

Navigating the New Works User Interface

Works[®]

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Welcome to Navigating the New Works User Interface

- Feel free to ask questions during our session.
- Please mute your phone when not asking a question.
 - Press *6 to mute or unmute.
- Please do not place your phone on hold.

Welcome to Navigating the New Works User Interface

Client testimonials

“I love it. I love that I can see 500 items on one page! Glorious. Under accounts I love that I can sort by any category. I have nothing but positive things to say. I really look forward to using it!”

“The PA was thrilled to see that so many of her suggestions from the initial pilot were implemented in the recent rollout of admin functionality. She was glad to see that her feedback was taken seriously and it made her feel good to know that it was helpful.”

“Overall, [we were] very pleased and could see immediate opportunities to begin using the new interface and data coordination in support of their daily activities.”



The new Works UI will offer simplified navigation, making it easier for you to do business.

Welcome to Navigating the New Works User Interface

As we make it easier for our Works users to do business, you will benefit from our new design, which focuses on:

- Enhanced usability for every user type
- Streamlined workflows & presentation of data
- Additional search and filter searches
- More efficient navigation

Welcome to Navigating the New Works User Interface

- No conversion is required.
- Current user interface (UI) will remain available for a period of time.
- Current sign-on and passwords will work in new UI.
- Current UI and New UI will work parallel.



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Session Objectives

After attending this session, you will be able to:

- Navigate Works.
- Locate application support and training.



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[Log Out](#)

Home
Expenses
Accounts
Reports
Accounting
Administration

☰ Action Items

Action	Acting As	Count	Type	Current Status
	Accountant	2	Purchase Request	Open
Sweep	Accountant	262	Transaction	Pending
Close	Accountholder	1	Purchase Request	Approved - Open
Sign Off	Accountholder	2	Expense Report	Review
Submit For Approval	Accountholder	14	Purchase Request	Draft
Approve/Reject	Program Administrator	2	Account Request	Awaiting Approval

6 items
Show per page
Page: of 1

Works Announcements

Welcome to the new Works!

Check back here every time you log in to Works for important updates about the early access program, notices and other information about Works.

As always, we appreciate your business and hope that the early access program gives you insight into how managing your card program in the new Works will be enhanced and simplified.

Accounts Dashboard
Account Portfolio

In Scope
Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
User 1	1111	15,000.00	405,117.47	(390,117.47)	2700%
User 2	2222	10,000.00	10,438.38	(438.38)	104%
User 3	3333	13,500.00	5,998.18	7,501.82	44%
User 4	4444	50,000.00	546.74	49,453.26	1%
User 5	5555	120,000.00	435.84	119,564.16	0%

18 items
Show per page
Page: of 2

[Log Out](#)

Home
Expenses
Accounts
Reports
Accounting
Administration

Transactions
Expense Reports
Purchase Requests
Batches

Action	Acting As	Count	Type	Current Status
	Accountant	2	Purchase Request	Open
Sweep	Accountant	262	Transaction	Pending
Close	Accountholder	1	Purchase Request	Approved - Open
Sign Off	Accountholder	2	Expense Report	Review
Submit For Approval	Accountholder	14	Purchase Request	Draft
Approve/Reject	Program Administrator	2	Account Request	Awaiting Approval

6 items Show 10 per page Page: 1 of 1

Works Announcements

Welcome to the new Works!

Check back here every time you log in to Works for important updates about the early access program, notices and other information about Works.

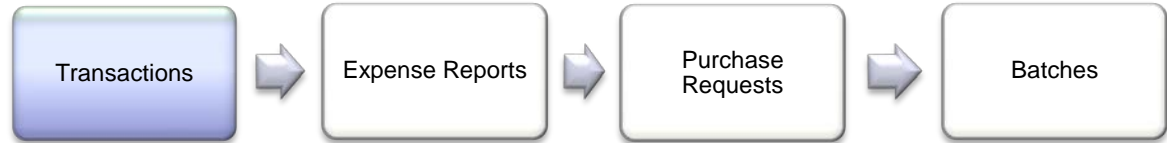
As always, we appreciate your business and hope that the early access program gives you insight into how managing your card program in the new Works will be enhanced and simplified.

In Scope
Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
User 1	1111	15,000.00	405,117.47	(390,117.47)	2700%
User 2	2222	10,000.00	10,438.38	(438.38)	104%
User 3	3333	13,500.00	5,998.18	7,501.82	44%
User 4	4444	50,000.00	546.74	49,453.26	1%
User 5	5555	120,000.00	435.84	119,564.16	0%

18 items Show 10 per page Page: 1 of 2

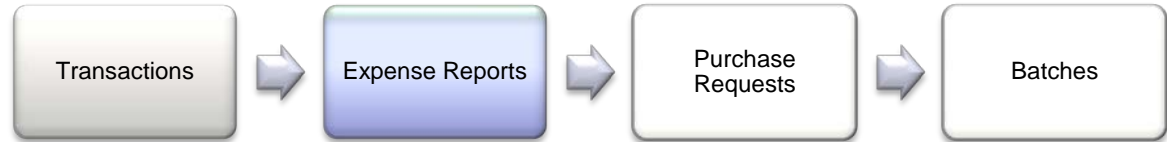
Expenses Tab



Expenses > Transactions > Accountant												
Transactions - Accountant												
<input type="checkbox"/> >> Pending Sign Off <input type="checkbox"/> Open <input type="checkbox"/> Ready to Batch <input type="checkbox"/> Flagged <input type="checkbox"/> All											Clear Filters	Columns ▼
<input type="checkbox"/>	Account ID	Document	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	
<input type="checkbox"/>	1111	TXN00001214	none	07/19/2011	07/19/2011	User 1	435.84		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	SCLX-SR01-84214-5540101	43	
<input type="checkbox"/>	2222	TXN00001215	none	07/19/2011	07/19/2011	User 2	222.45		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	1531-7206064-550809-5540101	22	
<input type="checkbox"/>	3333	TXN00001217	none	07/25/2011	07/25/2011	User 3	275.00		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	SCLA-AN01-100213-	27	
<input type="checkbox"/>	4444	TXN00001218	none	08/16/2011	08/16/2011	User 4	20.00		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	SCLX-SR01-84214-1030299	2	

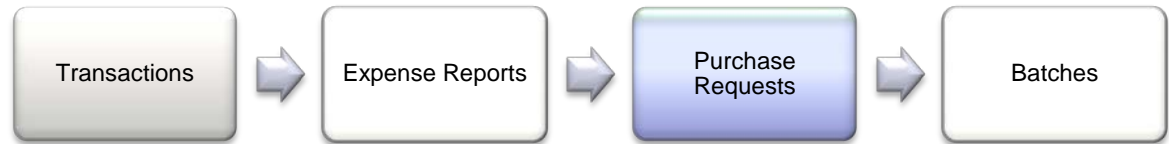
0 Selected | 262 items Show 10 per page Page: 1 of 27

Expenses Tab



Home	Expenses	Accounts	Reports	Accounting	Administration				
Expenses > Expense Reports > Accountant									
Expense Reports - Accountant Create ▾									
>> Pending Sign Off Signed Off All Clear Filters									
Expense Report Name	Created Date	Owner	Created By	Document Count	Total	Receipt Image	Doc ID		
Chicago Trip	12/05/2012	User 1	User 1	4	4,999.26	No	100097061469		
Employee Function	12/05/2012	User 2	User 2	2	1,937.20	No	100097061471		
FEB 2012 Receipts (Feb 11-Mar 9)	03/13/2012	User 3	User 3	0	0.00	No	100083112340		
January 2011	01/23/2012	User 4	User 4	0	0.00	No	100080827076		
July 2012 Receipts	10/03/2012	User 1	User 1	50	47,775.86	No	100093509627		
May 2012 Receipts	06/26/2012	User 1	User 1	3	2,335.59	No	100088227861		
6 items						Show 10 per page		Page: 1 of 1	

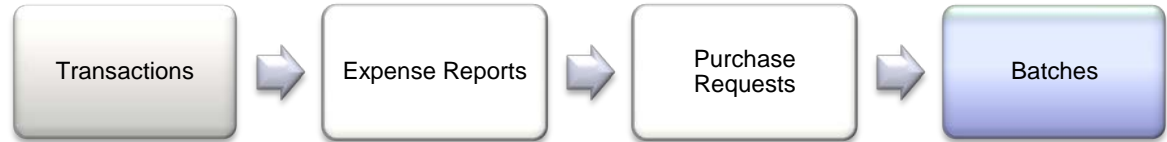
Expenses Tab



Home Expenses Accounts Reports Accounting Administration											
Expenses > Purchase Requests > Accountant											
Purchase Requests - Accountant											
<input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> All										Clear Filters Columns ▼	
	Document	Internal Doc ID	Account ID	Account Name	Amount Allocated	CRI Reference	Comp Val Auth	PO Number	Payment Method	Purchaser	Push Payment
<input type="checkbox"/>											
<input type="checkbox"/>	REQ000010	1000733203	User 1	User 1	500.00		✓ ✓ ✗	Class Date	Managed/Semimanaged Card	Declining Balance, Canada	No
<input type="checkbox"/>	REQ000010	1000735697	User 2	User 2	100.00		✗ ✓ ✗		Managed/Semimanaged Card	User, Test	No

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

Expenses Tab



Home Expenses Accounts Reports Accounting Administration

Expenses > Batches

Batches

Unlocked Locked

<input type="checkbox"/>		Batch Name	Created Date	Document Count
<input type="checkbox"/>	+	Testing Batch 1	12/06/2012	4
<input type="checkbox"/>	+	Testing Batch 2	12/03/2012	3
<input type="checkbox"/>	+	Testing Batch 4	12/03/2012	3
<input type="checkbox"/>	+	Testing Batch 5	12/06/2012	4
<input type="checkbox"/>	+	Testing Batch 6	12/06/2012	4
<input type="checkbox"/>	+	Testing Batch 7	12/06/2012	4

0 Selected | 6 items Show 10 per page Page: 1 of 1

Lock Delete Merge Export

Home Expenses Accounts Reports Accounting Administration

Expenses > Batches

- Account Portfolio
- Account Requests
- Spend Control Profiles

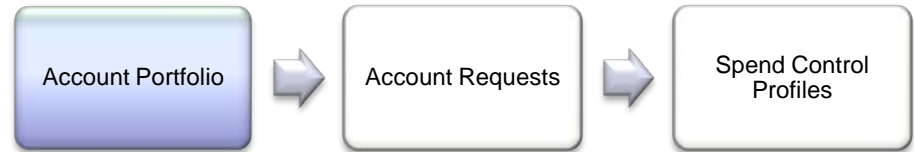
Batches

Unlocked Locked

<input type="checkbox"/>		Batch Name	Created Date	Document Count
<input type="checkbox"/>	+	Testing Batch 1	12/06/2012	4
<input type="checkbox"/>	+	Testing Batch 2	12/03/2012	3
<input type="checkbox"/>	+	Testing Batch 4	12/03/2012	3
<input type="checkbox"/>	+	Testing Batch 5	12/06/2012	4
<input type="checkbox"/>	+	Testing Batch 6	12/06/2012	4
<input type="checkbox"/>	+	Testing Batch 7	12/06/2012	4

0 Selected | 6 items Show 10 per page Page: 1 of 1

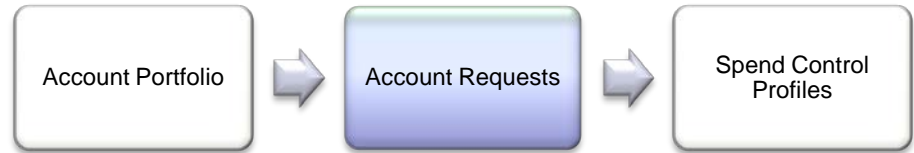
Lock Delete Merge Export



Home Expenses Accounts Reports Accounting Administration									
Accounts > Account Portfolio									
Account Portfolio Create ▾									
>>		In Scope		Corporate		Clear Filters Columns ▾			
<input type="checkbox"/>		Account Name	Account ID	Accountholder	Spend Control Profile	Current Balance	Available Spend	Available Credit	Internal Account ID
<input type="checkbox"/>	⊕	User 1	1111	User_One	P-Card: \$13.5K CL, \$2K STL	5,998.18	12,549.37	7,501.82	
<input type="checkbox"/>	⊕	User 2	2222	User_Two	P-Card: \$15K CL, \$2K STL	405,117.47	(237,396.05)	(390,117.47)	
<input type="checkbox"/>	⊕	User 3	3333	User_Three	P-Card: \$50K CL, \$3K STL	0.00	50,000.00	50,000.00	
<input type="checkbox"/>	⊕	User 4	4444	User_Four	Hotel Card: \$120K CL, \$2K STL	0.00	120,000.00	120,000.00	

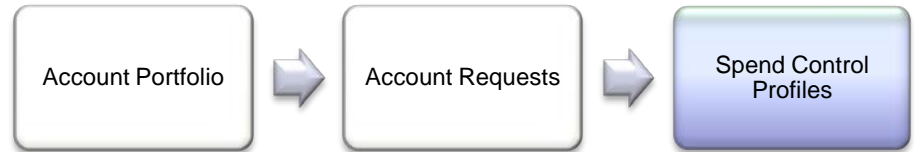
0 Selected | 18 items Show 10 per page Page: 1 of 2

[Reassign Profile](#)
[Download ▾](#)
[Request PII](#)
[Welcome Vendor](#)



Home Expenses Accounts Reports Accounting Administration							
Accounts > Account Requests							
Account Requests Create ▾							
Pending		Awaiting Approval		Awaiting Assignment		Awaiting Profiles	
	Accountholder	Account Name	Account Nickname	Spend Control Profile	Created	Activation Number	Account Request ID
+	One, User	User 1	User 1	Hotel Card: \$120K CL, \$2K STL	2012-12-07 09:03:40 CST	XXXXX	100
+	Two, User	User2	User2	P-Card: \$10K CL, \$2K STL	2012-12-03 15:17:22 CST	XXXXX	100
+	Three, User	User3	User3	Canadian Cards - Declining Bala...	2012-12-03 12:57:46 CST	XXXXX	100
+	Four, User	User4	User4	DCS Per Diem Cards	2011-07-25 10:08:17 CST	XXXXX	100

13 items Show 10 per page Page: 1 of 2



Home Expenses Accounts Reports Accounting Administration						
Accounts > Spend Control Profiles						
Spend Control Profiles Create ▾						
Clear Filters Columns ▾						
<input type="checkbox"/>	Spend Control Profile Name	Credit Limit	Discretionary Funds	Incremental Buffer	Profile Id	
<input type="checkbox"/>	Canadian Cards - Declining Balance	50,000.00	0.00	0		
<input type="checkbox"/>	Canadian Cards: \$50K CL, \$5K STL	50,000.00	50,000.00	0		
<input type="checkbox"/>	DCS Per Diem Cards	50,000.00	0.00	0		
<input type="checkbox"/>	Hotel Card: \$120K CL, \$2K STL	120,000.00	120,000.00	0		
<input type="checkbox"/>	Hotel Card: \$25K CL, \$2K STL	25,000.00	25,000.00	0		
<input type="checkbox"/>	P-Card: \$10K CL, \$2K STL	10,000.00	10,000.00	0		
<input type="checkbox"/>	P-Card: \$13.5K CL, \$2K STL	13,500.00	13,500.00	0		
<input type="checkbox"/>	P-Card: \$15K CL, \$2K STL	15,000.00	15,000.00	0		
<input type="checkbox"/>	P-Card: \$25K CL, \$3K STL	25,000.00	25,000.00	0		
<input type="checkbox"/>	P-Card: \$25K CL, \$5K STL	25,000.00	25,000.00	0		

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

[Download ▾](#) [Delete](#)

Home Expenses Accounts **Reports** Accounting Administration

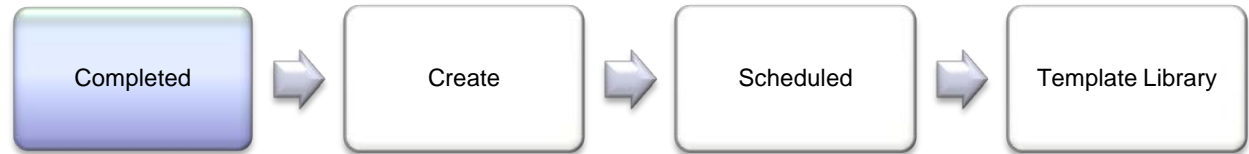
Accounts > Spend Control Prof

Spend Control Profiles Create

Completed
Create
Scheduled
Template Library Clear Filters Columns

<input type="checkbox"/>	Spend Control Profile Name	Credit Limit	Discretionary Funds	Incremental Buffer	Profile Id
<input type="checkbox"/>	Canadian Cards - Declining Balance	50,000.00	0.00	0	
<input type="checkbox"/>	Canadian Cards: \$50K CL, \$5K STL	50,000.00	50,000.00	0	
<input type="checkbox"/>	DCS Per Diem Cards	50,000.00	0.00	0	
<input type="checkbox"/>	Hotel Card: \$120K CL, \$2K STL	120,000.00	120,000.00	0	
<input type="checkbox"/>	Hotel Card: \$25K CL, \$2K STL	25,000.00	25,000.00	0	
<input type="checkbox"/>	P-Card: \$10K CL, \$2K STL	10,000.00	10,000.00	0	
<input type="checkbox"/>	P-Card: \$13.5K CL, \$2K STL	13,500.00	13,500.00	0	
<input type="checkbox"/>	P-Card: \$15K CL, \$2K STL	15,000.00	15,000.00	0	
<input type="checkbox"/>	P-Card: \$25K CL, \$3K STL	25,000.00	25,000.00	0	
<input type="checkbox"/>	P-Card: \$25K CL, \$5K STL	25,000.00	25,000.00	0	

0 Selected | 13 items Show per page Page: of 2



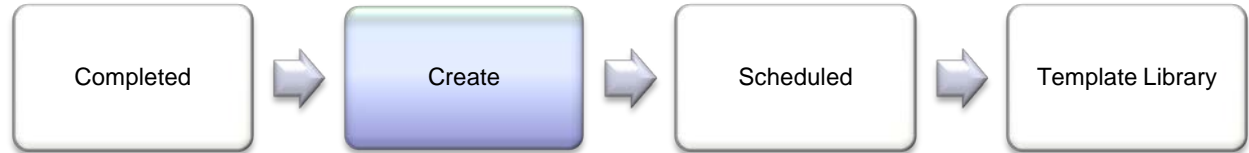
Home Expenses Accounts Reports Accounting Administration								
Reports > Completed								Back to Basics Business
Completed Reports								Actions
								Clear Filters Columns
<input type="checkbox"/>	Report Name	Available Until	Status	New	Output Type(s)	Run For	Queued At	
<input type="checkbox"/>	November Statement	03/18/2014 11:59 PM CDT	Ready		PDF XLS	Sumari, Pat	12/18/2013 12:17 PM CST	
<input type="checkbox"/>	Billing Statement	01/15/2014 11:59 PM CST	Ready		PDF XLS	Sumari, Pat	12/18/2013 12:07 PM CST	
<input type="checkbox"/>	GL Memo Statement	12/31/2013 11:59 PM CST	Ready		PDF XLS	Sumari, Pat	11/20/2013 12:08 PM CST	
<input type="checkbox"/>	Cardholder report	01/05/2014 11:59 PM CST	Ready	✓	PDF XLS TXT	Sumari, Pat	11/06/2013 03:01 PM CST	
<input type="checkbox"/>	Airline 1st Q 2013	01/24/2016 11:59 PM CST	Ready	✓	PDF XLS TXT	Sumari, Pat	04/30/2013 04:02 PM CDT	

0 Selected | 5 items

Show 10 per page

Page: 1 of 1

Delete



Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report Report data is current as of December 26, 2013 2:57 PM CST.

* Category: Spend
* Template: Billing Statement

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: 12/26/2013

Output Format

Formats: Excel PDF

Output Files: Full Details Summary Only

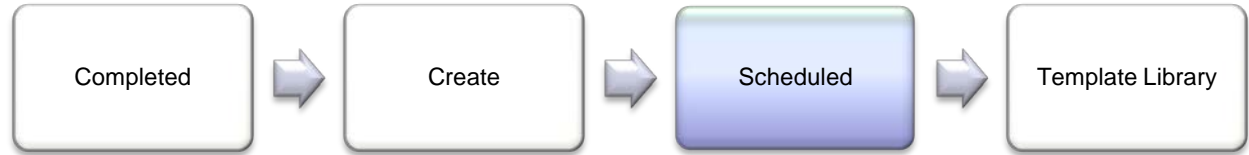
Paper: US Letter
Orientation: Portrait Landscape

Add Summary Data in Header
Add Signature Line to: Header Footer
Insert Page Break: No Page Break

Delimited Text

Summary Grouping: Card Last 4 Digits ⚠ 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



Home Expenses Accounts Reports Accounting Administration

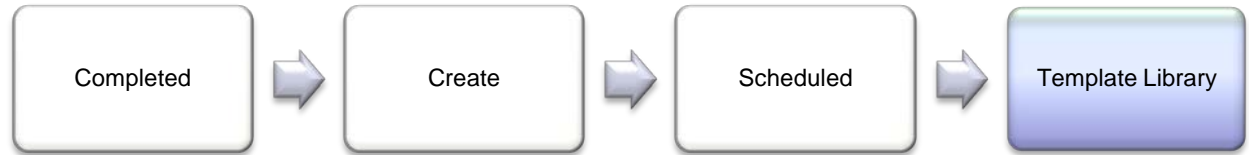
Reports > Scheduled

Scheduled Reports Actions

[Clear Filters](#)

Report Name	Submitted By	For Users	Recurrence	Last Run	Next Run	Created Date
Spend By MCC		N	Daily		12/11/2012 06:00 AM CST	12/10/2012 02:04 PM CST

1 item Show 10 per page Page: 1 of 1



Home Expenses Accounts Reports Accounting Administration

Reports > Template Library

Template Library Actions ▾

Personal Clear Filters

Template Name	Category	Description	Last Modified
No data available in table			

0 items Show 10 per page Page: 1 of 0

Shared Clear Filters

Template Name	Category	Template Owner	Description	Last Modified
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.	12/10/2012 11:23 AM CST
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.	12/10/2012 11:23 AM CST
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.	12/10/2012 11:23 AM CST
Card Adjustment History	auditCategory	Bank Defined	Review an audit history of spend for a specific card.	12/10/2012 11:23 AM CST
card changes between profile	auditCategory	Support, WorksDemo	card changes between profile	04/29/2011 04:09 PM CDT
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.	12/10/2012 11:23 AM CST
Cardholder Transaction Report	transactionCategory	Williams, Ashlynn Testing	Cardholder Transaction Report	04/02/2011 07:43 PM CDT
Expense folder summary	transactionCategory	Williams, Ashlynn Testing	Expense folder summary	07/20/2012 11:32 AM CDT
Expense folder summary R2	transactionCategory	Support, WorksDemo	Expense folder summary R2	07/24/2012 02:48 PM CDT
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that n...	12/10/2012 11:23 AM CST

Home Expenses Accounts Reports Accounting Administration

Reports > Template Library

Template Library

Personal

Accounting Settings

Default Allocations

Segment Values

Combinations

Allocation Profiles & Rules

Accounting Settings

Actions

Clear Filters

Template Name	Category	Description	Last Modified
No data available in table			

0 items Show 10 per page Page: 1 of 0

Shared Clear Filters

Template Name	Category	Template Owner	Description	Last Modified
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.	12/10/2012 11:23 AM CST
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.	12/10/2012 11:23 AM CST
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.	12/10/2012 11:23 AM CST
Card Adjustment History	auditCategory	Bank Defined	Review an audit history of spend for a specific card.	12/10/2012 11:23 AM CST
card changes between profile	auditCategory	Support, WorksDemo	card changes between profile	04/29/2011 04:09 PM CDT
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.	12/10/2012 11:23 AM CST
Cardholder Transaction Report	transactionCategory	Williams, Ashlynn Testing	Cardholder Transaction Report	04/02/2011 07:43 PM CDT
Expense folder summary	transactionCategory	Williams, Ashlynn Testing	Expense folder summary	07/20/2012 11:32 AM CDT
Expense folder summary R2	transactionCategory	Support, WorksDemo	Expense folder summary R2	07/24/2012 02:48 PM CDT
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that n...	12/10/2012 11:23 AM CST



Home Expenses Accounts Reports Accounting Administration						
Accounting > Default Allocations						
Default Allocations						
Groups	Users	MCCs	Expense Category	Suppliers	CRI	
<input type="checkbox"/>	Group Name		GL01: Company Code 345678901234567890	GL02: Business Area	GL03: Cost Center	GL04: GL Account
<input type="checkbox"/>	Alaska					
<input type="checkbox"/>	Declining Balance - CND		CAOD	IP01	720002	
<input type="checkbox"/>	HQ					
<input type="checkbox"/>	Finance					
<input type="checkbox"/>	Midcontinent					
<input type="checkbox"/>	NGC					
<input type="checkbox"/>	Northeast					
<input type="checkbox"/>	Per Diem Cards-DCS Training Center		STHQ	GQ01	441353	
<input type="checkbox"/>	Rockies & California					

0 Selected | 15 items Show 10 per page Page: 1 of 2



Home Expenses Accounts Reports Accounting Administration

Accounting > Combinations

Combinations Actions ▾

>> Combinations

<input type="checkbox"/>	Combination	Description
<input type="checkbox"/>	CACS-SF01-59006801-(all)	
<input type="checkbox"/>	CALK-WT01-99406901-(all)	
<input type="checkbox"/>	CALK-WT01-99406910-(all)	
<input type="checkbox"/>	CALW-WT01-99406920-(all)	
<input type="checkbox"/>	CALW-WT01-99406930-(all)	
<input type="checkbox"/>	CANE-CA04-9170070-(all)	
<input type="checkbox"/>	CANE-CA06-9259059-(all)	
<input type="checkbox"/>	CAOD-IP01-720001-(all)	
<input type="checkbox"/>	CAOD-IP01-720002-(all)	
<input type="checkbox"/>	CAOD-IP01-720003-(all)	

0 Selected | 3733 items Show 10 per page Page: 1 of 374

Delete



Home Expenses Accounts Reports Accounting Administration

Accounting > Allocation Profiles & Rules > Allocation Profiles

Allocation Profiles		Actions
Allocation Profile Name	Rule Count	
<input type="checkbox"/>		
<input type="checkbox"/> Canadian Company Codes	1	
<input type="checkbox"/> U.S. Company Codes	1	

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

Delete



Home Expenses Accounts Reports Accounting Administration

Accounting > Accounting Settings > Segment Setup

Accounting Settings

Segment Setup

GL Index	Segment Name	Min Length	Max Length	Default Value	Separator	Comp	Valid	Auth
GL01	Company Code34567	2	4	12345678901234567890123456789012345678...	-	Yes	Yes	Profile
GL02	Business Area	4	4	11	-	Yes	Yes	Profile
GL03	Cost Center	6	10	oui	-	Yes	Yes	Profile
GL04	GL Account	1	7			Yes	No	Profile

[Training Guides](#)
[Live Training](#)
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Administration > Organization > Users

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<input type="checkbox"/>	Name	Group	Program Admin	Accountant	Purchase Requester	Allocation Coder	Auditor	Number of Accounts	Email Address	Inter
<input type="checkbox"/>										
<input type="checkbox"/>	User One	Southeast				x		2	customer	210308
<input type="checkbox"/>	User Two	Southeast				x		0	customer	210285
<input type="checkbox"/>	User Three	Southeast				x		0	customer	210285
<input type="checkbox"/>	User Four	Northeast				x		0	customer	210285

0 Selected | 56 items Show 10 per page Page: 1 of 6

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- Log Out
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[Home](#) [Expenses](#) [Accounts](#) [Reports](#) [Accounting](#) **[Administration](#)**

Administration > Organization > Users

Users
Create ▾

>>
Clear Filters
Columns ▾

	Name	Group	Program Admin	Accountant	Purchase Requester	Allocation Coder	Auditor	Number of Accounts	Email Address	Intern
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>							<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	User One	Southeast				x		2	customer	210308
<input type="checkbox"/>	User Two	Southeast				x		0	customer	210285
<input type="checkbox"/>	User Three	Southeast				x		0	customer	210285
<input type="checkbox"/>	User Four	Northeast				x		0	customer	210285

0 Selected | 56 items
Show per page
Page: of 6

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Move




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Download ▾

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CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users

Users Create ▾


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<input type="checkbox"/>	User Three	Southeast				x		0	customer	210285
<input type="checkbox"/>	User Four	Northeast				x		0	customer	210285

0 Selected | 56 items Show 10 per page Page: 1 of 6

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- Log Out
CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users

Users
Create ▾

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Clear Filters Columns ▾




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0 Selected | 56 items
Show per page
Page: of 6

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Move
Deactivate

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Set Email Preferences
Download ▾

Basic Functionality

Bank of America Merrill Lynch Works® - Log Out
CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users

Users Create ▾




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0 Selected | 56 items Show per page Page: of 6

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Basic Functionality

Bank of America Merrill Lynch Works® - Log Out
CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users

Users Create ▾


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0 Selected | 56 items Show 10 per page Page: 1 of 6

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

Basic Functionality



- [Log Out](#)
CSAdmin CSAdmin - [End Proxy](#)
  

Home
Expenses
Accounts
Reports
Accounting
Administration

Administration > Organization > Users

Users
Create ▾

>>
Clear Filters
Columns ▾

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0 Selected | 56 items
Show 10 per page
Page: 1 of 6

Send Welcome Email

Move




Deactivate

Assign Allocation Profile

Set Email Preferences

Download ▾

Basic Functionality

Bank of America Merrill Lynch Works® - Log Out
CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users

Users Create ▾




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0 Selected | 56 items Show per page Page: of 6

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Basic Functionality

Bank of America Merrill Lynch Works® - Log Out
CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users

Users Create ▾


>> Clear Filters Columns ▾




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0 Selected | 56 items Show 10 per page Page: 1 of 6

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Basic Functionality



- Log Out
CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users


Users
Create ▾




>>
Clear Filters
Columns ▾

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<input type="checkbox"/>	User Four	Northeast				x		0	customer	210285

0 Selected | 56 items
Show 10 per page
Page: 1 of 6

Send Welcome Email
Move
Deactivate
Assign Allocation Profile
Set Email Preferences
Download ▾



- Log Out
CSAdmin CSAdmin - End Proxy
  

Home Expenses Accounts Reports Accounting Administration

Administration > Organization > Users

Users
Create ▾

>>
Clear Filters
Columns ▾

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0 Selected | 56 items
Show 10 per page
Page: 1 of 6

Send Welcome Email
Move
Deactivate
Assign Allocation Profile
Set Email Preferences
Download ▾

Contents Search

- Welcome to Works Online Help
- Expenses
- Accounts
- Reports
- Accounting
- Administration
- Glossary

Home > Welcome to Works Online Help [Hide](#)

Welcome to Works® Online Help

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

Works Online Help supports the following:
Home | Expenses | Accounts | Reports | Accounting | Administration

About Works Home Page

The Home Page consists of several sections. Each section and function is described below:

Section	Description
Action Items	Action Items display outstanding items that require action or review. The Current Status column items are links to the corresponding work screens. If you have several different user roles, review the Acting As column to verify which role you should be performing the required action.
Accounts Dashboard	The Accounts Dashboard lists In Scope (Individual), Corporate, and Diversion accounts within your scope of authority that are nearing credit limits. <ul style="list-style-type: none">Easily review the following information on an account: Credit Limit, Current Balance, Available Credit, and % of Credit Limit Used.Link to an account's details from the Dashboard by clicking the Account ID and selecting View Full Details.Link to an account's Authorization Log from the Dashboard by clicking the Account ID and selecting View Auth Log.
Alerts	Alerts may display when account credit limit thresholds have been exceeded or to notify you of password expirations. Password expiration alerts contain a Change it Now link to access the Change Password screen in one click.
My Announcements	Users can review company announcements quickly from the home page. The announcements that display are the same announcements that can be viewed on the existing Works site. Administrators can create new announcements, edit, and delete announcements (Administration > Configuration > Announcements).

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Home ? ☎

Home Expenses Accounts Reports Accounting ank User

Action Items

Action	Acting As	Count	Type	Current Status
	Bank User	2411	Company	Active
	Bank User	1360	Company	Active (No Card Ass...
	Bank User	1677	Company	Active (Mail Disabled)
Assign to Company	Bank User	47	Main Card	Awaiting Assignment
Assign to User	Bank User	122761	Card	Awaiting Assignment
Retry/Reject	Bank User	22607	Card Work Ticket	Failed
Wait Patiently	Bank User	39704	Card Request	Pending Issuance

7 items Show per page Page: of 1

Works Announcements

Accounts Dashboard

[Account Portfolio](#)

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
No data available in table					

0 items Show per page Page: of 0

[Training Guides](#) [Live Training](#) [Release Notes](#) [Privacy & Security](#) [Settings for Optimal Performance](#)
[Other Programs and Services](#) [Bank of America](#) [Visa](#) [MasterCard](#) [PCI Standards Council](#)

Training Guides	Training Videos	Live Training	Release Notes
Works Product Training			
<p>The following guides are provided to assist you in learning how to perform various tasks within the Works application.</p> <h3>Training Manuals</h3> <p>Administrator's Guide</p> <ul style="list-style-type: none">Administrator's Guide (Entire Book) <p>User's Guide</p> <ul style="list-style-type: none">User's Guide (Entire Book) <h3>Quick Reference Guides</h3> <p>Administrator</p> <ul style="list-style-type: none">Administration ConfigurationAllocation Profiles and RulesCreating Groups and Group Official RolesCreating UsersDefault Allocations and CombinationsSegment Values and Accounting SettingsManaging Account RequestsManaging Individual and Corporate AccountsManaging Groups and Group Official RolesManaging Spend Control ProfilesManaging UsersReceipt Imaging IIWorks Online Account Request <p>Accountant</p> <ul style="list-style-type: none">Allocation Profiles and RulesDefault Allocations and CombinationsSegment Values and Accounting SettingsManaging Purchase Requests for AccountantsManaging Transactions for AccountantsManaging Users <p>User</p> <ul style="list-style-type: none">Completing an Online Account RequestCreating And Managing Expense ReportsCreating And Managing ReportsManaging Purchase Requests for AccountholdersManaging Purchase Requests for Purchase RequestersManaging Transactions for AccountholdersReceipt Imaging IIWorks ePayables QRGWorks ePayables Terms and Definitions			

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[Home](#) | [Expenses](#) | [Accounts](#) | [Reports](#) | [Accounting](#) | [User](#)

Action Items

Action	Acting As	Count	Type	Current Status
	Bank User	2411	Company	Active
	Bank User	1380	Company	Active (No Card Ass...
	Bank User	1677	Company	Active (Mail Disabled)
Assign to Company	Bank User	47	Main Card	Awaiting Assignment
Assign to User	Bank User	122761	Card	Awaiting Assignment
Retry/Reject	Bank User	22607	Card Work Ticket	Failed
Wait Patiently	Bank User	39704	Card Request	Pending Issuance

7 items Show per page Page: of 1

Accounts Dashboard

[Account Portfolio](#)

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
No data available in table					

0 items Show per page Page: of 0

[Training Guides](#) | [Live Training](#) | [Release Notes](#) | [Privacy & Security](#) | [Settings for Optimal Performance](#)
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Bank of America Merrill Lynch Works:

www.bankofamerica.com/worksonline

Contacts:

Technical Help Desk (THD):

Call: 1 (888) 589 3473, Option 4

Email: CommCardTHD@bankofamerica.com

Client Education: [1.866.355.9388](tel:18663559388)



Summary

This concludes our training session for today.

To summarize today's session, you should now be able to:

- Navigate Works.
- Locate application support and training.



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