

Attaching Electronic Receipts to an Expense Report

Summary:

In addition to faxing paper receipts to 7-1355 you can now also attach electronic receipts within the PeopleSoft Application to an Expense Report. (PDF documents only as of 5-24-10, Word and Excel documents will also be integrated in the near future)

Please note that user will have to continue to follow all existing requirements for Receipts. Please see 'Documentation Requirements: Receipts Requirements (page 24 in Travel and Other Expenses Manual)'

Navigation: Employee Self-Service > Travel & Expense Center > Expense Report

- You'll notice a new box on the header section titled 'Receipts'.
- Click on the 'Attach Receipts' link

View Expense Report
Expense Report Detail
Joaquin Bello
Report ID: 0000215862

General Information

Description:	Last Test	Comment:	
Business Purpose:	Conference	Reference:	
Status:	Submission in Process	Last Updated:	05/24/2010 By: 1315242
*Default Location:	Afghanistan, Other		
Post State:	Not Applied		

Receipts
Attach Receipts

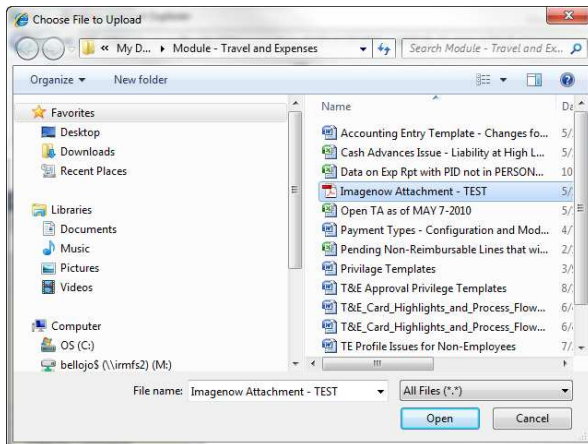
Details

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Foreign Incidentals	05/24/2010	10.00	USD	Out of Pocket	FIU Expense

- Click on the 'Browse' button

Upload Cancel Browse...

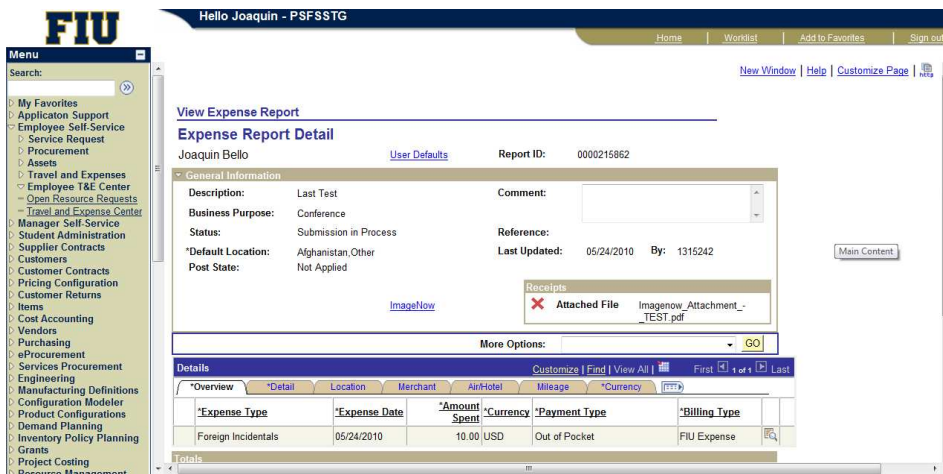
- Navigate to your 'PDF' receipt, select it and press 'OPEN'



- Click on 'Upload'



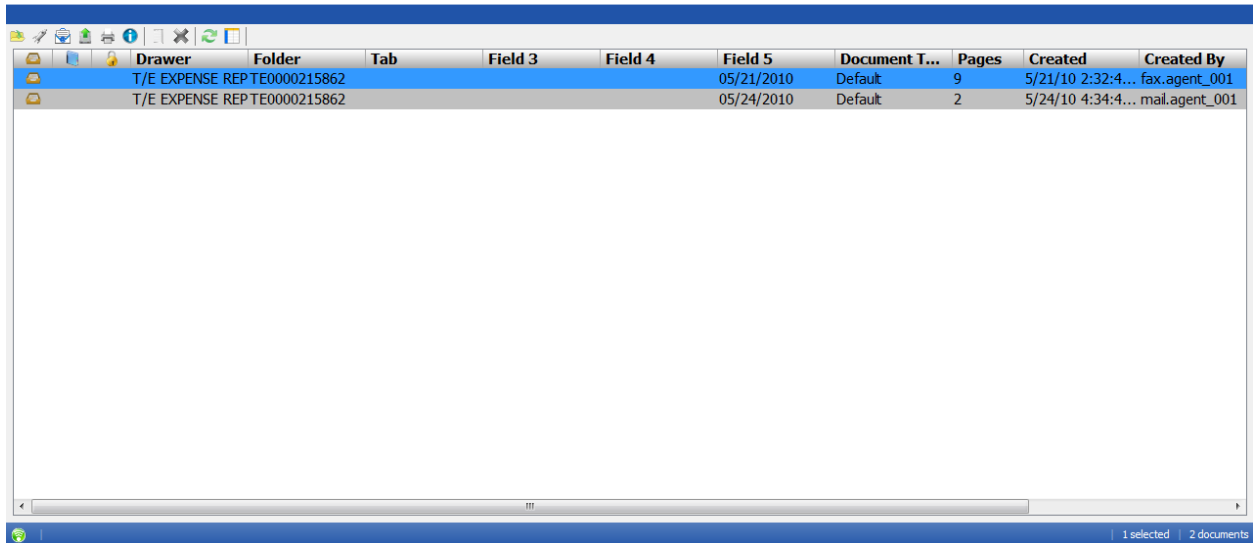
- Verify that file was attached (see 'Receipts' box)
- 'Submit' Expense Report for Approval as normally done



The system will convert your PDF file into a TIFF file within Imagenow. If you click on 'Imagenow' within your Expense Report the electronic receipt should be attached, along with any faxed receipts related to the same Expense Report. Note the 'Created By' column....'Fax.Agent vs Mail.Agent'Mail.Agent will always contain all electronic receipts that were attached within PeopleSoft, while the Fax.Agent contains those which were faxed into 7-1355.

webnow

options ▾ | help ▾ | disconnect



The screenshot shows the webnow application interface. At the top, there is a toolbar with various icons for file operations. Below the toolbar is a table with the following columns: Drawer, Folder, Tab, Field 3, Field 4, Field 5, Document T..., Pages, Created, and Created By. The table contains two rows of data. The first row is highlighted in blue and shows a document named 'T/E EXPENSE REP TE0000215862' with 9 pages, created on 5/21/10 at 2:32:4... by fax.agent_001. The second row shows the same document name with 2 pages, created on 5/24/10 at 4:34:4... by mail.agent_001. Below the table is a large empty area, and at the bottom, a status bar indicates '1 selected' and '2 documents'.

Drawer	Folder	Tab	Field 3	Field 4	Field 5	Document T...	Pages	Created	Created By
T/E EXPENSE REP TE0000215862					05/21/2010	Default	9	5/21/10 2:32:4...	fax.agent_001
T/E EXPENSE REP TE0000215862					05/24/2010	Default	2	5/24/10 4:34:4...	mail.agent_001