



The ExpenSys Smartphone App Installation Guide

This guide describes the procedure for installation and use of the ExpenSys Smartphone App. If you have access to an iPad or Tablet it is best to use the standard browser version of ExpenSys which contains the full functionality of the ExpenSys system, including capture of receipts via the camera on the device. *(It should be noted that Chrome is the preferred browser when using ExpenSys on an iPad).*

Step 1. Find and Install the App.

The ExpenSys Smartphone Apps are available from the respective app stores for Android, iOS and Windows 10.



Search in the mobile app stores for 'ExpenSys' and select '**ExpenSys Mobile 2**'.

Step 2: After Installation

Once the app has been downloaded and installed on your smartphone, enter your company name* in the required field and then proceed to enter the user details you would normally use to login to the browser version of ExpenSys.

* 'Company Name' in this context is the name that appears before '.expensys.com' in the URL when accessing the browser version of ExpenSys (e.g. <https://companyname.expensys.com>).

The ExpenSys Mobile App works hand-in-hand with the browser version of ExpenSys used by your organisation. The app extends the features of ExpenSys to allow registered users to:



Capture Receipts

The expenses Receipt Capture application will enable you to photograph a receipt and upload it immediately to your personal image gallery on the ExpenSys Server. If you do not currently have a connection, it will give you the opportunity to upload it when your connection is restored.



Capture Expenses



Details of expenses you will need reimbursed may also be entered on the move. Start the Expenses Capture App, enter the date, select an expense type and the amount and press 'Submit'. The expense item will be uploaded to the ExpenSys Server, either immediately, or when you next have a connection, and will automatically appear in your next expense claim.

Capture Business Journeys

This option allows you to capture a business journey using the phone's GPS. You need only click the 'Start' button at the start of your journey, and then the 'Finish' button at the end and add a description. You can also include 'waypoints' to track drop-offs or multiple visits. The details of the journey will be uploaded to the ExpenSys Server, and will automatically interface with Bing Maps to automatically populate your next business journey claim.



Approve Expense Claims

If you receive emails on your Smartphone, you will be able to receive requests to approve expense claims from members of your team. You need only click the link in the email to view the claim and approve it immediately. (Note: You may be advised that you cannot approve a claim on the mobile if it contains a policy violation).