

ACCOUNTHOLDER RECONCILIATION

The process below describes the reconciliation of individual credit card transactions.

If you are reconciling a **travel trip** or would like to **group** together like expenses, please follow the instructions for reconciling using *Expense Reports*.

To reconcile credit card transactions in works....please follow steps 1-8

1

Select Expenses or Pending

SHORTCUT:

- This is a summary of any items you currently have open in Works.
- You can select an item by selecting the current status of the item.

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	22	Expense Report	Pending
Sign Off	Accountholder	45	Transaction	Pending
Submit For Approval	Accountholder	1	Reimbursement	Draft

3 items Show 10 per page Page: 1 of 1

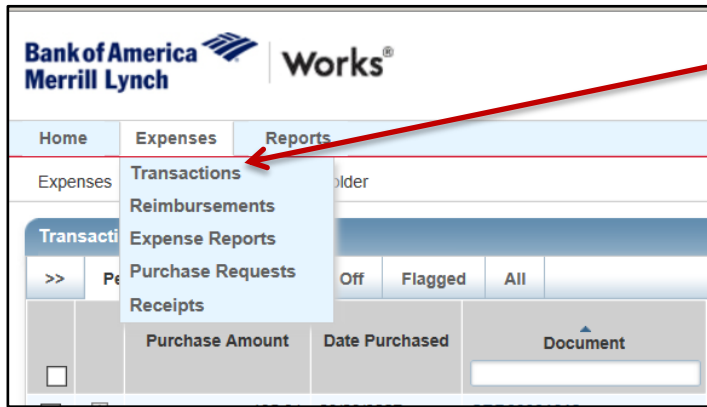
Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TOM (TRAINING) TRAVELER	1120	20,000.00	0.00	20,000.00	0%

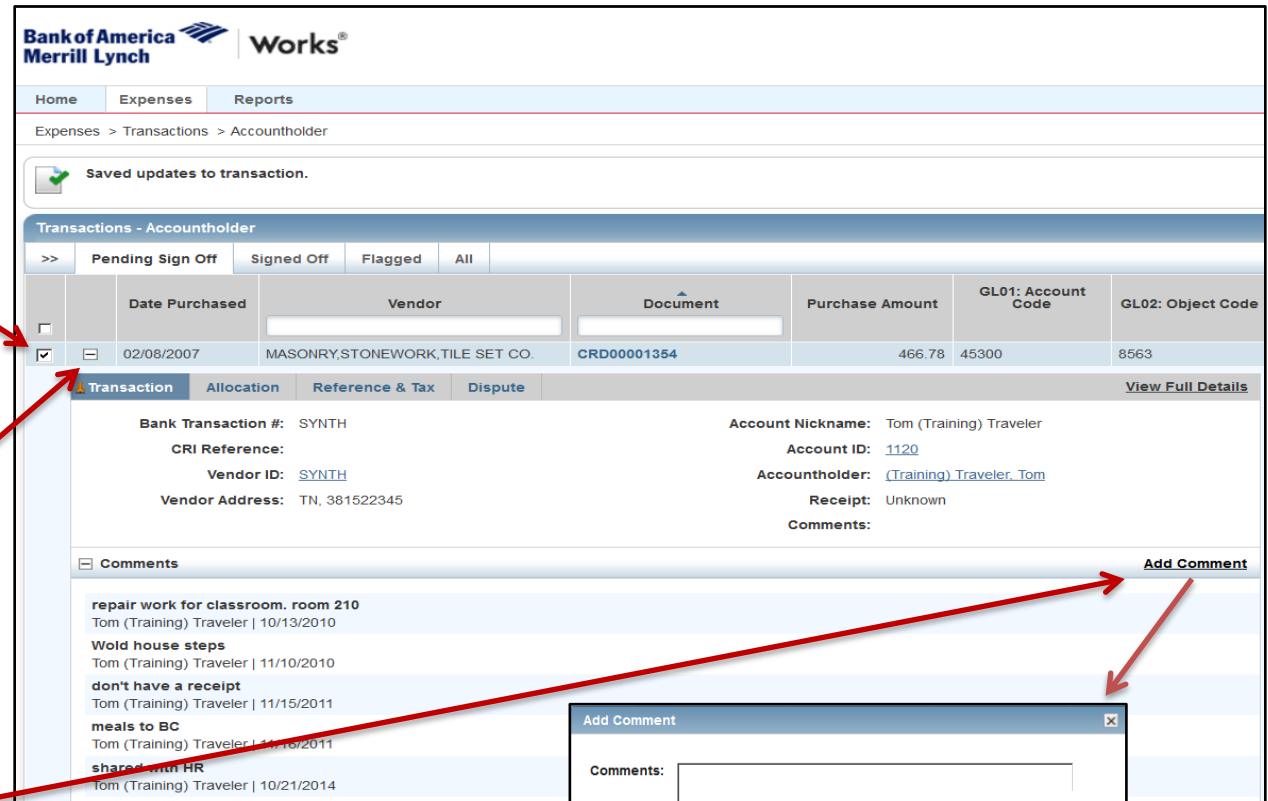
1 item Show 10 per page Page: 1 of 1

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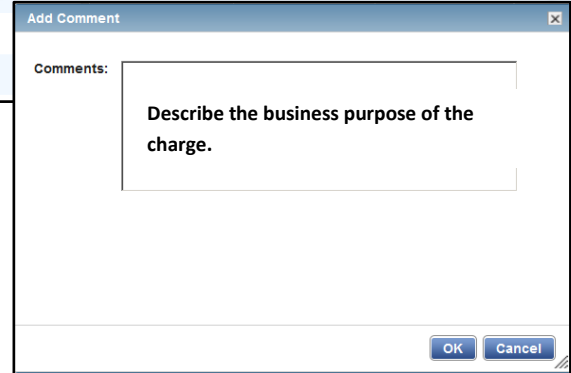
2
Select.....Transactions

3
SELECT THE TRANSACTION:
Verify amount paid matches
your Itemized Receipt.



4
ADD COMMENT:
Select....The Plus sign to open the
transaction to display more
information.

Add a comment that describes the
business purpose of the charge.



5

ALLOCATION CHANGES

CHANGING ONE ACCOUNT OR OBJECT CODE

Select one or many transaction(s), Mass Allocate,
Enter the account code and/or object code, and then
select OK.

You only need to put in the code you wish to change.

If you don't know the code, you can type in part of
number or a description of the code and all codes

Bank of America Merrill Lynch Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Allocation updated on 1 transaction. [View Details](#)

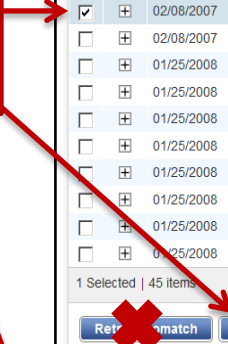
Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Date Purchased	Vendor	Document	Purchase Amount	GL01: Account Code	GL02: Object Code
<input checked="" type="checkbox"/>	02/08/2007	MASONRY, STONEMWORK, TILE SET CO.	CRD00001354	466.78	45300	8563
<input type="checkbox"/>	02/08/2007	CAMERA AND PHOTOGRAPHIC SU CO.	CRD00001357	240.62	45300	8411
<input type="checkbox"/>	01/25/2008	ST. REGIS HOTEL CO.	CRD00001362	220.12	45300	8561
<input type="checkbox"/>	01/25/2008	AUTOMOBILE RENTAL AGENCY CO.	CRD00001367	903.60	45300	8565
<input type="checkbox"/>	01/25/2008	MOTEL 6 CO.	CRD00001368	608.92	10258	8585
<input type="checkbox"/>	01/25/2008	GROCERY STORES, AND SUPERMA CO.	CRD00001373	737.93	00100	8411
<input type="checkbox"/>	01/25/2008	NEW YORK HELICOPTER CO.	CRD00001375	845.45	10258	8565
<input type="checkbox"/>	01/25/2008	OPTOMETRISTS AND OPTHAMOLO CO.	CRD00001376	847.21	12580	8411
<input type="checkbox"/>	01/25/2008	KAWAI COCONUT BEACH RESORT CO.	CRD00001380	417.65	multiple	8563
<input type="checkbox"/>	01/25/2008	SHONEY'S INN CO.	CRD00001383	175.14	multiple	multiple

1 Selected | 45 items Show 10 per page

Buttons: ~~Reconcile~~ **Mass Allocate** ~~Add to Expense Report~~ Receipt Print Sign Off



Mass Allocate

Apply segment codes to each allocation line on 1 transaction(s).

GL01: Account Code	GL02: Object Code
<input type="text"/>	<input type="text"/>

Empty Segment Field(s): Retain original codes(s) Delete original codes(s)

OK Cancel

CHANGING TO MULTIPLE ACCOUNTS OR OBJECT CODES

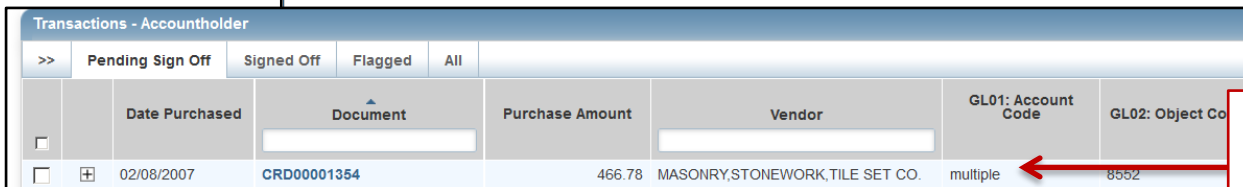
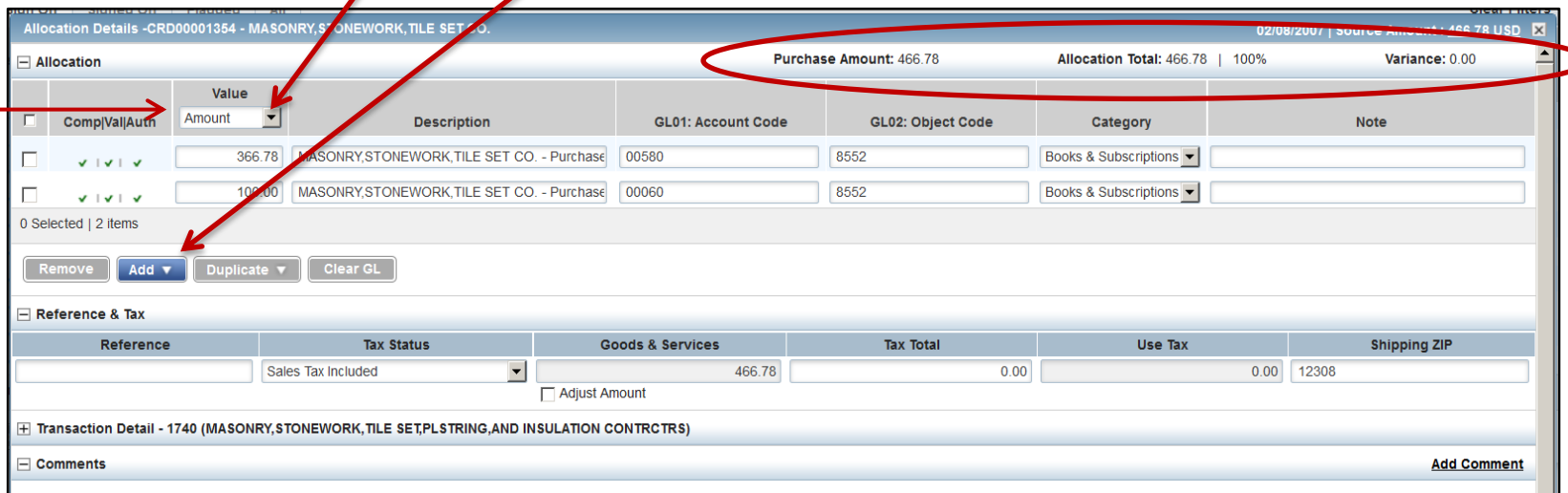
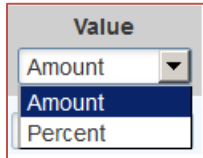
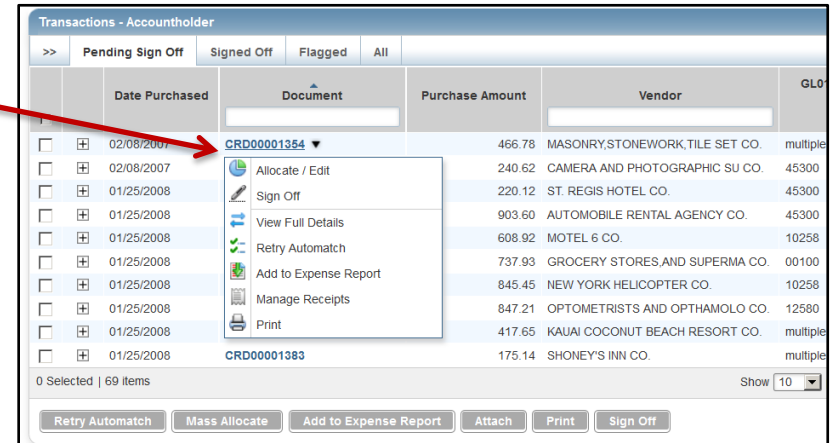
Select the drop down arrow of the Document number assigned to the transaction. Select Allocate/Edit.

Add or duplicate as many lines as you need to split. Fill in the amounts, Account and Object codes. Verify that you have allocated the amount of the charge and that you have a variance of 0.00.

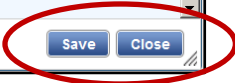
You can also split a transaction by Percentage. Once you save the transaction you will see the dollar amount of the split.

Select **SAVE**

Once finished with changes, select **CLOSE** to close the window you are viewing.



Once saved, your transaction Account code will state **Multiple**



6

ADD TO EXPENSE REPORT

If using this function, see instructions for **Expense Folders**

Faculty: Travel expenses funded by the Dean's office need to be put into and Expense Report Labeled "FY Deans Travel". Please refer to the Dean's instructions included with the approval letter you received.

7

ADD A RECEIPT IMAGE TO YOUR REIMBURSEMENT
or
PRINT A SUMMARY SHEET TO BE MAILED



If attaching images-See 7a

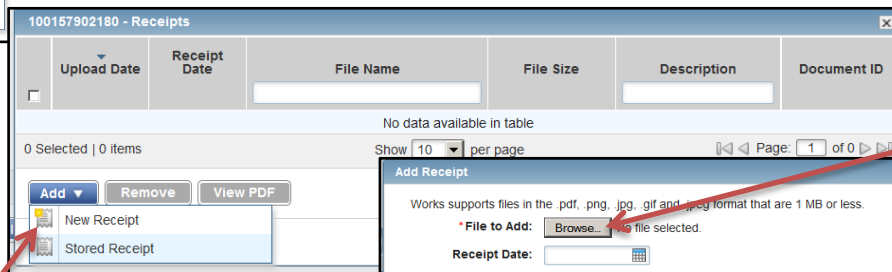
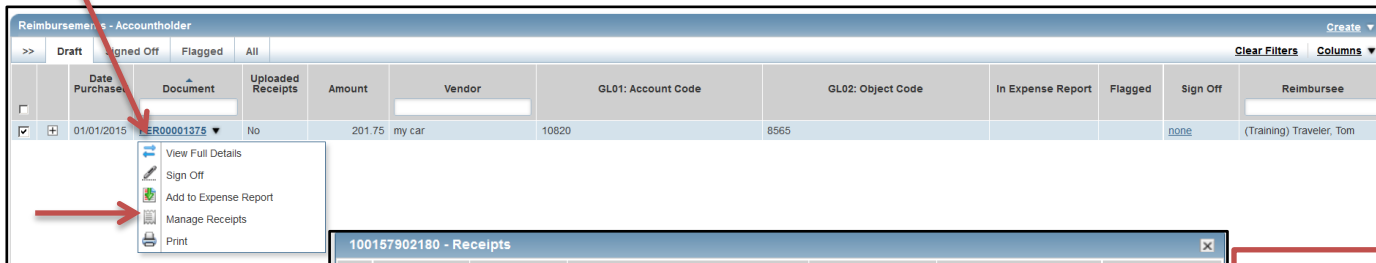
If printing a summary sheet-See 7b

7a

ADDING A SCANNED IMAGE:

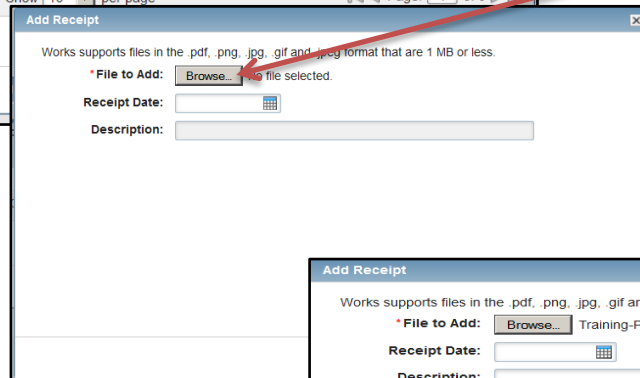
Select the document number and drill down to "Manage Receipts"

Please note: Works supports image files in the following formats
.pdf .png .jpg .gif .jpeg
Must be 1MB or less

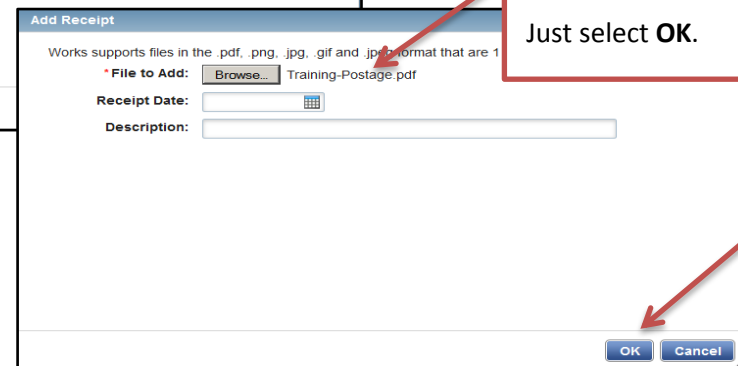


Select **Browse** to find the receipt in your files.

Select **New** receipt for desktop receipts.



Once you have added your receipt, you will see the name of the file attached.
***You do not need to add a date or description.
Just select **OK**.



You will now see the file name of the image you have attached.
To view the receipt for accuracy and image quality, select the drop down arrow and view.
Once completed, select **Close**

Your column **Uploaded Receipts** will now read **Yes**

Navigation: >> Draft Signed Off Flagged All									
	Date Purchased	Document	Uploaded Receipts	Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report	
<input checked="" type="checkbox"/>			Yes	201.75	my car	10820	8565		

Note: To add the column **Uploaded Receipts**, see **Navigation** instructions.

7b

PRINTING A SUMMARY SHEET FOR SUBMISSION:

Select the document number or multiple documents by clicking the box in the first column.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Date Purchased	Document	Purchase Amount	Vendor
<input checked="" type="checkbox"/>	02/08/2007	CRD00001354	466.78	MASONRY,STONEWORK,TILE SET CO.
<input type="checkbox"/>	02/08/2007	CRD00001357	240.62	CAMERA AND PHOTOGRAPHIC SU CO.
<input type="checkbox"/>	01/25/2008	CRD00001362	220.12	ST. REGIS HOTEL CO.
<input type="checkbox"/>	01/25/2008	CRD00001367	903.60	AUTOMOBILE RENTAL AGENCY CO.
<input type="checkbox"/>	01/25/2008	CRD00001368	608.92	MOTEL 6 CO.
<input type="checkbox"/>	01/25/2008	CRD00001373	737.93	GROCERY STORES,AND SUPERMA CO.
<input type="checkbox"/>	01/25/2008	CRD00001375	845.45	NEW YORK HELICOPTER CO.
<input type="checkbox"/>	01/25/2008	CRD00001376	847.21	OPTOMETRISTS AND OPHTHAMOLO CO.
<input type="checkbox"/>	01/25/2008	CRD00001380	417.65	KAUAI COCONUT BEACH RESORT CO.
<input type="checkbox"/>	01/25/2008	CRD00001383	175.14	SHONEY'S INN CO.

1 Selected | 69 items

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

Summary-Uses less paper but has less detail. *Preferred print layout.
Details-Uses more paper but shows transaction detail to include multiple accounts and sign off history.
Details and Summary-Uses the most paper. Combines Summary and Details function.

Print

You have selected 2 document(s) for printing.

Print: Summary
 Summary
 Details
 Details and Summary

Available	Included
Bank Dispute Status	Primary Accountholder
Bank Transaction #	Date Purchased
Barcode Index	*Document
CRI Reference	Purchase Amount
Comp/Vail/Auth	Vendor
Date Posted	GL01: Account Code
Flagged By	GL02: Object Code
Flagged Date	In Expense Report
GL01: Account Code Desc	Account ID
GL02: Object Code Desc	Sign Off
Group	
MCC	
Personal	
Purchase ID	
Reference	
Source Amount	
Source Currency	

(*) Indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

Print Preview Cancel

Print Preview - Summary

Works - Transactions

Transactions - Summary

Primary Accountholder	Date Purchased	Document	Purchase Amount	Vendor	GL01: Account Code	GL02: Object Code
(Training) Traveler, Tom	02/08/2007	CRD00001354	466.78	MASONRY,STONEWORK,TILE SET CO.	multiple	8552
(Training) Traveler, Tom	02/08/2007	CRD00001357	240.62	CAMERA AND PHOTOGRAPHIC SU CO.	45300	8411

Totals

Transaction Count	2
Purchase Total	707.40
Allocation Total	707.40

Print-Select the printer icon to print

Staple Itemized receipts to the back of the print summary, sign your name on the summary page, and send to **Card Program, McKean House**

Columns to print- Please have your columns set up in this order. Use the arrow keys to add, move and delete columns.

Print Preview-Displays your print and also locks your print preferences

8

Once you have made changes, uploaded receipts or printed your summary sheet, you can sign off on the Transaction. A comment box will appear for additional comments. You can add another comment or if no additional comment is needed, select OK. Your transaction is now Signed Off and moves to your Signed off transactions tab.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

<input type="checkbox"/>		Date Purchased	Document	Purchase Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/08/2007	CRD00001354	466.78	MASONRY, STONEWORK, TILE SET CO.	multiple	8552	2015-DDD
<input type="checkbox"/>	<input type="checkbox"/>	02/08/2007	CRD00001357	240.62	CAMERA AND PHOTOGRAPHIC SU CO.	45300	8411	Research 2010
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001362	220.12	ST. REGIS HOTEL CO.	45300	8561	2015-DDD
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001367	903.60	AUTOMOBILE RENTAL AGENCY CO.	45300	8565	2014-15 Deans Travel
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001368	608.92	MOTEL 6 CO.	10258	8585	2015-DDD
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001373	737.93	GROCERY STORES, AND SUPERMA CO.	00100	8411	2013 Deans Travel
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001375	845.45	NEW YORK HELICOPTER CO.	10258	8565	2015-DDD
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001376	847.21	OPTOMETRISTS AND OPTHAMOLOG CO.	12580	8411	2012-Student Events
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001380	417.65	KAUAI COCONUT BEACH RESORT CO.	multiple	8563	2015-DDD
<input type="checkbox"/>	<input type="checkbox"/>	01/25/2008	CRD00001383	175.14	SHONEY'S INN CO.	multiple	multiple	2012-Student Events

1 Selected | 69 items Show 10 per page

Confirm Sign Off

Sign off 1 reimbursement(s).

Comments:

STEPS FOR RECONCILING CREDIT CARD TRANSACTIONS

- ❖ PAY WITH CREDIT CARD
- ❖ OBTAIN RECEIPT
- ❖ SCAN RECEIPT
- ❖ STORE RECEIPT IN WORKS OR ON YOUR DESKTOP

- ❖ AFTER YOU RECEIVE THE WORKS E-MAIL, LOG INTO...<https://payment2.works.com/works>
 - ❖ CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
 - ❖ MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
 - ❖ ADD COMMENTS
 - ❖ BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
 - ❖ ATTACH SCANNED RECEIPT TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
 - ❖ IF NOT ATTACHING SCANNED RECEIPTS: PRINT TRANSACTION SUMMARY, SIGN PRINTOUT, ATTACH YOUR RECEIPTS TO THE PRINTOUT, AND SEND TO THE CARD PROGRAM OFFICE
 - ❖ SIGN OFF ON THE TRANSACTION

STEPS FOR RECONCILING PERSONAL REIMBURSEMENTS

- ❖ CREATE AND SAVE REIMBURSEMENT REQUEST
- ❖ FIND AND SELECT REIMBURSEMENT CREATED ON THE HOME PAGE AS "DRAFT"
- ❖ CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
- ❖ MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
- ❖ ADD COMMENTS IF NONE ARE PRESENT
- ❖ BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
- ❖ ATTACH SCANNED RECEIPT OR MAPQUEST TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
- ❖ IF NOT ATTACHING SCANNED RECEIPTS: PRINT TRANSACTION SUMMARY, SIGN PRINTOUT, ATTACH YOUR RECEIPTS TO THE PRINTOUT, AND SEND TO THE CARD PROGRAM OFFICE
- ❖ SIGN OFF ON THE REIMBURSEMENT