

Four Top Tips to Easily Roundup Receipts

Supplier eReceipts



1

Take a hands-off approach with supplier eReceipts

- Feeling the pain of paper receipts? Read our top tips to help your organization leverage innovative receipt technology to automate receipt capture and build spend data you can trust, all while easing the end user burden.
- With Concur Travel enabled, eReceipts are sent directly from airline, hotel and car suppliers into employee expense reports and automatically:
 - match with card transactions
 - itemize hotel expense entries
- There is no action required by the traveler, simply book and let the expense report write itself.
- And eReceipts provide the most accurate and complete receipt data, eliminating risk of employee manipulation.

App Center Partners



2

Automate receipt capture with App Center partners

- eReceipts from partner apps automatically flow into Concur Expense.
- Delivery is enabled for a variety of consumer tools that employees have come to know and love, like Airbnb and Uber.

Expenselt



3

Fill in the gaps with Expenselt in the SAP Concur mobile app

- Capture all other receipts by snapping a picture within the SAP Concur mobile app and letting Expenselt's OCR technology take care of the rest.
- Receipts go through multiple reviews using a combination of technology and people.
- Expenses are then automatically populated and matched with receipts and credit card charges, eliminating manual entry errors.

Corporate Cards



4

Reduce required receipts with corporate cards

- Adopt a receipt threshold for card purchases when card feeds are linked with SAP Concur.
- Under a defined amount, employee purchases on a corporate card won't require receipts and you can still quickly and accurately reconcile spending.