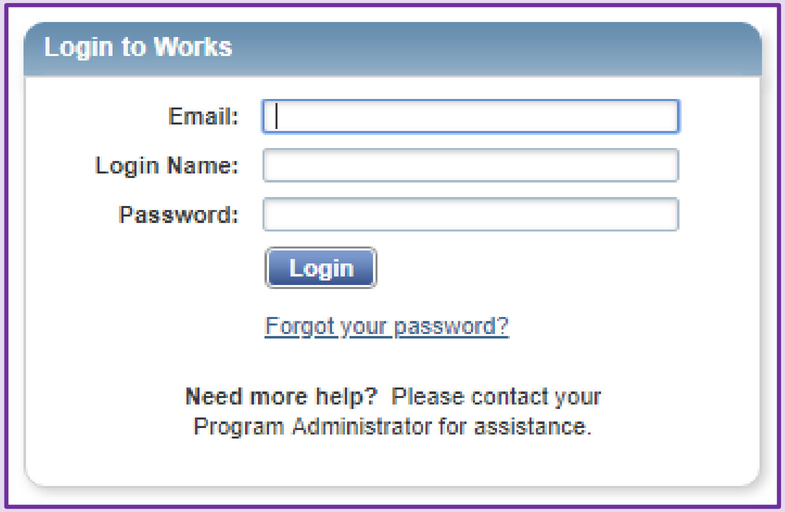
Rev. 08/25

Northwestern State University

Bank of America WORKS Cardholder Training

How-To Guide

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.

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

If you have forgotten your password, please contact travel@nsula.edu to have a temporary password generated.

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UPLOAD REQUIREMENTS

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 queue.

Transaction amounts not signed off by the end of the statement period will not be included in your monthly credit limit until sign off is complete.

After you make your charges – All receipts and supporting documentation must be uploaded to your computer before submitting to WORKS.

- Receipts and attachments must meet the following requirements:
  - WORKS supports .pdf , .png, .jpg, .gif, .jpeg formats
  - Upload must be 1MB or less
  - 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.
- ***Electronically signed RATs must be "flattened" before uploading. You can print and scan, save as a .jpg, or "print as PDF"***

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SUPPORTING DOCUMENATION REQUIREMENTS

Cardholder will attach the receipt and supporting documentation to the applicable transaction(s)

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.

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SIGNED REQUEST FOR AUTHORIZED TRAVEL MUST BE ATTACHED TO EACH TRANSACTION

Rental Vehicle

- Zero balance receipt from Enterprise (Rental Agreement Summary is not a receipt)
- If a vehicle over standard/intermediate size is requested a list of passengers must be provided

Rental Fuel

- Original Receipts
- Proof of Rental (Rental Receipt/Vehicle Rental Form)

Hotel

- Zero balance hotel folio
- Room Roster (If not single occupancy)
- Proof of Conference Hotel Rate

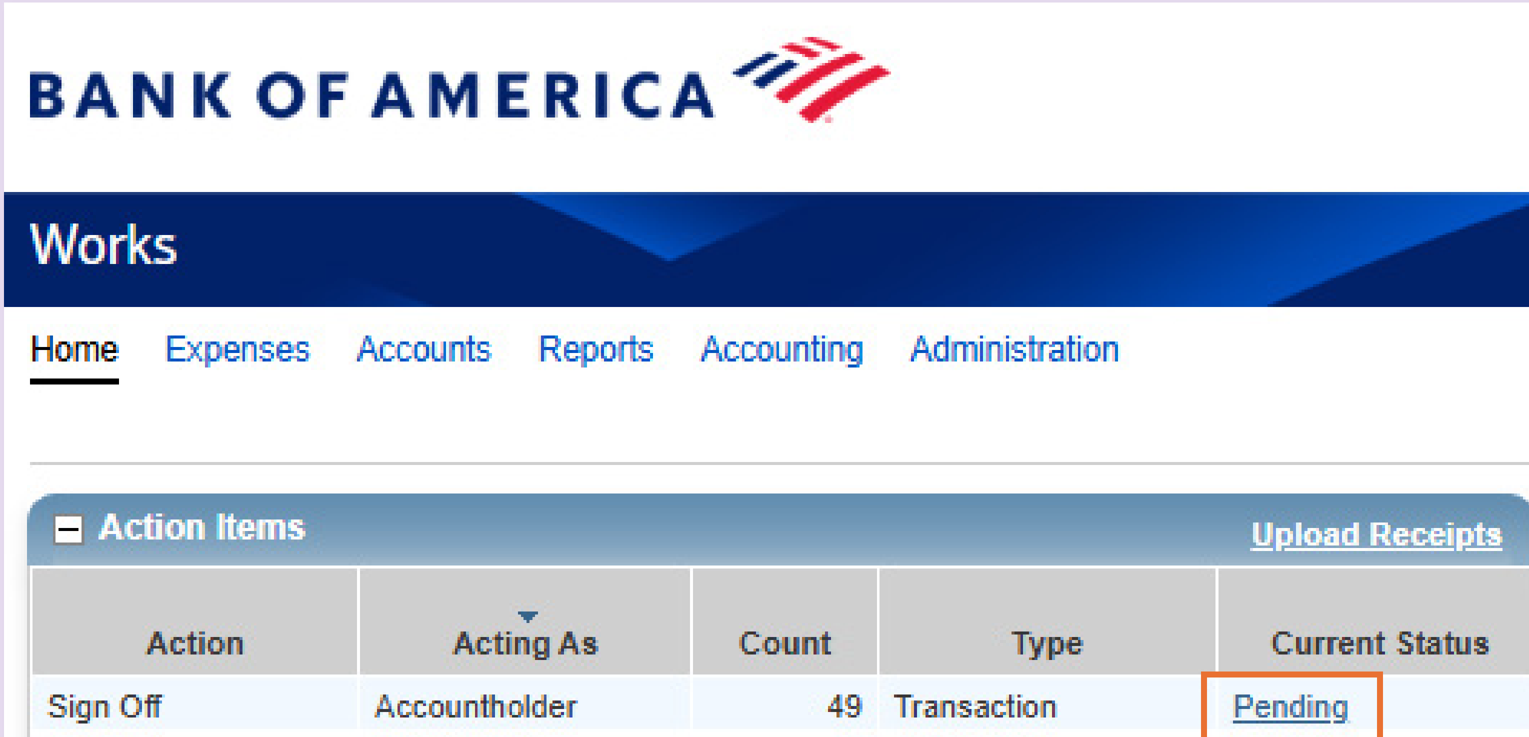
Registration

- Paid Receipt

Flight

- Full Paid Receipt

Works Home Screen



From your home screen select "Pending".

The "Count" shows how many transactions that do not have completed signed offs.

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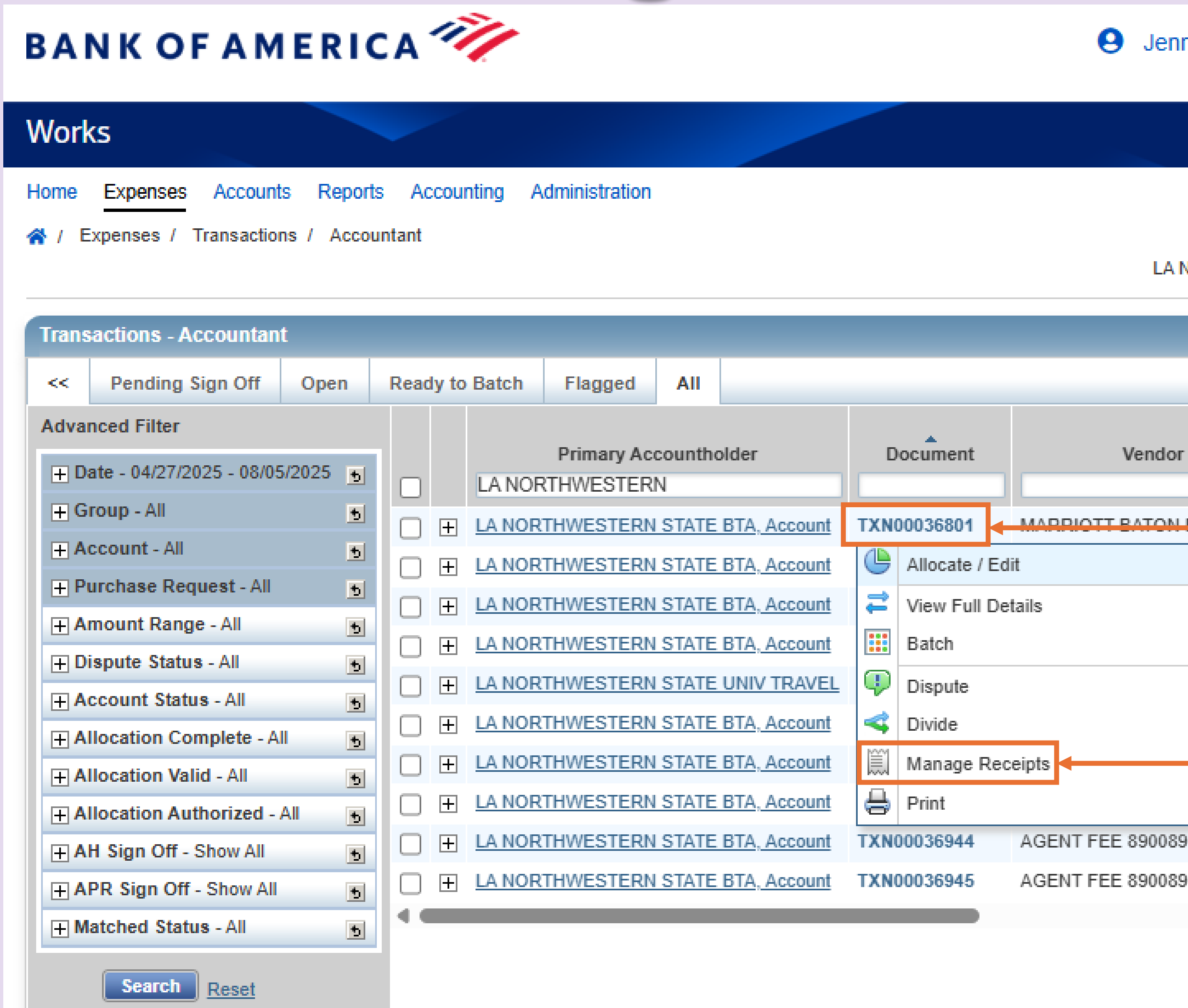
Attaching Documents



Select the TXN for the drop-down menu to appear

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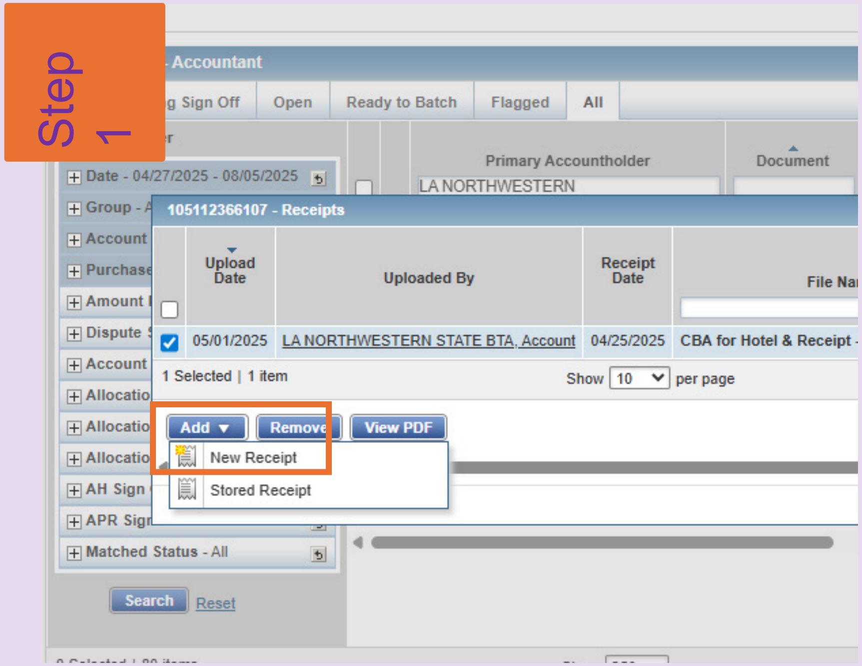
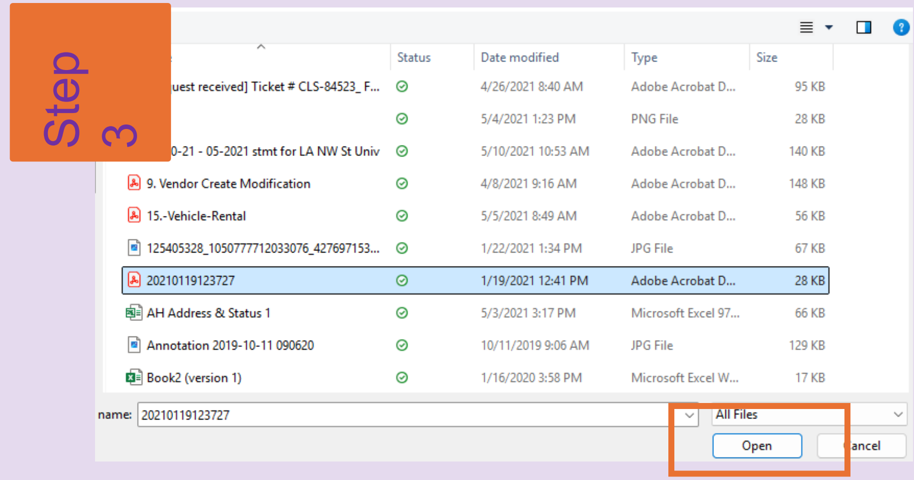
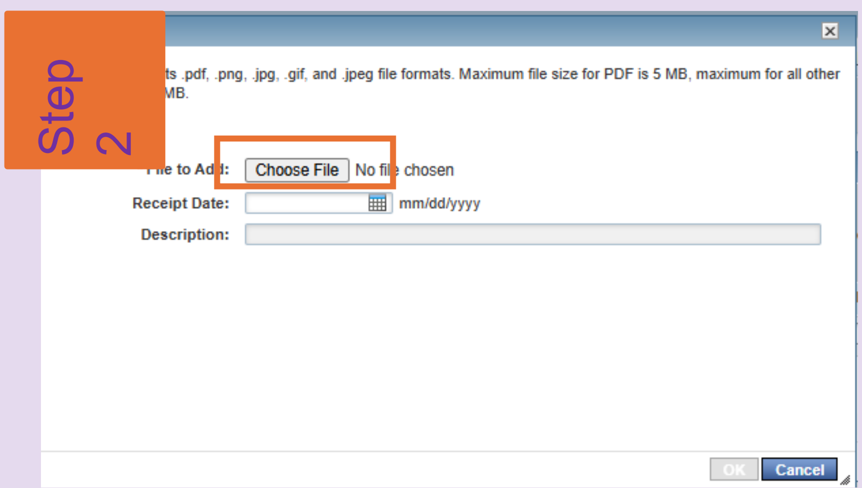
Select “Add”, then “New Receipt”



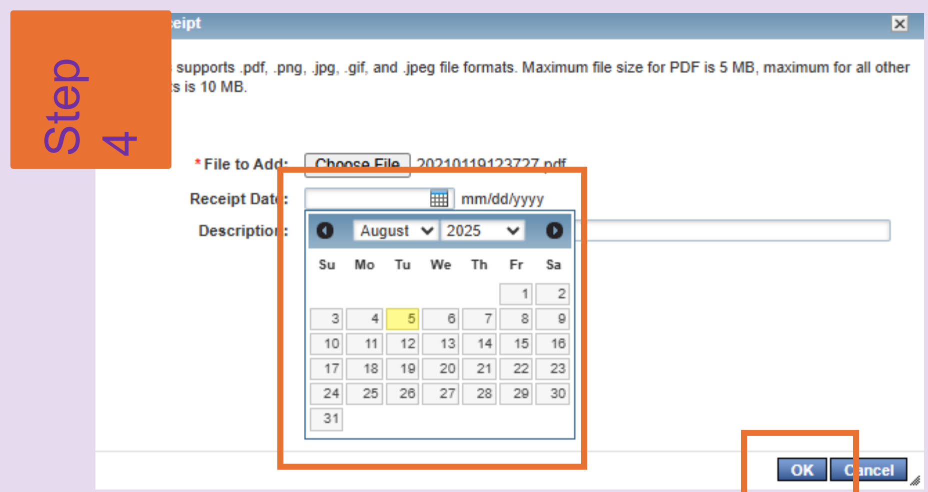
Find the file you need then select “Open”



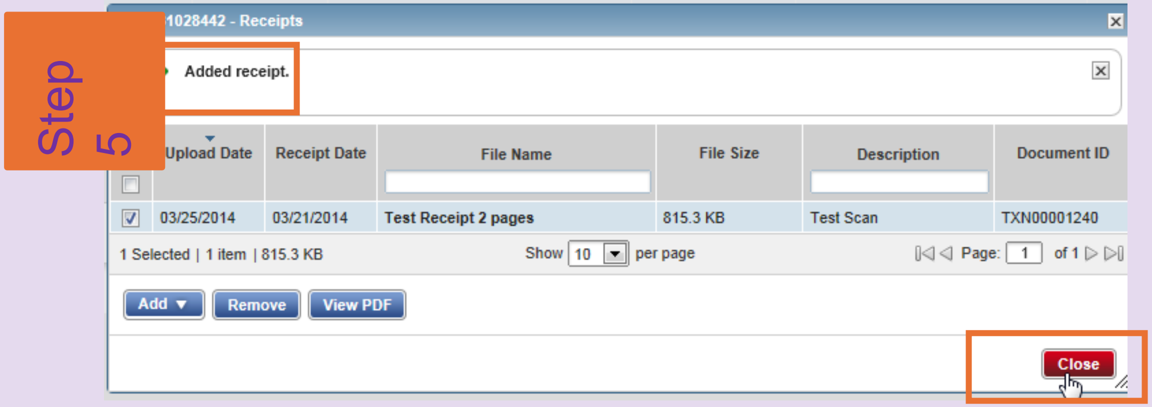
Select “Choose File”



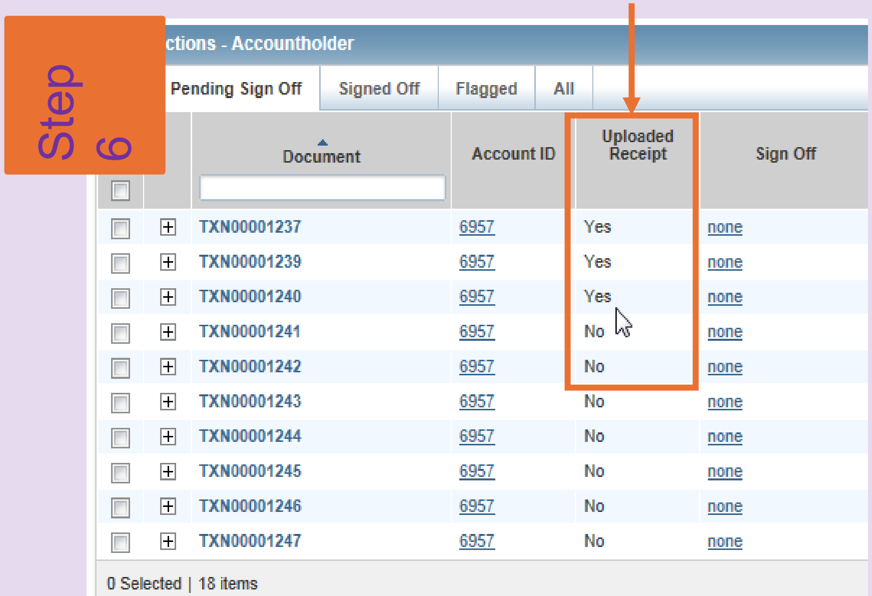
Select the Receipt Date then “OK”



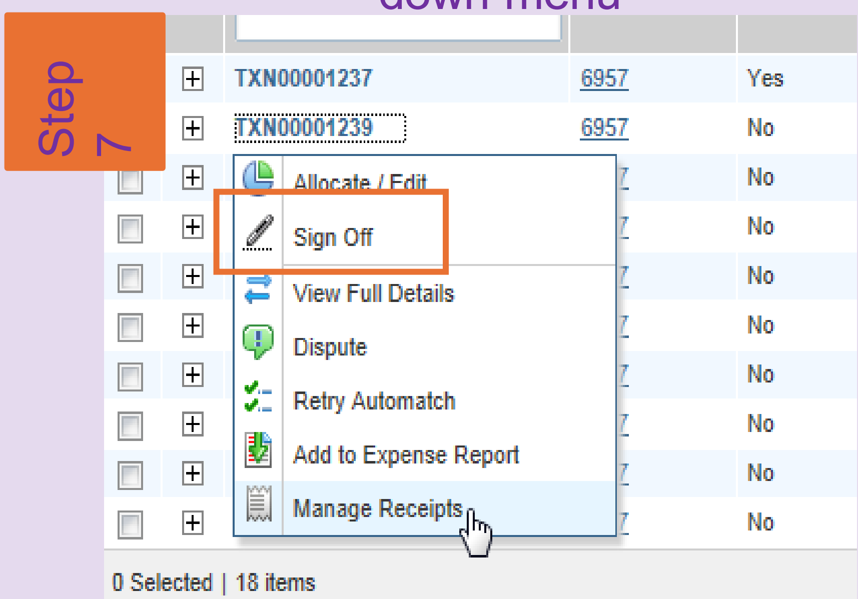
Verify receipt has been added. Click **Close**.



If the receipt has been attached to the transaction it will be reflected here



Click the TXN Number again and then select "Sign Off" from the drop-down menu



Once the sign off is complete the transaction will disappear from your "Pending" queue.

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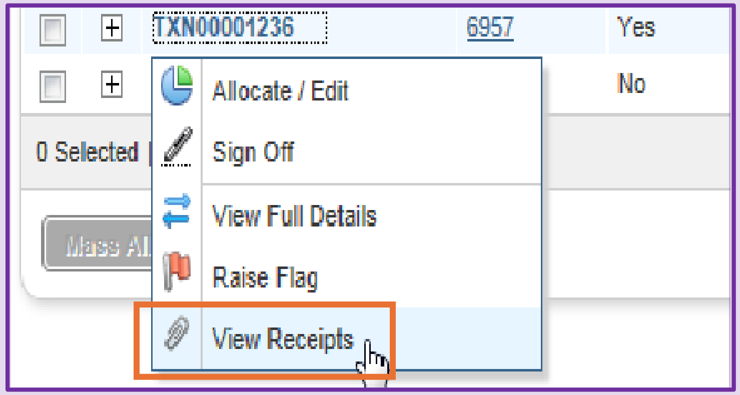
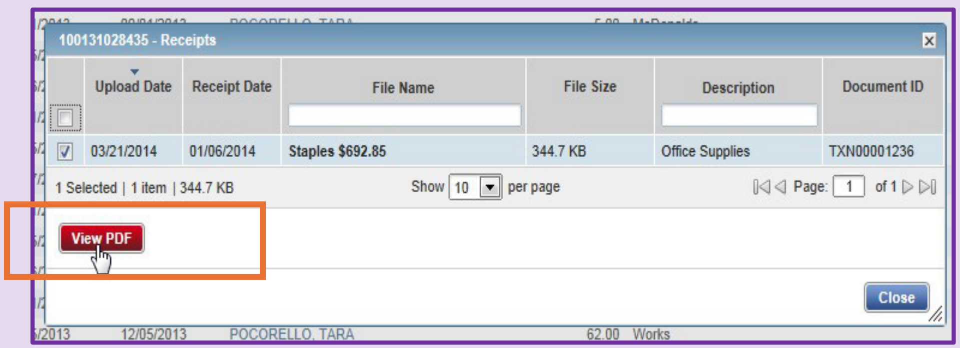
Viewing Attached Documents

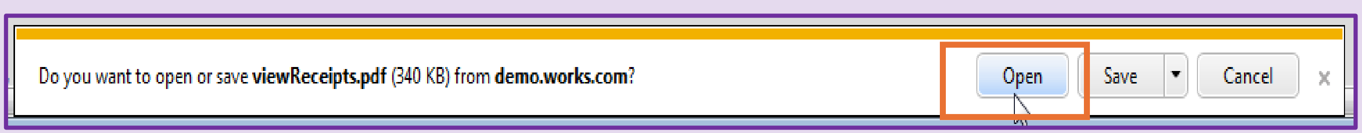
Click on TXN and click **View Receipts**



Click **View PDF**.



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



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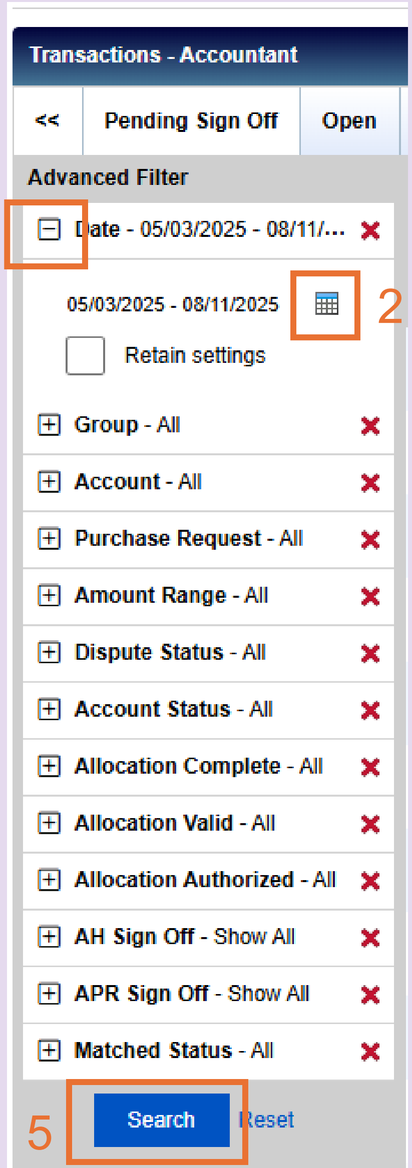
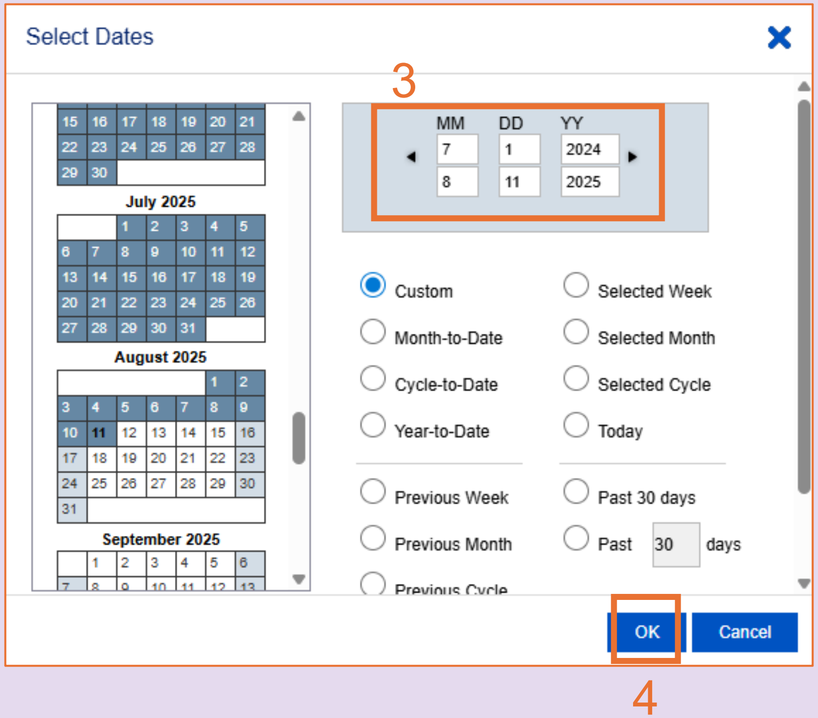
Populating Transactions





1. Select the drop-down menu for the date form the left-hand navigation menu
2. Click the calendar to Select dates
3. Adjust date range
4. Click OK
5. Click Search to prompt the new date range to populate

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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. Select receipt date and add comment
6. Select the TXN # Again
7. Click Sign Off

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

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Business Affairs - Travel

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

Bank of America Works: https://payment2.works.com/works/home

NSU Travel Site: https://www.nsula.edu/businessaffairs/travel/

Email: Travel@nsula.edu

Contact: Jennifer Breedlove 318-357-4384
Stephanie Cormane 318-357-6812

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