

Attaching Receipts to Transactions in BOA

Purpose

This document instructs cardholders how to attach receipts to transactions in Bank of America's Works system.

Responsibility

- University Office: Procurement & Distribution Services
- Official: Chief Procurement Officer
- Team: PCard Team
- Role that Completes the Process: PCard Cardholder
- Process Auditor/Frequency: Customer Care Manager/Bi-Annually
- Established: 08/16/2023

Associated Systems/Computer Programs

- Bank of America's Works system

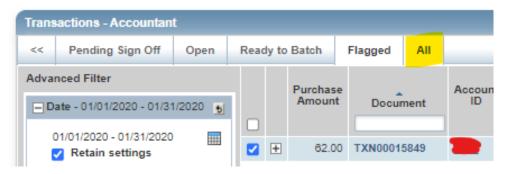
Steps

- 1. Login to the Works system at https://payment2.works.com/works/organization/users.
- 2. Hover over the Expenses tab & click "Transactions".
- 3. Hover over Transactions.
- 4. Click Accountholder.

BANK OF AMERICA 🤎

Works	5						
Home	Expenses	A	ccounts	Report	s Accountin	g Administration	
	Transacti	ons	•	Acco	untholder		

5. Click the "All" subtab.





- 6. Modify the date range as needed.
 - To change the date, click the calendar icon next to the preset date range.

Transactions - Accountant									
<<	Pending Sign Off	Open	Read	dy to	Batch	Flagged	AII		
Adva	Advanced Filter				Purchas	e		Account ID	
	Date - 01/01/2020 - 01/31/2020				Amoun	nt Docu	ment		
0	01/01/2020 - 01/31/2020			_					
	Retain settings	_		+	62.0	0 TXN0001	5849	-	

- 7. The "Uploaded Receipt" column shows you which transactions have attached receipts.
 - You can filter this list for missing receipts by opening the drop-down box and selecting "No".

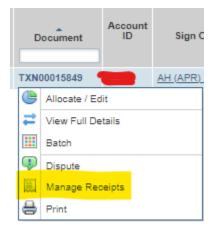
Read	y to	Batch	Flagged	All											
		Purchase Amount	Docur	nent	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Vendor	Comp Val Auth	Allocation	Amount Allocated	Uploaded Receipt	Gr
									ray	zest				All 💙	
2	+	62.00	TXN0001	5849		AH (APR) (ACT)	01/24/2020	01/23/2020		ZESTANCHORS	11115	INS892501\531200\- OPR892501	62.00	Yes	89

- 8. Click the document name, found inside of the "Document" column.
 - The document name always begins with TXN########

D	ocument	Account ID	Sign C				
TXN	00015849		AH (APR)				
٩	Allocate / Edit						
#	View Full Details						
	Batch						
Ţ	Dispute						
	Manage Receipts						
	Print						



- 9. Click "Manage Receipts".
 - If it does not appear, please email us at <u>Pcard@case.edu</u> and list the transactions you want to attach receipts to. We will flag the transactions which will allow you to edit them.



- 10. Click "Add".
 - If you want to remove a receipt, click the checkbox next to the attached receipt and click "Remove".
 - If you want to view the receipt, click "View PDF" and it will download the receipt into a PDF.
- 11. Click "New Receipt".

-		Receipts					×	
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15	elected 1 iter	n		Show 10 🗙 per page	[]⊲] ⊲] Page: 1 of 1 [> [>]			
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