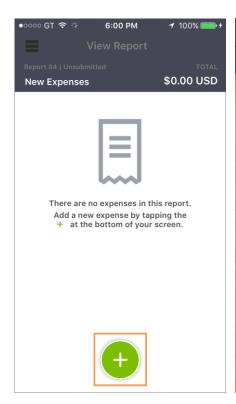# Tallie

iOS: How To Create Expenses

The Tallie iOS 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, so they won't have to worry about losing any important documentation. The app is available for download in the Apple App Store.

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

To create expenses in the Tallie iOS app, from any unsubmitted report, tap the **Green +** button at the bottom, and four options will appear. Simply tap on them or swipe left or right to begin:
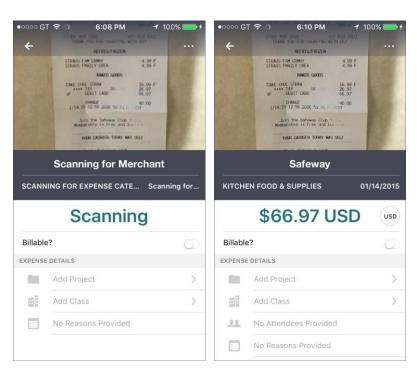

1. **Snap**:
    - Focus the camera on a receipt
    - Tap the **camera button** to capture the image

- Tap **Use Receipt** to upload

- 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.

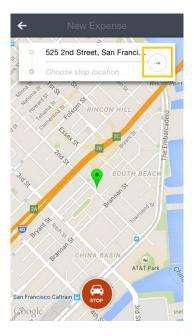- You may also tap on any field to manually enter information during the scanning process.

2. **Import from Library:**
    - Tap the **PHOTOS** text to access receipt images stored in your iPhone library
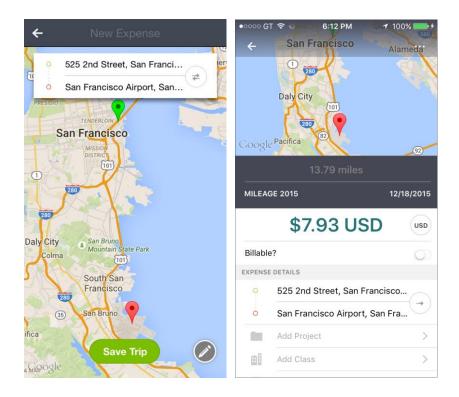   - Select one or several receipts and tap **Import Selected**

3. **Mileage**:
    - Tap the **Mileage** text
    - 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 location
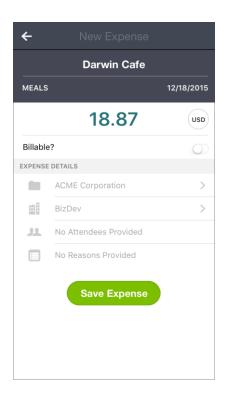   - Tap the **arrow(s)** to the right of the address fields to switch between one-way and round trip

- Once starting point and destination are set, tap **Save Trip** to begin mileage calculation. You may enter other details for this expense once it's been created.

4. **Create manually**: Don't have a receipt? No problem. Simply tap the **Manual** button to begin entering the pertinent data of an expense, and tap **Save Expense** when completed.
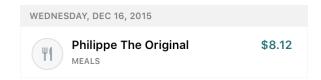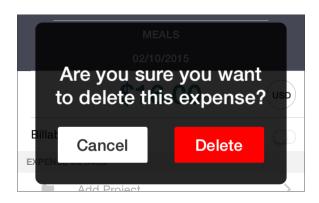
To delete an individual expense:

1. Tap on an expense you wish to delete

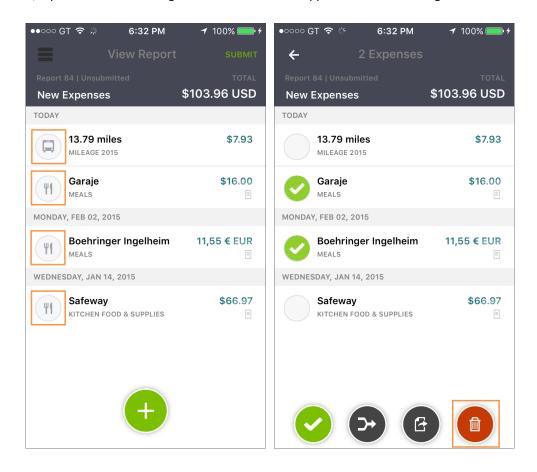2. Tap the **3 dots** in the upper-right corner, then select **Delete**

3. You will be asked to confirm before the expense is deleted

To delete multiple expenses:

1. Tap the **circular category icon** to select a few expenses. To select/unselect all, tap the **check** at the bottom
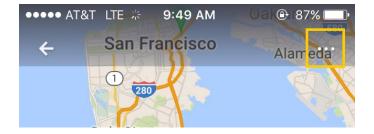2. Then, tap the trash can-looking **delete** button that has appeared in the lower-right corner of the screen

3. Likewise, you will be asked to confirm before the expenses are deleted.

Duplicating Expenses

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