

**LA DHH Travel Card Program
Bank of America - WORKS Workflow
Training Guide For
Accountholders and Approvers**
(Revised 07/26/2014)



Table of Contents

PAGE

To use the Hyperlinks: Place cursor on the link, CTL+Click (Press down and hold the control key then press the right click on your mouse)

<u>Creating a Password</u>	5
<u>User Login</u>	7
<u>Allocating Transactions</u>	8
Single Transaction	5
Mass Transactions	14
Adding Allocation Lines	18
Duplicate an Allocation Line	25
Remove an Allocation Line	29
<u>Signing Off On Transactions</u>	32
Single Transactions	32

Table of Contents Continued

	PAGE
Mass Transactions	32
<u>Receipts</u>	34
Attaching an Uploaded Receipt Image to a Transaction	34
Removing an Uploaded Receipt Image from a Transaction	35
Uploading and Storing a Receipt Image	36
Viewing Stored Receipt Images	37
Editing Receipt Image Details	37
Removing one or more Uploaded, Stored Receipt Image	38
<u>Flagging Transactions</u>	38
Raising a flag	38
Removing a flag	41
<u>Disputing Transactions</u>	45
<u>Reports</u>	51

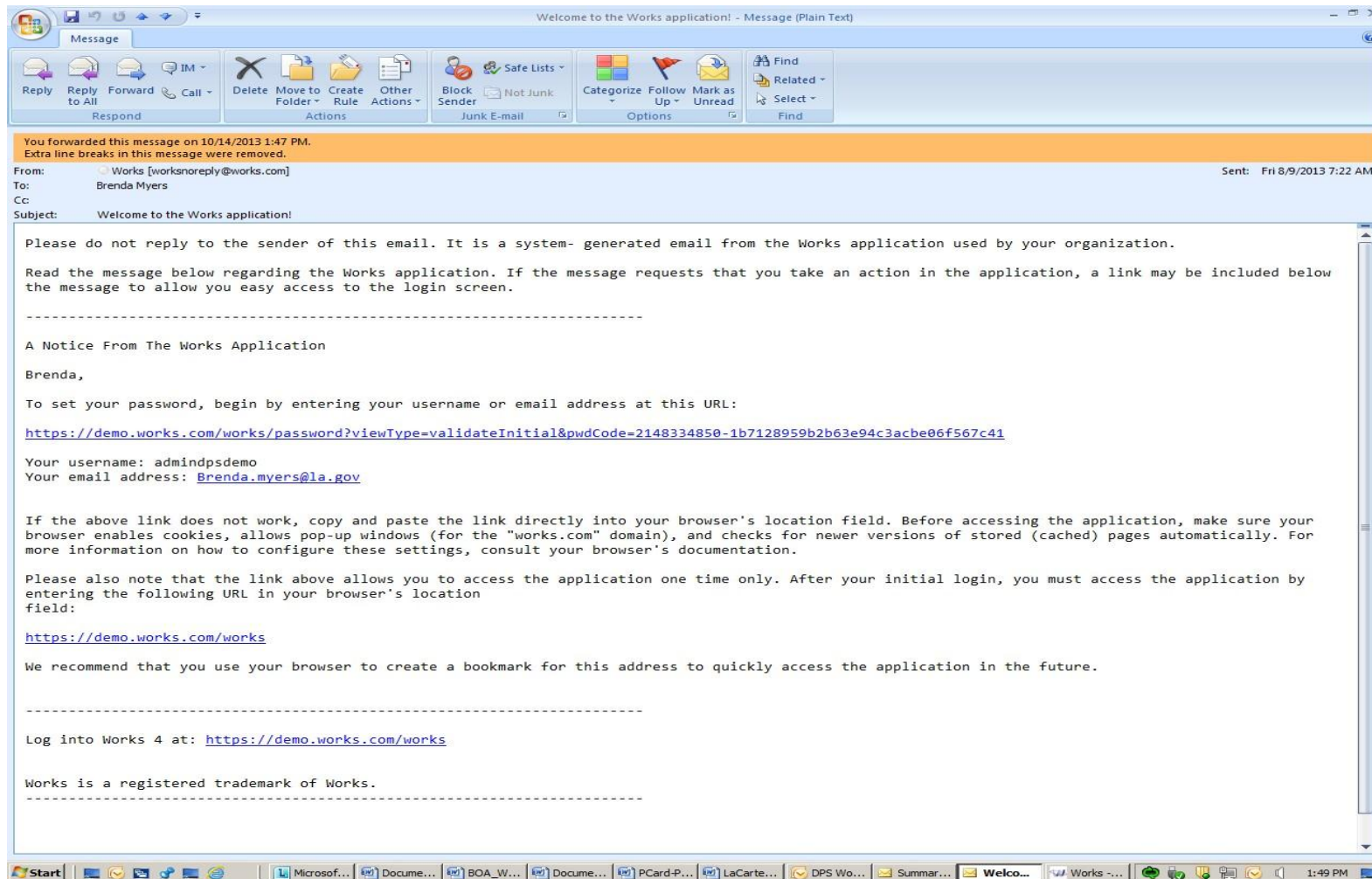
Billing Cycle Purchase Log	52
Billing Cycle Incomplete Transaction Report	59
<u>Deadlines</u>	61
<u>Updating Personal Settings: Password</u>	62
<u>View Authorization Log</u>	64
<u>Online Video Training</u>	66

Travel Card Program

Creating a Password

To access the Works Workflow application, a Program Administrator must add you as a user and assign you a username. Once you have been added to the system, a welcome email will automatically be sent to your email address that includes your username and information on how to set up your password.

Follow the instructions in the email.



- Click the first link in the email message.
- Enter your username and click OK as shown in the email.
- Create a password (must be eight characters, can be any combination of letters or numbers, and is case sensitive).
- Click the arrow in the **Question** field and select the desired security validation question(s).
- In the **Answer** field, answer the question(s) you specified in the previous step, then enter the same answer in the **Confirm** field.
- Click Ok. The Home Page will display.

Note: If your username is not working, your Program Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link in the Login page. “Forgot Your Password” displays and prompts you to enter your user name. After entering username and clicking Submit, the system will send you an email with instructions on how to create a new password. If you do not know your security validation answer(s), your Program Administrator can reset your password, which enables you to select new security validation question(s) and answer(s).

IMPORTANT: After clicking the link included in the email and setting a password, **DO NOT** attempt to access the Works application by using that link again. After initial use the link is rendered inactive.

Follow the steps below under **USER LOGIN** to now access the Works application.

Note: Logon Name and Password are case sensitive. You must enter your Logon Name with a capital P.

User Login

PRODUCTION SITE: <https://payment2.works.com/works/>

Once the user enters the WORKS system, the log-in screen will appear as shown below. User will log in using information provided in Works Welcome email.

FileEditViewFavoritesToolsHelp

Bank of America
Merrill Lynch

Works®

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: LA Dept of Health and Hosp Travel

Login Name: P98765432

Password: ●●●●●●

Login

[Forgot your password?](#)

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

[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#)

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Allocating Transactions

- Accountholders will only be able to view and allocate their transactions.
- Approvers will only be able to view and/or allocate the Accountholder's transactions for which they have been set up to approve.
- Accountants will be able to view and allocate all Accountholders' transactions after the transactions have been swept.
- Program Administrators will not be able allocate any transactions.

Allocating a Single Transaction

Below is a snapshot of the "Home" screen. This is the first screen the user will see once logged in. This will identify any pending transactions which need to be allocated.

Select **Pending** as shown below. **NOTE:** If **Pending Transactions** do not display on the **Home** page, click **Expenses > Transactions > Accountholder or Approver**. The Pending Transaction screen will display. Click the desired **Document** number.



[Home](#) [Expenses](#) [Accounts](#) [Reports](#) [Accounting](#) [Administration](#)

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	34	Transaction	Pending

1 item

Show 10 per page

Page: 1 of 1

Accounts Dashboard

Account Portfolio

In Scope

Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TARA POCORELLO	6957	25,000.00	133,452.07	(108,452.07)	533%



Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder

												Clear Filters Columns ▼	
</													

Select **Allocate/Edit** from drop-down menu.

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
	<input type="text"/>					<input type="text"/>		<input type="text"/>			
	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	x ✓ x	---	4,734.68
	View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,757.16
	Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	---	1,150.61
	Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	---	4,780.09
	Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x ✓ x	---	2,544.07
	Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	---	427.16
	Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	---	2,739.38
	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	---	727.38
	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,720.51

0 Selected | 34 items

Show 10 per page

Page: 1 of 4

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

The screen below appears.

Allocation Details - TXN00001049 - METAL SERVICE CENTERS AND CO. 09/19/2013 | Source Amount : 4,734.68 USD

Allocation Purchase Amount: 4,734.68 Allocation Total: 4,734.68 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
<input type="checkbox"/>	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase						

0 Selected | 1 item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,403.26	331.42	0.00	70806

☐ Adjust Amount

Transaction Detail - 5051 (METAL SERVICE CENTERS AND OFFICES)

Enter codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object (Unrestricted)
- GL05: Agency/Reporting Category

Note: Click on the field box to select a code from the allocation pick list. All fields will have a pick list except GL04: Sub-Object.

Click **Save** and then **Close**.

Allocation Details -TXN00001049 - METAL SERVICE CENTERS AND CO.

09/19/2013 | Source Amount : 4,734.68 USD

Allocation

Purchase Amount: 4,734.68Allocation Total: 4,734.68 | 100%Variance: 0.00

<input type="checkbox"/>	Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
<input type="checkbox"/>	x ✓ x	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase	4184182122 FINANCIAL SERV		3000 OT OPERATING SERVICE	01	4181102 ADM GEN PROJECT	

0 Selected | 1 item

See More...

Remove

Add

Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,403.26	331.42	0.00	70806


☐ Adjust Amount

Transaction Detail - 5051 (METAL SERVICE CENTERS AND OFFICES)

Save


Close

The screen below appears after you have saved and closed the transaction. The first transaction has been completely allocated. Three green checkmarks are in the Comp/Val/Auth field. This same process must be completed on each transaction or you can allocate mass transactions.




Welcome, TARA POCORELLO - [Log Out](#)

[Home](#) | [Expenses](#) | [Accounts](#) | [Reports](#) | [Accounting](#) | [Administration](#)



Expenses > Transactions > Accountholder

LA DPS UAT

 Saved updates to 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
	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	✓ ✓ ✓	4184182122-3000-01-4181102	4,734.68
	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,757.16
	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	---	1,150.61
	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	---	4,780.09
	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY, ART CO.	x ✓ x	---	2,544.07
	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	---	427.16
	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	---	2,739.38
	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	x ✓ x	---	3,733.12
	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	---	727.38
	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,720.51

0 Selected | 34 items


Show 10 per page

Page: 1 of 4

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

Allocating Mass Transactions

On the **Home** page, click **Pending** in the action field. Select the check box for desired **Documents**, then click **Mass Allocate** from action buttons.

 Signed off 1 transaction. [View Details](#)

Transactions - Accountholder

												Clear Filters	Columns ▼
>> 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	
<input checked="" type="checkbox"/>	+	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	X ✓ X	-----	3,757.16	
<input checked="" type="checkbox"/>	+	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	X ✓ X	-----	1,150.61	
<input checked="" type="checkbox"/>	+	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	X ✓ X	-----	4,780.09	
<input type="checkbox"/>	+	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	X ✓ X	-----	2,544.07	
<input type="checkbox"/>	+	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	X ✓ X	-----	427.16	
<input type="checkbox"/>	+	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	X ✓ X	-----	2,739.38	
<input type="checkbox"/>	+	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	X ✓ X	-----	3,733.12	
<input type="checkbox"/>	+	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	X ✓ X	-----	727.38	
<input type="checkbox"/>	+	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	X ✓ X	-----	3,720.51	
<input type="checkbox"/>	+	TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	X ✓ X	-----	4,053.27	

3 Selected | 33 Items

Show 10 per page

Page: 1 of 4

[Retry Automatic](#) [Mass Allocate](#) [Add to Expense Report](#) [Attach](#) [Sign Off](#)

The screen below appears.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Signed off 1 transaction. [View Details](#)

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	Compl/Val/Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	X ✓ X	----	3,757.16
<input checked="" type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	X ✓ X	----	1,150.61
<input checked="" type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	X ✓ X	----	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013				X ✓ X	----	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013				X ✓ X	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013				X ✓ X	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013				X ✓ X	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013				X ✓ X	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013				X ✓ X	----	3,720.51
<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013	09/19/2013				X ✓ X	----	4,053.27

3 Selected | 33 items

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Mass Allocate

Apply segment codes to each allocation line on 3 transaction(s).

GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Empty Segment Field(s): ☒ Retain original codes(s) ☐ Delete original codes(s)

OK Cancel

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Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

Enter codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

Note: Click on the field box to select a code from the allocation pick list. All fields will have a pick list except GL04: Sub-Object.

After Accountholder finishes allocating in all the fields, the screen should look like this.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Signed off 1 transaction. View Details

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
<input checked="" type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,757.16
<input checked="" type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	---	1,150.61
<input checked="" type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	---	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013					x ✓ x	---	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013					x ✓ x	---	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013					x ✓ x	---	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013					x ✓ x	---	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013					x ✓ x	---	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013					x ✓ x	---	3,720.51
<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013					x ✓ x	---	4,053.27

3 Selected | 33 items

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Mass Allocate

Apply segment codes to each allocation line on 3 transaction(s).

GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category
84182122 FINANCIAL SI		3100 OFFICE SUPPLIES	01	4181102 ADM GEN PROJE

Empty Segment Field(s): ☒ Retain original codes(s) ☐ Delete original codes(s)

OK Cancel

Training Guides Training Videos Live Training Release Notes Privacy & Security Recommended Settings Global Reporting and Account Management

Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

© 2013 Bank of America Corporation. All rights reserved. Your last log in was September 20, 2013, 9:20 AM CDT.

Click **OK**.

The screen below appears that shows the transactions have been completely allocated. There are three green checkmarks in the Comp/Val/Auth field.

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Welcome, TARA POCORELLO - [Log Out](#)



Home	Expenses	Accounts	Reports	Accounting	Administration
------	----------	----------	---------	------------	----------------

Expenses > Transactions > Accountholder

LA DPS UAT

 Allocation updated on 3 of 3 transactions. [View Details](#)

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
		TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	✓ ✓ ✓	4184182122-3100-01-4181102	3,757.16
		TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	✓ ✓ ✓	4184182122-3100-01-4181102	1,150.61
		TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	✓ ✓ ✓	4184182122-3100-01-4181102	4,780.09
		TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY ART CO.	x ✓ x	----	2,544.07
		TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	----	427.16
		TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	----	2,739.38
		TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x ✓ x	----	3,733.12
		TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	----	727.38
		TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,720.51
		TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x ✓ x	----	4,053.27

0 Selected | 33 items

Show

10

 per page

Page: 1 of 4

Retry Automatch

Mass Allocate

Add to Expense Report

Attach

Sign Off

Add an Allocation Line(s)

When using the Add Allocation Lines function the system adds a blank row of coding to the transaction selected. This allows for breaking the transaction down into multiple lines of coding.

If Accountholder is using this function, you must edit the dollar amounts so that the **allocated amount equals the purchase amount**. Sign off will not be allowed until the transaction balances.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable, then click **Add**.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Signed off 3 of 3 transactions. [View Details](#)

Transactions - Accountholder

>> Pending Sign C Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD xers Columns

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha							2,544.07
TXN000010									427.16
TXN000010									2,739.38
TXN000010									3,733.12
TXN000010									727.38
TXN000010									3,720.51
TXN000010									4,053.27
TXN000010									878.43
TXN000010									3,593.22
TXN000010									3,232.74

0 Selected | 1 item

Remove Add Duplicate

Reference

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,365.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 items

Retry Automatch

Training Guides Training
Other Programs and Services

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Save Close

Select number of lines to add from drop-down menu. Select an option to allocate by from the **Value** drop-down menu, if needed. Enter the **amount or percentage** of the total purchase to be allocated in the **Value** text box, if needed.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

✓ Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign C Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD xers Columns

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,544.07
TXN000010									427.16
TXN000010									2,739.38
TXN000010									3,733.12
TXN000010									727.38
TXN000010									3,720.51
TXN000010									4,053.27
TXN000010									878.43
TXN000010									3,593.22
TXN000010									3,232.74

0 Selected | 1 Item

Remove Add Duplicate

Reference

1 line
2 lines
3 lines
4 lines
5 lines
6 lines
7 lines
8 lines
9 lines

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 items

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Save Close

The screen below will appear showing two allocation lines were added.

 Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign C Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

09/19/2013 | Source Amount : 2,544.07 USD X ters Columns ▾

Allocation

Purchase Amount: 2,544.07

Allocation Total: 2,544.07 | 100% Variance: 0.00

Variance: 0.00

Amount Allocated

[illegible]

0 Selected | 3 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included ▼	2,365.99	178.08	0.00	70806
<input type="checkbox"/> Adjust Amount					

0 Selected | 30 items

Page: 1 of 3

+ Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Complete the allocation lines.

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Welcome, TARA POCORELLO - Log Out

HomeExpensesAccountsReportsAccountingAdministration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign O

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

09/19/2013 | Source Amount : 2,544.07 USD

Allocation

Purchase Amount: 2,544.07Allocation Total: 2,909.07 | 114.35%Variance: -365.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,544.07
TXN000010	300.00	cleaning supplies	4184182119 FACILITY SERV		3200 OPERATING SUPPLIES -	01	4181512 IAT-OFFICE OF RISK		427.16
TXN000010	65.00	office supplies	4184182122 FINANCIAL SERVI		3100 OFFICE SUPPLIES	03	4181702 ADM RIVERBOAT ST,		2,739.38
0 Selected 3 items									3,733.12
RemoveAddDuplicate									727.38
Reference & Tax									3,720.51
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP				4,053.27
	Sales Tax Included	2,730.99	178.08	0.00	70806				878.43
Adjust Amount									3,593.22
Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)									3,232.74

0 Selected | 30 items

Retry AutoMatch

SaveClose

Click **Save** and **Close**.

However, if the total allocated does not balance to the purchase amount you will not be able to sign off on the transaction.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Pending Sign Off Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Comp/Val/Auth	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FMFY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purchase	4184182122		3100	01	4181102		2,544.07
TXN000010	300.00	cleaning supplies	4184182119		3200	01	4181512		427.16
TXN000010	65.00	office supplies	4184182122		3100	03	4181702		2,739.38

0 Selected | 3 Items

Remove Add Duplicates

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,730.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

The screen print below shows the multiple lines of allocation have been completely applied.

 Saved updates to 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		
	+	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	✓ ✓ ✓	multiple	2,909.07		
	+	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	----	427.16		
	+	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	----	2,739.38		
	+	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x ✓ x	----	3,733.12		
	+	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	----	727.38		
	+	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,720.51		
	+	TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x ✓ x	----	4,053.27		
	+	TXN00001060	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	----	878.43		
	+	TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	x ✓ x	----	3,593.22		
	+	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	x ✓ x	----	3,232.74		

0 Selected | 30 items

Show per page

Page: of 3

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

Duplicate an Allocation Line

When duplicating a line, the system copies the allocation code on one line to another line for the same transaction. If using this function, you must edit the dollar amounts to match so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

 Saved updates to 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
	+	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✓ ✓ ✓	4184182120-3100-01-4181102	427.16
	+	 View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	✗ ✓ ✗	----	2,739.38
	+	 Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	✗ ✓ ✗	----	3,733.12
	+	 Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	✗ ✓ ✗	----	727.38
	+	 Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	✗ ✓ ✗	----	3,720.51
	+	 Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	✗ ✓ ✗	----	4,053.27
	+	 Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	----	878.43
	+	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	✗ ✓ ✗	----	3,593.22
	+	TXN00001063	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	✗ ✓ ✗	----	3,232.74
	+	TXN00001063	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	33.53	NEWS DEALERS AND NEWSSTAND CO.	✗ ✓ ✗	----	33.53

0 Selected | 29 items

Show 10 per page

Page: 1 of 3

[Retry/Automatic](#)
[Mass Allocate](#)
[Add to Expense Report](#)
[Attach](#)
[Sign Off](#)

Select the check box beside the allocation line you want to duplicate. Click **Duplicate**.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Pending Sign Off Allocation Details - TXN00001054 - BUSINESS SERVICES NOT ELSE CO. 09/19/2013 | Source Amount : 427.16 USD

Allocation

Purchase Amount: 427.16 Allocation Total: 427.16 | 100% Variance: 0.00

TXN	Comp/Vail/Auth	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	✓ ✓ ✓	397.26	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182120		3100	01	4181102		427.16
TXN000010										2,739.38
TXN000010										3,733.12
TXN000010										727.38
TXN000010										3,720.51
TXN000010										4,053.27
TXN000010										878.43
TXN000010										3,593.22
TXN000010										3,232.74
TXN000010										33.53

1 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
TXN000010	Sales Tax Included	397.26	29.90	0.00	70806

Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

0 Selected | 29 items

Entry Automation

Training Guides Training Other Programs and Services

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Save Close

Make modifications as needed to Description, GL Segments and/or Amounts, then click **Save**, then **Close**. Once again if the total allocated does not equal the purchase amount you will not be able to sign off on the transaction.

Remove an Allocation Line

When using the Remove function, the allocation that was previously applied will be completely removed. A new allocation will have to be applied.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

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Welcome, TARA POCORELLO - [Log](#)

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS

Saved updates to 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 Allocate
	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	✓ ✓ ✓	multiple	2,909
	View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	---	427
	Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	---	2,739
	Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x ✓ x	---	3,733
	Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	---	727
	Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,720
	Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x ✓ x	---	4,053
		6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	---	878
	TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	x ✓ x	---	3,593
	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	x ✓ x	---	3,232

0 Selected | 30 items

Show

10

 per page

Page: 1 of 3

[Retry Automatch](#)

[Mass Allocate](#)

[Add to Expense Report](#)

[Attach](#)

[Sign Off](#)

Select the check box beside the allocation line you want to remove. Click **Remove**.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Pending Sign C Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Allocation	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
<input type="checkbox"/> TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,909.07
<input checked="" type="checkbox"/> TXN000010	300.00	cleaning supplies	4184182119		3200	01	4181512		427.16
<input checked="" type="checkbox"/> TXN000010	65.00	office supplies	4184182122		3100	03	4181702		2,739.38
<input checked="" type="checkbox"/> TXN000010									3,733.12
<input checked="" type="checkbox"/> TXN000010									727.38
<input checked="" type="checkbox"/> TXN000010									3,720.51
<input checked="" type="checkbox"/> TXN000010									4,053.27
<input checked="" type="checkbox"/> TXN000010									878.43
<input checked="" type="checkbox"/> TXN000010									3,593.22
<input checked="" type="checkbox"/> TXN000010									3,232.74

1 Selected | 3 items

Remove Add Duplicate

Reference Tax Status Goods & Services Tax Total Use Tax Shipping ZIP

	Sales Tax Included	2,730.99	178.08	0.00	70806
--	--------------------	----------	--------	------	-------

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

Removing the allocation line will require user to change the amounts to ensure the Allocation Total equals the Purchase Amount.
Click **Save** and **Close**.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign Off Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD Xers Columns

Allocation Purchase Amount: 2,544.07 Allocation Total: 543.08 | 21.35% Variance: 2,000.99

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	300.00	cleaning supplies	4184182119		3200	01	4181512		2,909.07
TXN000010	65.00	office supplies	4184182122		3100	03	4181702		427.16
TXN000010									2,739.38
TXN000010									3,733.12
TXN000010									727.38
TXN000010									3,720.51
TXN000010									4,053.27
TXN000010									876.43
TXN000010									3,593.22
TXN000010									3,232.74

0 Selected | 2 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	365.00	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 items

Retry Automatch

Training Guides Training Other Programs and Services

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Save Close

IMPORTANT: Once all transactions have been properly allocated, cardholder must “sign-off”. This can be done individually or as a whole as shown in the **SIGNING OFF ON TRANSACTIONS** section.

Signing off on Transactions

- Accountholders will only be able to view and sign off on their transactions.
- Approvers will only be able to view and/or sign off the Accountholder's transactions for which they have been set up to approve.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number(s), and click **Sign Off**.

NOTE: You may sign off on one or more documents at the same time as long as allocation has been completed correctly.



Welcome, TARA POCORELLO - [Log Out](#)



[Home](#) [Expenses](#) [Accounts](#) [Reports](#) [Accounting](#) [Administration](#)

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to 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	ComplValAuth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	x i v i x	4184182122-3000-01-4181102	4,734.68
<input type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x i v i x	----	3,757.16
<input type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x i v i x	----	1,150.61
<input type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x i v i x	----	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x i v i x	----	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x i v i x	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x i v i x	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x i v i x	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x i v i x	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x i v i x	----	3,720.51

1 Selected | 34 items Show 10 per page Page: 1 of 4

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

Enter **Comments** if desired, then click OK. Confirmation message appears and the transaction is removed from the Pending Sign Offs View.
NOTE: The Comments field is optional in the system so it may be left blank or used at the agency's discretion.

The screenshot shows the Bank of America Works interface. At the top, there's a navigation bar with 'Home', 'Expenses', 'Accounts', 'Reports', 'Accounting', and 'Administration'. Below this, a breadcrumb trail reads 'Expenses > Transactions > Accountholder'. A status bar at the top right says 'Welcome, TARA POCORELLO - Log Out'. A message box at the top left says 'Saved updates to transaction.'.

The main area is titled 'Transactions - Accountholder'. It features a table with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp[Val]Auth, Allocation, and Amount Allocated. The table lists several transactions, with the first one (TXN00001049) selected. A 'Confirm Sign Off' dialog box is open over the table, containing a 'Sign off 1 transaction(s)' message and a 'Comments' field with the text 'Enter comment if needed....this is an optional field'. A blue arrow points to the 'OK' button in the dialog box.

At the bottom of the table, there are buttons for 'Retry Automatch', 'Mass Allocate', 'Add to Expense Report', 'Attach', and 'Sign Off'. The footer contains links for 'Training Guides', 'Training Videos', 'Live Training', 'Release Notes', 'Privacy & Security', 'Recommended Settings', and 'Global Reporting and Account Management'. It also includes a copyright notice: '© 2013 Bank of America Corporation. All rights reserved. Your last log in was September 20, 2013, 9:20 AM CDT.'

- As an Accountholder the deadline to sign off on all transactions is the 11th of the month following the charges. If the 11th falls on a weekend, the deadline to sign off is the Friday before the 11th. **Accountholders should be allocating as charges are incurred.**
- As an Approver the deadline to sign off on all transactions is the 12th of the month following the charges. If the 12th falls on a weekend, the deadline to sign off is the Friday before the 12th. **Approvers should be approving as Accountholders have signed off on transactions.**
- It is not necessary to wait until you receive your paper statement from Bank of America. You can access the transactions at any time during the billing cycle.
- Reports should be printed the next day to make sure the system refreshes have included the changes made in the system. There is a lag time between when information is entered into Works versus when the same data is available via Works Reporting.

Receipts

Note: You must scan and save your receipts on your computer/server prior to attaching the receipt image to the transaction.

- Attaching an Uploaded Receipt Image to a Transaction
- Removing an Uploaded Receipt Image from a Transaction
- Uploading and Storing a Receipt Image
- Viewing Stored Receipt Images
- Editing Receipt Image Details
- Removing one or more Uploaded, Stored Receipt Image

Attaching an Uploaded Receipt Image to a Transaction

Users can upload a new receipt image from their desktops (or stored receipt) and attach to a transaction from the Transaction Details screen. Receipt image uploads must be performed one at a time. Each receipt image must be less than one MB to upload.

To upload a receipt image from your desktop into Works, or attach a stored receipt to an expense report, complete the following:

1. Click **Expenses > Transactions > Accountholder**. Transactions Pending Sign Off display.
Note: To select transactions in another queue, click the desired transactions tab.
2. Click **Document** of the transaction associated with the receipt image. The single-action menu displays.
3. Select **View Full Details**. The Transaction Details screen displays.
4. Click the **Receipts** tab. The receipt images attached to the transaction display.
5. Click **Add**. A drop-down menu displays.
6. Complete **one** of the following:

To...	Then...
Attach a New Receipt to a Transaction	<ol style="list-style-type: none">a. Select New Receipt. The Add Receipt window displays.b. Click Browse to locate the receipt image you wish to upload.<ol style="list-style-type: none">i. Select the desired receipt image.ii. Click Open. The file name displays in File to Add.c. Click the calendar to enter a Receipt Date.d. Enter a Description in the box.e. Click OK. A confirmation message displays.

	This completes the procedure.
Attach a Stored Receipt to a Transaction	<ol style="list-style-type: none"> Click Stored Receipt. Select a receipt from the list that displays. Click OK. A confirmation message displays. <p>This completes the procedure.</p>

Removing an Uploaded Receipt Image from a Transaction

Users can remove uploaded receipt images attached to a transaction.

To remove one or more receipt images attached to a transaction, complete the following:

1. Click **Expenses > Transactions > Accountholder**. Transactions Pending Sign Off display.
Note: To select transactions in another queue, click the desired transactions tab.
2. Click **Document** of the transaction associated with the receipt image. The single-action menu displays.
3. Select **View Full Details**. The Transaction Details screen displays.
4. Click the **Receipts** tab. The receipt images attached to the transaction display.
5. Select the check box for each receipt image to be removed.
6. Click **Remove**.
7. Click **OK**. A confirmation message displays.

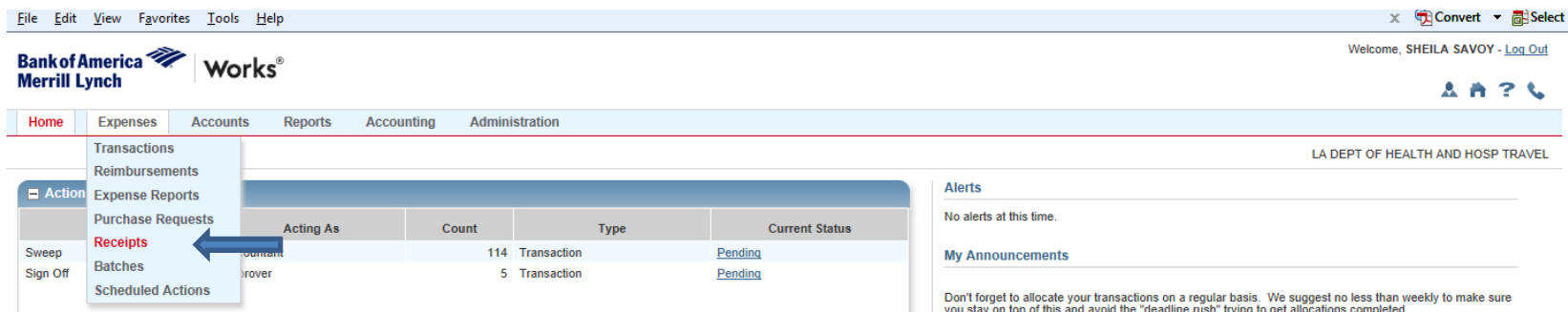
Uploading and Storing a Receipt Image

Users may upload and store receipt images in their Receipts storage queue for processing later.

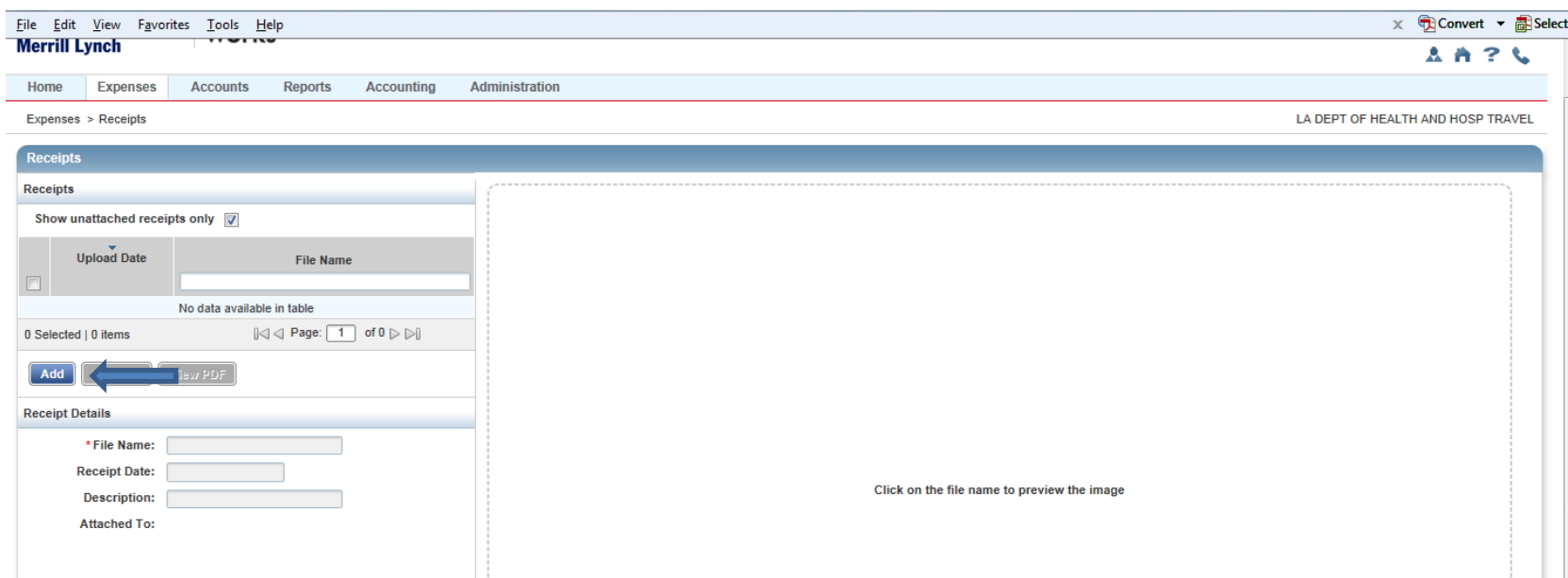
- Receipt images can be uploaded and faxed.
- Uploaded receipt images are stored initially in Works for 90 days for easy access and viewing.
- Upon upload, receipt images are also archived for seven years.

To upload and store a receipt image in Receipts, complete the following:

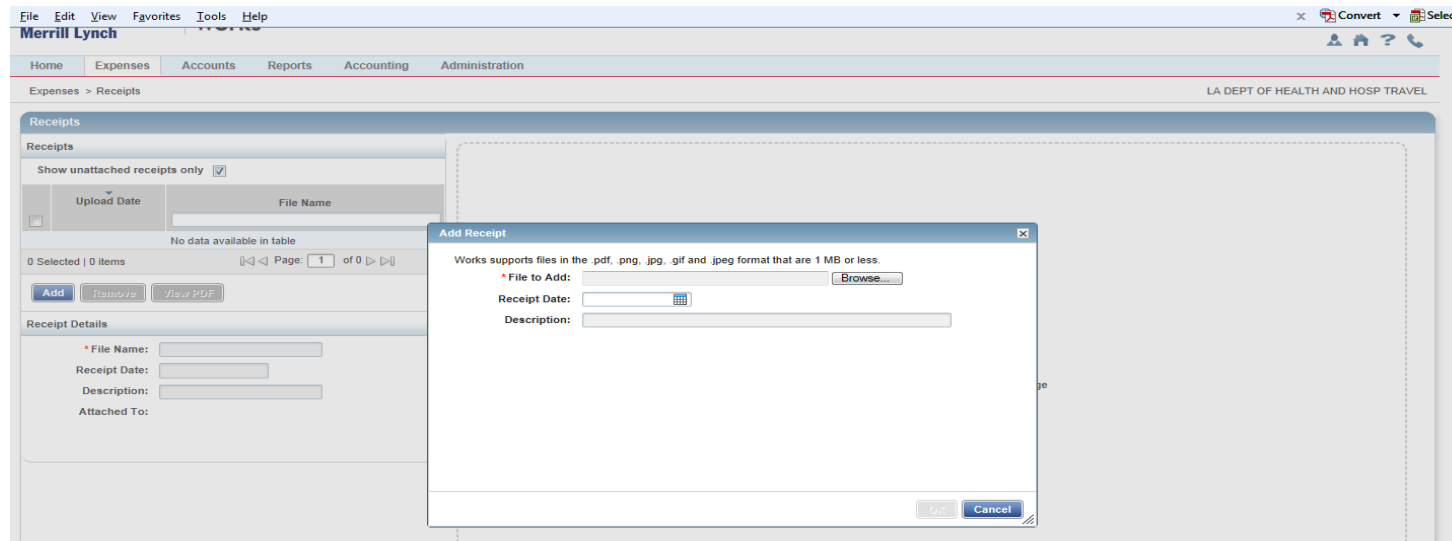
1. Click **Expenses > Receipts**. The Receipts screen displays.



2. Click **Add**.



3. Click **Browse** to locate the receipt image you wish to upload and store.
 - a. Select the desired receipt image.
 - b. Click **Open**. The file name displays in **File to Add**.



4. Click the calendar to enter a **Receipt Date**.
5. Enter a **Description** in the box.
6. Click **OK**. A confirmation message displays.

Viewing Stored Receipt Images

Users may view stored receipt images in their Receipts storage queue and can select to view stored receipt images in a quick view, or may view an image in a PDF version to utilize PDF formatting features.

To view a stored receipt image, complete the following:

1. Click **Expenses > Receipts**. The Receipts screen displays a list of unattached receipt images.

Note: To view all receipt images, clear the check from **Show unattached receipts only**.
- b. **Click the desired File Name. The receipt image displays.**

Note: To view the receipt image in the PDF version, select the check box of the desired image, then click **View PDF**. The receipt image displays.

Editing Receipt Image Details

To edit the File Name, Receipt Date, and Description of a stored receipt image, complete the following:

1. Click **Expenses > Receipts**. The Receipts screen displays with a list of unattached receipt images.

Note: To view all receipt images, clear the check from **Show unattached receipts only**.

2. Select the check box next to the receipt image to be edited.
3. Edit the information in **File Name**, if desired.
4. Edit the information in **Receipt Date**, if desired.
5. Edit the information in **Description**, if desired.
6. Click **Save**. A confirmation message displays.

Removing one or more Uploaded, Stored Receipt Images

Removing a receipt image from the Receipts view removes the image from storage but does not remove it from any document to which it is attached. Instructions to remove an attached receipt image from a document are located under the Transactions and Expense Reports topics.

To remove a receipt image in Receipts, complete the following:

1. Click **Expenses > Receipts**. The Receipts screen displays with a list of unattached receipt images.

Note: To view all receipt images, clear the check from **Show unattached receipts only**.

2. Select the check box next to each receipt image to be removed.
3. Click **Remove**.

Note: Removing a receipt image from the Receipts view does not remove it from any document to which it is attached.

4. Click **OK**. A confirmation message displays.

Flagging a Transaction

- Accountholders cannot raise a flag on transactions, but can remove flags.
- Approvers can raise a flag on transactions and remove flags.

Raising Flags

Click **Home**, then **Pending**.

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Approver	3	Transaction	Flagged
	Approver	17	Transaction	Pending

2 items

Show

10

per page

Page:

1

of 1

Click on the transaction to be flagged.

Transactions - Approver

>>

Pending Sign Off

Signed Off

Flagged

All

	Document	Account ID	Sign Off	Flagged	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation
<input type="checkbox"/>											
<input type="checkbox"/>	TXN00001075	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182122-3000-02-4181102
<input type="checkbox"/>	TXN00001077	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3180-11-4181102
<input type="checkbox"/>	TXN00001110	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	2,855.41	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3100-00-418110
<input type="checkbox"/>	TXN00001111	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,995.78	BICYCLE SHOPS-SALES AND SE CO.	✓ ✓ ✓	4184182122-3100-00-4181102
<input type="checkbox"/>	TXN00001112	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	3,686.53	STENOGRAPHIC SERVICES CO.	✓ ✓ ✓	4184182122-3100-00-4181102
<input type="checkbox"/>	TXN00001116	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	492.80	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182119-inva-1234-4181200
<input type="checkbox"/>	TXN00001117	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,197.74	HEARING AIDS-SALES,SERVIC CO.	✓ ✓ ✓	4184182122-1234-3100-01-4181102
<input type="checkbox"/>	TXN00001118	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	969.27	WINDOW CLEANING SERVICES CO.	✓ ✓ ✓	4184182120-BADC-3100-02-418110
<input type="checkbox"/>	TXN00001119	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	4,231.82	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-3100-99-4189999
<input type="checkbox"/>	TXN00001120	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,907.76	LAUNDRY SERVICES-FAMILY A CO.	✓ ✓ ✓	4184182122-AAAA-3100-99-418151

Click **Raise Flag**.

0 Selected | Show 10 per page

Mass Allocate

Allocate / Edit
Sign Off
View Full Details
Raise Flag

Enter Comments when confirming raising the flag and click **OK**.

Transactions - Approver

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Sign Off	Flagged	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	
<input type="checkbox"/>	TXN00001075	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS
<input type="checkbox"/>	TXN00001077	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMP
<input type="checkbox"/>	TXN00001110	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	2,855.41	POSTAGE STAMP
<input type="checkbox"/>	TXN00001111	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,995.78	BICYCLE SHOPS-
<input type="checkbox"/>	TXN00001112	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY		GRAPHIC S
<input type="checkbox"/>	TXN00001116	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY		AGE STAMP
<input type="checkbox"/>	TXN00001117	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY		NG AIDS--S
<input type="checkbox"/>	TXN00001118	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY		W CLEANI
<input type="checkbox"/>	TXN00001119	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY		AGE STAMP
<input type="checkbox"/>	TXN00001120	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY		RY SERVIC

0 Selected | 17 items

Mass Allocate Flag Sign Off

Training Guides Training Videos Privacy & Security Recommended Settings

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Confirm Raise Flag

Raise flag on 1 transaction(s).

Comments: Correct the orgn AAAA is an invalid orgn.

OK Cancel

Note: Comments are required when raising and removing flags. The flagged transaction now appears in the Accountholder or Approver view, depending on who flagged the transaction.

Removing Flags

Click **Home**, then **Flagged**.



Home	Expenses	Accounts	Reports	Accounting	Administration
Action Items					
Action	Acting As	Count	Type	Current Status	
Resolve	Accountholder	1	Transaction	Flagged	
Sign Off	Accountholder	8	Transaction	Pending	

Click on desired Document.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

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
<input checked="" type="checkbox"/>	+	TXN00001070	5537	AH	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NO...	✓ ✓ ✓	4184182118-FLD1-3000-01-4181...	538.83

Click **Allocate/Edit** to read the comment entered by the Approver. Make necessary changes/corrections to the transaction.

Transactions - Accountholder								
>>		Pending Sign Off	Signed Off	Flagged	All			
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input type="checkbox"/>		<input type="text"/>					<input type="text"/>	
<input type="checkbox"/>	+	<u>TXN00001070</u>	<u>6957</u>	<u>AH APR (ACT)</u>	09/19/2013	09/19/2013	<u>POCORELLO, TARA</u>	538.83
<input type="checkbox"/>	+	 Allocate / Edit	<u>957</u>	<u>AH APR (ACT)</u>	09/19/2013	09/19/2013	<u>POCORELLO, TARA</u>	4,173.47
		 View Full Details						
		 Dispute						
		 Remove Flag						

The screen below appears.

Allocation Details -TXN00001070 - BUSINESS SERVICES NOT ELSE CO.								09/19/2013 Source Amount : 538.83 USD	
Allocation		Purchase Amount: 538.83		Allocation Total: 538.83 100%		Variance: 0.00			
<input type="checkbox"/>	Comp/Val/Auth	Value Amount	Description	GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY
<input type="checkbox"/>	✓ ✓ ✓	501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118		3000	01	4181102	
0 Selected 1 item									
<input type="button" value="Remove"/> <input type="button" value="Add"/> <input type="button" value="Duplicate"/>									
Reference & Tax									
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP				
	Sales Tax Included	501.12	37.71	0.00	70806				
<input type="checkbox"/> Adjust Amount									
Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)									
Comments Add Comment									
Wrong coding. Need revision. SCOTT ERWIN 10/03/2013									

Make the necessary changes requested by the Approver. Click **Save**.

Allocation Details -TXN00001070 - BUSINESS SERVICES NOT ELSE CO. 09/19/2013 | Source Amount : 538.83 USD

Allocation

Purchase Amount: 538.83 Allocation Total: 538.83 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118		3000	01	4181102	

0 Selected | 1 item

Remove

Add

Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	501.12	37.71	0.00	70806

☐ Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

Comments

Wrong coding. Need revision.
SCOTT ERWIN | 10/03/2013

Correction has been made.
TARA POCORELLO | 10/13/2013

Incorrect coding;
SCOTT ERWIN | 10/22/2013

Add Comment

Save

Close

Click on the desired flagged document again. Click **Remove Flag**.

Transactions - Accountholder





>>

Pending Sign Off

Signed Off

Flagged

All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input type="checkbox"/>								
<input type="checkbox"/>	+	TXN00001070	6957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	538.83
<input type="checkbox"/>	+	 Allocate / Edit	957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47
		 View Full Details						
		 Dispute						
		 Remove Flag						

Enter the required comments and click **OK**.

The screenshot shows the 'Confirm Remove Flag' dialog box with the following details:

- Title:** Confirm Remove Flag
- Message:** Remove flag on 1 transaction(s).
- Comments:** Correction has been made.
- Buttons:** OK, Cancel

The background table shows the following data:

	Document	Account ID	Sign Off	Date Posted	Comp Val Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	✓ ✓ ✓	4184182118-FLD1-3000-01-4181...	538.83

The screen below appears...Flag has been removed.

The screenshot shows the 'Transaction - Accountholder' table with the following columns:

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
No data available in table											

A message bar at the top indicates: **Removed flag from 1 transaction. View Details**

Disputing a Transaction

- Accountholders will only be able to dispute their own transactions.
- Approvers will only be able to dispute the Accountholder's transactions for which they have been set up to approve.

On the **Home** page, click **Pending** in the action field.

Home

Expenses

Accounts

Reports

Accounting

Administration

Action Items

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	8	Transaction	Pending

Click the desired **Document** number.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

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
		TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x v x	4184182122-3000-02-	4,632.55
		TXN00001076	6957	(ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING,AUDITING...	x v x	---	4,173.47

Select **Dispute** from drop-down menu.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

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
	<div>TXN00001075</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x ✓ x	4184182122-3000-02-	4,632.55
	<div><div>Allocate / Edit</div></div>			09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING, AUDITING...	x ✓ x	----	4,173.47
	<div><div>Sign Off</div></div>			09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	x ✓ x	----	2,608.83
	<div><div>View Full Details</div></div>			09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGR...	x ✓ x	----	4,375.65
	<div><div>Dispute</div></div>			09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NO...	x ✓ x	----	391.11
	<div><div>Retry Auto-match</div></div>			09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.	x ✓ x	----	170.41
	<div><div>Add to Expense Report</div></div>			09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES A...	x ✓ x	----	2,078.73
				09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVIC...	x ✓ x	----	4,120.86

The screen below appears. Dispute amount defaults to the total amount of the transaction. If not disputing the total transaction amount enter Dispute amount.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-8046

Transaction Details

Account Nickname:

TARA POCORELLO

Account ID:

6957

Accountholder:

POCORELLO, TARA

Phone:

(225) 925-6077

Billing Close Date:

10/01/2013

Purchase Date:

09/19/2013

Reference Number:

Vendor Information:

MISCELLANEOUS HOME FURNISH CO.
TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount:

4,632.55

Dispute Amount:

4,632.55

Reason for Dispute:

Select

Comments:

☐ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK

Cancel

Select the Reason for Dispute from the drop-down menu.

Note: Depending on the Reason for Dispute, additional information may be required.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.
Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-873-1044 Fax: 888-878-6046

Transaction Details

Account Nickname: TARA POCORELLO

Account ID: 6957

Accountholder: POCORELLO, TARA

Phone: (225) 925-6077

Billing Close Date: 10/01/2013

Purchase Date: 09/19/2013

Reference Number:

Vendor Information: MISCELLANEOUS HOME FURNISH CO.
TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount: 4,632.55

Dispute Amount: 4,632.55

Reason for Dispute: Select

Comments:

☐ I have examined the charge(s)

Select

Unauthorized transaction

Charge amount does not agree with the order authorizing this charge

Merchandise or services not received

Defective or wrong merchandise

Recurring charges after cancellation

Recurring charges already paid by other means

Credit appears as charge

Credit from merchant not received

Hotel reservation cancelled

Double or multiple charges

Do not recall the transaction

Other, above descriptions do not apply

Cancel

Enter **Comments**, if desired.

Dispute Transaction


Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-6046

Transaction Details

Account Nickname:	TARA POCORELLO	Billing Close Date:	10/01/2013
Account ID:	6957	Purchase Date:	09/19/2013
Accountholder:	POCORELLO, TARA	Reference Number:	
Phone:	(225) 925-6077	Vendor Information:	MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112

Dispute Details

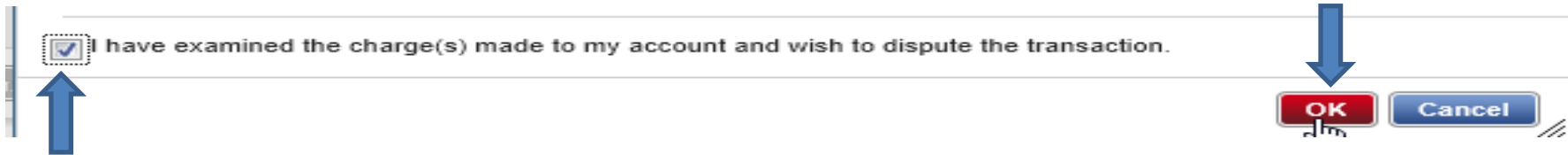
Posted Amount:	4,632.55
Dispute Amount:	4,632.55
Reason for Dispute:	Charge amount does not agree with the order authorizing this charge
Amount entered on the sales slip increased.	
Actual Amount:	4630.55
Billed Amount:	4632.55
 I am forwarding a copy of the unaltered sales slip to the address listed above.	
Comments:	Enter a comment if necessary

☒ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK

Cancel

Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box, then click **OK**. **Note:** If the check box is not selected, OK is not activated.













☒ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK **Cancel**

The following confirmation message will display.

Expenses > Transactions > Accountholder LA DPS UAT

 Disputed 1 transaction. X

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
<input type="checkbox"/>	TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	  	4184182122-3000-02-	4,632.5
<input type="checkbox"/>	TXN00001076	6957	(ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING, AUDITING...	  	----	4,173.4
<input type="checkbox"/>	TXN00001077	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	  	----	2,608.8

The Dispute Submitted column for the selected transaction displays an **X**.

Note: If the dispute was performed on a screen other than Pending Sign Off, that screen will display.

Home	Expenses	Accounts	Reports	Accounting	Administration								
Expenses > Transactions > Accountholder											LA DPS UAT		
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	Dispute Submitted		
TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x ✓ x	4184182122--3000-02-	4,632.55	x		

Reports

Types of Reports

- **Billing Cycle Purchase Log** – This report serves as a Billing Statement and Travel Card Log all in one. It can be run anytime by any user. The only changes that can be made by the user are selection of billing cycle dates. **Approver must verify the billing cycle dates are correct to make sure all transactions within the billing cycle are accounted for in the report.** This report is in PDF format which is sufficient for audit purposes. This report is required to be complete and should have receipts attached for each billing cycle.
- **Billing Cycle Incomplete Transactions** - Approvers should run this report at least weekly to monitor the status of Accountholders' pending transactions. It will show all transactions in which an allocation and/or sign off have not yet been performed. This report should be used as a management tool.

Running Reports

- Accountholders' reports will only include their own transactions.
- Approvers' reports will include all the Accountholders' transactions for which they have been set up to approve.

Billing Cycle Purchase Log

On the **Home** page, click **Reports**, then select **Template Library** from the drop-down menu.

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Home Expenses Accounts Reports Accounting Administration

Completed
Create
Scheduled
Template Library

Action Items

Action	Accountholder	Count	Type	Current Status
Sign Off		10	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

Accounts Dashboard Account Portfolio

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TARA POCORELLO	6957	25,000.00	133,452.07	(108,452.07)	533%
AMY VINCENT	7344	25,000.00	120,333.29	(95,333.29)	481%
NATASHA DEMOULIN	2476	25,000.00	44,229.19	(19,229.19)	176%
RICHARD ABBOTT	9506	25,000.00	15,220.87	9,779.13	60%
BRITTANI ADAMS	4875	25,000.00	0.00	25,000.00	0%
PAULA ADAMS	9040	25,000.00	0.00	25,000.00	0%

6 items Show 10 per page Page: 1 of 1



In the **Template Name** column, select the **Billing Cycle Purchase Log** drop-down arrow.

Shared

Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Cycle Purchase Log	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.
Card Adjustment History	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

16 items Show 10 per page

Click **Modify/Run**.

Shared			
Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Cycle Purchase Log	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
 Modify / Run	cardCategory	Bank Defined	Review details of cancelled cards.
 Delete	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
	cardCategory	Bank Defined	Review details of the past due balances on cards.
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

Scroll down and verify Post Dates are for the correct billing cycle. Change if needed.

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Modify/Run

LA Dept of Health and Hosp Travel

Create Report Report data is current as of June 19, 2014 11:31 AM CDT.

* Category: Spend

* Template: Billing Statement

Report Options Basic Advanced Reset to defaults Use last run settings

Columns

Available

Allocation

GL is Authorized

GL is Complete

GL is Valid

GL: ACTIVITY

GL: ACTIVITY Desc

GL: AGENCY/REPORTING CATEGORY

GL: AGENCY/REPORTING CATEGORY C

GL: FMYBIFY

GL: FMYBIFY Desc

GL: FUND/AGENCY/ORGANIZATION

GL: FUND/AGENCY/ORGANIZATION Des

GL: OBJECT

GL: OBJECT Desc

GL: SUB-OBJECT

GL: SUB-OBJECT Desc

Item Description

Item Exp Cat Comment

Item GL Combination

Item Number

Item Price

Selected

Card Last 4 Digits

MCC

Txn Number

Post Date

Purchase Date

Amount

Credit

Debit

Payment Amount

Column Sort

A→Z Card Last 4 Digits

A→Z Post Date

A→Z Txn Number

Remove Edit Add Constant

Remove Reverse Sort

Filters

Add filter:

Transaction Type: ☒ Cash advance ☒ Misc Credit ☒ Misc Debit ☒ Purchase ☐ Reimbursement ☒ Payment

Post Date: ☒ 06/19/2014

Then scroll down and Click **Submit Report**.

Output Format

Formats: ☐ Excel ☒ **PDF**

Output Files: ☒ Full Details ☐ Summary Only

Paper:


Orientation: ☐ Portrait ☒ Landscape

☐ Add Summary Data in Header

Add Signature Line to: ☐ Header ☐ Footer

Insert Page Break:

☐ Delimited Text

Summary Grouping:  Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

☐ Save Template to Template Library


Template Name:

Description:

Sharing: ☐ Personal ☒ Shared ☐ Both


Scheduling and Expiration


Job Name:

Run for User(s): 

Schedule: ☒ Run Now ☐ Run Later ☐ Recurring

Report Expiration after: day(s)



Submit Report 

The screen below appears which shows the report is completed.

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Completed LA Dept of Health and Hosp Travel

Created 1 report. Report can be downloaded from the table below.

Completed Reports

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready	<input checked="" type="checkbox"/>	PDF

1 Selected | 1 item Show 10 per page Page: 1 of 1

Delete

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Click on PDF to open the report.

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Completed

LA Dept of Health and Hosp Travel

Created 1 report. Report can be downloaded from the table below.

Completed Reports

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready	<input checked="" type="checkbox"/>	PDF

PDF

Note: Some computers may open the report automatically. On other computers, you will have to click **Open** or **Save** (see below).

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Completed

LA Dept of Health and Hosp Travel

Created 1 report. Report can be downloaded from the table below.

Completed Reports

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready	<input checked="" type="checkbox"/>	PDF

1 Selected | 1 item

Show 10 per page

Page: 1 of 1

Delete

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Do you want to open or save **Billing Statement.pdf** from demo.works.com?

Open Save Cancel

Report appears in PDF format.

1

Billing Statement

Company Name: LA Dept of Health and Hosp Travel
Print Date: Between 2014-05-02 00:00:00 and 2014-05-10 23:59:59
Report Owner: SAVOY, SHEILA
Report Time: 2014-05-10 11:44:19
Transaction Type: One of: Cash advance or Misc Credit or Misc Debit or Purchase or Payment

Card Last 4 Digits	MCC	Tex Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
0100	3440	TXN00001001	05/05/2014	05/05/2014	93.71	0.00	93.71	0.00
	3000	TXN00001002	05/05/2014	05/05/2014	543.07	0.00	543.07	0.00
	3530	TXN00001003	05/05/2014	05/05/2014	87.50	0.00	87.50	0.00
	3430	TXN00001004	05/05/2014	05/05/2014	126.95	0.00	126.95	0.00
	3030	TXN00001005	05/05/2014	05/05/2014	134.55	0.00	134.55	0.00
	1742	TXN00001006	05/05/2014	05/05/2014	871.81	0.00	871.81	0.00
	3381	TXN00001007	05/05/2014	05/05/2014	717.37	0.00	717.37	0.00
	3100	TXN00001008	05/05/2014	05/05/2014	286.95	0.00	286.95	0.00
	3802	TXN00001009	05/05/2014	05/05/2014	645.70	0.00	645.70	0.00
	3387	TXN00001010	05/05/2014	05/05/2014	43.40	0.00	43.40	0.00
	SAVY: 10				3,428.37	0.00	3,428.37	0.00
1530	3440	TXN00001111	05/05/2014	05/05/2014	547.95	0.00	547.95	0.00
	3000	TXN00001112	05/05/2014	05/05/2014	130.95	0.00	130.95	0.00
	3530	TXN00001113	05/05/2014	05/05/2014	89.72	0.00	89.72	0.00
	3430	TXN00001114	05/05/2014	05/05/2014	402.43	0.00	402.43	0.00
	3030	TXN00001115	05/05/2014	05/05/2014	142.40	0.00	142.40	0.00
	1742	TXN00001116	05/05/2014	05/05/2014	206.46	0.00	206.46	0.00
	3381	TXN00001117	05/05/2014	05/05/2014	602.44	0.00	602.44	0.00
	3100	TXN00001118	05/05/2014	05/05/2014	474.25	0.00	474.25	0.00
	3802	TXN00001119	05/05/2014	05/05/2014	607.88	0.00	607.88	0.00
	3387	TXN00001120	05/05/2014	05/05/2014	65.50	0.00	65.50	0.00
	SAVY: 10				3,016.62	0.00	3,016.62	0.00
0000	3440	TXN00001131	05/05/2014	05/05/2014	365.71	0.00	365.71	0.00
	3000	TXN00001132	05/05/2014	05/05/2014	226.32	0.00	226.32	0.00
	3530	TXN00001133	05/05/2014	05/05/2014	710.70	0.00	710.70	0.00
	3430	TXN00001134	05/05/2014	05/05/2014	366.78	0.00	366.78	0.00
	3030	TXN00001135	05/05/2014	05/05/2014	671.37	0.00	671.37	0.00
	1742	TXN00001136	05/05/2014	05/05/2014	309.09	0.00	309.09	0.00
	3381	TXN00001137	05/05/2014	05/05/2014	204.45	0.00	204.45	0.00

SAVOY, SHEILA 1 of 3 2014-05-10 11:44:19

Once you have run this report it will appear in Completed Reports. You can now rerun/modify the report by clicking on the Report Name.

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Home Expenses Reports Accounting

Reports > Completed

Completed Reports

Actions

Clear Filters Columns

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	+	06/19/2014 11:44 AM CDT	Billing Statement	Ready		PDF

The dropdown appears. Click **Modify/Run**.

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Home Expenses Reports Accounting

Reports > Completed

Completed Reports

Actions

Clear Filters Columns

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	+	06/19/2014 11:44 AM CDT	Billing Statement	Ready		PDF

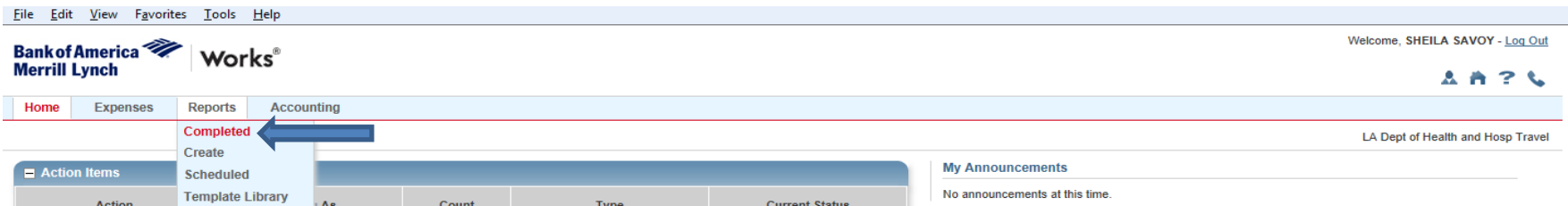
- Modify / Run
- Add Output Type
- Change Expiration
- Delete

Repeat the steps in the Billing Cycle Purchase Log section of this document.

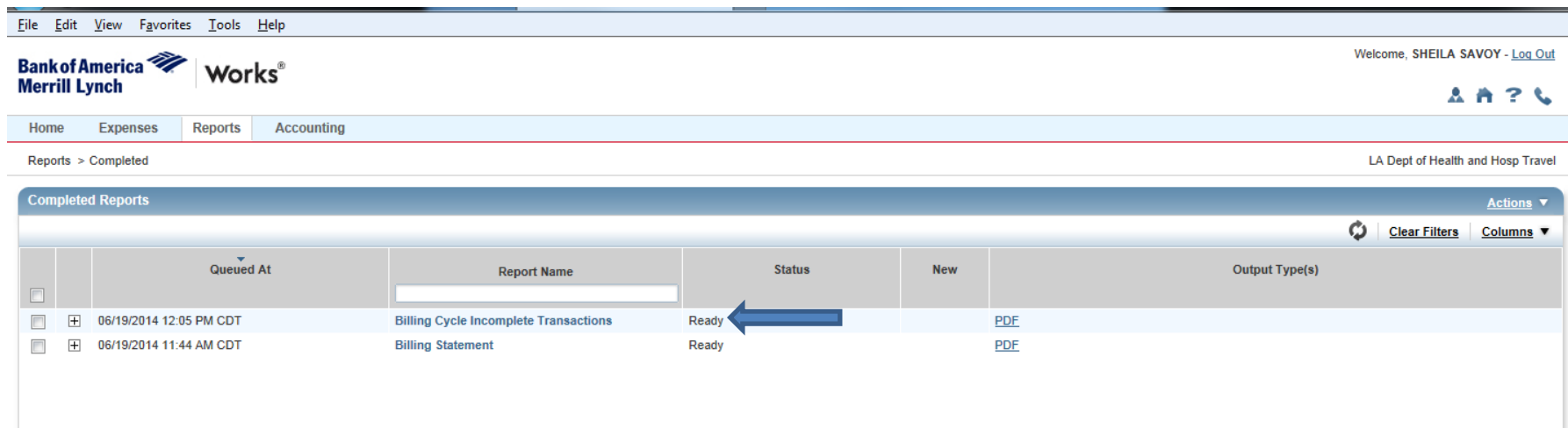
Billing Cycle Incomplete Transaction Report

Approvers should run this report at least weekly to monitor the status of Accountholders' pending transactions. It will show all transactions in which an allocation and/or sign off have not yet been performed. This report should be used as a management tool.

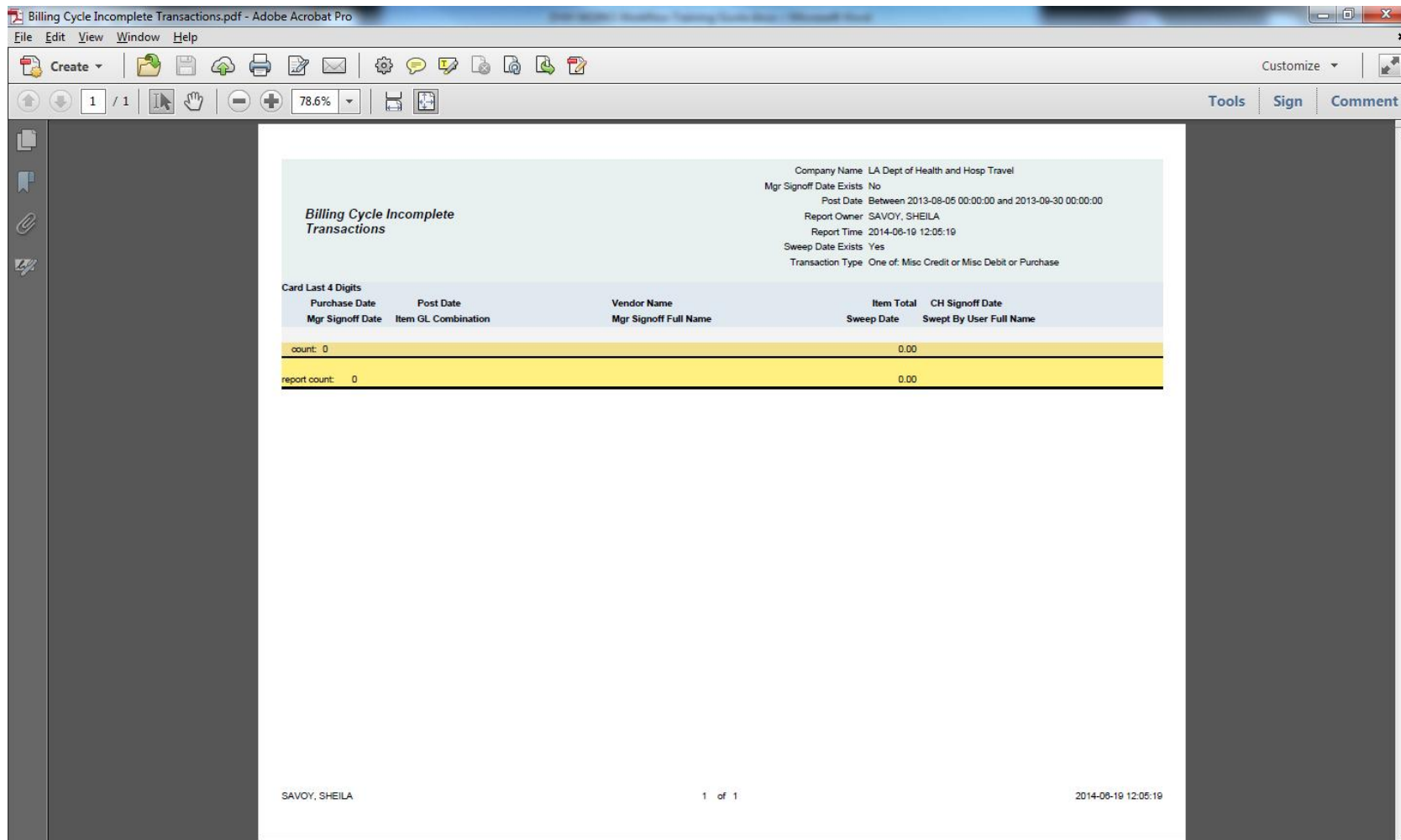
On the **Home** page, click **Reports**, then **Completed Reports**.



Click on **PDF** in the Output column for the Billing Cycle Incomplete Transactions.



Report appears in PDF format.



Deadlines

- The billing cycle for travel transactions remains the same: The 9th of the month through the 8th of the following month.
- Accountholders have throughout the billing cycle and 3 additional days (11th of the following month) to complete Allocations and Sign off.
- Approvers have throughout the billing cycle and 4 additional days (12th of the following month) to complete Allocations and Sign off.
- P4 will be created on the 18th and will hit Vouchers Payable on the 19th (These dates will vary depending on what day the 18th falls).
- The payment date remains on the 28th of the month.

Updating Personal Settings: Password

From the Home Screen click last 4 digits of card number, click View Full Details.

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Home

Expenses

Reports

LA DPS Public Safety - GL Workflow

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	7	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

My Announcements

No announcements at this time.

Accounts Dashboard

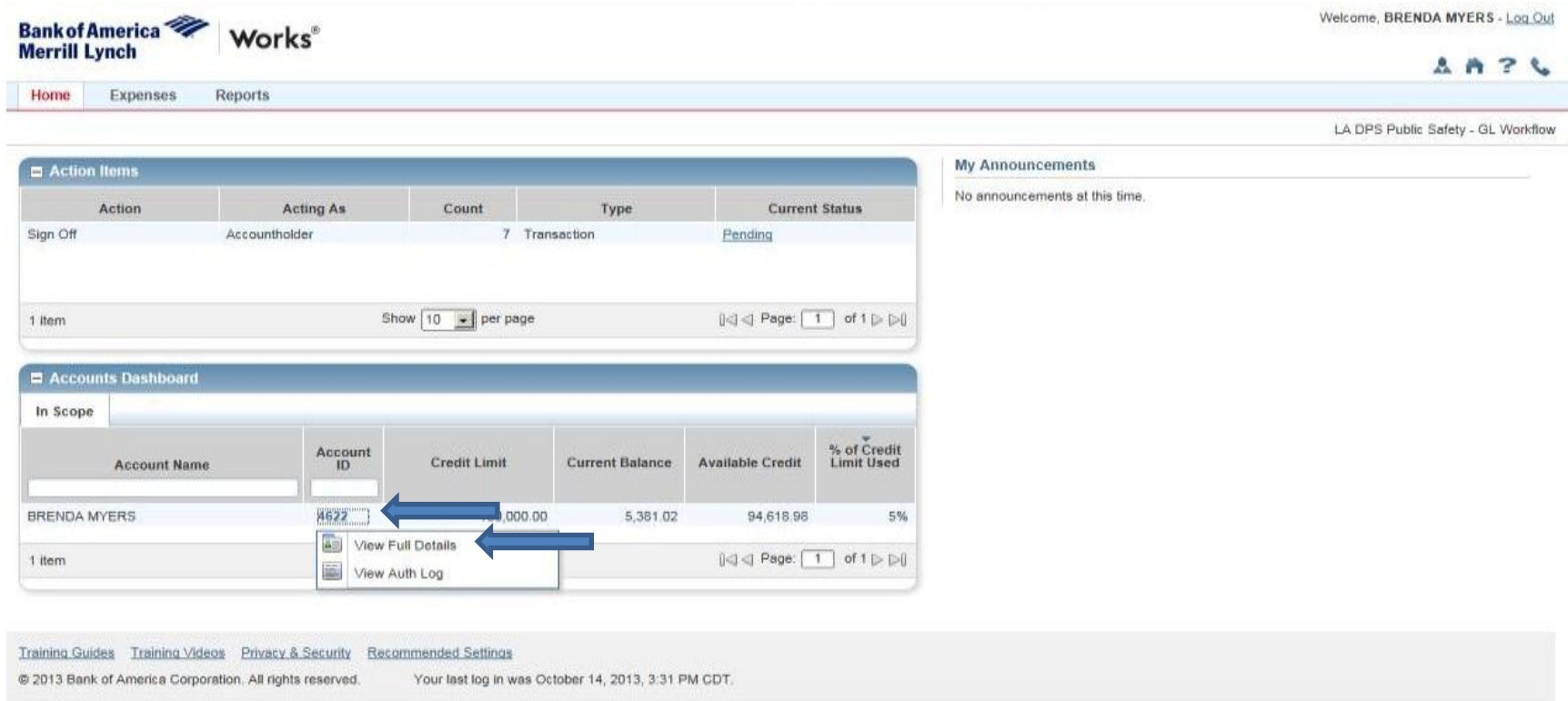
In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
BRENDA MYERS	4622	0,000.00	5,381.02	94,618.98	5%

1 item View Full Details View Auth Log Page: 1 of 1

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Note: To update Email Address or change Login Name make changes in the fields shown on screen below, then click **Save**.

View Authorization Log

The Authorization Log allows you to see transactions that have been approved by the bank but have not yet posted to Works; if a transaction was declined, the reason why is shown.

1. On the **Home Page**, the second section - **Accounts Dashboard**, click on the last 4 digits of your account ID.

NOTE: The Accounts Dashboard also lists your credit limit, balance, and available credit. This is useful information easily referenced on the Works Home Page.

Accounts Dashboard					
In Scope					
Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
KRISTY EHARIS	3163	30,000.00	17,405.19	12,594.81	58%
1 item					
		Show	10	per page	
		Page: 1 of 1			

2. Click on the **Actions** link in the upper right corner.

KRISTY EHARIS (3163)		Actions
Account Summary		
Account Nickname:	KRISTY EHARIS	Available Credit: 12,594.81
Account ID:	3163	Current Balance: 17,405.19
Primary Accountholder:	Eharis, Kristy	
Spend Control Profile	Account	Accountholders

3. Click **View Auth Log**.

KRISTY EHARIS (3163) Actions ▾

Account Summary View Auth Log

Account Nickname: KRISTY EHARIS Available Credit: 12,594.81

Account ID: 3163 Current Balance: 17,405.19

Primary Accountholder: [Eharis, Kristy](#)

4. The next screen will be your **Authorization Log**.

Authorization Log - KRISTY EHARIS (3163)							
Current Balance: 17,405.19		ATM Cash Limit: 0.00		Available Funds: 8,923.00			
Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth
08/19/13 15:12:13 EDT	GILMAN GEAR	5046	\$3,671.39	Authorized	063922		
08/15/13 11:51:01 EDT	BERTREM PRODUCTS	5085	\$4,850.00	Authorized	030297		

Online Video Training

From the Home Page, select “Training Video” at the bottom of the screen.

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[Home](#) [Expenses](#) [Reports](#) [Accounting](#)

LA Dept of Health and Hosp Travel

Password changed successfully.

Action Items

Action	Acting As	Count	Type	Current Status
Sweep	Accountant	85	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 Credit	% of Credit Limit Used
No data available in table					

0 items Show 10 per page Page: 1 of 0

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Training for Cardholders - Select Reconciling Transactions - demonstrates how to review and reconcile a transaction.

(direct link) http://training.works.com/support/resources/videos/Reconciling_Transactions.htm

Reconciling Transactions with General Ledger – demonstrates how to reconcile and review transactions with general ledger assignments. (this one also talks about flagged transactions)

(direct link) http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger.htm

THE END