Bank of America Works Document Upload Guide

University of Mary Washington | Procurement Services

Introduction & Purpose

- The University of Mary Washington uses the Bank of America Works Online Reconciliation Tool for monthly charge card reconciliations. This tool provides some useful features including the ability to upload documents and attach them electronically to transactions.

Bank of America Merrill Lynch | Works®

- Electronically-uploaded documents streamline the process for Approvers to review transaction supporting documentation to verify for accuracy prior to sign off.

- This instructional guide aims to lead Cardholders through the process of uploading documents to Works and guide Approvers through the process of viewing attached documents.

Works Terms

Works uses the term “Receipt” which may cause some confusion. True itemized purchase receipts are not the only documents that can be uploaded into the system.

For our purposes, replace the word “Receipt” with “Document” as any document can be uploaded to a transaction.

This includes (but is not limited to):

- Purchase Orders
- Invoices
- Receipts
- Required Approvals/Waivers
- Other supporting documentation

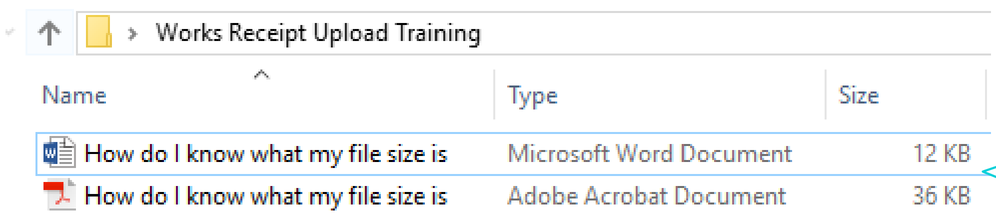
Document Upload Limitations

There is a size limit to the documents you are able to upload at one time.

- Works supports the following file types: .pdf, .jpg, .gif, .png, .jpeg.
- All individual files uploaded must be less than **1MB** (1 megabyte) in size. If your document exceeds this file size limit, you may need to upload as separate pages.

How do I know what my file size is?

- Look in the folder where you've kept your file and it should display the file size.



But this says KB not MB...?

File size abbreviations:

KB = kilobyte

MB = megabyte = 1000 KB

So if your document file size is **<u>UNDER 1000 KB</u>**, you can upload it without splitting it up.

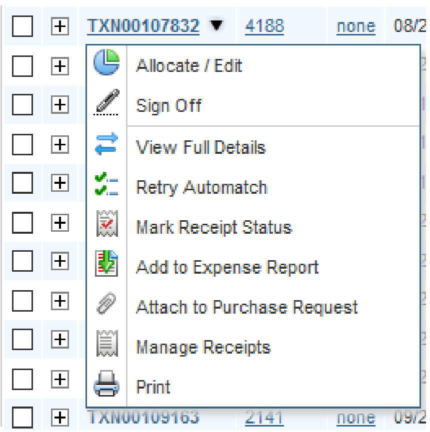
Uploading a Document to Works

There are three ways to approach uploading a document to a Works transaction.

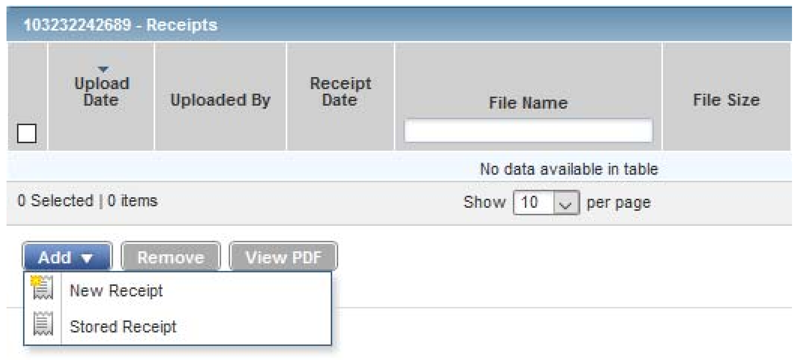
The following slides will demonstrate each approach.

1. Uploading – From the Transaction Number

Step 1: Click the drop down from the Transaction number and select "Manage Receipts"



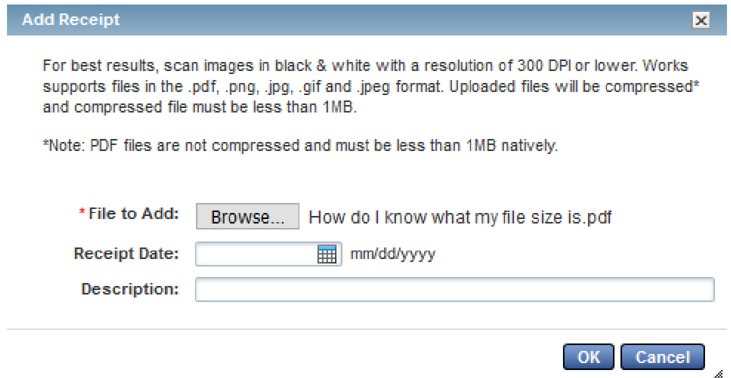
Step 2: In the pop up receipts box, click the blue Add button and select New Receipt.



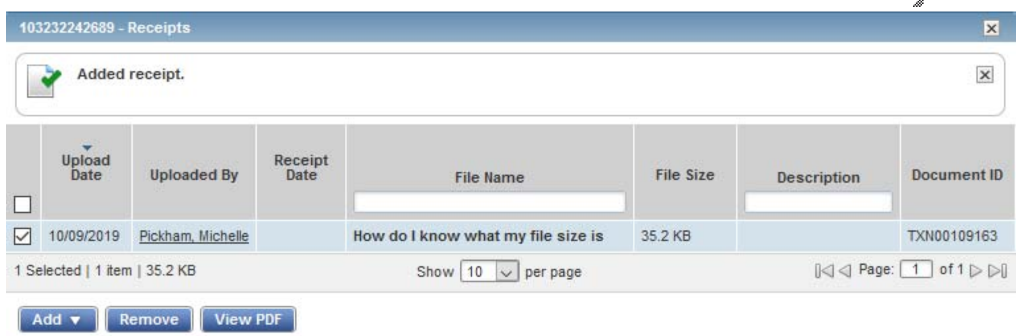
Hint
If you do not receive a pop-up window, click on the icon next to New Receipt instead of the words and/or check your security settings regarding pop-up windows.

1. Uploading – From the Transaction Number

Step 3: Browse to the location where your file is locate, select your document to upload, and select Open. This will add your file to the receipt window.



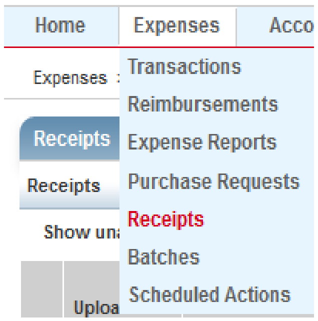
Step 4: You can add the date of the receipt and any relevant descriptions (ex. PCOXXXXXXX, Travel Pre-Approval, etc.) and then select OK. This will attach that document to your transaction and you will be able to see your added file.



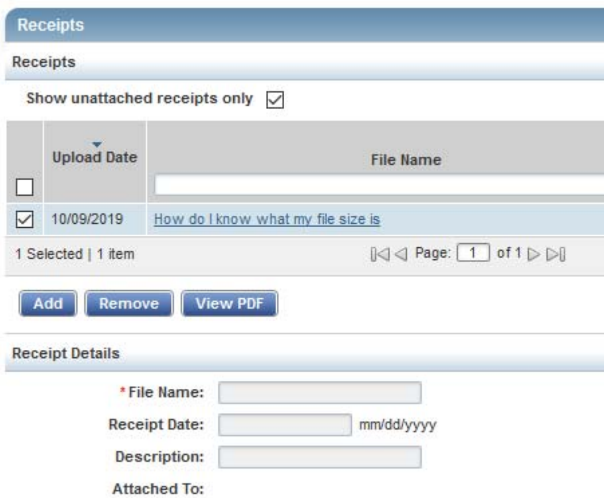
You can view, add, or remove any attached documents to the transaction from the view above. Or you can click the Close button to get back to your list of pending transactions.

2. Uploading – From the Expenses Tab

Step 1: On your navigation menu, select the Expenses tab and select Receipts.



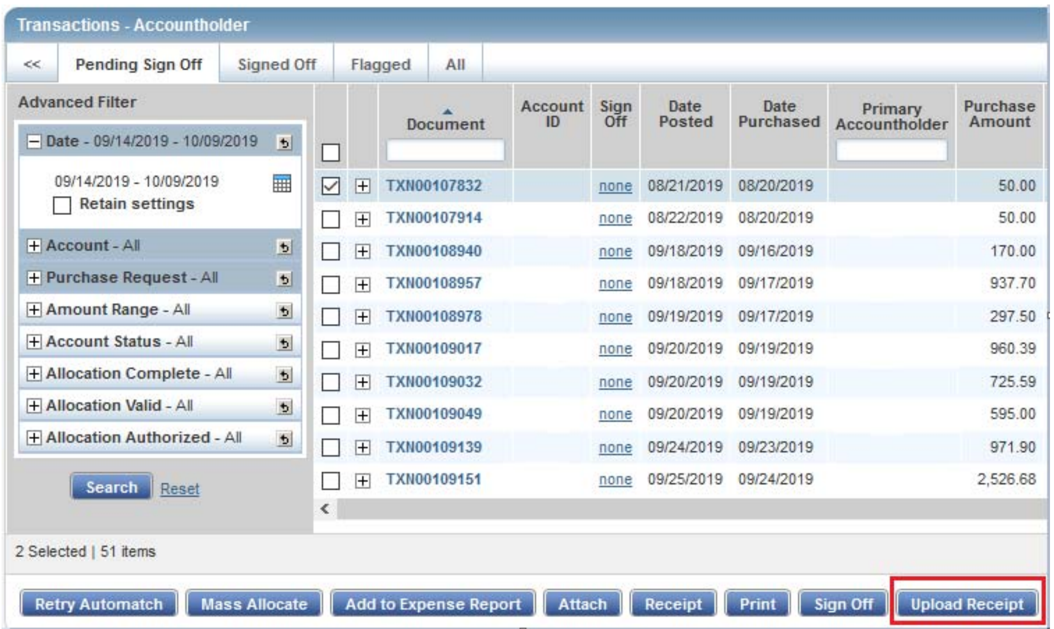
Step 2: From this screen, you can view previously uploaded documents, or add new ones.



Step 3: Follow the steps starting with Step 1 on Slide 6 and then the instructions on Slide 10 to add a stored document to your transaction.

3. Uploading – Using Upload Receipt Button

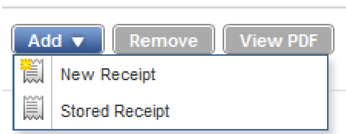
Step 1: From your Pending Transactions screen, select the check box next to the transaction you want to upload a receipt for and then scroll (if needed) to the bottom of the list to access the blue buttons at the bottom and click on the blue button to Upload Receipt. Then follow steps 2-4 on Slides 6 and 7.



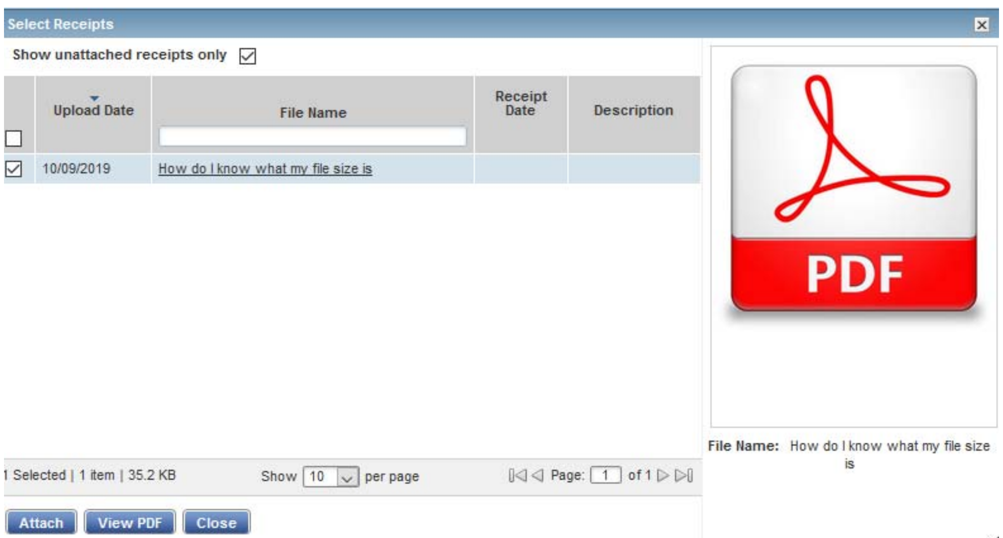
Storing Documents for Multiple Use

Stored Receipts: If you have multiple transactions that posted that are tied to one Purchase Order, you can upload the purchase order once and select that file from your stored documents.

- To do this, instead of adding a new receipt, select Stored Receipt.



- Select the file you want to upload to the new transaction and click Attach.



Approvers – Viewing Attached Documents

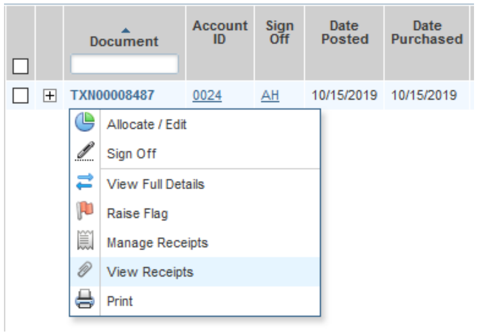
Approvers can view any documents their Cardholder has attached to help in their review prior to sign off.

After logging in as the Approver, the default tab selected is “Pending Sign Off.” Make sure that your date filter references the correct dates for your Cardholder’s transactions.

You will be able to see if your Cardholder attached any documents by looking or scrolling to the right of their transaction. A “Yes” in the Uploaded Receipt field indicates they have attached a document.

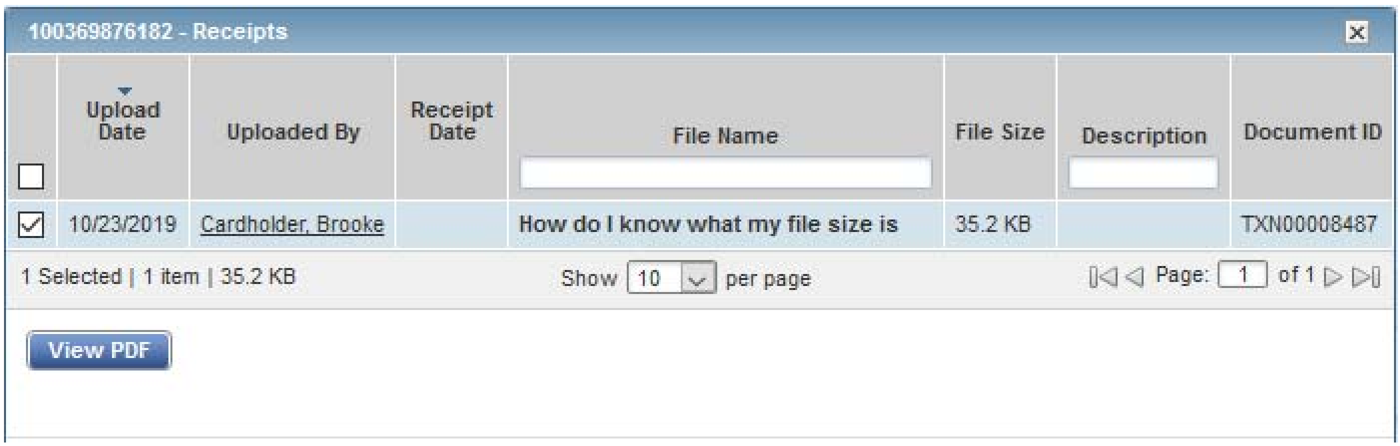
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Amount Allocated	Uploaded Receipt
									All
TXN00008487	0024	AH	10/15/2019	10/15/2019	Cardholder, Brooke	1,029.28	ARTIST SUPPLY STORES, CRAF CC	1,029.28	Yes

To view the attached document, you can either (1) click on the “Yes” under Uploaded Receipt or (2) select the dropdown under the Transaction number and click on “View Receipts.”



Approvers – Viewing Attached Documents

In the Receipts window, you can select the check box next to the document attached and click the blue View PDF button.



Repeat this process for any receipts you'd like to view.