



North Carolina A&T State  
University PCard Program  
Training Guide for  
Cardholders and Reconcilers  
January 2009

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## OVERVIEW

As of January, 2007, Bank of America is the purchasing card provider for North Carolina A&T State University and the State of North Carolina. Pcard transaction review and approval will take place in the Works system provided by Bank of America.

WORKS is a web-based program that enhances user functionality, provides electronic approval, and online reporting. Thus, WORKS eliminates the need to manually prepare purchasing card logs for items purchased with your Pcard. Online reporting offers a variety of reports that will allow you to view spending by cardholder, department, location, and account number. These functions allow greater flexibility and management of expenditures.

This training guide provides instruction on how to use the WORKS system.

**NOTE: The WORKS application can be run on the following combination of browser and operating system: Internet Explorer 6.0 or above (for Windows users) or Mozilla 1.0 or above (for Windows or Mac users).**

You **MUST** enable your browser to allow pop-up windows for the WORKS domain to access the application.

## PROCESSING CYCLE

The typical cycle for Pcard usage is:

- Pcard user initiates a transaction on their card
- Email notification is sent to the cardholder of transactions posted on the Pcard system.  
Transactions are typically posted on the system 24-72 hours after purchase.
- Cardholder will log into Works Payment Manager and review transactions and account coding.
- Cardholder will Sign off on the transaction
- Credit line is replenished for the amount of approved transaction
- Pcard office will sweep transactions for the monthly billing cycle and import into Banner.
- Users will receive a hard-copy bank statement monthly and attach original receipts. The monthly statements with attached receipts and all other supporting documentation are signed and forwarded to NCA&T's Accounting Office by the 5th of the following month.

## PROCESSING DEADLINES

TRANSACTIONS SHOULD BE SIGNED OFF AS THEY OCCUR. PLEASE DO NOT WAIT UNTIL MONTH END TO BEGIN THE SIGN OFF PROCESS!

All transactions must be “Signed Off” and reallocations complete by the 5<sup>th</sup> of each month. Each billing cycle runs from the 25th of the prior month to the 24th of the current month.

If you are close to your credit limit at the end of the Pcard cycle (24th of the month) AND the cardholder or the reconciler has not “Signed Off” on any (or all) of the transactions, the cardholder’s credit limit will not be restored until the transactions have been allocated and “Signed off”.

Example 1:

Credit limit: \$10,000

Transactions Requiring Sign Off: \$8,000

Credit Limit: \$2,000

Example 2:

Credit limit: \$10,000

Transactions Requiring Sign Off: \$0

Credit Limit: \$10,000

## CONTACTS

Contact the Program Administrator or coordinator with any questions or comments relating to the WORKS website.

### Program Administrators:

#### Ted A. Little

Purchasing Office, Dowdy Building

Telephone: (336)334-7555

Fax: 334-7013, [talittle@ncat.edu](mailto:talittle@ncat.edu)

#### Wendelin Douglas

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Telephone: (336)334-7555

Fax: 334-7013, [wdouglas@ncat.edu](mailto:wdouglas@ncat.edu)

#### Jeanne Reyes

#### Procurement Card Coordinator

Accounting Office, Dowdy Building

Telephone; (336) 334-7555

Fax: 334-7013 or 256-0891, [jreyes@ncat.edu](mailto:jreyes@ncat.edu)

## CREATING A PASSWORD

To access the WORKS application, a Pcard Administrator must first add you as an application user and assign you a username.

Once you have been added to the system, a welcome email will automatically be sent to your email address. This message will include your username and information on how to set up your password.

**DO NOT delete your welcome email (see example below) until you have successfully created your password and have successfully logged into the WORKS system.**

Follow the instructions in your welcome email:

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization. Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

-----  
A Notice From The Works Application

Helen,

To set your password, begin by entering your username or email address at this URL:

<https://payment2.works.com/wpm/validate?code=2148181858--255ab7b908dd9f1a857b9295ca838dd8>

Your username: buck

Your email address: hrbuck@ncat.edu

If the above link does not work, copy and paste the link directly into your browser's location field. Before accessing the application, make sure your browser enables cookies, allows pop-up windows (for the "works.com" domain), and checks for newer versions of stored (cached) pages automatically. For more information on how to configure these settings, consult your browser's documentation.

Please also note that the link above allows you to access the application one time only. After your initial login, you must access the application by entering the following URL in your browser's location

field: <https://payment2.works.com/wpm/bookmark>. We recommend that you use your browser to create a bookmark for this address to quickly access the application in the future.

-----  
Log into Works at: <https://payment2.works.com/wpm/bookmark>

# LOGGING INTO WORKS PAYMENT MANAGER

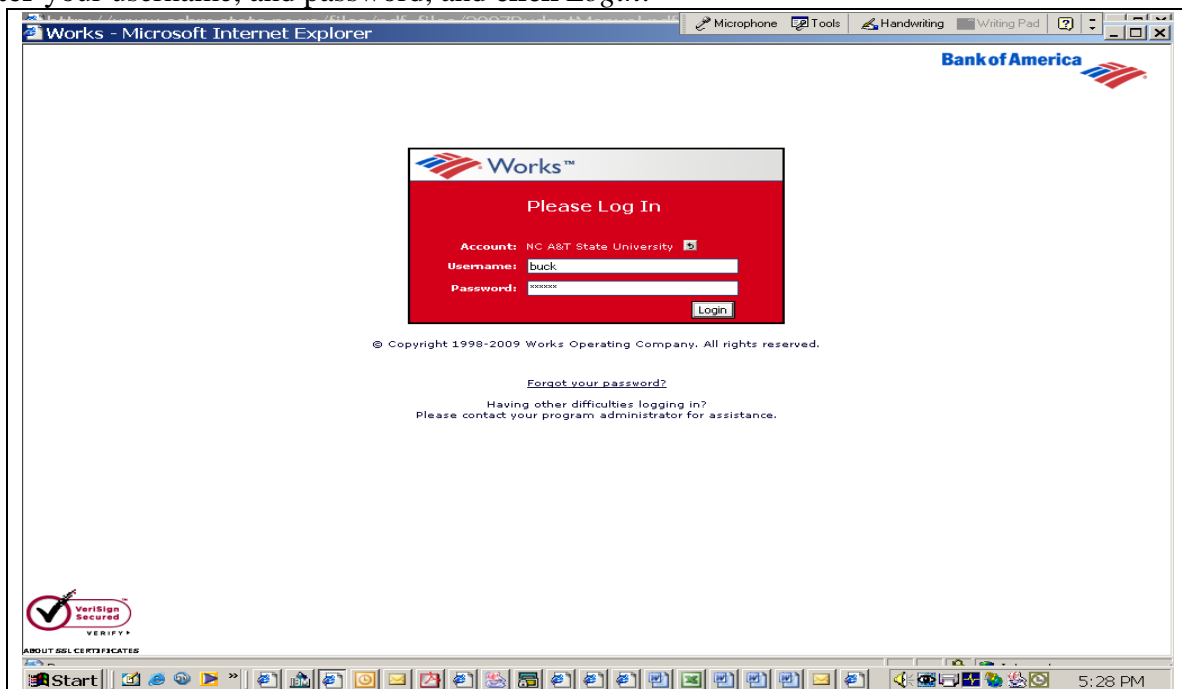
1. **Launch** your *Internet Browser*.
2. **Go to** the Works Payment Manager website:

<https://payment2.works.com>

Note: the application will be launched. You may be prompted to enable pop-ups.



3. **Enter** your username, and password, and **click** *Login*.



1. Click the first link in the email message.
2. Enter your username and click OK.
3. Create a password (must be at least 8 characters, can be any combination of letters or numbers, and is case sensitive).
4. Click the arrow in the **Question** field and select the desired security validation question.
5. In the **Answer** field, enter an answer to the question you specified in the previous step, and then enter the same answer in the **Confirm** field.
6. Click OK. The Home Page will be displayed.

**NOTE:** If your username is not working, a Pcard Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link on the Login page. The “Forgot Your Password” page displays and prompts you to enter your username. After entering your username and clicking **Submit**, the system will send you an email with instructions on how to create a new password; however, you must know the answer to your security question. If you do not know your security validation answer, a Pcard Administrator can reset your password, which enables you to select a new security validation question and answer.

**IMPORTANT: After clicking the link included in the email and setting a password, DO NOT attempt to access the WORKS application by using that link again. After initial use that link is rendered inactive.**

# WORKS CARDHOLDER HOME PAGE

## Cardholder Homepage Features

1. **Home Button** – Takes you back to the homepage
2. **Task Pane** – Links to different features in the Works application
3. **Show/Hide Task Button** – Allows you to show or hide the Task Pane
4. **Action Required** – Shows the number of transactions awaiting action
5. **Logout** – Logs you out of Works Payment Manager
6. **Card Summary** – Shows card information such as credit limit, available credit, and transaction limit

The screenshot shows the Bank of America Works Cardholder Home Page. The page includes a navigation menu on the left, a main content area with a table of action items, and a card summary table at the bottom. Numbered callouts identify key features:

- 1. Home Button: Located in the top navigation bar.
- 2. Task Pane: The left-hand navigation menu.
- 3. Show/Hide Task Button: A button in the top navigation bar.
- 4. Action Required: A table listing pending actions, such as 'Sign Off' with a count of 62.
- 5. Logout: A button in the top right corner.
- 6. Card Summary: A table providing details for a specific card, including Card Name, Card ID, Avail. Funds, Credit Lim., Avail. Credit, Trans. Lim., Emboss, and Profile.

Action Required	Count	Type	Acting As	Current State
Sign Off	62	Transaction	Cardholder	Pending

Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss	Profile
800	2700	N/A	\$10,000.00	(\$37,463.61)	\$1,500.00	DEBORAH M EDWARDS	ECUE, ECUE1 CL\$ 10,000

You can access a video overview of navigating the application at the following address:  
[http://training.works.com/pm30/video/03\\_app\\_navigation.htm](http://training.works.com/pm30/video/03_app_navigation.htm)



# WORKS CARDHOLDER VIEW

## Cardholder View Features

1. **Column Button** – Allows you to change the order of the columns displayed in the table Section
2. **View Buttons** – Allows you to choose the view of the display area. The sample below shows the “split” view.
3. **Table Section** – Displays list of open transactions for sign off, reallocation, etc.
4. **Detail Section** – Shows detailed information about the transaction
5. **Message Box** – Shows system-generated messages
6. **Sign Off Button** – Allows you to sign off on a transaction

The screenshot displays the Bank of America Cardholder Review interface. At the top, there is a navigation bar with the Bank of America logo and a 'Create: Expense Folder' dropdown. Below this is a 'Cardholder Review' header with '2. View Buttons' (Table, Split View, Detail) and a 'View: Transactions Requiring Sign Off' dropdown. A left sidebar contains 'Tasks', 'Cardholder', 'Standard Reports', 'Configurable Reports', and 'Tools'. The main area features a table of transactions with columns: Sign Off, Date Posted, Date Purchased, Document, Primary Cardholder, Card Name, Personal, Bundled In, and Attached. A callout '3. Table Section' points to the table. Below the table is a '1. Column Button' and a 'Viewing 1-62 of 62 items' status bar. The detailed view for transaction TXN0001008 is shown, with a callout '4. Detail Section' pointing to the 'General' tab. This tab includes fields for Bank Transaction #, Purchase ID, CRI Reference, Reference, Tax Status, Taxable Total, and Sales Tax Total. At the bottom, there is a '5. Message Box' and a '6. Sign Off' button. The interface also includes a 'Print Attach Bundle Sign Off' button bar and a 'Zoom' control at the bottom right.

Sign Off	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Attached
	12/20/06	12/20/06	TXN0001008	Edwards, Deborah M	80000			
	12/20/06	12/20/06	TXN0001009	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001034	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001035	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001036	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001037	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001038	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001039	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001040	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001041	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001042	Edwards, Deborah M	80000			
	01/02/07	01/02/07	TXN0001043	Edwards, Deborah M	80000			
	01/04/07	01/04/07	TXN0001064	Edwards, Deborah M	80000			
	01/04/07	01/04/07	TXN0001065	Edwards, Deborah M	80000			
	01/04/07	01/04/07	TXN0001066	Edwards, Deborah M	80000			
	01/04/07	01/04/07	TXN0001067	Edwards, Deborah M	80000			

TXN0001008 12/20/2006 Vendor: CAMERA AND PHOTOGRAPHIC SU CO. Vendor ID: n/a Source Amount: 1,096.09 USD  
 Cards: 8000 Edwards, Deborah M

Bank Transaction #: SYNTH Comments: None  
 Purchase ID: SYNTH  
 CRI Reference:  
 Reference:   
 Tax Status: Sales Tax Included  
 Taxable Total: \$1,096.09  
 Sales Tax Total: \$0.00  
 Manually Adjust Taxable Totals:

Save Dispute Add Comment \$1,096.09 / \$1,096.09

Message:  5. Message Box Print Attach Bundle Sign Off 6. Sign Off

# RECONCILING TRANSACTIONS ~ BASIC SIGNOFF CARDHOLDER INSTRUCTIONS

1. From the homepage, under “Action Required” **click** “Sign Off” to show a list of transactions to review.

The screenshot shows the Bank of America website interface. The browser title is "Works - Microsoft Internet Explorer". The page header includes the Bank of America logo and the user's name: "Home: Graham, Avis of NC A&T State University".

On the left side, there is a navigation menu with the following items: Tasks, Cardholder, Standard Reports, Configurable Reports, and Tools.

The main content area displays a table with the following data:

Action Required	Count	Type	Acting As	Current State
Sign Off	5	Transaction	Cardholder	Pending

Below this table, there is a section for "Cards" with a "Primary Access" dropdown menu. A table lists card details:

Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss	Profile
AVIS GRAHAM	8615	\$3,780.78	\$5,000.00	\$4,622.25	\$2,500.00	AVIS GRAHAM	Test General: CL \$ 5000; STL \$ 2500

At the bottom of the card table, it says "Viewing 1-1 of 1 items" and "Show 100 per page".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "3:05 PM".

Training document - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal Times New Roman 12 B I U

Works - Microsoft Internet Explorer

Bank of America

Cardholder Review

View: Transactions Requiring Sign Off Filters

Sign Off	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled
	12/23/08	12/22/08	TXN00042903	Graham, Avis	AVIS GRAHAM		
	12/24/08	12/23/08	TXN00042929	Graham, Avis	AVIS GRAHAM		
	12/24/08	12/22/08	TXN00042974	Graham, Avis	AVIS GRAHAM		
	12/24/08	12/23/08	TXN00042977	Graham, Avis	AVIS GRAHAM		
	12/30/08	12/29/08	TXN00043030	Graham, Avis	AVIS GRAHAM		

Viewing 1-5 of 5 items Show 100 per page Page 1 of 1

Click any element listed above to access its detailed information.

Bank of America Create: Expense Folder Go Logout

Home: Edwards, Deborah M of East Carolina University

Account Required	Count	Type	Acting As	Current State
Sign Off	62	Transaction	Cardholder	Pending

Bank of America Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

View: Transactions Requiring Sign Off Filters

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-72314-1700--
	12/20/06	12/20/06	EMPLOYMENT AGENCIES AND TE CO.	\$339.99	141002-105302-73069-1700--
	01/02/07	01/02/07	MOTOR, FREIGHT CARRIERS, AND CO.	\$348.96	141002-105302-73465-1700--
	01/02/07	01/02/07	PRECIOUS STONES AND METALS CO.	\$21.57	141002-105302-72181-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$219.01	141002-105302-73464-1700--
	01/02/07	01/02/07	WINDOW CLEANING SERVICES CO.	\$708.54	141002-105302-73089-1700--
	01/02/07	01/02/07	ROOFING, SIDING, AND SHEET M CO.	\$1,061.12	141002-105302-73441-1700--
	01/02/07	01/02/07	EXTERMINATING AND DISINFEC CO.	\$730.71	141002-105302-73069-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$82.84	141002-105302-73464-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$1,035.19	141002-105302-73069-1700--
	01/02/07	01/02/07	CAMERA AND PHOTOGRAPHIC SU CO.	\$256.92	141002-105302-72314-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$33.86	141002-105302-73464-1700--
	01/04/07	01/04/07	PRECIOUS STONES AND METALS CO.	\$492.08	141002-105302-72181-1700--
	01/04/07	01/04/07	MOTOR, FREIGHT CARRIERS, AND CO.	\$1,395.60	141002-105302-73465-1700--
	01/04/07	01/04/07	WINDOW CLEANING SERVICES CO.	\$281.23	141002-105302-73089-1700--
	01/04/07	01/04/07	POSTAGE STAMPS CO.	\$751.85	141002-105302-73464-1700--

Viewing 1-62 of 62 items Show 100 per page Page 1 of 1

Click any element listed above to access its detailed information.

Message:  Print Attach Bundle Sign Off

2. **Click** the designated transaction to view the transaction details. The transaction will be highlighted in yellow.

The screenshot shows the Bank of America Cardholder Review interface. The top navigation bar includes 'Bank of America', 'Cardholder Review', and options like 'Create: Expense Folder', 'Go', and 'Logout'. A left sidebar contains navigation options: 'Tasks', 'Standard Reports', 'Configurable Reports', 'Tools', 'Personal Settings', 'User Information', 'Email Preferences', 'Alerts & Notices', 'Search', and 'Reference'. The main area displays a table of transactions with columns: 'Sign Off', 'Date Posted', 'Date Purchased', 'Vendor', 'Purchase Amount', and 'Allocation'. The first row is highlighted in yellow. Below the table, a detailed view for transaction 'TXN00001000 12/20/2006' is shown, including fields for 'Bank Transaction #', 'Purchase ID', 'Tax Status', 'Taxable Totals', and 'Sales Tax Totals'. A callout box with an arrow points to the first row of the table, containing the text: 'Click on the line to hi-light the transaction and view the details.'

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-72314-1700--
	12/20/06	12/20/06	EMPLOYMENT AGENCIES AND TE CO.	\$339.96	141002-105302-73069-1700--
	01/02/07	01/02/07	MOTOR FREIGHT CARRIERS AND CO.	\$348.96	141002-105302-73465-1700--
	01/02/07	01/02/07	PRECIOUS STONES AND METALS CO.	\$21.57	141002-105302-72161-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$219.01	141002-105302-73464-1700--
	01/02/07	01/02/07	WINDOW CLEANING SERVICES CO.	\$708.54	141002-105302-73089-1700--
	01/02/07	01/02/07	ROOFING,SIDING,AND SHEET M CO.	\$1,061.12	141002-105302-73441-1700--
	01/02/07	01/02/07	EXTERMINATING AND DISINFEC CO.	\$730.71	141002-105302-73069-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$802.64	141002-105302-73464-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$1,035.19	141002-105302-73069-1700--
	01/02/07	01/02/07	CAMERA AND PHOTOGRAPHIC SU CO.	\$266.92	141002-105302-72314-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$939.96	141002-105302-73464-1700--
	01/04/07	01/04/07	PRECIOUS STONES AND METALS CO.	\$492.03	141002-105302-72161-1700--
	01/04/07	01/04/07	MOTOR FREIGHT CARRIERS AND CO.	\$1,395.60	141002-105302-73465-1700--
	01/04/07	01/04/07	WINDOW CLEANING SERVICES CO.	\$281.23	141002-105302-73069-1700--
	01/04/07	01/04/07	POSTAGE STAMPS CO.	\$751.85	141002-105302-73464-1700--

3. **Verify** that the charge is accurate and your invoice/receipt matches the transaction in WORKS.

NOTE: If the purchase is invalid or the amount does not match your backup, contact the vendor immediately to resolve the issue. If the matter cannot be resolved or the charge needs to be disputed, contact the Pcard Office for guidance.

You may see tax information if the vendor is a level three reportable vendor. You DO NOT need to enter anything in these fields:

The screenshot shows a software interface with a tabbed menu at the top: **General**, **Allocation**, **Purchase Detail**, **Signoff History**, **Vendor Detail**, and **Vendor Address**. The **General** tab is selected. Below the tabs, the following fields are visible:

- CRI Reference:** Reference: [ ]
- Tax Status:** Sales Tax Included [v]
- Taxable Total:** \$1,096.09
- Sales Tax Total:** \$0.00
- Manually Adjust Taxable Total:**
- Use Tax Total:** \$0.00
- Merchant Address:** ma, 016082345

A white box with black text on the right side of the form reads: **Do not enter any sales tax information.** Four black arrows point from this box to the Tax Status, Taxable Total, Sales Tax Total, and Use Tax Total fields.

4. **Click** “Add Comment” if you need to describe or add an explanation about the purchase. **Click** “Save”.

NOTE: Comments cannot be deleted. Do not add any inappropriate comments.

Bank of America Expense Folder

Cardholder Review

View: Transactions Requiring Sign Off Filters

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-72314-1700--
	12/20/06	12/20/06	EMPLOYMENT AGENCIES AND TE CO.	\$399.99	141002-105302-73069-1700--
	01/02/07	01/02/07	MOTOR FREIGHT CARRIERS AND CO.	\$348.96	141002-105302-73465-1700--
	01/02/07	01/02/07	PRECIOUS STONES AND METALS CO.	\$321.87	141002-105302-72361-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$219.01	141002-105302-73464-1700--
	01/02/07	01/02/07	WINDOW CLEANING SERVICES CO.	\$208.54	141002-105302-73089-1700--
	01/02/07	01/02/07	ROOFING, SIDING AND SHEET M CO.	\$1,061.12	141002-105302-73441-1700--
	01/02/07	01/02/07	EXTERMINATING AND DISINFEC CO.	\$730.71	141002-105302-73069-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$302.84	141002-105302-73464-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$1,035.19	141002-105302-73069-1700--
	01/02/07	01/02/07		\$256.92	141002-105302-72314-1700--
	01/02/07	01/02/07		\$933.86	141002-105302-73464-1700--
	01/02/07	01/02/07		\$492.03	141002-105302-72181-1700--
	01/02/07	01/02/07		\$1,895.60	141002-105302-73465-1700--
	01/02/07	01/02/07		\$281.25	141002-105302-73069-1700--
	01/02/07	01/02/07		\$771.85	141002-105302-73464-1700--

TXN00001800 12/20/06  
Card: [ ] Edit

General Allocation

Taxable Totals: \$1,096.09  
Sales Tax Totals: \$0.00  
Manually Adjust Taxable Totals: [ ]  
Use Tax Totals: \$0.00

Merchant Address: PG, 016082043  
Shipping Address: PG, 27089-4359 [ ]

Save Dispute **Add Comment** \$1,096.09 / \$1,096.09

Print Attach Bundle Sign Off

**Add Comment**

Comments: Camera supplies for Photographic Studios 101, Spring 2007

Save Cancel

5. Click the “Allocation Tab” in the details section to review FOAPAL code assigned to each transaction.

The screenshot shows the Bank of America Cardholder Review interface. At the top, there is a navigation bar with the Bank of America logo, a 'Create: Expense Folder' dropdown, a 'Go' button, and a 'Logout' button. Below this is a red header bar with 'Cardholder Review' and options for 'Table', 'Split View', and 'Detail'. A left sidebar contains navigation options: 'Tasks', 'Cardholder', 'Standard Reports', 'Configurable Reports', and 'Tools'. The main area displays a table of transactions with columns for Sign Off, Date Posted, Date Purchased, Vendor, Purchase Amount, and Allocation. The first transaction is highlighted in yellow.

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-72314-1700--
	12/20/06	12/20/06	EMPLOYMENT AGENCIES AND TE CO.	\$339.99	141002-105302-73089-1700--
	01/02/07	01/02/07	MOTOR FREIGHT CARRIERS,AND CO.	\$348.76	141002-105302-73463-1700--
	01/02/07	01/02/07	PRECIOUS STONES AND METALS CO.	\$921.57	141002-105302-72181-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$219.01	141002-105302-73464-1700--
	01/02/07	01/02/07	WINDOW CLEANING SERVICES CO.	\$709.54	141002-105302-73089-1700--
	01/02/07	01/02/07	ROOFING,SIDING,AND SHEET M CO.	\$1,061.12	141002-105302-73441-1700--
	01/02/07	01/02/07	EXTERMINATING AND DISINFEC CO.	\$730.71	141002-105302-73089-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$802.64	141002-105302-73464-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$1,035.19	141002-105302-73089-1700--
	01/02/07	01/02/07	CAMERA AND PHOTOGRAPHIC SU CO.	\$256.92	141002-105302-72314-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$999.86	141002-105302-73464-1700--
	01/04/07	01/04/07	PRECIOUS STONES AND METALS CO.	\$492.63	141002-105302-72181-1700--
	01/04/07	01/04/07	MOTOR FREIGHT CARRIERS,AND CO.	\$1,375.60	141002-105302-73463-1700--
	01/04/07	01/04/07	WINDOW CLEANING SERVICES CO.	\$281.23	141002-105302-73089-1700--
	01/04/07	01/04/07	POSTAGE STAMPS CO.	\$751.95	141002-105302-73464-1700--

Below the table, there is a summary section for the selected transaction: TXN0001098 12/20/2006 Vendor: CAMERA AND PHOTOGRAPHIC SU CO. Vendor ID: n/a Source Amount: 1,096.09 USD. Card: 8001 Edwards, Deborah M. The 'Allocation' tab is highlighted in red. The details section shows fields for Bank Transaction #, Purchase ID, CRI Reference, Reference, Tax Status (Sales Tax Included), Taxable Total (\$1,096.09), Sales Tax Total (\$0.00), and a checkbox for Manually Adjust Taxable Total. At the bottom, there are buttons for Save, Dispute, Add Comment, Print, Attach, Bundle, and Sign Off. The total amount is shown as \$1,096.09 / \$1,096.09.



Bank of America Create: Expense Folder Go Logout

**Cardholder Review** Table Split View Detail

View: Transaction: Requiring Sign Off Filters

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-72314-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$399.99	141002-105302-73989-1700--
	01/02/07	01/02/07	MOTOR FREIGHT CARRIERS, AND CO.	\$249.96	141002-105302-73465-1700--
	01/02/07	01/02/07	PRECIOUS STONES AND METALS CO.	\$921.57	141002-105302-72181-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$219.61	141002-105302-73464-1700--
	01/02/07	01/02/07	WINDOW CLEANING SERVICES CO.	\$703.54	141002-105302-73989-1700--
	01/02/07	01/02/07	ROOFING, SIDING, AND SHEET M CO.	\$1,061.12	141002-105302-73441-1700--
	01/02/07	01/02/07	EXTERMINATING AND DISINFEC CO.	\$730.71	141002-105302-73989-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$802.64	141002-105302-73464-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$1,035.19	141002-105302-73989-1700--
	01/02/07	01/02/07	CAMERA AND PHOTOGRAPHIC SU CO.	\$256.92	141002-105302-72314-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$933.86	141002-105302-73464-1700--
	01/04/07	01/04/07	PRECIOUS STONES AND METALS CO.	\$492.63	141002-105302-72181-1700--
	01/04/07	01/04/07	MOTOR FREIGHT CARRIERS, AND CO.	\$1,395.60	141002-105302-73465-1700--
	01/04/07	01/04/07	WINDOW CLEANING SERVICES CO.	\$281.23	141002-105302-73989-1700--
	01/04/07	01/04/07	POSTAGE STAMPS CO.	\$751.88	141002-105302-73464-1700--

Viewing 1-42 of 62 Items Show 100 per page Page 1 of 1

TXN0001000 12/20/2006 Vendor: CAMERA AND PHOTOGRAPHIC SU CO. Vendor ID: n/a Source Amount: 1,096.09 USD  
 Card: BCO Edwards, Deborah M

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Description	Category	Note	Price	Tax	Amount	GL Combination
CAMERA AND PHOTOGRAPHIC SU CO. - Purchase	Unspecified		\$1,096.09	\$0.00	\$1,096.09	141002-105302-72314-1700

Viewing 1-1 of 1 Items Show 100 per page Page 1 of 1

Add / Edit Remove Copy TXN Data \$1,016.99 / \$1,016.01

Message:  Print Attach Bundle Sign Off

Fund - Org - Acct - Prog

6. Click the “Purchase Detail” tab to see items purchased.

NOTE: The vendor has to be a level 3 reportable vendor to see item detail. The more information the vendor passes to the bank (i.e. level 3), the more information the bank can display.

The screenshot shows the Bank of America Cardholder Review interface. The main table displays a list of transactions with columns for Sign Off, Date Posted, Date Purchased, Vendor, Purchase Amount, and Allocation. One transaction is highlighted in yellow, corresponding to the detailed view below.

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-72314-1700--
	12/20/06	12/20/06	EMPLOYMENT AGENCIES AND TE CO.	\$339.99	141002-105302-73089-1700--
	01/02/07	01/02/07	MOTOR FREIGHT CARRIERS, AND CO.	\$348.96	141002-105302-73465-1700--
	01/02/07	01/02/07	PRECIOUS STONES AND METALS CO.	\$921.57	141002-105302-72181-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$219.01	141002-105302-73464-1700--
	01/02/07	01/02/07	WINDOW CLEANING SERVICES CO.	\$703.54	141002-105302-73089-1700--
	01/02/07	01/02/07	ROOFING, SIDING, AND SHEET M CO.	\$1,061.12	141002-105302-73441-1700--
	01/02/07	01/02/07	EXTERMINATING AND DISINFEC CO.	\$730.71	141002-105302-73089-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$802.64	141002-105302-73464-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$1,035.19	141002-105302-73089-1700--
	01/02/07	01/02/07	CAMERA AND PHOTOGRAPHIC SU CO.	\$256.92	141002-105302-72314-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$933.86	141002-105302-73464-1700--
	01/04/07	01/04/07	PRECIOUS STONES AND METALS CO.	\$492.03	141002-105302-72181-1700--
	01/04/07	01/04/07	MOTOR FREIGHT CARRIERS, AND CO.	\$1,395.60	141002-105302-73465-1700--
	01/04/07	01/04/07	WINDOW CLEANING SERVICES CO.	\$281.23	141002-105302-73089-1700--
	01/04/07	01/04/07	POSTAGE STAMPS CO.	\$791.84	141002-105302-73464-1700--

The detailed view for transaction TXN00001038 (01/02/2007) shows the following details:

- Vendor: ROOFING, SIDING, AND SHEET M CO. Vendor ID: n/a
- Source Amount: 1,061.12 USD
- Card: 800 Edwards, Deborah M

The 'Purchase Detail' tab is active, showing a table of goods and services:

Goods/Service	Price	Qty	Total
CANINE WIDGET	\$735.94	1	\$735.94
SHORT-HAIR TROWEL	\$121.09	1	\$121.09
ANTIBACTERIAL BIB	\$19.16	1	\$19.16
RIBBED TWEEZER	\$110.66	1	\$110.66

A blue callout box with the text "Level 3 detail" points to the 'Purchase Detail' tab and the goods and services table.

### 7. A. Sign off a single transaction:

To sign off on a valid transaction, **click** the “Sign off” button at the bottom right of the screen. This will sign off only on the transaction you selected and highlighted.

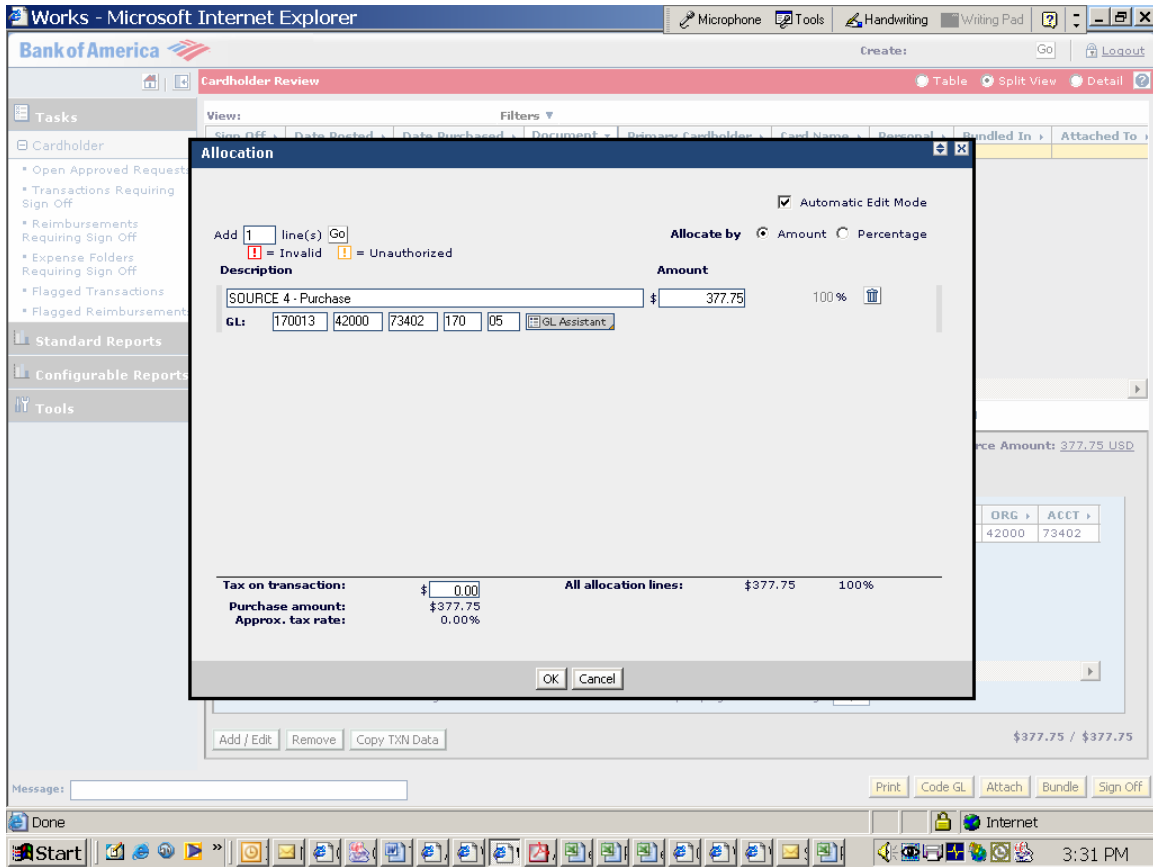
The screenshot displays the Bank of America Cardholder Review interface. At the top, it shows the Bank of America logo and navigation options like 'Expense Folder' and 'Logout'. The main area is titled 'Cardholder Review' and shows a list of transactions under the view 'Transactions Requiring Sign Off'. The table has columns for 'Sign Off', 'Date Posted', 'Date Purchased', 'Vendor', 'Purchase Amount', and 'Allocation'. The first transaction is highlighted in yellow.

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-72314-1700--
	12/20/06	12/20/06	EMPLOYMENT AGENCIES AND TE CO.	\$339.99	141002-105302-73089-1700--
	01/02/07	01/02/07	MOTOR FREIGHT CARRIERS, AND CO.	\$348.96	141002-105302-73465-1700--
	01/02/07	01/02/07	PRECIOUS STONES AND METALS CO.	\$921.57	141002-105302-72181-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$219.01	141002-105302-73464-1700--
	01/02/07	01/02/07	WINDOW CLEANING SERVICES CO.	\$703.54	141002-105302-73089-1700--
	01/02/07	01/02/07	ROOFING, SIDING, AND SHEET M CO.	\$1,061.12	141002-105302-73441-1700--
	01/02/07	01/02/07	EXTERMINATING AND DISINFEC CO.	\$730.71	141002-105302-73089-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$802.64	141002-105302-73464-1700--
	01/02/07	01/02/07	EMPLOYMENT AGENCIES AND TE CO.	\$1,035.19	141002-105302-73089-1700--
	01/02/07	01/02/07	CAMERA AND PHOTOGRAPHIC SU CO.	\$256.92	141002-105302-72314-1700--
	01/02/07	01/02/07	POSTAGE STAMPS CO.	\$933.96	141002-105302-73464-1700--
	01/04/07	01/04/07	PRECIOUS STONES AND METALS CO.	\$492.03	141002-105302-72181-1700--
	01/04/07	01/04/07	MOTOR FREIGHT CARRIERS, AND CO.	\$1,395.60	141002-105302-73465-1700--
	01/04/07	01/04/07	WINDOW CLEANING SERVICES CO.	\$281.23	141002-105302-73089-1700--
	01/04/07	01/04/07	POSTAGE STAMPS CO.	\$791.24	141002-105302-73464-1700--

Below the table, there is a detailed view of the selected transaction (TXN0001000 12/20/2006). It shows the vendor 'CAMERA AND PHOTOGRAPHIC SU CO.', purchase ID 'SYNTH', and a total amount of \$1,096.09. The 'Sign Off' button at the bottom right is circled in red.

Then **click** OK.

If transaction needs to be allocated, then click on allocation tab, click on Add/Edit button (on lower left hand corner), and the following screen would be displayed:



After making changes, a comment box will be displayed.

**IMPORTANT: PLEASE KEY IN THE INVOICE NUMBER OF THE TRANSACTION (IF APPLICABLE) and type in any other pertinent information. Click OK.**

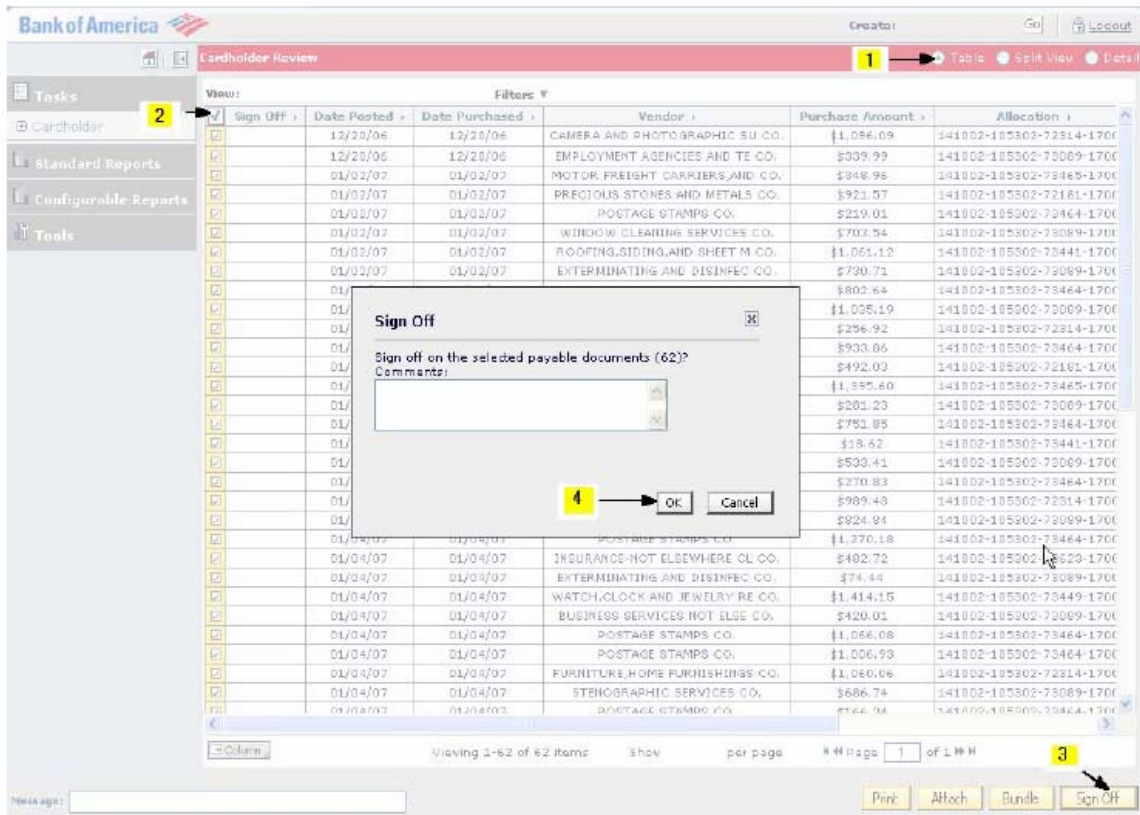
Then **click OK.**

Note: Once the transaction is signed off by the cardholder, it will be removed from the “Transactions Requiring Sign Off”

**7. B. Sign off on multiple transactions at one time:**

- 1 - **Click** the “Table” view button in the upper right corner
- 2 - **Click** the check mark to select all transactions or Click each individual box to mark your selections one at a time
- 3 - **Click** “sign off”
- 4 - **Click** “OK”





**IMPORTANT:** It is the reconciler’s responsibility to review all FOAPAL codes to ensure charges will be paid from the correct GL values. If a FUND is charged in error, it is the reconciler’s responsibility to ensure that a correcting entry is made to correct the error in funding.

**NOTE:** WORKS security is based on the cardholder’s FOAPAL. Transactions can only be charged to FOAPs that the cardholder has access to. Use of invalid or incorrect FUND, ORGN, ACCT, PROG or BANK will result in an error message (see below). Until the error is corrected, you are prohibited from continuing on within the transaction sign off process.  
**ERROR MESSAGE** when you have assigned a FOAP without the proper authority:  
 Pop-up box will read “Errors: signoff payable”  
 Description will read “One or more GL combinations are invalid.”

Works - Microsoft Internet Explorer

Bank of America

Errors: Signoff payable

Started: 2009-01-07 09:25:57.7 Succeeded: 0  
 Finished: 2009-01-07 09:25:57.76 Failed: 1

Show successes  Show failures  Show all

Internal ID	ID	Result	Description
100252551787	TXN00042977		One or more GL combinations are invalid

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

Cancel

Message: Signoff payable: 0/1 OK

Print Code GL Attach Bundle Sign Off

10:31 AM

# Split Coding

1. **Click** on the transaction to be split and **click** the “Add/Edit” button.

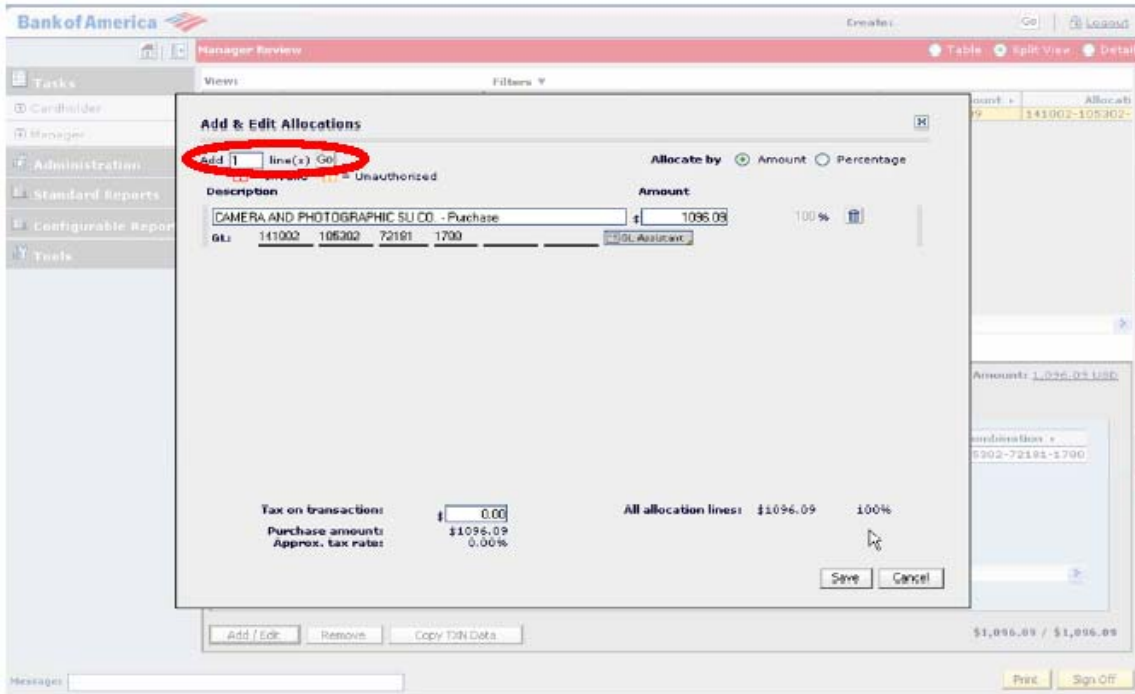
The screenshot shows the Bank of America Manager Review interface. At the top, there is a navigation bar with 'Bank of America' logo, 'Create: Expense Folder', 'Go', and 'Logout'. Below this is a 'Manager Review' header with 'Table', 'Split View', and 'Detail' options. A sidebar on the left contains menu items: 'Tasks', 'Cardholder', 'Manager', 'Administration', 'Standard Reports', 'Configurable Reports', and 'Tools'. The main content area displays a table of transactions. The first transaction is highlighted in yellow and has a green checkmark in the 'Sign Off' column. Below the table, there is a detailed view of the selected transaction (TXN0001008) for 12/20/06, Vendor: CAMERA AND PHOTOGRAPHIC SU CO., and Card: 800 Edwards, Deborah M. The 'Purchase Detail' tab is active, showing a table with columns: Description, Category, Note, Price, Tax, Amount, and GL Combination. A green box with white text says 'In this example let's split code!!!'. At the bottom of the transaction details, there are buttons: 'Add/Edit' (circled in red), 'Remove', and 'Copy TXN Data'. The total amount is shown as \$1,096.09 / \$1,096.09.

Sign Off	Date Posted	Document	Primary Cardholder	Vendor	Purchase Amount	Allocati
CH	12/20/06	TXN0001008	Edwards, Deborah M	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	141002-105302-

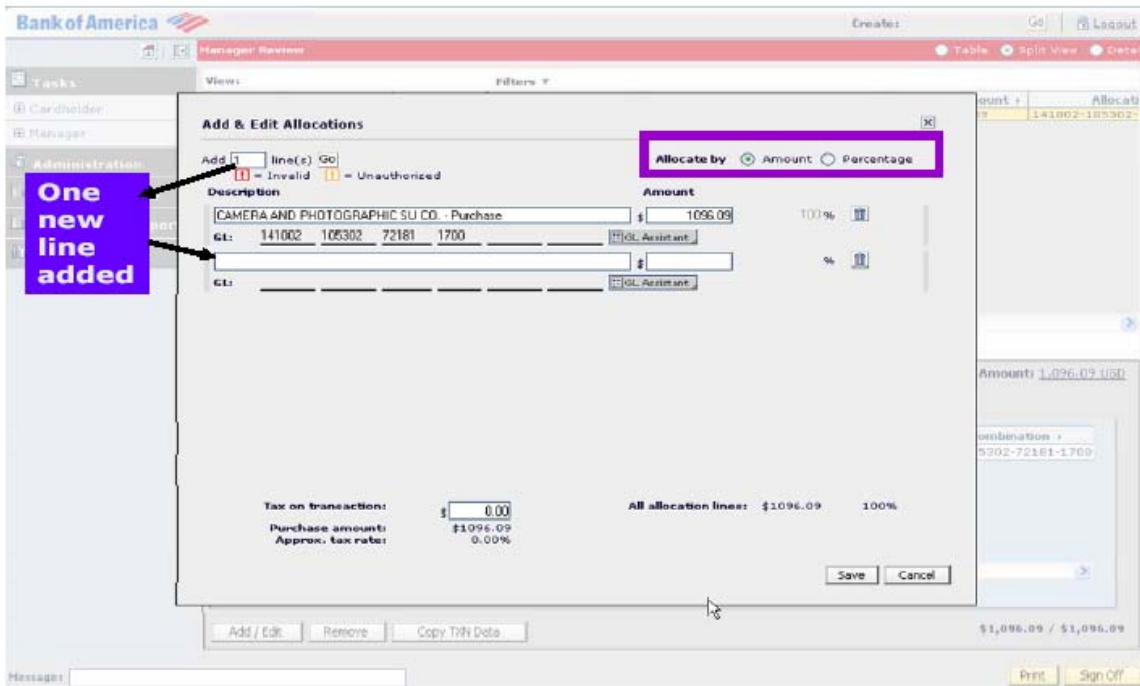
Description	Category	Note	Price	Tax	Amount	GL Combination
CAMERA AND PHOTOGRAPHIC SU CO. - Purchase	Unspecified		\$1,096.09	\$0.00	\$1,096.09	141002-105302-72181-1700

2. **Enter** the number of GL lines you want to add and **click** “go”.



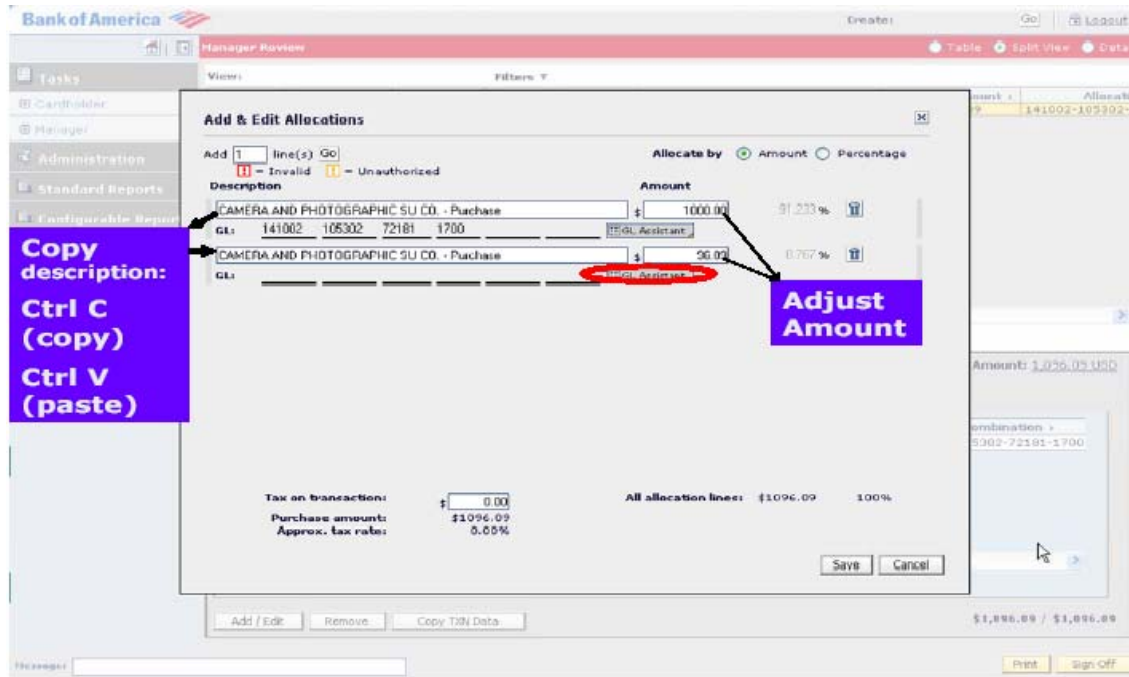


An unlimited number of lines can be added and amounts can be allocated by amount.



One

3. **Copy** the description for the new line you are adding, **adjust** the amount, and **click** “GL Assistant” to build your new FOAPAL string.



4. **Select** the appropriate Fund, Orgn, Acct, Prog and Bank to assign the account number. To assign the FOAP, **type** the value in the lookup box and **click** “go” or use the scroll bar to locate your Fund.
5. **Click** on the value to add it to your GL string.
6. **Continue** until your GL combination is complete.
7. **Click** “finish”.
8. **Click** “save”.
9. **Click** “sign off”.
10. **Click** “OK”.

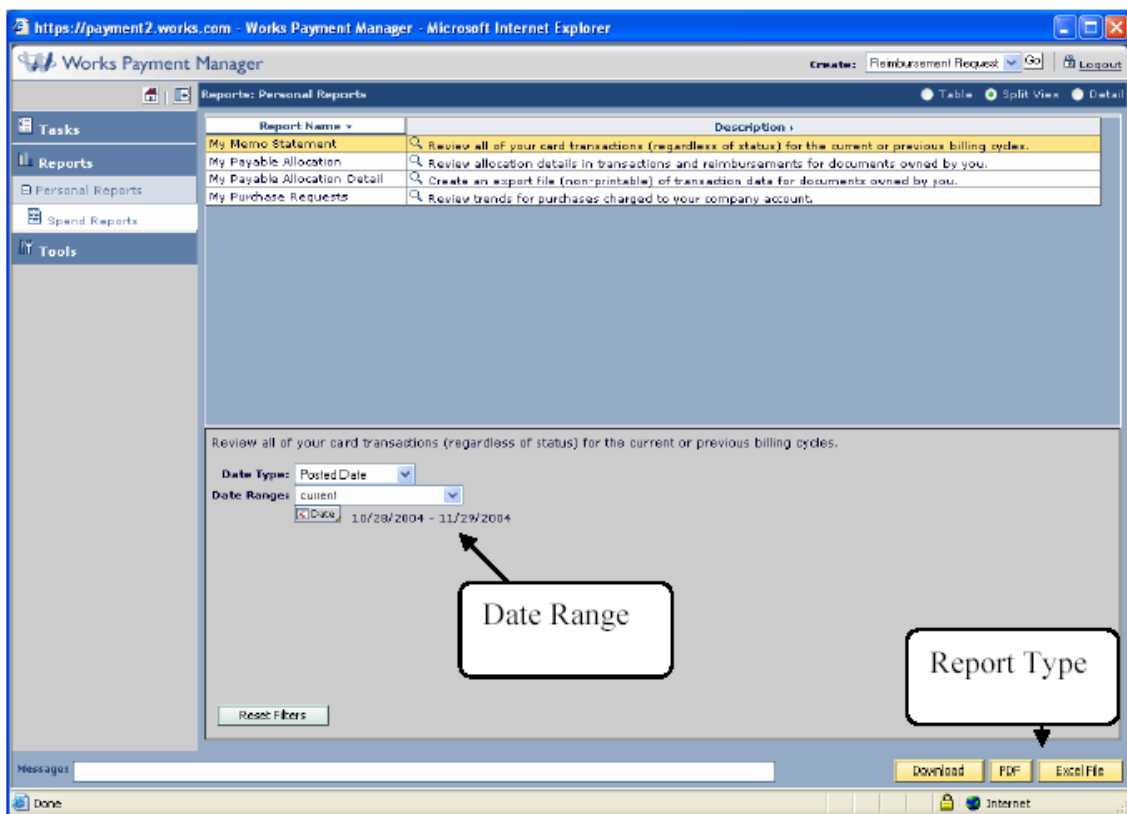
## REPORTS

Each user can monitor his or her spend activity by accessing his or her memo statement and personal reports.

Users can access “My Memo Statement”. The “My Memo Statement” report enables cardholders to view all of their card transactions for a specified date range.

TO ACCESS PERSONAL REPORTS:

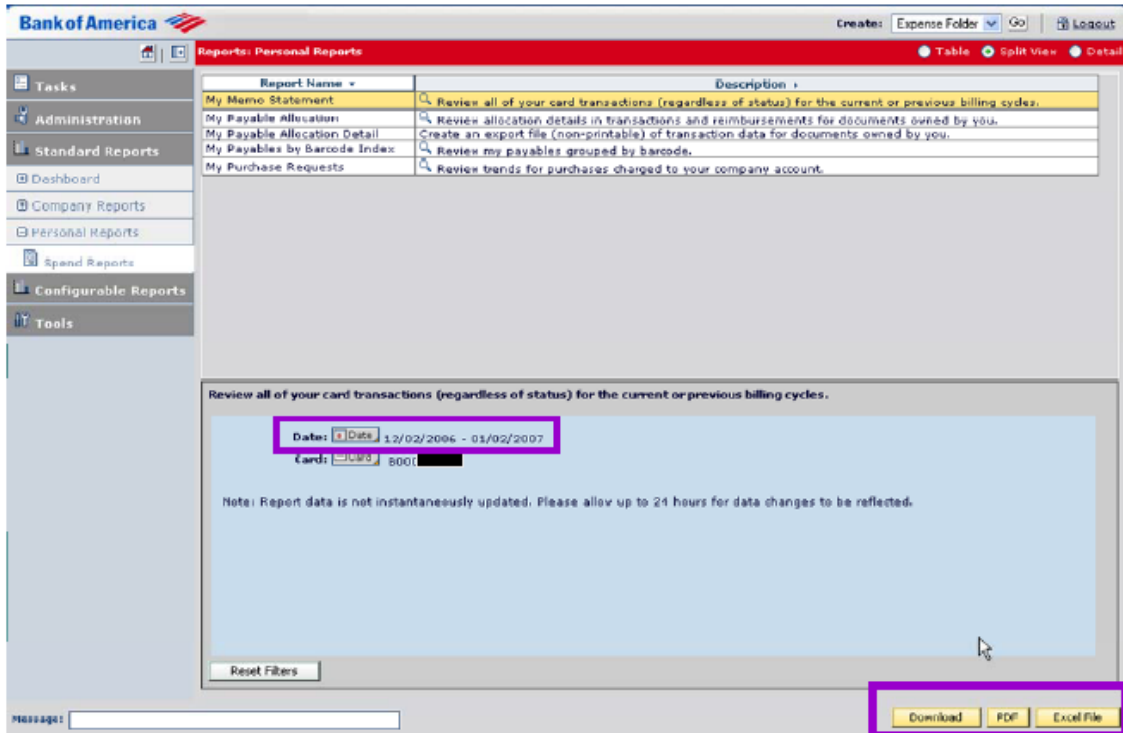
1. Click “Reports” on the left navigation bar.
2. Select “Personal Reports”.
3. Select “Spend Reports”.
4. Highlight the desired report.
5. Select the report’s criteria in the lower portion of the page.
6. Select:
  - a. PDF: View access only.
  - b. Excel: Access to edit and sort information.



Date Range

Report Type

Sample “My Memo Statement”



## VIEWING YOUR SIGNED OFF TRANSACTIONS:

1. Go to “Tasks” on the left navigation bar.
2. Select “Cardholder”.
3. Select “Transactions Requiring Sign Off”.
4. Select the “View” drop down menu.
5. Select “Transactions Signed Off”.
6. All transactions “Signed Off” are listed.

Bank of America  
 Cardholder Review  
 Create: Expense Folder Go Logout  
 Table Split View Detail

View: Transactions Signed Off Filters

Sign Off	Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation
CH M A	12/20/06	12/20/06	MOTOR FREIGHT CARRIERS, AND CO.	\$921.51	141002-105302-73465-1700-1000-
CH M	12/20/06	12/20/06	TALS CO.	\$1,333.02	141002-105302-72181-1700-104-
CH M	12/20/06	12/20/06	ICES CO.	\$338.61	141002-105302-73089-1700-
CH M	12/20/06	12/20/06	O.	\$142.90	141002-105302-73464-1700-
CH M A	12/20/06	12/20/06	IFEC CO.	\$898.59	141002-290201-73089-1700-
CH M A	12/20/06	12/20/06	POSTAGE STAMPS CO.	\$634.25	141002-105302-73464-1700-
CH M	12/20/06	12/20/06	CAMERA AND PHOTOGRAPHIC SU CO.	\$1,096.09	multiple

These are “sign off”

These have been “signed off.”

## DISPUTING TRANSACTIONS

The following steps are to notify the Program Administrator that a transaction is under dispute. Marking a transaction for dispute is done on the same screen used for allocating transactions.

Note: Marking a transaction for dispute can not be done once it has been "Signed off".

1. Click a transaction in the upper section to view its details in the lower section.
2. Click "Dispute" on the lower left-hand corner.
3. Enter the disputed dollar amount and the reason for the dispute and click "Ok".

The screenshot displays the Works Payment Manager web application. The top navigation bar includes 'Create: Reimbursement Request' and 'Logout'. The main content area is titled 'Cardholder Review' and shows a table of transactions requiring sign-off. The table has columns for Sign Off, Date Posted, Date Purchased, Document, Vendor, Purchase Amount, and Comp Val/Auth. Below the table, there are navigation options like 'Viewing 1-42 of 42 items' and 'Show 100 per page'. The detailed view for transaction TKN00001080 is shown, including fields for Bank Transaction #, Purchase ID, CRI References, Tax Status, Taxable Total, and Sales Tax Total. A 'Dispute' button is highlighted with a red box and an arrow pointing to it. Other buttons like 'Save', 'Divide', and 'Sign Off' are also visible.

Sign Off	Date Posted	Date Purchased	Document	Vendor	Purchase Amount	Comp Val/Auth	Al
	09/30/04	09/29/04	TKN00001080	LEI LANDS END CLOTHING	\$116.00	✓   ✓   ✓	257.4
	09/30/04	09/29/04	TKN00001086	LEI LANDS END CLOTHING	\$65.00	✓   ✓   ✓	257.4
	09/30/04	09/29/04	TKN00001101	CEDAR RIVER CANDLE CO.	\$35.41	✓   ✓   ✓	257.4
	10/01/04	09/30/04	TKN00001118	SLACK MEDICAL PUBLICATION	\$33.76	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001122	MCGRAW-HILL E-COMMERCE	\$235.85	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001123	MCGRAW-HILL E-COMMERCE	\$339.53	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001131	MCGRAW-HILL E-COMMERCE	\$394.43	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001132	MCGRAW-HILL E-COMMERCE	\$102.00	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001142	MCGRAW-HILL E-COMMERCE	\$582.78	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001150	MCGRAW-HILL E-COMMERCE	\$285.75	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001158	MCGRAW-HILL E-COMMERCE	\$1,204.44	✓   ✓   ✓	257.4
	10/01/04	09/29/04	TKN00001160	MCGRAW-HILL E-COMMERCE	\$504.37	✓   ✓   ✓	257.4
	10/04/04	10/01/04	TKN00001191	ROU ROUTLEDGE PUBLISHING	\$253.46	✓   ✓   ✓	257.4
	10/04/04	10/04/04	TKN00001205	LEI LANDS END CLOTHING	\$26.00	✓   ✓   ✓	257.4
	10/04/04	10/01/04	TKN00001206	LEI LANDS END CLOTHING	\$26.00	✓   ✓   ✓	257.4

Viewing 1-42 of 42 items Show 100 per page Page 1 of 1

Bank Transaction #: 2469216427300029  
 Purchase ID: 1763381  
 CRI References:  
 References:  
 Tax Status: Sales Tax Included  
 Taxable Total: \$116.00  
 Sales Tax Total: \$0.00  
 Adjust Taxable Totals:

Allocated: \$116.00 Purchased: \$116.00 / 116.00 USD

Buttons: Save, Divide, Dispute, Attach, Bundle, Sign Off

## Printing Reconciliation Reports:

Click on Configurable reports (under TASKS)

-click on reports

-click on spend reports

-Under report template (click on drop down menu)

-Choose from all available templates

-Click on Report Reconciliation

-Click on Employee (wait for your name to appear and select)

-Click on finish

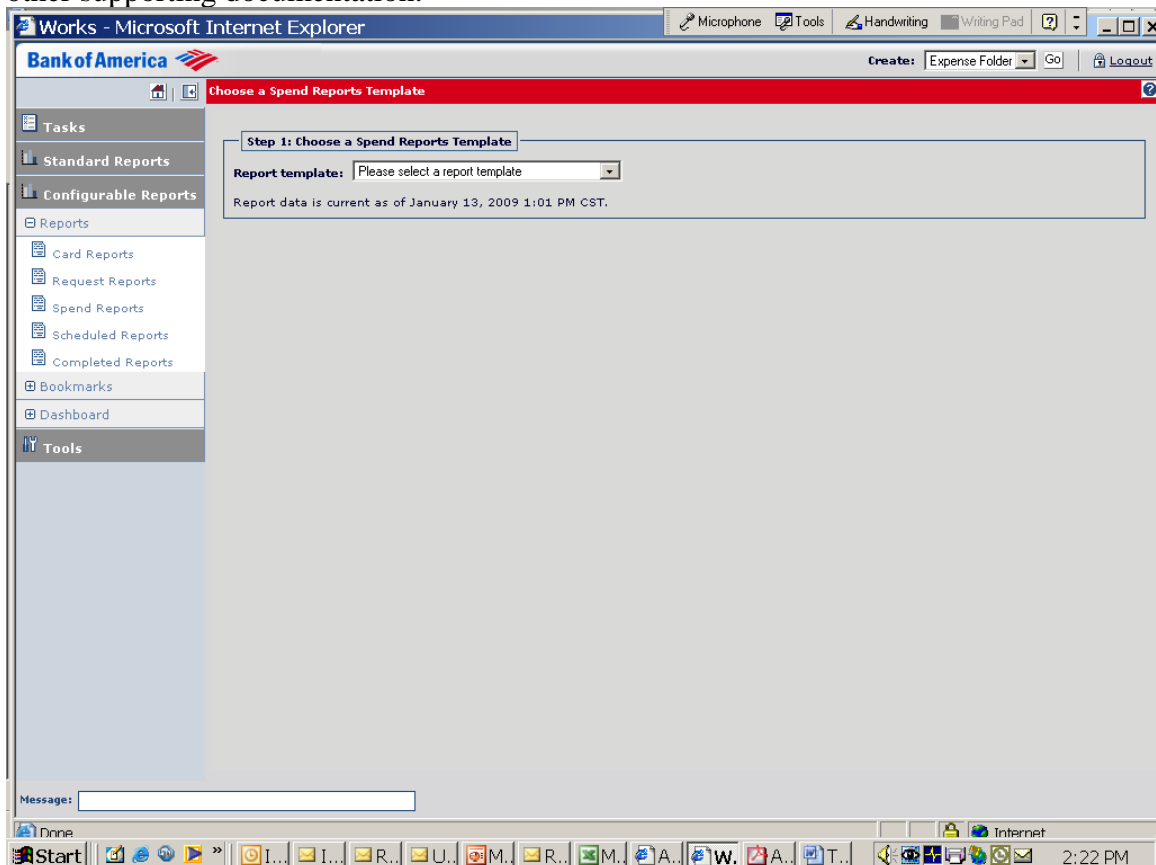
-Click on Date always select previous cycle

-Click on finish

-Click on SUBMIT (in bottom right hand corner)

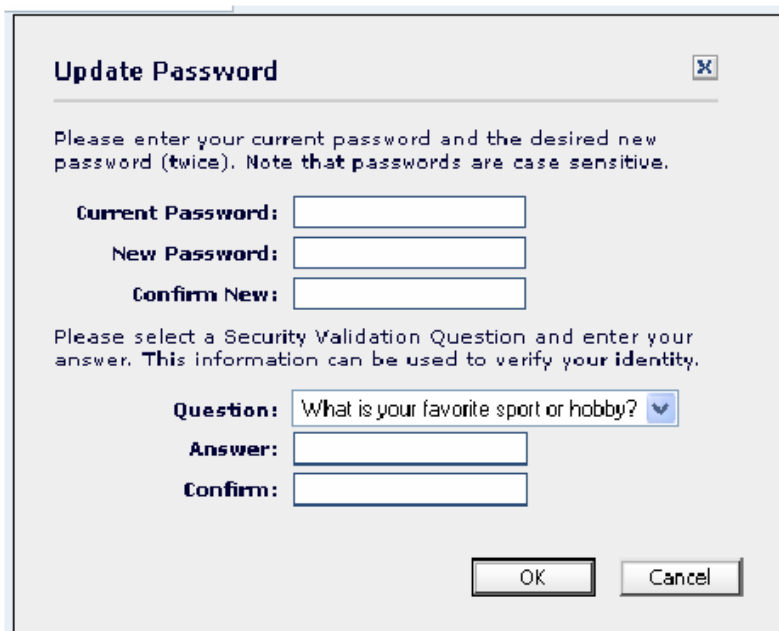
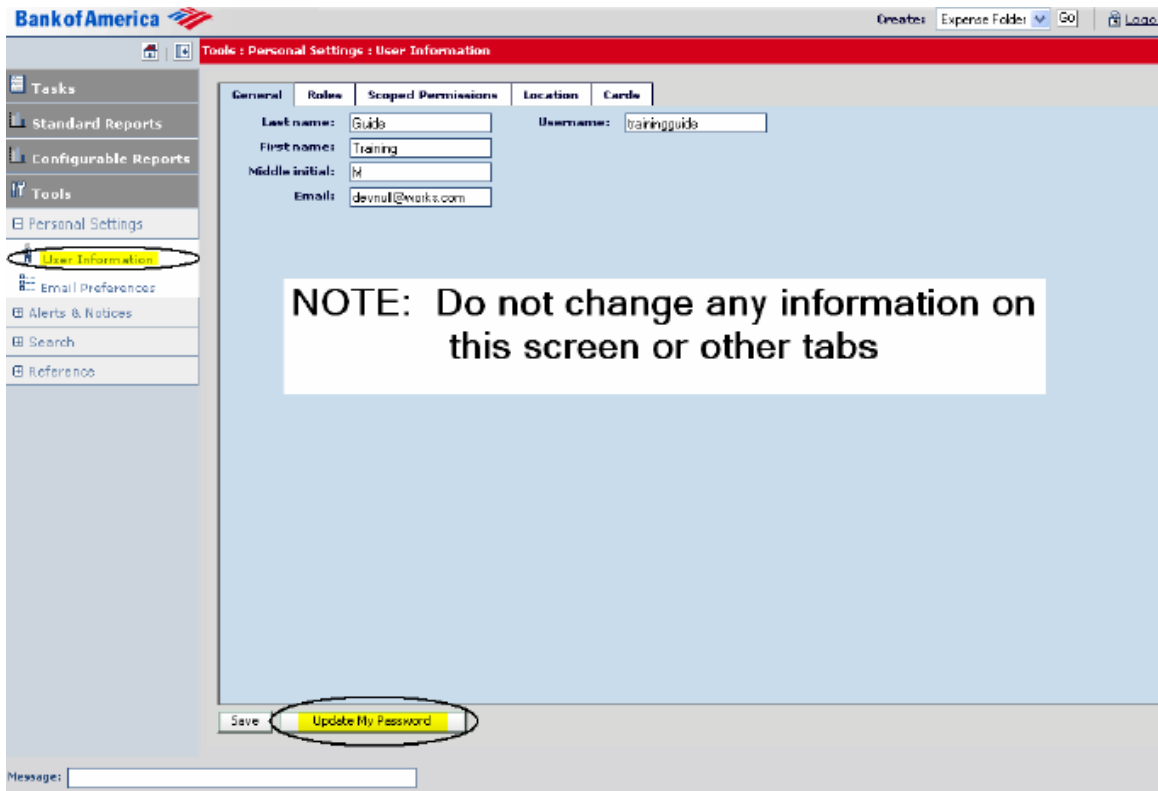
-Report will begin queuing then download, open and print

After report has been printed, please enter total in the PCard Monthly Reconciliation Log with appropriate signatures and submit both documents with all itemized receipts and all other supporting documentation.



## **UPDATING PERSONAL SETTINGS: PASSWORD**

1. **Select** *Tools > Personal Settings > User Information* for the Task Pane.
2. **Click** *Update My Password* to display the Update Password window. **Complete** the available fields and **click** OK.



## UPDATING PERSONAL SETTINGS: EMAIL PREFERENCES

1. Click *Email Preferences*.
2. Select preferences.

NOTE: As a best practice, set the email preference to Daily.



3. **Click Save.**

## **ONLINE MANUALS**

You can access the Payment Manager Manual online as follows:

- 1 Select “Reference” on the left navigation bar.
- 2 Select “Training”.
- 3 A new window will pop up with topic sections

**The University is a Tax Exempt Institution (NC A&T Tax Exempt number 400045).**

It is the cardholder’s responsibility to inform the vendor at the time of purchase that NCAT is exempt from North Carolina sales tax. Our tax exempt number is printed on each Pcard. If a cardholder is charged tax, it is the cardholder’s responsibility to contact the vendor and request a credit for the amount of tax to be applied back against their card. We have no other recourse for recovering taxes paid. Any tax amount paid will be deducted from the departmental budget.