Getting started with SpendCatcher

The mobile app for MXP by mobile**xpense**

*This quick start user guide will provide the basics of getting started with the SpendCatcher mobile application. More details can be found at the MXP by mobile**xpense** Help Center:*

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How to download and login to SpendCatcher

To download the SpendCatcher app and start capturing expenses on the go, open the App Store or Play Store app, search for “SpendCatcher” and click on the download icon.

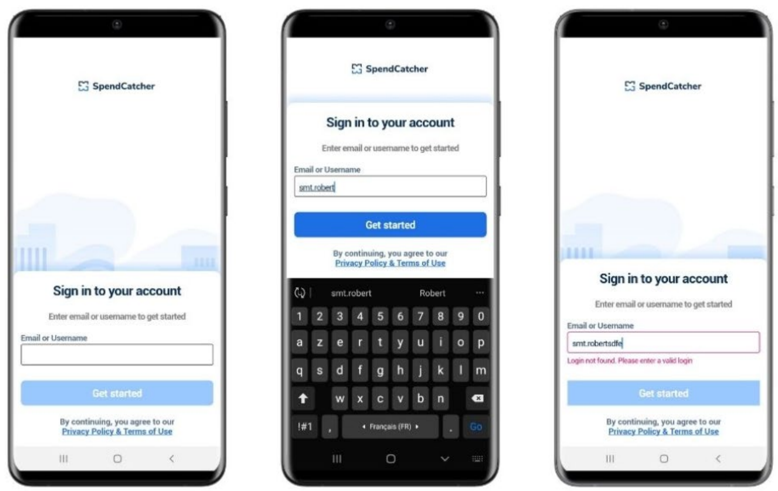
More information on how to download the app can be found in [this article](#).

How to login to the SpendCatcher app (v 4.4.0 and above)

Step 1: Enter your login details

ENTER YOUR EMAIL OR USERNAME

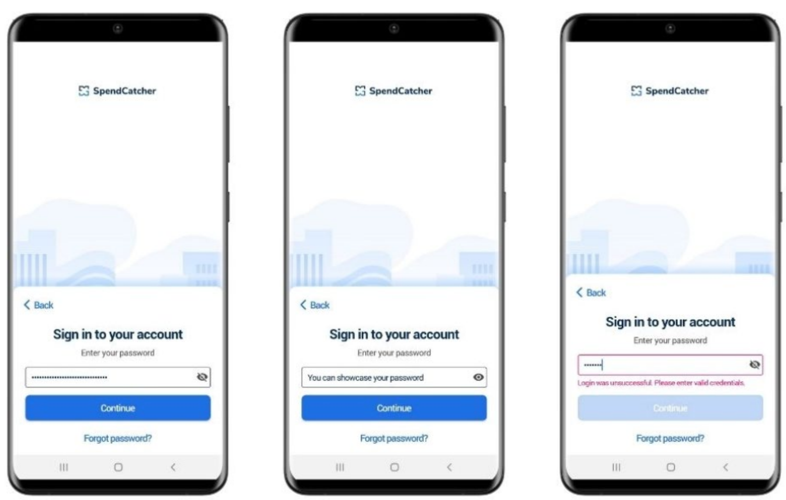
To log into the application, please first enter the email or username linked to your account. If the username/email you entered is wrong, you will be notified on the screen.



ENTER YOUR PASSWORD

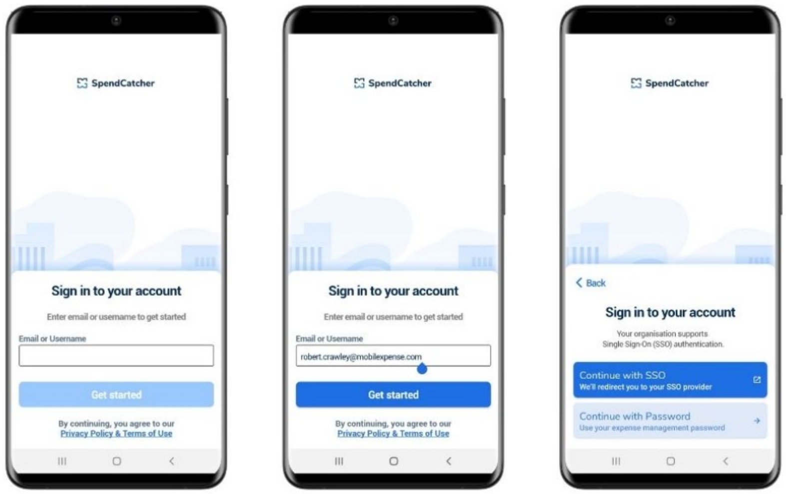
Enter your password to log in to the app. If you enter the wrong password, you will be notified in order to correct it.

You will be able to view the password you entering in the field by enabling the “show password” icon.



CHOOSE BETWEEN SSO OR SIGN ON WITH USERNAME

If your company supports Single Sign-On (SSO) connections on top of regular login, you will have the choice between continuing the login process with your company's SSO platform or enter a password.

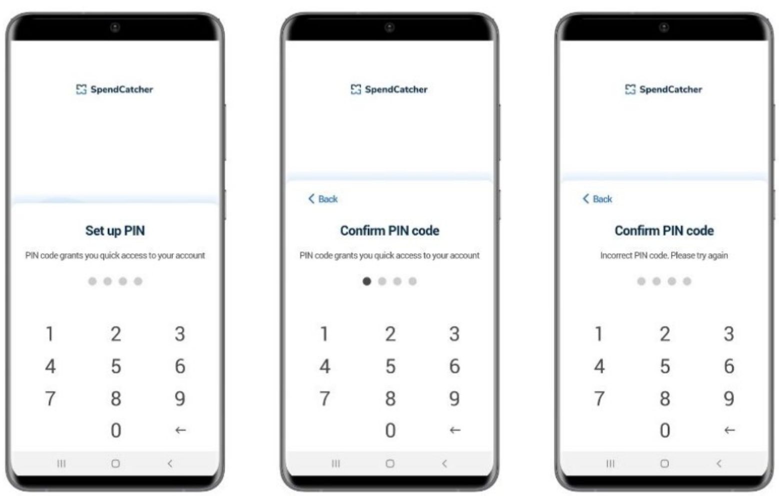


Please note that if your company ONLY supports SSO, you will be directly redirected to the SSO provider.

Inversely, if your company doesn't have SSO login, you will be directly redirected to the password view.

Step 2: Set-up your pin code

At first login, you will be asked to set up your four digits pin code and confirm it.



In case you entered the wrong pin code at the confirmation step, the app will let you know and you will have to enter it again.

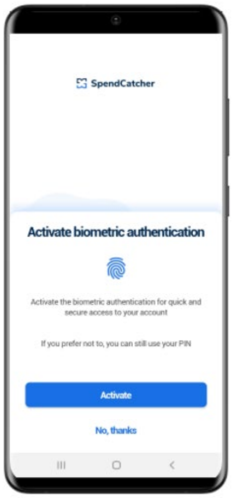
> *After setting up your pin code, you will be able to change it via the settings of the app. Just go to the settings and select “change pin code”. Follow the steps to enter a new pin code.*
>
> *If you forgot your pin code, select “Forgot pin” then “Sign in again” and follow the first steps all over again.*

Step 3 (optional): Activate biometrics

If your device is compatible with biometric authentication options (fingerprint ID, Face ID), you can use these options to log into SpendCatcher.

When you log in the first time, right after setting up your pin code, you will be offered to activate the biometric authentication. You can activate right away or skip the step to activate later.

> *Biometric authentication is only available if your device supports it. It is a device authentication option, which means that if you would like to change your fingerprint or update your face ID or any other setting for the biometric, you need to go to your device options.*



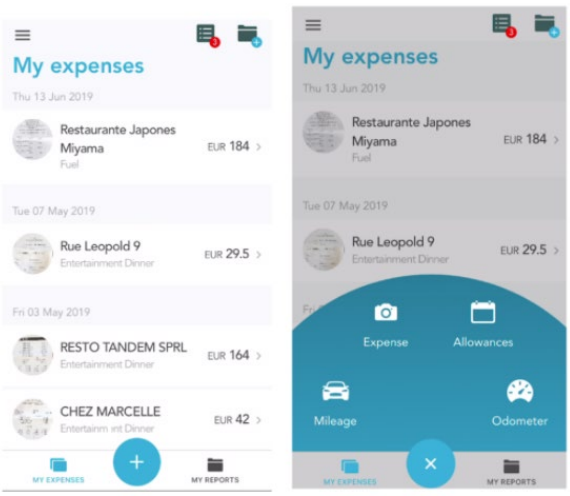
If you want to deactivate or activate the biometric afterward, just do it through the settings of the app.

More information about the logon procedure, disconnecting from the app and what to do when you have forgotten your password can be found in this article.

How to create an expense with OCR in SpendCatcher

For details on how to create an expense without OCR, please refer to this article.

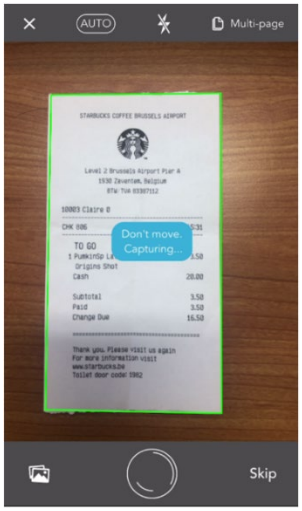
> *Please note that as of SpendCatcher v4.4.0 the logo and color scheme has changed, and the look of the screens might slightly differ from the images below. However, the described steps are still the same.*



Step 1: Scan your receipt

To get started, open your SpendCatcher app, then tap on the "+" to open the circular menu and choose "Expense" to start creating a new Expense.

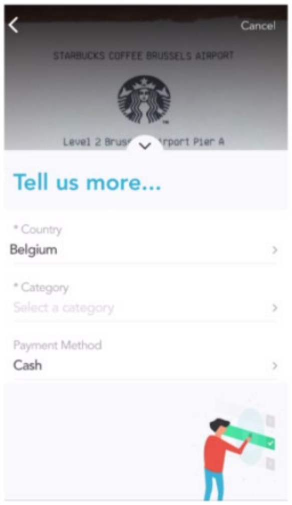
Depending on your set-up, you might see different selection options.



Next, you can **scan** your receipt by taking a picture of it: press the circle located at on the bottom middle of your screen.

> *Information about additional features like adding a receipt from your library, adding multiple pages of a receipt and more can be found in this article.*

Step 2: Enter the main details



The country selection is automatic if you allow the app to access your position. You are free to select the country of your choice manually.

Select a category for your expense and a payment method. If several credit cards are associated with your profile, you will be able to choose one of them.

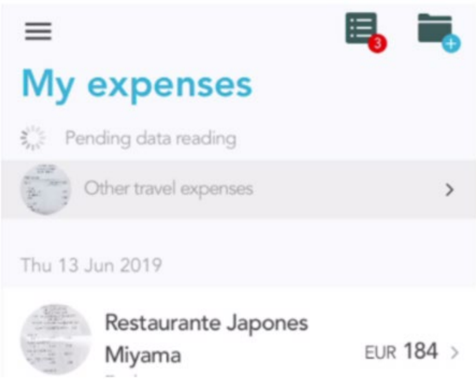
Once you have completed the mandatory fields, select “Scan” to trigger the scan of your receipt by the OCR, or select “Add manually” if you rather want to enter the details of your expense yourself

Step 3: Save your expenses

Once you have saved your expense, you will be redirected to the main screen.

OCR **pending transactions** will be displayed in this section on top of the “My expenses” page.

Once created, you can select your expense in order to open the details. See all the details of your expense. On this page, you can choose to modify or complete the information regarding your expense.



The OCR processing can take up to 10 seconds to extract the data (Date, Amount, VAT, Merchant name & City) and update the transaction details.

HUMAN DATA ENHANCEMENT

If your company subscribed to the Human Data Enhancement option, the end of the workflow differs a little. With human data enhancement, your transaction will then be analysed for a second time in order to confirm the first OCR result and extract extra information. This extra step can take up to 2h.

> *This extra step is not a blocker. You can proceed to edit your expense, include it in a report and submit it as you will usually do.*

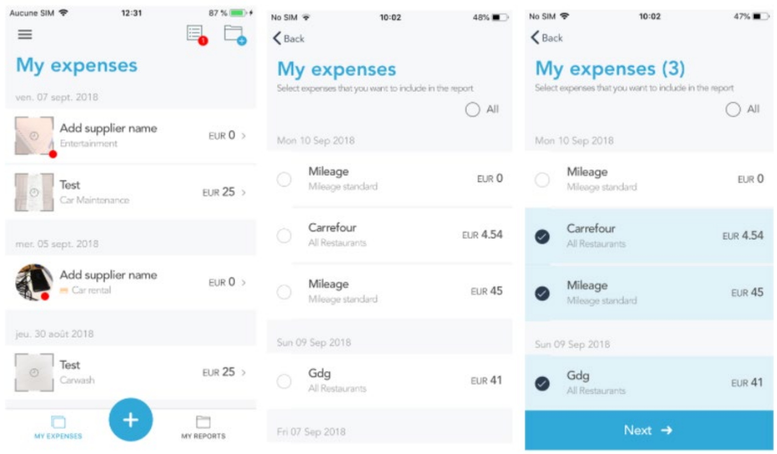
More information about creating expenses can be found in this article.

How to create and submit a report in SpendCatcher

Step 1: Select the expenses

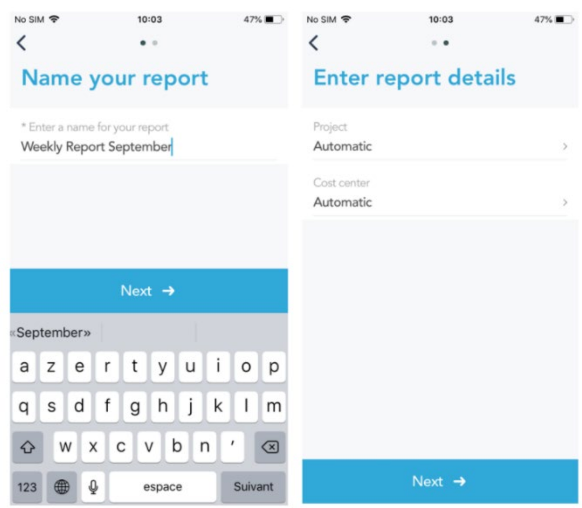
Tap the “folder” icon on the top right of the screen to create a new report. You will then be able to select the expenses you want to include in the new report.

Once you have chosen the expenses to report, select “Next” to continue your report creation.



Step 2: Enter the details

First, you will have to **name your report**. In the next step, more details will be asked. Various **fields** can appear depending on your company configuration. Tap any field to complete it.

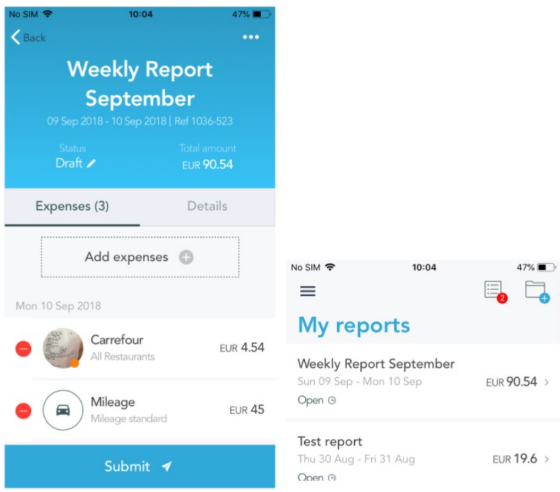


Step 3: Submit your report

View the list of the expenses or details of your report. You can add as many other expenses an needed by taping the “add expense” button.

If you want to delete expenses from the report, you can press the red icon on the left side of each expense. Select details to display the details of your Report.

Then, you can submit the report for approval.



Note, you can view all your reports and their status on the “My reports” page.

More information about creating and submitting a report can be found in this article.