NORTHWESTERN STATE UNIVERSITY How to manage online transactions in WORKS Workflow

Cardholder Training



Rev. 11/18

QUICK STEPS

- 1. Log In using your full NSU email address as your username
- From the Home Screen in the Action Items box click "pending"
- 3. Select the TXN #
- 4. Click "Manage Receipt"
 - (if you upload the receipt without attaching it to the transaction, you will need to attach it from stored receipts)
- 5. Add Comment
- 6. Select the TXN #Again
- 7. Click Sign Off from TXN Drop Down Menu

The transaction will disappear from your queue once you complete the transaction sign off.

UPLOADING RECEIPTS AND OTHER RELEVANT DOCUMENTATION



IMPORTANT: Review your receipts and documents prior to uploading and submitting to WORKS. Make sure all receipts are valid itemized receipts and all supporting documents have detailed information. Failure to provide acceptable uploaded documents may cause your transaction to be held in pending status in the Approver's que.

- After you make your charges All receipts must be uploaded to your computer before submitting to WORKS.
- Options when uploading receipts to the computer (i.e. scanner, cell phone picture)
- For items such as registrations where the vendor does not normally generate a receipt, a copy of the ordering document may be used.
- Receipts and attachments must meet the following requirements:
 - WORKS supports the following formats and must be 1MB or less:
 - .pdf, .png, .jpg, .gif, .jpeg
 - Be legible (i.e. not too dark, not too light)
 - Contain copies of <u>all</u> pages of receipt or other documents.
 - Must be an itemized receipt, not generic
- Lost Receipts Complete the NSU T-Card Missing Receipt Certification Form and upload as a valid receipt. Per State Travel Office, only two (2) Missing Receipt documents are allowed per year.

LOG ON INSTRUCTIONS

- Go to the following web address: <u>http://www.bankofamerica.com/work</u> <u>sonline</u>
- Bookmark the login screen once it appears on your desktop, for ease of access in the future.
 - Note: Do not save the link from the Welcome Email received from Bank of America Works
- Bank of America Works link will be posted on the Business Affairs Travel webpage.
- As of July 2021, your password will expire every 90 days.

Login to Works	
Email:	
Login Name:	
Password:	
	Login
	Forgot your password?
Need Progr	more help? Please contact your am Administrator for assistance.

- Email address enter your NSU email address.
- Login Name your Login Name is your NSU email address.
- Password enter your Bank of America password, which was created from the Welcome email during setup.

PASSWORD MAINTENANCE

As of July 2021, your password will expire every 90 days.

- Go to the following web address: <u>http://www.bankofamerica.com/worksonline</u>
- Organization Ensure that LANORTHWESTERN
 STATE UNIV TRAVEL is listed.
- Email address enter your NSU email address.
- Login Name your Login Name is your <u>FULL</u> NSU email address.
- Password If you have forgotten your password, please select "Forgot your password?" in blue below the "Login" button.

Login to Works						
Email:						
Login Name:						
Password:						
	Login					
	Forgot your password?					
Need more help? Please contact your Program Administrator for assistance.						
Login to Works						
Organization: LA NORTHWESTE	RN STATE UNIV TRAVEL 5					
Login Name:	breedlovej@nsula.edu					
Password:	•••••					
	Login					
	Forgot your password?					
Need Progr	more help? Please contact your ram Administrator for assistance.					

ATTACHING RECEIPTS DIRECTLY TO TRANSACTION

Cardholder will attach the receipt and any other relevant documentation to the applicable single transaction and not one upload for multiple transactions.

Allowable State Liability Travel Card Transactions:

- Group Travel
- Airfare
- Registration for Conference/Workshop
- Hotel/Lodging
 - Parking <u>ONLY with hotel stay</u> and combined on the invoice.
 - Internet Services <u>ONLY with hotel stay</u> and combined on the invoice.
- Rental Car
 - Gasoline for Rental Car <u>ONLY</u> Not Personal Car.
- Tolls in conjunction with the contracted vehicle rental.

	Transactions - Accountholder										
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		+	TXNO	0001240			6957			No	
		+	TXNO	0001241			6957			No	
		+	TXNO	0001242			6957			No	
		+	TXNO	0001243			6957			No	
			THUR				0057				
	+	TXNO	0001237			6957	Yes	no	ne		
	+	TXNO	0001239			6957	No	no	ne		
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	+	1	Sign Off	2011		7	No	no	ne		
	+					7	No	no	ne		
	+		View Ful	Details		7	No	no	ne		
	+		Dispute			7	No	no	ne		
	+	20	Retry Au	tomatch		7	No	no	ne		
	+		Add to E	vpense Report		7	No	no	ne		
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0 Se	D Selected 18 items										
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Click on **Document number** to bring up drop down box.

Click Manage Receipts.

Click Add.

Click New Receipt.

Click **Browse** to locate your copy of the receipt on your computer.

Locate the file and click **Open.**



File now appears in the File to Add box.	D Add Receipt
Enter the Receipt Date and Description .	Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less. *File to Add: C:\Users\tpocorel\Desktop\Test Receipt 2 page Browse Receipt Date: 03/21/2014
Examples:	Description: Test Scan
Name of Conference	- C
• Recruiting	
• Routine (Student Observation, Travel Between Campuses, etc.)	
Click OK .	Cancel

Verification is received the receipt has been added.

Click Close.

100131028449 Peceipts						
Added receipt.						
	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
V	03/25/2014	03/21/2014	Test Receipt 2 pages	815.3 KB	Test Scan	TXN00001240
1 Selected 1 item 815.3 KB Show 10 per page □ □ of 1 ▷ □						e: 1 of 1 ⊳ ⊳()
Add v Remove View PDF						

Transactions - Accountholder						
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	+	TXN00001239		<u>6957</u>	Yes	nore
	+	TXN00001240		<u>6957</u>	Yes	non
	+	TXN00001241		<u>6957</u>	No 6	non
	+	TXN00001242		<u>6957</u>	No	nor
	+	TXN00001243		<u>6957</u>	No	nore
	+	TXN00001244		<u>6957</u>	No	<u>n/he</u>
	+	TXN00001245		<u>6957</u>	No	one
	+	TXN00001246		<u>6957</u>	No	none
	+	TXN00001247		<u>6957</u>	No	none
0 Selected 18 items						



Upload Receipt indicator automatically changes from No to Yes

When cardholder approves a transaction online, his signoff moves the transaction to the queue of their Approver for their electronic signature.

Sign off in WORKS **must** be completed by Cardholder and Approver no later than 5-7 days after any transaction hits your card. Failure to comply may result in card cancellation.

DO NOT CLICK SIGN OFF IN THE TOP CORNER. To "sign off" on your transaction you must select the TXN# and then "Sign Off" from the dropdown menu that appears.

NOTE: The Cardholder's monthly credit limit will not refresh until both signoffs are completed.

VIEWING/EDITING ATTACHED RECEIPTS

Click on Transaction and click View Receipts



Click View PDF.

Upload Date Receipt Date File Name File Size Description Do	ocument I
☑ 03/21/2014 01/06/2014 Staples \$692.85 344.7 KB Office Supplies TXNC	
	00001236
1 Selected 1 item 344.7 KB Show 10 💌 per page 🛛 🖂 🖓 Page: 1	of 1 ⊳

Click **Open** and the receipt appears in the scanned format.

Do you want to open or save viewReceipts.pdf (340 KB) from demo.works.com?	Open Sale Cancel ×

NSU Business Affairs - Travel

Contact NSU Business Affairs/Travel if you have forgotten your password, been locked out of your account, or have any questions.

Travel Link:	http://businessaffairs	.nsula.edu/travel/
Email:	travel@nsula.edu	
Contact:	Peggy Crowder Joann Bell Jennifer Breedlove	357-6750 357-4006 357-4384