

# Reconciling PCard Transactions in BOA Works, the Guide

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## RECONCILIATION REPORT

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

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

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

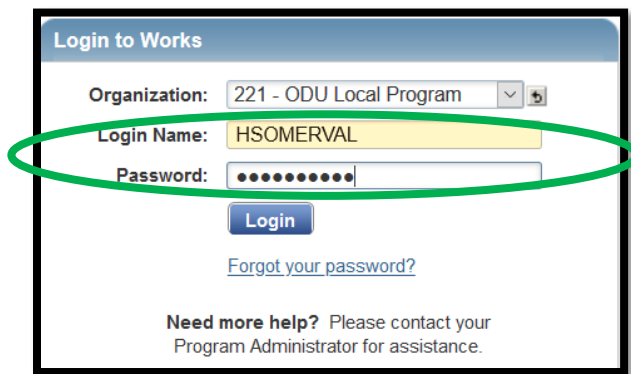
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## BASIC NAVIGATION IN WORKS

### Log In/Lock Out Issues in Works

Make sure that you are using all caps for the username when attempting to do a password reset; the Works system security is more stringent during a password reset than a standard log in.

From the log in page <https://payment2.works.com> you have 5 attempts to enter the log in credentials the system recognizes and then users are locked out. If you get locked out, BOA requests that users contact the Technical Help Desk directly, since lockouts do not automatically time out. The number is 888.715.1000 opt 2,4.



**Login to Works**

Organization: 221 - ODU Local Program

Login Name: HSOMERVAL

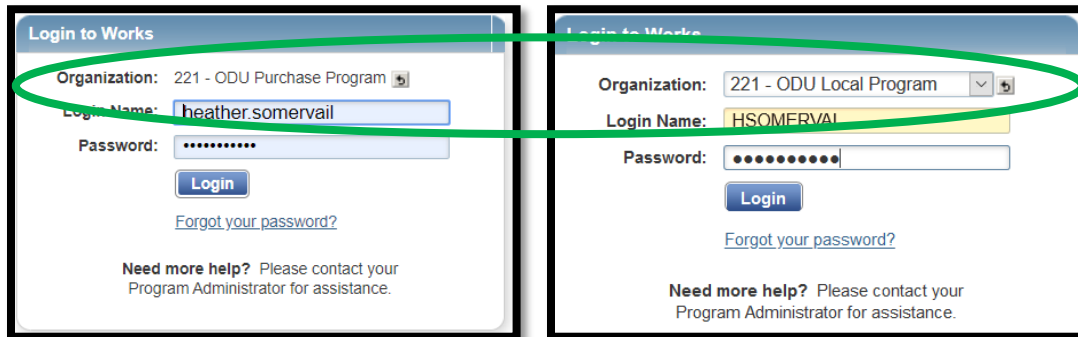
Password: ●●●●●●●●

Login

[Forgot your password?](#)

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

If you have two ODU BOA cards (Ex: Primary Card & Local or Primary & Travel), make sure the organization name is the one you need. Most pcard accounts are in the 221 – ODU Purchase Program. Athletics and Recreation & Wellness pcards are in the 221 – ODU Local Program. If the organization includes the word “Commonwealth” it is the Travel Card Program.



**Login to Works**

Organization: 221 - ODU Purchase Program

Login Name: heather.somervail

Password: ●●●●●●●●

Login

[Forgot your password?](#)

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

**Login to Works**

Organization: 221 - ODU Local Program

Login Name: HSOMERVAL

Password: ●●●●●●●●

Login

[Forgot your password?](#)

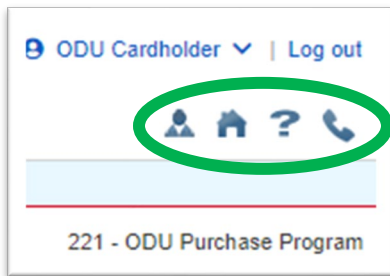
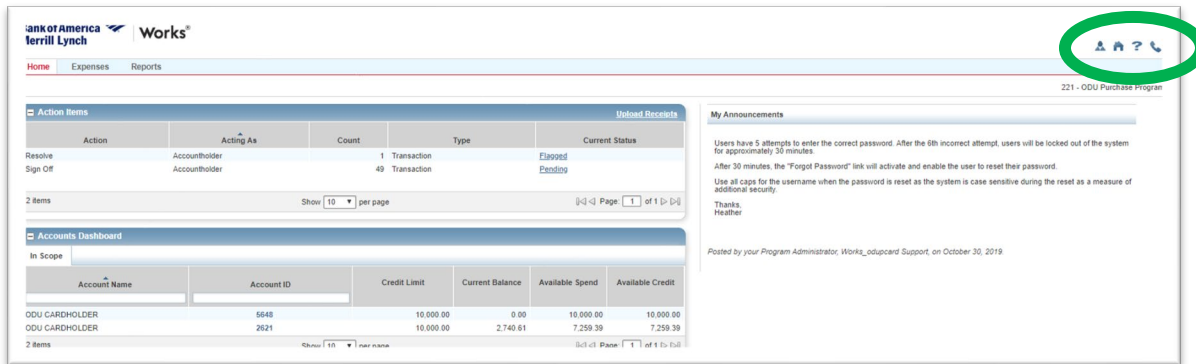
**Need more help?** Please contact your Program Administrator for assistance.

If you are still unable to log in, you may need to clear the cookies in your browser. If you are unsure how to do that, please contact ITS at [itshelp@odu.edu](mailto:itshelp@odu.edu) or 683-3192.





# Reconciling PCard Transactions in BOA Works, the Guide

## Home Page

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

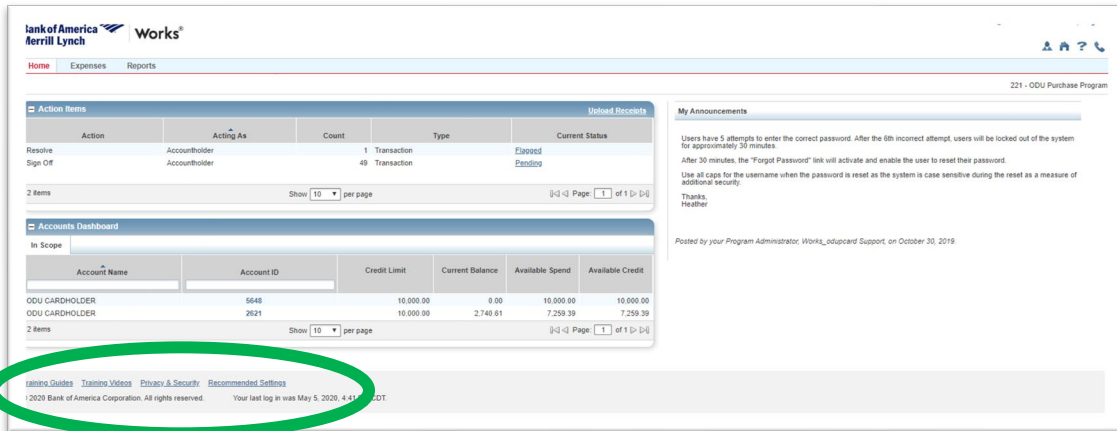


Icons allow you to:

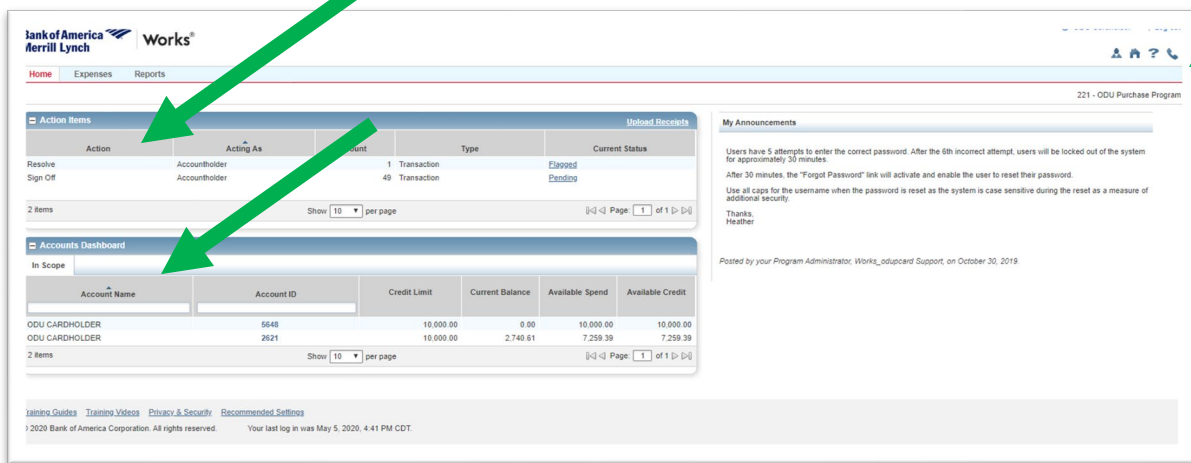
- View profile information 
- Return to the home screen 
- Access page specific help information 
- View Bank of America's contact information 

At the bottom of the home page, find information such as recommended browser settings, training guide links, and training video links.

# Reconciling PCard Transactions in BOA Works, the Guide

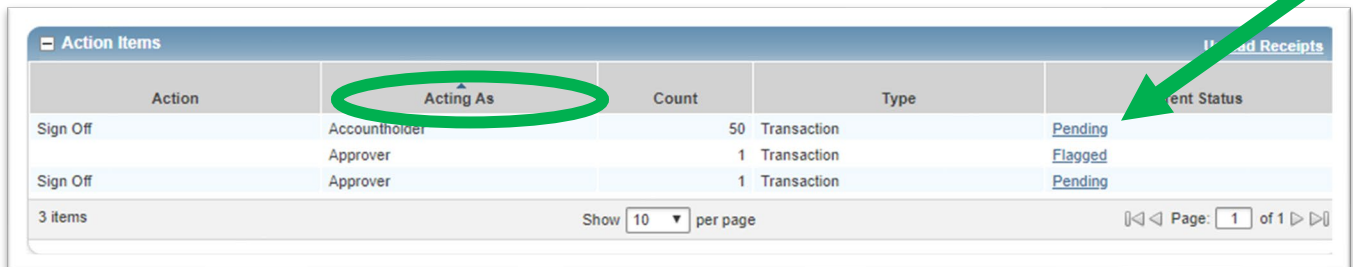


The home page is divided into three sections: Action Items, Accounts Dashboard, and Announcements



## Action Items

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



# Reconciling PCard Transactions in BOA Works, the Guide

Expenses > Transactions > Accountholder 221 - ODU Purchase Program

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Compl/Val/Auth	Allocation	Amount Allocated	Uploaded Receipt
TXN00001363	4988	none	10/30/2019	10/30/2019	Manager_ODU	26.18	PUBLIC WAREHOUSING-FARM PR CO	x   v   x	-5655-	26.18	No
TXN00001364	4988	none	10/30/2019	10/30/2019	Manager_ODU	96.68	BLUEPRINTING AND PHOTOCOPY CO	x   v   x	--	96.68	No
TXN00001365	4988	none	10/30/2019	10/30/2019	Manager_ODU	7.07	ENGINEERING, ARCHITECTURAL CO.	x   v   x	-5412-	7.07	No
TXN00001366	4988	none	10/30/2019	10/30/2019	Manager_ODU	34.52	PUBLIC WAREHOUSING-FARM PR CO	x   v   x	-5655-	34.52	No
TXN00001367	4988	none	10/30/2019	10/30/2019	Manager_ODU	53.78	CIVIC, SOCIAL AND FRATERNA CO	x   v   x	-5101-	53.78	No
TXN00001368	4988	none	10/30/2019	10/30/2019	Manager_ODU	42.92	PROFESSIONAL SERVICES NOT CO	x   v   x	--	42.92	No
TXN00001369	4988	none	10/30/2019	10/30/2019	Manager_ODU	57.61	PUBLIC WAREHOUSING-FARM PR CO	x   v   x	-5655-	57.61	No
TXN00001370	4988	none	10/30/2019	10/30/2019	Manager_ODU	49.96	MONTHLY SUMMARY TELEPHONE CO	x   v   x	--	49.96	No
TXN00001371	4988	none	10/30/2019	10/30/2019	Manager_ODU	47.41	ACCOUNTING, AUDITING AND B CO	x   v   x	--	47.41	No
TXN00001372	4988	none	10/30/2019	10/30/2019	Manager_ODU	90.73	COURIER SERVICES-AIR OR GR CO	x   v   x	-5001-	90.73	No

0 Selected | 50 Items Show 10 per page Page 1 of 5

Retry Automatch Mass Allocate Add to Expense Report Attach Print Sign Off Upload Receipt

## Accounts Dashboard

The Accounts Dashboard section shows:

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

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

Accounts Dashboard Account Portfolio

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
ODU CARDHOLDER	5648	10,000.00	0.00	10,000.00	10,000.00
ODU CARDHOLDER	2621	10,000.00	2,740.61	7,259.39	7,259.39
ODU MANAGER	4988	10,000.00	2,290.59	7,709.41	7,709.41

3 items Show 10 per page Page 1 of 1

## View Auth Log (Authorization Log)/Check Balance

Clicking the 4 digit number under Account ID gives two options: View Full Details & View Auth Log. Selecting View Auth Log takes you to a screen that is updated in real time. This shows current authorizations on the card and information for any recent declines. It also shows the vendor Merchant Category Code (MCC) that is used in

# Reconciling PCard Transactions in BOA Works, the Guide

the State and ODU Exclusion Tables. The MCC Exclusion Tables are available on the [PCard Page](#) for reference. More information for handling declines is also available in the Card Declines guide located in the How Do I section of the [PCard Page](#).

Merchant Name	MCC	Amount	Result	Decline Reason
AMAZON.COM AMZN.COM/BI	5942	\$184.24	Authorized	
TAKACH PAPER COMPANY	5111	\$196.75	Declined	INDIVIDUAL MCCG IS EXCLUDED
TAKACH PAPER COMPANY	5111	\$196.75	Declined	INDIVIDUAL MCCG IS EXCLUDED
DBC*BLICK ART MATERIAL	5965	\$136.96	Authorized	

## View Full Details of Account

Clicking the 4 digit number under Account ID gives two options: View Full Details & View Auth Log. Select View Full Details for detailed information on account and accountholder. This takes you to a screen with four tabs – Spend Control Profile, Account, Address, and Accountholders.

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

ODU CARDHOLDER (2621)

Account Summary

Account Nickname: Frank Discussion Available Credit: 7,259.39  
Account ID: 2621 Current Balance: 2,740.61  
Primary Accountholder: [DISCUSSION, FRANK](#)

Spend Control Profile **Account** Address Accountholders

Account Name: ODU CARDHOLDER Corporate Account: 221-ODU  
Account Name Line 2: 221 - ODU PURCHASE PR Accounting Code:   
\* Account Nickname:   
Verification ID: 1234567890

The Spend Control Profile tab shows spending limits, state level restrictions (before the dash), and ODU level restrictions (after the dash).

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The screenshot shows a navigation bar with four tabs: 'Spend Control Profile', 'Account', 'Address', and 'Accountholders'. The 'Spend Control Profile' tab is circled in green. Below the tabs, the text reads 'Current Profile: CLS25,000 - STL \$4,999: No Res,Acc,Gas-Pro,Lim' followed by a dropdown arrow.

The Address tab shows the address and phone number associated with account.

The screenshot shows the 'Address' tab selected and circled in green. The form displays the following information:

- Primary Mailing Address
- \* Country: USA
- \* Address Line 1: ODU PROCUREMENT SERVICES
- Address Line 2: 4401 POWHATAN AVE., SUITE 111
- \* City: NORFOLK
- \* State/Province: Virginia
- \* Postal Code: 235290001
- \* Phone: (757) 683-3105
- Mobile Phone: (empty field)

Accountholders tab shows Approvers assigned to an account by clicking Group Approver List. Under Secondary Accountholder, this tab also shows any additional reconcilers that have been added to help with the administrative signoff tasks for the account.

The screenshot shows the 'Accountholders' tab selected and circled in green. The form displays the following information:

- Name: [DISCUSSION\\_FRANK](#)
- Login Name: ODUcardholder
- Email Address: [hsomerva@odu.edu](mailto:hsomerva@odu.edu)
- Group: [ADMINISTRATION & FINANCE  
PROCUREMENT SERVICES BUYERS](#)
- Group Approver: [Group Approver List](#)

Below this information is a section for 'Secondary Accountholders' with a table header:

<input type="checkbox"/>	Name	Email	Group
No data available in table			

A green arrow points to the 'Group Approver List' link.



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Name	Email	Group
ROLLED, RICK	hsomerva@odu.edu	ADMINISTRATION & FINANCE - PROCUREMENT SERVICES - BUYERS

## Activate a Card

From BOA Works landing page, click the last four digits of card number.

Account Name	Account ID
BARBIE EDWARDS	9684

Select View Full Details from the dropdown menu.

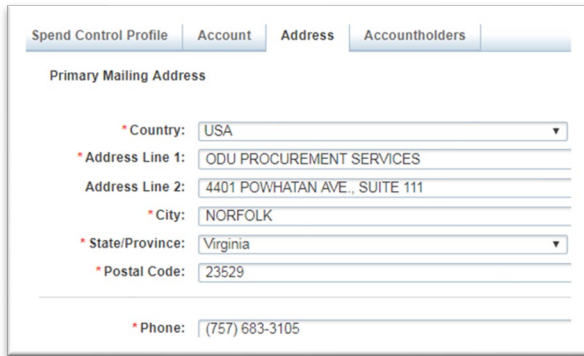
- View Full Details
- View Auth Log

The Account tab will show verification ID information.

Account Name: BARBIE EDWARDS  
Account Name Line 2: 221 - ODU  
\* Account Nickname: BARBIE EDWARDS  
Verification ID: 123456789

# Reconciling PCard Transactions in BOA Works, the Guide

The Address tab shows the phone number associated with the account.



The screenshot shows the 'Address' tab in the BOA Works interface. It displays the 'Primary Mailing Address' for an account. The fields are as follows:

Field	Value
* Country:	USA
* Address Line 1:	ODU PROCUREMENT SERVICES
Address Line 2:	4401 POWHATAN AVE., SUITE 111
* City:	NORFOLK
* State/Province:	Virginia
* Postal Code:	23529
* Phone:	(757) 683-3105

## Signoff status of transactions

Users can see the signoff status of transactions at any time using the buttons in the Transactions area.

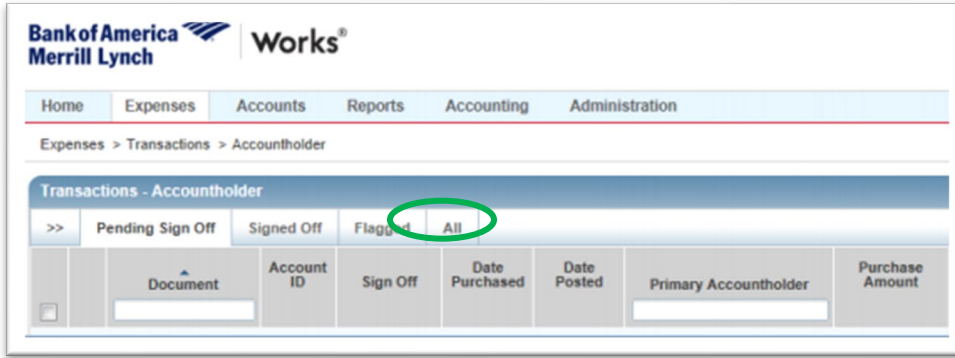
From Home page, click on Expenses at the top left (under Bank of America)



From the dropdown menu, click Transactions. The page typically defaults to the Pending Signoff tab. Transactions awaiting that user's signoff show here.

To see all transactions (awaiting signoff by Cardholder, Approver, or fully signed off), click the All box to the right of Pending Sign Off.

# Reconciling PCard Transactions in BOA Works, the Guide



In the Sign Off column, AH indicates the cardholder has signed off. APR indicates the Approver has signed off. Click these to open information for when signoff occurred.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
TXN00144371	5703	AH APR (ACT)	05/18/2015	05/14/2015	MARKLE, KATHERINE	219.00	MATERIAL HANDLING SUPPLY
TXN00144475	5703	AH APR (ACT)	05/18/2015	05/14/2015	MARKLE, KATHERINE	205.00	MATERIAL HANDLING SUPPLY
TXN00144486	5703	AH APR (ACT)	05/18/2015	05/15/2015	MARKLE, KATHERINE	3.38	AMAZON MKTPLACE PMTS
TXN00145112	5703	AH APR (ACT)	05/25/2015	05/22/2015	MARKLE, KATHERINE	79.84	UNIV VILLAGE BKST #986

Sign off information will show in a pop-up window like the one below.

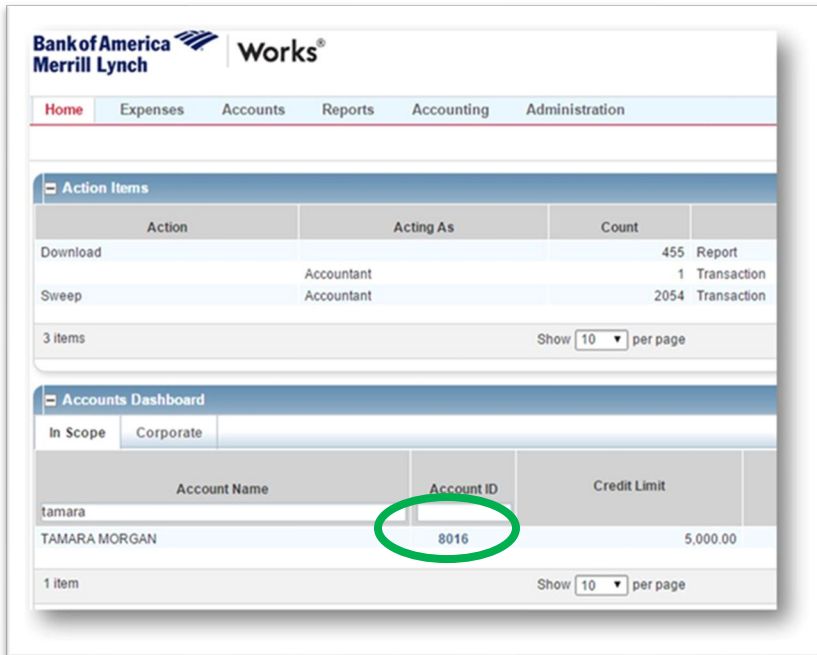
Sign Off - TXN00144371	
Acting As	When
Accountholder	05/19/2015 at 08:36 CDT
Approver	05/19/2015 at 17:18 CDT

## Declines

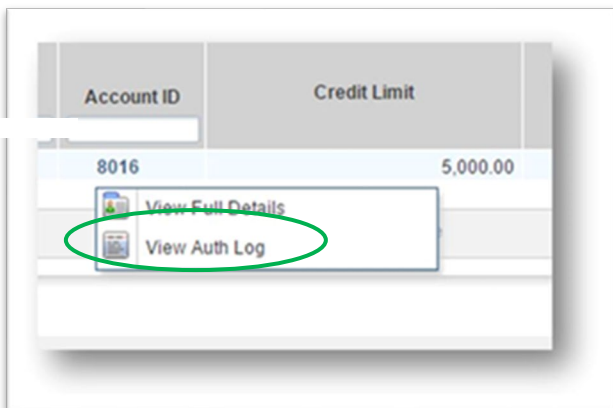
To check why a card has declined, use the Authorization Log. The Authorization Log shows recent transactions/declines and the real time balance (including purchases that have been authorized but are not fully posted to the account).

From the Works homepage, locate the last 4 digits of the account number (in blue) and click on them.

# Reconciling PCard Transactions in BOA Works, the Guide



Click View Auth Log from the dropdown menu.



The Decline Reason gives details for a declined transaction. Also, the account's real time balance, which includes authorizations that have not yet posted, shows in the top right Available Funds area.

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Current Balance: 99.95		ATM Cash Limit: 0.00		Available Funds: 12,400.00			
Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth
3/16/15 12:39:46 EDT	BERNSTEINS GALLERY ...	5971	\$99.95	Authorized	083654		
3/13/15 14:03:05 EDT	BERNSTEINS GALLERY ...	5971	\$99.00	Declined	0803	INDIVIDUAL MCCG IS EXCLUDED	\$12,500.35
3/13/15 14:02:23 EDT	BERNSTEINS GALLERY ...	5971	\$99.95	Declined	0803	INDIVIDUAL MCCG IS EXCLUDED	\$12,500.35

- Declined for *Not Enough Available Funds* – Signoff by both Cardholder & Approver for pending transactions will free up funds. Cardholders can access up to half of their monthly cycle limit. At the halfway limit, Cardholders and Approvers sign off on transactions to free up remaining funds.
- Declined for *Score 1 or Fraud Authorization Strategy* – Bank of America (BOA) suspects fraud on the account. Call BOA at the number on the back of the PCard or BOA Fraud Specialists at 866-500-8262 to verify recent activity on the account & request a new card. If all transactions are valid, BOA will clear the flag on the account so transactions can process.
- Declined for *Invalid PIN* – PINs are established by the Cardholder. PINs can be checked in the BOA Payment Center.
- Declined for *Individual MCCG is Excluded* - Most often, a temporary adjustment can be done to allow a purchase of necessary items. Please request a temporary adjustment to the PCard account and provide a description of the purchase, the vendor name & the MCC code (to the right of the merchant name in the authorization log).
- Declined showing an *Authorization* and then a *Reversal*. The authorization, then reversal means that the transaction was approved by BOA and then reversed by the security measures the vendor has in place. This can happen when the expiration date, phone or zip code entered do not match what is in the BOA system. Steps for checking the address and phone for accounts can be found toward the beginning of this guide in the View Full Details of Account section. If information is correct, call the vendor and ask if they are able to take payment by phone.

## Fraudulent/Suspicious Activity

The best way to reduce the inconvenience caused by suspicion of fraud is to enroll the card in Global Card Access and opt in to suspicious activity alerts. If BOA suspects a transaction is fraudulent, cardholders receive a text right away. If the transaction belongs to the cardholder, it can be verified on the spot & the flag preventing the transaction from processing will be removed without needing to call BOA.

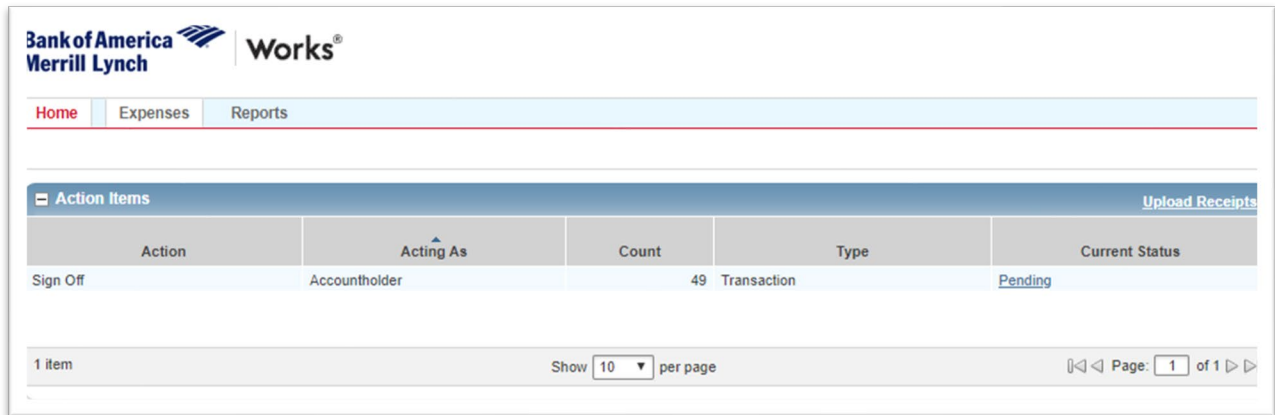
If you suspect fraudulent activity, contact BOA Fraud Specialists at 866-500-8262. If prompted to enter the card number & it that information is not available, enter \*\*0 to bypass this prompt. (Notify Program Administrator by email if fraud has occurred & be sure to return any affidavits required by BOA to ensure credits are issued.)

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Assign the same budget and subaccount code to fraudulent transaction and credit adjustment, so they show on the same line in Banner.

## SIGN OFF ON TRANSACTIONS IN WORKS AS A CARDHOLDER

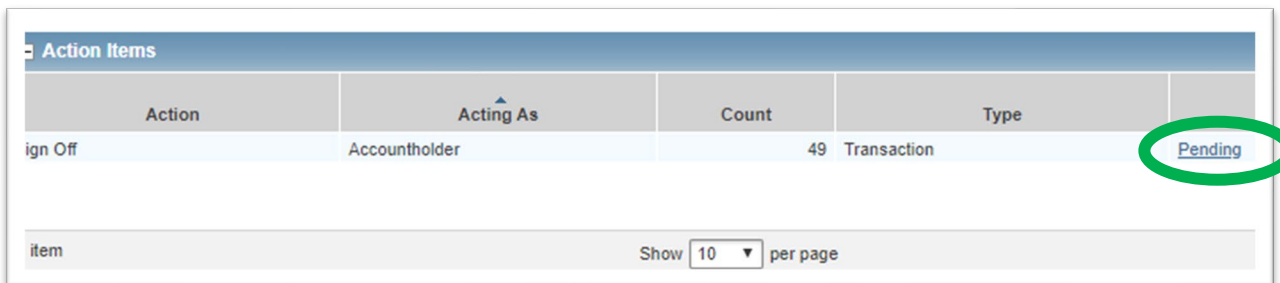
Log in to BOA Works homepage at <https://payment2.works.com>.



### Access transactions (Two options)

#### Option 1

Click Pending in the Action Items box.



#### Option 2

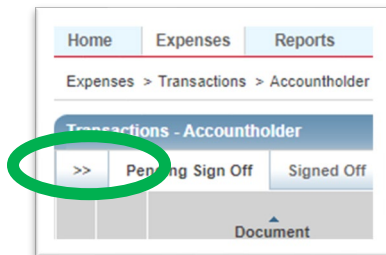
Click Expenses>Transactions from the top ribbon. (If you are also an Approver, an option to access as the Accountholder or Approver will show for selection.)

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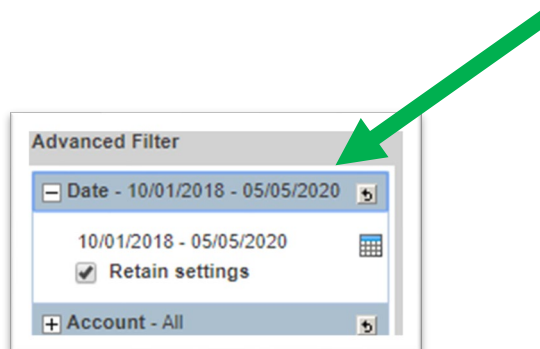
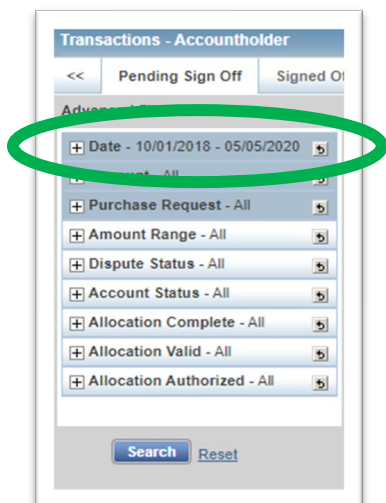


## Date parameters

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



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



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Select Dates

0	8	9	10	11	12	13	14	A
2	15	16	17	18	19	20	21	R
0	22	23	24	25	26	27	28	
	29	30	31					

MM DD YY  
10 1 2018  
5 5 2020

Month-to-Date     Selected Week  
 Cycle-to-Date     Selected Month  
 Year-to-Date     Selected Cycle

Previous Week     Today  
 Previous Month     Custom  
 Past 30 days  
 Previous Cycle  
 Past  days

Apply to: Date Posted

OK Cancel

Apply the new settings by clicking Search in the Advanced Filter.

Advanced Filter

Date - 10/01/2018 - 05/05/2020

10/01/2018 - 05/05/2020

Retain settings

Account - All

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorization - All

Search Reset

Open a transaction for sign off

This can be done one of three ways, as preferred.

Option 1

Click the icons in the Comp|Val|Auth column.



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Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth
<a href="#">Cardholder, ODU</a>	51.57	PUBLIC WAREHOUSING-FARM PR CO.	<a href="#">x</a>   <a href="#">✓</a>   <a href="#">x</a>
<a href="#">Cardholder, ODU</a>	8.48	BLUEPRINTING AND PHOTOCOPY CO.	<a href="#">x</a>   <a href="#">✓</a>   <a href="#">x</a>
<a href="#">Cardholder, ODU</a>	7.75	ENGINEERING, ARCHITECTURAL CO.	<a href="#">x</a>   <a href="#">✓</a>   <a href="#">x</a>
<a href="#">Cardholder, ODU</a>	77.17	PUBLIC WAREHOUSING-FARM PR CO.	<a href="#">x</a>   <a href="#">✓</a>   <a href="#">x</a>

## Option 2

Click directly on the blue TXN number & select Allocate/Edit from the dropdown.

The screenshot shows two parts of the BOA Works interface. On the left is a table with columns 'Document' and 'Account ID'. The first row is highlighted in blue and contains the transaction ID 'TXN00001313' and account ID '2621'. A green arrow points from this row to a dropdown menu on the right. The dropdown menu is open, showing a list of actions: 'Allocate / Edit', 'Sign Off', 'View Full Details', 'Dispute', 'Retry Automatch', 'Add to Expense Report', 'Attach to Purchase Request', 'Manage Receipts', and 'Print'. A green arrow points to the 'Allocate / Edit' option.

Option 3 works from the expanded transaction. If you clicked the “+” to expand the transaction, select View Full Details.

# Reconciling PCard Transactions in BOA Works, the Guide

Document	Account ID
TXN00001313	<a href="#">2621</a>
TXN00001314	<a href="#">2621</a>
TXN00001315	<a href="#">2621</a>

TXN00001313    2621    none    10/30/2019    10/30/2019    Cardholder\_ODU    51.57 PUBLIC W

Transaction	Allocation	Reference & Tax	Dispute	View Full Details
Bank Transaction #: SYNTH				
Purchase ID: SYNTH				
CRI Reference:				
Vendor ID: <a href="#">SYNTH</a>				
Vendor Address: mn, 554142345				

Account Nickname: ODU Cardholder  
Account ID: [2621](#)  
Accountholder: [Cardholder\\_ODU](#)

Comments Add Comment

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

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

Comp/Val/Auth	All Values	Sales Tax	Description	GL01: Organization/Budget Code	GL02: Account	GL03: Contract Number	Category	Note
51.57	0.00		PUBLIC WAREHOUSING-FARM PR CO. - Purchase	1BL00	5655		(unspecified)	

Purchase Amount: 51.57    Tax Amount: 0.00    Allocation Total: 51.57    |    100%    Variance: 0.00

GL03: Contract Number	Category	Note
	(unspecified)	

# Reconciling PCard Transactions in BOA Works, the Guide

## Tax Correction

If tax *was charged*, contact the vendor to request a credit.

- If receipt shows *no tax was charged*, adjust in the allocation area of Works where budget/subaccount codes are added.

Allocation Details - TXN00001313 - PUBLIC WAREHOUSING-FARM PR CO.						
Allocation						Purchase Amount
Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Organization/Budget Code	GL02: Account	
<input type="checkbox"/>	51.57	6.79	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	1BL00	5655	

0 Selected | 1 item

Remove Add Duplicate Clear GL

- Look in the Reference & Tax section. (If there is a “+” sign next to Reference & Tax, click “+” to open.)

Remove Add Duplicate Clear GL

+ Reference & Tax

- Transaction Detail - 4225 (PUBLIC WAREHOUSING-FARM PROD,REFRIDGERAT)

- Check the box to Adjust Amount, then enter the full transaction amount in Goods & Services and \$0.00 in the Tax Total.

Goods & Services	Tax Total
45.57	6.00

Adjust Amount

Goods & Services	Tax Total
51.57	0.00

Adjust Amount

- If the Variance in the top right corner is 0.00, this means the entire transaction has been allocated, and the system will allow signoff.

# Reconciling PCard Transactions in BOA Works, the Guide

10/30/2019 | Source Amount : 51.57 USD

Purchase Amount: 51.57 Tax Amount: 0.00 Allocation Total: 51.57 | 100% Variance: 0.00

Account	GL03: Contract Number	Category
		(unspecified)

- If there is a Variance in the right corner,

10/30/2019 | Source Amount : 51.57 USD

Purchase Amount: 51.57 Tax Amount: 6.00 Allocation Total: 57.57 | 113.167% Variance: -6.00

GL02: Account	GL03: Contract Number	Category
		(unspecified)

- Make sure the amount allocated in the top left is the total amount of the transaction with no sales tax.

		All Values	Sales Tax	Description
Comp Val Aut	Amount			
<input type="checkbox"/>	x   ✓   ✓	51.57	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase

## Add a receipt

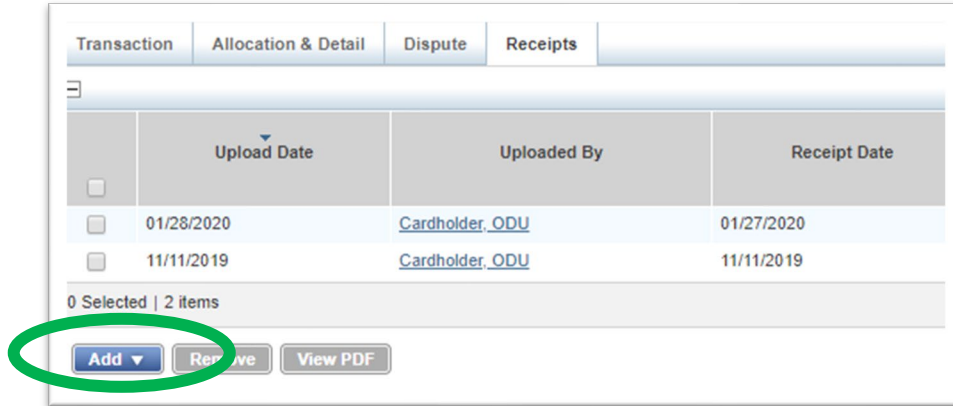
File types supported for receipt upload: pdf, png, jpg, gif and jpeg.

(Three options)

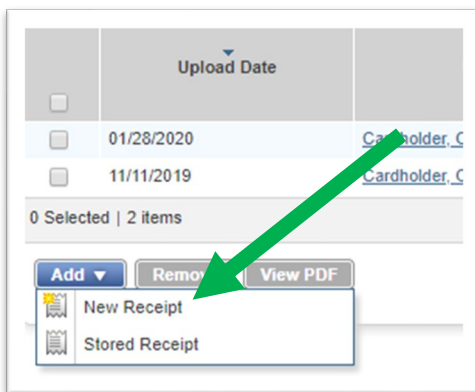
### Option 1

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

# Reconciling PCard Transactions in BOA Works, the Guide

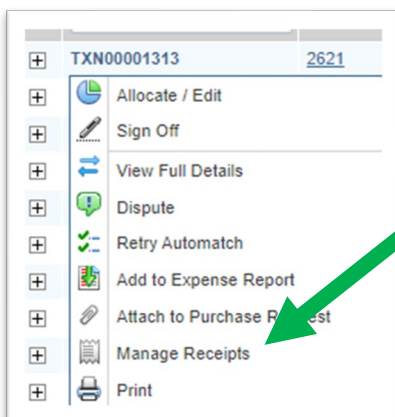


Select New Receipt to browse for a receipt stored on the computer. (Stored receipts are those uploaded to the Action Items box that have not been attached to transactions.)



## Option 2

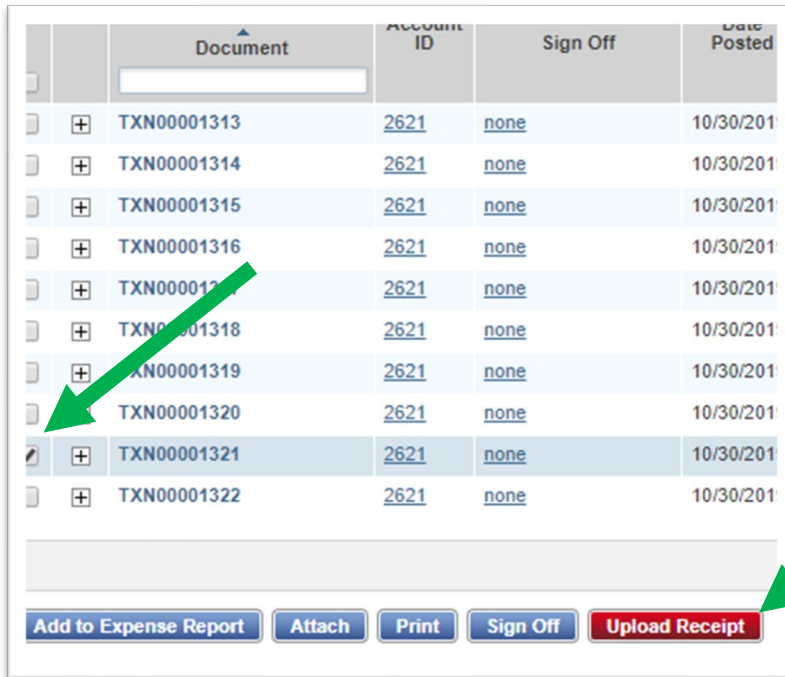
Click the TXN number and select Manage Receipts. This opens the window to add a receipt as in Option 1.



# Reconciling PCard Transactions in BOA Works, the Guide

## Option 3

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



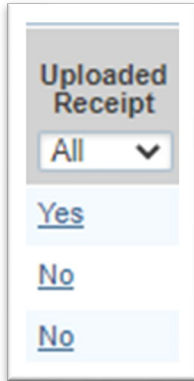
After receipt is attached, the named receipt will show as uploaded. The receipt information will appear, and additional supporting documents may be added to the transaction. Up to 20 documents (pdf, png, jpg, gif or jpeg) under 1MB may be attached to a single transaction.

The screenshot shows a table of uploaded receipts with columns for Uploaded By, Receipt Date, and File Name. A green circle highlights the File Name column.

Uploaded By	Receipt Date	File Name
<a href="#">Cardholder.ODU</a>	01/27/2020	Elf p2p Harry-1
<a href="#">Cardholder.ODU</a>	11/11/2019	Tableau Calculated Field Code

Uploaded Receipt column will update to read "Yes."

# Reconciling PCard Transactions in BOA Works, the Guide



Uploaded Receipt

All ▾

Yes

No

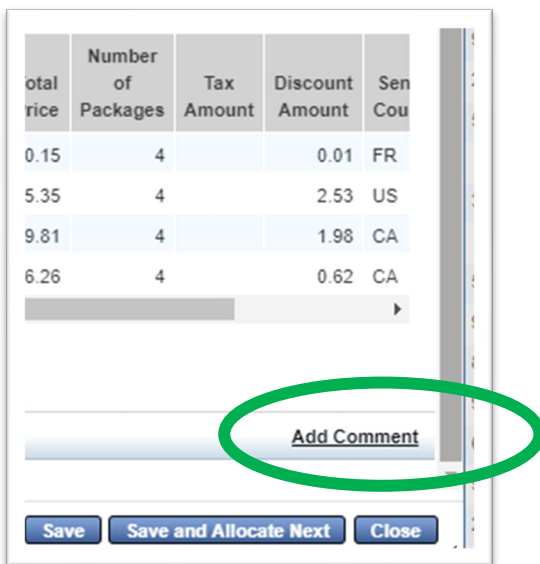
No

Add comment

(Two options)

## Option 1

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



Total Price	Number of Packages	Tax Amount	Discount Amount	Sen Cou
0.15	4		0.01	FR
5.35	4		2.53	US
9.81	4		1.98	CA
6.26	4		0.62	CA

Add Comment

Save Save and Allocate Next Close

## Option 2

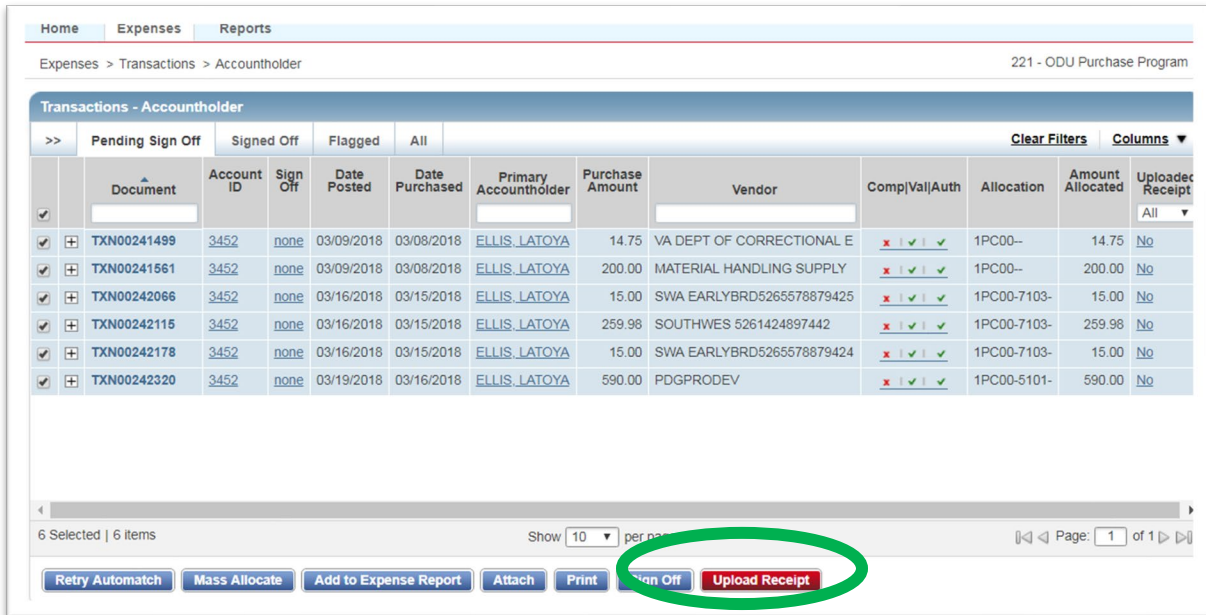
Add the comment when doing the final step of signoff by typing it in the pop up box that automatically shows when Sign Off is clicked.

# Reconciling PCard Transactions in BOA Works, the Guide

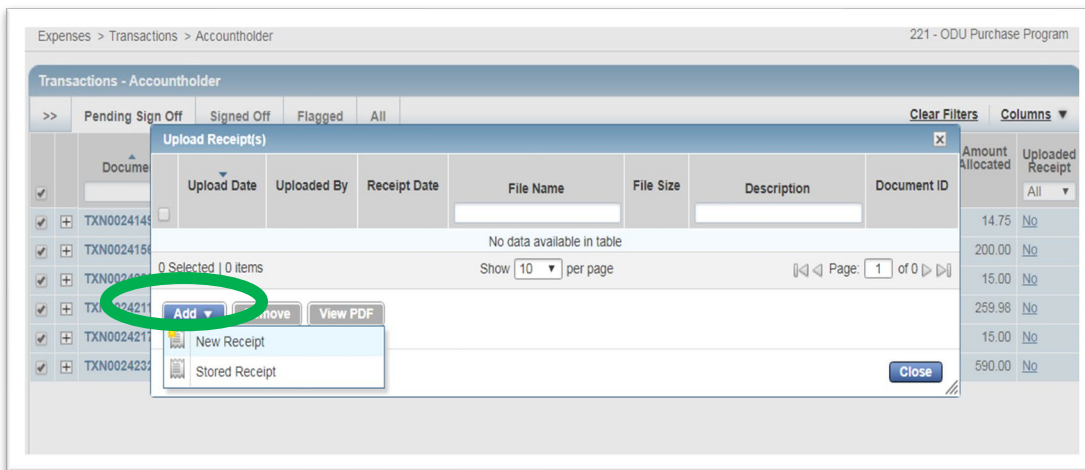
## Attach one receipt to multiple transactions

A single receipt may cover multiple transactions. Rather than upload one receipt multiple times, it can be attached to multiple transactions at once.

Place checks in boxes of transactions where you would like the one receipt to attach & click Upload Receipt.



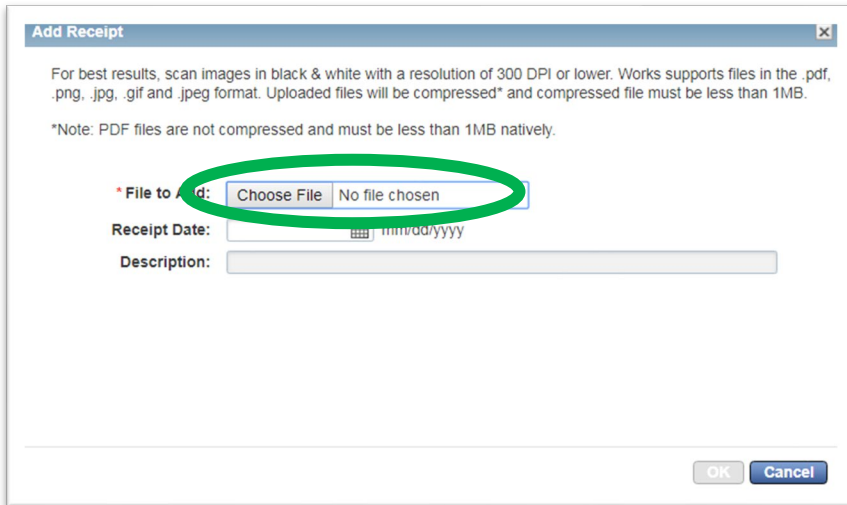
Add a New Receipt.



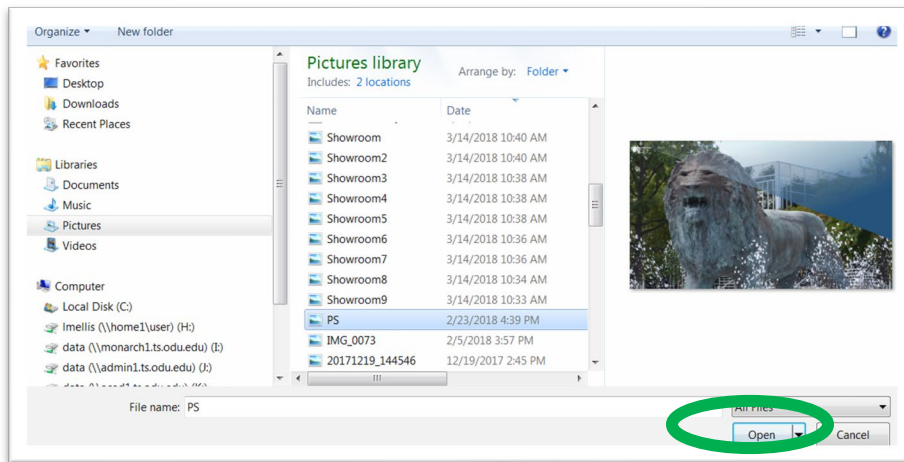
Select Choose File to search for receipt.



# Reconciling PCard Transactions in BOA Works, the Guide



Locate receipt and click Open.



Enter receipt date and short description identifying the receipt. Click OK.

# Reconciling PCard Transactions in BOA Works, the Guide

**Add Receipt**

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed\* and compressed file must be less than 1MB.

\*Note: PDF files are not compressed and must be less than 1MB natively.

File Name:

Receipt Date:   mm/dd/yyyy

Description:

When receipt successfully attaches, transaction numbers show in the Document ID field.

**Upload Receipt(s)**

Added receipt(s) to 6 transaction(s). [View Details](#)

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
03/28/2018	ELLIS, LATOYA	03/28/2018	PS	90.2 KB	Receipt for Invoice 1234567	TXN00241499, TXN00241561, TXN00242066, TXN00242115, TXN00242178, TXN00242320

1 Selected | 1 item | 90.2 KB Show 10 per page Page: 1 of 1

## PDF document file size too large

Works receipt imaging has a 1MB limit for individual pdf uploads. (Steps for determining file size included at the end of this section.)

There are three ways to reduce file sizes, so they will upload: optimizing pdf, reducing pdf file size, saving as a different file type. Up to 20 documents (pdf, png, jpg, gif or jpeg) may be attached to a transaction.

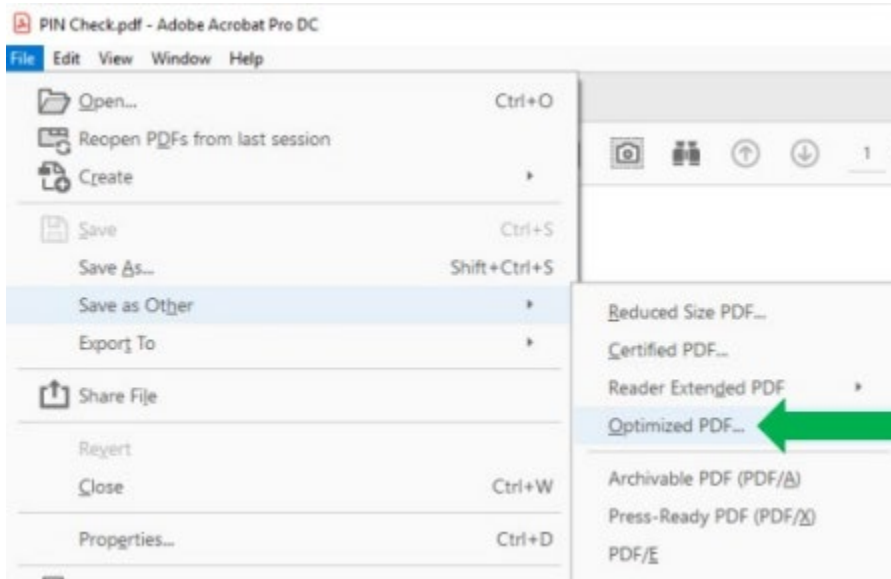
*Note: Adobe Acrobat DC is different than Adobe Reader. Adobe Reader \*does not\* allow file size adjustment. If you do not have a copy of Adobe Acrobat, please contact ITS, at [itshelp@odu.edu](mailto:itshelp@odu.edu) or 683- 3192 to request Adobe Acrobat.*

### Optimized PDF

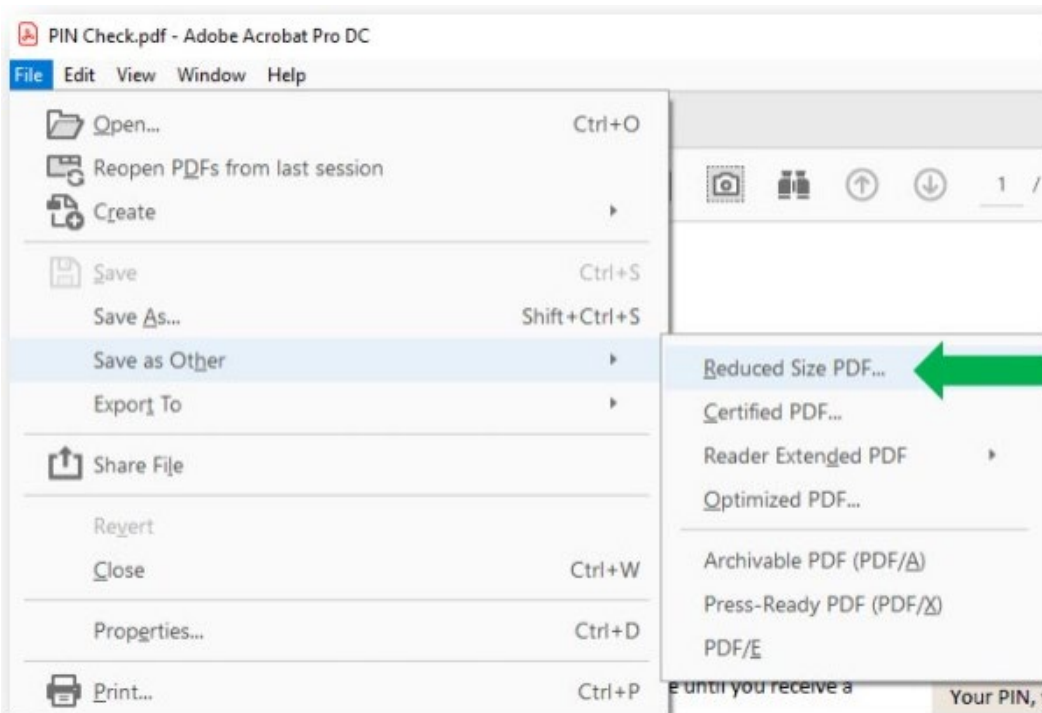
Adobe Acrobat allows for optimization. Adobe Reader does not.

# Reconciling PCard Transactions in BOA Works, the Guide

To optimize in Adobe Acrobat, click “File” in the top left corner of the pdf, select “Save as Other” and then “Optimized PDF.”



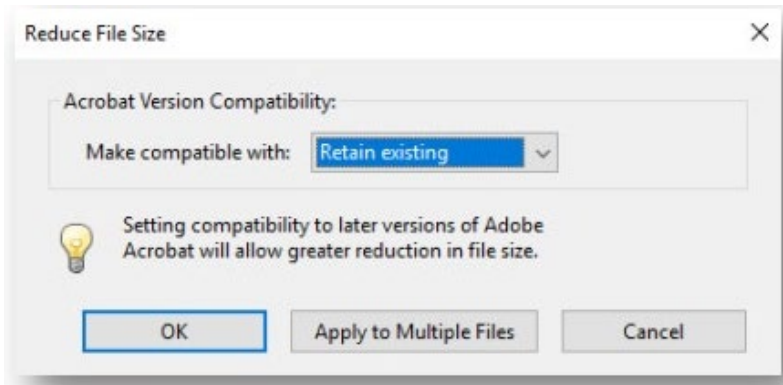
## Reduced Size PDF



To reduce pdf file size in Adobe Acrobat, click “File” in the top left corner of the document. Select Save As>Other>Reduced Size PDF. If you have Adobe Reader and not Adobe Acrobat, please contact ITS at [itshelp@odu.edu](mailto:itshelp@odu.edu) or 683-3192 to request Adobe Acrobat.

# Reconciling PCard Transactions in BOA Works, the Guide

A box will open where “Retain Existing” should be selected. Click OK. This can reduce file size by almost half.



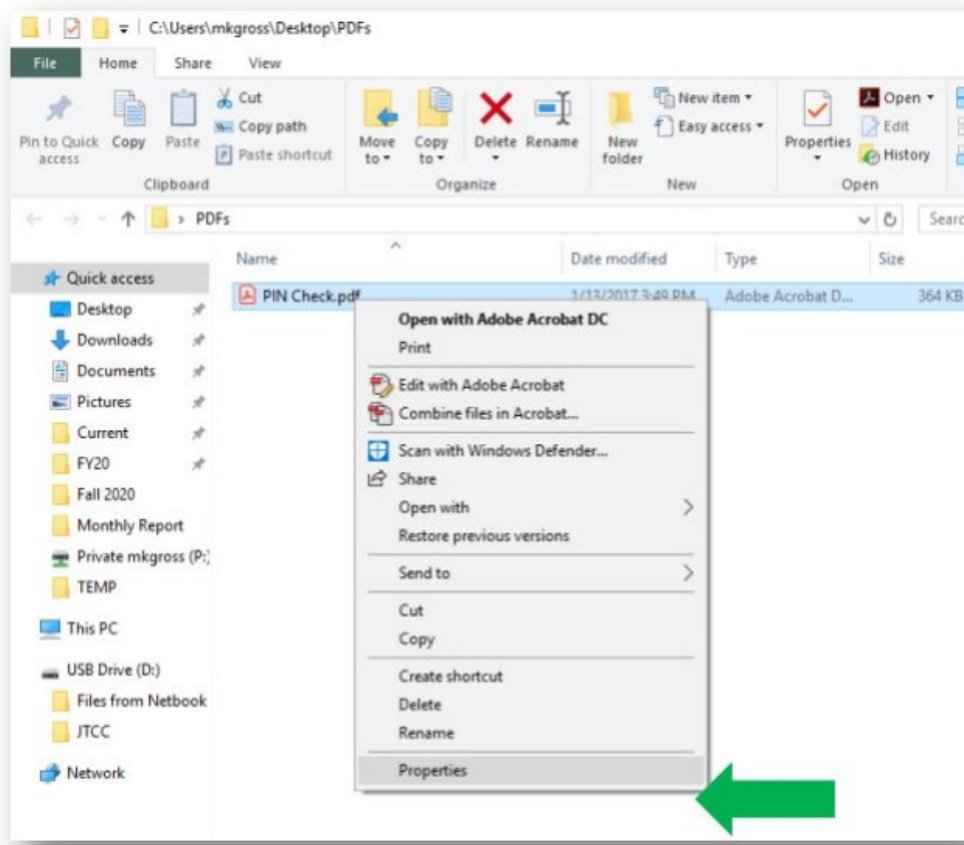
## Save as Different File Type

Using a different file type will allow document size to be up to 10MB rather than 1MB. Files can often be “Saved As” different file types by clicking on “File” in the upper left corner, selecting “Save As” and changing the file type when selecting download location. Aside from pdf, the following formats are supported for Works document uploads: png, jpg, gif and jpeg.

## Check Document Size

To check document size, find document’s location on computer and right click on the document name. Select “Properties” from the dropdown menu.

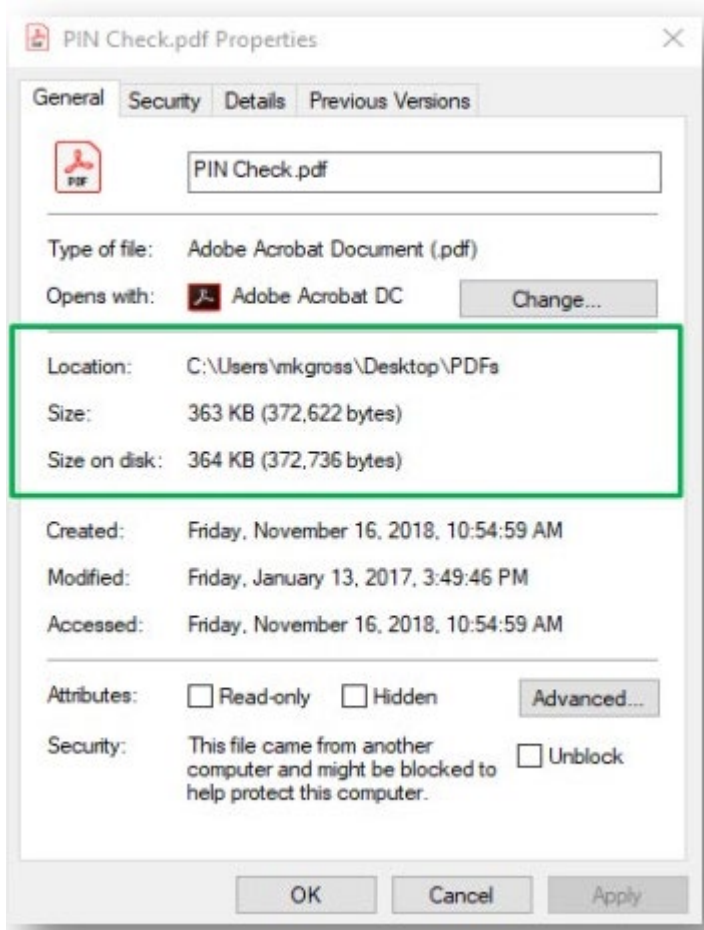
# Reconciling PCard Transactions in BOA Works, the Guide



A pop up window will appear that includes file size information. If the size is larger than 1MB, it will need to be reduced to load properly in Works.

For reference: 1024KB = 1MB. If file size is shown in “MB” it must be reduced. If document size is larger than 1024 KB, it must be reduced. This [Google Converter](#) can help figure document size if needed.

# Reconciling PCard Transactions in BOA Works, the Guide



## Use a Cell Phone to Take Pictures of Receipts for Upload Instead of Scanning

Cell phones can be used to help with document uploads in two ways: using the camera or the Adobe scanning app. *Please make sure the scan is of the flat document, not lopsided with lovely bits of table creeping about the edges.*

### Using Cell Phone's Camera:

To use a cell phone camera to take pictures of receipts, simply take a picture of the receipt and email it to yourself. The picture can be saved to the computer and uploaded in the same way pdf documents are – except the allowable size for these imaged receipts is much larger at 10MB.

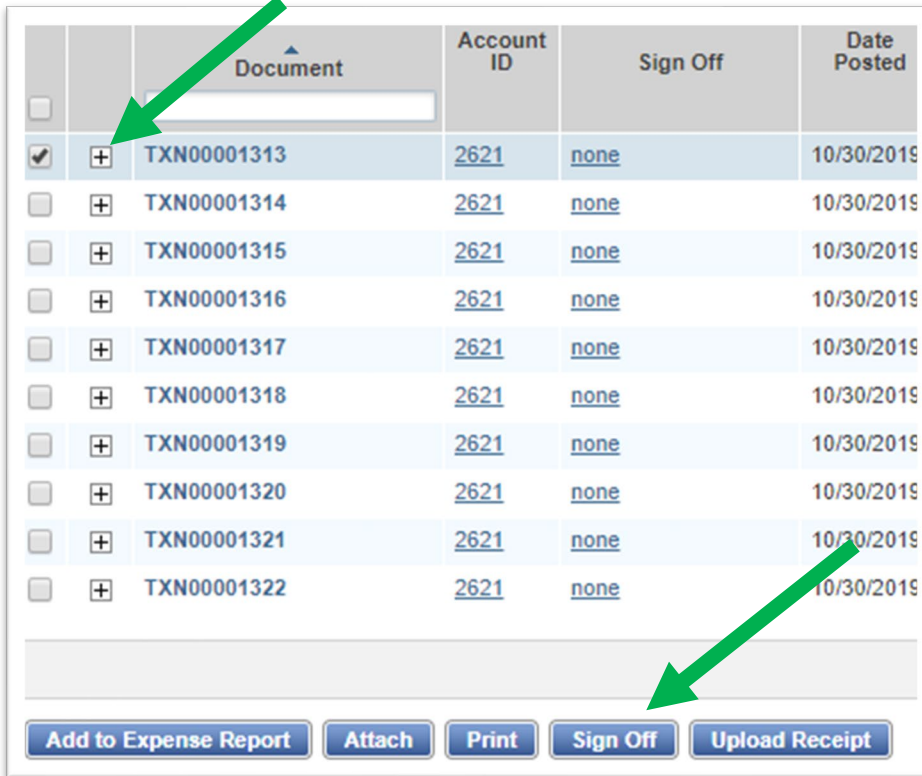
### Using Cell Phone with Adobe Scanning App:

To use the free Adobe scanning app, download the app in the Google Play Store or Apple App Store. Use the app to take a picture of the receipt that will be saved in pdf form; save the pdf; then email pdf to yourself. The pdf can be saved from the email and uploaded in the same way pdf documents from on campus scanners are.

# Reconciling PCard Transactions in BOA Works, the Guide

## Complete signoff

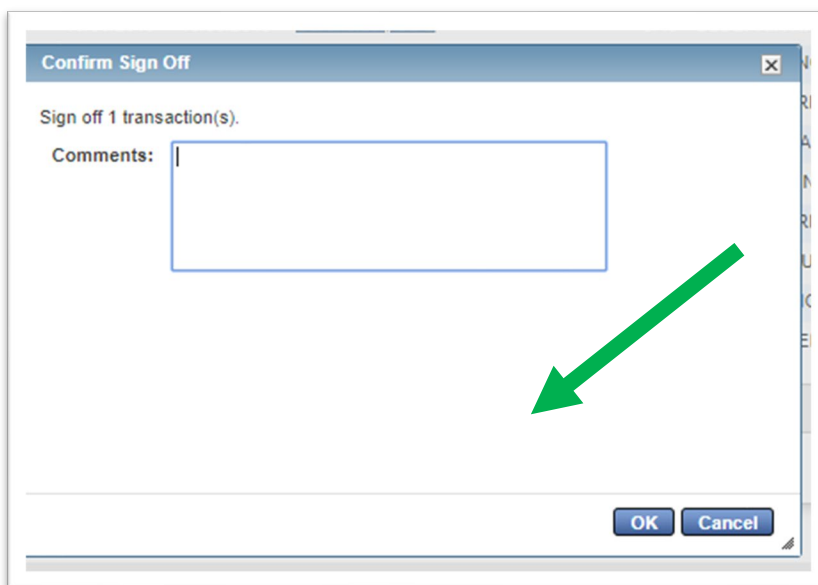
Make sure all information is correct before signing off. Then, check the box next to transaction and click Sign Off at the bottom of the box. A Confirm Sign Off box will appear for comments. If comment has not already been added, it can be added here. If comment was added during allocation, just click OK.



The screenshot shows a table with the following columns: Document, Account ID, Sign Off, and Date Posted. The first row is selected, and a green arrow points to the '+' icon next to the document ID 'TXN00001313'. Another green arrow points to the 'Sign Off' button at the bottom of the table.

	Document	Account ID	Sign Off	Date Posted
<input checked="" type="checkbox"/>	+ TXN00001313	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001314	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001315	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001316	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001317	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001318	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001319	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001320	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001321	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019
<input type="checkbox"/>	+ TXN00001322	<a href="#">2621</a>	<a href="#">none</a>	10/30/2019

Buttons: Add to Expense Report, Attach, Print, Sign Off, Upload Receipt



The screenshot shows a dialog box titled 'Confirm Sign Off'. It contains the text 'Sign off 1 transaction(s).', a 'Comments:' label, and a text input field. A green arrow points to the 'Sign Off' button at the bottom right of the dialog box.

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK Cancel

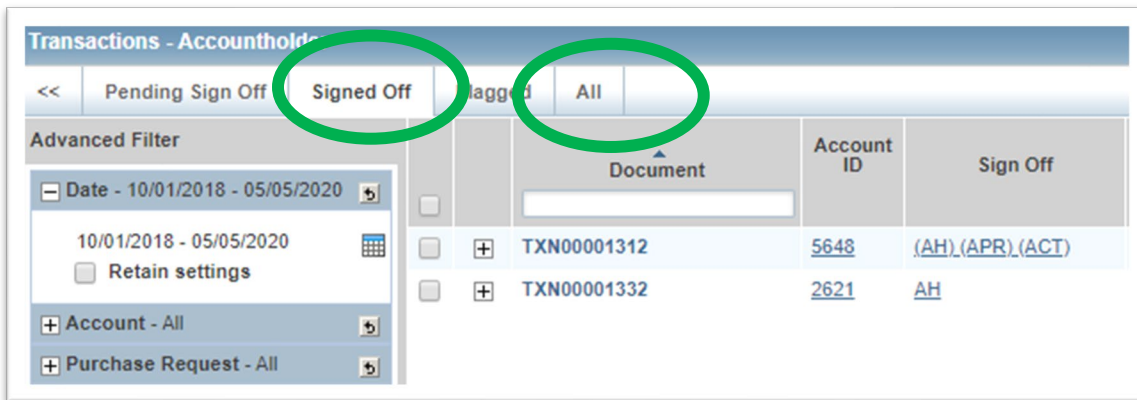
# Reconciling PCard Transactions in BOA Works, the Guide

## Verify signoff complete

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

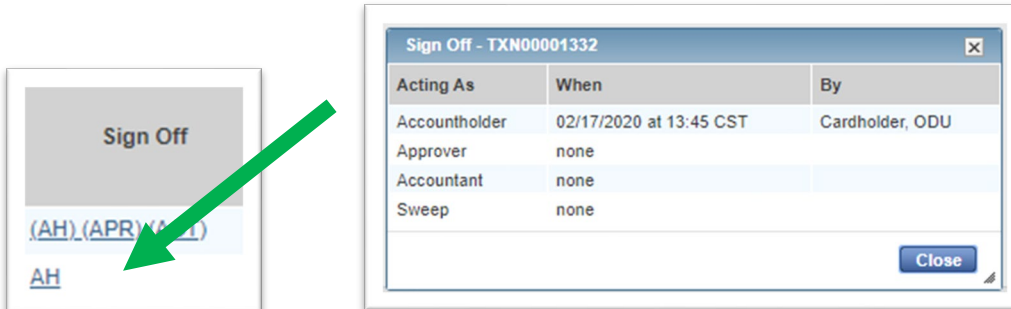
## Flag a transaction/Correct an allocation error

If a transaction needs corrections, request the Approver/Reviewer “Flag” the transaction instead of approving. This will send the transaction back to cardholder for correction. After corrections are made, select “Remove Flag” to send to the Approver/Reviewer for signoff. (If Approver already signed off on transaction, any changes to budget or subaccount codes can be made by sending ASR to Accounts Payable after the transaction posts in Banner.)



## Check for Approver signoff

Cardholders can research whether transactions have been approved. The “AH” indicates that Account Holder signoff has been completed. If Approver has signed off, an “APR” will show. To see when transactions were signed off and by whom, click on the AH in the Sign Off column.

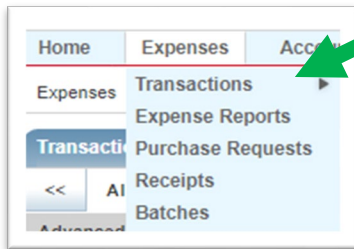




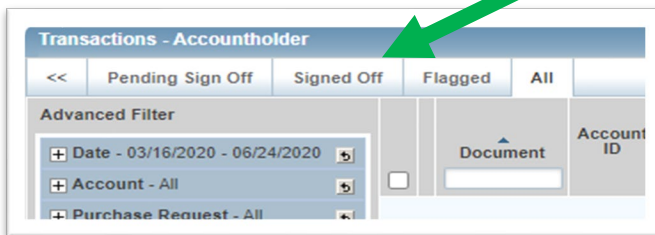
# Reconciling PCard Transactions in BOA Works, the Guide

Add a comment or receipt to a transaction after sign off  
Steps are below adding receipts to a signed off transaction.

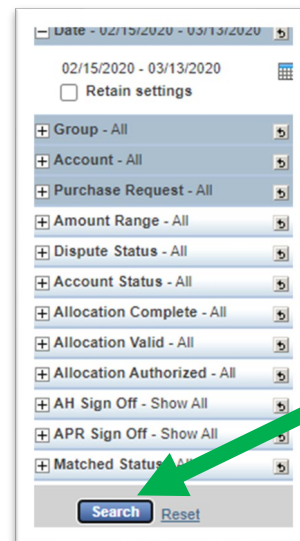
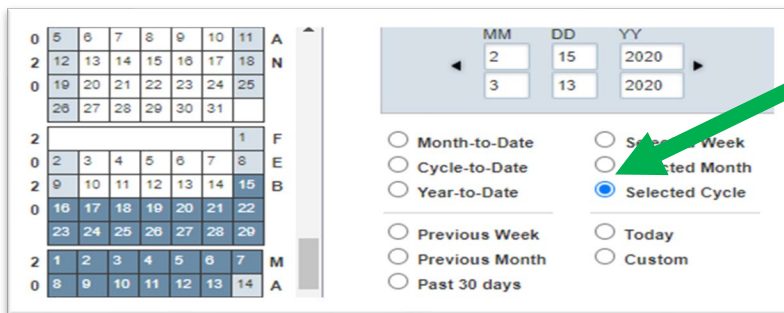
Go to Expenses>Transactions.



Select the Signed Off tab.



Check date parameters. If needed, adjust by clicking calendar icon, selecting dates desired, and clicking OK. Click Search at bottom of Advanced Filter to apply changes.



# Reconciling PCard Transactions in BOA Works, the Guide

To add a comment, click the TXN number, select Allocate/Edit, and then use Add Comment at bottom right of pop up window.

To add a receipt, there are two options.

## Option 1

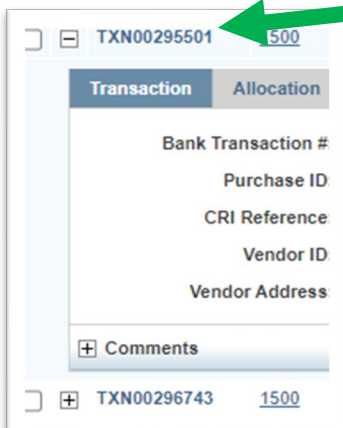
In the Uploaded Receipt column, click the blue underlined Yes or No.



Allocation	Amount Allocated	Uploaded Receipt	Sales Tax
	-269,985.77	<a href="#">No</a>	0.00
14-None	70.64	<a href="#">No</a>	0.00

## Option 2

Click the plus sign next to the transaction number to expand the transaction.



TXN00295501 [500](#)

Transaction	Allocation
Bank Transaction #	
Purchase ID	
CRI Reference	
Vendor ID	
Vendor Address	
+ Comments	

TXN00296743 [1500](#)

Click View Full Details in the right corner of the expanded box.



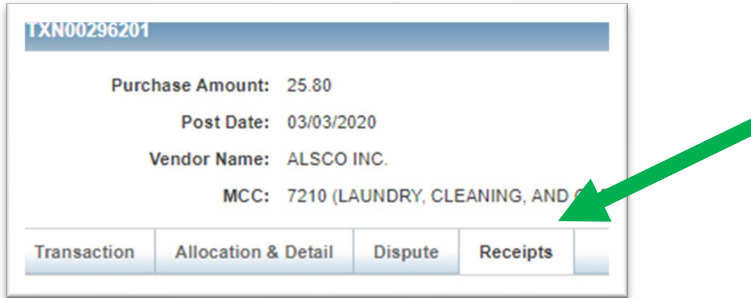
ALSCO INC. [EDWARDS, BARBIE](#) 7210 6PC11-5406-15-QQ206227-JL

[View Full Details](#)

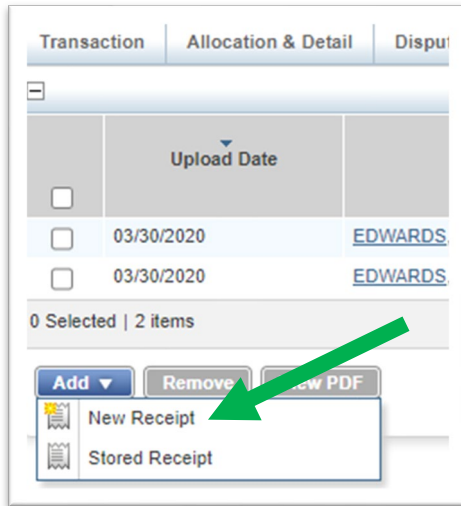
Account Nickname: BARBIE EDWARDS  
Account ID: [1822](#)  
Accountholder: [EDWARDS, BARBIE](#)

Select Receipts tab.

# Reconciling PCard Transactions in BOA Works, the Guide



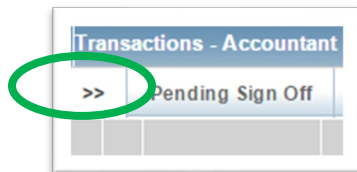
Use the Add option to upload additional documentation.



Change date parameters in Works.

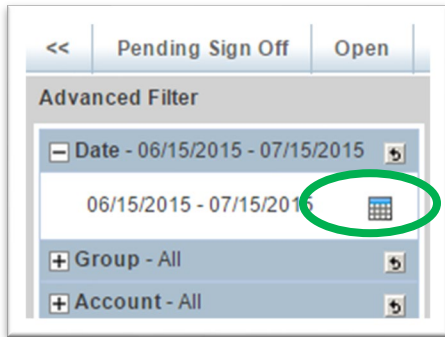
*Date parameters in Works may be changed. The following steps show how to adjust those dates for the previous cycle.*

In the Expenses > Transactions section, on the left side, there are two right pointing arrows. Click on those.

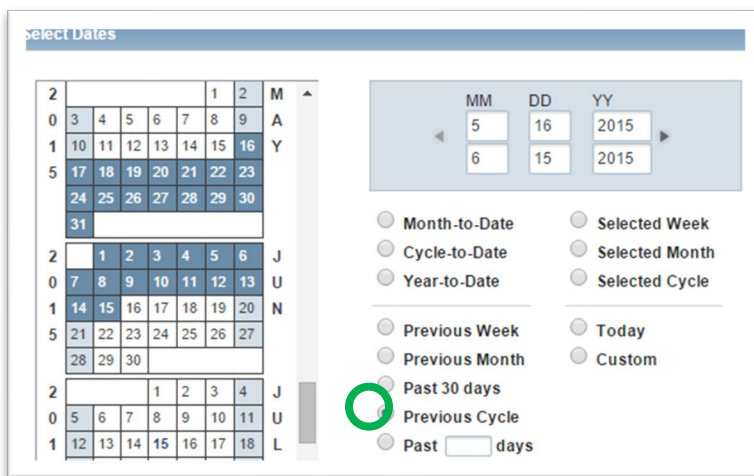


Click the calendar icon to adjust dates. (Click + next to the word "Date" to display the icon.)

# Reconciling PCard Transactions in BOA Works, the Guide

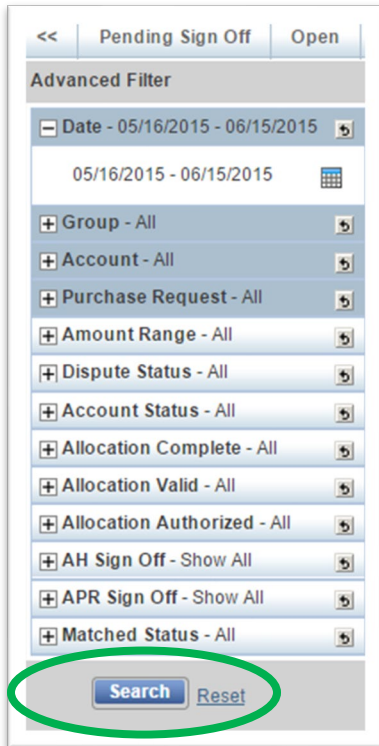


To see transactions for the most recently completed cycle, click radial button next to Previous Cycle and then click OK.



To apply date selection to the transactions on the screen, click Search at the bottom left of the Advanced Filter menu.

# Reconciling PCard Transactions in BOA Works, the Guide

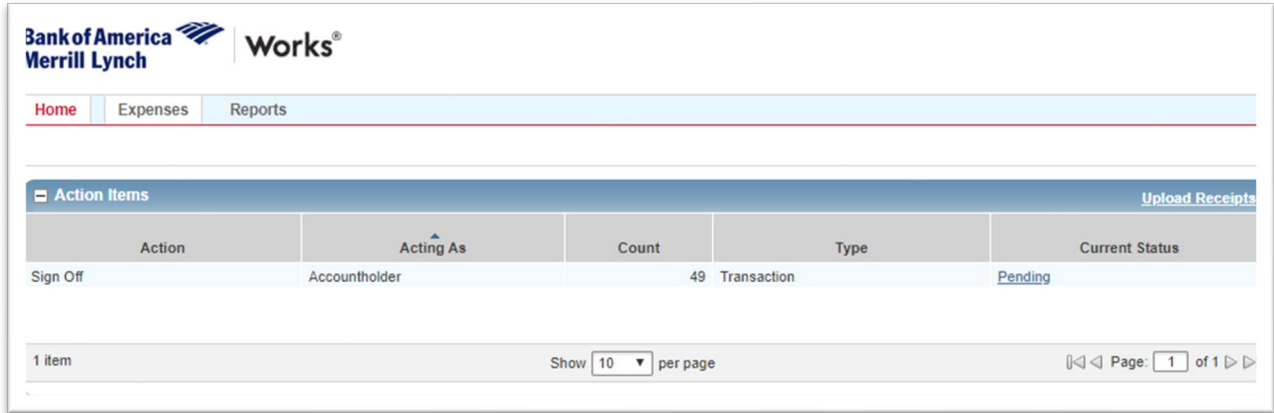


These steps can be modified to search for a specified number of days, a particular time frame (using custom), and several other options located in the pop up window

## SIGN OFF ON TRANSACTIONS IN WORKS AS AN APPROVER

Log in to BOA Works homepage at <https://payment2.works.com>.

# Reconciling PCard Transactions in BOA Works, the Guide

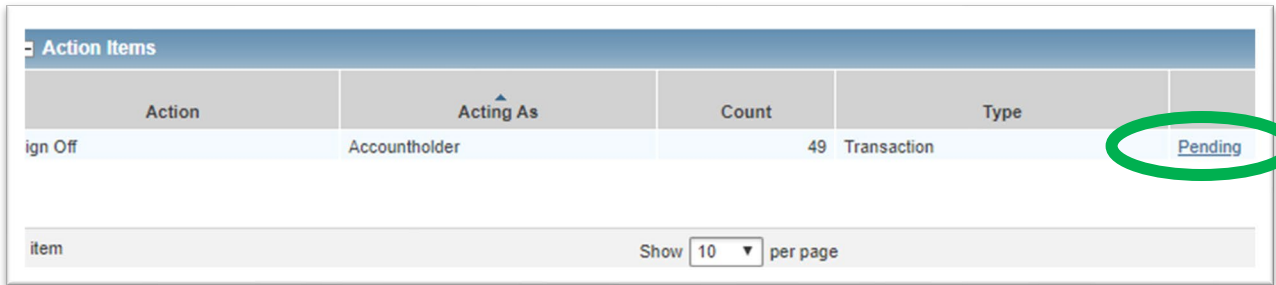


## Access transactions

(Two options)

### Option 1

Click Pending in the Action Items box.



### Option 2

Click Expenses>Transactions from the top ribbon.

(If you are also an Accountholder, an option to access as the Accountholder or Approver will show.)

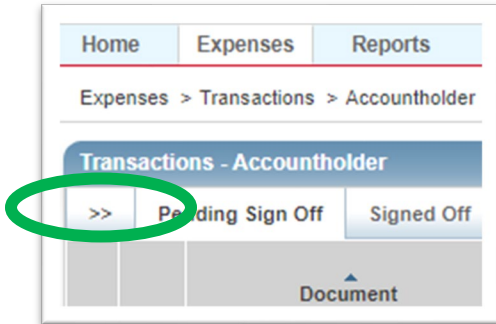


# Reconciling PCard Transactions in BOA Works, the Guide

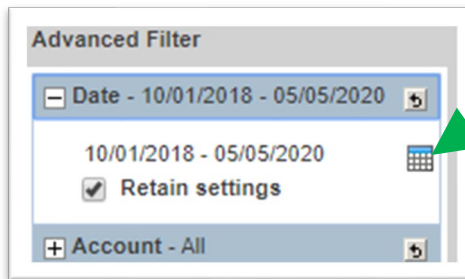
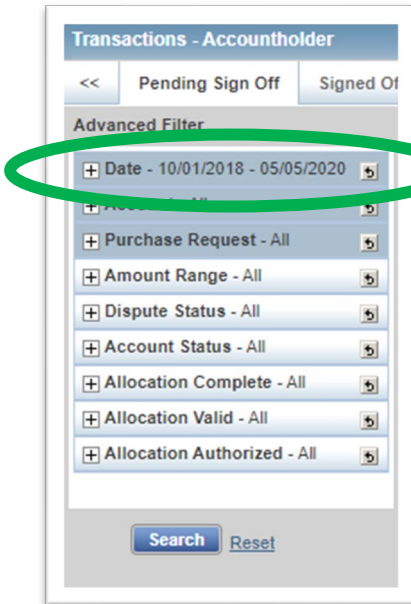
## Check date parameters

Check that date parameters in the Advanced Filter are the ones desired.

(If you do not see the Advanced Filter box, click on the Guillemets symbol (>>) to open it.

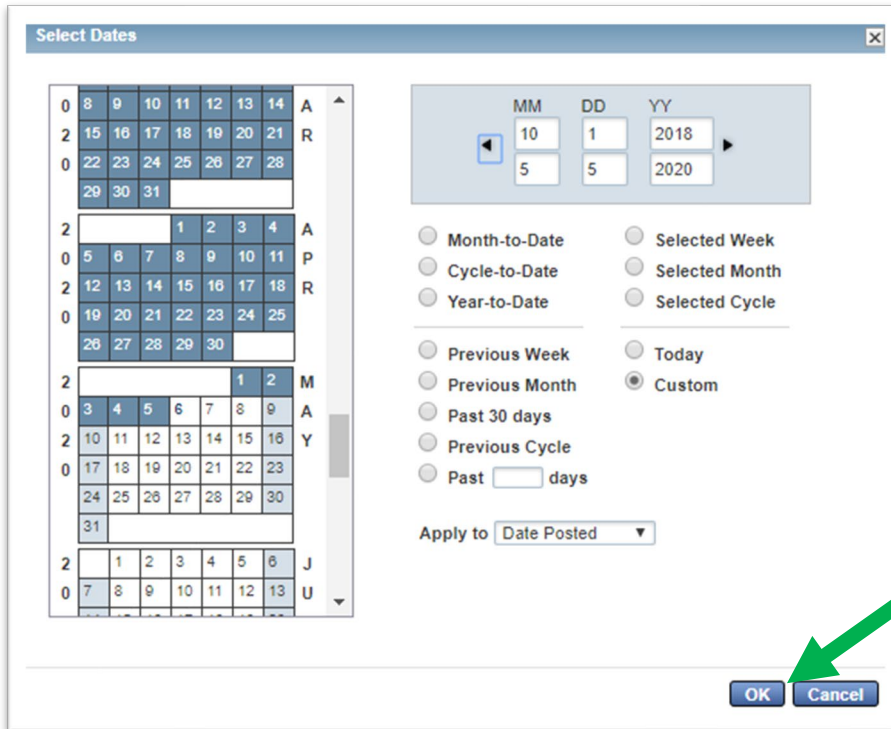


To change date parameters, click the “+” sign next to Date and click the calendar icon.

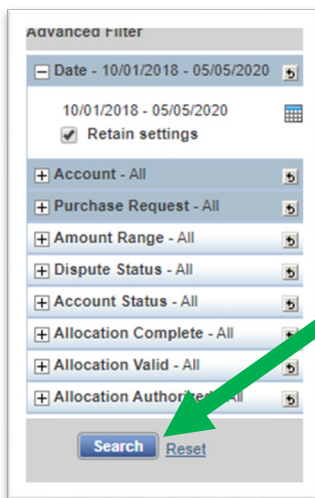


Select desired date parameters, and click OK.

# Reconciling PCard Transactions in BOA Works, the Guide



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



Review transaction information

The main screen shows general transaction information, current allocation, and receipt upload status.



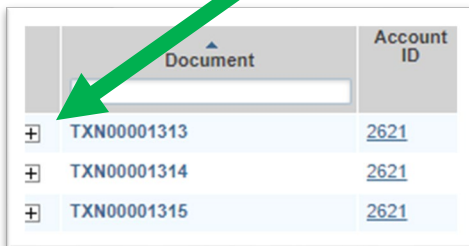
# Reconciling PCard Transactions in BOA Works, the Guide

Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Uploaded Receipt
AH	10/30/2019	10/30/2019	<a href="#">DISCUSSION_FRANK</a>	70.64	FAST FOOD RESTAURANTS CO.	✓   ✓   ✓	1BL00-5404-None	70.64	No

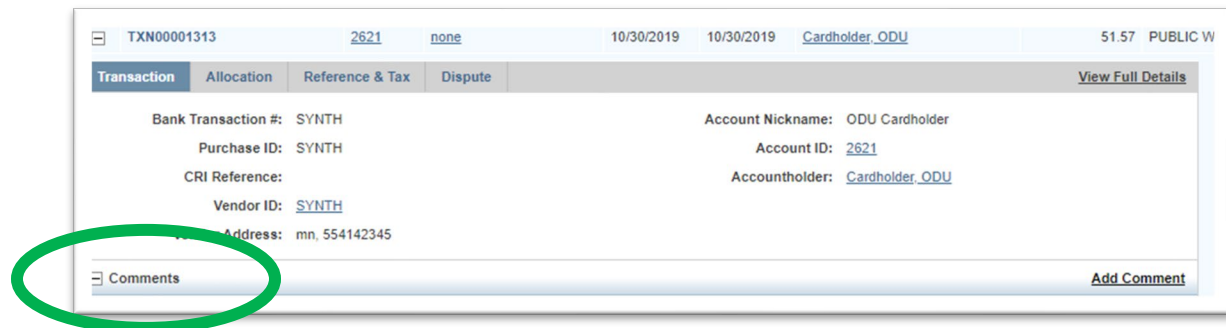
- ☞ Verify cardholder has allocated to correct budget & subaccount codes and that the selection for Contract/SWaM is correct.
  - Issue Example 1: A contract vendor was used but allocation shows “None.”
  - Issue Example 2: Cardholder allocated to a different budget or subaccount code than desired.
- ☞ Verify that receipt & backup documentation have been uploaded and documentation is correct, showing all information required by the State for a “proper receipt.” Access receipt by clicking on the “Yes” in the Uploaded Receipt column.
- ☞ Verify the Works comment with the description of the purchase is sufficient. Comments can be seen two ways.

## Option 1

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



	Document	Account ID
+	<a href="#">TXN00001313</a>	<a href="#">2621</a>
+	<a href="#">TXN00001314</a>	<a href="#">2621</a>
+	<a href="#">TXN00001315</a>	<a href="#">2621</a>



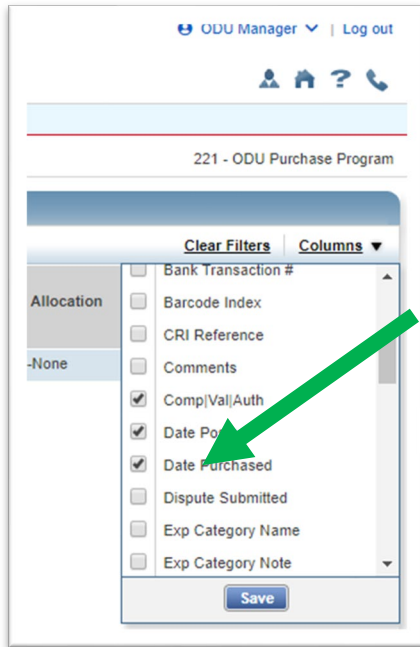
TXN00001313      2621      none      10/30/2019      10/30/2019      [Cardholder\\_ODU](#)      51.57      PUBLIC W

Transaction	Allocation	Reference & Tax	Dispute	<a href="#">View Full Details</a>
Bank Transaction #:	SYNTH	Account Nickname:	ODU Cardholder	
Purchase ID:	SYNTH	Account ID:	<a href="#">2621</a>	
CRI Reference:		Accountholder:	<a href="#">Cardholder_ODU</a>	
Vendor ID:	<a href="#">SYNTH</a>			
Address:	mn, 554142345			
<b>Comments</b>				<a href="#">Add Comment</a>

## Option 2

Comments can be viewed by adding them as a column viewable on the Pending Sign Off Screen. To add, click Columns on right side of the screen and place a check in box for Comments.

# Reconciling PCard Transactions in BOA Works, the Guide

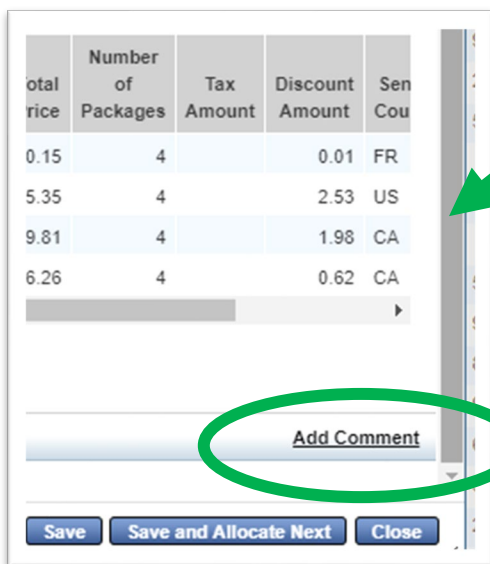


Add additional comment (optional for approvals)

This can be done two ways.

## Option 1

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



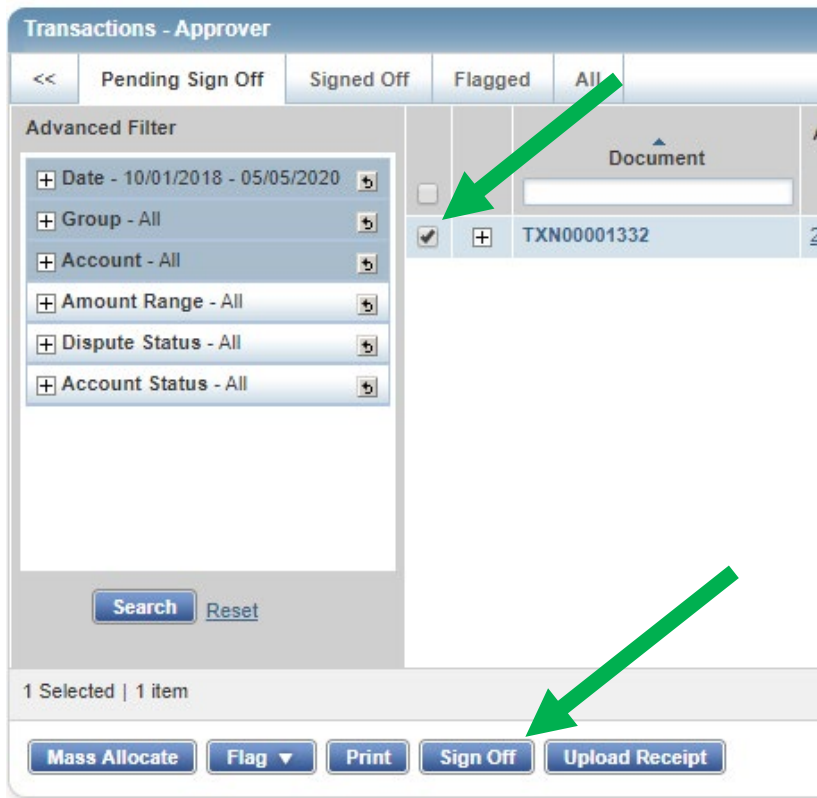
# Reconciling PCard Transactions in BOA Works, the Guide

## Option 2

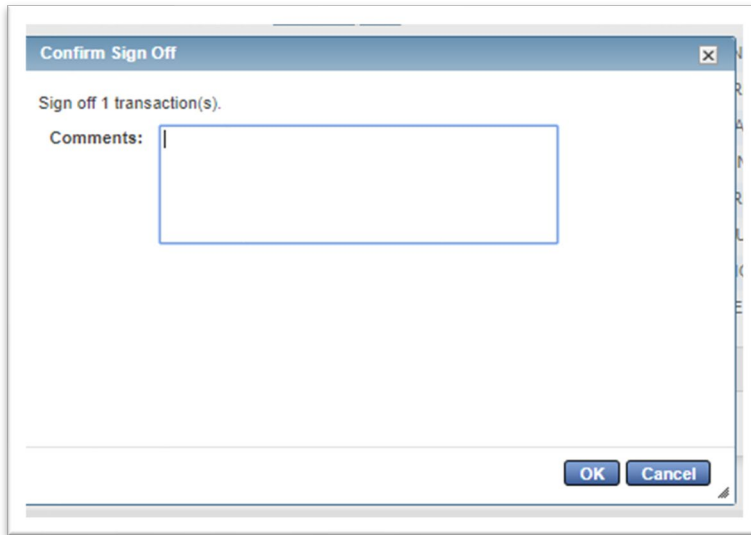
Add the comment when doing the final step of signoff.

### Complete signoff

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

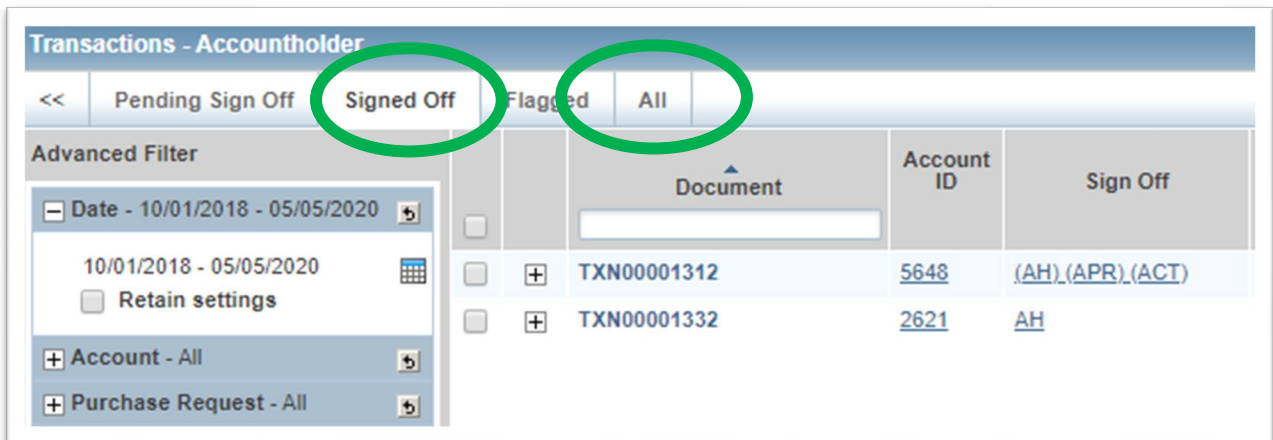


# Reconciling PCard Transactions in BOA Works, the Guide



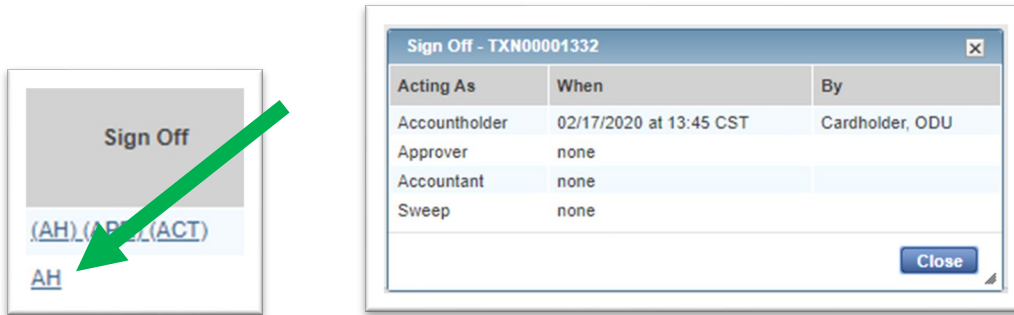
## Verify signoff is complete

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



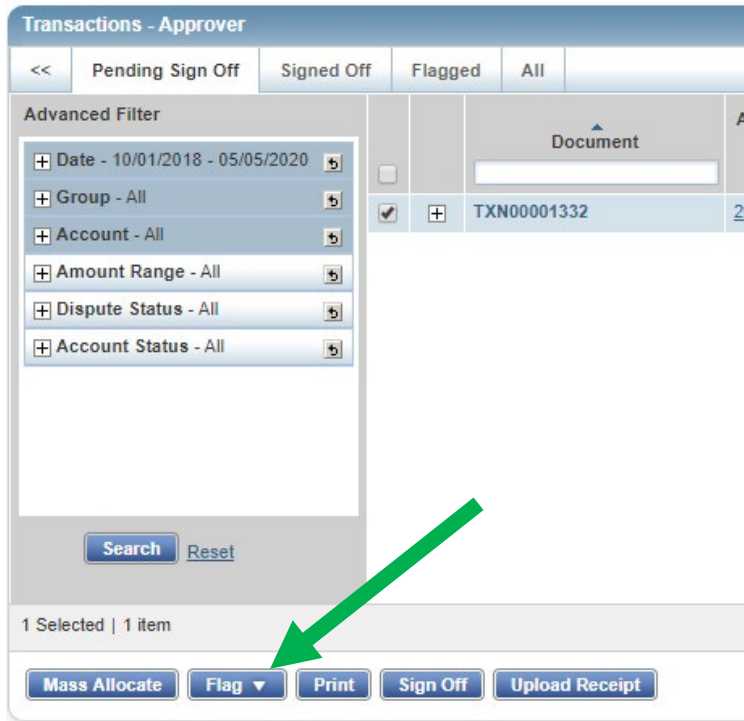
“AH” indicates that Account Holder signoff has been completed. “APR” indicates that Approver has signed off. To see when transactions were signed off and by whom, click on AH\_APR in the Sign Off column.

# Reconciling PCard Transactions in BOA Works, the Guide



## Raise a Flag

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



## Correct an allocation error

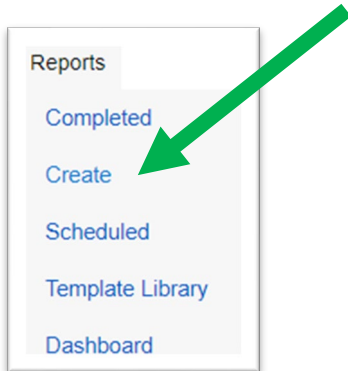
Any changes to budget or subaccount codes after an Approver has signed off should be made by sending an ASR to Accounts Payable after the transaction posts in Banner.

# Reconciling PCard Transactions in BOA Works, the Guide

## WORKS REPORTS

### Create a statement

To create a statement in Works, click Reports>Create.

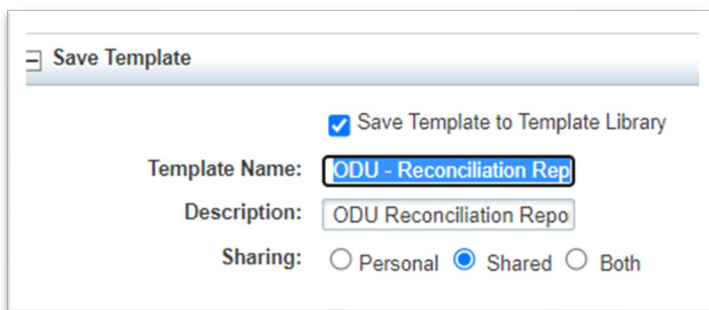


In the Category, select Spend from the dropdown. In the Template, select Billing Statement from the Standard Reports.

### Create a report from a template (and schedule recurring reports)

Many helpful reports can be created from Works using the Templates. The Reports>Templates page is divided into two parts – Personal templates at the top and Shared templates at the bottom. The Shared templates were created by BOA or PCard Administrators. Click the name of the report you want to use, then select Modify/Run to get to the page where you can adjust the dates, add Excel output (or pdf) options, and add more fields.

Once customized, you can save a report template to your Personal template area for future use. To do this, put a check in the Save Template to Template Library box in the Save Template section. You can rename the template if desired.

A screenshot of a 'Save Template' dialog box. It has a title bar with a minus sign and the text 'Save Template'. Below the title bar, there is a checked checkbox labeled 'Save Template to Template Library'. Underneath, there are two text input fields: 'Template Name:' with the value 'ODU - Reconciliation Rep' and 'Description:' with the value 'ODU Reconciliation Repo'. At the bottom, there is a 'Sharing:' section with three radio button options: 'Personal', 'Shared' (which is selected), and 'Both'.

The name that shows in the Completed Reports area after report runs can be changed by revising the Job Name. Reports can be scheduled to automatically run by selecting Recurring and specifying when reports should run. Report Expiration can also be adjusted to keep reports in the Completed Reports area longer if desired.

# Reconciling PCard Transactions in BOA Works, the Guide

**Scheduling and Expiration**

Job Name:

Run for User(s): None selected

Schedule:  Run Now  
 Run Later  
 Recurring

Report Expiration: after  day(s)

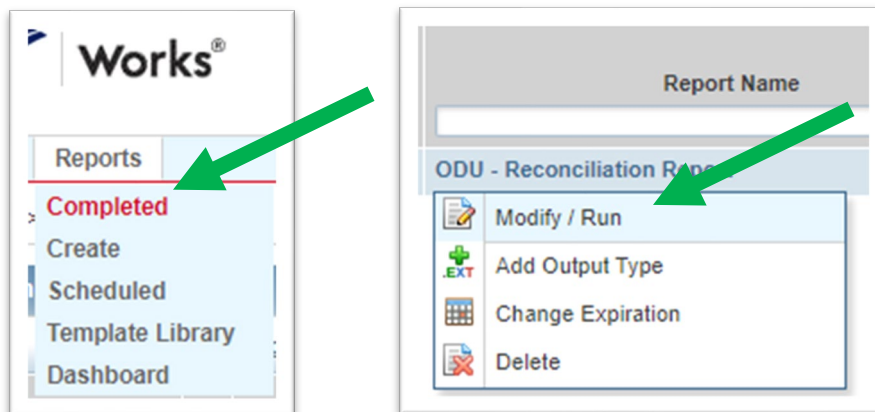
## Filter reports to show a single user's activity

Some users have multiple roles in Works. Those who approve multiple cards or are both a cardholder and an approver can filter reports to show information for only one user.

Select the report to be filtered. There are two options for this.

### Option 1

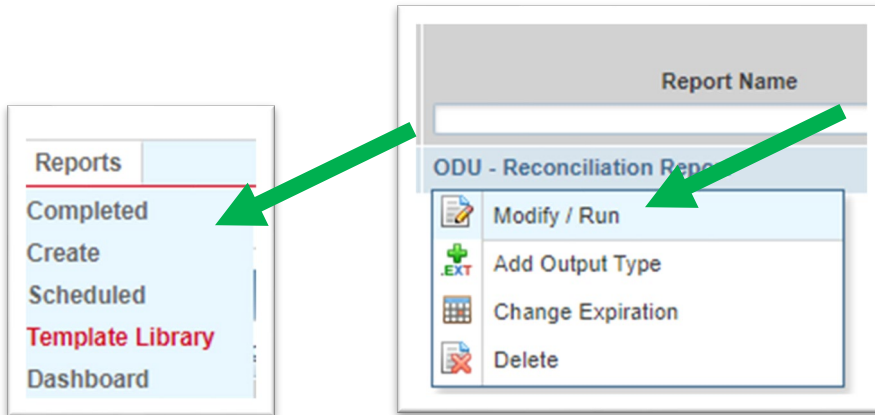
If the report has recently been run, locate it in the Completed Reports area. Click the name of the report and select Modify/Run from the dropdown menu.



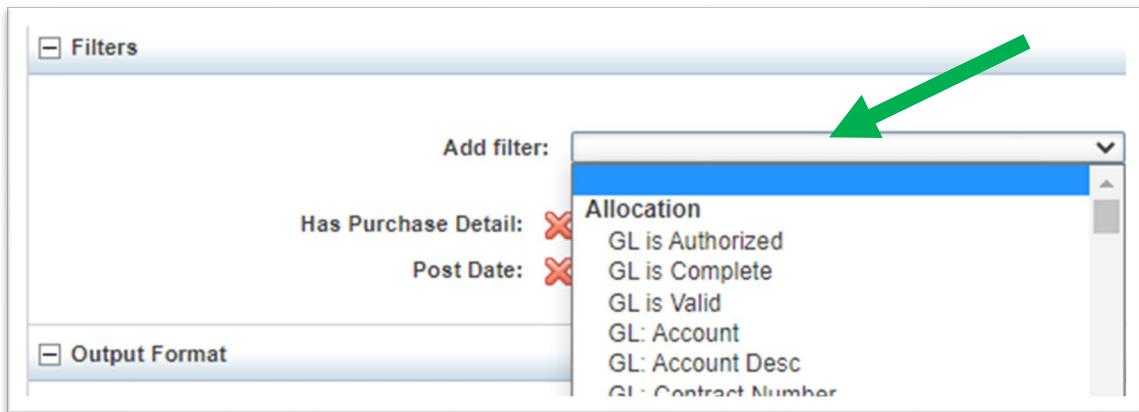
### Option 2

If the report is not in the Completed Reports area, go to the Template Library.

# Reconciling PCard Transactions in BOA Works, the Guide



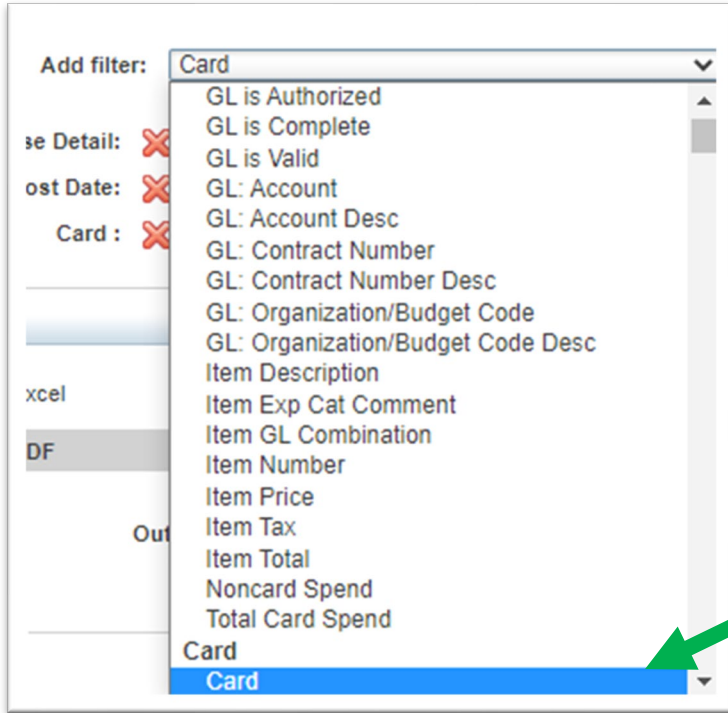
In the Filters area, click Add Filter.



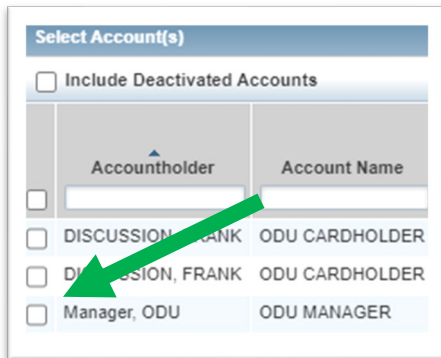
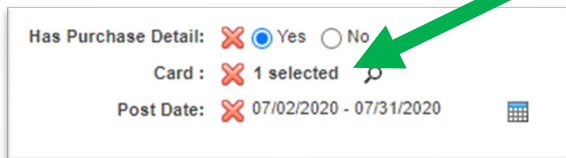
In the Card section, select the Card filter.



# Reconciling PCard Transactions in BOA Works, the Guide

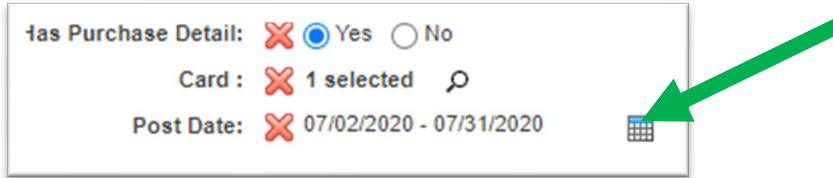


A new option for Card will now show. Click the magnifying glass to select users to include in report and click OK.



Verify dates are correct. To adjust, click the calendar icon and enter desired dates.

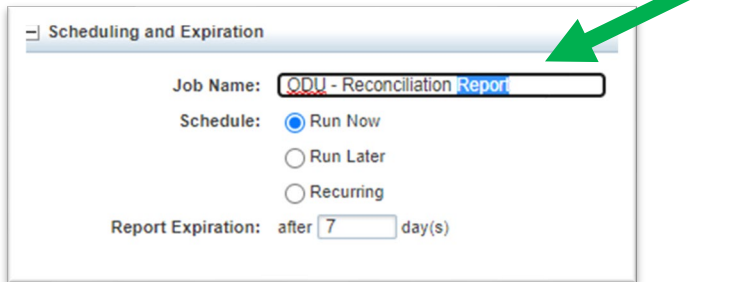
# Reconciling PCard Transactions in BOA Works, the Guide



Has Purchase Detail:  Yes  No  
Card:  1 selected   
Post Date:  07/02/2020 - 07/31/2020

A green arrow points to a small calendar icon on the right side of the Post Date field.

To change the title of the report, edit in the Job Name field



Scheduling and Expiration

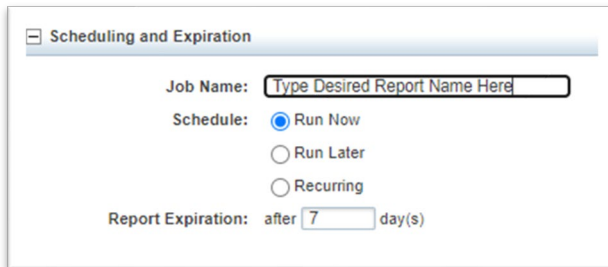
Job Name:

Schedule:  Run Now  
 Run Later  
 Recurring

Report Expiration: after  day(s)

A green arrow points to the Job Name field.

To run report once, leave the Run Now radial button selected, adjust how many days the report will remain in the Completed Reports queue if desired, and click Submit Report.



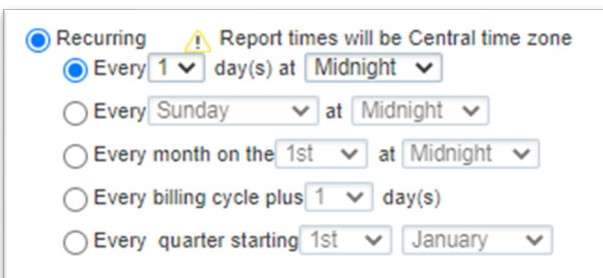
Scheduling and Expiration

Job Name:

Schedule:  Run Now  
 Run Later  
 Recurring

Report Expiration: after  day(s)

To set up as a recurring report that will automatically run, select the radial button next to Recurring. Select desired frequency/dates for report to run, and adjust how many days the report will remain in the Completed Reports queue if desired, and click Submit Report.



Recurring  Report times will be Central time zone

Every  day(s) at

Every  at

Every month on the  at

Every billing cycle plus  day(s)

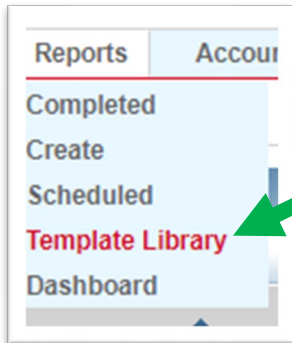
Every quarter starting

[See incomplete/pending signoffs in a report](#)

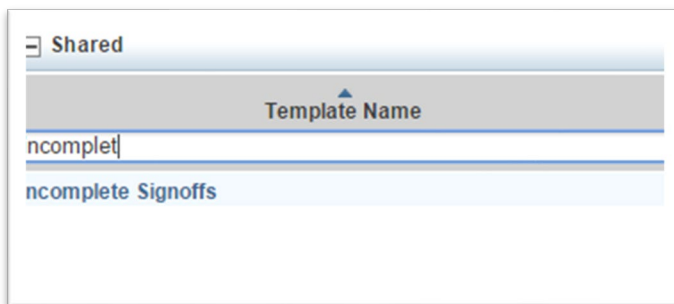
This report defaults to the most recently completed cycle. Dates can be adjusted.

# Reconciling PCard Transactions in BOA Works, the Guide

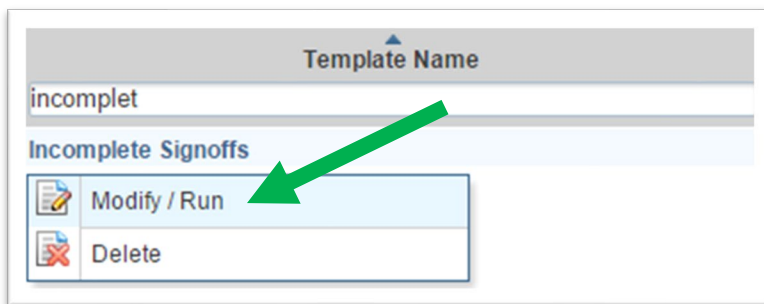
Click the Reports in the top left area of your Works home page & select Template Library from the dropdown menu.



The bottom section of the page has Shared Templates. Begin typing *Incomplete* in the white Template Name box under Shared to search for a report. This example is for the Incomplete Signoffs report.

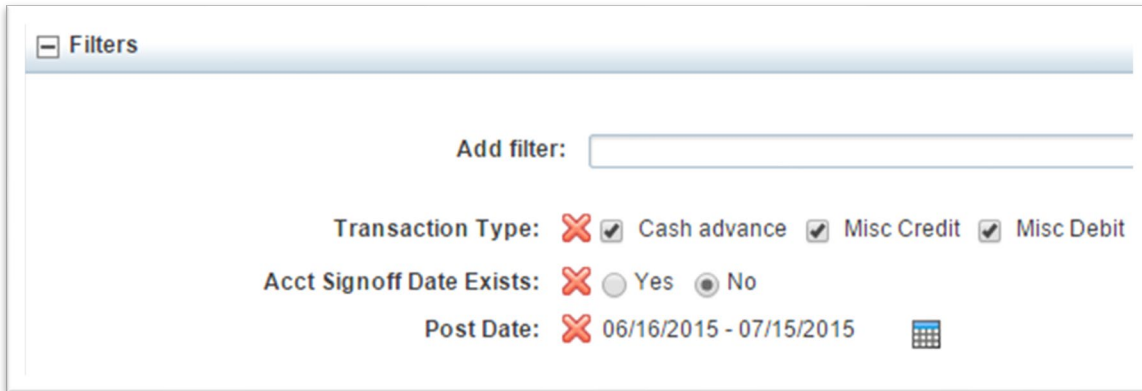


Click "Incomplete Signoffs" and select Modify/Run from the dropdown.



Verify the date range by looking for the three red "x" marks in the Filters section; one of those is Post Date and will have the billing cycle range listed.

# Reconciling PCard Transactions in BOA Works, the Guide



The image shows a 'Filters' dialog box with the following settings:

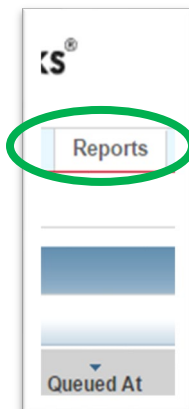
- Add filter:** [Empty text field]
- Transaction Type:**  Cash advance  Misc Credit  Misc Debit
- Acct Signoff Date Exists:**  Yes  No
- Post Date:**  06/16/2015 - 07/15/2015 [Calendar icon]

Scroll to the bottom & click Submit Report. The report will show in your Completed Reports queue.

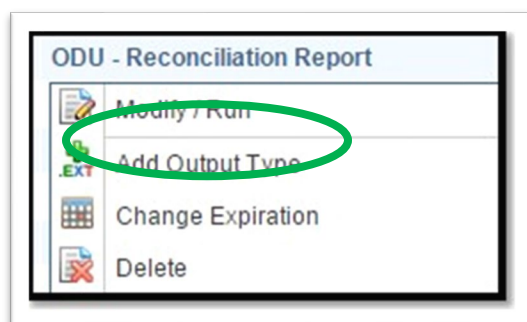
## Add Excel version to a completed report

Users can add an Excel version to a completed Works Report to aid with budget management.

Go to the Reports (Completed) section

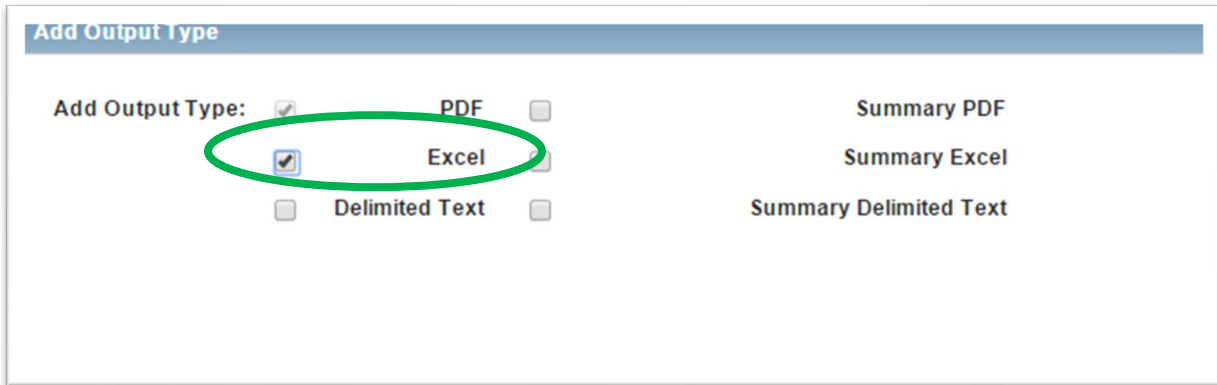


Click on the name of the report – in this case ODU – Reconciliation Report. Select Add Output Type.

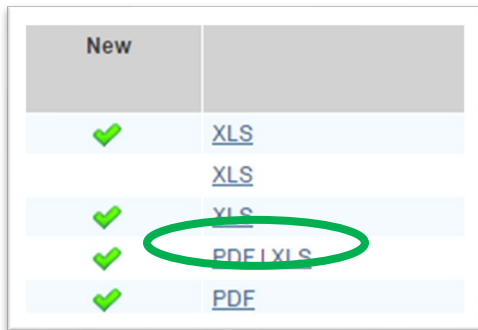


In the pop up window that opens, put a check to the left of Excel & click OK.

# Reconciling PCard Transactions in BOA Works, the Guide



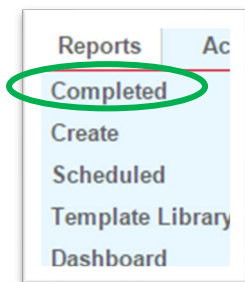
The XLS option will appear next to PDF when report is ready for download.



## Re-run a report to update comments/codes

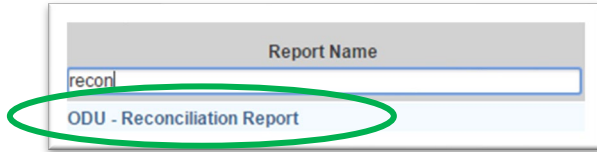
Reports are easily "rerun" to update them with information added after the report initially ran. This example uses the ODU Reconciliation Report to pull in any comments added or budget/subaccount codes that were changed. The same process can be used to update other reports.

Go to the Completed Reports section.



Click the title of the report, in this case ODU Reconciliation Report (not PDF which opens the report).

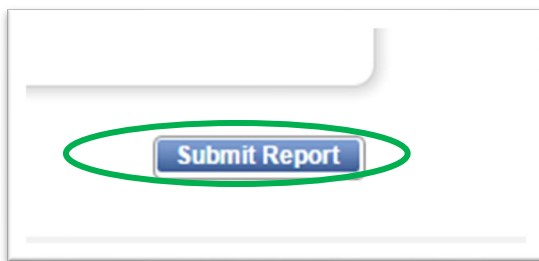
# Reconciling PCard Transactions in BOA Works, the Guide



Choose Modify/Run from the dropdown menu. (The re-run updates what was added to the system since the report was scheduled to run, so no changes to any parameters are needed.)



Scroll down to the bottom right & click Submit Report. The new report will show in the Completed Reports section within a few minutes of re-running.




## Delegate PCard approval authority

Approvers may delegate their approval authority to another Works Approver for a short period of time.

*The delegate must already be set up as an Approver in Works. The delegate must also be at the same or higher HR level as the current Approver.*

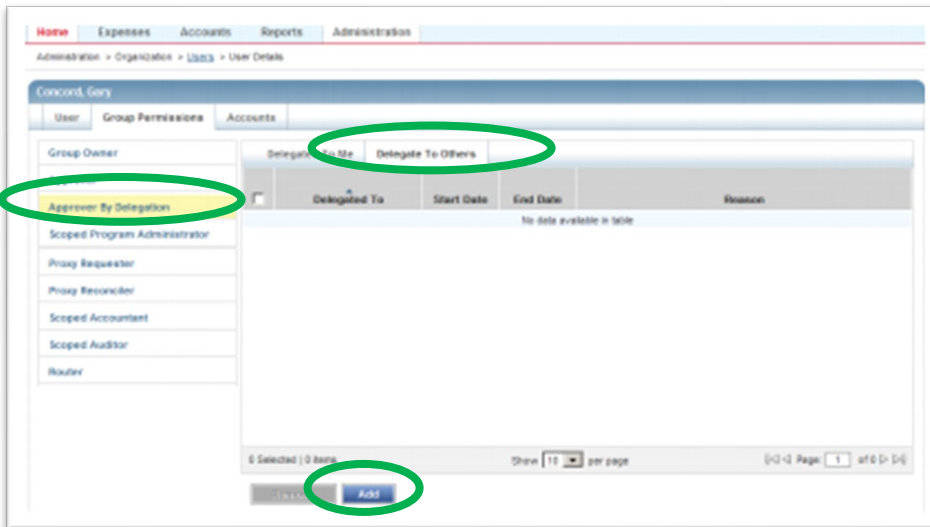
*For longer time periods and permanent approver changes, new Approvers will need to complete the Approver Change Form on the PCard section of the Procurement Services website.*

Click the My Profile icon  from any screen in Works to access Approver's user information. The User Details screen displays.

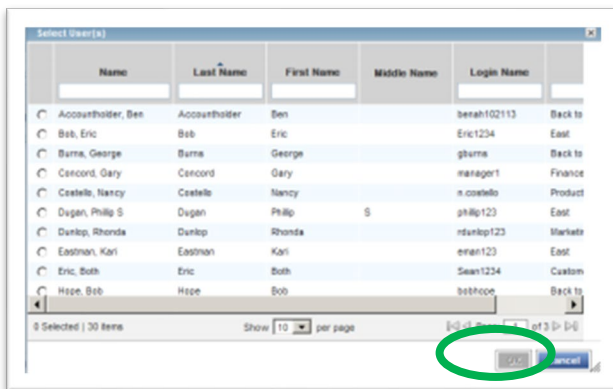
# Reconciling PCard Transactions in BOA Works, the Guide



Click the Group Permissions tab, then Approver by Delegation. In Delegate screen, click Delegate to Others, then click Add.

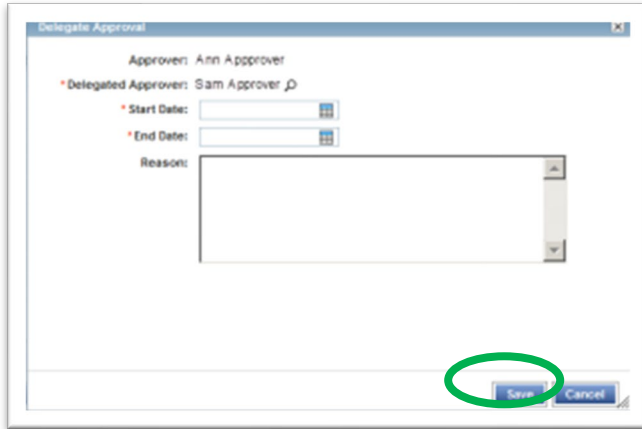


The Select User window displays. Click the radio button next to desired user. Click OK.



Click OK. The Delegate Approval Window displays.

# Reconciling PCard Transactions in BOA Works, the Guide

The image shows a screenshot of a software dialog box titled "Delegate Approval". It contains the following fields: "Approver: Ann Approver", "Delegated Approver: Sam Approver", "Start Date:" with a date picker, "End Date:" with a date picker, and a "Reason:" text area. At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is circled in green.

- a. Enter desired date range for the delegation in the Start and End date fields.
- b. Enter the reason for delegation and click Save.

To remove an existing delegation of approval authority:

- a. Click the check box for the desired delegation from the Delegation screen on the Delegate to Others tab.
- b. Click Remove.
- c. Click OK. A confirmation message displays.

## RECONCILIATION STEPS/RESPONSIBILITIES FOR CARDHOLDERS

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

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

### Cardholder Responsibilities

1. Verify receipt of items.
2. Retain receipts & supporting documentation.
3. Review transactions in BOA Works when email alert is received (or log in weekly and sign off). Verify posted transaction is correct. Any discrepancies must be documented and resolved.
4. Upload receipts and supporting documentation into Works.
  - 👑 Required information for paid receipts: vendor name, amount, date of payment, payment method, itemized description of purchase, and \$0 balance due.
  - 👑 If not all of this information shows on the paid receipt where the vendor acknowledges they received the payment, the invoice showing purchase details should be included with the Works receipt upload.



# Reconciling PCard Transactions in BOA Works, the Guide

- 👑 Aramark – Should include confirming order (signed *prior* to the event by an authorized signor), completed order that shows payment information, attendees, and detailed description of the business discussed to tie the meeting to University business.
  - 👑 Printing – Should include the quotes from all contract vendors.
  - 👑 Memberships – Should include VP level approval.
5. Allocate to appropriate budget & subaccount codes in GL01 and GL02 fields.
  6. In GL03 field, select the contract used or that vendor was a non-contract SWaM certified vendor.
    - 👑 *Remember, pcard transactions must follow the procurement process. If a contract is available, it must be used. If no contract is available, a SWaM vendor must be given an opportunity to provide the good or service. See [Contracts & Purchasing page](#) for additional guidance.*
  7. Food & travel transactions require additional information in the required note field. If required information is already in the Works Comment for that transaction, entering “see comment” will suffice.
  8. Add a Comment to describe what was purchased and how it will be used. This comment should be descriptive enough that a person outside of the department or outside of the University (like auditors) will be able to tell what was purchased and how it relates to University/State business.
  9. Sign off on the transaction.
  10. At the end of the billing cycle, wait two days to receive the ODU Reconciliation Report. (Calendar available on [PCard page](#).) Locate in Completed Reports section of BOA Works. Sign the ODU Reconciliation Report and provide to approver if department is exempt from receipt upload.
  11. Dispute any unauthorized charges and notify Program Administrators. Be sure to contact BOA’s Fraud Specialists at 866-500-8262 to verify recent activity on the account and request a new card be issued. Be sure to sign any affidavits required by the bank to ensure ODU receives a credit for fraudulent transactions. (If you are prompted to enter the card number and do not have this information, you can enter \*\*0 to bypass that prompt.)
  12. Complete all steps (including Approver signoff) by the 5<sup>th</sup> of the month following the close of the billing cycle. (Calendar on [PCard page](#).)

## RECONCILIATION STEPS/RESPONSIBILITIES FOR CARD APPROVERS

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

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

### Approver Responsibilities:

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

# Reconciling PCard Transactions in BOA Works, the Guide

2. Verify receipts are uploaded in Works for each transaction and include required information.
  - ☞ Required information for paid receipts: vendor name, amount, date of payment, payment method, itemized description of purchase, and \$0 balance due.
  - ☞ If not all of this information shows on the paid receipt where the vendor acknowledges they received the payment, the invoice showing purchase details should be included with the Works receipt upload.
  - ☞ If documentation is inadequate, Approvers should flag the transaction to alert cardholder that more information is needed.
  - ☞ Aramark – Should include confirming order (signed *prior* to the event by an authorized signor), completed order that shows payment information, attendees, and detailed description of the business discussed to tie the meeting to University business.
  - ☞ Printing – Should include the quotes from all contract vendors.
  - ☞ Memberships – Should include VP level approval.
3. Verify selected budget and subaccount codes are correct. If incorrect, Approvers have option to update them or flag the transaction for the cardholder to revise.
4. Verify the description of the purchase in the Works Comment describes what was purchased and how it will be used. This comment should be descriptive enough that a person outside of the department or outside of the University (like auditors) will be able to tell what was purchased and how it relates to University/State business.
5. Sign off on transaction after verifying it is ready for approval.
6. Sign the ODU Reconciliation Report provided by the cardholder if department is exempt from receipt upload. This report includes all transactions for the cycle that must be signed off by the 5<sup>th</sup>.
7. Complete all steps (including Approver signoff) by the 5<sup>th</sup> of the month following the close of the billing cycle. (Calendar on [PCard page](#).)