

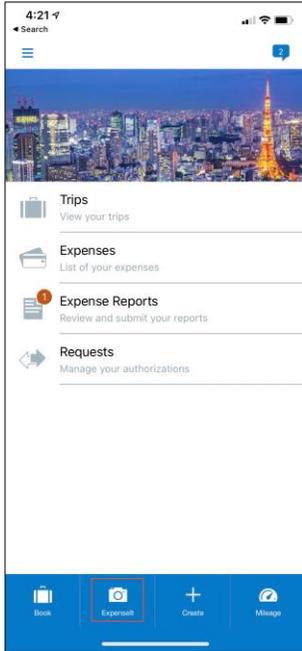
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Job Aid: Creating an Expense Report Using the Concur Mobile App

This job aid covers the steps for capturing a receipt, creating an Expense Item from the receipt, and adding the Expense to an Expense Report using the Concur mobile app. To install the Concur mobile app, refer to the [Setting Up and Installing Concur Mobile, TripIt, and ISOS Apps](#) job aid.

Capturing a Receipt and Creating an Expense Item

1. Open the **SAP Concur** app on your phone. Tap **ExpenseIt** at the bottom of the screen.
2. Frame your receipt on the screen and tap the **Capture** button. Concur scans the receipt and amount.
3. Tap the amount indicated if correct or tap **Incorrect** to manually enter the correct amount.



4. Tap **Next Receipt** if you have more receipts to capture, or **Done**.

Concur will analyze the receipt for relevant expense information. This may take a few minutes.

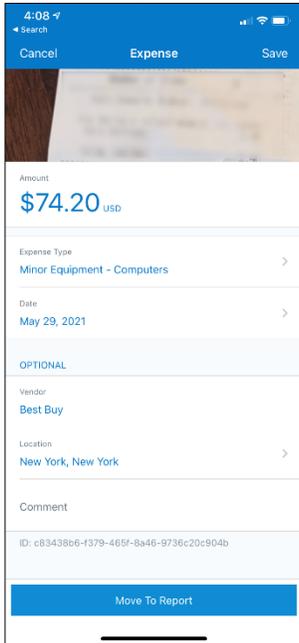
5. The receipt is now available as an Expense item. Tap it to open and correct or update. You can also open it in the Concur desktop application.



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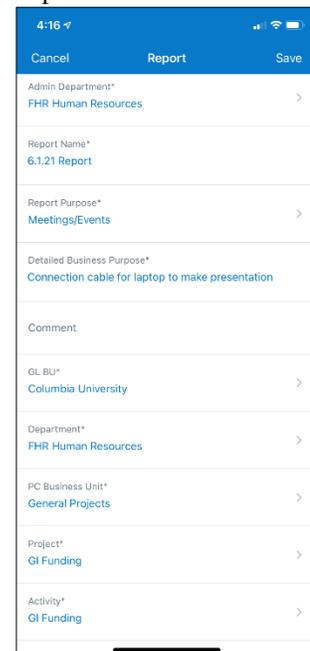
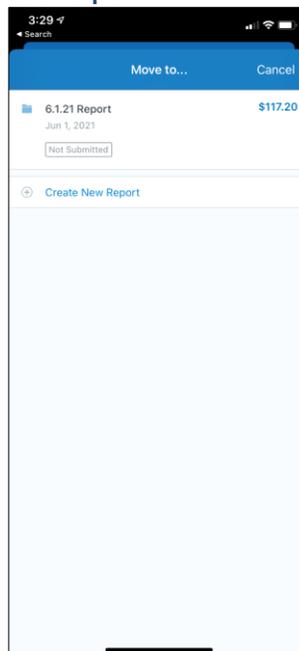
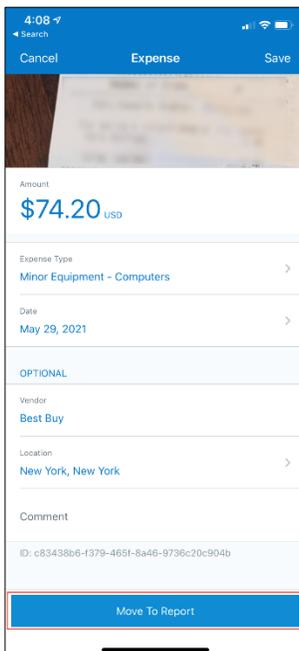
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6. Check to see if the **Amount** and **Location** fields have been correctly populated. Make any corrections, if needed, and enter any other required information. Tap **Cancel**, **Save** or **Move To Report**.



Moving an Expense to an Expense Report

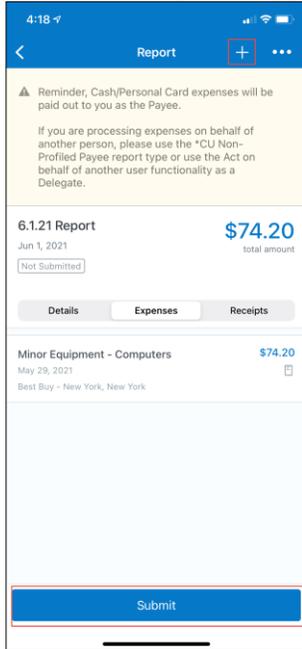
1. Open the **Expense** and tap **Move to Report**.
2. You can either Move to an existing **Not Submitted Report** or **Create New Report**.
3. If you selected to add the Expense to a New Report, complete the required **Report Details** and **Save**.



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4. You can tap the plus + to add a New Expense to the Report or tap **Submit** to submit the Report for approval.



Note: *The Concur mobile App is intended for the Payee only and does not support Delegation. Delegates must use the Concur desktop application.*

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>