



Submit an expense from your phone

Scan a receipt and submit it from the Ledgerly mobile app

Ledgerly app v6.1

iOS 17+ and Android 12+

Last updated: October 2026

Who this is for

Field employees submitting a receipt from a phone.

Before you start

☐ Ledgerly installed

☐ Signed in with your work email

☐ Camera access allowed

Steps

1. Tap + (bottom center on iOS, bottom right on Android).
2. Tap **Scan receipt** and hold the phone over the receipt until the edges turn green.
3. Check the auto-filled fields:

MERCHANT	Blue Fern Café
DATE	10/08/2026
AMOUNT	\$42.18
CURRENCY	USD

4. Pick the category **Meals – Client** and add the note "Lunch with Acme team".

5. Tap **Submit**.

YOU'RE DONE WHEN

The expense appears under **My expenses** with the status **Pending approval**.

NOTE

Receipts over \$75 need an itemized receipt.

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