BANK OF AMERICA WORKS
STEP-BY-STEP REALLOCATION AND SIGN-OFF INSTRUCTIONS:

This guide gives brief step-by-step instructions for required tasks performed within the Works application. For more training, please consult the **WORKS Training Tutorials** on the Purchasing Card Webpage. Additional information can also be found on the Training Guides and Videos provided by Bank of America, which are found within the WORKS application at the bottom of the home page.

All charges must be approved by the cardholder and/or reconciler in order for limits to be restored and to follow an appropriate audit trail. In an ideal situation, the cardholder should login, review, make changes and approve. Then, the Approver should login, review, make changes if still needed, and approve.

If you miss the modification cutoff date for WORKS, a Journal Entry may be needed to correct FOAPAL codes. If your transactions have an "ACT" in the signoff column, you will not be able to make any changes to the FOAPAL codes in WORKS, because the deadline for changing them has passed. Please check the Feed Schedule on the PCard Webpage and Announcements on WORKS for modification cutoff dates.

Training Guides   Training Videos   Live Training
Other Programs and Services   Bank of America

Log into WORKS:
http://www.bankofamerica.com/worksonline or https://payment2.works.com/works/home
(If you have any questions about signing in or if you have forgotten your sign-on name or password, call the PCard Office at 962-3158 or email pcard@uncw.edu

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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: UNC Wilmington

Login Name: [_____]

Password: [_____]

[Login]

Forgot your password?

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

Privacy & Security   Recommended Settings   About SSL Certificates

In the Home queue:
If you have transactions in either queue, the number will be under Count. Click "Pending" to view the transactions and all transactions that need to be approved (signed off) will be displayed.

Under "Action Items" heading:
- **Cardholder's will see a row that says "Accountholder."**
- **Reconcilers/Managers will see a row that says "Approver".** If you are a cardholder AND a reconciler for other cardholders, you will see **all** transactions in the "Accountholder" queue. Cardholder transactions that have been approved will have an AH in the Sign Off column and will appear in the "Approver" queue.

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| Home | Expenses | Accounts | Reports | Accounting | Administration |

□ Action Items

Action	Acting As		Count	Type	Current Status
Sign Off	Accountholder	**CARDHOLDER**	17	Transaction	Pending
Sign Off	Approver	**RECONCILER / MANAGER**	6	Transaction	Pending
Sign Off	Approver		9	Expense Report	Pending

3 items   Show 10 ☑ per page   ◁◁ ◁ Page: 1 of 1 ▷ ▷▷

Click on transaction and review to ensure charge is valid and FOAPAL is correct.

<u>*</u> <mark>If everything about the charge is correct, including the account number, which is based on the type of item purchased and a receipt is not required to be uploaded:</mark>

1. Click "TXN" in Document column beside the transaction and click "Sign Off."

2. A comment box will pop up – put in your business purpose (ex. "book needed by Professor Jones for Photo 1000 class").
3. Click "OK"
4. Repeat for each transaction.

<mark>** If FOAPAL needs to be changed and a receipt is required to be uploaded to the transaction</mark>
(You also must use the correct Account numbers, which are based on the types of items you purchased.)

1. Click "TXN" in Document column beside the transaction and click "Allocate / Edit."

2. When you click "Allocate / Edit," this screen will pop up. Click in the box of the item you need to change, then click "See more…"

3. If you know the number for the Fund/Account/, type it under value, select it, then click OK. If you know a word in the description, type it in under description, select it, and then click OK.
   Continue this step until the entire FOAPAL is correct. (**If splitting a transaction into multiple FOPALS see process below**)

4. When complete and correct, click "Save."
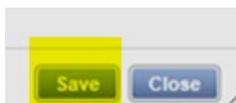
*****IMPORTANT NOTE-Do not click the Save and Allocate Next option. That option will combine transactions from one purchase to another purchase.
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5. Upload a Receipt; to upload a receipt image from your desktop or attach a stored receipt to a transaction.
   Click "TXN" in Document column beside the transaction and click "Manage Receipts. Then click Add.

		Document	Sign Off	Primary Accountholder	Account ID	Uploaded Receipt
						All
☐	⊞	TXN00257425	none			No
☐	⊞	TXN00258457	none			No
☐	⊞	TXN00258543	AH			No
☐	⊞	TXN00258334	AH			Yes
☐	⊞	TXN00257302	AH APR (ACT)			No
☐	⊞	TXN00257327	AH APR (ACT)	Allocate / Edit		Yes
☐	⊞	TXN00257735	AH APR (ACT)	View Full Details		Yes
☐	⊞	TXN00257895	AH APR (ACT)	Batch		No
☐	⊞	TXN00257860	AH APR (ACT)	Dispute		No
☐	⊞	TXN00257974	AH APR (ACT)	Divide		No
☐	⊞	TXN00258304	AH APR (ACT)	Manage Receipts		Yes
0 Selected	11 items			Print		

Complete **one** of the following:

Attach a New Receipt

- Select **New Receipt**.
- **Browse** to locate the receipt image.
- Click the calendar to enter a **Receipt Date**.
- Enter a **Description**.
- Click **OK**. A confirmation message displays.
- Click **Close**. The **Receipt** and **Uploaded**
- **Receipt** columns update to **Yes**.

Attach a Stored Receipt Image

- Click **Stored Receipt**.
- Select a receipt from the list.
- Click **Attach**. A confirmation message displays.
- Click **Close**. The **Receipt** and **Uploaded**
- **Receipt** columns update to **Yes**.

Important: **Receipt Image has to be uploaded before signoff is performed.**
Receipt Image uploads must be performed one at a time.
Each PDF image must be less than 1 MB to upload.

6. "Sign off" on the transaction in order to approve it by clicking the TXN number and "Sign Off."
7. A comment box will pop up – put in your business purpose (ex. "book needed by Professor Jones for Photo1000 class").
8. Click "OK"
9. Repeat for each transaction.

*** To sign off on more than one transaction at one time*** All FOAPAL codes must be correct or be the same by using the Mass Allocate button and following the previous instructions for changing the FOAPAL. Receipts have to already uploaded or not required prior to performing this function

1. Click in the box at the top-left column to check all transactions or click each transaction separately.
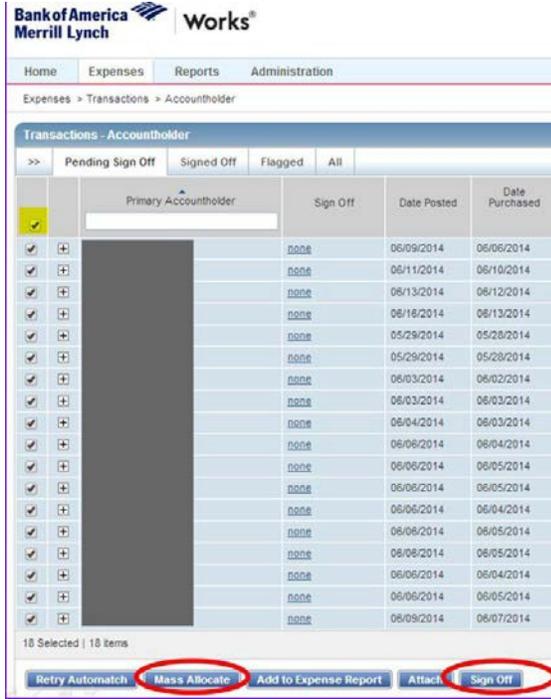

2. If changes need to be made and all are the same FOAPAL/comment, click "Mass Allocate." Once FOAPALs are correct, click "Sign Off." Comment box will pop up. Put business purpose in box.

3. If all is correct and no changes need to be made, click "Sign Off" button on lower-right of screen. Put a business purpose in the comment box that comes up.
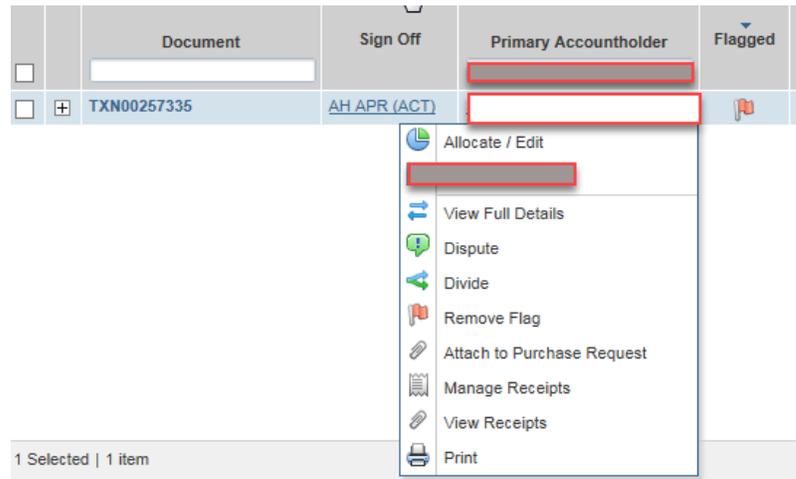
4. Click "OK"

Raising and/or Removing Flags

Flags indicate transactions needing attention. Once the transaction is reviewed and action taken, the flag is removed.
(Flags can be raised by Budget Authority (Approver) Proxy Reconciler, PCard Team Member)

1. To Raise a Flag, click "TXN" in Document column beside the transaction and click "Raise Flag"
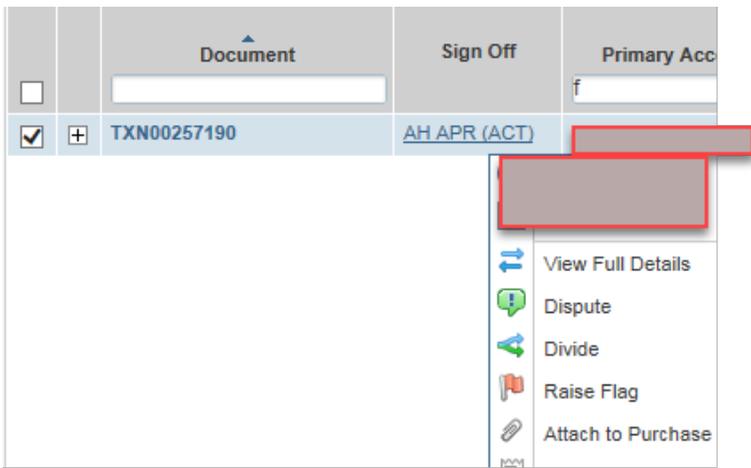
5. Enter **Comments**, as needed. Confirm Raise Flag Box appears. Complete Comment on reason for Raising Flag, (i.e. Account Fund/Code is incorrect, itemized receipt is needed, clarification on purchase etc.)
6. Click **OK**. The Flagged screen displays a confirmation message,

7. To Remove a Flag, click "TXN" in Document column beside the transaction and click "Remove Flag"

8 Enter **Comments**, as needed.
9 Click **OK**. The Flagged screen displays a confirmation message

Splitting a transaction into multiple FOPALS
Duplicate an allocation line

1. Select the check box beside the allocation line(s) to duplicate.
2. Click **Duplicate**.
3. Select the number of lines to add. The new lines are added and contain the allocation data from the original line.
4. Select an option to allocate by from the **All Value** drop-down menu.
5. Enter the amount or percentage of the total purchase to be allocated in **All Value**.
6. Enter text in the Description field for the allocation line.
7. Click in each **Fund** and **Accoun**t Fields to select how the transaction will be allocated.
8. Click **Save** and **Close**. The transaction is now updated and the **Allocation** field is listed as **multiple**.

Approvers signing off on a transaction.

To sign off on a transaction, complete the following:
1. Click **Expenses** > **Transactions** > **Approver**.
2. Select the check box for each desired **Transaction**.
3. Hover mouse over Transaction number (TXN00…..)
4. Click on down arrow and choose Manage Receipt. (if receipt is required)
5. Click on **View PDF** to view attached receipt. Click **Close.**
6. Click **Sign Off**.
7. Enter **Comments if desired**.
8. Click **OK**. A confirmation message displays.

uShop Orders with a PCard as default payment method.-Certain uShop catalogs default to the PCard at checkout A PCard has to be added to your uShop profile in order for this payment method to process.

To add your PCard to your uShop Profile;
1. Go to "View my Profile"
2. Click on Default User Settings choose-Payment Options.
3. Check box **Apply the default card**
4. Click the **Add a New Card** box.
5. Add the PCard Details to box and hit save.

To edit the PCard information due to any changes (i.e. name, card number, and expiration date) to a PCard follow the process above, then click on the card name listed in the box below My **Cards.** Click on the card name and then proceed with edits.