

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Activate E-Receipts

# The purpose of this job aid is to show how to activate E-receipts in Concur.

E-receipts are electronic receipt images sent to SAP Concur directly from participating vendors in the Concur network

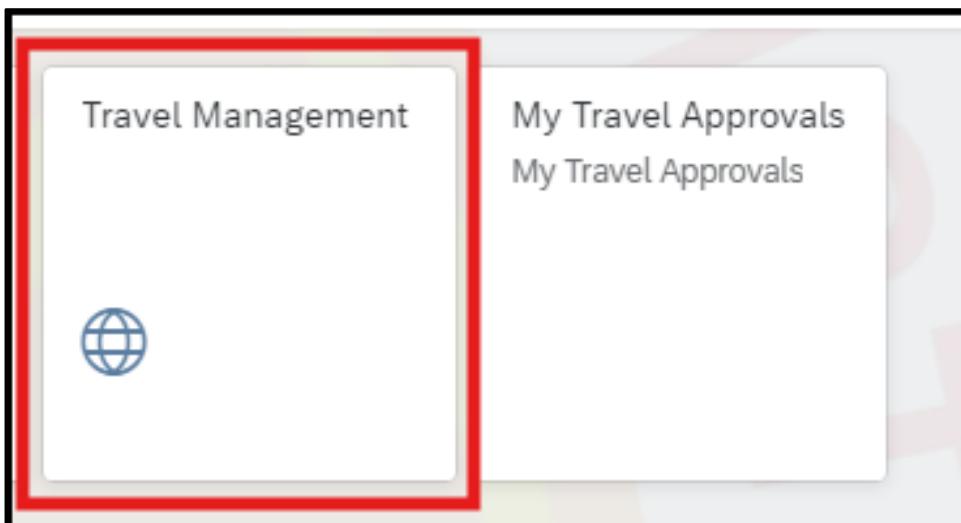
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



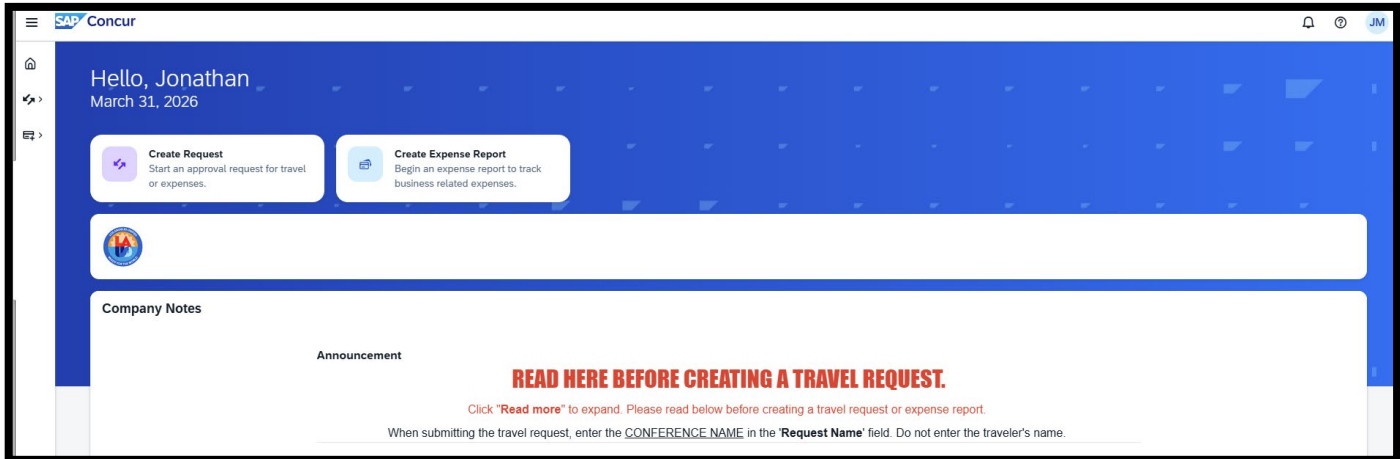
2

Click on the **Travel Management** tile to open Concur.



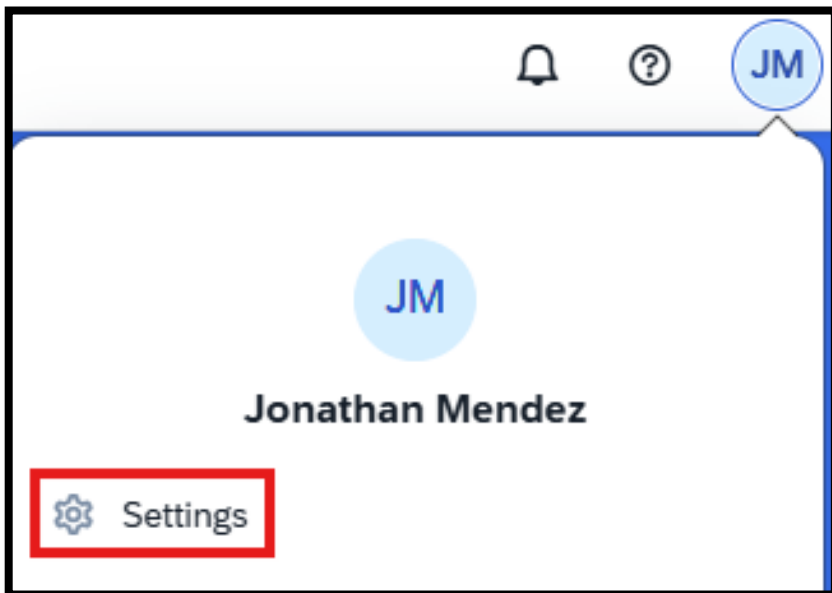
3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



4

Click on **your initials** on the top right corner and select **Settings**.



5

Click **E-Receipt Activation**.

## Profile Options

Select one of the following to customize your user profile.

### Personal Information

Personal Information

### **E-Receipt Activation**

Enable e-receipts to automatically receive electronic receipts from participating vendors.

6

Click **Enable**.

## E-Receipt Activation

Save time on your expense reports. When you enable e-receipt syncing, receipts from participating suppliers will be added to your SAP Concur account and used to pre-populate expenses for you. **Enable**

Please note that this setting does not control all e-receipts. E-receipts will continue to sync for any participating partners you have connected to your SAP Concur account. Settings for these partners can be managed directly in the SAP Concur App Center under a partner's individual listing. For more information, contact your company's SAP Concur account administrator.

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Review the terms of E-Receipt Activation →  
Click **I Agree**.

### E-Receipt Activation

Your SAP Concur solution can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel partners.

By enrolling in travel partner integrations, you will enable e-receipts functionality generally within your SAP Concur solution and you authorize SAP Concur and its corporate affiliates to receive, transfer, and use e-receipts generated by your transactions with participating travel partners. This is in connection with SAP Concur services, including air, rail, hotel, car rental, and other ground transportation suppliers, and you authorize such participating travel partners and their respective agents and affiliates to share such e-receipts with your SAP Concur solution. To retrieve e-receipts from participating travel partners, your SAP Concur solution may need to share certain details about you and your travel plans with participating travel partners, which might include your name.

**I Agree** **I Decline**

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A message will appear to confirm the that E-Receipts have been successfully enabled.

### E-Receipt Activation

**i** You have successfully enabled e-receipts with participating partners. You may return to this page to disable this functionality at any time.

You have enabled e-receipts from participating partners to sync with your SAP Concur account. You may disable this functionality at any time. If you disable this setting, SAP Concur will no longer request e-receipts from these partners.

Please note that this setting does not control all e-receipts. E-receipts will continue to sync for any participating partners you have connected to your SAP Concur account. Settings for these partners can be managed directly in the SAP Concur App Center under a partner's individual listing. For more information, contact your company's SAP Concur account administrator. [Disable](#)