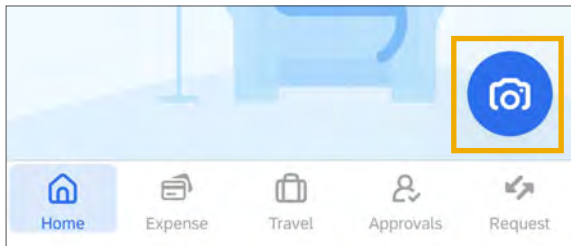


ExpenseIt allows you to take a picture of your receipt at the time of the expense using the SAP Concur mobile application. It then uses a variety of artificial intelligence techniques to predict and identify the amount, currency, date, location, expense type, payment type, vendor, and hotel itemizations, to create an expense based on this information. Users can also utilize this functionality by emailing their receipts to receipts@expenseit.com. The receipt will be analyzed with the same ExpenseIt technology and a corresponding Concur Expense will be created.

Adding Receipts Using ExpenseIt

1. Open the **SAP Concur mobile app**.
2. Tap the **ExpenseIT Camera icon**.



Note: If this is your first time using ExpenseIt with the mobile app, you will be prompted to move the toggle to activate this feature. Then tap the **OK** button. You may also be prompted to allow SAP Concur to allow access to your camera to take pictures.



Result: SAP Concur accesses and opens your camera.

3. Take a picture of the receipt or upload one from your photo library by tapping the picture icon.

Important: Make sure the image is clear and legible, and confirm the total amount.

4. Tap the amount of the receipt to confirm the amount is correct.



Note: If the amount is not correct tap the **Incorrect** button. Enter the correct amount using the keypad. Then tap the **Use** button.

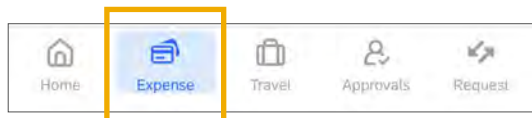
5. Tap the **Done** button if you do not have another receipt to add; or tap the **Next receipt** button if you have additional receipts.

Result: ExpenseIt creates an expense line item, selects the expense category, matches credit card charges, and itemizes bills based on the receipt.

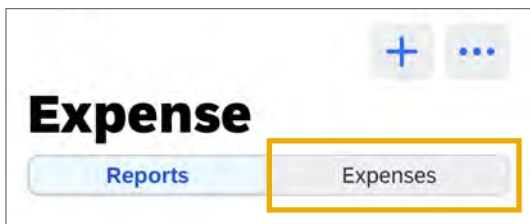
Reviewing Digital Receipts in Expenselt

After the expense line item is created using ExpenseIt, you can review and make changes, either on the Expenses tab (mobile app) or in Concur Expense.

1. Open the **SAP Concur mobile app**.



2. Tap the **Expense** tab at the bottom of the screen.



3. Tap the **Expenses** tab at the top of the screen.
4. Select the expense to review.
5. Review the expense, make changes as needed and then select **Save** to save any changes.

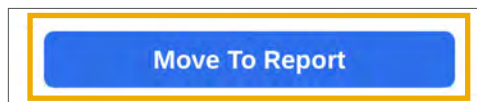
Result: The expense line items are uploaded to Concur Expense (Available Expenses tab), and you will need to add them to an expense report.

Adding Expenses to an Expense Report Using Expenselt

You can add any expense listed within the Concur App to an Expense report using the Mobile app.

1. Open the **SAP Concur mobile app**.
2. Select the expense you want to add from the list of **Available Expenses** from the Home screen.

3. Tap the **Move to Report** button.



4. Select an existing report or select **Create New Report**.

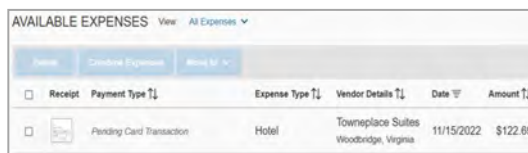
Result: The expense is added to the report.

Note: If you select Create New Report, then you will be asked to complete the required field on the Report Header before the create link will be enabled to create the report.

Forwarding a Digital Receipt

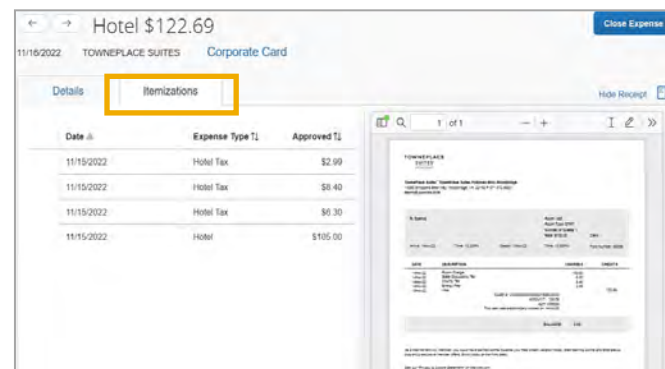
You can also forward digital receipts, such as Hotel Folios, to receipts@expenseit.com.

1. Locate the image of the digital receipt on your device.
2. Forward it as an attachment to **receipts@expenseit.com**.



Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Pending Card Transaction	Hotel	Townplace Suites Woodbridge, Virginia	11/15/2022	\$122.69

Result: The expense is created in Concur, as seen below, with the receipt attached.



Date	Expense Type	Approved
11/15/2022	Hotel Tax	\$2.99
11/15/2022	Hotel Tax	\$8.40
11/15/2022	Hotel Tax	\$0.30
11/15/2022	Hotel	\$105.00

Note: Itemization of hotel expenses occurs automatically, and can be viewed once the expense is added to the report. Click the Itemizations tab in the desktop version of Concur to view itemizations.