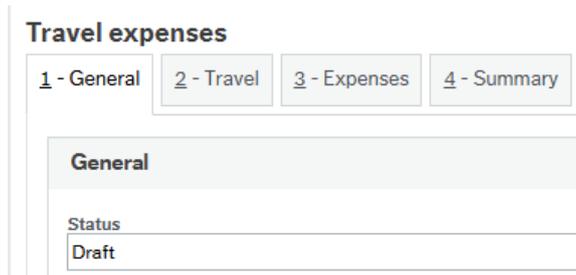# Uploading Documents for Expenses on Agresso

When preparing your expense claim, please follow the steps below to ensure your receipts/documents are correctly uploaded to Agresso:

1. **General Page:**

   - Please complete your expenses entry with the status "Draft" and follow the steps below
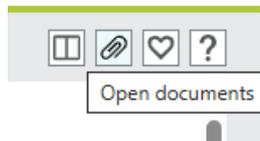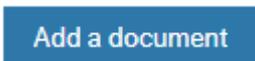

2. **Open Documents:**

   - Click on "Open Documents" at the top right corner of the screen.

3. **Add a Document:**

   - Click "Add a Document."
   - Click "Upload" to browse for your document. Only one document can be uploaded at a time. Click "Save."
   - Repeat for each document that must be uploaded.
   - When finished, please close the window to continue.

   ### File Size & File Type on Agresso

   - 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.

4. **Summary Page:**

- When you reach the Summary page, **the status must be Draft** to ensure the documents save.
- Click "Save."

5. **Pop-Up Box:**

- You will then get a pop-up box with your expense's transaction number. Click "OK."

6. **Return to Claim:**

- You will return to the General page of your claim, and you will see your expenses status as Draft.

Travel expenses

| 1 - General | 2 - Travel | 3 - Expenses | 4 - Summary |

General

Status
Draft ▼

- If you wish to submit your claim, you can now change the status of your claim to Ready and click "Save."

General

Status
Draft ▼
Draft
Ready

- If you can't see your claim, click "Open" at the bottom of the Travel Expenses window to access it.
- Select the claim you wish to review or to which you want to attach additional documents.
- If you wish to submit your claim, please ensure you have changed the status of your claim to Ready and click "Save."

| Save | Clear | Open | Print preview |

7. **Check Documents:**

- Check that all your documents are still saved by clicking on the "Open Documents" paper clip.
- And if necessary, you can upload any missing documents.
- Uploading documents is available at any stage in the process.

Open documents