



Works is the internet-based platform supplied by the Bank of America. Pcard transactions feed into Works, which enables users to approve, reconcile and oversee spend. The University has created a hierarchy of groups and roles in the system. Each group in the hierarchy must have an owner, one or more cardholders, approvers and accountants. The setup allows Works to route purchases through a predefined workflow. In general, once a purchase is made and posts to Works, the transaction routes to the cardholder, the approver and then the accountant for review and sign off.

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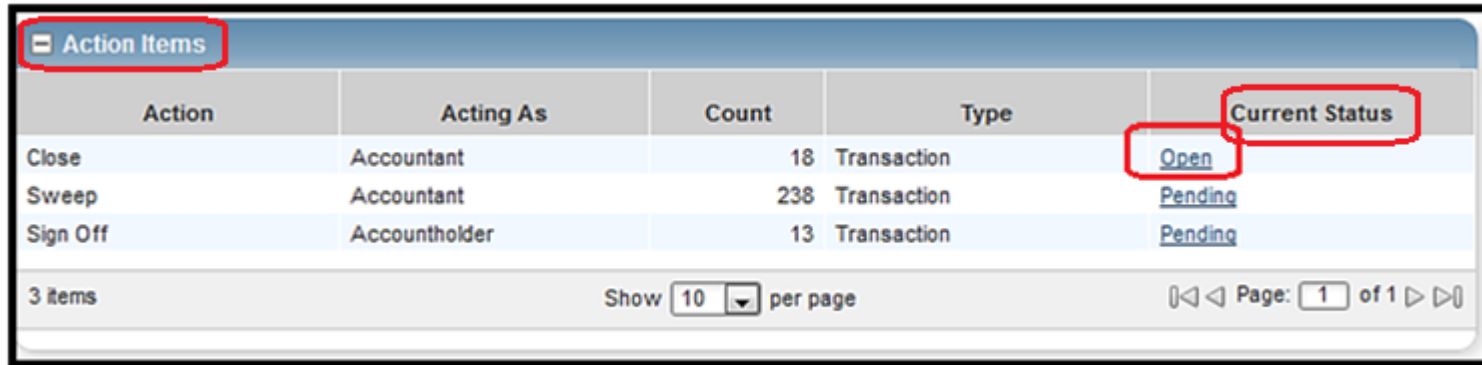
## ACCOUNTANT INSTRUCTIONS

This guide provides information needed for an accountant to manage transactions. Within this guide, you will learn how to:

- Allocate or edit a transaction
- Close a transaction (Sign off)
- Sweep a transaction
- Manage flags

### Allocate, Edit and Close (Sign Off) a Transaction

1. On the **Home Page** under **Action Items>Current Status**, click the **Open** link. These transactions are ready for accountant sign off.

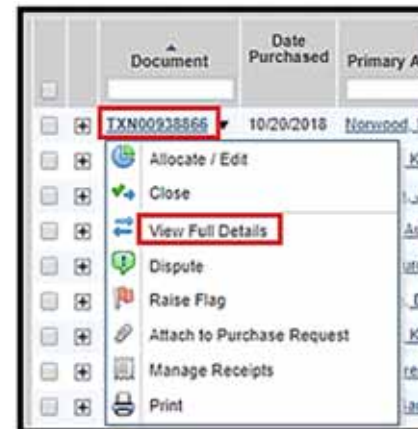


The screenshot shows a table with the following data:

Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	<a href="#">Open</a>
Sweep	Accountant	238	Transaction	<a href="#">Pending</a>
Sign Off	Accountholder	13	Transaction	<a href="#">Pending</a>

At the bottom of the table, it says "3 items" and "Show 10 per page".

2. Click the desired **Document** (transaction) number. A menu displays. Select **View Full Details**.



3. Select the **Allocation & Detail** tab.

- Make sure the cardholder's description makes sense and is an allowable purchase.
- Make sure the **Transaction Code** (chart and fund numbers) and **Expense Code** (account number) are correct. If not, correct them. The transaction code should always have a single space between the chart and fund number. Ie 1 123456

TXN00374077 Source Amount: 627.92 USD Actions

Purchase Amount: 627.92 Allocation Variance: 0.00  
Post Date: 11/21/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: MCLELLANDS INC SADDLERY Sign Off History: [AN APP](#)  
MCC: 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Transaction **Allocation & Detail** Dispute Receipts

Allocation Purchase Amount: 627.92 Allocation Total: 627.92 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓   ✓   ✓	627.92	Western Tack and Equipment	1 325780	703030	PO#:	D4253209	(unspecified)

0 Selected | 1 Item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	627.92	0.00	0.00	74078-5070

Adjust Amount

Transaction Detail - 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Save

4. To add additional lines of funding, click the **Add** button and choose how many additional lines you need.

Allocation Details - TXN00337900 - SPORTS BUSINESS JOURNAL 08/05/2013 | Source Amount : 244.00 USD

Allocation Purchase Amount: 244.00 Allocation Total: 244.00 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order
<input type="checkbox"/>	244.00	subscription	1 1357890	703030	PO#:	

0 Selected | 1 item

Remove Add Duplicate

Reference

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	0.00	0.00	0.00	74078-5070

Adjust Amount

Transaction Detail - 5190 (BOOKS, PERIODICALS AND NEWSPAPERS)

Save Close

5. Complete the amount, description, chart, fund, and account numbers for the additional lines of funding. Click **Save**.

Allocation Details - TXN00337900 - SPORTS BUSINESS JOURNAL 08/05/2013 | Source Amount : 244.00 USD

Allocation Purchase Amount: 244.00 Allocation Total: 244.00 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order
<input type="checkbox"/>	244.00	subscription	1 135789	703030	PO#:	
<input type="checkbox"/>						

0 Selected | 2 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	0.00	0.00	0.00	74078-5070

Adjust Amount

Transaction Detail - 5192 (BOOKS, PERIODICALS AND NEWSPAPERS)

Save Close

6. In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu. Click **Close** to sign off.

TXN00374077 Source Amount: 627.92 US Actions

Purchase Amount: 627.92 Allocation Variance: 0.00  
Post Date: 11/21/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: MCLELLANDS INC SADDLERY Sign Off History: AH APP  
MCC: 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 627.92 Allocation Total: 627.92 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓   ✓   ✓	627.92	Western Tack and Equipment	1 135780	703030	PO#:	D4253209	(unspecified)

0 Selected | 1 Item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	627.92	0.00	0.00	74078-5070

Adjust Amount

Transaction Detail - 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Save

7. The **Confirm Close** screen displays. Click **OK**. The closed transaction moves to the **Ready to Batch** screen. This completes the procedure.

Confirm Close

Close 1 Transaction(s).

OK Cancel

8. If you need to correct a chart, fund, or account number after you have closed a transaction, you can find it under the **Ready to Batch** tab until it has been downloaded and locked by University Accounting.

## Sweep a Transaction

- After the sign off deadline passes, transactions are locked, and Works users are no longer able to add descriptions and change fund numbers. At this point, any changes to the account string must be processed on a paper correction form.
- If the accountholder or approver has not, or is unable to sign off on a transaction, the accountant may sweep it. This action simply sweeps (moves) the transaction from Pending sign off to the accountant's Open tab. Once moved, the accountant can add a description, change the account string, and close (sign off) the transaction. This method may help reduce the number of paper correction forms.
- After the sweep occurs, neither the accountholder nor the approver may edit the transaction's allocation codes or enter a description. Both must still sign off; otherwise, the accountholder's credit limit will not refresh for the dollar amount of the transaction.
- This process should not be used as the primary method of sign off.

1. On the **Home Page** under **Action Items>Sweep>Current Status**, click on **Pending** link. These are transactions needing accountholder and/or approver sign off.

Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	<a href="#">Open</a>
<b>Sweep</b>	Accountant	238	Transaction	<b><a href="#">Pending</a></b>
Sign Off	Accountholder	13	Transaction	<a href="#">Pending</a>

3 items      Show 10 per page      Page: 1 of 1

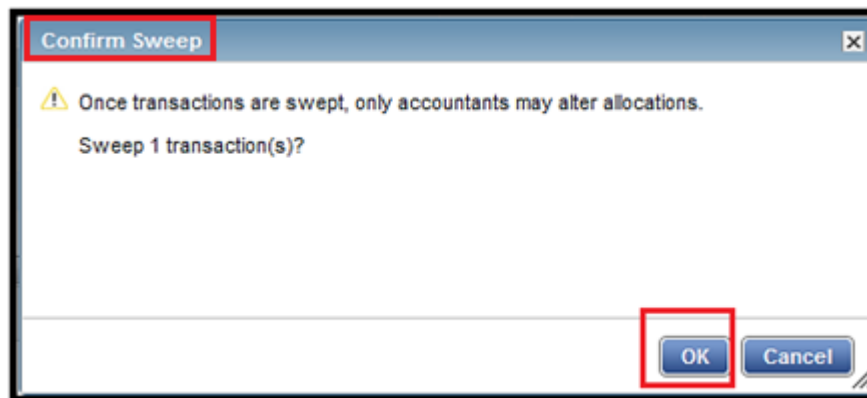
2. Select the check box for each **Document** (transaction) you wish to sweep. The action buttons at the bottom of the screen become enabled. Click **Sweep**.

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation
<input checked="" type="checkbox"/>	TXN00332865	0927	none	07/22/2013	07/19/2013	Edwards, Wes	107.00	EYEBLACK.COM	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00332879	3929	none	07/22/2013	07/19/2013	Tivis, Jerri B	1,443.03	SQ UPLAND RAID OUTFITTER	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00332887	5681	none	07/22/2013	07/19/2013	Tanner, John	12.48	FEDEXOFFICE 00001248	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00332988	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	199.50	TREAT'S SOLUTIONS	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00333000	1047	none	07/22/2013	07/18/2013	Lockhart, Bobby	-9.87	FAIRFIELD INN-STILLWATER	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00333020	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	279.59	LOWES #00241	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00333040	6740	none	07/22/2013	07/18/2013	Bratton, Alan	-105.00	NATIONAL GOLF COACHES ...	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00333051	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	1,735.00	Coopers Locksmith	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00333095	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	2,276.79	LESLIES POOL SPLY 3023	✓   ✓   ✓	1 350780-703030
<input type="checkbox"/>	TXN00333171	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	712.95	P & K EQUIPMENT	✓   ✓   ✓	1 350780-703030

1 Selected | 238 items      Show 10 per page      Page: 1 of 24

Buttons: **Retry Automatch** **Sweep**

3. The **Confirm Sweep** window displays. Click **OK**. The transaction moves to the **Open** tab and is ready for accountant signoff. This completes the sweep procedure. **The accountant will still need to sign off by completing the close process.**

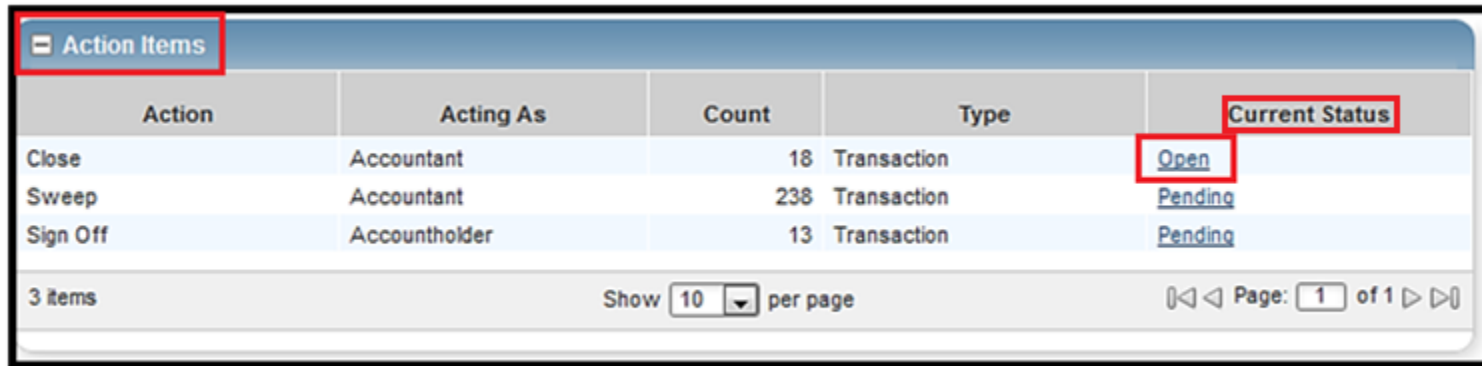


## Manage Flags

Flags indicate transactions needing attention. Flagging a transaction sends it back to the Accountholder for a response. Once the transaction is reviewed and action taken, the flag is removed.

- An Accountant can flag a transaction to alert other users of an issue or question.
- Flagging a transaction does not prevent an Accountant from closing it. (Closing = Sign Off)
- Flagging a transaction does not change its location in the workflow.

1. On the **Home Page** under **Action Items>Current Status**, click the **Open** link.



Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	<a href="#">Open</a>
Sweep	Accountant	238	Transaction	<a href="#">Pending</a>
Sign Off	Accountholder	13	Transaction	<a href="#">Pending</a>

3 items      Show  per page      Page:  of 1



- Select the check box for the **Document** (transaction) you wish to flag. The action buttons at the bottom of the screen become enabled. Click **Flag**.

The screenshot shows a table of transactions with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp[Val]Auth, and Allocation. The first transaction (TXN00332865) is selected. At the bottom, the 'Flag' button is highlighted with a red box.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp[Val]Auth	Allocation
TXN00332865	0927	none	07/22/2013	07/19/2013	Edwards, Wes	107.00	EYEBLACK.COM	✓   ✓   ✓	1 350780-703030
TXN00332879	3929	none	07/22/2013	07/19/2013	Tivis, Jerri B	1,443.03	SQ UPLAND RAID OUTFITTER	✓   ✓   ✓	1 350780-703030
TXN00332887	5681	none	07/22/2013	07/19/2013	Tanner, John	12.48	FEDEXOFFICE 00001248	✓   ✓   ✓	1 350780-703030
TXN00332988	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	199.50	TREAT'S SOLUTIONS	✓   ✓   ✓	1 350780-703030
TXN00333000	1047	none	07/22/2013	07/18/2013	Lockhart, Bobby	-9.87	FAIRFIELD INN-STILLWATER	✓   ✓   ✓	1 350780-703030
TXN00333020	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	279.59	LOWES #00241	✓   ✓   ✓	1 350780-703030
TXN00333040	6740	none	07/22/2013	07/18/2013	Bratton, Alan	-105.00	NATIONAL GOLF COACHES ...	✓   ✓   ✓	1 350780-703030
TXN00333051	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	1,735.00	Coopers Locksmith	✓   ✓   ✓	1 350780-703030
TXN00333095	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	2,276.79	LESLIES POOL SPLY 3023	✓   ✓   ✓	1 350780-703030
TXN00333171	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	712.95	P & K EQUIPMENT	✓   ✓   ✓	1 350780-703030

- A drop-down menu displays. Select **Raise Flag**.

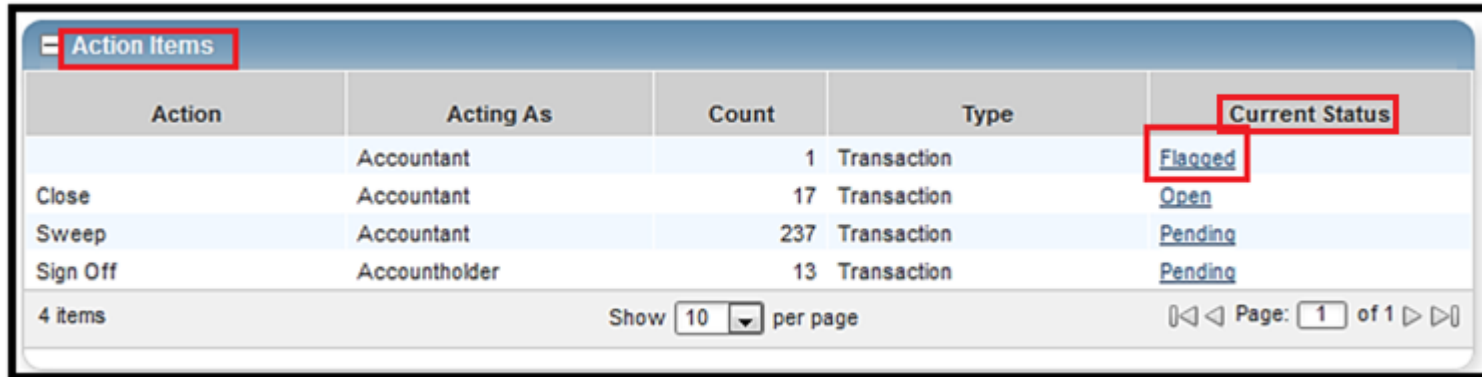
The image shows a close-up of the 'Flag' dropdown menu. The 'Raise Flag' option is highlighted with a red box.

- Enter a comment and click **OK**. This sends the transaction back to the accountholder for a response and completes the procedure.

The screenshot shows a dialog box titled 'Confirm Raise Flag'. It contains a 'Comments:' field and an 'OK' button, both highlighted with red boxes.

## Remove Flag

1. On the **Home Page** under **Action Items>Current Status**, click on the **Flagged** link.

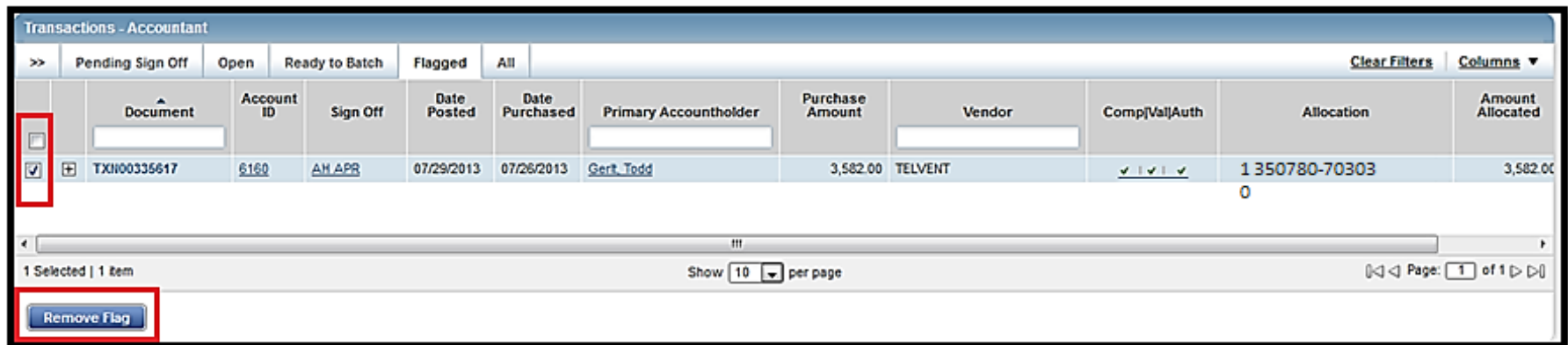


The screenshot shows a table titled "Action Items" with the following columns: Action, Acting As, Count, Type, and Current Status. The "Current Status" column has a "Flagged" link highlighted in red. Below the table, there is a pagination control showing "4 items", "Show 10 per page", and "Page: 1 of 1".

Action	Acting As	Count	Type	Current Status
	Accountant	1	Transaction	<a href="#">Flagged</a>
Close	Accountant	17	Transaction	<a href="#">Open</a>
Sweep	Accountant	237	Transaction	<a href="#">Pending</a>
Sign Off	Accountholder	13	Transaction	<a href="#">Pending</a>

4 items      Show 10 per page      Page: 1 of 1

2. Select the check box for the **Document** (transaction) you wish to un-flag. The action buttons at the bottom of the screen become enabled. Click **Remove Flag**.



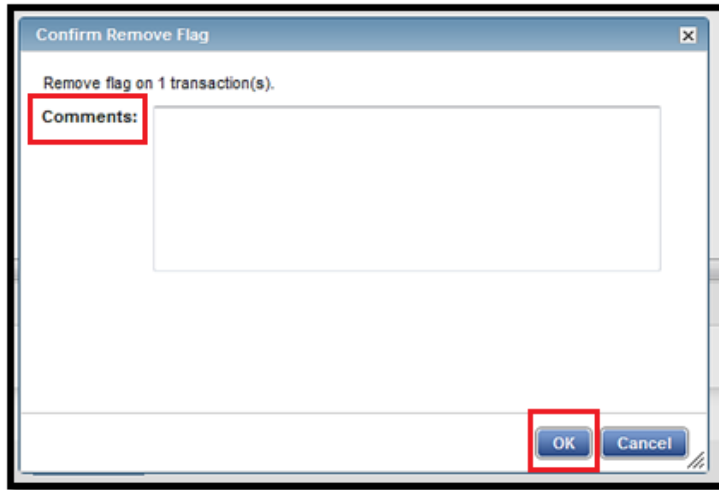
The screenshot shows a table titled "Transactions - Accountant" with various columns including Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp|Val|Auth, Allocation, and Amount Allocated. A check box in the first column is selected. Below the table, there is a pagination control showing "1 Selected | 1 item", "Show 10 per page", and "Page: 1 of 1". A "Remove Flag" button is highlighted in red at the bottom left.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00335617	6160	AH APR	07/29/2013	07/26/2013	Gerf_Todd	3,582.00	TELVENT	1 350780-70303 0	3,582.00

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

[Remove Flag](#)

3. The window displays. Enter a **Comment**. You will not be able to remove the flag unless you enter a comment. Click **OK**. This completes the procedure.



## ACCOUNTHOLDER INSTRUCTIONS

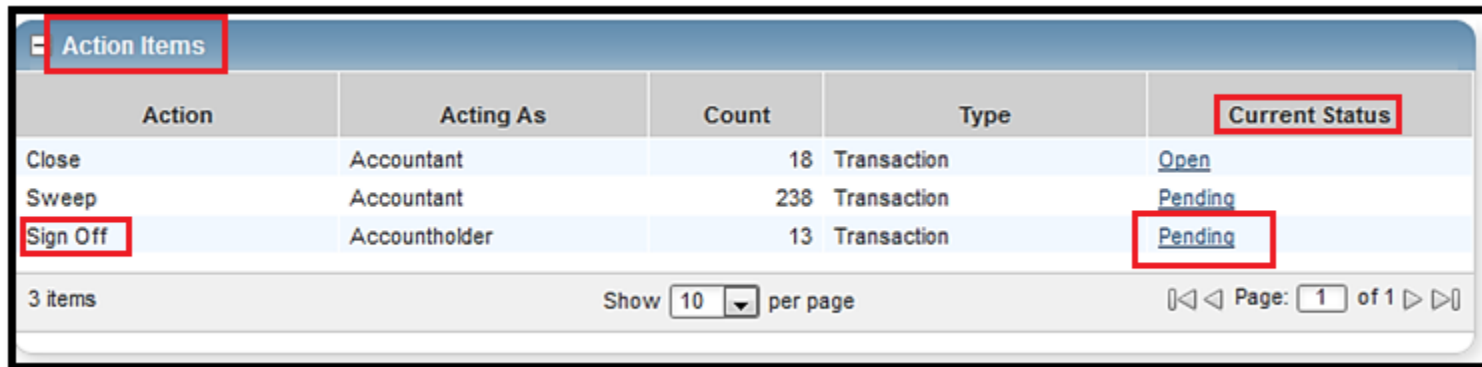
This guide provides information needed for an accountholder to manage transactions. Within this guide, you will learn how to:

- Allocate or edit a transaction and enter a description
- Sign off on a transaction
- Dispute a transaction
- Remove a flag on a transaction
- View Authorization Log

Each of the above topics includes step-by-step instructions for performing a specific task.

### Allocate, Edit, Add Description and Sign Off

1. On the **Home Page** under **Action Items>Current Status**, click on the **Pending** link. These are the transactions ready for accountholder or approver sign off.

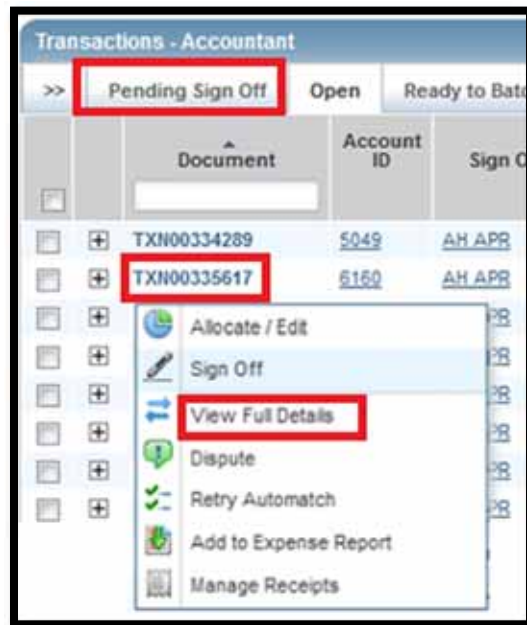


The screenshot shows a table titled 'Action Items' with the following data:

Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	<a href="#">Open</a>
Sweep	Accountant	238	Transaction	<a href="#">Pending</a>
<b>Sign Off</b>	Accountholder	13	Transaction	<b><a href="#">Pending</a></b>

At the bottom of the table, it indicates '3 items', 'Show 10 per page', and 'Page: 1 of 1'.

2. Click the desired **Document** (transaction) number. A menu displays. Select **View Full Details**.



3. Select the **Allocation & Detail** tab.

- Make sure the **Transaction Code** (chart and fund numbers) and **Expense Code** (account number) are correct. Make needed corrections. The transaction code should always have a single space between the chart and fund number. Ie 1 123456
- You must enter a description and business purpose in the **Description** field. This field usually defaults to the vendor name and the word "Purchase." Delete the contents and enter your description. You cannot sign off on the transaction unless this is completed.
- After you have updated the information, click **Save**.

TXN00374077 Source Amount: 627.92 USD Actions

Purchase Amount: 627.92 Allocation Variance: 0.00  
Post Date: 11/21/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: MCLELLANDS INC SADDLERY Sign Off History: [AH APB](#)  
MCC: 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Transaction **Allocation & Detail** Dispute Receipts

Allocation Purchase Amount: 627.92 Allocation Total: 627.92 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓   ✓   ✓	627.92	Western Tack and Equipment	1 325780	703030	PO#:	D4253209	(unspecified)

0 Selected | 1 Item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	627.92	0.00	0.00	74078-5070

Adjust Amount

Transaction Detail - 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Save

4. To add additional lines of funding, click the **Add** button and choose how many additional lines are needed.

Allocation Details - TXN00337900 - SPORTS BUSINESS JOURNAL 08/05/2013 | Source Amount : 244.00 USD

Allocation Purchase Amount: 244.00 Allocation Total: 244.00 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order
<input type="checkbox"/>	244.00	subscription	1 325780	703030	PO#:	

0 Selected | 1 Item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	0.00	0.00	0.00	74078-5070

Transaction Detail - 5192 (BOOKS, PERIODICALS AND NEWSPAPERS)

Save Close

5. Complete the amount, description, chart, fund, and account numbers for the additional lines of funding. Click **Save**.

Allocation Details - TXN00337900 - SPORTS BUSINESS JOURNAL 08/05/2013 | Source Amount : 244.00 USD

Allocation Purchase Amount: 244.00 Allocation Total: 244.00 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order
<input type="checkbox"/>	244.00	subscription	1 325780	703030	PO#:	
<input type="checkbox"/>						

0 Selected | 2 Items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	0.00	0.00	0.00	74078-5070

Transaction Detail - 5192 (BOOKS, PERIODICALS AND NEWSPAPERS)

Save Close

6. In the upper right corner of the **Allocation & Detail** tab, click the **Actions** drop down menu. Click **Sign Off**.

TXN00378551 Source Amount: 21.75 USD Actions

Purchase Amount: 21.75 Allocation Variance: 0.00  
Post Date: 12/09/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: ICL TELECON IC Sign Off History: [AH](#)  
MCC: 5969 (DIRCT MARKETING/DIRCT MARKETERS--NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24692163340000520698737 Account Nickname: GLYNNA WORLEY  
CRI Reference: Account ID: [7411](#)  
Vendor ID: [724740000701573](#) Accountholder: [Worley, Glynn](#)  
Vendor Address: GA, 31833

Comments Add Comment

7. The **Confirm Sign Off** screen displays. Add optional comments and click **OK**. This completes the procedure.

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

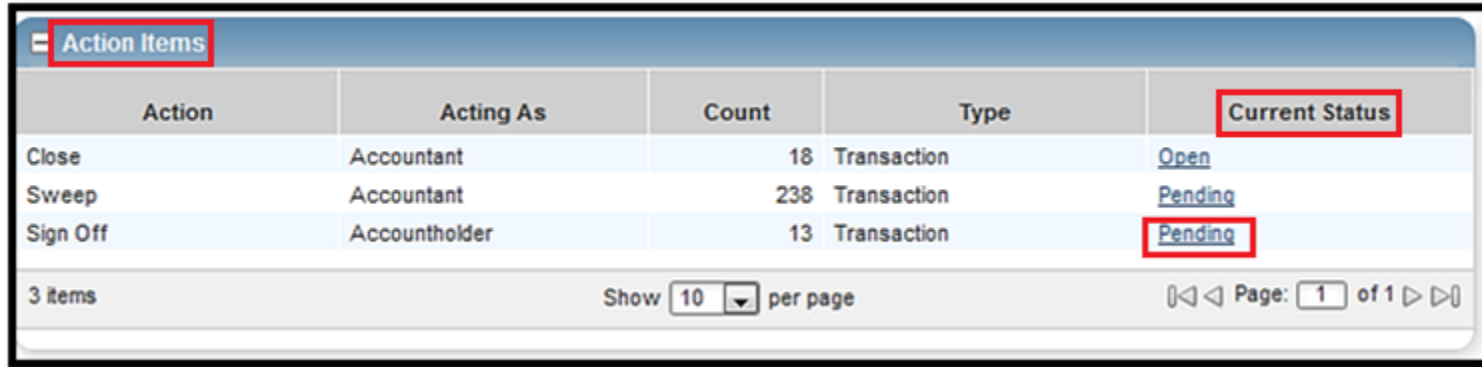
OK Cancel



## Dispute a Transaction

To dispute a transaction that is more than 60 days old, call Bank of America Merrill Lynch at 800-673-1044.

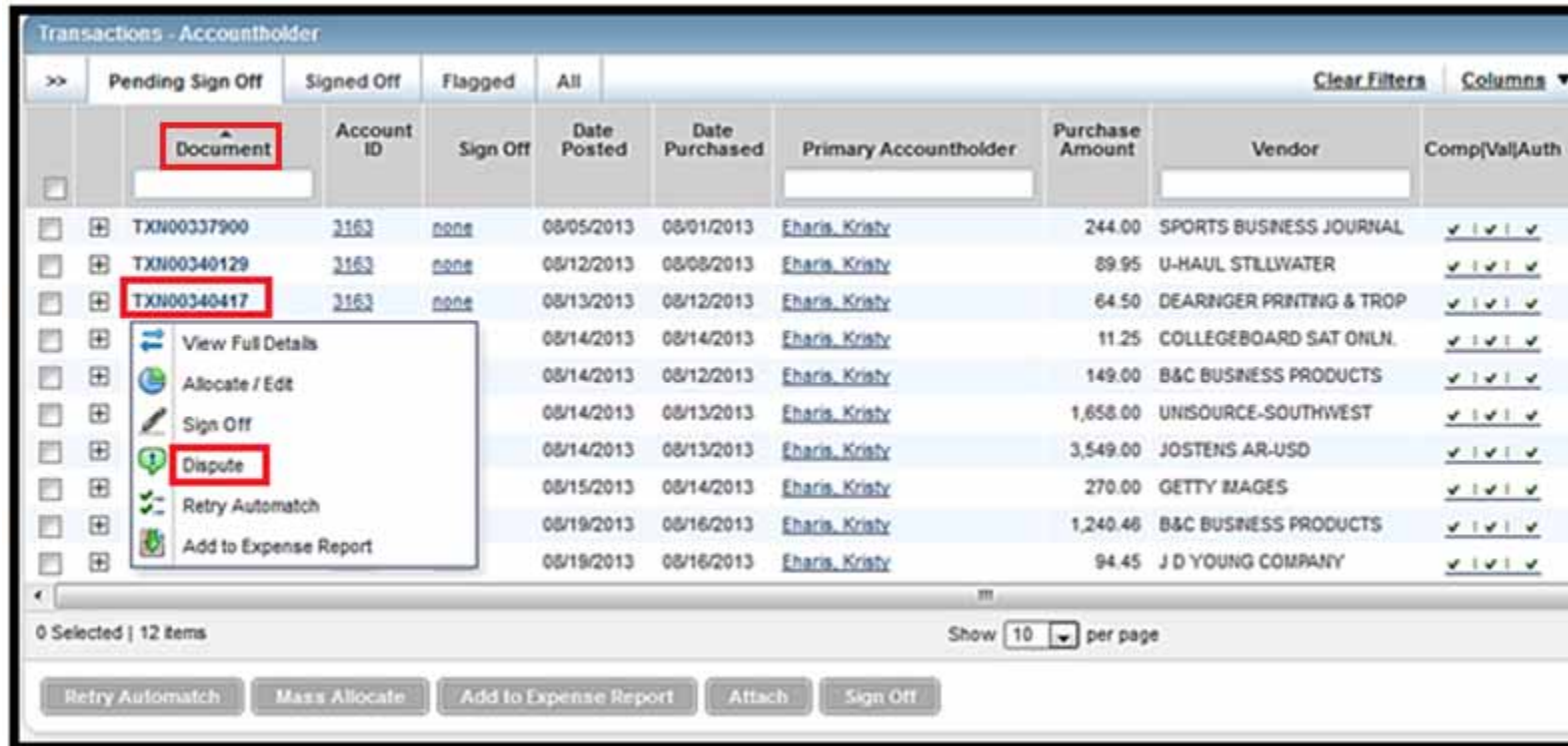
1. On the **Home Page** under **Action Items>Sign Off>Current Status**, click the **Pending** link.



Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	<a href="#">Open</a>
Sweep	Accountant	238	Transaction	<a href="#">Pending</a>
Sign Off	Accountholder	13	Transaction	<a href="#">Pending</a>

3 items      Show 10 per page      Page: 1 of 1

2. Click the desired **Document** (transaction) number. A drop-down menu displays. Click **Dispute**.



Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp[Val]Auth
<a href="#">TXN00337900</a>	3163	none	08/05/2013	08/01/2013	<a href="#">Eharis, Kristy</a>	244.00	SPORTS BUSINESS JOURNAL	✓   ✓   ✓
<a href="#">TXN00340129</a>	3163	none	08/12/2013	08/08/2013	<a href="#">Eharis, Kristy</a>	89.95	U-HAUL STILLWATER	✓   ✓   ✓
<a href="#">TXN00340417</a>	3163	none	08/13/2013	08/12/2013	<a href="#">Eharis, Kristy</a>	64.50	DEARINGER PRINTING & TROP	✓   ✓   ✓
<a href="#">TXN00340418</a>	3163	none	08/14/2013	08/14/2013	<a href="#">Eharis, Kristy</a>	11.25	COLLEGEBOARD SAT ONLN	✓   ✓   ✓
<a href="#">TXN00340419</a>	3163	none	08/14/2013	08/12/2013	<a href="#">Eharis, Kristy</a>	149.00	B&C BUSINESS PRODUCTS	✓   ✓   ✓
<a href="#">TXN00340420</a>	3163	none	08/14/2013	08/13/2013	<a href="#">Eharis, Kristy</a>	1,658.00	UNISOURCE-SOUTHWEST	✓   ✓   ✓
<a href="#">TXN00340421</a>	3163	none	08/14/2013	08/13/2013	<a href="#">Eharis, Kristy</a>	3,549.00	JOSTENS AR-USD	✓   ✓   ✓
<a href="#">TXN00340422</a>	3163	none	08/15/2013	08/14/2013	<a href="#">Eharis, Kristy</a>	270.00	GETTY IMAGES	✓   ✓   ✓
<a href="#">TXN00340423</a>	3163	none	08/19/2013	08/16/2013	<a href="#">Eharis, Kristy</a>	1,240.46	B&C BUSINESS PRODUCTS	✓   ✓   ✓
<a href="#">TXN00340424</a>	3163	none	08/19/2013	08/16/2013	<a href="#">Eharis, Kristy</a>	94.45	J D YOUNG COMPANY	✓   ✓   ✓

0 Selected | 12 items      Show 10 per page

Buttons: Retry Automatch, Mass Allocate, Add to Expense Report, Attach, Sign Off

3. The **Dispute Transaction** screen displays.

- Enter the **Dispute Amount**, if different from the purchase total.
- Select the **Reason for Dispute** from the drop-down menu. Depending on the **Reason for Dispute**, additional information may be required.
- Enter **Comments**, if desired.
- Select the checkbox **“I have examined the charge(s) made to my account and wish to dispute the transaction.”**
- Click **OK**. The screen displays a confirmation message. This completes the procedure.

**Dispute Transaction**

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations  
PO Box 53101  
Phoenix, AZ 85072-3101  
Phone: 800-873-1044 Fax: 888-878-8048

---

**Transaction Details**

Account Nickname:	KRISTY EHARIS	Billing Close Date:	08/20/2013
Account ID:	3163	Purchase Date:	08/13/2013
Accountholder:	Eharis, Kristy	Reference Number:	
Phone:	(405) 744-7088	Vendor Information:	DEARINGER PRINTING & TROP 405-3725503, OK 74074

---

**Dispute Details**

Posted Amount: 64.50

Dispute Amount: 64.50

Reason for Dispute: Select

Comments:

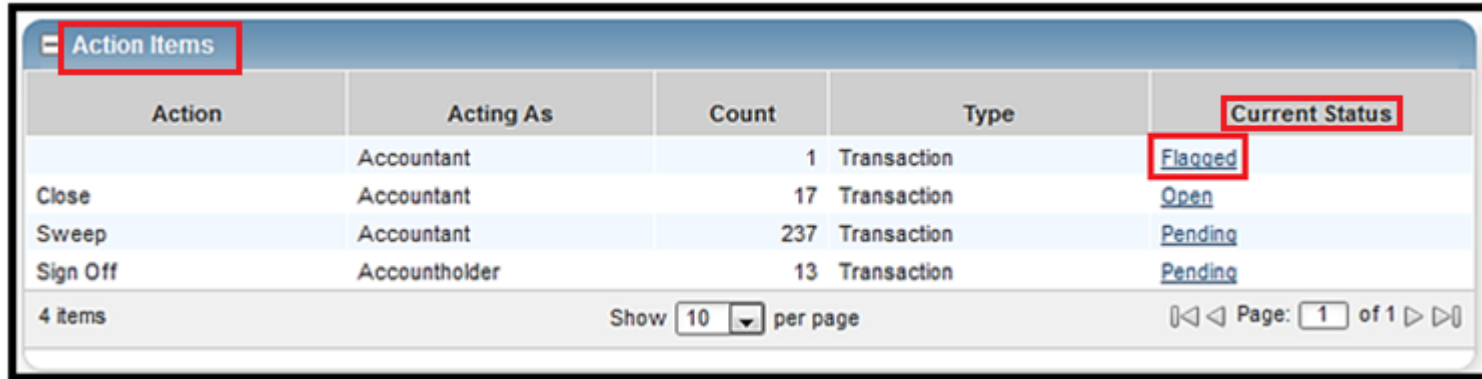
---

I have examined the charge(s) made to my account and wish to dispute the transaction.

OK Cancel

## Remove Flag

1. On the **Home Page** under **Action Items>Current Status**, click the **Flagged** link.

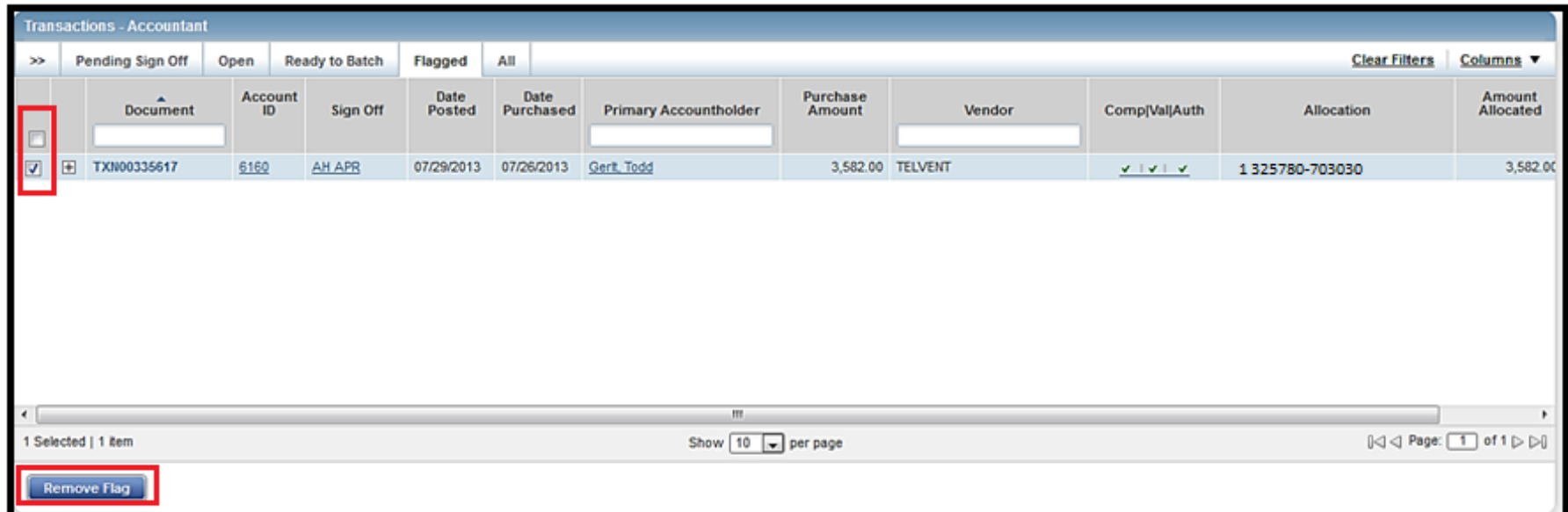


The screenshot shows a table titled "Action Items" with the following data:

Action	Acting As	Count	Type	Current Status
	Accountant	1	Transaction	Flagged
Close	Accountant	17	Transaction	Open
Sweep	Accountant	237	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending

At the bottom of the table, it says "4 items" and "Show 10 per page". The "Page: 1 of 1" indicator is also visible.

2. Select the check box for the **Document** (transaction) you wish to un-flag. The action buttons at the bottom of the screen become enabled. Click **Remove Flag**.

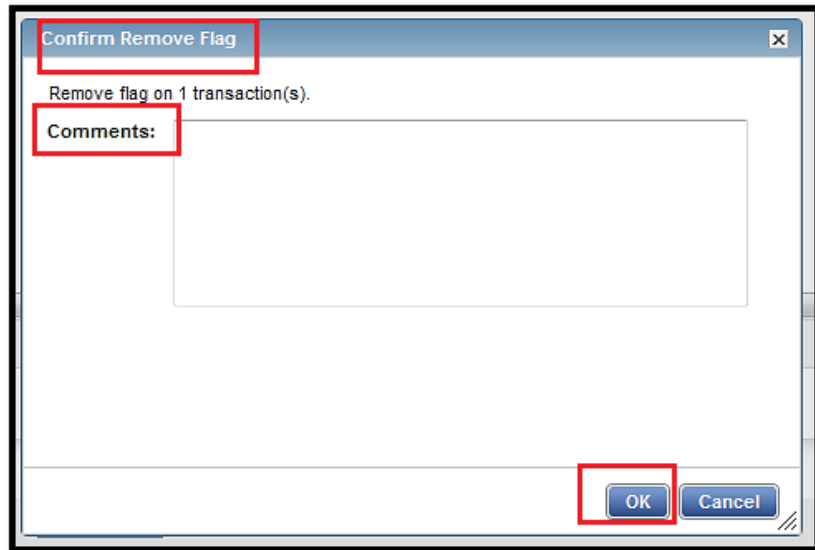


The screenshot shows a table titled "Transactions - Accountant" with the following data:

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input type="checkbox"/>										
<input checked="" type="checkbox"/>	TXN00335617	6160	AH APR	07/29/2013	07/26/2013	GerR.Todd	3,582.00	TELVENT	1 325780-703030	3,582.00

At the bottom of the screen, there is a "Remove Flag" button highlighted in red. The status bar shows "1 Selected | 1 Item" and "Show 10 per page".

3. The **Confirm Remove Flag** window displays. Enter a **Comment**. You will not be able to remove the flag unless you enter a comment. Click **OK**. This completes the procedure.



## VIEW AUTHORIZATION LOG

The Authorization Log allows you to see transactions that have been approved by the bank but not posted to Works. If a transaction was declined, the reason is shown.

1. **Home Page, Accounts Dashboard.** Click on the last 4 digits of your **Account ID** (card number). Box pops open. Click **View Auth Log**.

**Accounts Dashboard**

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
KRISTY EHARIS	3163	30,000.00	17,405.19	12,594.81	58%

1 item

View Full Details

View Auth Log

Page: 1 of 1

2. **Authorization Log** opens.

**Authorization Log - Christophe (4004)**

Current Balance: 102.99      ATM Cash Limit: 0.00      Available Funds: 14,897.00

	Date	Merchant Name	MCC	Amount	Result	Decline Reason
+	05/20/20 18:33:13 EDT	AMERICAN ANGUS ASSOC	8699	\$5.00	Authorized	
+	05/19/20 10:23:51 EDT	STILLWATER MILL AGC	5999	\$97.99	Authorized	
+	05/19/20 10:23:02 EDT	STILLWATER MILL AGC	5999	\$97.99	Declined	BAD PIN
+	05/18/20 17:22:14 EDT	Reproduction Enterprises	7299	\$53.50	Authorized	
+	05/18/20 17:20:35 EDT	Reproduction Enterprises	7299	\$56.30	Reversal	
+	05/18/20 17:09:29 EDT	Reproduction Enterprises	7299	\$56.30	Authorized	
+	05/18/20 15:49:20 EDT	IN *CDVS-2020	5085	\$3,143.80	Authorized	
+	05/15/20 18:43:23 EDT	AMERICAN ANGUS ASSOC	8699	\$25.00	Authorized	
+	05/15/20 15:21:13 EDT	MYHERD.ORG	8641	\$361.50	Authorized	
+	05/15/20 15:06:12 EDT	WM SUPERCENTER #4241	5411	\$37.49	Authorized	


## APPROVER INSTRUCTIONS

This guide provides information needed for an approver to manage transactions. Within this guide, you will learn how to review and sign off on a transaction

### Review and Sign Off on a Transaction

Approvers are usually not required to edit the chart, fund, or account numbers or enter a description. The approver should review the transaction to determine it is reasonable, appropriate and legitimate for the department. If you are required to edit the account string, see the instructions for accountholder.

1. On the **Home Page** under **Expenses>Transactions>Approver**, click on the **Pending** link. The **Pending Sign Off** screen is displayed. Click the desired **Document** (transaction) number. A menu displays. Select **View Full Details**.



>>	Pending Sign Off	Open	Ready to Batch	Flagged	All					
	Document	Sign Off	Primary Accountholder	Account ID	Group	Date Purchased	Purchase Amount	Vendor	Allocation	
<input type="checkbox"/>										
<input type="checkbox"/>	+ TXN00374329	AH	<a href="#">Eharis, Kristy</a>	<a href="#">3163</a>	Athletics Business Office	11/20/2013	1,070.62	FORD AUDIO VIDEO-OK CFI	AA 3 23030-3902	
<input type="checkbox"/>	+ TXN00374359	AH	<a href="#">Clark, Donald</a>	<a href="#">2629</a>	Facilities	11/20/2013	925.72	WWW WURTEC COM	AA 3 23060-3030	
<input type="checkbox"/>	+ TXN00374372	AH	<a href="#">Clark, Donald</a>	<a href="#">2629</a>	Facilities	11/20/2013	23.51	WWW WURTEC COM	AA 3 23060-3030	

- View Full Details
- Allocate / Edit
- Dispute
- Sweep

2. Select the **Allocation & Detail** tab. Read the text entered in the **Description** field by the acountholder. To the best of your ability, determine if this is a reasonable, authorized, legitimate transaction for the University, and the account string is correct.

TXN00376087 Source Amount: 349.60 USD Actions

Purchase Amount: 349.60 Allocation Variance: 0.00  
 Post Date: 11/27/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
 Vendor Name: ALLEGRA PRINT AND MAGNG Sign Off History: AH  
 MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 349.60 Allocation Total: 349.60 | 100% Variance: 0.00

Comp Val Auth	Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓   ✓   ✓	349.60	seating cards	1324896	703030	PO#:	252673	(unspecified)

1 item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	349.60	0.00	0.00	74078-5070

Transaction Detail - 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

3. In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu. Click **Sign Off**.

TXN00378551 Source Amount: 21.75 USD Actions

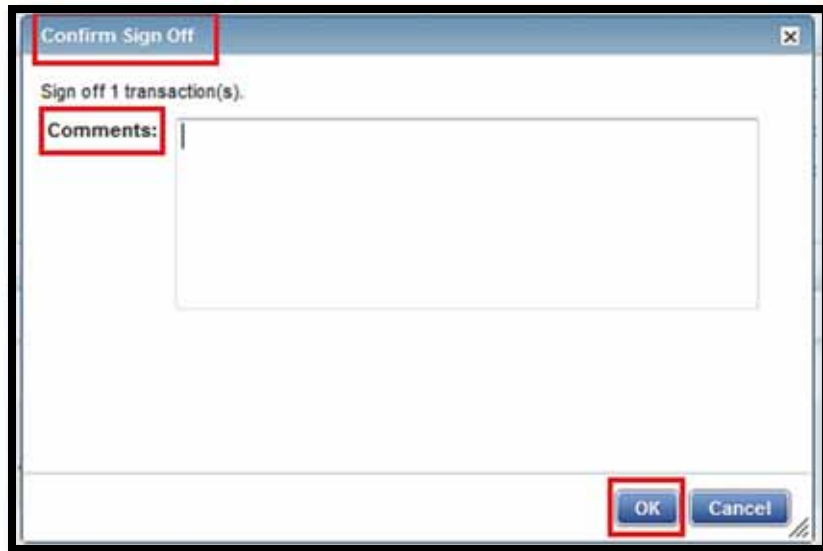
Purchase Amount: 21.75 Allocation Variance: 0.00  
 Post Date: 12/09/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
 Vendor Name: ICL TELECON IC Sign Off History: AH  
 MCC: 5969 (DIRCT MARKETING/DIRCT MARKETERS--NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24692163340000520698737 Account Nickname: GLYNNA WORLEY  
 CRI Reference: Account ID: 7411  
 Vendor ID: 724740000701573 Accountholder: Worley, Glynn  
 Vendor Address: GA, 31833

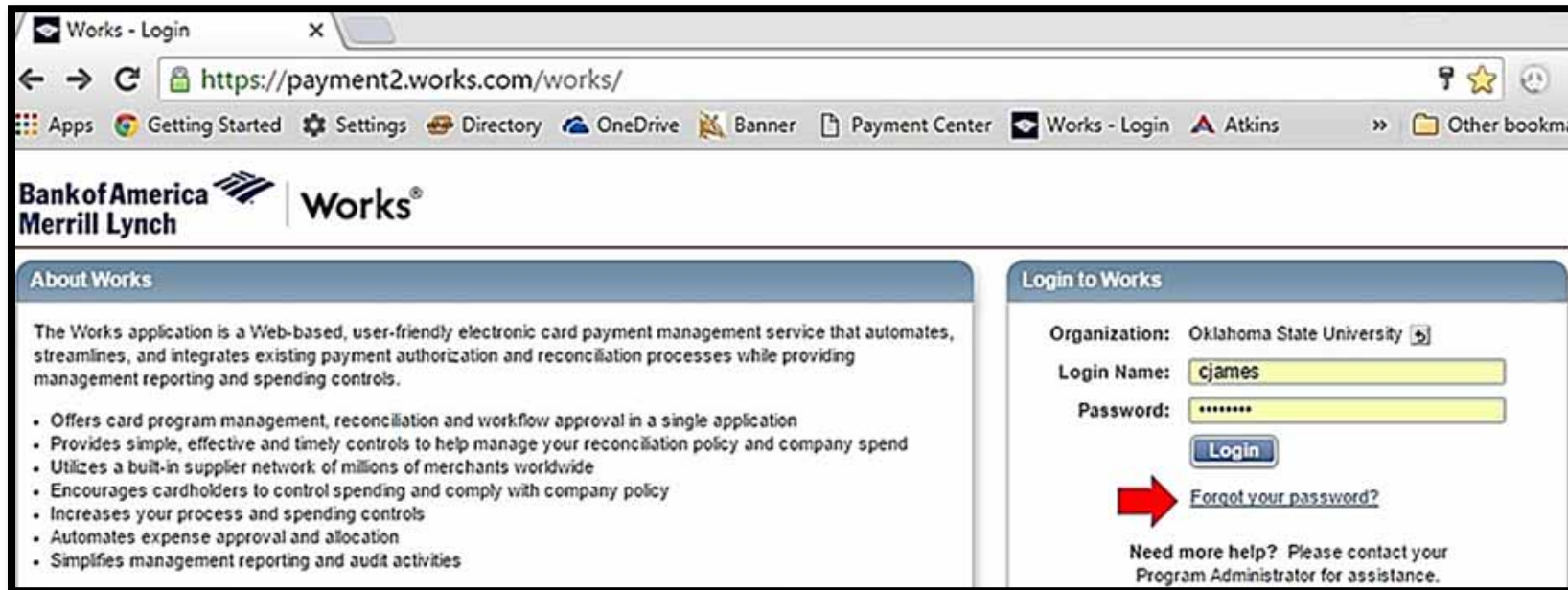
Comments Add Comment

4. The **Confirm Sign Off** screen displays. Add **Comments** and click **OK**. This completes the procedure.

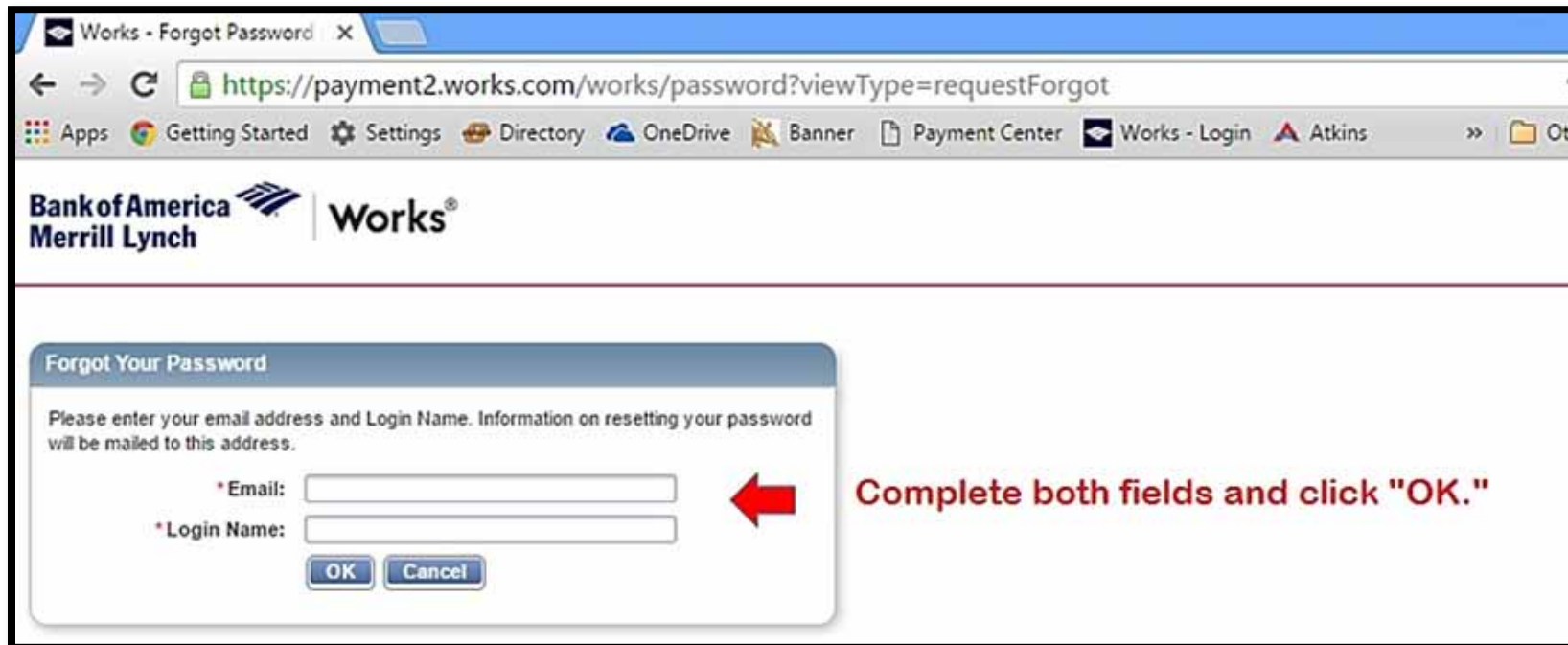




## PASSWORD RESET



The screenshot shows the 'Works - Login' page in a web browser. The address bar displays 'https://payment2.works.com/works/'. The page header includes the Bank of America Merrill Lynch logo and the 'Works' logo. The main content is divided into two sections: 'About Works' and 'Login to Works'. The 'Login to Works' section contains a form with the following fields: 'Organization' (set to 'Oklahoma State University'), 'Login Name' (set to 'cjames'), and 'Password' (masked with dots). A 'Login' button is present below the password field. A red arrow points to a link labeled 'Forgot your password?'. Below this link, there is a note: 'Need more help? Please contact your Program Administrator for assistance.'



The screenshot shows the 'Works - Forgot Password' page in a web browser. The address bar displays 'https://payment2.works.com/works/password?viewType=requestForgot'. The page header includes the Bank of America Merrill Lynch logo and the 'Works' logo. The main content is a 'Forgot Your Password' form. The form contains the following text: 'Please enter your email address and Login Name. Information on resetting your password will be mailed to this address.' Below this text are two input fields: '\* Email:' and '\* Login Name:'. A red arrow points to the 'Email' field. At the bottom of the form are 'OK' and 'Cancel' buttons. To the right of the form, there is a red text instruction: 'Complete both fields and click "OK."'.

Works - Login

https://payment2.works.com/works/session?requestMailed=true

Apps Getting Started Settings Directory OneDrive Banner Payment Center Works - Login Atkins Other bookmarks

**Bank of America** | **Works**  
**Merrill Lynch**

### About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#).

### Login to Works

**i** Your password request is being processed. An email providing further instructions will be sent to the address you entered.


Organization: Oklahoma State University

Login Name:

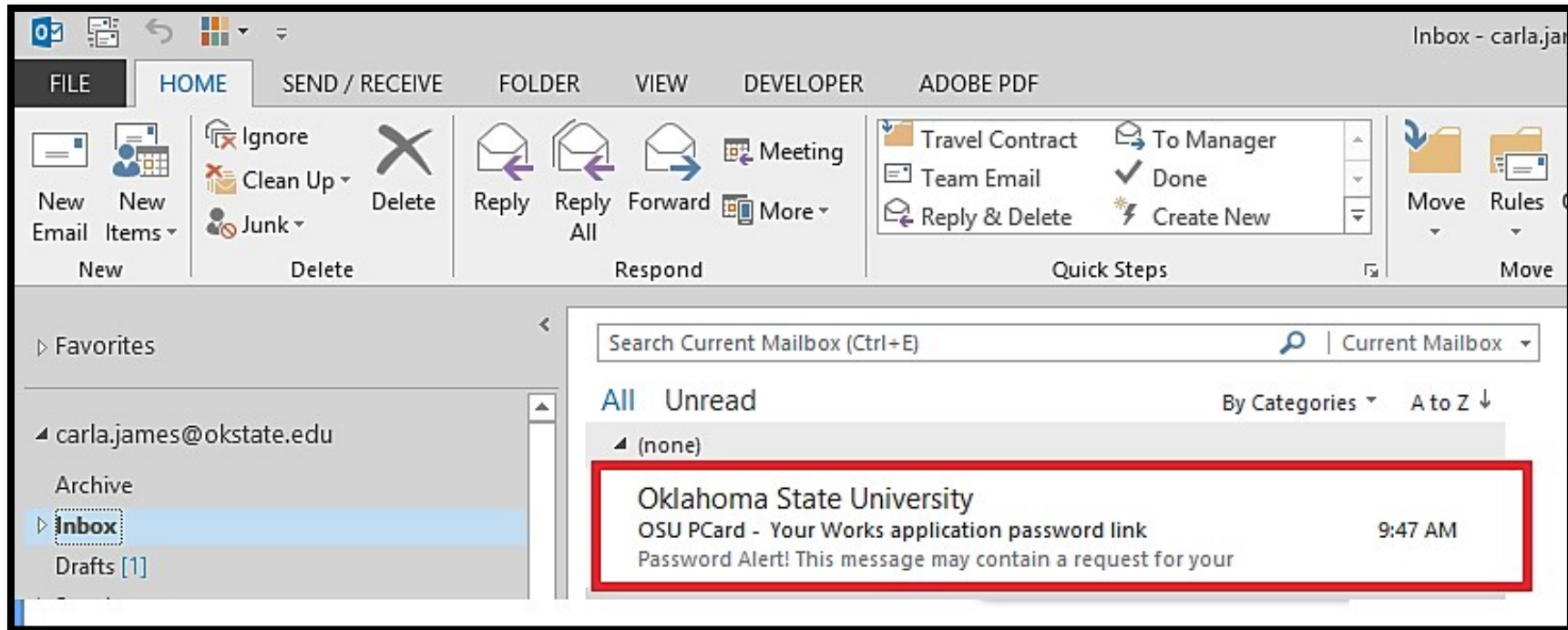
Password:

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.



The email will come from "Oklahoma State University." In this example, the email arrived in about two minutes. Watch your In-Box, Clutter, and Junk/Spam.



OSU PCard - Your Works application password link - Message (Plain Text)

FILE MESSAGE DEVELOPER ADOBE PDF

Ignore Delete Reply Reply All Forward Meeting More -

Travel Contract To Manager Team Email Move OneNote Actions -

Rules - Assign Policy - Mark Unread Categorize - Follow Up -

Find Related - Select - Translate Zoom

Mon 8/29/2016 9:47 AM

Works <worksnoreply@works.com>  
OSU PCard - Your Works application password link

To James, Carla

We removed extra line breaks from this message.

Password Alert! This message may contain a request for your password. NEVER SEND OR RESPOND TO E-MAIL REQUESTS FOR YOUR PASSWORD. For questions about this alert, please contact the IT HelpDesk at 405-744-4357 or email [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu).

-----

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

-----


A Notice From the Bank of America Merrill Lynch Works Application

Carla,

You received this message because you told us that you forgot your Works password.

To reset your password, begin by entering either your username or email address at this URL:

**Choose this link.**



<https://payment2.works.com/works/password?viewType=validateForgot&pwdCode=2153752106-41b8fc0ddcf32cef0bfd29130881a096>

-----

Log into Works 4 at: <http://www.bankofamerica.com/worksonline>

Works is a registered trademark of Bank of America Merrill Lynch.

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The screenshot shows a web browser window with two tabs: "Works - Login" and "Works - Forgot Password". The address bar displays the URL: <https://payment2.works.com/works/password?viewType=validateForgot&pwdCode=2153752106-41b8fc0dd>. The browser's toolbar includes icons for Apps, Getting Started, Settings, Directory, OneDrive, Banner, Payment Center, Works - Login, Atkins, and Other books.

The page header features the Bank of America Merrill Lynch logo and the Works® logo.

A "Security Check" dialog box is displayed with the following content:

**Security Check**

Please enter your email address or Login Name:

Please enter the answer to the following security question. Please note that the answer must be exactly the same as the one you entered last time you updated your password, including case and spaces.

What is your mother's maiden name?

OK

Two red arrows point from the right side of the dialog box to the first and second input fields. To the right of the dialog box, the following instructions are provided:

**Enter your Works login name or email address.**

**Answer the personal security question.**

**Click "OK."**



Works - Login x Works - Create New Passw x

https://payment2.works.com/works/password

Apps Getting Started Settings Directory OneDrive Banner Payment Center Works - Login Atkins >> Other boo

Bank of America Merrill Lynch Works®

Welcome, Carla James - Log

Oklahoma State Unive

### Create New Password

Please enter your desired new password (twice). Note that passwords are case sensitive.

\* New Password:

\* Confirm Password:

Please select three security validation questions and enter your answer for each question. This information will be used to verify your identity.

Question 1:

\* Answer 1:

\* Confirm 1:

Question 2:

\* Answer 2:

\* Confirm 2:

Question 3:

\* Answer 3:

\* Confirm 3:


**Create your new password. It is case sensitive.**

**Click "OK."**

Works - Login x Works - Home x


← → ↻ <https://payment2.works.com/works/home?passwordReset=true> 🔑 ☆ 🔄

Apps Getting Started ⚙️ Settings 📁 Directory 📁 OneDrive 📄 Banner 📄 Payment Center 🖱️ Works - Login 🚩 Atkins >> 📁 Other books

**Bank of America**  **Works®** Welcome, Carla James - [Log Out](#)

[Home](#) [Expenses](#) [Accounts](#) [Reports](#) [Accounting](#) [Administration](#) 👤 🏠 ? 📞

Oklahoma State University

 Password changed successfully. ✕

**Action Items** [Upload Receipts](#)

Action	Acting As	Count	Type	Current Status
Close	Accountant	296	Transaction	<a href="#">Open</a>
Sweep	Accountant	1845	Transaction	<a href="#">Pending</a>

**Alerts**

No alerts at this time.

**My Announcements**

No announcements at this time.

## UPLOADING RECEIPTS TO WORKS

- Use Firefox or Google Chrome as your browser.
- Each receipt image must be less than one MB to upload.
- Allowable File formats: pdf, png, jpg, gif and jpeg.
- Your individual organization is considered the primary data owner; therefore, you are responsible for maintaining original receipts.

1. To upload a receipt from your desktop into Works, log in to Works. Click **Expenses>Transactions>Accountholder**.

The screenshot shows the Bank of America Merrill Lynch Works interface. The navigation menu is open, showing the path: Home > Expenses > Transactions > Accountholder. The 'Expenses' menu is highlighted, and the 'Transactions' sub-menu is open, showing 'Accountholder' and 'Accountant'. The 'Accountholder' option is highlighted. Below the navigation menu, there is a table with columns 'Acting As', 'Count', and 'Type'. The table contains three rows of data:

Acting As	Count	Type
Accountant	5	Transaction
Accountant	1363	Transaction
Accountant	4206	Transaction

At the bottom of the interface, there is a table with 3 items. The table shows '3 items' and a 'Show 10 per page' dropdown menu. The page number is 'Page: 1 of 1'.



2. Transactions Pending Sign Off display.

The screenshot displays the 'Bank of America Merrill Lynch Works' interface. At the top, there are navigation tabs: Home, Expenses, Accounts, Reports, Accounting, and Administration. Below these, the breadcrumb path is 'Expenses > Transactions > Accountant'. The main section is titled 'Transactions - Accountant' and features a filter bar with options: '<<', 'Pending Sign Off' (circled in red), 'Open', 'Ready to Batch', 'Flagged', and 'All'. An 'Advanced Filter' sidebar on the left lists various filters such as Date, Group, Account, Purchase Request, Amount Range, Dispute Status, Account Status, Allocation Complete, Allocation Valid, Allocation Authorized, AH Sign Off, APR Sign Off, and Matched Status. Below the filter bar is a table with columns: Document, Date Purchased, Primary Accountholder, Purchase Amount, and Vendor. The table contains 15 rows of transaction data, each with a checkbox in the left margin. A red circle highlights the 'Pending Sign Off' filter and the first few rows of the table.

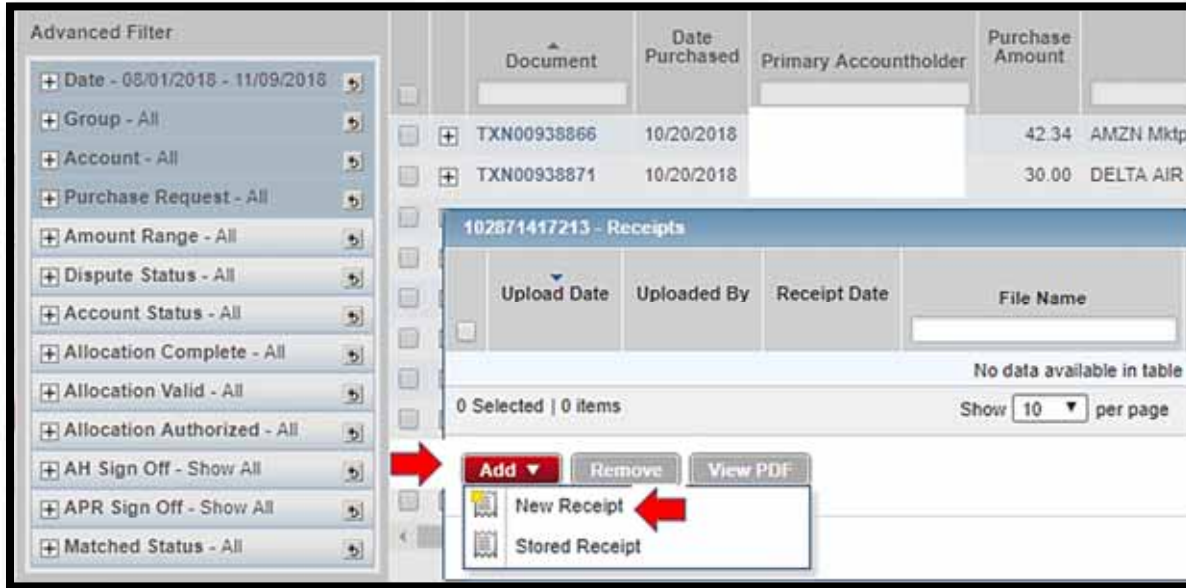
Document	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input type="checkbox"/> TXN00938868	10/20/2018		160.69	AMZN Mktp US M81MV1ZO2
<input type="checkbox"/> TXN00938870	10/19/2018		28.53	SWAGELOK OKLAHOMA #3
<input type="checkbox"/> TXN00938873	10/19/2018		267.06	AMERICAN PLANT PRODUCTS A
<input type="checkbox"/> TXN00938874	10/20/2018		2.17	SUPPLYONE NORTH OKC
<input type="checkbox"/> TXN00938875	10/19/2018		273.00	WEDGEWOOD PHARMACY
<input type="checkbox"/> TXN00938876	10/21/2018		4.31	WM SUPERCENTER #137
<input type="checkbox"/> TXN00938887	10/21/2018		37.51	WAL-MART #0137
<input type="checkbox"/> TXN00938896	10/19/2018		626.00	SONTEC INSTRUMENTS IN HOU
<input type="checkbox"/> TXN00938897	10/19/2018		20.50	WM SUPERCENTER #137
<input type="checkbox"/> TXN00938899	10/19/2018		30.00	UNITED 0162601033916
<input type="checkbox"/> TXN00938900	10/19/2018		62.95	ECOLAB INC MF
<input type="checkbox"/> TXN00938905	10/20/2018		8.85	UBER TRIP NBMY4
<input type="checkbox"/> TXN00938917	10/19/2018		601.20	CHARLES RIVER LAB
<input type="checkbox"/> TXN00938919	10/19/2018		91.96	AMZN Mktp US M82Y62FS0

3. Click the **Document** (transaction) field. In this example, I clicked on TXN00938866. Choose **Manage Receipts**.

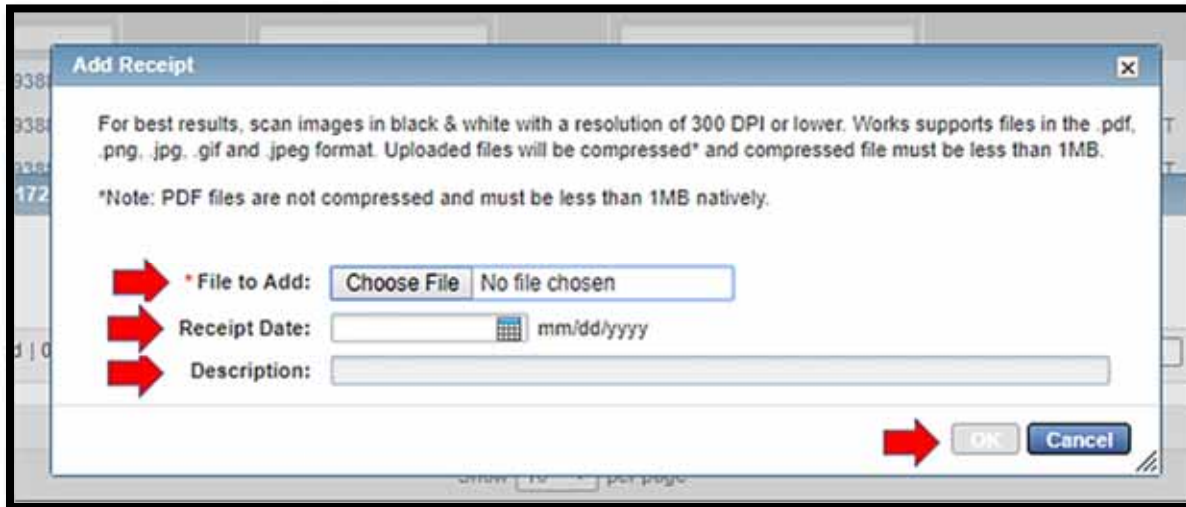
The screenshot displays a software interface titled "Transactions - Accountant". At the top, there are filter tabs: "<<", "Pending Sign Off", "Open", "Ready to Batch", "Flagged", and "All". Below these is an "Advanced Filter" section with various criteria like Date, Group, Account, and Amount Range. The main area shows a table of transactions with columns for Document, Date Purchased, Primary Accountholder, Purchase Amount, and Vendor. A context menu is open over the transaction TXN00938866, listing actions such as Allocate / Edit, Close, View Full Details, Dispute, Raise Flag, Attach to Purchase Request, Manage Receipts, and Print. Two red arrows point to the "TXN00938866" document ID and the "Manage Receipts" menu item.

Document	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
TXN00938866	10/2018		42.34	AMZN Mktp US M83QY6FO1
			30.00	DELTA AIR Baggage Fee
			15.32	CVS/PHARMACY #10012
			18.50	LOWES #00241
			340.00	SPRINGER NATURE AUTH S
			5.28	QUIK PRINT OKLAHOMA CITY
			30.00	DELTA AIR Baggage Fee
			516.35	JASONS DELI E 15TH STREE
			47.96	SUBWAY 04176251

4. A pop-up box appears. Click **Add** and then choose between **New Receipt** and **Stored Receipt**. Yours will likely be a new receipt.



5. A pop-up box appears. **Choose File** will prompt you to provide the location of the receipt on your computer. Add the **Receipt Date** and type a brief **Description** (optional). Click **OK**.



6. The receipt has been added. You may add more documents or remove documents.

The screenshot shows a web interface titled "102871417213 - Receipts". It features a table with the following columns: "Upload Date", "Uploaded By", "Receipt Date", "File Name", "File Size", "Description", and "Document ID". A single row is displayed with the following data: "11/09/2018", "James Carla", "11/09/2018", a redacted file name, "340.5 KB", "Test receipt for Amazon", and "TXN00938866". Below the table, there is a summary bar indicating "1 Selected | 1 item | 340.5 KB", a "Show 10 per page" dropdown, and pagination controls for "Page: 1 of 1". At the bottom, there are three buttons: "Add", "Remove", and "View PDF", along with a "Close" button in the bottom right corner.

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input checked="" type="checkbox"/>	11/09/2018	James Carla	11/09/2018	[REDACTED]	340.5 KB	Test receipt for Amazon	TXN00938866

1 Selected | 1 item | 340.5 KB      Show 10 per page      Page: 1 of 1

[Add](#) [Remove](#) [View PDF](#) [Close](#)

1. Simple Search Filters

- A - To find a specific transaction number, type in all or part of the number in the **Document** field.
- B - To see a specific cardholder’s purchases, type in all or part of their name in the **Primary Accountholder** field.
- C - To see a specific vendor, type in all or part of the vendor name in the **Vendor** field.

Transactions - Accountant					
<<	Pending Sign Off	Open	Ready to Batch	Flagged	All
Advanced Filter					
		Document	Date Purchased	Primary Accountholder	Vendor
+ Date - 02/12/2020 - 05/22/2020		A		B	C
+ Group - All					
+ Account - All					
+ Purchase Request - All					
+ Amount Range - All					
+ Dispute Status - All					
+ Account Status - All					
+ Allocation Complete - All					
+ Allocation Valid - All					
+ Allocation Authorized - All					
<input type="checkbox"/>	+ TXN01088420	02/12/2020	<a href="#">Chen, Charles</a>	ZYMO	
<input type="checkbox"/>	+ TXN01090740	02/19/2020	<a href="#">Espindola Camacho, Andres S</a>	ZYMO	
<input type="checkbox"/>	+ TXN01097716	03/10/2020	<a href="#">Sethuraman, Sri Nandhini</a>	ZYMO	
<input type="checkbox"/>	+ TXN01099861	03/17/2020	<a href="#">Scimeca, Ruth C</a>	ZYMO	
<input type="checkbox"/>	+ TXN01102836	04/02/2020	<a href="#">Butcher, Joshua T</a>	ZYMO	
<input type="checkbox"/>	+ TXN01105526	04/22/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC	
<input type="checkbox"/>	+ TXN01100285	03/18/2020	<a href="#">Gary, Ryan A</a>	ZORO TOOLS INC	
<input type="checkbox"/>	+ TXN01106238	04/23/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC	
<input type="checkbox"/>	+ TXN01106096	04/24/2020	<a href="#">George, Jillian R</a>	ZOOM.US 888-799-9666	

## 2. Search with Advanced Filters

To find an older transaction or look for a specific amount, etc, start by clicking the + sign on the left of your selection. Currently, you may search back to 2010, but you can only search a date range spanning two years or less.

Transactions - Accountant						
<<	Pending Sign Off	Open	Ready to Batch	Flagged	All	
<b>Advanced Filter</b>						
+ Date - 02/12/2020 - 05/22/2020			<b>Document</b>	<b>Date Purchased</b>	<b>Primary Accountholder</b>	<b>Vendor</b>
+ Group - All	<input type="checkbox"/>	+ <input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
+ Account - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01088420	02/12/2020	<a href="#">Chen, Charles</a>	ZYMO
+ Purchase Request - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01090740	02/19/2020	<a href="#">Espindola Camacho, Andres S</a>	ZYMO
+ Amount Range - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01097716	03/10/2020	<a href="#">Sethuraman, Sri Nandhini</a>	ZYMO
+ Dispute Status - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01099861	03/17/2020	<a href="#">Scimeca, Ruth C</a>	ZYMO
+ Account Status - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01102836	04/02/2020	<a href="#">Butcher, Joshua T</a>	ZYMO
+ Allocation Complete - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01105526	04/22/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC
+ Allocation Valid - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01100285	03/18/2020	<a href="#">Gary, Ryan A</a>	ZORO TOOLS INC
+ Allocation Authorized - All	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01106238	04/23/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC
	<input type="checkbox"/>	+ <input type="checkbox"/>	TXN01106096	04/24/2020	<a href="#">George, Jillian R</a>	ZOOM.US 888-799-9666



3. To hide the Advanced Filter, click <<.

**Transactions - Accountant**

<< Pending Sign Off Open Ready to Batch Flagged All

**Advanced Filter**

- + Date - 02/12/2020 - 05/22/2020
- + Group - All
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

	Document	Date Purchased	Primary Accountholder	Vendor
<input type="checkbox"/>				
<input type="checkbox"/>	+ TXN01088420	02/12/2020	<a href="#">Chen, Charles</a>	ZYMO
<input type="checkbox"/>	+ TXN01090740	02/19/2020	<a href="#">Espindola Camacho, Andres S</a>	ZYMO
<input type="checkbox"/>	+ TXN01097716	03/10/2020	<a href="#">Sethuraman, Sri Nandhini</a>	ZYMO
<input type="checkbox"/>	+ TXN01099861	03/17/2020	<a href="#">Scimeca, Ruth C</a>	ZYMO
<input type="checkbox"/>	+ TXN01102836	04/02/2020	<a href="#">Butcher, Joshua T</a>	ZYMO
<input type="checkbox"/>	+ TXN01105526	04/22/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC
<input type="checkbox"/>	+ TXN01100285	03/18/2020	<a href="#">Gary, Ryan A</a>	ZORO TOOLS INC
<input type="checkbox"/>	+ TXN01106238	04/23/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC
<input type="checkbox"/>	+ TXN01106096	04/24/2020	<a href="#">George, Jillian R</a>	ZOOM.US 888-799-9666

4. To add and remove columns, click on **Columns** and check or uncheck the options. **Save**.

The screenshot shows the Bank of America Works interface. At the top, there is a navigation bar with 'Home', 'Expenses', 'Accounts', 'Reports', 'Accounting', and 'Administration'. Below this is a breadcrumb trail: 'Expenses > Transactions > Accountant'. The main content area is titled 'Transactions - Accountant' and features a table of transactions. The table has columns for Document, Date Purchased, Date Posted, Primary Accountholder, Vendor, Allocation, and Sign Off. A 'Columns' dropdown menu is open on the right side of the table, showing a list of columns with checkboxes to toggle their visibility. The 'Save' button at the bottom of the dropdown is highlighted with a red box.

Document	Date Purchased	Date Posted	Primary Accountholder	Vendor	Allocation	Sign Off
TXN01088420	02/12/2020	02/13/2020	Chen, Charles	ZYMO	2 544210-703450 PO#:	ACT
TXN01090740	02/19/2020	02/20/2020	Espindola, Camacho, Andres S	ZYMO	2 511390-703450 PO#:	AHAPRACT
TXN01097716	03/10/2020	03/11/2020	Sethuraman, Sri Nandhini	ZYMO	5 554750-703450 PO#: ****	AHAPRACT
TXN01099861	03/17/2020	03/18/2020	Scimeca, Ruth C	ZYMO	5 153000-703450 PO#: **RS17	AHAPRACT
TXN01102836	04/02/2020	04/03/2020	Butcher, Joshua T	ZYMO	5 150080-703450 PO#: 703450	AHAPRACT
TXN01105526	04/22/2020	04/23/2020	Bayles, Melanie	ZORO TOOLS INC	2 452101-703400 PO#:	AHAPRACT
TXN01100285	03/18/2020	03/19/2020	Gary, Ryan A	ZORO TOOLS INC	2 544270-703440 PO#:	AHAPRACT
TXN01106238	04/23/2020	04/28/2020	Bayles, Melanie	ZORO TOOLS INC	2 452101-703400 PO#:	AHAPRACT
TXN01106096	04/24/2020	04/27/2020	George, Jillian B	ZOOM.US 888-799-9666	1 175333-706400 PO#:	AHAPRACT

Columns dropdown menu options:

- Account ID
- Account Nickname
- Allocation
- Allocation Desc
- Amount Allocated
- Attached to Purch Req ID
- Attached to Purch Req Name
- Bank Dispute Status
- Bank Transaction #
- Barcode Index

Save



5. Sorting and Moving Columns

- To **sort** a column, simply click on the heading.
- To **move** columns, drag the heading with your mouse.

The screenshot displays a software interface titled "Transactions - Accountant". At the top, there are filter buttons: "<<", "Pending Sign Off", "Open", "Ready to Batch", "Flagged", and "All". Below these is an "Advanced Filter" sidebar on the left with various filter options like Date, Group, Account, Purchase Request, Amount Range, Dispute Status, Account Status, Allocation Complete, Allocation Valid, and Allocation Authorized. The main table has columns for Document, Date Purchased, Primary Accountholder, and Vendor, which are highlighted with red boxes. The table contains ten rows of transaction data.

		Document	Date Purchased	Primary Accountholder	Vendor
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01088420	02/12/2020	<a href="#">Chen, Charles</a>	ZYMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01090740	02/19/2020	<a href="#">Espindola Camacho, Andres S</a>	ZYMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01097716	03/10/2020	<a href="#">Sethuraman, Sri Nandhini</a>	ZYMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01099861	03/17/2020	<a href="#">Scimeca, Ruth C</a>	ZYMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01102836	04/02/2020	<a href="#">Butcher, Joshua T</a>	ZYMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01105526	04/22/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01100285	03/18/2020	<a href="#">Gary, Ryan A</a>	ZORO TOOLS INC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01106238	04/23/2020	<a href="#">Bayles, Melanie</a>	ZORO TOOLS INC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN01106096	04/24/2020	<a href="#">George, Jillian R</a>	ZOOM.US 888-799-9666

## RUNNING AND PRINTING A STATEMENT

Although this is not a traditional credit card statement, it is accepted by the University.

1. Click on **Reports** then **Create**.

The screenshot shows the Bank of America Merrill Lynch Works interface. The navigation bar includes Home, Expenses, Accounts, Reports, Accounting, and Administration. The Reports menu is open, showing options: Completed, Create, Scheduled, Template Library, and Dashboard. Below the menu is an Action Items table with columns: Action, Accountant, Amount, Type, and Current Status. The table contains two rows: 'Close' with amount 339 and status 'Open', and 'Sweep' with amount 1637 and status 'Pending'. Below the table is a pagination control showing '2 items', 'Show 10 per page', and 'Page: 1 of 1'. At the bottom is an Accounts Dashboard section with a table header: Account Name, Account ID, Credit Limit, Current Balance, Available Credit, and % of Credit Limit Used.

Action	Accountant	Amount	Type	Current Status
Close	Accountant	339	Transaction	<a href="#">Open</a>
Sweep	Accountant	1637	Transaction	<a href="#">Pending</a>

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used

2. Choose **Spend** and then **Choose from all available templates**.

Bank of America  
Merrill Lynch | Works®

Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report

\* Category: Spend

\* Template:

**Standard Reports**

- Receipt Status
- Billing Statement
- Disputed Transactions
- GL Memo Statement
- Payable Allocation
- Payable Allocation Detail
- Spend By MCC

**Recent Reports**

- personal : Limit review
- personal : Compliance Review Report Template
- personal : Ledger 9
- shared : OSU Cardholder Statement - Allocation Detail
- personal : Compliance Review Signoff Report
- personal : Utilities1
- personal : Carla's-Compliance Review Report Template
- personal : Corrected split

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[Other Programs and Services](#) [Bar](#)

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[Settings](#)  
[Center](#)

56 AM C

Choose from all available templates.

3. Choose **OSU Cardholder Statement – Allocation Detail**. Click **OK**.

Create Report Report data is current as of January 8, 2015 10:50 AM CST.

Category: Spend   
Template:

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[Other Programs and Services](#) [Bank of America](#) [Visa](#) [Mas...](#)

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Select a Report X

Include shared reports

	Template Name	Owner	Description	Scope
<input type="radio"/>	Level 3 detail	James, Carla	Shows what was actually ...	personal
<input type="radio"/>	Level 3 detail	James, Carla	Shows what was actually ...	shared
<input type="radio"/>	Limit Audit	James, Carla	Limit Audit	personal
<input type="radio"/>	Limit review	James, Carla	Limit review	personal
<input type="radio"/>	MCC	James, Carla	MCC Codes	personal
<input type="radio"/>	Non-Preferred Company Supplier Sp...		A statement for reviewing ...	system
<input checked="" type="radio"/>	OSU Cardholder Statement - Allocati...	Welch, Angie	OSU Cardholder Statement ...	shared
<input type="radio"/>	OSU Cardholder Statement - Level 3...	Support, Works	OSU Cardholder Statement ...	shared
<input type="radio"/>	OSU Vendor	James, Carla	OSU Vendor.	personal
<input type="radio"/>	Parking	James, Carla	Parking	personal

1 Selected | 50 items Show 10 per page Page: 4 of 5

4. Choose the little calendar by Post Date. Pop up box appears. Input dates. **OK**.

The screenshot displays the 'Create Report' interface. At the top, the 'Category' is set to 'Spend' and the 'Template' is 'OSU Cardholder Statement - Allocation Detail'. The 'Report Options' section shows 'Basic' selected. Under 'Filters', 'Transaction Type' includes 'Cash advance', 'Misc Credit', 'Misc Debit', and 'Purchase'. The 'Post Date' is '11/21/2014 - 12/19/2014', with a small calendar icon highlighted by a red box. A 'Select Dates' dialog box is open, showing a calendar grid and a date selection interface. The date selection interface has three fields: 'MM' (11), 'DD' (21), and 'YY' (2014). The 'DD' field is highlighted with a red box. Below the date fields are radio button options for various date ranges, with 'Previous Cycle' selected. The 'OK' button in the dialog is also highlighted with a red box.

5. Choose magnifying glass by Card. Pop up box appears. Mark the box **Include Deactivated Accounts**. Find your person and check the boxes by the name. Click **OK**. Click **Submit Report**.

The screenshot shows a 'Create Report' window with the following details:

- Category: Spend
- Template: OSU Cardholder Statement - Allocation Detail
- Report Options: Basic (selected), Advanced
- Filters: Transaction Type (Cash advance, Misc Credit, Misc Debt, Purchase, Reimbursement, Payment), Card (1 selected)
- Pop-up window: Select Account(s)
- Pop-up window checkbox:  Include Deactivated Accounts
- Table in pop-up window:

Primary Accountholder	Account Nickname	Account Name	Account ID	Type	Profile	Deactivated
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]			
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Managed	GENER...	12/23/2014

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

OK      Cancel

6. The Completed Reports page opens. You can see your recent reports. Click on **PDF** and follow the normal **Open With** or **Save File** process. Click **OK**.

The screenshot shows the Bank of America Works interface. The top navigation bar includes Home, Expenses, Accounts, Reports, Accounting, and Administration. The current page is 'Reports > Completed'. A message states 'Created 1 report. Report can be downloaded from the table below.' Below this is a table titled 'Completed Reports' with columns: Queued At, Report Name, Status, and New. The table contains several rows of reports, with the first row highlighted. A red box highlights the 'PDF' link in the 'New' column of the first row. A Firefox dialog box is open over the table, titled 'Opening OSU Cardholder Statement - Allocation Detail.pdf'. The dialog box contains the following text: 'You have chosen to open: OSU Cardholder Statement - Allocation Detail.pdf which is: Adobe Acrobat Document from: https://payment2.works.com'. Below this, it asks 'What should Firefox do with this file?' and has two radio buttons: 'Open with' (selected) and 'Save File'. The 'Open with' option is set to 'Adobe Reader (default)'. A red box highlights the 'Save File' radio button. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box. The footer of the page includes '© 2015 Bank of America Corporation. All rights reserved.' and 'Your last log in was January 8, 2015, 10:56 AM CST.'