WORKS Training

How to upload receipts as a cardholder in Finance & Operations Effective July 1, 2020

• Login using your username and password

Privacy & Security Recommended Settings About SSL Certificates © 2017 Bank of America Corporation. All rights reserved.

If you don't have this information, please contact Lynn Crawford in Procurement (crawfo5@clemson.edu)

Bankof America Works [®] Merrill Lynch					
About Works	You have been logged out due to inactivity.				
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.	Login to Works				
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	Login Name: reeves5 Password: Login				
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: <u>Bank of America</u> <u>Card Solutions</u> .	Forgot your password? Need more help? Please contact your Program Administrator for assistance.				

• You will see the charges pending receipt uploads listed as TXN files

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- To reorder/remove specific columns (i.e.- document, account ID, vendor, etc.) click & hold the specific column you want to reorder, or press the drop-down located beside Columns to add/remove columns
 - It is recommended to add the Receipt column. The receipts status will change from 'Unknown' to 'Yes' with a successful upload.

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• Select the desired TXN file, then choose the 'Manage Receipts' option

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• Select Browse, and locate your scanned documents

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• Once you locate your desired file, select the file and click OPEN to upload the receipt into WORKS

Tracey Morgan 🕨		
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• As you are uploading your receipts, if you receive this error message, it means the file is too large.

You must:

- Select cancel
- Rescan the document 2-3pgs at a time
- o Save each document with your desired file name along with a number identifying the order it was saved
- Example: ANDA \$1,258.57 1

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• You will receive confirmation that you have successfully added a receipt

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- Notice that your Receipt status has changed to 'Yes'
- Proceed to the next TXN file, and follow the same steps for uploading receipts

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