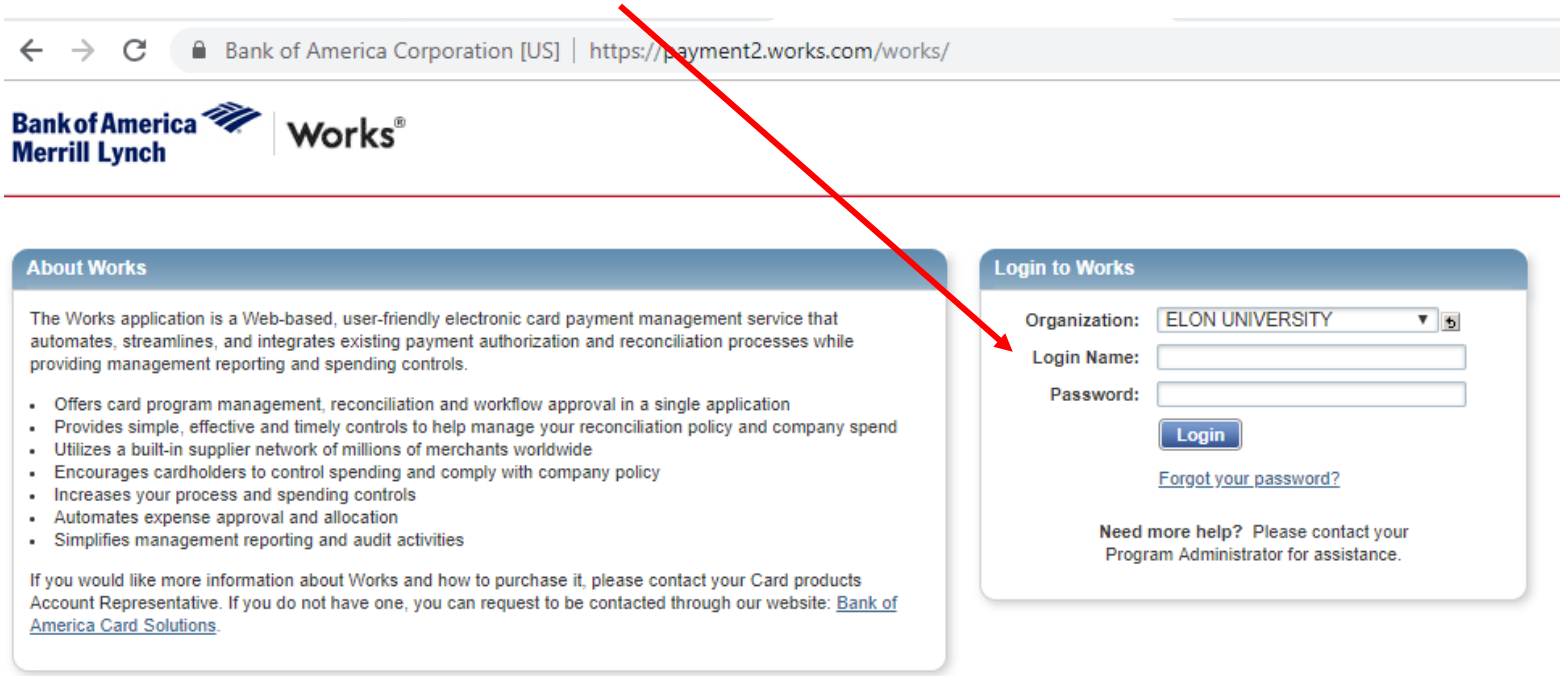
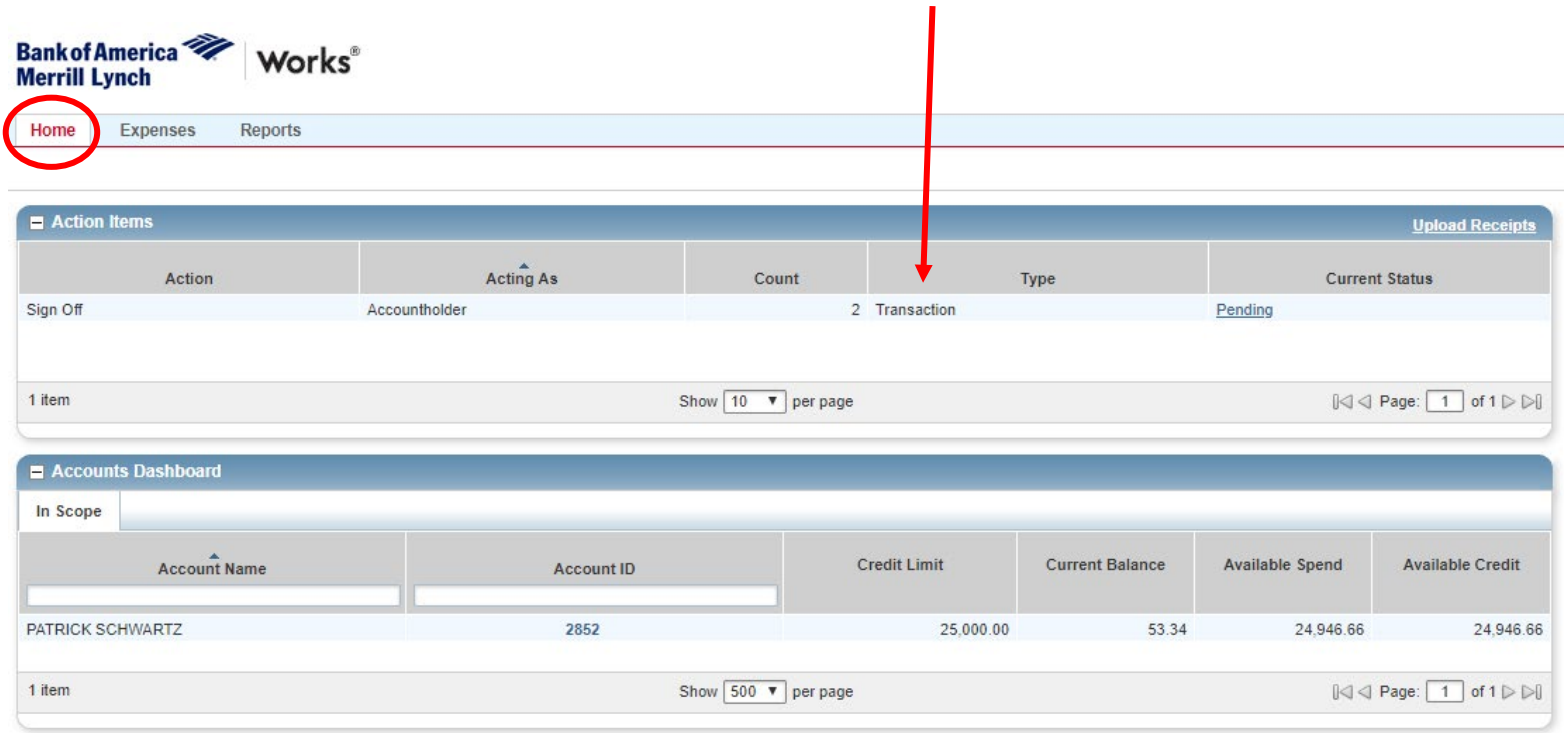
# Bank of America Works website: https://payment2.works.com

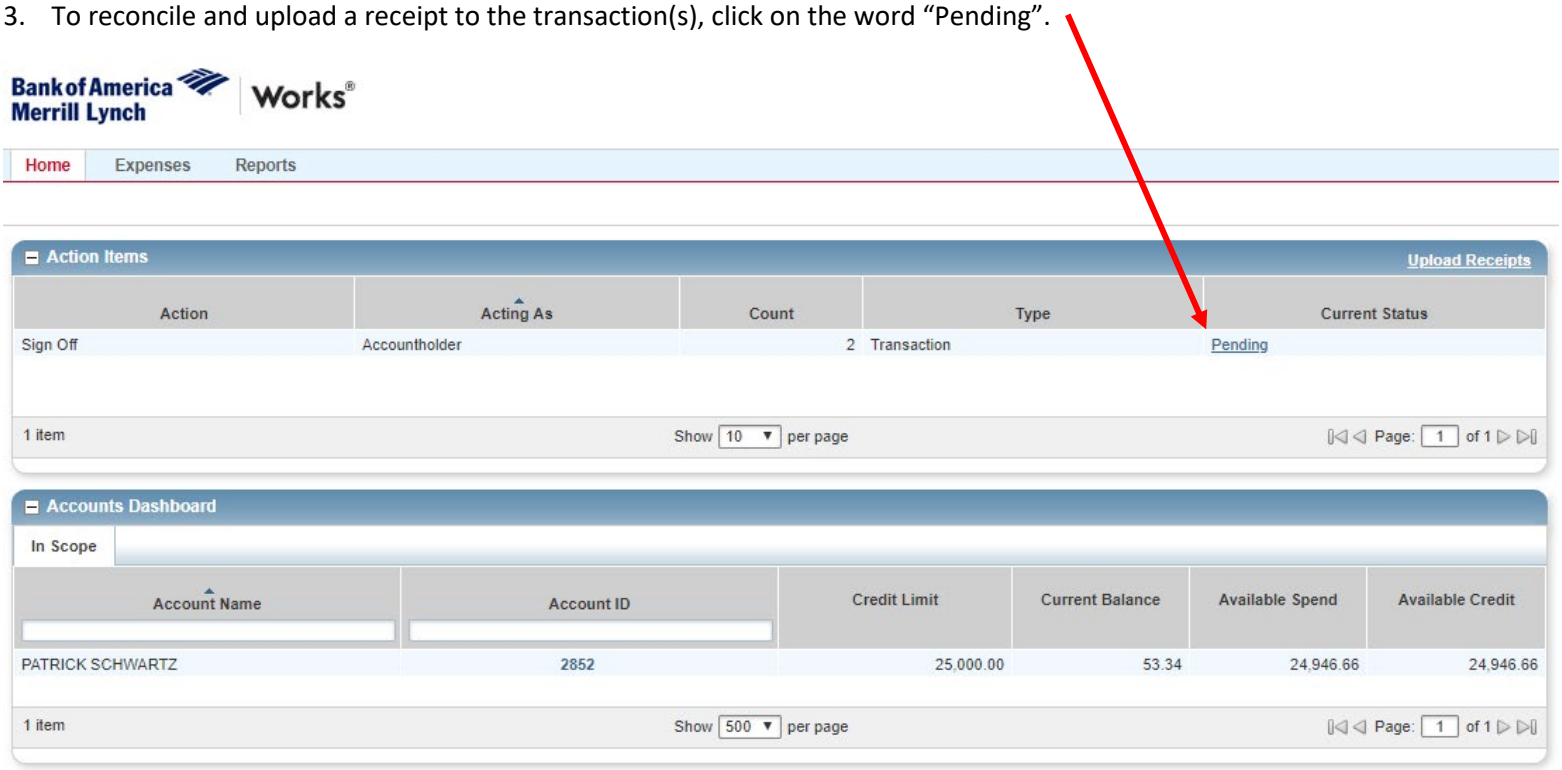
1. Log into Works using your Works “Login Name” and “Password” that was sent to you in the Works Welcome Email.



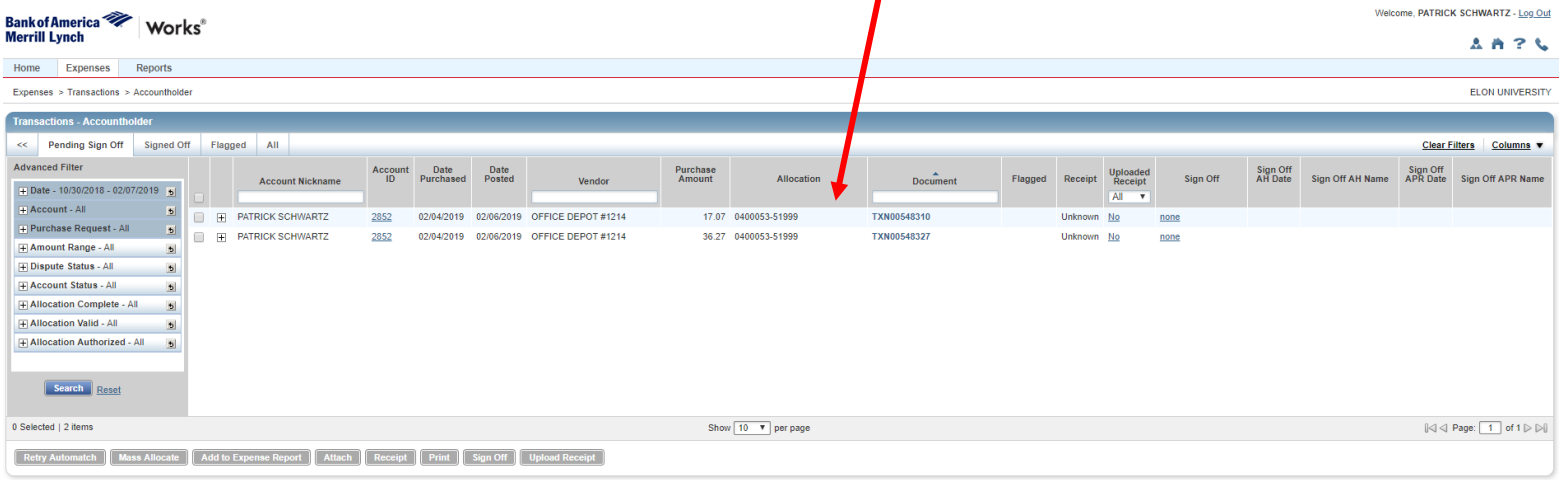

2. After you are logged in, on the “Home” tab, you will see how many transactions are pending to be reconciled.



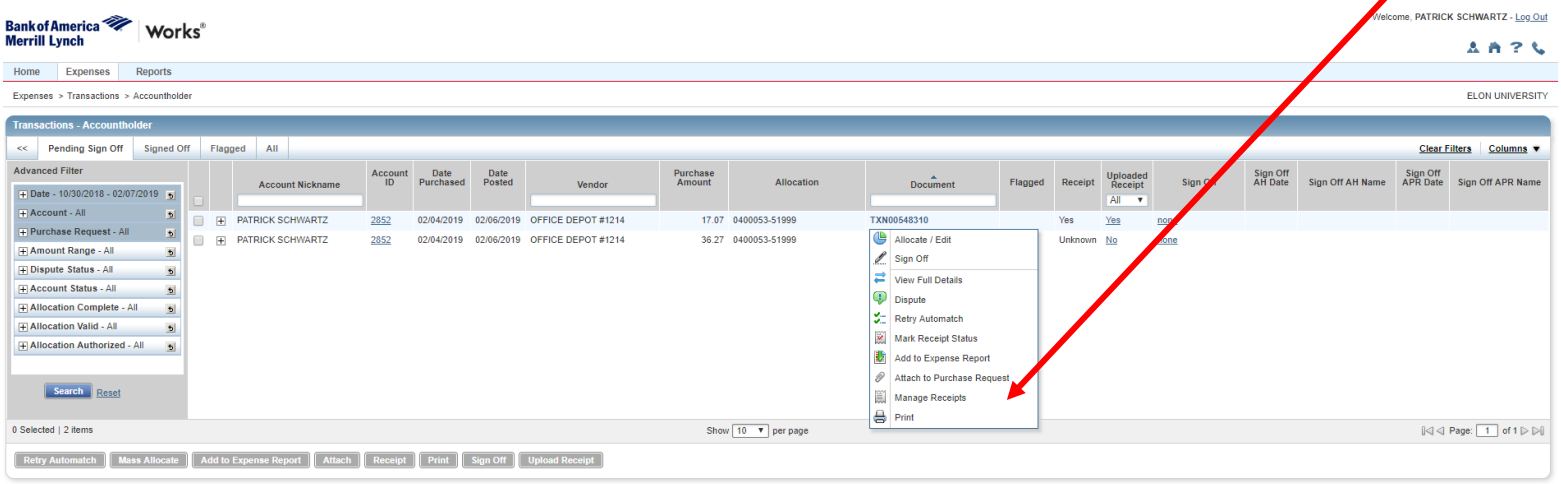
3. To reconcile and upload a receipt to the transaction(s), click on the word “Pending”.



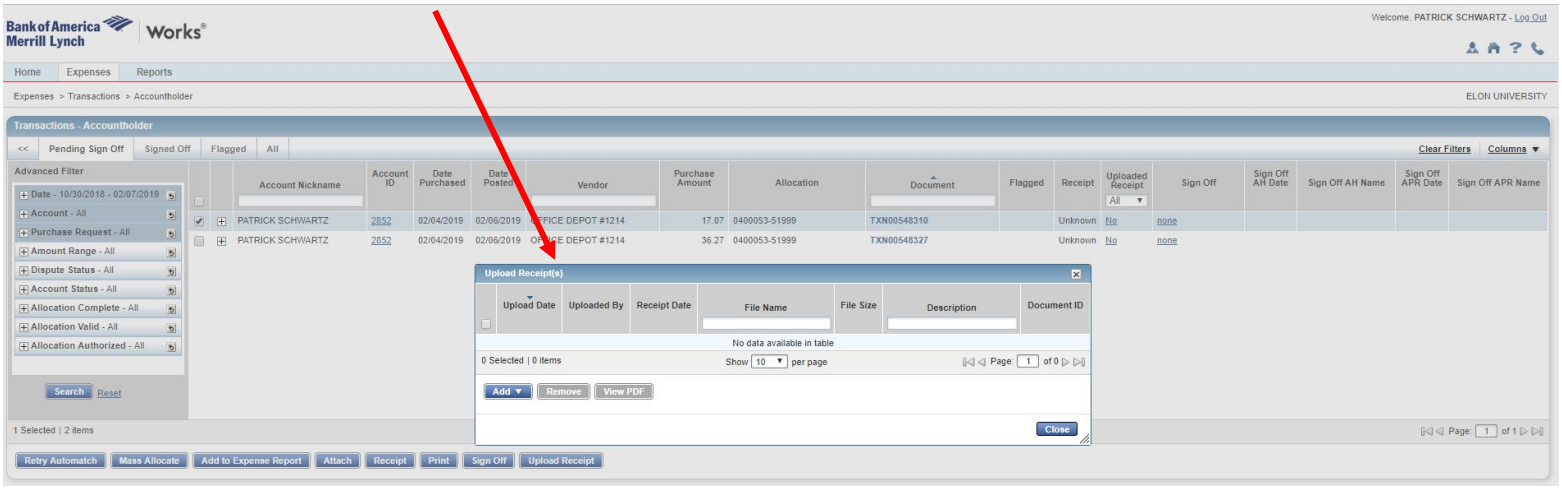

4. The transaction(s) in need of reconciliation are shown on this screen.



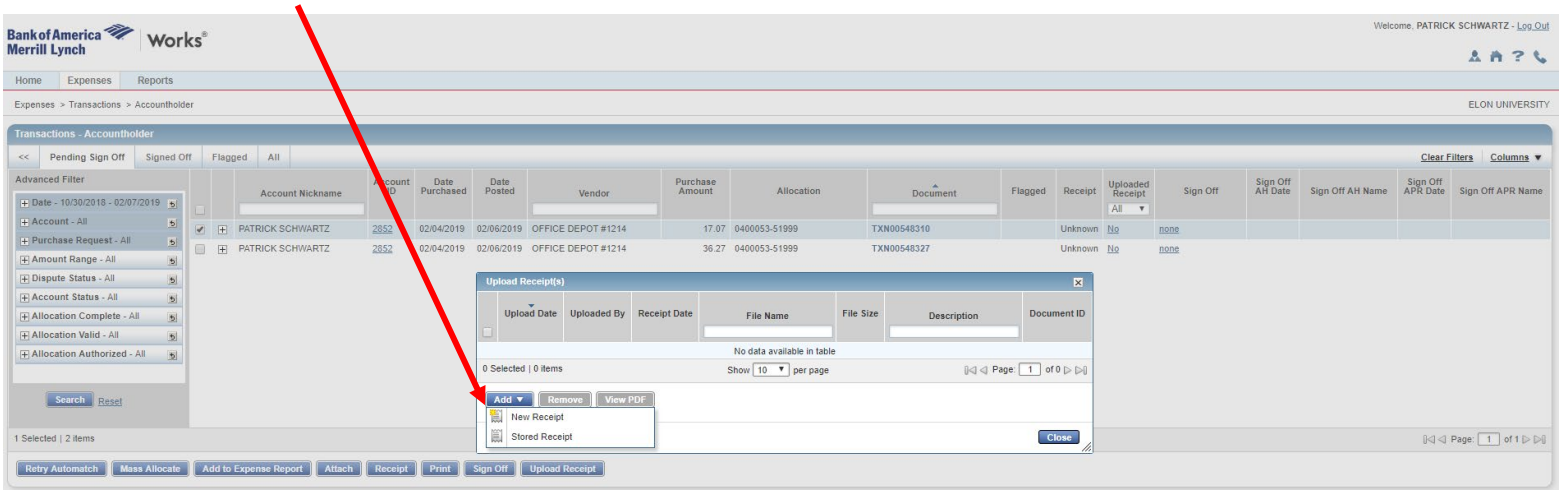
5. To upload a receipt, hover over the transaction document number to get the dropdown menu and select “Manage Receipts”. *If you do not have a receipt, a “Missing Receipt Affidavit” must be filled out and attached in place of the receipt (form can also be found on the Purchasing website on the Forms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



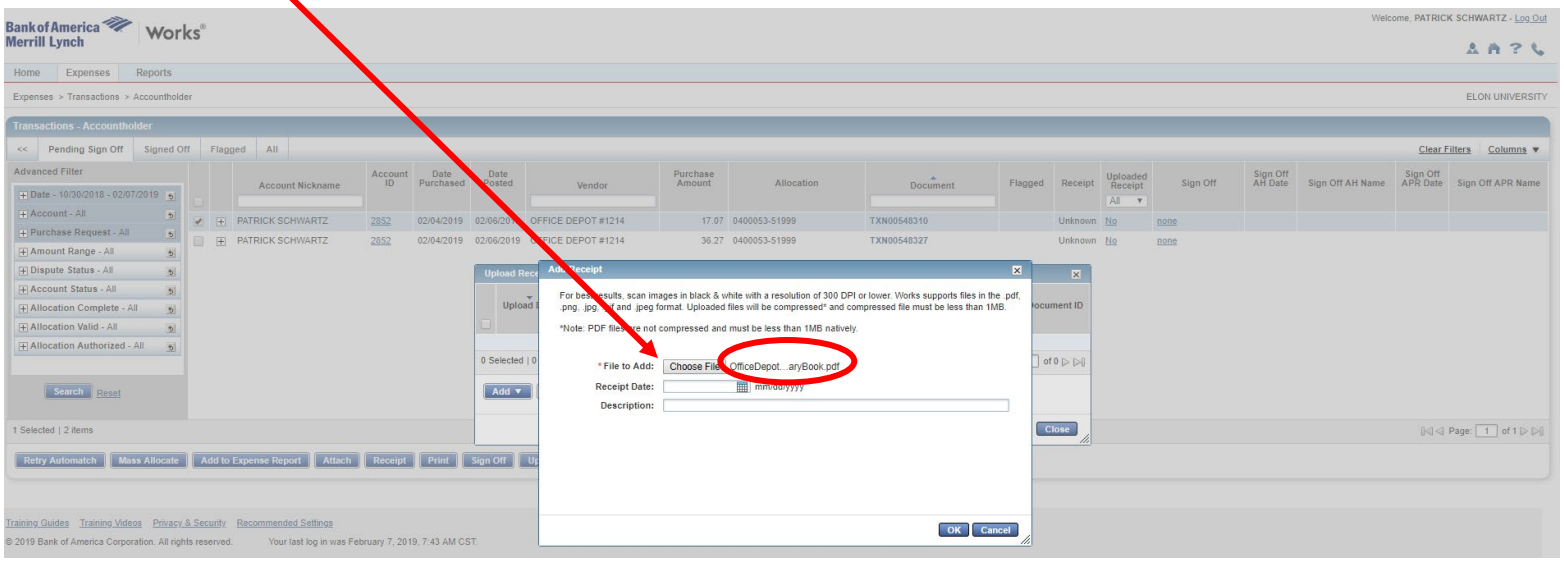

6. An “Upload Receipts” box will appear.



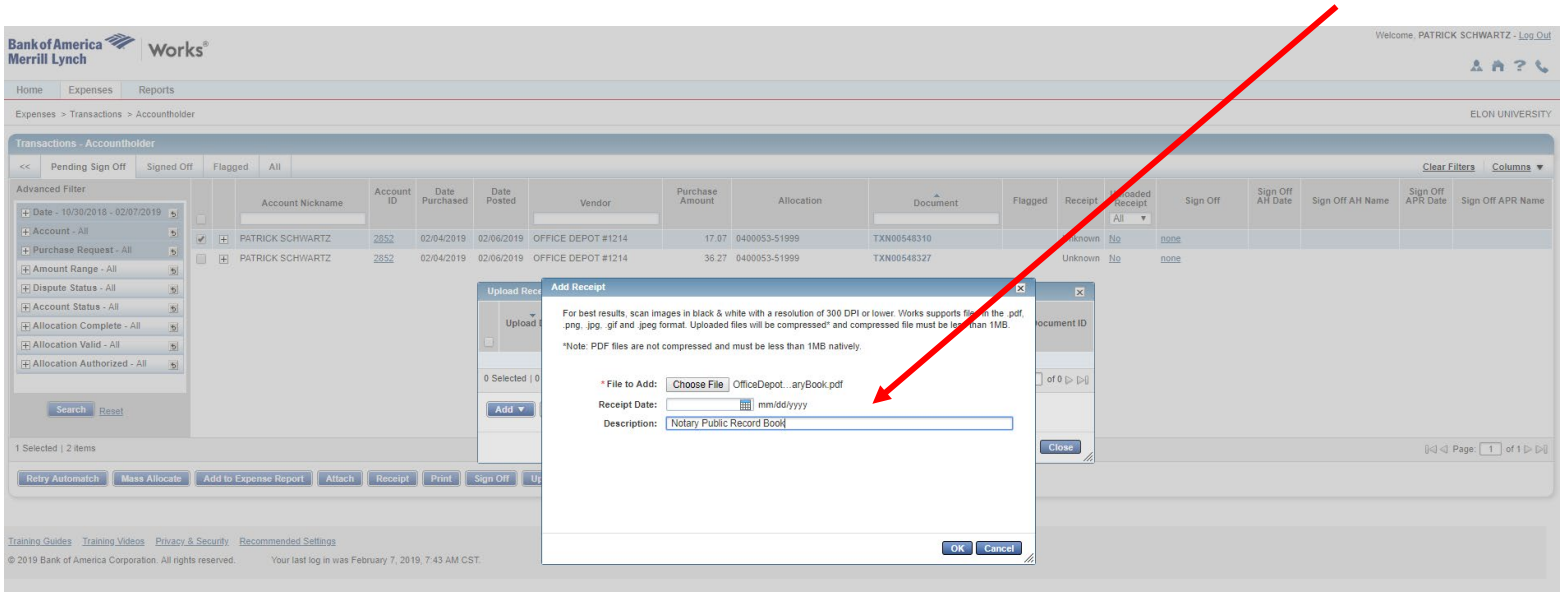

7. Click the “Add” button to open the dropdown menu and select “New Receipt”.



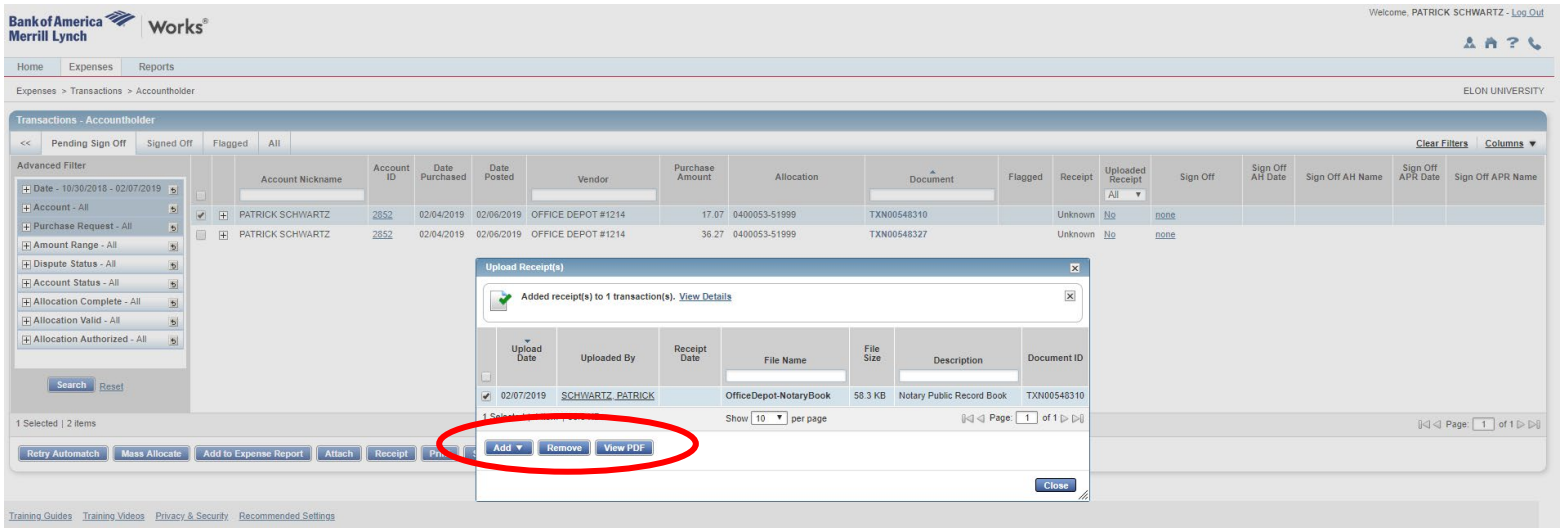
8. Select “Choose File” and add the receipt file. *Please note that you will know when the file is attached when you see the file name next to the “Choose File” box.



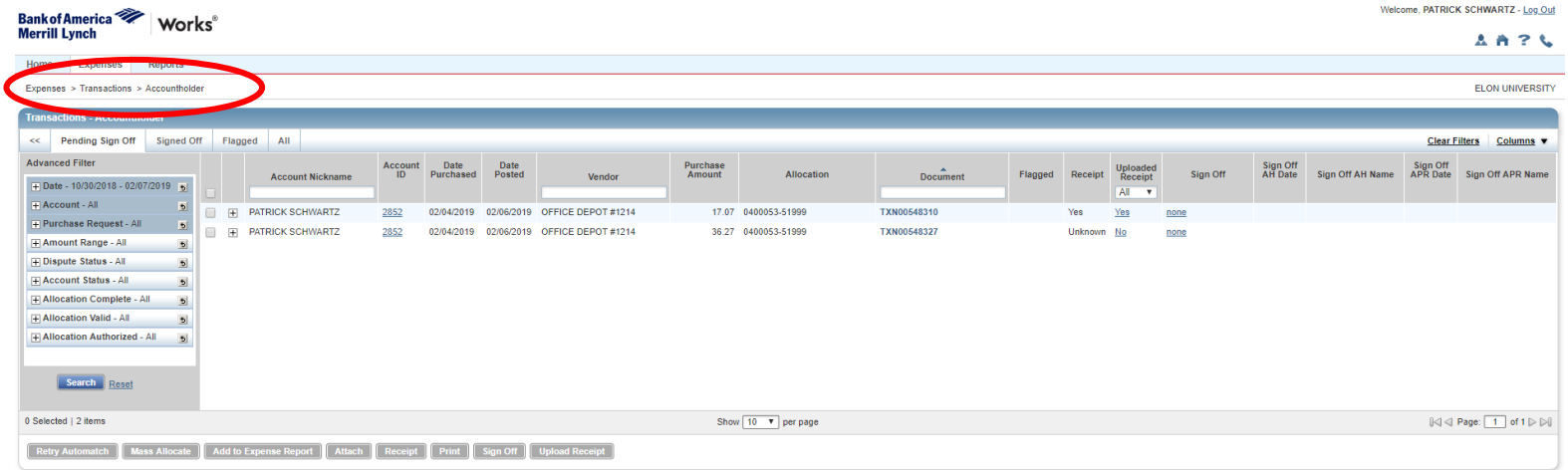

9. You are not required to add a “Receipt Date”, but include a description of the transaction in the appropriate space.



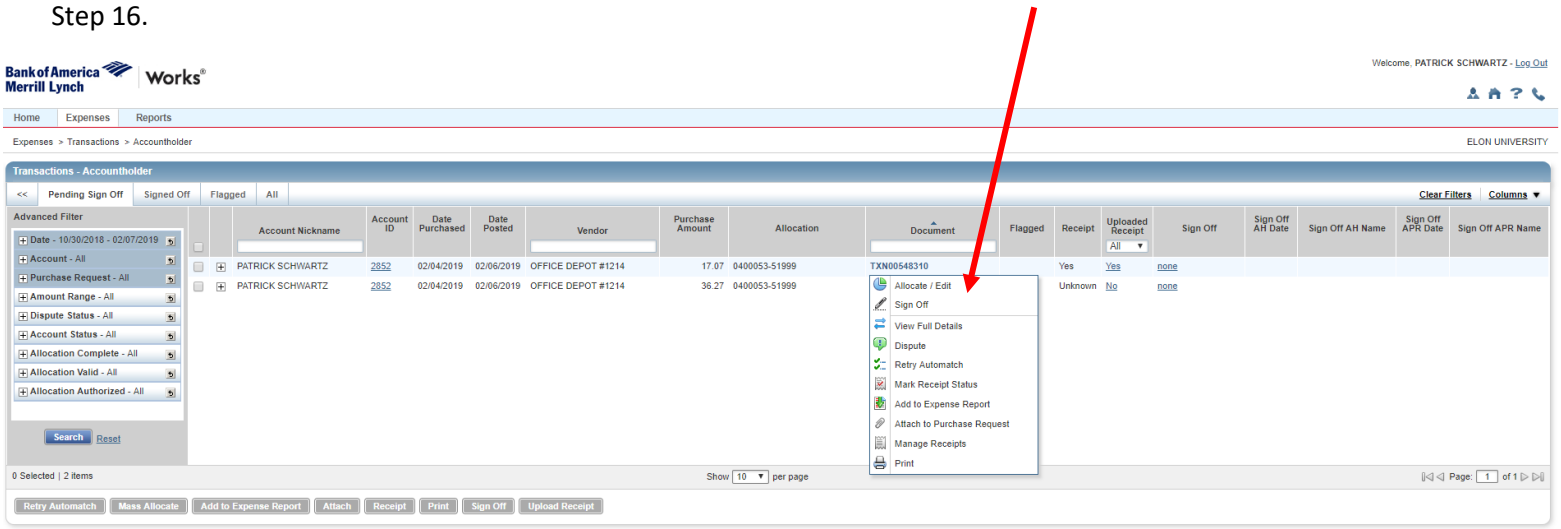

10. After your receipt is uploaded you can add another receipt, remove the one you uploaded, view it or close the box.



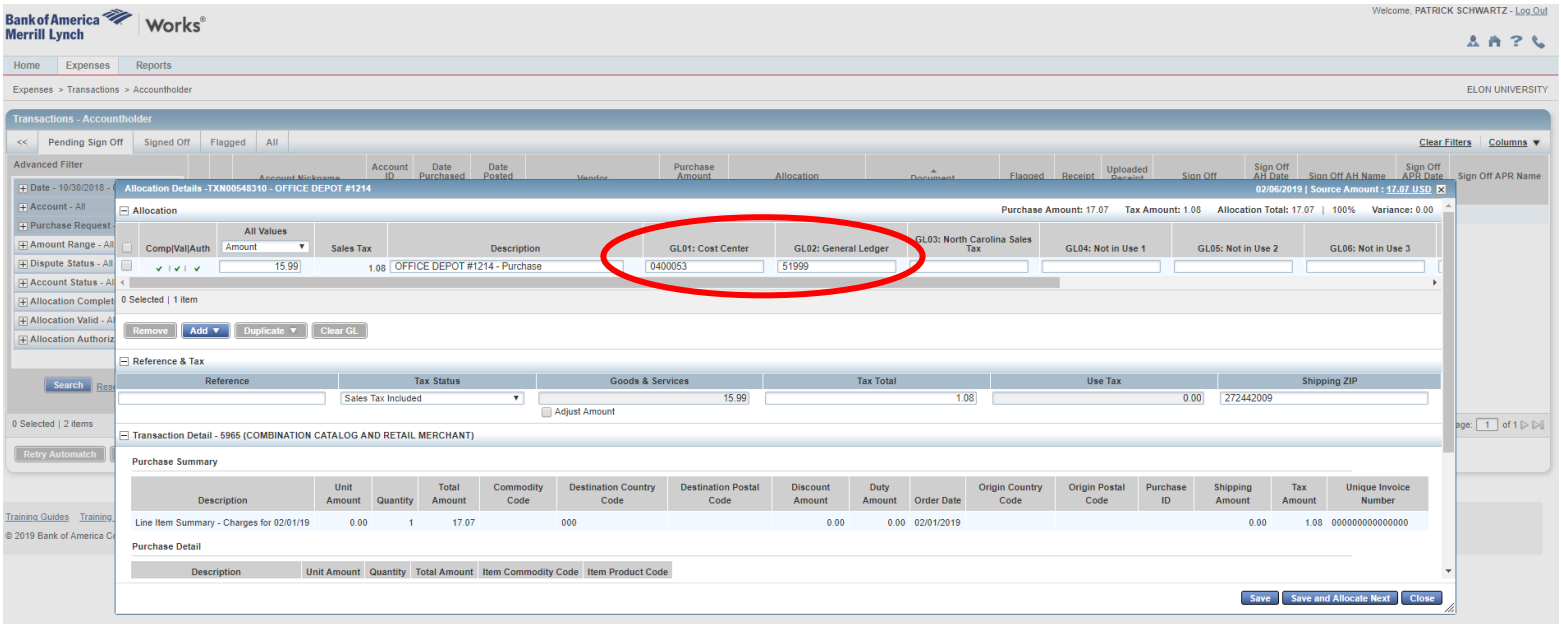
11. After closing the “Upload Receipt” box, you are brought back to the Transactions “Pending Sign Off” page.



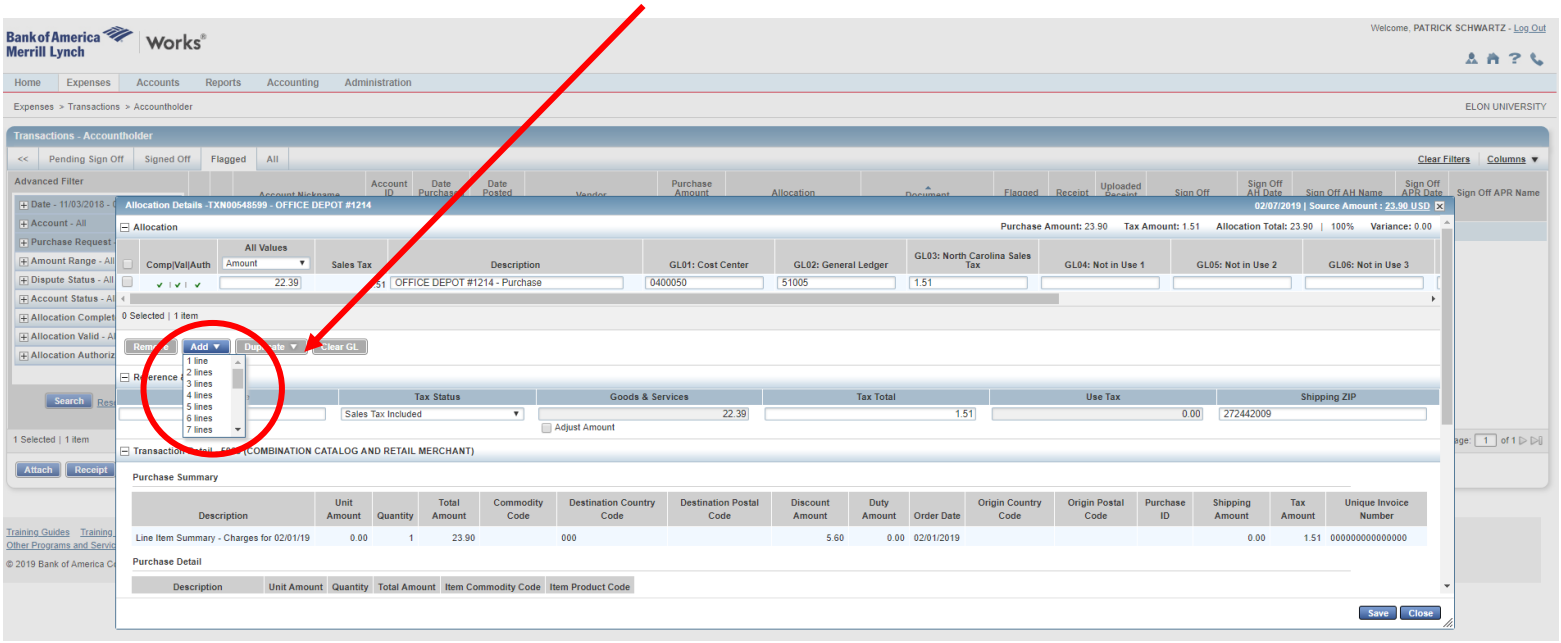

12. To allocate the transaction to a budget other than the default, hover over the transaction document number to get the dropdown menu and select “Allocate/Edit”. If the transaction should remain allocated to the default budget code, skip to Step 16.



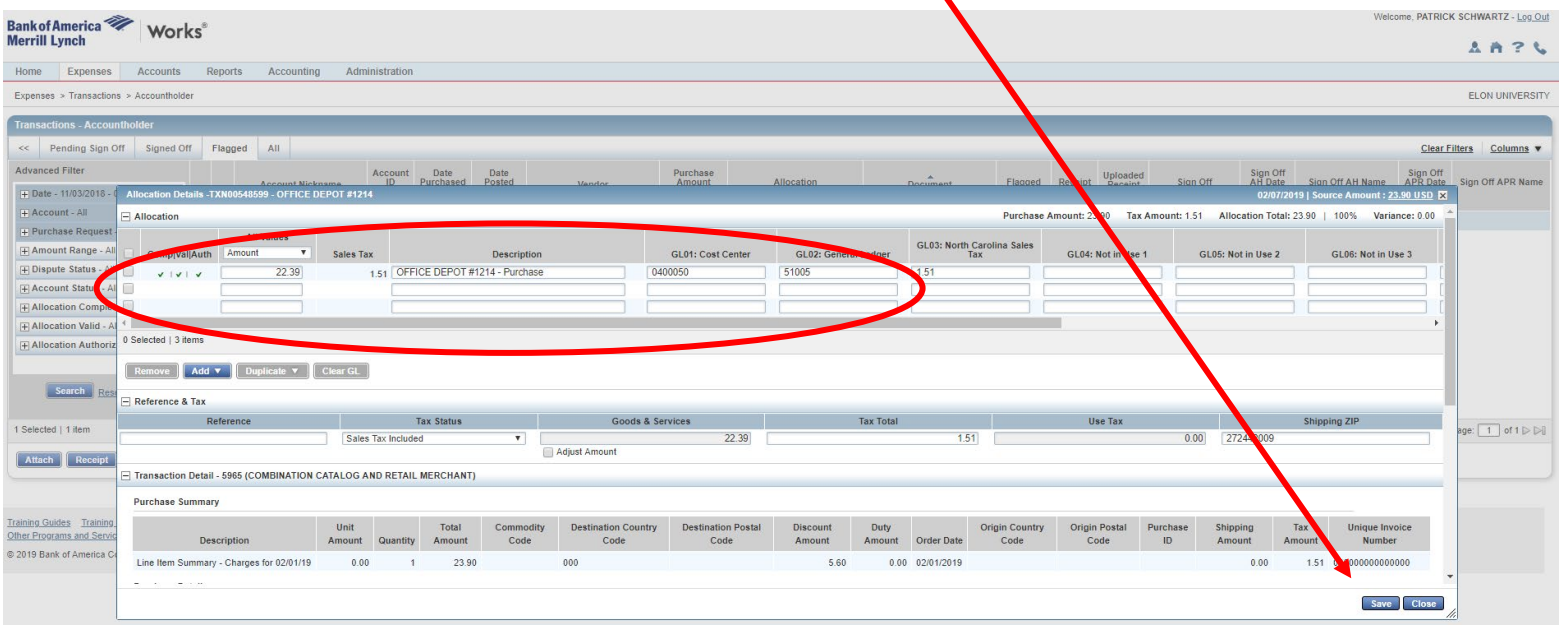

13. If you need to change the “Cost Center” or “General Ledger”, type in the correct number.



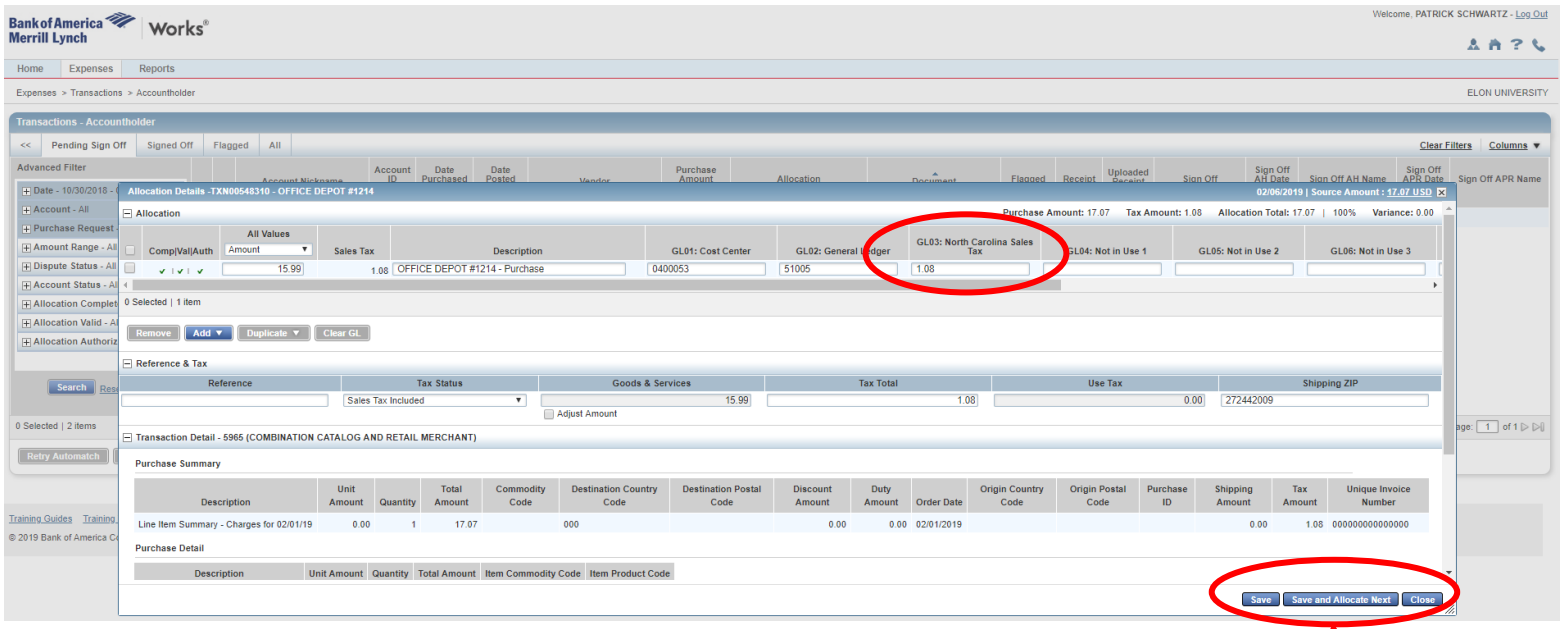
14. If there are multiple Budget Codes that the transaction is being charged to, click the “Add” button to bring up the dropdown menu and select the number of lines you want to add.



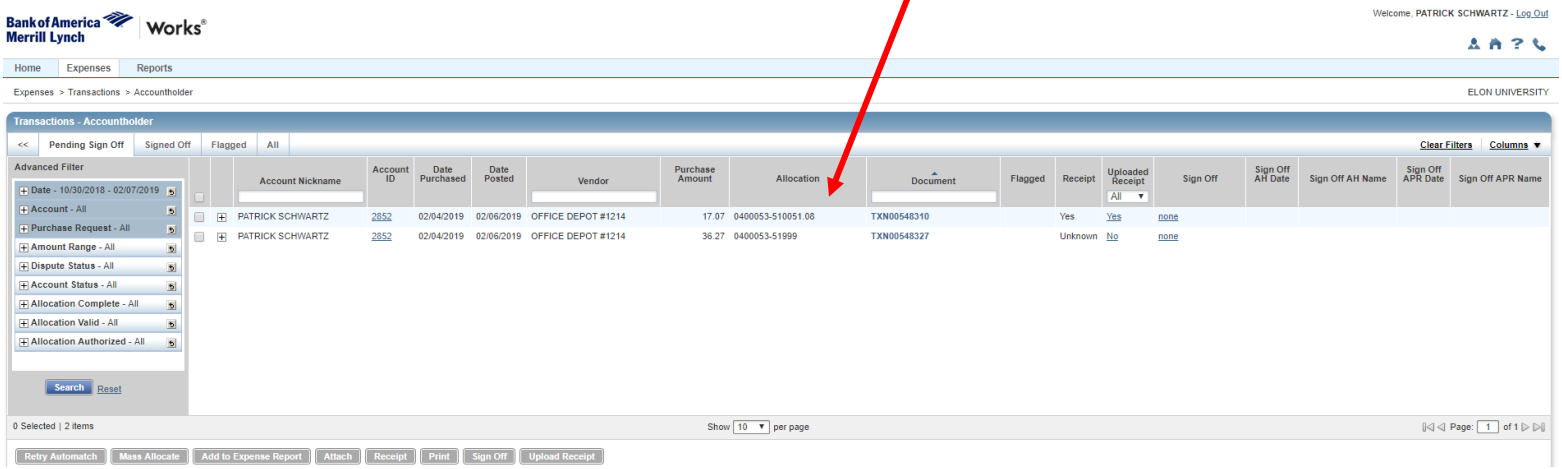

15. When adding additional budget lines, you will need to manually enter in the amount being charged to the different Budget Codes, the Description, Cost Center and General Ledger then click Save.



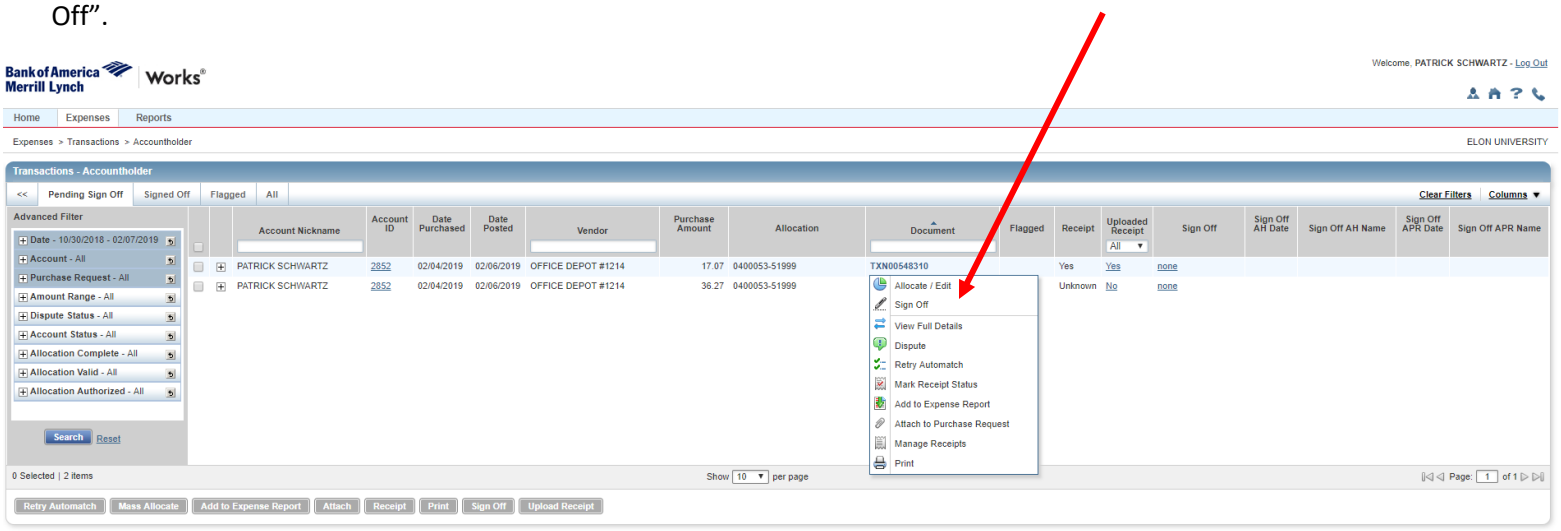
16. If your transaction includes North Carolina Sales Tax, enter it in this box GL03 North Carolina Sales Tax. This is for **NC SALES TAX ONLY**.



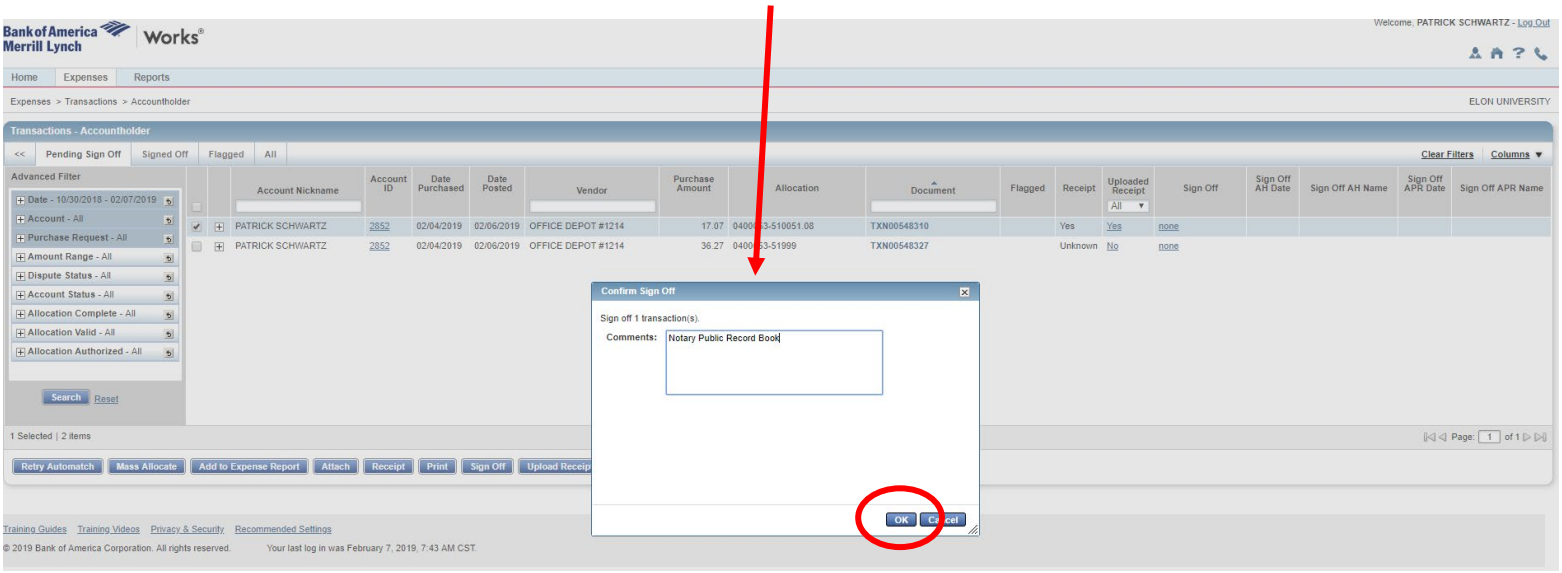

17. When the correct budget number (cost center and general ledger) and NC sales tax have been entered, click “Save” and then “Close”. *Please note that if you entered NC Sales Tax, it shows in the “Allocation” column with the budget code.



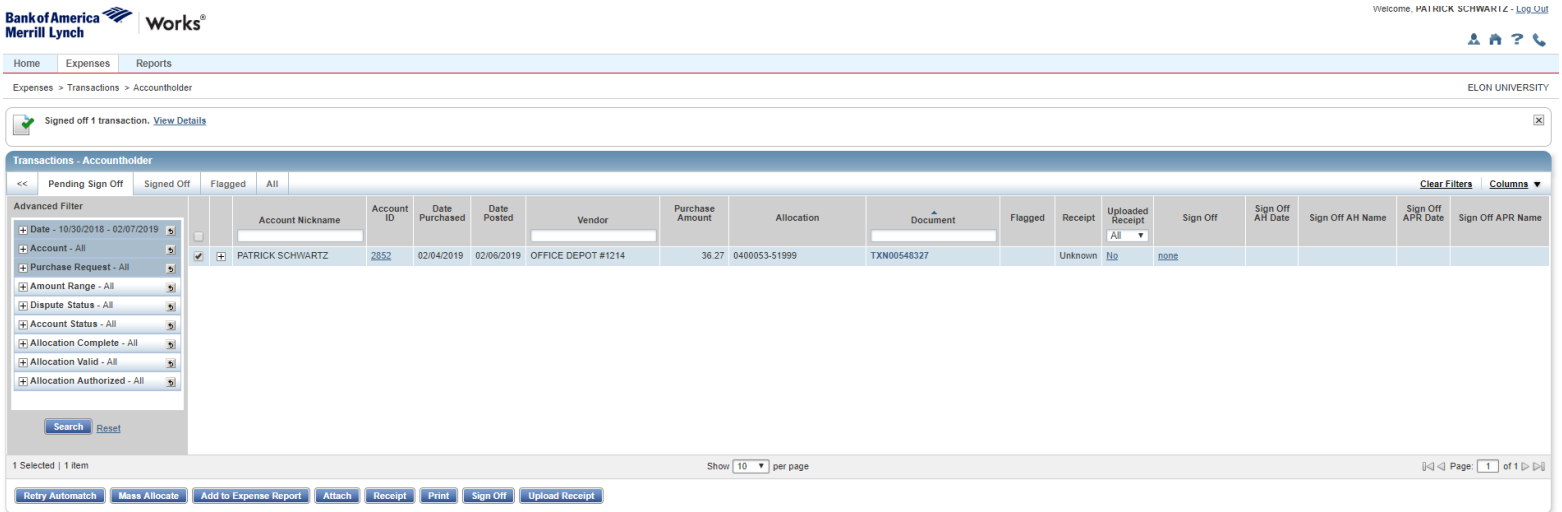
18. To “Sign Off” on the transaction, hover over the transaction document number to get the dropdown menu and select “Sign Off”.



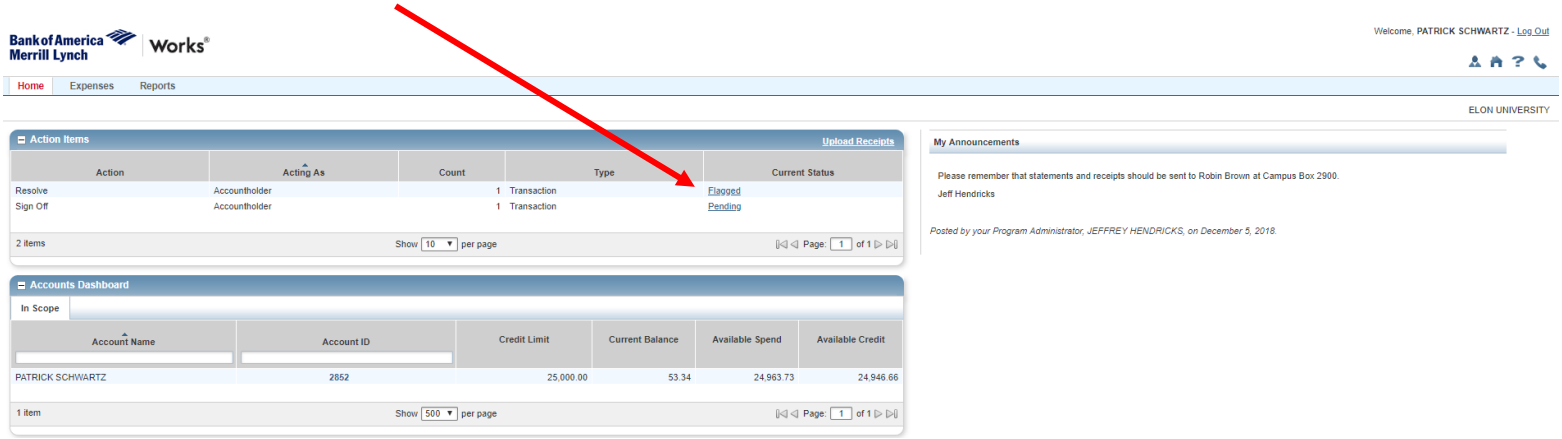

19. A “Comments” will appear. Enter the description of the transaction in the box and click “OK”.



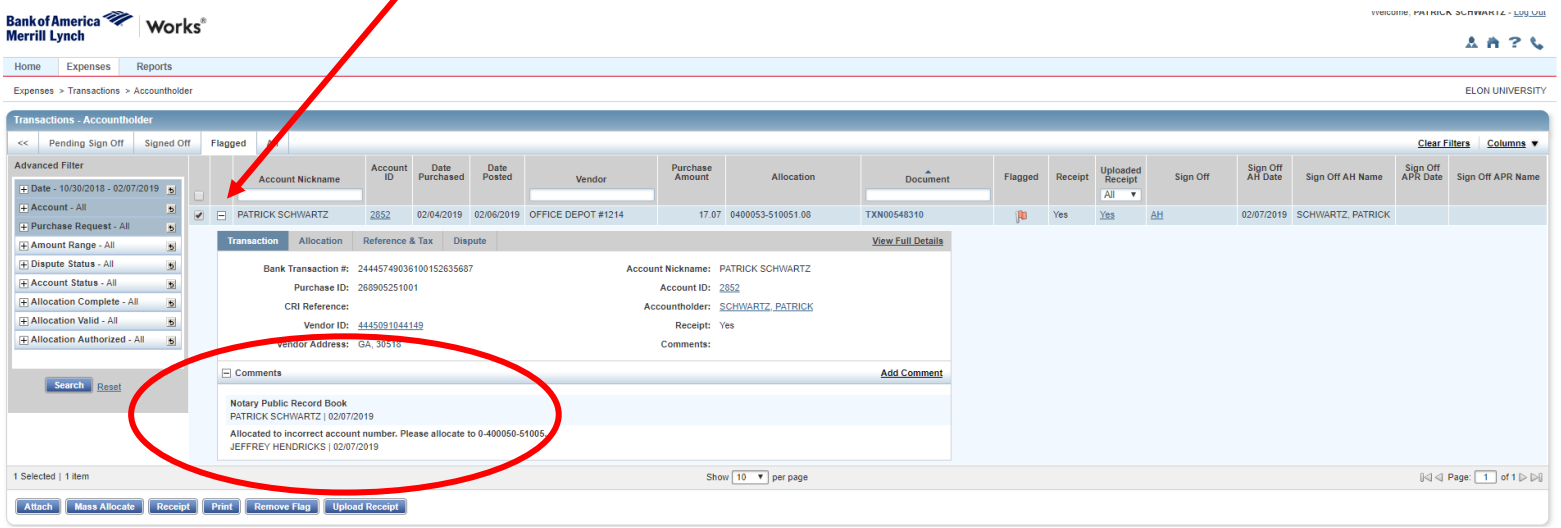

20. The transaction will disappear from the “Pending Sign-Off” list. Repeat the same process for all other transactions.



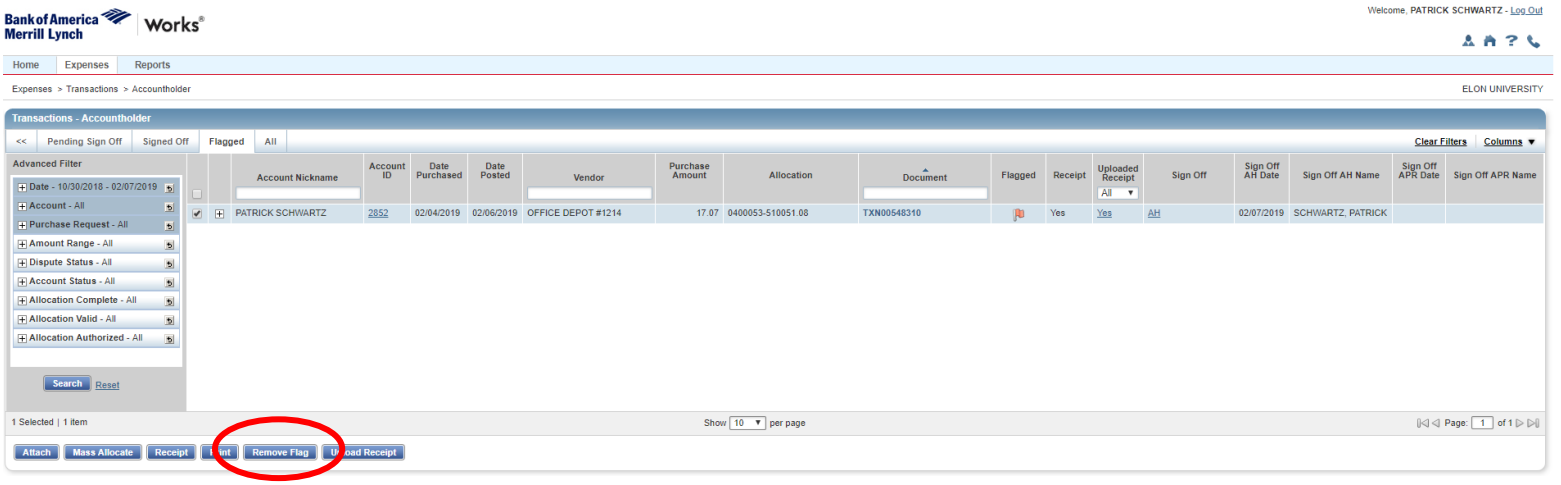
21. Supervisor's (Approver's) will "Flag" a transaction if the budget code is wrong or if a receipt is not attached. A "Tasks to Perform" email from Works will be sent when a transaction if Flagged. You will find these transactions on the home tab of Works. Click on the "Flagged" link to view the transaction(s).



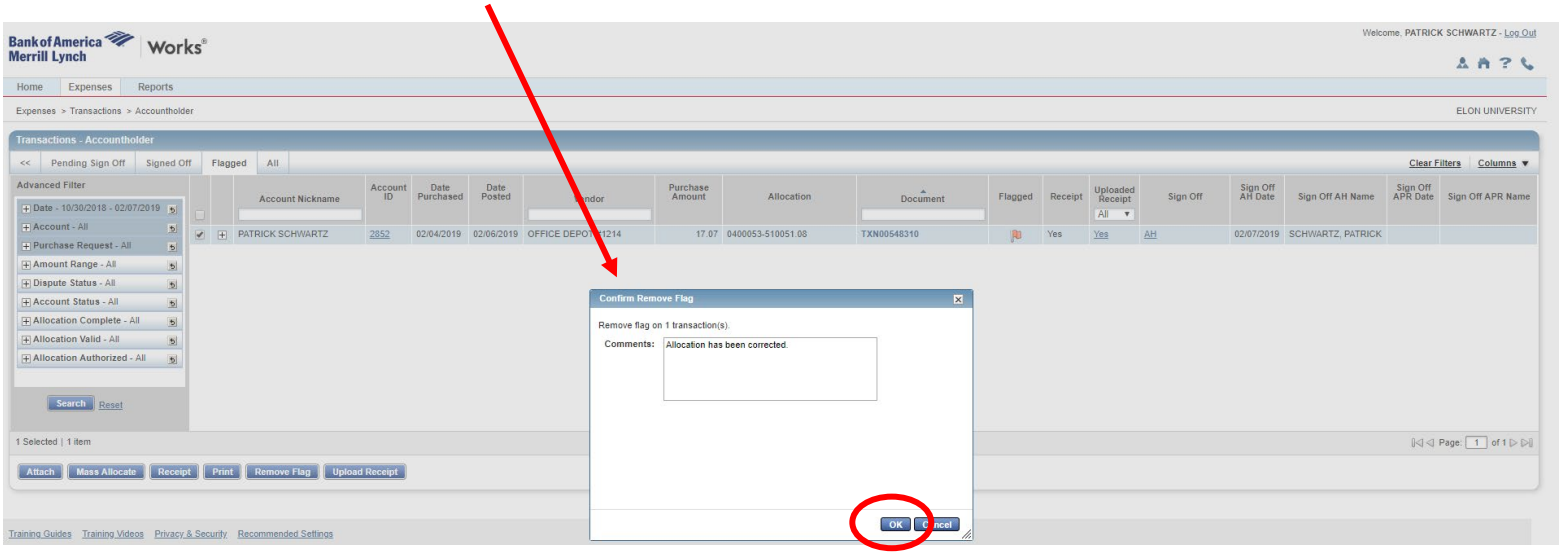

22. Click on the plus (+) next to cardholder's name to expand the details of the transaction and to see the comment your approver left regarding the transaction.




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



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




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