WESTERN MICHIGAN UNIVERSITY

Corporate Card

Western Michigan University

New Works Interface Online Procurement Card System

User Guide

Bank of America

This guide is to help navigate you through the new Works application. If you have any questions or concerns feel free to contact the Procurement Card Administrator also known as the Program Administrator, at (269) 387-2154 or at acctspay-dept@wmich.edu.

Bank of America Works System https://payment2.works.com/works

GETTING STARTED

Overview

To access Works, each user must first create a password and specify a security question and answer that will be used to validate the user's identity if the user forgets the password. This chapter describes the creation of a password, describes the procedure for logging in and out of Works, and introduces the navigational elements of Works.

Before accessing Works, the browser must be correctly configured for optimal performance. Specifically, the browser must enable cookies, allow pop-up windows (for the Works domain), and check for newer versions of stored (cached) pages automatically. To configure these settings, consult the browser's documentation. Works can be run on the following supported browsers:

Recommended Browsers	**Minimum Supported Browsers**
Microsoft® Internet Explorer 9.0 Mozilla® Firefox 5 or higher	Microsoft Internet Explorer 7.0 with SP3 with 128-bit encryption Mozilla Firefox 3.6 or higher Safari® 6.01 for iPad®

A user should leverage the recommended settings link at the bottom of the home page to have the most updated list of acceptable and recommended browsers.

GETTING STARTED

Creating a Password

Before you can access Works to create a password, the Program Administrator creates you as a Works user and assigns you a **Login Name** in Works. Works then sends a Welcome email that includes the assigned user name and a link to Works. During your initial login, you will be required to complete security validation questions that provide additional security for your account.

To create a password from the Welcome email link, complete the following:

1. Click the first link in the email message to open your internet browser to the specified web site. An authentication validation screen prompts you to enter your **Login Name** or email address (Figure 1).

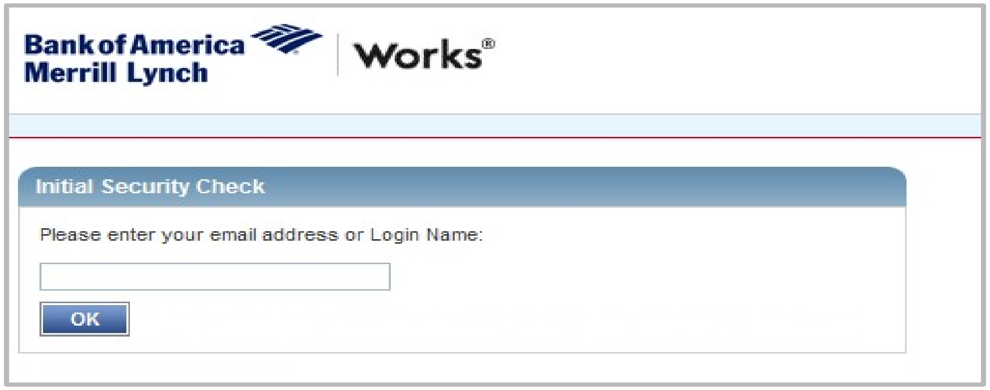


Figure 1: Validation Screen

2. Enter your **Login Name** or **email address**.

   Note: Login Names are not case sensitive.

3. The Create a New Password screen displays (Figure 2).

   Note: The screen that displays allows you to create a password, select three security validation questions, and enter the answers to those questions to provide additional security for your account.

4. Enter a password in **New**.

   Notes:

   - The minimum password length is eight characters, and the password must contain at least one alpha and one numeric character.
   - Passwords are case sensitive.
   - New passwords cannot match the eight previous passwords.

5. Enter the same password in **Confirm**.
6. Select a question from **Question 1** drop-down menu.
7. Enter an answer in **Answer 1** for the security question selected.
   Note: Answers to security questions are not case sensitive.

GETTING STARTED

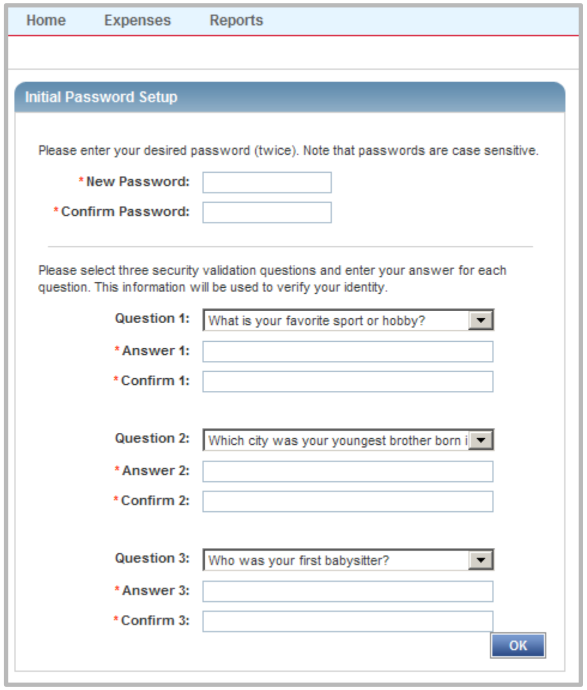


Figure 2: Create a New Password and Security Validation Questions and Answers

1. Enter the answer again in **Confirm 1**.
2. Continue to select and answer two additional security validation questions.

   Note: Users are required to select and answer three security validation questions and answers. None of the answers to the three security questions can be the same.

3. Click **OK**. The Home page displays (Figure 3).

   Note: After clicking the link included in the email and creating a password, **do not** attempt to access Works using the link in the email again. The email link is rendered inactive after the initial use. You should create a bookmark in your browser to quickly access Works in the future.

Forgotten Login Name or Password Resets

If you forget your Login Name, your Program Administrator can send an automated email containing the Login Name.

If you forget your password, click the appropriate link on the Login page. The **Forgot Your Password** screen displays and prompts you to enter your Login Name. After entering your Login Name and clicking **Submit**, Works sends you an email with instructions on how to create a new password. However, you must know the answers to your security validation questions to create a new password. If you do not know your security validation answers, your Program Administrator can reset your password. This allows you to select new security validation questions and answers. You are required to change your password the first time you log in to Works when a Program Administrator resets your password.

Notes:

- Password resets are temporary and active for three days, but if you fail to log in using the temporary password within three days, the password will expire and the Administrator must reset the password for you again.
- Security validation answers and usernames are not case sensitive. However, passwords are case sensitive.

Logging In and Out

To log in to Works, users must enter *www.bankofamerica.com/worksonline* in their computer's browser.

The first time you log in to Works, the initial Login to Works screen requests the Login Name, Password, and email address associated with your credentials. Figure 4 displays the Initial Login to Works screen. After the initial login to Works, subsequent logins do not require you to enter an email address.

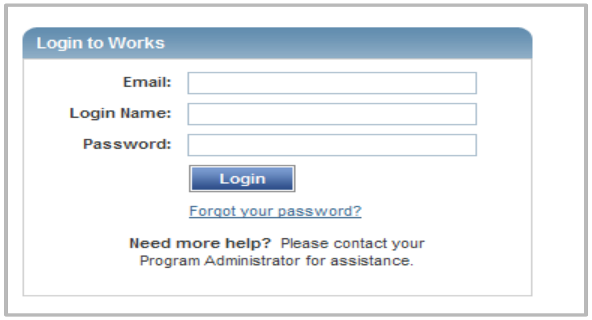


Figure 4: Initial Login Screen

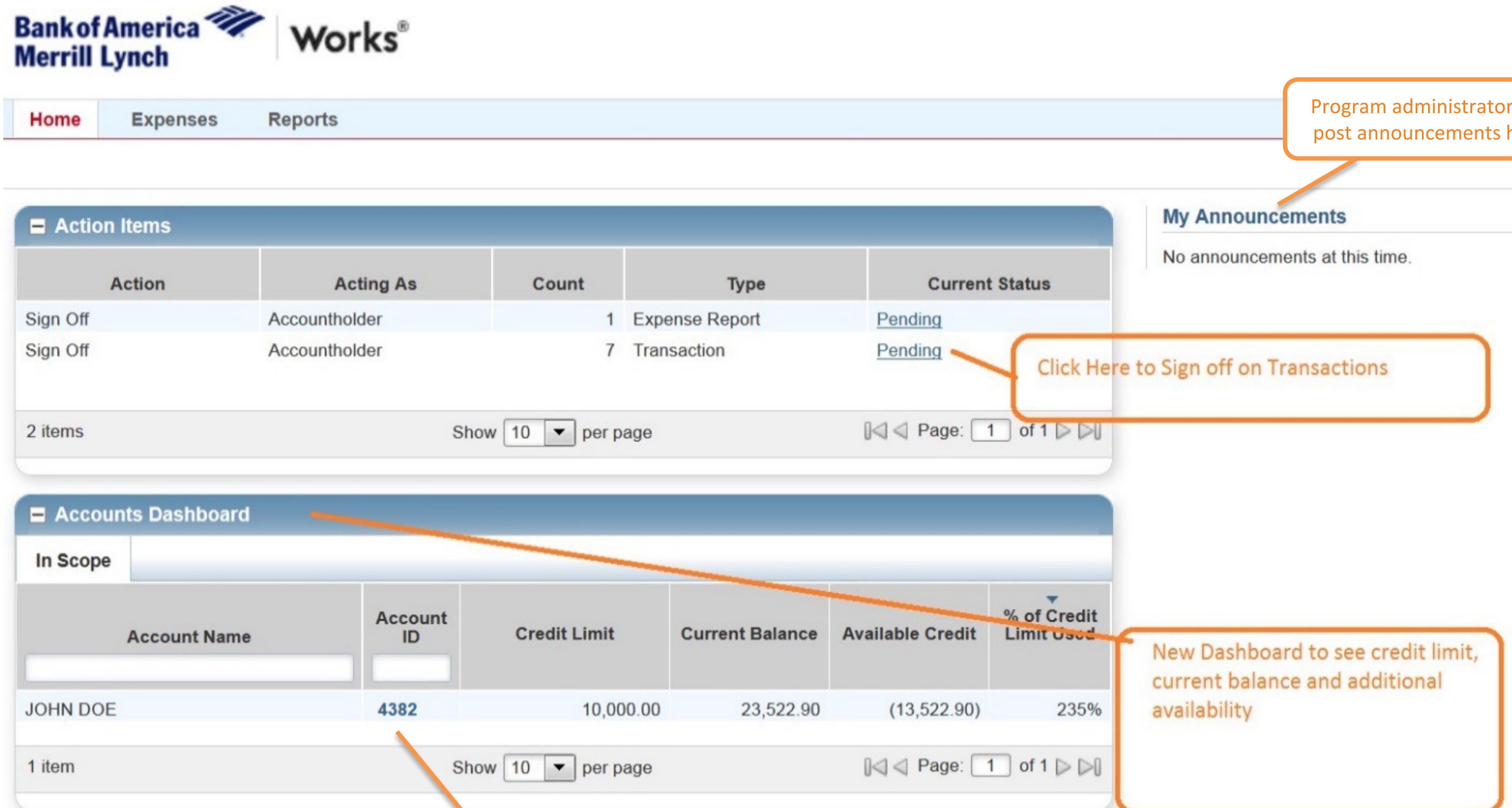
To initially log in to Works:

1. Enter your email in the **Email** field.

   Note: If you have multiple accounts, the Login Name and email associated with each account may be different, and subsequent logins are required.

2. Enter your **Login Name** and **Password** in the appropriate fields.
3. Click **Login.** The Home page displays (Figure 3).

HOME PAGE



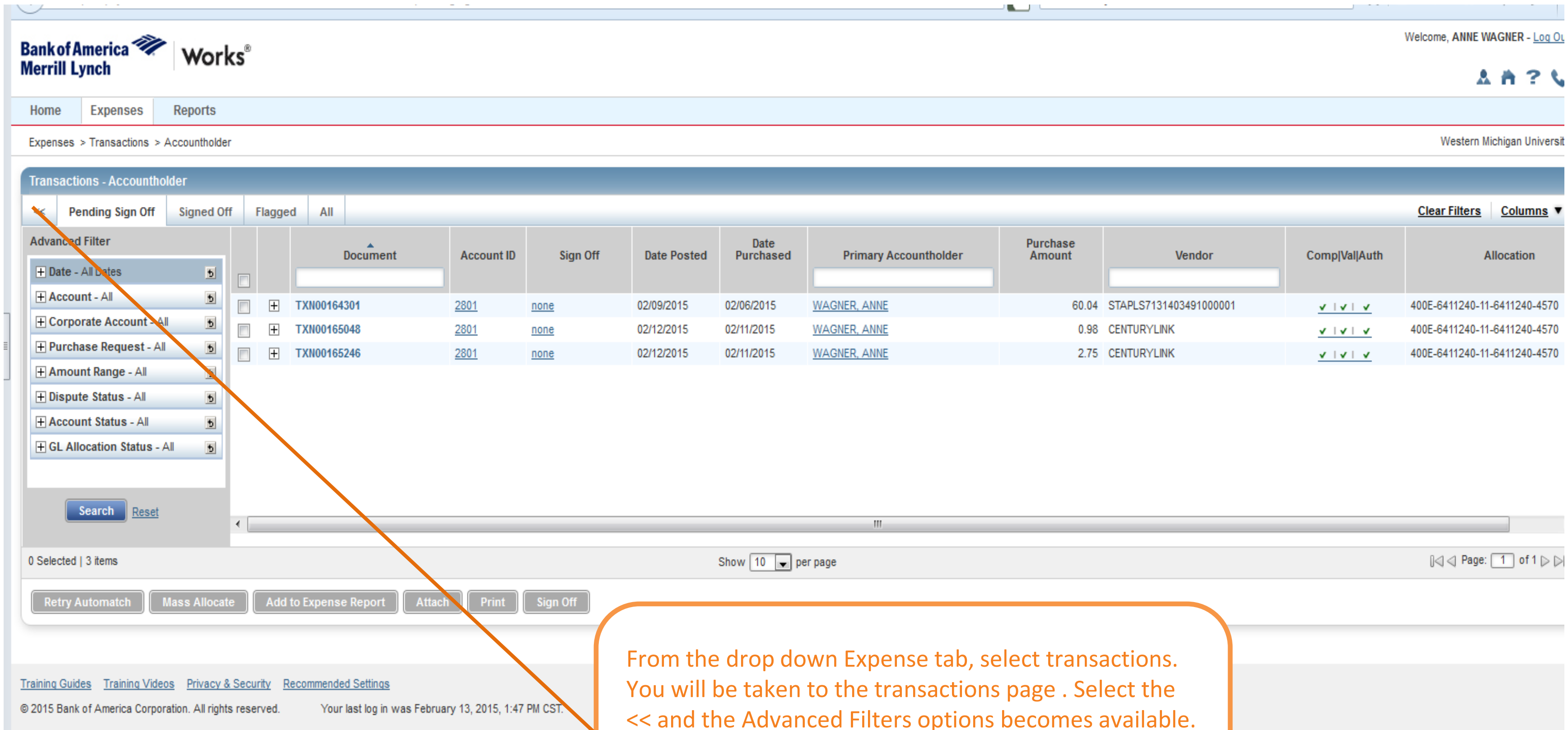
Program administrator will post announcements here

Click Here to Sign off on Transactions

New Dashboard to see credit limit, current balance and additional availability

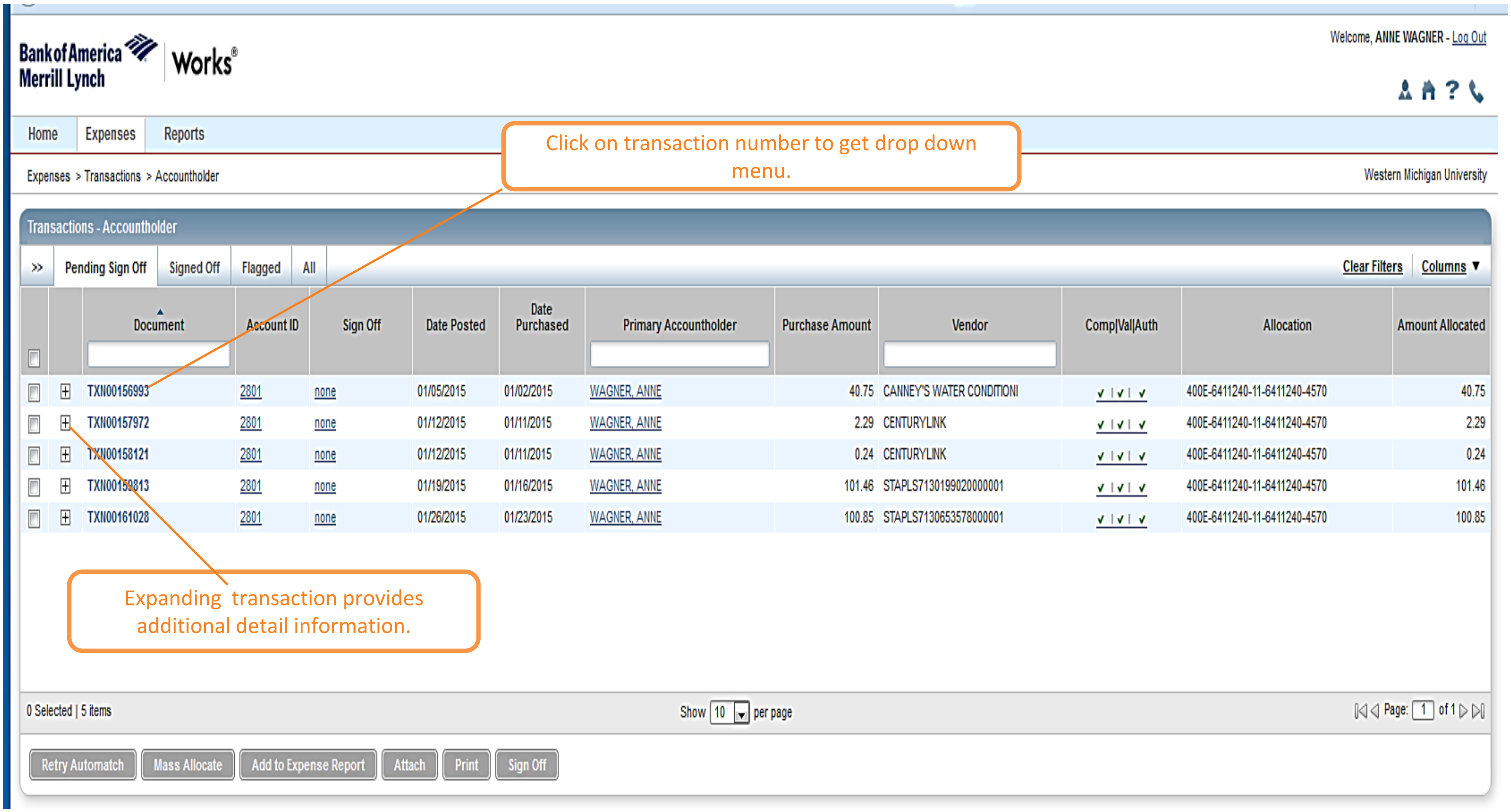
Click on Account id number to view Authorization Log or Card Account Detail. You can use the authorization log to see what is currently pending on you account or find out why the card has been declined. Card details provides billing address, and monthly card limit.

SEARCH TRANSACTION

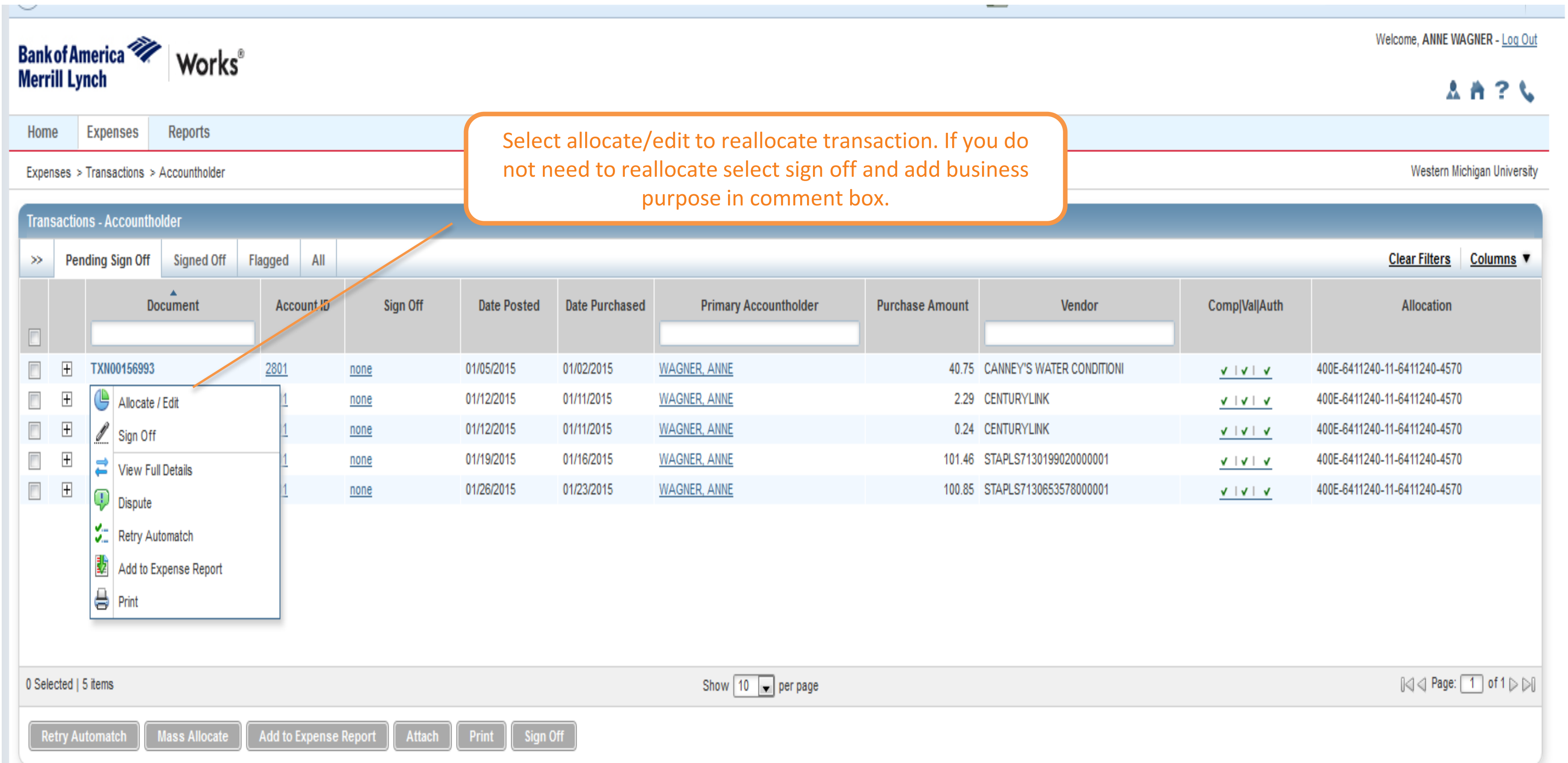


From the drop down Expense tab, select transactions. You will be taken to the transactions page . Select the << and the Advanced Filters options becomes available. This feature can be used to search for any transaction on your procurement card. You can filter by any of the available options and click search.

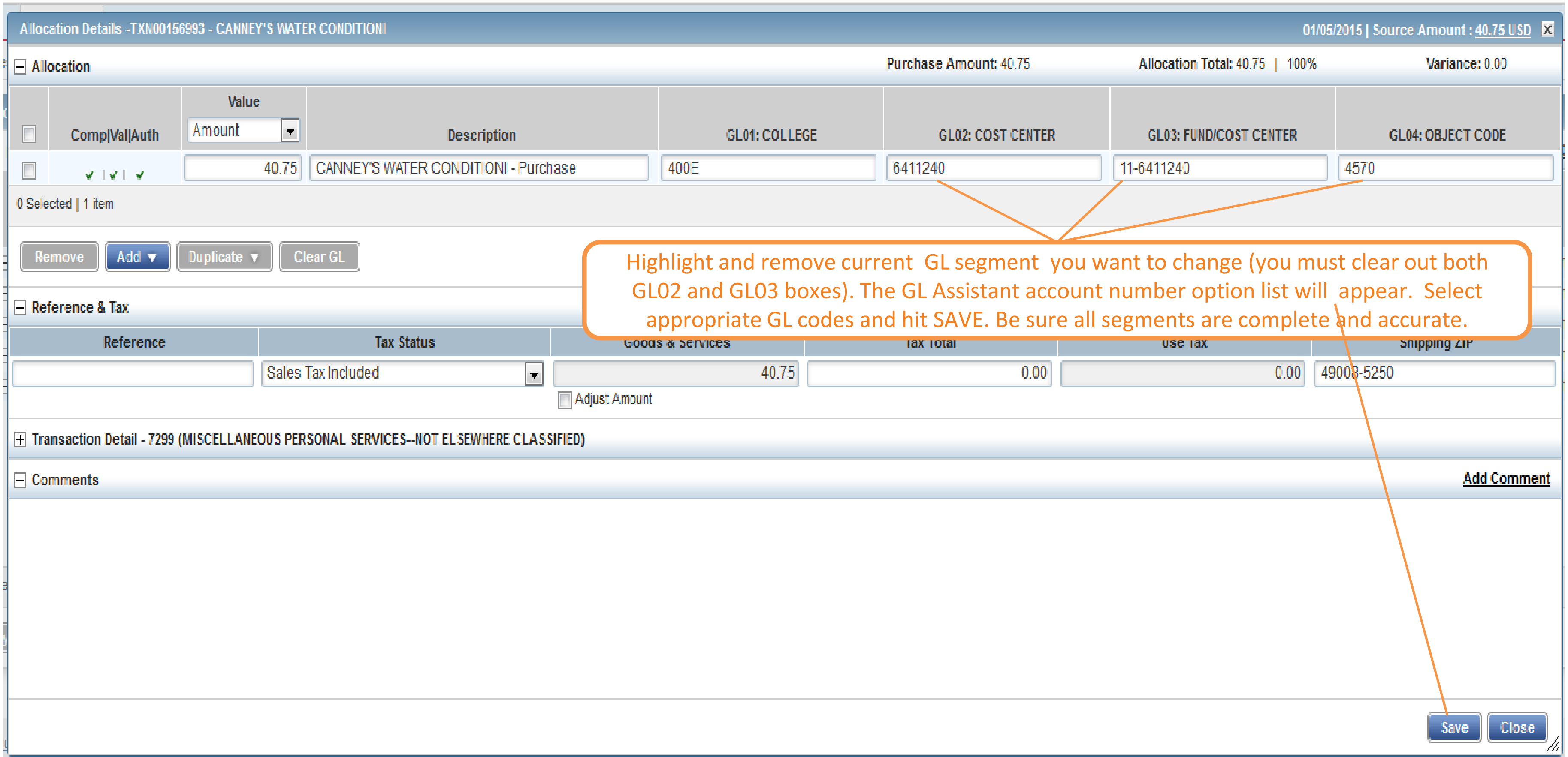
TRANSACTION OVERVIEW



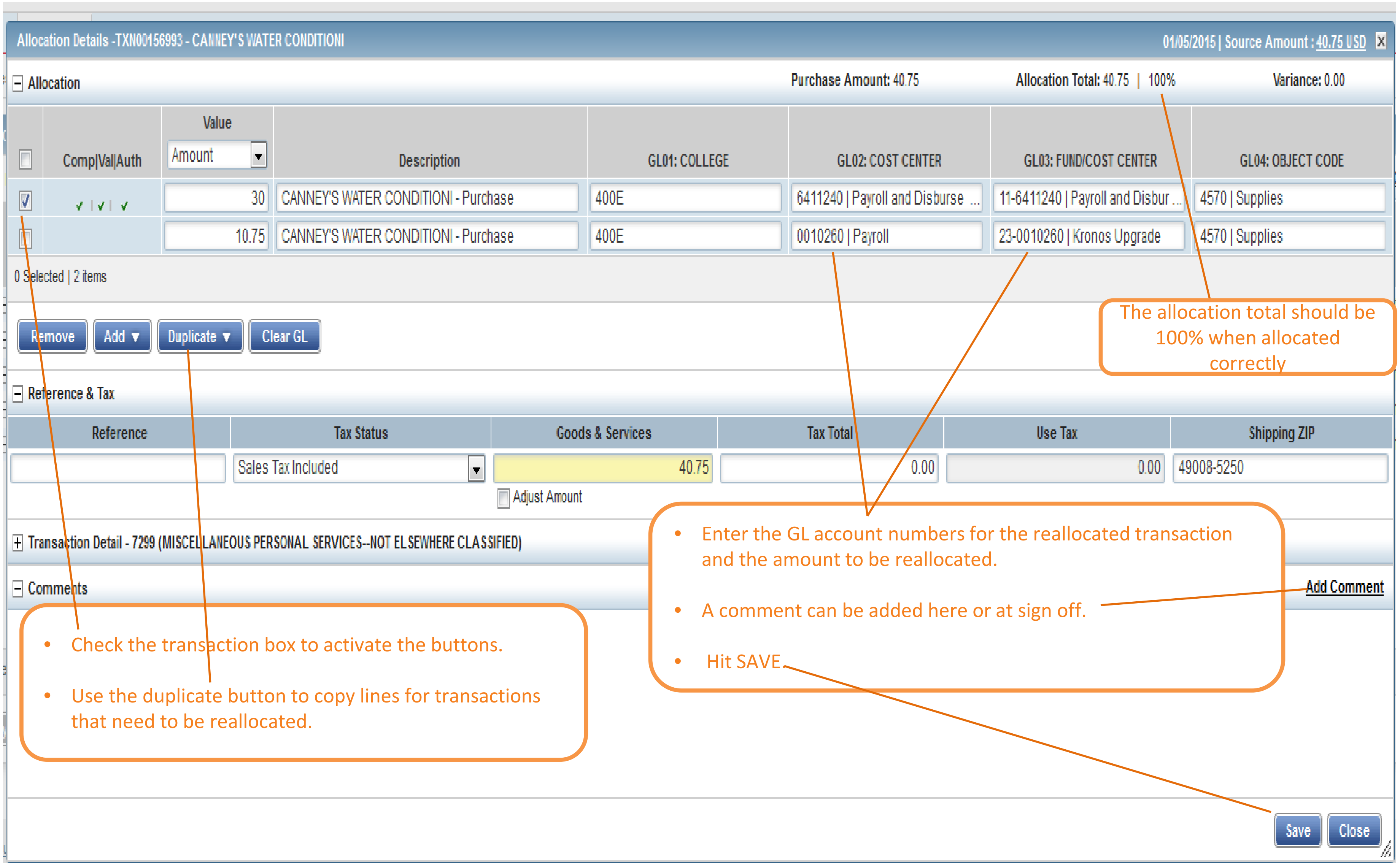
TRANSACTION OVERVIEW



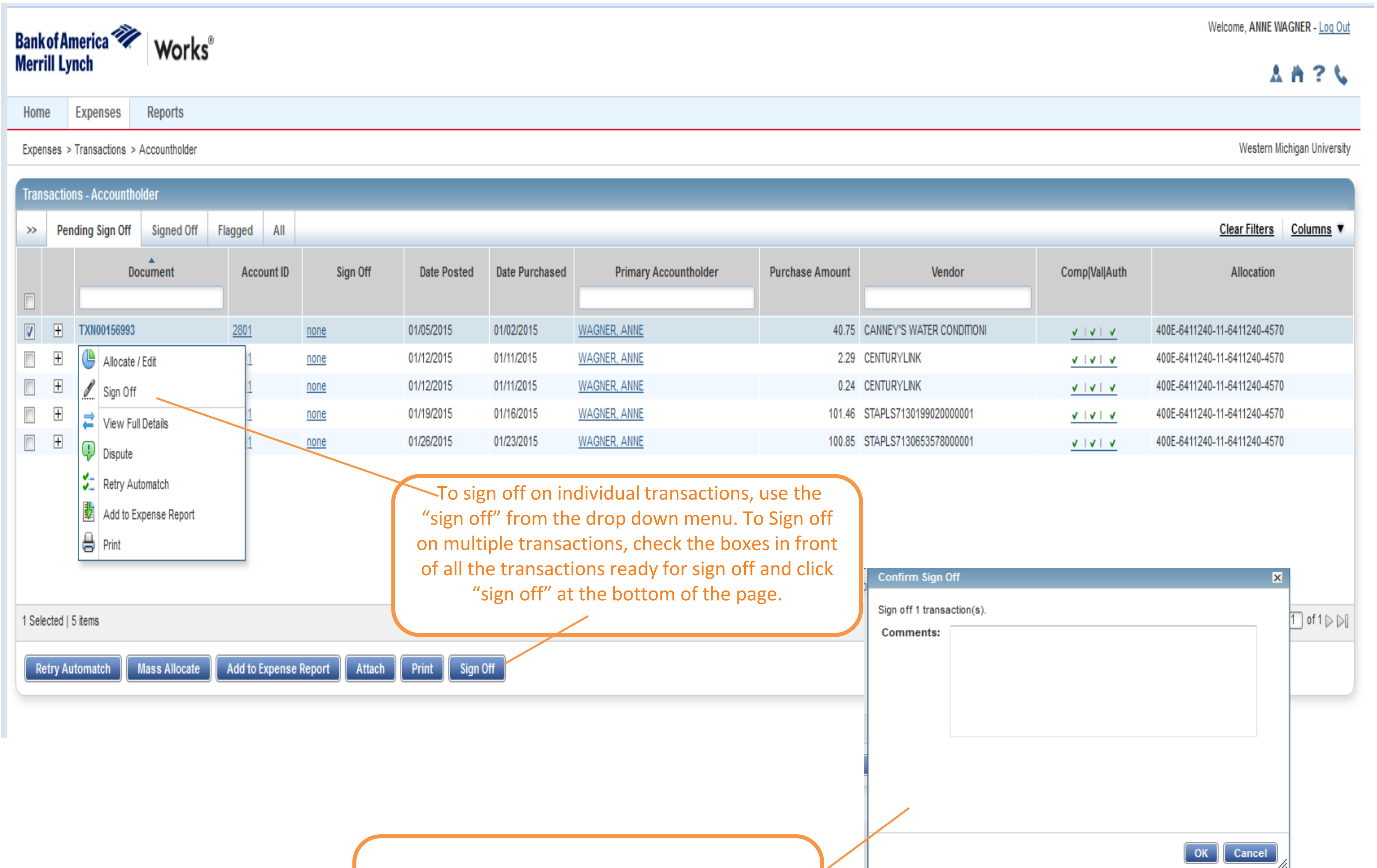
GL ALLOCATION



GL SPLIT ALLOCATION



BUSINESS PURPOSE AND SIGN OFF



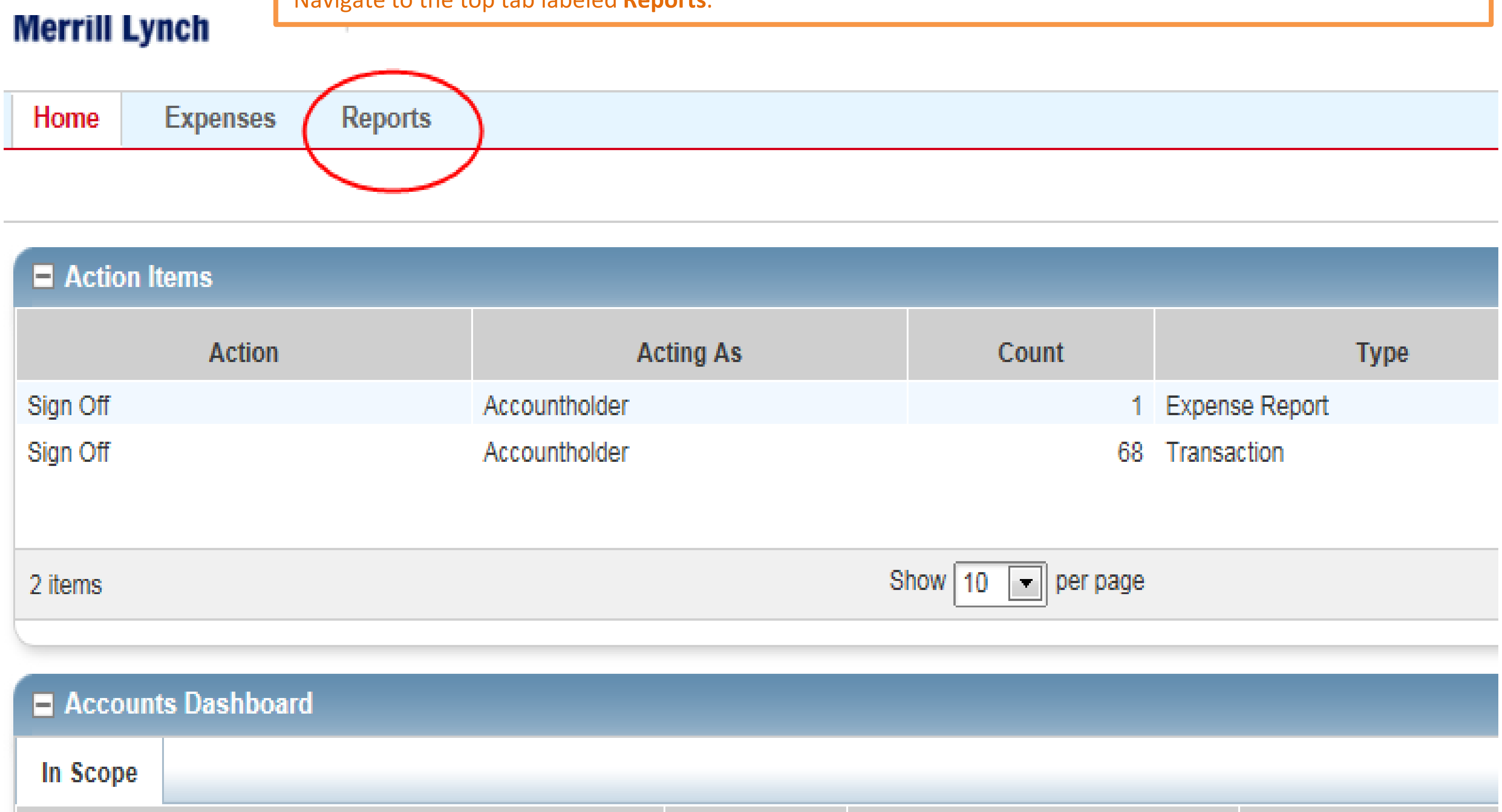
To sign off on individual transactions, use the "sign off" from the drop down menu. To Sign off on multiple transactions, check the boxes in front of all the transactions ready for sign off and click "sign off" at the bottom of the page.

After you have selected sign off, include appropriate business purpose. Click OK

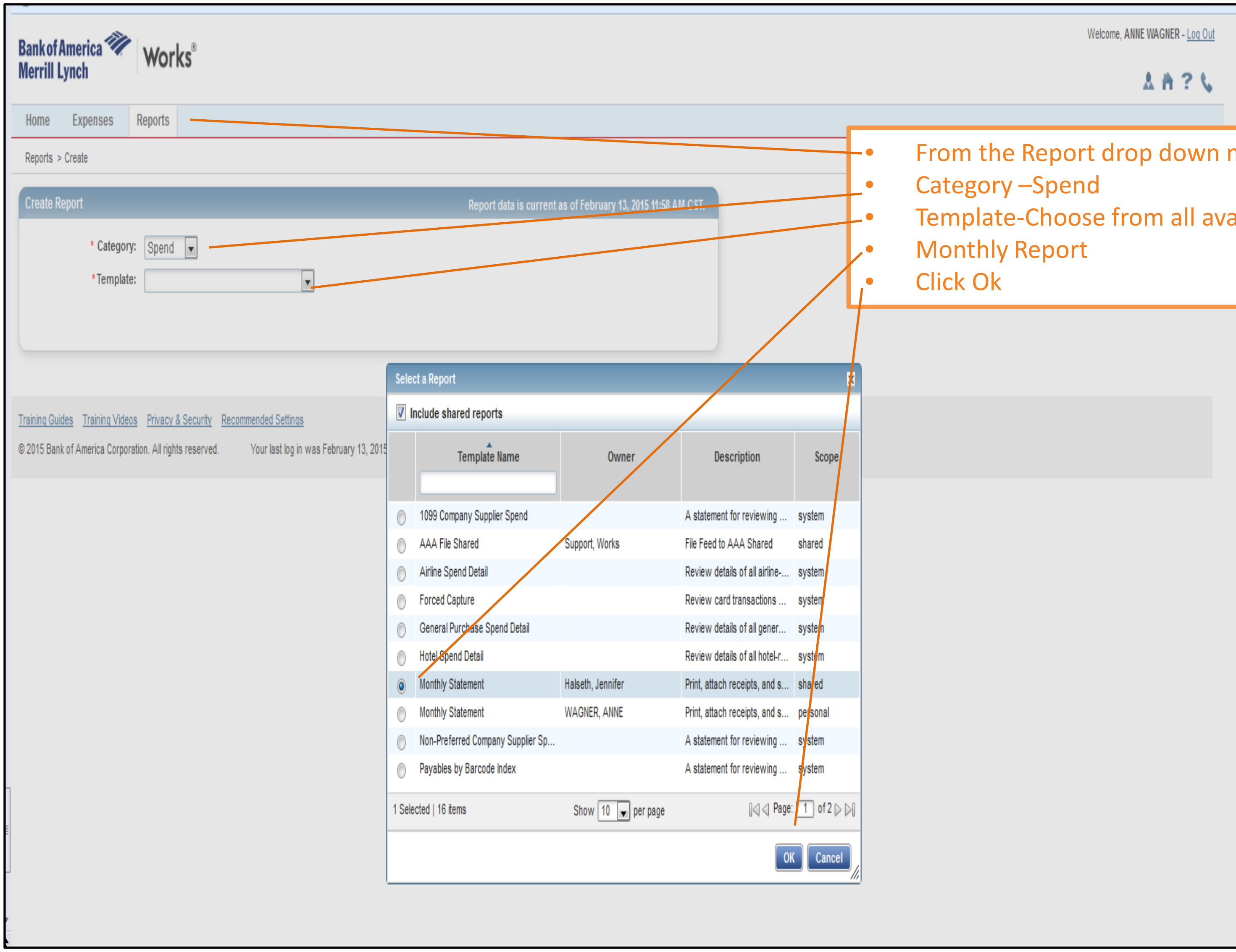
Print Statements

***If you recently made changes to your transactions, give the system about 15-30 minutes to refresh before you try and print your statement.*

Navigate to the top tab labeled **Reports**.



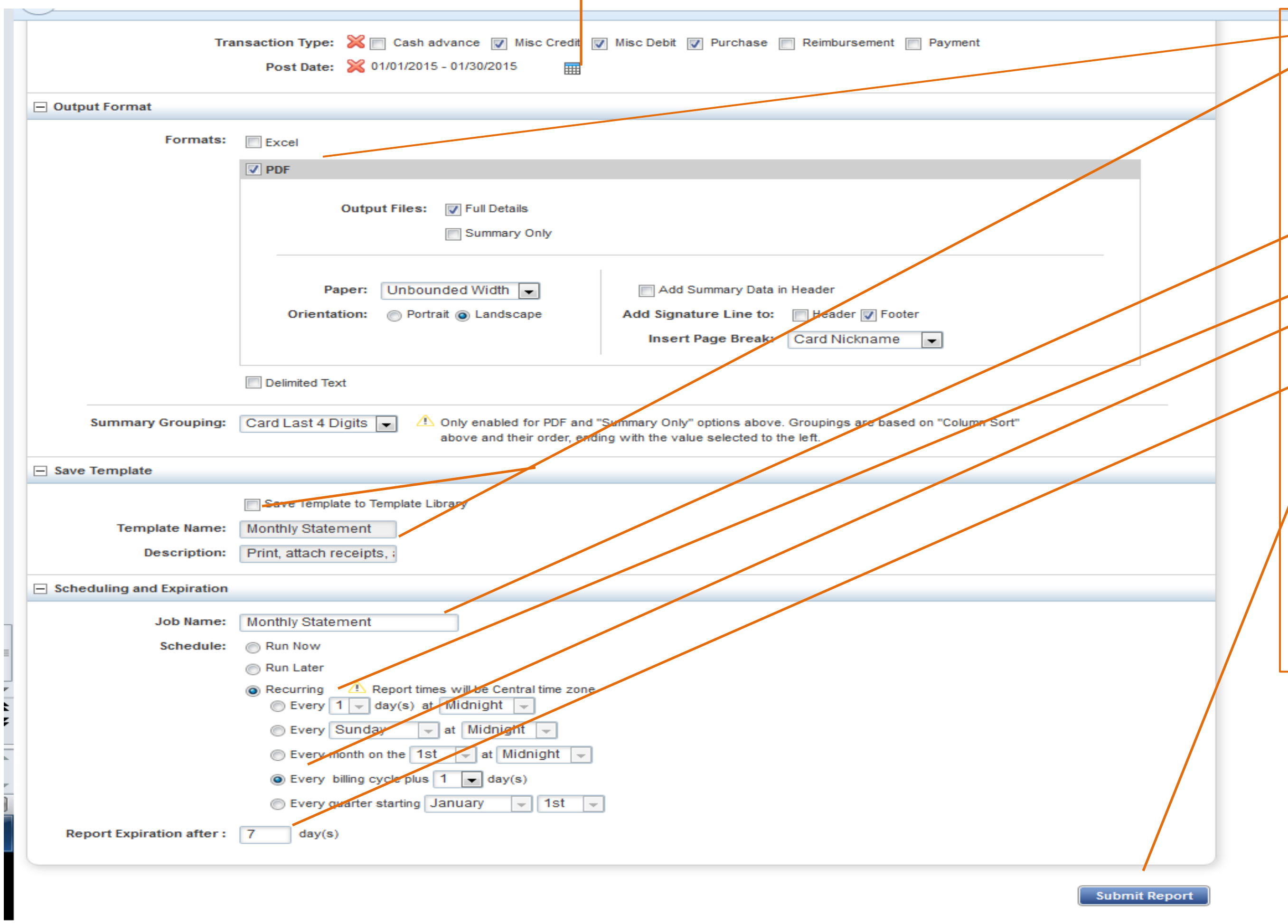
Print Statements



- From the Report drop down menu select Create
- Category –Spend
- Template-Choose from all available templates
- Monthly Report
- Click Ok

Print Statements

Make sure the Post Date range is the statement range you want to pull. If you wait for the reminder email indicating the statement has closed you shouldn't have to change this range. If it is not correct, click on the calendar.



- Select the format
- Check box. Complete Template Name and description for you to easily identify which card reports.
- Job Name-enter card last four digits
- Select Recurring
- Every billing cycle plus 1 day
- How many days to keep report in your completed reports section.
- Submit
- You will be taken to Completed reports screen. You will see a green check mark when report is ready