

Works System - Completing Transactions

Important Reminders:

- **All Club Expenses must have Approval before making the purchase, Issuing Transfer, issuing University payment to off campus vendor, initiating a University CVI Charge to on campus department.** While this approval does not have to be uploaded for Works, it still needs to be obtained. Failure to follow this process will result in cancellation of Advisor Club P-card.

- Each Transaction within works will need the following actions taken.
 - o Rename description, assign account number, assign expense code, and verify sales tax included.
 - o Upload an Itemized receipt for each purchase.
 - o Sign Off on each Transaction.

Receipt Requirements

The cardholder is responsible for obtaining original receipts, packing slips, and other required documentation from the merchant to support each purchase. Receipts should include:

- Date
- Merchant Name
- Itemized list of purchases
- Itemized pricing
- Total, including shipping and handling

Original packing lists and any other shipping documentation should be maintained with the official receipt.

Lost Receipts

If a receipt has been lost, the cardholder must contact the merchant and request a duplicate receipt. If a purchase was made online, the cardholder may be able to obtain a receipt from an order history or order status tab on the merchant's website. If the merchant cannot provide a duplicate receipt, the cardholder can contact the bank's Dispute Department at (800) 410-6465 to request a duplicate receipt. (Note – Federal regulations prevent Bank of America from ordering receipts under \$25 that did not require a signature.) Repeated loss of receipts may be grounds for disciplinary action or cancellation of the Pcard.

Billing Cycle

Billing cycle dates usually run from the 21st of the month to the 20th of the following month. If the 20th falls on a weekend or a holiday, the billing cycle ends on the previous business day. Transactions made near the end of the billing cycle may not post until the next billing cycle.

Reconciliation Process

The bank receives transactions daily and routes them electronically through the Works system to the cardholder, approver, and accountant. Cardholder must reconcile receipts and other required documentation and submit it to the accountant. Reconciliation is required at billing cycle end, but departments may require documents be submitted more frequently. Transactions must be reviewed by all parties in a timely manner.

Student Organizations - Prohibited and Restricted Goods and Services

Certain types of purchases are prohibited by the University, Campus Life, or the student organization.

Subject	Information
Alcohol and Tobacco	Prohibited.
Convenience Fees aka Credit Card Fees, Up-Charges, etc.	Although not prohibited, student organization cardholders should always plan ahead to avoid added fees.
Food	Allowed but should be approved by the advisor, treasurer and president.
Gift Cards	<p>Allowed but should be approved by the advisor, treasurer, and president.</p> <ul style="list-style-type: none">• Approval for the purchase should be made prior to the actual purchase of the cards and should include the sponsor and officers of the organization.• There is a limit of \$250 for the total amount purchased at one time and a single card limit of \$25 per card.• Documentation must be maintained for the receiver of the gift card to include the name, address, CWID, and the amount of the gift card. This information should be attached to the disbursement voucher requesting payment or Pcard receipt.• As the cards are issued, the signature of the recipient should be obtained, and the complete log of signatures attached to the purchase documentation. <p><i>(Reference: Additional Gift Card Guidelines)</i></p>

All Transaction should have an Itemized Receipt uploaded for each purchase.

- FOR GIFT CARDS: Include additional documentation in Works per OSU Purchasing Policy and Guidelines.
 - o If transaction for gift cards has been signed off on in Works PRIOR to issuing the gift card to a recipient, the same documentation required to be recorded should be turned in with your BOA Statement Documents that are submitted to Student Life Monthly!

Login to WORKS

Navigate to your cardholder posted purchases, if it doesn't automatically take you there upon login.

Select the Down Arrow on the document number (example - TXN01368578) and select "Allocate/Edit"

The screenshot shows the 'Works' interface for an account holder. The main area displays a table of transactions. The transaction TXN01368578 is selected, and a dropdown menu is open, showing the 'Allocate/Edit' option highlighted in blue. Other options in the menu include Sign Off, View Full Details, Dispute, Retry Automatch, Add to Expense Report, Attach to Purchase Request, Manage Receipts, and Print. The table columns include Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp/Val/Auth, Allocation, Amount Allocated, and Uploaded Receipt. The transaction details for TXN01368578 are: Document: TXN01368578, Account ID: 2393, Sign Off: none, Date Posted: 02/27/2023, Date Purchased: 02/24/2023, Primary Accountholder: Crawford, Kamie, Purchase Amount: 33.57, Vendor: Mailchimp, Allocation: 4 327100- PO#, Amount Allocated: 33.57, and Uploaded Receipt: No.

Rename the description of your purchase so you know exactly what it was for.

Make certain your GL01: transaction code lists your club account number specific to your club.

Make certain the GL02: Expense Code lists 708950 – all club purchases will be coded to this code.

Make certain the tax status lists Sales Tax Included.

Select SAVE & then Close, bottom right.

The screenshot shows the 'Allocation Details' for transaction TXN01368578. The main area displays a table with columns: Comp/Val/Auth, Amount, Sales Tax, Description, GL01: Transaction Code, GL02: Expense Code, and GL03: PO Header. The transaction details are: Comp/Val/Auth: x | v | x, Amount: 33.57, Sales Tax: 0.00, Description: Club Purchase - Dine Out, GL01: Transaction Code: 4 991750, GL02: Expense Code: 708950, and GL03: PO Header: PO#. Below the table, there are sections for 'Reference & Tax' and 'Transaction Detail'. The 'Reference & Tax' section shows 'Sales Tax Included' with a tax total of 0.00. The 'Transaction Detail' section shows 'Goods & Services' with a table: Goods/Services, Price, Quantity, Total. The transaction detail is: Interchange Qualifier, 0.00, 0, 0.00. At the bottom right, there are 'Save' and 'Close' buttons.

When back at the cardholder purchases page, select the down arrow on the document number again, and select "Manage Receipts"

The screenshot shows the Bank of America Works interface. The user is logged in as Kamie Crawford. The page title is "Works" and the breadcrumb is "Expenses > Transactions > Accountholder". The "Transactions - Accountholder" table is displayed with the following data:

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Uploaded Receipt
TXN01368578	2393	none	02/27/2023	02/24/2023	Crawford, Kamie	33.57	Mailchimp	x v x	4 327100- PO#:	33.57	No

A context menu is open for the selected transaction, showing options: Allocate / Edit, Sign Off, View Full Details, Dispute, Retry Automatch, Add to Expense Report, Attach to Purchase Request, **Manage Receipts**, and Print.

Select Add Receipts to upload.

Choose New Receipt to upload a PDF file of your itemized Receipt.

The screenshot shows the Bank of America Works interface with the "Add Receipts" dialog box open. The dialog box has the following content:

104336780497 - Receipts

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
No data available in table						

0 Selected | 0 items
Show 10 per page
Page: 1 of 0

Add (circled in red) Remove View PDF

- New Receipt
- Stored Receipt

Close

Verify that your document has been uploaded and close the Receipts action box.

The screenshot shows the Bank of America Works interface. A modal dialog box titled "104336260497 - Receipts" is open, displaying a table with one row of data:

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
02/28/2023	Crawford, Kamie		MailChimp Monthly	193.3 KB		TXN01368578

Below the table, it shows "1 Selected | 1 item | 193.3 KB" and "Show 10 per page". There are buttons for "Add", "Remove", and "View PDF". A "Close" button is circled in red at the bottom right of the dialog box. The background interface shows the "Transactions - Accountholder" page with a search filter on the left and a table of transactions.

Verify once again on the cardholder purchases page that the system saved your uploaded Itemized Receipt for the **correct** transaction.

The screenshot shows the Bank of America Works interface, specifically the "Transactions - Accountholder" page. A table of transactions is displayed, with one row highlighted:

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Uploaded Receipt
TXN01368578	2393	none	02/27/2023	02/24/2023	Crawford, Kamie	33.57	Mailchimp	x v x	4 327100- PO#:	33.57	Yes

The "Uploaded Receipt" column for the highlighted row is circled in red. The interface also shows a search filter on the left and a table of transactions.

Select the down arrow on the document number again, and select "Sign Off"

The screenshot shows the Bank of America Works dashboard. The user is logged in as Kamie Crawford. The page title is "Works" and the breadcrumb is "Expenses > Transactions > Accountholder". The "Transactions - Accountholder" table is displayed with the following columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp|Val|Auth, Allocation, Amount Allocated, and Uploaded Receipt. A single transaction is selected: TXN01368578, Account ID 2393, Date Posted 02/27/2023, Date Purchased 02/24/2023, Primary Accountholder Crawford, Kamie, Purchase Amount 33.57, Vendor Mailchimp, Allocation 4 327100- PO#: 33.57, and Uploaded Receipt Yes. A context menu is open over the transaction, showing options: Allocate / Edit, Sign Off (highlighted), View Full Details, Dispute, Retry Automatch, Add to Expense Report, Attach to Purchase Request, Manage Receipts, and Print. The taskbar at the bottom shows the Windows search bar and various application icons.

Include any comments you'd like to add on the transaction, otherwise confirm the sign off by selecting "OK".

The screenshot shows the same Bank of America Works dashboard as the previous image. A "Confirm Sign Off" dialog box is open in the foreground. The dialog box contains the text "Sign off 1 transaction(s).", a "Comments:" label, and a text input field. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red. The background shows the transaction list with the same transaction selected. The taskbar at the bottom shows the Windows search bar and various application icons.

The Transaction will disappear from your list and move on to the next approval in the system. Repeat for any other transactions listed in your Works dashboard.