



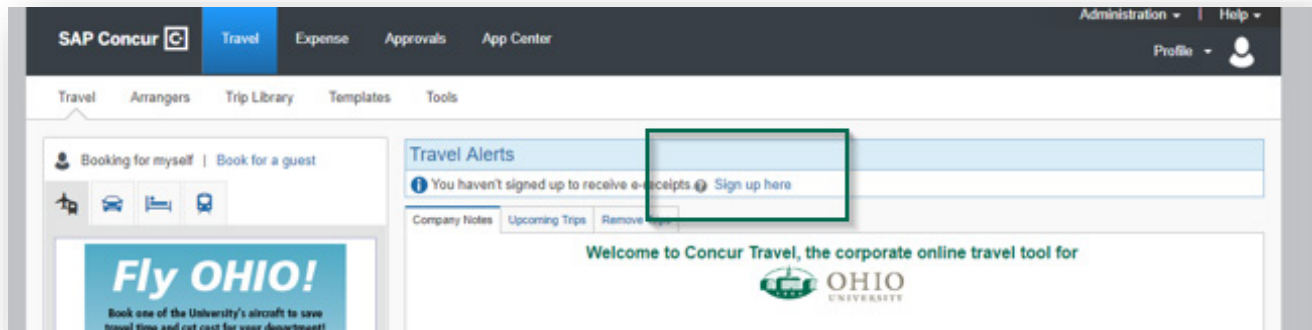
## Objective

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

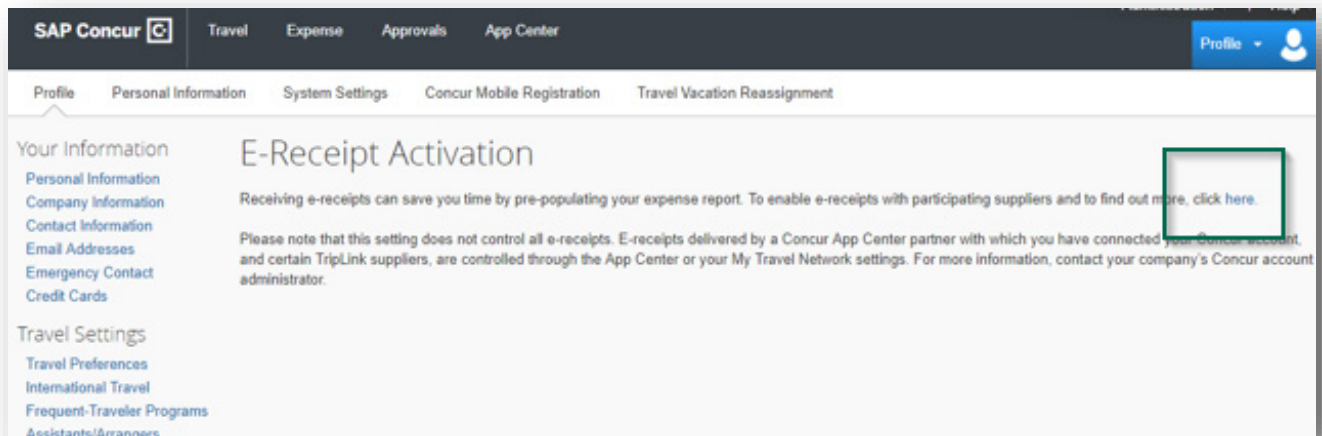
E-receipts sent from suppliers are an efficient way of managing transactions and many travel providers, such as hotels and airlines, will provide you with e-receipts if you agree to accept them. To do that go to the travel home page and click “sign up here” to activate e-receipts.

## 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”

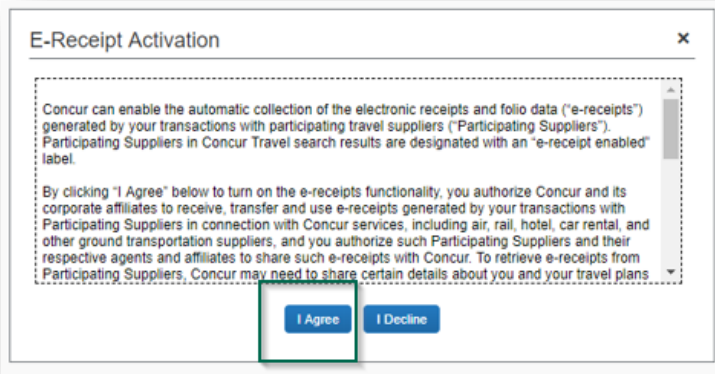


3. This will take you to the E-receipt Activation page. Click “here” to begin the activation process.

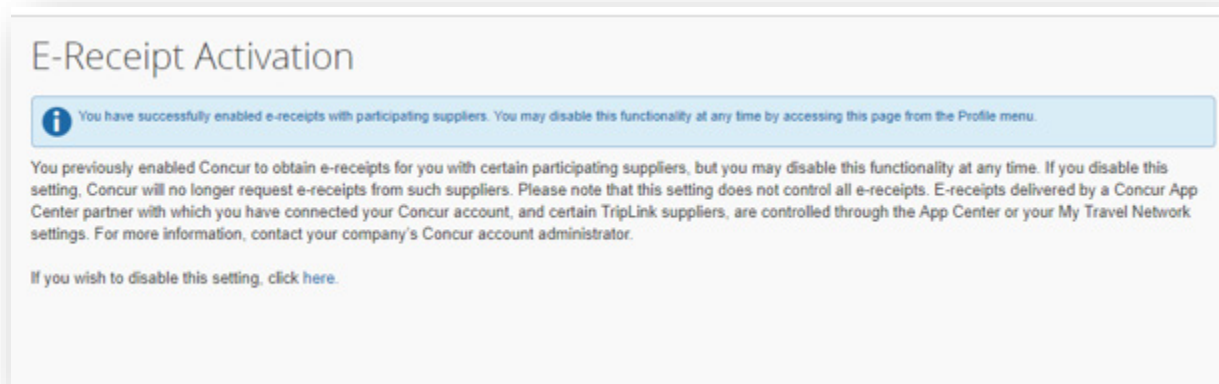


## e-Receipts in Concur

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.

← → DOMESTIC TRAVEL \$211.01
Close Expense

1/04/2019 | American Airlines | Corporate Card, E-Receipt

Details
Itemizations
Hide Receipt

**Allocations**

Expense Type: DOMESTIC TRAVEL

Object Code: 718110 AIRFARE - DOMESTIC

When: Transaction Date: 01/04/2019

Why: Business Purpose: Flight to attend RHPI conference

Vendor Name: American Airlines

Where: City: Louisville, Kentucky

Payment Type: Ohio MC

Who: Scott Anzalone

What: Description: Airfare

Approved Amount: 211.01

Personal Expense (do not reimburse)

Receipt
E-Receipt

Passenger Receipt

Depart	Arrive	Date	Flight #	Class of Service
John Glenn Columbus Intl Airport, OH	Washington D.C. Ronald Reagan National Airport, DC	02/04/2019 2:50 PM	AA4421	Q - Economy class
Washington D.C. Ronald Reagan National Airport, DC	John Glenn Columbus Intl Airport, OH	02/07/2019 2:16 PM	AA4420	Q - Economy class

FARE: USD 189.00  
TAXES: USD 41.35  
TICKET TOTAL: USD 230.35  
FAD: USD 211.01

Ticket Number: 001728209634


Ticket Issued: 01/04/2019  
Issued By: The Travel Authority

Endorsement Restrictions: TRANSPORTATION SUBJECT TO TERMS OF CARTRIDGE PRINTED INSIDE OF TICKET  
JACKET


# e-Receipts in Concur

## Un-Matched e-Receipt

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

<input type="checkbox"/>		Cash	HERTZ	07/17/2018	EUR 662.47
--------------------------	---	------	-------	------------	------------


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

<input type="checkbox"/> Delete <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/>						
<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>		Ohio MC	UNDEFINED	TST* THAI PARADISE - A	02/20/2019	\$47.44
<input checked="" type="checkbox"/>		Cash		HERTZ	07/17/2018	EUR 662.47

## 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

AVAILABLE EXPENSES <small>View: All Expenses</small>						
<input type="checkbox"/> Delete <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/>						
<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>		Ohio MC	UNDEFINED	HERTZ	07/17/2018	EUR 662.47
<input checked="" type="checkbox"/>		Cash		HERTZ	07/17/2018	EUR 662.47