

QuickStart Guide

Using Receipt Store



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Using Receipt Store

The Receipt Store feature allows you to associate receipt images with specific expense entries. It also allows managers and processors to easily reconcile the expense report receipts at the expense level.

The ability to drag or upload receipt images into the Receipt Store is turned on by default. However, you must verify your email address to activate the option to email receipt images to Concur.

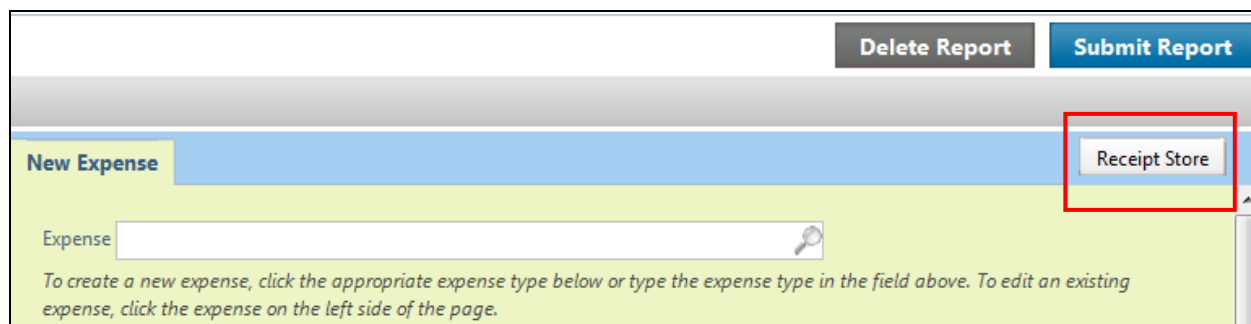
Section 1: Verify Email Addresses

How to...

1. Click the **Receipt Store** button to begin the email verification process.

Additional Information

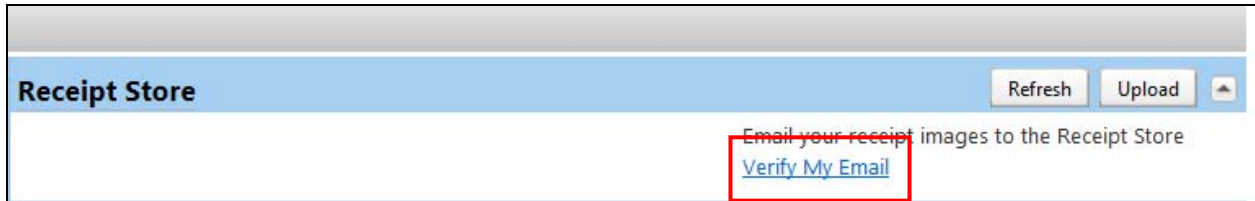
The **Receipt Store** pane appears.



Section 1: Verify Email Addresses (continued)

How to...

2. In the Receipt Store pane, click the **Verify My Email** link.



3. Click **Verify**.
4. Click **OK** to confirm the verification message.
5. From your email inbox, open the email, copy the verification code, and then paste it into the **Enter Code** field.
6. Once you have entered the verification code, click **OK** to complete the verification.
7. To verify an additional email address, click the **Add an email address** link.
8. In the **Enter email address** field, enter the additional email address.
9. Click **OK**.
10. Click **Save**.
11. Repeat steps **3-6** to verify additional email addresses.

Additional Information

You will be redirected to the **Email Addresses** section of your profile. Your work email address will already be listed.

You will see a message that indicates that an email has been sent to the address being verified.

The status of the email address is now **Verified**.

You can have up to three email addresses linked to the Receipt Store. Each email address must be unique and you cannot use a shared email alias for this.

Delegate Considerations:

An email address can be registered only *once* with Receipt Store - you must decide if a delegate's email address should be linked to your account, or retained for the delegate's own receipt image account.

You must save your profile to verify additional email addresses.

Once the email addresses are verified, you can send receipt images to the Receipt Store at receipts@concur.com.

Section 2: Drag and Drop Receipts from the Receipt Store

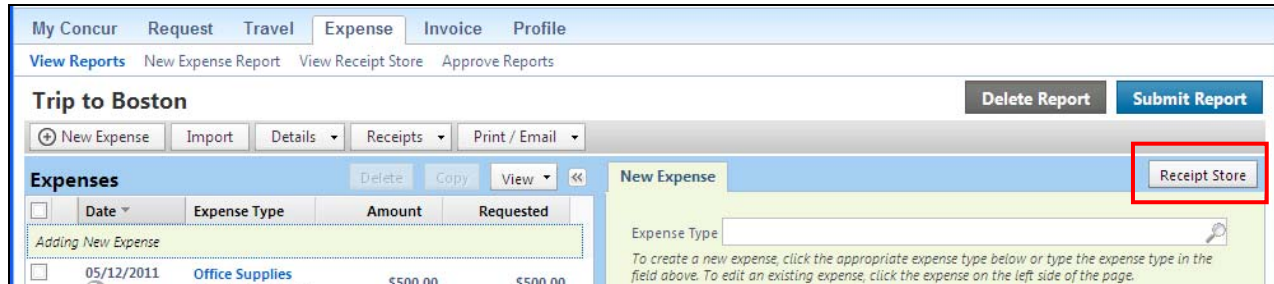
Using Receipt Store, you can easily drag and drop receipts to attach them to specific expenses.

How to...

1. With your expense report open, click **Receipt Store**.

Additional Information

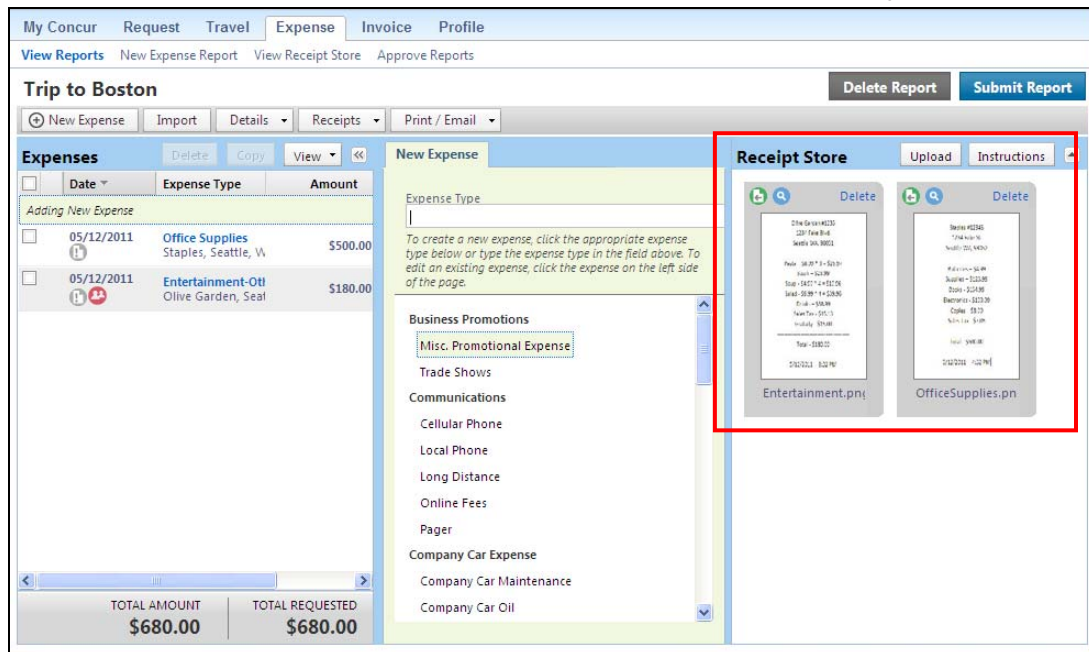
The Receipt Store is hidden by default.



2. In the **Receipt Store** pane, you can view any previously emailed or uploaded receipts.

You can add additional receipts to the Receipt Store by clicking **Upload**, or emailing the receipt images to receipts@concur.com.

If you want to delete a specific receipt from the Receipt Store, you can click **Delete** for that receipt.



3. Click on a receipt image to view details of the receipt.
4. Expense entries that require a receipt will display the **Receipt Image Required** icon.

You can rotate an opened image for easier viewing. Click **Save** to save the changes.



Section 2: Drag and Drop Receipts from the Receipt Store (continued)

How to...

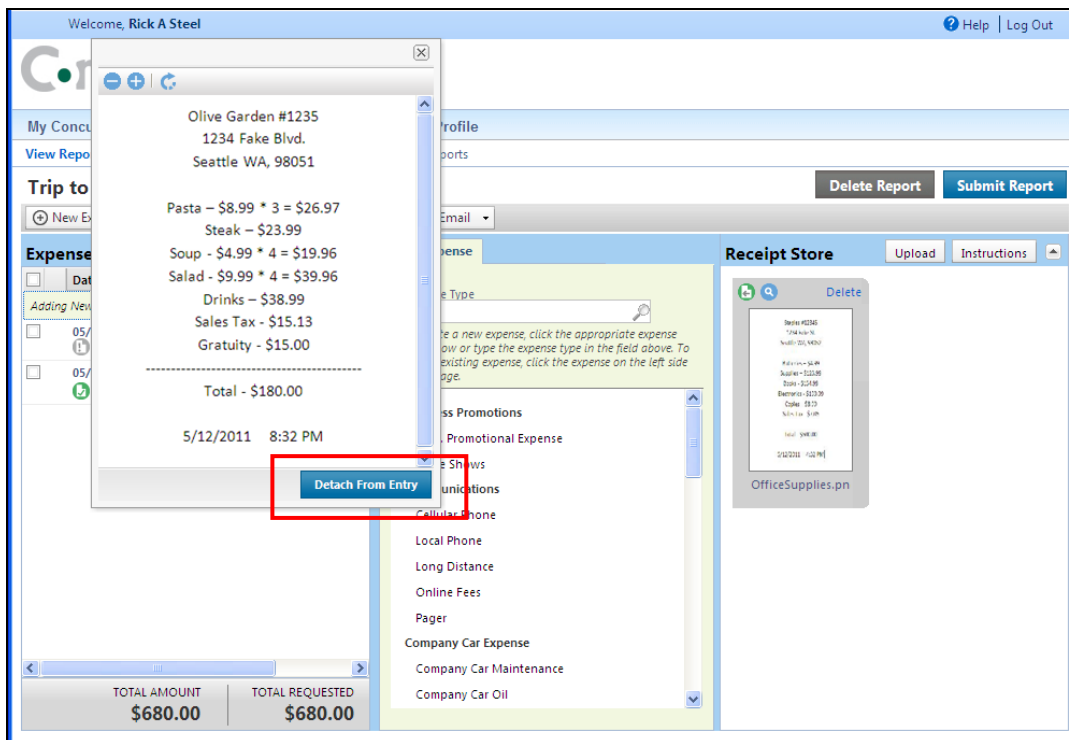
5. To attach a receipt to an expense entry, click the receipt in the **Receipt store**, and then drag and drop onto the appropriate expense entry.
6. To view the attached receipt, place your mouse pointer over the **Receipt Received** icon.

Additional Information

When you attach the receipt to the expense, the icon changes to the **Receipt Received** icon.



Click **Detach From Entry** to remove this receipt from the expense.



Section 3: Upload Receipt Images to the Receipt Store

You can upload receipt images to the Receipt Store for use on expense reports. Receipt images from the Receipt Store can be attached to expense line items.

How to...

1. From the My Concur page, place your mouse pointer over the **Expense** tab.



Additional Information

2. From the **Expense** dropdown menu, select **View Receipt Store**.
3. Click **Upload**.
4. Click **Browse**.
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file to upload, and then click **Open**.
7. Click **Upload**.

The Receipt Store opens.

The **Receipt Upload** dialog box opens.

You can upload images that are up to 5 MB in size and they can be PNG, JPG, TIFF, HTML or PDF files.

The receipt image is added to the Receipt Store and is ready for you to add to an expense report.

