

# BANK OF AMERICA PURCHASING CARD PROGRAM

## NEW USER INTERFACE

<http://bankofamerica.com/worksonline>



### NEW LOG IN SCREEN VIEW

#### 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: Lewis & Clark College

Login Name:

Password:

Login

[Forgot your password?](#)

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



Home Expenses Reports

#### Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	1	Expense Report	<a href="#">Pending</a>
Sign Off	Accountholder	7	Transaction	<a href="#">Pending</a>

2 items

Show 10 per page

Page: 1 of 1

#### My Announcements

No announcements at this time.

Click Here to Sign off on Transactions

#### Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JOHN DOE	4382	10,000.00	23,522.90	(13,522.90)	235%

1 item

Show 10 per page

Page: 1 of 1

New Dashboard to see credit limit, current balance and additional availability

# HOW TO SIGN OFF ON A TRANSACTION

Transactions - Accountholder

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

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
TXN00001081	7283	none	10/10/2014	10/10/2014	Doe, John	493.12	TOURIST ATTRACTIONS AND EX CO.	✓   ✓   ✓	multiple	493.12	Yes	Yes
Allocate / Edit		none	10/10/2014	10/10/2014	Doe, John			✓   ✓   ✓	40052296200	439.20	Yes	Yes
Sign Off		none	10/10/2014	10/10/2014	Doe, John			✓   ✓   ✓	50083006000	299.22	Yes	Yes
View Full Details		none	10/10/2014	10/10/2014	Doe, John			✓   ✓   ✓	10000056000	290.86	Yes	No
Dispute		none	10/10/2014	10/10/2014	Doe, John			✓   ✓   ✓	multiple	512.70	Yes	No
Retry Automatch		none	10/10/2014	10/10/2014	Doe, John	716.68	BUSINESS AND SECRETARIAL S CO.	✓   ✓   ✓	50083006000	716.68	Unknown	No
Mark Receipt Status		none	10/10/2014	10/10/2014	Doe, John	890.61	DRUG STORES AND PHARMACIES CO.	✓   ✓   ✓	multiple	890.61	Yes	No
Add to Expense Report		none	10/10/2014	10/10/2014	Doe, John	735.30	MEN	✓   ✓   ✓	10053017000	735.30	Yes	No
Attach to Purchase Request		none	10/10/2014	10/10/2014	Doe, John	443.52	FLO	✓   ✓   ✓	50083006000	443.52	Unknown	No
Manage Receipts		none	10/10/2014	10/10/2014	Doe, John	358.50	PODIATRISTS AND CHIROPDIS CO.	✓   ✓   ✓	50083006000	358.50	Unknown	No

0 Selected Show 10 per page Page: 1 of 2

[Retry Automatch](#)
[Mass Allocate](#)
[Add to Expense Report](#)
[Attach](#)
[Receipt](#)
[Print](#)
[Sign Off](#)

(1) Click here to update GL Account Number

Steps 2 and 3 - Click on Mark Receipt Status to indicate if you have a receipt and enter your business purpose in the receipt comments section. Be specific and includes names of participants for

Step 4 - Click on Manage Receipts to upload a receipt

# GL ALLOCATION

00001081 - TOURIST ATTRACTIONS AND EX CO 10/10/2014 | Source Amount : 493.12 USD

Purchase Amount: 493.12 Allocation Total: 493.12 | 100% Variance: 0.00

Value	Description	GL01: Fund	GL02: Divison	GL03: Department	GL04: Object
229.31	TOURIST ATTRACTIONS AND EX CO. - Purcha	30	0	0300	7000
229.30	TOURIST ATTRACTIONS AND EX CO. - Purcha	30	0	0009	7000

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	34.51	0.00	972197879

Transaction Detail - 7991 (TOURIST ATTRACTIONS AND EX CO.)

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 I Numt
Line Item Summary - Charges for 10/10/14	493.12	1	493.12	CX80	CA	75488	45.86	76.43	10/10/2014	US	95021	ZYBCXEZYBD	57.32	38.21	5617636

Save Close

**Use check mark box to select line to be reallocated**

**Allocation can be done by Amount or Percentage**

**Hover over GL Segments to see GL Assistant account number option. Select appropriate GL codes.**

**For transactions that need to be allocated to more than one GL number simply put a check mark in front of the charge that needs to be divided. To add lines and copy the information from the original line, use Duplicate.**

**To add lines without copying any information, use Add.**

# UPLOAD RECEIPTS (New November 2015)

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
<input type="checkbox"/>	TXN00001081	7283	none	10/10/2014	10/10/2014	Doe, John	493.12	TOURIST ATTRACTIONS AND EX CO.	✓   ✓   ✓	multiple	493.12	Yes	Yes
<input type="checkbox"/>	Allocate / Edit		none	10/10/2014	10/10/2014	Doe, John	439.20	MOTOR VEHICLE SUPPLIES AND CO.	✓   ✓   ✓	40052296200	439.20	Yes	No
<input type="checkbox"/>	Sign Off		none	10/10/2014	10/10/2014	Doe, John	299.22	INTRA-COMPANY PURCHASES CO.	✓   ✓   ✓	50083006000	299.22	Yes	No
<input type="checkbox"/>	View Full Details		none	10/10/2014	10/10/2014	Doe, John	290.86	MOTOR HOME AND RECREATIONA CO.	✓   ✓   ✓	50083006000	290.86	Yes	No
<input type="checkbox"/>	Dispute		none	10/10/2014	10/10/2014	Doe, John	512.70	VDARA CO.	✓   ✓   ✓	multiple	512.70	Yes	No
<input type="checkbox"/>	Retry Automatch		none	10/10/2014	10/10/2014	Doe, John	716.68	BUSINESS AND SECRETARIAL S CO.	✓   ✓   ✓	50083006000	716.68	Unknown	No
<input type="checkbox"/>	Mark Receipt Status		none	10/10/2014	10/10/2014	Doe, John	890.61	DRUG STORES AND PHARMACIES CO.	✓   ✓   ✓	multiple	890.61	Yes	No
<input type="checkbox"/>	Add to Expense Report		none	10/10/2014	10/10/2014	Doe, John	735.30	MENS, WOMENS AND CHILDRENS CO.	✓   ✓   ✓	10053017000	735.30	Yes	No
<input type="checkbox"/>	Attach to Purchase Request		none	10/10/2014	10/10/2014	Doe, John	443.52	FLOOR COVERING,RUG AND CAR CO.	✓   ✓   ✓	50083006000	443.52	Unknown	No
<input type="checkbox"/>	Manage Receipts		none	10/10/2014	10/10/2014	Doe, John	358.50	PODIATRISTS AND CHIROPDIS CO.	✓   ✓   ✓	50083006000	358.50	Unknown	No
<input type="checkbox"/>	Print												

0 Selected | 15 Items Show 10 per page Page: 1 of 2

From the drop down menu, select Manage Receipts

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
<input type="checkbox"/>	TXN00001081	7283	none	10/10/2014	10/10/2014	Doe, John	493.12	TOURIST ATTRACTIONS AND EX CO.	✓   ✓   ✓	multiple	493.12	Yes	Yes
<input type="checkbox"/>	TXN00001082	7283	none	10/10/2014	10/10/2014	Doe, John	439.20	MOTOR VEHICLE SUPPLIES AND CO.	✓   ✓   ✓	052296200	439.20	Yes	No
<input type="checkbox"/>	TXN00001083	7283	none	10/10/2014	10/10/2014	Doe, John	299.22	INTRA-COMPANY PURCHASES CO.	✓   ✓   ✓	083006000	299.22	Yes	No
<input type="checkbox"/>	TXN00001084	7283	none	10/10/2014	10/10/2014	Doe, John	290.86	MOTOR HOME AND RECREATIONA CO.	✓   ✓   ✓	083006000	290.86	Yes	No
<input type="checkbox"/>	TXN00001085	7283	none	10/10/2014	10/10/2014	Doe, John	512.70	VDARA CO.	✓   ✓   ✓	multiple	512.70	Yes	No
<input type="checkbox"/>	TXN00001086	7283	none	10/10/2014	10/10/2014	Doe, John	716.68	BUSINESS AND SECRETARIAL S CO.	✓   ✓   ✓	083006000	716.68	Unknown	No
<input type="checkbox"/>	TXN00001087	7283	none	10/10/2014	10/10/2014	Doe, John	890.61	DRUG STORES AND PHARMACIES CO.	✓   ✓   ✓	multiple	890.61	Yes	No
<input type="checkbox"/>	TXN00001088	7283	none	10/10/2014	10/10/2014	Doe, John	735.30	MENS, WOMENS AND CHILDRENS CO.	✓   ✓   ✓	053017000	735.30	Yes	No
<input type="checkbox"/>	TXN00001090	7283	none	10/10/2014	10/10/2014	Doe, John	443.52	FLOOR COVERING,RUG AND CAR CO.	✓   ✓   ✓	50083006000	443.52	Unknown	No
<input type="checkbox"/>	TXN00001091	7283	none	10/10/2014	10/10/2014	Doe, John	358.50	PODIATRISTS AND CHIROPDIS CO.	✓   ✓   ✓	50083006000	358.50	Unknown	No

0 Selected | 15 Items Show 10 per page Page: 1 of 2

Click on drop down menu to Add receipt. Select New Receipt.

100148601875 - Receipts

Upload Date	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

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Document	Account ID	Sign Off	Date Posted	Amount	Receipt	Uploaded Receipt
TXN00001081	7283	none	10/10/2015			
TXN00001082	7283	none	10/10/2015			
TXN00001083	7283	none	10/10/2015			
TXN00001084	7283	none	10/10/2015			
TXN00001085	7283	none	10/10/2015			
TXN00001086	7283	none	10/10/2015			
TXN00001088	7283	none	10/10/2015			
TXN00001089	7283	none	10/10/2015			
TXN00001090	7283	none	10/10/2015			
TXN00001091	7283	none	10/10/2015			

**Add Receipt**

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less.

**File to Add:**  No file selected.

**Receipt Date:**

**Description:**

Click on "Browse" to find the saved receipt image. Use a naming convention that makes it easy to find the appropriate receipt. After you select the file, and uploaded the receipt, click "OK" below.

It is not necessary to include a receipt date or description. The Receipt and Description should be in the "Receipt Status".

0 Selected | 15 items

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Account	Amount	Receipt	Uploaded Receipt
TXN00001081	7283	none	11/16/2015					
TXN00001082	7283	none						
TXN00001083	7283	none						
TXN00001084	7283	none						
TXN00001085	7283	none						
TXN00001086	7283	none						
TXN00001088	7283	none						
TXN00001089	7283	none						
TXN00001090	7283	none						
TXN00001091	7283	none						

**100148601875 - Receipts**

Added receipt.

Upload Date	Receipt Date	File Name	File Size	Description	Document ID
11/16/2015		2015.10 J Thayer - \$164	46.7 KB		TXN00001083

1 Selected | 1 item | 46.7 KB

Receipt has been added. You can view the receipt by clicking on the file name or "View PDF".

Click "Close to go back and continue transactions sign off.

0 Selected | 15 items

# Receipt Comment, Business Purpose and Sign Off

https://demo.works.com/works/transactions/accountholder/tab/pendingSignOff

Most Visited LCLARK gmail UI Works New Works Demo Fac Wk Orders HR Workday log in VEMS LC Dir MPS P Card Bus Off Home PaperCut WebAdvisor Datatel-UI

Bank of America Merrill Lynch Works®

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder Lewis & Clark College

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Document	Account ID	Sign Off	Date Posted	Date Purchased
TXN00001081	7283	none	10/10/2014	10/10/2014
TXN00001082	7283	none	10/10/2014	10/10/2014
TXN00001083	7283	none	10/10/2014	10/10/2014
TXN00001084	7283	none	10/10/2014	10/10/2014
TXN00001085	7283	none	10/10/2014	10/10/2014
TXN00001086	7283	none	10/10/2014	10/10/2014
TXN00001087	7283	none	10/10/2014	10/10/2014
TXN00001088	7283	none	10/10/2014	10/10/2014
TXN00001089	7283	none	10/10/2014	10/10/2014
TXN00001090	7283	none	10/10/2014	10/10/2014

No receipt

Yes, I have the receipt

Comments: This is the box where you will indicate your business purpose. General descriptions such as lunch does not indicate business purpose. If entertaining is involved you should include the names of the people involved and the reason for the meal.

OK Cancel

Under "Mark Receipt Status" from the transaction drop down menu, mark if you received a receipt. In the comments area be very clear about the Business Purpose for the expense. List reason for travel, conference or other expenses. Names of attendees should be included if meals are involved. Receipts are required to be uploaded for purchases over \$50.

Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
✓ ✓ ✓	multiple	493.12	Yes	Yes
✓ ✓ ✓	40052296200	439.20	Yes	Yes
✓ ✓ ✓	50083006000	299.22	Yes	Yes
✓ ✓ ✓	10000056000	290.86	Yes	No
✓ ✓ ✓	multiple	512.70	Yes	No
✓ ✓ ✓	50083006000	716.68	Unknown	No
✓ ✓ ✓	multiple	890.61	Yes	No
✓ ✓ ✓	10053017000	735.30	Yes	No
✓ ✓ ✓	50083006000	443.52	Unknown	No
✓ ✓ ✓	50083006000	358.50	Unknown	No

0 Selected | 15 items

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

https://demo.works.com/works/transactions/accountholder/tab/pendingSignOff

Most Visited LCLARK gmail UI Works New Works Demo Fac Wk Orders HR Workday log in VEMS LC Dir MPS P Card Bus Off Home PaperCut WebAdvisor Datatel-UI

Bank of America Merrill Lynch Works®

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder Lewis & Clark College

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
TXN00001081	7283	none	10/10/2014	10/10/2014	Doe, John	493.12	TOURIST ATTRACTIONS AND EX CO.	✓ ✓ ✓	multiple	493.12	Yes	Yes
Allocate / Edit		none	10/10/2014	10/10/2014	Doe, John	439.20	MOTOR VEHICLE SUPPLIES AND CO.	✓ ✓ ✓	40052296200	439.20	Yes	Yes
Sign Off		none	10/10/2014	10/10/2014	Doe, John	299.22	INTRA-COMPANY PURCHASES CO.	✓ ✓ ✓	50083006000	299.22	Yes	Yes
View Full Details		none	10/10/2014	10/10/2014	Doe, John	290.86	MOTOR HOME AND RECREATIONA CO.	✓ ✓ ✓	10000056000	290.86	Yes	No
Dispute		none	10/10/2014	10/10/2014	Doe, John	512.70	VDARA CO.	✓ ✓ ✓	multiple	512.70	Yes	No
Retry Automatch		none	10/10/2014	10/10/2014	Doe, John	716.68	BUSINESS AND SECRETARIAL S CO.	✓ ✓ ✓	50083006000	716.68	Unknown	No
Mark Receipt Status		none	10/10/2014	10/10/2014	Doe, John	890.61	DRUG STORES AND PHARMACIES CO.	✓ ✓ ✓	multiple	890.61	Yes	No
Add to Expense Report		none	10/10/2014	10/10/2014	Doe, John	735.30	MENS, WOMENS AND CHILDRENS CO.	✓ ✓ ✓	10053017000	735.30	Yes	No
Attach to Purchase Request		none	10/10/2014	10/10/2014	Doe, John	443.52	FLOOR COVERING,RUG AND CAR CO.	✓ ✓ ✓	50083006000	443.52	Unknown	No
Manage Receipts		none	10/10/2014	10/10/2014	Doe, John	358.50	PODIATRISTS AND CHIROPODIS CO.	✓ ✓ ✓	50083006000	358.50	Unknown	No
Print		none	10/10/2014	10/10/2014	Doe, John							

To sign off on individual Transactions, use the "Sign Off" from the drop down menu. To Sign Off on multiple transactions, click the "Sign Off" at the bottom of the page.

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

0 Selected | 15 items

Show 10 per page

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