

Concur Government Edition (CGE) Job Aid: Attaching Paper Receipts



Purpose: To provide a step-by-step guide to attaching paper receipts and documentation to a document in CGE.

Audience: Travelers and Preparers

Instruction:	Screenshot:																																				
<p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>																																					
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>																																					
<p>Step 3: Select Vouchers Tab Select the Vouchers tab and then select View Vouchers.</p> <p>Note: Although receipts are attached to Vouchers, other types of documentation may be attached to an Authorization. If that is the case, select the Authorizations tab and then select View Authorizations. Then follow the steps below.</p>																																					
<p>Step 4: Locate Document Locate your document from the list of Vouchers. Select the document name from the Name column.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> <th>Depart Date</th> </tr> </thead> <tbody> <tr> <td>TRIP0006DB</td> <td>Vch</td> <td>TANUM007EI</td> <td>Trip from Washington to Newark</td> <td></td> <td>12/08/2014</td> </tr> <tr> <td>TRIP0001HZ</td> <td>Vch</td> <td>TANUM001UM</td> <td>Trip to New York</td> <td></td> <td>09/22/2014</td> </tr> <tr> <td>TRIP0001IB</td> <td>Vch</td> <td>TANUM001UY</td> <td>Trip to Boston</td> <td>ZUMXWM,G25QM8</td> <td>09/15/2014</td> </tr> <tr> <td>TRIP00025H</td> <td>Vch</td> <td>TANUM002J9</td> <td>EXAMPLE</td> <td>EPAZBJ,G2814708265</td> <td>08/10/2014</td> </tr> <tr> <td>TRIP0001HL</td> <td>Vch</td> <td>TANUM001U8</td> <td>Training in Richmond</td> <td></td> <td>08/04/2014</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	PNR #	Depart Date	TRIP0006DB	Vch	TANUM007EI	Trip from Washington to Newark		12/08/2014	TRIP0001HZ	Vch	TANUM001UM	Trip to New York		09/22/2014	TRIP0001IB	Vch	TANUM001UY	Trip to Boston	ZUMXWM,G25QM8	09/15/2014	TRIP00025H	Vch	TANUM002J9	EXAMPLE	EPAZBJ,G2814708265	08/10/2014	TRIP0001HL	Vch	TANUM001U8	Training in Richmond		08/04/2014
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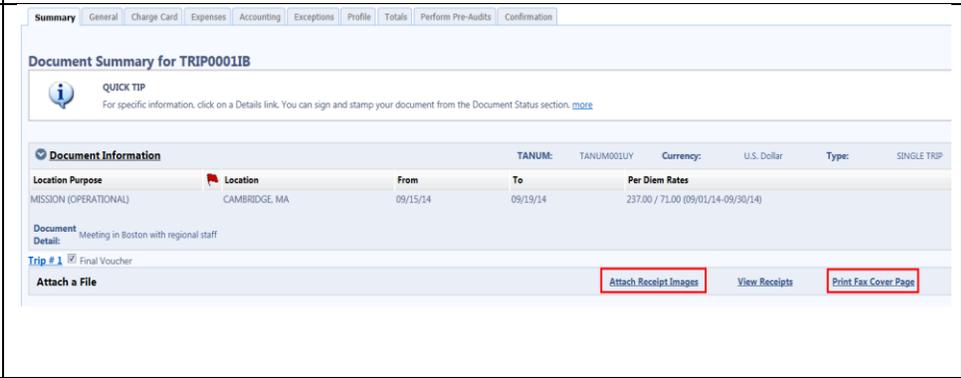
Instruction:

Step 5: Open Document
 Select Open Document from the Actions pop up window.

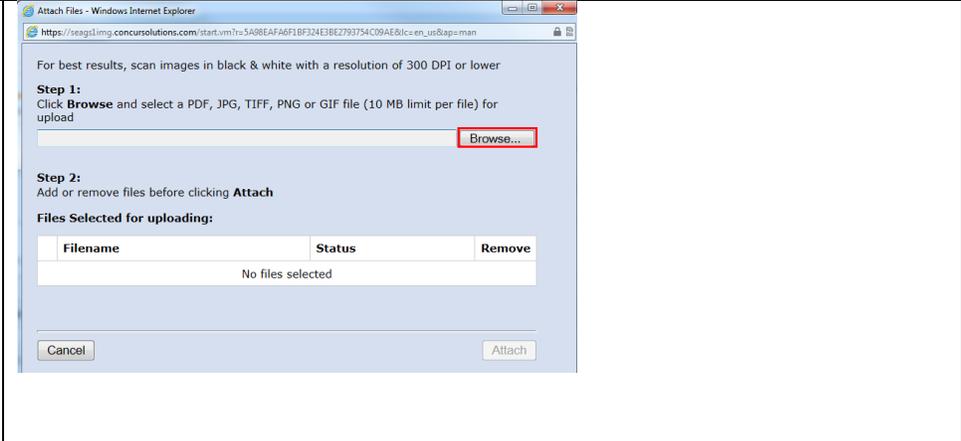
Note: If the document has already been approved, select Amend Document.



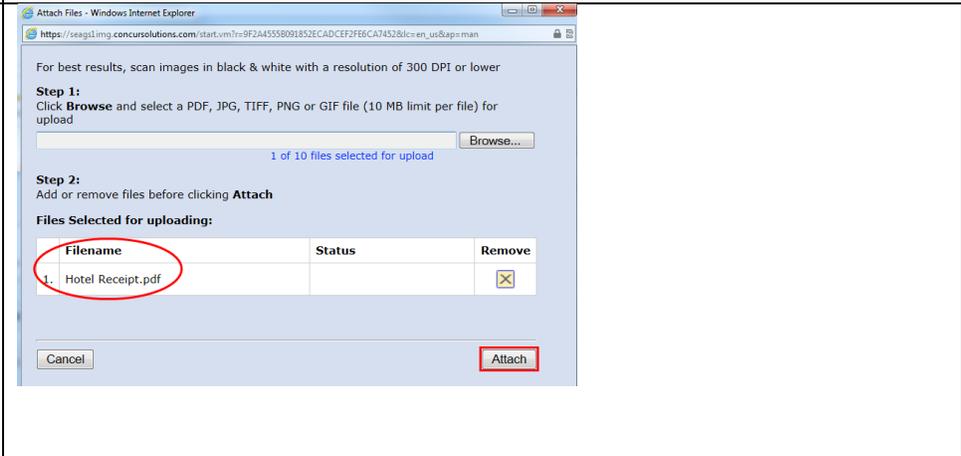
Step 6: Summary Page
 To upload a receipt image from your computer's hard drive, select "Attach Receipt Images" from the Summary page and continue to step 7.
 To fax a paper receipt to CGE, select "Print Fax Cover Page" and skip to step 8.

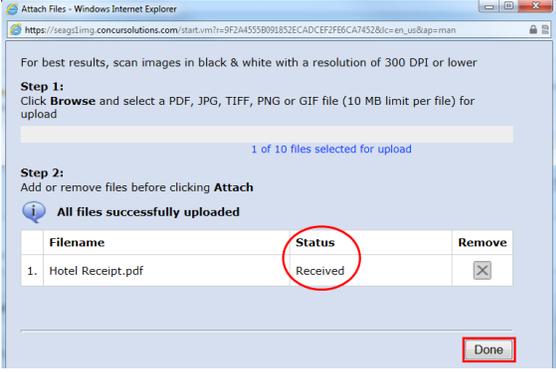
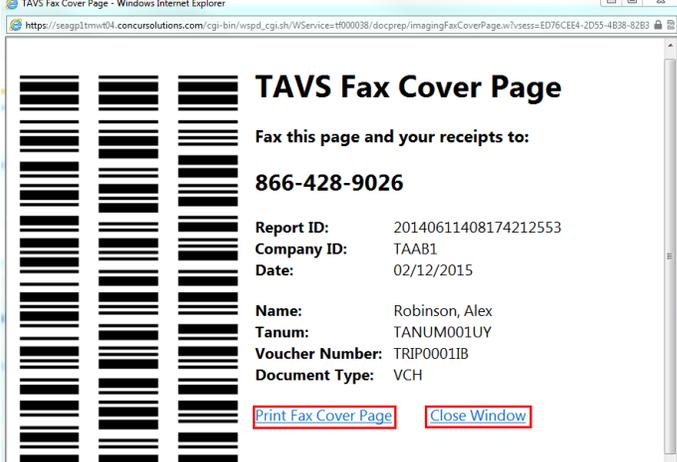
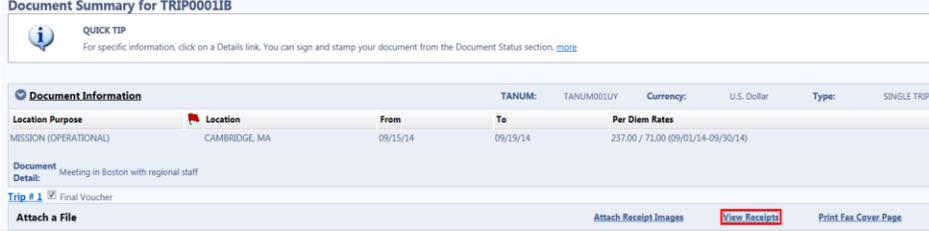


Step 7: Upload Receipt
 Select the "Browse" and select the file that you will be attaching.



Step 7 continued: Upload Receipt
 Once you select the receipt from your hard drive it will appear in the Filename column. Select the Attach button to upload this to CGE.



<p>Instruction:</p> <p>Step 7 continued: Upload Receipt The status of the receipt is now Received. Select the Done button to complete. Skip to step 9 to verify that the receipts uploaded correctly.</p>	<p>Screenshot:</p> 
<p>Step 8: Fax Receipt To fax a receipt to CGE, select Print Fax Cover Page from the Summary page (as seen in Step 6) and then select Print Fax Cover Page on the pop up window. The cover page will print to your network printer. After printing, select Close Window. Fax the cover page and paper receipt to CGE using the number shown on the cover page.</p>	
<p>Step 9: View Receipts To verify that your receipts have attached, select View Receipts from the Summary page.</p>	

You have successfully attached receipts to a document in CGE!