SAP Concur ☉

Getting Started with ExpenseIt in the
Concur App

THE BEST RUN **SAP**

Getting Started with ExpenseIt in the Concur App

Congratulations on your purchase of ExpenseIt. With ExpenseIt in the Concur app, travelers create itemized expense entries from receipt photos, making expense reports faster and easier for users while giving you timely information to manage your monthly budget.

FOUR EASY STEPS TO PUT THE EXPENSEIT FUNCTIONALITY IN THE HANDS OF YOUR EMPLOYEES:

① Speak with your Concur Implementation Project Manager to agree on the go-live date.

② Prepare to tell your employees. Use the email template provided to tailor an internal communication for your company. Let everyone know about this new capability and how to use it. The email template can be found at the ExpenseIt toolkit.
(Please note: there are different templates if your Concur instance is based in our US data center or EMEA data centre).

③ Start using ExpenseIt. On the pre-determined date, Concur will turn on ExpenseIt for your users. From that point, all of your employees can begin using ExpenseIt once they have logged onto Concur for Mobile.

④ Send out your introductory email to ensure all of your employees know about the ExpenseIt feature and start using the service.

Employees can begin using ExpenseIt as soon as they have installed the Concur mobile app on their mobile device. The Concur app is free to download from the App Store (IOS users) and Google Play (Android users).

 Please note that ExpenseIt functionality is only supported for iOS and Android users.

FOR AMERICAN EXPRESS® CORPORATE CARD PROGRAM CUSTOMERS (US ONLY):
Concur has partnered with American Express to seamlessly manage business expenses using ExpenseIt. When cardholders make a business purchase, they receive a push notification reminding them to take a picture of their receipt right away, so expense reports are done faster. Talk to your Concur Implementation team to ensure this service is turned on.

Employees should automatically start to receive push notifications when they use their card. Push notifications will need to be enabled on their mobile device.

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