1 Sweeping Transactions

Accountants can sweep transactions from their Pending Sign Off tab into their Open tab when accountholders and/or approvers have not signed off on a transaction.

To sweep a transaction, complete the following:

1. Click Expenses > Transactions > Accountant. The Pending Sign Off tab displays.
2. Select the check box for each Document.
3. Click Sweep.
4. Select Force automatic accountholder/approver sign off, if needed.
5. Click OK. A confirmation message displays and the transaction moves to the Open tab.

**Important:** After the sweep occurs, neither the accountholder nor the approver may edit the transaction’s allocation codes.

2 Allocating or Editing a Transaction

To edit or allocate one or multiple transactions, complete the following:

1. Click Expenses > Transactions > Accountant.
2. Click the tab for the transaction to allocate and/or edit. You can allocate from the following tabs:
   - Open
   - Ready to Batch
   - Flagged (single transactions only)
3. Complete one of the following:

   **To Allocate multiple transactions**
   - Verify you have selected the Open or Ready to Batch tab.
   - Select the check box for each transaction.
   - Click Mass Allocate.
   - Enter an allocation code in each GL# text box.

   **Note:** If restricted to using predefined codes, click to select a code from the allocation list.

   - Select an option from 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.
   - Click OK. A confirmation message displays.

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To editor allocate a single transaction
• Click the Document number.
• Select Allocate / Edit.
• Go to step 6.

6. Complete the following, as needed:

To add an allocation line
• Click Add.
• Select the number of allocation lines to be added.
• Go to step 7.

To remove an allocation line
• Select the check box beside the allocation line to be removed.
• Click Remove.
• Go to step 7.

To duplicate an allocation line
• Select the check box beside the allocation line to duplicate.
• Click Duplicate.
• Select the number of allocation lines to add. The new line(s) are added and contain the allocation information from the original line.
• Go to step 7.

7. Complete the following, as needed:

To edit an allocation line
• Select an option to allocate by from the Value drop-down menu, as needed.
• Enter the amount or percentage of the total purchase to be allocated in the Value text box, as needed.
  Note: As allocation amounts/percentages are edited, other allocation lines may need to be edited to maintain a 100% Allocation Total.
• Enter comments in the Description text box, as needed.
• Enter an allocation code in each GL text box.
  Note: If you are restricted to using predefined codes, click ☐ to select a code from the allocation pick list.
• Select an option from the expense Category drop-down menu, if needed.
• Go to step 8.

To edit Reference & Tax information
• Click (+) next to Reference & Tax, if needed. The Reference & Tax fields display.
• Enter comments in the Reference text field, if needed.
• Select an option from the Personal drop-down menu, if needed.
• Select an option from the Tax Status drop-down menu, if needed:
  • Subject to Use Tax - Items purchased are subject to use tax, but it has not been applied. For example, if the items were purchased from another state that did not collect tax on the items, this option may be selected.
  • Non Taxable Purchase - Items in the transaction are not subject to either sales or use tax.
  • Sales Tax Included - Items in the transaction are subject to sales tax, and sales tax has been applied (tax has been applied and remitted by the merchant).
• Enter the Goods & Services amount, if needed.
  Note: Select the Adjust Amount check box to activate the Goods & Services field, if needed.
• Enter the Tax Total amount, if needed.
• Enter the Use Tax amount, if needed.
  Note: This field can be edited if Subject to Use Tax was selected as the Tax Status option.
• Enter the Shipping ZIP, if needed.
• Go to step 8.

8. Complete one of the following:
• Click Save. A confirmation message displays.
• Click Save and Allocate Next to save the current edits and load the next transaction for editing.
• Click Close.

Important: Using Save and Allocate Next 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.
3 Dividing a Transaction

To divide a transaction, complete the following:

1. Click Expenses > Transactions > Accountant. The Pending Sign Off screen displays.

2. Click the tab for the transaction. You can divide a transaction from the following tabs:
   - Open
   - Ready to Batch
   - Flagged

3. Click the Document. A drop-down menu displays.

4. Click Divide. The Divide Transaction screen displays.

5. Enter the number of Parts into which the transaction will be divided.

6. Select the value from the Value drop-down menu.

7. Enter the Value amount next to each New TXN Number.
   
   Note: The divided transaction must total the original transaction amount or 100%.

8. Click OK.

   Important: The divided transaction displays as multiple transactions within the screen. The original transaction number is retained with a letter assignment for each divided entry.

4 Disputing a Transaction within Works

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 about the dispute.

Important: To dispute a transaction that is more than 60 days old, call Bank of America Merrill Lynch at 800-673-1044.

To dispute a transaction within Works, complete the following:

1. Click Expenses > Transactions > Accountant. The Pending Sign Off screen displays by default.

2. Select the tab for transaction. You can dispute a transaction from the following tabs:
   - Open
   - Ready to Batch
   - Flagged

3. Click the Document. A drop-down menu displays.

4. Click Dispute. The Dispute screen displays.

5. In the Dispute Details section, complete the following:
   - Enter the Dispute Amount, if needed.
   - Select the Reason for Dispute from the drop-down menu.
     
     Note: Depending on the Reason for Dispute, additional information may be required.
   - Enter Comments.

5. Select the check box, I have examined the charge(s) made to my account and wish to dispute the transaction.

   Important: If the check box is not selected, OK does not become activated.

6. Click OK. A confirmation message displays.

   Note: If the Dispute Submitted column is displayed, the selected transaction displays an X.
Managing Flags
To add or remove one or more flags, complete the following:
1. Click Expenses > Transactions > Accountant. The Pending Sign Off screen displays by default.
2. Select the tab to begin and/or remove the flag. You can initiate and/or remove a flag from the following tabs:
   - Open
   - Ready to Batch
   - Flagged
3. Select the check box for each Document.
4. Click Flag. A drop-down menu displays.
5. Complete one of the following:
   - Raise a Flag
     - Select Raise Flag. The Confirm Raise Flag screen displays.
     - Enter Comments, if needed.
     - Click OK. A confirmation message displays.
   - Remove a Flag
     - Select Remove Flag. The Confirm Remove Flag screen displays.
     - Enter Comments, if needed.
     - Click OK. A confirmation message displays.
   Note: Removing a flag removes the transaction from the flagged tabs of all parties associated with the transaction.

Managing Transactions
Receipt Status
To manage one or more transactions receipt status, complete the following:
1. Click Expenses > Transactions > Accountant.
2. Select the Open tab.
3. Select the check box for each Document.
4. Click Receipt. The Receipt screen displays.
5. Select a receipt status option.
6. Enter Comments, if needed.
7. Click OK. A confirmation message displays.
   Note: A yes or no indicator displays in the Receipt column depending on the Receipt option selected.

Closing Transactions
To close one or more transactions, complete the following:
1. Click Expenses > Transactions > Accountant.
2. Select the Open tab.
3. Select the check box for each Document.
4. Click Close.
5. Click OK. A confirmation message displays. The closed transaction moves to the Ready to Batch tab.

Batching Transactions
To batch one or more transactions, complete the following:
1. Click Expenses > Transactions > Accountant.
2. Select the Ready to Batch tab.
3. Select the check box for each Document.
4. Click Batch. The Batch Expenses window displays.
5. Complete one of the following:
   - Batch a transaction to an existing batch
     - Select Existing Batch from the Batch Expense(s) in drop-down menu. The existing batches display.
     - Select a Batch option.
     - Click OK. The transaction moves to the Batch tab.
   - Batch a transaction to a new batch
     - Select New Batch from the Batch Expense(s) in the drop-down menu.
     - Enter the Batch Name.
     - Enter Comments, if needed.
     - Click OK. The transaction moves to the Batch tab.