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.