

Saving Receipts Electronically

Works will not allow the Accountholder to sign off on a P-Card transaction until an electronic copy of the receipt has been uploaded and attached.

Prior to uploading and attaching a receipt in Works, the Accountholder must first save it electronically. Departments can ultimately decide how they want Accountholders to do so but two easy options include:

- A. Scanning receipt using a scanner and saving to computer
- B. Taking a picture of receipt with phone and saving to the One Drive app for mobile devices

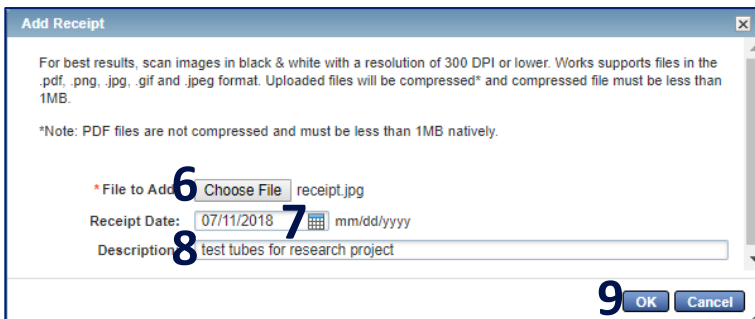
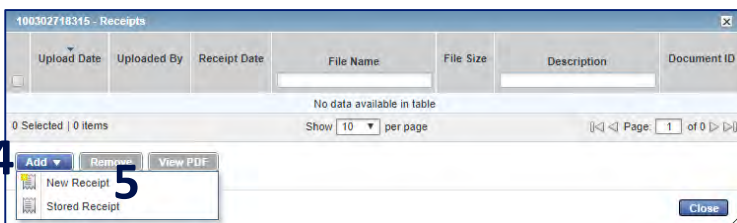
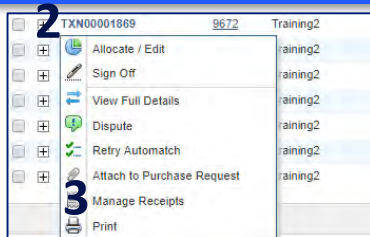
Two Options for Uploading Receipts in Works

After saving a receipt electronically, Accountholders can use either of the following options to upload to Works:

- A. Upload and attach receipt to a specific transaction on the Transactions list
- B. Upload receipt to user receipt storage in Works to be assigned to a specific transaction later

Option A: Uploading and Attaching Receipt to Specific Transaction on Transactions List

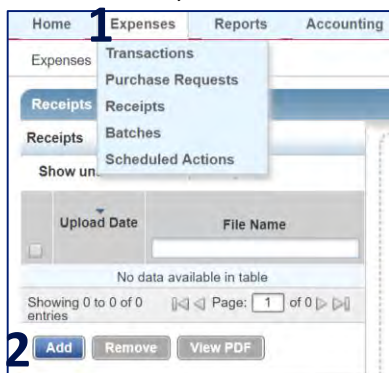
1. In Works, click **Expenses > Transactions > Accountholder**
2. Click the Document Transaction Number associated with the receipt.
3. Select **Manage Receipts**.
4. Click **Add**.
5. Select **New Receipt**.
6. Click **Choose File** to locate the receipt image (May say **Browse** in some browsers).
7. Click the calendar icon to enter a Receipt Date.
8. Enter a Description.
9. Click **OK**. A confirmation message will display.
10. Click **Close** and verify that the Uploaded Receipt column is updated to Yes for the transaction.



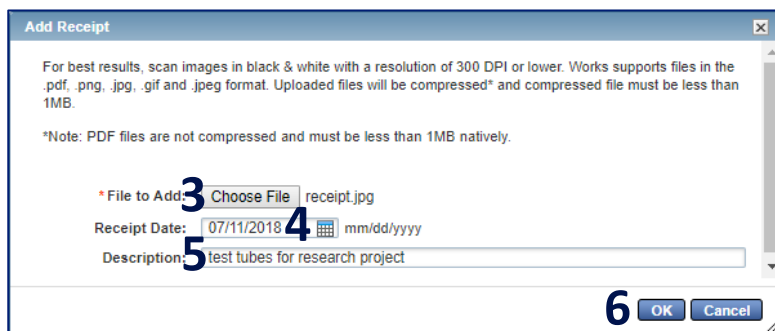
Option B: Upload Receipt to User Storage to be Attached to Transaction Later

Uploading Receipt to User Storage

1. In Works, click **Expenses > Receipts**
2. Click **Add**.
3. Click **Choose File** (may say **Browse** in some browsers).



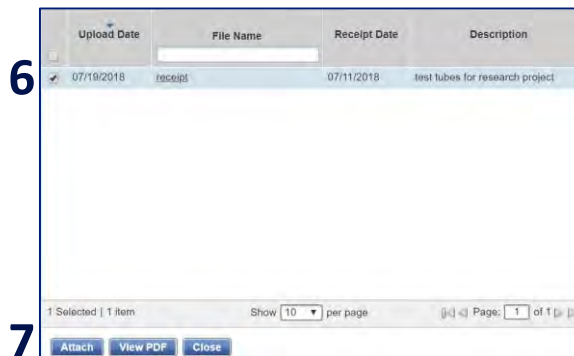
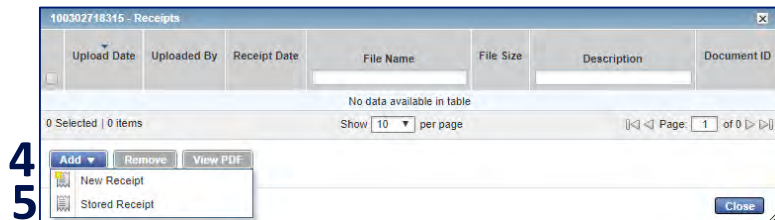
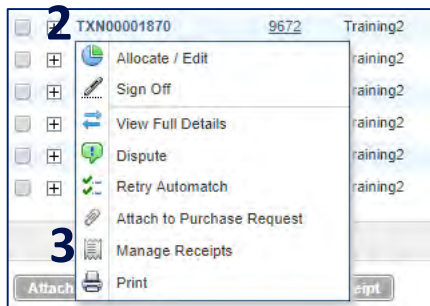
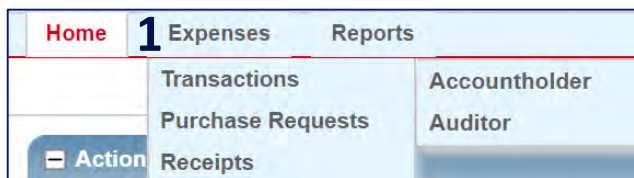
4. Click the calendar icon to enter a Receipt Date.
5. Enter a Description.
6. Click **OK**.



Attaching Stored Receipt to Transaction

1. In Works, click **Expenses > Transactions > Accountholder**
2. Click the Document Transaction Number of the transaction associated with the receipt.
3. Select **Manage Receipts**.
4. Click **Add**.

5. Click **Stored Receipt**.
 6. Select a receipt from the list.
 7. Click **Attach**.
- Result:** A confirmation message will display.
8. Click **Close** and verify that the Uploaded Receipt column is updated to Yes for the transaction.



Additional Tips and Considerations

- Works supports files in the .pdf, .png, .gif, and .jpeg format.
- For best results, scan images in black & white.
- Uploaded files must be less than 1MB.
- Paper receipts can be discarded after the related transaction is approved.
- Works does not allow users to create folders for different types of receipts in user receipt storage.
 - Therefore, it is important for users to give receipts descriptions that make them easy to identify when attaching to transactions.