Basware - Verian Mobile App Guide

Basware P2P 18.2

1 Introduction

The mobile app is a streamlined tool that allows you to take pictures of expense receipts, upload expense information into the system, and manage approvals on the go.

This guide covers the current app functionality and will be updated frequently as more functions are added.

If you have any issues using this app, or would like to suggest future enhancements, please email verian.support@basware.com.

2 Download the App

You can download the app for free from the iTunes App Store (iOS) or the Google Play Store (Android). The app icon displays as shown below:

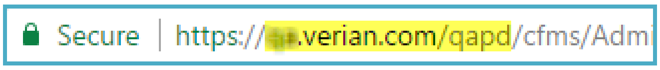
During the download, you are asked to approve the following app permissions:

- Modify or delete the contents of your USB storage
- Read the contents of your USB storage
- Full network access
- View network connections
- View Wi-Fi connections

To use the app, you must not have restrictive permission 3 - Restrict Access to Mobile App.

3 Instance Information and Login

Upon first installing and opening the app, you must enter the Instance URL. Locate their URL by navigating to the system on a desktop browser and entering the section of the URL highlighted below:



The instance information is saved, so you only need to enter it the first time you open the app.

Change the app instance by tapping **Log Out** from the side menu and then tapping **Change my instance**, or by tapping **Clear all local data, reset app** on the Settings page.

SSO Mobile Login Information

If you use Single Sign-On normally to access the system, you must know your username and mobile password to use the app. Contact your tenant administrator for this information.

The app saves your login information, so you only need to enter the username and password upon first opening the app or after tapping **Log Out** or **Clear all local data, reset app** from the Settings page.

Non-SSO Login Information

If you do not use Single Sign-On to access the system, you can log in to the app with your normal username and password.

The app saves your login information, so you only need to enter the username and password upon first opening the app or after tapping Log Out or Clear data, settings, receipts and instance information from the Settings page.

If you are using an Apple device with iOS version 10.1 or earlier, the app may not maintain your login credentials. Upgrade to version 10.2 or later to resolve the issue.

4 Change App Language

All language information is determined by the user's locale settings, accessible by logging into a desktop website. No locale settings can be changed from within the app.

The login page defaults to English the first time. Afterwards, it retains the locale information of the last logged in user.

You must change the user's language settings from the desktop website. After changing the language on the desktop, it takes several minutes for the change to be reflected in the app.

5 Navigate the App

Home page

The dashboard contains links to the most used functions within the app. Simply tap to perform the associated action.

The displayed actions may change depending on your user's permissions. You will only see items that you have permission to access.

Approval Tasks: If you're an approver, this shows the number of documents waiting for your approval in each category. Tap the category to see all requests in that category

Capture Receipt: Tap to quick-capture a receipt and save it to the system.

Side Menu

The side menu contains navigation to perform all app functions:

- Home
- Expense Reports: view and create expense reports
- Receipts: view previously captured receipt images or add new ones
- Approvals: approve order requests, expenses, or invoices
- Settings: clear data, set notification preferences, and enable error reporting to help our developers improve the app
- Log Out

Messages

Display user messages by tapping the Messages icon at the bottom of the interface. You can read messages and can delete messages by swiping left to display the Delete icon.

The displayed messages will be the same as are shown in the desktop website.

Messages cannot be created or replied to within the mobile app.

Hyperlinks clicked within messages open the default web browser app with the desktop website.

Approvals

Access all available approvals by tapping the Approvals icon at the bottom of the interface. You can view and approve order requests, expenses, and invoices, based on your user permissions.

6 Expense Reports

The Expense Reports area is divided into two sections:

- Drafts: expense reports that have not yet been submitted for approval. You can open these to edit them or add new line items to them.
- Submitted: expense reports that have been submitted for approval and reconciliation. You cannot edit any information on these reports, but you can open them to review them. These reports can be in one of four statuses:
  - In Approval: The expense report is waiting for an approver to take action on it.
  - Declined: The approver did not approve the expense report.
  - In Accounting: The expense report has been approved and is awaiting reconciliation.
  - Fully Released: The expense report has been approved and fully reconciled.

The lists of expense drafts and reports will always display the same reports in the mobile app as on the Expense Dashboard of the desktop site.

6.1 Create and Edit Reports

Tap the left-side **menu** > **Expense Reports**, then tap + to create a report.

1. Enter all needed header information. Fields with a red asterisk are required.

   Account code data values are not validated within the mobile app.

2. When you have entered the necessary information, the actions at the bottom of the page are enabled:
   - Add an expense item
   - Save Draft
   - Submit Expense Report
3. Tap **Add an expense item** to add expense lines to your draft. To add expense lines later, tap **Save Draft**. When the expense report is complete, tap **Submit Expense Report.**

For information on adding expenses to your expense draft, see Add Expense Items to Reports. To edit the draft information, you can just go back to Expense Reports and tap any draft.

6.2 Add Expense Items to Reports

Tapping **Add an expense item** takes you to the Add an Item page, from which you can create expense line items. The expense draft must have at least one line item before it can be submitted as an expense report.

1. Select the expense item you would like to add.
2. Enter all needed expense item information. Fields with a red asterisk are required.
3. Enter Accounts Coding information. The configuration of this field will vary based on your system setup. All accounts coding configurations, including accounts coding types and cascading, are reflected in the mobile app and can be applied to expense lines.
   - To add split coding, tap **Add Split**
4. If desired, attach a receipt or other related photo.
5. When all required information is entered, tap **Save Item**.
   The expense line is validated and saved with all information, such as details, attachments, and accounts coding.
6. You may add another expense item, save the expense draft, or navigate away from the page to automatically save your draft.

When you save an expense item and return to the Create a Report page, the expense item is displayed at the bottom. The flag indicates if the expense item is completely entered and validated: green means the line is valid, red means it is not.

If you try to submit the expense report with an invalid line, you will see an error message explaining the field that must be corrected. Correct the information and save the expense item again, then submit the report.

7 Receipts

You can take photos of your expense receipts through the app and add coding to them on the go. The receipts will then be available to auto-attach to your transactions, or you can manually attach them through the desktop site.

From the side menu, tap **Receipts** to view all the unmatched receipts in your queue. This list matches the receipt queue found on the Expense Dashboard of the desktop site.

Tap a receipt from the list to view all receipt details, including the full image, transaction date, merchant, amount, and notes. Receipt information cannot be edited within the app.

Delete any receipt by swiping it to the left and tapping the Delete icon.

Receipts Captured Offline

If you capture and save a receipt while you do not have a connection on your mobile device, you will not be able to enter coding information. Receipts are automatically uploaded after you regain a connection.

You will not be able to add accounts coding information to receipts captured while your device is offline.

7.1 Capture Receipts

1. From the Dashboard, tap **Capture Receipt** to add photos of expense receipts.
2. Two options are available:
   - **Take photo**: tap to take a photo of a receipt to add to your photo library and upload to the site.
   - **Choose photo from gallery**: tap to select a photo already saved to your device and upload it to the site.
3. After selecting or capturing the receipt, fill in the date (required), amount (required), merchant, and notes fields.
4. If needed, tap **Add Accounts Coding** and fill in required segments.

   Accounts coding data entered for a receipt overrides any existing accounts coding data for an associated expense line.

5. Tap **Submit**.

The receipt is saved to the Receipts list in the app and uploaded to the desktop website. If a credit card transaction exists with a matching date and amount, the receipt may auto-attach to it. Alternatively, you can attach the receipt to the related expense item when creating an expense report.

The app automatically opens the Receipts page when the receipt is submitted.

8 Approvals

The app facilitates three types of approvals:

- Order Requests
- Invoices
- Expenses

Tap the **Approvals** icon 

on the Dashboard to access all requests waiting for your approval.

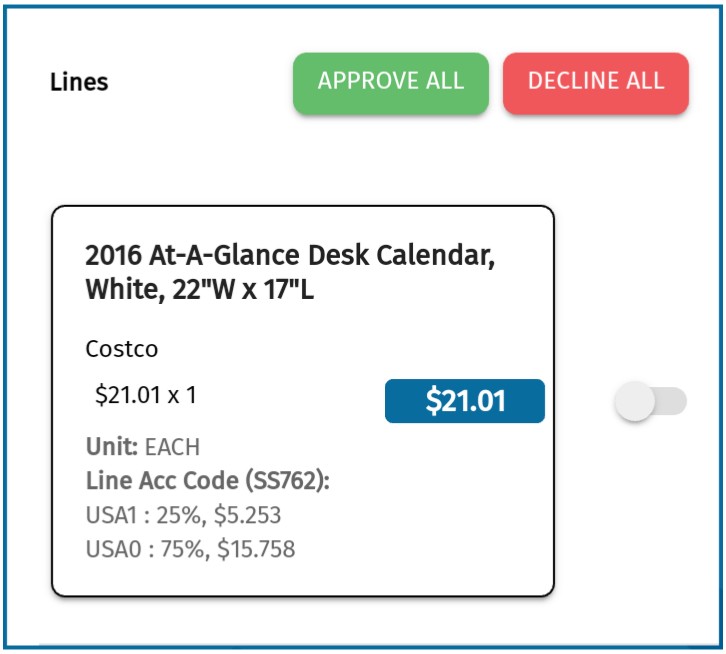
The badge beside each approval type indicates the number of requests awaiting approval. Tap a request type to access all pending requests.

8.1 Approve Order Requests

The Request Approvals list displays all order requests awaiting your approval. Each card displays the request number, total amount, requester name, number of days in approval, and the ship-to location.

To approve or decline an order request:

1. From the app dashboard, tap # **Requests to Approve** to go to the Request Approvals list. If you don't see this message, you have no order requests to approve.
2. Tap the request to be approved.
3. Review the header and line information for the request.
4. You can choose to **Approve All** or **Decline All**, or individually select lines to approve and decline using the toggle beside each line.



5. When all lines are set to approve or decline, tap **Finish Approval/Decline** to process the order request.

The order request is either automatically converted to a purchase order or sent to the Items to Order list to be handled by a buyer.

8.2 Approve Invoices

The Invoice Approvals list displays all invoices awaiting your approval. Each card displays the invoice number, total amount, number of days in approval, and the ship-to location.

To approve invoices:

1. From the Dashboard, tap **# Invoices to Approve** to go to the Invoice Approval list. If you don't see this message, there are no invoices to be approved.
2. Tap the invoice you want to review to open it.
3. Review the invoice header and line details.
4. Select **Approve Invoice** or **Decline Invoice**. You can only approve or decline the entire invoice from the mobile app, not individual lines.

If you decline the invoice, you must provide a reason for declining it.

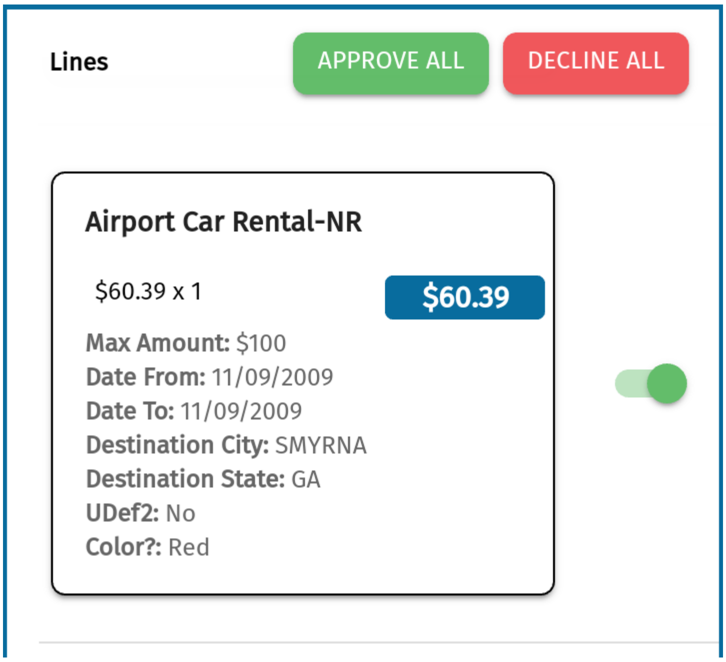
The invoice is approved or declined in the system.

8.3 Approve Expense Reports

The Expense Approvals list displays all expenses awaiting your approval. Each card displays the expense request number, total amount, requester, number of days in approval, and the charge-to location.

To approve or decline an expense report:

1. From the app dashboard, tap # **Expenses to Approve** to go to the Expense Approvals list. If you don't see this message, you have no expense reports to approve.
2. Tap the report to be approved.
3. Review the header and line information for the request.
4. You can choose to **Approve All** or **Decline All**, or individually select lines to approve and decline using the toggle beside each line.



5. When all lines are set to approve or decline, tap **Finish Approval/Decline** to process the order request.

After your approval is complete, the expense report is either sent tot the next user in the approval route or, if you are the final approver, it is sent for reconciliation.

9 Offline Mode

The app operates with limited functionality when your mobile device does not have a network connection. Actions you can perform are:

- Capture receipt photo
- View receipts that were captured while offline

Dashboard

When in offline mode, the dashboard displays “You are offline.” The Approval card is hidden while in offline mode, as are the Messages and Approvals icons at the bottom of the page. .

The hidden items automatically display again when a connection is re-established.

Receipt Capture

The Receipt Capture page displays a confirmation message when the device is offline, and you will not be able to enter any accounts coding. Any receipts added while offline are automatically uploaded once you regain a connection.

Receipt History

Any receipts captured while offline are displayed in the Receipt History list with a yellow caution icon. If you need to manually upload them, swipe the receipt to the left and tap the Upload icon to upload the receipt to the system.

10 App System Settings

Activate SSO Mobile Password (11645)

System Summary Description	When enabled, SSO users are able to access the app by providing their user name and a mobile password.
Business Background	Users must be set up for SSO and system setting 11645 must be set to Yes in order for users to be able to create and use mobile passwords for the mobile site. Users are not able to log in with regular passwords on the mobile site with that configuration. If SSO is not setup for the users or system setting 11645 is set to No, users are able to log in to the mobile site with the regular password if they know it. Users who have SSO and system setting 11645 – Activate SSO Mobile Password is set to Yes - with permission to modify their passwords are able to do so from the Profile page. When the value for system setting 11650 – Days Before User Passwords Expire is greater than 0, users with mobile passwords are required to change their passwords at the required time.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is enabled when SSO and the mobile app are used at the same time.

Enable Terms of Use (11660)

System Summary Description	When enabled, the Terms of Use link displays on the mobile app login page and on the Settings page. Users can click the link to view the terms if desired. A global administrator must upload the contents of the Terms of Use for this functionality to perform correctly.
Multi-Tenant Type	Global [1]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is enabled and maintained by the global administrator.

Require Acceptance of Terms of Use (11661)

System Summary Description	When enabled, all users must view and accept the Terms of Use before continuing to the application. Users only have to accept the Terms of Use once and may do so via the desktop or mobile application.
Multi-Tenant Type	Global [1]

Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is enabled and maintained by the global administrator.

Use Automatic Receipt Matching (2300)

System Summary Description	Use this setting to enable or disable automatic receipt matching for a tenant.
Business Background	When enabled, the system automatically associates uploaded receipts to expense line items if the amount and date match. Automatic matching is triggered when level 3 credit card transactions are imported into the system, a user uploads a receipt, or a user views expense line information. Automatic matching increases the speed in which expense drafts requiring receipts can be created, approved, and reconciled.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is enabled during the implementation process.

11 App Permissions

Access System (0)

This permission gives a user/group access to the system. Users/groups who do not have this permission cannot access the system and receive an error message when they attempt to log in.

If system setting 820 – Grant New User Access to System is set to Yes, then this permission is automatically granted to each user/group created.

Approve Requests (1)

This option enables a user to access the Approvals page to approve and decline requests routed to them. The organization determines who needs to access this list and approve requests.

Restrict Access to Mobile App

This restrictive permission prevents a user/group from accessing to the mobile app to create expenses or perform approvals. User/groups with this permission cannot access the app dashboard.

This permission does not affect access to the mobile website, accessed through a mobile web browser.

Can Charge Expenses to Selected Locations (2002)

A check indicates that a Travel and Expense location is available for selected user/group. An expense location must be selected to make this permission effective. This permission is used for reconciliation of expense orders.

Can Associate Expense with Selected Projects (2009)

This permission gives the user the ability to link expense requests to specific projects. Projects need to be selected using the Select Projects link for this permission to be effective.

Restrict Access to Mobile Accounts Coding (4011)

If selected, the user does not see the Account Code entry option when adding expense lines to a draft in the app.