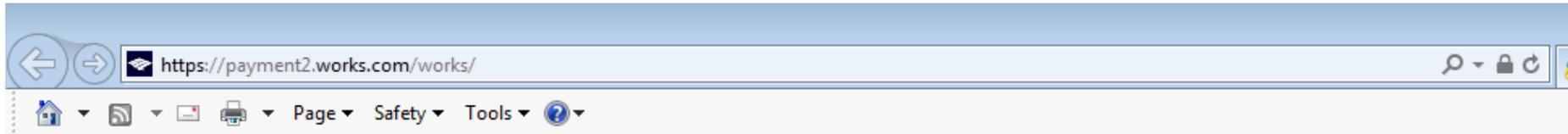


# Works Sign off Guide

# Table of Contents

- Use slides 4 through 8 if you are the person that made the purchase
- Once the person that made the purchase completes slides 4 through 8 a second reviewer will use slides 9 through 13 to close the transaction
- Slides 14 and 15 are used to expand the date range. You will need this if you have not signed off on transactions in the last 3 months

Log In to the website <https://payment2.works.com/works>  
Enter your credentials that were sent to you by email when you  
were first set up



#### 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: New York State PEF 

Login Name:

Password:

[Forgot your password?](#)

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

Once logged in. On the Home screen click on Sign off, Acting as Accountholder, Transaction, Pending to see purchases you have made.

☰ Action Items

Action	Acting As	Count	Type	Current Status
	Accountant	2	Purchase Request	<a href="#">Open</a>
Sweep	Accountant	20	Transaction	<a href="#">Pending</a>
Close	Accountholder	1	Purchase Request	<a href="#">Approved - Open</a>
Sign Off	Accountholder	1	Transaction	<a href="#">Pending</a>

4 items

Show 10 per page

Page: 1 of 1

☰ Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
DOUGLAS WILLIAMS	0761	30,000.00	70.20	29,929.80	0%

1 item

Show 10 per page

Page: 1 of 1

Your card purchases will be listed as TXN's. Once you review them, click the check box on the left of each and hit attach.

Home Expenses Reports Accounting

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Primary Accountholder
<input type="checkbox"/>											
<input checked="" type="checkbox"/>	+	TXN00041578	0761	none	05/12/2015	05/11/2015	70.20	ACS PRINTING	DV-4830-017-194-0-00000	70.20	<a href="#">Williams, Douglas</a>

1 Selected | 1 item Show 10 per page

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

This window will pop up indicating that you want to attach that purchase to the funds that were loaded to your card. Just hit attach again. **DO NOT CHECK THE CLOSE PURCHASE REQUEST BOX THIS WILL CLOSE THE FUNDS ON YOUR CARD AND WILL REQUIRE CONTACTING PEF HEADQUARTERS TO RESTORE.**

Select a Purchase Request ✕

Show only open requests

	Request Name	Created Date	Vendor	Total Requested	Attached Count	Attached Total	Attached Variance	Re
<input checked="" type="radio"/>	DIV194 12/31/14 END BAL	02/03/2015		1,500.00	0	0.00	0.00	

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

Close purchase request & sign off all attached transactions

 **Attach** **Cancel**

You will receive a confirmation it was attached on the upper left. You can now check off that transaction and sign off on it. When you click signoff a window will pop up.

Home Expenses Reports Accounting

Expenses > Transactions > Accountholder

Attached 1 transaction. [View Details](#)

### Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	
<input type="checkbox"/>									
<input checked="" type="checkbox"/>	[-]	TXN00041578	<a href="#">0761</a>	none	05/12/2015	05/11/2015	70.20	ACS PRINTING	D

**Transaction** Allocation Reference & Tax Dispute [View Full Details](#)

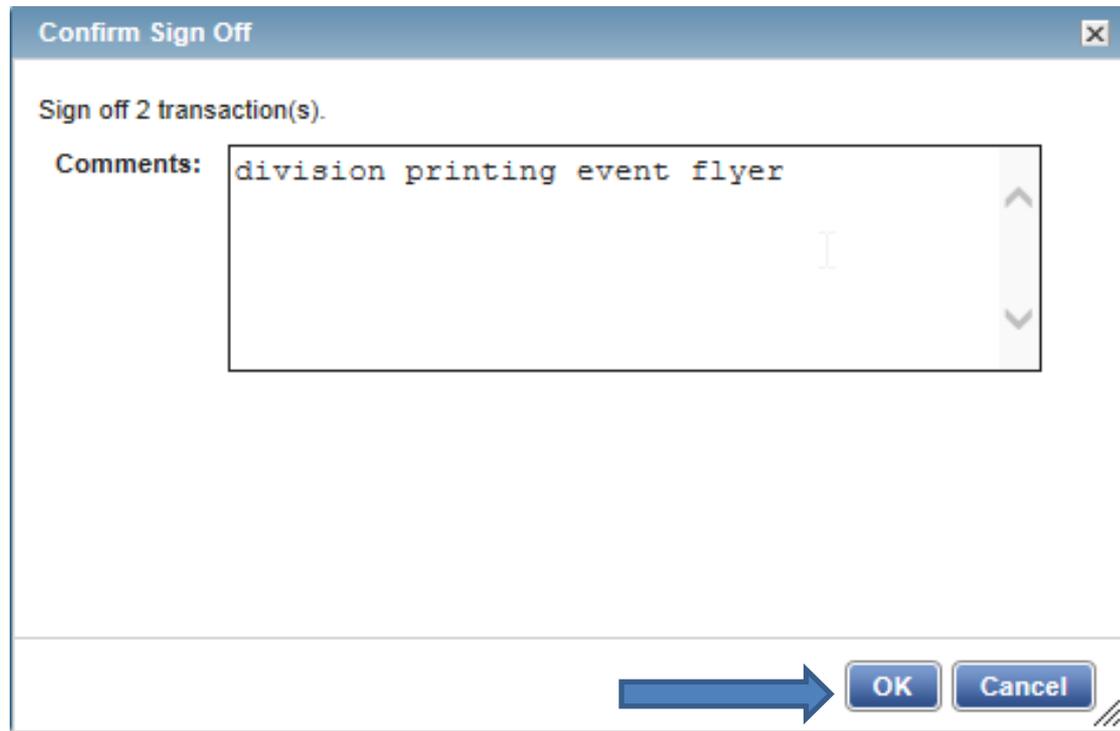
Bank Transaction #: 24224435132105012946238 Account Nickname: Douglas Williams  
CRI Reference: Account ID: [0761](#)  
Vendor ID: [542929804585180](#) Accountholder: [Williams, Douglas](#)  
Vendor Address: NY, 12210 Receipt: Unknown  
Comments: [Add Comment](#)

[-] Comments [Add Comment](#)

2 Selected | 1 item Show 10 per page

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

Enter a description for your purchase(your reviewer will be able to read this) and confirm you want to sign off by clicking OK. The transaction will disappear and you will be on the same screen.



Confirm Sign Off

Sign off 2 transaction(s).

Comments: division printing event flyer

OK Cancel

## Return to the Home Screen

When transactions are available to review by another Accountholder you will see the option Close, acting as Accountant, the Type will be Transaction. Click on open.

**Action Items**

Action	Acting As	Count	Type	Current Status
	Accountant	3	Purchase Request	<a href="#">Open</a>
Close	Accountant	19	Transaction	<a href="#">Open</a>
Sweep	Accountant	1	Transaction	<a href="#">Pending</a>
Close	Accountholder	2	Purchase Request	<a href="#">Approved - Open</a>

4 items      Show  per page      Page:  of 1

**Accounts Dashboard**

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
DOUGLAS WILLIAMS	0761	30,000.00	70.20	29,929.80	0%

1 item      Show  per page      Page:  of 1

Click on the plus sign to expand the other division users purchase details out and read the purchasers comment. Here we can see the other users purchase and same description that they entered.

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch Flagged All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Amount Allocated	
<input type="checkbox"/>												
<input type="checkbox"/>	<input type="checkbox"/>	TXN00041243	8881	AH (APR)	04/23/2015	04/22/2015	SHRAVAH_VED	650.00	CAFE ONE ELEVEN	✓   ✓   ✗	650.00	DV
<input type="checkbox"/>	<input type="checkbox"/>	TXN00041578	0761	AH (APR)	05/12/2015	05/11/2015	Williams, Douglas	70.20	ACS PRINTING	✓   ✓   ✗	70.20	DV

Transaction	Allocation	Reference & Tax	Dispute	View Full Details
<p>Bank Transaction #: 24224435132105012946238</p> <p>CRI Reference:</p> <p>Vendor ID: <a href="#">542929804585180</a></p> <p>Vendor Address: NY, 12210</p>		<p>Account Nickname: Douglas Williams</p> <p>Account ID: <a href="#">0761</a></p> <p>Accountholder: <a href="#">Williams, Douglas</a></p> <p>Receipt: Unknown</p> <p>Comments:</p>		
<p>Comments</p> <p>division printing event flyer Douglas Williams   05/27/2015</p>				<p>Add Comment</p>

0 Selected | 2 items

Show 10 per page

Mass Allocate Attach Flag Receipt Print Close

Once you have reviewed and approve the expense check it off and click on Close at the bottom.

Home Expenses Reports Accounting Administration

Expenses > Transactions > Accountant

### Transactions - Accountant

>> Pending Sign Off Open Ready to Batch Flagged All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Amount Allocated
<input type="checkbox"/>										
<input type="checkbox"/>	TXN00041243	<a href="#">8881</a>	<a href="#">AH (APR)</a>	04/23/2015	04/22/2015	<a href="#">SHRAVAH_VED</a>	650.00	CAFE ONE ELEVEN	<a href="#">✓</a>   <a href="#">✓</a>   <a href="#">x</a>	650.00
<input checked="" type="checkbox"/>	TXN00041578	<a href="#">0761</a>	<a href="#">AH (APR)</a>	05/12/2015	05/11/2015	<a href="#">Williams_Douglas</a>	70.20	ACS PRINTING	<a href="#">✓</a>   <a href="#">✓</a>   <a href="#">x</a>	70.20

**Transaction** Allocation Reference & Tax Dispute [View Full Details](#)

Bank Transaction #: 24224435132105012946238 Account Nickname: Douglas Williams  
CRI Reference: Account ID: [0761](#)  
Vendor ID: [542929804585180](#) Accountholder: [Williams\\_Douglas](#)  
Vendor Address: NY, 12210 Receipt: Unknown  
Comments: Comments: [Add Comment](#)

division printing event flyer  
Douglas Williams | 05/27/2015

1 Selected | 2 items Show 10 per pag

Mass Allocate Attach Flag Receipt Print **Close**



# It will ask you to confirm closing the transaction. Click ok.

The screenshot displays the Bank of America Merrill Lynch Works interface. At the top, the navigation menu includes Home, Expenses, Reports, Accounting, and Administration. The current path is Expenses > Transactions > Accountant. The main section is titled "Transactions - Accountant" and shows a table of transactions. The table has columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp|Val|Auth, and Amount Allocated. Two transactions are listed: TXN00041243 and TXN00041578. The second transaction is selected. Below the table, there are tabs for Transaction, Allocation, Reference & Tax, and Dispute. The Transaction tab is active, showing details for the selected transaction, including Bank Transaction #, CRI Reference, Vendor ID, Vendor Address, Account Nickname, Account ID, Accountholder, and Receipt. A "Confirm Close" dialog box is overlaid on the screen, with the text "Close 1 Transaction(s)." and buttons for "OK" and "Cancel". A blue arrow points from the "Close" button in the bottom toolbar to the "OK" button in the dialog box. The bottom of the interface shows "1 Selected | 2 items" and a toolbar with buttons for Mass Allocate, Attach, Flag, Receipt, Print, and Close. The bottom right corner shows "Show 10 per page".

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Amount Allocated
<input type="checkbox"/>										
<input type="checkbox"/>	TXN00041243	8881	AH (APR)	04/23/2015	04/22/2015	SHRAVAH, VED	650.00	CAFE ONE ELEVEN	✓   ✓   x	650.00
<input checked="" type="checkbox"/>	TXN00041578	0761	AH (APR)	05/12/2015	05/11/2015	Williams, Douglas	70.20	ACS PRINTING	✓   ✓   x	70.20

Transaction Details:

Bank Transaction #: 24224435132105012946238  
Account Nickname: Douglas Williams  
CRI Reference:  
Account ID: 0761  
Vendor ID: 542929804585180  
Accountholder: Williams, Douglas  
Vendor Address: NY, 12210  
Receipt: Unknown

Comments:

division printing event flyer  
Douglas Williams | 05/27/2015

1 Selected | 2 items

Show 10 per page



If you go to sign off on transactions and it says that you have, "no data available in table" that may mean you do not have any transactions to sign off within the given date range. The date range can be expanded up to two years.

The screenshot shows a software interface for "Transactions - Accountant". At the top, there are navigation buttons: "<<", "Pending Sign Off", "Open", "Ready to Batch", "Flagged", and "All". Below this is an "Advanced Filter" panel on the left, which is expanded to show a list of filters. A blue arrow points to the "Date - 07/22/2017 - 10/30/2017" filter. Other filters include "Group - All", "Account - All", "Purchase Request - All", "Amount Range - All", "Dispute Status - All", "Account Status - All", "Allocation Complete - All", "Allocation Valid - All", "Allocation Authorized - All", "AH Sign Off - Show All", "APR Sign Off - Show All", and "Matched Status - All". Below the filter list are "Search" and "Reset" buttons. The main table area is empty, displaying the message "No data available in table". The table has columns for "Document", "Account ID", "Sign Off", "Date Posted", "Date Purchased", and "Primary Accountholder". At the bottom, there is a status bar showing "0 Selected | 0 items" and a "Show 10 per page" dropdown. Below the status bar are buttons for "Mass Allocate", "Attach", "Flag", "Receipt", "Print", and "Close".

To expand the date range you will need to click on the calendar symbol. A box will pop up in which you can enter whichever two dates you would like to see transactions between. Next you will click OK and finally you would choose Search.

The image shows two overlapping windows. The background window is titled "Advanced Filter" and contains a list of filter criteria. The first criterion is "Date - 07/23/2017 - 10/31/2017". A small calendar icon is visible to the right of the date range. A blue arrow points from this icon to the foreground window. The foreground window is titled "Select Dates" and contains a calendar grid. The calendar grid shows the month of July 2017, with the date 22 highlighted. To the right of the calendar grid are date selection options: "Month-to-Date", "Cycle-to-Date", "Year-to-Date", "Selected Week", "Selected Month", "Selected Cycle", "Previous Week", "Previous Month", "Past 30 days", "Previous Cycle", "Past [ ] days", "Today", and "Custom". The "Custom" option is selected. Below these options is a dropdown menu labeled "Apply to" with "Date Posted" selected. At the bottom right of the "Select Dates" window are "OK" and "Cancel" buttons. A blue arrow points from the "OK" button back to the "Search" button in the "Advanced Filter" window.