

Important: This document is intended to be a brief job aid that covers the basic steps required to approve P-Card transactions. For more detailed explanations and additional tips, Group Approvers are strongly encouraged to view the following three computer-based trainings on the P-Card website: 1) Initial P-Card Account Holder Training, 2) Reconciling Transactions and Uploading Receipts and 3) Approving P-Card Actions.

Responsibilities of Group Approvers

Before approving a transaction in Works, Group Approvers must verify the following:

- The transaction is an allowable charge according to university policy
- The chartfield string allocation is correct
- The receipt matches the transaction

Why is it important for Group Approvers to approve transactions in Works?

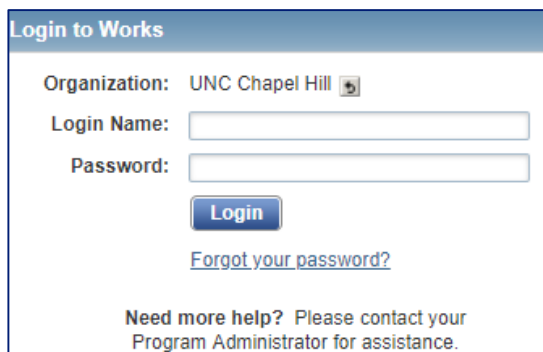
- The Bank of America Merrill Lynch billing cycle ends on the 15th of the month.
- P-Card Group Approvers have to approve all P-Card transactions by the 20th of each month.
- If P-Card transactions have not been approved by the 20th of the month, the Account Holder's available credit for the subsequent billing period will be reduced by the amount of transactions not reconciled.
- Group Approvers cannot view transactions to approve until the Account Holder has reviewed, reconciled, and signed off.

Steps for Approving P-Card Transactions

Step 1: Log in to Works

1. UNC Works users can use either of the following options to access the login screen for Works:
 - a. Click the following link or type it into the url bar in an internet browser:
www.bankofamerica.com/worksonline
 - b. Log in to ConnectCarolina > click **Finance** tab on left side of screen > click **Works P-Card**
2. The first time Group Approvers log in to Works, they will need to enter the login credentials provided in the email generated by the system when they were granted access by the P-Card Administrator (system does not use single sign-on) and click **Login**.

Note: Group Approvers can then change their passwords after logging in for the first time. Passwords will expire every 90 days.



Organization: UNC Chapel Hill

Login Name:

Password:

Login

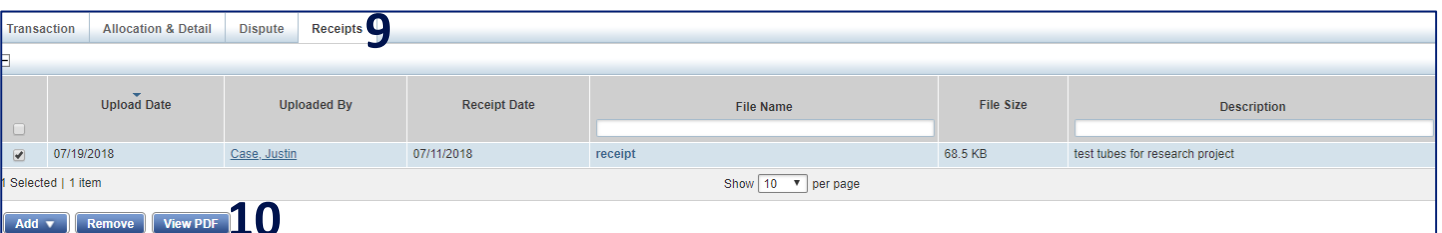
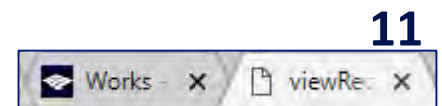
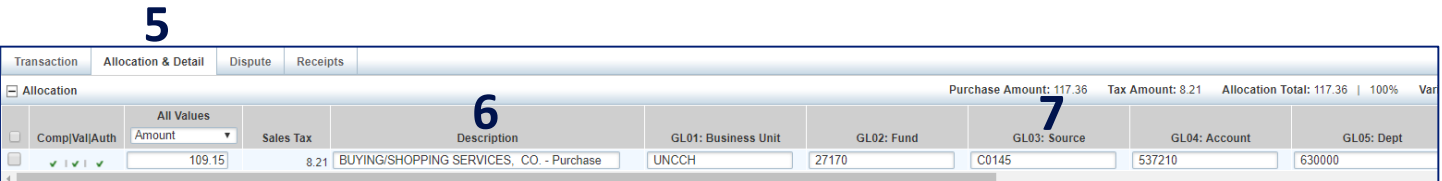
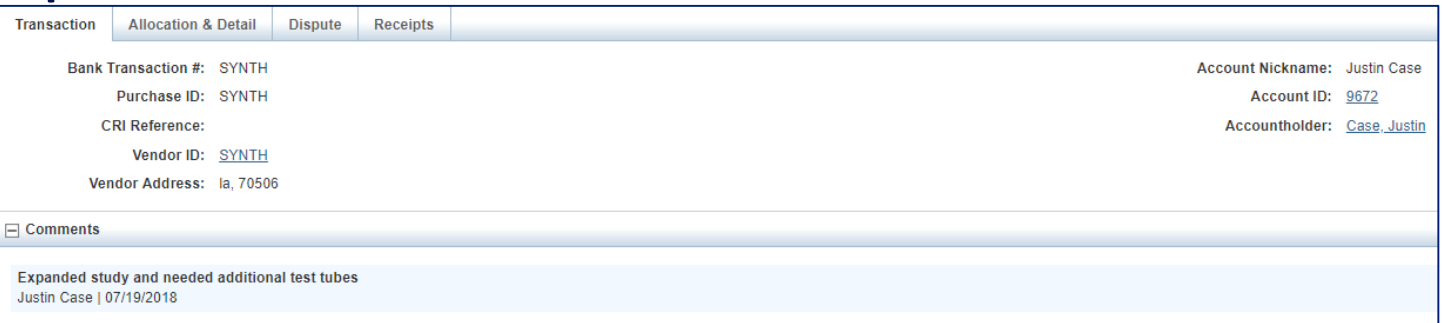
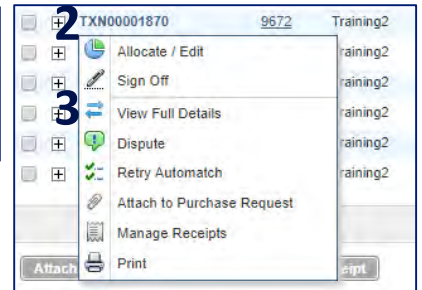
[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

Step 2: Review Transaction and Receipt

1. In Works, click **Expenses > Transactions > Approver**
2. Click the Document Transaction Number of the transaction to be approved.
3. Select **View Full Details**.
4. Click the Transaction tab to review the transaction details and comments.
5. Click the **Allocation and Detail** tab.
6. Review the Description to verify that purchase was allowable.
7. Review chartfield string allocations, edit/enter information if necessary, and click **Save** if edits were made.
8. Click **Dispute** tab and check to make sure that the Accountholder has not disputed the charge.
9. Click **Receipts** tab.
10. Click **View PDF** to review uploaded receipt and verify that it matches transaction.
11. Click the **X** in the top right corner of browser window for receipt to close window.

Note: Approvers can also click **Actions** in top right corner and click **Raise Flag** to flag the transaction and send back to Accountholder if allocation is incorrect.



Step 3: Approve Transaction

1. While still on the Transaction Detail tab, click **Allocation & Detail**.
2. Click **Save and Sign Off**.
3. Enter comments if needed.
4. Click **OK**.
5. Approvers can then click the back button in their browsers to return to the Pending Sign Off tab to repeat the steps if there are other transactions ready for approval.

Expenses > Transactions > Transaction Detail UNC Chapel Hill

TXN00001875 Source Amount: 117.36 USD Actions

Purchase Amount: 117.36 Allocation Variance: 0.00
 Post Date: 06/21/2018 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: BUYING/SHOPPING SERVICES, CO. Sign Off History: AH
 MCC: 7278 (BUYING/SHOPPING SERVICES, CLUBS)

Transaction **1** Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 117.36 Tax Amount: 8.21 Allocation Total: 117.36 | 100% Variance: 0.00

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Business Unit	GL02: Fund	GL03: Source	GL04: Account	GL05: Dept
✓ ✓ ✓	109.15	8.21	BUYING/SHOPPING SERVICES, CO. - Purchase	UNCCH	27170	C0145	537210	630000

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	109.15	8.21	0.00	27599

Adjust Amount

Transaction Detail - 7278 (BUYING/SHOPPING SERVICES, CLUBS)

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	8.21	1	8.21

Copy to Allocation

2
Save and Sign Off Save

Confirm Save and Sign Off

Confirm save and sign off 1 transaction.

Comments:

3

4

OK Cancel




Flagging Transactions

If a transaction does not meet the requirements for approval, Group Approvers can flag it in the system to send it back to the Accountholder to be corrected.

To do so while reviewing transactions on the Transaction Detail screen:

1. Click **Actions** in top right corner.
2. Click **Raise Flag**.
3. Enter a comment explaining reason for flagging transaction.
4. Click **OK**.

Source Amount: 117.36 USD Actions

-  Save and Sign Off
-  Raise Flag
-  Print