

# Working with Available Receipts

The Concur Imaging Service enables users to email or upload receipt images to an Available Receipts repository, or “library.” All users must first activate the E-receipt function in their iBuy Expense Reporting (Concur) profile. They must also ensure that they have completed the email verification step given in the Email Addresses section of their Concur profile. See [Updating Your Expense Profile.pdf](#). Images can be up to 5MB in size and must be saved as PDF, JPG, PNG, HTML or TIFF files.

In this example, a \$99.99 Amazon receipt for HP toner was saved as PDF file. A report was created for this office supplies expense, which was paid for by personal credit card.

*New Expense* Cancel Save Expense

Details Itemizations Hide Receipt

Allocate \* Indicates required field

Expense Type \*  
54111-OFFICE SUPPLIES

Transaction Date \* 08/24/2018 Business Purpose HP 410 toner for 3F color printer

Vendor Name Amazon City

Payment Type \* Out of Pocket

Transaction Amount \* 99.99 Currency \* US, Dollar

Personal Expense (do not reimburse)  Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? \* No

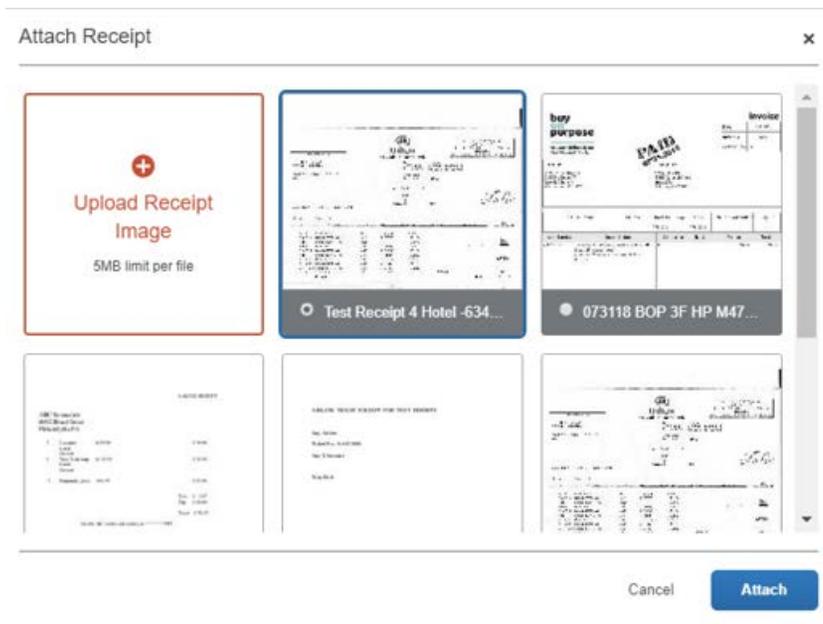
Comment

Save Expense Cancel

  
Attach Receipt Image

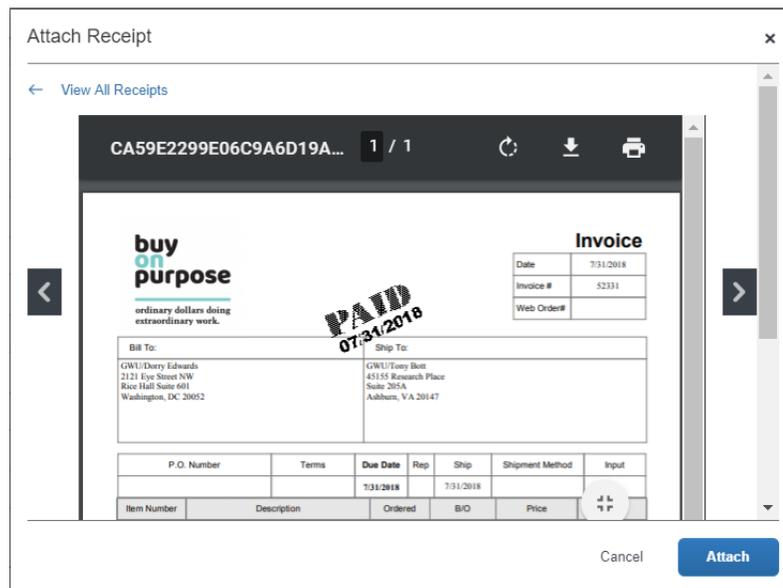
Since the expense details have been entered and saved, the receipt can be attached at any time prior to submitting the report.

Click **+ Attach Receipt Image** to bring up this pop-up screen:



The Attach Receipt screen shows all receipts you have entered into your Available Receipts library, which is also shown on your Expense Home Page. Receipts appear here when the user emails them to [receipts@concur.com](mailto:receipts@concur.com) or saves them from their desktop. The user selects the target receipt and clicks **Attach**.

When a receipt is currently on the user's desktop, they must click the **+ Upload Receipt Image** option, select the target receipt, and then click **Attach**.



You can also click on and magnify any of the receipt images and scroll to search for other images in your receipt library.

In this example, the receipt is in a file the user keeps on their desktop, so the + Upload Receipt Image option is used to locate and attach the receipt.

54111-OFFICE SUPPLIES \$99.99 

08/24/2018 | Amazon

Cancel

Save Expense

Details

Itemizations

Hide Receipt 

 Allocate

\* Indicates required field

Expense Type \*

54111-OFFICE SUPPLIES

Transaction Date \*

08/24/2018

Business Purpose

HP 410 toner for 3F color printer

Vendor Name

Amazon

City



Payment Type \*

Out of Pocket

Transaction Amount \*

99.99

Currency \*

US, Dollar

Personal Expense (do not reimburse)

Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? \*

No

Comment

Save Expense

Cancel



Once you save the expense, it is transferred to your Report Page. You can click on the box to the left of the expense line to either submit or take some other action. You would click Edit to return to the expense details page where you can make changes to the expense fields and detach the receipt and replace the receipt if necessary.

Note that Concur now provides a Receipt column, so you can easily see if a receipt is missing. You can also click on the image to magnify it and confirm it is the correct one.

### Attaching a Receipt \$99.99

Not Submitted

[Delete Report](#) [Submit Report](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

[Add](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Out of Pocket	54111-OFFICE SUPPLIES	Amazon	08/24/2018	\$99.99
						<b>\$99.99</b>

