

Create Expense from Image


The + button in the Preview pane allows you to create an expense item using the image.





When you tap it, you will be asked to select an expense type. The **DOWNLOADED DETAILS** section provides more information about the transaction to help you choose.


Images
Cancel Save


? **Select Valid Expense Type**



 AIR TRAVEL



 GROUND



 MEALS



 HOTEL



 TRAVEL OTHER



 T&E CARD CASH ADVANCE


 EQUIPMENT AND SUPPLIES


 SERVICES


 GIFTS / REWARDS / CONTRIBUTIONS


 STUDENT PROGRAM COSTS




There's a missing piece to the puzzle. Please select an Expense Type.

Downloaded Details

Unattached Image	▼
Date	12/20/2016

Attachments (1)


Browse File to Attach

Next, an Expense Entry pane will appear to allow you to enter all the details of the expense. If your screen is wide enough, you will be able to view the image preview and Expense Entry pane side by side for ease of data entry.

The system will use Optical Character Recognition (OCR) to pre-populate data from the receipt into as many of the fields as possible.

CHROME RIVER + New Jack Jensen

12:14:49 P10/23/2016
 CircleK/Shell16761
 2 SOUTH 600 ROUTE 59
 WARRENVILLE IL 60555-1
 (630) 393-0347

SHELL
 2 SOUTH 600 ROUTE 59
 WARRENVILLE IL
 60555
 Merch #: 57444001301
 Appr: 073360
 Invoice #: 320272
 1 - UNLEADED
 PUMP No. 03
 Gallons 9.588
 PRICE/G \$2.259
 TOTAL FUEL \$21.66
 TOTAL SALE \$21.66
 VISA
 XXXX XXXX XXXX 2912

10/23/2016 12:12:35
 THANK YOU!
 HAVE A NICE DAY

Images Cancel Save

Vehicle Fuel

Date

Spent

Description

Merchant

Fuel

FM Work Order #

Company Paid

Personal Charge

Allocation

×	101472-101 SG00025 MB-Procurement Services-Task 1	100%	21.66	◀
20140 FM-Financial Operations				

When you have entered all the details, tap **SAVE**.