EmailXpenC for Concur

EmailXpenC will significantly improve efficiency in expense reporting. It's easy to use and will integrate spreadsheets and emails seamlessly into Concur. Create Expense report in a spreadsheet or type the expense information into email and send to Concur. The EmailXpenC platform converts your expenses to Concur as the expenses would have been made originally in Concur.
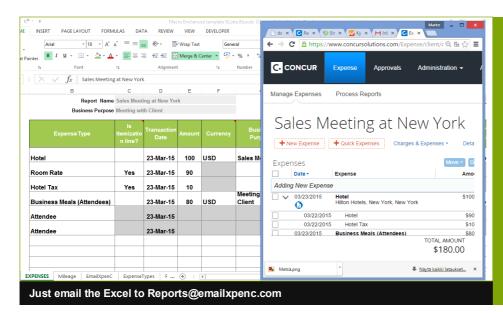
Offline

With EmailXpenC you can create your expense report offline (e.g. in an airplane). Just download your Excel expense report template from EmailXpenC in advance and fill in when convenient. Send the expense report to reports@emailxpenc.com when back online. Advanced users can easily create their own Excel templates with custom fields.

Save time 300-600%

Creating an expense report with Excel and email is a very quick process and users don't even need to log into Concur. Don't waste time training temporary work force to use Concur: Let your employees fill the Excel and send it to an expensing assistant for proofreading. If everything is ok, the assistant just needs to forward the Excel into Concur. And if something needs to be changed or fixed, it is easy to do in the template. Simple and efficient.

"Within a couple of weeks, Concur was introduced to a business unit where, previously, employees had not been able to create expense reports directly in Concur…"

"Automated expense reporting with familiar Excel and Concur"

Just email the Excel to Reports@emailxpenc.com

EmailXpenC in a nutshell

1. Create expense report in spreadsheet or email

2. Send expenses with receipts to Concur

3. Check the confirmation email and submit for approval

Concur With EmailXpenC

Bring all units around the world into Concur. EmailXpenC removes all obstacles from migrating all your business units around the world to use Concur.

Localized Excel templates

Excel templates can be localized into any language. You are not restricted by the language support in Concur. Is your company already using Excel templates in expense reporting? With EmailXpenC you can automate the reporting process without making your employees learn new tools and processes.

Regulatory requirements

Even the most complicated local regulatory requirements can be easily managed within Excel templates. Travel allowances, Pocket money, the company's own compensation rules, everything can be calculated in Excel.

Fast Concur rollouts

Because EmailXpenC is based on Excel and email, tools your employees are already familiar with, rolling out Concur to a new unit abroad becomes a breeze. You only need to ask the unit to build an Excel template including all the fields and calculation logic necessary for reporting expenses in that unit. Then just map the fields into your Concur fields. And do not worry, we will help you.

Learn More / Inquire: www.emailxpenc.com

Missing Credit Card Feed?

With EmailXpenC you can import expense data into Concur in Excel format.

For example, if you get your credit card statements in an Excel file, you can easily import the data into Concur.

The company's credit card administrator can import employees' credit card statements into Concur. Credit card statements will be imported to employees' "Available Expenses".

Import CC statements to Concur

Email functionality allows you to promptly create expenses into Concur from your email.

You can forward email receipts to Concur (right picture) or you can take a picture of your receipt and send it to Concur along with the expense details. In just a few second you have created a new expense into Concur. And everything is done right in your email client.

Your email client

To reports@emailxpenc.com ✕

From mika.mustalahti@globexpenc.com

Update

Taxi; 34.55 USD; New York; From airport to hotel

This message would add a new expense into the previously started expense report.

Attach a receipt image to add a receipt for the expense.

Send

Your email client

To reports@emailxpenc.com ✕

From mika.mustalahti@globexpenc.com

Update

Hotel; 840; San Francisco; Hotel; receipt: capture
- Hotel; 770
- Hotel Tax; 70

This message would add a new itemized Hotel expense into the previously started expense report. The receipt would be taken from the email body. You can forward your email receipts into Concur easily

Forwarded email:

ACCORIAX HOTELS

RECEIPT:

Best Western Plus Americania
Address: 121 Seventh Street, , , San Francisco, California, United States
Phone: 001 415 626 0200
Rooms / Apts / Villas: 1
Room type: Twin/Double room
Board / Regimen: No meals
Arrival date: Saturday, March 28, 2015
Departure date: Friday, April 03, 2015

Send

Concur expenses created by using email

Email expenses to Concur

Email your expenses into Concur using your preferred email client on mobile or desktop. You can create complete expense reports with email or just add expenses to existing reports.

For heavy travelers and delegates email is the most efficient way to create expense reports or add expenses to Concur. Just type the expense information and send the expense to Concur with the receipt.

Taxi; 30.15USD; New York; Meeting with Customer

Some airlines, hotels and other vendors send their receipts in an email body. With EmailXpenC it is easy and convenient to turn those emails into expenses in Concur. Just forward the email to reports@emailxpenc.com but before sending, add "receipt: capture".

Taxi; 30.15USD; New York; Meeting with Customer: Receipt Capture

Emails can also be sent by delegates. You can do itemizations and add attendees as well as information from the custom fields.

About GlobeXpenC

GlobeXpenC provides high tech solutions and advisor services for Concur Travel & Expense users. Our Concur apps and customized solutions are based on Web Services and Cloud technology.

Our staff has over a decade of international experience, we are committed to providing flexible best practice solutions for our clients.

Our HQ is located in Espoo Finland and we are serving our customers worldwide.

EmailXpenC for Concur

Integrate you Excel templates easily with Concur or use our ready-made templates. Just make an inquiry or request a quote at www.emailxpenc.com

GlobeXpenC Oy

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