New “Works” provided by Bank of America

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New Works Link:

1. https://payment2.works.com/works/home
2. Login with your same username and password as the old Works.
(3) Homepage.
(4) Pending transactions to sign off.
(5) Click on Pending.

(6) Transactions requiring sign off.
(7) Choose the transaction you are signing off. Click the down arrow for that transaction.
(8) Allocate/Edit.
(9) Review Fund, Acct & Bank (Must Assign Bank code).

(10) WCU is Tax Exempt, if taxes are charged it is the cardholder’s responsibility to have the taxes credited back to the card.

(11) Add Comment (Comment will show on monthly statement).
(12) Add Comment if you need to describe or add an explanation about the purchase. Click OK.

(13) Click on the default FUND. All Funds assigned to your p-card will show. Choose the correct fund for this transaction.

** If your funds do not show up, choose “Clear GL” or clear out the Fund, Acct and Bank. Search Again.**

(14) ** SAME STEPS FOR ACCT & BANK**.

(15) You must select a BANK code before you can sign off on a transaction.
(16) Review FUND, ACCT & BANK for this transaction. Click Save. Click Close.
(17) Click the down arrow.

(18) Sign Off.
Your transaction is now in the reconciler's queue.
SPLIT CODING TRANSACTION

(1) Log into the New Works program.
(2) Click the down arrow beside the transaction number.
(3) Choose Allocate/Edit.

(4) Add the number of lines for this split code.
(5) Adjust the amounts for each line.

(6) Complete Allocation for ALL lines.
(7) You may have to enter the Description for the transaction for the second allocation.
(8) Save. Then Close.

(9) Click the down arrow beside the transaction.
(10) Sign Off. The transaction is now in the Reconciler queue.
DISPUTE A TRANSACTION

(1) Click the down arrow beside the transaction.
(2) Follow steps.
(3) Marking a transaction for dispute cannot be done once it has been signed off.
**VIEWING SIGN OFF HISTORY**

You can view the “Signed Off” history of transaction.

1. Home page
2. Signed Off

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<tr>
<th>Document</th>
<th>Account ID</th>
<th>Sign Off</th>
<th>Date Posted</th>
<th>Date Purchased</th>
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