

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, .gif 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													
												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	
<input type="checkbox"/>	TXN00001003	7430	none	02/29/2016	02/25/2016	Affairs_Fiscal	750.00	NATIONAL ASSOCIATION OF E	x v ✓	110005-430005-60-NA	750.00	No	
<input type="checkbox"/>	TXN00001004	7430	none	03/03/2016	03/02/2016	Affairs_Fiscal	212.00	NJ LAWYERS FUND	x v ✓	110005-430005-60-NA	212.00	No	

Transactions - Accountholder		
>>	Pending Sign Off	Signed Off
	Document	
<input type="checkbox"/>		
<input type="checkbox"/>	+ TXN00001003	

Click on document the TXN arrow next to document

The following box will appear

>>		Pending Sign Off	Signed Off	Flagged
<input type="checkbox"/>		Document		Account ID
<input type="checkbox"/>	+	TXN00001003		7430
<input type="checkbox"/>	+	Allocate / Edit		
<input type="checkbox"/>	+	Sign Off		
<input type="checkbox"/>	+	View Full Details		
<input type="checkbox"/>	+	Dispute		
<input type="checkbox"/>	+	Retry Automatch		
<input type="checkbox"/>	+	Divide		
<input type="checkbox"/>	+	Attach to Purchase Request		
<input type="checkbox"/>	+	Manage Receipts		
<input type="checkbox"/>	+	Print		

0 Selected | 6

Choose manage receipts

101898306108 - Receipts						
<input type="checkbox"/>	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
No data available in table						
0 Selected 0 items		Show 10 per page		Page: 1 of 0		
<div style="display: flex; justify-content: space-between;"> Add Remove View PDF </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px;"> New Receipt </div> <div style="border: 1px solid #ccc; padding: 2px;"> Stored Receipt </div> </div>						

Close

Choose new receipt,

Add Receipt

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less.

* File to Add: Browse...

Receipt Date: mm/dd/yyyy

Description:

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.

>>		Pending Sign Off	Signed Off	Flagged
		Document	Account ID	
<input type="checkbox"/>				
<input type="checkbox"/>	+	TXN00001003	7430	
<input type="checkbox"/>	+			
<input type="checkbox"/>	+			
<input type="checkbox"/>	+			
<input type="checkbox"/>	+			
<input type="checkbox"/>	+			

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.

Allocation

	Comp Val Auth	Value
<input type="checkbox"/>		Amount
<input type="checkbox"/>	x ✓ ✓	

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference

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**

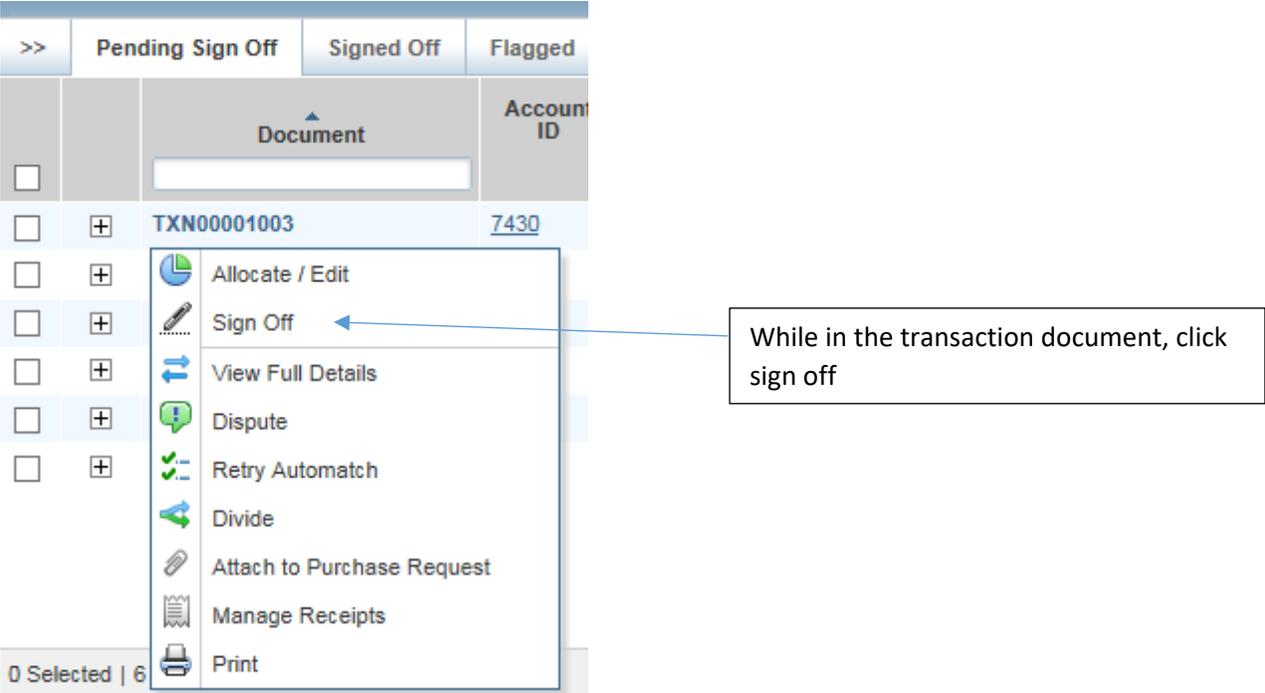


Sign off on transaction after:
Receipt attached
Charge allocated

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.



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

<input checked="" type="checkbox"/>	<input type="checkbox"/>	TXN00001081	Yes
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001096	Yes

1 Selected | 2 items

Mass Allocate Flag ▼ Print Sign Off

Sign off

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

TXN00001074 Source Amount: 16.05 USD Actions ▼

Purchase Amount: 16.05 Allocation Variance: 0.00
Post Date: 04/18/2016 Comp | Val | Auth: ✓ | ✓ | ✓
Vendor Name: AMERICAN AIR0010628391303 Sign Off History: None
MCC: 3001 (AMERICAN AIRLINES)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24431066107978001642841 Account Nickname: Fiscal Affairs
Purchase ID: Account ID: 7430
CRI Reference: Accountholder: Affairs_Fiscal
Vendor ID: 372048809588
Vendor Address: TX, 75261

Comments Add Comment

Reason for purchase, project name etc.

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

Add Comment

Comments:

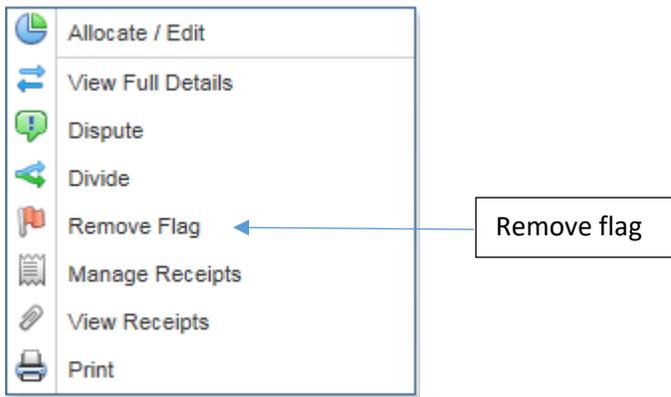
OK Cancel

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.