WINTHROP UNIVERSITY

Bank of America WORKS

TRAINING MANUAL

This manual is maintained by Purchasing Services

Last updated: 10/14/14

The Bank of America WORKS payment program is a web-based application that provides users with daily purchasing card transaction information, enables the liaison to “sign off” on their transactions and to allocate the transactions to the appropriate FOAP.

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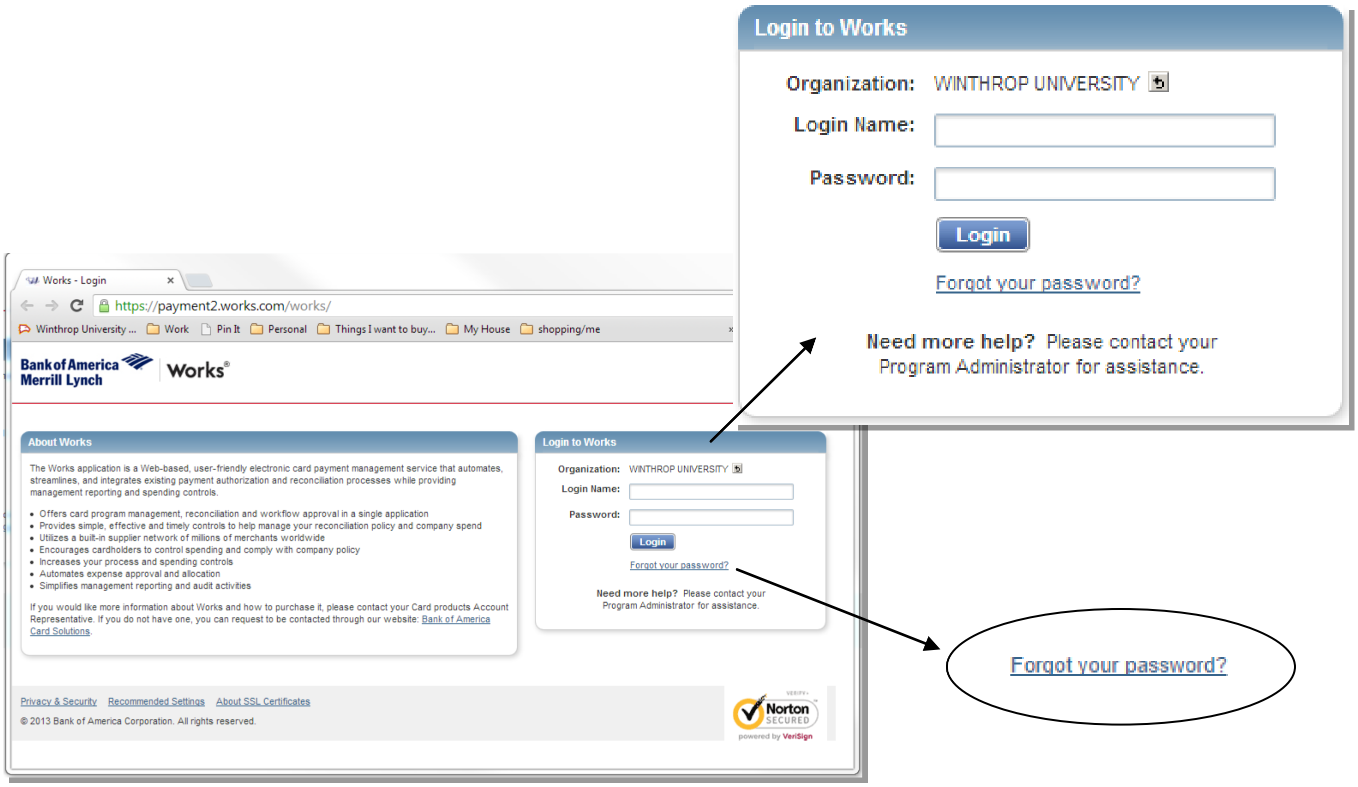
Logging on/off

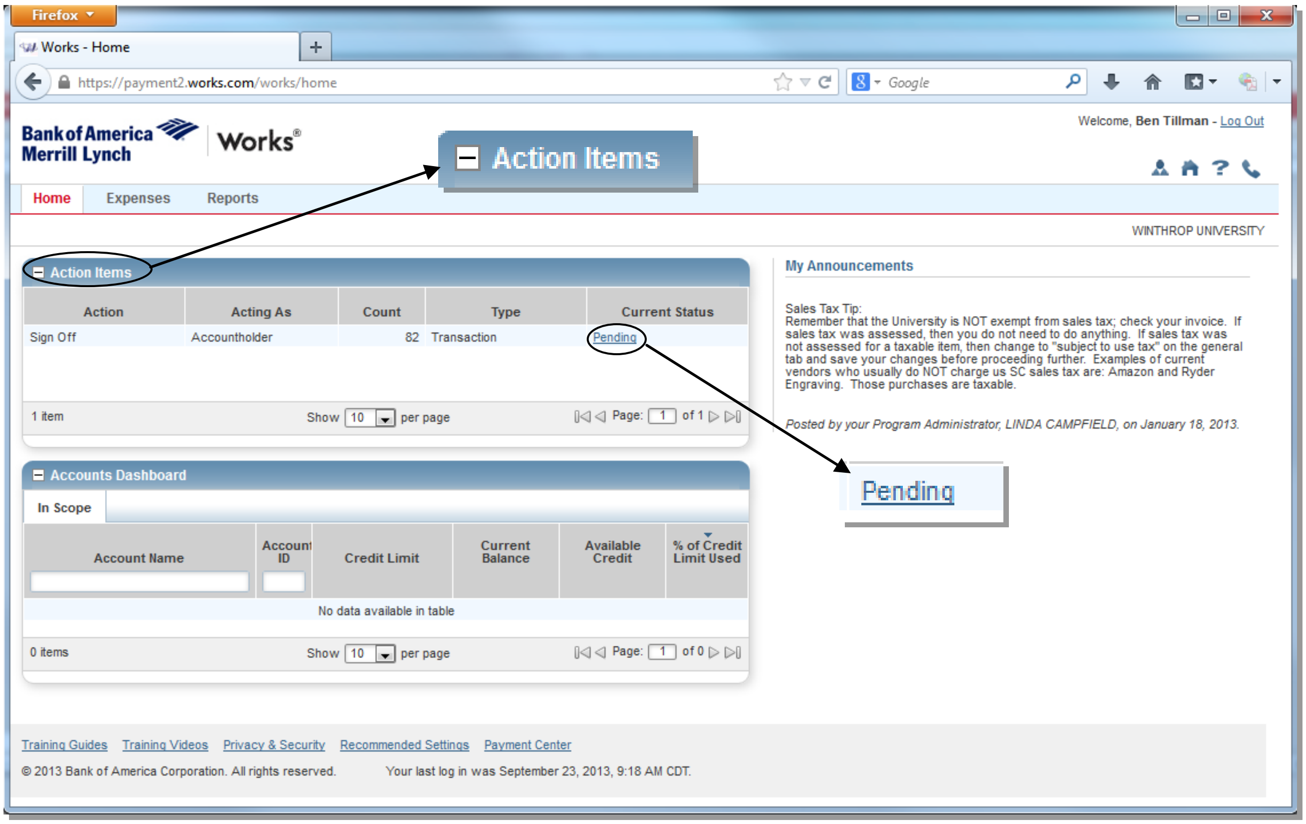
https://payment2.works.com/works

Type the above url into the address bar of either Internet Explorer 7.0 with SP3 with 128-bit encryption or later or Firefox 3.6 or later. Chrome and Safari are not supported by WORKS.



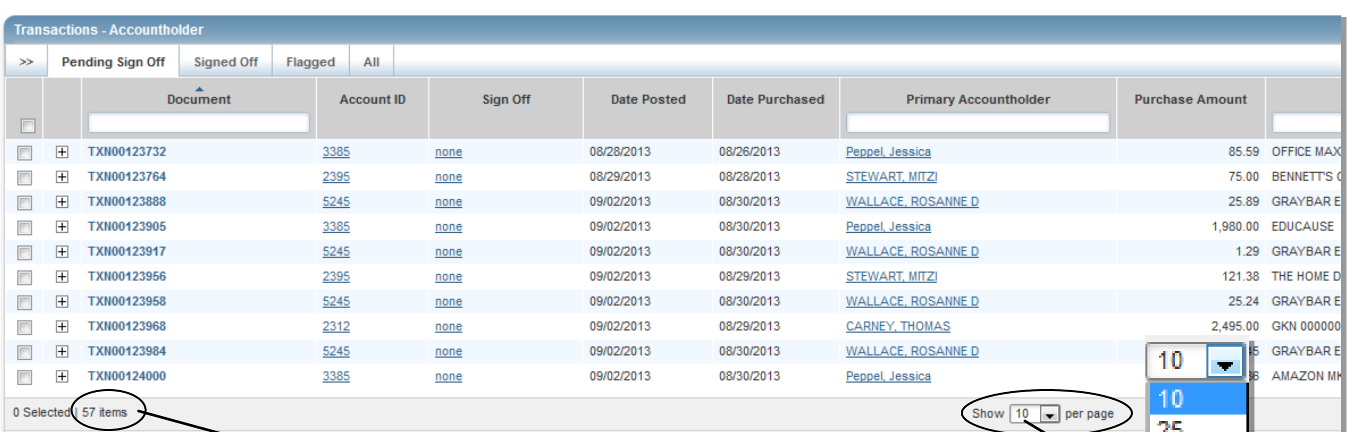
Enter your Bank of America WORKS username and password and log in to the site. Your username and initial password will be provided to you in training. If you forget your password, please click the link titled “Forgot your password?” on the log in screen to recover.

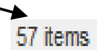
Pending Transactions



On the upper half of the main page, under the "Action Items" box heading, check to see if there is a row indicating "Sign Off". If so, then click on the hyperlink on that row titled "Pending" to be taken to your transactions. If not, then there are no charges to allocate and sign off at this time.

Once you have clicked the "Pending" hyperlink, you will see a list of transactions. All transactions that need to be allocated will appear.

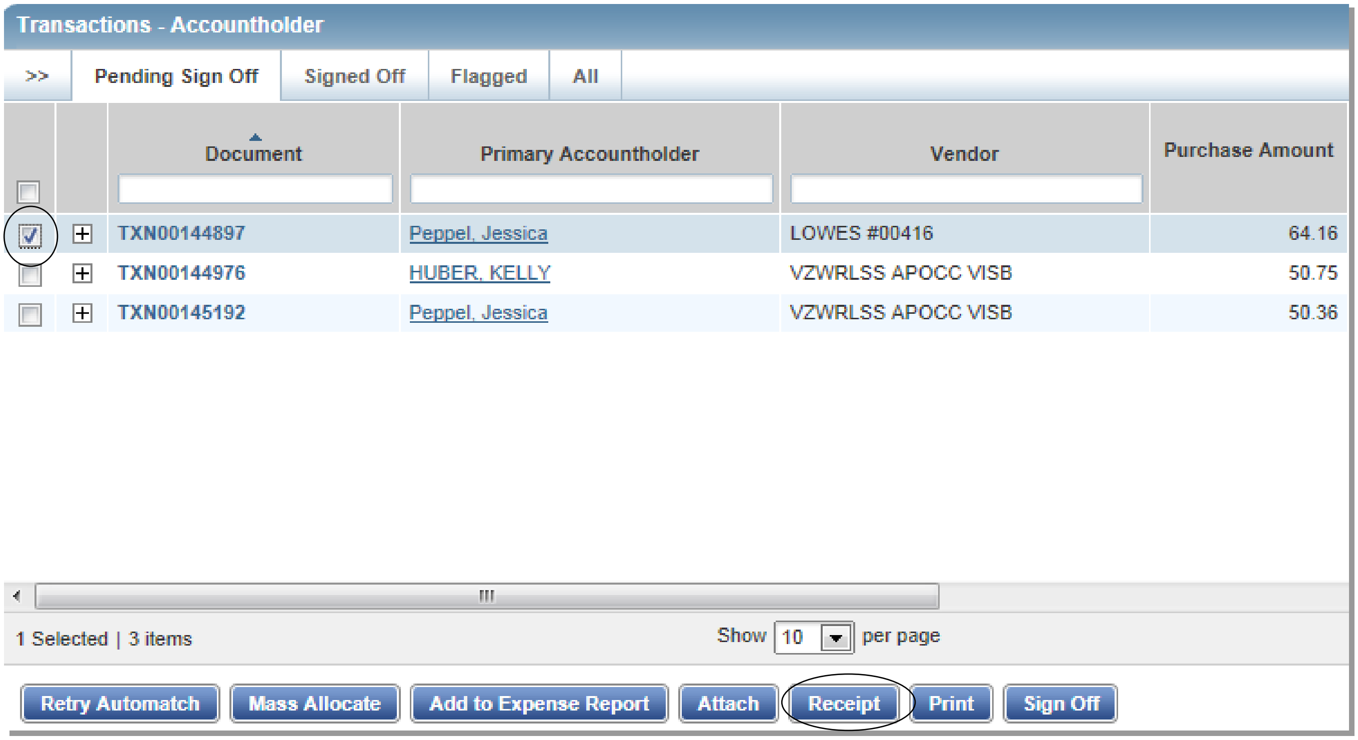


If the total number of items 

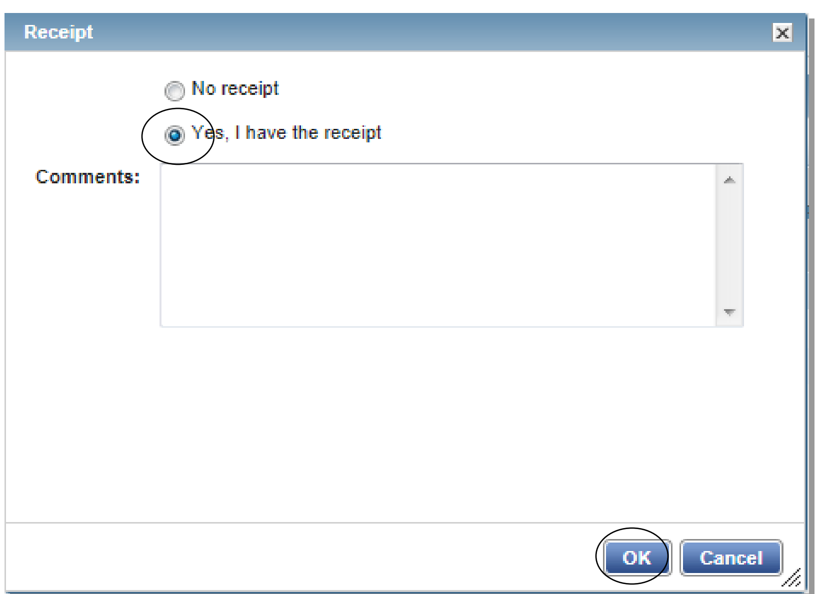
is more than 10, you will need to change the view to see all of the transactions.

Receipt status

To change the receipt status of a transaction, click the empty box to the left hand side of the transaction to mark it with a checkbox, then click on the "Receipt" button at the bottom of the screen.

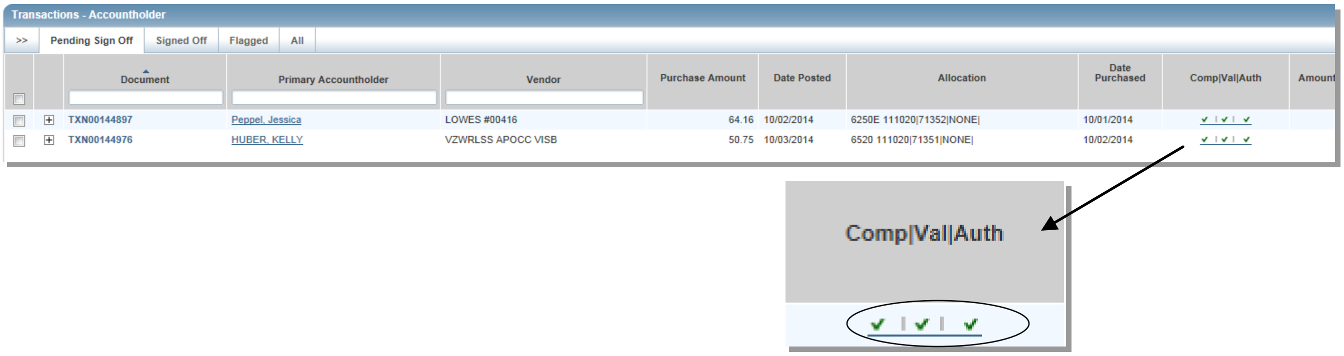


Once you click "Receipt" a pop-up box titled "Receipt" will appear. Please choose the radio button that coordinates with whether or not you have a receipt. Then click "Ok".

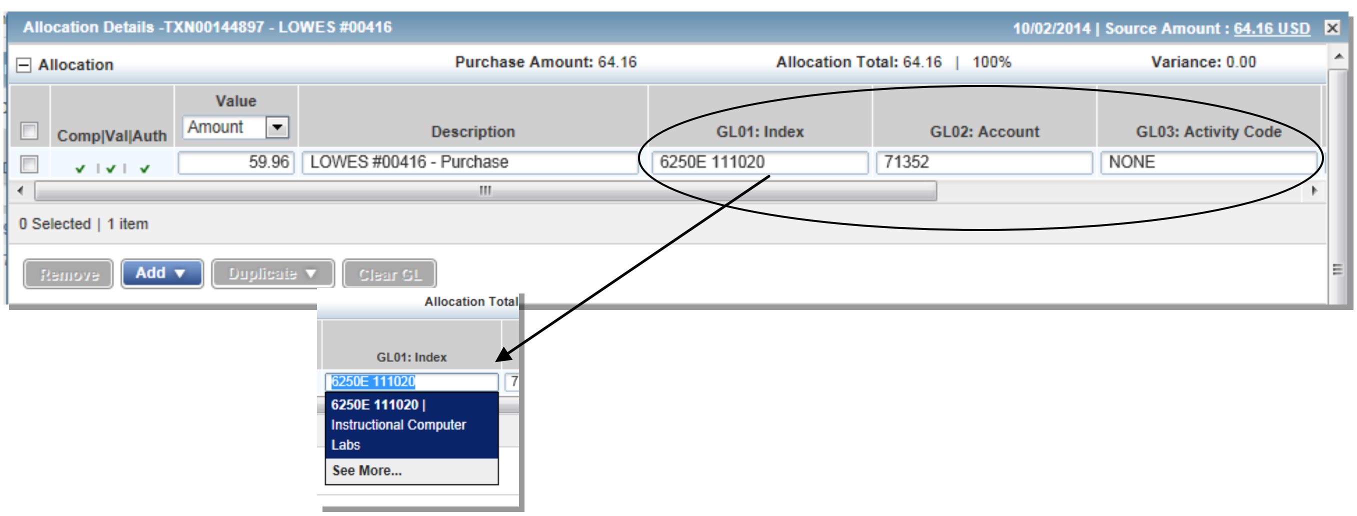


Allocating Transactions

In order to allocate charges, from the home screen you will need to click on the three green checkboxes hyperlink under the column "Comp/Val/Auth" for the transaction you are wishing to reconcile.



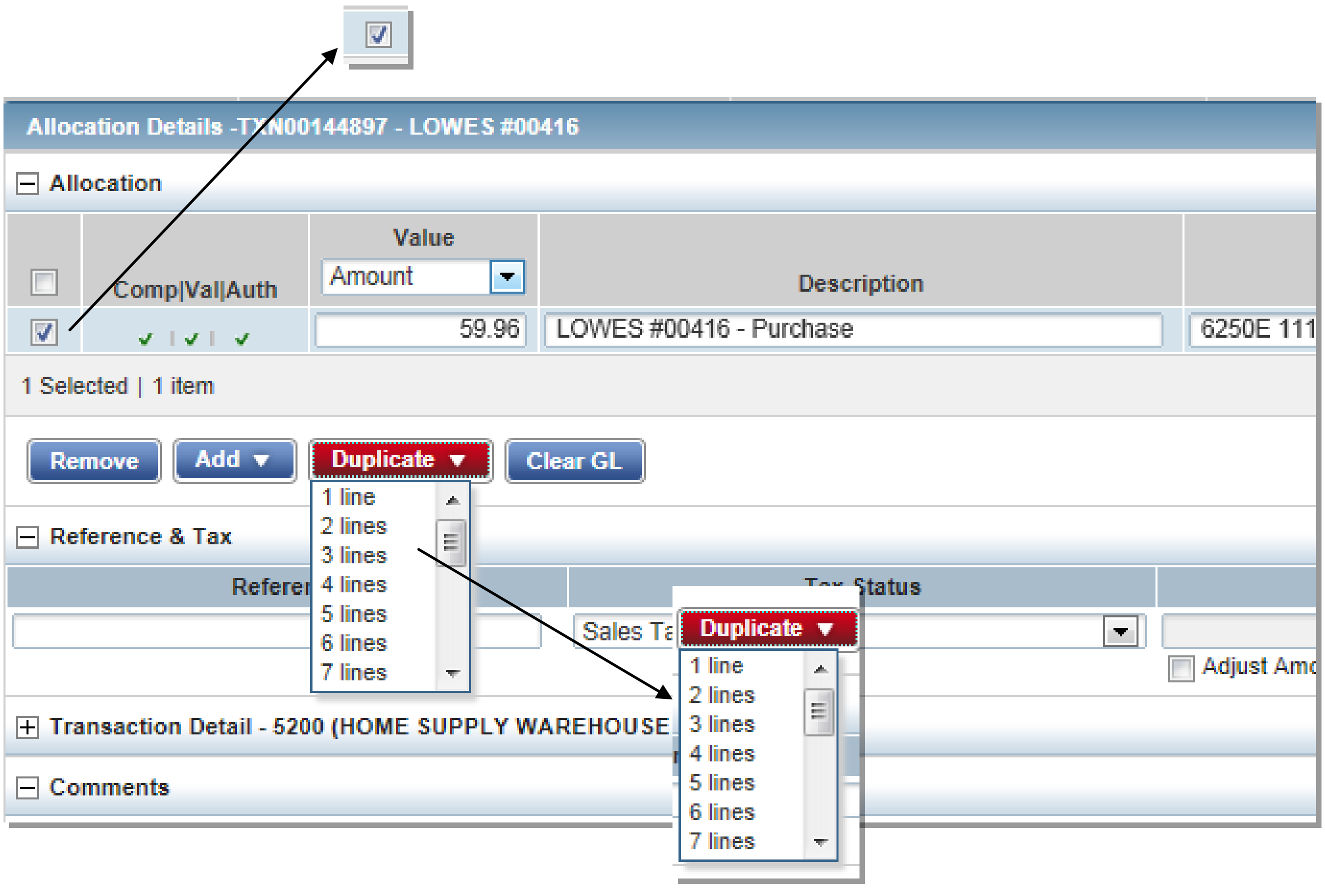
A pop-up box will appear titled "Allocation Details". You will need to choose an Index code, Account code, and for some users, an Activity code. To change the index highlight the numbers currently in the "GL01: Index " box and type in your correct code. As you are typing, a drop down box will appear and you can just click on the correct index. To change the Account code highlight the numbers currently in the "GL02: Account" box and type in the correct Account. As you are typing, a drop down box will appear and you can just click on the correct account. To change the Activity code, highlight the text currently in the "GL03: Activity Code" and type in the correct code. As you are typing, a drop down box will appear and you can just click on the correct activity.



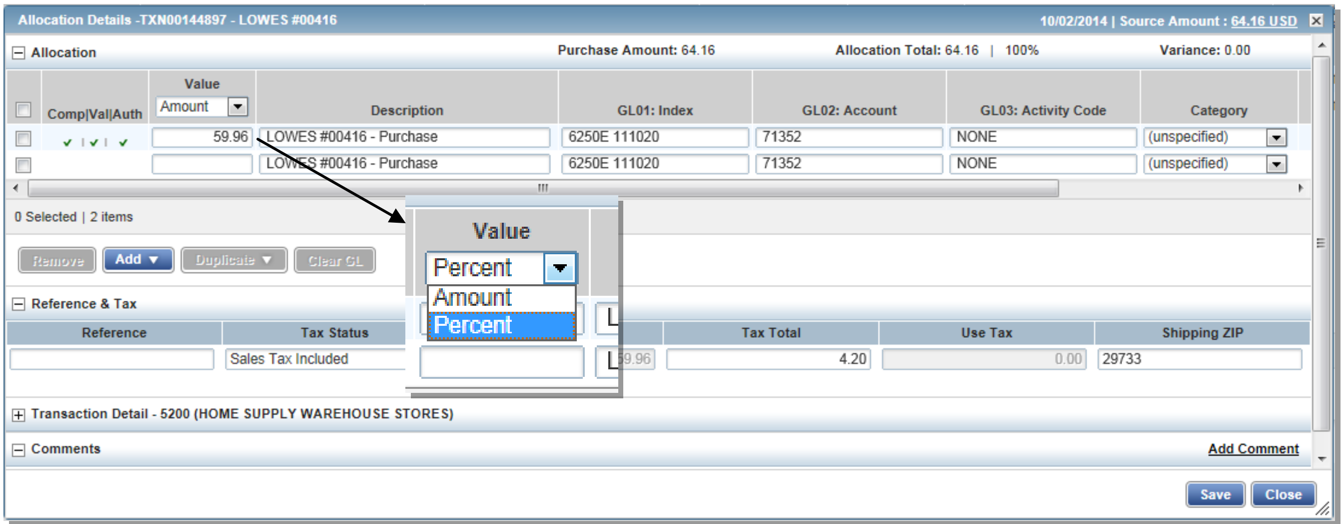
Splitting Allocations

After you have allocated the charges you can also split the transaction between different FOAP's if needed. To split charges, you will need to add lines appropriate to the number of FOAP's that you need to split the charges between. For this example, the charges will be split between two FOAPS's so one line will be added.

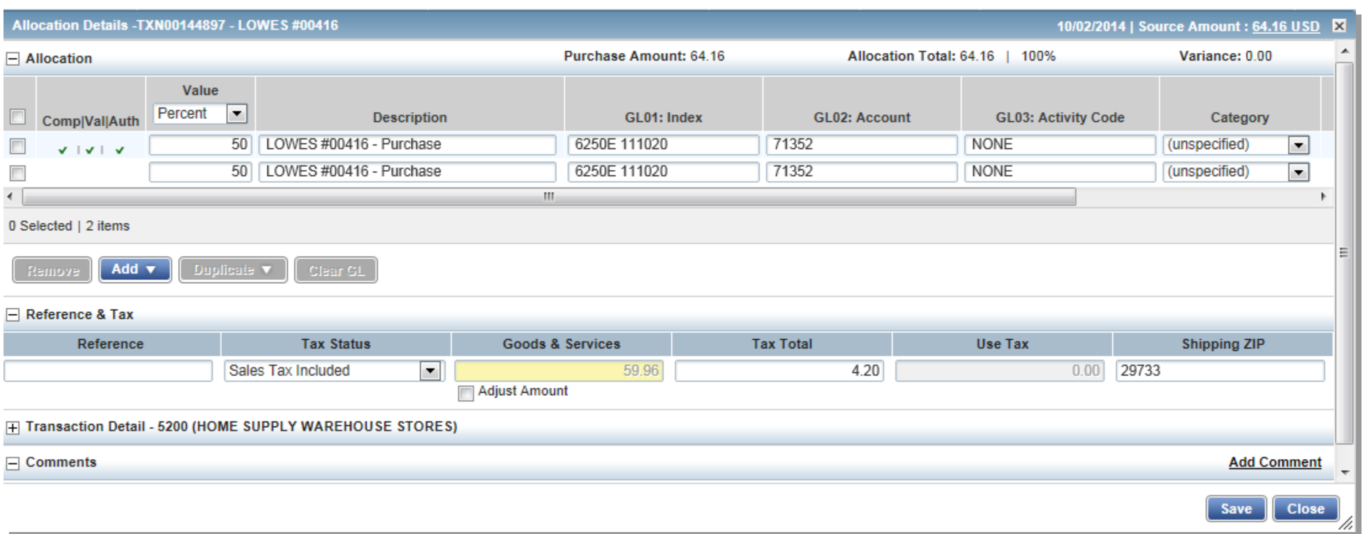
You must check the box next to the transaction and then specify from the drop down box labeled "Duplicate" how many lines you need. **The lines will automatically populate.**



You will be able specify the amount to be allocated by amount or percentage. To switch from splitting by amount to percentage, click on the drop down box labeled “Value” and choose “Percent”.

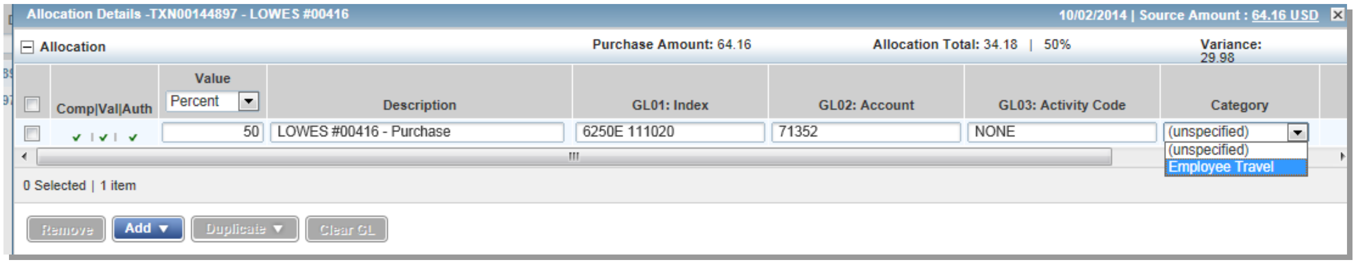


Enter the correct percentage amount; for the example given, the charges need to be split 50/50, so 50 will be typed into each percent field.

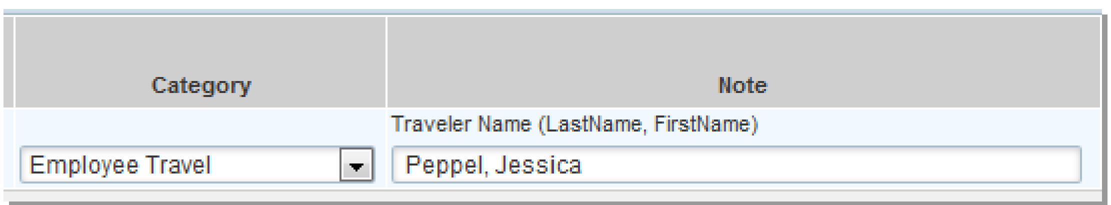


Travel Expenses

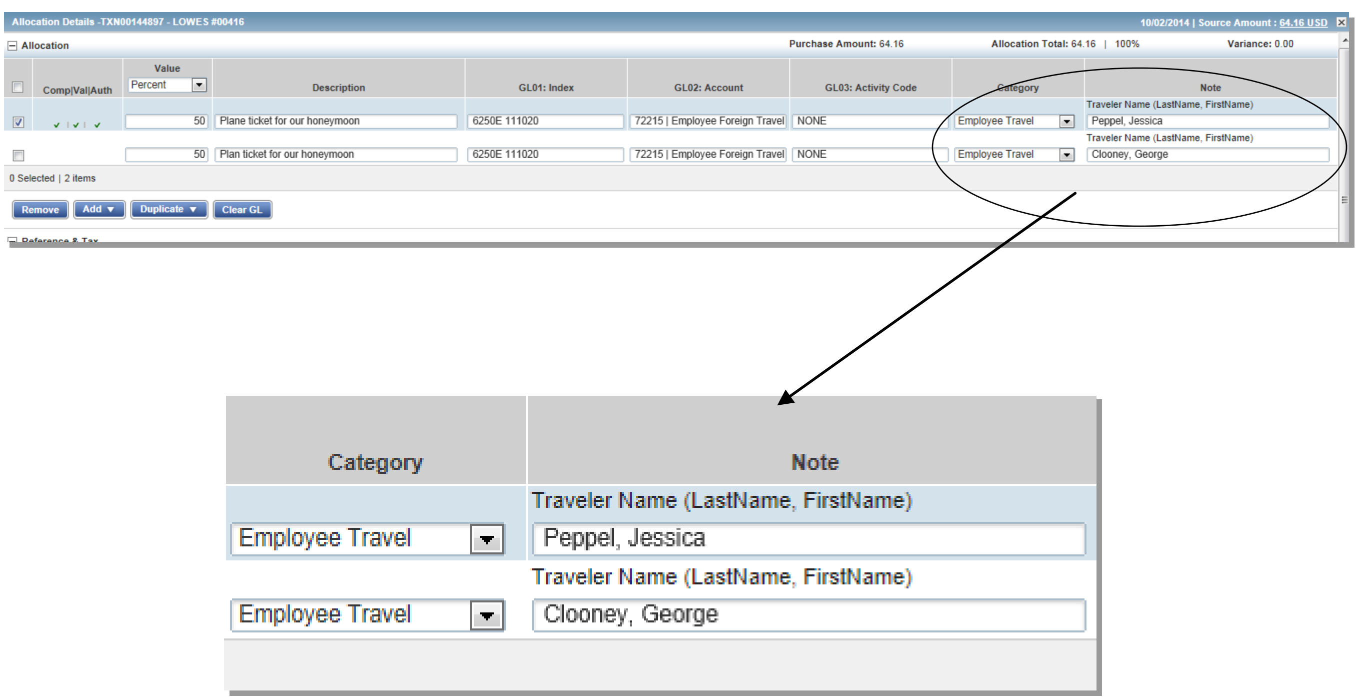
If the charge is an employee travel expense, then on the "Allocation Details" pop-up box, you will need to change the category to "Employee Travel". This procedure does not apply to student or candidate travel.



Once "Employee Travel" has been chosen a box will appear to the right where you need to enter the Traveler's name (Last Name, First Name format).

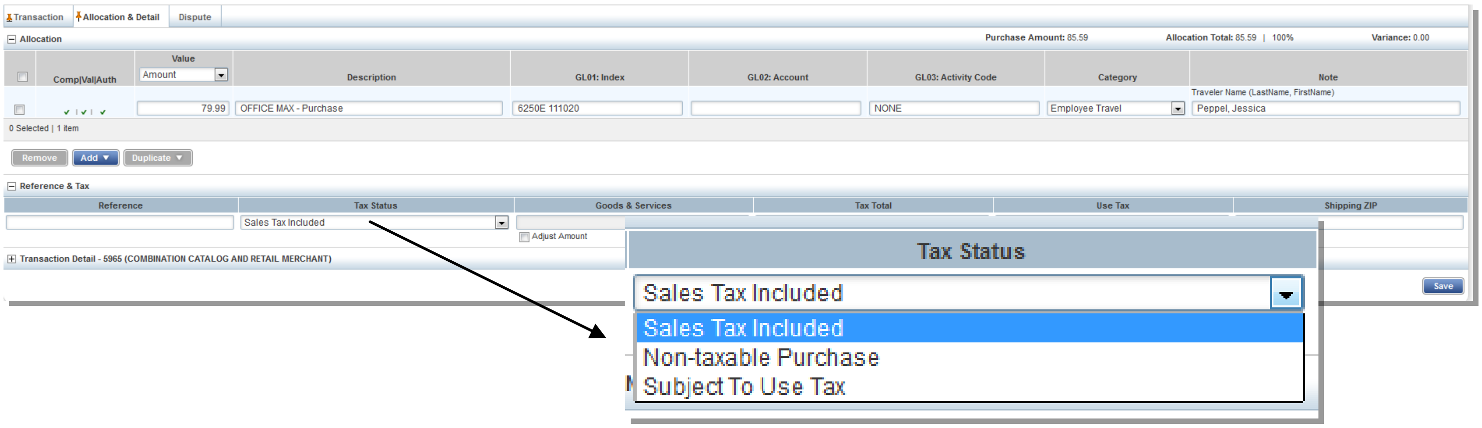


If you are splitting the charge for two different travelers, then you can do so as shown in the example below:



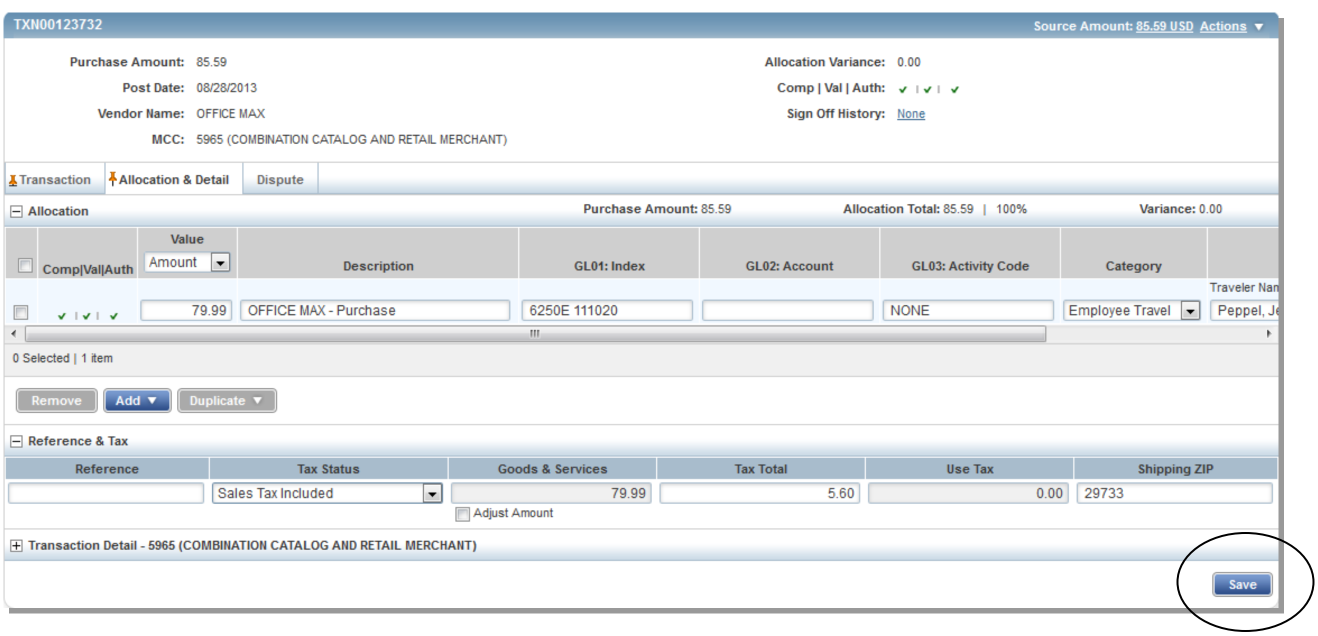
Taxes

After completing the allocation and traveler information, you will indicate the tax status. The editable tax status is under the “Full Details” of the transaction within the “Allocation & Detail” tab.



You will need to indicate whether sales tax has been paid or not. You may refer to documentation on sales tax in Appendix A.

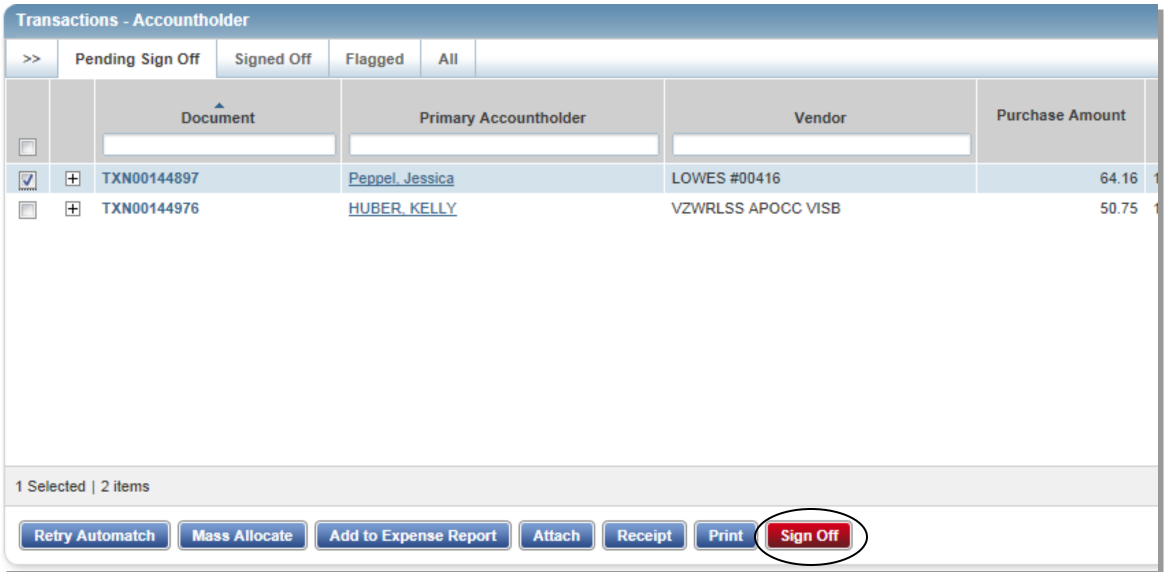
In the drop down box under “Tax Status”, there are three options: Sales tax Included; Non-taxable Purchase; and Subject To Use Tax. If the tax has already been paid, choose “Sales Tax Included”. If tax was not included on the invoice and needs to be paid, choose “Subject To Use Tax”. **If tax does not apply to the item (please see documentation), then choose “Non-taxable Purchase”.**



Once you have selected the appropriate sales tax option, **you must click save or your work will be lost.**

Signing Off

Once you have checked the Tax Status, Allocation, and Receipt Status of the purchase, you will need to "Sign Off" on the purchase. Check the box that is on the left side of the transaction, and click on the "Sign-off" button on the lower right hand side. You will need to do this for each transaction.



Once a transaction has been signed off, it will be moved from the "Pending Sign Off" tab to the "Signed Off" view. If you made a mistake on the transaction and have already signed off, then you will have to contact the Purchasing Office as soon as possible to have the transaction flagged and sent back to you to fix.

Month End Spend Report

A report will be generated for you **3 days after the end of each billing cycle**. This report can be found on the home screen under “Action Items” column in the row labeled “Download”.

Action Items

Action	Acting As	Count	Type	Current Stat
Download		3	Report	Ready
Sign Off	Accountholder	2	Transaction	Pending

2 items Show 10 per page Page:

Click on “Ready”, and then click on the “PDF” link for the most recent “Liaison Monthly Allocation Signoff per

Liaison Monthly Allocation Signoff per cardholder

Open the PDF file and print all pages. The report will include all charges for each cardholder you are responsible for. Please review all information that has printed to make sure it is correct. Once reviewed, the liaison needs to sign each page. Attach the individual cardholder reports to their bank statements and receipts including justifications. The report for each cardholder will look similar to the example below:

CH Full Name Post Date	Vendor Name	Total	Tax Status	GL: Index Activity	Traveler Name	Acct
HAMMOND, JAMES						
04/02/2012	LOWES #00416	141.90	Sales tax paid	6250E 111020 NONE		71352
04/23/2012	Amazon.com	67.96	Sales tax paid	6250E 111020 NONE		71352
04/26/2012	CODE MICRO	2,431.67	Sales tax paid	6250E 111020 NONE		71352
04/27/2012	A.C.C INC	754.05	Sales tax paid	6250E 111020 NONE		71352
count: 4		3,395.58				

Sales Tax Information

Procurement Card Tax Choices:
Sales Tax Included: Choose *Sales Tax Included* if the invoice shows that tax has been paid or has been included in the sale price.
Non-Taxable Purchase: Choose *Non-Taxable Purchase* if the item is not taxable. Non-tangible items are not taxable. Examples of this are maintenance, labor, registration fees and advertising.
Subject to Use Tax: Choose *Subject to Use Tax* if the item was not taxed on the receipt and taxes should be paid; common examples are tangible items purchased on the internet.

The following **ARE taxable** and **Subject to Sales/Use Tax**:

1. All tangible items purchased (in-state OR out-of-state; shipped or picked up). A tangible item is defined as something you can see and/or touch. Typical examples are purchases that aren't taxed but need to be taxed are from Amazon and Ryder Engraving.
2. Rentals (other than real property).
3. Shipping costs, unless the shipping is billed F.O.B. point of origin.
4. Subscriptions (except Dacus Library); this would be a subscription where the vendor sends you a tangible item such as a magazine. If the subscription is for **on-line access** only, then it is non-taxable.
5. Renewals of software maintenance if there are updates which are tangible (CD-Rom).
6. Generally, anything you would pay sales tax on as an individual, Winthrop must also pay sales tax on. Winthrop DOES NOT have a sales tax exemption certificate. If a vendor asks if we have an exemption certificate, please answer no.
7. Textbooks purchased for Faculty/Staff.
8. Hardware maintenance purchased at the same time as the hardware.

The following are considered a **Non-Taxable Purchase**:

1. Most services – defined as transactions involving no tangible items.
2. Contracted prices for construction-related services such as plumbing, painting, etc.
3. Software downloaded from the internet in which no tangible items, such as CD-ROM disks, manuals, etc. are included.
4. Library books and periodicals.
5. Royalties.
6. Advertising.
7. Registration Fees.
8. Dues.
9. **Renewals** of hardware maintenance.
10. **Renewals** of software maintenance as long as the updates are electronically transferred or are for telephone support only.
11. Airline tickets (taxes are always included).
12. Dry cleaning.
13. Gasoline (taxes are always included).
14. Items purchased from Goodwill.
15. Labor.
16. Postage.
17. Rental Cars (taxes are always included).
18. Textbooks purchased for students.

South Carolina sales tax rules are very complicated and subject to change. Please call the Accounts Payable supervisor at ext. 6049 or email: accountspayable@winthrop.edu *if you are in doubt about any sales tax issues.*