

Concur – Attachments and Receipts

Process: Attachments and receipts can be added to Concur requests and expense reports and can reviewed by individuals throughout the workflow process. Once the expense report is posted in SAP, the attachments and receipts will be available for users to access in SAP.

Process

Request Attachments

Attachments can be added to a request in Concur and will be available for individuals in the workflow to review the documentation associated with the travel request. Up to 10 files can be attached to the request.

- Click on Attachments button in the upper right of the request. Note that the attachments can be added when the user is on any tab in the request (example Request Header or Segments tabs).
- Click Attach Documents

Request 3363

Attachments Print / Email Cancel

View Documents in a new window
Attach Documents

Trip Name: 10/02/2020-Cincinnati
Additional Information: To meet with John Doe.

Request Header Segments Expense Summary Approval Flow Audit Trail

Request Policy
*UK-TEST USER-General Travel Reque: ▾

Trip Name	Destination City	Trip Start Date	Trip End Date
10/02/2020-Cincinnati	Cincinnati, Ohio	10/01/2020	10/02/2020

Trip Purpose	Trip Type	Traveler Type	How will you book this travel?
06. Meeting/Collaboration	Domestic	01. Employee	04. Other

Does this trip include personal travel?
No

Personal Dates of Travel?

Additional Information
To meet with John Doe.

Comments To/From Approvers/Processors

Logical System	Company Code	Cost Object Type	Cost Object ID
(HEQAS300) Logical System	(UK00) Company Code	(CC) Cost Center	(1012013010) UFS OPERATING

Fund
Statistical Order

- In the Document Upload and Attach box, click Browse.

Document Upload and Attach

You may attach scanned images.
You may choose up to 10 files to attach to the request.

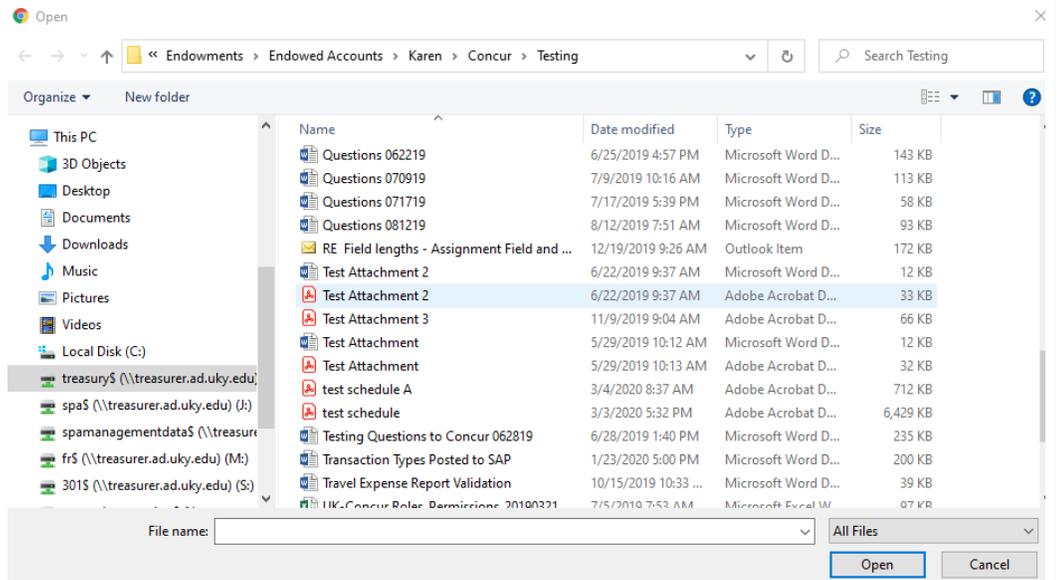
For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

No files selected

Quick Reference Card – Attachments and Receipts

- Choose the file to attach to the request and click Open.



- The file will now be available in the Document Upload and Attach box. Click Upload and Close the box.

Document Upload and Attach

You may attach scanned images.
You may choose up to 10 files to attach to the request.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Test Attachment 2.pdf

Remove

Browse...

Upload

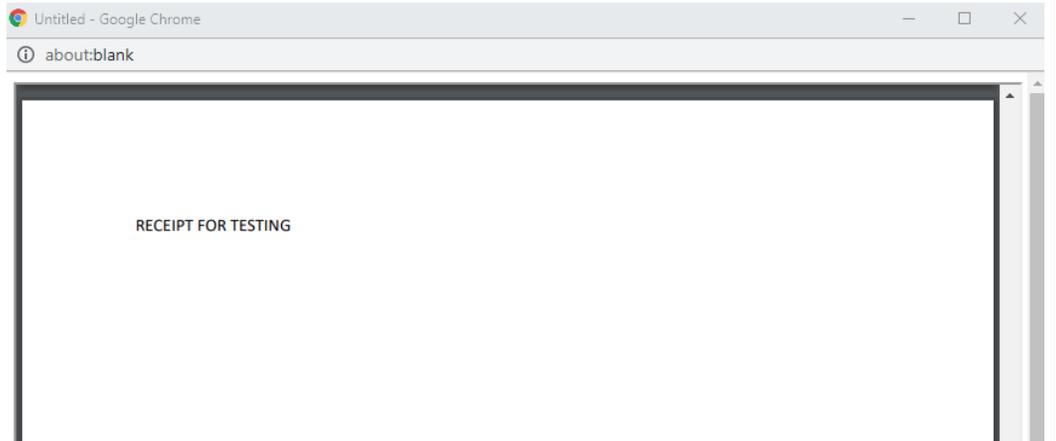
Close

- To make sure the attachment was uploaded properly, click on Attachments and View Documents in a new window.



Quick Reference Card – Attachments and Receipts

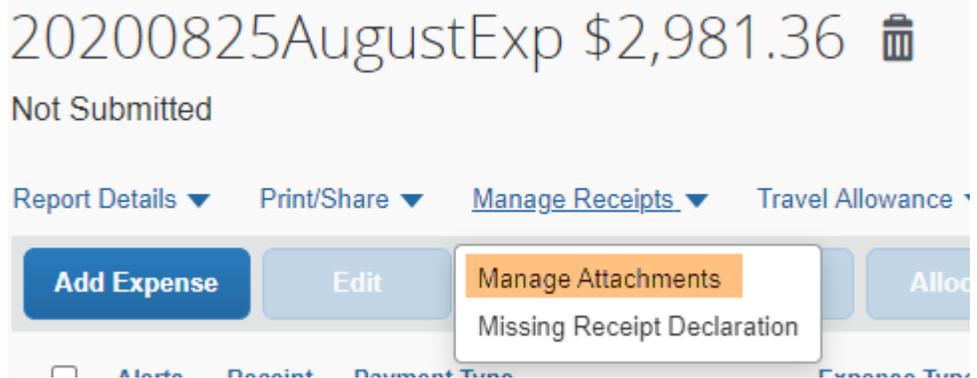
- The attachment will appear for review. To close the attachment, click on the "X" in the upper right corner of the window.



Expense Report

Attachments and receipts can be added to an expense report at the report level and at the expense type level.

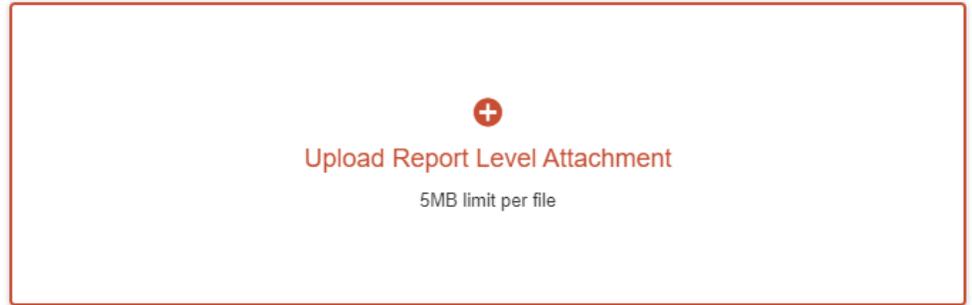
- **Expense Report Level – Manage Expenses Screen**
 - Use this feature if adding an attachment that is applicable to the entire expense report. Note that this feature can also be used to view all of the attachments associated with the expense report.
 - On the Manage Expenses screen, click on Manage Receipts and then Manage Attachments.



Quick Reference Card – Attachments and Receipts

- The Attach to Report box will appear. Click on the Plus (+).

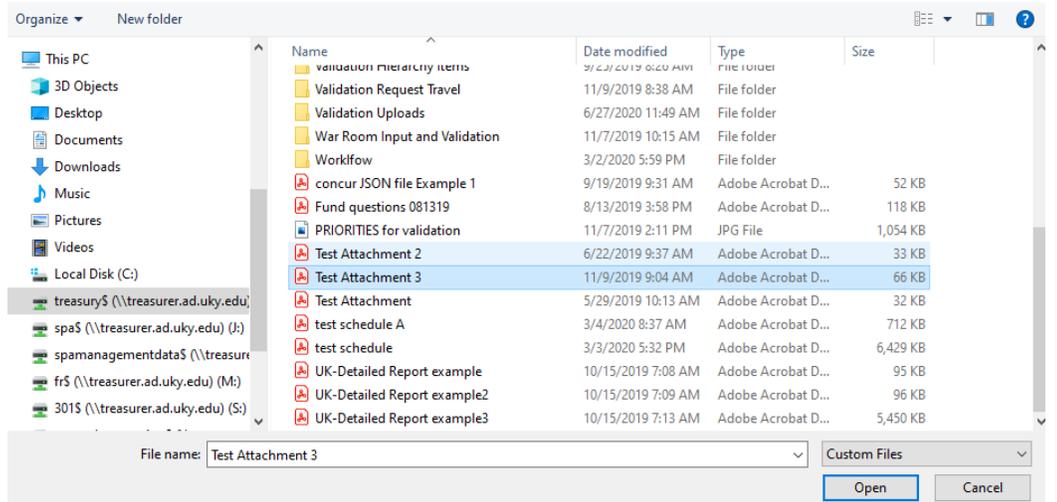
Attach to Report



Not seeing your attachment? Try again in a few minutes.

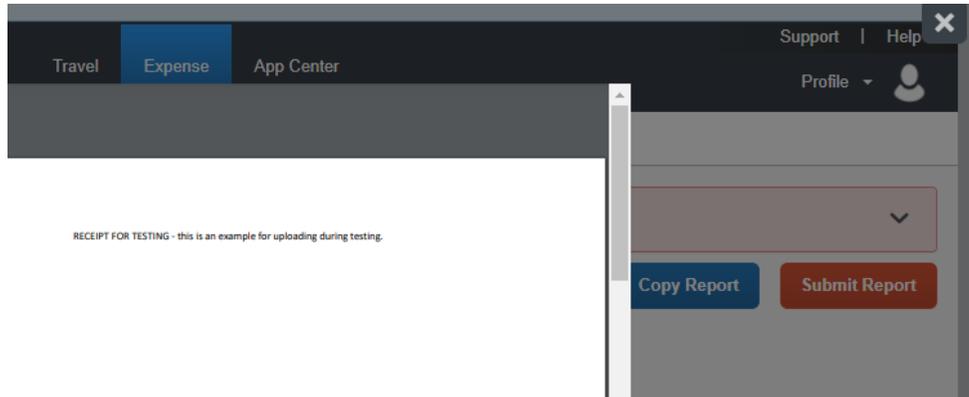
Close

- Choose the file to attach to the Expense Report and click Open.

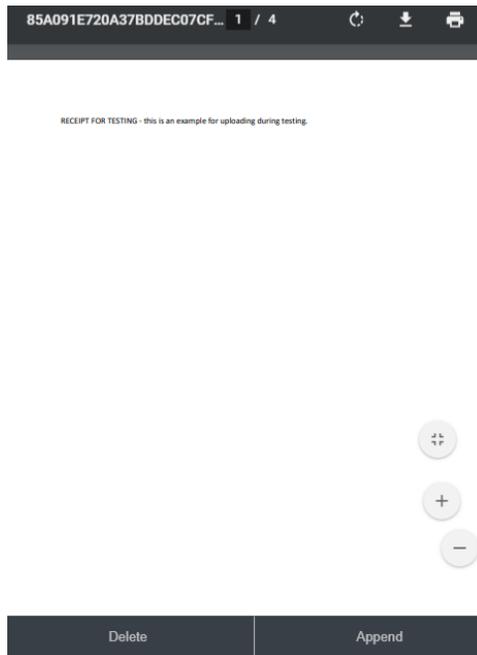


Quick Reference Card – Attachments and Receipts

- The attachment will appear.
 - If this is the only attachment to be uploaded to the report, click on the "X" in the upper right of the greyed out attachment screen.



- If the wrong attachment was uploaded, click on the Delete button at the bottom of the attachment screen.
- If additional attachments need to be included with the expense report, click on the Append button at the bottom of the attachment screen.



- **Expense Type Level – Details Tab**

- On the Details tab for the Expense Type, click on the Plus (+) to attach a receipt image.

← → Airfare \$1,426.32 Cancel Save Expense

06/25/2020 | Southwest Airlines | Corporate Card

Details **Itemizations** Hide Receipt

Allocate * Required field

Expense Type *
Airfare

Transaction Date: 06/25/2020
Trip Type *
Domestic

Trip Purpose *
08. Recruiting
Traveler Type *
05. Candidate/Future Employee

Additional Information
Vendor
Southwest Airlines

Ticket Number
Vendor Name
Southwest Airlines

Destination City *
Lexington, Kentucky
Payment Type
TEST-University Procard

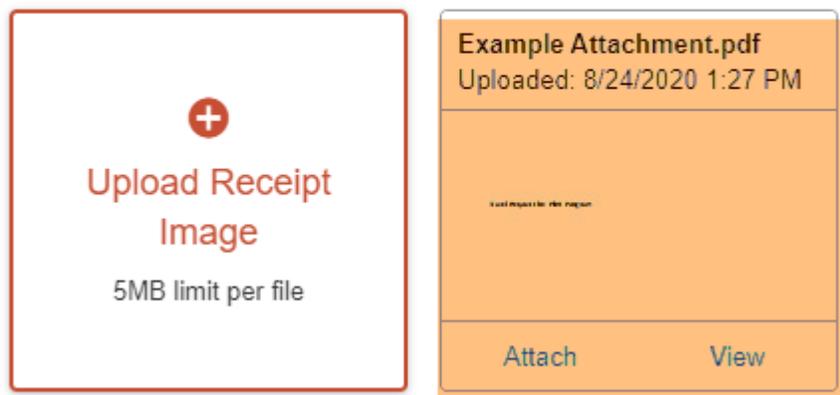
Amount
1,426.32
Currency
US, Dollar

Transaction ID
T78be22b1
Related Request/Expense Report ?

Attach Receipt Image

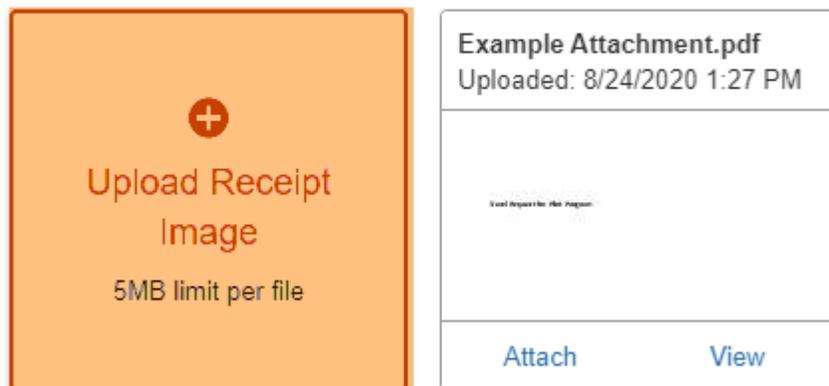
- On the Attach Receipt box:
 - If there are receipts that have previously been uploaded to Concur but not attached to an expense report, the available receipts will appear. The user can View the receipt or Attach the receipt to the Expense Type.

Attach Receipt



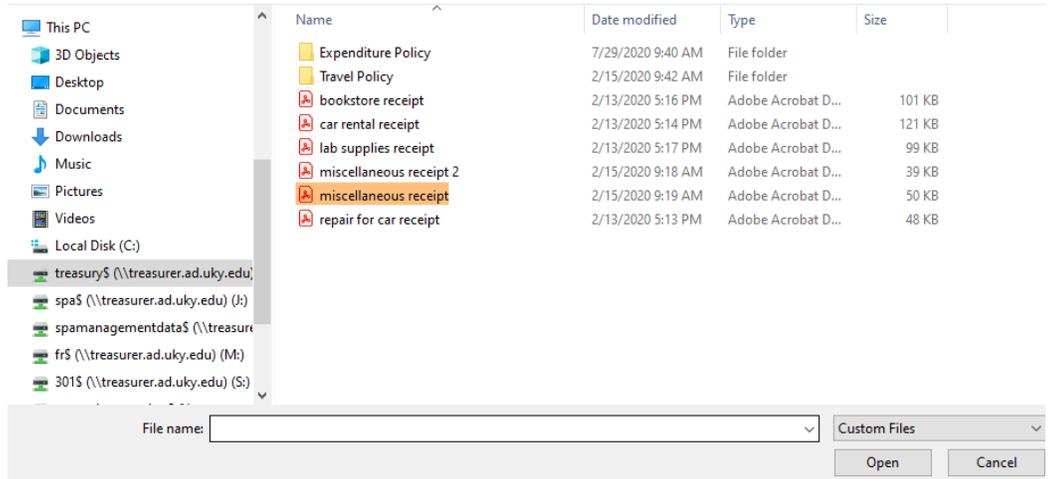
- If the receipt needed was not previously uploaded to Concur, a scanned copy can be uploaded.

Attach Receipt



Quick Reference Card – Attachments and Receipts

- Click on the Plus (+) to upload a receipt image.
- Choose the file to attach to the Expense Type and click Open.



- The receipt will now be attached to the Expense Type.
 - If the wrong receipt was attached, click Detach.
 - If additional receipts need to be attached, click Append.

DESCRIPTION	QUANTITY	RATE	AMOUNT
lab supplies	1	101.00	101.00
car rental	1	121.00	121.00
lab supplies	1	99.00	99.00
miscellaneous receipt 2	1	39.00	39.00
miscellaneous receipt	1	50.00	50.00
repair for car	1	48.00	48.00
TOTAL			558.00

Bill to Company Name
 Bill to Personal Name
 Bill to Other Name

1. This amount due to you
 2. Please include the invoice number on your check

TOTAL: \$ 558.00
 Make all checks payable to [Your Company Name]

If you have any questions about this invoice, please contact [Phone: (800) 800-0000]

Thank You For Your Business!

miscellaneous recei...

Detach

Append

Quick Reference Card – Attachments and Receipts

- Click on the Save Expense button when finished adding receipts and all required fields have been completed on the Expense Type.

← → Airfare \$1,426.32 Cancel **Save Expense**

06/25/2020 | Southwest Airlines | Corporate Card

Details **Itemizations** Hide Receipt

Allocate * Required field

Expense Type *

Transaction Date Trip Type *

Company Name **INVOICE**

01/15/17 01/17
 01/15/17 01/17
 01/15/17 01/17
 01/15/17 01/17

- **Expense Type Level – Manage Expenses Screen**

- On the Manage Expenses Screen, click on the Plus (+) in the Receipt Column of the Expense Type.

Manage Expenses **View Transactions**

Alerts: 7 ▼

20200825AugustExp \$1,514.51 **Copy Report** **Submit Report**

Not Submitted

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
<input type="checkbox"/>			TEST-University Procard	Airfare	Southwest Airlines Lexington, Kentucky	06/25/2020	\$1,426.32 Itemized

Quick Reference Card – Attachments and Receipts

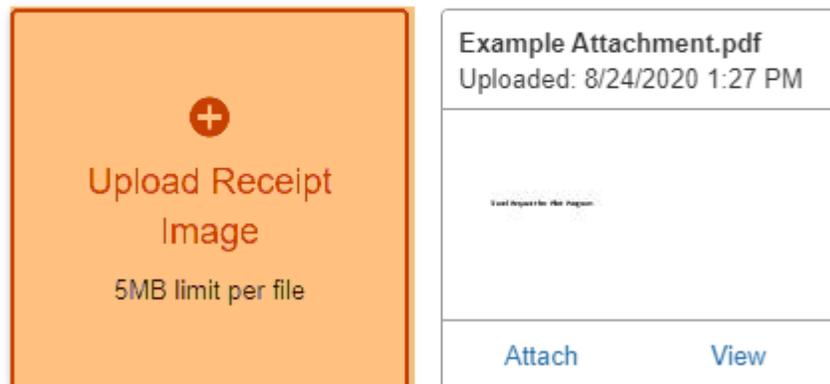
- The Attach Receipt box will appear.
 - If there are receipts that have previously been uploaded to Concur but not attached to an expense report, the available receipts will appear. The user can View the receipt or Attach the receipt to the Expense Type.

Attach Receipt



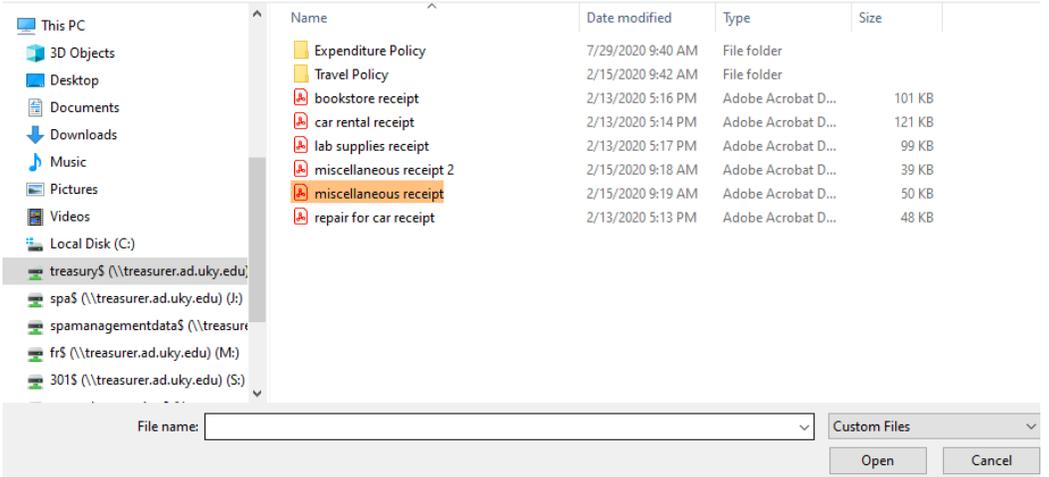
- If the receipt needed was not previously uploaded to Concur, a scanned copy can be uploaded.

Attach Receipt



Quick Reference Card – Attachments and Receipts

- Click on the Plus (+) to upload a receipt image.
- Choose the file to attach to the Expense Type and click Open.

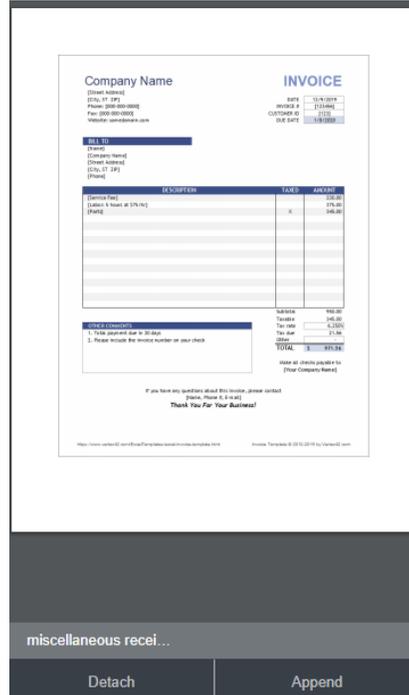


- The receipt will now be attached to the Expense Type.

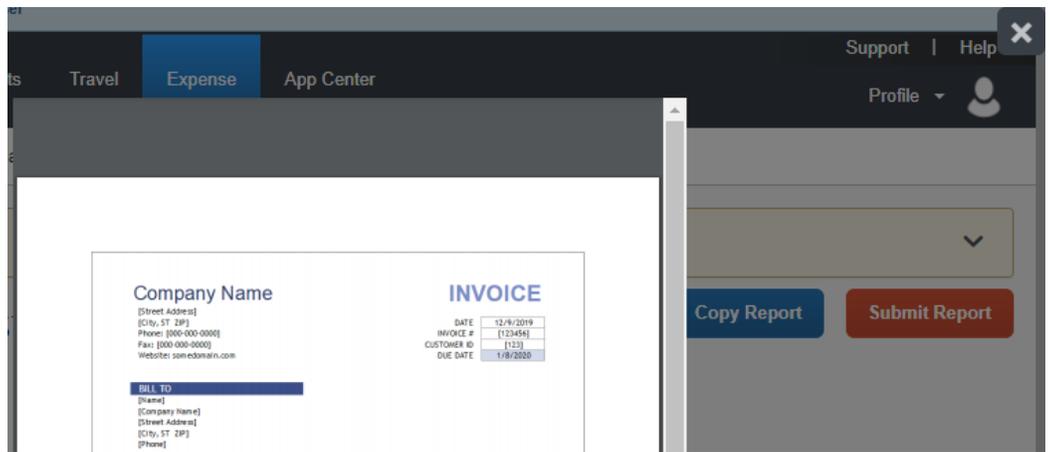


Quick Reference Card – Attachments and Receipts

- Click on the Receipt Image to view the receipt.
 - If the wrong receipt was attached, click Detach.
 - If additional receipts need to be attached, click Append.



- Close the attachment by clicking on the "X" in the top right of the greyed out image.



Printed Reports

On the Printed Reports in Concur, all of the attachments and receipts related to the Expense Report can be seen at the end of the report.

- Open the report from the Manage Expenses Screen by clicking on Print/Share and choosing either of the reports in the drop down menu.

20200825AugustExp \$1,514.51 

Not Submitted

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Travel Allowance ▾

Add Expense

*UK-Detailed Report

**Report - Detailed Report with Summary Data

Allocate

- When the report opens, click Save as PDF to open a PDF version of the report.

**Report - Detailed Report with Summary Data ✕

Show Expenses Show Itemizations

University of Kentucky Expense Report
Report Name : 20200825AugustExp

Cash Advance

Cash Advance Utilized Amount : \$0.00

Cash Advance Returns Amount : \$0.00

User Name : Test, Traveler2

User ID : 39003310

*Dept Number : 7H500

Email Address : concurexpense@uky.edu

Default Approver : Test, Default Approver

Report Header

Policy : *UK-TEST USER-General Expenditure Policy

Report Date : 08/25/2020

Report Id : 187DDAF116AB49A09482

Close

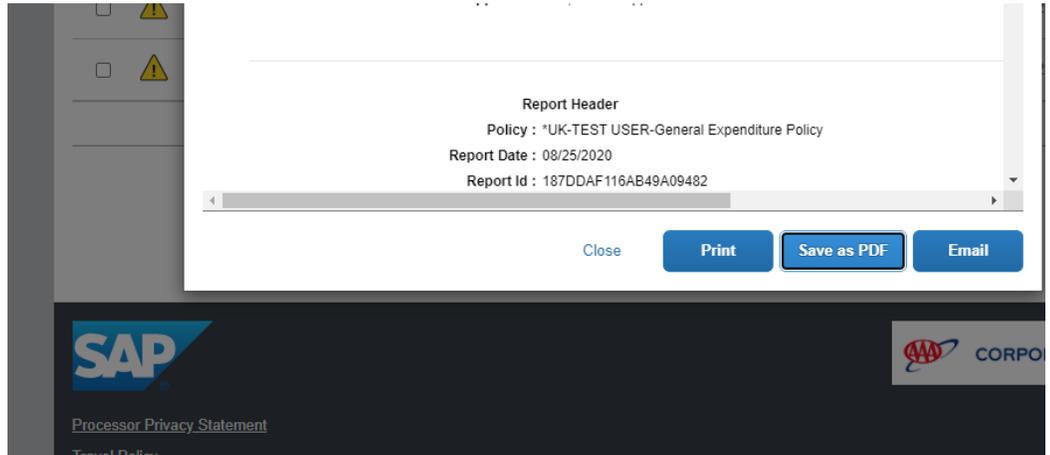
Print

Save as PDF

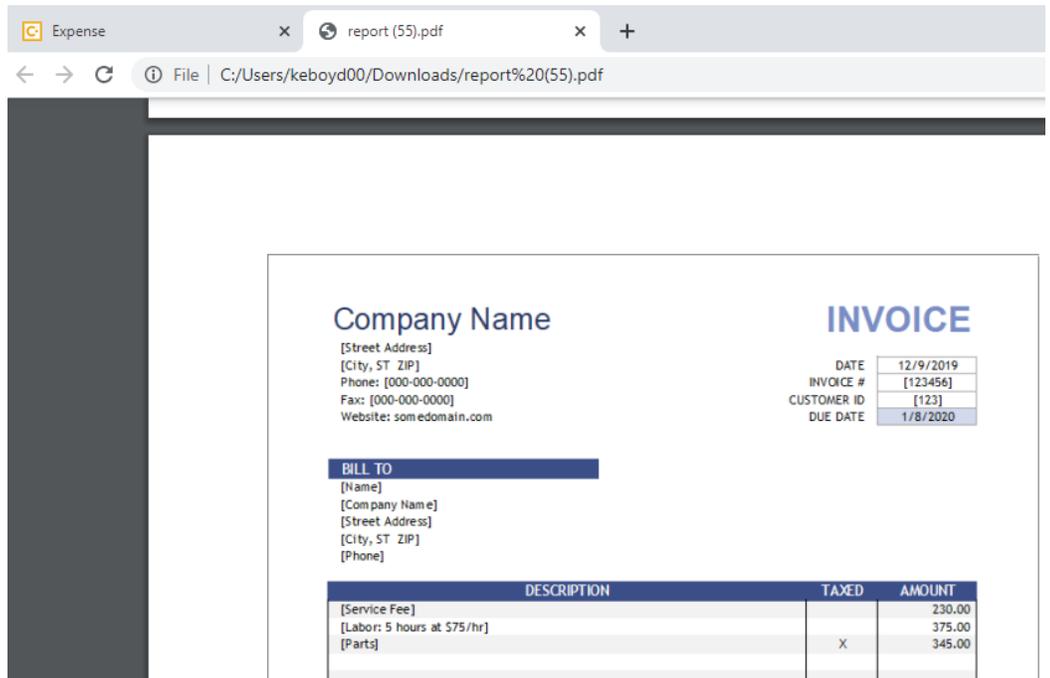
Email

Quick Reference Card – Attachments and Receipts

- If the report does not open automatically, click on the “report” that appears in the lower left of the screen to open the report.



- Scroll to the end of the report to see all of the attachments and receipts associated with the Expense Report.



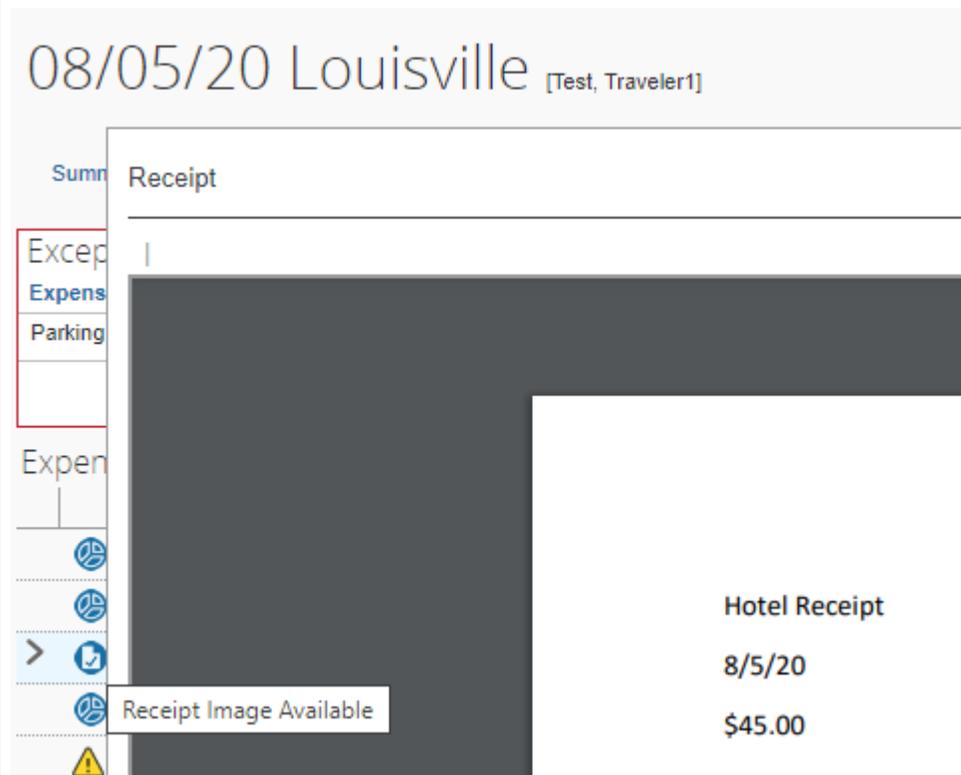
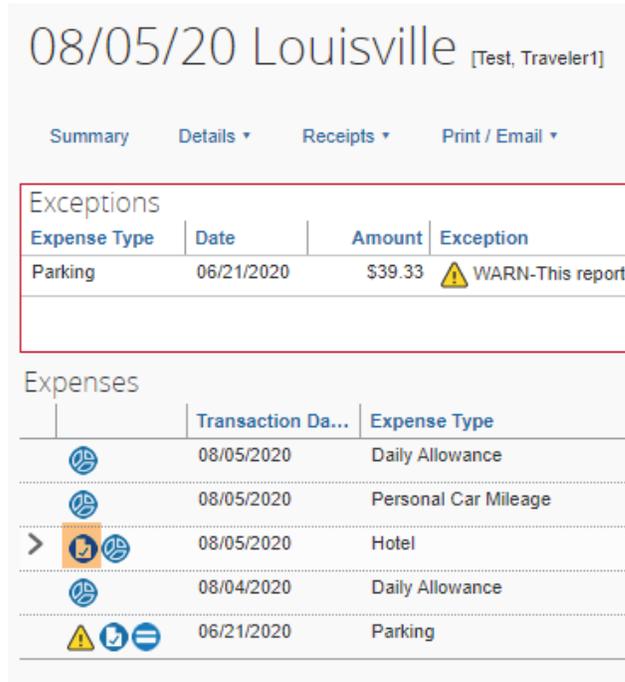
- The printed report can be closed when the review is finished.

Approval Level

Attachments and receipts on Expense Reports can be seen at the supervisor and cost object approver levels in Concur.

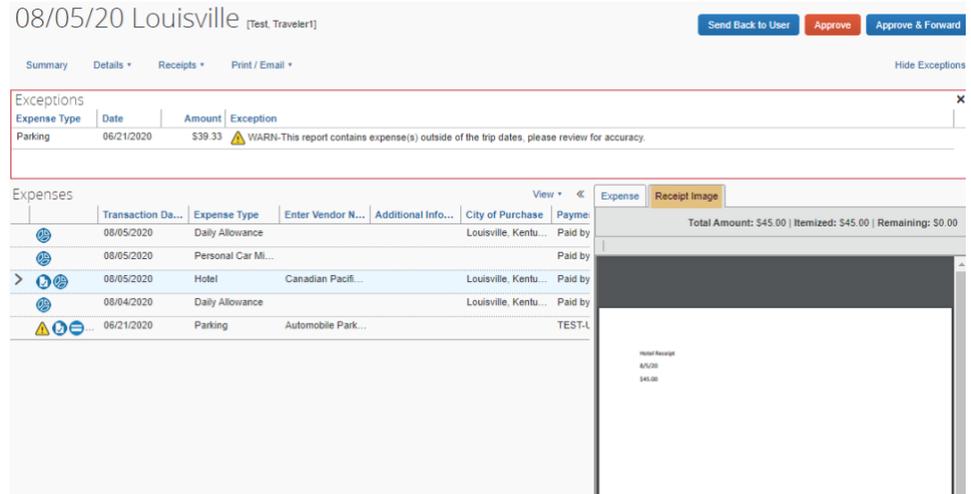
- **Reports Screen – Expense Summary**

- On any expense line with the  icon, hover over the icon or click on the icon to view the receipt for the expense type.

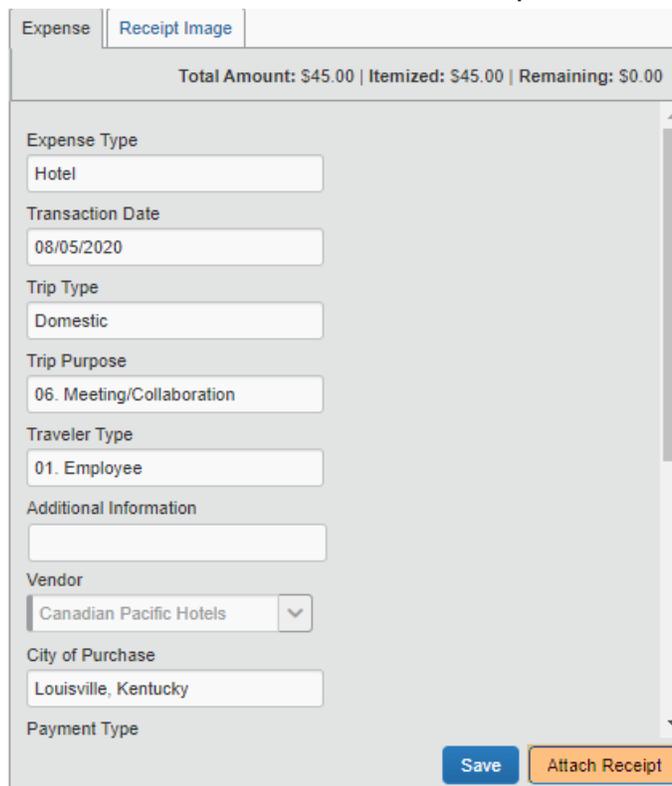


- **Reports Screen – Expense Type Details**

- Click on the Expense Type so the detailed information appears at the right of the screen. Click on the Receipt Image tab to view the receipt associated with the Expense Type.



- If an additional receipt needs to be added to the Expense Type
 - Click on the Attach Receipt button on the Expense Tab



Quick Reference Card – Attachments and Receipts

- Choose Yes to append an image to the expense.

Please Confirm ✕



There is already an image associated with this expense. Choose Yes to append a new image or No to cancel.

- Browse to choose an attachment to upload.

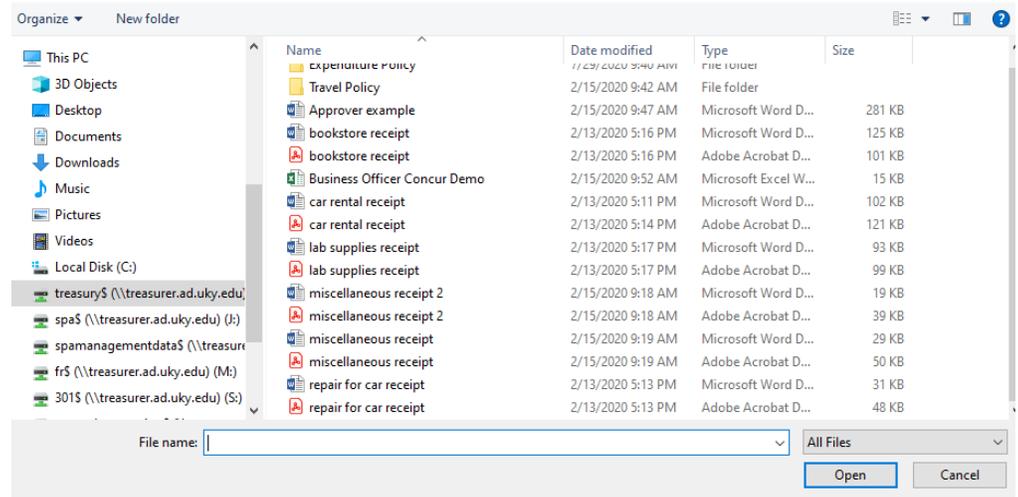
Attach Receipt ✕

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading:

No file selected

- Click on the attachment to be uploaded and click Open.



Quick Reference Card – Attachments and Receipts

- The Attach Receipt box will appear with the file selected to be uploaded. Click the Attach button.

Attach Receipt ×

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading: Browse... Attach

miscellaneous receipt.pdf

Cancel

- The Expense Type will now have both the original receipt added by the cardholder and the new receipt added by the approver.
- Check on the Receipt Image Tab that all of the necessary documentation for the Expense Type is attached.

Expense Receipt Image

Total Amount: \$45.00 | Itemized: \$45.00 | Remaining: \$0.00

<p>Company Name [Street Address] [City, ST ZIP] Phone: (000-000-0000) Fax: (000-000-0000) Website: someonair.com</p> <p>BILL TO [Name] [Company Name] [Street Address] [City, ST ZIP] [Phone]</p>	<p>INVOICE</p> <table style="width: 100%;"><tr><td>DATE</td><td>12/9/2019</td></tr><tr><td>INVOICE #</td><td>[123456]</td></tr><tr><td>CUSTOMER ID</td><td>[123]</td></tr><tr><td>DUE DATE</td><td>1/8/2020</td></tr></table>	DATE	12/9/2019	INVOICE #	[123456]	CUSTOMER ID	[123]	DUE DATE	1/8/2020
DATE	12/9/2019								
INVOICE #	[123456]								
CUSTOMER ID	[123]								
DUE DATE	1/8/2020								

- **Reports Screen – Printed Reports Review**

- Click on the Print/Email menu option and choose one of the reports from the drop down menu.
- Follow the directions in the Printed Reports Section above to view the attachments and receipts.

08/05/20 Louisville [Test, Traveler1]

Summary Details Reprints **Print / Email**

Exceptions

Expense Type	Date	Amount	
Parking	06/21/2020	\$39.33	⚠️ WARN-This report contains expense(s) outside of the trip dates, please review

Expenses

	Transaction Da...	Expense Type	Enter Vendor N...	Additional Info...	City of Purchase	Payme
🔍	08/05/2020	Daily Allowance			Louisville, Kentu...	Paid by
🔍	08/05/2020	Personal Car Mi...				Paid by
> 🔍 📄	08/05/2020	Hotel	Canadian Pacifi...		Louisville, Kentu...	Paid by
🔍	08/04/2020	Daily Allowance			Louisville, Kentu...	Paid by
⚠️ 🔍 📄	06/21/2020	Parking	Automobile Park...			TEST-L

- **Reports Screen – Receipts**

- Click on Receipts and one of the options below:

08/05/20 Louisville [Test, Traveler1]

Summary Details **Receipts** Print / Email

Exceptions

Expense Type	Date	
Parking	06/21/2020	⚠️ expense(s) outside of the trip dates, please review

Expenses

	Transaction Da...	Expense Type	Enter Vendor N...	Additional Info...	City of Purchase	Payme
🔍	08/05/2020	Daily Allowance			Louisville, Kentu...	Paid by
🔍	08/05/2020	Personal Car Mi...				Paid by
> 🔍 📄	08/05/2020	Hotel	Canadian Pacifi...		Louisville, Kentu...	Paid by
🔍	08/04/2020	Daily Allowance			Louisville, Kentu...	Paid by
⚠️ 🔍 📄	06/21/2020	Parking	Automobile Park...			TEST-L

Quick Reference Card – Attachments and Receipts

- Receipts Required – From this option, attach scanned receipt images, view receipts or print the receipts by reviewing the information and attachments on the Printed Reports.

Receipt Review □ ×

Reminder: Receipts Required!
 You may attach scanned images or complete a Missing Receipt Affidavit (MRA).

Print ▾
Attach Receipt Images
View Receipts

Expense Type	Date ▲	Amount

Close

- View Receipts in new window – opens a new window to view the attachments.

https://www.concursolutions.com - Google Chrome

concursolutions.com

Parking Receipt

6/21/20

\$39.33

- View Receipts in current window – opens a window to the right of the expense details.

08/05/20 Louisville [Test, Traveler1]
Send Back to User
Approve
Approve & Forward

Summary Details ▾ Receipts ▾ Print / Email ▾ Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Parking	06/21/2020	\$39.33	⚠️ WARN-This report contains expense(s) outside of the trip dates, please review for accuracy.

Expenses

Transaction Da...	Expense Type	Enter Vendor N...
08/05/2020	Daily Allowance	
08/05/2020	Personal Car Mi...	
08/05/2020	Hotel	Canadian Pacifi...
08/04/2020	Daily Allowance	
06/21/2020	Parking	Automobile Park...

Expense Receipt Image

Total Amount: \$45.00 | Itemized: \$45.00 | R

Expense Type
Hotel

Transaction Date
08/05/2020

Trip Type
Domestic

Trip Purpose

Receipts

Parking Receipt

6/21/20

\$39.33

Quick Reference Card – Attachments and Receipts

- Attach Receipt Images – allows the approver to upload and attach new attachments or receipts.

Receipt Upload and Attach □ ×

You may attach scanned images or complete a Missing Receipt Affidavit (MRA).

You currently do not have any expenses requiring receipts. You may choose up to 10 files to attach to the report.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

[Browse...](#)

[Upload](#)

No files selected

[Close](#)

SAP

Attachments and receipts are uploaded to SAP with the Expense Report. To view the documentation on the SAP document:

- Open the XC document (begins with 53*) on transaction FB03. Note: To find the XC document number for an expense report, refer to the Review Concur Expense Documents in SAP Quick Reference Guide.

Doc.Type : XC (Concur Documents) Normal document							
Doc. Number	5300000009	Company Code	UK00	Fiscal Year	2021		
Doc. Date	07/17/2020	Posting Date	07/17/2020	Period	01		
Calculate Tax	<input type="checkbox"/>						
Ref.Doc.	30						
Doc. Currency	USD						
Doc. Hdr Text	Procard Report 07/13/2020						

Itm	Account	Account short text	Amount	Cost Center	WBS element	Fund	Funds center	Text
1	219100	Procard Payables	19.48-			0211371800		UPS*000000X5A183280
2	530401	FreightsOth Transpor	19.48	1012013010		0011002000	1012013010	UPS*000000X5A183280
*			0.00					

- Click on the Services for Object menu option



Quick Reference Card – Attachments and Receipts

- Choose Attachment List

Item	Account	Account short text	Amount	Cost Center	WBS element	Fund	Funds
1	219100	Procard Payables	19.48-			0211371800	
2	530401	Freight&Oth Transpor	19.48	1012013010		0011002000	10120
*			0.00				

- Double click on the attachment displayed in the list of attachments.

Icon	Title	CreatrName	Created On	Created
	Freight and other...		07/17/2020	16:42:15

- The attachments and receipts related to the expense report will open in the Open Text Viewer.

Delivery Service Invoice
 Invoice Date: July 11, 2020
 Invoice Number: 0900XSA183280
 Shipper Number: XSA183
 Control ID: 90BR
 Page 1 of 3

0749A0000XSA1838

UNIV OF KENTUCKY
 LYNN DAVENPORT
 301 PETERSON SERVICE BUILDING
 LEXINGTON, KY 40506-0001

Incentive Savings
 Total incentive savings this period: \$ 61.25
 Your amount due this period includes these savings.
 See incentive summary section for details.

Account Status Summary
Weekly Payment Plan
 Amount Due This Period: \$ 19.48
 Amount Outstanding (prior Invoices): \$ 0.00
 Total Amount Outstanding: \$ 19.48

Questions about your charges?
 To get a better understanding of the charges on your invoice, visit our invoice guide and glossary of billing charges at ups.com/invoiceguide.

Thank you for using UPS.
Summary of Charges

Page	Charge
3	Outbound
3	UPS Internet Shipping
	Adjustments & Other Charges
Amount due this period: \$ 19.48	

UPS payment terms require payment of this bill by July 20, 2020.
 Payments received late are subject to a late payment fee of 6% of the Amount Due This Period. (see Tariff/Terms and Conditions of Service at ups.com for details).
 Note: This invoice may contain a fuel surcharge as described at ups.com. For more information, please visit ups.com.

Quick Reference Card – Attachments and Receipts

Notes	<ul style="list-style-type: none">• For specific receipt requirements on a travel expense report or procard expense report, refer to the appropriate Business Procedures Manual policy.• Note that certain Expense Types or Business Purposes require documentation in addition to receipts. For information on the documentation requirements of expenses, see the topical Concur Quick Reference Guides, Travel Policy, or Purchasing/AP Quick Reference Guide.• Some colleges/units require other documentation to be attached to a request or expense report. For questions on these documentation requirements, contact the college/unit business office.• If a required receipt is not available for attachment to the Concur expense report, see the Missing Receipt Affidavit Quick Reference Guide.
Questions	<ul style="list-style-type: none">• Questions Contact Customer Service:<ul style="list-style-type: none">○ Email – concurexpense@uky.edu