BOA - WORKS - INSTRUCTIONS

Login -

Welcome Email –

Click on the 1 time link. You will be prompted to enter your login name or your SHU email address.

You will be asked to establish a password and answer 3 security questions. You will not need to answer the 3 questions every time you log in. The verification ID is 400123456, if needed.

After the first time you log in, you will use: www.bankofamerica.com/worksonline. Enter your login name and password. Click logon. Once you are in, save it as a FAVORITE. Please note: Your password is case sensitive and expires every 90 days. If you are using a computer that you have never used before, you will be prompted to also enter your SHU email address.

To Reset Your Password –

Go to www.bankofamerica.com/worksonline. Click on the "**Forgot your Password**" link. It initiates the sending of a new Welcome Email. Put in your SHU email address and login name. Press OK. You may be asked to answer 1 or more security questions. It could take up to 20 minutes to receive the email. It then brings you to the HOME page.

Reviewing Transactions –

On the Home page under the **ACTION ITEMS** column: Transactions that have posted and need to be reviewed will appear in your **SIGN OFF** que under **TYPE** and under **CURRENT STATUS** it will say **PENDING**.

Click on **PENDING** – shows all transactions that need to be reviewed. It shows 10 transactions per page. This can be changed to show more than 10 transactions by changing the number on the bottom. Click on the **ALL** button to see all of your transactions. Any transaction that needs to be reviewed will say "**none**" under the "**sign off**" column.

To review a transaction, go to the **Comp/Val/Auth** column (completed/valid/authorized). A red "x" under any of the 3 words means that you have a problem with an index number and/or an account code. Click on the **Comp/Val/Auth** hyperlink and your transaction will appear. The **Allocation** column shows the GL values for that transaction. The **GL01** is the index number and the **GL02** is the account code. **GL01**: Click on the white box to change the index number. Then click on "**see more**" to choose a different index number. **GL02**: Click on the white box to change the account code. Then click on "**see more**" to choose a different account code. Please note: Your account code will default to 7119 with an unknown vendor.

If your transaction needs a business purpose, please click on the "**Add Comment**" button found on the lower right of the screen. Type in your business purpose in the box, and press **OK**. Then press **SAVE** and **CLOSE.** Then put a check mark in the box, to the left of the TXN#, and press the **SIGN OFF** button, which is the last blue button in the middle of the page. A "**confirm sign off**" box will appear. Press OK.

Please note: If a transaction has a correct index number and account code and does NOT need a business purpose, you can put a check mark in the box to the left of the TXN#, press **SIGN OFF** and hit **OK**.

<u>**To Dispute a Transaction –**</u>

Under DOCUMENT, to the right of the TXN#, click on the down arrow, and click on the word **DISPUTE**. A form will appear that you need to fill out. After completing the form, press the SUBMIT button and the form will go directly to BOA. You do not have to call BOA.

Printing Your Transaction Allocation Report -

Click on Reports and then Create. Under category, click on the down arrow and click on **SPEND**. (**First time user**) - Under template, click on the down arrow and click on "choose from all available templates". Under Template Name, type in "trans" in the box. Put a bullet in the circle, in front of Transaction Allocation report. Then click OK. (**After the first time**) – Under template, click on the down arrow and choose **Recent Reports – Shared – Transaction Allocation report.**

 Postdate – click on the calendar and select **previous cycle**. Put a bullet in the circle. Click OK. Please make sure that the post date is correct. Scroll down and click on submit report. It takes you to the completed report page. Wait for **READY** under **STATUS**. Click on the refresh icon, on the right, to refresh the status of your report. Click on PDF when it appears. Then click on OPEN on the bottom. The report opens. Print out the report.

PLEASE NOTE: The BOA cycle ends on the 22nd of the month. All paperwork, receipts and signatures are due in Procurement by the 10th of the following month.

PLEASE NOTE: The statement for each month is your Transaction Allocation Report. Therefore, the Transaction Allocation Report **MUST** be printed out every month, even if you have no transactions for the month.

PLEASE NOTE: ALL transactions MUST be reviewed and signed off on by the last day of each month. ALL transactions, reviewed or not, will be automatically uploaded, into Banner. If your transactions are not reviewed, they will be automatically updated into Banner charging your default index # and account code. Also, you WILL NOT receive your new monthly money for any transaction that you did not review and sign off on.

11/21/16