

Learning to Use ExpenseIt

ExpenseIt allows you to take a picture of your receipt at the time of the expense using the SAP Concur Mobile App. 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, and creates an expense based on this information. In addition, users can take advantage of the 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 a Receipt Using Mobile App

1. Open the **SAP Concur mobile app** and click the **ExpenseIt** icon.

Result: Concur accesses and opens your camera.

2. Take a picture of the receipt or upload one from your photo library.



3. Make sure the image is clear and legible, and confirm the total amount. Edit the total by clicking the **Incorrect** button.



4. Click **Next Receipt** to add additional receipts or **Done** if there are none.



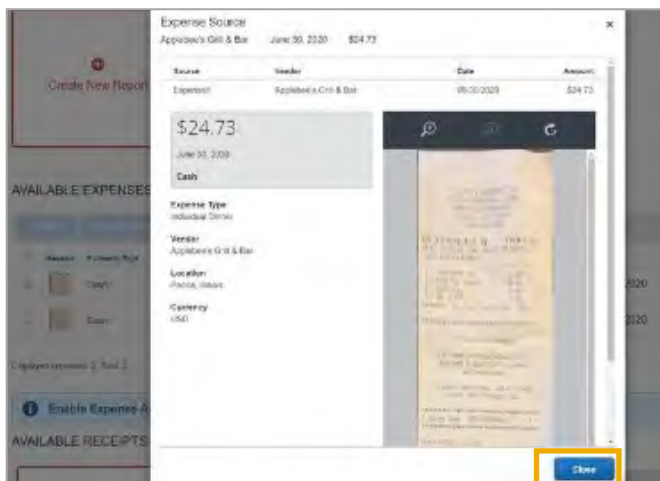
Result: ExpenseIt creates an expense line item, selecting the expense category, matching credit card charges, and even itemizing bills for you based on the receipt.

5. Select the Expense to Review.



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

- Click **Close** once you are done with any changes.

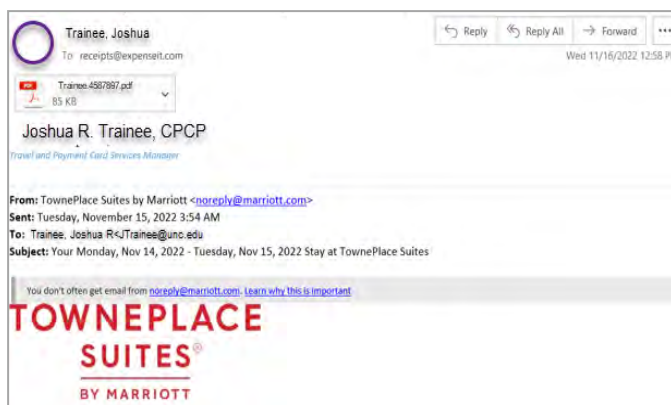


Result: The expense line items are uploaded to Concur Expense (Available Expenses tab), and you will need to add them to an expense report.

Forwarding a Digital Receipt

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

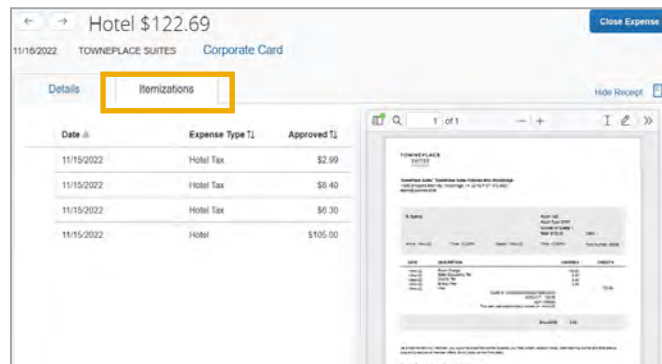
- Locate digital receipt and forward it to **receipts@expenseit.com**



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

AVAILABLE EXPENSES View: All Expenses					
Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Pending Card Transaction	Hotel	Towneplace Suites Woodbridge, Virginia	11/15/2022	\$122.69

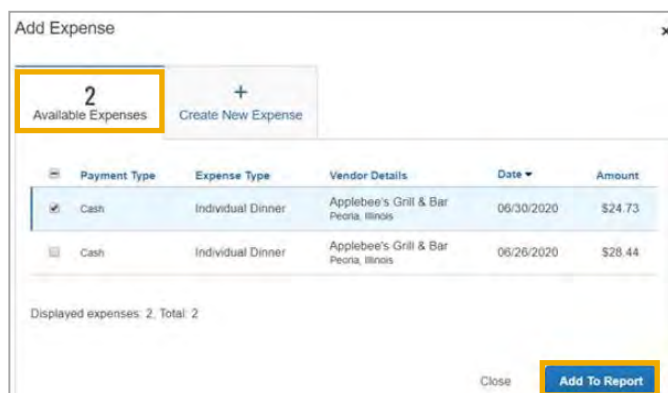
Note: Itemization of hotel expenses occurs automatically, and can be viewed once the expense is added to the report. Click the **Itemizations** tab to view itemizations.



Adding an Expense to an Expense Report

To add Expense to an Expense report:

- Select **Add Expense**.
- Click on the **Available Expenses** tab, and select the expense you wish to add.
- Click **Add to Report**.



Result: The expense is added to the report.