



Changing spend control profiles in Bank of America Works user guide

Overview

This guide provides steps to change spend control profiles in Bank of America Works application.

Procedure

Step 1. Access the cardholder account from the Accounts Dashboard on the Bank of America Works Home page (Figure 1).

The screenshot displays the 'Works' application interface. At the top, there is a navigation bar with 'Home', 'Expenses', 'Accounts', 'Reports', 'Accounting', and 'Administration'. Below this is a section titled 'Action Items' with a table listing various tasks. The table has columns for Action, Acting As, Count, Type, and Current Status. Below the table is a pagination control showing '11 items' and 'Show 10 per page'. The bottom section is titled 'Accounts Dashboard' and contains a table with columns for Account Name, Account ID, Credit Limit, Current Balance, Available Spend, and Available Credit. A red box highlights the 'View Full Details' button in the Account ID column of the first row. Below the table is a pagination control showing '1 item' and 'Show 10 per page'.

| Action | Acting As | Count | Type | Current Status |
|----------|---------------|-------|------------------|-----------------|
| Download | | 1 | Report | Ready |
| | Accountant | 191 | Transaction | Flagged |
| | Accountant | 750 | Purchase Request | Open |
| Close | Accountant | 1340 | Transaction | Open |
| Sweep | Accountant | 2992 | Transaction | Pending |
| Close | Accountholder | 750 | Purchase Request | Approved - Open |
| Resolve | Accountholder | 190 | Transaction | Flagged |
| Sign Off | Accountholder | 90 | Expense Report | Pending |
| Sign Off | Accountholder | 5012 | Transaction | Pending |
| Sign Off | Approver | 56 | Transaction | Pending |

| Account Name | Account ID | Credit Limit | Current Balance | Available Spend | Available Credit |
|--------------|------------|--------------|-----------------|-----------------|------------------|
| [REDACTED] | [REDACTED] | [REDACTED] | 0.00 | 0.00 | 9,327.30 |
| [REDACTED] | [REDACTED] | [REDACTED] | 0.00 | 0.00 | 10,000.00 |

Figure 1. Accounts Dashboard.

Step 2. In the Account ID column, select either the last four numbers of the card number or use the drop-down arrow to the right of the four numbers to display additional options.

A. Select **View Full Details**.

B. The authorization log can also be viewed from this location, providing information regarding transactions a merchant has process for payment, as well as reasons for declined transactions.

Step 3. The Account Details Screen displays (Figure 2).

A. Select the **Spend Control Profile** tab.

B. Select the drop-down arrow to the right of the Current Profile to display options.

C. Select **Reassign Profile**.

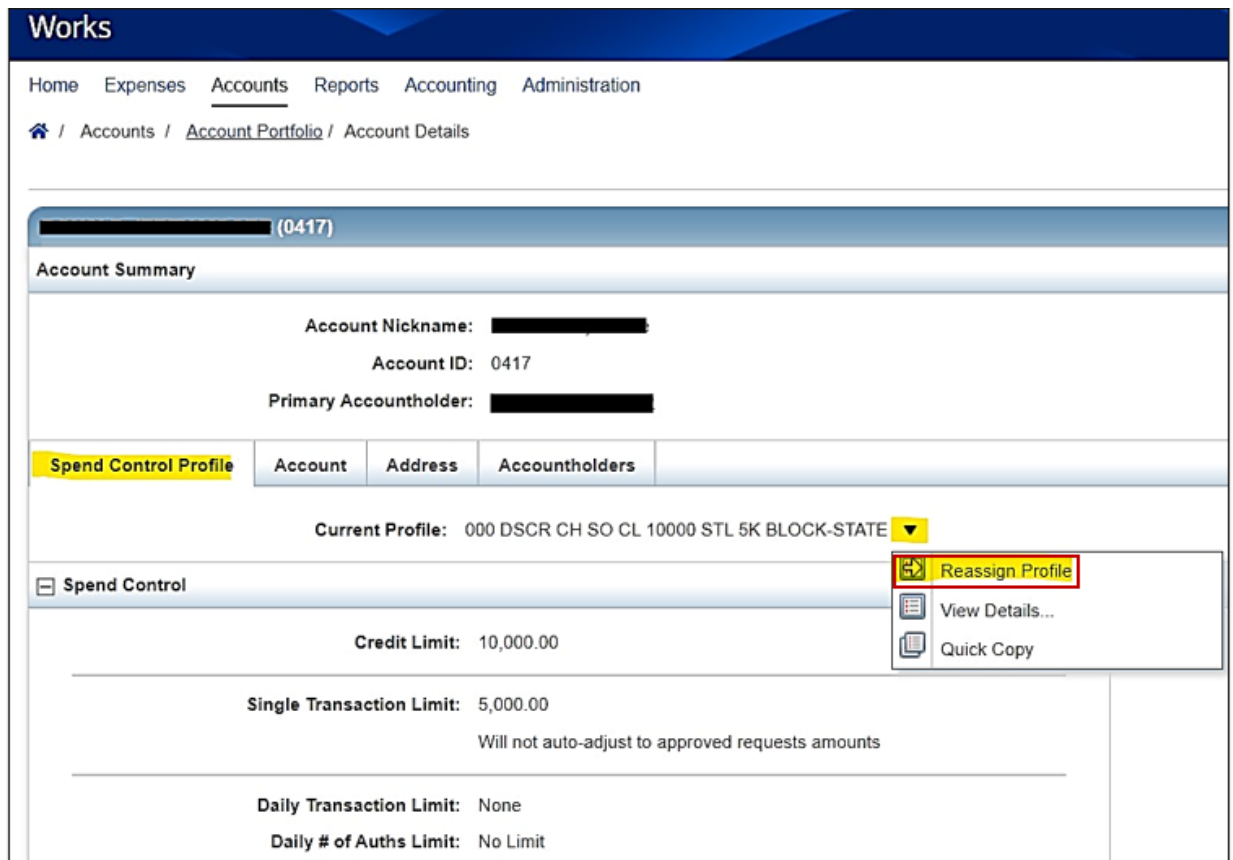


Figure 2. Spend Control Profile Tab.

Step 4. The Select Spend Control Profile screen displays (Figure 3).

A. Select the **Show** drop-down arrow to change the number of profiles that display per page or scroll through the list to locate the correct profile to move the card into.

i. Enter an amount in the Credit Limit and/or Single Transaction Limit text fields to limit the search results.

ii. Select the radio button next to the correct profile.

iii. Select the **Assign** button.

| Select Spend Control Profile(s) | | | | | |
|---------------------------------|--------------------------|--|--------------|---------------------|--------------------------|
| | | Spend Control Profile Name | Credit Limit | Discretionary Funds | Single Transaction Limit |
| <input type="radio"/> | <input type="checkbox"/> | **SUSPENSE | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL \$1,000 STL \$500 Block-State | 1,000.00 | 1,000.00 | 500.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL \$100K STL \$75K BLOCK-STATE/AIR | 100,000.00 | 100,000.00 | 75,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL 1000 STL 100 BLOCK-STATE | 1,000.00 | 1,000.00 | 100.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL 1000 STL 100 BLOCK-STATE/AIR/HTL | 1,000.00 | 1,000.00 | 100.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL 1000 STL 1K BLOCK-STATE | 1,000.00 | 1,000.00 | 1,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL 1000 STL 1K BLOCK-STATE/AIR/HTL | 1,000.00 | 1,000.00 | 1,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL 1000 STL 200 BLOCK-STATE/AIR/HTL | 1,000.00 | 1,000.00 | 200.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL 1000 STL 250 BLOCK-STATE | 1,000.00 | 1,000.00 | 250.00 |
| <input type="radio"/> | <input type="checkbox"/> | 000 DSCR CH SO CL 1000 STL 500 BLOCK-STATE | 1,000.00 | 1,000.00 | 500.00 |

0 Selected | 1052 items Show 10 per page Page: 1 of 106


Assign **Cancel**

Figure 3. Select Spend Control Profile Name.

Step 5. When the Schedule Return screen displays (Figure 4):

- A.** Select **OK** to leave the card in the new profile indefinitely.
- B.** If preferred, select the **Yes, return on:** radio button and use the calendar icon to select the date to return the card to the original profile.
- C.** Select **OK** to move the card into a new profile.

Schedule Return

 Account - [REDACTED] (0417) Spend Control Profile reassigned successfully.

Schedule return to previous Spend Control Profile?

Return: No, do not schedule return.

Yes, return on:

Date: mm/dd/yyyy

Note:

OK **Cancel**

Figure 4. Schedule Return.

Step 6. Enter **TVL** in the text field and use the same process to locate travel specific profiles (Figure 5).

A. Notice these profiles will completely exclude any transportation charges.

B. If transportation charges need to be paid while in travel status, then the card will need to be placed into another profile type that allows payment for vehicle rental or taxi fares.

| Select Spend Control Profile(s) | | | | | |
|---------------------------------|----------------------------|--|---------------------|--------------------------|----------|
| | Spend Control Profile Name | Credit Limit | Discretionary Funds | Single Transaction Limit | |
| | TVL | | | | |
| <input type="radio"/> | <input type="checkbox"/> | [REDACTED] | 3,500.00 | 3,500.00 | 2,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | [REDACTED] | 3,500.00 | 3,500.00 | 2,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 1000; STL 1000; MCCG AIR ONLY | 1,000.00 | 1,000.00 | 1,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 1000; STL 1000; MCCG AIR-HOTEL CAR RNT ONLY | 100,000.00 | 100,000.00 | 5,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 1000; STL 1000; MCCG AIR-HOTEL ONLY | 1,000.00 | 1,000.00 | 1,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 1000; STL 1000; MCCG HOTEL ONLY | 1,000.00 | 1,000.00 | 1,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 10000; STL 5000; MCCG AIR ONLY | 10,000.00 | 10,000.00 | 5,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 10000; STL 5000; MCCG AIR-HOTEL ONLY | 10,000.00 | 10,000.00 | 5,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 10000; STL 5000; MCCG HOTEL ONLY | 10,000.00 | 10,000.00 | 5,000.00 |
| <input type="radio"/> | <input type="checkbox"/> | TVL DSCR CH SIGN: CL 100000; STL 5000; MCCG AIR-HOTEL ONLY | 100,000.00 | 100,000.00 | 5,000.00 |

0 Selected | 109 items Show 10 per page Page: 1 of 11

Figure 5. TVL Spend Control Profile Name.