Uploading Receipts

Document uploading is now a **Two-Step Process**

- Upload the receipt.
- Match the receipt to the expense line.
- Receipts/Documents are now mandatory on certain expense lines, your claim will not save without them.

1. Uploading the Document/ Receipt:


Go to Expense Overview on the right & click 'Upload Receipts / Show receipts'

Click Upload Receipts again. Receipts need to be uploaded individually

Click open to upload the receipt. You will see your receipt uploaded.

- The maximum file size on Agresso for each document uploaded is 5000KB (5MB)
- Files with the following extensions cannot be uploaded or attached for any function across Agresso: .exe, .bin, .dll, .bat, .cmd, .js, .ps1, .com, .vbs, .msi, .docm, .xlsm, .pptm, .zip, .gz, .rar, .jar, .iso.

It is recommended to update all your receipts at this point.

Attaching receipts is mandatory prior to submitting claims, you will not be able to save the claim without the receipts matched to the relevant expense...step 2.
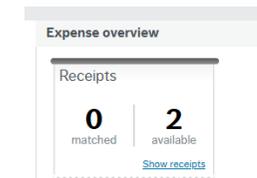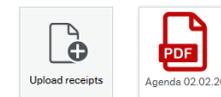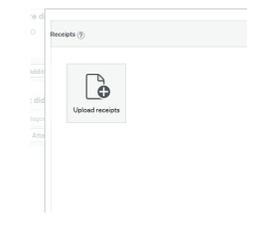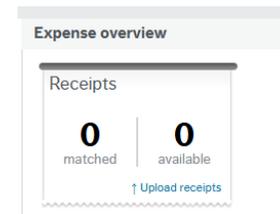
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2. Matching the Receipt to the Expense Line

Click 'show receipts'

The arrow on the top right expands the view of the receipt to full screen

Select the expense line relevant to the receipt in view & click match to receipt

The receipt is now matched to the expense line; you can undo if necessary.

Repeat for each line a receipt / document is required for.

Exit the Receipt window. You will see how 1 receipt is matched to 1 line