

Works

COMMERCIAL CARD CLIENT EDUCATION

Creating and Maintaining Groups and Users

Participant Guide

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Click once on the Notes icon on the upper left of the page to view page instructions, navigation and comments



Presenter

Welcome to Bank of America Works – Creating and Maintaining Groups and Users webinar. Thank you for choosing Works.

COMMERCIAL CARD CLIENT EDUCATION

Creating and Maintaining Groups and Users/Works

Double click the Notes icon for it to expand open to the right of the page where you can view all Notes. You can also add your own Notes by clicking in the box. To save your added Notes (if added) click on the Post button. This will save all Notes you have added for future reference.



COMMERCIAL CARD CLIENT EDUCATION

Creating and Maintaining Groups and Users/Works

Presenter Reply ×

Welcome to Bank of America Works – Creating and Maintaining Groups and Users webinar. Thank you for choosing Works.

7/9/2021 9:31 AM Post



Creating Groups and Users in Works

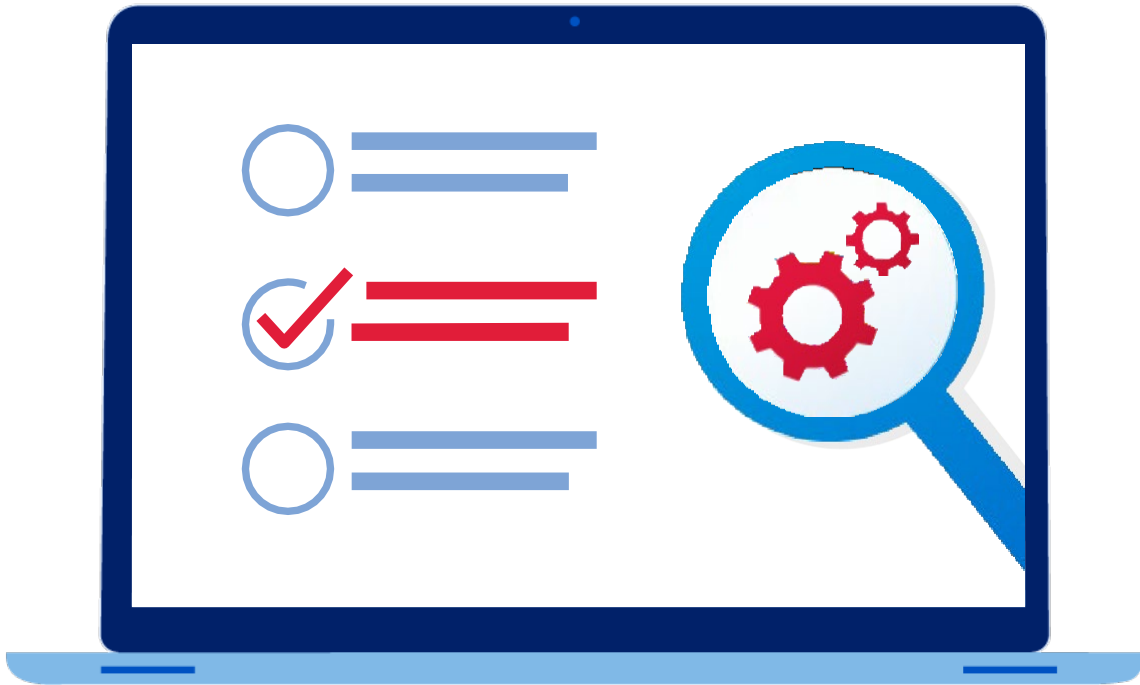
Works is a web-based application that offers a complete set of features that can help your organization automate its existing process for purchasing goods and making payments with credit card accounts.

During your implementation process your Implementation Manager may have or will assist you in developing your group and users structure. Traditionally the group and user structure in Works mirrors that in your company.

However, you may have changes and additions to make to these structures while using Works. In this session we'll discuss the steps for creating and maintaining your users and groups.



After reviewing this Participant Guide, you will be able to:

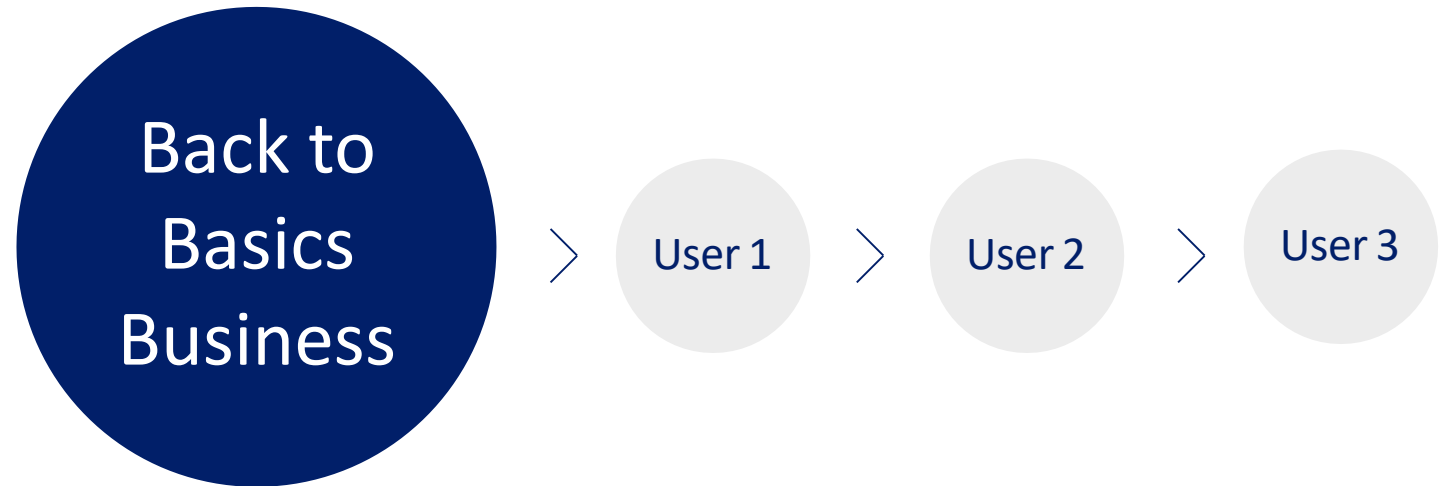


- Understand basic foundational concepts and terms
- Create and maintain groups
- Create and maintain users
- Locate Works support



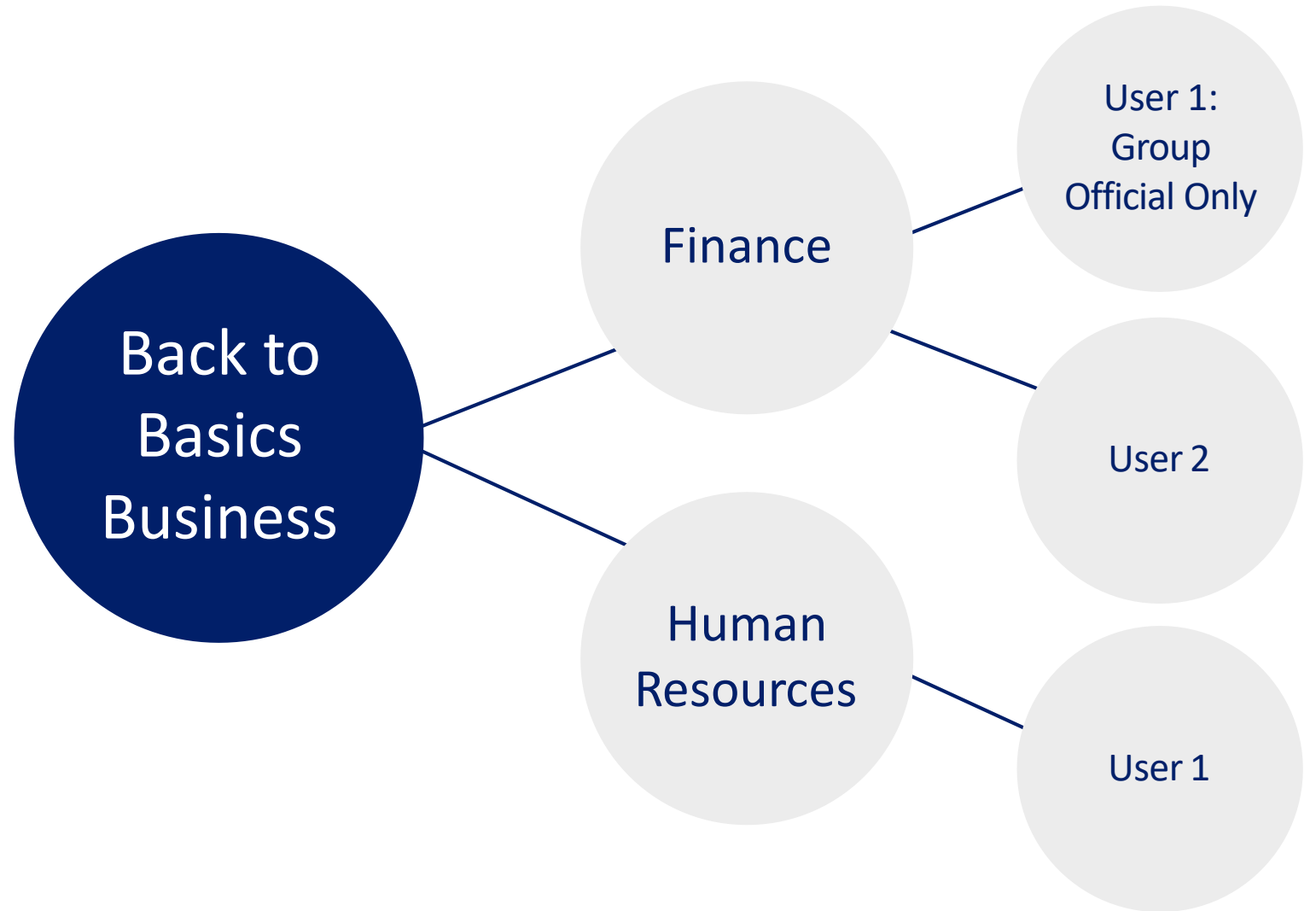
Defining Groups

A group is a collection of users within Works grouped by department or other units defined by the organization. Every user in Works must belong to a single group. The simplest organizational structure consists of a single group of all users.



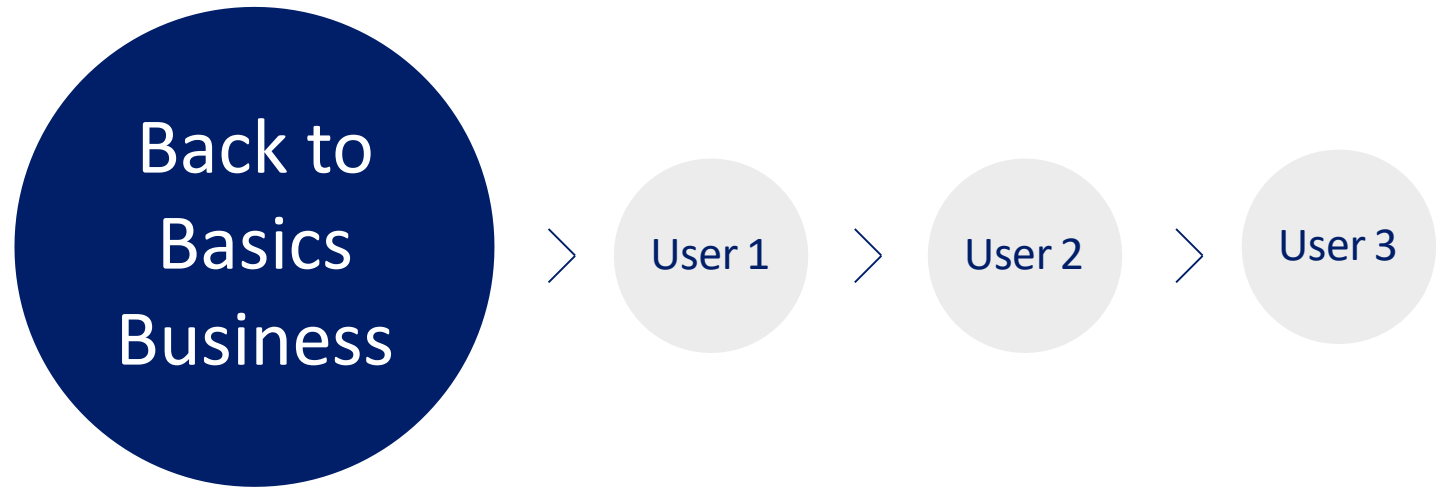
Defining Groups

Parent Groups and Subgroups



Defining Users and Roles

A user is any employee in an organization who is assigned a Login Name within Works. All users must be a member of a group and can be assigned one or more roles depending on company needs.



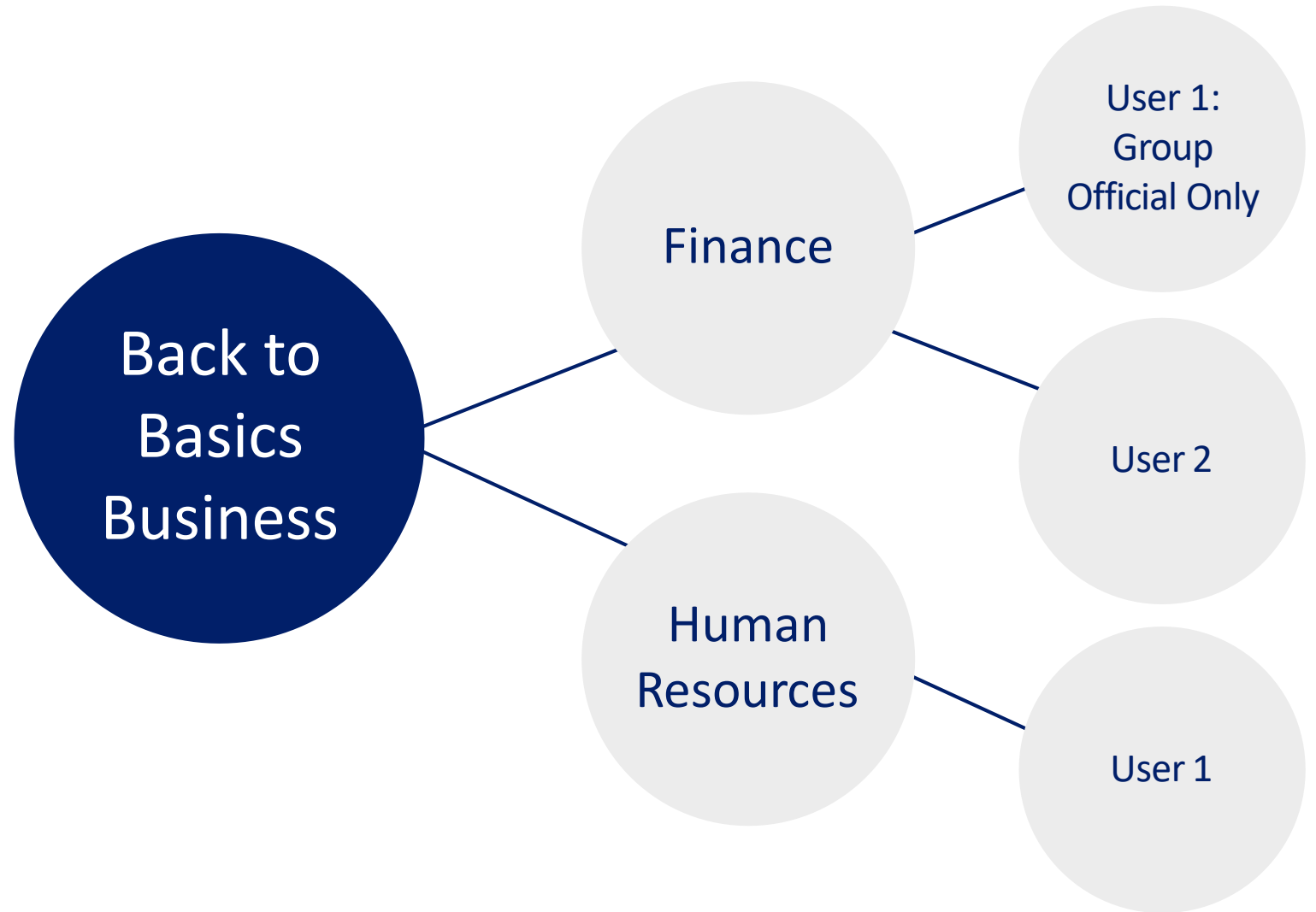
Defining User Roles

Global Role

- Perform assigned role over the entire company.
- These roles are assigned at the user level or at the group level.

Group Official Role

- The role has oversight to specific groups and subgroups.
- The role is assigned **after** the group is created.



Creating a Group

The screenshot shows the Bank of America Administration interface. The navigation path to create a group is highlighted with red boxes: Administration > Organization > Groups > Create Group.

Administration Menu:

- Home
- Expenses
- Accounts
- Reports
- Accounting
- Administration
 - Organization
 - Hierarchy
 - Users
 - Groups
 - Configuration

Action Items Table:

Action	Acting As	Count	Current Status
Download		38	
	Accountant	4	
Close	Accountant	2	
Close	Accountant	112	
Sweep	Accountant	667	
Resolve	Accountholder	4	
Sign Off	Accountholder	10	
Sign Off	Accountholder	120	
Submit For Approval	Accountholder	3	
Submit For Approval	Accountholder	1	

Groups Table:

Group	Parent Group	Member Count	Current Status
Accounting Dept	Back to Basics Business (parent group)	6	Restricted
Advertising	Accounting Dept	5	Restricted
Back to Basics Business (parent group)	Back to Basics Business (parent group)	12	
California Group	Customer Service	3	Restricted
Commercials	Advertising	4	Restricted
COVID	Customer Service	0	Restricted
Customer Service	Back to Basics Business (parent group)	10	Restricted
Finance	Back to Basics Business (parent group)	3	Restricted
Finance North	Finance	0	Restricted
FRED FLINT STON ACCOUNTING	California Group	0	Restricted

Footer: 0 Selected | 23 Items | Show 10 per page | Page 1 of 3



Creating a Group

Select Parent Group

The screenshot shows the 'Create Group' interface with a 'Select Group(s)' dialog box open. The dialog box contains a table with columns for Group, Parent Group, and Owner Name. The background interface shows fields for Group Name, Parent Group (set to Finance), and Routing Permissions.

Create Group

Group | Permissions

* Group Name:

* Parent Group: Finance

Routing Permissions: Purchase Request

All Users ()

Select Group(s)

>> [Clear Filters](#)

<input type="checkbox"/>	Group	Parent Group	Owner Name
<input type="radio"/>	Accounting Dept	Back to Basics Business (parent group)	Abrams, Harry
<input type="radio"/>	Advertising	Accounting Dept	Harris, Jeff
<input type="radio"/>	Back to Basics Business (parent group)	Back to Basics Business (parent group)	support, works
<input type="radio"/>	California Group	Customer Service	support, works
<input type="radio"/>	Commercials	Advertising	support, works
<input type="radio"/>	COVID	Customer Service	support, works
<input type="radio"/>	Customer Service	Back to Basics Business (parent group)	Sumari, Pat
<input type="radio"/>	Finance	Back to Basics Business (parent group)	Concord, Gary
<input type="radio"/>	Finance North	Finance	support, works
<input type="radio"/>	FRED FLINTSTON ACCOUNTING	California Group	support, works

0 Selected | 23 items Show 10 per page Page: 1 of 3

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Management



Creating a Group

Group Name

Create Group

Group	Permissions
<p>* Group Name: <input type="text"/></p> <p>* Parent Group: <input type="text" value="Finance"/> </p> <p>Routing Permissions: Purchase Requests may be routed to this Group by</p> <p><input type="radio"/> All Users (public) <input checked="" type="radio"/> Group members plus specified Users (restricted)</p>	
Default Group Address	Roles
<p><input checked="" type="checkbox"/> Use Parent Group Address</p> <p>* Address Line 1: <input type="text" value="123 Main St"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City: <input type="text" value="Austin"/></p> <p>* Postal Code: <input type="text" value="78701"/></p> <p>* State: <input type="text" value="Texas"/> ▼</p> <p>* Country: <input type="text" value="USA"/> ▼</p> <p>Phone: <input type="text" value="(512) 555-1212"/></p> <p>Phone 2: <input type="text"/></p>	<p><input type="checkbox"/> Auditor</p> <p><input checked="" type="checkbox"/> Allocation Coder</p> <p><input type="checkbox"/> Permit modifications via Allocation Assistant only</p> <p><input type="checkbox"/> Restrict Allocation Assistant to valid and authorized codes</p> <p><input type="checkbox"/> Purchase Requester</p>



Creating a Group

Group Address

Create Group

Group | Permissions

* Group Name:

* Parent Group:

Routing Permissions: Purchase Requests may be routed to this Group by

All Users (public) Group members plus specified Users (restricted)

Default Group Address

Use Parent Group Address

* Address Line 1:

Address Line 2:

* City:

* Postal Code:

* State: ▼

* Country: ▼

Phone:

Phone 2:

Roles

Auditor

Allocation Coder

Permit modifications via Allocation Assistant only

Restrict Allocation Assistant to valid and authorized codes

Purchase Requester



Creating a Group

Group Roles

Create Group

Group | **Permissions**

* Group Name:

* Parent Group:

Routing Permissions: Purchase Requests may be routed to this Group by

All Users (public) Group members plus specified Users (restricted)

Default Group Address

Use Parent Group Address

* Address Line 1:

Address Line 2:

* City:

* Postal Code:

* State: ▼

* Country: ▼

Phone:

Phone 2:

Roles

Auditor

Allocation Coder

Permit modifications via Allocation Assistant only

Restrict Allocation Assistant to valid and authorized codes



Purchase Requester



Creating a Group

Default Allocation Settings

Default Allocation Settings

Allocation Profile:  

Default Allocation Codes [Clear All](#)

GL01: Cost Center	GL02: Expense	GL03: Project code	GL04: Department/Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval Settings

Transaction Review

Require when Transaction exceeds

Reimbursement Review

Require when Reimbursement exceeds

Group Level Purchase Request Rules

Require when Request from this group or subgroup exceeds

Require when Request will need approval from any parent group

Require when request is routed to another group

[Save](#)



Creating a Group

Approval Settings

Default Allocation Settings

Allocation Profile: 🔍

Default Allocation Codes [Clear All](#)

GL01: Cost Center	GL02: Expense	GL03: Project code	GL04: Department/Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval Settings ←

Transaction Review

Require when Transaction exceeds

Reimbursement Review

Require when Reimbursement exceeds

Group Level Purchase Request Rules

Require when Request from this group or subgroup exceeds

Require when Request will need approval from any parent group


Require when request is routed to another group

[Save](#)



Creating a Group

Administration > Organization > [Groups](#) > Group Details ←

 Successfully saved group Accounting. ✕

Accounting Actions ▾

Group Members Permissions Purchase Request Routing

* Group Name:

* Parent Group: **Back to Basics Business (parent group)** ▾

Default Group Address Roles

<p><input checked="" type="checkbox"/> Use Parent Group Address</p> <p>* Address Line 1: <input type="text" value="123 Main St"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City: <input type="text" value="Austin"/></p> <p>* Postal Code: <input type="text" value="78701"/></p> <p>* State: <input type="text" value="Texas"/> ▾</p> <p>* Country: <input type="text" value="USA"/> ▾</p> <p>Phone: <input type="text" value="(512) 555-1212"/></p> <p>Phone 2: <input type="text"/></p>	<p><input type="checkbox"/> Auditor</p> <p><input type="checkbox"/> Allocation Coder</p> <p style="padding-left: 20px;"><input type="checkbox"/> Permit modifications via Allocation Assistant only</p> <p style="padding-left: 20px;"><input type="checkbox"/> Restrict Allocation Assistant to valid and authorized codes</p> <p><input type="checkbox"/> Purchase Requester</p>
--	--

Default Allocation Settings



Managing a Group

Manage Multiple Groups

Administration > Organization > Groups Back to Basics Business (parent group)

Groups Create ▾

>> Clear Filters | Columns ▾

<input type="checkbox"/>		Group	Parent Group	Member Count	Routing Type
<input checked="" type="checkbox"/>	+	Accounting	Back to Basics Business (parent group)	0	Restricted
<input type="checkbox"/>	+	Accounting Dept	Back to Basics Business (parent group)	5	Restricted
<input type="checkbox"/>	+	Advertising	Accounting Dept	5	Restricted
<input type="checkbox"/>	+	Back to Basics Business (parent group)	Back to Basics Business (parent group)	13	
<input type="checkbox"/>	+	California Group	Customer Service	4	Restricted
<input type="checkbox"/>	+	Commercials	Advertising	4	Restricted
<input type="checkbox"/>	+	COVID	Customer Service	1	Restricted
<input type="checkbox"/>	+	Customer Service	Back to Basics Business (parent group)	10	Restricted
<input type="checkbox"/>	+	Finance	Back to Basics Business (parent group)	4	Restricted
<input type="checkbox"/>	+	Finance North	Finance	0	Restricted

1 Selected | 25 items Show 10 per page Page: 1 of 3

Move Deactivate Assign Allocation Profile Download ▾



Managing a Group

Manage a Single Group

Administration > Organization > Groups Back to Basics Business (parent group)

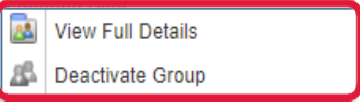
Groups Create ▾



>> Clear Filters | Columns ▾

<input type="checkbox"/>		Group	Parent Group	Member Count	Routing Type
<input checked="" type="checkbox"/>	+	Accounting	Back to Basics Business (parent group)	0	Restricted
<input type="checkbox"/>	+	A	Back to Basics Business (parent group)	5	Restricted
<input type="checkbox"/>	+	A	Accounting Dept	5	Restricted
<input type="checkbox"/>	+	B	Back to Basics Business (parent group)	13	
<input type="checkbox"/>	+	California Group	Customer Service	4	Restricted
<input type="checkbox"/>	+	Commercials	Advertising	4	Restricted
<input type="checkbox"/>	+	COVID	Customer Service	1	Restricted
<input type="checkbox"/>	+	Customer Service	Back to Basics Business (parent group)	10	Restricted
<input type="checkbox"/>	+	Finance	Back to Basics Business (parent group)	4	Restricted
<input type="checkbox"/>	+	Finance North	Finance	0	Restricted

1 Selected | 25 items Show 10 per page Page: 1 of 3

[Move](#) [Deactivate](#) [Assign Allocation Profile](#) [Download ▾](#)



-  View Full Details
-  Deactivate Group



Managing a Group

Group Details

Accounting Dept Actions

Group Members Permissions Purchase Request Routing

* Group Name: Accounting Dept
* Parent Group: Back to Basics Business (parent group)

Default Group Address

Use Parent Group Address

* Address Line 1: 123 Main St
Address Line 2:
* City: Austin
* Postal Code: 78701
* State: Texas
* Country: USA
Phone: (512) 555-1212
Phone 2:

Roles

Auditor
 Allocation Coder
 Permit modifications via Allocation Assistant only
 Restrict Allocation Assistant to valid and authorized codes
 Purchase Requester

Default Allocation Settings

Allocation Profile: ALL

Default Allocation Codes Clear All

GL01: Cost Center	GL02: Expense	GL03: Project code	GL04: Department/Unit
0100	14567	0300	5044
West Sales	Fuel/Gas	Meeting	Flagstaff Sales

Approval Settings

Transaction Review

Require when Transaction exceeds (00,000.00)

Reimbursement Review

Require when Reimbursement exceeds

Group Level Purchase Request Rules

Require when Request from this group or subgroup exceeds
 Require when Request will need approval from any parent group
 Require when request is routed to another group

Save






Managing a Group

Group Members

Administration > Organization > [Groups](#) > Group Details

Account Actions ▾

Group **Members** Permissions Purchase Request Routing

Type	Name	Description	Plastic Count
	Group 2	Restricted, 0 members	-
	User 1	-	0
	User 2	-	1

3 items Show 10 per page Page: 1 of 1



Managing a Group

Add Group Permissions

Administration > Organization > Groups > Group Details

Accounting Dept Actions

Group	Members	Permissions	Purchase Request Routing	Group Proxy Requester	Group Proxy	Scoped Program	Scoped
<input type="checkbox"/>	Name	Group Owner	Group Approver	Group Proxy Requester			
<input type="checkbox"/>	Abrams, Harry	x	x				
<input type="checkbox"/>	Borrell, John			x			
<input type="checkbox"/>	Brown, Sandi			x			
<input type="checkbox"/>	Camp, Henry						
<input type="checkbox"/>	Concord, Gary		x				
<input type="checkbox"/>	Costello, Nanci						
<input type="checkbox"/>	Ellis, Mary		x				
<input type="checkbox"/>	Gomez, Sarah						
<input type="checkbox"/>	Pearson, Tom		x	x			
<input type="checkbox"/>	support, works		x				

0 Selected | 10 items Show 10 per

Remove Add

Administration > Organization > Groups > Group Details

Accounting Dept Actions

Group	Members	Permissions	Purchase Request Routing	Group Proxy Requester	Group Proxy	Scoped Program	Scoped
<input type="checkbox"/>	Name	Group Owner	Group Approver	Group Proxy Requester			
<input type="checkbox"/>	Abrams, Harry	x	x				
<input type="checkbox"/>	Borrell, John			x			
<input type="checkbox"/>	Brown, Sandi			x			
<input type="checkbox"/>	Camp, Henry						
<input type="checkbox"/>	Concord, Gary		x				
<input type="checkbox"/>	Costello, Nanci						
<input type="checkbox"/>	Ellis, Mary		x				
<input type="checkbox"/>	Gomez, Sarah						
<input type="checkbox"/>	Pearson, Tom		x	x			
<input type="checkbox"/>	support, works		x				

0 Selected | 10 items Show 10 per

Remove Add

Select User(s)

Name	Last Name	First Name	Middle Name	Login Name	Group
<input type="radio"/>	Abrams, Harry	Abrams	Harry	xxxxxx	Accounting Dept
<input checked="" type="radio"/>	Belle, Hayley	Belle	Hayley	Hayleybelle	Commercials
<input type="radio"/>	Borrell, John	Borrell	John	1234567	Commercials
<input type="radio"/>	Brown, Sandi	Brown	Sandi	sbrown	Sales
<input type="radio"/>	Camp, Henry	Camp	Henry	hcamp1	Customer Service
<input type="radio"/>	Concord, Gary	Concord	Gary	manager1	California Group
<input type="radio"/>	Costello, Nanci	Costello	Nanci	ncostello	California Group
<input type="radio"/>	Ellis, Mary	Ellis	Mary	DEVNULL	happy group
<input type="radio"/>	Ericson, John	Ericson	John	jericsn	Holding group
<input type="radio"/>	Gomez, Sarah	Gomez	Sarah	sgomez	Customer Service

1 Selected | 29 items Show 10 per page Page: 1 of 3

OK Cancel



Managing a Group

Add Group Official Roles

The screenshot shows a web application interface for managing groups. A modal window titled "Group Official Roles User 1:" is open, allowing the selection of roles for a user. The roles listed are:

- Group Owner
- Group Approver
- Group Proxy Requester
- Group Proxy Reconciler
- Scoped Program Administrator
- Scoped Accountant
- Scoped Auditor

Below the modal, a table displays the updated permissions for the "Accounting Dept" group. The row for "Belle, Hayley" is highlighted with a red box, indicating the user has been assigned the "Group Approver" role.

Group	Members	Permissions	Purchase Request Routing	Group Owner	Group Approver	Group Proxy Requester	Group Proxy Reconciler	Scoped Program Administrator	Scoped Accountant	Scoped Auditor
<input type="checkbox"/>	Name									
<input type="checkbox"/>	Abrams, Harry			x	x		x			
<input type="checkbox"/>	Belle, Hayley				x		x		x	
<input type="checkbox"/>	Borrell, John					x	x	x		
<input type="checkbox"/>	Camp, Henry						x	x	x	x
<input type="checkbox"/>	Concord, Gary				x					
<input type="checkbox"/>	Costello, Nanci						x			
<input type="checkbox"/>	Ellis, Mary				x				x	
<input type="checkbox"/>	Gomez, Sarah						x	x	x	
<input type="checkbox"/>	Montgomery, Jane				x				x	x
<input type="checkbox"/>	Pearson, Tom				x	x				



Managing a Group

Edit Group Official Roles

The screenshot shows a web application interface for managing a group. The main window is titled "Finance" and has a navigation bar with tabs: "Group", "Members", "Permissions", and "Purchase Request Routing". The "Permissions" tab is selected and highlighted with a red box. Below the navigation bar is a table with columns: "Name", "Group Owner", "Group Approver", "Group Proxy Requester", "Group Proxy Reconciler", "Scoped Program Administrator", "Scoped Accountant", and "Scoped Auditor". The table lists five members: "Abrams, Harry", "Concord, Gary", "Ellis, Mary", and "support, works". The "Edit Group Officials" link for "Abrams, Harry" is highlighted with a red box. A modal dialog titled "Group Official Roles" is open, displaying a list of roles with checkboxes: "Group Owner" (checked), "Group Approver" (checked), "Group Proxy Requester" (unchecked), "Group Proxy Reconciler" (checked), "Scoped Program Administrator" (unchecked), "Scoped Accountant" (unchecked), and "Scoped Auditor" (unchecked). The dialog also includes "OK" and "Cancel" buttons. At the bottom of the main window, there are "Remove" and "Add" buttons, and a pagination control showing "Page: 1 of 1".

Group	Members	Permissions	Purchase Request Routing						
	Name	Group Owner	Group Approver	Group Proxy Requester	Group Proxy Reconciler	Scoped Program Administrator	Scoped Accountant	Scoped Auditor	
<input type="checkbox"/>	Abrams, Harry			x					
<input type="checkbox"/>	Edit Group Officials		x						
<input type="checkbox"/>	Concord, Gary	x	x						
<input type="checkbox"/>	Ellis, Mary								
<input type="checkbox"/>	support, works		x						

0 Selected | 5 items

Remove Add

Page: 1 of 1

OK Cancel



Managing a Group

Remove Group Permissions

Administration > Organization > Groups > Group Details

Removed group permissions for 1 user. [View Details](#)

Accounting Dept

Group	Members	Permissions	Purchase Request Routing	Group Proxy Requester	Group Proxy Reconciler	Scoped Program Administrator	Scoped Accountant
<input type="checkbox"/>	Abrams, Harry	x	x		x		
<input type="checkbox"/>	Belle, Hayley		x		x		x
<input checked="" type="checkbox"/>	Borrell, John				x	x	
<input type="checkbox"/>	Camp, Henry				x	x	x
<input type="checkbox"/>	Concord, Gary			x			
<input type="checkbox"/>	Costello, Nanci				x		x
<input type="checkbox"/>	Ellis, Mary			x			x
<input type="checkbox"/>	Gomez, Sarah				x	x	x
<input type="checkbox"/>	Pearson, Tom			x	x		
<input type="checkbox"/>	support, works				x		

0 Selected | 10 items Show 10 per page

[Remove](#) [Add](#)

Remove Group Permissions

Remove group permissions for 1 user(s).

[OK](#) [Cancel](#)

Administration > Organization > Groups > Group Details

Removed group permissions for 1 user. [View Details](#)

Accounting Dept

Group	Members	Permissions	Purchase Request Routing	Group Proxy Requester	Group Proxy Reconciler	Scoped Program Administrator	Scoped Accountant
<input type="checkbox"/>	Abrams, Harry	x	x		x		
<input type="checkbox"/>	Belle, Hayley		x		x		x
<input type="checkbox"/>	Borrell, John			x	x	x	
<input type="checkbox"/>	Camp, Henry				x	x	x
<input type="checkbox"/>	Concord, Gary		x				
<input type="checkbox"/>	Costello, Nanci				x		x
<input type="checkbox"/>	Ellis, Mary		x				x
<input type="checkbox"/>	Gomez, Sarah				x	x	x
<input type="checkbox"/>	Pearson, Tom		x	x			
<input type="checkbox"/>	support, works			x			

0 Selected | 10 items Show 10 per page

[Remove](#) [Add](#)

Page: 1 of 1

- Create Group
- Create User
- Create Account Request
- Create User & Account Request



Managing a User

Purchase Request Routing

Administration > Organization > Groups > Group Details

Accounting Dept Actions ▾

Group Members Permissions **Purchase Request Routing**

Purchase Requests may be routed for approval to this group by:

All Users (public) Group members plus the Users below (restricted)

	Name	Group
<input type="checkbox"/>		
<input type="checkbox"/>	Brown_Sandi	Sales
<input type="checkbox"/>	Camp_Henry	Customer Service
<input type="checkbox"/>	Concord_Gary	California Group
<input type="checkbox"/>	Ellis_Mary	happy_group

0 Selected | 4 items Show 10 per page Page: 1 of 1

Remove **Add**



Creating a User

The image shows a screenshot of a web application interface. At the top, there is a navigation menu with tabs: Home, Expenses, Accounts, Reports, Accounting, and Administration. The 'Administration' tab is selected, and a dropdown menu is open, showing 'Organization', 'Hierarchy', 'Users', and 'Groups'. The 'Users' option is highlighted with a red box. Below the navigation, there is a table with columns: Action, Acting As, Count, and Current Status. The table contains several rows of actions, such as 'Download', 'Close', 'Sweep', 'Resolve', 'Sign Off', and 'Submit For Approval', with corresponding counts and statuses. A '10 items' summary is shown at the bottom of the table.

Below the navigation menu, there is a 'Users' section. The breadcrumb path is 'Administration > Organization > Users'. The 'Users' section has a 'Create' dropdown menu with three options: 'Create User', 'Create Account Request', and 'Create User & Account Request'. The 'Create User' option is highlighted with a red box. Below the dropdown is a table of users with columns: Name, Login Name, Email Address, and Number of Accounts. The table contains several rows of user information, including names like 'Abrams, Harry', 'Belle, Hayley', 'Borrell, John', 'Brown, Sandi', 'Camp, Henry', 'Concord, Gary', 'Costello, Nanci', 'Ellis, Mary', 'Ericson, John', and 'Gomez, Sarah'. At the bottom of the 'Users' section, there is a '0 Selected | 29 items' status, a 'Show 10 per page' dropdown, and a 'Page: 1 of 3' indicator. There are also several buttons: 'Send Welcome Email', 'Move', 'Deactivate', 'Assign Allocation Profile', 'Set Email Preferences', and 'Download'.



Creating a User

All users must be added to a group

Administration > Organization > Users > Create User

Create User

User

* Group:

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[Other Programs and Services](#) [Bank of America](#) [Visa](#) [Master](#)

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Select Group(s)

	Group	Parent Group	Owner Name
<input checked="" type="radio"/>	Advertising	Marketing	Sumari, Pat
<input type="radio"/>	Back to Basics Business	Back to Basics Business	Sumari, Pat
<input type="radio"/>	Customer Service	Sales	Sumari, Pat
<input type="radio"/>	Development	Production	Sumari, Pat
<input type="radio"/>	East	Outside Sales	Villareal, Curt
<input type="radio"/>	Finance	Back to Basics Business	Sumari, Pat
<input type="radio"/>	Funding	Product Management	Johnson, Sharon
<input type="radio"/>	Inside Sales	Sales	Sumari, Pat
<input type="radio"/>	IT	Production	Willow, John
<input type="radio"/>	Maintenance	Back to Basics Business	Burns, George

0 Selected | 22 items Show 10 per page Page: 1 of 3



Creating a User

All fields with the asterisk (*) **are required fields** and must be completed in order to create a new User.

Create User

User

*** Group:** Finance

User Info

* First Name:

Middle Name:

* Last Name:

* Email Address:

* Login Name:

A/P Payee ID:

User Profile ID: (1-15)

Authority Level:

Signature Limit: Default- None
 Custom

Program Administrator

Accountant

Auditor

Allocation Coder

Restrict Allocation Assistant to valid and authorized codes

Permit modifications via Allocation Assistant only

Purchase Requester

Purchaser

View Requests

Assigned to any Purchaser

Not assigned to any Purchaser

Cross-Company Reporter

Global Role assigned at the user level:



- Role is linked to the user.
- If user moves out of the group, the role will follow the user.



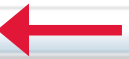
Creating a User

Allocation Settings and Email Notifications


Allocation Settings


Allocation Profile:  


Default Group - (Finance)


Default Allocation Codes  [Clear All](#)

GL01: Cost Center	GL02: Expense	GL03: Project code	GL04: Department/Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Notifications 

Pending tasks: 

Reports ready for download: 

Configuration changes: 

Restrict User from modifying email preferences

Suppress email

[Save](#)



Managing a User

A Welcome Email is automatically sent when a user is created

Users Create ▾

>> Clear Filters Columns ▾

<input type="checkbox"/>		Name	Login Name	Email Address	Number of Accounts	Last Login
<input checked="" type="checkbox"/>	+	Abrams, Harry	xxxxxx	devnull@works.com	0	
<input type="checkbox"/>	+	Belle, Hayley	Hayleybelle	hayley@works.com	1	
<input type="checkbox"/>	+	Borrell, John	1234567	devnull@works.com	0	
<input type="checkbox"/>	+	Brown, Sandi	sbrown	devnull@works.com	1	
<input type="checkbox"/>	+	Camp, Henry	hcamp1	devnull@works.com	0	
<input type="checkbox"/>	+	Concord, Gary	manager1	workstraining@works.com	0	03/09/21 10:29
<input type="checkbox"/>	+	Costello, Nanci	ncostello	devnull@works.com	2	06/15/18 14:30
<input type="checkbox"/>	+	Ellis, Mary	DEVNULL	DEVNULL@works.com	0	
<input type="checkbox"/>	+	Ericson, John	jericson	devnull@works.com	0	
<input type="checkbox"/>	+	Gomez, Sarah	sgomez	devnull@works.com	0	

0 Selected | 29 items Show 10 per page Page: 1 of 3

[Send Welcome Email](#) [Move](#) [Deactivate](#) [Assign Allocation Profile](#) [Set Email Preferences](#) [Download ▾](#)



Managing a User

Send Welcome Email

The screenshot displays a user management interface with a table of users. A dialog box titled "Confirm Send Welcome Email" is overlaid on the table, indicating that a welcome email will be sent to 1 user(s). The dialog box has "OK" and "Cancel" buttons.

		Name	Email Address	Number of Accounts	Group	Login Name	Last Login
<input checked="" type="checkbox"/>	+	Abrams, Harry	devnull@works.com	0	Accounting Dept	xxxxxx	
<input type="checkbox"/>	+	Belle, Hayley	hayley@works.com	1	Commercials	Hayleybelle	
<input type="checkbox"/>	+	Borrell, John	devnull@works.com			1234567	
<input type="checkbox"/>	+	Brown, Sandi	devnull@works.com			sbrown	
<input type="checkbox"/>	+	Camp, Henry	devnull@works.com		service	hcamp1	
<input type="checkbox"/>	+	Concord, Gary	workstraining@works.com		group	manager1	03/09/21 10:29
<input type="checkbox"/>	+	Costello, Nanci	devnull@works.com		group	ncostello	06/15/18 14:30
<input type="checkbox"/>	+	Ellis, Mary	DEVNULL@works.com			DEVNULL	
<input type="checkbox"/>	+	Ericson, John	devnull@works.com		up	jericson	
<input type="checkbox"/>	+	Gomez, Sarah	devnull@works.com	0	Customer Service	sgomez	

0 Selected | 29 items Show 10 per page Page: 1 of 3

Buttons: Send Welcome Email, Move, Deactivate, Assign Allocation Profile, Set Email Preferences, Download



Managing a User

Manage Multiple Users

Users Create ▾

>> Clear Filters Columns ▾

		Name	Login Name	Email Address	Program Admin	Auditor	Accountant	Number of Accounts	Last Login	Group
<input type="checkbox"/>										
<input checked="" type="checkbox"/>	+	Abrams, Harry	xxxxxx	devnull@works.com				0		Accounting Dept
<input type="checkbox"/>	+	Belle, Hayley	Hayleybelle	hayley@works.com	.	x	x	1		Commercials
<input type="checkbox"/>	+	Borrell, John	1234567	devnull@works.com		x		0		Commercials
<input type="checkbox"/>	+	Brown, Sandi	sbrown	devnull@works.com				1		Sales
<input type="checkbox"/>	+	Camp, Henry	hcamp1	devnull@works.com				0		Customer Service
<input type="checkbox"/>	+	Concord, Gary	manager1	workstraining@works.com				0	03/09/21 10:29	California Group
<input type="checkbox"/>	+	Costello, Nanci	ncostello	devnull@works.com				2	06/15/18 14:30	California Group
<input type="checkbox"/>	+	Ellis, Mary	DEVNULL	DEVNULL@works.com				0		happy_group
<input type="checkbox"/>	+	Ericson, John	jericson	devnull@works.com		x		0		Holding_group
<input type="checkbox"/>	+	Fool Day, april	aprilfool	works@devnull.com				0		April Fools day

0 Selected | 29 items Show 10 per page Page: 1 of 3

[Send Welcome Email](#) [Move](#) [Deactivate](#) [Assign Allocation Profile](#) [Set Email Preferences](#) [Download ▾](#)



Managing a User

Manage a Single User

The screenshot displays a 'Users' management interface. At the top, there is a 'Create' button and a search field. Below the search field are 'Clear Filters' and 'Columns' options. The main area is a table with columns: Name, Email Address, Number of Accounts, Group, Login Name, and Last Login. A context menu is open for the user 'Abrams, Harry', listing actions: View Full Details, Reset Password, Send Welcome Email, Send Login Name Reminder, Create Account Request, and Deactivate User. The bottom of the interface shows '0 Selected | 29 items', a 'Show 10 per page' dropdown, and pagination 'Page: 1 of 3'. Action buttons at the bottom include 'Send Welcome Email', 'Move', 'Deactivate', 'Assign Allocation Profile', 'Set Email Preferences', and 'Download'.

		Name	Email Address	Number of Accounts	Group	Login Name	Last Login
<input checked="" type="checkbox"/>	+	Abrams, Harry	devnull@works.com	0	Accounting Dept	xxxxxx	
<input type="checkbox"/>	+		hayley@works.com	1	Commercials	Hayleybelle	
<input type="checkbox"/>	+		devnull@works.com	0	Commercials	1234567	
<input type="checkbox"/>	+		devnull@works.com	1	Sales	sbrown	
<input type="checkbox"/>	+		devnull@works.com	0	Customer Service	hcamp1	
<input type="checkbox"/>	+		workstraining@works.com	0	California Group	manager1	03/09/21 10:29
<input type="checkbox"/>	+		devnull@works.com	2	California Group	ncostello	06/15/18 14:30
<input type="checkbox"/>	+		DEVNULL@works.com	0	happy_group	DEVNULL	
<input type="checkbox"/>	+	Ericson, John	devnull@works.com	0	Holding_group	jericson	
<input type="checkbox"/>	+	Gomez, Sarah	devnull@works.com	0	Customer Service	sgomez	



Managing a User

User Details

Administration > Organization > Users > User Details

Abrams, Harry Actions

User Group Permissions Accounts Account Authorities

* Group: Accounting Dept Locked Out: No

User Info

* First Name: Harry
Middle Name:
* Last Name: Abrams
* Email Address: devnull@works.com
* Login Name: xxxxxx
A/P Payee ID:
User Profile ID: 123456789 (1-15)
Authority Level: None
Signature Limit: Default- None
 Custom

Program Administrator
 Accountant
 Auditor
 Allocation Coder
 Restrict Allocation Assistant to valid and authorized codes
 Permit modifications via Allocation Assistant only
 Purchase Requester
 Purchaser
View Requests
 Assigned to any Purchaser
 Not assigned to any Purchaser
 Cross-Company Reporter

Allocation Settings

Allocation Profile: Training

Default Allocation Codes Clear All

GL01: Cost Center	GL02: Expense	GL03: Project code	GL04: Department/Unit
1000			0411
Marketing			Marketing Review

Email Notifications

Pending tasks: Daily
Reports ready for download: Daily
Configuration changes: Daily

Restrict User from modifying email preferences
 Suppress email

Save



Managing a User

Group Permissions

Administration > Organization > Users > User Details

Abrams, Harry Actions ▾

User **Group Permissions** Accounts Account Authorities

Group Owner

Approver

Approver By Delegation

Scoped Program Administrator

Proxy Requester

Proxy Reconciler

Scoped Accountant

Scoped Auditor

Router

Approver Groups Clear Filters

<input type="checkbox"/>	Group
<input checked="" type="checkbox"/>	Accounting Dept
<input type="checkbox"/>	California Group
<input type="checkbox"/>	Commercials
<input type="checkbox"/>	FRED FLINTSTON ACCOUNTING
<input type="checkbox"/>	NEW GROUP NAME

1 Selected | 5 items

Show 10 per page

Page: 1 of 1

Remove Add



Managing a User

Accounts

Administration > Organization > [Users](#) > User Details

Abrams, Harry Actions ▾

User Group Permissions **Accounts** Account Authorities

Primary Secondary

Primary Clear Filters

Is Default	Account Name	Account ID	Accountholder	Spend Control Profile	Current Balance	Available Spend	Available Credit
No data available in table							

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

Set as Default



Managing a User

Administration > Organization > [Users](#) > User Details

Abrams, Harry Actions ▾

User Group Permissions Accounts Account Authorities






Primary Secondary

Primary

Is Default	Account Name	Account ID	Accountholder	Spend Control Profile	Current Balance	Available Spend
No data available in table						

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

Set as Default

-  Reset Password
-  Send Welcome Email
-  Send Login Name Reminder
-  Create Account Request
-  Deactivate User



Works Support

BANK OF AMERICA

Works

Home Expenses Accounts Reports Accounting Administration

Back to Basics Business (parent group)

Action Items [Upload Receipts](#)

Action	Acting As	Count	Type	Current Status
Download		40	Report	Ready
	Accountant	4	Transaction	Flagged
Close	Accountant	2	Reimbursement	Open
Close	Accountant	112	Transaction	Open
Sweep	Accountant	667	Transaction	Pending
Resolve	Accountholder	4	Transaction	Flagged
Sign Off	Accountholder	10	Expense Report	Pending
Sign Off	Accountholder	120	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft
Submit For Approval	Accountholder	1	Purchase Request	Draft

10 items Show 10 per page Page: 1 of 1

Accounts Dashboard [Account Portfolio](#)

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
HAYLEY BELLE	6286	15,000.00	4,892.47	13,563.58	10,107.53
KAREN GREGORY	3958	15,000.00	37,968.04	15,000.00	(22,968.04)
NANCI COSTELLO	0705	100,000.00	72,426.43	34,645.23	27,573.57
PAT SUMARI	4554	17,000.00	78,408.83	(10,940.50)	(61,408.83)
RACHEL REED	2443	100,000.00	196,009.55	69,684.20	(96,009.55)

5 items Show 10 per page Page: 1 of 1

Alerts

No alerts at this time.

My Announcements

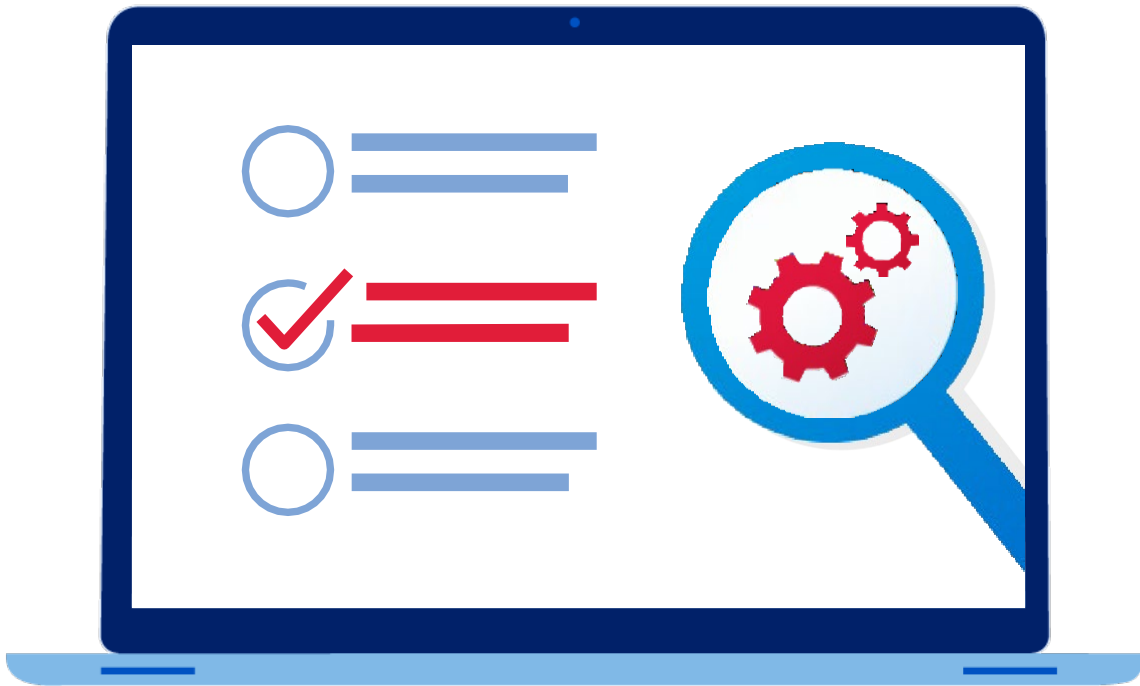
Please submit all expenses by end of month. Please adhere to this request.

Posted by your Program Administrator, Pat Sumari, on November 17, 2020.

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To summarize this Participant Guide, you should now be able to:



- Understand basic foundational concepts and terms
- Create and maintain groups
- Create and maintain users
- Locate Works support



Help Resources

Bank of America Works:

www.bankofamerica.com/worksonline

Card Assistant:

bofaml.com/cardassistant

Contacts:

Client Education

Email: cardclientreadiness@bofa.com

Card Digital Services

Call 1.888.715.1000 Option 2, 4

Email: CardDigitalServices@bofa.com

Company Level Support

Call 800.822.5985, Option 1

Email: ccs_team_servicing@bankofamerica.com



