

WESTERN MICHIGAN UNIVERSITY Corporate Card



Western Michigan University

New Works Interface Online Procurement Card System

User Guide



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).

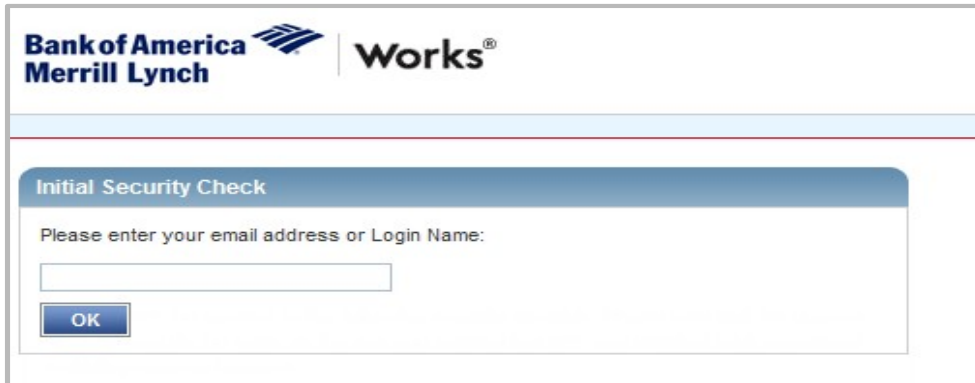


Figure 1: Validation Screen

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.

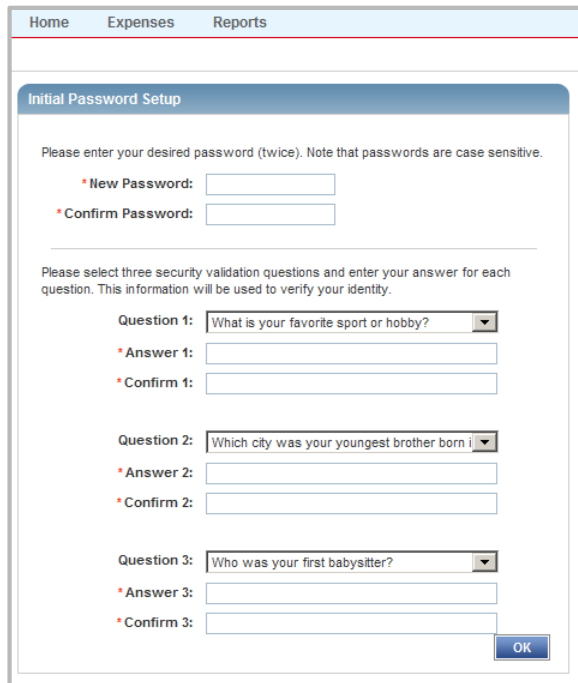
5. Enter the same password in **Confirm**.

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



The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Expenses', and 'Reports'. Below the navigation bar is a section titled 'Initial Password Setup'. The form contains the following elements:

- A header bar for 'Initial Password Setup'.
- Instructional text: 'Please enter your desired password (twice). Note that passwords are case sensitive.'
- Two input fields: '* New Password:' and '* Confirm Password:'.
- Instructional text: 'Please select three security validation questions and enter your answer for each question. This information will be used to verify your identity.'
- Three security questions, each with a dropdown menu and two input fields for answers:
 - Question 1: 'What is your favorite sport or hobby?' with dropdown and input fields for 'Answer 1' and 'Confirm 1'.
 - Question 2: 'Which city was your youngest brother born in?' with dropdown and input fields for 'Answer 2' and 'Confirm 2'.
 - Question 3: 'Who was your first babysitter?' with dropdown and input fields for 'Answer 3' and 'Confirm 3'.
- An 'OK' button at the bottom right of the form.

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.

GETTING STARTED

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.

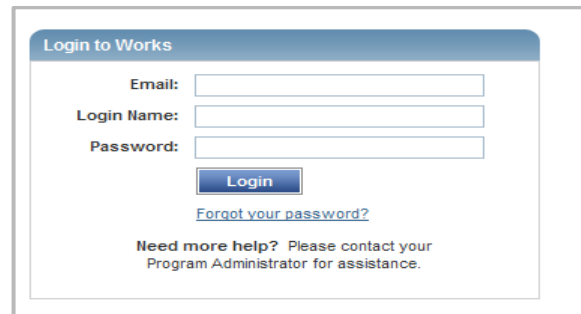


Figure 4: Initial Login Screen

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

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	1	Expense Report	Pending
Sign Off	Accountholder	7	Transaction	Pending

2 items Show 10 per page Page: 1 of 1

My Announcements

No announcements at this time.

Click Here to Sign off on Transactions

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JOHN DOE	4382	10,000.00	23,522.90	(13,522.90)	235%

1 item Show 10 per page Page: 1 of 1

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

Bank of America Merrill Lynch Works®

Welcome, ANNE WAGNER - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder Western Michigan Universit

Transactions - Accountholder

Pending Sign Off Signed Off Flagged All [Clear Filters](#) [Columns](#)

Advanced Filter

- Date - All Dates
- Account - All
- Corporate Account - All
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- GL Allocation Status - All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation
<input type="checkbox"/>	TXN00164301	2801	none	02/09/2015	02/06/2015	WAGNER, ANNE	60.04	STAPLS7131403491000001	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>	TXN00165048	2801	none	02/12/2015	02/11/2015	WAGNER, ANNE	0.98	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>	TXN00165246	2801	none	02/12/2015	02/11/2015	WAGNER, ANNE	2.75	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570

0 Selected | 3 items Show 10 per page Page: 1 of 1

[Training Guides](#) [Training Videos](#) [Privacy & Security](#) [Recommended Settings](#)

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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

Click on transaction number to get drop down menu.

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	
<input type="checkbox"/>	<input type="checkbox"/> TXN00156893	2801	none	01/05/2015	01/02/2015	WAGNER, ANNE	40.75	CANNEY'S WATER CONDITIONI	✓ ✓ ✓	400E-6411240-11-6411240-4570	40.75	
<input type="checkbox"/>	<input type="checkbox"/> TXN00157972	2801	none	01/12/2015	01/11/2015	WAGNER, ANNE	2.29	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570	2.29	
<input type="checkbox"/>	<input type="checkbox"/> TXN00158121	2801	none	01/12/2015	01/11/2015	WAGNER, ANNE	0.24	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570	0.24	
<input type="checkbox"/>	<input type="checkbox"/> TXN00159813	2801	none	01/19/2015	01/16/2015	WAGNER, ANNE	101.46	STAPLS7130199020000001	✓ ✓ ✓	400E-6411240-11-6411240-4570	101.46	
<input type="checkbox"/>	<input type="checkbox"/> TXN00161028	2801	none	01/26/2015	01/23/2015	WAGNER, ANNE	100.85	STAPLS7130853578000001	✓ ✓ ✓	400E-6411240-11-6411240-4570	100.85	

Expanding transaction provides additional detail information.

0 Selected | 5 items

Show 10 per page

Page: 1 of 1

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

TRANSACTION OVERVIEW

Select allocate/edit to reallocate transaction. If you do not need to reallocate select sign off and add business purpose in comment box.

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
<input type="checkbox"/>	TXN00156993	2801	none	01/05/2015	01/02/2015	WAGNER, ANNE	40.75	CANNEY'S WATER CONDITIONI	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/12/2015	01/11/2015	WAGNER, ANNE	2.29	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/12/2015	01/11/2015	WAGNER, ANNE	0.24	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/19/2015	01/16/2015	WAGNER, ANNE	101.46	STAPLS7130199020000001	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/26/2015	01/23/2015	WAGNER, ANNE	100.85	STAPLS7130653578000001	✓ ✓ ✓	400E-6411240-11-6411240-4570

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Add to Expense Report
- Print

0 Selected | 5 items

Show 10 per page

Page: 1 of 1

GL ALLOCATION

Allocation Details - TXN00156993 - CANNEY'S WATER CONDITIONI 01/05/2015 | Source Amount : 40.75 USD

Allocation Purchase Amount: 40.75 Allocation Total: 40.75 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: COLLEGE	GL02: COST CENTER	GL03: FUND/COST CENTER	GL04: OBJECT CODE
✓ ✓ ✓	40.75	CANNEY'S WATER CONDITIONI - Purchase	400E	6411240	11-6411240	4570

0 Selected | 1 item

Remove Add ▾ Duplicate ▾ Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping Charge
	Sales Tax Included	40.75	0.00	0.00	49008-5250

Adjust Amount

Transaction Detail - 7299 (MISCELLANEOUS PERSONAL SERVICES--NOT ELSEWHERE CLASSIFIED)

Comments [Add Comment](#)

Highlight and remove current GL segment you want to change (you must clear out both GL02 and GL03 boxes). The GL Assistant account number option list will appear. Select appropriate GL codes and hit SAVE. Be sure all segments are complete and accurate.

GL SPLIT ALLOCATION

Allocation Details - TXN00156993 - CANNEY'S WATER CONDITIONI 01/05/2015 | Source Amount : 40.75 USD

Allocation Purchase Amount: 40.75 Allocation Total: 40.75 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: COLLEGE	GL02: COST CENTER	GL03: FUND/COST CENTER	GL04: OBJECT CODE
<input checked="" type="checkbox"/> ✓ ✓ ✓	30	CANNEY'S WATER CONDITIONI - Purchase	400E	6411240 Payroll and Disburse ...	11-6411240 Payroll and Disbur ...	4570 Supplies
<input type="checkbox"/>	10.75	CANNEY'S WATER CONDITIONI - Purchase	400E	0010260 Payroll	23-0010260 Kronos Upgrade	4570 Supplies

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	40.75	0.00	0.00	49008-5250

Adjust Amount

Transaction Detail - 7299 (MISCELLANEOUS PERSONAL SERVICES--NOT ELSEWHERE CLASSIFIED)

Comments Add Comment

Save Close

The allocation total should be 100% when allocated correctly

- Check the transaction box to activate the buttons.
- Use the duplicate button to copy lines for transactions that need to be reallocated.

- Enter the GL account numbers for the reallocated transaction and the amount to be reallocated.
- A comment can be added here or at sign off.
- Hit SAVE.

BUSINESS PURPOSE AND SIGN OFF

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/Vall/Auth	Allocation
<input checked="" type="checkbox"/>	TXN00156993	2801	none	01/05/2015	01/02/2015	WAGNER, ANNE	40.75	CANNEY'S WATER CONDITIONI	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/12/2015	01/11/2015	WAGNER, ANNE	2.29	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/12/2015	01/11/2015	WAGNER, ANNE	0.24	CENTURYLINK	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/19/2015	01/16/2015	WAGNER, ANNE	101.46	STAPLS7130199020000001	✓ ✓ ✓	400E-6411240-11-6411240-4570
<input type="checkbox"/>		1	none	01/26/2015	01/23/2015	WAGNER, ANNE	100.85	STAPLS7130653578000001	✓ ✓ ✓	400E-6411240-11-6411240-4570

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Add to Expense Report
- Print

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.

1 Selected | 5 items

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

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK Cancel

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**.

Merrill Lynch

Home	Expenses	Reports
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Action Items			
Action	Acting As	Count	Type
Sign Off	Accountholder	1	Expense Report
Sign Off	Accountholder	68	Transaction

2 items Show 10 per page

Accounts Dashboard			
In Scope			

Print Statements

Bank of America Merrill Lynch Works

Welcome, ANNE WAGNER - [Log Out](#)

Home Expenses Reports

Reports > Create

Create Report Report data is current as of February 13, 2015 11:58 AM CST.

* Category: Spend

* Template:

Select a Report

Include shared reports

Template Name	Owner	Description	Scope
1099 Company Supplier Spend		A statement for reviewing ...	system
AAA File Shared	Support, Works	File Feed to AAA Shared	shared
Airline Spend Detail		Review details of all airline...	system
Forced Capture		Review card transactions ...	system
General Purchase Spend Detail		Review details of all gener...	system
Hotel Spend Detail		Review details of all hotel-r...	system
Monthly Statement	Halseith, Jennifer	Print, attach receipts, and s...	shared
Monthly Statement	WAGNER, ANNE	Print, attach receipts, and s...	personal
Non-Preferred Company Supplier Sp...		A statement for reviewing ...	system
Payables by Barcode Index		A statement for reviewing ...	system

1 Selected | 16 items Show 10 per page Page: 1 of 2

OK Cancel

- 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.

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Post Date: 01/01/2015 - 01/30/2015

Output Format

Formats: Excel PDF Delimited Text

Output Files: Full Details Summary Only

Paper: Unbounded Width

Orientation: Portrait Landscape

Add Summary Data in Header

Add Signature Line to: Header Footer

Insert Page Break: Card Nickname

Summary Grouping: Card Last 4 Digits

Save Template

Save Template to Template Library

Template Name: Monthly Statement

Description: Print, attach receipts.

Scheduling and Expiration

Job Name: Monthly Statement

Schedule: Run Now Run Later Recurring

Report times will be Central time zone

Every 1 day(s) at Midnight

Every Sunday at Midnight

Every month on the 1st at Midnight

Every billing cycle plus 1 day(s)

Every quarter starting January 1st

Report Expiration after: 7 day(s)

Submit Report

- 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