Uploading Receipts in WORKS

1. Scan your original receipts and save as a PDF file in a designated folder in your computer
   * Use cell phone scanning applications such as Scannable, Scanbot, or Fast Scanner to capture the PDF image.
   * Attach the image to an e-mail for easier handling
   * Consider using a naming convention for saved receipt images that identifies the date, travel location, etc. This will make it easier to locate the correct receipt for uploading into WORKS
2. From your WORKS home page, select transactions pending sign-off

* Click on a transaction to get the drop-down menu, then select manage receipts
* In the Receipts dialog box, click “Add” and select new receipt
* In the Add Receipt dialog box
  + Click on “Browse” and open the receipt PDF file
  + Enter the receipt date in the box provided
  + Enter a receipt description (optional)
  + Click “OK” and the receipt image will be attached to the transaction

1. To view attached receipts

* Click on a transaction to get the drop-down menu, then select View Receipts
* In the receipts dialog box, click on “View PDF”
* Select Open with Adobe Acrobat, then click “OK”