## Objective

The purpose of this document is to guide users through the process of enabling e-receipts for transactions in Concur.

E-receipts sent from suppliers are an efficient way of managing transactions and many travel providers, such as hotels and airlines, will provide you with e-receipts if you agree to accept them. To do that go to the travel home page and click "sign up here" to activate e-receipts.

Activating e-receipts in Concur

1. Log in to Concur with your OHIO ID and password.
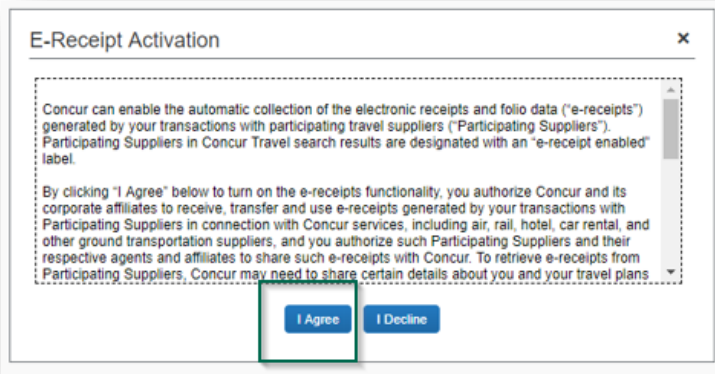2. In the "Travel Alerts" section of the travel landing page, select "Sign up here"
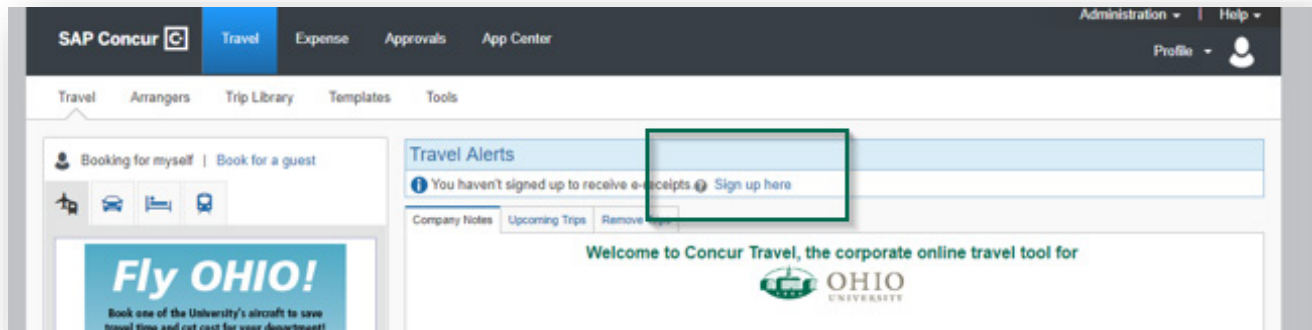
3. This will take you to the E-receipt Activation page. Click "here" to begin the activation process.
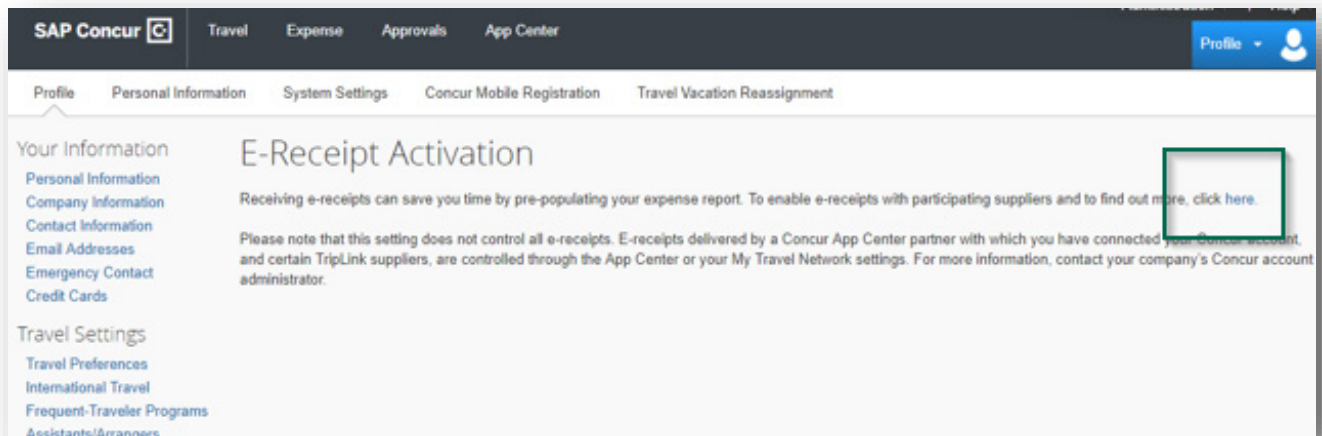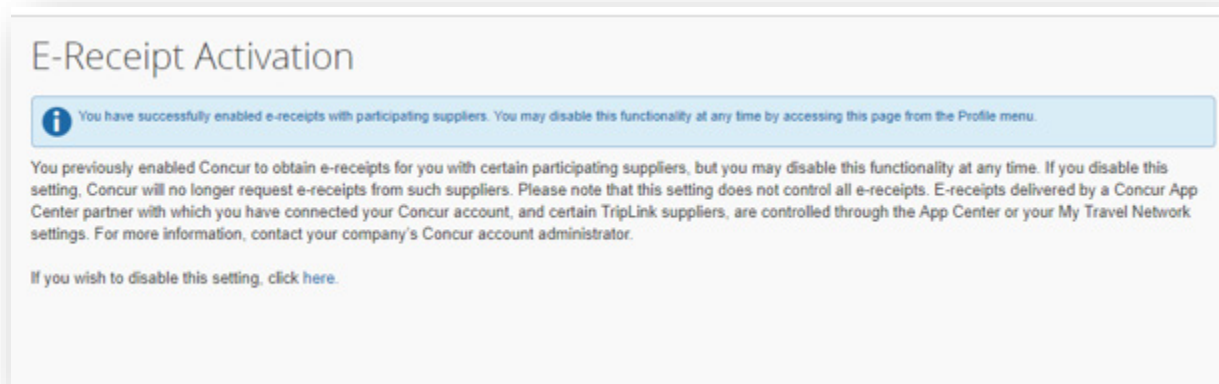
4. A pop-up screen will ask you to agree to the terms. Please read the terms and then check "I Agree" to activate e-receipts.

5. You will receive an acknowledgment page upon successful activation.

e-Receipts in Concur

e-Receipt Functionality

At times you may receive an e-receipt that is not associated with a credit card transaction. An e-Receipt should never be pulled into a report without the transaction. Any line with a payment type of "Cash" in the Available expenses will be an e-receipt. The e-receipt should be matched or combined to an expense or deleted based on the availability of the accompanying expense.

Matched e-Receipt

1. When expense and e-receipts are matched, the Payment Type will be OHIO MC.

Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Approved
	Ohio MC	DOMESTIC TRAVEL	American Airlines Louisville, Kentucky	01/04/2019	$211.01 Allocated

2. Open the Expense - To the right there will be the receipt and e-receipt options tabs.

Un-Matched e-Receipt

1. When expense and e-receipts are not matched the Payment Type will be Cash.

2. If the charge has already been processed or there is not a matching charge, you will need to delete the e-receipt.
   - Put a check mark next to the un-matched E-receipt
   - Select Delete
   - Answer the question Yes that you want to delete the E-Receipt

Combine Expenses

If you see the credit card expense in one line and a cash e-receipt in another, you should combine these lines to attach the e-receipt to the credit card expense.

Check the box to the left of each line and click Combine Expenses