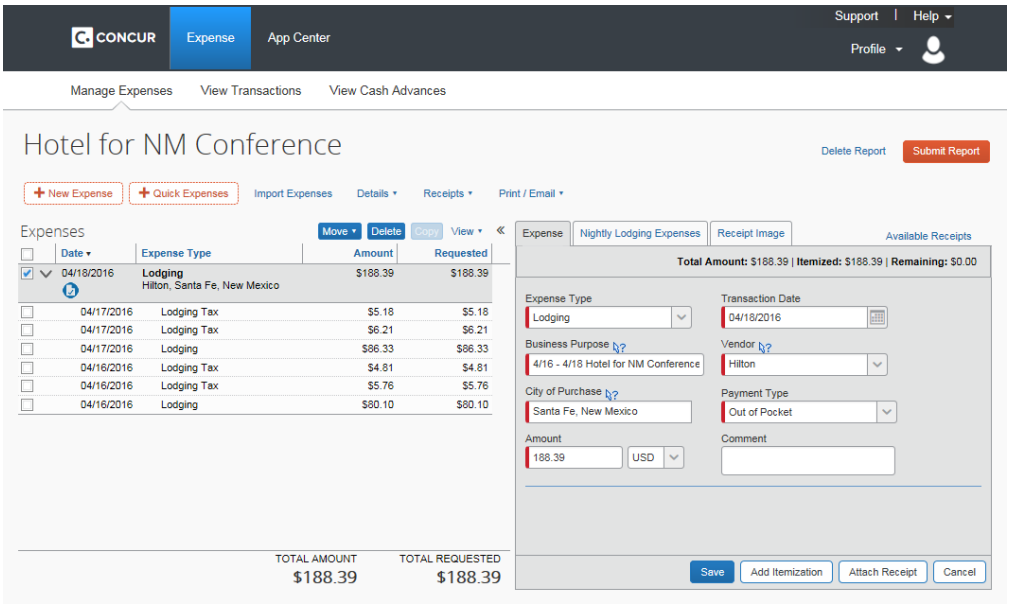
Overview

The ExpenseIt app enables you to create expenses quickly and easily, simply by taking a photo of a receipt with your smartphone. This Guide provides step-by-step instructions on completing some of the most common tasks within the ExpenseIt app.

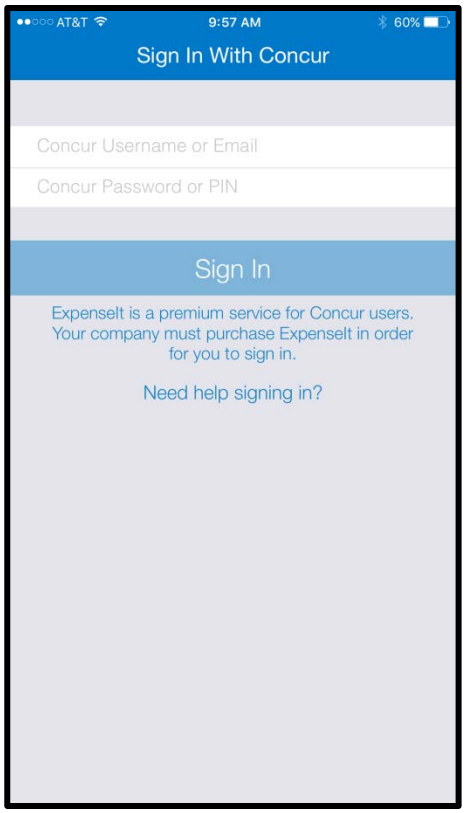
When you take a picture of a receipt, ExpenseIt analyzes the image, and then creates the expense entry based on the information from the receipt. For certain expense types, it will even automatically create separate itemizations. For example, when analyzing a hotel folio, ExpenseIt will create the required 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.



Sign in to ExpenseIt

1. Tap the ExpenseIt icon in your device apps list.
2. In the **Username** field, enter the email address associated with your Concur account. This is typically your "@harvard.edu" email address.
   - Alternatively, you can enter "your HUID@harvard.edu" as your username.
3. In the **Password** field, enter the mobile PIN you created in your Concur profile.
4. Tap **Sign In**.



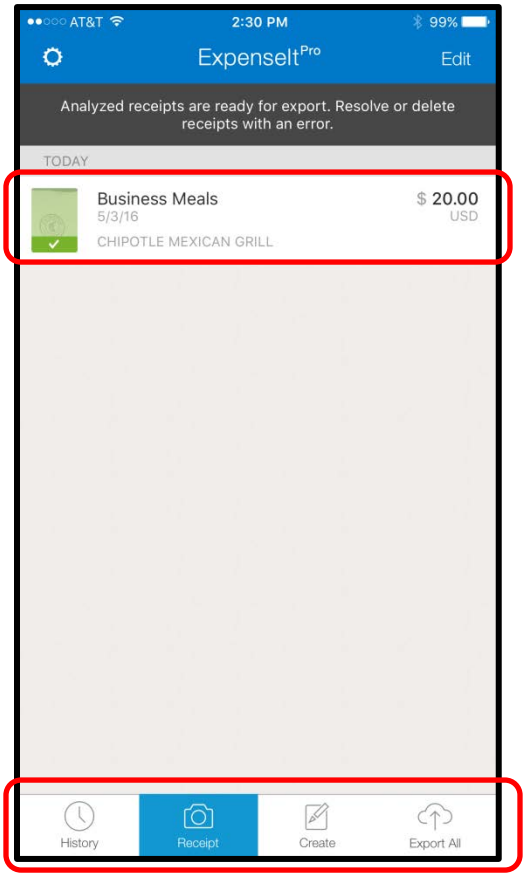
The Home Screen

Once you sign in, the ExpenseIt Home screen appears. From here, you can access the main functions of the app.

The middle of the screen contains your Expense list, and displays any expenses you have not yet exported to Concur. You can view or edit an expense in the list by tapping on it.

At the bottom of the screen are 4 buttons:

- The **History** button displays a list of the expenses you have previously exported to Concur.
- The **Receipt** button opens your phone's camera, and you can either capture a new receipt by taking a photo, or upload a previously taken photo from your camera roll. Receipt images are then analyzed and an expense entry is created from the receipt.
- The **Create** button allows you to manually enter an expense. You can attach receipts to expenses you create manually, but they will not be analyzed by ExpenseIt.
- The **Export All** button uploads all of the expenses currently in your Expense list to Concur.



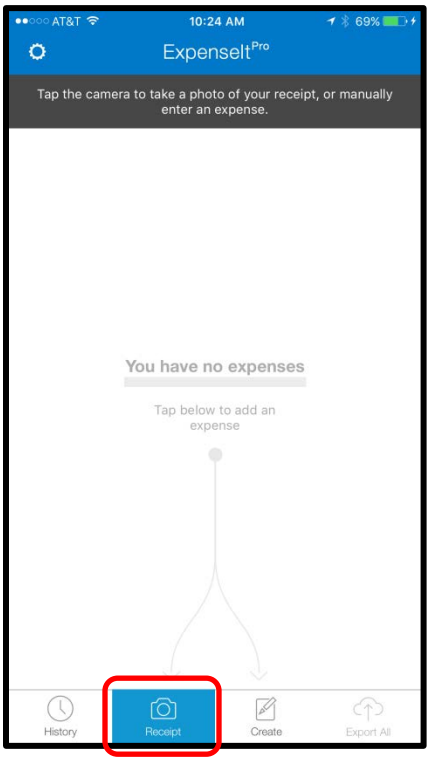
Capturing Receipts

The main function of ExpenseIt is the ability to analyze images of receipts and generate expense entries based on the information in that image. There are two ways you can use ExpenseIt to create expenses for you: you can take a new receipt image, or import an image from your phone's Photo Album.

Capturing New Receipt Images

To capture new receipts:

1. At the bottom of the Home screen, tap **Receipt**. The app opens your phone's camera function.
2. Take a photo of the desired receipt. When taking the photo:
   - Lay the receipt flat and keep the phone as still as possible.
   - Try to get all the receipt within the white outline that ExpenseIt displays. This will help the app analyze the receipt faster and more accurately.
3. The app displays a preview image of the receipt. On the Preview screen:
   - If you do not like the quality of the image, tap the **Redo** button, and then take another image of the receipt.
   - If necessary, you can adjust the capture area by dragging the corners of the grid to the edges of the receipt.
   - If you are satisfied with the image, and want to submit the receipt for processing, tap the **Checkmark** button.
   - To add a note with the receipt, tap **Add Comment**.
     a. On the Comments screen, enter the your notes
     b. Tap **Done**. The image is submitted for processing.



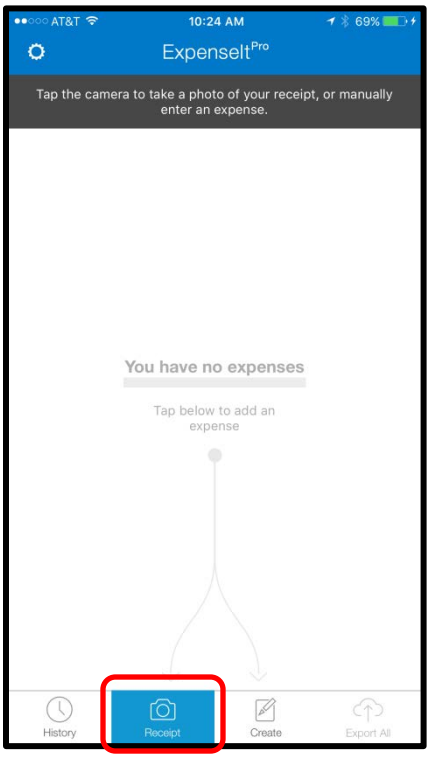
Once processing is complete, it appears in the Expense list on the Home screen.

4. Tap the expense to view the details. The Expense Details screen appears.
5. Review the expense information.
6. If you need to make any changes to the expense:
   a. Tap the field you want to edit and enter your changes.
   b. Tap **Save**.
7. Tap **Export**. The expense is sent to Concur and is listed in your Available Expenses library.

Importing Receipts from your Photo Album

To import receipt images from your phone's Photo Album:

1. At the bottom of the Home screen, tap **Receipt**. The app opens your phone's camera function.
2. At the lower left corner, tap the **Photo Album** icon.
3. Select the photo you want to import.
4. The app displays a preview image of the receipt. Do one of the following:
   - If you do not like the quality of the image, tap the **Redo** button, and then either take a new image of the receipt, or select a different image from your Photo Album.
   - If you are satisfied with the image, and want to submit the receipt for processing, tap the **Checkmark** button.
   - To add a note with the receipt, tap **Add Comment**.
     a. On the Comments screen, enter the your notes
     b. Tap **Done**. The image is submitted for processing.



Once processing is complete, it appears in the Expense list on the Home screen.

5. Tap the expense to view the details. The Expense Details screen appears.
6. Review the expense information.
7. If you need to make any changes to the expense:
   c. Tap the field you want to edit and enter your changes.
   d. Tap **Save**.
8. Tap **Export**. The expense is sent to Concur and is listed in your Available Expenses library.

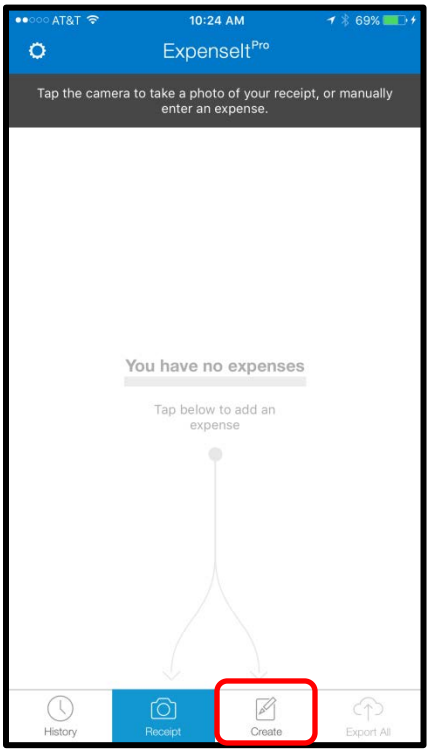
Manually Creating an Expense

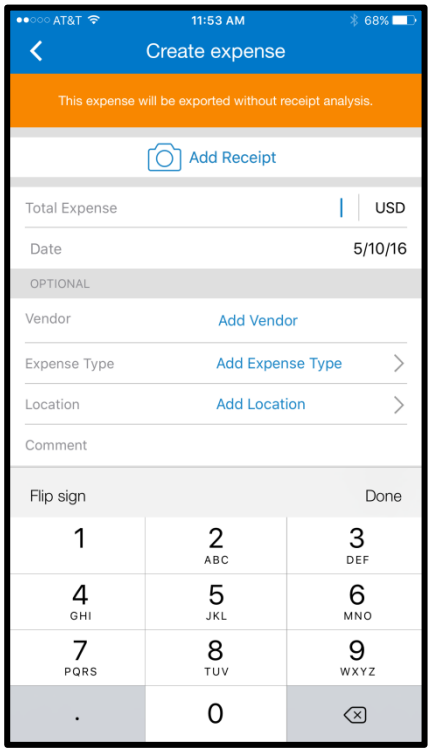
In addition to processing receipt images, you can also use ExpenseIt to enter an expense manually.

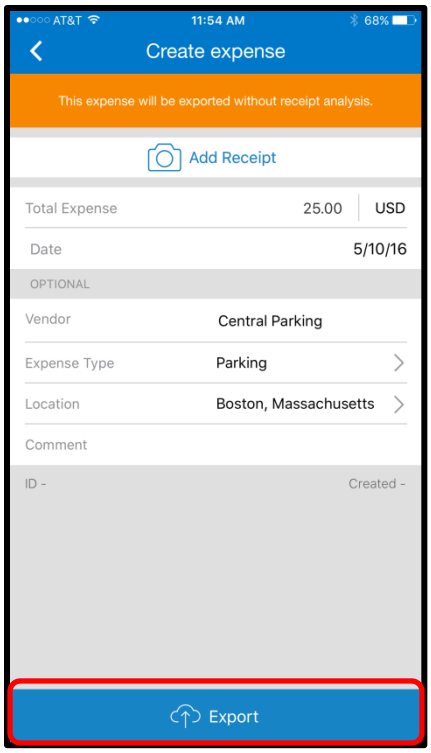
To manually create an expense:

1. On the home screen, tap **Create**.
2. On the Create Expense screen:
   - Enter the **Total Expense**
   - The **Date** field defaults to the current date, but can be edited, if necessary
   - Enter the **Vendor**
   - Select the **Expense Type**.
   - In the **Location** field, enter where the transaction took place.
   - Enter a **Comment**, if desired
3. To add a receipt, tap **Add Receipt**, and then do one of the following:
   - Take a picture of the receipt
   - Select an existing image from your Photo Album.

   NOTE: Receipts will not be analyzed by ExpenseIt when added to a manual expense entry.
4. Tap **Export**.
5. A confirmation message appears. Do one of the following:
   - Tap **Export** to send the expense to Concur
   - Tap **Continue to Edit** to return to the expense







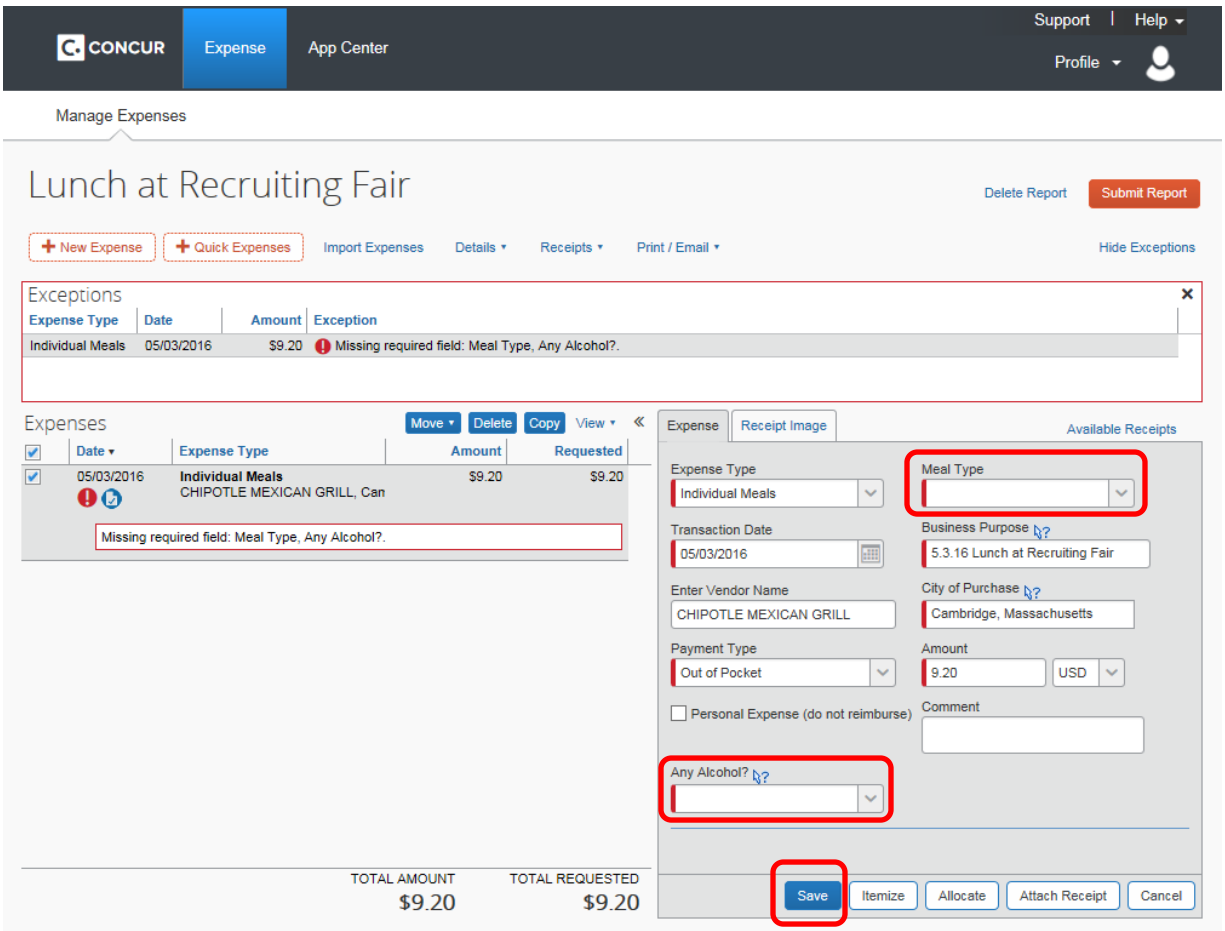
Editing Exported Expenses

After you export your receipts, you may need to use the web version of Concur to make a number of edits to the expenses. For example:

- Completing any additional required fields, like indicating whether a business meal included alcohol.
- Itemizing part of the expense as personal, so that a portion of the total expense will not be reimbursed.
- Allocating (split-coding) the expense to multiple account codes.

To edit expenses in Concur:

1. Do one of the following:
    - Create a new expense report and add the expense to the report
    - Add the expense to an existing expense report
2. On the left side of the Report screen, select the expense you want to view. The details for the expense appear on the left side of the screen.
3. Edit the desired fields.
    - If there is a Red Exception icon for the expense, it must be resolved before you can submit the expense report. Often this is due to missing information for the expense – such as the expense type requiring additional fields to be completed.
    - For more information on how to perform more complex edits, such as Allocations and Itemizations, please refer to their respective Quick Reference Guides, located at travel.harvard.edu/concur-training.
4. When you finish making your changes, click **Save**.



Resources

Quick Reference Guides and Online Tutorials

Quick Reference Guides provide step-by-step instructions on a number of common tasks in Concur, and online tutorials present a video walk-through of how to perform various tasks and procedures within the system. Both the Guides and online tutorials are available at: travel.harvard.edu/concur-training

Concur Support

24 hour support is available through the Concur Support Desk at 866-793-4040. You can also access the Concur Support Portal within the system by clicking the **Help** menu, and then selecting **Contact Support**.