

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:

Login Name:

Password:

[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	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

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.

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 Clear Filters Columns

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).

Bank of America Merrill Lynch Works®

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.

Bank of America Merrill Lynch Works®

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		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

Upload Receipt(s) Modal:

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
No data available in table						

0 Selected | 0 Items

Show 10 per page

Page 1 of 0

Buttons: Add, Remove, View PDF, Close

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

Bank of America Merrill Lynch Works®

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		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

Upload Receipt(s) Modal:

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
No data available in table						

0 Selected | 0 Items

Show 10 per page

Page 1 of 0

Buttons: Add, Remove, View PDF, Close

Add dropdown menu:

- New Receipt
- Stored 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.

Bank of America Merrill Lynch Works®

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

Upload Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add: OfficeDepot...aryBook.pdf

Receipt Date:

Description:

OK Cancel

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

Bank of America Merrill Lynch Works®

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

Upload Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add: OfficeDepot...aryBook.pdf

Receipt Date:

Description:

OK Cancel

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

Bank of America Merrill Lynch Works®

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

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

1 Selected | 2 Items

Show 10 per page

Page 1 of 1

Buttons: Add, Remove, View PDF

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

Bank of America Merrill Lynch Works®

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

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.

Bank of America Merrill Lynch Works®

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

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.

Bank of America Merrill Lynch Works®

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

All Values	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
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.

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
✓ 1 ✓ 1 ✓	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	00000000000000

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
✓ 1 ✓ 1 ✓	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	00000000000000

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

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

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.

Bank of America Merrill Lynch Works®

Welcome, PATRICK SCHWARTZ - Log Out

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”.

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 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®

Welcome, PATRICK SCHWARTZ - Log Out

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.

Bank of America Merrill Lynch Works®

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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).

Bank of America Merrill Lynch Works®

Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

ELON UNIVERSITY

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Elapsed
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.

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		

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

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 **Remove Flag** Add Receipt

24. 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 are navigation tabs for Home, Expenses, and Reports. The breadcrumb trail indicates the user is in Expenses > Transactions > Accountholder. The main area displays 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 A/R Date, Sign Off AH Name, Sign Off A/R Date, and Sign Off APR Name. One transaction is selected, with a red arrow pointing to it from the instruction above. A 'Confirm Remove Flag' dialog box 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 A/R Date	Sign Off AH Name	Sign Off A/R Date	Sign Off APR Name
PATRICK SCHWARTZ	2852	02/04/2019	02/06/2019	OFFICE DEPO	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.