Receipts Job Aid

Receipts are easily uploaded and attached to a PCard transaction.

Upload your receipt(s) to your desktop.

Login to WORKS
- Enter Login Name & Password
- Click Login button
- WORKS Homepage is displayed

Select a transaction and View Full Details

Select the Receipts tab

Click on Add and select New Receipt

Browse to the receipt location in your computer and select the receipt
- Although not required, you may add a Receipt date and Description.

Click OK