

Bank of America (BOA) Documentation Reviewing Transactions & Adding Comments

(Must be done prior to running BOA Statement of Account Report)

Note: It is best to review your transactions & add your comments as the transactions post. By adding your comments at this time, they will appear on your scheduled statement of account report. If you wait until the cycle ends to insert your comments, they will not appear on the scheduled statement of account report. You will then have to add all comments and run your own statement of account report.

1. Log into the Works application (<https://payment2.works.com/works/home>).
2. Go to the "Expenses" tab, then click on Transactions.
3. Go to the "Signed Off" tab, where you should see your transactions.
4. Click on Transaction number (beginning with TXN) and select "Allocate / Edit."
5. Review your transaction to ensure that the vendor, item and price are correct, and that no sales tax has been applied.
6. Scroll down to bottom of screen to the Comments Section, click on "Add Comment" on the far right of screen.
7. Typed in detailed description and purpose of purchase and click "OK."
8. Click on "Save."
9. Click on "Close."
10. Repeat these steps for each transaction.

Note: Editing comments in Works – if you entered a comment in Works and then realize it is incorrect, you can't edit or delete the existing comment. However, you can add another comment for the same transaction and note the reason for the change.

Note: It may take up to 20 minutes for the comments to be updated in Works. Please allow this amount of time after you have saved your comments before you run the "BOA Statement of Account" report. Your printed "BOA Statement of Account Report" must include the comments added in this section for Council of Trustee reporting requirements.