Bank of America Merrill Lynch

Live Training Workshops for PA's:

http://training.works.com/support/training.html

Bank of America Merrill Lynch | Works®

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Bank of America Live Training Workshops

We welcome you to Bank of America Client Education. Our Live Training Workshops (LTW) gives you the opportunity to attend a web-based training with a live instructor at your convenience.

Works™ Workshops
The Works workshops allow you to obtain a complete comprehension of the Works application and learn how to utilize the available functions.

The following is a list of the available Works workshops:

- Administrators: Navigating the New Works User Interface
- Creating and Maintaining Accounts (formerly Creating Your Card Program)
- Works and the Accountant
- General Ledger End to End
- Administrators: Creating Users and Groups
- Administrators: Understanding Accountholder and Approver Workflows
- Administrators/Accountants: Creating and Managing Reports
- Managing Purchase Requests for Purchase and Travel Card Programs
- Managing Your ePayables Program
- Reconciling Your ePayables Program

Register for a Workshop
To register for a workshop, complete the following:

1. Click on the workshop title provided within the topics below (for example, go to Works and the Accountant).
2. Select the desired **Date/Time** of the class you wish to attend.
Note: *The default event schedule is set at Eastern Standard Time (EST).*
3. Click **Register**.
4. Complete the requested information (i.e., Name, Email address, Company, etc.)
5. Click **Submit**.
6. Click **Done**. A confirmation email is sent to the email address you provided. The email includes detailed information about how to join the workshop.

Note: If you have any questions while signing up for a training class, please contact Client Education at workstraining@works.com.

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Class logistics and format

All classes are delivered via WebEx, an easy -to-use web conferencing software. You will need to register for each class before attending.

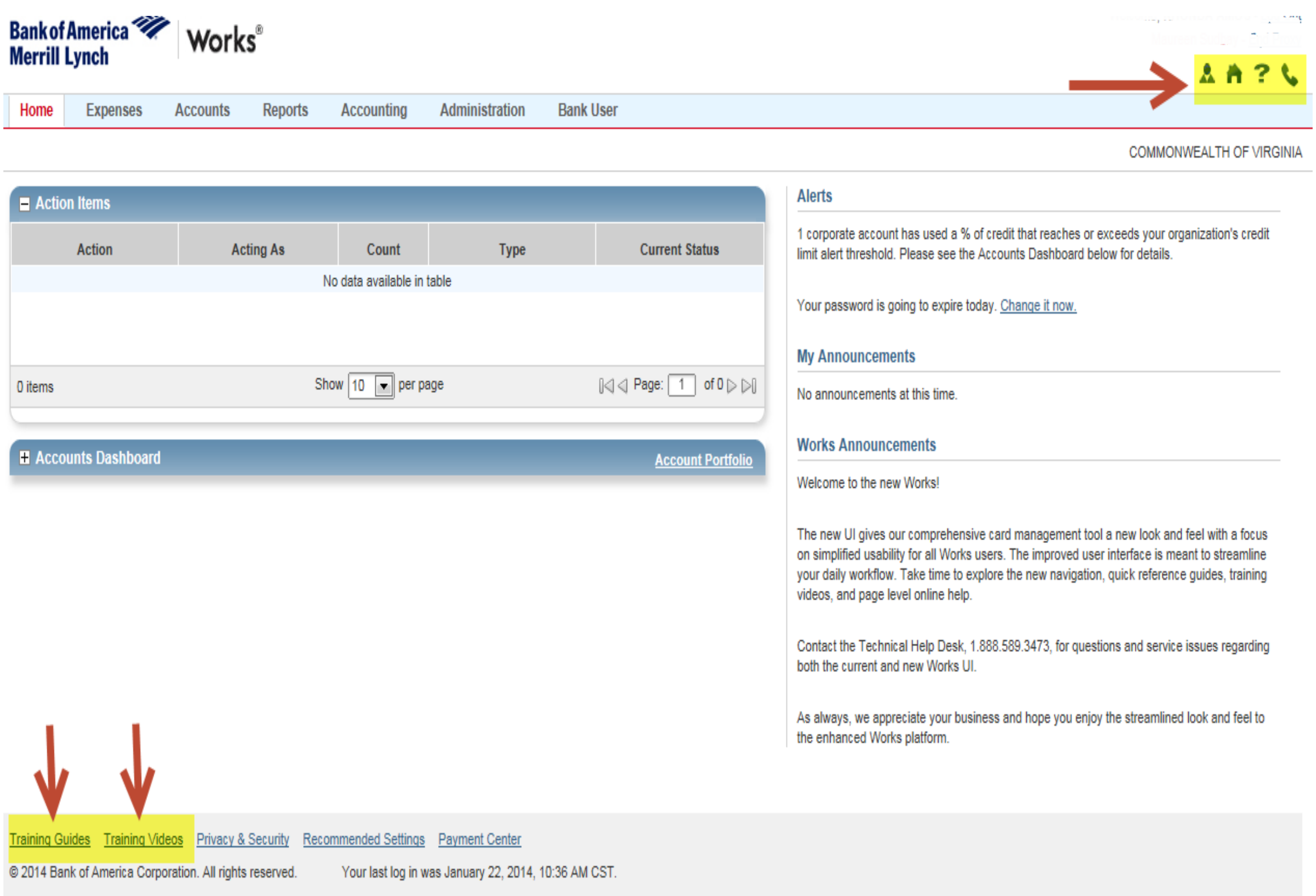
Please plan to log into the workshop 10 minutes prior to the start time, in case you need to install the WebEx software.

Classes are attended by multiple clients, which gives you the advantage of hearing how other companies implement their programs and/or overcome internal challenges.

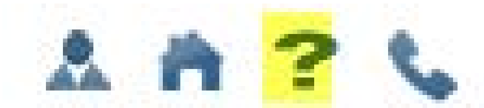
Works™ 4 – New User Interface

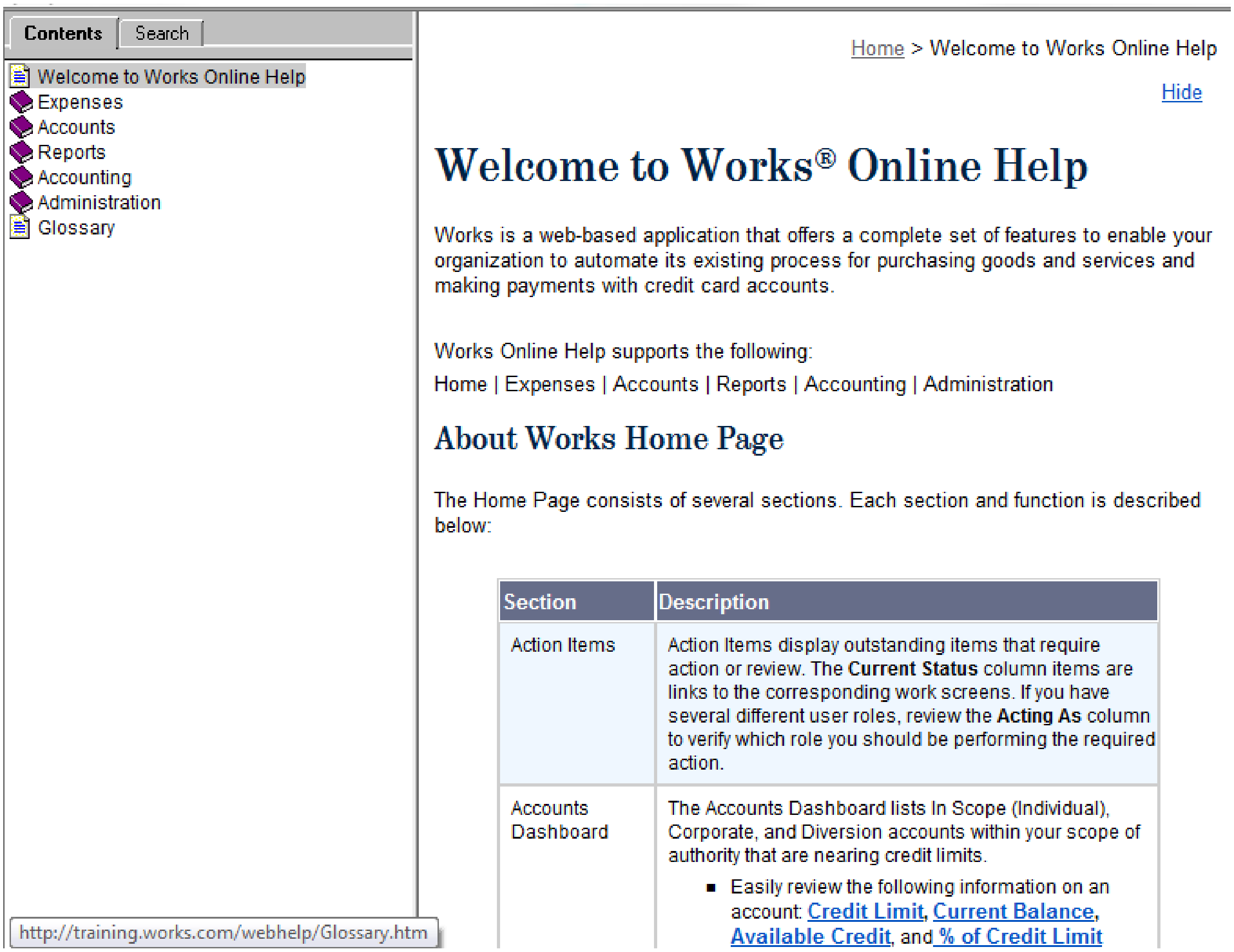
Login website:

https://payment2.works.com/works/



Works Help – click on the ? , in the upper right, on any page





Works™ 4 – New User Interface

Works®

Training Guides | Training Videos | Live Training | Release Notes

The following guides are provided to assist you in learning how to perform various tasks within the Works application.

Training Manuals

Administrator's Guide

- Administrator's Guide (Entire Book)

User's Guide

- User's Guide (Entire Book)

Quick Reference Guides

Administrator

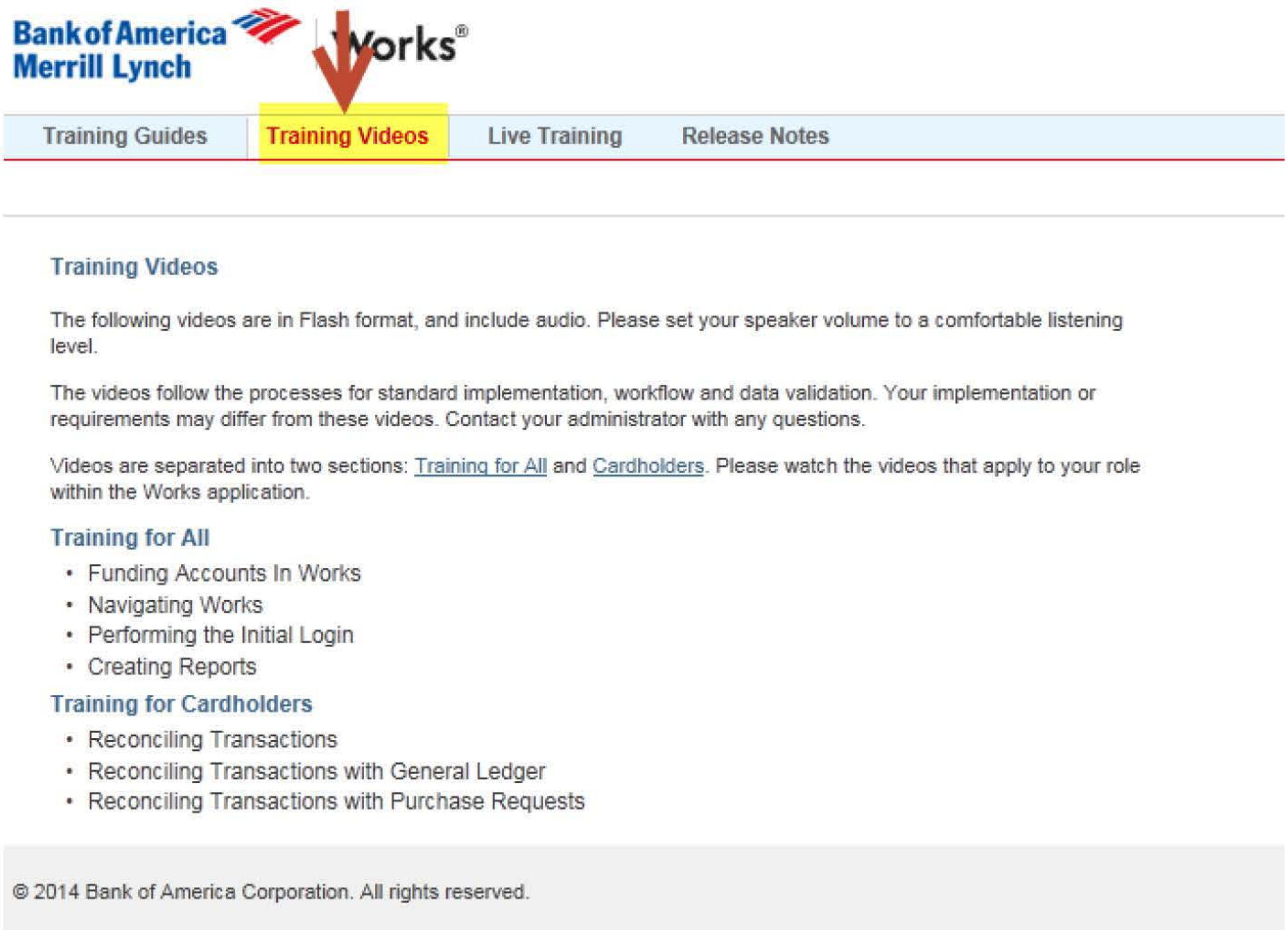
- Administration Configuration
- Allocation Profiles and Rules
- Creating Groups and Group Official Roles
- Creating Users
- Default Allocations and Combinations
- Segment Values and Accounting Settings
- Managing Account Requests
- Managing Individual and Corporate Accounts
- Managing Groups and Group Official Roles
- Managing Spend Control Profiles
- Managing Users
- Receipt Imaging II
- Works Online Account Request

Accountant

- Allocation Profiles and Rules
- Default Allocations and Combinations
- Segment Values and Accounting Settings
- Managing Purchase Requests for Accountants
- Managing Transactions for Accountants
- Managing Users

User

- Completing an Online Account Request
- Creating And Managing Expense Reports
- Creating And Managing Reports
- Managing Purchase Requests for Accountholders
- Managing Purchase Requests for Purchase Requesters
- Managing Transactions for Accountholders
- Receipt Imaging II
- Works ePayables QRG
- Works ePayables Terms and Definitions



Training Videos

The following videos are in Flash format, and include audio. Please set your speaker volume to a comfortable listening level.

The videos follow the processes for standard implementation, workflow and data validation. Your implementation or requirements may differ from these videos. Contact your administrator with any questions.

Videos are separated into two sections: Training for All and Cardholders. Please watch the videos that apply to your role within the Works application.

Training for All

- Funding Accounts In Works
- Navigating Works
- Performing the Initial Login
- Creating Reports

Training for Cardholders

- Reconciling Transactions
- Reconciling Transactions with General Ledger
- Reconciling Transactions with Purchase Requests