

LOG into WORKS <https://payment2.works.com/works> Please bookmark the location.

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https://payment2.works.com/works/home

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Bank of America Merrill Lynch Works®

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Home Expenses Accounts Reports Accounting Administration

CSU

Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountant	982	Transaction	Open
Sweep	Accountant	222	Transaction	Pending
Sign Off	Accountholder	1	Transaction	Pending

3 items 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
JANANN DUNCAN	9052	20,000.00	1,340.89	18,659.11	6%
MARCIA JONES	7917	70,000.00	1,363.52	68,636.48	1%

2 items Show 10 per page Page: 1 of 1

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Click on “Pending” of the transaction that needs to be reconciled and signed off.

Application Launched | Works Client Education - T... | New Tab | Works - Transactions

https://payment2.works.com/works/transactions/accountholder/tab/pendingSignOff

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Home | Expenses | Accounts | Reports | Accounting | Administration

Expenses > Transactions > Accountholder

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
TXN00098597	9052	none	05/01/2015	04/30/2015	DUNCAN, JANANN	181.98	STAPLS7135754178000001	x x ✓	-714100	181.98

1 Selected | 1 item

Show 10 per page

Page: 1 of 1

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

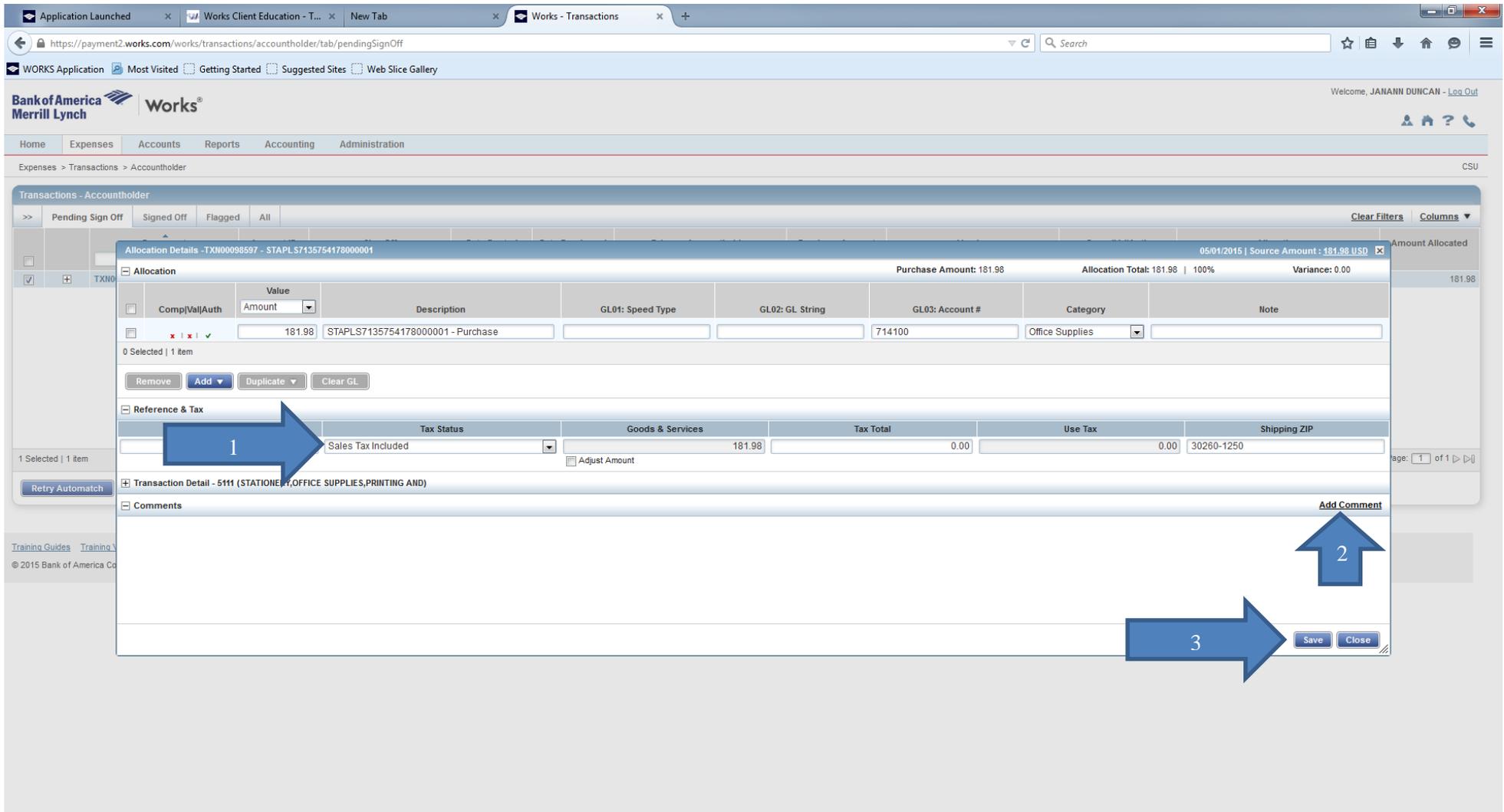
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1. Hover your mouse over the “transaction document number” and the black drop down arrow will appear.

a. Click the black drop down arrow, now click allocation / edit.

2.NOTE: If you have more than one transaction that will use the same comments and GL numbers then you can select all by checking the box in the gray area. This allows you to complete multiple transactions at one time. (See page 6 for instructions on splitting)



1. Change your Tax Status from “Sales Tax included” to “Non-taxable Purchase”.
2. In the lower section on the right select “Add Comment” and type your business purpose for this purchase and click OK.
3. Then click “Save”.

Application Launched | Works Client Education - T... | New Tab | Works - Transactions

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Expenses > Transactions > Accountholder

Saved updates to transaction.

Transactions - Accountholder

Allocation Details -TXN0098597 - STAPLS7135754178000001 | 05/04/2015 | Source Amount: 181.98 USD

Value	Description	GL01: Speed Type	GL02: GL String	GL03: Account #	Category	Note
181.98	STAPLS7135754178000001 - Purchase	5510001001	10500-5510000-16200-11000	714100	Office Supplies	

Reference & Tax

Reference	Tax Status	Use Tax	Shipping ZIP
	Non-taxable Purchase	0.00	30260-1250

Transaction Detail - 5111 (STATIONERY,OFFICE SUPPLIES,PRINTING AND)

Comments

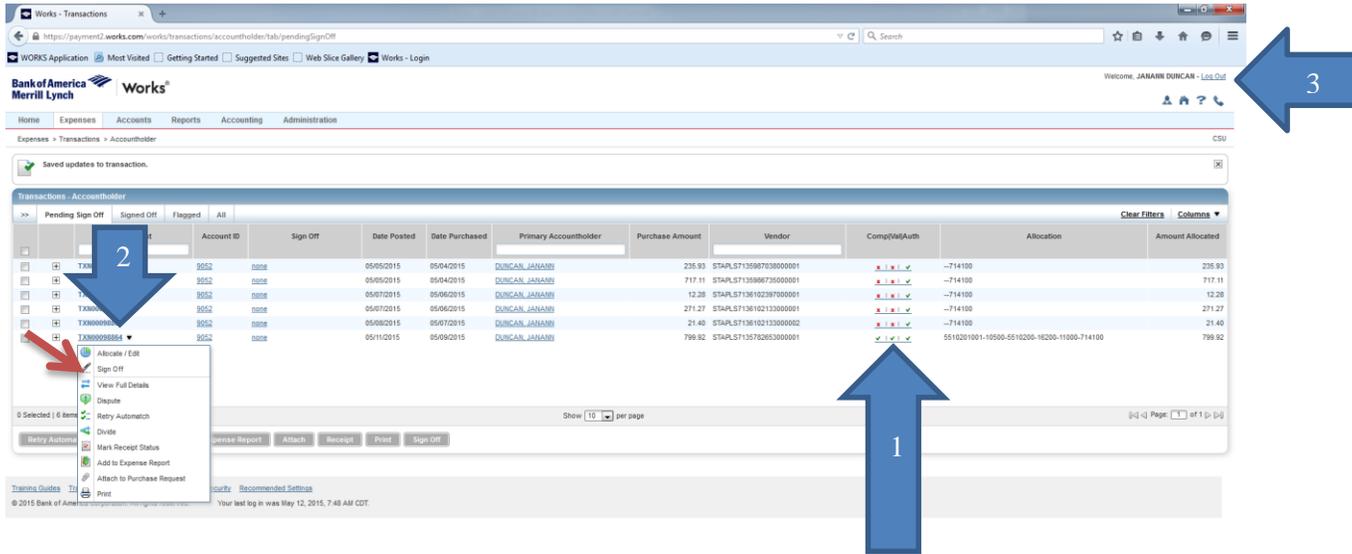
Staples Office Supplies Budget & Finance Donal Christian
JANANN DUNCAN | 05/04/2015

Save Close

1. The same box is displayed a 2nd time but now you can read the comments.

2. Now you will locate the Speed Type in the GL01 Speed Type box. You can still type in the beginning numbers to find your correct speed type which you will click to select and it will automatically fill in the box. Continue for the remaining GL string and Account # (GL02 GL String, GL03 Account #.)

3. Verify the amount or split the amount between different departments if needed. See page 6 for splitting instructions.
4. Click “SAVE”. Click “Close”. This will return you to where you started and you will see the transaction still listed.



1. When you see 3 green check marks in “Comp/Val/Auth” field your reconciliation is successful.
2. Hover your mouse over “transaction document number” again for the drop down arrow and click the black down arrow again. Select “Sign Off” and your transaction has been reconciled.

After clicking “Sign Off” you will receive another dialog box. If you have already placed comments in the transaction you do not have to re-type them here again. This display will allow you the opportunity to add comments if you forgot to do so earlier in the transaction.

Click “OK”. Now your transaction is no longer on the Pending Sign Off page and is complete.

3. Continue reconciling / signing off with other transactions if needed or “Log Out” in the upper right hand corner.

Works - Transactions

https://payment2.works.com/works/transactions/accountholder/tab/pendingSignOff

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Expenses > Transactions > Accountholder

Allocation updated on 1 transaction. View Details

Transactions - Accountholder

Allocation Details - TXN00008714 - STAPLS7135986735000001 05/05/2015 | Source Amount : 717.11 USD

Comp/Val/Auth	Value Amount	Description	GL01: Speed Type	GL02: GL String	GL03: Account #	Category	Note
<input checked="" type="checkbox"/>	611.20	STAPLS7135986735000001 - Purchase	5510001001	10500-5510000-16200-11000	714100	Office Supplies	
<input checked="" type="checkbox"/>	105.91	STAPLS7135986735000001 - Purchase	5510101001	10500-5510100-16200-11000	714100	Office Supplies	

2 Selected

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	717.11	0.00	0.00	30260-1250

Transaction Detail - 6111 (STATIONERY,OFFICE SUPPLIES,PRINTING AND)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary - Charges for 05/01/15	0.00	1	717.11			30260	0.00	0.00	05/01/2015		30122		0.00	0.00	0000000000000000

Purchase Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code

Save Close

Amount Allocated

235.93
611.20
12.28
271.27
21.40

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Training Guides Training

Faye DesVignes
 See Attached Image
 Thank you Janann,
 Faye C. Des Vignes

If splitting a transaction you will need to add a line to show the allocation amounts to each designated budget.

When you return to the original screen listing of the transaction for the “Sign Off” you will notice it states “multiple” under the Allocation column.

The screenshot shows the Bank of America Works application interface. At the top, there is a navigation bar with the Bank of America Merrill Lynch logo and the 'Works' brand name. Below this is a menu with options like Home, Expenses, Accounts, Reports, Accounting, and Administration. The main content area displays a table of transactions under the heading 'Transactions - Accountholder'. The table has columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp(Va)Auth, Allocation, and Amount Allocated. A red arrow points to the 'multiple' entry in the Allocation column for transaction TXN00098714. Below the table, there are buttons for 'Retry Automatch', 'Mass Allocate', 'Add to Expense Report', 'Attach', 'Receipt', 'Print', and 'Sign Off'. The footer contains copyright information for Bank of America Corporation, dated 2015, and a log-in timestamp.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp(Va)Auth	Allocation	Amount Allocated
TXN00098692	9052	none	05/05/2015	05/04/2015	DUNCAN, JANANN	235.93	STARPLS7135987030000001	x x ✓	--714100	235.93
TXN00098714	9052	none	05/05/2015	05/04/2015	DUNCAN, JANANN	717.11	STARPLS7135986735000001	✓ ✓ ✓	multiple	717.11
TXN00098781	9052	none	05/07/2015	05/06/2015	DUNCAN, JANANN	12.28	STARPLS7136102397000001	x x ✓	--714100	12.28
TXN00098825	9052	none	05/07/2015	05/06/2015	DUNCAN, JANANN	271.27	STARPLS7136102133000001	x x ✓	--714100	271.27
TXN00098960	9052	none	05/08/2015	05/07/2015	DUNCAN, JANANN	21.40	STARPLS7136102133000002	x x ✓	--714100	21.40

Now you can “Sign Off” as you did on page 5.