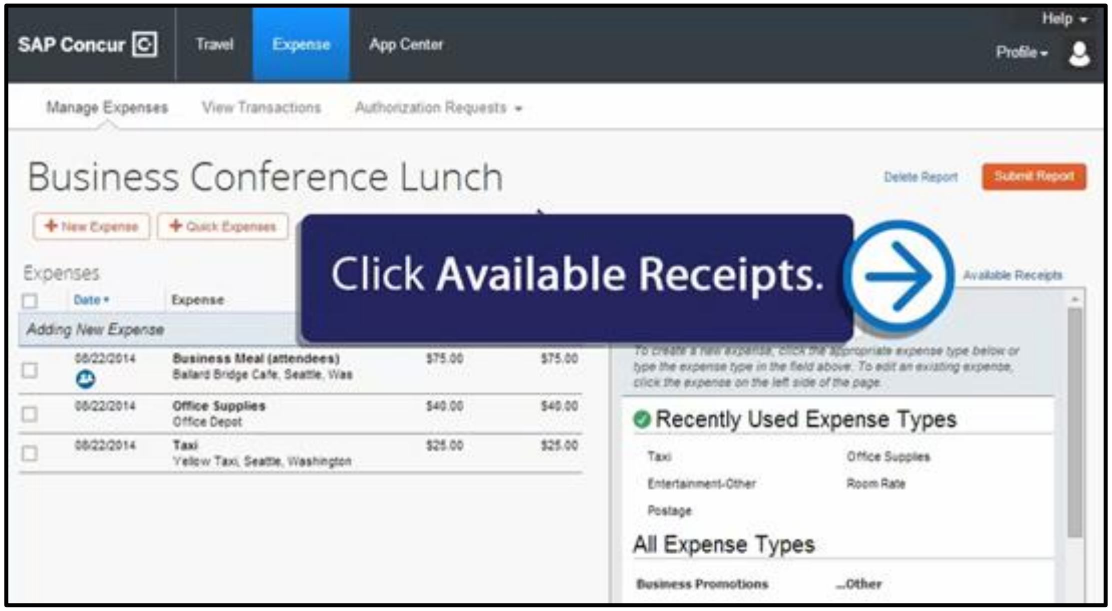
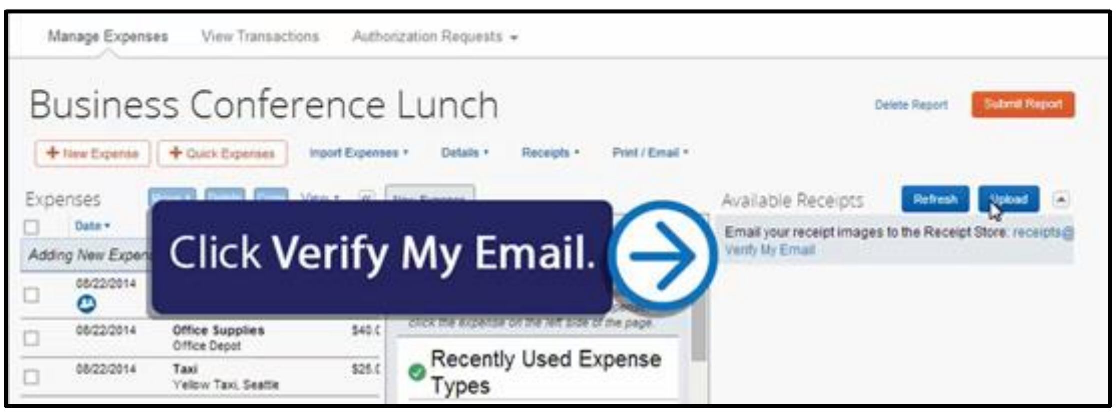
Working with Available Receipts

Available Receipts work with the SAP Concur Imaging Service to provide receipt images that you can either email or upload images to.

1. On the **Manage Expenses** page, click **Available Receipts**.
   The **Available Receipts** section allows you to work with receipts by emailing receipt images to SAP Concur, attaching a receipt image to an expense, or by dragging a receipt image to an expense.

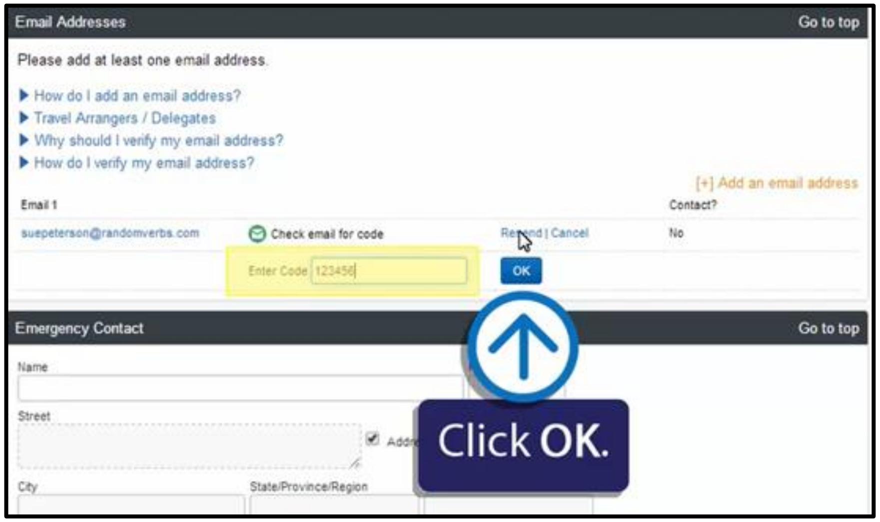


2. In the **Available Receipts** section, click V**erify My Email**.
   You must verify your email address to activate the option to email receipt images to SAP Concur.

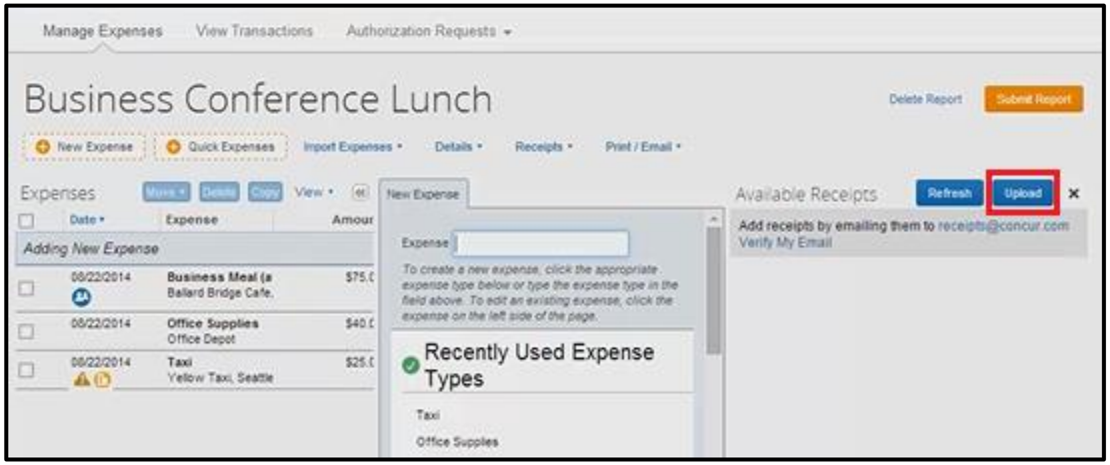


3. Click **Verify**.
   You can have up to three email addresses linked to the **Available Receipts** section. Your company email address will be listed by default. Each email address must be unique and you cannot use a shared email alias for this.

4. For verification purposes, type the code (sent by SAP Concur) in the **Enter Code** field, and then click **OK**.
   You can add the selected charge(s) to an existing report or start a new report.



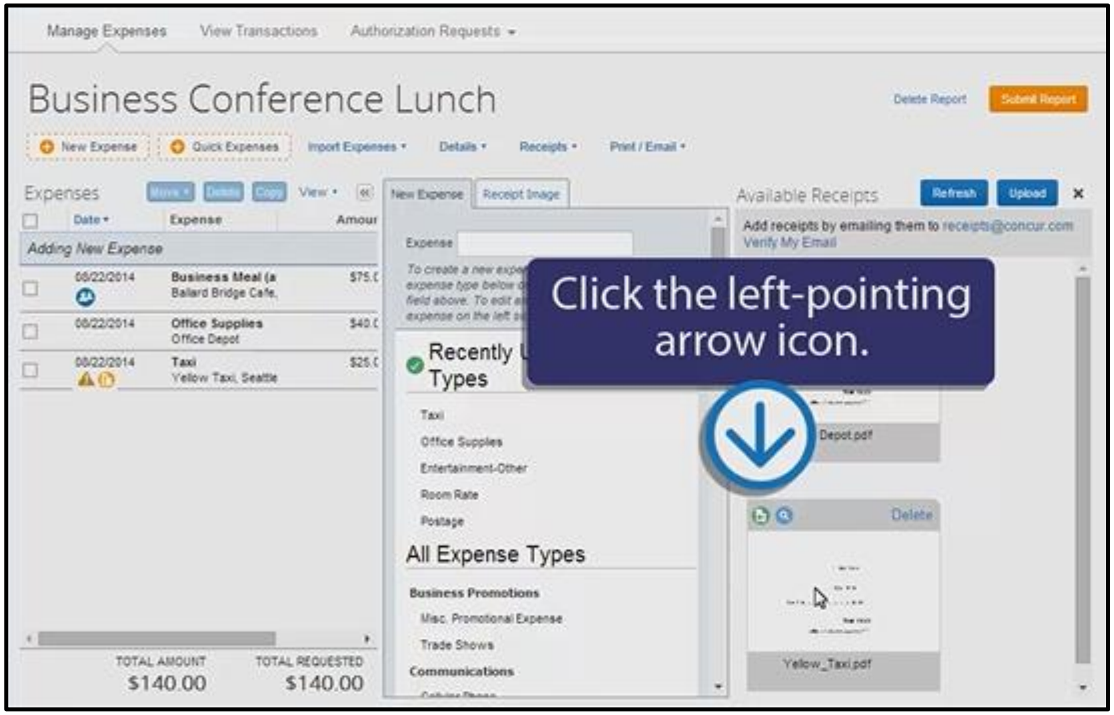
5. In the **Available Receipts** section, click **Upload**.



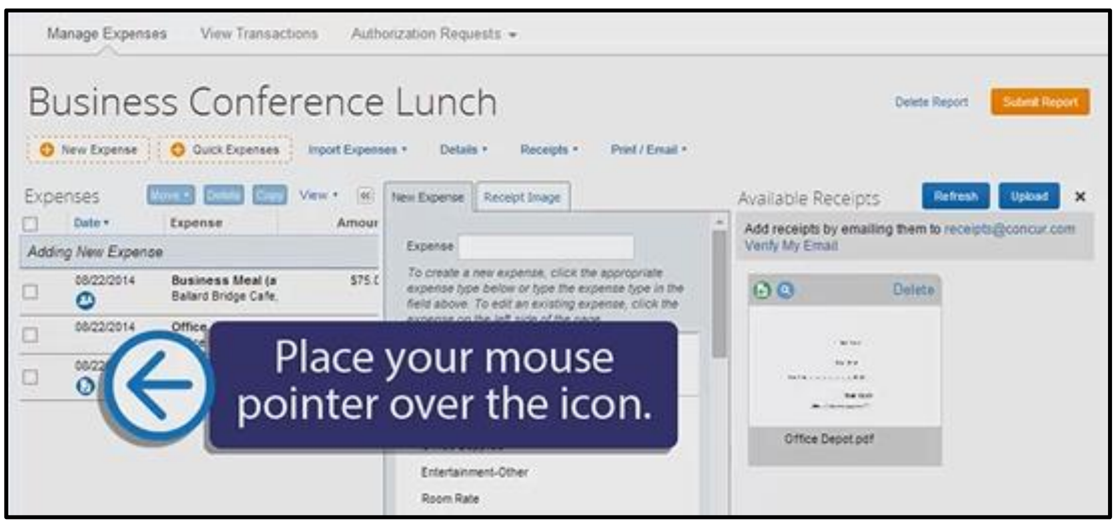
6. Click **Browse** to select the file you want to attach, and then click **Upload**. After uploading the file you will see a confirmation that you have successfully uploaded the image.
   Note the specifications for file upload. Images can be up to 5MB in size and can be PNG, JPG, PDF, HTML or TIFF files.

7. After the image has been successfully uploaded, click **Close**.
   The receipt image is now in the **Available Receipts** section. To add additional receipts, click **Upload**, or email the receipt images to receipts@concur.com.

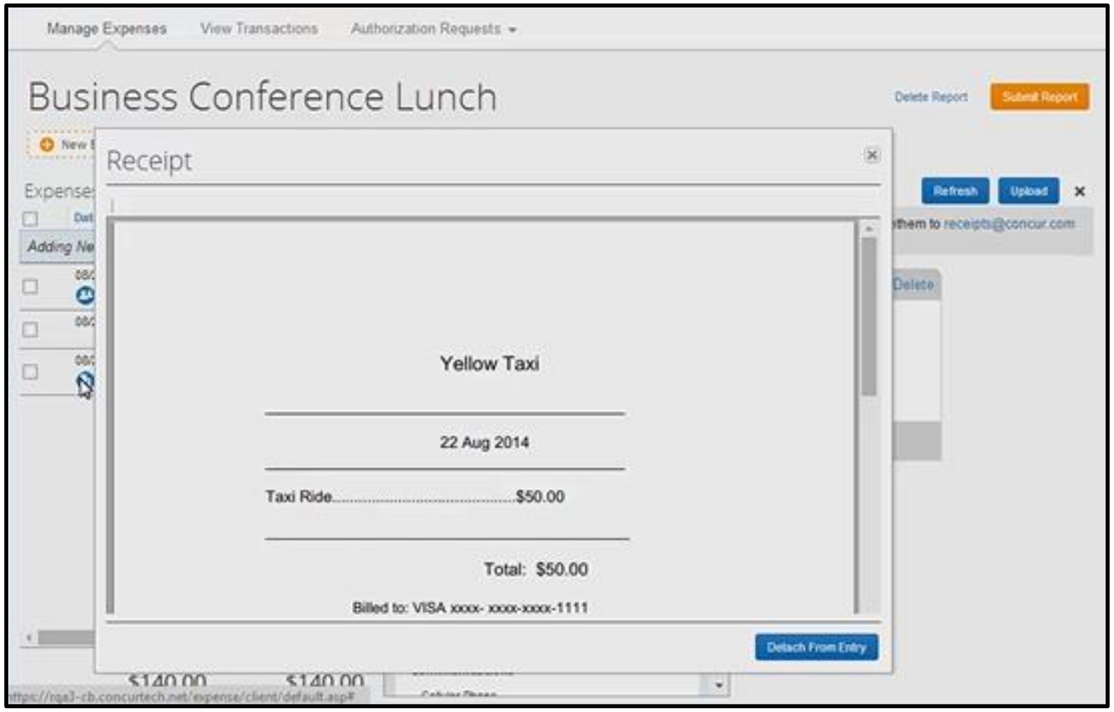
8. To attach the image to the expense entry, click the left-pointing arrow icon for the appropriate image.
   You can also drag a receipt from the **Available Receipts** section to the appropriate expense in the **Expenses** section.



9. To view the receipt or detach it from the expense, place your mouse pointer over the icon. When you attach the receipt to the expense, the icon changes to the **Receipt Received** icon.



The receipt appears in a separate window.



10. Click **X** to close the **Receipt** window.

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