

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

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. Within Bank of America Works, this is called the "Approver" role; however, because the budget holder's role is to review and comment on or flag transactions before signing off, we call this the "Review and Sign Off" role. (Ideally, the cardholder sought budget holder approval for the purchase before the purchase was ever made.) 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:

- Correct receipts and documentation are attached
- Correct account codes are used
- That the business purpose meets your department's goals and needs.

Also during your review, you may determine that a transaction did not have your prior approval, is designated as fraudulent, or was purchased for another department. 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.
- Purchase for another department – Check attached receipts for Account Code Change Request Form approving the change to another department's account code. If not previously approved, discuss with cardholder.

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.

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.

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 <worksno-reply@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

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](https://payment2.works.com/works/sc/$cnZXq)



Transaction Amount	Cardholder Posted	Card Name Last 4
TXN00326268 \$507.36	██████████ 2020-11-03	██████████ 0963
TXN00326437 \$59.99	██████████ 2020-11-05	██████████ 0963
TXN00326473 \$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.

<https://payment2.works.com/works/home>



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:

[Forgot your password?](#)

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

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) provide a second level of review to spot problems with account codes, fraudulent transactions, or lack of adequate business purpose, and (2) to sign off, thereby creating a record of your review.

Action	Acting As	Count	Type	Current Status
Sign Off	Approver	1	Transaction	Pending

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

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Approver

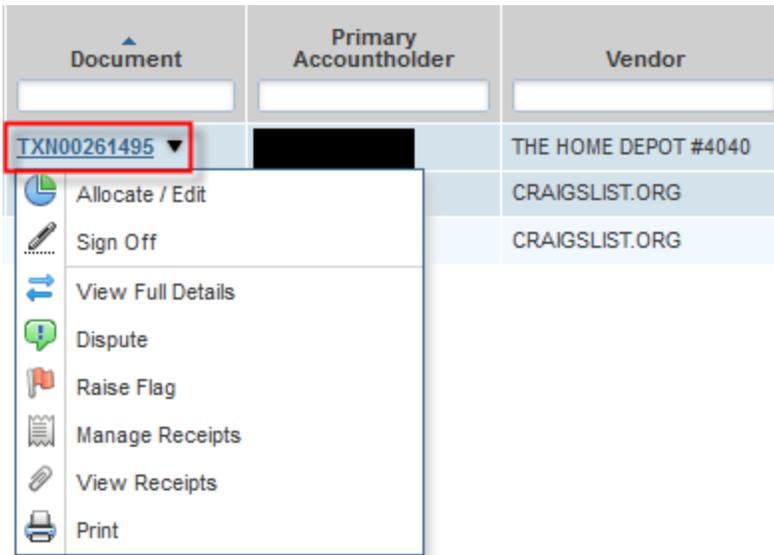
PORTLAND PUBLIC SCHOOLS

Transactions - Approver

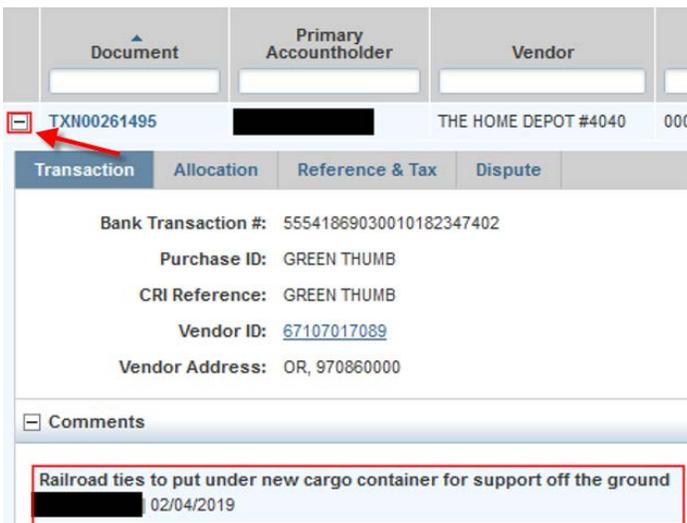
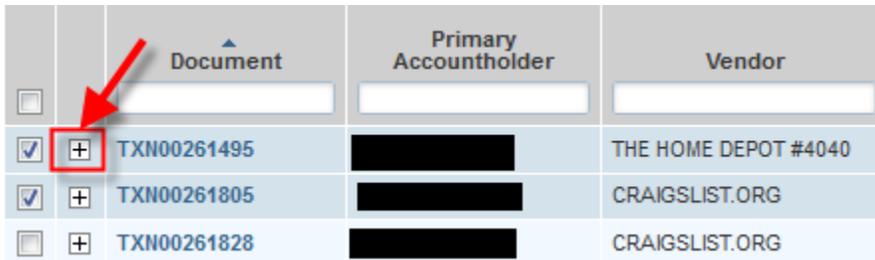
Document	Primary Accountholder	Vendor	GL06: Grant/Project	Purchase Amount	Account ID	Sign Off	Uploaded Receipt	Flagged	Comp[Val]Auth	Date Posted	Date Purchased	Group	Sign Off Date
TXN00267567		SEARS.COM 9301	00000	348.64	5955	AH	Yes		✓ ✓ ✓	03/15/2019	03/13/2019	FAM OPERATIONS - 5592	03/18/2019

- 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 reconciliation menu:

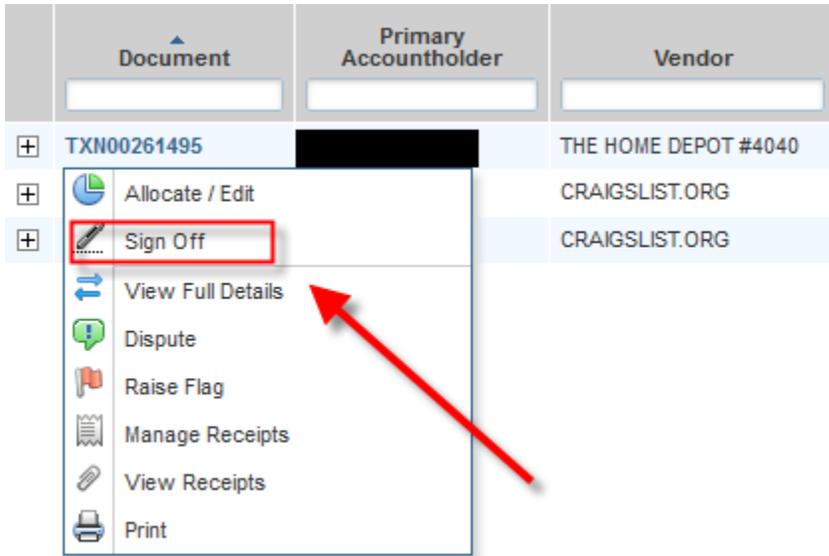
- This will allow you to “View Receipts” to see full detail of the purchase on the uploaded receipts/documents and “Sign Off” (i.e., mark as reviewed).



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 notes your review with a date time stamp in the system. To complete, click the “OK” button.

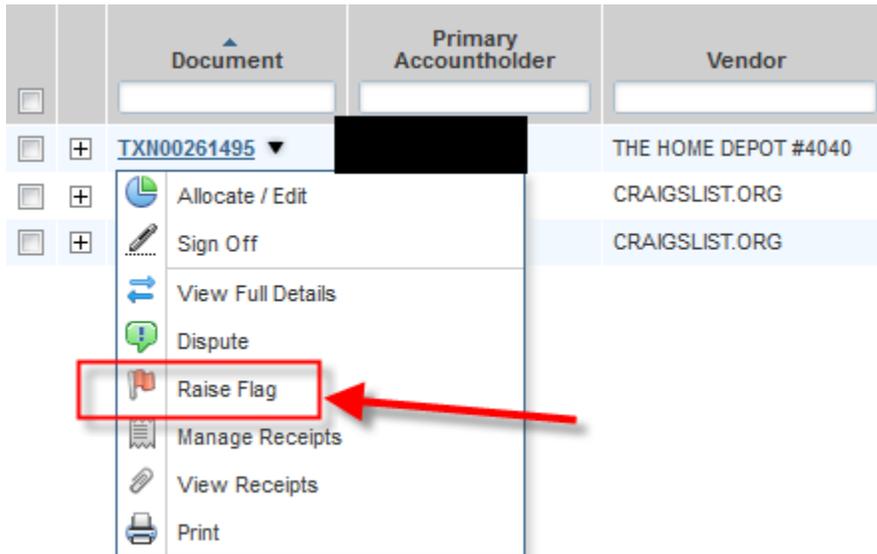


If, after signing off, you discover an error or need to make changes to the transaction, contact the PCard Program Manager or PCard Accountant at pcard@pps.net

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 reconciliation 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 to send it back to you for review and sign off.

Note: A transaction signed off by you may get flagged back to the cardholder by the PCard Accountant or PCard Program Manager. It will be the cardholder’s responsibility to remedy the flag. No action is required by you.