Works® Quick Reference Guide

Managing Transactions for Approver

Bank of America
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Table of Contents

About this Guide

This Works® quick reference guide provides the information needed for an approver to manage transactions. Within this guide, you will learn how to:

- Allocate or edit a transaction.
- Manage flags on a transaction.
- Sign off on a transaction.

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Note: You can print each topic individually for your convenience, if desired.

Allocating or Editing a Transaction

Introduction

This card provides the information needed to allocate and/or edit a transaction within Works®.

Procedure

To allocate and/or edit a transaction, complete the following:

1. Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.
2. Select the tab from which you wish to begin the allocate and/or edit. You can allocate from the following tabs:
   - Pending Sign Off
   - Signed Off (single transactions only)
   - Flagged (single transactions only)
3. Do you wish to allocate and/or edit a single transaction or allocate multiple transactions?

To...	Then...
Allocate and/or edit a single transaction	Go to step 4.
Allocate multiple transactions	a. Select the check box for each desired **Document**. b. Click **Mass Allocate**. The Mass Allocate window displays. c. Enter an allocation code in each GL# text box to identify how the segment will be allocated. **Note:** If you are restricted to using predefined codes, click the browse icon ( ) to select a code from the allocation pick list.

Return to Table of Contents

To... (continued)	Then...
Allocate multiple transactions	d. Select an option from the Empty Segment Field(s): ▪ Retain original codes(s) - maintains the current value if a GL segment is left blank when allocating. ▪ Delete original codes(s) - replaces the current value with a blank field if a GL segment is left blank when allocating. e. Click **OK**. The Open screen displays a confirmation message. This completes the procedure.

4. Click the desired **Document** number. A menu displays.
5. Select **Allocate / Edit**. The Allocation Details screen displays (Figure 1).

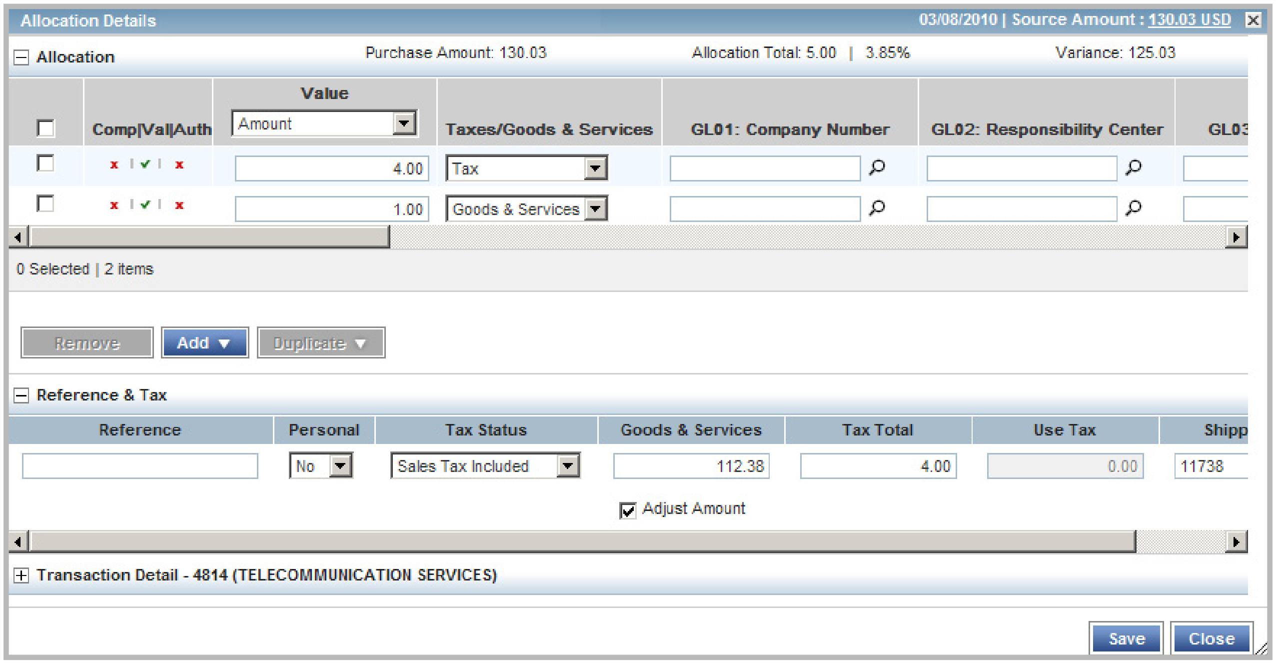

Figure 1: Allocation Details Screen

[Return to Table of Contents](#)

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

To...	Then...
Add an allocation line	a. Click **Add**. A drop-down menu displays. b. Select the number of allocation lines you wish to add. The new line(s) are added to Allocation. c. Go to step 7.
Remove an allocation line	a. Select the check box beside the desired allocation line you wish to remove. b. Click **Remove**. The line(s) are removed from Allocation. c. Go to step 7.
Duplicate an allocation line	a. Select the check box beside the desired allocation line you wish to duplicate. b. Click **Duplicate**. A drop-down menu displays. c. Select the number of allocation lines you wish to add. The new line(s) are added to Allocation and contain the allocation information from the original duplicated line. d. Go to step 7.
No action needed	Go to step 7.

7. Do you wish to edit an allocation line?

If...	Then...
Yes	a. Select an option to allocate by from the **Value** drop-down menu, if needed. b. Enter the amount or percentage of the total purchase to be allocated in the **Value** text box, if needed. **Note:** As allocation amounts/percentages are edited, other allocation lines may need to be edited to maintain a 100% **Allocation Total**. c. Select an option from the **Taxes/Goods & Services** drop-down menu, if needed. Use GL01:Account text box only d. Enter an allocation code in each **GL** text box to identify how the segment will be allocated. **Note:** If you are restricted to using predefined codes, click the search icon ( ) to select a code from the allocation pick list. BOND Only e. Select an option from the expense **Category** drop-down menu, if needed. **Note:** To view all Allocation columns, use the scroll bar. f. Enter desired comments in the **Description** text box, if desired. g. Repeat steps **a** - **f**, as needed. h. Go to step 8.
No	Go to step 8.

Return to Table of Contents

8. Do you wish to edit Reference & Tax? N/A

If...	Then...
Yes	a. Click the expand icon (+) next to Reference & Tax, if needed. The **Reference & Tax** fields display. b. Enter comments in the **Reference** text field, if needed. c. Select the desired option from the **Personal** drop-down menu, if needed. d. Select the desired option from the **Tax Status** drop-down menu, if needed. Options are: ▪ **Subject to Use Tax** - Items purchased are subject to use tax, but it has not been applied. ▪ **Non Taxable Purchase** - Items in the transaction are not subject to either sales or use tax. ▪ **Sales Tax Included** - Items are subject to sales tax, and it has been applied. e. Enter the **Goods & Services** amount, if needed. **Note:** Select the Adjust Amount check box to activate the **Goods & Services** field, if needed. f. Enter the **Tax Total** amount, if needed. g. Enter the **Use Tax** amount, if needed. **Note:** This field can be edited if **Subject to Use Tax** was selected in step d. h. Enter the **Shipping ZIP**, if needed. i. Go to step 9.
No	Go to step 9.

9. Click **Save**. The Allocation Details screen displays a confirmation message.
10. Click **Close**.

This completes the procedure.

Skip to page 10 for Sign Off Instructions

Return to Table of Contents

Managing Flags

You can skip this section, as it is not used on a regular basis

Introduction

This card provides the information needed to manage flags on transactions within Works®. Flags indicate transactions needing attention. Once the transaction is reviewed and action taken, the flag is removed.

Note: Flagging a transaction does not change its location in the workflow.

Procedure

To manage flags, complete the following:

1. Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.
2. Select the tab from which you wish to begin and/or remove the flag. You can initiate and/or remove a flag from the following tabs:
   - Pending Sign Off
   - Flagged
3. Select the check box for each desired **Document**. The action buttons become enabled.
4. Click **Flag**. A drop-down menu displays.

Return to Table of Contents

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

To...	Then...
Raise a Flag	a. Select **Raise Flag**. The Confirm Raise Flag screen displays. b. Enter **Comments**, if desired. c. Click **OK**. The Open screen displays a confirmation message. **Notes:** ▪ Flagged transactions are identified with an **X** in the Flagged column. ▪ The Flagged By column indicates who flagged the transaction. This completes the procedure.
Remove a Flag	a. Select **Remove Flag**. The Confirm Remove Flag screen displays. b. Enter **Comments**, if desired. c. Click **OK**. The Open screen displays a confirmation message. **Notes:** ▪ Removing a flag removes the transaction from the flagged queues of all parties associated with the transaction. ▪ The transaction's Flagged column is cleared. This completes the procedure.

Return to Table of Contents

Signing off on a Transaction

Introduction

This card provides the information needed to sign off on a transaction within Works®.

Procedure

To sign off on a transaction, complete the following:

1. Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.
2. Select the check box for each desired **Document**. The action buttons become enabled.
3. Click **Sign Off**. The Confirm Sign Off window displays.
4. Enter **Comments**, ~~if desired~~. a comment is required

   Note: A comment may be required, depending on your organiztion's configuration.
5. Click **OK**. The Pending Sign Off screen displays a confirmation message. The transaction moves to the Signed Off tab.

This completes the procedure.

Restaurant/Food purchases:
Enter business purpose (planning meeting, school startup,etc)
Enter business relationship to cardholder of individuals being fed or entertained (1st gr team, secretaries, etc)
Lodging:
Enter business purpose (name of conference, etc)
Materials & Supplies, Etc:
Enter a brief description as to what you purchased

Return to Table of Contents