PCard Budget Holder Review & Sign Off Guide

Step by Step Guide to reviewing and signing off on your department's transactions in the Bank of America Works System. Bank of America Works can be accessed via this link from any computer: http://payment2.works.com/works

Definitions

Cardholder – Individual, who purchases with a PCard, reconciles their transactions in Bank of America Works by attaching receipts/documentation, allocating to department account codes, and signing off with a business purpose for the purchase. **Cardholder reconciliation deadline is the 7th of each month for the previous month's transactions.**

Budget Holder/Reviewer– Individual with budgetary authority within the department or individual designated as a proxy reviewer of cardholder transactions. Responsible for reviewing and signing off on department transactions after cardholders have reconciled. **The Budget Holder/Reviewer sign off deadline is the 12th of the month for the previous month's transactions.**

Responsibility

As a budget holder/reviewer, it is your responsibility to review and sign off on your employees' transactions each month. You will be looking to verify:

- The purchase is valid for your school/department
- Correct receipts and documentation are attached
- Correct account codes are used
- That the business purpose meets your department's goals and needs.

During your review, you may determine that a transaction did not have your prior approval or is designated as fraudulent. Discuss these types of transactions with the cardholder, and seek guidance from the PCard team as needed, but still review and sign off on the transaction with comments.

- Transaction did not have your prior approval – Discuss with the cardholder, seek HR guidance if needed, sign off with comments.
- Designated as fraudulent – Make sure cardholder has called Bank of America to report the fraud. Sign off as normal. This verifies your review.

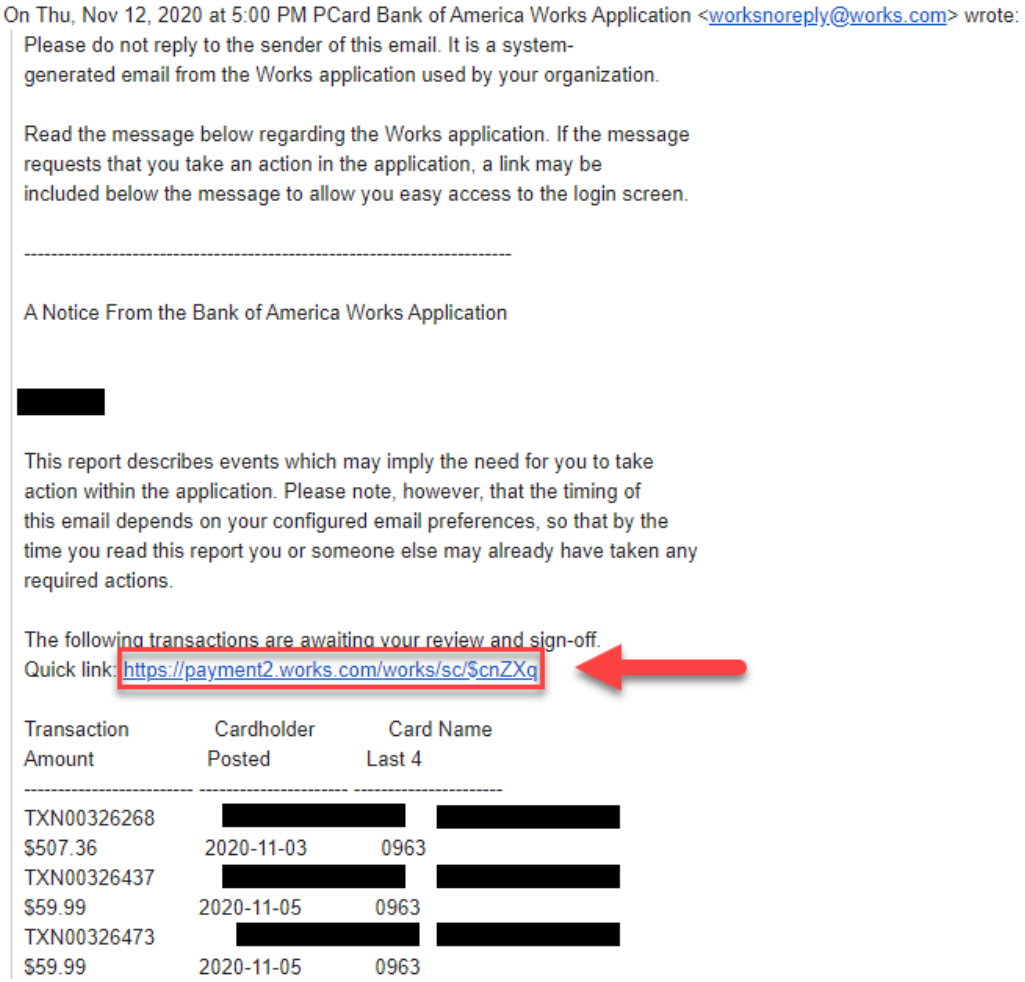
Flagging transactions for further review: During your review, if you determine that you need more information, an account code is incorrect, or other errors have occurred, you can flag the transaction back with exact instructions for the cardholder to remedy in your flag comment. Do not wait for a response to sign off on the transaction, the PCard team will follow up with the cardholder.

Reviewing and Signing Off in Works

To view your department's transactions in Works: (1) Click the link in the Bank of America notification email, or (2) Log in directly to Bank of America Works via this link: http://payment2.works.com/works

Logging in to Bank of America Works

1) The Bank of America Works (B of A Works) email has a link that takes you to a login screen and then directly to pending transactions requiring your review. Below is an example of this email and link:



On Thu, Nov 12, 2020 at 5:00 PM PCard Bank of America Works Application <worksnoreply@works.com> wrote:

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice From the Bank of America Works Application

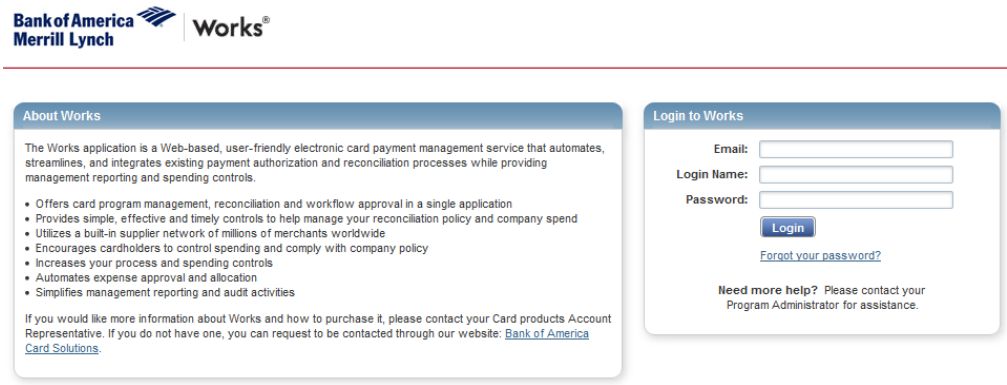
[redacted]

This report describes events which may imply the need for you to take action within the application. Please note, however, that the timing of this email depends on your configured email preferences, so that by the time you read this report you or someone else may already have taken any required actions.

The following transactions are awaiting your review and sign-off.
Quick link: https://payment2.works.com/works/sc/$cnZXq

Transaction Amount	Cardholder Posted	Card Name Last 4
TXN00326268	[redacted]	[redacted]
$507.36	2020-11-03	0963
TXN00326437	[redacted]	[redacted]
$59.99	2020-11-05	0963
TXN00326473	[redacted]	[redacted]
$59.99	2020-11-05	0963

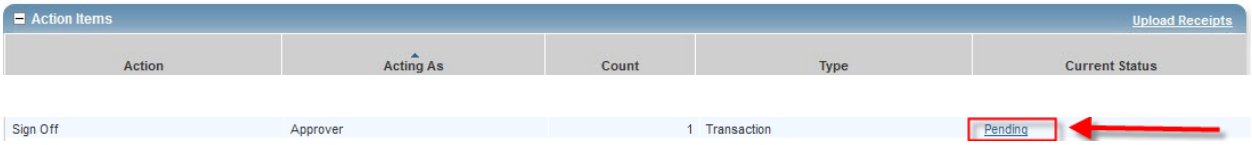
2) Logging in directly: Log into B of A Works with your bank sign-in information. (Your PPS credentials will not work.) Once logged in, you will see a summary screen with the "Action Items" box at the top.
http://payment2.works.com/works



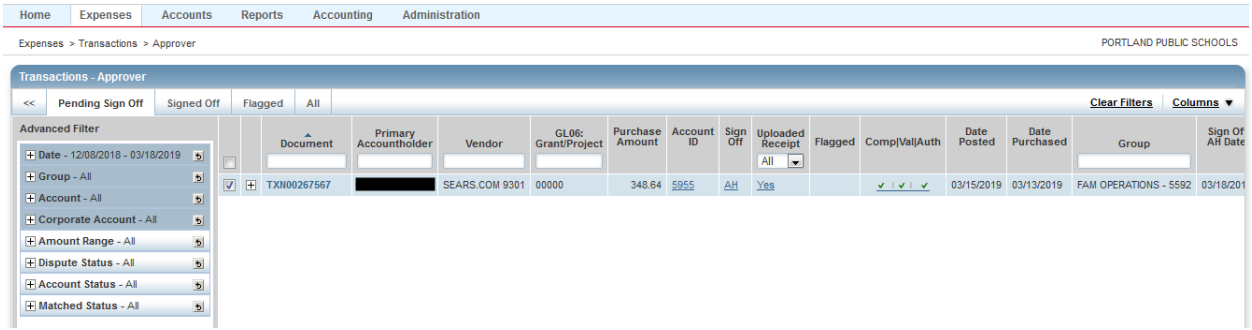
Reviewing and Signing Off Transactions

Under the Action Items on the homepage, click the Pending link next to the Sign Off - Approver line. Again, while B of A refers to this as the "Approver" role, the cardholder should have already sought your approval of the expenditure prior to purchase. Your role within Bank of America Works is to:

1) Verify the purchase is a valid one for your department/school,
2) provide a second level of review to spot problems with account codes, fraudulent transactions, or lack of adequate business purpose, and
3) to sign off, thereby creating a record of your review.

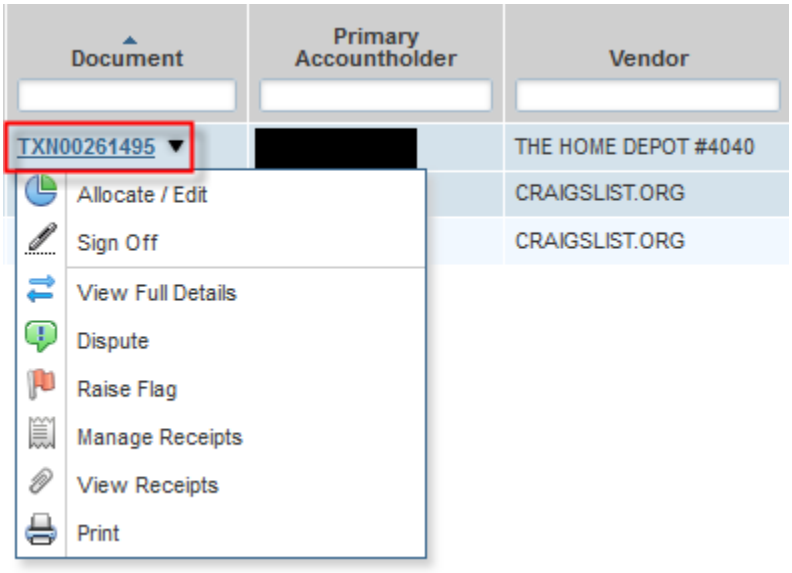


Clicking the Pending link will take you to your Transactions Pending Sign Off screen

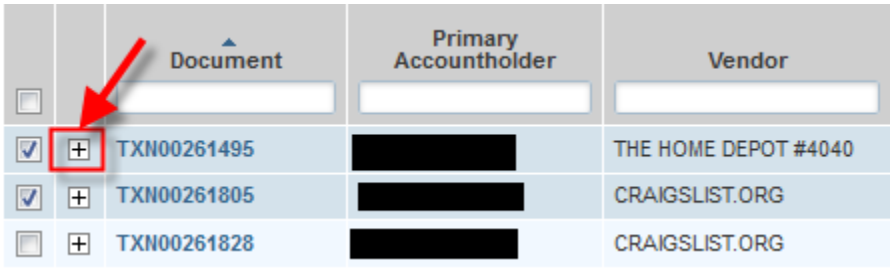


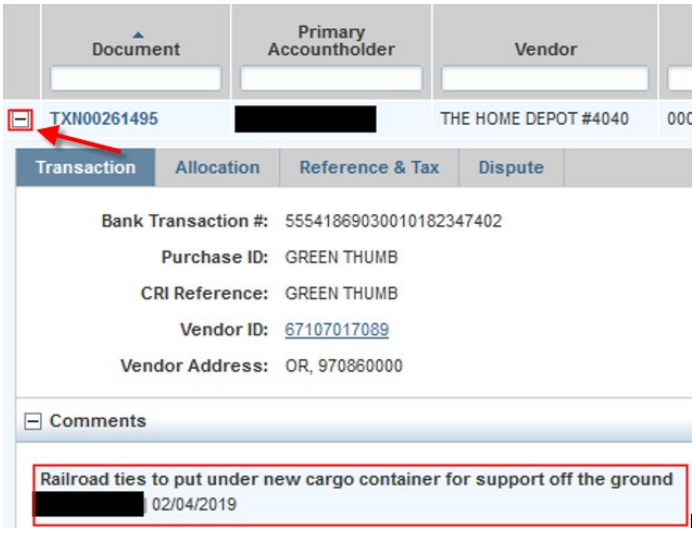
1) Review the transaction information. From this main screen, you can see the vendor, dollar amount, and account code.
2) Click on a TXN # to display the transaction menu:

- This will allow you to “View Receipts” to see full detail of the purchase on the uploaded receipts/documents and “Sign Off” (i.e., mark as reviewed). You can also click on the “Yes” link under the receipts column to view the attached receipts and documentation.

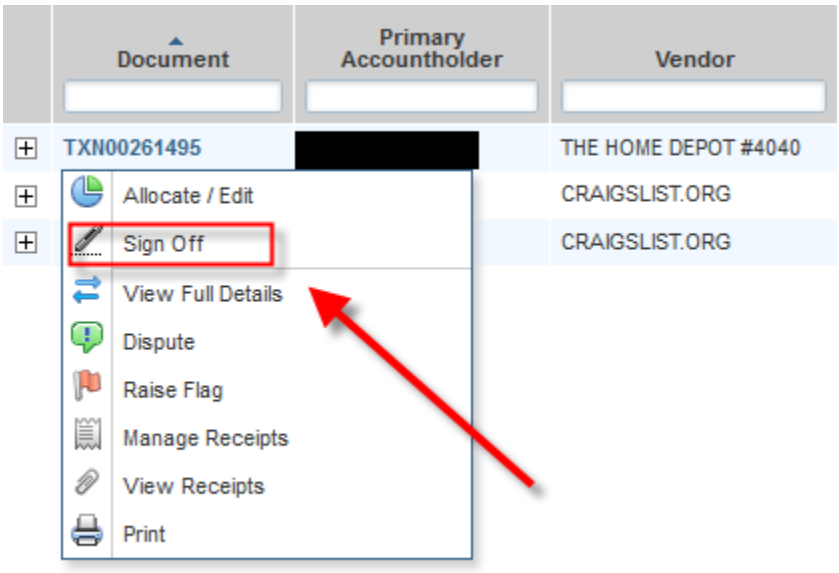


3) Click on the “+” button to the left of the TXN # to review the business purpose entered by the cardholder.

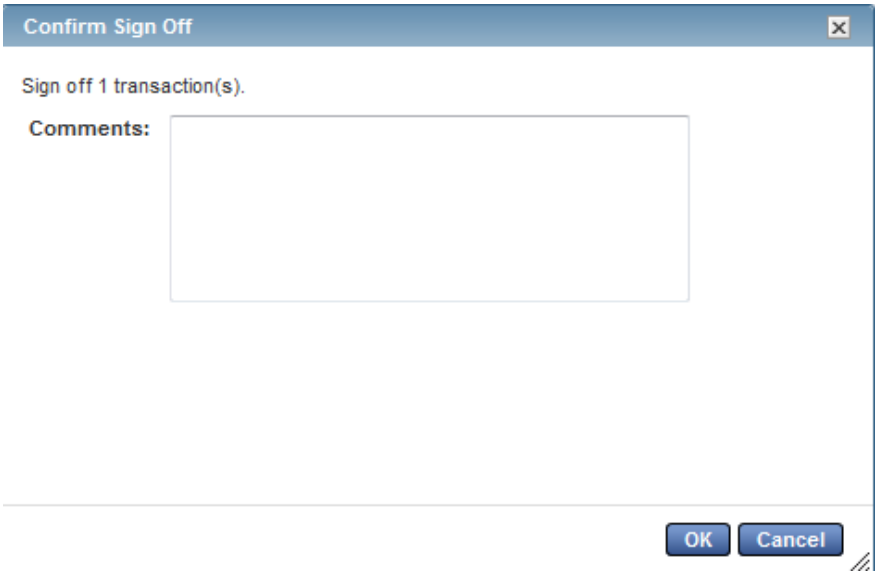




4) Once you have completed your review of the transaction, you can indicate completion by signing off. To sign off, click on the TXN number to view the reconciliation menu and click "Sign Off."



A comment box will open. No comment is necessary unless you want to add additional detail. Your sign off records your review with a date time stamp in the system. To complete, click the "OK" button.

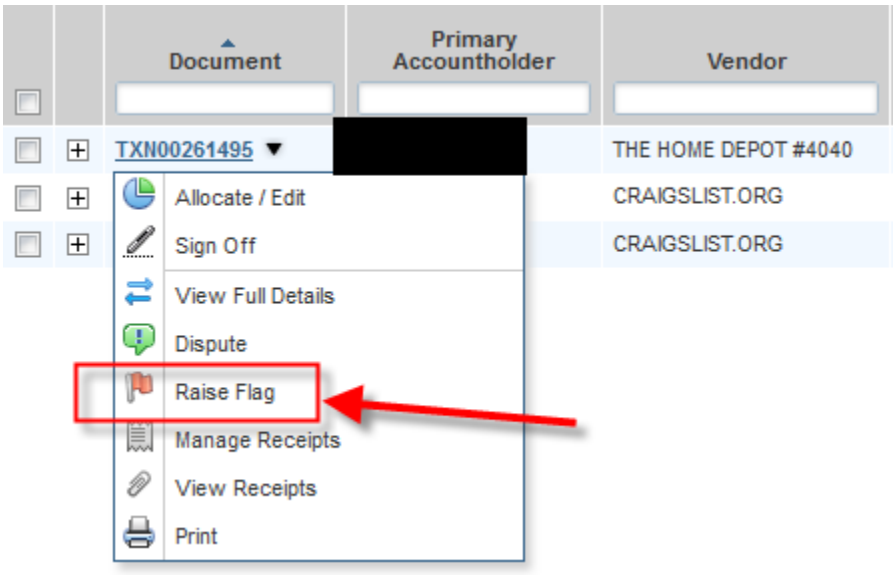


If, after signing off, you discover an error or need to make changes to the transaction, contact the PCard team at pcard@pps.net to have the transaction flagged back to you.

Raising a Flag and Sending the Transaction Back to the Cardholder

Occasionally you will need additional details, a different account code, receipts, or other documents to complete your review. To send the transaction back to the cardholder, you can raise a flag and provide instructions.

1) Click on the TXN number to view the transaction menu.



2) Click on "Raise Flag" and enter a guidance comment for the cardholder. For example, "Please attach an itemized receipt" or "Please provide more details on what the purchase was for".

Once you click "OK" on the comment box, the transaction returns to the cardholder for action. The cardholder will now need to fix the transaction and remove the flag. Do not delay on transaction sign off. The PCard team will follow up with the cardholder.

Note: A transaction signed off by you may get flagged back to the cardholder by the PCard team or Grant Accountants. It will be the cardholder's responsibility to remedy the flag. No action is required by you.

Do Not Delay on Transaction Sign Off if Flagged

If the transaction has been flagged, please review the flag comment and if a valid purchase, please sign off. The PCard team and Grant Accountants will follow up with the cardholder for missing documentation or account code changes.

Your prompt sign off will limit your risk of receiving an infraction. See PCard Budget Holder-Reviewer Infraction Table on the PCard website.