

- Supervisor's (Approver's) will "Flag" a transaction if the budget code is wrong or if a receipt is not attached. A "Tasks to Perform" email from Works will be sent when a transaction is flagged. You will find these transactions on the home tab of Works. Click on the "Flagged" link to view the transaction(s).

Bank of America Merrill Lynch Works®

Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

ELON UNIVERSITY

Action Items Upload Receipts

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	1	Transaction	Pending

2 Items Show 10 per page Page 1 of 1

My Announcements

Please remember that statements and receipts should be sent to Robin Brown at Campus Box 2900. Jeff Hendricks

Posted by your Program Administrator, JEFFREY HENDRICKS, on December 5, 2018.

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
PATRICK SCHWARTZ	2852	25,000.00	53.34	24,963.73	24,946.66

1 Item Show 500 per page Page 1 of 1

- Click on the plus (+) next to cardholder's name to expand the details of the transaction and to see the comment your approver left regarding the transaction.

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Home Expenses Reports

Expenses > Transactions > Accountholder

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Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All Clear Filters Columns

Advanced Filter

Date	Account Nickname	Account ID	Date Purchased	Date Posted	Vendor	Purchase Amount	Allocation	Document	Flagged	Receipt	Uploaded Receipt	Sign Off	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name
10/30/2018 - 02/07/2019	<input checked="" type="checkbox"/> PATRICK SCHWARTZ	2852	02/04/2019	02/06/2019	OFFICE DEPOT #1214	17.07	0400053-510051.08	TXN00548310	<input checked="" type="checkbox"/>	Yes	Yes	AH	02/07/2019	SCHWARTZ, PATRICK		

Transaction Allocation Reference & Tax Dispute View Full Details

Bank Transaction #: 24445749036100152635687 Account Nickname: PATRICK SCHWARTZ
 Purchase ID: 268905251001 Account ID: 2852
 CRI Reference: Accountholder: SCHWARTZ, PATRICK
 Vendor ID: 4445091044159 Receipt: Yes
 Vendor Address: GA, 30516 Comments:

Comments Add Comment

Notary Public Record Book
 PATRICK SCHWARTZ | 02/07/2019
 Allocated to incorrect account number. Please allocate to 0-400050-51005
 JEFFREY HENDRICKS | 02/07/2019

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Receipt Print Remove Flag Upload Receipt

- Once the appropriate correction(s) to the transaction(s) have been completed, click the "Remove Flag" button below the transaction(s). *Make sure the box in front of the transaction is checked.

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Home Expenses Reports

Expenses > Transactions > Accountholder

ELON UNIVERSITY

Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All Clear Filters Columns

Advanced Filter

Date	Account Nickname	Account ID	Date Purchased	Date Posted	Vendor	Purchase Amount	Allocation	Document	Flagged	Receipt	Uploaded Receipt	Sign Off	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name
10/30/2018 - 02/07/2019	<input checked="" type="checkbox"/> PATRICK SCHWARTZ	2852	02/04/2019	02/06/2019	OFFICE DEPOT #1214	17.07	0400053-510051.08	TXN00548310	<input checked="" type="checkbox"/>	Yes	Yes	AH	02/07/2019	SCHWARTZ, PATRICK		

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Receipt **Remove Flag** Upload Receipt

4. A Confirm Remove Flag box will appear. Enter a comment for the approver to see and click "OK".

The screenshot shows the Bank of America Merrill Lynch Works interface. At the top, there is a navigation bar with 'Home', 'Expenses', and 'Reports'. Below that, the breadcrumb trail reads 'Expenses > Transactions > Accountholder'. The main content area is titled 'Transactions - Accountholder' and features a table with columns: Account Nickname, Account ID, Date Purchased, Date Posted, Vendor, Purchase Amount, Allocation, Document, Flagged, Receipt, Uploaded Receipt, Sign Off, Sign Off A/R Date, Sign Off A/R Name, Sign Off A/R Date, and Sign Off A/R Name. A single transaction is visible, flagged as 'Flagged'. A red arrow points from the 'Flagged' column to a 'Confirm Remove Flag' dialog box. The dialog box contains the text 'Remove flag on 1 transaction(s)' and a 'Comments:' field with the text 'Allocation has been corrected.' At the bottom of the dialog box, the 'OK' button is circled in red. Below the table, there are buttons for 'Attach', 'Mass Allocate', 'Receipt', 'Print', 'Remove Flag', and 'Upload Receipt'. The bottom of the interface includes links for 'Training Guides', 'Training Videos', 'Privacy & Security', and 'Recommended Settings'.

5. Once you click "OK", the Flagged transaction is removed from your queue and sent back to the Approver.