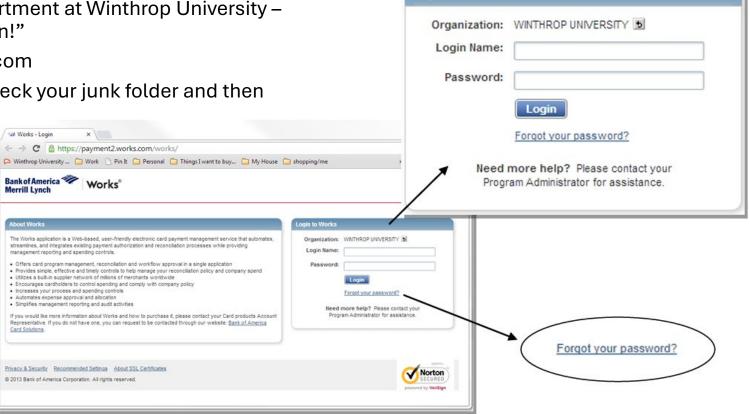# Bank of America Works

How to Log Into BOA Works

- Go to payment2.works.com/works/

- Reference the directions in your "Welcome Email" from BofA Works
  - Subject line is: "Purchasing Department at Winthrop University – Welcome to the Works application!"
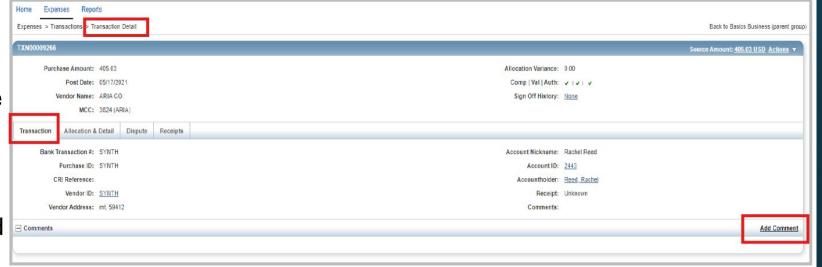 - Sender is: worksnoreply@works.com
  - If you didn't receive this email, check your junk folder and then notify pcard@winthrop.edu
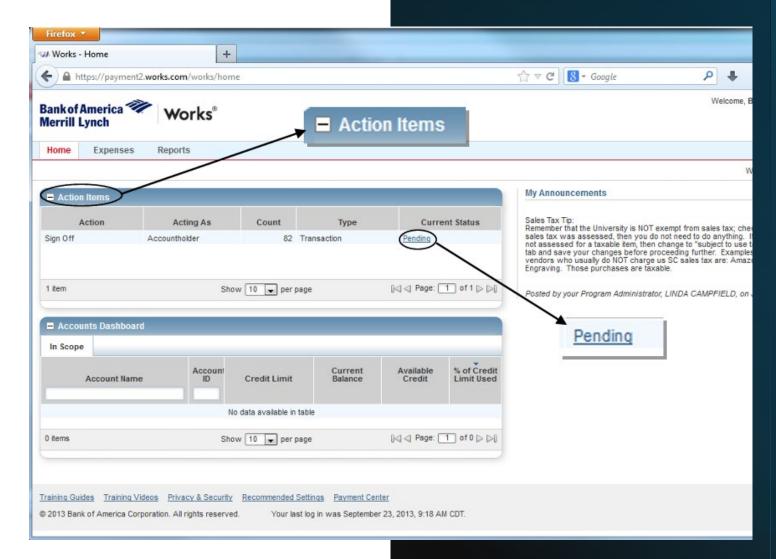
How to Add a Comment

- It is the cardholder's sole responsibility to add a comment for each transaction.

- The comment should explain the business purpose of the purchase.

- Our internal auditors, external auditors, and State auditors read these comments.

- The cardholder's supervisor and P-Card Administrator will review comments for sufficiency.
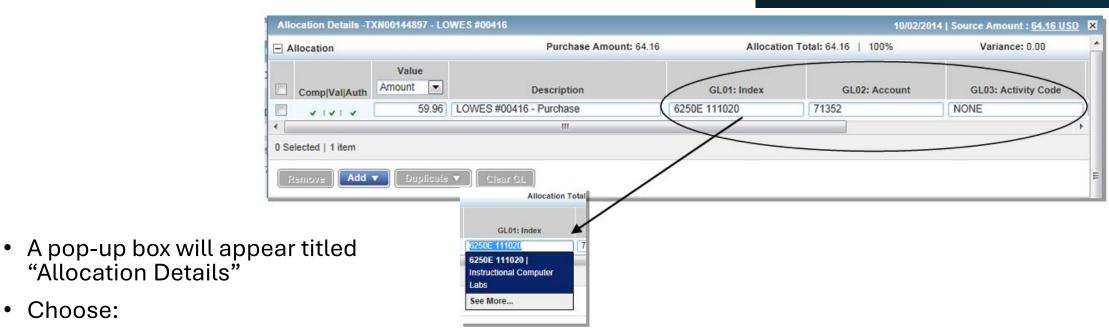
How to "Reconcile" Transactions

- To "Reconcile" a transaction means to allocate a FOAP, correct tax information, and upload receipts.

- Either cardholders or liaisons can do this. Liaisons are ultimately responsible.

- When you first log in, check your "**Action Items**" for transactions that require attention.

- Click "Pending" to be taken to your transactions.

- To allocate charges, click the three green checkboxes hyperlink under the column "Comp/Val/Auth" for the transaction you are wishing to reconcile.
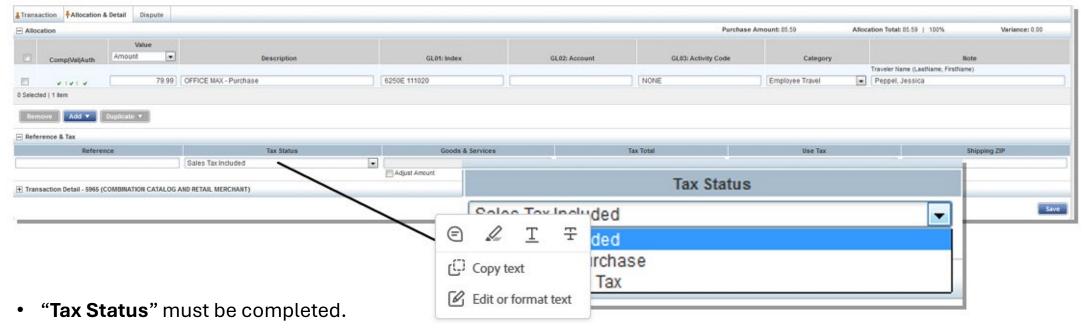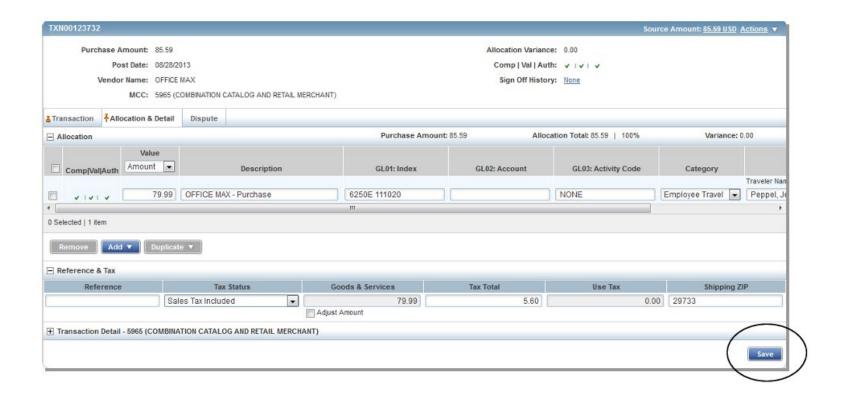
- A pop-up box will appear titled "Allocation Details"
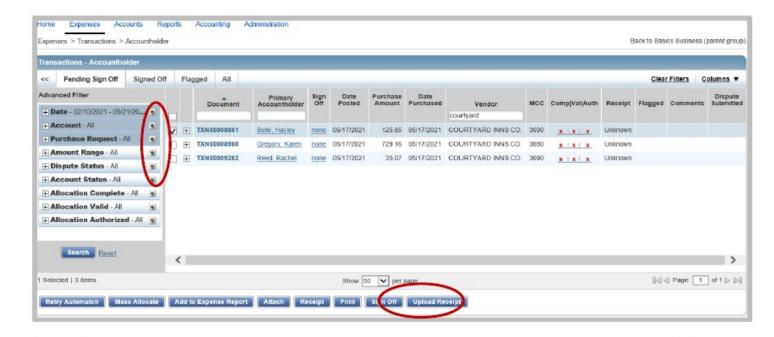
- Choose:
  - Index (Fund / Org)
  - Account
  - Activity, if applicable

- To change the drop-down Index, Account, or Activity Code, highlight click in the corresponding box and type in your correct code. As you are typing, a drop-down box will appear; click on the correct code.

- Email pcard@winthrop.edu if there is a FOAP that needs to be added or removed.
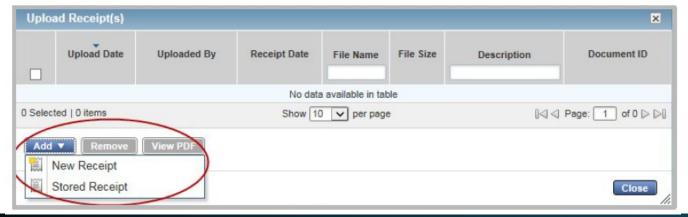
- "**Tax Status**" must be completed.
  - **Sales Tax Included** – Select if the tax has already been paid.
  - **Subject to Use Tax** – Select if tax was not included or was less than the applicable sales tax rate of 6%.
    - For example, a $50 item is purchased from a company in Virginia, which charges sales tax of 5.30% and is less than South Carolina's sales tax of 6%. The receipt will show sales tax of $2.65, which is $0.35 less than what would be charged in South Carolina. South Carolina requires us to pay this $0.35, which is why it must be recorded here.
  - **Non-Taxable Purchase** – Select if tax does not apply to the item (i.e. services are not taxable).

- Once you have selected the appropriate sales tax option, **you must click Save or your work will be lost.**
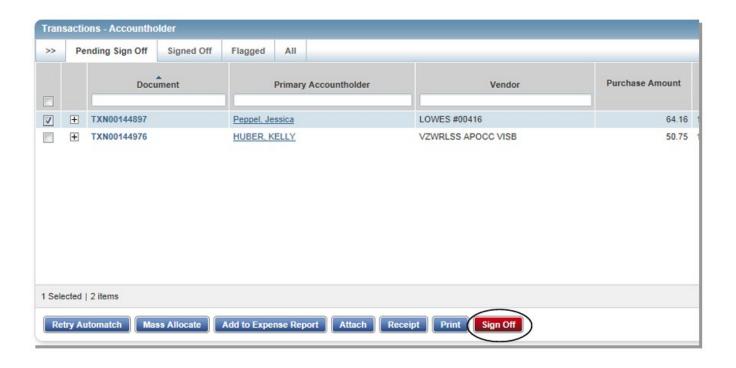
Uploading Receipts

Receipts are required to be uploaded to transactions in Bank of America Works. To upload a receipt, click on the plus sign next to the name of the cardholder to expand the transaction details, then click View Full Details.

Cardholders are required to obtain detailed receipts and send to the liaison or upload into BofA Works.

- Once you have checked the Tax Status, Allocation, and uploaded a receipt for the purchase, you will need to "Sign Off" on the purchase. Check the box that is on the left side of the transaction and click on the "Sign-off" button on the lower right-hand side. You will need to do this for each transaction.

Signing Off on Transactions

- Once a transaction has been signed off, it will be moved from the "Pending Sign Off" tab to the "Signed Off" view. If you made a mistake on the transaction and have already signed off, then you will have to email pcard@winthrop.edu as soon as possible to have the transaction flagged and sent back to you to fix.