Used the Pcard now what

You are either an accountholder (you have a card) or you are a proxy and you need to reconcile the transaction.

1. You have the receipt (email, picture from phone, in hand)
2. Create a folder on your computer marked Pcard
3. Scan the receipt as a PDF save in your folder, save email as PDF
4. Login works: https://payment2.works.com/works/session

Quick reference guides are available in the works program, located on the bottom of the home page of WORKS

Note:

The following file formats are supported for the upload process: .pdf, .png, .jpg, .glf and .jpeg
Each uploaded receipt image must be less than one MB to upload
Receipt image uploads must be performed one at a time
Receipt images are retained and available for download for a period of seven years

When you first login to WORKS you will be at the home tab

See Action items (this is the first section of the dashboard)

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	6	Transaction	Pending

Click on pending transaction

The transaction table will appear

Transactions - Accountholder

>> | Pending Sign Off | Signed Off | Flagged | All | Clear Filters | Columns ▼

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocated	Uploaded Receipt
☐	⊞	TXN00001003	7430	none	02/29/2016	02/25/2016	Affairs, Fiscal	750.00	NATIONAL ASSOCIATION OF E	x | ✓ | ✓	110005-430005--60--NA	750.00	No
☐	⊞	TXN00001004	7430	none	03/03/2016	03/02/2016	Affairs, Fiscal	212.00	NJ LAWYERS FUND	x | ✓ | ✓	110005-430005--60--NA	212.00	No

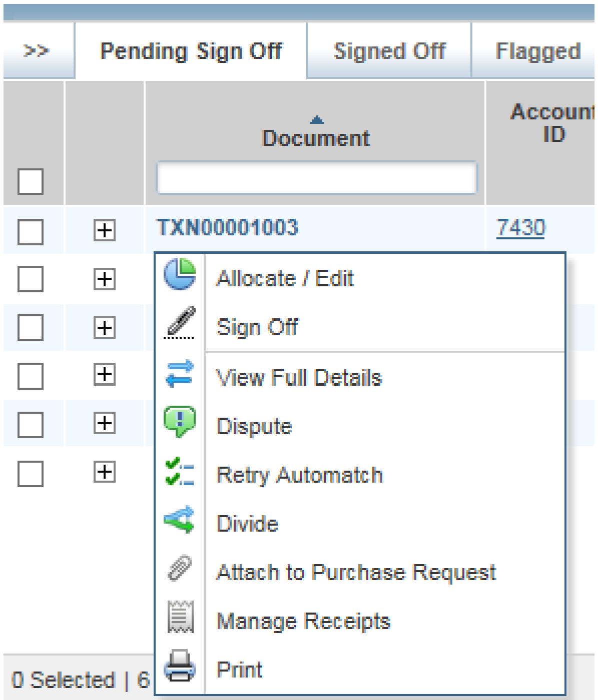
Transactions - Accountholder

>> | Pending Sign Off | Signed Off

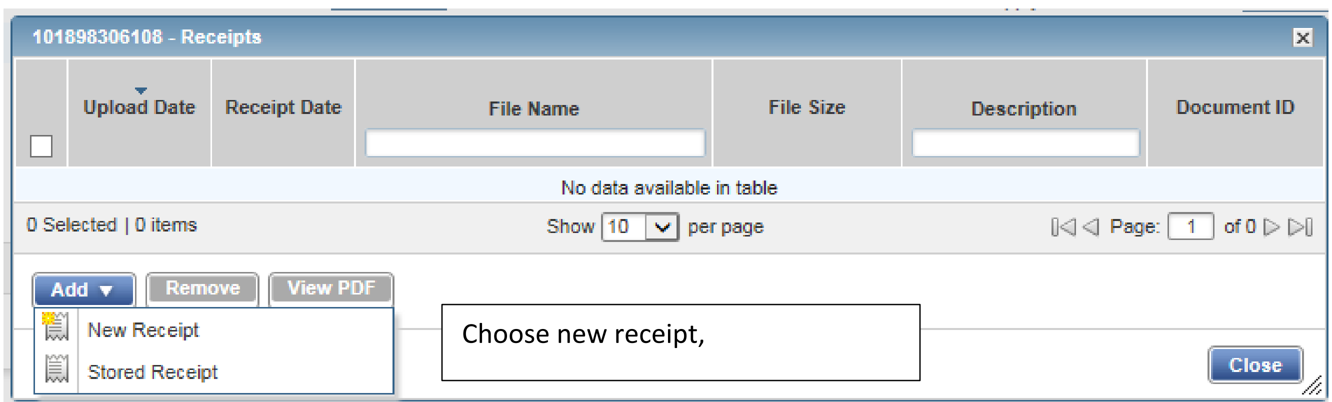
		Document
☐	⊞	TXN00001003

Click on document the TXN arrow next to document

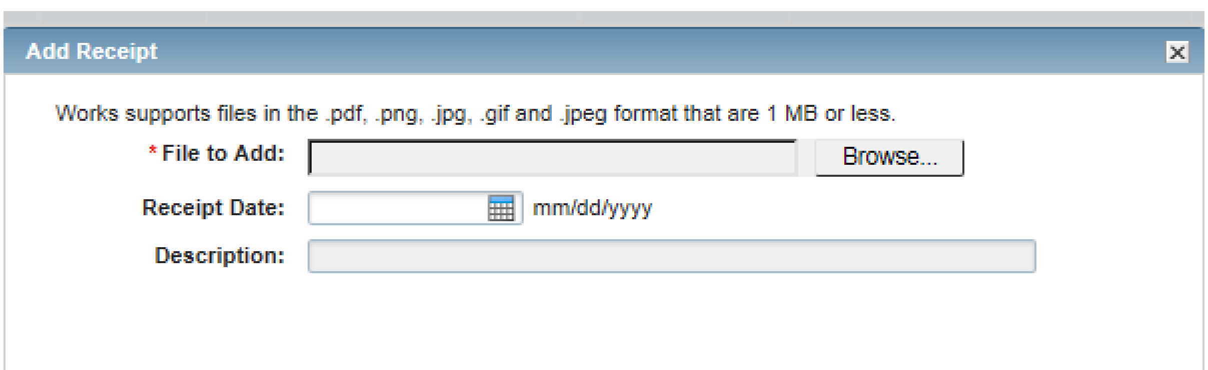
The following box will appear



Choose manage receipts



Choose new receipt,



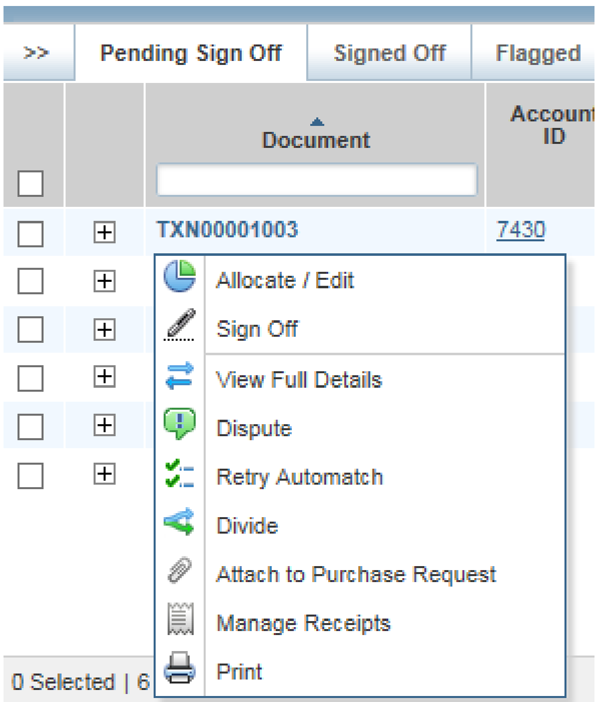
Add your receipt from your file

Information is also available in the training guides provided by BOA WORKS

Reference guides

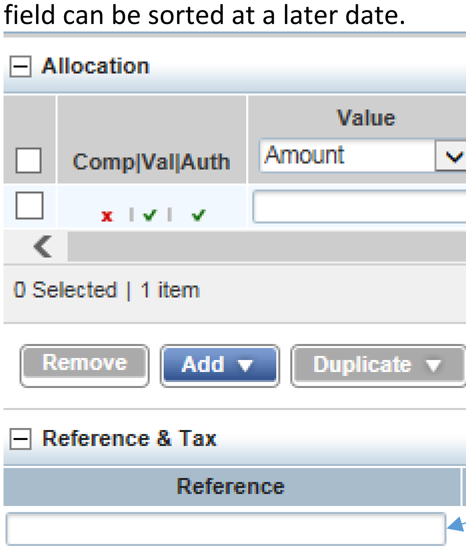
Allocation of transaction against GL

After you have attached your receipt if you are also the allocator for this transaction proceed to allocate to the fopal. This can be accessed from the same pending sign off box with the document number TXN, the following is the sample of the screen. WORKS allow allocation to twenty fopal per transaction to charge the appropriate fopals. The default fund/org/program has been populated based on the credit card application, if this accountholder typically uses a different fund/org/program, please contact a card administrator to prepopulate with the typical GL.



Choose allocate

In the **reference section put the ARTV#, ARE#** or if credit the original TXN# of the credit; NOTE, this field can be sorted at a later date.



ARTV#, ARE#, original TXN# if referencing other transaction. This field can be seen and sorted, to allow tracking of complete trip by ARTV#.

If the accountholder will be paying for part of the charge or part is to be paid from another source; ie: foundation or SASI account or reimbursed to University; use **fund 110005 and account code: 123020**

Sign off on transaction after:

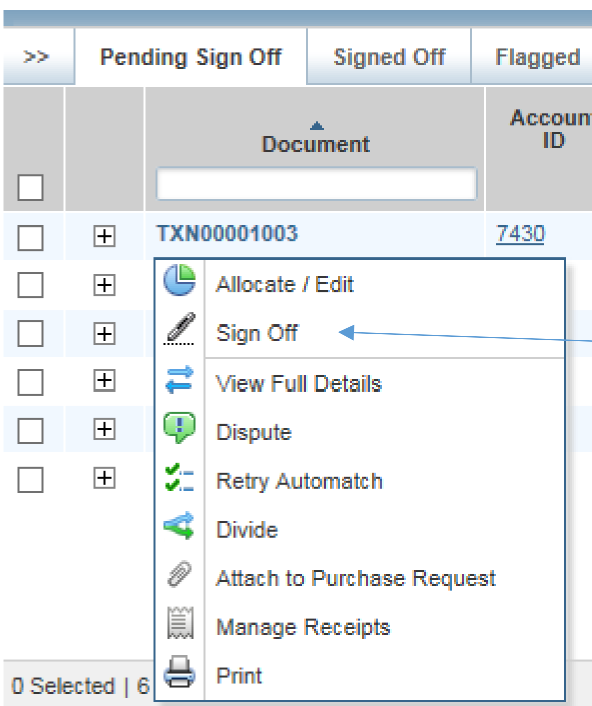
Receipt attached

Charge allocated

Sign off

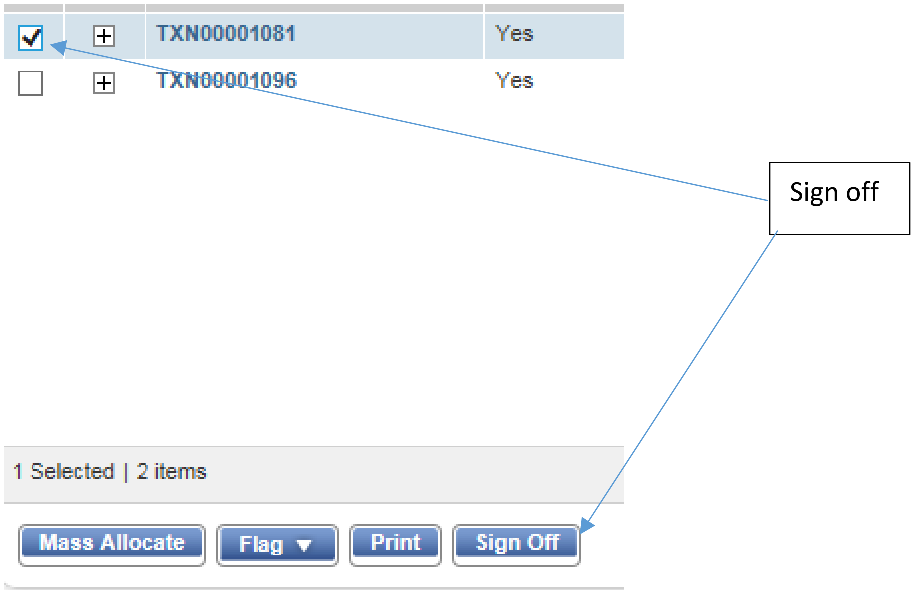
Once your receipt has been attached and the charge allocated, you can then sign off on the transaction, it will move to the approver's dashboard

The final step is to Sign Off on the transaction to move it to the approver; prior to sign off make sure the receipt is attached and the charge is allocated.



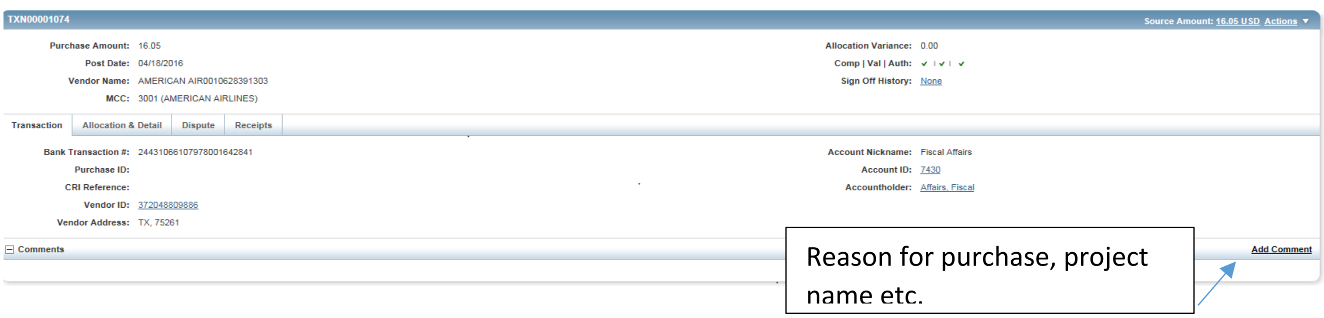
While in the transaction document, click sign off

Click the box on the left of the transaction you want to sign off, the bottom the blue sign off button will become active.

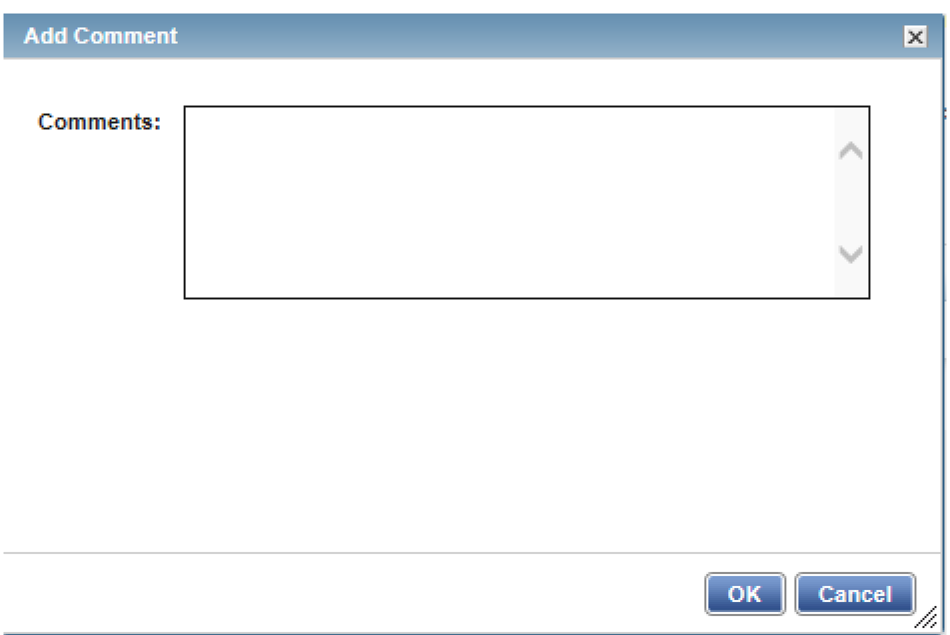


If you want to post information after the receipt has been attached and the description field is no longer actionable, you may add information in the ADD COMMENT field

Located in the transaction > transaction detail



You may also use the ADD Comment field on the full detail drop down

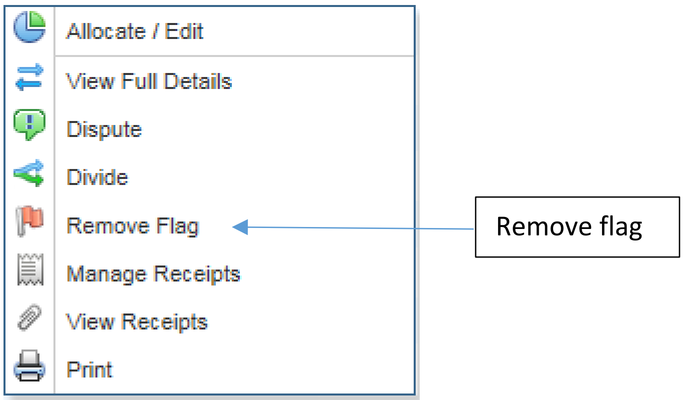


Flagged transactions:

A document may be flagged by the approver or accountant, if a flag is raised, it must be resolved and you would remove the flag once the correction or additional information is processed. A comment will always accompany a flag, you also must comment when it is resolved.

Look for flagged items in your actionable items.

To remove the flag, activate the drop down which is on the document number TXN#, then click remove flag the comment box will appear, a comment is required



Accounts Payable may send a reminder if a transaction has been flagged for a period of time.

Sample email:

The above-mentioned transaction has been **flagged** in BOA Works.

A flagged transaction is one that you have signed off on, but Accounts Payable or the approver has questions and/or needs further information to process the payment. A note will appear in the **Comments** section under the **Transaction** tab describing what action is needed. (This is similar to us emailing you with questions about an expense log)

If you have been asked to attach something, you should attach it under the ***receipts*** tab.

Once you have done this, please select **Remove Flag**. You will be prompted to enter a comment regarding the action that you took.