

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

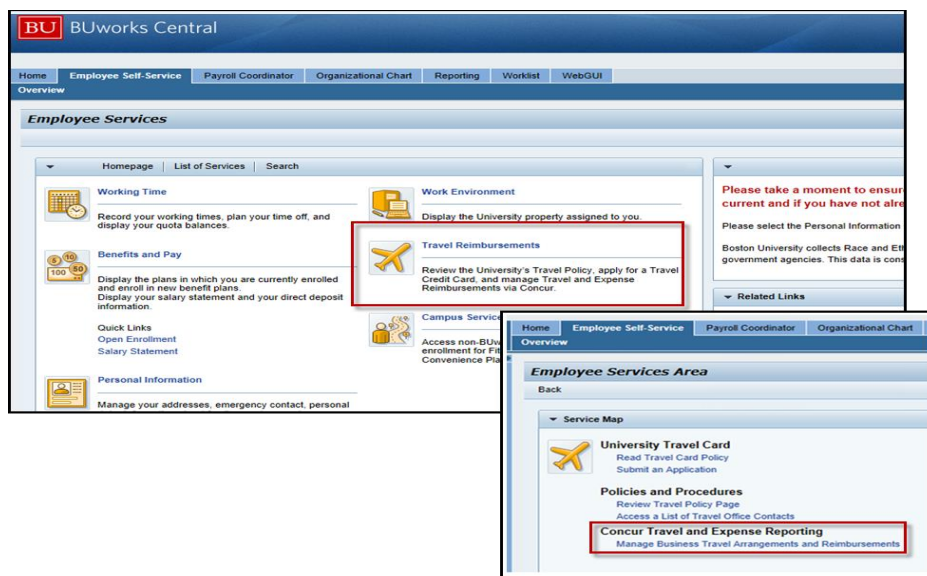
- Forwarding receipt images via email to receipts@concur.com
 - ** After verification of email address
- Via the Concur Mobile App
- Utilizing the **Available Receipts** section of Concur web application by dragging image files directly from desktop
 - Expense Tab → Manage Expenses → Available Receipts

** 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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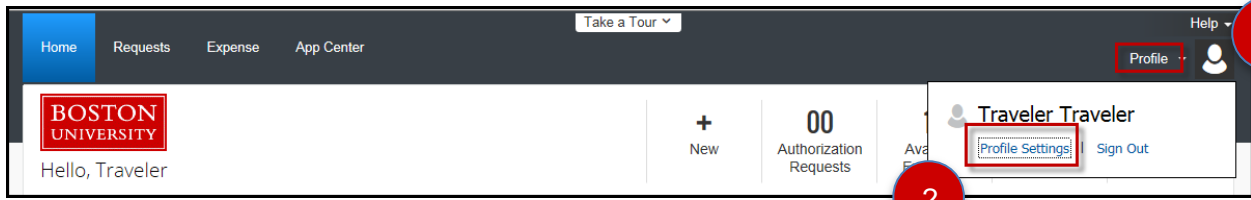
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A. How to Verify an Email Address in Concur



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

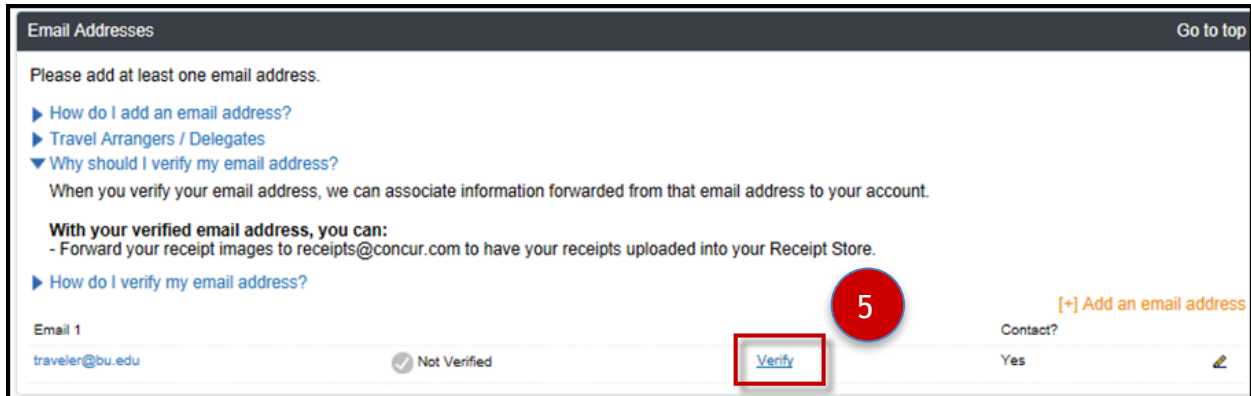
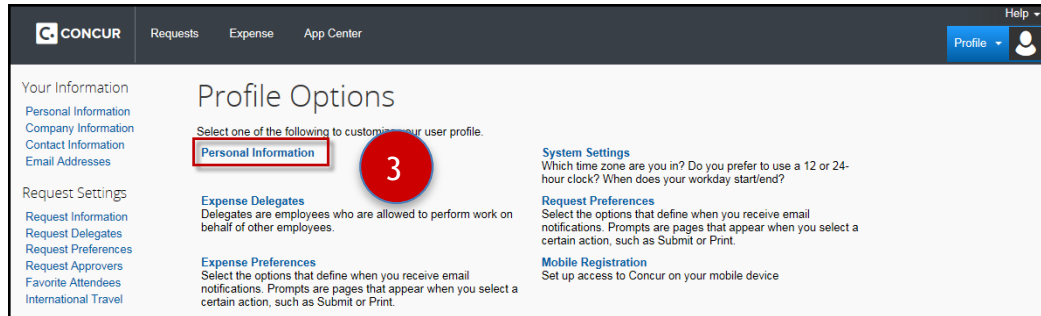
Menu Path: [BUworks Central Portal](#) → Employee Self Service tab → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements → Concur Home Page




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).

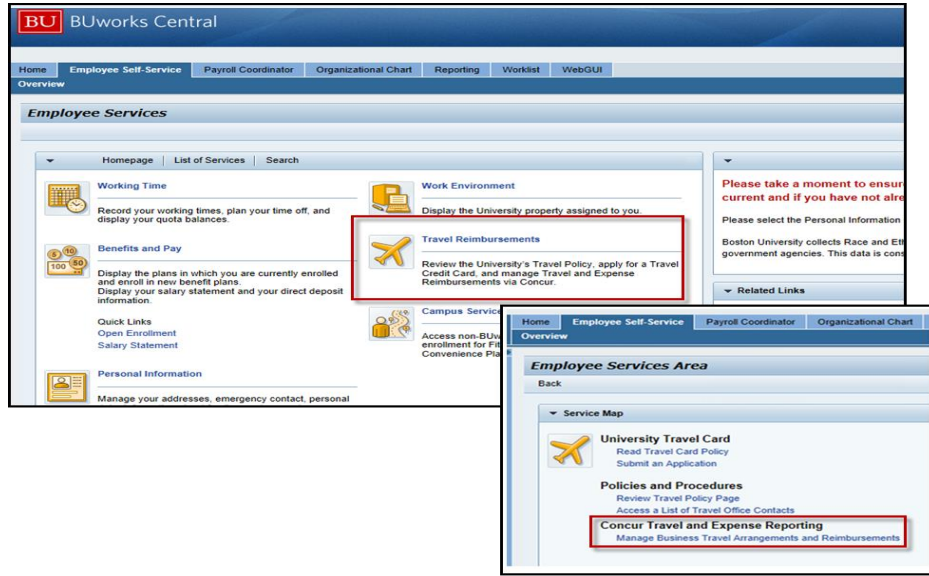


Concur will send a verification code to the select email address for confirmation – system message displayed below:

	<div data-bbox="391 191 1300 554" data-label="Image"> </div> <p data-bbox="272 583 1266 615">Note: Within this screen you can also add additional email addresses for verification</p>
<p data-bbox="201 680 224 705">6</p>	<p data-bbox="272 680 1029 705">Enter emailed system generated verification code then Click OK</p> <div data-bbox="407 743 1284 1058" data-label="Image"> </div>
<p data-bbox="201 1100 224 1125">7</p>	<p data-bbox="272 1100 812 1125">The system will confirm the verification status</p> <p data-bbox="272 1157 1219 1188">- Images may now be sent to the profile's receipt store via receipts@concur.com</p> <div data-bbox="418 1220 1273 1549" data-label="Image"> </div>

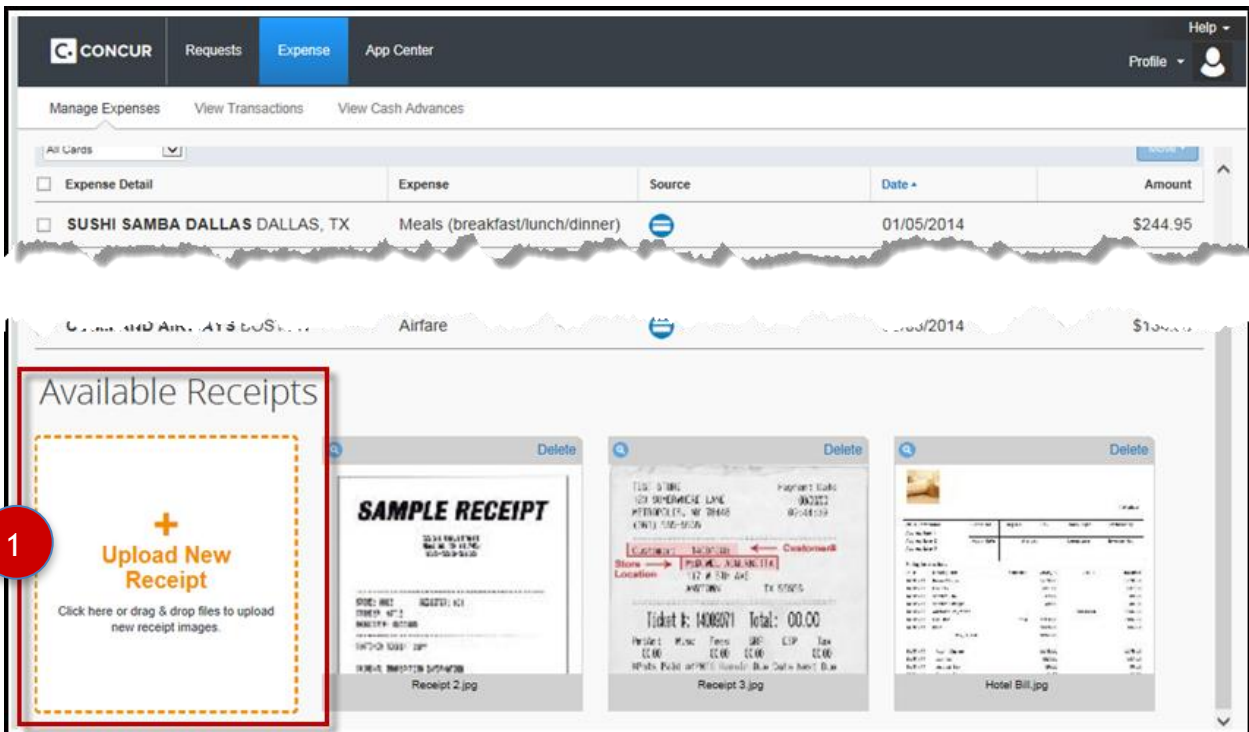
You have verified & validated the email address for uploading file images to Concur Receipt Store

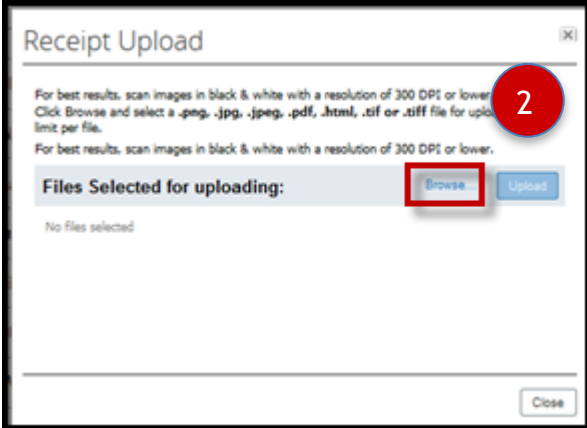
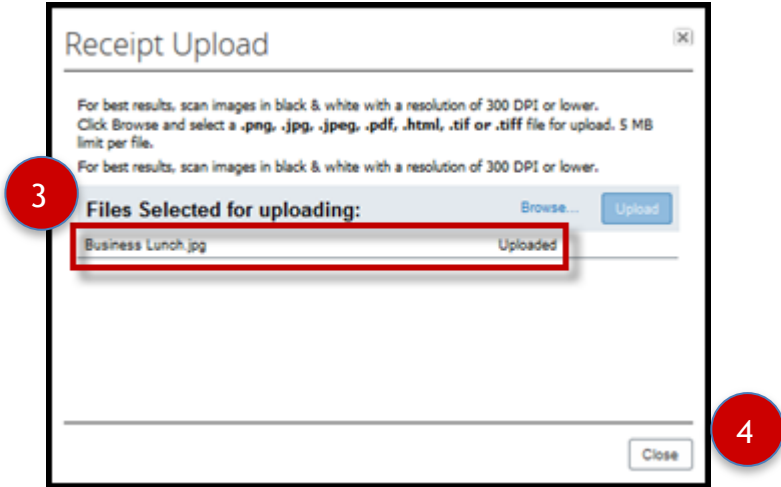

B. How to utilize the Receipt Store within the Concur web application



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

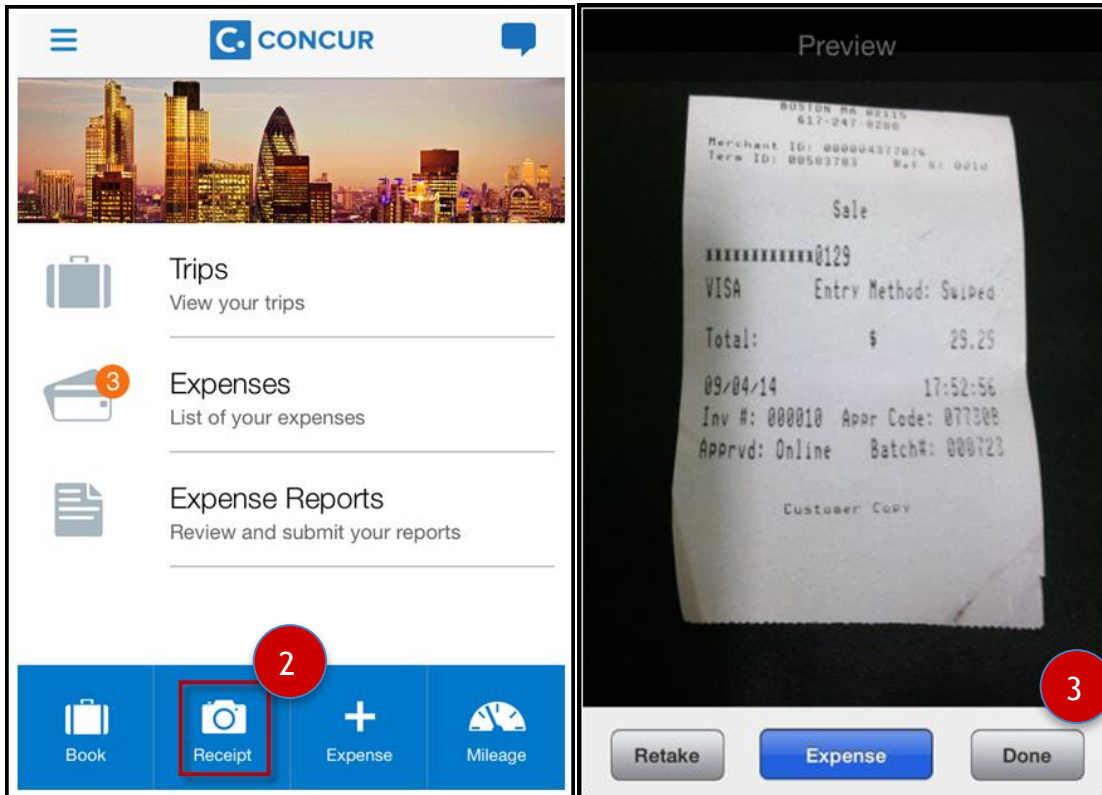
Menu Path: [BUworks Central Portal](#) → Employee Self Service tab → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements → Concur Home Page



1	Click the Upload New Receipt box to Browse and Upload available image files
2	<p>Select Browse to locate the desired receipt image on your machine and then Upload once the correct file has been selected</p> 
3	<p>Concur will confirm the image has been uploaded</p> 
4	Click Close to continue
<p style="text-align: center;"> Information</p> <p>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</p>	

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	<p>Take a picture of your receipt and click Done</p> <p>This will save the image in the Receipt Store for later use within the mobile app OR access via the Concur web application</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>< Home Expenses Receipts +</p> <p>Upload your receipts to the Receipt Store. Then open a report or expense entry and attach the receipt.</p> <p>Sep 2014</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>Mon Sep 08 2014 ></p> <p>10:40 AM</p> </div> </div>

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