SAP Concur Mobile App- ExpenseIT & Drive slides - Walkthrough

SAP Concur ExpenseIT SUBMIT RECEIPTS ANYTIME, ANYWHERE

Simply take a photo of a receipt on the go and ExpenseIt takes care of the rest by seamlessly turning your receipts into expense entries.
CAPTURE RECEIPT DATA MORE ACCURATELY ExpenseIt provides multiple receipt reviews so you can be confident that your expenses are being handled by an expert. ExpenseIt uses a combination of technology and people to ensure expenses are accurately captured from receipt images.
APPROVE EXPENSE REPORTS FASTER ExpenseIt attaches photos of receipts to each expense line item, so approving expense reports is faster and easier for managers and auditors.

- Inside SAP Concur Mobile App

- Take a photo of a receipt, or email the receipt to
  receipts@expenseit.com

- ExpenseIT scans the receipt with Optical Recognitional technology.

- It then creates, categorizes and itemizes an expense entry

- Employees can submit on the go

- Budget holders (not delegates/master accounts) can approve on the go too
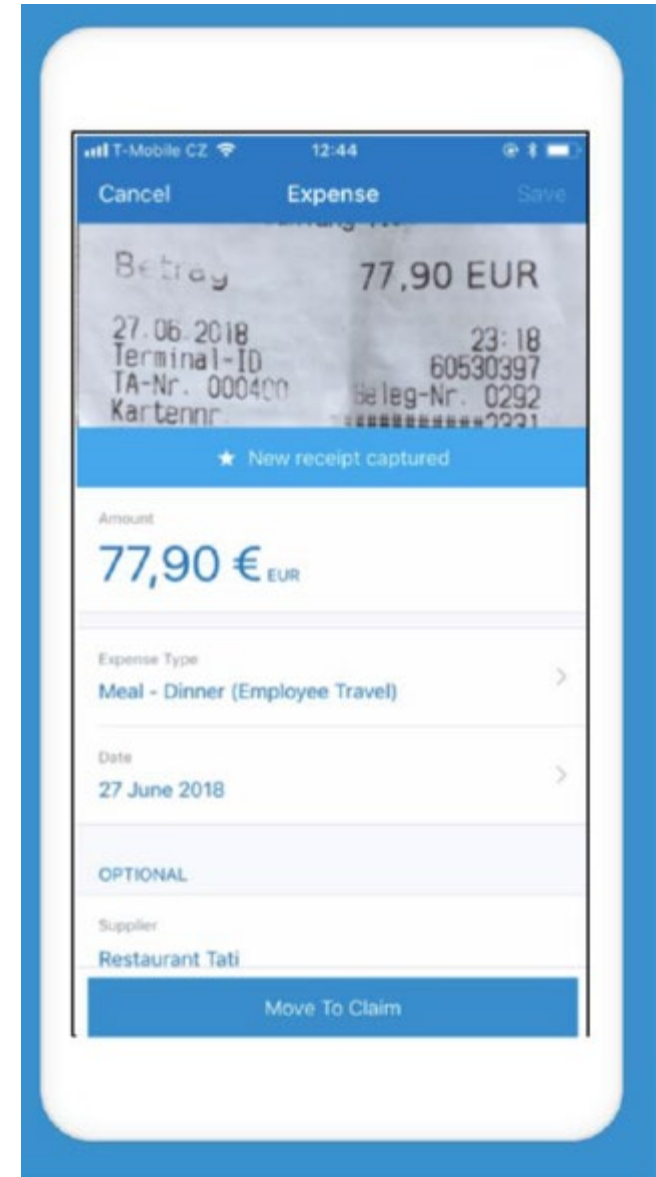
'Drive' in Concur mobile App

HOW IT WORKS

(1) On the Concur mobile app, select "Mileage" and then "Auto Tracking." There you will configure your settings, including active days and times. The app will automatically capture distance driven during those times.

(2) After your trip, click "Move to Report" to add the captured distance to your expense report.
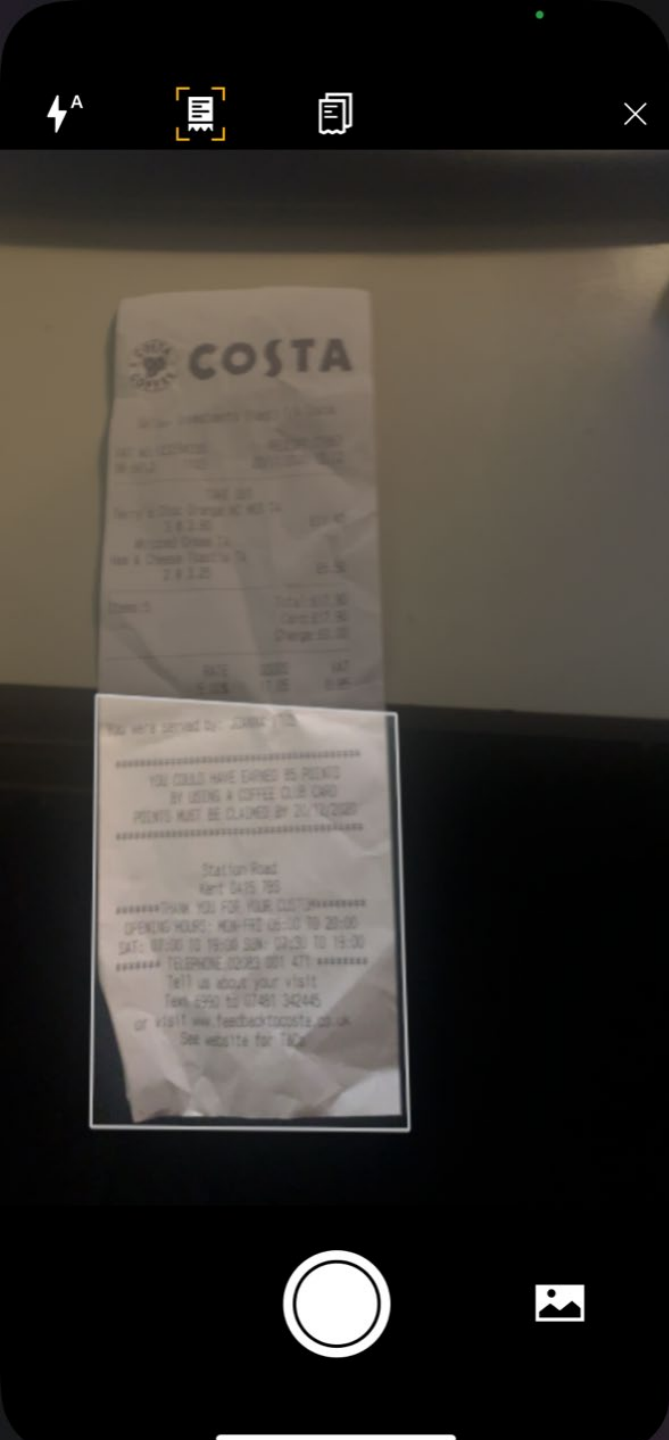
(3) Click "Submit Report."
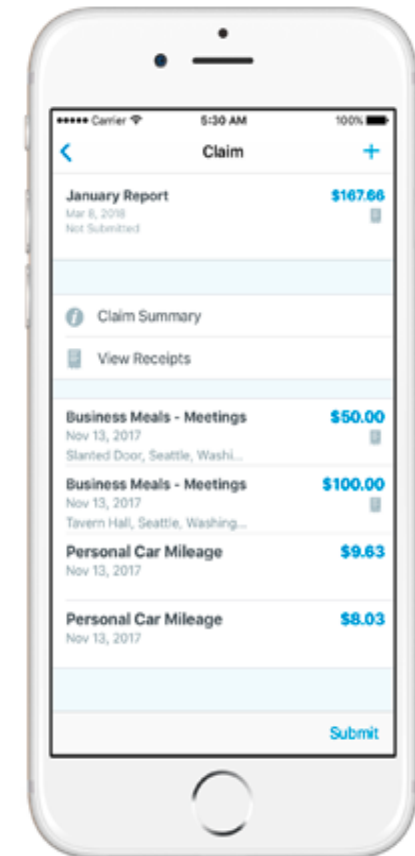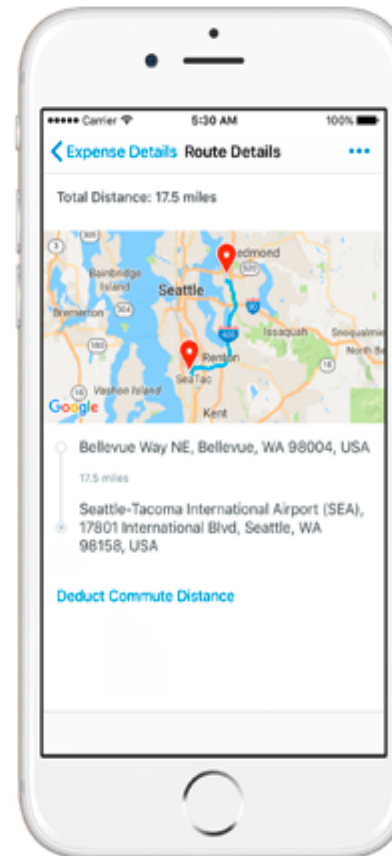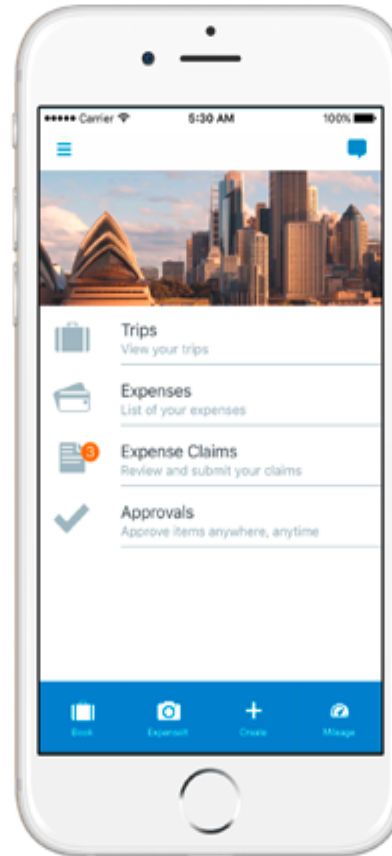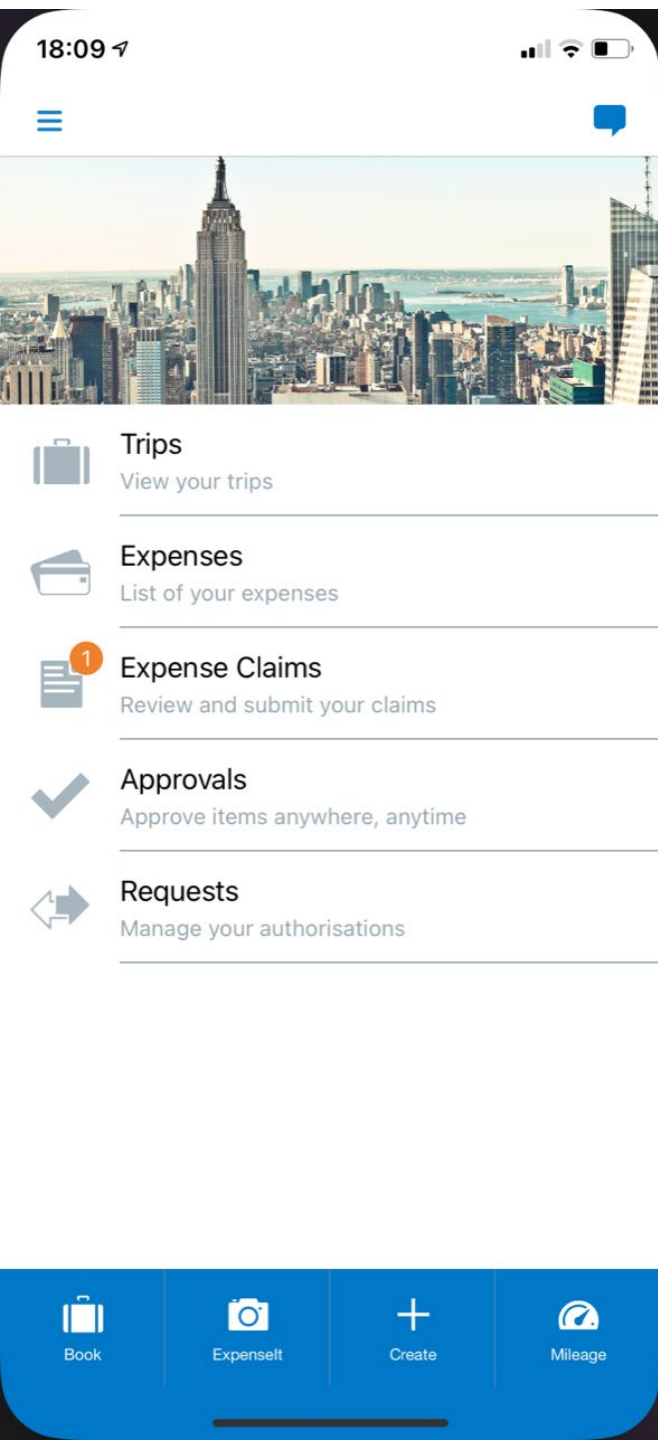
Open SAP Concur App

Once the SAP Concur app is open you will notice that there is a new tab available at the bottom of your screen

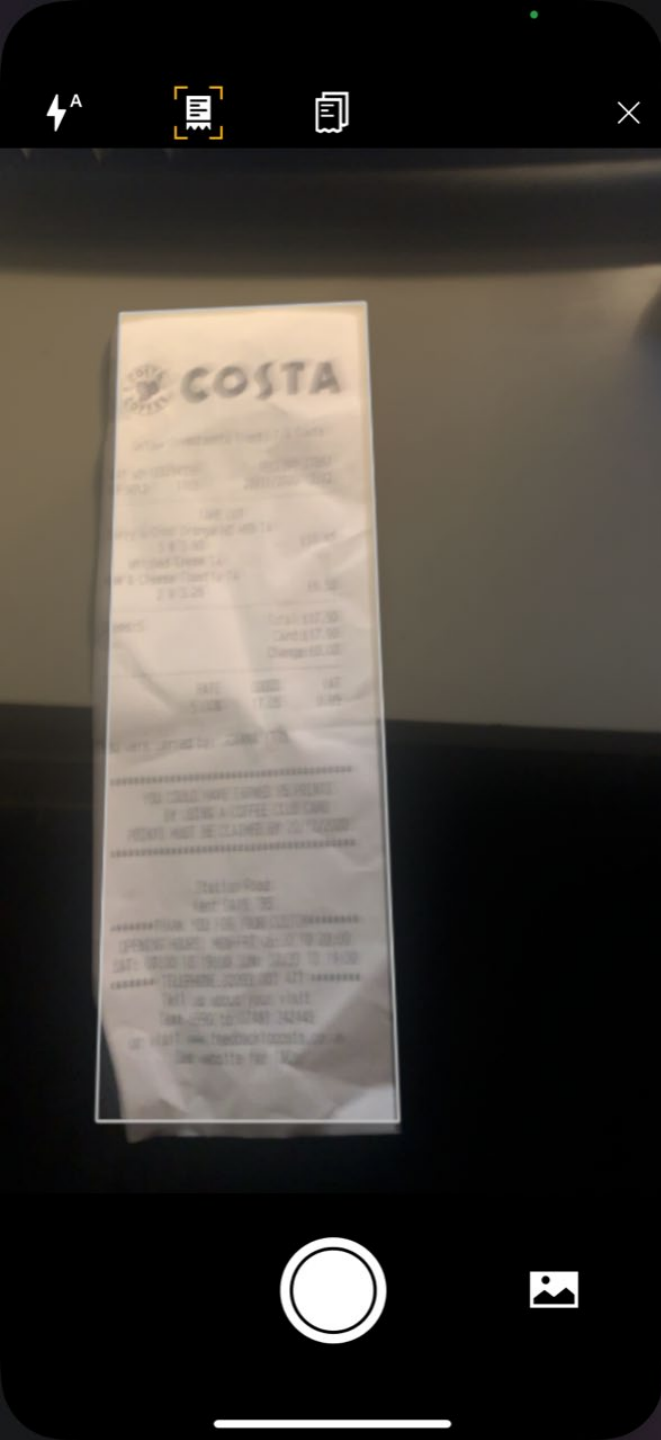If you select that option it will open the camera feature

Using the Camera in Concur

Within the camera, the ExpenseIT app looks to capture the full area of the image (receipt).

You can also pull open a pre-captured image from the option within the bottom right

Highlighting the full Image

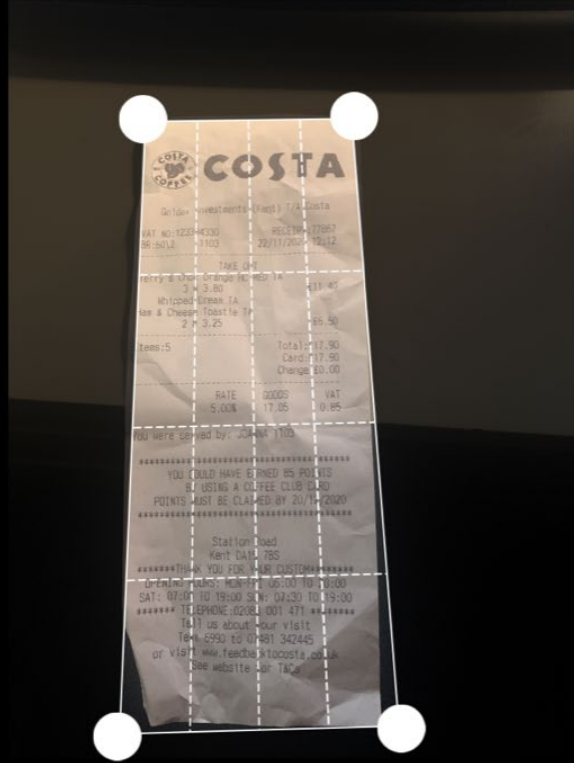Once the system outlines the receipt image simply take the picture using the button at the bottom of the phone.

You can also capture multiple images if it is a double sided/double paged receipt:

Cropping the receipt if needed

When the image has been taken you can see the receipt just highlighted and you can pull the corners to capture the full receipt correctly without the background. (If required)

You can choose to retake if you are not happy with your image.

If you are happy click "Done".

Confirm Amount

The system will populate the amount after the image is scanned, it will ask you as the user to confirm if the amount shows correctly.

If incorrect it will ask you to type the amount (and an error review will be sent to Concur as it errored).

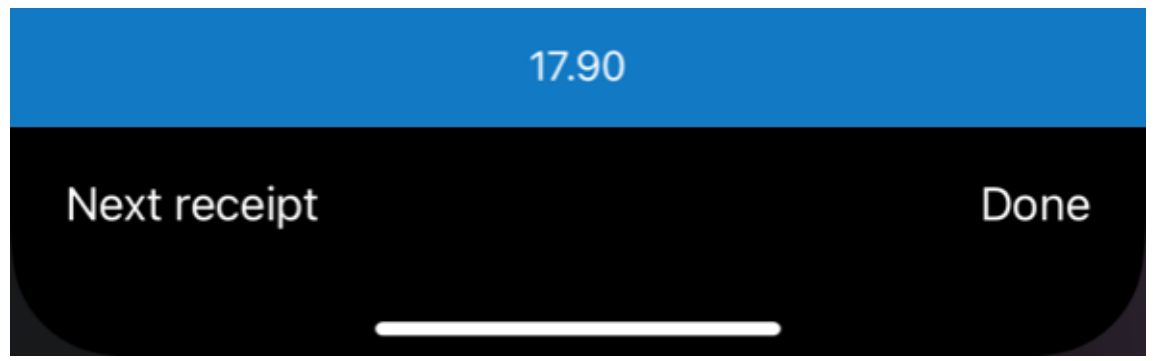If Correct click on the amount to confirm it is correct.
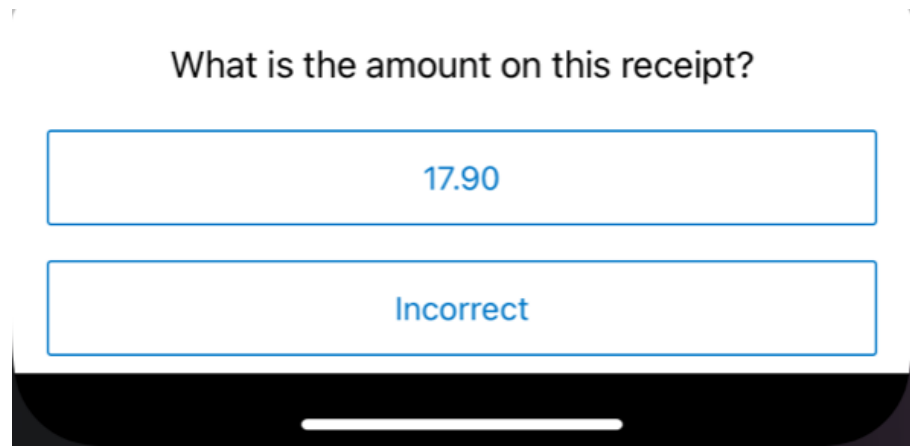
Finalise

If you are happy with the amount you can click "Complete" or simply click on the next receipt to capture another item. The process will be repeated with each new receipt you capture/upload.
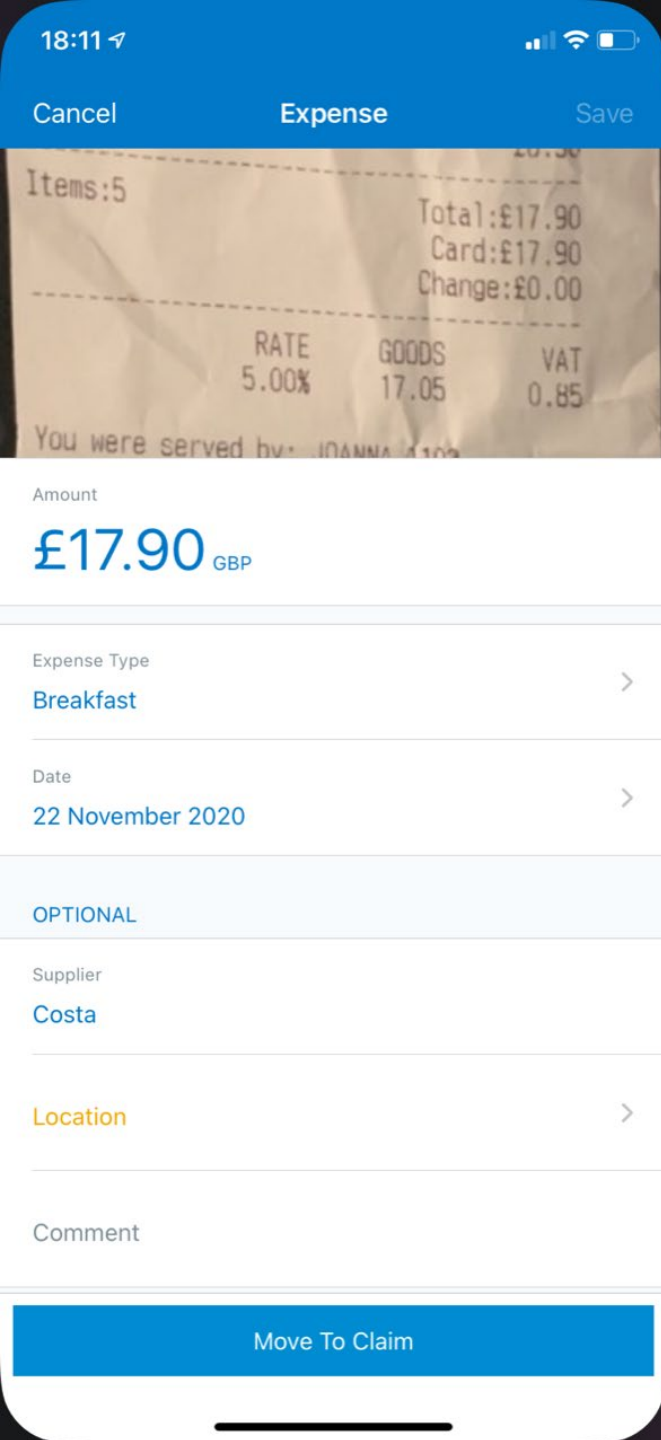
Image Fully Scanned

When you have selected "Complete", the OCR technology will then review the full extent of the image.

It will look to capture the correct date, vendor, city of purchase and the amount.

You can select the item to review the detail.

Claim Review/Amendment

The line item can be reviewed on the mobile, add any information that was mis-captured or even add detail to custom fields.

One thing employees will always have to do is update the receipt status to reflect if it was a "Receipt"/ "VAT Receipt"