

# Viewing your Expenselt submitted receipt in Concur Expense



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

ExpenseIt 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 ExpenseIt 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 ExpenseIt.
- Select the items you wish to add to a report, then click the "Import" button that resides under "Smart Expenses".

The screenshot displays the Concur Expense web interface. The top navigation bar includes 'My Concur', 'Travel', 'Expense', 'Invoice', 'Locate', 'Administration', 'Profile', and 'App'. Below this, there are links for 'View Reports', 'New Expense Report', and 'View Receipt Store'. The main content area is titled 'Seattle Trip' and features a toolbar with 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' section is currently empty, showing 'Adding New Expense' and 'No Expenses Found'. A 'Smart Expenses' window is open on the right, containing an 'Import' button, 'Match', 'Unmatch', and 'Del' options. Below these are 'Expense Detail' entries, including 'Expenselt Entries', 'Coffee Store', 'Rockatar Bar', and 'WESTIN HOTELS'. Three annotations are present: a red box labeled '1) Click "Import"' points to the 'Import' button in the toolbar; an orange box labeled '2) "Smart Expenses" window appears' points to the 'Smart Expenses' window; and a blue box labeled '3) Scroll down to "Expenselt Entries"' points to the 'Expenselt Entries' section within the 'Smart Expenses' window.