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ABOUT THIS GUIDE

Works is a web-based application that allows for the management of purchasing card transactions. This Works® quick reference guide provides the information needed for an approver to manage transactions for their cardholders. This guide will provide information on how to:

- Signing off on a transaction.
- View summary and full transaction details.
- See tab information
- Flagging a transaction.
- Removing a flag.
- Download the ODU Reconciliation Report

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

ABOUT THE WORKS ENHANCEMENTS

Below are some of the enhancements Bank of America has made to the Works User Interface:

- Fewer clicks to complete single functions
- More intuitive navigation
- Specific column filters – a quick and easy way to filter down to the specific data needed
  - Most text column filters use “contains logic”, meaning that the filter will return any row that contains what you begin typing into the filter.

- Filtering happens immediately upon keying, no need to click Enter or Submit.
- Customizing your tables – Click and Drag column headings to rearrange columns to your preference
- Drill down for additional detail – Click the “+” on each row to expand into more detail.
WHICH BROWSERS ARE CERTIFIED TO RUN WORKS?

The Works application requires one of the following supported browsers:

- Internet Explorer, versions 7, 8, 9 (for Windows users)
- Mozilla Firefox 3.6 or above (for Windows or Macintosh users)
- Safari

The browser must be correctly configured for optimal performance: the browser must enable cookies and JavaScript.
INTRODUCTION

This page provides a view of the login page for Works 4.

ACCESS

To access the new Works 4 user interface type the following in the computer's internet browser:

www.bankofamerica.com/worksonline

FORGOT YOUR PASSWORD?

Works Users can reset forgotten passwords themselves. Click on the “Forgot your Password? Link under the blue login button to reset your password.
WORKS TABS

INTRODUCTION

This page provides the information found on each of the tabs within Work in the sign off area.

DEFINITIONS

- **Pending Sign Off** - The Pending Sign Off queue displays transactions that require your review and sign off.

- **Signed Off** - The Signed Off queue displays transactions on which you have signed off.

- **Flagged** - The Flagged queue displays transactions that have been flagged by an Approver.

- **All** - The All queue displays the transactions that match the search criteria you select when using the Advanced Filter.
SIGNING OFF ON A TRANSACTION

INTRODUCTION

This page provides the information needed to sign off on a transaction within Works®.

PROCEDURE

To sign off on a transaction, complete the following:

1. Click Expenses > Transactions > Approver.

2. The Pending Sign Off screen displays by default (Figure 1).

   **Figure 1**: Pending Sign Off Screen

3. Select the check box beside the transaction to be signed off.


5. The Accountholder should have entered a Comment on the transaction. *The Comment should include any applicable contract numbers (ODU, State, or VASCUPP) along with the business purpose of the purchase. A comment is required for each transaction.*

6. Click OK. A confirmation message and the transaction is removed from the Pending Sign Off queue.

This completes the procedure.
VIEWING SUMMARY AND FULL TRANSACTION DETAILS

To view summary or full transaction details, complete the following:

1. Click Expenses > Transactions > Approver. The Transactions screen with transactions in the Pending Sign Off queue displays.

2. Select the desired transactions tab, if necessary:
   - For signed off transactions, click Signed Off tab.
   - For flagged transactions, click Flagged tab.

3. Click the expand icon (+) next to a desired transaction to view general summary details, if desired:
   - Click the Allocation tab to view allocation details, if desired.
   - Click the Dispute tab to view dispute details, if desired.

4. Select View Full Details to view the Transaction Details screen. The Transaction Details screen displays.

5. Click the browser's back button to return to the Transactions screen.

This completes the procedure.
FLAGGING A TRANSACTION

INTRODUCTION

This page provides information on how to flag a transaction within Works®.

PROCEDURE

Approvers can flag a transaction to alert the cardholder to an issue with the transaction or that additional information is needed. Flagging does not prevent the Approver from signing-off on a transaction. However, you must flag a transaction before you sign-off the transaction.

To flag one or more transactions, complete the following:
1. Click Expenses > Transactions > Approver. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the check box for each desired transaction.
3. Click Flag.
4. Select Raise Flag. (Select Remove Flag to remove a flag.) The Confirm Flag window displays.
5. Enter Comments.

Note: Comments are required.

6. Click OK. A confirmation message displays.

This completes the procedure.
REMOVING A FLAG

INTRODUCTION

This page provides the information needed to remove a flag on a transaction within Works®. Flags indicate transactions needing attention. Once the transaction has been reviewed and the action taken, the flag should be removed.

Note: Flagging a transaction does not change its location in the workflow.

PROCEDURE

To remove a flag, complete the following:

1. Click Expenses > Transactions > Approver. The Pending Sign Off screen displays by default.

2. Click Flagged. The Flagged screen displays the transactions with a flagged status (Figure 1).

   ![Figure 1: Flagged Screen](image)

3. Select the check box for each desired Document. The action buttons become enabled.

4. Click Remove Flag. The Confirm Remove Flag window displays.

5. Enter Comments, if desired.

6. Click OK. The Flagged screen displays a confirmation message, and the transaction no longer displays on the Flagged screen.

This completes the procedure.
DOWNLOADING THE COMPLETED ODU RECONCILIATION REPORT

INTRODUCTION

Group Owners can view the spend activity of account holders within the groups to which they are assigned. This page will provide information on how to download the completed ODU Reconciliation Report at the end of the billing cycle plus one day.

PROCEDURE

1. Click on Reports > Completed

2. Find the ODU Reconciliation Report - PDF (this is the official ODU Reconciliation Log) in the Queue.

3. Under Output Types click on PDF to open the ODU Reconciliation Report.

4. Print the monthly reconciliation report.

RUNNING THE ODU RECONCILIATION REPORT IN WORKS 4

INTRODUCTION

This page will explain how to run the ODU Reconciliation Report in the new Works interface.

PROCEDURE

1. Click on Reports > Create

2. Next to Category drop down the arrow for the menu and select – Spend
3. In the template area, drop down the arrow and select – **Choose from all available templates**

4. Under **Template Name** in the white box type in ODU Reconciliation Report

5. Click in the circle next to the ODU Reconciliation Report, Click **OK**

6. In the area under “Filters” click on the calendar icon next to “Post Date”

7. Select the desired Billing Cycle, click **OK**

8. Scroll to the bottom and click on **Submit Report**.

---

**COMPREHENSIVE CONFIGURABLE REPORTS FOR DEPARTMENTAL USE**

The Program Administrator initially creates report templates that are distributed to users company-wide. Users may then access the report templates and configure them for their own use in the following ways:

- Determine the columns of data to include.
- Filter the data with various filters provided.
- Determine the sort direction for the data.
- Choose an export format for the data.
- Set an expiration date for the report.

**SCHEDULING REPORTS**

During the process of creating a report, the user can select one of the following scheduling options:

- **Run Now** generates the report as soon as possible.
- **Run Later** generates the report at a designated time in the future.
- **Recurring** generates the report regularly according to a designated frequency.
DELETING A COMPLETED REPORT

To delete one or more completed reports, complete the following:

1. Click **Reports > Completed**. The Completed Reports screen with a list of your scheduled reports displays.
2. Select the check box next to each report to be deleted.
3. Click **Delete**.
4. Click **OK**. A confirmation message displays.

VIEWING NEW REPORTS FROM THE HOME PAGE

All new reports are listed on the Home page under **Action Items**. Click **Download** in the Action column to access the Completed Reports queue and download the desired report. After you download the report, it is no longer included in the count of reports in the **Action Items** on the Home page.

REMOVING A SCHEDULED REPORT

To remove a scheduled report, complete the following:

1. Click **Reports > Scheduled**. The Scheduled Reports screen with a list of completed reports displays.
2. Click **Report Name** for the desired report. The single-action menu displays.
3. Select **Remove**.
4. Click **OK**. A confirmation message displays.

BOA WORKS TRAINING VIDEOS

Below are links to some helpful BOA Works training videos. Please note, not all features shown in the training video will be available to the ODU Works Users.

**NAVIGATING WORKS**

[http://training.works.com/support/resources/videos/Navigating_Works.htm](http://training.works.com/support/resources/videos/Navigating_Works.htm)

**RECONCILING TRANSACTIONS WITH GENERAL LEDGER**


**CREATING REPORTS**

[http://training.works.com/support/resources/videos/Creating_Reports.htm](http://training.works.com/support/resources/videos/Creating_Reports.htm)
INTRODUCTION

These pages provide a glossary to support the new terminology used within the new Works® interface.

GLOSSARY OF TERMS

Note: Within the new interface, Online Help maintains an online version of the new terms and definitions listed within this reference card.

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<thead>
<tr>
<th>Old Term</th>
<th>New Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card</td>
<td>Account</td>
<td>Credit card accounts are assigned to users. Account describes an association to a user and to a program type.</td>
</tr>
<tr>
<td>Cardholder/Primary Cardholder</td>
<td>Accountholder/Primary Accountholder</td>
<td>Full name of the primary account holder. An account holder is a user who is assigned at least one account.</td>
</tr>
<tr>
<td>Card ID</td>
<td>Account ID</td>
<td>The last 4 digits of the card/account number.</td>
</tr>
<tr>
<td>Embossed Name</td>
<td>Account Name</td>
<td>The name embossed on the issued card/plastic.</td>
</tr>
<tr>
<td>Embossed Line 2</td>
<td>Account Name Line 2</td>
<td>As a default, your organization’s name will be embossed on the second line of the credit card.</td>
</tr>
<tr>
<td>Card Name</td>
<td>Account Nickname</td>
<td>The Account Nickname defaults to the Account Name.</td>
</tr>
<tr>
<td>Search (Tools &gt; Search)</td>
<td>All tab (queue)</td>
<td>Use the All tab to search for all items available to a user regardless of the status. The advanced search filters available in the All tab vary by component and user role. The default date filter displays the last 30 days of data available. The All tab is available for Expenses queues (Transactions, and Expense Reports).</td>
</tr>
<tr>
<td>Card profiles</td>
<td>Spend Control Profiles</td>
<td>Settings that control the funding, spending, and reconciliation process for a group of accounts. Each account must belong to a single spend control profile.</td>
</tr>
<tr>
<td>Bookmarked Reports</td>
<td>Template Library</td>
<td>Personal and Shared Templates may be accessed in the Template Library (Reports &gt; Template Library).</td>
</tr>
<tr>
<td>N/A</td>
<td>In Scope</td>
<td>Refers to all individual accounts that a user has the ability to view and maintain. The In Scope tab lists the individual accounts that a user has the ability to view and maintain.</td>
</tr>
<tr>
<td>N/A</td>
<td>% of Credit Limit Used</td>
<td>The percent currently spent of an account’s credit limit. The percentage is calculated by dividing an account’s current balance by the credit limit.</td>
</tr>
<tr>
<td>Old Term</td>
<td>New Term</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------------</td>
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<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GL Assistant</td>
<td>Allocation Assistant</td>
<td>A tool that restricts the user to a predefined list of allocation codes for each allocation segment field, and is used when allocating transactions. Instead of clicking a button to launch the allocation assistant, the user can begin typing in GL field and results will populate based on the input. Scrolling to the bottom of the values presented, the user can click See More and the segment picker will launch.</td>
</tr>
<tr>
<td>GL Coder</td>
<td>Allocation Coder</td>
<td>A role assigned to a user or group that enables the user to edit allocation codes on transactions.</td>
</tr>
<tr>
<td>GL Combination</td>
<td>Allocation Combination</td>
<td>A string of allocation codes separated into segments by a character such as a dash. The segments together identify a sector of the General Ledger.</td>
</tr>
<tr>
<td>Authorization Profile</td>
<td>Allocation Profile</td>
<td>A group of rules set up by the global administrator that define what allocation codes a user or group is authorized to enter in the allocation segments on a transaction.</td>
</tr>
<tr>
<td>GL Segment</td>
<td>Allocation Segment</td>
<td>One portion of an allocation combination that represents an element in the organization’s chart of accounts and is unique for each organization. A segment can represent, for example, a cost center, department, expense code, project number, or work order.</td>
</tr>
<tr>
<td>GL Segment Value or GL Codes</td>
<td>Allocation Segment Value</td>
<td>A value (or code) entered in an allocation segment. These values are authorized by the authorization profile for a user or group to be assigned during the allocation process. For example, there may be several cost centers associated with the cost center segment. Each segment would be identified with a value and a</td>
</tr>
<tr>
<td>Manager</td>
<td>Approver</td>
<td>A group official role that allows the user to sign off on transactions.</td>
</tr>
<tr>
<td>Username</td>
<td>Login Name</td>
<td>The name a user of the application (with or without an account) enters to log in to the application. A Login Name (your current Username) and Password are required when logging into the Works application.</td>
</tr>
</tbody>
</table>

Works® Quick Reference Guide

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