

Getting Started

To get started, launch the Expenselt app and sign in using your Concur credentials. You will be taken to your Receipt List page, which will be blank.

- You will see an Add Expense button with a camera. Tap this.
- In the next screen, line up a receipt and take a photo.
- Verify that the photo is clear, then tap the Use button.
- Wait for Expenselt to process your image (please allow up to one hour for processing).
- Review the processed receipt and verify the details for the date, vendor, category, amount, and currency fields.
- Tap the Export button to send your receipt to Concur Expense.
- Now go to Concur Expense via your web browser and verify that your expenses exist in Concur Expense. Submit your expense report when ready.
- You have just utilized Expenselt for the first time!

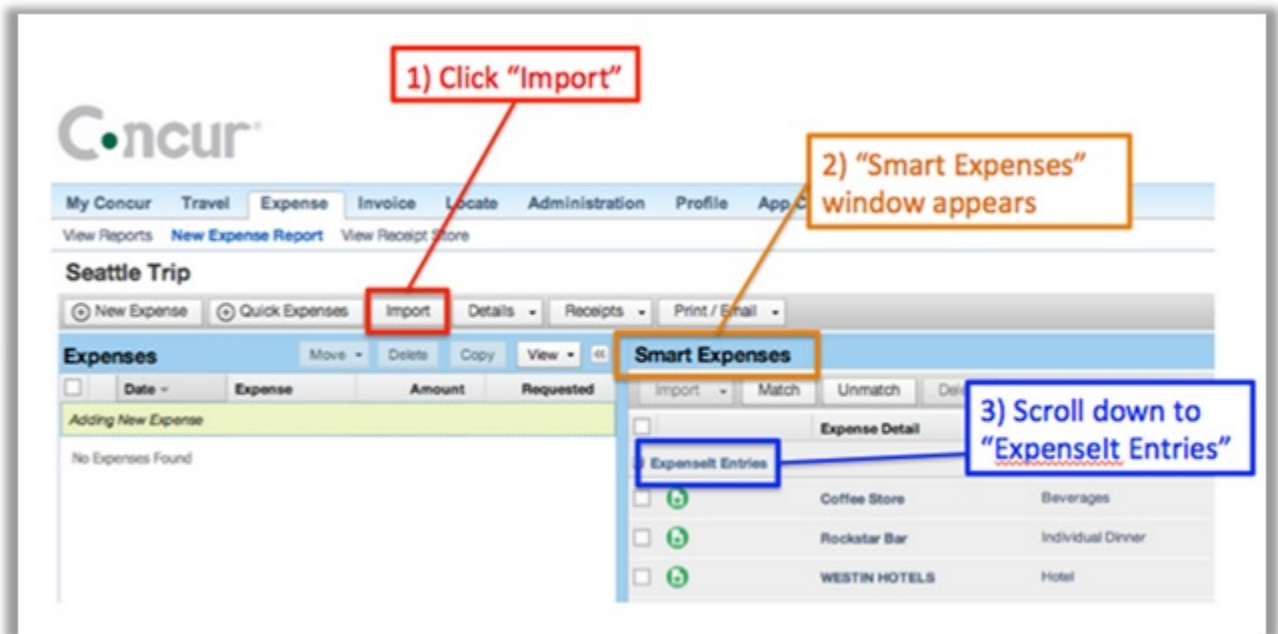
Viewing your Expenselt submitted receipt in Concur Expense

How and where to view your Expenselt submitted receipt in Concur Expense

Expenselt is designed solely to digitize receipts and send them to CTE (Concur Travel and Expense) for processing. You may use Concur Mobile and the Web version of CTE to manage your expense reports.

After exporting your receipts from Expenselt to Concur, you will need to go to Concur and import your expenses into a report. To do so:

- Open Concur and look for the "Import" button.
- Clicking Import will open the "Smart Expenses" window.
- In the Smart Expenses window, scroll down to the "Expenselt Entries" section.
- The "Expenselt Entries" section lists all items exported from Expenselt.
- Select the items you wish to add to a report, then click the "Import" button that resides under "Smart Expenses".



Spend Categories in Expenselt and Concur

Android

Expenselt for Android now offers expense types that match those of your companies. Please make sure you are using Triplt Android v1.3

iOS

We hope to offer matching expense types for iOS prior to the end of April. Currently, for iOS devices Expenselt currently offers 11 general Spend Categories, which do not necessarily correspond to the expense types that you see in Concur. You may select a Spend Category and we will map the Spend Category to an Expense Type in Concur.

Many users have requested that we display the Expense Types in the Expenselt app, instead of using Spend Categories. We agree, and are working on displaying Expense Types in the Expenselt app. This will be available in a future release.

The categories currently offered in Expenselt are:

- Airfare
- Car Rental
- Gas
- Ground Transportation
- Lodging Meals
- Office Supplies
- Parking
- Rail
- Shipping
- Telecommunication

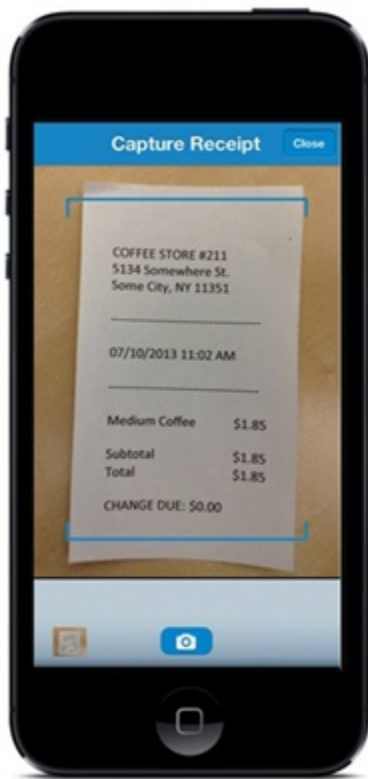
For now, please select the Spend Category that most likely matches your expense, and then review the Expense Type in Concur Expense.

Receipt Capture and Scan

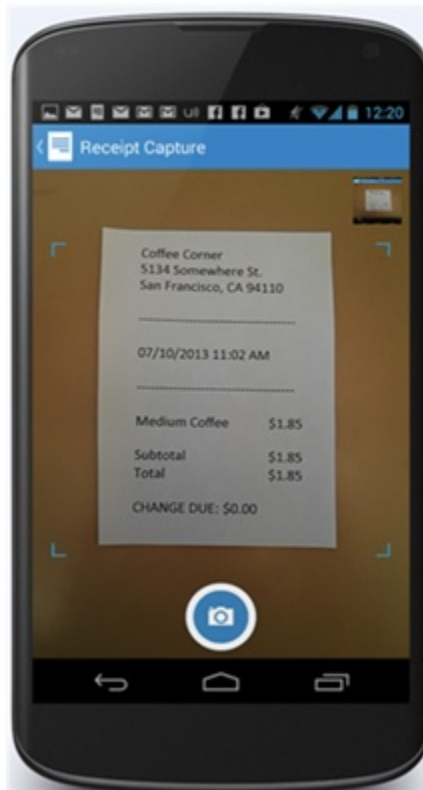
Photograph your receipts using the Expenselt app. Expenselt will review your receipts and fill in details such as date, vendor, category, location, amount, and currency.

- Currently we can only scan single page receipts.
 - For multi-page receipts (i.e. hotel portfolio) we recommend you email your receipts to receipts@expenseit.com. They will undergo the same automated data-entry process and then appear in Concur (CTE).
- We will import the following fields:
 - Date, Location, Vendor, Expense Category, Amount, Currency
- Please allow one hour for processing.

iOS



Android



Resubmitting receipts

You can resubmit your receipt image from your phone.

As long as you've taken an image of your receipt it will be stored in your Camera Roll (iOS) or Gallery (Android).

You can submit your previously photographed receipts by pulling up the photos from your Gallery/Camera Roll. To do so, click on the camera button in the Expenselt app to go to the camera mode. In the camera mode, you will see an icon for selecting from your gallery; the icon is located in the bottom left if you are on an iOS device, and the top right if you are using an Android device. Select the image you want to send and submit!

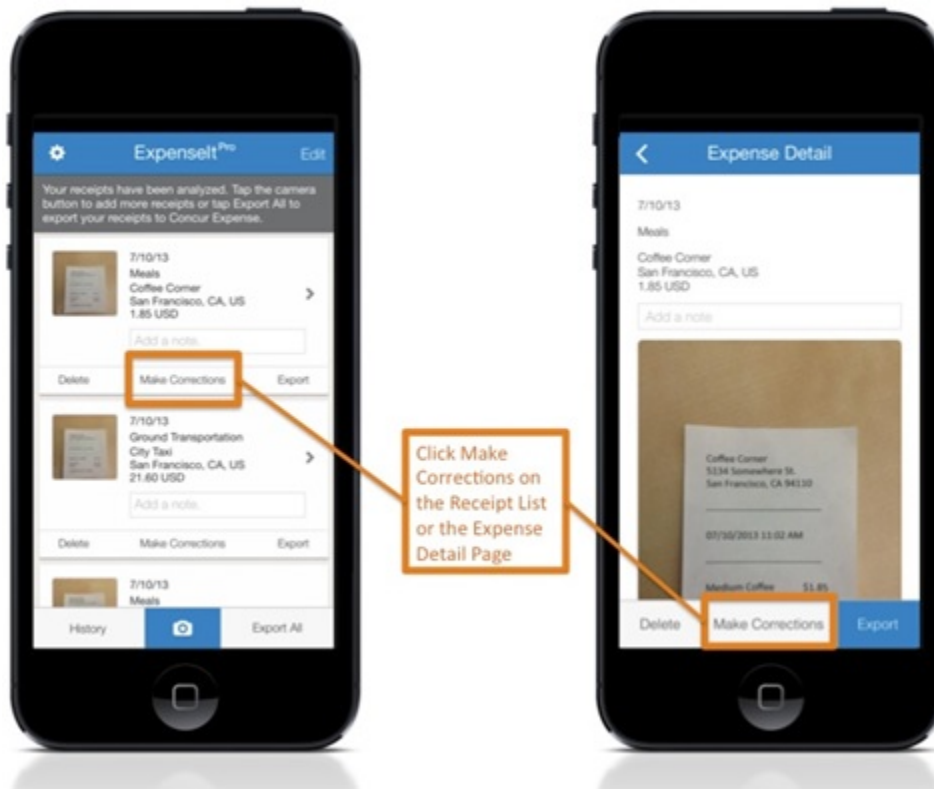
If you are waiting for an already submitted receipt and it has been over 24 hours feel free to resubmit the receipt image. If you do we would still like to hear from you so that we can research why the original submission did not complete the process.

Making Corrections (editing)

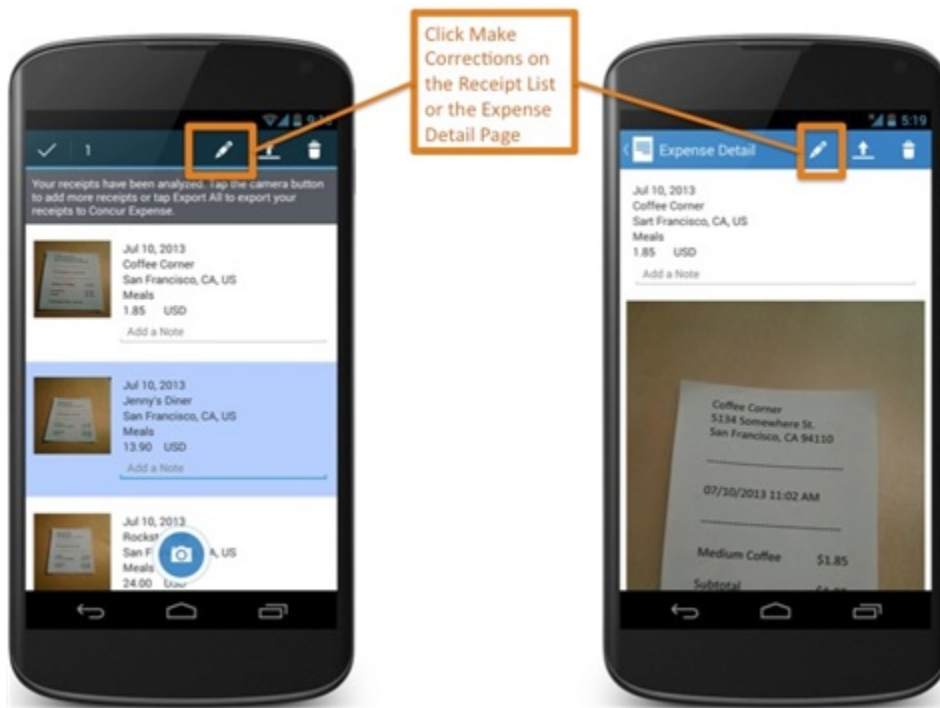
You may make corrections (edits) to the expense details that you receive from Expenselt. Simply press the Make Corrections button and make your edits.

- Please note that you can make corrections before you send your expenses to Concur (via the Send button). Once you have clicked the Send button, you will no longer be able to make changes on the Expenselt app, and will have to go to Concur to make corrections.

iOS



Android



Available apps

Expenseit currently offers apps for iPhone and Android .

- We are evaluating a tablet solution for iOS and Android, but do not yet have specific plans or timelines.
- While there are no current plans to release apps for Blackberry or Windows we are exploring our options for these devices.

How to install the app

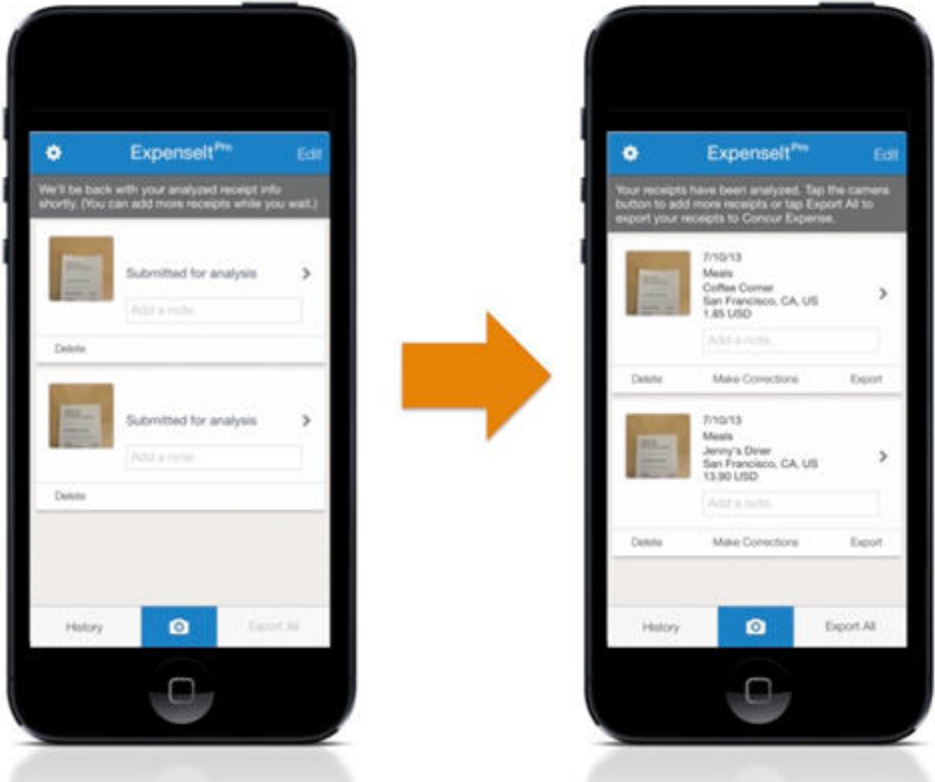
The iPhone app is available on the App Store at <https://itunes.apple.com/us/app/expenseit-from-concur/id681323605?l...>

The Android app is available on Google Play at <https://play.google.com/store/apps/details?id=com.expenseit>

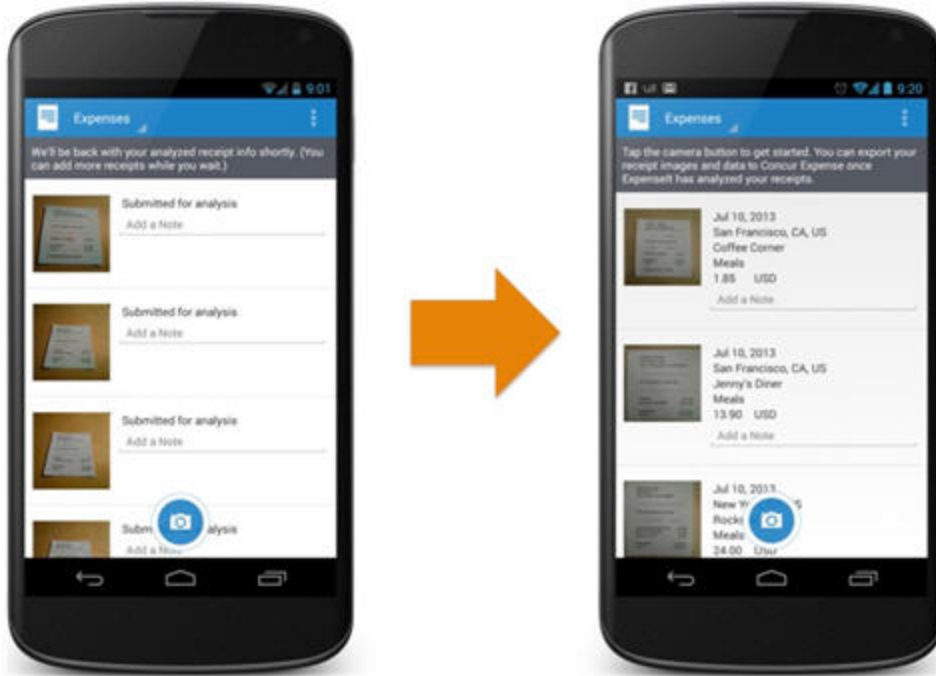
Receipt Status

While your receipts are being processed, you will see a note next to each receipt that is undergoing processing. Once we have processed your receipts, you will see the expense details next to each thumbnail, including date, vendor, category, location, amount, and currency.

ios



Android



Languages

Expensift is currently compatible with English-language receipts. We realize that non-English receipts would be valuable, and will be working to support these in the future.