Works®

Works® Quick Reference Guide

Receipt Imaging

Works®

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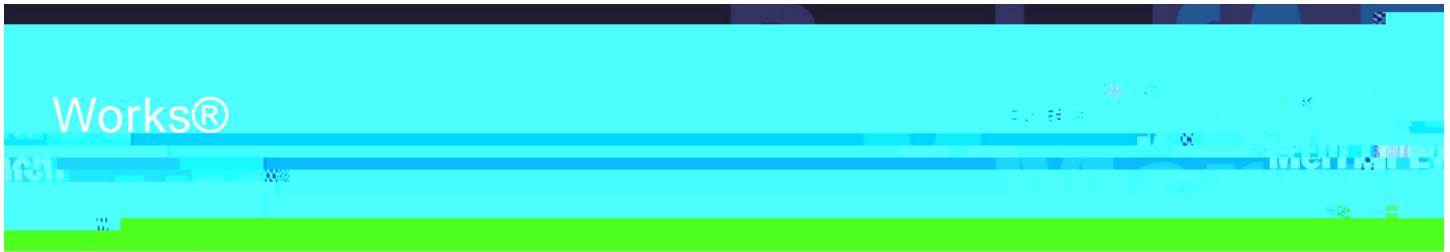
About this Guide

This Works® quick reference guide provides the information needed to use Receipt Imaging to upload, view and manage receipt images. While this guide is geared towards accountholders, the same processes will apply to other users who have similar levels of access (such as Program Administrators, Approvers and Accountants). Within this guide, you will learn how to:

Store and Remove Receipt Images.

View Stored Receipt Images.

Upload and Attach Receipt Images to a Payable Document and Expense Reports.

Add Faxed Receipt Images to an Expense Report.

View Receipt Images Attached to Payable Documents and Expense Reports.

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Important: To complete the tasks described in this guide, you must be licensed to use Receipt Imaging.

Note: You can print each topic individually for your convenience, if desired.

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Need help?

Please contact your Program

Administrator for assistance.

Introduction

This section provides the information needed to upload, store, and remove uploaded receipt images in Works®

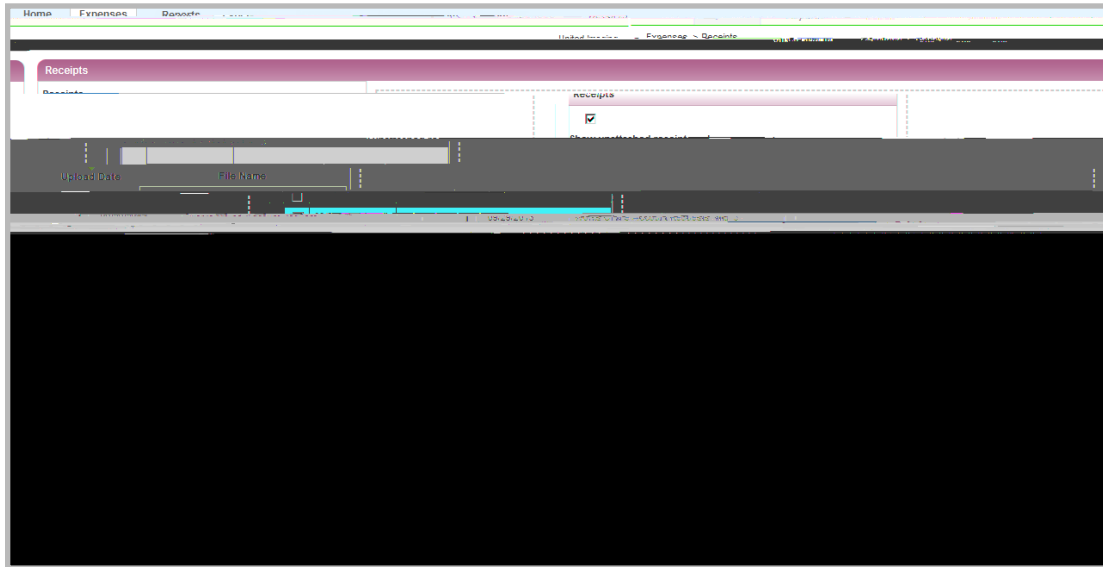| T...	The ...
Remove one or more uploaded stored Receipt Images	a. Select the check box next to each receipt image to be removed.
	b. Click **Re** **e**.
	N e: Removing a receipt image from the Receipts view does not remove it from any document to which it is attached.
	c. Click **OK**. A confirmation message displays.

F g e 1: Receipts Screen

This completes the procedure.

Removing an Attached Receipt Image from a Payable Document or Expense Report

To remove one or more attached receipt image(s) from a transaction, reimbursement request or expense report, complete the following:

1. Complete e of the following:

T...	The ...
Remove an Attached Receipt Image from a Transaction or Reimbursement	a. Click

T...	The ...
Remove an Attached Uploaded Receipt Image from an Expense Report	a. Click **E _e e > E _e e Re_ _ > O e**. Expense reports in the Pending Sign Off queue display. **N_ e :** To select an expense report in another queue, click the desired expense report tab. Faxed receipt images cannot be removed from Expense Reports. b. Click the desired **E _e e Re_ _ Na e**. The single-action menu displays. c. Go to step 2.

2. Select **Ma age Rece _**. The Receipts window displays.

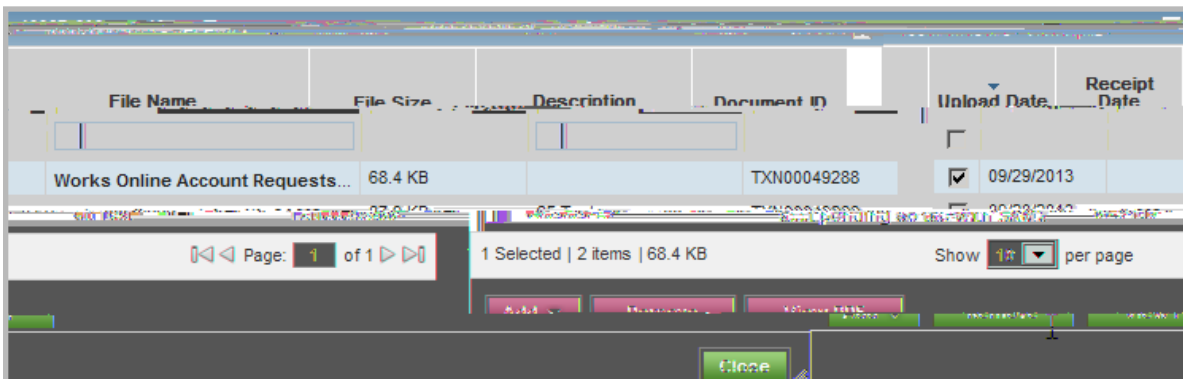3. Select the check box for each receipt image to be removed (Figure 2).

F g e 2: Select Receipt Image to be Removed

4. Click **Re_ _ e**.

5. Click **O**. A confirmation message displays.

This completes the procedure.

> **N_ e :**
>
> Removing an attached uploaded receipt image from a transaction, reimbursement request, or expense report may also be performed from the Transaction Details, Reimbursement Details or Expense Report Details screens.
>
> Faxed receipt images cannot be removed from Expense Reports.

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Viewing Stored Receipt Images

Need help?

Please contact your Program Administrator for assistance.

Introduction

This section provides the information needed to view stored receipt images in Works®. Users may view stored receipt images in their Receipts storage queue and can select to view stored receipt images in a PDF version to utilize PDF formatting features.

Procedure

To view a stored receipt image, complete the following:

1. Click **E e   e** > **Rece   .** The Receipts screen displays a list of unattached receipt images.

    N   e: To view all receipt images, clear the check from **Sh   a ached ece   ,** .

2. Click the desired **F e Na   e**. The receipt image displays (Figure 1).

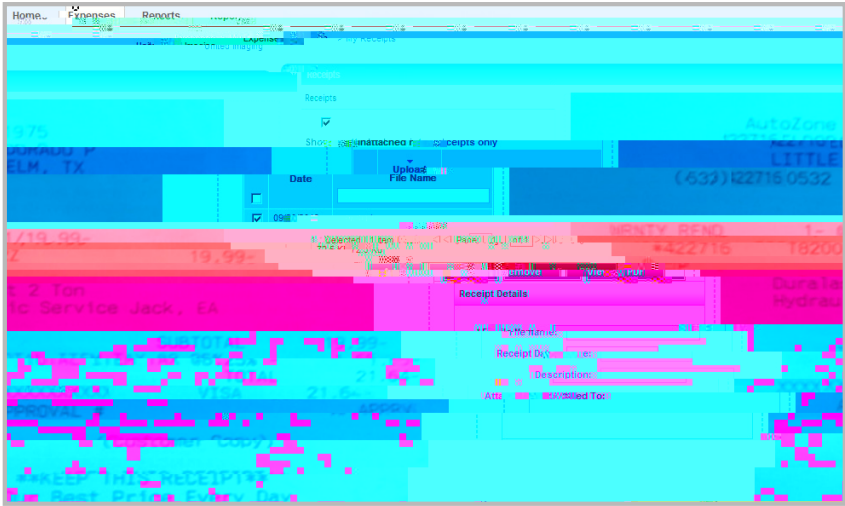   **N   e**: To view the receipt image in the PDF version, click **e   PDF**. The receipt image displays.

F g   e 1: Receipts- View Receipt Image

This completes the procedure.

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Need help?

Please contact your Program

Administrator for assistance.

Introduction

This section provides the information needed to upload a new image from your desktop or a stored receipt and attach to a transaction, reimbursement request or an Expense Report in Works® Instructions to add faxed receipt images to an expense report are also included.

Note:

> Receipt Image uploads must be performed one at a time.
>
> Each uploaded receipt image must be less than one MB to upload.
>
> Your individual organization is considered the primary data owner. There[i9gindividual organization is con6tio4

2. Select **Ma age Rece** . The Receipts screen displays (Figure 1).
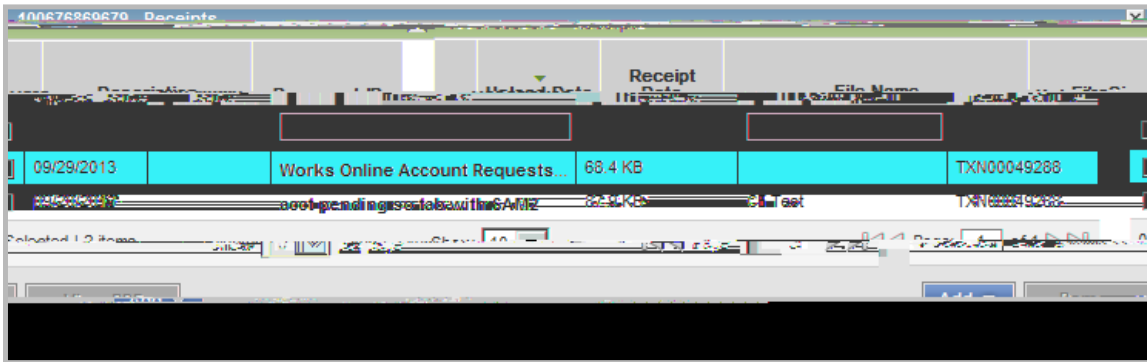
F g e 1: Receipts Screen

3. Click **Add**. A drop-down menu displays.

4. Complete e of the following:

T ...	The ...
Attach a New Receipt	a. Select **Ne Rece** . The **Add Rece** window displays (Figure 2).
	b. Click **B e** to locate the receipt image you wish to upload.
	i. Select the desired receipt image.
	ii. Click **O e** . The file name displays in **F e Add**.
	c. Click the calendar to enter a **Rece Da e**.
	d. Enter a **De c** in the box.
	e. Click **OK**. A confirmation message displays.
	This completes the procedure.
Attach a Stored Receipt Image	a. Click **S ed Rece** .
	b. Select a receipt from the list that displays.
	c. Click **OK**. A confirmation message displays.
	This completes the procedure.

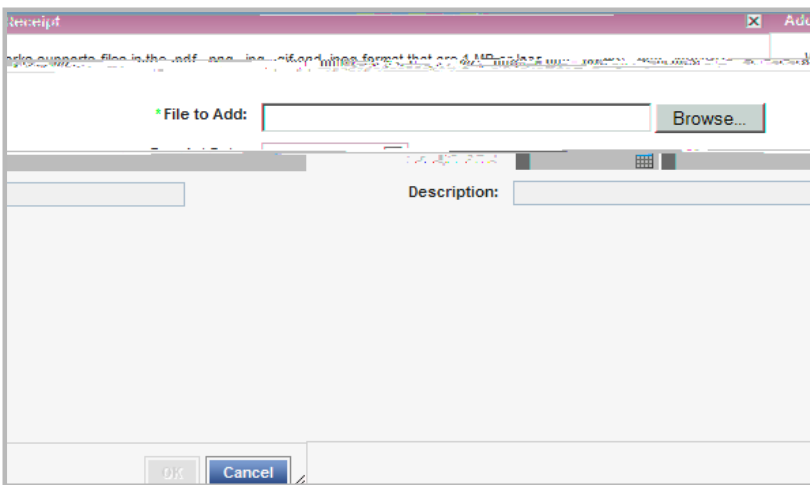**F g e 2:** Add Receipt Window

Adding Faxed Receipt Images to an Expense Report

Users can add faxed receipt images to expense folders for up to 60 days after an expense folder is created.

When faxing receipts, users should attempt to fit as many receipts on a page as possible to maximize storage space. The system has a limit of 50 pages per fax. If a user needs to fax more than 50 pages, they will need to separate it into multiple faxes using the same cover sheet with barcode.
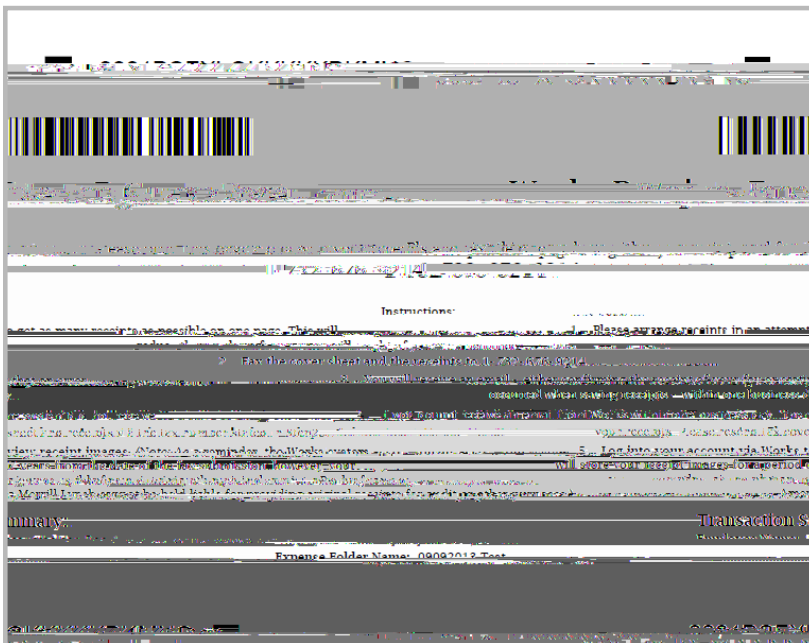
Generally receipts are visible in Works in approximately 90 minutes or less. If a receipt image in not visible in Works within 24 hours, the user should re-fax.

A confirmation or failure email is sent within one business day regarding the status of the faxed submission. If the user does not receive an email from Works regarding their fax, they should resend the fax cover page along with the receipts again to the number provided on the Fax Cover sheet.

Note: Your individual organization is considered the primary data owner, therefore, you are responsible for maintaining original receipts.

To add faxed receipt images to an Expense Report, complete the following:

1. Click **Expense > Expense Reports > Open**.
2. Click the desired **Expense Report Name**. The single-action menu displays.
3. Select **Add Faxed Receipts**. The Works Receipts Fax Cover Page displays (Figure 3).

4. Complete one of the following:

Tₒ ...	The ...
View receipt image	a. Click the **Fₒe Naᴍe** to view a receipt image.
	b. Click **Vₑe Receₚ** from the menu that displays. The Receipt Image displays.
View receipt image in PDF format	a. Select the check box for the desired **Fₒe Naᴍe**.
	b. Click **Vₑe PDF.** The receipt image displays in a PDF format.

Nₒₜe: You may also view receipt images on the Transaction Detail and Reimbursement Detail screens from the Receipts tab. Click the **Fₒe Naᴍe** to view a receipt image.

This completes the procedure.

Viewing Receipt Images Attached to an Expense Report

Users can view receipt images that have been uploaded or faxed and attached to an expense report from the Receipts table on the Expense Report Details screen.

To view the receipt images attached to an expense report, complete the following:

1. Click **Eₓₑₑᴇe > Eₓₑₑₑe Reₚₒᵣₜ > Oₚₑ.**

2. Click the desired **Eₓₑₑe Reₚₒᵣₜ Naᴍe**. The single-action menu displays.

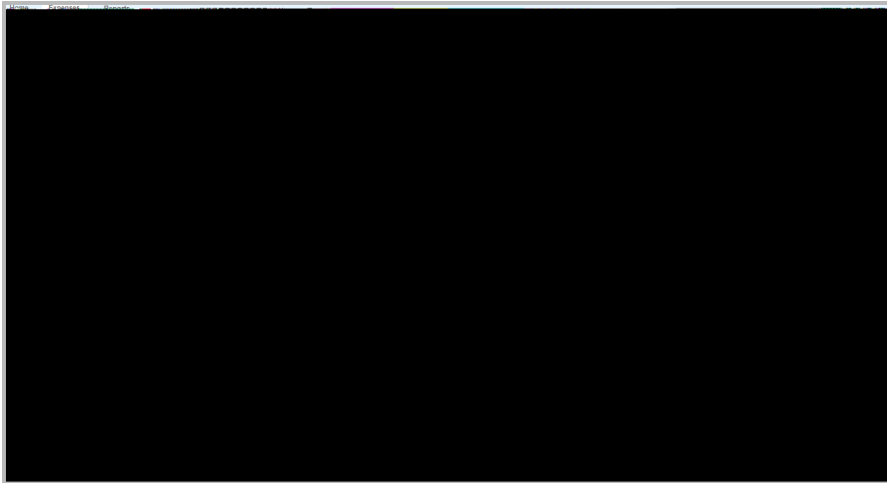3. Select **Vₑe Fₑ Deₜₐₑ**. The Expense Report Details screen displays (Figure 2).

Fₑgₑe 2: Expense Report Details - Receipts Table

4. Click the **Fₒe Naᴍe** in the Receipts table to view the receipt image.

5. Click **Vₑe Receₚ** from the menu that displays. The Receipt Image displays.

Nₒₜe: To view a receipt image in PDF format, select the check box of the desired **Fₑe Naᴍe,** and click **Vₑe PDF**.

This completes the procedure.