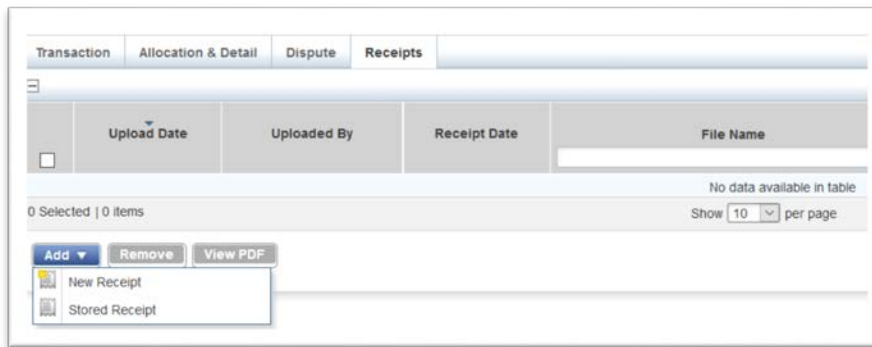


# Attaching Receipts

Users in the *Bank of America Works* system can upload and attach receipt images to their transactions, or store receipt images for later processing.

## Attaching a Receipt to a Transaction (from within the transaction)

1. From the Home page, click **Expenses > Transactions > Accountholder**.
2. Click on the TXN number of the transaction, and choose **View Full Details**.
3. Click on the tab **Receipts**.
4. Click **Add**. Do one of the following:



5. Attach a **New Receipt**:
  - a. Select **New Receipt**.
  - b. Browse to the desired image.
  - c. **Receipt Date** and **Description** are optional. If you do not use these, please name your file with identifying information.
  - d. Click **OK**. A confirmation message displays.
  - e. Click **Close**.
6. Attach a **Stored Receipt** (see *Store a Receipt* below):
  - f. Click **Stored Receipt**.
  - g. Select a receipt from the list.
  - h. Click **Attach**. A confirmation message displays.
  - i. Click **Close**.

- The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.
- Receipts must be scanned and uploaded one at a time.
- Each PDF image must be less than 1 MB to upload.
- For Non-PDF images, the size limit can be up to 10 MB.

## Attaching a Receipt to a Transaction (not in the transaction)

2. From the Home page, click **Expenses > Transactions > Accountholder**.
3. Click on the TXN number of the transaction, and choose **Manage Receipts**.
4. Click **Add**. Do one of the following:
5. Attach a **New Receipt**:
  - a. Select New Receipt.
  - b. Browse to the desired image.
  - c. **Receipt Date** and **Description** are optional. If you do not use these, please name your file with identifying information.
  - d. Click **OK**. A confirmation message displays.
  - e. Click **Close**.

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input type="checkbox"/>							

No data available in table

0 Selected | 0 items      Show 10 per page      Page: 1 of 0

- New Receipt
- Stored Receipt

6. Attach a **Stored Receipt** (see *Store a Receipt* below):
  - a. Click **Stored Receipt**.
  - b. Select a receipt from the list.
  - c. Click **Attach**. A confirmation message displays.
  - d. Click **Close**.

## To Store Receipts (for later attachment)

1. From the Home page, click **Expenses > Receipts**.
2. Click **Add**.
3. Click **Browse** to find the desired image to upload.
4. **Receipt Date** and **Description** are optional. If you do not use these, please name your file with identifying information.
5. Click **OK**.

The screenshot shows a web application interface for managing receipts. The main window is titled "Expenses > Receipts" and contains a "Receipts" section with a table and a "Receipt Details" section. An "Add Receipt" dialog box is open over the main interface.

**Receipts Section:**

- Header: Receipts
- Filter: Show unattached receipts only
- Table: Columns for Upload Date and File Name. Status: No data available in table. 0 Selected | 0 items. Page: 1 of 0.
- Buttons: Add, Remove, View PDF

**Receipt Details Section:**

- \* File Name:
- Receipt Date:  mm/dd/yyyy
- Description:
- Attached To:

**Add Receipt Dialog Box:**

- Header: Add Receipt
- Text: Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed\* and compressed file must be less than 1MB.
- Note: \*Note: PDF files are not compressed and must be less than 1MB natively.
- \* File to Add:  No file selected.
- Receipt Date:  mm/dd/yyyy
- Description:
- Buttons: OK, Cancel