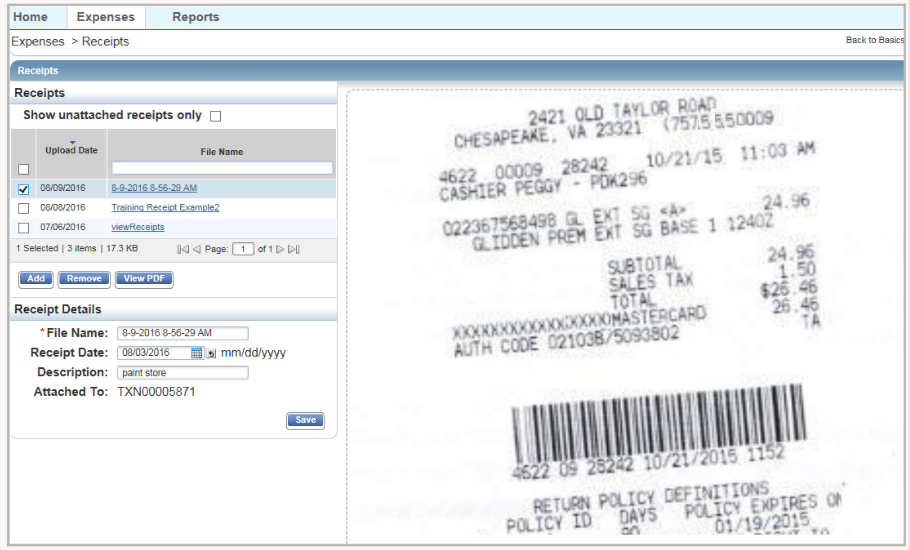
Receipts Imaging is a licensed feature in Works that allows Primary and Secondary Accountholders, Approvers and Proxy Reconcilers to upload receipt images to Works from their computer's desktop in addition to faxing their receipts.

Users may upload and store receipt images in their Receipts storage 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.

- Receipt images can be uploaded or faxed.
- The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.
- Receipt images are retained and available for download for a period of seven years.

Important: Your company must be licensed to use Receipts Imaging.



1 Storing and Removing a Receipt Image

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

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

Upload and Store a Receipt Image	▪ Click **Add.** ▪ Click **Browse** to locate the receipt image to upload. ▪ Click the calendar to enter a **Receipt Date**. ▪ Enter a **Description**. ▪ Click **OK**.
Remove one or more uploaded stored Receipt Images	▪ Select the check box for each receipt image to be removed. ▪ Click **Remove**. **Note:** Removing a receipt image from the Receipts view does not remove it from any document to which it is attached. ▪ Click **OK**.

2 Uploading and Attaching a Receipt Image to a Transaction

To upload a receipt image from your desktop or attach a stored receipt and attach it to a transaction, complete the following:

1. Click **Expenses** > **Transactions** > **Accountholder**.
2. Click the **Document** of the transaction associated with the receipt image. The single-action menu displays.
3. Select **Manage Receipts.**
4. Click **Add**.
5. Complete **one** of the following:

Attach a New Receipt	▪ Select **New Receipt**. ▪ **Browse** to locate the receipt image. ▪ Click the calendar to enter a **Receipt Date**. ▪ Enter a **Description**. ▪ Click **OK**. A confirmation message displays. ▪ Click **Close**. The **Receipt** and **Uploaded Receipt** columns update to **Yes**.
Attach a Stored Receipt Image	▪ Click **Stored Receipt**. ▪ Select a receipt from the list. ▪ Click **Attach**. A confirmation message displays. ▪ Click **Close**. The **Receipt** and **Uploaded Receipt** columns update to **Yes**.

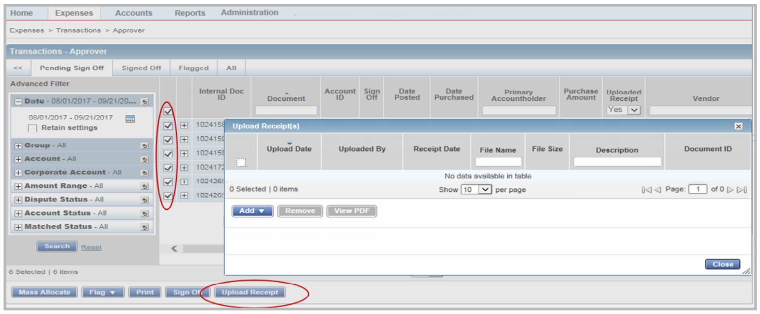
Important:

- Receipt Image uploads must be performed one at a time.
- Each PDF image must be less than 1 MB to upload.
- 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.

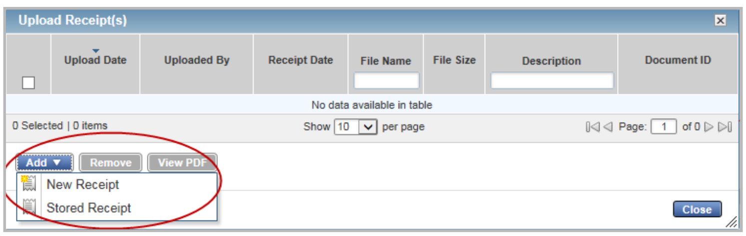
3 Uploading a Receipt Image to Multiple Transactions

Users can upload a receipt image and attach to multiple transactions by completing the following:

1. Click **Expenses** > **Transactions** > **Accountholder.**
2. Select the check box beside each transaction to associate with the receipt image.
3. Click **Upload Receipt**.



4. Click **Add**. A drop-down menu displays.



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

Attach a New Receipt	▪ Select **New Receipt**. ▪ **Browse** to locate the receipt image. ▪ Click the calendar to enter a **Receipt Date**. ▪ Enter a **Description**. ▪ Click **OK**. A confirmation message displays. ▪ Click **Close**. The **Receipt** and **Uploaded Receipt** columns update to **Yes**.
Attach a Stored Receipt Image	▪ Click **Stored Receipt**. ▪ Select a receipt from the list. ▪ Click **Attach**. A confirmation message displays. ▪ Click **Close**. The **Receipt** and **Uploaded Receipt** columns update to **Yes**.

4 Removing a Receipt Image from a Transaction

To remove one or more attached receipt image(s) from a transaction, complete the following:

1. Click **Expenses** > **Transactions** > **Accountholder**. Transactions Pending Sign Off display.

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

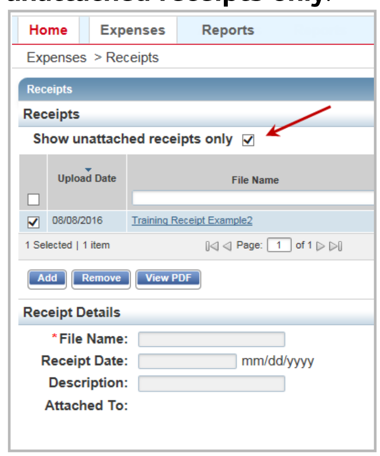
2. Click **Document** of the transaction attached with the receipt image. The single-action menu displays.
3. Select **Manage Receipts**. The Receipts window displays.
4. Select the check box for the receipt image to be removed.
5. Click **Remove**.
6. Click **Ok**.
7. Click **Close**. The **Receipt** column updates to **Unknown** when the last receipt has been removed from the transaction, and the **Uploaded Receipt** column updates to **No**.

5 Viewing a Stored Receipt Image

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 image displays.

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

6 Printing a Transaction and the Receipt Image Attached

To print the details of a transaction and the receipt image attached, complete the following:

1. Click **Expenses** > **Transactions** > **Accountholder**. Transactions Pending Sign Off display.

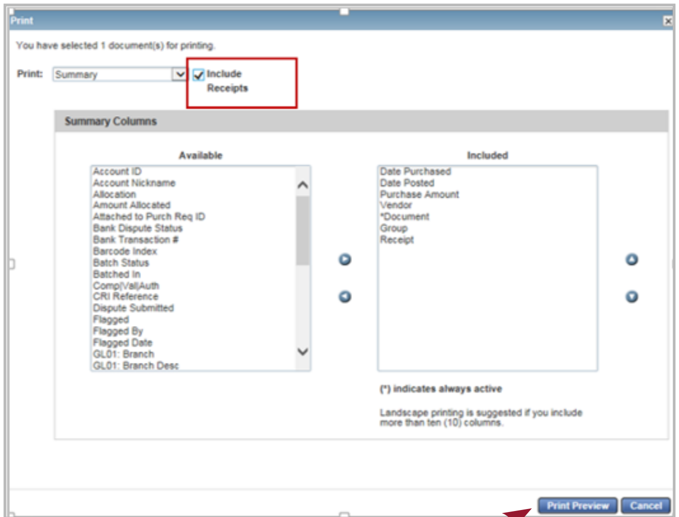
   Note: Click the tab for the queue where the desired transaction exists, as needed.

2. Click **Document** of the desired transaction. The single-action menu displays.
3. Select **Print**. The Print window displays.
4. Select **one** of the following from the **Print** menu:

Summary	▪ Click **Summary** to print specific columns of information and their order. ▪ Go to step 5.

Details	▪ Click **Details** to print all available details for the selected transaction(s). ▪ Go to step 5.
Details and Summary	▪ Click **Details & Summary** to print both versions of the transaction detail, with specific columns and their order. ▪ Go to step 5.

5. Select **Include Receipts** to print the receipt attached to the transaction.



6. Select an item in the **Available** column, as desired.

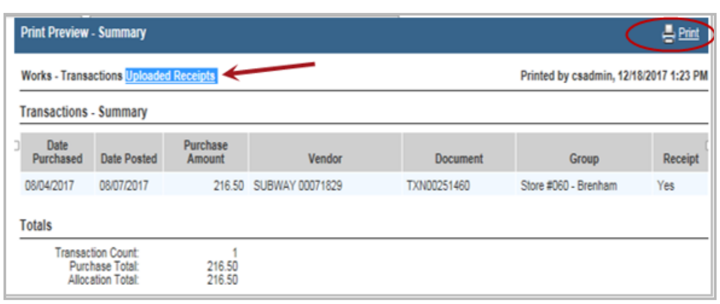
   - Click the right arrow to add the item to the **Included** column.

   Notes:

   - To remove an item, select an item in the Included column, then click the left arrow.

   - To change the order, select an item in the **Included** column, then click the up or down arrows.

7. Click **Print Preview**.
8. Click **Print** in the right corner of the Print Preview window.



9. Click **Print**. The Transaction details print.
10. Click the **Uploaded Receipts** link to print the receipt image attached to the transaction. The receipt image opens in a separate window.
11. Click the print icon. The receipt image prints.

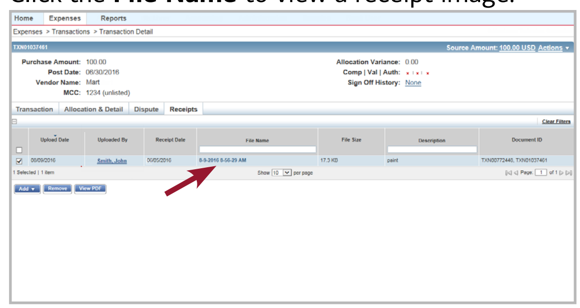
7 Viewing Receipt Images Attached to a Transaction

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

1. Click **Expenses** > **Transactions** > **Accountholder**. Transactions Pending Sign Off display.

   Note: To select transactions in another queue, click the desired transaction tab.

2. Click Document of the transaction associated with the receipt image. The single-action menu displays.
3. Select **View Full Details**.
4. Click the **Receipts** tab. Receipt images attached to the transaction display.
5. Click the **File Name** to view a receipt image.



6. Click **View Receipt** from the menu that displays. The Receipt Image displays.

8 Attaching a Receipt Image to an Expense Report

To Upload a receipt image and attach it to an expense report, complete the following:

1. Click **Expenses** > **Expense Reports** > **Owner.**
2. Click the **Expense Report Name**.
3. Select **Manage Receipts.**
4. Click **Add**.
5. Complete **one** of the following:

Attach a New Receipt	▪ Select **New Receipt**. ▪ **Browse** to locate the receipt image. ▪ Click the calendar to enter a **Receipt Date**. ▪ Enter a **Description** in the box. ▪ Click **OK.** A confirmation message displays. ▪ Click **Close.** The **Uploaded Receipt** column updates to **Yes**.
Attach a Stored Receipt Image	▪ Click **Stored Receipt**. ▪ Select a receipt from the list that displays. **Note**: To view all receipt images, clear the check from **Show unattached receipts only**. ▪ Click **Attach**. A confirmation message displays. ▪ Click **Close**. The **Uploaded Receipt** column updates to **Yes**.

Important:

- Receipt Image uploads must be performed one at a time.
- Each PDF image must be less than 1MB to upload.
- For Non-PDF type images, the size limit can be up to 10MB. Works will compress those files to be equal or less than 1 MB. If the compressed file is larger than 1 MB, an error message will display.

9 Removing a Receipt Image from an Expense Report

To remove one or more attached receipt image(s) from an expense report, complete the following:

1. Click **Expenses > Expense Reports** > **Owner.**

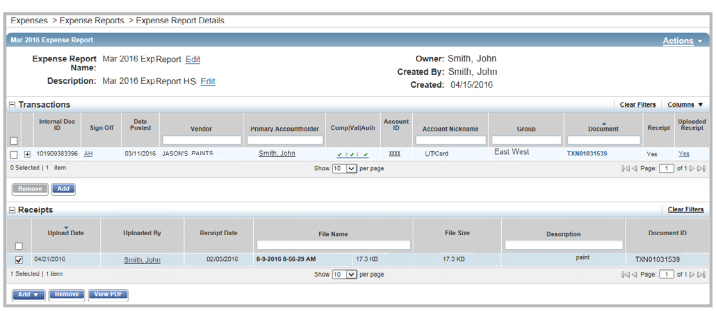
   Note: To select an expense report in another queue, click the expense report tab.
2. Click the **Expense Report Name**.
3. Select **Manage Receipts**. The Receipts window displays.
4. Select the check box for the receipt image to be removed.
5. Click **Remove**.
6. Click **OK**.
7. Click **Close**. The **Uploaded Receipt** column updates to **No**.

   Important: Faxed images cannot be removed from Expense Reports.

10 Viewing Receipt Images Attached to an Expense Report

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 display.



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.

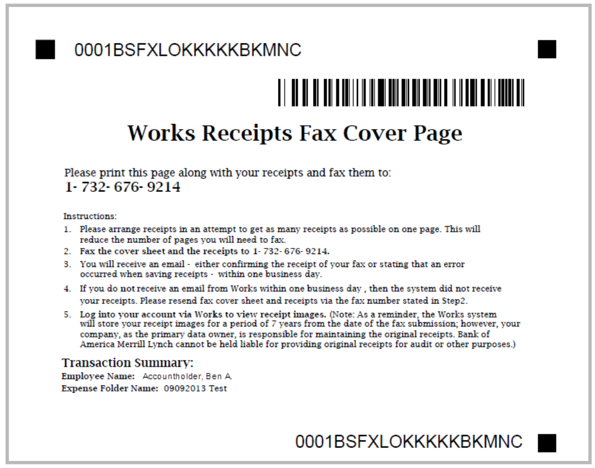
   Note: To view a receipt image in PDF format, select the check box of the **File Name,** and click **View PDF**.

11 Adding Faxed Receipt Images to an Expense Report

Users can add receipt images to expense folders for up to 60 days after an expense folder is created.

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.



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

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.

   Faxing Best Practices:

   - 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.
   - 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.
   - Your individual organization is considered the primary data owner, therefore, you are responsible for maintaining original receipts.