

The image features a dark blue background with a large, faint, light blue circular graphic on the right side. The text "Bank of America Works" is centered in the lower half of the image.

Bank of America Works

# How to Log Into BOA Works

- Go to [payment2.works.com/works/](https://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](mailto:worksnoreply@works.com)
  - If you didn’t receive this email, check your junk folder and then notify [pcard@winthrop.edu](mailto:pcard@winthrop.edu)

The image shows a screenshot of the Bank of America Works login page. The browser address bar displays <https://payment2.works.com/works/>. The page header includes the Bank of America Merrill Lynch logo and the Works logo. On the left, there is an "About Works" section. The main content area features a "Login to Works" form with the following fields: "Organization" (set to WINTHROP UNIVERSITY), "Login Name" (empty), and "Password" (empty). Below the password field is a "Login" button and a link for "Forgot your password?". A callout box on the right side of the page contains the text "Need more help? Please contact your Program Administrator for assistance." and a link for "Forgot your password?". An arrow points from the "Forgot your password?" link in the callout box to a circled "Forgot your password?" link at the bottom right of the page. At the bottom of the page, there are links for "Privacy & Security", "Recommended Settings", and "About SSL Certificates", along with a copyright notice for 2013 Bank of America Corporation and a Norton Secured logo.

Works - Login

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

Winthrop University ... Work Pin It Personal Things I want to buy... My House shopping/me

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](#)

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

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**Login to Works**

Organization: WINTHROP UNIVERSITY

Login Name:

Password:

Login

[Forgot your password?](#)

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

[Forgot your password?](#)

Norton SECURED powered by VeriSign

# 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.

The screenshot displays the 'Transaction Detail' page for transaction TXN00009266. The page is divided into several sections. At the top, there are tabs for 'Home', 'Expenses', and 'Reports', with 'Expenses' being the active tab. Below the tabs, the breadcrumb 'Expenses > Transactions > Transaction Detail' is visible, with 'Transaction Detail' highlighted. The transaction ID 'TXN00009266' is shown at the top left, and the 'Source Amount: 405.03 USD' is at the top right. The main content area is divided into two columns. The left column contains transaction details: 'Purchase Amount: 405.03', 'Post Date: 05/17/2021', 'Vendor Name: ARIA CO', and 'MCC: 3824 (ARIA)'. The right column contains additional details: 'Allocation Variance: 0.00', 'Comp | Val | Auth: ✓ | ✓ | ✓', and 'Sign Off History: None'. Below this, there is a tabbed interface with 'Transaction' selected, showing 'Bank Transaction #: SYNTH', 'Purchase ID: SYNTH', 'CRI Reference:', 'Vendor ID: SYNTH', and 'Vendor Address: int, 59412'. To the right of this, there is a section for 'Account Nickname: Rachel Reed', 'Account ID: 2443', 'Accountholder: Read, Rachel', 'Receipt: Unknown', and 'Comments:'. At the bottom of the page, there is a 'Comments' section with an 'Add Comment' button highlighted in a red box.

Home Expenses Reports  
Expenses > Transactions > Transaction Detail

TXN00009266 Source Amount: 405.03 USD Actions

Purchase Amount: 405.03 Allocation Variance: 0.00  
Post Date: 05/17/2021 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: ARIA CO Sign Off History: None  
MCC: 3824 (ARIA)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: SYNTH Account Nickname: Rachel Reed  
Purchase ID: SYNTH Account ID: 2443  
CRI Reference: Accountholder: Read, Rachel  
Vendor ID: SYNTH Receipt: Unknown  
Vendor Address: int, 59412 Comments:

Comments Add Comment

# 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.

The screenshot shows the Bank of America Works portal interface. At the top, there's a navigation bar with 'Home', 'Expenses', and 'Reports'. A callout box labeled 'Action Items' points to a button in the top right. Below this, the 'Action Items' section is highlighted with a red circle. It contains a table with the following data:

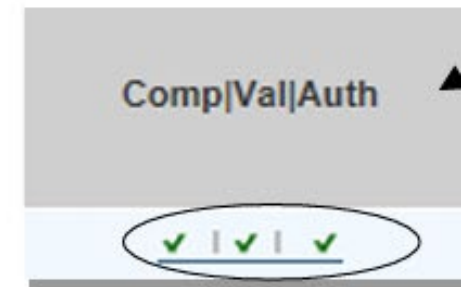
Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	82	Transaction	Pending

Below the table, it says '1 item' and 'Show 10 per page'. A callout box labeled 'Pending' points to the 'Pending' status in the table. Below the 'Action Items' section is the 'Accounts Dashboard' section, which is currently empty, showing 'No data available in table' and '0 items'.

At the bottom of the page, there are links for 'Training Guides', 'Training Videos', 'Privacy & Security', 'Recommended Settings', and 'Payment Center'. The footer text reads: '© 2013 Bank of America Corporation. All rights reserved. Your last log in was September 23, 2013, 9:18 AM CDT.'

Transactions - Accountholder										
>> Pending Sign Off Signed Off Flagged All										
	Document	Primary Accountholder	Vendor	Purchase Amount	Date Posted	Allocation	Date Purchased	Comp Val Auth	Amount	
<input type="checkbox"/>	TXN00144897	Peppel, Jessica	LOWES #00416	64.16	10/02/2014	6250E 111020(71352)(NONE)	10/01/2014	✓   ✓   ✓		
<input type="checkbox"/>	TXN00144976	HUBER, KELLY	VZWRLLS APOCC VISB	50.75	10/03/2014	6520 111020(71351)(NONE)	10/02/2014	✓   ✓   ✓		

- To allocate charges, click the three green checkboxes hyperlink under the column “Comp/Val/Auth” for the transaction you are wishing to reconcile.



Allocation Details -TXN00144897 - LOWES #00416 10/02/2014 | Source Amount : 64.16 USD

Allocation Purchase Amount: 64.16 Allocation Total: 64.16 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Index	GL02: Account	GL03: Activity Code
✓   ✓   ✓	59.96	LOWES #00416 - Purchase	6250E 111020	71352	NONE

0 Selected | 1 item

Remove Add Duplicate Clear GL

Allocation Total

GL01: Index

6250E 111020 | 7

6250E 111020 | Instructional Computer Labs

See More...

- 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](mailto:pcard@winthrop.edu) if there is a FOAP that needs to be added or removed.



Transaction Allocation & Detail Dispute

Allocation Purchase Amount: 85.59 Allocation Total: 85.59 | 100% Variance: 0.00

Comp(Va)Auth	Value Amount	Description	GL01: Index	GL02: Account	GL03: Activity Code	Category	Note
79.99	OFFICE MAX - Purchase	6250E 111020		NONE	Employee Travel	Traveler Name (LastName, FirstName) Peppel, Jessica	

0 Selected | 1 Item

Remove Add Duplicate

Reference & Tax

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

Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)

**Tax Status**

Sales Tax Included

Copy text

Edit or format text

- **“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).

TXN00123732 Source Amount: 85.59 USD Actions ▾

Purchase Amount: 85.59 Allocation Variance: 0.00

Post Date: 08/28/2013 Comp | Val | Auth: ✓ | ✓ | ✓

Vendor Name: OFFICE MAX Sign Off History: [None](#)

MCC: 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)

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Transaction Allocation & Detail Dispute

**Allocation** Purchase Amount: 85.59 Allocation Total: 85.59 | 100% Variance: 0.00

Comp Val Auth	Value Amount ▾	Description	GL01: Index	GL02: Account	GL03: Activity Code	Category	Traveler Name
✓   ✓   ✓	79.99	OFFICE MAX - Purchase	6250E 111020		NONE	Employee Travel ▾	Peppel, Jo

0 Selected | 1 item

Remove Add ▾ Duplicate ▾

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**Reference & Tax**

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included ▾	79.99	5.60	0.00	29733

☐ Adjust Amount

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Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)

**Save**

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



Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder Back to Basics Business (parent group)

Transactions - Accountholder

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

Advanced Filter

☒ Date - 02/10/2021 - 05/21/20...  
☒ Account - All  
☒ Purchase Request - All  
☒ Amount Range - All  
☒ Dispute Status - All  
☒ Account Status - All  
☒ Allocation Complete - All  
☒ Allocation Valid - All  
☒ Allocation Authorized - All

Search Reset

Document	Primary Accountholder	Sign Off	Date Posted	Purchase Amount	Date Purchased	Vendor	MCC	Comp[Val]Auth	Receipt	Flagged	Comments	Dispute Submitted
TXN00008861	Belle, Hayley	none	05/17/2021	125.85	05/17/2021	COURTYARD INNS CO.	3690	x x x	Unknown			
TXN00008860	Gregory, Karen	none	05/17/2021	729.16	05/17/2021	COURTYARD INNS CO.	3690	x x x	Unknown			
TXN00009262	Reed, Rachel	none	05/17/2021	35.07	05/17/2021	COURTYARD INNS CO.	3690	x x x	Unknown			

1 Selected | 3 items Show 50 per page Page: 1 of 1

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

# 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.

Upload Receipt(s)

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

		Document	Primary Accountholder	Vendor	Purchase Amount
<input checked="" type="checkbox"/>	+	TXN00144897	<a href="#">Peppel, Jessica</a>	LOWES #00416	64.16
<input type="checkbox"/>	+	TXN00144976	<a href="#">HUBER, KELLY</a>	VZWRLLS APOCC VISB	50.75

1 Selected | 2 items

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

- 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](mailto:pcard@winthrop.edu) as soon as possible to have the transaction flagged and sent back to you to fix.