

APSense documentation

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Quick start guide

You will set up your account, use AI to extract data from a receipt, and submit your first expense report for approval.

1. Create your account

Open the APSense app and sign up using your Google account or your email address. Once you complete the registration, the app automatically creates a default **Personal** workspace for you. You land on the main dashboard where you can see your expense totals and recent activity.

2. Scan your first receipt

Tap the **Scan Receipt** button on the dashboard or the plus (+) icon in the navigation bar. Point your camera at a physical receipt or import an image from your gallery. The document scanner automatically detects the edges of the receipt and uses AI to extract the vendor name, total amount, and transaction date.

3. Review and confirm details

After the AI extraction finishes, you land on the **Capture Review** screen. Verify that the extracted information is accurate. You can tap any field, such as **Vendor**, **Amount**, or **Category**, to make manual adjustments. If the receipt includes a tip, use the **Add Tip** tool to calculate the final total automatically.

4. Create an expense report

To get reimbursed, you must group your expenses into a report. Tap the **Report** field on the review screen and select **Create New Report**. Enter a title for your report, such as "January Travel" or "Office Supplies," and tap **Save**. Your confirmed expense is now assigned to this new report.

5. Submit for approval

Navigate to the **Reports** tab and select the report you just created. Review the summary to ensure all expenses are included, then tap the **Submit** button. Enter the email address of your approver or accounting department. The report status changes to **Submitted**, and APSense sends an email notification with a PDF summary to your approver.

Verification and next steps

You can confirm your success by checking the **Expenses** list, where your new entry appears with its extracted details. Your dashboard totals also update to reflect the pending reimbursement amount.

Now that you've submitted your first report, you can explore advanced features:

- **GPS Mileage Tracking:** Log business trips automatically using your device's location.
- **Email Ingest:** Forward digital receipts to expenses@apsense.app to create expenses automatically.
- **Workspaces:** Create additional workspaces to keep your business and personal expenses separate.

Support

If you need assistance, contact our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Getting started guide

APSense is an expense management platform that automates the tedious parts of tracking business spending. By using AI-powered extraction, you can turn a photo of a receipt into a structured expense entry in seconds.

Create your account

Your journey begins by establishing a secure profile. APSense supports multiple ways to join the platform.

1. Open the APSense app on your mobile device or navigate to the web dashboard.
2. Select **Sign in with Google** for a one-click setup, or choose **Sign Up** to register with your email and a unique password.
3. Follow the on-screen prompts to verify your identity.
4. Once authenticated, a welcome splash screen appears while your dashboard initializes.

Result: You land on the main dashboard. APSense automatically creates a default **Personal** workspace for you so you can start tracking immediately.

Set up your workspace

Workspaces help you keep your financial life organized. You can separate personal errands from business projects or client-specific spending.

1. Locate the **Workspace Selector** in the sidebar or the top navigation bar.
2. Click the current workspace name to see your list of available areas.
3. Select **Create Workspace** to add a new one (e.g., "Consulting Business" or "Project X").
4. Customize your workspace by choosing a unique color and an avatar or text label to make it easy to identify.

Result: You now have a designated area to group related expenses and reports, ensuring your data stays segmented.

Scan your first receipt

Instead of typing in every detail, let the APSense AI do the heavy lifting.

1. Tap the prominent **Scan Receipt** or camera icon on the home screen.
2. Position your receipt within the frame and capture the image.
3. Wait a moment while the system processes the image.
4. Review the extracted data on the **Review Screen**. Notice the **AI Extracted** badge, which indicates the system successfully identified the vendor, total amount, and date.
5. Confirm the details are correct and tap **Save**.

Result: The system populates the expense form automatically. Your new expense is now saved and visible in your list.

Create an expense report

Reports allow you to group multiple expenses together for easy submission to accounting or for your own records.

1. Navigate to the **Reports** tab.
2. Tap the **+** icon or **New Report** button.
3. Enter a title for your report (e.g., "November Travel") and select a workspace.
4. Go back to your **Expenses** list and select the expense you just scanned.
5. Tap **Assign to Report** and select your newly created report.

Result: Your expense is now linked to a structured report. The report view automatically calculates the total amount for all included items.

Verify your dashboard stats

The dashboard provides a high-level view of your financial activity.

1. Return to the main **Dashboard**.

2. Look at the summary cards at the top of the screen.
3. Confirm that the **Not Submitted** or **Pending** totals reflect the amount of the report you just created.
4. Check the **Recent Expenses** list to see your latest activity at a glance.

Result: Your spending activity is correctly tracked. As you add more receipts, these stats update in real-time to give you a clear picture of your budget.

Support

If you encounter any issues during setup or have questions about AI extraction, please reach out to our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Onboarding walkthrough

APSense is an expense management platform that automates receipt tracking and report submission. We use AI-powered extraction to handle the data entry for you, so you can focus on your work instead of your paperwork.

Create your account

Establish your user profile to access the platform.

1. Open the APSense app on your mobile device or navigate to the web dashboard.
2. Select **Sign in with Google** or enter your email address and a secure password to create a new account.
3. Complete the sign-up process.

Expected Result: You land on the main dashboard. APSense automatically creates a default **Personal** workspace for you to begin tracking expenses immediately.

Scan your first receipt

Use AI-powered extraction to automate your data entry.

1. Tap the **Camera** icon on the main navigation bar.
2. Position your receipt within the frame and capture the image.
3. Wait a few seconds while the AI analyzes the image.

Expected Result: The app identifies the vendor, total amount, and date from the receipt. You'll see an extraction progress indicator followed by a review screen with these fields automatically filled.

Review and save the expense

Verify the extracted data and organize it with a category.

1. Check the **Vendor**, **Amount**, and **Date** fields on the review screen for accuracy.
2. Tap the **Category** menu and select the most appropriate label (such as "Meals" or "Supplies").
3. Tap **Save**.

Expected Result: The expense saves to your active workspace and appears at the top of your expense list.

Create an expense report

Group your expenses together for tracking or reimbursement.

1. Navigate to the **Reports** screen.
2. Tap the **New Report** button.
3. Enter a title for your report and select a identifying color.
4. Go back to your **Expenses** list, select your recent expense, and use the **Assign to Report** action to add it to your new report.

Expected Result: APSense creates the report and links your expense to it. You can now see the total value of all expenses grouped within that report.

Submit your report

Send your grouped expenses to an approver.

1. Open the report you just created.
2. Tap the **Submit** button.
3. Enter the email address of the person who needs to approve your expenses.
4. Confirm the submission.

Expected Result: The report status changes from **Active** to **Submitted**. The report is now locked for review, and your approver receives an email to take action.

Next steps

Now that you've submitted your first report, you can explore more advanced features:

- **Track Mileage:** Use the **Log Mileage** button to record business trips using GPS or manual odometer entries.
- **Manage Workspaces:** Use the **Workspace Switcher** to separate your personal spending from different business projects.
- **Customize Notifications:** Visit **Settings** to choose how you want to receive updates about processed receipts and report approvals.

Need help

If you encounter any issues or have questions about using APSense, please contact our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

First-time setup guide

Welcome to APSense! This guide helps you quickly set up your account and personalize your experience. You will create your account, configure essential permissions, organize your workspaces, customize expense categories, set notification preferences, and create your first expense report.

Create Your Account

Establish your user identity and secure access to the APSense platform.

1. **Download the APSense app** from your device's app store or access the web application.
2. **Choose your sign-up method:**
 - **Sign in with Google:** Use your existing Google account for a quick setup.
 - **Sign up with email and password:** Create a new APSense account using your email address. You will need to verify your email address to complete the setup.
3. **Complete the sign-up process.**

Expected Result: You are signed in and directed to the main dashboard. A "Personal" workspace is automatically created for you, ready to organize your expenses.

Configure Mobile Permissions

Enable the app to use your device's hardware for essential features like receipt scanning and mileage tracking.

1. **Grant Camera Access:** When prompted, allow APSense to access your device's camera. This permission is necessary for scanning physical receipts.
2. **Grant Location Access:** When prompted, allow APSense to access your device's location. This permission is essential for accurately tracking mileage for your business trips.

Expected Result: The app has access to your camera and location services. You can now use the "Scan Receipt" feature without further camera prompts, and the "Log Mileage" feature can detect your current coordinates.

Set Up Your Workspaces

Organize your expenses by separating personal spending from business or project-related costs.

1. **Access Workspaces:** Navigate to the **Settings** screen, then select **Workspaces**.
2. **Review Your Personal Workspace:** You will see a "Personal" workspace already created. This is your default space for general expenses.
3. **Create a New Workspace:**
 - Tap the **+** icon or "Create New Workspace" option.
 - Enter a **Name** for your new workspace (e.g., "Project X," "Freelance Work").
 - Choose a **Color** to easily distinguish it from other workspaces.
 - Optionally, add a **Description** and **Avatar Text** or **Image URL**.
 - Tap **Save**.
4. **Switch Workspaces:** Select any workspace from the list to make it active. The active workspace determines where new expenses and reports are created.

Expected Result: You have distinct areas for different types of financial tracking. You can easily switch between them, and the active workspace is clearly indicated.

Customize Categories and Payment Methods

Tailor the data entry fields to match your specific accounting needs, making expense logging faster and more accurate.

1. **Access Expense Settings:** Go to **Settings**, then select **Expense Settings**.
2. **Manage Categories:**

- Tap on **Categories** to view the default list (e.g., "Meals," "Travel," "Supplies & Materials").
- **Add a new category:** Tap the + icon, enter a name, and optionally choose an icon.
- **Rename a category:** Select an existing category, edit its name, and save.
- **Remove a category:** Select a category and choose the delete option.

3. Manage Payment Methods:

- Tap on **Payment Methods** to view the default list (e.g., "Credit Card," "Cash," "Bank Transfer").
- **Add a new payment method:** Tap the + icon and enter the method name (e.g., "Company Card," "PayPal").
- **Remove a payment method:** Select an existing method and choose the delete option.

Expected Result: Your preferred categories and payment methods appear as options when creating an expense, streamlining your data entry process.

Set Your Notification Preferences

Choose how you want to be alerted about important updates, such as report approvals, rejections, and helpful tips.

1. Access Notification Settings: Go to **Settings**, then select **Notifications**.

2. Configure General Notifications:

- **Emailed Expense Processed:** Choose whether to receive notifications when an expense submitted via email is processed.
- **Report Approved/Rejected:** Select your preferred delivery method (Push, Email, or Both) for updates on your report's status.
- **Announcements:** Decide how you want to receive important announcements from APSense.
- **Tips and Tricks:** Choose your preferred method for receiving helpful tips and tricks.

3. Set Accounting and Approval Emails:

- Enter your **Accounting Email** if you plan to submit reports for reimbursement. This email address will be pre-filled when you submit reports.
- Enter your **Approval Email** if you need to send reports to a specific approver.

Expected Result: Alerts are delivered via your preferred channels (Push, Email, or both), and your accounting and approval contacts are ready for report submissions.

Create Your First Expense Report

Establish a container to group related expenses for submission or personal organization.

1. Navigate to Reports: From the main dashboard, go to the **Reports** section.

2. Create a New Report:

- Tap the + icon or "Create New Report."
- Enter a **Title** for your report (e.g., "Q4 Business Travel," "January Expenses").
- Choose a **Color** to visually identify your report.
- Optionally, add a **Description** and **Avatar Image URL**.
- Tap **Save**.

3. Set as Default (Optional but Recommended):

After creating your report, you may be prompted to set it as your default. If you do, new expenses you scan or add manually will automatically be assigned to this report, saving you time. You can also manually set or clear a default report from the report's detail screen.

Expected Result: An active report is ready to receive scanned or manual entries. If set as default, new expenses will automatically be added to it.

Need More Help?

If you encounter any issues or have questions, please contact our support team:

- **Email:** support@ademero.com
- **Phone:** 863-937-0272
- **Website:** <https://www.ademero.com>

Core scenario how-to

APSense simplifies your financial tracking by automating data entry and organizing your spending. You can use the platform to capture receipts with AI, log business travel, and compile professional expense reports for reimbursement.

Capture and process receipts

The AI-powered scanner eliminates manual data entry by extracting details directly from your receipt images.

1. **Open the scanner:** Tap the **Scan** icon on the main navigation bar.
2. **Capture the receipt:** Align your physical receipt within the frame. The document scanner automatically detects the edges and captures the image. You can also select existing photos from your gallery or import digital receipts.
3. **Review extracted data:** The app uses AI to identify the vendor, total amount, date, and category. Review these fields on the **Review** screen to ensure accuracy.
4. **Add details:** If you need to split an expense across multiple categories or add a tip, use the **Add Tip** or **Split Expense** options.
5. **Save the expense:** Tap **Create Expense**. The system automatically matches the vendor to your history and applies default categories if available.

Track business mileage

You can log travel distance using manual entry, odometer readings, or real-time GPS tracking.

Manual and odometer entry

1. **Start a log:** Tap the **Plus (+)** icon and select **Log Mileage**.
2. **Choose your method:**
 - **Manual:** Enter the total distance traveled.
 - **Odometer:** Enter your starting and ending odometer readings. The app calculates the total for you.
3. **Set locations:** Use the location picker to search for your start and end addresses. The app can reverse-geocode your current position to save time.
4. **Save the trip:** Review the calculated reimbursement amount based on your workspace's mileage rate and tap **Save**.

GPS trip tracking

1. **Start tracking:** Tap **Start Trip** from the mileage screen. A red tracking banner appears at the top of the app to indicate a trip is in progress.
2. **Complete the drive:** APSense tracks your route in the background.
3. **Stop tracking:** When you reach your destination, tap the **Stop** button in the tracking banner.
4. **Finalize details:** Review the tracked distance and route map, then tap **Save** to convert the trip into a mileage expense.

Create and submit expense reports

Group your individual expenses into reports to streamline the approval and reimbursement process.

1. **Create a new report:** Go to the **Reports** screen and tap the **New Report** icon. Give your report a title (e.g., "October Sales Trip") and choose a color for easy identification.
2. **Assign expenses:**
 - **From the report:** Tap **Add Expenses** inside a report to select from your unassigned items.
 - **Bulk assign:** On the **Expenses** screen, long-press an item to enter multi-select mode. Select multiple expenses and tap **Assign to Report**.
3. **Review the summary:** Open the report to see the total amount, category breakdown, and a preview of all attached receipts.
4. **Submit for approval:** Tap **Submit**. A two-step dialog appears:
 - **Step 1:** Confirm the recipient's email address (e.g., your manager or accounting department).
 - **Step 2:** Review the final PDF or CSV summary before sending.

5. **Track status:** Your report moves from **Active** to **Submitted**. Once your approver reviews the email, the status updates to **Approved** or **Rejected** in real-time.
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Need help?

If you encounter issues with receipt extraction or report submission, contact our support team:

- **Email:** support@ademero.com
- **Web:** www.ademero.com
- **Phone:** 863-937-0272

Secondary scenario how-to

Advanced expense and workspace management

APSense provides tools to handle complex accounting needs, such as breaking down large receipts or managing multiple business entities. Use these advanced features to maintain a high level of organization in your financial records.

Split a single receipt into multiple categories

If you have a single receipt that covers different types of business costs (for example, a hotel bill that includes both lodging and meals), you can split it into separate line items.

1. Open the **Expenses** screen and select the expense you want to divide.
2. Tap the **More Options** menu (often represented by three dots) and select **Split Expense**.
3. In the split dialog, add rows for each category.
4. Assign an amount and a category to each row.
5. Ensure the total of your split items matches the original receipt total. The system validates this before allowing you to save.
6. Tap **Save Split**. The original expense is replaced by the new categorized items.

Duplicate a report for recurring expenses

For monthly or recurring business expenses, you can duplicate an existing report structure to save time on manual entry.

1. Navigate to the **Reports** screen.
2. Open the report you wish to copy.
3. Access the report menu and select **Duplicate Report**.
4. The system creates a new report containing all the same expenses.
5. The new report title automatically includes a "(Copy)" suffix, which you can edit to reflect the current period.

Manage and deactivate workspaces

Workspaces allow you to separate data for different clients, projects, or personal use. You can customize their appearance or deactivate them when they are no longer needed.

Switch or customize workspaces

1. Go to **Settings** and select **Workspaces**.
2. Tap a workspace to make it your active workspace. All new expenses and reports will be saved here until you switch again.
3. To customize, select a workspace and edit its **Avatar Text**, **Image**, or **Color**.

Deactivate a workspace

If a project is complete, you can deactivate the workspace to remove it from your primary view.

1. In the **Workspaces** screen, locate the workspace you want to remove.
2. Select the option to **Deactivate**.
3. Confirm the action in the dialog. The workspace moves to an inactive list, preserving your data without cluttering your active view.

Automate expense creation via email forwarding

You can skip manual uploads by forwarding digital receipts directly to your APSense account.

1. Open your email client (ensure you are using the email address associated with your APSense account).
2. Forward your receipt to `expenses@apsense.app`.
3. Attach the receipt as a **PDF**, **JPG**, or **PNG**.
4. The system's AI automatically extracts the vendor, amount, date, and category.
5. Open the **Expenses** screen in APSense to review and confirm the automatically created entry.

Support

If you need assistance with advanced configurations or have questions about your account, contact our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Workflow guide

How to Capture Receipts and Submit Expense Reports

APSense streamlines your expense management by automating data entry through AI extraction. This guide walks you through the complete workflow, from capturing a physical receipt to submitting a finalized report to your accounting department or manager.

Goal

Complete the end-to-end process of turning a physical or digital receipt into a submitted expense report for reimbursement.

1. Capture your receipt

You can initiate data entry using your mobile device's camera, uploading from your gallery, or dragging files into the web application.

1. **On Mobile:** Tap the **Camera** icon on the dashboard. The document scanner automatically detects the edges of your receipt. Align the receipt within the frame and capture the image.
2. **On Web:** Drag and drop your digital receipt (JPG, PNG, or PDF) directly into the **Receipt Drop Zone** on the dashboard.
3. **Via Email:** Forward your digital receipts to `expenses@apsense.app` from your registered account email.

Expected Result: The application displays a preview of the captured image and begins automated data extraction.

2. Review AI-extracted data

Once the image is processed, APSense uses AI to identify key information. You must verify this data before saving.

1. Check the processing badge at the top of the screen. It indicates if the data was **AI Extracted** (Pro/Enterprise), processed via **Basic OCR** (Free/Starter), or handled by **On-Device AI**.
2. Verify the **Vendor Name**. If the AI misidentified the store, tap the field to select from your frequently used vendors or type a new name.
3. Confirm the **Total Amount** and **Date**.
4. Select an **Expense Category** (e.g., Meals, Travel, or Supplies).

Expected Result: The extraction results are populated in the review form for final adjustment.

3. Assign to a workspace and report

Organization ensures your expenses are routed to the correct budget or client.

1. Select the appropriate **Workspace** (e.g., "Personal" or "Business").
2. Tap the **Report** field.
3. Select an existing active report from the list.
4. If you do not have a relevant report, tap **Create New Report**, enter a title, and select a color for easy identification.

Expected Result: The expense is associated with the selected workspace and report.

4. Add optional details

Enrich your expense record with metadata to help your approver understand the context of the spend.

1. Enter specific details in the **Notes** field, such as the project name or client met.
2. Select the **Payment Method** used for the transaction.
3. Toggle the **Tax Deductible** switch if the expense qualifies for tax benefits.
4. Tap **Save Expense** to finalize the entry.

Expected Result: The expense record is saved and appears in your expense list and the associated report.

5. Submit the report for approval

Once you have collected all necessary expenses for a period or project, you must submit the report to lock the data and notify your approver.

1. Navigate to the **Reports** tab and select the report you wish to submit.
2. Review the total amount and the list of attached expenses.
3. Tap the **Submit** button.
4. Enter the **Recipient Email** (e.g., your manager or accounting department).
5. Confirm the submission.

Expected Result: The report status changes from **Active** to **Submitted**, and an email notification containing a PDF summary is sent to the designated recipient.

Handling extraction errors

If the AI fails to read a blurry or complex receipt, you have two primary options:

- **Retake Photo:** Tap the **Retake** button on the review screen to try capturing a clearer image with better lighting.
- **Manual Entry:** If extraction continues to fail, you can tap **Add Manually** from the dashboard to enter all details yourself and attach the image as a reference only.

Submission decision points

After submission, your report enters a review workflow:

- **Approved:** The report is marked as **Approved**. You can no longer edit expenses within this report.
 - **Rejected:** If a report is **Rejected**, you will receive a notification. Open the report to view the rejection reason, make the necessary corrections to the individual expenses, and tap **Resubmit**.
-

Support

If you encounter issues during the capture or submission process, please contact our support team:

- **Email:** support@ademero.com
- **Web:** www.ademero.com
- **Phone:** 863-937-0272

Troubleshooting guide

APSense Troubleshooting Guide

This guide helps you diagnose and fix common issues you might encounter while using APSense to manage your business expenses and mileage.

Receipt Capture and AI Extraction

Camera does not open or scan

If the camera fails to launch when you try to scan a receipt, check your device permissions:

1. Go to your device **Settings**.
2. Find **APSense** in your app list.
3. Ensure **Camera** access is toggled to **On**.
4. If you are using the Document Scanner, ensure you have a stable internet connection for the initial setup of the scanner components.

Inaccurate data extraction

APSense uses AI to pull information like vendor name, amount, and date from your receipts. If the data is incorrect:

- **Confidence Scores:** Look for the processing badge on the expense. A low confidence score indicates the AI struggled with the image quality.
- **Vendor Correction:** Manually edit the vendor name in the **Review** screen. APSense learns from your corrections and improves its accuracy for that specific vendor in the future.
- **Image Quality:** Ensure the receipt is flat, well-lit, and that all four corners are visible. Avoid shadows or blurry captures.

Expense stuck in “Processing” status

Cloud-based AI extraction can take a few seconds. If an expense remains in “Processing” for more than a minute:

- Check your internet connection.
- Pull down on the **Expenses** list to refresh the status.
- If it fails, you can manually enter the details by tapping the expense and selecting **Edit**.

Expense Reports and Submissions

Cannot set a default report

To automatically assign new expenses to a specific report, you must set a default:

- Open the report you want to use.
- Tap the **Star** icon. If the star is filled, it is your default.
- If you click the star on a report that is already default, it unsets it without a confirmation prompt.

PDF or CSV export failures

If you receive an “Unable to generate” error when exporting a report:

1. Ensure you have a stable data connection.
2. Check if the report contains very large images; try removing unnecessary attachments and retrying.
3. Verify that your device has enough storage space to save the generated file.

Expenses not appearing in a report

If you assigned expenses but don't see them:

- Check if you have active filters (like date range or category) on the report's expense list. Tap **Clear** or **Reset** in the filter menu.

- Ensure the expenses were not accidentally moved to a different workspace.

Mileage and GPS Tracking

”Stop Trip” button is missing

If you started a GPS trip but cannot find the button to end it:

- Look for the **Red Trip Banner** at the top of the screen.
- Tap the banner to open the active trip controls and select **Stop Trip**.
- If the app crashed during a trip, reopen it; APSense attempts to recover the active session so you can save your mileage.

Incorrect distance calculation

GPS accuracy depends on your device settings:

- **Location Permissions:** Ensure location access is set to **Always Allow** rather than “While Using.” This allows APSense to track your route even if the screen turns off.
- **Odometer Method:** If GPS is unreliable in your area, switch the input method to **Odometer** to manually enter your start and end readings.

Account and Workspace Management

Google Sign-In issues

If you cannot sign in using your Google account:

- Ensure your Google Play Services (Android) or iOS system software is up to date.
- If you are testing a pre-release version on iOS, ensure you have accepted the invitation in the TestFlight app.

Profile picture not updating

If you upload a new profile picture but the old one remains:

- Wait a few seconds for the upload to complete.
- Navigate away from the **Settings** screen and return to force a refresh.
- Ensure the image file is under 10MB.

Deleting an account

To delete your account, you must type the exact confirmation phrase “DELETE MY ACCOUNT” in the prompt.

- **Note:** This action is permanent and removes all your expenses, reports, and workspace data.
- After deletion, you are automatically signed out and returned to the login screen.

App Display and Notifications

Text is hard to read in Dark Mode

If you encounter blue text on a blue background or unreadable placeholders:

1. Go to **Settings > Appearance**.
2. Switch to **Light Mode** temporarily to complete your task.
3. Report the specific screen to support so we can adjust the contrast tokens.

Keyboard covering text fields

In some modals (like **Delete Account** or **New Report**), the keyboard may overlap the input field.

- You can scroll the modal content upward while the keyboard is active to reach the hidden fields or buttons.

Not receiving notifications

If you are missing alerts for report approvals or processed receipts:

1. Go to **Settings > Notifications**.
2. Verify that the toggles for **Push** or **Email** are enabled for the specific alert type.
3. Check your device's system settings to ensure APSense has permission to send notifications.

Contacting Support

If these steps do not resolve your issue, please reach out to our support team.

- **Email:** support@ademero.com
- **Phone:** 863-937-0272
- **Web:** <https://www.ademero.com>

When contacting support, please provide your app version (found at the bottom of the **Settings** screen) and your device model.

Customization guide

APSense provides several ways to customize your experience so that expense tracking matches your specific business or personal needs. You can organize data into separate workspaces, define your own accounting categories, and automate where your reports are sent.

Organize with workspaces

Workspaces allow you to separate different business entities or keep your personal and professional expenses completely isolated. By default, every account starts with a "Personal" workspace.

1. Navigate to **Settings** and select **Workspaces**.
2. Tap **Create Workspace** to add a new entity.
3. Assign a unique name, color, and avatar text to help you distinguish it in the app.
4. To switch between workspaces, use the workspace selector on the main dashboard or in the side menu.
5. If a workspace is no longer needed, you can **Deactivate** it to hide it from your active lists without deleting the underlying data.

Manage expense categories

You can customize the list of categories to match your company's chart of accounts or your personal budgeting style.

1. Go to **Settings > Expense Settings > Manage Categories**.
2. To add a new category, tap the **+** icon and enter a name.
3. To edit an existing category, tap it to change its name or select a new icon that represents the expense type.
4. Use the **Delete** option to remove categories you don't use.

Configure payment methods

Setting up specific payment methods helps you track which corporate card or bank account was used for a transaction.

1. Navigate to **Settings > Expense Settings > Payment Methods**.
2. Add the names of your specific credit cards, digital wallets, or reimbursement accounts.
3. Remove any default methods that do not apply to your workflow to keep your selection menus clean.

Set mileage rates and units

If you track business travel for reimbursement, you can customize how APSense calculates those costs.

1. Go to **Settings > Expense Settings > Mileage Rates**.
2. Toggle between **Miles** and **Kilometers** based on your region.
3. Set your specific reimbursement rate (e.g., \$0.67 per mile). You can set different rates for different years to stay compliant with changing tax regulations.
4. When you log a trip, APSense uses these settings to automatically calculate the total expense amount based on your GPS or odometer data.

Customize report submission defaults

Save time when submitting reports by pre-configuring your routing preferences.

1. Open **Settings** and select **Report Preferences**.
2. Enter a default **Accounting Email**. This address will be automatically CC'd on all report submissions.
3. Enter a default **Approval Email**. This is the person who typically reviews and approves your spending.
4. Toggle **Auto-Archive** options if you want reports to be moved out of your active view immediately after they are reimbursed or marked as done.

Tailor notification alerts

Control how and when APSense contacts you about processed receipts, report status changes, or app updates.

1. Navigate to **Settings > Notifications**.
2. For each event type (e.g., Report Approved, Receipt Processed), choose your preferred delivery method:
 - **Push:** Alerts sent directly to your mobile device.
 - **Email:** Detailed summaries sent to your inbox.
 - **Both:** Maximum visibility for important updates.
3. You can also toggle off non-essential alerts like "Tips and Tricks" or "Announcements."

Personalize vendor profiles

APSense uses AI to learn your preferences for specific vendors. You can manually override these to ensure future receipts from the same store are categorized correctly.

1. Go to **Settings > Expense Settings > Manage Vendors**.
2. Select a vendor from your history.
3. Set a **Default Category** (e.g., always set "Starbucks" to "Meals").
4. Upload a custom **Vendor Logo** or change the display name to make your expense list easier to scan visually.

Adjust visual theme

Switch the app's appearance to suit your environment or personal preference.

1. In **Settings**, find the **Theme** section.
2. Select **Light Mode** for high-contrast daytime use.
3. Select **Dark Mode** to reduce eye strain in low-light environments.
4. Select **System** to let APSense automatically match your device's global settings.

Support

If you need assistance with advanced customization or have questions about specific settings, please contact us:

- **Email:** support@ademero.com
- **Phone:** 863-937-0272
- **Web:** <https://www.ademero.com>

Conceptual overview

What is APSense

APSense is a comprehensive expense management platform designed to simplify how you track business spending, manage receipts, and log professional mileage. Whether you are an individual freelancer or part of a larger team, APSense automates the tedious parts of financial record-keeping so you can focus on your work.

The platform is available across mobile, web, and desktop environments, ensuring you can capture a receipt the moment you receive it or build detailed reports from your office.

The APSense mental model

To use APSense effectively, it helps to understand how your data is organized. The platform uses a hierarchical structure to keep your finances tidy:

- **Workspaces:** These are the highest level of organization. You use workspaces to separate different parts of your life or business, such as "Personal" and "Consulting." Each workspace has its own settings, categories, and reports.
- **Reports:** Reports act as containers for your expenses. You group related expenses into a report—like a "January Travel" or "Project X" report—before submitting them for approval or reimbursement.
- **Expenses:** These are individual line items. An expense can be a captured receipt, a manual entry, or a mileage log.

Intelligent data capture

APSense eliminates manual data entry by using artificial intelligence (AI) and Optical Character Recognition (OCR) to read your receipts. When you scan a receipt, the system automatically identifies the vendor, total amount, and date.

Depending on your subscription tier and device, APSense uses different processing methods:

- **Local OCR:** Available on all tiers, this method processes text directly on your mobile device for near-instant results.
- **Cloud AI:** Available for Pro and Enterprise users, this leverages advanced models to extract line items, smart categories, and complex data points.
- **On-Device AI:** For Pro users with high-end mobile devices, APSense runs advanced AI models locally to ensure maximum privacy and speed without needing a cloud connection.

Mileage and trip tracking

Logging business travel is a core part of the APSense experience. You can choose the method that best fits your workflow:

- **GPS Tracking:** Start a trip in the mobile app, and APSense uses your device's location services to calculate the exact distance traveled in real-time.
- **Odometer Entry:** Enter your start and end odometer readings to calculate distance.
- **Location-to-Location:** Simply enter your start and end addresses, and the system calculates the driving distance for you.

The report lifecycle

Expenses move through a structured workflow to ensure they are accurately recorded and reimbursed. Every report follows a specific lifecycle:

1. **Active:** You are currently adding expenses to the report. It is your "draft" phase.
2. **Submitted:** You have sent the report to an approver or accounting department. The report is now locked to prevent further changes.
3. **Approved/Rejected:** An approver reviews your submission. If rejected, you can make corrections and resubmit.
4. **Done:** The report is finalized, and the process is complete.

Workspaces and organization

Workspaces allow you to manage multiple business entities or projects within a single account. You can customize each workspace with unique colors and avatars to make switching between them intuitive.

By setting a **Default Report** within a workspace, any new receipt you scan is automatically assigned to that report, further reducing the number of taps required to stay organized.

Support and assistance

If you need help navigating the platform or have questions about your account, you can reach out to our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Key concepts

APSense is built around a few fundamental building blocks that help you move from a pile of receipts to a finished expense report. Understanding how these pieces fit together ensures you can track your spending accurately and get reimbursed faster.

Workspaces

Workspaces are the highest level of organization in APSense. They provide a logical “container” to separate different areas of your financial life. By default, every account starts with a **Personal** workspace.

You use workspaces to ensure that data from one part of your life doesn't mix with another. For example, you might have a “Consulting” workspace for your freelance work and a “Real Estate” workspace for property management. Each workspace maintains its own independent list of:

- **Expenses:** Transactions specific to that business or category.
- **Reports:** Groups of expenses ready for submission.
- **Settings:** Custom categories or payment methods unique to that workspace.

Expenses

An expense is the atomic unit of data in APSense. It represents a single transaction where money was spent. There are three primary ways you create an expense:

- **Receipt Scanning:** You use your camera to capture a physical receipt. APSense processes the image to extract the data automatically.
- **Mileage Logs:** You track a business trip either manually or via GPS. APSense calculates the reimbursement amount based on your configured mileage rates.
- **Manual Entry:** You type in the details for transactions that don't have a traditional receipt, such as a cash tip or a verbal agreement.

Every expense tracks essential data points like the vendor, the date, the amount, and the category (e.g., “Meals” or “Travel”).

Reports

Reports are containers used to group multiple expenses together for a specific purpose, such as a monthly reimbursement or a specific project's budget.

The power of reports lies in their **lifecycle**:

1. **Active:** You are still adding expenses to this report. It acts as a “draft.”
2. **Submitted:** You have sent the report to an approver or accounting department. The expenses in this report are now “locked” to prevent accidental changes.
3. **Approved/Rejected:** The reviewer has made a decision. If approved, the report moves toward reimbursement. If rejected, you can edit the expenses and resubmit.

You can set a **Default Report** for any workspace. When you scan a new receipt, APSense automatically assigns it to your default report, saving you several taps during high-volume entry.

AI-powered extraction

APSense uses a combination of Optical Character Recognition (OCR) and Artificial Intelligence (AI) to eliminate manual data entry. When you upload or scan a receipt, the system “reads” the image to identify key information.

- **Smart Extraction:** The AI looks for the vendor name, the total amount (including tax and tips), and the transaction date.
 - **Confidence Scores:** The system assigns a confidence level to its findings. If the AI is unsure about a mangled or blurry receipt, it flags the fields for your review.
 - **Smart Categorization:** Over time, APSense learns your habits. If you frequently categorize “Starbucks” as “Meals,” the AI automatically suggests that category the next time you visit a coffee shop.
-

Need help?

If you have questions about managing your workspaces or reports, please reach out to us:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Glossary

This glossary defines the primary terms and features you'll encounter while using APSense. Whether you are managing personal receipts or overseeing a large team, these definitions help you navigate the platform effectively.

AI-powered Receipt Extraction

This is an advanced data entry feature available in Pro and Enterprise subscription tiers. Unlike basic text recognition, the AI understands the context of your receipt to automatically extract the vendor name, total amount, date, tax, and even individual line items. It also suggests the most appropriate expense category based on your previous habits.

Admin Panel

The Admin Panel is a dedicated interface for users with administrative privileges. If you are an admin, you use this panel to manage user accounts, view system-wide activity charts, audit logs, and send broadcast notifications to your team. It serves as the central control center for organizational oversight.

APSense

APSense is the name of the platform. It is a comprehensive expense management solution designed to automate receipt tracking, mileage logging, and financial reporting across mobile, web, and desktop devices.

Dashboard

The Dashboard is your main overview screen. When you open the app, the Dashboard provides an at-a-glance summary of your recent spending, pending reports, and key financial metrics. It helps you quickly identify which expenses still need your attention.

Default Report

A Default Report is a specific report you designate as the primary destination for new expenses. When you scan a receipt or log mileage, APSense automatically assigns that entry to your Default Report to save you time. You can set or change your default report at any time within the report settings.

Email Ingest

Email Ingest allows you to create expenses without opening the app. You can forward digital receipts or photos of paper receipts to a dedicated email address (such as `expenses@apsense.app`). APSense identifies your account by your "From" address and automatically processes the attachments into new expense entries.

Expense

An Expense is a single record of spending. Every expense entry includes essential details like the vendor, the amount paid, the date of the transaction, and the payment method used. You can create expenses manually, through Email Ingest, or by using the camera to scan a receipt.

Expense Attachment

An Expense Attachment is a digital file linked to an expense record. These are typically images of paper receipts or PDF files from digital invoices. Attachments serve as the primary documentation for your spending and are included when you submit reports for approval.

Mileage Tracking

Mileage Tracking is a feature used to log travel distances for business reimbursement. You can enter your mileage manually, record odometer readings, or use your device's GPS to track a trip in real-time. APSense calculates the reimbursement amount based on the mileage rates configured in your settings.

OCR (Optical Character Recognition)

OCR is the base technology used in the Free and Starter tiers to read text from receipt images. It identifies characters and numbers to help fill in the vendor, date, and amount fields. While powerful, it is less contextual than the AI-powered extraction found in higher tiers.

Processing Job

A Processing Job is a temporary background task that occurs when you upload a receipt for cloud-based AI extraction. While the AI analyzes your receipt, you can see the status of this job in your expense list. Once the analysis is complete, the results are automatically applied to your expense entry.

Push Notification

Push Notifications are alerts sent directly to your mobile device or desktop, even when the APSense app is not active. You'll receive these for important updates, such as when a submitted report is approved or rejected, or when a forwarded email receipt has finished processing.

Report

A Report is a curated collection of expenses grouped together for a specific purpose, such as a business trip or a monthly reconciliation. You submit reports to an approver or accounting department to request reimbursement or to finalize your records.

Split Expense

The Split Expense feature allows you to divide a single transaction into multiple distinct entries. For example, if you have one receipt that contains both business supplies and personal items, you can split the expense to ensure only the business portion is included in your professional reports.

Subscription Tiers

APSense offers several service levels to match your needs:

- **Free:** Basic manual entry and limited OCR scans.
- **Starter:** Increased limits and GPS mileage tracking.
- **Pro:** Unlimited scanning and advanced AI-powered extraction.
- **Enterprise:** Team management, admin dashboards, and custom branding.

Tips & Tricks

Tips & Tricks are helpful messages and guidance provided to you as you use the platform. These messages offer advice on how to get the most out of APSense features and are delivered through in-app notifications, push alerts, and email.

Support

If you encounter a term not defined here or need further assistance, please contact our support team:

- **Email:** support@ademero.com
- **Web:** www.ademero.com
- **Phone:** 863-937-0272

FAQ

APSense Frequently Asked Questions

APSense is designed to take the manual labor out of expense management. Whether you're a solo professional or part of a larger team, these answers help you navigate the platform's automated features and workflows.

Account and Workspaces

How do I separate my personal and business expenses

APSense uses **Workspaces** to keep different areas of your financial life distinct. You can create multiple workspaces (such as "Personal" and "Consulting") and switch between them using the workspace selector. Each workspace has its own set of reports and expenses, ensuring that your business data never mixes with your personal records.

How do I delete my account

If you decide to leave APSense, you can delete your account through the **Account & Security** settings. To prevent accidental deletions, the system requires you to type a specific confirmation phrase: `DELETE MY ACCOUNT`. Once confirmed, your profile and associated data are permanently removed.

Receipt Capture and AI Extraction

How does the automated receipt scanning work

When you capture a photo of a receipt or upload a file, APSense uses AI-powered extraction to identify key details automatically. The system looks for the vendor name, the total amount, and the transaction date. You can review these fields immediately on the **Capture Review** screen to ensure everything is accurate before saving the expense.

What should I do if the AI extracts the wrong information

While the AI is highly accurate, factors like poor lighting or crumpled paper can occasionally cause errors. You can manually edit any field on the review screen. APSense features **fuzzy matching logic**, which means it learns from your corrections. If you fix a vendor name once, the system is more likely to recognize that vendor correctly in the future.

Can I submit receipts via email

Yes. You can send receipt attachments directly to your dedicated APSense email inbox. The system automatically processes these attachments, extracts the data, and adds them to your expense list. This is particularly useful for digital invoices and travel confirmations that arrive in your email.

Expense Reports and Submissions

What do the different report statuses mean

Reports move through a specific lifecycle to track their progress toward reimbursement:

- **Active:** You're still adding expenses or making edits.
- **Submitted:** You've sent the report to an approver or accounting department.
- **Approved:** The report has been reviewed and cleared for payment.
- **Rejected:** The report was sent back for corrections.
- **Done:** The process is complete, and the report is finalized.

How do I send a report for approval

When you're ready to submit, use the **Submit for Approval** action. A two-step dialog appears to collect the necessary contact information, such as the email addresses for your manager (approver) and the accounting department. APSense then generates the necessary notifications and documentation for them.

In what formats can I export my data

You can export your expense data at any time. The most common options are:

- **PDF Full Report:** A professional document including summaries, category breakdowns, and images of all associated receipts.
- **CSV Data File:** A spreadsheet-ready file containing all raw transaction data, ideal for importing into accounting software.

Mileage and GPS Tracking

What are the different ways to log mileage

APSense offers three methods for tracking business travel:

1. **Manual Entry:** Enter the total distance traveled directly.
2. **Odometer Readings:** Enter your starting and ending odometer values, and the system calculates the difference.
3. **GPS Trip Tracking:** Start a trip in the app, and APSense uses your device's location services to track the exact route and distance in real-time.

Does GPS tracking work if I close the app

Yes. If you grant the necessary background location permissions, APSense continues to track your trip even if you switch to another app or lock your screen. This ensures your mileage is recorded accurately without requiring the app to stay open in the foreground.

Support and Troubleshooting

Where can I get help if I encounter an issue

If you run into trouble or have a specific question not covered here, you can access the **Help Center** directly within the app settings. From there, you can submit a support request through our contact form, which automatically includes relevant details like your app version and platform to help us assist you faster.

Contact Information

If you need direct assistance, you can reach out to our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Next Steps: To learn more about setting up your first report, visit the **Reports** section in your app navigation.

Settings reference

APSense settings reference

You can customize your APSense experience through various settings menus. These configurations allow you to manage your identity, organize your financial data into workspaces, and automate your reporting workflows.

User profile settings

Manage your personal identity and account security. These settings are tied to your primary account and persist across all devices.

Setting	Description
Display name	The name shown on your reports and within the application interface.
Avatar	A profile picture or initials used to identify your account. You can upload an image or use a generated letter avatar.
Email address	The primary email associated with your account. This is used for sign-in and receiving notifications.
Password	Update your account security credentials.

Workspace configuration

Workspaces allow you to separate different types of expenses, such as Personal and Business. Each workspace maintains its own set of reports and expenses.

Setting	Description
Workspace name	A unique label for the environment (e.g., "Freelance Projects").
Description	An optional field to provide more context about the workspace's purpose.
Color	A visual identifier used in lists and navigation to help you quickly distinguish between workspaces.
Active status	Determines if a workspace is currently visible. Deactivating a workspace hides it from selection menus without deleting the data.
Avatar text/image	A specific icon or text snippet used to represent the workspace in the sidebar.

Expense and category defaults

Customize how you categorize spending and track mileage to speed up data entry.

Setting	Description
Categories	A list of labels used to group expenses (e.g., Meals, Travel, Software). You can add, rename, or remove categories.
Payment methods	The accounts or cards used for transactions (e.g., Corporate Visa, Cash, PayPal).
Mileage rate	The reimbursement amount per unit of distance. You can set specific rates for different years to match tax regulations.

Report management preferences

Configure how APSense handles report lifecycles and automation.

Setting	Description
Auto-archive done reports	Automatically moves reports to the archive once they reach the “Done” status.
Auto-archive reimbursed reports	Automatically archives reports once they are marked as reimbursed.
Show default report prompt	When enabled, the app asks if you want to set a report as the default when you assign an expense to it for the first time.
Confirmation prompts	Toggle alerts that appear before marking reports as reimbursed, done, or archived.
Accounting email	The default recipient for submitted expense reports.
Approval email	The email address of the individual responsible for reviewing and approving your reports.

Notification and delivery settings

Control the frequency and method of updates for different platform events. You can choose between **Push**, **Email**, or **Both** for most categories.

Event type	Description
Emailed receipts	Updates on the status of receipts you have sent to the platform via email.
Report status	Alerts when a report is approved, rejected, or requires resubmission.
Announcements	General updates and news from the APSense team.
Tips and tricks	Helpful suggestions on how to use platform features effectively.

Regional and unit settings

Adjust the platform to match your local requirements for currency and distance tracking.

Setting	Description
Currency code	The primary currency used for all expense totals and reports (e.g., USD, EUR, GBP).
Distance unit	Choose between Miles or Kilometers for GPS and manual mileage tracking.
Theme mode	Switch between Light , Dark , or System (follows your device settings).

Administrative controls

Administrators have access to global platform settings to manage user engagement and system behavior.

Control	Description
Global tips toggle	Enables or disables the delivery of scheduled Tips & Tricks messages for all users.
Message schedule	A 90-day calendar where admins can assign specific educational messages to be sent based on a user’s account age.
User promotion	Grant or revoke administrative privileges for specific users.

Support

If you need assistance with specific settings or encounter issues with your configuration, contact support:

- Email: support@ademero.com

- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Keyboard shortcuts

APSense provides a variety of keyboard shortcuts to help you navigate the application and manage your expenses more efficiently. These shortcuts are available when using the APSense desktop application or accessing the platform via a web browser.

Global navigation

Use these shortcuts to jump quickly between the primary modules of the application.

Action	Shortcut
Go to Dashboard	G + D
Go to Expenses	G + E
Go to Reports	G + R
Go to Mileage	G + M
Go to Settings	G + S
Go to Admin Panel	G + A

Expense management

These shortcuts streamline the process of adding new transactions and documentation.

Action	Shortcut
Create manual expense	N + E
Upload receipt files	U
Paste receipt from clipboard	Ctrl + V (Windows/Linux) or Cmd + V (macOS)

Report management

Use this shortcut to quickly organize your expenses into a new report.

Action	Shortcut
Create new report	N + R

General actions

These utility shortcuts are available throughout the application to manage data and focus.

Action	Shortcut
Focus search bar	/
Refresh data	R

Platform specific notes

Shortcuts involving the "Paste" command automatically adjust based on your operating system:

- **Windows and Linux:** Use the **Control (Ctrl)** key.
- **macOS:** Use the **Command (Cmd/⌘)** key.

For navigation sequences (such as **G** + **E**), press the keys simultaneously to trigger the action.

Support

If you encounter issues with keyboard shortcuts or need further assistance, please contact our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Feature matrix

APSense offers four subscription tiers designed to scale with your needs, from individual receipt tracking to enterprise-level team management. You can choose a plan based on your monthly scan volume, required automation level, and organizational complexity.

Plan overview

The following table provides a high-level comparison of the primary features and pricing for each APSense tier.

Feature	Free	Starter	Pro	Enterprise
Monthly Price	\$0	\$9.99	\$19.99	\$49.99
Manual Entries	Unlimited	Unlimited	Unlimited	Unlimited
Receipt Scans	Up to 5,000/mo	Up to 15,000/mo	Unlimited	Unlimited
Extraction Type	Basic OCR	Basic OCR	AI-Powered	AI-Powered
Workspaces	1	Up to 3	Up to 10	Unlimited
Mileage Tracking	No	GPS-based	GPS-based	GPS-based
Support	Standard	Priority Email	Priority Phone	Dedicated Manager

Receipt processing and AI capabilities

APSense uses different technologies to extract data from your receipts depending on your plan. While all plans support digital and physical receipt capture, higher tiers provide deeper automation.

- **Basic OCR (Free & Starter):** Uses optical character recognition to extract standard text such as the vendor name, total amount, and date.
- **AI-Powered Extraction (Pro & Enterprise):** Leverages advanced AI to provide higher accuracy and extract complex data points.
- **Smart Categorization:** Pro and Enterprise plans automatically suggest the best expense category based on the vendor and items purchased.
- **Line Item Extraction:** Available in Pro and Enterprise tiers, this feature breaks down individual items on a receipt rather than just capturing the total.

Expense and report management

Core management tools allow you to organize your spending into structured reports for reimbursement or tax purposes.

- **Manual Entries:** You can manually create expenses without a receipt on any plan.
- **GPS Mileage Tracking:** Available starting with the Starter tier, this allows you to track business trips in real-time using your device's GPS to calculate reimbursements automatically.
- **Custom Categories:** Starter, Pro, and Enterprise users can create and manage their own expense categories to match their specific accounting needs.
- **Advanced Reporting:** Pro and Enterprise tiers include enhanced analytics and reporting tools for deeper insights into spending patterns.

Organization and workspaces

Workspaces allow you to keep different parts of your life or business separate. You can maintain distinct sets of reports, expenses, and settings within each workspace.

- **Workspace Limits:**
 - **Free:** Limited to a single workspace.
 - **Starter:** Supports up to 3 workspaces.

- **Pro:** Supports up to 10 workspaces.
 - **Enterprise:** Offers unlimited workspaces.
- **Team Management:** Enterprise plans include a dedicated admin dashboard to manage multiple users, oversee team spending, and control access levels.

Support and integrations

Higher tiers provide faster response times and additional tools for developers and large organizations.

- **Support Levels:**
 - **Free:** Access to standard help resources.
 - **Starter:** Priority email support.
 - **Pro:** Priority phone support.
 - **Enterprise:** A dedicated account manager for personalized assistance.
- **API Access:** Enterprise users can access public APIs to build custom integrations between APSense and other business software.
- **Custom Branding:** Enterprise organizations can apply their own branding to the platform interface.

Contact support

If you need help choosing a plan or have questions about specific features, contact the support team:

- **Email:** support@ademero.com
- **Web:** www.ademero.com
- **Phone:** 863-937-0272

Release notes

Version 1.0.314

This update introduces advanced AI-powered receipt processing for premium tiers, a new administrative messaging system, and significant stability improvements across the mobile and web applications. The focus of this release is enhancing data accuracy and refining the user interface for a more consistent experience.

New Features

AI-powered receipt extraction

Pro and Enterprise tier users now benefit from intelligent receipt extraction. While standard users continue to use high-speed local OCR, premium accounts leverage advanced AI to automatically identify vendors, total amounts, tax, and categories with higher precision.

Administrative Tips & Tricks

Administrators can now manage and schedule a library of “Tips & Tricks” messages. These messages help guide you through the platform's features over your first 90 days, delivered via in-app notifications and email.

Tiered processing indicators

You can now see exactly how your receipt was processed. New visual badges indicate whether an expense was generated via **Basic OCR**, **Cloud AI**, or **On-Device AI**, providing transparency into the data extraction method used.

Improvements

Enhanced expense search

The search functionality is now more powerful. You can search your expense history using specific dollar amounts (e.g., searching “42.50” will find matching transactions). We also updated search bar hints to help you discover all searchable fields, including categories and notes.

Optimized dark mode visibility

We refined the visual experience for dark mode users. Text and buttons in empty states are now easier to read, and workspace selections have improved contrast to ensure your active context is always clear.

Refined keyboard handling

We updated the layout logic for the **Delete Account** and **New Report** modals. These screens now adjust dynamically when your mobile keyboard appears, preventing layout “overflow” errors and keeping action buttons accessible.

Camera permission timing

For new users, the app now requests camera permissions immediately upon tapping the scan button. This ensures you aren't interrupted mid-capture by system permission dialogs.

Bug Fixes

- **Google Sign-In:** Resolved an issue preventing Google Sign-In from completing successfully on certain iOS devices.
- **Notification Settings:** Fixed a bug where changes to notification delivery preferences (e.g., switching from Email to Push) were not persisting after closing the settings menu.
- **Filter Controls:** Corrected the “Clear” link in report expense lists, which previously failed to reset active filters.
- **Vendor Alignment:** Fixed a minor UI misalignment where checkboxes in the vendor filter modal did not line up vertically with the vendor names.
- **Navigation:** Fixed a bug in the side menu where clicking “Expenses” or “Reports” occasionally failed to switch to the correct screen.

Support

If you encounter any issues with this release or need assistance with your account, please contact our support team:

- **Email:** support@ademero.com
- **Web:** <https://www.ademero.com>
- **Phone:** 863-937-0272

Contact and support

APSense provides multiple channels to help you find answers and get assistance when you need it.

Support channels

You can reach the APSense support team through the following channels:

- **Email:** Send your questions or issues to support@ademero.com.
- **Website:** Visit our support portal at <https://www.ademero.com> for FAQs and resources.
- **Phone:** Call us directly at 863-937-0272.

In-app help and reporting

The APSense app includes built-in tools to help you quickly find information or submit a detailed support request.

Help Center

Access the Help Center from the app's settings. Here you can find answers to frequently asked questions and troubleshooting guides. If you cannot find what you need, the Help Center provides a direct link to the "Report an Issue" form.

Report an Issue

If you encounter a problem or have a specific question, use the "Report an Issue" form within the app. This form allows you to:

- Select a **topic** for your request.
- Describe the **issue** you are experiencing.
- Indicate the **impact** the issue has on your workflow.
- Provide **details** to help us understand the problem.
- **Attach files or screenshots** to illustrate your issue.

What to include in your request

To help us resolve your issue quickly and accurately, please include the following information in your support request:

- **App Version and Platform:** Specify the version of the APSense app you are using and the platform (Android, iOS, or Web).
- **Clear Description:** Provide a concise yet comprehensive description of the problem.
- **Steps to Reproduce:** List the steps you took that led to the issue. This helps us understand and replicate the problem.
- **Expected vs. Actual Behavior:** Explain what you expected to happen and what actually occurred.
- **Attachments:** Include any relevant screenshots, receipt images, or report exports that can provide additional context.

Response expectations

We strive to provide timely and effective support.

- **Priority Support:** Users with Pro and Enterprise subscription tiers receive priority email and phone support.
- **Updates:** You will receive updates and communications regarding your support request via the email address registered with your APSense account.