

## ScanSnap Cloud sends receipts directly to Concur Expense

ScanSnap, the popular document scanner, brings digital simplicity and organization to individuals and businesses through one button scanning. Versatile and high performing, ScanSnap scanners feature the ScanSnap Cloud capability, enabling you to scan directly to your favorite cloud services without the need for a computer or mobile



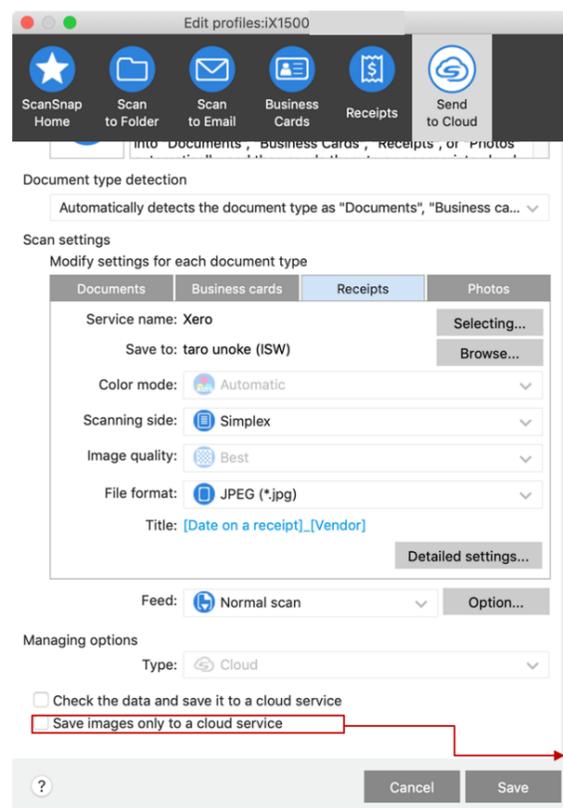
### Overview of ScanSnap Cloud

- Delivers scans from your ScanSnap iX1500, iX500, or iX100 to Concur Expense without the need for a computer or mobile device
- Supports full-text optical character recognition (OCR), auto file naming and the ability to capture 'scans' from a smartphone camera for increased flexibility and convenience

### Integration of ScanSnap Cloud and Concur Expense

How to send your receipts to Concur Expense using ScanSnap Cloud:

1. Open the ScanSnap Home application on your computer and select SAP Concur as the destination for your receipts
2. Scan receipts with your ScanSnap iX1500, iX500, and iX100
3. The receipts are automatically sent to your SAP Concur accounts. You can find the scanned receipts in "AVAILABLE RECEIPTS" under "Expense" tab.



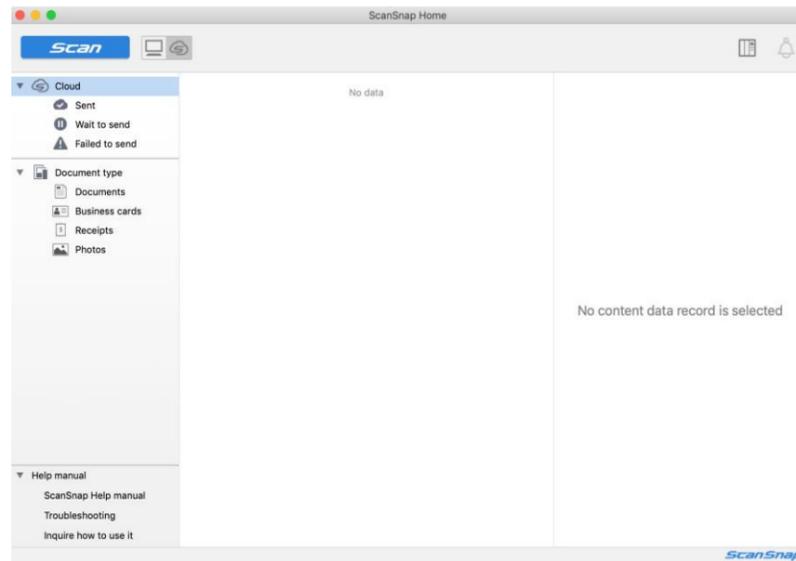
Check when you want to save scanned receipt as image only

### Requirements

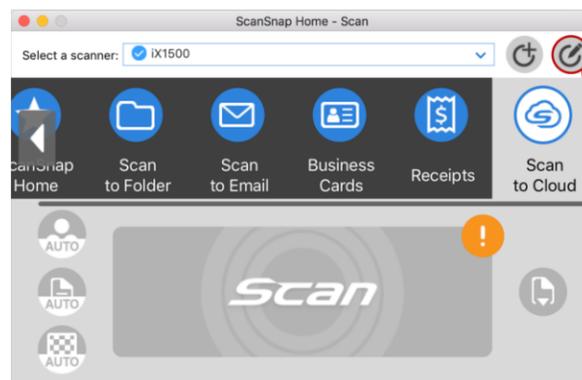
- ScanSnap iX1500, iX500, or iX100
- ScanSnap Home application
- Wi-Fi environment with internet connection
- Your SAP Concur credentials

## How to configure ScanSnap Cloud for Concur Expense

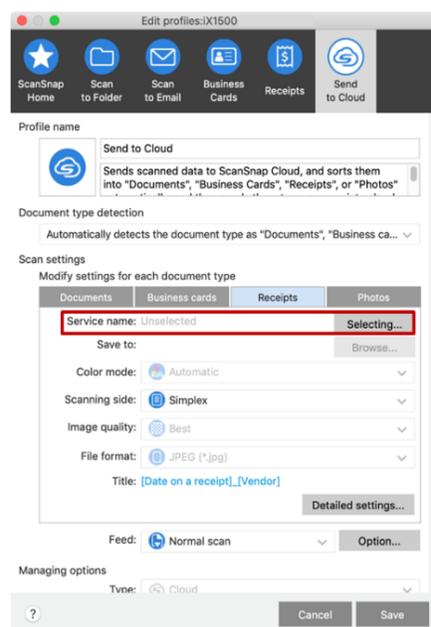
1. Run the ScanSnap Home application and click the [Scan] button open the upper-left corner.



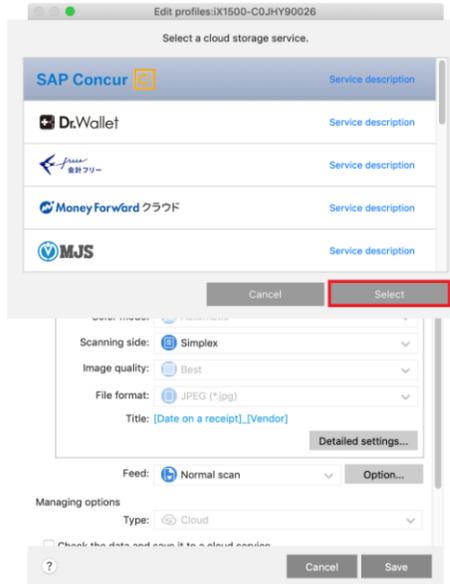
2. Select "Scan to Cloud" profile and click [Edit] icon in the ScanSnap Home Window.



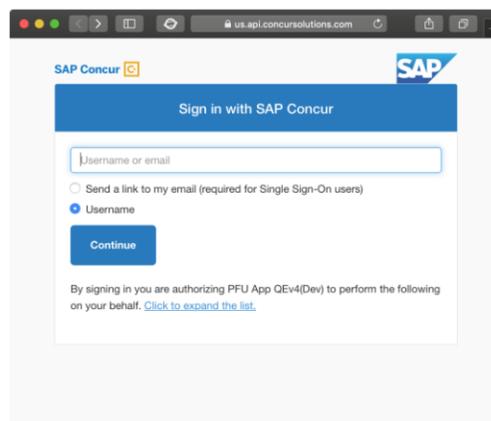
3. Choose the [Scan to Cloud] tab. Under the [Receipts] tab, click the [Selecting...] button to link to cloud service.



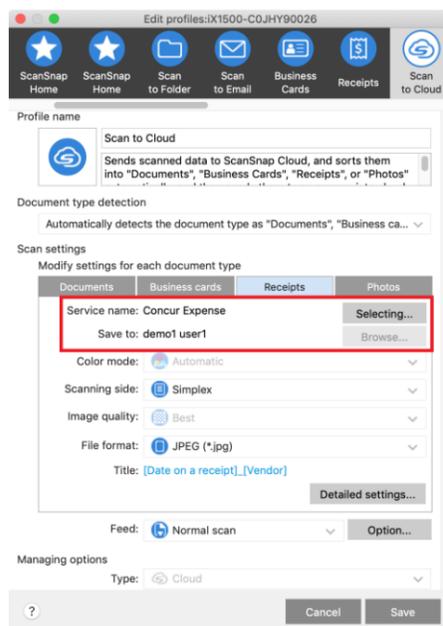
4. Choose [SAP Concur] and click the [Select] button.



5. Sign in SAP Concur, and allow ScanSnap Cloud to access your SAP Concur account.



6. Make sure the selected user and organization name are shown next to at [Save to:] as the save destination. Then, click the [Save] button.



\*This completes the integration between ScanSnap Cloud and Concur Expense. Once the integration is established, your ScanSnap account is linked with your SAP Concur account. Your scanned receipts will be automatically posted to your SAP Concur account when you select [Scan to Cloud] profile and click the [Scan] button.

### Posted Expense

You will see the following information in the [Bills to Pay]:

Fields		Content/Destination
Receipt		Show total amount and the following details
	Transaction Date	The date is extracted from the receipts Populated with date of scanning if extraction fails
	Currency Code	Currency Code from the receipt
	Amount	Show total amount extracted from the receipt

\* Data extraction is not guaranteed to be 100% accurate. Please verify extracted data to ensure accuracy.