

Valparaiso University Procurement Office



Purchase Card Holder [Screen Shot Instructions](#) **Signing Off on Transactions**



The Login Screen

New Account Holders will receive a **Welcome email** with their user name and password instructions.

<https://payment2.works.com/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: Valparaiso Demo 1 

Login Name:

Password:

[Forgot your password?](#)

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

Home Screen

Approve Pending Transactions



From the Home Screen click on "Pending" to Sign Off on transactions.



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

Action Items [Upload Receipts](#)

Action	Acting As	Count	Type	Current Status
Download		1	Report	Ready
Resolve	Accountholder	1	Transaction	Resolved
Sign Off	Accountholder	11	Transaction	Pending

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Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
VALPO TRAINING ACCOUNTHOLDER	2574	3,000.00	6,595.43	(2,776.04)	(3,595.43)

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How to Sign Off on a Transaction



3 Steps: Add Receipt, add Business Purpose Description, and Verify or Change GL Number.

All 3 steps can be done from this page.

1. To add a receipt change the "No" to "Yes" by clicking on the **NO** and adding the receipt.
2. To complete Steps 2 and 3, Business Purpose Description and GL Number, click on **"Comp/Val/Auth"**.

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	GL91: Business Purpose Description	Amount Allocated	Uploaded Receipt				
<input type="checkbox"/>	TXN00001099	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	578.87	UNITED AIRLINES CO.	✓ ✓ ✓	Airfare:Recruiting02/23/17-MarySmith10-0000000-15110	Airfare:Recruiting02/23/17-MarySmith	578.87	Yes				
<input type="checkbox"/>	TXN00001101	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	148.72	MOTOR FREIGHT CARRIERS, TR CO.	✗ ✓ ✓	10-0000000-15110		148.72	No				
<input type="checkbox"/>	TXN00001102	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	196.09	STATIONARY, OFFICE AND SCH CO.	✗ ✓ ✓	10-0000000-15110		196.09	No				
<input type="checkbox"/>	TXN00001103	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	818.76	HOLIDAY INNS CO.	✗ ✓ ✓	10-0000000-15110		818.76	No				
<input type="checkbox"/>	TXN00001104	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	849.54	MILLEVILLE RENT-A-CAR CO.	✗ ✓ ✓	10-0000000-15110		849.54	No				
<input type="checkbox"/>	TXN00001105	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	958.66	BRITISH AIRWAYS - BRITISH A CO.	✓ ✓ ✓	Flight to Britain for Client Demo10-0000000-15110	Flight to Britain for Client Demo	958.66	No				
<input type="checkbox"/>	TXN00001107	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	245.61	MOTOR FREIGHT CARRIERS, TR CO.	✗ ✓ ✓	10-0000000-15110		245.61	No				
<input type="checkbox"/>	TXN00001108	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	322.35	NON-FINANCIAL INSTITUTIONS CO.	✗ ✓ ✓	10-0000000-15110		322.35	No				
<input type="checkbox"/>	TXN00001109	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	913.28	RADISSON BLU CO.	✗ ✓ ✓	10-0000000-15110		913.28	No				
<input type="checkbox"/>	TXN00001110	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	219.67	HERTZ CORPORATION CO.	✗ ✓ ✓	10-0000000-15110		219.67	No				
<input type="checkbox"/>	TXN00001111	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	524.49	UNITED AIRLINES CO.	✗ ✓ ✓	10-0000000-15110		524.49	No				

0 Selected | 11 Items

Show 500 per page

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Retry Automatch Mass Allocate Attach Print Sign Off



Upload Receipt File

To add a Receipt: click on **“No”** under Uploaded Receipts.
Then click **Add -> New Receipt**. Browse for file and select. No comment is required here.

The screenshot shows the Bank of America Merrill Lynch Works interface. At the top, there are navigation tabs for Home, Expenses, and Reports. Below this is a breadcrumb trail: Expenses > Transactions > Accountholder. The main area displays a table titled "Transactions - Accountholder" with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp/Val/Auth, Allocation, Amount Allocated, and Uploaded Receipt. The table contains several rows of transaction data. A modal window titled "100245908566 - Receipts" is open, showing a table with columns for Upload Date, Uploaded By, Receipt Date, File Name, File Size, Description, and Document ID. The modal also includes an "Add" button with a dropdown menu showing "New Receipt" and "Stored Receipt", and a "Close" button. A red box highlights the "No" link in the "Uploaded Receipt" column of the first row in the main table, and a red arrow points from this box to the "Add" button in the modal.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Uploaded Receipt
TXN00001099	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	578.87	UNITED AIRLINES CO.	x v i ✓	10-0000000-15110	578.87	No
TXN00001101	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	148.72	MOTOR FREIGHT CARRIERS, TR CO.	x v i ✓	10-0000000-15110	148.72	No
TXN00001102	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	196.09	STATIONARY, OFFICE AND SCH CO.	x v i ✓	10-0000000-15110	196.09	No
TXN00001103	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	818.76	HOLIDAY INNS CO.	x v i ✓	10-0000000-15110	818.76	No
TXN00001104	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	849.54	MILLEVILLE RENT A CAR CO.	x v i ✓	10-0000000-15110	849.54	No
TXN00001105	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	958.68	Flight to Britain for Client Demo	x v i ✓	10-0000000-15110	958.68	No
TXN00001107	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	245.61		x v i ✓	10-0000000-15110	245.61	No
TXN00001108	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	322.35		x v i ✓	10-0000000-15110	322.35	No
TXN00001109	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	913.28		x v i ✓	10-0000000-15110	913.28	No
TXN00001110	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	219.67		x v i ✓	10-0000000-15110	219.67	No
TXN00001111	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	524.49		x v i ✓	10-0000000-15110	524.49	No

Receipt File has been Added



The receipt has been attached/added to the purchase transaction. No comment required. Click **“Close”** and the **“No”** will change to **“Yes”**.

The screenshot displays the Bank of America Works interface. At the top, it shows the user's name "Joe Cardholder" and a "Log Out" link. Below the navigation bar, there is a table of transactions. A modal dialog titled "100245908566 - Receipts" is open, showing a confirmation message "Added receipt." and a table of receipt details. The table has columns for "Upload Date", "Uploaded By", "Receipt Date", "File Name", "File Size", "Description", and "Document ID". One row is selected, showing a receipt uploaded on 04/06/2017 by Cardholder Joe, with a file name "Receipt File for File Upload Training", a size of 534.7 KB, and document ID TXN00001099. A "Close" button is visible at the bottom right of the dialog. Red arrows point from the text box above to the "Close" button and the "File Name" field.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Uploaded Receipt
TXN00001099	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	578.87	UNITED AIRLINES CO.	x ✓ ✓	10-0000000-15110	578.87	No
TXN00001101	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	148.72	MOTOR FREIGHT CARRIERS, TR CO	x ✓ ✓	10-0000000-15110	148.72	No
TXN00001102	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	196.09	STATIONARY, OFFICE AND SCH CO.	x ✓ ✓	10-0000000-15110	196.09	No
TXN00001103	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	818.76	HOLIDAY INNS CO.	x ✓ ✓	10-0000000-15110	818.76	No
TXN00001104	2574	none	04/03/2017	04/03/2017	Cardholder, Joe	849.54	MILLEVILLE RENT-A-CAR CO	x ✓ ✓	10-0000000-15110	849.54	No
TXN00001105	2574	none	04/03/2017	04/03/2017	Cardholder, Joe		Flight to Britain for Client Demo		10-0000000-15110	958.66	No
TXN00001107	2574	none	04/03/2017	04/03/2017	Cardholder, Joe				10-0000000-15110	245.61	No
TXN00001108	2574	none	04/03/2017	04/03/2017	Cardholder, Joe				10-0000000-15110	322.35	No
TXN00001109	2574	none	04/03/2017	04/03/2017	Cardholder, Joe				10-0000000-15110	913.28	No
TXN00001110	2574	none	04/03/2017	04/03/2017	Cardholder, Joe				10-0000000-15110	219.67	No
TXN00001111	2574	none	04/03/2017	04/03/2017	Cardholder, Joe				10-0000000-15110	524.49	No

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
04/06/2017	Cardholder, Joe		Receipt File for File Upload Training	534.7 KB		TXN00001099



Add the Reason for your Purchase and GL Account

Add the Business Purpose Description for the purchase and verify or change the GL number. Both steps can be completed by clicking **“Comp/Val/Auth”** link.

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	GL01: Business Purpose Description	Amount Allocated	Uploaded Receipt						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001099	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	576.87	UNITED AIRLINES CO.	x v i v i v i	10-0000000-15110		576.87	Yes						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001101	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	146.72	MOTOR FREIGHT CARRIERS, TR CO.	x v i v i v i	10-0000000-15110		146.72	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001102	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	196.09	STATIONARY, OFFICE AND SCH CO.	x v i v i v i	10-0000000-15110		196.09	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001103	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	818.76	HOLIDAY INNS CO.	x v i v i v i	10-0000000-15110		818.76	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001104	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	849.54	MILLEVILLE RENT-A-CAR CO.	x v i v i v i	10-0000000-15110		849.54	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001105	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	958.66	BRITISH AIRWAYS - BRITISH A CO.	v i v i v i v i	Flight to Britain for Client Demo10-0000000-15110	Flight to Britain for Client Demo	958.66	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001107	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	245.61	MOTOR FREIGHT CARRIERS, TR CO.	x v i v i v i	10-0000000-15110		245.61	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001108	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	322.35	NON-FINANCIAL INSTITUTIONS CO.	x v i v i v i	10-0000000-15110		322.35	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001109	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	913.28	RADISSON BLU CO.	x v i v i v i	10-0000000-15110		913.28	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001110	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	219.67	HERTZ CORPORATION CO.	x v i v i v i	10-0000000-15110		219.67	No						
<input type="checkbox"/>	<input type="checkbox"/> TXN00001111	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	524.49	UNITED AIRLINES CO.	x v i v i v i	10-0000000-15110		524.49	No						

Describe the Purchase and Verify GL Number



Type the business purpose or reason for the purchase in the **Business Purpose Description box**. This consists of “What, Why, Who, and Dates” information.

Verify that the default GL number is correct for this transaction or change it by clicking on the **GL Account drop-down box**. Then **Save**.

The screenshot shows the Bank of America Works interface. The main window displays transaction details for a purchase from UNITED AIRLINES CO. The "Business Purpose Description" field contains "Airfare-Recruiting02/23/17-MarySmith". The "GL Account" field is set to "10-0000000-15110". A red box highlights the "SAVE" button at the bottom right of the interface.

Comp/Val/Auth	Amount	Sales Tax	Description	GL9: Business Purpose Description	GL8: GL Account
	538.35	40.52	UNITED AIRLINES CO. - Purchase	Airfare-Recruiting02/23/17-MarySmith	10-0000000-15110

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	538.35	40.52	0.00	48383

Passenger Name	Ticket Number	Carrier	Travel Agency	Departure Date	Total Fees	Total Taxes	Total Fare	Restricted Ticket	Computer Reservation System	Local Tax	Local Tax Indicator	National Tax	Currency Code	Exchange Ticket Number	Exchange Ticket Value	Internet Indicator	Electronic Ticket Indicator	Ticket Issue Date	Customer Code	Endorsements/Restriction
Jason Rodriguez	5774252444124790	UNITED AIRLINES CO.	MIDWEST AIRLINES	02/23/2017	538.35	538.35	538.35	None	AE45	44.06	7	52.83	143	QECB1030006606	179.45	6	1	01/00/2017	4065451270250075	QGBXACYQA51265275361



Sign Off on the Transaction

When all 3 steps are complete you will see **3 green check marks** (GL and description) and a **“Yes”** for receipt.

Check the transaction box and click “Sign Off”.

The screenshot shows the Bank of America Works interface. At the top, there are navigation tabs for Home, Expenses, and Reports. Below that, the breadcrumb trail reads 'Expense > Transactions > Accountholder'. The main content area is titled 'Transactions - Accountholder' and features a table with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Completion/Auth, Allocation, GL01: Business Purpose Description, Amount Allocated, and Uploaded Receipt. The first row of the table is highlighted, and its 'Sign Off' column contains 'none'. The 'Completion/Auth' column for this row shows three green checkmarks. The 'Uploaded Receipt' column shows 'Yes'. A red box highlights the 'Sign Off' column header, and another red box highlights the 'Sign Off' button in the bottom toolbar. A red arrow points from the text 'Check the transaction box and click “Sign Off”.' to the 'Sign Off' button. Another red arrow points from the text 'When all 3 steps are complete you will see 3 green check marks (GL and description) and a “Yes” for receipt.' to the three green checkmarks and the 'Yes' in the first row of the table.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Completion/Auth	Allocation	GL01: Business Purpose Description	Amount Allocated	Uploaded Receipt	
<input type="checkbox"/>	TXN00001099	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	578.87	UNITED AIRLINES CO.	✓ ✓ ✓	Airfare:Recruiting02/23/17-MarySmith10-0000000-15110	Airfare:Recruiting02/23/17-MarySmith	578.87	Yes
<input type="checkbox"/>	TXN00001101	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	148.72	MOTOR FREIGHT CARRIERS, TR CO.	✓ ✓ ✓	10-0000000-15110		148.72	No
<input type="checkbox"/>	TXN00001102	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	196.09	STATIONARY, OFFICE AND SCH CO.	✓ ✓ ✓	10-0000000-15110		196.09	No
<input type="checkbox"/>	TXN00001103	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	818.76	HOLIDAY INNS CO.	✓ ✓ ✓	10-0000000-15110		818.76	No
<input type="checkbox"/>	TXN00001104	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	849.54	MILLEVILLE RENT-A-CAR CO.	✓ ✓ ✓	10-0000000-15110		849.54	No
<input type="checkbox"/>	TXN00001105	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	958.66	BRITISH AIRWAYS - BRITISH A CO.	✓ ✓ ✓	Flight to Britain for Client Demo10-0000000-15110	Flight to Britain for Client Demo	958.66	No
<input type="checkbox"/>	TXN00001107	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	245.61	MOTOR FREIGHT CARRIERS, TR CO.	✓ ✓ ✓	10-0000000-15110		245.61	No
<input type="checkbox"/>	TXN00001108	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	322.35	NON-FINANCIAL INSTITUTIONS CO.	✓ ✓ ✓	10-0000000-15110		322.35	No
<input type="checkbox"/>	TXN00001109	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	913.28	RADISSON BLU CO.	✓ ✓ ✓	10-0000000-15110		913.28	No
<input type="checkbox"/>	TXN00001110	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	219.67	HERTZ CORPORATION CO.	✓ ✓ ✓	10-0000000-15110		219.67	No
<input type="checkbox"/>	TXN00001111	2574	none	04/03/2017	04/03/2017	Cardholder_Joe	524.49	UNITED AIRLINES CO.	✓ ✓ ✓	10-0000000-15110		524.49	No

Adding Additional Comments and Save and Sign Off



1. Optional- Use when more character space is needed for the Business Purpose Description or if you need to communicate with the Valpo Finance Office use the **“Add Comment”** box found on the **“Transaction”** tab.

2. To save and sign-off, click **“Actions”** -> **“Save and Signoff”**.

A screenshot of the Bank of America Merrill Lynch Works interface. The page displays transaction details for TXN00011043. The interface includes a navigation menu at the top with options like Home, Expenses, Accounts, Reports, Accounting, and Administration. Below the navigation, there's a breadcrumb trail: Expenses > Transactions > Transaction Detail. The main content area shows transaction information such as Purchase Amount (90.43), Post Date (01/10/2017), Vendor Name (PECE GOOD,NOTIONS AND OTH CO.), and MCC (5131). There are also tabs for Transaction, Allocation & Detail, Dispute, and Receipts. The Transaction tab is selected and circled in red. On the right side, there are fields for Allocation Variance (0.00), Comp. Method Auth (checked), and Sign Off History (None). At the bottom right, there is an 'Add Comment' button. A red arrow points from the 'Add Comment' button in the screenshot to the text box above. Another red arrow points from the 'Actions' dropdown menu in the screenshot to the text box above.

Training Guide, The Question Mark?, and Bank Contact Information



From the Home screen you'll find a link to a training guide. On every screen you will find a question mark which will provide information for the current screen. The telephone icon provides the Bank of America contact information. Contact the bank if you are traveling outside the country provide dates and destinations.

The screenshot shows the Bank of America Works interface. At the top left is the Bank of America Merrill Lynch logo. The top right shows a user greeting: "Welcome, Nancy Murray - Log Out" and icons for user profile, home, question mark, and telephone. A navigation bar below the logo contains links for Home, Expenses, Accounts, Reports, Accounting, and Administration. The main content area is divided into two sections. The left section is titled "Action Items" and contains a table with columns for Action, Acting As, Count, Type, and Current Status. The right section is titled "Alerts" and "My Announcements", both showing "No alerts/announcements at this time." At the bottom of the page, there is a footer with various links and copyright information.

Action	Acting As	Count	Type	Current Status
Close	Accountant	2	Transaction	Flagged
Sweep	Accountant	4	Transaction	Open
Sign Off	Accountant	73	Transaction	Pending
Sign Off	Accountholder	10	Transaction	Pending

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