ATTACHING A RECEIPT IN WORKS

- Receipts must be uploaded to your computer prior to attaching them to your p-card transactions
- The supported file formats are: pdf, gif, jpg, and jpeg
- Each PDF image must be less than 1 MB to upload. Non-PDF (gif, jpg, jpeg) images must be less than 10M
- Attach receipts prior to signing off

1) To upload a receipt image from your desktop and attach it to a transaction:

a. On the Home Page, under Action Items select ***Pending,*** or click ***Expenses > Transactions. P***ending transactions will display either way
b. Click on the ***Document*** number (TXN number) of the transaction that you want to add a receipt
c. Select ***Manage Receipts*** from the drop down
d. Click ***Add***
e. Select ***New Receipt***
f. Select ***Browse*** to locate the receipt image
g. Click the calendar to enter a ***Receipt Date***
h. Enter a description and then click OK
i. Click ***Close;*** The ***Receipt*** and ***Uploaded Receipt*** columns update to **Yes**

2) Viewing receipt images attached to a transaction:

a. Click ***Expenses > Transactions***
b. ***Transactions Pending Sign Off*** will display. (If transaction is already signed off, go to the ***All*** tab and follow directions below)
c. Click ***Document*** number of the transaction whose receipt you wish to see. The single-action menu displays
d. Select ***View Full Details***
e. Click the ***Receipts*** tab. Receipt images attached to the transaction display
f. Click on either the ***File Name*** or on ***View PDF*** to view the actual receipt image
g. Click ***View Receipt*** from the menu that displays. The Receipt image displays