Works® Quick Reference Guide

Managing Purchase Requests for Requesters

Works®

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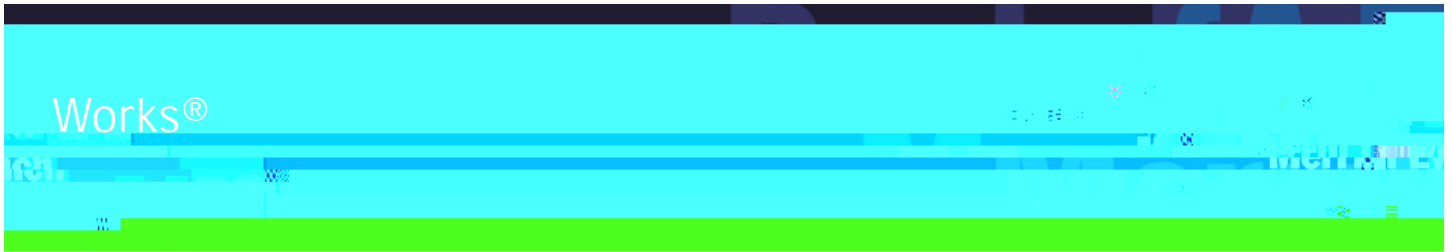
Works®

About this Guide

This Works® quick reference guide provides the information needed for a requester to manage purchase requests. Within this guide, you will learn how to:

> Create a purchase request.
>
> Close a purchase request.
>
> Copy a purchase request.
>
> Delete a purchase request.

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Note: You can print each topic individually for your convenience, if desired.

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Creating a Purchase Request

Introduction

This card provides the information needed to create a purchase request within Works®.

To create a purchase request, the user must be assigned the Requester role.

Procedure

To create a purchase request, complete the following:

1. Click _____ > _____ > _____. The Purchase Requests screen displays by default.

   ⬋ : If available, this function can also be completed by an **Accountant** or an **Auditor** from the third-level menu.

2. Click **C_____**. A drop-down menu displays.

3. Select **C_____** from the drop-down menu. The Create Purchase Request screen displays (Figure 1).
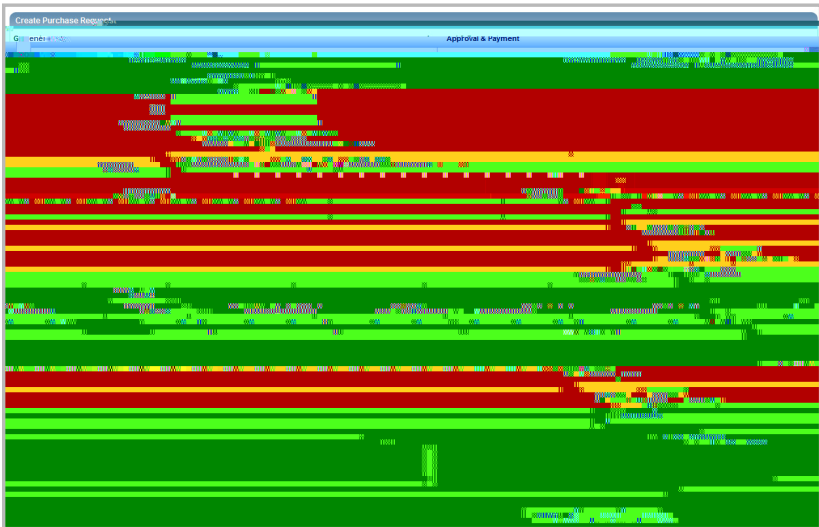
1: Create Purchase Request Screen

4. Enter the desired

In the drop-down menu, select "Managed Account" so that the expiration date option opens up.

17. Do you wish to enter general ledger segment values?

─...	─ ...
Yes	a. Click in the **01** field. A drop-down menu displays.
	b. Select the desired general ledger segment value.
	c. Repeat steps - for the remaining GL fields, as needed.
	d. Go to step 18.
No	Go to step 18.

18. Do you wish to enter additional general ledger descriptions?

─...	─ ...
Yes	a. Click **A**. A drop-down menu displays.
	b. Select the desired number of rows.
	c. Repeat steps **14** - **17**, as needed.
No	Go to step 19.

   ➤ **:** To remove a general ledger description line, select the desired row(s) and click ⌐.

19. Enter **C**⌐ ⌐, if desired.

20. Click ⌐. A confirmation message displays.

   ➤ **:**

   To save the purchase request without submitting, click ⌐. The purchase request is saved in the Draft queue.

   Depending in your role, the purchase request will display within the Pending Approval or Open tabs within Expenses > Purchase Requests.

This completes the procedure.

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Technical Support
1 (888) 589 3473, Option 4
Hours of Operation
Monday - Friday
7:00 a.m. - 9:00 p.m. Eastern Time
CommCardTHD@bankofamerica.com

Introduction

This card provides the information needed to close a purchase request within Works®.

Note:

> Closing a purchase request is primarily the responsibility of the requester, but an accountant can close a purchase request, if necessary.

> Closing a purchase request removes any excess incremental funds from the account.

> Manual closing is not permitted with Push Payments purchase requests.

> Purchase requests that automatch to transactions for the full amount automatically close.

Procedure

To close a purchase request, complete the following:

1. Click _____ > _____ > _____ . The Purchase Requests screen displays by default.

   Note: If available, this function can also be completed by an Accountholder or by selecting Accountant or Auditor from the third level menu.

2. Click the __ tab. The Open screen displays.

3. Select the check box for each desired purchase request. The action buttons are activated.

4. Click **C___**. The Confirm Purchase Request(s) Closure window displays.

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Introduction

This card provides the information needed to copy a purchase request within Works®.

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Deleting a Purchase Request

Introduction

This card provides the information needed to delete a purchase request within Works®.

Note:

A purchase request in either draft or pending approval status can be deleted.

A purchase request that has been approved cannot be deleted but must be closed. For additional information, refer to *Closing a Purchase Request*.

Procedure

To delete a purchase request, complete the following:

1. Click **Expenses > Purchase Requests > Requests**. The Purchase Requests screen displays by default.

   Note: If available, this function can also be completed by an Accountant from the third-level menu.

2. Click the desired purchase request tab, depending on the status:

   For draft requests, click the **Draft** tab.

   For requests pending approval, click the **Pending Approval** tab.

3. Select the check box next to each desired purchase request.

4. Click **Delete**. The Confirm Purchase Request(s) Deletion window displays.

5. Click **OK**. A confirmation message displays.

This completes the procedure.