

# 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.

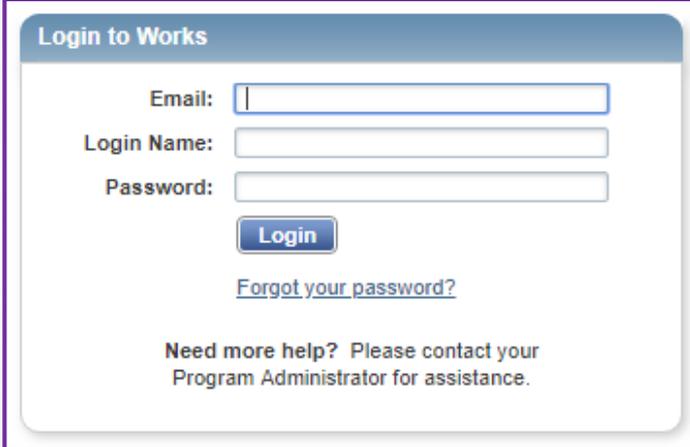
# LOG ON INSTRUCTIONS

- Go to the following web address:  
<http://www.bankofamerica.com/workonline>

- 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:

[Forgot your password?](#)

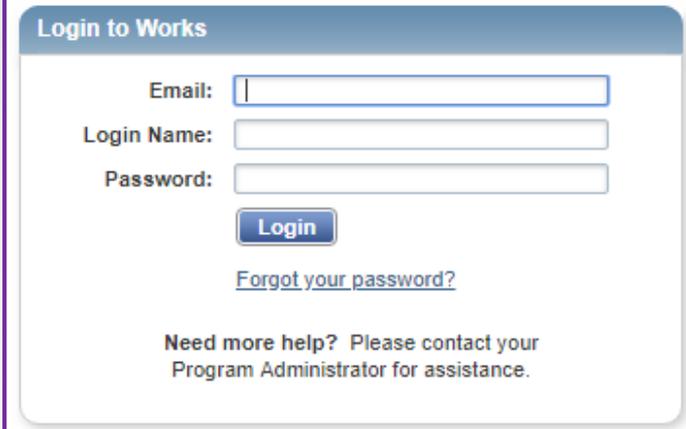
Need more help? Please contact your Program Administrator for assistance.

- 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:  
<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.



**Login to Works**

Email:

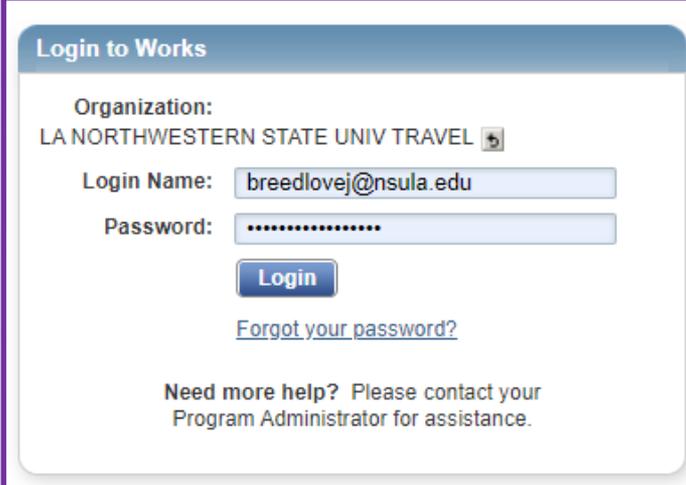
Login Name:

Password:

**Login**

[Forgot your password?](#)

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



**Login to Works**

Organization:  
LA NORTHWESTERN STATE UNIV TRAVEL ▾

Login Name:

Password:

**Login**

[Forgot your password?](#)

Need more help? Please contact your Program 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 – 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.

Transactions - Accountholder

>>	Pending Sign Off	Signed Off	Flagged	All
	Document	Account ID	Uploaded Receipt	
<input type="checkbox"/>	TXN00001237	6957	Yes	
<input type="checkbox"/>	TXN00001239	6957	No	
<input type="checkbox"/>	TXN00001240	6957	No	
<input type="checkbox"/>	TXN00001241	6957	No	
<input type="checkbox"/>	TXN00001242	6957	No	
<input type="checkbox"/>	TXN00001243	6957	No	

<input type="checkbox"/>	TXN00001237	6957	Yes	none
<input type="checkbox"/>	TXN00001239	6957	No	none
<input type="checkbox"/>	+	Allocate / Edit	No	none
<input type="checkbox"/>	+	Sign Off	No	none
<input type="checkbox"/>	+	View Full Details	No	none
<input type="checkbox"/>	+	Dispute	No	none
<input type="checkbox"/>	+	Retry Automatch	No	none
<input type="checkbox"/>	+	Add to Expense Report	No	none
<input type="checkbox"/>	+	Manage Receipts	No	none

0 Selected | 18 items

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

Click **Manage Receipts**.

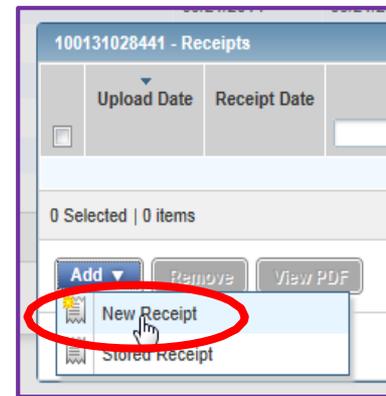
100131028441 - Receipts

Upload Date	Receipt Date	File Name
No data available in table		

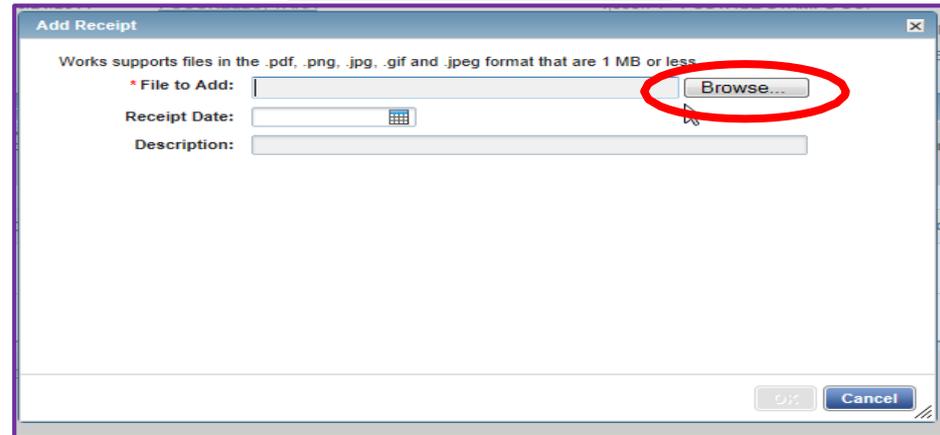
0 Selected | 0 items      Show 10 per page

Click **Add**.

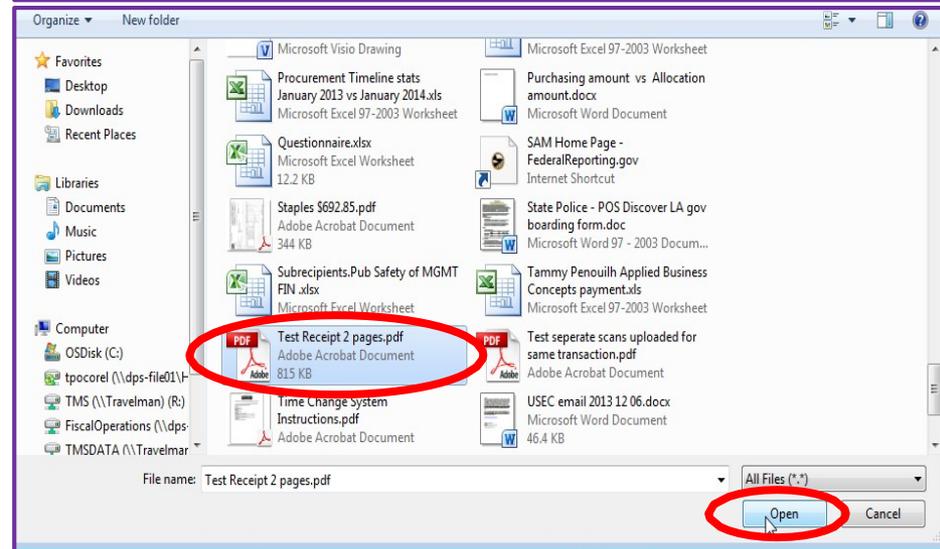
Click **New Receipt**.



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**.

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less.

\* File to Add: C:\Users\tpocore\Desktop\Test Receipt 2 page

Receipt Date: 03/21/2014

Description: Test Scan

Verification is received the receipt has been added.

Click **Close**.

100131028449 Receipts

Added receipt.

	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
<input checked="" type="checkbox"/>	03/25/2014	03/21/2014	Test Receipt 2 pages	815.3 KB	Test Scan	TXN0001240

1 Selected | 1 item | 815.3 KB Show 10 per page Page: 1 of 1

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Uploaded Receipt	Sign Off
<input type="checkbox"/>	TXN00001237	6957	Yes	none
<input type="checkbox"/>	TXN00001239	6957	Yes	none
<input type="checkbox"/>	TXN00001240	6957	Yes	none
<input type="checkbox"/>	TXN00001241	6957	No	none
<input type="checkbox"/>	TXN00001242	6957	No	none
<input type="checkbox"/>	TXN00001243	6957	No	none
<input type="checkbox"/>	TXN00001244	6957	No	none
<input type="checkbox"/>	TXN00001245	6957	No	none
<input type="checkbox"/>	TXN00001246	6957	No	none
<input type="checkbox"/>	TXN00001247	6957	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.

<input type="checkbox"/>	TXN00001237	6957	Yes	
<input type="checkbox"/>	TXN00001239	6957	No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	
<input type="checkbox"/>			No	

0 Selected | 18 items

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.

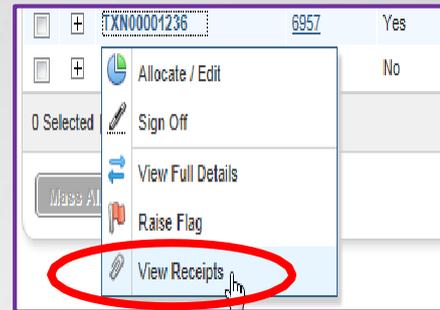
**DO NOT CLICK SIGN OFF IN THE TOP CORNER.**

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

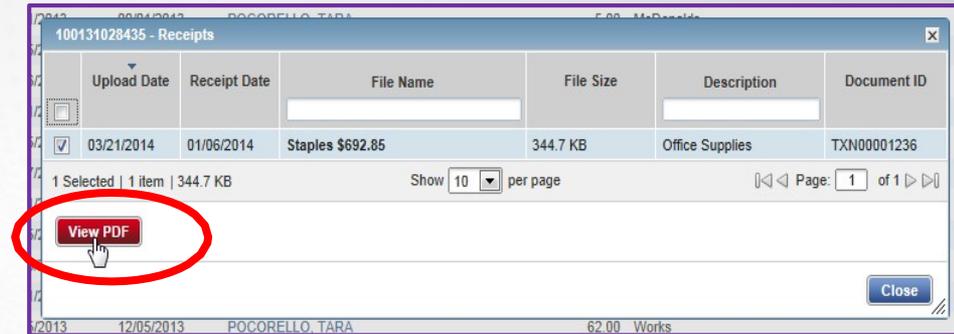
**NOTE: The Cardholder’s monthly credit limit will not refresh until both signoffs are completed.**

# VIEWING/EDITING ATTACHED RECEIPTS

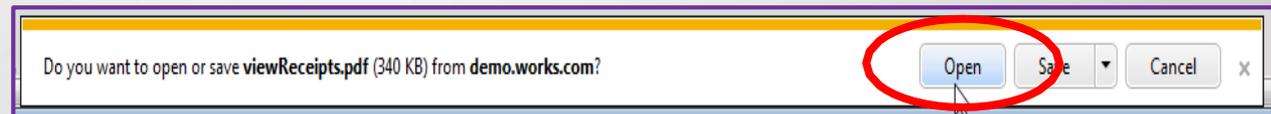
Click on Transaction and click **View Receipts**



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](mailto:travel@nsula.edu)

Contact:	Peggy Crowder	357-6750
	Joann Bell	357-4006
	Jennifer Breedlove	357-4384

