

- >Welcome to Works Online Help
- Expenses
 - Transactions
 - Reimbursements
 - Expense Reports
 - Purchase Requests
 - Receipts
- Batches
- Scheduled Actions
- Accounts
- Reports
- Accounting
- Administration
- Glossary

Uploading and Storing a Receipt Image

Users may upload and store receipt images in their Receipts storage queue for processing later.

- Receipt images can be uploaded and faxed.
- Uploaded receipt images are stored initially in Works for 90 days for easy access and viewing.
- Upon upload, receipt images are also archived for seven years.

To upload and store a receipt image in Receipts, complete the following:

1. Click **Expenses > Receipts**. The Receipts screen displays.
2. Click **Add**.
3. Click **Browse** to locate the receipt image you wish to upload and store.
 - i. Select the desired receipt image.
 - ii. Click **Open**. The file name displays in **File to Add**.
4. Click the calendar to enter a **Receipt Date**.
5. Enter a **Description** in the box.
6. Click **OK**. A confirmation message displays.

This completes the procedure.

[Back to Top](#)

Viewing Stored Receipt Images

Users may view stored receipt images in their Receipts storage queue and can select to view stored receipt images in a quick view, or may view an image in a PDF version to utilize PDF formatting features.

To view a stored receipt image, complete the following:

1. Click **Expenses > Receipts**. The Receipts screen displays a list of unattached receipt images.