Reconciling P-Card Expense

Bank of America’s Works Application Overview

The expense allocation process is the same regardless of your Works role:

Cardholder, Reconciler, Approver, Scoped Accountant
Reconciling and Sign Off of P-Card Expense With Works—Works is Bank of America’s online application provided for p-card expense reconciliation.

Cardholder makes a p-card purchase. Within 1-3 days, transaction will appear in Works awaiting sign off.

Transaction flows to Approver for review, edit (if necessary) and sign off indicating it’s ready for upload to OFC.

Cardholder or reconciler reviews, allocates, and signs off on the transaction in Works. Receipt is provided to department via your area’s procedure.

Previous cycle transactions are swept from Works for upload to OFC on the 6th business day regardless of sign off status.

Previous cycle expense must be reviewed and signed off by Approver by the 5th business day. Any corrections after the 5th must be handled via Correcting Entry Request.

Department managers review card expense and sign the Authorization of Expense report after bill cycle period closes.

Cardholders print/sign the Works Cardholder Statement after bill cycle period closes. Submit signed statement to department via your area’s procedure.
P-Card Due Dates for Works Sign Off

Cardholders/Reconcilers: Works generates email notifications to alert you of transactions posting to Works. Review, allocate, and sign off as transactions post to Works during the current billing cycle.

• Complete sign off of all previous cycle expense on or before the final date provided by your department (finalize sign off of all previous cycle transactions within the first few days of the new month).

• Provide your receipts & supporting documentation to your department per your area’s established procedure.

Cardholders are required to review and sign the Works Cardholder Statement once the billing cycle has closed and cardholder sign off is complete. Cardholders receive an email from Works with subject line Report ready for download on the 3rd. Click the link to print your report.

• The Works Cardholder Statement is scheduled to run on the 3rd of each month to ensure it includes all previous cycle transactions.

• Cardholders can print their cardholder statement on demand on or after the 1st business day of the month if necessary. Works Cardholder Sign Off-QRG (Quick Reference Guide PDF) provides Works sign off steps and statement printing direction.

Approvers: Complete transaction review and sign off of all previous cycle transactions by the 5th business day of the month.

P-Card expense is swept from Works and uploaded to OFC financial reports on the 6th business day of the month regardless of sign off status. Allocation changes after the 5th must be handled via Correcting Entry Request (View Correcting Entry Request Video Instructions).

To ensure expense is ready for upload to OFC:

• Review the scheduled Works +P-card Sign off Status Report on the 1st business day of the month. Use this guide to Run a Scheduled Report on Demand. This report provides a list of all previous cycle transactions for cardholders within your group including cardholder sign off date, accounting detail, vendor info, amount, and business purpose entry.

• Approvers cannot sign off until the cardholder signs off so it’s important to view this report and remind your cardholders to complete sign off if they haven’t done do.

• After approver sign off is complete, run the scheduled P-Card Authorization of Expense Report for your manager’s signature. This report provides signature fields, a sum-up of cardholder spend, allocation detail and both cardholder and approver sign off dates. Auditors will expect to see this signed report during audit review.
Reconciling P-Card Expense in Works—Cardholders are usually responsible for the Works expense reconciliation and sign off. Some areas may designate reconcilers to assist or complete the Works reconciliation on behalf of a cardholder. Your department or business unit determines the reconciliation process for your area.

P-Card transactions default in Works to a designated accounting string provided by the department for each cardholder. An account code is mapped by Works based on Visa merchant category type but it may require recoding.

✓ Each transaction must be reviewed and reallocated as necessary by cardholder or reconciler. A business purpose is provided and Travel Auth detail provided for travel expense.

✓ After allocation is complete, select the transaction and complete sign off to move the transaction to your approver for review and sign off.

Allocation detail is provided in the 8 Works GL fields entries shown below. This detail along with vendor name and amount is uploaded to OFC reports. Works offers other fields to further identify expense (i.e. Notes, Reference, Description, Comments) but this detail is not uploaded to OFC. It’s viewable in Works only.

<table>
<thead>
<tr>
<th>GL01: FUND</th>
<th>GL02: DEPARTMENT</th>
<th>GL03: COST CENTER</th>
<th>GL04: ACCOUNT</th>
<th>GL05: SUPPLEMENTAL</th>
<th>GL06: PROJECT</th>
<th>GL07: BUSINESS PURPOSE</th>
<th>GL08: TRAVEL AUTH NUMBER</th>
</tr>
</thead>
</table>

A valid OFC segment string must be provided for each transaction (Fund, Department, Cost Center, Supplemental, Project). View All Segment Values to find a complete list of university chart of accounts segments. Check with your area for assistance with fund source.

▪ An Account segment (6 digit expense code identifying expense type) must be provided. Review the University Expense Account Codes (expanded list) to find the best fit.

▪ A concise business purpose for the purchase must be provided. Business purpose must be understandable to others outside your own area (i.e. auditors, or other expense reviewers).

▪ An approved Travel Authorization number entry for employee travel or field trip expense must be provided in the Travel Auth field. The business purpose should identify the traveler, event, location and dates of travel. Use the Travel Auth field for any overflow detail. Travel expense without a travel authorization (i.e. for job candidates, guests, or students) must be identified as such in the Travel Auth field. Include the travelers name and affiliation in the Travel Auth field. The business purpose should identify the event, location and dates of travel.
Log into Works to Allocate and Sign Off on Expense:  http://www.bankofamerica.com/worksonline

Each Works user has a unique Login Name and Password. Both login name and password are case sensitive.

If you are a new user, you’ll receive the Welcome to Works email which will provide your login credentials and allow you to set up your password initially.

- Login Name contains no spaces and is all CAP’s.
- Password is case sensitive and selected by you.

Works users can reset their own password by clicking the Forgot your password? link provided on the Works login page.

If you have received your new card but have not received the Welcome to Works initial set-up email, notify pcard@boisestate.edu.

Individual passwords are considered electronic signatures and may not be shared with others. Your login information must be kept in a secure location.
After Successful Login, The Works Home Page appears.

1. **Action Items** (top left) provides quick links to transactions pending sign off.
2. **Accounts Dashboard** (bottom right) provides list of all accounts assigned to you as cardholder or reconciler.
3. **My Announcements** (top right) provides the current p-card cycle inclusive dates and approver sign off due date. Upcoming P-Card Workshop announcements and sweep status for closed billing cycle are also included.
**Tips for Allocating Expense in Works:** Works uses validation tables and authorized segment combinations to ensure account entries are valid and sync with OFC.

As you begin to type an entry in the Fund, Dept, Cost Center, Supplemental, or Project segment field, data populates automatically.

- Select the entry you need from the drop-down list and it will auto-fill the field and move you to the next field.

**If you don’t see the entry you need:**

- Select **See More** to view a table of additional segments and description detail (*General Ledger Picker provides a selectable table view*).
- Select the segment you need from the table.
- Select OK to close.

**Important:**

You need to have 3 green check marks in the Comp/Val/Auth Column to sign off. The red X represents an error in the GL field entries and will prevent you from completing sign off.

- **X** under Comp- “Incomplete” entry: The Business Purpose is missing in GL field 7.
- **X** under Val- A segment “Value” is missing or invalid: check your GL Fields 1-6 entries to ensure each field has an entry.
- **X** under Auth- “Authorization” issue: You’ve entered a segment in GL Fields 1-6 that is not assigned to your area or the segment string is not valid in Works. If the segment is valid & assigned to you, it'll pop up as an option as you enter the segment. If it doesn’t appear, you may be entering an invalid segment or string, or you may not have access to it.

**If you can’t access a segment string:** Email [pcard@boisestate.edu](mailto:pcard@boisestate.edu)
**Tips for Allocating Expense in Works:**

*Works Advanced Filter* is preset to provide the last 90 days of transactions. Change the date range to view older transactions. (Filter also provides other options you can use as necessary)

*Open or close the filter by clicking the << symbol*

**To change the date range:**

- Select the + symbol next to *Date*
- Select the calendar icon

*Select Dates* view appears. Select date range by *cycle period* or choose a custom range.

Use *Cycle to Date* to view current transactions posted this month.

Use *Selected Cycle* to for a past billing cycle of your choice. (After selecting, click on the calendar view displayed at left to choose ‘Selected Cycle’ month of your choice)

Use *Custom* to select your own date range by entering custom dates in MM/DD/YY field.

- Select OK to complete selection and close calendar view.
- Select ‘Search’ at bottom of filter to update.
To view current transaction status and available credit in real-time, view your Works Auth Log.

From the Works Homepage:
Go to the Accounts Dashboard (located on the lower portion of screen)

- Select the Last 4 of your Account ID
- Select View Auth Log option.

The Authorization Log lists all recent activity and real-time available funds.

- If a transaction is declined, a Decline Reason is provided.
- Available funds in real time appear on the top right of view.

If you are unsure why a transaction declined, call the bank at the number on the back or your card. Or, check with university p-card administrator.
To Allocate and Sign off: From the Works Homepage, use the ‘Action Items’ quick links for easy access to transactions ready for sign off.

**Action Items** is the first section-
It provides quick links to transactions requiring sign off, or Works reports ready for download.

**To Review and Allocate:**

**Cardholders/Reconcilers:**
Select **Accountholder Pending sign off** link.

**Approvers:**
Select the **Approver Pending Sign off** link.

Transactions Pending Sign Off appear:

There are 2 options for expense allocation in Works:

**Mass Allocate** or **Individual Transaction Allocation**.

**Mass Allocate option** allows you to *allocate* one or multiple transactions at once. Use it as your preferred option for expense allocation.
**Mass Allocate** - Allocate one or multiple transactions with this option.

If you’re a cardholder or reconciler, you’ve selected **Accountholder Pending sign off** link from the Works homepage. If you’re an approver: **Approver Pending Sign off** link.

**Transactions Pending Sign off** view appears.

To allocate expense, check one or more transactions (check boxes located to left of transaction detail)

- Select **Mass Allocate**.

**Mass Allocate** view appears:

- Enter the accounting segments you need in each field.
- Include a business purpose. Add a Travel Auth # if applicable.
- Select OK to complete the allocation.

**Mass Allocate option allows you to add the same accounting detail to all selected transactions and fields.**

- Fully allocate one or more transactions quickly; or add or correct specific field entries for multiple transactions at once.
- Works will only add data to the fields you’ve entered data in, leaving all other fields as-is providing a quick & easy correction tool.

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The Empty Segment Field(s) setting should always remain at ‘Retain original codes’. You don’t need to adjust this entry.
**Individual Transaction Allocation** (the other option for allocation of expense)-
Use this allocation option if you need to ‘split’ a single transaction between multiple fund or account segments. Also, this option provides access to optional-use Works fields used by some areas: Notes, Reference, and Description fields.

If you’re a cardholder/reconciler, you’ve selected **Accountholder Pending sign off** link from the Works homepage. If you’re an approver: **Approver Pending Sign off** link.

- Select the Works Document number (Works TXN#) and **Allocate/Edit**

**Allocation Details** view opens.

- Enter the accounting segments you need in each field. Include a business purpose. Add a Travel Auth # if applicable.

- To complete, select **Save** and **Close** or **Save and Allocate Next** to move to the next transaction.

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This view provides optional use fields for Notes, Description, Reference (the data in these 3 fields remains in Works but is not uploaded to OFC)
If the vendors provides receipt detail, it will be viewable by scrolling to lower portion of Allocation Detail screen.
Split A Single Transaction Between Multiple Fund Sources Or Account Segments. This option allows you to divide an expense between multiple funds sources or accounts. You can add up to 19 additional allocation lines to a single transaction.

Using the Individual Transaction Allocation option, select the Works Document Number (TXN) and Allocate/Edit option.

From the Allocation Details view, select the transaction line by placing a check ☑ in the selection field

- Select Duplicate and select the number of lines to be added. Works will copy GL field entries from the current transaction line to all added lines. Note: If you add too many lines, select the unneeded lines and then select Remove.

- The allocation lines may be allocated by amount or percent by selecting the drop down arrow in the All Values field.

- Enter allocation detail and an amount for each line.

- Ensure the transaction is fully allocated by checking the Variance provided in the top right of allocation detail view. Variance should be 0.00.

- Select Save and Close or Save and Allocate Next to complete.
**Final Step: Sign off on Expense**

Sign off moves the transaction to the next approval level: Accountholder sign off moves the transaction to the Approver. Approver sign off designates the transaction as ready for upload to university financial reports.

**To Sign Off:**
Review the allocation detail to ensure lines are ready for sign off.

- Select all transactions ready for sign off by placing a check in the box next to the transaction. (You can sign off on all at once or one at a time.)

- Select Sign Off. The Confirm Sign Off window appears listing number of transactions to be signed off for your review.

- Select OK to complete sign off (no comment is necessary.

**Once cardholder or reconciler signs off, no further allocation changes may be made by the cardholder/reconciler.**

The approver can opt to edit a transaction to correct it or flag the transaction for cardholder/reconciler correction.

**After approver sign off is completed, only a Works Scoped Accountant or University PA can edit transactions.**

**Reminder:**
To sign off, you must have 3 green checks in the Comp/Val/Auth column indicating valid segment string and business purpose is in place.
Flagging Transactions (Approver role only)

Approvers can opt to ‘flag’ transactions signed off by the cardholder. This will return the transaction to the cardholder or reconciler for correction.

To Flag Transactions:

▪ Select transaction(s) to be flagged

▪ Select Flag, then Raise Flag.

▪ Provide a comment (correction required detail).

The transaction will return to the cardholder for correction (an email from Works will be sent to cardholder as a notification to correct a transaction).

▪ After the transaction is corrected, either the cardholder or approver can remove the flag.

Flags will be removed automatically once transactions are swept for upload.

Cardholder (or reconciler) can view/edit Flagged transactions from the Works homepage by selecting the ‘Flagged’ link with Action heading of Resolve.
Works Scheduled Reports

Contact the University P-Card Administrator for assistance with Works reports or roles. Email: pcard@boisestate.edu

Works Cardholder Statement Report (PDF) *Scheduled to run for cardholders on the 3rd of each month.
This report provides a list of previous cycle transactions for a specific cardholder. It’s a signature form authorizing expense by cardholder. Cardholders can run the report on demand on or after the 1st business day of the month.

Works P-Card Sign Off Status Report (EXCEL) *Scheduled to run for approvers on the 3rd of each month.
This report provides a spreadsheet view of all previous cycle transactions regardless of sign off status. Report includes a sign off date column for both cardholders and approvers along with accounting detail, vendor info, amount and business purpose entry. This report can be run on demand to review sign off status.
Use this report for review or budgeting purposes as it provides easy access to your p-card transactions in a spreadsheet format.

Works Authorization of P-Card Expense form (PDF) *Scheduled to run for approvers on the 5th of each month.
This report is a signature form and is required during audit to ensure expense has been reviewed and approved by manager.
This report provides a list of previous cycle transactions of all cardholders within an assigned area. Authorizer (Department Head, Director, Dean, VP, or Business Manager) is responsible for reviewing and authorizing p-card expense as legitimate via signature each month. Auditors will expect to see a manager signature on this form.

Best Practice Recommendation: Attach the final Sign Off Status Report to the Authorization of Expense form for manager signature. Both forms should be maintained with department p-card packets in case of audit.

Works provides other spend reports which can be run on demand or scheduled: Run a Customized Works Report (pdf)
+P-Card Sign Off Status Report (Cycle to Date) - Provides sign off status and transaction detail in the current cycle in Excel format
+Cycle to Date Transaction Report - Provides condensed view of current cycle transaction list up to today’s date in Excel format
+Cycle to Date Cardholder Statement - Provides list of transactions up to today’s date in PDF format.
Run A Scheduled Works Report on Demand:
Works reports module requires approximately 15 minutes before allocation changes will appear in your report. If you make allocation changes in Works, wait 15 minutes before you run your report on demand to ensure recent updates are captured.

Use this guide to run a scheduled Works report on demand or to refresh report data.
Works Cardholder Statement, Authorization of P-Card Expense form, and Sign off Status (XLS) report are examples of scheduled reports you can run on demand using this guide.

1. From the Works Home Screen
Select Reports/Scheduled from the top menu links:

2. Select the report name > select Modify/Run option.

The Works Create Report template appears. Scroll down to Scheduling and Expiration field.


You'll be directed back to Completed Reports queue.
4. Select output link (PDF or XLS) to view/print the report.
Works Cardholder Statement (PDF) is scheduled to run for cardholders on the 3rd of the month.

The Cardholder Statement is configured to include all previous billing cycle transactions.

- Review and sign the Works Cardholder Statement. Ensure all transactions have a Cardholder Sign off Date.
- Attach receipts and other required documentation, and submit the packet to your department on or by date specified by your area. Keep a copy for your own records.

Works Cardholder Statement provides a summary of expense and sign off date by cardholder.

The cardholder is required to sign the statement verifying all charges have been reviewed and approved as necessary business expense (or identified as unauthorized, personal or disputed with reimbursement pending).

2nd signature field is optional and may be used by department if necessary.

Auditors expect to see this report signed by cardholder with department p-card records.

Check for a CH Signoff Date for each transaction. If you don’t see a date, check your pending sign off transactions to ensure all have been signed off.
Follow the direction for receipt submission provided by your area. Organize p-card documentation (signed cardholder statement, receipts and other required documentation) to allow others to review your expense easily.

- Submit your signed cardholder statement and supporting documentation to your department per your area’s established procedure.

- If submitting multiple receipts with your signed cardholder statement, number your receipts and supporting documentation in the order that they appear on the statement.

- Include an explanation of expected resolution for missing documentation or sales tax paid.

In some areas, the p-card documentation and signed statement must be uploaded to a shared drive folder. Please follow the procedure provided by your area.

*Please be sure your scanned p-card documentation is legible, in order, and complete. You'll be requested to resubmit documentation if it's not legible and/or not provided in an organized manner.*

**Why is it important to organize your documentation?**

P-Card reconcilers, approvers, and managers have to review ALL cardholder expense in your area each month and rely on each cardholder to do their part by organizing their documentation.

**From an audit perspective:** Audit reviews may be conducted within 5 years of the original purchase. If an auditor can’t easily review (or make sense of) p-card documentation, it raises concerns and widens audit focus. Ultimately, it can jeopardize continued participation in the university p-card program for your area.
**+P-card Sign off Status Report** (Excel) is scheduled to run for approvers on the 3rd of the month. This report allows the approver to manage sign off as it provides a complete view of previous cycle transactions and sign off status by cardholder (or reconciler) and approver.

**+P-card Sign off Status Report** (Excel) provides all previous cycle transactions with sign off date columns provided for both cardholders and approvers along with accounting detail, vendor info, amount, and business purpose entry.

- Review this report on the 3rd to ensure expense is signed off by cardholder.
- Run it on demand after approver sign off to ensure all expense is signed off and allocated correctly.

If no date/name entry appears on the transaction line in columns A&B: Cardholder sign off has not been completed.

If no date/name entry appears on the transaction line in columns C&D: Approver sign off has not been completed.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH Signoff Date</td>
<td>CH Signoff Full Name</td>
<td>Approver Signoff Date</td>
<td>Approver Name</td>
<td>Grp Name</td>
<td>Card Embossed Line</td>
<td>Card Last 4 Digit</td>
<td>Purchase Date</td>
<td>Post Date</td>
<td>Bank Number</td>
<td>Vendor Name</td>
<td>Allocated Amount</td>
<td>GL</td>
<td>FUND</td>
</tr>
<tr>
<td>7/6/2018</td>
<td>KING, KRISTEN</td>
<td>7/3/2018</td>
<td>7/5/2018</td>
<td>247606218165478600331048</td>
<td>IDAHO PUBLIC PURCHAS</td>
<td>$30.00</td>
<td>3010</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/3/2018</td>
<td>KNIGHT, LESLEY</td>
<td>6/29/2018</td>
<td>7/2/2018</td>
<td>240133981300067073310888</td>
<td>Treasure Valley Coffee In</td>
<td>$88.00</td>
<td>3010</td>
<td>Local</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7/9/2018</td>
<td>KNIGHT, LESLEY</td>
<td>7/9/2018</td>
<td>7/11/2018</td>
<td>24717050191871914107037</td>
<td>DELTA AIR 006716190816</td>
<td>$351.10</td>
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<td>Local</td>
<td></td>
<td></td>
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<tr>
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<td>Local</td>
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</tr>
</tbody>
</table>

Columns A&B: Two transactions have been signed off by the cardholder but the other two have not been signed off yet.

No entries in Columns C&D: Approver has not signed off.

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Works Authorization of P-Card Expense (PDF) is scheduled to run for approvers on the 5th of the month.

The Authorization of P-Card Expense report is configured to include all previous cycle transactions for a specific group of cardholders. Approvers receive an email from Works with subject line ‘Report ready for download’ on the 5th of the month. If approval is complete, click the link to view/print your report. If approval is not complete, run the report on demand after approval is complete.

- Provide the report to your area’s expense authorizer (Department Head, Director, Dean, VP, or Business Manager) for signature along with cardholder statements and documentation.

- Authorizer signs the form after review is complete. Signature form and p-card documentation are maintained by the department for 5 years.

Works Authorization of P-Card Expense report provides a summary of expense and sign off date by both cardholder and approver for a specific area or group of cardholders.

The authorizer’s signature, printed name and title should appear on this form after expense has been reviewed and authorized by department.

A second optional-use signature field is provided. Use this if your area requires more than one signature approving or authorizing expense.

Auditors expect to see this report signed by the expense authorizer with department p-card records.
Record Keeping - Department must maintain official documentation in a secure location.

Storage and safekeeping of p-card receipts and documentation is the responsibility of the department. P-Card documentation must be maintained for a minimum of five years in a secure location for audit review. P-Card documentation includes:

- Printed and signed cardholder statement (or card spend report) with receipts and other documentation required by the university, department and/or supporting the business purpose of the purchase.

- Authorization of expense form signed by manager (Department Head, Director, Dean, VP, or Business Manager). Please ensure a clearly printed name and title is provided on the form along with signature.

Departments can opt to retain either scanned or original p-card documentation.

Scanned p-card documentation is an acceptable method of p-card record retention by department. If your area opts to maintain only scanned documentation, adhere to university best practice regarding scanned financial document standards and storage requirements.

- Scanned documentation must be legible and easily retrievable by month/year for view or print access.

- The department is required to maintain p-card documentation in a secure, centralized location for 5 years.
  - Secure = limited access to authorized staff only (or read-only access to ensure integrity of documentation).
  - Centralized = individual cardholders are not maintaining receipts. Cardholders may keep copies for their own records, but the department is expected to maintain documentation and provide it to auditors upon request.
P-Card Security

Lost or Stolen P-Card? Cardholders should immediately report lost, misplaced, or stolen cards directly to the bank. If you suspect your card has been compromised or may be lost, report it immediately by calling:

Bank of America Cardholder Call Center (24/7) 1-800-300-3084.

Safety online – Bank of America’s Works generates email with the following sender name: Works <worksnoreply@works.com>

- Cardholders and other Works users receive a Welcome to Works email with user name and information regarding how to login to Works.
- Cardholder and other Works users will also receive email from Works regarding reports ready for download, transactions posting, and password reset directions if requested. New user receive an initial ‘Welcome to Works’ email.

Questions, concerns? Email forms, questions to pcard@boisestate.edu

University P-Card Administrator: Anna Pollworth (208) 426-1795
Purchasing Compliance Specialist: Greg Kunde (208) 426-2964

Check the online P-Card site for forms, references and information http://vpfa.boisestate.edu/pcard/