SAP Concur C·

E-RECEIPTS

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. Hotel e-receipts can be used to automatically itemize hotel expenses.

Definitions

The e-receipt data is used by the Smart Expenses functionality to intelligently match possible duplicate transactions. The differences between e-receipts and Smart Expenses are listed below:

- E-Receipt: The term e-receipts refers to data sent to Concur through the Concur Connect Program. This data comes directly from the supplier and provides the user with a complete receipt image linked to their expense item. The e-receipt information may not contain all line items, usually due to credits or returns. The total on the e-receipt will always be the correct transaction total.
- Smart Expenses: Smart Expenses are expenses where there is a match between two or more data points (manual entry, credit card, travel itinerary, and e-receipt). The best match is between credit card data, travel data, and e-receipt, but a match between credit card and manual entry would also qualify. If an e-receipt matches any data point, the user will be presented with the Smart Expenses screen to verify the match.
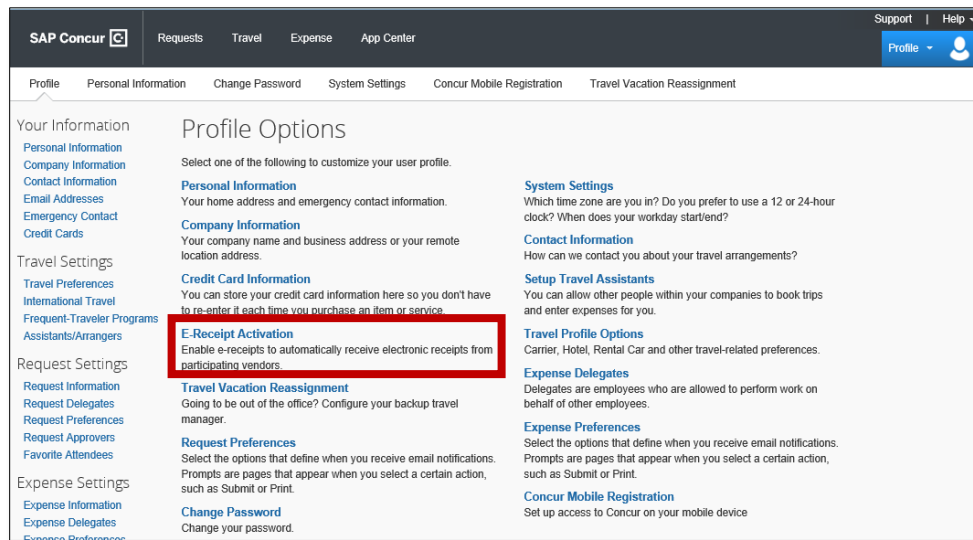
There are two ways to activate e-receipts:

1. From the Home screen, under the Alerts section you will be prompted to activate e-receipts.
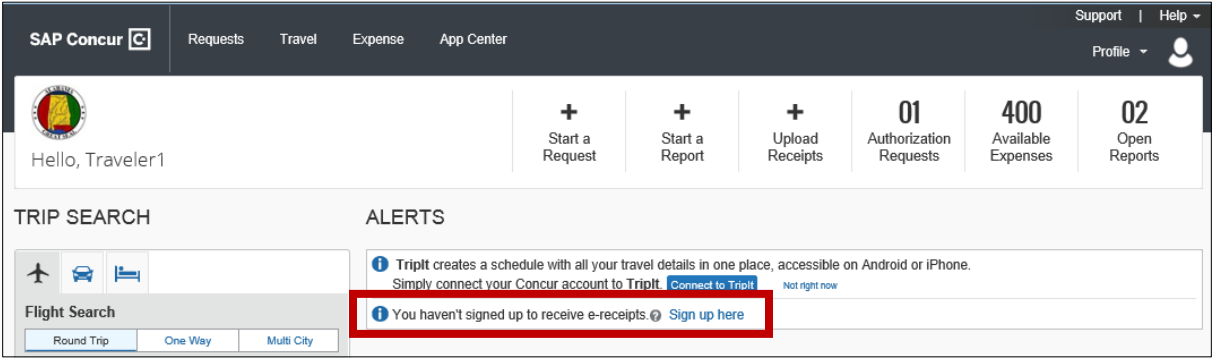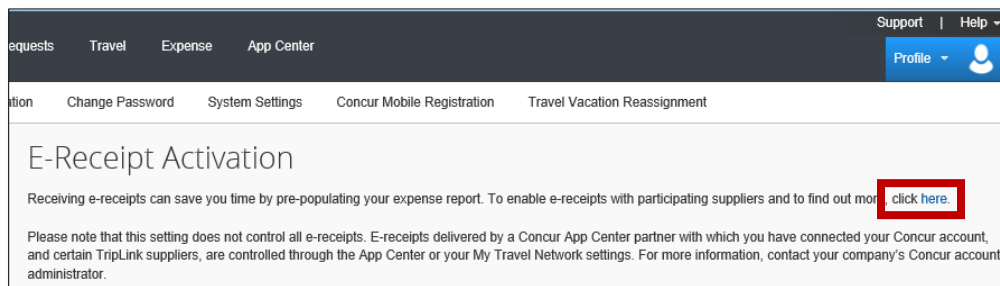
2. Click Profile then Profile Settings. Select E-Receipt Activation.

Read through the information provided about e-receipts and click the "here" link to proceed.

Read the Activation and Use Agreement and select "I Agree". Once you have accepted, transactions from your State Travel Card will be opted in if the vendor is a participating supplier of e-receipts.