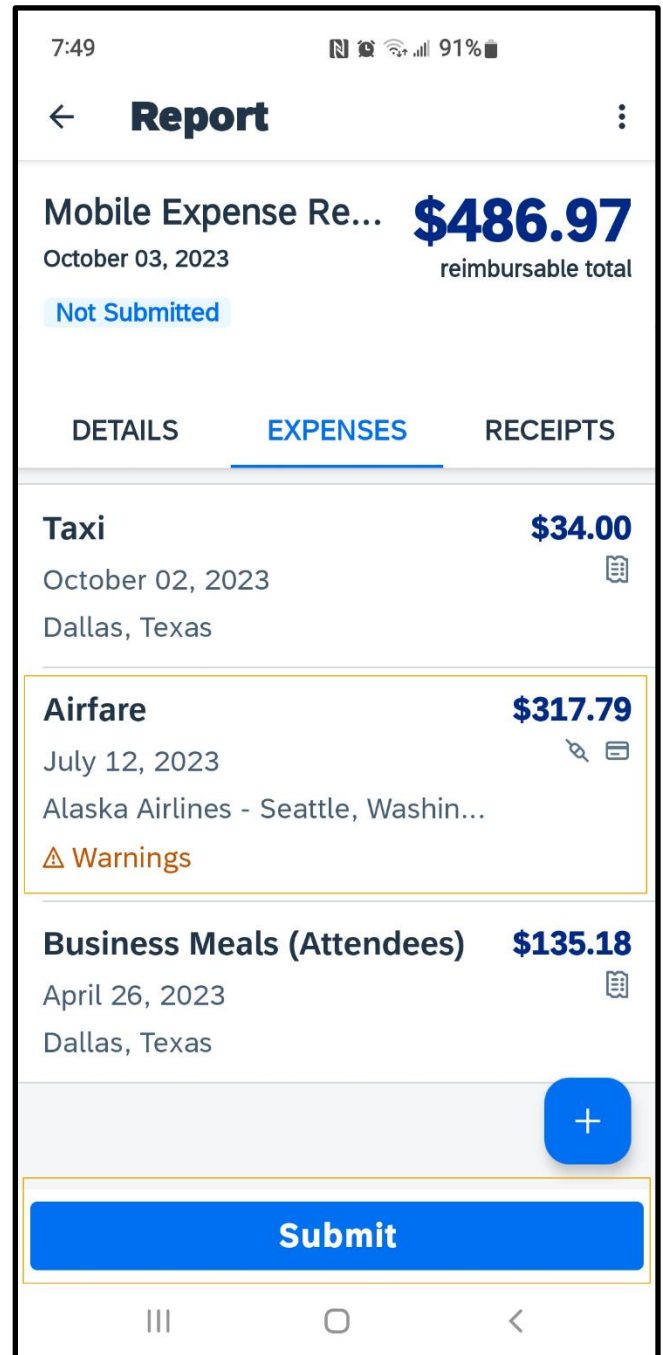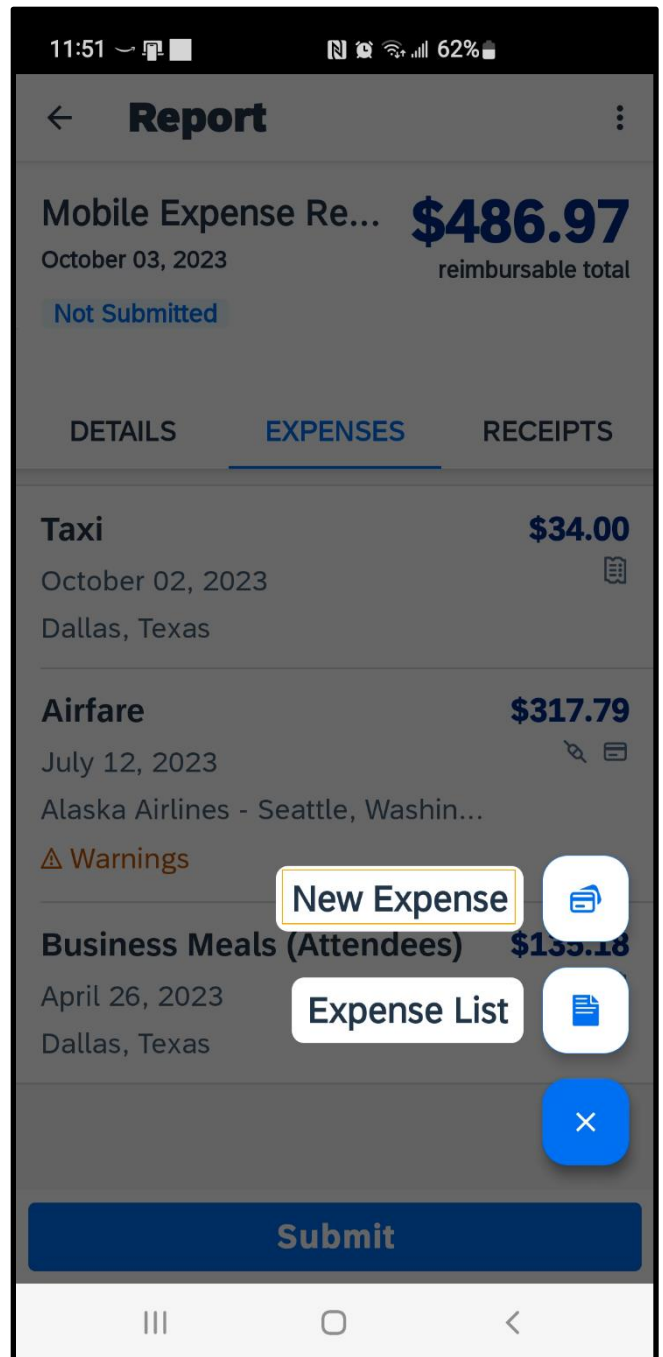
Attaching Receipts and Submitting a Report

You use the mobile application to add receipts to your expenses and expense reports.

The following steps show you how to add receipts to expense line items, and then submit your expense report.
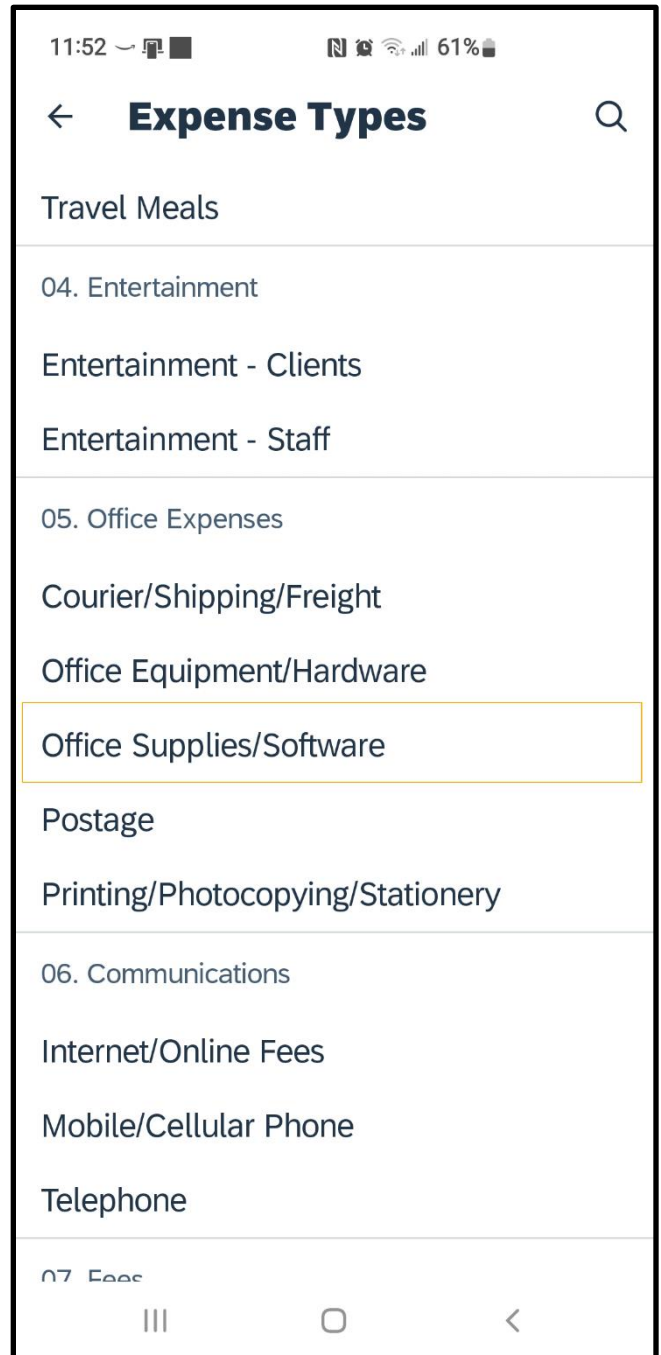
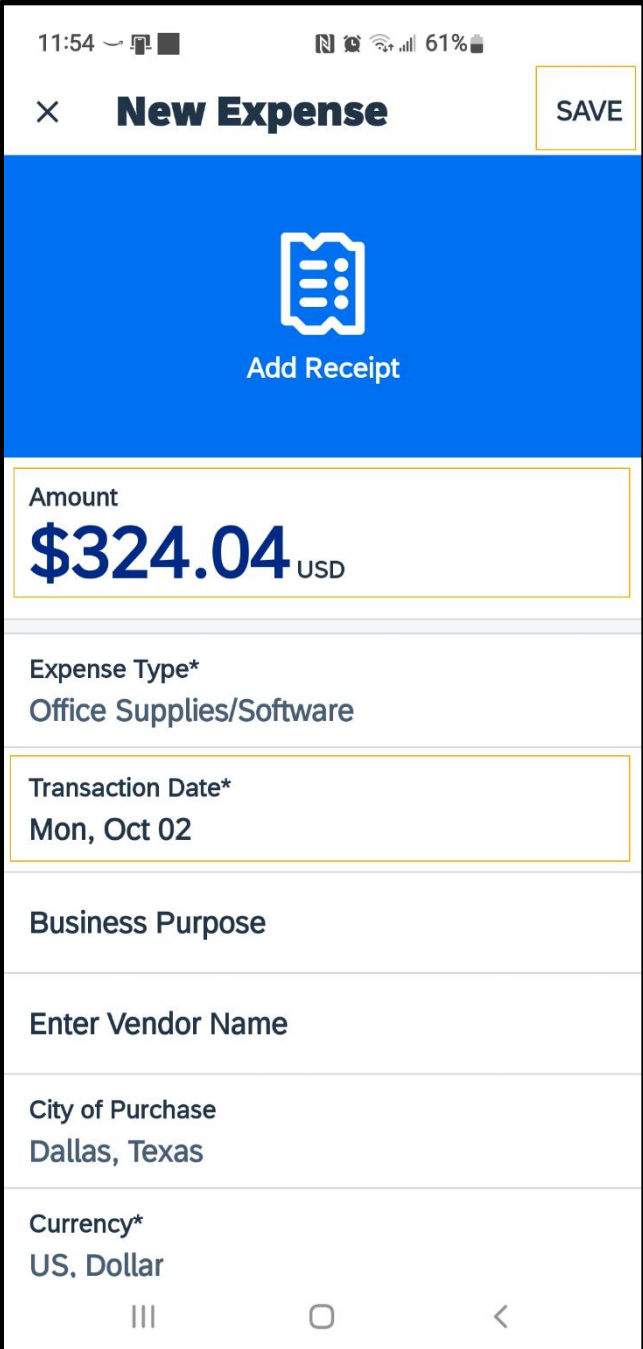1. In an expense report, press the **plus (+)** icon.

36

2. Press **New Expense**.

3. Select the appropriate expense type.

38

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See Legal Notice on www.sap.com/legal-notice for use terms,
disclaimers, disclosures, or restrictions related to SAP Materials
for general audiences.

4. Complete the **Expense** details before you attach the receipt.

5. Press **Save**, and then press **Add Receipt**.
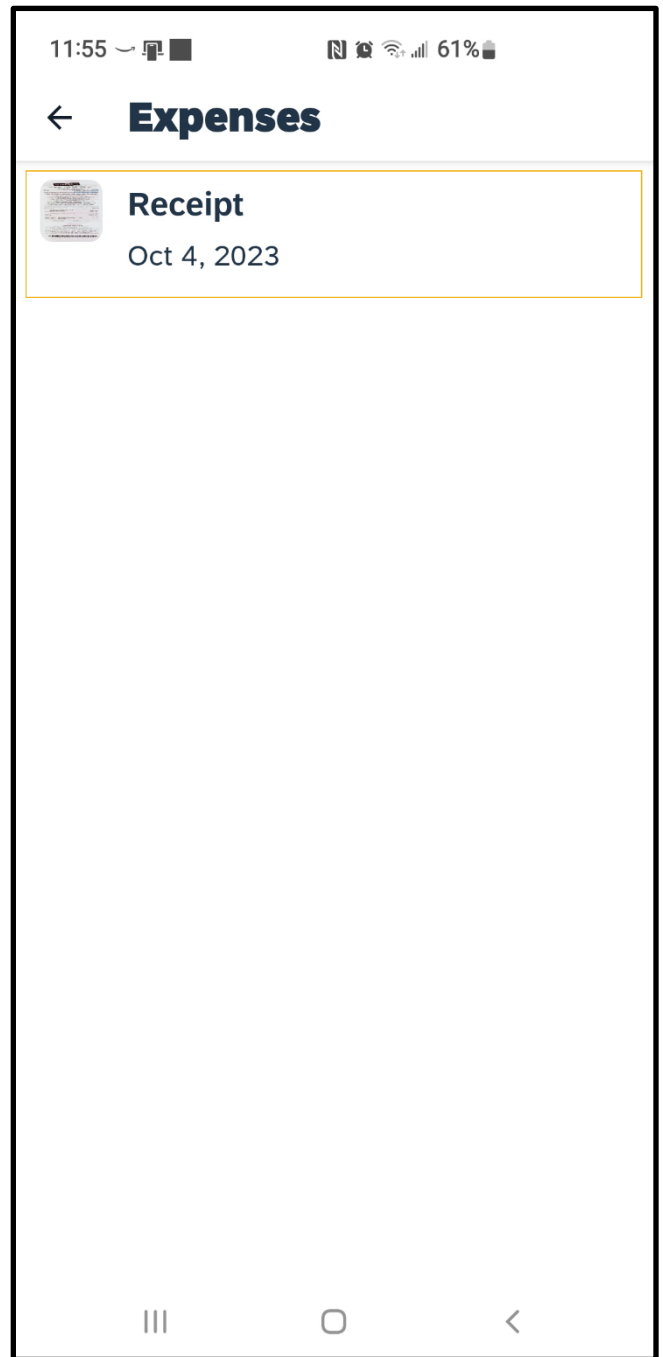
39

You can select an image from your available receipts, from your device's photo gallery, or take a photo with your device's camera. In this example, you will see how to select an image from your available receipts.
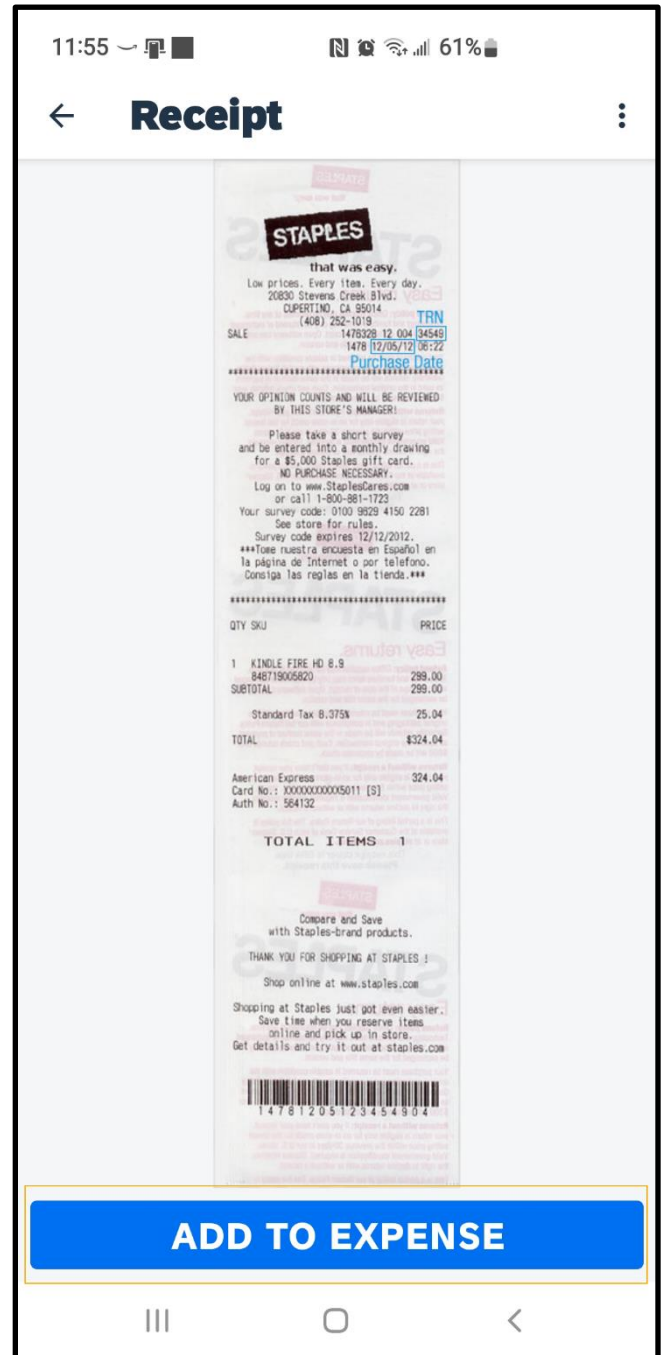
6. Press **Choose Available Receipt**.
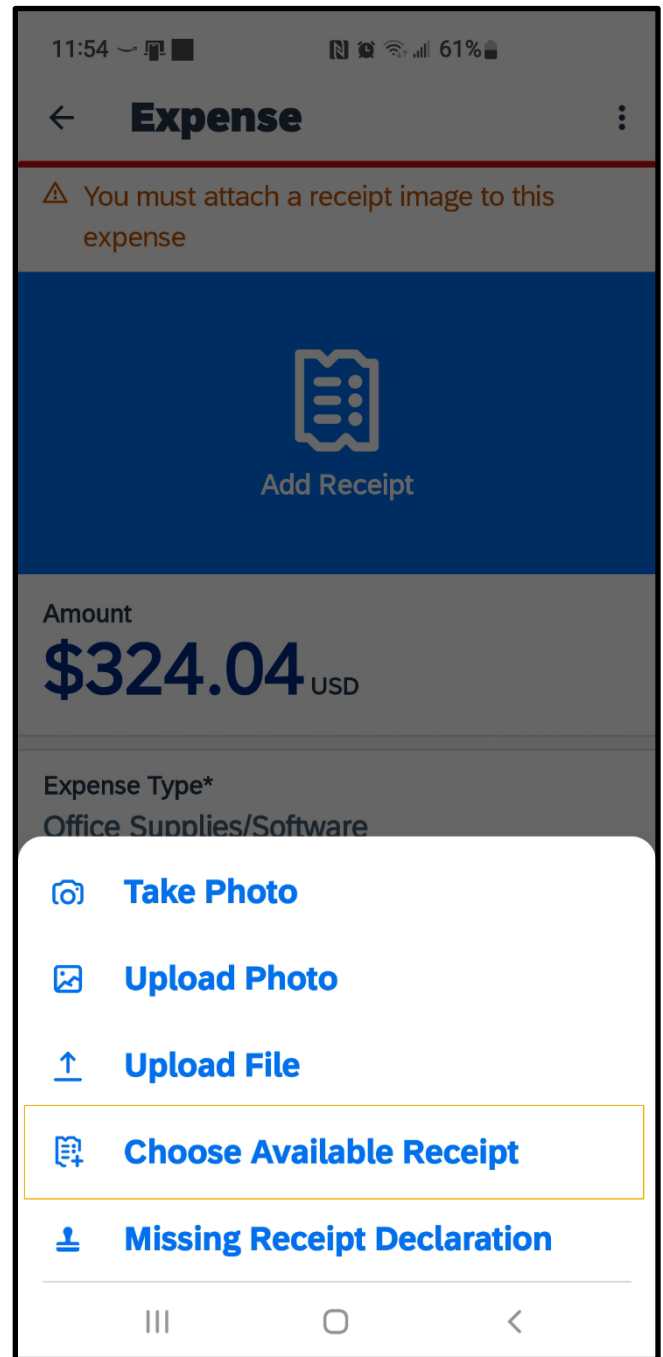
7. Select the appropriate receipt.

11:55

N 🔔 📶 61%

← **Expenses**
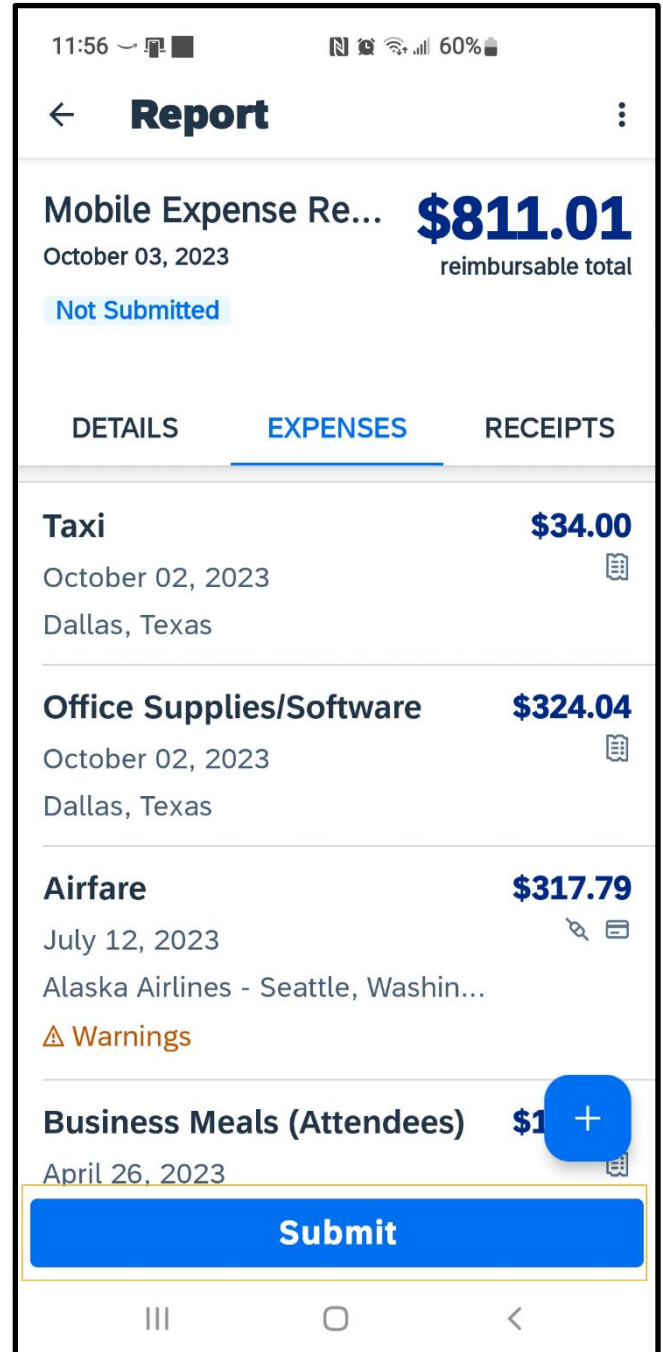
Receipt
Oct 4, 2023

8. Next, press **Add to Expense**.

After the receipt is attached, the receipt and timestamp icons appear with this expense. In addition to adding receipts to each line item, you can also add receipts to the report header.

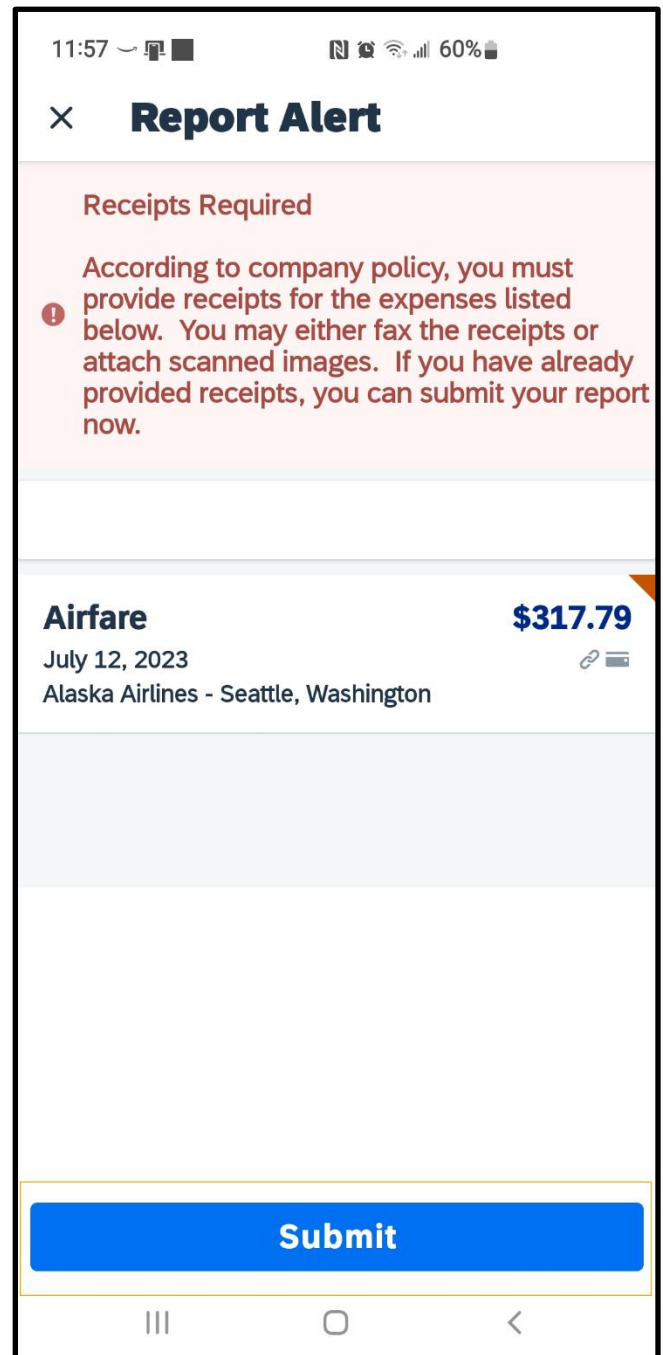When the expense report is complete, you can submit it for approval.

9. Press **Submit**.

43

You will see a list of any important reminders or warnings (such as missing receipts) for this expense report.

10. Correct any outstanding issues and then press **Submit** again.

The expense report is submitted and is pending approval from your manager.

11:57

N 🔔 📶 60%

✕ **Report Alert**

Receipts Required

⊘ According to company policy, you must provide receipts for the expenses listed below. You may either fax the receipts or attach scanned images. If you have already provided receipts, you can submit your report now.

Airfare   **$317.79**
July 12, 2023   🔗 💳
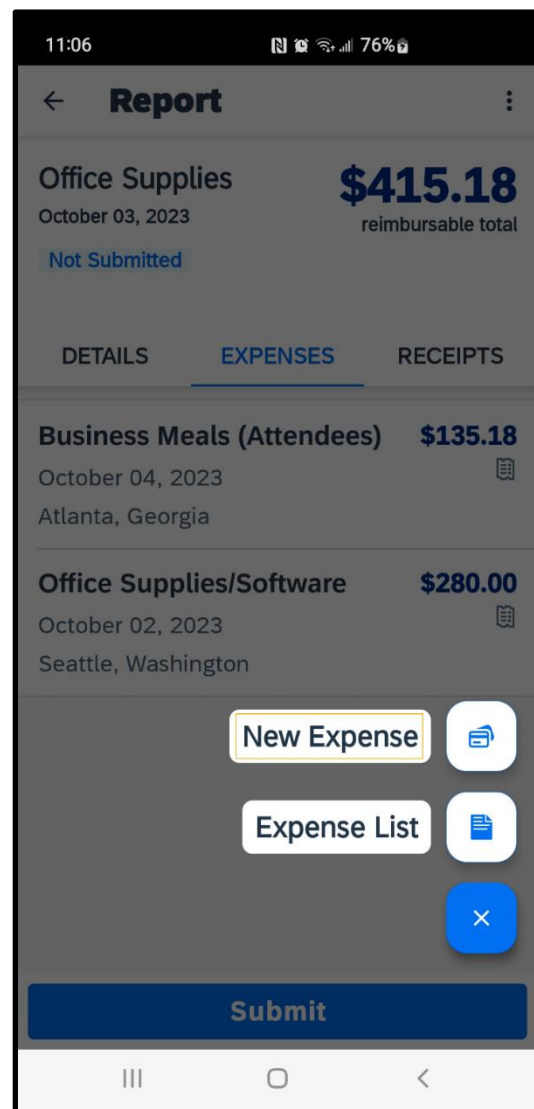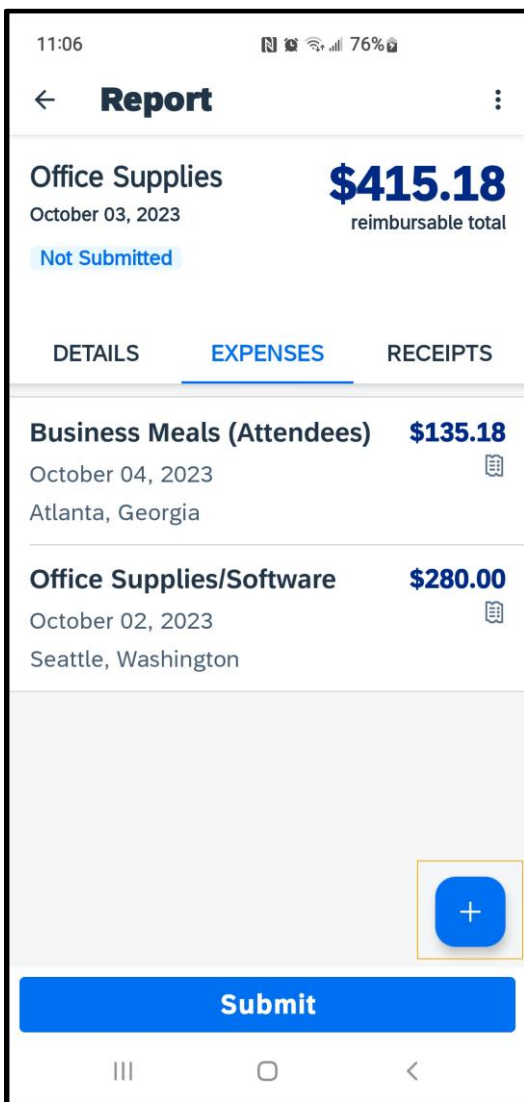Alaska Airlines - Seattle, Washington

Submit

Adding Personal Car Mileage

You use **Personal Car Mileage** to be reimbursed for business use of your personal vehicle. This does not include your normal commute. For this expense type, you enter the distance you drove, and the system automatically calculates the reimbursement amount.
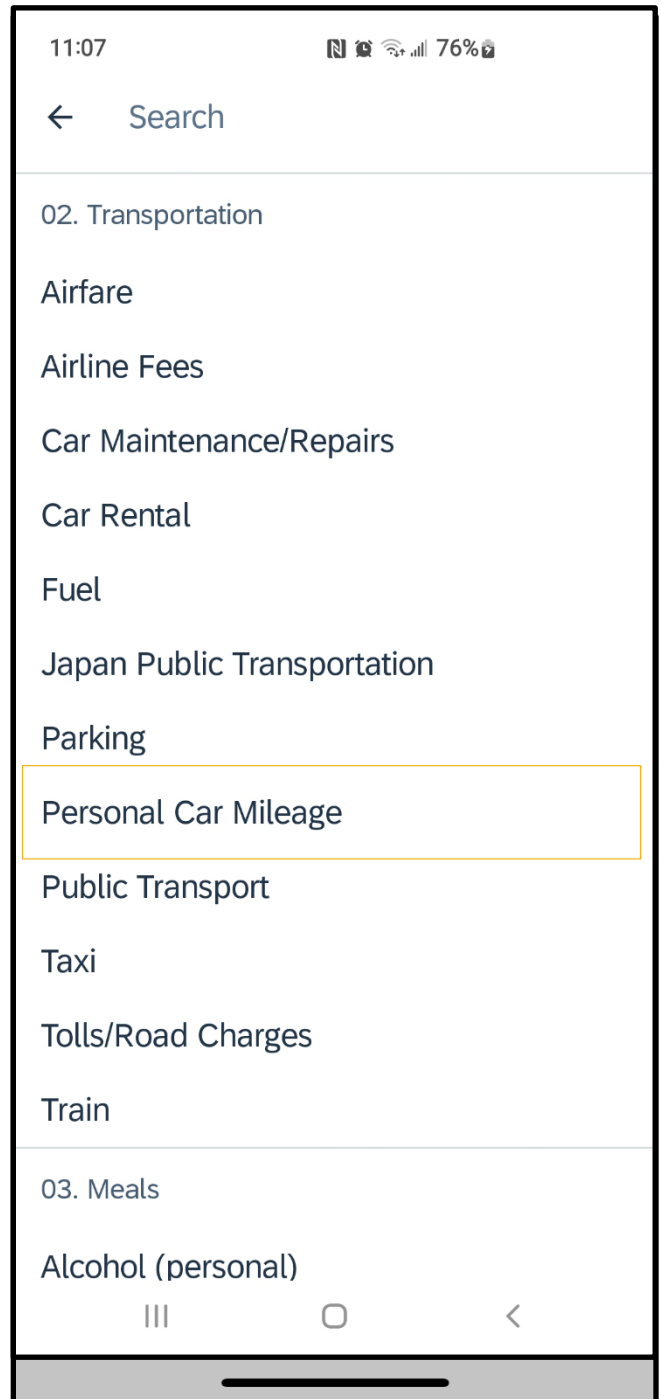
You enter mileage expenses from within an expense report.

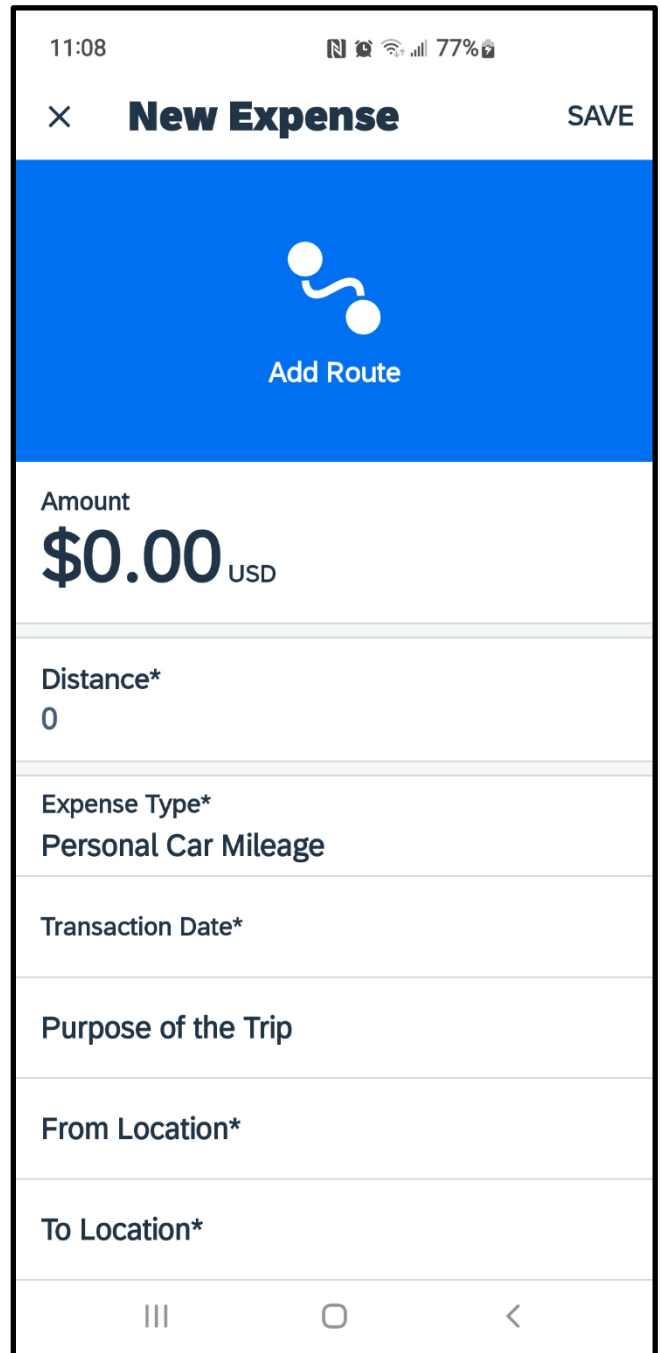**To add a mileage expense to an open report**

1. Press the **plus +** symbol, and then press **New Expense**.

45

2. Scroll down to select the **Personal Car Mileage** expense.

11:07   N 🔋 📶 76%

←   Search

02. Transportation

Airfare

Airline Fees

Car Maintenance/Repairs

Car Rental

Fuel

Japan Public Transportation

Parking

Personal Car Mileage

Public Transport

Taxi

Tolls/Road Charges

Train
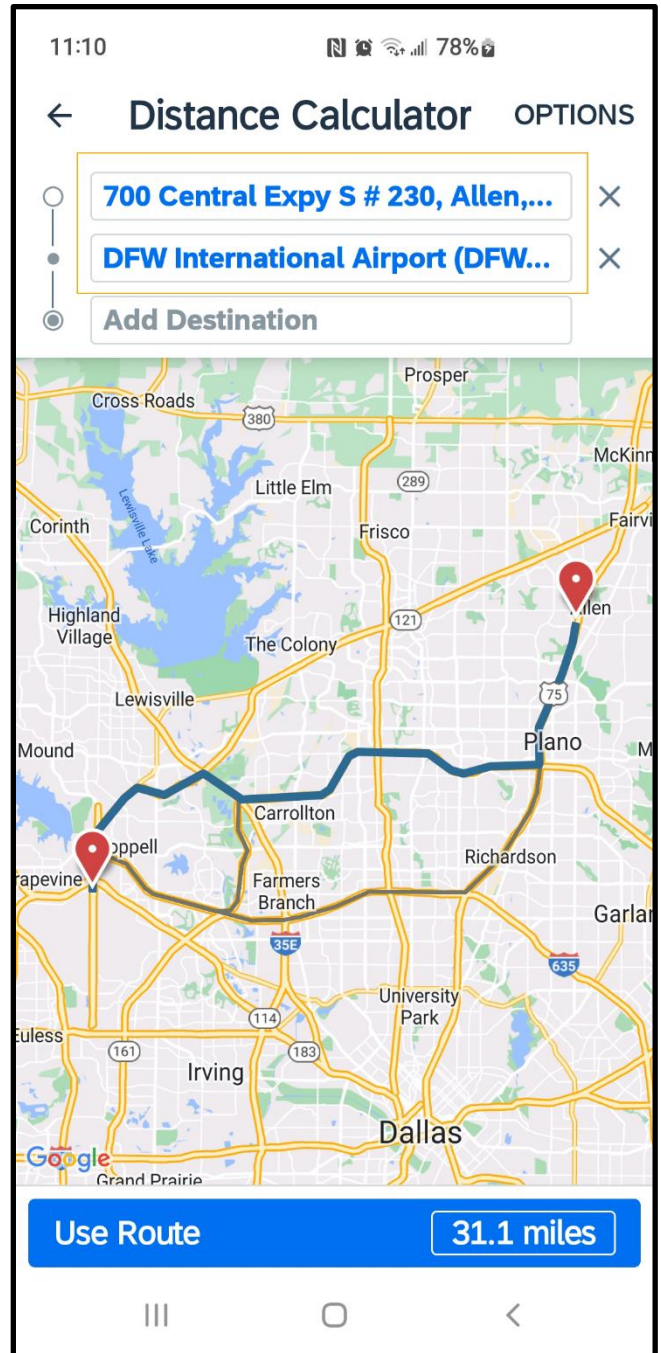
03. Meals

Alcohol (personal)

   III   ○   ‹

3. Press **Add Route**, at the top of your screen, to enter your waypoints.

4. Enter your **Start Location** and **Destination** in the provided fields and press **Use Route** at the bottom of your screen.
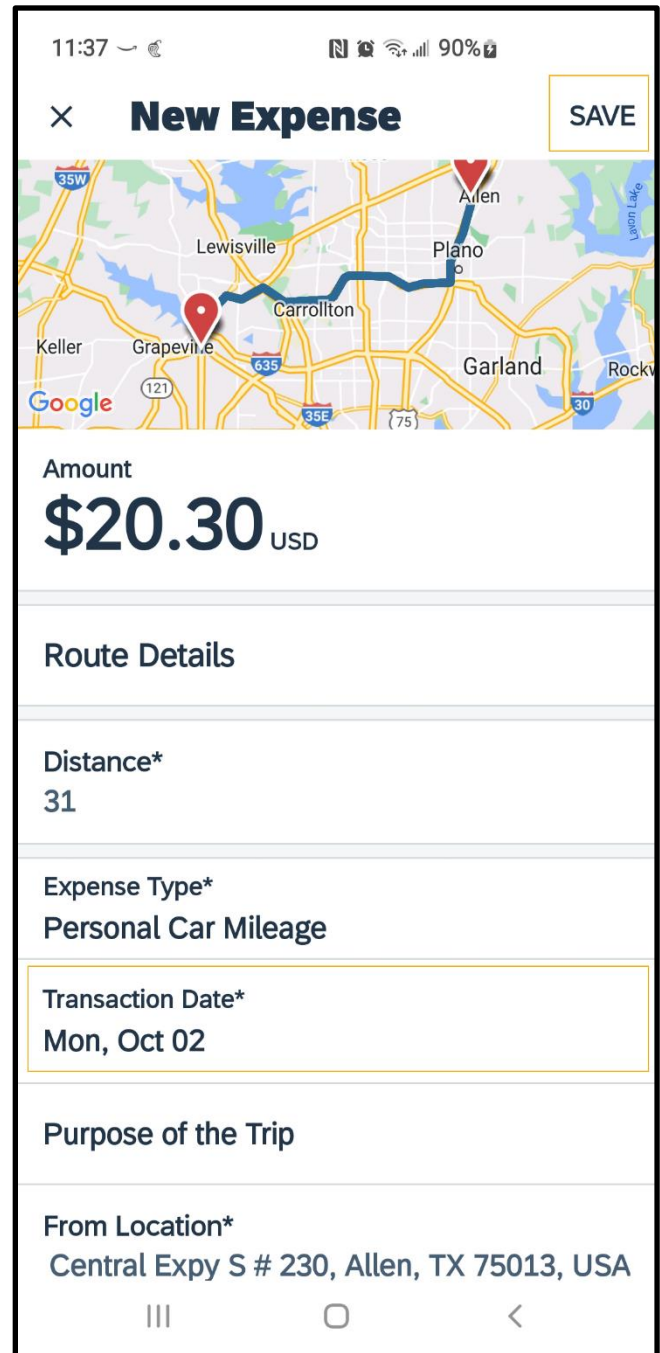
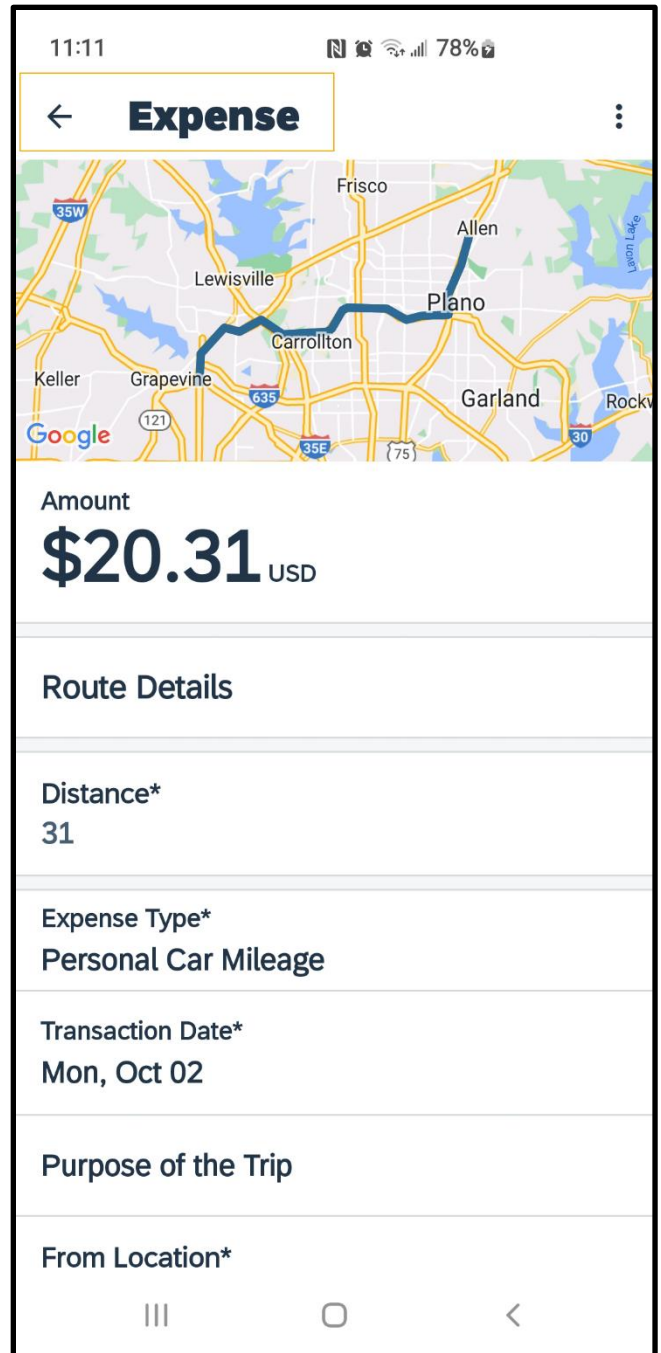Note that you can enter an airport code in the location field to pull up an airport address.

5. Enter the **Transaction Date**.

   Note that the **Amount** is automatically calculated.
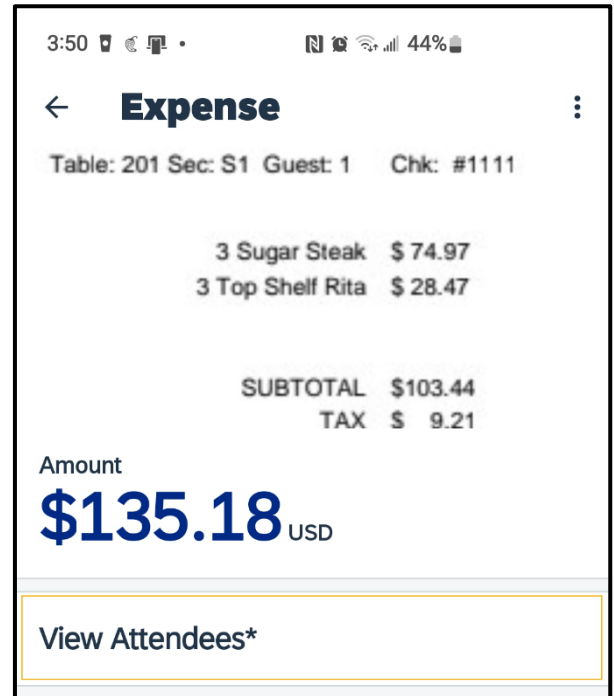
6. Press **Save**.

7. Press **Expense** back arrow to return to expense report.
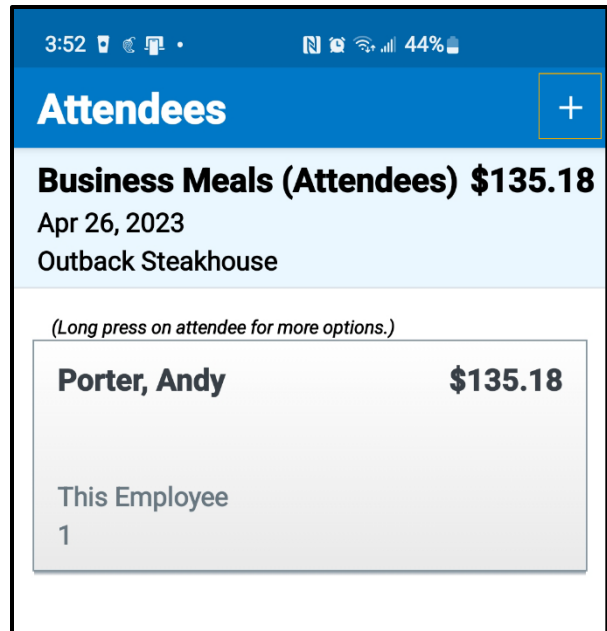
Adding Attendees to an Expense

You can add attendees to an expense before submitting a report.

1. To add attendees to an expense, open the expense that requires attendees and then press **View Attendees**.

Depending on your configuration, you might be automatically added as an attendee.
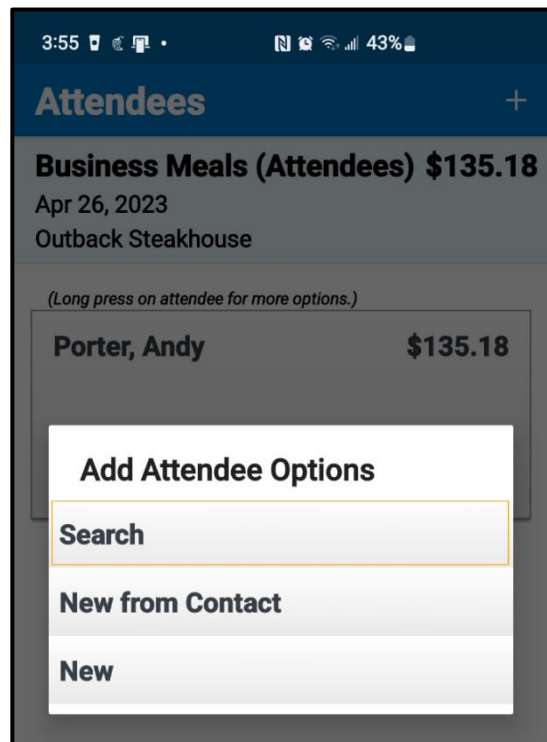
2. To add more attendees, press the **Plus +** icon.

You can add attendees three ways. You can add previously-used attendees from your contact list or create new attendees.

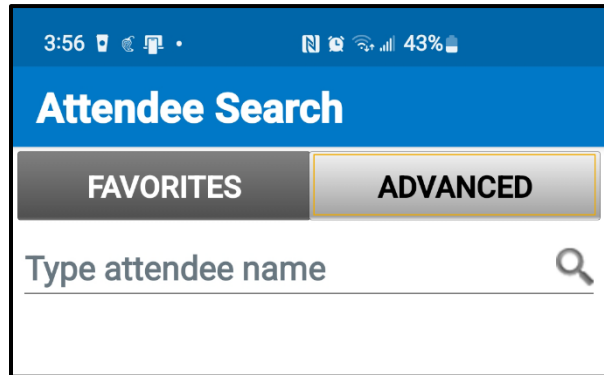In this example, you will see how to add previously-used attendees.
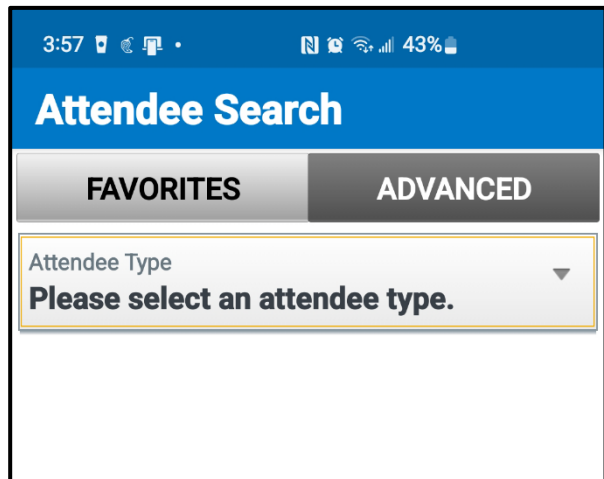
3. Select **Search**.

52

You can perform a search based on favorite attendees or an individual search to locate attendees.

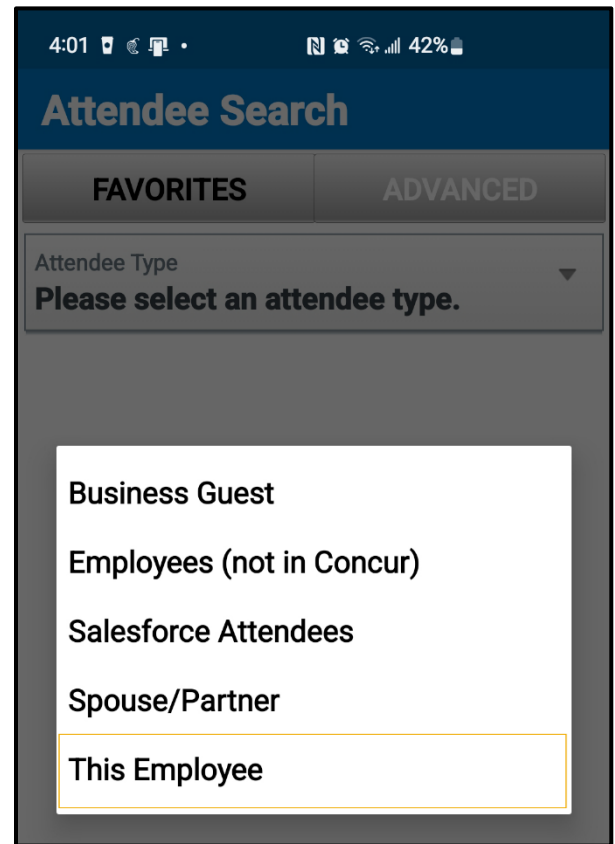In this example, you will see how to perform an advanced search.

4. Press **Advanced**.
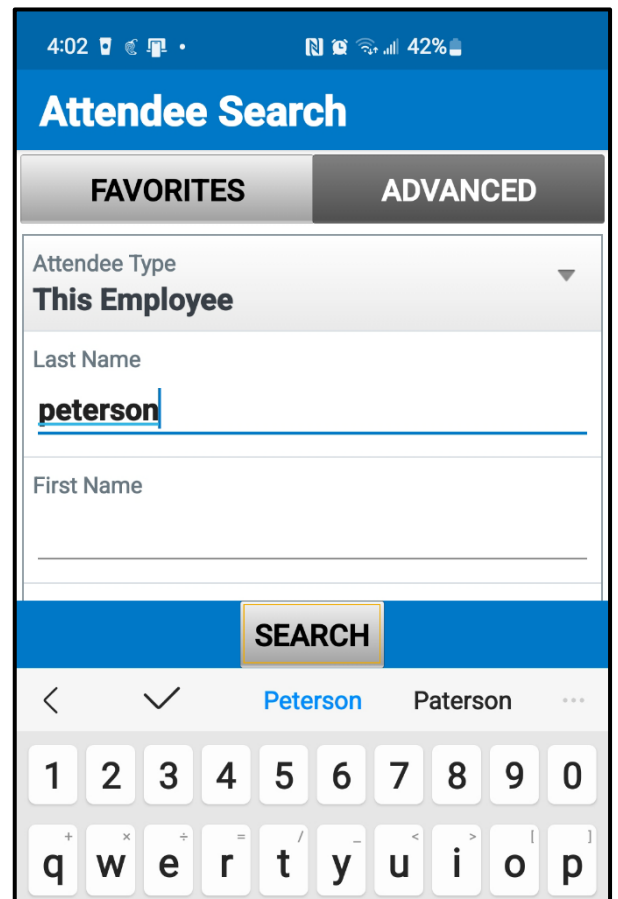

5. Select the appropriate attendee type.

53

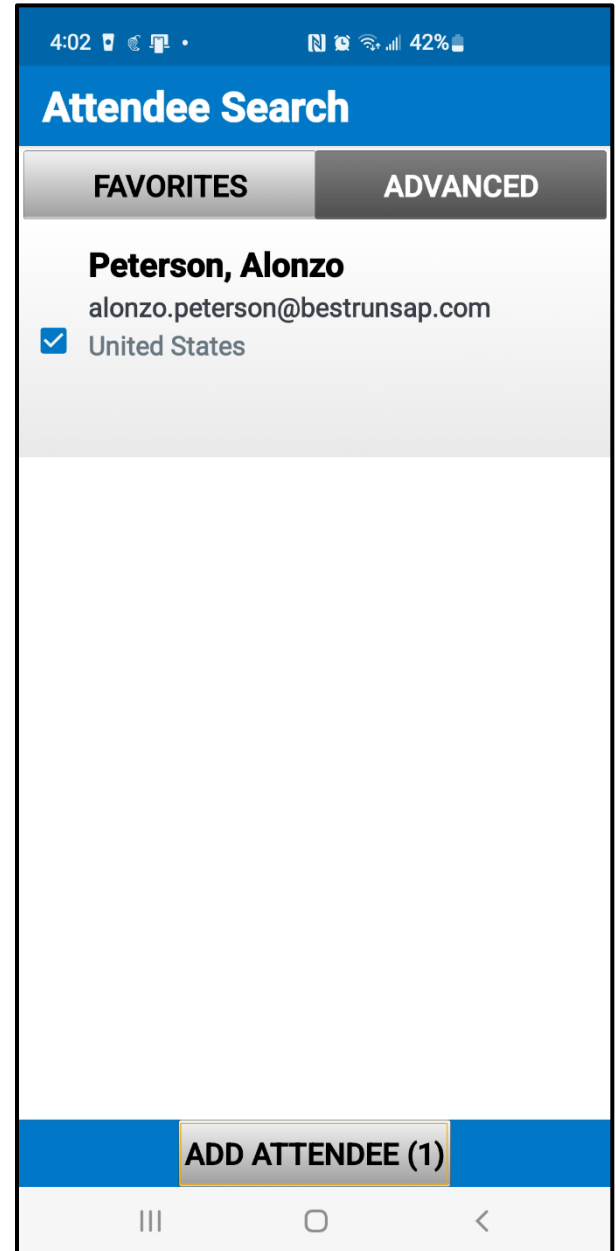6. For this example, press **This Employee**.

You will see the search fields for the selected attendee type.

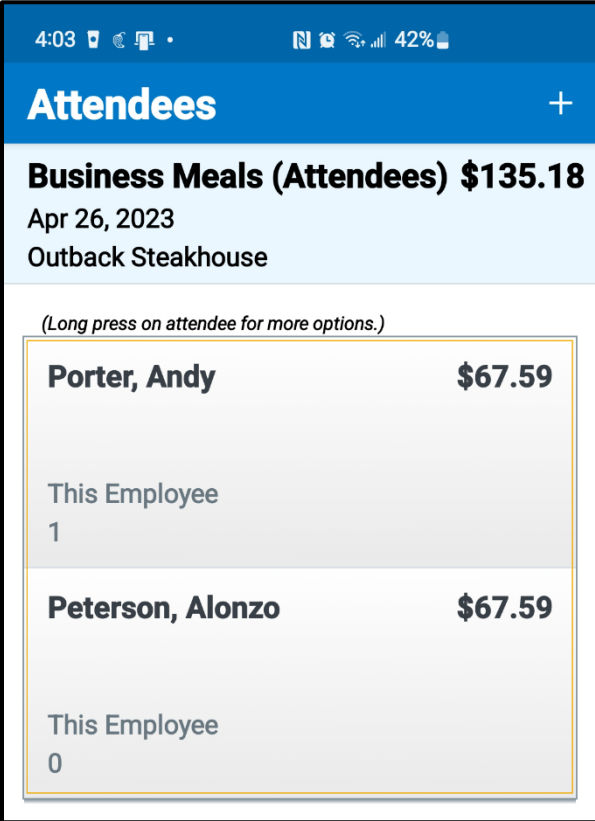7. Complete the fields, as needed, and then press **Search**.

54

The search results are displayed.

8. Select the appropriate attendee, and then press **Add Attendee**.

You will see the updated list of attendees for the expense. The average amount per person is automatically calculated.

4:03   N   42%

Attendees   +

Business Meals (Attendees)   **$135.18**
Apr 26, 2023
Outback Steakhouse

(Long press on attendee for more options.)

Porter, Andy   **$67.59**

This Employee
1

Peterson, Alonzo   **$67.59**

This Employee
0

Adding Out-of-Pocket Expenses

You can use the mobile application to create out-of-pocket expenses.

In the following example, you will see how to add an out-of-pocket expense directly to an expense report.

1. On the **Report** screen, press the **plus +** icon.
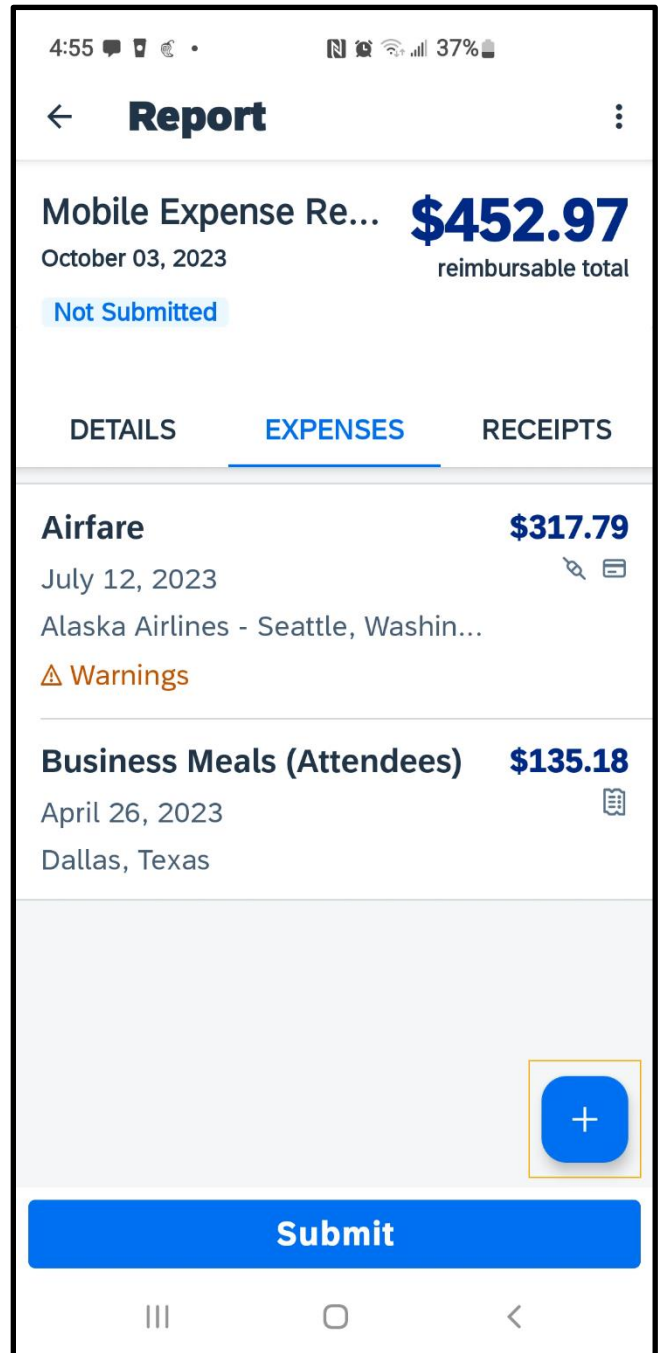
2. Press **New Expense**.

You will see a list of expense types. The expense types are grouped by category. Depending on your configuration, there may be expenses available online that are not available in the mobile application.

3. Search for and select the appropriate expense type.

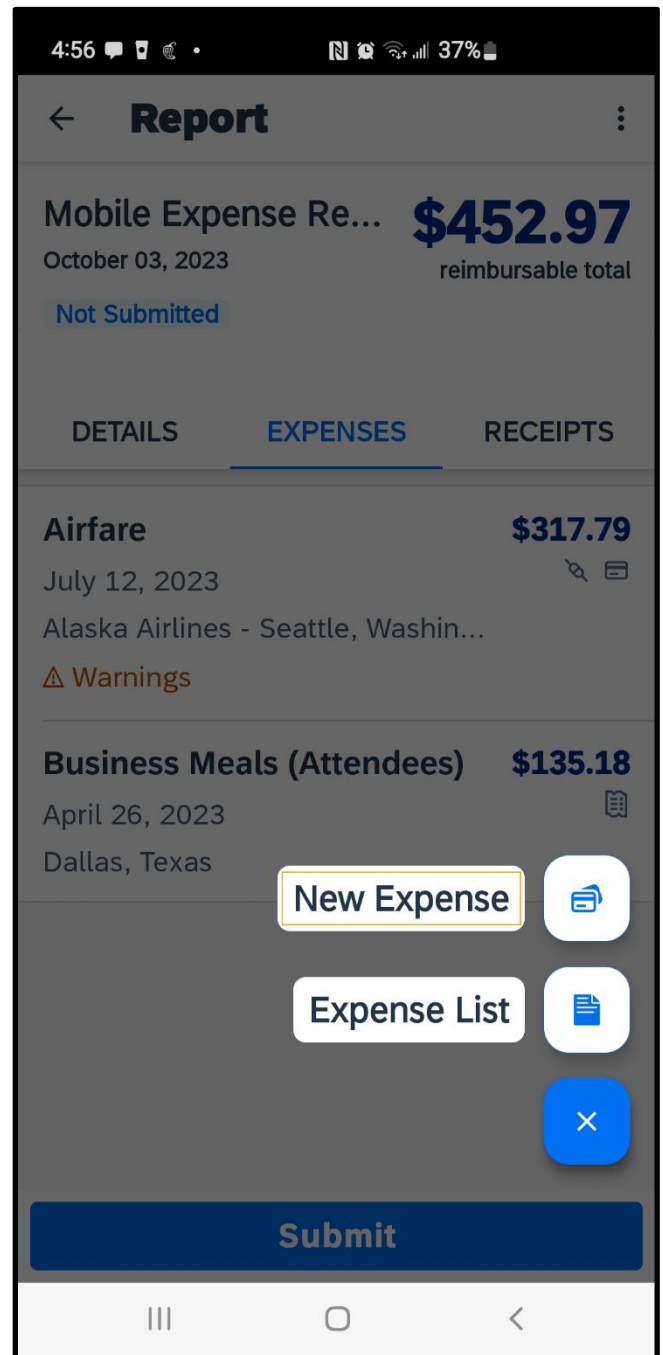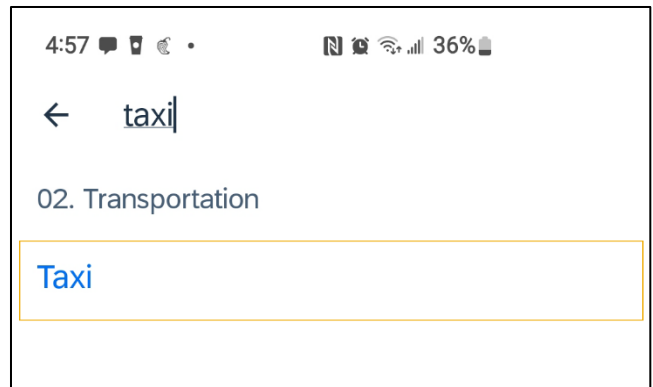All your company's custom fields are available, and all required fields are indicated by an asterisk (*).

4. Complete the fields as needed.

Note that the **Payment Type** field defaults to **Cash** (out of pocket).

5. Enter the appropriate **Amount**, and then press **Done**.
6. Press **Save**.

The out-of-pocket expense is added to the expense report.

59

Itemizing Nightly Lodging Expenses

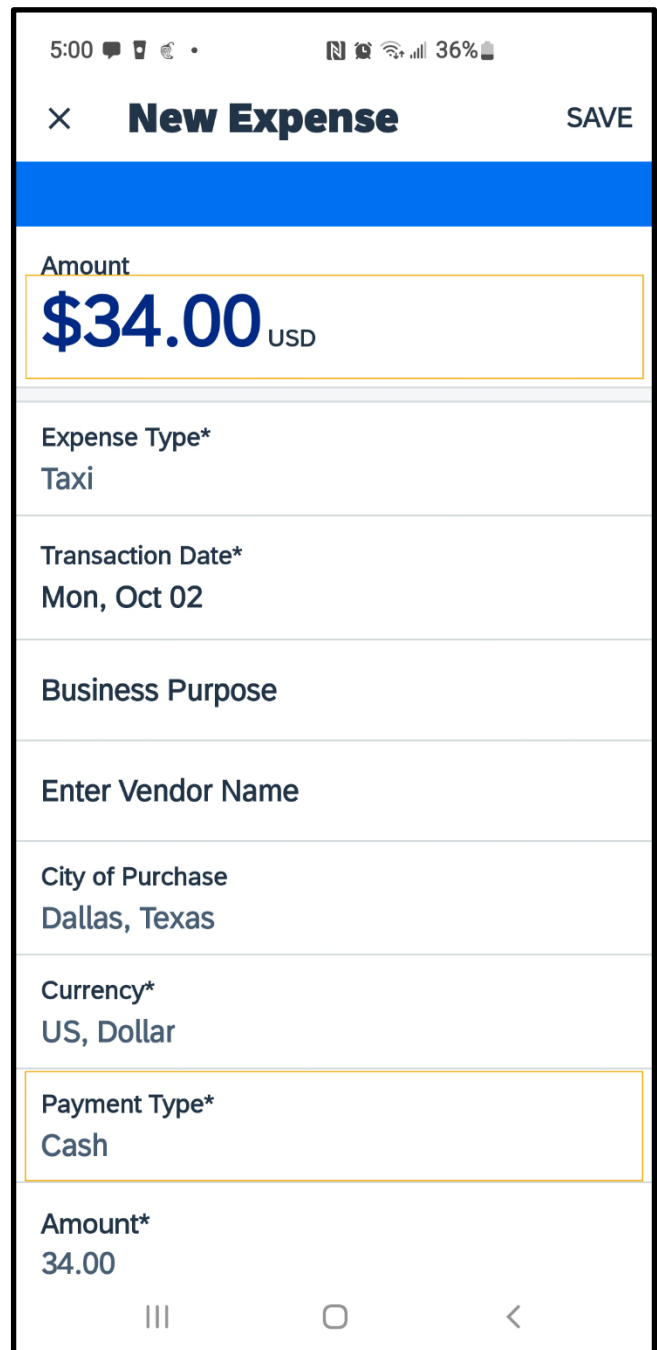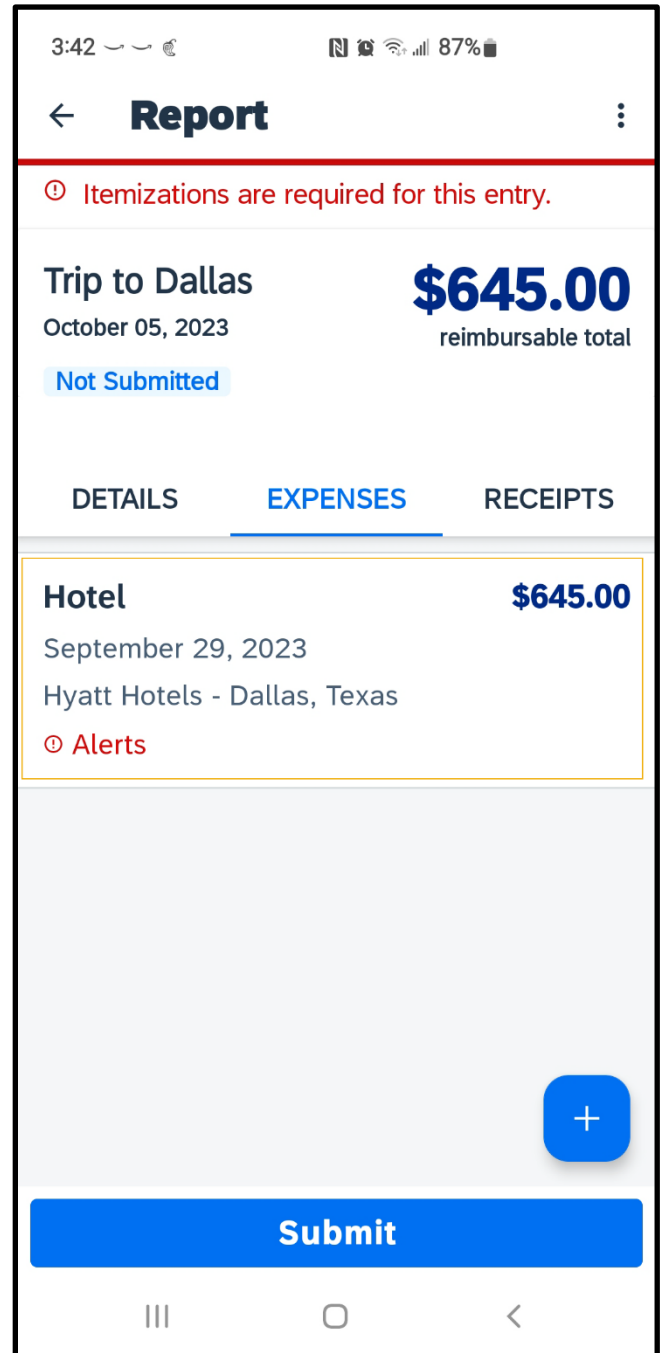In the SAP Concur system, unless your company specifically does not require it, you will need to itemize all Hotel expenses. You itemize your hotel invoice expenses so that your company can correctly account for all expenditures.

Note that in your company's configuration, the **Hotel** expense might be listed as **Room Rate** or **Lodging**.

1. To begin itemizing your hotel bill, on the **Report** screen, press the **Hotel** expense.

3:42 ⌣ ⌣ 📞	Ⓝ 🔔 📶 87%🔋

← **Report**	⋮

⚠ Itemizations are required for this entry.

Trip to Dallas   **$645.00**
October 05, 2023   reimbursable total

Not Submitted

DETAILS   **EXPENSES**   RECEIPTS

Hotel   **$645.00**
September 29, 2023
Hyatt Hotels - Dallas, Texas
⚠ Alerts

➕

Submit

||| ◯   ‹

60

2. Press **Itemize**.
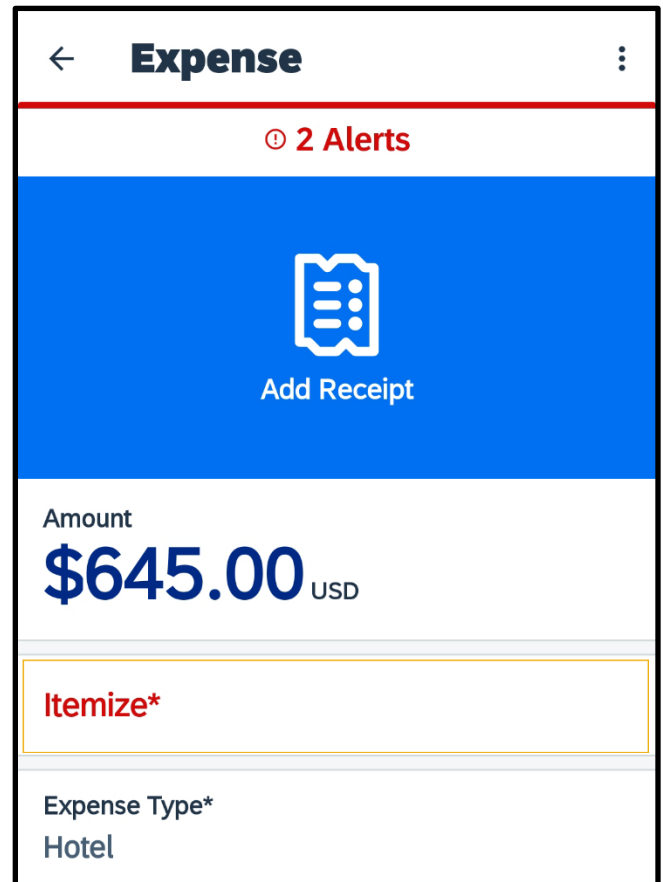
3. Enter the basic information about the hotel stay, including the **Check-in Date**, **Check-out Date**, and **Number of Nights**.

61
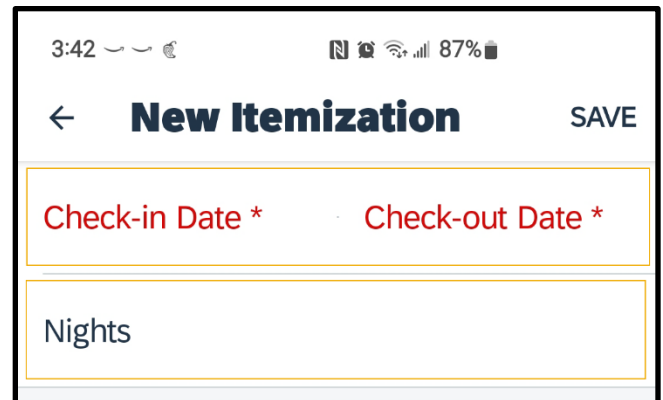
4. In the **Recurring Charges (each night)** section, enter the recurring charges of your hotel stay, which include charges such as **Room Rate** and **Room Tax** on the hotel bill.

After entering your Room Rate and Room Tax, you can adjust for any rate changes during your stay.

←	**New Itemization**	SAVE

Check-in Date *
Sep 26, 2023

Check-out Date *
Sep 29, 2023

Nights
3

Room Rate *
$170.00

Room Tax
$25.00

5. Enter any additional recurring charges, such as onsite parking or nightly internet charges.

6. After entering all recurring charges, press **Save**.

←	**New Itemization**	SAVE

Other Room Tax 1

Other Room Tax 2

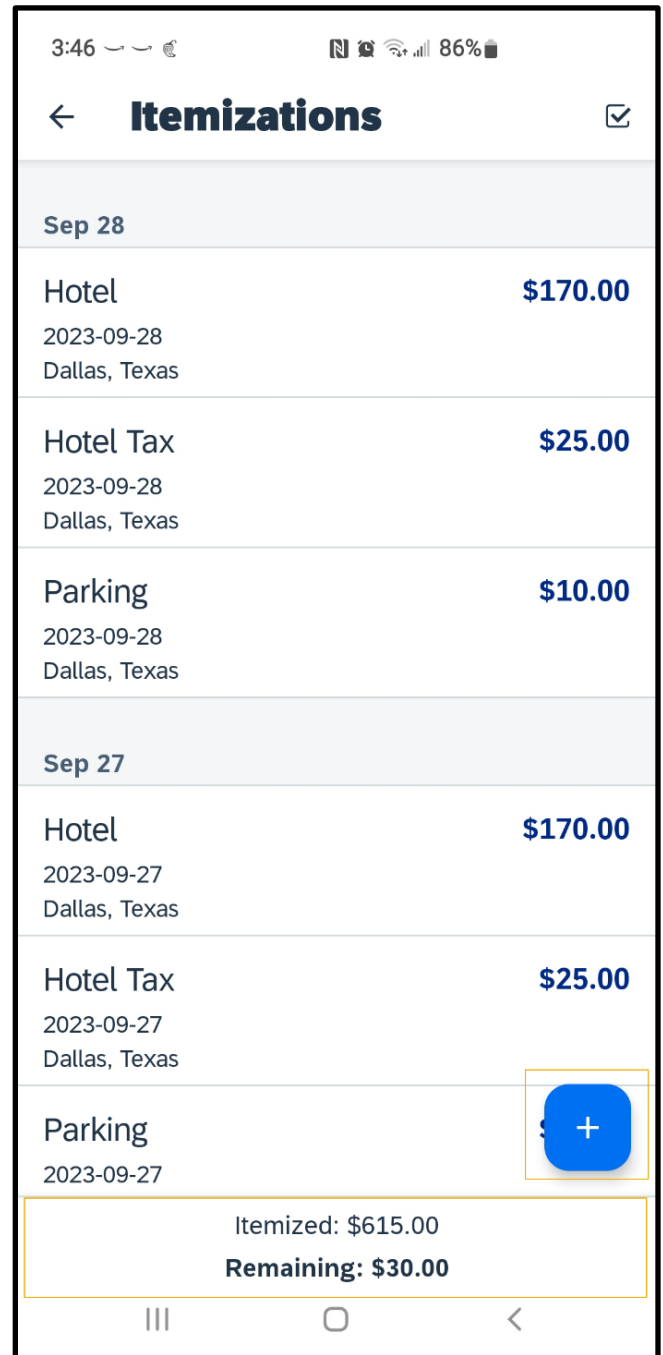Combine room rate and taxes into one entry

ADDITIONAL CHARGES (EACH NIGHT)
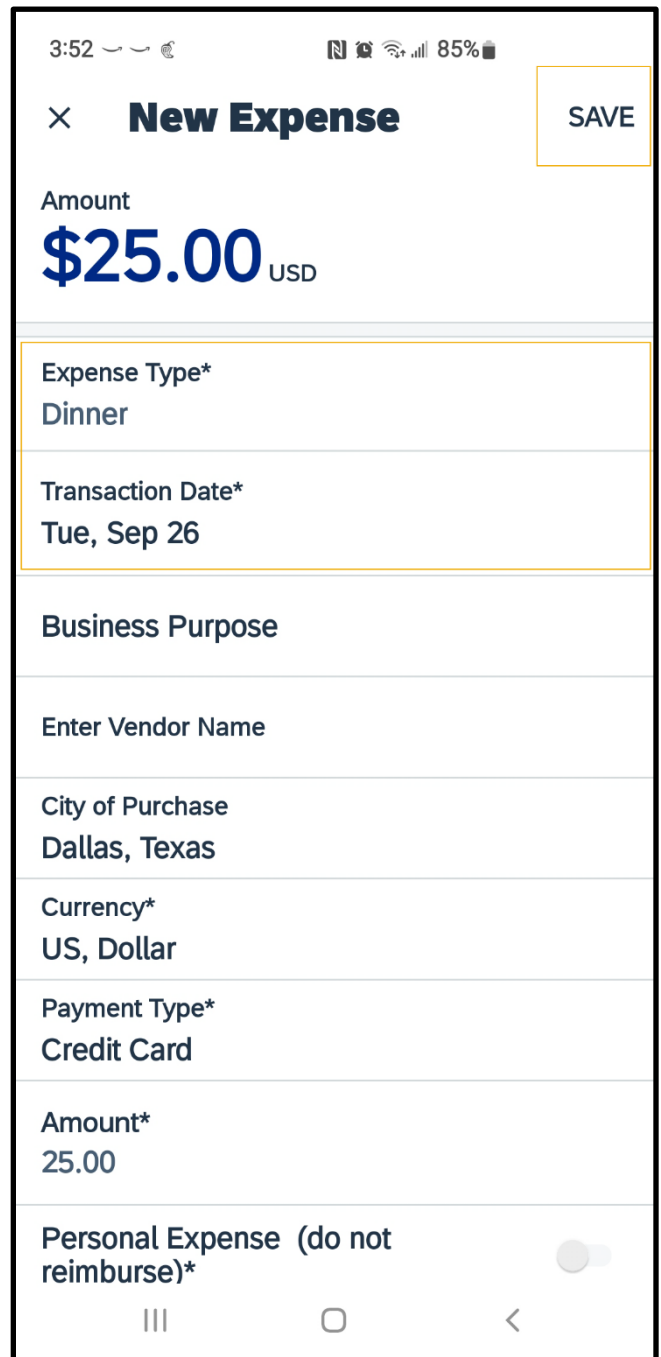
Expense Type
Parking

Amount
$10.00

62

As you add each expense, the system automatically keeps track of the total. You must continue itemizing expenses until the **Remaining** amount is $0.

7. To continue itemizing all incidentals, press the **plus +** symbol.

8. Update the expenses that you need to itemize, and then press **Save**.

64

If an expense is personal or not reimbursable for any reason, select the **Personal Expense** toggle. When you select this option, the system will automatically deduct the amount of this expense from the total amount that the company reimburses. If the charge was on a company credit card, you might have to pay this amount directly to the bank or pay the company.

10. Press **Save**.

New Expense   SAVE

Transaction Date*
Fri, Sep 29

Business Purpose

Vendor*
Hyatt Hotels

Enter Vendor Name

City of Purchase
Dallas, Texas

Currency*
US, Dollar

Payment Type*
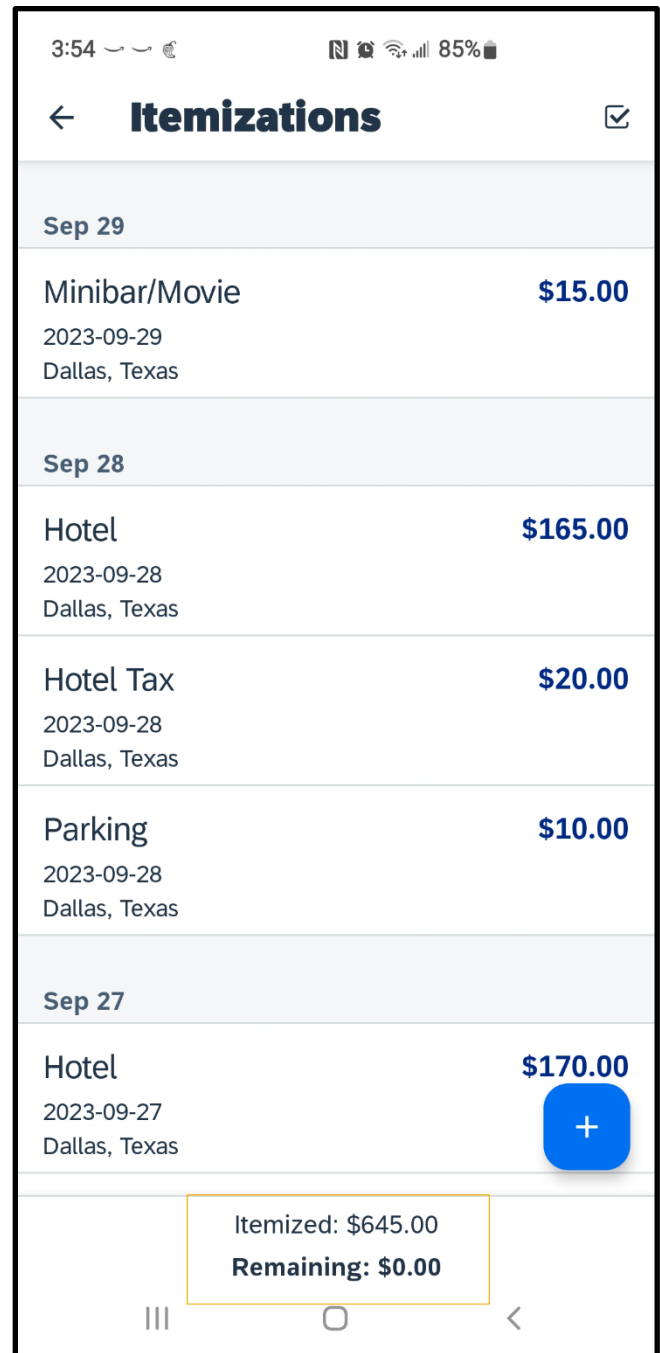Credit Card

Amount*
15.00

Receipt Status*
No Receipt
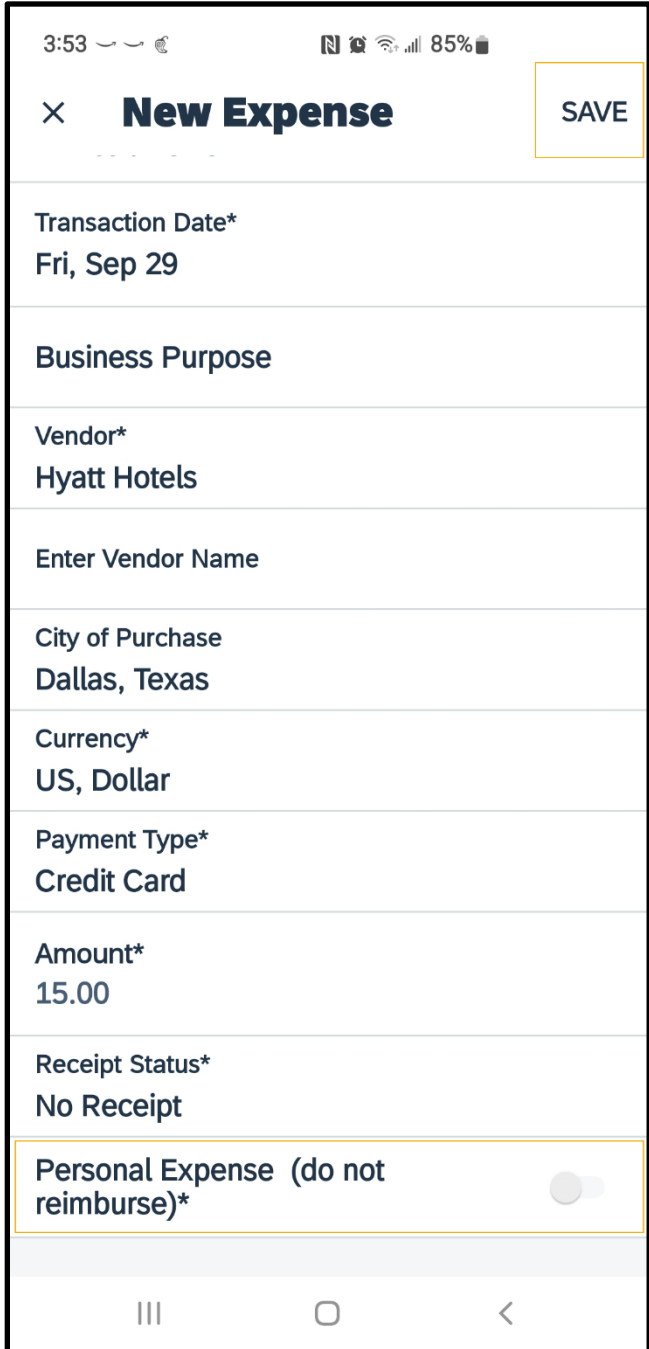
Personal Expense (do not reimburse)*

You must account for any one-time charges that appear on your bill, such as room service, in-room movie, and mini-bar.

11. Continue itemizing until the **Remaining** amount is $0.

12. Press the **Back** arrow to exit itemizations.

13. Press **Save**.

After the **Remaining** amount is $0.00 your Hotel expense is ready to submit.

3:54	N ⏰ 📶 85%
← **Itemizations**	☑

Sep 29

Minibar/Movie	$15.00
2023-09-29	
Dallas, Texas	

Sep 28

Hotel	$165.00
2023-09-28	
Dallas, Texas	

Hotel Tax	$20.00
2023-09-28	
Dallas, Texas	

Parking	$10.00
2023-09-28	
Dallas, Texas	

Sep 27

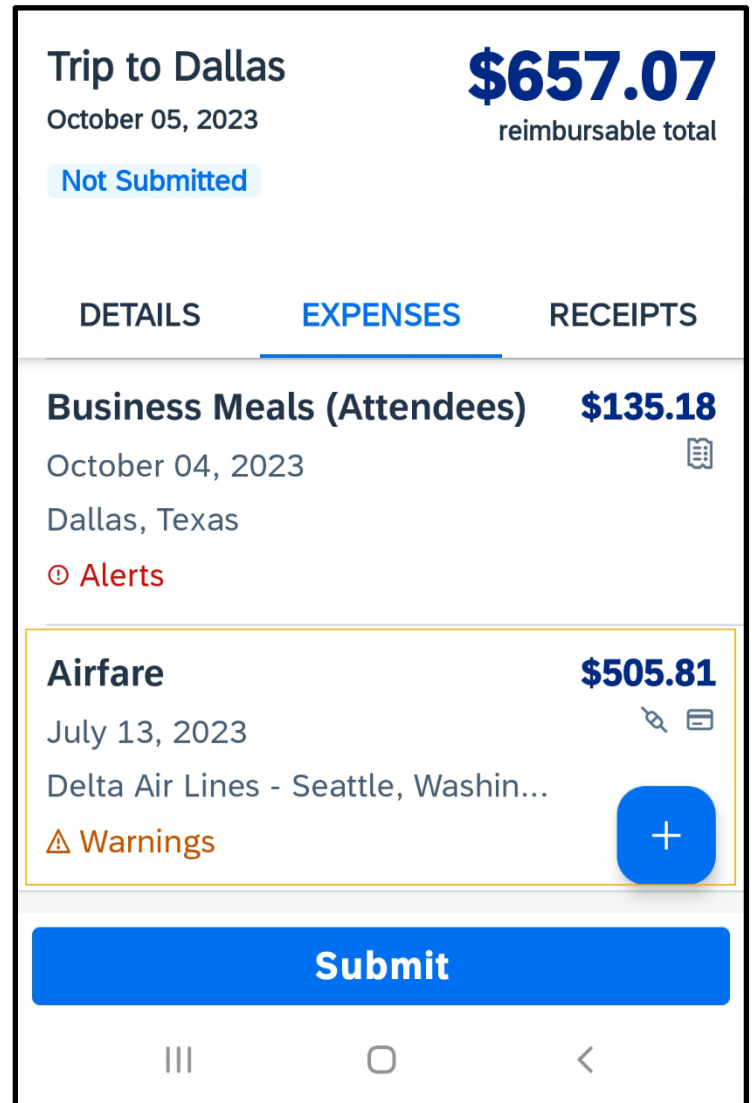| Hotel	$170.00
2023-09-27	
Dallas, Texas	

+

Itemized: $645.00

Remaining: $0.00

Working with Exceptions

Exceptions appear when your expense report contains a rule violation or is missing required information. The exceptions icon indicates that there are exceptions in a report.

Exceptions can be red or yellow. **Red** exceptions indicate an error that you must correct before you can submit these expenses. **Yellow** exceptions are informational and indicate that you have violated a policy and that your expenses might receive additional review. Exceptions that are visible to you will also be visible to the approver and expense processor.

1. To review an exception, on the **Report** screen, press the entry.

Trip to Dallas
October 05, 2023

$657.07
reimbursable total

Not Submitted

DETAILS   **EXPENSES**   RECEIPTS

Business Meals (Attendees)   **$135.18**
October 04, 2023
Dallas, Texas
⊘ Alerts

Airfare   **$505.81**
July 13, 2023
Delta Air Lines - Seattle, Washin…
⚠ Warnings

Submit

67

For this example, the exception is yellow and contains an informational message. For this type of exception, you are not required to make any changes. However, you can add additional information in the **Comment** field to help approvers and expense processors complete their reviews.

2. Scroll down and enter an explanation for the exception in the **Comment** field, and then press **DONE**.
3. Press **Save**.
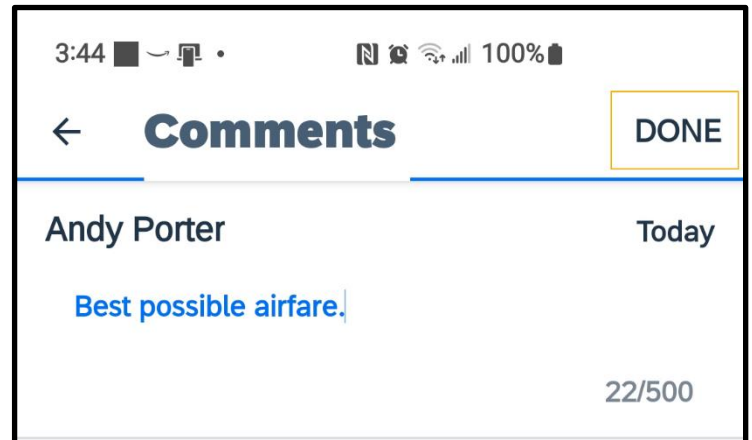
Note that the yellow exception is still displayed. The approver or expense processor will review this exception and either approve or send back the expense.

Trip to Dallas
October 05, 2023

$657.07
reimbursable total

Not Submitted

DETAILS   EXPENSES   RECEIPTS

Business Meals (Attendees)   **$135.18**
October 04, 2023
Dallas, Texas
⊘ Alerts

Airfare   **$505.81**
July 13, 2023
Delta Air Lines - Seattle, Washin...
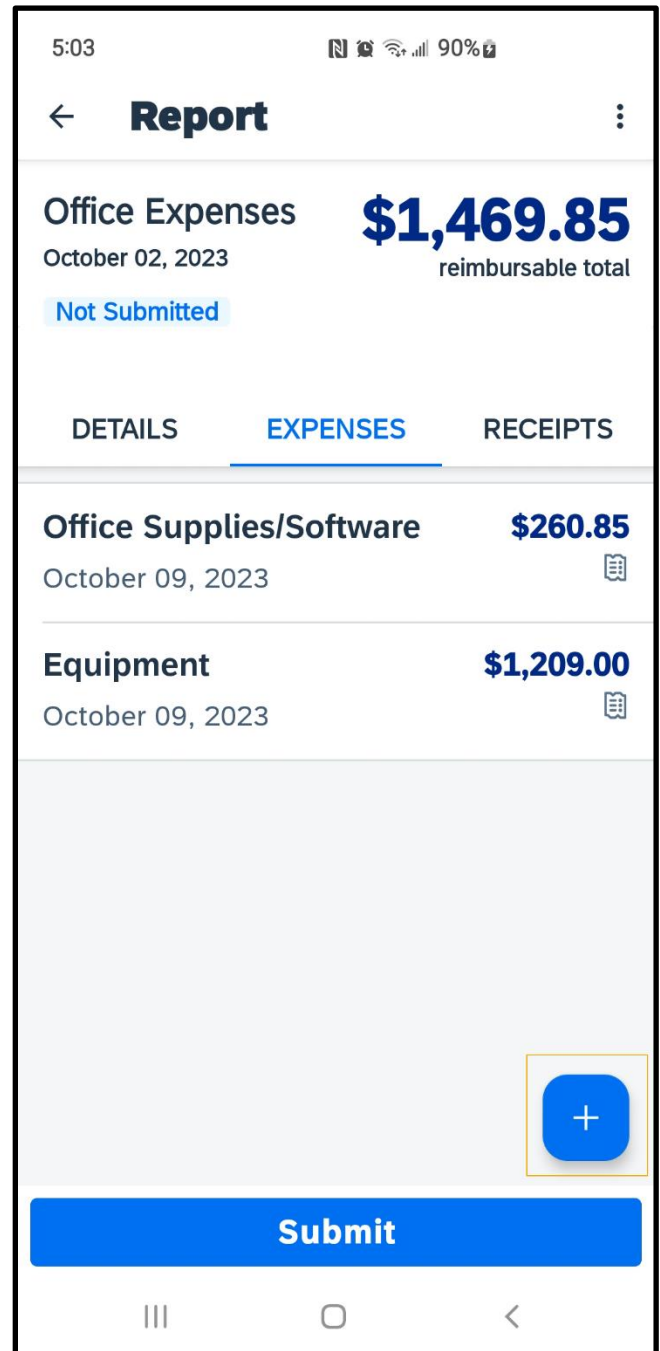⚠ Warnings

+

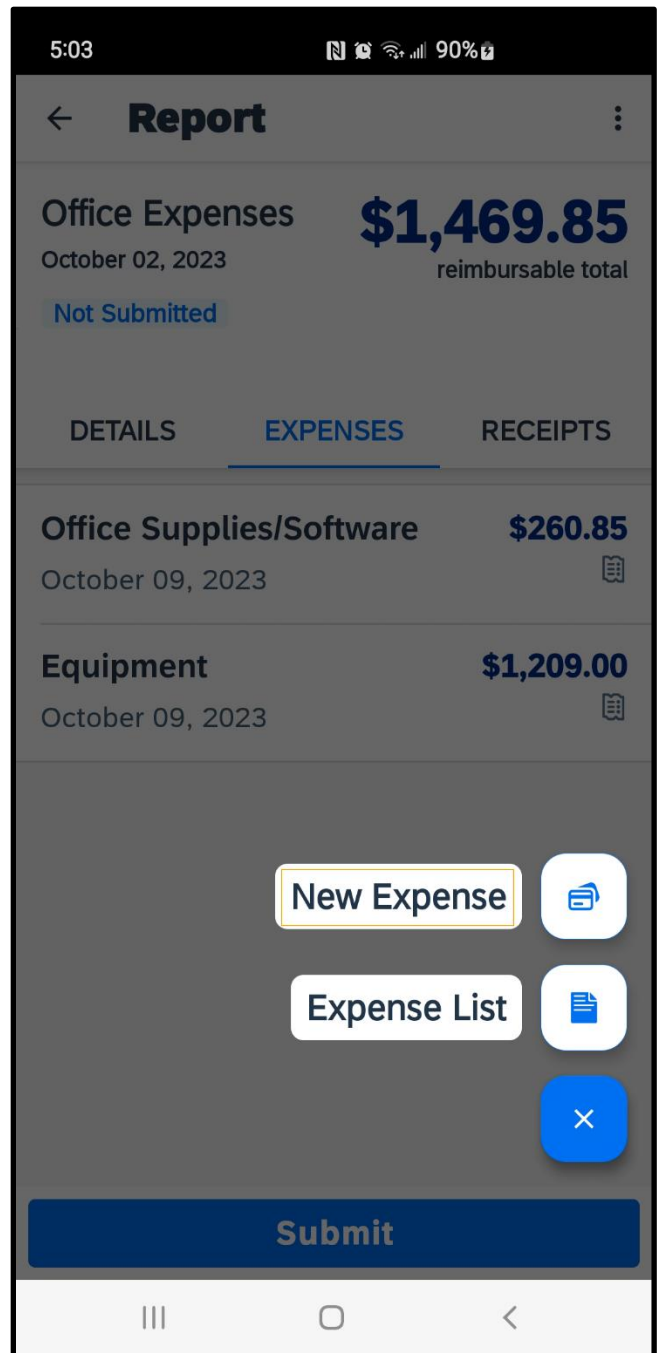**Submit**

||| ○   ‹

69

Working with Foreign Currency

You can use the mobile application to enter transactions in foreign currencies. The system automatically converts the amount to your local reimbursement currency.
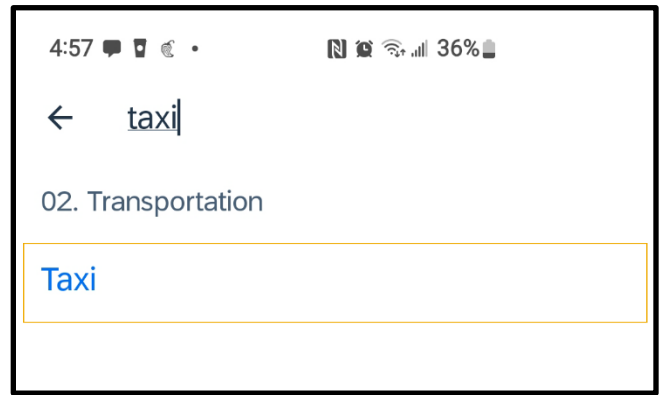
1. On the **Report** screen, select the **plus + icon** to add expenses.

2. Press **New Expense**.
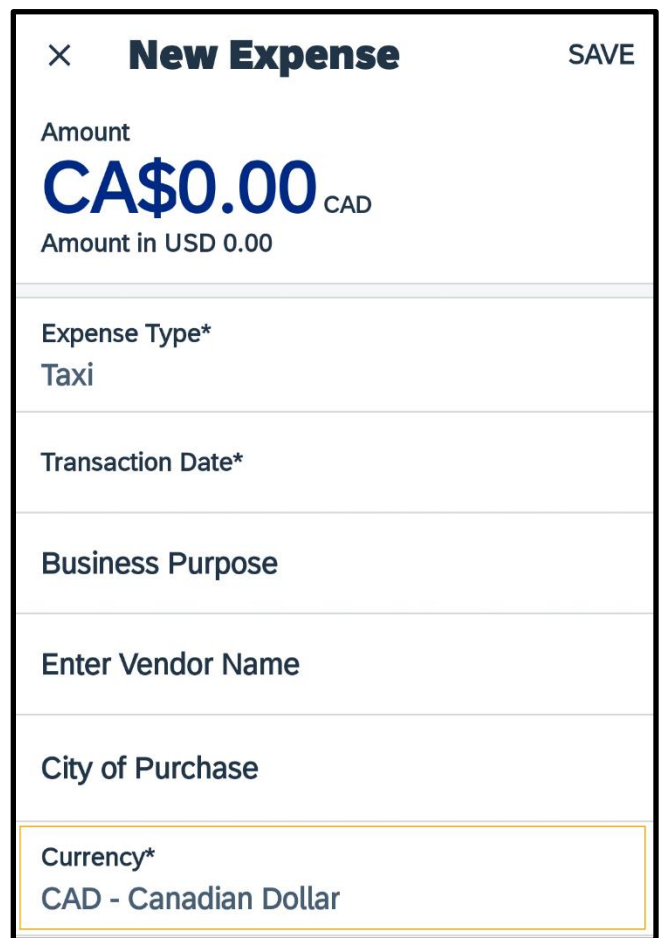
3. Search for and select the appropriate **Expense Type**.

4:57 💬 🔋 🌑 ·   N 🕐 📶 36% 🔋

← taxi

02. Transportation

Taxi

4. Scroll down and select the appropriate transaction currency.

✕ **New Expense**   SAVE

Amount
CA$0.00 CAD
Amount in USD 0.00

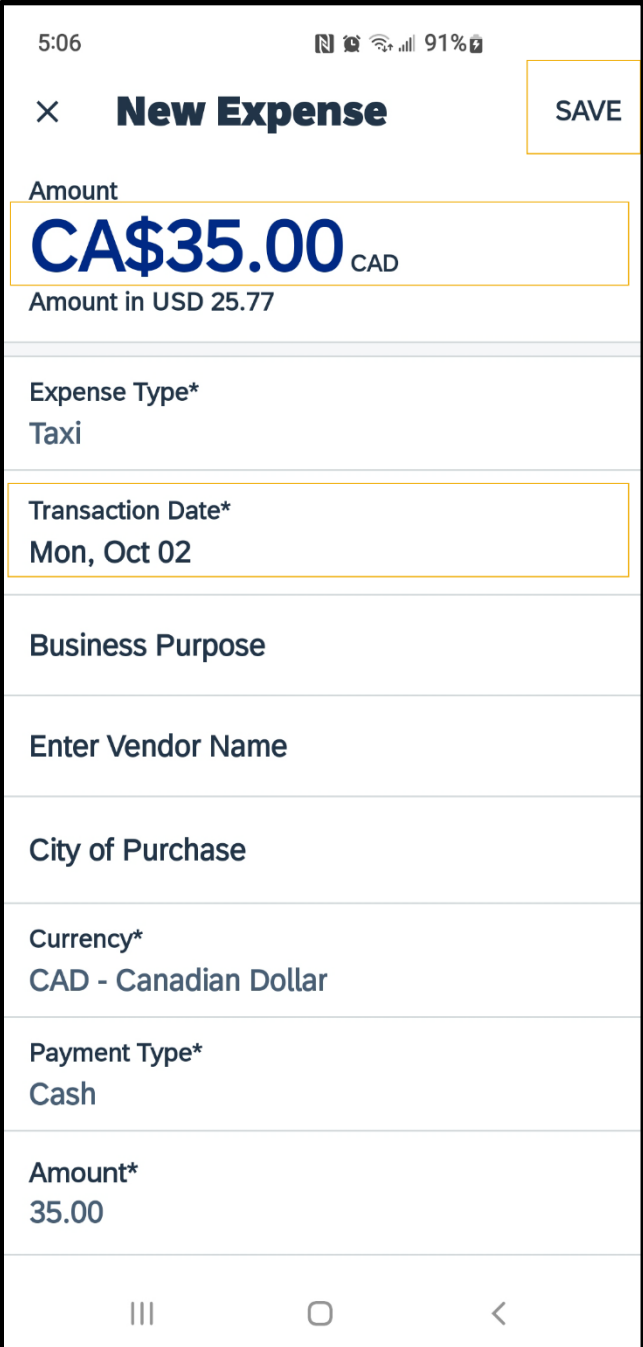Expense Type*
Taxi

Transaction Date*

Business Purpose

Enter Vendor Name

City of Purchase

Currency*
CAD - Canadian Dollar

72

5. Add the foreign currency amount in the **Amount** field, the date of the transaction in the **Transaction Date** field, and then press **Save**.

Notice that the system automatically converts your foreign currency amount into your reimbursement amount (USD) and displays the exchange rate. The foreign currency transaction is added to the expense report.

5:06   ℕ 🔔 📶 91% 🔋

✕ **New Expense**   SAVE

Amount

CA$35.00 CAD

Amount in USD 25.77

Expense Type*
Taxi

Transaction Date*
Mon, Oct 02

Business Purpose

Enter Vendor Name

City of Purchase

Currency*
CAD - Canadian Dollar

Payment Type*
Cash

Amount*
35.00

||| ◯   ‹