Concur How-to: Attaching Documents by Scan [1]

You can scan the documents and attach them directly to your report. They can be attached to an individual expense, or to the expense report as a whole.

Attaching at the expense report level will allow you to include documents for multiple expenses within the same scan. You may choose to organize your documents in a manner that helps your Approver review them (for example, by date or by supplier).

Approvers have the ability to attach additional documents to a report that has been submitted to them for review. However, documents cannot be deleted once the expense report is submitted.

Read the procedures

1.
   To view a list of required documentation for your expense report, use the **Receipts** dropdown and select **Receipts Required**. The Receipt Review window appears, which lists only the expenses that require documentation.

2.
   Scan the required documentation and save the images to a folder on your computer.

   Note: If a receipt was emailed to you, there's no need to scan it. Simply save the file to a folder on your computer and proceed with these instructions.

3.
   When you are ready to attach the images, use the **Receipts** dropdown and select **Attach Receipt Images**. A separate window will appear.

4.
   Click **Browse**.

5.
   Locate and select the receipt image you would like to attach and click **Open**.

6.
   The selected receipts will then be listed under **Files Selected for uploading**. You can attach up to 10 files at a time. Each file no more than 5MB in size.

7.
   Once all appropriate file names appear for uploading, click **Upload**.

8.
   The status of each file will change to **Attached** once it has been uploaded.

9.
Click **Close** once every file listed has a status of Attached. Repeat this process as many times as needed until all required documentation is attached to your expense report.

10.
As a best practice, you should review the attached images. To do this, use the **Receipts** dropdown and select either **View Receipts in new window** or **View Receipts in current window**. Your attached images will appear in a separate window. After reviewing your images, close the window.

Have a question or feedback?

Questions & Feedback [2]

Feedback or Question *

Your Name

Your Email Address

┌─ CAPTCHA ───
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.
└──

Submit