Bank of America Merrill Lynch | Works® | The University of North Carolina at Chapel Hill

# Uploading Receipts for P-Card Transactions

## 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

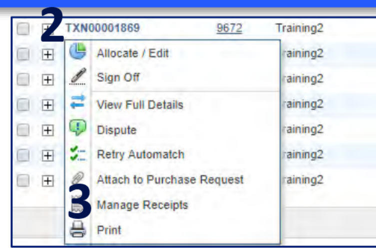
## Two Options for Uploading Receipts in Works

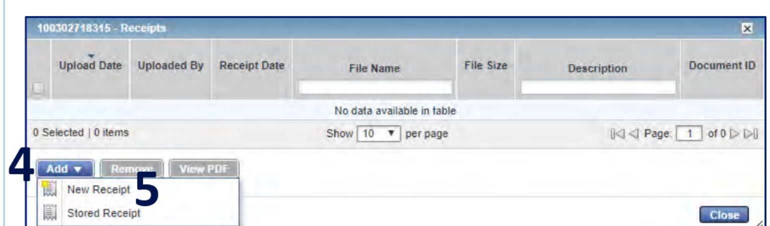
After saving a receipt electronically, Accountholders can use either of the following options to upload to Works:

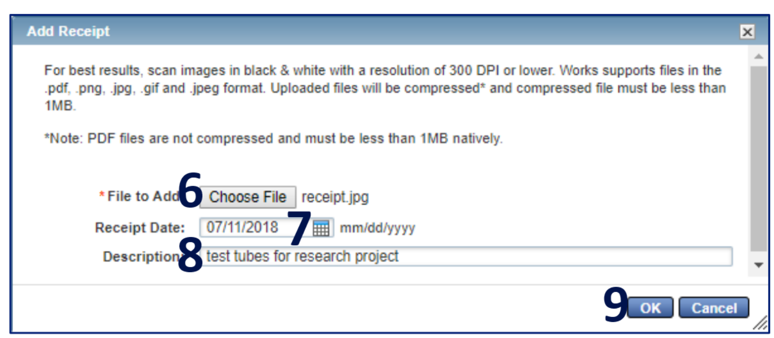
A. Upload and attach receipt to a specific transaction on the Transactions list
B. Upload receipt to user receipt storage in Works to be assigned to a specific transaction later

### 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.

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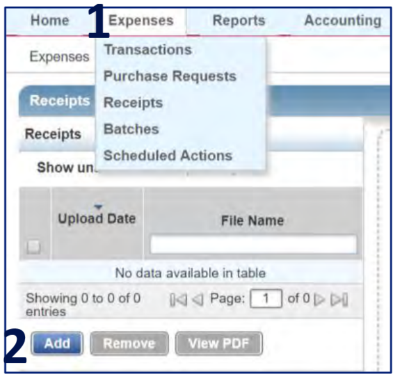
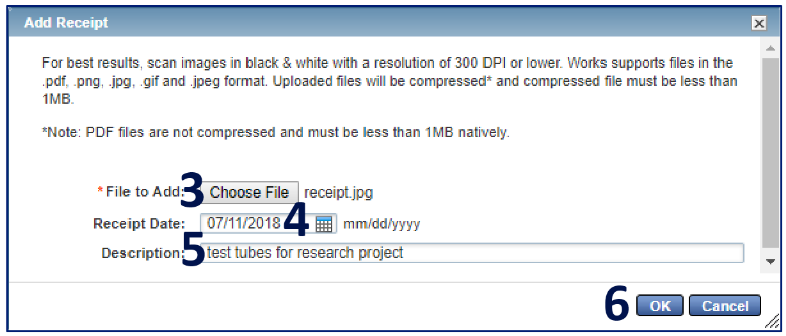
## Option B: Upload Receipt to User Storage to be Attached to Transaction Later

### 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.**

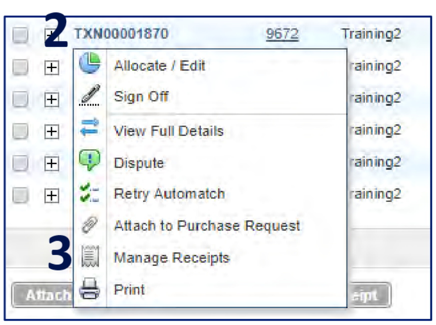


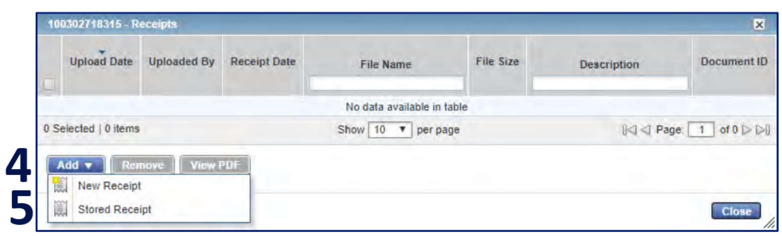



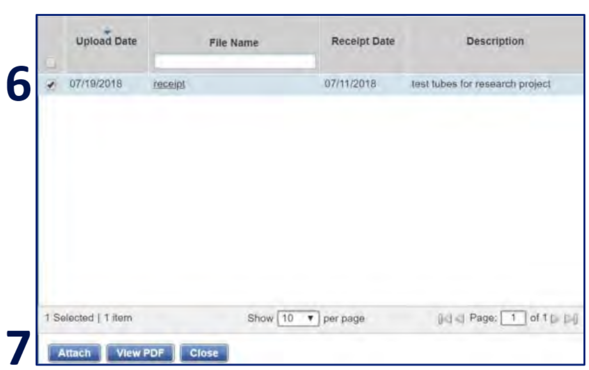

### Attaching Stored Receipt to Transaction

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.





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## 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.