NORTHWESTERN STATE UNIVERSITY

How to manage online transactions in WORKS Workflow

Cardholder Training

QUICK STEPS

1. **Log In** using your full NSU email address as your username
2. 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

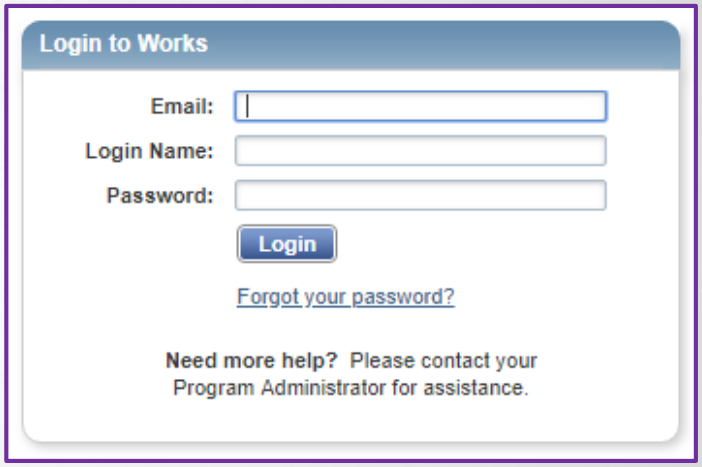
IMPORTANT: Review your receipts and documents prior to uploading and submitting to WORKS. Make sure all receipts are valid itemized receipts and all supporting documents have detailed information. Failure to provide acceptable uploaded documents may cause your transaction to be held in pending status 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 all 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: http://www.bankofamerica.com/worksonline
- 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.



- 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.

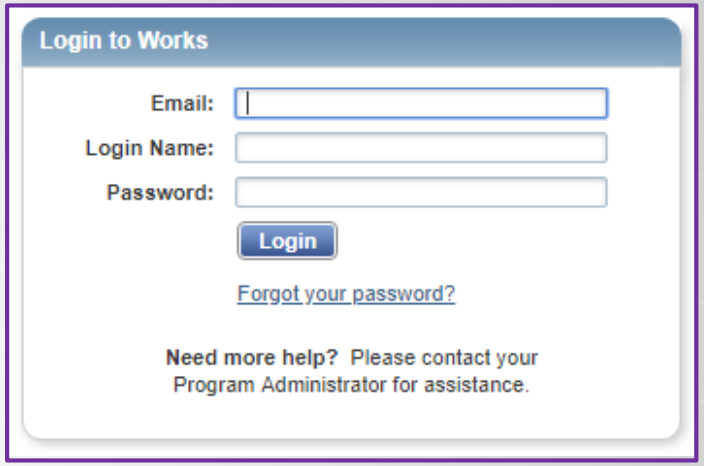
- Go to the following web address: http://www.bankofamerica.com/worksonline

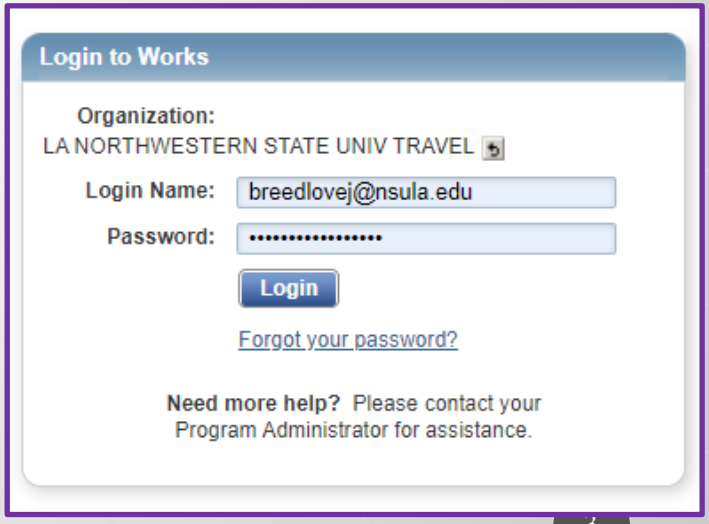
- Organization – Ensure that LANORTHWESTERN STATE UNIV TRAVEL is listed.

- Email address – enter your NSU email address.

- Login Name – your Login Name is your **FULL** NSU email address.

- Password – If you have forgotten your password, please select "Forgot your password?" in blue below the "Login" button.



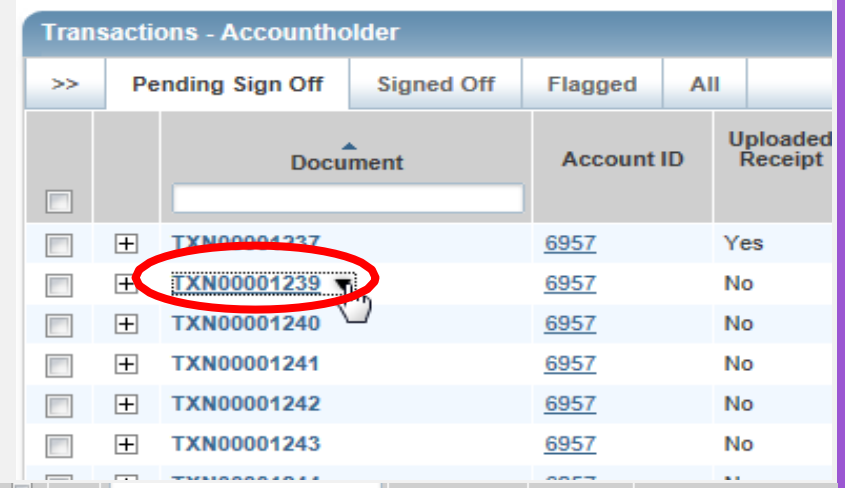


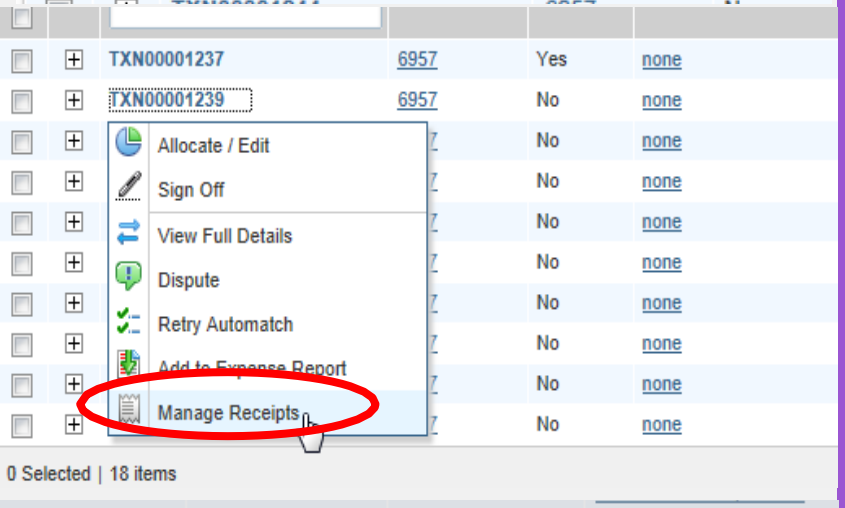
ATTACHING RECEIPTS DIRECTLY TO TRANSACTION

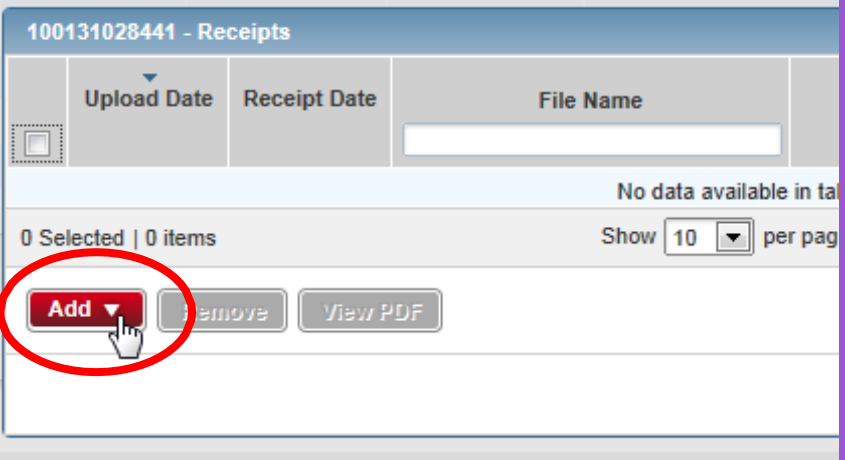
Cardholder will attach the receipt and any other relevant documentation to the applicable single transaction and not one upload for multiple transactions.

Allowable State Liability Travel Card Transactions:

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







Click on **Document number** to bring up drop down box.

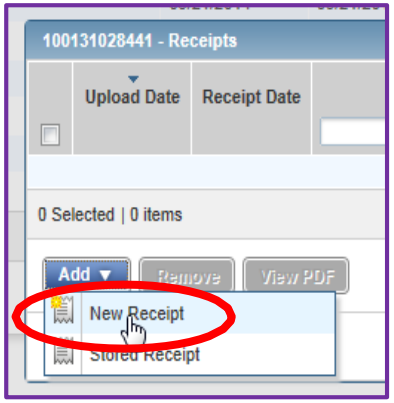
Click **Manage Receipts.**

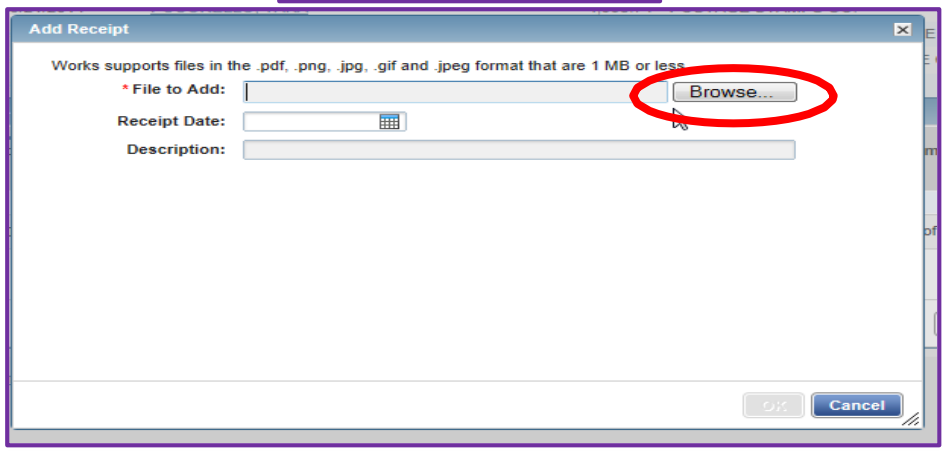
Click **Add.**

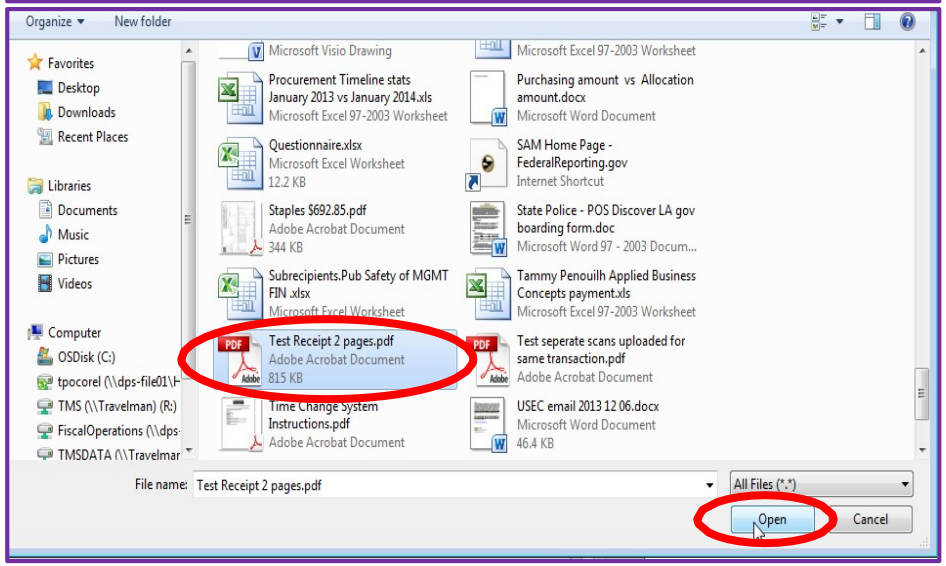
Click **New Receipt.**

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

Locate the file and click **Open.**





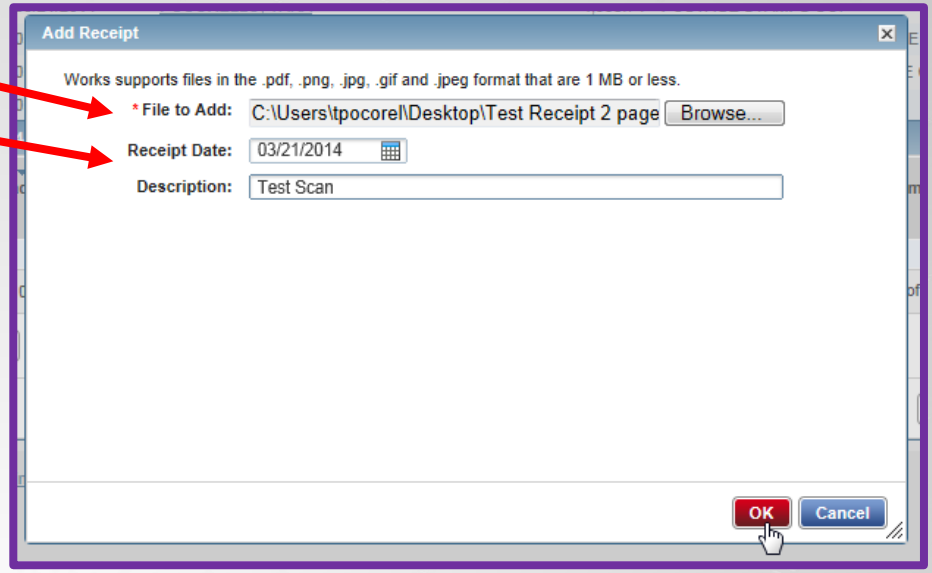


File now appears in the **File to Add** box.

Enter the **Receipt Date** and **Description**.

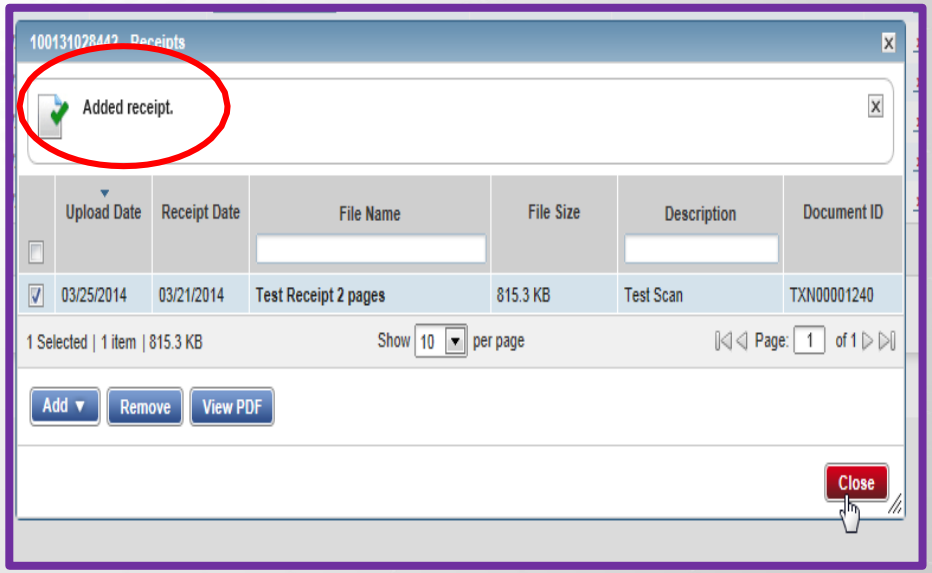
- Description must specify the purpose of travel. Examples:
  - Name of Conference
  - Recruiting
  - Routine (Student Observation, Travel Between Campuses, etc.)

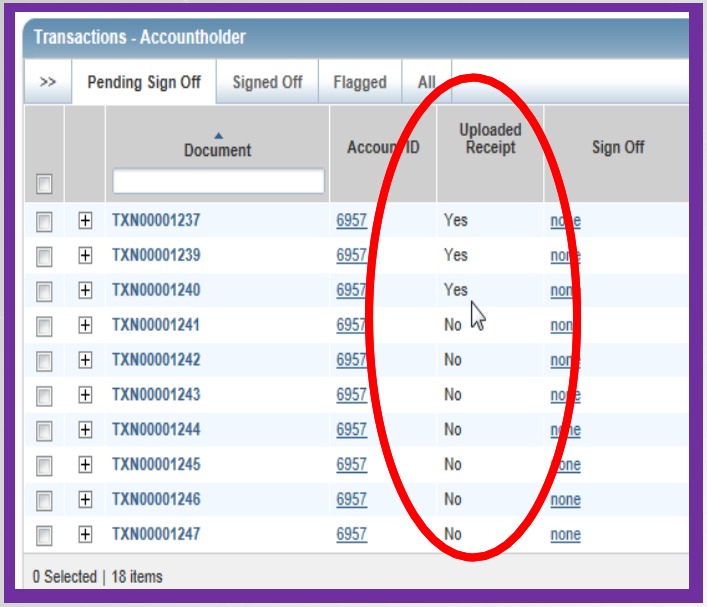
Click **OK**.



Verification is received the receipt has been added.

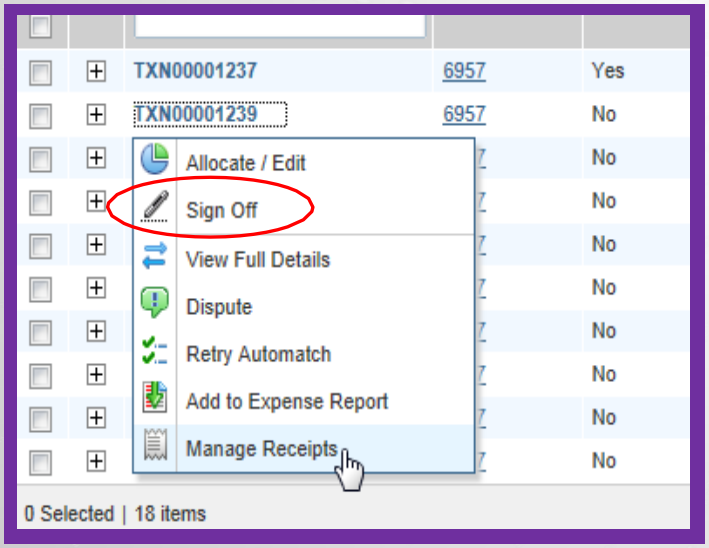
Click **Close**.





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.

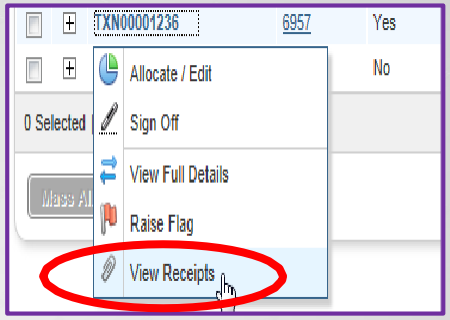
DO NOT CLICK SIGN OFF IN THE TOP CORNER.

To "sign off" on your transaction you must select the TXN# and then "Sign Off" from the dropdown menu that appears.

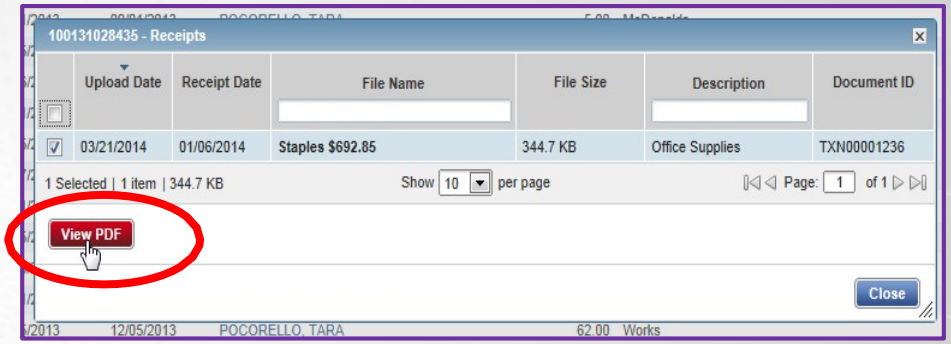
NOTE: The Cardholder's monthly credit limit will not refresh until both signoffs are completed.

VIEWING/EDITING ATTACHED RECEIPTS

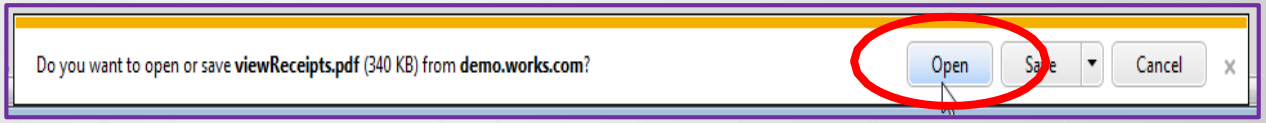
Click on Transaction and click **View Receipts**



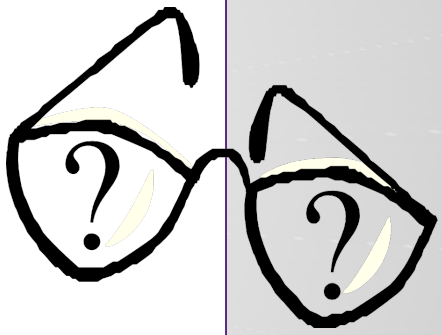
Click **View PDF**.



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



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	357-6750
	Joann Bell	357-4006
	Jennifer Breedlove	357-4384