



ExpenseIt Pro works with Concur expense and makes it easier for travelers to complete their expense reports. Travelers simply snap a photo of a receipt with their smartphone, and ExpenseIt Pro automatically creates and categorizes an expense entry and even itemizes hotel bills.

It's really this easy:

- Snap photos of receipts from the ExpenseIt app on a mobile device or email them to receipts@expenseit.com
- ExpenseIt Pro determines the expense type automatically and categorizes into an expense transaction.
- Hotel bills are itemized with line items for everything from room and tax to late-night room service.
- The user can review, add notes and edit if necessary before sending to Concur.
- Users then just drag and drop into an expense report for submission for approval.

Signing into ExpenseIt Pro

Access Concur after signing in to your Fresno State portal.

- Once you are in Concur, you click the **Profile** tab.
- On the Profile tab, click the **Mobile Registration** link.
- On the Profile > Mobile Registration page, you will see your Username. Enter this Username in the ExpenseIt Pro sign in screen.
- You can also create a new Mobile PIN which you can use to sign into ExpenseIt Pro. Please see below.

The screenshot shows the Concur web interface. At the top, a navigation bar includes 'CONCUR', 'Travel', 'Expense', 'Invoice', 'Reporting', 'App Center', and 'Links'. Below this, a sub-menu contains 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', 'Mobile Devices', and 'Travel Vacation Reassignment'. A red box highlights the 'Mobile Registration' link, with an annotation: 'In Concur, click the Profile tab Then click Mobile Registration in the sub-menu'. The main content area is titled 'Mobile Registration' and features a banner with the text 'Capture your receipts and manage your travel on the go!' and a 'Learn More' button. Below the banner, there are three sections: 'REVIEW YOUR LOGIN DETAILS' with 'Login Information' (Username: michele.leung@concur.com, Password: Use the same password you use to log in to Concur for Web. If you don't know your password, you may reset your password or create a mobile PIN), 'DOWNLOAD THE APP' with icons for Apple, Android, Windows Phone, and Windows 8, and a 'Send Link' button. A red box highlights the 'create a mobile PIN' link in the login details section, with an annotation: 'Click this link to create a mobile PIN'. The left sidebar contains various settings categories like 'Your Information', 'Travel Settings', 'Expense Settings', and 'Invoice Settings'.