

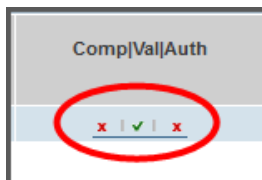


P-Card Reconciliation QuickGuide

Reconciliation can be done by either the Cardholder or the staff member who handles P-Cards for a department—usually an Administrative Assistant. This choice is made by each department, with the UBO's approval. Transactions will appear in *Works* within a couple days and should be reconciled quickly. When a transaction is reconciled and approved it will be downloaded into our system. Finance does these downloads once a week.

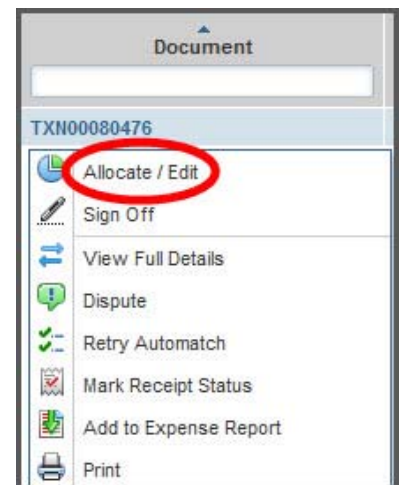
1. Login to Works, either from the link in BengalWeb in the Purchasing tab, or by going to <http://payment2.works.com/works/>. Log in using the username and password you set up on your first visit.

2. On the homepage of the Works system, look for **Sign Off** under Action items, and click on the **Pending** link on the far right.



3. A list of transactions that need signed off appears. On the right, under the **Comp|Val|Auth** heading, *any* red x means the transaction needs attention.

Click on the Document number and choose **Allocate/Edit** from the drop down list.



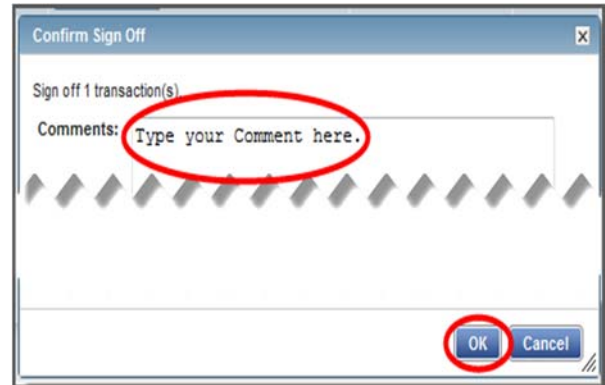
4. The **Allocation Details** window will open. Work your way across the form, filling in the editable fields.

- **Value:** Leave set to default unless you want to split the transaction between multiple indexes or account codes. (See Splitting a Purchase for further direction.)
- **Description:** delete the default information here and add your own information about the purchase and/or the business purpose or you will not be able to complete the transaction.
- **GL01: Index Code:** Note that as you type in your Index, a list of possible choices appears.
- **GL02: Account Code:** You can use letters or numbers here to retrieve the right Account Code.
- **GL03: Activity Code:** Leave default of 0 unless your area uses Activity Codes—which is rare on our campus. Do NOT leave this field blank or transaction will not complete.
- **Tax Status:** Click on tax status button and select “Non-taxable purchase.”
- **Save:** When you are done entering information, click **Save**, bottom right. Then click **Close** to close the Allocation Details window.

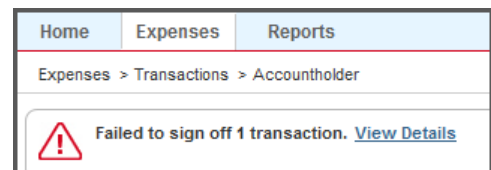
5. Click on the **Receipt** button, at the bottom. If you have the receipt, select **Yes, I have the receipt**, then click OK to save and close this window. If you do NOT have a receipt, choose the **No receipt** option and type an explanation in the Comments box provided. Then click Ok to save and close the window.

6. Click on the **Print** button, at the bottom. Click on summary and select “Detail and Summary” and then hit print. Attach receipts and packing slips, etc., to the printout and file.

7. When you have finished reconciling this transaction, click the **Sign Off** button at bottom. A **Confirm Sign Off window** will appear where you can enter comments that you want to be part of the permanent record for this transaction. You are not required to enter a comment. Click **OK** when you are done, which sends the transaction to the Manager for approval. This transaction will then disappear from your Pending Sign Off list.



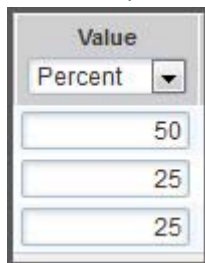
NOTE: If the transaction did NOT disappear, there is probably an error preventing it from being submitted. Look for an error message above the blue heading to see what needs fixed before the transaction can be signed off. Click on View Details.



Splitting a Purchase

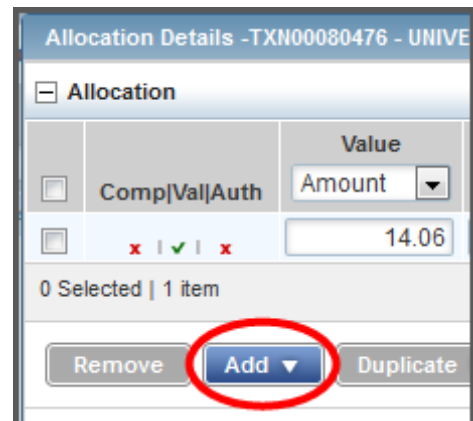
If you need to split a transaction between multiple Indexes or Account codes, you need to add additional lines to the Allocation Details window (step 4, above). Simply click the blue **Add** button, and choose how many additional lines you need added to accommodate your split.

You can choose to allocate either by **Percent** or actual **Amount**. Fill in the percent or amount in the field under the **Value**



heading, then fill in the Description, the GL01 and GL02 for each line as directed above.

Move to the next line and repeat as needed. The total percentage value must add up to 100 if using Percent, or add up to the same amount as is on the receipt if using Amount.



Saving Allocation Details

All transactions remain visible to all users until the reconciliation has been done correctly and the transaction is submitted for approval. This means a cardholder could enter the description or business use of a purchase and an Administrative Assistant could enter the accounting information on the same transaction.