

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**.

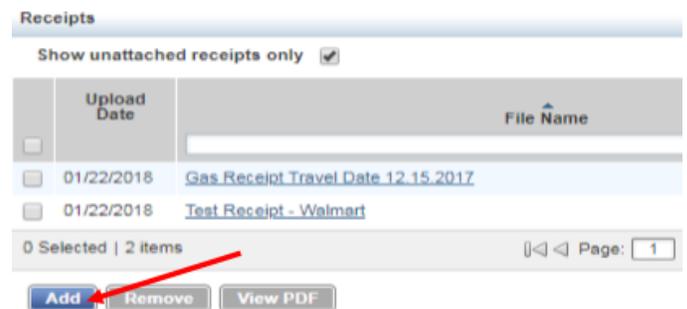
1. Click **Add** to attach new receipt.
2. From the pop up screen, locate the supporting documentation by clicking **Choose File**.
3. Add **Receipt Date**. This should be the date in which the transaction occurred.
4. Enter a **Description** and click **OK** to save the documentation to your stored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

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

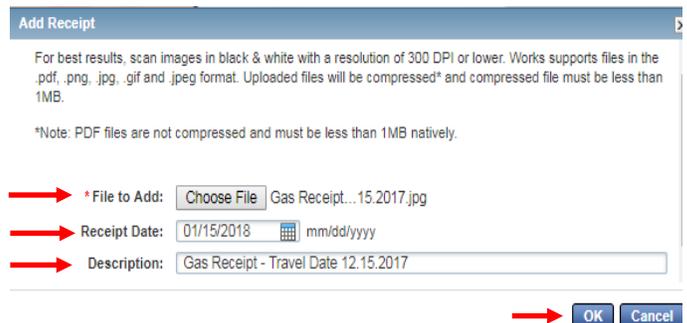
To **remove** a stored document select the documents by checking the box to the left of the **Upload Date**.

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

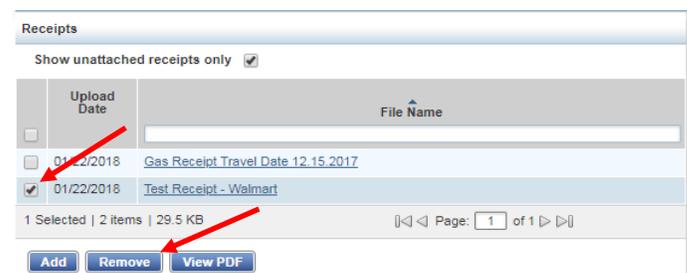
Please note, removing a document from your Stored Receipts does not remove it from any document to which it is attached.



The screenshot shows the 'Receipts' interface. At the top, there is a header 'Receipts' and a checkbox 'Show unattached receipts only' which is checked. Below this is a table with columns 'Upload Date' and 'File Name'. Two rows are visible: one with '01/22/2018' and 'Gas Receipt Travel Date 12.15.2017', and another with '01/22/2018' and 'Test Receipt - Walmart'. Below the table, it says '0 Selected | 2 Items' and 'Page: 1'. At the bottom, there are three buttons: 'Add', 'Remove', and 'View PDF'. A red arrow points to the 'Add' button.



The screenshot shows the 'Add Receipt' pop-up form. It contains instructions: 'For best results, scan images in black & white with a resolution of 300 DPI or lower. 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.' Below this is a note: '*Note: PDF files are not compressed and must be less than 1MB natively.' There are three input fields: '* File to Add:' with a 'Choose File' button and 'Gas Receipt...15.2017.jpg'; 'Receipt Date:' with '01/15/2018' and a calendar icon; and 'Description:' with 'Gas Receipt - Travel Date 12.15.2017'. At the bottom right, there are 'OK' and 'Cancel' buttons. Red arrows point to the 'Choose File' button, the 'Receipt Date' field, and the 'OK' button.



The screenshot shows the 'Receipts' interface after one receipt has been selected. The table now shows '1 Selected | 2 Items | 29.5 KB' and 'Page: 1 of 1'. The 'Test Receipt - Walmart' row is highlighted, and its checkbox is checked. A red arrow points to the 'Remove' button.



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:

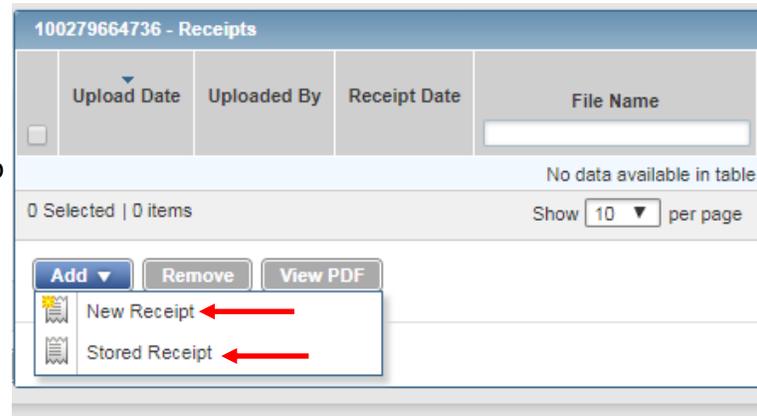
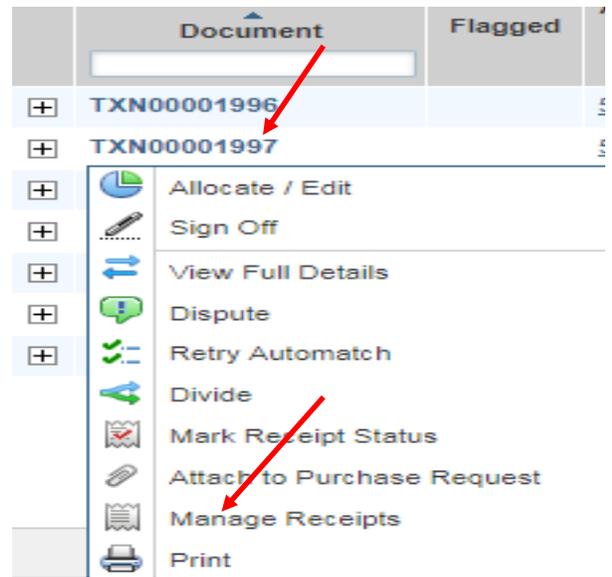
1. Click **Expenses > Transactions**
2. Click the **Document (TXN)** of the transaction to attach the documentation.
3. Select **Manage Receipts**.
4. Click Add.
5. Complete **one** of the following:

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**.



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.

