

Bank of America Works Document Upload Guide



Introduction & Purpose

- ▶ The University of Mary Washington uses the Bank of America Works Online Reconciliation Tool for monthly charge card reconciliations. This tool provides some useful features including the ability to upload documents and attach them electronically to transactions.



- ▶ Electronically-uploaded documents streamline the process for Approvers to review transaction supporting documentation to verify for accuracy prior to sign off.
- ▶ This instructional guide aims to lead Cardholders through the process of uploading documents to Works and guide Approvers through the process of viewing attached documents.

Works Terms

Works uses the term “Receipt” which may cause some confusion. True itemized purchase receipts are not the only documents that can be uploaded into the system.

For our purposes, replace the word “Receipt” with “Document” as any document can be uploaded to a transaction.

This includes (but is not limited to):

- ▶ Purchase Orders
- ▶ Invoices
- ▶ Receipts
- ▶ Required Approvals/Waivers
- ▶ Other supporting documentation

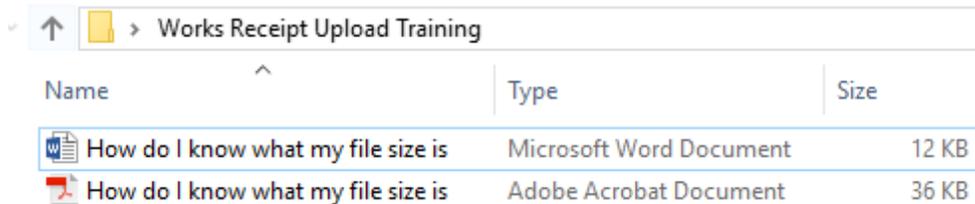
Document Upload Limitations

There is a size limit to the documents you are able to upload at one time.

- ▶ Works supports the following file types: [.pdf](#), [.jpg](#), [.gif](#), [.png](#), [.jpeg](#).
- ▶ All individual files uploaded must be less than 1MB (1 megabyte) in size. If your document exceeds this file size limit, you may need to upload as separate pages.

How do I know what my file size is?

- ▶ Look in the folder where you've kept your file and it should display the file size.



Name	Type	Size
How do I know what my file size is	Microsoft Word Document	12 KB
How do I know what my file size is	Adobe Acrobat Document	36 KB

But this says KB not MB...?

File size abbreviations:

KB = kilobyte

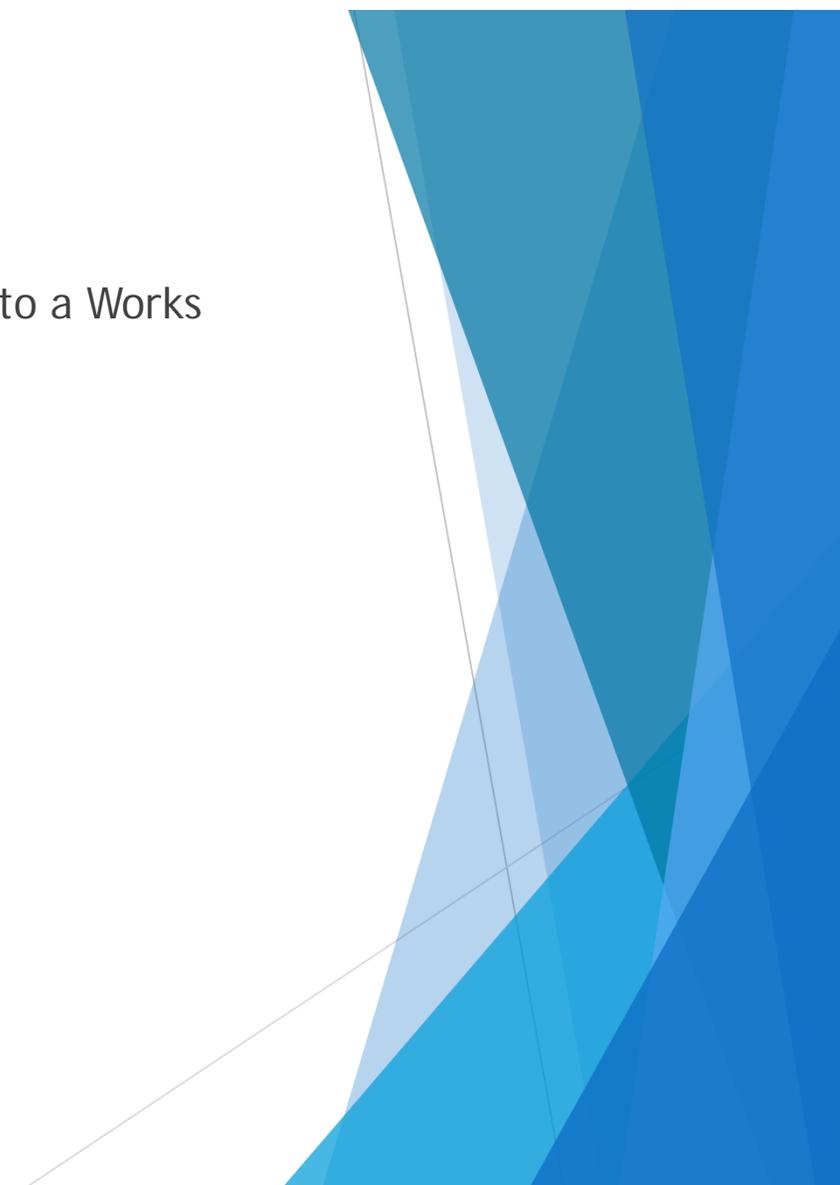
MB = megabyte = 1000 KB

So if your document file size is UNDER 1000 KB, you can upload it without splitting it up.

Uploading a Document to Works

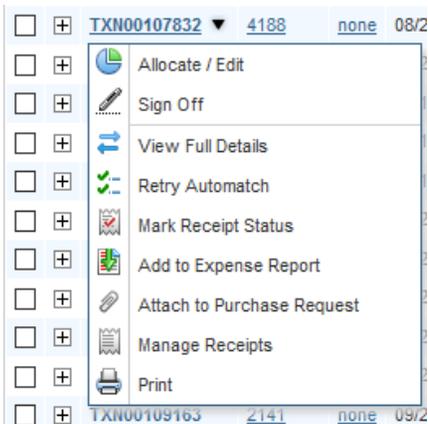
There are **three** ways to approach uploading a document to a Works transaction.

The following slides will demonstrate each approach.

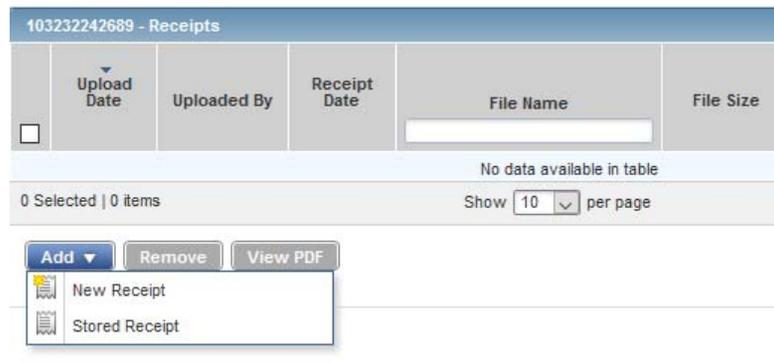


1. Uploading - From the Transaction Number

Step 1: Click the drop down from the Transaction number and select "Manage Receipts"



Step 2: In the pop up receipts box, click the blue Add button and select New Receipt.



Hint



If you do not receive a pop-up window, click on the icon next to New Receipt instead of the words and/or check your security settings regarding pop-up windows.

1. Uploading - From the Transaction Number

Step 3: Browse to the location where your file is located, select your document to upload, and select Open. This will add your file to the receipt window.

Add Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

*File to Add: How do I know what my file size is.pdf

Receipt Date:

Description:

Step 4: You can add the date of the receipt and any relevant descriptions (ex. PCOXXXXXXXX, Travel Pre-Approval, etc.) and then select OK. This will attach that document to your transaction and you will be able to see your added file.

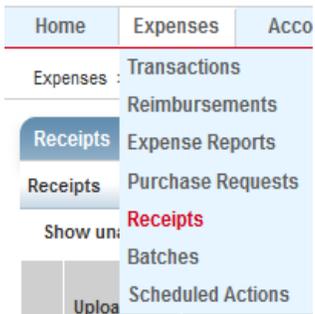
	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input type="checkbox"/>				<input type="text"/>		<input type="text"/>	
<input checked="" type="checkbox"/>	10/09/2019	Pickham, Michelle		How do I know what my file size is	35.2 KB		TXN00109163

1 Selected | 1 item | 35.2 KB Show per page Page: of 1

You can view, add, or remove any attached documents to the transaction from the view above. Or you can click the Close button to get back to your list of pending transactions.

2. Uploading - From the Expenses Tab

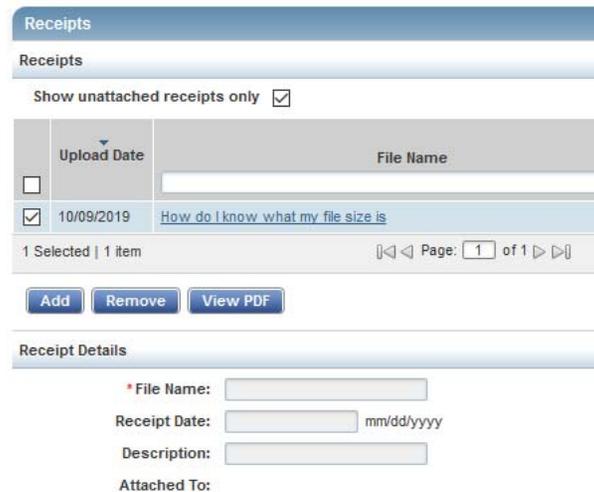
Step 1: On your navigation menu, select the Expenses tab and select Receipts.



The navigation menu consists of three main tabs: Home, Expenses, and Acco. The Expenses tab is selected. Under Expenses, there are several sub-items: Transactions, Reimbursements, Receipts (highlighted in blue), Purchase Requests, Receipts (highlighted in red), Batches, and Scheduled Actions. Below these items are two buttons: Show un... and Uploa...



Step 2: From this screen, you can view previously uploaded documents, or add new ones.



The Receipts screen has a header with the title 'Receipts'. Below the header, there is a checkbox labeled 'Show unattached receipts only' which is checked. The main content area is a table with columns for 'Upload Date' and 'File Name'. The table contains one row with a checked checkbox, the date '10/09/2019', and a link 'How do I know what my file size is'. Below the table, there is a status bar that says '1 Selected | 1 item' and a pagination control 'Page: 1 of 1'. At the bottom of the table, there are three buttons: 'Add', 'Remove', and 'View PDF'. Below the table, there is a section titled 'Receipt Details' with four input fields: '* File Name:', 'Receipt Date:' (with a placeholder 'mm/dd/yyyy'), 'Description:', and 'Attached To:'.



Step 3: Follow the steps starting with Step 1 on Slide 6 and then the instructions on Slide 10 to add a stored document to your transaction.

3. Uploading - Using Upload Receipt Button

Step 1: From your Pending Transactions screen, select the check box next to the transaction you want to upload a receipt for and then scroll (if needed) to the bottom of the list to access the blue buttons at the bottom and click on the blue button to Upload Receipt. Then follow steps 2-4 on Slides 6 and 7.

The screenshot shows the 'Transactions - Accountholder' interface. At the top, there are tabs for '<<', 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. Below the tabs is an 'Advanced Filter' section with various filters like 'Date', 'Account', 'Purchase Request', etc. The main area is a table of transactions. The first two rows are selected, indicated by checkmarks in the first column. At the bottom of the interface, there is a row of buttons: 'Retry Automatch', 'Mass Allocate', 'Add to Expense Report', 'Attach', 'Receipt', 'Print', 'Sign Off', and 'Upload Receipt'. The 'Upload Receipt' button is highlighted with a red box.

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input checked="" type="checkbox"/>	TXN00107832		none	08/21/2019	08/20/2019		50.00
<input checked="" type="checkbox"/>	TXN00107914		none	08/22/2019	08/20/2019		50.00
<input type="checkbox"/>	TXN00108940		none	09/18/2019	09/16/2019		170.00
<input type="checkbox"/>	TXN00108957		none	09/18/2019	09/17/2019		937.70
<input type="checkbox"/>	TXN00108978		none	09/19/2019	09/17/2019		297.50
<input type="checkbox"/>	TXN00109017		none	09/20/2019	09/19/2019		960.39
<input type="checkbox"/>	TXN00109032		none	09/20/2019	09/19/2019		725.59
<input type="checkbox"/>	TXN00109049		none	09/20/2019	09/19/2019		595.00
<input type="checkbox"/>	TXN00109139		none	09/24/2019	09/23/2019		971.90
<input type="checkbox"/>	TXN00109151		none	09/25/2019	09/24/2019		2,526.68

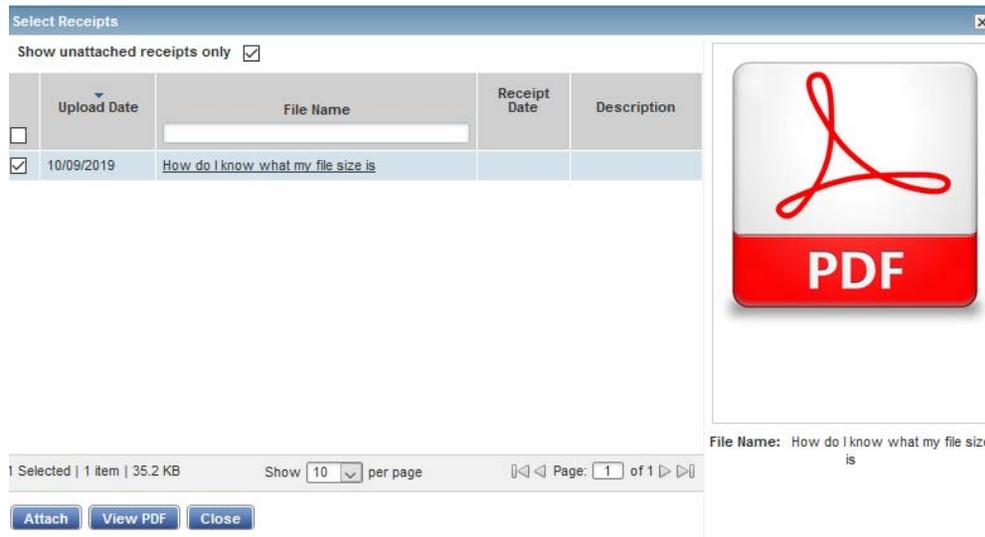
Storing Documents for Multiple Use

Stored Receipts: If you have multiple transactions that posted that are tied to one Purchase Order, you can upload the purchase order once and select that file from your stored documents.

- ▶ To do this, instead of adding a new receipt, select [Stored Receipt](#).



- ▶ Select the file you want to upload to the new transaction and click Attach.



Select Receipts

Show unattached receipts only

	Upload Date	File Name	Receipt Date	Description
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	10/09/2019	How do I know what my file size is		

1 Selected | 1 item | 35.2 KB Show 10 per page Page: 1 of 1

Attach View PDF Close

File Name: How do I know what my file size is

Approvers – Viewing Attached Documents

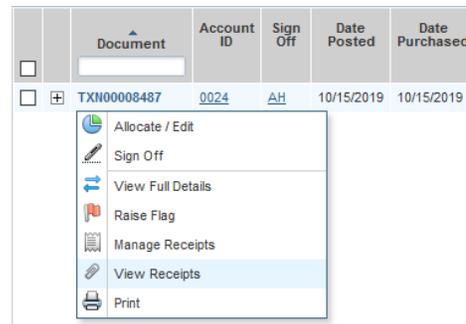
Approvers can view any documents their Cardholder has attached to help in their review prior to sign off.

After logging in as the Approver, the default tab selected is “Pending Sign Off.” Make sure that your date filter references the correct dates for your Cardholder’s transactions.

You will be able to see if your Cardholder attached any documents by looking or scrolling to the right of their transaction. A “Yes” in the Uploaded Receipt field indicates they have attached a document.

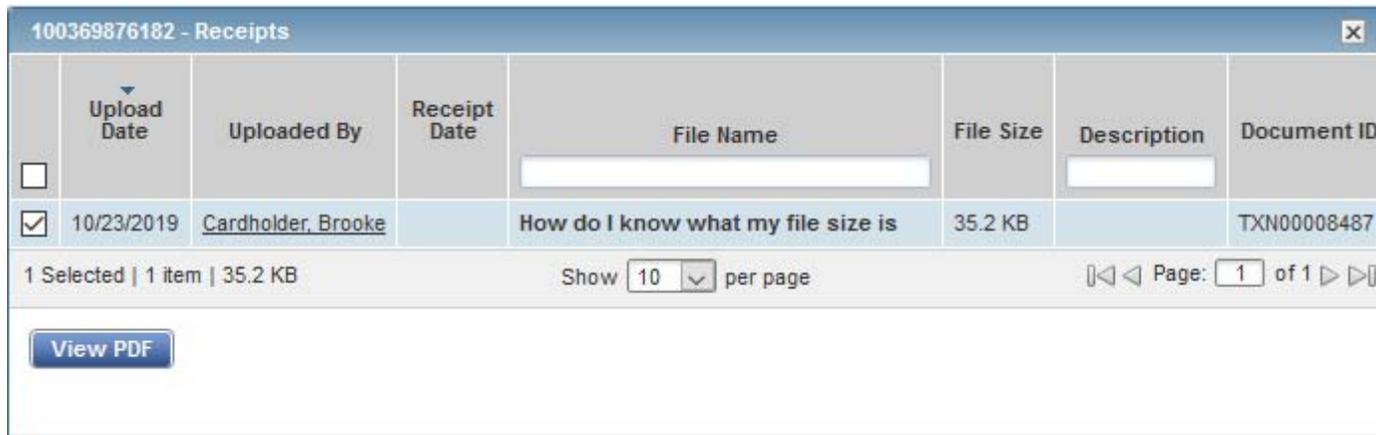
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Amount Allocated	Uploaded Receipt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All					
TXN00008487	0024	AH	10/15/2019	10/15/2019	Cardholder, Brooke	1,029.28	ARTIST SUPPLY STORES, CRAF CC	1,029.28	Yes

To view the attached document, you can either (1) click on the “Yes” under Uploaded Receipt or (2) select the dropdown under the Transaction number and click on “View Receipts.”



Approvers – Viewing Attached Documents

In the Receipts window, you can select the check box next to the document attached and click the blue View PDF button.



100369876182 - Receipts

<input type="checkbox"/>	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input checked="" type="checkbox"/>	10/23/2019	Cardholder, Brooke		How do I know what my file size is	35.2 KB		TXN00008487

1 Selected | 1 item | 35.2 KB

Show 10 per page

Page: 1 of 1

[View PDF](#)

Repeat this process for any receipts you'd like to view.