

Online Reconciliation: Basic Guide (updated April 2016)

Department Transaction Report

All cardholders will receive an automated Department Transaction Report generated for them 2 days after cycle close for reconciliation purposes.

To access the report click Reports > Completed

After the online reconciliation is complete, submit supporting documentation to the reviewer for review and electronic signoff. The online reconciliation process must be completed prior to the close of the following month's billing cycle.

Steps to follow for monthly online reconciliation

Cardholder Responsibilities:

- Retain original receipts and supporting documentation (e.g. packing slip) and verify receipt of items.
- Upon receiving the email from Bank of America alerting you that you have transactions requiring sign off, log into Works and verify that the posted transaction is accurate by comparing it to your original documentation. Pricing discrepancies between supporting documentation and the Department Transaction report must be documented and resolved.
- If your department utilizes receipt imaging, upload your receipts and supporting documentation into Works.
- If your department utilizes GL Allocations, allocate your transactions to the appropriate departmental indexes and account codes.
- Sign off on the transaction.
- At the end of each billing cycle, wait 2 days after cycle close to receive a Department Transaction report.
- Dispute any unauthorized charges and notify the Program Administrators.

Reviewer Responsibilities:

Reviewers are encouraged to sign off on transactions throughout the month instead of at the end of the cycle.

Online reconciliation must be completed before the close of the following month's billing cycle.

- Upon receiving the email from Bank of America alerting you that you have transactions requiring sign off, log into Works and verify that the posted transaction is accurate by comparing it to the receipts loaded into Works. Pricing discrepancies between supporting documentation and the Department Transaction report must be documented and resolved. If the supporting documentation is not sufficient or inaccurate, Reviewers should flag the transaction to alert the cardholder that they must provide more information.
- Check to ensure the GL Allocations selected by your cardholder are accurate. If the GL information is incorrect, you may either flag the charge to return it to the cardholder to update or you can update the transaction yourself in Works.

- Once you have verified that the transaction is ready for approval, sign off on the charge.
- At the end of the billing cycle, the reviewer must analyze the Department Transaction Report generated for you from the online system and ensure that all transactions are accounted for.

Do not sign off on transactions in Works until you obtain a cardholder's supporting documentation and have verified items were received and that the transactions are valid business expenses that comply with VCU policies and procedures.

- If a JV must be entered into Banner, ensure that charges reflect purchases approved in Works.

Understand that by signing off in Works the reviewer is acknowledging that he/she has seen the items and can verify receipt. If the reviewer did not see the items, then supporting documentation such as an email from someone other than the cardholder must be obtained.

Electronic Images

Departments are authorized to image/scan P-card transaction documentation (e.g., receipts, packing slips, etc.) for record retention purposes. The P-card reviewer is responsible for ensuring the imaged documents are clearly legible and not altered. Provided the imaged documentation is legible and not altered, the original paper documentation may be destroyed. Departments still have the option of retaining paper supporting documentation if desired.

Cardholders buying off of grant funds must refer to the specific grant for record management and destruction requirements.

Additionally, the P-card reviewer must ensure that the cardholder has no access to destroy or modify the imaged documentation once it has been scanned. A best practice would be ensuring all electronic images are properly backed up in the event of a hard disc crash. Use of ImageNow is recommended.

Imaged documents must be retained for the current fiscal year plus three additional fiscal years. Documentation for purchases made using grant indexes may need to be retained for a longer period, and departments should refer to the specific grant for record retention requirements.

Basic Navigation:

After logging into Works, the home screen displays. Navigation Icons are located on the top right-hand corner of the screen.

Bank of America Merrill Lynch Works®

Welcome, ANITA L. MALLORY - Log Out

Home Expenses Reports

238 - VIRGINIA COMMONWEALTH UNIVERSITY

Action Items

Action	Acting As	Count	Type	Current Status
Download		1	Report	Ready
Sign Off	Accountholder	75	Transaction	Pending
Sign Off	Approver	38	Transaction	Pending

3 items Show 10 per page Page 1 of 1

Accounts Dashboard

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
ANITA L. MALLORY	7667	5,000.00	131,130.34	(126,130.34)	2622%
ANITA L. MALLORY	5520	5,000.00	73,907.84	(68,907.84)	1478%
ANITA L. MALLORY	7773	5,000.00	59,471.14	(54,471.14)	1189%

3 items Show 10 per page Page 1 of 1

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You can:

- View your profile information
- Return to the home screen
- Access page specific help information
- View Bank of America's contact information

On the bottom of the screen you will see information regarding training guides and recommended settings. *At this time Works does not support Chrome and recommends Firefox 5.0 or higher.*

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Home Expenses Reports

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3 items Show 10 per page Page 1 of 1

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3 items Show 10 per page Page 1 of 1

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The home page is divided into 3 sections: Action Items, Accounts Dashboard, and Announcements

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Welcome, ANITA L. MALLORY - Log Out

Home Expenses Reports

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Action Items

Action	Acting As	Count	Type	Current Status
Download		1	Report	Ready
Sign Off	Accountholder	75	Transaction	Pending
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3 items Show 10 per page

Accounts Dashboard

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
ANITA L. MALLORY	7667	5,000.00	131,130.34	(126,130.34)	2622%
ANITA L. MALLORY	6626	5,000.00	73,907.84	(68,907.84)	1479%
ANITA L. MALLORY	7773	5,000.00	58,471.14	(54,471.14)	1189%

3 items Show 10 per page

My Announcements

No announcements at this time.

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Under the Action Items sections you will see transactions that require your attention and reports that are ready for download. Under the acting as column you will see your role as it relates to your transactions. In Works 4, cardholders are known as account holders and reviewers are known as Approvers.

Action Items

Action	Acting As	Count	Type	Current Status
Download		1	Report	Ready
Sign Off	Accountholder	75	Transaction	Pending
Sign Off	Approver	38	Transaction	Pending

3 items Show 10 per page

Page: 1 of 1

When you click “Pending” you will be taken to the screen that shows you what outstanding transactions you have in Works.

Home Expenses Reports

Expenses > Transactions > Accountholder

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Transactions - Accountholder

Sign Off Signed Off Flagged All

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	MCC	Flagged	Sales Tax
TX000001154	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	123.45	PECE GOODS, NOTIONS, AND CO.	Yes	1234		0.00
TX000001157	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	1,633.41	NON-DURABLE GOODS NOT ELSE CO.	Yes	5199		114.33
TX000001161	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	206.74	GROCERY STORES, AND SUPERMARKET	Yes	5411		14.47
TX000001162	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	3,746.35	BUSINESS SERVICES NOT ELSE CO.	Yes	7399		262.24
TX000001163	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	1,560.25	MONEY TRANSFER MEMBER FWA CO.	Yes	6534		109.21
TX000001164	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	3,305.43	CLEANING AND MAINTENANCE, CO.	No	7349		231.38
TX000001165	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	793.63	DRUGS, DRUG PROPRIETARIES, CO.	No	5122		49.25
TX000001166	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	4,750.74	EMPLOYMENT AGENCIES AND TTE CO.	No	7361		332.55
TX000001172	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	2,891.86	NON-DURABLE GOODS NOT ELSE CO.	No	5199		199.62
TX000001173	7667	done	02/09/2012	02/09/2012	MALLORY, ANITA L.	4,994.56	EMPLOYMENT AGENCIES AND TTE CO.	No	7361		349.61

0 Selected / 75 items Show 10 per page



Page: 1 of 8

Retry Automatics Mass Allocate Add to Expense Report Attach Receipt Print Sign Off

Under accounts Dashboard you will see your card accounts along with credit limit and available credit information. If you are a reviewer you will also see cards under your purview along with their current credit information.

Accounts Dashboard						Travel Account
In Scope						
Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used	
ANITA L MALLORY	7667	5,000.00	131,130.34	(126,130.34)	2622%	
ANITA L MALLORY	5520	5,000.00	73,907.84	(68,907.84)	1478%	
ANITA L MALLORY	7773	5,000.00	59,471.14	(54,471.14)	1189%	
3 items						Show 10 per page Page: 1 of 1

Click the bold 4 digit number under “Account ID” and choose the option View Auth Log.

Account ID	Credit Limit
7667	5,000.00
 View Full Details	5,000.00
 View Auth Log	5,000.00

This will bring up a screen that will indicate charges undergoing processing in real time.

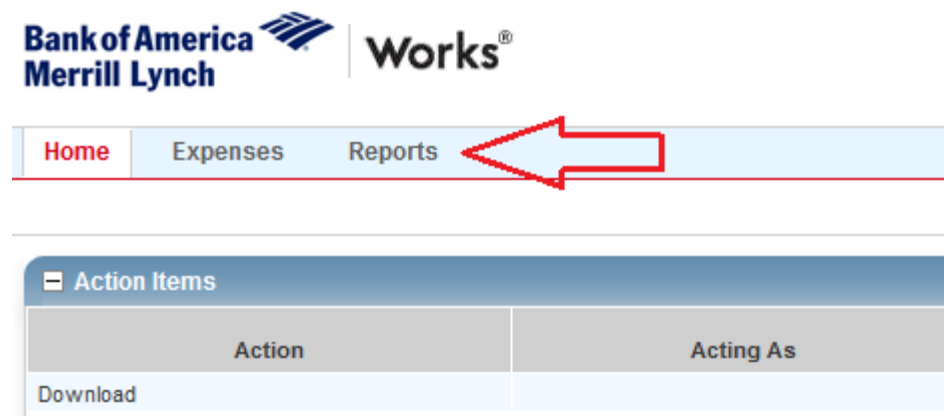
Authorization Log - ANITA L MALLORY (7667)								
Current Balance: 131,130.34			ATM Cash Limit: 0.00			Available Funds: (92,358.12)		
Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth	Exact Match
12/16/14 14:12:15 EST	BOB'S BIKES	1234	\$123.40	Authorized	012345			Y
12/16/14 14:12:15 EST	BOB'S BREADS	1234	\$123.40	Reversal	012345			Y
12/16/14 14:12:15 EST	BOB'S BUICKS	2345	\$12.34	Declined	ZMB	Overlimit	\$10.00	Y
12/16/14 14:12:15 EST	BOB'S BOOKENDS	3456	\$1.23	Declined	NJA	CVV mismatch	\$1.00	Y
12/16/14 14:12:15 EST	BOB'S BOCCONCINI	4567	\$1,234.00	Declined	ARR	Invalid expiration date	\$1,000.00	Y
12/16/14 14:12:15 EST	BOB'S BIKES	1234	\$123.40	Authorized	012345			
12/16/14 14:12:15 EST	BOB'S BREADS	1234	\$123.40	Reversal	012345			
12/16/14 14:12:15 EST	BOB'S BUICKS	2345	\$12.34	Declined	ZMB	Overlimit	\$10.00	
12/16/14 14:12:15 EST	BOB'S BOOKENDS	3456	\$1.23	Declined	NJA	CVV mismatch	\$1.00	
12/16/14 14:12:15 EST	BOB'S BOCCONCINI	4567	\$1,234.00	Declined	ARR	Invalid expiration date	\$1,000.00	

If a transaction is declined you will see the decline code and the decline reason. If you have any further questions about why a transaction declined or need help resolving the issue, contact CorpCard at CorpCard@vcu.edu.

The last section is Works announcements. Here you will find updates and information regarding the Works program from Bank of America and your CorpCard team.



To help you navigate, the program uses a tab based browsing system that allows you to access different parts of Works. What access you have is based on your role.



Under the Expenses tab you will find alternate links to your transactions as well as a link to upload your receipts. Users with an auditor role will also be able to access auditor tools from the Expenses tab.



Under the Reports tab users can build reports or access their completed monthly reports.

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Welcome, ANITA L MALLORY - Log Out

Home Expenses Reports

Reports > Completed

Completed Reports

- Completed
- Create
- Scheduled
- Template Library
- Dashboard

236 - VIRGINIA COMMONWEALTH UNIVERSITY

	Created At	Report Name	Status	View	Output Type(s)
<input checked="" type="checkbox"/>	12/10/2014 02:15 PM CST	Billing Statement	Ready		PDF XLS

1 Selected | 1 Item

Show 10 per page

Page 1 of 1

Delete

If you have any questions about navigating Works contact CorpCard at CorpCard@vcu.edu.

Receipt Imaging:

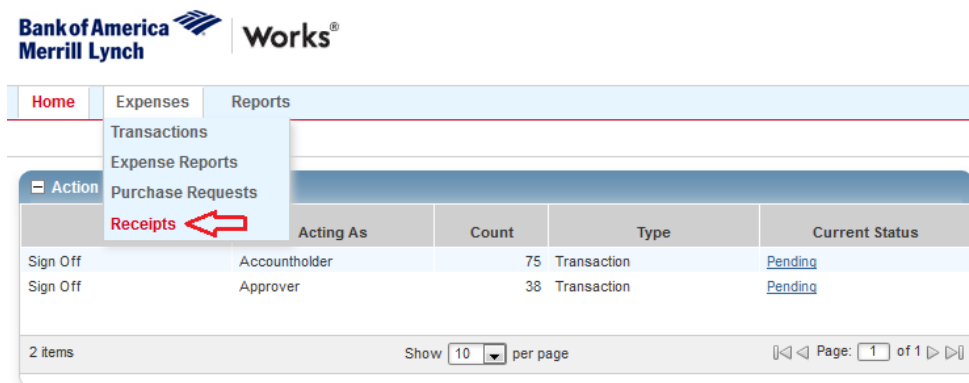
There are two ways to upload receipts and supporting documentation. You can either:

- Store receipts then attach them to the desired transaction, or
- Attach the documentation directly to your transaction

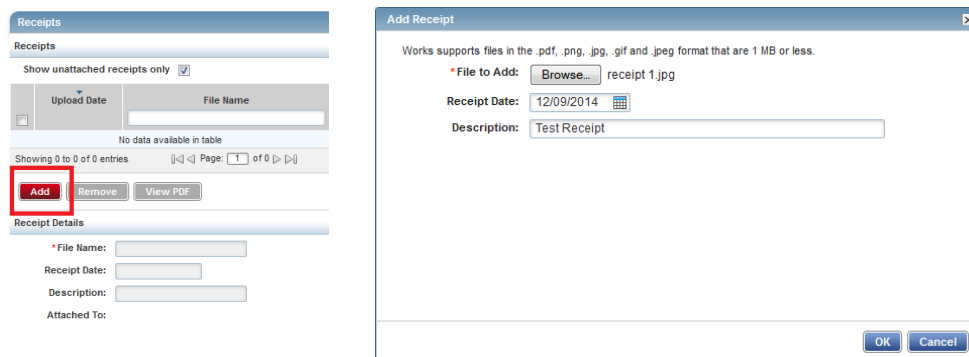
Remember: You cannot attach a receipt once you've signed off on a transaction. If you forget to attach a receipt, contact your reviewer and have them "flag" your transaction. This will send your transaction back to your queue and allow you to attach the receipt and re-submit.

To Store then Attach:

Click the expenses tab and choose receipts.




Click "Add" then "Browse" to select your file.



Fill in the receipt date and then a description if desired. Click "OK."

The receipt will appear on the left hand side.

 Added receipt.

Receipts

Receipts

Show unattached receipts only ☒

	Upload Date	File Name
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	12/09/2014	receipt 1

1 Selected | 1 item | 1.5 KB Page: 1 of 1

[Add](#) [Remove](#) [View PDF](#)

Receipt Details

* File Name:

Receipt Date:

Description:

Attached To:

You can either click the link to view the image in preview or you can click the box next to the image to view the PDF. From here you can save the image or view it in Acrobat.

You can upload any number of receipts so long as the file size does not exceed 1 megabyte.

To attach the receipt, return to the homepage screen:

- Click the “Pending” link to bring up your current transactions
- Click the “Document” number on the left side
- Click “Manage Receipts”

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

		Document	Account ID	Sign Off	Date Posted
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001154	7667	none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001157	7667	none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001161	7667	none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>			none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>			none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>			none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>			none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>			none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>			none	02/08/2012
<input type="checkbox"/>	<input type="checkbox"/>			none	02/08/2012

0 Selected |

Retry Au Print to Expense Report Attach

Allocate / Edit
Sign Off
View Full Details
Dispute
Retry Automatch
Mark Receipt Status
Add to Expense Report
Manage Receipts
Print

Click “Add” and choose the option for stored receipts. From here you can add documentation to your transaction.

Receipts

Receipts

Show unattached receipts only ☒

	Upload Date	File Name
--	-------------	-----------

No data available in table

Showing 0 to 0 of 0 entries |<< Page: 1 of 0 >>|

Add Remove View PDF

Receipt Details

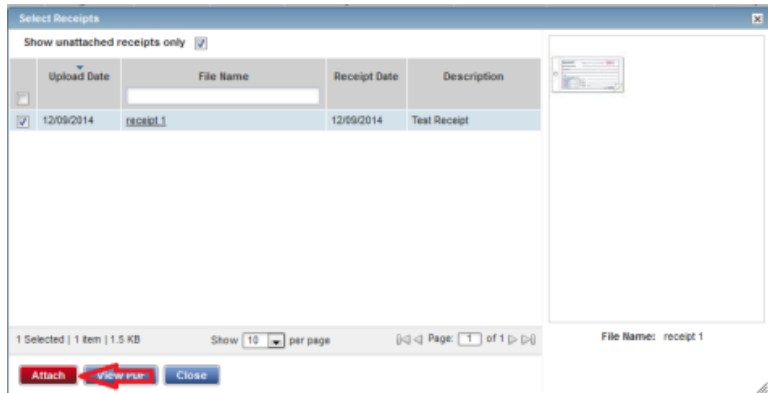
* File Name:

Receipt Date:

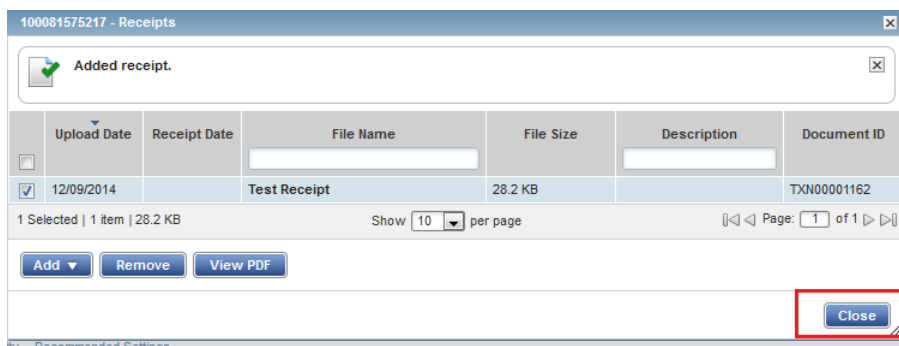
Description:

Attached To:

You can attach as many pieces of supporting documentation to your transaction as you would like, this can include paid invoices, receipts, packing slip information, clarifying email etc... When you're done adding documentation click "Attach."



On the next pop screen click "Close"



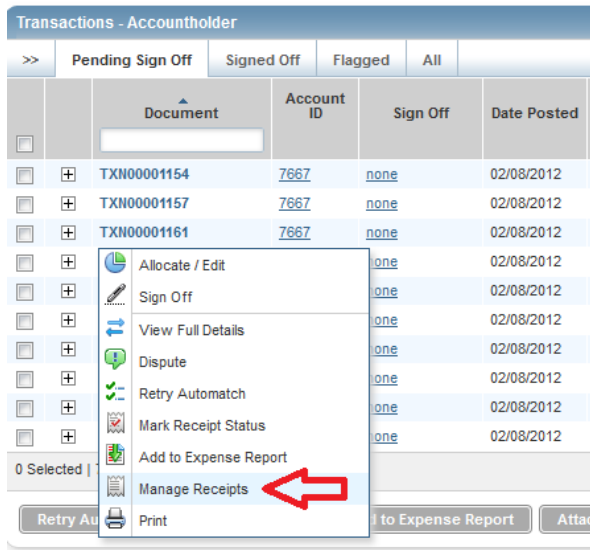
Under Uploaded receipt column you will see Yes.

Vendor	Uploaded Receipt	MCC
PIECE GOODS, NOTIONS, AND ...	Yes	1234
NON-DURABLE GOODS NOT E...	Yes	5199
GROCERY STORES,AND SUPE...	Yes	5411
BUSINESS SERVICES NOT ELS...	No	7399
MONEY TRANSFER-MEMBER FL...	No	6534
CLEANING AND MAINTENANCE...	No	7349
DRUGS, DRUG PROPRIETARIES...	No	5122

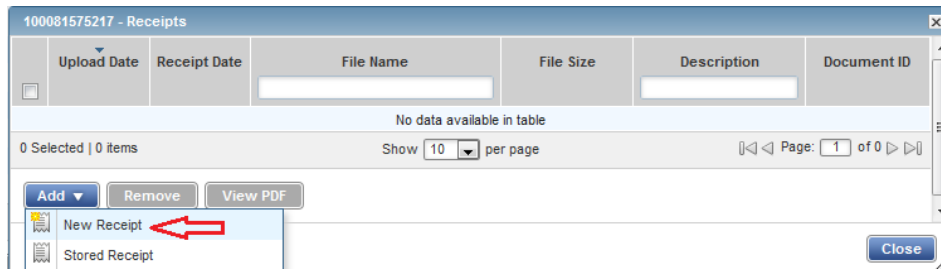
To Attach a Receipt without Storing the Item First:

From the home page:

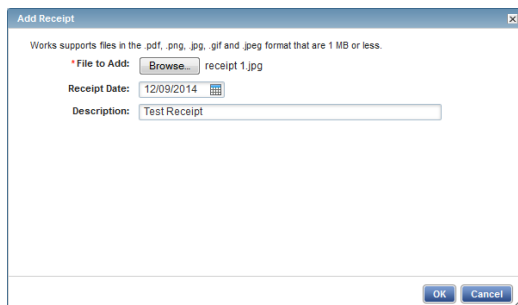
- Click the “Pending” link to bring up your current transactions require
- Click the “Document” number on the left
- Click “Manage Receipts”



Click “Add” and select “add new”



Browse to choose your file. Fill in the receipt date and then a description if desired. Then click ok.



The receipt information will appear and you can add as many supporting documents to a transaction as you like. When you are finished, click “Close.”

100081575217 - Receipts

Added receipt.

Upload Date	Receipt Date	File Name	File Size	Description	Document ID
12/09/2014		Test Receipt	28.2 KB		TXN00001162

1 Selected | 1 item | 28.2 KB Show 10 per page Page: 1 of 1

Add Remove View PDF

Close

The receipt loaded column will read yes.

Vendor	Uploaded Receipt	MCC	Flagged
ECE GOODS, NOTIONS, AND ...	Yes	1234	
ON-DURABLE GOODS NOT E...	Yes	5199	
ROCERY STORES,AND SUPE...	Yes	5411	
USINESS SERVICES NOT ELS...	Yes	7399	
ONEY TRANSFER-MEMBER FL...	No	6534	
LEASING AND MAINTENANCE	No	7340	

Your receipts are now attached to the transaction and ready to sign off.

Viewing Receipts in Works:

From the Home page under Action Items choose the option for “Pending.”

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


Home Expenses Reports

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Approver	67	Transaction	Pending

2 items Show 10 per page Page: 1 of 1

Verify that the receipts have been uploaded. Cardholders cannot attach a receipt once they have signed off. If you require your cardholders to upload their receipts and it has not been done, you must “flag” the transaction. This will send the charge back to their queue and allow them to attach the receipt and re-submit.

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

Welcome, Diane Hollyfield - [Log Out](#)

Home Expenses Reports

Expenses > Transactions > Approver 236 - VIRGINIA COMMONWEALTH UNIVERSITY

Transactions - Approver

>> Pending Sign Off Signed Off Flagged All [Clear Filters](#) [Columns](#)

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt
<input type="checkbox"/>										
<input type="checkbox"/>	+	TXN00001252	7773	AH	09/08/2014	09/08/2014	MALLORY, ANITA L	798.91	MOTOR VEHICLE SUPPLIES AND CO.	Yes
<input type="checkbox"/>	+	TXN00001253	7773	AH	09/08/2014	09/08/2014	MALLORY, ANITA L	3,313.19	BUSINESS SERVICES NOT ELSE CO.	Yes
<input type="checkbox"/>	+	TXN00001254	7773	AH	09/08/2014	09/08/2014	MALLORY, ANITA L	112.92	POSTAGE STAMPS CO.	Yes
<input type="checkbox"/>	+	TXN00001255	7773	AH	09/08/2014	09/08/2014	MALLORY, ANITA L	2,001.09	VDARA CO.	Yes
<input type="checkbox"/>	+	TXN00001256	7773	AH	09/08/2014	09/08/2014	MALLORY, ANITA L	1,760.94	WINDOW CLEANING SERVICES CO.	Yes
<input type="checkbox"/>	+	TXN00001257	7773	AH	09/08/2014	09/08/2014	MALLORY, ANITA L	2,757.37	POSTAGE STAMPS CO.	Yes
<input type="checkbox"/>	+	TXN00001258	7773	AH	09/08/2014	09/08/2014	MALLORY, ANITA L	1,676.80	DRUG STORES AND PHARMACIES CO.	Yes

Click the transaction number and choose the option for “View Receipts.”

Home Expenses Reports

Expenses > Transactions > Approver

Transactions - Approver

>> Pending Sign Off Signed Off Flagged All

		Document	Account ID
<input type="checkbox"/>		<input type="text"/>	
<input type="checkbox"/>	+	TXN00001252	7773
<input type="checkbox"/>	+	Allocate / Edit	7773
<input type="checkbox"/>	+	Sign Off	7773
<input type="checkbox"/>	+	View Full Details	7773
<input type="checkbox"/>	+	Raise Flag	7773
<input type="checkbox"/>	+	View Receipts	7773
<input type="checkbox"/>	+	Print	7773
<input type="checkbox"/>	+	TXN00001260	7773
<input type="checkbox"/>	+	TXN00001261	7773

A pop up box will appear and any documentation that has been uploaded will appear. Choose the option for “View Receipt.”

100145755607 - Receipts

	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
<input checked="" type="checkbox"/>	10/27/2014	10/22/2014	Test Receipt	28.2 KB	test1	TXN00001252

1 Selected | 1 item

Page: 1 of 1

The screenshot shows a web browser window with the address bar containing the URL: https://demo.works.com/works/receipts/image/0001CGZWYRKKKKKHCB/T/100145755607/pdf. The page displays a sample receipt with the following information:

SAMPLE RECEIPT

555 S MyStreet
Austin, TX 78745
555-555-5555

STORE: 0003 REGISTER: 001
CASHIER: KATIE
ASSOCIATE: 0000000

CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION

STORE	: 00032
REGISTER	: 001
DATE	: 12/31/2005
NUMBER	: 5194

259.99

SUBTOTAL	259.99
SALES TAX	21.45
TOTAL	281.44

At the bottom of the receipt area, there are three fields: 02/08/2012, MALLORY, ANITA L., and 2.818.41 TIMESHARES CO.

GL Allocations

Before getting started with General Ledger (GL) Allocations it's important to work out with your reviewer and supervisor where transactions will be allocated and to which specific budget account codes. Although your reviewer will have the ability to make changes if need be, the process is time sensitive and transactions that have not been allocated before the Banner upload will have to be JV'ed.

Important Reminders:

- Transactions are loaded into Banner 3 to 5 business days after cycle close. Transactions must be coded and fully reconciled by both the cardholder and the reviewer before the Banner upload. Failure to code and reconcile in a timely manner will result in the transaction hitting default indexes and the default account code for Undistributed Card Charges (620002).
- Once a cardholder has allocated their transactions they can edit that transaction until they sign off on the charge. After a charge has been signed off, the cardholder will no longer be able to update the information unless it is flagged by the reviewer and returned to the cardholder's queue. The reviewer does have the ability to code transactions as well.
- If a cardholder allocates a transaction and the reviewer does not approve it, the transaction information as dictated by the cardholder is what will post to Banner.
- GL Coding will not eliminate all JVs. Cardholders and Reviewers may only allocate to indexes within their approved departments.
- If you purchase for multiple departments and you need to allocate a charge to an index in a different department, delete the "GL 02: Index" and then update the GL04: Department with the correct four digit department number. This will allow the GL02: Index column to update with the correct indexes you need allocate your transaction.
- If you encounter an error or unable to sign off on a transaction, contact Corpcard@vcu.edu for assistance.
- If you select an index outside of your approved departments, Works will prevent you from signing off on the transaction.
- Works contains a limited number of account codes. If you cannot conduct business without a particular account code, please submit your account code request along with a business justification to Corpcard@vcu.edu.

- Allocating a transaction is a separate process from signing off. You can allocate without signing off so make sure to sign off on your transactions in order to complete the reconciliation process.

Single Transaction Allocation:

To allocate a transaction to a desired index and account:

From the Home Screen select the link for “pending” transactions:




Action Items				
Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	50	Transaction	Pending

1 item Show per page Page: of 1

Locate the "Document" column:

Transactions - Accountholder						
>> Pending Sign Off Signed Off Flagged All						
	Document	Account ID	Sign Off	Date Posted	Date Purchased	
<input type="checkbox"/>						
<input type="checkbox"/>	TXN00001340	8716	none	12/02/2015	12/02/2015	
<input type="checkbox"/>	TXN00001341	8716	none	12/02/2015	12/02/2015	
<input type="checkbox"/>	TXN00001342	8716	none	12/02/2015	12/02/2015	
<input type="checkbox"/>	TXN00001343	8716	none	12/02/2015	12/02/2015	
<input type="checkbox"/>	TXN00001344	8716	none	12/02/2015	12/02/2015	
<input type="checkbox"/>	TXN00001345	8716	none	12/02/2015	12/02/2015	

Next, select the Transaction (TXN) number for the charge you wish to allocate and click the option for Allocate/Edit:

Transactions - Accountholder						
>> Pending Sign Off Signed Off Flagged All						
	Document	Account ID	Sign Off	Date Posted	Date Purchased	
<input type="checkbox"/>						
<input type="checkbox"/>	TXN00001340	8716	none	12/02/2015	12/02/2015	
<input type="checkbox"/>	 Allocate / Edit			2015	12/02/2015	
<input type="checkbox"/>	 Sign Off			02/2015	12/02/2015	
<input type="checkbox"/>	 View Full Details			02/2015	12/02/2015	

A screen showing your cards defaults will appear. The Agency Code (236) will not be editable:

Allocation Details -TXN00001291 - CONFERENCE REGISTRATION SERVICE 10/29/2015 | Source Amount : 356.99 USD

Allocation Purchase Amount: 356.99 Allocation Total: 356.99 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Agency Code	GL02: Index	GL03: Account	GL04: Dept Number
<input type="checkbox"/> ✓ x ✓	356.99	CONFERENCE REGISTRATION SERVIC - P	236	145030	620002	1585

0 Selected | 1 item

Remove Add Duplicate Clear GL

NOTE:

If you purchase for multiple departments and you need to allocate a charge to an index in a different department, delete the “GL 02: Index” and then update the “GL04: Department” with the correct four digit department number. This will allow the GL02: Index column to update with the correct indexes you need allocate your transaction.

If the department does not appear, then you do not have access to that particular department or the associated indexes. Your reviewer can request multiple department access by contacting Corpcard@vcu.edu to request. Access will be assessed on a case by case basis.

To update the index listed under the “GL02: Index” column, click the textbox and select the option to “See More...:”

Allocation Details -TXN00001291 - CONFERENCE REGISTRATION SERVICE

Allocation Purchase Amount: 356.99 Allocation Total: 356.99

Comp Val Auth	Value Amount	Description	GL01: Agency Code	GL02: Index	GL03: Account	GL04: Dept Number
<input type="checkbox"/> ✓ x ✓	356.99	CONFERENCE REGISTRATION SERVIC - P	236	145030	620002	1585

0 Selected | 1 item

Remove Add Duplicate Clear GL

See More...

A pop-up labeled “General Ledger Picker” will appear populated with the indexes available to you based on your department and the current chart of accounts:

General Ledger Picker

	Value	Description
<input type="radio"/>	140134	Educational Technology
<input type="radio"/>	140192	CS NIMHD Comprehensive Center
<input type="radio"/>	141075	P0 Scholastic Program
<input type="radio"/>	141301	Research
<input type="radio"/>	141302	Special Events
<input type="radio"/>	141303	Faculty Affairs
<input type="radio"/>	143045	Excellence Funds Holding
<input type="radio"/>	143090	CS Oxident Stress Mechanisms
<input type="radio"/>	143094	CS NIMHD Comprehensive Center
<input type="radio"/>	143137	West Hospital Renovations

0 Selected | 205 items Show 10 per page Page: 1 of 21

OK Cancel

Note: GL indexes change frequently. Coders will only be able to choose from valid active indexes.

If your department has many indexes, you can enter information into the textboxes below either the value and/or the Description to narrow down your choices.

Select the appropriate Index for the transaction:

General Ledger Picker

	Value	Description
		spec
<input checked="" type="radio"/>	141302	Special Events
<input type="radio"/>	412332	Special Events

1 Selected | 2 items Show 10 per page Page: 1 of 1

OK Cancel

To update the account code listed under the “GL03: Account” column, click the textbox and select the option to “See More....”

10/29/2015 | Source Amount : 356.99 USD

Purchase Amount: 356.99		Allocation Total: 356.99 100%	Variance: 0.00
GL01: Agency Code	GL02: Index	GL03: Account	GL04: Dept Number
236	141302	620002 620002 Undistributed Charge Card Supplies See More...	1585

A pop-up labeled “General Ledger Picker” will appear with the available expense codes:

General Ledger Picker

	Value	Description
<input type="radio"/>	600002	Express Services
<input type="radio"/>	600007	Messenger Services
<input type="radio"/>	600008	Mailing Services
<input type="radio"/>	600010	Media Services Recruitment Advertisi
<input type="radio"/>	600011	Media Services Advertising
<input type="radio"/>	600012	Printing Services
<input type="radio"/>	600015	Transportation Services
<input type="radio"/>	600017	Outbound Freight Ser
<input type="radio"/>	600022	Inbound Freight Ser
<input type="radio"/>	600027	Clinic Services

0 Selected | 125 items

Show 10 per page

Page: 1 of 13

OK Cancel

Use the textboxes to narrow your choices and choose the most appropriate Account code:

General Ledger Picker

Value

Description

<input checked="" type="radio"/>	600002	Express Services
----------------------------------	--------	------------------

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

OK

Cancel

Once the correct index and account codes are selected Click Save and then Close to access main screen:

Allocation Details - TXN00001340 - COURIER SERVICES-AIR OR GR CO.

12/02/2015 | Source Amount : 3,261.51 USD

Allocation

Purchase Amount: 3,261.51
Allocation Total: 3,261.51 | 100%
Variance: 0.00

Value	Description	GL01: Agency Code	GL02: Index	GL03: Account	GL04: Dept Number
<input type="text" value="3,033.21"/>	COURIER SERVICES-AIR OR GR CO. - Purchase	236	105611	600002	1455

0 Selected | 1 item

Remove

Add

Duplicate

Clear GL

Reference & Tax


Transaction Detail - 4215 (COURIER SERVICES-AIR OR GROUND,FREIGHT F)

Comments

Add Comment

Save

Close



You'll see the updated transaction information in the Allocation Column.

Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Allocation
10/29/2015	10/27/2015	Marcoccia, Sania	356.99	CONFERENCE REGISTRATION SERVIC	236-141302-638022-1585

Mass Allocations:

To allocate or edit one or more transactions, select the check box for each charge you wish to allocate.
Select the button for Mass Allocate:

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	
<input checked="" type="checkbox"/>									pl
<input checked="" type="checkbox"/>	+	TXN00001342	8716	none	12/02/2015	12/02/2015	CHRISTMAN, ELIJAH J	871.74	PI
<input checked="" type="checkbox"/>	+	TXN00001352	7477	none	12/02/2015	12/02/2015	CHRISTMAN, ELIJAH J	82.64	PI
<input checked="" type="checkbox"/>	+	TXN00001362	7769	none	12/02/2015	12/02/2015	CHRISTMAN, ELIJAH J	2,426.09	PI
<input checked="" type="checkbox"/>	+	TXN00001372	9055	none	12/02/2015	12/02/2015	CHRISTMAN, ELIJAH J	156.65	PI
<input checked="" type="checkbox"/>	+	TXN00001382	9055	none	12/02/2015	12/02/2015	CHRISTMAN, ELIJAH J	1,367.43	PI

5 Selected | 5 items

Show 10 per page

Re

Mass Allocate

Add to Expense Report

Attach

Receipt

Print

Sign Off

The Mass Allocate window displays.

Enter the appropriate index under GL02: Index and an appropriate account code under GL03 Account. The GL04: Dept Number should default to your department.

Mass Allocate

Apply segment codes to each allocation line on 5 transaction(s).

GL01: Agency Code	GL02: Index	GL03: Account	GL04: Dept Number
236	105611	638002	1455

Empty Segment Field(s) :

☒ Retain original codes(s)
☐ Delete original codes(s)

OK

Cancel




The new allocation information will appear on the main screen in the allocation column.

Comp Val Auth	Allocation	Amount Allocated
✓ ✓ ✓	2361056116380021455	871.74
✓ ✓ ✓	2361056116380021455	82.64
✓ ✓ ✓	2361056116380021455	2,426.09
✓ ✓ ✓	2361056116380021455	156.65
✓ ✓ ✓	2361056116380021455	1,367.43

Note: If you purchase for multiple departments delete the “GL 02: Index” and then update the “GL04: Department” with the correct four digit department number. This will allow the GL02: Index column to update with the correct indexes you need allocate your transaction.

Multiple Index Allocations:

To allocate a single transaction to multiple indexes, select the check box for each charge you wish to allocate and choose the option for "Allocate/Edit."

Transactions - Accountholder					
>>		Pending Sign Off	Signed Off	Flagged	
		Document	Account ID	Sign Off	
<input type="checkbox"/>		<input type="text"/>			
<input type="checkbox"/>	+	TXN00001342	8716	<u>none</u>	1
<input type="checkbox"/>	+	 Allocate / Edit		<u>none</u>	1
<input type="checkbox"/>	+	 Sign Off		<u>none</u>	1
<input type="checkbox"/>	+	 View Full Details		<u>none</u>	1


You may either select the number of lines you wish to add to the transaction or you can use the “Duplicate” feature to populate however many lines you have selected with the original transaction’s GL information.

Allocation Details - TXN00001342 - PROFESSIONAL SERVICES NOT CO.

Allocation

<input type="checkbox"/>	Comp Val Auth	Value Amount	Description	GL0
<input checked="" type="checkbox"/>		810.72	PROFESSIONAL SERVICES NOT CO. - Purchase	236
<input type="checkbox"/>			PROFESSIONAL SERVICES NOT CO. - Purchase	236

0 Selected | 2 items

Remove **Add ▼** **Duplicate ▼** 

+ Reference & Tax

+ Transaction Detail - 8999 **PROFESSIONAL SERVICES NOT ELSEWHERE CLAS)**

- Comments

1 line
2 lines
3 lines
4 lines
5 lines
6 lines
7 lines

Select an option to allocate by from the Value drop-down menu:

- Amount
- Percentage

Allocation Details -TXN00001342 - PROFESSIONAL SERVICES NOT C

Allocation

	Comp Val Auth	Value	
<input type="checkbox"/>		Amount	
<input checked="" type="checkbox"/>		Amount	PROFESSIONAL SERVICE
		Percent	
<input type="checkbox"/>			PROFESSIONAL SERVICE

0 Selected | 2 items

Remove **Add ▼** **Duplicate ▼** **Clear GL**

Enter the amount or percentage of the total purchase to be allocated in the lines of the Value column and add a description.

If you encounter a math error while separating the transaction, the difference will appear in the Variance section located on the top right hand side of the pop up.

Allocation Details - TXN00001342 - PROFESSIONAL SERVICES NOT CO. 12/02/2015 | Source Amount : 871.74 USD

Allocation Purchase Amount: 871.74 | Allocation Total: 831.20 | 95% | Variance: 40.54

Comp/Val/Auth	Value	Description	GL01: Agency Code	GL02: Index	GL03: Account	GL04: Department
	50	PROFESSIONAL SERVICES NOT CO. - Purchase	236	105611	638002	1455
	45	PROFESSIONAL SERVICES NOT CO. - Purchase	236	105611	638002	1455

0 Selected | 2 items

Remove Add Duplicate Clear GL

Select the appropriate index and account codes as described in the previous sections and click “Save.” The transaction will now show the allocation as “multiple” in the allocation column.

Purchase Amount	Vendor	Allocation
	sten	
4,220.68	STENOGRAPHIC SERVICES CO.	multiple
2,266.75	STENOGRAPHIC SERVICES CO.	236-105611-600099-1455

Note: If you are splitting transactions to indexes across multiple approved departments delete the “GL 02: Index” and then update the “GL04: Department” with the correct four digit department number. This will allow the GL02: Index column to update with the correct indexes you need allocate your transaction.

To remove the allocation line, select the box next to the desired allocation row and click “Remove.” Adjust the remaining lines accordingly and click “Save.”

Allocation Details -TXN00001117 - STENOGRAPHIC SERVICES CO.

☐ Allocation

<input type="checkbox"/>	Comp Val Auth	Value	
<input type="checkbox"/>	✓ ✓ ✓	Amount	
<input type="checkbox"/>	✓ ✓ ✓	3,000.00	STENC
<input checked="" type="checkbox"/>	✓ ✓ ✓	925.24	STENC

1 Selected | 2 items

Remove Add ▾ Duplicate ▾ Clear GL

☐ Reference & Tax

ALLOCATION TIP:

When allocating a transaction, if you have made an error or think you have made an error, at any time you can select the “Close” button. This will allow you to exit the allocation pop-up window without saving any of your work and let you re-enter information from scratch.



Signing off on a Transaction

Sign into Works using your Bank of America username and password.

Login to Works

Organization:
236 - VIRGINIA COMMONWEALTH UNIVERSITY

Login Name:

Password:

Login

[Forgot your password?](#)

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

To see pending transactions:

- Locate the “Actions Items” section of the home screen
- Find the “Pending” link underneath the “Current Status” column
- Click “Pending”

Home	Expenses	Reports
------	----------	---------

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	75	Transaction	Pending
Sign Off	Approver	38	Transaction	Pending

2 items

Show 10 per page

Page: 1 of 1

Accounts Dashboard

Travel Account

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
ANITA L MALLORY	7667	5,000.00	131,130.34	(126,130.34)	2622%
ANITA L MALLORY	5520	5,000.00	73,907.84	(68,907.84)	1478%
ANITA L MALLORY	7773	5,000.00	59,471.14	(54,471.14)	1189%

3 items

Show 10 per page

Page: 1 of 1

This will bring up a screen that indicates all of the pending transactions that require sign off. It contains information such as the post date, the transaction amount and the vendor information.

Bank of America
Merrill Lynch

Works

Welcome, ANITA L MALLORY - [Log Out](#)

Home Expenses Reports

Expenses > Transactions > Accountholder

236 - VIRGINIA COMMONWEALTH UNIVERSITY

Transactions - Accountholder

>>	Pending Sign Off	Signed Off	Flagged	All	Clear Filters Columns							
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	MCC	Flagged	Sales Tax
<input type="checkbox"/>	TXN00001154	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	123.45	PECE GOODS, NOTIONS, AND CO.	Yes	1234		0.00
<input type="checkbox"/>	TXN00001157	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	1,633.41	NON-DURABLE GOODS NOT ELSE CO.	Yes	5199		114.33
<input type="checkbox"/>	TXN00001161	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	206.74	GROCERY STORES AND SUPERIA CO.	No	5411		14.47
<input type="checkbox"/>	TXN00001162	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	3,746.35	BUSINESS SERVICES NOT ELSE CO.	No	7399		262.24
<input type="checkbox"/>	TXN00001163	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	1,560.25	MONEY TRANSFER-MEMBER FNA CO.	No	6534		109.21
<input type="checkbox"/>	TXN00001164	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	3,395.43	CLEANING AND MAINTENANCE J CO.	No	7349		231.38
<input type="checkbox"/>	TXN00001166	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	753.63	DRESS, DRUG PROPRIETARIES CO.	No	5122		49.26
<input type="checkbox"/>	TXN00001168	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	4,782.74	EMPLOYMENT AGENCIES AND TE CO.	No	7361		332.55
<input type="checkbox"/>	TXN00001173	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	2,881.98	NON-DURABLE GOODS NOT ELSE CO.	No	5199		199.62
<input type="checkbox"/>	TXN00001173	7567	none	02/08/2012	02/08/2012	MALLORY, ANITA L	4,994.56	EMPLOYMENT AGENCIES AND TE CO.	No	7361		349.61

0 Selected | 75 items

Show 10 per page

Page: 1 of 6

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

[Training Guides](#) [Training Videos](#) [Privacy & Security](#) [Recommended Settings](#)

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You can see more detail by expanding the transaction using the plus button next to the document number.

none Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase A
<input type="checkbox"/>	<input type="text"/>					<input type="text"/>	
<input type="checkbox"/>	TXN00001154	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	

Transaction Allocation Reference & Tax Dispute View Full Details

Bank Transaction #: Account Nickname: ANITA L MALLORY

CRI Reference: Account ID: 7667

Vendor ID: Accountholder: MALLORY, ANITA L

Vendor Address: Texas, 78701 Receipt: Yes

Comments: Comments: Add Comment

<input type="checkbox"/>	<input type="checkbox"/>	TXN00001157	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001161	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L

Locate the transaction or transactions that are ready for signoff and hold your mouse over the bold TXN number and click the downward arrow that appears to the right. Choose "Sign off."

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged

		Document	Account ID	Sign
<input type="checkbox"/>		<input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001154	7667	none
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one
<input type="checkbox"/>	<input type="checkbox"/>			one

0 Selected |

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Mark Receipt Status
- Add to Expense Report
- Manage Receipts
- Print

Or:

- Click the box to the right of the transaction
- Choose “Sign Off” from the bottom of the screen.

Home Expenses Reports

Expenses > Transactions > Accountholder 236 - VIRGINIA COMMONWEALTH UNIVERSITY

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	MCC	Flagged	Sales Tax
<input checked="" type="checkbox"/>	TXN00001154	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	123.45	PIECE GOODS, NOTIONS, AND ...	Yes	1234		0.00
<input type="checkbox"/>	TXN00001157	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	1,633.41	NON-DURABLE GOODS NOT E...	Yes	5199		114.33
<input type="checkbox"/>	TXN00001161	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	206.74	GROCERY STORES, AND SUPE...	Yes	5411		14.47
<input type="checkbox"/>	TXN00001162	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	3,746.35	BUSINESS SERVICES NOT ELS...	Yes	7399		262.24
<input type="checkbox"/>	TXN00001163	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	1,560.25	MONEY TRANSFER-MEMBER FL...	Yes	6534		109.21
<input type="checkbox"/>	TXN00001164	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	3,305.43	CLEANING AND MAINTENANCE...	No	7349		231.38
<input type="checkbox"/>	TXN00001165	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	703.63	DRUGS, DRUG PROPRIETARIES...	No	5122		49.25
<input type="checkbox"/>	TXN00001166	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	4,750.74	EMPLOYMENT AGENCIES AND ...	No	7361		332.55
<input type="checkbox"/>	TXN00001172	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	2,851.80	NON-DURABLE GOODS NOT E...	No	5199		199.62
<input type="checkbox"/>	TXN00001173	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	4,994.56	EMPLOYMENT AGENCIES AND ...	No	7361		349.61

1 Selected | 75 Items Show 10 per page Page: 1 of 8

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

Training Guides Training Videos Privacy & Security Recommended Settings

If you're prepared to sign off on more than one document:

- Click the boxes to the right of the transaction that are ready for sign off
- Choose “Sign Off” from the bottom of the screen

Bank of America Merrill Lynch Works®

Welcome, ANITA L MALLORY - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder 236 - VIRGINIA COMMONWEALTH UNIVERSITY

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	MCC	Flagged	Sales Tax
<input checked="" type="checkbox"/>	TXN00001154	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	123.45	PIECE GOODS, NOTIONS, AND ...	Yes	1234		0.00
<input checked="" type="checkbox"/>	TXN00001157	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	1,633.41	NON-DURABLE GOODS NOT E...	Yes	5199		114.33
<input checked="" type="checkbox"/>	TXN00001161	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	206.74	GROCERY STORES, AND SUPE...	Yes	5411		14.47
<input checked="" type="checkbox"/>	TXN00001162	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	3,746.35	BUSINESS SERVICES NOT ELS...	Yes	7399		262.24
<input checked="" type="checkbox"/>	TXN00001163	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	1,560.25	MONEY TRANSFER-MEMBER FL...	Yes	6534		109.21
<input type="checkbox"/>	TXN00001164	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	3,305.43	CLEANING AND MAINTENANCE...	No	7349		231.38
<input type="checkbox"/>	TXN00001165	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	703.63	DRUGS, DRUG PROPRIETARIES...	No	5122		49.25
<input type="checkbox"/>	TXN00001166	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	4,750.74	EMPLOYMENT AGENCIES AND ...	No	7361		332.55
<input type="checkbox"/>	TXN00001172	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	2,851.80	NON-DURABLE GOODS NOT E...	No	5199		199.62
<input type="checkbox"/>	TXN00001173	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	4,994.56	EMPLOYMENT AGENCIES AND ...	No	7361		349.61

70 Selected | 75 Items Show 10 per page Page: 1 of 8

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

Training Guides Training Videos Privacy & Security Recommended Settings

Reporting

You can access reports two different ways.

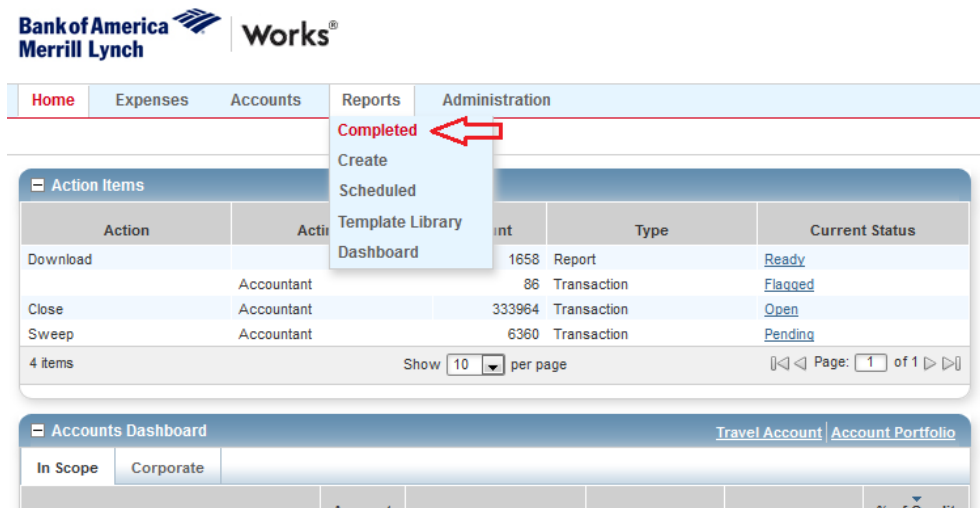
You can either access completed reports that are generated by the Bank of America system or you can create your own reports based on templates that are already in the Works program.

It's important to note that your ability to create certain types of reports will depend on your role, and, for example, a cardholder may not have access to the same information as an auditor or approver.

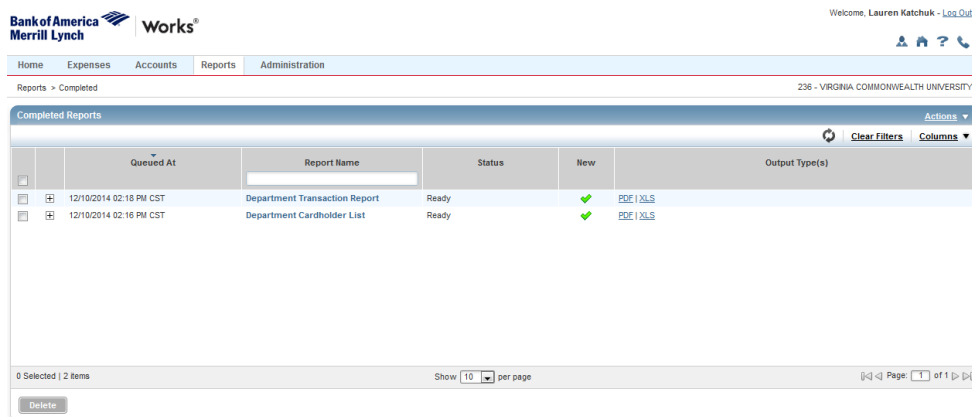
Retrieving Completed Reports

To retrieve a completed report:

- Click the "Reports" tab
- Choose "Completed"



A list of completed reports ready for download will appear.



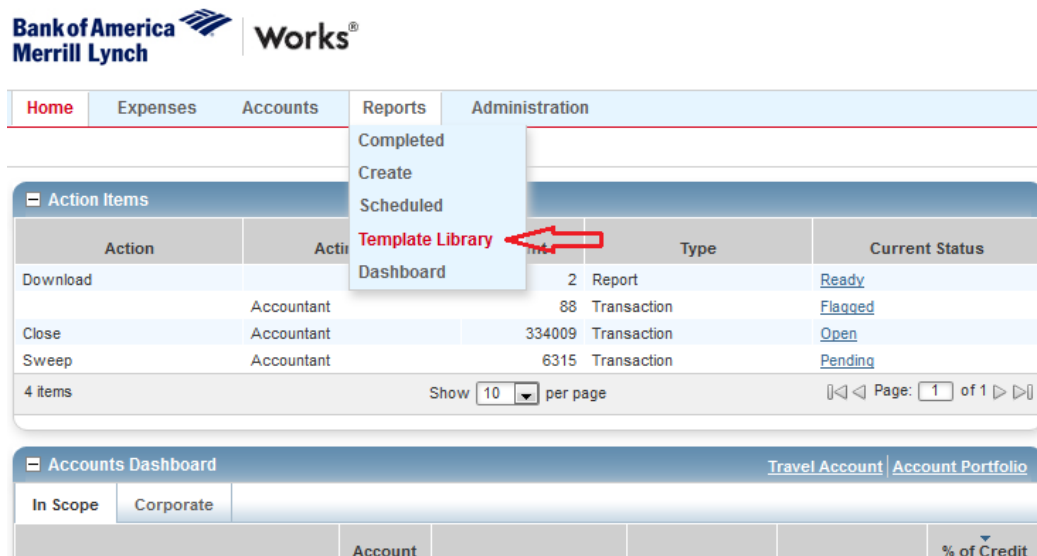
Running Reports from a Template

This is a useful tool when you try to access a completed report only to discover that it has aged out and is no longer available. What you can access will depend on your role. The most popular report is the Department Transaction Report.

This example will detail how to re-run the Department Transaction Report.

To create a report from a template:

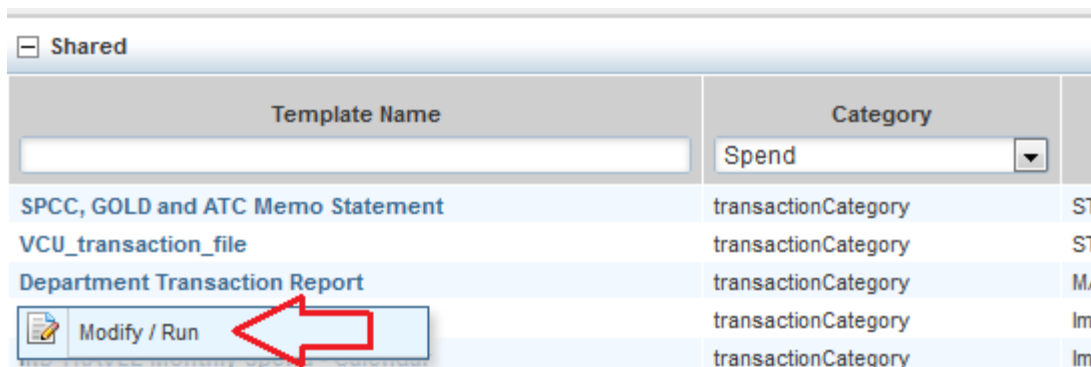
- Click the “Reports” tab
- Choose “Template Library”



The screenshot shows the Bank of America Merrill Lynch Works interface. The top navigation bar includes tabs for Home, Expenses, Accounts, Reports, and Administration. The Reports tab is selected, and a dropdown menu is open, showing options: Completed, Create, Scheduled, Template Library (highlighted with a red arrow), and Dashboard. Below the menu, there is a table with columns: Action, Accountant, Amount, Type, and Current Status. The table lists four items: Download, Close, Sweep, and a summary row. The Current Status column contains links: Ready, Flagged, Open, and Pending. At the bottom, there is a section for Accounts Dashboard with tabs for In Scope and Corporate, and a table with columns: Account and % of Credit.

Under the Template Library you will have access to a range of reports. Under the “Shared” section of the Template Library :

- Hover your mouse over Department Transaction report
- Click the downward arrow
- Select Modify/Run



The screenshot shows the Shared section of the Template Library. It features a table with columns: Template Name, Category, and a third column. The table lists four templates: SPCC, GOLD and ATC Memo Statement, VCU_transaction_file, Department Transaction Report, and a fourth template. The Department Transaction Report template is highlighted, and a red arrow points to the Modify / Run button in the third column. The Category column for all templates is transactionCategory.

To run the basic report, under “Report Options” select the “Basic” button and you will be given simple limited options to run your report. You can adjust your filter to determine the type of transactions you would like to appear on your report. You can also adjust the Post Date range by clicking on the calendar to help you isolate transactions.

Reports > Modify/Run

Create Report

Report data is current as of December 11, 2014 9:00 AM CST.

* Category:

Spend

* Template:

shared : Department Transaction Report

Report Options

Basic

Advanced

Reset to defaults

Use last run settings

Filters

Transaction Type:

☒ Cash advance
☒ Misc Credit
☒ Misc Debit
☒ Purchase
☐ Reimbursement
☐ Payment

Post Date:

☒ 10/16/2014 - 11/14/2014

Output Format

Formats:

☒ Excel

Output Files:

☒ Full Details
☐ Summary Only

☐ PDF
☐ Delimited Text

Summary Grouping:

No Summary Data

Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Submit Report

Once you are satisfied with your settings, click Submit Report.

The report will generate and live in your completed folder for seven days.

Reports > Completed

Created 1 report. Report can be downloaded from the table below.

Completed Reports					
		Queued At	Report Name	Status	New
		12/11/2014 09:10 AM CST	Department Transaction Report	Ready	<div></div> <div>XLS</div>

You also have the option to run a report in “Advanced” mode. To run an “Advanced” report, under “Report Options” select the “Advanced” button and you will be given a multitude of options to build your report out of available data types.

Report Options

Basic

Advanced

[Reset to defaults](#) | [Use last run settings](#)

Columns

Available

Allocation

GL is Authorized

GL is Complete

GL is Valid

GL: Account

GL: Account Desc

GL: Agency Code

GL: Agency Code Desc

GL: Dept Number

GL: Dept Number Desc

GL: Index

GL: Index Desc

Item Description

Item Exp Cat Comment

Item GL Combination

Item Number

Item Price

Item Tax

Item Total

Selected

Card Embossed Line 1

Card Last 4 Digits

GL: Index

GL: Account

Post Date

Amount

Total Item Tax

Vendor Name

CH Signoff Date

CH Signoff Full Name

Mgr Signoff Date

Mgr Signoff Full Name

Comments

Remove

Edit

Add Constant

Column Sort

A→Z Card Embossed Line 1

A→Z Card Last 4 Digits

A→Z Post Date

A→Z GL: Account

Remove

Reverse Sort

Filters

Add filter:

Transaction Type:

✖

Cash advance

✔

Misc Credit

✔

Misc Debit

✔

Purchase

Reimbursement

Payment

Post Date:

✖

10/16/2014 - 11/14/2014

Output Format

Formats:

✔

Excel

PDF

Delimited Text

Output Files:

✔

Full Details

Summary Only

Summary Grouping:

No Summary Data

⚠

Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

Save Template to Template Library

Template Name:

Department Transacti

Description:

Report showing all tra

Scheduling and Expiration

Job Name:

Department Transaction Repor

Run for User(s):

None selected

Schedule:

●

Run Now

Run Later

Recurring

Report Expiration after:

7

day(s)

Submit Report

You can also add filters to your report under the “Filters” section of the site. You can also adjust the “Post Date” range by clicking on the calendar to help you isolate transactions. You will also have the ability to “Schedule” reports should you need specific information and you’d like for it to run automatically in the interval of your choosing.

If you want to run advanced reports, please contact CorpCard@vcu.edu and a Program Administrator will be able to provide you with information and insight based on your needs.

Auditing Transactions in Works:

To audit your own transactions, log into your Works account and click the tab for “Expenses” Choose “Transactions.” If you have more than one role in the Works system then click the option for “Accountholder”



Home	Expenses	Reports
	Transactions Expense Reports Purchase Requests Receipts	Accountholder Approver Auditor
<div>Action</div> <div>Sign Off</div> <div>Sign Off</div>	<div>Acting As</div> <div>Accountholder</div> <div>Approver</div>	<div>Count</div> <div>72 Transac</div> <div>38 Transac</div>

Here you will have the option to research transactions that are “Pending Sign Off,” “Signed Off” and “Flagged.”

Home

Expenses

Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

☐

Document

Account ID

Sign Off

☐

☐

TXN00001162

[7667](#)

[none](#)

☐

☐

TXN00001163

[7667](#)

[none](#)

☐

☐

TXN00001164

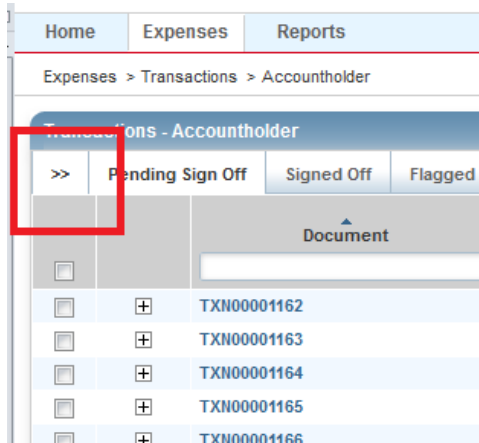
[7667](#)

[none](#)

To search by vendor type the name of the vendor into the “Vendor” box and your matching options will appear.

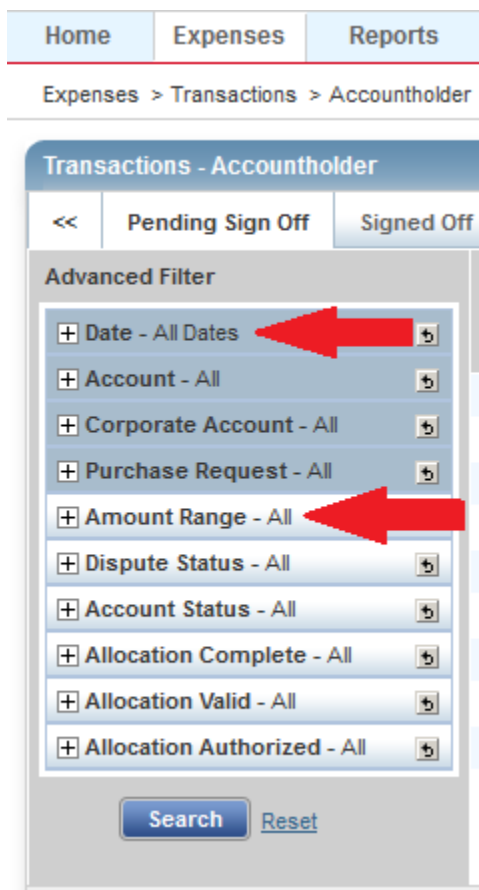
Transactions - Accountholder									
>>	Pending Sign Off	Signed Off	Flagged	All					
<input type="checkbox"/>	<input type="checkbox"/>	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001164	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	3,305.43	CLEANING AND MAINTENANCE, J CO.
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001179	7667	none	02/08/2012	02/08/2012	MALLORY, ANITA L	1,709.00	CLEANING AND MAINTENANCE, J CO.
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001216	5520	none	09/08/2014	09/08/2014	MALLORY, ANITA L	672.56	WINDOW CLEANING SERVICES CO.

To narrow your search, click the double arrows (>>) and the Advanced Filter will appear.



Click Date tab to bring up a calendar to filter by date.

Click the Amount Range tab to hone in on a specific change based on the cost.



Once you've set your parameters to achieve the desired results, click "Search" to filter and see your results. To clear the filter choose "Reset" then click "Search" to bring up the full list of transactions.

The image shows a search filter panel with the following options:

- ☐ Dispute Status - All
- ☐ Account Status - All
- ☐ Allocation Complete - All
- ☐ Allocation Valid - All
- ☐ Allocation Authorized - All

At the bottom, the **Search** and **Reset** buttons are circled in red.

If you want to see if a transaction was signed off on, click the tab for "Signed Off" and look under the "Sign Off" column.

Click the [AH APR](#) link to see when you and your reviewer signed off on a transaction. In Works 4 "AH" is the cardholder and "APR" is the reviewer.

Sign Off - TXN00001023		
Acting As	When	By
Accountholder	02/11/2011 at 12:30 CST	MALLORY, ANITA L
Approver	03/14/2011 at 08:30 CDT	Hollyfield, Diane
Accountant	none	
Sweep	none	
Close		

If you see that only the "AH" is listed this means that your reviewer has not signed off on a transaction. This information is helpful specifically during P-Card reconciliation.

Home	Expenses	Reports
Expenses > Transactions > Accountholder		
Transactions - Accountholder		
>>	Pending Sign Off	Signed Off
		All
	Document	Account ID
<input type="checkbox"/>		
<input type="checkbox"/>	TXN00001023	7773
<input type="checkbox"/>	TXN00001026	5520
<input type="checkbox"/>	TXN00001028	5520
<input type="checkbox"/>	TXN00001029	5520
<input type="checkbox"/>	TXN00001039	5520

If you are a reviewer for your department, you can follow these same steps to audit your cardholders' transactions. To see your cardholders' transactions, click Expenses > Transactions > Approver and those charges will appear.



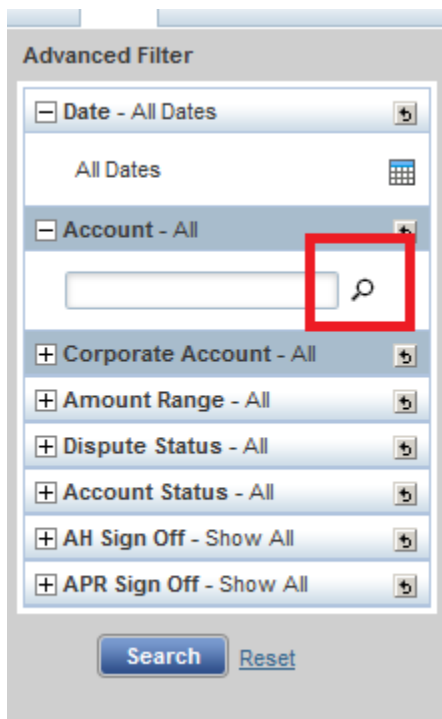
If you see that the word "none" is displayed under the "Sign Off" column, this means that the cardholder has not signed off on the card and that is not available in your queue for sign off.

	Account ID	Sign Off	Date Posted
	2183	none	02/11/2011
	1101	none	02/11/2011
	3213	none	02/11/2011
	9055	AH APR	02/11/2011
	2183	none	02/11/2011
	9380	none	02/11/2011
	9055	AH APR	02/11/2011
	2413	none	02/11/2011
	8716	AH APR	02/11/2011
	7773	AH APR	02/11/2011

If you are an auditor for your department, you can look at all transactions and cardholders under your purview by clicking Expenses > Transactions > Auditor



If you audit for a large group and you want to view a specific account, from the advanced filter select the tab for “Account” and click the magnifying glass.



A pop up box with all of the accounts in your purview will appear. Select the account you want to audit and click OK.

Select Account(s) Clear Filters

☐ Include Deactivated Accounts

	Accountholder	Account Name	Program Type Full	Account Nickname	Account ID	Spend Contr
<input type="radio"/>	CHRISTMAN, ELUAH J	ELUAH J CHRISTMAN	managed purchasing	ELUAH J CHRISTMAN	8716	1 OLR CL\$ 5000
<input type="radio"/>	CHRISTMAN, ELUAH J	ELUAH J CHRISTMAN	managed purchasing	ELUAH J CHRISTMAN	7477	1 OLR CL\$ 5000
<input type="radio"/>	CHRISTMAN, ELUAH J	ELUAH J CHRISTMAN	managed purchasing	ELUAH J CHRISTMAN	7769	1 OLR CL\$ 5000
<input type="radio"/>	CHRISTMAN, ELUAH J	ELUAH J CHRISTMAN	managed purchasing	ELUAH J CHRISTMAN	9055	1 OLR CL\$ 5000
<input type="radio"/>	Fraga, Pamela H.	PAMELA H. FRAGA	managed purchasing	PAMELA H. FRAGA	2183	1 OLR CL\$ 5000
<input type="radio"/>	MALLORY, ANITA L	ANITA L MALLORY	managed purchasing	ANITA L MALLORY	5520	1 OLR CL\$ 5000
<input type="radio"/>	MALLORY, ANITA L	ANITA L MALLORY	managed purchasing	ANITA L MALLORY	7667	1 OLR CL\$ 5000
<input type="radio"/>	MALLORY, ANITA L	ANITA L MALLORY	managed purchasing	ANITA L MALLORY	7773	1 OLR CL\$ 5000
<input checked="" type="radio"/>	NGUYEN, ANNE	ANNE NGUYEN	managed purchasing	ANNE NGUYEN	3213	1 OLR CL\$ 5000
<input type="radio"/>	NGUYEN, ANNE	ANNE NGUYEN	managed purchasing	ANNE NGUYEN	1101	1 OLR CL\$ 5000

1 Selected | 13 items Show 10 per page Page: 1 of 2

OK Cancel

Set your other filters as desired and click "Search"

Advanced Filter

☐ Date - All Dates Calendar

All Dates

☐ Account - NGUYEN, ANNE Search

NGUYEN, ANNE

☐ Corporate Account - All Search

☐ Amount Range - 1000 to 2000 Search

Lowest: 1000

Highest: 2000

☐ Dispute Status - All Search

☐ Account Status - All Search

☐ AH Sign Off - Show All Search

☐ APR Sign Off - Show All Search

Search [Reset](#)

This will bring up all transactions under your purview that match your request.

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	MCC
<input type="checkbox"/>											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TXN00001038	3213	none	02/11/2011	02/11/2011	NGUYEN, ANNE	1,774.22	POSTAGE STAMPS CO.	No	9402