

Works Updates and Card Enhancements

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Current Recommended Browsers

Microsoft® Internet Explorer 11.0

Mozilla FireFox®

Current Minimum Supported Browsers

Microsoft Internet Explorer 8.0 or higher

Mozilla FireFox®

Safari® 6.01 for iPad

Chrome is NOT a
“minimally supported”
browser at this time
but we are in the
process of testing
CHROME to add to our
list of “supported”
browsers. Q4 target.

Heads up:

Starting January 12, 2016, Microsoft is changing its list of supported Windows configurations. Microsoft is dropping support, including security updates, for older Internet Explorer versions. The changes are meant to push the vast Windows installed base to Internet Explorer 11.

Works Enhancements 4.11

Effective Date: January 31, 2015

- **Spend Monitors** are available in the new user interface
- (Accounts > Program Settings > Spend Monitors)
- For organizations licensed for this feature, Program Administrators may now create, edit, and delete spend monitors.
- A spend monitor is a tool that tracks money allocated to a designated value of a General Ledger segment, and is especially useful for tracking spend for a project or department

The screenshot shows the 'Spend Monitor Details' page for 'Construction Project 007' in the Bank of America Works system. The interface includes a navigation bar with tabs for Home, Expenses, Accounts, Reports, Accounting, and Administration. The breadcrumb trail is 'Accounts > Program Settings > Spend Monitors > Spend Monitor Details'. The user is logged in as 'mike.kavanaugh'.

Construction Project 007

*** Spend Monitor Name:** Construction Project 007

*** Spending Cap:** 1000000

*** Reset Period:** Never

Closing Date: ☐ None ☒ 01/02/2017 (mm/dd/yyyy)

Send notification when Spend: ☒ Exceeds spending cap ☒ Equals 80 % of the spending cap

Save

Spend | Mapped Allocation | Permissions

Dates: All Dates

Document	Account Holder	Date Posted	Date Purchased	Purchase Amount
TXN00001193	kavanaugh_mike	08/18/2014	08/18/2014	563.86
TXN00001194	kavanaugh_mike	08/18/2014	08/18/2014	311.46

Works Enhancements 4.12

The **Advanced Filter** for Transactions and Reimbursements tables has been enhanced effective April 11, 2015.

The screenshot displays the Bank of America Works application interface. A large arrow points to the 'Transactions - Accountant' table. The table lists transactions with columns: Document, Account Nickname, Date Posted, Vendor, Date Purchased, Allocation, Status, Sign Off, and Upd Re. An 'Advanced Filter' overlay is visible on the right side of the table, showing various filter options such as Date, Account, Corporate Account, Purchase Request, Amount Range, Dispute Status, Account Status, Allocation Complete, Allocation Valid, Allocation Authorized, AH Sign Off, APR Sign Off, and Matched Status. The table shows 33 items, with 0 selected.

Document	Account Nickname	Date Posted	Vendor	Date Purchased	Allocation	Status	Sign Off	Upd Re
TXN00001158	KARI EASTMAN	01/09/2014	NURSING AND PERSONAL CARE CO.	01/09/2014	1100-45000-3000-	Pending Sign Off	Alt	No
TXN00001166	DUNCAN S YOUNG	01/09/2014	BRITISH AIRWAYS CO.	01/09/2014	2200-61000-4050-9999	Pending Sign Off	none	Yes
TXN00001169	DUNCAN S YOUNG	01/09/2014	NURSING AND PERSONAL CARE CO.	01/09/2014	2000-21700-4010-4000	Pending Sign Off	Alt	Yes
TXN00001170	DUNCAN S YOUNG	01/09/2014	CLUB MED CO.	01/09/2014	multiple	Pending Sign Off	none	Yes
TXN00001196	mike kavanaugh	08/18/2014	Royal	08/18/2014	2200-61000-4050-9999	Pending Sign Off	none	Yes
TXN00001209	KARI EASTMAN	08/18/2014	Ace Mart	08/18/2014	2100-46162-4010-2000	Pending Sign Off	Alt	No
TXN00001210	KARI EASTMAN	08/18/2014	MOTOR FREIGHT CARRIERS AND CO.	08/18/2014	1100-45000-3000-	Pending Sign Off	Alt	No
TXN00001211	KARI EASTMAN	08/18/2014	Royal	08/18/2014	1100-45000-3000-	Pending Sign Off	Alt	No
TXN00001212	KARI EASTMAN	08/18/2014	COURIER SERVICES-AIR AND G CO.	08/18/2014	1100-45000-3000-	Pending Sign Off	Alt	No
TXN00001213	KARI EASTMAN	08/18/2014	Royal	08/18/2014	1100-45000-3000-	Pending Sign Off	Alt	No

Works Enhancements 4.14

A new button has been added to the Transaction Details section of the Allocate/Edit screen. Now users can copy existing allocation information to a new line of allocation using the Copy to Allocation button.

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Allocation Details - TXN00001196 - Royal

08/18/2014 | Source Amount : 646.85 USD

Transaction Detail - 2022 (unlisted)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date
Line Item Summary - Charges for 08/18/14	646.85	1	646.85	BY56	US	754882345	60.15	100.26	08/18/2014

Purchase Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
BRAZILIAN CHOPPER	601.58	1	601.58	EB47	YZ38

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	45.27	1	45.27
Line Item	4.44	4	17.76

Copy to Allocation

Bank of America Merrill Lynch

Allocation Details - TXN00001196 - Royal

08/18/2014 | Source Amount : 646.85 USD

Allocation

Purchase Amount: 646.85 Allocation Total: 1,311.46 | 210.477% Variance: -664.61

Comp/Yr/Auth	Value Amount	Description	GL01: Agency Code	GL02: GL Code	GL03
✓ x x	646.85	Line Item Summary	1000		1234
✓ x x	601.58	BRAZILIAN CHOPPER	1000		1234
✓ x x	17.76	Line Item	1000		1234

0 Selected | 3 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Personal	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
No		Sales Tax included	1,266.19	45.27	0.00	78730

Adjust Amount

Transaction Detail - 2022 (unlisted)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date
Line Item Summary - Charges for 08/18/14	646.85	1	646.85	BY56	US	754882345	60.15	100.26	08/18/2014

0 Selected

Save Close

Fraud transactions in Works

Your Corporate account is configured to determine how fraudulent transactions are handled. Two options:

1. the transaction is OWED and will be reimbursed once the Fraud case is decisioned
2. the transaction is not OWED but could become OWED after it is decisioned

The default and “norm” is the first option which means you are obligated to pay it and it will be credited back at a later date. This is the default because doing it the other way becomes very difficult to track from an accounting perspective.

- The charge is still OWED, it needs to be allocated and signed off through Works just like any transaction.
- That transaction will continue to count against available funds just like any other transaction until the point that the Fraud case is settled in the Client’s favor.
- At that time a CREDIT transaction will come through to offset the original transaction and this new Credit will also need to go through allocation and signoff in Works.

Common uses for Declining Balance

Projects

A building remodel has a total budget of \$100,000 and those funds expire after 6 months.

Events

The training conference has a total budget of \$50,000 and purchases will be made anytime during a 5-month period.

Head Ball Coach is taking the team to Florida for a bowl game. School had budgeted \$100,000 for the 5-day trip.

Grants

A professor has received a \$25,000 grant for a study; the money must be spent by the last day of the year.

Creating a Declining Balance Profile

Create Spend Control Profile

Spend Control Profile

* Profile Name: Declining Balance \$10K

☐ Restrict to group

Settings

* Credit Limit: 10000

Single Transaction Limit: 2500

☐ Auto-adjust to approved request amounts

Daily Transaction Limit:

Limit # of Auths to:

* Discretionary Funds:

Restore Funds when Signed Off by: Accountholder

Restoration Timeframe: Immediate

MCC Group Settings (Using 5 of 11)

<input checked="" type="checkbox"/>	Use Standard Groups	Permissions	Transaction Limit	Daily Transaction Limit	Cycle Transaction Limit
	Cash	Permit			
	General Purchase	Permit			
	Travel & Entertainment	Permit			
	Unusual	Permit			
	Vehicle/Fleet	Permit			

Transactions Sign Off Settings

Set to amount allowed for each cycle; purchase request can be higher however accountholder can only spend up to cycle limit.

Always set to \$0 – no discretionary funds.

Can still have a single transaction limit, just don't adjust based on any one request. Changing this on the spend control profile will impact all cards.

Can still restrict MCC's.

Creating a Declining Balance Profile (continued)

Vehicle/Fleet Permit

[-] Transactions Sign Off Settings

Auto-Sign Off Transactions

- ☐ Credits
- ☐ Matched to Purchase Requests
- ☐ Unmatched to Purchase Requests
- ☐ And less than

[-] Automatic Reconciliation Settings

Purchase Request Funds Strategy

- % Funding buffer
- Maximum buffer amount
- ☐ Ignore credit line
- ☐ All Transactions must be attached to Requests

Funding Expiration

- ☐ Auto-expire after days
- ☐ Allow override

Transaction Auto-Match Strategy

- Many to One
- ☐ Customer Reference Identifier(if present)
- ☐ Within days of Purchase Request

Save

Prevents funds from ever being considered "discretionary" and restoring.

Optionally expire the request after a certain number of days

Closing a Purchase Request

- To close a purchase request, go to the Expenses > Purchase Requests > Accountant screen.
- Click the check box(es) next to the Document(s) for the Purchase Request(s) you want to close.
- Select the “close” button at the bottom of the screen.

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Welcome, Sean Hauser - [Log Out](#)

Home Expenses Accounts Reports Accounting Administration

Expenses > Purchase Requests > Accountant

Appleton Orchards

Purchase Requests - Accountant

Create

>> Open Closed All

Clear Filters Columns

	Document	Request Name	Created Date	Requested For	Account Nickname	Vendor	Total Requested	Attached Total	Attached Variance	Attached Count
<input checked="" type="checkbox"/>	REQ00001010	Server Installation	08/16/2013	Villareal, Curt	CURT VILLAREAL		1,150.00	0.00	0.00	0

View Full Details

Resend Advice

View Advice

View Auth Log

1 Selected | 1 item

Show 10 per page

Page: 1 of 1

Resend Advice Close

MCC notification - The posted transaction involving a MCC that is on the notification list must be processed in Works and then the email notification is then generated based on the PA's email preference setting - Immediately, Daily, Weekly or Never.

Card Declines report – reports declined authorizations

Works Demo

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