

Expenselt by SAP Concur®: Let's Get You Started

Now you can make it quicker and easier for your people to submit receipts, while you gain greater insight and control of costs. Expenselt digitizes and accelerates these processes.

THE BEST RUN



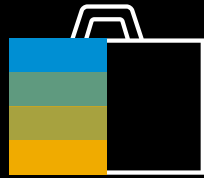
Overview

Expenselt at a Glance

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SAP Concur is the world's leading provider of integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes.

With Expenselt, you'll gain a wealth of business benefits:



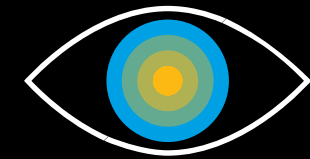
Receipts On-The-Go

People no longer have to wait until they're back in the office to start expense claims – or risk losing paper receipts. They can submit receipts as soon as they're issued.



Streamlined Process

Expenses are automatically populated and matched with receipts and credit card charges. You can avoid errors – and free up your time for value-added activities.



Real-Time Insights

You can view spend as it happens – before the month's end, helping you to stay on top of accruals, and manage your monthly budget more effectively.

Overview

Here's How It Works

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Now you can spend less time managing the process and chasing people for receipts.



Single App Experience

People access Expenselt via the SAP Concur mobile app, available on [iOS](#) and [Android](#) mobile devices. They just send a photo of their receipts via the app.

AI Power Unleashed

Expenselt uses OCR, machine learning, user history and other techniques to read and identify data, including the amount, date, location, vendor and expense type.



Strengthen Control

Now you can look into your travel and expense spend at any moment. You can spot out-of-policy spend faster, get a tighter rein on compliance, and better control your costs.

Overview

Additional Features

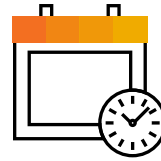
Additional Features

Expenselt tackles the quirks, gaps, and complexities of the receipts process.



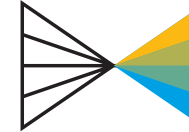
Handwritten Receipts

Expenselt captures and processes the total amount, even if it's handwritten.



Was It Lunch or Dinner?

The service can attempt to predict expense types using information on the receipt, such as the time of day.



The Receipt Is In French

Expenselt can recognize and process receipts in a variety of languages.



Doing the Work For You

Using OCR technology, Expenselt predicts the payment type, classifying the receipt as a card or cash charge. It can even detect if the card used is a corporate card using the last four digits found on your receipt.



Concise Capturing

Utilize the cropping features in Expenselt to eliminate unwanted information from your receipt – allowing you to filter out the background noise and only capture the information you need.



And that's just for starters. Discover more about [Expenselt's helpful features.](#)

- Go-Live
 - Getting Up and Running

Getting Up and Running

Follow these three steps to put the power of Expenselt into people's hands.



Set the Date

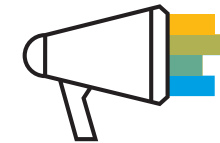
Talk with your Concur Implementation Project Manager and agree on the date when Expenselt will go live.

TIP: This is the perfect time to become familiar with the service yourself. [Take this quick and easy course now.](#)



Communicate

Make sure all your people know about the new service and how they'll benefit. Visit the Turnkey Tools section on page 8 for tips on how to engage employees.



Go-Live via the SAP Concur mobile app

Tell staff they can start using Expenselt via the SAP Concur mobile app – from the App Store (IOS) or Google Play (Android).

IMPORTANT: Check out the [Adoption](#) section for ready-to-go resources and helpful ideas with your communication, and boosting employee take-up.



Go-Live

Important Questions
and Answers

Important Questions and Answers

As a manager or administrator, you might need to know more:

Can users take a single picture of multiple receipts?

Multi-Page Receipts Supported

You can easily capture a multi-page receipt by hitting the Multipage icon at the top of the screen within Expenselt. Once you've taken a picture of your first page, tap Add Page, and continue until you have captured all pages of your receipt.

How does the service recognize and itemize hotel receipts?

Automatically Populate Fields

Using learning models, Expenselt is able to read and itemize common hotel receipt types to auto-populate fields such as room rate, taxes, and other billed items. Once the receipt is analyzed you can view these line items by selecting the hotel expense from inside the report and selecting Itemizations.

What are the supported countries for Expenselt?

Multiple Languages in the SAP Concur mobile app

Expenselt is able to support receipts in English, French, Spanish, German, Italian, Dutch, Japanese, and more. If you're submitting receipts in languages not optimized with Expenselt, you can disable the Expenselt functionality by turning off the toggle for Expenselt in Settings within the SAP Concur mobile app.



With so much more to learn [here's an FAQ just for you](#) You can also ask your SAP Concur representative for help.

Adoption

Key Messages

Adoption: Key Messages

Employees in your organization will personally benefit from the smart and seamless functionality of Expenselt:



Getting Money Sooner

They'll be reimbursed as soon as possible because they can submit expenses the moment they're given a receipt.



It Works On-The-Go

People don't need to wait until they get back to base. They can use the app to submit expenses anywhere.



No Internet, No Problem

The app works in airplane mode. Images are added to a queue to be processed when devices connect again.



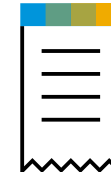
It's So Convenient

Anyone used to uploading photos to social media on their phones should have no problem with Expenselt.



Saving Time and Hassle

Expenselt does so much of the work. OCR technology saves your people from keying in the details.



Giving You Peace of Mind

Employees no longer have to worry about keeping or losing dozens of paper receipts from trips.



Turnkey Tools

It's essential to drive up adoption. And we've got a wealth of resources to help you.



Email Templates

We've got [emails ready for you to customize](#) and use— to get the word out to your employees.



How-It-Works Videos

You can share videos with people. There's one for [iOS](#) devices and another for [Android](#) phones.



Online Course

Your people can breeze through the [online course](#) within minutes and see how easy it is to use Expenselt.

Saving You and Your Users Time and Money

With auto-populated reporting functionality, users can save time on collating expenses. This means a higher adoption rate, and reduces the need for manual data entry for both your users and your admin teams.



Accounting/finance teams using automated T&E solutions reported a 15% time reduction in the time spent processing expense reports – ultimately saving costs by allowing admin staff to focus on the front-line tasks that matter most.



Employees are much happier with the overall expense reporting experience after automation, including the shorter duration between report submission and reimbursement, which was reduced by as much as 80%.

Adoption

Tips

Tips

There's plenty more you can share with staff, like these helpful tips.

- 1:** Update the SAP Concur mobile app to the most recent version via the App Store (IOS) or Google Play (Android).
- 2:** Make sure the camera lens is clean and focused on the receipt, be sure to avoid shadows across the image.
- 3:** Photograph and submit receipts as soon you receive them, so you'll get reimbursed faster.
- 4:** Take a high-quality photo and capture the entire paper receipt.
- 5:** If you have a digital receipt, then take a screenshot and upload it using the app, or email it to receipts@expenseit.com.
- 6** Double check the expense for accuracy before submitting.



Additional Links and Information

Some users might need some extra help. Here are the resources you need.

Adoption

Additional Links
and Information



Best-Practice Tips

These handy [recommendations](#) include the tips above, plus other useful pointers.



Mobile Information

The [Mobile App User Guide](#) has step-by-step instructions for those needing help.



Useful FAQs

[These answers](#) will help people who've got extra questions.

Thank You

With Expenselt, you can eliminate many of yesterday's tedious tasks, make today's work easier, and help your business run at its best every day.

Ongoing Support

Got a question or need advice? Just ask your SAP Concur representative.

Systems Issues

Check out the [support tab](#) to raise a case and/or ask your Service Coordinator.

Contact Us



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Welcome Pack: Expenselt by SAP Concur enUS (22/01)

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