

# Attaching Electronic Receipts to an Expense Report

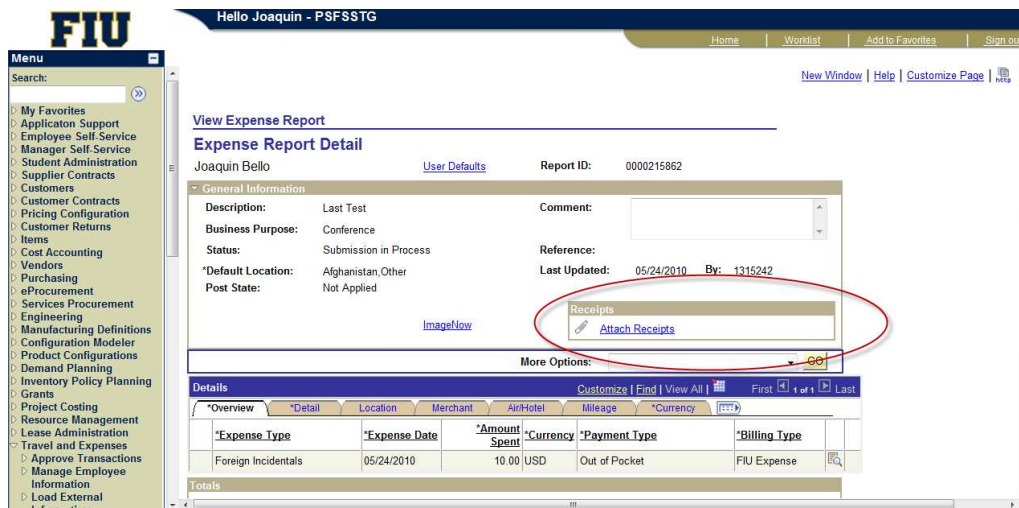
## Summary:

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

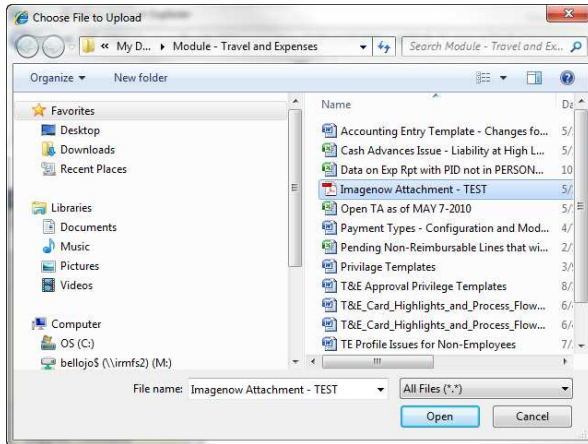
- You'll notice a new box on the header section titled 'Receipts'.
- Click on the 'Attach Receipts' link



- Click on the 'Browse' button



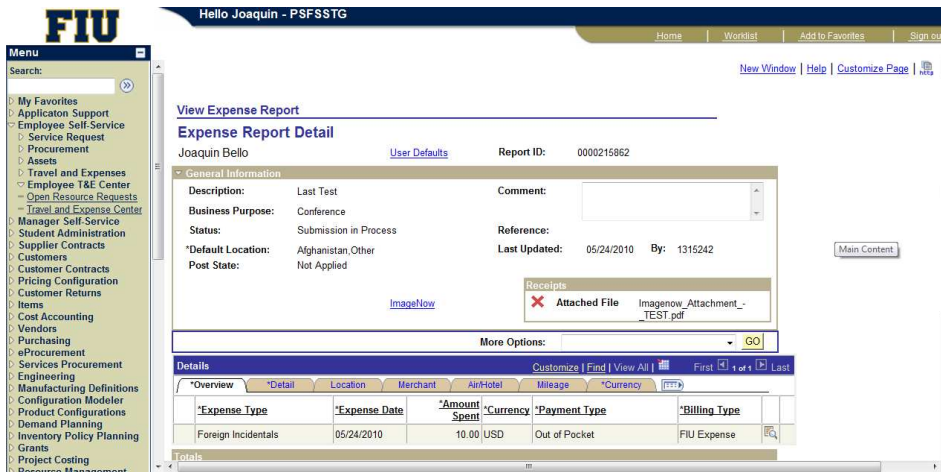
- Navigate to your 'PDF' receipt, select it and press 'OPEN'



- 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.



options | help | disconnect

The screenshot shows a web browser window displaying the webnow interface. At the top, there is a navigation bar with the 'webnow' logo on the left and 'options | help | disconnect' on the right. Below the navigation bar is a toolbar with various icons. The main content area features a table with the following columns: Drawer, Folder, Tab, Field 3, Field 4, Field 5, Document T..., Pages, Created, and Created By. Two rows of data are visible in the table. The first row is highlighted in blue and shows a document with 9 pages, created on 5/21/10 at 2:32:4... by fax.agent\_001. The second row shows a document with 2 pages, created on 5/24/10 at 4:34:4... by mail.agent\_001. At the bottom of the window, a status bar indicates '1 selected | 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