Quick Reference for UMW Cardholders using BOA WORKS

Overview
This guide gives brief step-by-step instructions for cardholder transaction review and edits performed within the Works application.

Login to the Application
Just prior to the Small Purchase Credit Card (SPCC) issuance, you will receive a Welcome Letter email from Bank of America. Immediately open the letter and read the instructions. Make special note of the following:

✓ Your username for the SPCC will be the first letter of your first name and your last name. (When initially signing into WORKS, use your user name, not the email address option).

✓ The Welcome email from Commonwealth of Virginia (Bank of America Works) will supply a link to Works which is good for the initial login, security questions and answers, and **password creation only. The link will be rendered inactive after the initial use.

✓ After initial use, bookmark - https://payment2.works.com for WORKS access thereafter. **WORKS will prompt for a new password every 90 days.

Click **Reset your password by clicking Forgot Your Password?

Reconciling Transactions
Reconciling a transaction involves FOAP coding, entering prepay information if necessary, and transaction sign off (approval). Transactions signed off route to the cardholder manager.

1. From the Home page, select Sign Off under Actions Required.

2. Within the Cardholder Review page, make sure the Split View option is selected. Click on a transaction. The bottom tray will open on the bottom portion of the screen.

3. The bottom Tray section is made up of tabs containing information about the transaction selected for review. When opened, the Tray defaults to the General Tab information.

4. At the bottom of each tab are Action Buttons. Action buttons allow editing. Add Comment allows communication between you, the cardholder manager, and anyone in the transaction approval path.

5. Select the Allocation tab and the Action button Add/Edit. Selecting the Edit button will open the Allocation form and the GL Assistant feature.
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Sample Allocation tab and Add/Edit button selection.

6. Select the GL Assistant button to select FOAP and prepay start and end dates using the Build a Combination feature.

Select Finish to return to the Allocation box, then Exit the Allocation by clicking the Ok button. You will return to the Allocation tab.

7. To submit the transaction to the cardholder manager, click Sign Off.

8. Transactions signed off can be reviewed by changing the view from the Home Page to Transactions Signed Off.

9. The Allocation form is also used for split coding transactions. At the left hand top of the form, enter the number of lines required for the split, then select Go.

Once the additional lines are added, insert proper FOAP code as necessary. You may split expense by dollar value, or percentage. Below shows a sample of one line added to a transaction, split by 50%

Flagged Transactions
Flagged transactions are those returned to you by the cardholder manager or accountant for correction. Edit the transaction and take advantage of Comments on the General tab or the Remove Flag button.

The Remove Flag button removes the Flag from all parties, so make sure this is defined dept. procedure.