

# **SAP CONCUR How-To Sheets**

## **Using SAP Concur Optical Character Recognition to Create Expense Lines (Saves time!)**

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This how-to sheet outlines efficient methods to get receipts into SAP Concur. Additionally, SAP Concur will 'read' your receipts using Optical Character Recognition (OCR) and will create expense lines for you.

Delegates and claimants can take advantage of 'OPTION 2: EMAIL A RECEIPT TO RECEIPTS@EXPENSEIT.COM' in Step 6 of this how-to sheet.

### **The languages supported by Optical Character Recognition:**

English, French (EU, CA), German, Danish, Dutch, Swedish, Finnish, Norwegian

### **Important notes:**

- If you have an outstanding request linked to this report (i.e. you received a cash advance request), you should be using a different how-to sheet from [carleton.ca/facts/travel](http://carleton.ca/facts/travel).
- **Retain paper receipts until you have received payment.**

### **Governing Policies can be found on the University Secretariat's site:**

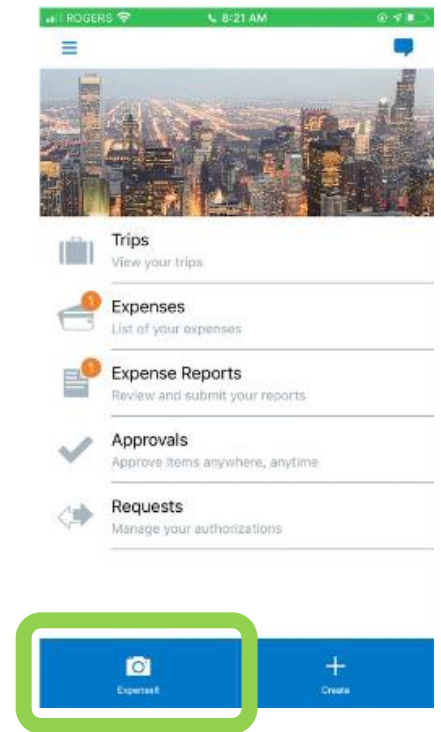
- Travel and Related Expenses
  - Hospitality and Working Meal Expenses
  - Alcohol and Cannabis Use Policy
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## THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A MOBILE DEVICE


1. This example uses an iPhone. Your device may look slightly different.


### OPTION 1: TAKING PHOTOS OF RECEIPTS

From the SAP Concur App, tap on the blue 'Expenselt' button.



2. Take the photo the receipt.

In this example, one photo captures the entire receipt (.

If the receipt cannot be captured with a single photo, multiple photos can be taken and combined into a single receipt (.

**Tip:** Avoid taking the photo of a white receipt on a white surface. Contrast will help the App capture the image.



3. Make sure that the captured image is legible. Illegible receipts will not be accepted.

The SAP Concur App will use Optical Character Recognition (OCR) to read the amount of the receipt.

Review the amount. If incorrect, tap the 'Incorrect' button and follow the prompts to adjust the amount.

When you are satisfied, tap the correct amount (e.g. 52.85 in this example).

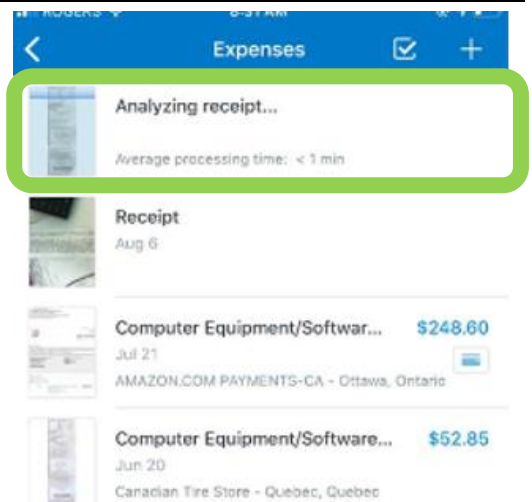
Click done to complete this step (not shown).



4. The SAP Concur App will use OCR to read the remaining information and create an expense line.

List of OCR analyzed expenses lines will be displayed.

Tap on the newly created expense line.



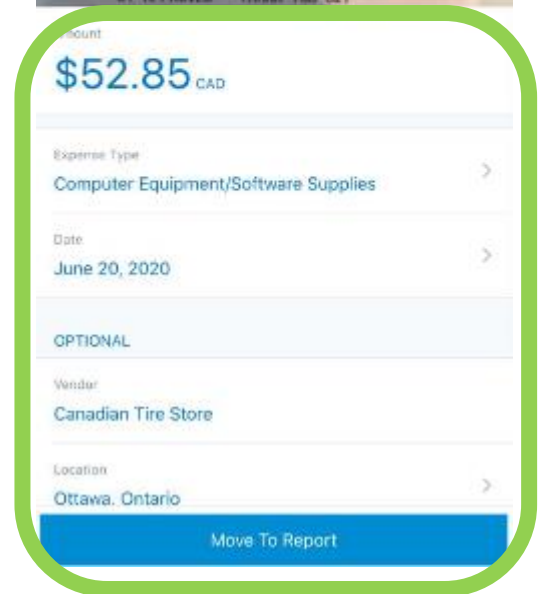
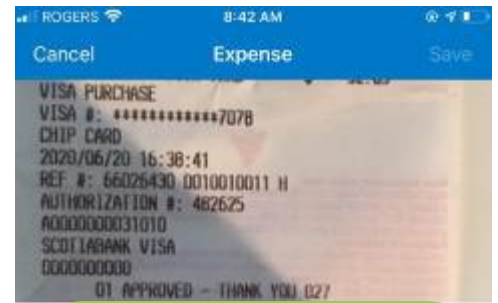
5. Review the pre-populated information to ensure that it is correct. Most fields can be edited.

At this stage, the expense line can be added to a report by tapping 'Move to Report'.

**Tip:** Even if you are not moving the expense line to a report, it is a best practice to review the details while you have the receipt in hand.

**IMPORTANT! Do not show your receipt away. Retain the paper receipt until you have received payment.**

**Tip:** When travelling, you may not choose to pay for roaming charges on your mobile device. Steps 1 through 3 can be completed without using your data plan. Once you have access to Wi-Fi you can retrieve the expense from your 'Expense Library' and create your report.



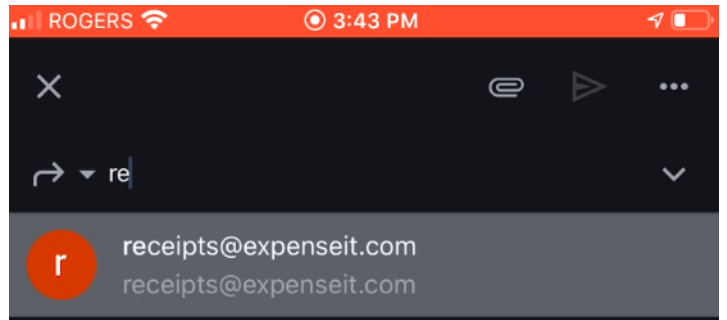
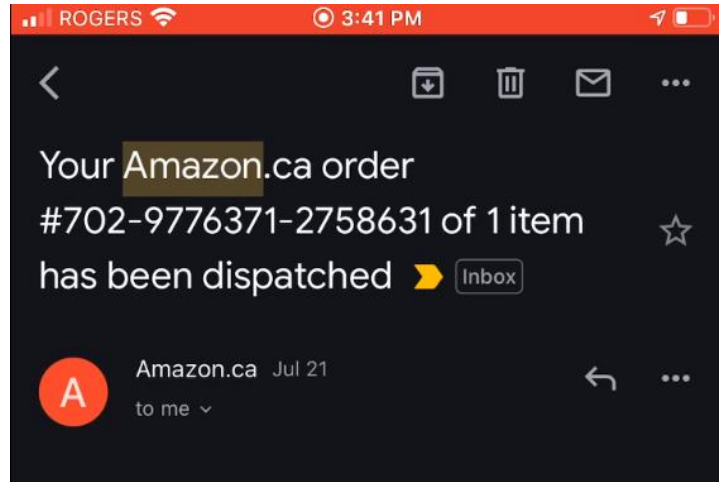
6. **OPTION 2:**  
**EMAIL A RECEIPT TO**  
**RECEIPTS@EXPENSEIT.COM**

When you email receipts to receipts@expenseit.com using a verified email address\*, the SAP Concur App will use Optical Character Recognition (OCR) to create an expense line with a receipt attached.

From your inbox, forward the email to [receipts@expenseit.com](mailto:receipts@expenseit.com).

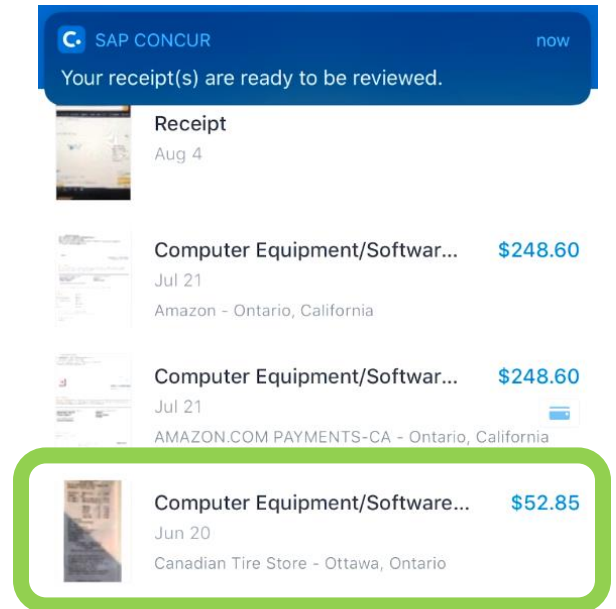
**TIP FOR DELEGATES:** If you are forwarding a receipt for a claimant, include their verified email address in the email's subject line.

\* Visit [carleton.ca/facts/travel](http://carleton.ca/facts/travel) to the related how-to sheet and/ or contact [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca) if you require support verifying a personal email address.



7. Return to the SAP Concur App or your desktop to retrieve the expense line.

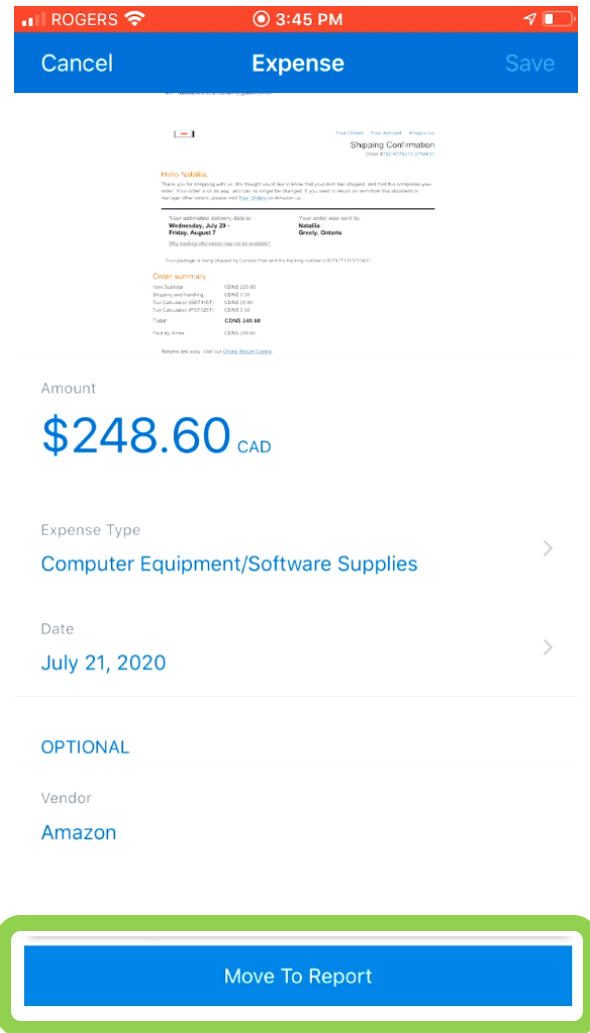
Tap on the expense line that matches the image of the receipt you just forwarded to receipts@expenseit.com.



8. OCR has populated the 'Expense' fields.

Review the fields. Some corrections may be required.

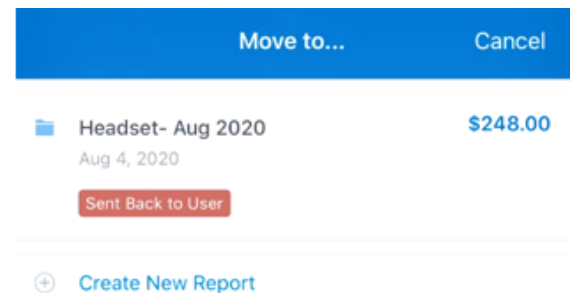
When you are satisfied that the details are correct, tap on the blue 'Move to Report' button.



9. To add this expense to **an existing report**, tap on the title of an existing report name (i.e. Headset – Aug 2020).

OR

Tap on 'Create New Report' to add the expense to a **new report**.



**What next?**

- Visit [carleton.ca/facts/travel](http://carleton.ca/facts/travel) to find more how-to sheets.
- Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca).