

Login Screen



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

Email:

Login Name:

Password:

[Forgot your password?](#)

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

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

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Home Screen within the Works Platform

Things to know about this page:

1. Action Items – Area where there are pending transactions that you need to do be updated.
2. Alerts – Information that you should take notice of from Bank Of America.
3. My Announcements- Area where communications will be sent to you about a specific issue from the Boston University Purchasing Card Administrators..



Action Items Upload Receipts				
Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	5	Transaction	Pending

1 item Show per page Page: of 1

Alerts
No alerts at this time.

My Announcements
No announcements at this time.

Action Items Screen

Things to know about this page:

Tabs on this screen include

- a. Pending – Transactions that have not been completed by the cardholder

- b. Signed Off – Transactions that are completed by the cardholder
- c. Flagged – Transactions that have been returned by the approver for issues
- d. All- This will show all the transactions that you currently have

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Home Expenses Accounts Reports Accounting Administration Boston University

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	Uploaded Receipt
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/>	<input type="checkbox"/> TXN00001026	8863	none	12/08/2016	12/08/2016	Abrams, Matthew	749.77	HOLIDAY RENT-A-CAR CO.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5100101060150000	749.77	No
<input type="checkbox"/>	<input type="checkbox"/> TXN00001027	8863	none	12/08/2016	12/08/2016	Abrams, Matthew	907.21	THAI AIRWAYS CO.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5100101060150000	907.21	No
<input type="checkbox"/>	<input type="checkbox"/> TXN00001028	8863	none	12/08/2016	12/08/2016	Abrams, Matthew	284.63	ACCOUNTING, AUDITING AND B CO.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5100101060150000	284.63	No
<input type="checkbox"/>	<input type="checkbox"/> TXN00001029	8863	none	12/08/2016	12/08/2016	Abrams, Matthew	850.28	PUBLIC WAREHOUSING-FARM PR CO.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5100101060150000	850.28	No
<input type="checkbox"/>	<input type="checkbox"/> TXN00001030	8863	none	12/08/2016	12/08/2016	Abrams, Matthew	723.21	GRAND CASINO HOTEL CO.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5100101060150000	723.21	No

0 Selected | 5 items Show 10 per page Page: 1 of 1

Transactions Actions Drop Down Menu

Things to know about this page:

This menu will allow you to complete key reconciliation steps

- a. Allocate or Edit a Transaction
- b. Sign Off

- c. View Full Details
- d. Dispute
- e. Manage Receipts

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	Uploaded Receipt			
<input type="checkbox"/>	TXN00001026	6863	none	12/08/2016	12/08/2016	Abrams, Matthew	749.77	HOLIDAY RENT-A-CAR CO.	✓ ✓ ✓	5100101060150000	749.77	No			
<input type="checkbox"/>			none	12/08/2016	12/08/2016	Abrams, Matthew	907.21	THAI AIRWAYS CO.	✓ ✓ ✓	5100101060150000	907.21	No			
<input type="checkbox"/>			none	12/08/2016	12/08/2016	Abrams, Matthew	284.63	ACCOUNTING, AUDITING AND B CO.	✓ ✓ ✓	5100101060150000	284.63	No			
<input type="checkbox"/>			none	12/08/2016	12/08/2016	Abrams, Matthew	850.28	PUBLIC WAREHOUSING-FARM PR CO.	✓ ✓ ✓	5100101060150000	850.28	No			
<input type="checkbox"/>			none	12/08/2016	12/08/2016	Abrams, Matthew	723.21	GRAND CASINO HOTEL CO.	✓ ✓ ✓	5100101060150000	723.21	No			

0 Selected | 5 items

Show 10 per page

Page: 1 of 1

Allocation

Things to know about this page:

1. GL Account – This will default to the supplies GL , 510010. However, you can adjust this to your preferred GL
2. Cost Object – This will default to your preferred cost object at cardholder signup however you can use any cost object that is assigned to you.
3. Description of Purchase
4. Amount

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Welcome, Matthew Abrams - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder Boston University

Transactions - Accountholder

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

Allocation Details - TXN00001026 - HOLIDAY RENT-A-CAR CO. 12/08/2016 | Source Amount: 749.77 USD

Allocation Purchase Amount: 749.77 Tax Amount: 52.48 Allocation Total: 749.77 | 100% Variance: 0.00

Comp/Val/Auth	Value	Sales Tax	Description	GL01: GL Account	GL02: Cost Object
✓ ✓ ✓	697.29	52.48	HOLIDAY RENT-A-CAR CO. - Purchase	510010	1060150000

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	697.29	52.48	0.00	02215

Adjust Amount

Transaction Detail - 3368 (HOLIDAY RENT-A-CAR)

Car Rental Summary

Description	Rate	Duration	Total	No Show Indicator	Renter Name	Local Tax	Local Tax Indicator	Corporate ID	Insurance Charges	Fuel Charges	One Way Charges	Towing Charges	Mileage Charges	Regular Mileage Charges	Late Charges	Telephone Charges	Extra Charges	Other Charges	Total	Check-Date
Car rental - WESTPHALIA 14 9 Picked up 11/19/16 Returned 12/08/16 class:6	697.29	1/weekly	697.29	false	EQVAQ0ZC BCZXZCQA	14.45	2	YQEYY54402	79.19	81.96	21.43	54.01	6.89	117.57	30.10	120.13	61.59	109.97	14.45	12/08/20

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	52.48	1	52.48

Copy to Allocation

Save Save and Allocate Next Close

Adding a Receipt

The following screens are how you will attach images of receipts:

Transactions - Accountholder													
												Clear Filters	Columns ▼
>>	Pending Sign Off	Signed Off	Flagged	All									Uploaded Receipt
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	All	
<input type="checkbox"/>	TXN00001026	6863	none	12/08/2016	12/08/2016	Abrams, Matthew	749.77	HOLIDAY RENT-A-CAR CO.	✓ ✓ ✓	5100101060150000	749.77	No	
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<input type="checkbox"/>			none	12/08/2016	12/08/2016	Abrams, Matthew	723.21	GRAND CASINO HOTEL CO.	✓ ✓ ✓	5100101060150000	723.21	No	

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

0 Selected | 5 ite

Show 10 per page

Page: 1 of 1

Transactions - Accountholder

Transactions - Accountholder													
>> Pending Sign Off Signed Off Flagged All Clear Filters Columns ▼													
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<input type="checkbox"/>	<input type="checkbox"/>	TXN00001029	8863	none	12/08/2016	12/08/2016	Abrams, Matthew	850.28	PUBLIC WAREHOUSING-FARM PR CO.	✓ ✓ ✓	5100101060150000	850.28	No
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001030	8863	none	12/08/2016	12/08/2016	Abrams, Matthew	723.21	BRANDS PLANNING HOTEL CO.	✓ ✓ ✓	5100101060150000	723.21	No

100231953152 - Receipts

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
No data available in table						

0 Selected | 0 items Show 10 per page Page: 1 of 0

[Add](#) [Remove](#) [View PDF](#)

- New Receipt
- Stored Receipt

[Close](#)

Transactions - Accountholder

>>		Pending Sign Off	Signed Off	Flagged	All	Clear Filters							Columns
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<input type="checkbox"/>	<input type="checkbox"/> TXN00001030	6863	none	12/08/2016	12/08/2016				✓ ✓ ✓	5100101060150000	723.21	No	

Add Receipt

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add: No file selected.

Receipt Date:

Description: