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Works[®] Quick Reference Guide

Receipt Imaging

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About this Guide

This Works[®] quick reference guide provides the information needed to use Receipt Imaging to upload, view and manage receipt images. While this guide is geared towards accountholders, the same processes will apply to other users who have similar levels of access (such as Program Administrators, Approvers and Accountants). Within this guide, you will learn how to:

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- Store and Remove Receipt Images.
- View Stored Receipt Images.
- Upload and Attach Receipt Images to a Payable Document and Expense Reports.
- Add Faxed Receipt Images to an Expense Report.
- View Receipt Images Attached to Payable Documents and Expense Reports.

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Important: To complete the tasks described in this guide, you must be licensed to use Receipt Imaging.

Note: You can print each topic individually for your convenience, if desired.

Storing and Removing Receipt Images

Need help? Please contact your Program Administrator for assistance.

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Introduction

This section provides the information needed to upload, store, and remove uploaded receipt images in Works[®]. Users may upload and store receipt images in their Receipts storage queue 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. Instructions to remove an attached receipt image from a payable document or expense report are also included in this section.

Notes:

- Receipt images can be uploaded or faxed.
- Receipt image uploads must be performed one at a time.
- Each uploaded receipt image must be less than one MB to upload.

Procedure

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

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

То	Then
Upload and Store a	a. Click Add.
Receipt Image	b. 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 .
	c. Click the calendar to enter a Receipt Date .
	d. Enter a Description in the box.
	e. Click OK . A confirmation message displays.

То	Then
Remove one or more uploaded stored Receipt Images	a. Select the check box next to each receipt image to be removed.b. Click Remove.Note: Removing a receipt image from the Receipts view does not remove it from any
	document to which it is attached. c. Click OK . A confirmation message displays.

Home Expenses Reports		
Expenses > Receipts	United In	naging
Receipts		
Receipts		
N		
Show unattached receipts only		
Upload Date File Name		
09/29/2013 <u>Works Online Account Requests img 3</u> 09/29/2013 <u>Works Online Account Requests img 2</u>		
0 Selected 2 items		
0 Selected 2 items		
Add Remove View PDF		
Receipt Details		
	Click on the file name to preview the image	
* File Name:		
Receipt Date:		
Description:		
Attached To:		

Figure 1: Receipts Screen

This completes the procedure.

Removing an Attached Receipt Image from a Payable Document or Expense Report

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

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

То	Then
Remove an Attached Receipt Image from a Transaction or	a. Click Expenses > Transactions/or Reimbursements > Accountholder . Transactions Pending Sign Off display. For Reimbursemens, the Draft queue displays.
Reimbursement	Note : To select documents in another queue, click the desired Transactions or Reimbursements tab.
	 b. Click Document of the transaction/or reimbursement associated with the receipt image. The single-action menu displays.
	c. Go to step 2.

То	Then
Remove an Attached Uploaded Receipt Image from	a. Click Expenses > Expense Reports > Owner. Expense reports in the Pending Sign Off queue display.
an Expense Report	Notes:
	• To select an expense report in another queue, click the desired expense report tab.
	 Faxed receipt images cannot be removed from Expense Reports.
	b. Click the desired Expense Report Name . The single-action menu displays.
	c. Go to step 2.

- 2. Select Manage Receipts. The Receipts window displays.
- 3. Select the check box for each receipt image to be removed (Figure 2).

100	100676869679 - Receipts					
	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
•	09/29/2013		Works Online Account Requests	68.4 KB		TXN00049288
	09/20/2013		acct pending so tab with SAM2	87.9 KB	CE Test	TXN00049288
1 Se	lected 2 items	68.4 KB	Show 10 💌 pe	r page	[⊲⊲ Page	e: 1 of 1 ▷ ▷0
A	Add 🔻 Remove ; View PDF					
		1				Close

Figure 2: Select Receipt Image to be Removed

- 4. Click **Remove**.
- 5. Click **Ok**. A confirmation message displays.

This completes the procedure.

Notes:

- Removing an attached uploaded receipt image from a transaction, reimbursement request, or expense report may also be performed from the Transaction Details, Reimbursement Details or Expense Report Details screens.
- Faxed receipt images cannot be removed from Expense Reports.

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Viewing Stored Receipt Images

Need help? Please contact your Program Administrator for assistance.

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Introduction

This section provides the information needed to view stored receipt images in Works[®]. Users may view stored receipt images in their Receipts storage queue and can select to view stored receipt images in a PDF version to utilize PDF formatting features.

Procedure

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 receipt image displays (Figure 1).

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

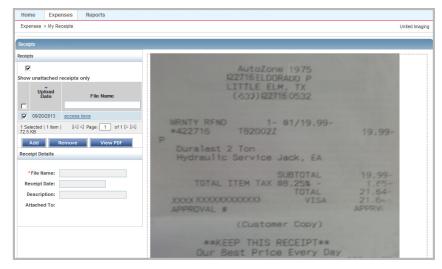


Figure 1: Receipts - View Receipt Image

This completes the procedure.

Need help? Please contact your Program Administrator for assistance.

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Uploading and Attaching a Receipt Image to a Payable Document or an Expense Report

Introduction

This section provides the information needed to upload a new image from your desktop or a stored receipt and attach to a transaction, reimbursement request or an Expense Report in Works[®]. Instructions to add faxed receipt images to an expense report are also included.

Note:

- Receipt Image uploads must be performed one at a time.
- Each uploaded receipt image must be less than one MB to upload.
- Your individual organization is considered the primary data owner. Therefore, you are responsible for maintaining original receipts.

Procedures

To upload a receipt image from your desktop into Works or attach a stored receipt and attach it to a transaction, reimbursement request or an Expense Report, complete the following:

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

То	Then
Upload a receipt image and attach it to a transaction/or reimbursement	 a. Click Expenses > Transactions/or Reimbursements > Accountholder. Transactions Pending Sign Off display. For Reimbursements, the Draft queue displays. Note: To select transactions or reimbursements in another queue, click the desired transactions/ or reimbursements tab. b. Click Document of the transaction/or reimbursement associated with the receipt image. The single-action menu displays. c. Go to step 2.
Upload a receipt image and attach it to an expense report	 a. Click Expenses > Expense Reports > Owner. b. Click the desired Expense Report Name. The single-action menu displays. c. Go to step 2.

2. Select Manage Receipts. The Receipts screen displays (Figure 1).

100	676869679 - Red	eipts				×
_	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
	09/29/2013		Works Online Account Requests	68.4 KB		TXN00049288
	09/20/2013		acct pending so tab with SAM2	87.9 KB	CE Test	TXN00049288
0 Se	lected 2 items		Show 10 💌 pe	r page	[]⊲] < Pag	e: 1 of 1 ▷ 🖂
A	dd 🔻 Re	emove	View PDF			
						Close

Figure 1: Receipts Screen

- 3. Click **Add**. A drop-down menu displays.
- 4. Complete **one** of the following:

То	Then
Attach a New Receipt	a. Select New Receipt. The Add Receipt window displays (Figure 2).
	b. Click Browse to locate the receipt image you wish to upload.
	i. Select the desired receipt image.
	ii. Click Open . The file name displays in File to Add .
	c. Click the calendar to enter a Receipt Date .
	d. Enter a Description in the box.
	e. Click OK . A confirmation message displays.
	This completes the procedure.
Attach a Stored Receipt Image	a. Click Stored Receipt .
	b. Select a receipt from the list that displays.
	c. Click OK . A confirmation message displays.
	This completes the procedure.

Add Receipt			×
Works supports files in the .pdf, .png, .jpg, .gif a	and .jpeg format that are 1 MB or less.		
* File to Add:		Browse	
Receipt Date:]		
Description:			
			Cancel

Figure 2: Add Receipt Window

Adding Faxed Receipt Images to an Expense Report

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

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.

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

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 (Figure 3).

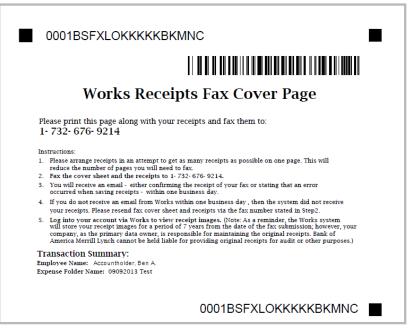


Figure 3: Works Receipts Fax Cover Page

- 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.

Note: 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.

This completes the procedure.

Need help? Please contact your Program Administrator for assistance.

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Viewing Receipt Images Attached to a Payable Document or an Expense Report

Introduction

This section provides the information needed to view the receipt images attached to a transaction, reimbursement request, or an Expense Report.

Procedures

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

1. Click **Expenses** > **Transactions/or Reimbursements** > **Accountholder**. Transactions Pending Sign Off display. For Reimbursements, the Draft queue displays.

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

- 2. Click **Document** of the transaction/or reimbursement associated with the receipt image. The single-action menu displays.
- 3. Select Manage Receipts. The Receipts screen displays (Figure 1).

100	100124966347 - Receipts					
Г	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
V	02/26/2014	02/11/2014	RI II - b	93.4 KB	Subway	TXN00004942
1 Se	1 Selected 1 item 93.4 KB Show 10 per page 0 0 Page: 1 of 1 ▷0					
A	Add ▼ Remove View PDF					
						Close

Figure 1: The Receipts Screen

4. Complete one of the following:

То	Then
View receipt image	a. Click the File Name to view a receipt image.
	b. Click View Receipt from the menu that displays. The Receipt Image displays.
View receipt image in PDF format	a. Select the check box for the desired File Name .
	b. Click View PDF. The receipt image displays in a PDF format.

Note: You may also view receipt images on the Transaction Detail and Reimbursement Detail screens from the Receipts tab. Click the **File Name** to view a receipt image.

This completes the procedure.

Viewing Receipt Images Attached to an Expense Report

Users can view receipt images that have been uploaded or faxed and attached to an expense report from the Receipts table on the Expense Report Details screen.

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 screen displays (Figure 2).

Exper														
9092	1013 Test													Actions
1	Expense Report Name:	9092013 Test E	<u>51</u>					Own	ier: A	ccountholder, Ben				
	Description:	Edit						Created	By:					
								Creat	ed: 09.09	9/2013				
Tra	insactions												lear Filters	Columns
_	Document	Account	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor		CompNalAuth	Allocation	Amount Allocated	Uploaded Receipt	Internal De ID
Ŧ	TXN00049288	0052	ACT	09/20/2011	09/23/2011	Accountholder, Ben	805.93	LIMON'S ROAD SE		* 1 * 1 *		0.00	Yes	10007080907
	Remove Add						Show 10 💌						(c) <) 8ige:	1
Sele		te	Reo	eiptDate			Show 10 💌			File Size	Description			1 > Clear Filte
Re	ested 1 item celpts	te	Reo	eipt Date						File Size	Description			<u>Clear Filte</u>
Sele Re	ested 1 item celpts	te	Reo	eipt Date	Works C		Name		47.5 KB	File Size	Description			Clear Filte
Sele	celpts Upload D: 09232013 09232013	te	Reo	eipt Date		File	Name		68.5 KB	File Size		1	Docu 9092013 Test XN00049288	Clear Filte
Sele	coled 1 item colpts 0925/2013 0925/2013 0920/2013	te	Reo	eipt Date	Works O acct per	File 1 Dnline Account Requests img_0 Dnline Account Requests img_3 Iding so tab with SAM2	Name		68.5 KB 87.9 KB	File Size	CE Test	1	Docu 9092013 Test 20100049288 20100049288	<u>Clear Filte</u>
Sele	eclepts 09/25/2013 09/20/213 09/20/213 09/1/2013 09/1/2013	te		eipt Date	Works O acct per Adding	File Dnline Account Requests jmg_0 Dnline Account Requests jmg_3 dding so tab with SAB2 Security Questions at Login	Name		68.5 KB 87.9 KB 59.3 KB	File Size		1	Docu 9092013 Test 1000049288 20100049288 9092013 Test	<u>Clear Filte</u>
Sele	eclefs Upload D: 09/28/2013 09/28/2013 09/1/2013 09/1/2013	te	Rec.	eipt Date	Works C acct per Adding	File I Dnline Account Requests_img_3 Dnline Account Requests_img_3 dring so tab with SAN2 Security Questions at Login V(L+-OQ).	Name		66.5 KB 87.9 KB 59.3 KB 96.4 KB	File Size	CE Test @#5%/81)_+=0(0(10?,/	1 1 0	Docu 9092013 Test 70100049288 70100049288 9092013 Test 9092013 Test	Clear Filte
	ected 1 litem celpts 09/25/2013 09/25/2013 09/12013 09/12013 09/12013 09/12013	te	03/02/2013	eipt Date	Works C acct per Adding 1@46%/8 CSCSU	File Dalline Account Requests, jmg. Q. Dalline Account Requests, jmg. J. diang so tab with SAM2 Security Questions at Login ML_=OQD: Jeers	Name		66.5 KB 87.9 KB 59.3 KB 96.4 KB 104.3 KB	File Size	CE Test @#5%40_+=(0;002./ @#5%40_+=(0;002./	1 1 0 0	Docu 9092013 Test 70100049288 9092013 Test 9092013 Test 9092013 Test 9092013 Test	Clear Filte
	celef 1 litem celpts 09/28/2013 09/28/2013 09/28/2013 09/28/2013 09/28/2013 09/11/2013 09/11/2013 09/11/2013	te	0302/2013	eipt Date	Works C acct per Adding (@46%/8 CSCSU Contact	File Dnline Account Requests, Img. 0 Dnline Account Requests, Img. 3 dding so tab with SAM2 Security Questions at Login Kl_s=400t: Jaces Use250	Name		66.5 KB 87.9 KB 59.3 KB 96.4 KB 104.3 KB 43.1 KB	File Size	CE Test (2015/51)_≠0(201007) (2015/51)_50(2010) (2015/5201224557880122455	1 0 0 0 12345678.0	Docu 9092013 Test 0000049288 0000049288 9092013 Test 9092013 Test 9092013 Test 9092013 Test	Glear Filte
	ected 1 filem ected 2 filem 09250013 09250013 09012013 09112013 09112013 09112013 09112013 09112013 09112013 09112013	te	03/02/2013	elpt Date	Works C acct per Adding (2)45%/8 C S C S U Contact Changin	File Dailine Account Requests, Img. 20 Jailine Account Requests, Img. 20 Jailine Account Requests, Img. 20 Jailine School (20 Security Questions at Login ML) Security Questions at Login ML ML = 2000 Jailine School (2000) Distributions at Login ML Jailine School (2000) Distributions at Login ML School (2000) Distributions at	Name		66.5 KB 87.9 KB 59.3 KB 98.4 KB 104.3 KB 43.1 KB 19.3 KB	File Size	CE Test @#5%40_+=(0;002./ @#5%40_+=(0;002./	1 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Docu 9092013 Test 1000049288 2000049288 9092013 Test 9092013 Test 9092013 Test 9092013 Test 9092013 Test	Clear Filte ment ID 92013 Test
	ected 1 item 00250013 0020013 00112013 00112013 00112013 00112013 00112013 00112013 00112013 00112013	te	0302/2013	eipt Date	Works C acct per Adding 1946%8 CSCSU Contact Changin Corp Ac	File Dinline Account Requests, img. 0 Dinline Account Requests, img. 2 dings os bai with SNA2 Security Questions at Login V1_400 Hors LVL 2520 Ing File Name et Picker	Name		68.5 KB 87.9 KB 59.3 KB 98.4 KB 104.3 KB 43.1 KB 19.3 KB 27.4 KB	File Size	CE Test (2015/51)_≠0(201007) (2015/51)_50(2010) (2015/5201224557880122455	7 0 0 789012345678.0 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Doox 9052013 Test 1000049288 9092013 Test 9092013 Test 9092013 Test 9092013 Test 9092013 Test 9092013 Test	<u>Clear Filte</u> ament ID
	ected 1 filem ected 2 filem 09250013 09250013 09012013 09112013 09112013 09112013 09112013 09112013 09112013 09112013	te	0302/2013	eipt Date	Works C acct per Adding 1946%8 CSCSU Contact Changin Corp Ac	File Dalline Account Requesting Dalline Account Requesting Security Questions at Login VU_=>001 VU_=>001 VU_>>200 ong File Name of Fisher of Related Event	Name		66.5 KB 87.9 KB 59.3 KB 98.4 KB 104.3 KB 43.1 KB 19.3 KB	File Size	CE Test (2015/51)_≠0(201007) (2015/51)_50(2010) (2015/5201224557880122455	7 0 0 789012345678.0 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Docu 9092013 Test 1000049288 2000049288 9092013 Test 9092013 Test 9092013 Test 9092013 Test 9092013 Test	<u>Clear Filte</u> ment ID

Figure 2: Expense Report Details - Receipts Table

- 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 desired File Name, and click View PDF.

This completes the procedure.

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