BANK OF AMERICA

Works®

Less process. More productivity.

Expand your card program beyond traditional limits and elevate purchasing cards to your payment method of choice with the Works® card management platform. This simple, web-based application can help automate, streamline and integrate your existing payment authorization and reconciliation process, resulting in enhanced efficiencies and reduced costs.

- Cost management – Boost spend visibility, streamline transactions, and improve reporting
- Card management – Access a variety of functions to manage your programs better, including the ability to change card limits and controls online in real time
- Process efficiency – Incorporate streamlined workflows, automated approvals and data input in the payments process
- Governance – Centralized visibility and tracking of expenses, financial management and built-in policy compliance functionality help protect against card fraud

Real-time administration functions

- Transactions can be routed for post-purchase approval by the appropriate manager and accountant from your organization
- Pre-approve a purchase by dynamically adding funds to a card once a request is approved
- Real-time, online management of card controls, for example: credit limits, Merchant Category Code (MCC) restrictions

Online, on-demand, configurable reporting

- Easy access to required data and dashboard reporting for spend information to share with managers and auditors
- Real-time or batch integration with your Enterprise Resource Planning (ERP) system
- On-demand file download of reconciled transactions available in a variety of formats
- Pre-configured report templates and configurable, with ad hoc reporting available
- Spend monitors to help you track and report spending
- Online self-service and payment initiation is available to you with 24/7 global access.[1]

Check payment conversion

Virtual Payables allows you to convert check payments to cards by integrating into an A/P module and sending a file to Bank of America to process card payments.

Dedicated implementation consultant

- Determines your specific needs and implements the features that fit your requirements.
- Provides ongoing support throughout the implementation process.

Reduce cardholder allocation errors

Map and configure up to 10 G/L segments, specify required validation segments, or use the G/L Assistant tool to help reduce cardholder allocation errors by enabling your cardholders to pick from a limited list of personally authorized cost center codes.

Multiple credit options

- Declining balance charge cards and zero-dollar cards for better control
- Multiple restoration of available credit choices

Receipts imaging

Store faxed receipt images for purchasing and travel transactions when an expense report is created. An alternative to store and retrieve receipts, this feature delivers one platform to manage expenses.

Push file delivery

Push file delivery automates the reporting and data delivery process. This leverages the already robust report generation/customization feature in Works and provides seamless and automated transmission of your data.

[1]System is not available during a two hour maintenance period every Thursday evening.