

# WORKS Training

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

- Login using your username and password

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



**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](#).

**You have been logged out due to inactivity.**

**Login to Works**

Organization: CLEMSON UNIVERSITY - PCARD

Login Name: reeves5

Password: ●●●●●●●●

**Login**

[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

Bank of America Merrill Lynch Works

Welcome, SUSAN ELLER - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

CLEMSON UNIVERSITY - PCARD

Transactions - Accountholder

Document	Account ID	Date Purchased	Date Posted	Primary Accountholder	Purchase Amount	Vendor	Group	Sign Off	Allocation	Amount Allocated	Comp/Val/Auth
TXN00883683	2115	08/29/2017	08/30/2017	ELLER, SUSAN	451.80	SP OTHER MACHINE CO.	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE	451.80	✓   ✓   ✓
TXN00883701	2115	08/30/2017	08/30/2017	ELLER, SUSAN	0.18	INTERNATIONAL TRANSACTION	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE	0.18	✓   ✓   ✓
TXN00883778	2115	08/29/2017	08/30/2017	ELLER, SUSAN	23.00	SUPERSAAS A	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE	23.00	✓   ✓   ✓
TXN00884758	2115	08/02/2017	08/04/2017	ELLER, SUSAN	1,933.47	SPARKFUN ELECTRONICS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE	1,933.47	✓   ✓   ✓
TXN00884918	2115	08/02/2017	08/04/2017	ELLER, SUSAN	7.96	AMAZON MKTPPLACE PMTS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE	7.96	✓   ✓   ✓
TXN00884964	2115	08/03/2017	08/04/2017	ELLER, SUSAN	107.95	AMAZON MKTPPLACE PMTS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE	107.95	✓   ✓   ✓
TXN00885205	2115	08/01/2017	08/04/2017	ELLER, SUSAN	187.28	CLC WORLD RESORTS H	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE	187.28	✓   ✓   ✓

0 Selected | 7 Items

Show 100 per page

Page 1 of 1

Retry Automatch | Mass Allocate | Attach | Receipt | Print | Sign Off

© 2017 Bank of America Corporation. All rights reserved. Your last log in was September 7, 2017, 1:42 PM CDT.

- 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.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Clear Filters Columns

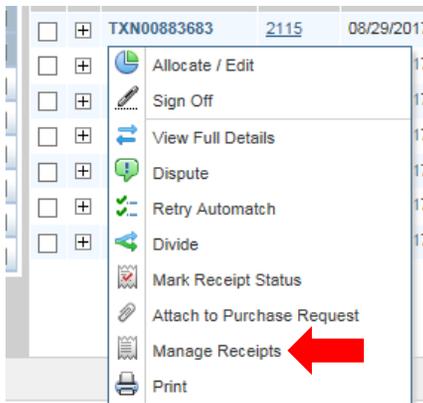
Advanced Filter

Document	Account ID	Date Purchased	Date Posted	Primary Accountholder	Purchase Amount	Vendor	Group	Sign Off	Allocation	Amount Allocated	Comp/Val/Auth	Receipt
TXN00883683	2115	08/29/2017	08/30/2017	ELLER, SUSAN	451.80	SP OTHER MACHINE CO	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	451.80	✓   ✓   ✓	Unknown
TXN00883701	2115	08/30/2017	08/30/2017	ELLER, SUSAN	0.18	INTERNATIONAL TRANSACTION	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	0.18	✓   ✓   ✓	Unknown
TXN00883778	2115	08/29/2017	08/30/2017	ELLER, SUSAN	23.00	SUPERSAAS A	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	23.00	✓   ✓   ✓	Unknown
TXN00884758	2115	09/02/2017	09/04/2017	ELLER, SUSAN	1,933.47	SPARKFUN ELECTRONICS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	1,933.47	✓   ✓   ✓	Unknown
TXN00884918	2115	09/02/2017	09/04/2017	ELLER, SUSAN	7.96	AMAZON MKTPLACE PMTS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	7.96	✓   ✓   ✓	Unknown
TXN00884964	2115	09/03/2017	09/04/2017	ELLER, SUSAN	107.95	AMAZON MKTPLACE PMTS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	107.95	✓   ✓   ✓	Unknown
TXN00885205	2115	09/01/2017	09/04/2017	ELLER, SUSAN	187.28	CLC WORLD RESORTS H	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	187.28	✓   ✓   ✓	Unknown

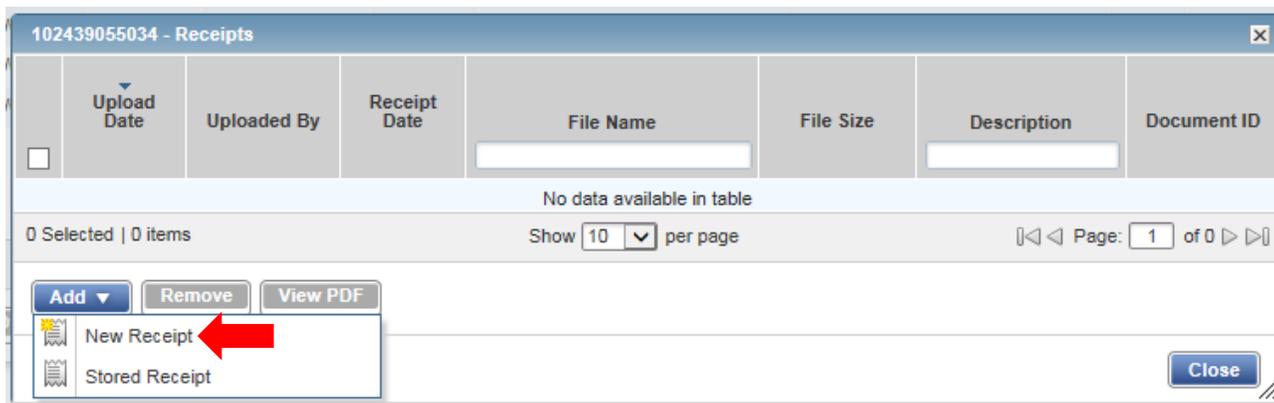
0 Selected | 7 Items Show 100 per page Page: 1 of 1

Retry Automatch Mass Allocate Attach Receipt Print Sign Off

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



- Press the drop-down arrow located beside 'Add' and select 'New Receipt'



- Select Browse, and locate your scanned documents

**Add Receipt**

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed\* and compressed file must be less than 1MB.

\*Note: PDF files are not compressed and must be less than 1MB natively.

\* File to Add:   

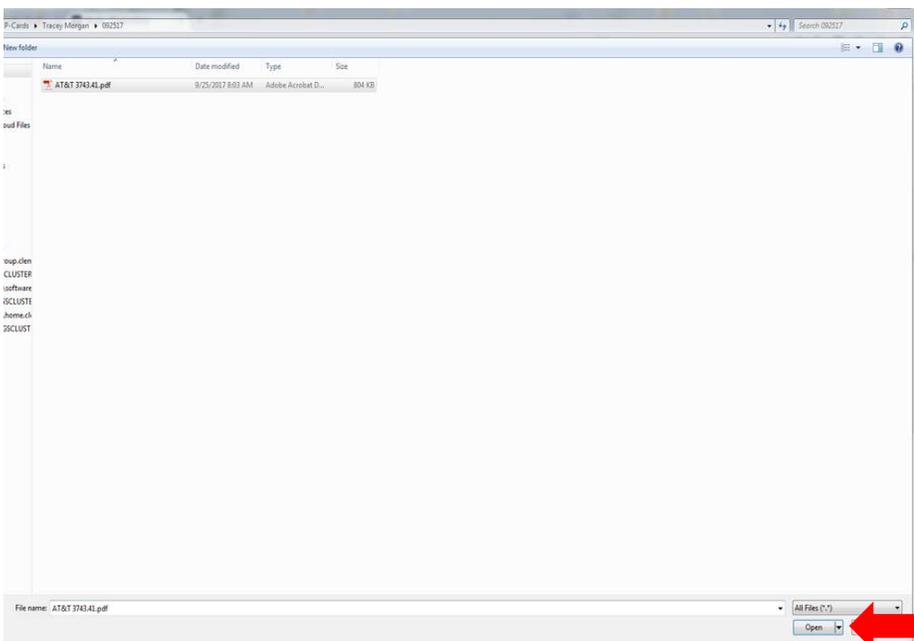
Receipt Date:  

Description:

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

Tracey Morgan ▾

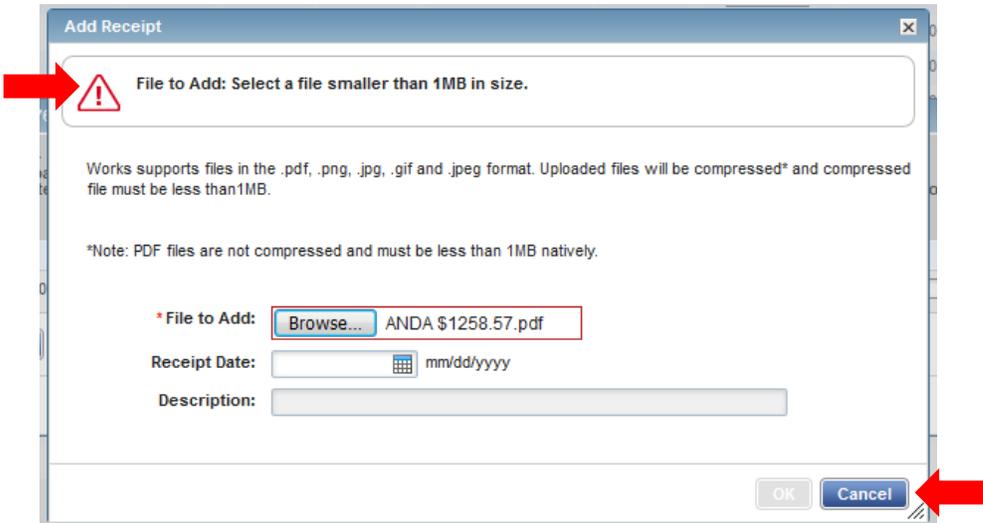
Name	Date modified	Type
051917	5/22/2017 1:32 PM	File folder
060717	6/23/2017 2:03 PM	File folder
062017	6/23/2017 2:31 PM	File folder
063017	7/7/2017 9:51 AM	File folder
071017	7/13/2017 2:06 PM	File folder
071317	7/13/2017 2:36 PM	File folder
072417	7/26/2017 1:35 PM	File folder
073117	7/31/2017 10:20 AM	File folder
080817	8/11/2017 1:15 PM	File folder
090417	9/19/2017 3:52 PM	File folder
092517	9/25/2017 8:21 AM	File folder



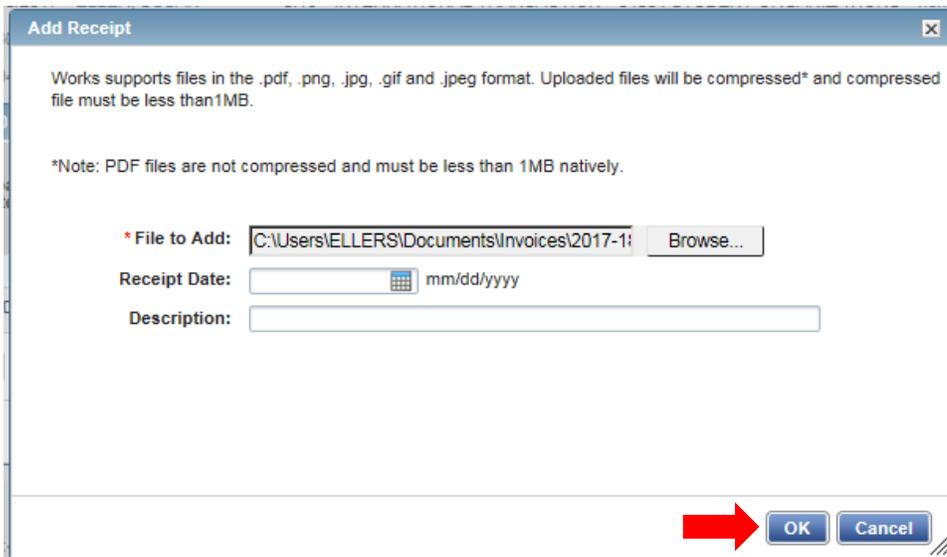
- As you are uploading your receipts, if you receive this error message, it means the file is too large.

You must:

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



- Leave Receipt Date and Description blank
- Select OK



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

102439055034 - Receipts

Added receipt.

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input checked="" type="checkbox"/>	09/07/2017	ELLER, SUSAN		Signworld - \$132.00	849.5 KB		TXN00883683

1 Selected | 1 item | 849.5 KB      Show 10 per page      Page: 1 of 1

Buttons: Add, Remove, View PDF, Close

- 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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Welcome, SUSAN ELLER - Log Out

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Expenses > Transactions > Accountholder

CLEMSON UNIVERSITY - PCARD

Transactions - Accountholder

Advanced Filter

Document	Account ID	Date Purchased	Date Posted	Primary Accountholder	Purchase Amount	Vendor	Group	Sign Off	Allocation	Amount Allocated	Comp/Val/Auth	Receipt	
<input type="checkbox"/>	TXN00883683	2115	09/29/2017	08/30/2017	ELLER, SUSAN	451.80	SP OTHER MACHINE CO.	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	451.80	✓   ✓   ✓   ✓	Yes
<input type="checkbox"/>	TXN00883701	2115	08/30/2017	08/30/2017	ELLER, SUSAN	0.18	INTERNATIONAL TRANSACTION	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	0.18	✓   ✓   ✓   ✓	Unknown
<input type="checkbox"/>	TXN00883778	2115	08/29/2017	08/30/2017	ELLER, SUSAN	23.00	SUPERSAAS A	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	23.00	✓   ✓   ✓   ✓	Unknown
<input type="checkbox"/>	TXN00884758	2115	09/02/2017	09/04/2017	ELLER, SUSAN	1,933.47	SPARKFUN ELECTRONICS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	1,933.47	✓   ✓   ✓   ✓	Unknown
<input type="checkbox"/>	TXN00884918	2115	09/02/2017	09/04/2017	ELLER, SUSAN	7.96	AMAZON MKTPLACE PMTS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	7.96	✓   ✓   ✓   ✓	Unknown
<input type="checkbox"/>	TXN00884964	2115	09/03/2017	09/04/2017	ELLER, SUSAN	107.85	AMAZON MKTPLACE PMTS	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	107.85	✓   ✓   ✓   ✓	Unknown
<input type="checkbox"/>	TXN00886205	2115	09/01/2017	09/04/2017	ELLER, SUSAN	187.28	CLC WORLD RESORTS H	04004 STUDENT ORGANIZATIONS	none	JGARCIA-00-13-4004-502-130-1300039-NONE-NONE-	187.28	✓   ✓   ✓   ✓	Unknown

0 Selected | 7 items      Show 100 per page      Page: 1 of 1

Buttons: Retry Automatch, Mass Allocate, Attach, Receipt, Print, Sign Off