



## Objective

The purpose of Quick Reference Guide is to help you register your PIN, to begin using the Concur for Mobile app to approve Concur reports.

**Concur for Mobile** is an app for travel, receipts, reports, and approval of expense reports. It allows you to keep track of your expenses and stay productive anytime – from anywhere. Simply download the application from your Apple or Android app store. After you have registered (see below), click "**Connect**" and login with your mobile PIN.

## Registration

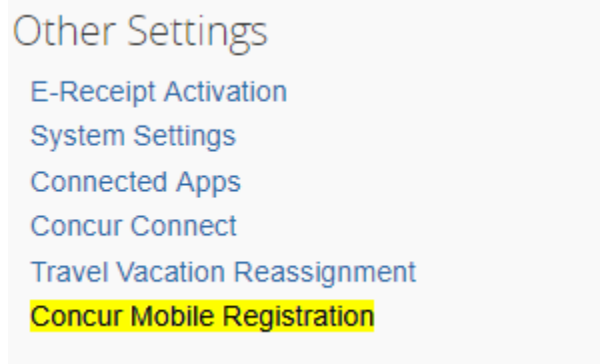
Step 1: Login to [Concur](#)

Step 2: Click the "**Profile**" dropdown in the upper right corner

Step 3: Click "**Profile Settings**"

[Profile Settings](#) | [Sign Out](#)

Step 4: Click "**Concur Mobile Registration**" under "**Other Settings**" at the bottom left of the page.



Step 5: Your "**OHIO email**" should already be defaulted in.

Step 6: Enter "PIN". (PIN may be letters, numbers and special characters such as !, \$ or # but no spaces).

Step 7: Retype "PIN".

Step 8: Click "Set Concur Mobile PIN"

[Set Concur Mobile PIN](#)

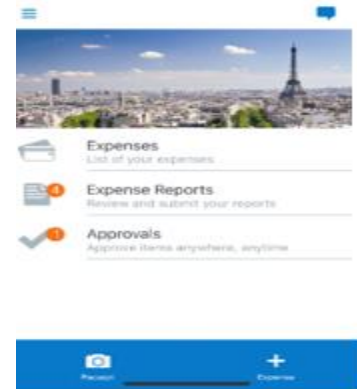
# Concur Mobile– Cost Object Approver

## How to Prepare to Use the Mobil App for Approvers with iPhones (iOS)

Currently the approval screen doesn't display expenses, details and receipts for users using the iPhone Mobile (iOS) app. This is an issue which Concur is aware of and is working to resolve. Concur has offered the following workaround; which is to **“Turn off”** the **“New Expense Report Approval”** field in the mobile app to view the details of the report.

**Step 1:** Login to open the Concur Mobile App.

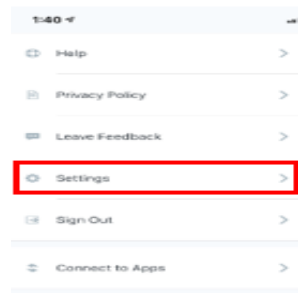
This screen is displayed when the user logs into the Concur Mobile app →



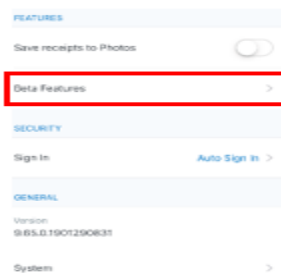
**Step 2:** Click the **“Hamburger Icon”** in the upper left of the screen



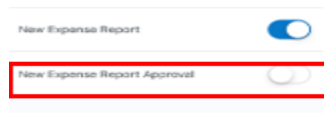
**Step 3:** Select **“Settings”**



**Step 4:** Select **“Beta Features”**



**Step 5:** Turn off **“New Expense Report Approval”**



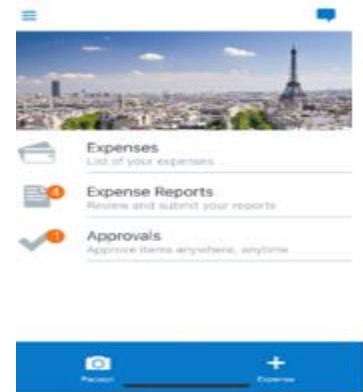
# Concur Mobile – Cost Object Approver

## Cost Object Approver Process in Concur Mobile App for iPhones (iOS)

**Step 1:** Login to open the Concur Mobile App.

This screen is displayed when the user logs into the Concur Mobile App. →

- **Expenses** – PCARD transactions
- **Expense Reports** – List of expense reports (submitted and unsubmitted)
- **Approvals** – List of expense reports to approve (Available only for expense approvers)

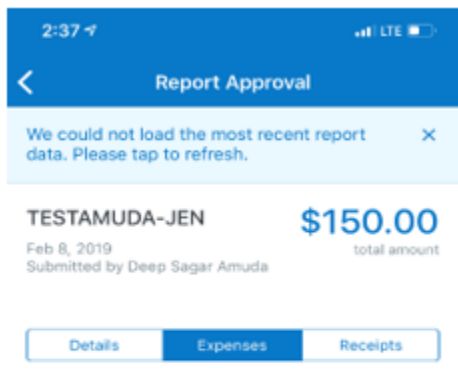


**Step 2:** Click “Approvals” to open the “Report Approval” screen.



**Step 3:** Click on the report to “Open” the expense report.

**Step 4:** Click on the report to “Open” expense.



Step 4: Click “Receipts” to view receipts

Step 5: Click “Send Back” to Send Back the report.

Step 6: Click “Approve” to Approve the report.

Step 7: When you select to “Approve” or “Send Back” you can enter a comment.

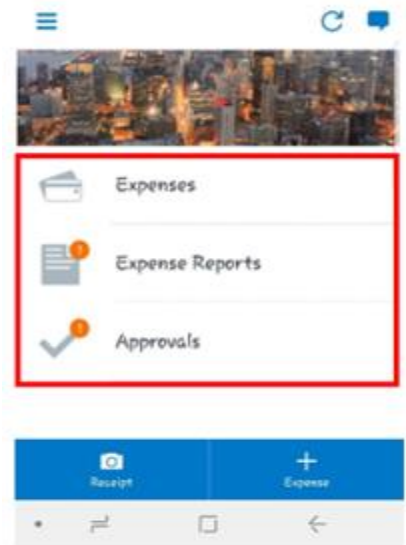
# Concur Mobile – Cost Object Approver

## Cost Object Approver in Concur Mobile App for Android Phone

Step 1: Login to open the Concur Mobile App.

This screen is displayed when the user logs into the Concur Mobile app. →

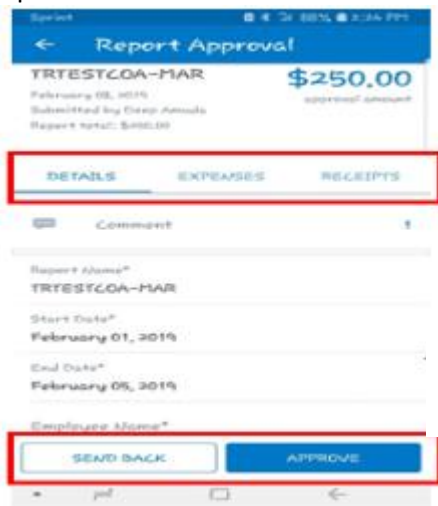
- **Expenses** – PCARD transactions
- **Expense Reports** – List of expense reports (submitted and unsubmitted)
- **Approvals** – List of expense reports to approve (Available only for expense approvers)



Step 2: Click **“Approvals”** to open the **“Report Approvals”** screen.

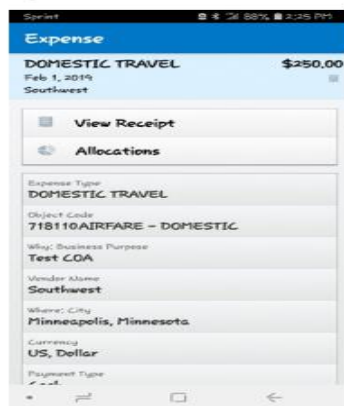
Step 3: Click on the report to **“Open”** the expense report

Step 4: **“Review Details”** is the default view when opening the expense report.



Select 5. Select **“Expenses”**

Expense screen



# Concur Mobile – Cost Object Approver

Step 5: Select **“Receipts”**

Receipts screen



Step 6: Select **“Send Back to Employee”** or **“Approve”** at the bottom of the expense.



Step 7: When you select to **“Approve”** or **“Send Back”** You can enter a comment.

