

## Reconciling P-Card Transactions and Uploading Receipts Script



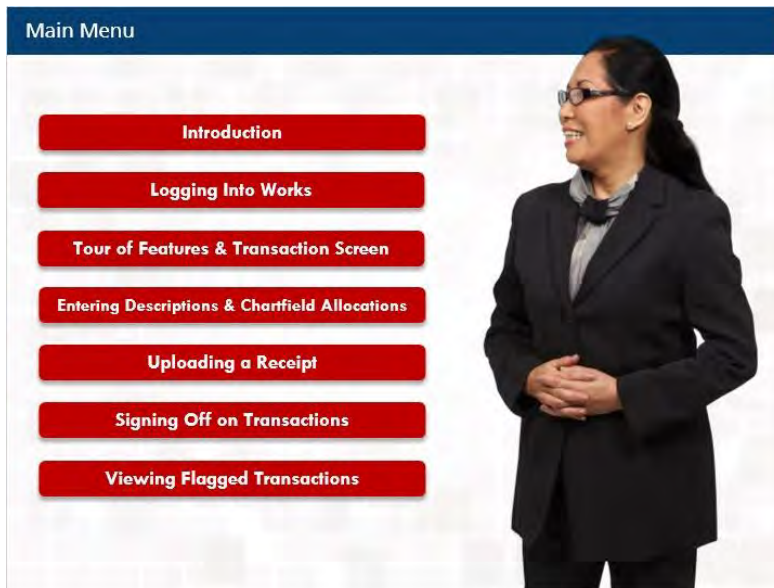
**Reconciling P-Card Transactions & Uploading Receipts**

**Important:** This training contains audio. Please be sure the audio is working on your device and the volume is turned up. Also, this training works best using Google Chrome or Firefox internet browsers.

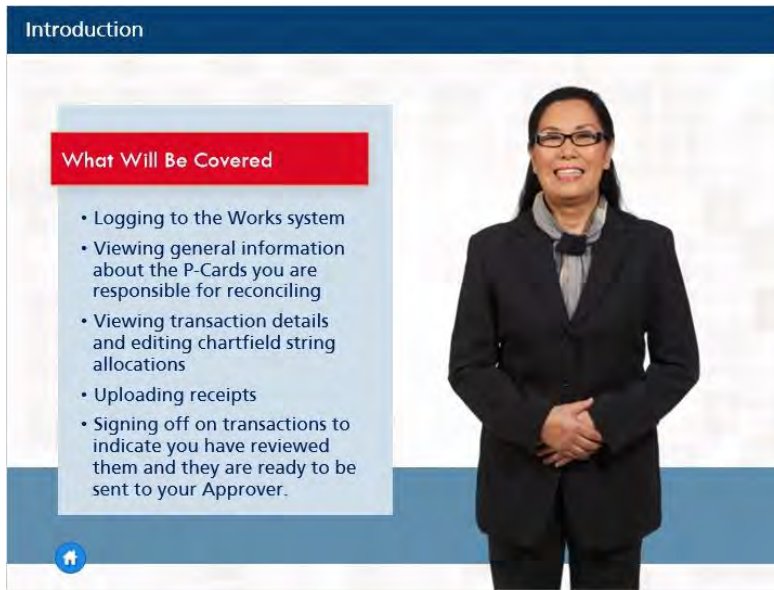
Time to Complete: 25 minutes  
Version: 10.25.2021

**GET STARTED**

Welcome to the course Reconciling P-Card Transactions and Uploading Receipts. This course is intended for P-Card Accountholders and Group Proxy Reconcilers. Click the Get Started button to begin.



Click on the "Introduction" button to begin the training or if you are returning to the training click on the appropriate module.



By the end of this course, you'll learn about:

- Logging in to the Works system
- Viewing general information about the P-Cards you are responsible for reconciling
- Viewing transaction details and editing chartfield string allocations
- Uploading receipts
- Signing off on transactions to indicate you have reviewed them and they are ready to be sent to your Approver.

It will also be helpful for you to view the P-Card Initial Accountholder computer-based training to learn more about P-Card policy and the responsibilities of the Accountholder. To keep it interesting, you'll have a chance to check your skills during a brief knowledge check at the end of the training.

## Introduction

### How Does the Process Work?

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

- Reviewing transaction details
- Reviewing chartfield string allocations and editing when necessary
- Uploading a receipt electronically for every purchase transaction.
- Signing off on all transactions to indicate that they have been reviewed and are ready to be sent to the Approver.

So, how does the process work?

Accountholders are Responsible for reconciling all P-Card transactions by:

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## Introduction

### Why it is Important for Accountholders to Reconcile and Sign Off

- 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.
- Group Approvers cannot view transactions to approve until the Accountholder or the Group Proxy reconciler has reviewed, reconciled, and signed off.



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 15th of the month.
- P-Card Group Approvers have to approve all P-Card transactions by the 20th of each month.
- Group Approvers cannot view transactions to approve until the Accountholder or the Group Proxy reconciler has reviewed, reconciled, and signed off.

If P-Card transactions have not been approved by the 20th of the month, the Accountholder's available credit for the subsequent billing period will be reduced by the amount of transactions not reconciled. Funds from each transaction will not restore to the account until the Group approver has signed off

## Introduction

S M T W T F S						
<b>Note:</b> Reconcile throughout the billing cycle!			1	2	3	4
5	6	7	8	9	10	
12	13	14	15 Reconciling Deadline			
19	20	21	22	23		
26	27	28	29	30		

Accountholders can reconcile and sign off on transactions as soon as they post to Works...they do not have to wait until the 15th of the month. In fact, it is best to reconcile regularly throughout the billing cycle.



This way, Approvers are not waiting for Accountholders to reconcile when working to approve all transactions by the deadline on the 20th of the month. Typically, reconciling P-Card transactions is the responsibility of the Accountholder. However, some departments have a Group Proxy Reconciler who reconciles the P-Card transactions instead of the actual Accountholder.

## Introduction

### Group Proxy Reconciler

Some departments have a Group Proxy Reconciler who reconciles the P-Card transactions instead of the actual Accountholder. Group Proxy Reconcilers are able to see all of the Accountholders in their group even if they are not responsible for reconciling for all of the Accountholders.

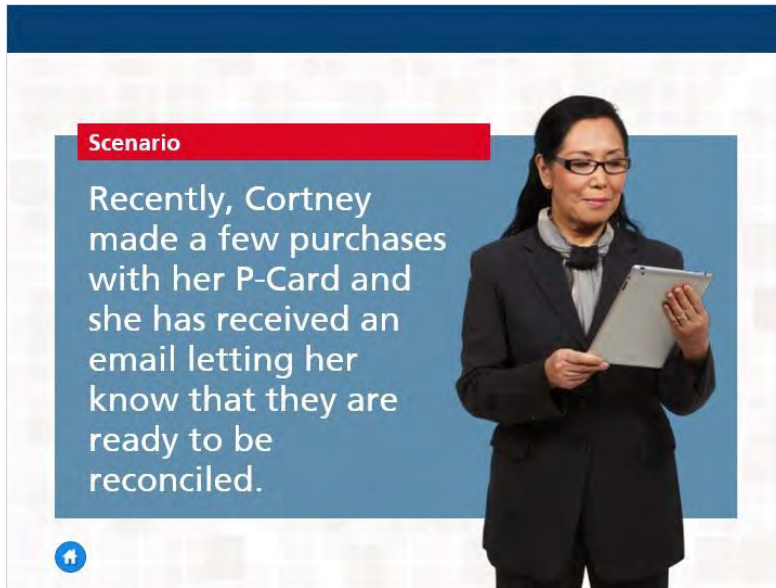


Typically, reconciling P-Card transactions is the responsibility of the Accountholder. However, some departments have a Group Proxy Reconciler who reconciles the P-Card transactions instead of the actual Accountholder. Group Proxy Reconcilers are able to see all of the Accountholders in their group even if they are not responsible for reconciling for all of the Accountholders. In a later module, we will discuss in more detail about how to filter the view for Group Proxy Reconcilers to see specific transactions or Accountholders.






This is Cortney. She is a P-Card Accountholder who needs to review her P-Card transactions.

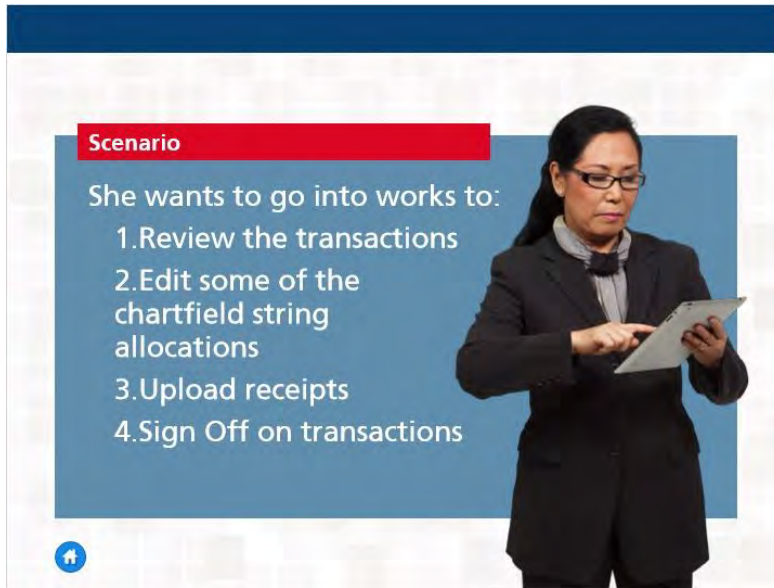
A woman with dark hair and glasses, wearing a dark blazer over a light-colored collared shirt, stands holding a tablet. To her left is a blue rectangular area containing white text. Above this text is a red horizontal bar with the word 'Scenario' in white. The background is a light, textured wall.

**Scenario**

Recently, Cortney made a few purchases with her P-Card and she has received an email letting her know that they are ready to be reconciled.



Cortney made a few recent purchases with her P-Card and she has received an email letting her know that they are ready to be reconciled.



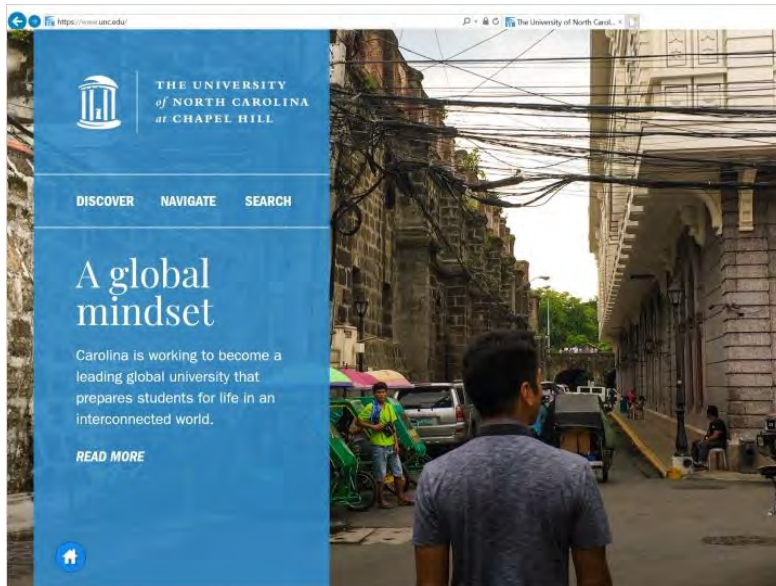
**Scenario**

She wants to go into works to:

1. Review the transactions
2. Edit some of the chartfield string allocations
3. Upload receipts
4. Sign Off on transactions

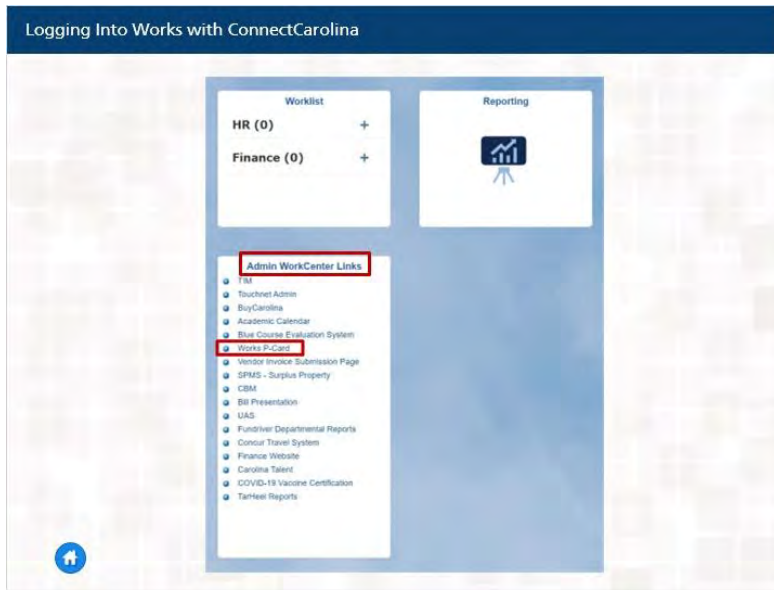
A woman in a black business suit and glasses is holding a tablet and pointing at it. She is standing next to a blue screen that displays the scenario text. The screen has a red header with the word 'Scenario' and a list of four tasks. A small blue icon with a white house symbol is in the bottom left corner of the screen.

She wants to go into Works to review the transactions, edit some of the chartfield strings allocations, upload receipts, and sign off on the transactions so they will be sent to the Approver for her department.



There are two different ways Cortney can log in to Works.

To login to Works Cortney enters [www.bankofamerica.com/worksonline](http://www.bankofamerica.com/worksonline) into the browser.



Or, she can log into ConnectCarolina, and click the Works P-Card link, in the Admin WorkCenter Links tile.

**Bank of America Merrill Lynch** **Works**

**About Works:**

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#).

**Login to Works:**

Email:

Login Name:

Password:

[Login](#)

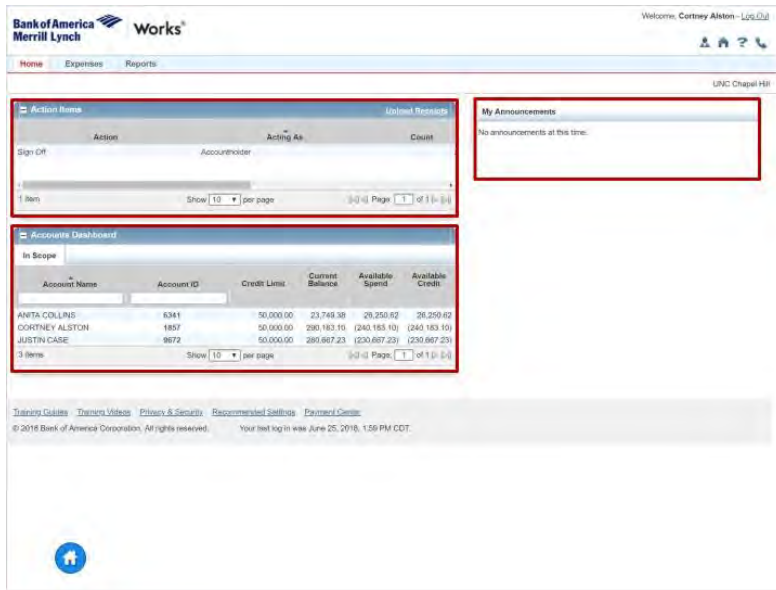
[Forgot your password?](#)

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

[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#)

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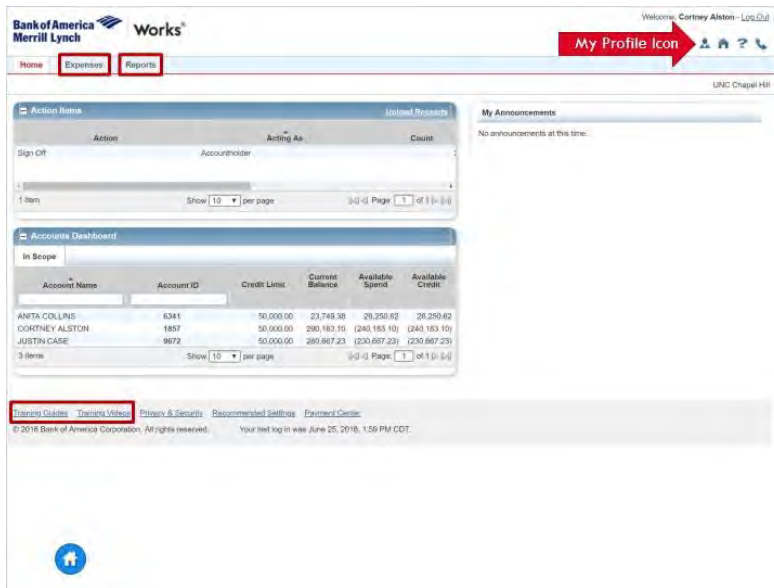
Cortney knows that the first time you login to Works, the initial Login to Works screen requests the Login Name, Password, and email address associated with your credentials. After the initial login to Works, subsequent logins will not require her to enter an email address. Cortney also acknowledges that her Works password will expire every 90 days so she sets a reminder on her calendar so she will remember to change it.



Now that she is logged in to Works, Cortney can view the information available to her on the homepage.

She can see Action Items requiring her attention such as transactions pending sign off or items that have been flagged by her Approver and the Accounts Dashboard that lists the accounts she is authorized to use along with summary information including the Credit Limit, Current Balance, Available Spend, and Available Credit.

Cortney will also see the My Announcement section where messages posted by her P-Card Administrator will appear.



Across the top of the screen, Cortney will also be able to use the Expenses dropdown to view her receipts and transactions, the Reports dropdown to create, view, and schedule reports, and the My Profile icon to view her user information and permissions as well as to edit her password.

When clicking the My Profile icon. The user can view their user information, permissions, and edit their own password.

When clicking the Home icon the system will return you to the Works Homepage.

The Question Mark icon links you to a popup window providing you online help resources for Works.

And the Phone icon, when clicked, presents a new screen with contact information for contact Accountholder Support Services that include: Customer Service, Fraud, and Card Activation.

Lastly, across the bottom of the screen, Cortney will see links to Bank of America's detailed user guides for Works.





Expenses > Transactions

Bank of America Merrill Lynch Works®

Welcome, Courtney Altson - Log Out

Home Expenses Reports

Transactions Accountholder App

Receipts

Sign On Accountholder 20 Transaction History

1 item Show 10 per page 1 of 1 Page 1 of 1

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Balance	Available Credit
AMITA COLLINS	6341	50,000.00	23,740.38	26,259.62	26,259.62
COURTNEY ALITON	1697	50,000.00	16,540.93	33,459.07	33,459.07
JUSTIN CASE	1872	50,000.00	14,833.88	35,166.12	35,166.12

3 items Show 10 per page 1 of 1 Page 1 of 1

Transaction Details Transaction History Previous 3 Statements Recommended Settings Payment Calendar

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UNC Chapter 118

My Announcements

6/21/18@11AM - PCARD FOCUS GROUP FINAL PROGRESS MEETING

Posted by your Program Administrator: Catelyn Nelson, on June 7, 2018.

## Notes:

...then Accountholder.







Next, Cortney wants to enter the chartfield string allocation for the first transaction on the list. To do so, she clicks the Document transaction number, which is also known as TXN.



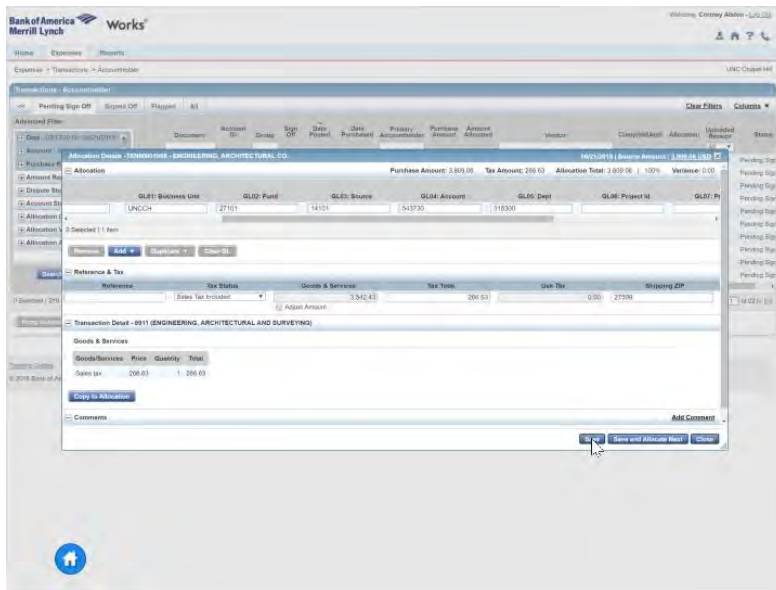
The screenshot shows the Bank of America Merrill Lynch Works application interface. A 'Transaction Detail' pop-up box is open, displaying transaction information for 'Engineering, Architectural, and Surveying' services. The box includes sections for 'Transaction Detail', 'Reference & Tax', and 'Goods & Services'. The 'Transaction Detail' section shows a purchase amount of 2,809.06 and a tax amount of 259.63. The 'Reference & Tax' section shows a reference to 'Sales Tax Incident' and a tax amount of 259.63. The 'Goods & Services' section shows a list of items with a total of 2,809.06. The user is reviewing the 'Transaction Detail' section at the bottom of the pop-up box.

First, she reviews the information in the Transaction Detail section at the bottom of the pop-up box to verify that everything appears to be accurate.

Next, she edits the information in the Description field to include a new description that makes it easier for her Approver to gain an understanding of exactly what was purchased.







Then, she clicks Save to simply save her entries, or Save and Allocate Next to move to the next transaction.



If Cortney, ever want to split an allocation by Amount or Percent across multiple chartfield strings, she could do so by clicking Add...







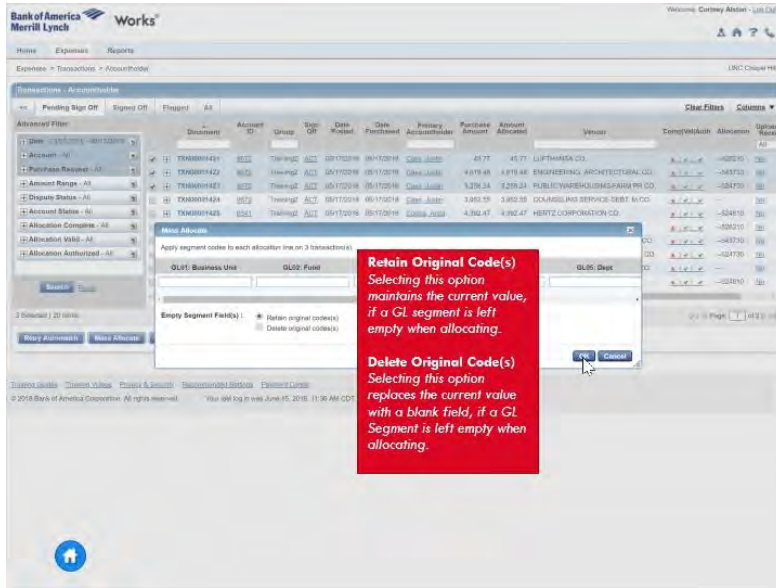


If there was ever a situation in which Cortney wanted to change any part of a chartfield string allocation for multiple transactions at a time...

[illegible]

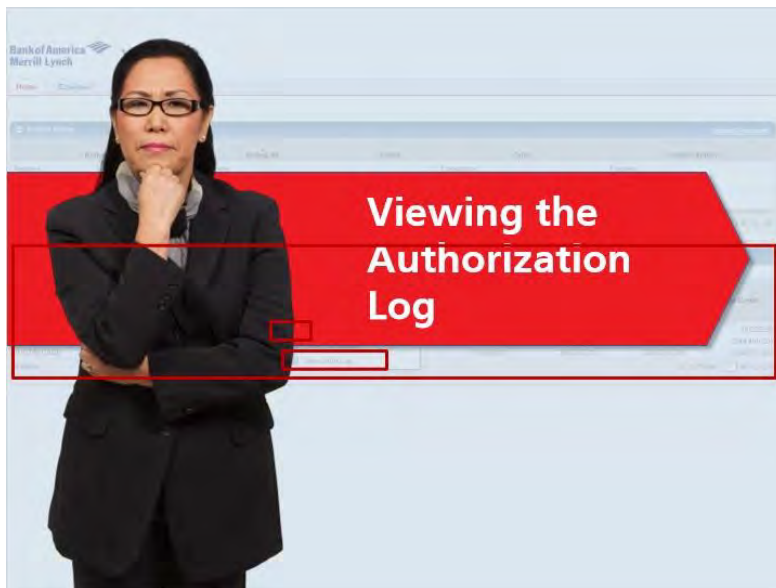






When Mass allocating you should be careful when selecting how the replacement data works. You have the option to Retain or Delete Original Codes. Selecting Retain Original Codes maintains the current value, if a GL segment is left empty when allocating. Selecting Delete Original Codes replaces the current value with a blank field, if a GL segment is left empty when allocating.

Then Cortney could enter the Chartfield string allocation for the transactions. Unless the items purchased are the same for every transaction Cortney will want to leave the Account chartfield blank because she will still need to edit the allocation for each transaction to enter a unique Account number describing what was purchased along with a unique Description for each item.



Accountholders, Group Approvers, and Group Proxy Reconcilers can view transactions that may have been declined. If purchase is declined, do not try multiple times without know the reason.

You can view real time transaction logs yourself by logging into Works. After logging in go to the Accounts Dashboard, click the hyperlink number under the Account Id you would like to view. Then select View Auth Log to see which transactions have been authorized and which have been declined.



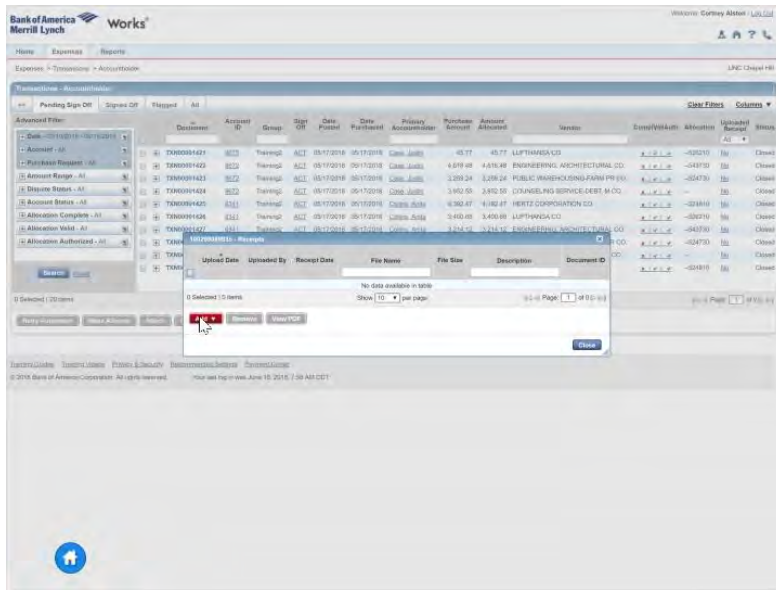
Now that Cortney has entered chartfield string allocations for her transaction pending sign off, she is ready to upload and attach her receipt.

Before uploading her receipts, Cortney has to either scan her receipts and save them to her computer or take pictures of each one with her mobile device and save them to her OneDrive using the OneDrive app for mobile devices.

Cortney has images of all her receipts saved to her computer and she is ready to upload the receipt for the first transaction on her list.

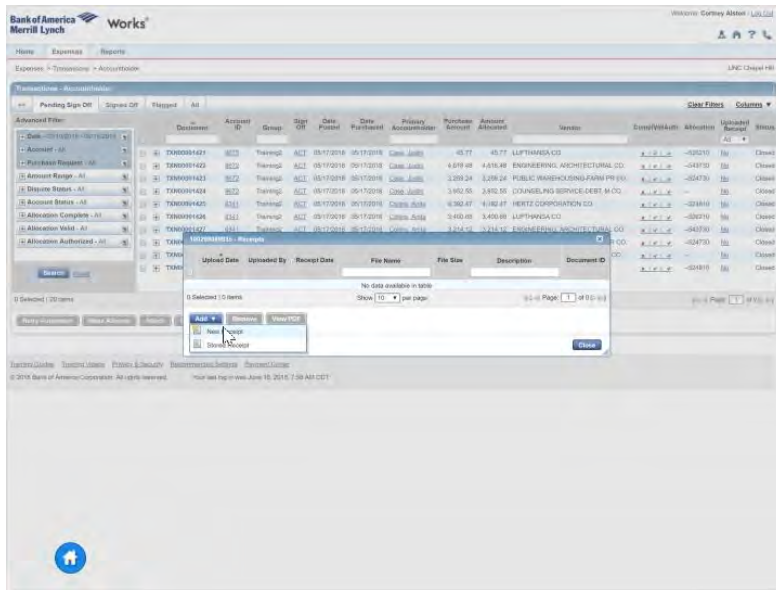






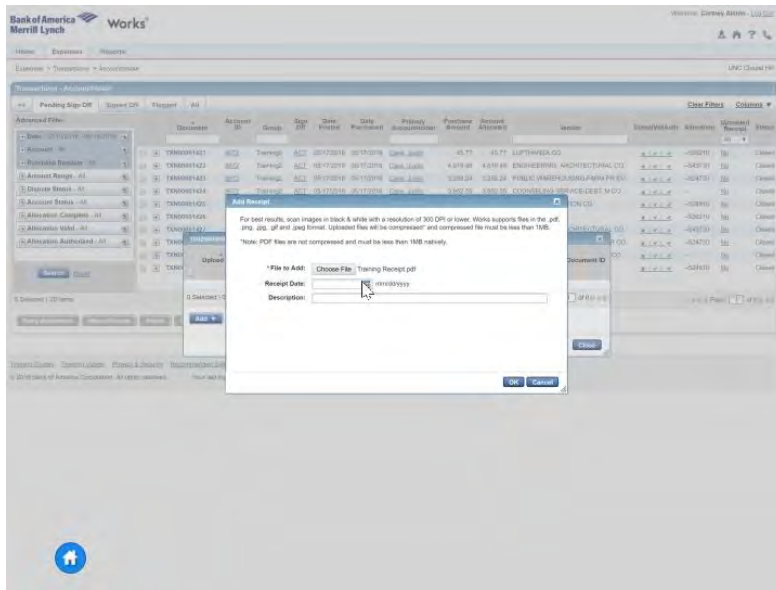
And selects New Receipt.

Optionally, Cortney can select a file from the list of Stored Receipts previously uploaded and reserved for attachment to its related transaction.

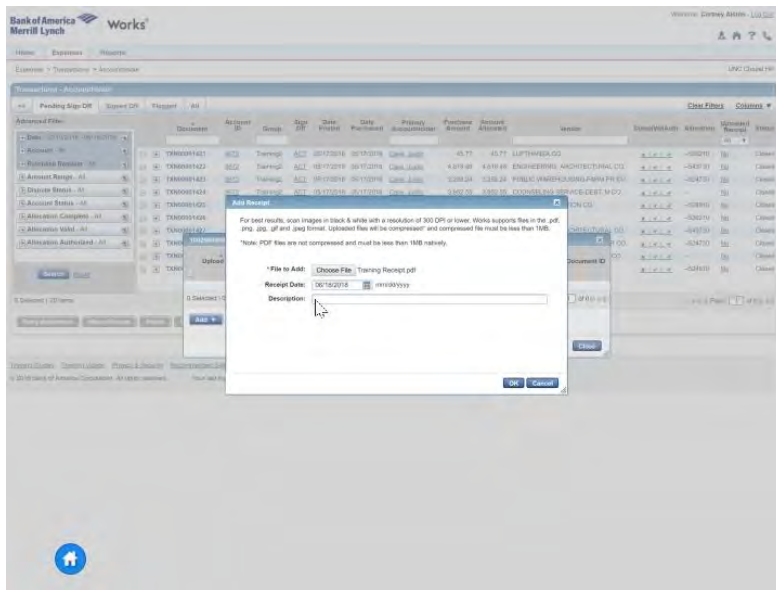


After selecting New Receipt she selects Chose File to locate the image on her computer.

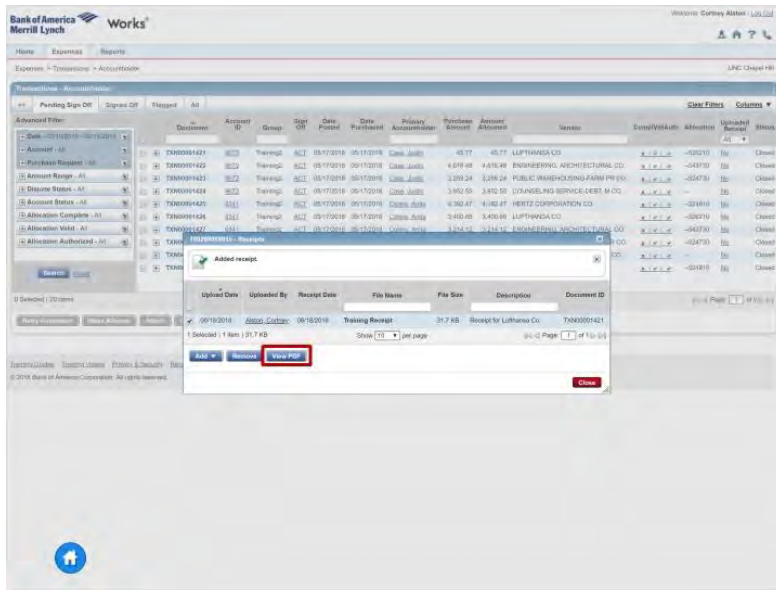




She uses the calendar icon to select the Receipt Date.

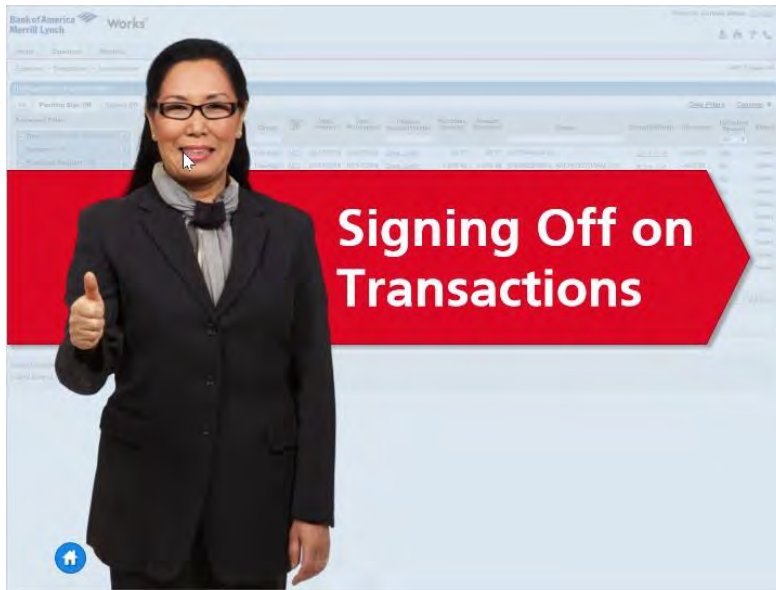


Provides a brief description for the receipt and clicks OK.



Then she can click View PDF to view the receipt to make sure that the receipt was uploaded successfully.

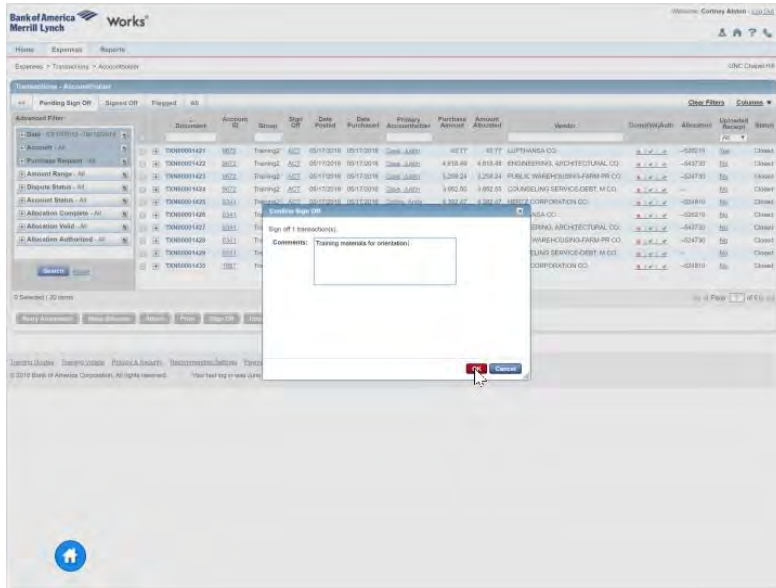
While the system only requires one attachment it is usually a good idea to include any other documents that help to tell the story behind the purchase such as an email from a supervisor approving the purchase for example.



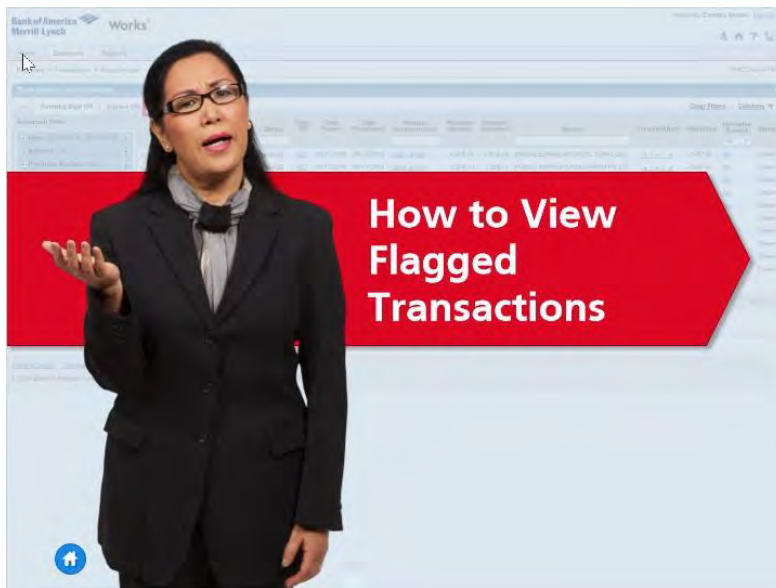
Now Cortney is ready to sign off on the transactions. Before doing so, she double checks to make sure that the Purchase Amount is correct, there is a green check mark in the Complete column, the chartfield string allocation is correct, and it says Yes in the Uploaded Receipt column.

Cortney has verified that the transactions are ready for sign off. She clicks the Document transaction number (TXN)...






Cortney knows that she is required to include a brief comment describing the business purpose for the purchase. She types her comments and clicks OK.



After the transaction has been signed off and sent to the Approver, it will move into Cortney's Signed Off list. She can now repeat the same steps to reconcile and sign off on any of the other transactions on Pending Sign Off and/or Flagged tabs.

If Cortney's Approver or anyone in the Central Office ever flags one of her signed off transactions, Cortney will receive an email notification and she can click the Flagged tab here on the Transaction screen. To view her Approver's comments about the flagged item, it's best for Cortney to include the "Comments" column view in her transaction list.


Flagged transactions will also show on Cortney's list of Action Items that appears when she first logs in to Works.



**Key Points to Remember**

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

- Reviewing transaction details
- Entering and editing chartfield string allocations when necessary
- Uploading a receipt electronically for every purchase transaction
- Signing off on all transactions to indicate they have been reviewed and are ready to be sent to Approver




Here are some key points to remember.

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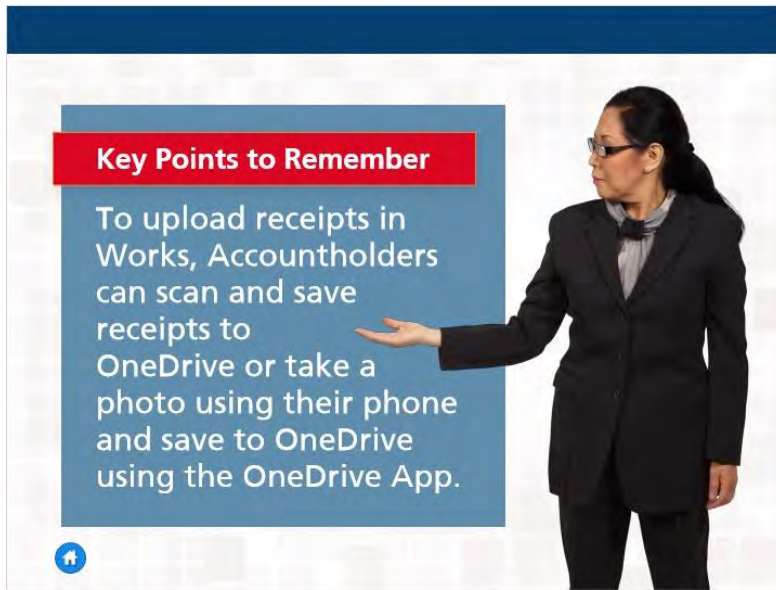
**Key Points to Remember**

- Approvers must approve all transactions by the 20th of the month so Accountholders should reconcile transactions and sign off frequently throughout the billing cycle so the Approver can meet the deadline.
- If P-Card transactions have not been approved by the 20th of the month, Accountholder's available credit will be reduced by the amount of transactions until they are signed off.

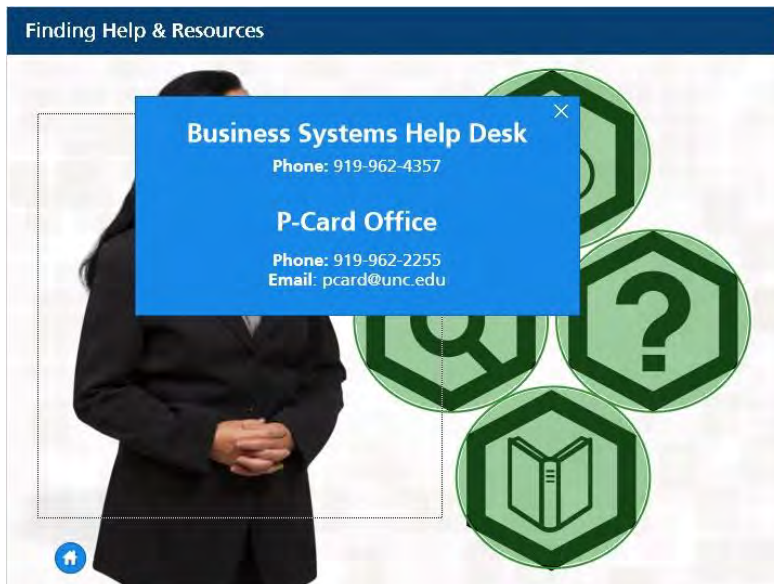


Approvers must approve all transactions by the 20th of the month so Accountholders should reconcile transactions and sign off frequently throughout the billing cycle so the Approver can meet the deadline.

If P-Card transactions have not been approved by the 20th of the month, Accountholder's available credit during the subsequent billing cycles(s) will be reduced by the amount of transactions until they are signed off.



To upload receipts in Works, Accountholders can scan and save receipts to their computers or take a photo using their phones and save to OneDrive using the OneDrive App.



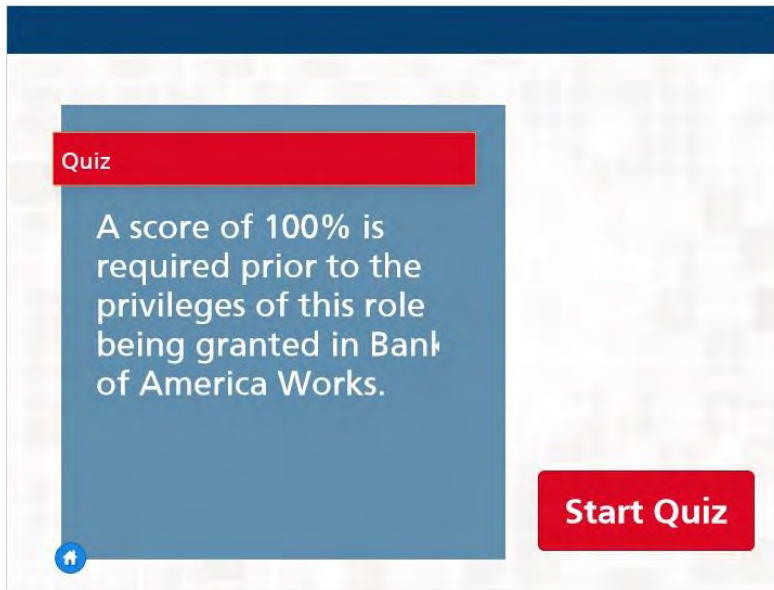
Congratulations! You have successfully completed the course Reconciling P-Card Transactions and Uploading Receipts.

Online training is available. Please click on the computer mouse icon to view current online training's that are available.

Additional resources and help are available online as well. Click on the magnifying glass icon to see resources available here at UNC at Chapel Hill.

You can also gain access to BAML's training manuals by clicking the book icon.

If you need assistance with or have questions about navigating Works®, please contact the Business Systems Help Desk. You can also contact the UNC Chapel Hill Purchasing Card Office for matters concerning P-Card program policies and procedures. Click on the question mark icon to view the contact information for the Business Systems Help Desk and the P-Card Office contact information.



Are you ready for the quiz?

Upon completion you will immediately know your results. Please note that a score of 100% is required prior to your P-Card being released. If you pass the quiz, the P-Card Office will notify you via email when you can pick up your new P-Card with detailed information.

Thank you for your participation!

You can begin the quiz by Clicking the Start Quiz button.