



**Finance Transformer**  
**Digital Staff Expenses**  
**Creating Receipt Images:**  
**OneDrive for Business Guide**

## Introduction

Following the introduction of digital staff expenses at UCL on 27 March 2020, to make an expense claim, images of the associated payment receipts will need to be electronically attached within iExpenses.

There are two main ways to create receipt images:

- Scan your receipt(s) using a scanner or a scanning mobile app (i.e. iScanner, Genius Scan) and create a PDF file which can be emailed to your UCL email address to save to your desktop.
- Take photos of your receipt(s) on your mobile phone and sync to OneDrive for Business on your desktop.


Additionally, electronic receipts, i.e. emails and/or their attachments, can be saved to your desktop to attach to claims. Please keep the number of files attached to a single claim to a minimum. This reduces the storage size and makes it much easier for the approver to view the receipt images, and therefore authorise the claim.

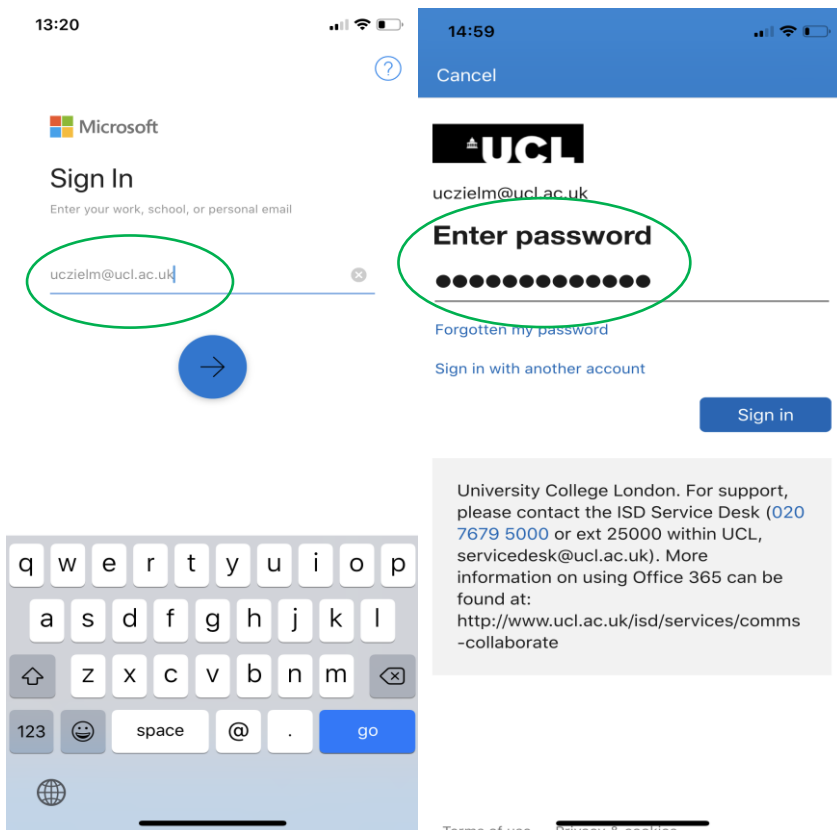
This guide explains how to use the OneDrive app to sync photos of receipts from a mobile phone to a UCL desktop.

## OneDrive for Business

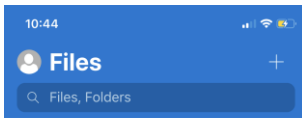
OneDrive for Business is available on Desktop@UCL and is a cloud document storage facility. There is also a OneDrive mobile app that can be used in conjunction with the desktop application. This app enables photos taken on a mobile phone to be accessed via Desktop@UCL when making an expense claim.

The first part of the guide explains how to use the mobile app. The second part of the guide explains how to: view the images on your desktop, reduce file sizes and amalgamate several images into one document.

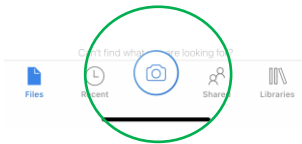
1. The mobile app can be downloaded at [iPhone](#) and [Android](#)
2. When you have downloaded the app on your phone, click on the app icon  and log in using your UCL [ID@ucl.ac.uk](mailto:ID@ucl.ac.uk):



- The app displays your files and has various options at the bottom. The camera icon is used for creating images. Lay out the receipt(s) on a plain background and select the camera icon. All receipt images should be legible and include details of what goods or services have been purchased (not credit card slips).

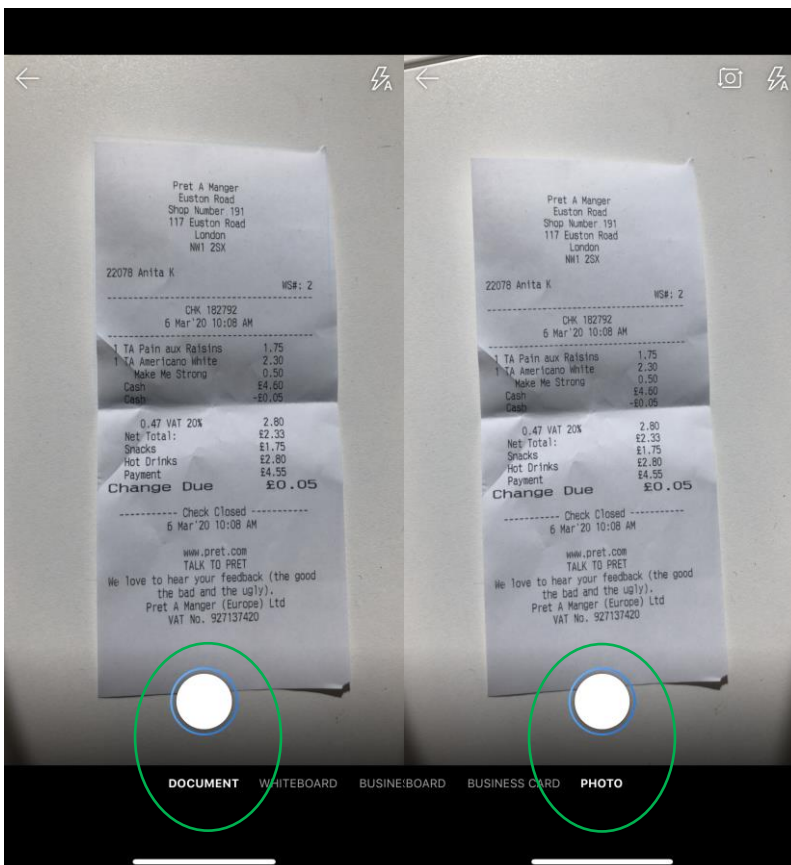


This folder is empty.



If there are several receipts related to one claim, please ensure they are combined onto a single image wherever possible. As far as possible, please keep file sizes to significantly lower than 5MB per attachment and 10MB overall for a single claim. There is a system file size limit of 7.5MB per attachment and overall limit of 15MB per claim, however, to reduce storage, please keep file sizes to a minimum. See second section of this document for advice on how to reduce file sizes.

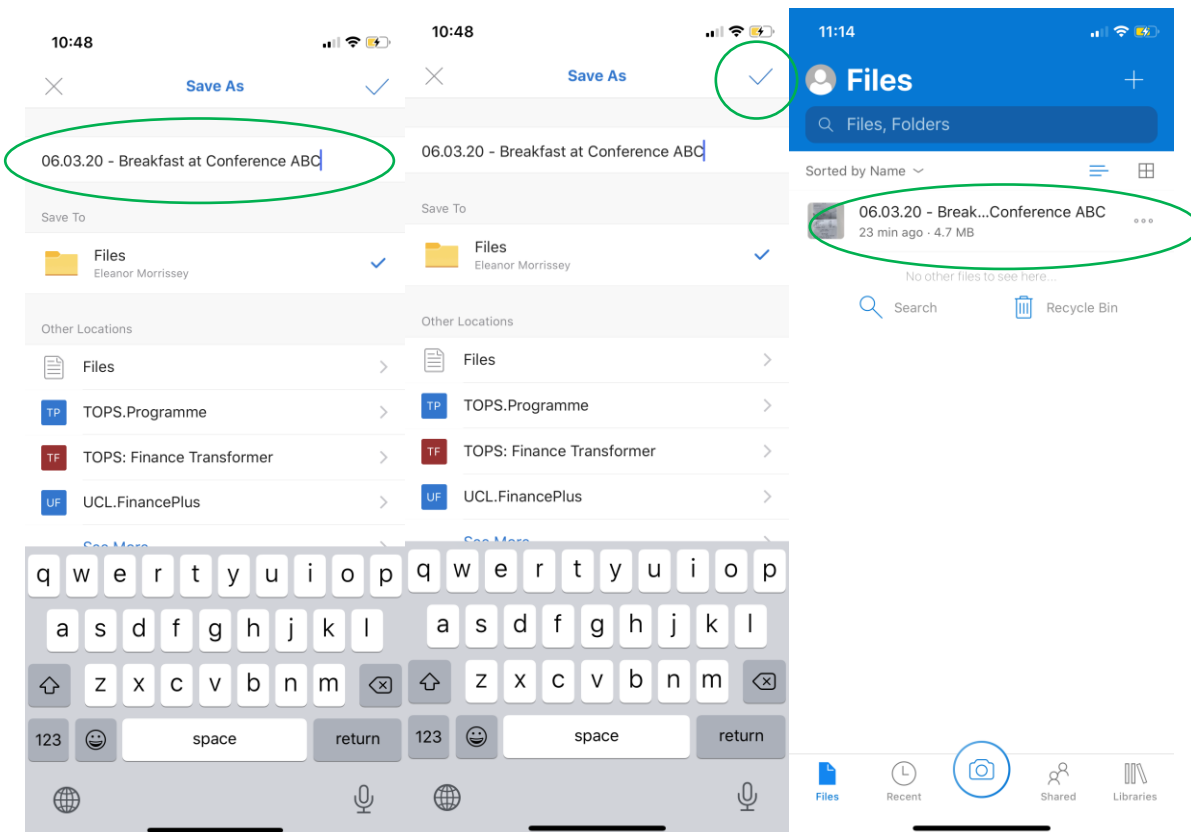
- The first option given is to create a **Document**, this should be used when creating an image of a standard formatted document and will create a PDF. For smaller paper receipts, change the option to **Photo** by scrolling to the right:



- Take a photo of your receipt(s) by selecting the white **Photo** button ensuring the whole receipt(s) are in focus and legible. The T option allows you to add text to the image and the pen option can be used to write on the image, i.e. highlight a line on a receipt. Select **Done** when image is complete:



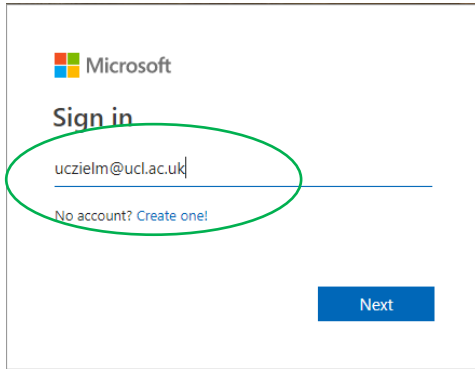
- Name your receipt image file to ensure it can be recognised when attaching to your claim from the desktop. Select the ✓ symbol. The file is now created and ready to use. Please see [General Expense Claim Guide](#) which explains how to make a claim using receipt images. Please see next section of the guidance regarding [accessing OneDrive for Business from your desktop](#). This covers how to check that the mobile app and desktop are synced prior to making a claim and how to reduce file sizes to within the required limits:



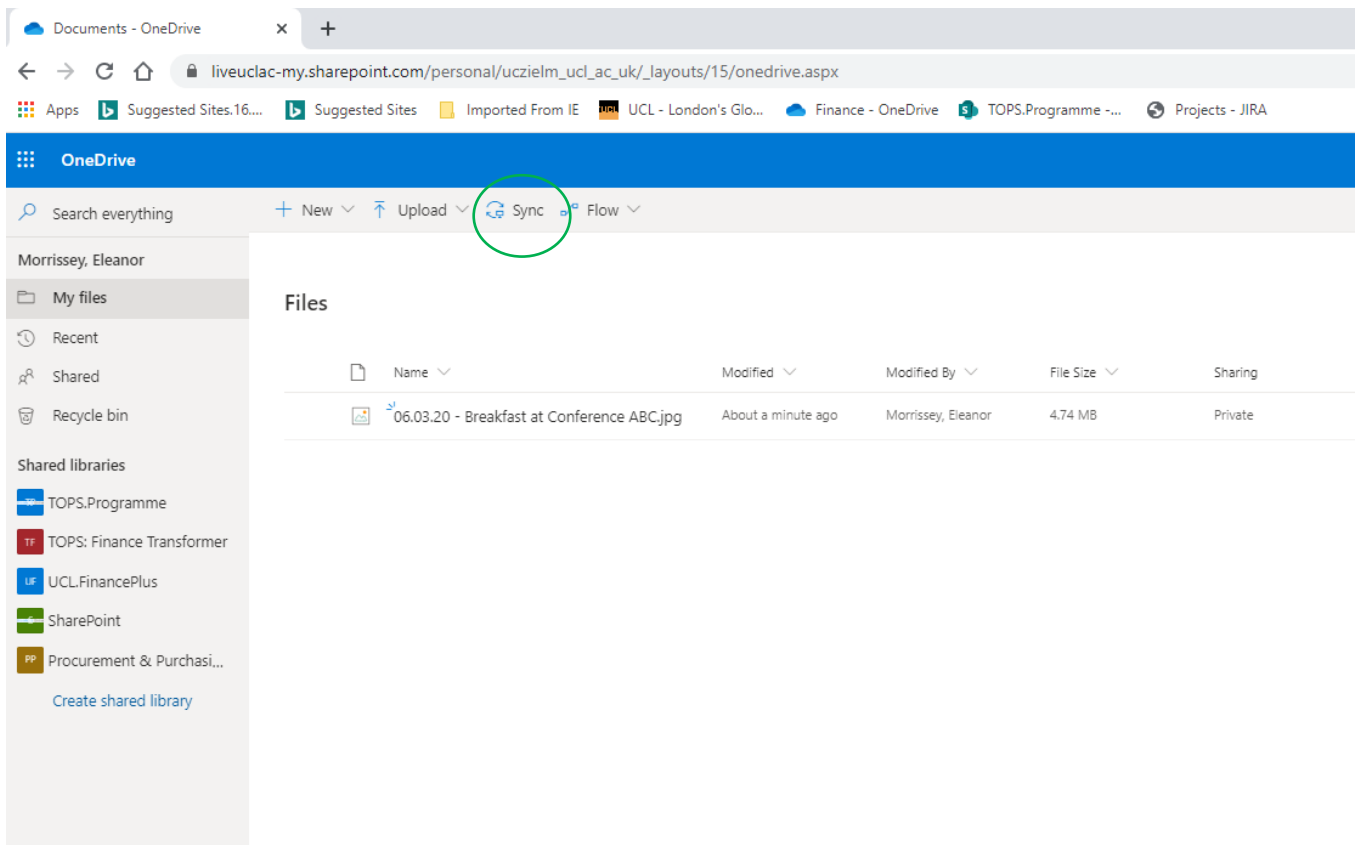
## OneDrive for Business on Desktop

OneDrive for Business can be accessed from your desktop. In order to access saved images created on the mobile app from your desktop, it is essential that they are synced. This should happen automatically, but this section of the guidance takes you through the steps necessary to run the process manually. This section also explains how to reduce file sizes and amalgamate several files into one PDF.

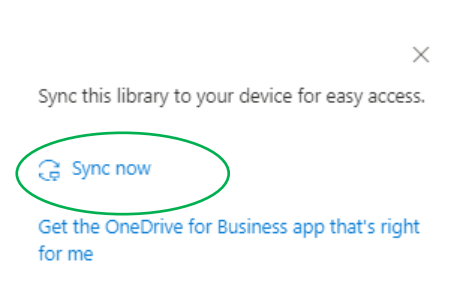
1. To ensure the mobile app and desktop are syncing files. Log into [OneDrive for Business](#) from your desktop using your UCL ID + @ucl.ac.uk:



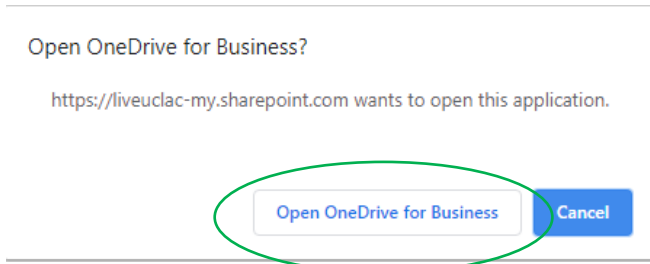
2. Click the **Sync** option:



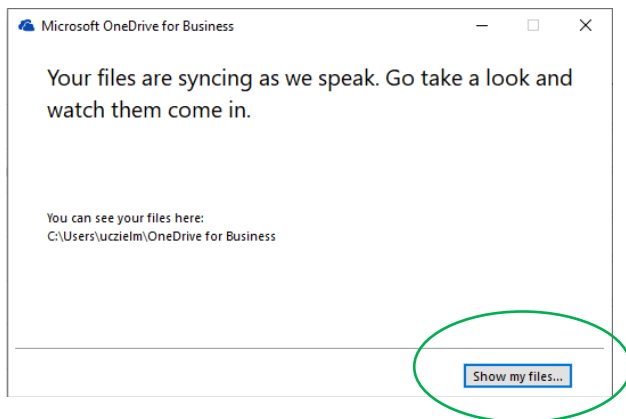
3. This message will appear. Click **Sync now**:



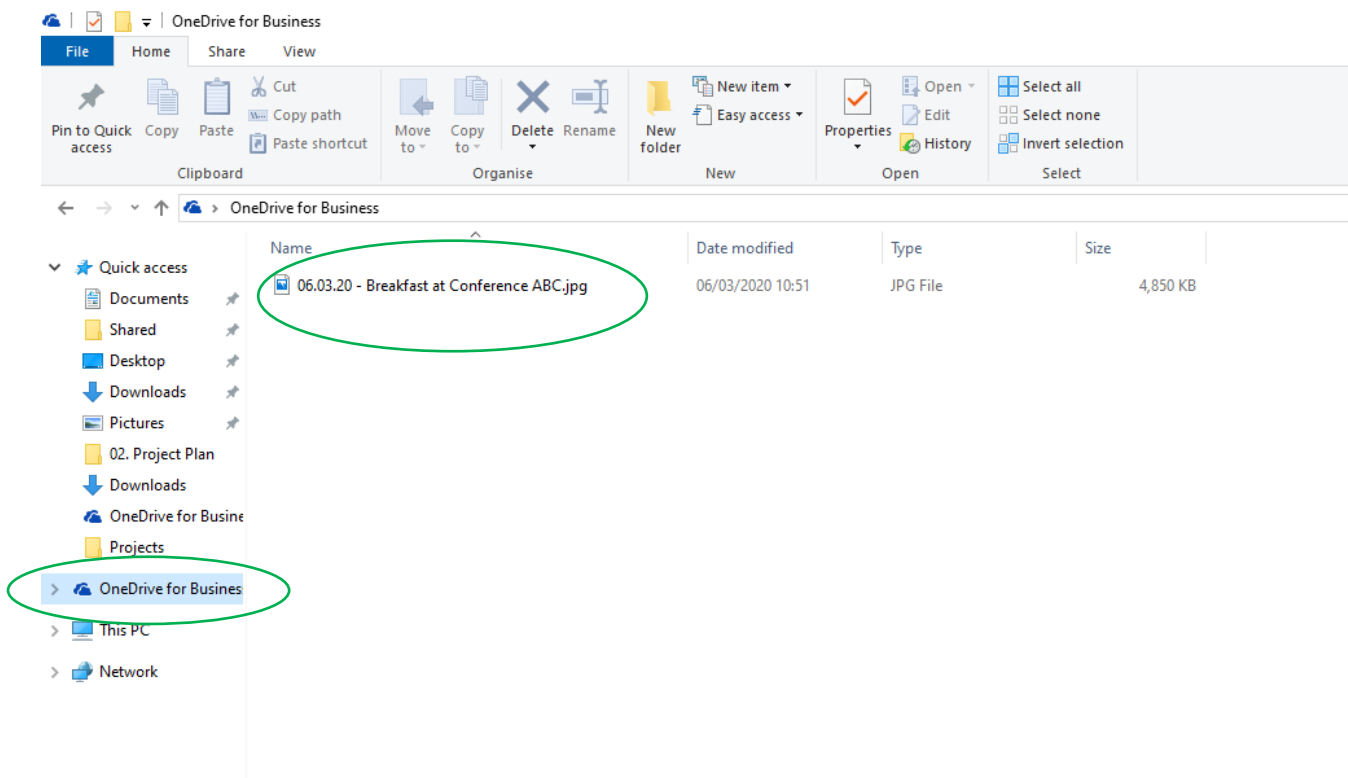
4. This message will appear. Click **Open OneDrive for Business**:



5. This message will appear. Click **Show my files**:

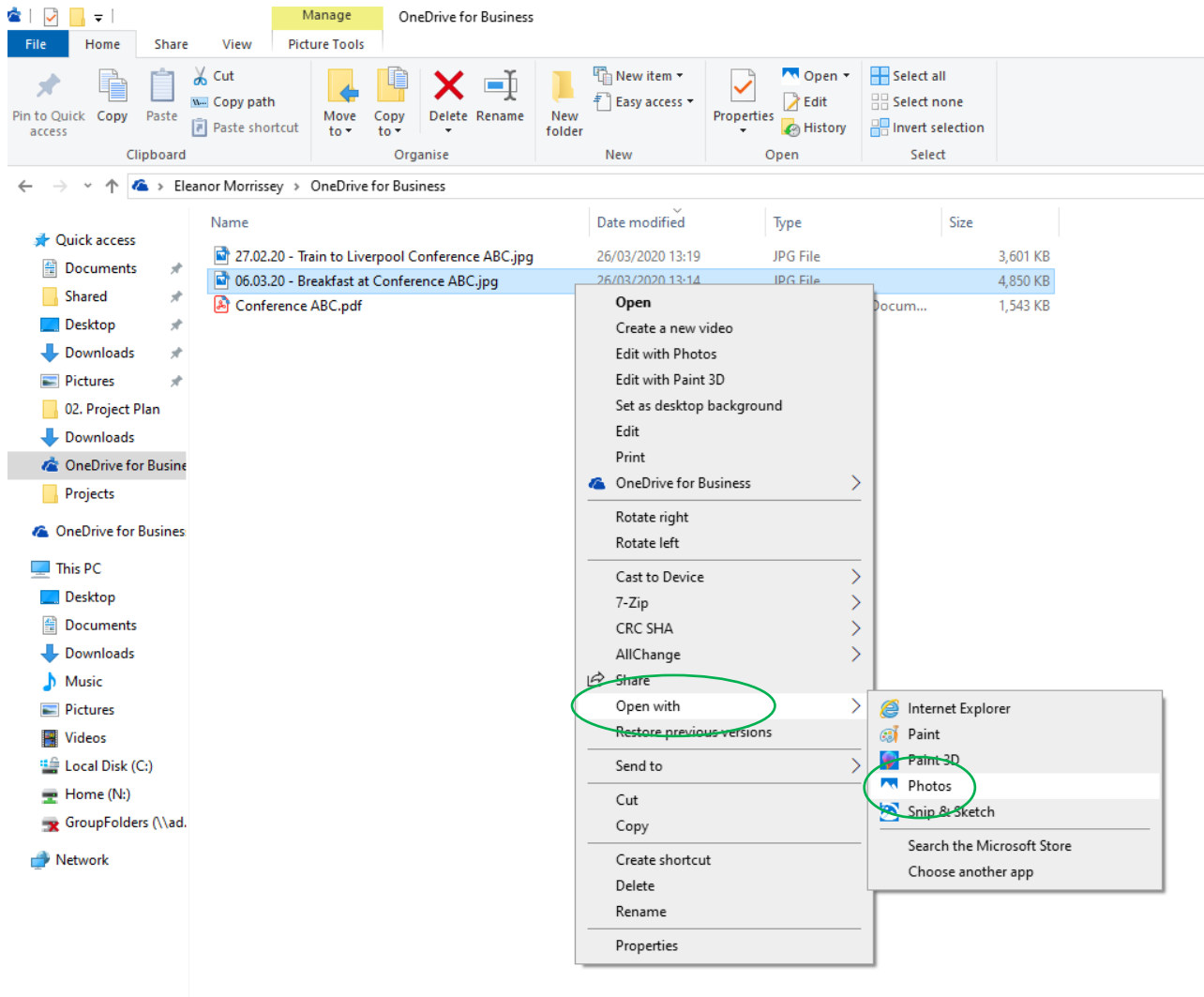


6. The desktop files will appear. Select **OneDrive for Business** and the mobile phone photo should appear under the files. When making an expense claims, these file(s) can be attached to your claim. Please see [General Expense Claim Guide](#):

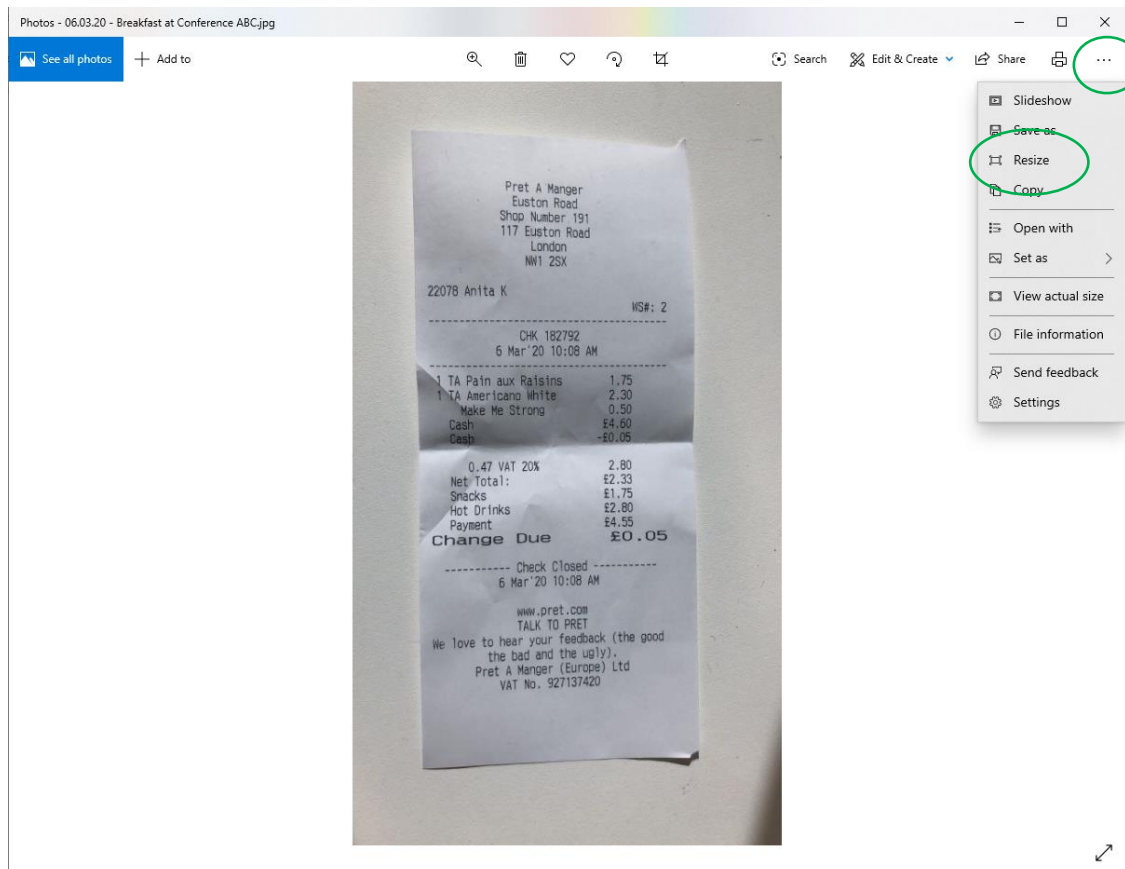


7. If you have several JPEG picture files relating to one claim, please amalgamate into one PDF file as this makes it easier for the approver to view all the receipts in one document. As far as possible, please keep file sizes to significantly lower than 5MB per attachment and 10MB overall for a single claim to ensure good system performance. There is a system file size limit of 7.5MB per attachment and overall limit of 15MB per claim, however, to reduce storage, please keep file sizes to a minimum. How to reduce photo file sizes and amalgamate several images into one document is below.

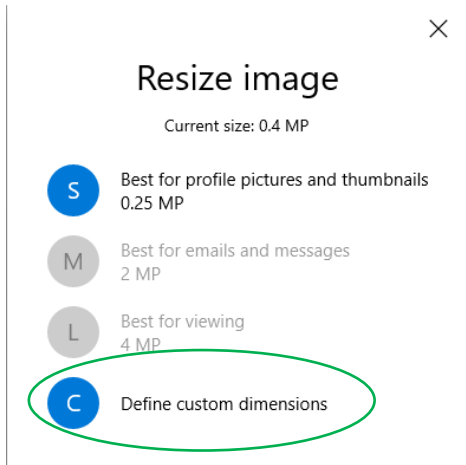
8. To reduce photo file size. Highlight file in OneDrive. Right click, select **Open with, Photos**:



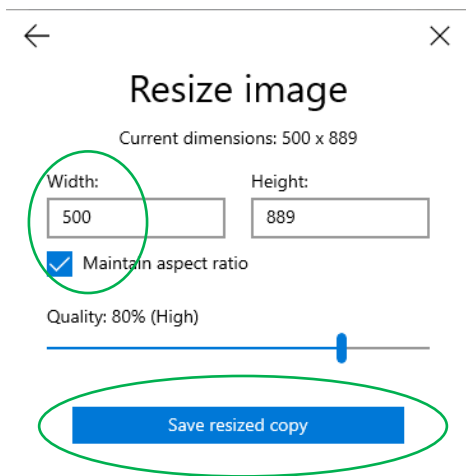
9. Click on three dots at top right of window and select **Resize**:



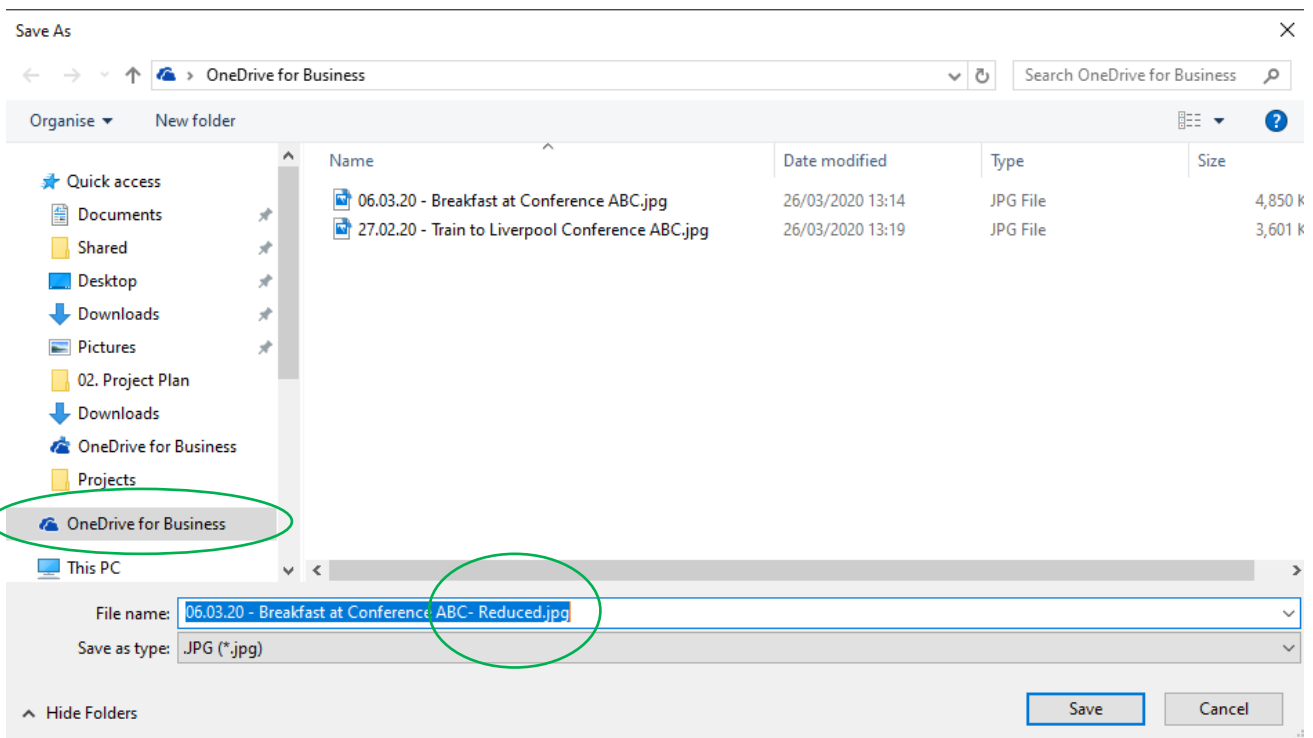
10. Select **Define custom dimensions**:



11. Change **Width** to **500**, the **Height** will automatically change if **Maintain aspect ratio** is selected:

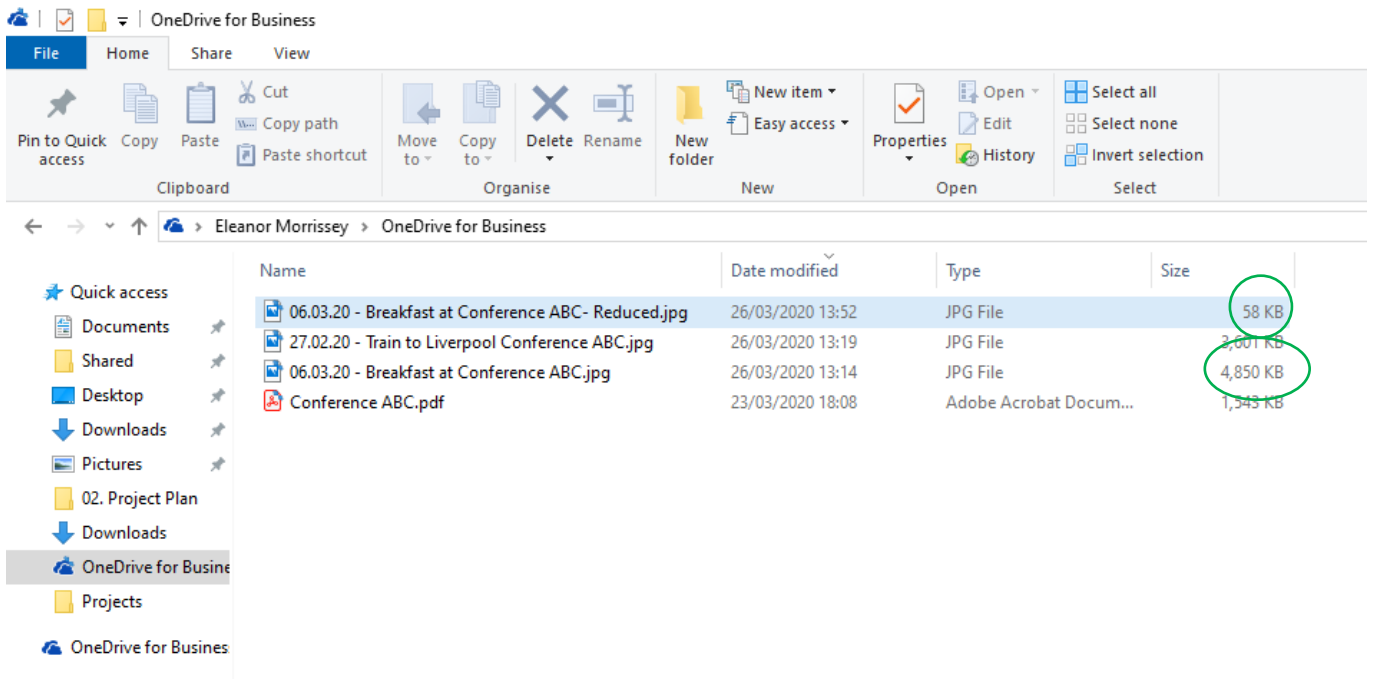


12. Click **Save resized copy**, select OneDrive and change file name to include Reduced. Click **Save**:

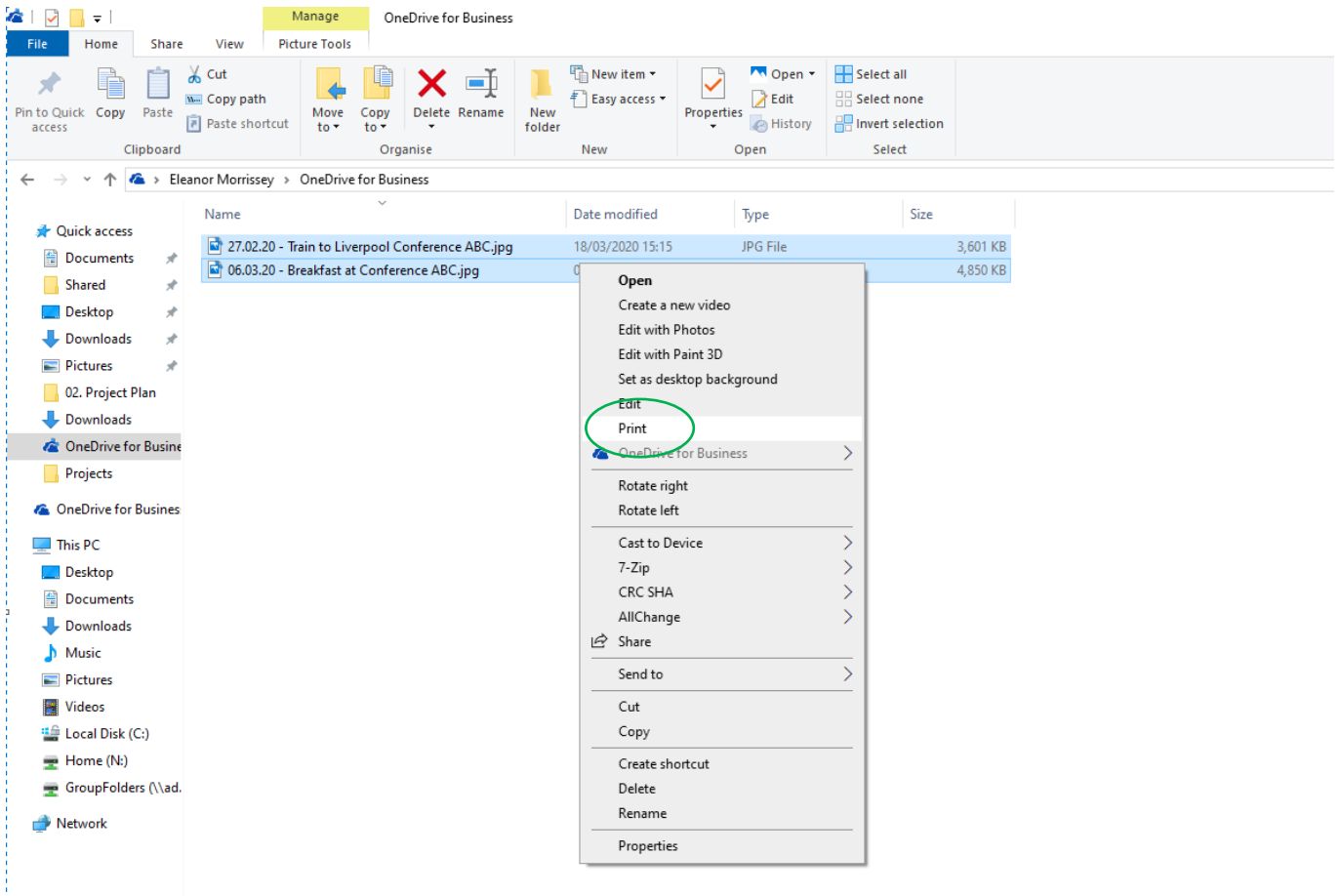




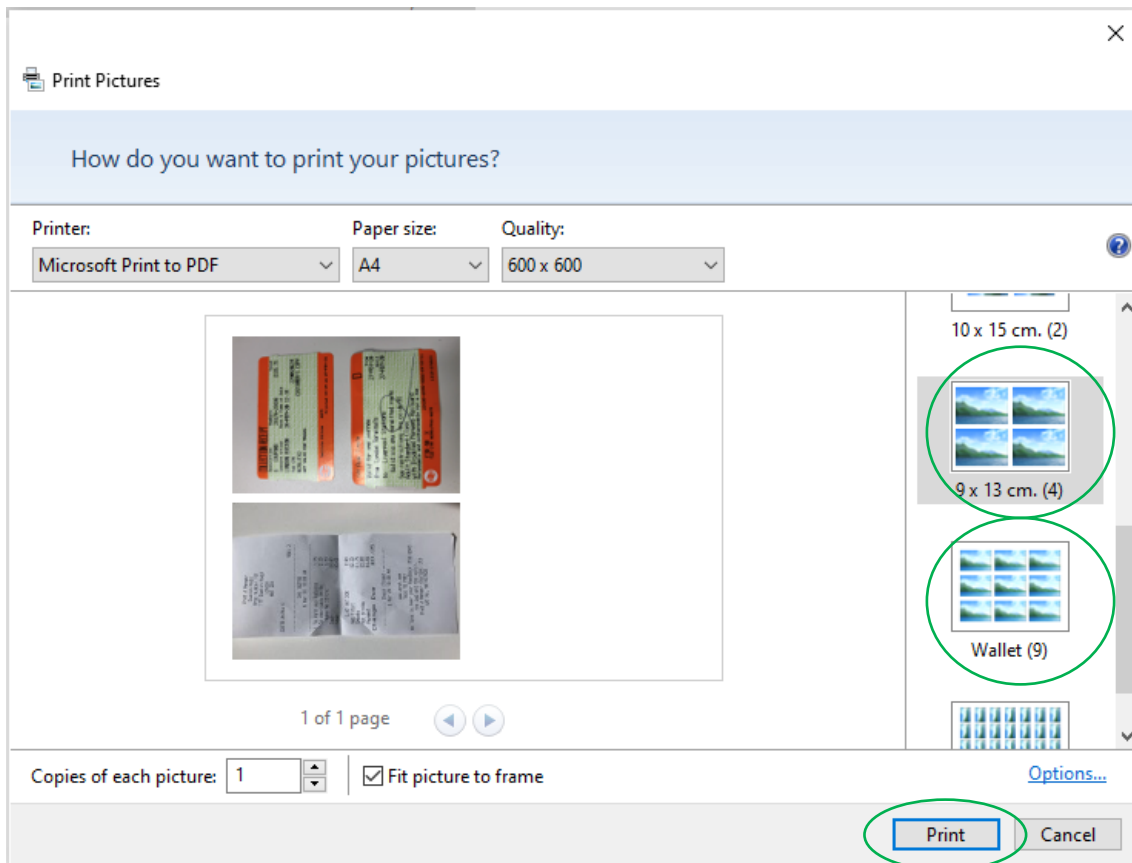
13. The file is now reduced. In this example from 4850KB to 58KB:



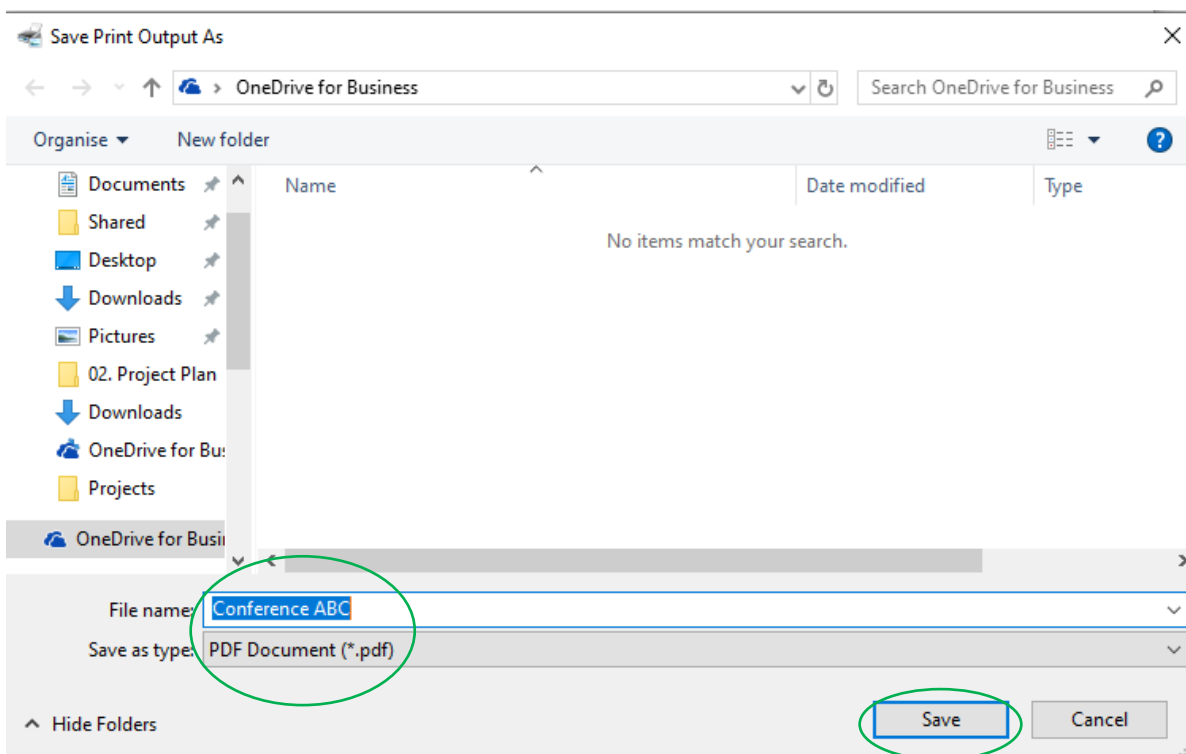
14. To amalgamate several files into one PDF file, highlight all the relevant files on your desktop. Right click on mouse and click **Print**:



15. Print Pictures window appears. Ensure the Printer is set to **Microsoft Print to PDF** and select the option from the right hand side so that more than one image is displayed per page, i.e. 9 x 13cm (4) or Wallet (9). Please ensure the images are legible, i.e. no more than 9 images per page. Click **Print**:



16. Create file name. Ensure Type is set to PDF, click **Save**:



17. The PDF file with all images will appear on your desktop. Please note, by doing this the file size has reduced to 1.5MB from two files totalling 8.5MB:

