Works®

Bank of America Merrill Lynch

# Works® Quick Reference Guide

# Receipt Imaging

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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.

# Works®

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## Storing and Removing Receipt Images

### Introduction

This section provides the information needed to upload, store, and remove uploaded receipt images in Works®. Users may upload and store receipt images in their Receipts storage queue for processing later. Removing a receipt image from the Receipts view removes the image from storage but does not remove it from any document to which it is attached. Instructions to remove an attached receipt image from a payable document or expense report are also included in this section.

**Notes:**

- Receipt images can be uploaded or faxed.
- Receipt image uploads must be performed one at a time.
- Each uploaded receipt image must be less than one MB to upload.

### Procedure

To store or remove a receipt image in Receipts storage, complete the following:

1. Click **Expenses** > **Receipts.** The Receipts screen displays (Figure 1).
2. Complete **one** of the following:

| To... | Then... |
|---|---|
| Upload and Store a Receipt Image | a. Click **Add.**<br>b. Click **Browse** to locate the receipt image you wish to upload and store.<br>i. Select the desired receipt image.<br>ii. Click **Open**. The file name displays in **File to Add**.<br>c. Click the calendar to enter a **Receipt Date**.<br>d. Enter a **Description** in the box.<br>e. Click **OK**. A confirmation message displays. |

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| To... | Then... |
|---|---|
| Remove one or more uploaded stored Receipt Images | a. Select the check box next to each receipt image to be removed.<br>b. Click **Remove**.<br>**Note:** Removing a receipt image from the Receipts view does not remove it from any document to which it is attached.<br>c. Click **OK**. A confirmation message displays. |

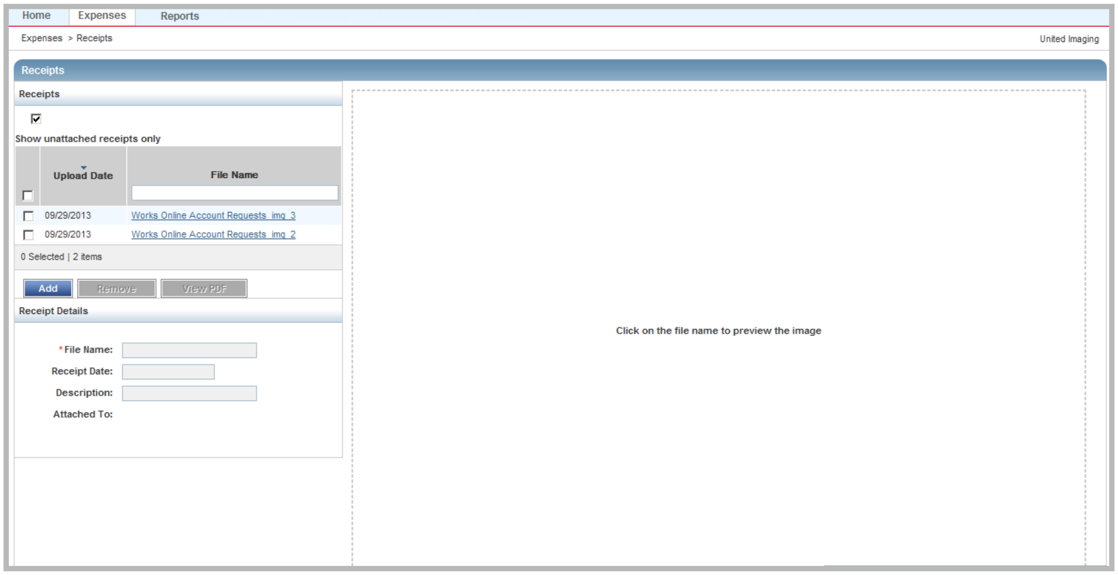


**Figure 1:** Receipts Screen

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 **one** of the following:

| To... | Then... |
|---|---|
| Remove an Attached Receipt Image from a Transaction or Reimbursement | a. Click **Expenses** > **Transactions/or Reimbursements** > **Accountholder**. Transactions Pending Sign Off display. For Reimbursemens, the Draft queue displays.<br>**Note**: To select documents in another queue, click the desired Transactions or Reimbursements tab.<br>b. Click **Document** of the transaction/or reimbursement associated with the receipt image. The single-action menu displays.<br>c. Go to step 2. |

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| To... | Then... |
| --- | --- |
| Remove an Attached Uploaded Receipt Image from an Expense Report | a. Click **Expenses** > **Expense Reports** > **Owner.** Expense reports in the Pending Sign Off queue display.<br>**Notes**:<br>▪ To select an expense report in another queue, click the desired expense report tab.<br>▪ Faxed receipt images cannot be removed from Expense Reports.<br>b. Click the desired **Expense Report Name**. The single-action menu displays.<br>c. Go to step 2. |

2. Select **Manage Receipts**. The Receipts window displays.
3. Select the check box for each receipt image to be removed (Figure 2).

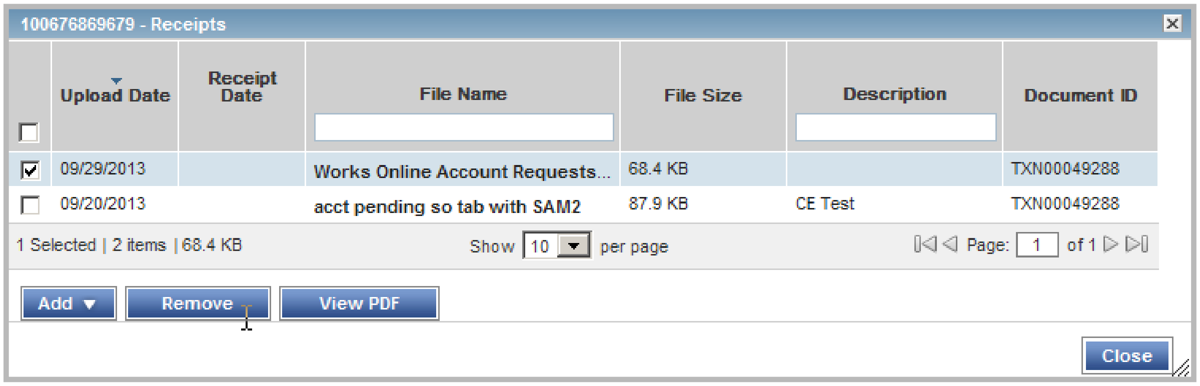


**Figure 2:** Select Receipt Image to be Removed

4. Click **Remove**.
5. Click **Ok**. A confirmation message displays.

This completes the procedure.

**Notes**:

- 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

### 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 **Expenses** > **Receipts.** The Receipts screen displays a list of unattached receipt images.

   **Note**: To view all receipt images, clear the check from **Show unattached receipts only**.

2. Click the desired **File Name**. The receipt image displays (Figure 1).

   **Note**: To view the receipt image in the PDF version, click **View PDF**. The receipt image displays.

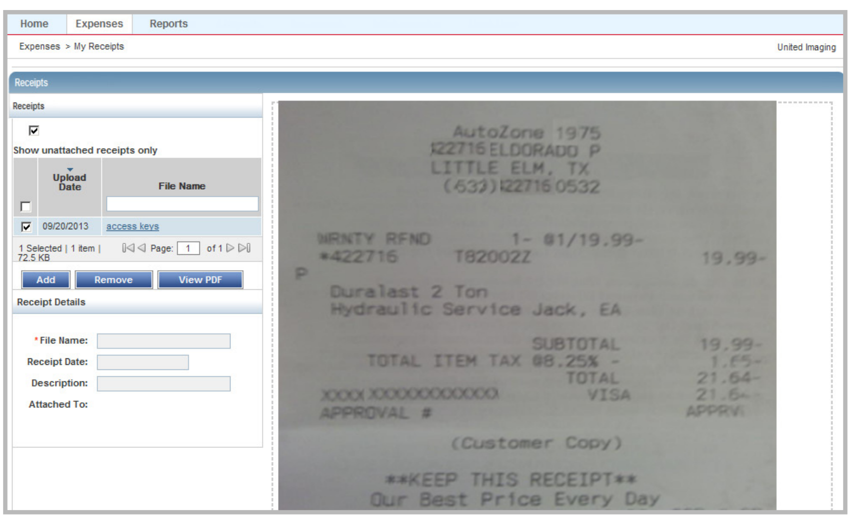


**Figure 1:** Receipts - View Receipt Image

This completes the procedure.

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## Uploading and Attaching a Receipt Image to a Payable Document or an Expense Report

### 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. Therefore, you are responsible for maintaining original receipts.

### Procedures

To upload a receipt image from your desktop into Works or attach a stored receipt and attach it to a transaction, reimbursement request or an Expense Report, complete the following:

1. Complete **one** of the following:

| To... | Then... |
|---|---|
| Upload a receipt image and attach it to a transaction/or reimbursement | a. Click **Expenses** > **Transactions/or Reimbursements** > **Accountholder**. Transactions Pending Sign Off display. For Reimbursements, the Draft queue displays.<br>**Note**: To select transactions or reimbursements in another queue, click the desired transactions/ or reimbursements tab.<br>b. Click **Document** of the transaction/or reimbursement associated with the receipt image. The single-action menu displays.<br>c. Go to step 2. |
| Upload a receipt image and attach it to an expense report | a. Click **Expenses > Expense Reports** > **Owner.**<br>b. Click the desired **Expense Report Name**. The single-action menu displays.<br>c. Go to step 2. |

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2. Select **Manage Receipts.** The Receipts screen displays (Figure 1).

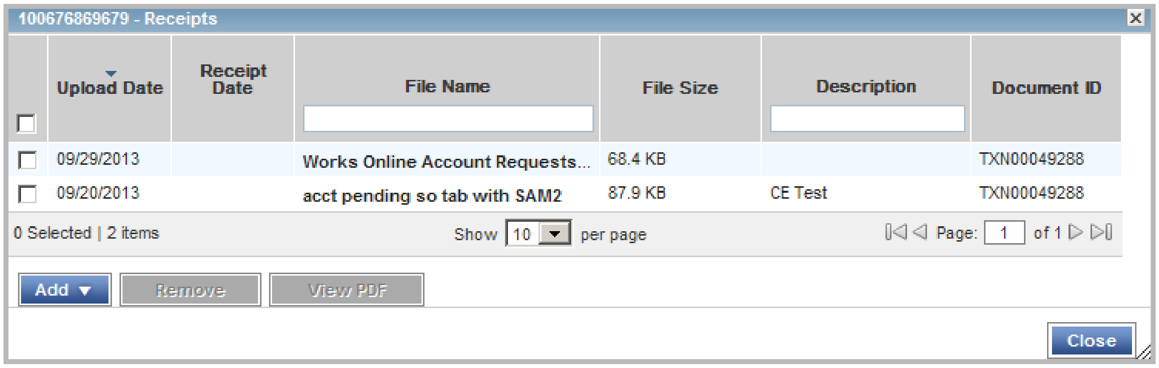


**Figure 1:** Receipts Screen

3. Click **Add**. A drop-down menu displays.
4. Complete **one** of the following:

| To… | Then… |
|---|---|
| Attach a New Receipt | a. Select **New Receipt**. The **Add Receipt** window displays (Figure 2).<br>b. Click **Browse** to locate the receipt image you wish to upload.<br>i. Select the desired receipt image.<br>ii. Click **Open**. The file name displays in **File to Add**.<br>c. Click the calendar to enter a **Receipt Date**.<br>d. Enter a **Description** in the box.<br>e. Click **OK**. A confirmation message displays.<br>This completes the procedure. |
| Attach a Stored Receipt Image | a. Click **Stored Receipt**.<br>b. Select a receipt from the list that displays.<br>c. Click **OK**. A confirmation message displays.<br>This completes the procedure. |

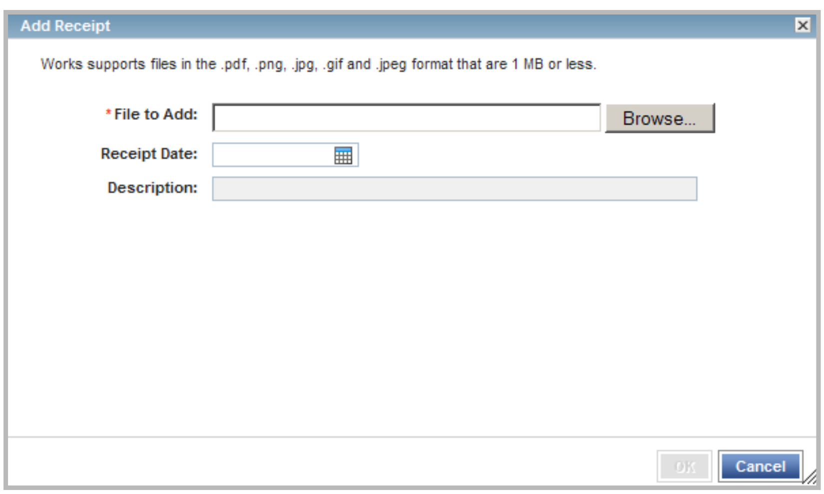


**Figure 2:** Add Receipt Window

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# 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.

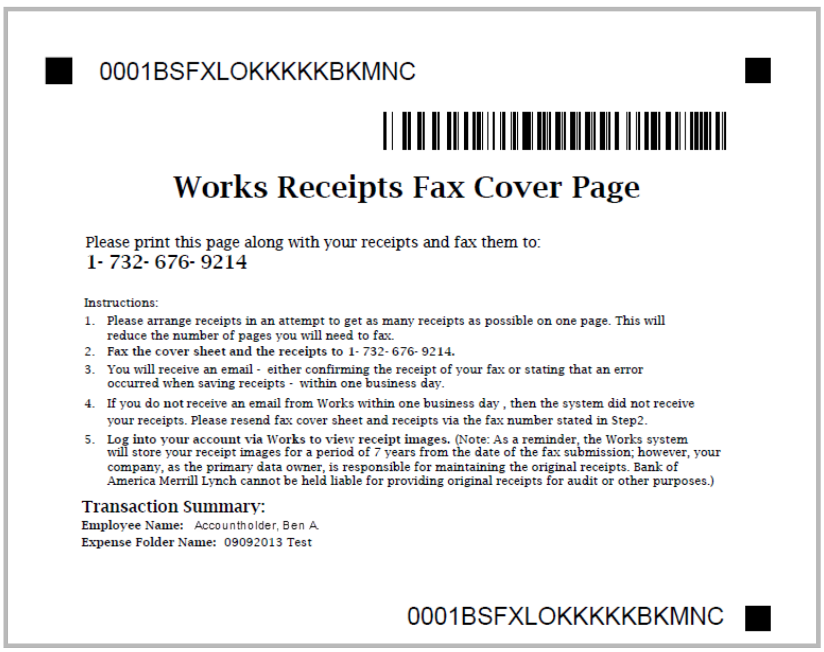
Generally receipts are visible in Works in approximately 90 minutes or less. If a receipt image in not visible in Works within 24 hours, the user should re-fax.

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 **Expenses** > **Expense Reports** > **Owner.**
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).



0001BSFXLOKKKKKBKMNC

**Works Receipts Fax Cover Page**

Please print this page along with your receipts and fax them to:
1- 732- 676- 9214

Instructions:

1. Please arrange receipts in an attempt to get as many receipts as possible on one page. This will reduce the number of pages you will need to fax.
2. Fax the cover sheet and the receipts to 1- 732- 676- 9214.
3. You will receive an email - either confirming the receipt of your fax or stating that an error occurred when saving receipts - within one business day.
4. If you do not receive an email from Works within one business day , then the system did not receive your receipts. Please resend fax cover sheet and receipts via the fax number stated in Step2.
5. Log into your account via Works to view receipt images. (Note: As a reminder, the Works system will store your receipt images for a period of 7 years from the date of the fax submission; however, your company, as the primary data owner, is responsible for maintaining the original receipts. Bank of America Merrill Lynch cannot be held liable for providing original receipts for audit or other purposes.)

**Transaction Summary:**
**Employee Name:** Accountholder, Ben A.
**Expense Folder Name:** 09092013 Test

0001BSFXLOKKKKKBKMNC

**Figure 3:** Works Receipts Fax Cover Page

4. Print the **Fax Cover Page**.
5. Fax the **Fax Cover Page** with receipts to the fax number provided on the Fax Cover Page. Refer to detailed instructions provided on the Fax Cover Page.

   **Note**: Do not write on the fax cover sheet because writing may interfere with the success of the capture and loading of the image to Works.

This completes the procedure.

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## Viewing Receipt Images Attached to a Payable Document or an Expense Report

### Introduction

This section provides the information needed to view the receipt images attached to a transaction, reimbursement request, or an Expense Report.

### Procedures

To view the receipt images attached to a transaction or reimbursement request, complete the following:

1. Click **Expenses** > **Transactions/or Reimbursements** > **Accountholder**. Transactions Pending Sign Off display. For Reimbursements, the Draft queue displays.

   **Note**: To select transactions or reimbursements in another queue, click the desired transactions or reimbursements tab.

2. Click **Document** of the transaction/or reimbursement associated with the receipt image. The single-action menu displays.
3. Select **Manage Receipts**. The Receipts screen displays (Figure 1).

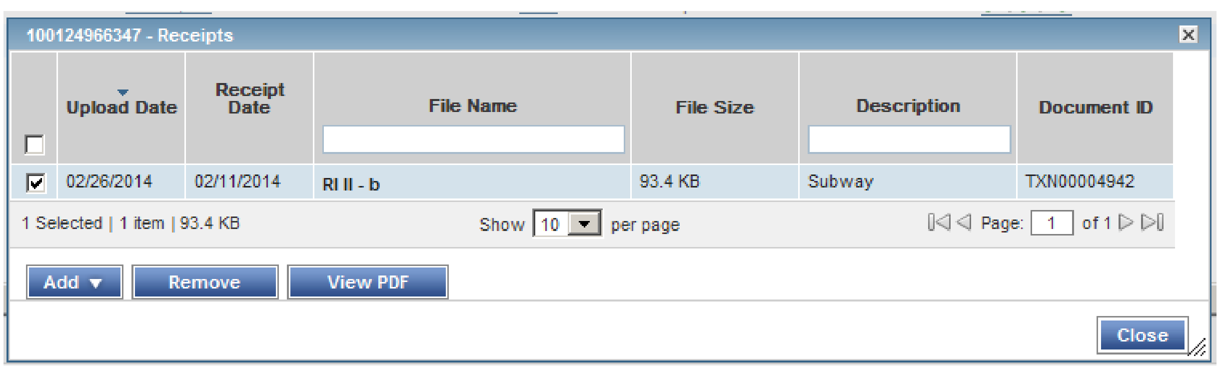


**Figure 1:** The Receipts Screen

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4. Complete one of the following:

| To… | Then… |
| --- | --- |
| View receipt image | a. Click the **File Name** to view a receipt image.<br>b. Click **View Receipt** from the menu that displays. The Receipt Image displays. |
| View receipt image in PDF format | a. Select the check box for the desired **File Name**.<br>b. Click **View 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 **File Name** 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 **Expenses** > **Expense Reports** > **Owner.**
2. Click the desired **Expense Report Name**. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays (Figure 2).

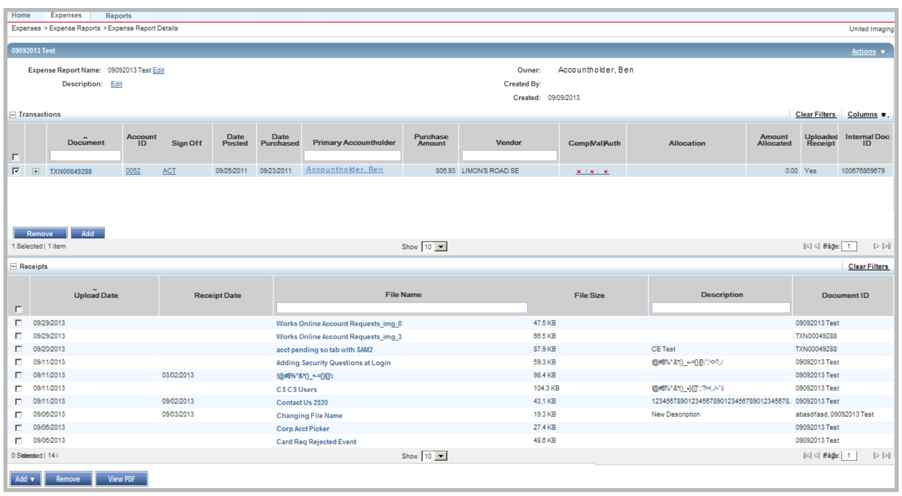

**Figure 2:** Expense Report Details - Receipts Table

4. Click the **File Name** in the Receipts table to view the receipt image.
5. Click **View Receipt** 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 **File Name,** and click **View PDF**.

This completes the procedure.

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