

**Important:** This document is intended to be a brief job aid that covers the basic steps required to reconcile P-Card transactions. For more detailed explanations and additional tips, Accountholders and Group Proxy Reconcilers are strongly encouraged to view the following two computer-based trainings on the P-Card website: 1) Initial P-Card Accountholder Training and 2) Reconciling Transactions and Uploading Receipts.

## Responsibilities of Accountholders and Group Proxy Reconcilers

**Accountholders\* are responsible for reconciling all P-Card transactions by:**

- Reviewing transaction details
  - Reviewing chartfield string allocations and editing when necessary
  - Uploading a receipt for every transaction
  - Reviewing and updating flagged transactions
  - Signing off on all transactions to indicate that they have been reviewed and are ready for the Approver
- \*Typically, reconciling P-Card transactions is the responsibility of the Accountholder unless a Group Proxy Reconciler has been designated to reconcile for an Accountholder who is unable to do so

**Why is it important for Accountholders to reconcile and approve transactions in a timely fashion?**

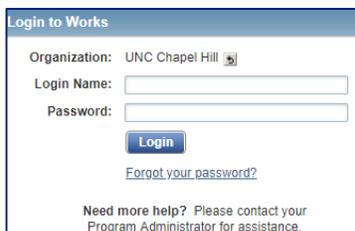
- The Bank of America Merrill Lynch billing cycle ends on the 15<sup>th</sup> of the month.
- P-Card Group Approvers have to approve all P-Card transactions by the 20<sup>th</sup> of each month.
- Group Approvers cannot view transactions to approve until the Accountholder has reviewed, reconciled, and signed off.
- If P-Card transactions have not been approved by the 20<sup>th</sup> of the month, the Accountholder's available credit for the subsequent billing period will be reduced by the amount of transactions not reconciled.
- Accountholders can reconcile transactions as soon as they are posted in Works and should do so regularly.

## Steps for Reconciling P-Card Transactions

### Step 1: Log in to Works

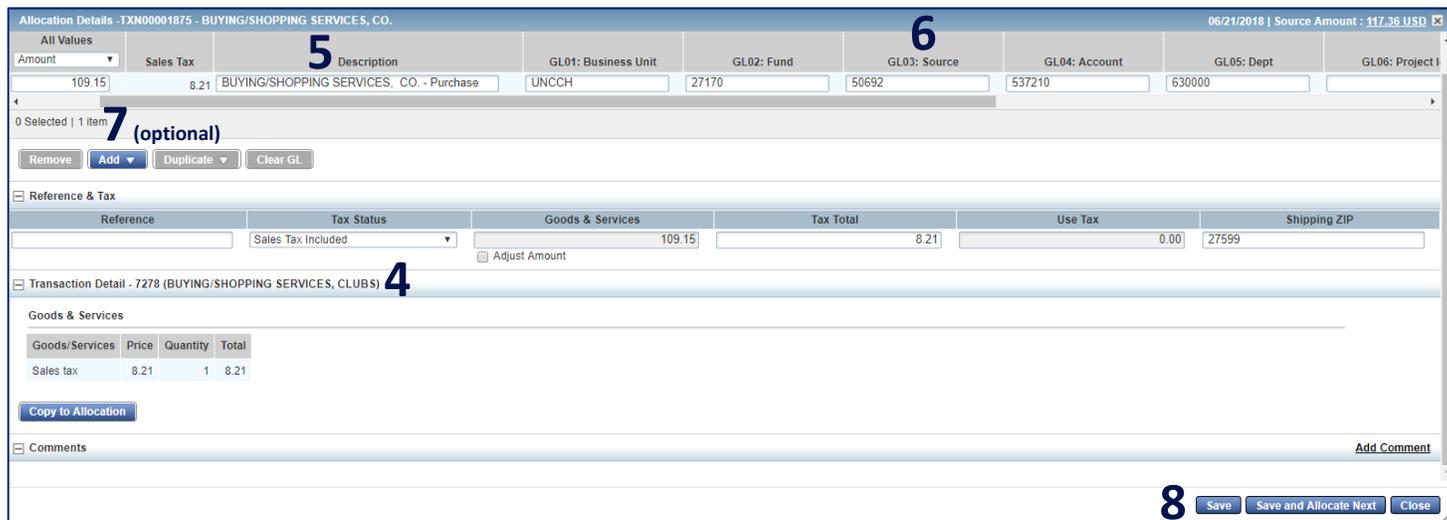
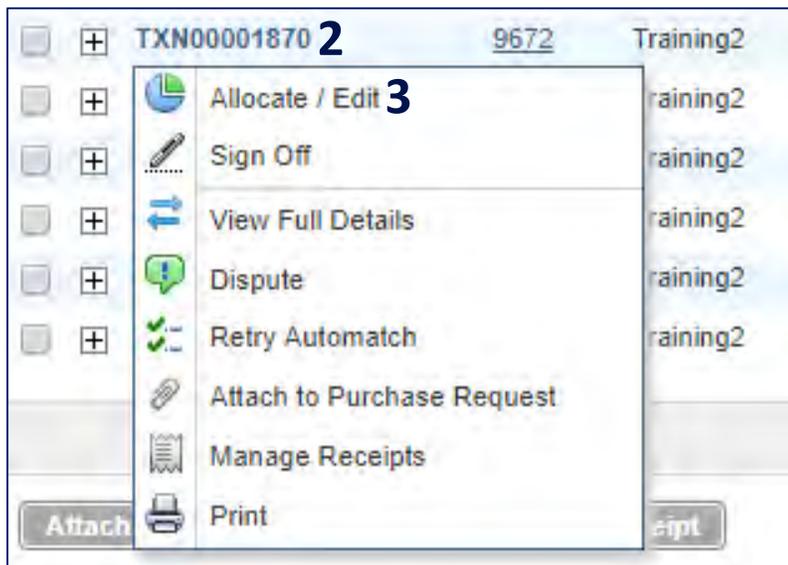
1. UNC Works users can use either of the following options to access the login screen for Works:
  - a. Click the following link or type it into the url bar in an internet browser:  
[www.bankofamerica.com/worksonline](http://www.bankofamerica.com/worksonline)
  - b. Log in to ConnectCarolina > click **Finance** tab on left side of screen > click **Works P-Card**
2. The first time Accountholders 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:** Accountholders can then change their passwords after logging in for the first time. Passwords will expire every 90 days.



**Step 2: Review and Edit Transaction Details**

1. In Works, click **Expenses > Transactions > Accountholder**
2. Click the Document Transaction Number of the transaction to be reconciled.
3. Select **Allocate/Edit**.
4. Review the information in the Transaction Detail section to check for accuracy.
5. If Description in Description field is vague or unclear, enter a new description that better describes the purchase.
6. Review chartfield string allocations and edit/enter information if necessary.  
**Note:** All transactions must at least have Business Unit, Fund, Source, Account, and Dept.
7. **Optional:** To split an allocation by Amount or Percent across multiple chartfield strings, click **Add** and enter the number of additional lines needed.
8. Click **Save**.



**Step 3: Upload Receipt**

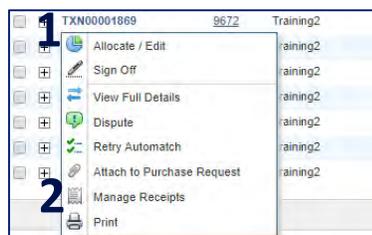
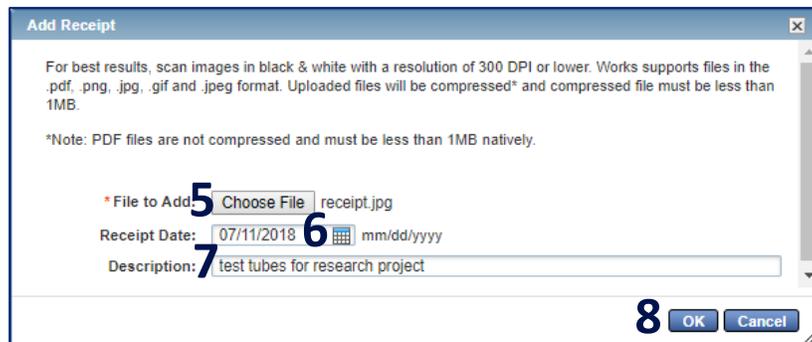
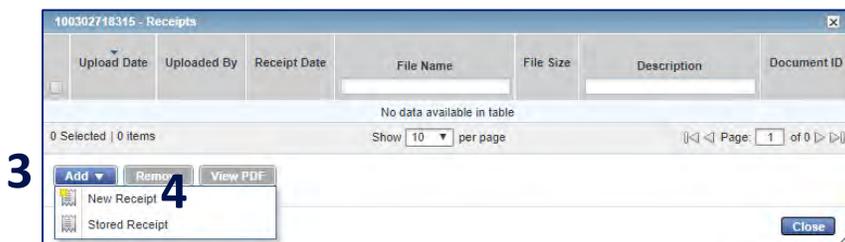
Works will not allow the Accountholder to sign off on a P-Card transaction until an electronic copy of the receipt has been uploaded and attached.

Prior to uploading and attaching a receipt in Works, the Accountholder must first save it electronically. Departments can ultimately decide how they want Accountholders to do so but two easy options include:

- A. Scanning receipt using a scanner and saving to computer
- B. Taking a picture of receipt with phone and saving to the One Drive app for mobile devices

**After receipt has been saved electronically, complete the following steps in Works:**

1. Click the Document Transaction Number associated with the receipt.
2. Select **Manage Receipts**.
3. Click **Add**.
4. Select **New Receipt**.
5. Click **Choose File** to locate the receipt image (may say **Browse** in some browsers).
6. Click the calendar icon to enter a Receipt Date.
7. Enter a Description.
8. Click **OK**. A confirmation message will display.
9. Click **Close** and verify that the Uploaded Receipt column is updated to Yes for the transaction.



**Step 4: Sign Off to Send to Approver**

**After receipt has been saved electronically, complete the following steps in Works:**

1. Click the Document Transaction Number.
2. Select **Sign Off**.
3. Type a brief comment explaining the business purpose of the purchase
4. Click **OK**.

**Note:** Transactions flagged by the Approver will appear on flagged tab on Transaction screen and on list of Action Items.

