

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.



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 so.
- 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.

GL01: FUND	GL02: DEPARTMENT	GL03: COST CENTER	GL04: ACCOUNT	GL05: SUPPLEMENTAL	GL06: PROJECT	GL07: BUSINESS PURPOSE	GL08: TRAVEL AUTH NUMBER
<input type="text"/>	<input type="text"/>						

A valid OFC segment string must be provided for each transaction (Fund, Department, Cost Center, Supplemental, Project). view [Air 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.

Login to Works

Email:

Login Name:

Password:

Login

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

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.

3

1

Action Items Upload Receipts				
Action	Acting As	Count	Type	Current Status
Download		1	Report	Ready
Sign Off	Accountholder	16	Transaction	Pending
Sign Off	Approver	6	Transaction	Pending

3 items Show 10 per page Page: 1 of 1

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Accounts Dashboard						
In Scope						
Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit	
ANIKA SMULOVITZ	1186	1,500.00	0.00	1,500.00	1,500.00	
CAROL REAGLE	1559	10,000.00	0.00	10,000.00	10,000.00	
CAROLINE EARLEY	6583	5,000.00	0.00	5,000.00	5,000.00	
CHAD ERPELDING	2603	5,000.00	274.39	4,725.61	4,725.61	
DAN KOLSKY	4499	10,000.00	92.95	9,907.05	9,907.05	
DAVID DICKMAN	8657	15,000.00	0.00	15,000.00	15,000.00	

My Announcements

Nov 2018 P-Card swept for upload 12/10/18 8AM. Corrections to Nov allocation entry must be processed via Correcting Entry Request.

December P-card Cycle includes transactions posted to Works Dec 1 thru Dec 31, 2018.

Cardholders/Reconcilers: Please complete sign off by date specified by your area.

Approvers: Complete p-card review and sign off by Jan 8, 2018 (5th business day)

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.

Upcoming P-Card Workshops
 Register on line via Employee Learning and Dev: <https://hrs.boisestate.edu/workshops/fiscal-procedures-and-management/>

P-Card Workshop - 12-12-18 Wed 1 pm to 2 pm

Posted by your Program Administrator, Anna Pollworth, on December 10, 2018.

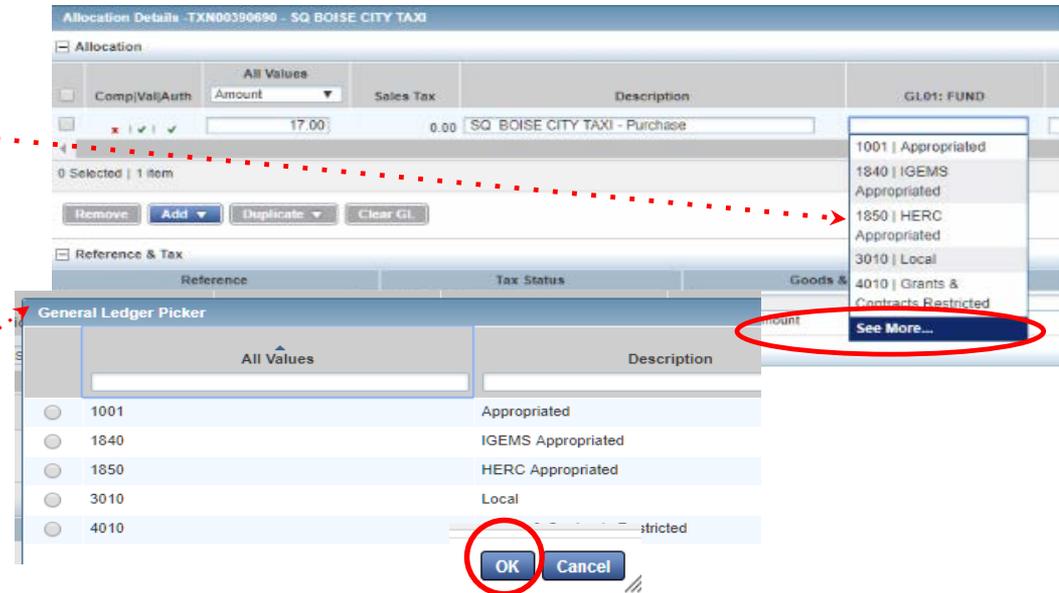
Tips for Allocating Expense in Works: Works uses validation tables and authorized segment combinations to ensure account entries are valid and sync with OFC.

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

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.

The screenshot shows the 'Transactions - Accountant' window with the 'Advanced Filter' dialog box open. The filter is currently set to 'Date - 10/07/2018 - 01/15/2019'. A red circle highlights the '<<' symbol, and another red circle highlights the '+' symbol next to 'Date'. A red arrow points from the calendar icon to the 'Select Dates' dialog box. The 'Select Dates' dialog box shows a calendar view on the left and a date selection area on the right. The date selection area has 'MM' set to 10, 'DD' set to 15, and 'YY' set to 2019. The 'Apply to' dropdown is set to 'Date Posted'. At the bottom of the 'Select Dates' dialog, there are 'OK' and 'Cancel' buttons. At the bottom of the 'Advanced Filter' dialog, there is a 'Search' button and a 'Reset' button.

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 of your card. Or, check with university p-card administrator.



Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
LESLEY KNIGHT	0908	10,000.00	0.00	10,000.00	0%

1 item

View Full Details

View Auth Log

Page: 1 of 1

Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason
02/27/15 10:30:14 EST	TREASURE VALLEY CO...	5199	\$92.00	Declined	0048	NOT ENOUGH AVAILABLE MONEY
02/24/15 18:06:29 EST	OFFICEMAX CORPORATE	5843	\$3.08	Authorized	088667	
02/24/15 17:09:37 EST	OFFICEMAX CORPORATE	5843	\$3.08	Declined	0048	NOT ENOUGH AVAILABLE MONEY

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.

Action	Acting As	Count	Type	Current Status
Download		4	Report	Ready
Sign Off	Accountholder	8	Transaction	Pending
Sign Off	Approver	3	Transaction	Flagged
Sign Off	Approver	4	Transaction	Pending

4 items Show 10 per page Page: 1 of 1

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.

Sign Off	Primary Accountholder	Document	Account ID	Comp/Val/Auth	Purchase Amount	Amount Allocated	Vendor	Date Posted	GL01: FUND	GL02: DEPARTMENT	GL03: COST CENTER	GL04: ACCOUNT	GL05: SUPPLEMENTAL	GL06: PROJECT	GL08: TRAVEL AUTH NUMBER	GL07: BUSINESS PURPOSE
<input checked="" type="checkbox"/>	+	none	KNIGHT, LESLEY	TXN00391144	5207	x v v	64.00	64.00	Treasure Valley Coffee In	06/04/2018	3010	90420	5450011	567050	0000000000	0000000000
<input checked="" type="checkbox"/>	+	none	KNIGHT, LESLEY	TXN00392603	5207	x v v	29.55	29.55	OFFICE DEPOT #1078	06/11/2018	3010	90420	5450011	541000	0000000000	0000000000
<input checked="" type="checkbox"/>	+	none	KNIGHT, LESLEY	TXN00394391	5207	x v v	80.00	80.00	Treasure Valley Coffee In	06/18/2018	3010	90420	5450011	567050	0000000000	0000000000

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.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Sign Off	Primary Accountholder	Document	Account ID	Comp/Val/Auth	Purchase Amount	Amount Allocated	Vendor	Date Posted	GL01: FUND	GL02: DEPARTMENT	GL03: COST CENTER	GL04: ACCOUNT	GL05: SUPPLEMENTAL	GL06: PROJECT	GL08: TRAVEL AUTH NUMBER	GL07: BUSINESS PURPOSE
<input checked="" type="checkbox"/>	none	KNIGHT_LESLEY	TXN00391144	5207	X ✓ ✓	64.00	64.00	Treasure Valley Coffee In	06/04/2018	3010	90420	5450011	567050	0000000000	0000000000	
<input checked="" type="checkbox"/>	none	KNIGHT_LESLEY	TXN00392603	5207	X ✓ ✓	29.55	29.55	OFFICE DEPOT #1078	06/11/2018	3010	90420	5450011	541000	0000000000	0000000000	
<input checked="" type="checkbox"/>	none	KNIGHT_LESLEY	TXN00394391	5207	X ✓ ✓	80.00	80.00	Treasure Valley Coffee In	06/18/2018	3010	90420	5450011	567050	0000000000	0000000000	

Retry Automatch **Mass Allocate** Details

Mass Allocate

Apply segment codes to each allocation line on 4 transaction(s).

GL01: FUND	GL02: DEPARTMENT	GL03: COST CENTER	GL04: ACCOUNT	GL05: SUPPLEMENTAL	GL06: PROJECT
<input type="text"/>					

Empty Segment Field(s):

Retain original codes(s) ← *The Empty Segment Field(s) setting should always remain at 'Retain original codes'. You don't need to adjust this entry.*
 Delete original codes(s)

OK **Cancel**

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.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Group	Sign Off	Document	Primary Accountholder	Account ID	Comp/Val/Auth	Purchase Amount	Amount Allocated	Vendor	Date Purchased
VPFA-PURCHASING	none	TXN00398343	KNIGHT, LESLEY	5207	x v v	351.10	351.10	DELTA AIR 0067161908162	07/09/2018
VPFA-PURCHASING	none	TXN00398357	KNIGHT, LESLEY	5207	x v v	351.10	351.10	DELTA AIR 0067161908163	07/09/2018
VPFA-PURCHASING	none	TXN00398853	KNIGHT, LESLEY	5207	x v v	39.45	39.45	OFFICE DEPOT #1078	07/11/2018
VPFA-PURCHASING	none	TXN00398901	KNIGHT, LESLEY	5207	x v v	33.24	33.24	OFFICE DEPOT #1078	07/11/2018

TXN00398343 ▼

Allocate / Edit

Sign Off

View Full Details

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.

Allocation Details - TXN00398343 - DELTA AIR 0067161908162

Allocation Purchase Amount: 351.10 Tax Amount

Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: FUND	GL02: DEPARTMENT	GL03: CO
x v v	351.10	0.00	DELTA AIR 0067161908162 - Purchase	3010	90420	5450011

0 Selected | 1 item

Remove Add ▼ Duplicate ▼ Clear GL

Reference & Tax

Reference	Tax Status	Goods & S
	Sales Tax Included ▼	

Save Save and Allocate Next Close

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.

Allocation Details - TXN00397878 - OFFICE DEPOT #1078

Purchase Amount: 45.65 Tax Amount: 0.00 Allocation Total: 45.65 | 100% Variance: 0.00

Allocation	Comp Val Auth	All Values	Amount	Sales Tax	Description	GL01
<input checked="" type="checkbox"/>	✓ ✓ ✓	Amount	45.65	0.00	OFFICE DEPOT #1078 - Purchase	3010

1 Selected 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference

Tax Status Goods & Services

Sales Tax Included 45.65

Adjust Amount

Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL)

Save Save and Allocate Next Close

Final Step: Sign off on Expense

Sign off moves the transaction to the next approval level: Accountholder sign off move 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.

Once transactions are signed off, they move to the 'Signed Off' tab. Click on the 'Signed Off' tab to view.

The screenshot displays the 'Transactions - Accountholder' interface. At the top, there are tabs for 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. A red arrow points to the 'Signed Off' tab. Below the tabs is a table with columns: Sign Off, Primary Accountholder, Account ID, Document, Comp/Val/Auth, Purchase Amount, Amount Allocated, Vendor, Date Purchased, Date Posted, Uploaded Receipt, GL01: FUND, GL02: DEPARTMENT, GL03: COST CENTER, and GL04: ACCOUNT. The table contains several rows of transaction data. Below the table is a toolbar with buttons: 'Retry Automatch', 'Mass Allocate', 'Attach', 'Receipt', 'Print', 'Sign Off', and 'Upload Receipt'. The 'Sign Off' button is circled in red. A 'Confirm Sign Off' dialog box is open, showing 'Sign off 16 transaction(s)' and a 'Comments:' field. The 'OK' button in the dialog is also circled in red.

Sign Off	Primary Accountholder	Account ID	Document	Comp/Val/Auth	Purchase Amount	Amount Allocated	Vendor	Date Purchased	Date Posted	Uploaded Receipt	GL01: FUND	GL02: DEPARTMENT	GL03: COST CENTER	GL04: ACCOUNT	
<input checked="" type="checkbox"/>										All					
<input checked="" type="checkbox"/>	none	SCHMIDT, CRISTIN	4982	TXN00396885	✓ ✓ ✓	12.00	12.00	Treasure Valley Coffee In	06/28/2018	07/02/2018	Yes	3010	90442	5450004	567050
<input checked="" type="checkbox"/>	none	SCHMIDT, CRISTIN	4982	TXN00397334	✓ ✓ ✓	69.08	69.08	TLF BOISE AT ITS BEST	07/02/2018	07/04/2018	Yes	3010	90442	5450004	599100
<input checked="" type="checkbox"/>	none	SCHMIDT, CRISTIN	4982	TXN00397407	✓ ✓ ✓	106.14	106.14	OFFICE DEPOT #1078	07/03/2018	07/05/2018	Yes	3010	90442	5450004	541000
							OT #1078	07/03/2018	07/05/2018	Yes	3010	90442	5450004	541000	
							OT #2087	07/03/2018	07/05/2018	Yes	3010	90442	5450004	541000	
							ORATION/RBO	07/09/2018	07/10/2018	Yes	3010	90442	5450004	527500	

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.

The screenshot shows the 'Bank of America Merrill Lynch Works' interface. The navigation bar includes Home, Expenses, Accounts, Reports, Accounting, and Administration. The breadcrumb trail is 'Expenses > Transactions > Approver'. The main area is titled 'Transactions - Approver' and has tabs for 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. A table lists transactions with columns for Sign Off, Group, Primary Accountnumber, Account Nickname, Account ID, Document, Comp/Val/Auth, Date Posted, Vendor, and Uplo Rec. Two transactions are visible: one with Document ID TXN00175073 and another with TXN00177088. A 'Flag' button is circled in red, and a 'Raise Flag' button is also circled in red. A 'Confirm Raise Flag' dialog box is open, showing a 'Comments' field with the text 'Please correct funding string and update business purpose.' and 'OK' and 'Cancel' buttons, both of which are circled in red.

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

The screenshot shows the 'Action Items' table with columns for Action, Acting As, Count, Type, and Current Status. The 'Flagged' status is circled in red.

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	22	Transaction	Pending

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 you 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.

3. Select **Run Now** option > **Submit Report**.

Create Report

Report data is current as of January 10, 2018 1:19 PM CST.

* Category: Spend

* Template: shared: +CARDHOLDER STATEMENT

Scheduling and Expiration

Job Name: +CARDHOLDER STATEMENT

Schedule: Run Now Recurring

Report Expiration after: 7 day(s)

Submit Report

You'll be directed back to **Completed Reports** queue.

4. Select output link (PDF or XLS) to view/print the report.

Completed Reports

Queued At	Report Name	Status	New	Output Type(s)
01/10/2018 01:45 PM CST	+CARDHOLDER STATEMENT	Ready	<input checked="" type="checkbox"/>	PDF

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.

+CARDHOLDER STATEMENT		Card One of: LESLEY KNIGHT (5207)			
		Company Name -BOISE STATE UNIVERSITY			
		Post Date Between 2018-11-01 00:00:00 and 2018-11-30 23:59:59			
		Report Owner Pollworth, Anna			
		Report Time 2018-12-06 15:15:36			
		Transaction Type One of: Cash advance or Misc Credit or Misc Debit or Purchase or Payment			
Card Last 4 Digits	Vendor Name	Post Date	Type	Allocation Detail	Orig Amount
5207	Cardholder Sign off Date	Txn Number			Item Total
Treasure Valley Coffee In	12/04/2018	TXN00426202	P	3010-90409-5450002-567050-0000000000-0000000000-water service	60.00
OFFICE DEPOT #1078	12/04/2018	TXN00426651	P	3010-90420-5450011-541000-0000000000-0000000000-General office supplies-	8.09
XEROX CORPORATION/RBO	12/04/2018	TXN00429304	P	3010-90409-5450002-591500-0000000000-0000000000-Xerox lease prnts - two copiers, July, Aug, Sept-	2,971.70
Treasure Valley Coffee In	12/04/2018	TXN00429382	P	3010-90409-5450002-567050-0000000000-0000000000-water service	76.00
count: 4					3,115.79
report count: 4					3,115.79

Authorized Signature

Print Name

Date

Authorized Signature 2

Print Name

Date

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.
- 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-



A	B	C	D	E	F	G	H	I	J	K	L	M	N
CH Signoff Date	CH Signoff Full Name	Approver Signoff Date	Approver Name	Grp Name	Card Embossed Line	Card Last 4 Digit	Purchase Date	Post Date	Bank Number	Vendor Name	Allocated Amount	GL: FUN	GL: FUN
7/6/2018	KING, KRISTEN			VPFA-PURCHASING	KRISTEN KING	8616	7/3/2018	7/5/2018	24760628185478600331048	IDAHO PUBLIC PURCHAS	\$30.00	3010	Local
7/3/2018	KNIGHT, LESLEY			VPFA-PURCHASING	LESLEY KNIGHT	5207	6/29/2018	7/2/2018	24013398180006072321088	Treasure Valley Coffee In	\$88.00	3010	Local
				VPFA-PURCHASING	LESLEY KNIGHT	5207	7/9/2018	7/11/2018	24717058191871914107037	DELTA AIR 0067161908162	\$351.10	3010	Local
				VPFA-PURCHASING	LESLEY KNIGHT	5207	7/9/2018	7/11/2018	24717058191871914107045	DELTA AIR 0067161908163	\$351.10	3010	Local

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.

+AUTHORIZATION OF P-CARD EXPENSE				
Card Embossed Line 1		Post Date	Orig Amount	Vendor Name
Card Last 4 Digits	Allocation Detail	CH Signoff Date	Item Total	Appr Signoff Date
Txn Number				
KRISTEN KING				
8616		06/26/2018	18.92	INTERNATIONAL TRANSACTION
1001-73100-3450102-506000-0000000000-0000000000-publication-		06/29/2018	18.92	07/03/2018
TXN00395839				
8616		06/26/2018	2,365.00	BIOMED CENTRAL
1001-73100-3450102-506000-0000000000-0000000000-publication-		06/29/2018	2,365.00	07/03/2018
TXN00395844				
count: 2			2,383.92	
LORI FARRIS				
4200		06/14/2018	95.00	NCURA
3010-90420-5450011-507000-0000000000-0000000000-Webinar on Contracting-		06/26/2018	95.00	06/27/2018
TXN00393538				
count: 1			95.00	
report count: 3			2,478.92	

Authorized Signature _____

Authorized Signature 2 _____

Print Name _____

Print Name _____

Date _____

Date _____

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** <worksno-reply@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/>