



## LACARTE/P-CARD WORKS TRAINING GUIDE

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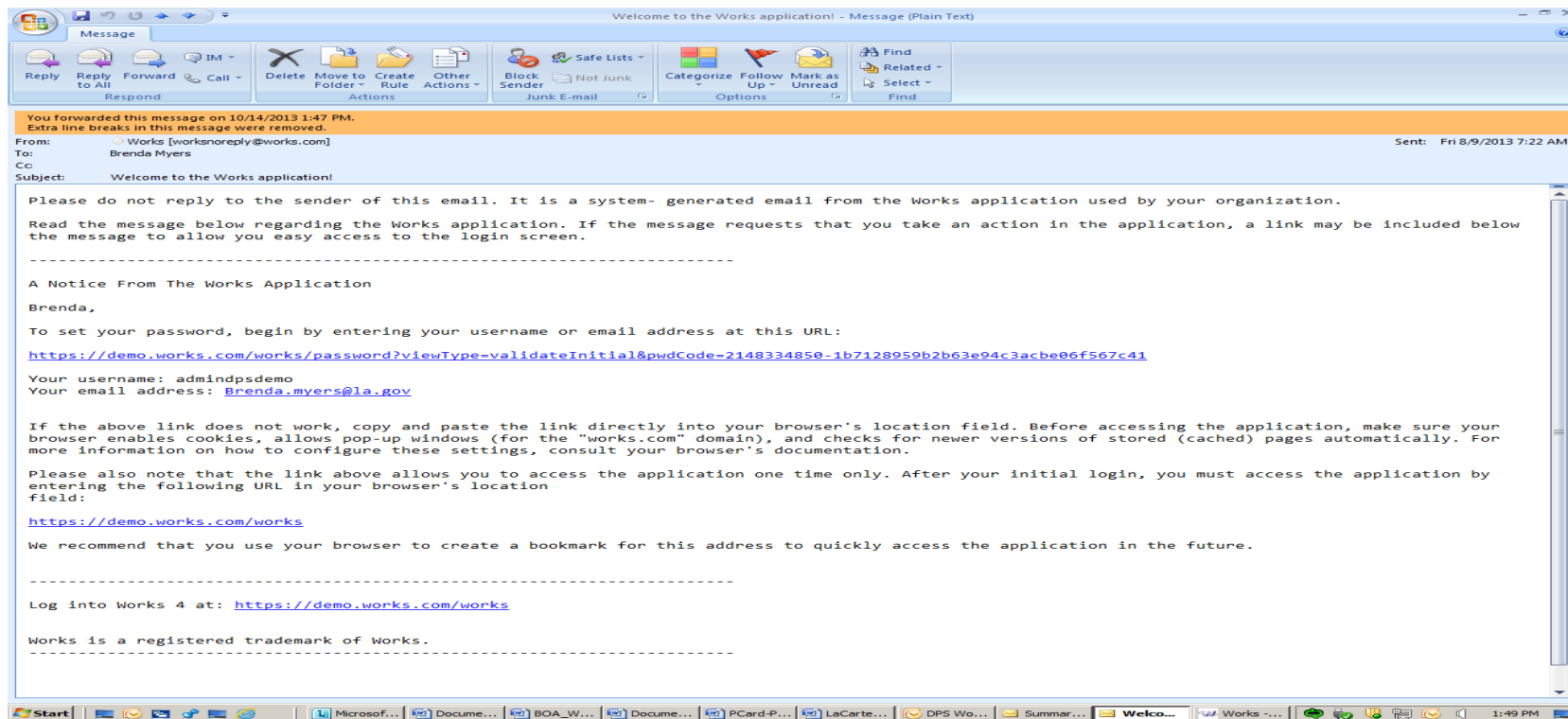
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# LACARTE WORKS

## CREATING A PASSWORD

To access the Works application, a Program Administrator must add you as a user and assign you a username. Once you have been added to the system, a welcome email will automatically be sent to your email address that includes your username and information on how to set up your password.

Follow the instructions in the email.



- Click the first link in the email message.
- Enter your username and click OK as shown in the email.
- Create a password (must be eight characters, can be any combination of letters or numbers, and is case sensitive).
- Click the arrow in the **Question** field and select the desired security validation question(s).
- In the **Answer** field, answer the question(s) you specified in the previous step, then enter the same answer in the **Confirm** field.
- Click Ok. The Home Page will display.

**Note:** If your username is not working, your Program Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link in the Login page. “Forgot Your Password” displays and prompts you to enter your user name. After entering username and clicking Submit, the system will send you an email with instructions on how to create a new password. If you do not know your security validation answer(s), your Program Administrator can reset your password, which enables you to select new security validation question(s) and answer(s).

**IMPORTANT:** After clicking the link included in the email and setting a password, **DO NOT** attempt to access the Works application by using that link again. After initial use the link is rendered inactive.

Follow the steps below under **USER LOGIN** to now access the Works application.

# USER LOGIN

UAT SITE: <https://payment2.works.com/works/home>.

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

Once the user enters the WORKS system, the log-in screen will appear as shown below. User will log-in using information provided in Works Welcome email.



### 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](#).

### Login to Works

Organization:

Login Name:

Password:

[Forgot your password?](#)

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

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

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# ALLOCATING TRANSACTIONS

- Account/Card holders will only be able to view and allocate their transactions.
- Approvers/Manager/Supervisors will only be able to view and/or allocate (depending on how the workbook was set up) the Account/Card holder's transactions for which they have been set up to approve transactions.
- Accountants will be able to view and allocate all Account/Card holders' transactions after the transactions have been swept.
- Program Administrator will not be able allocate any transactions.

## ALLOCATING A SINGLE TRANSACTION

Below is a snapshot of the "Home" screen. This is the first screen the user will see once logged in. This will identify any pending transactions which need to be allocated.

Select **Pending** as shown below. **NOTE: If Pending Transactions do not display on the Home page, click Expenses >Transactions >Accountholder or Approver.** The Pending Transaction screen will display.



Home Expenses Accounts Reports Accounting Administration

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**Action Items**

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	34	Transaction	<a href="#">Pending</a>

1 item Show 10 per page Page: 1 of 1

---

**Accounts Dashboard** [Account Portfolio](#)

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TARA POCORELLO	<a href="#">6957</a>	25,000.00	133,452.07	(108,452.07)	533%

Click the desired **Document** number.

Bank of America Merrill Lynch Works® Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration LA DPS UAT

Expenses > Transactions > Accountholder

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"/> TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,734.68	METAL SERVICE CENTERS AND CO.	x   v   x	---	4,734.68
<input type="checkbox"/> <input type="checkbox"/> TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x   v   x	---	3,757.16
<input type="checkbox"/> <input type="checkbox"/> TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x   v   x	---	1,150.61
<input type="checkbox"/> <input type="checkbox"/> TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x   v   x	---	4,780.09
<input type="checkbox"/> <input type="checkbox"/> TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x   v   x	---	2,544.07
<input type="checkbox"/> <input type="checkbox"/> TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x   v   x	---	427.16
<input type="checkbox"/> <input type="checkbox"/> TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x   v   x	---	2,739.38
<input type="checkbox"/> <input type="checkbox"/> TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x   v   x	---	3,733.12
<input type="checkbox"/> <input type="checkbox"/> TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	727.38	DIRECT MARKETING INSURANCE CO.	x   v   x	---	727.38
<input type="checkbox"/> <input type="checkbox"/> TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x   v   x	---	3,720.51

0 Selected | 34 items Show 10 per page Page: 1 of 4

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Select **Allocate/Edit** from drop-down menu.

Bank of America Merrill Lynch Works® Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration LA DPS UAT

Expenses > Transactions > Accountholder

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"/> TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,734.68	METAL SERVICE CENTERS AND CO.	x   v   x	---	4,734.68
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x   v   x	---	3,757.16
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x   v   x	---	1,150.61
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x   v   x	---	4,780.09
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x   v   x	---	2,544.07
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x   v   x	---	427.16
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x   v   x	---	2,739.38
<input type="checkbox"/> <input type="checkbox"/> TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x   v   x	---	3,733.12
<input type="checkbox"/> <input type="checkbox"/> TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	727.38	DIRECT MARKETING INSURANCE CO.	x   v   x	---	727.38
<input type="checkbox"/> <input type="checkbox"/> TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x   v   x	---	3,720.51

0 Selected | 34 items Show 10 per page Page: 1 of 4

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off



The screen below appears.

Allocation Details - TXN00001049 - METAL SERVICE CENTERS AND CO. 09/19/2013 | Source Amount : 4,734.68 USD

**Allocation** Purchase Amount: 4,734.68    Allocation Total: 4,734.68 | 100%    Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
<input type="checkbox"/>	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase						

0 Selected | 1 item

**Reference & Tax**

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,403.26	331.42	0.00	70806

Adjust Amount

**Transaction Detail - 5051 (METAL SERVICE CENTERS AND OFFICES)**

Edit, if applicable. Enter codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

**Note:** If you are restricted to using predefined codes, click the browse icon (🔍) to select a code from the allocation pick list.

Click **Save** and then **Close**.

Allocation Details - TXN00001049 - METAL SERVICE CENTERS AND CO. 09/19/2013 | Source Amount : 4,734.68 USD

Allocation Purchase Amount: 4,734.68 Allocation Total: 4,734.68 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
x   ✓   x	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase	4184182122   FINANCIAL SERV		3000   OT OPERATING SERVICE	01	4181102   ADM GEN PROJECT	

0 Selected | 1 Item See More...

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,403.26	331.42	0.00	70806

Adjust Amount

Transaction Detail - 6051 (METAL SERVICE CENTERS AND OFFICES)

Save Close

The screen below appears after you have saved and closed the transaction. The first transaction has been completely allocated as there are three green checkmarks in the Comp/Val/Auth field. This same process must be completed on each transaction or you can allocate mass transactions.

Bank of America Merrill Lynch Works® Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration Home Help Search

Expenses > Transactions > Accountholder LA DPS UAT

✓ Saved updates to transaction. X

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"/> TXN00001049	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	✓   ✓   ✓	4184182122-3000-01-4181102	4,734.68
<input type="checkbox"/> TXN00001050	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x   ✓   x	----	3,757.16
<input type="checkbox"/> TXN00001051	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x   ✓   x	----	1,150.61
<input type="checkbox"/> TXN00001052	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x   ✓   x	----	4,780.09
<input type="checkbox"/> TXN00001053	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY, ART CO.	x   ✓   x	----	2,544.07
<input type="checkbox"/> TXN00001054	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	----	427.16
<input type="checkbox"/> TXN00001055	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLUS CO.	x   ✓   x	----	2,739.38
<input type="checkbox"/> TXN00001056	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	x   ✓   x	----	3,733.12
<input type="checkbox"/> TXN00001057	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x   ✓   x	----	727.38
<input type="checkbox"/> TXN00001058	8957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x   ✓   x	----	3,720.51

0 Selected | 34 Items Show 10 per page Page: 1 of 4

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

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Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

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# ALLOCATING MASS TRANSACTIONS

On the **Home** page, click **Pending** in the action field. Select the check box for desired **Documents**, then click **Mass Allocate** from action buttons.

The screenshot shows the 'Transactions - Accountholder' page in the Works system. The table lists 11 transactions with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp[Val]Auth, Allocation, and Amount Allocated. The first three transactions are selected with checkboxes. At the bottom of the table, the 'Mass Allocate' button is highlighted with a mouse cursor. Other buttons include 'Retry Automatch', 'Add to Expense Report', 'Attach', and 'Sign Off'. The page footer includes copyright information for 2013 Bank of America Corporation.

The screen below appears.

This screenshot shows the same 'Transactions - Accountholder' page, but with a 'Mass Allocate' dialog box open. The dialog box prompts the user to 'Apply segment codes to each allocation line on 3 transaction(s)'. It contains fields for GL01: Fund/Agency/Organization, GL02: Activity, GL03: Object, GL04: Sub-Object, and GL05: Agency/Reporting Category. Below these fields is a section for 'Empty Segment Field(s)' with two radio button options: 'Retain original codes(s)' (which is selected) and 'Delete original codes(s)'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

Enter applicable codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

**Note:** If you are restricted to using predefined codes, click the browse icon (🔍) to select a code from the allocation pick list.

The screenshot shows the Bank of America Works interface. At the top, there's a navigation bar with 'Home', 'Expenses', 'Accounts', 'Reports', 'Accounting', and 'Administration'. Below that, a breadcrumb trail reads 'Expenses > Transactions > Accountholder'. A status bar indicates 'Signed off 1 transaction. View Details'. The main area displays a table of transactions with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp|Val|Auth, Allocation, and Amount Allocated. A 'Mass Allocate' dialog box is open, prompting the user to 'Apply segment codes to each allocation line on 3 transaction(s)'. The dialog has fields for GL01 (Fund/Agency/Organization), GL02 (Activity), GL03 (Object), GL04 (Sub-Object), and GL05 (Agency/Reporting Category). The GL03 field is populated with '3100 | OFFICE SUPPLIES' and GL04 with '01'. There are also radio buttons for 'Empty Segment Field(s):' with options 'Retain original codes(s)' (selected) and 'Delete original codes(s)'. 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x   ✓   x	---	3,757.16
TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x   ✓   x	---	1,150.61
TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x   ✓   x	---	4,780.09
TXN00001053	6957	none	09/19/2013	09/19/2013				x   ✓   x	---	2,544.07
TXN00001054	6957	none	09/19/2013	09/19/2013				x   ✓   x	---	427.16
TXN00001055	6957	none	09/19/2013	09/19/2013				x   ✓   x	---	2,739.38
TXN00001056	6957	none	09/19/2013	09/19/2013				x   ✓   x	---	3,733.12
TXN00001057	6957	none	09/19/2013	09/19/2013				x   ✓   x	---	727.38
TXN00001058	6957	none	09/19/2013	09/19/2013				x   ✓   x	---	3,720.51
TXN00001059	6957	none	09/19/2013	09/19/2013				x   ✓   x	---	4,053.27

Click **OK**.

The screen below appears that shows the transactions have been completely allocated as there are three green checkmarks in the Comp/Val/Auth field.

Allocation updated on 3 of 3 transactions. [View Details](#) ✕

Transactions - Accountholder											
<span>&gt;&gt;</span> Pending Sign Off Signed Off Flagged All <span style="float: right;">Clear Filters Columns ▾</span>											
	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"/> TXN00001050	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	3,757.16	EXTERMINATING AND DISINFEC CO.	✓   ✓   ✓	4184182122-3100-01-4181102	3,757.16
<input type="checkbox"/>	<input type="checkbox"/> TXN00001051	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	1,150.61	AUTOMOTIVE TIRE STORES CO.	✓   ✓   ✓	4184182122-3100-01-4181102	1,150.61
<input type="checkbox"/>	<input type="checkbox"/> TXN00001052	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	4,780.09	STENOGRAPHIC SERVICES CO.	✓   ✓   ✓	4184182122-3100-01-4181102	4,780.09
<input type="checkbox"/>	<input type="checkbox"/> TXN00001053	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	✗   ✓   ✗	----	2,544.07
<input type="checkbox"/>	<input type="checkbox"/> TXN00001054	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	427.16	BUSINESS SERVICES NOT ELSE CO.	✗   ✓   ✗	----	427.16
<input type="checkbox"/>	<input type="checkbox"/> TXN00001055	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	2,739.38	BILLIARD AND POOL ESTABLIS CO.	✗   ✓   ✗	----	2,739.38
<input type="checkbox"/>	<input type="checkbox"/> TXN00001056	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	3,733.12	CLEANING AND MAINTENANCE,J CO.	✗   ✓   ✗	----	3,733.12
<input type="checkbox"/>	<input type="checkbox"/> TXN00001057	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	727.38	DIRECT MARKETING INSURANCE CO.	✗   ✓   ✗	----	727.38
<input type="checkbox"/>	<input type="checkbox"/> TXN00001058	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	3,720.51	EXTERMINATING AND DISINFEC CO.	✗   ✓   ✗	----	3,720.51
<input type="checkbox"/>	<input type="checkbox"/> TXN00001059	6957	none	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	✗   ✓   ✗	----	4,053.27

0 Selected | 33 items Show 10 per page Page: 1 of 4

## ADD ALLOCATION LINE(S)

When using the Add Allocation Line(s) function the system adds a blank row of coding to the transaction selected. This allows for breaking the transaction down into multiple lines of coding. If using this function you must edit the dollar amounts so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable, then click **Add**.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Signed off 3 of 3 transactions. View Details

Transactions - Accountholder

Pending Sign C Allocation Details - TXN0001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha							2,544.07
TXN000010									427.16
TXN000010									2,739.38
TXN000010									3,733.12
TXN000010									727.38
TXN000010									3,720.51
TXN000010									4,053.27
TXN000010									878.43
TXN000010									3,593.22
TXN000010									3,232.74

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,365.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

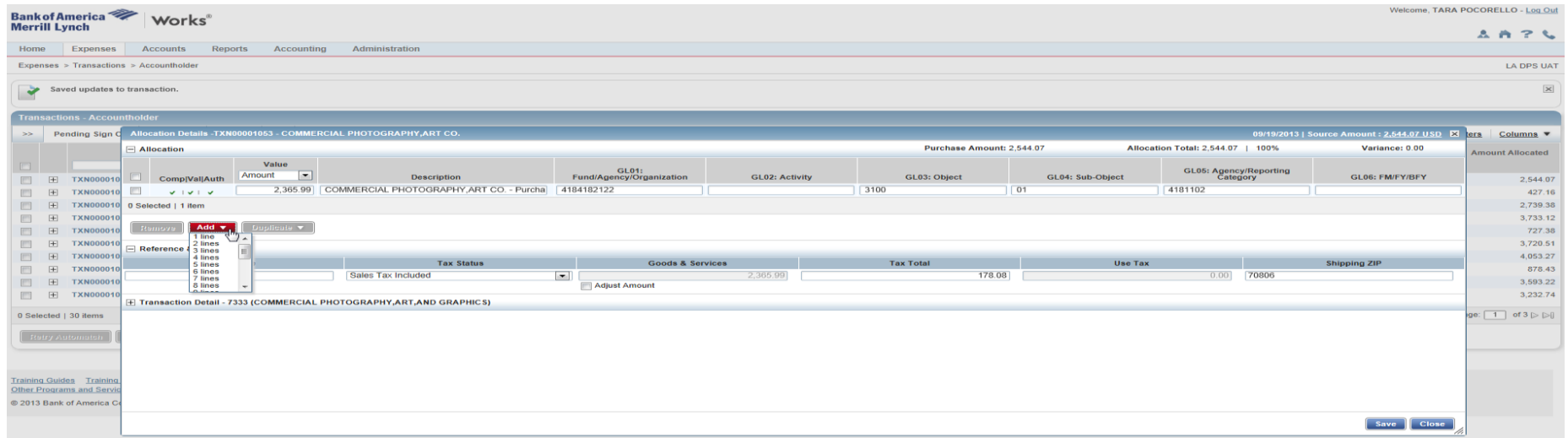
0 Selected | 30 items

Retry Automatch

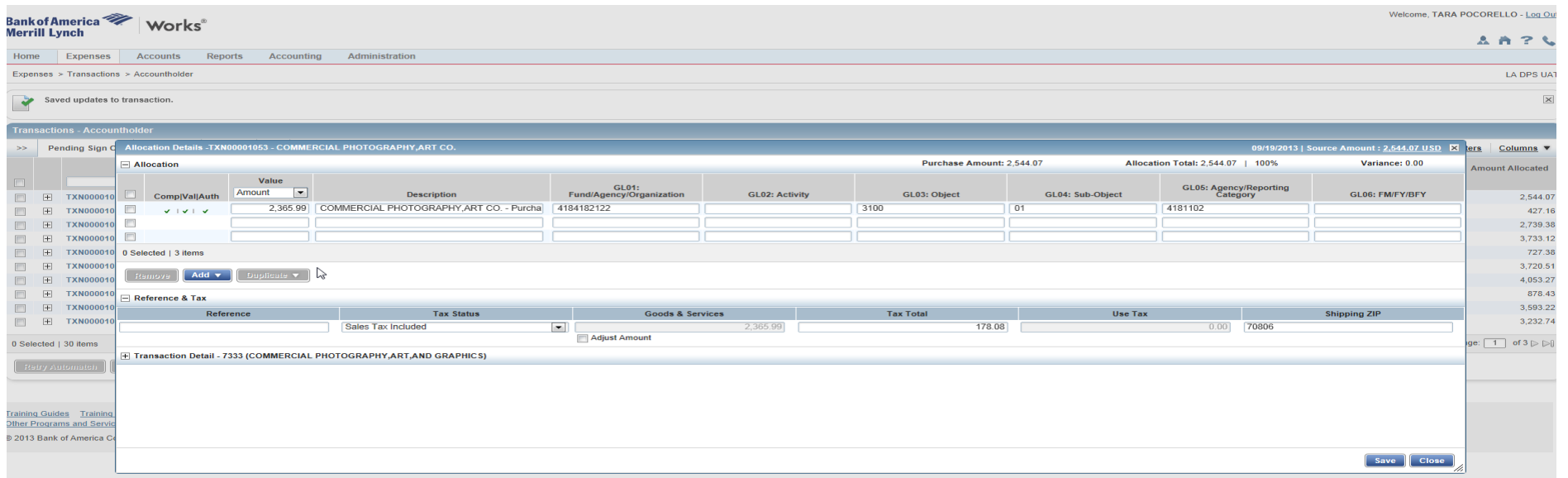
Save Close

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Select number of lines to add from drop-down menu. Select an option to allocate by from the **Value** drop-down menu, if needed. Enter the **amount or percentage** of the total purchase to be allocated in the **Value** text box, if needed.



The screen below will appear showing two allocation lines were added.



Complete the allocation lines.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Comp/Val/Auth	Value Amount	Description	Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
<input type="checkbox"/>	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102	
<input type="checkbox"/>	300.00	cleaning supplies	4184182119   FACILITY SERVIC		3200   OPERATING SUPPLIES -	01	4181512   IAT-OFFICE OF RISK	
<input type="checkbox"/>	65.00	office supplies	4184182122   FINANCIAL SERV		3100   OFFICE SUPPLIES	03	4181702   ADM RIVERBOAT ST	

0 Selected | 3 Items

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,730.99	178.08	0.00	70806

0 Selected | 30 Items

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

Click **Save** and **Close**.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Comp/Val/Auth	Value Amount	Description	Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
<input type="checkbox"/>	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102	
<input type="checkbox"/>	300.00	cleaning supplies	4184182119		3200	01	4181512	
<input type="checkbox"/>	65.00	office supplies	4184182122		3100	03	4181702	

0 Selected | 3 Items

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,730.99	178.08	0.00	70806

0 Selected | 30 Items

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close



The screen print below shows the multiple lines of allocation have been completely applied. However if the total allocated doesn't balance to the purchase amount you will not be able to sign off on the transaction.

Bank of America Merrill Lynch Works® Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

### 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"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY, ART CO.	✓   ✓   ✓	multiple	2,909.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✗   ✓   ✗	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	✗   ✓   ✗	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	✗   ✓   ✗	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	✗   ✓   ✗	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	✗   ✓   ✗	----	3,720.51
<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	✗   ✓   ✗	----	4,053.27
<input type="checkbox"/>	TXN00001060	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	✗   ✓   ✗	----	878.43
<input type="checkbox"/>	TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	✗   ✓   ✗	----	3,593.22
<input type="checkbox"/>	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	✗   ✓   ✗	----	3,232.74

0 Selected | 30 items Show 10 per page Page: 1 of 3

## DUPLICATE AN ALLOCATION LINE

When duplicating a line the system copies the allocation code on a line to another line for the same transaction. If using this function you must edit the dollar amounts to match so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

Bank of America Merrill Lynch Works® Welcome, TARA POCORELLO - [Log Out](#)

Home Expenses Accounts Reports Accounting Administration LA DPS UAT

Expenses > Transactions > Accountholder

Saved updates to transaction.

Transactions - Accountholder

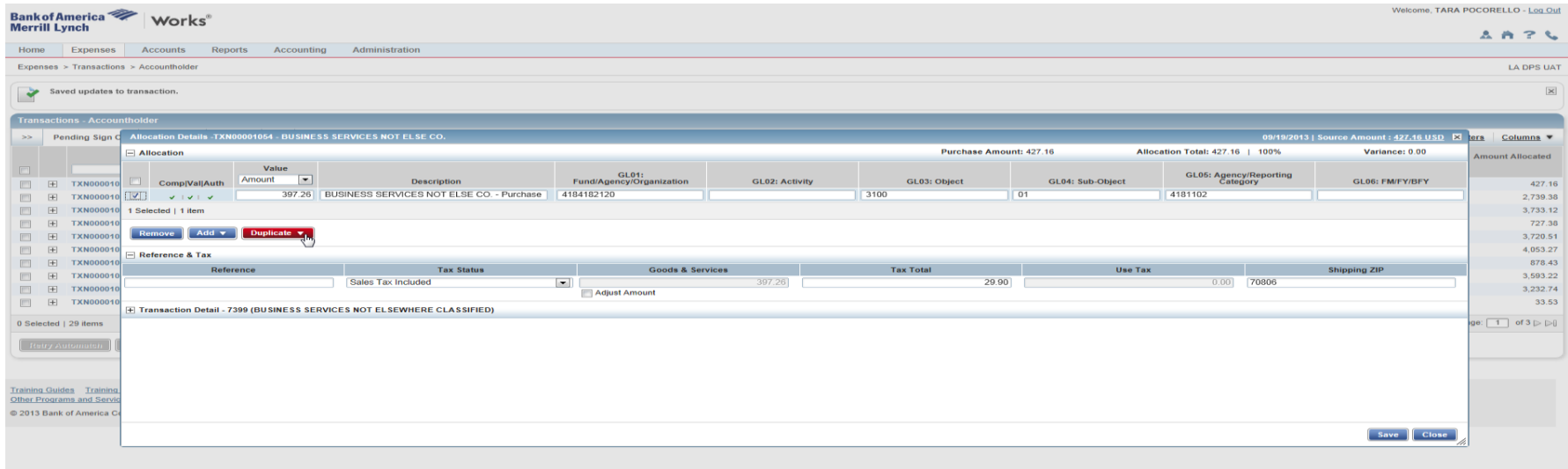
>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Compl Val Auth	Allocation	Amount Allocated
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✓   ✓   ✓	4184182120-3100-01-4181102	427.16
<input type="checkbox"/>	View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x   ✓   x	----	2,739.38
<input type="checkbox"/>	Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J. CO.	x   ✓   x	----	3,733.12
<input type="checkbox"/>	Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x   ✓   x	----	727.38
<input type="checkbox"/>	Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x   ✓   x	----	3,720.51
<input type="checkbox"/>	Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x   ✓   x	----	4,053.27
<input type="checkbox"/>	Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	----	878.43
<input type="checkbox"/>	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	x   ✓   x	----	3,593.22
<input type="checkbox"/>	TXN00001063	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	x   ✓   x	----	3,232.74
<input type="checkbox"/>	TXN00001063	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	33.53	NEWS DEALERS AND NEWSSTAND CO.	x   ✓   x	----	33.53

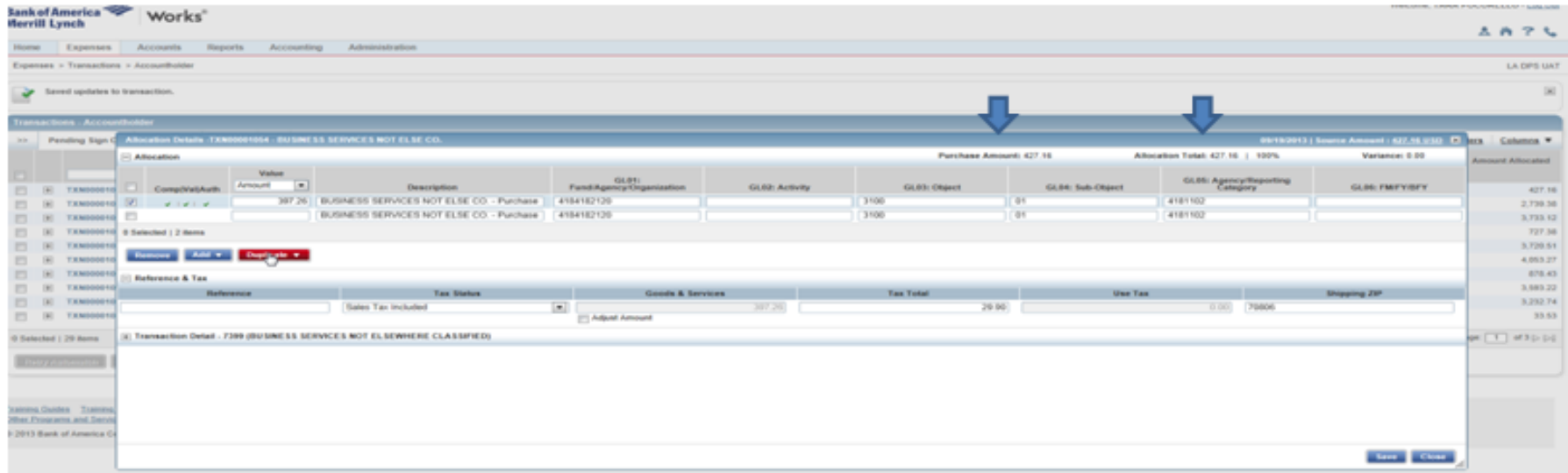
0 Selected | 29 Items Show 10 per page Page: 1 of 3

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Select the check box beside the allocation line you want to duplicate. Click **Duplicate**.



Make modifications as needed to Description, GL Segments and/or Amounts, then click **Save**, then **Close**. Once again if the total allocated does not equal the purchase amount you will not be able to sign off on the transaction.



## REMOVE AN ALLOCATION LINE

When using the Remove function the allocation that was previously applied will be completely removed. A new allocation will have to be applied.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

Bank of America Merrill Lynch Works® Welcome, TARA POCORELLO - Log

Home Expenses Accounts Reports Accounting Administration LA DPS

Expenses > Transactions > Accountholder

Saved updates to transaction.

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"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	✓   ✓   ✓	multiple	2,908.00
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	---	427.16
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x   ✓   x	---	2,739.38
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x   ✓   x	---	3,733.12
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x   ✓   x	---	727.38
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x   ✓   x	---	3,720.51
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x   ✓   x	---	4,053.27
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	---	878.43
<input type="checkbox"/>	TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	x   ✓   x	---	3,593.22
<input type="checkbox"/>	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	x   ✓   x	---	3,232.74

0 Selected | 30 items Show 10 per page Page: 1 of 3

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Select the check box beside the allocation line you want to remove. Click **Remove**.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Allocation	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FMFY/BFY	Amount Allocated
<input type="checkbox"/>	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,909.07
<input checked="" type="checkbox"/>	300.00	cleaning supplies	4184182119		3200	01	4181512		427.16
<input type="checkbox"/>	65.00	office supplies	4184182122		3100	03	4181702		2,739.38

1 Selected | 3 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,730.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

Removing the allocation line will require user to change the amounts to ensure the Allocation Total equals the Purchase Amount.

Bank of America Merrill Lynch Works

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN0001853 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount: 2,544.07 213 Columns

Allocation Purchase Amount: 2,544.07 Allocation Total: 543.08 | 21.35% Variance: 2,000.99

Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FMYBYFY	Amount Allocated
300.00	clearing supplies	4104182119		3200	01	4101512		2,909.07
65.00	office supplies	4104182122		3100	05	4101702		427.16

0 Selected | 2 Items

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	305.00	170.00	0.00	70005

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

Click **Save** and **Close**.

✓ Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD | Variance: 2,000.99

Purchase Amount: 2,544.07 Allocation Total: 543.08 | 21.35%

Comp Val Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	300.00	cleaning supplies	4184182119		3200	01	4181512		2,909.07
TXN000010	65.00	office supplies	4184182122		3100	03	4181702		427.16
0 Selected   2 Items									
Remove Add Duplicate									

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	365.00	178.08	0.00	70806
Adjust Amount					

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 Items

Retry Automatch

Save Close

**IMPORTANT:** Once all transactions have been properly allocated, cardholder must “sign-off”. This can be done individually or as a whole as shown in the **SIGNING OFF ON TRANSACTIONS** section.

# SIGNING OFF ON TRANSACTIONS

- Account/Card holders will only be able to view and sign off on their transactions.
- Approvers/Manager/Supervisors will only be able to view and/or sign off (depending on how the workbook was set up) the Account/Card holder's transactions for which they have been set up to approve transactions.
- Accountants may sign off on transactions either manually or automatically (depending on how the workflow was set up)
- Program Administrators will not be able to sign off on any transactions.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number(s), and click **Sign Off**.

**NOTE: You may sign off on one or more documents at the same time as long as allocation has been completed correctly.**

Bank of America Merrill Lynch Works® Welcome, TARA POCORELLO - [Log Out](#)

Home Expenses Accounts Reports Accounting Administration Home ? Help

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction. X

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 checked="" type="checkbox"/>	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	✓   ✓   ✓	4184182122-3000-01-4181102	4,734.68
<input type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x   ✓   x	----	3,757.16
<input type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x   ✓   x	----	1,150.61
<input type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x   ✓   x	----	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x   ✓   x	----	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x   ✓   x	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x   ✓   x	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x   ✓   x	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x   ✓   x	----	3,720.51

1 Selected | 34 items Show 10 per page Page: 1 of 4

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

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[Live Training](#)
[Release Notes](#)
[Privacy & Security](#)
[Recommended Settings](#)
[Global Reporting and Account Management](#)  
[Other Programs and Services](#)
[Bank of America](#)
[Visa](#)
[MasterCard](#)
[PCI Standards Council](#)

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Enter **Comments** if desired, then click OK. Confirmation message appears and the transaction is removed from the Pending Sign Offs View.

**NOTE: The Comments field is optional in the system so it may be left blank or used at the agencies' discretion.**

The screenshot shows the 'Works' interface for an account holder. A 'Confirm Sign Off' dialog box is open, displaying the text: 'Sign off 1 transaction(s). Comments: Enter comment if needed...this is an optional field'. The background shows a table of transactions with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp[Val]Auth, Allocation, and Amount Allocated. The first transaction is TXN00001049 with a purchase amount of 4,734.68 from METAL SERVICE CENTERS AND CO. The interface also includes navigation tabs, a search bar, and a footer with copyright information for Bank of America Corporation.

- As an Account/Card holder the deadline to sign-off on all transactions is the 8<sup>th</sup> of the month following the charges.
- As an Approver/Manager/Supervisor the deadline to sign-off on all transactions is the 11<sup>th</sup> of the month following the charges.
- As an Accountant the deadline to add allocations and sign off on incomplete transactions (not allocated and/or sign off) is the 14<sup>th</sup>.
- It is not necessary to wait until you receive your paper statement from Bank of America. You can access the transactions at any time during the billing cycle.
- Once all sign offs are completed by the Account/Card holder and/or the Approver/Manager/Supervisor you may exit the system.
- Reports should be printed the next day to make sure system refreshes have included the changes made in the system. There is a lag time between when information is entered into Works versus when the same data is available via Works Reporting.

# FLAGGING A TRANSACTION

- Account/Card holders cannot raise a flag on transactions, but can remove flags.
- Approvers/Managers/Supervisors can raise a flag on transactions and remove flags.
- Accountants can raise a flag and remove flags after the transaction are swept.
- Program Administrators cannot raise or remove flags.

## RAISING FLAGS

Click **Home**, then **Pending**.

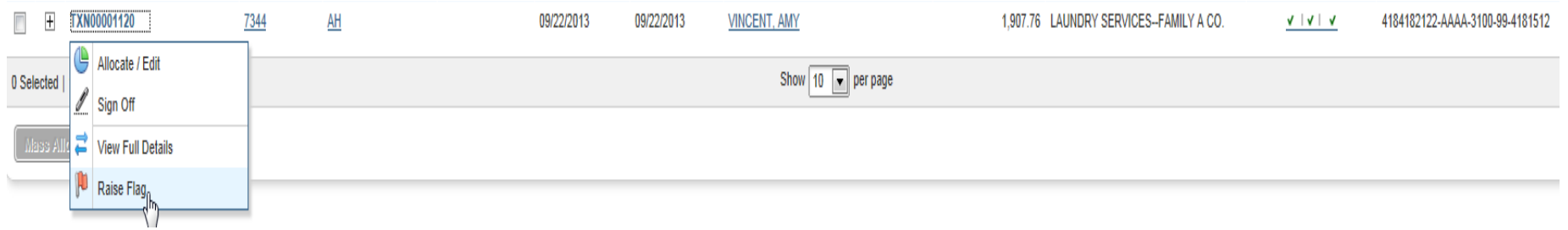
Home Expenses Reports				
Action Items				
Action	Acting As	Count	Type	Current Status
Sign Off	Approver	3	Transaction	<a href="#">Flagged</a>
Sign Off	Approver	17	Transaction	<a href="#">Pending</a>

2 items Show 10 per page Page: 1 of 1

Click on the transaction to be flagged.

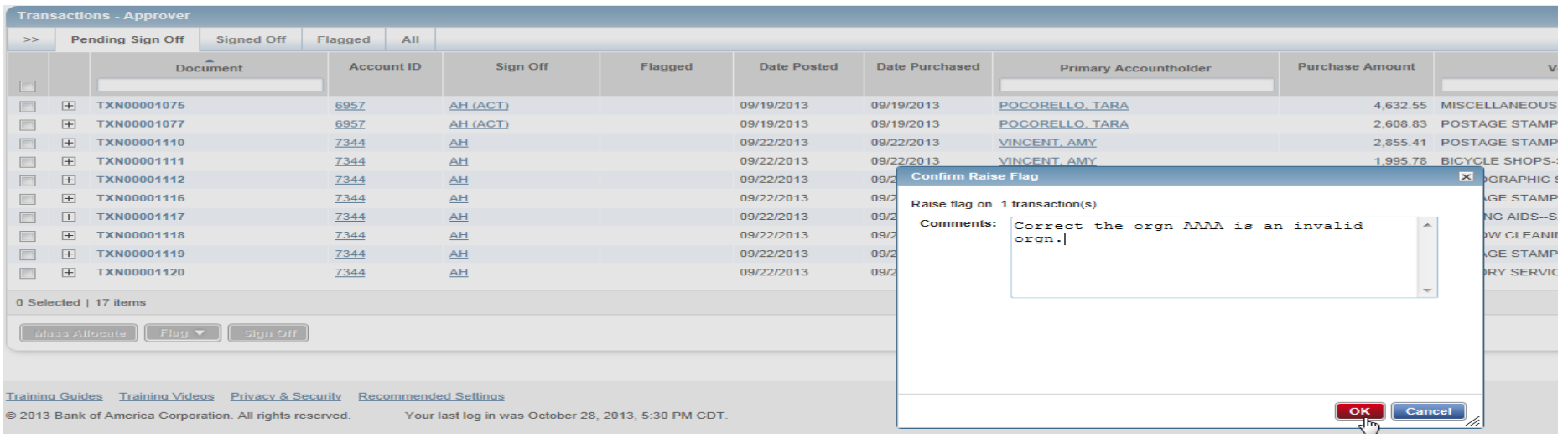
Transactions - Approver											
>> Pending Sign Off Signed Off Flagged All											
	Document	Account ID	Sign Off	Flagged	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation
<input type="checkbox"/>	<a href="#">TXN00001075</a>	<a href="#">6957</a>	<a href="#">AH (ACT)</a>		09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	4,632.55	MISCELLANEOUS HOME FURNISH CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-3000-02-4181102
<input type="checkbox"/>	<a href="#">TXN00001077</a>	<a href="#">6957</a>	<a href="#">AH (ACT)</a>		09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	2,608.83	POSTAGE STAMPS CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-KARN-3180-11-4181102
<input type="checkbox"/>	<a href="#">TXN00001110</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	2,855.41	POSTAGE STAMPS CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-KARN-3100-00-418110
<input type="checkbox"/>	<a href="#">TXN00001111</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	1,995.78	BICYCLE SHOPS-SALES AND SE CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-3100-00-4181102
<input type="checkbox"/>	<a href="#">TXN00001112</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	3,686.53	STENOGRAPHIC SERVICES CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-3100-00-4181102
<input type="checkbox"/>	<a href="#">TXN00001116</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	492.80	POSTAGE STAMPS CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182119-inva-1234-4181200
<input type="checkbox"/>	<a href="#">TXN00001117</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	1,197.74	HEARING AIDS-SALES.SERVIC CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-1234-3100-01-4181102
<input type="checkbox"/>	<a href="#">TXN00001118</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	969.27	WINDOW CLEANING SERVICES CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182120-BADC-3100-02-418110
<input type="checkbox"/>	<a href="#">TXN00001119</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	4,231.82	POSTAGE STAMPS CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-3100-99-4189999
<input type="checkbox"/>	<a href="#">TXN00001120</a>	<a href="#">7344</a>	<a href="#">AH</a>		09/22/2013	09/22/2013	<a href="#">VINCENT, AMY</a>	1,907.76	LAUNDRY SERVICES-FAMILY A CO.	<a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a> <a href="#"> </a> <a href="#">✓</a>	4184182122-AAAA-3100-99-418151

Click **Raise Flag**.



Enter Comments when confirming raising the flag and click **OK**.

**Note:** Comments are required when raising and removing flags.



The flagged transaction now appears in the Account/Card holder, Approver/Manager/Supervisor or Accountants view, depending on who flagged the transaction.

## REMOVING FLAGS

Click **Home**, then **Flagged**.



<b>Home</b>	Expenses	Accounts	Reports	Accounting	Administration
-------------	----------	----------	---------	------------	----------------

Action Items					
Action	Acting As	Count	Type	Current Status	
Resolve	Accountholder	1	Transaction	<a href="#">Flagged</a>	
Sign Off	Accountholder	8	Transaction	<a href="#">Pending</a>	

Click on desired Document.

Home	Expenses	Accounts	Reports	Accounting	Administration
------	----------	----------	---------	------------	----------------

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder														
>>		Pending Sign Off	Signed Off	Flagged	All								<a href="#">Clear Filters</a>	<a href="#">Columns</a> ▼
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated			
<input checked="" type="checkbox"/>	<a href="#">TXN00001070</a>	<a href="#">6957</a>	<a href="#">AH</a>	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	538.83	BUSINESS SERVICES NO...	✓   ✓   ✓	4184182118-FLD1-3000-01-4181...	538.83			

Click **Allocate/Edit** to read the comment that was required for the Manager to enter in order to flag the transaction. Make necessary changes/corrections to the transaction.

Transactions - Accountholder								
>>		Pending Sign Off	Signed Off	Flagged	All			
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001070	6957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	538.83
<input type="checkbox"/>	<input type="checkbox"/>		957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47

	Allocate / Edit
	View Full Details
	Dispute
	Remove Flag

The screen below appears.

Allocation Details - TXN00001070 - BUSINESS SERVICES NOT ELSE CO.										
						Purchase Amount: 538.83	Allocation Total: 538.83   100%	Variance: 0.00	09/19/2013   Source Amount : 538.83 USD	
Allocation	Value	Description	GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY		
<input type="checkbox"/>	501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118		3000	01	4181102			
0 Selected   1 Item										
<input type="button" value="Remove"/> <input type="button" value="Add"/> <input type="button" value="Duplicate"/>										
Reference & Tax										
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP					
	Sales Tax Included	501.12	37.71	0.00	70806					
<input type="checkbox"/> Adjust Amount										
Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)										
Comments <span style="float: right;"><a href="#">Add Comment</a></span>										
Wrong coding. Need revision. SCOTT ERWIN   10/03/2013										

Make the necessary changes requested by the Approver. Click **Save**.

Allocation Details - TXN00001070 - BUSINESS SERVICES NOT ELSE CO. 09/19/2013 | Source Amount : 538.83 USD

Purchase Amount: 538.83    Allocation Total: 538.83 | 100%    Variance: 0.00

Comp/Val/Auth	Value	Description	FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY
✓   ✓   ✓	501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118		3000	01	4181102	

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	501.12	37.71	0.00	70806

Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

Comments Add Comment

Wrong coding. Need revision.  
SCOTT ERWIN | 10/03/2013  
Correction has been made.  
TARA POCORELLO | 10/13/2013  
Incorrect coding:  
SCOTT ERWIN | 10/22/2013

Save Close

Click on the desired flagged document again. Click **Remove Flag**.

Transactions - Accountholder

>> Pending Sign Off Signed Off **Flagged** All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input type="checkbox"/>							
<input type="checkbox"/>	<u>TXN00001070</u>	6957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	538.83
<input type="checkbox"/>		957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47

- Allocate / Edit
- View Full Details
- Dispute
- Remove Flag

Enter the required comments and click **OK**.

The screenshot shows a web application interface with a navigation menu at the top: Home, Expenses, Accounts, Reports, Accounting, Administration. Below the menu is a breadcrumb trail: Expenses > Transactions > Accountholder. The main content area is titled 'Transactions - Accountholder' and contains a table with columns: Document, Account ID, Sign Off, Date Posted, Comp|Val|Auth, Allocation, and Amount Allocated. A dialog box titled 'Confirm Remove Flag' is open, displaying the text 'Remove flag on 1 transaction(s). Comments: Correction has been made.' and 'OK' and 'Cancel' buttons. The table below the dialog shows one transaction with Document ID 'TXN00001070', Account ID '6957', Sign Off 'AH', Date Posted '09/19/2013', Allocation '4184182118-FLD1-3000-01-4181...', and Amount Allocated '538.83'. A status bar at the bottom indicates '1 Selected | 1 item' and 'Page: 1 of 1'.

The screen below appears...Flag has been removed.

The screenshot shows the same web application interface. At the top left is the 'Bank of America Merrill Lynch Works' logo. At the top right is a welcome message: 'Welcome, TARA POCORELLO - Log Out'. The navigation menu and breadcrumb trail are the same. A green checkmark icon and a message box state 'Removed flag from 1 transaction. View Details'. Below this is a table titled 'Transaction - Accountholder' with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp|Val|Auth, Allocation, and Amount Allocated. The table is empty, with a message 'No data available in table' at the bottom. A blue arrow points from the message box to the 'Account ID' column header.

# DISPUTING A TRANSACTION

- Account/Card holders will only be able to dispute their transactions.
- Approvers/Manager/Supervisors will only be able to dispute (depending on how the workbook was set up) the Account/Card holder’s transactions for which they have been set up to approve transactions.
- Accountants will be able to dispute Account/Card holder’s transactions after the transactions have been swept.
- Program Administrators will not be able to dispute transactions.

On the **Home** page, click **Pending** in the action field.

Home	Expenses	Accounts	Reports	Accounting	Administration
<b>Action Items</b>					
Action	Acting As	Count	Type	Current Status	
Resolve	Accountholder	1	Transaction	<a href="#">Flagged</a>	
Sign Off	Accountholder	8	Transaction	<a href="#">Pending</a>	

Click the desired **Document** number.

Home	Expenses	Accounts	Reports	Accounting	Administration						
Expenses > Transactions > Accountholder											
LA DPS UAT											
<b>Transactions - Accountholder</b>											
>>	Pending Sign Off	Signed Off	Flagged	All	<a href="#">Clear Filters</a> <a href="#">Columns</a> ▼						
	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"/>	<a href="#">TXN00001075</a>	<a href="#">6957</a>	<a href="#">none</a>	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	4,632.55	MISCELLANEOUS HOME...	<a href="#">x</a>   <a href="#">v</a>   <a href="#">x</a>	4184182122-3000-02-	4,632.55
<input type="checkbox"/>	<a href="#">TXN00001076</a>	<a href="#">6957</a>	<a href="#">(ACT)</a>	09/19/2013	09/19/2013	<a href="#">POCORELLO, TARA</a>	4,173.47	ACCOUNTING,AUDITING...	<a href="#">x</a>   <a href="#">v</a>   <a href="#">x</a>	---	4,173.47



## Select **Dispute** from drop-down menu.

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UA1

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
	XN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x   ✓   x	4184182122-3000-02-	4,632.55
	Allocate / Edit			09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING AUDITING...	x   ✓   x	---	4,173.47
	Sign Off			09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	x   ✓   x	---	2,608.83
	View Full Details			09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGR...	x   ✓   x	---	4,375.65
	Dispute			09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NO...	x   ✓   x	---	391.11
	Retry Auto-match			09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.	x   ✓   x	---	170.41
	Add to Expense Report			09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES A...	x   ✓   x	---	2,078.73
				09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVIC...	x   ✓   x	---	4,120.86

The screen below appears. Dispute amount defaults to the total amount of the transaction. If not disputing the total transaction amount enter Dispute amount.

**Dispute Transaction**

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations  
PO Box 53101  
Phoenix, AZ 85072-3101  
Phone: 800-673-1044 Fax: 888-678-6048

**Transaction Details**

Account Nickname: TARA POCORELLO      Billing Close Date: 10/01/2013  
Account ID: 6957      Purchase Date: 09/19/2013  
Accountholder: POCORELLO, TARA      Reference Number:  
Phone: [225] 925-6077      Vendor Information: MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112

**Dispute Details**

Posted Amount: 4,632.55  
Dispute Amount: 4,632.55  
Reason for Dispute: Select  
Comments:

I have examined the charge(s) made to my account and wish to dispute the transaction.

OK Cancel

Select the Reason for Dispute from the drop-down menu.

**Note:** Depending on the Reason for Dispute, additional information may be required.

The screenshot shows the 'Dispute Transaction' form with the 'Reason for Dispute' dropdown menu open. The form includes the following sections:

- Bank of America - Commercial Card Services Operations**  
PO Box 53101  
Phoenix, AZ 85072-3101  
Phone: 800-673-1044 Fax: 888-878-8048
- Transaction Details**
  - Account Nickname: TARA POCORELLO
  - Account ID: 6957
  - Accountholder: POCORELLO, TARA
  - Phone: (225) 925-6077
  - Billing Close Date: 10/01/2013
  - Purchase Date: 09/19/2013
  - Reference Number:
  - Vendor Information: MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112
- Dispute Details**
  - Posted Amount: 4,632.55
  - Dispute Amount: 4,632.55
  - Reason for Dispute: Select (dropdown menu open)
  - Comments:
  - I have examined the charge(s)

The dropdown menu for 'Reason for Dispute' contains the following options:

- Select
- Unauthorized transaction
- Charge amount does not agree with the order authorizing this charge
- Merchandise or services not received
- Defective or wrong merchandise
- Recurring charges after cancellation
- Recurring charges already paid by other means
- Credit appears as charge
- Credit from merchant not received
- Hotel reservation cancelled
- Double or multiple charges
- Do not recall the transaction
- Other, above descriptions do not apply

Buttons: Cancel

Enter **Comments**, if desired.

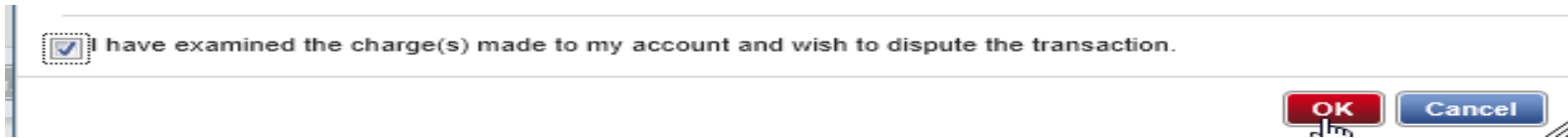
The screenshot shows the 'Dispute Transaction' form with the 'Reason for Dispute' dropdown menu closed. The form includes the following sections:

- Bank of America - Commercial Card Services Operations**  
PO Box 53101  
Phoenix, AZ 85072-3101  
Phone: 800-673-1044 Fax: 888-878-8048
- Transaction Details**
  - Account Nickname: TARA POCORELLO
  - Account ID: 6957
  - Accountholder: POCORELLO, TARA
  - Phone: (225) 925-6077
  - Billing Close Date: 10/01/2013
  - Purchase Date: 09/19/2013
  - Reference Number:
  - Vendor Information: MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112
- Dispute Details**
  - Posted Amount: 4,632.55
  - Dispute Amount: 4,632.55
  - Reason for Dispute: Charge amount does not agree with the order authorizing this charge
  - Amount entered on the sales slip increased.
    - Actual Amount: 4630.55
    - Billed Amount: 4632.55
  - ⚠ I am forwarding a copy of the unaltered sales slip to the address listed above.
  - Comments: Enter a comment if necessary
  - I have examined the charge(s) made to my account and wish to dispute the transaction.

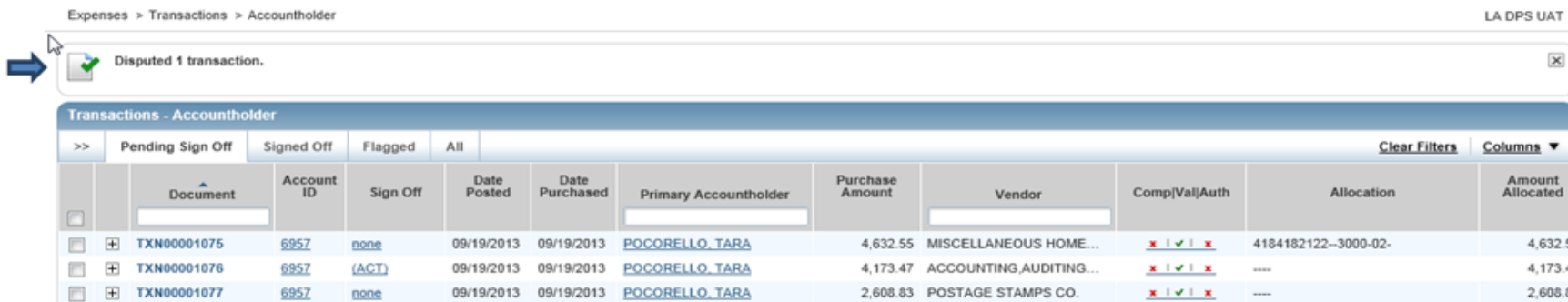
Buttons: OK, Cancel

Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box, then click **OK**.

**Note:** If the check box is not selected, OK is not activated.

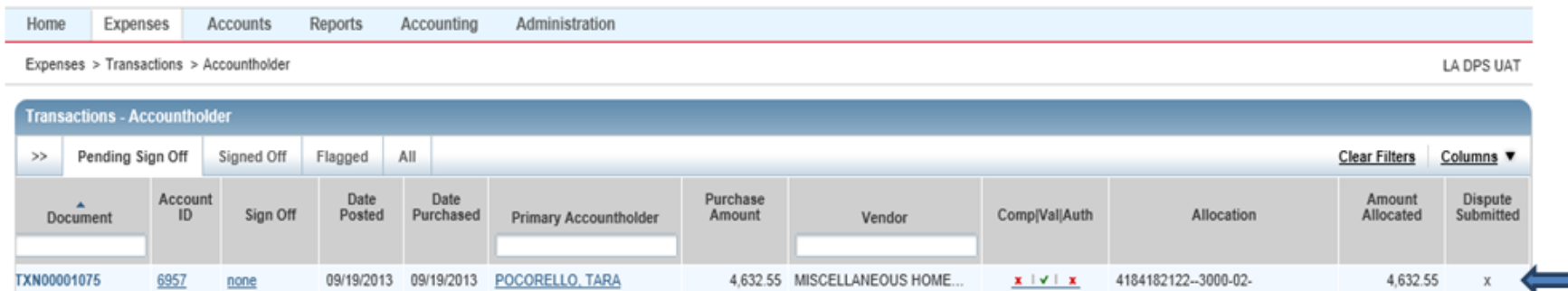


The following confirmation message will display.



The Dispute Submitted column for the selected transaction displays an **X**.

**Note:** If the dispute was performed on a screen other than Pending Sign Off, that screen will display.



# SWEEPING TRANSACTIONS

- **NOTE:** Accountants are the only role that can perform the Sweep function.

The Sweep function allows accounting to pull the transactions from the Account/Card holder and Approver/Manager/Supervisor view in order to allocate and prepare for export of file to create the P3 in ISIS.

After performing the Sweep, the Accountant has the option to allocate or allow the overrides codes to be applied. If the override codes are applied a J6 will have to be prepared to correct. Therefore it is highly recommended the Accountant contact the account/card holder or the Approver/Manager/Supervisor to get the correct coding.

Click **Home**, then **Pending** under **Sweep**.

Action Items					
Action	Acting As	Count	Type	Current Status	
Sweep	Accountant	4	Transaction	<a href="#">Flagged</a>	
	Accountant	43	Transaction	<a href="#">Pending</a>	
Resolve	Accountholder	4	Transaction	<a href="#">Flagged</a>	
Sign Off	Accountholder	18	Transaction	<a href="#">Pending</a>	

4 items      Show 10 per page      Page: 1 of 1

The screen below appears which represents all incomplete transactions.

Transactions - Accountant											
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Vol/Auth	Allocation	Amount Allocated	
TXN0001069	6957	AH	09/19/2013	09/19/2013	POCORRELO, TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓   ✓   ✓	4104102122-3000-01-4101102	1,304.49	
TXN0001070	6957	AH	09/19/2013	09/19/2013	POCORRELO, TARA	538.03	BUSINESS SERVICES NOT ELSE CO.	✓   ✓   ✓	4104102110-FL01-3000-01-4101102	538.03	
TXN0001075	6957	AH	09/19/2013	09/19/2013	POCORRELO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4104102122-3000-02-4101102	4,632.55	
TXN0001077	6957	AH	09/19/2013	09/19/2013	POCORRELO, TARA	2,600.03	POSTAGE STAMPS CO.	✓   ✓   ✓	4104102122-4ARIN-3100-01-4101102	2,600.03	
TXN0001078	6957	none	09/19/2013	09/19/2013	POCORRELO, TARA	4,375.95	COMMERCIAL PHOTOGRAPHY ART CO.	✗   ✓   ✗	---	4,375.95	
TXN0001079	6957	none	09/19/2013	09/19/2013	POCORRELO, TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	✗   ✓   ✗	4104102122-840C-1234-I-	391.11	
TXN0001080	6957	none	09/19/2013	09/19/2013	POCORRELO, TARA	170.41	POSTAGE STAMPS CO.	✗   ✓   ✗	---	170.41	
TXN0001081	6957	none	09/19/2013	09/19/2013	POCORRELO, TARA	2,076.73	BICYCLE SHOPS SALES AND SE CO.	✗   ✓   ✗	---	2,076.73	
TXN0001082	6957	none	09/19/2013	09/19/2013	POCORRELO, TARA	4,120.06	STENOGRAPHIC SERVICES CO.	✗   ✓   ✗	---	4,120.06	
TXN0001085	2476	AH	09/19/2013	09/19/2013	DEMOLAIN, NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4104102110-3100-01-4101102	3,749.80	

0 Selected / 43 items      Show 10 per page      Page: 1 of 5

You may select one or more transactions by clicking on the individual boxes.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant LA DPS UAT

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch 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"/>	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓   ✓   ✓	4184182122-3000-01-4181102	1,304.49
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	538.83	BUSINESS SERVICES NOT ELSE CO.	✓   ✓   ✓	4184182118-FLD1-3000-01-4181102	538.83
<input type="checkbox"/>	TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182122-3000-02-4181102	4,632.55
<input type="checkbox"/>	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	2,608.83	POSTAGE STAMPS CO.	✓   ✓   ✓	4184182122-KARN-3180-01-4181102	2,608.83
<input type="checkbox"/>	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,375.65	COMMERCIAL PHOTOGRAPHY ART CO.	x   ✓   x	----	4,375.65
<input type="checkbox"/>	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	4184182122-BADC-1234-01-	391.11
<input type="checkbox"/>	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	170.41	POSTAGE STAMPS CO.	x   ✓   x	----	170.41
<input type="checkbox"/>	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.	x   ✓   x	----	2,078.73
<input type="checkbox"/>	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,120.86	STENOGRAPHIC SERVICES CO.	x   ✓   x	----	4,120.86
<input type="checkbox"/>	TXN00001085	2476	AH	09/19/2013	09/19/2013	DEMOULIN_NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182118-3190-01-4181102	3,749.80

2 Selected | 43 Items Show 10 per page Page 1 of 5

Retry Automatch Sweep

You also have the option to select all transactions by clicking the box in the gray shaded area.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant LA DPS UAT

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch 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 checked="" type="checkbox"/>	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓   ✓   ✓	4184182122-3000-01-4181102	1,304.49
<input type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	538.83	BUSINESS SERVICES NOT ELSE CO.	✓   ✓   ✓	4184182118-FLD1-3000-01-4181102	538.83
<input type="checkbox"/>	TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182122-3000-02-4181102	4,632.55
<input type="checkbox"/>	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	2,608.83	POSTAGE STAMPS CO.	✓   ✓   ✓	4184182122-KARN-3180-01-4181102	2,608.83
<input type="checkbox"/>	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,375.65	COMMERCIAL PHOTOGRAPHY ART CO.	x   ✓   x	----	4,375.65
<input type="checkbox"/>	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	4184182122-BADC-1234-01-	391.11
<input type="checkbox"/>	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	170.41	POSTAGE STAMPS CO.	x   ✓   x	----	170.41
<input type="checkbox"/>	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.	x   ✓   x	----	2,078.73
<input type="checkbox"/>	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,120.86	STENOGRAPHIC SERVICES CO.	x   ✓   x	----	4,120.86
<input type="checkbox"/>	TXN00001085	2476	AH	09/19/2013	09/19/2013	DEMOULIN_NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182118-3190-01-4181102	3,749.80

0 Selected | 43 Items Show 10 per page Page 1 of 5

Retry Automatch Sweep

# Click Sweep.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant LA DPS UAT

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch 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 checked="" type="checkbox"/>	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓   ✓   ✓	4184182122-3000-01-4181102	1,304.49
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	538.83	BUSINESS SERVICES NOT ELSE CO.	✓   ✓   ✓	4184182118-FLD1-3000-01-4181102	538.83
<input checked="" type="checkbox"/>	TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182122-3000-02-4181102	4,632.55
<input checked="" type="checkbox"/>	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	2,608.83	POSTAGE STAMPS CO.	✓   ✓   ✓	4184182122-KARN-3180-II-4181102	2,608.83
<input checked="" type="checkbox"/>	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,375.65	COMMERCIAL PHOTOGRAPHY ART CO.	x   ✓   x	----	4,375.65
<input checked="" type="checkbox"/>	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	4184182122-BADC-1234-II	391.11
<input checked="" type="checkbox"/>	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	170.41	POSTAGE STAMPS CO.	x   ✓   x	----	170.41
<input checked="" type="checkbox"/>	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.	x   ✓   x	----	2,078.73
<input checked="" type="checkbox"/>	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,120.86	STENOGRAPHIC SERVICES CO.	x   ✓   x	----	4,120.86
<input checked="" type="checkbox"/>	TXN00001085	2476	AH	09/19/2013	09/19/2013	DEMOULIN_NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182118-3190-01-4181102	3,749.80

43 Selected | 43 Items Show 10 per page Page 1 of 5

Retry Automatch Sweep

# The screen below appears. Click OK.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant LA DPS UAT

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch 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 checked="" type="checkbox"/>	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓   ✓   ✓	4184182122-3000-01-4181102	1,304.49
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	538.83	BUSINESS SERVICES NOT ELSE CO.	✓   ✓   ✓	4184182118-FLD1-3000-01-4181102	538.83
<input type="checkbox"/>	TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182122-3000-02-4181102	4,632.55
<input type="checkbox"/>	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	2,608.83	POSTAGE STAMPS CO.	✓   ✓   ✓	4184182122-KARN-3180-II-4181102	2,608.83
<input type="checkbox"/>	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,375.65	COMMERCIAL PHOTOGRAPHY ART CO.	x   ✓   x	----	4,375.65
<input type="checkbox"/>	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	x   ✓   x	4184182122-BADC-1234-II	391.11
<input type="checkbox"/>	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	170.41	POSTAGE STAMPS CO.	x   ✓   x	----	170.41
<input type="checkbox"/>	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.	x   ✓   x	----	2,078.73
<input type="checkbox"/>	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,120.86	STENOGRAPHIC SERVICES CO.	x   ✓   x	----	4,120.86
<input type="checkbox"/>	TXN00001085	2476	AH	09/19/2013	09/19/2013	DEMOULIN_NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182118-3190-01-4181102	3,749.80

2 Selected | 43 Items Page 1 of 5

Retry Automatch Sweep

**Confirm Sweep**

Once transactions are swept, only accountants may alter allocations.

Sweep 2 transaction(s)?

OK Cancel

This screen below appears confirming the transactions have been swept.

Expenses > Transactions > Accountant LA DPS UAT

---

Swept 2 of 2 transaction(s), [View Details](#) 

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch 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
----------	------------	----------	-------------	----------------	-----------------------	-----------------	--------	---------------	------------	------------------

These transactions can now be allocated by the Accountant only in the Ready to Batch tab. Any transactions that were not signed off on by the Account/Card holder and/or the Approver/Manager/Supervisor still need to have sign-off applied. If sign-off has not been applied by either the Account/Card holders, their limit will not be refreshed until sign-off is completed.

Click **Home, Pending** under Sweep.

[Home](#) [Expenses](#) [Reports](#) [Accounting](#)

---

**Action Items**

Action	Acting As	Count	Type	Current Status
	Accountant	4	Transaction	<a href="#">Flagged</a>
Sweep	Accountant	41	Transaction	<a href="#">Pending</a>
Resolve	Accountholder	4	Transaction	<a href="#">Flagged</a>
Sign Off	Accountholder	18	Transaction	<a href="#">Pending</a>

4 items Show  per page Page:  of 1

Click **Ready to Batch** to access all transactions that have been swept.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant LA DPS UAT

Transactions - Accountant

>> Pending Sign Off Open **Ready to Batch** 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
TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	4184182122-3000-02-4181102	4,632.55
TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO_TARA	2,608.83	POSTAGE STAMPS CO.	✓   ✓   ✓	4184182122-KARN-3180-IL-4181102	2,608.83
TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,375.65	COMMERCIAL PHOTOGRAPHY,ART CO.	✗   ✓   ✗	---	4,375.65

The swept transactions appear. If allocation is required/needed please follow the instructions in the **Allocating Transactions** section of this document.

Transactions - Accountant

>> Pending Sign Off Open **Ready to Batch** 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
TXN00001008	6957	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO_TARA	773.47	MOTOR FREIGHT CARRIERS AND CO.	✓   ✓   ✓	4184182122-3100-4181512	773.47
Allocate / Roll	6957	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO_TARA	1,250.44	MISCELLANEOUS HOME FURNISH CO.	✓   ✓   ✓	multiple	1,250.44
View Full Details	6957	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO_TARA	1,271.22	ACCOUNTING, AUDITING AND BO CO.	✓   ✓   ✓	multiple	1,357.95
Dispute	6957	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO_TARA	3,325.44	POSTAGE STAMPS CO.	✓   ✓   ✓	4184182122-3100-4181102	3,325.44
Raise Flag	6957	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO_TARA	3,578.01	COMMERCIAL PHOTOGRAPHY,ART CO.	✓   ✓   ✓	multiple	3,578.01
	6957	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO_TARA	2,914.83	BUSINESS SERVICES NOT ELSE CO.	✓   ✓   ✓	4184182122-3120-01-4181102	2,914.83



# REPORTS

## TYPES OF REPORTS

- **Billing Cycle Purchase Log** – This report serves as a Billing Statement and Lacarte Purchase Log all in one. It can be run anytime by any user. The only changes that can be made by the user are selection of billing cycle dates. **Approver/Manager/Supervisor must verify the billing cycle dates are correct to make sure all transactions within the billing cycle are accounted for in the report.** This report is in PDF format which is sufficient for audit purposes. This report is required to be complete and should have receipts attached for each billing cycle.
- **Billing Cycle Incomplete Transactions** - This report is scheduled to run on the 15<sup>th</sup> of the month. It will show all transactions in which a sign off and/or allocation was not performed prior to the sweep/export file into ISIS. This is an optional report available as a management Tool.

## RUNNING REPORTS

- Account/Card holders reports will only include their transactions.
- Approvers/Manager/Supervisors reports will include all the Account/Card holders' transactions for which they have been set up to approve transactions.
- Accountant reports will include all Account/Card holders' transactions for the Groups they have been set up to sweep.
- Program Administrator report will include all Account/Card holders' transactions within the Instance.

## BILLING CYCLE PURCHASE LOG

On the Home page, click **Reports**, then select **Template Library** from the drop-down menu.



Navigation: Home | Expenses | Accounts | Reports | Accounting | Administration

Reports Menu: Completed | Create | Scheduled | **Template Library**

Action	Account	Count	Type	Current Status
Sign Off	Accountholder	10	Transaction	Pending

1 item | Show 10 per page | Page: 1 of 1

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Accounts Dashboard | Account Portfolio

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TARA POCORELLO	6957	25,000.00	133,452.07	(108,452.07)	533%
AMY VINCENT	7344	25,000.00	120,333.29	(95,333.29)	481%
NATASHA DEMOULIN	2476	25,000.00	44,229.19	(19,229.19)	176%
RICHARD ABBOTT	9506	25,000.00	15,220.87	9,779.13	60%
BRITTANI ADAMS	4875	25,000.00	0.00	25,000.00	0%
PAULA ADAMS	9040	25,000.00	0.00	25,000.00	0%

6 items | Show 10 per page | Page: 1 of 1



In the **Template Name** column, select the **Billing Cycle Purchase Log** drop-down arrow.

Shared

Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Cycle Purchase Log	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.
Card Adjustment History	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

16 items | Show 10 per page

Click **Modify/Run**.

Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
<u>Billing Cycle Purchase Log</u>	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
 Modify / Run	cardCategory	Bank Defined	Review details of cancelled cards.
 Delete	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
Forced Capture	cardCategory	Bank Defined	Review details of the past due balances on cards.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

Scroll down and verify Post Dates are for the correct billing cycle. Change if needed.

**Bank of America Merrill Lynch | Works®**

Home Expenses Accounts Reports Accounting Administration

Reports > Modify/Run

Create Report Report data is current as of October 2, 2013 10:29 AM CDT.

Category: Spend  
Template: shared : Billing Cycle Purchase Log

Report Options Reset to defaults | Use last run settings

Columns

Available	Selected	Column Sort
Allocation	Card Last 4 Digits	A→Z Card Last 4 Digits
GL is Authorized	Purchase Date	A→Z Post Date
GL is Complete	Post Date	
GL is Valid	Vendor Name	
GL: Activity	Item Description	
GL: Activity Desc	Item Total	
GL: Agency/Reporting Category	CH Signoff Date	
GL: Agency/Reporting Category Desc	Mgr Signoff Date	
GL: FM/FY/BFY	Item GL Combination	
GL: FM/FY/BFY Desc	Item Exp Cat Comment	
GL: Fund/Agency/Organization	Mgr Signoff Full Name	
GL: Fund/Agency/Organization Desc		
GL: Object		
GL: Object Desc		
GL: Sub-Object		
GL: Sub-Object Desc		
Item Description		
Item Exp Cat Comment		
Item GL Combination		
Item Number		
Item Price		

Filters

Add filter:

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

Post Date:  08/06/2013 - 09/05/2013

Then scroll down and Click **Submit Report**.

**Output Format**

Formats:  Excel

**PDF**

Output Files:  Full Details  
 Summary Only

---

Paper:    
Orientation:  Portrait  Landscape

Add Summary Data in Header

Add Signature Line to:  Header  Footer  
Insert Page Break:

Delimited Text

Summary Grouping:   ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

**Save Template**

Save Template to Template Library

Template Name:   
Description:   
Sharing:  Personal  Shared  Both

**Scheduling and Expiration**

Job Name:   
Run for User(s):    
Schedule:  Run Now  
 Run Later  
 Recurring  
Report Expiration after:  day(s)

The screen below appears which shows the report is completed.

Completed Reports					
		Queued At	Report Name	Status	New
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	<input type="button" value="+"/>	10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready	<a href="#">PDF</a>

Click on PDF to open the report.

Completed Reports						
		Queued At	Report Name	Status	New	
<input type="checkbox"/>			<input type="text"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready		<a href="#">PDF</a>

**Note:** Some computers may open the report automatically. On other computers, you will have to click **Open** or **Save** (see below).

Completed Reports						
		Queued At	Report Name	Status	New	Output Type(s)
<input type="checkbox"/>			<input type="text"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready		<a href="#">PDF</a>

1 Selected | 1 item      Show 10 per page

[Delete](#)

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

© 2013 Bank of America Corporation. All rights reserved.      Your last log in was October 17, 2013, 2:07 PM CDT.



Do you want to open or save **Billing Cycle Purchase Log.pdf** from **demo.works.com**?

Report appears in PDF format.

**Billing Cycle Purchase Log**

Company Name LA DPS UAT  
 Post Date Between 2013-08-06 00:00:00 and 2013-09-05 00:00:00  
 Report Owner VINCENT, AMY  
 Report Time 2013-10-15 14:24:47  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits	Purchase Date	Post Date	Vendor Name	Item Description	Item Total
CH Signoff Date	Mgr Signoff Date	Item GL Combination	Item Exp Cat Comment	Mgr Signoff Full Name	
7344	09/05/2013	09/05/2013	MOTOR FREIGHT CARRIERS,AND CO.	MOTOR FREIGHT CARRIERS&#44;AND CO. - Purchase	220.51
	09/12/2013	09/12/2013	4184182122--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	MISCELLANEOUS HOME FURNISH CO.	MISCELLANEOUS HOME FURNISH CO. - Purchase	1,118.08
	09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	MISCELLANEOUS HOME FURNISH CO.	misc	430.11
	09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	ACCOUNTING,AUDITING AND BO CO.	ACCOUNTING&#44;AUDITING AND BO CO. - Purchase	757.72
	09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	ACCOUNTING,AUDITING AND BO CO.	misc	189.43
	09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	2,623.96
	09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	COMMERCIAL PHOTOGRAPHY,ART CO.	COMMERCIAL PHOTOGRAPHY,ART CO. - Purchase	2,696.25
	09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	BUSINESS SERVICES NOT ELSE CO.	BUSINESS SERVICES NOT ELSE CO. - Purchase	4,067.12
	09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	2,459.02
	09/16/2013	09/18/2013	4184182122--2791-Y-4184715		ERWIN, SCOTT
	09/05/2013	09/05/2013	BICYCLE SHOPS-SALES AND SE CO.	BICYCLE SHOPS-SALES AND SE CO. - Purchase	2,434.65
	09/16/2013	09/17/2013	4184182122--3650-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	STENOGRAPHIC SERVICES CO.	STENOGRAPHIC SERVICES CO. - Purchase	4,576.29
	09/16/2013	09/18/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT

Card Last 4 Digits	Purchase Date	Post Date	Vendor Name	Item Description	Item Total
CH Signoff Date	Mgr Signoff Date	Item GL Combination	Item Exp Cat Comment	Mgr Signoff Full Name	
	09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	2,862.89
	09/17/2013	09/18/2013	4184182122--3100-01-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	HEARING AIDS--SALES,SERVIC CO.	HEARING AIDS--SALES,SERVIC CO. - Purchase	70.26
	09/16/2013	09/18/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	WINDOW CLEANING SERVICES CO.	WINDOW CLEANING SERVICES CO. - Purchase	2,170.07
	09/16/2013	09/17/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	1,412.11
	09/16/2013	09/17/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	LAUNDRY SERVICES--FAMILY A CO.	LAUNDRY SERVICES--FAMILY A CO. - Purchase	2,943.13
	09/16/2013	09/18/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	CLEANING AND MAINTENANCE,J CO.	CLEANING AND MAINTENANCE,J CO. - Purchase	320.94
	09/16/2013	09/17/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	4,473.04
	09/16/2013	09/18/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT
	09/05/2013	09/05/2013	USED MERCHANDISE AND SECON CO.	USED MERCHANDISE AND SECON CO. - Purchase	4,958.27
	09/16/2013	09/17/2013	---Y-		ERWIN, SCOTT
count: 22					49,911.01

1:24:47  
6

Once you have run this report it will appear in Completed Reports. You can now rerun/modify the report by clicking on the Report Name.

Completed Reports				
<input type="checkbox"/>		Queued At	Report Name	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready



The dropdown appears. Click **Modify/Run**.

Home Expenses Accounts Reports Accounting Administration

Reports > Completed

Completed Reports				
<input type="checkbox"/>		Queued At	Report Name	Status
<input type="checkbox"/>	<input type="checkbox"/>	10/04/2013 10:16 AM CDT	Sweep Report	Ready
<input type="checkbox"/>	<input type="checkbox"/>	10/03/2013 03:31 PM CDT		Ready
<input type="checkbox"/>	<input type="checkbox"/>	10/02/2013 10:45 AM CDT		Ready

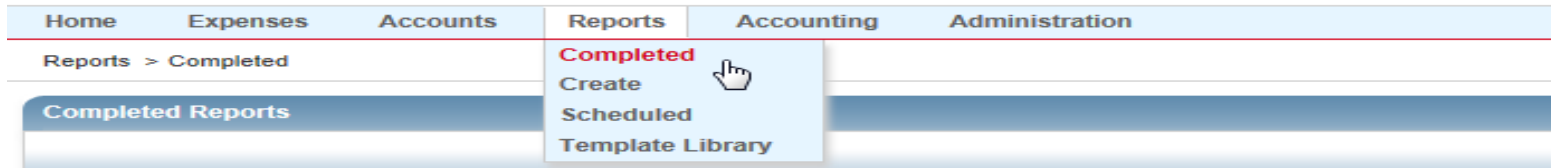
- Modify / Run
- Add Output Type
- Change Expiration
- Delete

Repeat the steps in the Billing Cycle Purchase Log section of this document.

## BILLING CYCLE INCOMPLETE TRANSACTIONS REPORT

This report will be scheduled to run on the 15<sup>th</sup> of every month and will be available to download.

On the **Home** page, click **Reports**, then **Completed Reports**.



Click on **PDF** in the Output column for the Billing Cycle Incomplete Transactions.



Home Expenses Accounts Reports Accounting Administration

Reports > Completed

Deleted 1 report.

Completed Reports

	Queued At	Report Name	Status	New	Output
<input checked="" type="checkbox"/>	10/15/2013 02:36 PM CDT	Billing Cycle Incomplete Transactions	Ready		<a href="#">PDF</a>



Report appears in PDF format.

<b>Billing Cycle Incomplete Transactions</b>						
Company Name LA DPS UAT						
Mgr Signoff Date Exists No						
Post Date Between 2013-08-05 00:00:00 and 2013-09-30 00:00:00						
Report Owner POCORELLO, TARA						
Report Time 2013-10-15 14:36:47						
Sweep Date Exists Yes						
Transaction Type One of: Misc Credit or Misc Debit or Purchase						
Card Last 4 Digits	Purchase Date	Post Date	Vendor Name	Item Total	CH Signoff Date	
	Mgr Signoff Date	Item GL Combination	Mgr Signoff Full Name	Sweep Date	Swept By User Full Name	
6957	09/19/2013	09/19/2013	ACCOUNTING,AUDITING AND BO CO.	4,173.47		
		---		10/10/2013	Support, Works _ ladps_final	
count:	1			4,173.47		
report count:	1			4,173.47		



# EDITING ALLOCATION RULES/GL RESTRICTIONS

- NOTE: Accountants are the only role that can perform edits to allocation rules/GL Restrictions

Click **Accounting > Allocation Profiles & Rules > Allocation Rules**.



<a href="#">Home</a>		<a href="#">Expenses</a>	<a href="#">Accounts</a>	<a href="#">Reports</a>	<a href="#">Accounting</a>	<a href="#">Administration</a>
		<ul style="list-style-type: none"> <li>Default Allocations</li> <li>Segment Values</li> <li>Allocation Profiles &amp; Rules ▶</li> <li>Accounting Settings</li> </ul>		<ul style="list-style-type: none"> <li>Allocation Profiles</li> <li><b>Allocation Rules</b></li> </ul>		
Action Items		Action			Type	Current Status
	Resolve	Accountholder		2	Transaction	<a href="#">Flagged</a>
	Sign Off	Accountholder		3	Transaction	<a href="#">Pending</a>

The screen below appears.

<a href="#">Home</a>		<a href="#">Expenses</a>	<a href="#">Accounts</a>	<a href="#">Reports</a>	<a href="#">Accounting</a>	<a href="#">Administration</a>
Accounting > Allocation Profiles & Rules > Allocation Rules						
Allocation Rules						
>>						
Rule Name						
<input type="checkbox"/>						
<input type="checkbox"/>	<a href="#">DPS-GCB</a>					
<input type="checkbox"/>	<a href="#">DPS-LEGAL</a>					
<input type="checkbox"/>	<a href="#">DPS-LHSC</a>					
<input type="checkbox"/>	<a href="#">DPS-LPG</a>					
<input type="checkbox"/>	<a href="#">DPS-LSP-AUX</a>					
<input type="checkbox"/>	<a href="#">DPS-LSP-CRIMINAL</a>					
<input type="checkbox"/>	<a href="#">DPS-LSP-GAMING</a>					
<input type="checkbox"/>	<a href="#">DPS-LSP-OPERATIONAL</a>					
<input type="checkbox"/>	<a href="#">DPS-LSP-TRAFFIC</a>					
<input type="checkbox"/>	<a href="#">DPS-OMF</a>					
0 Selected   14 items			Show 10 per page			

Click on the Parent Group to be edited (added or removed).

Home Expenses Accounts Reports Accounting Administration

Accounting > Allocation Profiles & Rules > Allocation Rules

### Allocation Rules

>>

	Rule Name	
<input type="checkbox"/>		
<input type="checkbox"/>	<a href="#">DPS-GCB</a>	
<input type="checkbox"/>	<a href="#">DPS-LEVAL</a>	
<input type="checkbox"/>	<a href="#">DPS-LHSC</a>	

Click **Edit**.

Home Expenses Accounts Reports Accounting Administration

Accounting > Allocation Profiles & Rules > [Allocation Rules](#) > Allocation Rule Details

### DPS-GCB

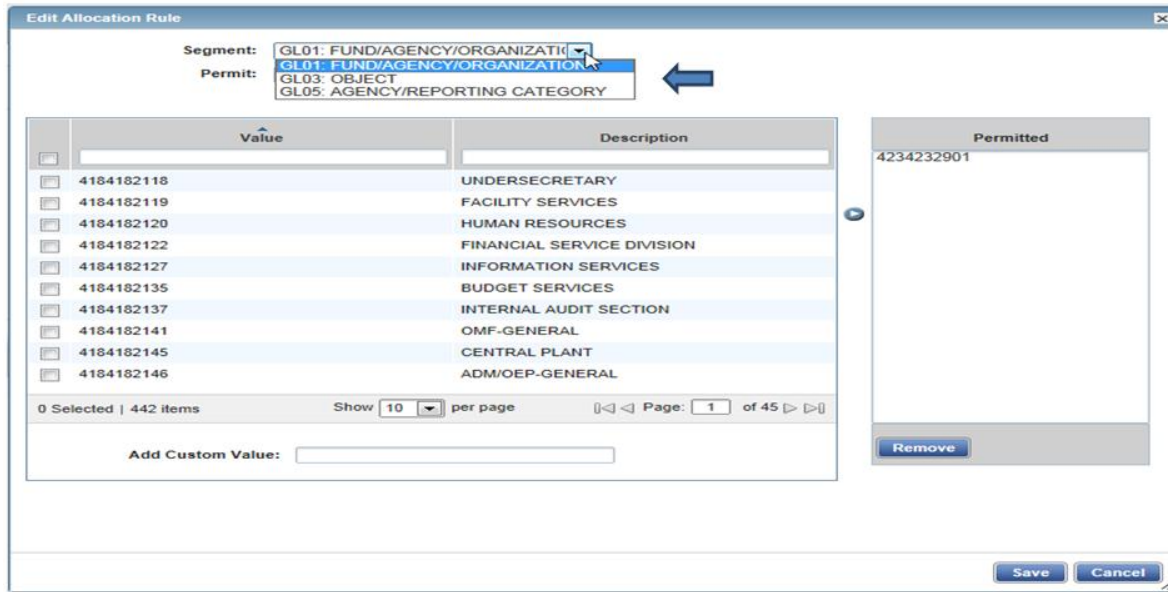
Allocation Rule Name: DPS-GCB [Edit](#)

Allocation Rule

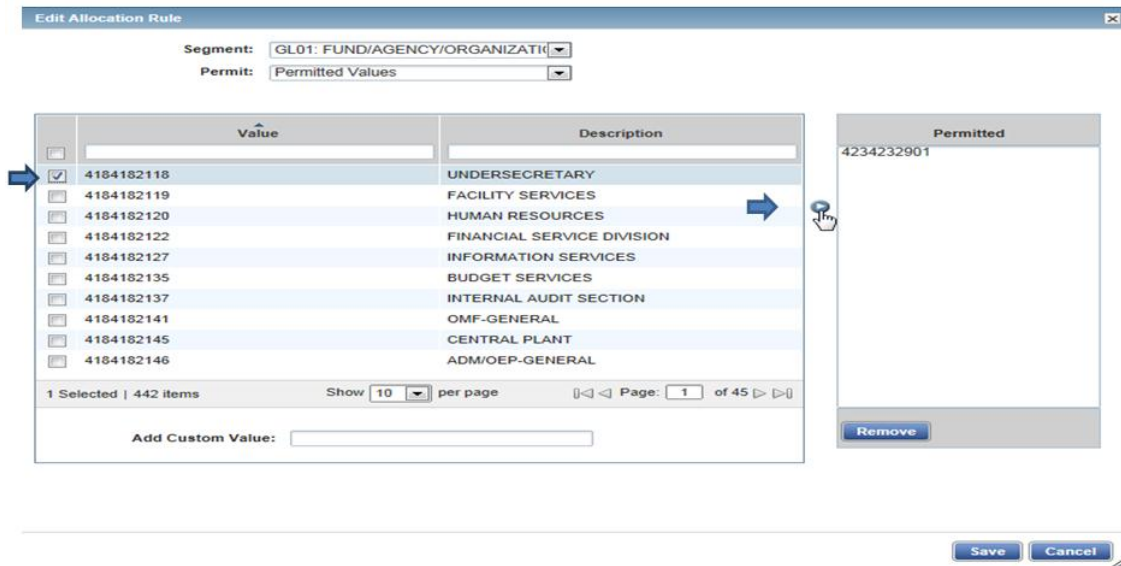
<b>GL 1: FUND/AGENCY/ORGANIZATI</b> Permitted Values 4234232901	<b>GL 3: OBJECT</b> Any Existing Segment Value	<b>GL 5: AGENCY/REPORTING CATEGORY</b> Permitted Values 4230701 4230703 4239999
---	---	---

[Edit](#) [Copy](#) [Download](#)

Click on the appropriate GL segment to be edited (added/removed) to/from the Parent Group.



Click the restriction to be added to the Parent Group. Click the blue arrow to move the restriction to the Permitted field.



Click **Save**.

**Edit Allocation Rule**

Segment:  Permit:

	Value	Description
<input checked="" type="checkbox"/>	4184182118	UNDERSECRETARY
<input type="checkbox"/>	4184182119	FACILITY SERVICES
<input type="checkbox"/>	4184182120	HUMAN RESOURCES
<input type="checkbox"/>	4184182122	FINANCIAL SERVICE DIVISION
<input type="checkbox"/>	4184182127	INFORMATION SERVICES
<input type="checkbox"/>	4184182135	BUDGET SERVICES
<input type="checkbox"/>	4184182137	INTERNAL AUDIT SECTION
<input type="checkbox"/>	4184182141	OMF-GENERAL
<input type="checkbox"/>	4184182145	CENTRAL PLANT
<input type="checkbox"/>	4184182146	ADM/OEP-GENERAL

1 Selected | 442 items Show 10 per page Page: 1 of 45

Add Custom Value:

Permitted

4234232901  
4184182118

Remove

**Save** **Cancel**

The screen below confirms that the restriction has been saved.

Home Expenses Accounts Reports Accounting Administration

Accounting > Allocation Profiles & Rules > Allocation Rules > Allocation Rule Details

Saved DPS-GCB.

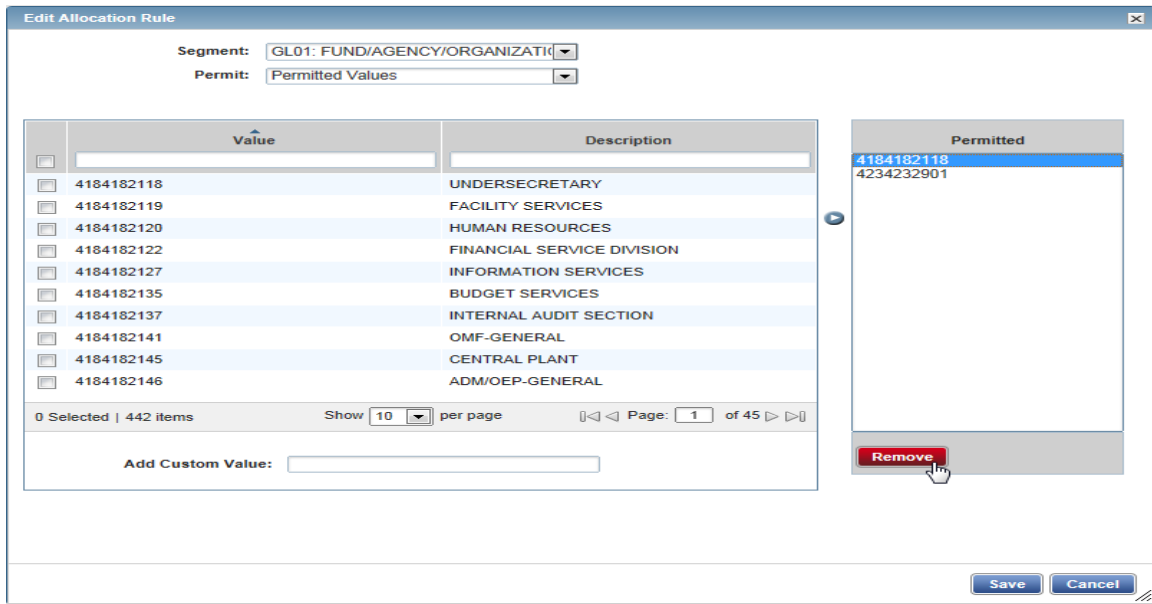
**DPS-GCB**

Allocation Rule Name: DPS-GCB [Edit](#)

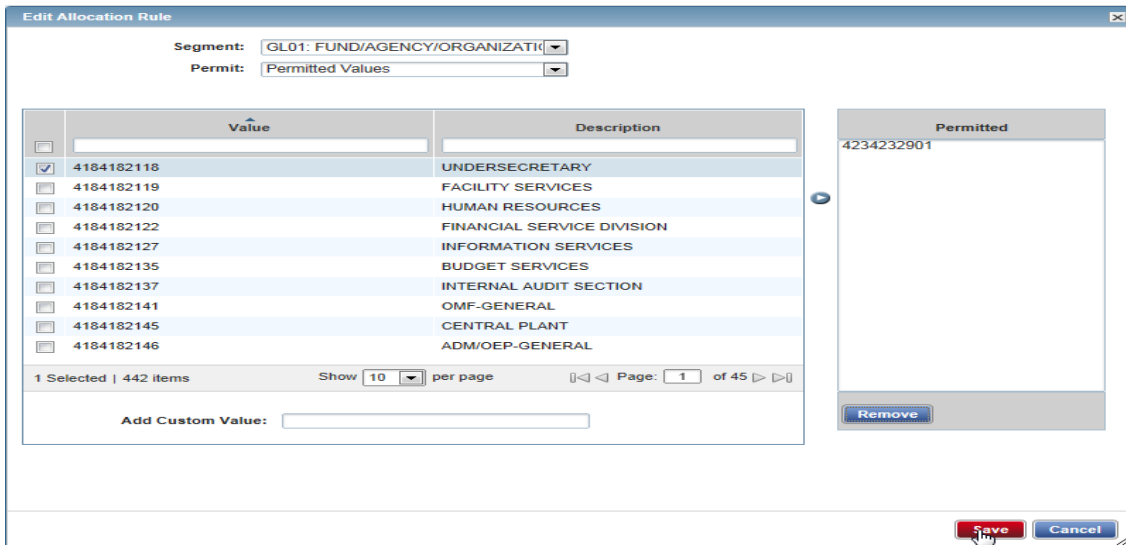
Allocation Rule

GL 1: FUND/AGENCY/ORGANIZATI	GL 3: OBJECT	GL 5: AGENCY/REPORTING CATEGORY
<input type="text" value="   "/> <b>Permitted Values</b> 4184182118 4234232901	Any Existing Segment Value	<b>Permitted Values</b> 4230701 4230703 4239999


To remove an allocation, simply highlight the GL segment to be removed and click Remove.



GL segment has been removed. Click **Save**.



The screen below confirms GL segment has been removed.

 Saved DPS-GCB.

**DPS-GCB**

Allocation Rule Name: DPS-GCB [Edit](#)

**Allocation Rule**

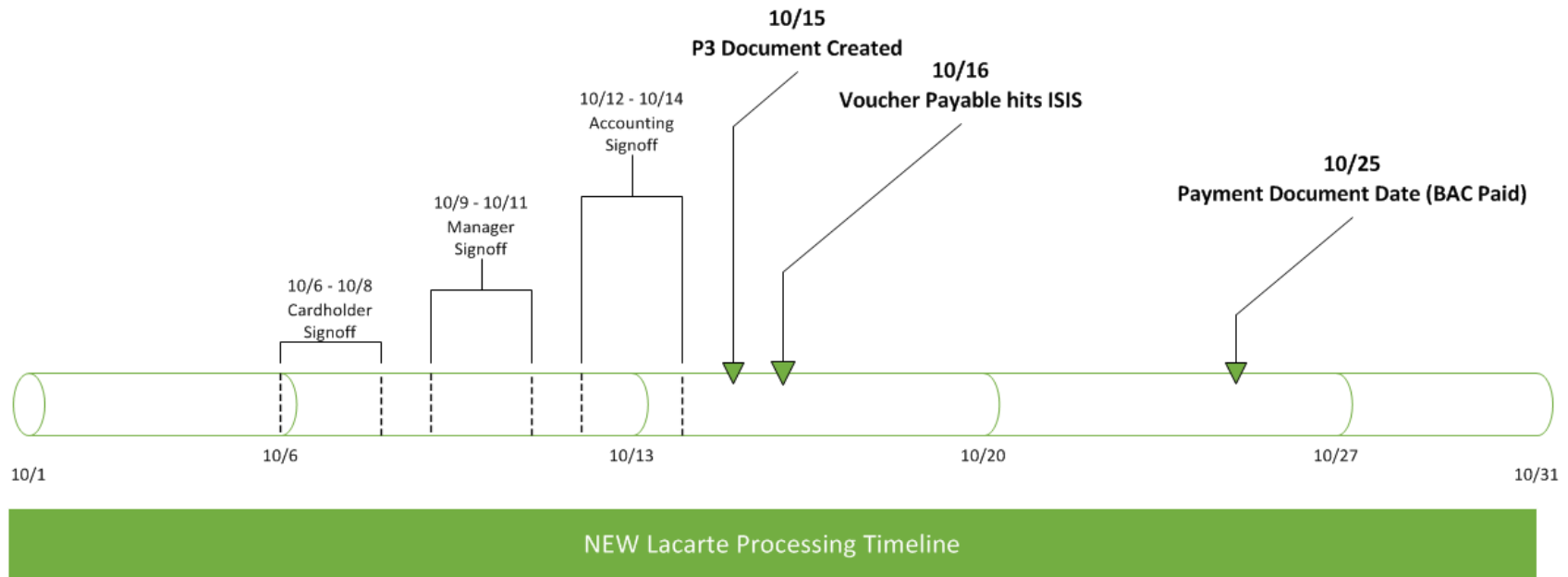
GL 1: FUND/AGENCY/ORGANIZATIO	GL 3: OBJECT	GL 5: AGENCY/REPORTING CATEGORY
<input type="text" value="   "/>	Any Existing Segment Value	<b>Permitted Values</b>
<b>Permitted Values</b>		4230701 4230703 4239999
4234232901		

- All Allocation Rules/GL Restrictions are edited (added/removed) in the same way.

# DEADLINES

- The billing cycle for purchases remains the same: The 6<sup>th</sup> of the month through the 5<sup>th</sup> of the following month.
- Account/Card holders have throughout the billing cycle and 3 additional days (8<sup>th</sup> of the following month) to complete Allocations and Sign off.
- Approvers/Managers/Supervisors have throughout the billing cycle and 6 additional days (11<sup>th</sup> of the following month) to complete Allocations and Sign off.
- Accounting/Accountants have 3 days (12<sup>th</sup>-14<sup>th</sup>) to Sweep the incomplete transactions. These are the transactions in which the Account/Card holders or Approvers/Managers did not completely Allocate and/or Sign off on by the 11<sup>th</sup>.
- P3 will be created on the 15<sup>th</sup> and will hit Vouchers Payable on the 16<sup>th</sup> (These dates will vary depending on what day the 15<sup>th</sup> falls on).
- The payment date remains on the 25<sup>th</sup> of the month.

## Recommended Lacarte Billing Cycle Illustration for October. (Items in bold are mandatory)





# UPDATING PERSONAL SETTINGS: PASSWORD

From the Home Screen click last 4 digits of card number, click View Full Details.

The screenshot shows the Bank of America Works home screen. The browser address bar displays <https://demo.works.com/works/home>. The user is logged in as BRENDA MYERS. The page features a navigation bar with 'Home', 'Expenses', and 'Reports'. Below this, there are three main sections: 'Action Items', 'Accounts Dashboard', and 'My Announcements'. The 'Action Items' section shows a table with one item: 'Sign Off' by 'Accountholder' with a count of 7 and a status of 'Pending'. The 'Accounts Dashboard' section shows a table with account details for BRENDA MYERS, including a credit limit of 100,000.00 and a current balance of 5,381.02. A dropdown menu is open over the account ID field, showing 'View Full Details' and 'View Auth Log' options. The 'My Announcements' section is empty. The footer contains links for 'Training Guides', 'Training Videos', 'Privacy & Security', and 'Recommended Settings', along with a copyright notice for 2013 Bank of America Corporation and a log-in timestamp of October 14, 2013, 3:31 PM CDT. The Windows taskbar at the bottom shows several open applications and the system clock at 3:33 PM.

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

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
BRENDA MYERS	4422	100,000.00	5,381.02	94,618.98	5%

Cardholder Details appear. Click **Change Password** at bottom right. Once changes are made click **Save**.

**Note:** To update Email Address or change Login Name make changes in the fields shown on screen below, then click **Save**.

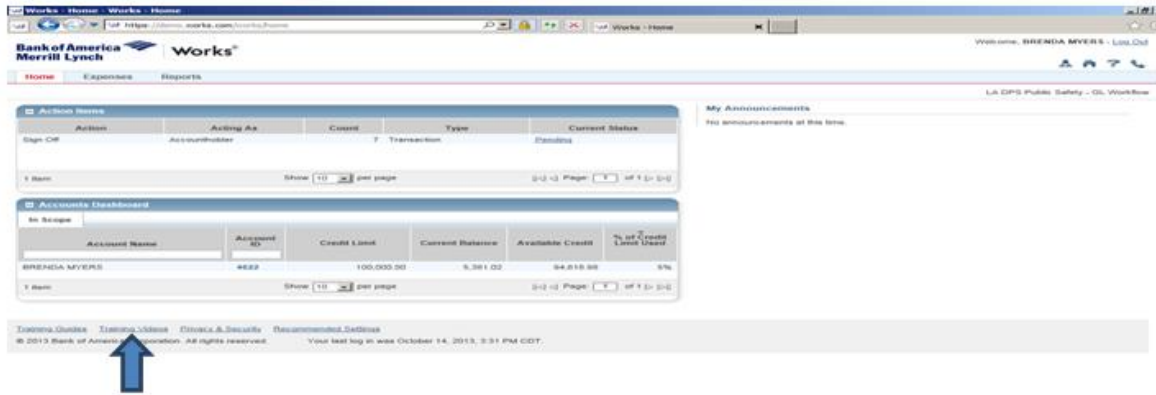
The screenshot shows a web browser window with the URL <https://demo.works.com/works/organization/user/2103884920>. The page header includes the Bank of America Merrill Lynch logo and the Works logo. The user is identified as BRENDA MYERS, with a welcome message and a 'Log Out' link. The navigation menu includes Home, Expenses, Reports, and Administration > Organization > Users > User Details. The main content area is titled 'MYERS, BRENDA' and contains several sections:

- User Info:** Fields for First Name (BRENDA), Middle Name, Last Name (MYERS), Email Address (brenda.myers@la.gov), Login Name (CHBMYERS), and A/P Payee ID.
- Roles:** A list of roles with checkboxes: Program Administrator, Accountant, Auditor, Allocation Code (checked), Purchase Requester, and Purchaser. Under 'Allocation Code', there are two sub-options: 'Restrict Allocation Assistant to valid and authorized codes' (checked) and 'Permit modifications via Allocation Assistant only' (unchecked). Under 'Purchase Requester', there is a text input field. Under 'View Requests', there are two sub-options: 'Assigned to any Purchaser' (unchecked) and 'Not assigned to any Purchaser' (unchecked).
- Email Notifications:** Three dropdown menus for 'Reports ready for download' (Daily), 'Pending tasks' (Never), and 'Configuration changes' (Never).

At the bottom right of the user details form, there are two buttons: 'Change Password' and 'Save'. The footer of the page includes links for Training Guides, Training Videos, Privacy & Security, and Recommended Settings, along with a copyright notice for 2013 Bank of America Corporation and a log-in timestamp of October 14, 2013, 3:31 PM CDT. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Word, Document, PCard, LaCart, travel, DPS W..., RE: Dr..., Welco..., and Work...

## ONLINE VIDEO TRAINING

From the Home Page, select “Training Video” at the bottom of the screen.

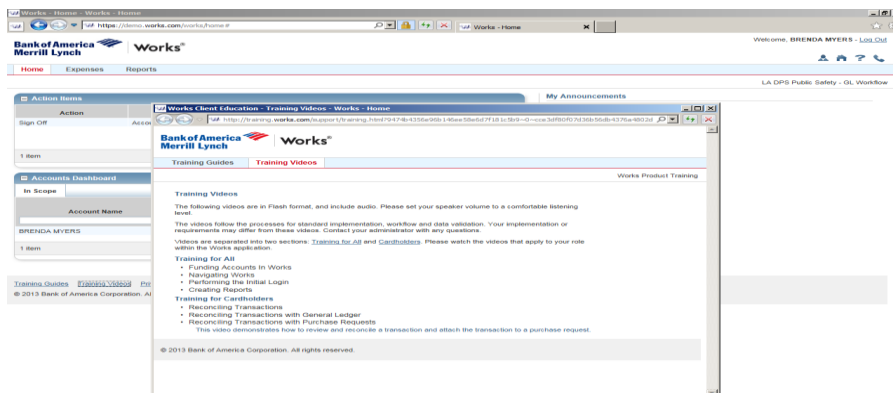


Training for Cardholders - Select Reconciling Transactions - demonstrates how to review and reconcile a transaction.

(direct link) [http://training.works.com/support/resources/videos/Reconciling\\_Transactions.htm](http://training.works.com/support/resources/videos/Reconciling_Transactions.htm)

Reconciling Transactions with General Ledger – demonstrates how to reconcile and review transactions with general ledger assignments.  
(this one also talks about flagged transactions)

(direct link) [http://training.works.com/support/resources/videos/Reconciling\\_a\\_Transaction\\_with\\_General\\_Ledger.htm](http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger.htm)



**THE END**