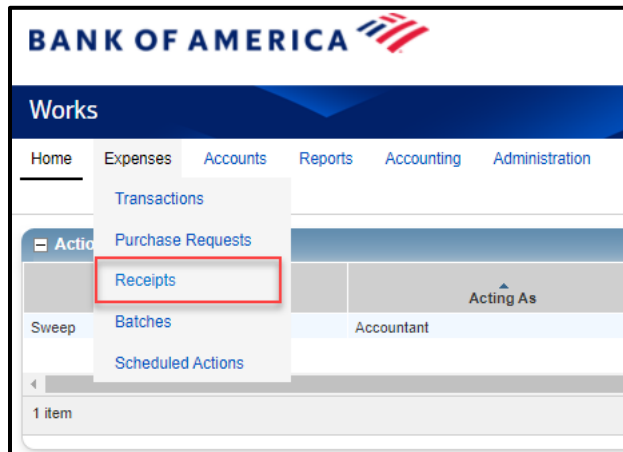


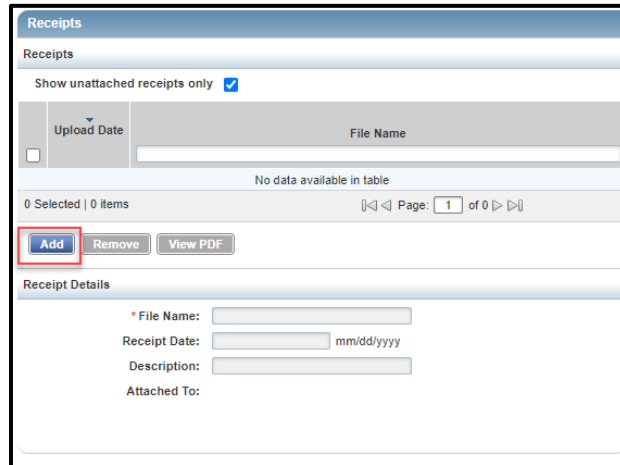
Uploading Receipts to Transactions in WORKS

Please note that you can only attach receipts BEFORE you sign off on transactions. Please ensure receipts are submitted and attached before signing off on expenses to ensure they are completed accurately.

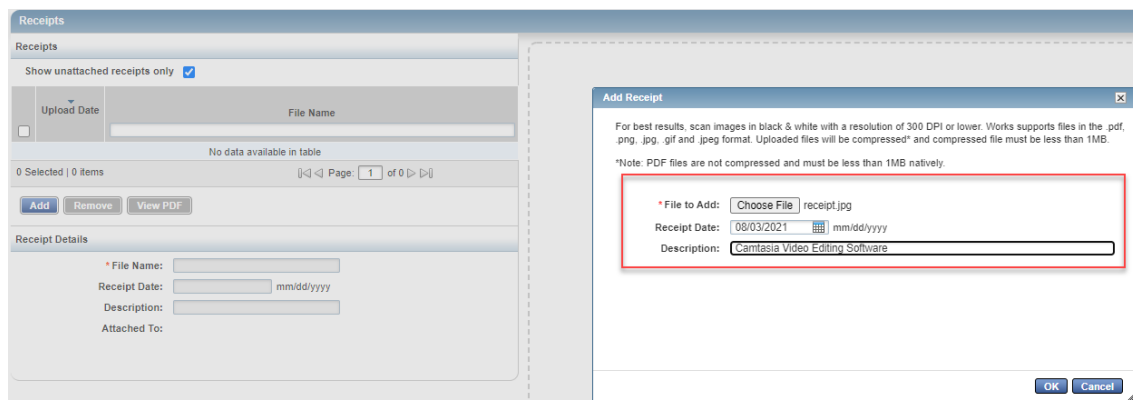
- 1) From the WORKS homepage, select “Expenses” and then “Receipts”



- 2) Your receipts that you have uploaded will be displayed on this screen. To add a new receipt, click the “Add” button.



- 3) On the ensuing screen, click the “Browse” button and select the receipt from your files. Put the date that is on the receipt in the “Receipt Date” space, and then any additional notes about the file in the “Description” field. Once you are done click “OK”. Repeat for each additional receipt.



- 4) When the receipts are uploaded, go to “**Expenses**” → “**Transactions**” and find the transaction you want to attach the receipt to. Click on the drop down under the “**Document**” column and select “**Manage Receipts**”

The screenshot shows the 'Works' application interface. The breadcrumb trail is 'Expenses > Transactions > Accountholder'. The main heading is 'Transactions - Accountholder'. There are tabs for '<<', 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. An 'Advanced Filter' sidebar is on the left. The main table has columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, and Vendor. The transaction TXN00581430 is highlighted, and a context menu is open over it with 'Manage Receipts' selected.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
TXN00581258	4718	AH (APR) (ACT)	08/03/2021	08/02/2021	WAGNER, ANNE	55.48	CANNEY'S WATER CONDITIO
TXN00581366	4718	AH (APR) (ACT)	08/04/2021	08/02/2021	WAGNER, ANNE	5.49	YEARLI.COM
TXN00581430	4718	AH (APR) (ACT)	08/04/2021	08/03/2021	WAGNER, ANNE	66.24	FS TechSmith
		Allocate / Edit	08/04/2021	08/03/2021	WAGNER, ANNE	52.70	USPS PO 2576500035
		View Full Details	08/05/2021	08/04/2021	WAGNER, ANNE	57.54	STAPLS7336292611000001
		Dispute	08/05/2021	08/04/2021	WAGNER, ANNE	100.00	STAPLS7335420078000002
		Manage Receipts	08/09/2021	08/06/2021	WAGNER, ANNE	52.07	STAPLS7336442635000001
		Print	08/12/2021	08/11/2021	WAGNER, ANNE	651.75	ROBERT HALF INTL
TXN00582370	4718	AH (APR) (ACT)	08/12/2021	08/11/2021	WAGNER, ANNE	693.00	ROBERT HALF INTL
TXN00582899	4718	AH (APR) (ACT)	08/17/2021	08/16/2021	WAGNER, ANNE	64.07	STAPLS7337157194000001

- 5) Select “**Add**” and then “**Stored Receipt**”

The screenshot shows the '103800864274 - Receipts' window. The table is empty with the message 'No data available in table'. Below the table, there are buttons for 'Add', 'Remove', and 'View PDF'. The 'Add' dropdown menu is open, showing 'New Receipt' and 'Stored Receipt' options. The 'Stored Receipt' option is selected.

- 6) Select the receipt by checking the box and then selecting “**Attach**”. If you aren’t certain which receipt is which, you can select “**View PDF**” to pull up a copy to view. Hit “**Close**” when done.

The screenshot shows the 'Select Receipts' dialog box. The checkbox 'Show unattached receipts only' is checked. The table has columns: Upload Date, File Name, Receipt Date, and Description. The first receipt is selected with a blue checkmark in the checkbox.

Upload Date	File Name	Receipt Date	Description
12/09/2021	receipt	08/03/2021	Camtasia Video Editing Software

At the bottom of the dialog, there are buttons for 'Attach', 'View PDF', and 'Close'. The 'Attach' button is highlighted with a red box.

- 7) If you want to change your screen to show whether your transactions have receipts attached to them or not, select the “Columns” option at the top right and then check the box next to “Uploaded Receipts” and “Save”. After this, you will see a new column at the end that displays “Yes” or “No” depending on if a receipt is attached or not. You can also select “View Full Details” and then the “Receipts” tab to pull up the PDF of the receipt if needed.

Clear Filters Columns

- Sign Off APR Date
- Sign Off APR Name
- Source Amount
- Source Currency
- Status
- Uploaded Receipt
- Use Tax
- Vendor
- Vendor City
- Vendor State

Save

TXN00581430

Purchase Amount: 66.24
Post Date: 08/04/2021
Vendor Name: FS TechSmith
MCC: 5734 (COMPUTER SOFTWARE STORES)

Transaction Allocation & Detail Dispute Receipts

	Upload Date	Uploaded By	Receipt Date
<input checked="" type="checkbox"/>	12/09/2021	TRAUTMAN, IAN	08/03/2021

1 Selected | 1 item

Add Remove View PDF