# PCard Online Reconciliation Guide

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECONCILIATION REPORT</td>
<td>2</td>
</tr>
<tr>
<td>RECONCILIATION STEPS/RESPONSIBILITIES FOR CARDHOLDERS</td>
<td>2</td>
</tr>
<tr>
<td>RECONCILIATION STEPS/RESPONSIBILITIES FOR CARD APPROVERS</td>
<td>3</td>
</tr>
<tr>
<td>BASIC NAVIGATION IN WORKS</td>
<td>4</td>
</tr>
<tr>
<td>• Home Page</td>
<td>4</td>
</tr>
<tr>
<td>• Action Items</td>
<td>5</td>
</tr>
<tr>
<td>• Accounts Dashboard</td>
<td>6</td>
</tr>
<tr>
<td>• View Auth Log (Authorization Log)</td>
<td>6</td>
</tr>
<tr>
<td>• View Full Details of Account</td>
<td>7</td>
</tr>
<tr>
<td>SIGN OFF ON TRANSACTIONS IN WORKS AS A CARDHOLDER</td>
<td>9</td>
</tr>
<tr>
<td>• Log in</td>
<td>9</td>
</tr>
<tr>
<td>• Access transactions</td>
<td>9</td>
</tr>
<tr>
<td>• Check date parameters</td>
<td>10</td>
</tr>
<tr>
<td>• Open a transaction for sign off</td>
<td>11</td>
</tr>
<tr>
<td>• Allocate budget codes, subaccount codes, and add contract/SWaM</td>
<td>12</td>
</tr>
<tr>
<td>• Add a receipt</td>
<td>13</td>
</tr>
<tr>
<td>• Add comment</td>
<td>14</td>
</tr>
<tr>
<td>• Complete Sign Off</td>
<td>15</td>
</tr>
<tr>
<td>• Verify signoff complete</td>
<td>16</td>
</tr>
<tr>
<td>• Correct an allocation error</td>
<td>16</td>
</tr>
<tr>
<td>• Check for Approver signoff</td>
<td>17</td>
</tr>
<tr>
<td>SIGN OFF ON TRANSACTIONS IN WORKS AS AN APPROVER</td>
<td>17</td>
</tr>
<tr>
<td>• Log in</td>
<td>17</td>
</tr>
<tr>
<td>• Access transactions</td>
<td>17</td>
</tr>
<tr>
<td>• Check date parameters</td>
<td>18</td>
</tr>
<tr>
<td>• Review information for transactions</td>
<td>19</td>
</tr>
<tr>
<td>• Add additional comment (optional for approvals)</td>
<td>21</td>
</tr>
<tr>
<td>• Complete Sign Off</td>
<td>22</td>
</tr>
<tr>
<td>• Verify signoff is complete</td>
<td>23</td>
</tr>
<tr>
<td>• Raise a Flag</td>
<td>23</td>
</tr>
<tr>
<td>• Correct an allocation error</td>
<td>24</td>
</tr>
</tbody>
</table>

---

1 Top of the Document
RECONCILIATION REPORT

All Cardholders and Approvers will receive an automated transaction report called the ODU Reconciliation Report. This is generated two days after the cycle closes (typically on the 18\textsuperscript{th}). The report shows all transactions due for signoff by both Cardholder and Approver before the 5\textsuperscript{th} of the following month.

To access report in Works (https://payment2.works.com), click Reports>Completed.

After online reconciliation is complete, alert Approver that transactions are ready for signoff.

RECONCILIATION STEPS/RESPONSIBILITIES FOR CARDHOLDERS

**Electronic signoff acknowledges that all transactions are appropriate, within policy, and properly documented. Due by the 5\textsuperscript{th} of each month, regardless of the day of the week.**

Users are encouraged to sign off on transactions throughout the month rather than waiting until the deadline when illness or technical issues may cause difficulties resulting in a submission violation.

Cardholder Responsibilities

1. Verify receipt of items.
2. Retain receipts & supporting documentation.
3. Review transactions in BOA Works when email alert is received (or log in weekly and sign off). Verify posted transaction is correct. Any discrepancies must be documented and resolved.
4. Upload receipts and supporting documentation into Works.
   - Required information for paid receipts: vendor name, amount, date of payment, payment method, itemized description of purchase, and $0 balance due.
   - If not all of this information shows on the paid receipt where the vendor acknowledges they received the payment, the invoice showing purchase details should be included with the Works receipt upload.
   - Aramark – Should include confirming order (signed prior to the event by an authorized signor), completed order that shows payment information, attendees, and detailed description of the business discussed to tie the meeting to University business.
   - Printing – Should include the quotes from all contract vendors.
   - Memberships – Should include VP level approval.
5. Allocate to appropriate budget & subaccount codes in GL01 and GL02 fields.
6. In GL03 field, select the contract used or that vendor was a non-contract SWaM certified vendor.
   - Remember, pcard transactions must follow the procurement process. If a contract is available, it must be used. If no contract is available, a SWaM vendor must be given an opportunity to provide the good or service. See Contracts & Purchasing page for additional guidance.
7. Food & travel transactions require additional information in the required note field. If required information is already in the Works Comment for that transaction, entering “see comment” will suffice.
8. Add a Comment to describe what was purchased and how it will be used. This comment should be descriptive enough that a person outside of the department or outside of the University (like auditors) will be able to tell what was purchased and how it relates to University/State business.

9. Sign off on the transaction.

10. At the end of the billing cycle, wait two days to receive the ODU Reconciliation Report. (Calendar available on PCard page.) Locate in Completed Reports section of BOA Works. Sign the ODU Reconciliation Report and provide to approver if department is exempt from receipt upload.

11. Dispute any unauthorized charges and notify Program Administrators.

12. Complete all steps (including Approver signoff) by the 5th of the month following the close of the billing cycle. (Calendar on PCard page.)

**RECONCILIATION STEPS/RESPONSIBILITIES FOR CARD APPROVERS**

*Electronic signoff acknowledges that all transactions are valid business expenses, appropriate, within policy, followed appropriate procedures, and are properly documented. Due by the 5th of each month, regardless of the day of the week.*

Users are encouraged to sign off on transactions throughout the month rather than waiting until the deadline when illness or technical issues may cause difficulties resulting in a submission violation.

Approver Responsibilities:

1. Review transactions in BOA Works when email alert is received (or log in weekly and sign off). Log into Works to verify the posted transaction is accurate by comparing it to the receipt uploaded into Works. Pricing discrepancies between documents & transactions must be documented and resolved.

2. Verify receipts are uploaded in Works for each transaction and include required information.
   - Required information for paid receipts: vendor name, amount, date of payment, payment method, itemized description of purchase, and $0 balance due.
   - If not all of this information shows on the paid receipt where the vendor acknowledges they received the payment, the invoice showing purchase details should be included with the Works receipt upload.
   - If documentation is inadequate, Approvers should flag the transaction to alert cardholder that more information is needed.
   - Aramark – Should include confirming order (signed prior to the event by an authorized signor), completed order that shows payment information, attendees, and detailed description of the business discussed to tie the meeting to University business.
   - Printing – Should include the quotes from all contract vendors.
   - Memberships – Should include VP level approval.

3. Verify selected budget and subaccount codes are correct. If incorrect, Approvers have option to update them or flag the transaction for the cardholder to revise.

4. Verify the description of the purchase in the Works Comment describes what was purchased and how it will be used. This comment should be descriptive enough that a person outside of the department or outside of the University (like auditors) will be able to tell what was purchased and how it relates to University/State business.

5. Sign off on transaction after verifying it is ready for approval.
6. Sign the ODU Reconciliation Report provided by the cardholder if department is exempt from receipt upload. This report includes all transactions for the cycle that must be signed off by the 5th.

7. Complete all steps (including Approver signoff) by the 5th of the month following the close of the billing cycle. (Calendar on PCard page.)

BASIC NAVIGATION IN WORKS

Home Page

After log in, the home page displays. Navigation icons are at the top right of the screen.

Icons allow you to:

- View profile information
- Return to the home screen
- Access page specific help information
- View Bank of America’s contact information

At the bottom of the home page, find information such as recommended browser settings, training guide links, and training video links.
The home page is divided into three sections: Action Items, Accounts Dashboard, and Announcements.

**Action Items**
The Action Items section shows items requiring your attention and reports that are ready for download. The “Acting As” column indicates your role for that required action. In Works, cardholders are called Account Holders, and reviewers are known as Approvers. Click “Pending” to go to the screen with transactions that are outstanding (pending your signoff).
Accounts Dashboard
The Accounts Dashboard section shows:

- Card account – name of cardholder,
- Credit limit – monthly cycle limit,
- Current balance – total of posted transactions,
- Available spend – amount available to spend, including charges authorized but not fully posted,
- Available credit – amount of credit remaining for billing cycle, and
- Account ID – last 4 digits of card.

Approvers will also see cards under their purview, along with their current credit information.

View Auth Log (Authorization Log)
Clicking the 4 digit number under Account ID gives two options: View Full Details & View Auth Log. Selecting View Auth Log takes you to a screen that is updated in real time. This shows current authorizations on the card and information for any recent declines. It also shows the vendor Merchant Category Code (MCC) that is used in the State and ODU Exclusion Tables. The MCC Exclusion Tables are available on the PCard Page for reference. More information for handling declines is also available in the Card Declines guide located in the How Do I section of the PCard Page.
View Full Details of Account
Clicking the 4 digit number under Account ID gives two options: View Full Details & View Auth Log. Select View Full Details for detailed information on account and accountholder. This takes you to a screen with four tabs – Spend Control Profile, Account, Address, and Accountholders.

The Account tab shows name on account and verification/authorization/activation ID needed to activate the card.

The Spend Control Profile tab shows spending limits, state level restrictions (before the dash), and ODU level restrictions (after the dash).
The Address tab shows the address and phone number associated with account.

Accountholders tab shows Approvers assigned to an account by clicking Group Approver List. Under Secondary Accountholder, this tab also shows any additional reconcilers that have been added to help with the administrative signoff tasks for the account.
SIGN OFF ON TRANSACTIONS IN WORKS AS A CARDHOLDER


Access transactions pending signoff.

This can be done two ways.
Option 1
Click Pending in the Action Items box.

Option 2
Click Expenses>Transactions from the top ribbon. (If you are also an Approver, an option to access as the Accountholder or Approver will show for selection.)
Check date parameters.

Check that date parameters in the Advanced Filter are correct. (If you do not see the Advanced Filter box, click on the Guillemets symbol (>>) to open it.

To change date parameters, click the “+” sign next to Date.

Click the calendar icon, select desired date parameters, and click OK.
Apply the new settings by clicking Search in the Advanced Filter.

Open a transaction for sign off.
This can be done one of three ways, as preferred.
Option 1
Click the icons in the Comp|Val|Auth column.

Option 2
Click directly on the blue TXN number & select Allocate/Edit from the dropdown.
Option 3 works from the expanded transaction. If you clicked the “+” to expand the transaction, you can select View Full Details.

Allocate budget codes, subaccount codes, and add contract/SWaM.

Allocate by placing cursor in the box & selecting a code from the dropdown menu. If values are pre-populated, verify they are the ones desired for the transaction. All three GL fields MUST be completed for system to allow signoff. For food & travel categories, there is an additional required note field to help cardholders remember to include needed details for travelers/attendees that were often being missed. You may need to scroll to the right to see the note field. If this information is included in the Works comment, entering “see comment” will suffice.
Add a receipt. (Three options)

Option 1
Click Add from the View Full Details screen of an expanded transaction.

Select New Receipt to browse for a receipt stored on the computer. (Stored receipts are those uploaded to the Action Items box that have not been attached to transactions.)

Option 2
Click the TXN number and select Manage Receipts. This opens the window to add a receipt as in Option 1.
Option 3
From Pending Sign Off screen to place a check next to the transaction(s) for which receipts are being added, then selecting Upload Receipt from the button at the bottom. This opens the window to add a receipt as in Option 1.

After receipt is attached, the named receipt will show as uploaded.

Add comment. (Two options)
Option 1
Select Add Comment from inside the allocation box at the bottom right. You may need to scroll to the bottom of the box to see this option. Be sure to Save before you Close.
Option 2
Add the comment when doing the final step of signoff by typing it in the pop up box that automatically shows when Sign Off is clicked.

Complete Sign Off
Make sure all information is correct before signing off. Then, check the box next to transaction and click Sign Off at the bottom of the box. A Confirm Sign Off box will appear for comments. If comment has not already been added, it can be added here. If comment was added during allocation, just click OK.
Verify signoff complete.
When signoff is complete, the transaction will disappear from the Pending Sign Off tab. It will move to the Approver/Reviewer queue for signoff & can be viewed by selecting the Signed Off or All tabs. (The All tab shows transactions that have been signed off in addition to those that have not.) Approvers cannot see transactions for signoff until the cardholder completes signoff.

Correct an allocation error.
If a transaction needs corrections, request the Approver/Reviewer “Flag” the transaction instead of approving. This will send the transaction back to cardholder for correction. After corrections are made, select “Remove Flag” to send to the Approver/Reviewer for signoff. (If Approver already signed off on transaction, any changes to budget or subaccount codes can be made by sending ASR to Accounts Payable after the transaction posts in Banner.)
Check for Approver signoff.
Cardholders can research whether transactions have been approved. The “AH” indicates that Account Holder signoff has been completed. If Approver has signed off, an “APR” will show. To see when transactions were signed off and by whom, click on the AH in the Sign Off column.

SIGN OFF ON TRANSACTIONS IN WORKS AS AN APPROVER


Access transactions pending signoff. (Two options)

Option 1
Click Pending in the Action Items box.

Option 2
Click Expenses>Transactions from the top ribbon.
Check date parameters.

Check that date parameters in the Advanced Filter are the ones desired.
(If you do not see the Advanced Filter box, click on the Guillemets symbol (>>) to open it.

To change date parameters, click the “+” sign next to Date and click the calendar icon.
Select desired date parameters, and click OK.

Click Search in the Advanced Filter to apply the new date settings.

Review information for transactions pending sign off.

The main screen shows general transaction information, current allocation, and receipt upload status.
Verify cardholder has allocated to correct budget & subaccount codes and that the selection for Contract/SWaM is correct.

- Issue Example 1: A contract vendor was used but allocation shows “None.”
- Issue Example 2: Cardholder allocated to a different budget or subaccount code than desired.

Verify that receipt & backup documentation have been uploaded and documentation is correct, showing all information required by the State for a “proper receipt.” Access receipt by clicking on the “Yes” in the Uploaded Receipt column.

Verify the Works comment with the description of the purchase is sufficient. Comments can be seen two ways.

Option 1
For each transaction, additional information is available by clicking the plus sign and navigating between tabs. Comments show at the bottom of the pop up window.

Option 2
Comments can be viewed by adding them as a column viewable on the Pending Sign Off Screen. To add, click Columns on right side of the screen and place a check in box for Comments.
Add additional comment (optional for approvals). This can be done two ways.

Option 1
Select Add Comment from inside the allocation box at the bottom right. You may need to scroll to the bottom of the box to see this option. Be sure to Save before you Close.

Option 2
Add the comment when doing the final step of signoff.
Complete Sign Off

To complete signoff, check the box next to the transaction and click Sign Off button at the bottom. A Confirm Sign Off box will appear with a box for comments. If you have not already added a comment for the transaction and wish to do so, it can be added here. If comment has already been added, just click OK.
Verify signoff is complete.

When signoff is complete, the transaction will disappear from the Pending Sign Off tab. It will move out of the Approver/Reviewer queue for signoff & can be viewed by selecting the Signed Off or All tabs. (The All tab shows transactions that have been signed off in addition to those that have not.)

“AH” indicates that Account Holder signoff has been completed. “APR” indicates that Approver has signed off. To see when transactions were signed off and by whom, click on AH_APR in the Sign Off column.

Raise a Flag

If a transaction needs corrections, Approver/Reviewer can Raise a Flag instead of approving. This will send the transaction back to cardholder for correction. After corrections are made, cardholder should select “Remove Flag” to send back to the Approver/Reviewer for signoff.
Correct an allocation error.

Any changes to budget or subaccount codes after an Approver has signed off should be made by sending an ASR to Accounts Payable after the transaction posts in Banner.