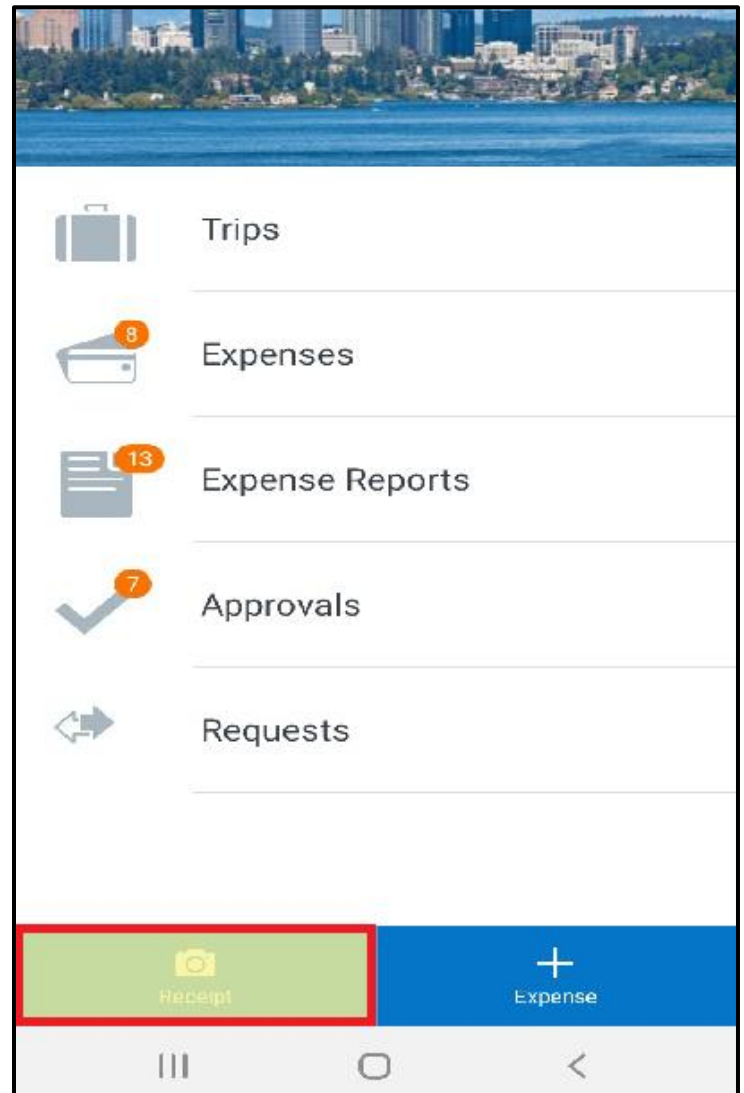


Capturing Receipts (Android)

Using SAP Concur, you can capture a picture of your receipts to help you spend less time doing your expenses.

1. From the SAP Concur home screen, press the **Receipt** icon.

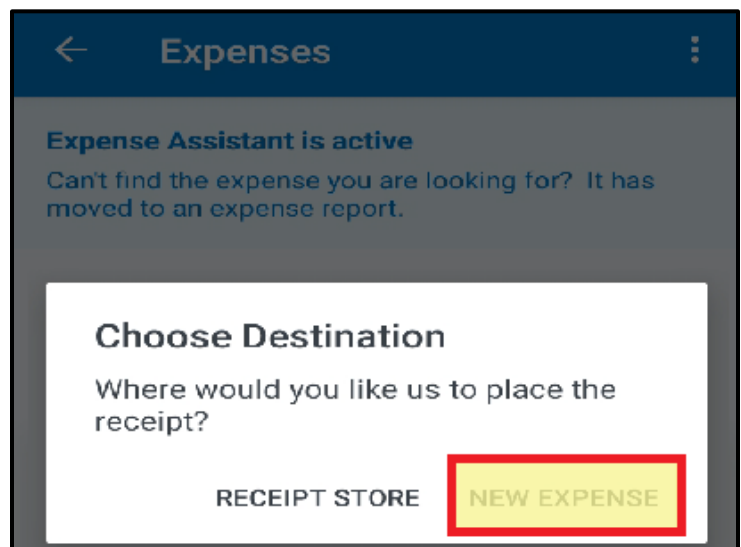


- Align the receipt in the camera frame, and then take the photo.
- After the image is successfully captured, press **USE**.



You can choose to save it in the Receipt Store to work with later or create a new expense now.

- For this example, press **New Expense**.



- Complete the expense details for this receipt. Required fields are marked in red.



Expense SAVE

TIP: _____

Total: USD\$ _____

STAN: 0

Ref. Number: 605001314

Trace ID: 618366

Auth. Code: 618366

147

Amount
\$0.00 USD

Expense Type
Required Field

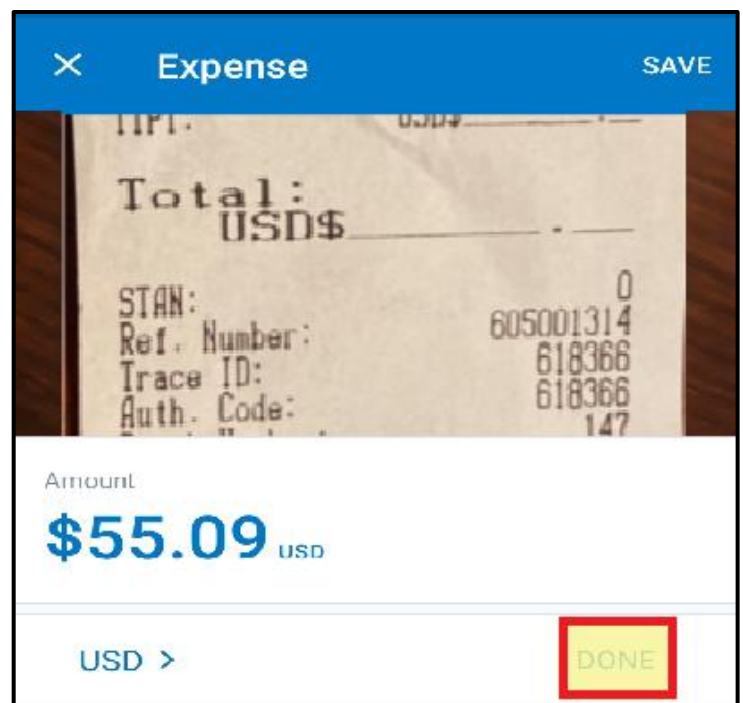
Date
July 02, 2020

OPTIONAL

Location

- When you are done entering the amount, press **Done**.

Note that you can change the currency type as needed.



Expense SAVE

TIP: _____

Total: USD\$ _____

STAN: 0

Ref. Number: 605001314

Trace ID: 618366

Auth. Code: 618366

147

Amount
\$55.09 USD

USD >

DONE

7. Press the Expense Type field.



Expense

SAVE

Total: USD\$

STAN: 0
 Ref. Number: 605001314
 Trace ID: 618366
 Auth. Code: 618366
 147

Amount

\$55.09 USD

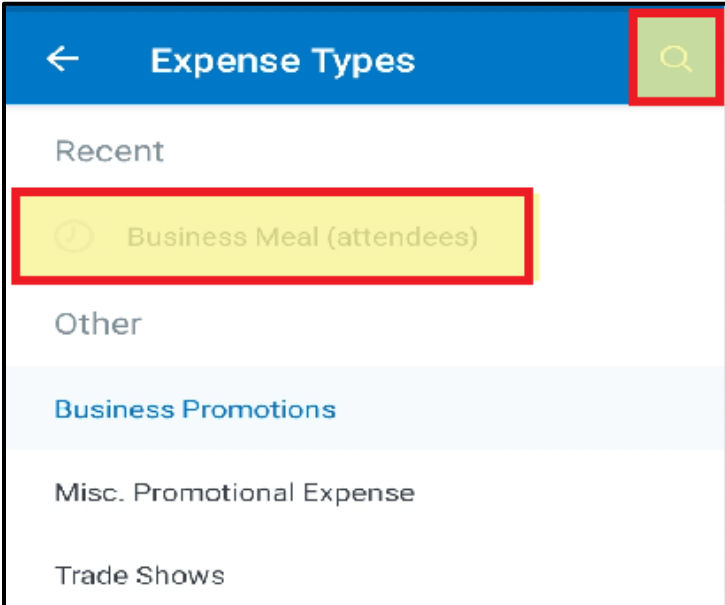
Expense Type
 Required Field

Date
 July 02, 2020

OPTIONAL

Location

8. Search for or select the appropriate Expense Type from the list.



Expense Types

Recent

Business Meal (attendees)

Other

Business Promotions

Misc. Promotional Expense

Trade Shows

9. When you have finished the expense details, press **Save**.



Once the receipt is saved as an expense, you can add it to an expense report.

