

Bank of America Works website: <https://payment2.works.com>

1. Log into Works using your Works "Login Name" and "Password" that was sent to you in the Works Welcome Email.

**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**

Organization: ELON UNIVERSITY

Login Name:

Password:

[Login](#)

[Forgot your password?](#)

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

2. After you are logged in, on the "Home" tab, you will see how many transactions are pending to be reconciled.

**Bank of America Merrill Lynch Works**

Home Expenses Reports

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

| Action   | Acting As     | Count | Type        | Current Status          |
|----------|---------------|-------|-------------|-------------------------|
| Sign Off | Accountholder | 2     | Transaction | <a href="#">Pending</a> |

1 item Show 10 per page Page: 1 of 1

**Accounts Dashboard**

In Scope

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

1 item Show 500 per page Page: 1 of 1

3. To reconcile and upload a receipt to the transaction(s), click on the word "Pending".

| Action Items |               |       |             |                | Upload Receipts |
|--------------|---------------|-------|-------------|----------------|-----------------|
| Action       | Acting As     | Count | Type        | Current Status |                 |
| Sign Off     | Accountholder | 2     | Transaction | Pending        |                 |

1 item Show 10 per page Page: 1 of 1

| Accounts Dashboard |            |              |                 |                 |                  |
|--------------------|------------|--------------|-----------------|-----------------|------------------|
| In Scope           |            |              |                 |                 |                  |
| Account Name       | Account ID | Credit Limit | Current Balance | Available Spend | Available Credit |
| PATRICK SCHWARTZ   | 2852       | 25,000.00    | 53.34           | 24,946.66       | 24,946.66        |

1 item Show 500 per page Page: 1 of 1

4. The transaction(s) in need of reconciliation are shown on this screen.

| Transactions - Accountholder            |            |                |             |                    |                 |               |             |         |         |                  |          |                  |                  |                   |                   |
|---|------------|----------------|-------------|--------------------|-----------------|---------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| Pending Sign Off Signed Off Flagged All |            |                |             |                    |                 |               |             |         |         |                  |          |                  |                  |                   |                   |
| 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 |
| PATRICK SCHWARTZ                        | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-51999 | TXN00548310 |         | Unknown | No               | none     |                  |                  |                   |                   |
| PATRICK SCHWARTZ                        | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 0400053-51999 | TXN00548327 |         | Unknown | No               | none     |                  |                  |                   |                   |

0 Selected | 2 Items Show 10 per page Page: 1 of 1

Retry Automatch Miss Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

- To upload a receipt, hover over the transaction document number to get the dropdown menu and select "Manage Receipts".  
\*If you do not have a receipt, a "[Missing Receipt Affidavit](#)" must be filled out and attached in place of the receipt (form can also be found on the Purchasing website on the Forms page).

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Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

Advanced Filter

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|---------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-51999 | TXN00548310 |         | Yes     | All              |          |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 0400053-51999 |             |         | Unknown | No               |          |                  |                  |                   |                   |

0 Selected | 2 Items

Show 10 per page

Page 1 of 1

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

- An "Upload Receipts" box will appear.

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Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|---------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-51999 | TXN00548310 |         | Unknown | No               |          |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 0400053-51999 | TXN00548327 |         | Unknown | No               |          |                  |                  |                   |                   |

1 Selected | 2 Items

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

- Click the "Add" button to open the dropdown menu and select "New Receipt".

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Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|---------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-51999 | TXN00548310 |         | Unknown | No               |          |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 0400053-51999 | TXN00548327 |         | Unknown | No               |          |                  |                  |                   |                   |

1 Selected | 2 Items

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

8. Select "Choose File" and add the receipt file. \*Please note that you will know when the file is attached when you see the file name next to the "Choose File" box.

The screenshot shows the Bank of America Works interface. The 'Add Receipt' dialog box is open, displaying instructions for file uploads. A red arrow points to the 'Choose File' button in the 'File to Add:' field. The dialog also includes fields for 'Receipt Date' and 'Description'.

9. You are not required to add a "Receipt Date", but include a description of the transaction in the appropriate space.

The screenshot shows the Bank of America Works interface. The 'Add Receipt' dialog box is open, and a red arrow points to the 'Description' field, which contains the text 'Notary Public Record Book'. The 'File to Add:' field shows 'OfficeDepot...aryBook.pdf'.

10. After your receipt is uploaded you can add another receipt, remove the one you uploaded, view it or close the box.

The screenshot shows the Bank of America Works interface. The 'Upload Receipt(s)' dialog box is open, displaying a table of uploaded receipts. A red arrow points to the 'Remove' button in the bottom toolbar. The table lists the receipt details, including the date, user, file name, size, and description.

| Upload Date | Uploaded By       | Receipt Date | File Name              | File Size | Description               | Document ID |
|-------------|-------------------|--------------|------------------------|-----------|---------------------------|-------------|
| 02/07/2019  | SCHWARTZ, PATRICK |              | OfficeDepot-NotaryBook | 58.3 KB   | Notary Public Record Book | TXN00548310 |

11. After closing the "Upload Receipt" box, you are brought back to the Transactions "Pending Sign Off" page.

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Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Clear Filters Columns

Advanced Filter

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|---------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-51999 | TXN00548310 |         | Yes     | Yes              | none     |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 0400053-51999 | TXN00548327 |         | Unknown | No               | none     |                  |                  |                   |                   |

0 Selected | 2 Items

Show 10 per page

Page: 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

12. To allocate the transaction to a budget other than the default, hover over the transaction document number to get the dropdown menu and select "Allocate/Edit". If the transaction should remain allocated to the default budget code, skip to Step 16.

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Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Clear Filters Columns

Advanced Filter

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|---------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-51999 | TXN00548310 |         | Yes     | Yes              | none     |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 0400053-51999 |             |         | Unknown | No               | none     |                  |                  |                   |                   |

0 Selected | 2 Items

Show 10 per page

Page: 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

Allocate / Edit  
Sign Off  
View Full Details  
Dispute  
Retry Automatch  
Mark Receipt Status  
Add to Expense Report  
Attach to Purchase Request  
Manage Receipts  
Print

13. If you need to change the "Cost Center" or "General Ledger", type in the correct number.

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Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Clear Filters Columns

Advanced Filter

Allocation Details - TXN00548310 - OFFICE DEPOT #1214

02/06/2019 | Source Amount: 17.07 USD

Purchase Amount: 17.07 Tax Amount: 1.08 Allocation Total: 17.07 | 100% Variance: 0.00

| Comp/Val/Auth | All Values Amount | Sales Tax | Description                   | GL01: Cost Center | GL02: General Ledger | GL03: North Carolina Sales Tax | GL04: Not in Use 1 | GL05: Not in Use 2 | GL06: Not in Use 3 |
|---------------|-------------------|-----------|-------------------------------|-------------------|----------------------|--------------------------------|--------------------|--------------------|--------------------|
| 1   1   1     | 15.99             | 1.08      | OFFICE DEPOT #1214 - Purchase | 0400053           | 51999                |                                |                    |                    |                    |

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference & Tax

| Reference | Tax Status         | Goods & Services | Tax Total | Use Tax | Shipping ZIP |
|-----------|--------------------|------------------|-----------|---------|--------------|
|           | Sales Tax Included | 15.99            | 1.08      | 0.00    | 272442009    |

0 Selected | 2 Items

Transaction Detail - 6965 (COMBINATION CATALOG AND RETAIL MERCHANT)

Purchase Summary

| Description                              | Unit Amount | Quantity | Total Amount | Commodity Code | Destination Country Code | Destination Postal Code | Discount Amount | Duty Amount | Order Date | Origin Country Code | Origin Postal Code | Purchase ID | Shipping Amount | Tax Amount | Unique Invoice Number |
|--|-------------|----------|--------------|----------------|--------------------------|-------------------------|-----------------|-------------|------------|---------------------|--------------------|-------------|-----------------|------------|-----------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 17.07        |                | 000                      |                         | 0.00            | 0.00        | 02/01/2019 |                     |                    |             | 0.00            | 1.08       | 0000000000000000      |

Purchase Detail

| Description | Unit Amount | Quantity | Total Amount | Item Commodity Code | Item Product Code |
|-------------|-------------|----------|--------------|---------------------|-------------------|
|             |             |          |              |                     |                   |

Save Save and Allocate Next Close

14. If there are multiple Budget Codes that the transaction is charged to, click the "Add" button to bring up the dropdown menu and select the number of lines you want to add.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

Transactions - Accountholder

Allocation Details - TXN00548599 - OFFICE DEPOT #1214

Purchase Amount: 23.90 Tax Amount: 1.51 Allocation Total: 23.90 | 100% Variance: 0.00

| Comp/Val/Auth | All Values Amount | Sales Tax | Description                   | GL01: Cost Center | GL02: General Ledger | GL03: North Carolina Sales Tax | GL04: Not in Use 1 | GL05: Not in Use 2 | GL06: Not in Use 3 |
|---------------|-------------------|-----------|-------------------------------|-------------------|----------------------|--------------------------------|--------------------|--------------------|--------------------|
| ✓   ✓   ✓     | 22.39             | 1.51      | OFFICE DEPOT #1214 - Purchase | 0400050           | 51005                | 1.51                           |                    |                    |                    |

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference Tax Status Goods & Services Tax Total Use Tax Shipping ZIP

1 Selected | 1 item

Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)

| Description                              | Unit Amount | Quantity | Total Amount | Commodity Code | Destination Country Code | Destination Postal Code | Discount Amount | Duty Amount | Order Date | Origin Country Code | Origin Postal Code | Purchase ID | Shipping Amount | Tax Amount | Unique Invoice Number |
|--|-------------|----------|--------------|----------------|--------------------------|-------------------------|-----------------|-------------|------------|---------------------|--------------------|-------------|-----------------|------------|-----------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 23.90        |                | 000                      |                         | 5.60            | 0.00        | 02/01/2019 |                     |                    |             | 0.00            | 1.51       | 000000000000000       |

Purchase Summary

| Description                              | Unit Amount | Quantity | Total Amount | Item Commodity Code | Item Product Code |
|--|-------------|----------|--------------|---------------------|-------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 23.90        |                     |                   |

Purchase Detail

| Description                              | Unit Amount | Quantity | Total Amount | Item Commodity Code | Item Product Code |
|--|-------------|----------|--------------|---------------------|-------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 23.90        |                     |                   |

Save Close

15. When adding additional budget lines, you will need to manually enter in the amount being charged to the different Budget Codes, the Description, Cost Center and General Ledger then click Save.

Bank of America Merrill Lynch Works®

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

Transactions - Accountholder

Allocation Details - TXN00548599 - OFFICE DEPOT #1214

Purchase Amount: 23.90 Tax Amount: 1.51 Allocation Total: 23.90 | 100% Variance: 0.00

| Comp/Val/Auth | All Values Amount | Sales Tax | Description                   | GL01: Cost Center | GL02: General Ledger | GL03: North Carolina Sales Tax | GL04: Not in Use 1 | GL05: Not in Use 2 | GL06: Not in Use 3 |
|---------------|-------------------|-----------|-------------------------------|-------------------|----------------------|--------------------------------|--------------------|--------------------|--------------------|
| ✓   ✓   ✓     | 22.39             | 1.51      | OFFICE DEPOT #1214 - Purchase | 0400050           | 51005                | 1.51                           |                    |                    |                    |

0 Selected | 3 items

Remove Add Duplicate Clear GL

Reference Tax Status Goods & Services Tax Total Use Tax Shipping ZIP

1 Selected | 1 item

Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)

| Description                              | Unit Amount | Quantity | Total Amount | Commodity Code | Destination Country Code | Destination Postal Code | Discount Amount | Duty Amount | Order Date | Origin Country Code | Origin Postal Code | Purchase ID | Shipping Amount | Tax Amount | Unique Invoice Number |
|--|-------------|----------|--------------|----------------|--------------------------|-------------------------|-----------------|-------------|------------|---------------------|--------------------|-------------|-----------------|------------|-----------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 23.90        |                | 000                      |                         | 5.60            | 0.00        | 02/01/2019 |                     |                    |             | 0.00            | 1.51       | 000000000000000       |

Purchase Summary

| Description                              | Unit Amount | Quantity | Total Amount | Item Commodity Code | Item Product Code |
|--|-------------|----------|--------------|---------------------|-------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 23.90        |                     |                   |

Purchase Detail

| Description                              | Unit Amount | Quantity | Total Amount | Item Commodity Code | Item Product Code |
|--|-------------|----------|--------------|---------------------|-------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 23.90        |                     |                   |

Save Close

16. If your transaction includes North Carolina Sales Tax, enter it in this box GL03 North Carolina Sales Tax. This is for **NC SALES TAX ONLY**.

Bank of America Merrill Lynch Works®

Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

ELON UNIVERSITY

Transactions - Accountholder

Advanced Filter

Allocation Details - TXN00548310 - OFFICE DEPOT #1214

Purchase Amount: 17.07 Tax Amount: 1.08 Allocation Total: 17.07 | 100% Variance: 0.00

| Allocation | GL01: Cost Center | GL02: General Ledger | GL03: North Carolina Sales Tax | GL04: Not in Use 1 | GL05: Not in Use 2 | GL06: Not in Use 3 |
|------------|-------------------|----------------------|--------------------------------|--------------------|--------------------|--------------------|
| 15.99      | 0400053           | 51005                | 1.08                           |                    |                    |                    |

Reference Tax Status Goods & Services Tax Total Use Tax Shipping ZIP

Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)

Purchase Summary

| Description                              | Unit Amount | Quantity | Total Amount | Commodity Code | Destination Country Code | Destination Postal Code | Discount Amount | Duty Amount | Order Date | Origin Country Code | Origin Postal Code | Purchase ID | Shipping Amount | Tax Amount | Unique Invoice Number |
|--|-------------|----------|--------------|----------------|--------------------------|-------------------------|-----------------|-------------|------------|---------------------|--------------------|-------------|-----------------|------------|-----------------------|
| Line Item Summary - Charges for 02/01/19 | 0.00        | 1        | 17.07        |                | 000                      |                         | 0.00            | 0.00        | 02/01/2019 |                     |                    |             | 0.00            | 1.08       | 0000000000000000      |

Purchase Detail

Save Save and Allocate Next Close

17. When the correct budget number (cost center and general ledger) and NC sales tax have been entered, click "Save" and then "Close". \*Please note that if you entered NC Sales Tax, it shows in the "Allocation" column with the budget code.

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Home Expenses Reports

Expenses > Transactions > Accountholder

ELON UNIVERSITY

Transactions - Accountholder

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|-------------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-510051.08 | TXN00548310 | Yes     | Yes     | none             |          |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 0400053-51999     | TXN00548327 | Unknown | No      | none             |          |                  |                  |                   |                   |

0 Selected | 2 Items

Show 10 per page

Page 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

18. To “Sign Off” on the transaction, hover over the transaction document number to get the dropdown menu and select “Sign Off”.

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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

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|--------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 040053-51999 | TXN00548310 |         | Yes     | Yes              | none     |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 040053-51999 |             |         | Unknown | No               | none     |                  |                  |                   |                   |

0 Selected | 2 Items Show 10 per page Page 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

19. A “Comments” will appear. Enter the description of the transaction in the box and click “OK”.

Bank of America Merrill Lynch Works®

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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

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|------------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 040053-510051.08 | TXN00548310 |         | Yes     | Yes              | none     |                  |                  |                   |                   |
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 040053-51999     | TXN00548327 |         | Unknown | No               | none     |                  |                  |                   |                   |

1 Selected | 2 Items Page 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

Confirm Sign Off

Sign off 1 transaction(s)

Comments: Notary Public Record Book

OK Cancel

© 2019 Bank of America Corporation. All rights reserved. Your last log in was February 7, 2019, 7:43 AM CST.

20. The transaction will disappear from the “Pending Sign-Off” list. Repeat the same process for all other transactions.

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Home Expenses Reports

Expenses > Transactions > Accountholder

ELON UNIVERSITY

Signed off 1 transaction. View Details

Transactions - Accountholder

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

Advanced Filter

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|--------------|-------------|---------|---------|------------------|----------|------------------|------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 36.27           | 040053-51999 | TXN00548327 |         | Unknown | No               | none     |                  |                  |                   |                   |

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

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

21. 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).

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Home Expenses Reports

ELON UNIVERSITY

| 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.

22. 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

ELON UNIVERSITY

Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|-------------------|-------------|---------|---------|------------------|----------|------------------|-------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-510051.08 | TXN00548310 | Yes     | 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

23. Once the appropriate correction(s) to the transaction(s), click the "Remove Flag" button below the transaction(s).

Bank of America Merrill Lynch Works®

Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

ELON UNIVERSITY

Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All

| 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 |
|------------------|------------|----------------|-------------|--------------------|-----------------|-------------------|-------------|---------|---------|------------------|----------|------------------|-------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOT #1214 | 17.07           | 0400053-510051.08 | TXN00548310 | Yes     | Yes     | Yes              | AH       | 02/07/2019       | SCHWARTZ, PATRICK |                   |                   |

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

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

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

The screenshot displays the Bank of America Merrill Lynch Works interface. At the top, the logo and 'Works' branding are visible. The user is logged in as PATRICK SCHWARTZ. The main area shows a table of transactions under the heading 'Transactions - Accountholder'. The table has columns for 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, and Sign Off APR Name. A single transaction is listed with Account Nickname 'PATRICK SCHWARTZ', Account ID '2852', Date Purchased '02/04/2019', Date Posted '02/06/2019', Vendor 'OFFICE DEPOSIT', Purchase Amount '17.07', Allocation '0400053-510051.08', and Document 'TXN00548310'. The 'Flagged' column for this transaction is highlighted in red. A red arrow points from the instruction above to the 'Flagged' column. A dialog box titled 'Confirm Remove Flag' is open in the foreground, containing a text area with the comment 'Allocation has been corrected.' and 'OK' and 'Cancel' buttons at the bottom. The 'OK' button is circled in red.

| 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 |
|------------------|------------|----------------|-------------|----------------|-----------------|-------------------|-------------|---------|---------|------------------|----------|------------------|-------------------|-------------------|-------------------|
| PATRICK SCHWARTZ | 2852       | 02/04/2019     | 02/06/2019  | OFFICE DEPOSIT | 17.07           | 0400053-510051.08 | TXN00548310 | Yes     | Yes     | Yes              | AH       | 02/07/2019       | SCHWARTZ, PATRICK |                   |                   |

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