Concur Mobile App User Guide- iPhone
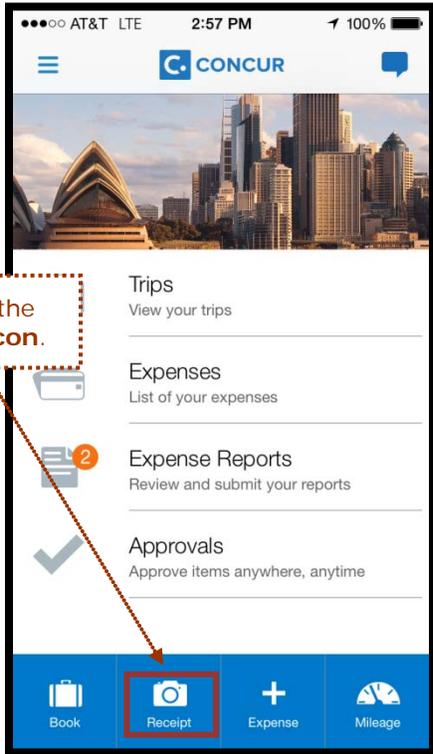
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User Recommendations

Option 1: *Easy-* **Take a Picture of the Receipt**

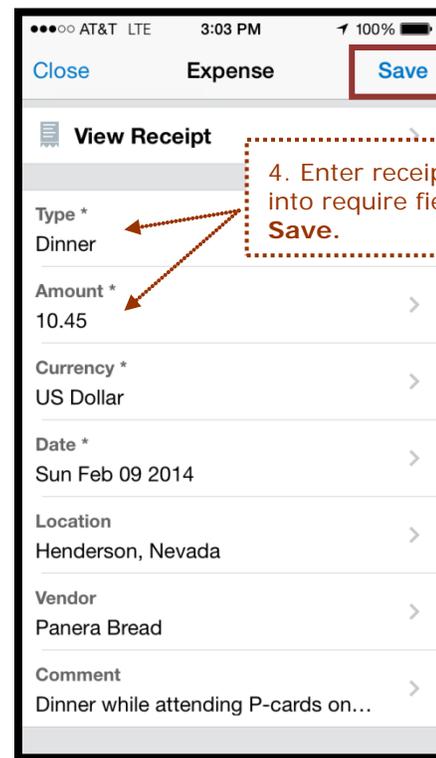**Option 2**: *Moderate-* **Take a Picture of the Receipt and Create an Expense**
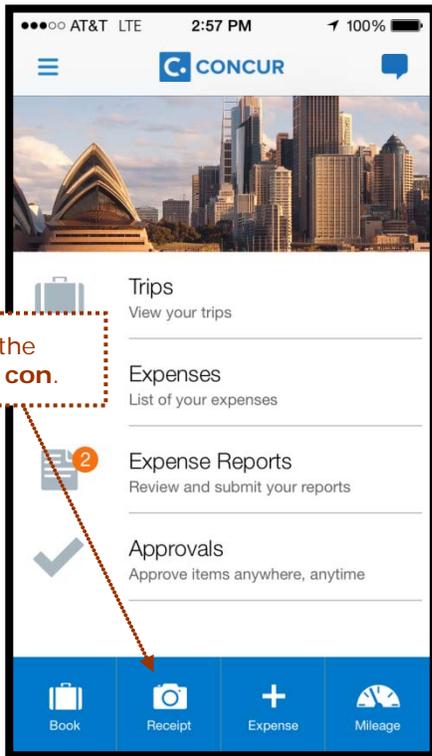
Option 3: *Moderate -* **Create an Expense and Attach the Receipt**

***Please note that these instructions were created using an iPhone5, the screens will vary depending on the model iPhone you have. ***

![NOVApay logo]

Option 1: Take a Picture of the Receipt
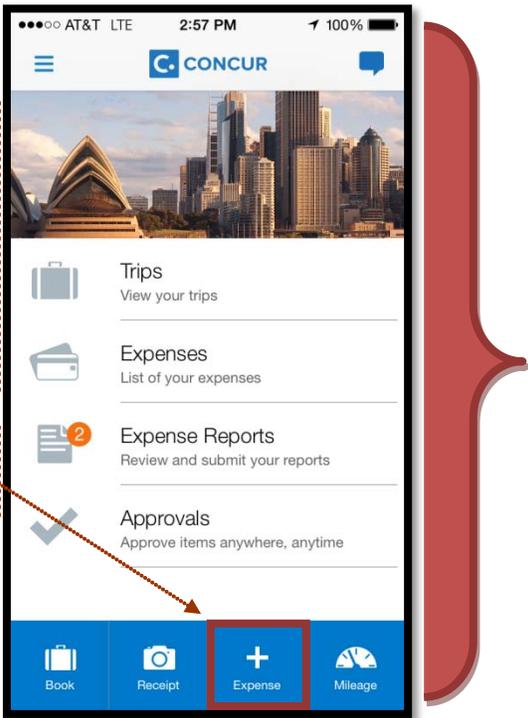

1. Select the **Receipt Icon**.

2. Take a picture of the receipt.

3. Review the image and click **Done**. *When you select **Done**, the image will be uploaded to the receipt store in the web application.* Retake picture if necessary.

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Option 2: Take a Picture of the Receipt and Create and Expense

1. Select the **Receipt Icon**.

2. Take a picture of the receipt.

3. Review image and click **Expense**. Retake the picture if necessary.

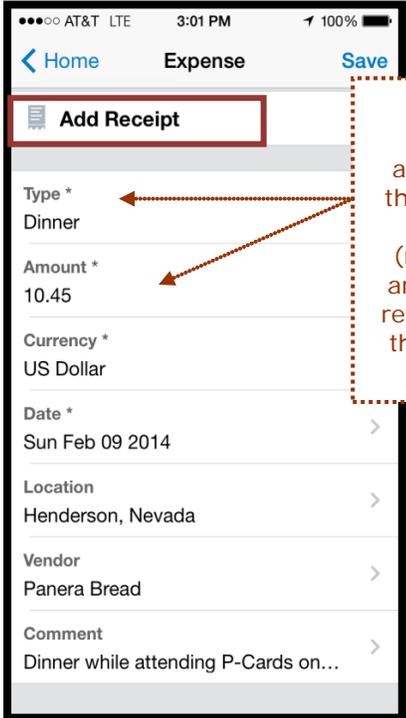4. Enter receipt information into require fields. Select **Save**.

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Option 3: *Create an Expense and Attach the Receipt*

FYI: This is the Mobile App **Home Screen** that you will see directly after logging in.
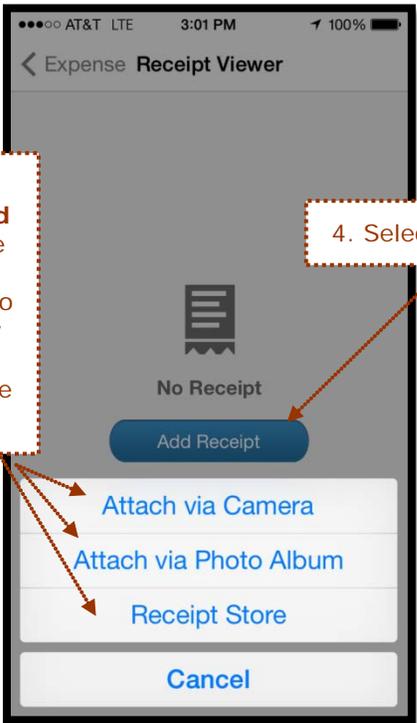
1. Select **Expense.**

2. Enter information associated with the expense into each field (required fields are defined with red wording) and then select **Add Receipt.**

3. After selecting **Add Receipt**, the system will prompt you to select a way to add the receipt. Make a selection.
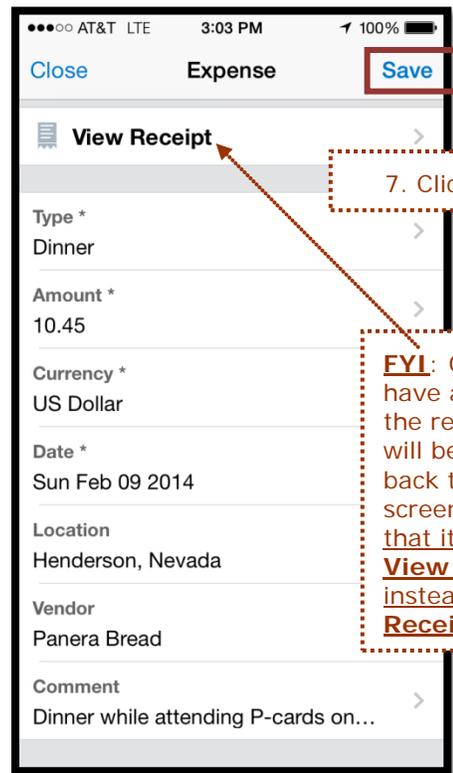
4. Select **Add Receipt**

5. Take a picture of the receipt.

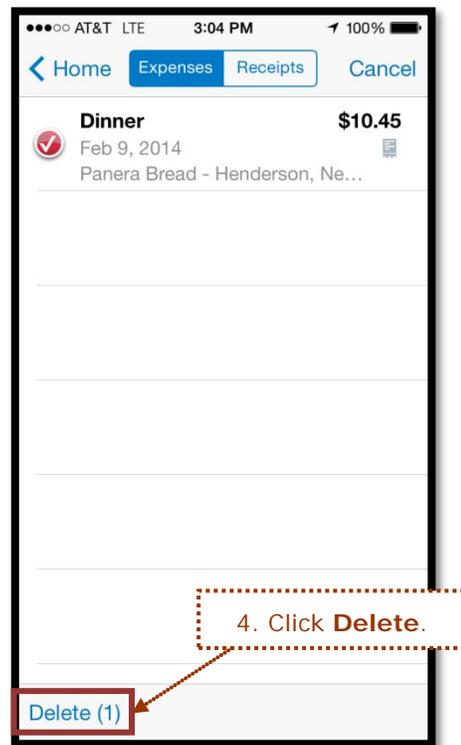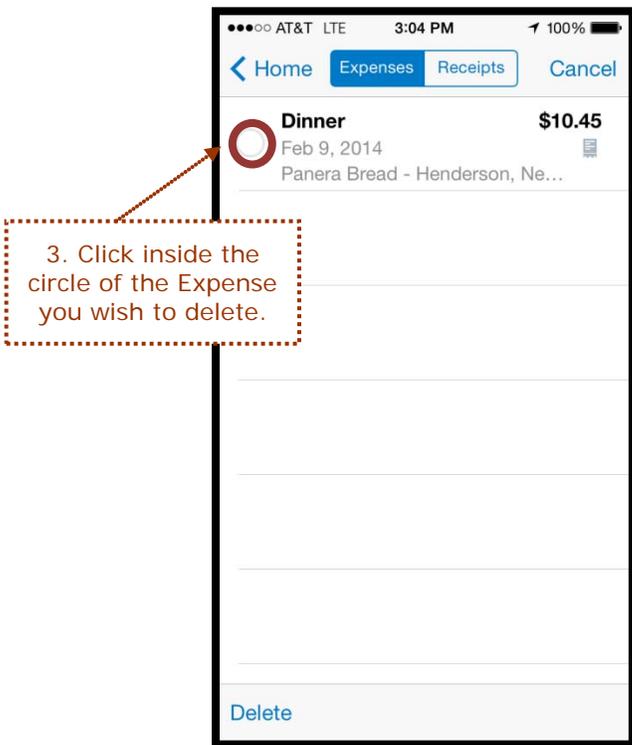# Option 3: _Create an Expense and Attach the Receipt (cont.)_

Preview

7. Click **Save**.

6. Review the picture preview and select **Done.** Retake the picture if necessary.

●●●○○ AT&T LTE   3:03 PM   ◢ 100% ▬

Close   **Expense**   Save

📃 **View Receipt**   ⟩

Type *
Dinner   ⟩

Amount *   ⟩
10.45

Currency *
US Dollar

Date *
Sun Feb 09 2014

Location
Henderson, Nevada

Vendor
Panera Bread

Comment   ⟩
Dinner while attending P-cards on…
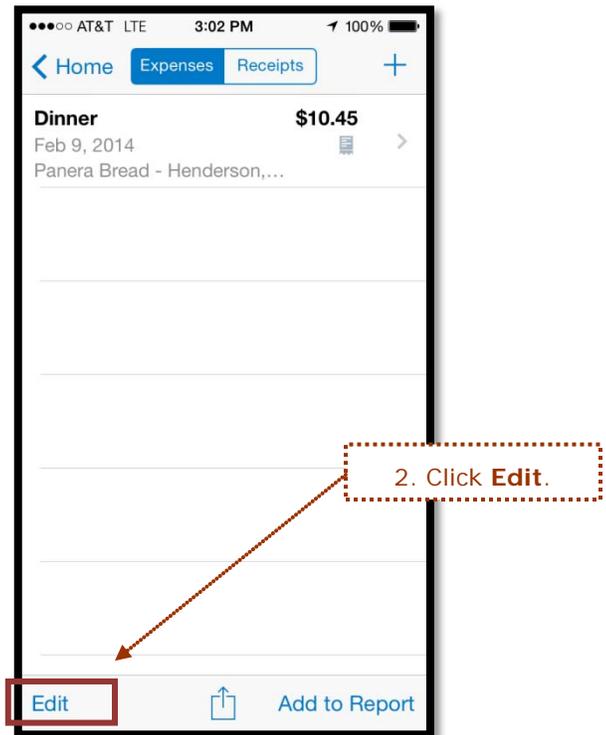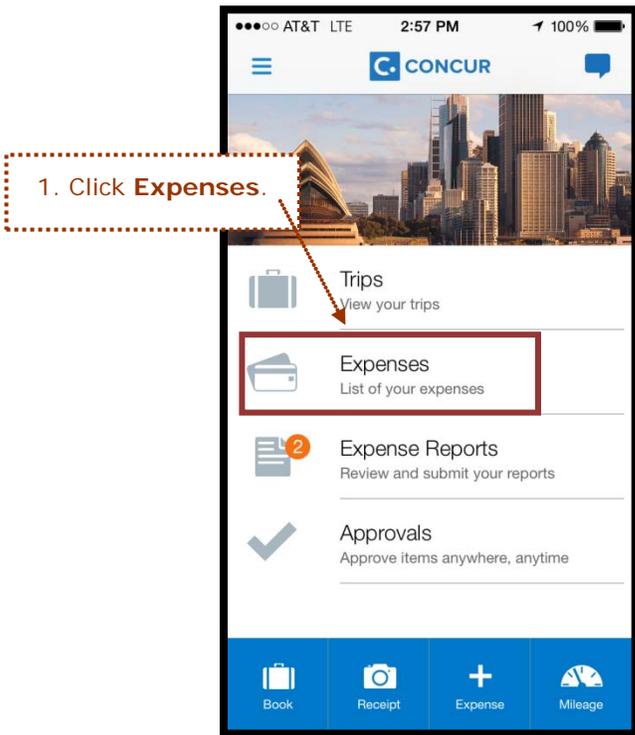
FYI: Once you have attached the receipt, you will be brought back to this screen. Notice that it says **View Receipt** instead of **Add Receipt**.

Retake   Done

6

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How to Delete an Expense:

1. Click **Expenses**.

2. Click **Edit**.

3. Click inside the circle of the Expense you wish to delete.

4. Click **Delete**.

![NOVApay logo]

How to Delete a Receipt:

**Please note, if a receipt is already attached to an expense, the entire expense must be deleted before you can delete the receipt image. **

1. Click icon.

2. This is the menu that will appear. Click **Receipts**.

3. Swipe from <u>right to left</u> on the receipt you desire to delete.

4. Select **Delete**.