Tallie

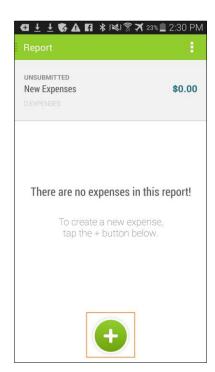## Android: Creating Expenses & Uploading Receipts

The Tallie Android app allows users to track expenses on the go. Users can simply take a picture of their receipts at the point of purchase and upload it to the app. Using this guide, you will learn how to:

- Create expenses using different methods:
    - Capture a receipt image
    - Upload from library
    - Enter mileage
    - Create Manually
- Delete expenses
- Duplicate expenses

Creating Expenses

Creating expenses in the Tallie Android app is as simple as taking a picture:

1. From the New Expenses report, tap the circular **+** button at the bottom of the screen to launch the Tallie camera. You'll find other methods to create expenses available below, simply tap on them or swipe left or right to begin.
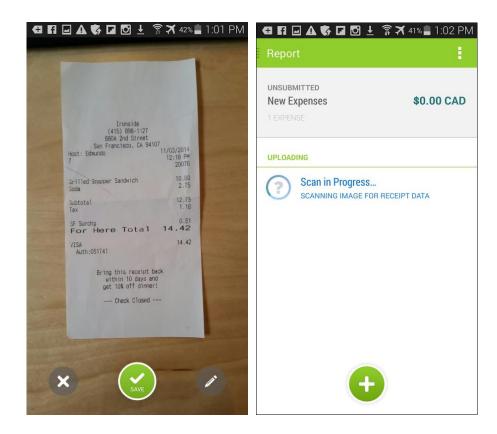

2. **Snap**:
    - Focus the camera on a receipt and tap the **camera** button to capture the image.
    - Tap **Save** to upload it to your Tallie account.

- The image will be sent through our receipt processing system where its merchant, date and amount data will be discerned.
- If possible, Tallie will also categorize the new expense based on its similarity to previous expenses that have been submitted.

- Tap the **Pencil** to enter the expense details yourself instead of letting it go through receipt processing, or tap the **X** to cancel the upload.
- Once the processing is complete, you can tap on the expense to reveal more details.
- Tapping again on the image thumbnail will reveal the full receipt image.
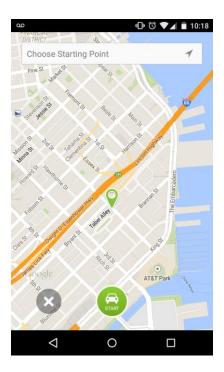
3. **Import from Library**:
    - You can also tap the **Library** button to access receipt images stored in your Android Gallery.
    - Select one or several receipts you wish to upload and tap **Import**, and Tallie will begin to process them for expense data.
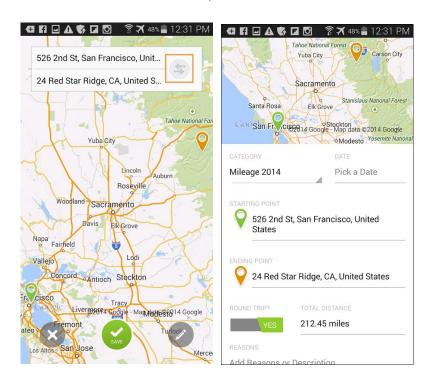
4. **Mileage**:
   - Tap the **Car** icon to track mileage.
   - You can tap **Start** to use your current location as the starting point or enter an alternative address, city, or business name, etc.
   - Tap **Stop** to use your current location as the destination, or enter a different address.
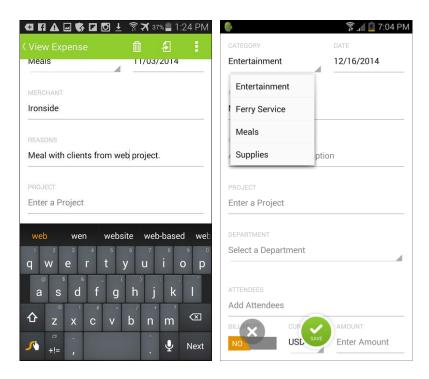
- To switch between one-way and round trip, tap the **arrow(s)** to the right of the address fields.
- Once starting point and destination are set, tap **Save** to begin mileage calculation, or tap the **Pencil** to edit other details for this expense.
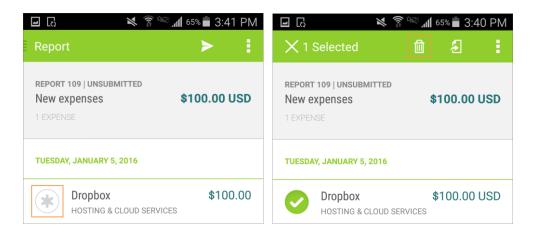

5. **Create:** Don't have a receipt? No problem. Simply tap the **Pencil** icon to begin entering the pertinent data of an expense, and tap **Save** when completed.
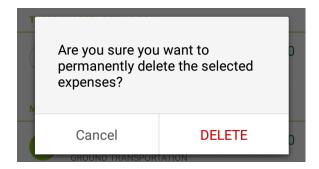
Deleting Expenses

1. To delete an expense,
   a. Tap the **circular category icon** to select the expense.
   b. Then, tap the trash can-looking **delete** button that has appeared in the upper-right corner of the screen.
   c. If you happen to have selected an expense by accident, tap the **X** in the upper left-hand corner of the screen.

2. You will be asked to confirm before the expense is deleted. To confirm, tap **DELETE**.

3. If necessary, you will be able to undo the delete action from the next screen by tapping the **red band** at the top. Once you navigate away from the screen the expense is deleted permanently.
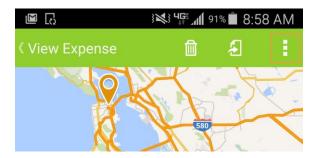
To duplicate an expense:
1. From the Expense Report view, tap on the expense you wish to duplicate to expand it
2. Tap on the **button with 3 dots** in the upper-right corner

3. Select **Duplicate**. This option is available for mileage and manually-created expenses only. Note that currently, duplicated expenses are missing the reasons and receipts associated with the original expense. Our developers are working on including them in duplicated expenses.