



# PURCHASING CARD WORKS - TIPS & TRICKS

This Purchasing Card (P-Card) reference guide was designed to provide Works users a quick reference to several “tips & tricks” for navigating Works throughout the reconciliation and reporting process.

We strongly urge Accountholders, Group Proxy Reconcilers, and Group Approvers to familiarize themselves with the [Purchasing Card Policy](#) on Allowable and Non-allowable charges, as well as the [Purchasing Card Program Handbook](#), prior to making P-Card purchases.

For more detailed training, please view the UNC-Chapel Hill Purchasing Card CBTs and training material provided by Bank of America. The location of each is included in this document

*This document was created by your Program Administrator. Some screenshot contents will differ from your account due to user level of responsibility, but steps provided are accurate.*

## 1. PASSWORD RESET

Works users should utilize the **“Forgot your password?”** link to reset their password. It is not necessary to contact the Program Administrator if you forgot your password; however, you must contact the Program Administrator if you have forgotten your Login Name.

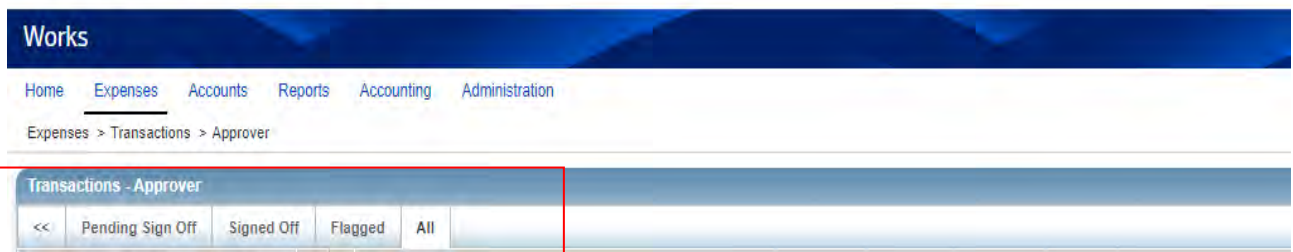
After entering your Email and Login Name, click on OK. Works will then send you an email with instructions for creating a new password\*. You must know the answers to your security validation questions to complete this task.



## 2. TRANSACTION VIEW

Transactions uploaded to Works can be found in a user’s Expenses menu, grouped by transaction sign off status. Transactions route to the Accountholder/Group Proxy Reconciler first and then the Group Approver, after initial reconciliation is complete.

- **Pending Sign Off** – transactions requiring review, reconciliation and sign-off
- **Signed Off** – transactions already signed off and routed onward in the workflow\*
- **Flagged** – transactions returned by your Approver for further action
- **All** – displays a list of all transactions, regardless of status (narrow search using Advanced Filter)



Transaction sign-off is required by both the Accountholder/Group Proxy Reconciler and Group Approver. Final approval is not recorded until the Group Approver signs off. Group Approver sign-off is essential in preventing reduction in an Accountholder’s spending power and ensures the Accountholder will have access to their full credit limit at the start of each billing cycle.

❖ **Funds from each transaction approved by the Group Approver on or before the billing cycle end date (currently the 15<sup>th</sup> of each month or the next business day, if the 15<sup>th</sup> falls on a weekend or holiday) are restored and available for use at the start of the next billing cycle.**

- ❖ Funds from transactions not signed off by the end of the billing cycle decrease the Accountholders available credit for subsequent billing cycle(s) and will NOT restore to the account until each transaction is reconciled and approved.

### 3. COLUMN FILTERS

Column Filters allow users to narrow the scope of information displayed in their respective columns. As you enter text in the filter box, the system matches values based on “contain” or “starts with” logic, and filtering begins immediately without saving or submitting.

**Example:** If you are a Group Proxy Reconciler or Group Approver for multiple Accountholders, utilize column filters to narrow down the transactions list by entering an Accountholder name in the “Primary Accountholder” field. For transactions with a specific vendor, filter further by entering the “Vendor” name.

|                                     | Document             | Account ID | Sign Off   | Flagged | Comments  | Date Posted | Date Purchased | Primary Accountholder            | Purchase Amount | Vendor                           |
|-------------------------------------|----------------------|------------|------------|---------|-----------|-------------|----------------|----------------------------------|-----------------|----------------------------------|
| <input type="checkbox"/>            | <input type="text"/> |            |            |         |           |             |                | <input type="text" value="yam"/> |                 | <input type="text" value="int"/> |
| <input checked="" type="checkbox"/> | TXN00971616          | 6091       | AH APR ACT |         | ok (more) | 10/19/2018  | 10/17/2018     | Yameen, Ammar                    | 520.00          | INTERIOR SYSTEMS INC             |

### 4. ADVANCED FILTER

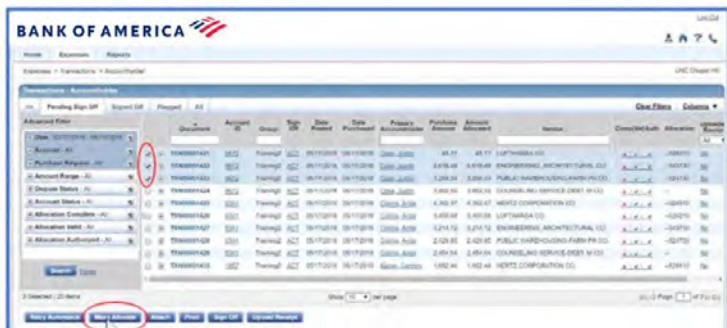
The Advanced Filter defaults to open for all Expense tables except Receipts and may be used as a general table filter to set detailed search criteria. Selecting “Retain Settings” in the date range will save the setting, should you navigate to another screen and return to your search view; however, filter settings remain for your current session only and are specific to the queue in which they are set (i.e., Pending Sign Off, Signed Off, Flagged, or All\*).

- Click **Search** to start the search. The table updates based on your search criteria.
- Click **Reset** to restore all default settings, if needed.

\*Group Approvers can use the “All” tab to view transactions pending Accountholder sign-off.

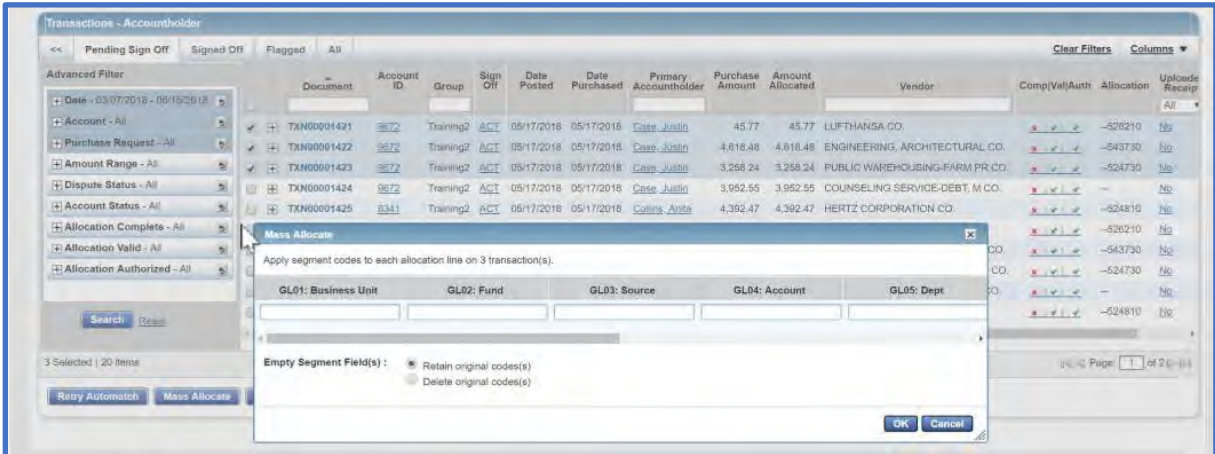
### 5. MASS ALLOCATION

Use **Mass Allocate** to expedite the allocation process by assigning allocation codes to multiple transactions at one time, either on the Pending Sign Off or Flagged tabs.



When mass allocating, users may select from two options to handle **Empty GL Segment Fields**:

- **Retain original code(s)** - maintains current value if a GL segment is left blank when allocating
- **Delete original code(s)** – replaces current value with blank field, if segment is left blank when allocating



## 6. REFERENCE & TAX

All transactions default to Tax Status “Sales Tax Included” with the “Tax Total” amount applied to the transaction. Works does not indicate a tax amount unless the vendor passes a sales tax charge through their card processor. If sales tax was applied to a tax-exempt eligible purchase, it is up to the Accountholder to attempt to obtain a sales tax credit. Regardless of the Tax Status and Tax Total indicated for a transaction, neither field should be edited during reconciliation. Applicable tax is included in the “Purchase Amount” and any agreed upon sales tax credits\* will appear in a future transaction.

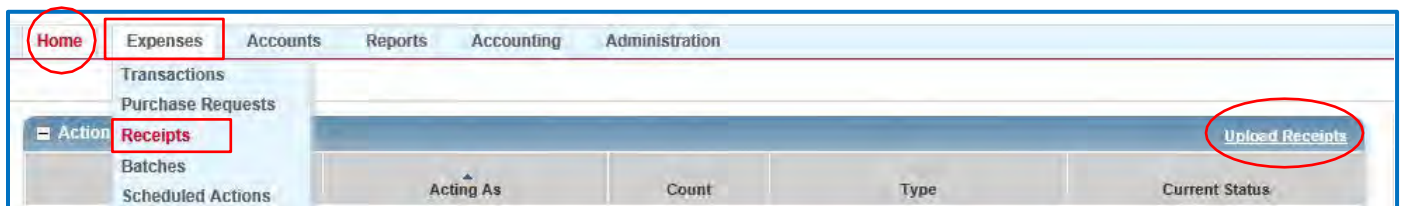
|                                |                    |                          |                                 |               |                       |
|--------------------------------|--------------------|--------------------------|---------------------------------|---------------|-----------------------|
| <b>Purchase Amount: 499.83</b> |                    | <b>Tax Amount: 34.87</b> | <b>Allocation Total: 499.83</b> | <b>  100%</b> | <b>Variance: 0.00</b> |
| Reference & Tax                |                    |                          |                                 |               |                       |
| Reference                      | Tax Status         | Goods & Services         | Tax Total                       | Use Tax       |                       |
|                                | Sales Tax Included | 464.96                   | 34.87                           |               | 0.00                  |

\*Receipts are **NOT REQUIRED** for credit transactions.

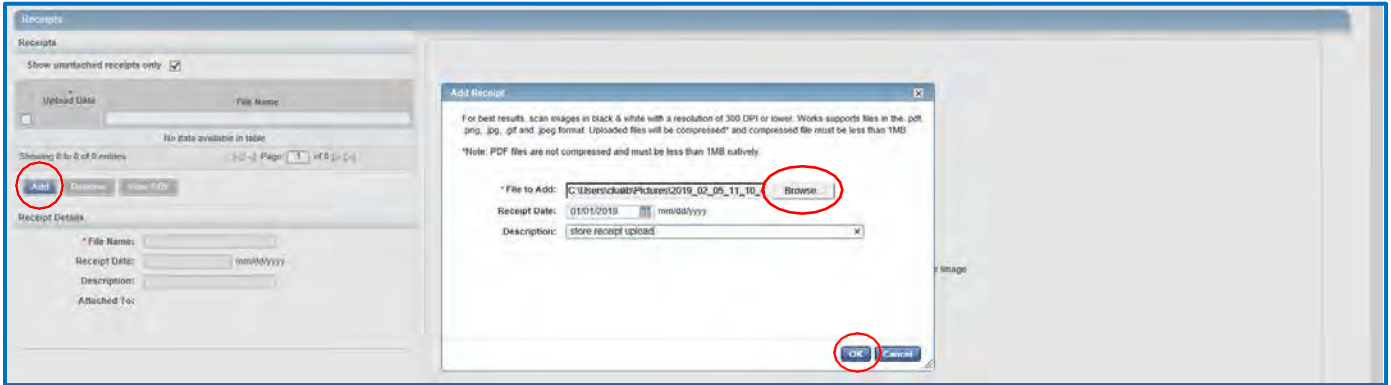
## 7. RECEIPTS STORE

Users may upload and store receipt images in the Receipts storage queue for processing later. Stored receipts can only be accessed by the user who uploaded the receipt.

On the Home page click **Upload Receipts** or click **Expenses → Receipts**



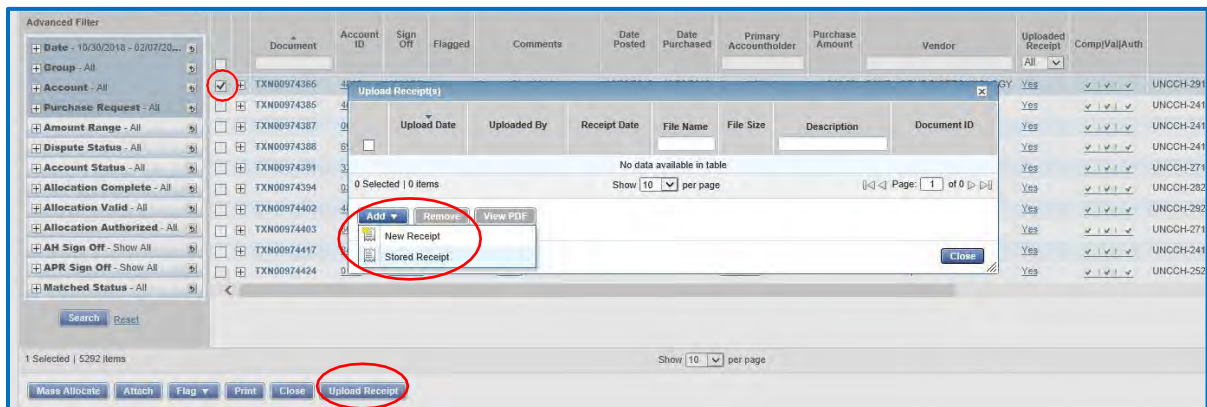
On the Receipts screen click **Add** to browse for and upload a new receipt, then click **OK** after entering details. If done successfully, an “Added receipt” message will appear at the top of your screen. You will also see the file name and upload date listed in the table, which also becomes accessible to add to transactions.



To remove a stored receipt, access the Receipts page, select file, and click Remove.

## 8. ATTACH STORED RECEIPT

To retrieve a stored receipt and attach it to a transaction, simply select a document in your Transactions list, click **Upload Receipt** → **Add** → **Stored Receipt**, choose the file relevant to the transaction and then **Attach**. Receipts are **NOT REQUIRED** for credit transactions.

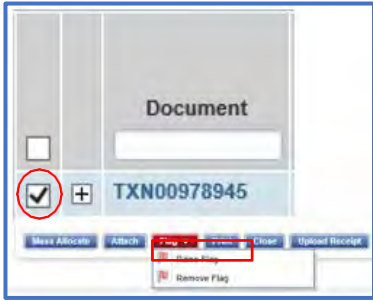


## 9. FLAGGING TRANSACTIONS

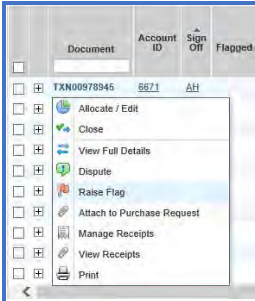
The Accountholder/Group Proxy Reconciler must first sign off the transaction before the flag option is available to the Group Approver. A transaction may be flagged to alert the Accountholder/Group Proxy Reconciler of an issue with the document or to advise additional information is needed. When a transaction is flagged, it appears in the Flagged queue and remains in its originating queue. Raising a flag does not prevent the Group Approver from approving the transaction.

There are several ways to flag a transaction:


**From the Pending Sign Off tab**  
Select document → Flag → Raise flag → Enter Comments




**From the Pending Sign Off tab**  
Click Document number → Raise Flag → Enter Comments



**From the Full Details View**  
Actions → Raise Flag → Enter Comments



When a transaction is flagged by a Group Approver the document will appear with a red flag (  ) in the “Flagged” column of the transactions list of all users associated with the transaction. Email notification of the flagged transaction is sent to the primary Accountholder and the transaction appears in the Action Items and Flagged tab of the Accountholder/Group Proxy Reconciler. Once corrective action is taken, the flag should be removed by the Accountholder/Group Proxy Reconciler.



## 10. MASS SIGN-OFF

Mass sign-off is achieved by selecting multiple transactions and clicking Sign-Off. This is most useful when allocation of multiple transactions is complete, receipts are uploaded, and all transactions are ready for sign off. Comments entered will apply to all selected transactions.



## 11. INTERNATIONAL FEE DOCUMENTATION

International transactions incur a fee of 1% of the total transaction amount, known as an International Transaction Fee. These fees typically appear as a separate line item, for which there is no receipt. In this case we suggest users upload the original transaction receipt and note “International Transaction Fee” as the receipt description and business justification.

## 12. REPORTS

Users can create report templates for customized reporting and/or schedule recurring reports. Report data visibility is limited by user access level (Account holder, Group Proxy Reconciler, Group Approver, Auditor).

- Creating a report template allows you to quickly locate and run a report using the specific data elements you selected.

- User created templates are saved in the user’s **Personal** Template Library: click **Reports** → **Template Library**

- Reports created by your Program Administrator are stored in your **Shared** template library, found below your Personal template library. Following is a list of the most useful Shared templates:
  - **1 A Cardholder Billing Statement** - replaces the discontinued BOA monthly paper statement
  - **1 B Transaction Sign-Off Report** – transaction sign-off details
  - **1 C Payable Allocation Detail** – transaction CFS allocation and Comments
  - **1 D Card Txn limit** – Account holder Monthly Credit and Single Transaction limit
  - **1 E Group Official Role Report** – Group Proxy Reconcilers and Group Approvers

| Template Name                    | Category            | Template Owner            | Description                      |
|----------------------------------|---------------------|---------------------------|----------------------------------|
| 1 A Cardholder Billing Statement | transactionCategory | Hwang-Strickland, Jessica | 1 Cardholder Billing Statement   |
| 1 B Transaction sign-off Report  | transactionCategory | Hwang-Strickland, Jessica | Transaction sign-off Report      |
| 1 C Payable Allocation Detail    | transactionCategory | Hwang-Strickland, Jessica | Payable Allocation Detail Report |
| 1 D Card Txn Limit               | cardCategory        | Hwang-Strickland, Jessica | Card Txn Limit                   |
| 1 E Group Official Role Report   | orgCategory         | Hwang-Strickland, Jessica | Group Official Role Report       |

- The following schedule parameters are available for your selected report:

**Scheduling and Expiration**

Job Name:

Schedule:

Run Now

Run Later

Recurring ⚠ Report times will be Central time zone

Every 1 day(s) at Midnight

Every Sunday at Midnight

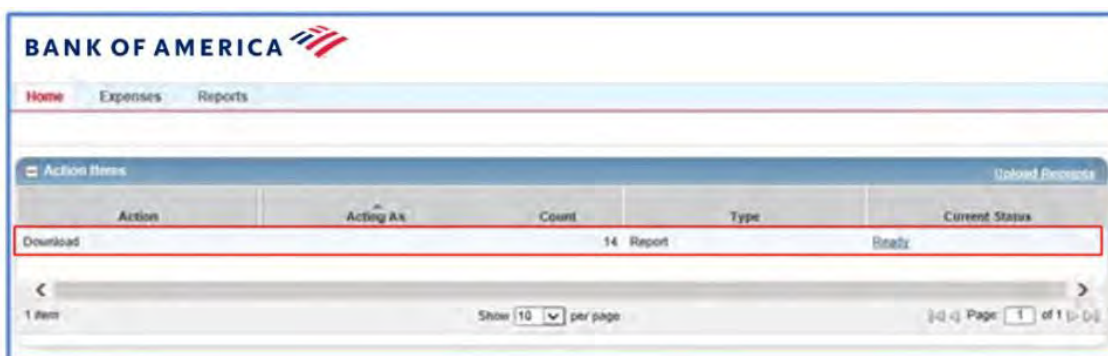
Every month on the 1st at Midnight

Every billing cycle plus 1 day(s)

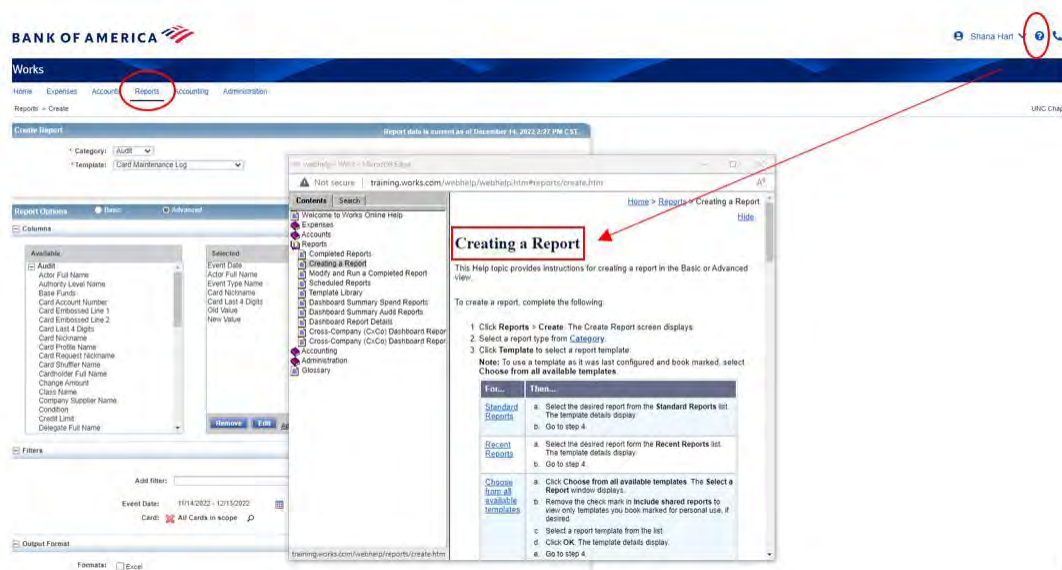
Every quarter starting January 1st

Report Expiration after:  day(s)

- Choosing to schedule a report will trigger a notification when your selected report is ready for download



- Users can easily find their list of scheduled reports by selecting **Reports** → **Scheduled**



Located at the top-right corner of every screen are icons that can be used as shortcuts to either move throughout Works or obtain helpful information. Clicking the Help icon (?) gives access to online help with functions and features for your current Works screen.

### 13. PROGRAM ANNOUNCEMENTS

Users can view P-Card Program announcements posted to their **Works Home Page** by the Program Administrator. Be sure to check for announcements of upcoming changes or other helpful information.



### My Announcements

The P-Card billing cycle ends on the 15th of each month. All transactions must be reconciled and approved by the 20th of the month. Please reconcile and approve all the current and prior cycle's pending transactions. The credit limit will not restore until reconciliation and group approver sign-off is completed.

Please note that BOA will stop the delivery of paper billing statements in January 2019. Two reports in the template library under the share tab (cardholder billing statement) and (UNC Monthly Billing Statement) can be run in Works anytime, as needed.

Please contact the Business Help Desk at 962-HELP (4357) option 2 for technical support or email [pcard@unc.edu](mailto:pcard@unc.edu) with any account related questions.

## 14. TRAINING

Bank of America (BOA) provide training material to aide you in navigating Works and reconciling P-Card transactions.

- BOA training guides and videos are accessible through Works and specific to the user role(s) you're assigned. Click the **Training Guides** or **Training Videos** link that displays at the bottom of every screen in Works to access a comprehensive User's Guide, as well as step-by-step instructions for completing reconciliation tasks.

