CASE WESTERN RESERVE
UNIVERSITY

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
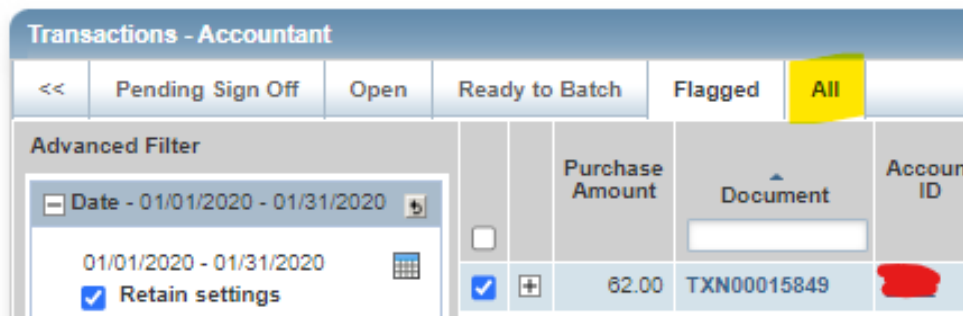- **Established**: 08/16/2023

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.
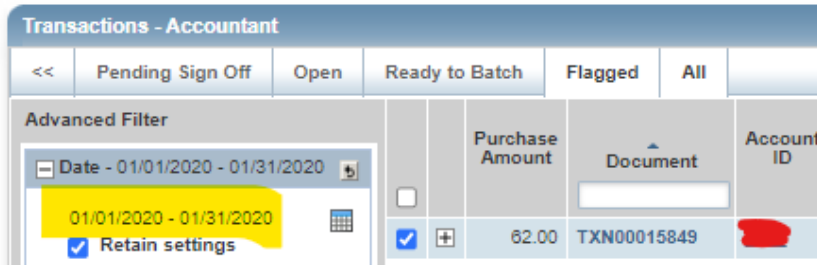4. Click Accountholder.
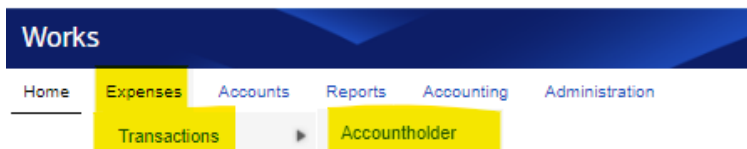
5. Click the "All" subtab.

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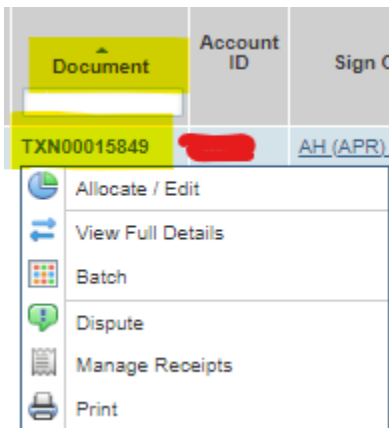

7. The "Uploaded Receipt" column shows you which transactions have attached receipts.
   - You can filter this list for missing receipts by opening the drop-down box and selecting "No".
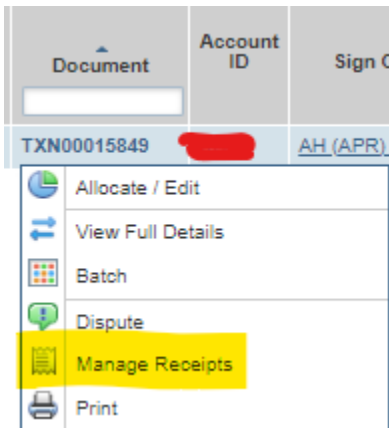

8. Click the document name, found inside of the "Document" column.
   - The document name always begins with TXN########

9. Click "Manage Receipts".
   - If it does not appear, please email us at Pcard@case.edu 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".