P-Card Presentation
Training and References for Cardholders, Reconcilers, & Approvers
Boise State University has approximately 800 p-cards assigned to over 175 different departments with purchases by the campus community averaging $1.5 million monthly. P-Card allows staff to purchase what they need, when they need it. But, with this convenience comes responsibility; controls are necessary to ensure funds are spent wisely and in accordance with university policy.

The University sets controls by establishing policy and procedure based on best practice guidelines for university card programs. Departments provide controls by reviewing, approving and authorizing p-card expense. Our auditors ensure departments maintain appropriate controls by reviewing transactions and conducting informal and formal audits on a regular basis.

- P-cards have a maximum single transaction limit and monthly limit based on purchasing need. Departments select card limits based on purchasing needs. Here’s the standard card limits:

  | Standard Limit (used for most cards) | $1,999 Maximum Per Transaction | $10,000 Maximum Monthly Spend |
  | Standard Limit (low volume use)      | $1,999 Maximum Per Transaction | $5,000 Maximum Monthly Spend  |
  | Standard Limit Plus (high volume use)| $2,999 Maximum Per Transaction | $20,000 Maximum Monthly Spend |

- Certain types of merchants are restricted: Restricted Merchant Categories for P-Card

- Some types of purchase are not allowed on p-card: Authorized and Unauthorized P-Card Purchases
Who can have a p-card?

A p-card is issued based on business need and with approval from your department; it is not an entitlement nor reflective of title or position. Your department may issue a card to you if your role requires you to complete business purchases for your area. Having a p-card requires a commitment from you:

- Cardholders are required to review P-Card training materials, attend a p-card workshop, and complete a P-Card User Agreement.
- Cardholders are responsible for ensuring their expense is reviewed, signed off and required documentation is submitted to the department by the department’s due date.
- Cardholders may be held personally responsible for purchases not authorized by the department or not allowed per university policy. Cardholders who do not comply with policy or procedure may have their card privileges temporarily or permanently revoked by their department or University Financial Services.

*Each card is assigned an approver and authorizer within your department. If you are an approver or an authorizer with a p-card, your p-card expense must be reviewed and authorized via signature by your manager monthly.*

What types of purchases are authorized for p-card?

P-Card expense must be within university policy, and must serve a legitimate business purpose. Review [Authorized and Unauthorized P-Card Purchases](#pdf).

- The cardholder must provide a business purpose for each purchase and in some instance, include supporting documentation to establish that expense is necessary for business (travel, gifts, meals and refreshments, or unusual purchases).
P-Card Transaction Sign off, Approval and Authorization of Expense is a Department Responsibility

1. Cardholder/Reconciler Review and Sign off (Use the Reconciler Agreement to designate a card reconciler if someone other than the card is responsible for Works allocation & sign off)

   Cardholder (or assigned reconciler) reviews, allocates and signs off on expense in Works. Each cardholder is required to review and sign their printed cardholder statement. The statement, receipts and other required documentation must be submitted to the department approver in an organized manner by date provided by department. Department is responsible for maintaining p-card documentation for 5 years (cardholders may keep their own copies).

2. Approver Review and Sign off (Use the Approver Agreement to designate an approver)

   The p-card approver is responsible for reviewing and/or editing cardholder allocation entries in Works by the university due date prepping the transactions for upload to university financials (OFC). Approver completes review by signing off on transactions in Works. The approver is responsible for reporting non-compliance issues discovered during the approval process to the cardholder and authorizer (manager). Approvers report identified non-compliance issues to the cardholder via the p-card Non-Compliance Warning Form which is attached to cardholder statement for manager review.

3. Manager Authorization of Expense via Signature

   The manager (Department Head, Director, Dean, VP, or Business Manager) is responsible for reviewing and authorizing p-card expense for cardholders in their area via signature. The authorizer has a fiduciary responsibility to ensure expense is in compliance with university policy and serves a legitimate business purpose. The authorizer is responsible for ensuring non-compliance issues are resolved or escalated to the university p-card administrator or appropriate official in a timely manner.

   - Signature form: Use the Works Authorization of P-Card Expense form (scheduled Works report) as the expense authorizer signature form. Signed report must be provided for audit review upon demand.

Delegation of authorizer signing authority must be approved by the respective dean or V.P. for the area and submitted to the university p-card administrator for review and approval by U.F.S. Department is responsible for maintaining documentation defining authorizer role and/or delegated signature authority in place for their area.
P-card Is Used For Authorized Purchases up to your Card’s Per Transaction Limit

Most p-cards have a $1,999 or $2,999 per transaction limit with a monthly limit from $5,000 to $20,000. Check with your department for your card limit. **Do not split purchases to bypass card limit.** Card limits may be increased above $2,999 per transaction limit temporarily for the following:

- Travel expense for air, hotel, registration
- Venue rental, caterers
- Registration or membership renewal or payment

For other goods/services purchases exceeding $2,999, use OFC Standard Purchasing Requisition; or use the OFC Payment Request for approved, fully executed contract payments.

To request a permanent or temporary increase, submit a P-Card Account Maintenance Request form via P-Card Form Submission *(Smartsheet).* Select a standard limit for a quick increase. Form must be signed by your approver and manager.

✔ If you select a custom limit, provide supporting documentation for the increase such as copy of the approved travel authorization, approved contract, or invoice/registration form from the vendor along with the signed maintenance form.

✔ If requesting a temporary increase, include a ‘limit reset date’.
Please submit p-card forms and Default Accounting String updates via P-Card Form Submission (Smartsheet)

Smartsheet allows better tracking and document control ensuring your requests are handled promptly.
Smartsheet will keep you in the loop confirming receipt of your request and confirmation that your request is complete.
Smartsheet provides visibility allowing you to review the status of your request via the UFS Request Tracker.

Submit the following requests via P-Card Form Submission:

- **P-Card Application** – to request a p-card account   Allow 5-7 business days for new card issuance.
- **P-Card Account Maintenance Request** – Request an update or closure of an existing p-card account. Most requests are handled same day.

Other p-card forms:

- **P-Card Approver Agreement** - Designate a new approver for one or more cardholders
- **P-Card Reconciler Agreement** - Designate a reconciler for one or more cardholders
- **P-Card Non-Compliance Warning Form** - Used by Approver/Authorizer to document non-compliance issues.
- **P-Card Missing Receipt Affidavit** - This form is not a substitute for an original receipt and should only be used if all attempts to obtain an original receipt have failed.
- **Event Expense Summary** - Form used to fully identify meal & refreshment (or event) expense (cost per person)

Update Default Accounting String - Each card is assigned a default accounting string (fund source). To update, simply submit your request via P-Card Smartsheet (no form is required)

If you have an urgent p-card request, contact:

- **University P-Card Administrator** Anna Pollworth  (208) 426-1795  Email pcard@boisestate.edu
- **Purchasing Compliance Specialist** Greg Kunde  (208) 426-2964  Email pcard@boisestate.edu
Cardholder Responsibility-Manage your p-card expenditures.

Understand what types of purchases are authorized on p-card. View Authorized and Unauthorized P-Card Purchases (pdf)

- Check the list of state contract vendors before shopping off contract with online or local vendors.
- Check with OIT Help Desk before purchasing technology equipment or services. HelpDesk@boisestate.edu

Cardholders are expected to:

- Request sales tax exemption at point of sale, obtain an original detailed receipt for each purchase.
- Provide a business purpose for each purchase and in some instances, include supporting documentation to establish that expense is necessary for business.
- Contact the vendor if purchased services or goods are not received or billed incorrectly.
- Reconcile/sign off on your expense weekly in Works (unless you’ve been assigned a card reconciler). Submit p-card receipts and documentation to your department by the required due date.

Some purchases require additional approvals and forms:

- An Event Expense Summary is required for any non-travel entertainment, event, refreshment, or meal purchase.
- A Travel Authorization is required for most off-campus events or employee or field trip travel.
- Gifts, awards and incentives (promotional items) are regulated. Review Gifts_Awards_Incentive policy.pdf

Maintain control of your p-card: Keep your account number secure. Don’t include your full account number in email to other staff or vendors as this can expose your account to unauthorized use.

- Don’t loan your card or account number to anyone (Only you are authorized to use your card).
- If you can’t find your card (lost or stolen), or if you believe your account may be compromised, contact Bank of America immediately at 1-800-300-3084. Notify your approver and the university administrator as well.
- Report any unauthorized charges immediately.
Use the **PURCHASING CARD** Website to find links to policies, forms and references: [http://vpfa.boisestate.edu/pcard/](http://vpfa.boisestate.edu/pcard/)

Contact info is provided for both bank and university.

Click any box option to view additional detail:
- P-Card Forms
- Cardholder Guides & References
- Approver Guides & References
- And more!
AUTHORIZED P-CARD PURCHASES

P-Card is intended for small dollar purchases of products and supplies needed during the course of business up to the per transaction limit of your card. **Do not split purchases to bypass limits.** Some common purchases include:

- Office and class supplies
- Advertising expense (newspaper and other media)
- Books, subscriptions, work-related membership/organizational fees
- Meal and refreshment expense in compliance with university policy
- Most employee business travel and field trip expense is allowed with an approved Travel Authorization. For detail review [http://vpfa.boisestate.edu/pcard/p-card-and-travel/](http://vpfa.boisestate.edu/pcard/p-card-and-travel/)

- Non-Employee Travel Expense:
  - ✓ University p-card may be used to prepay airfare and lodging (room and tax only, no incidentals) for guests if the individual is volunteering his or her services for the betterment of the University and will not be compensated for services.
  
  ✓ University p-card may be used prepay airfare and lodging for job candidates.
UNAUTHORIZED P-CARD PURCHASES

Any purchase not approved by your department, off-contract when state contract exists, split to bypass account limits, or not allowed per university policy is considered unauthorized. Other unauthorized purchases include:

- Alcoholic beverages (not allowed per policy)
- Salaries and wages (not allowed per policy)
- Computers, laptops, notebooks and other personal computing devices (Contact OIT)
- Cellular phones, communication devices, accessories and service related to device (Contact OIT)
- Fuel for personal vehicles (check with Travel Services regarding procedure for vicinity travel)
- Payment to or on behalf of Independent Contractor (For detail, review Independent Contractors)
- Personal expense *including accidental, or partial-
  ✓ Keep p-card separate from personal credit cards

P-Card accounts may be deactivated if used for unauthorized purchases.
Choosing a Vendor- State Vendor Contracts must be our first choice for university purchases per state code 67-9230.

View the university contract list which includes state and university contracts: [https://www.boisestate.edu/vpfa-purchasing/contracts/](https://www.boisestate.edu/vpfa-purchasing/contracts/)

State contracts are listed by category and include contract instructions for each vendor. Use the Search filter to locate a contract vendor. Check the Contract Instructions for detail.

Vendor Contract Advantages:

- Discount pricing on key items
- Delivery directly to your office location, usually within a few days (or less).
- No need to use work or personal time for shopping excursions.
- Eliminates issues with using unknown vendors online who may not be reputable (avoid issues with non-returnable purchases and payment of unnecessary sales tax).

If a contract vendor can't provide the necessary item, or we don't have a contract for the specific item needed, then you can choose an off-contract vendor. Choose a reputable online vendor with delivery to the university. This eliminates the need for employee time spent shopping and picking up items which equates to cost savings. We cannot choose an off-contract vendor based on pricing.

If an item is significantly less costly off-contract, please notify Purchasing: purchasingdepartment@boisestate.edu. The university purchasing director has authority to grant permission to purchase off-contract in limited situations. Permission must be granted in writing and maintained with department p-card documentation.
Office Depot Business Solutions is our state contract vendor for office supplies.

Our state contract is with Office Depot Business Solutions; not the local stores and not the retail Office Depot online site. To access the Office Depot online contract provider, you must login @ [https://business.officedepot.com/](https://business.officedepot.com/)

**Important:** New cardholders must request an Office Depot login credentials for office supply purchases:

- Email Office Depot Account Manager Martha.Brocke@officedepot.com to request a login. Provide your name, phone number, university email and your department ship-to address for supplies in this format: BSU/DEPARTMENT NAME | STREET ADDRESS | ROOM # | CITY, STATE, ZIP

Office Depot doesn’t provide receipts for purchases. Cardholders can use the Shipping Confirmation email as the official Office Depot receipt for purchases.

- Place your Office Depot order for supplies. Keep a copy of your original order. (You have not paid for any goods at this point).

- Your p-card is billed once items ship; items often ship from different warehouses or items may be backordered creating multiple shipments. Once goods ship from the warehouse, cardholder receives a shipping confirmation email which includes items included in this particular shipment and cost (total amount should match your Works transaction amount).

- Match your shipping confirmation email to the packing list included with your shipment once it arrives. Attach shipping confirmation email and packing list to your p-card statement as your receipt detail. Match your shipping confirmations to your original online order to ensure all items have been received.
University Amazon Business Account-
Email pcard@boisestate.edu to request an invite to the University Amazon Business platform.

The university Amazon Business account includes Amazon Business Prime at no additional cost to your department.

- Free 2-Day shipping on Prime-eligible items (learn more)
- Business-specific pricing, including quantity discounts on eligible items (learn more)
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers

Amazon Business is not a state contract but we can utilize it for items unavailable from a state contract.

Amazon Business provides catalog curation which allows the university to control access to certain product categories to ensure use of mandated state contracts and compliance with university purchasing procedures.

✓ Cardholders attempting to purchase from a restricted category will receive a 'restricted' message advising use of a mandated state contract as their first choice (or other restriction category).

✓ If the item is unavailable from a state contract vendor (or approval obtained in advance) cardholders can proceed with their purchase. Include a brief explanation (i.e. item not available from contract vendor)

✓ Restricted purchases reports from Amazon Business will be reviewed monthly to ensure cardholders are utilizing state contracts and following university purchasing procedures.
**Purchases Requiring Additional Approvals And Forms**

**Meals, Refreshments (or Events) Purchases**
Review the policy based on fund source for your event. It provides detail on when university funds may be used for meals & refreshments and a per person meal allowance rate (different for each fund source). Meals & Refreshments Policy 6240  Per Meal Allowable Cost

- Complete an Event Expense Summary for events which includes meals, refreshments or entertainment.

Note: Meal and refreshment purchases are not considered an acceptable use of university funds for informal get-togethers, casual meetings, birthday or holiday parties, or regularly scheduled meetings for staff. Criteria for acceptable meal & refreshment expense is included in policy.

**Off-Campus Food Purchases for On-Campus Events**
- The dollar threshold for off-campus food purchase for an on-campus event is $200 per event.
- Review the qualifications regarding event location, food safety, etc. @ https://eventservices.boisestate.edu/eventguidelines/student-union-event-guidelines/
  *(Select Outside Food and Beverage link)*

**Gifts, Awards and Incentives Purchases (includes promotional items)** Review Gifts Awards Incentives Policy 6230
A monthly gift, award and incentives report is provided to university business managers; a quarterly gift report is provided to university dean's/VP's for review purposes.

- Complete Gift_Award_Incentive_Form for gifts exceeding $75 For Employees, or $250 For Non-employees.

**Travel Purchases** are regulated by BSU Policy 6180 Travel Policy

- Complete a Travel Authorization before committing funds for employee or field trip travel.
- Review P-Card and Business Travel for detail https://vpfa.boisestate.edu/pcard/p-card-and-travel/
International Vendors and P-Card

Per IRS regulations, certain types of purchases may require tax withholding if purchased from an international vendor which may result in additional cost (tax and penalty) to your department. Typically taxable transactions include software; royalties (i.e. licensing of images, art, text, music, etc.); publishing service; and services performed by foreign vendors in USA (i.e. conference registration fees paid to international vendors for conferences held in USA).

Review P-Card and International Vendors

Questions: contact TaxReporting@boisestate.edu

Information Technology (IT) Purchases

The Office of Information Technologies (OIT) provides IT governance for the campus. Check with OIT HelpDesk (Tel 6-4357 or email HelpDesk@boisestate.edu) before purchasing computers, software, web-based services, cell phones and other IT products & services.

• Computers (including tablets) and network printers can be ordered online: https://oit.boisestate.edu/hardware/hardware/ordering-computer-equipment/

• All new software purchases require review by OIT. Submit a Software Review Request (SRR) before purchasing software or web-based services: https://www.boisestate.edu/oit-pmo/software-review-requests/

Vendor Agreements & Contracts Require Review by Office of the General Counsel

Online click agreements often "pop-up" with software and other service-related purchases (and with free services as well). These are considered vendor contracts and include terms and conditions (or terms of use) subject to review by the Office of the General Counsel. Submit vendor agreements for review via standard OGC process for contract review.

Office of the General Counsel https://generalcounsel.boisestate.edu/

General Information: (208) 426-1203 Contracts: (208) 426-1341
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.

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.

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

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

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 Sign Off Due Date for Departments

P-card transactions for the previous cycle period are uploaded to OFC financial reports on the 6th business day of the month regardless of sign off status. To ensure expense is ready for upload, complete p-card approver review and sign off no later than the 5th business day of the month.

Example: Jan 2019 p-card transactions were swept on Feb 8th (6th business day) and posted to OFC within 1-2 days to meet the January accounting month-close date. Jan 2019 p-card expense was reflected in OFC reporting as a January expenditure.

- If cardholder and/or approver doesn’t complete sign off, transactions will be swept as allocated in Works on the 6th business day.
- If allocation is invalid or incomplete, transactions will post to the cardholder’s assigned default segment string.
- Previous cycle transactions are locked in Works after the 5th business day. Corrections to p-card allocation entries after the 5th business day must be completed by the department via Correcting Entry Request

Works Sign Off Dates for Campus:

Cardholder Sign Off: Departments establish their own procedure and dates for cardholder sign off and submission of documentation.

Approver Sign Off: Ideally, previous cycle p-card expense should be signed off by the Works approver on or by the 5th business day of the following month. Regardless of sign off status, transactions will be swept for upload on the 6th business day. If p-card approval isn’t completed by the 5th business day:

- All previous cycle expense must be signed off by approvers by the 15th of the month.
- If the approver does not notify the university p-card administrator of an issue by the 15th, unapproved cards will be suspended until sign off is complete.
Works Sign Off Is Required On All Transactions

*Once a transaction appears in Works, the merchant has already been paid. It’s now a university expense and it must be identified and signed off.* Sign off is required on all transactions including transactions identified as unauthorized, personal, disputed.

To sign off on transactions reported as unauthorized, personal, disputed:

- Identify the transaction in Works as a personal expense to be reimbursed, credit to be applied by merchant, or reported to bank as fraud or dispute.
- Allocate it to a local funds and sign off.
- The expense will post to the specified funding source. The credit received from merchant, bank or cardholder at a later date should be identified and allocated to the same segment string to offset the charge.

**Disputing a transaction with the bank:** If the cardholder is unable to resolve the issue with the vendor, a transaction may be disputed with the bank within 60 day of the Works post date:

- If the cardholder authorized a transaction but the vendor charged incorrectly or failed to provide services or goods, the cardholder must make a good faith attempt to resolve the issue with the vendor, first. If the vendor can’t or won’t correct the issue, then we can proceed to dispute.
- Cardholder must document the attempt to resolve the issue as the bank will request that detail during the claims process.

*If the cardholder does not recognize a transaction on their card, that’s an indicator that it could be fraud. Don’t dispute it via Works: Call the bank directly (number on the back of your card) or notify the university p-card administrator. Email pcard@boisestate.edu for assistance.*
Provide a Business Purpose for Each Purchase—If a purchase is unusual or may appear questionable, provide additional detail with the cardholder statement.

The cardholder provides a receipt which includes purchase detail. In many cases, the purchase detail is also included in Works so reviewers/auditors can see what was purchased but they also need to understand why it was purchased. This is the business purpose of the purchase.

- Provide a specific business purpose for each purchase. Example: Office supplies for general use or Class supplies for Engr 101.
- If the purchase is other than standard consumable office/class supplies, include additional detail with your receipt or receipt documentation.
- Example: Purchases of monitors, cameras, tools, and other electronics or small appliances should include a building and room number (or an office or staff member name) and planned use.

Business Purpose Example 1:
Cardholder purchases a small refrigerator at Target.com. Business purpose entry in Works: Fridge for empl break room COE/Room 202
   -This provides an auditor with both business purpose and location. This is a good business purpose entry.

Business Purpose Example 2:
Cardholder purchases a camera at Amazon for $785. Business purpose entry in Works: Camera
   -This does not provide a business purpose or location of the camera when not in use-
   Suggested business purpose entry in Works: Camera-promotional use at various dept events. Admn Bldg/Rm 1800.

Travel purchases: Before booking travel (airfare/lodging), review the Travel Authorization. It includes the event dates of travel and estimated expense. Flight itinerary and lodging dates should correspond to business event dates. Payment amount should be within or close to the estimate on the travel authorization.

- Provide a Travel Auth number in Works for employee travel or field trips. Include the traveler’s name. The business purpose field should provide event name, location and event dates.
- Non-employee travel: Include the traveler’s name and provide a reason for travel (job candidate or university guest visit). If it’s an event, include the event name, location, and event dates and agenda, invitation supporting travel need.
Record Keeping-A Department Responsibility

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.
- P-Card Authorization of Expense form signed by manager (Department Head, Director, Dean, VP, or Business Manager). Please ensure a 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.
Reconciling P-Card Expense in Works

P-Card transactions default in Works to a designated accounting string provided by the department for each cardholder. An account segment is mapped by Works based on Visa merchant category type but it may require recoding. A valid entry is required in GL fields 1 thru 7. *(GL 8: Travel Auth field may be left blank if expense is not travel-related)*

✓ 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.*

As part of the reconciling process in Works:

- 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. **Note: Leave Travel Auth field blank if expense is not travel related.**
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. 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.

View the Works training video for login detail: Performing_the_Initial_Login.htm

- Login Name and email associated with your account is provided via the Welcome to Works email to new users. Make note of your login name.

- Password is case sensitive and selected by you. Password must be at least 8 characters and contain alphanumeric entries.

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

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 left) provides list of all accounts assigned to you as cardholder or reconciler.
3. **My Announcements** (top right) provides date the past cycle transactions were swept to OFC, current p-card cycle inclusive dates, approver sign off due date for current cycle, and upcoming p-card workshop dates.
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.
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.

1. Use **Cycle to Date** to view current transactions posted this month.
2. Use **Previous Cycle** to view transactions from last month.
3. Use **Selected Cycle** 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)

Select **OK** to complete selection and close calendar view.

Select ‘**Search**’ at bottom of filter to update.
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 view** appears:

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.

Next slide
**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.

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**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.

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 vendor 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.

**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

Cardholder Report:

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.

Approvers Reports:

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.
Run a Scheduled Works Report on Demand (pdf)

Works Reporting module updates at 15 minute intervals. If you make allocation changes, wait 15 minutes before running your report again. Check the time noted on Create Report screen “Report data is current as of” (see red arrow below)

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.

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Check for a **CH (cardholder) Sign off Date** for each transaction. If you don’t see a date, check your pending sign off transactions to ensure all have been signed off.
Cardholders: Submit P-card Documentation After Sign Off Per Your Area’s Established Procedure.

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

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.*

*Cards may be suspended if cardholder fails to provide an organized accounting understandable to expense reviewers.*

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>
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<th>A</th>
<th>B</th>
<th>C</th>
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<th>E</th>
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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
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.
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.

Review the University Purchasing Card Website for p-card guides, references, forms and more.

View P-Card Forms – Submit P-Card Forms through a Smartsheet request P-Card Form Submission

Frequently used forms: P-Card Application – to request a p-card account P-Card Account Maintenance Request – Request an update or closure of an existing p-card account

Other forms: Event Expense Summary P-Card Non-Compliance Warning Form P-Card Approver Agreement P-Card Reconciler Agreement P-Card Missing Receipt Affidavit

Questions, concerns? Contact:

University P-Card Administrator: Anna Pollworth (208) 426-1795 Email pcard@boisestate.edu
Purchasing Compliance Specialist: Greg Kunde (208) 426-2964 Email pcard@boisestate.edu