

**Logging In**

\*\*Compatible with Microsoft Internet Explorer or Mozilla Firefox only. Disable all pop-up blockers. \*\*

1. Go to <https://payment2.works.com/works>  
(Hint: Bookmark this site)

2. Enter username & password (case sensitive)

**Username:** your network username

**Password:** Initially password is **union1795** which is good for three days

The screenshot shows the Bank of America Works portal interface. At the top left is the Bank of America Merrill Lynch logo. The top right shows a user profile: "Welcome, Pam (Training) Purchaser - Log Out" with icons for user profile, home, help, and contact. Below the navigation bar are sections for "Action Items" (a table of tasks), "Accounts Dashboard" (a table of assigned cards), and "My Announcements". At the bottom are links for "Training Guides and Videos", "BOA Contact Numbers", and "Online Help". Red boxes and arrows highlight these key navigation elements.

**Navigation to Transactions** (points to the Report link in the top navigation bar)

**Summary of Tasks to Perform** (points to the Action Items table)

**User Profile:** Make changes to your username, password, and email settings. (points to the user profile icon)

**Home Page:** Refreshes screen, brings you back to main page. (points to the home icon)

**Online Help** (points to the help icon)

**BOA Contact Numbers** (points to the contact icon)

**Assigned Cards** (points to the Accounts Dashboard table)

**Training Guides and Videos** (points to the Training Guides and Videos link at the bottom)

Action	Acting As	Count	Type	Current Status
Close	Accountholder	5	Purchase Request	<a href="#">Approved - Open</a>
Resolve	Accountholder	4	Transaction	<a href="#">Flagged</a>
Sign Off	Accountholder	16	Expense Report	<a href="#">Pending</a>
Sign Off	Accountholder	99	Transaction	<a href="#">Pending</a>
Submit For Approval	Accountholder	1	Purchase Request	<a href="#">Draft</a>
Submit For Approval	Accountholder	10	Reimbursement	<a href="#">Draft</a>

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
PAM (TRAINING) PURCHASER	1427	20,000.00	0.00	20,000.00	0%
ZERO (TRAINING) BALANCE	0745	20,000.00	0.00	20,000.00	0%

The screenshot shows the Bank of America Works interface. At the top left, the logo for Bank of America Merrill Lynch and Works is displayed. Below the logo is a navigation menu with tabs for Home, Expenses, and Reports. The Expenses tab is selected, and a dropdown menu is open, showing options: Transactions, Reimbursements, Expense Reports, Purchase Requests, and Receipts. The Reports tab is also visible. Below the menu, there are filter buttons for Off, Flagged, and All. At the bottom, there is a table with columns for Purchase Amount, Date Purchased, and Document. Three red callout boxes with arrows point to specific menu items: 'Select-Transactions and Reimbursements requiring sign off' points to Transactions; 'Create an Expense Report (Folder)' points to Expense Reports; and 'Upload Receipts for future use' points to Receipts.

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

Home | Expenses | Reports

Expenses | Transactions | Reimbursements | Expense Reports | Purchase Requests | Receipts

Off | Flagged | All

Purchase Amount | Date Purchased | Document

Select-Transactions and Reimbursements requiring sign off

Create an Expense Report (Folder)

Upload Receipts for future use

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

Home | Expenses | Reports

Expenses > Transactions > Accountholder

**Transactions - Accountholder**

>> Pending Sign Off | Signed Off | Flagged | All

	Purchase Amount	Date Purchased	Document	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report
<input type="checkbox"/>	125.81	02/08/2007	<a href="#">CRD00001218</a>	CLEANING AND MAINTENANCE, J CO.	25233	1216	2013-Sally Smith Research

**Transaction Allocation Reference & T**

Bank Transaction #: SYNTH  
 CRI Reference:  
 Vendor ID: [SYNTH](#)  
 Vendor Address: ID, 83277

**Account Nickname:** Pam (Training) Purchaser  
**Account ID:** 1427  
**Accountholder:** [\(Training\) Purchaser, Pam](#)  
**Receipt:** Yes  
**Comments:**

**Actions:** Allocate / Edit, Sign Off, View Full Details, Mark Receipt Status, Add to Expense Report, Detach from Purchase Request, Manage Receipts

**Comments:**  
 Cleaning for Minervas and Res Life for Rush event  
 Pam (Training) Purchaser | 01/04/2012

DRILL DOWN FOR MORE INFORMATION OR ACTIONS

CHANGE ALLOCATION

VIEW FULL DETAILS

ADD TO EXPENSE REPORT

ADD COMMENT

Attach Scanned Receipts Here

VIEW VENDOR INFORMATION

Select Plus or Minus to see more or less detail.

- Select-
- Pending
  - Signed off
  - Flagged
  - All transactions

**COLUMNS**

Columns can be sorted by left clicking the column title...ascending or descending.

Columns can be dragged and dropped to be placed where you prefer to see them.

Column content can be changed by selecting Columns drop down and checking or unchecking columns of your choice.

**IMPORTANT:** IF UPLOADING RECEIPT IMAGES, ALWAYS ADD THE COLUMN "UPLOADED RECEIPTS" TO SEE IF YOU HAVE AN IMAGE ATTACHED. If an image is uploaded, a Yes appears in the column.

	Uploaded Receipts
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	No

Select one or all.....

Change codes, add to expense report, make a receipt note, or sign off.

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

		Purchase Amount	Date Purchased	Document	Vendor	GL01: Account Code	GL02:
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	+	125.81	02/08/2007	CRD00001218	CLEANING AND MAINTENANCE,J CO.	25233	1216
<input checked="" type="checkbox"/>	+	206.71	02/08/2007	CRD00001219	POSTAGE STAMPS CO.	multiple	8412
<input checked="" type="checkbox"/>	+	308.56	02/08/2007	CRD00001223	COURIER SERVICES-AIR AND G CO.	00950	8563
<input type="checkbox"/>	+	397.33	02/08/2007	CRD00001224	EXTERMINATING AND DISINFEC CO.	00950	8563
<input type="checkbox"/>	+	267.60	02/08/2007	CRD00001227	HOUSEHOLD APPLIANCE STORES CO.	00950	multiple
<input type="checkbox"/>	+	103.69	02/08/2007	CRD00001228	COURIER SERVICES-AIR AND G CO.	02580	8412
<input type="checkbox"/>	+	163.31	02/08/2007	CRD00001229	PROFESSIONAL SERVICES NOT CO.	10820	8541
<input type="checkbox"/>	+	402.34	02/08/2007	CRD00001230	INTRA-COMPANY PURCHASES CO.	22240	8521
<input type="checkbox"/>	+	35.16	02/08/2007	CRD00001231	POSTAGE STAMPS CO.	10820	8412
<input type="checkbox"/>	+	373.62	02/08/2007	CRD00001235	COURIER SERVICES-AIR AND G CO.	10820	8421

3 Selected | 99 items

Show 10 per page

Create Reimbursements  
OR  
EXPENSE FOLDERS

Bank of America Merrill Lynch Works®

Home Expenses Reports

Expenses > Reimbursements > Accountholder

Reimbursements - Accountholder

	Date Purchased	Document	Reimbursee	Vendor	Amount	GL01: Account Code	GL02: Object Code	Uploaded Receipts	In Expense Report	Status	Sign Off	Flagged	Attached to Purchase Request	Comp Val Auth
<input type="checkbox"/>	10/01/2008	PER00001153	(Training) Purchaser, Pam	mileage	101.85	10820	8565	No		Pending Sign Off	none			✓   ✓   ✓
<input type="checkbox"/>	04/28/2009	PER00001178	(Training) Purchaser, Pam	My Car	48.65	10820	8565	No	West College 2009	Pending Sign Off	none			✓   ✓   ✓

\*\*\*Fill in Reimbursement Information-Select SAVE when finished-Then go to Reimbursements requiring sign off-Attach Receipt- then Submit

Home Expenses Reports

Expenses > Reimbursements > Create Reimbursement

Create Reimbursement

Reference:

\* Date Purchased:

Vendor:

Amount: 0.00

\* Reimbursee: Pam (Training) Purchaser

Payee Name: (Training) Purchaser, Pam

Payee ID: 3456789

Allocation Total: 0.00

Comp Val Auth	Description	Category	Note	Amount	GL01: Account Code	GL02: Object Code
<input type="checkbox"/>		(unspecified)			10820	

0 Selected | 1 item

Remove Add Clear GL

Comments

Comments:

Save ~~Save~~ Save