



# HRworks Documentation



## **Attach electronic receipts**

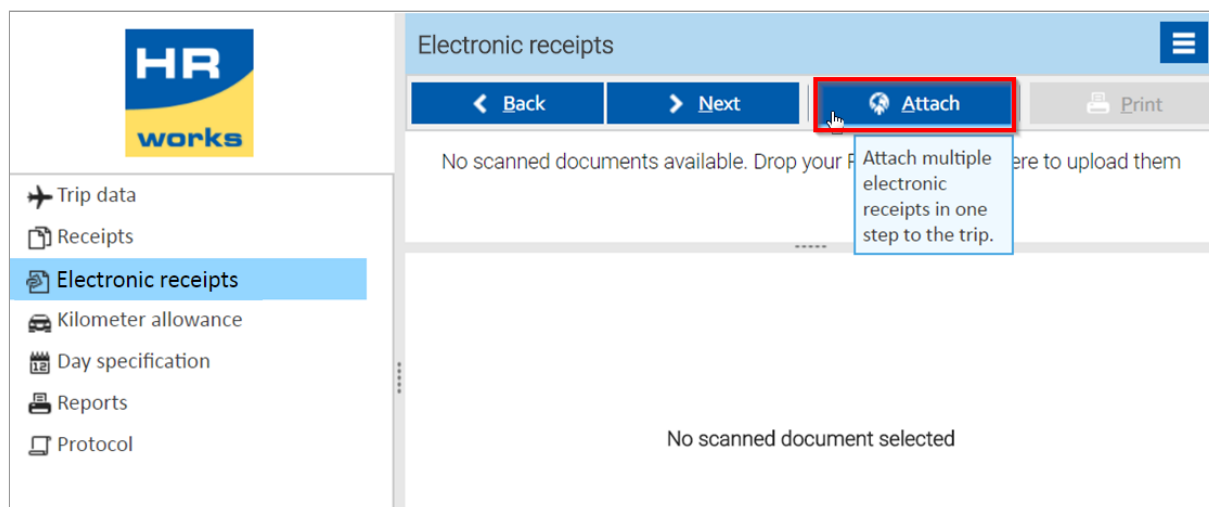
How to attach electronic receipts to a trip.

Last update: 14.12.2017

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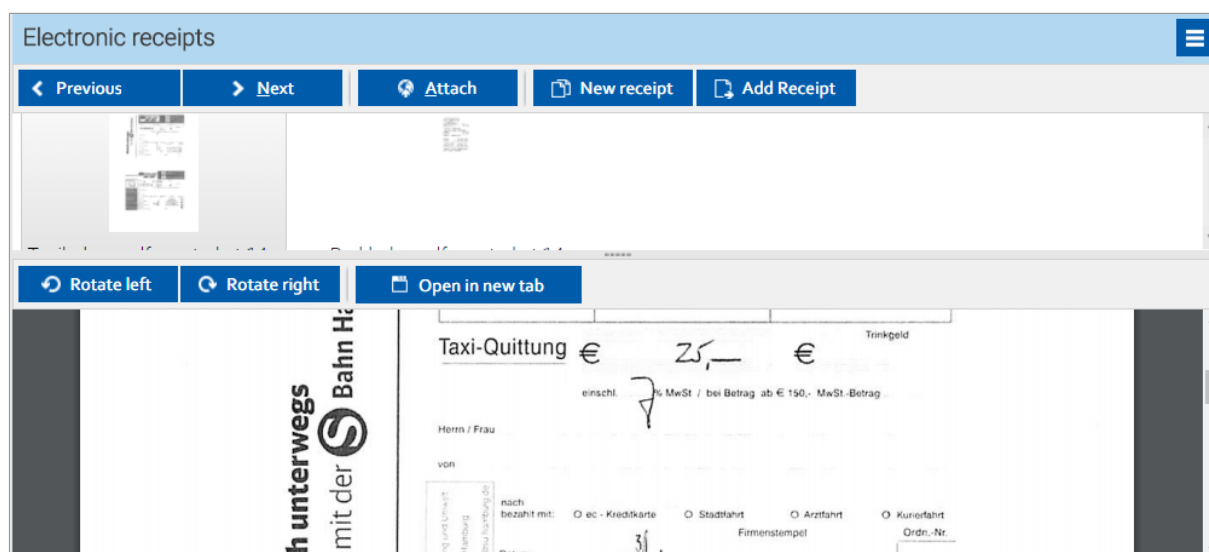
## Step 1: Upload electronic receipts

Open an already recorded trip in the menu “Travel management/Travel expense reports”. The instruction titled “[Create multi-day trips](#)” informs you about how to create a new travel expense report. In the menu “Attached receipts”, you can attach your scanned receipts in PDF format. Click on the button “Attach” or drag and drop your files in the upper area.



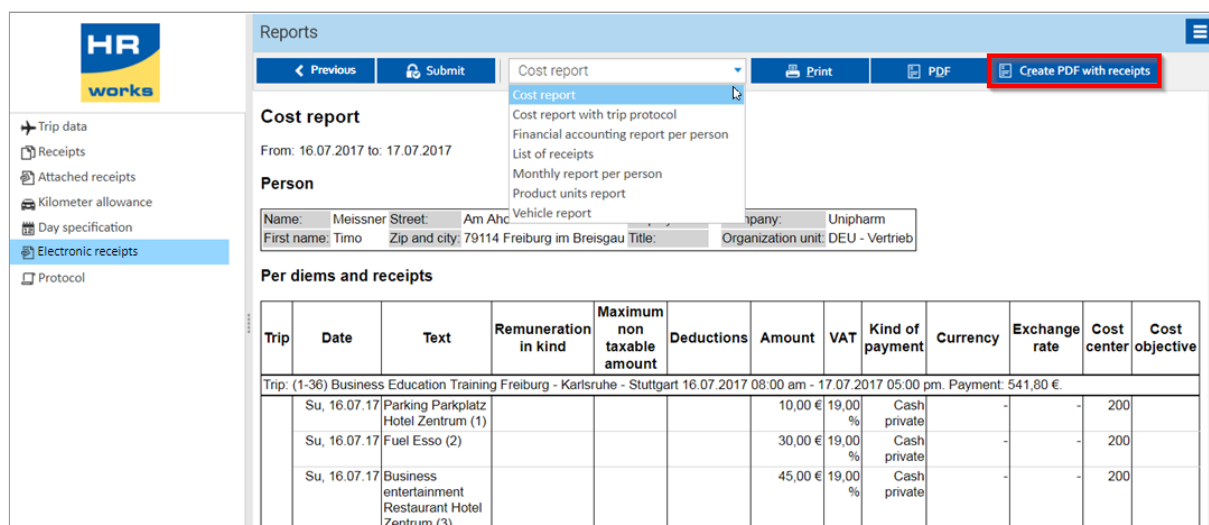
## Step 2: Edit electronic receipts

The scanned receipts are now shown in the overview. You can open and review the attached receipts via the shortlist in the upper area. In order to rotate the attached receipt to improve readability, click on the button “Rotate left/Rotate right”. In case a false receipt has been attached, the file can be deleted or renamed via right-hand click. The attached PDF file can be opened in a new tab, if required.



### Step 3: Create reports with electronic receipts

In the menu “Reports”, you can print your travel reports with or without the scanned receipts. If the accountant's department is still requiring the original receipts, you need to print at least one of the selectable reports. Click on the button “Create PDF with attached receipts”.



**Cost report**

From: 16.07.2017 to: 17.07.2017

**Person**

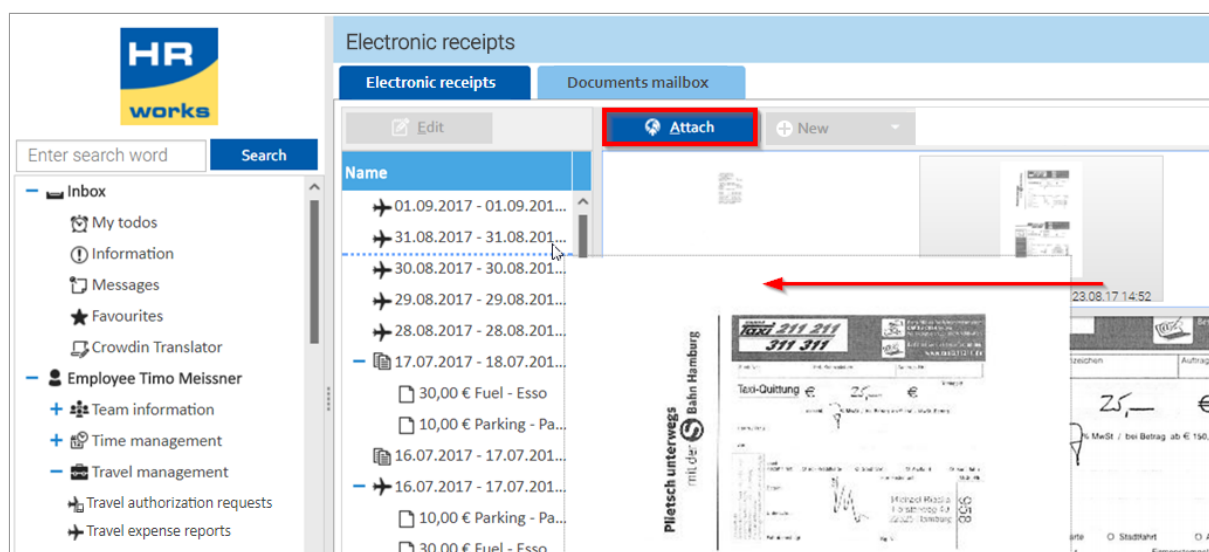
Name: Meissner Street: Am Ahc Company: Unipharm  
 First name: Timo Zip and city: 79114 Freiburg im Breisgau Title: Organization unit: DEU - Vertrieb

**Per diems and receipts**

| Trip  | Date         | Text  | Remuneration in kind | Maximum non taxable amount | Deductions | Amount  | VAT     | Kind of payment | Currency | Exchange rate | Cost center | Cost objective |
|---|--------------|---|----------------------|----------------------------|------------|---------|---------|-----------------|----------|---------------|-------------|----------------|
| Trip: (1-36) Business Education Training Freiburg - Karlsruhe - Stuttgart 16.07.2017 08:00 am - 17.07.2017 05:00 pm. Payment: 541,80 €. |              |   |                      |                            |            |         |         |                 |          |               |             |                |
|   | Su, 16.07.17 | Parking Parkplatz Hotel Zentrum (1)                 |                      |                            |            | 10,00 € | 19,00 % | Cash private    |          |               | 200         |                |
|   | Su, 16.07.17 | Fuel Esso (2)                                       |                      |                            |            | 30,00 € | 19,00 % | Cash private    |          |               | 200         |                |
|   | Su, 16.07.17 | Business entertainment Restaurant Hotel Zentrum (3) |                      |                            |            | 45,00 € | 19,00 % | Cash private    |          |               | 200         |                |

### Step 4: Use collection view

As an alternative, you can find a collection view of all files that have not been attached yet in the menu “Travel management/Electronic receipts”. Here, all scanned receipts can be collected and allocated to all open trips. Click on “Attach” and select all PDF files to be uploaded with pressed Control key (CTRL) in the subsequent selection window. Click on “Open” to start the upload. The attached receipts will appear on the right-hand side of the mask and can be relocated into the desired trip via drag and drop.



**Electronic receipts**

Electronic receipts Documents mailbox

Edit Attach New

**Name**

- ✈ 01.09.2017 - 01.09.201...
- ✈ 31.08.2017 - 31.08.201...
- ✈ 30.08.2017 - 30.08.201...
- ✈ 29.08.2017 - 29.08.201...
- ✈ 28.08.2017 - 28.08.201...
- ✈ 17.07.2017 - 18.07.201...
- ✈ 16.07.2017 - 17.07.201...
- ✈ 16.07.2017 - 17.07.201...

30,00 € Fuel - Esso  
 10,00 € Parking - Pa...  
 16.07.2017 - 17.07.201...  
 10,00 € Parking - Pa...  
 30,00 € Fuel - Esso

Pilzsch unterwegs mit der Bahn Hamburg

23.08.17 14:52

Text-Quittung € 25,- €

25,- €