

# Activating E-Receipts in Concur

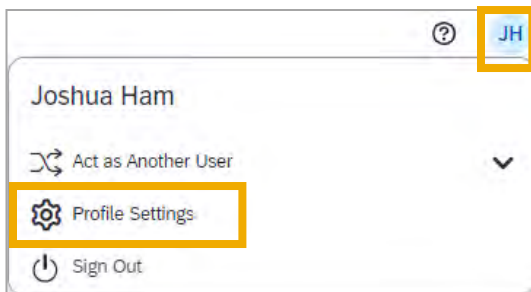
E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor. Also, you must opt-in from your profile before e-receipts can be activated. Once activated, eligible transactions will appear in the Available Expenses section, the same way that T&E Cards transactions appear.

**Important:** Some vendors may require additional paperwork before they can send e-receipt data.

## Activating E-Receipts

Follow these steps to enable and activate e-receipts:

1. From the Concur home page complete either of the following:
  - a. Click the **Sign up here** link.
  - or
  - a. Click the **Profile** link.
  - b. Click the **Profile Settings** link.

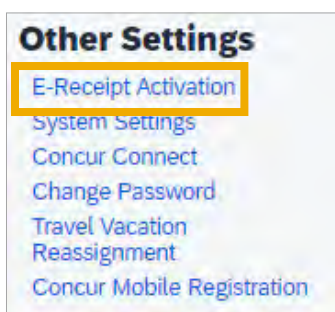


**Result:** You will be directed to the Profile Options page.

- c. Select **E-Receipts Activation** (in the Other Settings section on the left-side menu).

**Result:** The E-Receipt Activation appears.

2. Click the **E-Receipt Activation** link.

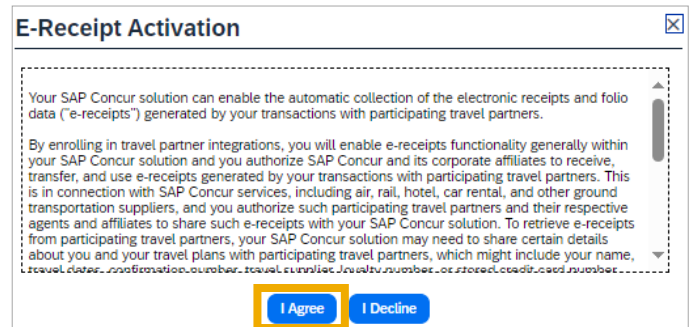


3. Click the **Enable** link located in the text.



**Result:** The E-Receipt Activation and User Agreement appears.

3. Click the **I Agree** button.

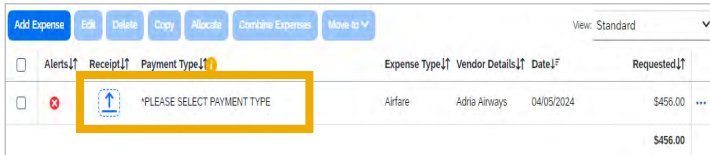


**Result:** The E-Receipts confirmation appears.

**Note:** Once you have accepted the user agreement, your T&E Card will be opted in as well (if applicable).

## When an E-Receipt is for a T&E Card or Airfare Direct Bill

Before a credit card transaction imports, the **Payment Type** for e-Receipts will be listed as **“PLEASE SELECT PAYMENT TYPE”** or **“Pending Card Transaction.”**



Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	<input type="checkbox"/>	*PLEASE SELECT PAYMENT TYPE	Airfare	Adria Airways	04/05/2024	\$456.00

In both instances, when the card transaction imports into Concur, it will merge with the e-Receipt and automatically update the payment type to **“University Travel Card”** for T&E Card transactions or **“Airfare Direct Bill Card.”** These payment types are hard-coded and cannot be changed.

**Note:** Card transactions will take 3 to 5 business days to import into Concur.

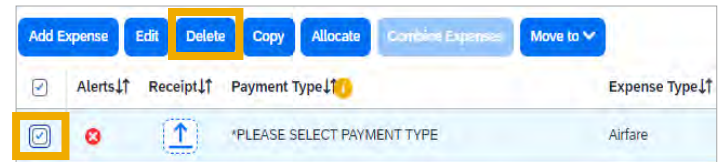
## When to Delete an E-Receipt

E-receipts will generate for all airfare transactions, even when there is a no-cost exchange. When the e-receipt populates in your available expenses, the Payment Type will be listed as **“PLEASE SELECT PAYMENT TYPE,”** as seen in the image below.

If an e-receipt is received for a no-cost exchange, the Payment Type will remain as **“PLEASE SELECT PAYMENT TYPE”** since there was no credit card transaction. These e-receipts do not need to be reconciled and may simply be deleted from the system.

To delete the E-Receipt:

1. Select the line Item.
2. Click **Delete**.



Alerts	Receipt	Payment Type	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	*PLEASE SELECT PAYMENT TYPE	Airfare

**Result:** The E-Receipt has been deleted from the available expenses.