

Effortless Expense Tracking

4 Tips to Streamline Receipt Capture with Automation

Feeling the pains of paper receipts?

SAP Concur solutions can help your business leverage innovative technology to automate receipt capture and build expense data you can trust—all while easing the end-user burden.



Take a load off your back with e-receipts

- With Concur Travel, e-receipts are sent directly from airline, hotel, and car suppliers into expense reports and are automated to:
 - Match with card transactions
 - Itemize hotel expense entries
- All the traveler has to do is simply book their trip and snap photos of paper receipts – the expense report practically writes itself.
- E-receipts provide the most accurate and complete receipt data, eliminating the risk of employee manipulation.

Automate receipt capture with partner apps

- E-receipts from partner apps are automated to 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.

Fetch all receipts with the SAP Concur mobile app

- Capture all other receipts by snapping a picture within the SAP Concur mobile app and let OCR technology take care of the rest.
- Receipts go through multiple reviews using a combination of technology and people.
- Expenses will then automatically populate and match with receipts and credit card charges, eliminating manual errors.

Reduce receipt reconciliation with card feeds

- Adopt a receipt threshold for card purchases when card feeds are linked through the SAP Concur platform.
- Define a spending threshold that won't require receipts to encourage card usage and quickly and accurately reconcile spending.