Works® – Receipt Maintenance

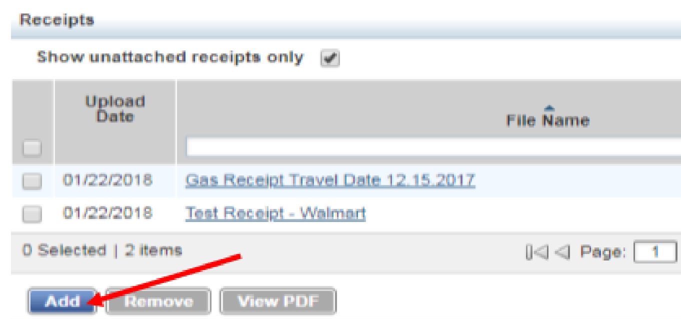
Things to know...

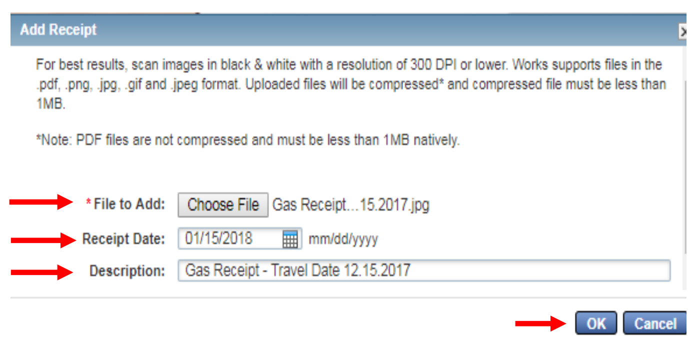
- Works allows for an unlimited number of attachments per transaction.
- The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.
- For Non-PDF type images, the size limit can be up to 10MB. Works compresses those files to be equal or less than 1 MB. If the compressed file is larger than 1 MB, an error message displays.
- Each PDF image must be less than 1 MB to upload.
- Document uploads must be performed one at a time.
- Receipt images are retained and available for download for a period of seven years.

1. Storing and Removing Documentation

Locate Stored Receipts under **Expenses > Receipts.**

1. Click **Add** to attach new receipt.
2. From the pop up screen, locate the supporting documentation by clicking **Choose File.**
3. Add **Receipt Date.** This should be the date in which the transaction occurred.
4. Enter a **Description** and click **OK** to save the documentation to your stored receipts.



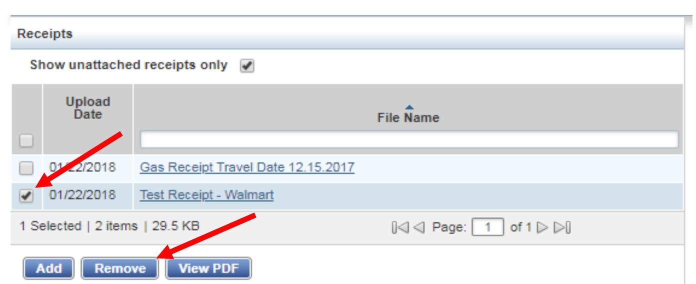


Once you have saved your documentation, it can be accessed under your stored receipts in the future.

To **remove** a stored document select the documents by checking the box to the left of the **Upload Date**.

1. Click **Remove.**
2. Click **OK.**

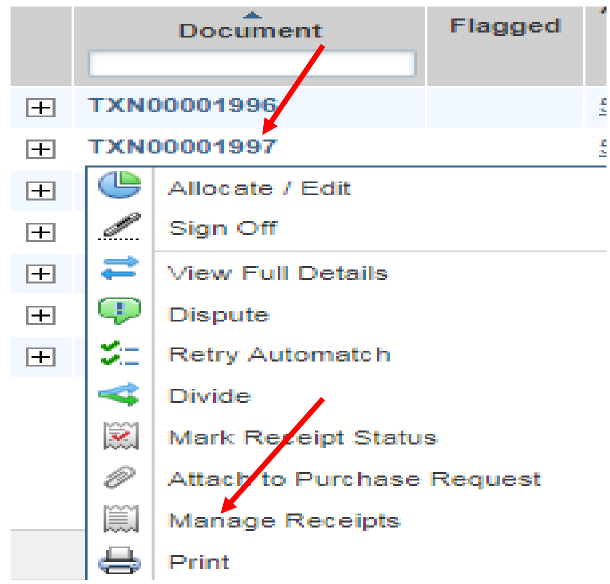
Please note, removing a document from your Stored Receipts does not remove it from any document to which it is attached.



2. Attaching Documentation to a Transaction

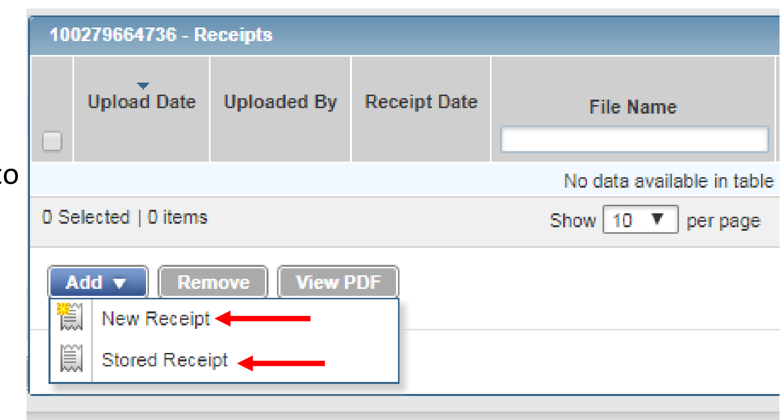
To upload a receipt image from your desktop or attach a stored receipt to a transaction, complete the following:

1. Click **Expenses > Transactions**
2. Click the **Document (TXN)** of the transaction to attach the documentation.
3. Select **Manage Receipts.**
4. Click Add.
5. Complete **one** of the following:



New documentation, select **New Receipt from the drop down.**

- **Browse** to locate the receipt image.
- Click the calendar to enter a **Receipt Date**, the date that the transaction occurred.
- Enter a **Description** and click **OK**.
- Click **Close**. **Uploaded Receipt Column** should update to **Yes**.



Stored documentation, select **Stored Receipt from the drop down.**

- Click **Stored Receipt**.
- Select a receipt from the list.
- Click **Attach**. A confirmation message displays.
- Click **Close**. **Uploaded Receipt Column** should update to **Yes**.

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3. Uploading Documentation to Multiple

Users can upload a receipt image and attach to multiple transactions by completing the following:

- Click **Expenses > Transactions > Accountholder.**
- Select the check box beside each transaction to associate with the receipt image.
- Click **Upload Receipt**.
- Click **Add**. A drop-down menu displays.
- Repeat Steps mentioned in **Number 2** above for adding **new** or **stored** documentation.