Using the ExpenseIt Mobile App to Submit Receipts and Create Expenses

Overview

ExpenseIt is different from and more powerful than the Concur Mobile App for receipt imaging and creating expenses. In ExpenseIt, when you take a picture of a receipt, it is analyzed using OCR (optical character recognition) technology to create the expense entry based on the information from the receipt. For certain expense types, it will even automatically create separate itemizations. For example, when analyzing a hotel folio, ExpenseIt will create the required itemizations for Lodging expenses, like the nightly room rate and room tax amounts.

- After the receipt is analyzed, you can review it and make changes, if necessary.
- When your review and edits are complete, you can export the expense directly to Concur.
- All exported expenses are listed in your Available Expenses library in Concur, where you can add them to an expense report and make additional changes, if needed.
- ExpenseIt also enables you to manually create individual expenses, and attach the related receipts.

To get started with ExpenseIt, follow these steps:

1. Download the ExpenseIt Pro app from the iTunes app store or the Google Play store. (See screenshot below for a picture of the icon).
2. Launch ExpenseIt Pro from your mobile device. (Creating a “Travel” folder and placing the app in there with your other travel-related apps is a good way to keep them all together and easily accessible).
3. Login in using your Concur credentials. Your Concur Username/Email is your TU T-mail address. Your password is the same one you use to sign into Concur on the computer. If you have set up a mobile PIN for Concur, you may that to sign in.
4. Start using ExpenseIt Pro once you are validated.

Next, this guide will walk you through the step-by-step process of creating expenses by taking pictures of receipts and exporting them to your Concur profile.
Configure Settings:

Before taking pictures of any receipts, you will need to make sure your settings are appropriate. Because the app uses OCR technology to read and analyze the text from your receipts, and assign an expense category based on the information it extracts, it is possible that it may initially assign an incorrect expense type when it is scanned. Or another example might be difficulty for the app to read your tip and total amount, so you may have to adjust the expense amount before exporting. These instances will be fairly rare, but if it happens to know just know that the performance will improve with the more receipts you analyze with it. In order to edit an expense before exporting it, you will want to (1) tap on the gear settings icon located in the top left corner of the app’s home screen. Next, (2) turn off the setting that states “Automatically export analyzed receipts to Concur”. Then, you should (3) go to the Push Notifications settings and ensure that you have Expense Notifications turned on. This way, if you exit the app while receipts are being analyzed, the app will let you know when they are ready for export.
Creating Expenses with Receipt Images:

1. Lay your receipt flat on as plain of a background as you can find.
2. On the home screen, tap the Receipt button.
3. Give ExpenseIt access to use your camera. You must do this for the app to open the camera.
4. Holding your device as steady as possible, focus on the receipt, and take the photo when the camera has “highlighted” the receipt correctly.
5. If there are 4 white circles around the edges of the image, you can crop it so it only captures the receipt itself.
6. Add a comment if necessary, and when ready, tap the check mark.
7. You will see on the home screen that your receipt is analyzing.
8. At this point you can continue taking pictures of any other receipts you may have (start back at 1).
Review and Export:

1. All analyzing and analyzed expenses will live on the ExpenseIt homescreen until they are exported.

2. Once a receipt is analyzed, its thumbnail image will be shaded green with a checkmark across the bottom.

3. If any of the information looks incorrect, tap the expense to edit the details, such as changing the expense type category or adjusting the amount.

4. When ready to export all receipts, tap Export All at the bottom right of the app homescreen.

Once exported, the expenses will live in the “Available Expenses” section in the Expense page of your Concur until you move them to a report.

Note: For Trinity travel card expenses, if you use ExpenseIt to create the expense, you can match it to the card charge once it posts to your Concur Available Expenses, so you won’t have a duplicated expense. They should automatically match up if the card charge is already posted before exporting the ExpenseIt expense.
Expenses after they have been imported to your Available Expenses in Concur:

See the screen shot below an example of expenses created with receipts in ExpenseIt after they have been exported to your “Available Receipts” in Concur. Note the “source” column. The blue circle with a sheet of paper and a blue star in the middle indicated this expense was generated in ExpenseIt. (Another kind of source icon for imported Travel Card expenses would be a blue circle with an image of a credit card).

If a Travel Card expense did not automatically match up with the expense/receipt imported from ExpenseIt, select the two expenses and click “Match”. Further, if two expenses matched that should not have matched, select the two and click “Unmatch”.

To add the expenses to a report, select them using the check box to the left of the expense detail. click Move and either select an existing report or click “To New Report”.

If, in ExpenseIt, you did not turn off the “automatically export analyzed receipts to Concur” setting and the expenses get exported with an error, you will still be able to edit them in Concur if need be.
The best features of ExpenseIt Pro, in a nutshell:

Receipt image attachments

ExpenseIt Pro automatically attaches an image of each receipt to include with your expense report... saving you time and hassle.

Hotel itemization

Submit your receipt as usual and ExpenseIt Pro takes care of separating out room rate, taxes, in-room dining, etc. for you.

Expense category selection

ExpenseIt Pro analyzes each expense and selects the corresponding Concur Expense category... so you don't have to.

Credit card matching

ExpenseIt Pro matches analyzed receipts with your corporate card charges to make life easier. Now, add each expense to an expense report and you're done.