

# NORTHWESTERN STATE UNIVERSITY

## How to approve online transactions in WORKS Workflow

### Approver Training



# APPROVER MUST REVIEW AND SIGN OFF ON EACH CARDHOLDER'S TRANSACTION

**IMPORTANT: Approver must sign off on all transactions in WORKS before the Cardholder's monthly credit limit will refresh.**

- Must ensure each Cardholder's transaction, to the best of Approver's knowledge is for official state business, not for personal use and in compliance with travel rules, laws and regulations and/or PPM49 as applicable.
- Review and verify all the information and original receipts and complete supporting documentation entered and scanned into Workflow and submitted by the Cardholder are tied to the appropriate transaction in WORKS.

*NOTE: Make sure receipts include a detailed line item description and not generic descriptions.*

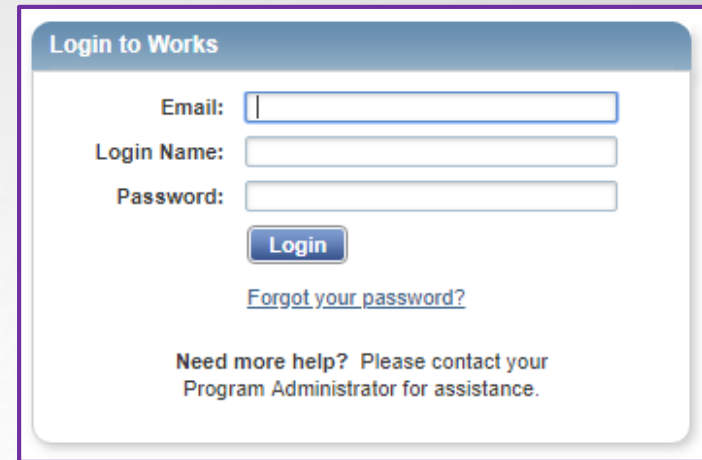
- Receipts do not include exempted state sales tax.
- All documentation corresponds with the Bank of America statement cycle dates (which begin the 9<sup>th</sup> of one month and ends the 8<sup>th</sup> of the following month).
- If the information is not correct, Approver will flag the transaction and it is electronically returned to the Cardholder for additional information and/or correction.
- All transactions must be approved in WORKS by the Approver and not auto signed off.
- Sign off in WORKS must be completed by Cardholder and Approver no later than 10 days after any transaction. Failure to comply may result in card cancellation.

# 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.



Login to Works

Email:

Login Name:

Password:

[Forgot your password?](#)

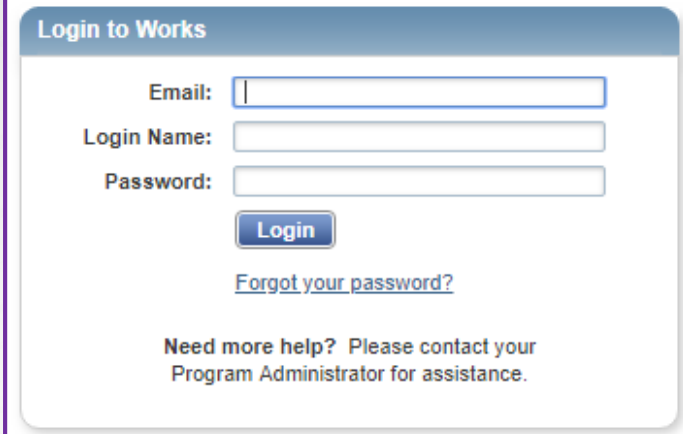
Need more help? Please contact your Program Administrator for assistance.

- 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:

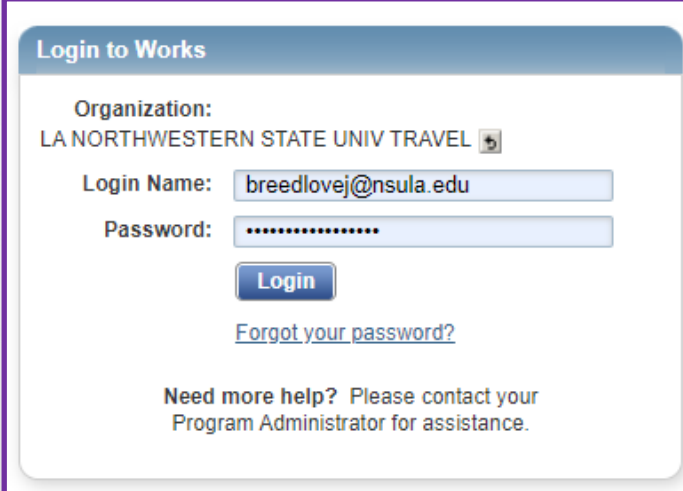
Login Name:

Password:


**Login**

[Forgot your password?](#)

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



**Login to Works**

Organization:  
LA NORTHWESTERN STATE UNIV TRAVEL 

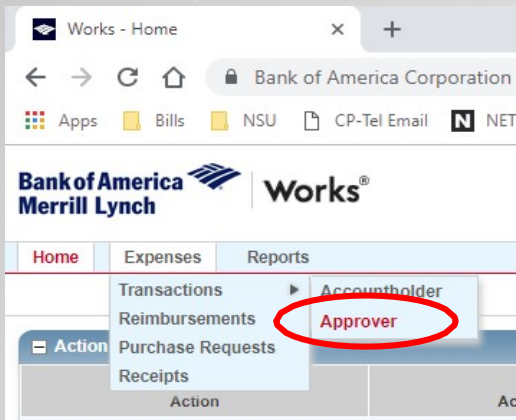
Login Name:

Password:

**Login**

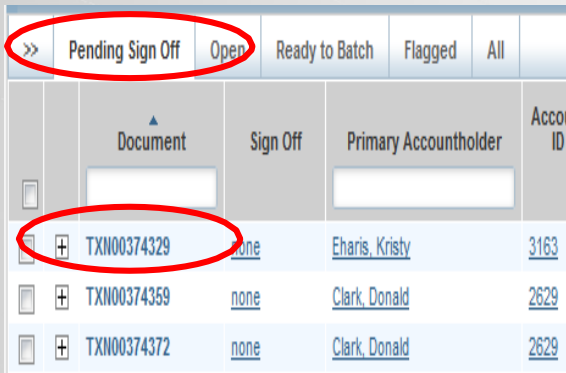
[Forgot your password?](#)

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

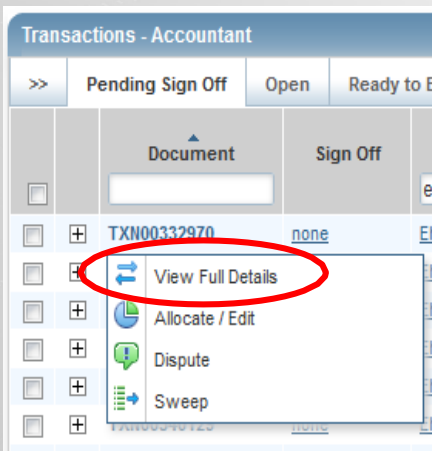


These are the Cardholder's transactions pending review and approval.

On the **Home Page** under **Expenses>Transactions>Approver**.



The **Pending Sign Off** screen is displayed. Click the **Document** number (TXN number),



Select **View Full Details**.

# The Transaction Details screen displays.

TXN00376087 Source Amount: 349.60 USD [Actions](#)

Purchase Amount: 349.60 Allocation Variance: 0.00  
Post Date: 11/27/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: ALLEGRA PRINT AND IMAGING Sign Off History: [AH](#)  
MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

**Transaction** | Allocation & Detail | Dispute | Receipts

Bank Transaction #: 24755423331133314577487 Account Nickname: ROXANNE CANTRELL  
Purchase ID: 84247 Account ID: [4589](#)  
CRI Reference: 84247 Accountholder: [Cantrell, Roxanne](#)  
Vendor ID: [17-8024172267](#)  
Vendor Address: OK, 74145

Comments [Add Comment](#)

Click the **Receipts** tab to view the uploaded receipt. To view the pdf, check the checkbox associated with the receipt, and click **View PDF**.

Expenses > Transactions > Transaction Detail

TXN00001001

Purchase Amount: 112.24  
Post Date: 11/06/2018  
Vendor Name: ENGINEERING, ARCHITECTURAL CO.  
MCC: 8911 (ENGINEERING, ARCHITECTURAL AND SURVEYING)

Transaction | Allocation & Detail | Dispute | **Receipts**

<input type="checkbox"/>	Upload Date	Uploaded By	Receipt Date	File Name
<input checked="" type="checkbox"/>	11/06/2018	<a href="#">Parr_Jessica</a>	11/01/2018	Receipt example

1 Selected | 1 item Sho

**View PDF**

TXN00378551

Purchase Amount: 21.75  
 Post Date: 12/09/2013  
 Vendor Name: ICL TELECON IC  
 MCC: 5969 (DIRCT MARKETING/DIRCT MARKETERS--NOT ELSEWHERE CLASSIFIED)

Allocation Variance: 0.00  
 Comp | Val | Auth: ✓ | ✓ | ✓  
 Sign Off History: [AH](#)

Source Amount: 21.75 USD Actions

Sign Off  
 Raise Flag

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24692163340000520698737  
 CRI Reference:  
 Vendor ID: [724740000701573](#)  
 Vendor Address: GA, 31833

Account Nickname: GLYNNA WORLEY  
 Account ID: [7411](#)  
 Accountholder: [Worley, Glynn](#)

Comments [Add Comment](#)

**Sign Off** If receipt supports the transaction and you are ready to approve.

- Click the **Actions** (upper right corner) drop down and click **Sign Off**.
- The Confirm Sign Off screen displays.

- Click **OK** to complete the approval process.

**OR**

**Raise Flag** – If receipt does not support the transaction and you do not approve.

- Click the **Actions** (upper right corner) drop down and click **Raise Flag** to return the transaction to the Cardholder.
- The Raise Flag screen displays. Enter the reason for the return in the **Comments** field.

- Click **OK** to return to transaction to the Cardholder for correction.

# NSU Business Affairs - Travel

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

