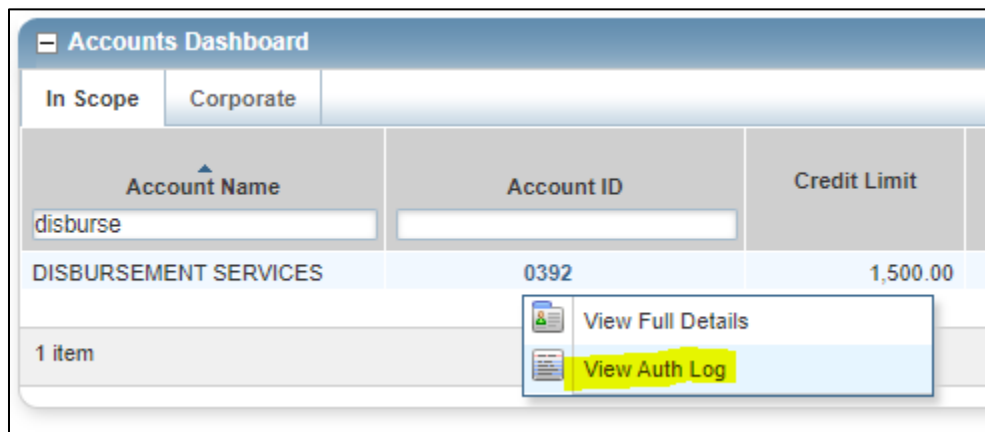


## How to Check Your Available Balance on a Pcard

Reminder: Pcards revert back to \$1 after a certain period of time. The instructions below are to assist cardholders and support staff to ensure there are sufficient available funds so that charges can be processed. Please remember to reconcile transactions timely.

1. Log into Bank of America Works.
2. On your home screen, you will see a list of accounts you have access to under the *Accounts Dashboard*.
3. Locate the card you would like to view, click on the last 4 digits of the card under *Account ID* and click *View Auth Log*.



4. You will see a list of authorized charges as well as your current available funds. You will also see a decline reason for any declined charges. The most common decline messages related to not enough funds are:
  - a. ACCOUNT STDL IS EXCEEDED (account standard limit is exceeded)
  - b. NOT ENOUGH AVAILABLE MONEY

The screenshot shows the 'Authorization Log - Disbursement Services (0392)' window. At the top, it displays 'Current Balance: 0.00', 'ATM Cash Limit: 0.00', and 'Available Funds: 775.00'. Below this is a table with the following columns: Date, Merchant Name, MCC, Amount, Result, and Decline Reason. The table contains three rows of data:

Date	Merchant Name	MCC	Amount	Result	Decline Reason
04/29/21 10:45:07 EDT	RR DONNELLEY-PAYMETRIC	2741	\$724.85	Authorized	
04/29/21 09:55:40 EDT	RR DONNELLEY-PAYMETRIC	2741	\$724.85	Declined	ACCOUNT STDL IS EXCEEDED
04/29/21 09:55:13 EDT	RR DONNELLEY-PAYMETRIC	2741	\$724.85	Declined	ACCOUNT STDL IS EXCEEDED

5. If the available funds are lower than the amount you intend to charge, contact the Pcard administrators to increase the amount. Please provide the pre-purchase form approval number(s) and sum total of required credit.