Concur Mobile App User Guide - Ohio Wesleyan University

This guide is not meant to be an exhaustive guide of all you can do with the app, but rather a snapshot of some of its functions. You can complete the same tasks from the app as you can from the desktop site of Concur *with the exception* of acting as a delegate. These functions include but are not limited to: uploading receipts, modifying expense details, adding attendees, creating a mileage expense, submitting expense reports, booking travel, modifying an existing trip, and approving.

The screen on your particular mobile device may vary from these images depending on the type of device you are using.

If you have any questions, please contact the OWU Purchasing Department. We are happy to assist you however we can!
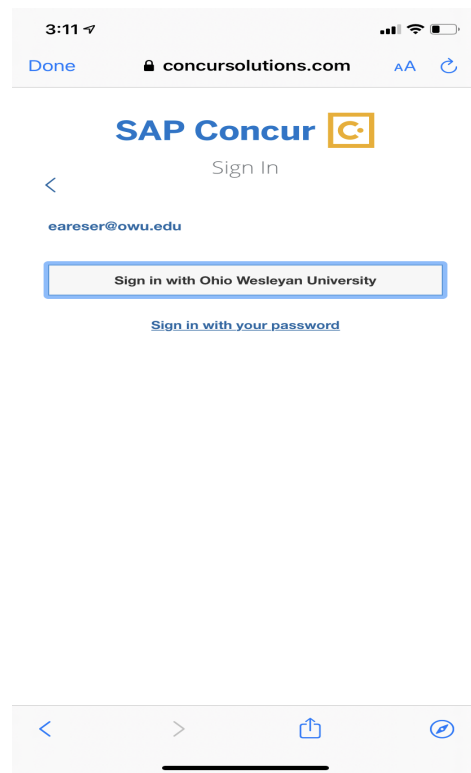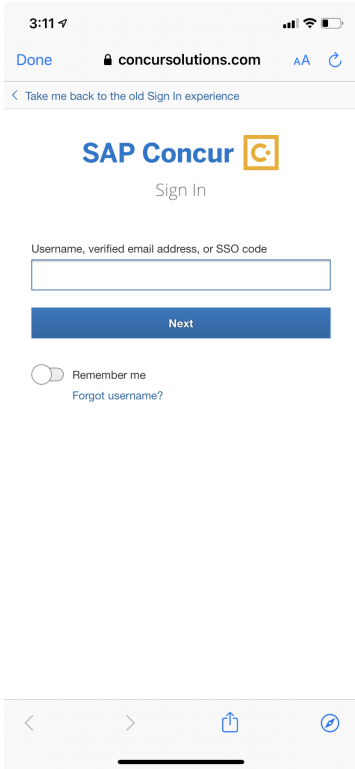
Logging into the Mobile App

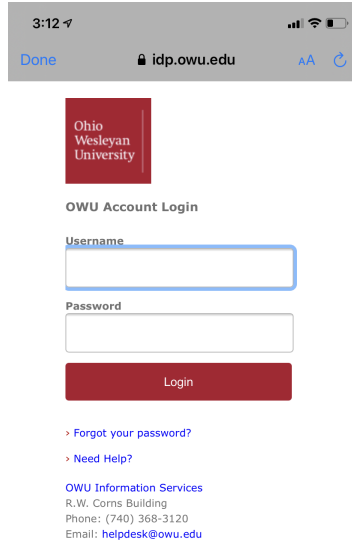1. Download the SAP Concur app from your phone's app store. Click "Sign In".

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Sign In
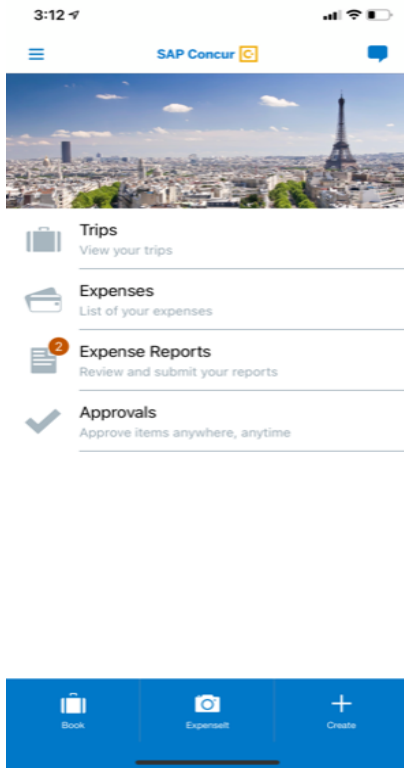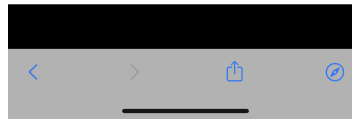
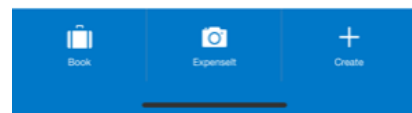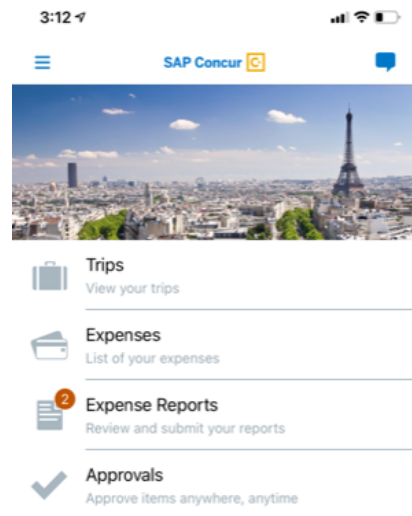2. Enter your full OWU email address in the username box and click "Next".

3. Click on "Sign in with Ohio Wesleyan University".

4. Log in with your myOWU credentials.
5. Use the app to take photos of receipts, complete expense reports, book travel, etc.!
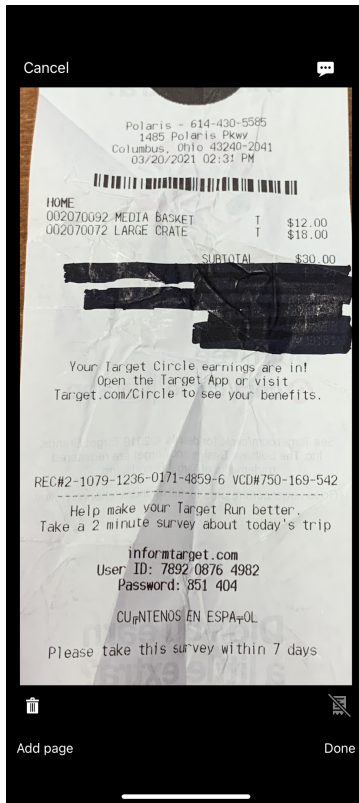
Capturing a Receipt Image

1. Click on the Camera icon at the bottom of the app.
2. Click the camera button to take a picture of your receipt. You can also choose from your phone's camera roll. You can adjust the flash and choose to capture a single page or multiple pages via the icons at the top of the screen.
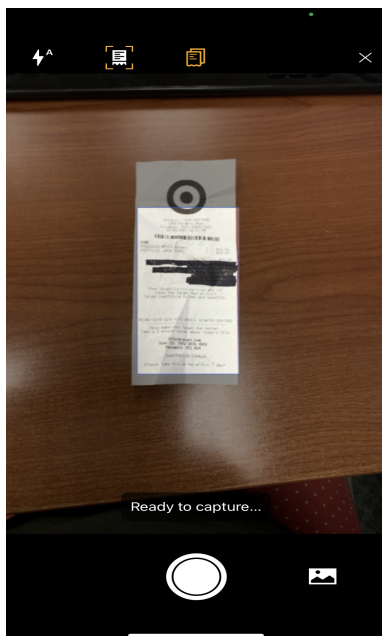
3. When you are satisfied with the image capture, click "Done".

4. The app may try to analyze your receipt to capture the amount of the transaction.

5. The app will generate an expense for you from the receipt image. You can correct any details that were incorrectly analyzed. When everything looks correct, you can move the expense to a report. This portion is *optional*. If you do not do anything, the receipt image will be in your Available Receipts library on the desktop site.
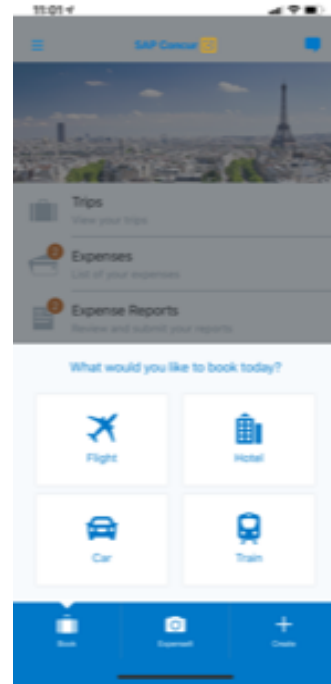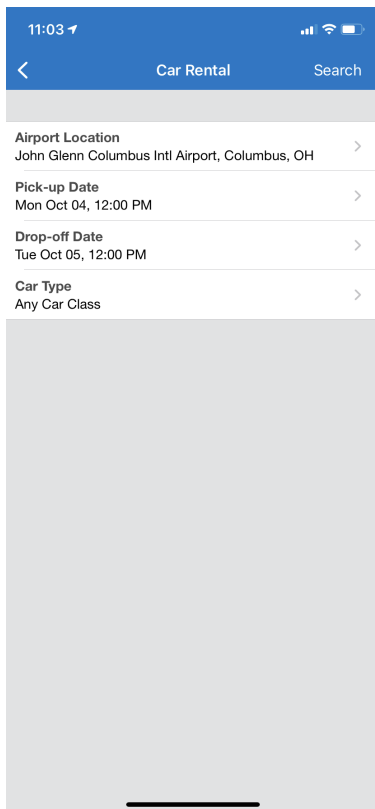
Booking Travel through the Mobile App

    1. On the home page of the app, click the Book icon that looks like a suitcase.
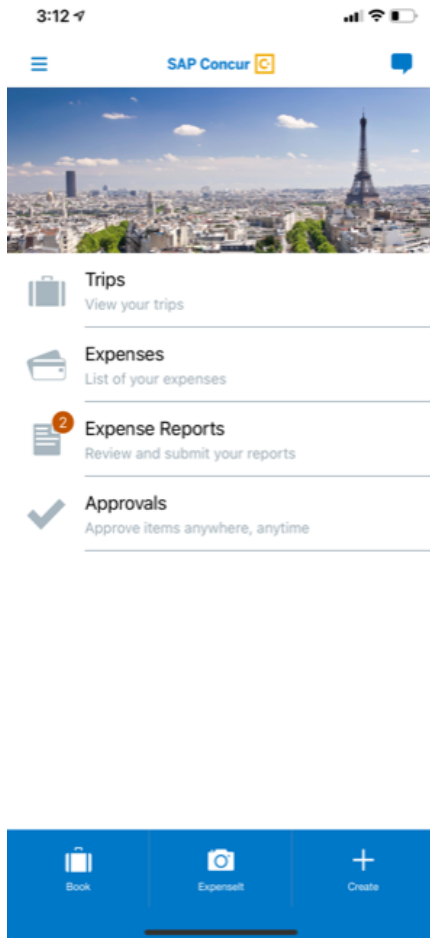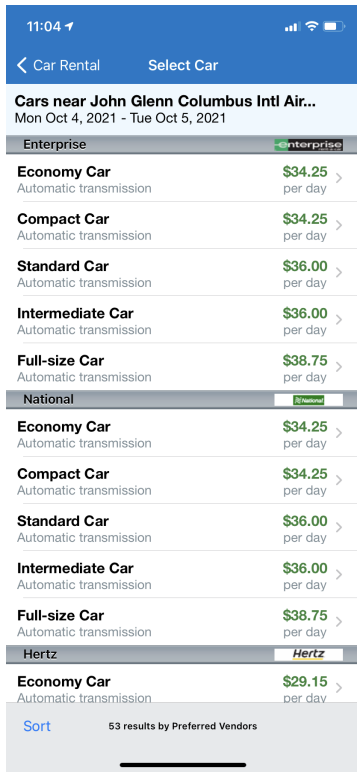
2. Next, choose which type of travel you are searching for.
3. Enter your date and location parameters and click "Search".

4. Select the result that best matches your needs for your travel. You can sort the results.

5. Verify the payment information and dates and location, and click "Reserve".