

Bank of America  
Merrill Lynch



# Works<sup>®</sup> User's Guide

## Table of Contents

Chapter 1 - Overview of Works Features .....	12
Account Spending.....	12
Account Funding .....	12
Spend Reconciliation.....	13
Card Control.....	13
Real-Time Reporting .....	13
About Users and User Roles .....	13
About Groups .....	15
Group Officials .....	15
Fund Types .....	15
Reconciliation Process .....	16
Purchase Request Approval Process.....	18
Company-Wide Approval Threshold.....	18
Group Approval Rules .....	18
Group Approver’s Signature Limits and Authority Levels.....	18
Group Hierarchy .....	19

Approval Scenarios .....	19
Merchant Category Codes .....	21
Getting Started .....	22
Creating a Password .....	23
Forgotten Login Name or Password Resets .....	25
Logging In and Out.....	25
Logging Out of Works.....	26
Security Timeout.....	26
Navigating Works Home Page.....	26
Action Items.....	26
Accounts Dashboard .....	27
My Announcements.....	28
Global Navigation Bar .....	28
Expenses .....	29
Reports .....	29
Navigating Works .....	30
Searching and Using Column Filters .....	34
Searching with Advanced Table Filters.....	35
Setting Column Preferences.....	35



- Changing Column Order ..... 36
- Accessing Your User Information ..... 37
  - Changing your Email Preferences ..... 38
  - Changing Your Password ..... 38
  - Viewing Group Permissions ..... 39
  - Setting Your Default Account ..... 39
- Accessing Works Training Guides and Training Videos ..... 39
- Requesting a Travel Individual Liability Account ..... 40
- Purchase Requests ..... 43
  - Overview ..... 43
  - Creating a Purchase Request ..... 43
  - Copying a Purchase Request ..... 47
  - Submitting a Draft Purchase Request ..... 47
  - Retracting a Purchase Request ..... 48
  - Editing a Purchase Request ..... 48
  - Viewing the Approval Status of a Purchase Request ..... 50
  - Deleting a Purchase Request ..... 51
  - Attaching or Detaching a Purchase Request ..... 52
  - Printing Purchase Request Details ..... 53





- Closing a Purchase Request..... 54
  - Chapter .....55
- Overview..... 55
- EXPENSES ..... 55
- Signing Off On Payable Documents ..... 56
  - Transactions.....56
  - Reimbursements.....56
  - Accountant Sweep Feature .....56
  - Sign-Off Basics.....56
  - Sign-Off Denoted .....57
  - Signing Off Payable Documents .....57
- Viewing Transaction Details ..... 59
  - Viewing Vendor Address for a Transaction .....60
  - Viewing Purchase Details for a Transaction.....60
  - Viewing Dispute Details.....61
- Printing Transaction Details..... 61
- Editing a Transaction ..... 63
  - Adding a Comment from the Transactions Queue .....67
- Dividing a Transaction ..... 68



- Disputing a Transaction ..... 69
  - Contacting the Financial Institution.....70
- Reimbursements..... 70
- Creating a Reimbursement Request..... 70
- Deleting a Reimbursement Request ..... 71
- Printing Reimbursement Request Details..... 71
- Editing General Reference and Allocation Information for a Reimbursement..... 73
- Mass Allocating Reimbursements..... 76
- Attaching or Detaching a Purchase Request to Payable Documents..... 76
  - Attaching Transactions or Reimbursements to a Purchase Request.....77
  - Detaching a Transaction or Reimbursement from a Purchase Request.....78
  - Viewing Attached Purchase Request Details .....79
- Removing a Flag ..... 80
- Uploading and Attaching a Receipt Image to a Payable Document ..... 81
  - Removing an Attached Receipt Image from a Payable Document .....82
  - Viewing Receipt Images Attached to a Payable Document .....83
  - Storing and Removing Receipt Images .....84
  - Viewing Stored Receipt Images .....85
- EXPENSE REPORTS..... 86



- Creating an Expense Report ..... 87
  - Creating a New Expense Report While Adding a Payable Document..... 87
  - Creating a New Expense Report Without Adding a Payable Document .....88
  - Adding a Payable Document to an Existing Expense Report .....88
- Accessing and Printing Expense Report Information ..... 90
- Receipt Imaging ..... 91
  - Uploading and Adding Receipt Images to an Expense Report .....91
  - Adding Faxed Receipt Images to an Expense Report .....93
  - Viewing Receipt Images Attached to an Expense Report.....95
  - Removing a Receipt Image from an Expense Report.....96
- Removing Payable Documents from an Expense Report ..... 96
- Editing an Expense Report Name or Description ..... 97
- Signing Off On a Payable Document in an Expense Report..... 97
- Deleting an Expense Report..... 98
- Signing Off On an Expense Report ..... 98
- PURCHASER TASKS ..... 100**
  - Viewing and Editing General Purchase Request Details ..... 100
  - Viewing the Approval Status of a Purchase Request ..... 101
    - Editing Allocation Information .....102



- Completing a Purchase Request ..... 104
  - Completing Multiple Purchase Requests .....104
  - Reassigning a Purchase Request .....104
  - Reassigning Multiple Purchase Requests.....105
  - Rejecting a Purchase Request .....105
  - Rejecting Multiple Purchase Requests.....106
  
- GROUP OFFICIAL TASKS ..... 107
  - Browsing the Organizational Hierarchy..... 108
  - Creating a New User and Account Request..... 109
  - Accessing a User’s Information ..... 111
  - Accessing a Group’s Information..... 112
  - Editing Group Approval Rules..... 114
  - Working with Purchase Requests..... 114
    - Approving or Rejecting a Purchase Request.....114
    - Editing a Purchase Request .....115
    - Accessing a Purchase Request to Attach or Detach a Payable Document .....117
    - Printing Purchase Request Details .....117
    - Rerouting a Purchase Request .....118
    - Viewing General Information and Approval History of a Purchase Request .....119



- Working with Payable Documents..... 120
  - Editing a Transaction .....120
  - Editing Allocation, Reference, and Tax Information on a Transaction .....120
  - Flagging a Payable Document .....123
  - Viewing Purchase Detail for a Transaction.....123
  - Viewing Sign-Off History .....124
  - Viewing Vendor Details for a Transaction .....125
  - Printing Transaction Details.....126
  - Editing a Reimbursement Request .....128
  - Printing Reimbursement Request Details.....130
  - Mass Allocating Payable Documents .....132
  - Rejecting a Reimbursement Request .....132
  - Signing Off On Payable Documents .....133
  - Accessing and Signing Off an Expense Report.....134
  - Printing Expense Report Details.....135
- Delegating Approval Authority ..... 135
- REPORTS ..... 138
  - Comprehensive Configurable Reports.....138
- Reports in the Dashboard Summary ..... 139



- Viewing the Dashboard Summary ..... 140
- CxCo Dashboard Reports ..... 142
- About Configurable Reports ..... 143
  - Restricting Report Options .....143
  - Allowing Cross-Company Reporting .....143
  - Scheduling Reports.....143
- Creating a Report in Basic View ..... 144
- Creating a Report in the Advanced View ..... 147
- Viewing Reports in the Completed Reports Queue ..... 154
  - Downloading a Completed Report.....155
  - Modifying and Re-running a Completed Report .....155
  - Deleting a Completed Report .....156
- Viewing New Reports from the Home Page ..... 156
- Managing Scheduled Reports..... 157
  - Viewing and Editing Scheduled Reports.....157
  - Editing the Recurrence of a Scheduled Report .....158
  - Modifying and Re-running a Scheduled Report .....158
  - Removing a Scheduled Report .....159
- Template Library..... 159



Accessing the Template Library .....159

Deleting Templates from the Template Library .....159

Modifying and Running a Completed Report from the Template Library.....159

Data Used in Reports..... 160

Data Used in Spend Reports..... 160

Data Used in Account Reports ..... 187

Data Used In Request Reports ..... 197

Data Used In Org Reports..... 209

Glossary ..... 214

# 1

## Overview of Works Features

Works is a web-based application that offers a complete set of features that can enable your organization to automate its existing processes for purchasing goods and making payments with credit card accounts. Works provides real-time purchasing card administration, purchase request approval workflow, and a post-purchase reconciliation process that adheres to your organization's existing payment process workflow and internal purchasing policies.

### Account Spending

Typically, credit card accounts are controlled only by the available credit limit. However, with Works, your organization can control the funds available on an account, the amount that can be spent in a single transaction or in a single day, and the types of merchants where individual employees can purchase goods and/or services. These controls can enable you to reduce your organization's liability while providing your employees with the spending power they require. Using Works, you can increase the amount your organization spends with purchasing cards, and maximize the savings and incentives offered by the bank.

### Account Funding

Works controls the funds available on an account by managing two types of funds: discretionary and incremental. Discretionary (for example: base) funds are what employees typically think of as a credit limit and can be spent without prior approval. However, if a user requires additional funds (and/or if the user does not have access to discretionary funds), the user can submit an online purchase request for the desired amount. Works uses an approval



workflow to check that appropriate employees approve the requested incremental amount. After approval, the funds are available on the user's card. This can enable employees, regardless of their locations, to purchase supplies and services when they need them.

**Note:** The Purchase Request feature is optional and may only be used with a subset of Accountholders.

### Spend Reconciliation

Works also provides a reconciliation process that ensures the appropriate employees review and sign off on all payable documents (transactions, purchase requests, and reimbursement requests) in Works. This can enable those employees to verify that the General Ledger (GL) coding for payable documents is correct and the purchase is adequately described and justified. Because transaction information is posted to Works daily, Accountants can reconcile transactions as they are processed rather than waiting until the end of the billing cycle.

### Card Control

Using Works, you can create spend control profiles to specify the credit limit, cash advance limit (if the card allows cash withdrawal), and transaction controls for groups of purchasing cards. Transaction controls can include a single transaction limit, automatic sign-off limit, the amount of discretionary funds available, and the permitted Merchant Category Codes (MCCs) that determine the types of merchants where the Accountholders can make purchases. Because card profiles group cards with identical settings, you can easily manage a large group of cards by changing the settings for a single profile.

Works can enable you to request new accounts, request replacement cards, and close accounts (that is, permanently disable or report as lost or stolen). This gives you more control over your card program by limiting the issues that require you to contact the bank.

### Real-Time Reporting

Works provides a real-time summary of your organization's account(s) (including the organization's overall credit limit and amount of available funds) and allows you to specify whether to notify Administrators when the company spend matches a percentage of the master credit limit that you define. The memo statements, predefined reports, and configurable reports can enable the appropriate employees to access up-to-date information about the spend activity in your organization.

### About Users and User Roles

A user is any employee in your organization who is assigned a Login Name and Password in Works. Although not required, a user can be assigned one or more commercial credit cards. A user who is assigned at least one card is referred to as an Accountholder. Each account in a card program must be assigned to at least one user who is the Primary Accountholder of the card. Program Administrators can also assign Secondary Accountholders who may review and reconcile the transactions of the Primary Accountholder. Accountholders may perform the following basic tasks depending on their organization's settings:

1. Review the details of their transactions.

2. Modify editable details of their transactions.
3. Add comments to their transactions
4. Sign off on the reviewed transactions.

**Note:** Additional roles are described in the following table.

In addition to being an Accountholder, each user can be assigned one or more predefined roles that determine what additional tasks a user can perform within Works. A role can be assigned to multiple users in the organization. For example, the Accountant role might be assigned to several users in the organization.

Roles can be assigned directly to a user, and they can also be assigned indirectly to the user by assigning the roles to the group to which the user is a member.

**Note:** An attribute assigned directly to a user always takes precedence over an attribute assigned indirectly via the user's group.

User	Role/Function
Accountant	<p>Accountants make sure the GL coding on a transaction or reimbursement request is correct before closing and exporting the associated details. Additionally, they perform the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Maintain and export all GL segment codes, combinations, settings, and mappings.</li> <li>▪ Create and edit Authorization Profiles and related authorization rules.</li> <li>▪ Edit document code settings.</li> <li>▪ Close any user's open approved purchase request(s).</li> <li>▪ Edit /dispute/divide/flag transactions.</li> <li>▪ Close transactions and/or reimbursement requests.</li> <li>▪ Batch/download/lock transaction detail data.</li> <li>▪ Access the dashboard summary and detailed company reports.</li> <li>▪ Create company-wide report templates.</li> </ul>
Allocation Coder	<p>Allows users to access and change allocation codes on transactions.</p> <p><b>Note:</b> If the user has the purchase request role, the Allocation Coder can enable the user to edit allocation codes on purchase requests.</p>
Auditor	<p>Allows users to review all data for the entire organization and access and export all company reports.</p>
Basic Reporter	<p>Allows users to use standard configurable report templates. Configurable report templates are templates created and distributed by a Program Administrator or an Accountant. Basic Reporters cannot edit column configuration of report templates. The role is available only if the organization is licensed to use the role.</p>
Cross-Company Reporter	<p>Allows users who are not limited to the Basic Reporter role access to a set of Cross-Company report templates. This allows users to merge data from multiple instances of Works into a single report.</p> <p><b>Note:</b> This role is available only if the organization is licensed for Cross-Country reporting.</p>

User	Role/Function
Program Administrator	<p>Performs all administrative and account maintenance tasks in Works. These tasks fall into four broad categories:</p> <ul style="list-style-type: none"> <li>▪ Card program maintenance</li> <li>▪ User/Group administration</li> <li>▪ Reporting</li> <li>▪ Administration of organizational policies and Works settings</li> </ul>
Purchase Requester	<p>The Purchase Requester role allows users to create purchase requests that when approved, apply incremental (additional) funds to an account. The Purchase Requester is not required to be an Accountholder and can be assigned to create purchase requests on behalf of another Accountholder.</p>

### About Groups

A group is a collection of users within Works grouped by departments, projects, or other units defined by the organization. Groups can enable organizations to easily assign default controls for various levels of users and maintain defined approval points during the workflow. Groups can be used to scope who has access to specific data in reports.

Every user in Works must belong to a single group. The simplest organizational structure consists of a single group of all users. Most organizations consist of multiple groups that are created to form a hierarchy. Program Administrators can create groups. Scoped Administrators can create groups within their scope of authority.

The organizational hierarchy of groups and the policies assigned to groups (for example, approval rules) determine the path through which purchase requests, transactions, and reimbursement requests flow during Work's approval and review process.

### Group Officials

Each group has assigned Group Officials. Group Officials must include one Owner who sets the group's approval rules and at least one Approver who approves purchase requests as well as signs off on payable documents for group members. No other group official assignments are required.

**Note:** Although a user can belong to only one group, a user can be a group official for multiple groups. In other words, a user does not have to be a member of a group to be an official for that group.

### Fund Types

Works manages two types of card funds: Discretionary Funds and Incremental Funds. **Discretionary funds** are available on an account and do not require the user to submit a purchase request to access these funds. The amount of available discretionary funds and the timing for when these funds are restored is determined by the card profile. **Incremental Funds** require a purchase request be approved before the requested amount (plus the incremental buffer, if any) is available on the account. The incremental buffer is an additional amount added to the account based on a percentage of the requested amount. This is helpful if, for example, the user is requesting an

approximate amount, and may require additional funds when making the actual purchase.

The following three examples show how discretionary and incremental funds (and any buffer) are added to and removed from a user's account (Figure 1).

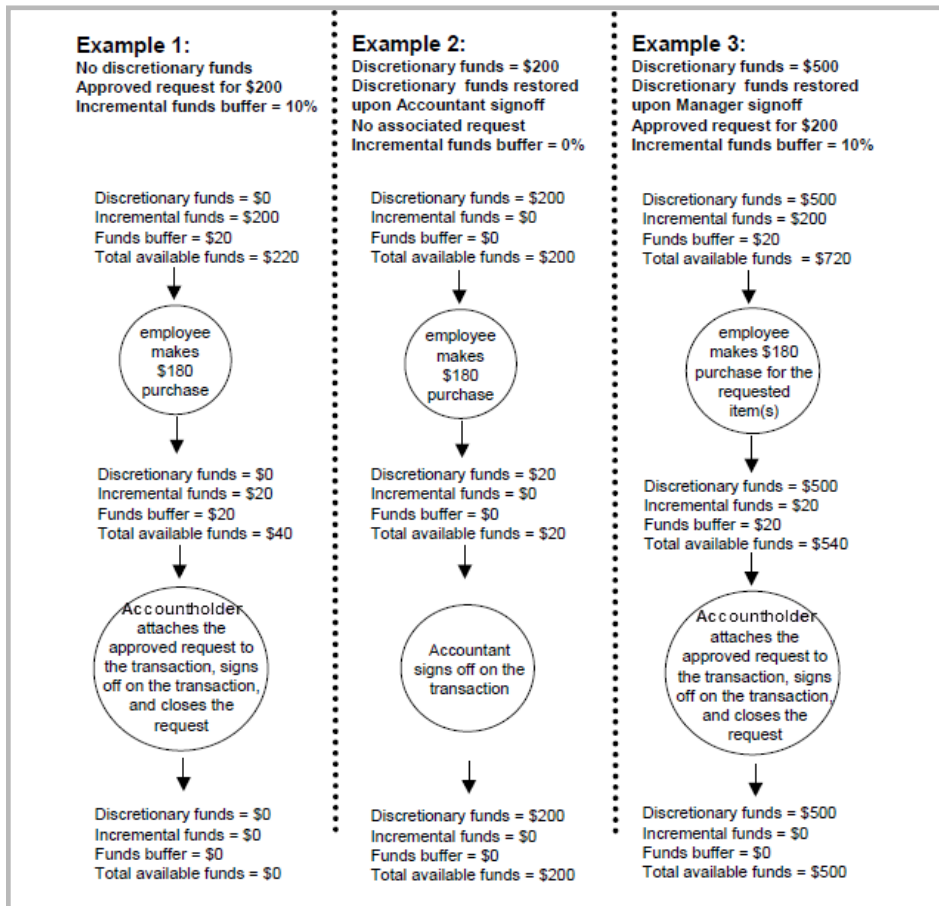


Figure 1: Examples of How Funds Are Added to and Removed from an Account

## Reconciliation Process

When a user needs to make a purchase using a purchasing card, the user must create a purchase request unless the user has adequate discretionary funds. After the purchase request is approved (if applicable, as determined by the company-wide threshold), the requested amount is available on the user's card.

After the user completes the purchase, the resulting electronic transaction is posted in Works and placed in the Accountholder's Pending Sign Off queue (if applicable, as determined by the manual sign-off rule in the card's profile). When the transaction is in the Accountholder's Pending Sign Off queue, or when the Accountholder creates a reimbursement request, the Accountholder can attach the corresponding purchase request (if any) to the payable document. If necessary, the Accountholder can edit the transaction to change its GL allocation, (assuming the Accountholder has the Allocation Coder role), and flag, divide, dispute a transaction as necessary before signing off.

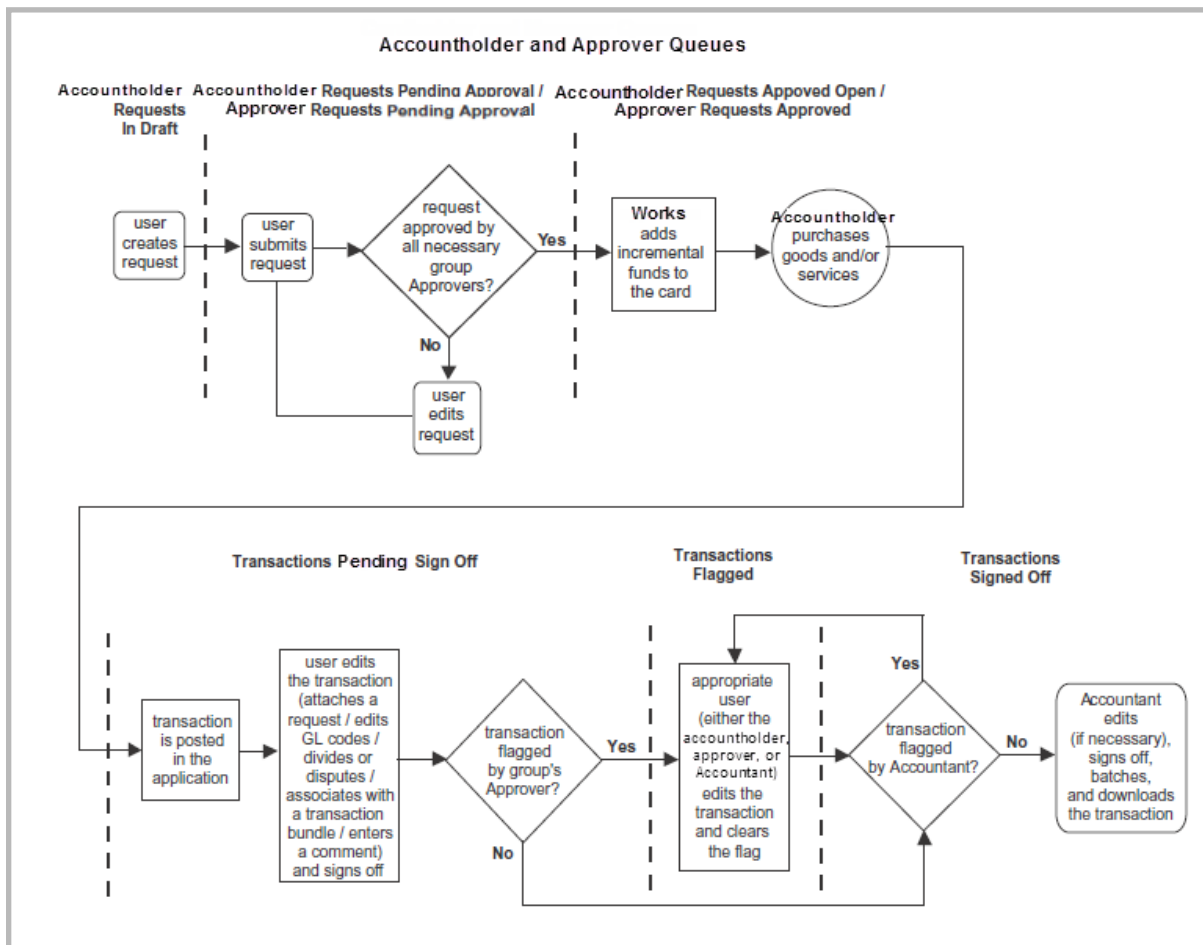
**Note:** If the transaction received automatic Accountholder sign off (as determined by the manual sign-off rule in the card's profile), the Accountholder can access the signed off transaction to attach the corresponding purchase request (if any).

After the Accountholder signs off, Works places the payable document in the appropriate Approver's Pending Sign Off queue (if applicable, as determined by the group's approval settings). The Approver can access the payable document to edit, flag (transactions) / reject (reimbursement requests), and sign off.

The payable document enters an Accountant's queue if the Accountant sweeps the outstanding documents, or after both the Accountholder and the Approver have signed off. The Accountant can then edit the payable document to make sure the specified allocation information is correct and enter any edits for the transaction (for example, resolve disputed transactions). After the Accountant is satisfied that the payable document is correct, the Accountant can close the payable document, and then download the transaction detail data as a text (.txt) file for use with your organization's third-party accounting software.

**Note:** Accountants typically download transaction detail data at the end of the billing cycle after all the transactions for that billing cycle have been processed and closed.

A high-level view of how a purchase request and the corresponding transaction moves through Works is displayed in Figure 2. Figure 2 displays the Accountholder and Approver queues. However, Accountants can view the payable document in their own queues which are described in the Administrator's Guide.



**Figure 2:** Flow of Documents Through Works - Accountholder and Approver Queues

### Purchase Request Approval Process

The following four factors determine whether a purchase request submitted to the application must receive approval:

- Company-wide approval threshold
- Group approval rules
- Group Approver signature limits and authority levels
- Group hierarchy

Works does not add the requested funds to a user's card until all these factors have been satisfied by the approval engine.

### Company-Wide Approval Threshold

The company-wide approval threshold specifies a dollar amount which, if exceeded by a purchase request, requires the approval of a user with the appropriate authority level (and/or signature limit). If none of the group's Approvers have a sufficient signature limit, the purchase request must be approved by an Approver in a parent group who has a sufficient signature limit. The company-wide approval threshold is typically used to define a minimum purchase request amount that requires approval. For example, you can set a company-wide approval threshold of \$25. In this case, all purchase requests under \$25 are automatically approved unless a group approval rule requires the purchase request to receive additional approval.

### Group Approval Rules

Each group can also have associated approval rules that specify the following for members of the group:

- A dollar amount that if exceeded by a purchase request requires the purchase request be approved by a specific group's Approver.
- Whether a purchase request that requires approval from an Approver in the parent group still requires the approval from the Approver in the group of which the user is a member.
- Whether purchase requests routed to a different group still require approval to continue with the request from the group to which the user directly belongs.

### Group Approver's Signature Limits and Authority Levels

Each group in your organization has one or more Approvers, each with a specified authority level and signature limit (the maximum dollar amount the Approver is authorized to approve).

The authority level is used to group default levels of signature limits for Group Approvers. For example, you may have defined a Director authority level to have an approval signature limit of \$5,000. Therefore, if an Approver needs to be able to approve purchase requests up to \$5,000, you can assign that Approver the Director authority level.

- You can assign a signature limit for a user in addition to an authority level. The signature limit is the maximum dollar amount the user can approve, regardless of the user's authority level. For example, you may be adding a new employee who is a director. And, you have defined a Director authority level to approve purchase requests up to \$5,000. However, your organization may have a policy to restrict approval amounts

for new employees to \$1,000 during the first six months of employment. In this case, you can assign the Director authority level to the user as well as a signature limit of \$1,000. After six months, you can remove the signature limit of \$1,000 can enable that employee to approve purchase requests for up to \$5,000.

### Group Hierarchy

When determining the order for which group receives the purchase request first, second, and so on, Works always sends the purchase request up the organization's group hierarchy. For example, in Figure 3, if a user in the California group submits a purchase request that triggers approval rules for the California group as well as the Sales group, the purchase request must receive approval first from the California group and then from the Sales group.

**Note:** If a Program Administrator creates a purchase request as an Accountholder or approves a purchase request submitted by another Accountholder in the organization, the request is approved, bypassing any further steps in the normal approval hierarchy.

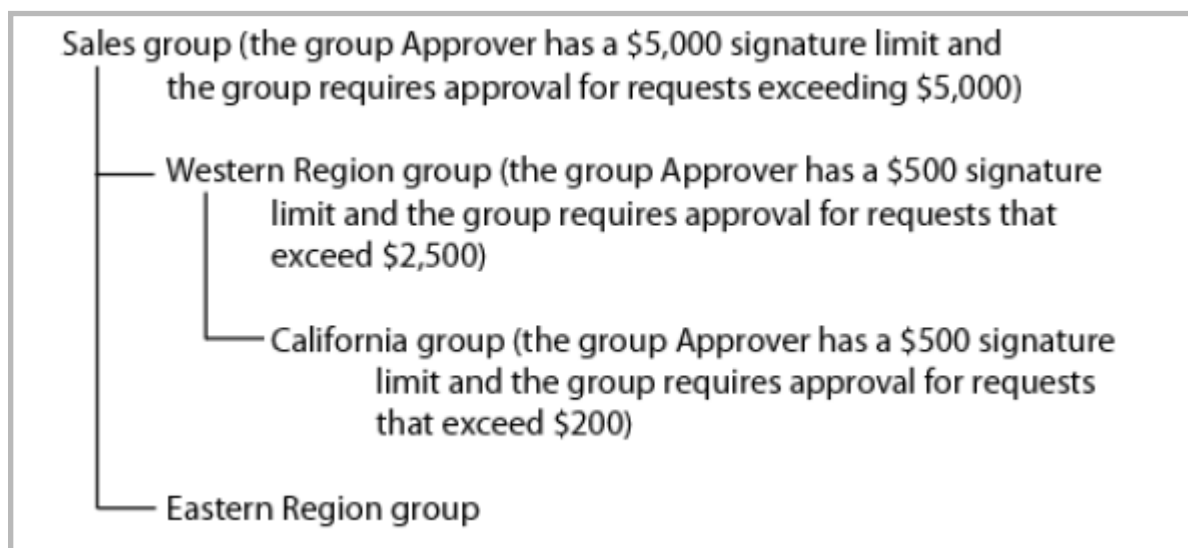


Figure 3: Sample Group Hierarchy

### Approval Scenarios

The examples in the following table are based on the sample group hierarchy displayed in Figure 1. These examples illustrate how the approval path differs depending on the company-wide approval threshold, group approval rules, and signature limits that are applicable in each scenario.

## Chapter 1: Works® User's Guide

Scenario	Activity
<p>1. An Accountholder in the California group submits a purchase request totaling \$52. The company-wide approval threshold is \$30. No groups require approval for purchase requests that will require approval from a parent group or purchase requests that are routed to another group.</p>	<ol style="list-style-type: none"> <li>1. Does the purchase request exceed the company-wide approval threshold? <b>Yes</b></li> <li>2. Because the purchase request exceeds the company-wide approval threshold, does the California group's Approver have a signature limit greater than \$52? <b>Yes. The purchase request stops at the California group for approval.</b></li> <li>3. Is the purchase request approved by the California group's Approver? <b>Yes. Add the requested funds to the user's card.</b></li> </ol>
<p>2. An Accountholder in the California group submits a purchase request totaling \$612.</p> <p>The company-wide approval threshold is \$30.</p> <p>Only the Western Region group requires approval for purchase requests that will require approval from a parent group as well as purchase requests that are routed to another group.</p>	<ol style="list-style-type: none"> <li>1. Does the purchase request exceed the company-wide approval threshold? <b>Yes.</b></li> <li>2. Because the purchase request exceeds the company-wide approval threshold, does the California group's Approver have a signature limit that allows approval of \$612? <b>No.</b></li> <li>3. Do any group approval rules in the California group require the California group to approve a purchase request prior to continuing to obtain approval from a parent group, or prior to routing to another group? <b>No. Move up the hierarchy to the parent group.</b></li> <li>4. Does the Western Region group's Approver have a signature limit that allows approval of \$612? <b>No.</b></li> <li>5. Do any group approval rules in the Western Region group require the Western Region group to approve a purchase request prior to continuing to obtain approval from a parent group or prior to routing to another group? <b>Yes. The purchase request stops at the Western Region group for approval.</b></li> <li>6. Is the purchase request approved by the Western Region group's Approver? <b>Yes (approval to continue). Move up the hierarchy to the parent group.</b></li> <li>7. Does the Sales group's Approver have a signature limit that allows approval of \$612? <b>Yes. The purchase request stops at the Sales group for approval.</b></li> <li>8. Is the purchase request approved by the Sales group's Approver? <b>Yes. Add the requested funds to the user's account.</b></li> </ol>



Scenario	Activity
<p>3. An Accountholder in the California group submits a purchase request totaling \$252.</p> <p>The company-wide approval threshold is \$500. No groups require approval for purchase requests that will require approval from a parent group or purchase requests that are routed to another group.</p>	<ol style="list-style-type: none"> <li>1. Does the purchase request exceed the company-wide approval threshold? <b>No.</b></li> <li>2. Does the purchase request exceed the approval limit for the California group? <b>Yes. The purchase request stops at the California group for approval.</b></li> <li>3. Is the purchase request approved by the California group's Approver? <b>Yes.</b></li> <li>4. Does the purchase request exceed the approval limit for any parent group? <b>No. Add the requested funds to the user's account.</b></li> </ol>

### Merchant Category Codes

All merchants that accept credit cards are assigned a Merchant Category Code (MCC) to identify the type of goods and/or services they provide. Works groups these MCCs into five categories:

- **Cash**
- **Travel & Entertainment**
- **General Purchase**
- **Vehicle/Fleet**
- **Unusual**

**Note:** Examples of merchants in the **Unusual** category includes race tracks, packaged liquor stores, and antique stores. The **Cash** category includes gift cards.

Each account's profile lists these five categories and whether the card is permitted to make purchases from merchants in the category. For example, if **Travel & Entertainment** is set to **permit**, the Accountholder is permitted to purchase a hotel room rental using the card. If **Vehicle/Fleet** is set to **prohibit**, the Accountholder is prohibited, for example, from using the card to rent a car. However, if a category is set to **permit & notify**, the Accountholder is permitted to complete purchases from merchants in the category, and all transactions in the corresponding category will be included in the MCC Audit report.

**Note:** The **permit & notify** setting is typically used if your organization does not want to block all merchants in the category but does want to audit all purchases from merchants within the specified category.

# 2

## Overview

To access Works, each user must first create a password and specify a security question and answer that will be used to validate the user's identity if the user forgets the password. This chapter describes the creation of a password, describes the procedure for logging in and out of Works, and introduces the navigational elements of Works.

Before accessing Works, the browser must be correctly configured for optimal performance. Specifically, the browser must enable cookies, allow pop-up windows (for the Works domain), and check for newer versions of stored (cached) pages automatically. To configure these settings, consult the browser's documentation. Works can be run on the following supported browsers:

Recommended Browsers	Minimum Supported Browsers
Microsoft® Internet Explorer 9.0 Mozilla Firefox®	Microsoft Internet Explorer 8.0 or higher Mozilla Firefox Google Chrome™ Safari® 6.01 for iPad®

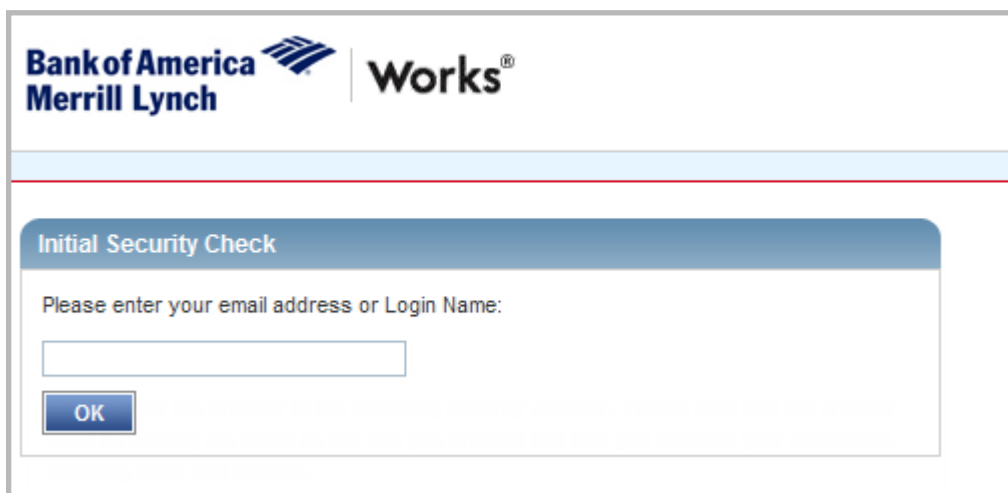
A user should leverage the recommended settings link at the bottom of the home page to have the most updated list of acceptable and recommended browsers.

### Creating a Password

Before you can access Works to create a password, the Program Administrator creates you as a Works user and assigns you a **Login Name** in Works. Works then sends a Welcome email that includes the assigned user name and a link to Works. During your initial login, you will be required to complete security validation questions that provide additional security for your account.

To create a password from the Welcome email link, complete the following:

1. Click the first link in the email message to open your internet browser to the specified web site. An authentication validation screen prompts you to enter your **Login Name** or email address (Figure 1).



The screenshot shows a web browser window with the Bank of America Merrill Lynch logo on the left and the Works logo on the right. Below the logos is a blue header with the text "Initial Security Check". Underneath the header, it says "Please enter your email address or Login Name:" followed by a text input field and an "OK" button.

**Figure 1:** Validation Screen

2. Enter your **Login Name** or **email address**.

**Note:** Login Names are not case sensitive.

3. Click **OK**. The Create a New Password screen displays (Figure 2).

**Note:** The screen that displays allows you to create a password, select three security validation questions, and enter the answers to those questions to provide additional security for your account.

4. Enter a password in **New**.

**Notes:**

- The minimum password length is eight characters, and the password must contain at least one alpha and one numeric character.
- Passwords are case sensitive.
- New passwords cannot match the eight previous passwords.

5. Enter the same password in **Confirm**.

6. Select a question from **Question 1** drop-down menu.

7. Enter an answer in **Answer 1** for the security question selected.

**Note:** Answers to security questions are not case sensitive.

**Figure 2:** Create a New Password and Security Validation Questions and Answers

8. Enter the answer again in **Confirm 1**.
9. Continue to select and answer two additional security validation questions.

**Note:** Users are required to select and answer three security validation questions and answers. None of the answers to the three security questions can be the same.

10. Click **OK**. The Home page displays (Figure 3).

**Note:** After clicking the link included in the email and creating a password, **do not** attempt to access Works using the link in the email again. The email link is rendered inactive after the initial use. You should create a bookmark in your browser to quickly access Works in the future.

Action	Acting As	Count	Type	Current Status
Download		16	Report	Ready
Resolve	Accountholder	3	Transaction	Flagged
Sign Off	Accountholder	12	Expense Report	Pending
Sign Off	Accountholder	16	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
BEN ACCOUNTHOLDER	9289	12,000.00	339,673.84	3,358.39	(328,673.84)

**Figure 3:** Works Home Page

### Forgotten Login Name or Password Resets

If you forget your Login Name, your Program Administrator can send an automated email containing the Login Name.

If you forget your password, click the appropriate link on the Login page. The **Forgot Your Password** screen displays and prompts you to enter your Login Name. After entering your Login Name and clicking **Submit**, Works sends you an email with instructions on how to create a new password. However, you must know the answers to your security validation questions to create a new password. If you do not know your security validation answers, your Program Administrator can reset your password. After a Program Administrator resets a password, an email is sent to the user with a randomly generated password. This allows you to select new security validation questions and answers. You are required to change your password the first time you log in to Works when a Program Administrator resets your password.

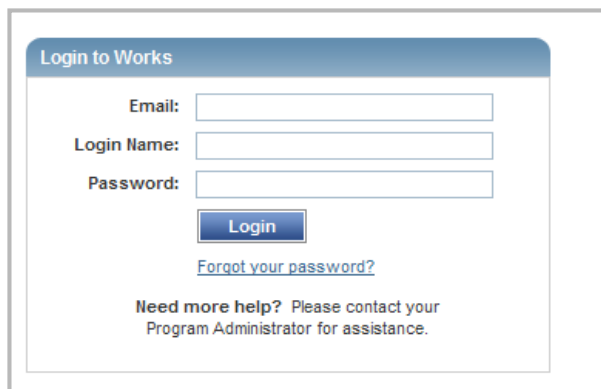
#### Notes:

- **Password resets are temporary and active for three days**, but if you fail to log in using the temporary password within three days, the password will expire and the Administrator must reset the password for you again.
- Security validation answers and Login Names are not case sensitive. However, passwords are case sensitive.

### Logging In and Out

To log in to Works, users must enter [www.bankofamerica.com/worksonline](http://www.bankofamerica.com/worksonline) in their computer's browser.

The first time you log in to Works, the initial Login to Works screen requests the Login Name, Password, and email address associated with your credentials. Figure 4 displays the Initial Login to Works screen. After the initial login to Works, subsequent logins do not require you to enter an email address.



**Figure 4:** Initial Login Screen

To initially log in to Works:

1. Enter your email in the **Email** field.

**Note:** If you have multiple accounts, the Login Name and email associated with each account may be different, and subsequent logins are required.

2. Enter your **Login Name** and **Password** in the appropriate fields.
3. Click **Login**. The Home page displays (Figure 3).

### Logging Out of Works

Users may log out of Works from any screen in the application after clicking the **Log Out** link in the upper-right corner of any screen.

### Security Timeout

For security reasons, Works is designed to time out if the application is open but not active for 15 minutes. This is known as a security timeout. If Works performs a security timeout, you are prompted to enter your login information (Login Name and password) to re-access Works. Note that your last action in Works will be saved and accessible after you enter your login information. A user is allowed six attempts (occurring within a five-minute time frame) to log into the Works. A login attempt fails if the user enters an incorrect Login Name or password on the Login to Works screen. After a user's login attempt fails five times, a message displays warning the user that another failed attempt will lock the user out of Works. This lockout remains in effect for 30 minutes. After 30 minutes, the user can attempt to log in again. If necessary, Works Customer Service can reset the lock for the user.

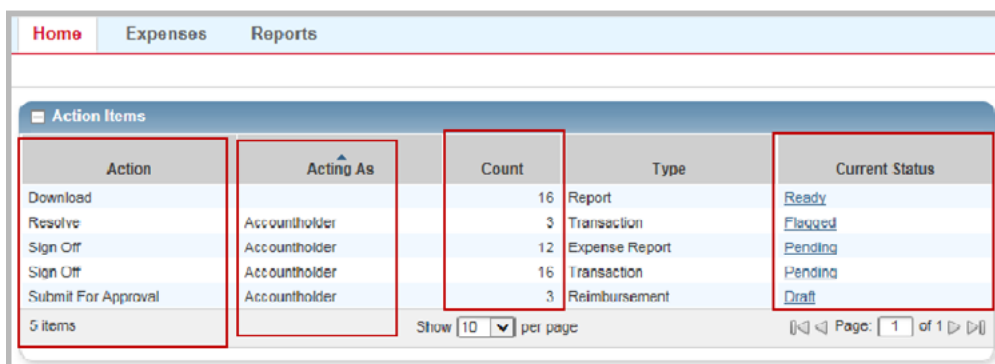
### Navigating Works Home Page

The Home page includes Action Items, the Accounts Dashboard, and My Announcements:

- Action Items list tasks assigned to you.
- Accounts Dashboard lists the accounts you are authorized to use.
- My Announcements contains messages or announcements from your Program Administrator.

### Action Items

Action Items (Figure 5) contain items needing attention, such as a transaction that requires your sign off. To perform a specific task, click the described task in the **Current Status** column. If you have been assigned several different roles, look in the **Acting As** column before you select the item. The **Count** column on the home page lists the number of items requiring a particular action. However, because Expense tables default activity for the last 30 days, including today's date, it is important to note that the home page counts and Expense queue counts may not match. In this case you would need to adjust the date range to view all items in the Expense queue.



Action	Acting As	Count	Type	Current Status
Download		16	Report	<a href="#">Ready</a>
Resolve	Accountholder	3	Transaction	<a href="#">Flagged</a>
Sign Off	Accountholder	12	Expense Report	<a href="#">Pending</a>
Sign Off	Accountholder	16	Transaction	<a href="#">Pending</a>
Submit For Approval	Accountholder	3	Reimbursement	<a href="#">Draft</a>

5 items Show 10 per page Page: 1 of 1

**Figure 5:** Action Items

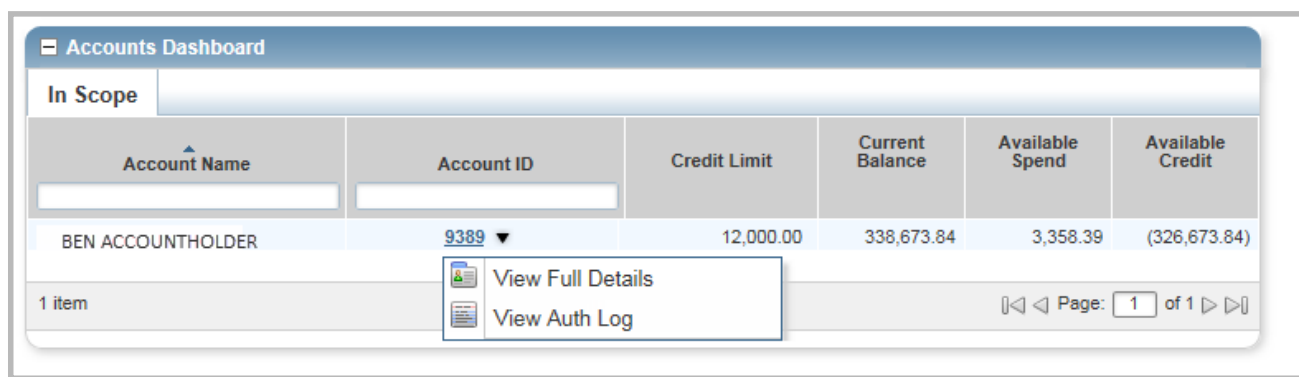
For more information on how to perform a specific task, refer to the appropriate section in this guide.

### Accounts Dashboard

The Accounts Dashboard lists the accounts you are authorized to use. Summary information for each account includes the Credit Limit, Current Balance, Available Spend, and Available Credit. The credit limit is the total spend (or ceiling) allowed on the account during the month. The available credit is the calculated total of the credit limit minus the amount of money already spent this month.

**Note:** The Available Credit amount calculates only posted transactions. If you have outstanding authorizations that have not yet posted to Works, those amounts are not included in this total.

To view the account address, Merchant Category Code Group (MCCG) descriptions and restrictions, Secondary Accountholder, or other account details, click the **Account ID**. A single-action menu displays (Figure 6). To view the account's details, select **View Full Details** from the single-action menu. To view the account's Authorization Log, select **View Auth Log** from the single-action menu.



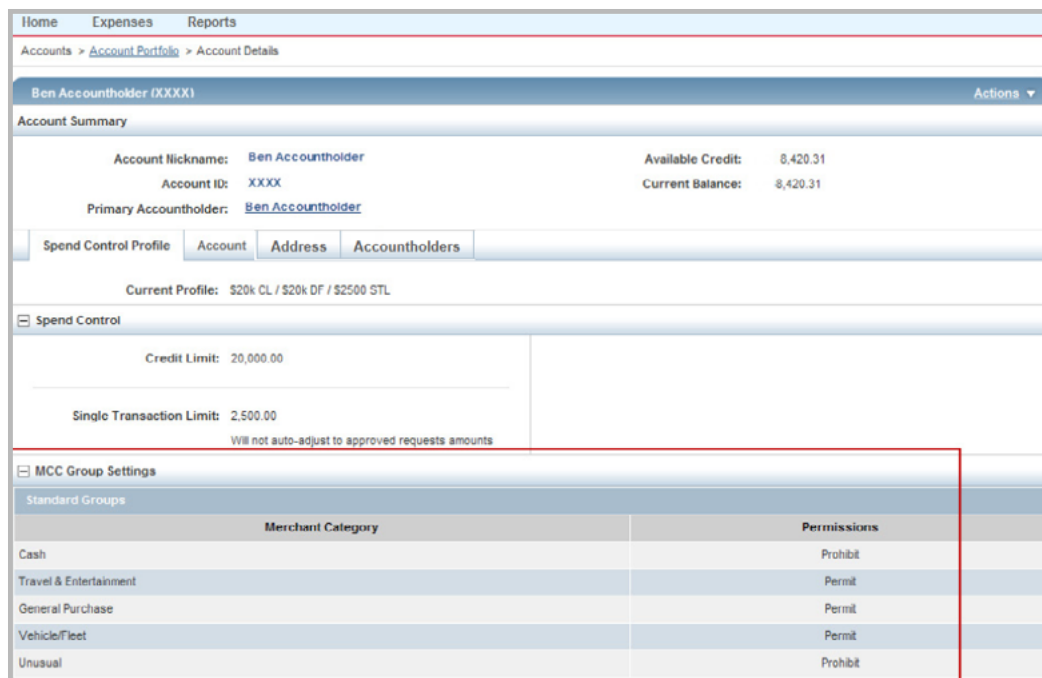
**Figure 6:** Accounts Dashboard - Single-Action Menu with Access to Account Details and Authorization Log

### Viewing Merchant Category Code Group Descriptions on an Account

The Merchant Category Code Groups (MCCG) indicate the types of business where the user is permitted to or prohibited from using the card. The MCCG information that displays in Works contains the description of the Merchant Category Code Groups and whether the card is permitted, logged, or prohibited for use at merchants of each category. Logged means the card can be used at merchants that belong to the category, but Works notifies the Program Administrator via email of each occurrence.

To view MCCG descriptions on an account, complete the following:

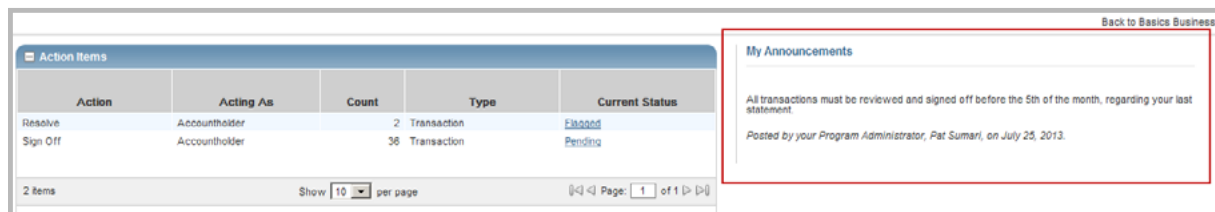
4. Click **Account ID** of the desired account in the Accounts Dashboard from the Home page. The single-action menu displays.
5. Click **View Full Details**. The Account Details screen displays.
6. Click the **Spend Control Profile** tab. The Merchant Category Code Group descriptions and permissions display in the MCC Group Settings section (Figure 7).



**Figure 7:** MCC Group Descriptions and Permissions Settings

## My Announcements

Program Administrators may use the My Announcements section as a communication tool to publish news or comments about their card program, and you can review these company announcements quickly from your home page (Figure 8). Announcements remain posted until removed by the Administrator or upon expiration, and display the date, time and name of the Administrator who posted the announcements. When a user logs in to Works, the Home page displays all announcements created or updated since the user's last login.



**Figure 8:** My Announcements on the Home Page

## Global Navigation Bar

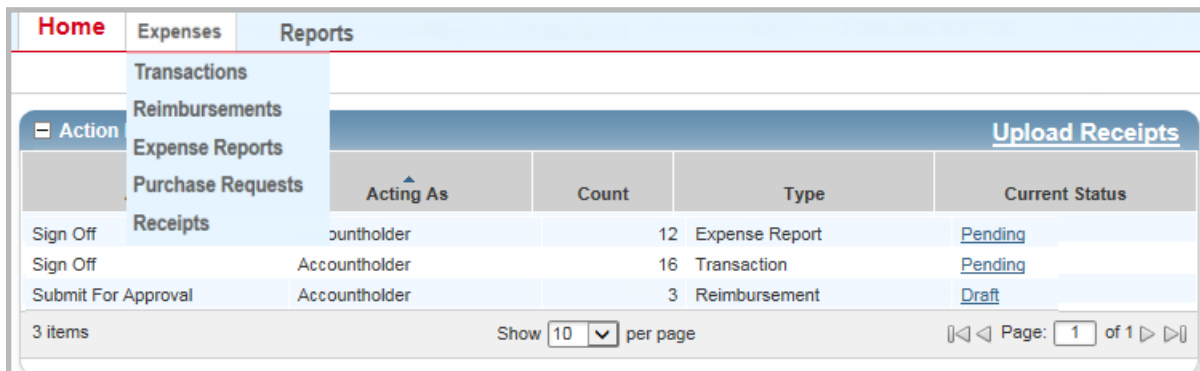
The Navigation Bar allows you to navigate to different elements in Works. The options you can access differ depending on your role. For example, a user without the Program Administrator role cannot access the Accounts option in Works. However, all users can access Reports. From the home page, you can navigate to other areas of Works by clicking the main navigational menu tabs that display across the top of the page. Main menu tabs display on every screen in Works and are always visible as the primary navigational element in Works. Navigating to other



screens in Works can be completed by hovering over the main menu tabs. Hovering over a menu tab displays the drop-down menu of functions available to you. Clicking an option from the drop-down menu navigates you to the default screen of that function.

### Expenses

The first main menu tab in Works is the Expenses tab (Figure 9).

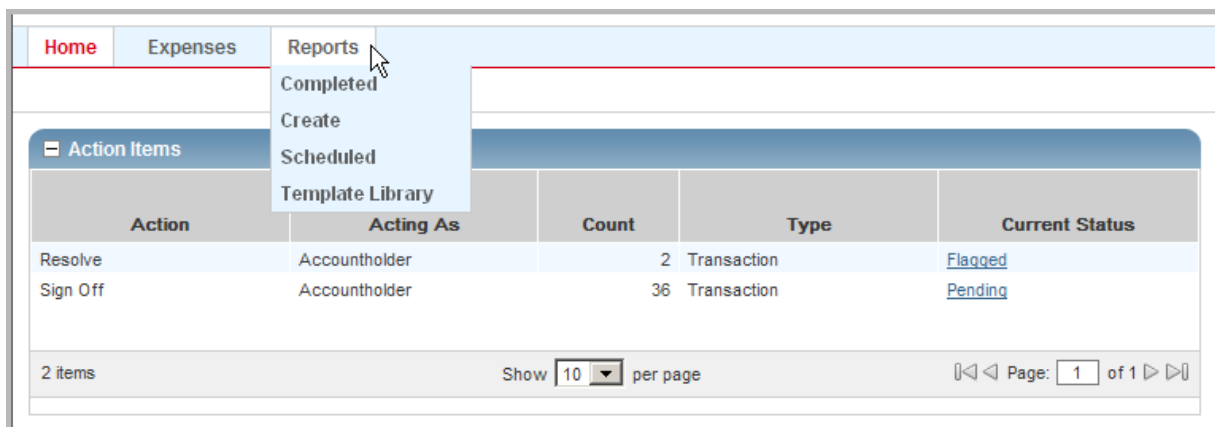


**Figure 9:** Expenses Tab

Key Category Tab	Secondary selections based on user's role(s)	Expenses Functions
Expenses	Transactions	View, allocate, and edit transactions; sign off on transactions.
	Reimbursements	View, allocate, edit, and sign off reimbursements
	Expense Reports	List available expense reports, create new expense reports, sign off on expense reports, and add or remove expense report transactions.
	Purchase Request	View, open, and close Purchase Requests.
	Receipts (Available if Licensed for Receipts Imaging)	If your organization is licensed for Receipt Imaging, you can upload, add and remove receipt images to transactions, reimbursements, and expense reports. For quick and easy access to stored receipts, click the <b>Upload Receipts</b> link in the <i>Actions Items</i> section on the home page.

### Reports

The Reports tab allows users to create, review, and schedule reports. The Reports tab and the secondary tabs display in a drop-down menu and allow the user to navigate within Reports (Figure 10).







**Figure 10:** Reports Tab

Key Category Tab	Secondary selections based on user's role(s)	Reports Functions
Reports	Completed Reports	Access and edit completed Reports.
	Create Reports	Houses created reports. If you create a report and select a future run date, the report is located within Schedule. Reports can be accessed and modified from this location.
	Scheduled Reports	Access and manage reports previously scheduled for a future run date.
	Template Library	Houses report templates. If a user creates a report or if a report is created for a user, the report displays within the template library.
	Dashboard	Access pre-defined reports that display the most commonly requested information in graph or table format.

## Navigating Works

Located in the top-right corner of Works screens are icons that can be used either as shortcuts to move throughout Works or can provide users with helpful information. These icons display on every screen in Works (Figure 11).

- **My Profile** - Click My Profile (  ) to access your personal information on the User Details screen. On the User Details screen, you may edit your name, email address, Login Name, and password. If you have multiple accounts, you may set the default account that Works will apply to purchase requests you submit. You can also view your assigned roles and group permissions.
- **Home** - Click the Home icon (  ) from any screen in Works to return to the home page.
- **Help** - Click the Help icon (  ) to access online help regarding functions and features for a specific screen.
- **Contact Us** - Click the Contact Us icon (  ) to access telephone and email information for Accountholder Support Services, including Customer Service and Card Activation assistance.

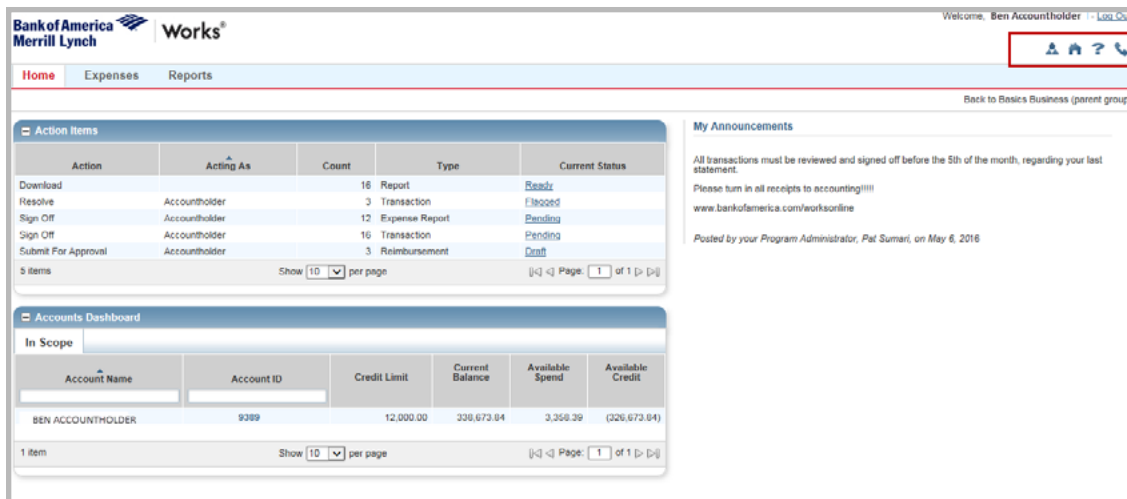


Figure 11: Useful Icons that Display on All Works Screens

## Breadcrumb Trail

When you navigate to other areas in Works by clicking the main menu tabs that display across the top of the page, a breadcrumb trail displays. A **breadcrumb trail** shows the series of options you selected to arrive at the information displayed on a screen. The breadcrumb trail displays on every screen as you move throughout Works. Figure 12 is an example of a breadcrumb trail.

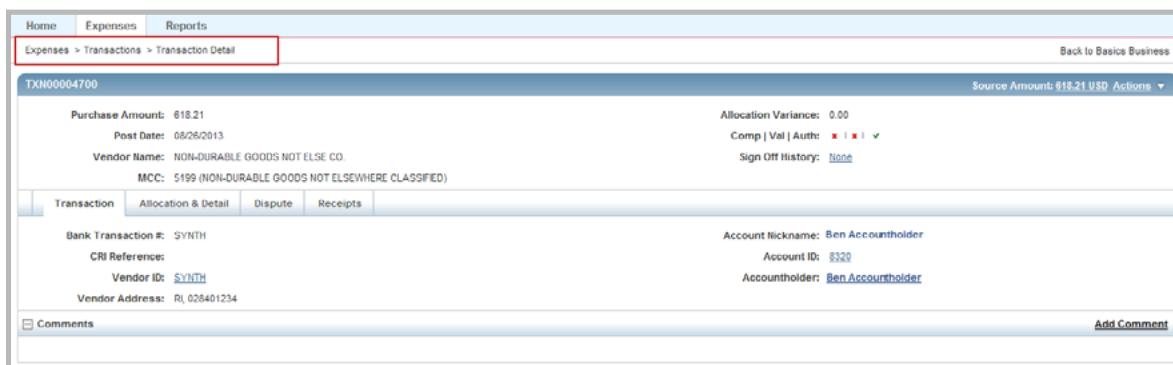


Figure 12: Breadcrumb Trail

**Role/Program specific screens** - Works is role- and program-specific, so only functions you are able to perform and data you are able to access displays on your screen. For example, if your organization does not use purchase requests, the Purchase Requests option does not display in the Expenses tab menu.

**Required data fields** - Works has required field indicators (\*) to identify the data fields that must be completed when editing fields or entering data.

**Tables** - Tables are used throughout Works to display information. Tables can be opened by clicking the expand icon (+) or closed by clicking the collapse icon (-). Enhanced tables provide the ability to work with a single item or multiple items in the same view. Within a table, multiple rows may be opened and viewed at the same time. Both single action maintenance (on one record) and bulk action maintenance (multiple records at one time) can be performed from a table. Figure 13 displays an example of the table view.

Document	Account Nickname	Date Posted	Vendor	Purchase Amount	Allocation	Comp/Val/Auth	Sign Off
TXN000047000	Ben Accountholder	08/26/2013	NON-DURABLE GOODS NOT ELSE CO.	618.21	---	X   X   X   ✓	0000
TXN000047011	Ben Accountholder	08/26/2013	CLUB MED CO.	341.04	---	X   X   X   ✓	0000
TXN000047022	Ben Accountholder	08/26/2013	EUROP CAR CO.	682.13	---	X   X   X   ✓	0000
TXN000047033	Ben Accountholder	08/26/2013	PEDMONT CO.	399.51	---	X   X   X   ✓	0000
TXN000047055	Ben Accountholder	08/26/2013	POSTAGE STAMPS CO.	665.24	---	X   X   X   ✓	0000
TXN000047066	Ben Accountholder	08/26/2013	CONSUMER CREDIT REPORTING CO.	969.66	---	X   X   X   ✓	0000
TXN000047077	Ben Accountholder	08/26/2013	CAMPANILE CO.	458.15	---	X   X   X   ✓	0000
TXN000047098	Ben Accountholder	08/26/2013	CAREY CO.	731.61	---	X   X   X   ✓	0000
TXN000047099	Ben Accountholder	08/26/2013	COMAR CO.	58.81	---	X   X   X   ✓	0000
TXN000047100	Ben Accountholder	08/26/2013	WINDOW CLEANING SERVICES CO.	819.30	---	X   X   X   ✓	0000

Figure 13: Transaction Table

**Expanded Table Rows** - Expanded rows within tables show additional details. Expanded rows can be opened by clicking the expand icon (+) or closed by clicking the collapse icon (-). Information in the expanded rows may be grouped into multiple tabs and links to additional details or functions may be available. Multiple rows may be opened at the same time to allow you to compare details. Figure 14 displays an example of an Expanded Table Row.

Document	Account Nickname	Date Posted	Vendor	Purchase Amount	Allocation	Comp/Val/Auth	Sign Off
TXN00004700	Ben Accountholder	08/26/2013	NON-DURABLE GOODS NOT ELSE CO.	618.21	---	X   X   X   ✓	0000
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Transaction</b>   Allocation   Reference &amp; Tax   Dispute   View Full Details</p> <p>Bank Transaction ID: 51NTH   Account Nickname: Ben Accountholder</p> <p>CBI Reference:   Account ID: XXXX</p> <p>Vendor ID: 51NTH   Accountholder: Ben Accountholder</p> <p>Vendor Address: Rt. 628401234</p> <p>Comments   Add Comment</p> </div>							
TXN00004701	Ben Accountholder	08/26/2013	CLUB MED CO.	341.04	---	X   X   X   ✓	0000
TXN00004702	Ben Accountholder	08/26/2013	EUROP CAR CO.	682.13	---	X   X   X   ✓	0000
TXN00004703	Ben Accountholder	08/26/2013	PEDMONT CO.	399.51	---	X   X   X   ✓	0000
TXN00004705	Ben Accountholder	08/26/2013	POSTAGE STAMPS CO.	665.24	---	X   X   X   ✓	0000
TXN00004706	Ben Accountholder	08/26/2013	CONSUMER CREDIT REPORTING CO.	969.66	---	X   X   X   ✓	0000
TXN00004707	Ben Accountholder	08/26/2013	CAMPANILE CO.	458.15	---	X   X   X   ✓	0000
TXN00004708	Ben Accountholder	08/26/2013	CAREY CO.	731.61	---	X   X   X   ✓	0000
TXN00004709	Ben Accountholder	08/26/2013	COMAR CO.	58.81	---	X   X   X   ✓	0000
TXN00004710	Ben Accountholder	08/26/2013	WINDOW CLEANING SERVICES CO.	819.30	---	X   X   X   ✓	0000

Figure 14: Expanded Table Row

**Single Action Menus** - A single-action menu allows you to quickly access tasks that may be performed on one item at a time (Figure 15).

Document	Account Nickname	Date Posted	Vendor	Purchase Amount	Allocation	Comp/Val/Auth	Sign Off
TXN00004700	Ben Accountholder	08/26/2013	NON-DURABLE GOODS NOT ELSE CO.	618.21	---	X   X   X   ✓	0000
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <ul style="list-style-type: none"> <li>Allocate/Est</li> <li>Sign Off</li> <li>View Full Details</li> <li>Dispute</li> <li>Retry Automatch</li> <li>Add to Expense Report</li> <li>Manage Receipts</li> </ul> </div>							
TXN00004701	Ben Accountholder	08/26/2013	CLUB MED CO.	341.04	---	X   X   X   ✓	0000
TXN00004702	Ben Accountholder	08/26/2013	EUROP CAR CO.	682.13	---	X   X   X   ✓	0000
TXN00004703	Ben Accountholder	08/26/2013	PEDMONT CO.	399.51	---	X   X   X   ✓	0000
TXN00004705	Ben Accountholder	08/26/2013	POSTAGE STAMPS CO.	665.24	---	X   X   X   ✓	0000
TXN00004706	Ben Accountholder	08/26/2013	CONSUMER CREDIT REPORTING CO.	969.66	---	X   X   X   ✓	0000
TXN00004707	Ben Accountholder	08/26/2013	CAMPANILE CO.	458.15	---	X   X   X   ✓	0000
TXN00004708	Ben Accountholder	08/26/2013	CAREY CO.	731.61	---	X   X   X   ✓	0000
TXN00004709	Ben Accountholder	08/26/2013	COMAR CO.	58.81	---	X   X   X   ✓	0000
TXN00004710	Ben Accountholder	08/26/2013	WINDOW CLEANING SERVICES CO.	819.30	---	X   X   X   ✓	0000

Figure 15: Single-Action Menu in Transactions Table

**Bulk Action Maintenance** - Bulk actions that can be performed on multiple records at a time can be completed from a table. Bulk action buttons display at the bottom of the table and are activated when one or more items are selected (Figure 16).

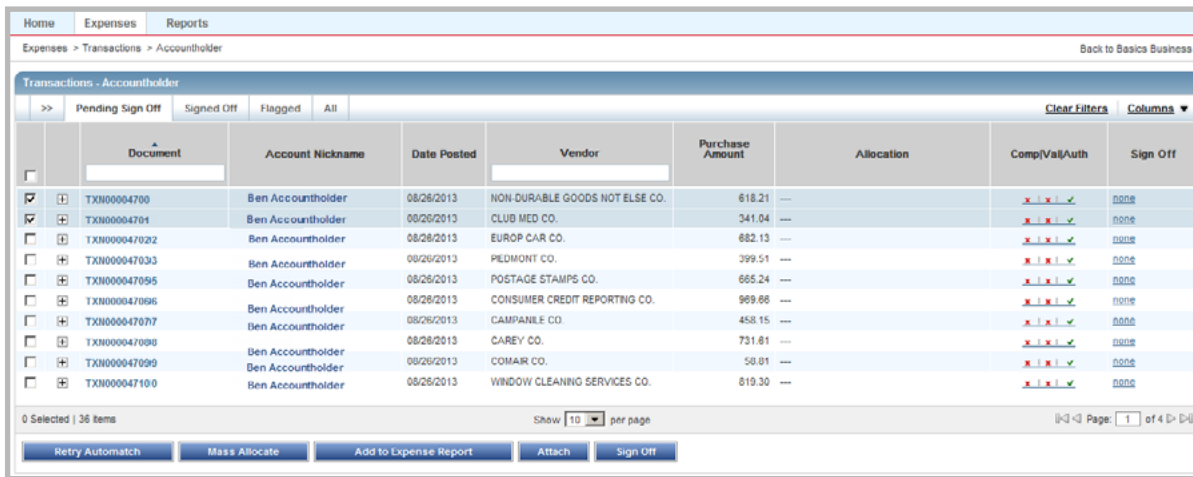


Figure 16: Bulk Actions in Transactions Table

**Pagination Options** - You can change the number of items that display on each screen using the **Show** field. To change the number of items per screen, click the arrow in the **Show** field to select the desired number.

**Quick links** - Some screens and tables provide quick links to related functionality that jump you from one screen to another, or open a window to allow viewing or editing. Quick links display as underlined text to identify their cross navigational ability. For example, clicking the quick link in the **Comp/Val/Auth** field in the Transactions table opens the **Allocation Details** window (Figure 17).

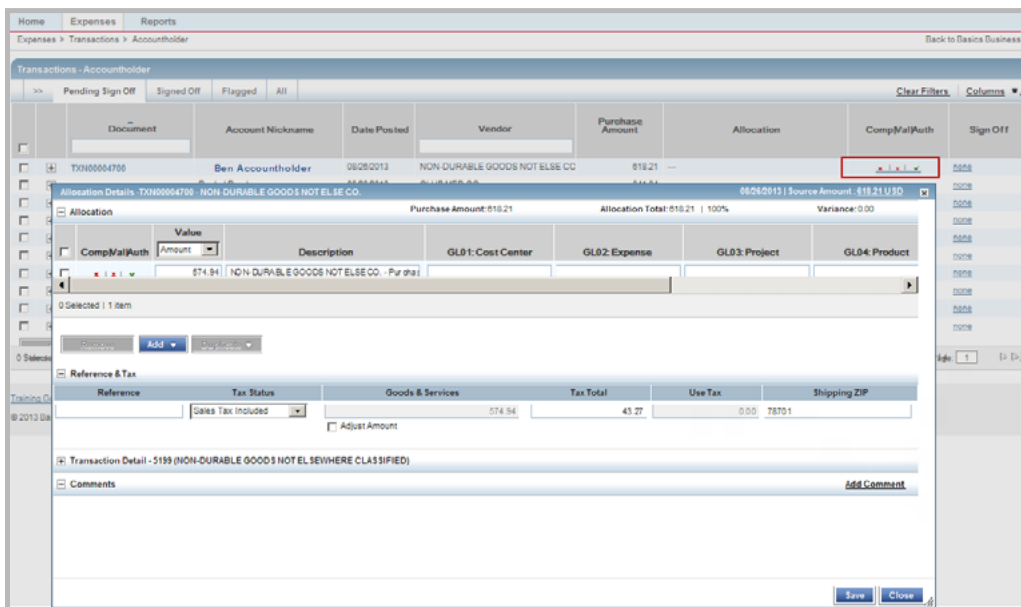


Figure 17: Quick Link

**Submit button** - After clicking **Submit** to perform an action, Works disables the Submit button to avoid duplicate submissions.

**Confirmation messages** - System messages are generated by the actions you perform in Works. When you perform an action, a message may display at the top of the screen to confirm your action or to indicate whether the action was successful. Figure 18 displays an example of a confirmation message.

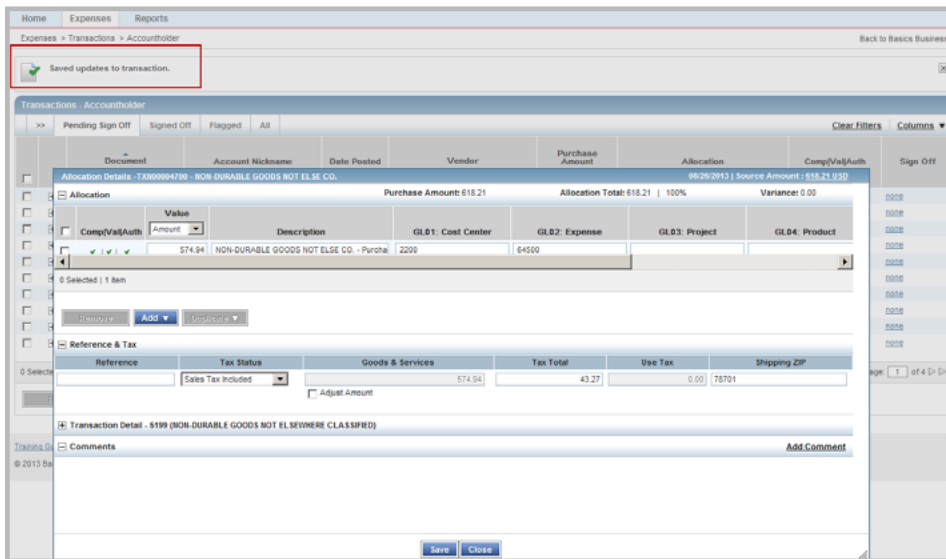


Figure 18: Confirmation Message

**Error messages** - Error messages identify which fields are in error and will display when a required field is left blank.

### Searching and Using Column Filters

Filters allow users to narrow the scope of information displayed in the columns. The filters that are available differ depending on the table you are viewing. Filters for specific columns exist within each of the tables, and allow you to search quickly for specific data. Where available on a column, a text box displays under the column. As you enter values in the box, the system matches the values entered based on “contains” or “starts with” logic, depending on the type of data. Results are returned based on matched values contained within the values entered (Figure 19). Filtering occurs immediately without saving or submitting. For example, in Figure 19 the user is searching for a transaction with a particular vendor. The user has entered “avc” in the **Vendor** column. Works begins to match the values entered and returns a transaction matching the values entered in the column.

Other columns filter based on a drop-down menu selection instead of a text input. Some examples include **Yes/No** and **Is/Is Not** values. Other columns can filter on set values that are available based on company configurations or licensed features.

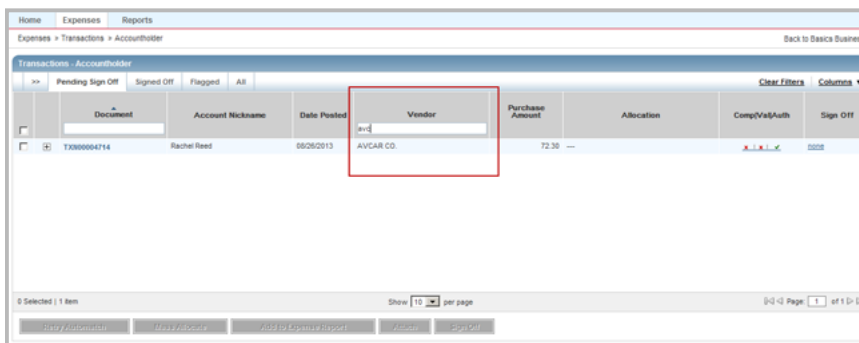


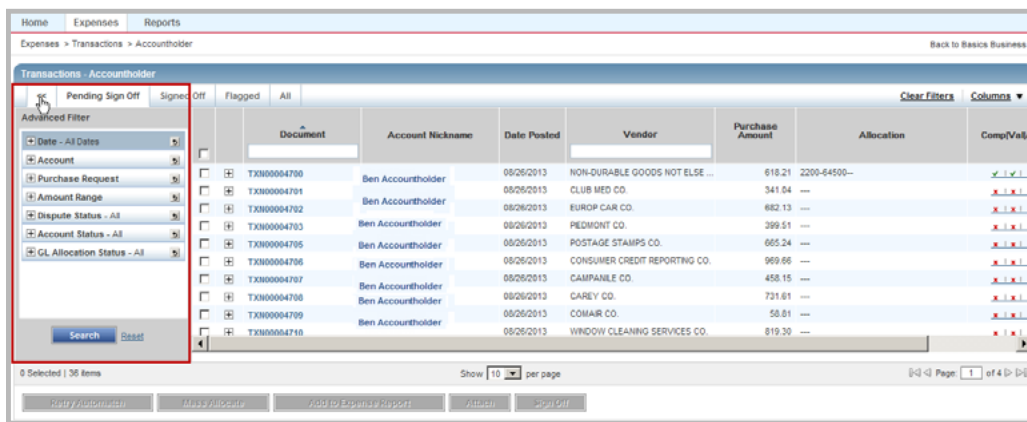
Figure 19: Column Filters

## Searching with Advanced Table Filters

Advanced table filters may be used as general table filters and are accessible on most Account and Expense tables. Selecting (>>) in the top-left corner of the table launches the Advanced table filter within the Account tables. The Advanced Filter is also accessible on all **Expense tables** (except Receipts) and can be used to set detailed criteria, such as Date, to isolate specific transactions.


- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.
- The Advanced Filter defaults open for all Expense tables. To close the filter, click the collapse icon (<<).

Filters can be cleared individually or defaults can be restored by clicking Restore Defaults.



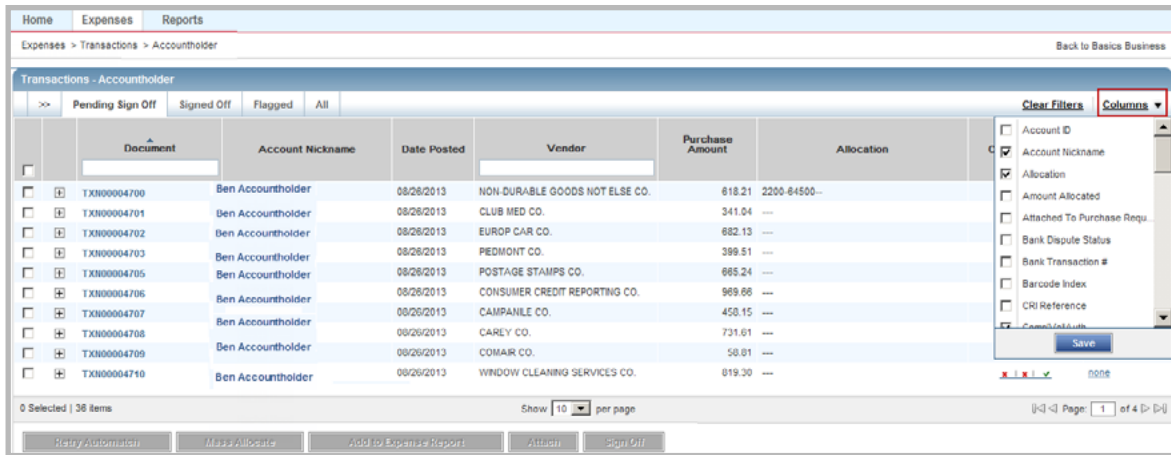
**Figure 20:** Advanced Filter

To select an advanced filter from an Expenses table, complete the following:

1. Click the expand icon (+) to open one or more filters.
2. Select an option from the filter drop-down menu, check box, or pick list where available.
3. Click the clear option (  ) on a filter to clear a filter, if desired.
4. Click **Reset** to restore all the defaults, if desired.
5. Click **Search** to start a search. The table updates based on the search criteria selected.
6. Click (<<) to close the Advanced Filter.

## Setting Column Preferences

Users can set their own column preferences at any time. To set the column preference for a table, use the **Columns** link located in the top-right corner of a table (Figure 21). The columns list displays. From the list, you can select columns to add or remove from your view. New columns added display to the right of the existing columns. Selected columns are saved as your default view.



**Figure 21:** Select Available Columns

To add or remove columns from your view, complete the following:

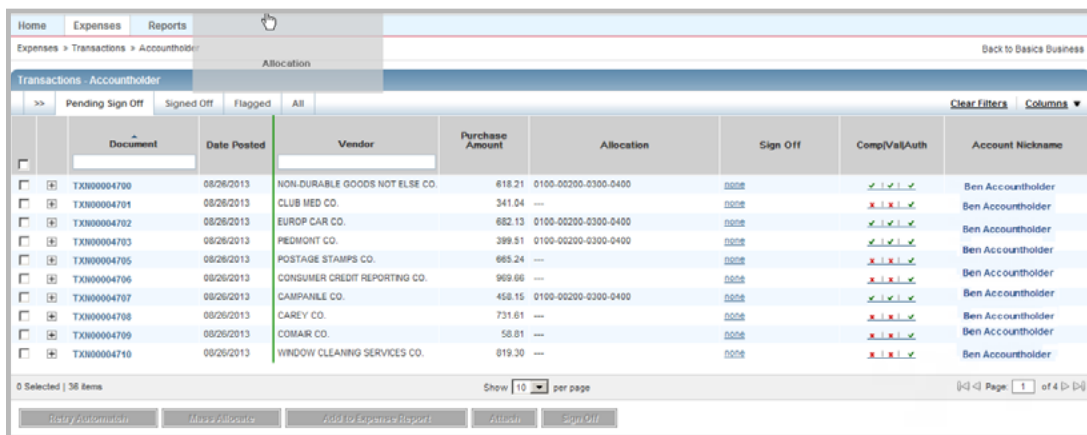
1. Click the **Columns** link in the right corner of the table. The columns list displays (Figure 21).
2. Select the check box of each column you wish to display.
3. Clear the check box of each column to be removed from your view, as desired.
4. Click **Save**. Added columns display to the right of the existing columns. The changes are saved as your default view.

## Changing Column Order

To rearrange the order of your table columns, use the drag and drop tool to customize your view. The drag and drop tool allows you to quickly set the order of your columns and saves your changes to your default view.

To change the order of a column, complete the following:

1. Click the column to be moved.
2. Drag the column to the desired location. A green line displays as a guide to where you are placing the column (Figure 22).
3. Drop the column in place. The table is updated with the new column order.



**Figure 22:** Drag and Drop to Change the Column Order



### Accessing Your User Information

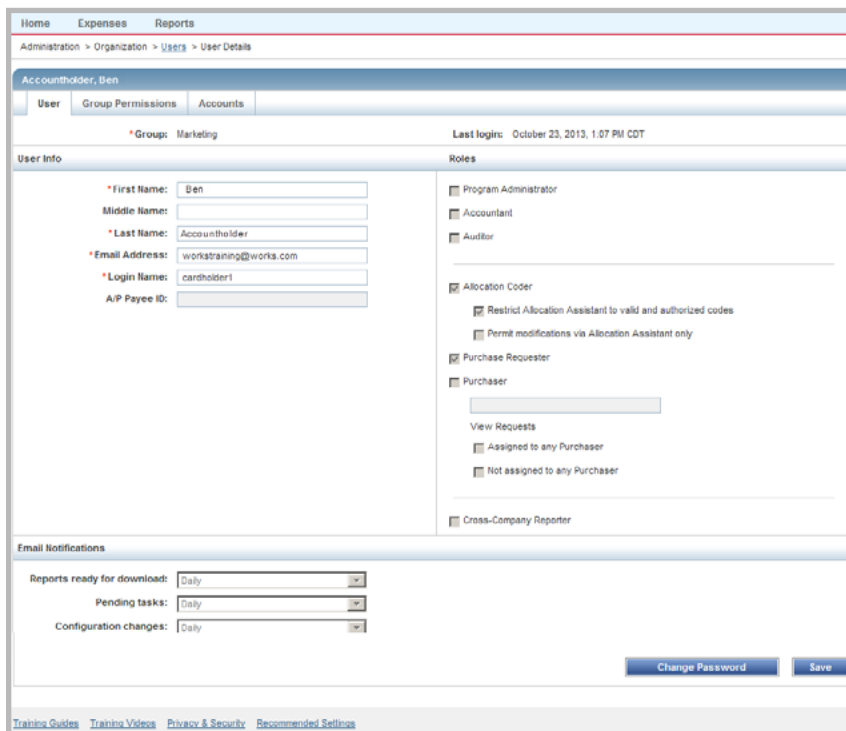
All users, regardless of the roles to which they are assigned, can access their own user information, which includes:

- General information such as Group Name and Login Name. For users who have the Group Approver role, the General information may include an assigned authorization level or an arbitrary signature limit.
- Assigned roles
- Group permissions
- Email address

You may edit your name, email address, Login Name, Payee ID (if applicable), and password. If you have multiple accounts, you may set the default account that Works will apply to purchase requests you submit.

To access or edit your general user information, complete the following:

1. Click My Profile icon (  ) from any screen in Works. The User Details screen displays (Figure 23).



The screenshot shows the 'User Details' screen for a user named 'Accountholder, Ben'. The page has a navigation bar with 'Home', 'Expenses', and 'Reports'. Below that is a breadcrumb trail: 'Administration > Organization > Users > User Details'. The user's name 'Accountholder, Ben' is displayed at the top. There are three tabs: 'User', 'Group Permissions', and 'Accounts'. The 'User' tab is active. The user's group is 'Marketing' and their last login was on 'October 23, 2013, 1:07 PM CDT'. The 'User Info' section contains input fields for 'First Name' (Ben), 'Middle Name', 'Last Name' (Accountholder), 'Email Address' (workstraining@works.com), 'Login Names' (cardholder1), and 'A/P Payee ID'. The 'Roles' section has several checkboxes: 'Program Administrator', 'Accountant', 'Auditor', 'Allocation Coder' (checked), 'Restrict Allocation Assistant to valid and authorized codes', 'Permit modifications via Allocation Assistant only', 'Purchase Requester', 'Purchaser', 'View Requests' (with sub-options 'Assigned to any Purchaser' and 'Not assigned to any Purchaser'), and 'Cross-Company Reporter'. At the bottom, there are 'Change Password' and 'Save' buttons. An 'Email Notifications' section at the bottom has dropdown menus for 'Reports ready for download', 'Pending tasks', and 'Configuration changes', all set to 'Daily'. A footer contains links for 'Training Guides', 'Training Videos', 'Privacy & Security', and 'Recommended Settings'.

**Figure 23:** User Details Screen

2. Edit the following fields, as desired:
  - **First, Middle, Last Name**
  - **Email Address**
  - **Login Name**
  - **Payee ID** (if applicable)
3. Click **Save**. A confirmation message displays.

### Changing your Email Preferences


Global and Scoped Administrators have the ability to set and lock email preferences for others within their scope of authority. Users will receive an email notification (summary of changes) when an Administrator changes the user's email preferences. When an user's email settings are locked by the Administrator, the user can still view the settings but cannot edit them. Group Owners are able to view the email preferences for any user within their group by viewing the User Details screen.

However, if the email preferences are not locked by a Program Administrator, a user can specify his or her own individual email preferences. If email preferences are not locked by a Program Administrator, the Email Notifications section on the User Details screen can enable users to specify the frequency with which they receive the following types of email messages.

- **Reports available for download** - These messages inform users when a report they have requested is ready to download for viewing or saving to one of three formats.
- **Pending tasks** - These messages inform users of required tasks to be performed within Works (for example, a transaction requires sign-off or a transaction has been flagged for further review or action).
- **Configuration changes** - These messages inform users of important changes to them or their scope of management (for example, a user has been added to Works and the recipient of the email needs to click a link to create a password.)


You can control the frequency with which you receive these types of email messages by adjusting the settings as described below.

To change your email preferences, complete the following:

1. Click My Profile icon (  ) from any screen in Works. The User Details screen displays (Figure 23).
2. In the Email Notifications section, select a frequency option from the drop-down menu for each of the following:
  - **Reports ready for download**
  - **Pending tasks**
  - **Configuration changes**
3. Click **Save**. A confirmation message displays.

### Changing Your Password


To change your password, complete the following:

1. Click My Profile icon (  ) from any screen in Works. The User Details screen displays.
2. Click **Change Password**.
3. Enter your **Current Password**.
4. Enter your **New Password**.
5. Enter your new password in **Confirm Password**.
6. Click **Save**. A confirmation message displays.

### Viewing Group Permissions

Scoped permission refers to group access. Users may view the groups to which they may route transactions or groups over which they have management responsibilities associated with their roles (for example, Group Owner, Approver, Proxy Requester, etc.). You may view either the groups to which you can route purchase requests for approval or the groups for which you are an official in the Group Permissions tab. Select the desired group official assignment to view groups for which you are an official or select Routing to view the groups to which you can route purchase requests.


To view your Group Permissions, complete the following:

1. Click My Profile icon (  ) from any screen in Works. The User Details screen displays.
2. Click the **Group Permissions** tab. The Group Permissions screen displays.
3. Select an official role on the left. The group(s) for which you are an official displays.
4. Select **Routing** on the left to view the groups to which you can route purchase requests, if desired.

### Setting Your Default Account

The default account is the account that displays by default in any purchase requests you create. However, you can change the account to be used in an individual purchase request, if desired. You can have only one default account, regardless of whether the account is a primary account (meaning you are the Primary Accountholder) or secondary account (meaning another user is the Primary Accountholder, but you have been given access to the account).

To change your default card, complete the following:

1. Click My Profile icon (  ) from any screen in Works. The User Details screen displays.
2. Click the **Accounts** tab. The Primary account(s) displays.  
**Note:** To set a Secondary account as the default account, select **Secondary**. The Secondary account(s) display.
3. Select the desired account.
4. Click **Set as Default**. A confirmation message displays.

### Accessing Works Training Guides and Training Videos

To access this Works User's Guide and additional reference material, click the **Training Guides** link that displays at the bottom of every screen in Works. To access Training Videos, click the **Training Videos** link that displays at the bottom of every screen in Works (Figure 24).

The screenshot displays the Works user interface with the following components:

- Navigation Tabs:** Home (selected), Expenses, Reports.
- Action Items Table:**

Action	Acting As	Count	Type	Current Status
Download		16	Report	<a href="#">Ready</a>
Resolve	Accountholder	3	Transaction	<a href="#">Flagged</a>
Sign Off	Accountholder	12	Expense Report	<a href="#">Pending</a>
Sign Off	Accountholder	16	Transaction	<a href="#">Pending</a>
Submit For Approval	Accountholder	3	Reimbursement	<a href="#">Draft</a>
- Accounts Dashboard Table:**

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
BEN ACCOUNTHOLDER	9389	12,000.00	338,673.84	3,358.39	(326,673.84)
- Footer:** © 2016 Bank of America Corporation. All rights reserved. Your last log in was March 16, 2016, 7:55 AM CDT. Navigation links for Training Guides, Training Videos, Privacy & Security, Recommended Settings, and Payment Center are visible.

**Figure 24:** Access to Works Training Guides and Training Videos on all Works screens

A list of available guides or videos displays. Click the title of the desired guide or video to open or view.

## Requesting a Travel Individual Liability Account

Individual Liability (IL) cards are corporate cards issued to employees that generally carry the company name and are dedicated to a specific corporate program, particularly a travel program in which the purchases are frequent and consistently involve moderate sums of money.

Unlike the general purchasing card in which the application manages the funding of the card, the application does not manage the funding of the IL card. The responsibility of Works is to ensure that travel expenses are properly reconciled, GL-coded, and justified before reimbursement.

- All Accountholders may request Individual Liability cards for themselves directly using Online Account Request (OAR). Your company must be licensed for OAR to submit applications online.
- Administrators can also submit individual account requests within Works on behalf of accountholders (**Accounts > Account Requests > Create Account Requests**).
- Program Administrators will add the Credit Limit to an account request as part of the Complete & Approve process.
- Accountholders receive printed Terms & Conditions with their card.
- Individual Liability cards cannot be activated through Works. Accountholders must call the phone number listed on the back of their card to activate it for use.

After the IL card has been obtained, the post-purchase processing of transactions made with the IL card is identical to the processing of transactions made with general purchasing cards.

### Credit Limit Set by Program Administrator

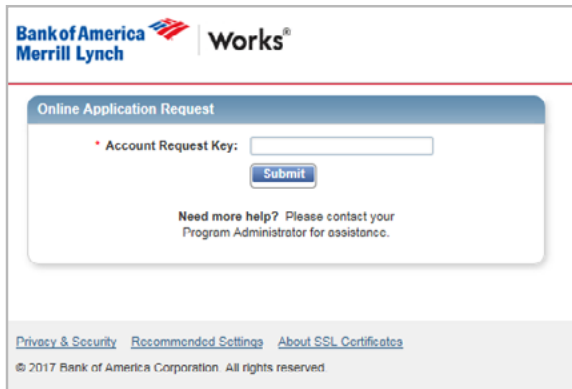
Regardless of who initiates the IL card account request, the Program Administrator assigns the card account credit limit for the card account. This can be done during the approval step by the Program Administrator applicable.

### Completing an Online Account Request

Your company must be licensed for OAR to submit applications online. To submit an online application for an account within Works, you must have an Account Request Key provided by your Program Administrator.

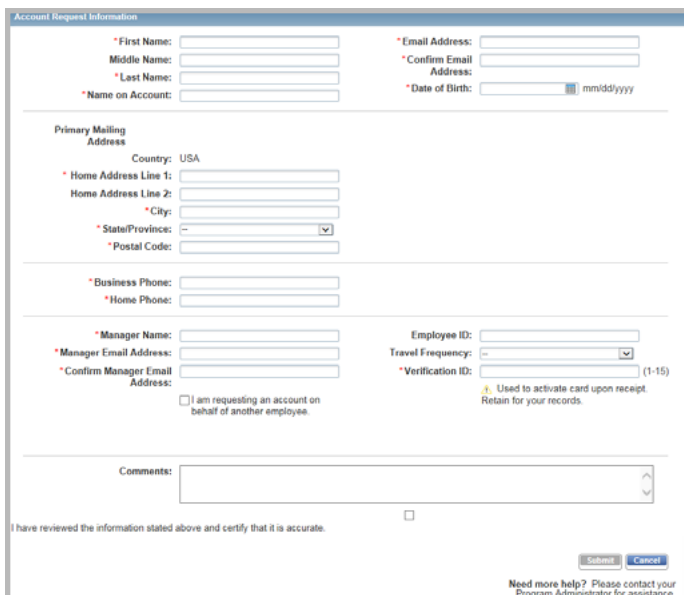
To complete an online account request, complete the following:

1. Go to [www.bankofamerica.com/accountrequest](http://www.bankofamerica.com/accountrequest). The Online Application Request screen displays.



**Figure 25:** OAR screen


2. Enter the **Account Request Key** provided by your Program Administrator.
3. Click **Submit**. The Account Request Information screen displays (Figure 26).
4. Complete the account information requested on the application.

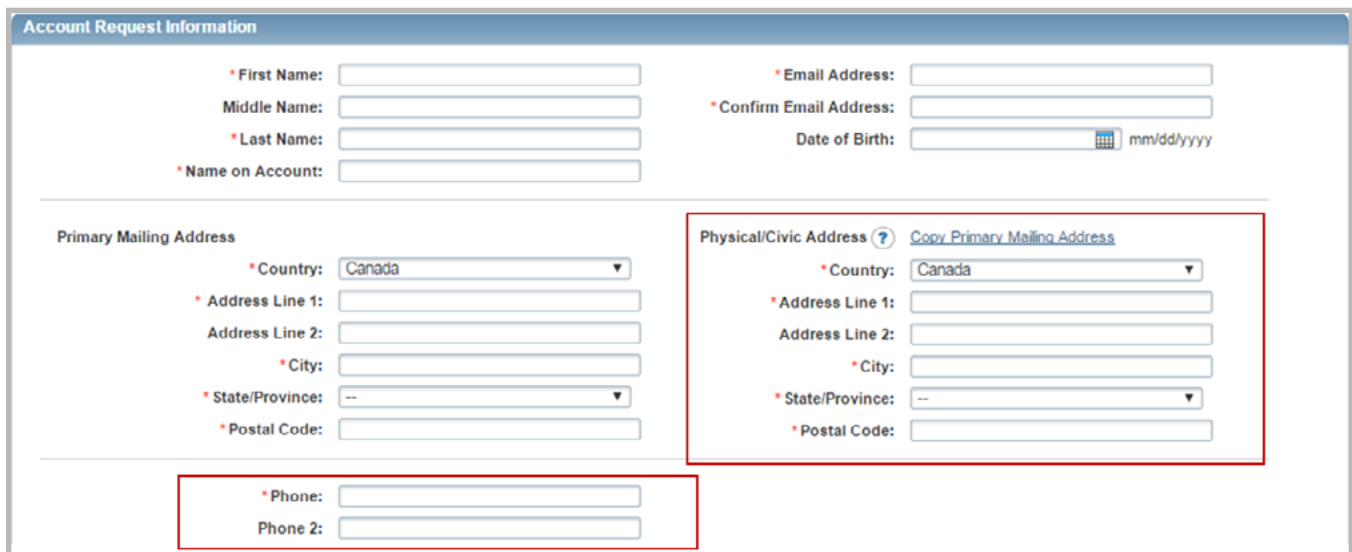


**Figure 26:** Account Request Information screen

 **Important:**

- Enter the home or office address where your card and statements should be mailed.
  - Depending on the type of account requested, you may be required to complete additional fields.
  - Depending on your card program, you may be required to enter your Date of Birth. For all Canada card programs, Date of Birth is required.
  - Canada card programs require a valid physical address and valid phone number (**Figure 27**).
  - Enter 1 - 15 alphanumeric characters of your choice in the **Verification ID** field. The Verification ID values cannot contain special characters and the values cannot be a repeated number, for example 999999999. For information protection, **never use** Social Security Numbers for the Verification ID.
  - In order to activate your card when it is received, you should retain the Verification ID for your records.
5. Select the certify check box to confirm that your information is correct. The **Submit** button displays active.
  6. Click **Submit**. You will be sent an email confirming submission of your account request.

 **Important:** For assistance with your request, contact your Program Administrator. Reference the tracking number provided in the confirmation email.



The screenshot displays the 'Account Request Information' form. It includes fields for First Name, Middle Name, Last Name, Name on Account, Email Address, Confirm Email Address, and Date of Birth. Below these are two address sections: 'Primary Mailing Address' and 'Physical/Civic Address'. The 'Physical/Civic Address' section is highlighted with a red box and includes a 'Copy Primary Mailing Address' link. At the bottom, there are two phone number fields, also highlighted with a red box.

**Figure 27:** Additional Address and Phone Fields for Canada Card Programs

# 3

## Overview

This chapter describes how to create and submit purchase requests for incremental funds and how to retract, edit, and delete a purchase request after it has been submitted for approval. At any point in the approval process, you can locate your purchase request and view its current approval status. After the purchase request has been approved and matched with a transaction, the Accountholder (or Proxy Requester) can close the purchase request.

## Creating a Purchase Request

Funds that are available on your account are called discretionary funds, and purchases with discretionary funds do not require prior approval. However, if you need additional funds, you can create a purchase request, and upon approval of the purchase request, the approved additional funds (incremental funds) will be added to your account.

**Note:** If your spend control profile does not include discretionary funds, all purchases made with your account require prior approval.

A typical scenario in which a purchase request for incremental funds would be submitted is a fleet driver who has discretionary funds of \$200 generally used for refueling and daily maintenance of a fleet vehicle. Because of an unexpected major repair of a fleet vehicle costing \$750, the driver creates a purchase request for the additional \$750 to be placed on the card for the repair.

**Note:** If you find that you often create purchase requests that are very similar, you can create a draft purchase request to use as a template for quickly creating future purchase requests. Refer to Copying a Purchase Request in this chapter for more information.

To create a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen with open requests displays.
2. Click **Create** on the right.
3. Select **Create Purchase Request**. The Create Purchase Request screen displays (Figure 1).

**Figure 1:** Create Purchase Request

4. Complete the following within the General section:

For...	Then...
Request Name	Enter a descriptive name for the purchase request.
Requested For	Click the search icon to select a user name from the displayed list if another Purchaser will make the purchase. This field will display only if you are a Proxy Requester (a group official designation that allows you to create a purchase request on behalf of a Requester in your group).
Purchaser	Click the search icon to select a user name from the displayed list if another Purchaser will make the purchase. By default, your name is supplied in this field because Works assumes that the user creating the request will make the purchase.
Vendor	Enter the merchant who will provide the requested goods or services, if desired.
CRI	Enter a Customer Reference Identifier (CRI) number, if applicable. The CRI number can be captured at enabled point-of-sale (POS) terminals and used when Works matches purchase requests with transactions (if applicable). The CRI field may or may not display, depending on the settings your Administrator specified when creating your spend control profile.
PO Number	Enter a Purchase Order (PO) number for the purchase request, if applicable, or select the Auto-generated option to allow Works to assign a PO number. Your Program Administrator sets the policy for whether a PO number is required (for purchase requests exceeding a specified dollar amount).



5. Complete the following within the Approval & Payment section:

For...	Then...
Approval Route	The <b>Requested For</b> user's group is the default. Click the search icon to select another group, if desired.
Payment Type	Select an option from the drop-down menu, if applicable. The payment type specifies how the requested purchase will be paid (employee reimbursement, check request, company paid, or purchasing card).  <b>Note:</b> You cannot select a payment type if you specified that a Purchaser will buy the requested goods and/or services.
Account	Available if you choose purchasing card and you have multiple purchasing cards. If Account Shuffler was selected as the Payment Type, the Shuffler name displays. Select an option from the drop-down menu if multiple shuffler accounts exist.
Expiration Date	This field may display if your spend control profile is configured to allow you to change whether requests will expire and/or set the specific expiration date of requests.
Foreign Currency Amt	This field may display if your spend control profile is configured for foreign currency. Enter the numeric amount in the box, and select a currency code from the drop-down menu.
Remittance Advice	This field displays when a company has at least one remittance advice template. Select or enter an option for the following: <ul style="list-style-type: none"> <li>▪ <b>Format</b></li> <li>▪ <b>Advice To</b></li> <li>▪ <b>Template</b></li> </ul>

6. Complete **one** of the following within the Goods/Services section:

For...	Then...
Description Only	<ol style="list-style-type: none"> <li>a. Select <b>Description Only</b>. The resulting fields display.</li> <li>b. Enter a <b>Description</b>.</li> <li>c. Enter an <b>Amount</b>.</li> <li>d. Go to step 7.</li> </ol>
Full Item Info	<ol style="list-style-type: none"> <li>a. Select <b>Full Item Info</b>. The resulting fields display.</li> <li>b. Enter a <b>Description</b>.</li> <li>c. Enter an <b>Item ID</b>.</li> <li>d. Enter the <b>Quantity</b>.</li> <li>e. Select an option from the <b>Unit</b> drop-down menu.</li> <li>f. Enter an <b>Amount</b>. The <b>Total</b> amount calculates.</li> <li>g. Go to step 7.</li> </ol> <p><b>Note:</b> To add additional line items, click <b>Add</b>. To remove a line item, select the check box beside the desired line item, and click <b>Remove</b>.</p>

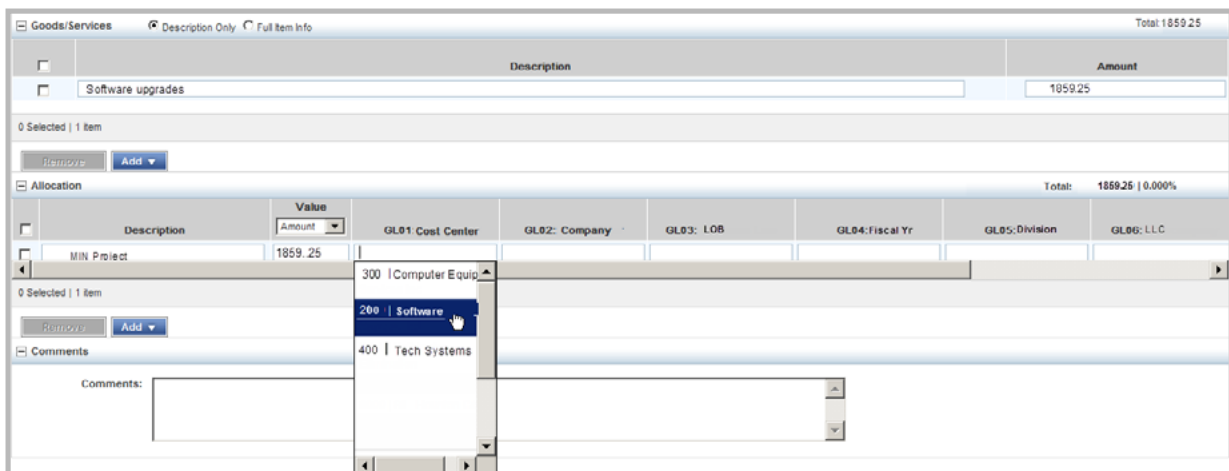
7. Complete the following within the Allocation section, if applicable:

**Note:** You must have the Allocation Coder role to allocate a purchase request.

- a. Select an option to allocate by from the **Value** drop-down menu:
  - **Amount**
  - **Percentage**
- b. Enter a description of the item being allocated in **Description**.
- c. Enter the amount or percentage to be allocated in **Value**.
- d. Enter an allocation value in each **GL#** box to identify how the segment will be allocated.

**Notes:**

- If restricted to using predefined allocation values, click in the **GL#** field and select an allocation value from the allocation values menu that displays (Figure 2). Use the menu scroll bar, and click **See More** for additional values, if needed.
- To allocate to more than one allocation line, click **Add** and select the number of allocation lines to add.
- To remove an allocation line, select the check box beside the desired line, and click **Remove**.



**Figure 2:** Click in a GL field to Display the List of Predefined Allocation Values

8. Enter the desired Comments.

9. Click **Save and Submit**.

**Note:** To save the purchase request without submitting, click **Save**. The purchase request is saved in the Draft queue.

10. Enter comments, as needed, then click **OK**. A confirmation message displays.

### Copying a Purchase Request

If you find that you often create purchase requests that are very similar, you can create a draft purchase request to use as a template for quickly creating future purchase requests. You can copy a purchase request that has been saved but not submitted. Any purchase request in the Draft Requests queue can serve as a template for creating future purchase requests. To copy a purchase request, first create a purchase request and save (rather than submit) the request. You can then create copies of that draft request and make necessary edits to the copy before submitting the copied request.

To copy a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen displays.
2. Click the **Draft** tab.
3. Click **Document** on the desired purchase request to be copied. The single-action menu displays.
4. Select **Copy**. The Copy Purchase Request window displays.
5. Enter the name of the new purchase request, if desired.

**Note:** A name is not required.

6. Click **Save**. The purchase request is saved in the Draft queue to be used as a template for future purchase requests. A confirmation message displays.

### Submitting a Draft Purchase Request

If you created a purchase request and saved it as a draft, you can submit the purchase request for approval at any time.

**Note:** If you submit a purchase request and specify that a Purchaser will buy the requested goods and/or services, the purchase request will be returned to your Draft queue if the Purchaser rejects the purchase request. If you edit the requested amount and resubmit the purchase request, the purchase request must be re-approved by the appropriate Approver.

To submit one or more draft purchase requests, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen displays.
2. Click the **Draft** tab.
3. Select the check box beside each desired draft request to be submitted.
4. Click **Submit**. The **Comments** box displays.
5. Enter comments, if desired.
6. Click **OK**. A confirmation message displays.

### Retracting a Purchase Request

After you submit a purchase request for approval, you must first retract the purchase request if you need to edit the purchase request. Retracting a purchase request removes it from the approval process and returns the purchase request to your Draft queue.

After the purchase request has been approved by the final Approver, you can no longer retract the purchase request. If you need to edit or delete an approved purchase request, you must close the purchase request without attaching a transaction or reimbursement request. (Refer to Closing a Purchase Request in this chapter for more information). Because there are no attached payable documents, Works removes the approved funds from the account. You can then create a new purchase request, if desired.

To retract purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen displays.
2. Click the **Pending Approval** tab.
3. Select the check box beside each desired purchase request to be retracted.
4. Click **Retract**.
5. Click **OK**. A confirmation message displays.

### Editing a Purchase Request

Accountholders (Purchase Requesters), Proxy Requesters, and Approvers (Group Approvers) can edit a purchase request. This section includes instructions for Accountholders or Proxy Requesters to edit purchase requests. Instructions for Approvers are located in the section titled Group Official Tasks.

- If you created a purchase request and saved it as a draft, you can edit the draft purchase request at any time.
- If you submitted a purchase request and that purchase request has been rejected, you can edit the purchase request.
- If you submit a purchase request for approval and the purchase request has not yet received final approval and has not been rejected, you must first retract the purchase request before you can edit any information on the purchase request.

After a purchase request has been approved by the final Approver, you can no longer edit the purchase request. However, you can close the purchase request without attaching a transaction or reimbursement request. Because there are no attached payable documents, Works removes the approved funds from the account. You can then create a new purchase request.

**Note:** If your edits to the purchase request do not include changes to the amount requested, the purchase request does not require approval from any Approvers who previously approved the purchase request. However, if the edited purchase request does include changes to the amount requested, the purchase request will be rerouted to any Approvers who have already approved the purchase request to approve the newly-requested amount.

To edit general information, item details, or the allocation of a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen displays.
2. Click the **Draft** tab.

## Chapter 3: Works® User's Guide

3. Click **Document** on the desired purchase request. The single-action menu displays.
4. Select **View Full Details**. The Purchase Request Details screen displays.
5. Edit any of the following fields within the General and Approval & Payment sections, as desired:

For...	Then...
Request Name	Enter a descriptive name for the purchase request.
Vendor	Enter the merchant who will provide the requested goods or services, if desired.
CRI	Enter a Customer Reference Identifier (CRI) number, if applicable.
PO Number	Enter a Purchase Order (PO) number for the purchase request, if applicable, or select Auto-generated option to allow Works to assign a PO number.
Approval Route	The Requested For user's group is the default. Click the search icon to select another group, if desired.
Payment Type	Select an option from the drop-down menu, if applicable.
Account	Available if you choose purchasing card and you have multiple purchasing cards. If Account Shuffler was selected as the Payment Type, the Shuffler name displays. Select an option from the drop-down menu if multiple shuffler accounts exist.
Expiration Date	Conditional if your Spend Control Profile has been configured to allow edits to Purchase Request expiration dates.
Foreign Currency Amt	If available, enter a numeric value in the box and select a currency code from the drop-down menu.
Remittance Advice	Edit the following, if available: <ul style="list-style-type: none"> <li>▪ <b>Format</b></li> <li>▪ <b>Advice To</b></li> <li>▪ <b>Template</b></li> </ul>

5. Edit **one** of the following within the Goods/Services section, if desired:

For...	Then...
Description Only	<ol style="list-style-type: none"> <li>a. Select <b>Description Only</b>. The resulting fields display.</li> <li>b. Enter a Description.</li> <li>c. Enter an Amount.</li> <li>d. Go to step 6.</li> </ol>
Full Item Info	<ol style="list-style-type: none"> <li>a. Select <b>Full Item Info</b>. The resulting fields display.</li> <li>b. Enter a Description.</li> <li>c. Enter an Item ID.</li> <li>d. Enter the Quantity.</li> <li>e. Select an option from the <b>Unit</b> drop-down menu.</li> <li>f. Enter an Amount. The Total amount calculates.</li> <li>g. Go to step 6.</li> </ol> <p><b>Note:</b> To add additional line items, click <b>Add</b>. To remove a line item, select the check box beside the desired line item, and click <b>Remove</b>.</p>

6. Edit the following within the Allocation section, if desired:

**Note:** You must have the Allocation Coder role to edit the allocation of a purchase request.

- a. Select an option to allocate by from the **Value** drop-down menu:
  - **Amount**
  - **Percentage**
- b. Enter a description of the item being allocated in **Description**.
- c. Enter the amount or percentage to be allocated in **Value**.
- d. Enter an allocation code in each **GL#** box to identify how the segment will be allocated.

**Notes:**

- If restricted to using predefined allocation values, click in the **GL#** field and select an allocation value from the allocation values menu that displays. Use the menu scroll bar and click **See More** for additional values, if needed.
- To allocate to more than one allocation line, click **Add** and select the number of allocation lines to add.
- To remove an allocation line, select the check box beside the desired line, and click **Remove**.

7. Enter the desired **Comments**.

8. Click **Save and Submit**.

**Note:** To save the purchase request without submitting, click **Save**. The purchase request is saved in the Draft queue.

9. Enter comments, as needed, then click **OK**. A confirmation message displays.

### Viewing the Approval Status of a Purchase Request

You may view the status of a purchase request that has been submitted for approval. The status information that displays includes the current status of the purchase request, the name of the Approver upon whose approval the purchase request is waiting, the reason the purchase request requires approval, and the approval history (any other Approver(s) who have already approved the purchase request).

To view the approval status of a Purchase Request, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Request screen with open requests displays.
  - Click the **Pending Approval** tab for requests pending approval.
  - Click the **Closed** tab for closed requests.
2. Click **Document** for the desired purchase request. The single-action menu displays.
3. Select **View Full Details**. The Purchase Request Details screen with the General and Approval & Payment details displays.

4. The following information displays in the Status section, if applicable (Figure 3):
- Request status
  - Push Pay status (Conditional, if the purchase request is attached to an account that is set up for the Push Payments feature.)
  - Needed approvals
  - Approval history

The screenshot shows the 'Purchase Request Details' screen for request REQ0000x331. The 'Status' section is highlighted with a red box and contains the following information:

- Request Status: Awaiting reconciliation.
- This request currently has no pending or historical approval information.

Other sections visible include 'General' (Request Name: Ben Accountholder, Created Date: 09/04/2013, Requester: Ben Accountholder, Requested For, Vendor, CR#, PO Number, Request Total: 50.00, Attached Total: 059.94, Attached Variance: -009.94) and 'Approval & Payment' (Approval Route: Approver: Anna, Payment Type: Managed Account, Account: PCard, Account ID: XXXX, Exact Auth Status: Refresh, Status: Creation Pending, Refresh Date).

**Figure 3:** Purchase Request Details Screen - Status Details Section

## Deleting a Purchase Request

Draft and pending approval purchase requests can be deleted at any time. However, after a purchase request has been approved, it cannot be deleted. If you decide not to make an approved purchase with the purchase request, the approved purchase request should be closed. You can close the purchase request without attaching a transaction or reimbursement request. Because there are no attached transactions or reimbursement requests, Works removes the approved funds from the account after the purchase request is closed.

To delete a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Requester or Approver**. The Purchase Requests screen displays.

### Notes:

- If the desired purchase request is pending approval, requesters can click the **Pending Approval** tab.
  - If the desired purchase request is in a draft status, requesters can click the **Draft** tab.
2. Select the check box beside each desired purchase request to be deleted.
  3. Click **Delete**.
  4. Click **OK**. A confirmation message displays.

## Attaching or Detaching a Purchase Request

A Primary Accountholder, a Secondary Accountholder, a Proxy Reconciler, or an Accountant can manually attach a purchase request to a transaction or reimbursement either by first accessing the approved purchase request or by first accessing the payable document. The instructions below detail how to attach by first accessing the purchase request.

### Notes:

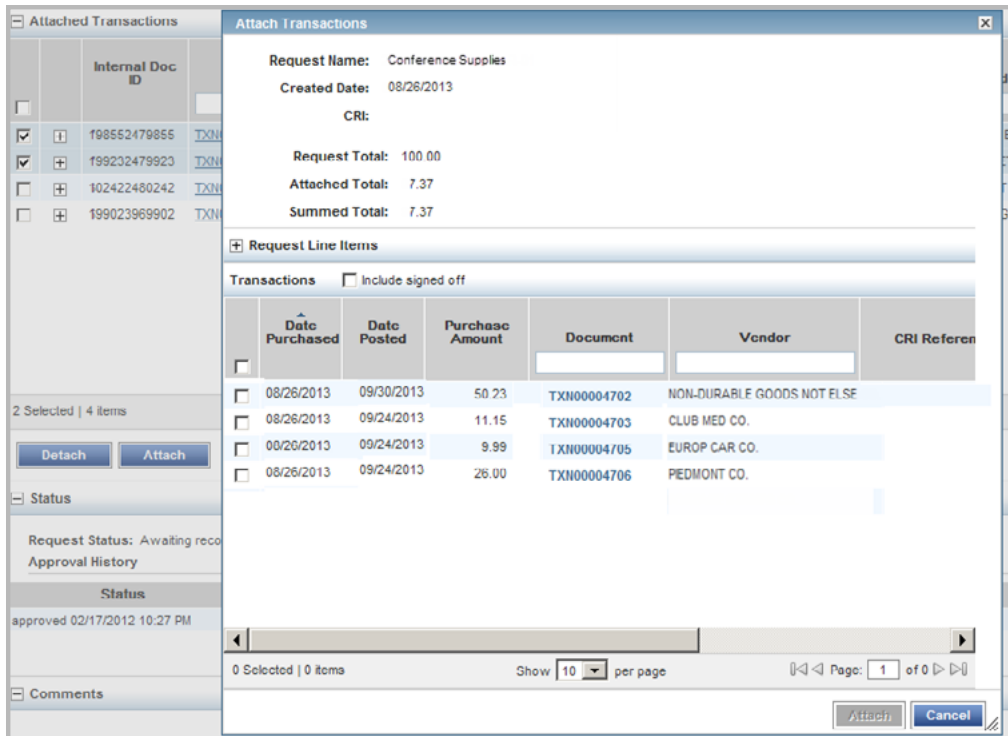
- The auto-matching rules set up when creating an account should eliminate the need for frequent manual matching.
- You can attach multiple transactions or reimbursements to a single purchase request. However, if you need to attach a single transaction to multiple purchase requests, you must first divide the transaction into several parts (one for each corresponding purchase request).
- You cannot divide a reimbursement request. You must create a separate reimbursement request for each approved purchase request.

To attach or detach a transaction or a reimbursement to a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen with open purchase requests displays.
2. Select the desired purchase requests, as needed:
  - Click the **Approved** tab for approved requests.
  - Click the **Closed** tab for closed requests.
3. Click **Document** of the desired purchase request. The single-action menu displays.
4. Select **View Full Details**. The Purchase Request Details screen displays.
5. Complete the following in the Attach Transactions or the Attach Reimbursements section, as desired:

To...	Then...
Attach	<ol style="list-style-type: none"> <li>a. Click <b>Attach</b>. The Attach Transactions (or reimbursements) window with eligible transactions/or reimbursements displays (Figure 4).</li> <li>b. Select the <b>Include signed off</b> check box to display all eligible transactions (or reimbursements) regardless of signed off status, if desired.</li> <li>c. Select the check box beside each transaction (or reimbursement) to attach to the purchase request.</li> <li>d. Click <b>Attach</b>. A confirmation message displays.</li> </ol>
Detach	<ol style="list-style-type: none"> <li>a. Select the check box for each transaction (or reimbursement) to detach.</li> <li>b. Click <b>Detach</b>.</li> <li>c. Click <b>OK</b>. A confirmation message displays.</li> </ol>





**Figure 4:** Attach Transactions Window

## Printing Purchase Request Details

You can print only summary information for a purchase request.

To print the purchase request details, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Request screen displays.
  - Note:** Click the **Closed** tab if desired request is closed.
2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **Print**. The Print window displays.
6. Select an item in the **Available** column to print a specific column, if desired.
  - a. Click the right arrow to add the item to the **Included** column.
  - b. To remove an item, select an item in the **Included** column, then click the left arrow.
  - c. To change the order, select an item in the **Included** column, then click up or down arrows.
7. Click **Print Preview**.
8. Click **Print** in the right corner of the Print Preview window.
9. Click **Print**.

## Closing a Purchase Request

After the purchase request has been approved and attached to a payable document, the Accountholder (or proxy requester) should close the purchase request. When closing a purchase request, you can simultaneously sign off on all attached payable documents, if desired.

Closing a purchase request removes any excess incremental funds from the account. For example, if an Accountholder created a purchase request for \$100 but only spent \$94, six dollars remain on the account until the purchase request is closed. Closing an open purchase request is primarily the responsibility of the Accountholder who submitted the purchase request, but an Accountant can close an open purchase request, if necessary.

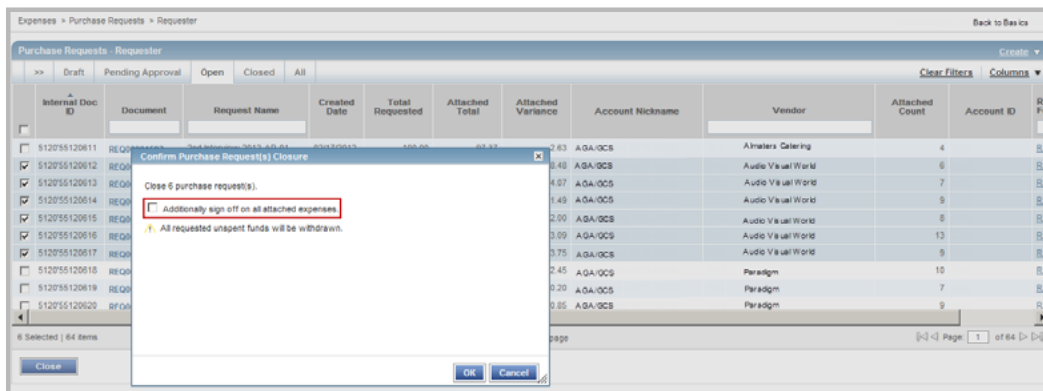
Works removes the approved funds from the account even if you close an approved purchase request that does not have an attached transaction or reimbursement request.

If you need to edit or delete an approved purchase request before you make the purchase, you can close the purchase request. Works removes the approved funds from the account. You can then create a new purchase request, if desired.

**Note:** Manual closing is not permitted with Push Payments purchase requests.

To close a Purchase Request, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen displays.
2. Select the check box beside each desired purchase request.
3. Click **Close**. A confirm purchase request closure message displays.
4. Select the **Additionally sign off on all attached expenses** check box, if desired (Figure 5).



**Figure 5:** Sign Off All Attached Transactions or Reimbursement Requests During Purchase Request Closure

5. Click **OK**. A confirmation message displays.

# 4

## Overview

This chapter describes the tasks related to transactions. A payable document represents an expenditure that is a transaction resulting from a card purchase. Much of the interaction between a user and Works involves the review and manipulation of transactions. For example, as an Accountholder, you are responsible for reconciling your transactions. The reconciliation process can vary based on your organization's policies but generally includes the following actions:

- Reviewing the details of the transaction.
- Entering an explanation for and/or justification of the purchase.
- Changing the general ledger allocation of the purchase if authorized to do so.
- Indicating whether you have a physical receipt for the purchase. Your organization may be required by law to maintain physical records of all expenditures over a certain amount.
- Attaching the transaction to a preapproved purchase request if your organization uses a preapproval process.
- Signing off on the transaction within Works to indicate you have reviewed the transaction.

**Note:** This chapter includes instructions for Accountholders or Group Proxy Reconcilers. Although Approvers can perform some of the same tasks described in this chapter (such as signing off on transactions), the procedures for completing these tasks are different for Approvers. Instructions for Approvers are included in the Group Officials Tasks chapter.

### Signing Off On Payable Documents

When an Accountholder signs off on a transaction, Works indicates the transaction has been processed by the Accountholder and may continue in the workflow to a higher level of authority if necessary before it is closed.

If an account has discretionary funds, the funds can be restored in response to a sign-off at a specified level. Your organization's policy can determine that discretionary funds be restored after a transaction is signed off on by the Accountholder, after a transaction is signed off on by the Approver, or after a transaction is closed by the Accountant.

### Transactions

When you complete a purchase, the details of the electronic transaction post to Works, and Works places the transaction in the Transactions Pending Sign Off queue for you and your Approver simultaneously. Signing off on a transaction notifies your Approver that you have reconciled a transaction, and it is ready for Approver sign-off. Your Approver can access the transaction to edit, flag, and sign off on at any time. In addition, Program Administrators can set up reminder email messages to be sent to Accountholders and Approvers who have transactions requiring sign-off in their Action Items to perform on the Home page.

### Reimbursements

If the purchase was made with your own funds, you will create a reimbursement request, that you can either submit (that is, sign off) immediately (without attaching a purchase request) or save to the Reimbursements Draft queue (allowing you to subsequently attach a purchase request).

### Accountant Sweep Feature

A payable document that requires an Accountant review enters the Accountant's Transactions Open queue or Reimbursements Open queue after both the Accountholder and the Approver have signed off on the document.

In order to expedite the process of completing financial tasks for a billing cycle, an Accountant can sweep pending transactions (transactions not yet signed off on by the Accountholder and Approver) into the Accountant's workflow. The sweep feature can only be applied to transactions--not reimbursement requests.

After transactions have been swept, the Accountant can review, edit, and close the transactions that now reside in the Accountant's Transactions Open queue. Edits that the Accountant might perform on a transaction in this queue include:

- Modifying allocation information
- Resolving a dispute
- Flagging the document to request additional information from either the Accountholder or Approver

### Sign-Off Basics

You should sign off on a payable document only after you have reviewed and reconciled the document according to the requirements of your organization. After you sign off on a payable document, you can access that document in a read-only format. In other words, you can no longer make changes to the document. The exception to this rule is if the payable document is flagged by another user. In that case, you can access the document in the Flagged queue to make edits.

## Notes:

- You must also dispute, revoke a dispute, or divide the transaction as necessary before signing off on it.
- You are only required to sign off on a transaction if the settings of your spend control profile require your sign-off. In each user's profile, automatic sign-off of transactions can be set to never, always, or below a specific amount.

## Sign-Off Denoted

After each sign off has been completed, Works supplies an annotation in the Sign Off column to denote that the sign off has been completed and whether it was completed by Works (automatically) or by an individual (manually). For example, if the Approver signs off on a document, Works places APR in the Sign Off column. If Works automatically signed off on the document, the application places parentheses around the annotation to indicate Works automatically signed off for the Approver.

## Signing Off Payable Documents

Signing off on a payable document notifies an Approver that an Accountholder has reconciled a document, and it is ready for the Approver's sign-off. Approvers are responsible for signing off on or flagging payable documents that require approval that were made by members of their groups. Transactions can be signed off on from the Pending Sign Off queue. Reimbursements can be signed off on from the Draft queue.

To sign off on one or more payable documents, complete the following:

- Click **Expenses > Transactions/or Reimbursement > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays. For Reimbursements, the Draft queue displays.

## Notes:

- Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
  - The default view displays the last **100 days**, including today's date.
- Select the check box for each desired transaction/or reimbursement (Figure 1).

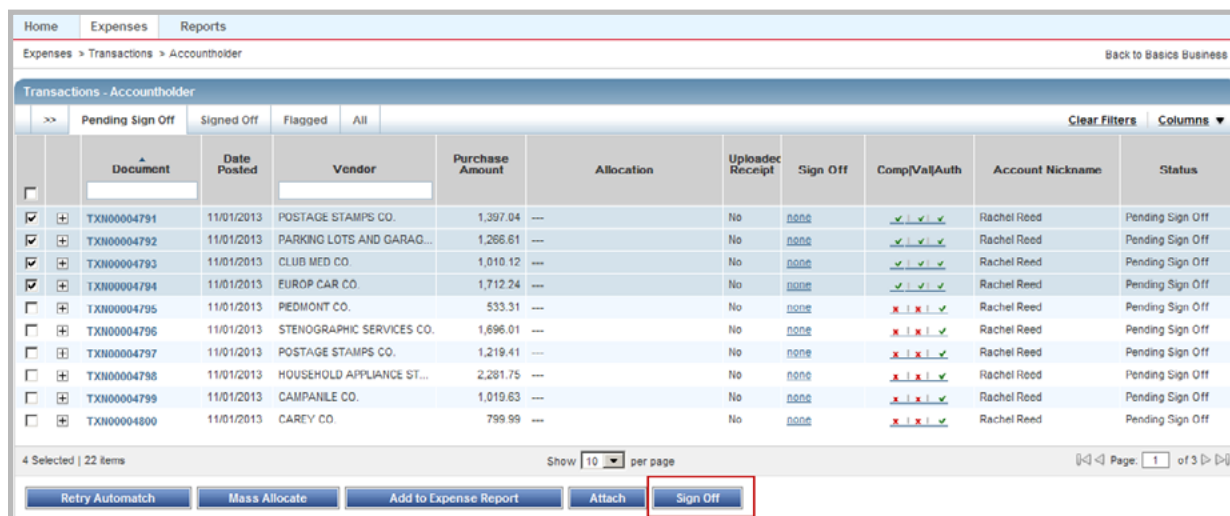


Figure 1: Sign Off On One or More Transactions Using the Sign Off Button

3. Click **Sign Off**.
4. Enter comments in the box, if desired.  
**Note:** Some organizations require comments to be added prior to sign off.
5. Click **OK**. A confirmation message displays.

You can also sign-off on a transaction or reimbursement using the single-action menu.

1. Click **Expenses > Transactions/or Reimbursements > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays. For Reimbursements, the Draft queue displays.
2. Click **Document** on the desired transaction/or reimbursement. The single-action menu displays (Figure 2).

Document	Date Posted	Vendor	Purchase Amount	Allocation	Upload Receipt	Sign Off	Comp/Val/Auth	Account Nickname	Status
TXN00004791	11/01/2013	POSTAGE STAMPS CO.	1,397.04	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004792	11/01/2013	PARKING LOTS AND GARAG...	1,266.61	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004793	11/01/2013	LAB MED CO.	1,010.12	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004794	11/01/2013	PROP CAR CO.	1,712.24	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004795	11/01/2013	EDMONT CO.	533.31	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004796	11/01/2013	DEMOGRAPHIC SERVICES CO.	1,696.01	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004797	11/01/2013	STAGE STAMPS CO.	1,219.41	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004798	11/01/2013	HOUSEHOLD APPLIANCE ST...	2,281.75	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004799	11/01/2013	AMPANILE CO.	1,019.63	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off
TXN00004800	11/01/2013	CAREY CO.	799.99	---	No	none	✓   ✓   ✓	Rachel Reed	Pending Sign Off

**Figure 2:** Single-Action Menu Options

3. Select **Sign Off**. A Confirm Sign Off window displays.
4. Enter comments in the box, if desired.  
**Note:** Some organizations require comments to be added prior to sign off.
5. Click **OK**. A confirmation message displays.

## Viewing Transaction Details

Each transaction queue contains account transactions in a particular level of the reconciliation workflow:

- **Pending Sign Off** transactions are awaiting review and reconciliation by the Accountholder.
- **Signed Off** transactions has been reviewed by the Accountholder and are further along in the reconciliation workflow (for example, they may be awaiting review by an Approver).
- **Flagged** transactions have been reviewed by the Accountholder but have been returned for more information by a reviewing Approver or Accountant.
- **All** transactions queue may be used to search for a transaction when you are not sure in which queue the transaction is currently located. When you use the All queue to locate a transaction, you will use the **Advanced Filter** to select the available filters to narrow your search results.

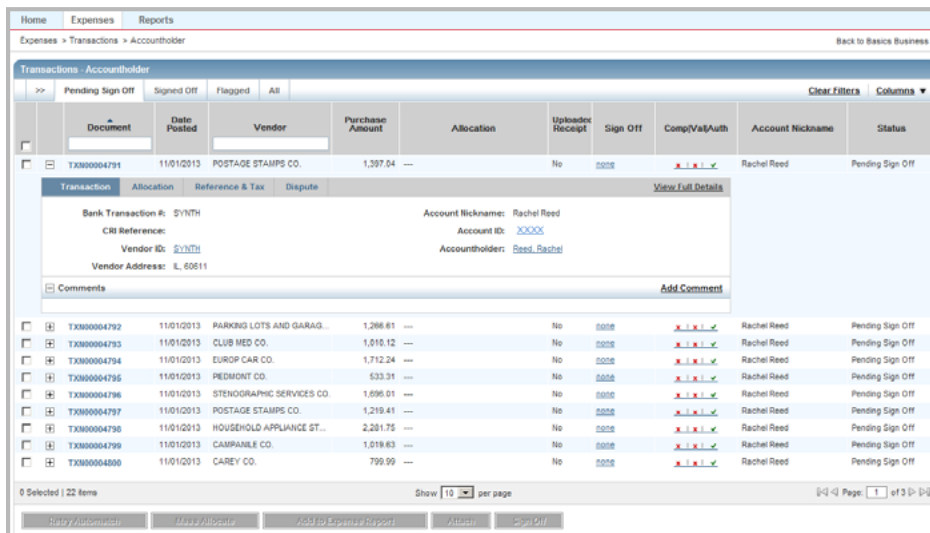
You can view transaction details, including allocation, reference and tax, purchase details, or dispute details from the Transactions queue using the expanded row, or by navigating to the Transactions Detail screen using the View Full Details link.

To view a transaction's details from the Transactions queue, complete the following:

1. Click **Expenses > Transactions > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transaction queue where the transaction exists, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.

### Notes:

- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
  - The default view displays the last **100 days**, including today's date.
3. Click the expand icon (+) next to a desired transaction to view details on the expanded row. The general Transaction details display. (Figure 3).



**Figure 3:** View Transaction Details in the Expanded Row

## Chapter 4: Works® User's Guide

4. Click the Allocation tab to view allocation details, if desired.
5. Click the Reference & Tax tab to view tax details, if desired.
6. Click the Dispute tab to view dispute details, if desired.
7. Select the **View Full Details link** to view the Transaction Details screen, if desired. The Transaction Details screen displays (Figure 4).

**Note:** The Transaction Details screen allows you to access editable fields.

**Figure 4:** Transaction Details Screen

8. Complete any of the following to view full details, as desired:

To...	From...
View Allocation and Reference & Tax Information	Click the <b>Allocation &amp; Detail</b> tab. The Allocation details and Reference & Tax details display.
View Purchase Details	<ol style="list-style-type: none"> <li>a. Click the <b>Allocation &amp; Detail</b> tab.</li> <li>b. Click the expand icon (+) next to <b>Transaction Detail</b>. The Purchase details display.</li> </ol>
View Dispute Details	Click the <b>Dispute</b> tab. Dispute details display.
View Receipts (If licensed for Receipt Imaging)	Click the <b>Receipts</b> tab to view receipts that have been uploaded and attached to the transaction.

**Note:** To return to the Transactions screen, click the browser's back button.

### Viewing Vendor Address for a Transaction

Vendor address information may be supplied by the merchant with the electronic transfer of transaction information. You can view but not edit the vendor address (State and Zip Code) for a transaction located on the Transaction Details (Transaction tab) in any of the transaction queues available to the Accountholder.

### Viewing Purchase Details for a Transaction

You may view but not edit the purchase detail information (also called level 3 data) optionally provided by the merchant (Allocation & Detail tab). This information often contains extended information about airline tickets, car rental, and hotels. For example, car rental information may include the class of vehicle, rate, number of days, and pickup and return dates. Hotel information may include the rate, number of nights, and check-in and check-out dates.



## Viewing Dispute Details

After a dispute has been submitted, you may review the status of the dispute and general details about the dispute in the Dispute tab.

## Printing Transaction Details

You may print the details of a transaction from any tab.

To print the details for one or more transactions, complete the following:

1. Click **Expenses > Transactions > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transaction queue where the transaction exists, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.
3. Select the check box for each desired transaction to be printed.
4. Click **Print**. The Print window displays.
5. Select one of the following from the **Print** menu:

For...	Then...
Summary	a. Click <b>Summary</b> to print specific columns of information and their order. b. Select an item in the <b>Available</b> column, as desired. <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> c. Click <b>Print Preview</b> . d. Click <b>Print</b> in the right corner of the Print Preview window. e. Click <b>Print</b> .
Details	a. Click <b>Details</b> to print all available details for the selected transaction(s). b. Click <b>Print Preview</b> . c. Click <b>Print</b> in the right corner of the Print Preview window. d. Click <b>Print</b> .

Details & Summary	<ol style="list-style-type: none"> <li>a. Click <b>Details &amp; Summary</b> to print both versions of the transaction detail, with specific columns and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>
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### Printing from the Transaction Details Screen

To print transaction details from the Transaction Detail screen, complete the following:

1. Click **Expenses > Transactions > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transaction queue where the transaction exists, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.
3. Click **Document** on the desired transaction. The single-action menu displays.
4. Select **View Full Details**. The Transaction Details screen displays.
5. Click **Actions**.
6. Select **Print**. The Print window displays.
7. Select one of the following from the **Print** menu:

For...	Then...
Summary	<ol style="list-style-type: none"> <li>a. Click <b>Summary</b> to print specific columns of information and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>

Details	<ol style="list-style-type: none"> <li>a. Click <b>Details</b> to print all available details for the selected transaction(s).</li> <li>b. Click <b>Print Preview</b>.</li> <li>c. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>d. Click <b>Print</b>.</li> </ol>
Details & Summary	<ol style="list-style-type: none"> <li>a. Click <b>Details &amp; Summary</b> to print both versions of the transaction detail, with specific columns and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>

### Editing a Transaction

When a transaction is awaiting Accountholder sign-off or has been flagged by a reviewer, an Accountholder or Group Proxy Reconciler can edit certain elements of the transaction detail:

- One or more general comments that can be used to explain or justify the expenditure.
- The type of tax collected or owed on the transaction (sales tax included, non-taxable, or subject to use tax). You can also edit the amount of the transaction that was subject to tax, how much was collected, and how much is owed (if applicable).
- A general reference field that may be used by your organization during reconciliation. The reference number can enable you to associate multiple documents (transactions and/or reimbursement requests) without attaching the documents to each other. Check with your Program Administrator or accounting department for information about how your organization uses the general reference field.
- The shipping zip code or destination address. By default, this address is the Accountholder's state and zip code. However, you can edit this information in the Reference & Tax section, under the Allocation & Detail tab, if the purchase was shipped to a different location. This can be important to your accounting department when computing whether your organization owes use tax on the purchase, and if so, how much.
- The general ledger (GL) allocation information. Works assigns a default GL allocation to every transaction, but if you are assigned the Allocation Coder role in Works, you can view and edit the allocation information (for example, if you made a purchase for another department, or if you made a purchase that needs to be split across multiple departments or projects).

If you need to edit a transaction's general information or GL allocation, you must do so before you sign off on the transaction. However, if another user flags a transaction you have signed off on, you can access that transaction in the Flagged queue to make necessary edits. Note that you can add a comment at any time, regardless of whether the transaction is signed off on.

If the Accountant signs off on the payable document before you can access and edit the payable document's general information, but you can no longer edit the allocation information.

**Note:** As an Accountholder, you cannot edit the allocation information of a transaction that has been swept by an Accountant unless the Accountant has also flagged the transaction. After an Accountant closes the transaction, you cannot edit the allocation information. However, unless the Accountant has forced your sign-off, you can still access the transaction in your Pending Sign Off queue and edit general transaction information (for example, comments and tax information).

If you have the Allocation Coder role, you can edit allocation information and a limited amount of tax and reference information on a transaction in the Pending Sign Off and Flagged queues. You may edit the allocation information on a transaction in the Sign Off or All queues only if the transaction has been flagged.

To allocate or edit transaction information, complete the following:

1. Click **Expenses > Transactions > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays. For Flagged transactions, click the Flagged tab.

**Note:** As a reminder, if you need to search for expense documents:

- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.

2. Click **Document** on the desired account. The single-action menu displays.
3. Select **Allocate/Edit**. The Allocation Details window displays (Figure 5).

Allocation Details - TXN0104873 - SUPER STORE 07/21/2016 | Source Amount : 517.05 USD

Allocation Purchase Amount: 480.86 Tax Amount: 36.19 Allocation Total 517.05 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Sales Tax	Description	GL01: Company Code	GL02: Business Area	GL03: Cost Center
<input type="checkbox"/>	480.86	0.00	STORES CO. - Purchase	0701	9053	5488

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	480.86	36.19	0.00	77077

Adjust Amount

Transaction Detail - 5261 (HARDWARE STORES)

Details are not available for this transaction.

Copy to Allocation

Comments Add Comment

Save Save and Allocate Next Close

**Figure 5:** Allocation Details Window

### 4. Complete any of the following:

To...	Then...
Allocate or edit allocation codes	<p>a. Select an option to allocate by from the <b>Value</b> drop-down menu:</p> <ul style="list-style-type: none"> <li>▪ Amount</li> <li>▪ Percentage</li> </ul> <p>b. Enter the amount or percentage of the total purchase to be allocated in <b>Value</b>.</p> <p>c. Enter an allocation code in each <b>GL#</b> field to identify how the segment will be allocated.</p> <p><b>Note:</b> If you are restricted to using predefined allocation codes, click in the <b>GL#</b> field to select an allocation value from the allocation menu that displays.</p> <p>d. Select an option from the expense <b>Category</b> menu, if applicable.</p> <p>e. Enter comments in <b>Note</b> regarding the Category entry, if applicable.</p> <p>f. Enter text in <b>Description</b> for the allocation.</p> <p>g. Continue to edit or allocate each line by repeating steps <b>b - f</b>, as needed.</p> <p><b>Note:</b> If there is a variance between the Allocation total and the Purchase Amount, it will display in the <b>Variance</b> field.</p> <p>h. Complete one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b>. The allocation fields update. The <b>Comp/Val/Auth</b> column updates display.</li> <li>▪ Click <b>Save and Allocate Next</b> to save the current edits and load the next transaction for editing.</li> </ul> <p><b>Important:</b> Using the <b>Save and Allocate Next</b> button loads the next transaction within the Transactions table. Users can first filter and sort the table list to get to the transactions they want to allocate, and the “Next” feature will move down that list one transaction at a time.</p>
Removing an allocation line	<p>a. Select the check box next to the desired allocation row to be removed.</p> <p>b. Click <b>Remove</b>.</p> <p>c. Complete one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b>. The allocation row is deleted.</li> <li>▪ Click <b>Save and Allocate Next</b> to save the current edits and load the next transaction for editing.</li> </ul> <p><b>Important:</b> Using the <b>Save and Allocate Next</b> button loads the next transaction within the Transactions table. Users can first filter and sort the table list to get to the transactions they want to allocate, and the “Next” feature will move down that list one transaction at a time.</p>

To...	Then...
Add an allocation line	<p>a. Click <b>Add</b>.</p> <p>b. Select the number of allocation lines to add.</p> <p>c. Select an option to allocate by from the <b>Value</b> drop-down menu:</p> <ul style="list-style-type: none"> <li>▪ <b>Amount</b></li> <li>▪ <b>Percentage</b></li> </ul> <p>d. Enter the amount or percentage of the total purchase to be allocated in <b>Value</b>.</p> <p>e. Enter an allocation code in each GL# text box to identify how the segment will be allocated.</p> <p><b>Note:</b> If you are restricted to using predefined codes, click in the <b>GL#</b> field to select a value from the allocation menu that displays.</p> <p>f. Select an option from the drop-down expense <b>Category</b> menu, if applicable.</p> <p>g. Enter comments in <b>Note</b> regarding the Category entry, if applicable.</p> <p>h. Enter text in <b>Description</b> for the allocation.</p> <p>i. Continue to edit or allocate each line by repeating steps <b>d - h</b>, as needed.</p> <p><b>Note:</b> If there is a variance between the Allocation total and the Purchase Amount, it will display in the <b>Variance</b> field.</p> <p>j. Complete one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b>. The allocation fields update. The <b>Comp/Val/Auth</b> column updates display.</li> <li>▪ Click <b>Save and Allocate Next</b> to save the current edits and load the next transaction for editing.</li> </ul> <p><b>Important:</b> Using the <b>Save and Allocate Next</b> button loads the next transaction within the Transactions table. Users can first filter and sort the table list to get to the transactions they want to allocate, and the “Next” feature will move down that list one transaction at a time.</p>
Duplicate an allocation line	<p>a. Select the check box next to the desired allocation row to duplicate the allocation line.</p> <p>b. Click <b>Duplicate</b>. A drop-down menu displays.</p> <p>c. Select the number of lines to be added. New rows are added and display the copied values for Description, GL, Category, and Notes.</p> <p>d. Complete one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b>. The allocation fields update. The <b>Comp/Val/Auth</b> column updates display.</li> <li>▪ Click <b>Save and Allocate Next</b> to save the current edits and load the next transaction for editing.</li> </ul> <p><b>Important:</b> Using the <b>Save and Allocate Next</b> button loads the next transaction within the Transactions table. Users can first filter and sort the table list to get to the transactions they want to allocate, and the “Next” feature will move down that list one transaction at a time.</p>

To...	Then...
Edit general reference and tax information	<p>a. Click the expand icon (+) on the <b>Reference &amp; Tax</b> section. Reference and Tax fields display.</p> <p>b. Edit the following fields in the Reference &amp; Tax section, as desired:</p> <ul style="list-style-type: none"> <li>▪ <b>Reference</b></li> <li>▪ <b>Personal</b> - Available if configured for this option. Click this field if goods and/or services purchased were personal (not business) items. To denote only a portion of the transaction as a personal expense, you must divide the transaction. Dividing a transaction is available if your organization is set to permit dividing transactions.</li> <li>▪ <b>Tax Status</b></li> <li>▪ <b>Goods &amp; Services</b></li> <li>▪ <b>Adjust Amount</b> - Select to edit Goods &amp; Services amount.</li> <li>▪ <b>Tax Total</b></li> <li>▪ <b>Use Tax</b></li> <li>▪ <b>Shipping ZIP</b></li> </ul> <p>c. Complete one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b>. The edited fields update.</li> <li>▪ Click <b>Save and Allocate Next</b> to save the current edits and load the next transaction for editing.</li> </ul> <p><b>Important:</b> Using the <b>Save and Allocate Next</b> button loads the next transaction within the Transactions table. Users can first filter and sort the table list to get to the transactions they want to allocate, and the “Next” feature will move down that list one transaction at a time.</p>
Add a Comment	<p>a. Click <b>Add Comment</b>.</p> <p>b. Enter a comment in the box that displays.</p> <p>c. Click <b>OK</b>. The comment displays in <b>Comments</b>.</p> <p>d. Click <b>Save</b>. Complete one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b>. A confirmation message displays.</li> <li>▪ Click <b>Save and Allocate Next</b> to save the current edits and load the next transaction for editing.</li> </ul> <p><b>Important:</b> Using the <b>Save and Allocate Next</b> button loads the next transaction within the Transactions table. Users can first filter and sort the table list to get to the transactions they want to allocate, and the “Next” feature will move down that list one transaction at a time.</p>

### Adding a Comment from the Transactions Queue

You may also add a comment to a transaction from the Transactions queue using the expanded details row (Figure 3).

To add a comment to a transaction from the Transactions queue, complete the following:

1. Click **Expenses > Transactions > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Click the desired transactions tab, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.
3. Click the expand icon (+) next to a desired transaction. The transaction's expanded details row displays.
4. Click **Comment**.
5. Enter a comment in the box that displays.
6. Click **OK**. The comment displays in **Comments** on the expanded row.
7. Click the collapse icon (-) to close the row.

### Dividing a Transaction

This feature is available if the organization's global configuration is set to permit dividing transactions.

Accountants, Accountholders, and Proxy Reconcilers can divide a transaction into a designated number of parts. This is necessary if a single transaction must be matched to multiple purchase requests. Dividing a transaction copies the goods and/or services description, quantity, price, unit measurement, and allocation combination to a specified number of duplicate transactions.

If you need to divide a transaction, you must do so before you sign off on the transaction. If you have already signed off on a transaction that needs to be divided, the Accountant must perform this task.

#### Important:

- The allocation amounts for the original transaction and all duplicate transactions must be manually edited because the allocation amount is not updated when a transaction is divided.
- Comments entered in the original transaction are not included in divided portions.
- Credit transactions can be divided.

To divide a transaction, complete the following:

1. Click **Expenses > Transactions > Accountholder**. The Transactions screen with Pending Sign Off transactions displays.

#### Notes:

- If the transaction has been flagged, click the Flagged transactions tab.
  - **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
  - The default view displays the last **100 days**, including today's date.
2. Click **Document** on the desired transaction. The single-action menu displays.
  3. Select **View Full Details**. The Transaction Details screen displays.
  4. Click **Actions** on the right of the Transaction Detail screen.
  5. Select **Divide**. The Divide Transaction window displays.



6. Enter the number of duplicate transactions to be created in **Parts**. The specified number of lines displays.
7. Select an option from the **Value** drop-down menu:
  - **Amount** - distributes the transaction amounts by dollar amount
  - **Percentage** - distributes the transaction amounts by percentage
8. Enter the dollar amount or percentage to be distributed to each line.
9. Click **OK**. A confirmation message displays.

### Disputing a Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. A transaction can be disputed with Bank of America Merrill Lynch within 60 days of the billing close date, the date of the billing statement in which the transaction first appears.

The process to dispute a transaction online in Works is available only if your organization is licensed to use this feature. If your organization is not licensed to use the dispute feature, you must contact Bank of America Merrill Lynch to notify us about the dispute. Any further communication about the disputed transaction must be handled with the bank. If you wish to dispute a transaction manually outside of the Works application, and it is within 60 days from the billing statement date in which the transaction first posted, contact Commercial Card Services at 800.673.1044.

For your convenience, if your organization is licensed to use the online dispute feature in Works, you can initiate the dispute online in Works within the first 60 days from the post date.

To dispute a transaction online, complete the following:

1. Click **Expenses > Transactions > Accountholder**. The Transactions screen with Pending Sign Off transactions displays.
2. Click the **Flagged** tab (queue) if the desired transaction has been flagged.

#### Notes:

- You may dispute only from the Pending Sign Off or Flagged queues.
  - **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
  - The default view displays the last **100 days**, including today's date.
3. Click **Document** on the desired transaction. The single-action menu displays.
  4. Select **Dispute**. The Dispute Transaction form displays.
  5. Edit the following fields, if desired:
    - **Phone**
    - **Dispute Amount**
  6. Select an option from the **Reason for Dispute** drop-down menu. Additional fields may display and require information or comments.
  7. Complete additional information, if requested.

8. Enter comments in the **Comments** text box, if desired.
9. Select the check box to confirm the dispute statement.
10. Click **OK**. A confirmation message displays.

### Contacting the Financial Institution

If your organization is not licensed to use the online dispute feature of Works, an individual must contact the bank directly to notify the issuing bank about the dispute. Any further communication about the disputed transaction (including revoking the dispute) must be handled directly with the bank. To dispute the transaction manually outside of the Works application if it is still within 60 days from the billing statement date in which the transaction posted, contact Commercial Card Services at 800.673.1044.

### Reimbursements

If your organization has been set up to use reimbursement requests, you can use Works to request a reimbursement for purchases you made with your personal funds and attach a purchase request (if applicable). For example, if you have an approved purchase request, but were unable to pay for a transaction with your purchasing card, you can attach the reimbursement request to the approved purchase request.

A Group Proxy Reconciler is the only role that allows a user to submit reimbursements on behalf of another user. A Secondary Accountholder cannot submit reimbursements on behalf of another user. Reimbursements are not associated with an account and access to another user's account does not allow a secondary accountholder to submit reimbursements for a primary accountholder.

### Creating a Reimbursement Request

To create a reimbursement request, complete the following:

1. Click **Expenses > Reimbursements > Accountholder**. The Reimbursements screen with Draft reimbursements displays.
2. Click **Create** on the right.
3. Select **Create Reimbursement**. The Create Reimbursement screen displays.
4. Complete the following within the General section:

For...	Then...
Reference	Enter a reference number, if desired. The Reference number is an arbitrary number that allows you to associate multiple documents (transactions and/or reimbursement requests) without attaching the documents to each other. Check with your program administrator or accounting department for information about how your organization uses the general reference field. <b>Note:</b> A reference number, if entered, is exported with the transaction detail data.
Date Purchased	Enter the date you purchased the goods and/or services in the <b>Date Purchased</b> fields in MM/DD/YYYY format, or click the <b>Calendar</b> to select a date.

For...	Then...
Vendor	Enter the merchant who provided the requested goods or services.
Reimbursee	Reimbursee name defaults to your name. This is the user that should receive the reimbursement. <b>Note:</b> If you have the <b>Proxy Reconciler</b> role, the Reimbursee name may be changed. A Group Proxy Reconciler is the only role that allows a user to submit reimbursements on behalf of another user. To select another user, click the drop-down menu and select a user from the list that displays. The user list displays only for a user with the Proxy Reconciler role.
Payee Name	If your organization uses payee names and payee IDs, the Program Administrator assigns the Payee Name and Payee ID when creating a new user, and these fields should default to match the Reimbursee selected to receive the reimbursement. <b>Note:</b> This field is intended to direct how the payee name should be displayed on the reimbursement check. Users may edit this field for their own reimbursement requests, and Proxy Reconcilers may edit this field for users for whom they have authority to submit reimbursements.
Payee ID	If your organization uses payee names and payee IDs, the Program Administrator assigns the Payee Name and Payee ID when creating a new user, and these fields should default to match the Reimbursee selected to receive the reimbursement.
Allocation	e. Enter the following: <ul style="list-style-type: none"> <li>▪ <b>Description</b> of the item of the reimbursement request</li> <li>▪ <b>Category</b> - Select a category type from the drop-down menu.</li> <li>▪ <b>Amount</b> - Dollar amount to be reimbursed</li> <li>▪ <b>GL</b> - Click in the GL segment box to select GL values from the list that displays to allocate the line item.</li> </ul>
Comments	Enter Comments, if desired.

5. Click **Save and Submit**.
5. Enter comments.
5. Click **OK**. A confirmation message displays.

### Deleting a Reimbursement Request

You can delete a reimbursement request if you saved the reimbursement request as a draft, or if a reimbursement request you submitted was rejected by an approver or accountant.

To delete one or more reimbursement requests, complete the following:

1. Click **Expenses > Reimbursements > Accountholder**. The Reimbursements screen with Draft reimbursements displays.
2. Select the check box for each desired reimbursement.
3. Click **Delete**.
4. Click **OK**. A confirmation message displays.

## Printing Reimbursement Request Details

To print the details for one or more transactions, complete the following:

1. Click **Expenses > Reimbursements > Accountholder**. The Reimbursements screen with the Draft queue displays.
2. Select the desired queue where the reimbursement exists, if necessary:
  - Click the Signed Off tab for signed off reimbursements.
  - Click the Flagged tab for flagged reimbursements.
3. Select the check box for each desired reimbursement to be printed.
4. Click **Print**. The Print window displays.
5. Select one of the following from the **Print** menu:

For	Description
Summary	a. Click <b>Summary</b> to print specific columns of information and their order. b. Select an item in the <b>Available</b> column, as desired. <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> c. Click <b>Print Preview</b> . d. Click <b>Print</b> in the right corner of the Print Preview window. e. Click <b>Print</b> .
Details	a. Click <b>Details</b> to print all available details for the selected reimbursement(s). b. Click <b>Print Preview</b> . c. Click <b>Print</b> in the right corner of the Print Preview window. d. Click <b>Print</b> .
Details & Summary	a. Click <b>Details &amp; Summary</b> to print both versions of the reimbursement detail, with specific columns and their order. b. Select an item in the <b>Available</b> column, as desired. <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> c. Click <b>Print Preview</b> . d. Click <b>Print</b> in the right corner of the Print Preview window. e. Click <b>Print</b> .

You may also print using the single-action menu from the Reimbursements screen.

1. Click **Expenses > Reimbursements > Accountholder**. The Reimbursements screen with the Draft queue displays.
2. Select the desired queue where the reimbursement exists, if necessary:
  - Click the Signed Off tab for signed off reimbursements.
  - Click the Flagged tab for flagged reimbursements.
3. Click **Document** on the desired reimbursement. The single-action menu displays.
4. Select Click **Print**. The Print window displays.
5. Select one of the following from the **Print** menu:

For	Description
Summary	<ol style="list-style-type: none"> <li>a. Click <b>Summary</b> to print specific columns of information and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.                             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>
Details	<ol style="list-style-type: none"> <li>a. Click <b>Details</b> to print all available details for the selected reimbursement(s).</li> <li>b. Click <b>Print Preview</b>.</li> <li>c. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>d. Click <b>Print</b>.</li> </ol>
Details & Summary	<ol style="list-style-type: none"> <li>a. Click <b>Details &amp; Summary</b> to print both versions of the reimbursement detail, with specific columns and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.                             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>

**Note:** You may also print a reimbursement request from the Reimbursement Details screen using the Actions menu.

## Editing General Reference and Allocation Information for a Reimbursement

Accountholders can edit the reference and allocation information on a reimbursement in the Draft and Flagged queues. Group Proxy Reconcilers may submit and edit reimbursements on behalf of other users within their scope of authority.

To edit allocation and reference information on a reimbursement, complete the following:

1. Click **Expenses > Reimbursements > Accountholder**. The Reimbursements screen with the Draft queue displays.

**Notes:**

- Click the Flagged tab for reimbursements that have been flagged, if desired.
- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.

2. Click **Document** of the desired reimbursement.
3. Select **View Full Details**. The Reimbursement Details screen displays.
4. Complete any of the following, as desired:

To...	Then...
Edit Reference Information	<ol style="list-style-type: none"> <li>a. Edit any of the following, as desired:                             <ul style="list-style-type: none"> <li>▪ <b>Reference</b> - The reference number is an arbitrary number that allows you to associate multiple documents (transactions and/or reimbursement requests) without attaching the documents to each other.</li> <li>▪ <b>Date Purchased</b></li> <li>▪ <b>Vendor</b></li> <li>▪ <b>Reimbursee</b> - Proxy Reconcilers only may submit or edit reimbursements on behalf of other users within their scope of authority. Click the drop-down menu to select a name from the Select User window, if necessary.</li> <li>▪ <b>Payee Name</b> - This field is intended to direct how the payee name should display on the reimbursement check. Users may edit this field for their own information and Proxy Reconcilers may edit this field for users for whom they have authority to submit reimbursements.</li> <li>▪ <b>Payee ID</b></li> </ul> </li> <li>b. Click <b>Add Comment</b>. The Add Comment window displays.</li> <li>c. Enter text in the <b>Add Comment</b> window, if desired.</li> <li>d. Click <b>OK</b>.</li> <li>e. Click one:                             <ul style="list-style-type: none"> <li>– <b>Save and Submit</b>. Go to step f.</li> <li>– Click <b>Save</b> to save changes only. A confirmation message displays.</li> </ul> </li> <li>f. Add Comments, if needed.</li> <li>g. Click <b>OK</b>. A confirmation message displays.</li> </ol>

To...	Then...
Edit an Allocation Line	<p>a. Edit the following fields, as desired:</p> <ul style="list-style-type: none"> <li>▪ <b>Description</b> text for the allocation.</li> <li>▪ <b>Category</b></li> <li>▪ <b>Note</b> (if applicable)</li> </ul> <p><b>Note:</b> A Scaled Expense Category may be used with reimbursement requests and requires a calculation of one number against a scale or rate. An example is mileage: This is a cash transaction where the user enters the number of miles and the appropriate scale/rate will determine the actual reimbursement amount.</p> <ul style="list-style-type: none"> <li>▪ <b>Amount</b> (Not applicable with a Scaled Expense Category)</li> <li>▪ <b>GL#</b></li> </ul> <p><b>Note:</b> If restricted to using predefined allocation codes, click in the <b>GL#</b> box to select an allocation code from the allocation menu that displays.</p> <p>b. Click one of the following:</p> <ul style="list-style-type: none"> <li>– <b>Save and Submit.</b> Go to step c.</li> <li>– Click <b>Save.</b> The allocation values and fields update.</li> </ul> <p>c. Add Comments, if needed.</p> <p>d. Click <b>OK.</b> A confirmation message displays.</p>
Add an Allocation Line	<p>a. Click <b>Add.</b></p> <p>b. Select the number of allocation lines to add.</p> <p>c. Enter text in <b>Description</b> for the allocation.</p> <p>d. Select an option from the <b>Category</b> menu, and enter comments in the <b>Note</b> box regarding the Category, if applicable.</p> <p><b>Note:</b> A Scaled Expense Category may be used with reimbursement requests and requires a calculation of one number against a scale or rate. An example is mileage: this is a cash transaction where the user enters the number of miles and the appropriate scale/rate will determine the actual reimbursement amount.</p> <p>e. Enter or edit the <b>Amount</b> of the reimbursement request that will be allocated to the GL combination code you will enter in the next line. (This step is not applicable with a Scaled Expense Category.)</p> <p>f. Enter an allocation code in each GL# box to identify how the segment will be allocated.</p> <p><b>Note:</b> If you are restricted to using predefined allocation codes, click in the <b>GL#</b> box to select an allocation code from the allocation menu that displays.</p> <p>g. Click one of the following:</p> <ul style="list-style-type: none"> <li>– <b>Save and Submit.</b> Go to step h.</li> <li>– Click <b>Save.</b> The allocation values and fields update.</li> </ul> <p>h. Add Comments, if needed.</p> <p>i. Click <b>OK.</b> A confirmation message displays.</p>

To...	Then...
Remove an Allocation Line	<ol style="list-style-type: none"> <li>Select the check box beside the desired allocation row you wish to remove.</li> <li>Click <b>Remove</b>.</li> <li>Click <b>Save</b>. The allocation line is removed.</li> </ol>

### Mass Allocating Reimbursements

If you have the Allocation Coder role, you can allocation one or more reimbursements in the Draft and Flagged queues.

To allocate or edit one or more reimbursements, complete the following:

1. Click **Expenses > Reimbursements > Accountholder**. The Reimbursements screen with reimbursements in the Draft queue displays.

**Notes:**

- For Flagged reimbursements, click the Flagged tab.
- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.

2. Select the check box for each desired reimbursement.
3. Click **Mass Allocate**. The Mass Allocate window displays.
4. Enter an allocation code in each **GL#** box to identify how the segment will be allocated.

**Note:** If you are restricted to using predefined allocation codes, click in the **GL** segment box to select an allocation code from the menu that displays.

5. Select an option from **Empty Segment Field(s)**:
  - **Retain original codes** - Selecting this option maintains the current value if a GL segment is left empty when allocating.
  - **Delete original codes** - Selecting this option replaces the current value with a blank field if a GL segment is left empty when allocating.
6. Click **OK**. A confirmation message displays.

### Attaching or Detaching a Purchase Request to Payable Documents

If your organization has been set up to use purchase requests, you can attach the resulting transactions and reimbursement requests to the appropriate purchase request during reconciliation. You can associate payable documents with purchase requests either by first accessing the payable document(s) or by first accessing the purchase request. This section describes how to manually associate one or more payable documents with a purchase request by first accessing the purchase request. Procedures to associate payable documents to a purchase request by first accessing the payable document(s) are provided following these instructions.



## Chapter 4: Works® User's Guide

An Accountant, Primary Accountholder, Proxy Reconciler, or Approver can attach or detach transactions to a purchase request.

The auto-matching rules set up when creating an account should eliminate the need for frequent manual matching.

### Notes:

- Multiple transactions can be attached to one purchase request. However, if you need to attach a single transaction to multiple purchase requests, you must first divide the transaction
- Manually attaching and detaching transactions to purchase requests is not permitted on accounts enabled with the Push Payments feature.

To attach or detach a transaction or reimbursement to a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Accountholder** The Purchase Request screen with open requests displays.

### Notes:

- For closed requests, click the Closed tab.
  - **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
  - The default view displays the last **100 days**, including today's date.
2. Click Document of the desired purchase request. The single-action menu displays.
  3. Select **View Full Details**. The Purchase Request Details screen displays.
  4. Complete the following in the Attach Transactions/or Attach Reimbursements section, as desired:

To...	Then...
Attach	<ol style="list-style-type: none"><li>a. Select <b>Attach</b>. The Attach Transactions/or Attach Reimbursements window with eligible transactions/or reimbursements displays.</li><li>b. Select the <b>Include signed off</b> check box to display all eligible transactions/or reimbursements regardless of signed off status, if desired.</li><li>c. Select the check box beside each document to attach to the purchase request.</li><li>d. Click <b>Attach</b>. A confirmation message displays.</li></ol>
Detach	<ol style="list-style-type: none"><li>a. Select the check box for each transaction/or reimbursement to remove.</li><li>b. Click <b>Detach</b>.</li><li>c. Click <b>OK</b>. A confirmation message displays.</li></ol>

### Attaching Transactions or Reimbursements to a Purchase Request

You can attach one or more transactions or attach one or more reimbursements to a purchase request from the Pending Sign Off (Transactions), Open (Reimbursements) Signed Off, or Flagged queues.

1. Click **Expenses > Transactions/or Reimbursements > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays. For Reimbursements, the Draft queue displays.
2. Click a transaction/or reimbursement tab, if desired:
  - Click the Signed Off tab for signed off documents.
  - Click the Flagged tab for flagged documents.

3. Select the check box for each desired document.
4. Click **Attach**. The Select a Purchase Request menu displays (Figure 6).

<input type="checkbox"/>	Request Name	Created Date	Vendor	Total Requested	Attached Count	Attached Total	Attached Variance	Re
<input type="checkbox"/>	Office Furniture	10/17/2013	Ashley Furniture	2,550.00	0	0.00	0.00	
<input type="checkbox"/>	Office Supplies	08/23/2013		14.00	0	0.00	0.00	
<input type="checkbox"/>	Office Supplies for AP	10/28/2013	OfficeMax	625.00	0	0.00	0.00	
<input type="checkbox"/>	Office Supplies for Marketing	10/26/2013		270.00	0	0.00	0.00	
<input type="checkbox"/>	request to buy computer	10/23/2013		1,000.00	0	0.00	0.00	
<input type="checkbox"/>	Office Supplies	09/28/2013		10,000.00	0	0.00	0.00	
<input type="checkbox"/>	test 1	10/04/2013		10.00	0	0.00	0.00	

0 Selected | 7 items      Show 10 per page      Page: 1 of 1

Close purchase request & sign off all attached transactions

**Attach**   **Cancel**

**Figure 6:** Select a Purchase Request to Attach to One or More Documents

**Note:** The **Select a Purchase Request** menu lists all approved purchase requests eligible to be attached to the payable document. To be eligible for attachment, the purchase request must be approved, currently unattached, list the same Card ID in the payment method as that used for the payable document, and requested for the same user as the user who initiated the transaction or reimbursement.

5. Clear the **Show only open requests** check box, if desired.
 

**Note:** You can attach the payable document to a request, regardless of whether the request is open or closed.
6. Select a purchase request.
7. Select the **Close Purchase Request & sign off all attached transactions and reimbursements** check box to close the request you have selected and sign off on all other payable documents that are currently attached to the request, if desired.
8. Click **OK**. A confirmation message displays.

### Detaching a Transaction or Reimbursement from a Purchase Request

The Primary Accountholder or Group Proxy Reconciler can detach a transaction or reimbursement from the purchase request to which it is currently attached.

To detach a transaction from a purchase request, complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Accountholder**. The Transactions screen with Pending Sign Off transactions displays. For Reimbursements, the Draft queue displays.
2. Click the desired transactions/or reimbursements tab, if necessary:

- Click the Signed Off tab for signed off transactions/or reimbursements.
  - Click the Flagged tab for flagged transactions/or reimbursements.
3. Click **Document** on the desired transaction. The single-action menu displays.
  4. Select **Detach**.
    - Note:** The Detach option displays only if the payable document is currently attached to a purchase request.
  5. Click **OK**. A confirmation message displays.

### Viewing Attached Purchase Request Details

To view the full details of a purchase request, including the request status, Push Pay status, needed approvals, and approval history, complete the following:

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen with Draft queue requests displays.
2. Select the desired purchase requests:
  - Click the **Pending Approval** tab for requests pending approval.
  - Click the **Open** tab for open requests.
  - Click the **Closed** tab for closed requests.
3. Click **Document** on the desired purchase request. The single-action menu displays.
4. Select **View Full Details**. The Purchase Request Details screen displays the General and Payment & Approval details.
5. The following information displays in the Status section, if applicable (Figure 7):
  - **Request status**
  - **Push Pay status** - Conditional, if the purchase request is attached to an account that is set up for the Push Payments feature.
  - **Needed approvals**
  - **Approval history**

**Figure 7:** Purchase Request Details

### Removing a Flag

Another user, such as your Approver or an Accountant, can flag one of your transactions or reimbursements to request additional information about the document. For example, if you signed off on a transaction for a client luncheon, your Approver might flag the transaction and include a comment requesting a list of attendees. In this example, you could access the flagged transaction, enter the names of the attendees in the **Comments** field, and then remove the flag.

When another user flags a transaction or reimbursement, Works copies the document to the appropriate Flagged queue for you, the appropriate Approver, and the Accountant. Note that the flagged document still resides in the current queue as well as in the Flagged queue. For example, you can access and edit a transaction that you signed off on and that has been flagged in both the Transactions Signed Off and Transactions Flagged queues.

Removing a flag removes the transaction from the Flagged queue for you, the appropriate Approver, and the Accountant.

To raise or remove a flag on one or more transactions or reimbursements, complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Accountholder**.

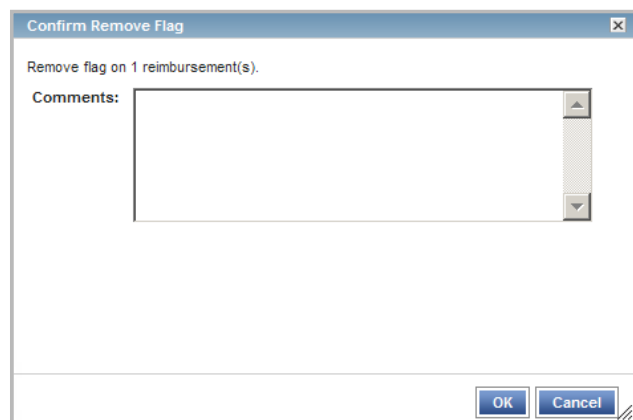
2. Click the **Flagged** tab.

Notes: As a reminder, if you need to search for expense documents:

- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.

3. Select the check box for each desired transaction or reimbursement.

4. Click **Remove Flag**. The Confirm Remove Flag window displays (Figure 8).



**Figure 8:** Confirm Remove Flag

5. Enter **Comments**.

6. Click **OK**. A confirmation message displays.

## Uploading and Attaching a Receipt Image to a Payable Document

If your organization uses the Receipt Imaging feature in Works, you can upload a new receipt image to Works from your computer's desktop in addition to faxing receipts. You can upload a new image from your desktop (or a stored receipt) and attach it to a transaction, reimbursement request, or an Expense Report. You can also add faxed receipt images to an expense report. Refer to Chapter 5, Expense Reports, for information about receipt imaging and expense reports.

### Notes:

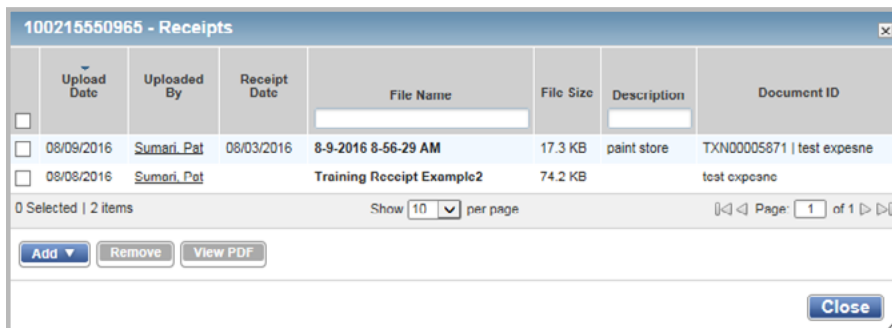
- Receipt images can be uploaded or faxed.
- Receipt image uploads must be performed one at a time.
- The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.
- Each PDF type receipt image must be less than one MB to upload.
- For non-PDF type receipt images (.pdf, .png, .jpg, .gif and .jpeg) the uploaded file size may be up to 10MB. Works compresses the larger files to be equal or less than 1MB. If the compressed file is larger than 1MB, a message displays asking the user to upload a smaller version of the image.
- Receipt images are retained and available for download for a period of seven years.
- Your individual organization is considered the primary data owner. Therefore, you are responsible for maintaining original receipts.

To upload a receipt image from your desktop into Works or attach a stored receipt to a transaction or reimbursement request complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Accountholder**. Transactions Pending Sign Off display. For Reimbursements, the Draft queue displays.

**Note:** To select items in another queue, click the desired transactions or reimbursements tab.

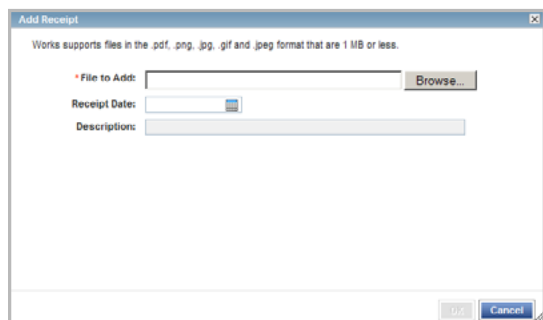
2. Click **Document** of the transaction/reimbursement associated with the receipt image. The single-action menu displays.
3. Select **Manage Receipts**. The Receipts window displays (Figure 9).



**Figure 9:** Receipts Window

4. Click **Add**. A drop-down menu displays.
5. Complete **one** of the following:

To...	Then...
Upload and Attach a New Receipt	<ol style="list-style-type: none"> <li>Select <b>New Receipt</b>. The <b>Add Receipt</b> window displays (Figure 10).</li> <li>Click <b>Browse</b> to locate the receipt image you wish to upload.                             <ol style="list-style-type: none"> <li>Select the desired receipt image.</li> <li>Click <b>Open</b>. The file name displays in <b>File to Add</b>.</li> </ol> </li> <li>Click the calendar to enter a <b>Receipt Date</b>.</li> <li>Enter a <b>Description</b> in the box.</li> <li>Click <b>OK</b>. A confirmation message displays.</li> <li>Click <b>Close</b>. The <b>Receipt</b> and <b>Uploaded Receipt</b> columns update to <b>Yes</b>.</li> </ol>
Attach a Stored Receipt Image	<ol style="list-style-type: none"> <li>Click <b>Stored Receipt</b>.</li> <li>Select a receipt from the list that displays.</li> <li>Click <b>OK</b>. A confirmation message displays.</li> <li>Click <b>Close</b>. The <b>Receipt</b> and <b>Uploaded Receipt</b> columns update to <b>Yes</b>.</li> </ol>



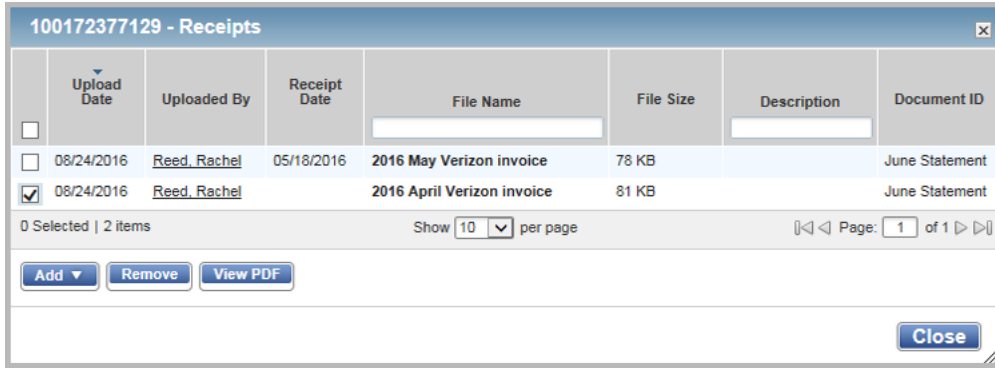
**Figure 10:** Add Receipt Window

## Removing an Attached Receipt Image from a Payable Document

To remove one or more attached receipt image(s) from a transaction, reimbursement request or expense report, complete the following:

- Click **Expenses > Transactions/or Reimbursements > Accountholder**. Transactions Pending Sign Off/or Reimbursements Draft queue displays.
 

**Note:** To select items in another queue, click the desired Transactions or Reimbursements tab.
- Click **Document** of the transaction or reimbursement associated with the receipt image. The single-action menu displays.
- Select **Manage Receipts**. The Receipts window displays.
- Select the check box for each receipt image to be removed (Figure 11).



**Figure 11:** Select Receipt Image to be Removed

5. Click **Remove**.
6. Click **OK**.
7. Click **Close**. The **Receipt** column updates to **Unknown** when the last receipt has been removed from the transaction, and the Uploaded Receipt column updates to **No**.

**Note:** Removing an attached uploaded receipt image may also be performed from the Transaction Details, Reimbursement Details, or Expense Report Details screens.

## Viewing Receipt Images Attached to a Payable Document

To view the receipt images attached to a transaction or reimbursement request, complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Accountholder**. Transactions Pending Sign Off display. For Reimbursements, the Draft queue displays.  
**Note:** To select items in another queue, click the desired Transactions or Reimbursements tab.
2. Click **Document** of the transaction or reimbursement associated with the receipt image. The single-action menu displays.
3. Select **Manage Receipts**. The Receipts screen displays.
4. Complete **one** of the following:

To...	Then...
View receipt image	<ol style="list-style-type: none"> <li>a. Click the <b>File Name</b> to view a receipt image.</li> <li>b. Click <b>View Receipt</b> from the menu that displays. The Receipt Image displays.</li> </ol>
View receipt Image in PDF format	<ol style="list-style-type: none"> <li>c. Select the check box for the desired <b>File Name</b>.</li> <li>d. Click <b>View PDF</b>. The receipt image displays in a PDF format.</li> </ol>

**Note:** You may also view receipt images on the Transaction Detail and Reimbursement Detail screens.

### Storing and Removing Receipt Images

Users may upload and store receipt images in their Receipts storage queue for processing later. The name of the user who added a receipt displays in the **Uploaded By** column. The **Uploaded By** column links to the User Details screen and displays in the following areas:

- Receipts table
- Receipts tab on the Transaction and Reimbursement Detail screens
- Receipts table on the Expense Report Details screen

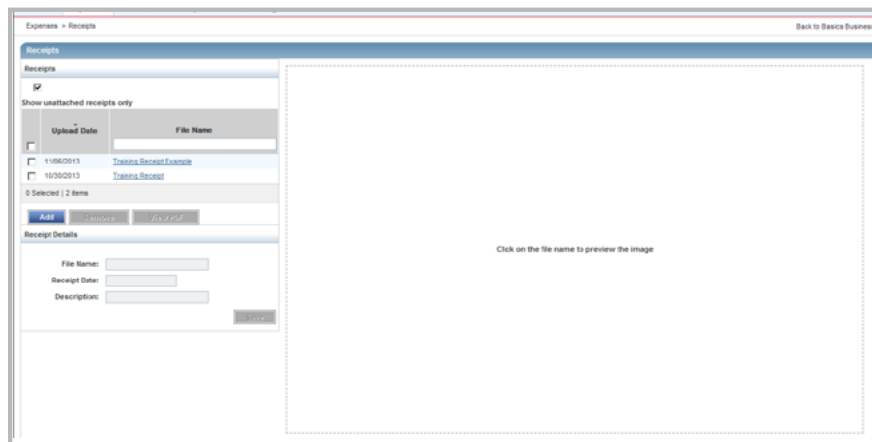
Removing a receipt image from the Receipts screen removes the image from storage but does not remove it from any document to which it is attached.

#### Notes:

- Receipt images can be uploaded or faxed.
- Receipt image uploads must be performed one at a time.
- The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.
- Each PDF type receipt image must be less than one MB to upload.
- For non-PDF type receipt images (.pdf, .png, .jpg, .gif and .jpeg), the uploaded file size may be up to 10MB. Works compresses the larger files to be equal or less than 1MB. If the compressed file is larger than 1MB, a message displays asking the user to upload a smaller version of the image.
- Receipt images are retained and available for download for a period of seven years.
- Your individual organization is considered the primary data owner. Therefore, you are responsible for maintaining original receipts.

To store or remove a receipt image in Receipts, complete the following:

1. Click **Expenses > Receipts** or from the home page, click **Upload Receipts**. The Receipts screen displays (Figure 12).



**Figure 12:** Receipts Screen

2. Complete **one** of the following:



To...	Then...
Upload and Store a Receipt Image	<ol style="list-style-type: none"> <li>Click <b>Add</b>.</li> <li>Click <b>Browse</b> to locate the receipt image you wish to upload and store.                             <ol style="list-style-type: none"> <li>Select the desired receipt image.</li> <li>Click <b>Open</b>. The file name displays in <b>File to Add</b>.</li> </ol> </li> <li>Click the calendar to enter a <b>Receipt Date</b>.</li> <li>Enter a <b>Description</b> in the box.</li> <li>Click <b>OK</b>. A confirmation message displays.</li> </ol>
Remove one or more uploaded stored Receipt Images	<ol style="list-style-type: none"> <li>Select the check box next to each receipt image to be removed.</li> <li>Click <b>Remove</b>.                             <p><b>Note:</b> Removing a receipt image from the Receipts view does not remove it from any document to which it is attached.</p> </li> <li>Click <b>OK</b>. A confirmation message displays.</li> </ol>

## Viewing Stored Receipt Images

Users may view stored receipt images in their Receipts storage queue and can select to view stored receipt images in a PDF version to utilize PDF formatting features. Images are retained and available for download for a period of seven years.

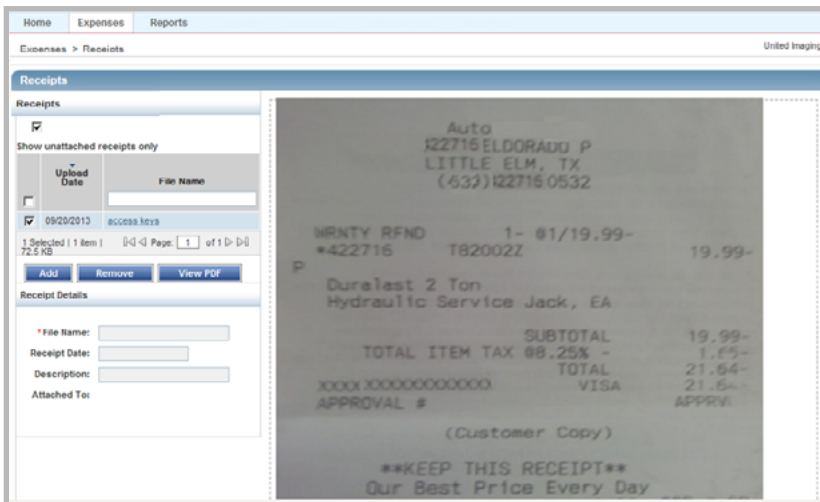
To view a stored receipt image, complete the following:

- Click **Expenses > Receipts**, or from the home page click **Upload Receipts**. The Receipts screen displays a list of unattached receipt images.

**Note:** To view all receipt images, clear the check from **Show unattached receipts only**.

- Click the desired **File Name**. The receipt image displays (Figure 13).

**Note:** To view the receipt image in the PDF version, click **View PDF**, then **Open**. The receipt image displays.



**Figure 13:** Receipts - View Receipt Image

# 5

## Overview

Expense reports are containers that can enable Accountholders, Secondary Accountholders, and Proxy Reconcilers to group transactions. Expense reports can enable you to efficiently organize your payable documents and perform a single task on all documents in the report at one time. You can view and print the expense categories of the payable documents, the sum of the payable documents, and the dates of payable documents included in the expense report.

For example, if you went on a business trip, you might add all transactions related to that trip into an expense report. You could print the expense category information to submit to your accounting department with any applicable receipts. You and then your Approver could sign off on the expense report and all payable documents within the report.

Note that a payable document is available in the appropriate document queue, such as Transactions Requiring Sign Off, as well as the expense report in which the payable document is add. Although Approvers can access an expense report only after you have signed off on the report, an Approver can access a transaction that you sign off in his or her Requiring Sign Off queue regardless of whether it is contained in an expense report.

**Note:** You can include a transaction or reimbursement request in only one expense report. You can add flagged payable documents to an expense report.

This chapter describes how to create an expense report, add payable documents to or remove payable documents from a report, view the contents of a report, add and view receipt images, and edit, delete, or sign off on the report.

### Creating an Expense Report

This section describes how the Primary or Secondary Accountholder creates a new expense report and how to add a payable document to an existing expense report. You may create a new expense report while you are adding one or more payable documents or without adding any payable documents (for example, if the associated transactions have not yet posted in Works).

**Important:** A payable document can be contained in only one expense report. Therefore, if you add a payable document that is already contained in an expense report, the document will be moved to the new report.

You may add transactions or reimbursements to a new or an existing Expense Report from the Pending Sign Off, Open, and Signed Off queues.

### Creating a New Expense Report While Adding a Payable Document

To create a new expense report while adding a payable document, complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays. For Reimbursements, the Open queue displays.
2. Complete **one** of the following:

To...	Then...
Add Pending Sign Off Transactions or Open Reimbursements	<ol style="list-style-type: none"> <li>a. Select the check box for each desired transaction/or reimbursement.</li> <li>b. Go to step 3.</li> </ol>
Add Signed Off Transactions/or Reimbursements	<ol style="list-style-type: none"> <li>a. Click the Signed Off tab.</li> <li>a. Select the check box for each desired transaction/or reimbursement.</li> <li>b. Go to step 3.</li> </ol>

3. Click **Add to Expense Report**.
4. Select **New Expense Report** from the drop-down menu.
5. Enter the **Expense Report Name** in the box.
6. Enter a **Description** in the box, if desired.
7. Click **Sign-off on report and all expense report documents** check box, if desired.

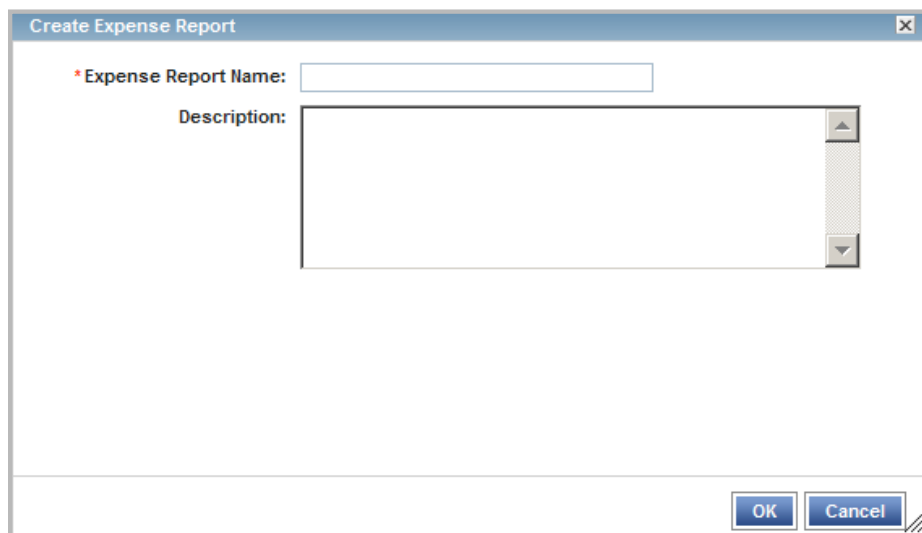
**Note:** This option should only be used when all the transactions for the expense report have been added. If other transactions will be included in the expense report at a later time, do not check this option.

8. Click **OK**. A confirmation message displays.

### Creating a New Expense Report Without Adding a Payable Document

To create a new Expense Report without adding a payable document, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with the expense reports in the Pending Sign Off queue displays.
2. Click **Create** on the right.
3. Select **Create Expense Report**. The Create Expense Report window displays (Figure 1).



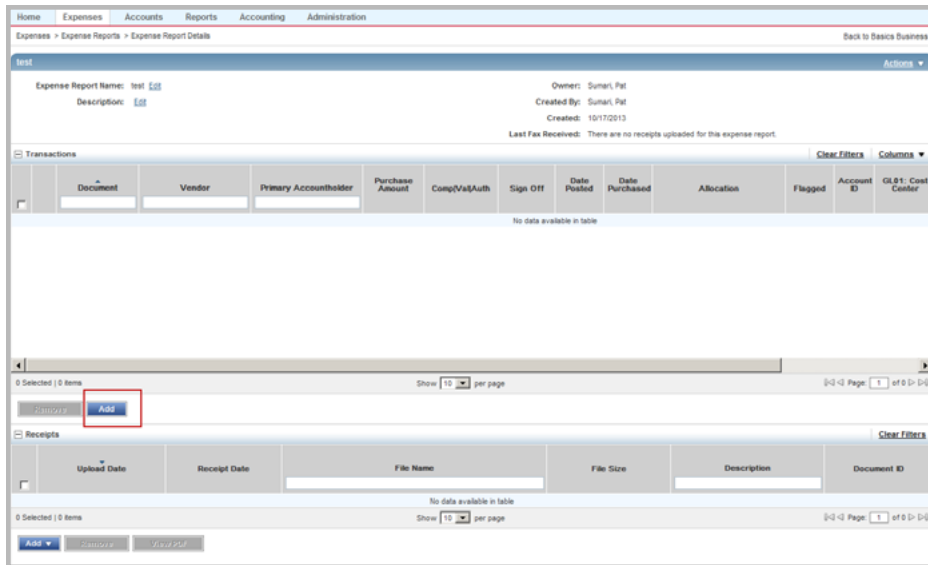
**Figure 1:** Create Expense Report Window

4. Enter the **Expense Report Name** in the box.
5. Use the search icon to select a primary owner, if necessary.
6. Enter a **Description**.
7. Click **OK**. A confirmation message displays.

### Adding a Payable Document to an Existing Expense Report

To access an Expense Report and add one or more payable documents, complete the following:

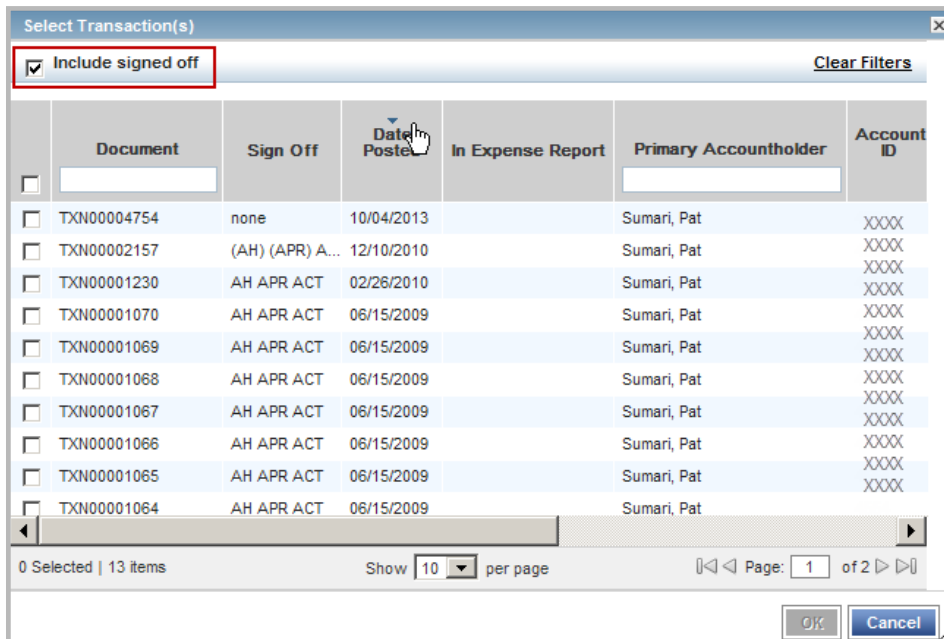
1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays. For Reimbursements, the Open queue displays.
2. Click **Expense Report Name** of the desired report. The single-action menu displays.
3. Click **View Full Details**. The Expense Report Details screen displays (Figure 2).
4. Click **Add** in the Transactions or Reimbursements section. The Select Transaction(s) or Reimbursements window displays a list of available documents.



**Figure 2:** Expense Report Details Screen

5. Select **Include signed off** check box to include transactions/ or reimbursement that have already been signed off, if desired (Figure 3).

**Note:** Click the **Date Posted** column to change the sort order to display the most recent posting dates, if desired.



**Figure 3:** Select Transactions Window with Signed Off Transactions

6. Select the check box for each desired transaction to be added.
7. Click **OK**. A confirmation message displays.

### Accessing and Printing Expense Report Information

The Accountholder or Proxy Reconciler who created the expense report, as well as an Accountant, can access the expense report and view the payable documents contained in the expense report regardless of the report status (for example, Pending Sign Off or Signed Off). However, Approvers can only access an expense report after the Accountholder or Proxy Reconciler has signed off.

You can view the payable documents contained in the expense report as well as print a view of the expense categories and their sums and date ranges for payable documents contained in the expense report. You can print only summary information for a transaction when accessing an expense folder

To view and print the contents of an expense report, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with the expense reports in the Pending Sign Off queue displays.

**Notes:**

- Click the Signed Off tab if the desired expense report has been signed off on.
  - **Searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
  - The default view displays the last **100 days**, including today's date.
2. Click **Expense Report Name** of the desired report. The single-action menu displays.
  3. Select **View Full Details**. The Expense Report Details screen displays.
  4. Click **Actions** on the right. The drop-down menu displays.
  5. Select **Print**. The Print window displays.
  6. Select an item in the **Available** column to print a specific column, if desired.
    - a. Click the right arrow to add the item to the Included column.
    - b. To remove an item, select an item in the Included column, then click the left arrow.
    - c. To change the order, select an item in the Included column, then click up or down arrows.
  4. Click **Print Preview**.
  5. Click **Print** in the right corner of the Print Preview window.
  6. Click **Print**.

### Printing from the Expense Reports Screen

You may also print from the Expense Reports screen using the single-action menu.

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with the expense reports in the Pending Sign Off queue displays.

**Note:** Click the Signed Off tab if the desired expense report has been signed off on.

2. Click **Expense Report Name** of the desired report. The single-action menu displays.

3. Select **Print**. The Print window displays.
4. Select an item in the **Available** column to print a specific column, if desired.
  - a. Click the right arrow to add the item to the Included column.
  - b. To remove an item, select an item in the Included column, then click the left arrow.
  - c. To change the order, select an item in the Included column, then click up or down arrows.
4. Click **Print Preview**.
5. Click **Print** in the right corner of the Print Preview window.
6. Click **Print**.

## Receipt Imaging

### Uploading and Adding Receipt Images to an Expense Report

Receipts Imaging is a licensed feature in Works that allows Primary and Secondary Accountholders and Proxy Reconcilers to upload receipt images to Works from their computer's desktop in addition to faxing their receipts. Uploaded receipt images can be attached directly to a transaction, reimbursement request, an expense report, or stored in the Receipts queue to be processed later.

- Users can add faxed receipt images to expense reports for up to 60 days after an expense report is created.
- Receipt images can be uploaded or faxed.
- Receipt image uploads must be performed one at a time.
- The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.
- Each PDF type receipt image must be less than one MB to upload.
- For non-PDF type receipt images, the uploaded file size may be up to 10MB. Works compresses the larger files to be equal or less than 1MB. If the compressed file is larger than 1MB, a message displays asking the user to upload a smaller version of the image.
- Your individual organization is considered the primary data owner. Therefore, you are responsible for maintaining original receipts.

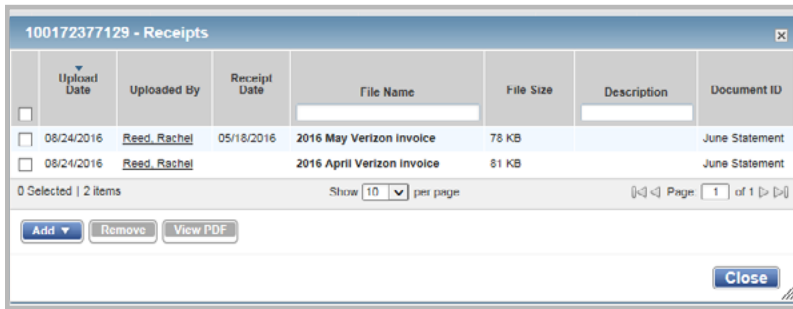
To upload a receipt image from your desktop into Works, or attach a stored receipt image to an expense report, complete the following:

1. Click **Expenses > Expense Reports > Owner**.

**Note:** To select an expense report in another queue, click the desired expense report tab.

2. Click the **Expense Report Name**. The single-action menu displays.

3. Select **Manage Receipts**. The Receipts window displays (Figure 4).



**Figure 4:** Receipts window

4. Click **Add**.
5. Complete **one** of the following:

To...	Then...
Attach a New Receipt	<ol style="list-style-type: none"> <li>Select <b>New Receipt</b>. The <b>Add Receipt</b> window displays.</li> <li>Click <b>Browse</b> to locate the receipt image you wish to upload.                             <ol style="list-style-type: none"> <li>Select the desired receipt image.</li> <li>Click <b>Open</b>. The file name displays in <b>File to Add</b>.</li> </ol> </li> <li>Click the calendar to enter a <b>Receipt Date</b>.</li> <li>Enter a <b>Description</b> in the box.</li> <li>Click <b>OK</b>. A confirmation message displays.</li> <li>Click <b>Close</b>. The <b>Uploaded Receipt</b> column updates to <b>Yes</b>.</li> </ol>
Attach a Stored Receipt Image	<ol style="list-style-type: none"> <li>Click <b>Stored Receipt</b>.</li> <li>Select a receipt from the list that displays.                             <p><b>Note:</b> To view all receipt images, clear the check from <b>Show unattached receipts only</b>.</p> </li> <li>Click <b>Attach</b>. A confirmation message displays.</li> <li>Click <b>Close</b>. The <b>Uploaded Receipt</b> column updates to <b>Yes</b>.</li> </ol>

You may also upload receipt images to an expense report from the Expense Report Details screen.

To upload receipt images to an expense report from the Expense Report Details screen, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.
2. Click the desired **Expense Report Name**. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays.
4. Click **Add** in the Receipts table. A drop-down menu displays.



5. Complete **one** of the following:

To...	Then...
Attach a New Receipt Image	<ol style="list-style-type: none"> <li>Select <b>New Receipt</b>. The Add Receipt window displays.</li> <li>Click <b>Browse</b> to locate the receipt image you wish to upload.               <ol style="list-style-type: none"> <li>Select the desired receipt image.</li> <li>Click <b>Open</b>. The file name displays in <b>File to Add</b>.</li> </ol> </li> <li>Click the calendar to enter a <b>Receipt Date</b>.</li> <li>Enter a <b>Description</b> in the box.</li> <li>Click <b>OK</b>. A confirmation message displays.</li> <li>Click <b>Close</b>. The <b>Uploaded Receipt</b> column updates to <b>Yes</b>.</li> </ol>
Attach a Stored Receipt Image	<ol style="list-style-type: none"> <li>Click <b>Stored Receipt</b>.</li> <li>Select a receipt from the list that displays.</li> <li>Click <b>OK</b>. A confirmation message displays.</li> <li>Click <b>Close</b>. The <b>Uploaded Receipt</b> column updates to <b>Yes</b>.</li> </ol>

### Adding Faxed Receipt Images to an Expense Report

Using Receipt Imaging, you can add faxed receipt images to expense reports up to 60 days after an expense report is created. Your individual organization is considered the primary data owner. Therefore, you are responsible for maintaining original receipts.

To add a faxed receipt image to an expense report, complete the following:

- Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.

**Note:** You may also access Signed Off expense reports if the desired expense report is signed off on and was created in the last two months.

- Click **Expense Report Name** on the desired report. The single-action menu displays.
- Click **Add Faxed Receipts**. The **Works Receipts Fax Cover Page** displays (Figure 5).
- Print the **Receipts Fax Cover Page**.

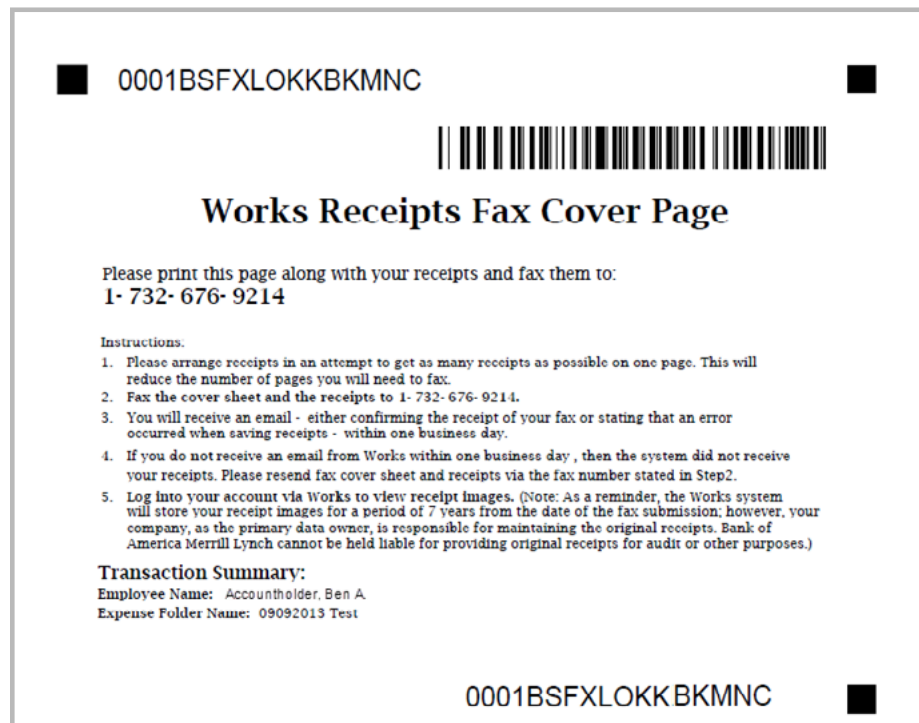
**Note:** Do not write on the fax cover sheet because writing may interfere with the success of the capture and loading of the image to Works.

- Fax the **Receipts Fax Cover** and the desired receipts using the Receipts Fax Cover directions.

#### Important Faxing Tips:

- When faxing receipts, users should attempt to fit as many receipts on a page as possible to maximize storage space. The system has a limit of 50 pages per fax. If a user needs to fax more than 50 pages, they must separate it into multiple faxes using the same cover sheet with barcode.
- Do not write on the fax cover sheet because writing may interfere with the success of the capture and loading of the image to Works.

- Re-fax if a receipt image is not visible in Works in 24 hours. Generally receipts are visible in Works in approximately 90 minutes or less. However, this time frame can change if there is unusually high volume.
- A confirmation or failure email is sent within one business day regarding the status of your faxed submission. If you do not receive an email from Works regarding your fax, you should re-send the fax cover sheet along with your receipts to the number provided on the Fax Cover sheet.



0001BSFXLOKKBKMNC

0001BSFXLOKKBKMNC

**Works Receipts Fax Cover Page**

Please print this page along with your receipts and fax them to:  
**1- 732- 676- 9214**

**Instructions.**

1. Please arrange receipts in an attempt to get as many receipts as possible on one page. This will reduce the number of pages you will need to fax.
2. Fax the cover sheet and the receipts to 1- 732- 676- 9214.
3. You will receive an email - either confirming the receipt of your fax or stating that an error occurred when saving receipts - within one business day.
4. If you do not receive an email from Works within one business day, then the system did not receive your receipts. Please resend fax cover sheet and receipts via the fax number stated in Step2.
5. Log into your account via Works to view receipt images. (Note: As a reminder, the Works system will store your receipt images for a period of 7 years from the date of the fax submission; however, your company, as the primary data owner, is responsible for maintaining the original receipts. Bank of America Merrill Lynch cannot be held liable for providing original receipts for audit or other purposes.)

**Transaction Summary:**  
Employee Name: Accountholder, Ben A.  
Expense Folder Name: 09092013 Test

0001BSFXLOKKBKMNC

**Figure 5:** Works Receipts Fax Cover Page

You may also add faxed receipt images to an expense report from the Expense Report Details screen.

To add faxed receipt images to an expense report from the Expense Report Details screen, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.
2. Click **Expense Report Name** on the desired report. The single-action menu displays.
3. Click **View Full Details**. The Expense Report Details screen displays.
4. Click **Actions** on the right of the Expense Report Details screen.
5. Select **Add Faxed Receipts**. The Works Receipts Fax Cover Page displays to use when faxing your receipts.
6. Print the **Receipts Fax Cover Page**.

**Note:** Do not write on the fax cover sheet because writing may interfere with the success of the capture and loading of the image to Works.

7. Fax the **Works Receipts Fax Cover Page** and the desired receipts using the Receipts Fax Cover directions.

## Viewing Receipt Images Attached to an Expense Report

Accountholders, Proxy Reconcilers, Approvers, and Accountants can view receipt images. Images are available for viewing for up to seven years from the date of submission. Approvers can view a Accountholder's receipt images from their Expense Reports Pending Sign Off or Expense Reports Signed Off queues. Accountants can view receipt images from their Expense Reports Open or Expense Reports Closed queues. Users can also view the attached receipt images that have been uploaded or faxed and added to an expense report from the Receipts table on the Expense Report Details screen.

**Note:** The Receipts Status report template available in Spend Reports can be used to easily determine which expense reports have receipts attached.

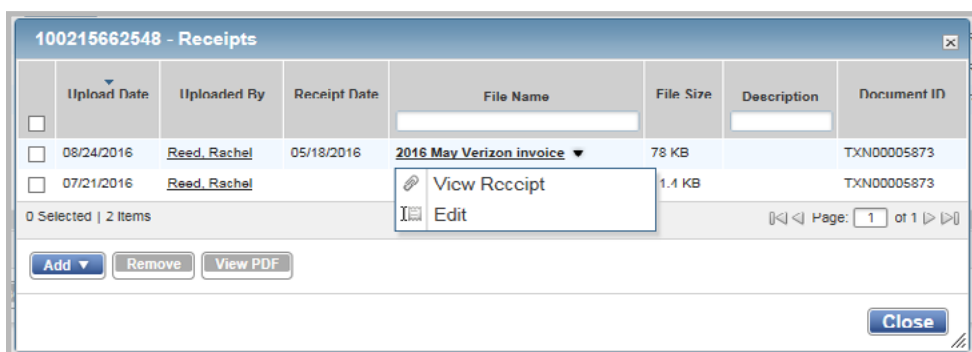
To view receipt images in an expense report, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with the expense reports in the Pending Sign Off queue displays.

**Notes:**

- If the desired expense report has been signed off on, click the Signed Off tab.
- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.

2. Click the desired **Expense Report Name**. The single-action menu displays.
3. Select **Manage Receipts**. The Receipts window displays.
4. Click the desired **File Name**. A drop-down menu displays (Figure 6).



**Figure 6:** Click the File Name to View a Receipt Image

5. Click **View Receipt** from the menu that displays. The Receipt image displays.

**Note:** To view a receipt image in the PDF format, select the check box of the desired File Name, and click **View PDF**.

You may also view receipt images from the Expense Report Details screen.

To view receipt images from the Expense Report Details screen, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with the expense reports in the Pending Sign Off queue displays.

**Note:** Click the Signed Off tab if the desired expense report has been signed off on.

2. Click the desired **Expense Report Name**. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays.
4. Click **File Name** in the Receipts table.
5. Click **View Receipt** from the menu that displays. The receipt image displays.

**Note:** To view a receipt image in **PDF** format, select the check box of the desired **File Name**, then click **View PDF**.

### Removing a Receipt Image from an Expense Report

To remove one or more attached receipt images from an expense report, complete the following:

1. Click **Expenses > Expense Reports > Owner**.  
**Note:** To select an expense report in another queue, click the expense report tab.
2. Click the **Expense Report Name**.
3. Select Manage Receipts.
4. Select the check box for each receipt image to be removed.
5. Click **Remove**.
6. Click **OK**.
7. Click **Close**. The **Uploaded Receipt** column updates to **No**.

**Note:** Faxed receipt images cannot be removed from Expense Reports.

### Removing Payable Documents from an Expense Report

Accountholders and Proxy Reconcilers can remove a transaction or reimbursement (payable document) from an expense report in the Pending Sign Off queue. Removing a document simply means the payable document is no longer contained in any expense report.

To remove one or more payable documents from an expense report, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.
2. Click **Expense Report Name** of the desired expense report. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays.
4. Select the check box beside each desired transaction/reimbursement in the table to be removed.
5. Click **Remove**.
6. Click **OK**. A confirmation message displays.

## Editing an Expense Report Name or Description

Accountholders and Proxy Reconcilers can edit the expense report name and/or expense report description.

To edit an expense report's name or description:

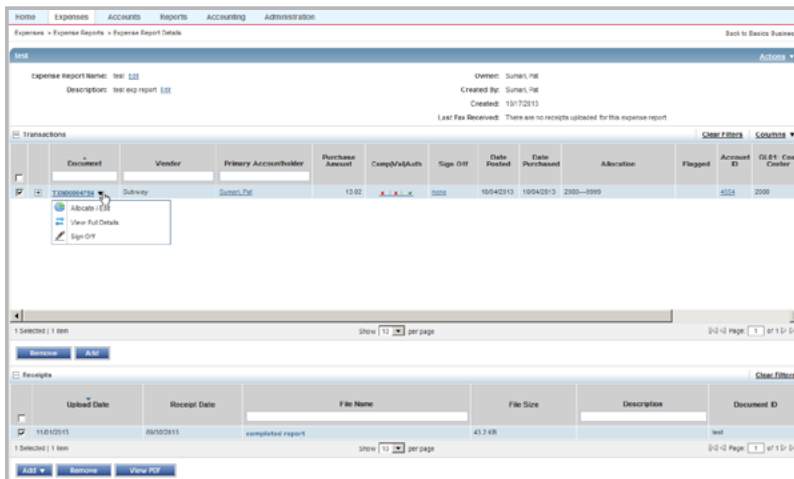
1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.
2. Click the desired **Expense Report Name**. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays.
4. Click **Edit** beside **Expense Report Name** or **Description**.
5. Enter a new name or description.
6. Click **OK**. A confirmation message displays.

## Signing Off On a Payable Document in an Expense Report

Accountholders, Secondary Accountholders, Proxy Reconcilers, and Approvers can sign off on one or more payable documents contained in an expense report.

To sign off on a document in an expense report, complete the following:

1. Click **Expenses > Expense Reports > Owner/or Approver**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.
2. Click **Expense Report Name** of the desired expense report. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays.
4. Click **Document** on the desired transaction in the Transactions table. The single-action menu displays (Figure 7).



**Figure 7:** Single-Action Menu Sign Off Option

5. Select **Sign Off**.
6. Click **OK**. A confirmation message displays.

## Deleting an Expense Report

Accountholders and Proxy Reconcilers can delete an expense report in the Pending Sign Off queue. Before you can delete a report, you must remove all payable documents in the report. The payable documents that were removed from the expense report can now be added to a different expense report, if desired.

To delete an expense report, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.
2. Select the check box for each desired expense report.
3. Click **Delete**. A confirmation message displays.

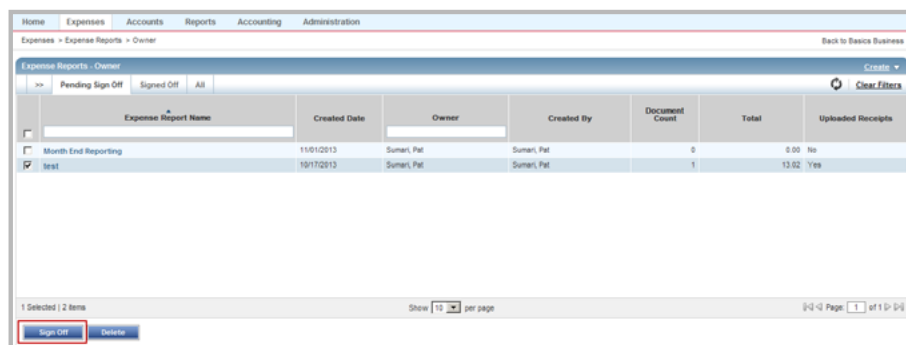
## Signing Off On an Expense Report

Signing off on an expense report denotes that you are finished adding documents to the report and allows other users (such as Approvers) to access the expense report. When you sign off on an expense report, Works also signs off on any payable documents in the expense report that have not been signed off on.

**Note:** You can also sign off on an expense report when you sign off on a transaction contained in the expense report.

To sign off on one or more expense reports in the Pending Sign Off queue, complete the following:

1. Click **Expenses > Expense Reports > Owner**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.
2. Select the check box for each desired expense report.



**Figure 8:** Sign Off Bulk Action Button

3. Click **Sign Off** (Figure 8). A confirmation message displays.

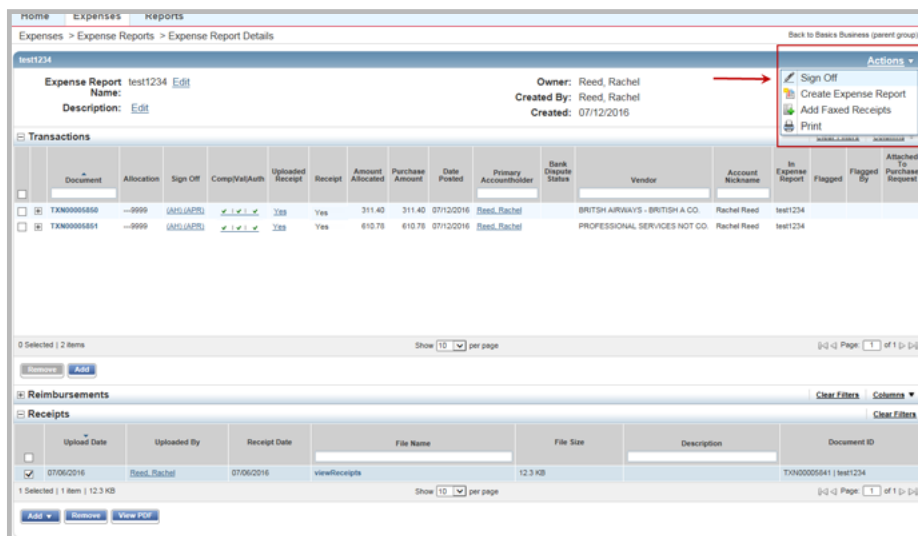
## Signing Off an Expense Report from the Expense Report Details Screen

You may also sign off on an expense report from the Expense Report Details screen.

To sign off on an expense report from the Expense Report Details screen, complete the following:

1. Click **Expenses > Expense Reports > Owner/ or Approver**. The Expense Reports screen with expense reports in the Pending Sign Off queue displays.

2. Click **Expense Report Name** of the desired expense report. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays.
4. Click **Actions** on the right of the Details screen. The **Actions** menu displays. (Figure 9).



**Figure 9:** Sign Off Option on the Actions Menu on Expense Report Details Screen

5. Select **Sign Off**.
6. Click **OK**. A confirmation message displays.

## Chapter

## PURCHASER TASKS

## 6

## Overview

Purchasers must manage (that is, edit, purchase, reassign, or reject) purchase requests submitted by accountholders who specify that a Purchaser will buy the requested goods and/or services. After the purchase request is approved, Works places the purchase request in the appropriate Purchaser's queue.

You can always access purchase requests that were assigned to you by the accountholder. However, the Program Administrator specifies whether you can also access purchase requests that were assigned to other purchasers or that were not assigned to any specific purchaser (that is, when creating the purchase request, the user selected company purchaser in the Purchaser field).

Completing a purchase request adds the requested funds to your account. Therefore, you must complete a purchase request before purchasing the requested goods and/or services. You can edit general purchase request information and, if you have the Allocation Coder role, you can edit allocation information. If other information in the purchase request needs to be changed, you must reject the purchase request. Rejecting a purchase request returns the document to the Requester's Draft queue. The Requester then has the option of editing and re-submitting the purchase request. For example, you should reject the purchase request if the approved amount is insufficient to make the requested purchase. If a purchase request was assigned to you erroneously, you can reassign the purchase request to another Purchaser.

## Viewing and Editing General Purchase Request Details

This section describes accessing a purchase request to view and edit general information.

To view and edit Purchase Request details, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned



Requests displays.

**Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.

2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **View Full Details**. The Purchase Request Details screen displays.
4. Edit any of the following fields within the **General and Approval & Payment** sections, as desired:
  - **Request Name** - The name of the purchase request.
  - **Vendor** - The name of the merchant who will supply the requested goods and/or services.
  - **CRI Number** - The user-supplied Customer Reference (CRI) number which can be captured at enabled point-of-sale (POS) terminals and used when Works matches purchase requests with transactions, if applicable.
  - **PO Number** - The PO number for the purchase request, assigned either by the user or by Works.
  - **Payment Type** - The method that will be used to pay for the goods and/or services in the purchase request (for example, employee reimbursement or managed account).
  - **Account** - The account that will be used to pay for the goods and/or services in the purchase request.
  - **Remittance Advice** - Edit the following, if available:
    - **Format**
    - **Advice To**
    - **Template**
5. Click **Save**. A confirmation message displays.
6. Click **Add Comment**, if desired.
7. Enter text in the **Comments** box.
8. Click **OK**. A confirmation message displays.

### Viewing the Approval Status of a Purchase Request

You may view the status of a purchase request that has been submitted for approval. The status information that displays includes the current status of the purchase request, the name of the Approver upon whose approval the purchase request is pending, the reason the purchase request requires approval, and the approval history of any other Approver(s) who have already approved the purchase request.

To view the approval status of a Purchase Request, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request screen with assigned requests displays.

**Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.
2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **View Full Details**. The Purchase Request Details screen with the General and Approval & Payment details displays.

4. The following information displays in the Status section, if applicable (Figure 1):

- Request status
- Needed approvals
- Approval History

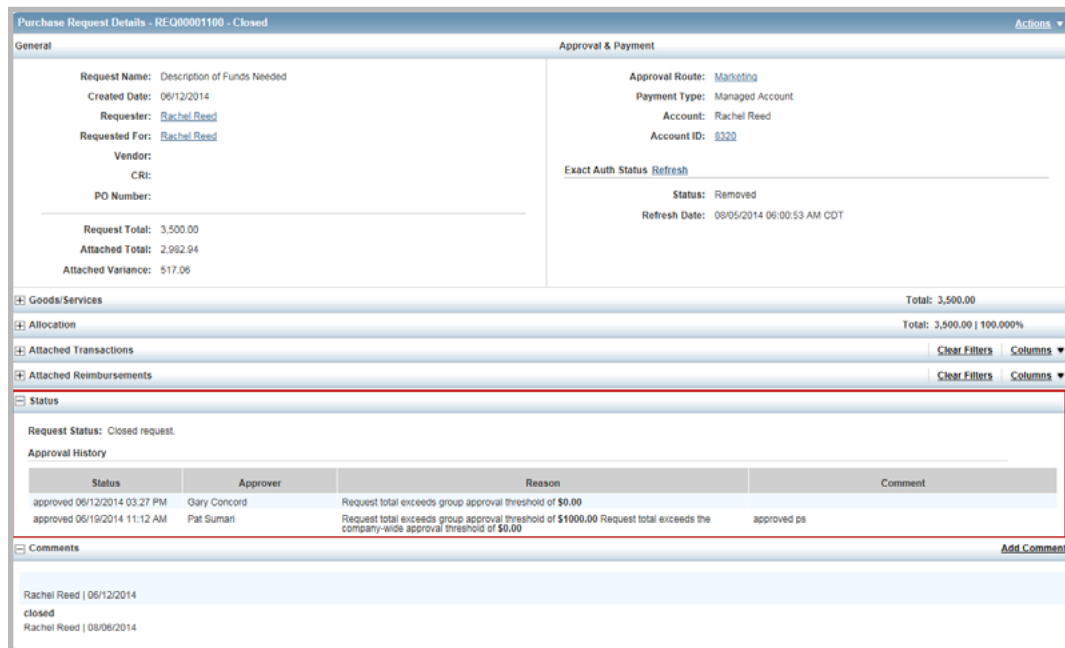


Figure 1: Purchase Request Details Screen - Status Section

## Editing Allocation Information

You must have the Allocation Coder role to edit the allocation information for a purchase request.

To edit allocation information on a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned Requests displays.
  - Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.
2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **View Full Details**. The Purchase Request Details screen displays.

4. Edit **one** of the following within the Goods/Services section, as desired:

For...	Then...
Description Only	<ol style="list-style-type: none"> <li>Select <b>Description Only</b>. The resulting fields display.</li> <li>Enter a <b>Description</b>.</li> <li>Enter an <b>Amount</b>.</li> <li>Go to step 5.</li> </ol>
Full Item Info	<ol style="list-style-type: none"> <li>Select <b>Full Item Info</b>. The resulting fields display.</li> <li>Enter a <b>Description</b>.</li> <li>Enter an <b>Item ID</b>.</li> <li>Enter the <b>Quantity</b>.</li> <li>Select an option from the <b>Unit</b> drop-down menu.</li> <li>Enter an <b>Amount</b>. The <b>Total</b> amount calculates.</li> <li>Go to step 5.</li> </ol> <p><b>Note:</b> To add additional line items, click <b>Add</b>. To remove a line item, select the check box beside the desired line item, and click <b>Remove</b>.</p>

5. Edit the following within the Allocation section, as desired:

- Select an option to allocate by from the **Value** drop-down menu.
- Enter a description of the item being allocated in **Description**.
- Enter the amount or percentage to be allocated in **Value**.
- Enter an allocation value in each **GL#** box to identify how the segment will be allocated.

**Notes:**

- If restricted to using predefined allocation values, click in the **GL#** field and select an allocation value from the allocation values menu that displays. Use the menu scroll bar, and click **See More** for additional values, if needed.
- To allocate to more than one allocation line, click **Add** and select the number of allocation lines to add.
- To remove an allocation line, select the check box beside the desired line, and click **Remove**.

6. Enter **Comments**, as needed.

7. Click one of the following:

- **Save and Submit**. Go to step 8.
- Click **Save**. The allocation values and fields update.

8. Add Comments, if needed.

9. Click **OK**. A confirmation message displays.

### Completing a Purchase Request

Completing a purchase request adds the requested funds to your account, so you must complete a purchase request before making the requested purchase.

To complete a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned Requests displays.

**Notes:**

- Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.
  - **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
  - The default view displays the last **100 days**, including today's date.
2. Click **Document** on the desired purchase request. The single-action menu displays.
  3. Select **Purchase**. The Fulfill Purchase Request(s) window displays.
  4. Select an option from the **Payment Type** menu, if applicable.
  5. Select an account from the list that displays, if applicable.
  6. Click **OK**. A confirmation message displays.

### Completing Multiple Purchase Requests

Purchasers can complete one or more purchase requests by using the bulk action **Purchase** button.

To complete one or more purchase requests, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned Requests displays.

**Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.

2. Select the check box for each desired purchase request.
3. Click **Purchase**. The Fulfill Purchase Request(s) window displays.
4. Select an option from the **Payment Type** menu, if applicable.
5. Select an account from the list that displays, if applicable.
6. Click **OK**. A confirmation message displays.

### Reassigning a Purchase Request

To reassign a purchase request to a different Purchaser, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned Requests displays.

**Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.

2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **Assign**. The Select Purchaser window displays.
4. Select one of the following options:
  - **Any company purchaser**
  - **A specific purchaser** - When selected, the window expands with the available Purchasers. Select the desired purchaser, then click **OK**.
5. Click **OK**. A confirmation message displays.

### Reassigning Multiple Purchase Requests

To reassign one or more purchase requests to the same purchaser, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned Requests displays.

**Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.

2. Select the check box for each desired purchase request.
3. Click **Assign**. The Select Purchaser window displays.
4. Select one of the following options:
  - **Any company purchaser**
  - **A specific purchaser** - When selected, the window expands with the available Purchasers. Select the desired purchaser, then click **OK**.
5. Click **OK**. A confirmation message displays.

### Rejecting a Purchase Request

Rejecting a purchase request returns the document to the Requester's Draft queue.

To reject a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned Requests displays.

**Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.

2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **Reject**.
4. Enter comments to explain why you are rejecting the purchase request in the window that displays.
5. Click **OK**. A confirmation message displays.

### Rejecting Multiple Purchase Requests

To reject one or more purchase requests, complete the following:

1. Click **Expenses > Purchase Requests > Purchaser**. The Purchase Request - Purchaser screen with Assigned Requests displays.

**Note:** Click the **Unassigned Requests** tab to access purchase requests that have not been assigned to a specific Purchaser.

2. Select the check box for each desired purchase request.
3. Click **Reject**.
4. Enter comments to explain why you are rejecting the purchase request in the window that displays.
5. Click **OK**. A confirmation message displays.

# 7

## Overview

A group is a collection of users within Works that represents an organizational unit of the organization such as a department or a project. Every user in Works belongs to a single group, and multiple groups can be nested to form an organizational hierarchy. Each group must include the following group's officials:

- **Group Owner** - This official (only one per group) sets the group's approval rules and if global settings allow, may also initiate the addition of a new user with account request simultaneously. If no user has been designated as an Approver for the group, the Group Owner acts as the Approver.
- **Group Approver(s)** - These officials (one or more per group) review and approve or reject purchase requests and reimbursement requests that originate from members of their groups. Group Approvers also sign off on or flag transactions requiring approval, and approve, flag or reject reimbursement requests that were performed by members of their groups.

A group may also include the following officials that may act on behalf of any user within the group to which they are assigned:

- **Group Proxy Requester** – This official can view all purchase request queues for users in the group. If the official also possesses the Requester user role, he or she can create a purchase request on behalf of any user in the group.
- **Group Proxy Reconciler** – This official can access reports, attach transaction(s) to purchase requests, create reimbursement requests, and reconcile transactions on behalf of any user in the group. The Group Proxy Reconciler is the only role that allows one user to submit reimbursements on behalf of another user.

**Note:** Tasks for other group officials (such as Scoped Accountants and Scoped Administrators) are listed in the Works Administrator's Guide.

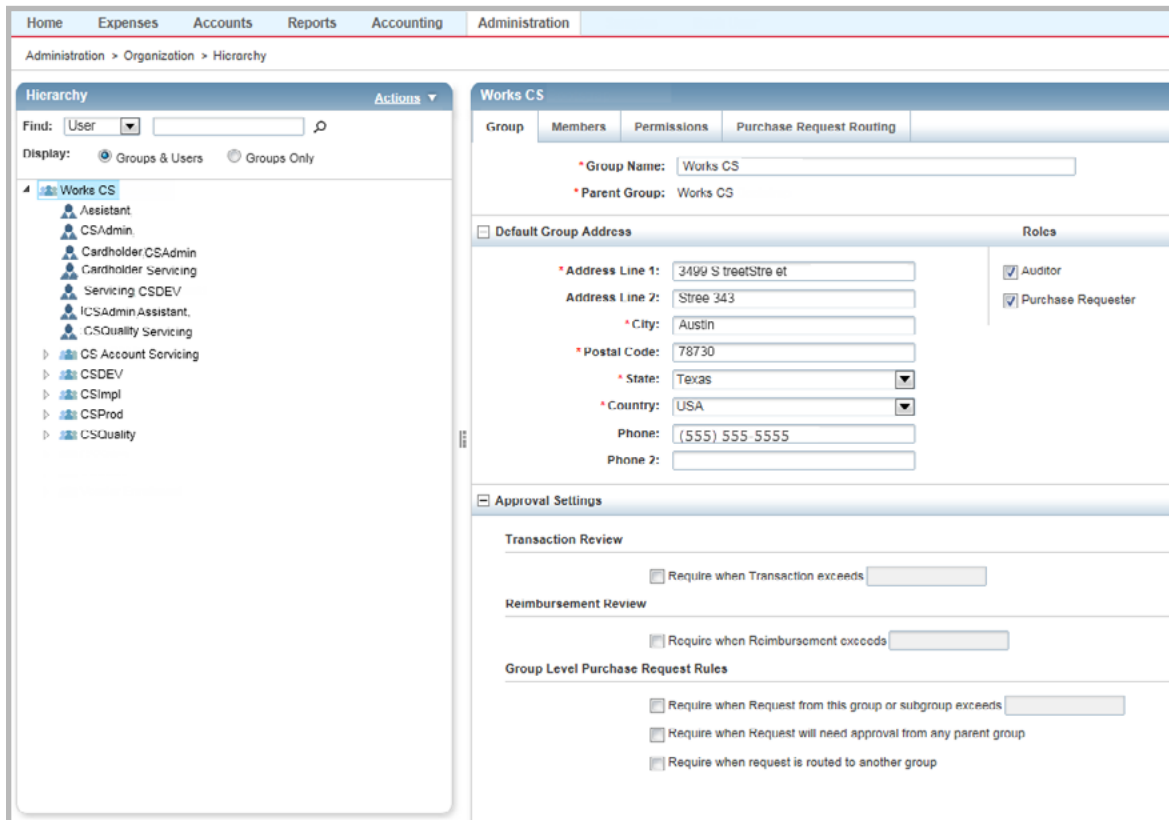
## Browsing the Organizational Hierarchy

Browsing your organization's group structure as a hierarchy tree may help you understand the relationship between groups and their subgroups and/or group members. You can also access and edit specific groups and/or users using this feature.

**Note:** You can only view sub groups and users for the groups in your scope of authority.

To view a hierarchy, complete the following:

1. Click **Administration** > **Organization** > **Hierarchy**. The Hierarchy screen displays.



**Figure 1:** Browse Hierarchy Screen

2. Select **User** or **Group** from the **Find** filter to search for a specific user or group.
3. Click the search icon to select from the user or group list that displays.
 

**Note:** You may enter text in the **Find** box to search for a user or group.
4. Click **OK**. The Hierarchy list displays the selected user or group. The selected User or Group Details screen also displays.
5. Select **one** of the following from **Display**:

To...	Then...
Include users in the hierarchy	<ol style="list-style-type: none"> <li>a. Select <b>Groups and Users</b>. The list displays both groups and users.</li> <li>b. Click the expand icon to view users and/or sub groups.</li> <li>c. Click a User or Group name to view or edit the Details section. The Details screen refreshes with the selected user or group details.</li> </ol>



To...	Then...
Include groups and sub groups only	<ol style="list-style-type: none"> <li>Select <b>Groups Only</b>. The list displays only groups.</li> <li>Click the expand icon to view sub groups.</li> <li>Click a Group name to view or edit the Group Details section. the Group Details screen refreshes with the selected group details.</li> </ol>

## Creating a New User and Account Request

A Program Administrator can set up the Card Program policies to allow Group Owners to initiate the process of creating new users and their respective account requests simultaneously. The term initiate is used because the Group Owner enters the basic information about the user and account and then routes the information to an Administrator who approves the creation of the user, completes the information, and submits the account request. The following restrictions apply to Group Owners.

- Cannot create a user only (must create user and account simultaneously)
- Can assign only the new user to a group they own
- Can assign only the Requestor or Allocation Coder role to the new user
- Cannot assign a spend control profile, request a PIN, or indicate the number of accounts to issue

To create a user and an account request simultaneously, complete the following:

4. Select **Accounts > Account Requests**. The Account Request screen displays.
5. Click **Create** on the right of the screen.
6. Select **Create User and Account Request**. The Create User screen with the Select Group window displays.
7. Select a group of which the new user will be a member.

**Note:** A user can belong to only one group. The user's group determines the Group Approver, allocation coding, and billing/shipping addresses for any account purchases the user makes.

8. Click **OK**. The Create User form displays (Figure 2).

**Note:** If group-based roles are inherited from the Group selection, they will default in the Roles section. These may include Allocation Coder and Purchase Requester.

**Figure 2:** Create User Form

9. Complete the following User information:

- **First, Middle, and Last Name**
- **Email Address**
- **Login Name** - Minimum of six characters. Name must be unique within the active users of the company.

10. Select the appropriate role(s) that display in the Roles section: Requestor and/or Allocation Coder roles for the new user by clicking the appropriate check box, if desired.

**Note:** If the Allocation Coder role is selected, define the limits of the role in more detail by selecting one or more check boxes beside the options displayed under these roles:

- **Restrict Allocation Assistant to valid and authorized codes** - The user may type segment values directly into the **GL** segment fields, but the values (codes) must be valid codes and codes that the user is authorized to use. Valid codes refer to whether the codes are valid for the segment and valid in combination with the other segment values in the combination code. Authorized codes are determined based on the authorization rules set up in the users allocation profile.
- **Permit modifications via Allocation Assistant only** - The user is prohibited from typing GL values directly into the GL segment fields on requests, transactions, and reimbursement requests. The user can only select the values from a list of predefined values (codes). The list of predefined values displays when you click in the **GL** field to make a selection.
- Users are not required to have a role. If the user has an assigned account but no assigned roles, the user can access Works to edit and sign off on transactions. However, those users cannot create requests or edit GL information on transactions.

11. Click the **Allocation Profile** search icon to display available profile options, if applicable. The Select an Allocation Profile window displays.

12. Select a profile.

13. Click **OK**.

14. Click **Continue**. The Create Account Request form displays (Figure 3).

The screenshot shows the 'Create Account Request' form with the following details:

- User:** Cardholder: Sally
- Corporate Account:** Back to Basics Business
- Account Details:**
  - Account Name: SALLY CARDHOLDER (21) Custom
  - Account Name Line 2: BACK TO BASICS (21) Custom
  - Account Nickname: Sally Cardholder
  - Spend Control Profile: [Dropdown]
  - Accounting Code: [Field]
  - Verification ID: [Field] (1-15)
  - Employee ID: [Field]
- Physical Cards:** 1
- Plastic Type:** Basic Chip & PIN Plastic
- Primary Mailing Address:**
  - Country: USA
  - Address Line 1: 123 Main St
  - City: Austin
  - State/Province: Texas
  - Postal Code: 78701
  - Phone: (512) 555-1212
- Default Allocation Codes:**
  - GL01: Cost Center
  - GL03: Project code
  - GL04: Product
- Comments:** [Text Area]

**Figure 3:** Create Account Request Form

15. Complete the following fields, if applicable:

- **Accounting Code**
- **Employee ID**

16. Enter the **Verification ID**. Users will need to reference the Verification ID to activate the card.

**Note:** Verification ID is 1 – 15 alphanumeric characters of your choice that is used to activate the card at the bank. No special characters may be used and the values cannot be all the same character. The program administrator must tell the accountholder the Verification ID. The Verification ID also displays on the Account Details screen. As a best practice, the Verification ID should be customized for each user and it is best to keep it simple. For example, you could use the user's business phone number. For information protection, **never** use Social Security Numbers as Verification IDs.

17. **Physical/Civic Address** fields - Canada card programs require a valid physical address and valid phone number.

**Note:** The following additional fields display for Canada card programs.



The image shows a screenshot of a web form titled "Physical/Civic Address" with a help icon and a link "Copy Primary Mailing Address". The form contains several required fields marked with an asterisk: "Country" (a dropdown menu with "Canada" selected), "Address Line 1", "Address Line 2", "City", "State/Province" (a dropdown menu with "--" selected), and "Postal Code". To the right of the address fields, there are two phone number fields: "\* Phone:" and "Phone 2:", each with an empty text input box.

18. Enter **Default Allocation Codes** in the **GL#** field(s), if desired.

**Note:** An account is not required to have default allocation values, but assigning default values to an account allows Works to map those values to transactions made with the account and contributes to the process of determining the correct codes that should be applied to transactions.

19. Click **Submit**. A confirmation message displays at the top of the Account Request screen.

**Note:** The account request(s) will first be routed to the Administrator's queue of account requests Awaiting Approval and will be included in the Group Owner's queue of Submitted Account Requests. After the Administrator approves the account request(s) submitted by a Group Owner, the accounts will be submitted to the bank. The approved/submitted requests will be listed in the Administrator's queue of Pending account requests and the Group Owner's queue of Approved requests. Account requests are returned to the Group Owner's **Rejected** queue if they are rejected by the Administrator.

### Accessing a User's Information

A Group Approver can access user information for users in his or her scope of management. Access to this information is read-only, meaning the Approver cannot edit this information. The information includes general employee information (such as Login Name and email address), roles assigned to the user, scoped permissions for the user (such as the groups to which the user can route requests), location address, and account information (such as credit limit, available credit, and available funds).

To access a user's information, complete the following:

1. Click **Administration** > **Organization** > **Users**. The Users screen displays.
2. Click **Name** of the desired user. The single-action menu displays.

3. Click **View Full Details**. The User Details screen with the **User** info displays (Figure 4).

**Note:** The **User** details default with general information such as login name, email address, and any GL segment default values associated with the user. The Roles list displays a check beside the roles assigned to the user.

The screenshot shows the 'User Details' screen for a user named Rachel Reed. The interface includes a navigation bar at the top with tabs for Home, Expenses, Accounts, Reports, and Administration. Below the navigation bar, there is a breadcrumb trail: Administration > Organization > Users > User Details. The user's name 'Reed, Rachel' is displayed at the top left, and there is an 'Actions' dropdown menu. The user's group is 'Marketing' and their last login was on 'November 20, 2013, 10:17 AM CST'. The 'User Info' section contains fields for First Name (Rachel), Middle Name, Last Name (Reed), Email Address (workstraining@works.com), and Login Name (cardhokles1). The 'Roles' section lists various roles with checkboxes: Program Administrator, Accountant, Auditor, Allocation Coder (checked), Restrict Allocation Assistant to valid and authorized codes (checked), Permit modifications via Allocation Assistant only, Purchase Requester (checked), Purchaser, View Requests (Assigned to any Purchaser, Not assigned to any Purchaser), Account Requester, and Cross-Company Reporter. A 'Save' button is located at the bottom right.

**Figure 4:** User Details Screen

4. Click the appropriate tab option to view the desired information for the user:
  - **Group Permissions** - Displays the groups to which the user can route requests and any groups for which the user has a group official status (such as approval authority)
  - **Accounts** - Displays Primary and Secondary Account Information

**Note:** You may access a user's summary information by clicking the expand icon (+) next to the desired user to expand the row in the Users queue.

### Accessing a Group's Information

A Group Approver can access group information for groups in his or her scope of management. Access to this information is read-only, meaning the Approver cannot edit this information. The information includes the group's default GL mapping, group officials, the roles associated with the group, the group's routing permissions, and location information for the group.

**Note:** Group Owners can edit a group's approval rules.

To access the desired group, complete the following:

1. Click **Administration > Organization > Groups**. The Groups screen displays.

2. Click the desired **Group** name. The single-action menu displays.
3. Click **View Full Details**. The Group Details screen with general **Group** details displays (Figure 5).

The screenshot displays the 'Group Details' screen for the 'Back to Basics Business' group. The interface includes a navigation bar at the top with tabs for Home, Expenses, Accounts, Reports, and Administration. Below the navigation bar, there is a breadcrumb trail: Administration > Organization > Groups > Group Details. The main content area is divided into several sections:

- Group Information:** Fields for Group Name (Back to Basics Business), Parent Group (Back to Basics Business), and Default Group Address.
- Address Fields:** Address Line 1 (123 Oak Street), Address Line 2, City (Austin), Postal Code (78701), State (Texas), and Country (USA).
- Roles:** A list of roles with checkboxes, including Auditor, GL Coder, Permit modifications via Allocation Assistant only, Restrict Allocation Assistant to valid and authorized codes, and Purchase Requester.
- Default Allocation Settings:** Allocation Profile field.
- Default Allocation Codes:** A table with columns for GL01: Cost Center and GL04: Product. The value '9999 Unallocated' is visible in the GL04 column.
- Approval Settings:** Transaction Review, Reimbursement Review, and Group Level Purchase Request Rules. The Group Level Purchase Request Rules section includes checkboxes for 'Require when Request from this group or subgroup exceeds' (checked, with a value of 1,000.00), 'Require when Request will need approval from any parent group' (checked), and 'Require when request is routed to another group' (checked).

A 'Save' button is located at the bottom right of the screen.

**Figure 5:** Group Details Screen

4. Click the desired tab option to view the desired information for the user.
  - **Group (defaults)** - Displays general information such as group name, parent group, and any GL segment default values associated with the group.
  - **Members** - Displays the users who are members of the group.
  - **Permissions** - Displays the users who are officials for the group. Also displays the roles associated with the group. These roles will be inherited by all members of the group and subgroups.
  - **Purchase Request Routing** - Displays the status of the group (either public or restricted). This tab lists the employees who (in addition to the group's members) can route purchase requests to the group if the group is restricted.

**Note:** You may access a group's summary information by clicking the expand icon (+) next to the desired group to expand the row.

### Editing Group Approval Rules

This feature can enable Group Owners to edit their group's approval rules. These rules include optional approval rules, transaction review rules, and reconciliation review controls.

To edit a group's approval rules, complete the following:

1. Select **Administration** > **Organization** > **Groups**. The Groups screen displays.
  2. Click the desired **Group** name. The single-action menu displays.
  3. Click **View Full Details**. The Group Details screen displays.
  4. Select the check box for any rules you wish to apply to the group in the Approval Settings section:
    - **Transaction Review** - To require transactions over a specified dollar amount be reviewed by the group's Approver. Enter \$0.00 in the dollar amount field to require all transactions to be reviewed.
    - **Reimbursement Review** - To require reimbursements over a specified dollar amount be reviewed by the group's Approver. Enter \$0.00 in the dollar amount field to have all reimbursements reviewed.
    - **Group Level Purchase Request Rules**
      - You can require purchase requests over a specified dollar amount to be approved by the group's Approver. To require all purchase requests be approved, enter \$0.00 in the dollar amount field.
      - The purchase request requires approval from a parent group because this group's Approver does not have the required signature authority.
      - The purchase request has been routed to another group.
- Note:** These settings will only affect the rules of the group to which the official is assigned and its subgroups for Scoped officials.
5. Click **Save**.

### Working with Purchase Requests

When a user submits a purchase request, Works determines which, if any, approval rules must be satisfied for the purchase request to be approved. Additionally, Works determines which Approver(s) need to review the purchase request. You must either approve or reject purchase requests routed to you.

#### Approving or Rejecting a Purchase Request

After a purchase request receives approval from the final Approver, the purchase request is moved to the Requester's Approved queue and the requested amount is available on the appropriate Accountholder's account (if a purchasing account was the selected payment method). The document is sent back to the Requester's Draft queue if you reject a purchase request. The Requester can then edit and resubmit or delete the purchase request.

**Note:** If you wish to edit or re-allocate the purchase request, you must edit and save your changes before you approve or reject the purchase request.

To approve or reject one or multiple purchase requests, complete the following:

1. Click **Expenses > Purchase Requests > Approver**. The Purchase Request screen with the Pending Approval requests displays.
2. Select the check box beside each desired purchase request.
3. Complete **one** of the following:
  - Click **Approve** to approve the selected purchase requests.
  - Click **Reject** to reject the selected purchase requests.
4. Enter **Comments** in the box regarding the approval or rejection of the purchase request, if desired.
5. Click **OK**. A confirmation message displays.

### Editing a Purchase Request

This section describes accessing a purchase request to edit its general information (including adding a comment) or to edit its allocation.

To edit a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Approver**. The Purchase Request screen with the Pending Approval requests displays.
2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **View Full Details**. The Purchase Request Details screen displays.
4. Edit any of the following fields within the **General and Approval & Payment** sections, as desired:
  - **Request Name** - The name of the purchase request.
  - **Vendor** - The name of the merchant who will supply the requested goods and/or services.
  - **CRI Number** - The user-supplied Customer Reference (CRI) number which can be captured at enabled point-of-sale (POS) terminals and used when Works matches purchase requests with transactions, if applicable.
  - **PO Number** - The PO number for the purchase request, assigned either by the user or by Works.
  - **Approval Route** - The group to which the purchase request will be routed for approval. By default, the purchase request is sent to the group of which you are a member.
  - **Payment Type** - The method that will be used to pay for the goods and/or services in the purchase request (for example, employee paid or purchasing card).
  - **Account** - The account that will be used to pay for the goods and/or services in the purchase request.
  - **Expiration Date** - The date that the purchase request will automatically close (and corresponding excess incremental funds removed from the account). If you choose to allow this request to expire, you may also be able edit the date of expiration.  
**Note:** This option only displays if the Program Administrator configured your card profile to allow you change whether requests will expire and/or the specific expiration date of requests.
  - **Foreign Currency Amt** - If available, enter a numeric value in the box and select a currency code from the drop-down menu.

- **Remittance Advice** - Edit the following, if available:
  - Format
  - Advice To
  - Template
- 5. Edit **one** of the following within the **Goods/Services** section, if desired:
  - **Description Only** - Enter a Description and an Amount.
  - **Full Item Info** - Enter a Description, Item ID, and the Quantity. Select an option from the **Unit** drop-down menu. Enter an Amount. The Total amount calculates.
- 6. Complete the following to remove a line of allocation information, if desired:
  - a. Select one or more check boxes for the desired allocation line(s) in the Detail section.
  - b. Click **Remove**.
- 7. Click **Add** to add a new line of allocation information, if desired. Enter the number of allocation lines to add in the **Add** field, and click **Go**.
- 8. Edit the following within the **Allocation** section, if desired:

**Note:** You must have the Allocation Coder role to edit the allocation of a purchase request.

  - a. Select an option to allocate by from the **Value** drop-down menu:
    - **Amount** to distribute the allocation in dollar amounts
    - **Percentage** to distribute the allocation in percentages
  - b. Enter a description of the item being allocated in **Description**.
  - c. Enter the amount or percentage to be allocated in **Value**.

**Note:** Each time you edit the amount or percentage for an allocation, the amount/percent totals recalculate.
  - d. Enter an allocation code in each **GL#** box to identify how the segment will be allocated.

**Notes:**

  - If restricted to using predefined allocation codes, click the search icon to select an allocation code from the allocation menu.
  - To allocate to more than one allocation line, click **Add** and select the number of allocation lines to add.
  - To remove an allocation line, select the check box beside the desired line, and click **Remove**.
- 9. Click **Add Comment** and enter comments.
- 10. Click **OK**.
- 11. Click **Save and Approve**.

**Note:** Click **Save** to save edits without submitting.
- 12. Enter comments, if needed.
- 13. Click **OK**. A confirmation message displays.



### Accessing a Purchase Request to Attach or Detach a Payable Document

You can attach a payable document (a transaction or reimbursement) to an approved purchase request. If necessary, you can attach a payable document to a closed purchase request.

You can attach multiple payable documents to a single purchase request. However, if you need to attach a single payable document to multiple purchase requests, you must first divide the transaction into several parts (one for each corresponding purchase request). Note that you cannot divide a reimbursement request. You must create a separate reimbursement request for each approved purchase request.

The Primary Accountholder, the Accountholder's Group Approver, a Proxy Reconciler, or an Accountant can attach an approved purchase request to a payable document or detach a purchase request from a payable document.

#### Notes:

- Multiple transactions or reimbursements can be attached to one purchase request.
- Manually attaching and detaching transactions from purchase requests is not permitted on accounts enabled with the Push Payments feature.

To attach or detach a transaction or reimbursement from a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Approver**. The Purchase Request screen with the Pending Approval requests displays.
2. Click the **Approved** tab.
3. Click **Document** on the desired purchase request. The single-action menu displays.
4. Select **View Full Details**. The Purchase Request Details screen displays.
5. Complete the following in the Attach Transactions or Attach Reimbursement section, as desired:

To...	Then...
Attach	<ol style="list-style-type: none"> <li>a. Select <b>Attach</b>. The Attach Transactions/Reimbursements window with eligible transactions/or reimbursements displays.</li> <li>b. Select the <b>Include signed off</b> check box to display all eligible transactions or reimbursements regardless of signed off status, if desired.</li> <li>c. Select the check box beside each document to attach to the purchase request.</li> <li>d. Click <b>Attach</b>. A confirmation message displays.</li> </ol>
Detach	<ol style="list-style-type: none"> <li>a. Select the check box for each transaction or reimbursement to remove.</li> <li>b. Click <b>Detach</b>.</li> <li>c. Click <b>OK</b>. A confirmation message displays</li> </ol>

### Printing Purchase Request Details

You can print only summary information for a purchase request.

To print summary information for one or more purchase requests, complete the following:

1. Click **Expenses > Purchase Requests > Approver**. The Purchase Request screen with the Pending Approval requests displays.

**Note:** Click the **Approved** tab for approved purchase requests, if desired.

2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **Print**. The Print window displays.
4. Select an item in the Available column to print a specific column, if desired.
  - a. Click the right arrow to add the item to the Included column.
  - b. To remove an item, select an item in the Included column, then click the left arrow.
  - c. To change the order, select an item in the Included column, then click up or down arrows.
5. Click **Print Preview**.
6. Click **Print** in the right corner of the Print Preview window.
7. Click **Print**.

### Printing from the Details Screen

To print purchase request details from the Details screen, complete the following:

1. Click **Expenses > Purchase Requests > Approver**. The Purchase Request screen with Pending Approval requests displays.

**Note:** Click the Closed tab for purchase requests in a closed status.
2. Click **Document** on the desired purchase request. The single-action menu displays.
3. Select **View Full Details**. The Purchase Request Details screen displays.
4. Click **Actions** on the right. The drop-down menu displays.
5. Select **Print**. The Print window displays.
6. Select an item in the Available column to print a specific column, if desired.
  - a. Click the right arrow to add the item to the Included column.
  - b. To remove an item, select an item in the Included column, then click the left arrow.
  - c. To change the order, select an item in the Included column, then click up or down arrows.
7. Click **Print Preview**.
8. Click **Print** in the right corner of the Print Preview window.
9. Click **Print**.

### Rerouting a Purchase Request

You can reroute a purchase request that has been routed to you for approval to a different group Approver, if necessary.

To reroute a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Approver**. The Purchase Request screen with the Pending Approval requests displays.
2. Click **Document** on the desired purchase request. The single-action menu displays.

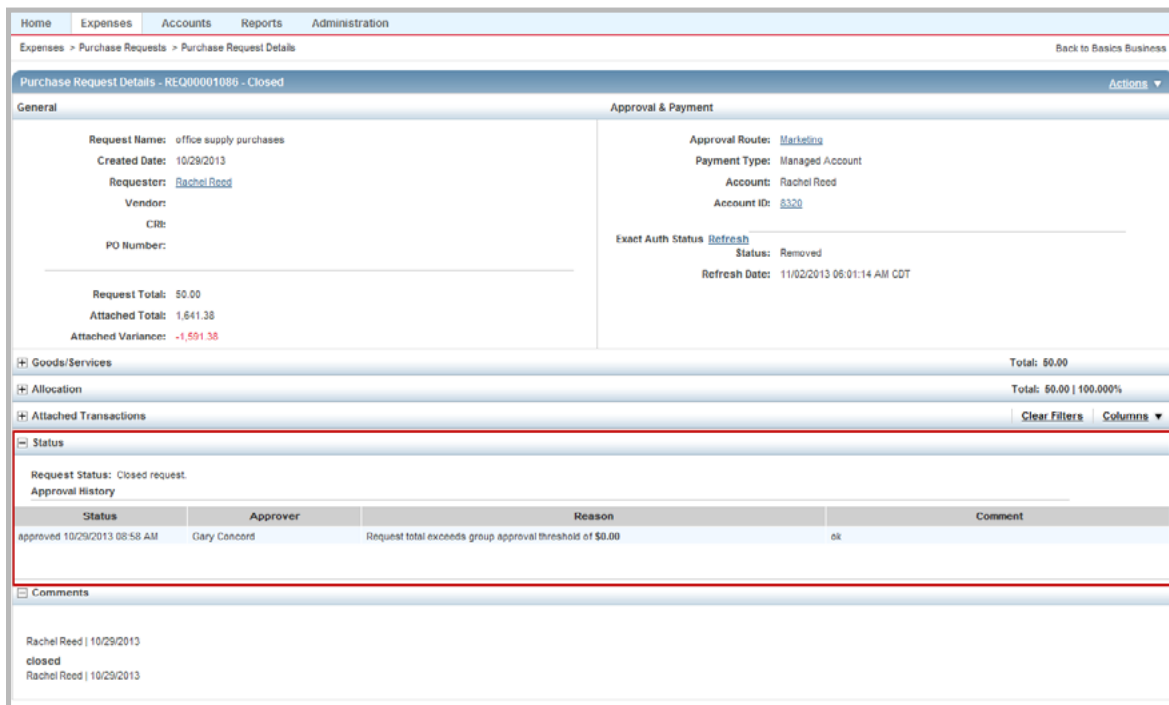
3. Select **Reroute**. The Select Group window displays.
4. Select a group.
5. Click **OK**. A confirmation message displays.

## Viewing General Information and Approval History of a Purchase Request

You can view the full details of a purchase request and the approval history of a purchase request. It may be helpful, for example, to view any other Approver(s) who have already approved the purchase request.

To view the full details and approval history of a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Approver**. The Purchase Request screen with the Pending Approval requests displays.
  - Note:** Click the Approved tab if the desired purchase is approved.
2. Click **Document** of the desired purchase request. The single-action menu displays.
3. Select **View Full Details**. The Purchase Request Details screen with the General and Payment & Approval details displays.
4. The following information displays in the **Status** section, if applicable (Figure 6):
  - Request status
  - Push Pay status (Conditional, if the purchase request is attached to an account that is set up for the Push Payments feature.)
  - Needed approvals
  - Approval history



**Figure 6:** Purchase Request Details Screen - Status Section with Approval History

### Working with Payable Documents

Works places the transaction in the Accountholder's Pending Sign Off queue when a transaction from a Accountholder in your group is posted to Works. After that Accountholder signs off on the transaction, Works places the transaction in the Approver's Pending Sign Off queue. Approvers can edit, reallocate, flag, and sign off on the transaction. After the Approver signs off, Works moves the document to the Accountant's queue.

**Note:** When working with expense documents:

- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.

For information on working with payable documents within an expense report, refer to the Expense Reports chapter.

### Editing a Transaction

An Approver can edit a transaction that has been routed to him or her for approval. Approvers can change a transaction's general information (including adding a comment) or edit its GL allocation. If you need to edit a transaction, you must do so before you sign off on the transaction. If you have already signed off on a transaction that needs to be edited, the Accountant must perform this task.

**Note:** If the Accountant signs off on the payable document before you can access and edit the payable document's general information, but you can no longer edit the allocation information.

### Editing Allocation, Reference, and Tax Information on a Transaction

To edit the allocation, reference, or tax information on a transaction, complete the following:

1. Click **Expenses > Transactions > Approver**. The Transactions screen displays with Pending Sign Off transactions.
2. Click **Document** on the desired transaction. The single-action menu displays.
3. Click **View Full Details**. The Transaction Details screen displays.
4. Click the **Allocation & Detail** tab.
5. Complete any of the following:

To...	Then...
Remove an allocation line	<ol style="list-style-type: none"> <li>Select the check box next to the desired allocation row to be removed.</li> <li>Click <b>Remove</b>.</li> <li>Click <b>Save and Sign off</b>.                             <p><b>Note:</b> Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</p> </li> <li>Enter comments, if needed.</li> <li>Click <b>OK</b>. A confirmation message displays.</li> </ol>
Add an allocation line	<ol style="list-style-type: none"> <li>Click <b>Add</b>.</li> <li>Select the number of allocation lines to add.</li> <li>Select an option to allocate by from the Value drop-down menu:                             <ul style="list-style-type: none"> <li>▪ <b>Amount</b></li> <li>▪ <b>Percentage</b></li> </ul> </li> <li>Enter the amount or percentage of the total purchase to be allocated in <b>Value</b>.</li> <li>Enter an allocation code in each <b>GL#</b> box to identify how the segment will be allocated.                             <p><b>Note:</b> If you are restricted to using predefined codes, click the search icon to select a code from the allocation pick list.</p> </li> <li>Select an option from the expense <b>Category</b> drop-down menu, if applicable.</li> <li>Enter comments in <b>Note</b> regarding the Category entry, if applicable.</li> <li>Enter text in <b>Description</b> for the allocation.</li> <li>Continue to edit or allocate each line by repeating steps <b>d - h</b>, as needed.                             <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ If there is a variance between the Allocation total and the Purchase Amount, it will display in the <b>Variance</b> field.</li> <li>▪ A Program Administrator specifies Global settings for your organization to determine whether transactions that have a variance can be signed off on by the Accountholder or an Approver or closed by the Accountant. If not, you must fully allocate the transaction before closing.</li> <li>▪ A red <b>X</b> displays in the <b>Comp/Val/Auth</b> fields if the current allocation is incomplete (meaning you have not entered values in all required fields), invalid (meaning you have selected a GL code that has not been predefined for your organization), or unauthorized (meaning you have authority to route to the selected group associated with the GL segment).</li> </ul> </li> <li>Complete one option:                             <ul style="list-style-type: none"> <li>▪ Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</li> <li>▪ Click <b>Save and Sign off</b>.                                     <ul style="list-style-type: none"> <li>– Enter comments, as needed, then click <b>OK</b>.</li> </ul> </li> </ul> </li> </ol>

To...	Then...
Duplicate an allocation line	<ol style="list-style-type: none"> <li>a. Select the check box next to the desired allocation row to duplicate the allocation line.</li> <li>b. Click <b>Duplicate</b>. A drop-down menu displays.</li> <li>c. Select the number of lines to be added. New rows are added and display copied values for <b>Description, GL, Category, and Notes</b>.</li> <li>d. Complete one option:               <ul style="list-style-type: none"> <li>▪ Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</li> <li>▪ Click <b>Save and Sign off</b>.                   <ul style="list-style-type: none"> <li>– Enter comments, as needed, then click <b>OK</b>.</li> </ul> </li> </ul> </li> </ol>
Editing reference and tax information	<ol style="list-style-type: none"> <li>a. Click the expand icon (+) on the Reference &amp; Tax section. Reference and Tax fields display.</li> <li>b. Edit the following fields in the Reference &amp; Tax section, as desired:               <ul style="list-style-type: none"> <li>▪ <b>Reference</b> - The reference number allows you to connect multiple documents (transactions and/or reimbursement requests) without attaching the documents to each other. <b>Note:</b> The reference number is exported with the transaction detail data.</li> <li>▪ <b>Personal</b> - Available if configured for this option. Select the check box if the goods and/or services purchased were personal (not business) items. This flags the item as a personal expense (if the corresponding global control is set by the Program Administrator). <b>Note:</b> To denote a portion of the transaction as a personal expense, the Accountholder must divide the transaction.</li> <li>▪ <b>Tax Status</b> - Select an option.                   <ul style="list-style-type: none"> <li>▪ <b>Subject to Use Tax</b> - Items purchased are subject to use tax, but tax has not been applied.</li> <li>▪ <b>Non Taxable Purchase</b> - Items purchased in the transaction are not subject to either sales or use tax.</li> <li>▪ <b>Sales Tax Included</b> - Items purchased in the transaction are subject to sales tax (which has already been applied and remitted by the merchant). If you selected Sales Tax Included, the Tax Total field is available.</li> </ul> </li> <li>▪ <b>Goods &amp; Services</b> - The dollar amount of the items that are subject to tax. You may edit this tax field if you selected Sales Tax Included or Subject To Use Tax in the <b>Tax Status</b> field. Select the Adjust Amount check box to edit this field.</li> <li>▪ <b>Adjust Amount</b> - Select this check box to edit Goods &amp; Services amount.</li> <li>▪ <b>Tax Total</b> - The dollar amount of the sales tax. This field may already contain the sales tax amount passed to Works in the transaction data from the merchant.</li> <li>▪ <b>Use Tax</b> - The dollar amount of the use tax. You may edit this field if you selected Subject To Use Tax in the Tax Status field.</li> <li>▪ <b>Shipping ZIP</b></li> </ul> </li> <li>c. Complete one option:               <ul style="list-style-type: none"> <li>▪ Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</li> <li>▪ Click <b>Save and Sign off</b>.                   <ul style="list-style-type: none"> <li>– Enter comments, as needed, then click <b>OK</b>.</li> </ul> </li> </ul> </li> </ol>

### Flagging a Payable Document

An Approver can flag a payable document to alert other users there is an issue with the document. Flagging a payable document does not prevent you from signing off and is useful if the document requires additional information that another user (the Accountholder or Accountant) can provide. For example, you might flag a transaction for a client luncheon and include a comment that the Accountholder should include a list of attendees.

If you need to flag a payable document, you must do so before you sign off on the document. If you have already signed off on a document that needs to be flagged, the Accountant must perform this task.

When you flag a payable document, Works copies the document to the Flagged queue for you, the appropriate Accountholder, and the Accountant. Works also sends the appropriate Accountholder an email. Note that the flagged document still resides in the appropriate queue as well as in the Flagged queue. For example, you can access a transaction you signed off on and that has been flagged in both the Signed Off and Flagged queues.

Removing a flag removes the payable document from the Flagged queue for you, the appropriate Accountholder, and the Accountant.

To flag a payable document or remove a flag, complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Approver**. The Transactions or Reimbursements screen with Pending Sign Off queue displays.
2. Select the check box for each desired transaction or reimbursement.
3. Click **Flag**.
4. Select **Raise Flag**. The Confirm Flag window displays.  
**Note:** Select **Remove Flag** to remove a flag.
5. Enter **Comments**.  
**Note:** Comments are required.
6. Click **OK**. A confirmation message displays.

### Viewing Purchase Detail for a Transaction

Different types of data may be supplied by the merchant with the electronic transaction information. This purchase detail information (or level 3 data) may include tax information, line item information, airline flight/ticket information, car rental information, hotel information, extended shipping data, fleet data, and services detail data. You can view (but not edit) the purchase detail for a transaction, if available. This purchase detail can also be exported as a report.

To view purchase detail for a transaction, complete the following:

1. Click **Expenses > Transactions > Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transactions tab, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.

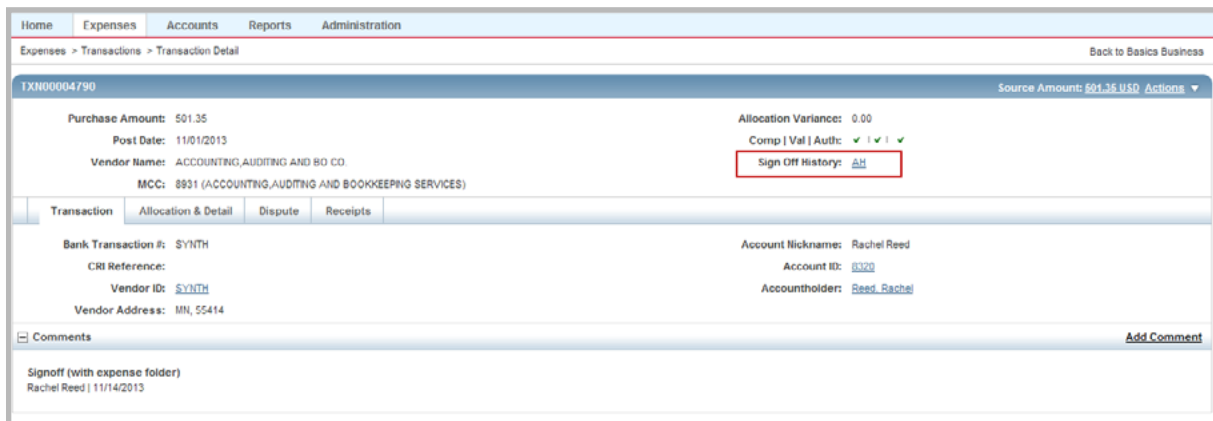
3. Click **Document** on the desired transaction. The single-action menu displays.
4. Select **View Full Details**. The Transaction Details screen displays.
5. Click the **Allocation & Detail** tab.
6. Click the expand icon (+) next to **Transaction Detail**. The Purchase Details display.

### Viewing Sign-Off History

You can view the sign-off history of transactions from users in your scope to display which users have already signed off on the transaction.

To view sign-off history from the Transaction Details screen, complete the following:

1. Click **Expenses > Transactions > Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transactions tab, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.
3. Click **Document** on the desired transaction. The single-action menu displays.
4. Select **View Full Details**. The Transaction Details screen displays.
5. Click the **Sign Off History** link (Figure 7). The Sign Off window displays (Figure 8).



**Figure 7:** Sign Off History Link

### Viewing Sign Off History from the Transactions Queue

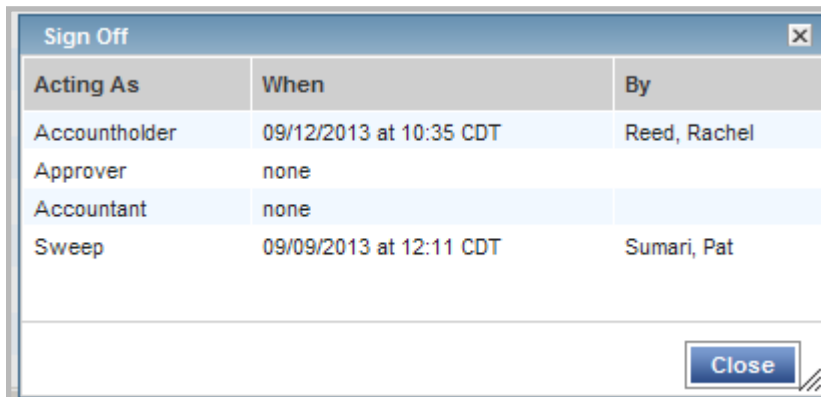
You may also view sign off history from the Transactions queue if you display the Sign Off column.

To view sign-off history from the Transactions queue, complete the following:

1. Click **Expenses > Transactions > Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transactions tab, if necessary:



- Click the Signed Off tab for signed off transactions.
- Click the Flagged tab for flagged transactions.
3. Click the **Columns** link in the right corner of the Transactions table. The columns list displays.
4. Select the **Sign Off** column check box.
5. Click **Save**. The **Sign Off** column displays to the right of the existing columns. The changes are saved as your default view.
6. Click the Sign Off link for the desired transaction. The Sign Off window displays (Figure 8).



**Figure 8:** Sign Off Window

### Viewing Vendor Details for a Transaction

Vendor detail information may be supplied by the merchant with the electronic transaction information. The vendor detail information can include the vendor's name, MCC and description, Tax ID, Status Code, number of employees, vendor address, whether the vendor is registered as a SBA (Small Business Administration) participant, the veteran status of the owners, and whether the vendor is minority-owned, woman-owned, small, or disadvantaged. You can view (but not edit) the vendor detail for a transaction, if available. You may also view (but not edit) the vendor address if supplied by the merchant from the Transaction Detail screen.

To view vendor details for a transaction, complete the following:

1. Click **Expenses > Transactions > Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transactions tab, if necessary:
  - Click the **Signed Off** tab for signed off transactions.
  - Click the **Flagged** tab for flagged transactions.
3. Click **Document** on the desired transaction. The single-action menu displays.
4. Select **View Full Details**. The vendor details display on the Transaction Details screen.

## Printing Transaction Details

To print the details for a transaction, complete the following:

1. Click **Expenses > Transactions > Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transactions tab, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.
3. Click **Document** on the desired transaction. The single-action menu displays.
4. Select **Print**. The Print window displays.

**Note:** You may also select **View Full Details** to print transaction details from the Details screen using the **Actions** menu.

5. Select one of the following from the **Print** menu:

For	Description
Summary	<ol style="list-style-type: none"> <li>a. Click <b>Summary</b> to print specific columns of information and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.                             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> </li> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>
Details	<ol style="list-style-type: none"> <li>a. Click <b>Details</b> to print all available details for the selected transaction(s).</li> <li>b. Click <b>Print Preview</b>.</li> <li>c. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>d. Click <b>Print</b>.</li> </ol>
Details & Summary	<ol style="list-style-type: none"> <li>a. Click <b>Details &amp; Summary</b> to print both versions of the transaction detail, with specific columns and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.                             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> </li> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>

### Printing Multiple Transactions

To print the details for one or more transactions, complete the following:

1. Click **Expenses > Transactions > Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the desired transactions tab, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.
3. Select the check box for each desired transaction.
4. Click **Print**. The Print window displays.
5. Select one of the following from the **Print** menu:

For	Description
Summary	<ol style="list-style-type: none"> <li>a. Click <b>Summary</b> to print specific columns of information and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.                             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> </li> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>
Details	<ol style="list-style-type: none"> <li>a. Click <b>Details</b> to print all available details for the selected transaction(s).</li> <li>b. Click <b>Print Preview</b>.</li> <li>c. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>d. Click <b>Print</b>.</li> </ol>
Details & Summary	<ol style="list-style-type: none"> <li>a. Click <b>Details &amp; Summary</b> to print both versions of the transaction detail, with specific columns and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.                             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> </li> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>

### Editing a Reimbursement Request

Approvers can edit reference and allocation information on a reimbursement in the Pending Sign Off queue.

To edit allocation and reference information on a reimbursement, complete the following:

1. Click **Expenses > Reimbursements > Approver**. The Reimbursements screen with the Pending Sign Off queue displays.
2. Click **Document** of the desired reimbursement.
3. Select **View Full Details**. The Reimbursement Details screen displays.
4. Complete any of the following:

To...	Then...
Edit Reference Information	<ol style="list-style-type: none"> <li>a. Edit any of the following, as desired: <ul style="list-style-type: none"> <li>▪ <b>Reference</b> - The reference number is an arbitrary number that allows you to associate multiple documents (transactions and/or reimbursement requests) without attaching the documents to each other.</li> <li>▪ <b>Date Purchased</b></li> <li>▪ <b>Vendor</b></li> <li>▪ <b>Payee Name</b> - This field is intended to direct how the payee name should display on the reimbursement check.</li> <li>▪ <b>Payee ID</b></li> </ul> </li> <li>b. Click <b>Add Comment</b>. The Add Comment window displays.</li> <li>c. Enter text in the <b>Add Comment</b> window, if desired.</li> <li>d. Click <b>OK</b>.</li> <li>e. Complete one option: <ul style="list-style-type: none"> <li>▪ Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</li> <li>▪ Click <b>Save and Sign off</b>. <ul style="list-style-type: none"> <li>– Enter comments, as needed, then click <b>OK</b>.</li> </ul> </li> </ul> </li> </ol>

To...	Then...
Edit an Allocation Line	<p>a. Edit the following fields, as desired:</p> <ul style="list-style-type: none"> <li>▪ <b>Description</b> text for the allocation.</li> <li>▪ <b>Category</b></li> <li>▪ <b>Note</b> (if applicable)</li> </ul> <p><b>Note:</b> A Scaled Expense Category may be used with reimbursement requests and requires a calculation of one number against a scale or rate. An example is mileage: this is a cash transaction where the user enters the number of miles and the appropriate scale/rate will determine the actual reimbursement amount.</p> <ul style="list-style-type: none"> <li>▪ <b>Amount</b> (Not applicable with a Scaled Expense Category)</li> <li>▪ <b>GL#</b></li> </ul> <p><b>Note:</b> If you are restricted to using predefined allocation codes, click in the <b>GL#</b> box to select an allocation code from the allocation values menu that displays.</p> <p>b. Complete one option:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</li> <li>▪ Click <b>Save and Sign off</b>. <ul style="list-style-type: none"> <li>– Enter comments, as needed, then click <b>OK</b>.</li> </ul> </li> </ul>
Add an Allocation Line	<p>a. Click <b>Add</b>.</p> <p>b. Select the number of allocation line to add.</p> <p>c. Enter text in <b>Description</b> for the allocation.</p> <p>d. Select an option from the <b>Category</b> menu, and enter comments in the <b>Note</b> box regarding the Category, if applicable.</p> <p><b>Note:</b> A Scaled Expense Category may be used with reimbursement requests and requires a calculation of one number against a scale or rate. An example is mileage: this is a cash transaction where the user enters the number of miles and the appropriate scale/rate will determine the actual reimbursement amount.</p> <p>e. Enter or edit the <b>Amount</b> of the reimbursement request that will be allocated to the GL combination code you will enter in the next line. (This step is not applicable with a Scaled Expense Category.)</p> <p>f. Enter an allocation code in each <b>GL#</b> box to identify how the segment will be allocated.</p> <p><b>Note:</b> If you are restricted to using predefined allocation codes, click in the <b>GL#</b> box to select an allocation code from the allocation values menu that displays.</p> <p>g. Complete one option:</p> <ul style="list-style-type: none"> <li>▪ Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</li> <li>▪ Click <b>Save and Sign off</b>. <ul style="list-style-type: none"> <li>– Enter comments, as needed, then click <b>OK</b>.</li> </ul> </li> </ul>

To...	Then...
Remove an Allocation Line	<ol style="list-style-type: none"> <li>Select the check box beside the desired allocation row you wish to remove.</li> <li>Click <b>Remove</b>.</li> <li>Complete one option:                             <ul style="list-style-type: none"> <li>▪ Click <b>Save</b> to update the fields. The allocation fields update and the Comp/Val/Auth column updates display.</li> <li>▪ Click <b>Save and Sign off</b>.                                     <ul style="list-style-type: none"> <li>– Enter comments, as needed, then click <b>OK</b>.</li> </ul> </li> </ul> </li> </ol>

## Printing Reimbursement Request Details

To print the details for a reimbursement request, complete the following:

- Click **Expenses > Transactions > Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays.
- Select the desired transactions tab, if necessary:
  - Click the Signed Off tab for signed off transactions.
  - Click the Flagged tab for flagged transactions.
- Click **Document** on the desired transaction. The single-action menu displays.
- Select **Print**. The Print window displays.

**Note:** You may also select **View Full Details** to print reimbursement details from the Details screen using the **Actions** menu.

- Select one of the following from the **Print** menu:

For...	Then...
Summary	<ol style="list-style-type: none"> <li>Click <b>Summary</b> to print specific columns of information and their order.</li> <li>Select an item in the <b>Available</b> column, as desired.                             <ol style="list-style-type: none"> <li>Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>Click <b>Print Preview</b>.</li> <li>Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>Click <b>Print</b>.</li> </ol>
Details	<ol style="list-style-type: none"> <li>Click <b>Details</b> to print all available details for the selected reimbursement(s).</li> <li>Click <b>Print Preview</b>.</li> <li>Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>Click <b>Print</b>.</li> </ol>

Details & Summary	<ol style="list-style-type: none"> <li>a. Click <b>Details &amp; Summary</b> to print both versions of the reimbursement detail, with specific columns and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>
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### Printing Multiple Reimbursements

To print the details for one or more reimbursements, complete the following:

1. Click **Expenses > Reimbursements > Approver**. The Reimbursements screen with the Pending Sign Off queue displays.
2. Select the desired reimbursements tab, if necessary:
  - Click the Signed Off tab for signed off reimbursements.
  - Click the Flagged tab for flagged reimbursements.
3. Select the check box for each desired reimbursement.
4. Click **Print**. The Print window displays.
5. Select one of the following from the **Print** menu:

For	Description
Summary	<ol style="list-style-type: none"> <li>a. Click <b>Summary</b> to print specific columns of information and their order.</li> <li>b. Select an item in the <b>Available</b> column, as desired.             <ol style="list-style-type: none"> <li>i. Click the right arrow to add the item to the <b>Included</b> column.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li> <li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li> </ul> </li> <li>c. Click <b>Print Preview</b>.</li> <li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>e. Click <b>Print</b>.</li> </ol>
Details	<ol style="list-style-type: none"> <li>a. Click <b>Details</b> to print all available details for the selected reimbursement(s).</li> <li>b. Click <b>Print Preview</b>.</li> <li>c. Click <b>Print</b> in the right corner of the Print Preview window.</li> <li>d. Click <b>Print</b>.</li> </ol>

Details & Summary	<ol style="list-style-type: none"><li>a. Click <b>Details &amp; Summary</b> to print both versions of the reimbursement(s) detail, with specific columns and their order.</li><li>b. Select an item in the <b>Available</b> column, as desired.<ol style="list-style-type: none"><li>i. Click the right arrow to add the item to the <b>Included</b> column.</li></ol></li></ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>▪ Select an item in the <b>Included</b> column, then click the left arrow to remove an item.</li><li>▪ Select an item in the <b>Included</b> column, then click up or down arrows to change the order.</li></ul> <ol style="list-style-type: none"><li>c. Click <b>Print Preview</b>.</li><li>d. Click <b>Print</b> in the right corner of the Print Preview window.</li><li>e. Click <b>Print</b>.</li></ol>
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### Mass Allocating Payable Documents

To expedite the allocation editing process, Approvers can apply the same allocation codes to one or more transactions or reimbursements at one time.

To apply the same allocation code to one or more transactions or reimbursements, complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Approver**. The Transactions or Reimbursements screen with the Pending Sign Off queue displays.
2. Select the check box beside each item you want to allocate with the same allocation codes.
3. Click **Mass Allocate**. The Mass Allocate window displays.
4. Enter an allocation code in each **GL#** box to identify how the segment will be allocated.

**Note:** If you are restricted to using predefined allocation codes, click in the **GL#** segment box and select an allocation value from the allocation values menu that displays.

5. Select an option from **Empty Segment Field(s):**
  - **Retain original codes** - Selecting this option maintains the current value if a GL segment is left empty when allocating.
  - **Delete original codes** - Selecting this option replaces the current value with a blank field if a GL segment is left empty when allocating.
6. Click **OK**. A confirmation message displays.

### Rejecting a Reimbursement Request

Approvers can reject a reimbursement request that has been routed to them for approval. If you reject a reimbursement request, Works sends the reimbursement request back to the accountholder's Draft queue. The accountholder can then edit and resubmit the reimbursement request, or delete the reimbursement request.

To reject one or more reimbursement requests, complete the following:

1. Click **Expenses > Reimbursements > Approver**. The Reimbursements screen with reimbursements in the



Pending Sign Off queue displays.

2. Select the check box beside each reimbursement.
3. Click **Reject**.
4. Click **OK**. A confirmation message displays.

### Signing Off On Payable Documents

You should sign off on payable documents after you have edited, reallocated, and/or flagged the documents, as necessary. After you sign off on a payable document, you can access that document in a read-only format. In other words, you can no longer make any changes to the document. If any actions need to be performed on a payable document after you have signed off on the document, the Accountant must perform those actions. If the Accountant signs off on the payable document before you, neither you nor the Accountant can edit the allocation information.

For example, if a \$1,300 transaction was posted for an Accountant in Group A, and the transaction limit specified in the group approval rules for Group A is \$1,000, that \$1,300 transaction is automatically added to the task list for all Approvers for Group A. Only one Approver must sign off on the payable document. In other words, when any Approver in Group A signs off on the transaction, the transaction is removed from the task list for all other Approvers in Group A.

Your organization's policy determines what action (Accountant sign-off, Approver sign-off, or Accountant sign-off) triggers discretionary funds restoration. For example, if an Accountant in your group has discretionary funds, and your organization's policy specifies that an Approver sign-off triggers discretionary funds restoration, you must sign off on the Accountant's transactions before these funds are restored.

**Important:** You are only required to manually sign off on a payable document (as described in this procedure) if a transaction or reimbursement request from an Accountant in your scope exceeds the dollar amount specified in your group's approval rules. Otherwise, if the payable document does not exceed the limit, the payable document is signed off on. The Group Owner specifies the group's approval rules.

When a user signs off on a payable document, Works supplies an annotation in the Sign Off column to denote the user signed off on the document and how the sign-off was made (either automatically or manually). For example, if the Accountant signs off on a document, Works places AH in the Sign Off column. If the sign-off was automatic, Works places parenthesis around the annotation (AH).

If one or more payable documents are contained in an expense report, you can sign off on all payable documents at the same time by accessing and signing off on the expense report.

### Accessing and Signing Off On a Payable Document

This section describes accessing and signing off on a payable document in the document queue.

To sign off on one or more transactions or reimbursements, complete the following:

1. Click **Expenses > Transactions/or Reimbursements > Approver**. The Transactions or Reimbursements screen with the Pending Sign Off queue displays.

**Note:** When working with expense documents:

- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses,

including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.

- The default view displays the last **100 days**, including today's date.
2. Select the check box beside each transaction or reimbursement to be signed off on.
  3. Click **Sign Off**.
  4. Click **OK**. A confirmation message displays.

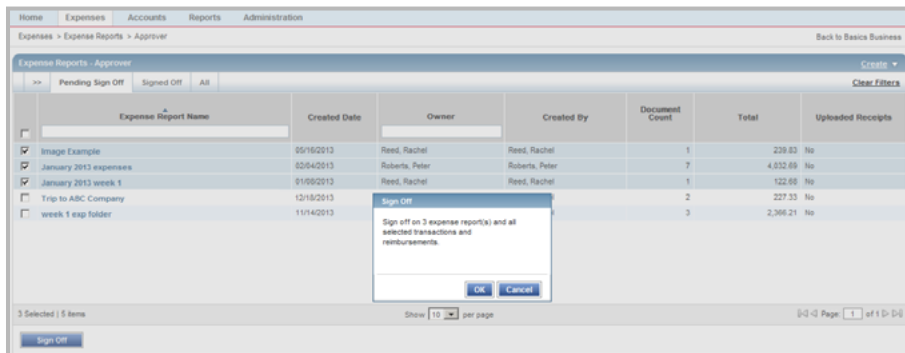
**Note:** You may also sign off on a single transaction from the Transaction queue using the single-action menu.

### Accessing and Signing Off an Expense Report

This section describes accessing and signing off on all payable documents in an expense report.

To sign off on one or more expense reports, complete the following:

1. Click **Expenses > Expense Reports > Approver**. The Expense Reports screen with the expense reports in the Pending Sign Off queue displays.
2. Select the check box for each desired expense report.
3. Click **Sign Off**. The Sign Off window displays confirming sign off for all selected expense report(s), transactions, and reimbursements (Figure 9).



**Figure 9:** Expense Report Sign Off

4. Click **OK**. A confirmation message displays.

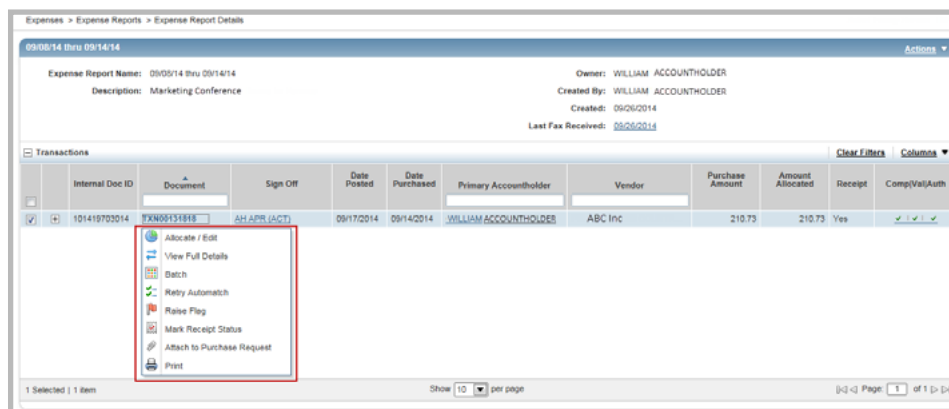
Approvers may also sign off on an Expense Report from the Expense Report Details screen using the Actions menu.

To sign off an Expense Report from the Expense Report Details screen, complete the following:

1. Click **Expenses > Expense Reports > Approver**. The Expense Reports screen with the expense reports in the Pending Sign Off queue displays.
2. Click **Expense Report Name** of the desired transaction. The single-action menu displays.
3. Select **View Full Details**. The Expense Report Details screen displays.
4. Click **Actions**. A menu displays.
5. Select **Sign Off**. A Sign Off window displays.
6. Enter **Comments**, if desired.

- Click **OK**. A confirmation message displays.

**Note:** Users can also perform the same actions from the Expense Report Details **Transactions** and **Reimbursements** tables (Figure 10) that are available on the Transaction and Reimbursement Details screens.



**Figure 10:** Actions available from Transactions and Reimbursement Tables on Expense Report Details

### Printing Expense Report Details

Approvers can print summary information, such as expense categories and date ranges for transactions, in the expense folder only when accessing an expense report.

To print summary information contained in an expense report, complete the following:

- Click **Expenses > Expense Reports > Approver**. The Expense Reports screen with the Pending Sign Off queue displays.
 

**Note:** Click the **Signed Off** tab to access expense reports signed off.
- Click the desired **Expense Report Name**. The single-action menu displays.
- Select **Print**. The Print window displays.
- Select an item in the **Available** column to print a specific column, if desired.
  - Click the right arrow to add the item to the **Included** column.
  - To remove an item, select an item in the **Included** column, then click the left arrow.
  - To change the order, select an item in the **Included** column, then click up or down arrows.
- Click **Print Preview**.
- Click **Print** in the right corner of the Print Preview window.
- Click **Print**.


**Note:** You may also print Expense Report details from the Expense Report Details screen using the Actions menu.

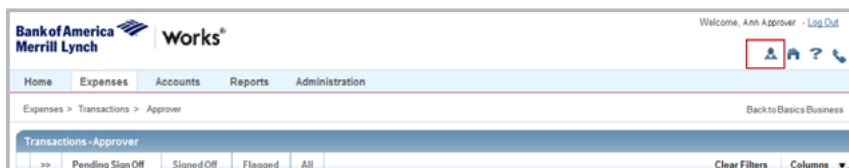
### Delegating Approval Authority

If you are a Group Approver, you can delegate your approval authority to another user for a specified time frame. This is useful, for example, if you are going on vacation and you are the only Approver for a group.

**Note:** You can delegate approval authority to another user for all groups for which you are the Group Approver. If you are the Group Approver for group A and group B, you must delegate approval authority for both groups to the desired user. You cannot delegate approval authority for group A to one user and group B to another user.

To delegate approval authority, complete the following:

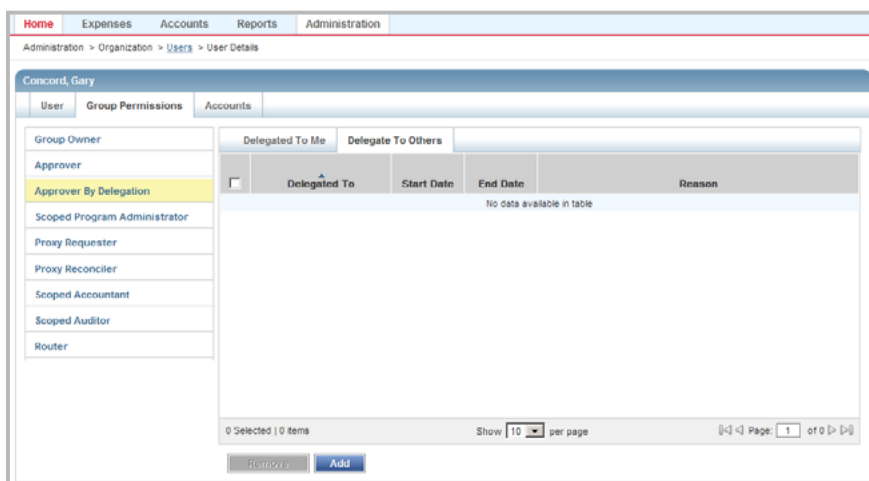
1. Click the **My Profile** icon (  ) from any screen in Works to access your user information. (Figure 11). The User Details screen displays.



**Figure 11:** My Profile Access

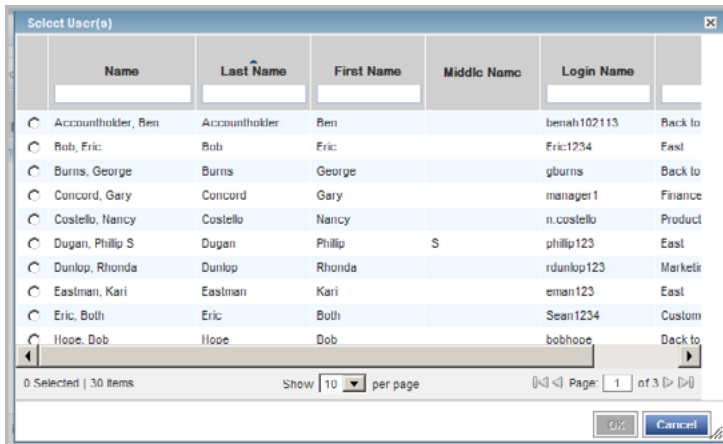
2. Click the **Group Permissions** tab.
3. Click **Approver By Delegation**. The Delegation screen displays (Figure 12).

**Note:** The Delegation option displays only if the user is currently a Group Approver.



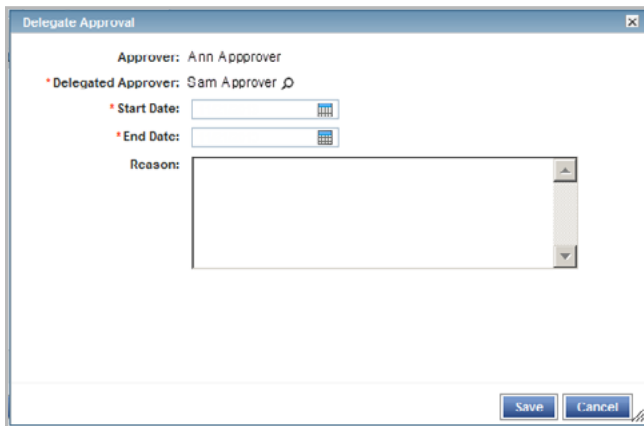
**Figure 12:** Group Permissions Delegation Screen

4. To delegate your approval authority to another user, complete the following:
  - a. Click the **Delegate to Others** tab.
  - b. Click **Add**. The Select User window displays (Figure 13).



**Figure 13:** Select a User Window

- c. Click the radio button for the desired user.
- d. Click **OK**. The Delegate Approval window displays (Figure 14).



**Figure 14:** Delegate Approval Window

- e. Enter the desired date range for the delegation in the **Start** and **End** date fields.
  - f. Enter a reason why you are delegating the approval authority in the **Reason** text box, if desired.
  - g. Click **Save**.
5. To remove an existing delegation of approval authority, complete the following:
- a. Click the check box for the desired delegation from the Delegation screen on the **Delegate to Others** tab.
  - b. Click **Remove**.
  - c. Click **OK**. A confirmation message displays.

# 8

## Overview

Comprehensive reports are available from the Reports section of the Global Navigation bar. The User roles or group Official roles associated with the user generating the report determine if the user may view and/or include data about other users in the report:

**Scoped Accountants and Proxy Reconcilers** can view the account transactions of users within their scope of authority.

**Group Owners** can view the spend activity of users within the groups to which they are assigned and the respective subgroups.

**Auditors** can view the spend activity for the entire organization.

## Comprehensive Configurable Reports

The Program Administrator initially creates report templates that are distributed via Works to users company-wide. Users may then access the report templates and configure them for their own use in the following ways:

- Determine the columns of data to include.
- Filter the data with various filters provided.
- Determine the sort direction of the data.
- Choose an export format for the data.
- Set an expiration date for the report.

Organizations with multiple instances of Works installed within the organization have the option to set up their company to implement Cross-company (CxCo) reports. Such reports merge data from one or more designated instance of Works into a single report. Cross-company reporting is available in most configurable reports.

After configuring a template, the user may run the report or save the configured report template for future use. All report templates belong to one of several categories of reports, and the category of report determines what data can be included in the report.

**Note:** Even though the category of report determines what data elements are available, frequently used data elements exist in more than one category. For example, the data element account number is available for use in multiple categories of reports.

All configurable reports are divided into the following categories of reports and the category of report determines what data can be included in the report.

- Account Reports - Display data specific to accounts.
- CxCo Account Reports - Display data specific to accounts used within multiple companies.
- Org Reports - Display data specific to an organization. Org Reports are not available to the Accountholder role.
- CxCo Org Reports - Display data specific to an organization within multiple companies. CxCo Org Reports are not available to the Accountholder role.
- Request Reports - Display data specific to purchase requests.
- Spend Reports - Display data specific to spend.
- CxCo Spend Reports - Display data specific to the spend within multiple companies.

### Reports in the Dashboard Summary

Unlike the configurable reports, the content of the reports in the Dashboard Summary is pre-defined to display the most commonly requested information in graph or table format. The data in the Dashboard Summary reports contain only data within the company and does not include data within linked companies. Data in the CxCo Dashboard reports contain the sum of the current company's data and all the linked companies' data, considering any specified filters used.

The Dashboard Summary screen displays charts, graphs, and lists of the following information:

- **Spend Reports**
  - **Account Activity** - Lists the annual volume, average transaction size (dollar amount), spend per account, and average number of transactions per account issued to the user generating the report.
  - **Card versus Non-Card Spend** - Lists Spend Type, Transaction Count, Amount Total, and Average Amount. Available if set up as an option during implementation.
  - **Spend by Vendor** - If applicable, displays a pie chart showing the top 10 merchants where the card was used, based on the amount spent with cards issued.
  - **Spend by Specified GL Segment** - Displays a pie chart showing the top 10 categories of spend within the GL Segment specified (for example, department or division). Available only if your organization is set up to include the option and your Program Administrator has configured Works to allow it.

## Audit Reports

- **Account Totals** - Lists the number of active and inactive accounts issued to the user generating the report.
- **Single Transaction Limit Audit** - Displays transactions made with a card that was used more than once at the same merchant on the same day.

**Note:** The information in each report is based upon the post date of the transactions included in the date range for the report. The post date refers to the date the transaction was posted to Bank of America Merrill Lynch - not the date the transaction was posted to Works.

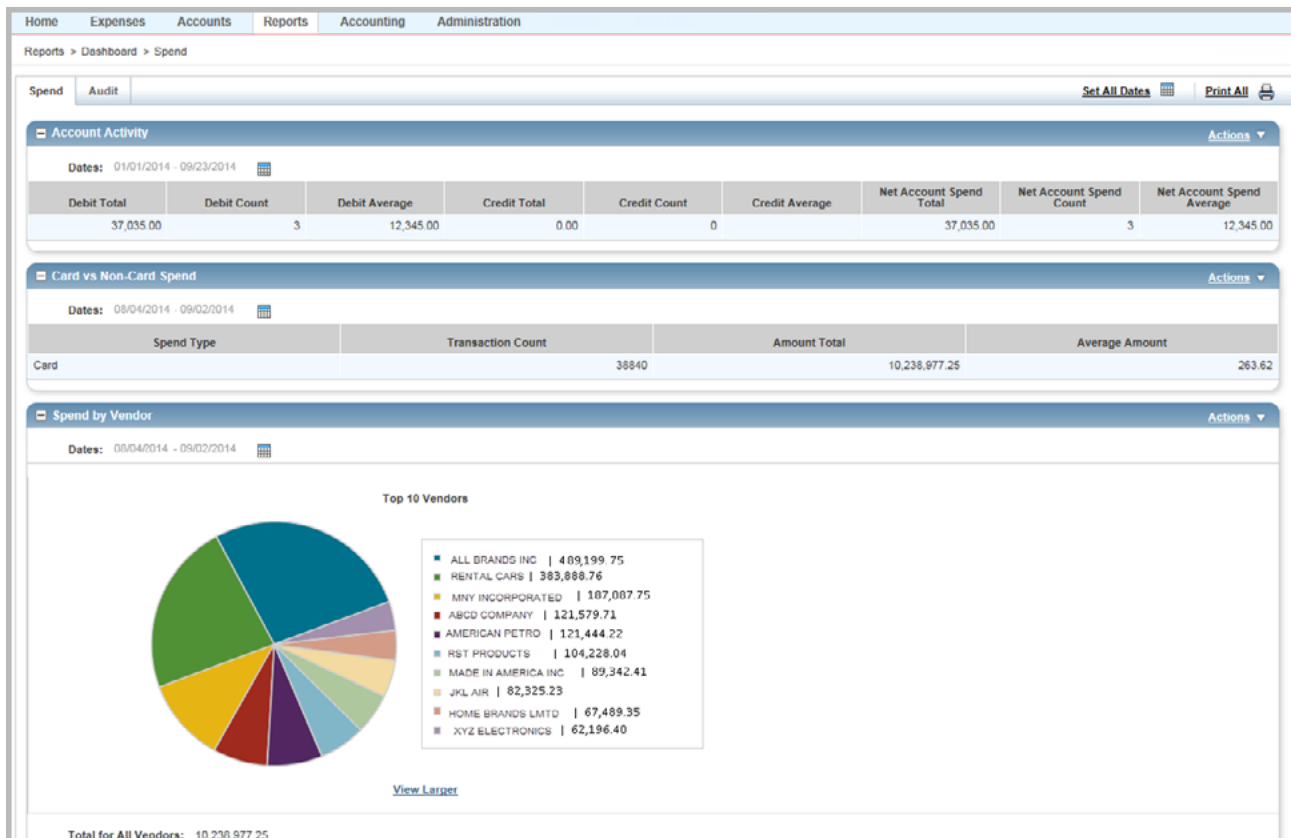
## Viewing the Dashboard Summary

To view the Dashboard Summary, complete the following:

1. Click **Reports > Dashboard > Spend**. The Dashboard Summary with Spend reports displays (Figure 1).

### Notes:

- To view the Audit reports, click **Reports > Dashboard > Audit**.
- To enlarge a report graph, click the **View Larger** link for the desired report.



**Figure 1:** Dashboard Summary Spend Reports



2. Complete any of the following, as desired:

To...	Then...						
Change Date Range	Complete one of the following:						
	<table border="1"> <thead> <tr> <th>For...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>A single report</td> <td> <ul style="list-style-type: none"> <li>i. Click the Date calendar icon for the desired report.</li> <li>ii. Select a date range.</li> <li>iii. Click <b>OK</b>. The report data updates display.</li> </ul> </td> </tr> <tr> <td>All reports</td> <td> <ul style="list-style-type: none"> <li>i. Click <b>Set All Dates</b> on the right.</li> <li>ii. Select a date range.</li> <li>iii. Click <b>OK</b>. All report data updates display.</li> </ul> </td> </tr> </tbody> </table>	For...	Then...	A single report	<ul style="list-style-type: none"> <li>i. Click the Date calendar icon for the desired report.</li> <li>ii. Select a date range.</li> <li>iii. Click <b>OK</b>. The report data updates display.</li> </ul>	All reports	<ul style="list-style-type: none"> <li>i. Click <b>Set All Dates</b> on the right.</li> <li>ii. Select a date range.</li> <li>iii. Click <b>OK</b>. All report data updates display.</li> </ul>
	For...	Then...					
A single report	<ul style="list-style-type: none"> <li>i. Click the Date calendar icon for the desired report.</li> <li>ii. Select a date range.</li> <li>iii. Click <b>OK</b>. The report data updates display.</li> </ul>						
All reports	<ul style="list-style-type: none"> <li>i. Click <b>Set All Dates</b> on the right.</li> <li>ii. Select a date range.</li> <li>iii. Click <b>OK</b>. All report data updates display.</li> </ul>						
Download	<ul style="list-style-type: none"> <li>a. Click <b>Actions</b> on the right of the desired report.</li> <li>b. Select a <b>Download</b> option: <ul style="list-style-type: none"> <li>– <b>PDF</b> to export a file in .pdf format.</li> <li>– <b>XLS</b> to export a file in Excel format.</li> <li>– <b>TXT</b> to export a file in Comma-Separated Value layout. A file download window displays.</li> </ul> </li> <li>c. Follow the prompts to <b>Open</b> or <b>Save</b> to the desired location. It is recommended that you save the file.</li> </ul> <p><b>Note:</b> This procedure applies only to Account Activity and Card vs Non-Card Spend reports.</p>						
Print	Complete one of the following:						
	<table border="1"> <thead> <tr> <th>For...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>A single report graph</td> <td> <ul style="list-style-type: none"> <li>i. Click <b>Actions</b> on the right of the desired report.</li> <li>ii. Select <b>Print Graph</b>.</li> <li>iii. Follow the prompts to print the file.</li> </ul> <p><b>Note:</b> This procedure does not apply to Account Activity and Card vs Non-Card Spend reports.</p> </td> </tr> <tr> <td>All reports</td> <td> <ul style="list-style-type: none"> <li>i. Click <b>Print All</b> on the right.</li> <li>ii. Follow the prompts to print the file.</li> </ul> </td> </tr> </tbody> </table>	For...	Then...	A single report graph	<ul style="list-style-type: none"> <li>i. Click <b>Actions</b> on the right of the desired report.</li> <li>ii. Select <b>Print Graph</b>.</li> <li>iii. Follow the prompts to print the file.</li> </ul> <p><b>Note:</b> This procedure does not apply to Account Activity and Card vs Non-Card Spend reports.</p>	All reports	<ul style="list-style-type: none"> <li>i. Click <b>Print All</b> on the right.</li> <li>ii. Follow the prompts to print the file.</li> </ul>
	For...	Then...					
A single report graph	<ul style="list-style-type: none"> <li>i. Click <b>Actions</b> on the right of the desired report.</li> <li>ii. Select <b>Print Graph</b>.</li> <li>iii. Follow the prompts to print the file.</li> </ul> <p><b>Note:</b> This procedure does not apply to Account Activity and Card vs Non-Card Spend reports.</p>						
All reports	<ul style="list-style-type: none"> <li>i. Click <b>Print All</b> on the right.</li> <li>ii. Follow the prompts to print the file.</li> </ul>						

To...	Then...
View Full Details	<p>a. Click <b>Actions</b> on the right of the desired report.</p> <p>b. Select <b>View Full Details</b>. The report Details screen displays.</p> <p>c. Click the expand icon (+) to open and select the <b>Date</b> filter to filter your results, as desired.</p> <p><b>Note:</b> In addition to the Date filter, the Spend by Vendor summary report allows you to filter the entries by <b>Vendor Name</b> and <b>MCC Type</b>.</p> <p>d. Click an item in the first column to display the associated transactions. The transactions display in the Details section.</p> <p><b>Note:</b> The item varies depending on the report selected. For example, if you select:</p> <ul style="list-style-type: none"> <li>▪ Spend by Vendor report, click a <b>Vendor Name</b>.</li> <li>▪ Card vs Non-Card Spend report, click a <b>Spend Type</b>.</li> <li>▪ Spend by Specified GL Segment report, click a <b>GL</b> value.</li> <li>▪ Single TXN Limit Audit report, select an <b>Accountholder</b>.</li> </ul> <p>e. Click (+) to expand a row to view the transaction details. The expanded row displays the transaction details.</p> <p><b>Note:</b> This procedure does not apply to Account Totals and Account Activity reports.</p>

### CxCo Dashboard Reports

Organizations licensed to use cross-company (CxCo) reporting allow authorized users to merge data from multiple instances of Works into a single report. Data in the CxCo Dashboard reports will contain the sum of the current company's data and all the linked companies' data, considering any specified filters used.

With CxCo Dashboard reports all buttons, filters, and columns function the same as in the Dashboard reports.

For organizations licensed for Cross-company reporting, users with the cross-company role can access the following CxCo Dashboard Summary reports by navigating to **Reports > CxCo Dashboard**.

- **Spend Reports**
  - Account Activity
  - Spend - Card vs Noncard
  - Spend by Vendor
  - Spend by Company
- **Audit Reports**
  - Account Totals
  - Single Transaction Limit Audit

**Note:** The General Ledger reports in the Dashboard reports are not available as cross-company reports.

Organizations licensed to use cross-company reporting allow authorized users to merge data from multiple instances of Works into a single report. Data in the CxCo Dashboard reports will contain the sum of the current company's data and all the linked companies' data, considering any specified filters used.

### About Configurable Reports

The configurable reports in Works allow users to control the content and layout of Account Reports, Request Reports, Spend, and Organizational Reports. After they are created, the reports can be saved and bookmarked for future use. Program Administrators and Accountants only may create templates for company-wide use.

This flexible reporting feature allows the user to select a standard template or previously created template and then modify the following attributes:

- Columns of data to include
- Horizontal order of the columns
- Sort order for the data
- Filters that will be applied to the data
- How long the generated report will be available beyond the generated date
- Page size and page orientation and file format

### Restricting Report Options

Organizations licensed to restrict reporting options allow the Program Administrator to assign a Basic Reporter role that restricts the assigned user to the following configurable report options:

- Use only templates predefined for the company by a Program Administrator or Accountant.
- Use any filter, but only the columns of information already included in the template.
- Save the reports for personal use only, not company-wide use.

**Note:** The Basic Reporter role can be assigned to groups, as well as individuals, and can be inherited from a group if not already assigned.

### Allowing Cross-Company Reporting

Organizations licensed to use cross-company reporting allow authorized users to merge data from multiple instances of Works into a single report. This is beneficial to large companies who have installed Works at several sites. If licensed for this feature, during implementation the global Program Administrator is granted the Cross-Company Reporting role. That Administrator can subsequently grant the Cross-Company reporting role to other users within the company. Any user granted the Cross-Company role who is not limited to the role of a Basic Reporter will have access to a set of Cross-Company report templates.

### Scheduling Reports

During the process of creating a report, the user can select **one** of the following scheduling options:

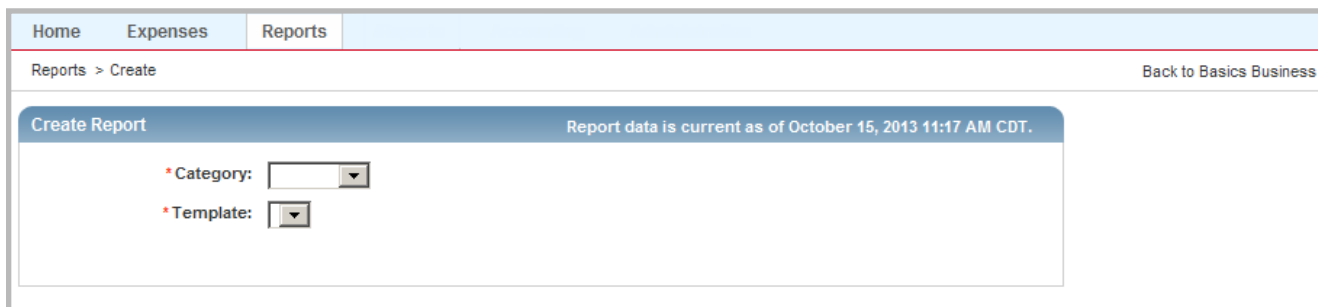
- **Run Now** generates the report as soon as possible.
- **Run Later** generates the report at a designated time in the future.
- **Recurring** generates the report regularly according to a designated frequency.

Global and Scoped Program Administrators can create and schedule reports on behalf of other users within their scope of responsibility. They can also edit or delete the reports they initiate, which may affect how you view the report. After a report is submitted for you by an Administrator, it will be visible in either your Scheduled Reports queue or your Completed Reports queue, depending on the scheduling option used (Now, Later, or Recurring).

## Creating a Report in Basic View

To create a report in the Basic view, complete the following:

1. Click **Reports > Create**. The Create Report screen displays (Figure 1).



**Figure 1:** Create Report Screen

2. Select a report type from **Category**.
3. Click **Template** to select a report template:

**Note:** To use a template as it was last configured and saved, select **Choose from all available templates**.

For...	Then...
Standard Reports	<ol style="list-style-type: none"> <li>Select the desired report from the <b>Standard Reports</b> list. The template details display.</li> <li>Go to step 4.</li> </ol>
Recent Reports	<ol style="list-style-type: none"> <li>Select the desired report form the <b>Recent Reports</b> list. The template details display.  <b>Note:</b> Selecting a <b>Recent Report</b> template uses the original template, not the template as it was last configured and saved for personal use.</li> <li>Go to step 4.</li> </ol>

For...	Then...
Choose from all available templates	<p>a. Click <b>Choose from all available templates</b>. The <b>Select a Report</b> window displays.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Selecting <b>Choose from all available templates</b> uses a template as it was last configured and saved.</li> <li>▪ Selecting <b>Choose from all available templates</b> displays all saved templates, including templates saved by the Program Administrator or Accountant to be shared with the entire organization.</li> </ul> <p>b. Clear the check mark in <b>Include shared reports</b> to view only templates you saved for personal use, if desired.</p> <p><b>Note:</b> Selecting a shared template always selects the original template. If you saved a shared template after making modifications to it, the new, saved template will be denoted in the Template Library as a personal template.</p> <p>c. Select a report template from the list.</p> <p>d. Click <b>OK</b>. The template details display.</p> <p>e. Go to step 4.</p>

4. Click **Basic**. The Basic Report configuration screen displays (Figure 2).

**Figure 2:** Basic Report Configuration Screen

**Notes:**

- Click **Reset to defaults** on the right to restore the template settings to the original template defaults, if desired.

- Click **Use last run settings** on the right to run the report using template settings from the last time the report was run, if desired.

5. Edit or add filter options for **Transaction Type** and **Post Date**, as desired.

**Notes:**

- Click **X** to delete a filter, if desired.
  - Removing the **Post Date** filter selects all dates.
  - Removing the **Transaction Type** filter includes all transaction types.
- Click the Calendar tool to change the date range of the report.

6. Select an **Output Format**. Additional format options display based on the output format selected.

**Note:** You can select multiple export types (Excel, PDF, and Delimited Text) if desired when requesting a report. Using the check boxes to specify export types, select one or more formats and then submit the report once to generate the report.

7. Select additional Output formatting options, if desired:

For...	Then...
Excel	Select <b>one</b> of the following: <ul style="list-style-type: none"> <li><b>Full Details</b> to display all data and sum columns that contain amounts.</li> <li><b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> </ul>
PDF	a. Select <b>one</b> of the following: <ul style="list-style-type: none"> <li><b>Full Details</b> to display all data and sum columns that contain amounts.</li> <li><b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> </ul> b. Select additional options such as <b>Paper</b> size and <b>Orientation</b> of the report.                     c. Select <b>Add Summary Data in Header</b> to add summary data to the header of the completed PDF exported report. <p><b>Note:</b> On the report header, the summary data lists each of the following items and provides a total: purchases, other charges, and credits. A Payments total is also listed.</p> d. Select <b>Add Signature Line to:</b> in Spend and Cross Company Spend reports. Users can select to add signature lines for Accountholders and Approvers to the Header or Footer of a report.                     e. Select an <b>Insert Page Break</b> option from the drop-down menu to add page breaks between summarized portions of data. <p><b>Note:</b> For example, if you wish for data associated with each account to begin on a new page in a report, select <b>Card Last 4 Digits</b> from the drop-down menu. This will insert a page break after the data associated with each account in the report.</p>

For...	Then...
Delimited Text	<ol style="list-style-type: none"> <li>a. Select <b>one</b> of the following:                             <ul style="list-style-type: none"> <li>▪ <b>Full Details</b> to display all data and sum columns that contain amounts.</li> <li>▪ <b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> </ul> </li> <li>b. Select a <b>Delimiter</b> to separate data that displays.</li> <li>c. Select an option to indicate <b>When delimiter occurs</b> within the displayed data.</li> <li>d. Select a <b>Newline Style</b> option.</li> <li>e. Select <b>Include Headers</b>, if desired.</li> </ol>

8. Select a **Summary Grouping** from the drop-down menu, if available or desired.

**Note:** This option is available only with PDF and Summary Only options.

9. Select a **Push Delivery** option, if configured for this feature, and if desired.

10. Click **Submit Report**. The Completed Reports screen with confirmation message and report status displays.

## Creating a Report in the Advanced View

Creating a report in the Advanced view provides you with additional column and filter configurations, the ability to schedule reports for other users, schedule reports to run at a future date and time, and the ability to save the report in the Template Library.

To create a report in the Advanced View, complete the following:

1. Click **Reports > Create**. The Create Report screen displays (Figure 1).
2. Select a report type from **Category**.
3. Click **Template** to select a report template:

**Note:** To use a template as it was last configured and saved, select **Choose from all available templates**.

For...	Then...
Standard Reports	<ol style="list-style-type: none"> <li>a. Select the desired report from the <b>Standard Reports</b> list. The template details display.</li> <li>b. Go to step 4.</li> </ol>
Recent Reports	<ol style="list-style-type: none"> <li>a. Select the desired report form the <b>Recent Reports</b> list. The template details display.   <b>Note:</b> Selecting a <b>Recent Report</b> template uses the original template, not the template as it was last configured and saved for personal use.</li> <li>b. Go to step 4.</li> </ol>

For...	Then...
Choose from all available templates	<p>a. Click <b>Choose from all available templates</b>. The <b>Select a Report</b> window displays.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ Selecting <b>Choose from all available templates</b> uses a template as it was last configured and saved.</li> <li>▪ Selecting <b>Choose from all available templates</b> displays all saved templates, including templates saved by the Program Administrator or Accountant to be shared with the entire organization.</li> </ul> <p>b. Clear the check mark in <b>Include shared reports</b> to view only templates you saved for personal use, if desired.</p> <p><b>Note:</b> Selecting a shared template always selects the original template. If you saved a shared template after making modifications to it, the new, saved template will be denoted in the Template Library as a personal template.</p> <p>c. Select a report template from the list.</p> <p>d. Click <b>OK</b>. The template details display.</p> <p>e. Go to step 4.</p>

4. Click **Advanced**. The Advanced Report configuration screen displays (Figure 3).

**Note:** The **Advanced** option may default for you.



Home Expenses Reports

Reports > Create

Create Report Report data is current as of October 15, 2013 3:14 PM CDT.

\*Category: Spend

\*Template: System Billing Statement

---

Report Options Reset to defaults Use last run settings

Basic  Advanced

Columns

Available	Selected	Column Sort
Allocation	Card Last 4 Digits	A=Z Card Last 4 Digits
GL Is Authorized	MCC	A=Z Post Date
GL Is Complete	Tin Number	A=Z Tin Number
GL Is Valid	Post Date	
GL Cost Center	Purchase Date	
GL Cost Center Desc	Amount	
GL Expense	Credit	
GL Expense Desc	Debit	
GL Product	Payment Amount	
GL Product Desc		
GL Project		
GL Project Desc		
Item Description		
Item Exp. Cat. Comment		
Item GL Combination		
Item Number		
Item Price		
Item Tax		
Item Total		

Filters

Add filter:

Transaction Type:  Cash advance  Misc Credit  Misc Debit  Purchase  Reimbursement  Payment

Post Date:  10/15/2013

Output Format

Formats:  Excel  PDF

Output Files:  Full Details  Summary Only

Paper:   Add Summary Data in Header

Orientation:  Portrait  Landscape  Add Signature Line to:  Header  Footer

Insert Page Break:

Delimited Text

Summary Grouping:  Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

Save Template to Template Library

Template Name:

Description:

Scheduling and Expiration

Job Name:

Schedule:  Run Now  Run Later  Recurring

Report Expiration after:  day(s)

Figure 3: Advanced Report Configuration Screen

5. Complete any of the following to configure report columns, if desired:

To...	Then...
Add a column	<p>a. Click a column from <b>Available</b>.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ To add multiple columns at the same time, hold the Ctrl key on your keyboard and make selections.</li> <li>▪ For descriptions of column data, refer to <b>Data Used in Reports</b> in this chapter.</li> </ul> <p>b. Click the right arrow beside <b>Available</b> to add the column to <b>Selected</b>. The column displays at the bottom of <b>Selected</b>.</p>
Remove a column	<p>a. Click a column in <b>Selected</b>.</p> <p>b. Click <b>Remove</b>. The column is removed from <b>Selected</b>.</p>
Change Column Order	<p>a. Click a column in <b>Selected</b>.</p> <p>b. Click the up or down arrows beside <b>Selected</b> to change the position of the column within a report.</p> <p><b>Note:</b> The up arrow moves the column to the left in the report. The down arrow moves the column to the right in the report.</p>
Add a Constant column	<p>a. Click <b>Add Constant</b> in <b>Selected</b>. The <b>Add Constant Column</b> window displays.</p> <p><b>Note:</b> After you enter the name and value of the constant column, it displays in the <b>Selected</b> columns and can be moved up and down like any other column. Constant columns will be saved as part of a template when you choose to save the report template.</p> <p>b. Enter a <b>Custom Name</b>.</p> <p>c. Enter a value for the Constant column in <b>Value</b>.</p> <p>d. Click <b>OK</b>. The Constant column displays in <b>Selected</b>.</p>
Edit a column name	<p>a. Click a column in <b>Selected</b>.</p> <p>b. Click <b>Edit</b>.</p> <p>c. Enter or edit the custom name for the column.</p> <p>d. Click <b>OK</b>. The customized name displays in <b>Selected</b>.</p>
Edit columns for date or currency format	<p><b>Note:</b> This report configuration option allows you to format date and currency columns and is available when using Delimited Text Output only. Date and currency formatted columns will be saved as part of the template when you choose to save the report template.</p> <p>a. Select <b>Delimited Text</b> for the <b>Output Format</b>.</p> <p>b. Click a date or currency specific column in <b>Selected</b> columns.</p> <p>c. Enter a <b>Custom Name</b>, if desired.</p> <p>d. Click <b>Date</b> or <b>Number Format</b> drop-down menu.</p> <p>e. Select an option. Samples display in <b>Preview</b>.</p> <p><b>Note:</b> Select <b>Custom</b> to enter a format in the <b>Custom Format</b> box, if desired.</p> <p>f. Click <b>Preview</b> to review the custom format.</p> <p>g. Click <b>OK</b>.</p>

To...	Then...
Set width size for non-numeric data columns using Truncation or Padding	<p><b>Note:</b> This report configuration feature gives you the ability to set fixed width sizes for columns that contain non-numeric data (for example, Group Name, Card Profile Name, MCC Description). This feature is available when using Delimited Text Output only.</p> <ol style="list-style-type: none"> <li>Select <b>Delimited Text</b> for the <b>Output Format</b>.</li> <li>Click a non-numeric data column from the <b>Selected</b> columns list.</li> <li>Click <b>Edit</b>.</li> <li>Enter a <b>Custom Name</b>, if desired.</li> <li>Select <b>Configure Truncation</b>, if desired.</li> <li>Enter the desired length of the value.</li> <li>Select a <b>Truncate</b> option: <ul style="list-style-type: none"> <li>▪ <b>Truncate left side</b> - Characters will be removed from the left of the original value.</li> <li>▪ <b>Truncate right side</b> - Characters will be removed from the right of the original value.</li> </ul> </li> <li>Select <b>Configure Padding</b>, if desired.</li> <li>Enter the total length of the value in <b>Length after Padding</b>.</li> <li>Enter what character to pad with in <b>Pad with Character</b>.</li> <li>Select an option: <ul style="list-style-type: none"> <li>▪ <b>Pad left side</b> - Padding to the left means characters will appear to the left of the original value.</li> <li>▪ <b>Pad right side</b> - Padding to the right means characters will appear to the right of the original value.</li> </ul> </li> <li>Click <b>OK</b>.</li> </ol> <p><b>Note:</b> You may use both Padding and Truncation features. The application will truncate first and then pad when using both features to configure width sizes.</p>
Add a column to the Column Sort order	<ol style="list-style-type: none"> <li>Click a column in <b>Selected</b> columns.</li> <li>Click the right arrow on the right of <b>Selected</b> columns to add the column to <b>Column Sort</b>. The column displays in <b>Column Sort</b>.</li> </ol>
Change Column Sort order or direction	<ol style="list-style-type: none"> <li>Click a column in <b>Column Sort</b>.</li> <li>Click up or down arrows to the right of <b>Column Sort</b> to adjust how the data is sorted in the report, if desired.</li> <li>Click <b>Reverse Sort</b> to adjust the ascending or descending order of the sort columns, if desired.</li> </ol>

6. Complete the following as desired:

To...	Then...
Add a Filter	<p>a. Click <b>Add Filter</b> to select one or more filters. The filter(s) displays below the existing filters.</p> <p><b>Note:</b> By default, filters display for the type of report template chosen, but additional filters may be selected.</p> <p>b. Select additional options or enter details for each filter selected, as needed.</p> <p><b>Note:</b> Filter mechanisms may be used with certain filters. Some examples include:</p> <ul style="list-style-type: none"> <li>▪ Filters that involve a date such as Flag Date or Post Date will have a mechanism that allows you to determine the date range of the data to be included in the report.</li> <li>▪ Filters that involves a name, such as Profile Name, will have a mechanism to determine a string of characters that the data must contain in order to be included in the report displays.</li> <li>▪ Filters that includes a type, such as Transaction Type or MCC Type, will have a mechanism to check the boxes beside the types of data to be included in the report displays.</li> <li>▪ The My Cards filter (available in Spend, Account, and Request Reports) will have options to select for Primary Accountholders, Secondary Accountholders, or Both.</li> </ul>
Edit a Filter	Enter new information or select another option for the filter.
Remove a Filter	Click <b>X</b> beside the filter to be removed. The filter is removed.

7. Select the desired Output Format(s):

To...	From...
Excel	<p>Select <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Full Details</b> to display all data and sum columns that contain amounts.</li> <li>▪ <b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> </ul>

To...	From...
PDF	<p>a. Select <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Full Details</b> to display all data and sum columns that contain amounts.</li> <li>▪ <b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> </ul> <p>b. Select additional options such as <b>Paper</b> size and <b>Orientation</b> of the report.</p> <p>c. Select <b>Add Summary Data in Header</b> to add summary data to the header of the completed PDF exported report.</p> <p><b>Note:</b> On the report header, the summary data lists each of the following items and provides a total: purchases, other charges, and credits. A Payments total is also listed separately.</p> <p>d. Select <b>Add Signature Line to:</b> in Spend and Cross Company Spend reports. Users can select to add signature lines for Accountholders and Approvers to the Header or Footer of a report.</p> <p>e. Select an <b>Insert Page Break</b> option from the drop-down menu to add page breaks between summarized portions of data.</p> <p><b>Note:</b> For example, if you wish for data associated with each account to begin on a new page in a report, select <b>Card Last 4 Digits</b> from the drop-down menu. This will insert a page break after the data associated with each account in the report.</p>
Delimited Text	<p>a. Select <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Full Details</b> to display all data and sum columns that contain amounts.</li> <li>▪ <b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> </ul> <p>b. Select a <b>Delimiter</b> to separate data that displays.</p> <p>c. Select an option to indicate <b>When delimiter occurs</b> within the displayed data.</p> <p>d. Select a <b>Newline Style</b> option.</p> <p>e. Select <b>Include Headers</b>, if desired.</p>
Custom	<p>a. Select <b>Custom</b>. The search icon displays.</p> <p>b. Click the search icon. The Select a Custom Script window displays.</p> <p>c. Select a <b>Custom Script Name</b>.</p> <p>d. Click <b>OK</b>. The Custom Script Name displays.</p>

8. Select the **Summary Grouping** option, if available or desired.
9. Select **Save Template to Template Library** to save the report for future use, if desired.
10. Enter **Template Name**.
11. Enter **Description**.
  - Note:** The **Job Name** defaults but can be edited, if desired.
12. Select a **Schedule** option. Additional date or frequency options may display.

13. Select additional date or frequency options, if available.
14. Enter number of days in **Report Expiration** after day(s).
  - Note:** Maximum days is 999.
15. Click **Submit Report**. The report status updates on the Completed Reports screen.

### Viewing Reports in the Completed Reports Queue

All completed reports, whether downloaded or not, are located in the Completed Reports queue until they reach their expiration date. On the Completed Reports screen, a green check mark displays in the New column of any report that has not yet been downloaded. Downloaded means that the report has (at least once) been opened for viewing or saved to a designated location.

#### Viewing the Report Info

The Report Info displays the basic information about the report, including:

- Who submitted the report.
- Who the report was submitted for.
- Date and time of submittal to execution.
- Date through which the report will still be available. (To change this date, users can select a Change Expiration option in the single-action menu to set a new date.)
- Output format information.

To review the details of a completed report, complete the following:

1. Click **Reports > Completed**. The Completed Reports screen displays with a list of completed reports.
2. Click the expand icon (+) next to the desired report to expand the row. The report details display (Figure 4).

The screenshot shows the 'Completed Reports' screen with a table of reports and an expanded 'Report Info' section for the 'September Statement 2013' report.

Report Name	Queued At	Status	New	Output Type(s)	Available Until	Submitted At
September Statement 2013	09/30/2013 12:50 PM CDT	Ready	✓	XLS	07/27/2014 11:59 PM CDT	09/30/2013 12:50 PM CDT
Billing Statement	11/05/2013 12:00 AM CST	Ready	✓	PDF   XLS	01/24/2013 11:59 PM CST	09/24/2013 10:30 AM CDT
<b>Report Info</b> Submitted By: Sumari, Pat Run For: Sumari, Pat Submitted At: 07/29/2011 12:38 PM CDT Executed At: 11/05/2013 12:00 AM CST Available Until: 12/10/2013 11:59 PM CST Requested Output Types: PDF   XLS Recurrence Settings: Monthly on the 5th at 12:00 am						
Card Status	09/24/2013 10:30 AM CDT	Ready		PDF   XLS	01/15/2013 11:59 PM CST	04/30/2013 04:02 PM CDT
Billing Statement	09/24/2013 10:11 AM CDT	Ready	✓	PDF   XLS   TXT	01/24/2013 11:59 PM CST	09/24/2013 10:30 AM CDT
Airline 1st Q 2013	04/30/2013 04:02 PM CDT	Ready		PDF   XLS	01/24/2013 11:59 PM CST	04/30/2013 04:02 PM CDT

**Figure 4:** View Report Details in Expanded Row

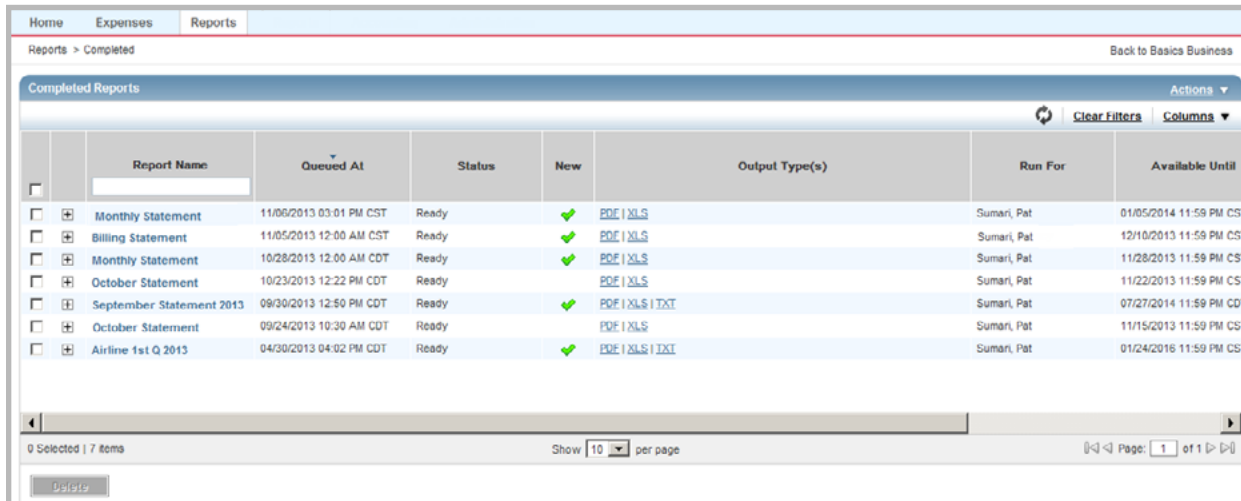
**Note:** Click the collapse icon (-) to close the row.

## Downloading a Completed Report

To download a completed report to view or save the report, complete the following:

1. Click **Reports > Completed**. The Completed Reports screen displays with a list of completed reports (Figure 5).

**Note:** A green check mark displays in the New column of any report that has not been downloaded.



**Figure 5:** Completed Reports Screen

2. Click **Output Type** of the desired report. A File Download window displays.
3. Complete **one** of the following:

To...	Then...
View a Report	Click <b>Open</b> . The report displays. This completes the procedure.
Save a Report	<ol style="list-style-type: none"> <li>a. Select to <b>Save</b> the file. A Save As window displays.</li> <li>b. Locate the desired location to save the report.</li> <li>c. Click <b>Save</b>. The report is saved to the designated location.</li> <li>d. Click <b>Close</b>.</li> </ol>

## Modifying and Re-running a Completed Report

To modify and/or re-run a completed report, or add an output type to a completed report, complete the following:

1. Click **Reports > Completed**. The Completed Reports screen with a list of your completed reports displays.
2. Click **Report Name** of the desired report. The single-action menu displays.

3. Complete **one** of the following:

To...	Then...
Modify and Re-run a Report	<ol style="list-style-type: none"> <li>Select <b>Modify/Run</b>. The Create Report screen displays.</li> <li>Modify any of the report options as needed.</li> <li>Click <b>Submit Report</b>. A confirmation message displays on the Completed Reports screen. The report displays along with the status in the Completed Reports list.</li> </ol>
Add Output Type and Generate a Report	<ol style="list-style-type: none"> <li>Select <b>Add Output Type</b>. A window displays.</li> <li>Select the desired format type. <b>Note:</b> Additional formatting options may display for you to complete, as desired.</li> <li>Click <b>OK</b>. A confirmation message displays. <b>Note:</b> After the report generates, the newly selected <b>Output Type</b> displays and a green check mark displays in the <b>New</b> column.</li> </ol>

## Deleting a Completed Report

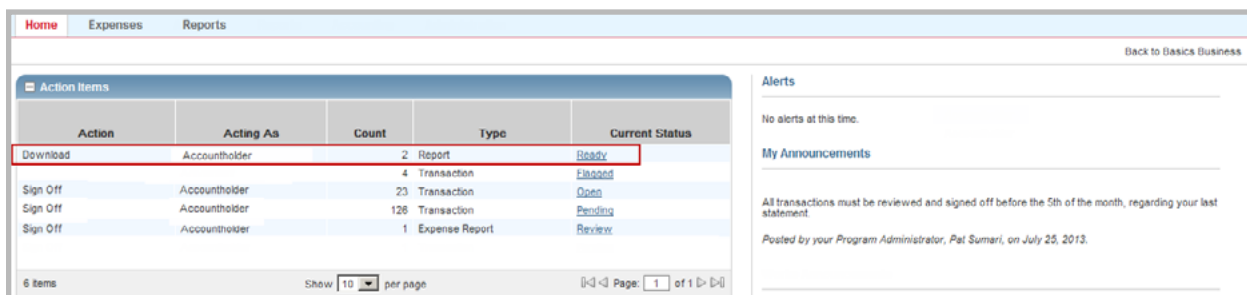
To delete one or more completed reports, complete the following:

- Click **Reports > Completed**. The Completed Reports screen with a list of your scheduled reports displays.
- Select the check box next to each report to be deleted.
- Click **Delete**.
- Click **OK**. A confirmation message displays.

**Note:** You may also delete a report using the single-action menu. On the Completed Reports screen, click the **Report Name**, then select **Delete**.

## Viewing New Reports from the Home Page

New reports are reports that have not been downloaded. Downloaded means that the report has (at least once) been either opened for viewing or saved to a file in a designated location. All new reports are listed on the Home page under **Action Items** (Figure 6). Click **Download** in the Action column to access the Completed Reports queue and download the desired report. After you download a report, it is no longer included in the count of reports in the **Action Items** on the Home page.



**Figure 6:** New Reports display in Action Items on the Home page



## Managing Scheduled Reports

In addition to viewing the details of a scheduled report from the Scheduled Reports screen, you may also manage scheduled reports in the following ways:

- Edit the recurrence of a scheduled report.
- Re-run a scheduled report immediately.
- Remove a scheduled report.

## Viewing and Editing Scheduled Reports

To view scheduled reports, complete the following:

1. Click **Reports > Scheduled**. The Scheduled Reports screen with your scheduled reports displays.
2. Click **Report Name** of the desired report to view the report's details, if desired. The single-action menu displays.
3. Select **View Full Details**. The report's Schedule Information displays (Figure 7).

The screenshot displays the 'Billing Statement' report details. At the top, there are navigation tabs for 'Home', 'Expenses', and 'Reports'. Below the tabs, the breadcrumb path is 'Reports > Scheduled > Scheduled Report Details'. The main content area is titled 'Billing Statement' and includes an 'Actions' dropdown menu. Under 'Schedule Info', the following details are shown:

- Report Name: Billing Statement
- Submitted By: Sumari, Pat
- Full Recurrence Settings: Monthly on the 5th at 12:00 am
- Created Date: 07/29/2013 12:36 PM CDT
- Last Run: 09/05/2013 12:00 AM CST
- Next Run: 12/05/2013 12:00 AM CDT

Below this information is a table with the following columns: 'User', 'Last Run', and 'Date Added'. The table contains three rows of data, all for the user 'Sumari, Pat'.

User	Last Run	Date Added
Sumari, Pat	07/29/2013 12:00 AM CST	07/29/2011 12:36 PM CDT
Sumari, Pat	09/05/2013 12:00 AM CST	07/29/2011 12:36 PM CDT
Sumari, Pat	07/29/2013 2:00 AM CST	07/29/2011 12:36 PM CDT

At the bottom of the page, there is a status bar showing '0 Selected | 3 Items', a 'Show 10 per page' dropdown, and a 'Page: 1 of 1' indicator. There are also 'Remove' and 'Add' buttons.

**Figure 7:** Scheduled Report Details

### Editing the Recurrence of a Scheduled Report

To edit the recurrence of a scheduled report, complete the following:

1. Click **Reports > Scheduled**. The Scheduled Reports screen with a list of your scheduled reports displays.
2. Click **Report Name** of the desired report. The single-action menu displays.
3. Select **Edit Recurrence**. The Edit Recurrence window displays.
4. Select an option in the recurrence schedule.
5. Click **OK**. A confirmation message displays.

### Modifying and Re-running a Scheduled Report

1. Click **Reports > Scheduled**. The Scheduled Reports screen with a list of completed reports displays.
2. Click **Report Name** for the desired report. The single-action menu displays.
3. Select **Modify/Run**. The Create screen displays with the report parameters populated.
4. Complete **one** of the following:

To...	Then...
Re-run a report	<ol style="list-style-type: none"> <li>a. Edit the <b>Scheduling and Expiration</b> settings, if desired.</li> <li>b. Click <b>Submit Report</b>. The report generates and the Completed Report screen displays.</li> </ol> <p>This completes the procedure.</p>
Modify and re-run	<ol style="list-style-type: none"> <li>a. Edit the following report settings, if available and desired: <ul style="list-style-type: none"> <li>▪ <b>Report Options</b></li> <li>▪ <b>Selected Columns</b></li> <li>▪ <b>Column Sort</b></li> <li>▪ <b>Filters</b></li> <li>▪ <b>Output Format</b></li> <li>▪ <b>Summary Grouping</b></li> <li>▪ <b>Template settings</b></li> <li>▪ <b>Scheduling and Expiration settings</b></li> </ul> </li> <li>b. Click <b>Submit Report</b>. The report generates and the Completed Report screen displays.</li> </ol>

### Removing a Scheduled Report

To remove a scheduled report, complete the following:

1. Click **Reports** > **Scheduled**. The Scheduled Reports screen with a list of completed reports displays.
2. Click **Report Name** for the desired report. The single-action menu displays.
3. Select **Remove**.
4. Click **OK**. A confirmation message displays.

### Template Library

#### Accessing the Template Library

To access Personal and Shared Templates in the Template Library, complete the following:

Click **Reports** > **Template Library**. The Template Library screen displays.

**Notes:**

- Personal templates display in the first table, if available for a user.
- Shared templates display in the second table.
- All users can view Shared templates, which include Standard Reports defined by Works.

#### Deleting Templates from the Template Library

All users can delete their Personal report templates. Shared report templates can only be deleted by Global Program Administrators and Global Accountants who are also the Shared template owner.

To delete a template from the Template Library, complete the following:

1. Click **Reports** > **Template Library**. The Template Library screen displays.
2. Click the desired report **Template Name**. The single-action menu displays.
3. Select **Delete**.
4. Click **OK**. A confirmation message displays.

#### Modifying and Running a Completed Report from the Template Library

When modifying or re-running a completed report from the Template Library, the Create screen displays and is populated with the same parameters (Output format, Selected columns, Sort columns, filters, etc.) as the completed report.

To modify a template or re-run the completed report, complete the following:

1. Click **Reports** > **Template Library**. The Template Library screen displays.

2. Click the desired report **Template Name**. The single-action menu displays.
3. Click **Modify/Run**. The Create screen displays with the report parameters populated.
4. Complete **one** of the following:

To...	Then...
Re-run a report	<ol style="list-style-type: none"> <li>a. Edit the <b>Scheduling and Expiration</b> settings, if desired.</li> <li>b. Click <b>Submit Report</b>. The report generates and the Completed Report screen displays.</li> </ol>
Modify and re-run	<ol style="list-style-type: none"> <li>a. Edit the following report settings, if available and desired:                             <ul style="list-style-type: none"> <li>▪ <b>Report Options</b></li> <li>▪ <b>Selected Columns</b></li> <li>▪ <b>Column Sort</b></li> <li>▪ <b>Filters</b></li> <li>▪ <b>Output Format</b></li> <li>▪ <b>Summary Grouping</b></li> <li>▪ <b>Template settings</b></li> <li>▪ <b>Scheduling and Expiration settings</b></li> </ul> </li> <li>b. Click <b>Submit Report</b>. The report generates and the Completed Report screen displays.</li> </ol>

### Data Used in Reports

You can include up to 64 data fields in a report. Not all of the following data shown may apply to your organization or to your assigned user role. Only the data that applies will display in the **Available** Columns.

#### Notes:

- This data is subject to change on a release-by-release basis.
- Each Allocation segment name set up for your organization during implementation is denoted as GL:<segment name>, where the colon indicates a variable follows and segment name is the name of one of the Allocation segments.
- To explain the **Type and Length** column below, for example in Card Spend, the **decimal value of 19,2 max: 20** means that the field accepts a total of 19 digits (17 to the left of the decimal and 2 digits to the right). Including the decimal, the maximum field length is 20.

### Data Used in Spend Reports

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
<b>Allocation</b>			
Card Spend	Of the amount allocated, the amount purchased via account	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
GL is Authorized	Indicator that the GL (allocation) codes entered in the allocation are authorized for allocation by the user	bit max: 1	Y N
GL is Complete	Indicator that all required Allocation segments in the allocation contain code values	bit max: 1	Y N
GL is Valid	Indicator that the value in each Allocation segment of the allocation is valid for the segment	bit max: 1	Y N
GL: <segment name>	Value entered in one of the GL segments of the allocation.  Typically, a combination of multiple segment values (for example, combination code) that determines the sector of the General Ledger to which the transaction is allocated for payment.	varchar max: 64	
GL: <segment name> Desc.	Description of a GL segment value in the allocation	varchar max: 50	
Item Description	Description of one line item allocated	varchar max: 4096	
Item Exp Cat Comment	Comments entered in the allocation by the Accountholder about the expense category for the line item	varchar max: 1024	
Item Allocation Combination	A combination of Allocation segment values that define a sector of the General Ledger to which one item is allocated	varchar max: 860	
Item Number	Number associated with one line item in the allocation		
Item Price	Price of a line item in the allocation	decimal 19,2 max: 20	
Item Tax	Tax applied to a line item in the allocation	decimal 19,2 max: 20	
Item Total	Total amount of a line item in the allocation (including tax)	decimal 19,2 max: 20	
Noncard Spend	Amount of the transaction paid with cash	decimal 19,2 max: 20	
<b>Card</b>			
Account Number	Full 16-digit number that identifies the card account (licensed availability only viewable in Excel or CSV format)	varchar max: 16	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Accounting Code	A code used by some accounting depts Also referred to as the Master Accounting Code (MAC)	varchar max: 75	
Advice Address	Email address or fax number to which the remittance advice is sent	varchar max: 250	
Advice Type	Type of address (email or fax) to which the remittance advice is sent	varchar max: 10	EMAIL FAX
Card Address Modify Date	Date the card address was last modified	date mm/dd/yyyy	
Card Create Date	Date the card was created in the application	date mm/dd/yyyy	
Card Deactivation Date	Date the account is purged from the bank's card processor (Total Systems)	date mm/dd/yyyy	
Card Delete Date	Date the account is closed in Works	date mm/dd/yyyy	
Card Expire Date	The expiration date of the card (licensed availability only viewable in Excel or CSV format)	date mm/dd/yyyy	
Card is Chip and PIN	Indicator that the card is Chip and PIN	varchar max: 3	Yes No
Card is Exact Amt Enabled	Indicates whether an Administrator can create an Exact Authorization Override record on the card account.	varchar max: 3	Yes No
Card Last Used	Date the card was last used	date mm/dd/yyyy	
Card Modify Date	Date of the last modification to the card	date mm/dd/yyyy	
Card Nickname	For purchasing cards, this is a name given the card that distinguishes one of multiple cards issued.  For vendor cards, this is a unique identifier from your A/P system that identifies the vendor dedicated card.	varchar max: 50	
Card Open Date	Date on which the card account was opened at the bank	date mm/dd/yyyy	
Cash Limit	Maximum amount of cash that can be obtained with a card assigned to the card profile	decimal 19,2 max: 20	
Company Liability	Indicator that the card is on a program with company liability	bit max: 1	Y N
Company Paid	Indicator that the card is on a company-paid program	bit max: 1	Y N
Corporate Card	Indicator that the card is a corporate card	bit max: 1	Y N

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Credit Limit	Maximum amount of credit extended per billing cycle to a card assigned to the card profile	decimal 19,2 max: 20	
Embossed Line 1	For purchasing cards, this is the name of the user embossed on the first line of the physical card.  For vendor cards, this is the vendor name associated with the vendor-dedicated ghost card.	varchar max: 50	
Embossed Line 2	For purchasing cards, this is the name of the corporate account associated with the card. The name is embossed on the second line of the card.  For vendor cards, this is typically the name of the organization who is liable for vendor payments on the vendor-dedicated card.  Typically the vendor-dedicated card is a ghost card.	varchar max: 50	
Employee ID	Code used by some accounting departments to identify the Accountholder	varchar max: 20	
Last 4 digits	Last four digits of the card account number	varchar max: 4	
Plastic Type	Description of the plastic type (for example, logo design) applied to the card	varchar max: 128	
Secondary Email Addr	Email address of the Secondary Accountholder	varchar max: 2000	
Status	Active or inactive status of a card. Inactive includes whether the card is lost/stolen or closed. (Licensed limited availability)	varchar max: 15	Active Lost/Stolen Closed
<b>Card Profile</b>			
Card Profile Name	Name assigned to the spend control profile	varchar max: 64	
Profile Create Date	Date the card profile was created in the application	date mm/dd/yyyy	
Profile Delete Date	Date the card profile was deleted from the application	date mm/dd/yyyy	
Profile Modify Date	Date of the last modification to the card profile	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Profile Type	Type of control the application has on a card assigned to the card profile	varchar max: 15	Managed Unmanaged Semi-managed
Single Txn Limit	Maximum amount that can be obtained per single transaction with a card assigned to the card profile	decimal 19,2 max: 20	
<b>Card Statement</b>			
Stmnt. Previous Balance	Previous balance shown on the statement	decimal 19,2 max: 20	
<b>Card Status</b>			
Current Balance	Current balance due on the card	decimal 19,2 max: 20	
<b>Accountholder</b>			
CH Active	Indication of whether the Accountholder has an active card	varchar max: 5	True False
CH Address 1	First line of the Accountholder's address, which can include street, state, phone, and ZIP	varchar max: 50	
CH Address 2	Second line of the Accountholder's address which can include street, state, phone, and ZIP	varchar max: 50	
CH City	City identified in the Accountholder's address	varchar max: 50	
CH Country	Country identified in the Accountholder's address	varchar max: 50	
CH Create Date	Date the Accountholder was added to the application	date mm/dd/yyyy	
CH Delete Date	Date the Accountholder was deleted from the application	date mm/dd/yyyy	
CH Email	Accountholder's email address	varchar max: 100	
CH First Name	Accountholder's first name	varchar max: 30	
CH Last Name	Accountholder's last name	varchar max: 30	
CH Login	The text the Accountholder entered into the Username field during application login	varchar max: 50	
CH Middle Name	Accountholder's middle name or initial	varchar max: 30	
CH Modify Name	Date one of the Accountholder's attributes was last modified	date mm/dd/yyyy	
CH Payee ID	Name or code that identifies the Accountholder as a payee	varchar max: 512	
CH Phone 1	Accountholder's primary phone number	integer	



## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
CH Phone 2	Accountholder's secondary phone number	integer	
CH State	State identified in the Accountholder's address	varchar max: 30	
CH Full Name	Name of the Accountholder	varchar max: 100	
CH ZIP	Accountholder's ZIP code	integer	
<b>Accountholder Group</b>			
Grp Create Date	Date the group was created in the application	date mm/dd/yyyy	
Grp Delete Date	Date the group was deleted from the application	date mm/dd/yyyy	
Grp Full Name	The full hierarchal name beginning with the name of the parent group at the top of the organization's hierarchy down to the Accountholder's group.	string (CSV) max: 1300	
Grp Group Name	The parent group and Accountholder's group	varchar max: 100	
Grp Modify Date	The date of the last modification to group attributes	date mm/dd/yyyy	
Grp Owner Email	Group owner's email address	varchar max: 100	
Grp Owner First Name	Group owner's first name	varchar max: 30	
Grp Owner Login	The text the Group Owner entered into the Username field during application login	varchar max: 50	
Grp Owner Mid Name	Middle name or initial of the group owner	varchar max: 1	
Grp Owner Full Name	Full name of the user who is the Group Owner	varchar max: 100	
<b>Company Supplier</b>			
1099 reporting	Indicator that the supplier is flagged for 1099 tax reporting	bit max: 1	Y N
8A	Indicator that the Supplier has an 8A business classification	bit max: 1	Y N
Comp Supp City	City where the supplier's business is located	varchar max: 50	
Comp Supp Country	Country where the supplier's business is located	varchar max: 60	
Comp Supp ID	Supplier's external ID	varchar max: 128	
Comp Supp MCC	Merchant Category Code for the supplier	integer max 4	
Comp Supp Name	Name of the supplier	varchar max: 128	
Comp Supp Phone	Primary phone number for the supplier	varchar max: 30	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Comp Supp Preferred	Indicator that the supplier has a preferred status	varchar max: 1	Y N
Comp Supp State	State where the supplier's business is located	varchar max: 30	
Comp Supp Street 1	First line of the supplier's address	varchar max: 100	
Comp Supp Street 2	Second line of the supplier's address	varchar max: 50	
Comp Supp Street 3	Third line of the supplier's address	varchar max: 50	
Comp Supp ZIP	ZIP code of the supplier	varchar max: 20	
DBA Name	(Doing Business As) The supplier's registered name	varchar max: 64	
DUNS	Unique nine-digit number used on governmental contracts (Data Universal Numbering System)	varchar max: 64	
Disabled Vet	Indicator that the supplier is owned by a disabled veteran	bit max: 1	Y N
Employee Count	Number of employees employed by the supplier	integer	
HUB Zone	Indicator that the supplier has a status of a Historically Under utilized Business	bit	max: 1 Y N
Incorporation Status	Description of the supplier's incorporation status	varchar max: 25	Individual Partnership S/C Corporation Medical/Legal Association/Estate/Trust Tax-Exempt Government International LLC
Incorporation Status Code	Code for the supplier's incorporation status 1=Individual, 2=Partnership, 3=S/C Corporation, 4=Medical/Legal, 5=Association/Estate/Trust, 6=Tax-Exempt, 7=Government, 8=International, 9=LLC	integer	1-9

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Minority code	Code indicating the ethnic status of the supplier's business W=White, AF=Afro American, H=Hispanic A=Asian American, NA=Native American, T=Other	varchar max: 2	W AF H A NA OT
Minority Desc	Description of the supplier's minority status	varchar max: 25	White Afro-American Hispanic Asian American Native American Other
SBA	Indicator that the Supplier is registered with the Small Business Association	bit max: 1	Y N
Sales Volume	Sales volume of the supplier	decimal 19,2 max: 20	
Small Disadvantaged	Indicator that the supplier has a status of a small disadvantaged business	bit max: 1	
Sole Prop Name	Supplier's sole proprietor name	varchar max: 64	
Tax ID	Sales tax ID of the supplier	varchar max: 64	
Vet	Indicator that the supplier's business is owned by a veteran	bit max: 1	Y N
Vietnam-Vet	Indicator that the supplier's business is owned by a Vietnam veteran	bit max: 1	Y N
Women-owned	Indicator that the supplier's business is owned by women	bit max: 1	Y N
<b>Dispute Information</b>			
Dispute Amount	Debited amount disputed (may be a portion of a transaction)	decimal 19,2 max: 20	
Dispute Credit Issued	Credited amount disputed	decimal 19,2 max: 20	
Dispute Opened Date	Date the dispute was opened at the bank	date mm/dd/yyyy	
Dispute Resolve Status	Indication of whether the dispute is currently resolved	varchar max: 12	Resolved Not Resolved
Dispute Settled Date	Date the dispute was resolved at the bank	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Dispute Resolve Status	Indicator of whether the bank resolved the dispute in the customer's favor or the issuer's favor.	varchar max: 150	Resolved in customer's favor Resolved in issuer's favor
<b>Dispute Submission</b>			
Dispute Cancel Date	Date that the user cancelled the dispute	date mm/dd/yyyy	
Dispute Comments	Comments about the dispute	varchar max: 400	
Dispute Created Date	Date the dispute was created in the application	date mm/dd/yyyy	
Dispute Dlvry Date	Delivery date of the merchandise or service being disputed	date mm/dd/yyyy	
Dispute Hotel Cancel Date	Date of the hotel cancellation being disputed	date mm/dd/yyyy	
Dispute Hotel Cancel Number	Cancellation number associated with the hotel cancellation being disputed	varchar max: 20	
Dispute Hotel Cancel Reason	Reason for disputing hotel cancellation: Examples: Was not given cancellation number, Was not informed of the no show policy	varchar max: 150	
Dispute Mult Chg Date	Date on which multiple charges were billed	date mm/dd/yyyy	
Dispute Num Charges	Number of recurring charges billed after the cancellation of the merchandise or service	integer	
Dispute Phone	Phone number of merchant involved in the dispute	varchar max: 30	
Dispute Return Reason	Date on which the merchandise was returned	date mm/dd/yyyy	
Dispute Sub Actual Amt	Actual amount disputed if less than the total charged	decimal 19,2 max: 20	
Dispute Sub Amt	Amount disputed if disputing total amount charged	decimal 19,2 max: 20	
Dispute Sub Billed Amt	Amount billed by the merchant	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Dispute Sub Reason	Reason for submitting the dispute	varchar max: 32	Unauthorized transaction Merchandise/Service not received Defective or wrong merchandise Recurring charges after cancellation Recurring charges already paid by other means Credit appears as charge Credit for merchant not received Hotel reservations cancelled Double/Multiple charges Do not recall transaction Other, above do not apply
Exp Cat Create Date	Date an expense category was created in the application	date mm/dd/yyyy	
Exp Cat Delete Date	Date an expense category was deleted from the application	date mm/dd/yyyy	
Exp Cat Description	Description given to the expense category when the category was created	varchar max: 1024	
Exp Cat Modify Date	Date of last modification made to the expense category	date mm/dd/yyyy	
Exp Cat Name	Name of an expense category	varchar max: 50	
<b>Expense Folder</b>			
Expense Folder Create Date	Date the expense folder was created in the application.	date mm/dd/yyyy	
Expense Folder Name	Name of a folder that bundles related transactions together.	varchar max: 50	
Exp Folder Receipts Faxed	Indicator of whether faxed receipt images have been received and attached to an expense report/folder.	varcharmax: 3	Yes No
Exp Folder Receipts Uploaded	Indicator of whether receipt images have been uploaded to an expense report/folder.	varcharmax: 3	Yes No
<b>Export Batch</b>			
Batch Date	Date of the export batch	date mm/dd/yyyy	
Batch Locked	Indicator of whether a batch has been locked from further financial modifications	bit max 3	Y N

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Batch Name	Name applied to the export batch file  The batch file contains the data from multiple transactions in a file format compatible for export to third-party software.	varchar max: 255	
<b>Original Transaction</b>			
Air Computer Reservation System	Indication that the reservation was made using a Computer Reservation System  S= yes, blank field=no	varchar max: 1	S  blank
Air Currency code	Type of currency used for ticket payment  Example: EUR=Euro	varchar max: 3	
Air Customer Code	Code issued to a Accountholder by the organization for accounting and reconciliation purposes  The Accountholder provides this number to the travel related business at the time of the reservation or transaction, and it is captured by the central reservation system.  Also known as travel authorization number, or air travel obligation number.	varchar max: 25	
Air Electronic Ticket Indicator	Indicator that the ticket was issued as an electronic ticket	varchar max: 1	Y  N
Air Endorse/Restrict Summary	Summary of restrictions applied to the ticket	varchar max: 64	
Air Exchange Ticket Amount	Amount of the electronic ticket	decimal 19,2 max: 20	
Air Exchange Ticket Number	Unique number that identifies the electronic ticket	varchar max: 14	
Air Fee	Fees associated with the transaction	decimal 19,2 max: 20	
Air Internet Indicator	Indicator that the ticket was purchased via the internet  1=yes, 0= no, blank=no	varchar max: 1	1  0  blank
Air Local Tax Amount	Local tax applied to the air travel	decimal 19,2 max: 20	
Air Local Tax Indicator	Indicator that local tax has been applied	varchar max: 1	Y  N
Air National Tax Amount	National tax applied to the air travel	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Air Number of legs	Number of legs in the air travel trip	integer	
Air Orig Departure Date	Original departure date and time of air travel if travel dates were changed	date/time max: 23	
Air Passenger	Name of air passenger	varchar max: 64	
Air Passenger Specific Data	Passenger-specific air travel needs such as assistance needed, special diet requested	varchar max: 50	
Air Restricted Ticket Indicator	Indicator that the air ticket is restricted	bit max 1	Y N
Air Summary Future Ref. 1	Optional place holder for future data relating to summary of air travel	varchar max: 64	
Air Summary Future Ref. 2	Optional place holder for future data relating to summary of air travel	varchar max: 64	
Air Summary Future Ref. 3	Optional place holder for future data relating to summary of air travel	varchar max: 64	
Air Summary Future Ref. 4	Optional place holder for future data relating to summary of air travel	varchar max: 64	
Air TCN Passenger Name	Name of the passenger in the data collected via the Transaction Control Number (TCN)	varchar max: 64	
Air Tax	Amount of tax applied to air travel	decimal 19,2 max: 20	
Air Ticket Issue Date	Date the air ticket was issued	date mm/dd/yyyy	
Air Ticket Number	Ticket number of air travel	varchar max: 64	
Air Total	Total amount charged for air travel	decimal 19,2 max: 20	
Air Travel Agent	Name of agent that arranged the air travel	varchar max: 64	
Air Travel Obligation Number	Code issued to a Accountholder by the organization for accounting and reconciliation purposes.  The Accountholder provides this number to the travel related business at the time of the reservation or transaction, and it is captured by the central reservation system.  Also known as travel authorization number or air customer code	varchar max: 13	
Auth Code	Transaction's authorization code	varchar max: 6	
Bank Number	Number that identifies the bank	integer	
CRI	Customer Reference Identifier code for the transaction	integer	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Car Class	Class of automobile rented Example: compact	varchar max: 64	
Car Corporate ID	Code or name used by the automobile rental to identify a corporate client	varchar max: 16	
Car Extra Charges	Charges beyond the basic rental charges	decimal 19,2 max: 20	
Car For Future Reference 1	Optional place holder for future data relating to car rental	varchar max: 26	
Car For Future Reference 2	Optional place holder for future data relating to car rental	varchar max: 26	
Car For Future Reference 3	Optional place holder for future data relating to car rental	varchar max: 26	
Car For Future Reference 4	Optional place holder for future data relating to car rental	varchar max: 26	
Car Fuel Charges	Amount of fuel charges applied to the car rental	decimal 19,2 max: 20	
Car Insurance Charges	Amount of Insurance charges applied to the car rental	decimal 19,2 max: 20	
Car Late Return Charges	Amount of charges applied to the car rental due to a late return of the car	decimal 19,2 max: 20	
Car Local Tax Amount	Amount of local tax applied to the car rental	decimal 19,2 max: 20	
Car Local Tax Indicator	Indicator that local tax was applied to the car rental	varchar max: 1	Y N
Car Mileage Charges	Amount of mileage charges applied to the car rental	decimal 19,2 max: 20	
Car No Show Indicator	Indicator that the party did not show for the car rental	bit max: 1	YN
Car One-way Charges	Amount of charges applied to a one-way car rental	decimal 19,2 max: 20	
Car Other Charges	Amount of additional charges applied to the car rental	decimal 19,2 max: 20	
Car Phone Charges	Amount of phone charges applied to the car rental	decimal 19,2 max: 20	
Car Pickup Date	Date the rental automobile was picked up from the rental company	date mm/dd/yyyy	
Car Purchase ID	Description of the ID presented with the purchase of the rental	varchar max: 64	



## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Car Rate	Daily or weekly rate applied to the automobile rental	decimal 19,2 max: 20	
Car Regular Mileage Charges	Amount charged for regular mileage on the rental	decimal 19,2 max: 20	
Car Renter's name	Name of person who rented the car	varchar max: 40	
Car Return Date	Date the rented automobile was returned to the rental company	date mm/dd/yyyy	
Car Returned To	Location of the rental company to which the rented automobile was returned	varchar max: 64	
Car Total Tax	Total tax applied to the car rental	decimal 19,2 max: 20	
Has Air Detail	Indicator that air travel details are available for the transaction	bit max: 1	Y N
Has Car Detail	Indicator that air travel details are available for the transaction	bit max: 1	Y N
Has Hotel Detail	Indicator that purchase details are available for the transaction	bit max: 1	Y N
Has Purchase Detail	Indicator that purchase details are available for the transaction	bit max: 1	Y N
Has Shipping Detail	Indicator that temporary service details are available for the transaction	bit max: 1	Y N
Has Suspicious Auth	Indicator that the transaction was reported to the application with no authorization code (zeros) or with the wrong number of digits	decimal 19,2 max: 20	Y N
Has Suspicious Auth	Indicator that the transaction was reported to the application with no authorization code (zeros) or with the wrong number of digits	bit max: 1	Y N
Has TmpSvcDetail	Indicator that temporary service details are available for the transaction	bit max: 1	Y N
Hotel Business Ctr Total	Amount charged for use of Business Center services in the hotel	decimal 19,2 max: 20	
Hotel Cash Advance Total	Amount charged for cash advance service in the hotel	decimal 19,2 max: 20	
Hotel Checkin Date	Date of hotel check in	date mm/dd/yyyy	
Hotel Checkout Date	Date of hotel checkout	date mm/dd/yyyy	
Hotel Extra Charge Total	Amount of extra charges applied to the hotel bill	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Hotel Food/Beverage Total	Total amount of food and beverage charges applied to the hotel bill	decimal 19,2 max: 20	
Hotel for Future Reference 1	Optional placeholder for future hotel data	varchar max 26	
Hotel for Future Reference 2	Optional placeholder for future hotel data	varchar max 26	
Hotel for Future Reference 3	Optional placeholder for future hotel data	varchar max 26	
Hotel for Future Reference 4	Optional placeholder for future hotel data	varchar max 26	
Hotel Giftshop Total	Total amount of charges from the hotel gift shop	decimal 19,2 max: 20	
Hotel Health Club Total	Total amount of charges from the hotel health club	decimal 19,2 max: 20	
Hotel Laundry Total	Total amount of charges from the hotel laundry service	decimal 19,2 max: 20	
Hotel Local Tax Amount	Amount of local tax applied to the hotel transaction	decimal 19,2 max: 20	
Hotel Local Tax Indicator	Indicator that local tax was applied to the hotel transaction	bit max: 1	Y N
Hotel Movie Total	Total amount charged for hotel movie rentals	decimal 19,2 max: 20	
Hotel Nights	Number of nights spent at a hotel	integer	
Hotel No Show Indicator	Indicator that the party did not show for lodging bit	bit max: 1	Y N
Hotel Other Charges Total	Total amount of other charges applied to the hotel bill	decimal 19,2 max: 20	
Hotel Total Non-Room Amount	Total amount of the hotel bill that was non-room related	decimal 19,2 max: 20	
Hotel Valet/Parking Total	Total charges for hotel valet/parking services	decimal 19,2 max: 20	
MCC	Merchant Category Code (identifies the vendor/merchant's category of business)	integer max: 4	
Original Amt	Amount of the transaction before dividing	decimal 19,2 max: 20	
Original Crd Amt	Amount of a credit transaction (before dividing) This amount will be expressed in the card's native currency as a positive number. If no credit amount exists, it will be expressed as \$0.00.	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Original Dbt Amt	Amount of a debit transaction (before dividing). This amount will be expressed in the card's native currency as a positive number. If no debit amount exists, it will be expressed as \$0.00.	decimal 19,2 max: 20	
Original Pmt Amt	Amount of a payment (before dividing) This amount will be expressed in the card's native currency as a positive number. If no payment amount exists, it will be expressed as \$0.00.	decimal 19,2 max: 20	
Original Purch Date	Date of the purchase	date mm/dd/yyyy	
PID	Purchase Identifier Data available on POS terminals for passing vendor or customerspecific level 3 data	varchar max: 50	
Purchase Commodity Code	Code identifying the type of purchase (Level 3 data)	varchar max: 4	
Purchase Destination Country Code	Country code identifying the destination of the product purchased	varchar max: 5	
Purchase Destination Postal Code	Postal code identifying the destination of the product purchased	varchar max: 14	
Purchase Discount Amount	Discount applied to the purchase	decimal 19,2 max: 20	
Purchase Discount Amount	Discount applied to the purchase	decimal 19,2 max: 20	
Purchase Duty Amount	Duty paid on the purchase	decimal 19,2 max: 20	
Purchase ID	Number assigned by the vendor to the transaction	varchar max: 25	
Purchase Origin Country Code	Country code where the purchase was made	varchar max: 5	
Purchase Origin Postal Code	ZIP code where the purchase was made	varchar max: 14	
Purchase Shipping Amount	Amount paid for shipping the purchase	decimal 19,2 max: 20	
Purchase Tax Amount	Tax applied to the purchase	decimal 19,2 max: 20	
Purchase Unique Invoice Number	Unique Invoice number applied to the purchase by the vendor (Level 3 data)	varchar max: 15	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Terminal Entry Code	Code that indicates whether the card was present at the transaction	char max: 2	00=Card Not Present 01=Card Not Present 02=Card Present 03=Card Present 04=Card Present 05=Card Present 06=Card Present 07=Card Present 08=Card Present 81=Card Present 82=Card Not Present 90=Card Present 91=Card Present 92=Card Not Present 93=Card Not Present 94=Card Present 95=Card Present
Vendor City	City in which the vendor's business resides	varchar max: 20	
Vendor Country	County in which the vendor's business resided	varchar max: 3	
Vendor ID	A name or code that identifies the vendor on the transaction	varchar max: 26	
Vendor State	State in which the vendor's business resides	varchar max: 8	
Vendor ZIP	ZIP code in which the vendor's business resides	varchar max: 12	
<b>Card Program (Billing Account)</b>			
Company Number	Code that identifies a company branch or division associated with the billing account	varchar max: 10	
Program Account Exp	Expiration date of a credit card associated with the billing account	varchar max: 07	
Program Account Number	Full 16-digit number that identifies the billing account 9 (limited authorized availability)	varchar max: 16	
Program Card Name	Company-configured nickname for a billing account	varchar max:	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Program Create Date	Date the billing account was created in the application	date mm/dd/yyyy	
Program Credit Limit	Credit limit associated with the billing account	decimal 19,2 max: 20	
Program Last 4 Digits	Last four digits of the billing account number	integer	
Program Modify Date	Date on which the last modification was made to the billing account attributes	date mm/dd/yyyy	
<b>Request</b>			
Req Amount	Amount of the purchase request attached to the transaction	decimal 19,2 max: 20	
Req Approval Date	Date the purchase request was approved	mm/dd/yyyy	
Req Close Date	Date the purchase request was closed	date mm/dd/yyyy	
Req Date	Date the purchase request was submitted	date mm/dd/yyyy	
Req Justification	Name of the user assigned to the purchase request	varchar max: 1024	
Req Name	Name of the user assigned to the purchase request	varchar max: 50	
Req Number	Number applied to the request by the application	varchar max:	
Req PO Number	Purchase order number associated with the purchase request	varchar max: 50	
Req Payment Type	Type of payment indicated on the purchase request	varchar max: 50	<ul style="list-style-type: none"> <li>- Managed Card</li> <li>- Semi-managed card</li> <li>- Unmanaged card</li> <li>- Company Credit Card</li> <li>- Company Paid</li> <li>- Check Request</li> <li>- Other</li> <li>- Employee</li> <li>- Reimbursement</li> <li>- Cash</li> <li>- Terms</li> <li>- Unspecified</li> </ul>
Req Status	Status of the purchase request such as open or closed	varchar max: 50	<ul style="list-style-type: none"> <li>- Open</li> <li>- Closed</li> </ul>
Requester Full Name	Full name of the user who submitted the purchase request	varchar max: 50	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Request Closer Active	The request closer's active status		
Request Closer Email	The request closer's email		
Request Closer First Name	The request closer's first name		
Request Closer Full Name	The request closer's full name		
Request Closer Last Name	The request closer's last name		
Request Closer Login	The request closer's Login		
Request Closer Middle Name	The request closer's middle name		
Request Closer Payee ID	The request closer's Payee ID		
<b>Transaction</b>			
Acct Signoff Date	Date of Accountant sign off	date mm/dd/yyyy	
Acct Signoff User Name	Name of the user who performed Accountant signoff	varchar max: 100	
Allocated Amount	Summed amount of the transaction's allocation lines	decimal 19,2 max: 20	
Amount	The amount of the transaction as recorded by the bank	decimal 19,2 max: 20	
Barcode Idx	Plain text describing the data represented in the barcode	varchar max: 32	
Barcode Img	The barcode stamp on the transaction (actual value depends on the barcode scheme used)	image	
CH signoff Date	Date of the Accountholder sign off	date mm/dd/yyyy	
CH Signoff Full Name	Name of the user who performed the Accountholder sign off	varchar max: 100	
Card Spend	Total card spend for the transaction	decimal 19,2 max: 20	
Comments	Comments entered into the details of the transaction by the Accountholder, Approver, or acct.	varchar max: 1024	
Company Name	Name of the company liable for the transaction	varchar max: 100	
Credit	Amount of the transaction when the transaction represents a credit	decimal 19,2 max: 20	
Cust Code	Control ID code for travel-related transactions	varchar max: 50	
Debit	Amount of the transaction, when the transaction represents a debit/purchase	decimal 19,2 max: 20	
Dispute Sbmt Amt	Amount submitted as disputed by the Accountholder	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Divided	Indicator of whether the transaction has been divided	bit max 1	Y N
Flag Date	Date that a transaction was flagged within the application	date mm/dd/yyyy	
Flagged By User Full Name	Name of the user who flagged the transaction	varchar max: 100	
GL Combination Rollup	A combination of segments with identical values repeated on multiple lines of the transaction's allocation	varchar 860	
GL Rollup is Authorized	Indicator that a GL Combination Rollup is authorized for allocation by the user	bit max 1	Y N
GL Rollup is Complete	Indicator that all required segments of a GL Combination Rollup contain values	bit max 1	Y N
GL Rollup is Valid	Indicator that all required segments of a GL Combination Rollup contain valid values	bit max 1	Y N
GL: <segment name> Rollup	Name of a GL segment repeated on another line of the transactions' allocation	varchar max: 64	
GL: <segment name> Rollup Desc	Description of a GL segment repeated on another line of the transaction's allocation	varchar max: 64	
MCC Description	Merchant Category Code description of the goods or services associated with the transaction	varchar max: 150	
MCC Restricted	Indication that the Merchant Category Code associated with the transaction is restricted	bit max: 1	Y N
Mgr Signoff Date	Date on which the Approver signed off the transaction	date mm/dd/yyyy	
Mgr Signoff User Name	Name of the user who was the Approver that signed off the transaction	varchar max: 100	
Pay Type Name	The payment type	varchar max: 50	- Purchase - Cash advance - Misc credit - Misc debit - Memo - Purchase - Reimbursement - Payment

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Payee Name	Name of the company or individual who received payment for the transaction	varchar max: 50	
Payment Amount	Amount of the transaction when the transaction represents a payment.	decimal 19,2 max: 20	
Personal	Indicator set by the Accountholder that the transaction is a personal purchase	bit max: 1	
Post date	Date the transaction was posted to the application	date mm/dd/yyyy	
Purchase Order Date	Date the purchase was made (Level 3 data)	date mm/dd/yyyy	
Receipt Comment	Comment about the receipt status entered into the details of the transaction	varchar max: 1024	
Receipt Status	Indicator that a receipt is available for the transaction	bit max: 1	
Reference	User-editable reference field on transactions and reimbursements	varchar max: 50	
Reimb Amount	Amount of the transaction when the transaction represents a reimbursement	decimal 19,2 max: 20	
Source Amount	Amount of the original transaction (undivided) in its original source currency	decimal 19,2 max: 20	
Source Currency	Type of foreign currency Example: DOL=dollar, EUR=euro	varchar max: 3	
Sweep Date	Date that an Accountant swept (pulled the transaction into the Accountant's queue) before the transaction received required signoffs by Accountholder and/or Approver	date mm/dd/yyyy	
Swept By User Full Name	Name of the Accountant that performed the sweep	varchar max: 100	
Tax Code	Identifier of the type of tax applied to the transaction N=Non-taxable, S=Sales tax paid, U=Subject to use tax	char: max: 1	N S U
Tax Owed	Tax on the transaction not yet paid	decimal 19,2 max: 20	
Tax Status	Status of whether the transaction is taxable varchar	varchar max: 16	Sales tax paid Subject to use tax Non-taxable



## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Taxable Amount	Amount of the transaction that is taxable	decimal 19,2 max: 20	
Total Item Price	Total price of all items listed on a transaction excluding taxable amount	decimal 19,2 max: 20	
Total Item Tax	Total tax for all items listed on a transaction	decimal 19,2 max: 20	
Transaction Status	Indication of the status of the transaction in the workflow of the application	varchar max: 16	- Awaiting Signoff - Ready to Batch - Batched - Requiring Review
Txn Number	The transaction number assigned by the application (Always begins with TXN)	varchar max: 50	
Txn Payee ID	Code for the company or individual who received payment in the transaction (for reimbursements only)	varchar max: 50	
Txn/Reim Receipts Uploaded	Indicator of whether receipt images have been received for a transaction or reimbursement	varcharmax: 3	Yes No
Type	Transaction type: P=Purchase, C=Cash advance, D=Misc debit, M=Memo, P=Purchase, R=Reimbursement	char max 1	P C
Vendor Name	Name of the vendor in the transaction	varchar max: 50	
<b>Transaction Detail</b>			
Air Arrival Date	Arrival date of flight	date mm/dd/yyyy	
Air Arrival Time	Arrival time of flight Time is expressed for a 12 hr clock  Examples: 9:45 PM, 11:35 AM	time hr:mm	
Air Carrier Code	Code that identifies the air carrier  Example: AA=American Airlines	varchar max: 4	
Air Conjunction Ticket Number	Number on a ticket used in conjunction with another ticket	varchar max: 64	
Air Coupon Number	Number on a coupon used in conjunction with the flight	varchar max: 64	
Air Coupon Number	Number on a coupon used in conjunction with the flight	varchar max: 5	
Air Departure Code	Code for the airport of departure  Example: AUS=Austin	varchar max: 5	
Air Departure Date	Departure date of flight	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Air Departure Time	Departure time of the flight is expressed for a 12 hr clock Examples: 9:45 PM, 11:35 AM	time hr:mm	
Air Destination Code	Code of the destination airport Example: PDX= Portland	varchar max: 5	
Air domestic/International	Indication of whether the flight is a domestic or international flight	varchar max: 64	
Air Endorsement/Restrictions	Description of air travel restriction Example: non-refundable	varchar max: 20	
Air Fare Basis	Name of the fare basis Examples: First Class, Business Class, Coach	varchar max: 16	
Air Leg	Number that identifies the leg of the air travel	integer max: 1	
Air Leg Future Reference 1	Optional placeholder for future data relating to the leg of travel	varchar max: 64	
Air Leg Future Reference 2	Optional placeholder for future data relating to the leg of travel	varchar max: 64	
Air Leg Future Reference 3	Optional placeholder for future data relating to the leg of travel	varchar max: 64	
Air Leg Future Reference 4	Optional placeholder for future data relating to the leg of travel	varchar max: 64	
Air Number of Legs	Number indicating the total number of legs included in the travel	integer	
Air Origin Code	Code identifying the airport where the air travel originated Example: AUS=Austin	varchar max: 5	
Air Refnum	Air carrier reference number	varchar max: 6	
Air Service Class	Code that indicates the class of travel Examples: F=First Class, Y=Coach full price, no restrictions, L or K=Coach discounted with restrictions, T= Seasonal or promotional price	varchar max: 2	
Air Stopover Code	Code that indicates whether a stopover occurred in the travel S=stopover, 0=no stopover	varchar max:1	S 0

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Card Transaction Tax Amount - Sales Tax/PST/QST	Canadian tax-specific data that may include Sales Tax, PST, or QST. <ul style="list-style-type: none"> <li>• (PST) Provincial Sales Tax - A Canadian Tax levied by individual provinces.</li> <li>• (QST) Provincial Sales Tax levied in Quebec.</li> </ul>	varchar max: 64	
Card Transaction Tax2 Amount - GST/HST	Canadian tax-specific data that may include GST or HST. <ul style="list-style-type: none"> <li>(GST) Goods and Services Tax - A Canadian Tax levied by the National Government.</li> <li>(HST) Harmonized Sales Tax - A single Canadian tax combination of (GST) and (PST) that some provinces impose rather than separately impose PST and GST.</li> </ul>	varchar max: 64	
Detail Amount	Amount of the transaction displayed in the transaction details	decimal 19,2 max: 20	
Detail Description	Description of the transaction displayed in the transaction details of the application	varchar max: 64	
Detail Type	Code for the type of details reported to the card processor about the transaction: <ul style="list-style-type: none"> <li>A=Passenger Leg</li> <li>E=Temporary Services</li> <li>F=Fees</li> <li>H=Shipping Services</li> <li>I=Info</li> <li>L=Line Item</li> <li>N=Hotel Detail</li> <li>S=Shipping</li> <li>T=Tax</li> <li>U=Purchasing Detail</li> </ul>	varchar max: 1	A E F H I L N S T U
Hotel Business Center Charges	Charges for using the hotel's business center	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Hotel Daily Room Rate	Daily room rate of the hotel	decimal 19,2 max: 20	
Hotel Date of Charge	Date of the room charge	date mm/dd/yyyy	
Hotel Detail Future Ref 1	Optional placeholder for data relating to the details of the hotel transaction	varchar max: 64	
Hotel Detail Future Ref 1	Optional placeholder for data relating to the details of the hotel transaction	varchar max: 64	
Hotel Detail Future Ref 1	Optional placeholder for data relating to the details of the hotel transaction	varchar max: 64	
Hotel Detail Future Ref 1	Optional placeholder for data relating to the details of the hotel transaction	varchar max: 64	
Hotel Discount Rate	Discounted room rate	decimal 19,2 max: 20	
Hotel Folio Cash Advances	Amount of cash advance obtained from the hotel	decimal 19,2 max: 20	
Hotel food/Beverage Charges	Amount of food and beverages purchases charged to the hotel	decimal 19,2 max: 20	
Hotel Gift Shop Charges	Amount of gift shop purchases charged to the hotel	decimal 19,2 max: 20	
Hotel Health Club Charges	Amount of health club fees charged to the hotel	decimal 19,2 max: 20	
Hotel Laundry Charges	Amount of laundry fees charged to the hotel	decimal 19,2 max: 20	
Hotel Minibar Charges	Amount of minibar purchases charged to the hotel	decimal 19,2 max: 20	
Hotel Movie Charges	Amount of movie rentals charged to the hotel	decimal 19,2 max: 20	
Hotel Other Charge Code	Code that identifies other charges charged to the hotel	varchar max: 6	
Hotel Other Charge Descrip	Description of a charge for something other than the room	varchar max: 20	
Hotel Other Charges	Amount of other charges charged to the hotel	decimal 19,2 max: 20	
Hotel Room Tax Amount	Amount of all taxes applied to the room rate	decimal 19,2 max: 20	
Hotel Room Tax Amount 2	Amount of one tax authority applied to the room rate	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Hotel Room Tax Amount 3	Amount of one tax authority applied to the room rate	decimal 19,2 max: 20	
Hotel Room Tax Amount 4	Amount of one tax authority applied to the room rate	decimal 19,2 max: 20	
Hotel Telephone Charges	Amount of telephone charges charged to the hotel	decimal 19,2 max: 20	
Hotel Valet parking Charges	Amount of valet parking fees charged to the hotel	decimal 19,2 max: 20	
Purchase Item Commodity Code	Code that identifies the type of commodity purchased	varchar max: 12	
Quantity	Number of items purchased	decimal 19,2 max: 20	
Shipping Courier	Name of the courier who performed the shipping	varchar max: 64	
Shipping Customer Reference	Customer reference number on the shipment	varchar max: 17	
Shipping Destination Address	Destination of the shipment	varchar max: 64	
Shipping Destination Country	Destination of the country to which the shipment was sent	varchar max: 5	
Shipping Destination Name	Name of recipient of the shipment	varchar max: 100	
Shipping Discount Amount	Amount discounted from shipping cost	decimal 19,2 max: 20	
Shipping Number of Packages	Number of packages shipped	integer	
Shipping Pickup Date	Date on which the shipment was picked up by the recipient	date mm/dd/yyyy	
Shipping Sender Address	Address of the sender	varchar max: 64	
Shipping Sender County	Name of the county from which the shipment was sent	varchar max: 5	
Shipping Sender Name	Name of the sender	varchar max: 64	
Shipping Tax Amount	Amount of tax on the shipment	decimal 19,2 max: 20	
Shipping Tracking Number	Number for tracking the shipment	varchar max: 22	
Shipping Weight	Weight of the shipment	integer	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Temp Accounting code	Code that identifies a temporary employee	varchar max: 18	
Temp Commodity Code	Code that identifies the type of temporary work	varchar max: 12	
Temp Discount Amount	Amount discounted from services provided by a temporary agency	decimal 19,2 max: 20	
Temp Emp SSN	Social Security Number of temporary employee	varchar max: 9	
Temp Employee	Name of temporary employee	varchar max: 26	
Temp End Date	End date of temporary assignment	date: mm/dd/yyyy	
Temp Job Code	Code that identifies the type of job performed by the temporary employee	varchar max: 12	
Temp OT Hours	Amount of overtime hours worked by the temporary employee	decimal 9,2 max: 10	
Temp OT Rate	Temporary Services detail overtime rate of pay per hr	decimal 19,2 max: 20	
Temp Reg Hours	Amount of regular hours worked by the temporary employee	decimal 9,2 max: 10	
Temp Reg Rate	Temporary services detail regular rate of pay per hr	decimal 19,2 max: 20	
Temp Reimbursement Attribute	Amount reimbursed for services provided by a temporary agency	varchar max: 2	0 6 A
Temp Requestor Name/ID	Name or ID of the agency placing the temporary employee	varchar max: 25	
Temp Sales Amount	Amount paid to the agency placing the temporary employee	decimal 19,2 max: 20	
Temp Sales Tax Amount	Amount of taxes applied to the amount paid to the agency	decimal 19,2 max: 20	
Temp Start Date	Start date of the temporary employee	date mm/dd/yyyy	
Temp Subtotal Amount	Subtotal of a purchase made by a temporary employee	decimal 19,2 max: 20	
Temp Supervisor	Name of the temporary employee's supervisor	varchar max: 26	
Temp Timesheet Number	Number that identifies the temporary employee's timesheet	varchar max:	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Unit Price	Unit price of temporary work	decimal 19,3 max: 20	
Unit of Measure	Unit of measure of temporary work such as Hr., Week, Month	varchar max: 12	

### Data Used in Account Reports

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
<b>Card</b>			
Account Number	Full 16-digit card account number licensed feature only viewable in Excel or CSV format)	varchar max: 16	varchar max: 75
Accounting Code	A code used by some accounting departments. It is also referred to as the Master Accounting Code (MAC).	varchar max: 75	
Active	Indication of whether the card is active	bit max 1	
Advice Address	Email address or fax number to which the remittance advice is sent	varchar max: 250	
Available Credit	Amount of the credit limit assigned to the card per designated period (e.g., month, billing cycle) minus the total amount of all posted transactions made with the card for that period.	decimal 19,2 max: 20	
Available Funds	Total of all unspent discretionary funds plus all unused incremental funds applied to the card (up to the credit limit)	decimal 19,2 max: 20	
BIN	Bank Identification Number of the supplier related to a transaction	varchar max: 9	
Card Activation Date	Date the Accountholder confirmed received of the card	date mm/dd/yyyy	
Card Address Modify Date	Date the card address was last modified	date mm/dd/yyyy	
Card Create Date	Date the card was created in the application	date mm/dd/yyyy	
Card Delete Date	Date the account is closed in Works	date mm/dd/yyyy	
Card Expire Date	The expiration date of the card (licensed availability and only exported in CSV and XLS format)	date mm/dd/yyyy	
Card is Activated	Verification of whether the Accountholder confirmed receipt of the card	date mm/dd/yyyy	Y N

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Card is Chip and PIN	Indicator that the card is Chip and PIN plastic type.	varchar max: 3	Y N
Card is Exact Authorization Enabled	Indicates whether an Administrator can create an Exact Authorization Override record on the card account.	varchar max: 3	Y N
Card is Push Pay	Indicates whether the ePayables card is enabled with the Push Payments feature.	varchar max: 3	Y N
Card Last Used	Date the card was last used	date mm/dd/yyyy	
Card Modify Date	Date of the last modification to the card	date mm/dd/yyyy	
Card Nickname	For purchasing cards, this is a name given the card that distinguishes one of multiple cards issued.  For vendor cards, this is a unique identifier from your A/P system that identifies the vendordedicated card.	varchar max: 50	
Card Open Date	Date on which the card account was opened at the bank	date mm/dd/yyyy	
Card Physical Address 1	Available for Canadian card programs only; first line of the accountholder's physical/civic address	varchar max: 50	
Card Physical Address 2	Available for Canadian card programs only; second line of the accountholder's physical/civic address	varchar max: 50	
Card Physical City	Available for Canadian card programs only; City identified in the accountholder's physical address	varchar max: 50	
Card Physical Country	Available for Canadian card programs only; Country identified in the accountholder's physical address	varchar max: 50	
Card Physical Postal Code	Available for Canadian card programs only; Postal Code identified in the accountholder's physical address.	varchar max: 15	
Card Physical State/Province	Available for Canadian card programs only; State/Province identified in the accountholder's physical address.	varchar max: 5	
Cash Limit	Maximum amount of cash that can be obtained with a card assigned to the card profile	decimal 19,2 max: 20	
Closed By User Full Name	Name of the user who closed the card account	varchar max: 50	



## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Company Liability	Indicator that the card is on a program with company liability	bit max: 1	Y N
Company Paid	Indicator that the card is on a company-paid program	bit max: 1	Y N
Corporate Card	Indicator that the card is a corporate card	bit max: 1	Y N
Credit Limit	Maximum amount of credit extended per billing cycle to a card assigned to the card profile	decimal 19,2 max: 20	
Default<GL Segment>	Default Allocation segment for the card	varchar max: 64	
Default<GL Segment> Description	Description of a value in the default Allocation segment for the card.	varchar max: 64	
Embossed Line 1	For purchasing cards, this is the name of the user embossed on the first line of the card.  For vendor cards, this is the vendor name associated with the vendor-dedicated ghost card	varchar max: 50	
Embossed Line 2	For purchasing cards, this is the name of the billing account embossed on the second line of the card.  For vendor cards, this is typically the name of the organization who is liable for vendor payments on the vendor-dedicated card.  Typically the vendor-dedicated card is a ghost card.	varchar max: 50	
Employee ID	Code used by some accounting departments to identify the Accountholder	varchar max: 20	
Inactive	Indication of whether the card is inactive	bit max 1	Y N
Last 4 Digits	Last four digits of the card account number	numeric max: 4	
Last Known Balance	Last calculated balance for the card. This balance may not be current depending on the processing of the latest transactions.	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Plastic Type	Description of the plastic type (for example, logo design) applied to the card	varchar max: 128	
Replaced By Account Number	Full account number of a card that has been replaced (only available to authorized users)	varchar max: 16	
Replaced By Card Last 4	Last 4 digits of a card that has been replaced	numeric max: 4	
Secondary Email Addr	Email address of the Secondary Accountholder	varchar max: 2000	
Status	Active or inactive status of a card. Inactive includes whether the card is lost/stolen or closed. (Licensed limited availability)	varchar max:15	Active Lost/Stolen Closed
Travel Frequency Credit Limit	Default maximum credit assigned to a travel card per travel frequency level	decimal 19,2 max: 20	
Travel Frequency Description	Description of a travel frequency level Examples: light domestic, moderate domestic	varchar max: 50	
<b>Card Decline</b>			
Decline Amount	Amount of the decline	decimal 19,2 max: 20	
Decline Date	Date of the decline	date mm/dd/yyyy	
Decline MCC	Merchant Category Code identifying the type of goods or services offered by the merchant where the card decline occurred	integer max: 4	
Decline MCC Description	Description of the Merchant Category Code associated with the merchant where the card decline occurred	varchar max: 150	
Decline Merchant Name	Name of the merchant where the card decline occurred	varchar max:30	
Decline Reasons	Code indicating the reason for the decline. This can be a letter or number, depending on the card processor.		

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
<b>Card Exact Auth Amount</b>			
Exact Auth Amount	Dollar amount of the authorization record	decimal 19,2 max: 20	
Exact Auth Amount Create Date	Date the authorization record was created in the application. If the authorization record is updated, this date does not change.	date mm/dd/yyyy	
Exact Auth Amount Last Modify Date	Date the authorization record amount or status changed	date mm/dd/yyyy	
Exact Auth Amount Last Recorded Status	The last status detected for a record from TSYS.	varchar max: 20	Active Inactive Authorized Matched* Removed* Pending Creation Pending Update Pending Deactivation
Exact Auth Amount Last Recorded Status Date	The date of the last status detected for a record from TSYS.	date mm/dd/yyyy	
Exact Auth Amount Refresh Date	Last date the Works application synchronized a card's authorization record with the system processor (TSYS).	date mm/dd/yyyy	
Exact Auth Amount Req Name	Name of the user assigned to the purchase request tied to the Exact Auth slot.	varchar max: 50	
Exact Auth Amount Req Number	Number applied to the request tied to the Exact Auth slot, which is assigned by the application.	varchar max:	
Exact Auth Amount Sequence Number	An assigned sequence number used to identify the authorization record for a card.	numeric max: 3	001-999, then starts over
Exact Auth Amount Start Date	Date the authorization record is added in TSYS	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Exact Auth Amount Status	<p>The descriptive states of an authorization record. Matched* - Matched shows only as a status in Works reports, it does not display for a card on the Exact Auth Override Settings tab within the application. Matched means the record is available to be used again.</p> <p>Removed*- The final status an Administrator could find in Works reports, but this status does not display for a card on the Exact AuthOverride Settings tab within the application.</p>	varchar max: 20	Active Inactive Authorized Matched* Removed* Pending Creation Pending Update Pending Deactivation
<b>Card Profile</b>			
Base Funds	Base amount of discretionary funds assigned to the card profile	decimal 19,2 max: 20	
Buffer %	Percentage of the requested incremental funds added onto the amount of incremental funds requested by any card assigned to the profile	tiny int max: 1	
Buffer Max	Maximum amount added onto the amount of incremental funds requested by any card assigned to the card profile	decimal 19,2 max: 20	
Card Profile Name	Name assigned to the card profile	varchar max: 64	
Daily Txn Limit	Maximum amount allowed for any transaction in one day to cards assigned the card profile	decimal 19,2 max: 20	
MCC Grp Daily Txn Limit	Daily transaction limit imposed on a Merchant Category Code Group	decimal 19,2 max: 20	
MCC Grp Name	Name of a Merchant Category Code Group associated with the card profile	varchar max: 40	
MCC Grp Single Txn Limit	Single transaction limit imposed on a specific Merchant Category Code Group associated with the card profile	decimal 19,2 max: 20	
Permitted MCC Groups	A string representing all Merchant Category Code Groups where cards belonging to the profile may be used	varchar max: 138	
Profile Create Date	Date the card profile was created in the application	date mm/dd/yyyy	
Profile Delete Date	Date the card profile was deleted from the application	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Profile Modify Date	Date of the last modification to the card profile	date mm/dd/yyyy	
Profile Type	Type of control the application has on a card assigned to the card profile	varchar max: 15	- Managed - Unmanaged - Semi-Managed
Prohibit MCC Groups	MCC Groups prohibited from use with cards in the profile	varchar max: 138	
STL Override	Indicator that a Single Transaction Limit override exists	bit max: 1	Y N
Single Txn Limit	Maximum amount of a single transaction for cards in the card profile	decimal 19,2 max: 20	
Stmt. # Cash Adv.	Number of cash advances on the card statement	int max: 4	
<b>Card Statement</b>			
Stmt./ # Credits	Number of credits on the card statement	int max: 4	
Stmt. # Misc Txn	Number of miscellaneous transactions on the card statement	int max: 4	
Stmt. Cash Adv. Total	Total amount of cash advances on the card statement	decimal 19,2 max: 20	
Stmt. Credits Total	Total amount of credits on the card statement	decimal 19,2 max: 20	
Stmt. Date	Date on the card statement	date mm/dd/yyyy	
Stmt. Effective Date	Effective date of the balance on the card statement	date mm/dd/yyyy	
Stmt. Ending Balance	Ending balance on the card statement	decimal 19,2 max: 20	
Stmt. Last Payment Amount	Last payment noted on the card statement	decimal 19,2 max: 20	
Stmt. Last Payment Date	Date of last payment on the card statement	date mm/dd/yyyy	
Stmt. Late Charge	Total of late charge indicated on the card statement	decimal 19,2 max: 20	
Stmt. Misc Txn. Total	Total amount of miscellaneous transactions on the card statement	decimal 19,2 max: 20	
Stmt. Past Due 1 Cycles	Amount on the statement shown as past due 1 cycle	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Stmt. Past Due 10 Cycles	Amount on the statement shown as past due 10 cycles	decimal 19,2 max: 20	
Stmt. Past Due 11 Cycles	Amount on the statement shown as past due 10 cycles	decimal 19,2 max: 20	
Stmt. Past Due 12+ Cycles	Amount on the statement shown as past due 12 + cycles	decimal 19,2 max: 20	
Stmt. Past Due 2 Cycles	Amount on the statement shown as past due 3 cycles	decimal 19,2 max: 20	
Stmt. Past Due 3 Cycles	Amount on the statement shown as past due 3 cycles	decimal 19,2 max: 20	
Stmt. Past Due 4 Cycles	Amount on the statement shown as past due 4 cycles	decimal 19,2 max: 20	
Stmt. Past Due 5 Cycles	Amount on the statement shown as past due 5 cycles	decimal 19,2 max: 20	
Stmt. Past Due 6 Cycles	Amount on the statement shown as past due 6 cycles	decimal 19,2 max: 20	
Stmt. Past Due 7 Cycles	Amount on the statement shown as past due 7 cycles	decimal 19,2 max: 20	
Stmt. Past Due 8 Cycles	Amount on the statement shown as past due 8 cycles	decimal 19,2 max: 20	
Stmt. Past Due Total	Total amount on the statement shown as past due	decimal 19,2 max: 20	
Stmt. Payment Due Amt.	Payment due amount shown on the statement	decimal 19,2 max: 20	
Stmt. Payment Due Date	Date of payment due shown on the statement	date mm/dd/yyyy	
Stmt. Previous Balance	Previous balance shown on the statement	decimal 19,2 max: 20	
Stmt. Purchases Total	Total amount of all purchases shown on the statement	decimal 19,2 max: 20	
Current Balance	Current balance due on the card	decimal 19,2 max: 20	
Last Payment Amount	Amount of last payment made to the balance	decimal 19,2 max: 20	
Minimum Payment Due	Minimum payment due on current balance	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Past Due 1 Cycle	Amount past due 1 payment cycle	decimal 19,2 max: 20	
Past Due 10 Cycle	Amount past due 10 payment cycles	decimal 19,2 max: 20	
Past Due 11 Cycle	Amount past due 11 payment cycles	decimal 19,2 max: 20	
Past Due 12+ Cycle	Amount past due 12 or more payment cycles	decimal 19,2 max: 20	
Past Due 2 Cycle	Amount past due 2 payment cycles	decimal 19,2 max: 20	
Past Due 3 Cycle	Amount past due 3 payment cycles	decimal 19,2 max: 20	
Past Due 4 Cycle	Amount past due 4 payment cycles	decimal 19,2 max: 20	
Past Due 5 Cycle	Amount past due 5 payment cycle	decimal 19,2 max: 20	
Past Due 6 Cycle	Amount past due 6 payment cycles	decimal 19,2 max: 20	
Past Due 7 Cycle	Amount past due 7 payment cycles	decimal 19,2 max: 20	
Past Due 8 Cycle	Amount past due 8 payment cycles	decimal 19,2 max: 20	
Past Due 9 Cycle	Amount past due 9 payment cycles	decimal 19,2 max: 20	
Past Due as Of	Date on which and amount became past due	decimal 19,2 max: 20	
Payment Due Date	Date on which the payment is currently due	date mm/dd/yyyy	
Payments Count	Total number of payments made to the card account	integer	
Payments Total	Sum of all payments made to the card account	decimal 19,2 max: 20	
Status Eff. Date	Effective date of a card status (for example, past due, closed)	date mm/dd/yyyy	
CH Address 1	First line of the Accountholder's address	varchar max: 50	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
CH Address 2	Second line of the Accountholder's address	varchar max: 50	
CH City	City identified in the Accountholder's address	varchar max: 50	
CH Country	Country identified in the Accountholder's address	varchar max: 50	
CH Create Date	Date the Accountholder was added to the application	date mm/dd/yyyy	
CH Delete Date	Date the Accountholder was deleted from the application	date mm/dd/yyyy	
CH Email	Accountholder's email address	varchar max: 100	
CH First Name	Accountholder's first name	varchar max: 30	
CH Last Name	Accountholder's last name	varchar max: 30	
CH Login	The text the Accountholder entered into the Username field during application login	varchar max: 50	
CH Middle Name	Accountholder's middle name or initial	varchar max: 30	
CH Modify Date	Date one of the Accountholder's attributes was last modified	date mm/dd/yyyy	
CH Payee ID	Name or code that identifies the Accountholder as a payee	varchar max: 512	
CH Phone 1	Accountholder's primary phone number	integer	
CH Phone 2	Accountholder's secondary phone number	integer	
CH State	State identified in the Accountholder's address	varchar max: 2	
CH Full Name	Name of the Accountholder	varchar max: 100	
<b>Accountholder Group</b>			
CH ZIP	Accountholder's ZIP code	varchar max: 15	
Grp Create Date	Date the group was created in the application	mm/dd/yyyy	
Grp Delete Date	Date the group was deleted from the application	date mm/dd/yyyy	
Grp Full Name	The full hierarchal name beginning with the name of the parent group at the top of the organization's hierarchy down to the Accountholder's group.	comma separated -value (CSV) string max: 1300	
Grp Group Name	The parent group and Accountholder's group	varchar max: 100	
Grp Modify Date	The date of the last modification to group attributes	date mm/dd/yyyy	
Grp Owner Email	Group Owner's email address	varchar max: 100	



## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Grp Owner First Name	Group Owner's first name	varchar max: 30	
Grp Owner Last Name	Group Owner's last name	varchar max: 30	
Grp Owner Login	The text the Group Owner of the Group entered into the Login name field during application login	varchar max: 50	
Grp Owner Middle Name	Middle initial of the group owner	varchar max: 1	
Grp Owner Full Name	Full name of user who is the of Group Owner of the approval group	varchar max: 100	
<b>Program Card</b>			
Company Number	Code that identifies a branch or division of a company associated with the billing account	varchar max: 10	
Program Account Exp	Expiration date of cards associated with the billing account	date mm/dd/yyyy	
Program Account Number	Last four digits of a billing account	varchar max: 10	
Program Balance	Billing account balance	decimal 19,2 max: 20	
Program Card Name	Company-configured nickname for a billing account	varchar max: 50	
Program Create Date	Date the billing account was created	date mm/dd/yyyy	
Program Credit Limit	Credit limit associated with the billing account	decimal 19,2 max: 20	
Program Delete Date	Date the billing account was deleted (for example, closed)	date mm/dd/yyyy	
Program Modify Date	Last four digits of the billing account	integer max: 4 char	
Program Modify Date	Identifier of the billing account for the card used by the bank and/or card processor (visible to customer support)	integer max: 10	

### Data Used In Request Reports

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
<b>Approval Group</b>			
Approval Grp Create Date	Date on which the group that approved the request was created in the application	date mm/dd/yyyy	
Approval Grp Delete Date	Date on which the group that approved the request was deleted from the application	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Approval Grp Full Name	Full hierarchical name for the group that approved the request  The name shows the approval group and all parent groups in a consolidated string.	comma-separated value ( CSV) string ax 1300	
Approval Grp Group Name	The name of the parent group and the approval group	varcharmax: 100	
Approval Grp Modify Date	The date of the last modification made to the approval group	date mm/dd/yyyy	
Approval Grp Owner Email	Group Owner's email address	varcharmax: 100	
Approval Grp Owner First Name	Group Owner's first name	varchar max: 30	
Approval Grp Owner Last Name	Grp Owner's last Name	varchar max: 30	
Approval Grp Owner Login	The text the Group Owner of the Approval Group entered into the Login name field during application login	varchar max: 50	
Approval Grp Owner Middle Name	Middle initial of the group owner	varchar max: 1	
Approval Grp Owner Middle Name	Middle initial of the group owner	varchar max: 1	
Approval Grp Owner Full Name	Full name of user who is the of Group Owner of the approval group	varchar max: 100	
<b>Card</b>			
Account Number	Full 16-digit number that identifies the card account (licensed availability viewable in Excel or CSV)	varchar max: 16	
Advice Address	Email address or fax number to which the remittance advice is sent	varchar max: 250	
BIN	Bank Identification Number of the supplier related to a transaction	varchar max: 9	
Card Create Date	Date the card was created in the application	date mm/dd/yyyy	
Card Delete Date	Date the account is closed in Works	date mm/dd/yyyy	
Card Expire Date	The expiration date of the card	date mm/dd/yyyy	
Card is Chip and PIN	Indicator that the card is Chip and PIN plastic type.	varchar max: 3	Yes No
Card is Exact Amt Enabled	Indicates whether an Administrator can set an Exact Amount authorization on this card.	varchar max: 3	Yes No
Card Modify Date	Date of the last modification to the card	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Card Nickname	For purchasing cards, this is a name given the card that distinguishes one of multiple cards issued.  For vendor cards, this is a unique identifier from your A/P system that identifies the vendor dedicated card.	varchar max: 50	
Card Open Date	Date on which the card account was opened at the bank	date mm/dd/yyyy	
Cash Limit	Maximum amount of cash that can be obtained with a card assigned to the card profile	decimal 19,2 max: 20	
Credit Limit	Maximum amount of credit extended to a card assigned the card profile	decimal 19,2 max: 20	
Embossed Line 1	For purchasing cards, this is the name of the user embossed on the first line of the card. For vendor cards, this is the vendor name associated with the vendor-dedicated ghost card	varchar max: 50	
Embossed Line 2	For purchasing cards, this is the name of the organization who is liable for the card. The name is embossed on the second line of the card.  For vendor cards, this is typically the name of the organization who is liable for vendor payments on the vendor-dedicated card. Typically the vendor-dedicated card is a ghost card.	varchar max: 50	
Employee ID	Code used by some accounting departments to identify the Accountholder	varchar max: 20	
Last 4 digits	Last four digits of the card account number	integer max: 4	
Secondary Email Addr	Email address of the Secondary Accountholder	varchar max: 2000	
<b>Card Profile</b>			
Card Profile Name	Name assigned to the card profile Card profiles are used to assign attributes to multiple cards.	varchar max: 64	
Profile Create Date	Date the card profile was created in the application	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Profile Delete Date	Date the card profile was deleted from the application	date mm/dd/yyyy	
Profile Modify Date	Date of the last modification to the card profile	date mm/dd/yyyy	
Profile Type	Type of control the application has on a card assigned to the card profile	varchar max: 15	- managed - unmanaged - semi-managed
Single Txn Limit	Maximum amount of a single transaction per the card profile	account	
<b>Accountholder</b>			
CH Address 1	First line of the Accountholder's address	varchar max: 50	
CH Address 2	Second line of the Accountholder's address	varchar max: 50	
CH City	City identified in the Accountholder's address	varchar max: 50	
CH Country	Country identified in the Accountholder's address	varchar max:	
CH Create Date	Date the Accountholder was added to the application	date mm/dd/yyyy	
CH Delete Date	Date the Accountholder was deleted from the application	date mm/dd/yyyy	
CH Email	Accountholder's email address	varcharmax: 100	
CH First Name	Accountholder's first name	varchar max: 30	
CH Last Name	Accountholder's last name	varchar max: 30	
CH Login	The text the Accountholder entered into the Username field during application login	varchar max: 50	
CH Middle Name	Accountholder's middle name or initial	varchar max: 30	
CH Modify Date	Date one of the Accountholder's attributes was last modified	date mm/dd/yyyy	
CH Payee ID	Name or code that identifies the Accountholder as a payee	varchar max: 512	
CH Phone 1	Accountholder's primary phone number	integer	
CH Phone 2	Accountholder's secondary phone number	integer	
CH State	State identified in the Accountholder's address	varchar max: 2	
CH Full Name	Full name of the Accountholder	varchar max: 100	
CH ZIP	Accountholder's ZIP code	varchar max 15	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
<b>Accountholder Group</b>			
Grp Create Date	Date the group was created in the application	mm/dd/yyyy	
Grp Delete Date	Date the group was deleted from the application	date mm/dd/yyyy	
Grp Full Name	The full hierarchal name beginning with the name of the parent group at the top of the organization's hierarchy down to the Accountholder's group.	comma-separated-value (CSV) string max: 1300	
Grp Group Name	The parent group and Accountholder's group	varchar max: 100	
Grp Modify Date	The date of the last modification to group attributes	date mm/dd/yyyy	
<b>Request</b>			
Req Amount	Amount of the purchase request attached to the transaction	decimal 19,2 max: 20	
Req Approval Date	Date the purchase request was approved	date mm/dd/yyyy	
Req CRI	Customer reference identifier applied to each transaction by vendors who employ CRI	varchar max: 50	
Req Close Date	Date the purchase request was closed	date mm/dd/yyyy	
Req Create Date	Date the purchase request was created	date mm/dd/yyyy	
Req Name	Name of the user assigned to the purchase request	varchar max: 50	
Req Number	Number applied to the request by the application	varchar max:	
Req PO Number	Purchase order number associated with the purchase request	varchar max: 50	

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Req Payment Type	Type of payment indicated on the purchase request	varchar max: 50	<ul style="list-style-type: none"> <li>- Managed Card</li> <li>- Semi-managed card</li> <li>- Unmanaged card</li> <li>- Company Credit Card</li> <li>- Company Paid</li> <li>- Check Request</li> <li>- Other</li> <li>- Employee</li> <li>- Reimbursement</li> <li>- Cash</li> <li>- Terms</li> <li>- Unspecified</li> </ul>
Req Source Amount	The amount requested (expressed in the merchant's currency)	decimal 19,2 max: 20	
Req Source Currency	The type of currency used in the country where the transaction occurred	char max 3	
Req Status	Status of the purchase request such as open or closed	varchar max: 50	<ul style="list-style-type: none"> <li>- open</li> <li>- closed</li> </ul>
Req Unmatched Amount	Amount of the purchase request not matched to any transactions	decimal 19,2 max: 20	
Req Vendor Name	The name of the vendor requesting payment	varchar max: 50	
ePayables Filename	The name of the file submitted by the vendor that contains payment/remittance details	varchar 200	
ePayables Format	A series of codes that represent parser, and parameter details for uploading the payment/remittance details submitted by the vendor (internal use only)	varchar 512	

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
ePayables Mode	Indicator of the application's mode of response to detected issues within a file received from the vendor (either fail all the contents of the file, fail none of the contents of the fail, or process the valid parts of the file)  A = All  N= None  V = All without errors only	tiny int max: 1	A  N  V
ePayables Reqs Created	The number of purchase requests issued in response to the file uploaded from the vendor	int max: 4	
ePayables Reqs Parsed	The number of purchase requests parsed from the vendor's file uploaded to the application	int max: 4	
ePayables Reqs Queried	A counter applicable only to XML format that represents the number of purchase requests queried in one upload	int max: 4	
ePayables Reqs Revoked	The number of purchase requests revoked in one upload.	int max: 4	
ePayables Reqs Skipped	The number of errors encountered from uploading a vendor's file when the Mode is set to process only valid records	int max: 4	
ePayables Request Status	The status of an attempt to upload the file containing payment/remittance details.	varchar 200	Ready to process  Processing started  Success  Failure  Error
ePayables Upload Date	The date of the uploaded vendor file containing payment/remittance details	date mm/dd/yyyy	
<b>Request Item</b>			
Description	Description of the purchase request	varchar 4096	
Allocation Combination	Multiple Allocation code segments that together constitute one allocation line and identify the sector of the General Ledger to which one or more line items in the request are allocated	varchar 860	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Allocation is Authorized	Indicator that the General Ledger codes in the allocation are authorized for allocation by the user	bit max: 1	Y N
Allocation is Complete	Indicator that all Allocation code segments of the Allocation combination contain values	bit max: 1	Y N
Allocation is Valid	Indicator that the values in the Allocation combination matches an entry in the valid Allocation combination table	bit max: 1	Y N
Allocation <segment name>	Name of a Allocation segment included in the allocation line(s) of the request. Examples: Business Unit, Dept. Account	varchar max: 64	
Allocation <segment name> description	The description of one of the Allocation segments included the allocation line (s) of the request	varchar max: 50	
Item	One allocation line in the purchase request	small int max: 2	
Item Amount	The amount of one line item allocated in the purchase request	decimal 19,2 max: 20	
Total Amount	The total amount of all line items allocated in the purchase request	decimal 19,2 max: 20	
<b>Request Line Item</b>			
Line Item Amount	Amount of goods/services listed on one line of the purchase request	decimal 19,2 max: 20	
Line Item Description	Description of goods/services listed on one line of the purchase request	varchar max: 4095	
Line Item Number	Number identifying one line item listed on the purchase request	small int 2	
Line Item Quantity	Quantity of goods/services listed on one line of the purchase request	decimal 19,4 max: 20	
Line Item SKU	SKU number associated with the goods/services of one line of the purchase request	varchar max: 50	
Line Item Unit Price	Unit price of one item listed on the purchase request	decimal 19,4 max: 20	
Unit of Measure	Unit of measurement for goods/ services included on one line of the purchase request	varchar max: 50	



## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
<b>Requester</b>			
Requester Address 1	First address line of the user who submitted the purchase request	varchar 100	
Requester Address 2	Second address line of the user who submitted the purchase request	varchar max: 50	
Requester City	The city in the address of the user who submitted the purchase request	varchar max: 50	
Requester Country	The country in the address of the user who submitted the purchase request	varchar max: 50	
Requester Email	Email address of the user who submitted the purchase request	varcharmax: 100	
Requester First Name	First name of the user who submitted the purchase request	varchar max: 30	
Requester Last Name	Last name of the user who submitted the purchase request	varchar max: 30	
Requester Login	The text the Requester entered into the Username field during application login	varchar max: 50	
Requester Middle Name	Requester's middle name or initial	varchar max: 1	
Requester Payee ID	Name or code that identifies the requester as the payee	varchar max: 512	
Requester Phone 1	Requester's primary phone	varchar max: 30	
Requester Phone 2	Requester's secondary phone	varchar max: 30	
Requester State	The state identified in the requester's address	varchar max: 30	
Requester Full Name	The full name of the user who is the requester	varchar max: 100	
Requester ZIP	The ZIP code identified in the requester's address	varchar max: 15	
ePayables User Login	The text the ePayables user entered into the Username field during application login to view ePayables transactions	varchar max: 50	
ePayables Full Name	The full name of the ePayables user Typically one generic user name is set up per billing account.	varchar max: 100	
<b>Requester Group</b>			
Req Grp Create Date	Date the requester's group was created in the application	date mm/dd/yyyy	
Req Grp Delete Date	Date the requester's group was deleted from the application	date mm/dd/yyyy	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Req Grp Full Name	Full hierarchy name of the requester's group The name shows the requester's group and all parent groups in a consolidated string.	varchar max: 1300	
Req Grp Group Name	The requester's group and parent group in a consolidated string	varchar max: 100	
Req Grp Modify Date	The date the requester's group was last modified	date mm/dd/yyyy	
Req Grp Owner Email	The email address of the requester's Group Owner	varchar max: 100	
Req Grp Owner First Name	The first name of the requester's Group Owner	varchar max: 30	
Req Grp Owner Last Name	The last name of the requester's group owner	varchar max: 30	
Req Grp Owner Login	The text the Requester's Group Owner entered into the Login name field during application login	varchar max: 50	
Req Grp Owner Middle Name	The middle name or initial of the requester's Group Owner	varchar max: 30	
Req Grp Owner Full Name	The full name of the requester's Group Owner	varchar max: 100	
<b>Transaction</b>			
Acct Signoff Date	Date of Accountant signoff	date mm/dd/yyyy	
Allocated Amount	Summed amount of the transaction's allocation lines	decimal 19,2 max: 20	
Allocation Combination Rollup	A combination of segments with identical valuesrepeated on multiple lines of the transaction's allocation	varchar 860	
Allocation Rollup is Authorized	Indicator that a Allocation Combination Rollup is authorized for allocation by the user	bit max 1	Y N
Allocation Rollup is Complete	Indicator that all required segments of a Allocation Combination Rollup contain code values	bit max 1	Y N
Allocation Rollup is Valid	Indicator that all required segments of a Allocation Combination Rollup contain valid values for each segment	bit max 1	Y N
Allocation: <segment name> Rollup	Name of a Allocation segment repeated on another line of the transactions' allocation	varchar max: 64	
Allocation: <segment name> Rollup Desc	Description of a Allocation segment repeated on another line of the transaction's allocation	varchar max: 64	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Amount	The amount of the transaction as recorded by the bank	decimal 19,2 max: 20	
Barcode Idx	The plain text data for the barcode An optional feature allows companies to configure certain pieces of data to be used to generate a barcode on a transaction.	varchar max: 32	
CH Signoff Date	Date of the Accountholder signoff	date mm/dd/yyyy	
Credit	Amount of the transaction credit, expressed as a positive number, when the transaction represents a credit; \$0.00 otherwise	decimal 19,2 max: 20	
Debit	Amount of the transaction, when the transaction represents a debit/purchase; \$0.00 otherwise.	decimal 19,2 max: 20	
Dispute Sbmt Amt	Amount of the transaction disputed by the Accountholder	decimal 19,2 max: 20	
Divided	Indication of whether the transaction has been divided	bit max 1	
Flag Date	Date that a transaction was flagged within the application	date mm/dd/yyyy	
Flagged	Flagged status of the transaction	bit max 1	
MCC Restricted	Indication that the Merchant Category Code for associated with the transaction is restricted	bit max: 1	Y N
Mgr Signoff Full Name	Name of the Approver that signed off the transaction	varchar max: 100	
Transaction Number	The transaction number assigned by the application (Always begins with TXN)	varchar max:	
Pay Type Name	The payment type	varchar max: 50	purchase cash advance misc credit
Payee Name	Name of the company or individual who received payment for the transaction	varchar max: 50	
Payment Amount	Amount of the transaction when the transaction represents a payment.	decimal 19,2 max: 20	
Personal	Indicator set by the Accountholder that the transaction is a personal purchase	bit max: 1	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Post date	Date the transaction was posted to the application	date mm/dd/yyyy	
Purchase Order Date	Date the purchase was made	date mm/dd/yyyy	
Receipt Status	Indicator that a receipt is available for the transaction	bit max: 1	
Reference	User-editable reference field on transactions and reimbursements	varchar max: 50	
Reimb Amount	Amount of the transaction when the transaction represents a reimbursement	decimal 19,2 max: 20	
Source Amount	Amount of the original transaction (undivided) in its original source currency	decimal 19,2 max: 20	
Source Currency	Type of foreign currency Example: DOL=dollar, EUR=euro	varchar max: 3	
Sweep Date	Date that an Accountant swept (pulled the transaction into the Accountant's queue) before the transaction received required signoffs by Accountholder and/or Approver	date mm/dd/yyyy	
Tax Code	Identifier of the type of tax applied to the transaction  N=Non-taxable, S=Sales tax paid, U=Subject to use tax	char: max: 1	N S U
Tax Owed	Tax on the transaction not yet paid	decimal 19,2 max: 20	
Taxable Amount	Amount of the transaction that is taxable	decimal 19,2 max: 20	
Total Item Price	Total price of all items listed on a transaction excluding taxable amount	decimal 19,2 max: 20	
Tax Payee Id	Description of taxing authority or recipient of the tax charged	varchar max: 512	
Total Item Tax	Total tax for all items listed on a transaction	decimal 19,2 max: 20	
Tax Payee Id	Description of taxing authority or recipient of the tax charged	varchar max: 512	
Total Item Tax	Total tax for all items listed on a transaction	decimal 19,2 max: 20	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Type	Transaction type: P=Purchased, C=Cash Advance	char max: 1	
Vendor Name	Name of the vendor involved in the transaction	varchar max: 50	

### Data Used In Org Reports

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
<b>Authority Level</b>			
Authority Level Amount	Maximum dollar amount that can be approved for a purchase request by a user within the designated Authority Level	decimal 19, 2 max: 20	
Authority Level Name	Name assigned to the authority level. An authority level defines the signature limit assigned to a card profile	varchar max:100	
<b>Card</b>			
Active	Indication of whether the card is active	bit max: 1	Y N
Card Nickname	For purchasing cards, this is a name given to the card that distinguishes one of multiple cards issued.  For vendor cards, this is a unique identifier from your A/P system that identifies the vendordedicated card.	varchar max: 50	
Employee ID	Code used by some accounting departments to identify the Accountholder	varchar max: 20	
Last 4 Digits	Last four digits of the card account number	varchar max: 4	
<b>Group</b>			
Group Active	Indication of whether the group is active in the application	varchar max: 5	True False
Group Allocation Profile Name	Name of the Allocation Authorization Profile assigned to the group	varchar max: 64	
Group Full Name	The full hierarchal name beginning with the name of the parent group at the top of the organization's hierarchy down to the Accountholder's group	comma-separated value (CSV) string max: 1300	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Group Name	The parent group and Accountholder's group	varchar max:100	
Group Member Count	Number of members in the group	integer	
Group Routing	Indicates whether purchase requests can be routed to the group by all employees (public) or by designated employees and group members only (restricted)	varchar max: 10	Public Restricted
Grp Address			
Group Address 1	1st line of the Group's address which can include street, state, phone, and Zip.	varchar max: 50	
Group Address 2	2nd line of the Group's address which can include street, state, phone, and Zip.	varchar max: 50	
Group City	City identified in a Group's address	varchar max: 50	
Group Phone 1	Group's primary phone number	integer	
Group Phone 2	Group's secondary phone number	integer	
Group State	State identified in a Group's address	varchar max: 30	
Group Zip	Zip code identified in a Group's address	integer	
Group Country	Country identified in a Group's address	varchar max:	
Parent Group Name	Name of the parent group	varchar max: 100	
<b>Group Approval Settings</b>			
Group Rev Parent App	Indicates the group must approve requests submitted from within or below this group in addition to requiring approval from a group above this group.	varchar max: 3	Yes No
Group Rev Reim Amt	Indicates reimbursement requests must be reviewed by the group Approver when exceeding this amount.	decimal 19, 2 max: 20	
Group Rev Req Amt	Indicates purchase requests must be reviewed by the group Approver when exceeding this amount I	decimal 19, 2 max: 20	Yes No
Group Rev Reroute	Indicates the group must approve its requests that are routed to another group.	varchar max: 3	
Group Rev Txn Amt	Transaction requires review by group Approver when exceeding this amount	decimal 19, 2 max: 20	
<b>Group Roles</b>			
Group Has Auditor	Indicates whether a group has the Auditor role	varchar max: 3	Yes No

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
Group Has Basic Reporter	Indicates whether a group has the basic reporter role	varchar max: 3	Yes No
Group Has Allocation Asst Only	Indicates a group can edit Allocation codes using the Allocation Assistant only	varchar max: 3	Yes No
Group Has Allocation Auth Only	Indicates a group's Allocation Assistant is restricted to authorized and valid Allocation codes only	varchar max: 3	Yes No
Group Has Allocation Coder	Indicates whether a group has the Allocation Coder role	varchar max: 3	Yes No
Group Has Requester	Indicates whether a group has the Requester role	varchar max: 3	Yes No
<b>Group Officials</b>			
Accountant Full Name	Full name of the Group Accountant	varchar max: 100	
Admin Full Name	Full name of the Group Admin	varchar max: 100	
Approver Full Name	Full name of the Group Approver	varchar max: 100	
Auditor Full Name	Full name of the Group Auditor	varchar max: 100	
Owner Full Name	Full name of the Group Owner	varchar max: 100	
Proxy Req Full Name	Full name of the Group Proxy Requester	varchar max: 100	
Proxy Rec Full Name	Full name of the Group Proxy Reconciler	varchar max: 100	
<b>User</b>			
User Active	Indication of whether the user has an active status in the application	varchar max: 5	True False
User Card Count	Number of Accountant Full Name cards assigned to a user	integer	
User Create Date	Date the user was created in the application	date mm/dd/yyyy	
User Delete Date	Date the user was deleted in the application	date mm/dd/yyyy	
User Email	User's email address	varchar max: 100	
User Full Name	Name of the user	varchar max: 100	

## Chapter 8: Works® User's Guide

Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
User Allocation Profile Name	Name of the Allocation Profile assigned to the user	varchar max: 64	
User Last Login Date	Date of user's last login to the application  (Example = 04/05/2010 1:56 PM)	date mm/dd/yyyy  HH:mm	
User Login	The text the user entered into the Username field during application login	varchar max: 50	
User Payee ID	Name or code that identifies the user as a payee	varchar max:	
User Password Expired	Indicates whether the user's password has expired	varchar max: 3	Yes No
User PW Reset Required	Indicates whether the user's has expired	varchar max: 3	Yes No
User Signature Auth	Maximum amount the user can approve requests for	decimal 19, 2 max: 20	
<b>User Address</b>			
User Address 1	First line of the user's address, which can include street, state, phone, and ZIP	varchar max: 50	
User Address 2	Second line of the user's address which can include street, state, phone, and ZIP	varchar max: 50	
User City	City identified in the user's address	varchar max: 50	
User Country	Country identified in the user's address	varchar max: 50	
User Phone 1	User's primary phone number	integer	
User Phone 2	User's secondary phone number	integer	
User State	State identified in the user's address	varchar max: 30	
User Zip	Zip code identified in the user's address	varchar max: 15	
<b>User Roles</b>			
User Has Accountant	User has Accountant role	varchar max: 3	Yes No
User Has Auditor	User has Auditor role	varchar max: 3	Yes No
User Has Basic Reporter	User Has Basic Reporter	varchar max: 3	Yes No





Column Name	Description of the Data Displayed	Type and Length	Limited Specific Values
User Has Card Req	User has a card request role	varchar max: 3	Yes No
User Has Allocation Asst Only	Indicates the user can edit Allocation codes using the Allocation Assistant only	varchar max: 3	Yes No
User Has Allocation Auth Only	Indicates a user's Allocation Assistant is restricted to offering the user authorized and valid Allocation codes only	varchar max: 3	Yes No
User Has Allocation Coder	User has Allocation Coder role	varchar max: 3	Yes No
User Has PA	User has Program Administrator role	varchar max: 3	Yes No
User Has Pur Asgn	User has Purchaser role with permission to view requests assigned to any purchaser	varchar max: 3	Yes No
User Has Pur Unasgn	User has Purchaser role with permission to view approved requests that have not been assigned to any purchaser	varchar max: 3	Yes No
User Has Purchaser	User has Purchaser role	varchar max: 3	Yes No
User Has Requester	User has Requester role	varchar max: 3	Yes No

## Glossary

This glossary provides descriptions of terms that may appear within Works. Not all terms will apply to your organization or to your assigned user role. A term followed by (\*) refers to a licensed feature.

Term	Description
<b>A</b>	
Account	Credit card accounts can be assigned to users with or without physical cards. Account describes an association to a user and to a program type.
Account ID	The last four digits of the account number.
Account Name/Custom (purchasing card)	The Accountholder name (first, middle, and last name) for which an account request is being created. The name will be embossed on the first line of a issued card if Custom is not indicated.
Account Name/Custom (ePayables*)	The arbitrary user name designated by your organization during implementation to be the default Accountholder name for all vendor accounts. For example, the arbitrary name might be vendor Accountholder. This name may be customized by using the <b>Custom account name</b> field (for example, the vendor's actual name).
Account Name Line 2/Custom	As a default, your organization's name that will be embossed on the second line of the credit card. This is the name of the highest entry in the organizational hierarchy. This field may be customized.
Account Nickname (purchasing card)	By default, this is the Account Name. The account nickname can be edited to differentiate one account from another when a user has multiple accounts. For example, the user may have a card named Travel and another named Office Supplies. Account nicknames can enable the user to easily select the correct account when creating a purchase request or when viewing transaction information.
Account Nickname (ePayables*)	The vendor's ID defined in your organization's accounting system and entered in the <b>Account Nickname</b> field of the Account Request.  Because all vendors share a common arbitrary user name designated at implementation (such as vendor Accountholder), the application uses the unique vendor ID to identify the vendor associated with a purchase request or transaction.
Account Reports	All reports are divided into categories which determine what data can be included in the report. Account Reports provide data specific to accounts. Refer to Report Category for more information.
Accountant	A role assigned to a user by the Global Administrator that allows the user to perform the following tasks: <ul style="list-style-type: none"> <li>▪ Maintain and export all allocation segment codes, combinations, settings, and mappings.</li> <li>▪ Create and edit allocation profiles and related allocation rules.</li> <li>▪ Review, edit, and close transactions, reimbursement requests, and purchase requests.</li> </ul>
Accountholder	A user who is assigned at least one account. In Works, the Accountholder column displays the full name of the Primary Accountholder.

## Glossary: Works® User's Guide

Term	Description
Accounting Code	An internal accounting code (max 75 characters) used by some organizations. This code, known as the Master Accounting Code (MAC), can be assigned to the account and recognized by the card processing platform, Total Systems (TSYS).
Accounting Settings	<p>Global accounting settings made by the Global Administrator or Accountant that indicate the following:</p> <ul style="list-style-type: none"> <li>▪ The account code used by your third-party accounting software for offsetting credit for exported expenses.</li> <li>▪ The payee name and payee ID of the bank to which your organization's card transactions are payable.</li> <li>▪ Whether the tax amount on transactions is allocated as a separate amount. If tax will be allocated separately, the option to specify the default value to which Works will allocate tax.</li> </ul>
Accounts Awaiting Assignment	<p>A new account awaiting assignment to a user and spend control profile in Works. Such an account is unknown to Works because it was not issued per the create user request and is not associated with an existing account.</p> <p>This is the typical scenario of a card that has been lost or stolen. When it is reported to Bank of America Merrill Lynch, the bank issues a new account and reports this to the application. The account remains in the Accounts Awaiting Assignment queue until the Program Administrator assigns the account to a user and spend control profile.</p>
Accounts Awaiting Profile	An account that was issued by Bank of America Merrill Lynch per account request but was not assigned to a spend control profile during the account request process. Such accounts must still be assigned spend control profiles before the application considers them active.
Acting As	For users assigned multiple roles (for example, Accountholder, Approver, Administrator, Accountant, Purchaser), this refers to the role the user is currently acting as in Works.
Active Account	An account that has not yet been closed (deactivated) within the application. An account is considered active even if no purchase activity has occurred.
Advice to (ePayables*)	<p>A field that displays when creating or editing an account dedicated to a specific vendor.</p> <p>This field requires the entry of an email address or fax number for one or more individuals who will receive remittance advice statements that communicate the approved request amount funded to the account for vendor payment.</p>
All tab (queue)	Use the All tab to search for all items available to a user regardless of the status. The advanced search filters available in the All tab vary by component and user role. The default date filter displays the last 100 days of data available, including today's date. The All tab is available for Expenses queues (Transactions, Reimbursements, Expense Reports, and Purchase Requests).
Allocating	The act of entering codes to identify what sector of the organization's General Ledger (GL) will be charged for a transaction, purchase request, or reimbursement request.

Term	Description
Allocation Assistant	A tool that restricts the user to a predefined list of allocation codes for each <b>allocation segment</b> field and is used when allocating transactions, purchase requests, and reimbursement requests. The user can begin typing in the <b>GL</b> field and results will populate based on the input. Scrolling to the bottom of the values presented, the user can click <b>See More</b> and the segment pick list will launch.
Allocation Coder	A role assigned to a user or group that allows the user to edit allocation codes on transactions. To edit allocation codes on Purchase Requests, the user must also be assigned the Purchase Requester role.
Allocation Combination	A string of allocation codes separated into segments by a character such as a dash. The segments together identify a sector of the General Ledger. For example, the code in the first segment of the string may identify a division, the code in the second segment of the string may identify a product, and the code in the third segment of the string may identify a department.
Allocation Mapping	<p>The act of associating allocation codes to a designated element such as an Account, User, Group, MCC, Expense Category, or Supplier.</p> <p>After they are mapped to an element, the application attempts to enter default allocation codes mapped to that element whenever the transaction includes the element. If allocation codes are mapped to multiple elements, the application uses a predefined hierarchy to determine which codes to enter.</p>
Allocation Profile	A group of rules set up by the Global Administrator that define what allocation codes a user or group is authorized to enter in the allocation segments on a transaction, reimbursement request, or purchase request.
Allocation Rule	One of the rules included in the Allocation Profile that determines which allocation codes a user assigned the Allocation Profile can use. Refer to Allocation Profile for more information.
Allocation Rollup	A combination of segments with identical values repeated on multiple lines of the transaction's allocation.
Allocation Segment	One portion of an allocation combination that represents an element in the organization's chart of accounts and is unique for each organization. A segment can represent, for example, a cost center, department, expense code, project number, or work order number.
Allocation Segment Configuration	The act of naming segments, setting length parameters, and assigning other options for the values in an allocation segment.
Allocation Segment Value	A value (or code) entered in an allocation segment. These values are authorized by the allocation profile for a user or group to be assigned during the allocation process. For example, there may be several cost centers associated with the cost center segment. Each would be identified with a value and a description.
AP Coding	<p>The Payee Account, Payee Name, and allocation string set up in the Accounting Settings of the application for the A/P offset record within the export batch.</p> <p>This offset is used by some organizations to post spend to a liability account in their A/P module.</p>

Term	Description
Approval Delegation	A modification made to the user details by the Global Administrator to temporarily delegate approval authority to another user for a defined period of time. (Group Approvers can delegate their own approval authority to other users.)
Approval Rules	<p>Rules that determine when a purchase request requires approval and by whom. (This is a subset of approval settings.)</p> <p>A Global Administrator or Accountant can designate a company-wide threshold over which the amount of the purchase request must be approved by an individual with the appropriate authority level (for example, signature limit).</p> <p>The Global Administrator, Group Owner, or Scoped Administrator may set up approval rules for the group members.</p>
Approval Settings	<p>The following set of rules and controls that determine the approval and review requirements of documents:</p> <ul style="list-style-type: none"> <li>▪ Purchase request approval rules</li> <li>▪ Transaction review and sign-off rules</li> <li>▪ Reimbursement review controls</li> </ul>
Approver	<p>This term is synonymous with the term Group Approver. Group Approver (one or more per group) is a group official role that allows the user to sign off on transactions and reimbursement requests and approve purchase requests that either:</p> <ul style="list-style-type: none"> <li>▪ Originated from a member of the group or its subgroups to which the Group Approver has been assigned</li> <li>▪ Originated from a member of a different group that has routing permissions to the Group Approver's groups</li> </ul>
Attaching Purchase Requests	The act of manually associating an approved purchase request to its respective transaction.
Audit Log	A real-time record of changes made to application elements (for example, addition of users, change to spend control profile limits, or change to global settings).
Audit Report	A report that displays data about modifications to the application, including who made the changes and what elements of the application were affected. Refer to Report Category for more information.
Auditor	A role assigned to a user or group that can enable the user or group members to review data for the entire organization and export all company reports.
Authority Level	An element created by a Global Administrator and assigned to a Group Approver to indicate the maximum amount a Group Approver can approve for a purchase request.
Authorization Log (Auth Log)	A real-time record of approve/decline activity associated with an account as reported to Works by the card processor.
Authorized Allocation	An indication that the allocation codes entered for an allocation are authorized for use by the allocation profile that is assigned to either the Primary Accountholder or the Accountholder's group. Refer to Authorized Allocation Codes for more information.
Authorized Allocation Codes	Allocation code values that are authorized by the allocation profile for a user or group.

## Glossary: Works® User's Guide

Term	Description
Automation Controls	Options on a spend control profile that specify whether the application performs Accountholder sign-off on payable transactions or credits and whether the application matches transactions to purchase requests. Available matching options: <ul style="list-style-type: none"> <li>▪ Never (never Automatch)</li> <li>▪ One to One (match one transaction to each request)</li> <li>▪ Many to One (match multiple transactions to each request)</li> </ul>
Available Credit	The maximum amount that can be spent on the account in the remaining billing cycle. This amount is calculated as the amount of the assigned Credit Limit (maximum that can be spent in a billing cycle) minus the total amount of all transactions currently reported to the application for the billing cycle.
<b>B</b>	<b>Return to Top</b>
Barcode Index*	A unique identifier that is generated to provide a way to group payable documents according to the barcode schema. The barcode index is translated into a barcode graphic in Code 39 alpha numeric format.
Basic Reporter*	A role assigned to a user that limits the use of configurable reports to those distributed by the Administrator or Accountant. The user cannot edit the column configurations of these reports.
Batch	Batching adds selected transaction data to export as a text file for use in the organization's third-party accounting software.
Batch File*	A file in which Accountants may place designated transactions or reimbursements for download to a comma-delimited text (.txt) file that can be exported to third-party accounting software.
Billing Statement	A standard company report that indicates amounts involved in transaction activity for a designated period of time.
Bind	An action performed by the Global Administrator that restricts the visibility of profiles by Scoped Administrators to a specific set of spend control profiles.
<b>C</b>	<b>Return to Top</b>
Card Counts	A list of the total number of active cards and inactive cards that belong to an organization.
Card Request Log	A real-time record of all card requests submitted to Works.
Card Status	A standard company report that displays the attributes of one or more cards including when the Primary Accountholder was created and the date of the last transaction performed with the card.
Cash limit %* (purchase account)	The percentage of the credit limit that the user, who has a PIN, can receive as a cash advance.
Category	Refer to Report Category for more information.
Class	An element created by the Global Administrator that defines the boundaries of management for other Administrators.  Each class is associated with specific corporate accounts and spend control profiles. After they are assigned a class, an Administrator's duties are restricted to those corporate accounts and/or spend control profiles associated with the class assigned.

Term	Description
Close (automatic)	<p>Action performed by the application to a transaction or reimbursement request after Accountholder and/or Approver sign-off.</p> <p>Closing a transaction or reimbursement request places the payable document into the Accountant's Ready to Batch queue.</p>
Close (manual)	Action performed by an Accountant on a transaction or reimbursement request that places it in the Ready to Batch queue.
Closed Purchase Request	Action performed by the Accountholder or Accountant that removes the excess incremental funds (if any) from the account. For example, if an Accountholder created a purchase request for \$100 but spent only \$94, six dollars remain on the account until the purchase request is closed.
Columns	A list of all data columns available to display within a table. Clicking the Columns link in a table allows a user to select from the list which columns to display and which columns to remove from their view.
Company Number	The 16-digit number that identifies the corporate account.
Company-Wide Threshold	The maximum amount of any purchase request that the application will approve. An amount over the threshold will require approval from a user with the appropriate signature limit.
Complete Allocation	The indication that all required allocation segments contain a valid value. Refer to Valid Allocation Code for more information.
Corporate Account	A name or code that identifies the company-level account associated with an individual account. The overall company credit limit of the corporate account defines the maximum that can be spent from the account in a billing cycle. If the accumulative total of all accounts associated with the corporate account reaches that credit limit, spending with those accounts will be temporarily suspended.
Corporation Type	A filter used in Company Reports that allows a user to select vendors with a particular legal/tax designation to be included in the report. For example, a user may select vendors who are designated as Individual/Sole Proprietors or Limited Liability Corporations (LLC).
Credit Limit	The maximum spend or ceiling allowed on an account in one month.
CRI Reference	The Customer Reference Identifier (CRA) is a unique code applied to each transaction by the vendor. If used in conjunction with an ePayables card account, the code will be transferred to the respective purchase request when the file of invoices from the vendor is converted to purchase requests.
Cross-Company (CxCo) Reporting*	A licensed feature of configurable reports that allows the merging of data from multiple instances of Works into a single report. This is beneficial to large companies who have installed Works at several different sites.
Current Limit	<p>The spend potential of the account. This amount is calculated as the amount of the assigned discretionary funds (per billing cycle) plus unspent approved incremental funds, minus the amount of all transactions that have been reported to the application but have not yet restored to the account.</p> <p><b>Note:</b> The current limit is available on the account but is not necessarily available to the Accountholder for the current billing cycle. Of the current limit available on the account, the Accountholder can spend only the available credit.</p>

Term	Description
CVV	The Category Verification Value (four digits) located on the back of a card plastic.
Cycle to Date	The period of time from the beginning of the current cycle to the current date in the cycle.
<b>D</b>	<b>Return to Top</b>
Dashboard	A selection of commonly requested reports represented in chart or table format.
Data Filter	A filter is a tool that allows a user to restrict the selection of elements (for example, users, accounts, transactions) to only those that meet a criteria of chosen attributes.
Deactivate	The act of closing an account within the application. After it is closed, the account cannot be reactivated.
Default Account	The account that displays by default in any purchase request the user submits.
Default Allocation	The act of associating allocation codes to a designated element such as an Account, User, Group, MCC, Expense Category, or Supplier. After it is mapped to an element, the application attempts to enter default allocation codes mapped to that element whenever the transaction includes the element. If allocation codes are mapped to multiple elements, the application uses a predefined hierarchy to determine which codes to enter.
Default Allocation Codes	Allocation codes assigned by the application to the allocation of purchase requests and payable documents (for example, transactions and reimbursements).
Discretionary Funds	<p>An amount funded to the account that can be spent at the user's discretion (for example, without approval). For all practical purposes, the term discretionary funds is synonymous with the term base funds.</p> <p>At a predefined time during the reconciliation process, spent discretionary funds are restored back to the card. For example, Works can be set up to restore the funds after Accountholder sign-off or after Approver sign-off.</p>
Dispute	The act of marking a transaction as disputed in Works. Works will notify the bank, but the user will need to communicate with Bank of America Merrill Lynch to resolve the issue.
Divide	The act of dividing a transaction into multiple transactions within Works. This is normally done to attach portions of the transaction to multiple purchase requests.
Document	<p>A unique number assigned sequentially to each of the following elements processed in the workflow of the application.</p> <ul style="list-style-type: none"> <li>▪ Transactions (for spend on an account)</li> <li>▪ Reimbursement requests (for out-of-pocket cash spend)</li> <li>▪ Purchase requests (for incremental funds)</li> <li>▪ Expense reports (a group of transactions and reimbursements)</li> </ul> <p>The number is independent of the Document ID associated with a barcode schema.</p>
Document ID	For organizations that use barcodes, this is the barcode schema in which a unique ID is encoded in a barcode and assigned to a transaction or reimbursement request by the application. Barcode schemes are set up in the Transaction and Reimbursement settings.
Downloading	Displaying/saving data in a format that can be viewed or exported to another software program (for example., .txt or pdf file).



## Glossary: Works® User's Guide

Term	Description
<b>E</b>	<b>Return to Top</b>
Editing Rights	The rights granted by the Global Administrator to a spend monitor official that allows the official to edit the attributes of the spend monitor.
Employee ID*	A number used within some organizations to identify each employee.
Exact Authorization Override*	A licensed feature in Works that allows an Accountholder to make a one-time exception purchase that overrides all other spend controls on the individual card's profile. Administrators can proactively create an authorization override record that is set to a specific dollar amount to match the one-time purchase.
Expense Category	<p>A category of spend that can be applied to all or portions of a transaction or reimbursement. These assist the breakdown of day-by-day spend of transaction in an expense report.</p> <p>Additional information can be requested for each category. For example, if the expense category is fuel, a field requesting mileage may be included below Expense Category on the Allocation screen. Refer to Expense Category Mapping for more information.</p>
Expense Category Mapping	<p>The act of associating allocation codes to an Expense Category so Works will attempt to enter those codes when allocating a transaction in the expense category.</p> <p>If allocation codes have been mapped to additional elements in Works, such as group or supplier, the application uses a predetermined hierarchy to determine which level of mapping takes precedence.</p>
Expense Report	<p>A report created by a user to group transactions and reimbursements for review by an Approver. Transactions and reimbursement requests may be added to Expense reports to organize documents and can enable users to perform a single task on those documents at one time.</p> <p>Expense reports will display a summary of transaction and reimbursement items as well as a day-by-day spend report that groups spend by expense categories.</p>
Export File	A CSV (Comma Separated Value) text file that contains data about closed payable documents that can be exported to third-party accounting software.
Extended Transaction*	Level 3 (L3) data about a transaction returned by the merchant that is specific to the type of business offered by the merchant (for example, flight information).
<b>F</b>	<b>Return to Top</b>
Filter	Refer to Data Filter for more information.
Flag	<p>The act of marking a transaction for further review or comment. When a transaction is flagged by either the Approver or Accountant, all three of the following individuals receive notification:</p> <ul style="list-style-type: none"> <li>▪ Accountholder</li> <li>▪ Approver</li> <li>▪ Accountant</li> </ul> <p>Any of the three individuals can remove the flag.</p>
Force Reset	A password setting that requires the user to reset a password after a single use.

## Glossary: Works® User's Guide

Term	Description
Forced Signoff	A setting that allows Works to perform the Accountholder and Approver sign-off when the Accountant sweeps a transaction or reimbursement request into the Accountant Open queue.
Funds Restore Delay	The option to delay the restore of discretionary funds to cards until a number of days after the billing cycle.
<b>G</b>	<b>Return to Top</b>
Ghost Account	An account set up without issuing the physical credit card. 0 (zero) cards must be indicated in the <b>Physical Cards</b> field.
General Ledger Audit Log	A real-time record of modifications made to allocation configuration.
GL#	There are 10 segments available, each one will be titled with the GL# and the Description (for example, GL01: Division, GL02: Cost Center, and more).
Goods & Services	The total of all taxable items in a transaction. Works calculates this amount, but the user can edit that amount in the Reference & Tax section of the allocation details of the transaction, if necessary.
Group	A collection of users within Works grouped by departments, projects, or other units defined by the organization. Groups can enable an organization to easily assign default controls for various levels of users and maintain defined approval points during the workflow of the application.
Group Address	The mailing address associated with the group. By default, members of the group inherit this address. A custom mail address can be assigned directly to a user if desired.
Group Approval Rules	Refer to Approval Rules for more information.
Group Approver	A group official role that allows the user to sign off on payable documents and approve purchase requests that fit one of the following cases: <ul style="list-style-type: none"> <li>▪ Originated from a member of the group or its subgroups to which the Group Approver has been assigned.</li> <li>▪ Originated from a member of a different group that has routing permissions to the Group Approver's groups.</li> </ul>
Group Allocation Mapping	The act of mapping allocation codes to a specific group so Works will, by default, apply the codes when allocating transactions made by group members.
Group Hierarchy	A graphical representation of the organization that indicates hierarchal layout of all groups in the organization and lists the users in each group.
Group Owner	A group official role that allows the user to set the group's approval rules and if global settings allow, initiates the addition of a new user and respective account request.
<b>I</b>	<b>Return to Top</b>
Incremental Funds	An amount funded to the user's card only after a purchase request for the funds has been submitted online and approved.
Incremental Funds Buffer	The percentage or dollar amount the user can spend above the amount of the requested incremental funds. Incremental funds require the user (or a Proxy Requester) to submit a purchase request using Works.

## Glossary: Works® User's Guide

Term	Description
In Scope Accounts	Refers to all individual accounts that a user has the ability to view and maintain. The In Scope tab lists the individual accounts that a user has the ability to view and maintain.
Item Detail (purchasing account)	The description given by the Accountholder describing the purchase.
Item Detail (ePayables account*)	The line items (invoice #) of each item included in a transaction.
<b>L</b>	<b>Return to Top</b>
Last Run Settings	A setting option available for configurable reports. The setting allows a user to run the report using the template as it was last configured.
Level 1 Data	The following basic information about a transaction that can be reported to Works by the merchant/vendor. <ul style="list-style-type: none"> <li>▪ Name of business</li> <li>▪ Address</li> <li>▪ Amount of transaction</li> <li>▪ Date transaction was authorized</li> <li>▪ Date transaction was posted to the financial institution</li> <li>▪ Socio economic indicators</li> <li>▪ Exchange rate (if applicable)</li> </ul>
Level 2 Data	Information about a transaction that can be reported to Works by the merchant/vendor. This level of information includes all Level 1 data plus sales tax amount and CRI code.
Level 3 Data	Information about a transaction that can be reported to Works by the merchant/vendor. This level of information includes all Level 1 and 2 data plus line item details, item description, quantity, and cost per unit.
Line Type	A filter included in the standard company reports that gives the user the option to either include all line items on a transaction or only those line items that relate to the selected report. For example, a user can choose only airline-specific line items for the Airline Spend Detail report.
Locked Batch File	An act performed by an Accountant that prevents any user from changing financial information for any documents contained in the batch.
Login Name	The name a user of the application (with or without an account) enters to log in to the application. A Login Name and Password are required when logging into Works.
<b>M</b>	<b>Return to Top</b>

Term	Description
Managed (card program)	<p>Indication that the application manages the card program used by the card processor of the issuing bank. The result is that the following automatic spend controls are available in spend control profiles:</p> <ul style="list-style-type: none"> <li>▪ Discretionary fund controls</li> <li>▪ Incremental buffer setting</li> <li>▪ Fund restore setting</li> <li>▪ Single transaction limit override</li> <li>▪ Automatch rules</li> <li>▪ Fund expiration setting</li> </ul> <p><b>Note:</b> The Managed attribute of the application is set up during implementation. Refer to Unmanaged, Semi-managed, and Payment Type for more information.</p>
Many-to-One Matching	The auto-matching of many transactions to one purchase request.
Master Accounting Code	An internal accounting code (max 75 characters) assigned to the account and recognized by the card processor. Refer to Accounting Code for more information.
Matching	The automatic matching of transactions to purchase requests. When completed manually by the Accountholder, it is referred to as attaching.
MCC	The four-digit Merchant Category Code (MCC) assigned by Visa and MasterCard to merchants that identify the product or line of business of each merchant. Although airlines, hotels, and rental car companies are given their own MCC, all other similar businesses are grouped into like categories.
MCCG	<p>A grouping of Merchant Category Codes (MCCG) into one of five standard categories by Works:</p> <ul style="list-style-type: none"> <li>▪ Cash</li> <li>▪ Travel &amp; Entertainment</li> <li>▪ General Purchase</li> <li>▪ Vehicle/Fleet</li> <li>▪ Unusual</li> </ul> <p>In the spend control profile details, a Global Administrator can indicate whether an account is permitted or prohibited from use at merchants in that category. Additional custom MCCGs can be set up during implementation.</p>
MCC Mapping	The act of mapping allocation values to MCCs so Works will attempt to apply default allocation codes when allocating transactions made with merchants tied to that MCC.
Memo Statement	A statement of the account balance for an account issued to an employee.
Merchant	The name of the business listed on the transaction reported to Works. For all practical purposes, this term is synonymous with the term Vendor.
<b>N</b>	<b>Return to Top</b>
Number of Accounts	The count of all accounts that a user has access to (primary and secondary).

## Glossary: Works® User's Guide

Term	Description
<b>O</b>	<b>Return to Top</b>
One to One Matching	The auto-matching of one transaction to one purchase request.
Open Purchase Request	A purchase request that has been approved. A transaction may have used the resulting amount funded to the account.
Org Reports	All reports are divided into categories which determine what data can be included in the report. Org Reports provide data specific to an organization. Refer to Report Category for more information.
<b>P</b>	<b>Return to Top</b>
Password	<p>The unique entry required by each user to access Works. The default minimum character length of the password is eight characters, but the Global Administrator may modify this setting in the global Administration settings.</p> <p><b>Password Reset Forgot Login Name</b> - If a user forgets his or her Login Name, an Administrator can send a Login Name Reminder email which provides the Login Name.</p> <p><b>Forgot Password</b> - If a user forgets his or her Password, the user can click <b>Forgot your password?</b> on the Login page. The user is then prompted to enter a Login Name and submit. The application sends an email to the user with instructions for creating a new password. The user must know the answers to the security validation questions to create a new password. If a user does not know the answers to the security validation questions, the Administrator can reset the password which allows the user to select new security validation questions and answers. After a Program Administrator resets a password, an email is sent to the user with a randomly generated password. Users are required to change their passwords the first time they log in to Works when an Administrator resets the password. Password resets are temporary and active for three days. A user must log in using the temporary password within three days or the password will expire and the Administrator will have to reset the password again for the user.</p> <p><b>User Lock Out</b> - A user is allowed six attempts (occurring within a five-minute time frame) to log into the application. A login attempt fails if the user enters an incorrect Login Name or password on the Login page. After a user's login attempt fails five times, a message displays warning the user that another failed attempt will lock the user out of the application. This lockout remains in effect for 30 minutes. After 30 minutes, the user can attempt to log in again. Program Administrators cannot unlock users. If necessary, Works Customer Service can reset the lock for the user.</p>
Payable Controls	<p>Payee Name and Payee ID of the bank to which ePayable transactions are payable. These controls are entered in the Accounting settings.</p> <p><b>Note:</b> Some organizations assign Payee IDs to their users for reimbursement purposes. In cases of reimbursement, the user's Payee ID will replace the bank Payee ID in the export file.</p>
Payable Document	Either a transaction or reimbursement request resulting from the use of an account.

## Glossary: Works® User's Guide

Term	Description
Payable Status	<p>Status of payable document in the workflow:</p> <ul style="list-style-type: none"> <li>▪ <b>Pending Sign Off</b> - Document has not received required Accountholder and/or Approver sign-offs and is not yet in the Accountant's queue.</li> <li>▪ <b>Open</b> - Document has received the required sign-offs and currently resides in the Accountant queue.</li> </ul>
Payable Type	<p>A filter in the company reports that allows the user to select the type of payable document to include in the report:</p> <ul style="list-style-type: none"> <li>▪ Transaction</li> <li>▪ Reimbursement</li> </ul>
Payee ID	Refer to Payable Controls for more information.
Payee Name	Refer to Payable Controls for more information.
Payment Method	<p>Option for method of payment indicated on the purchase request:</p> <ul style="list-style-type: none"> <li>▪ Check</li> <li>▪ Company paid</li> <li>▪ Employee paid</li> </ul> <p>The default option is Managed/Semi-Managed card, but any of the options listed will display on the Create a Purchase Request screen if set up in Document Settings/Requests.</p>
Pending Sign Off Transaction	Transactions that are not yet in the Accountant's queue because the required sign-offs by Accountholder and/or Approver have not been completed.
% of Credit Limit Used	The percent currently spent of an account's credit limit. The percentage is calculated by dividing an account's current balance by the credit limit. A default column titled % of Credit Limit Used displays on the home page for In Scope, Corporate, and Diversion accounts. If the threshold set for an account has been exceeded, the value in this column will display in red.
Personal Templates	A set of reports that refers to the spend of the Accountholder currently logged on to the application. Personal and Shared Templates may be accessed in the Template Library ( <b>Reports &gt; Template Library</b> ).
Plastic Type	Card design (logo, color, text).
PO Number	The automatic or manually applied purchase order number for a transaction. The PO Number can be added to the purchase request or to the transaction during reconciliation.
Postfix	The delimiter (character that separates the segments) when the segments are displayed together as a combination. This character is defined during implementation of the application. If a dash (-) is the delimiter, the combination may appear as follows: 400-556-3456.
Posting Date	The date the transaction was posted to the financial institution liable for payment. This term is sometimes used interchangeably with the date the transaction was reported to Works. There is actually a delay (approximately 24 hours) between when the transaction is posted to the financial institution and when it is posted (reported) to Works.
Preferred Supplier	A status designated during the creation of the supplier.

## Glossary: Works® User's Guide

Term	Description
Primary Accountholder (purchasing card)	The name of the user Works associates with an account. By default, the user's name will be embossed on the card unless a custom name is entered on the account request.
Primary Accountholder (ePayables account*)	The name Works uses to associate all vendors to the payables account. This name is an arbitrary name set up by your organization during implementation. Although all vendors share the same Primary Accountholder name, the Global Administrator will issue to each vendor a card with the vendor's name embossed on the card, and each card will include the unique vendor ID (for example, card name) that your organization's accounting system used to identify the vendor.
Profile	Refer to Spend Control Profile for more information.
Profile Change Log	A record of changes made to spend control profiles.
Program Administrator	A role assigned to a user that authorizes the user to perform all administrative and account maintenance tasks in Works. Refer to Scoped Administrator for more information.
Program Type	An instance of Works used for a specific purpose (for example, purchase, travel, etc.)
Proxy Reconciler	A group official role that gives the user permission to access reports, to submit reimbursements and reconcile transactions on behalf of any user in a designated group. Group Proxy Reconciler is the only role that allows a user to submit reimbursements on behalf of another user.
Proxy Requester	A group official role that gives the user permission to view all purchase requests for users in a designated group. If the user also has the Requester user role, the user can create a purchase request on behalf of any user in the group.
Public Group	A group to which all employees may route purchase requests.
Purchase Date	The date on which the goods or services were purchased. This is synonymous with the term Doc Date in the exported batch file.
Purchase Requester	Role assigned to a user or group that allows the user to create purchase requests. The purchase requester does not need to be an Accountholder and can be assigned to create requests on behalf of another Accountholder.
Purchaser	Role assigned to a user or group that allows the user to make purchases for other users who have obtained an approved purchase requests.
Push File Delivery	A configured reports delivery feature that allows a user with the Push File Reporter role to designate when a report should be pushed from Works and delivered to a BA Clear mailbox that can then be accessed by an alternative file transmission method.
Push File Reporter	A role that can designate when a report should be pushed from Works and delivered to a BA Clear mailbox that can then be accessed by an alternative file transmission method. Only Program Administrators with the Push File Reporter role can assign this role to another user who must also have a least one of the following required roles (Global or Scoped): Program Administrator, Accountant, or Auditor.
Push Payments (ePayables)	A feature for ePayables card accounts that can enable the user to push exact payment amounts to an enrolled vendor's merchant account.

## Glossary: Works® User's Guide

Term	Description
<b>R</b>	<b>Return to Top</b>
Receipts Imaging*	A licensed feature in Works that allows Primary and Secondary Accountholders and Proxy Reconcilers to upload receipt images to Works from their computer's desktop in addition to faxing receipts. Receipt images can be attached directly to a transaction or expense report or stored in the Receipts queue to be processed later. Receipt Images are retained and available for download for a period of seven years.
Reconciliation	The process of reviewing and signing off on payable documents. Sometimes this must be accomplished at several levels (for example, Accountholder, Approver, and Accountant).
Reference	If used by your organization, this is an internal ID entered into the <b>Reference</b> field of transaction details during reconciliation to associate multiple documents.  The <b>Reference</b> field if populated, is exported in the batch file under the column heading Doc Ref.
Replace Card Request	A request to reissue a physical plastic card for an existing account. The card will retain the same account number, user, and profile.  <b>Note:</b> This is not the same as a requesting a replacement account for a missing or stolen card. It is a request to replace a card that is not physically functional or needs a different name embossed on the card because of a name change.
Report Category	All reports are divided into the following categories which determine what data can be included in the report: <ul style="list-style-type: none"> <li>▪ <b>Audit Reports</b> - Display data specific to audit reports</li> <li>▪ <b>Account Reports</b> - Data specific to accounts</li> <li>▪ <b>Org Reports</b> - Display data specific to an organization</li> <li>▪ <b>Request Reports</b> - Data specific to purchase requests</li> <li>▪ <b>Spend Reports</b> - Data specific to spend within an account or company.</li> </ul>
Report Template	A preformatted report without content.
Request Name	An optional name added manually to a purchase request before it is submitted.
Request PIN	The option to allow the user to create a PIN for use with receiving cash advances.
Request Reports	All reports are divided into categories which determine what data can be included in the report. Request Reports provide data specific to purchase requests. Refer to Report Category for more information.
Restricted User	A Scoped Administrator who is restricted to one or more corporate accounts.
Role	A predefined element of Works that can be assigned to users to identify the tasks of a user. There are general user roles, group official roles, and miscellaneous roles.
Routing Permission	A permission set in the Scoped Permissions tab of the user details that allows the user to route purchase requests to designated groups.



## Glossary: Works® User's Guide

Term	Description
<b>S</b>	<b>Return to Top</b>
SBA Registered	Indication that the merchant is registered as a small business with the Small Business Administration. This information is included in level 1 data that can be reported to the application by the merchant with whom the transaction was performed.
Scaled Expense Category	An expense category that is used with reimbursement requests and requires a calculation of one number against a scale or rate. An example is mileage. This is a cash transaction where the user enters the number of miles and the appropriate scale/rate determines the actual reimbursement amount.
Scheduled Actions	An Expenses menu option in Works that allows Accountants to schedule a Sweep or Batch and view the affected accounts and details.
Scheduled Assignments	An Accounts menu option in Works that allows Administrators to view the affected accounts and details of scheduled spend control profile moves as well as edit pending moves.
Scoped Accountant	A group official role that allows the user to perform most of the administrative tasks associated with the Accountant role but only for users in the group the Accountant has been assigned and its subgroups.
Scoped Administrator	A group official role that allows the user to perform most of the tasks associated with a Program Administrator but only for the Accountholders in the group to which the official is assigned and its subgroups.
Scoped Auditor	A group official role that allows the user to access and export the dashboard and detailed reports for the group(s) to which the user is assigned and its subgroups.
Scoped Permissions	Permission to assume the group official role or perform tasks for a specific group and its subgroups.
Secondary Accountholder	A user other than the Primary Accountholder who has authority to reconcile and report on all transactions associated with an account. <b>Note:</b> The Secondary Accountholder role does NOT provide a user with the authority to submit reimbursements on behalf of another user. The Group Proxy Reconciler role is the only role that allows a user to submit reimbursements on behalf of another user.
Secure Email	A feature for ePayables card programs that gives the user the ability to provide card account information (full 16-digit card account number and expiration date) to vendors encrypted in a remittance advice email.
Semi-Managed (card program)	Indication that the application manages some aspects of the card program used by the card processor of the issuing bank. The result is that only the following automatic spend controls are available in spend control profiles: <ul style="list-style-type: none"> <li>▪ Single transaction limit override</li> <li>▪ Auto-match rules (for transactions made with semi managed cards only)</li> <li>▪ Fund expiration setting</li> </ul> <b>Note:</b> The Semi-Managed attribute of the application is set up during implementation.
Shared Template	A configurable report template that has been configured by the Global Administrator or Accountant and shared for use company-wide. Shared Templates may be accessed in the Template Library ( <b>Reports &gt; Template Library</b> ).

## Glossary: Works® User's Guide

Term	Description
Signature Limit	The maximum dollar amount that the Group Approver can approve for a purchase request.
Sign off	Acknowledgement that review and reconciliation by an Accountholder or Approver is complete and the document may progress in the workflow.
Single Transaction Limit	The maximum amount that can be spent on a single transaction with the card.
Source Amount	Amount expressed in the currency (for example, dollars, euros, pesos) used in the original transaction.
Spend	Amount allocated to a sector of the General Ledger and reported to the application.
Spend Ceiling*	A designated dollar amount associated with a spend monitor. The Global Administrator can set up spend monitor controls to notify designated individuals when the spend monitor detects that the spend ceiling has been exceeded.
Spend Ceiling Reset*	The reoccurring time that the spend ceiling dollar amount can be reset (for example, monthly, quarterly, yearly, or never).
Spend Control Profile	The settings that control the funding, spending, and reconciliation process for a group of accounts. Each account must belong to a single spend control profile.
Spend Monitor	A tool that tracks money allocated to a designated sector of the GL. This tool is especially useful for tracking spend for a project or department.
Spend Reports	All reports are divided into categories which determine what data can be included in the report. Spend Reports provide data specific to the spend on an account. Refer to Report Category for more information.
State (of the document)	The queue in the workflow where a transaction or reimbursement request is currently located.
Subject to Use Tax	An option in the <b>Tax Status</b> drop-down menu in the Allocation Details of a transaction. When allocating a transaction, select this option to indicate the items in the transaction are subject to tax but were purchased from another state that does not tax those items.
Summary Data	Data that can be totaled (usually involving an amount). In a configurable report, a user can display a summary in relation to another element in the report. For example, a user can display the sum of spend for each user in the report.
Supplier	An arbitrary group of vendors that allow the organization to conveniently accomplish the following for all vendors in the group: <ul style="list-style-type: none"> <li>▪ Include all the vendors in aggregate spending report.</li> <li>▪ Define default allocation codes for all the vendors.</li> </ul>
Supplier Mapping	Refers to associating a vendor to a supplier (group of vendors).
Sweep	Sweeping moves transactions to the Accountant's queue for processing before the Accountholder and/or Approver have performed sign-off. This does not apply to reimbursement requests. The required sign-offs must occur, and then Works moves the reimbursement request to the Open queue of the Accountant.

Term	Description
<b>T</b>	<b>Return to Top</b>
Tax Status	<p>The tax status of items purchased in a transaction. Works defaults to <b>Sales Tax Included</b>, but the user may select a different option from the drop-down menu in details of the transaction:</p> <ul style="list-style-type: none"> <li>▪ <b>Subject to use Tax</b> - Select this option if tax was not included on the invoice and must be paid.</li> <li>▪ <b>Non taxable Purchase</b> - Select this option if tax does not apply to the item.</li> <li>▪ <b>Sales Tax Included</b> (defaults) - Select this option if the tax has already been paid.</li> </ul>
Tax Type	A filter used in company reports that allows the user to include transactions in the report that have a specific tax status. Refer to Tax Status for more information.
Template Library	Personal and Shared Templates may be accessed in the Template Library ( <b>Reports &gt; Template Library</b> ).
Transaction Controls	A group of spend control profile settings that control the maximum dollar amount of a transaction, the maximum dollar amount of all transactions per day, and the maximum number of daily transactions.
Transaction Limits	A group of spend control profile settings that control the transaction spend for all accounts with that profile.
Transaction Status	Where the transaction is currently queued in the workflow from the perspective of the acting as role of the current user.
Type (purchase)	A field that displays on the Allocations screen if your organization has been set up to use types of purchases. The user can select the type of purchase being allocated (for example, lodging, food, entertainment, gas) from a drop-down menu beside the field.
<b>U</b>	<b>Return to Top</b>
Unknown Account	An account that is unknown to Works if it did not originate from an account request created within the application. For example, Bank of America Merrill Lynch issues an account to replace a previously lost or stolen card reported to the organization by the Accountholder. This account will be reported to Works in the Cards Awaiting Assignment queue. It will remain there until the Program Administrator assigns it to a user and spend control profile.
Unlocked Batch File	A file that contains document details ready for export but still allows modifications to the financial data. After it is locked, the financial data cannot be modified.

Term	Description
Unmanaged (card program)	<p>Indication that Works does not manage the card program used by the card processor of the issuing bank. The result is that none of the following automatic spend controls are available in spend control profiles:</p> <ul style="list-style-type: none"> <li>▪ Discretionary fund controls</li> <li>▪ Incremental buffer setting</li> <li>▪ Fund restore setting</li> <li>▪ Single transaction limit override</li> <li>▪ Automatch rules</li> <li>▪ Fund expiration setting</li> </ul> <p><b>Note:</b> The unmanaged attribute of Works is set up during implementation.</p>
Unrestricted User	Refers to a Scoped Administrator that is not restricted to the administration of a particular corporate account.
User	Any employee assigned a login name and password that allows access to Works.
User Allocation Mapping	<p>The act of associating allocation codes to a designated user. Works will enter default allocation codes whenever a purchase request or payable document is made by this user.</p> <p>Allocation codes may be mapped to other elements. Works uses a predetermined hierarchy to determine which level of mapping will be implemented in choosing the codes to apply.</p>
User Lockout	<p>A user is allowed six attempts (occurring within a five-minute time frame) to log in to Works. A login attempt fails if the user enters an incorrect Login Name or password on the Login page. After a user's login attempt fails five times, a message displays warning the user that another failed attempt will lock the user out of the application. This lockout remains in effect for 30 minutes. After 30 minutes, the user can attempt to log in again. Program Administrators cannot unlock users. If necessary, Works Customer Service can reset the lock for the user.</p>
User Roles	<p>A role assigned to users or groups of users to determine what tasks beyond the basic Accountholder tasks can be performed.</p> <p>Accountholders do not require an assigned role in order to reconcile (review and sign off on) their own transactions.</p>
<b>V</b>	<b>Return to Top</b>
Valid Allocation	An allocation (single segment or combination) that is included in the valid values of the database.
Valid MCCs	A list of MCCs on a spend control profile that indicate at which types of businesses the account can be used.
Variance	<p>A discrepancy between the total allocated and the purchase amount.</p> <p>A Global allocation setting determines whether transactions that have a variance can be signed off on by the Accountholder or Approver or closed by the Accountant. If not, the transaction must be fully allocated.</p>



Term	Description
Vendor	A business with whom your company has conducted business before using an account entered into the system. For all practical purposes, this term is synonymous with the term merchant.
Verificiation ID	Verification ID is 1 – 15 alphanumeric characters of your choice that is used to activate the card at the bank. No special characters may be used and the values cannot be all the same character. The program administrator must tell the accountholder the Verification ID. The Verification ID also displays on the Account Details screen. As a best practice, the Verification ID should be customized for each user and it is best to keep it simple. For example, you could use the user’s business phone number. For information protection, <b>never</b> use Social Security Numbers for Verification IDs.

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