BU BUworks Online Help

Using Concur's Receipt Store

This Quick Reference Guide reviews how to utilize the Receipt Store in Concur for the uploading and attachment of receipt images for expense reports.

The **Receipt Store** is an image gallery in a user's profile where receipt images can be uploaded and stored for easier attachment to expense report line items.

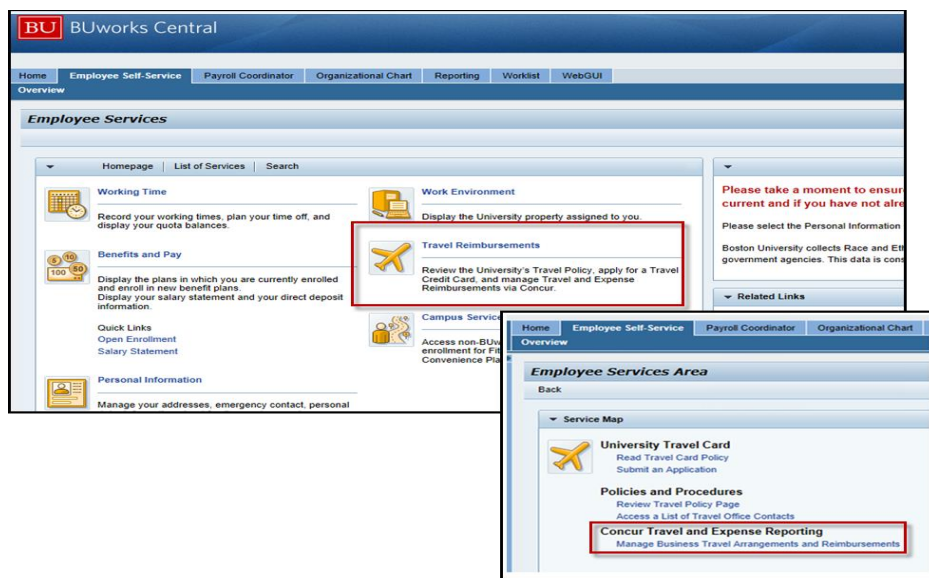A user can upload images to the Receipt Store by
- Forwarding receipt images via email to receipts@concur.com
    - ** After verification of email address
- Via the Concur Mobile App
- Utilizing the **Available Receipts** section of Concur web application by dragging image files directly from desktop
    - Expense Tab → Manage Expenses → Available Receipts

** In order to fully utilize the receipt store all Concur users should **verify** the email address associated with their profile and any email address they wish to forward receipt images from.
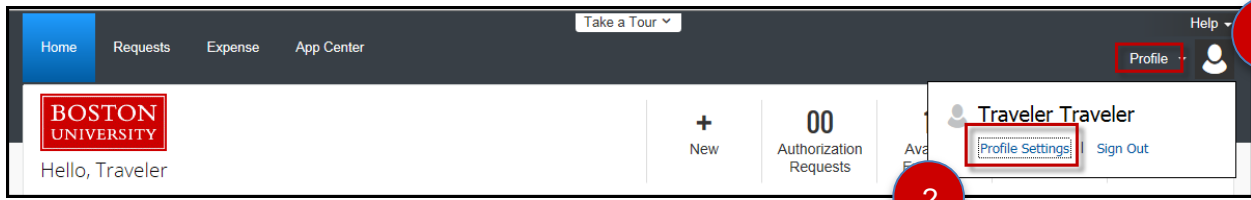
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A. How to Verify an Email Address in Concur

To access **Concur** go to BUworks Central Portal Web-Site Page and follow the menu path below:

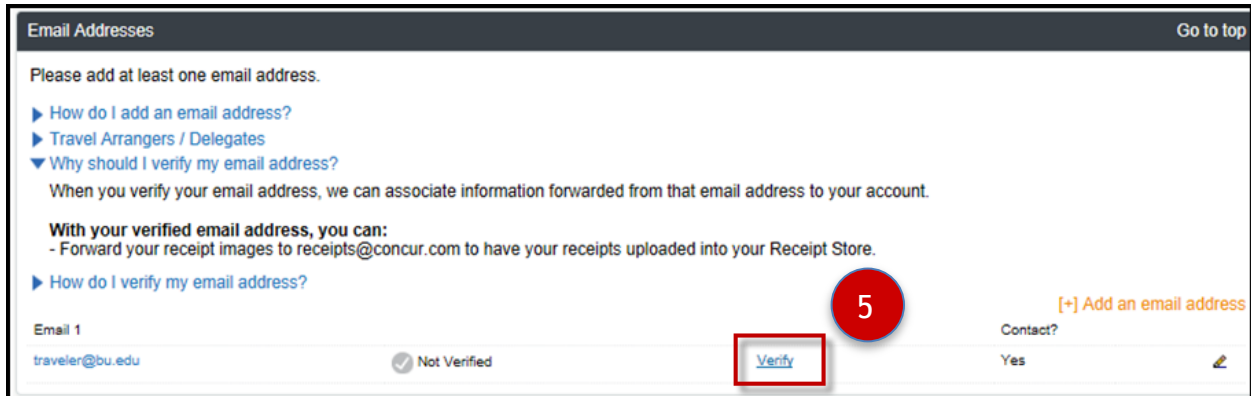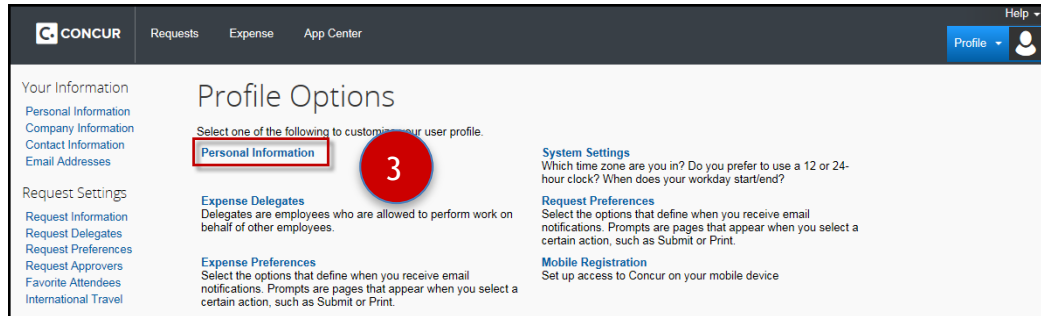**Menu Path**: **BUworks Central Portal** → Employee Self Service tab → Travel Reimbursements→ Manage Business Travel Arrangements and Reimbursements → Concur Home Page

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1	Click the **Profile** button on the right hand side of the Concur Home tab
2	Click and select the **Profile Settings** option
3	Click on **Personal Information**

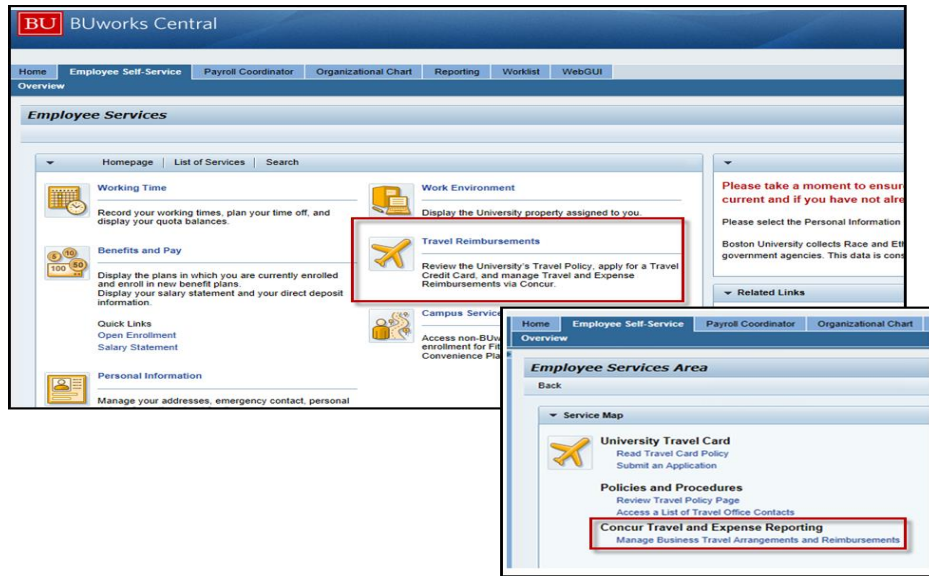| 4	**My Profile – Personal Information** page scroll down to the **Email Addresses** section
5	Click **Verify** to send a verification code to the default email address associated with the Concur profile (BU email). **Information** Concur will send a verification code to the select email address for confirmation – system message displayed below:

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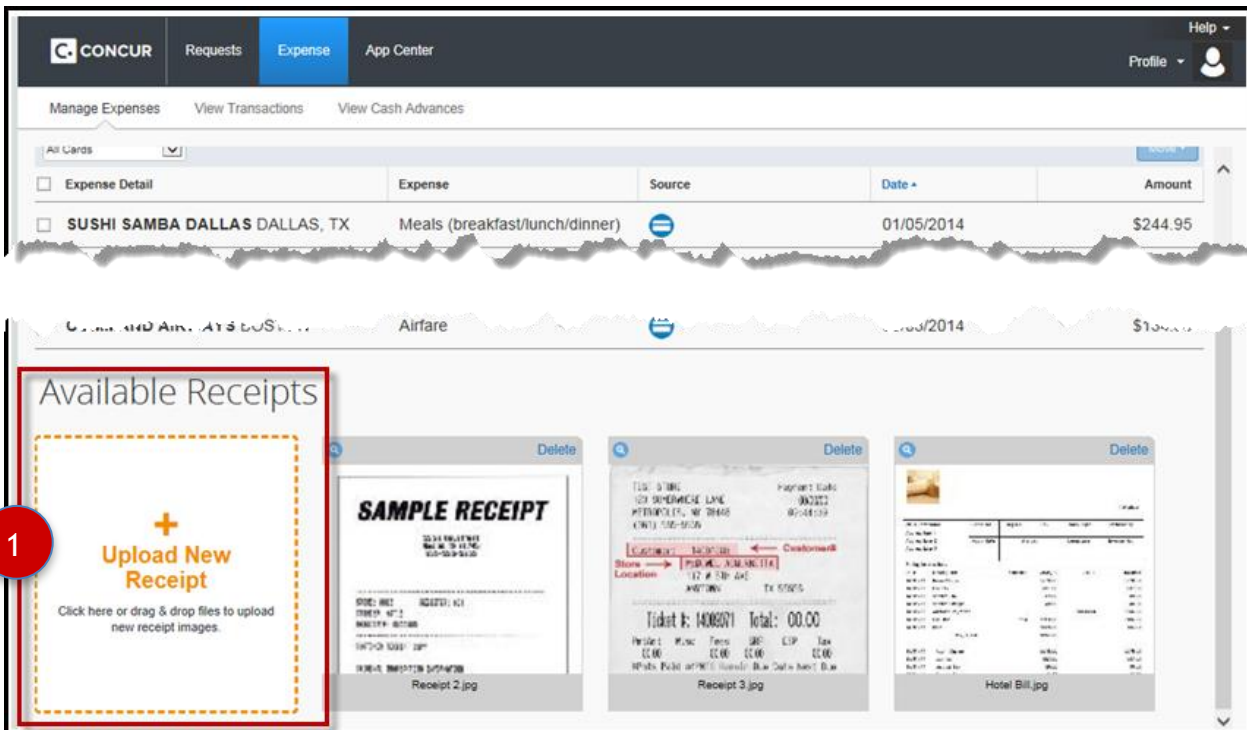|	
	Verification Email Sent ⚠ An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below. OK *Note: Within this screen you can also add additional email addresses for verification*
6	Enter emailed system generated verification code then Click **OK** **Email Addresses** Please add at least one email address. ▶ How do I add an email address? ▶ Travel Arrangers / Delegates ▶ Why should I verify my email address? ▶ How do I verify my email address? Email 1 sechrist@bu.edu ⊘ Check email for code Resend | Cancel Enter Code /3F55E2N34867668WD ✕ OK
7	The system will confirm the verification status - Images may now be sent to the profile's receipt store via receipts@concur.com **Email Verification Status** ⊠ ⚠ Your email address has been verified. You may now send receipts to your receipt store by emailing receipts@concur.com OK

You have verified & validated the email address for uploading file images to Concur Receipt Store
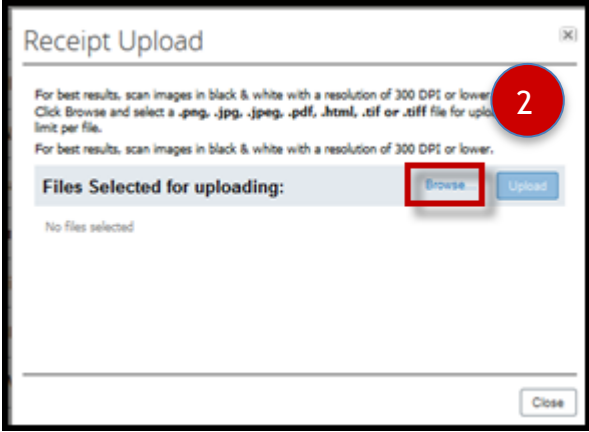
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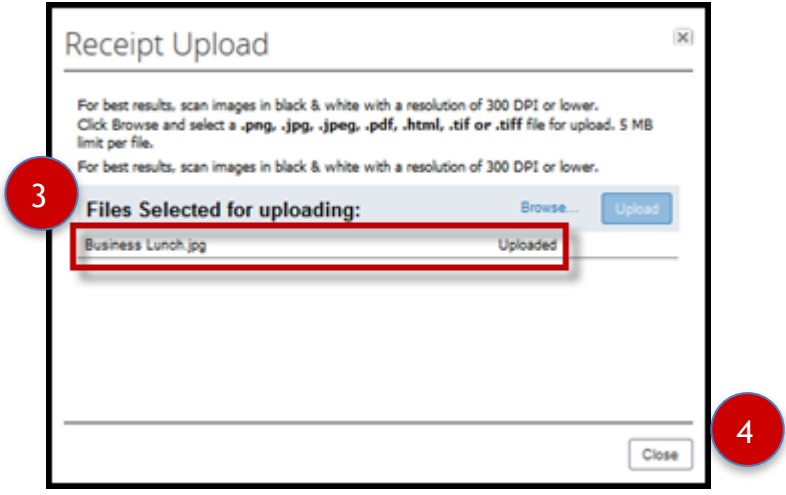**B.** **How to utilize the Receipt Store within the Concur web application**

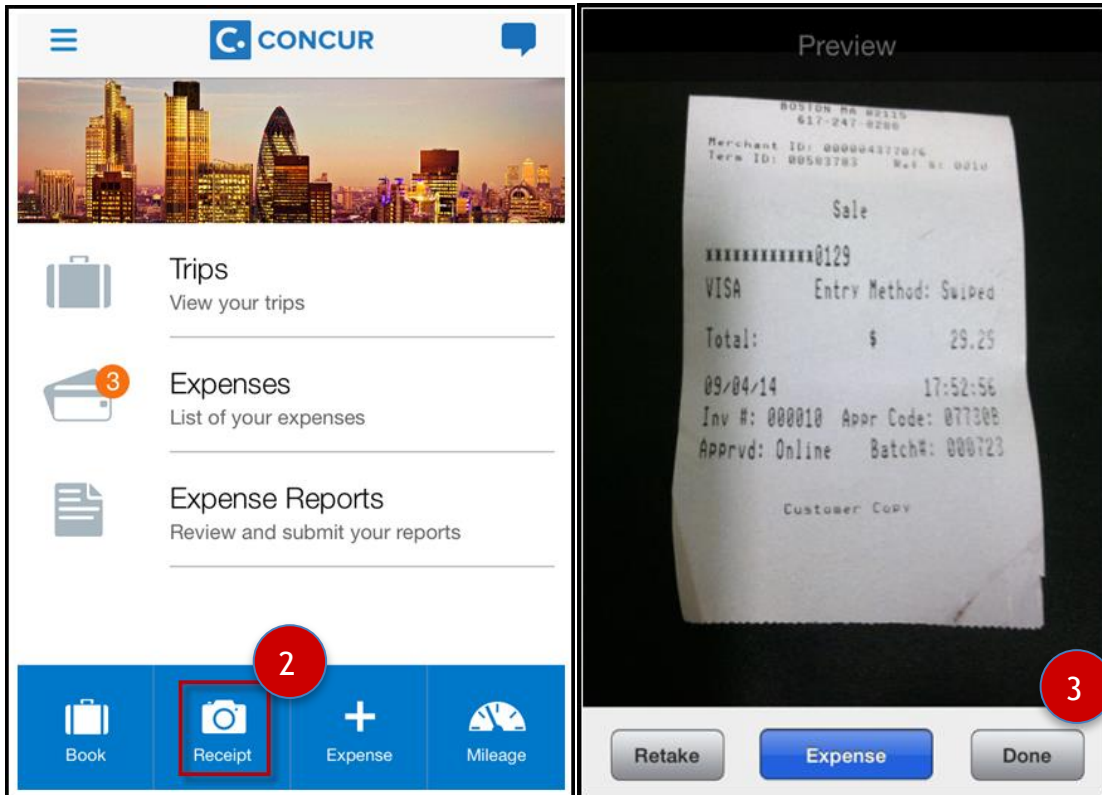To access **Concur** go to BUworks Central Portal Web-Site Page and follow the menu path below:

Menu Path: **BUworks Central Portal** → Employee Self Service tab → Travel Reimbursements→ Manage Business Travel Arrangements and Reimbursements → Concur Home Page

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1	Click the **Upload New Receipt** box to Browse and Upload available image files
2	Select **Browse** to located the desired receipt image on your machine and then **Upload** once the correct file has been selected Receipt Upload For best results, scan images in black & white with a resolution of 300 DPI or lower. Click Browse and select a **.png, .jpg, .jpeg, .pdf, .html, .tif or .tiff** file for upload limit per file. For best results, scan images in black & white with a resolution of 300 DPI or lower. **Files Selected for uploading:** Browse Upload No files selected Close
3	Concur will confirm the image has been uploaded Receipt Upload For best results, scan images in black & white with a resolution of 300 DPI or lower. Click Browse and select a **.png, .jpg, .jpeg, .pdf, .html, .tif or .tiff** file for upload. 5 MB limit per file. For best results, scan images in black & white with a resolution of 300 DPI or lower. **Files Selected for uploading:** Browse... Upload Business Lunch.jpg Uploaded Close
4	Click **Close** to continue

Information

Note: a user can also directly drag and drop any image file (.png, .jpg, .jpeg, .pdf, .html, .tf or .tiff) from their desktop computer to the **Upload New Receipt** box

You have uploaded an image file to the Concur Receipt Store

C. **How to capture and save an image to the Receipt Store via the Concur Mobile App**

1	Open the Concur App via your mobile device
2	Click on the **Receipt** icon at the bottom of the app screen – this will give the Concur application access to your mobile devices camera
3	Take a picture of your receipt and click **Done** This will save the image in the **Receipt Store** for later use within the mobile app OR access via the Concur web application

You have saved an image to the Receipt Store via the Concur Mobile App